

## SPS-I Quick Notes - Financial



This brochure contains important information about SPS-I business rules that effect the successful processing of interface documents. If users do not adhere to the following rules, their SPS-I documents will not be successfully processed. *This handout is not intended to replace service specific guidelines (i.e., CONOPS, OMG) but should be used in conjunction with those guidelines.*

### CAPS:

- The Vendor must have a unique CAGE code.
- The Vendor must be an approved and current vendor.
- The award must have at least one line item.
- Document or line items cannot be terminated.
- Funding must be supplied to the award by assigning a single funding strip to each line item.
- Positions 3 (Fiscal Year), 30-33 (Element of Resource), 54-59 (Account Processing Code), and 60-65 (Accounting Station Number) of the funding strip selected for the line item cannot be blank.
- The **Line Item Quantity** and **Unit Price** fields must be greater than or equal to zero.
- The **Line Item Number** field must be greater than or equal to zero.
- The **Line Item Exchange Rate** field cannot be blank.
- The **Line Item PR Number** field must be entered.
- A Shipping Address must be selected on the *Shipping* tab of the **Line Item Detail** window. This Shipping Address must have a unique Local Code.

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**Notes:** The Local Code of the Issuing Office must be equal to the Core Site UIC in the SPS-IM.

The Local Code of the Payment Office must be equal to the CAPS External Site UIC in the SPS-IM.

PR Web users should fill MDEP field with cost center code data.

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### IAPS:

- The Vendor must be an approved and current vendor.
- The **Line Item Quantity** and **Unit Price** fields cannot be blank.
- A valid NSN or Manufacturer's Part Number must be selected on the *Description* tab of the **Line Item Detail** window.
- The **MILSTRIP** field cannot be blank on the *Shipping* tab of the **Line Item Detail** window.
- The **PR Number** field cannot be blank on the *Local Info* tab of the **Line Item Detail** window.

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**Notes:** The Local Code of the Payment Office must equal the IAPS External Site DSSN discriminator.

NGB users: The Local Code of the Issuing Office must be equal to the Core Site UIC in the SPS-IM.

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### STARS:

- The Vendor must be an approved and current vendor.
- The **Line Item Quantity** and **Unit Price** fields cannot be blank or zero.
- Funding must be supplied to the award by assigning a single funding strip to each line item.
- The **MILSTRIP** field cannot be blank on the *Shipping* tab of the **Line Item Detail** window.