



**NOAA** NATIONAL OCEANIC AND  
ATMOSPHERIC ADMINISTRATION  
UNITED STATES DEPARTMENT OF COMMERCE

# C.Award

FY2015 – April

V 1.1.1

# C.Award



- **C.Buy**
  - Deployed 1999
  - Used to help facilitate acquisition process
- **Replaced December 2011**
  - C.Buy to C.Award
  - C.Request + C.Award = C.Suite



# Access, Setup & Tips



# C.Suite – Access & User IDs

- PDF Form

- Found:

- [http://www.ago.noaa.gov/ago/acquisition/c\\_buy\\_forms.cfm](http://www.ago.noaa.gov/ago/acquisition/c_buy_forms.cfm)
    - <http://www.corporateservices.noaa.gov/finance/forms.html>

- User ID

- *Starts with NOAA*
    - *Is case-sensitive*



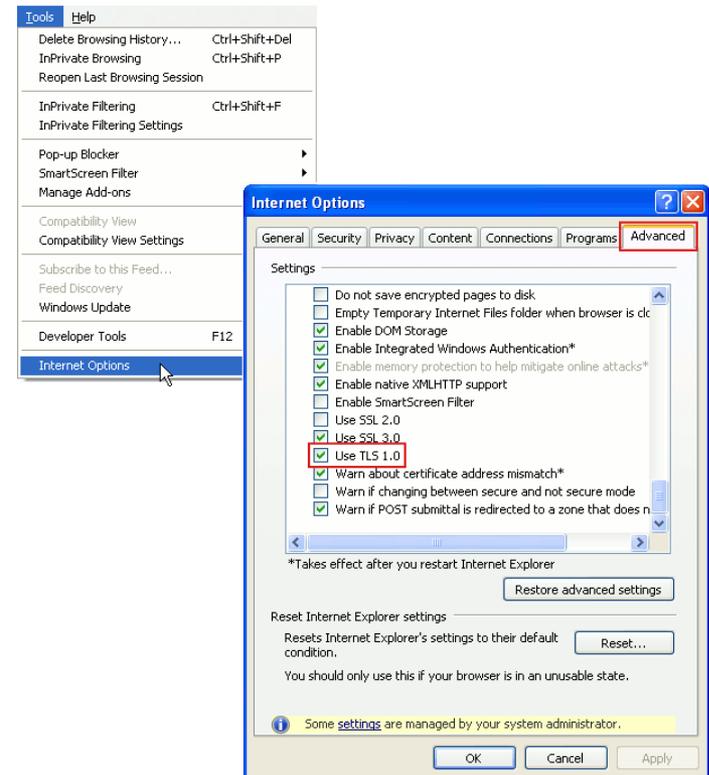
# C.Suite - Password/Signature PIN

- Both the Password & Signature PIN
  - Case Sensitive
  - Passwords
    - *Follow DOC policy – minimum 12 characters*
  - Signature Passwords
    - *Must be 8 characters long and contain at least 1 number*
- Passwords are good for 90 days
  - User will be alerted to change
  - If forget – contact [clientservices@noaa.gov](mailto:clientservices@noaa.gov)
- Signature PINs no need to change
  - Contains same elements as Passwords
  - If forget – can change under My Profile
    - *Need your password to make the change*

# C.Suite – Internet Explorer



- C.Request should only be used by Internet Explorer (IE)
  - Other browsers not supported
- One time setup within IE
  - Steps:
    - *Select Tools Menu Option*
    - *Click Internet Options*
    - *Select Advance Folder Option*
    - *Scroll to bottom of the list*
    - *Check “USE TLS 1.0” checkbox*
    - *Click OK*



# C.Suite - Tips



- C.Suite does not have a spell check
- Use upper case in the system
- Use Tab key to maneuver through fields on the screen
- **Do NOT double-click within C.Suite**
- Do NOT press the Escape or backspace keys
  - Can use the backspace key if in a field where you can type
- Do NOT use Internet Explorer's back button
- Uses frames/split screens
- Do not copy from Word/PDF document
  - Copies over special/hidden characters
    - *Will get errors*
  - Use Notepad to strip format prior to pasting



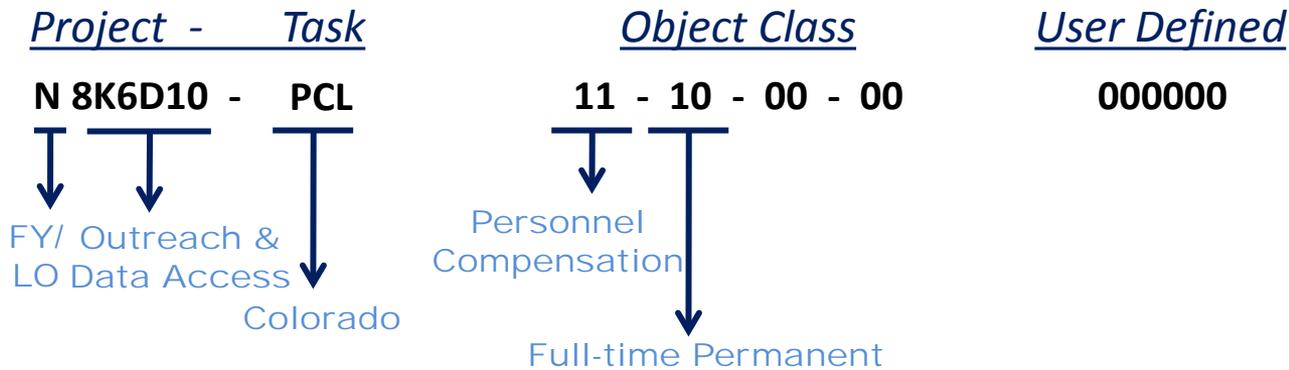
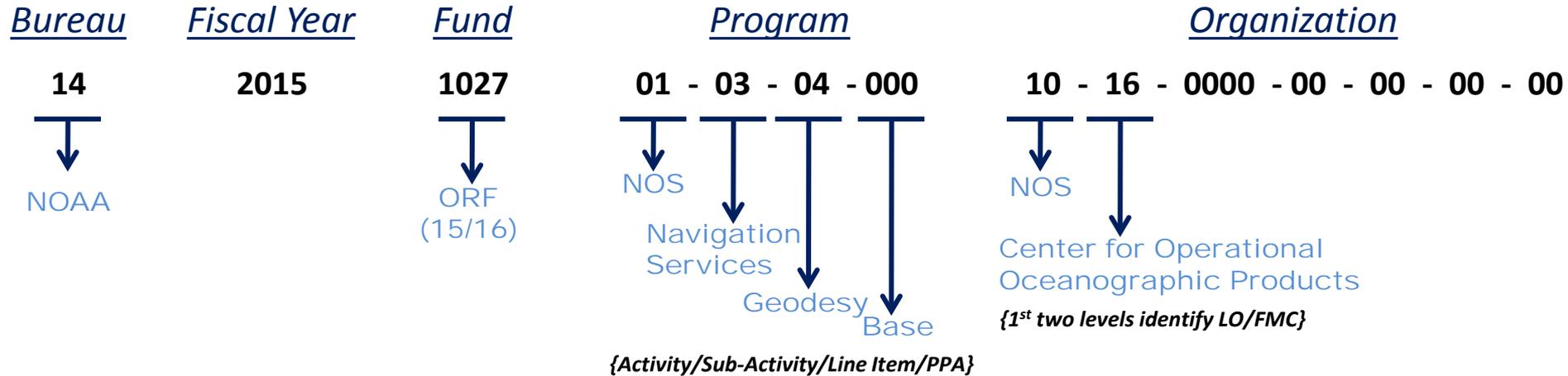
# Accounting Classification Code Structure (ACCS)

# Procurement Process



- A person (Requisitioner) realizes a need
  - Uses C.Request
    - *Create Requisition*
    - *Define Funds (ACCS)*
- Acquisitions Staff
  - Uses C.Award
    - *Create Contract*
    - *Obligate Funds (ACCS)*
- Finance Staff
  - Uses CFS
    - *Post & Pay Invoices*

# CBS Accounting Classification Code Structure (ACCS)



{Identifies line, program or staff office for No-Year funds Or Fiscal Year for Multi-Year funds}

ACCS Validation: <https://cbsquery.rdc.noaa.gov/search/validateCAMSaccs310g.html>

# Organization Code Structure

## Level 1 -- Line Office



### NOAA (14)

- 01 Office of the Under Secretary
- 05 Office of Administration
- 06 NOAA Finance & Administration
- 08 NOAA Marine & Aviation Operations
- 09 Systems Acquisition Office
- 10 National Ocean Service
- 20 National Weather Service
- 30 National Marine Fisheries Service
- 40 National Environmental Satellite,  
Data & Information Service
- 50 Office of Oceanic & Atmospheric Research

### BIS (13)

- 40 Office of the Under Secretary
- 41 Director of Administration
- 42 Export Administration
- 43 Office of Assistant Secretary for  
Export Enforcement
- 44 Office of Assistant Secretary for  
Export Administration

### EDA (20)

- 01 Philadelphia
- 04 Atlanta
- 05 Denver
- 06 Chicago
- 07 Seattle
- 08 Austin
- 99 HQs

# Organization Code Structure

## Levels 1-2 -- Financial Mgmt Center (FMC)



| <u>LO - FMC</u> | <u>Description (NOS Examples)</u>             |
|-----------------|---|
| 10 - 01         | National Ocean Service – Asst Adm             |
| 10 - 04         | Office of Ocean & Coastal Resource Management |
| 10 - 09         | Office of Coast Survey                        |
| 10 - 11         | Office of National Geodetic Survey            |
| 10 - 12         | Office of Response & Restoration              |
| 10 - 13         | National Center for Coastal Ocean Science     |
| 10 - 15         | NOAA Coastal Services Center                  |
| 10 - 16         | Center for Operational Oceanographic Products |

# ACCS Project # -- 1st Position



- Multi-Year Funds -- Fiscal Year

- Fund 1019 (ORF) M FY 2014 & FY 2015 – Carryover
- Fund 1018 (PAC) M FY 2014 & FY 2016 – Carryover
- Fund 1027 (ORF) N FY 2015 & FY 2016 – Carryover
- Fund 1026 (PAC) N FY 2015 & FY 2017 – Carryover

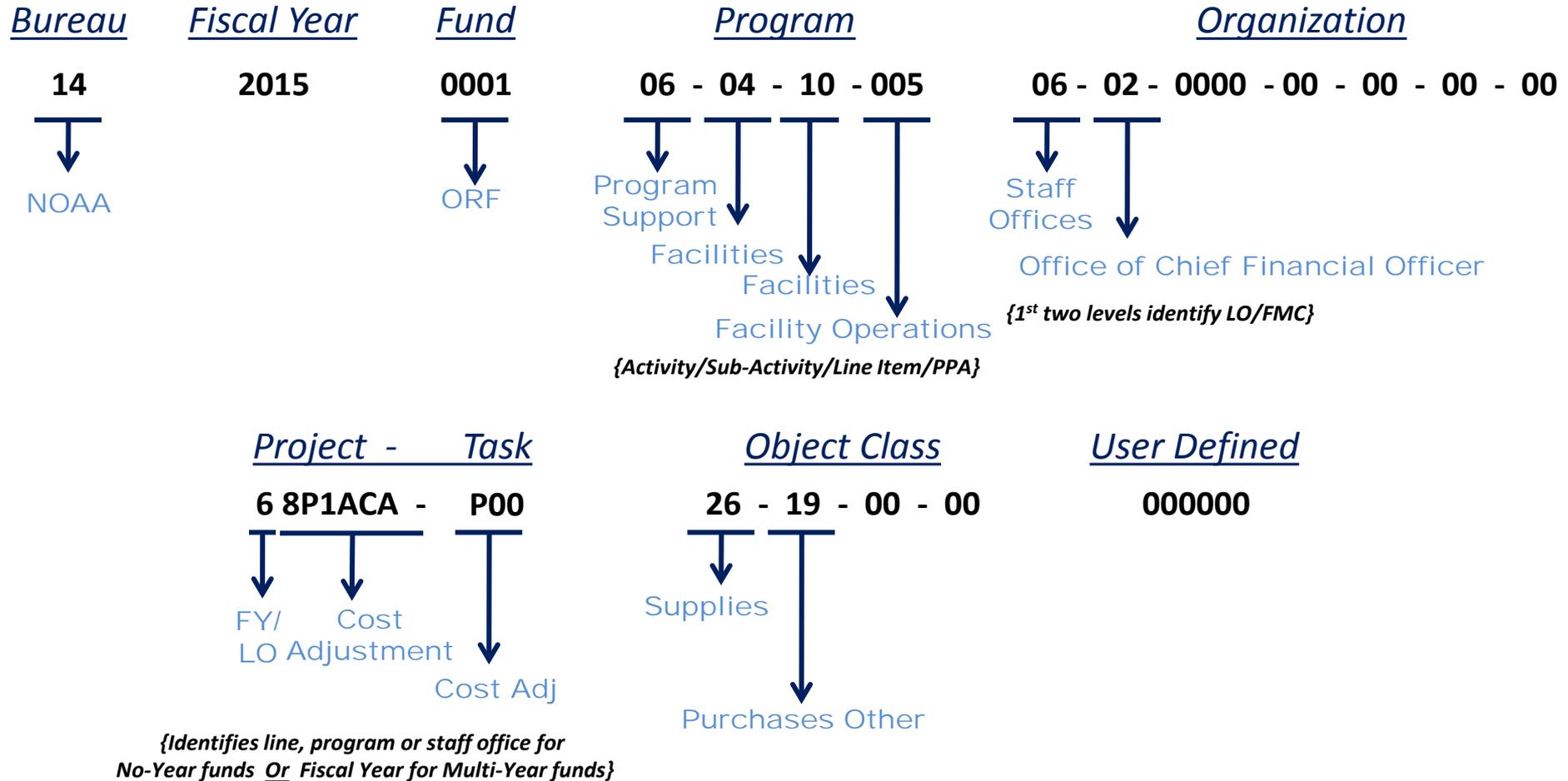
ORF – Operations, Research & Facilities    PAC – Procurement, Acquisitions & Construction

- No-Year Funds -- Line, Program, or Staff Office

- Funds 0001, 0005, 0006, 0007 and 0016:

- 1 - NOS                      5 - NESDIS
- 2 - NMFS                    6 - NFA
- 3 - OAR                      7 - NMAO
- 4 - NWS                      9 - BIS

# CBS Accounting Classification Code Structure (ACCS)



ACCS Validation: <https://cbsquery.rdc.noaa.gov/search/validateCAMSaccs310g.html>

# Funding Authority



- **Accounting (fund) citation**
  - Composed of Agency code, Fiscal Year & Treasury Account Symbol (TAS)
- **Citation 13X1450**

|      |                       |
|------|-----------------------|
| 13   | Dept of Commerce      |
| X    | No-year funds         |
| 1450 | TAS for NOAA ORF fund |
- **Within C.Request – fields with drop down listings**
  - Use the drop down listing values
- **TAS Current Listing**
  - [http://www.corporateservices.noaa.gov/finance/cbs\\_fundcode.html](http://www.corporateservices.noaa.gov/finance/cbs_fundcode.html)





- Stands for:
  - United Nations Standard Products and Services Code
    - Is an open, global, multi-sector standard for efficient, accurate classification of products and services.
- Website for DOC:
  - <https://community.max.gov/pages/viewpage.action?pageId=696617672>
  - Must register in order to view the website and download the listings
  - Listing of UNSPSC Codes
    - *Use something other than 0000 if possible*
  - Crosswalk of FSC/UNSPSC
- Form to submit a number not in C.Suite to AGO
  - <https://docs.google.com/a/noaa.gov/forms/d/161rcj8oCbcWeo01gEOZD0v7XI-2N8CQrjaQ3-wDMAvc/viewform>
    - *Must be logged into google/gmail*

# AGO Information



- Website:
  - [http://www.ago.noaa.gov/acquisition/c\\_suite.html](http://www.ago.noaa.gov/acquisition/c_suite.html)
  - Contains:
    - *Forms*
    - *Error Table*
  - <https://sites.google.com/a/noaa.gov/acquisition-services/c-suite/c-suite-guides> Guides on Google
- Novation Information:
  - [http://www.ago.noaa.gov/acquisition/docs/the\\_novation\\_process\\_in\\_c.award.pdf](http://www.ago.noaa.gov/acquisition/docs/the_novation_process_in_c.award.pdf)

# Modification Line Item Action (Options)



| Selection Option              | Description of Option  |
|-------------------------------|--|
| "Blank"/No Selection          | This selection should be used if you want the line items on the Requisition to come into the Award as new line items.  |
| Change Award Line Item        | This selection would be used to indicate that the customer is requesting that the line item on the award be increased or decreased in value.   |
| Cancel/Cancel Award Line Item | This selection should be used to cancel the awarded line item in full.   |
| Cancel/Open Award Line Item   | This selection should be used to cancel the line item in full on the award but leave the PR line item open so it could be awarded on another document.                                     |
| Add Line Item from Base Award | This selection should only be used when requesting through a modification to add a line item from a base Indefinite delivery type contract award to an existing delivery task order award. |

# NOAA Client Services Help Desk



- **Functional/Technical Support for CBS Applications**

- Budget Operating Plans (BOP)
- Reimbursable Agreements
- SLTs & DLAs
- Data Warehouse/Discoverer
- Commerce Purchase Card System (CPCS)
- Travel
- C.Request/C.Award = C.Suite



- **User Account requests, JAVA/JInitiator, etc.**

- **FSD/CBS Web Site** [http://www.corporateservices.noaa.gov/Finance/FOFSD\\_Home.html](http://www.corporateservices.noaa.gov/Finance/FOFSD_Home.html)

- Click on Help Desk link for additional info, phone numbers, etc.
- Email: [ClientServices@noaa.gov](mailto:ClientServices@noaa.gov)
- Phone #: 301-444-3400
  - **Option #3 – C.Suite (C.Award)**
- Fax/Server #: 301-444-3401





# Questions & Discussion