



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



System Training

AGATRS v3.3

Create Order Overview

AGATRS

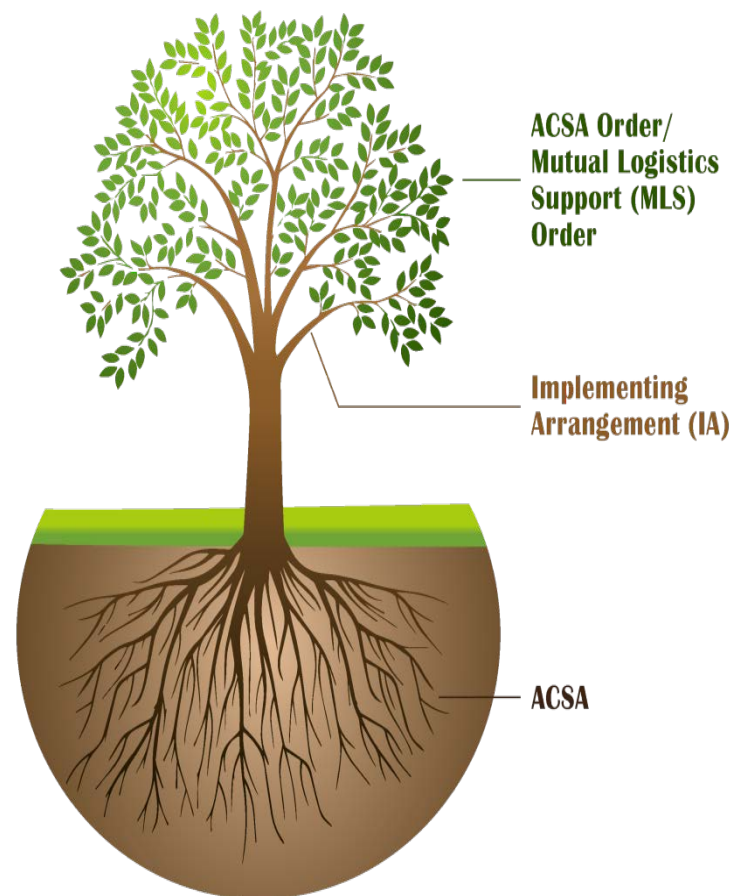


<https://www.jccs.gov>



The ACSA 'Tree'

- ACSA – ‘The Roots’:
 - The actual “Agreement.” International agreement between the US DoD and foreign military or defense establishment, facilitating the exchange of Logistics Support, Supplies and Services (LSSS) between the “Parties.”
- Implementing Arrangement (IA): - ‘The Branches’
 - A supplemental international agreement negotiated to specify implementation of an ACSA for special situations. Previously, a general document that accompanied older MLSA’s & ACSAs.
- ACSA Order/ Mutual Logistics Support (MLS) Order – ‘The Leaves’:
 - When signed by authorized POCs of both parties, it obligates the exchange of LSSS for cash, Replacement-In-Kind (RIK), or Equal Value Exchange (EVE). *AGATRS creates this SF1-3a Order Form.*
- Designated Representative - ‘The Farmers’:
 - An official representative designated by the US or foreign government to initiate and sign ACSA orders with the authority to accept or make payments. Once designated, they are listed in the POC Annex of the MLSO, ACSA, or IA.



[illegible]



Overview

- AGATRS is system of record for all ACSA transactions
- Transactions must be documented & contain all data elements specified in the applicable ACSA
 - AGATRS generates the SF1-3a with all required data elements
 - The Import from Excel capability is available for users to track and maintain ACSA transaction information in offline environments
- Acceptable forms of reimbursement
 - Cash (Monetary Reimbursement)
 - Replacement in kind (RIK)
 - Equal value exchange (EVE)
- Delegation required for authorized signature authority



Required Signatures

- Authorizing POC's – Block 21 & 22
 - Require delegation authority from their organization

21. Authorized Requestor (Signature) <small>OPTIONAL</small>	
Name (Last, First, MI, Rank/Title) Requestor Name	Date
Unit/Office Authorized Requestor - Unit/Office	Nation/Organization

22. Authorized Acceptor (Signature) <small>OPTIONAL</small>	
Name (Last, First, MI, Rank/Title) Acceptor	Date
Unit/Office Acceptor Unit (France)	Nation/Organization

- Inspection/Receipt & Supply Official – Block 23 & 24

23. Inspected/ Received By (Signature) <small>OPTIONAL</small>	
Name (Last, First, MI, Rank/Title) US Inspector	Date
Unit/Office	Nation/Organization

24. Supply Official (Signature) <small>OPTIONAL</small>	
Name (Last, First, MI, Rank/Title) Supplier Name (France)	Date
Unit/Office	Nation/Organization

- Financial POC – Block 32

32. Financial (Signature) <small>OPTIONAL</small>	Finance Name (Last, First, MI, Rank/Title)	Unit/Office	Nation/Organization
---	--	-------------	---------------------



Overview

- 3 key lifecycle documents required for auditability
 - Transaction Authorization Document
 - SF 1-3a **submitted** in AGATRS to populate Requisition Number (Block 1), **signed** by Authorized Representatives of the United States and Partner Nation (Block 21 & 22)
 - Receiving Report / Invoice
 - Confirmation of finalized **quantities received** – either-
 - SF1-3a **signed** by the Inspection/Receipt Official (Block 23) and Supply Official (Block 24) – or –
 - Headcount sheet, other confirmation of LSSS
 - Financial Payment/Collection Confirmation
 - Verification of transaction disbursement/collection to the **appropriate Fund Citation**
 - Requires analysis of costs, reconciliation of discrepancies and completion in AGATRS



Key Players & Responsibilities

- Service Component, sub-unified Commands, Operating Units – LOG
 - Identify and Develop requirement of LSSS acquisition/transfer
 - Draft Initial SF1-3a for LSSS
 - Negotiate terms and conditions, including pricing, of ACSA transactions
 - Sign at Authorized level to initiate transactions
 - Provide/Receive LSSS and confirm transaction quantities
 - Employ AGATRS to develop, maintain, report on ACSA transactions
- Resource Managers/ Financial Representatives – FINANCE
 - Document financial data and upload supporting documentation to validate the status of billings or payments for Cash ACSA transactions
 - Execute applicable processes in service component financial systems
 - Reimburse, bill for, and collect for LSSS acquired or transferred to Partners
 - Disbursing Organizations – DFAS, CVS
 - Upload financial documentation to validate ACSA transaction completion
- Critical to understand/sync logistics and financial actions



Critical Success Factors (CSFs)

- What key AGATRS actions do you rely on for success?
- How do you manage/tasks the actions for an order?
- How do you investigate the status of an order?



CSF – Order Assignment



ACSA GLOBAL AUTOMATED TRACKING & REPORTING SYSTEM

[Home](#) [Orders](#) [Reports](#) [Admin](#) [Contact](#) [F.A.Q](#)[Create Order](#)[Import ACSA Orders](#)[Search Orders](#)My Orders - (Days Until Agreed Return Date: **Yellow < 60**, **Orange < 30**, **Red = Expired**)

	No.	ACSA Order #	Buy or Sell	Country	Organization	Operation/Theater	Total	Status	Agreed Return Date	Assign To Logistics	Assign To Finance	
View	2458		S	Afghanistan			\$0.00	Draft				Edit
View	2457	SP-16201-002	S	Spain	Ministry of Defense	Operation Inherent Resolve	\$5,453.01	Submitted	01 Aug 2017	Deboe, Nicole Leah	Headley, Carter	Edit
View	2255	GM-16141-001	B	Germany	Ministry of Defense		\$27,250.61	Submitted	01 Feb 2017	Headley, Carter	Deboe, Nicole Leah	Edit

1. On the Home screen, assign the new order to applicable Logistics & Finance Users

Assign Order to Selected Finance Officer

Notify Assignee: ☒Send me a copy: ☒

Note

Please update the financial section by Friday. Thank you.

[Send](#)[Cancel](#)

2. Fill in the email message to the AGATRS user and select the Submit button. Optionally mark the "Send me a copy" checkbox.

Utilize the AGATRS tool to manage multiple user actions



CSF – Supplement Order Info

Logistics

Finance

Supporting Document

General Remarks

Remark

General Remark

[Mark Francis- Validated all supporting documentation is present to the Spanish Ministry of Defense]

- Enter Additional Remarks to provide insights specific to a particular ACSA transaction
 - Helpful info includes (i.e. Delivery Schedule, Financial Payment Specifics, Changing Action Officials)

Supporting Document

Add Supporting Document

Title

SP-15118-001-Recieving

Remarks

Signed SF 1-3a confirming receipt of LSS.

Select File

Browse...

No file selected.

Add

- Supporting Documentation
 - Attach Supporting Documentation to ACSA Order Form; (i.e. Invoices, Reports, Receipts)
 - Start by selecting “Browse”; Ensure you select “Upload “ for any documents
- *Best Practice* – Require supporting documentation for each phase of an ACSA Order
 - Utilize Signed SF 1-3a, Receiving Reports (SF 1-3a or PB Receipt), Invoices or Financial System Screenshots (confirm FM office is working collection/payment)



CSFs- Search ACSA Orders



ACSA GLOBAL AUTOMATED TRACKING & REPORTING SYSTEM

[Home](#) [Orders](#) [Reports](#) [Admin](#) [Contact](#) [F.A.Q](#)

[Create Order](#) [Import ACSA Orders](#) [Search Orders](#)

ACSA Order Number

Status

Fiscal Year

Created By

Purchase Order

US Buying or Selling?

☐ Buying ☐ Selling

Country

Operation/Theater

Order Date

From to

[Search](#) [Reset](#)

2. Select "Search" based on defined search criteria

3. Select "Reset" to clear the search option to define new search criteria

1. Search for ACSA Orders by:

- ACSA Order Number
- US Buying or Selling?
- Status (i.e. Draft, Submitted)
- Country
- Fiscal Year
- Operation/Theater
- Created by
- Date Range Order From:



CSF - Export Orders to Excel



ACSA GLOBAL AUTOMATED TRACKING & REPORTING SYSTEM

Home Orders Reports Admin Contact F.A.Q.

Create Order Import ACSA Orders

My Orders
Organization Orders
Unassigned Orders

1. Select the type of orders to export

ACSA Order Number

Status

Fiscal Year

Created By

Purchase Order

US Buying or Selling?

☐ Buying ☐ Selling

Country

Operation/Theater

Order Date

From to

2. Enter search criteria (optional) and select "Search"

Search Reset

My Orders - (Days Until Agreed Return Date: Yellow < 60, Orange < 30, Red = Expired)

	No.	ACSA Order #	Buy or Sell	Country	Organization	Operation/Theater	Total	Status	Agreed Return Date	Assign To Logistics	Assign To Finance	
View	2458		S	Afghanistan			\$0.00	Draft		<input type="text"/>	<input type="text"/>	Edit
View	2457	SP-16201-002	S	Spain	Ministry of Defense	Operation Inherent Resolve	\$5,453.01	Submitted	01 Aug 2017	Deboe, Nicole Leah	Headley, Carter	Edit
View	2255	GM-16141-001	B	Germany	Ministry of Defense		\$27,250.61	Submitted	01 Feb 2017	Headley, Carter	Deboe, Nicole Leah	Edit

Export Result(s) To Excel

3. Select "Export to Excel"



CSF – Review Orders in Excel

ExportedReport.xls [Read-Only] [Compatibility Mode] - Excel

Order ID										
Order ID	ACSA Order#	Fiscal Year	Order Date	Buying or Sell	Supporting Agreement Nation	Organization	Theater/Operation	Total Claimed	Order Status	Finance Full Name
2458		2016	14-Jul-2016	S	Afghanistan			\$0.00	Draft	
2457	SP-16201-002	2016	01-Aug-2016	S	Spain	Ministry of Defense	Operation Inherent Resolve	\$5,453.01	Submitted	Headley, Carter
2255	GM-16141-001	2016	20-May-2016	B	Germany	Ministry of Defense		\$27,250.61	Submitted	Deboe, Nicole Lea
Grand Total Claimed:								\$32,703.62		

- “My Orders” export results in Excel:

- Order ID
- ACSA Order Number
- Fiscal Year
- Order Date
- Buy or Sell

- Organization
- Theater/Operation
- Total Claimed
- Order Status
- Finance Full Name
- Logistics Full Name
- Order Created by User ID

- Supporting Agreement Nation



Training Overview

- Training Environment mirrors functionality of “Live” Production Environment
 - Launch “AGATRS Training” –OR–
 - <https://www.jccs.gov/agatrsuat/Login.aspx>
 - Training Accounts - 2 Options:
 1. Utilizes CAC Credentials for Registered Users
 2. Request activation of AGATRS Training Accounts
 - TrainingXX@dla.mil (simply replace the XX with 01-20 to access one of these 20 training accounts)
 - Training Password: UiopHjklBnm,0987\$\$\$



Step By Step Walk Through



Select the GOVT USERS LOGIN Button

UNCLASSIFIED - FOR OFFICIAL USE ONLY



JCXS

JOINT CONTINGENCY & EXPEDITIONARY SERVICES

HOME ABOUT JCXS APPLICATION OVERVIEW SERVICES TRAINING FAQs CONTACT US

VENDORS LOGIN

GOVT USERS LOGIN

Welcome to the new JCXS site!



JCXS (Joint Contingency & Expeditionary Services) is the new name for the JCCS (Joint Contingency Contracting System) platform. Our new name and logo represent our evolved focus on joint expeditionary acquisition business solutions. Although our name has changed, we remain focused on our mission of supporting contingency and expeditionary programs that rapidly deploy for humanitarian, peacetime, and wartime missions.

[Read More >](#)

Our Mission

The Joint Contingency and Expeditionary Services (JCXS) is the DoD's agile, responsive, and global provider of Joint expeditionary acquisition business solutions that fulfill mission-critical requirements while supporting interagency collaboration - to include but is not limited to contracting, financial, spend analysis, contract close-out, staffing, strategic sourcing and reporting.

- Select the GOVT USERS LOGIN button



Launch the Application

- Launch your application

CAAMS Launch	 More Info & Request Access
JCCS Launch	 More Info & Request Access
TBC Launch	 More Info & Request Access
AGATRS Launch	 More Info & Request Access
GFLSV Launch	 More Info & Request Access



Create ACSA Order



ACSA GLOBAL AUTOMATED TRACKING & REPORTING SYSTEM

[Home](#)

[Orders](#) ▾

[Reports](#) ▾

[Admin](#) ▾

[Contact](#)

[F.A.Q](#)

Create Order

Import ACSA Orders

Search Orders

My Orders - (Days Until Agreed Return Date: **Yellow < 60**, **Orange < 30**, **Red = Expired**)

No Order(s) Found.

Export Result(s) To Excel

- Select "Create Order" to create a New ACSA order"

Copyright DLA © 2016 - ACSA Global Automated Tracking & Reporting System · [Privacy](#) · [Terms](#)



1. Enter ACSA Order Detail

Logistics

Finance

Supporting Document

General Remarks

- Select the “Logistics” Tab to enter ACSA Order

* Order submission required field.

ACSA Order Agreement Information

Is the US the buying or selling party in the transaction? * ☐ Buy ☒ Sell

Order Date*

08/01/2016

Support Agreement Nation * [View ACSA](#)

Spain

Organization * [Add Organization](#)

Spain / Ministry of Defense

Implement Arrangement [View IA](#)

US-SP-02

Operation/Theater * [Add Theater](#)

Operation Inherent Resolve

Select Appropriate LSSS Type

☒ Standard ☐ 1207 – SME Loan ☐ Strategic Airlift ☐ Lift and Sustain

- Enter ACSA Order Detail
 - Is the US the Buying or Selling Party in the transaction?
 - Order Date – Update when signed at Authorized level
 - Support Agreement Nation
 - Implementing Arrangement
 - Organization
 - Operation/Theater
 - Appropriate LSSS Type



1a. View ASCA

Logistics Finance Supporting Document General Remarks

* Order submission required field.

ACSA Order Agreement Information

Is the US the buying or selling party in the transaction? * ☐ Buy ☒ Sell

Support Agreement Nation * Spain

Organization * Spain / Ministry of Defense

Implement Arrangement US-SP-02

Operation/Theater * Operation Inherent Resolve

Select Appropriate LSSS Type

☒ Standard ☐ 1207 - SME Loan ☐ Strategic Airlift ☐ Lift and Sustain

- Select the nation and then select "View ACSA" to display the Agreement Detail

ACSA Agreement Detail

* - Required Field

Created: 7/20/2016 12:43:39 PM Modified: 7/20/2016 12:43:39 PM

Name *
US-SP-02

Remark
Updated ACSA Agreement with Spain

	File Name	Size
<input type="button" value="Download"/>	US-SP-02 (Spain).pdf	44752

- Select "Download" to view the ASCA Agreement



1b. View IA

Logistics Finance Supporting Document General Remarks

* Order submission required field.

ACSA Order Agreement Information

Is the US the buying or selling party in the transaction? * ☐ Buy ☒ Sell

Order Date * 08/01/2016

Support Agreement Nation * [View ACSA](#)

Spain

Organization * [Add Organization](#)

Spain / Ministry of Defense

Implement Arrangement * [View IA](#)

US-SP-02

Operation/Theater * [Add Theater](#)

Operation Inherent Resolve

Select Appropriate LSSS Type

☒ Standard ☐ 1207 – SME Loan ☐ Strategic Airlift ☐ Lift and Sustain

- Select an IA and then select “View IA” to display the details

Implement Arrangement Detail

* - Required Field

Created: 7/20/2016 12:47:05 PM Modified: 7/20/2016 12:47:05 PM

Name * US-SP-02

Remark

File Name	Size
Signature_Delegation_Memo_Spain.pdf	28808

- Select “Download” to view the Implementing Arrangement

[Download](#)

[Cancel](#)

- Select “Cancel” when finished viewing the IA details.



1c. Add Data for Organization & Operations

Organization *

Spain / Ministry of Defense

Operation/Theater *

Operation Inherent Resolve

- Either select an organization from the drop-down list or select "Add Organization" to create one. Same procedure for the selection of an Operation

- If you add a new organization/operation, fill in the details and then select "Save".

Add Organization

* - Required Field

Country

Spain

Abbreviation

MoD

Name*

Ministry of Defense

Website

Add Theater/Operation

* - Required Field

Abbreviation

Name*

Remarks



2. Delivery Information

Delivery Information

Deliver to Place	Delivery Time
<input type="text" value="Besmaya"/>	<input type="text" value="0800"/>
Delivery to Country *	Delivery to Unit/Office *
<input type="text" value="Iraq"/>	<input type="text" value="TF Spanish Legion- Besmaya"/>

- Enter Delivery Information:
 - Delivery to Place
 - Delivery to Time
 - Delivery to Country
 - Delivery to Unit/Office



3. Enter Authorized Requestor

Authorized Requestor

Name (Last, First, MI, Rank/Title) *	Requesting Nation/Organization
<input type="text" value="LtCol Christian Marquez"/>	<input type="text" value="Spain / Estado Mayor Del Ejercito De Tierra. Division De Logistica"/>
Requesting Unit/Office	
<input type="text" value="Division De Logistica/ TF Spain"/>	

- Enter Authorized Requestor
 - Name (Last, First, MI, Rank/Title)
 - Requesting Nation/Organization
 - Requesting Unit/Office



4. Enter Authorized Acceptor

Authorized Acceptor

Name (Last, First, MI, Rank/Title) *	Accepting Nation/Organization
<input type="text" value="MAJ Allen Rodgers"/>	<input type="text" value="United States / Combined Arms Center - Training"/>
Accepting Unit/Office	
<input type="text" value="82nd Airborne Division G4"/>	

- Enter Authorized Acceptor
 - Name (Last, First, MI, Rank/Title)
 - Accepting Nation/Organization
 - Accepting Unit/Office



5. Enter Currency Information

Line Item

Method of Payment	Currency	Exchange Rate	Not to Exceed	Agreed Return Date
CASH	Euro	0.739500	100000.0000	07/01/2016

- Enter Currency/Exchange Rates
 - Currency
 - Exchange Rate
 - Not to Exceed Amount (if applicable)
 - Agreed Return Date (if applicable)

Exchange rates are based on U.S. Treasury Standard and are able to be manually adjusted within the system interface



5a. Enter Not to Exceed Amount

Line Item

Method of Payment Currency

CASH

Euro

Exchange Rate

0.739500

Not to Exceed

100000.000000

Agreed Return Date

07/01/2016

- Enter Not To Exceed Amount (in Currency provided)
 - Limitation of governmental liability for the Transaction



5b. Agreed Return Date

Line Item				
Method of Payment	Currency	Exchange Rate	Not to Exceed	Agreed Return Date
CASH	Euro	0.739500	100000.000000	07/01/2016

- Enter Agreed Return Date
 - Maximum date to complete the reconciliation for support provided in the transaction is 1 year
 - System will default to 365 days from order date provided in the Agreement Information module



5c. Enter Line Items

Line Item

Method of Payment Currency Exchange Rate Not to Exceed Agreed Return Date

CASH ☐ Euro 0.739500 100000.0000 08/01/2017

	No.	Attach	Class	Stock No & Description	Unit of Measure	Request Quantity	Received Quantity	Unit Price	Total in Partner	Balance in U.S \$	Total in U.S \$
Edit Delete	1	0	V	Training Ammunition	Round	5000.0000	-	0.19	950.00 (Req)	0.00	1284.65
Edit Delete	2	0	VIII	Sunscreen (SPF45)	Bottle	350.0000	-	8.75	3062.50 (Req)	0.00	4141.31
								Total:	4012.50	0.00	5425.96

No. Attach Class Stock No & Description Unit of Measure Quantity Request Quantity Received Unit Price

3 Attach SVC ☐ Stock No & Description Each Request Qty Quantity Qty Unit Price

92 Characters Remaining

[Add](#)

- Enter Line Item Information in green row, then select "Add"
 - Number (No)
 - Attach
 - Class
 - Stock No & Description
 - Unit of Measure
 - Quantity Requested
 - Unit Price



5d. Enter Line Items

Line Item

Method of Payment	Currency	Exchange Rate	Not to Exceed	Agreed Return Date
CASH <input type="checkbox"/>	Euro	0.739500	100000.0000	08/01/2017

	No.	Attach	Class	Stock No & Description	Unit of Measure	Request Quantity	Received Quantity	Unit Price	Total in Partner	Balance in U.S \$	Total in U.S \$
Edit Delete	1	0	V	Training Ammunition	Round	5000.0000	-	0.19	950.00 (Req)	0.00	1284.65
Edit Delete	2	0	VIII	Sunscreen (SPF45)	Bottle	350.0000	-	8.75	3062.50 (Req)	0.00	4141.31
								Total:	4012.50	0.00	5425.96

No.	Attach	Class	Stock No & Description	Unit of Measure	Quantity Request	Quantity Received	Unit Price	Add
3	Attach	SVC	<input type="text" value="Stock No & Description"/>	Each	Request Qty	Quantity Qty	Unit Price	
92 Characters Remaining								

- **Total Costs displayed based on Quantity Requested when Quantities Received are blank**
 - AGATRS will display REQ when using Requested quantities
 - REC will be displayed once Received Quantities are input



5e. Enter Additional Costs & Validate Summary

Costs Summary in U.S

Cost: 5425.96
Trans Cost: 270.45
Other Cost: 0.00
Total Claimed: 5696.41
Not Exceed Amount: 135226.50

- Enter Additional Costs
 - Transportation Cost
 - Other Costs
- Validate Cost Summary In Partner Nation Currency and US \$

Costs Summary in Partner Currency

Cost: 4012.50
Trans Cost: <input type="text" value="200.00"/>
Other Cost: <input type="text" value="0.00"/>
Total Claimed: 4212.50



6. Enter Inspection/Receipt Officer

Inspected/Received By	
Name (Last, First, MI, Rank/Title)	Receiving Nation/Organization
<input type="text" value="1LT Alexandria Castillo"/>	<input type="text" value="Spain / Estado Mayor Del Ejercito De Tierra. Division De Logistica"/>
Receiving Unit/Office	Receipt Number
<input type="text" value="TF Spanish Legion/ Besmaya"/>	<input type="text" value="SP-15118-001-R001"/>

- **Enter Receiving Report**
 - Receipt Number
 - Name (Last, First, MI, Rank/Title):
 - Receiving Nation/Organization
 - Receiving Unit/Office



7. Enter Supply Official

Supply Official

Name (Last, First, MI, Rank/Title)	Supplying Nation/Organization
CPT Ed Weber	United States / Combined Arms Center - Training
Supplying Unit/Office	
82nd Airbone Division G4	

- Enter Supply Official (same nation as Authorized Acceptor)
 - Name
 - Supplying Nation/Organization
 - Supplying Unit/Office



8. General Remarks



ACSA GLOBAL AUTOMATED TRACKING & REPORTING SYSTEM

Home Orders Reports Admin Contact F.A.Q

Back

Save

Submit Order

Generate ACSA Form

Order No.: 2457

Order Number : SP-16201-002

Status : Submitted

Assigned to Logistic : Deboe, Nicole Leah

Created By : Deboe, Nicole Leah

Last Modified By : NA

ACSA Agreement :

Assigned to Finance : Headley, Carter

Created On : 7/14/2016 2:47:12 PM

Last Modified On : 7/20/2016 12:28:57 PM

U.S Total Claimed : \$ 5453.01

Logistics

Finance

Supporting Document

General Remarks

Logistics

Finance

Supporting Document

General Remarks

Remark

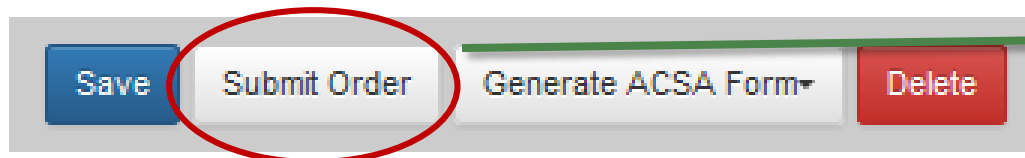
General Remark

[Mark Francis- Validated all supporting documentation is present to the Spanish Ministry of Defense]

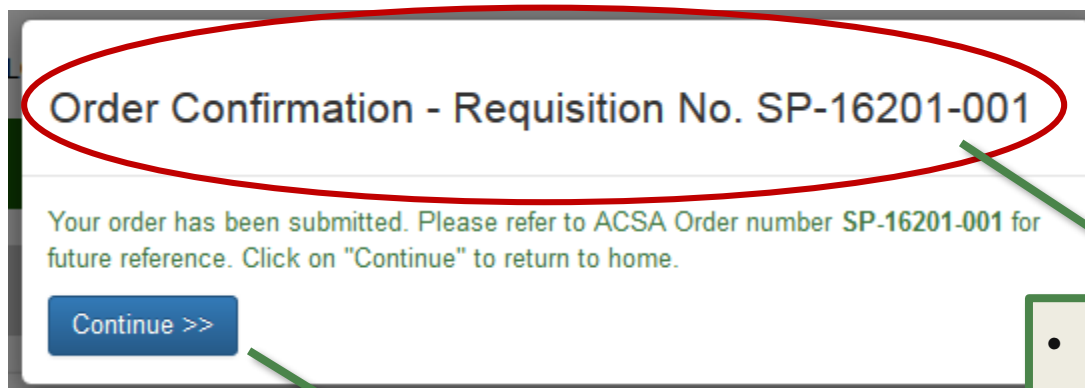
- Select the “General Remarks” tab to enter additional information
 - Enter ACSA details (i.e. SOW, Financial Updates, Key Dates)



9. Submit Order



- Submit Order
- Select "Submit Order" from the Floating Toolbar



- Order Confirmation
- Select "Continue" to assign order to Logistics or Financial Users

- Review AGATRS Order Number
- Combination of Partner Nation Abbreviation (2 letters), Julian Date (5 numbers), and Unique Identified Code (3 numbers)



10. Gather Initial Signatures



ACSA GLOBAL AUTOMATED TRACKING & REPORTING SYSTEM

[Home](#) [Orders ▾](#) [Reports ▾](#) [Admin ▾](#) [Contact](#) [F.A.Q](#)[Back](#)[Generate ACSA Form ▾](#)[ACSA Standard 1-3a Form \(PDF\)](#)

Order No.: 2457

Order Number : SP-16201-002

Status : Submitted

Assigned to Logistic : Deboe, Nicole Leah

Created By : Deboe, Nicole Leah

Last Modified By : NA

ACSA Agreement : US-SP-02 / US-SP-02

Assigned to Finance : Headley, Carter

Created On : 7/14/2016 2:47:12 PM

Last Modified On : 7/21/2016 1:24:59 PM

U.S Total Claimed : \$ 5453.01

[Logistics](#)[Finance](#)[Supporting Document](#)[General Remarks](#)

- In the Order Interface, select 'View ACSA Form'

- Authorizing POC's – Block 21 & 22

- Require delegation authority from their organization

21. Authorized Requestor (Signature)

Name (Last, First, MI, Rank/Title)

Requestor Name

Date

Unit/Office

Authorized Requestor - Unit/Office

Nation/Organization

22. Authorized Acceptor (Signature)

Name (Last, First, MI, Rank/Title)

Acceptor

Date

Unit/Office

Acceptor Unit (France)

Nation/Organization



11. Provide Support



FOOD AND FOOD SERVICE



**BILLETING OR TEMPORARY
SHELTER**



**AIRLIFT AND GROUND
TRANSPORTATION**



**FIELD RADIO SUPPORT; ACCESS
TO COMMS SATELITES**



**COLD WEATHER ITEMS AND
PROTECTIVE CLOTHING
(EMERGENCY ONLY)**



**REFUELING OF AIR OR GROUND
VEHICLES**



12. Update Received LSSS

	No.	Attach	Class	Stock No & Description	Unit of Measure	Request Quantity	Received Quantity	Unit Price	Total in Partner	Balance in U.S \$	Total in U.S \$
<div>Edit Delete Save Cancel</div>	1	0	V	Training Ammunition	Round	5000.0000	4000.0000	0.19	760.00 (Req)	256.93	1027.72
	2	0	VIII	Sunscreen (SPF45) <small>92 Characters Remaining</small>	Bottle	350.0000		8.75	3062.50 (Req)	0.00	4141.31
								Total:	0.0000	0.0000	0.0000

- Click Edit to update quantities
 - Click Save once complete to update calculations

- Total Costs updated to Received Quantities
 - AGATRS displays any outstanding balance



13. Balance LSSS & Gather Receipt Signatures

	No.	Attach	Class	Stock No & Description	Unit of Measure	Request Quantity	Received Quantity	Unit Price	Total in Partner	Balance in U.S \$	Total in U.S \$
Edit Delete	1	0	V	Training Ammunition	Round	4000.0000	4000.0000	0.19	760.00 (Rec)	0.00	1027.72
Edit Delete	2	0	VIII	Sunscreen (SPF45)	Bottle	350.0000	350.0000	8.75	3062.50 (Rec)	0.00	4141.31
Total:									3822.50	0.00	5169.03

- If desired quantities decrease, lower updated request quantity

- Zero out Line Item Balance
 - AGATRS displays any outstanding balance

• Inspection/Receipt & Supply Official – Block 23 & 24

23. Inspected/ Received By (Signature)	
Name (Last, First, MI, Rank/Title)	Date
US Inspector	
Unit/Office	Nation/Organization

24. Supply Official (Signature)	
Name (Last, First, MI, Rank/Title)	Date
Supplier Name (France)	
Unit/Office	Nation/Organization



14. Assign Submitted Order

Assign Order to Selected Finance Officer

Notify Assignee: ☒

Send me a copy: ☒

Note

Please update the financial section by Friday. Thank you.

Send

Cancel

- Fill in the email message to the Finance person and select the Send button. Optionally mark the "Send me a copy" checkbox.

Date	Assign To Logistics	Assign To Finance	
			Edit
	Deboe, Nicole Leah	Finance, T Dai	Edit

- On the Home screen, assign the new order to Finance



15. Enter Financial Information



ACSA GLOBAL AUTOMATED TRACKING & REPORTING SYSTEM

[Home](#) [Orders](#) [Reports](#) [Admin](#) [Contact](#) [F.A.Q](#)

[Back](#)

[Save](#)

[Submit Order](#)

[Generate ACSA Form](#)

Order No.: 2457

Order Number: SP-16201-002

Status: Submitted

Assigned to Logistic: Deboe, Nicole Leah

Created By: Deboe, Nicole Leah

Last Modified By: NA

ACSA Agreement:

Assigned to Finance: Headley, Carter

Created On: 7/14/2016 2:47:12 PM

Last Modified On: 7/20/2016 12:28:57 PM

U.S Total Claimed: \$ 5453.01

[Logistics](#)

[Finance](#)

[Supporting Document](#)

[General Remarks](#)

- Select "Finance" tab located at the top of the site.



15a. Enter Bill To Information

* Finance required field.

Bill To Office

Office Name *
Ministry of Defense

Select Office Clear

Address
109 Paseo de la Castellana, Madrid, Spain 28071

Phone Commercial
Phone Number

Phone DSN
Phone Number

Email
www.defensa.gob.es

- Click "Select Office" to choose an office

AGA

Home Ord

Bill/Pay to Office

Country Spain Go

	Office Name	Location	Contact Info
Select	Ministry of Defense	Organization: CJTF/G35 MOPS Address: 109 Paseo de la Castellana, Madrid, Spain 28071 Country: Spain	Email: www.defensa.gob.es Phone Commercial: Phone DSN: Edit

Add Office

Cancel

- Select choice of office, edit office details or "Add Office"



15b. Enter Pay To Information

Pay To Office

Office Name *
test

Address
555 Main Street

Phone Commercial
Phone Number

Phone DSN
Phone Number

Email
Email Address

Select Office Clear

- Click "Select Office"

AGA

me Ord

Bill/Pay to Office

Country United States Go

Office Name	Location	Contact Info	
Select Defense Finance and Accounting Services	Organization: 13 AF/A4 Address: 555 Main Street Country: United States	Email: Phone Commercial: Phone DSN:	Edit
Select	Organization: 13 AF/A4 Address: Country: United States	Email: Phone Commercial: Phone DSN:	Edit
Add Office			

Cancel

Nicole L
ey, Carter

Submit O
ement
laimed

- Select choice of office, edit office details or "Add Office"



15c. Enter Financial Information

Finance Information

Purchase Order No.	Invoice No.
Purchase Number 12356789	Invoice to Spain MoD
Fund Citation *	
01172 76652 19 190099	
Name (Last, First, MI, Rank/Title) *	Finance Nation/Organization *
Mr. Mark Francis, CIV	United States / Central Command
Finance Unit/Office *	
CJTF-OIR G8	

☐ Certify that the amount invoiced is exclusive of all taxes from which exemption has been granted under provisions of existing agreements and that the invoice is correct.

- Financial representative documents relevant financial data fields

****NOTE**** May require swivel chair process from Service Component Financial System of Record (i.e. Populate GFEBS Line of Accounting in AGATRS Fund Citation Field)



15d. Enter Financial Representative Information

Finance Information

Purchase Order No.	Invoice No.
Purchase Number 12356789	Invoice to Spain MoD

Fund Citation *

01172 76652 19 190099

Name (Last, First, MI, Rank/Title) *	Finance Nation/Organization *
Mr. Mark Francis, CIV	United States / Central Command

Finance Unit/Office *

CJTF-OIR G8

☐ Certify that the amount invoiced is exclusive of all taxes from which exemption has been granted under provisions of existing agreements and that the invoice is correct.

- Finance person logs in and enters financial information.

NAME, FINANCE NATION/ORG and FINANCE UNIT fields must be filled in before marking the checkbox beside “Certify that the amount...”



16. Upload Supporting Documentation



ACSA GLOBAL AUTOMATED TRACKING & REPORTING SYSTEM

Order No.: 2457 Order Number: SP-16201-002 Status: Submitted
Assigned to Logistic: Deboe, Nicole Leah Created By: Deboe, Nicole Leah Last Modified By: NA ACSA Agreement:
Assigned to Finance: Headley, Carter Created On: 7/14/2016 2:47:12 PM Last Modified On: 7/20/2016 12:28:57 PM U.S Total Claimed: \$ 5453.01

Logistics Finance **Supporting Document** General Remarks

Supporting Document

- Select the “Supporting Document” tab to upload document

Add Supporting Document

Title SP-15118-001-Recieving

Remarks Signed SF 1-3a confirming receipt of LSS.

Select File **Browse...** No file selected.

Add

- Supporting Documentation
 - Attach Supporting Documentation to ACSA Order Form; start by selecting “Browse”



16a. Supporting Document Upload

Supporting Document

Add Supporting Document

Title SP-15118-001-Recieving

Remarks Signed SF 1-3a confirming receipt of LSS

Select File

Browse...

No file selected.

Add

- Select "Add" once document is uploaded. Confirmation of document will appear

✓ New supporting document added.

	File ID	Title	Remark	File Name	File Type	File Size (byte)	Uploaded By	Uploaded Date	
Edit Download	237	SP-15118-001-Recieving	Signed SF 1-3a confirming receipt of LSS	ACSA.eOrderForm.Pdf	pdf	3696	leah.1.deboe.ctr@dla.mil	07/22/2016	Delete



17. Enter Financial Signatures



ACSA GLOBAL AUTOMATED TRACKING & REPORTING SYSTEM

[Home](#) [Orders ▾](#) [Reports ▾](#) [Admin ▾](#) [Contact](#) [F.A.Q](#)[Back](#)[Generate ACSA Form ▾](#)

ACSA Standard 1-3a Form (PDF)

Order No.: 2457

Order Number : SP-16201-002

Status : Submitted

Assigned to Logistic : Deboe, Nicole Leah

Created By : Deboe, Nicole Leah

Last Modified By : NA

ACSA Agreement : US-SP-02 / US-SP-02

Assigned to Finance : Headley, Carter

Created On : 7/14/2016 2:47:12 PM

Last Modified On : 7/21/2016 1:24:59 PM

U.S Total Claimed : \$ 5453.01

[Logistics](#)[Finance](#)[Supporting Document](#)[General Remarks](#)

- In the Order Interface, select 'View ACSA Form'

- Financial POC – Block 32

32. Financial (Signature)

VIEW FILE

Finance Name (Last, First, MI, Rank/Title)

Unit/Office

Nation/Organization



18. Certify and Save the Order

Logistics

Finance

Supporting Document

General Remarks

- Select the “Finance” Tab to certify and save the order

Email Address

By Selecting OK you will complete the order and will no longer be able to edit the data. Are you sure you want to complete the order?

OK Cancel

Finance Information

Purchase Order No.

Purchase Number 12356789

Fund Citation *

01172 76652 19 190099

Name (Last, First, MI, Rank/Title) *

Mr. Mark Francis, CIV

Finance Nation/Organization *

United States / Central Command

Finance Unit/Office *

CITE OIR GA

☒ Certify that the amount invoiced is exclusive of all taxes from which exemption has been granted under provisions of existing agreements and that the invoice is correct.

- Verify that all the information on the screen is correct. **This is the last point you can make changes to the order form.**
 1. Mark the checkbox beside “Certify that the amount...”
 2. Select the “OK” to complete the order



19. View ACSA Form



ACSA GLOBAL AUTOMATED TRACKING & REPORTING SYSTEM

[Home](#) [Orders ▾](#) [Reports ▾](#) [Admin ▾](#) [Contact](#) [F.A.Q](#)[Create Order](#)[Import ACSA Orders](#)[Search Orders](#)**My Orders** - (Days Until Agreed Return Date: **Yellow < 60**, **Orange < 30**, **Red = Expired**)

	No.	ACSA Order #	Buy or Sell	Country	Organization	Operation/Theater	Total	Status	Agreed Return Date	Assign To Logistics	Assign To Finance	
View	2458		S	Afghanistan			\$0.00	Draft				Edit
View	2457	SP-16201-002	S	Spain	Ministry of Defense	Operation Inherent Resolve	\$5,453.01	Submitted	01 Aug 2017	Deboe, Nicole Leah ▾	Headley, Carter ▾	Edit
View	2255	GM-16141-001	B	Germany	Ministry of Defense		\$27,250.61	Submitted	01 Feb 2017	Headley, Carter ▾	Deboe, Nicole Leah ▾	Edit

- On the Home screen, select 'View'



19a. View ACSA Form



ACSA GLOBAL AUTOMATED TRACKING & REPORTING SYSTEM

Home Orders Reports Admin Contact F.A.Q

Back

Generate ACSA Form▼

ACSA Standard 1-3a Form (PDF)

Order No.: 2457

Order Number : SP-16204-002

Status : Submitted

Assigned to Logistic : Deboe, Nicole Leah

Created By : Deboe, Nicole Leah

Last Modified By : NA

ACSA Agreement : US-SP-02 / US-SP-02

Assigned to Finance : Headley, Carter

Created On : 7/14/2016 2:47:12 PM

Last Modified On : 7/21/2016 1:24:59 PM

U.S Total Claimed : \$ 5453.01

Logistics

Finance

Supporting Document

General Remarks

- In the Order Interface, select 'View ACSA Form'

- Select "Ok" to open document

20. Review Completed SF1-3a

[illegible]