

PROS

PARTS AND REPAIR ORDERING SYSTEM

PROS Application Suite User Guide

Current as of 1 July 2014

Air Force Security Assistance and Cooperation (AFSAC)

AFLCMC/WFALC

Parts and Repair Ordering System (PROS)

Program Office

The intent of this user guide is to provide a point of reference for customers. If there are any issues/concerns with the content, please contact the PROS MIS Lead (Tracy Carson).

1: Using AFSAC Online (<https://afsac.wpafb.af.mil/>), select *PROS Information* to access the drop down menu. Then select *PROS Applications*.

The screenshot shows the AFSAC Online website interface. At the top, it reads "AFSLCMC/WF Air Force Security Assistance and Cooperation (AFSAC) Directorate Wright Patterson AFB, Ohio 45433". On the left is a navigation menu with categories like "AFSAC Online Links", "Application Links", and "Financial Applications". Under "Financial Applications", the "PROS Applications" link is circled in red. The main content area features the Air Force LCMC logo and a "SCHEDULED OUTAGES-->" section. Below this, there are several bullet points and a paragraph of text providing information about business applications and SAMS queries.

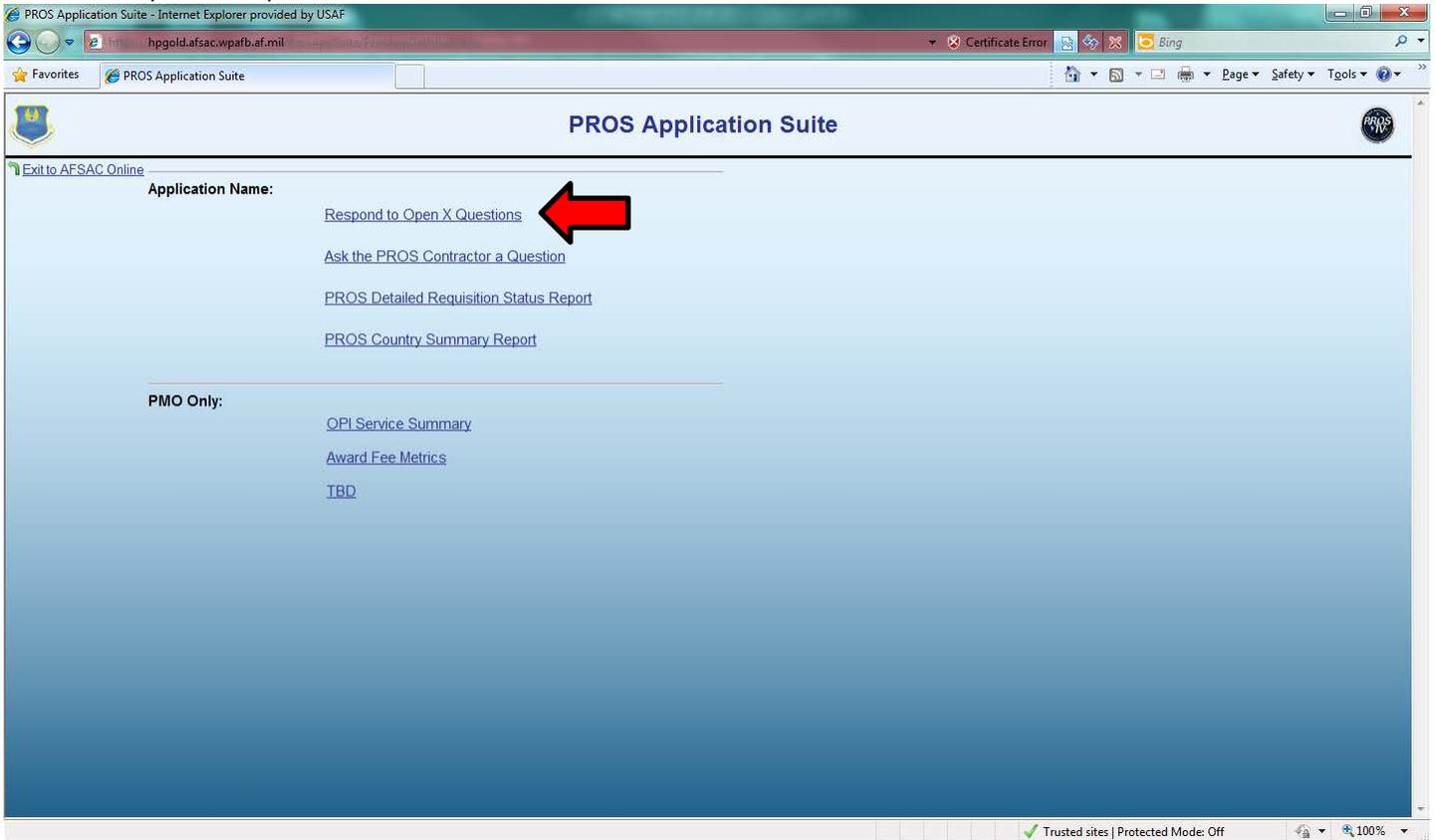
1a: Users will be directed to the *PROS Application Suite Dashboard*. Users can access some of the PROS Applications.

Note: Certain Applications are only available to the PROS PMO.

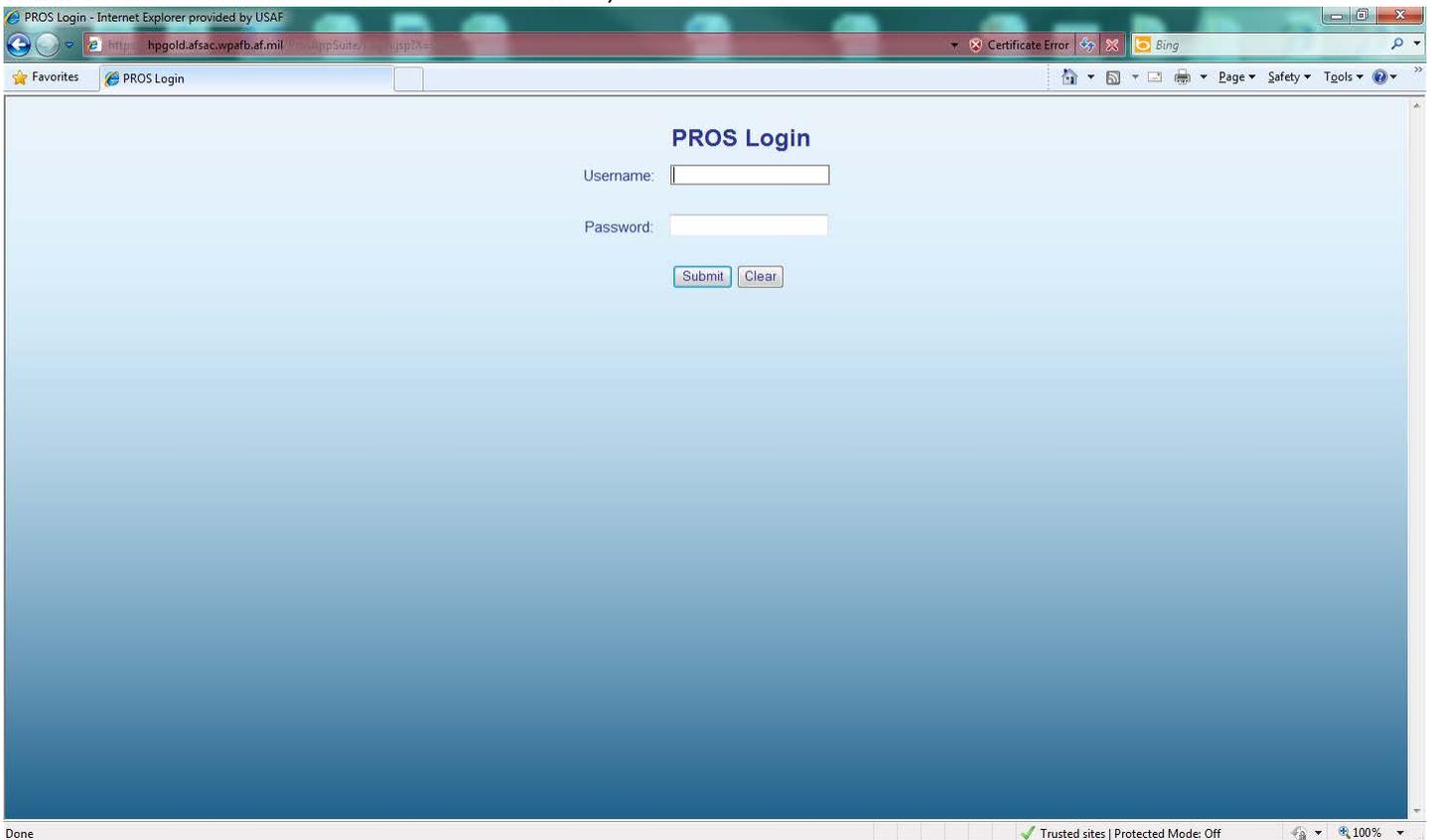
The screenshot displays the PROS Application Suite dashboard. It has a blue header with the "PROS Application Suite" title and a logo. Below the header, there is a section for "Application Name:" with several links: "Respond to Open X Questions", "Ask the PROS Contractor a Question", "PROS Detailed Requisition Status Report", and "PROS Country Summary Report". A second section, "PMO Only:", contains three links: "OPI Service Summary", "Award Fee Metrics", and "TBD". The page is viewed in Internet Explorer, and the status bar at the bottom indicates "Trusted sites | Protected Mode: Off".

PART I: Responding to Open X Questions

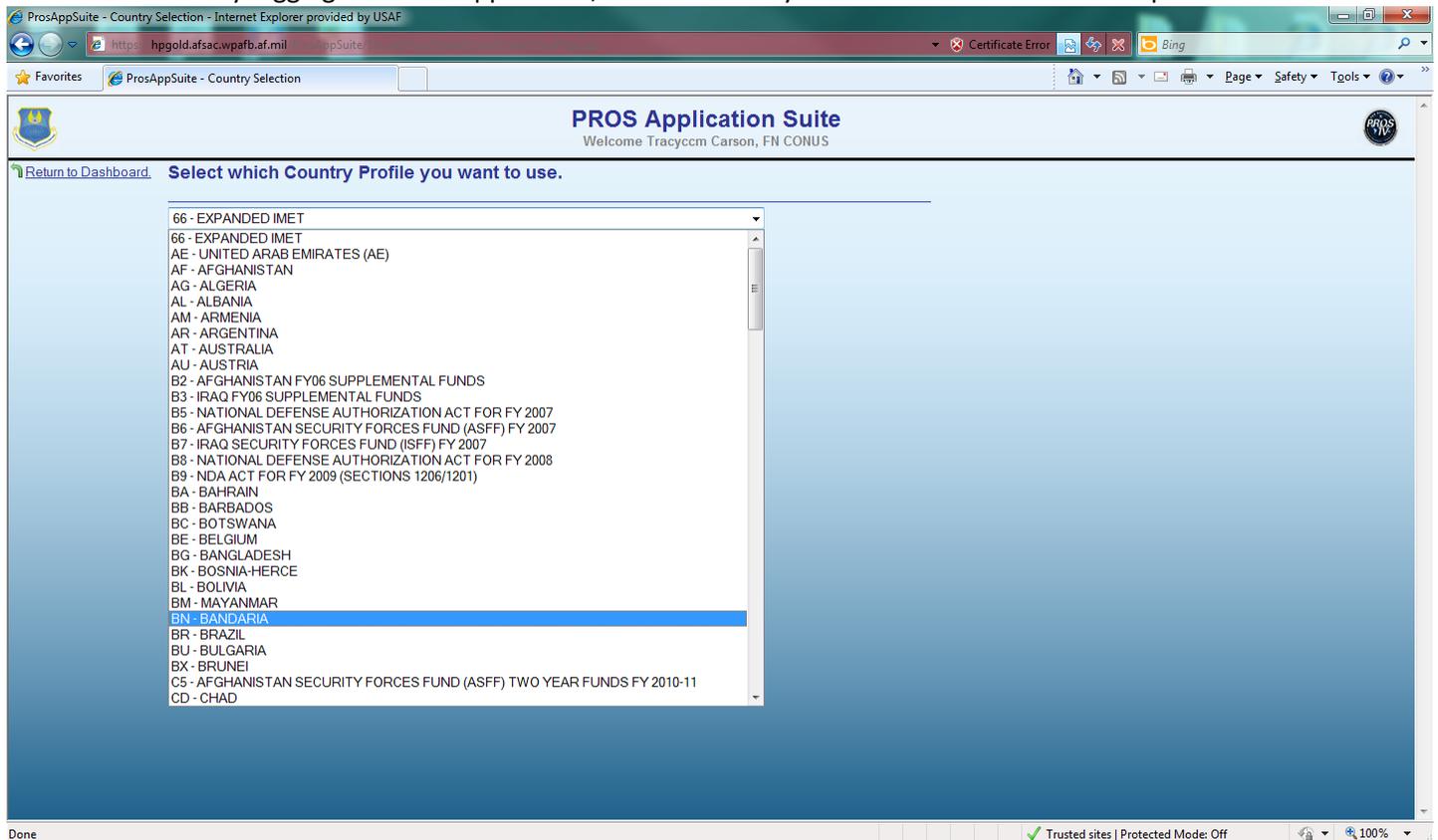
2: Select *Respond to Open X Questions*.



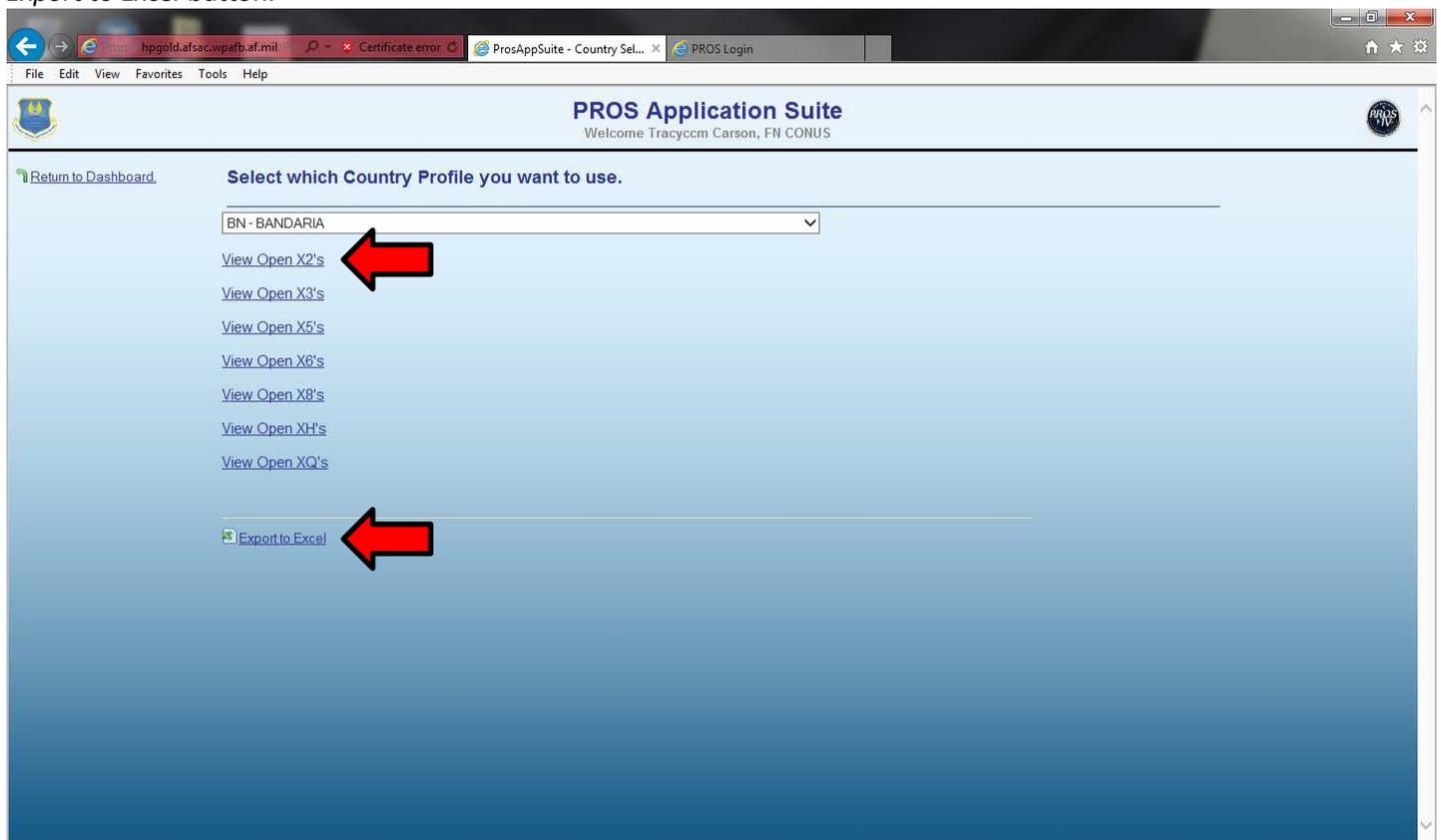
2a: Enter AFSAC Online Username and Password, select *Submit*.



3: After successfully logging on to the Application, select a Country Profile to access from the drop down menu.



4. After selecting a County Profile, links to Open X's categories are displayed based on what X Questions remain unanswered. Select an Open X category. **Note:** Users have the ability to export all Open X's to excel by clicking on the *Export to Excel* button.



Sample Export to Excel Report:

	Country	Case	Line Number	Doc Type	X DATE	Doc Id	LOS	Document Number	Days Old	Pending Cancellation	LAST STATUS CODE	CURRENT STATUS CODE
2	BN	QEB	002	X2	2012200	A05	U	DBNU4521280167	714	No	B8	PQ
3	BN	QEB	002	X5	2012201	A05	U	DBNU4521280167	713	No	B8	PQ
4	BN	QEB	002	X6	2012234	A05	R	DBNH4521672319	680	No	B8	PQ
5	BN	MPU	004	X8	2012254	C0R	U	DBN45422507600	660	No	IV	IV
6	BN	QEB	002	X3	2012347	A05	U	DBNH4521920206	567	No	R2	BZ
7	BN	QEB	002	X3	2012352	A05	R	DBNH4522150846	562	No	X2	BZ
8	BN	QEB	002	X2	2013044	A05	R	DBNH4521920856	504	No	B8	PQ
9	BN	SNY	046	X6	2013140	C0R	U	DBNQE421637863	408	No	X6	IV
10	BN	SAP	035	XK	2013238	A05	U	DBNA5423473159	310	No	R4	BV
11	BN	QEB	002	X2	2013247	A05	R	DBNH4522150846	301	No	X2	BZ
12	BN	QEM	002	X3	2013248	A05	R	DBNH4531081201	300	No	X3	BZ
13	BN	QAY	012	X6	2013316	C0R	U	DBNUE522398503	232	No	AC	IV
14	BN	QFG	003	XH	2013338	A05	R	DBNR5231910047	210	No	BH	BZ
15	BN	SAC	014	XK	2013344	A05	U	DBNE7531586801	204	No	XK	BV
16	BN	QFG	003	XH	2013350	A05	R	DBNR5231910060	198	No	XH	BZ
17	BN	MPU	004	XQ	2014013	C0R	U	DBN45422507600	170	No	IV	IV
18	BN	QEE	003	X3	2014016	A05	U	DBNH533537801	167	No	X3	BZ
19	BN	JYB	F1H	X6	2014023	A05	U	PBNP5N32190041	160	No	X6	BV
20	BN	QEM	002	X6	2014036	A05	R	DBNH4532891091	147	No	PQ	PQ

4a: A list of requisitions will be displayed that require a response by the customer. Document Numbers are listed based on the Days Old in descending order. **Note:** Users have the ability to only export the documents listed on each individual Open X tab to excel by clicking on the *Export to Excel* button. Users can also select the link *Goto XQ Page* to access the *Ask the PROS Contract a Question* Application.

PROS Application Suite
Welcome Tracyccm Carson, FN CONUS

Information Page

Return to Dashboard | **Goto XQ Page** | Return to Country Selection

X2 Data | X3 Data | X5 Data | X6 Data | X8 Data | XH Data | XQ Data

X2 (3) - request for country clarification, auto-cancels after 90 days. [Export to Excel](#)

Original X Date	Case	Line	LOS	Doc Id	Document	X Type	Days Old	Cancellation
2012-07-18	QEB	002	U	A05	DBNU4521280167	X2	714	
2013-02-13	QEB	002	R	A05	DBNH4521920856	X2	504	
2013-09-04	QEB	002	R	A05	DBNH4522150846	X2	301	

Sample *Export to Excel* Report for X2s only:

Country	Case	Line Number	Doc Type	X DATE	Doc Id	LOS	Document Number	Days Old	Pending Cancellation	LAST STATUS CODE	CURRENT STATUS CODE
BN	QEB	002	X2	2012200	A05	U	DBNU4521280167	677	No	B8	PQ
BN	QEB	002	X2	2013044	A05	R	DBNH4521920856	467	No	B8	PQ
BN	QEB	002	X2	2013247	A05	R	DBNH4522150846	264	No	X2	BZ

4b: Each Open X category has a tab. Customers can move between the categories by selecting the different tabs.

PROS Application Suite
Welcome Tracyccm Carson, FN CONUS

[Return to Dashboard](#) | [Goto XQ Page](#) | [Return to Country Selection](#)

Information Page

X2 Data | X3 Data | **X5 Data** | X6 Data | X8 Data | XH Data | XQ Data

X5 (3) - waiting on country price approval, auto-cancels after 60 days. [Export to Excel](#)

Original X Date	Case	Line	LOS	Doc Id	Document	X Type	Days Old	Cancellation
2012-07-19	QEB	002	U	A05	DBNU4521280167	X5	713	
2012-08-21	QEB	002	R	A05	DBNH4521672319	X5	680	
2014-02-05	QEM	002	R	A05	DBNH4532891091	X5	147	

5: To view details regarding an Open X, select a Document Number from the list.

The screenshot shows the 'Information Page' in the PROS Application Suite. At the top, there are navigation links: 'Return to Dashboard', 'Goto XQ Page', and 'Return to Country Selection'. Below these is a tabbed interface with tabs for 'X2 Data', 'X3 Data', 'X5 Data', 'X6 Data', 'X8 Data', 'XH Data', and 'XQ Data'. The 'X2 Data' tab is active, displaying a table with the following data:

X2 (3) - request for country clarification, auto-cancels after 90 days.								
Original X Date	Case	Line	LOS	Doc Id	Document	X Type	Days Old	Cancellation
2012-07-18	QEB	002	U	A05	DBNU4521280167	X2	714	
2013-02-13	QEB	002	R	A05	DBNH4521920856	X2	504	
2013-09-04	QEB	002	R	A05	DBNH4522150846	X2	301	

A red arrow points to the document number 'DBNH4522150846' in the third row of the table.

5a: Details regarding the Open X will be displayed for the selected Document Number, along with the narrative sent by the PROS Contractor.

The screenshot shows the 'Open X2 Details Page' in the PROS Application Suite. At the top, there are navigation links: 'Return to Dashboard' and 'Return to Previous Page'. Below these is a table with the following data:

Country	Case	Line	Document	NSN/PN	Quantity	Unit of Issue
BN	QEB	002	DBNH4522150846	M52-1	7	EA

Below the table is a 'Narrative' section with a text area containing the following text:

Current Status: X2
 FROM: S/K Aerospace
 TO: BillyBob@airforce.mil.bn
 CC: aficmc.wfyc@wpafb.af.mil
 Date: Wed Sep 4 07:49:42 GMT-0400 2013
 Subject: REQS NO DBNH4522150846 DOC TYPE X2

FMS CASE/SUBCASE: XXX 002
 NOUN: SHAFT ASSEMBLY
 PN/NSN: R196M52-1
 LOS: R
 NARRATIVE WRITTEN BY: MDD: CD6 NAME: PROS CONTRACTOR
 Page: 49 OFFICE: SCP DATE: 04 SEP 13 (13247)

A red arrow points to the narrative text area. Below the narrative is a 'Response' section with a large empty text area. At the bottom of the page, there are two buttons: 'Submit Response' and 'Cancel Requisition'.

6: Customer has the following options for X2s, X3s, X5s, and XHs:

6a: Accept/respond back to the PROS Contractor: Customer will type their response in the *Response* box (applies to X2s only) or the *Acceptance Notes* box (applies to X3s, X5s, and XHs only). Select *Submit Response* or *Accept* to post applicable R_ status code and narrative in SAMIS, status code and narrative will automatically be staged and passed to the PROS Contractor overnight. **Note: Customer responses are limited to a single page of narrative.**

PROS Application Suite
Welcome Tracyccm Carson, FN CONUS

[Return to Dashboard](#) [Return to Previous Page](#)

Open X2 Details Page, (Request for country clarification, auto-cancels after 90 days.)

Country	Case	Line	Document	NSN/PN	Quantity	Unit of Issue
BN	QEB	002	DBNH4522150846	M52-1	7	EA

Narrative:

```

Current Status: X2
FROM: S/K Aerospace
TO: BillyBob@airforce.mil.bn
CC: aficmc.wfyyc@wpafb.af.mil
Date: Wed Sep 4 07:49:42 GMT-0400 2013
Subject: REQS NO DBNH4522150846 DOC TYPE X2

FMS CASE/SUBCASE: XXX 002
NOUN: SHAFT ASSEMBLY
PN/NSN: R196M52-1
LOS: R
NARRATIVE WRITTEN BY: MDD: CD6      NAME: PROS CONTRACTOR
Page: 49      OFFICE: SCP      DATE: 04 SEP 13 (13247)
    
```

Response:

Type answer/response here.

26 of 702 characters, 676 left
Lines used: 1

Submit Response Cancel Requisition

6a.1: Once the user selects *Submit Response* or *Accept*, the Document Number will no longer appear on the list.

PROS Application Suite
Welcome Tracyccm Carson, FN CONUS

[Return to Dashboard](#) [Goto XQ Page](#) [Return to Country Selection](#)

Information Page

X2 Data X3 Data X5 Data X6 Data X8 Data XH Data XQ Data

X2 (2) - request for country clarification, auto-cancels after 90 days. [Export to Excel](#)

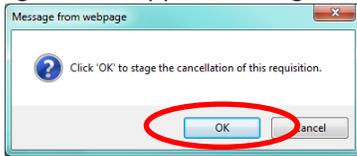
Original X Date	Case	Line	LOS	Doc Id	Document	X Type	Days Old	Cancellation
2012-07-18	QEB	002	U	A05	DBNU4521280167	X2	714	
2013-02-13	QEB	002	R	A05	DBNH4521920856	X2	504	

6b: Submit a cancellation request: If customer does not accept the price, alternate part number, termination charges, etc., select *Cancel Requisition*.

The screenshot shows the 'PROS Application Suite' interface. At the top, it says 'Welcome Tracyccm Carson, FN CONUS'. Below that, there are navigation links: 'Return to Dashboard' and 'Return to Previous Page'. The main content area is titled 'Open X6 Details Page, (Waiting on country price approval, auto-cancels after 60 days.)'. It contains a table with columns: Country (BN), Case (QEB), Line (002), Document (DBNH4521672319), NSN/PN (1A), Quantity (20), and Unit of Issue (EA). Below the table is a 'Narrative' field with a scrollable text area containing the following text:
XXXXXXXX RG630AA0066 2341754 MTMS-UUUU--RD00105 XXXXXXX XXXXXXX
ZNR UUUUU
R 211754Z AUG 12
FM S AND K AEROSPACE LLC WARNER ROBINS GA
TO RD00105/AFSAC WRIGHT PATTERSON AFB OH/IARMA/
XXXXXXXX/ABC AF FMS BBBGU YYY
INFO XXXXXX/ABC AF FMS ZZZAA YYY
BT
UNCLAS
SUBJECT: REQS NO DBNA4521672319 DOC TYPE X5
FMS CASE/SUBCASE: QEB 002
NOUN: RELAY
NARRATIVE WRITTEN BY: MDD: CD6 NAME: PROS CONTRACTOR

Below the narrative is an 'Acceptance Note: (no modifications are authorized)' field with the text: 'Customer can either type a response for cancelling the requisition or leave blank.' At the bottom, there are two buttons: 'Accept' and 'Cancel Requisition', with the latter circled in red.

6b.1: A dialog box will appear stating, "Click OK to stage the cancellation of this requisition."



6b.1.1: Customers selects *OK* to continue with the cancellation; which will automatically post a SAMIS narrative stating "Customer has requested that this requisition be cancelled", along with an AC Cancellation and close the Open X. Customer will be directed back to the list of Document Numbers, but will now see "Pending" under the Cancellation column. Any Document Number with "Pending" can no longer be selected.

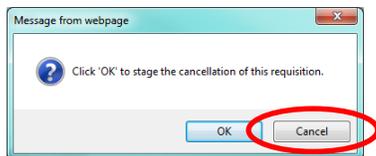
The screenshot shows the 'PROS Application Suite' interface. At the top, it says 'Welcome Tracyccm Carson, FN CONUS'. Below that, there are navigation links: 'Return to Dashboard', 'Goto XQ Page', and 'Return to Country Selection'. The main content area is titled 'Information Page'. It contains a table with tabs: X2 Data, X3 Data, X5 Data, X6 Data, X8 Data, XH Data, and XQ Data. Below the tabs, there is a summary row: 'X5 (2) - waiting on country price approval, auto-cancels after 60 days.' and an 'Export to Excel' button. The main table has columns: Original X Date, Case, Line, LOS, Doc Id, Document, X Type, Days Old, and Cancellation. The data rows are:
2012-07-19 | QEB | 002 | U | A05 | DBNU4521280167 | X5 | 713 |
2012-08-21 | QEB | 002 | R | A05 | DBNH4521672319 | X5 | 680 | Pending

A red arrow points to the 'Pending' status in the 'Cancellation' column of the second row.

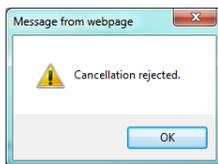
6b.1.1.2: Once the PROS Contractor responds to the Cancellation Request, the Document Number will no longer appear on the list.



6b.1.2: Customer selects *Cancel* to abort the cancellation request.



A dialog box will appear stating "Cancellation Rejected".



6b.1.2.1: Once the customer selects *OK*, the requisition will remain on the Open X list until action has been taken to provide a response or cancel the requisition.

7: Customer has the following options for X6s:

7a: If the requisition is a Supply (A01/A05) or Maintenance (COR) and the X6 is for termination charges, customer will have the option to either *Accept the Termination Charges* or *Proceed with Contract Award*. Both options will post the R6 status code and narrative in SAMIS, status code and narrative will automatically be staged and passed to the PROS Contractor overnight. **Note: Customer responses are limited to a single page of narrative.**

Response:

0 of 702 characters, 702 left
Lines used: 1

Accept Termination Costs

Proceed with Contract Award

7b: If the requisition is for Maintenance (COR) and the X6 is stating the asset is Beyond Economical Repair (BER), customer will have the option to either *Submit Disposition Instructions* or *Proceed with Repair*. Both options will post the R6 status code and narrative in SAMIS, status code and narrative will automatically be staged and passed to the PROS Contractor overnight. **Note: Customer responses are limited to a single page of narrative.**

Disposition Instructions:

0 of 702 characters, 702 left
Lines used: 1

Submit Distribution Instructions

Proceed with Repair

7c: If the requisition is for Maintenance (COR) and the X6 is stating the asset is Beyond Physical Repair (BPR), customer will only have the option to *Submit Disposition Instructions*. This option will post the R6 status code and narrative in SAMIS, status code and narrative will automatically be staged and passed to the PROS Contractor overnight. **Note: Customer responses are limited to a single page of narrative.**

Disposition Instructions:

0 of 702 characters, 702 left
Lines used: 1

Submit Distribution Instructions

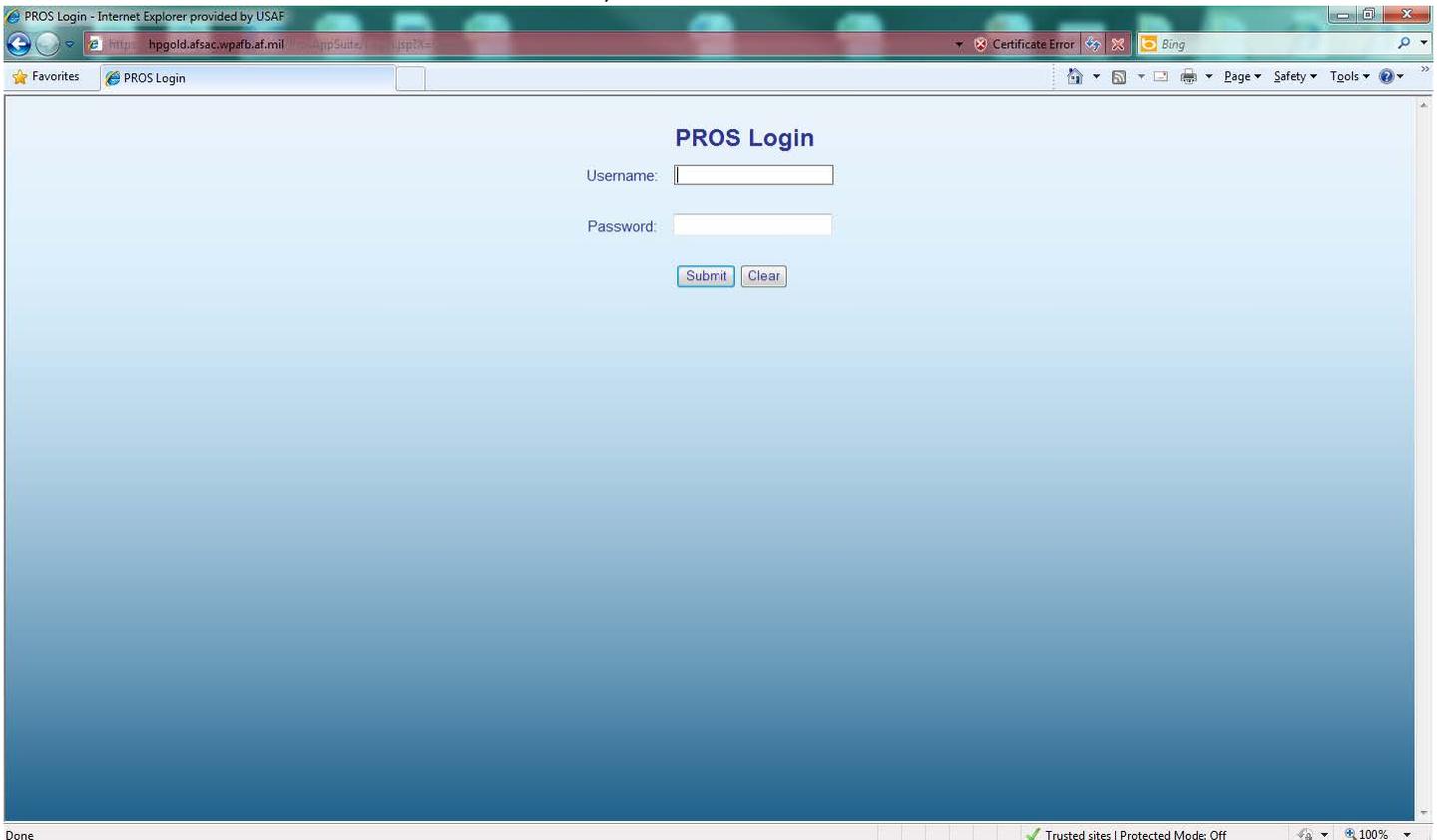
PART 2: Asking the PROS Contractor a Question

8: Select *Ask the PROS Contractor a Question*. Customers can also use the *Goto XQ Page* link referenced above.



The screenshot shows the PROS Application Suite interface in Internet Explorer. The browser address bar displays the URL <http://hpgold.afsac.wpafb.af.mil/ProsAppSuite/ProsAppMain.aspx>. The page title is "PROS Application Suite". Under the heading "Application Name:", there are four links: "Respond to Open X Questions", "Ask the PROS Contractor a Question" (highlighted with a red arrow), "PROS Detailed Requisition Status Report", and "PROS Country Summary Report". Under the heading "PMO Only:", there are three links: "OPI Service Summary", "Award Fee Metrics", and "TBD". The status bar at the bottom indicates "Trusted sites | Protected Mode: Off" and "100%".

8a: Enter AFSAC Online Username and Password, select *Submit*.

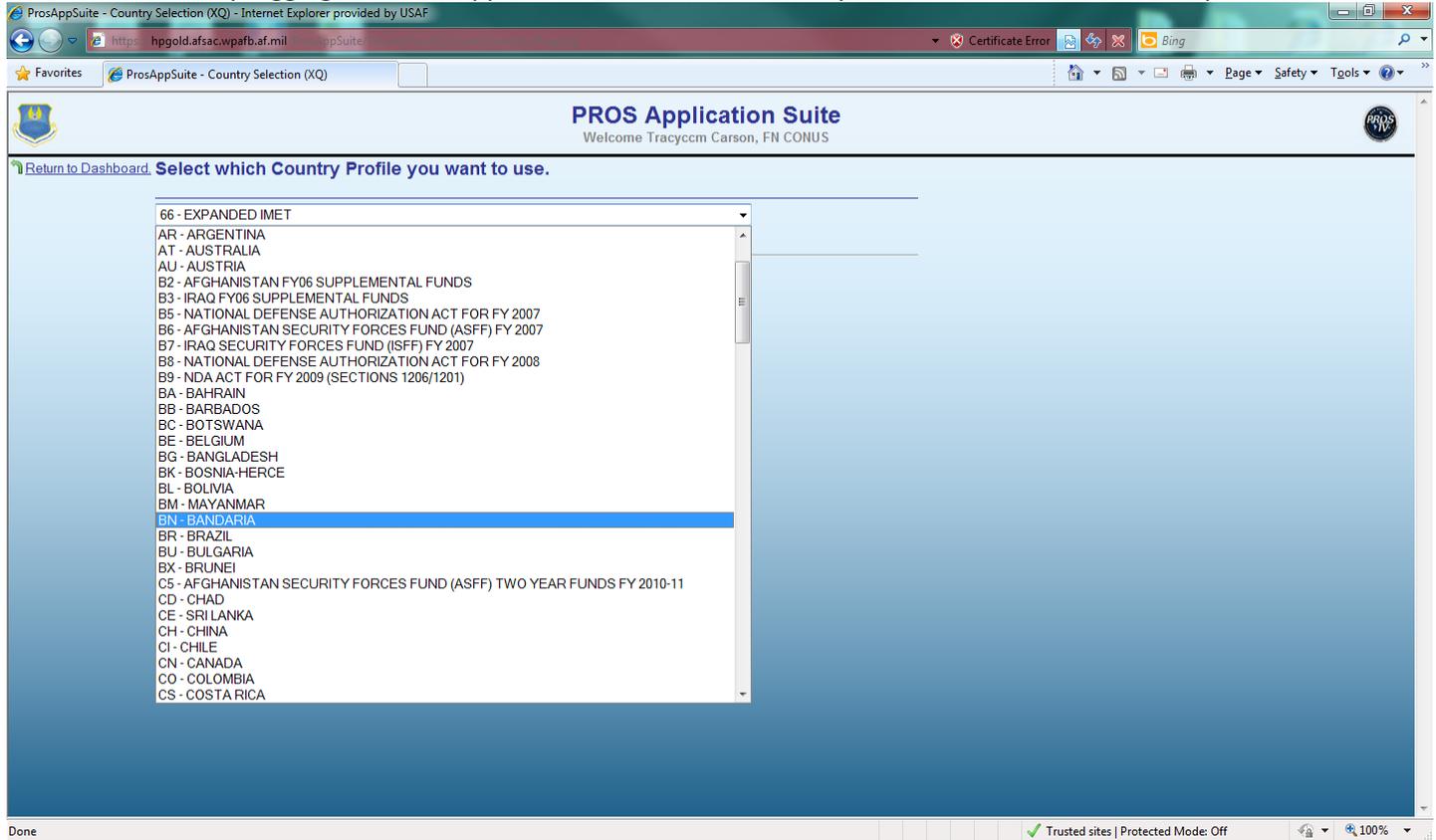


The screenshot shows the PROS Login page in Internet Explorer. The browser address bar displays the URL <http://hpgold.afsac.wpafb.af.mil/ProsAppSuite/ProsAppLogin.aspx>. The page title is "PROS Login". The page contains a login form with the following fields and buttons:

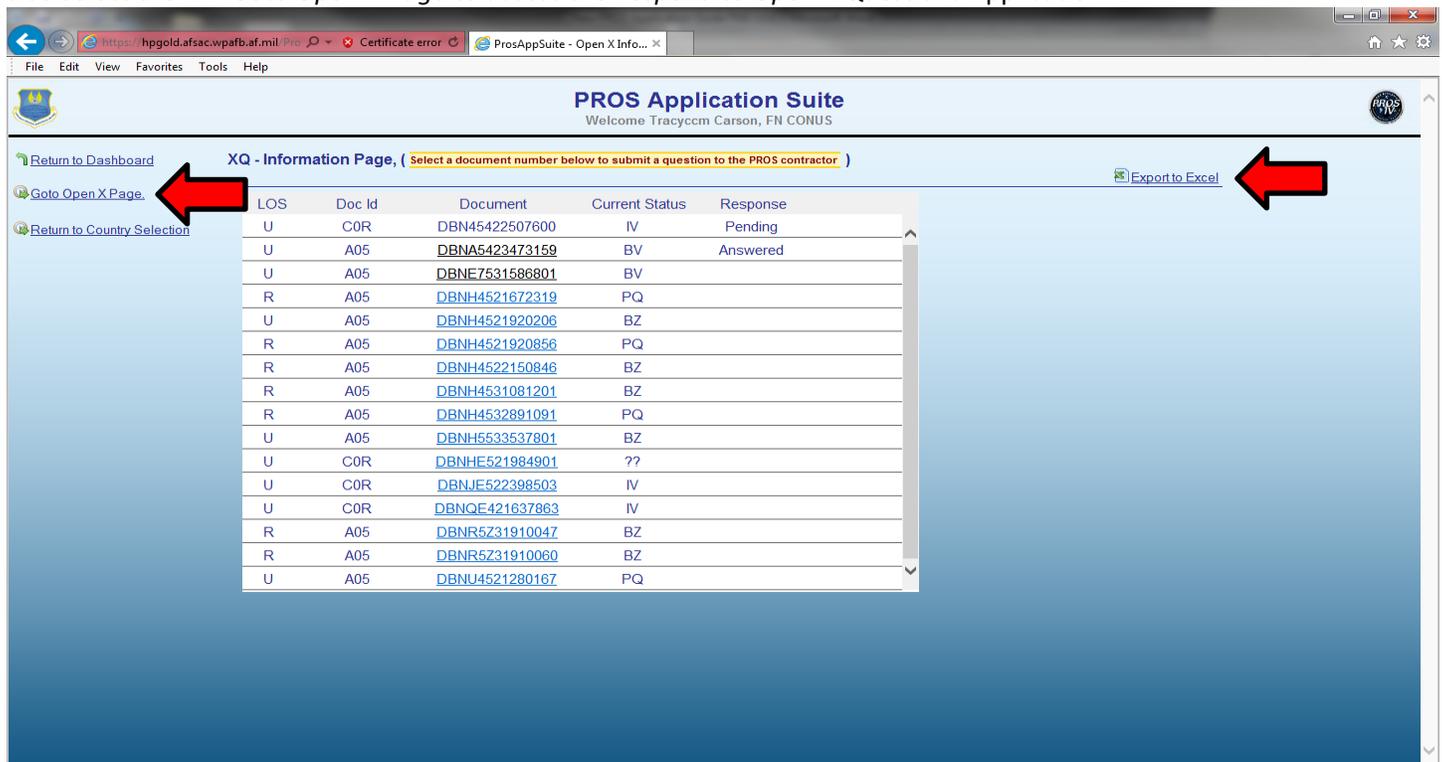
- Username:
- Password:
- Submit button
- Clear button

The status bar at the bottom indicates "Trusted sites | Protected Mode: Off" and "100%".

9: After successfully logging on to the Application, select which Country Profile to access from the drop down menu.



10. After selecting a Country Profile and the next button, a list of all Open Document Numbers will be displayed alphabetically. Customers are only allowed to submit **ONE** question per requisition at a time. All Document Numbers will remain on the list until they show *Completed* in SAMIS. **Note:** Users have the ability to export all Document Numbers to excel that have "Pending" or "Answered" under the response column by clicking on the *Export to Excel* button. Users can also select the link *Goto Open X Page* to access the *Respond to Open X Questions* Application.



Sample Export to Excel Report:

	1	2	3	4	5	6	7	8	9	10	11	12	13
	Country	Case	Line Number	Doc Type	XQ DATE	Doc Id	LOS	Document Number	Days Old	Response	LAST STATUS CODE	CURRENT STATUS CODE	
1	BN	SAP	035	XQ	2014013	A05	U	DBNA5423473159	133	Answered	R4	BV	
3	BN	MPU	004	XQ	2014013	C0R	U	DBN45422507600	133	Pending	IV	IV	
4													
5													
6													
7													
8													
9													
10													
11													
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27													

10a: Select a *Document Number* from the list to submit a question. **Note:** Document Numbers with a “Pending” response cannot be accessed until it has been answered.

PROS Application Suite
Welcome Tracyccm Carson, FN CONUS

XQ - Information Page, (Select a document number below to submit a question to the PROS contractor)

LOS	Doc Id	Document	Current Status	Response
U	C0R	DBN45422507600	IV	Pending
U	A05	DBNA5423473159	BV	Answered
U	A05	DBNE7531586801		
R	A05	DBNH4521672319	PQ	
U	A05	DBNH4521920206	BZ	
R	A05	DBNH4521920856	PQ	
R	A05	DBNH4522150846	BZ	
R	A05	DBNH4531081201	BZ	
R	A05	DBNH4532891091	PQ	
U	A05	DBNH5633537801	BZ	
U	C0R	DBNHE521984901	??	
U	C0R	DBNJE522398503	IV	
U	C0R	DBNQE421637863	IV	
R	A05	DBNR5231910047	BZ	
R	A05	DBNR5231910060	BZ	
U	A05	DBNU4521280167	PQ	

11: Customer will type question in the text box. Select *Submit Question* to post the XQ status and narrative in SAMIS; the XQ and narrative will automatically be staged and passed to the PROS Contractor overnight.

The screenshot shows the 'PROS Application Suite' interface. At the top, it says 'Welcome Tracyccm Carson, FN CONUS'. Below that, there are navigation links: 'Return to Dashboard' and 'Return to Previous Page'. The main heading is 'XQ - Information Page, (Only one outstanding question is allowed at any time)'. Below this is a table with the following data:

Country	Case	Line	Document	Current Status	Quantity	Unit of Issue
BN	SAC	014	DBNE7531586801	BV	2	EA

Below the table is a text input area labeled 'Enter Your Question:' with a placeholder 'Type question here.'. A red arrow points to this text box. At the bottom of the page, a 'Submit Question' button is circled in red.

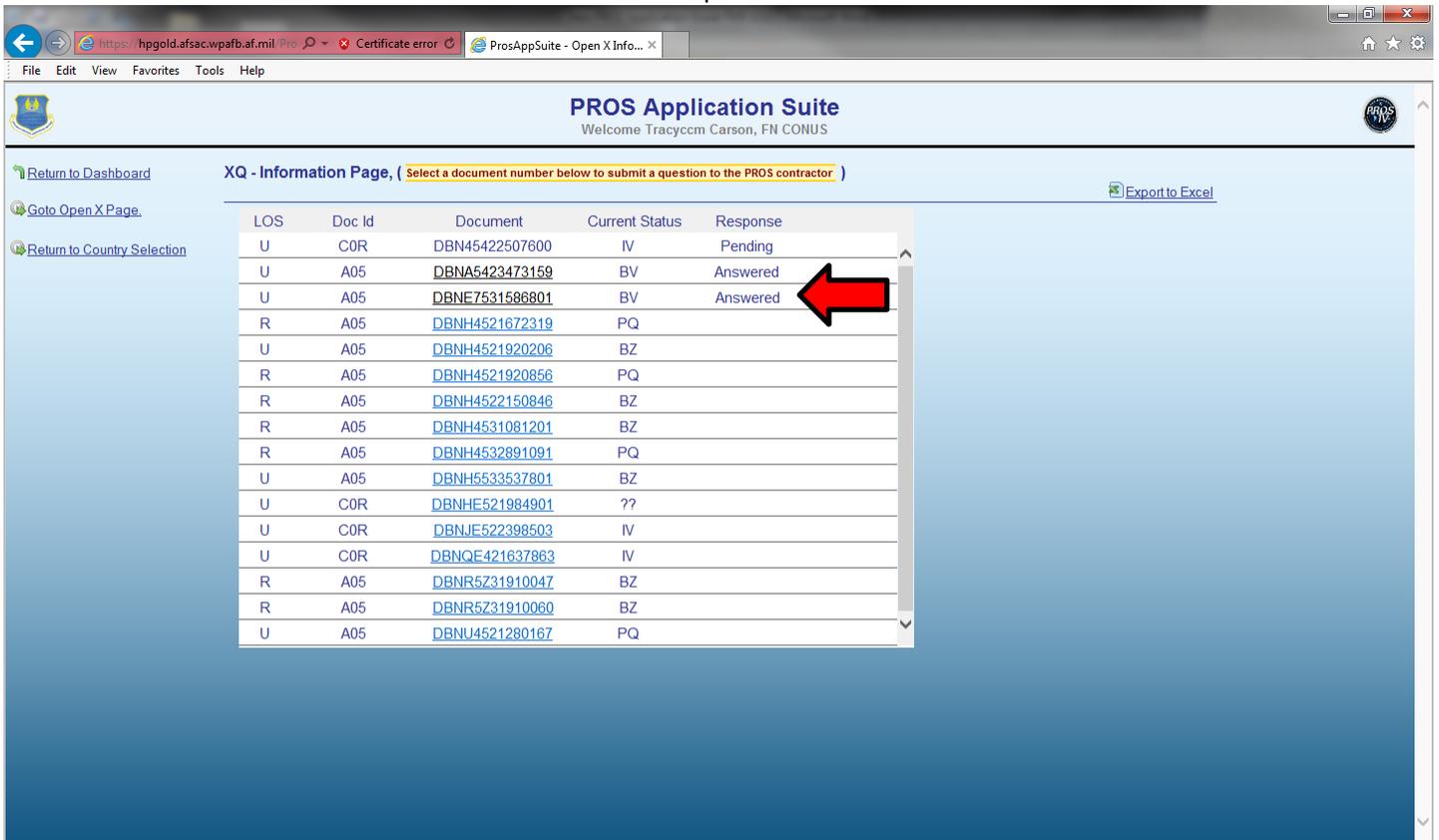
11a: Customers will be returned to *the Open Document List Page* and see "Pending" under the *Response* column.

The screenshot shows the 'PROS Application Suite' interface. At the top, it says 'Welcome Tracyccm Carson, FN CONUS'. Below that, there are navigation links: 'Return to Dashboard', 'Goto Open X Page', and 'Return to Country Selection'. The main heading is 'XQ - Information Page, (Select a document number below to submit a question to the PROS contractor)'. There is an 'Export to Excel' link on the right. Below this is a table with the following data:

LOS	Doc Id	Document	Current Status	Response
U	C0R	DBN45422507600	IV	Pending
U	A05	DBNA5423473159	BV	Answered
U	A05	DBNE7531586801	BV	Pending
R	A05	DBNH4521672319	PQ	
U	A05	DBNH4521920206	BZ	
R	A05	DBNH4521920856	PQ	
R	A05	DBNH4522150846	BZ	
R	A05	DBNH4531081201	BZ	
R	A05	DBNH4532891091	PQ	
U	A05	DBNH533537801	BZ	
U	C0R	DBNHE521984901	??	
U	C0R	DBNJE522398503	IV	
U	C0R	DBNQE421637863	IV	
R	A05	DBNR5231910047	BZ	
R	A05	DBNR5231910060	BZ	
U	A05	DBNU4521280167	PQ	

A red arrow points to the 'Pending' response in the second row of the table.

11b: Once the PROS Contractor provides a response, the “Pending” will convert to “Answered”. Customer will now be able to select the Document Number to submit another question.



The screenshot shows the PROS Application Suite interface. The browser address bar displays the URL <https://hpgold.afsac.wpafb.af.mil/Pros>. The page title is "PROS Application Suite" with a welcome message for Tracyccm Carson, FN CONUS. The main content area is titled "XQ - Information Page, (Select a document number below to submit a question to the PROS contractor)". On the left, there are navigation links: "Return to Dashboard", "Goto Open X Page", and "Return to Country Selection". On the right, there is an "Export to Excel" link. The central table lists document information with columns for LOS, Doc Id, Document, Current Status, and Response. A red arrow points to the "Answered" status in the second row.

LOS	Doc Id	Document	Current Status	Response
U	C0R	DBN45422507600	IV	Pending
U	A05	DBNA5423473159	BV	Answered
U	A05	DBNE7531586801	BV	Answered
R	A05	DBNH4521672319	PQ	
U	A05	DBNH4521920206	BZ	
R	A05	DBNH4521920856	PQ	
R	A05	DBNH4522150846	BZ	
R	A05	DBNH4531081201	BZ	
R	A05	DBNH4532891091	PQ	
U	A05	DBNH5533537801	BZ	
U	C0R	DBNHE521984901	??	
U	C0R	DBNJE522398503	IV	
U	C0R	DBNQE421637863	IV	
R	A05	DBNR5231910047	BZ	
R	A05	DBNR5231910060	BZ	
U	A05	DBNU4521280167	PQ	