

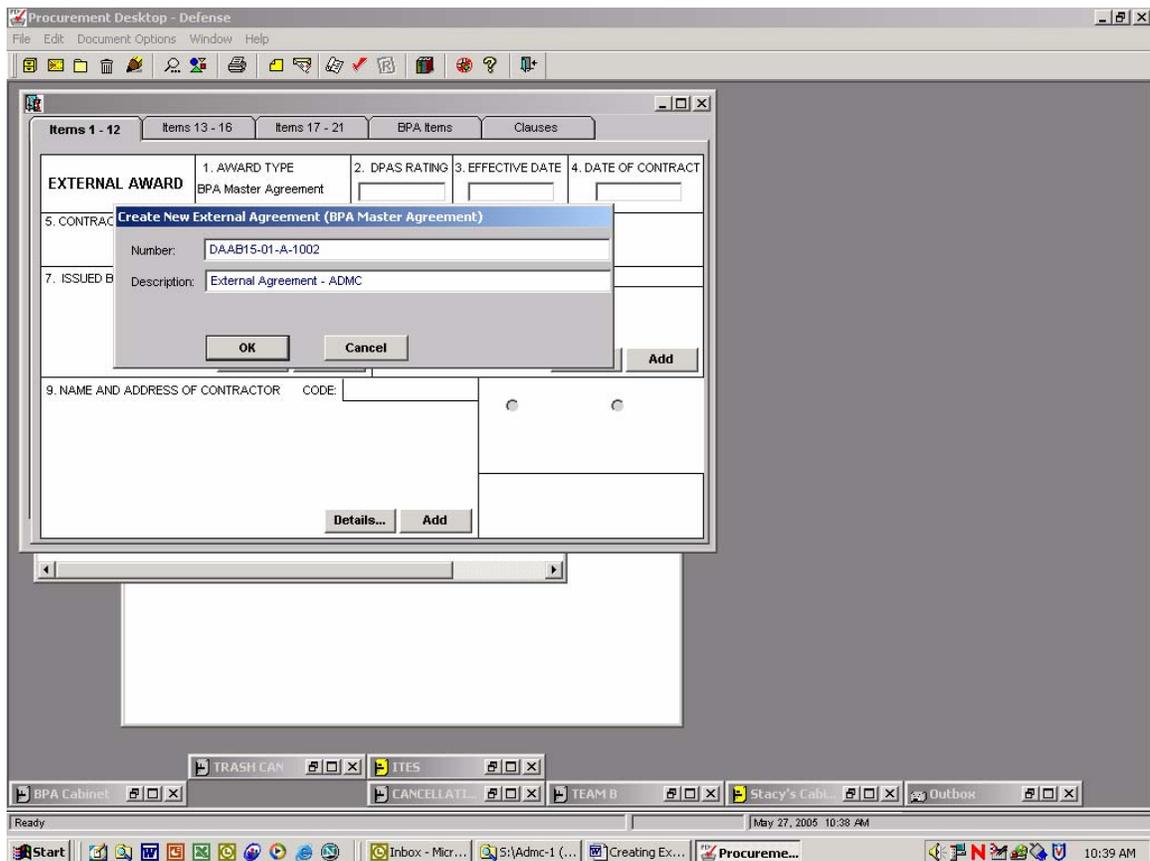
Creating External BPA Master Agreement

To create an external BPA Master Agreement:

- From the menu select Procurement select Pre-Award/Award, then select External Agreements, then select BPA Master Agreement.

(The Create New External (BPA Master Agreement) window opens.)

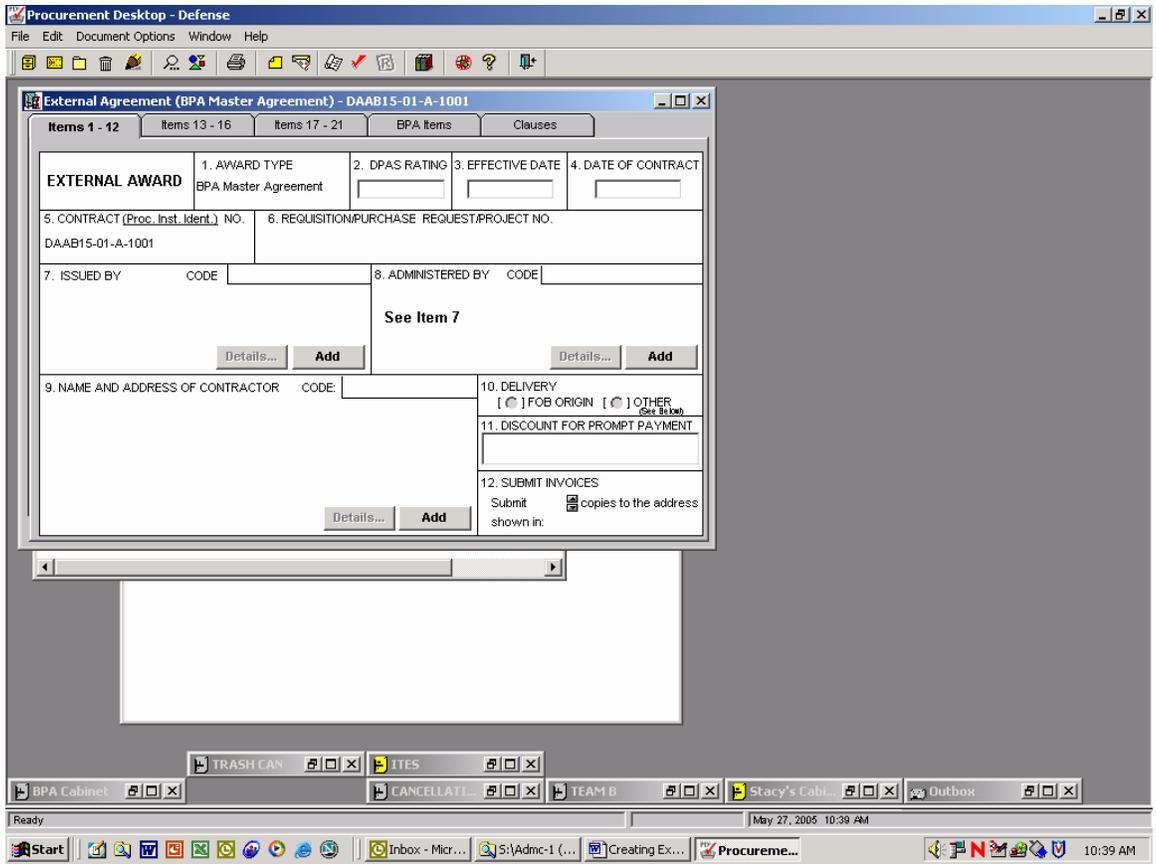
- In the Number field enter the contract number of the external agreement (i.e. corresponding ASCP BPA number)
- Edit the Description field if necessary (i.e. corresponding ASCP BPA title).
- Click [OK].



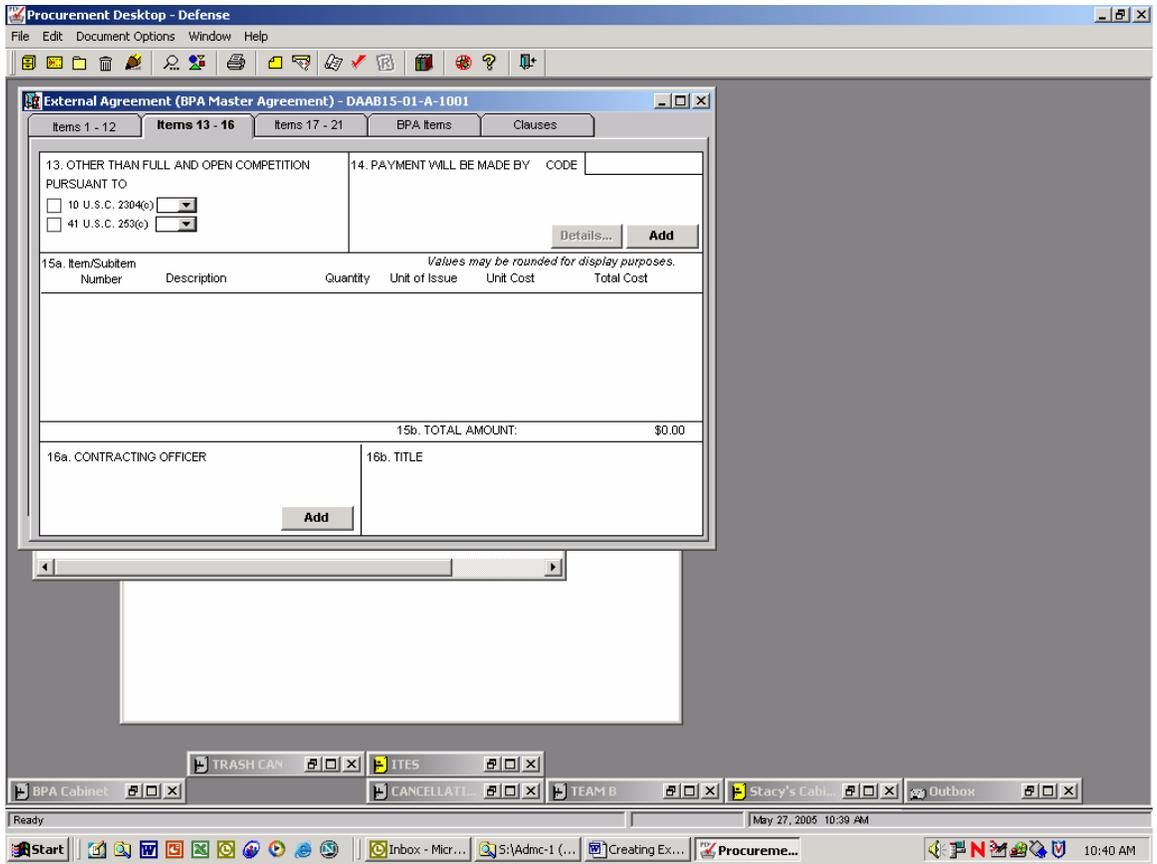
(The External Agreement (BPA Master Agreement) window opens.)

The window is divided into five tabs:

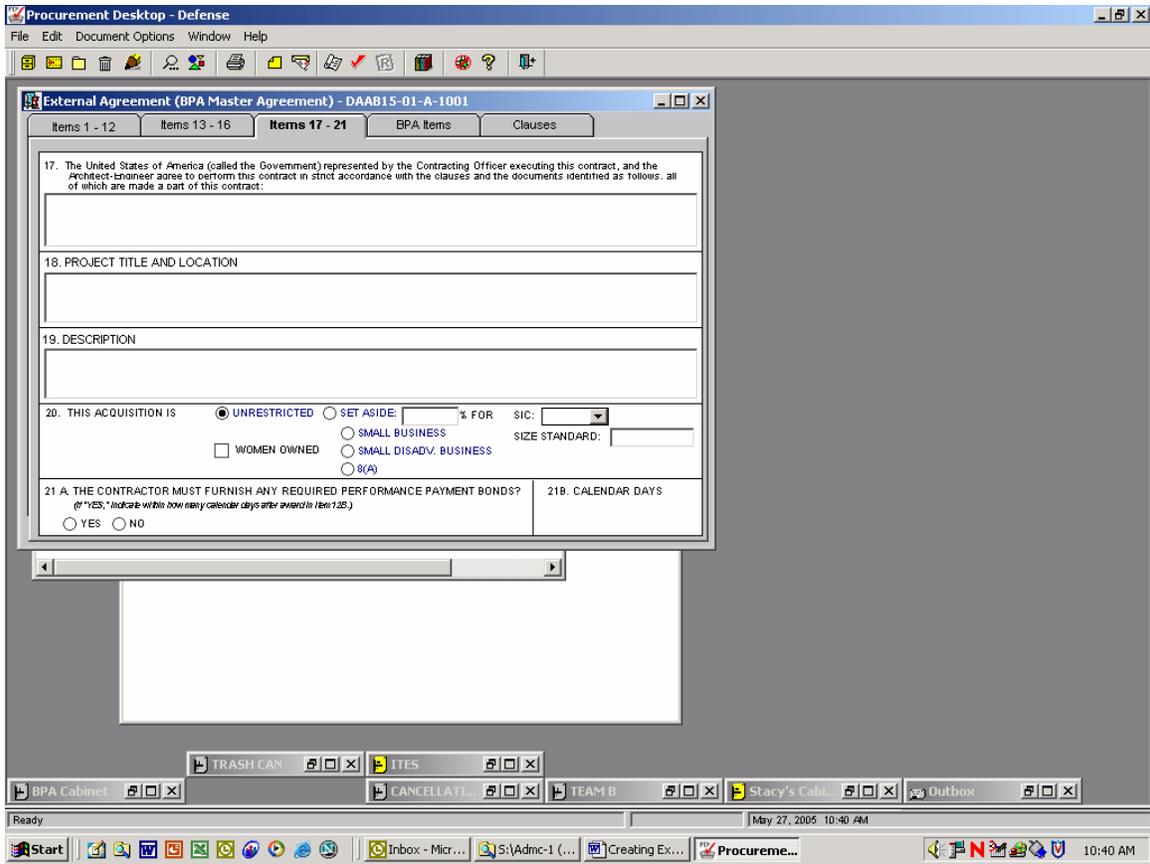
- Items 1-12 (issues by, administered by, name and address of contractor)



Items 13-16 (CLIN, contracting officer)



- Items 17-21 (SIC/NAICS codes, size standard)



- BPA Items
- Clauses

Note: Only those fields specific to the external agreement type selected are enabled.

- Enter all relevant information on the tabs.
- In most cases, it is not necessary to replicate clauses. If necessary, manually add clauses via the [Add Clause] button (automatic clause selection is disabled).

For related information, refer to Adding Clauses.

- Save and close the document.
- Attach an Approval Sheet.

Note: External agreements can be used to create agreement orders/contracts. They are not generated or released and cannot be printed. To change an external agreement, unapprove it and make edits directly in the on-line document.

Create New BPA Call From a BPA Master Agreement

To create a new BPA call from a BPA Master Agreement:

- Highlight the released BPA Master Agreement.
- From the menu select Procurement select Post-Award select BPA Call.

(The Create New BPA Call dialog box opens.)

- Edit the Number field, if applicable.
- From the drop-down list box select a Call/Order SPIIN Range, if applicable.
(agency assign order number)
- Edit the Description field.
- Click [OK].

(The BPA Call window opens.)

Complete/Edit the BPA Call Tab

(The BPA Master Number is populated from the source document. The BPA Call Number is populated from the Create New BPA Call dialog box.)

To complete/edit the BPA Call tab:

- Enter the Date of Call.
- Enter the Discount Terms.
- The Contractor address field is populated from the source document.
- Click the [Add/Delete] button to edit the Issued By address.
- Click the [Add/Delete] button to edit the Payment address.
- View the Ship To information.

Note: The Ship To address information is found in Line Item Detail in the Delivery information for each CLIN. If more than one shipping address is selected, the Ship To field reads See Line Items.