

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. Contract ID Code
Firm Fixed Price

Page 1 Of 3

2. Amendment/Modification No. P00016	3. Effective Date 2013SEP17	4. Requisition/Purchase Req No. SEE SCHEDULE	5. Project No. (If applicable)
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6. Issued By ARMY CONTRACTING COMMAND - RI STUART J. HONN ROCK ISLAND, IL 61299-8000 BLDGS 60 & 390 EMAIL: STUART.J.HONN@US.ARMY.MIL	Code W52P1J	7. Administered By (If other than Item 6)	Code
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8. Name And Address Of Contractor (No., Street, City, County, State and Zip Code) INTERNATIONAL BUSINESS MACHINES CORPORATION 6710 ROCKLEDGE DR BETHESDA, MD 20817-1828	<input type="checkbox"/>	9A. Amendment Of Solicitation No.
	<input type="checkbox"/>	9B. Dated (See Item 11)
	<input checked="" type="checkbox"/>	10A. Modification Of Contract/Order No. W91QUZ-07-D-0007
	<input type="checkbox"/>	10B. Dated (See Item 13) 2013FEB13

Code 3BX7

Facility Code

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers

is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendments; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. **FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.** If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting And Appropriation Data (If required)

NO CHANGE TO OBLIGATION DATA

**13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS
It Modifies The Contract/Order No. As Described In Item 14.**

<input type="checkbox"/>	A. This Change Order is Issued Pursuant To: The Contract/Order No. In Item 10A.	The Changes Set Forth In Item 14 Are Made In
<input checked="" type="checkbox"/>	B. The Above Numbered Contract/Order Is Modified To Reflect The Administrative Changes (such as changes in paying office, appropriation data, etc.) Set Forth In Item 14, Pursuant To The Authority of FAR 43.103(b).	
<input type="checkbox"/>	C. This Supplemental Agreement Is Entered Into Pursuant To Authority Of:	
<input type="checkbox"/>	D. Other (Specify type of modification and authority)	

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the Issuing Office.

14. Description Of Amendment/Modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SEE SECOND PAGE FOR DESCRIPTION

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. Name And Title Of Signer (Type or print)	16A. Name And Title Of Contracting Officer (Type or print) ILANA BOHREN ILANA.BOHREN@US.ARMY.MIL (309)782-1844		
15B. Contractor/Offeror (Signature of person authorized to sign)	15C. Date Signed	16B. United States Of America By _____ /SIGNED/ (Signature of Contracting Officer)	16C. Date Signed 2013SEP17

NSN 7540-01-152-8070
PREVIOUS EDITIONS UNUSABLE

30-105-02

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA FAR (48 CFR) 53.243

CONTINUATION SHEET**Reference No. of Document Being Continued****Page 2 of 3****PIIN/SIIN** W91QUZ-07-D-0007**MOD/AMD** P00016**Name of Offeror or Contractor:** INTERNATIONAL BUSINESS MACHINES CORPORATION

SECTION A - SUPPLEMENTAL INFORMATION

Buyer Name: STUART J. HONN
Buyer Office Symbol/Telephone Number: CCRC-TA/(309)782-2997
Type of Contract: Firm Fixed Price
Kind of Contract: Supply Contracts and Priced Orders
Type of Business: Large Business Performing in U.S.
Surveillance Criticality Designator: C
Contract Expiration Date: 2014JUL18

*** End of Narrative A0000 ***

The purpose of this modification is to:

1. Incorporate a revised Part D, Attachment A, ITES-2H Contract Management Deliverables. This document is identified as "Attachment 0001" in the modification.
2. All other terms and conditions remain unchanged and in full force and effect.

*** END OF NARRATIVE A0004 ***

CONTINUATION SHEET

Reference No. of Document Being Continued

Page 3 of 3

PIIN/SIIN W91QUZ-07-D-0007

MOD/AMD P00016

Name of Offeror or Contractor: INTERNATIONAL BUSINESS MACHINES CORPORATION

SECTION J - LIST OF ATTACHMENTS

<u>List of</u> <u>Addenda</u>	<u>Title</u>	<u>Date</u>	<u>Number</u> <u>of Pages</u>	<u>Transmitted By</u>
Attachment 0001	ITES-2H CONTRACT MANAGEMENT DELIVERABLES	10-JUL-2013	024	

CHES

**ITES-2H Contract
Management Deliverables**

Part D, Attachment A

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1.1 **CHESSE Manages Data by Contract:**

Reports must be submitted and managed by contract. Vendors with more than one contract with CHESSE must maintain contract data integrity by submitting and managing separate reports for each contract. CHESSE will not accept mixed contract data submitted in the same report.

1.2 **Report Format:**

- All reports shall be submitted using Microsoft Excel (.xls or .xlsx). The spreadsheets shall contain text only. **The spreadsheets shall not contain formatting other than column formatting; rounding of number/dollar values, hard line returns, word wrapping or other embedded characters such as apostrophes and whitespace**
- All reports contain data fields that are optional. If there is no data to report in these fields the field must be left empty. (No spaces, returns, tabs, etc.)
- Leading zeros that require an apostrophe may be dropped in the 5-digit zip code.
- No macros, links, drop-down lists, etc.
- The easiest way to achieve this is to copy all and paste into a new document by right clicking and selecting “values only”
- After pasting the values into the new spreadsheet, the columns will need to be assigned the correct data type:
- All date columns DD-MMM-YYYY
- All number/price columns number format with 2 decimals
- The rest of the columns (pay attention to order/mod number) may need to be formatted as “text” if excel converts them to a different number
If required in the CMD, highlight all new rows
- **NO NULL ROWS:** Row 1 should contain the column headers, there should be no blank rows above row 1

1.3 **Additional rows for internal use (such as cells containing grand totals of a column) that are not part of an order are not allowed. This should be contained to “Total” columns** **Report Delivery:**

- All reports shall be emailed as attachments to: PEOEIS.PDCHESS.VndrRpts@us.army.mil or as per most recent direction from CHESSE
- Compress/zip large files. The file extension .zip can't be used. Rename .zip files to .xxx.
- Automated vendor upload portal will not accept .zip.

1.4 **Reports are due as follows:**

- OT and VS reports are due by close of business (COB) on the 10th of each month. If the 10th falls on a weekend or government holiday the OT and VS reports shall be due the next business day immediately following the 10th.
- PA reports are due at a minimum once each quarter. Submit the first week of January, April, July and October.

1.5 **Negative OT Reports:**

- An e-mail response is required for negative OT reports (no transactions to report).

1.6 Rejection of reports:

- Vendor reports will be loaded via an automated process. Therefore, CHES reserves the right to reject reports submitted by the vendor if necessary. Possible reasons for rejection are missing information or formatting issues. Report submissions must meet the formatting guidelines provided in this document. Each report will be checked by CHES for content as well as formatting. If CHES rejects a report, the report will be returned to the vendor with an explanation identifying the problem(s).
- The vendor must make the necessary corrections and **resubmit the report in its entirety within three (3) business days from the day the report was returned.**
- CHES will advise the vendor within 2 working days of receipt of a revised report whether the revised report is accepted. If the revised file still contains errors it will be rejected and returned to the vendor for correction. Subsequent reports will NOT be accepted by CHES until all the required corrections have been made and CHES has notified the vendor that the revised report is accepted.

1.7 Common Rejection Reasons:

1.7.1 Formatting Issues

- File not in Excel Spreadsheet (.xls or .xlsx) format
- Missing Columns
- Incorrect naming convention of the OT Report
- Missing Column Headings
- Spreadsheet contains Macros, links, etc.

1.7.2 Data Issues

- Missing “Required” data (Ex. Contract Number)
- Data type is incorrect for the column. (Ex. A column for numeric data has text)
- Data exceeds maximum length acceptable for column(s)
- Date is presented in the incorrect format
- Numbers within the report contain more than 2 decimal places.
- The Order/Mod total does not match the sum of the items being reported
- Invalid Service Agency, Army Activity, State or Country Code
- No Formatting, hard line returns, embedded special characters or word wrapping within a column
- Missing or Invalid UNSPSC
- “Duplicate Orders” (Order with different transaction dates and no Mod associated with it)

1.7.3 Revised Reports:

- Revised reports must be submitted as a complete file (i.e. make changes/corrections to the original file and resubmit the entire file, not just what was changed).

The file name format when submitting revised files must follow the file name format stipulated for each report (Order Transaction, Vendor Status, Product Attributes) with the addition of (Rev)

immediately preceding the file extension .xls. For example, the first revision of a cum-1 OT report would be named:

CONTRACTNUMBER_OT_YYYY_MM_DD_CUM-1(REV1).XLSX OR .XLS

- Subsequent revisions to the same file should indicate the revision number (e.g. Rev2, Rev3, etc).

1.7.4 File Names:

- File names must not exceed 50 characters. The date in the file name should be the submission date and should not indicate the end or start dates of data within the report.
- Even if the vendor is on their first cumulative file, it must be indicated with cum-1. If the file name is CONTRACTNUMBER_OT_YYYY_MM_DD it will be rejected.
- The (rev1, rev2, etc.) is only required if the vendor is re-submitting due to errors.
- File name must not exceed 50 characters
- Current file name must be in the file name column within the report, all rows should be populated with this file nameEquipment

2.0 Failure Report

The equipment failure report shall be submitted on an as requested basis. A sample format is provided below. The report shall identify the product that failed the reason for failure, the date the customer notified the contractor of the problem and the date the problem was resolved. The report shall calculate the time to repair.

EQUIPMENT FAILURE REPORT

Call #	OEM	Model #	Part #	Product Description	Failure Description	Problem Notification Date	Resolution	Problem Resolution Date
1234	Thompson	FT12345	45678	Pentium 4 Laptop	Battery overheating	Dd/mmm/yy	Replaced battery	Dd/mmm/yy

3.0 Order Transaction (OT) Report

- The OT report provides monthly sales data that populates the CHESS database. This data is used to calculate sales against the contract and provides visibility into the quantity and types of products sold on the contract.
- **OT reports shall be submitted each month on the 10th. If the 10th falls on a weekend or government holiday the OT report shall be due the next business day immediately following the 10th. OT reports are due by COB and will contain transactions up to and including the last day of the previous month.**
- The OT report is cumulative in nature. Cum reports shall include all transactions from contract inception up to the last day of the preceding month.
- The file name format for the first OT report is:
ContractNumber_OT_yyyy_mm_dd_cum-1.xls. Due to the limitations of Excel, a mutually agreeable cut-off date for the cum-1 report will be determined. Subsequent files shall only contain data not already reported in cum-1. Subsequent files shall be named ContractNumber_OT_yyyy_mm_dd_cum-2.xls, cum-3, cum-4, etc.
- CHESS matches order data in the OT report with the Vendor Status (VS) report therefore, order numbers must match between the OT and VS reports.
- **The email message that forwards the OT report must include the total dollar value of the cumulative OT report being submitted (Sum of column L).** For all subsequent cumulative reports (cum-2, cum-3, etc.) the email message must include the total dollar value of sales to date and the total dollar value of the cumulative OT report being submitted. The value stated in the email message will be used to match the sales dollars in CHESS's database after the load process. *If the total dollar value stated in the email message does not match the total of the line items in column L from the OT report, the report will be rejected and returned to the vendor for correction.*

3.1 Column A, "Contract Number"

- Enter the Contract Number including dashes. (Ex: W91QUZ-06-D-XXXX)
- The same Contract Number must be entered in every transaction row

3.2 Column B, "Order Number"

- Enter the delivery order number. Must be unique when combined with the contract number.

3.3 Column C, "Modification Number" (See examples below)

- Required when reporting mods. This may be a vendor or customer assigned number. Mod numbers indicate that a previously reported transaction has been changed by a customer.
- Report mods that change quantities, dollar values or products
- **Mods must reflect the date of the mod NOT the original transaction date**
- **DO NOT change original transaction dates to reflect mod dates**
- Cancellations are NOT considered mods (see instructions for column F below).

3.4 Column D, “Transaction Type”

- Enter CC for a credit card purchase or DO for a Delivery Order

3.5 Column E, “Date of Transaction”

- Must reflect the effective date of the order. *For example: Date signed by Contracting officer on the delivery order or the date the order is entered in the contractor’s system for a credit card purchase.*

3.6 Column F, “Date Transaction Cancelled” (See examples below)

- Must contain the date that an order or mod was cancelled.
- If an entire order is cancelled, including all associated mods, all rows associated with the order must include the date cancelled.
- A mod may be cancelled without cancelling the rest of the order. The date cancelled must be entered only in the rows for the mod being cancelled.
- When canceling an order or mod no dollar values or quantities should change. Those numbers should remain the same. Do not change them to a negative number or a zero.

3.7 Column G, “UNSPSC”

- Must contain a United Nations Products and Services Code (UNSPSC) for each CLIN. UNSPSCs can be found at <http://www.eccma.org/resources/UNSPSCDownloads.php>
- Format is ##.##.##.##.## The last position (5th position) shall be “00”.
- CHESS from time-to-time will advise the contract holders of additional, specific (four position) UNSPSC requirements.
- Each CLIN shall reflect a unique UNSPSC for the product sold under that CLIN.
- If a CLIN contains a mixture of items the UNSPSC for that CLIN should identify the dominant item that best describes the solution provided under the CLIN.
- *Ancillary items, such as internal disk drives, memory modules, etc. sold as separate line items should be coded with the UNSPSC for the specific item, NOT with the UNSPSC for the equipment item with which they are related (i.e. desktop, notebook, etc.)*

3.8 Column H, “CLIN”

- Contract Line Item Number (CLIN) Unique contract identifier of item being ordered (as identified in contract, i.e. product number, manufacturer part number).
- Enterprise Software Initiative (ESI) agreement software shall be reported in column H as CLIN 0060. This will allow CHESS to identify and separately report ESI sales data.

3.9 Column I, “Item Description”

- A short description of the item/CLIN that was purchased. (OEM, Make, Model)

3.10 Column J, “CLIN Quantity”

- Quantity of item being ordered. Cannot be left blank or be Zero (0).

3.11 Column K, “CLIN Unit Price”

- Price per item. Price should reflect the unit price in dollars and cents.
- Do NOT round up to whole dollars and use only two decimal places to indicate “cents”. (e.g. 10125.15)

3.12 Column L, “CLIN Extended Dollar Amount”

- Extended Dollar Amount = (CLIN quantity x unit price). The sum of this column must equal the total of all orders reported in column M.
- Do NOT round up to whole dollars and only two decimal places to indicate “cents.” (e.g. 10125.15)

3.13 Column M “Dollar Amount of Transaction”

- The dollar amount reflected in Column M (Dollar amount of Transaction) must equal the total order/mod value.
- The dollar amount of the transaction must be repeated in every row associated with the transaction in Column M
- Do NOT round up to whole dollars and only two decimal places to indicate “cents.” (e.g. 10125.15)

3.14 Column N “POC Last Name”

- Ship to Customer’s Last Name

3.15 Column O “POC First Name”

- Ship to Customer’s First Name

3.16 Column P “POC Title”

- Ship to Customer’s Title (i.e. COL, Mr., Ms., etc.)

3.17 Column Q “Telephone Number”

- Ship to Customer’s telephone number (Format: 9999999999)

3.18 Column R “Email address”

- Ship to Customer’s email address

3.19 Column S “Street Address 1”

- First line of Customer’s Ship-To address

3.20 Column T “Street Address 2”

- Second line of the Customer’s Ship-To address

3.21 Column U “Street Address 3”

- Third line of the Customer’s Ship-To address

3.22 Column V “City”

- Customer’s Ship-To City
 - Orders shipped to an APO address where the destination country is NOT known - enter the appropriate code APO code (AE,AP,AA) in this column:
 - AE: Europe, Middle East, Africa and portions of Canada
 - AP: The Pacific
 - AA: The Americas and portions of Canada

3.23 Column W “State”

- Customer’s Ship-To State for United States (US) only
- Use Post office two-character abbreviation. Use abbreviation from the state list located at: <https://chess.army.mil/cms/a/statelist>
- LEAVE BLANK IF NOT United States (US)

3.24 Column X “Country”

- Indicate the Ship-To Country.
- Entry must be “US” for the United States or the 2-Character country code from the CHES “Country List” found at <https://chess.army.mil/cms/a/countrylist>
- Orders shipped to an APO address where the destination country is NOT known, enter “AP” in the country column

3.25 Column Y “5-digit Zip Code”

- Five-digit Customer Ship-To zip code

3.26 Column Z “4-digit Zip Code Ext.”

- Four-digit extension Customer Ship-To zip code

3.27 Column AA “Service or Agency”

- Must reflect one of the Service or Agency codes found at <https://chess.army.mil/cms/a/agencylist>

3.28 Column AB “Army Activity”

- Must be completed if column “AA” indicates “USA” [Army].
- The Army Activity must come from the CHES Army Activities/MACOM list found at <https://chess.army.mil/cms/a/activitylist>
- Must be left blank if column “AA” is other than “USA.”

3.29 Column AC “Comments”

- Free Text

3.30 Column AD “CHES Reserved 1”

- Reserved for Product Leader

3.31 Column AE “CHES Reserved 2”

- Reserved for Product Leader

3.32 Column AF “Vendor Reported Total for this file”

- Must reflect the sales for the contract reported in the cum file being submitted

3.33 Column AG “Contract Sales to date”

Total sales to date on this contract – total of all cum file

3.34 Column AH “File Name”

- Exact file name of the file being submitted

Since the OT report is cumulative vendors may correct previously reported information in subsequent reports (see Section 1. General Information, Revised Reports above and examples below) such as:

- Canceling a transaction or a mod to a transaction previously reported
- Correcting dollar amounts previously reported
- Correcting products previously reported

3.35 Column AI “Shipping Item Palletization (SIP)” – [duplicate row distinguisher]

- If two rows exist that are duplicated, distinguish here (examples: 1, 2, 3, 4; or different serial numbers; or different shipping addresses)

EXAMPLE OF CANCELLED TRANSACTION

Contract Number	Order Number	Modification Number	Transaction Type	Date of Transaction	Date Transaction Cancelled	UNSPSC	CLIN Number	Item Description	CLIN Quantity	CLIN Unit Price	CLIN Extended Dollar Amount	Dollar Amount of Transaction
W91QUZ-06-D-0000	119		DO	15-Jan-10	20-Feb-10	43.21.19.02.00	1019AA	22' Monitor	25	100.00	2500.00	15000.00
W91QUZ-06-D-0000	119		DO	15-Jan-10	20-Feb-10	43.21.15.08.00	1010AA	SFF	25	500.00	12500.00	15000.00
Total amount of order 119:											15000.00	

To Cancel and order, simply add the date cancelled into column F. Nothing else should be changed.

EXAMPLE OF DUPLICATE ORDER

Contract Number	Order Number	Modification Number	Transaction Type	Date of Transaction	Date Transaction Cancelled	UNSPSC	CLIN Number	Item Description	CLIN Quantity	CLIN Unit Price	CLIN Extended Dollar Amount	Dollar Amount of Transaction
W91QUZ-06-D-0000	2569		DO	15-Jan-10		43.21.19.02.00	1019AA	22' Monitor	25	100.00	2500.00	15000.00
W91QUZ-06-D-0000	2569		DO	25-Jun-09		43.21.15.08.00	1010AA	SFF	60	500.00	30000.00	30000.00
W91QUZ-06-D-0000	2569		DO	5-Nov-08		43.21.15.08.00	1013AA	Workstation	5	1,200.00	6000.00	6000.00
Total amount of order 2569:											32500.00	

Order number 2569 was recorded with three different dates. This would cause the file to be rejected.

EXAMPLE OF HOW TO MAKE CORRECTIONS

Contract Number	Order Number	Modification Number	Transaction Type	Date of Transaction	Date Transaction Cancelled	UNSPSC	CLIN Number	Item Description	CLIN Quantity	CLIN Unit Price	CLIN Extended Dollar Amount	Dollar Amount of Transaction
W91QUZ-06-D-0000	2569		DO	15-Jan-10		43.21.19.02.00	1019AA	22' Monitor	25	10.00	250.00	30250.00
W91QUZ-06-D-0000	2569		DO	15-Jan-10		43.21.15.08.00	1010AA	SFF	60	500.00	30000.00	30250.00
Order number 2569 as originally entered. Unit price for the 22' Monitor was entered incorrectly.											30250.00	
Contract Number	Order Number	Modification Number	Transaction Type	Date of Transaction	Date Transaction Cancelled	UNSPSC	CLIN Number	Item Description	CLIN Quantity	CLIN Unit Price	CLIN Extended Dollar Amount	Dollar Amount of Transaction
W91QUZ-06-D-0000	2569		DO	15-Jan-10		43.21.19.02.00	1019AA	22' Monitor	25	100.00	2500.00	32500.00
W91QUZ-06-D-0000	2569		DO	15-Jan-10		43.21.15.08.00	1010AA	SFF	60	500.00	30000.00	32500.00
Total amount of order 2569:											32500.00	

Vendor corrects the unit price and corrects columns L and M. Submit with the next OT Submission

4.0 Vendor Status (VS) Report

- The Vendor Status report provides delivery status of individual delivery orders. This report is NOT cumulative
- The VS report shall report the initial status of an order and any changes to the status of the order until shipment is complete. For orders with multiple shipments, continue to update the ship date until all shipments are completed.
- VS reports shall be submitted monthly. The VS report is due by close of business (COB) on the 10th of each month. If the 10th falls on a weekend or government holiday the VS report shall be due the next business day immediately following the 10th.
- The file name format for the VS report is ContractNumber_VS_yyyy_mm_dd.xls
- CHESSE matches the VS report with the Order Transaction report to update vendor status information therefore, order numbers must match between the two reports.

- CHESSE will notify the vendor when an order(s) reported in the VS report do not match with an order(s) that have been reported in an OT report. The vendor must determine the source of the error (missing from OT, incorrect order number, etc) and make the necessary corrections to the OT and/or VS report(s). Corrected reports must be resubmitted in their entirety. (See Section 1. General Information, Revised Reports)

5.0 Product Attribute (PA) Report

- The PA report is a representative sampling of products that are contained in the vendor's ITES-2H-2 catalog. Products identified in the PA report determine the level of customer visibility of your products on the CHESSE web site. The Product Leader will work with each vendor to determine an appropriate amount of products that should be represented on the web site.
- The file name format for the PA report is ContractNumber_PA_yyyy_mm_dd.xls
- The EXCEL sheet should NOT contain any cell formatting, tab stops, line feeds or carriage returns in any cells.
- The EXCEL sheet must contain columns (no hidden columns) A-AI. All columns must be included even if they contain no data.
- Strictly follow the data requirements in the PA table (pgs 17-20): Adhere to the data type and character length described in the Format and Comments area of the PA table.
- All required data fields must be provided (per PA table on pgs 18-20).
- Product Attributes (PA) are required for Servers, Thin Clients and Storage
- The PA report must be a full replacement of the previous PA report. CHESSE will replace the existing PA file with the most recent submission. Partial updates are not permitted.
- Each PA report can contain only one worksheet.
- Product Attribute reports are due, no later than 10 days from when:
 - Catalog products have changed or
 - New products are added to the catalog
- **A PA report is due, at a minimum, once each quarter and must be submitted during the first weeks of January, April, July and October**
- Specification URLs, column L and Photo URLs, column M must work.
- Each item in the PA report should provide, in column N (Description), an easy to understand description of the product.
- Each item in the PA report is limited to one row of the spreadsheet and must have a unique item number which must be consistent throughout the lifecycle of that item.
- Items with prices of \$0.00 or null will automatically default to "RFQ required" regardless of the value in column "D".
- Four (4) position UNSPSCs are required for all products submitted in the PA report. CHESSE will provide supplemental guidance from time-to-time on UNSPSCs that must be used in the PA report.
- UNSPSC codes for Column F can be found at <http://www.eccma.org/UNSPSCDownloads.php>

6.0 Order Transactions (OT)

Excel Column	Column Name	Format	Required?	Comments
A	Contract Number	Alphanumeric (21)	Y	6.1.1.1.1.1.1.1 Enter the Contract Number including dashes. 6.1.1.1.1.1.1.2 Ex: W91QUZ-06-D-XXXX. The same Contract Number must be entered in every transaction row.
B	Order Number	Alphanumeric (30)	Y	Enter the delivery order number. Must be unique when combined with the contract number
C	Modification Number	Alphanumeric (25)	Y*	* Required when reporting mods. This may be a vendor or customer assigned number. Mod numbers indicate that a previously reported transaction has been changed by a customer.
D	Transaction Type	Alphanumeric (2)	Y	CC = Credit Card, DO= Delivery Order
E	Date of Transaction	DD-MMM-YYYY	Y	Date of the order (i.e. 14-FEB-2006) <i>For example: Date signed by Contracting officer on the delivery order or the date the order is entered in the contractor's system for a credit card purchase.</i>
F	Date Transaction Cancelled	DD-MMM-YYYY	Y*	* Required for cancelled transactions. Order must be cancelled in its entirety.
G	UNSPSC	Alphanumeric (14)	Y	Format is ##.##.##.##.## Last position (5 th position) shall be "00".
H	CLIN Number	Alphanumeric (39)	Y	Contract Line Item Number (CLIN) Unique contract identifier of item being ordered (as identified in contract, i.e. product #, manufacturer part #)
I	Item Description	Alphanumeric (250)	Y	A short description of the item/CLIN that was purchased. For example: OEM, Make, Model
J	CLIN Quantity	Number (7,0)	Y	Quantity being ordered. Cannot be left blank or be Zero (0).
K	CLIN Unit Price	Number (11,2)	Y	Price per item. Price should reflect the unit price in dollars and cents. Do NOT round up to whole dollars and use only two decimal places to indicate "cents." (e.g. 10125.15) Prices with more than two decimal places will cause Excel to round resulting in incorrect dollar calculations or sums.
L	CLIN Extended Dollar Amount	Number (11,2)	Y	Extended Dollar Amount = (CLIN quantity x unit price). The sum of this column must equal the total of all orders reported in column M. Do NOT round up to whole dollars and use only two decimal places to indicate "cents." (e.g. 10125.15)
M	Dollar amount of Transaction	Number (12,2)	Y	Total dollar amount of the transaction (order or order mod). Do NOT round up to whole dollars and use only two decimal places to indicate "cents." (e.g. 10125.15)
N	POC Last Name	Alphanumeric (35)	Y	Ship to Customer's Last Name
O	POC First Name	Alphanumeric (35)	Y	Ship to Customer's First Name
P	POC Title	Alphanumeric (35)	N	Ship to Customer's Title (i.e. COL, Mr., Ms., etc.)
Q	Telephone	Alphanumeric	Y	Ship to Customer's telephone number. Format: 9999999999

	Number	(20)		
R	Email address	Alphanumeric (40)	Y	Ship to Customer's email address
S	Street Address 1	Alphanumeric (40)	Y	First line of the Customer's Ship-To address
T	Street Address 2	Alphanumeric (40)	N	Second line of the Customer's Ship-To address
U	Street Address 3	Alphanumeric (40)	N	Third line of the Customer's Ship-To address
V	City	Alphanumeric (27)	Y	Customer's Ship-To City
W	State	Alphanumeric (2)	Y*	Customer's Ship-To State for USA only. Use Post office two-character abbreviation. LEAVE BLANK IF NOT USA Use abbreviation from the state list located at https://chess.army.mil/cms/a/statelist
X	Country	Alphanumeric (2)	Y	Indicate the Ship-To Country. Entry must be "US" for the United States or the 2-Character country code abbreviation from the Service/Agency/Country Code list located at https://chess.army.mil/cms/a/countrylist This column is only 2-characters wide so you must use the abbreviations only.
Y	5-digit Zip Code	Number (5)	Y	Five-digit Customer Ship-To zip code
Z	4-digit Zip Code Ext.	Number (4)	N	Four-digit extension Customer Ship-To zip code
AA	Service or Agency	Alphanumeric (20)	Y	Use the abbreviation from the Service/Agency/Country Code list found at: https://chess.army.mil/cms/a/agencylist
AB	Army Activity	Alphanumeric (20)	Y*	* Required if column "AA" equals "Army". Use the abbreviation from the Army Activity list located at https://chess.army.mil/cms/a/activitylist Leave blank if column "AA" is not USA (Army)
AC	Comments	Alphanumeric (250)	N	Free text
AD	CHESS Reserved 1	Alphanumeric (250)	N	Reserved for Product Leader
AE	CHESS Reserved 2	Alphanumeric (250)	N	Reserved for Product Leader
AF	Vendor Reported total for this file	Number (12, 2)	Y	The sales on the contract that are reported in the file being submitted.
AG	Contract Sales to date	Number (12, 2)	Y	Total sales to date on this contract.
AH	File Name	Alphanumeric (50)	Y	Exact file name of the file being submitted.
AI	Shipping Item Palletization (SIP)	Alphanumeric (50)	N	If two rows exist that are duplicated, distinguish here (S.I.P. #)

7.0 Vendor Status (VS)

Excel Column	Column Name	7.1.1.1.1 Format	7.1.1.1.2 Required?	Comments
A	Contract Number	Alphanumeric (21)	Y	Enter the Contract Number including dashes. Ex: W91QUZ-06-D-XXXX
B	Order Number	Alphanumeric (30)	Y	Must match a previously reported order.
C	Order Mod Number	Alphanumeric (25)	Y*	* Required when reporting status on a mod
D	Date Received by Vendor	DD-MMM-YYYY	Y	Date order or mod was received by the vendor (i.e. 14-FEB-2006)
E	Date Rejected by Vendor	DD-MMM-YYYY	Y*	* Required for rejected orders
F	Date Accepted by Vendor	DD-MMM-YYYY	Y*	* Required for orders that have been accepted by the vendor
G	Date Transaction Cancelled	DD-MMM-YYYY	Y*	* Required for Cancelled order/mods
H	Projected Ship Date by Vendor	DD-MMM-YYYY	N	
I	Vendor Ship Date	DD-MMM-YYYY	Y*	* Required for orders shipped by the Vendor
J	Projected Delivery Date	DD-MMM-YYYY	N	
K	Contractually Due Date	DD-MMM-YYYY	Y	Date by which delivery is due as required by the ordering contracting officer/delivery order
L	Service Start Date	DD-MMM-YYYY	N	Applies to orders related to "services"
M	Service Completion Date	DD-MMM-YYYY	N	Applies to orders related to "services"
N	Comments	Alphanumeric (250)	N	Free text
O	CHESS Reserved 1	Alphanumeric (250)	N	Reserved for Product Leader
P	CHESS Reserved 2	Alphanumeric (250)	N	Reserved for Product Leader

				Legend below
V	Attribute 3	Alphanumeric(250)	Y*	* Required for Servers, Storage and Thin Clients See Attribute Legend below
W	Attribute 4	Alphanumeric(250)	Y*	* Required for Servers, Storage and Thin Clients See Attribute Legend below
X	Attribute 5	Alphanumeric(250)	Y*	* Required for Servers, Storage and Thin Clients See Attribute Legend below
Y	Attribute 6	Alphanumeric(250)	Y*	* Required for Servers, Storage and Thin Clients See Attribute Legend below
Z	Attribute 7	Alphanumeric(250)	Y*	* Required for Servers and Thin Clients See Attribute Legend below
AA	Attribute 8	Alphanumeric(250)	Y*	* Required for Servers and Thin Clients See Attribute Legend below
AB	Attribute 9	Alphanumeric(250)	Y*	* Required for Servers and Thin Clients See Attribute Legend below
AC	Attribute 10	Alphanumeric(250)	Y*	* Required for Servers See Attribute Legend below
AD	Attribute 11	Alphanumeric(250)	Y*	* Required for Servers, Storage and Thin Clients See Attribute Legend below
AE	Attribute 12	Alphanumeric(250)	Y*	* Required for Servers See Attribute Legend below
AF	Attribute 13	Alphanumeric(250)	Y*	* Required for Servers See Attribute Legend below

8.1 Related Items

The columns named “related_to_item_1 thru related_to_item_5” are used to associate related items to the primary item. The rules for using related items are:

- Only 1 item per row may be specified
- You may associate up to 5 items
- All items must be from the same contract

8.2 Legend of Attributes 1 – 1

The following legend lists the attributes required for Servers, Thin Clients and Storage. The legend shows 13 attributes are needed for Servers 9 attributes for Thin Clients, and 6 attributes for Storage.

Attribute	Servers	Thin Clients	Storage
1	type	type	type
2	ports	ports	Storage Capacity
3	processor type	Processor/Flash	Drive Interface
4	number of processors	Operating System	RAID Interface
5	processor speed	communication	Network Interface
6	memory installed	Memory installed	Network Ports
7	memory maximum	screen size	
8	hard disk type	Keyboard	
9	hard disk size	mouse	
10	additional internal storage bays		
11	storage type		
12	operating system		
13	networking		

***Note: Monitors are required to be reported in the Product Attribute report. Only columns A-N are required to be completed for monitors.**

8.3 Example of Server Attributes

Server Attributes (13 attributes defined)

Attribute Number	Attribute Name	Example Values
Attribute 1	Type	RISC Tower, Intel Blade
Attribute 2	Ports	1 parallel, 1 USB
Attribute 3	Processor Type	Intel Xeon, UltraSPARC II, Pentium III
Attribute 4	Number of Processors	1, 4
Attribute 5	Processor Speed	2.4 GHz
Attribute 6	Memory Installed	512 MB RAM, 1 BG
Attribute 7	Memory Maximum	8 GB, 16 GB
Attribute 8	Hard Disk Type	SCSI
Attribute 9	Hard Disk Size	80 GB
Attribute 10	Has Additional Internal Storage Bays	Y, N
Attribute 11	Storage Type	CD-ROM, 3.5" Internal Floppy
Attribute 12	Operating System	Windows 2000 Advanced Server, Solaris 8, Red Hat Linux 7.2
Attribute 13	Networking	10/100 Ethernet

8.4 Example of Thin Client Attributes

Thin Client Attributes (9 attributes defined)

Attribute Number	Attribute Name	Example Values
Attribute 1	Type	Desktop, Rackmount
Attribute 2	Ports	2 USB Ports
Attribute 3	Processor/Flash	1.2 Ghz Processor with 256MB Flash Memory
Attribute 4	Operating System	MS Windows XP Embedded
Attribute 5	Communication	RDP 5.0, ICA
Attribute 6	Memory Installed	512 MB
Attribute 7	Screen Size	17"
Attribute 8	Keyboard	104 keys
Attribute 9	Mouse	2 button Optical scroll

8.5 Example of Storage Attributes

Storage Attributes (6 attributes defined)

Attribute Number	Attribute Name	Example Values
Attribute 1	Type	Tower
Attribute 2	Storage Capacity	2 TB
Attribute 3	Drive Interface	Ultra 320
Attribute 4	RAID Support	RAID 0, 1 and 5
Attribute 5	Network Interface	10/100/1000 BaseT
Attribute 6	Network Ports	2 ports, 3 ports

CATALOG REFRESH

A Technology Refresh proposal/Catalog Change Request (CCR) package is submitted to the KO and CHES, as needed. The CHES PL logs and forwards the package to the TIC for technical review. Upon receiving technical approval, the CCR package is forwarded back to the KO for validation of price and contract terms. If approved, KO submits approval e-mail to vendor and CHES. The approved CCR package is added to contract via Mod. (See 9.2 ITES-2H-2 Catalog Refresh Process Flowchart)

A Catalog Change Request (CCR) is due, no later than 10 days from when:

- Catalog Products have changed, or
- New Products are added to the catalog

8.6 CCR Proposal Instructions

Vendors wanting to change/update their catalog offering shall submit a Technology Refresh Proposal to the ITES-2H-2 Contracting Officer (Ms. Ilana Bohren), and cc CHES. The proposal shall include three items a “Self Certification Catalog Change”, a “Catalog Change spreadsheet” and a “Catalog Product Attribute spreadsheet”.

Self Certification Catalog Change – Is a word document that vendor certifies that the proposed products being offered are fully compliant with contract standards and policies.

Catalog Change spreadsheet – A spreadsheet that describes the vendor’s offerings. The "Additions to Current Catalog" tab reflects the new items the vendor wishes to add to their current catalog. The “Deleted Items” tab reflects those items the vendor wishes to remove from their current catalog. The "Updated Catalog" tab reflects the whole catalog the vendor wishes to have approved (includes approved products that are to remain, proposed new additions, and removed items). As a minimum these three tabs must be updated with each submission.

Catalog Product Attribute – A spreadsheet with product description, prices, UNSPSC code, and other information to support CHES website.

Products in the catalog shall be limited to ITES-2H-2 scope:

CATALOG PRODUCT DESCRIPTION

The DoD Secure BIOS requirement and Army's renewed emphasis on promoting energy efficient Information Technology (IT) purchases require CHES to purge all items that do not comply with the DoD Secure BIOS memorandum and validate to Army CIO/G6 that all appropriate items are EPEAT registered and EPA Energy Star qualified.

To be specific all catalogs submissions shall be in accordance with the CHES "Catalog Template" and the use of the same product naming convention found on the EPEAT and Energy Star list of approved products as these lists will be used to validate compliance.

Following is suggested wording to further assist in the development of proper product descriptions:

For explicitly defined platforms recommend the wording; "EPA Energy Star qualified, EPEAT registered, and supports NIST SP800-147 Compliant BIOS, TCG Version 1.2 Trusted Platform Module, and with CCID compliant CAC reader" after the model/product base description.

For configured platforms based on components within their catalog recommend the wording; "Configured platforms are EPA Energy Star qualified, EPEAT registered, and supports NIST SP800-147 Compliant BIOS, TCG Version 1.2 Trusted Platform Module, and with CCID compliant CAC reader." after the model/product base description.

For displays recommend the wording; "EPA Energy Star qualified and EPEAT registered" after the model/product base description.

For battery chargers and Uninterruptible Power Supplies (UPS) recommend the wording; "EPA Energy Star qualified" after the model/product base description

For printers recommend the wording; "EPA Energy Star qualified, IPv6 compliant" after the model/product base description.

For all imaging equipment (copiers, fax machines, digital duplicators, scanners, all-in-one devices, multi function printers, and mailing machines...anything that sends data across the network) recommend the wording; "EPA Energy Star qualified, IPv6 compliant, with CCID compliant CAC reader." after the model/product base description.

For standalone printers or scanners with no networking capability recommend the wording; "EPA Energy Star qualified, only supports USB connection" after the model/product base description. Obviously include all direct connections (e.g., parallel, serial, etc) that are applicable to the device, so it is clear that CAC support is not require because it does not support a network connection.