Intro



Welcome to Wide Area Workflow e-Business Suite. This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



This is an overview of eMIPR Enhancements.

Step 2

MIPR Roles - Lookup - Exit					
Section A - Edit Header Information					
Purchase Request Name		Purchase Request Description			
Antinanau Contrast 1					
N	V				
Security Level		Category		Mission Impact	
Unclassified	V	- Select -	V	- Select -	~
lot Full Open Competition					
- Select -					~
Check the box if applicable.					
Performance Based Acquisition		Security Indicator		Subject to Funds Availability	
Procurement Instrument Identifier (Optional)					
	When	Subject to Funds Availability i	n Section A is checked O	R	
+ Add Procurement Identifier	Fundin	g Status selected is Planning, L	ine Item Committed An	nounts	
	in Sect	ion G will be optional. If entered	ed, Line Item Committee	ł	
Intragovernmental Order Information	Amour	nts not matching the Line Item	Total will be permitted.		
Please enter ONE of the following: Statutory Authority, Other S	atutory Authority, or Agreemen	t Number.			
Statutory Authority				Other Statutory Authority	
- Select -			⊻		
Statutory Authority Statement *				Funding Method	
				Direct Cite	\checkmark

When Subject to Funds Availability in Section A is checked OR Funding Status selected is Planning, Line Item Committed Amounts in Section G will be optional. If entered, Line Item Committed Amounts not matching the Line Item Total will be permitted.

Step 3				
	eMIPR Roles - Lookup - Exit			
	Section G - Add Item Committed Amount			
	At least one of the following fields are required: ACRN or Comm	Iment ID Number. ACRN is populated down from the Header Committed Amoun	n.	
	Item No.*	ACRN	Commitment ID Number	Committed Amount *
	Transportation Account Code			
	Note: Complete all D. Norther will be required for all New Complete	inter a star the designed if second		
		insee Politikers on the southers is provident.		
	Save Cancel SHep			
	Iter	n Committed Amounts will be automatically po	pulated with the product of the Unit Price a	nd
	Qua	antity for that Line Item. The amount can be ed mit an amount different than the Line Item Tota	lited. The user will receive an error if they att al, if Funding Status is not Planning AND Sul	empt to bject to
	Fun	ds Availability is False.		

Item Committed Amounts will be automatically populated with the product of the Unit Price and Quantity for that Line Item. The amount can be edited. The user will receive an error if they attempt to submit an amount different than the Line Item Total, if Funding Status is not Planning AND Subject to Funds Availability is False.

eMIPR Enhancements

Step 4			
	eMIPR Roles - Lookup - Exit		
	Create Purchase Request		
	Document Info		
	Requesting Agency DoDAAC *		
	- Select -		
	Funding Agency DoDAAC *		
	Requesting Approver DoDAAC		
	Servicing Agency DoDAAC *		
	eMIPR Number *		
	Amendment No.		
	Is this eMIPR to establish an ordering instrument?		
	No		
	Is this eMIPR for Supplies or Services? *		
	- Select -	V	
	Asterisk (*) = Required Field		
	Next ECancel O Help	A Help button is available at the bottom of each page throughout the eMIPR application.	

A Help button is available at the bottom of each page throughout the eMIPR application.

Step 5

MIPR Help		^	^	
Create Purchase Request Help				
Fields				
Label	Description			
Requesting Agency DoDAAC	The DOD Actively Address Colled of the actively set the requirement extended in the MRT. The is test on territoriary care accession. The DOAAC is a Activater code that uniquely dentifies a unit, actively, or organization that has the authority to requisition, contract. The receive, have catedory of using or share of permitted-amend assists, or fundiput bits the materials and/or services. Please refer to DLM 4000 25 for more information.	1		
Funding Agency DoDAAC	The DoD Activity Address CoSte of the activity that will be certifying providing hands for and paring the MRF (rad are Reinsone Handgement Officer). The DODA/C is a 6-character code that unapped) identifies a unit, activity, or organization that has the authority to registration, comitrat for circles, have catologi of issue, or ship powerment- oared assets, or bandpay polisitis for materials and/or services. Please refer to DUAI e002 26 from enformations.			
Requesting Approver DoDAAC	The DoD Activity Address Code of the activity in which the MIPR approver works. Generally this will be the same as the DoCAAC of the office with the requirement. The 4 JM	v × • ;;		
his eMIPR for Supplies or Services? *			_	
Select -	V			
Nerisk (*) = Required Field	When the Help button is clicked, a page help information provided by DPAP and	will c	open in a separate window showing the D (C) .	

When the Help button is clicked, a page will open in a separate window showing the help information provided by DPAP and OSD (C).

Step 6

MIPR Roles + Looku	p ≠ Ex	at			_	
			Sign MIPR			
Military Interdepartmental Pu	rchase Re	quest	liser id			
eMIPR Number	A	mendment	rsmiprrole		pplies / Services	Committed Total
SUK12A123456		0	Password		Supplies	\$100.00
NIPP Information						
Statutory Authority		Non-Econo				
Funding Method		Direct Cite	Submit K Cancel			
Interservice Supply Support				Processo & Alian Indiantas		
Statutory Authority Stateme	If a MI	IPR user is	PKI Exempt, then clicking the Sign and	Submit button will yield a pop-u	up containing the User	
	ld and	Password	fields.			
Desument Info	Once t docum	the user en hent will be	nters their password and clicks the OK esigned on the server and submitted.	button, the password will be vali	idated, the MIPR	
bocument mito	This or	acuros the	t the MIDD user outherizes the server	cian and submit		
Basic Header Information	ints er	isures tha	t the Wirrk user authorizes the server s	sign and submit.		
Purchase Request Name	NOTE:	DD Form	448 Block 14 text will also be displaye	d if the user is the funds certifier		
Contingency Contract		N		Security Level	Unclassified	
Category				Mission Impact		

If a MIPR user is PKI Exempt, then clicking the Sign and Submit button will yield a pop-up containing the User Id and Password fields.

Once the user enters their password and clicks the OK button, the password will be validated, the MIPR document will be signed on the server and submitted.

This ensures that the MIPR user authorizes the server sign and submit.

NOTE: DD Form 448 Block 14 text will also be displayed if the user is the funds certifier.



Clicking the Sign and Submi user is the funds certifier) a	eMIPR Certificate Sign and Submit button will yield a pop-up containing the User nd the user's signing certificate.	t: Id, DD Form 448 Block 14 text (if the
Once the user selects the signal submitted.	ning certificate and clicks the OK button, the N	/IPR document will be signed and

eMIPR Certificate Sign and Submit:

Clicking the Sign and Submit button will yield a pop-up containing the User Id, DD Form 448 Block 14 text (if the user is the funds certifier) and the user's signing certificate.

Once the user selects the signing certificate and clicks the OK button, the MIPR document will be signed and submitted.

Step 8

ader Committed Amo 965.00 XA	sunt	ACRN	Transportation Accord	unt Code					
6589	item No. 0001	ACRN	Commitment ID Numi 587865	ber Transpor	rtation Account Code	Con 589	nmitted Amoun 65.00	t	
terences	The Histor	y section of the e	MIPR includes	Title and Signed By	columns.				
Section	Reference De: The et 41 DI	D will be signed b	u the Culumittee	Cubmission Annes	or Financial M	Annager and Accortor	Ve	rsion Date	Line Its
3	Product Servic	a will be signed b	y the submitter,	, submission Approv	ver, Financial iv	lanager and Acceptor.			0003
	Product Service Code					1005			000
story	Product Service Code	Ļ		ł		1005			000
story Role	Product Service Code	Title	Date of Action	Signed By	Email	1005 Action(s)		Comments	GEX Acknowled
story Role Submitter	Product Service Code	Title Test	Date of Action 2017-01-04 09:19:31	signed By	Email	1005 Action(s) Saved Draft		Comments	GEX Acknowled
story Role Submitter Submitter	Product Service Code Name	Title Test Test	Date of Action 2017-01-04 09:19:31 2017-01-04 09:55:32	Signed By	Email	1005 Action(N) Saved Draft Submitted Via Web Create (Pending.	Approval)	Comments	GEX Acknowled
story Role Submitter Submitter	Product Service Code Name	Tite Test	Date of Action 2017-01-04 09:19:31 2017-01-04 09:55:32 2017-01-04 10.08:16	Signed By	Email	1005 Action(s) Saved Draft Submitted via Veb Create (Pending Valdated by Gibbal Exchange (c	Approval) GEX)	Comments	GEX Acknowled
story Role Submitter Submitter Financial Manager	Product Service Code	Tite Test Test	Date of Action 2017-01-04 09:19:31 2017-01-04 09:55:32 2017-01-04 10:08:16 2017-01-04 10:22:35	Signed By	Email	1005 Action(s) Saved Draft Submitted via Web Create (Pending, Validated by Clotter Exchange (r Control of Pending Agroups)	Approval) GEX)	Comments	GEX Acknowler
story Role Submitter Submitter Financial Manager	Product Service Code	Title Test Test	Date of Action 2017-01-04 09:19:31 2017-01-04 09:55:32 2017-01-04 10:08:16 2017-01-04 10:22:35 2017-01-04 10:23:57	signed By	Email	1005 Action(s) Saved Draft Submitted via Vete Create (Pending, Validated by Gibbal Exchange (r Centered (Pending Agenger (r	Approval) GEX)) GEX)	Comments	GEX Acknowled
Role Submitter Submitter Financial Manager Acceptor	Name 7 K. iger	Tate Tate Test	Date of Action 2017-01-04 09 19:31 2017-01-04 09 5:32 2017-01-04 100 01 6 2017-01-04 100 22 35 2017-01-04 103 22 357 2017-01-04 103 220	Signed By K igre	Email	1005 Astion(4) Saved Datit Subartited av Web Detext (Presting, Valdeted by Oktob Exchange (r Valdeted by Oktob Exchange (r Valdeted by Oktob Exchange (r Accepted si Web (Presting Apenval)	Approval) GEX)) GEX)) SEX)) Accepted	Comments	GEX Acknowler

The History section of the eMIPR includes Title and Signed By columns.

The eMIPR will be signed by the Submitter, Submission Approver, Financial Manager and Acceptor.

Step 9

14. FUNE BALANC	OS FOR PROCUREMEN ES OF WHICH ARE SU	T ARE PROPERLY CF FFICIENT TO COVER	IARGEABLE T THE ESTIMA	O ALLOTMENTS TED TOTAL PRIC	SET FORTH E E	ELOW, THE AVA	ILABLE
ACRN	APPROPRIATION	LIMIT/SUBHEAD	SUPPLE	MENTAL ACCOU CLASSIFICATION	NTING	ACCTG STA DODAAD	AMOUNT
test	,		,		,		\$ 41,005.00
15. AUTH	HORIZING OFFICER - (Type name and title)	16. SIGNAT	URE		17. DATE	,
REQUIRI Activity	ING ACTIVITY -	et, Requiring				15 DEC 2016	
FUNDS C Managem	CERTIFIER - ?	Resource				15 DEC 2016	
Based on ection B	DD Form 448, JUN 72 (Th - Supplies or Se	EG) e PDF includes role, d Acceptor in Blocks	name, title, si 15 and 17.	ignature date of t	, Submitter, Si	ubmission Appro	over, Financia
ITEM	SUPPLIES/SERVICE	QUANTI		UNIT PRICE	AMOUNT	1	

The PDF includes role, name, title, signature date of Submitter, Submission Approver, Financial Manager and Acceptor in Blocks 15 and 17.

End



This concludes our demonstration.