

Texas Purchasing from People with Disabilities (TPPD) State Use Exception Reporting System

Welcome to the new Texas Purchasing from People with Disabilities (TPPD) State Use Exception Reporting system! The look and feel is completely different, but users will find familiarity with the data entry process. To enter a report, users navigate the system by providing relevant information. This user guide contains instructions and screen shots demonstrating the reporting process from start to finish.

Users will login to the new [CPA Portal](#) to access the application. Your [agency superuser](#) can provide access, or you may contact the SPD [Outreach Team](#) for assistance.

Reports are due by the 15th of each month at 5:00 p.m. The reporting period represents the previous month's expenditures and/or exceptions. Once the reporting period is closed, all entries are final. You can edit your report only during the current reporting period.

Entering the State Use Exception Report

1. Below is the login page for the CPA Portal. A link to the list of superusers is found on this screen. If you can't remember your password, you can select the 'Forgot password' function to obtain a new temporary password.

PLEASE LOGIN TO ACCESS YOUR WEB APPLICATIONS

WARNING - RESTRICTED GOVERNMENT SYSTEM

This system is restricted to authorized users only. Unauthorized access, use, misuse or modification of this system, the data contained herein, or in transit to/from this system, may constitute a violation of federal and state and local laws and subject individual(s) to criminal and/or civil prosecution and penalties. This system and associated usage is subject to monitoring and security testing by authorized personnel. There is no expectation of privacy except as otherwise provided by applicable privacy laws. If you need a web applications id, Please [Contact your Superuser](#)



Login Credentials

Email Address (required)

Password (required)

- Once you login, you will see the My Account screen. You will see the applications you have access to on the left hand side. The tabs across the center of the page are for certain system announcements, information, etc. Click 'TPPD Report' to begin the reporting process.

Home / My Account

My Account

- Overview
- Addresses
- Update Your Password
- Update Your Security Questions
- Purchase Requisitions
- Purchase Orders
- Favorite Orders
- Vendor Performance Reporting
- Users
- TPPD Report

My Settings

Profile
cody.hays@cpa.texas.gov

Contact Superuser
My Agency Superuser
Information List

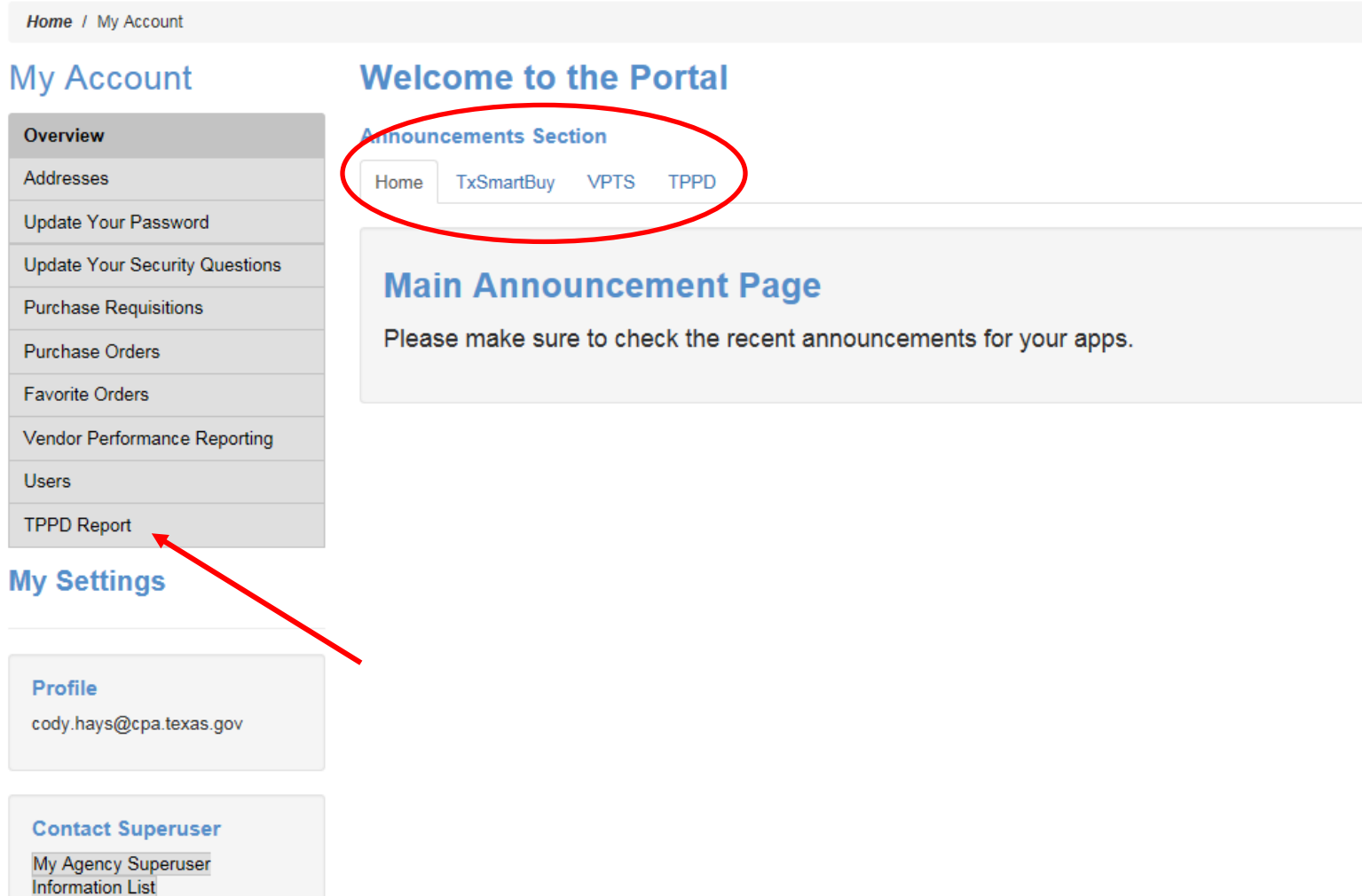
Welcome to the Portal

Announcements Section

Home TxSmartBuy VPTS TPPD

Main Announcement Page

Please make sure to check the recent announcements for your apps.



- To begin the monthly reporting process, you will enter the total dollar amount of goods and services purchased from TIBH for the current reporting month. Click 'Update' to save your data. If you did not purchase from TIBH during the current reporting month, you will not enter data on this screen. Even if you have no exceptions to report, you must check the 'No Exceptions' box. Click 'Add Report' to begin entering each exception for the current reporting month or click 'Upload Report' to upload all exceptions at one time (see pages 6 - 7). You can also review previous reports for the last 12 reporting periods.

Texas Purchasing from People with Disabilities

TxCPA Agency for Testing - 54321

Period	Total Goods	Total Services	No Exceptions	Actions
2017-01	\$.00	\$.00	<input type="checkbox"/>	<input type="button" value="Update"/> Reports
2016-12	\$ 495.00	\$ 250.00	<input type="checkbox"/>	Reports
2016-11	\$ 1257.23	\$ 5.55	<input checked="" type="checkbox"/>	Reports
2016-10	\$ 5.55	\$.22	<input checked="" type="checkbox"/>	Reports
2008-04	\$ 500.00	\$ 1500.00	<input type="checkbox"/>	Reports
2005-04	\$.00	\$.00	<input type="checkbox"/>	Reports
2005-03	\$.00	\$.00	<input type="checkbox"/>	Reports
2005-02	\$.00	\$.00	<input type="checkbox"/>	Reports
2005-01	\$.00	\$.00	<input type="checkbox"/>	Reports
2004-12	\$.00	\$.00	<input type="checkbox"/>	Reports
2004-11	\$.00	\$.00	<input type="checkbox"/>	Reports
2004-10	\$.00	\$.00	<input type="checkbox"/>	Reports

4. When entering an exception report for the current period, you must select the Purchase Type, Purchase Information, the Exception and the justification for the exception. Once complete, you can save the report and enter another one or save and exit. You can click 'Back to Summary' to return to the monthly report summary screen.

Texas Purchasing from People with Disabilities

Current Reporting Period: 201701

[Back to Summary](#) ←

Report Information

Period: 201701

Agency Number: 54321

Reporter: TxCPA Cody Hays

Branch: (optional)

Purchase Type

Goods

Services

Purchase Information

Purchase Order Number:

Purchase Order Date:

Item Description: (max 255 characters)

NIGP Code:

Quantity/Duration:

UOM:

Price:

Exception

Quantity

Quality

Delivery Time

Life Cycle Cost

Testing/Inspection

Justification: (max 255 characters)

←

- Whether you save the report and enter another one or save and exit, your data will be captured and added to your monthly report. You can click 'Reports' to view previous and current reports. The 'Update' button will only appear for the current reporting period and you can add/edit reports during this time.

Texas Purchasing from People with Disabilities

● Add Report

● Upload Report

TxCPA Agency for Testing - 54321

Period	Total Goods	Total Services	No Exceptions	Actions
2017-01	\$ 500.00	\$ 100.00	<input type="checkbox"/>	Update Reports
2016-12	\$ 495.00	\$ 250.00	<input type="checkbox"/>	Reports
2016-11	\$ 1257.23	\$ 5.55	<input checked="" type="checkbox"/>	Reports
2016-10	\$ 5.55	\$.22	<input checked="" type="checkbox"/>	Reports
2008-04	\$ 500.00	\$ 1500.00	<input type="checkbox"/>	Reports
2005-04	\$.00	\$.00	<input type="checkbox"/>	Reports
2005-03	\$.00	\$.00	<input type="checkbox"/>	Reports
2005-02	\$.00	\$.00	<input type="checkbox"/>	Reports
2005-01	\$.00	\$.00	<input type="checkbox"/>	Reports
2004-12	\$.00	\$.00	<input type="checkbox"/>	Reports
2004-11	\$.00	\$.00	<input type="checkbox"/>	Reports
2004-10	\$.00	\$.00	<input type="checkbox"/>	Reports

6. When uploading your report, you are required to use a certain format. The requirements are the same as the previous system.

Import Format

Exception data must be in a plain **tab delimited** text file, with the following fields:

Field	Max Width	Formatting Instructions
Purchase Order Number	20	Your agency's Purchase Order number.
Purchase Order Date	20	Date of the PO in mm/dd/yyyy format.
NIGP Code	5	Valid 5-digit NIGP Code without dashes or spaces.
Description	255	Description of the items purchased
Quantity or Duration	10	Quantity of items, or Duration of a service
Unit of Measure	20	Each, Boxes, Packages, Days, Months, Years, etc.
Unit Price	15	Use numbers and one decimal point only. Including commas or negative numbers will cause the import to fail. If no decimal is supplied, the values will be read as whole dollars.
The following six fields are true/false fields. The field size is 1. An empty field, or a space indicates False, or 0. Any other character here will signify TRUE, or 1.		
Service	1	This purchase was for a service, instead of a product.
Quantity	1	This exception is Quantity based.
Quality	1	This exception is Quality based.
Delivery Time	1	This exception is Delivery Time based.
Life Cycle Cost	1	This exception is Life Cycle Cost based.
Testing/Inspection	1	This exception is Price based.
Comments	255	Describe the other reason for the exception, if any.
Branch/Dept/Region	10	Use this field to designate the branch office (if any) from which this exception came.

If the first row contains column headings, be sure to check the box indicating your file has headers before uploading. Each field of each record will be checked for valid formatting. **The data will be accepted only if every record passes the validation tests.**

Click 'Browse' to select your upload file and check the box if your file has headers. Click 'Upload File.' This process is the same as it was in the previous system.

Home / My Account / Upload Report

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[Back to Summary](#)

[Browse...](#)

Please Check this box if your file has headers:

[Upload File](#)

My Settings

Profile
cody.hays@cpa.texas.gov

Contact Superuser
[My Agency Superuser Information List](#)

If you require assistance from SPD, please email txsmartbuy@cpa.texas.gov or call 512-463-3034, Option 1