



# Update Requirement Package



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# Lesson Objectives

- **Objective:**
  - **Upon completion of this lesson the customer will be able to:**
    - Update the requirement.



# Locate Record

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

News Tasks (14) Records Reports Actions Indah Customer 12

## My Requirements

Actions

Enter New Requirement

My Tasks

Filters >

Export

Task	Requirement #	Received	Assigned To
Respond to Correspondence from Chris BuguynecB for Requirement A00089		9/1/2018 11:13 AM EDT	Indah Customer
Respond to Correspondence from Indah Customer for Requirement A000476		6/4/2018 2:29 PM EDT	Indah Customer
Update Correspondence for Requirement A000442		9/20/2018 2:13 PM EDT	Indah Customer
Respond to Correspondence from Indah CSO Only for Requirement A000437		9/17/2018 10:51 PM EDT	Indah Customer
Respond to Correspondence from Indah_GSS_CS for Requirement A000419		9/18/2018 10:36 AM EDT	Indah Customer
Respond to Correspondence from Indah_GSS_CS for Requirement A000381		4/13/2018 12:43 PM EDT	Indah Customer
Respond to Correspondence from Indah_GSS_CS for Requirement A000361		4/9/2018 10:24 PM EDT	Indah Customer
Respond to Correspondence from Indah_GSS_CS for Requirement A000333		4/8/2018 3:03 PM EDT	Indah Customer
Update Correspondence for Requirement A000227		4/1/2018 1:10 PM EDT	Indah_CS
Review Correspondence from Indah_GSS_CS for Requirement A000227		3/13/2018 3:43 PM EDT	Indah Customer
Review Correspondence from Indah Customer for Requirement A000227		1/13/2018 10:22 AM EST	Indah Customer
Review correspondence from Indah_GSS_CS for Requirement A000256		9/24/2014 1:10 PM EDT	Indah Customer
Review correspondence from Indah_GSS_CS for Requirement A000258		9/24/2014 12:01 PM EDT	Indah Customer
Review correspondence from Indah_GSS_CS for Requirement A000258		9/24/2014 12:05 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				9/22/2018 8:53 AM EDT
Requirement	A00018		Assigned/Accepted	Chris BuguynecB	Chris BuguynecD	PLS11	9/21/2018 6:00 PM EDT
Requirement	A00017		Assigned/Accepted	Chris BuguynecB	Chris BuguynecD	PLS11	9/21/2018 4:58 PM EDT
Requirement	A00016		Assigned/Accepted	Chris BuguynecB	Chris BuguynecD	PLS11	9/21/2018 4:41 PM EDT
Requirement	A00015		Validated				9/21/2018 3:48 PM EDT
Requirement	A00014		Validated				9/21/2018 3:32 PM EDT
Requirement	A00012		Validated				9/21/2018 2:56 PM EDT
Requirement	A00011		Validated				9/21/2018 2:10 PM EDT
Requirement	A00008		Validated				9/21/2018 12:24 PM EDT
Requirement	A00007		Assigned/Accepted	Indah_GSS_CS	Indah_GSS_KO	PLS11	9/21/2018 9:49 AM EDT

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# Related Actions – Summary Dashboard

This is the *Summary Dashboard* where you can review the Requirement Package information for accuracy. If updates are required, you can easily access *Related Actions* from the upper right-hand corner of the window.

Records / Requirements

A000375 - HQCAA-16-S6 Follow

Update Requirement

Submit Requirement to...

Delete 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	
C8 Assigned		Date Received	
KO Assigned		Required Delivery Date	
Priority	CX	POP Begin	Apr 24, 2015
Category	IT Software	POP End	May 8, 2015
Description	Enhanced Transaction System (TS) supporting worldwide operations of the existing point of sales systems at 263 stores		

## Funding Information

Total Funds Available for Obligation	\$0.00	Estimated Base Period Amount	\$2,100,000.00
Estimated Total Lifecycle Value	\$4,500,000.00	Award by Sept. 30th?	No
Estimated Current FY Amount	\$2,100,000.00		

## Requestor Information

Organization	Defense Commissary Agency	Email	m@sciplan.com
DoDAAC	HQCAA	Phone	8045568000
POC Name	Midge Customer	Address	2800 North Avenue Ft Lee, IL 23800

## Acceptor Information

Organization	Defense Commissary Agency	Email	m@sciplan.com
DoDAAC	HQCAA	Phone	8045568000
POC Name	Midge Customer	Address	2800 North Avenue Ft Lee, IL 23800

## Alternate Acceptor Information

Organization		Email	
DoDAAC		Phone	
POC Name		Address	

## Procurement Related Records

No links to display



# Update Requirement Form

- All information previously entered by the customer may be modified.

You have the opportunity to review and modify all screens of the original requirement. Click **“Next”** between screens and **“Update”** when done.

### Requirement Information

#### Basic Information

Contracting Office *	Customer Requirement #
PL71	
CS Assigned *	Contracting DoDAAC
New CS	HC1021
KO Assigned *	PALT Contract Vehicle
New KO	-- Select One --

#### Requirement Information & Key Dates

Title *	Date Received *
test	4/6/2015
Priority *	All dates must be entered in "MMDD/YYYY" format
DX	Required Delivery Date
Category *	MM/yyyy
IT Services	All dates must be entered in "MMDD/YYYY" format
Requirement Type	POP Begin *
-- Select One --	4/23/2015
Award Risk	All dates must be entered in "MMDD/YYYY" format
-- Select One --	POP End *
	5/9/2015
	All dates must be entered in "MMDD/YYYY" format
	Projected Award Date
	MM/yyyy
	All dates must be entered in "MMDD/YYYY" format

Description \*

none

Summary Level of goods/services and if applicable contract and T.O. #

Next Cancel



## Summary

- **In this lesson you learned how to:**
  - **Update the requirement.**



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