

# Reopening and Editing a Locked SpendLogic Tab

13 Steps [View most recent version](#) 

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Created by

Karen Stein (SpendLogic)

Creation Date

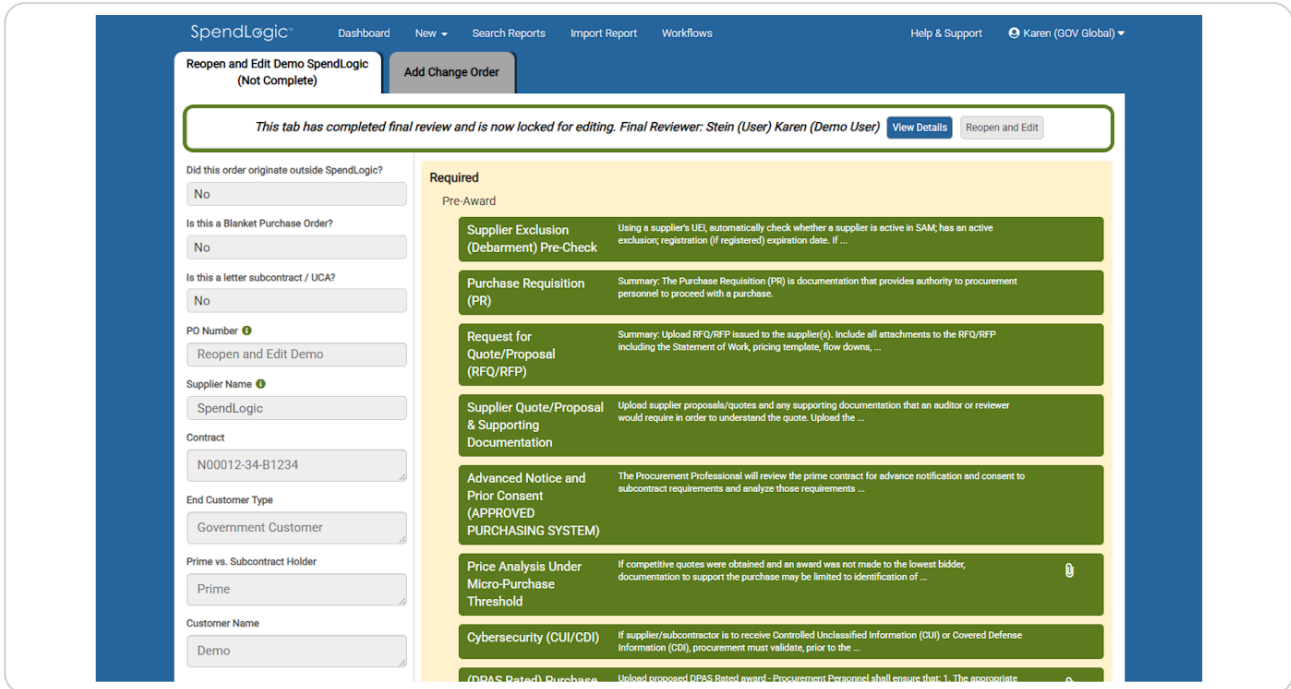
Jan 22, 2025

Last Updated

Jan 22, 2025

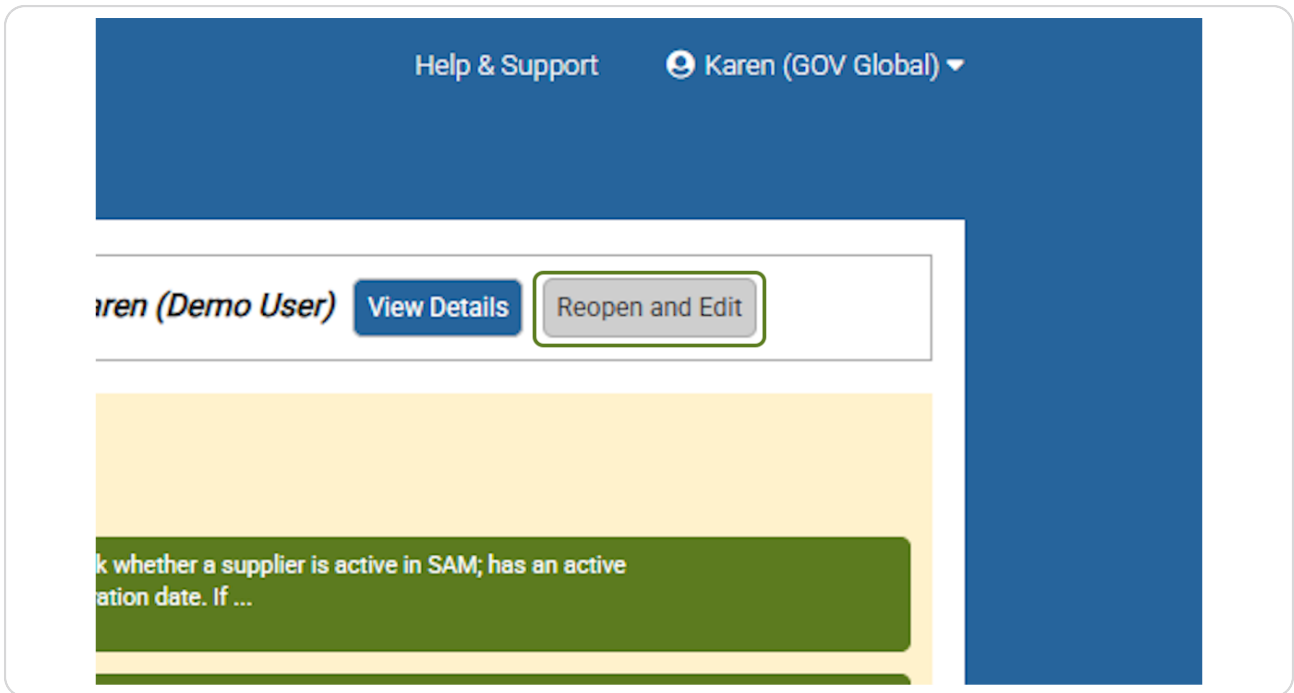
## STEP 1

### Navigate to banner located at the top of your Documentation Folder



STEP 2

Click on Reopen and Edit



### STEP 3

#### Click on Confirm

reopen and modify the file, but it will be re-routed again. Note that data on the case confirm you want to reopen this file for editing.

View Details Reopen and Edit

Active in SAM; has an active

Provides authority to procurement


personnel to proceed with a purchase.

Summary: Upload RFQ/RFP issued to the supplier(s). Include all attachments to the RFQ/RFP including the Statement of Work, pricing template, flow downs, ...

Cancel Confirm

STEP 4

Click on Close



## Results

The package has been successfully reopened.

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Close

<b>Supplier Exclusion (Debarment) Pre-Check</b>	Using a supplier's UEI, automatically check whether a supplier is excluded; registration (if registered) expiration date. If ...
<b>Purchase Requisition (PR)</b>	Summary: The Purchase Requisition (PR) is documentation that authorizes personnel to proceed with a purchase.

## STEP 5

Navigate to the Left Hand Block or Blocks which need editing. Any non-greyed block can be edited.

Government Supply Course

January 2025

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

01/14/2025

PoP/Final Delivery Date ⓘ

01/14/2025

Competitive or Non-Competitive ⓘ

Competitive

Review for applicability, include if ne

Pre-Award

\*\*Internal Use Only\*\* Up

Miscellaneous Documentation

Post-Award

Annual Reps and Certs (Renewals and Updates) Su th

Return to Dashboard

## STEP 6

**NOTE: Depending on the change(s) made to Left Hand block(s), you may trigger documentation requirements not previously required.**

The screenshot displays the SpendLogic application interface. The top navigation bar includes 'Dashboard', 'New', 'Search Reports', 'Import Report', 'Workflows', 'Help & Support', and 'Karen (GOV Global)'. The left sidebar contains various fields for data entry:

- DPAS Rating: DO
- Buyer Name: Stein Karen (GOV Global)
- Review Waiver: \$1.00
- Manager Name: -
- NAICS Code: 541330
- Government Supply Source: A calendar for January 2025 is shown, with the date 01/14/2025 selected.
- PoP/Final Delivery Date: 01/14/2025
- Competitive or Non-Competitive: Competitive
- Commerciality: Commercial
- U.S. / Foreign Company: -




The main content area is titled 'Agreement/Change Order, etc.' and contains several sections for documentation:


- Post-Award**
  - Fully Executed PO/Blanket Order/Subcontract Agreement/Change Order (DPAS Rated)**: Upload a copy of the fully executed PO/Subcontract (SubK)/Change Order (CO) along with any attachments.
  - Buy American**: Reference(s): FAR 52.225-1 through 4 and DFARS 252.225-7000, 7001, 7004, 252.225-7002-1, 252.225-7012, 7015. Applies to Subcontracts/POs above Micro Purchase ...
- Review for applicability, include if needed**
  - Pre-Award**
    - \*\*Internal Use Only\*\* Miscellaneous Documentation**: Upload miscellaneous documentation here.
  - Post-Award**
    - Annual Reqs and Certs (Renewals and Updates)**: Supplier/Subcontractor Reqs & Certs should be updated annually and if any information changes in the Reqs & Certs, Supplier/Subcontractor should notify ...

At the bottom of the form, there are two buttons: 'Return to Dashboard' and 'Submit'.

## STEP 7

Complete any NEW required pre-award Right Hand blocks.

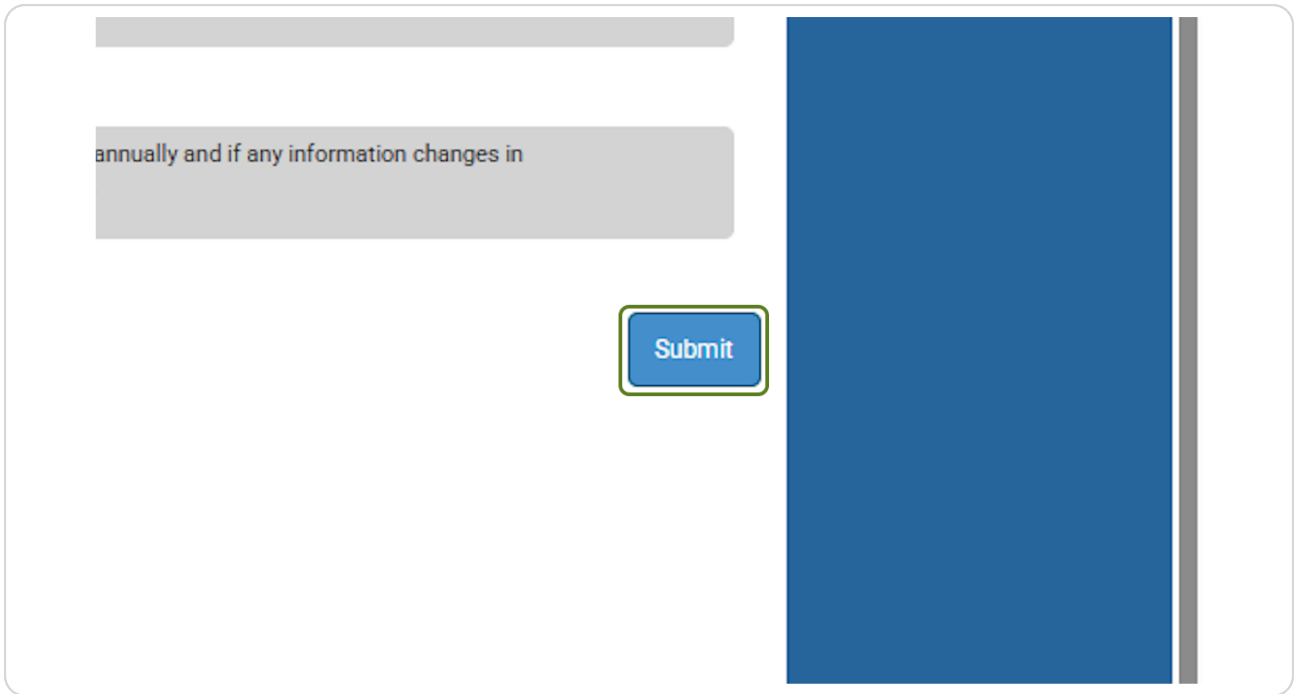
<input type="checkbox"/>	(Debarment) Pre-Check	
<input type="checkbox"/>	<b>Purchase Requisition (PR)</b>	Summary: The Purchase Requisition (PR) is documentation that provides authority to procurement personnel to proceed with a purchase.
<input type="checkbox"/>	<b>Request for Quote/Proposal (RFQ/RFP)</b>	Summary: Upload RFQ/RFP issued to the supplier(s). Include all attachments to the RFQ/RFP including the Statement of Work, pricing template, flow downs, ...
<input type="checkbox"/>	<b>Supplier Quote/Proposal &amp; Supporting Documentation</b>	Upload supplier proposals/quotes and any supporting documentation that an auditor or reviewer would require in order to understand the quote. Upload the ...
<input type="checkbox"/>	<b>Annual Representations &amp; Certifications (Reps &amp; Certs)</b>	Representations and Certifications shall be obtained prior to the award of any procurement equal to or exceeding the micro-purchase threshold and shall be kept ... 
<input type="checkbox"/>	<b>Advanced Notice and Prior Consent (APPROVED PURCHASING SYSTEM)</b>	The Procurement Professional will review the prime contract for advance notification and consent to subcontract requirements and analyze those requirements ...
<input type="checkbox"/>	<b>Price Analysis (Competitive)</b>	A price analysis must be performed to determine price reasonableness and file must be properly documented. 
<input type="checkbox"/>	<b>FAR, DFARS, Agency Contract Clause Specific Flow Downs and Terms &amp; Conditions (at time of</b>	Summary: Government contracts contain clauses requiring contractors to flow down certain terms and conditions to lower tier subcontractors/suppliers. These ... 

PAS 



**STEP 8**

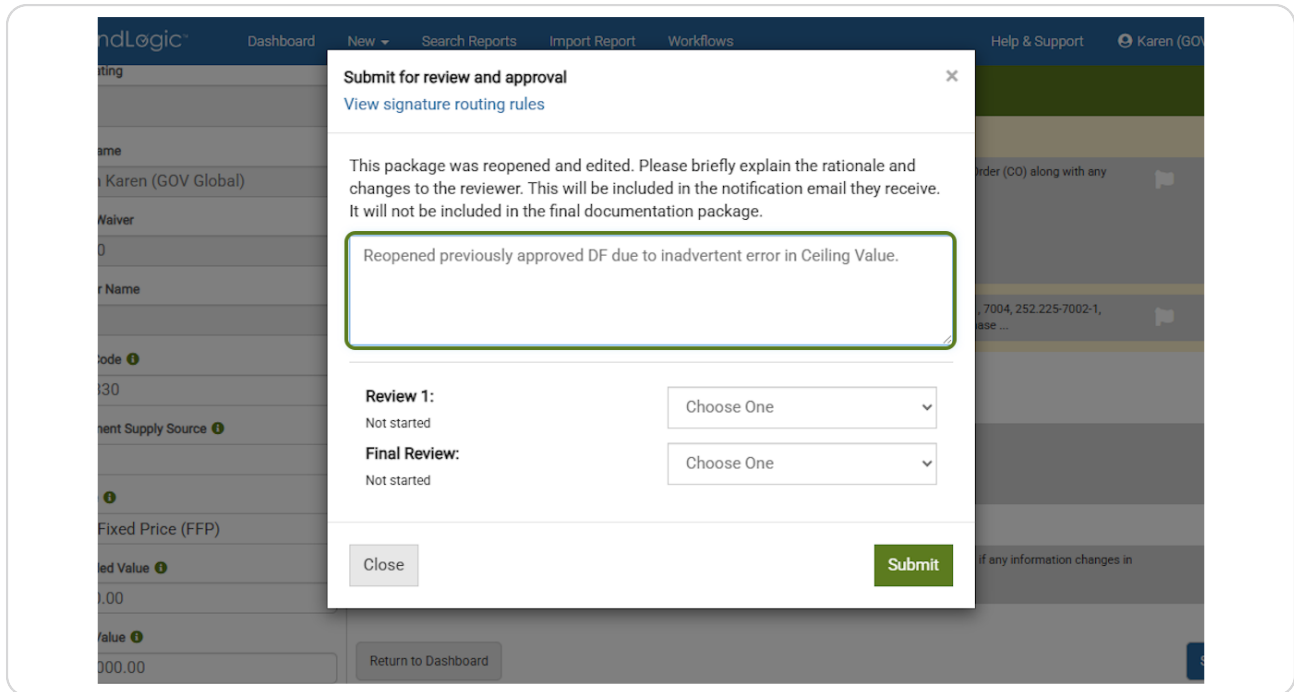
**Once all the Right Hand required pre-award blocks are complete (green),  
Click on Submit**



The screenshot shows a web form interface. On the left side, there are two grey rectangular input fields. The top field is empty, and the bottom field contains the text "annually and if any information changes in". To the right of these fields is a large, solid blue vertical bar. Below the input fields, there is a blue button with the word "Submit" written in white text. The button has a thin green border. The entire form is enclosed in a light grey rounded rectangle.

## STEP 9

Provide an explanation for the reviewer as to why an edit to a previously approved Documentation Folder was needed.



The screenshot shows a web application interface with a modal dialog box titled "Submit for review and approval". The dialog box contains the following elements:

- Title:** Submit for review and approval
- Link:** [View signature routing rules](#)
- Text:** This package was reopened and edited. Please briefly explain the rationale and changes to the reviewer. This will be included in the notification email they receive. It will not be included in the final documentation package.
- Text Input:** A text box containing the text: "Reopened previously approved DF due to inadvertent error in Ceiling Value."
- Review 1:** Not started, with a dropdown menu set to "Choose One".
- Final Review:** Not started, with a dropdown menu set to "Choose One".
- Buttons:** "Close" and "Submit".

The background of the screenshot shows a sidebar with a list of items, including "Karen (GOV Global)", and a main content area with various data fields and a "Return to Dashboard" button.

STEP 10

Choose your Reviewer(s). NOTE: Depending on Left Hand block changes, you may have additional review requirements.

This package was reopened and edited. Please briefly explain the rationale and changes to the reviewer. This will be included in the notification email they receive. It will not be included in the final documentation package.

Reopened previously approved DF due to inadvertent error in Ceiling Value.

**Review 1:**  
Not started

**Final Review:**  
Not started

Choose One

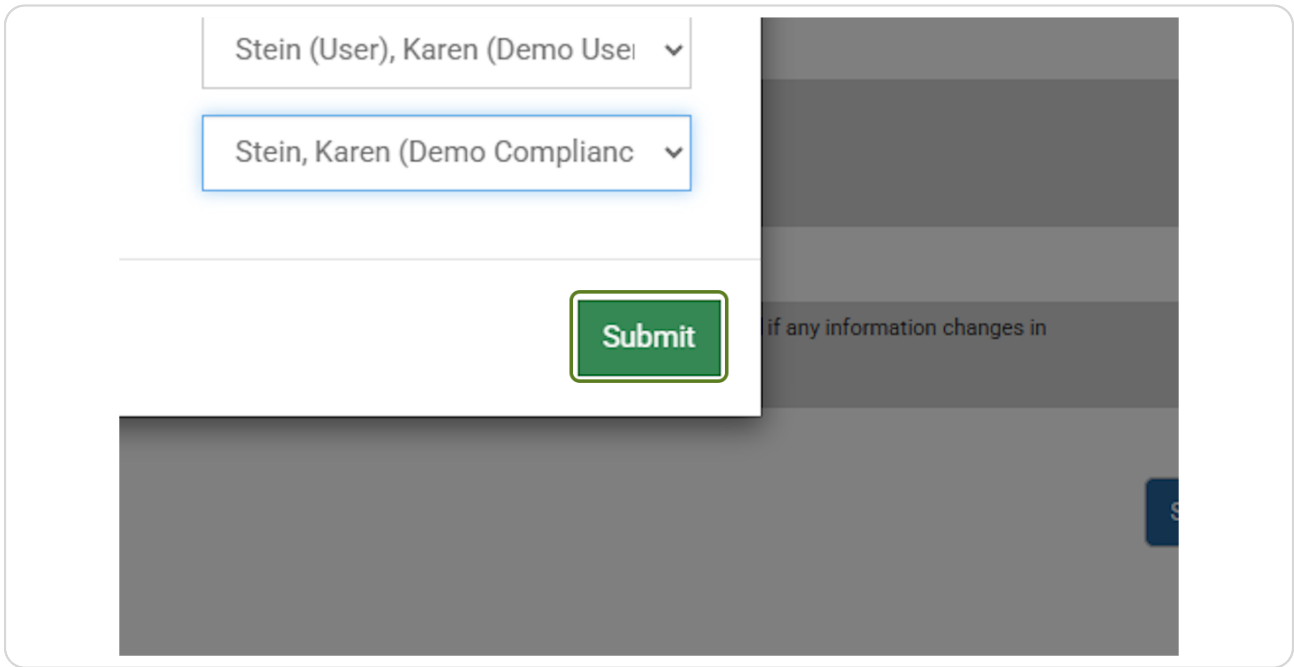
Choose One

Close

Submit

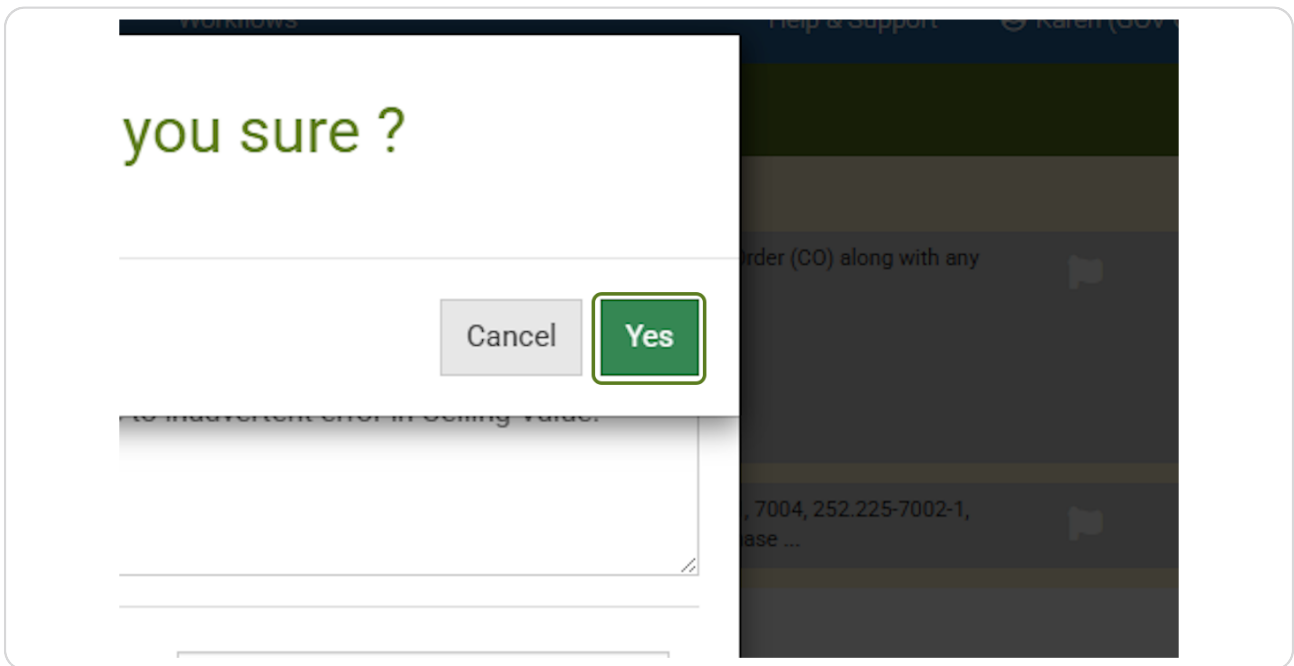
STEP 11

Click on Submit




STEP 12

Click on Yes



STEP 13

Click on Close




# Results

Your review request is successfully submitted.

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**Close**

<b>Buy American</b>	Reference(s): FAR 52.225-1 through 4 and DFARS 252.225-7012, 7015. Applies to Subcontracts/POs above Mic
<b>Review for applicability, include if needed</b>	
Pre-Award	

 Your Documentation Folder will route normally and you'll be notified when the Documentation Folder has been re-approved OR requires additional information (red flag).

SpendLogic