```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND5102MA / ND5102PA            RECEIPT TRANSACTION - T02               17:14:05
                                       REC                              MSXXX

 Prop Case No: 804101 1060C171          Item ID: 02            Current Qty: 25
 Local Ref No:                                 Turn-In Doc No:
 Item Name/Desc: COMPUTER, DIGITAL               /
 ECN:                                   Cust Acct No: 33001    CC: A4
 Current Acq Cost: 2500.00              Unit Of Measure: EA
 Compone
                ND5100MD
                        GSA Withdrawal Approval Date:  **  **  ****

                Withdrawal/Correction Narrative:
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________

                      Enter 'C' to Cancel: _
Navigation: ____________________________________________________
 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
       HELP  LOPF  PREV  RVW   CNCL                    CLEAR             EXIT
```

INPUT DATA

- Withdrawal/Correction Narrative
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**. NPDMS displays the SCREENING TIMEFRAMES (ND5102MB) screen. If you enter **C** to Cancel, NPDMS displays the RECEIPT TRANSACTION (ND5102MA).
- NPDMS then returns to the RECEIPT TRANSACTION (ND5102MA) screen and displays the message *‘N Entry Reference Number Assigned is: N10’.* The user may enter the Next Case No and optionally the Next Case No. The case record is updated with the receipt data and the following transactions are generated: an A02 (Adjustment) if adjustment data is entered and a T02 Receipt.

4.8.5 Transaction Processing For Sales

The Transaction subsystem provides the capability to record Sales of NASA Property on the NPDMS Data Base using the following process:

1. The cases are assigned to a lot;
2. The bidders’ information is stored in the data base for Sealed Bids; and
3. An award is made and recorded.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the NPDMS Main Menu (NDO000MB), type 5 at Enter Selection to access the Transaction Menu.
- Press **<Enter>**.

The Transaction menu (ND5000MA) screen is displayed.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND5000MA / ND5000PA                TRANSACTION MENU                    17:26:15
                                      TX                               MSXXX
                        Selections:

    1  Add                              8  Reversal
    2  Change                           9  Convert Case to Component
    3  Delete                          10  Convert Component to Case
    4  Receipt                         11  Enter SRD and GSA Control No
    5  Sales                            ?  In any field for Help
    6  Exchange (Trade-In)              .  Exit Transaction Process
    7  Freezes and Dispositions
       (Includes Scrap and Surveys)

    Enter Selection: __
    Prop Case No:    804101 ________                        Item Id: __
    ECN:             _______                            Cust Acct No: _____
    ERN:             __________   (For Reversal only)
    Trans Id:        ____         (Process Final Disposition w/o Freeze)

Navigation:  ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV  RVW   CNCL                    CLEAR             EXIT
```

INPUT DATA

- Enter Selection input value = **5**
- Press **<Enter>**.
- The SALES PROCESS MENU (ND4900MA) is displayed.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4900MA / ND4900PA                SALES PROCESS MENU                  17:27:06
                                       SA                              MSXXX

                    1  Add - Sale
                    2  Change - Sale
                    3  Enter Sealed Bids (Local Sale Only)
                    4  Change Sealed Bids (Local Sale Only)
                    5  Add - Awardee
                    6  Change - Awardee (Sealed Bid Local Sale)
                    7  Close Lot (Sealed Bid Local Sale)
                    8  Single Case Sale
                    9  Cancel/Reschedule - Sale
                   10  Reversal - Sale

         Enter Selection:  __  Select Selling Agent:  LOCAL  _   GSA  _

  Contract Prop Removal Date:  __  __  ____    Payment Due Date:  __  __  ____
             Sale No of Prop:  _____________    Lot No of Prop:  ____
                Prop Case No:  804101  ________         Item Id:  __
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Enter Selection — input value = **1 - 10**
- Select Selling Agent
- Local — input value = **Y** or **blank**
- GSA — input value = **Y** or **blank**
- Contract Prop Removal Date — input format = **MM/DD/YYYY**
- Payment Due Date — input format = **MM/DD/YYYY**
- Sale No of Prop (optional)
- Lot No of Prop (optional)
- Prop Case No (optional)
- Item Id (optional)

NOTE: The above fields that are listed as optional may be mandatory depending on the selection and the selling agent. Mandatory and optional field details are stated in the specific sales processes that follow this section.

4.8.5.1 Add A New Sale

This process allows the user to create a new lot or add cases to an existing lot for a specific Sale Number of Property being sold by GSA or NASA.

NOTE: Disposition of property transferred to GSA for further disposal processing (T12 transaction), not sale, is recorded in NPDMS.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: There is a direct relationship between the number of records involved in the processing and the time it takes to complete the process, i.e., the more records the longer time it takes to complete the processing.

The process is broken down into three steps: (1) the Case Numbers and Item Ids are entered and verified; (2) the Sale Quantities are entered and verified; and (3) the upset price is entered.

- From the SALES PROCESS MENU (ND4900MA), type **1** at Enter Selection; **X** at Local or **X** at GSA; Contract Prop Removal Date; Payment Due Date; if GSA Sale, type the Sale No of Prop and Lot No of Prop.

- Press **<Enter>**. NPDMS displays the appropriate data on the ADD SALE PROCESS screen (ND4910MA), and places the cursor at the first input field.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                   17:28:41
                                       SA                              MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ______________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
             Qty   Qty                  Qty   Qty                  Qty   Qty
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____

Sale Method: _  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost:                 Upset Price: _____________  Add More Cases: _

Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Sale Date — input format = **MM/DD/YYYY**
- Approved by
  - (Sale Contracting Officer)
  - Case #
  - Id (only for Component Systems)
- Sale Method — input values = **1**, **2**, **3**, **4** or **5**
- Press **<Enter>**.

- The system verifies the Case Numbers and Item Ids that are entered, and re-displays the ADD SALE PROCESS screen (ND4910MA) with the message *'Sale Quantity May Be Adjusted for Each Case Number Added'*.

Appropriate data fields are populated and displayed by the system. The ADD SALE PROCESS screen (ND4910MA) displays the available quantity and sale quantity for each Case Number entered, and calculates and displays the Total Acq Cost. The user may change the displayed sale quantity.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                    17:28:48
                                       SA                               MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ______________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
             Qty   Qty                  Qty   Qty                  Qty   Qty
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____

Sale Method: _  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost:                 Upset Price: _____________  Add More Cases: _

Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Sale Qty
- Press **<Enter>**.

- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- The system calculates the Total Acq Cost and re-displays the ADD SALE PROCESS screen (ND4910MA) with the cursor at the Add More Cases field. If a Local Sale is being added, the system generates a new sale number and lot number.
- Add More Cases input value = **Y** or **N**
- Press **<Enter>**.
- If the user enters a **Y** in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the ADD SALE PROCESS screen (ND4910MA) as described above.
- If the user enters an **N** in the Add More Cases field, the system displays the ADD SALE PROCESS screen (ND4910MA) with the message *'Enter Optional Upset Price'.*

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                    17:28:45
                                       SA                               MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ______________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
             Qty   Qty                   Qty   Qty                  Qty   Qty
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____

Sale Method: _  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost:                 Upset Price: _____________  Add More Cases: _

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Upset Price
- Add More Cases input value = **Y** or **N**
- Press **<Enter>**.

The system creates the appropriate freeze transactions for each Case Number added. The case file record for each Case Number is updated indicating that a freeze exists.

If the user enters a Y in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the ADD SALE PROCESS screen (ND4910MA), as described above.

If the user enters a N in the Add More Cases field, the system displays a pop-up window (ND4910MB) and allows the user to add another lot to the current sale.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                    17:38:25
                                       SA                               MSXXX

Sale No of Prop: 80410120010018  Lot No of Prop: 0001   Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ____________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
         +-------------------------------------------------------+ ty   Qty
 1060C171 !                                                      !      ____
 ________ !  ND4910MB                                            !      ____
 ________ !                                                      !      ____
 ________ !  Do you wish to enter more lots for this sale (Y/N):  _ !      ____
 ________ !           For GSA Sale, Enter Next Lot No: ____      !      ____
 ________ +-------------------------------------------------------+      ____
 ________ __       _____     ________ __       _____    ________ __       ____

Sale Method: 1  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost: 50000.00       Upset Price: 30.00________  Add More Cases: N

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Enter More Lots for this sale input value = **Y** or **N**
- For GSA Sale, Enter Next Lot No
- Press **<Enter>**.

- If **Y** is entered at the (Y/N) field, the ADD SALE PROCESS (ND4910MA) screen is displayed, retaining the Sale No of Prop, Sale Date, Approved by (Sale Contracting Officer), and Sale Method. This allows the user to enter Case Numbers for a new Lot, following the three-step procedure as outlined above.
- If **N** is entered at the (Y/N) field, the user is returned to the SALES PROCESS MENU (ND4900MA). The message, '*Sale Added Successfully',* is displayed if any are added.
- Add A New Lot To An Existing Sale
- This process allows the user to Add a New Lot to an Existing Local or GSA Sale. If new lots are added after the sale date, the system displays a warning message.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

- **NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field,

NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: There is a direct relationship between the number of records involved in the processing and the time it takes to complete the process, i.e., the more records the longer time it takes to complete the processing.

- From the SALES PROCESS MENU (ND4900MA), type **1** at Enter Selection; **X** at Local or **X** at GSA; Sale No of Prop; and if GSA Sale, Lot No of Prop.

- Press **<Enter>**. NPDMS displays the appropriate data on the ADD SALE PROCESS screen (ND4910MA), and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                    17:40:29
                                       SA                               MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ____________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
             Qty   Qty                  Qty   Qty                 Qty   Qty
 ________ __       _____     ________ __       _____    ________ __       ____
 ________ __       _____     ________ __       _____    ________ __       ____
 ________ __       _____     ________ __       _____    ________ __       ____
 ________ __       _____     ________ __       _____    ________ __       ____
 ________ __       _____     ________ __       _____    ________ __       ____
 ________ __       _____     ________ __       _____    ________ __       ____
 ________ __       _____     ________ __       _____    ________ __       ____

Sale Method: _  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost:                Upset Price: _____________  Add More Cases: _

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Case #

- Id (only for Component Systems)

- Press **<Enter>**.

- The system verifies the Case Numbers and Item Ids that are entered, and re-displays the ADD SALE PROCESS screen (ND4910MA) with the message '*Sale Quantity May Be Adjusted for Each Case Number Added And The Total Acq Cost'.*

- Appropriate data fields are populated and displayed by the system. The ADD SALE PROCESS screen (ND4910MA) displays the available quantity and sale quantity for each Case Number entered. The user may change the displayed sale quantity.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                    17:40:25
                                        SA                              MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ______________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
              Qty   Qty                   Qty   Qty                  Qty   Qty
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____

Sale Method: _  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost:                Upset Price: _____________  Add More Cases: _

Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Sale Qty
- Press **<Enter>**.
- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- The system calculates the Total Acq Cost and re-displays the ADD SALE PROCESS screen (ND4910MA) with the cursor at the Add More Cases field. If a New Lot is being added to an Existing Local Sale, the system generates the next sequential lot number.
- Add More Cases input value = **Y** or **N**
- Press **<Enter>**.
- If the user enters a **Y** in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the ADD SALE PROCESS screen (ND4910MA) as described above.

- If the user enters a **N** in the Add More Cases field, the system displays the ADD SALE PROCESS screen (ND4910MA) with the message *'Enter Optional Upset Price'.*

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                    17:40:28
                                       SA                               MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ______________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
              Qty   Qty                   Qty   Qty                  Qty   Qty
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____

Sale Method: _  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost:                Upset Price: _____________  Add More Cases: _

Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Upset Price
- Add More Cases input value = **Y** or **N**
- Press **<Enter>**.

- The system creates the appropriate freeze transaction for each Case Number entered for the sale. The case file record for each Case Number is updated indicating that a freeze transaction exists.
- If the user enters a **Y** in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the ADD SALE PROCESS screen (ND4910MA), as described above.
- If the user enters a **N** in the Add More Cases field, the system displays a pop-up window (ND4910MB) and allows the user to add another lot to the current sale.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                    17:45:43
                                       SA                               MSXXX

Sale No of Prop: 80410120010019  Lot No of Prop: 0001   Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ____________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
          +-------------------------------------------------------+ ty   Qty
 5221S064 !                                                       !      ____
 ________ !  ND4910MB                                             !      ____
 ________ !                                                       !      ____
 ________ !  Do you wish to enter more lots for this sale (Y/N):  _ !      ____
 ________ !           For GSA Sale, Enter Next Lot No: ____       !      ____
 ________ +-------------------------------------------------------+      ____
 ________ __       _____     ________ __       _____    ________ __       ____

Sale Method: 1  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost: 696.00         Upset Price: 25.00________  Add More Cases: N

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- More Lots for this sale — input value = **Y** or **N**
- For GSA Sale, Enter Next Lot No
- Press **<Enter>**.
- If **Y** is entered at the (Y/N) field, the ADD SALE PROCESS screen (ND4910MA) is displayed, retaining the Sale No of Prop, Sale Date, Approved by (Sale Contracting Officer), and Sale Method. This allows the user to enter Case Numbers for a new Lot, following the three-step procedure, as outlined above.
- If **N** is entered at the (Y/N) field, the user is returned to the SALES PROCESS MENU (ND4900MA). The system displays the *'Lots Successfully Added To Sale A14'* message.

4.8.5.1.1 Add Additional Cases To An Existing Sale

This process allows the user to Add Additional Case Numbers to an Existing Local or GSA Sale. If new cases are added after the sale date, the system displays a warning message.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: There is a direct relationship between the number of records involved in the processing and the time it takes to complete the process, i.e., the more records the longer time it takes to complete the processing.

- From the SALES PROCESS MENU (ND4900MA), type 1 at Enter Selection, X at Local or X at GSA; Sale No of Prop; and, Lot No of Prop.

- Press <Enter>. NPDMS displays the appropriate data on the ADD SALE PROCESS (ND4910MA) screen, and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                    17:48:15
                                        SA                              MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ______________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
              Qty   Qty                   Qty   Qty                  Qty   Qty

 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____

Sale Method: _  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost:                 Upset Price: _____________  Add More Cases: _

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Case #

- Id (only for Component Systems)

- Press **<Enter>**.

- The system verifies the Case Numbers and Item Ids that are entered, and re-displays the ADD SALE PROCESS screen (ND4910MA) with the message '*Sale Quantity May Be Adjusted for Each Case Number Added'.*

- Appropriate data fields are populated and displayed by the system. The ADD SALE PROCESS screen (ND4910MA) displays the available quantity and sale quantity for each Case Number entered. The user may change the displayed sale quantity.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                    17:48:14
                                        SA                              MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ______________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
             Qty   Qty                  Qty   Qty                 Qty   Qty
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____

Sale Method: _  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost:                 Upset Price: _____________  Add More Cases: _

Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Sale Qty

- Press **<Enter>**.

- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- The system calculates the Total Acq Cost and re-displays the ADD SALE PROCESS screen (ND4910MA) with the cursor at the Add More Cases field.

- Add More Cases input value = **Y** or **N**

- Press **<Enter>**.
- If the user enters a **Y** in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the ADD SALE PROCESS screen (ND4910MA) as described above.
- If the user enters a **N** in the Add More Cases field, the system displays the ADD SALE PROCESS screen (ND4910MA) with the message *'Enter Optional Upset Price'.*

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                    17:48:18
                                        SA                              MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ______________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
              Qty   Qty                   Qty   Qty                  Qty   Qty
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____
 ________ __       _____    ________ __       _____   ________ __       ____

Sale Method: _  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost:                Upset Price: _____________  Add More Cases: _

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Upset Price
- Add More Cases input value = **Y** or **N**
- Press **<Enter>**.
- The system creates the appropriate freeze transactions for each Case Number entered for the sale. The case file record for each Case Number is updated indicating that a freeze transaction exists.
- If the user enters a **Y** in the Add More Cases field, the system allows more Case Numbers and Sale Quantities to be entered on the Add Sale Process screen, as described above.
- If the user enters a **N** in the Add More Cases field, the system displays a pop-up window (ND4910MB) and allows the user to add another lot to the current sale.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4910PA                ADD SALES PROCESS                    17:52:35
                                        SA                              MSXXX

Sale No of Prop: 80410120010020  Lot No of Prop: 0001   Sale Date: __  __  ___
Approved by (Sale Contracting Officer): ______________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sal
          +-------------------------------------------------------+ ty   Qty
 1060C171 !                                                       !      ____
 ________ !  ND4910MB                                             !      ____
 ________ !                                                       !      ____
 ________ !  Do you wish to enter more lots for this sale (Y/N):  _ !      ____
 ________ !           For GSA Sale, Enter Next Lot No: ____       !      ____
 ________ +-------------------------------------------------------+      ____
 ________ __       _____     ________ __       _____    ________ __       ____

Sale Method: 1  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost: 12500.00       Upset Price: 20.00________  Add More Cases: N

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Enter More Lots For This Sale input value = **Y** or **N**
- For GSA Sale, Enter Next Lot No
- Press **<Enter>**.
- If **Y** is entered at the (Y/N) field, the ADD SALE PROCESS screen (ND4910MA) is displayed, retaining the Sale No of Prop, Sale Date, Approved by (Sale Contracting Officer), and Sale Method. This allows the user to enter Case Numbers for a new Lot, following the three-step procedure, as outlined above.
- If **N** is entered at the (Y/N) field, the user is returned to the SALES PROCESS MENU (ND4900MA). The system displays the *'Lots Successfully Added To Sale A14'* message.

4.8.5.2 Change Sale

This process allows the user to perform the following for a specific Sale Number of Property that is being sold by GSA or NASA:

- Change a Lot
- Remove Lot from Sale (due to Default or No Bids)
- Remove Case Numbers from Lot

- Change Case Number Quantities.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

4.8.5.2.1 Remove Lot from Sale

This process allows the user to perform the associated functions for generating a Remove Lot From Sale due to defaults, no bids, and/or withdrawals/deletes to an existing Local or GSA Sale.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- From the SALES PROCESS MENU (ND4900MA), type **2** at Enter Selection; Sale No of Prop.

- Press **<Enter>**. NPDMS displays the appropriate data (Lot Numbers for the specified Sale Number) on the CHANGE SALE PROCESS screen (ND4920MA), and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4920MA / ND4920PA              CHANGE SALE PROCESS                    17:58:32
                                       SA                               MSXXX

Sale No of Prop: 80410120010021            Sale Date: __  __  ____
Select (using 'C') the Lot(s) you wish to Change.
Select (using 'W') the Lot(s) you wish to Withdraw/Delete.
Select (using 'D') the Lot(s) you wish to remove due to Defaults.
Select (using 'N') the Lot(s) you wish to remove due to No Bids.
    _  0001      _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Contr Prop Remvl Date: __  __  ____ Payment Due Date: __  __  ____ More Lots:
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Sale Date — input format = **MM/DD/YYYY**
- Select the Lot(s) you wish to Change,
  - — Withdraw, remove due to
  - — Defaults, or remove due to
  - — No Bids — input values = **C**, **W**, **D**, or **N**
- Sale Method — input values = **1**, **2**, **3**, **4** or **5**
- Contr Prop Remvl Date — input format = **MM/DD/YYYY**
- Payment Due Date — input format = **MM/DD/YYYY**
- More Lots — input value = **Y** or **N**
- Press **<Enter>**.
- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- If **Y** is displayed in the More Lots field, the system scrolls forward, displaying additional lots.

- If **N** is displayed in the More Lots field and no change has been made, the system returns the user to the SALES PROCESS MENU (ND4900MA).

- If the Sale Date or Sale Method is changed, the system requires a Description of Adjustments to be entered. The following pop-up window (ND4970MB) is displayed:

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4920MA / ND4920PA              CHANGE SALE PROCESS                    17:58:33
                                       SA                               MSXXX

Sale No  +-------------------------------------------------------------+
Select ( !                                                              !
Select ( ! ND4970MB                                                     !
Select ( !                                                              !
Select ( !    Sale Adjustments have been made.                          !
    _  0 !    Description of Adjustments is required.                   !
    _    !                                                              !
    _    !  ************************************************************ !
    _    !  ____________________________________________________________ !
    _    !  ____________________________________________________________ !
    _    !  ____________________________________________________________ !
    _    !                                                              !
    _    !              Enter 'C' to Cancel:  _                         !
         +-------------------------------------------------------------+
Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Contr Prop Remvl Date: __  __  ____ Payment Due Date: __  __  ____ More Lots:
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Description of Adjustments is Required

- Enter ’C’ to Cancel input value = **C** or **blank**

- Press **<Enter>**.

- If a Description of Adjustments is entered for the modified Sale Date and/or Sale Method, or the Contr Prop Rmvl Date or Payment Due Date is modified, all freeze transaction records pertaining to the Sale are updated with the new information. If **C** to cancel is entered, then the system displays the (ND4920MA) CHANGE SALE PROCESS screen.

- For each Lot Number selected to be removed due to defaults, no bids, and/or withdrawals/deletes, the system requires confirmation before removing the lot from the Sale. The following pop-up window, (ND4920MC), is displayed.

```
PRESS 'ENTER' TO CONTINUE
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
 ND4920MA / ND4920PA              CHANGE SALE PROCESS                   18:11:06
                                        SA                              MSXXX

 Sale No of Prop: 80410120010021             Sale Date: 03  02  2001
 Select (using 'C') the Lot(s) you wish to Change.
 Select (using 'W') the Lot(s) you wish to Withdraw/Delete.
 Select (using 'D') the Lot(s) you wish to remove due to Defaults.
 Select (using 'N') the Lot(s) you wish to remove due to No Bids.
     w  0001      _            _              _            _
     _    +-----------------------------------------------+
     _    !                                                !
     _    !  ND4920MC                                      !
     _    !              Lot No of Prop:  0001             !
     _    !  Please enter 'Y' to Confirm Delete/Defaults/ !
     _    !           No Bids or 'C' to Cancel: _          !
     _    +-----------------------------------------------+

 Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
 Contr Prop Remvl Date: __  __  ____ Payment Due Date: __  __  ____ More Lots:
 Navigation: ____________________________________________________
 Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
       HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Lot No of Prop
- Confirm Delete/Defaults/No Bids or ’C’ to Cancel — input value = **Y** or **C**
- Press **<Enter>**.
- If **Y** is entered, the system updates the freeze transaction records for every Case Number within the lot with the type of removal as indicated by the Select entry. The system also resets the freeze indicator on each Case Number’s case file record if no other freeze transactions exist.
- The user is returned to the CHANGE SALE PROCESS screen (ND4920MA), with the changed fields populated with the new information and the message *’Lots Successfully Changed’* is displayed.
- The removal process continues until the user enters **N** in the More Lots field on the CHANGE SALE PROCESS screen (ND4920MA).

4.8.5.2.2 Remove Case Numbers From Lot

This process allows the user to perform the associated functions for generating a Remove Case Numbers from Lot to an existing Local or GSA Sale.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- From the SALES PROCESS MENU (ND4900MA), type **2** at Enter Selection and Sale No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data (Lot Number for the specified Sale Number) on the CHANGE SALE PROCESS screen (ND4920MA), and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4920MA / ND4920PA               CHANGE SALE PROCESS                   18:12:16
                                        SA                              MSXXX

Sale No of Prop: 80410120010021             Sale Date: 03  02  2001
Select (using 'C') the Lot(s) you wish to Change.
Select (using 'W') the Lot(s) you wish to Withdraw/Delete.
Select (using 'D') the Lot(s) you wish to remove due to Defaults.
Select (using 'N') the Lot(s) you wish to remove due to No Bids.
    _  0001      _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Contr Prop Remvl Date: __  __  ____ Payment Due Date: __  __  ____ More Lots:
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Sale Date — input format = **MM/DD/YYYY**
- Select the Lot(s) you wish to Change — input value = **C**

- Sale Method — input value = **1**, **2**, **3**, **4**, or **5**
- Contr Prop Remvl Date — input format = **MM/DD/YYYY**
- Payment Due Date — input format = **MM/DD/YYYY**
- More Lots — input value = **Y** or **N**
- Press **<Enter>**.
- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- If **Y** is entered at More Lots, the system scrolls forward displaying more lots, if available.
- For each Lot Number selected to be changed, the system displays a pop-up window (ND4920MF).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4920MA / ND4920PA              CHANGE SALE PROCESS                   18:06:44
                                       SA                              MSXXX

Sale No of Prop: 80410120010021            Sale Date: 03  02  2001
Select (using 'C') the Lot(s) you wish to Change.
Select (using 'W') the Lot(s) you wish to Withdraw/Delete.
Select (using 'D') the Lot(s) you wish to remove due to Defaults.
Select (using 'N') the Lot(s) you wish to remove due to No Bids.
    c  000 +-----------------------------------------------------+
    _      !                                                     !
    _      !  ND4920MF                                           !
    _      !                  Prop Lot No:  0001                 !
    _      !                                                     !
    _      !  Do you wish to Delete Case(s) from the lot (Y/N): _ !
    _      +-----------------------------------------------------+
    _            _            _             _            _

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Contr Prop Remvl Date: __  __  ____ Payment Due Date: __  __  ____ More Lots:
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Delete Cases from Lot — input value = **Y** or **N**
- Press **<Enter>**.

- If **N** is entered, the system advances to the CHANGE SALE PROCESS screen (ND4910MA) to change case quantities.

- If **Y** is entered, the system displays the CHANGE SALE PROCESS SCREEN 2 (ND4920MB) with appropriate data fields populated, as follows:

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4920MB / ND4920PB           CHANGE SALE PROCESS SCREEN 2             18:14:06
                                                                       MSXXX

Sale No of Prop: 80410120010021  Lot No of Prop: 0001   Sale Date: 03  02  200

Select (using 'D') the case(s) you wish to Delete from this lot.

 _   1060C171  02    _                   _                   _
 _                  _                   _                   _
 _                  _                   _                   _
 _                  _                   _                   _
 _                  _                   _                   _
 _                  _                   _                   _
 _                  _                   _                   _

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost: 60000.00                           Upset Price: 30.00
Contract Prop Removal Date:                     Payment Due Date:
                                                                 More Cases:
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24--
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Select the case(s) you wish to Delete from this Lot — input value = **D**

- More Cases — input value = **Y** or **N**

- Press **<Enter>**.

- If **Y** is entered at More Cases, the system displays additional Case Numbers associated with the Lot, if any exist.

- If **N** is entered at More Cases, the system returns the user to the SALES PROCESS MENU screen (ND4900MA).

- For each Case Number selected, the system requires the user to confirm its deletion. The system displays the following pop-up window (ND4920MD).

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4920MB / ND4920PB            CHANGE SALE PROCESS SCREEN 2              18:14:02
                                                                         MSXXX

Sale No of Prop: 80410120010021  Lot No of Prop: 0001   Sale Date: 03  02  2001

Select (using 'D') the case(s) you wish to Delete from this lot.

 _   1060C171  02    _                   _                   _
 _                  _                   _                   _
 _                 ND4920MD
                                  Prop Case No:
                 Please enter 'Y' to Confirm Delete or
                                   'C' to Cancel: _

                _                   _                   _
 Navigation: ___________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Please enter ’Y’ to Confirm Delete
  or ’C’ to Cancel input value = **Y** or **C**

- Press **<Enter>**.

- If **Y** is entered, the system re-displays the CHANGE SALE PROCESS SCREEN 2 (ND4920MB) with the message *’Lot Successfully Changed’*. NPDMS thaws (updates) the frozen transaction record for the specific Case Number and resets the freeze indicator on each Case Number’s case file record if no other freeze transactions exist.

- If **C** is entered, the system processes the next Case Number selected.

- The process continues until the user enters **N** in the More Cases field.

- If **N** is entered at the More Lots field, the system returns the user to the CHANGE SALE PROCESS (ND4920MA) screen with the message *’Press ’Enter’ To Continue.*’ If the user presses **<Enter>**, the system displays the SALES PROCESS MENU (ND4900MA).

4.8.5.2.3 Change Case Number Quantities

This process allows the user to perform the associated functions for generating a Change Case Number Quantities to an existing Local or GSA Sale.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- From the SALES PROCESS MENU (ND4900MA), type **2** at Enter Selection, Sale No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data (Lot Numbers for the specified Sale Number) on the CHANGE SALE PROCESS screen (ND4920MA), and places the cursor at the first input field.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4920MA / ND4920PA              CHANGE SALE PROCESS                   18:27:09
                                       SA                              MSXXX

Sale No of Prop: 80410120010021            Sale Date: 03  02  2001
Select (using 'C') the Lot(s) you wish to Change.
Select (using 'W') the Lot(s) you wish to Withdraw/Delete.
Select (using 'D') the Lot(s) you wish to remove due to Defaults.
Select (using 'N') the Lot(s) you wish to remove due to No Bids.
    _  0001      _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _
    _            _            _            _            _

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Contr Prop Remvl Date: __  __  ____ Payment Due Date: __  __  ____ More Lots: N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Sale Date — input format = **MM/DD/YYYY**
- Select the Lot(s) you wish to Change — input value = **C**

- Sale Method — input value = **1**, **2**, **3**, **4**, or **5**
- Contr Prop Remvl Date — input format = **MM/DD/YYYY**
- Payment Due Date — input format = **MM/DD/YYYY**
- More Lots — input value = **Y** or **N**
- Press **<Enter>**.
- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- If **Y** is entered at More Lots, the system scrolls forward displaying more lots, if available.
- For each Lot Number selected to be changed, the system displays the following pop-up window (ND4920MF).

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4920MA / ND4920PA              CHANGE SALE PROCESS                    18:29:24
                                       SA                               MSXXX

Sale No of Prop: 80410120010021            Sale Date: 03  03  2001
Select (using 'C') the Lot(s) you wish to Change.
Select (using 'W') the Lot(s) you wish to Withdraw/Delete.
Select (using 'D') the Lot(s) you wish to remove due to Defaults.
Select (using 'N') the Lot(s) you wish to remove due to No Bids.
    c  000 +-----------------------------------------------------+
    _      !                                                     !
    _      !  ND4920MF                                           !
    _      !                  Prop Lot No:  0001                 !
    _      !                                                     !
    _      !  Do you wish to Delete Case(s) from the lot (Y/N): _ !
    _      +-----------------------------------------------------+
    _            _            _             _            _

Sale Method: 1 (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Contr Prop Remvl Date: __  __  ____ Payment Due Date: __  __  ____ More Lots: N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN                    EXIT
```

INPUT DATA

- Delete Cases from Lot — input value = **Y** or **N**
- Press **<Enter>**.

- If **Y** is entered, the system displays the CHANGE SALE PROCESS SCREEN 2 (ND4920MB). Refer to Section 4.8.5.2.2 for details of this process.

- If **N** is entered, the system displays the CHANGE SALE PROCESS (ND4910MA) screen.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4920PC              CHANGE SALE PROCESS                   18:35:28
                                                                       MSXXX

Sale No of Prop: 80410120010021  Lot No of Prop: 0001   Sale Date: 03  03  2001
Approved by (Sale Contracting Officer): ______________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #    Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sale
             Qty   Qty                   Qty   Qty                  Qty   Qty
 1060C171 02 25    24___     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____

Sale Method: 1  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost: 60000.00       Upset Price: 30.00________      More Cases: N

Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN  CLEAR             EXIT
```

INPUT DATA

- Sale Qty

- Upset Price

- Press **<Enter>**.

- For each Case Number quantity changed, the system updates the applicable frozen transaction record with the modified quantity. NPDMS re-displays the CHANGE SALE PROCESS (ND4110MA) screen with the message *'Lot Successfully Changed'*.

- If the user enters a **Y** in the More Cases field, the system scrolls forward, displaying additional Case Numbers, if they exist.

- If the user enters a **N** in the More Cases field, the system re-displays the CHANGE SALE PROCESS (ND4910MA) screen to allow the entry of the Upset Price.

- If the user enters a **N** in the More Cases field, the user is returned to the CHANGE SALE PROCESS (ND4920MA) screen where the system continues the Change Case Number Quantities until all selected Lots have been processed. Once all

Lots are processed and the More Cases field is **N**, the system re-displays the CHANGE SALE PROCESS (ND4920MA) with the message *'Press 'Enter' to Continue'*.

- NPDMS then displays the SALE PROCESS MENU (ND4900MA) screen.

4.8.5.3 Sales Award Process (GSA Lot Sale Or NASA Other Sale)

This process records the award of a specific Property Lot offered for sale to an individual, organization, or company.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **5** at Enter Selection, Sale No of Prop and Lot No of Prop. If the Upset Price and Contract Property Removal Date are not entered before the award, the system displays error messages. To enter the Upset Price, use the Change Sale Process. The Contract Property Removal Date may be entered on the SALES PROCESS MENU (ND4900MA) at the time of an Add or Change.

- Press **<Enter>**. NPDMS displays the appropriate data on the SALES AWARD PROCESS screen (ND4930MA), and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4930MA / ND4930PA                  SALE AWARD PROCESS                 08:10:33
                                        SA                              MSXXX

Sale No of Prop: 1900TEST1       Lot No of Prop: 0001   Sale Date: 03  01  2001
Approved by (Sale Contracting Officer): ______________________________
Date Bid Awarded: **  **  ****
Bidder No: __________  Last Name: ____________________ First: ________   MI: _
Company Name: GSA SALE_________________________________
     Address: ******************************
              ______________________________
        City: ********************     State: **   Zip: ***** ____
       Phone: ( ___ ) ___ - ____
Contract Prop Removal Date: 03 / 01 / 01         Payment Due Date: 03 / 01 / 01
Sale Amount: *************                Actual Prop Payment Date: __  __  ____
Actual Prop Removal Date: __  __  ____
Sale Contract No: ______________

                                            More Lots (Y/N): _

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Sale Date — input format = **MM/DD/YYYY**
- Approved By (Sale Contracting Officer)
- Date Bid Awarded — input format = **MM/DD/YYYY**
- Bidder No — mandatory only for NASA Local Sale
- Name Last — input value = last name and Sr., Jr., etc.
- First
- MI
- Company Name
- Address
- City

- State
- Zip
- Phone
- Sale Amount
- Actual Prop Payment Date — input format = **MM/DD/YYYY**
- Actual Prop Removal Date — input format = **MM/DD/YYYY**
- Sale Contract No
- More Lots — input value = **Y** or **N**
- Press **<Enter>**.
- The system verifies all user entered/changed data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- If a **Y** is entered at the More Lots field, the system displays a pop-up window (ND4930MB) and allows the user to enter Additional Lots and associated award information to the same Awardee.

```
                          NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4930MA / ND4930PA                  SALE AWARD PROCESS                  08:13:08
                                        SA                               MSXXX

Sale No of Prop: 1900TEST1       Lot No of Prop: 0001   Sale Date: 03  01  2001
Approved by (Sale Contracting Officer): XXXXXXX_______________________
Date Bid Awarded: 03  01  2001
Bidder No: 123_______  Last Name: XXXXX_______________ First: XXXXX___   MI: X
Company Name: GSA SALE_________________________________
     Add
                 ND4930MB
       P         Lot No   Sale Amount    Actual Payment Date   Actual Removal Date
Contract         ------  -------------   -------------------   -------------------
Sale Amo          ____   _____________      __  __  ____          __  __  ____
Actual P          ____   _____________      __  __  ____          __  __  ____
Sale Con          ____   _____________      __  __  ____          __  __  ____
                  ____   _____________      __  __  ____          __  __  ____
                  ____   _____________      __  __  ____          __  __  ____
                  ____   _____________      __  __  ____          __  __  ____
Navigati          ____   _____________      __  __  ____          __  __  ____
Enter-PF                              Please Enter 'C' to Cancel: _
      HE
```

INPUT DATA

- Lot No
- Sale Amount
- Actual Payment Date — input format = **MM/DD/YYYY**
- Actual Removal Date — input format = **MM/DD/YYYY**
- Enter 'C' to Cancel — input value = **C** or **blank**
- Press **<Enter>**.
- If a **Y** is displayed at the More field, the system re-displays the same pop-up window (ND4930MB) and the user may enter Additional Lots and associated award information to the same Awardee.
- If an **N** is displayed in the More field, NPDMS then returns to the SALE AWARD PROCESS screen (ND4930MA) and displays the message *'N3 Lots Successfully Awarded (With N Case(s))'.*
- If an **N** is entered in the More field on the SALE AWARD PROCESS (ND4930MA) screen, NPDMS then returns to the SALES PROCESS MENU screen (ND4900MA).
- NPDMS Case and Transaction Files are updated when the Actual Prop Removal Date is entered. A X00 Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. A T14 or T15 Transaction is generated. When the Actual Prop Removal Date is not entered, the NPDMS Freeze (F00) Transaction record is updated with the awardee information.

4.8.5.4 Sealed Bids (Local Sale Only)

This process allows the user to perform the associated functions by either NASA or its Agents for Sealed Bids. Use Sections 4.8.5.1 to add a new Sale, add a new Lot to an existing Sale, or add additional Cases to an existing Sale; use 4.8.5.2 to change a Sale, remove a Lot from a Sale, remove Case Numbers from a Lot, or change Case Number quantities.

4.8.5.4.1 Enter Sealed Bids (Local Sale Only)

This process allows the entry of Sealed Bids submitted by an individual, organization, or company, against Property Lots within a specific Sale Number of Property. These are Property Lots offered during a Local Sale, where the Property Sale Method identifier is '1' (Sealed Bids).

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **3** at Enter Selection and Sale No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data (Lot Number for the specified Sale Number) on the ENTER SEALED BIDS PROCESS (ND4940MA) (Local Sale Only) screen, and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4940MA / ND4940PA    ENTER SEALED BIDS PROCESS (Local Sale Only)     08:25:42
                                   SA                                  MSXXX
Sale No of Prop: 80410120010023     Sale Date: 03  01  2001

Bidder No: **********  Name Last: ____________________ First: ________ MI: _
Company Name: ________________________________________
     Address: ******************************
              ______________________________
        City: ********************    State: **    Zip: ***** ____
       Phone: ( ___ ) ___ - ____

Enter Bid Amounts for following the Lot(s) for this Bidder:
 0001  _____________   0002  _____________         _____________
       _____________         _____________         _____________
       _____________         _____________         _____________
       _____________         _____________         _____________
       _____________         _____________         _____________
       _____________         _____________         _____________  More Lots: N

Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN  CLEAR             EXIT
```

INPUT DATA

- Bidder No
- Name Last — input value = last name is and Sr., Jr., etc., mandatory if Company Name not entered
- First

- MI
- Company Name — input value = company name is mandatory if Last Name not entered
- Address
- City
- State
- Zip
- Phone
- Lot No of Prop (displayed by the system)
- Bid Amounts

NOTE: The user enters bid amounts for only those lots for which the bidder has placed a bid.

- More Lots (displayed by the system) — value = **Y** or **N**
- Press **<Enter>**.
- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- Upon verification of data entered, the system stores the bidder information for each lot for which a bid amount is entered.
- If **Y** is displayed by the system in the More Lots field and the user presses Enter, the system scrolls forward displaying additional Lots for the Sale. The user can then enter Bid Amounts.
- If **N** is displayed by the system in the More Lots field and the user presses Enter, the system re-displays the (ND4940MA) Enter Sealed Bids Process (Local Sale Only) screen with the message: *'Sealed Bids for N Lot(s) Added for Bidder A10'.* The user presses **<Enter>** again to get out of this process.

4.8.5.4.2 Remove Bidder From Lot

This process allows the user to Remove the Bidder from the Lot due to a data entry error or the Bidder withdraws an entered bid.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **4** at Enter Selection, Sale No of Prop and Lot No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the CHANGE SEALED BIDS PROCESS (ND4940MB) (Local Sale Only) screen, and places the cursor at the first input field.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM            03/01/01
ND4940MB /ND4940PA    CHANGE SEALED BIDS PROCESS (Local Sale Only)     08:35:33
                                                                       MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date:    /    /
Select (using 'C') the Bidder(s) you wish to Change.
Select (using 'D') the Bidder(s) you wish to Delete.
Select (using 'W') the Bidder(s) you wish to Withdraw from the Bid.
     Bidder No          Bidder Name                Bid Amount
     ----------  ------------------------------  -------------
 _
 _
 _
 _
 _
 _
 _
 _
 _
 _                                                          More Bidders:
Navigation: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

INPUT DATA

- Select the bidder(s) you wish to change — input value = **D** or **W**
- More Bidders (displayed by the system) — input value = **Y** or **N**

- Press **<Enter>**.

- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- If More Bidders equals **Y**, the system scrolls forward, displaying additional Bidder Nos.

- If More Bidders equals **N**, the system displays the pop-up window (ND4940MD) to confirm the removal of the bidder from the lot.

```
              NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                  03/01/01
ND4940MB /ND4940PB    CHANGE SEALED BIDS PROCESS (Local Sale Only)     08:36:27
                                                                       MSXXX

Sale No of Prop:                Lot No of Prop:        Sale Date:    /    /
Select (using 'C') the Bidder(s) you wish to Change.
Select (using 'D') the Bidder(s) you wish to Delete.
Select (using 'W') the Bidder(s) you wish to Withdraw from the Bid.
     Bidder No          Bidder Name                Bid Amount
     ----------  ------------------------------  -------------
 _
 _            ND4940MD
                                Bidder No:
 _        Please enter 'Y' to Confirm Delete/Withdrawal or
                            'C' to Cancel: _
 _
 _
 _
 _
 _
 _
 _                                                          More Bidders:
Navigation: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

INPUT DATA

- Confirm Delete/Withdrawal or Cancel input values = **Y** or **C**

- Press **<Enter>**.

- If **C** is entered, the system re-displays the CHANGE SEALED BIDS PROCESS (ND4940MB) (Local Sale Only) screen.

- If **Y** is entered, the CHANGE SEALED BIDS PROCESS (ND4940MB) screen displays with the message *'Change Sealed Bids Process Ended Successfully'*. The system updates the bidder record for the lot with the appropriate delete/withdrawal code. To exit to the SALES PROCESS MENU (ND4900MA) press PF17 Key.

4.8.5.4.3 Change Bidder Information

This process allows the user to update Bidder Information for Sealed Bids Sales.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **4** at Enter Selection, Sale No of Prop, and Lot No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the CHANGE SEALED BIDS PROCESS (ND4940MB) (Local Sale Only) screen, and places the cursor at the first input field.

```
                 NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM            03/01/01
ND4940MB / ND4940PA    CHANGE SEALED BIDS PROCESS (Local Sale Only)  08:38:23
                                                                     MSXXX

Sale No of Prop:                Lot No of Prop:        Sale Date:    /    /
Select (using 'C') the Bidder(s) you wish to Change.
Select (using 'D') the Bidder(s) you wish to Delete.
Select (using 'W') the Bidder(s) you wish to Withdraw from the Bid.
     Bidder No          Bidder Name                Bid Amount
     ----------  -------------------------------  -------------

 _
 _
 _
 _
 _
 _
 _
 _
 _
 _                                                          More Bidders:
Navigation: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

INPUT DATA

- Select the Bidder(s) you wish to Change — input value = **C**
- More Bidders (displayed by the system) — value = **Y** or **N**
- Press **<Enter>**.

- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- If More Bidders equals **Y**, the system scrolls forward, displaying additional Bidder Nos.

- If More Bidders equals **N**, the system displays the CHANGE SEALED BIDS PROCESS - 2 (ND4940MC).

```
                 NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                 03/01/01
ND4940MC /ND4940PC    CHANGED SEALED BIDS PROCESS (Local Sale Only)      08:38:25
                                                                         MSXXX

Sale No of Prop:              Lot No of Prop:       Sale Date:03/01/2001

   Bidder No: NASA
                  Last Name: XXXXX           First: XXXXX           MI:X
Company Name:
     Address: Redstone  Arsenal

        City: Huntsville      State: Al              Zip:35812
       Phone: (XXX)XXX-5555


Bid Amount:                   Bid Modification Amount
Modification Amount Explanation


Navigation:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Mset  Exit  Test  Edit  --    -     +     Split <     >     Let
```

INPUT DATA

- Name Last input value = last name and Sr., Jr., etc.

- First

- MI

- Company Name

- Address

- City

- State
- Zip Code
- Phone
- Bid Amount

NOTE: If the bid amount field is displayed with data, then this field is protected. any change to the bid amount must be entered at the bid modification amount field with an explanation for the change.

- Bid Modification Amount
- Modification Amount Explanation
- Press **<Enter>**.
- The system displays the CHANGED SEALED BIDS PROCESS - 2 (ND4940MC) with the message *'Change Sealed Bids Process Ended Successfully'*. Press **<Enter>** to return to the CHANGE SEALED BIDS PROCESS (ND4940MB), which displays the message *'Press 'Enter' To continue'*. If the user presses **<Enter>** the system displays the SALES PROCESS MENU (ND4900MA).

4.8.5.4.4 Change Bid Amounts

This Sealed Bids process allows the user to enter additional bid amounts for Lots within a Sale.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **4** at Enter Selection and Sale No of Prop.
- Press **<Enter>**. NPDMS displays the pop-up window (ND4900MB) and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM        03/01/01
ND4900MA / ND4900PA                SALES PROCESS MENU                    08:56:11
                                        SA                               MSXXX
     ND4900MB
         Please enter Bidder No:.
                or 'C' to Cancel:

                     1  Add - Sale
                     2  Change - Sale
                     3  Enter Sealed Bids (Local Sale Only)
                     4  Change Sealed Bids (Local Sale Only)
                     5  Add - Awardee
                     6  Change - Awardee (Sealed Bid Local Sale)
                     7  Close Lot (Sealed Bid Local Sale)
                     8  Single Case Sale
                     9  Cancel/Reschedule - Sale
                    10  Reversal - Sale

          Enter Selection:  __  Select Selling Agent:  LOCAL  _   GSA  _

   Contract Prop Removal Date:  __  __  ____    Payment Due Date:  __  __  ____
              Sale No of Prop:  _____________    Lot No of Prop:  ____
                 Prop Case No:  804101  ________         Item Id:  __
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Please Enter Bidder No or 'C' to Cancel — input value = **A10** or **C**
- Press **<Enter>**.
- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- If the Bidder No is valid, the system displays the CHANGE SEALED BIDS PROCESS (ND4940MA) screen.

```
                NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM                03/01/01
ND4940MA / ND4940PC  CHANGE SEALED BIDS PROCESS (Local Sale Only)       08:56:12
                                                                        MSXXX


Sale No of Prop:                      Sale Date:03/01/2001

Bidder No:123          Name Last: XXXXX              First: XXXXX   MI:X
Company Name: MSFC
     Address:  Redstone Arsenal

        City: Huntsville              State: Al              Zip:35812
       Phone: XXX-XXX-5555

Enter Bid Amounts for following the Lot(s) for this Bidder:
      ______________        ______________        ______________
      ______________        ______________        ______________
      ______________        ______________        ______________
      ______________        ______________        ______________
      ______________        ______________        ______________
      ______________        ______________        ______________


More Lots:___

Navigation:_____________________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
            LOPF                           PGUP  PGDN                    EXIT
```

INPUT DATA

- Enter Bid Amounts for this Bidder
- Press **<Enter>**.
- The system displays the CHANGE SEALED BIDS PROCESS (ND4940MB) with the message *'Sealed Bids For N Lot(s) Added For Bidder A10'*. Press **<Enter>** to return to the SALES PROCESS MENU (ND4900MA).

4.8.5.4.5 Add Awardee Process

This process allows the user to record the Awardee data for adding an Awardee to property lots that are to be sold by either NASA or its Agent for Sealed Bids sales.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **5** at Enter Selection, Sale No of Prop, and Lot No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the ADD AWARDEE PROCESS SCREEN 2 (ND4950MB), and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4950MB / ND4950PB          ADD AWARDEE PROCESS SCREEN 2               18:51:56
                                     SA                                 MSXXX
Sale No of Prop: 80410120010021            Sale Date: 03  03  2001
 Lot No of Prop: 0001                Date Bid Awarded: **  **  ****
Choice     Bidder No          Bidder Name                    Bid Amount
------    ----------     ------------------------------    --------------
   _      NASA           XXXXXXXXXXX    X                        2500.00
   _
   _
   _
   _
   _
   _
   _
   _
   _

Next Lot: ____                                      More Bidders: N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Date Bid Awarded input format = **MM/DD/YYYY**

- Choice input value = **X**

- Press **<Enter>**.

- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- The system displays a pop-up window (ND4950MC) to inform the user that lots are successfully awarded to bidders.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4950MB / ND4950PB          ADD AWARDEE PROCESS SCREEN 2              19:04:18
                                     SA                                MSXXX
Sale No of Prop: 80410120010021             Sale Date: 03  01  2001
 Lot No of Prop:  +-----------------------------------------------+
Choice     Bidder !                                               ! nt
------    ------- !  ND4950MC                                     ! ----
   x      NASA    !                                               ! 0.00
   _              !  001 Lot(s) Successfully Awarded To: NASA     !
   _              !  You may now schedule Bidder's Notification of !
   _              !       Award Report and Sales Slip Report.     !
   _              +-----------------------------------------------+
   _
   _
   _
   _
   _
   _

Next Lot: ____                                   More Bidders: N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Press **<Enter>**. The system re-displays ADD AWARDEE PROCESS SCREEN 2 (ND4950MB) for entry of the Next Lot.

- The NPDMS Bidder and Transaction Files are updated.

- If the Next Lot field is not entered, the Add Awardee Process returns to the SALES PROCESS MENU screen (ND4900MA).

- If the Next Lot field is populated, the (ND4950MB) screen is re-displayed with the entered lot information and the processing continues as above.

4.8.5.4.6 Change Awardee Process

This process allows the user to update Awardee data for property lots that are sold by NASA or its Agent for Sealed Bids sales.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **6** at Enter Selection and Sale No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the CHANGE AWARDEE PROCESS screen (ND4950MA), and places the cursor at the first input field.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4950MA / ND4950PA              CHANGE AWARDEE PROCESS                19:06:39
                                       SA                              MSXXX

Sale No of Prop: 80410120010021            Sale Date: 03  01  2001

Select (using 'X') the Lot that has been Awarded.

 _  0001        _              _              _              _
 _              _              _              _              _
 _              _              _              _              _
 _              _              _              _              _
 _              _              _              _              _
 _              _              _              _              _
 _              _              _              _              _
 _              _              _              _              _
                                                                  More Lots:


Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Select Lot to be Awarded
- More Lots — input value = **Y** or **N**
- Press **<Enter>**.

- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- If a **Y** is entered at the More Lots field, the user may view additional lots for selection.

The system displays the CHANGE AWARDEE PROCESS SCREEN 2 (ND4950MB) to allow the user to select a Bidder for an award.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4950MB / ND4950PB          CHANGE AWARDEE PROCESS SCREEN 2           19:08:11
                                     SA                                MSXXX
Sale No of Prop: 80410120010021            Sale Date: 03  01  2001
 Lot No of Prop: 0001                Date Bid Awarded: 03  01  2001
Choice     Bidder No          Bidder Name                    Bid Amount
------    ----------     ------------------------------    --------------
   *      NASA           XXXXXXXXXXX    X                       2500.00
   _
   _
   _
   _
   _
   _
   _
   _
   _
   _

Next Lot: ____    Reprint Sales Slip Report: _    More Bidders: N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Date Bid Awarded — input format = **MM/DD/YYYY**

- Choice input value = **X**

- Next Lot

- Reprint Sales Slip Report — input value = **Y** or **blank**

- More Bidders — input value = **Y** or **N**

- Press **<Enter>**.

- If a **Y** is entered at the More Bidders field, the user may view Additional Bidders for selection.

- The system displays a pop-up window (ND4950MC) to inform the user that Lots are successfully awarded to Bidders.

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4950MB / ND4950PB          CHANGE AWARDEE PROCESS SCREEN 2           19:08:11
                                     SA                                MSXXX
Sale No of Prop: 80410120010021             Sale Date: 03  01  2001
 Lot No of Prop:  +-----------------------------------------------+
Choice     Bidder !                                               ! nt
------    ------- !  ND4950MC                                     ! ----
   *      NASA    !                                               ! 0.00
   _              !  001 Lot(s) Successfully Awarded To: NASA     !
   _              !  You may now schedule Bidder's Notification of !
   _              !       Award Report and Sales Slip Report.     !
   _              +-----------------------------------------------+
   _
   _
   _
   _
   _
   _

Next Lot: ____    Reprint Sales Slip Report: _    More Bidders: N
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL                    CLEAR             EXIT
```

INPUT DATA

- Press **<Enter>**. The system re-displays CHANGE AWARDEE PROCESS SCREEN 2 (ND4950MB) for entry of the Next Lot.

- The NPDMS Bidder and Transaction Files are updated.

- If the Next Lot field is not entered, the system returns to the SALES PROCESS MENU screen (ND4900MA).

- If the Next Lot field is populated, the CHANGE AWARDEE PROCESS SCREEN 2 (ND4950MB) re-displays, which shows the previously entered lot information. Processing then continues as stated above.

4.8.5.4.7 Close Lot Process (Sealed Bid)

This process allows the user to close a specific Property Lot that is sold by sealed bid during a local sale and is conducted by NASA or its Agents.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available.

Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

The Lot is closed after payment is received and property is removed by awardee.

- From the SALES PROCESS MENU (ND4900MA), type **7** at Enter Selection, Sale No of Prop and Lot No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the CLOSE LOT PROCESS screen (ND4960MA), and places the cursor at the first input field.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/01/01
 ND4960MA / ND4960PA              CLOSE LOT PROCESS                   09:16:31
                                                                       MSXXX

Sale No of Prop:                Lot No of Prop:        Sale Date: 03  01 2001
Approved by (Sale Contracting Officer): ******************************
Date Bid Awarded: 03  01  2001
Bidder No: 123            Last Name: XXXXX                First: XXXXX      MI:
X
Company Name: MSFC
     Address:  Redstone Arsenal

        City:                         State:       Zip:
       Phone: (XXX) XXX - XXXX
Contract Prop Removal Date:   03/01/2001            Payment Due Date:    /    /
Sale Amount:                              Actual Prop Payment Date: __  __  ____
Actual Prop Removal Date: __  __  ____
Sale Contract No: _____________           Sale Receipt Doc No:

                                            More Lots (Y/N): _

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24
```

INPUT DATA

- Sale Date — input format = **MM/DD/YYYY**
- Approved By
  (Sale Contracting Officer)
- Date Bid Awarded — input format = **MM/DD/YYYY**
- Bidder No

- Name Last — input value = last name and Sr., Jr., etc.
- First
- MI
- Company Name
- Address
- City
- State
- Zip
- Phone
- Sale Amount
- Actual Prop Payment Date — input format = **MM/DD/YYYY**
- Actual Prop Removal Date — input format = **MM/DD/YYYY**
- Sale Contract No
- Press **<Enter>**.
- The system verifies all user entered/changed data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- The system re-displays the CLOSE LOT PROCESS screen (ND4960MA) with the message *'N Lots Successfully Closed to Bidder A10'*. The More Lots field may now be filled.
- More Lots — input value = **Y** or **N**
- Press **<Enter>**.

If a **Y** is entered at the More Lots field, the system displays a pop-up window (ND4930MB) and allows the user to enter Additional Lots and associated award information to the same Awardee.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/01/01
ND4960MA / ND4960PA              CLOSE LOT PROCESS                    09:16:35
                                                                       MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date: 03  01 2001
Approved by (Sale Contracting Officer): ******************************
Date Bid Awarded: 03  01  2001
Bidder No: 123             Last Name: XXXXX                First: XXXXX      MI:
X
Comp            ND4930MB
                Lot No   Sale Amount    Actual Payment Date   Actual Removal Date
                ------  -------------   -------------------   -------------------
                 _____     __/__/__          __/__/__              __/__/__
                 _____     __/__/__          __/__/__              __/__/__
                 _____     __/__/__          __/__/__              __/__/__
                 _____     __/__/__          __/__/__              __/__/__
                 _____     __/__/__          __/__/__              __/__/__
                 _____     __/__/__          __/__/__              __/__/__
                 _____     __/__/__          __/__/__              __/__/__
                         Please Enter 'C' to Cancel:
 Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24
```

INPUT DATA

- Lot No
- Actual Payment Date — input format = **MM/DD/YYYY**
- Actual Removal Date — input format = **MM/DD/YYYY**
- Enter ’C’ to Cancel — input value = **C** or **blank**
- Press **<Enter>**. NPDMS then re-displays the CLOSE LOT PROCESS screen (ND4960MA)
- If a **Y** is entered at the More field, the system re-displays the same pop-up window (ND4930MB) and the user may enter Additional Lots and associated award information to the same Awardee.
- If an **N** is entered in the More field, NPDMS then returns to the SALES PROCESS MENU (ND4900MA).
- NPDMS Case and Transaction Files are updated when the Actual Prop Removal Date is entered. A X00 Transaction is generated to identify NEMS Equipment data. A NP/NEMS Interface ERN is generated. A T14 Transaction is generated. When

the Actual Prop Removal Date is not entered, the NPDMS Freeze (F00) Transaction record is updated with the awardee information.

NOTE: The system verifies that the following fields are populated: actual prop payment date, sale amount, sale date, and approved by (sale contracting officer).

NOTE: The user may perform the close lot process in two steps as follows:

- In the first step, the user may not wish to the enter Actual Prop Removal Date, this updates the Freeze Transaction (F00) records in the Transaction File.
- In the second step, the user must enter Actual Prop Removal Date. This creates a Final Disposition Transaction (T14) record.

4.8.5.5 Reversal Sale Process

This process allows the user to reverse a Sale of a specific property lot that was sold. It allows the user to correct an erroneous closing of a lot (e.g., caused by a data entry error).

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

NOTE: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- From the SALES PROCESS MENU (ND4900MA), type **10** at Enter Selection, Sale No of Prop and Lot No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the REVERSAL SALE PROCESS screen (ND4980MA), and places the cursor at the first input field.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/01/01
ND4980MA / ND4980PA           REVERSAL SALE PROCESS                   10:09:56
                                                                      MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date:    /    /
Approved by (Sale Contracting Officer):
Property Case Numbers, Item Ids, & Qty for this Lot (FEDSTRIP):

 Case    #Id  Sale          Case    #Id  Sale          Case    #Id  Sale
              Qty                        Qty                        Qty





Sale Method:    (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Adj Desc: ********************************************************** More: _
                    Please Enter 'P' to Process or 'C' to Cancel: *
Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
```

INPUT DATA

- Adj Desc
- More — input value = **Y** or **blank**
- Please Enter ‘P’ to Process or ‘C’ to Cancel — input value = **P** or **C**
- Press **<Enter>**.
- The system verifies all user entered/changed data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- If a **Y** is entered in the More field, the system displays a pop-up window (ND4970MB) to allow the user to enter additional Adjustment Description.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM          03/01/01
ND4980MA / ND4980PA          REVERSAL SALE PROCESS                    10:09:56
                                                                      MSXXX

Sale No of Prop:                 Lot No of Prop:        Sale Date:    /    /
Approved by (Sale Contracting Officer):
Property Case Numbers, Item Ids, & Qty for this Lot (FEDSTRIP):

  Case    #  ND4970MB

             Sale Adjustments have been made.
             Description of Adjustments is required.


             ************************************************************
             ____________________________________________________________

             ____________________________________________________________

             ____________________________________________________________


                            Enter 'C' to Cancel: __

                     Please Enter 'P' to Process or 'C' to Cancel: *
Navigation: ____________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
```

INPUT DATA

- Adjustment Description
- Enter ’C’ to Cancel input value = **C** or **blank**
- Press **<Enter>**.
- If a blank is entered in the Enter **C** to Cancel field, the system then returns to the SALES PROCESS MENU screen (ND4900MA) and displays the message *’Lots Successfully Reversed‘*.
- If a **C** is entered to Cancel, the system returns to the SALES PROCESS MENU (ND4900MA) and displays the message *’Activity Canceled By User - No Action Taken’*.
- If a ’P’ is entered on the REVERSAL SALE PROCESS screen (ND4980MA) to process the NPDMS Bidder, the Case and Transaction Files are updated. A reversal transaction ’RTnn’ is recorded where ’Tnn’ equals ‘14’ or ‘15’ in the NPDMS Transaction File.

4.8.5.6 Cancel/Reschedule Sale Process

This process allows the user to cancel/reschedule a Sale and to change property lots that are to be sold by either NASA or its Agent or GSA from one Property Sale Date to a New Property Sale Date.

For GSA conducted sales, the user must enter a new Sale Number and new Lot Number at the appropriate places on the screen. For NASA conducted sales, the system generates a

new Sale Number of Property and new Lot Number of Property at the appropriate places on the screen. In both cases, the user must enter a new Property Sale Date.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **9** at Enter Selection and enter Sale No of Prop.
- Press **<Enter>**. NPDMS displays the appropriate data on the CANCEL SALE PROCESS screen (ND4970MA), and places the cursor at the first input field.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4970MA / ND4970PA          CANCEL/RESCHEDULE SALE PROCESS             10:15:25
                                      SA                                MSXXX

Sale No of Prop: 80410120010021                Sale Date: 03  01  2001
    New Sale No:
Select (using 'X') the Lot(s) you wish to Change.
     Lot No  New Lot No      Lot No  New Lot No      Lot No  New Lot No
     ------  ----------      ------  ----------      ------  ----------
  _   0001 ___________ ______ __________ ______ __________
 ___________ ______ __________ ______ __________ ______ __________
 ___________ ______ __________ ______ __________ ______ __________
 ___________ ______ __
```

- More Lots input value = **Y** or **N**

- Press **<Enter>**.

- The system verifies all user entered/changed data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

- If a **Y** is entered at the More Lots field, the user may enter Additional Cancel Lots.

- The system displays a pop-up window (ND4970MB) to allow the user to enter an Adjustment Description.

```
                         NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4970MA / ND4970PA          CANCEL/RESCHEDULE SALE PROCESS             10:16:43
                                        SA                              MSXXX

Sale No of Prop: 80410120010021               Sale Date: 03  02  2001
    New Sale No:
Select (using 'X') the Lot(s) you wish to Change.
     Lot No  New Lot No      Lot No  New Lot No      Lot No  New Lot No
     -
  X
          ND4970MB

             Sale Adjustments have been made.
             Description of Adjustments is required.

           ************************************************************
           ____________________________________________________________
           ____________________________________________________________
           ____________________________________________________________     :
Naviga                Enter 'C' to Cancel:  _
Enter-                                                                     ---
```

INPUT DATA

- Description of Adjustments

- Enter ‘C’ to Cancel input value = **C** or **blank**

- Press **<Enter>**.

- If a **C** is entered to Cancel, the system returns to the SALES PROCESS MENU (ND4900MA) and displays the message *’Activity Canceled by user - No Action Taken’*.

The system displays the CHANGE SALE PROCESS screen (ND4910MA).

```
                        NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM       03/01/01
ND4910MA / ND4920PC              CHANGE SALE PROCESS                   10:28:03
                                                                       MSXXX

Sale No of Prop: 80410120010026  Lot No of Prop: 0001   Sale Date: 03  02  2001
Approved by (Sale Contracting Officer): ______________________________
Enter Property Case Numbers, Item Ids, & Qty for this Lot (Fedstrip):  804101
 Case #   Id Avail  Sale     Case #   Id Avail  Sale    Case #   Id Avail  Sale
             Qty   Qty                  Qty   Qty                 Qty   Qty
 5306S029 01 1     1____     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____
 ________ __       _____     ________ __       _____    ________ __       _____

Sale Method: 1  (1=Sealed Bid, 2=Spot Bid, 3=Auction, 4=Retail, 5=Negotiated)
Total Acq Cost: 500.00         Upset Price: 300.00_______      More Cases: N

Navigation: ____________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
      HELP  LOPF  PREV        CNCL        PGUP  PGDN  CLEAR             EXIT
```

INPUT DATA

- Sale Qty
- More Cases input value = **Y** or **N**
- Press **<Enter>**.
- The system calculates the Total Acq Cost and re-displays the CHANGE SALE PROCESS screen (ND4910MA).
- For each case number quantity changed, the system updates the applicable frozen transaction record with the modified quantity.
- If the user enters a **Y** in the Add More Cases field, the system scrolls forward, displaying additional case numbers, if they exist.
- If the user enters a **N** in the Add More Cases field, the user is returned to the CANCEL SALE PROCESS screen (ND4970MA) with the message *'Lots Successfully Canceled'*. Press **<Enter>** to return to SALES PROCESS MENU (ND4900MA).
- The NPDMS Bidder, Case and Transaction Files are updated. The sales and lot numbers are generated for NASA conducted sale.

4.8.5.7 Single Case Sale Process - GSA

This process allows the user to record a Single Case Sale of property that is sold by GSA.

NOTE: When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

NOTE: The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the SALES PROCESS MENU (ND4900MA), type **8** at Enter Selection, Sale No Of Prop, Lot No Of Prop, and Prop Case No. A new sale and lot must be entered with a single case to use this process.

- Press **<Enter>**. NPDMS displays the appropriate data on the SINGLE CASE SALE - SOLD BY GSA (T15) screen (ND5115MA), and places the cursor at the first input field.

```
                    NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM            03/01/01
                                                                        10:28:05
 ND5115MA /MD5115PA        SOLD BY GSA (T15)                           MSXXX

Prop Case No:                  Item Id:              Current Qty:
Local Ref No:                          Turn-In Doc No:
Item Name/Desc:
Qty Sold:-                             Actual Prop Removal Date:-__ -__  -____
========================= PURCHASER'S INFORMATION ============================
Company Name:
     Address:
        City:          State:                Zip:-35812
Requestor Name:                              Phone:(XXX )XXX-5555
Sale No:                       Sale Lot No:                  Sale Date:__ -__ -
____
Approved By (Contracting Officer):
Sale Contract No:                                  Proceeds
Contract Prop Removal Date:-__ -__ -____


Navigation:_____________________________________________________________________
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
            LOPF                          PGUP  PGDN                    EXIT
```

INPUT DATA

- Qty Sold

- Actual Prop Removal Date input format = **MM/DD/YYYY**

- Company Name

- Address

- City
- State
- Zip
- Requestor Name
- Phone
- Sale No
- Sale Lot No
- Sale Date input format = **MM/DD/YYYY**
- Approved By
  (Sale Contracting Officer)
- Sale Contract No
- Proceeds
- Contract Prop Removal Date input format = **MM/DD/YYYY**
- Press **<Enter>**.
- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.
- The NPDMS Case and Transaction Files are updated.
- The SINGLE CASE SALE - SOLD BY GSA (T15) screen (ND5115MA) is re-displayed with the message *'Entry Reference Number is: N9'*. To return to the SALES PROCESS MENU, press **PF17**.