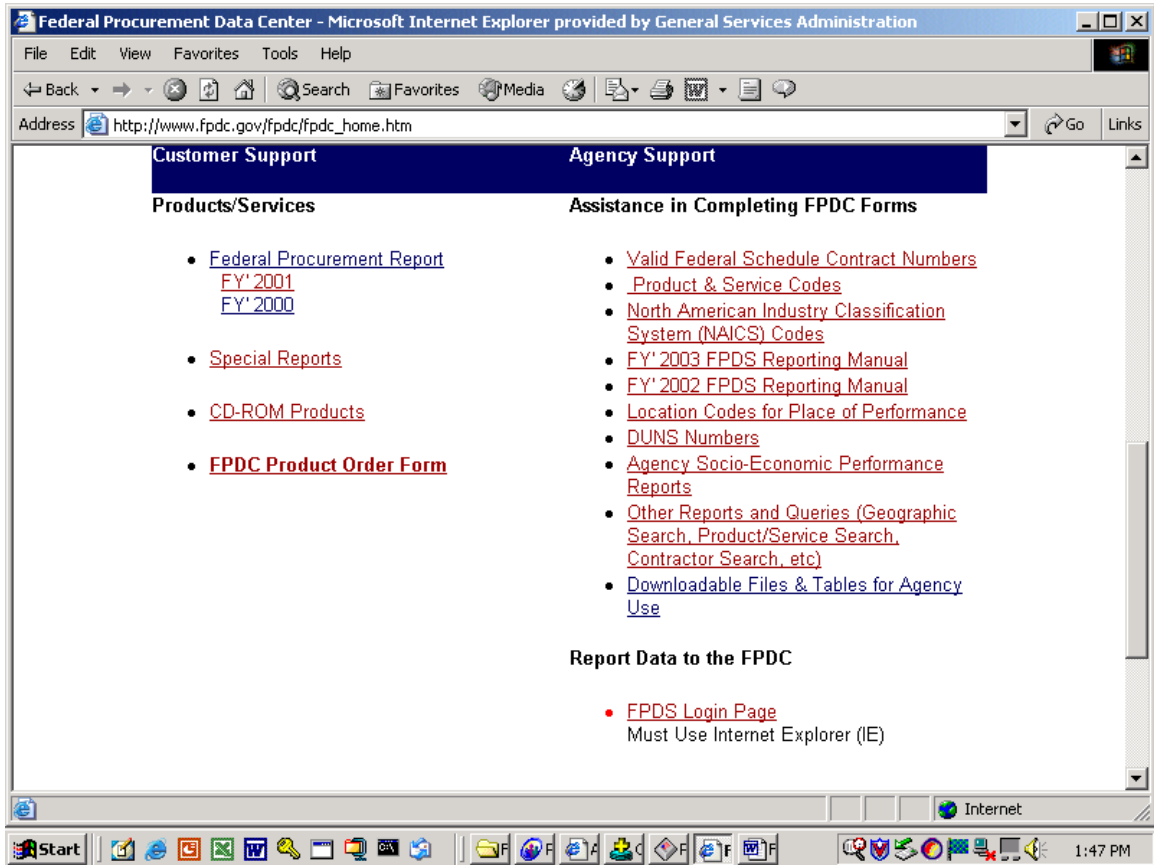


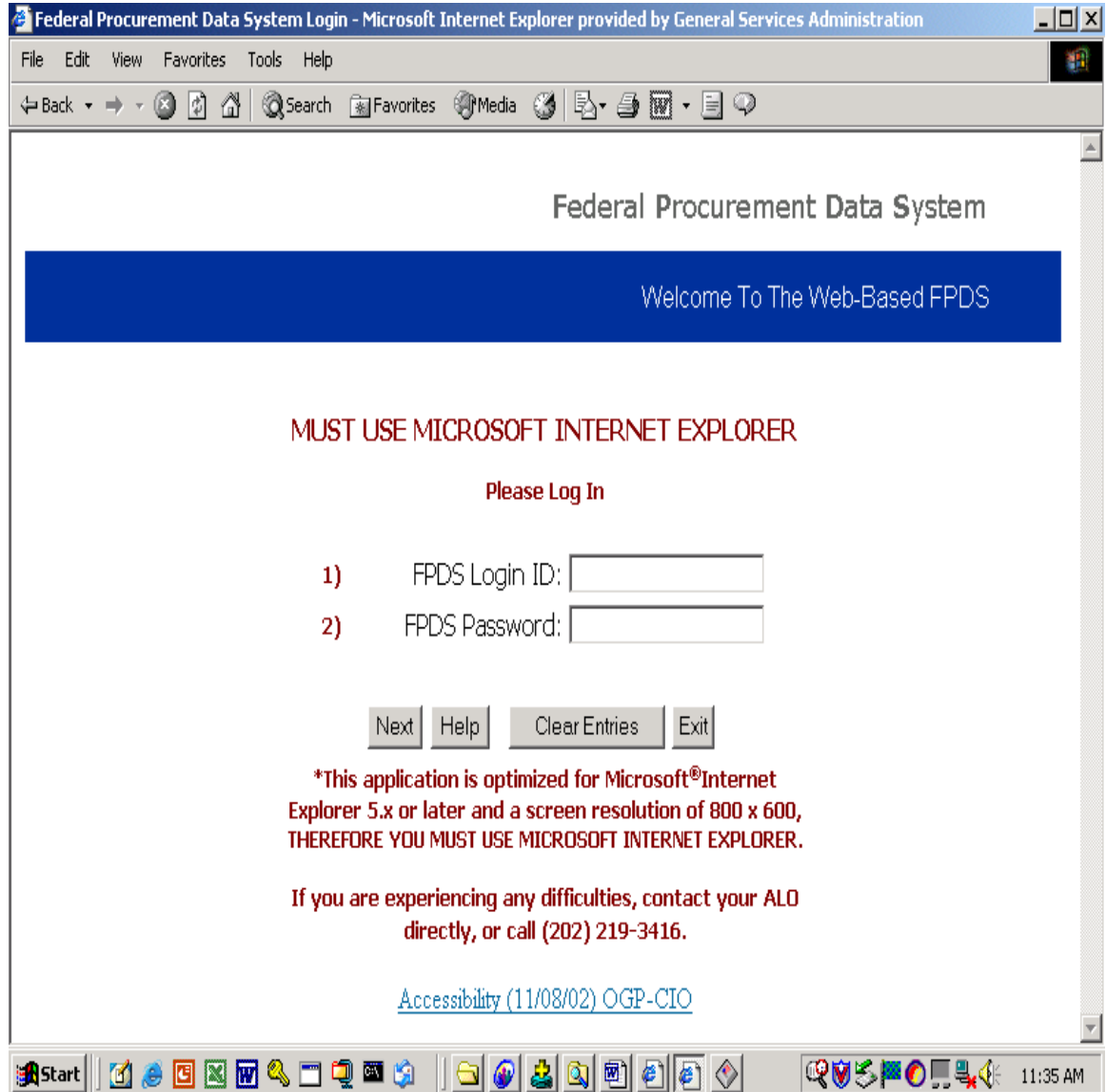
INSTRUCTIONS FOR USING FPDS WEB-BASED SYSTEM

I. System Login

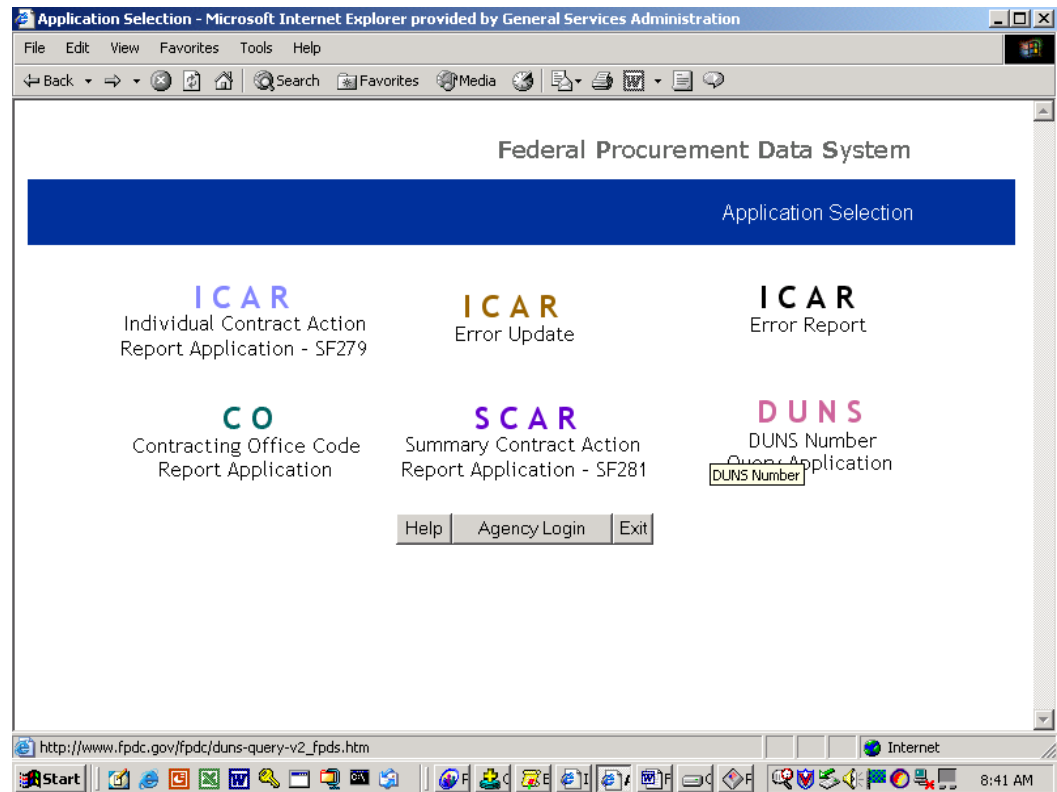
- A. Bring up the Internet Explorer and go to the FPDC web site. The address is: www.fpdc.gov.
- B. From the FPDC home page, scroll down to FPDS Login Page link and **CLICK**.



- C. The system will bring up the FPDS LOGIN page. The user should key in his/her USERID and PASSWORD and **CLICK NEXT**. (If you forget your USERID or password contact your agency liaison officer at FPDC. For GSA users contact Dian Neary at (202) 501-4973 or your service coordinator.)



- D. The system will then display the Application Selection Screen. (NOTE: The GPDS Application Selection screen also provides an option for GPDS reports accessible only by GSA.)



The Application Selection screen displays 6 (or 7 for GPDS) applications that are available to users. For the icons named ICAR, CO, SCAR or DUNS **CLICK** on the application name to display that screen. For the GPDS icon, select the appropriate report by selecting the down arrow key, scrolling down and select the desired report and **CLICK** on the button named GPDS Report. The applications are:

1. **ICAR – Individual Contract Action Report Application – SF279.** This application allows the user to Create (Add), Change (Correct), View or Delete a transaction that resides on the ICAR Table. This application also allows the user to create a skeleton record to aid in completing another record for the same contract.
2. **ICAR – Error Update.** This application allows the user to correct or delete records on the ICAR Error Table. These records were generated due to errors encountered during the data validation process and consist of both online and batch transactions.

3. **ICAR – Error Report**. This application displays individual error records and associated error messages for transactions that reside on the ICAR Error Table.
4. **CO – Contracting Office Code Report Application**. This application allows the user to Add, Change, Delete or View a transaction that resides on the CO Table.
5. **SCAR – Summary Contract Action Report Application – SF281**. This application allows the user to Add, Change, Delete or View a transaction that resides on the SCAR Table. (NOTE: For GSA, remember only one transaction per designated contracting office per quarter.)
6. **DUNS – DUNS Number Query Application**. This application allows the user the capability to query the DUNS Table and retrieve the DUNS number.
7. **GPDS – GPDS Reports**. This application is only accessible by GSA and it allows the user to access standardized reports that can be tailored by service, region, contracting office, etc.

II. Instructions for using the WEB-BASED online forms:

- A. The FPDS Web-based Online System displays data fields in three ways:
 1. Radio Button – CLICK on the button to select it. (For Yes, No, or Blank responses, the default value is set to BLANK.) Click the appropriate response if necessary.
 2. List or Drop Down – Enter the first character to bring up the first entry that meets the criteria then press that key until the desired response appears or use an arrow (up or down) key to locate the desired response.
 3. Text - Enter the required data.
- B. Use the TAB key or place the cursor in the desired field to navigate between data fields. **DO NOT HIT THE ENTER KEY.**
- C. Press the ENTER key or CLICK on the HELP button to access a HELP function.
- D. For data integrity, some data fields are edited at item level and when you press NEXT or SAVE (at form level) too. Before data is accepted

to the ICAR table, additional edits are performed via the batch edits prior to the data being accepted into the ICAR table.

- E. Click on the SAVE or NEXT PAGE button only once. When the system processes, you will see a blue expanding bar on the bottom of the page. Wait until the processing is completed.
- F. Field level edits are used when the field was changed or entered for the first time. If an error is found, an error message will be displayed. Click on OK and correct the field. This process will continue until all errors in the field are corrected provided that the field was changed and will be rechecked at form submit time. If a TAB was hit instead of correcting the field, then the field will be checked again when you CLICK on SAVE or NEXT using the form level edits.
- G. After the transaction passes all the edits and the transaction is successfully added or changed, a success page will be displayed. Use the PRINT command to print a copy for your contract file.

H. Browser/Internet Tips

- 1. If you get a page with a message "Service Temporarily Unavailable" then the FPDS system is down. Try logging in later.
- 2. If you get a message saying, "The page cannot be found" then there might be a problem with the system. Please call the FPDC.
- 3. If you get a message from our system that you must enable JavaScript then you cannot use our system until you enable JavaScript. To do so, select Tools from the menu bar followed by Internet Options, Security, Custom Level. Scroll down to Scripting and select Enable for Active Scripting and press OK followed by another OK.
- 4. If your internet is down then you will be unable to submit your data to the FPDC. However, if you were in the middle of entering data and were unaware of the internet being down and you have hit SAVE or NEXT then you will have to process the data later. If the browser displayed an error page, right click the mouse and select **back** and try to save the page when the internet comes up later by clicking on SAVE or NEXT.
- 5. Remember to log off the FPDS system when away from the computer for an extended period of time.

6. Periodically maintain your browser by deleting the Temporary Internet Files. This can be accomplished by selecting Tools/Internet Options and Delete files in the middle section called Temporary Internet Files on the General tab.

III. APPLICATIONS

ICON A. ICAR – Individual Contract Action Report Application – SF279

After selecting the ICAR SF279 icon, the system will display the ICAR screen.

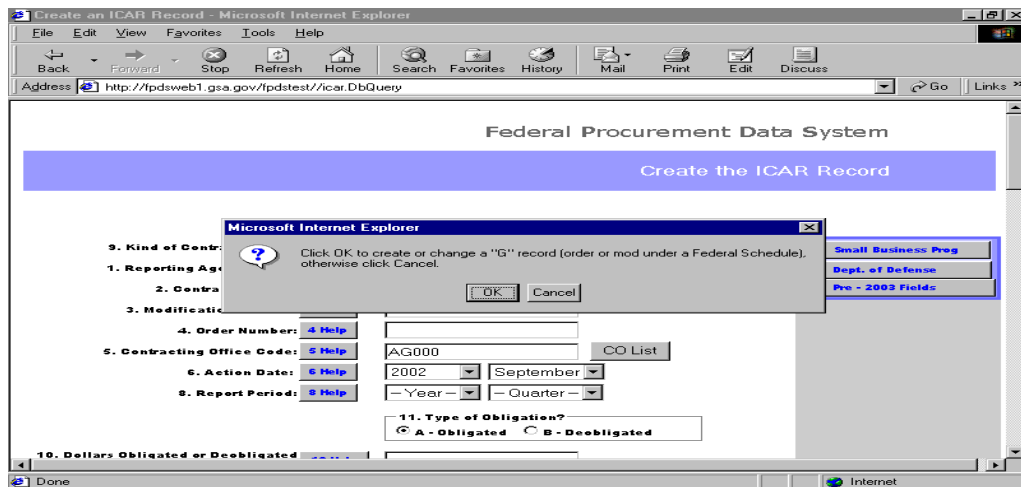
- I. Select the action you wish to perform from the list (type of entry). They are:
 - a. A = CREATE an ICAR Record – **CLICK** on this selection when adding a new transaction or creating a skeleton transaction on the ICAR database.
 - b. C = CHANGE an ICAR Record – **CLICK** on this selection when changing a transaction that resides on the ICAR database.
 - c. B = DELETE an ICAR Record – **CLICK** on this selection when deleting a transaction that resides on the ICAR database.
 - d. VIEW an ICAR Record – **CLICK** on this transaction when viewing a transaction that resides on the ICAR database.

2. Complete the required fields.

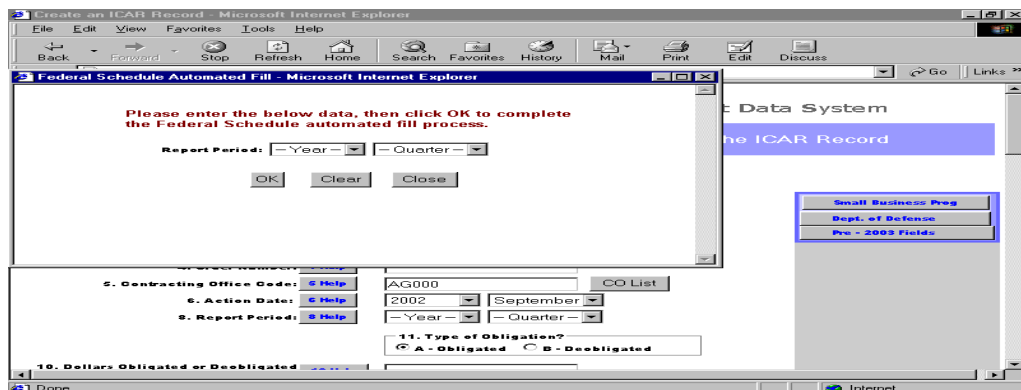
a. For a New ICAR Record:

(1) Key in the first six fields and **CLICK NEXT** (located at the bottom left of the screen). The system will then bring a detail ICAR screen where you will be able to enter or correct your transaction. The system will then place the cursor on kind of contract action.

(a) If you entered a “G” in the kind of contract action field, the system will ask, “Click OK to create or change a ‘G’ record”. **CLICK OK.**



The system will then ask you to enter the reporting period. The user should key in the appropriate reporting period and **CLICK OK** to complete the Federal Schedule automatic fill process.



If the contract number is on the Federal Schedule (FEDSCHED) Table, the system will then go to the FEDSCHED Table and retrieve and display the data fields that will be automatically filled in for the transaction being created. The user will be asked to

press **OK** and complete the process. The user should then complete the remaining data fields and press the **SAVE** button. If an error occurs the system will advise the user and the user should correct the error(s) and press the **SAVE** button. After all errors are resolved, the transaction will be processed against the batch ICAR edits. If the batch finds no errors, a success page will be printed, otherwise you will be advised that your transaction is on the Error File. See instructions below for ICAR Error Report.

Otherwise if the contract number does not appear on the Federal Schedule table, the system will display the Federal Schedule screen with the message "The Federal Schedule fill process was unsuccessful, please change the Federal Schedule contract number and reprocess". The user can print this screen then press **CANCEL**. Before reprocessing this transaction, check the contract number to ensure that the number is correct. If you change the contract number then the Federal Schedule lookup will be executed again. You can verify the contract number on GSA's E-Library.

- (b) **For records where type of contract is other than 'G'** the system will display an update screen and the user should start keying in the data starting with report period, etc. The user should then complete the remaining data fields and if the action is before October 2002, then click on the Pre-2003 Fields located in the top right corner of the web page and complete the appropriate fields. Click on **OK** and return to the main form where you press **SAVE**. If your agency is required to report Demonstration Program data and you have not completed this section which appears at the top right corner of the web page then the system will advise you to do so before proceeding with the SAVE process. After these fields are completed, click **OK** to return to the main page. Then click **SAVE** on the main page. If an error occurs the system will advise the user and the user should correct the error(s) and press the **SAVE** button. After all errors are resolved, the transaction will be processed against the batch ICAR edits. If your transaction passed the batch-level edits a success page will be displayed, otherwise you will be advised that your transaction is on the Error File. See instructions below for ICAR Error Report.
- (c) **For creating a skeleton transaction by using previously entered records.** After selecting the CREATE option on the first ICAR screen, key in the reporting agency, contract number, modification number (optional), order number (optional), contracting office, and action date to make your search against the ICAR table. Then **CLICK NEXT**. The system will search the

ICAR table and display the latest record that meets your criteria. This procedure does not work when type of contract = G or Z. After the transaction is displayed, correct the fields that need to be corrected, for example, order number, modification number, action date, report period, dollars, estimated completion date. If the action is before October 2002, then click on the Pre-2003 Fields located in the top right corner of the web page and complete the appropriate fields. Click on **OK** and return to the main form where you press **SAVE**. If your agency is required to report Demonstration Program data and you have not completed this section which appears at the top right corner then the system will advise you to do so before preceding with the SAVE process. After these fields are completed and you have click **OK** to return to the main page, click on **SAVE**. If an error occurs the system will advise the user and the user should correct the error(s) and press the **SAVE** button. After all errors are resolved, the transaction will be processed against the batch ICAR edits. If you are successful a success page will be displayed, otherwise you will be advised that your transaction is on the Error File (See instructions below for ICAR Error Report.). The system will process your transaction as a new transaction not changing the data that resides on the ICAR table.

- (2) To delete an existing record, select option of DELETE an ICAR record and pull it up by the six key fields. Once the transaction is displayed on the web page, click on the DELETE button. Then the system will display a success page for your records saying, "Your record has been deleted".
- (3) Remember to print the success page before proceeding to the next function.

ICON B. ICAR – Error Update

After selecting the ICAR – Error Update icon, the system will display the Modify or View the ICAR Error Record screen. This screen must be used to access rejected ICAR records.

Federal Procurement Data System

Modify or View the ICAR Error Record

Complete all required entries, then click Next.

Reporting Agency Code: [1 Help](#)

Contract Number (optional): [2 Help](#)

Modification Number (optional): [3 Help](#)

Order Number (optional): [4 Help](#)

Contracting Office Code (optional): [5 Help](#)

Action Date (optional): [6 Help](#)

1. Complete at a minimum the reporting agency that is a required field that will show all the error records for that reporting agency sorted by contract number. To retrieve only one (unique) transaction, key in the first six data fields. If you want to access records for one contracting office for that reporting agency, key in the reporting agency and contracting office. Otherwise, you can key in any combination of the key fields, example reporting agency and contract number. When you are done **CLICK NEXT**.
2. From the information supplied, the system will populate the ICAR Error transaction from the ICAR Error Table. If you have submitted data through batch with invalid values for drop-downs or radio buttons as reported on the ICAR Error Report then the system will not set these fields. You will need to make the proper selection after reviewing the ICAR Error Report. If more than one record is found, the user can scroll to the bottom of the screen and

CLICK NEXT to retrieve the next transaction or **PREVIOUS** to retrieve the previous transaction.

3. The type of entry field is the first field displayed. DO NOT change this field unless you are changing the Type of Entry. The codes are:
 - a. A = CREATE an ICAR Record – **CLICK** on this selection when adding a new transaction or creating a skeleton transaction in the ICAR database.
 - b. C = CHANGE an ICAR Record – **CLICK** on this selection when changing a transaction that resides on the ICAR database.
 - c. B = DELETE an ICAR Record – **CLICK** on this selection when deleting a previously accepted transaction that resides on the ICAR database. Be careful when using this option since it deletes ICAR transactions previously entered and accepted into the FPDS.
 - d. DELETE an ICAR Error Record – **CLICK** on this selection when deleting a transaction that resides on the ICAR Error database. Select this code to delete erroneous or duplicate error records on the error database.

4. If you are correcting an error record with a Kind of Contract Action of 'G' and the load fields from the federal schedule record are not completed, you must reload the data from the federal schedule table. To do this, select Kind of Contract Action, item 9, and click on 'G' followed by pressing **TAB**. This will enable the federal schedule load process to begin. Follow the instructions for

- loading the record. Then correct the remaining fields with errors and **CLICK** on **SAVE**. (See FPDS Reporting Manual, Section C3, item c.)
5. NOTE: After you retrieve the desired transaction, use the **TAB** key or place the cursor on the first field that needs to be corrected and correct that field. Use this procedure to correct all errors.
 6. Remember the **HELP** key next to each field will display the edits being used to validate each field.
 7. After all corrections have been made then **CLICK** on the **SAVE** button. The system will display: "If you are just viewing the record click on **Cancel** and the record will not be changed." If you want to process the record, hit **OK**. The system will ask: "Do you want to process this record?" **CLICK OK** to proceed. If you **CLICKED SAVE** and all errors have been corrected, the system will display a success page for your records saying, "Your transaction has been accepted." If you **CLICKED DELETE**, (deleting transactions only) the system will display a success page for your records saying, "Your record has been deleted." If errors have been detected in batch, then the program will instruct you to go to the ICAR Error Report.
 8. **CLICK** on the Application Selection to go back to Application Selection Menu or select to return to Main ICAR Error.

ICON C. ICAR – Error Report

1. **CLICK** on the ICAR –Error Report icon to select this application.

The screenshot shows a web browser window titled "ICAR Error Send Get Report Type Report - Microsoft Internet Explorer provided by General Services Administration". The page content includes the following text:

EXECUTIVE OFFICE OF THE PRESIDENT (1100)

ICAR Error Report

Generated Monday February 03, 2003 at 01:54 pm

There are **13 ICAR records** with a total of **20 errors**.

Pick One Report Type

- A. Summary Report**
- B. Key Details Report**
- C. Full Details Report**

Below the radio buttons are two buttons: "Submit" and "Application Selection".

At the bottom of the page, it says "Version 4.0. PL/SQL, August 14, 2002".

2. The system will display a summary page giving the total number of records in error and total number of errors. The system allows the user to select one of three report types. To generate a report, **CLICK** on the chosen option and **CLICK on SUBMIT**. The options are:
 - a. Summary Report – This report will provide the user with a summary of records by error code. This is an excellent mechanism to determine what problems are being encountered when completing the ICAR SF279 form or equivalent.
 - b. Key Details Report – This report will provide the user with a list of some of the data fields plus all error message(s) associated with each transaction.
 - c. Full Details Report – This report will provide the user with all of the data fields plus all errors message(s) associated with each transaction.
3. This report can be printed out if needed.

ICON D. CO – Contracting Office Code Report

1. After clicking the CO icon for agencies with sub-agencies, the system will display the AGENCY from the user login ID and will ask the user ‘Which Sub-Agency (Service)? Select the appropriate response from the list or enter the appropriate code, then **CLICK NEXT PAGE**.
2. The system will display the Agency and Sub-Agency (Service) and in case of GSA it will ask the user ‘Which Region?’ For GSA only, select the appropriate region from the response from the list or enter the appropriate region code, then **CLICK NEXT**. Other agencies will not see this screen.
3. On the next screen, the system will display Agency and Sub-Agency (Service), Region (if appropriate) and will ask ‘Which Contracting Office?’ Select the appropriate contracting office from the list or enter the appropriate contracting office code, then **CLICK NEXT PAGE**.

Contracting Office Report Contracting Office Selection - Microsoft Internet Explorer provided by General Services Administration

Federal Procurement Data System

Contracting Office Code Report

EXECUTIVE OFFICE OF THE PRESIDENT

Which Contracting Office?

Select an Existing Code From the List

OR

Enter Existing/New/Deleted Contracting Office Code [Help](#)

Next Page Help Clear Entries Application Selection

Updated January 31, 2003

Start | [Icons] | 2:01 PM

4. The system will then display:
 - a. Existing records – The system will display data that resides on the contracting office database.
 - b. New record – The system will display a blank screen where you can add a new record into the system.

For non-administrators, the system will display the record being queried. Only the Agency Coordinators can change existing records or add new records.

5. Things to Notice when completing the detailed Contracting Office Code Report:
 - a. Agency, Sub-Agency, Region (if required), and Contracting Office are completed (displayed) by the system and do not need to be entered.
 - b. Mandatory field(s) are shown with an “*” in front of the field name.
 - c. HELP key buttons when clicked display edits being used to validate fields or web page help.
 - d. When changing existing contracting offices, answer the following question: “What change would you like to made?” **CLICK on CORRECT** when you are correcting a data field that was entered in error. (The default on the radio key is CORRECT button.) Otherwise, **CLICK on CHANGE** when you are correcting a contracting office because it has relocated or name has changed. (When CHANGE is indicated, remember you have to provide an updated start date.)
 - e. Then **CLICK on SAVE or DELETE** depending on the option being taken.

- (1) **SAVE** – to save a new record or changes to an existing record or
 - (2) **DELETE** – to delete a record residing on the Contracting Office database.
- f. After this the system will ask: “Do you want to process this record?” **CLICK OK** to proceed. If you **CLICKED SAVE** and the system did not find any errors, then the system will display a success page for your records saying, “Your transaction has been accepted.” If you **CLICKED DELETE**, the system will display a success page for your records saying, “Your record has been deleted.” Before exiting the system, printout the success page for your records. If errors were found in the entered data, then an error message will be displayed on the screen. Correct the field to get rid of all errors and hit **SAVE** when done with changes.
- g. Then **CLICK Main CO** to add, change or delete another record or **CLICK Application Selection** to go back to Application Selection Menu.

ICAR E. SCAR

1. After selecting the SCAR icon, the system will display AGENCY/Sub-Agency (Service) from user login ID.
2. For GSA only, the system will ask the user 'Which Contracting Office?'. Select the appropriate contracting office from the response from the list or enter the appropriate contracting office code, then **CLICK** next.
3. The system will display the SCAR form beginning with asking what fiscal year and quarter. Complete these boxes and **CLICK NEXT PAGE**. The system allows the user to modify SCAR data for the current year and the previous year.

Summary Contract Action Report (\$25,000 OR LESS) SF-281 - Microsoft Internet Explorer provided by General Services Adminis...

Federal Procurement Data System

Summary Contract Action Report (\$25,000 OR LESS) SF-281

EXECUTIVE OFFICE OF THE PRESIDENT

Please Enter Both the Fiscal Year and Fiscal Quarter of the Reporting Period and hit Next Page

Fiscal Year	Fiscal Quarter
<input type="text"/>	<input type="text"/>

Next Page Help Clear Entries Application Selection

Updated January 22, 2003

2:05 PM

4. Then complete the SCAR. Remember for GSA only one SCAR per quarter per designated contracting office. After you have completed the SCAR **CLICK SAVE**. If all entries are correct, the success page will be displayed, otherwise the system will display the error message. Correct the form and **CLICK SAVE** again. Do this until all errors are corrected.

ICON F. DUNS

This is the same DUNS wizard that is on FPDC web page.