



National Aeronautics and
Space Administration

NASA Shared Services Center
Stennis Space Center, MS
39529-6000
www.nssc.nasa.gov

NASA Shared Services Center Customer Guide

NSCG-5000-0002 Basic Version 1.0

Effective Date: April 11, 2016
Expiration Date: April 10, 2019

SIMPLIFIED ACQUISITION THRESHOLD

Responsible Office: Procurement

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Approved by

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 Date

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DOCUMENT HISTORY LOG

Status (Basic/Revision Cancelled)	Document Version	Effective Date	Description of Change
Basic	1.0	4/11/2016	Basic release

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SIMPLIFIED ACQUISITION THRESHOLD

1.0 Purpose

The purpose of this document is to give guidance to customers who will use the Simplified Acquisition Threshold (SAT) service at the NASA Shared Services Center (NSSC).

2.0 Applicability/Scope

Simplified Acquisition is a term used by federal procurement personnel to describe the policies and procedures used to acquire commodities and services, including research and development, and commercial items. The individual acquisition value for most of these actions does not exceed the threshold of \$150,000 (higher thresholds exist for certain types of SAT purchases). For the purposes of this Simplified Acquisition Threshold Customer Guide only actions valued above the micro-purchase threshold of \$3,500 and at or below \$150,000 are included and, hereinafter, are referred to as SAT purchases. Please note however, that the NSSC will accept requests to process and award acquisitions below the micro-purchase threshold for requirements that cannot be purchased with a Government P-card.

The following types of acquisitions are within the scope of SAT awards to the NSSC:

- Award and administration of simplified acquisitions between \$3,500 and \$150,000 including new orders issued against General Services Administration (GSA) contracts or any of the Solutions for Enterprise-Wide Procurement (SEWP) contracts.

The following types of acquisitions are not within the scope of SAT awards to the NSSC:

- New awards with a potential value over \$150,000 (even those utilizing simplified acquisition procedures);
- Purchases made with a P-Card;
- New Indefinite Delivery, Indefinite Quantity (IDIQ) contracts or Blanket Purchase Agreements (BPAs) that permit the award of orders with a potential value over \$150,000;
- Orders under \$150,000 issued against an IDIQ contract or BPA retained by the Center (this does not include orders issued against any of the SEWP contracts);
- Interagency Agreements;

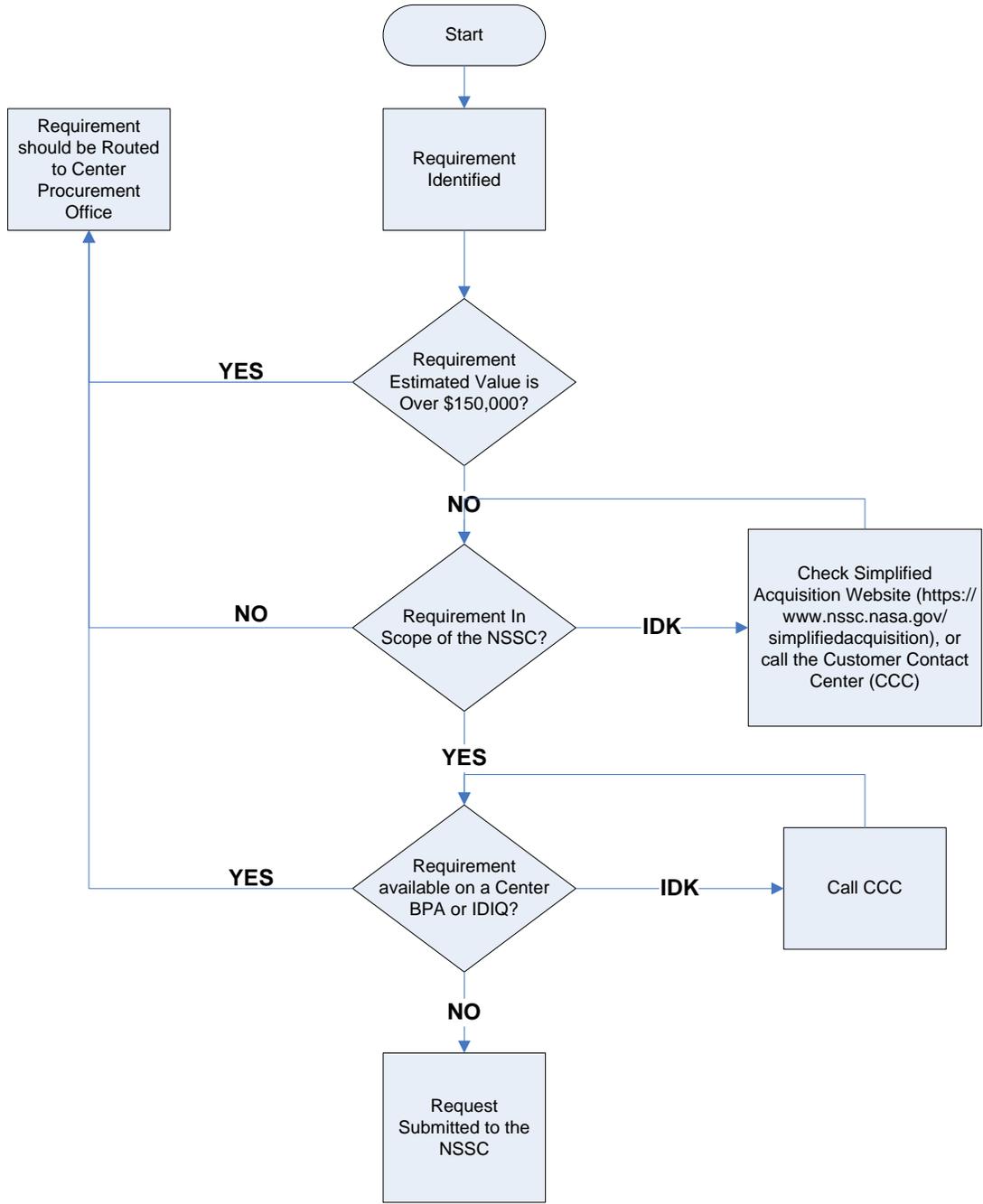
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- Small Business Innovation Research (SBIR) Phase III contracts that are retained by the Centers;
- Grants that are retained by the Centers;
- Orders for construction, facility repair or Architect & Engineer (A&E) services (Material Groups "C1," "C2," "Y," and "Z"); and
- SAT purchases made by institutional support contractors (Center contracts with scope that provides for these contractors to make certain purchases on behalf of the Center).

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Simplified Acquisition Requirement Process Flow

Use the following process flow to determine whether to send a requirement to the NSSC SAT Team or the Center’s Procurement Office:



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The following defines some of the roles associated with the acquisition of SAT awards:

NASA Center

- Technical End-User
The Technical End-User with the actual need for the supply or service identifies the requirement to start the acquisition process.
- Resource Analyst (RA) and/or Budget Analyst
The Resource Analyst (RA) or designee has the primary responsibility of tracking funds for the assigned program, project, or organization.
- Initiator/Requisitioner
The initiator or designee is primarily responsible for identifying and initiating a particular purchase:
 - Develops a written description of the item or service to be purchased;
 - Prepares the Purchase Request (PR) and supporting documents;
 - Processes the PR through appropriate channels at the Center;
 - Supports the solicitation preparation and the evaluation/award process; and
 - Enters the PR in Systems, Application & Products (SAP) in Data Processing.

NSSC SAT Team

- Procurement Specialist/Buyer
The Procurement Specialist/Buyer is responsible for performing assigned work and actions in accordance with applicable regulations, policies, procedures, and instructions. Key duties include acquisition planning and coordination, preparation of procurement packages, and monitoring/providing status of procurements to management.
- Contracting Officer (CO)
The Contracting Officer (CO) executes contracts within the limits of delegated authority and in accordance with applicable regulations, policies, procedures, and instructions. The Certificate of Appointment (Warrant) establishes the specific authority of each CO, while the Federal Acquisition Regulation (FAR) and the NASA FAR Supplement (NFS) set forth signature authority for each level of CO. CO's provide guidance to the Procurement Specialist/Buyer working the acquisition package. Only COs have the official authority to contractually

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bind the government and overall responsibility for the entire process subsequent to the initial requirement determination.

3.0 Process Initiation

Once determined to be within the scope of a NSSC SAT, a requisition package shall be sent to the NSSC via SAP. A complete requisition package must be received before work commences on the SAT acquisition request. To be considered a complete package customers shall use the NSSC SAT Request Checklist located in Appendix B to determine the applicable documents to be included in the requisition package. When creating a Purchase Requisition (PR), use the PR instructions located in Appendix C.

In addition to a complete PR package, the customer shall submit a notification of a new SAT acquisition request to the NSSC by either; 1) Accessing the NSSC Simplified Acquisition Customer Portal (SACP) via ServiceNow (see section 4.0 Simplified Acquisition Customer Portal (SACP)) or 2) Completing the Simplified Acquisition Request Template (SART) and attaching it in SAP with the PR package submittal (see section 5.0 Simplified Acquisition Request Template (SART)).

4.0 Simplified Acquisition Customer Portal (SACP)

4.1 How to Submit a New SAT Acquisition Request

Step 1: Go To the NASA Enterprise Service Desk to Order Service

If the requirement falls within scope of the NSSC SAT Team, go to the NASA Enterprise Service Desk at URL: <https://esd.nasa.gov/esd/> and choose **ORDER SERVICES**. This will bring up the Service Catalog:

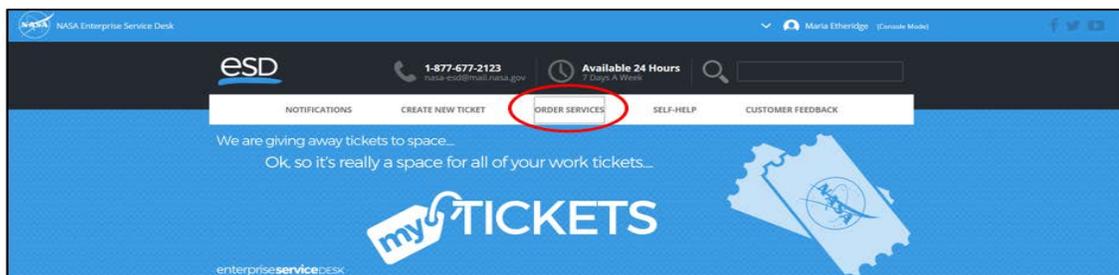


Figure 1 – NASA Enterprise Service Desk

Step 2: Access the NSSC Simplified Acquisition Customer Portal

In the **Service Catalog**, choose the **NSSC Simplified Acquisition Customer Portal**:

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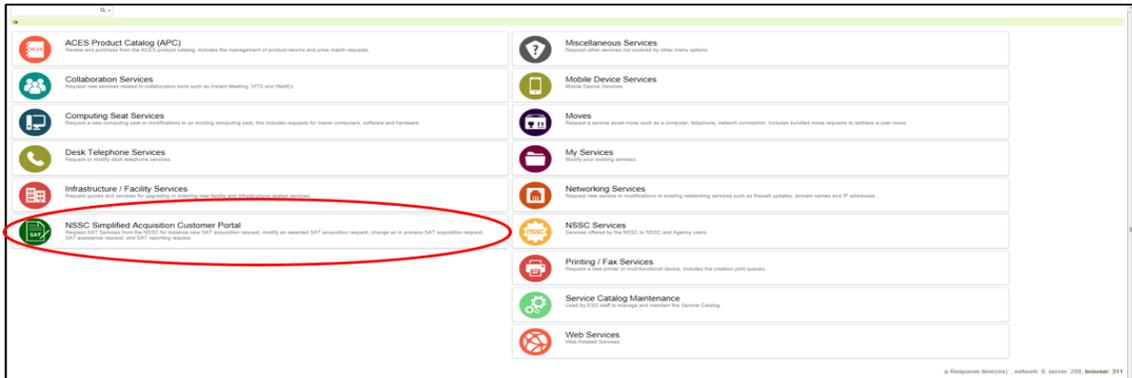


Figure 2 – Service Catalog

Step 3: Access to NSSC SAT Acquisition Request

In the **NSSC Simplified Acquisition Customer Portal**, choose **NSSC SAT Acquisition Request**:

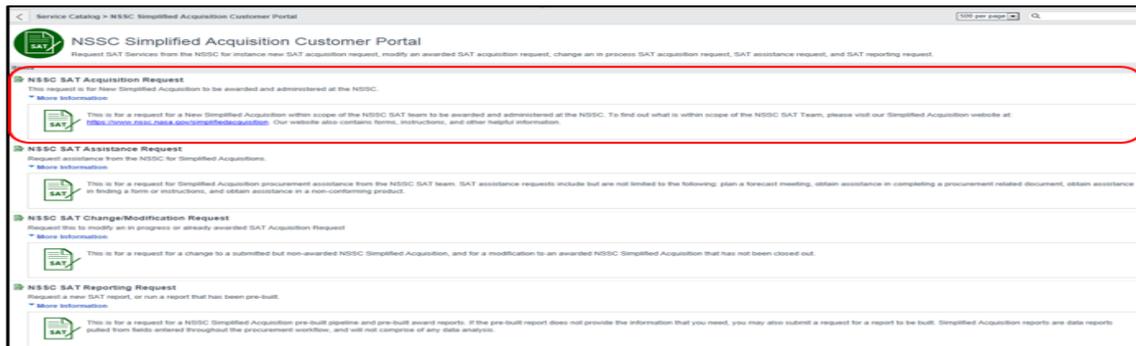


Figure 3 – NSSC Simplified Acquisition Customer Portal

Step 4: NSSC SAT Acquisition Request, New Request or Copy to New

In the **NSSC SAT Acquisition Request** choose either **New SAT Acquisition Request** or **SAT Acquisition Request Copy to New**.

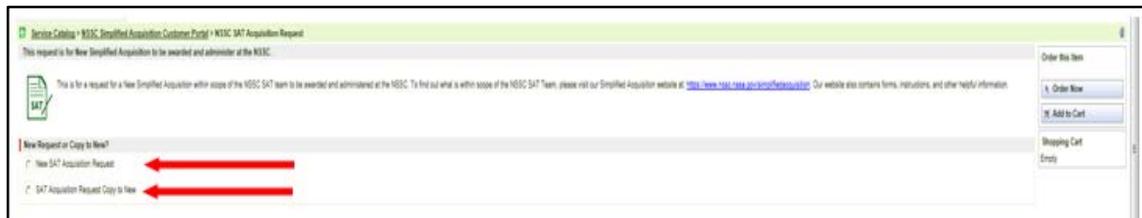


Figure 4 – NSSC SAT Acquisition Request

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Choosing **New SAT Acquisition Request** will result in a new request with none of the fields pre-populated. Choosing **SAT Acquisition Request Copy to New** will result in an option to pre-populate certain fields on the request by pulling the data from a previous request. Check the desired options to pre-populate and then click the Search icon to find a previous request from which to pull the data.

Figure 5 – New SAT Acquisition Request

Please note: Changing between **New SAT Acquisition Request** and **SAT Acquisition Request Copy to New** at any time while completing the request causes a *Message from webpage* that switching the value will wipe out any previously entered data.

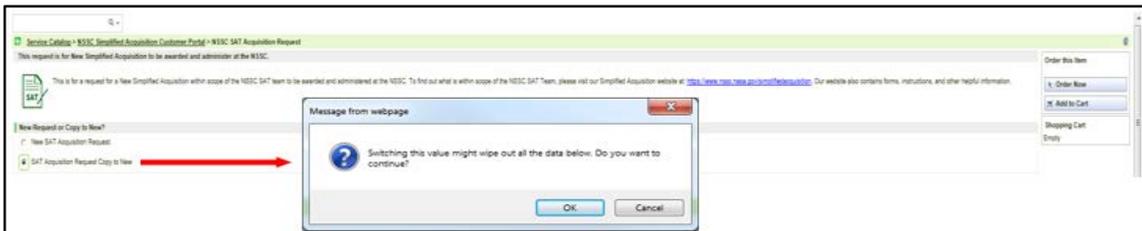


Figure 6 – Message from Web Page

Step 5: NSSC SAT Acquisition Request, POC Information

In the NSSC SAT Acquisition Request, under SAT Request POC Information (Requisitioner/Initiator), click the Search icon. On the **Users** pop-up, click on the Search icon. This will pull up several search fields. Using the **Name** field, type the first and last name and click **Enter**. Choose the correct name from the list. Clicking on the underlined Name link will populate the Email, Title (if applicable), Business Phone, Center, and ORG Code into the SAT Acquisition Request POC Information.

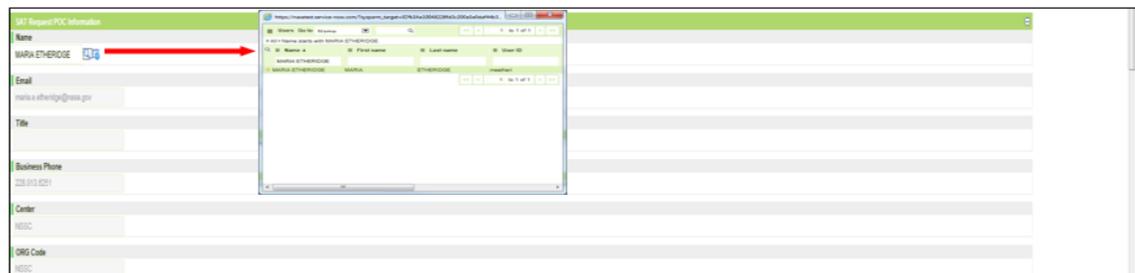


Figure 7 – POC Information

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Step 6: NSSC SAT Acquisition Request, Other POC Information

The request can include other involved or interested POC's so they will receive automatic emails regarding the status of the requisition. Designate individuals as **SAT Technical End Users**, **SAT Alternate POCs**, or **Additional POCs**. The default setting for these other POC's is always **No**. To designate an individual to any of these roles, change the selection in the appropriate role from **No** to **Yes**. Changing the setting to **Yes** will result in a pop-up that functions in the same way as the pop-up in Step 5. Please note several people in the directory have the same name. Extend the pop-up to include the **Users** information reflecting the **User ID**, **Email** and **Business Phone** to ensure the correct POC choice.

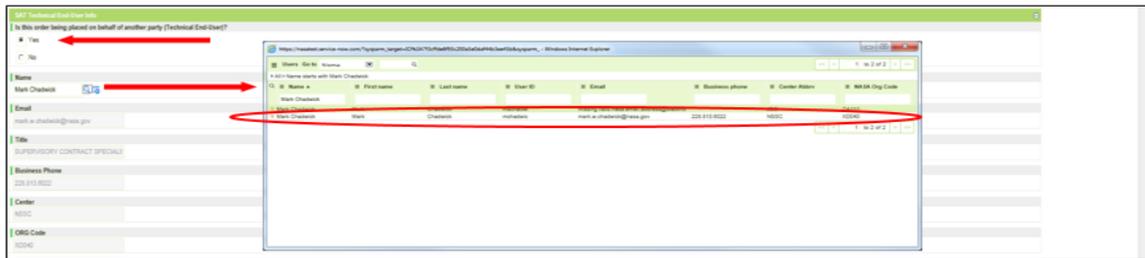


Figure 8 – Other POC Information

Step 7: NSSC SAT Acquisition Request, Scope

In the **NSSC SAT Acquisition Request**, under the **Acquisition Request Details** section, Choose the appropriate value of the request.

Choose **\$3,501-\$14,999**, **\$15,000-\$24,999**, or **\$25,000-\$150,000**, all within the NSSC SAT scope of work, then proceed with completing the rest of the Acquisition Request Details.

Choosing **\$1-\$3,500** or **\$150,001+** causes a Message from webpage to pop-up explaining that the purchase does not fall within scope of the NSSC SAT Team. The pop-up will give further instructions on where to process the procurement. Please note however, that the NSSC will accept requests to process and award acquisitions below the micro-purchase threshold for requirements that cannot be purchased with a Government P-card.

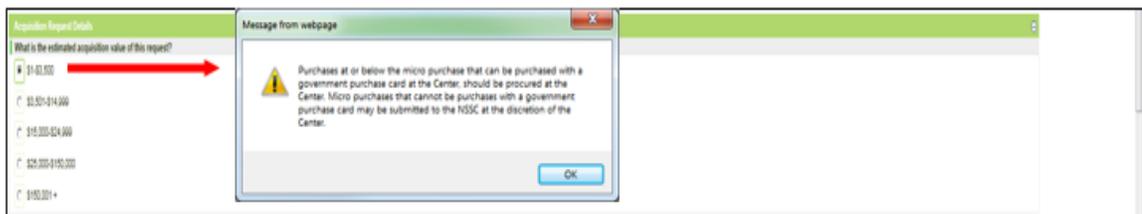


Figure 9 – Message from Web Page, not within scope, use purchase card etc.

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Next, choose the appropriate Product/Service type that best categorizes the request. Choosing **The product/service for this request is none of the above and is within the scope of SAT**, will allow completion of the request. The other choices fall outside the scope of the NSSC SAT Team and selecting one of these choices will result in a pop-up message giving further instructions on where to process the procurement.



Figure 10 – Message from Web Page, not within scope, contact Procurement Office

Step 8: NSSC SAT Acquisition Request, Requirement Description

In the **NSSC SAT Acquisition Request, Give a brief description/item#/model #/QTY of the product/service being requested** field, enter a limited explanation of the overall purchase only for reporting purposes. For example, a requirement for plastic welder adhesive could have brief description as simple as “plastic welder adhesive” or it could have complete a copy and paste description found in an online catalog or GSA schedule: **“GSA Advantage – DEVCON DA309 PLASTIC WELDER ADHESIVE STRAW; 50 GAL / 00078143143090 / 1 EACH”** Ultimately, the format of the brief description falls to the requestor.

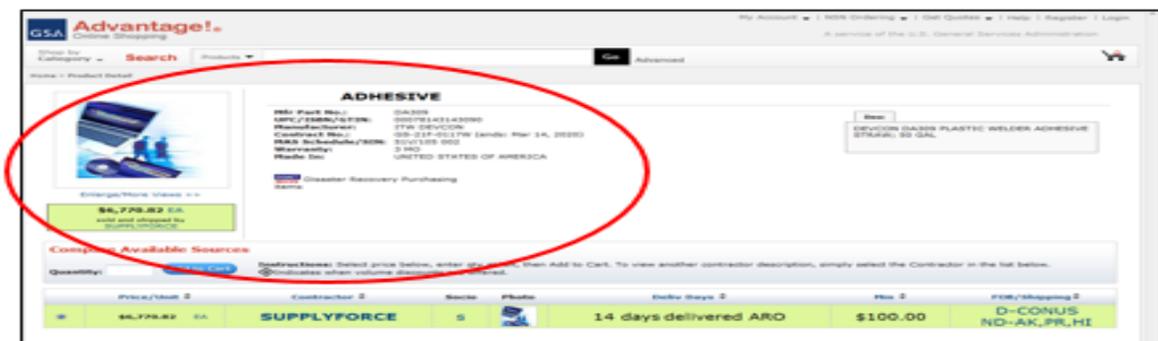


Figure 11 – GSA Advantage example

Step 9: NSSC SAT Acquisition Request, Commercial or Non-Commercial

In the **NSSC SAT Acquisition Request, The item I am requesting is primarily a...** field, pick the best categorization of the requirement from the three selections: **Commercial Product, Commercial Service, or Non-Commercial/Service.**

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* The item I am requesting is primarily a...

▶ More information

Commercial Product

Commercial Service

Non-Commercial Product/Service

Figure 12 – Request Commercial Product

Step 10: NSSC SAT Acquisition Request, Requirement Characteristics

In the **NSSC SAT Acquisition Request, Which of the following best describes your requested product/service?** field, choose the selection that best describes the requirement. If none of the selections describe the requirement, then select “**Other Categorization**” and manually enter a categorization.

* Which of the following best describes your requested product/service?

- Information Technology (IT)
- Software License
- Software Maintenance
- Subscription
- Instruments and Laboratory Equipment
- Electrical, Electronic or Electromechanical (EEE)
- Flight Hardware or Software
- Pressure Vessel System
- Metrology Equipment
- Combustible Liquids or Gas
- Chemicals
- Support – Professional
- Maintenance or Repair of Equipment
- Photographic Equipment
- Product/Equipment Rental
- Furniture
- Meeting Space
- Photo/Map/Print/Publication
- Other Categorization
- I am not sure how to best categorize this product/service

* I would best categorize my product/service as

Figure 13 – Describe requested product/service

Next, in the **Check any of the following that apply to this request** field, select any of the descriptions that apply to the requirement. Selecting certain descriptions might display new fields in the SAT Acquisition Request. For example, selecting **Foreign Purchases** would result in some specific questions relevant to a foreign purchase.

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Check any of the following that apply to this request (Multiple selections are possible):

- Quality Sensitive
- Hazardous
- Center Specific Terms or Conditions
- Foreign Purchase
- Government Furnished Equipment or Property
- ELMT Coordination
- Government Furnished Information
- Contains Options for Additional Periods of Performance/Purchases
- Software – Renewal Anticipated
- Special Delivery Marking Requirements
- Sole Source or Brand Name

SAT Foreign Purchases

What is the country of origin?

Provide Justification for Foreign Purchase by describing acquisition significance and support to mission or project

Figure 14 – Check any that apply

Step 11: NSSC SAT Acquisition Request, Shipping Information

In the **NSSC SAT Acquisition Request**, select the shipment/service location.

For **Center’s Standard Shipping and Receiving (Selected in SAP)**, provide any additional shipping related information pertinent to this request.

* What is the shipment/service location for this requirement?

- Center’s Standard Shipping and Receiving (Selected in SAP)
- Non-Standard Shipping/Service location or Manual Entry of Standard Shipping Information

Provide any additional shipping information (e.g., Special packaging, making requirements, allowable delivery times and days . . .)

Unless otherwise indicated in the above question, the NSSC will assume no partial delivery and payment are allowed.

Figure 15A – Ship To or Service Location Details, Center’s Standard Shipping and Receiving (Selected in SAP)

For **Non-Standard Shipping/Service or Manual Entry of Standard Shipping Information**, complete the Shipment/Service location section, then provide any additional shipping related information pertinent to this request.

* What is the shipment/service location for this requirement?

- Center’s Standard Shipping and Receiving (Selected in SAP)
- Non-Standard Shipping/Service location or Manual Entry of Standard Shipping Information

Enter Shipment/Service location

Provide any additional shipping information (e.g., Special packaging, making requirements, allowable delivery times and days . . .)

Unless otherwise indicated in the above question, the NSSC will assume no partial delivery and payment are allowed.

Figure 15B – Ship To or Service Location Details, Non-Standard Shipping and Receiving.

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Step 12: NSSC SAT Acquisition Request, Acquisition Strategy

The **NSSC SAT Acquisition Request, Acquisition Strategy** Section serves as a reminder to attach Procurement documents, such as sole source or brand name justifications, quotes, or any other market research pertinent to the requirement. Please note, however, attaching any of these documents is optional, while attaching the same documents in SAP is required. Please see Step 15 for instructions on how to attach documents.

Use this section to select a need by date and/or mark the requirement as expedited, and provide a justification with mission impact to the NSSC SAT Team.

Acquisition Strategy
Please attach any procurement related documentation by using the paperclip at the bottom of the form or attach any procurement related documentation in documentation include any sole source or brand name justification, quotes, or any other market research you can provide that is pertinent to this requirement this will be competed as Lowest Price Technically Acceptable. **Please note that documentation must still be attached in SAP for the PR approval process. ServiceNow is optional

What is the need by date of this request?

(Please note that the metric for execution of request is 30/35 calendar days after determination of a complete package depending on Acquisition Strategy).

Does this request need to be expedited? (Note: Purchases over \$25,000 will be posted publicly before award can be made)
 No
 Yes

* Provide justification with mission impact for the reason this request needs to be expedited.

Figure 16 – Acquisition Strategy

Step 13: NSSC SAT Acquisition Request, Purchase Requisition (PR)

In the **NSSC SAT Acquisition Request**, list up to four Purchase Requisition numbers in the **Purchase Requisition (PR)** section originally created to fund this requirement. Though not mandatory, including PR numbers assists the NSSC SAT Team with matching requests submitted to PRs sent to the NSSC in SAP.

Purchase Requisition (PR)
Please provide the subject Purchase Requisition (PR) number. If there are multiple PRs, please input one PR number per field.

Purchase Requisition (PR) #1

Purchase Requisition (PR) #2

Figure 17 – Purchase Requisition (PR)

Step 14: NSSC SAT Acquisition Request, Previous Assistance Tickets

The **NSSC SAT Acquisition Request** allows listing of up to four assistance ticket numbers in the **Previous Assistance Tickets** section. This assists the NSSC SAT Team with matching previous assistance requests to the new request submission.

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Previous Assistance Tickets

If you have received assistance for this request, please provide us with your ticket number (example: RITM0000001).

Assistance Ticket #1

Assistance Ticket #2

Figure 18 – Previous Assistance Tickets

Step 15: NSSC SAT Acquisition Request, Comments/Special Instructions and attachments

In the **NSSC SAT Acquisition Request**, enter any comments, special instructions or any other relevant information not already provided on this form, such as suggested sources, predecessor awards, etc.

Comments or Special Instructions

Please enter any comments, special instructions or any other information that you feel is relevant and has not been provided on this form (example suggested sources, description of option or renewal requirements, predecessor awards, special terms and conditions that are not in an attachment).

Comments/Special Instructions

Figure 19 – Comments or Special Instructions

Attach any other pertinent information to the requisition. Please note SAP requires documentation for the PR approval process. Attaching documentation in ServiceNow is optional. After clicking on the paperclip icon to load **Attachments**, choose **Browse** to locate the attachment, choose **Attach** to attach the file; follow the same process for additional attachments.

Use the paperclip to upload any documentation that will be needed to process your acquisition request.

Attachments will be listed at the top of the form.

Figure 20 – Upload Documentation

Step 16: NSSC SAT Acquisition Request, Order Now

In the **NSSC SAT Acquisition Request**, submit the order to the NSSC by returning to the top of the Request and selecting the **Order Now** button. To save a request but not

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yet submit the request, select the **Add to Cart** button. The request will stay in the cart until submission to the NSSC or deletion.

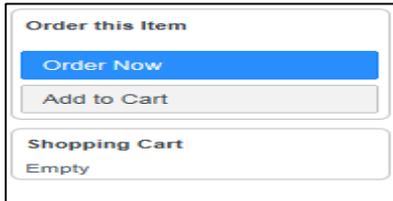


Figure 21 – Order Now

4.2 How to Create a SAT Assistance Request

4.2.1 Plan a Forecast Meeting

Step 1: Go To the NASA Enterprise Service Desk to Order Services

If the requirement falls within the scope of the NSSC SAT Team, go to the NASA Enterprise Service Desk at URL: <https://esd.nasa.gov/esd/> and choose **ORDER SERVICES** to bring up the Service Catalog:

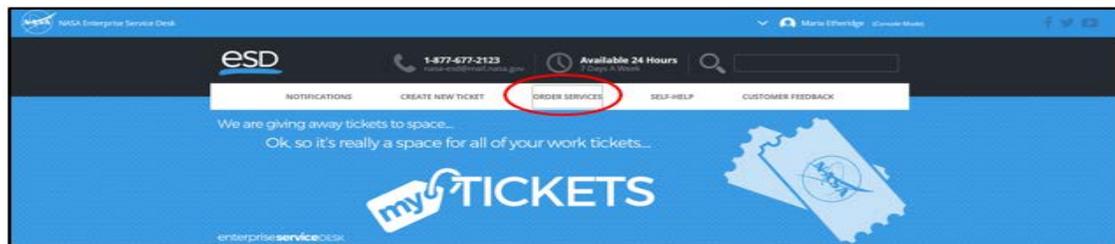


Figure 22 – Enterprise Service Desk

Step 2: Access the NSSC Simplified Acquisition Portal

In the **Service Catalog**, choose the **NSSC Simplified Acquisition Customer Portal**:

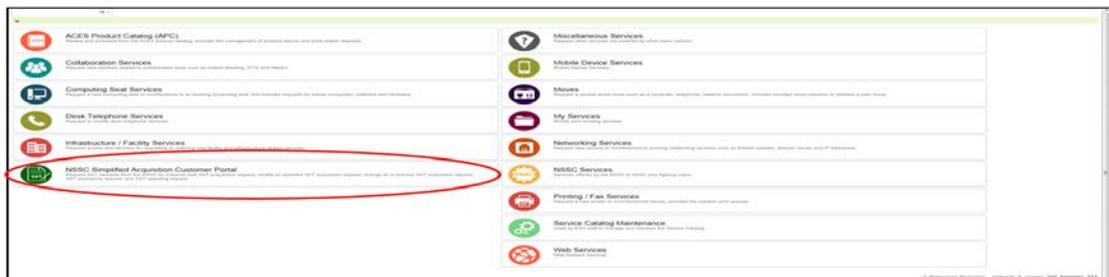


Figure 23 – Service Catalog

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Step 3: On the NSSC Simplified Acquisition Customer Portal

Choose **NSSC SAT Assistance Request** which states ‘Request assistance from the NSSC for Simplified Acquisitions’.

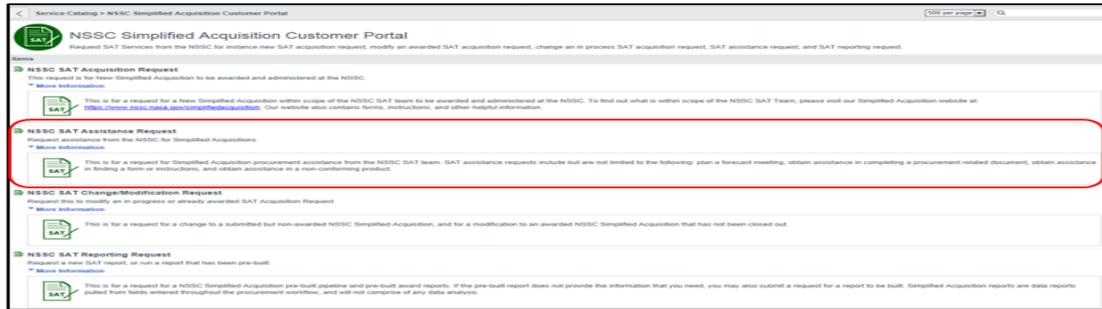


Figure 24 – Assistance Request

Step 4: NSSC SAT Assistance Request, Type of NSSC SAT Assistance Request, Plan a Forecast Meeting Request.

In **Request Assistance** from the NSSC for Simplified Acquisitions, click on the drop-down for **Type of NSSC SAT Assistance Request** and choose **Plan a Forecast Meeting Request**.

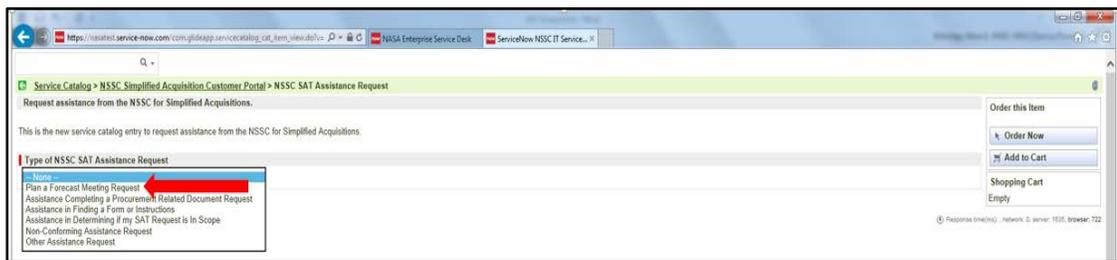


Figure 25 – Plan a Forecast Meeting Request

Step 5: NSSC SAT Assistance Request, Plan a Forecast Meeting Request, Who is the Meeting for?

In the **Plan a Forecast Meeting Request** complete **Who is the Meeting for?** Click on the search icon. On the **Users** pop-up, click on the search icon. In the **Name** field, type the first and last name of the requestor. Choose the correct name from the list. Clicking on the underlined name will populate **Email, Title** (if applicable), **Business Phone, Center, and ORG Code**.

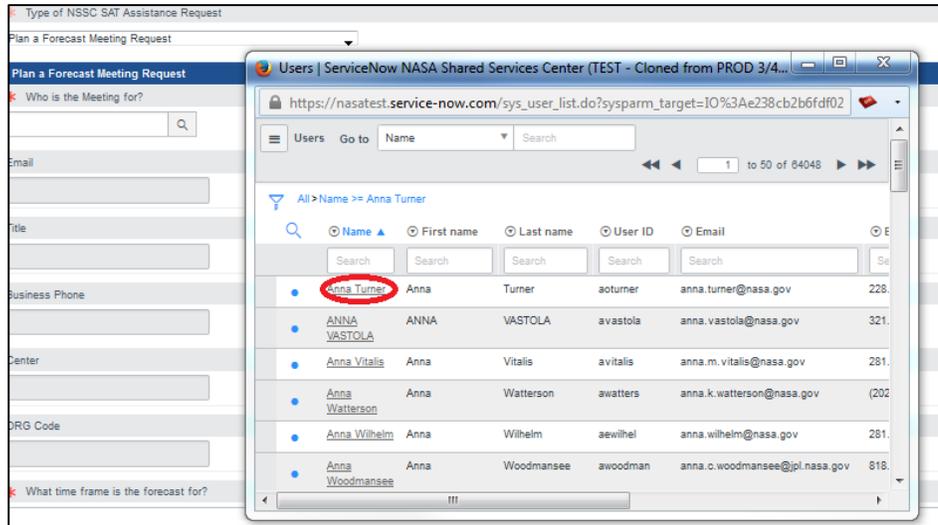


Figure 26 – Plan a Forecast Meeting Request details

Step 6: NSSC SAT Assistance Request, Plan a Forecast Meeting Request, What time frame is the forecast for?

In **Plan a Forecast Meeting Request** complete the field **What time frame is the forecast for?** Provide time frame for the forecast period, not a specific date for a specific meeting.

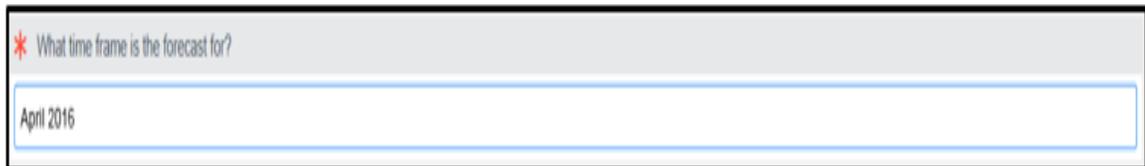


Figure 27 – Plan a Forecast Meeting Request Timeframe

Step 7: NSSC SAT Assistance Request, Plan a Forecast Meeting Request, Provide general information regarding the meeting request.

In **Plan a Forecast Meeting Request**, complete the information in the field **Provide general information regarding the meeting request.**

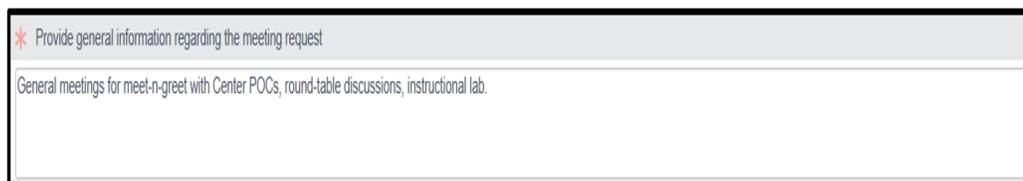


Figure 28 – Plan a Forecast Meeting Request General Information

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Step 8: NSSC SAT Assistance Request, Plan a Forecast Meeting Request, Use the paperclip  to upload any documentation...

Attach any other information pertinent to the assistance request. Please note any applicable documentation must still be attached in SAP for the PR approval process. Attaching documentation in ServiceNow is optional. After clicking on the paperclip icon to load **Attachments**, choose **Browse** to locate the attachment, choose **Attach** to attach the file; follow the same process for additional attachments.



Figure 29 – Plan a Forecast Meeting Request upload documentation

Step 9: NSSC SAT Assistance Request, Plan a Forecast Meeting Request,

Submit the order to the NSSC by returning to the top of the Request and selecting the Order Now button. To save a request but not yet submit the request, select the Add to Cart button. The request will stay in the cart until submission to the NSSC or deletion.

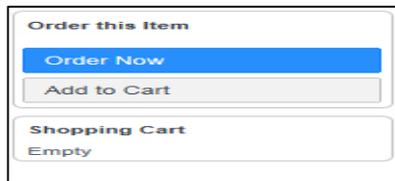


Figure 30 – Plan a Forecast Meeting Request Order Now

Step 10: NSSC SAT Assistance Request, Plan a Forecast Meeting Request, Order Status.

Selecting **Order Now** results in an **Order Status** notification with a RITM number to confirm the Plan a Forecast meeting Request submission to the NSSC SAT team.

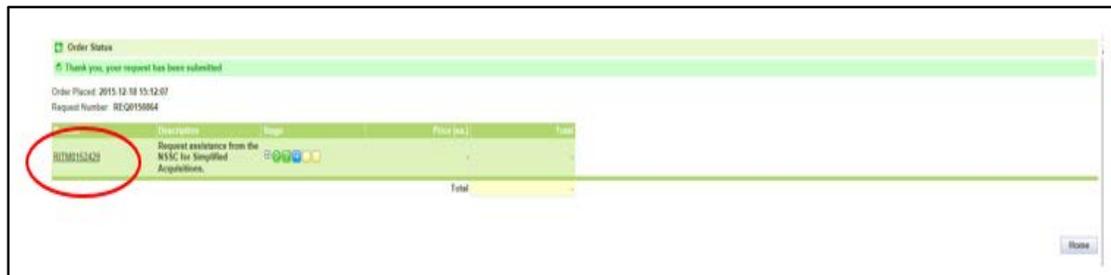


Figure 31 – Plan a Forecast meeting Request Order Status

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4.2.2 Assistance Completing a Procurement Related Document Request

Step 1: Go To the NASA Enterprise Service Desk to Order Services

If the requirement falls within the scope of the NSSC SAT Team, go to the NASA Enterprise Service Desk at URL: <https://esd.nasa.gov/esd/> and choose **ORDER SERVICES** to bring up the Service catalog:

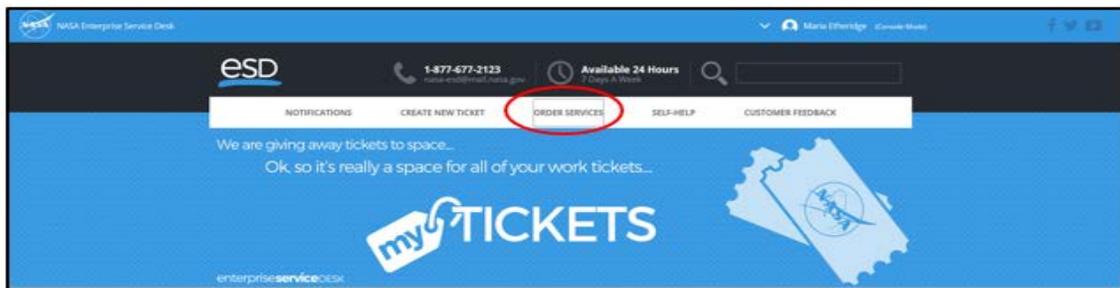


Figure 32 – Enterprise Service Desk

Step 2: Access the NSSC Simplified Acquisition Portal

In the **Service Catalog**, choose the **NSSC Simplified Acquisition Customer Portal**:

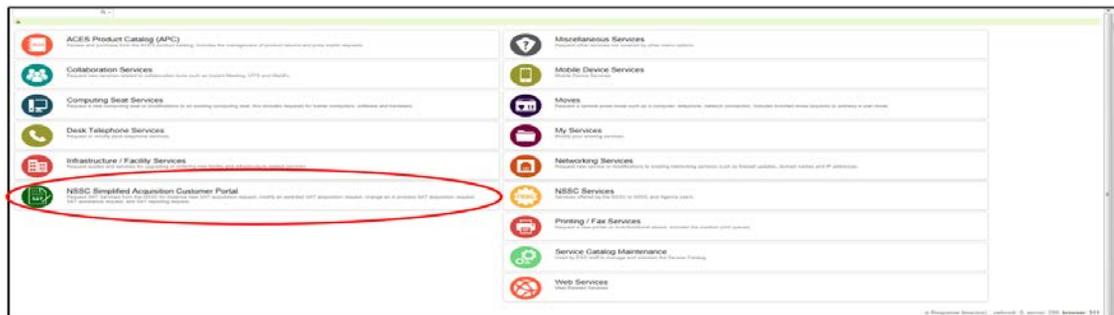


Figure 33 – Service Catalog

Step 3: On the NSSC Simplified Acquisition Customer Portal, choose NSSC SAT Assistance Request which states 'Request assistance from the NSSC for Simplified Acquisitions'.

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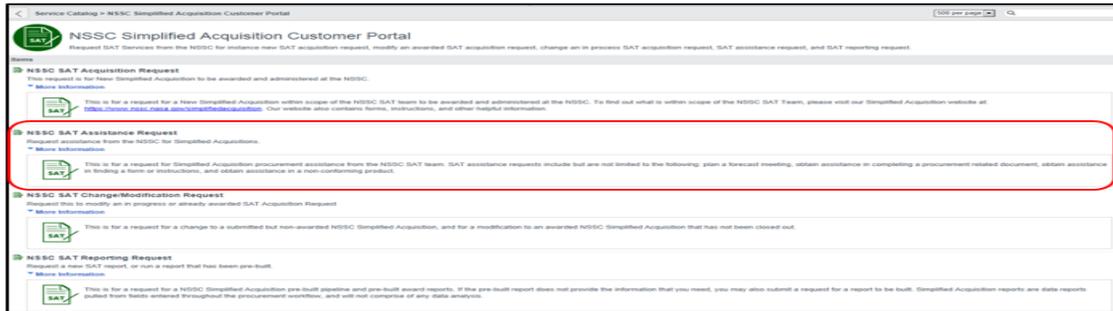


Figure 34 – Assistance Request

Step 4: NSSC SAT Assistance Request, Type of NSSC SAT Assistance Request, Assistance Completing a Procurement Related Document Request

In **Request Assistance** from the NSSC for Simplified Acquisitions. Click on the drop-down for **Type of NSSC SAT Assistance Request** and choose **Assistance Completing a Procurement Related Document Request**.

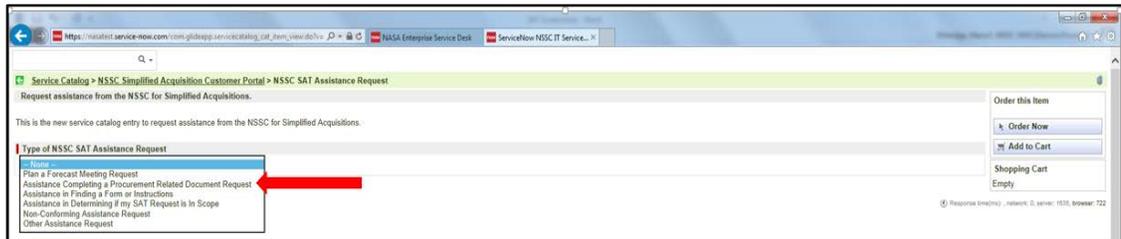


Figure 35 – Type of NSSC SAT Assistance Request

Step 5: NSSC SAT Assistance Request, Assistance Completing a Procurement Related Document Request, Who is the assistance for?

In **Assistance Completing a Procurement Related Document Request** complete **Who is the assistance for?**, Click on the search icon. On the **Users** pop-up, click on the search icon. In the **Name** field, type the first and last name of the requestor. Choose the correct name from the list. Clicking on the underlined Name will populate the **Email**, **Title** (if applicable), **Business Phone**, **Center**, and **ORG Code**.

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Figure 36 – Completing a Procurement Document

Step 6: NSSC SAT Assistance Request, Assistance Completing a Procurement Related Document Request, What form do you need help with?

In **Assistance Completing a Procurement Related Document Request**, complete the information in the fields **What form do you need help with?**

Figure 37 - Form

Step 7: NSSC SAT Assistance Request, Assistance Completing a Procurement Related Document Request, Provide general information regarding the assistance request.

In **Assistance Completing a Procurement Related Document Request**, complete the information in the fields **Provide general information regarding the assistance request.**

Figure 38 – General Information

Step 8: NSSC SAT Assistance Request, Assistance Completing a Procurement Related Document Request, Use the paperclip  to upload any documentation.

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Attach any other pertinent information to the assistance request. Please note any applicable documentation must still be attached in SAP for the PR approval process. Attaching documentation in ServiceNow is optional. After clicking on the paperclip icon to load Attachments, choose Browse to locate the attachment, choose Attach to attach the file; follow the same process if you have additional attachments.

Use the paperclip  to upload any documentation that will be needed to process your change request.

Attachments will be listed at the top of the form.

Figure 39 – Upload Documentation

Step 9: NSSC SAT Assistance Request, Assistance Completing a Procurement Related Document Request, Order Now.

In **Assistance Completing a Procurement Related Document Request**, submit the order to the NSSC by returning to the top of the Request and selecting the **Order Now** button. To save a request but not yet submit the request, select the Add to Cart button. The request will stay in the cart until submission to the NSSC or deletion from the cart.

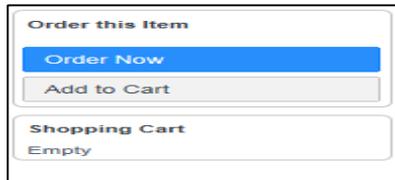


Figure 40 – Order Now

Step 10: Assistance Completing a Procurement Related Document Request, Order Status

Selecting **Order Now** creates an **Order Status** notification with a RITM number to confirm submission of an **Assistance Completing a Procurement Related Document Request** to the NSSC SAT team.

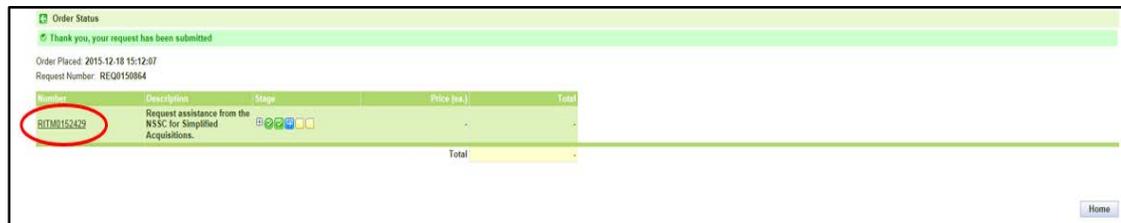


Figure 41 – Order Status

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4.2.3 Assistance in Finding a Form or Instructions

Step 1: Go To the NASA Enterprise Service Desk to Order Services

If the requirement falls within the scope of the NSSC SAT Team, go to the NASA Enterprise Service Desk at URL: <https://esd.nasa.gov/esd/> and choose **ORDER SERVICES** which brings up the Service Catalog:

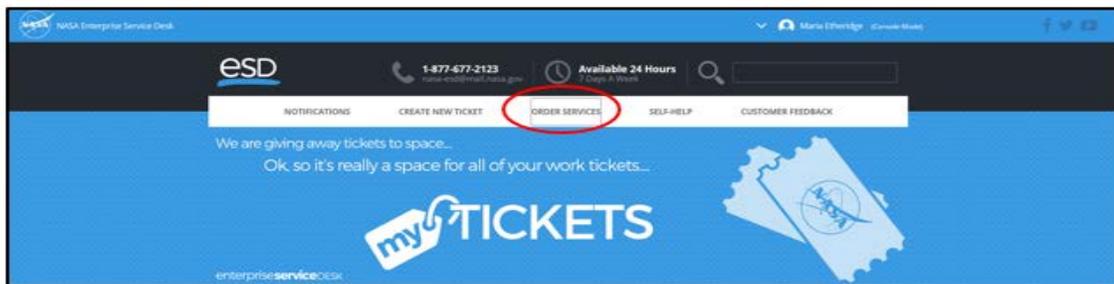


Figure 42 – Enterprise Service Desk

Step 2: Access the NSSC Simplified Acquisition Portal

In the **Service Catalog**, choose the **NSSC Simplified Acquisition Customer Portal**:

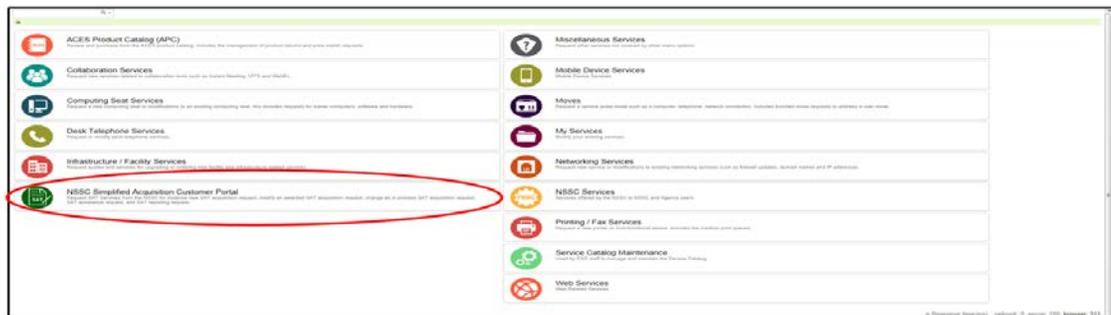


Figure 43 – Service Catalog

Step 3: On the NSSC Simplified Acquisition Customer Portal, choose NSSC SAT Assistance Request which states 'Request assistance from the NSSC for Simplified Acquisitions'.

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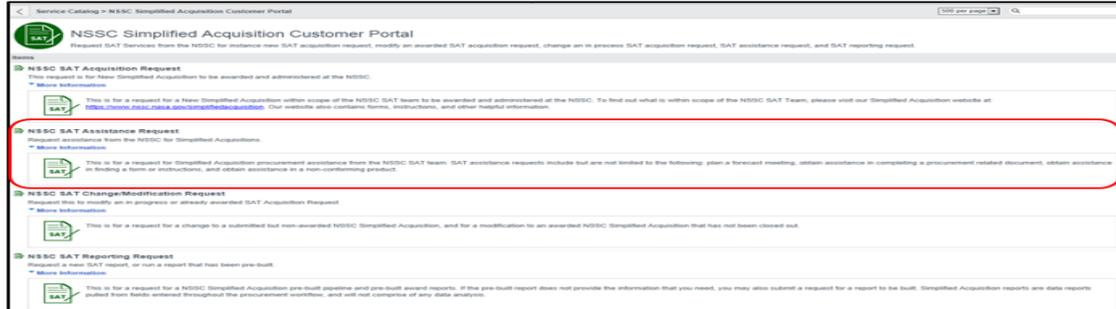


Figure 44 – NSSC SAT Assistance Request

Step 4: NSSC SAT Assistance Request, Type of NSSC SAT Assistance Request, Assistance in finding a Form or Instructions

In **Request Assistance** from the NSSC for Simplified Acquisitions. Click on the drop-down for **Type of NSSC SAT Assistance Request** and choose **Assistance in finding a Form or Instructions**.



Figure 45 – Assistance in Finding a Form or Instructions

Step 5: NSSC SAT Assistance Request, Type of NSSC SAT Assistance Request, Assistance in finding a Form or Instructions

Assistance in finding a Form or Instructions provides instructions to visit the NSSC's Simplified Acquisition website at <https://www.nssc.nasa.gov/simplifiedacquisition> and then to the 'Quick Links' section for forms, instructions and Other Helpful Information. This selection does not allow placement of an **Order**, but does provide contact information for the NSSC Customer Contact Center via phone or email.

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Figure 46 – Placing an Order not Allowed Here

4.2.4 Request Assistance in Determining if my SAT Request is in Scope

Step 1: Go To the NASA Enterprise Service Desk to Order Services

If the requirement falls within the scope of the NSSC SAT Team, go to the NASA Enterprise Service Desk at URL: <https://esd.nasa.gov/esd/> and choose **ORDER SERVICES**, which brings up the Service Catalog:

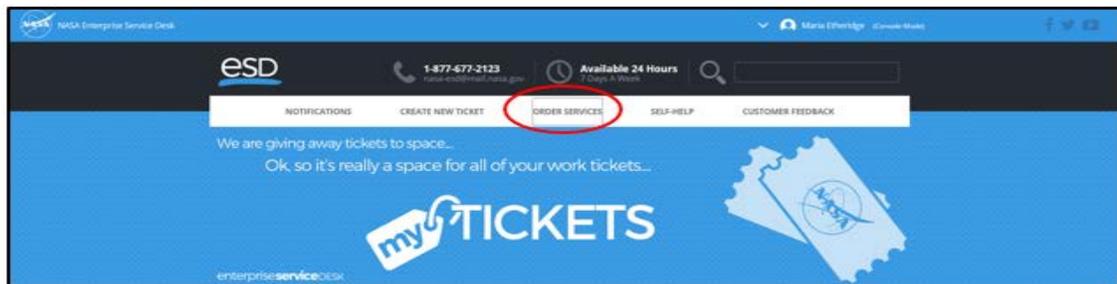


Figure 47 – Enterprise Service Desk

Step 2: Access the NSSC Simplified Acquisition Portal

In the **Service Catalog**, choose the **NSSC Simplified Acquisition Customer Portal**:

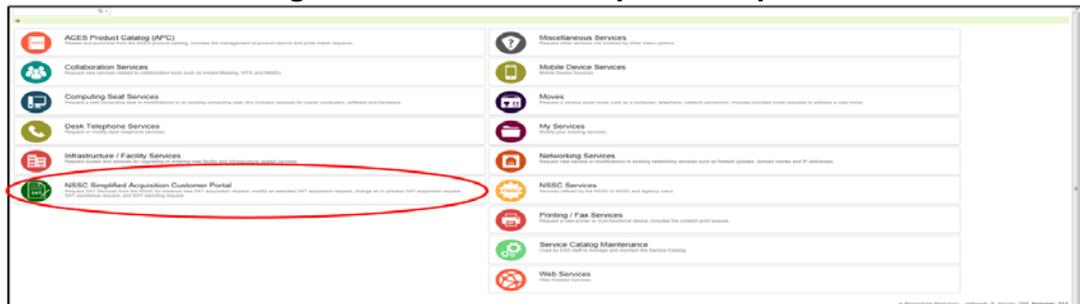


Figure 48 – Service Catalog

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*Step 3: On the NSSC Simplified Acquisition Customer Portal, choose **NSSC SAT Assistance Request** which states ‘Request assistance from the NSSC for Simplified Acquisitions’.*

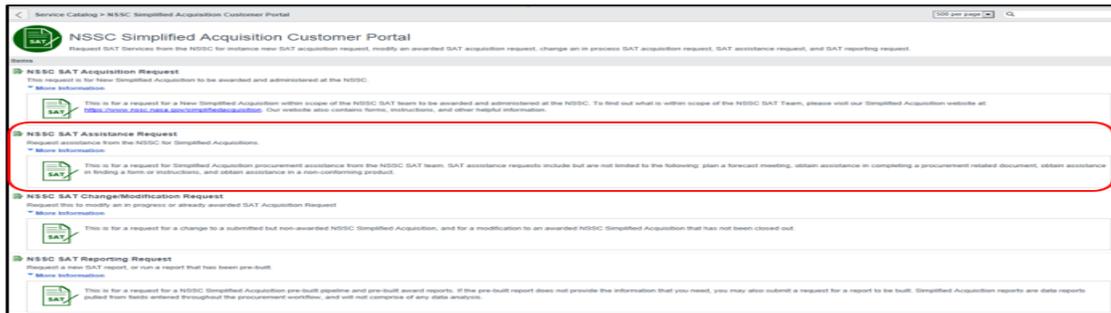


Figure 49 – NSSC SAT Assistance Request

Step 4: NSSC SAT Assistance Request, Type of NSSC SAT Assistance Request, Assistance in Determining if my SAT Request is in Scope

In Type of NSSC SAT Assistance Request, choose Assistance in Determining if my SAT Request is in Scope.

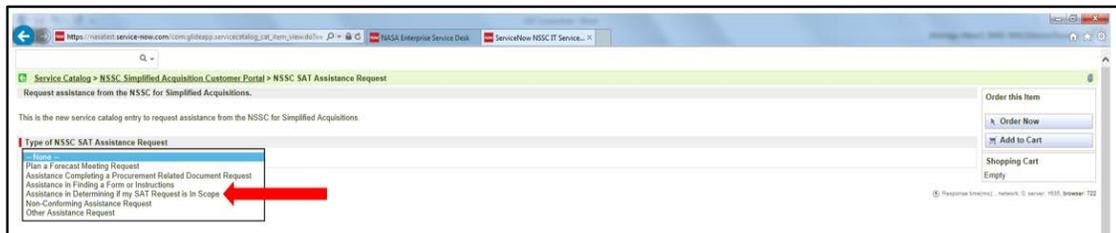


Figure 50 – Assistance in Determining if my SAT Request is in Scope

Step 5: NSSC SAT Assistance Request, Type of NSSC SAT Assistance Request, Assistance in Determining if my SAT Request is in Scope

Assistance in Determining if my SAT Request is in Scope provides a set of statements to assist with determining if the SAT request falls within the NSSC’s scope of work. This selection does not allow placement of an Order, but does provide contact information for the NSSC Customer Contact Center via phone or email.

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Step 3: On the NSSC Simplified Acquisition Customer Portal, choose **NSSC SAT Assistance Request** which states ‘Request assistance from the NSSC for Simplified Acquisitions’.

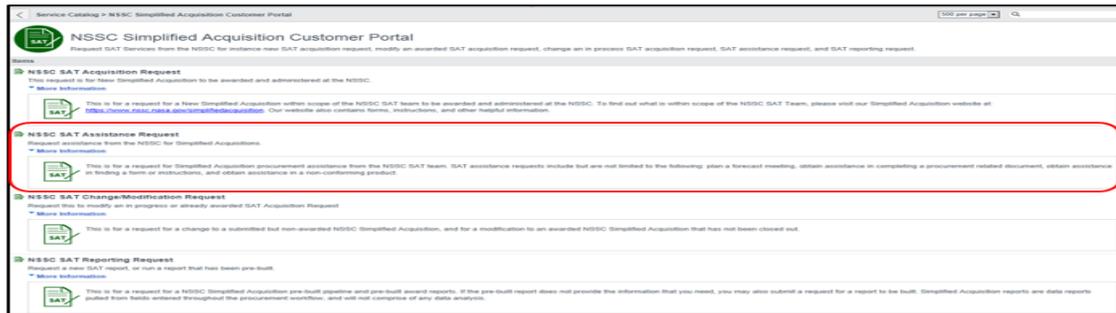


Figure 54 – NSSC SAT Assistance Request

Step 4: NSSC SAT Assistance Request, Type of NSSC SAT Assistance Request, Non-Conforming Assistance Request:

In **Request Assistance** from the NSSC for Simplified Acquisitions, click on the drop-down for **Type of NSSC SAT Assistance Request** and choose **Non-Conforming Assistance Product/Service Request**.

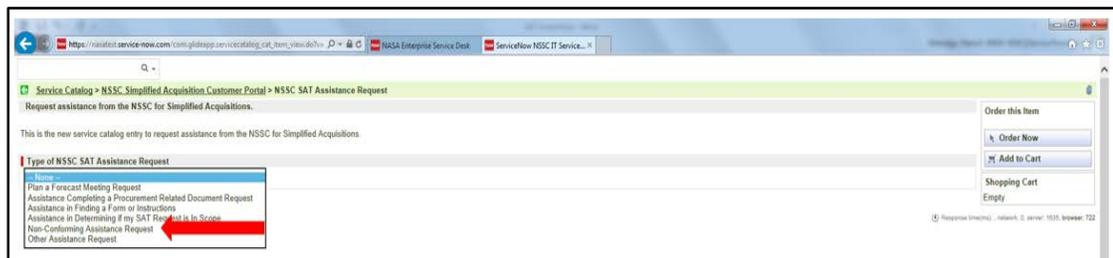


Figure 55 – Type of Request

Step 5: NSSC SAT Assistance Request, Non-Conforming Assistance Request, Who is the Assistance for?

In **Non-Conforming Assistance Request** complete **Who is the Assistance for?**, Click on the search icon. On the **Users** pop-up, click on the search icon. In the **Name** field, type the first and last name of the requestor. Choose the correct name from the list. Clicking on the underlined Name will populate the **Email**, **Title** (if applicable), **Business Phone**, **Center**, and **ORG Code**.

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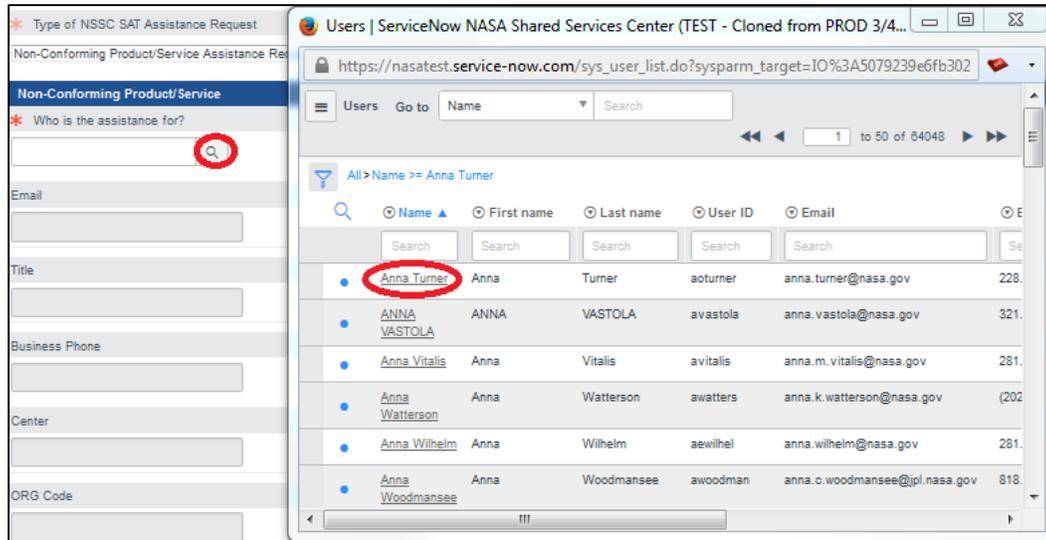


Figure 56 – Non-Conforming Assistance Request Details

Step 6: NSSC SAT Assistance Request, Non-Conforming Assistance Request, What is the SAT Award Order Number that is associated with this Non-Conforming product/item?

In **Non-Conforming Assistance Request**, complete the information in the field **What is the SAT Award Order Number that is associated with this Non-Conforming product/item?** This will be the NNX... number associated with the request.



Figure 57 – Non-Conforming Assistance Request SAT Award Number

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Step 7: NSSC SAT Assistance Request, Non-Conforming Assistance Request, and Describe why the product/item is non-conforming.

In **Non-Conforming Assistance Request**, complete the information in the field **Describe why the product/item is non-conforming** by briefly describing why the product/item is non-conforming.

Figure 58 – Non-Conforming Assistance Request Description

Step 8: NSSC SAT Assistance Request, Non-Conforming Assistance Request, Use the paperclip icon to upload any documentation...

Attach any other pertinent information to the assistance request. Please note any applicable documentation must still be attached in SAP for the PR approval process. Attaching documentation in ServiceNow is optional. After clicking on the paperclip icon to load Attachments, choose Browse to locate the attachment, choose Attach to attach the file; follow the same process if you have additional attachments.

Figure 59 – Non-Conforming Assistance Request Upload Documentation

Step 9: NSSC SAT Assistance Request, Non-Conforming Assistance Request, and Order Now

In **Non-Conforming Assistance Request**, submit the order to the NSSC by returning to the top of the Request and selecting the **Order Now** button. To save a request but not yet submit the request, select the Add to Cart button. The request will stay in the cart until submission to the NSSC or deletion.

Figure 60 – Non-Conforming Assistance Request Order Now

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Step 10: NSSC SAT Assistance Request, Non-Conforming Assistance Request, Order Status

Selecting **Order Now** creates an **Order Status** notification with a RITM number to confirm submission of an **Non-Conforming Product/Service Assistance Request** to the NSSC SAT team.

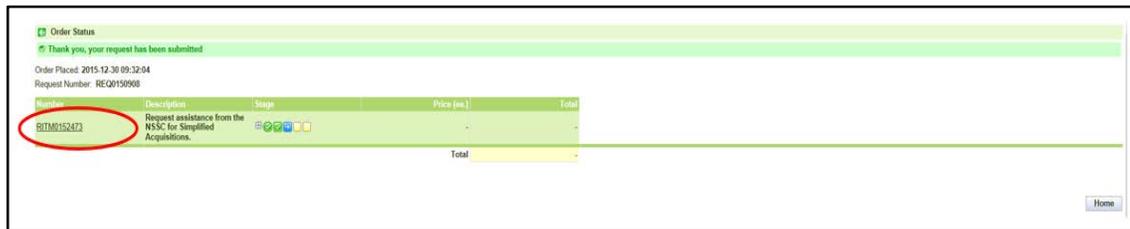


Figure 61 – Non-Conforming Assistance Request Order Status

4.2.6 Other Assistance Request

Step 1: Go To the NASA Enterprise Service Desk to Order Services

If the requirement falls within scope of the NSSC SAT Team, go to the NASA Enterprise Service Desk at URL: <https://esd.nasa.gov/esd/> and choose **ORDER SERVICES**, which brings up the Service Catalog:

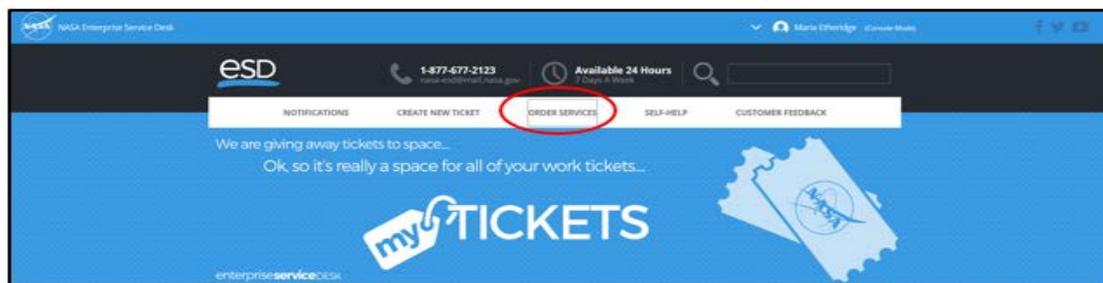


Figure 62 - Enterprise Service Desk

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Step 2: Access the NSSC Simplified Acquisition Portal

In the **Service Catalog**, choose the **NSSC Simplified Acquisition Customer Portal**:

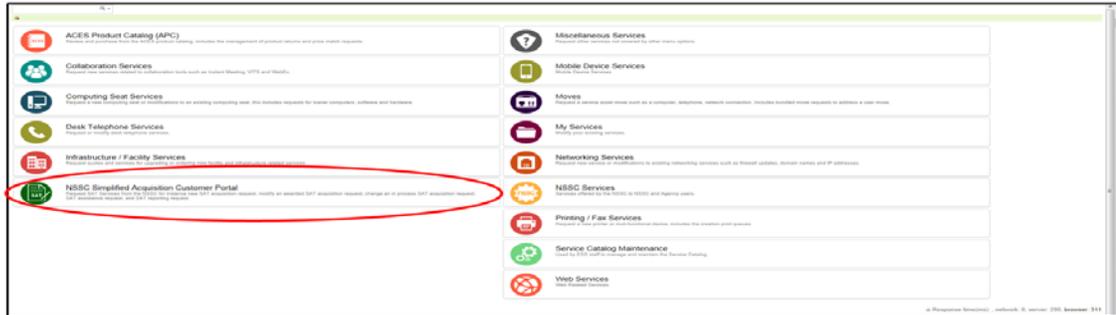


Figure 63 - Service Catalog

*Step 3: On the NSSC Simplified Acquisition Customer Portal, choose **NSSC SAT Assistance Request** which states ‘Request assistance from the NSSC for Simplified Acquisitions’.*

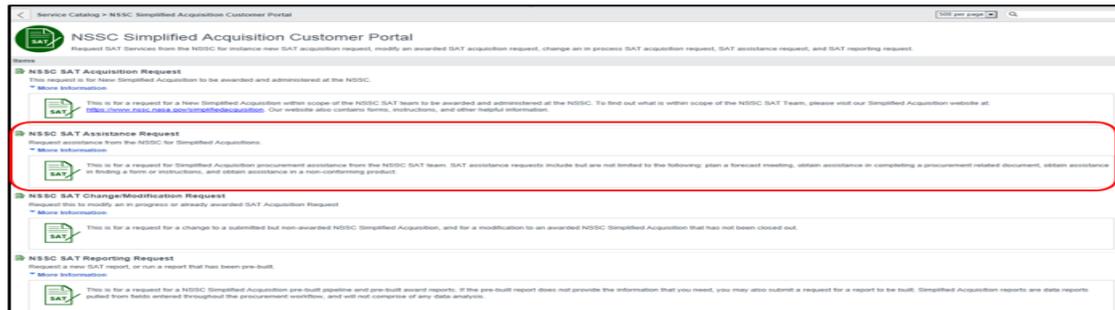


Figure 64 – NSSC SAT Assistance Request

Step 4: NSSC SAT Assistance Request, Type of NSSC SAT Assistance Request, Other Assistance Request

In **Request Assistance** from the NSSC for Simplified Acquisitions, click on the drop-down for **Type of NSSC SAT Assistance Request** and choose **Other Assistance Request**.

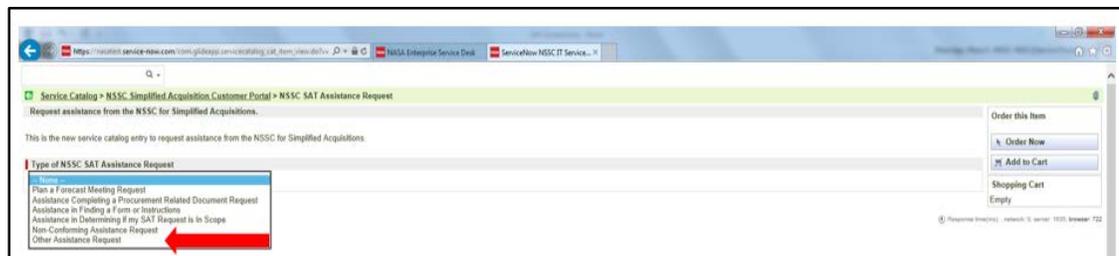


Figure 65 – NSSC SAT Assistance Request Type

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Step 5: NSSC SAT Assistance Request, Other Assistance Request, Who is the Assistance for?

In **Other Assistance Request** complete **Who is the Assistance for?**, click on the search icon. On the **Users** pop-up, click on the search icon. In the **Name** field, type the first and last name of the requestor. Choose the correct name from the list. Clicking on the underlined Name will populate the **Email, Title (if applicable), Business Phone, Center, and ORG Code**.

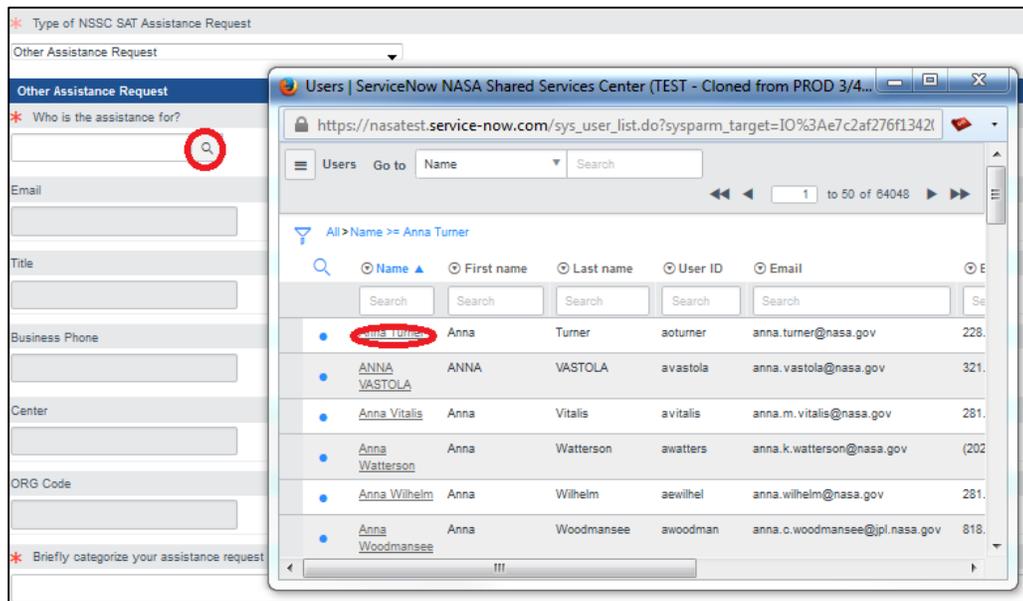


Figure 66 – Other Assistance Request Details

Step 6: NSSC SAT Assistance Request, Other Assistance Request, Briefly Categorize your Assistance Request

In **Other Assistance Request**, complete the information in the field **Briefly Categorize your Assistance Request** briefly describing why the product/item is non-conforming.

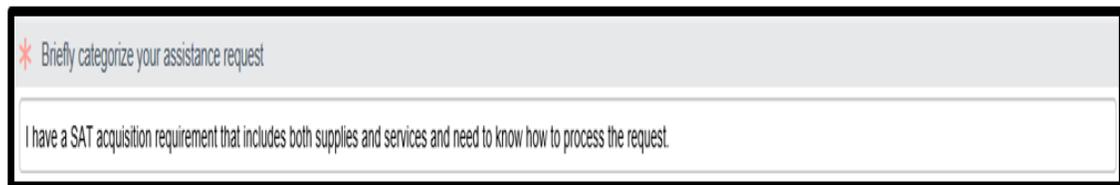


Figure 67 – Other Assistance Request Category

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Step 7: NSSC SAT Assistance Request, Other Assistance Request - Provide general information regarding the assistance request

In **Other Assistance Request**, complete the information in the field **Provide general information regarding the assistance request** by briefly describing the assistance required.



Figure 68 – Other Assistance Request General Information

Step 8: NSSC SAT Assistance Request, Other Assistance Request, Use the paperclip  to upload any documentation...

Attach any other pertinent information to the other assistance request. After clicking on the paperclip icon to load **Attachments**, choose **Browse** to locate the attachment, choose **Attach** to attach the file; follow the same process for have additional attachments.

 to upload any documentation that will be needed to process your change request. Attachments will be listed at the top of the form.'" data-bbox="190 527 878 584"/>

Figure 69 – Other Assistance Request Upload Documentation

Step 9: NSSC SAT Assistance Request, Other Assistance Request, and Order Now

In **Other Assistance Request**, submit the order to the NSSC by returning to the top of the Request and selecting the **Order Now** button. To save a request but not yet submit the request, select the Add to Cart button. The request will stay in the cart until submission to the NSSC or deletion.

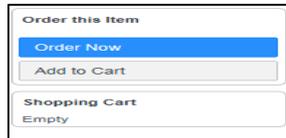


Figure 70 – Other Assistance Request Order Now

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Step 10: NSSC SAT Assistance Request, Other Assistance Request, Order Status

Selecting **Order Now** creates an **Order Status** notification with a RITM number to confirm submission of an **Other Assistance Request** to the NSSC SAT team.

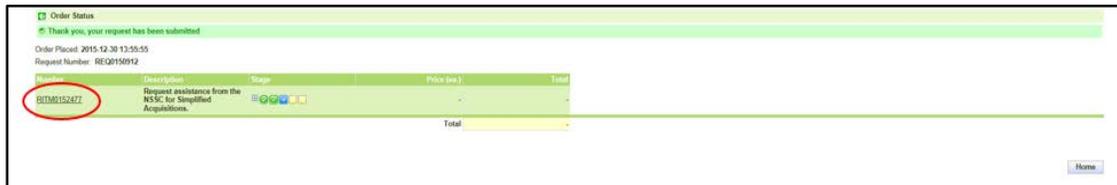


Figure 71 – Other Assistance Request Order Now

4.2.7 Questions and Other Helpful Information Concerning SAT Assistance Requests

1. *Can I choose multiple requests at one session?*

Answer: Yes, after selecting the type of assistance, choose add to cart button in the upper right hand corner to **Order this Item**. The **Shopping Cart** provides several selections. **Edit Cart** provides for review and changes on the current **SAT Assistance Request**. **Proceed to Checkout** when ready to submit request. This creates an **RITM** Number email for each request;

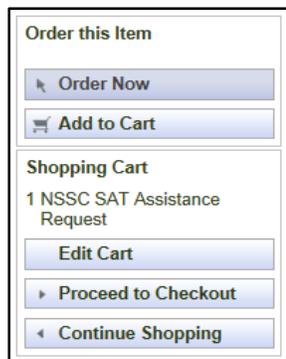


Figure 72 – Order this Item

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Or **Continue Shopping** to add another request, return to the **NSSC Simplified Acquisition Customer Portal**, then go to **NSSC SAT Assistance Request** to return back to the selection drop-down. Submit another request and then select **Edit Cart**, **Proceed to Checkout** or **Continue Shopping**.

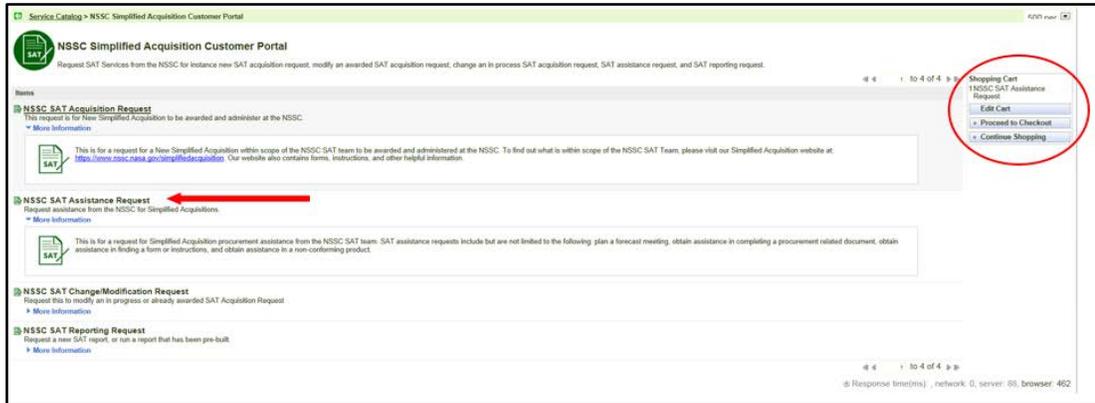


Figure 73 – Assistance Request Shopping Cart

Complete the additional request(s) by **Add to Cart**. On the last request choose **Proceed to Checkout** and the pop-up screen will provide the **Order Status** along with the **Request Number** and **Request Item** or **RITM**. Click on the **RITM** number to review the order, choose **Home** to return to the homepage or **Logout**. Remember to write-down the **RITM** number for future reference. Note: The **RITM** number will be *emailed* to you when your request is received.

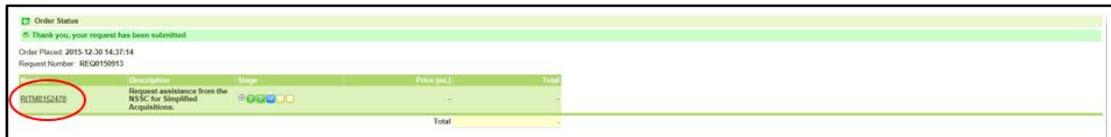


Figure 74 – Order Status

2. Can I review and/or make changes to my NSSC SAT Assistance Request(s)?

Answer: The system will not allow change or alterations of the information once submitted. Please click on the **RITM** number to review the request *before* leaving the **Order Status** screen.

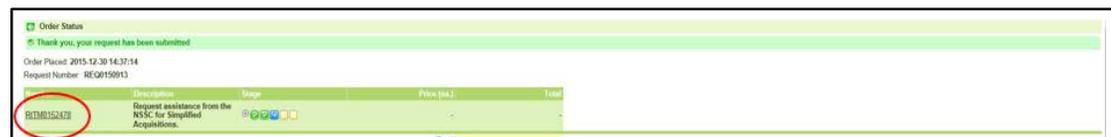


Figure 75 – Order Status RITM Number

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The system allows **Additional comments** or attachment/upload of additional documents (**Use the paperclip  to upload any documentation...**). After adding comments and/or uploading additional documents, choose **Save** to remain on the request or choose **Update** which brings up the **NSSC Simplified Acquisition Customer Portal**. *Re-submitting the **RITM** ticket produces an automatic email to the SAT team alerting them of change(s) to the ticket and they will facilitate any changes on the Acquisition Request.*

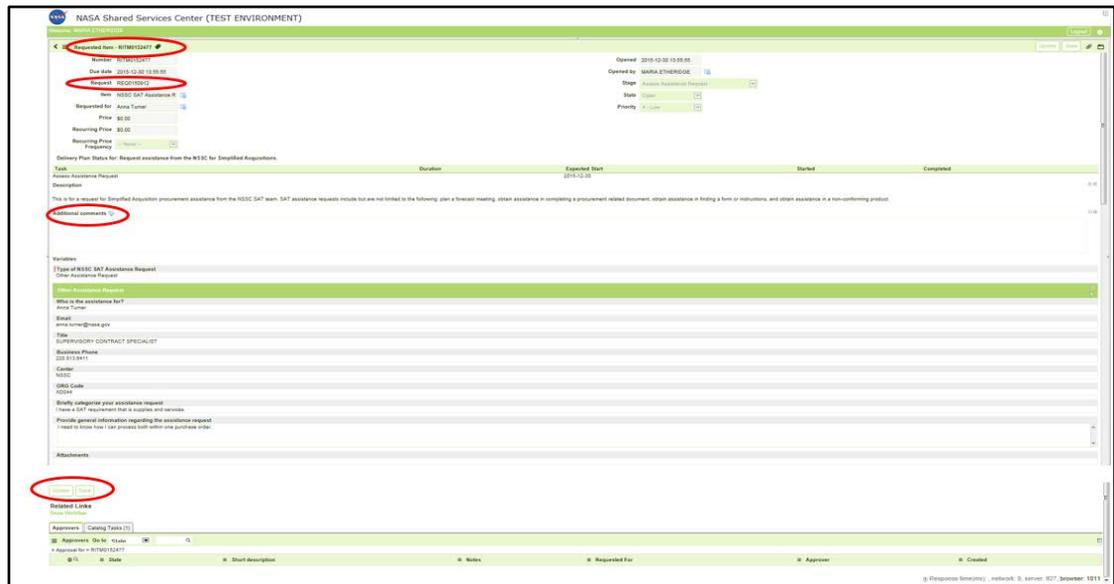


Figure 76 – NSSC Simplified Acquisition Customer Portal Update

Or to review a request previously submitted, on the main NASA Enterprise Service Desk URL, choose **SELF-HELP**.

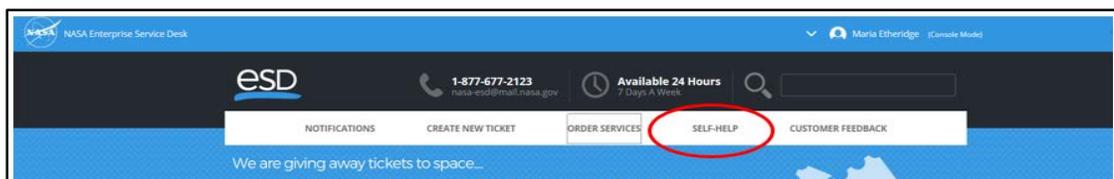


Figure 77 – Enterprise Service Desk Self-Help

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On the ESD Search Results, choose **Tickets**.

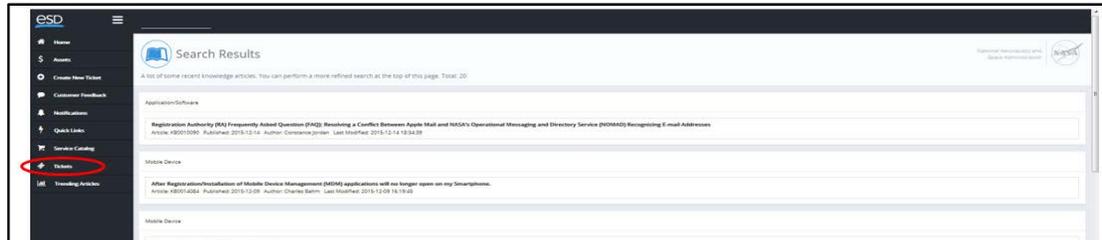


Figure 78 – Enterprise Service Desk Tickets

The screen should reflect your **Requested Items**. Click on the applicable **RITM** Number to review, add **Additional comments** and/or add **Attachments**.

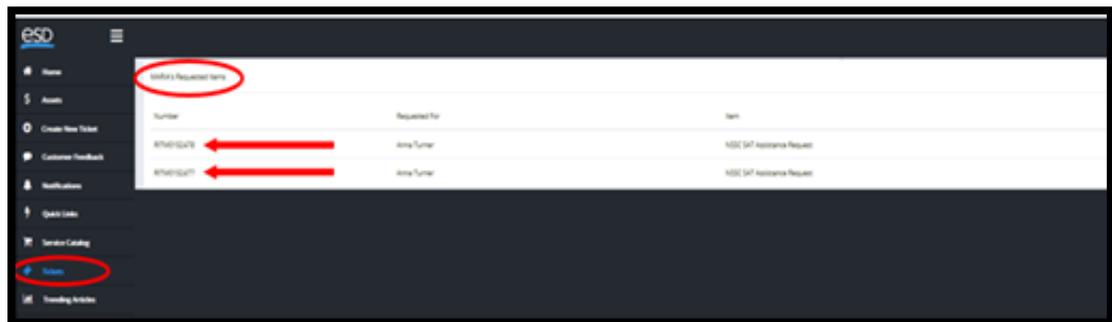


Figure 79 – Enterprise Service Desk requested items

4.3 How to Process a SAT Change/Modification Request

4.3.1 Change Request to a Current in Process SAT Acquisition

Step 1: First, must determine if the NSSC SAT already has the SAT Acquisition.

Step 2: Go To the NASA Enterprise Service Desk to Order Services:

If the requirement falls within the scope of the NSSC SAT Team, go to the NASA Enterprise Service Desk at URL: <https://esd.nasa.gov/esd/> and choose **ORDER SERVICES**. This will bring up the Service Catalog:

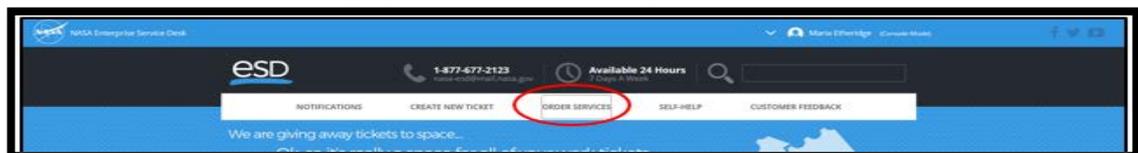


Figure 80 – Enterprise Service Desk

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Step 3: Access the NSSC Simplified Acquisition Portal

In the **Service Catalog**, choose the **NSSC Simplified Acquisition Customer Portal**:



Figure 81 – NSSC Simplified Acquisition Customer Portal

Step 4: On the NSSC Simplified Acquisition Customer Portal, choose NSSC SAT

Change/Modification Request which states ‘Request this to modify an in progress or already awarded SAT Acquisition Request’.

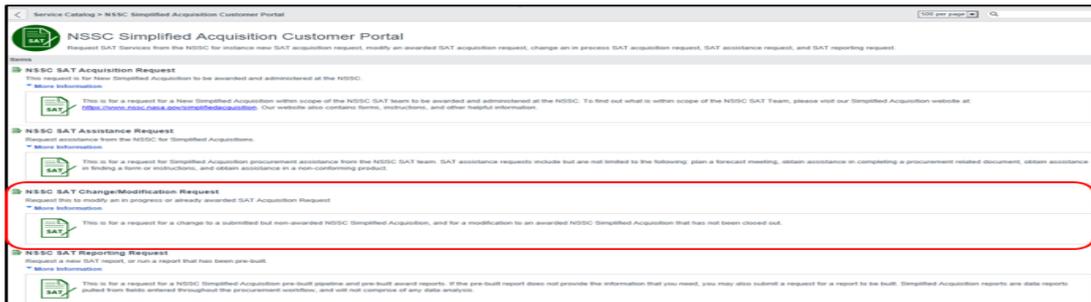


Figure 82 – NSSC SAT Change/Modification Request

Step 5: NSSC SAT Change/Modification Request, Type of Change/Modification

In **Type of Change/Modification** choose from drop-down, **Change Request to a Current in Process SAT Acquisition**. Choosing **Change Request to a Current in Process SAT Acquisition** indicates a SAT Acquisition in process, but the PR (Purchase Requisition), documentation, date(s), delivery or shipping or some other part of the acquisition requires change/modification *before award*. This may indicate a previously submitted SAT Acquisition Request or attachment to the ‘**Coordination of Simplified Acquisitions at the NSSC Template**’ to the PR in SAP.

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Figure 83 – Type of Change/Modification

Step 6: NSSC SAT Change/Modification Request, Change Request to a Current in Process SAT Acquisition

In **What is the SAT Acquisition being Changed?** Use the search icon to the right of the field to look for the Acquisition Request (RITM) which will have the corresponding SATPC record to the left of the RITM. A SAT Award Order Number may exist, but in most cases, the process may have just started and an assigned order number may not exist yet. For this example, please see SATPC0001038 for RITM0152494.

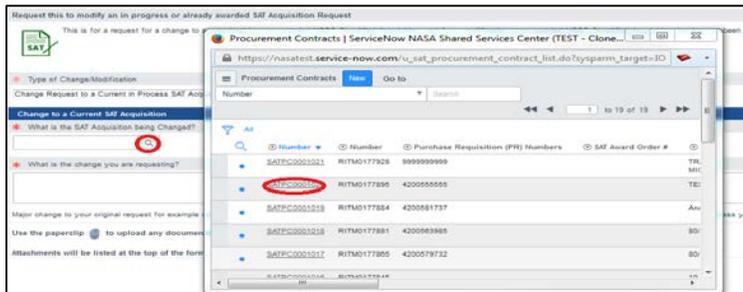


Figure 84 – Change Request to a Current in Process SAT Acquisition

Step 7: NSSC SAT Change/Modification Request, What is the change you are requesting?

In **What is the change you are requesting?** field, type exactly what the change/modification says in the field and upload attachments in Step 8, if applicable. This applies to a 'Major change to your original request for example change or addition to scope request will delay and add time to your original request. Upload any documentation that will be needed to process your change request.' For this example: 'Added additional shipping charges in the amount of \$400.00 to acquisition and revised PR 4200555555 (see attached Shipping Bill of Lading)'.

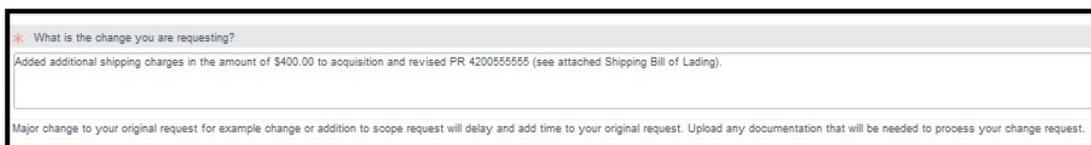


Figure 85 – Change Request Written Description

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Step 8: NSSC SAT Change/Modification Request, Use the paperclip  to upload any documentation...

Attach any other pertinent information to the assistance request. Please note any applicable documentation must still be attached in SAP for the PR approval process. Attaching documentation in ServiceNow is optional. After clicking on the paperclip icon to load Attachments, choose Browse to locate the attachment, choose Attach to attach the file; follow the same process if you have additional attachments.



Figure 86 - Change Request Upload Documentation

Step 9: NSSC SAT Change/Modification Request, Order Now.

*In **NSSC SAT Change/Modification Request**, the requestor can now submit the order to the NSSC by returning to the top of the Request and selecting the **Order Now** button. To save a request but not yet submit the request, select the Add to Cart button. The request will stay in the cart until submission to the NSSC or deletion.*

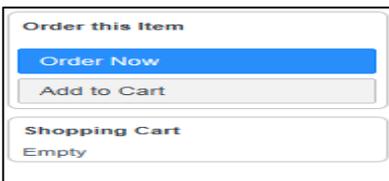


Figure 87 – Change Request Order Now

*Step 10: **NSSC SAT Change/Modification Request, Order Status** Selecting **Order Now** creates an **Order Status** notification with an RITM number to confirm the Change/Modification request submission to the NSSC SAT team.*

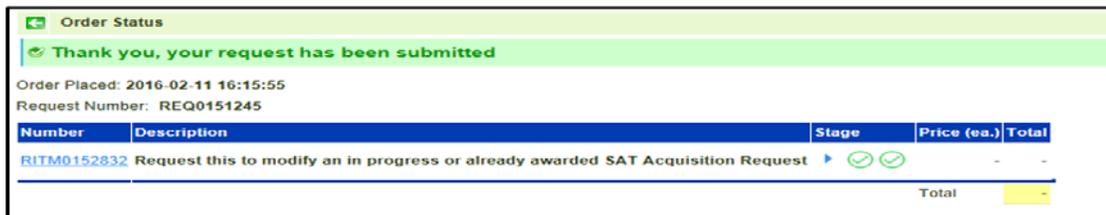


Figure 88 – Change Request Order Status

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4.3.2 Modification Request to an Awarded SAT Acquisition

Step 1: First, determine if NSSC SAT already processed the original SAT Acquisition by verifying the award number beginning with NNX....

Step 2: Go To the NASA Enterprise Service Desk to Order Services

If the requirement falls within the scope of the NSSC SAT Team, go to the NASA Enterprise Service Desk at URL: <https://esd.nasa.gov/esd/> and choose **ORDER SERVICES**, which brings up the Service Catalog:

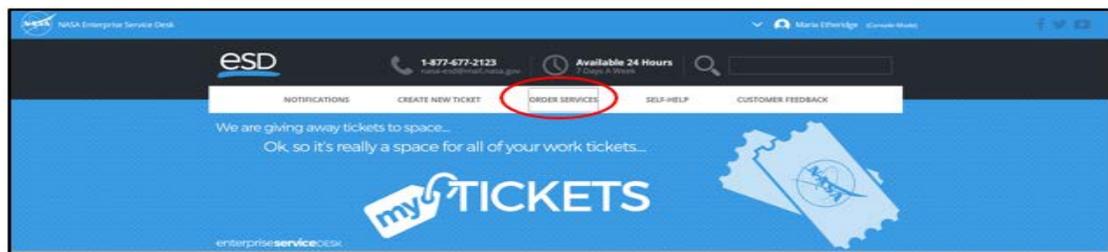


Figure 89 – Enterprise Service Desk

Step 3: Access the NSSC Simplified Acquisition Portal

In the **Service Catalog**, choose the **NSSC Simplified Acquisition Customer Portal**:

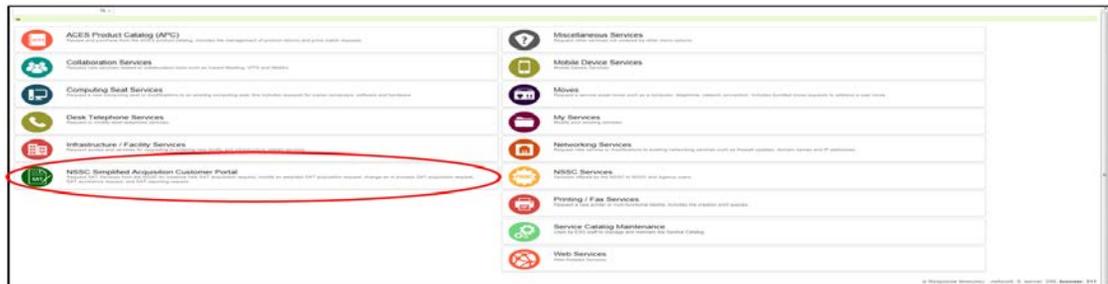


Figure 90 – Service Catalog

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Step 4: On the NSSC Simplified Acquisition Customer Portal, choose NSSC SAT

Change/Modification Request which states 'Request this to modify an in progress or already awarded SAT Acquisition Request'.

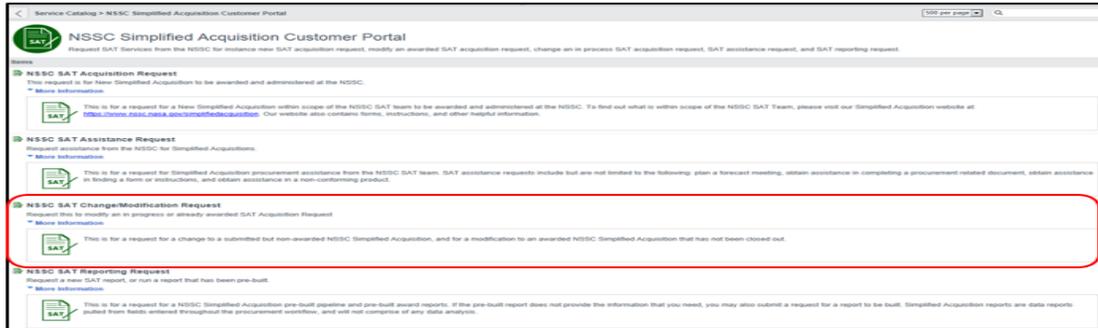


Figure 91 – NSSC Simplified Acquisition Customer Portal

Step 5: NSSC SAT Change/Modification Request>Type of Change/Modification> Modification Request to an Awarded SAT Acquisition

In **Type of Change/Modification** choose from the drop-down, **Modification Request to an Awarded SAT Acquisition**. A modification to an Awarded SAT Acquisition means that the SAT Acquisition has been awarded and requires a formal modification process to incorporate a change. The modification can include a decrease or increase in funding or administrative changes.



Figure 92 – Type of Change/Modification

Step 6: Modification Request to an Awarded SAT Acquisition, What is the SAT Acquisition being Modified?

In **What is the SAT Acquisition being Modified?**, click the search icon to the right of the field to look-up the SAT Award Order # or do a search by typing the number in the field above. Locate the SAT Award Order #, then click on the corresponding SATPC number to the left of the RITM. For example, choose SATPC0001001,

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RITM0177751, Purchase Requisition (PR) Numbers 4200595959 and SAT Award Order # NNX15SP27T.

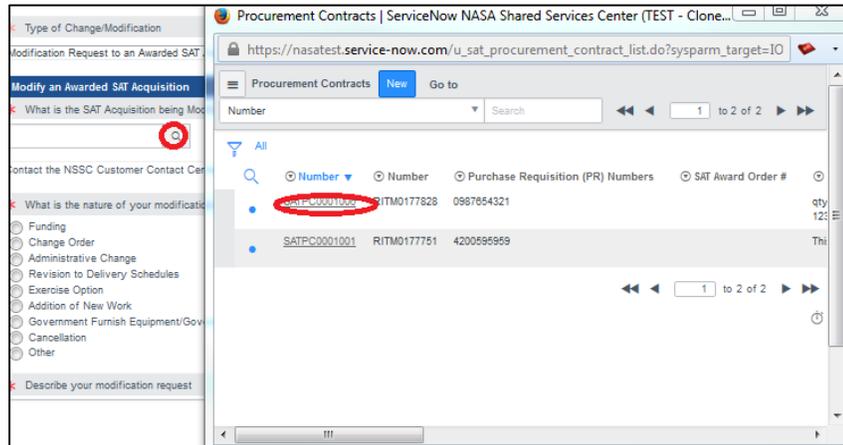


Figure 93 – Modify an Awarded SAT Acquisition

Step 7: Modification Request to an Awarded SAT Acquisition, What is the nature of your modification request?

In **What is the nature of your modification request?**, choose the ‘best’ answer by clicking on the corresponding radio button.

Keep in mind that **Funding** always takes precedence in a modification including requests for both funding and administrative changes.

* What is the nature of your modification request?

- Funding
- Change Order
- Administrative Change
- Revision to Delivery Schedules
- Exercise Option
- Addition of New Work
- Government Furnish Equipment/Government Furnish Property (GFE/GFP)
- Cancellation
- De-Obligation
- Other

Figure 94 – Nature of Modification Request

Step 8: Modification Request to an Awarded SAT Acquisition, Describe your modification request

In **Describe your modification request**, define the purpose of making the request. For example: ‘Need to add additional funds to Task Delivery Order NNX15SP27T to accommodate additional shipping charges for change in shipping location and also for

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expedited shipping costs in the amount of \$400.00 (see attached Shipping Bill of Lading). PR Number 4200555555 to be released ASAP'.

For PR's, provide the PR number so the NSSC SAT team will look for the PR to start the modification process. In the description field, include a list of any modification documents attached to the PR in SAP.

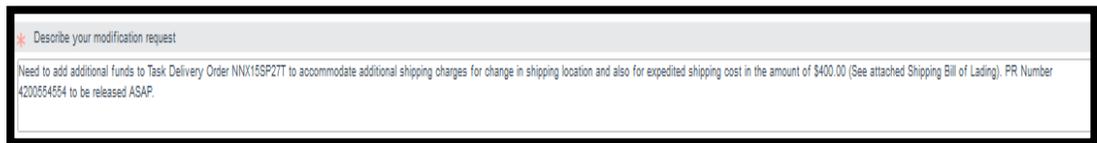


Figure 95 - Modification Request Description

Step 9: Modification Request to an Awarded SAT Acquisition, Use the paperclip icon to upload any documentation...

Attach any other pertinent information to the modification. Please note documentation must still be attached in SAP for the PR approval process if the PR is revised. Attaching documentation in ServiceNow is optional. After clicking on the paperclip icon to load **Attachments**, choose **Browse** to locate the attachment, choose **Attach** to attach the file; follow the same process if you have additional attachments.

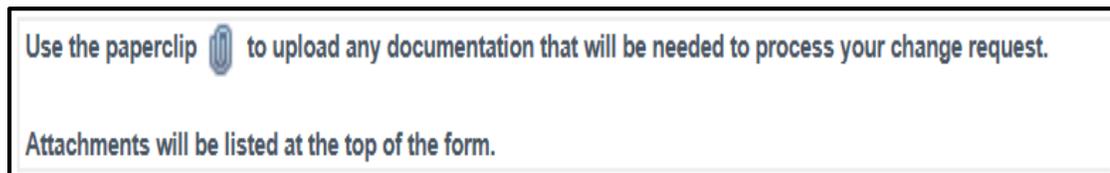


Figure 96 – Upload Documentation

Step 10: Modification Request to an Awarded SAT Acquisition, Order Now.

In the **NSSC SAT Change/Modification Request**, submit the order to the NSSC by returning to the top of the Request and selecting the **Order Now** button.

To save a request but not yet submit the request, select the Add to Cart button. The request will stay in the cart until submission to the NSSC or deletion.

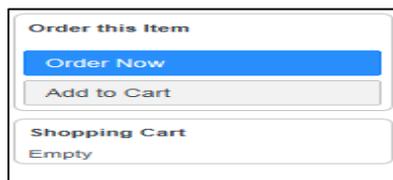


Figure 97 – Order Now

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Step 11: Modification Request to an Awarded SAT Acquisition, Order Status

Selecting **Order Now** creates an **Order Status** notification with an RITM number to confirm the Change/Modification request submission to the NSSC SAT team.

 Order Status

 Thank you, your request has been submitted

Order Placed: 2016-02-11 16:14:05
Request Number: REQ0151244

Number	Description	Stage	Price (ea.)	Total
RITM0152831	Request this to modify an in progress or already awarded SAT Acquisition Request		-	-
Total				-

Figure 98 – Order Status

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4.4 How to Process a NSSC SAT Reporting Request

4.4.1 Select a Pre-Built Report

Step 1: First determine the required data for the report output.

Step 2: Go To the NASA Enterprise Service Desk to Order Services:

If the requirement falls within the scope of the NSSC SAT Team, go to the NASA Enterprise Service Desk at URL: <https://esd.nasa.gov/esd/> and choose **ORDER SERVICES** to bring up the Service Catalog:

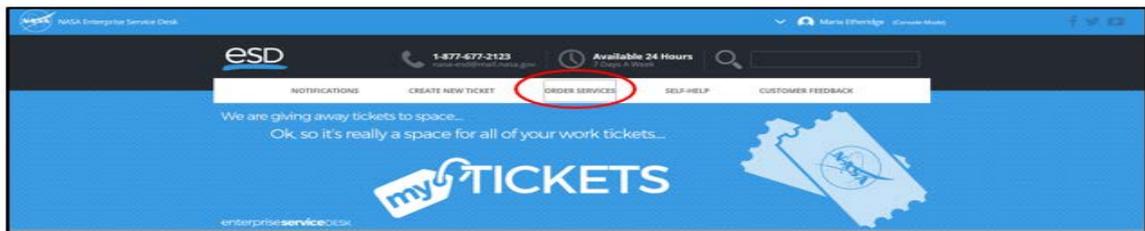


Figure 99 – Enterprise Service Desk

Step 3: Access the NSSC Simplified Acquisition Portal

In the **Service Catalog**, choose the **NSSC Simplified Acquisition Customer Portal**:



Figure 100 – Service Catalog

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Step 4: On the NSSC Simplified Acquisition Customer Portal, choose NSSC SAT Reporting Request which states 'Request a new SAT report or run a report that has been pre-built'.

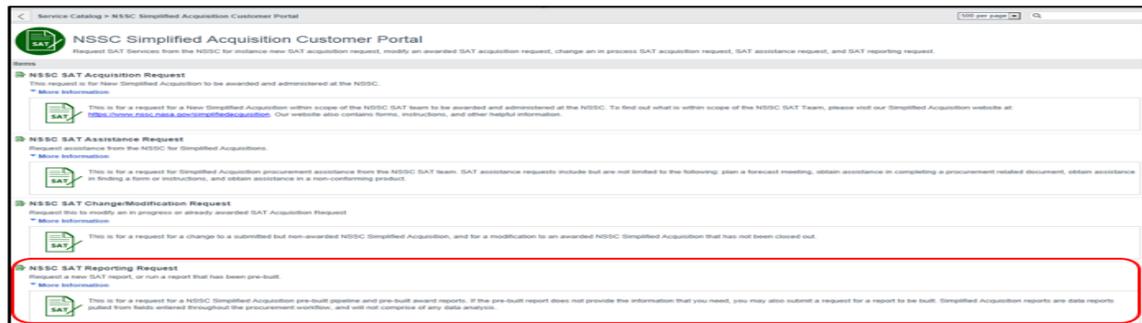


Figure 101 – NSSC Simplified Acquisition Customer Portal

Step 5: NSSC SAT Reporting Request, Type of NSSC SAT Report Request, 'Request a new SAT report or run a report that has been pre-built'.

In Type of NSSC SAT Report Request choose 'Request a new SAT report or run a report that has been pre-built'.

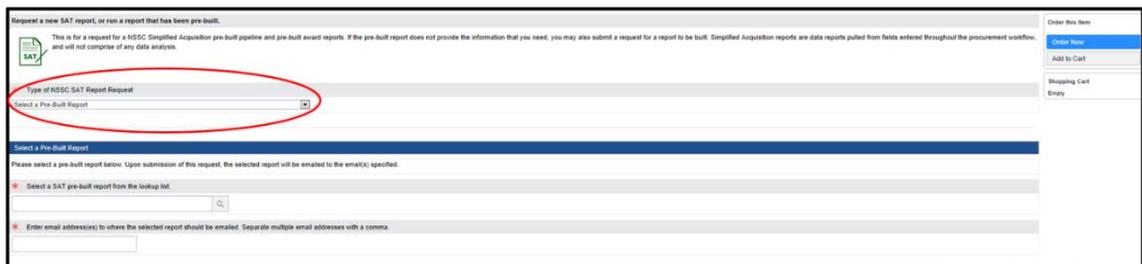


Figure 102 – Request a new SAT report a run a report that has been prebuilt

Step 6: NSSC SAT Reporting Request, Type of NSSC SAT Report Request, Select a Pre-Built Report

In the Request a new SAT report or run a report that has been pre-built, Select a Pre-Built Report – Use the search button to the right of the field to look-up the following pre-built reports to Select a SAT pre-built from the lookup list. 'Upon submission of this request, the selected report will be emailed to the email(s) specified.'

#	Pre-Built Reports	Description
1	SAT Acquisition Awarded Report - Awarded in the Last Year	All awarded SAT Acquisitions within NASA's fiscal year, ie. FY 2016
2	SAT Acquisition Pipeline Report	All un-awarded SAT Acquisitions that are being processed by the NSSC SAT team
3	SAT Acquisition Awarded Report	All awarded SAT Acquisitions within the past 6 months
4	SAT Acquisition Awarded Report - Awarded with no date filter	All awarded SAT Acquisitions
5	Centers New SAT Acquisition Awarded Report - Awarded in the Last Year	Center specific all awarded SAT Acquisitions within the past 6 months
6	Centers New SAT Acquisition Pipeline Report	Center specific all <u>un-awarded</u> SAT Acquisitions that are being processed by the NSSC SAT team
7	Centers New SAT Acquisition Awarded Report - Awarded with no date filter	Center specific all awarded SAT Acquisitions

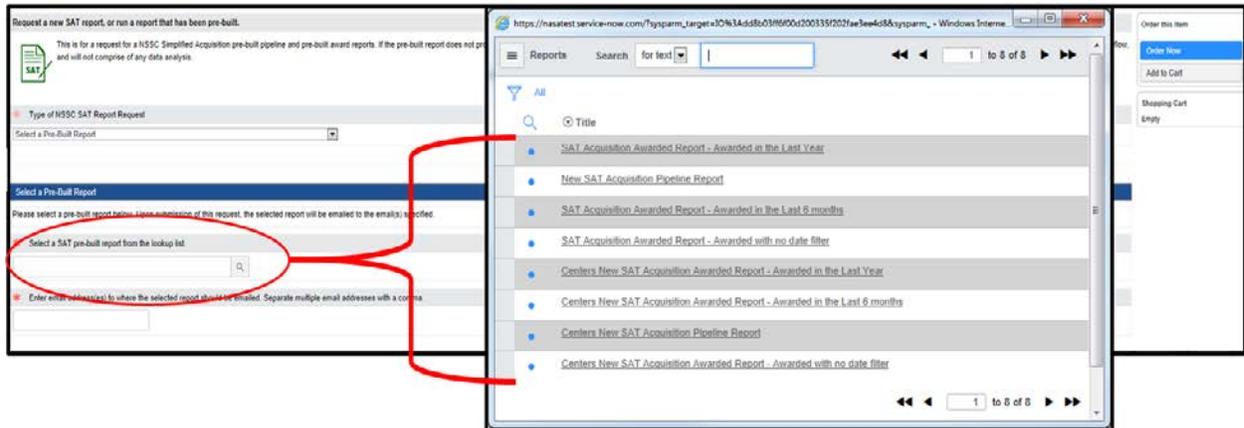


Figure 103 – Pre-Built Reports

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Step 7: NSSC SAT Reporting Request

In the **Select a Pre-Built Report**, type in the email address(es) for the intended recipients in the field 'Enter email address(es) to where the selected report should be emailed. Separate multiple email addresses with a comma.' The email address must contain **@nasa.gov**.



Figure 104 – Email Addresses

Failure to enter email addresses correctly results in an error message.

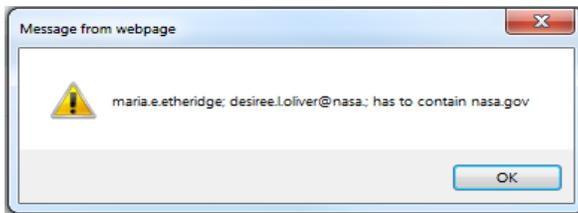


Figure 105 – Error Message

Step 8: NSSC SAT Reporting Request, Order Now.

In the **NSSC SAT Reporting Request**, submit the order to the NSSC by returning to the top of the Request and select the **Order Now** button.

To save a request but not yet submit the request, select the Add to Cart button. The request will stay in the cart until submission to the NSSC or deletion.

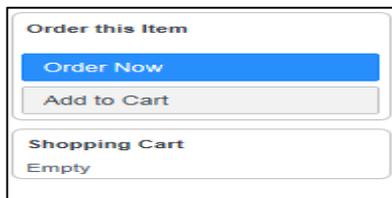


Figure 106 – Select a Pre-Built Report Order Now

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Step 9: NSSC SAT Reporting Request, Type of NSSC SAT Report Request, Select a Pre-Built Report, Order Status.

An Order Status confirmation includes the date/time of order placement, Request Number and **RITM Number** of the successfully submitted report. Write down the **RITM Number** for future reference. Note this request type will not create action for the NSSC SAT team. The report goes directly to the email addresses listed on the request.

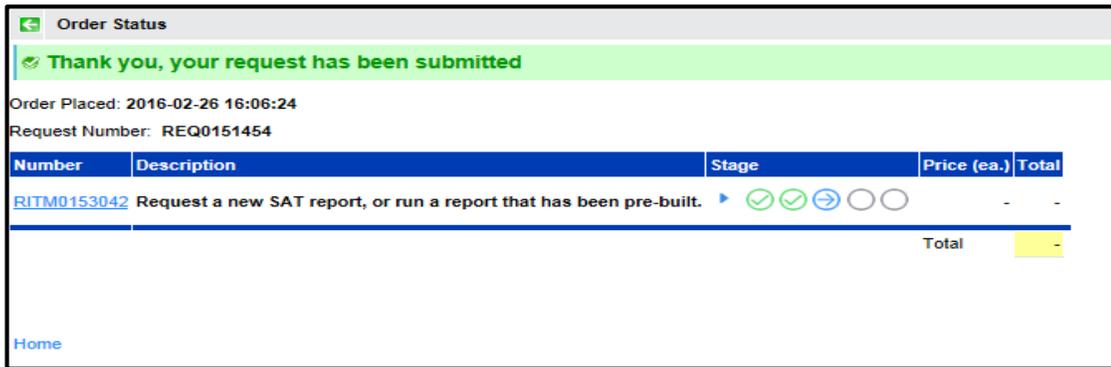


Figure 107 – Select a Pre-Built Report Order Status

Step 10: Pre-Built Report Email Received

Enterprise Service Desk will send an email with the subject line of the report selected.

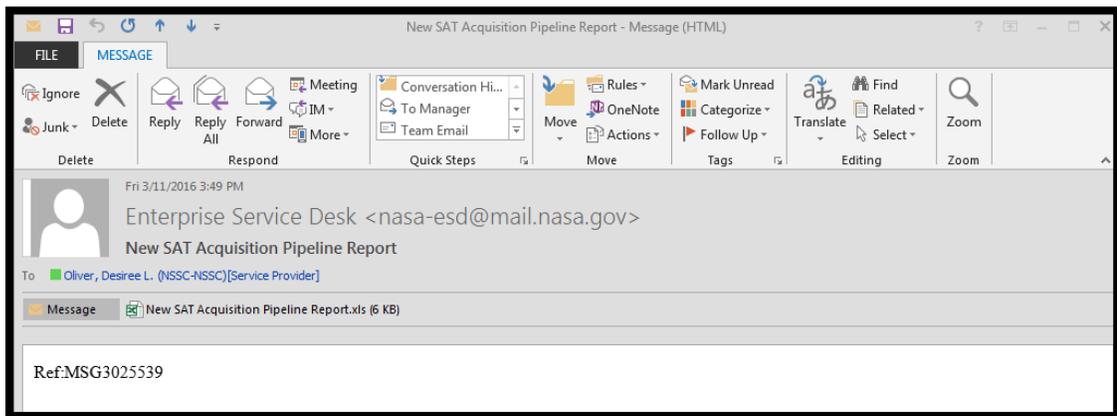


Figure 108 – Pre-Built Report Email

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Step 11: Open Excel Attachment

Open attachment from email to view the requested report.

1	Number	Name	Center Abbrv	NASA Org	Coc	Name	Center Abbrv	NASA Org	Coc	Request Item	Purchase Requisition (PR) Numbers
2	SATPC000100	Charles	NSSC	XD044						RITM0179268	
3	SATPC000100	Charles	NSSC	XD044						RITM0179265	
4	SATPC000100	Charles	NSSC	XD044		Desiree Oliver	NSSC	NSSC		RITM0177792	
5	SATPC000100	Charles	NSSC	XD044						RITM0179292	

Figure 109 – Open Excel Attachment

Questions concerning Pre-Built SAT reports:

1. What if I don't receive the report via email?

Answer: If you don't receive the report via email, contact the NSSC Customer Contact Center at 877-677-2123 and select option '3' for Procurement related inquiries. Or email: NSSC-ContactCenter@mail.nasa.gov. Provide the **RITM Number** for your report request in order for the agent to check the status of the request.

2. What if the report(s) I requested does not provide specific information I require?

Answer: Choose **Pre-Built Reports Do Not Provide the Information I Need, I Need To Request a Report to Be Built** from the drop-down. Provide the specific information required and a generated report to address the specific information will be emailed to you. Only the requestor of such a report will receive it.

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4.4.2 Request a Report to Be Built - Pre-Built Reports Do Not Provide the Information Needed

Step 1: First determine the required data for the report output.

Step 2: Go To the NASA Enterprise Service Desk to Order Services:

If the requirement falls within scope of the NSSC SAT Team, go to the NASA Enterprise Service Desk at URL: <https://esd.nasa.gov/esd/> and choose **ORDER SERVICES** to bring up the Service Catalog:

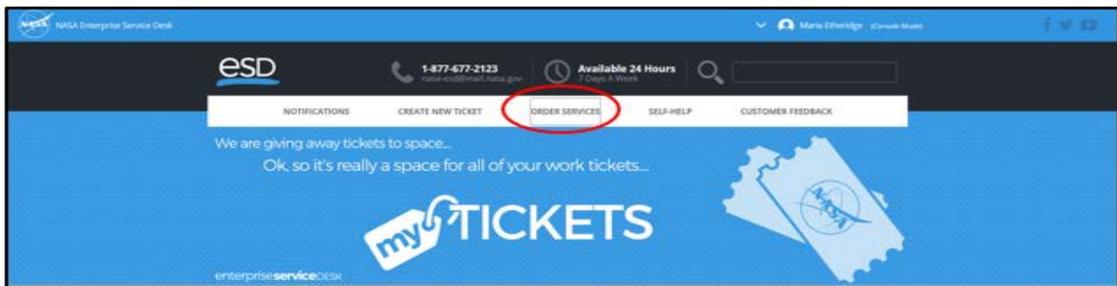


Figure 110 – Enterprise Service Desk

Step 3: Access the NSSC Simplified Acquisition Portal

In the **Service Catalog**, choose the **NSSC Simplified Acquisition Customer Portal**:

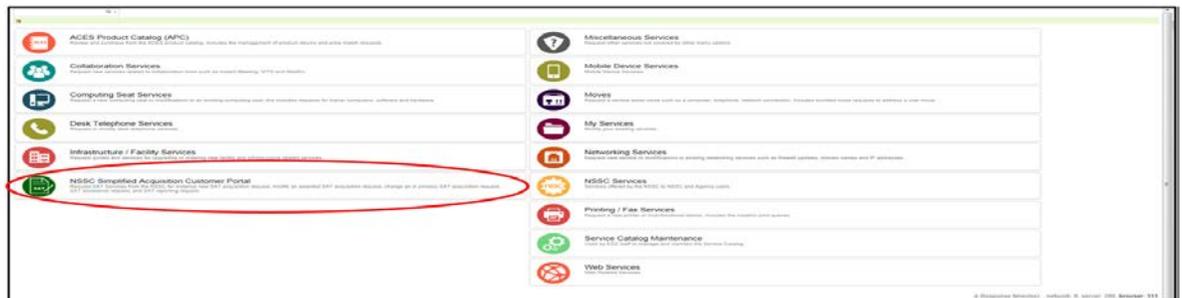


Figure 111 – Service Catalog

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Step 4: On the NSSC Simplified Acquisition Customer Portal, choose NSSC SAT Reporting Request which states 'Request a new SAT report or run a report that has been pre-built'.

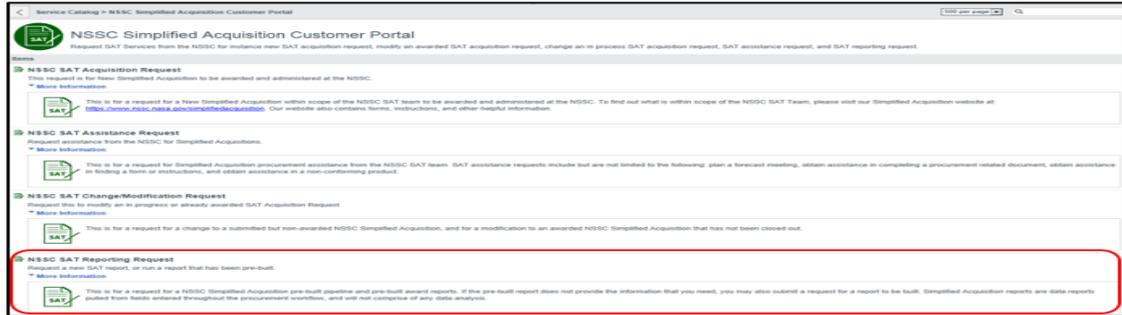


Figure 112 – NSSC Simplified Acquisition Customer Portal

Step 5: NSSC SAT Reporting Request, Type of NSSC SAT Report Request, 'Request a new SAT report or run a report that has been pre-built'.

In the Type of NSSC SAT Report Request choose 'Pre-Built Reports Do Not Provide the Information I Need, I Need To Request a Report to Be Built.'



Figure 113 - Request a new SAT report or run a report that has been pre-built

Step 6: NSSC SAT Reporting Request, Type of NSSC SAT Report Request, 'Pre-Built Reports Do Not Provide the Information I Need, I Need To Request a Report to Be Built', Who is the Report For?.

In Request a new SAT report or run a report that has been pre-built', Who is the Report For?. Click on the Search icon. On the Users pop-up, click on the Search icon. In the Name field, type the first and last name of the requestor. Choose the correct name from the list. Click Enter to populate the Email, Title (if applicable), Business Phone, Center, and ORG Code.

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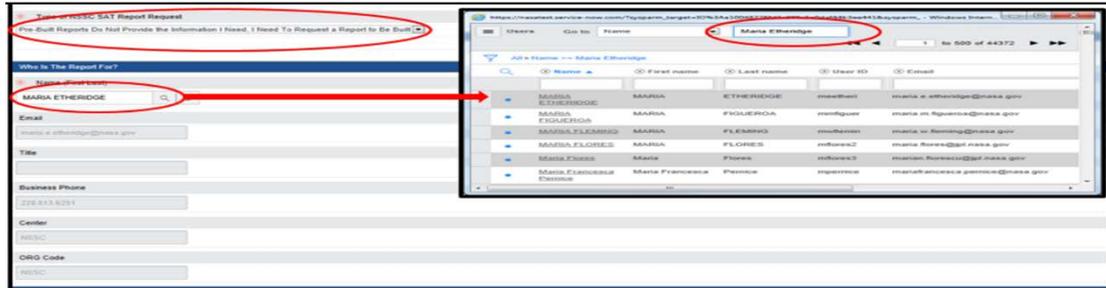


Figure 114 – Request a new SAT report or run a report that has been pre-built, Who is the Report For?

Step 7: NSSC SAT Reporting Request.

In the **Provide a justification for report request.** Type in justification as to why the report must be built.

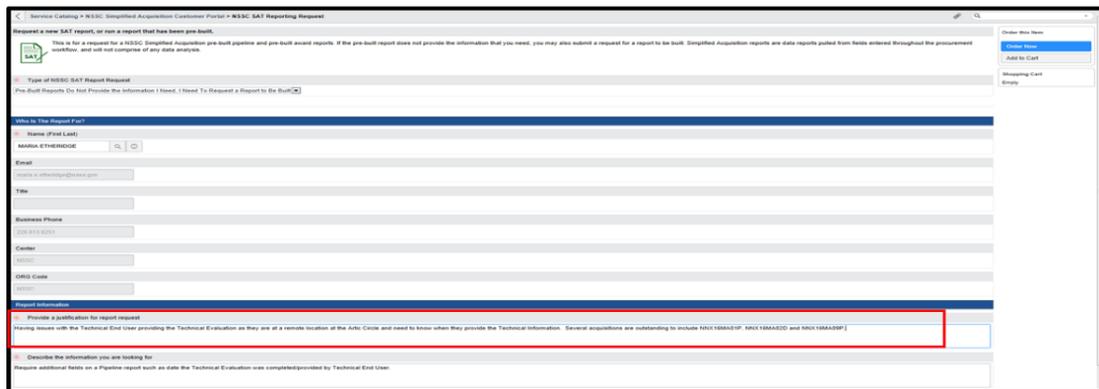


Figure 115 – Provide justification for report request

Step 8: NSSC SAT Reporting Request, Data Required.

In **Describe the information you are looking for.** Type in the specific field(s) needed. For this example, the field(s) include the 'Date(s)' the Technical End User submitted the Technical Evaluation for the acquisition(s) in question.

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Figure 116 – Describe the information you are looking for

Step 9: NSSC SAT Reporting Request, Order Now.

In **NSSC SAT Reporting Request**, submit the order to the NSSC by returning to the top of the Request and selecting the **Order Now** button.

To save a request but not yet submit the request, select the Add to Cart button. The request will stay in the cart until submission to the NSSC or deletion.

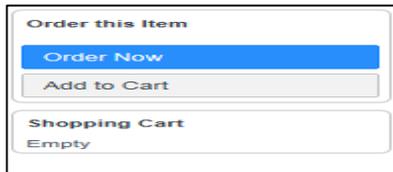


Figure 117 – Order Now

Step 10: NSSC SAT Reporting Request, Type of NSSC SAT Report Request, 'Pre-Built Reports Do Not Provide the Information I Need, I Need To Request a Report to Be Built', Order Status.

An Order Status confirmation includes the date/time of order placement, Request Number and **RITM Number** of the successfully submitted report. Write down the **RITM Number** for future reference.

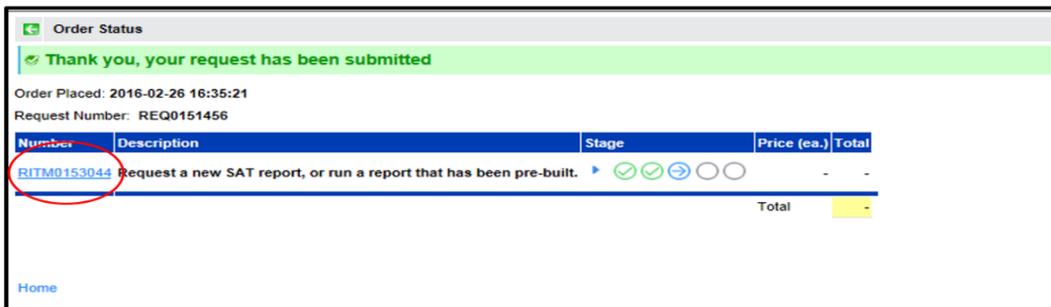


Figure 118 – Order Status

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4.5 Additional SACP Information

4.5.1 My Requested Items

Step 1: Log into ServiceNow at the following link: <https://esd.nasa.gov/esd/>.

Step 2: Go to 'Console Mode'. Click on '(Console Mode)' located top right of the ESD website next to the user's name.

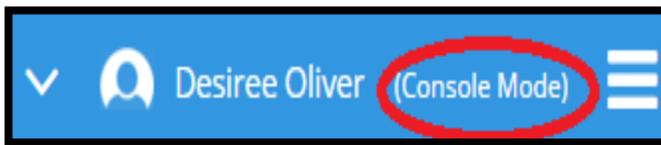


Figure 119 – ServiceNow Console Mode

Step 3: Go to 'My Requested Items' located under the section 'Self-Service' down the left hand side of the console mode. Click on 'My Requested Items'.

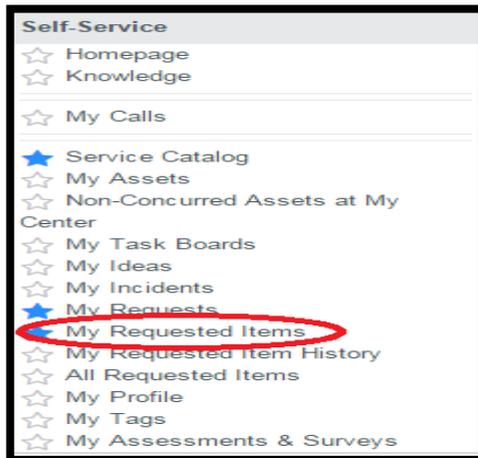


Figure 120 – Self-Service My Requested Items

Step 4: This will pull up a list of all Requested Items that the user(s) entered in the system that have not been closed out, which could be a mix of other Service Catalog requests.

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	Number	Requested for	Location	NASA Org Code	Opened by	Location	NASA Org Code	Item
<input type="checkbox"/>	RITM0177863	ANITA CROSS	Marshall Space Flight Center	ES53	Desiree Oliver	NASA Shared Services Center	NSSC	NSSC SAT Assistance Request
<input type="checkbox"/>	RITM0177844	Desiree Oliver	NASA Shared Services Center	NSSC	Gary Walker	NASA Shared Services Center	NSSC	NSSC SAT Reporting Request
<input type="checkbox"/>	RITM0177841	Dawan Thomas	NASA Shared Services Center	NSSC	Desiree Oliver	NASA Shared Services Center	NSSC	NSSC SAT Assistance Request
<input type="checkbox"/>	RITM0177839	Desiree Oliver	NASA Shared Services Center	NSSC	Gary Walker	NASA Shared Services Center	NSSC	NSSC SAT Acquisition Request

Figure 121 – Self-Service My Requested Items List

Step 5: To see what stage a request is in, click the option gear icon at the header row. In the 'Available' list find, click on 'Stage'. Click the 'Add' arrow. This will add it to the 'Selected' list.

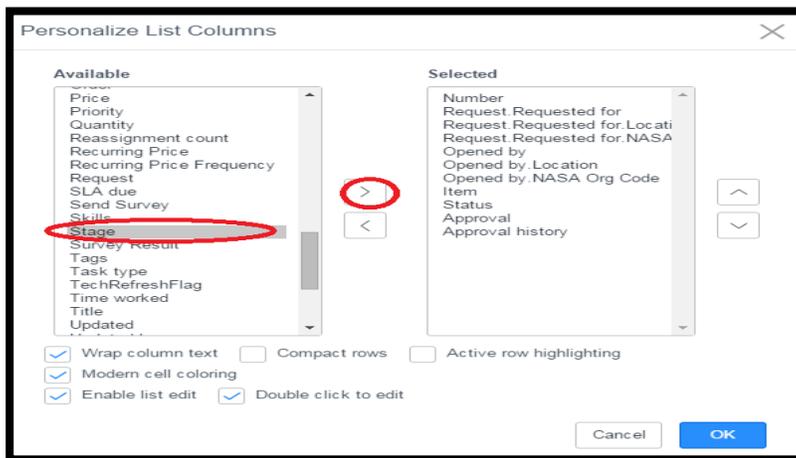


Figure 122 – Personalize List Columns Available > Selected

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Step 6: Click on the up arrow to move the placement of the 'Stage' column. Click the 'OK' button. It may take a moment to refresh after clicking 'OK'.

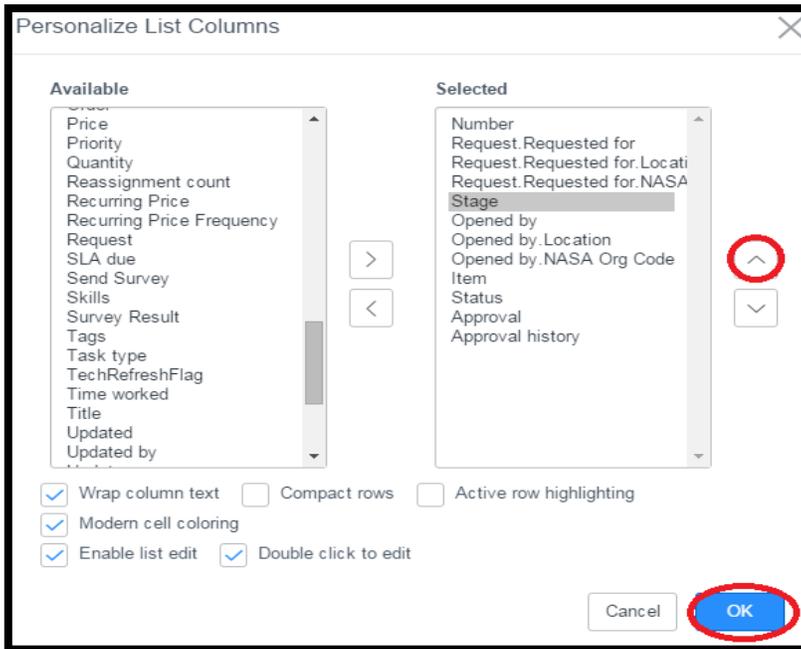


Figure 123 – Personalized List Columns Scrolling

Step 7: Click the blue arrow next to the stage bubbles to expand. Expanding will reflect the name of the associated stages.

Number	Requested for	Location	NASA Org Code	Stage
RITM0177863	ANITA CROSS	Marshall Space Flight Center	ES53	▶ ✓✓ → ○○
RITM0177844	Desiree Oliver	NASA Shared Services Center	NSSC	▶ ✓✓ → ○○
RITM0177841	Dawan Thomas	NASA Shared Services Center	NSSC	▶ ✓✓ → ○○
RITM0177839	Desiree Oliver	NASA Shared Services Center	NSSC	▶ ✓✓ → → ○○○○○○

Figure 124 - Stages

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Hover the pointer on a bubble and it will give a description of the stage.

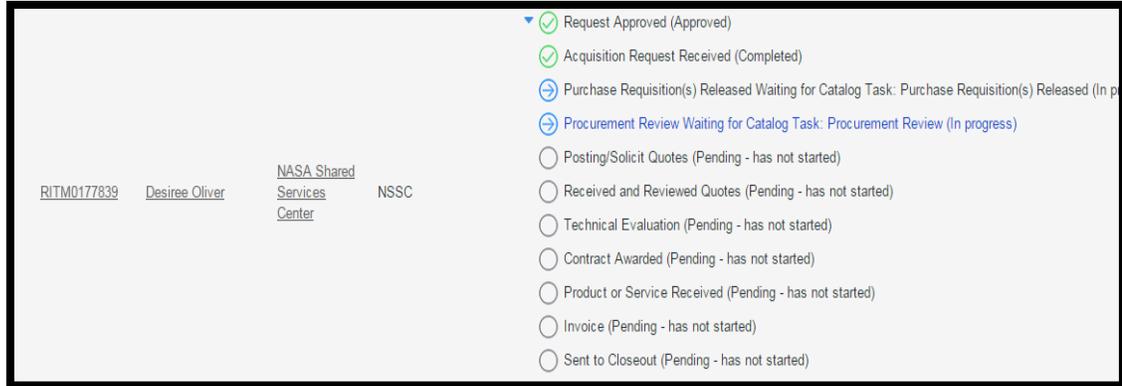


Figure 125 – Stage Description

Stage 8: To export the entire list to excel right click on the column header **'Number'**. Click on **'Export'**. Click on **'Excel'**. Click on the **'Download'** button on the pop up window.

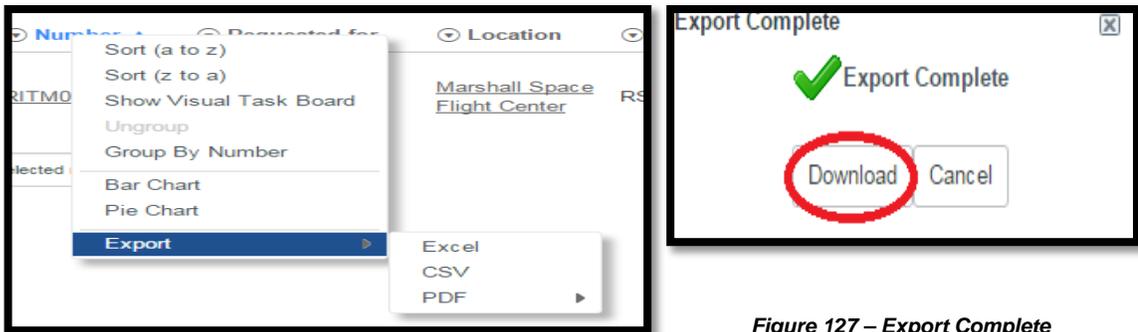


Figure 127 – Export Complete

Figure 126 – Export Options

Stage 9: Open download. To filter or search by a particular type of request, add a filter to the spreadsheet. Filter by Item to look at a particular type of request: 'NSSC SAT Acquisition Request'; 'NSSC SAT Assistance Request'; 'NSSC SAT Reporting Request'; 'NSSC SAT Change/Modification Request'.

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A	B	C	D	E	F	G	H	I
Number	Requested for	Location	NASA Org	Cor Stage	Opened by	Location	NASA Org	Cor Item
RITM0177863	ANITA CROSS	Marshall Space Flight	ES63	Assess Assistance Request	Desiree Oliver	NASA Shared Services	NSSC	NSSC SAT Assistance
RITM0177844	Desiree Oliver	NASA Shared Services	NSSC	Assess Assistance Request	Gary Walker	NASA Shared Services	NSSC	NSSC SAT Reporting
RITM0177841	Dawan Thomas	NASA Shared Services	NSSC	Assess Assistance Request	Desiree Oliver	NASA Shared Services	NSSC	NSSC SAT Assistance
RITM0177839	Desiree Oliver	NASA Shared Services	NSSC	Procurement Review	Gary Walker	NASA Shared Services	NSSC	NSSC SAT Acquisition
RITM0177836	Dawan Thomas	NASA Shared Services	NSSC	Procurement Review	Desiree Oliver	NASA Shared Services	NSSC	NSSC SAT Acquisition
RITM0177834	Desiree Oliver	NASA Shared Services	NSSC	Assess Assistance Request	Paul Laurenzi	NASA Shared Services	NSSC	NSSC SAT Assistance
RITM0177832	Desiree Oliver	NASA Shared Services	NSSC	Procurement Review	Gary Walker	NASA Shared Services	NSSC	NSSC SAT Acquisition
RITM0177825	Charles	NASA Shared Services	XD044	Procurement Review	Desiree Oliver	NASA Shared Services	NSSC	NSSC SAT Acquisition

Figure 128 – Open Download

4.5.2 All Requested Items

Step 1: Log into ServiceNow at the following link: <https://esd.nasa.gov/esd/>.

Step 2: Go to 'Console Mode'. Click on '(Console Mode)' located top right of the ESD website next to the user's name.



Figure 129 – ServiceNow Console Mode

Step 3: Go to 'All Requested Items' located under the section 'Self-Service' down the left hand side of the console mode. Click on 'All Requested Items'.

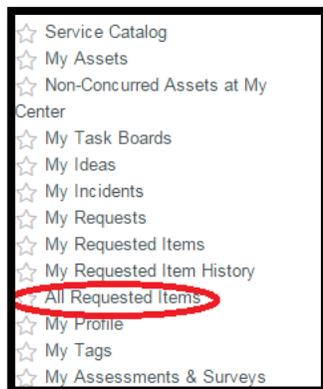


Figure 130 – Self-Service All Requested Items

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Step 4: This will pull up a list of All Requested Items, which will be a mix of other Service Catalog requests.

Click the search icon. Enter the Center in the ‘**Location**’ search field and hit enter on the keyboard. Enter ‘**NSSC SAT %**’ in the ‘**Item**’ search field. Add additional search fields as needed.

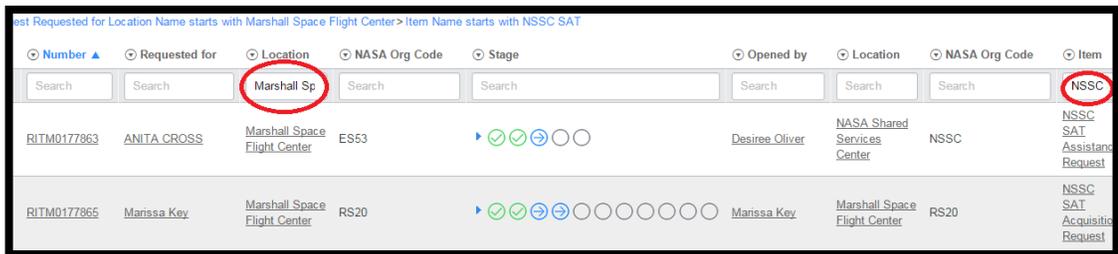


Figure 131 – Self-Service All Requested Items List

Step 5: For future reference and/or access, save and bookmark the All Requested Items information in ServiceNow.

Click and hold the last part of the navigational trail (breadcrumbs), that shows what filters were added. While holding the highlighted information, drag and drop to the left side of the screen below the Toggle navigator. This will create an auto-updating bookmark.

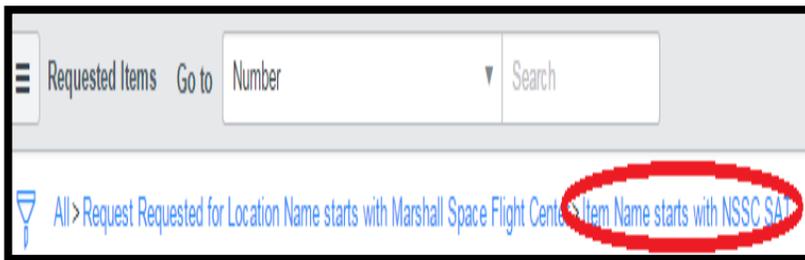


Figure 132 – ServiceNow All Requested Items

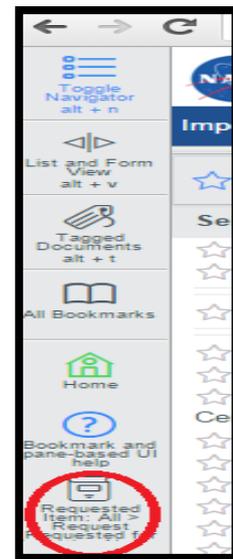


Figure 133 – Auto-updating bookmark

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Step 6: Click the blue arrow next to the stage bubbles to expand. Expanding will reflect the name of the associated stages.

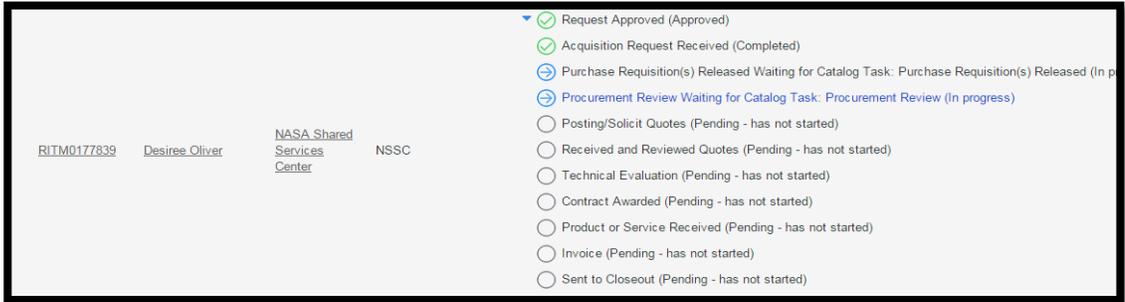


Figure 134 - Stages

Hover the pointer on a bubble and it will give a description of the stage.

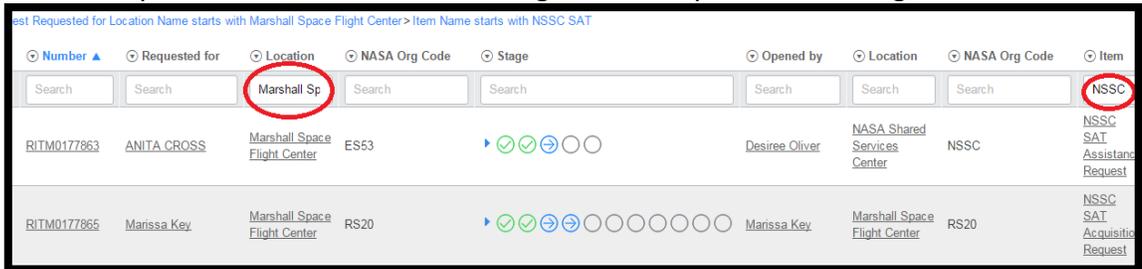


Figure 135 – Stage Description

Stage 7: To export the entire list to excel right click on the column header 'Number'. Click on 'Export'. Click on 'Excel'. Click on the 'Download' button on the pop up window.

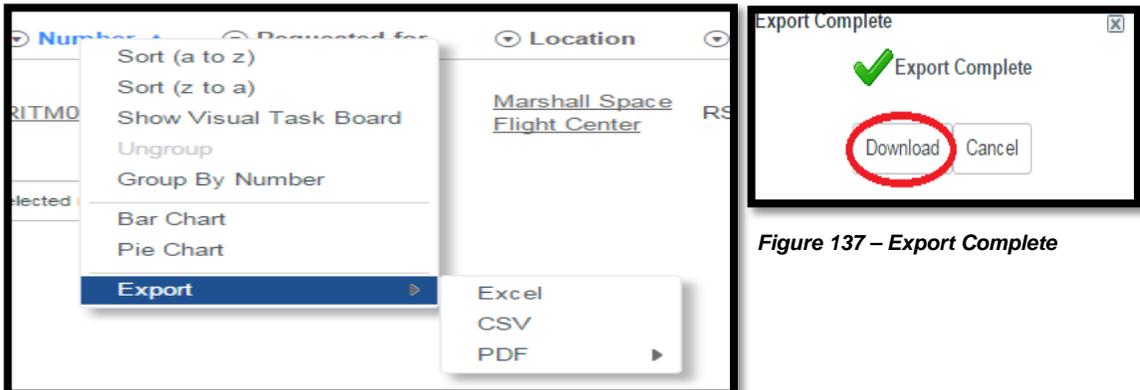


Figure 136 – Export Options

Figure 137 – Export Complete

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Stage 8: Open Download

To filter or search by a particular type of request, add a filter to the spreadsheet. Filter by Item to look at a particular type of request: 'NSSC SAT Acquisition Request'; 'NSSC SAT Assistance Request'; 'NSSC SAT Reporting Request'; 'NSSC SAT Change/Modification Request'.

A	B	C	D	E	F	G	H	I
Number	Requested for	Location	NASA Org	Cor Stage	Opened by	Location	NASA Org	Cor/Item
RITM0177863	ANITA CROSS	Marshall Space Flight	ES53	Assess Assistance Request	Desiree Oliver	NASA Shared Services	NSSC	NSSC SAT Assistance
RITM0177844	Desiree Oliver	NASA Shared Services	NSSC	Assess Assistance Request	Gary Walker	NASA Shared Services	NSSC	NSSC SAT Reporting
RITM0177841	Dawan Thomas	NASA Shared Services	NSSC	Assess Assistance Request	Desiree Oliver	NASA Shared Services	NSSC	NSSC SAT Assistance
RITM0177839	Desiree Oliver	NASA Shared Services	NSSC	Procurement Review	Gary Walker	NASA Shared Services	NSSC	NSSC SAT Acquisition
RITM0177836	Dawan Thomas	NASA Shared Services	NSSC	Procurement Review	Desiree Oliver	NASA Shared Services	NSSC	NSSC SAT Acquisition
RITM0177834	Desiree Oliver	NASA Shared Services	NSSC	Assess Assistance Request	Paul Laurenzi	NASA Shared Services	NSSC	NSSC SAT Assistance
RITM0177832	Desiree Oliver	NASA Shared Services	NSSC	Procurement Review	Gary Walker	NASA Shared Services	NSSC	NSSC SAT Acquisition
RITM0177825	Charles	NASA Shared Services	XD044	Procurement Review	Desiree Oliver	NASA Shared Services	NSSC	NSSC SAT Acquisition

Figure 138 – Open Download

4.5.3 How to Print/Save My Requested Items to a PDF

Step 1: Log into ServiceNow at the following link: <https://esd.nasa.gov/esd/>

Step 2: Go to 'Console Mode'.

Click on '(Console Mode)' located top right of the ESD website next to your name. You must be log into the Console Mode to view the option gear icon.

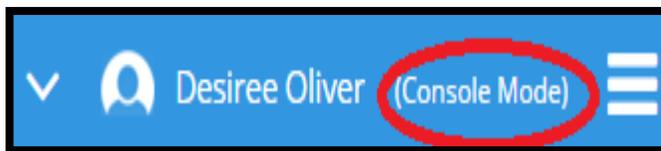


Figure 139 – ServiceNow Console Mode

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Step 3: Go to **'My Requested Items'** located under the section **'Self-Service'** down the left hand side of the console mode. Click on **'My Requested Items'**.

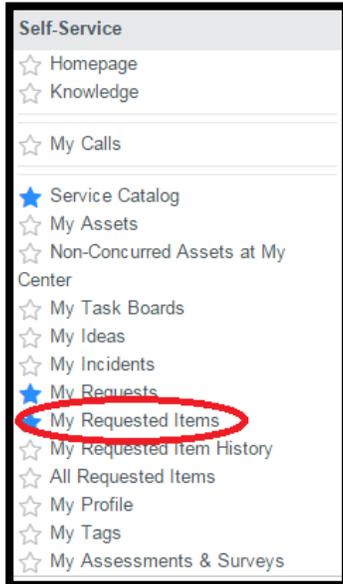


Figure 140 – Self-Service My Requested Items

Step 4: Click on the RITM number under the column **'Number'** to open the record. Use the information icon to open the record.



Figure 141 – RITM Number information

For a long list of requested items, use the search function to enter a particular RITM number. On the 'Go to Number' field, enter the entire RITM number and hit **'Enter'**

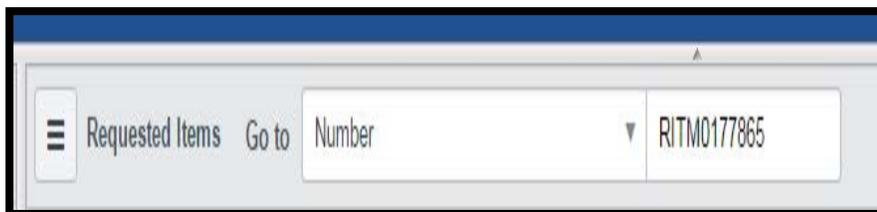


Figure 142 – Go to RITM Number

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Step 5: While in the RITM click the option gear icon to edit user preference and print.

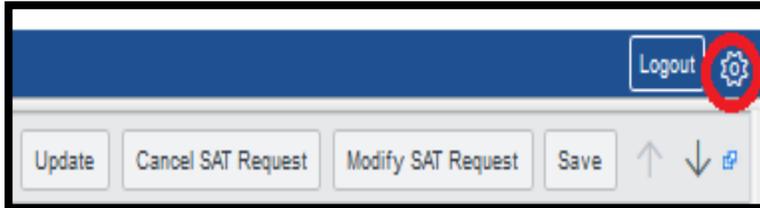


Figure 143 – Edit user preference and printing

Step 6: Click on 'Printer friendly version'.

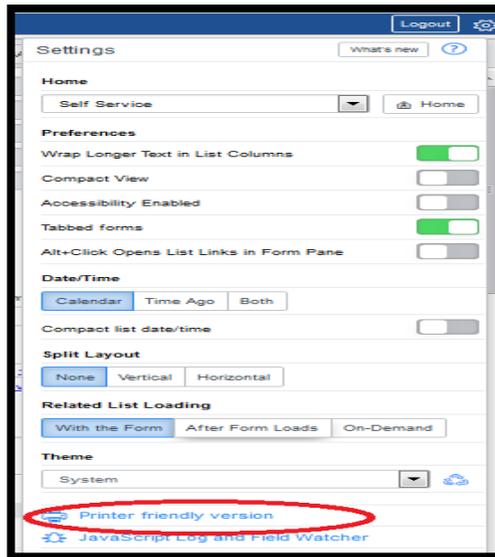


Figure 144 – Printer friendly version selection

Step 7: From the printer friendly version click the 'Click to Print' button.



Figure 145 - Click to Print

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Step 8: Change the Printer name to **'Adobe PDF'**. Click **'OK'**.

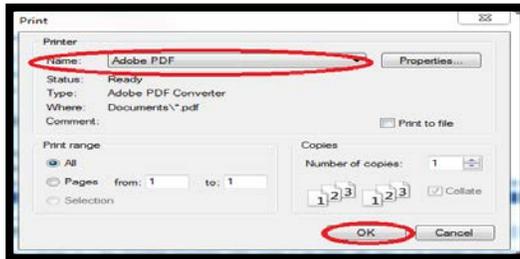


Figure 146 – Change Printer name to Adobe PDF

Step 9: Browse and Save file. Close printer friendly version when done.

4.5.4 Understanding a RITM for a New SAT Acquisition Request

Step 1: Successful submission of an order for a New SAT Acquisition Request creates a confirmation notice. This screen will have the RITM number associated with the request. The Stage column shows 11 bubbles. The first two bubbles are automatic at the time of submission. Clicking on the blue arrow next to the bubbles expands and lists the stage names and the status of each stage. Click on the **RITM** number underlined in blue to open the request. Note: Disregard the price column for this request.

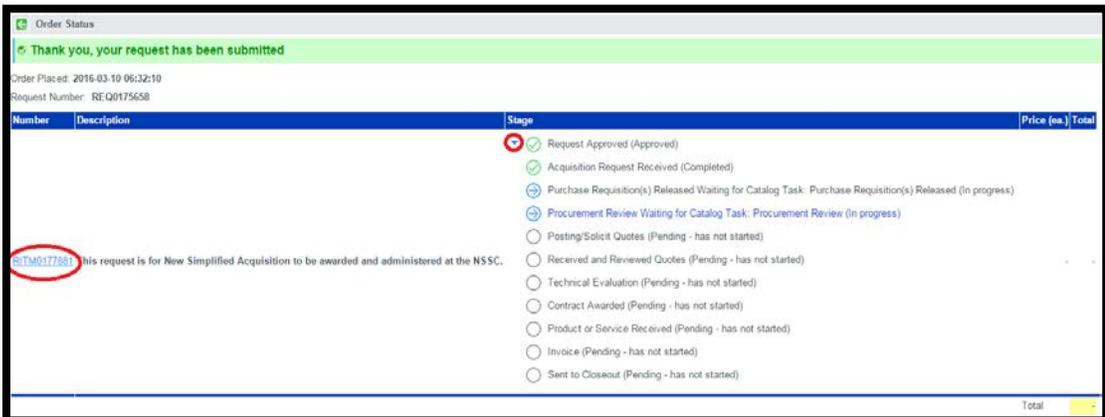


Figure 147 – Order Status RITM Number

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Step 2: Click on the information icon next to the **'Request'** field to return back to the overview screen with the stage bubbles. Fields irrelevant to this request include: **'Due date'**, **'Price'**, **'Recurring Price'**, and **'Recurring Price Frequency'**. The table below that starts with the column **'Task'** will show the current tasks open or as the request goes through the process, it will show the completed tasks. For the field **'Additional comments'**, add any additional comments. After entering comments click the **'Save'** button.

Number: NSCG50000002
 Due date: 2016-03-10 06:32:01
 Request: RFG0175688
 Item: NSSC SAT Acquisition Request
 Requested for: Melissa Key
 Price: \$0.00
 Recurring Price: \$0.00
 Recurring Price Frequency: None

Opened: 2016-03-10 06:32:01
 Opened by: Desiree Oliver
 Stage: Procurement Review
 Status: Open
 Priority: 4 - Low

Task	Duration	Expected Start	Started	Completed
Purchase Requisition(s) Released		2016-03-10		
Procurement Review		2016-03-10		

Description: This is for a request for a New Simplified Acquisition within scope of the NSSC SAT team to be awarded and administered at the NSSC. To find out what is within scope of the NSSC SAT team, please visit our simplified Acquisition website at: <http://www.nssc.mil/procurement/sat/index>. Our website also contains terms, instructions, and other helpful information.

Additional comments

Figure 148 – Task and Additional Comments

Step 3: To modify the SAT Request, click the **'Modify SAT Request'** button at the top of the form. The system will know if it is a change to the SAT request or if it is a modification to an awarded SAT Request. Clicking the **'Modify SAT Request'** button will automatically link the request to the modification request and bring up the SAT Change/Modification Request Form. See Section C of the work instructions **'How to process a SAT Change/Modification Request'** to submit a change or modification request.

Update Cancel SAT Request **Modify SAT Request** Save

Figure 149 – Modify SAT Request

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Step 4: The request goes through the workflow notes regarding the acquisition of the request included in the ticket. View any Notes before the **'Additional Comment'** section of the RITM.

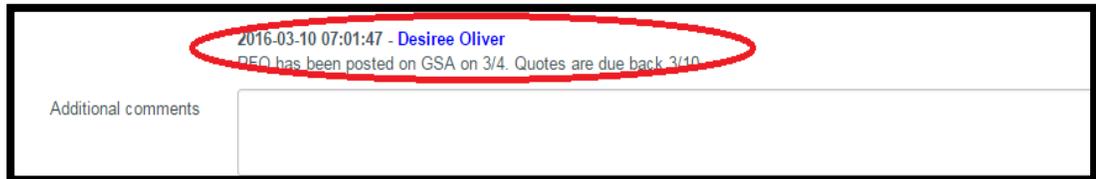


Figure 150 – Additional Comments

Step 5: If necessary, cancel the request by clicking on the **'Cancel SAT Request'** button.

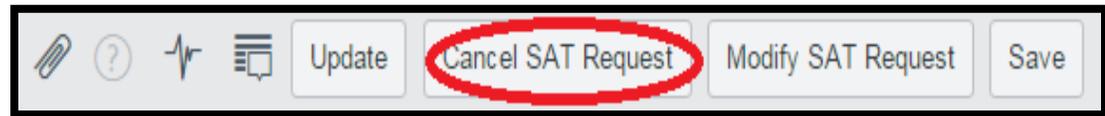


Figure 151 – Cancel SAT Request

After clicking the cancel button, a pop up warning will appear *'Cancelling this request will immediately close this request and cannot be re-opened'*. Clicking **'OK'** will cancel the SAT Acquisition Request.

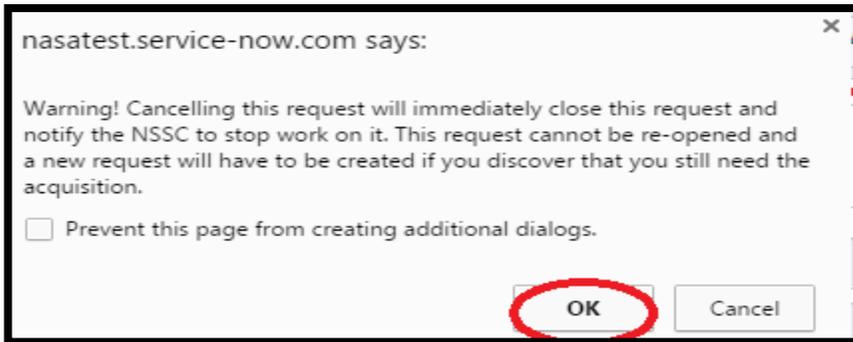


Figure 152 – Cancellation Warning

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5.0 Simplified Acquisition Request Template (SART)

Step 1: Retrieve a copy of the template from the NSSC Simplified Acquisition Threshold homepage found at URL: <https://www.nssc.nasa.gov/simplifiedacquisition> and choose under **Quick Links** the last selection: 'Procurement Requisition Documentation and Templates'. Click on 'Simplified Acquisition Request Template'.

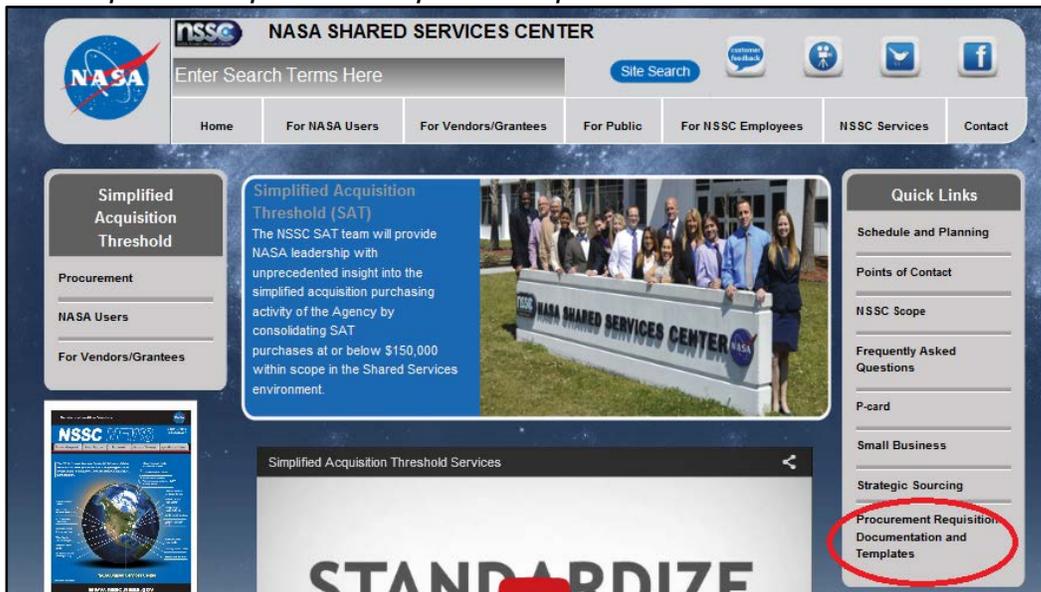


Figure 153 - NSSC Simplified Acquisition Threshold Homepage

Step 2: Save the copy to desktop or somewhere where to retrieve it once completed. Name it based on the Purchase Requisition (PR) Number for easy identification such as 'MSFC PR 420055555 Simplified Acquisition Request Template.docx'. The template consists of the form and 3 pages of Instructions.

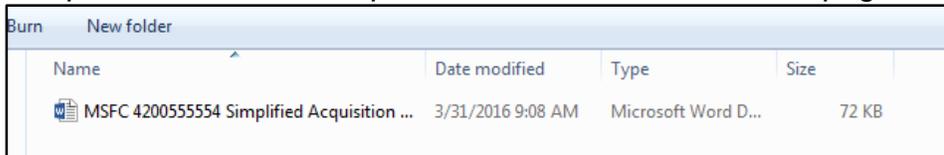


Figure 154 – simplified Acquisition Request Template

Note: READ THE INSTRUCTIONS FIRST BEFORE COMPLETING EACH SECTION (attached on pages 1-3) of the template. After completing the template acquisition request, save ONLY Page 1 of 1 as an Adobe PDF and attach to the PR in SAP along with any other associated documentation to support the acquisition request (see Step 8).

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Step 3: Completing Section 1: Points of Contact Information. In most instances you will be listed as the Requestor unless someone else from your Center is requesting the acquisition. If the Technical End User is the Requestor, you should place your name and pertinent information in the Requestor fields.

FOR SAT TEAM USE ONLY		Ticket No.:	Date Received: Select date
Section 1: Points of Contact Information			
Requestor Name:		Email:	
Title:		Business Phone:	
Center: Choose a Center		NASA Org Code:	
Is this order being placed on behalf of another party (Technical End-User)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Technical End User Name:		Email:	
Title:		Business Phone:	
Center: Choose a Center		NASA Org Code:	
In the event that you are unavailable to respond to questions regarding this requisition, is there an alternate POC that has decision authority that we can contact in regards to this request? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Alternate Name:		Email:	
Title:		Business Phone:	
If applicable, list up to 4 additional POC's email address.			

Figure 155 – Points of Contact Information

Step 4: Completing Section 2: Acquisition Request Details. Although all Sections of the template are important to the Acquisition Request, Section 2 provides the specific details of the product(s) or service(s). Attach additional documentation and/or requirements to the PR in SAP.

Section 2: Acquisition Request Details		
Have you verified in Section 2 of the work instruction that this request is within scope of the NSSC. <input type="checkbox"/> Yes <input type="checkbox"/> No		
What is the estimated acquisition value of this request? Choose a Value		The Item I am requesting is primarily a ... Choose Commercial or Non-Commercial
Give a brief description/item#/model#/QTY of the product/service being requested.		
Please ensure a detail description/Statement of Work (SOW) is uploaded into SAP.		
Check the following that describes your requested product/service:		
<input type="checkbox"/> Chemicals	<input type="checkbox"/> Maintenance or Repair of Equipment	<input type="checkbox"/> Software License
<input type="checkbox"/> Combustible Liquids or Gas	<input type="checkbox"/> Meeting Space	<input type="checkbox"/> Software Maintenance
<input type="checkbox"/> Electrical, Electronic or Electromechanical (EEE)	<input type="checkbox"/> Metrology Equipment	<input type="checkbox"/> Subscription
<input type="checkbox"/> Flight Hardware or Software	<input type="checkbox"/> Photo/Map/Print/Publication	<input type="checkbox"/> Support – Professional
<input type="checkbox"/> Furniture	<input type="checkbox"/> Photographic Equipment	<input type="checkbox"/> Other
<input type="checkbox"/> Information Technology (IT)	<input type="checkbox"/> Pressure Vessel System	<input type="checkbox"/> _____
<input type="checkbox"/> Instruments and Laboratory Equipment	<input type="checkbox"/> Product/Equipment Rental	<input type="checkbox"/> Unsure
Check any of the following that apply to this request (multiple selections are possible):		
<input type="checkbox"/> Center Specific Terms or Conditions	<input type="checkbox"/> Government Furnished Equipment/Property*	<input type="checkbox"/> Software – Renewal Anticipated
<input type="checkbox"/> Contains Options for Additional Periods of Performance/Purchases	<input type="checkbox"/> Government Furnished Information*	<input type="checkbox"/> Special Delivery Marking Requirements
<input type="checkbox"/> ELMT Coordination*	<input type="checkbox"/> Hazardous	<input type="checkbox"/> Sole Source or Brand Name
<input type="checkbox"/> Foreign Purchase*	<input type="checkbox"/> Quality Sensitive	
Selections above with * require additional information. Please see instructions for what is required and enter below:		

Figure 156 – Acquisition Request Details

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Note: Additional Attachment(s) in SAP could consist of the following:

- 1) More detailed description of the Product or Service;
- 2) Spec Sheet from the Manufacturer or Vendor;
- 3) Spec Sheet from a prior purchase for Product or Statement of Work (SOW) for Service;
- 4) Technical Evaluation or Statement from the Technical End User;
- 5) Quotes received or recommended sources;
- 5) Delivery date/time, shipping and marking information;
- 6) Any other documents/information that provides more specific information such as Hazardous Materials Special Shipping requirements or other special Shipping requirements, Special Approvals, etc.

Step 5: Completing Section 3: Ship To or Service Location Details. In this section, provide the specific location for delivery of the product or performance of the service. Include any special marking or specific delivery date/times, etc.

<p>Section 3: Ship To or Service Location Details</p> <p>What is the shipment/service location for this requirement? <u>MSFC General Shipping, Huntsville, AL 35812</u></p> <p>Provide any additional shipping or service information (e.g., special packaging, marking requirements, allowable delivery times and days . . .) Package should be marked Attn: Mr. John A Smith, Bldg 4600 (see attached Shipping information in SAP).</p>
--

Figure 157 – Ship to or Service Location Details

Step 6: Completing Section 4: Acquisition Strategy. Provide a need date other than Delivery Date, mark whether to expedite the request and provide an explanation. Also provide the most important part of the Acquisition Request - the Purchase Requisition (PR) Number(s) used to fund the acquisition. The PR may require revisions dependent on all factors of the acquisition which may or may not require Shipping Charges or special Shipping requirements, etc.

<p>Section 4: Acquisition Strategy (Attach any sole source or brand name justification, or quotes for this requirement in SAP.)</p> <p>What is the need by date of this request? <u>4/15/2016</u></p> <p>Does this request need to be expedited? (Note: Purchases over \$25,000 will be posted publicly before award can be made) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes provide explanation for expedited request: <u>N/A</u></p> <p>Purchase Requisition (PR) No.: <u>4200555555</u></p>

Figure 158 – Acquisition Strategy

Step 7: Completing Section 5: Comments or Special Instructions. Include any other types of documentation or information to support the acquisition request to the attachments in SAP.

'Please enter any comments, special instructions or any other information that you feel is relevant and has not been provided on this form or attached separately in SAP (e.g., description of option or renewal requirements,

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predecessor awards, assistant ticket number, special terms and conditions that are not in an attachment in SAP).

<p>Section 5: Comments or Special Instructions</p> <p>Please enter any comments, special instructions or any other information that you feel is relevant and has not been provided on this form or attached separately in SAP (e.g., description of option or renewal requirements, predecessor awards, assistant ticket number, special terms and conditions that are not in an attachment in SAP).</p> <p><u>Special Instructions: Do not deliver before 1000 on only on Mondays, Tuesdays or Wednesdays (see attached justification).</u></p>

Figure 159 – Comments or Special Instructions

Step 8: Check entries to ensure accuracy. For each section with an attachment, place the attachments in SAP to the PR. After template completion, click 'Save'. Make sure to upload this document to the Purchase Request in SAP.

Step 9: Upload all of the applicable documents as stated on the template to the PR in SAP. NSSC SAT team will retrieve the documents once the PR has been released to the NSSC for processing the acquisition. A ServiceNow SAT ticket will be created and may require submitting additional documentation/information once the process has started.

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Sample: Simplified Acquisition Request Template

Simplified Acquisition Request Template (SART)

FOR SAT TEAM USE ONLY	Ticket No.:	Date Received: <u>Select date</u>
Section 1: Points of Contact Information		
Requestor Name: <u>Maria E. Etheridge</u>	Email: <u>Maria.E.Etheridge@nasa.gov</u>	
Title: <u>Resource Analyst</u>	Business Phone: <u>228-813-6251</u>	
Center: <u>Marshall Space Flight Center (MSFC)</u>	NASA Org Code: <u>XYZ</u>	
Is this order being placed on behalf of another party (Technical End-User)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Technical End User Name: <u>John A Smith</u>	Email: <u>John.A.Smith-2@nasa.gov</u>	
Title: <u>Lead Engineer</u>	Business Phone: <u>256-555-5555</u>	
Center: <u>Marshall Space Flight Center (MSFC)</u>	NASA Org Code:	
In the event that you are unavailable to respond to questions regarding this requisition, is there an alternate POC that has decision authority that we can contact in regards to this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Alternate Name:	Email:	
Title:	Business Phone:	
If applicable, list up to 4 additional POC's email address.		
Section 2: Acquisition Request Details		
Have you verified in Section 2 of the work instruction that this request is within scope of the NSSC. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
What is the estimated acquisition value of this request? <u>\$3,501-\$14,999</u>	The Item I am requesting is primarily a ... <u>Commercial Product</u>	
Give a brief description/Item#/model#/QTY of the product/service being requested. <u>Devcon DA309 Plastic Welder Adhesive Straw, 50 GAL/ 00078143143090/1 each</u>		
Please ensure a detail description/Statement of Work (SOW) is uploaded into SAP.		
Check the following that describes your requested product/service:		
<input type="checkbox"/> Chemicals	<input type="checkbox"/> Maintenance or Repair of Equipment	<input type="checkbox"/> Software License
<input type="checkbox"/> Combustible Liquids or Gas	<input type="checkbox"/> Meeting Space	<input type="checkbox"/> Software Maintenance
<input type="checkbox"/> Electrical, Electronic or Electromechanical (EEE)	<input type="checkbox"/> Metrology Equipment	<input type="checkbox"/> Subscription
<input type="checkbox"/> Flight Hardware or Software	<input type="checkbox"/> Photo/Map/Print/Publication	<input type="checkbox"/> Support – Professional
<input type="checkbox"/> Furniture	<input type="checkbox"/> Photographic Equipment	<input checked="" type="checkbox"/> Other Adhesive, glue
<input type="checkbox"/> Information Technology (IT)	<input type="checkbox"/> Pressure Vessel System	<input type="checkbox"/> Unsure
<input type="checkbox"/> Instruments and Laboratory Equipment	<input type="checkbox"/> Product/Equipment Rental	
Check any of the following that apply to this request (multiple selections are possible):		
<input type="checkbox"/> Center Specific Terms or Conditions	<input type="checkbox"/> Government Furnished Equipment/Property*	<input type="checkbox"/> Software – Renewal
<input type="checkbox"/> Contains Options for Additional Periods of Performance/Purchases	<input type="checkbox"/> Government Furnished Information*	<input type="checkbox"/> Anticipated
<input type="checkbox"/> ELMT Coordination*	<input type="checkbox"/> Hazardous	<input checked="" type="checkbox"/> Special Delivery Marking
<input type="checkbox"/> Foreign Purchase*	<input type="checkbox"/> Quality Sensitive	<input type="checkbox"/> Requirements
<input type="checkbox"/> Sole Source or Brand Name		
Selections above with * require additional information. Please see instructions for what is required and enter below:		
Section 3: Ship To or Service Location Details		
What is the shipment/service location for this requirement? <u>MSFC standard Shipping</u>		
Provide any additional shipping or service information (e.g., special packaging, marking requirements, allowable delivery times and days . . .) <u>Package should be marked attn.: Mr John A Smith Bldg #####</u>		
Section 4: Acquisition Strategy (attach any sole source or brand name justification, or quotes for this requirement in SAP.)		
What is the need by date of this request? <u>5/10/2016</u>		
Does this request need to be expedited? (Note: Purchases over \$25,000 will be posted publicly before award can be made) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If Yes provide explanation for expedited request:		
Purchase Requisition (PR) No.: <u>4200555554</u>		
Section 5: Comments or Special Instructions		
Please enter any comments, special instructions or any other information that you feel is relevant and has not been provided on this form or attached separately in SAP (e.g., description of option or renewal requirements, predecessor awards, assistant ticket number, special terms and conditions that are not in an attachment in SAP).		

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Work Instructions (Page 1)

Form must be filled out electronically.

SAT TEAM USE ONLY ROW: This one row is designated for the SAT Team at the NSSC to fill in after request is received.

Section 1: Points of Contact Information

Requestor: Enter the Requestor's Name (First, Middle Initial, and Last Name), Email Address, Title, Business Phone Number, NASA Org Code, and select from drop down box Requestor's Center.

Technical End-User: Check "Yes" or "No" if this request is being made on the behalf of someone besides the Requestor. If "Yes" is selected enter the Technical End User's Name (First, Middle Initial, and Last Name), Email Address, Title, Business Phone Number, NASA Org Code, and select from drop down box Technical End-User's Center. The Technical End-User's Center may be at a different site than the Requestor. If "No" is selected continue to the Alternate POC question.

Alternate POC: Check "Yes" or "No" if you want to provide an alternate POC that can be contact if the Requestor and Technical End-User is unavailable (i.e. extended travel). If "Yes" is selected enter the Alternate's Name (First, Middle Initial, and Last Name), Email Address, Title, and Business Phone Number. If "No" is selected continue to Section 2.

Additional POC's: If there are additional parties that need to receive email notifications regarding the process of this Acquisition Request, list up to 4 additional POC's email addresses. Only include POCs with NASA.Gov emails.

Section 2: Acquisition Request Details

Within Scope: Check "Yes" or "No" after you have verified that the request is within scope of the NSSC.

Make the determination that the requested Simplified Acquisition is within scope of the NSSC.

Is the Estimated Value at or below the Simplified Acquisition Threshold (Defined at FAR 2.101 (b) (2)) and above the Micro-Purchase. (Exception is if a PR is required for a specific product type for Micro-Purchase due to Center requirements. Follow Center Purchase Card requirements for Micro-Purchase.)

The Simplified Acquisition request is not one of the following:

- Interagency Agreement;
- Small Business Innovation Research (SBIR) or Small Business Technology Transfer (STTR) Phase III retained at the Center;
- Grant/Cooperative Agreement retained at the Center;
- Orders for Construction, Facility Repair or Architecture and Engineering services (A&E) (PSC codes "C1", "C2", "Y", and "Z");
- Orders on a Center's Indefinite Delivery, Indefinite Quantity (IDIQ) or Blanket Purchase Agreement (BPAs) administered at the Center; or
- Purchases made by the Center's Institutional Contractors on behalf of the Agency.

Acquisition Value: Select from the drop down box the Acquisition Value range estimated for request. For request expected to be over the Simplified Acquisition Threshold, this request should be coordinate with your Center's Procurement department.

Commercial or Non-Commercial: Select Commercial Product, Commercial Service, or Non-Commercial Product/Service

- Commercial Products – Commercial products are commodities, other than real property, that are commonly used by the general public or by non-governmental entities and have been offered, sold, leased, or licensed by industry for consumption by the general public utilizing established market or catalog prices. (FAR 2.101)
- Commercial Services – Commercial service include installation, maintenance, repair, training, professional, and information technology services that are likewise purchased by the general public utilizing established market or catalog prices. (FAR 2.101)
- Non-Commercial Product/Service– Non-Commercial are items or services not commonly used by the general public or by non-governmental entities and any items requiring major modification not customarily available in the commercial marketplace

Brief Description: Enter a brief description of the item/service being requested. (Example: 2 Spectroradiometers, 1 continuous and 1 pulsed)

Please ensure a detail description/Statement of Work (SOW) is uploaded into SAP.

Product/Service Type: Check the box next to the product/service description that best describes the item/service being requested. If "Other" is check, enter a brief categorization. If you are not sure how to best categorize this product/service check "Unsure"

Apply to this Request: Check the box next to all of the selections that are associated with request. Use the below definitions to assist in your determination of what applies:

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Work Instructions (Page 2)

- **Center specific terms or conditions** – Any special terms or conditions, or documentation that is required by the center that is not part of the standard terms and conditions set by the FAR or NFS. This would include any center specific terms or conditions for quality sensitive or hazardous requirements. (e.g. Material Safety Data Sheet (MSDS), Certificate of Compliance, Test Reports, Counterfeit Clauses, Non-Conforming Material, Flight Hardware, special packing)
- **Contains Options for Additional Periods of Performance/Purchases** – Options means a unilateral right in a contract by which, for a specified time, the Government may elect to purchase additional supplies or services called for by the contract, or may elect to extend the term of the contract. A reason for options should be provide under the comments and special instruction section as the Contracting Officer must document the justification for options (See FAR 17.202).
- **ELMT Coordination** - ELMT Coordination - The Requiring Office shall coordinate with the Center CIO and the ELMT Program Office on the acquisition of any software licenses or software maintenance prior to submitting a purchase request to a Contracting Officer or governmentwide commercial purchase cardholder to make such purchase. Reference NFS subpart 1807.70.
- **Foreign Purchase** – Any requirement that the article, material, or supply, pursuant to the Buy American Act and its related statues and regulation, is not a domestic end product. Or any requirement that a foreign contractor is expected, which means a contractor or subcontractor organized or existing under the laws other than the United States.
- **Government Furnished Equipment/Property** - Government Furnished Equipment (GFE) is a tangible item that is functionally complete for its intended purpose, durable, nonexpendable, and needed for the performance of a contract that is possession of, or acquired by the government, and delivered or otherwise made available to the contractor for contract performance. Equipment is not intended for sale, and does not ordinarily lose its identity or become a component part of another article when put into use. Equipment does not include material, real property, special test equipment or special tooling. Government-furnished property (GFP) means property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. Government-furnished property includes, but is not limited to, spares and property furnished for repair, maintenance, overhaul, or modification. Government-furnished property also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract.
- **Government Furnished Information** – Government Furnished Information (GFI) – includes, but not limited to, manuals, drawings, and test data, to be provided to the contractor that require additional controls to monitor access and distribution that is needed for contract performance as determined by the agency. (e.g., technical specifications, maps, building designs, schedules, etc.)
- **Hazardous** - A requirement is hazardous for hazardous materials and any other purchases that require safety reviews. This includes the purchases of chemicals from commercial, industrial or research activities, commonly used in laboratories, facility maintenance applications, and custodial/grounds maintenance. Common products include liquid, gases, solids (powders, granules), nanoparticles, biological agents, radioactive materials, equipment that can contain radiation sources, items that emit radiofrequency, ultraviolet, or infrared radiation, class 3b or Class 4 lasers, and items that produce ionizing and nonionizing radiation.
- **Quality Sensitive** - A requirement is quality sensitive if hardware or services requires higher level quality standards and reviews. Examples of quality sensitive purchases include: flight hardware/software, qualification hardware/software, flight or flight test equipment, and associated flight support equipment or software.
- **Software – Renewal Anticipated** – This request anticipates the need to extend the period of validity of a software license or maintenance. Provide additional renewal information under detailed description or comments and special instruction.
- **Special Delivery Marking Requirements** – Request requires that the delivery have special markings. Example is that all shipping documents and exterior shipping containers relating to chemicals or hazardous materials shall be marked as follows.
- **Sole Source or Brand Name** – Request is a sole source if it is expected that there is only one responsible source and no other supplies or services will satisfy agency requirements. Some of the reasons for sole source include but are not limited to compatibility of parts, exclusive licensing agreement, limited data rights (source codes), patents/copyrights, proprietary knowledge, and unique subject matter expertise. Request is Brand Name if it calls for a particular brand-name product, or a feature of a product, that is unique to one manufacturer, and does not allow for the offer or delivery of an equal product.

Selections above with * require additional information. Please see instructions for what is required and enter below:

If ELMT Coordination state if this software requirement has been coordinated with ELMT

If Foreign Purchases is checked provide Country of Origin and a justification for Foreign Purchases by describing acquisition significance and mission or project.

If Government Furnished Equipment or Property is checked provide description of Government Furnished Equipment or Property and attached Shipping Document in SAP if Available.

If Government Furnished Information is checked provide description of Government Furnished Information.

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Work Instructions (Page 3)

Simplified Acquisition Request Template (SART) Instructions

Section 3: Ship To or Service Location Details

Shipment/Service Location: Enter location items are to be delivered to or service is to be completed at.

Additional Shipping or Service Information: Enter any additional shipping or service information (e.g., Special packaging, marking requirements, allowable delivery times and days). Unless otherwise indicated in this question, the NSSC will assume no partial delivery and payment are allowed.

Section 4: Acquisition Strategy

Unless specifically requested this will be competed as Lowest Price Technically Acceptable.

What is the need by date of this request? Selected date from the provided calendar dropdown box. Please note that the metric for execution of request is 30/35 calendar days after determination of a complete package depending on Acquisition Strategy

Expedited: Check "Yes" or "No". If "Yes" is selected provide explanation for expedited request. This explanation should include impact to mission/project that is associated with this request.

Purchase Requisition (PR) No: Enter the Purchase Requisition number(s) associated with request. Please comma separate the PR numbers.

Section 5: Comments or Special Instructions

Enter any information you think will be helpful in processing this request and/or any concerns you may have.

Attached completed form into SAP.

If you have questions regarding this form, please contact the NSSC Customer Contact Center at 1-877-677-2123.

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6.0 Unusual and Compelling Acquisition Request

1. *How to identify an Unusual and Compelling Urgency Acquisition Request:*

An Unusual and Compelling Urgency request is *when the agency's need for the supplies or services is of such an unusual and compelling urgency that the Government would be seriously injured unless the agency is permitted to limit the number of sources from which it solicits bids or proposals, full and open competition need not be provided for.*

It should be noted that an Unusual and Compelling Urgency Request is different than a request to expedite an acquisition request. An expedited request is needed before the published NSSC metric. An Unusual and Compelling Urgency Request is an immediate need.

2. *Making the initial contact to the NSSC SAT Team or to the NSSC Customer Contact Center:*

If the acquisition meets the criteria as set-forth by the FAR regulations, you will need to contact the NSSC SAT Team. The Center's Contracting Officer Point of Contact (CO POC) should be the initial contact. If the Center CO POC is not known, or if it is afterhours or a weekend, the customer must contact the NSSC Customer Contact Center at 877-677-2123 or email: NSSC-ContactCenter@mail.nasa.gov. If by phone, you must ask the agent to place the ticket in 'Urgent' priority and state that it is for a 'SAT Unusual and Compelling Acquisition' in order for them to elevate the ticket. Provide them as much information as possible concerning the situation so they can pass it on to the Contracting Officer. If by email, place in the subject line: Urgent - SAT Unusual and Compelling Acquisition. The email body should provide as much information as possible to expedite the process. Any applicable documentation should be attached.

3. *Documentation required for an Urgent and Compelling Acquisition:*

The NSSC SAT will require proof of fund certification (PR) before making an award for an Urgent and Compelling Acquisition. The customer should submit a SAT Acquisition Request containing any applicable documentation attached to a Purchase Requisition (PR) marked urgent.

7.0 Cancellation/Supersession of Previous Documents

This document is the initial version. There are no previous versions.

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APPENDIX A – ACRONYMS AND ABBREVIATIONS

Acronym	Definition
A&E	<i>Architect & Engineer</i>
BPA	<i>Blanket Purchase Agreement</i>
CCC	<i>Customer Contact Center</i>
CO	<i>Contracting Officer</i>
COR	<i>Contracting Officer's Representative</i>
FAR	<i>Federal Acquisition Regulation</i>
GSA	<i>General Services Administration</i>
IAA	<i>Interagency Agreement</i>
IDIQ	<i>Indefinite Delivery Indefinite Quantity</i>
NFS	<i>NASA FAR Supplement</i>
NSSC	<i>NASA Shared Services Center</i>
PR	<i>Purchase Request/Purchase Requisition (PR)</i>
RA	<i>Resource Analyst</i>
SACP	<i>Simplified Acquisition Customer Portal</i>
SAP	<i>Systems Applications and Products</i>
SART	<i>Simplified Acquisition Request Template</i>
SAT	<i>Simplified Acquisition Threshold</i>
SBIR	<i>Small Business Innovation Research</i>
SEWP	<i>Solutions for Enterprise-Wide Procurement</i>

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APPENDIX B – NSSC SAT REQUEST CHECKLIST

Please note that in addition to the required documentation listed below, any documentation deemed mandatory as a part of your Center's PR release strategy for a Simplified Acquisition is still required when sending requests to the NSSC. Internal routing procedures will still occur as if the Procurement was being made at your Center. Once local approvals occur, the PR package will be delivered to NSSC Procurement for processing instead of your Center's Procurement Office.

The NSSC will commence work on requested SAT acquisitions once the requisition package is determined to be complete. A complete requisition package sent to the NSSC for processing and award **MUST** include the following:

- **Purchase Request (PR):** Funds are certified if the PR version shows "released" in SAP. If you need assistance on how to code a PR in SAP so that it routes to the NSSC, please see Simplified Acquisition Threshold Customer Guide Appendix C.
- **NF1707:** A completed electronic copy of the NF1707 should be included in the PR package in SAP.
- **Statement of Work (SOW), Item Description and/or Specifications:** A SOW, Item Description, and/or specifications are required and should accurately describe the essential salient characteristics and functions required to meet the Government's minimum needs. If applicable, include part numbers, items numbers, manufacturer details, etc. so buyers can ascertain precise requirements. For services, a SOW should be performance based describing desired outcomes in terms of work accomplished and/or services delivered rather than how the work is to be accomplished \delivered.
- **Completion of a New Acquisition Request in the Simplified Acquisition Customer Portal (SACP) or Completion of the Simplified Acquisition Request Template (SART):** Only one is required. The Simplified Acquisition Threshold Customer Guide includes instructions on how to create a new acquisition request in the SACP or how to complete the SART to be attached in SAP.
- **Market Research:** Provide any research that has been conducted in regard to the requirement such as budgetary quotes, historical purchases, catalog/published pricing, and suggested sources of supply. Market research for SAT purchases is discretionary, but highly encouraged. Completed market research will assist buyers to understand the exact needs of the customer.
- **Recommendation and Determination to Solicit from One Source (RDSS) or Brand Name Justification (If Applicable):** A RDSS or Brand Name Justification is required for any new work that will be procured using other than full and open competition. A RDSS and Brand Name Justification template can be found at <https://www.nssc.nasa.gov/simplifiedacquisition>.
- **Evaluation Criteria (If Applicable):** Most SAT purchases, especially for commercial items, are awarded on the basis of "low price, technically acceptable." However, if an award decision should be made on a best value-tradeoff between technical approach,

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management approach, past performance, etc., then draft evaluation criteria should be included in the PR package.

- **List of Government Furnished Property (If Applicable):** List of any Government property or services that will be provided to the contractor.

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APPENDIX C – PURCHASE REQUISITION (PR) INSTRUCTIONS

Use the following information when creating Purchase Requisition (PR) for SAT acquisitions that will be awarded at the NSSC.

Header Text:

Include the word “SAT” and NSSC SAT Acquisition SACP Ticket Number (if applicable).

Material Group:

Select the Material Group that best fits requested product or service.

P-Group:

IMPORTANT: Center PRs awarded by the NSSC will require the use of the following P-Group that is determined by your center:

AXA – ARC	
DXA – AFRC	CXA – GRC
GXA – GSFC	HXA – HQ
NXA – NMO	JXA – JSC
KXA – KSC	LXA – LaRC
MXA – MSFC	SXA – SSC

(The NSSC will not be able to receive your PR if this is not correct)

Purchasing Org: Must be NASA