



# Delete Requirement Package



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# Lesson Objectives

- **Objective:**
  - **Upon completion of this lesson, the Customer will be able to:**
    - Delete a Requirement.



# Locate Record

The *Requirement Package* can be accessed from the *My Requirements* section on the *Landing Page*.

News Tasks (14) Records Reports Actions Indah Customer - 11

## My Requirements

Actions

Enter New Requirement

### My Tasks

Filters >

Export

Task	Requirement #	Received	Assigned To
Respond to Correspondence from Chris BurgoyneCB for Requirement A000889		9/1/2016 11:13 AM EDT	Indah Customer
Respond to Correspondence from Indah Customer for Requirement A000476		6/4/2016 2:29 PM EDT	Indah Customer
Update Correspondence for Requirement A000442		5/20/2016 2:13 PM EDT	Indah Customer
Respond to Correspondence from Indah CBO Only for Requirement A000437		6/17/2016 10:51 PM EDT	Indah Customer
Respond to Correspondence from Indah_Gess_CB for Requirement A000419		6/18/2016 10:56 AM EDT	Indah Customer
Respond to Correspondence from Indah_Gess_CB for Requirement A000391		4/13/2016 12:43 PM EDT	Indah Customer
Respond to Correspondence from Indah_Gess_CB for Requirement A000361		4/9/2016 10:34 PM EDT	Indah Customer
Respond to Correspondence from Indah_Gess_CB for Requirement A000333		4/8/2016 3:03 PM EDT	Indah Customer
Update Correspondence for Requirement A000227		4/1/2016 1:10 PM EDT	Indah_CB, Indah Customer
Review Correspondence from Indah_Gess_CB for Requirement A000227		3/13/2016 9:43 PM EDT	Indah Customer
Review Correspondence from Indah Customer for Requirement A000527		1/13/2016 10:22 AM EST	Indah Customer
Review correspondence from Indah_Gess_CB for Requirement A000058		9/24/2014 1:10 PM EDT	Indah Customer
Review correspondence from Indah_Gess_CB for Requirement A000058		9/24/2014 12:01 PM EDT	Indah Customer
Review correspondence from Indah_Gess_CB for Requirement A000058		9/24/2014 12:00 PM EDT	Indah Customer

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### My Requirements

Filters >

Export

Procurement Object	Identifier	Requirement Number	Status	Contract Specialist	Contracting Officer	Contracting Office	Created Date
Requirement	A00020		Validated				9/22/2016 9:53 AM EDT
Requirement	A00018		Assigned/Accepted	Chris BurgoyneCB	Chris BurgoyneCO	PL611	9/21/2016 8:00 PM EDT
Requirement	A00017		Assigned/Accepted	Chris BurgoyneCB	Chris BurgoyneCO	PL611	9/21/2016 4:56 PM EDT
Requirement	A00016		Assigned/Accepted	Chris BurgoyneCB	Chris BurgoyneCO	PL611	9/21/2016 4:41 PM EDT
Requirement	A00015		Validated				9/21/2016 3:48 PM EDT
Requirement	A00014		Validated				9/21/2016 3:32 PM EDT
Requirement	A00012		Validated				9/21/2016 2:56 PM EDT
Requirement	A00011		Validated				9/21/2016 2:10 PM EDT
Requirement	A00008		Validated				9/21/2016 12:34 PM EDT
Requirement	A00007		Assigned/Accepted	Indah_Gess_CB	Indah_Gess_CO	PL611	9/21/2016 9:48 AM EDT



# Related Actions: Summary Dashboard

Select “**Related Actions**” and then, if the requirement is no longer needed, select “**Delete Draft Requirement**”.



**Summary** •  
 News  
 Related Actions  
 Additional Information  
 Funding Information  
 Enclosure Documents  
 History

Records / Requirements

## A000020 - Replace Monitors at IG Technical Support Follow

Update Requirement

Submit Requirement to...

Delete Draft Requirement

### Basic Information

Status	Validated	Customer Requirement Number	No value was entered for the Customer Requirement Number. To enter a value, use the Related Action to update this requirement.
Contracting Office	-	PALT Contract Vehicle	
CS Assigned		Date Received	
KO Assigned		Required Delivery Date	Nov 27, 2015
Priority	DO	POP Begin	
Category	IT Hardware	POP End	
Description	Need larger Monitors for the IG's technical support team Will require 5 30 inch monitors		



# Delete Requirement Form

## **IMPORTANT:**

Once you select “**Delete Requirement**”, there is no “**UNDO**”!  
*This is a permanent deletion.*

After you click “**Delete Requirement**”, you are asked to confirm that you want to continue with the Delete process. Select “**Yes**” to delete the requirement *permanently*, or select “**No**” to cancel the Delete process and return to the form.

Description: Need larger Monitors for the IG's technical support team  
 Will require 8-30 inch monitors

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**Funding Information**

Total Funds Available for Obligation	\$0.00	Estimated Base Period Amount	\$2,500.00
Estimated Total Lifecycle Value	\$2,500.00	Award by Sept. 30th?	No
Estimated Current FY Amount	\$2,500.00		

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**Requestor Information**

Organization	IG Technical Support	Email	indian.gass.contractor@epolan.com
DoDAAC	HC1070	Phone	111-111-1111
POC Name	Indian Customer	Address	2743 Defense Blvd Washington, DC 24141

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**Acceptor Information**

Organization	IG Technical Support	Email	indian.gass.contractor@epolan.com
DoDAAC	HC1070	Phone	111-111-1111
POC Name	Indian Customer	Address	2743 Defense Blvd Washington, DC 24141

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**Alternate Acceptor Information**

Organization		Email	
DoDAAC		Phone	
POC Name		Address	

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**Additional Information**

Pricing Arrangement	Firm Fixed Price	Involves PI? P&C	No
PBA?	Yes	Recommended P&C	Funding will be provided via DD Form 448 (MIPR)
Subject to TEBA?	No		
Requires Property Accountability?	No		
Is Recurring?	No		
Insurbest Contractors	N/A		
FOIA Coordinator	N/A		

Comments

Delete Requirement
Close



## Summary

- In this lesson, you learned how to:
  - Delete a *Requirement Package Record*.



**DEFENSE INFORMATION SYSTEMS AGENCY**  
The IT Combat Support Agency

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