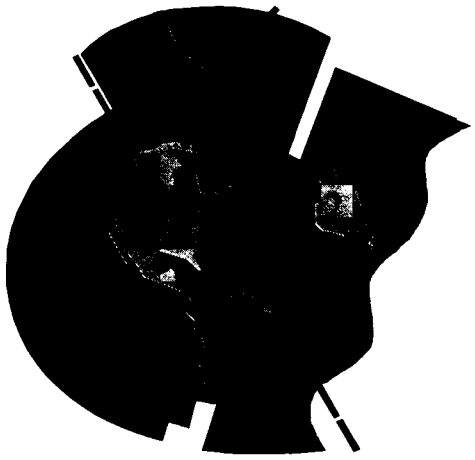
USING SNACS over the Internet

The Future Now



Getting In

1. Open Netscape (or MS Explorer)

2. Type http://amcmwr-www.army.mil/ in box next to "Location" and hit enter. (If you want this page to come up automatically, when you get on the above website see "Tech Support" then "Internet Browsing.")

At the Home Screen

3. Click on "Applications." NEXT

4. Click on "SNACS" button. NEXT

5. Move cursor into "User ID," your ID is your first initial then last name; i.e., "tlennox" for "Todd Lennox." (System is not case sensitive.)

6. Enter your Password. (If you are a first time user, enter "Password" for the password.) Click on "Logon" button. If you are not a first time user skip to #7.

   a. You will be told your password has expired. Enter current login "Password," then the new password and confirmation. Password must be eight characters in length beginning with a letter (e.g. tobykirb). Press "Change Password."

   b. Once your login password is set, and, if you were given approval authority by SysAdmin, you will be asked to set your personal approval password. You will then be asked for your current login password. Use the one just set up in 6(a). Then enter your approval password. IMPORTANT NOTE: It is suggested that this differ from the login password as this password holds the same power as your handwritten signature.

7. You are now in the Database, let's set your Personal Preferences!

Preferences

1. You should now be looking at the welcome screen. To the left of the screen you will see "Preferences." Click on that button. Notice four new titles appear. The last two, "Proxy" and "Document Sharing," need definition.

   a. Proxy – this feature forwards all your SNACS related mail to another person for action while you are out of the office. You set the beginning and ending dates for documents to be forwarded. The person you wish to proxy to must be a SNACS user and possess authority at the level that will be required to approve; i.e., designated as alternate Fund Administrator. If this feature is not used in your absences, all items sent to you will be locked in the system unable to move until you return and log on. In essence stopping the Procurement process at that point.

   b. Document Sharing – This feature allows you to give to others read or read/write access to all your work or by individual document.

2. The remaining instructions in the User workbook on "Preferences," Chapter 2, are easy to follow so have fun.

Requisitions

1. Log into SNACS.

2. A welcome screen appears. Looking to the left of the screen under PRISM Web where "Inbox, Requisition, Preferences, Logoff" are listed, click on "Requisition."

3. Two new titles appear "Create EZ REQ" and "Open EZ REQ." Since you are creating a new REQ click on "Create EZ REQ."

4. Select the appropriate Document Mask for your installation and fund. Then click "Create." NEXT

5. GENERAL INFORMATION (Sec. 4.3-4.7*). A note should appear over on the left margin reminding you to "Click Submit to save your data." Note the scroll down bar on the right inside the "General Information" box. If you hit the down arrow you will see additional fields to fill and the submit button.

Now go back to the top and let's begin filling out your PR together.

6. ORIG. OFFICE and SHIP TO fields (Sec. 4.4*). These boxes should have your installation, fund, program, and location code. If you want to check or change either field, click the appropriate button (if both fields are correct go to #7 below). Review the information, type in any changes, then click "Submit;" or if code is incorrect for this purchase, click "Select." You may search by Code, Name, Address, City, State, Zip, and Country by choosing, at the drop down box, where it says "code." Choose the criteria you wish to search by and type the appropriate keyword at "For." Click "Display," matching items will appear. If you wish to see the entire list, fill nothing and click "Display." When you have found the right code click on it (it will be underlined). You will be back to the previous screen. Click "Submit." Repeat with other button, if necessary.

7. DELIVERY DATE (Sec. 4.4*). Enter the desired delivery date.

8. MARK FOR (Sec. 4.4*). If you have a "Mark For," use procedure at #6 above. (Use only if your shipments are received by a central warehouse; i.e., most OCONUS installations.)

9. ACCOUNTING CODES (Sec. 4.4*). If all items on this request are for the same accounting code, type in your 12-digit Account Code (if you have entered it on a previous requisition, you can click on "Accounting Code" button, then use procedure at #6 above). Accounting Classification Code is not used so skip. Click on "Submit." The General Information should now have filled in the database (you can scroll down to see if it looks correct).

10. ITEMS (Sec. 4.5 & 4.8-4.9*). Click on "Items " at left of screen. NEXT

11. Now Click on the blue "Add" button, near the top of the screen, in the middle. NEXT

12. Near the middle of the screen, in white, you will read "Item Detail."

13. Click in the box below the term "description," and type the description of the first item. NEXT

14. Click in the "Quantity" box and enter your quantity. NEXT

15. Click on the "U/I" button to find the unit of issue for the item (if you know the abbreviation you can just type in the box), then follow search procedures at #6 above.

16. Type in your unit price.

17. If you entered an accounting code at the general button it should appear in the accounting code box. You may add or change the code for this line item by entering a new code in the box. When done click "Submit."

18. Repeat steps 12-20 for every additional line item.

19. If you discover an error on an item, you can click the box next to the item to be changed and hit the black "Edit" button at top. **Don't forget to hit "Submit" when finished.**

20. VENDORS (Sec. 4.6 & 4.10-4.11*). Click "Vendors" on left menu.

a. If you believe the vendor is already in the SNACS Database, click on blue "Add" button. Follow the search procedures at #6 above.

b. If this is a new vendor, click "Add Temporary," fill in the blocks and then click "Submit."

21. SUPPORTING DOCS (Sec 4.6 & 4.12-4.13*). At "Supporting Docs," we suggest you attach quotations which were e-mailed to you, detailed Statements of Work, or any other additional information. (If you don't have additional information skip #22 & 23.)

22. Click on "Add," type a subject in the "Subject" field. Type a "Description," if any.

23. Click "Continue." Click "Browse" button, find the file and select it. Click "Continue."

24. VALIDATIONS (Sec. 4.6 & 4.14*). Click on "Validations," it should say "No Errors Found." If there are errors, a list of them will appear. Noting error message, click on the error listed under location, which will bring up the screen that has the error. Fix error and click "Submit." Refer to your book for help or call AMC Contracting at DSN 767-6191/3798/4605.

25. Next click on "General," then on the "Route" button near the top.

26. Choose "Public List," by clicking round button to left of term, then find your installation and fund code, highlight, and click on "Submit."

27. Click "Send." Add comments, if any, then click appropriate button by scrolling down at bar to right. Congratulations! You have now done your PR and sent it for "signatures."

History

1. If you want to track your PR, follow the opening steps, if necessary, click on "Requisition" then on "Open EZ REQ."

2. ROUTING HISTORY (Sec. 4.7*). Click on "Route History" if you want to know where in the approval process your PR is.

3. STATUS HISTORY (Sec. 4.7 & 4.3*). Click on "Status History" if you want to know if Contracting has begun work on your request.

Logging out

1. Click on "Return to Home," and then click "Log Off." Exit your browser.

**Refers to the section of the PRISM Web workbook where the area is described in more depth.*

Call DSN 767-6191 or (703) 617-6191 with any questions.

MWR
Serving America's Army
Army Materiel Command
MWR and Family Services Division
5001 Eisenhower Avenue
Alexandria, VA 22333-0001