



National Aeronautics and  
Space Administration

**NASA Shared Services Center**  
*Stennis Space Center, MS*

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[www.nssc.nasa.gov](http://www.nssc.nasa.gov)

## **NASA Shared Services Center Process Work Instruction**

**NSPWI-3000-0017      Revision 0002**

**Effective Date:**      **April 24, 2015**

**Expiration Date:**      **April 24, 2016**

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# **CONTRACT CLOSEOUT FOR INTERNAL TRAINING PURCHASES**

**- FOR NSSC INTERNAL USE ONLY -**

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**Responsible Office: Human Resources**

NSSC Process Work Instruction	NSPWI-3000-0017	Revision 0002
	Number	
	Effective Date:	April 24, 2015
	Expiration Date:	April 24, 2016
Page 2 of 9		
Responsible Office: Human Resources		
<b>SUBJECT: Contract Closeout for Internal Training Purchases</b>		

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NSSC Process Work Instruction	NSPWI-3000-0017	Revision 0002
	Number	
	Effective Date:	April 24, 2015
	Expiration Date:	April 24, 2016
Page 3 of 9		
Responsible Office: Human Resources		
<b>SUBJECT: Contract Closeout for Internal Training Purchases</b>		

## DOCUMENT HISTORY LOG

Status	Document Version	Effective Date	Description of Change
Basic	Basic	11/30/2012	<ul style="list-style-type: none"> <li>Basic Release</li> </ul>
Revision	0001	4/24/2014	<ul style="list-style-type: none"> <li>Updated content</li> <li>Removed Proprietary information from footer</li> </ul>
Revision	0002	4/24/2015	<ul style="list-style-type: none"> <li>Updated content to reflect new template</li> </ul>

NSSC Process Work Instruction	NSPWI-3000-0017	Revision 0002
	Number	
	Effective Date:	April 24, 2015
	Expiration Date:	April 24, 2016
Page 4 of 9		
Responsible Office: Human Resources		
<b>SUBJECT: Contract Closeout for Internal Training Purchases</b>		

## TABLE OF CONTENTS

1.0	Purpose .....	5
2.0	Authority .....	5
3.0	Applicable Documents and References.....	5
4.0	Procedure .....	5
5.0	Objective .....	8
6.0	Roles and Responsibilities .....	8
7.0	Records .....	8
8.0	Cancellation/Supersession of Previous Documents .....	8
	APPENDIX A – ACRONYMS .....	9

NSSC Process Work Instruction	NSPWI-3000-0017	Revision 0002
	Number	
	Effective Date:	April 24, 2015
	Expiration Date:	April 24, 2016
Page 5 of 9		
Responsible Office: Human Resources		
<b>SUBJECT: Contract Closeout for Internal Training Purchases</b>		

## 1.0 Purpose:

- 1.1 The Service Provider (SP) Process Work Instruction (PWI) defines the procedure for contract closeout for Internal Training Purchases for the National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC).

## 2.0 Authority:

- 2.1 The Human Resources (HR) Manager.

## 3.0 Applicable Documents and References:

- 3.1 None

## 4.0 Procedure:

- 4.1 Closeout for Internal Training Purchases: The HR SP Contract Specialist performs the following tasks:
  - a. Once the Purchase Order (PO) / Contract Period of Performance (POP) has ended and the final invoice is received and paid in full, the PO / Contract may be verified for close out (The Onsite Training Purchases excel spreadsheet located at [N:\SP Procurement\Training Purchases\Internal Training Purchases\2015 ONSITE TRAINING PURCHASES.xls](#) may be used as a quick reference to determine the POs / Contracts in which the POP has ended.
  - b. Log into Systems, Applications, and Products (SAP) located at [C:\Program Files \(x86\)\SAP\SapSetup\setup\SAL](#) using **NSSC Identifier (NS) number** and **password**.

NSSC Process Work Instruction	NSPWI-3000-0017	Revision 0002
	Number	
	Effective Date: April 24, 2015	
	Expiration Date: April 24, 2016	
Page 6 of 9		
Responsible Office: Human Resources		
<b>SUBJECT: Contract Closeout for Internal Training Purchases</b>		

- c. Open the **PO** in SAP, using T-code ME23N.
- d. In the *Item Overview* level of the PO, complete the following as shown in Figure 1.
  1. Check the *Delivery Date* field to verify the POP has ended.

The screenshot displays the SAP Purchase Order (PO) screen for PO NNX08TU01P. The header section shows the PO was created by Megan Willis on 08/04/2008. The item overview section shows a single item, 'PARTICLE COLLEGE', with a delivery date of 09/24/2008. The delivery date field is highlighted with a red box. The bottom section shows the invoice receipt details, including the quantity, net price, and amount in local currency.

S.	Item	A	I	Matl G.	Short Text	PO Quantity	OU	Net Price	Curr.	Per	OPU	Deliv. Date	Purchase ...	Req.	Outline Agr.
1	P	D			TrainingPARTICLE COLLEGE	1	JOB	10,000.00	USD	1	JOB	09/24/2008			
			Z						USD						
			Z						USD						

Sh. Text	MVT	Material Document	Item	Posting Date	Created / Entered By	Entry Date	= Quantity	OU	= Amount in LC	= GR/IR clearing value in local currency	Clearing Docu
IR-L		5600950447	1	09/11/2008	NS000546	09/23/2008	10,000	JOB	10,000.00		0.00 2000149977
Tr. Ex. Invoice receipt							10,000	JOB	10,000.00		0.00

Figure 1. Purchase Order Screen 1



NSSC Process Work Instruction	NSPWI-3000-0017	Revision 0002
	Number	
	Effective Date:	April 24, 2015
	Expiration Date:	April 24, 2016
Responsible Office: Human Resources		Page 8 of 9
<b>SUBJECT: Contract Closeout for Internal Training Purchases</b>		

- e. Log into TechDoc located at (<https://dm.nssc.nasa.gov/servlet/dm.web.LogIn>) using user name and password. Open the correct folder and ensure the electronic file, modifications, and invoices have been uploaded to the official file.
- f. On the Closeout Spreadsheet located at [N:\SP Procurement\Training Purchases\Internal Training Purchases\On-Site Forms\Templates\CLOSEOUT\Closeout Template-Example.xlsx](#) enter the following information from the file on the spreadsheet for the following fields:
  1. Processor's (user's) name
  2. Date sending the POs for Closeout
  3. PO Number
  4. Vendor Name
  5. Special instructions
- g. E-mail spreadsheet to Closeout Team Point of Contact (POC).

## **5.0 Objective:**

- 5.1 To define the procedure for contract closeout for Internal Training Purchases.

## **6.0 Roles and Responsibilities:**

- 6.1 The HR SP Contract Specialist is responsible for validating that contracts have been paid in full and the POP has ended and ready to be closed out.

## **7.0 Records:**

- 7.1 The process covered in the document involves the creation and receipt of NASA official records as defined in NASA Procedural Requirement (NPR) 1441.1. The records are included on the NSSC Human Resources Master Records Index.

## **8.0 Cancellation/Supersession of Previous Documents:**

- 8.1 NSSWI-1280-0170 – Contract Closeout for Internal Training Purchases – Revision 0001



NSSC Process Work Instruction	NSPWI-3000-0017	Revision 0002
	Number	
	Effective Date:	April 24, 2015
	Expiration Date:	April 24, 2016
Page 9 of 9		
Responsible Office: Human Resources		
<b>SUBJECT: Contract Closeout for Internal Training Purchases</b>		

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## APPENDIX A – ACRONYMS

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<b>HR</b>	Human Resources
<b>NASA</b>	National Aeronautics and Space Administration
<b>NPR</b>	NASA Procedural Requirement
<b>NS</b>	NSSC Identifier
<b>NSSC</b>	NASA Shared Services Center
<b>PO</b>	Purchase Order
<b>POC</b>	Point of Contact
<b>POP</b>	Period of Performance
<b>PWI</b>	Process Work Instruction
<b>SAP</b>	Systems, Applications, and Products in Data Processing
<b>SP</b>	Service Provider