

MWI 5100.2

REVISION A

EFFECTIVE DATE: August 20, 1999

EXPIRATION DATE: August 20, 2004

MARSHALL WORK INSTRUCTION

PS01

AUTOMATED PROCUREMENT REQUEST SYSTEM (APRS) PROCESS

Marshall Work Instruction PS01		
Automated Procurement Request System (APRS) Process	MWI 5100.2	Revision: A
	Date: August 20, 1999	Page 2 of 4

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		5/14/99	Document converted from MSFC-P06.1-C09 to a Directive. Previous history retained in system as part of canceled or superseded ISO Document files.
Revision	A	8/20/99	Changes made to reflect new organizational codes. The APRS User and Operations Guide formerly included in Appendix A is now in the reference document listed at Section 4. Appendix A deleted and other sections revised accordingly.
Cancelled		03/21/2003	Cancelled by the DCB March 21, 2003. With the implementation of the Integrated Financial Management Program (IFMP) the process contained in this directive is no longer applicable.

Marshall Work Instruction PS01		
Automated Procurement Request System (APRS) Process	MWI 5100.2	Revision: A
	Date: August 20, 1999	Page 3 of 4

1. PURPOSE

This Marshall Work Instruction (MWI) prescribes the procedures and guidelines to be followed by procurement initiators, approving officials, property management personnel, financial management personnel and procurement personnel in the handling of procurement requests utilizing Automated Procurement Request System (APRS). It serves as a temporary MWI by providing the operating instructions for the end user and operations personnel for use of APRS in the initiation and approval of procurement requests.

2. APPLICABILITY

This MWI applies to all MSFC employees using APRS.

3. APPLICABLE DOCUMENTS

- a. MPG 5000.1, "Purchasing"
- b. MWI 5100.1, "Procurement Initiators Guide"

4. REFERENCES

APRS User and Operations Guide

5. DEFINITIONS

- a. Automated Procurement Request System (APRS). An electronic procurement request system, which executes on the MIS 3090 mainframe and is accessible from Centerwide Distributed Desktop System (DDS).
- b. APRS User and Operations Guide (UOG). Operating instructions for the end user and operations personnel on the use of the APRS software. The APRS UOG is accessible through the Procurement Office METRO website at <http://ec.msfc.nasa.gov/msfc/metro/metro.html>.

6. INSTRUCTIONS

In accordance with MPG 5000.1, "Purchasing," and MWI 5100.1, "Procurement Initiators Guide," procurement requests shall be processed electronically to the maximum practicable extent. The APRS process is used at MSFC for the electronic preparation,

Marshall Work Instruction PS01		
Automated Procurement Request System (APRS) Process	MWI 5100.2	Revision: A
	Date: August 20, 1999	Page 4 of 4

routing, and approval of requisitions for supplies, materials, equipment, services, sub-allotments, supplemental funding, shipments, and excess items. The APRS UOG provides instructions/guidance on use of the APRS system.

7. NOTES

None

8. SAFETY PRECAUTIONS AND WARNING NOTES

None

9. RECORDS

a. Quality Record. The quality record is the procurement request, which is maintained as defined in MPG 5000.1.

b. Forms/Formats. The blank forms and formats listed below are not quality records.

- MSFC Form 55
- MSFC Form 404
- MSFC Form 4194

10. PERSONNEL TRAINING AND CERTIFICATION

APRS Initiators' Training - 3-hour class, or
APRS Approving Official Training - 2-hour class

11. FLOW DIAGRAM

None

12. CANCELLATION

MWI 5100.2 dated May 14, 1999

Original Signed by
Carolyn S. Griner for

A. G. Stephenson
Director