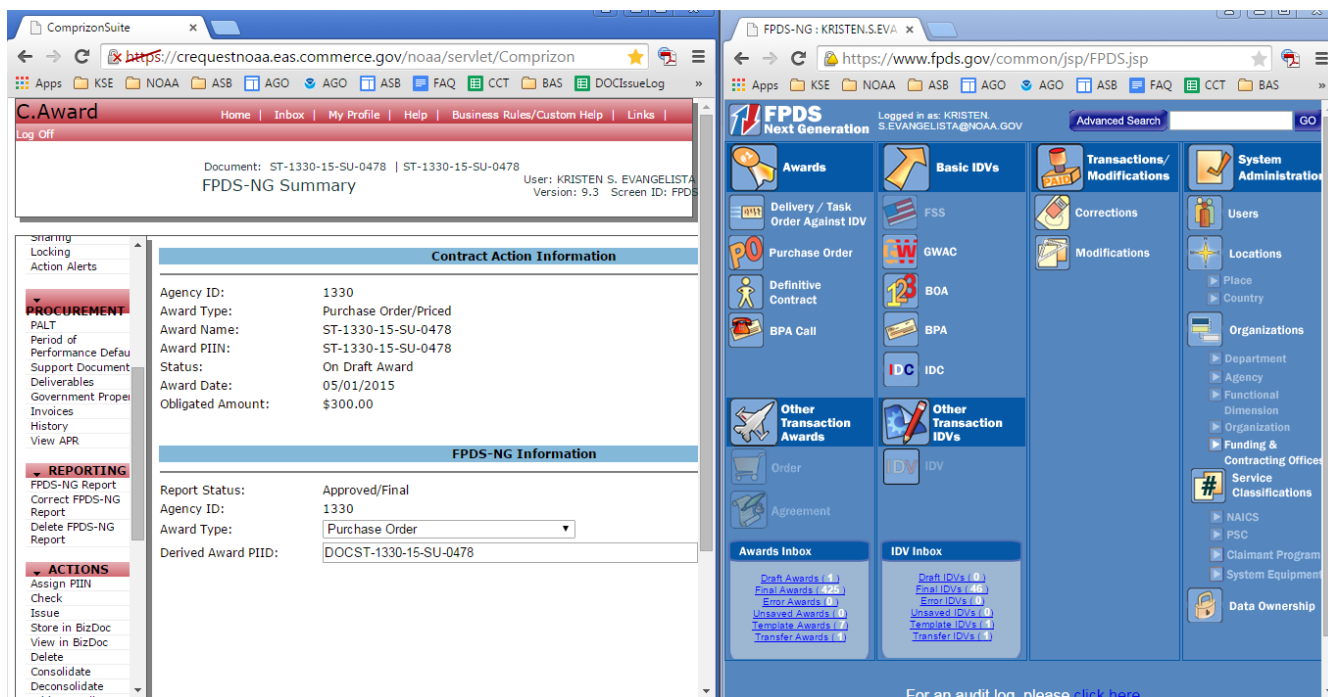


Using The Template Feature in FPDS-NG to Save Re-Work in C.Award

Due to FPDS-NG reports requiring approval before obligation can be attempted, and then deletion if obligation errors, clients are routinely having to re-enter (filling each field of the report) FPDS-NG reports, sometimes multiple times before obligation is accepted/approved.

The steps below will avoid re-entry, allowing clients to only complete the details of an FPDS-NG report once.

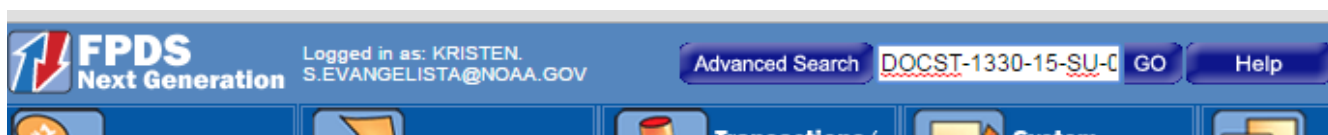
Important: This requires C.Award login in one location (tab, browser, etc.) and FPDS-NG (directly) in another.



1. While previously, upon receiving an error at obligation, it would be necessary to delete the approved FPDS-NG report within C.Award to begin fixing the errors - **STOP!** Do nothing in C.Award.

Enter FPDS-NG directly via <https://www.fpds.gov> (screen should look like the above right after log-in).

2. Find and Open the applicable FPDS-NG Report. One method: Search for the FPDS-NG Report using the search box at top right of FPDS-NG Home screen, entering the "Derived Award PIID" found on the C.Award screen.



3. Select “Save Tmpl” located at the top of the opened FPDS-NG report:

The screenshot shows the top navigation bar with buttons: HOME, ezSearch, Advanced Search, GO, and Log Off. Below this is a row of action buttons: New, Save Draft, Validate, Approve, Correct, Modify, **Save Tmpl** (highlighted in yellow), Delete, and Print. Below the buttons is a section for Transaction Information with fields for Award Type (Purchase Order), Prepared Date (05/01/2015 09:19:05), Prepared User (KRISTEN.S.EVANGELISTA@NOAA.GOV), Award Status (Final), Last Modified Date (05/01/2015 09:24:46), and Last Modified User (KRISTEN.S.EVANGELISTA@NOAA.GOV). Below this is a section for Document Information with fields for Agency (1330), Procurement Identifier (DOCST133015SU0478), Modification No (0), and Trans No (0).

4. Enter desired “Template Name” (for ease of locating later) and Select “Save”:

The screenshot shows the top navigation bar with buttons: HOME, ezSearch, Advanced Search, GO, and Log Off. Below this is a row of action buttons: New, **Save** (highlighted in yellow), Create Doc, Delete, Print, Close, and Help. Below the buttons is a section for Template Name and Template Description. The Template Name field is filled with '0478'. Below this is a section for Transaction Information with fields for Award Type (Purchase Order), Prepared Date (05/01/2015 09:19:05), Prepared User (KRISTEN.S.EVANGELISTA@NOAA.GOV), Award Status (NEW), Last Modified Date, and Last Modified User. Below this is a section for Document Information with fields for Agency (1330), Procurement Identifier (DOCST133015SU0478), Modification No (0), and Trans No (0).

FPDS-NG Template Status changes to below:

The screenshot shows the top navigation bar with buttons: HOME, ezSearch, Advanced Search, GO, and Log Off. Below this is a row of action buttons: New, Save, Create Doc, Delete, Print, Close, and Help. Below the buttons is a section for Template Name and Template Description. The Template Name field is filled with '0478'. Below this is a section for Transaction Information with fields for Award Type (Purchase Order), Prepared Date (05/01/2015 09:19:05), Prepared User (KRISTEN.S.EVANGELISTA@NOAA.GOV), Award Status (Existing Template), Last Modified Date (05/01/2015 10:32:33), and Last Modified User (KRISTEN.S.EVANGELISTA@NOAA.GOV). Below this is a section for Document Information with fields for Agency (1330), Procurement Identifier (DOCST133015SU0478), Modification No (0), and Trans No (0). There is also a field for Referenced IDV ID.

5. At this point - **Return** to C.Award and **DELETE** the FPDS-NG Report:

C.Award Home | Inbox | My Profile | Help | Business Rules/Custom Help | Links | Log Off

Document: ST-1330-15-SU-0478 | ST-1330-15-SU-0478
FPDS-NG Summary

User: KRISTEN S. EVANGELISTA (KSE)
Version: 9.3 Screen ID: FPDNGSM

Sharing
Locking
Action Alerts

PROCUREMENT
PALT
Period of
Performance Defaults
Support Documents
Deliverables
Government Property
Invoices
History
View APR

REPORTING
FPDS-NG Report
Correct FPDS-NG Report
Delete FPDS-NG Report

ACTIONS
Assign PIIN

Contract Action Information

Agency ID: 1330
Award Type: Purchase Order/Priced
Award Name: ST-1330-15-SU-0478
Award PIIN: ST-1330-15-SU-0478
Status: On Draft Award
Award Date: 05/01/2015
Obligated Amount: \$300.00

FPDS-NG Information

Report Status: Approved/Final
Agency ID: 1330
Award Type: Purchase Order
Derived Award PIID: DOCST-1330-15-SU-0478 [Advanced](#)
[Search](#)

Confirm that FPDS-NG Report was deleted via C.Award.

Return to FPDS-NG directly.

6. If not still on the template screen, **locate** the created template from the FPDS-NG home page in “Template Awards” or “Template IDVs” (shown below), and then **select** the appropriate template.

FPDS Next Generation Logged in as: KRISTEN S.EVANGELISTA@NOAA.GOV Advanced Search GO Help Log Off

Awards
Delivery / Task Order Against IDV
Purchase Order
Definitive Contract
BPA Call

Basic IDVs
FSS
GWAC
BOA
BPA
IDC

Transactions/Modifications
Corrections
Modifications

System Administration
Users
Locations
Organizations
Funding & Contracting Offices
Service Classifications
Data Ownership

Reports
Standard Reports
Ad Hoc Reports
ezSearch
Interagency Contract Direct

Other Transaction Awards
Order
Agreement

Other Transaction IDVs
IDV

Awards Inbox
Draft Awards (0)
Final Awards (425)
Error Awards (0)
Unsaved Awards (0)
Template Awards (1)
Transfer Awards (0)

IDV Inbox
Draft IDVs (0)
Final IDVs (46)
Error IDVs (0)
Unsaved IDVs (0)
Template IDVs (1)
Transfer IDVs (0)

7. From within the FPDS-NG Template, **Select “Create Doc”**:

HOME ezSearch Advanced Search GO Log Off

New Save **Create Doc** Delete Print Close Help

Template Name: 0478
Template Description:

Transaction Information

Award Type: Purchase Order Prepared Date: 05/01/2015 09:19:05 Prepared User: KRISTEN.S.EVANGELISTA@NOAA.GOV
Award Status: Existing Template Last Modified Date: 05/01/2015 10:32:33 Last Modified User: KRISTEN.S.EVANGELISTA@NOAA.GOV

Document Information

Agency	Procurement Identifier	Modification No	Trans No
Award ID: 1330	DOCST133015SU0478	0	0

8. An FPDS-NG report will be created with the same details as the original. **Verify** that all fields are correct (especially dates if these actions take more than a day) and **Select “Validate”** and “Save Draft” as usual:

HOME ezSearch Advanced Search GO Log Off

New **Save Draft** **Validate** Approve Correct Modify Save Tmplt Delete Print

Close Help

Transaction Information

Award Type: Purchase Order Prepared Date: 05/01/2015 10:48:52 Prepared User: KRISTEN.S.EVANGELISTA@NOAA.GOV
Award Status: NEW Last Modified Date: Last Modified User:

Document Information

Agency	Procurement Identifier	Modification No	Trans No
Award ID*: 1330	DOCST133015SU0478	0	0

Referenced IDV ID:
Reason For Modification:
Solicitation ID:

9. Return to C.Award and Select “FPDS-NG Report” on “REPORTING” menu of award or modification.

10. Verify that the FPDS-NG report has returned, in “Draft, Correct” status:

C.Award Home | Inbox | My Profile | Help | Business Rules/Custom Help | Links | Log Off

Document: ST-1330-15-SU-0478 | ST-1330-15-SU-0478 User: KRISTEN S. EVANGELISTA (KSE)
 FPDS-NG Summary Version: 9.3 Screen ID: ASM

Contract Action Information

Agency ID: 1330
 Award Type: Purchase Order/Priced
 Award Name: ST-1330-15-SU-0478
 Award PIIN: ST-1330-15-SU-0478
 Status: On Draft Award
 Award Date: 05/01/2015
 Obligated Amount: \$300.00

FPDS-NG Information

Report Status: **Draft, Correct**
 Agency ID: 1330
 Award Type: Purchase Order
 Derived Award PIID: DOCST-1330-15-SU-0478 [Advanced](#)
[Search](#)

REPORTING

- FPDS-NG Report
- Correct FPDS-NG Report
- Delete FPDS-NG Report

ACTIONS

- Assign PIIN
- Check
- Issue
- Store in BizDoc
- View in BizDoc
- Delete

11. Proceed with document as usual, fixing errors to be able to attempt obligation again.

If another obligation error on the same document occurs, simply delete the FPDS-NG report from within C.Award, Log into FPDS-NG directly, Locate Template, Create Doc from that Template, Verify, Validate, and Save the FPDS-NG Report, and return to C.Award to find it again in Draft, Correct status.

Note: The FPDS-NG Template will remain in the client FPDS-NG account until it is deleted.

Quick Reference: Using FPDS-NG Template to Save C.Award Re-Work

Steps	C.Award	FPDS-NG (directly at fpds.gov)
1	Receive Error at Obligation	
2		Locate & Open applicable FPDS-NG Report
3		Select "Create Tmplt"
4		Name Template and Select "Save"
5	Delete FPDS-NG Report	
6		Locate & Open applicable FPDS-NG Template
7		Select "Create Doc"
8		Verify Report Data, "Validate" and "Save Draft"
9	Return to FPDS-NG Section of Document	
10	See FPDS-NG Report in Draft, Correct Status	
11	Proceed with next obligation attempt (If another error occurs, repeat steps 5-11.)	