

INSTRUCTION FOR TENT ORDER SPREADSHEETS:

Customer Order Request Template

The Customer Order Request Template is used for price inquires (to obtain estimated prices) and to place orders. Please NOTE, these instructions are how to fill out the Tent spreadsheet. Additional program information is available in the SOE Customer Guidelines Document which is located on the Special Operational Equipment Homepage

Please follow the examples. Only some of the fields are required for price inquires. If a template submission is incorrect, we will not assume we understand the customer’s intentions. You will be requested to correct your submission.

Position	Field	Mandatory for making a price inquiry?	Mandatory for Placing an order?	Example	Restrictions	Definition
1	Request Type R / Q	Yes	Yes			R signifies you are placing an order Q signifies a price inquiry only, not an order.
2	POC Name *	No	No	John Smith		Enter the name of the point of contact who can answer questions about the requested item. (end user)
3	POC Unit *	No	No	ABC Unit		Enter the name of the unit, precinct, department, etc. for the point of contact.
4	POC Phone *	No	No	800-555-1212		Enter the phone number for the point of contact.
5	POC Email *	No	No	john.smith@zzz.mil		Enter the email address of the point of contact who can answer questions about the requested item.
6	LEAVE BLANK					Enter the core list item number if you are requesting this item from a DLA TROOP SUPPORT core list catalog. Otherwise, leave blank. Core list currently not available
7	Manufacturer Name	Yes	Yes	Ajax Inc		If the item is not on the SOE core list, enter the manufacturer name of the item you're requesting. If unknown please type "Any" or "Don't Know"

Position	Field	Mandatory for making a price inquiry?	Mandatory for Placing an order?	Example	Restrictions	Definition
8	Manufacturer Part Number	Yes	Yes	99-88-77-66		If the item is not on the SOE core list, enter the manufacturer part number of the item you're requesting. If unknown please type "Any" or "Don't Know". If unknown, the item description field must be completed.
9	Item Description	Yes	Yes	Weapon Light		If the item is not on the SOE core list, enter the description of the item you're requesting.
10	Additional Information	No	No	see web site www.abc.gov		Enter any additional information such as a website link that describes the item, the location of drawings or schematics for the item or anything else to help the vendor to identify the item. Also describe any item customization that is needed.
11	Unit Price Not To Exceed Amount	N/A not applicable	No	\$75.00	enter a number or leave blank. No narrative text.	Enter the maximum amount that you are willing to pay for an item. Otherwise, leave blank. NOTE: If quotes are received and they are higher than the NTE amount, the process will stop and you will be notified. Customer must authorize us to proceed with the order.
12	Requested Delivery Date	N/A	No	7/31/2008		When asking for a price quote, this field should be left blank. Leadtime requirements can be placed in the additional information field above. When placing an order, enter the date that you want to receive the item. If blank, the system will default to 30 days. If multiple partial deliveries are acceptable, please note in "additional information" and show the final delivery date requirement in this field.

Position	Field	Mandatory for making a price inquiry?	Mandatory for Placing an order?	Example	Restrictions	Definition
13	Quantity	No	Yes	50	number only	Enter the number of units requested. Be sure to use the correct unit of issue. 500 loose nails would be quantity = 500 and unit = EA. A box of 500 nails would be quantity = 1 and unit = BX.
14	Unit of Issue	Yes	Yes	EA		Enter the two-letter designation that indicates the count, measurement, container or form of an item of supply. It is the minimum quantity of the item that may be requested.
15	Ordering DODAAC	No	Yes	WW9999	Must be a valid DoDAAC	Enter the six character DoDAAC of the customer filling out this order form.
16	Ship To DODAAC	Yes	Yes	WW8888	Must be a valid DoDAAC	Enter the DoDAAC of the final destination of the item. This tells us where to send the item. This field is mandatory as prices are regional.
17	Bill to DODAAC	N/A	Yes	WW7777	Must be a valid DoDAAC	Enter a DODAAC if different from above indicating where billing should be sent. Can use only 1 Billing DODAAC per requisition number.
18	Delivery Destination	No	No	bldg 3, Indiantowng ap, PA		Enter any additional information about delivery that's not covered by the Ship To DoDAAC.

Position	Field	Mandatory for making a price inquiry?	Mandatory for Placing an order?	Example	Restrictions	Definition
19	Requisition Number	N/A	Yes	WW999951520001	must be of the form in the example.	<p>Enter the 14 character requisition number in the form of: [ordering DoDAAC] + [last digit of year] + [Julian day] + [sequence]</p> <p>Example: DODAAC=WW9999; order request date=5/31/2008; sequence=1 then req# = WW999951520001</p> <p>Please omit dashes, spaces, etc...</p> <p>NOTE: This is not a mandatory field for State and Local Gov't. We will create a requisition number.</p>
20	Signal Code	N/A	Yes	A	Only codes A, B, J, K are available for this program.	<p>1 digit field. Alpha character.</p> <p>1) Use "A" when the order line is to be shipped to the DoDAAC specified in the requisition number, and the line is to be billed to the DoDAAC specified in the requisition number.</p> <p>2) Use "B" when the order line is to be shipped to the DoDAAC specified in the requisition number, and the line is to be billed to the "bill to" DoDAAC in this order sheet.</p> <p>3) Use "J" when the order line is to be shipped to the DoDAAC specified in the "ship to" field, and the line is to be billed to the DoDAAC specified in the requisition number..</p> <p>4) Use "K" when the order line is to be shipped to the DoDAAC specified in the "ship to" field, and the line is to be billed to the "bill to" DoDAAC</p> <p>...</p>

Position	Field	Mandatory for making a price inquiry?	Mandatory for Placing an order?	Example	Restrictions	Definition
21	Fund Code *	N/A	Yes	ZZ		2 Digit Field. Alpha or Numeric Characters. Identifies the Military Fund Accounting Classification that should be billed for the material received. If Fund Code is unknown, go to your Financial Office. NOTE: Can only use 1 Fund Code per requisition number.
22	Special Project Code	N/A	No	9VV		Enter the three character project code associated with the item or leave blank if not applicable or unknown
23	MIPR, MORD, Internal Purchase Order	N/A	Yes, when payment is based on MIPR funds	ABC123		Enter your MIPR (Military Interdepartmental Purchase Request), MORD (Military Obligation Reimbursement Document) number, or Internal PO# (for State and Local Gov't) NOTE – Only 1 MIPR # per Order
24	Timeframe	N/A	No	R	only R, U, E or leave blank	Routine (R) / Urgent (U) / Emergency (E). If left blank, defaults to Routine.
25	Allow Alternate Item	No	No	Y		Enter "Y" if you will accept an approved alternate item. Leave blank to default to NO.
26	Allow Order Split	N/A	No	N		Enter "N" if you require that the entire order be delivered by only one vendor. Clarify your reason in the special instructions field. Leave blank to default to YES.
27	Special Instructions	No	No	All items must be delivered at one time		Enter any special instructions concerning your request. You must also use this field to convey why an item has emergency status or why you decline splitting a requisition amongst multiple vendors.

Submitting a Price Inquiry Request

Occasionally, a customer may need assistance defining their requirements and identifying the products, prices and services to meet their needs.

When customers need this type of assistance, they are to submit a price inquiry request using the “order request template” and specifying “Q” in the first field (Request Type R/Q). The template is to be E-mailed to SOEOrders@dla.mil DLA TROOP SUPPORT will help you get the answers and guidance you need to put together and to submit your order. Insure that the required fields are filled in on the template.

Submission of a MIPR (Military Inter-Departmental Purchase Request)

IMPORTANT: All MIPRs, along with the order spreadsheet, MUST be sent together on the same email to DLA TROOP SUPPORT – Price Inquiry requests may be used to estimate the required MIPR funds.

1. Please provide the following information on the MIPR before submitting it to DLA TROOP SUPPORT:
 - a. The DoDAAC to be used on the requisitions generated against the MIPR
 - b. Customer financial POC to include name, phone number, fax number and e-mail address
 - c. Identify the TENT Program on the MIPR
 - d. Dollar Value of MIPR – If the dollar amount is unknown, suggest the following:
 - 1) Conduct Market Research for estimated pricing or
 - 2) Submit a Price Inquiry Request –
 - e. If at all possible this information should be included in the remarks on the MIPR form.

2. Submit DD 448, MIPR to DLA TROOP SUPPORT:
 - a. The preferred method of submission is to scan a copy of the MIPR and submit it via e-mail, along with the order spreadsheet. E-mail the MIPR to SOEOrders@dla.mil
 - b. MIPRs can also be faxed to 215-737-0341/DSN: 444-0341
 - c. If e-mailing, annotate the information requested in step 1 in the body of the message. If faxing please list the information requested in step 1 on the fax cover sheet.
 - d. Subject Lines in E-mails should state that it is a request for MIPR acceptance at the very least.

3. Upon receipt of the MIPR, DLA TROOP SUPPORT will:
 - a. Review the MIPR for possible acceptance.
 - b. Contact the identified customer POC should there be any questions
 - c. This office will forward the MIPR to the Contracting Officer for Scope Determination. Once approved by the KO, the MIPR will be forwarded to our Finance Office.
 - d. DLA TROOP SUPPORT Finance will create the MIPR acceptance (DD Form 448-2), enter the MIPR data, including total value, into our tracking system and forward a copy of the acceptance to the customer’s financial POC, the vendor, the KO, and the DLA TROOP SUPPORT Tailored Vendor Logistics Specialist (TVLS).

4. MIPR Dollar Value – The dollar amount of the order request form must be the full amount of the corresponding MIPR. Should a difference occur between the order amount and the MIPR amount, you will be notified. If there is a shortage, you will be requested to submit a modification to the original MIPR for the balance of the dollar amount. If there is an overage, our Finance office will issue a reimbursement to your office.