

PR Web Tips



Here are a few tips on successfully creating/routing requests in PRWeb. Please implement them.

Main Form Tab:

1. PR number should be formatted like this XXXXXX-XXXX-XXXX. With dashes and no spaces.
2. No need to fill in the DPAS Priority Rating.
3. Ensure that you enter a Priority.
4. Ensure that the Requesting Office box has your organization listed.
5. Ensure that you suggest a vendor. If the vendor that you want to suggest can't be found via the Suggested Vendor(s) box, enter the vendor information in the Extended Description box of the first Line Item.
6. If the paying office will be other than Lawton DFAS (Sill users) or Seaside DFAS (DLI and Huachuca users) enter the paying office name in the Comments box.
7. No carriage returns in the Comments box (can cause routing failures). Let the text wrap (use the spacebar to get it to wrap to a new line as necessary).

Line Item Tab:

1. Never select Contract Level Funding.
2. No carriage returns in the Extended Description box (Detail tab), let the text wrap as described for the Comments box above.
3. Add a POC and telephone number for your request in the Extended Description box.
4. Don't worry about the FSC, SIC or NAICS codes (Description tab).
5. Ensure that there is a shipping address (Shipping tab).

Routing:

In the Route to PD2 User box -

1. Sill users should route to SillPRWeb.
2. DLI users should route to POMPRWeb.

3. Huachuca users should route to HUAPRDKO-H, HUAPRDKO-L, or HUAPRDKO-LSmall as appropriate.

Thanks for your attention to this ...