



Defense Health Agency

TECHNICAL MANUAL

NUMBER 6430.02, Volume 4
May 20, 2022

DAD-MEDLOG

SUBJECT: Defense Medical Logistics Standard Support Volume 4: Inventory Management

References: See Enclosure 1.

1. PURPOSE. This Defense Health Agency-Technical Manual (DHA-TM), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (n), establishes the DHA's instructions for using Defense Medical Logistics Standard Support (DMLSS) application. This DHA-TM provides Medical Logistics (MEDLOG) personnel and other DMLSS users with the technical guidance procedures necessary to use the application effectively and efficiently to carry out the medical logistics support. The technical guidance contained in this DHA-TM volumes 1 through 10 are intended for use of the automated information system in support of MEDLOG business including contingency materiel management in the DHA.

2. APPLICABILITY. This DHA-TM applies to the DHA, DHA Components (activities under the authority, direction, and control of DHA), and all personnel assigned, who have need to reference the enclosed technical guidance information for use of the DMLSS automated information system.

3. POLICY IMPLEMENTATION. It is DHA's instruction, pursuant to References (e) through (n), that:

a. DHA will exercise management responsibilities of Military Health Service (MHS) MEDLOG functions in the MHS including implementing procedures, administering budgets, and performing financial oversight at an enterprise level in order to ensure consistency, optimize performance, and meet strategic priorities across MHS MEDLOG activities, consistent with guidance from the Assistant Secretary of Defense for Health Affairs.

b. DHA will develop consistent standards for materiel management (MM) necessary for programmatic oversight of the Defense Health Program.

c. DHA will establish DMLSS as the authoritative information system that serves as the feeder system to financially accountable systems for DHA Components and accountable property officers as outlined in Reference (d).

d. DHA Components must use the DMLSS system, as prescribed in Reference (d), for all MEDLOG business functions in the following modules, including, but not limited to: Customer Area Inventory Management (CAIM), Inventory Management (IM), Equipment Management (EM), Equipment Maintenance (MA), Assemblage Management (AM), System Services (SS), and Facility Management. These DMLSS modules provide a processing environment where personnel can accomplish automated processing for inventorying, ordering, receiving, and issuing of materiel associated with operations, research, and support prescribed by the DHA mission.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. PROPONENT AND WAIVERS. The proponent of this publication is the Deputy Assistant Director (DAD), MEDLOG. When Activities are unable to comply with this publication the activity may request a waiver that must include a justification, to include an analysis of the risk associated with not granting the waiver. The requesting activity director or senior leader will submit the waiver request through their supervisory chain of command to DAD-MEDLOG to determine if the waiver may be granted by the Director, DHA or their designee.

7. RELEASABILITY. **Cleared for public release.** This DHA-TM is available on the Internet from the Health.mil site at: <https://health.mil/Reference-Center/Policies> and is also available to authorized users from the DHA SharePoint site at: <https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx>.

8. EFFECTIVE DATE. This DHA-TM:

a. Is effective upon signature.

b. Will expire 10 years from the date of signature if it has not been reissued or canceled before this date in accordance with Reference (c).

9. FORMS.

a. The following DoD Forms are available on the internet at:
<https://www.esd.whs.mil/Directives/forms/>.

- (1) DD Form 1131, Cash Collection Voucher
- (2) DD Form 1149, Requisition and Invoice/Shipping Document
- (3) DD Form 1155, Order for Supplies or Services
- (4) DD Form 1348-1A, Issue Release/Receipt

b. The following Drug Enforcement Administration (DEA) Form 222, U.S. Official Order Forms – Schedules I and II Controlled is available at:
<https://apps.dea.diversion.usdoj.gov/webforms/orderFormsRequest.jsp>. You must apply online to gain access to DEA Form 222, Schedule I and II registrants only.

/S/
RONALD J. PLACE
LTG, MC, USA
Director

Enclosures

1. References
2. Responsibilities
3. Procedures
4. IM Pending Actions
5. DMLSS Distribution and Transportation Module (D&TM)

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES7

ENCLOSURE 2: RESPONSIBILITIES8

 DIRECTOR, DEFENSE HEALTH AGENCY8

 DEPUTY ASSISTANT DIRECTOR DEFENSE HEALTH AGENCY-MEDICAL
 LOGISTICS8

 DEFENSE HEALTH AGENCY MEDICAL LOGISTICS8

 DIRECTORS DEFENSE HEALTH AGENCY COMPONENTS.....8

 DIRECTORS, DIRECT REPORTING MARKETS8

 CHIEF MEDICAL LOGISTICS, DIRECT REPORTING MARKETS8

 DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT SYSTEMS
 ADMINISTRATOR SYSTEMS ADMINISTRATOR, DIRECT REPORTING
 MARKETS.....9

 DEFENSE HEALTH AGENCY COMPONENT, MILITARY MEDICAL TREATMENT
 FACILITY AND DENTAL TREATMENT FACILITY PERSONNEL.....9

 DEFENSE HEALTH AGENCY COMPONENT, MILITARY MEDICAL TREATMENT
 FACILITY AND DENTAL TREATMENT FACILITY GOVERNMENT PURCHASE
 CARD APPROVING OFFICIAL.....9

ENCLOSURE 3: PROCEDURES10

 INVENTORY MANAGEMENT.....10

 Overview.....10

 Customer Catalog Item.....10

 Source of Supply11

 Purchase Card.....18

 Physical Inventory.....29

 Destructions36

 Commercial Returns.....37

 Item Gain/Loss42

 Excess.....46

 Print Barcodes53

 Orders.....54

 Issues66

 Receipts70

 Inventory Management Summary Receipt Pending.....77

 Delivery List.....77

 Reprint Delivery List.....77

 Other Modules.....77

 Transportation77

 Return Item77

 Internal Transfer.....78

Status Edits.....	79
Standard Report.....	80
Reprinting Asset Relocation Delivery List.....	80
Hub and Spoke.....	80
Master Ordering Facility.....	80
Inventory Management Utilities Menu.....	81
ENCLOSURE 4: INVENTORY MANAGEMENT PENDING ACTIONS.....	84
SCOPE.....	84
ENCLOSURE 5: DEFENSE MEDICAL LOGISTICS STANDARD SUPPORT DISTRIBUTION AND TRANSPORTATION MODULE.....	101
SCOPE.....	101
DISTRIBUTION AND TRANSPORTATION MODULE RELATED DATA ELEMENTS.....	101
PROCESSING LOSS TRANSACTIONS.....	102
SUPPLY REQUISITIONS.....	102
PROCESSING ISSUES.....	102
CARGO MOVEMENT OPERATION SYSTEM.....	103
TRANSPORTATION MODULE SEARCHES.....	104
PENDING ACTIONS.....	105
GLOSSARY.....	107
PART I: ABBREVIATIONS AND ACRONYMS.....	107
PART II: DEFINITIONS.....	109
TABLES	
1. Inventory Management Pending Actions.....	84
2. Distribution and Transportation Module Pending Actions.....	105
FIGURES	
1. Source of Supply–(New), Basic Tab.....	11
2. Source of Supply–(New), Submission Tab.....	13
3. Source of Supply–(New), Source of Supply Contract Tab (Current Contract).....	14
4. Source of Supply–(New), Addresses Tab.....	16
5. Source of Supply–(New), Point of Contact Tab.....	16
6. Source of Supply–(New), Source of Supply Environment Tab.....	17
7. Purchase Card Register Window.....	21
8. Purchase Card Reconciliation Codes.....	23
9. Select Inventory Segment Window.....	31
10. Generate Count Lists and Assign Teams Criteria Window.....	32

11. Generate Count Lists and Assign Teams to Inventory Management Inventory Control Number Window.....	33
12. Enter Counts for Physical Inventory Window	34
13. Research Inventory Gains and Losses for Inventory Management Inventory Window ...	35
14. Item Gains/Losses Window	43
15. Inventory Management Routing Identifier Code Lookup Screen.....	45
16. Outshipment Form/Transportation Selection Screen.....	45
17. Report Excess-Inventory Management Search Results	48
18. Report Excess-Search Excess (Search Results in Background) Window	51
19. Barcode Printing Window.....	54
20. Build Order–Order Summary Window.....	56
21. Submit Progress for Exception Started Window	57
22. Offline Orders, MAIN Tab	58
23. Offline Orders, Source of Supply Tab	59
24. Cancel Logistics Due-In Process	64
25. Cancel Logistics Due-Out Process.....	65
26. Logistics Fulfilled Customer Requirement (Issue Generated).....	69
27. Logistics Unfulfilled Customer Requirement (Backorder Generated)	69
28. Return Authorization Modal Window	75
29. Price Verification Status	75
30. Inventory Management Receipt Search Window	76
31. Transportation Issues Window	103
32. Customer Address Window	103
33. Inventory Management Outshipment Search Window.....	105

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD(HA)),” September 30, 2013, as amended
- (b) DoD Directive 5136.13, “Defense Health Agency (DHA),” September 30, 2013, as amended
- (c) DHA-Procedural Instruction 5025.01, “Publication System,” August 24, 2018, as amended
- (d) DHA-Procedural Instruction 6430.04, “Use of the Defense Medical Logistics Standard Support (DMLSS) as the Authoritative Information System (IS) of Record for the Medical Logistics (MEDLOG) Enterprise Activity (EA),” December 20, 2019
- (e) 10 U.S.C. §1073c
- (f) DHA-Procedural Instruction 6430.02 “Defense Medical Logistics (MEDLOG) Enterprise Activity (EA) Procedures,” September 27, 2018
- (g) DoD Directive 6000.12E, “Health Services Support,” January 6, 2011, as amended
- (h) DoD Instruction 6430.02, “Defense Medical Logistics Program,” August 23, 2017
- (i) DoD Instruction 8500.01, “Cybersecurity,” August 12, 2015
- (j) DoD Instruction 8510.01, “Risk Management Framework (RMF) for DoD Information Technology (IT),” March 12, 2014, as amended
- (k) United States Government Accountability Office (GAO) Manual, GAO-09-232G, “Federal Information System Controls Audit Manual (FISCAM),” February 2009
- (l) DoD Manual 4140.26-M, “Defense Integrated Materiel Management (IMM) for Consumable Items: Operating Procedures for Item Management Coding (IMC),” September 24, 2010 as amended
- (m) Code of Federal Regulations, Title 21, Section 1300
- (n) DHA-Procedural Instruction 8100.01, “Information Security Compliance for Defense Health Agency Financially Auditable Information Systems,” January 12, 2021

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA will assign all DHA Headquarters Staff elements and Chief, DHA MEDLOG to implement this DHA-TM in accordance with References (b), (e), and (f).

2. DAD DHA-MEDLOG. The DAD DHA-MEDLOG or designee must perform oversight of the delivery of all MEDLOG business functions at DHA Components in accordance with References (f) and (g).

3. DHA MEDLOG. DHA MEDLOG personnel (CSTs, Divisions, Training, etc.) as may be appropriate for each volume of this TM.

4. DIRECTORS, DHA COMPONENTS. The Directors, DHA Components must ensure:
 - a. DHA Components implement this DHA-TM.
 - b. Compliance with this DHA-TM.

5. DIRECTORS, DIRECT REPORTING MARKETS (DRM). Directors, DRM must:
 - a. Ensure the Chief, MEDLOG maintains and accounts for all accountable medical and dental property and financial records on the stock record account in DMLSS.
 - b. Use the following DMLSS modules including, but not limited to: CAIM, IM, EM, MA, AM, SS, and Facility Management.
 - c. Appoint a DMLSS Systems Administrator (SA) in writing; may delegate by direction signature authority to Chief, MEDLOG as necessary.
 - d. Implement procedures, guidance, and instructions for this DMLSS-TM.

6. CHIEF, MEDLOG, DRM. The Chief, MEDLOG, DRM must:
 - a. Maintain and account for all accountable medical and dental property and financial records on the stock record account in DMLSS.
 - b. If designated by Director in section 5.c., appoint DMLSS SA in writing.

7. DMLSS SA, DRM. The DMLSS SA, DRM will:

- a. Establish, manage, and maintain DMLSS user accounts, roles, and privileges. The least privilege principle must be followed when creating or modifying user accounts.
- b. Ensure system backups and maintenance tapes are installed at pre-defined periodic intervals and perform manual backup procedures as necessary as provided in DHA-TM DMLSS Volume 2.
- c. Monitor the DMLSS Communications Management (DCM) functionality to identify and resolve transmission errors.
- d. Follow database-auditing procedures as defined in the DMLSS SA guide.
- e. Coordinate with DHA Component, MTF/DTF Information Systems to house DMLSS hardware, and install and update DMLSS system software as required.
- f. Create and manage DMLSS tutorial databases.
- g. Review DMLSS advisory notices and notify local users as required.
- h. Obtain, file, and retain a copy of the Government Purchase Card (GPC) Approving Official (AO) appointment letter prior to providing (GPC) AO privileges in DMLSS.

8. DHA COMPONENT, MTF AND DTF PERSONNEL. DHA Component, MTF, and DTF personnel will utilize instructions provided in this TM as needed for DMLSS maintenance, access, and/or transactions.

9. DHA COMPONENT, MTF AND DTF GPC AO. GPC AOs are appointed in accordance with Military Service or DHA GPC policy. Provide copy of GPC AO appointment document to DMLSS SA when requesting GPC AO privileges in DMLSS.

ENCLOSURE 3

PROCEDURES

1. IM. The IM module provides customers and materiel managers with a seamless, automated capability to manage inventory from the time a customer starts the search for a supply item to when the materiel is issued for consumption. It accommodates any required redistribution or disposal actions. It also provides the functionality to establish Working Capital Fund (WCF) or Operations and Maintenance accounts with accountable IM. Follow Military Service policy until DHA policy is published and supersedes Service policy.

a. Overview

(1) For privileged users, the “IM Inbox” automatically opens upon accessing the “IM” application from the “System Navigation” window. It can also be viewed by selecting “Inbox” from the “Utilities” menu (see paragraph z.(1) of Enclosure 3). Users must be assigned the “IM User Pending Action” privilege and be associated to pending actions for the inbox to appear. It contains many pending actions that are either advisory in nature or require user action. DMLSS automatically removes some action items from the inbox upon processing, while other advisory notices should be removed or deleted upon review and when no longer needed. A detailed list of IM pending actions and their recommended use is available in Enclosure 4. At a minimum, all pending actions should be reviewed and worked daily to ensure proper IM.

(2) The main window also appears once the “IM” application is launched from the DMLSS “System Navigation” window. In this window, users can access the modules and functionalities through the menu options. In some cases, the buttons on the horizontal toolbar at the top of the window can also be used to open module windows. While on any primary window, access is available to the same menu bar and horizontal toolbar buttons. Each module window displays a unique set of vertical toolbar buttons.

(3) The modules covered in the remainder of this chapter are in the same order as they appear in the Navigate and Utilities drop-down menus located on the menu toolbar.

b. Customer Catalog Item

(1) To access the Customer Catalog Item, select “New Catalog Item” from the “Navigate” menu and then select “Customer Catalog Item.”

(2) Enter the required information (fields with red dots). Most of the fields populate with information from the MTF/non-MTF catalog record once the item is added to the customer catalog. Validate existing conversion information, inventory value, and issuing information. Once the customer’s catalog record is saved, add the customer’s level if required and save the changes. Catalog records may also be added to a customer’s catalog using the “Cust Cat” tab of the MTF detail record.

c. Source of Supply (SOS)

(1) Utilize the “New SOS” option under “Navigate” to create a new SOS. From the “Navigate” menu, select “SOS”, then select “New SOS”. Other ways to access this function include selecting the “SOS” icon on the horizontal toolbar. An SOS record must be created for every vendor and associated to the respective MTF/LOG catalog record(s) prior to processing orders through the system for each vendor. Users should search for existing SOS catalog records prior to adding new records to avoid duplicating records. Once the SOS catalog record is established, each item being purchased from that vendor must be linked to the SOS. If the new source is a DoD contracting office (CON) and the “SOS Type Code” is equal to “CON”, then the CON’s Department of Defense Activity Address Code (DoDAAC) is required. A list of CON DoDAACs is located in the Table Maintenance Utility (TMU) in SS. It is titled “CON DoDAAC” and is located in the IM application.

(a) The “SOS Basic Tab”, Figure 1, is used to identify the supplier’s name, SOS type code, SOS code, and additional purchase, delivery, and receipt information. Mandatory data fields are marked with red dots. All other available data should be loaded and saved due to its importance in the purchasing and billing process.

Figure 1. Source of Supply--(New), Basic Tab

1. Applying the correct “SOS Type” code is crucial. The “SOS Type” code dictates what data is required in the additional tabs. Once saved, this code cannot be changed. If a mistake is made, select “Close” to exit the window and do not save changes. Open the “New SOS” function to start over. The following further identifies the available SOS Type codes:

- a. BPA – Blanket Purchase Agreement (BPA) (Local)
- b. CON – A recognized government contracting office
- c. DBP – Decentralized Blanket Purchase (DBP) Agreement

- d. DLA – Defense Logistics Agency (DLA)
- e. DPV –DLA Troop Support Prime Vendor (DPV)
- f. ECA – Electronic Peacetime/Readiness Portal (ECA)
- g. EXT – External Logistics Agency
- h. GSA – General Services Administration (GSA)
- i. NON – Non-Contracted, only GPC orders (NON)

2. For SOS Type code NON, DMLSS offers an “Auto Assign” function which can be used to auto populate the SOS code for non-contracted sources. This option assigns the next sequential code available based on criteria loaded in SS. When this option is selected, all required fields populate with the exception of the Supplier’s Name. DMLSS interprets non-contracted sources as if all purchases are paid using the GPC; therefore, the “Accepts Purchase Card” box is checked. The default payment method is the user’s GPC and all orders are written to the user’s Purchase Card Register upon submitting orders.

3. Enter the average delivery time from vendor into the “Estimated Lead Days” field.

4. The “Acknowledgement Hours” field is defaulted to 2 hours. The data in this field is only applicable when DMLSS electronically interfaces with the vendor. Logistics (LOG) personnel should modify this field when necessary. If an order is not confirmed by the vendor within this time frame, the system writes the order information to the Troubled Due-In Report that appears in the Inbox. For example, the Prime Vendor (PV) SOSs default to 2 hours based on contract terms. If a different vendor confirms the order in 2 days, then the default should be set to 48 hours.

5. If the “Accept Purchase Card” box is checked, all orders to that SOS default to GPC payment method and all purchases write to the user’s Purchase Card Register. The user must have a GPC and have GPC holder privileges assigned in DMLSS prior to processing orders to vendors that accept GPC payments. An override option exists in the orders module and should be utilized when processing non-GPC payment method orders.

6. Enter the vendor’s assigned Dun & Bradstreet Serial Number into the “Vendor Identification (ID)” field. The financial interface process uses this number to identify vendors.

7. When the “SOS Type” code is equal to “CON”, the “DoDAAC” and “Primary Source” fields become mandatory in the “SOS Catalog” tab of each item’s catalog record associated to a contracting SOS.

8. A “Stockless” indicator exists in the “Basic Tab” of all SOS records. When activated “checked”, all catalog records without a LOG level, and associated to that SOS Code,

are considered Stockless unless otherwise modified. Item IDs containing a level quantity > 0, are not affected. Newly established catalog records associated to a stockless SOS will default to “Level Type” of “Stockless.” The level type for catalog records associated to a stockless SOS can be manually changed to “Core” or “Static”. When the “Stockless” option is inactivated (unchecked), all catalog records with a level type of “Stockless” are reassigned to level type of “Static”. Items with an existing level maintain their existing level type.

9. The “Business Partner Network Number (BPN) ID”, “Dun and Bradstreet Serial Number (DUNS) Suffix” code, and “Trading Partner” code are applicable to the Army and used within the General Fund Enterprise Business System. BPN is a nine-digit number for transactions involving a particular vendor that has an assigned BPN through GSA.

(b) Use the “Submission” tab (Figure 2) to identify how orders are usually submitted to the vendor. The available default submission methods vary depending on the assigned “SOS Type” code. For example, an electronic submission method File Transfer Protocol (FTP) is available for “SOS Type” code “DPV” but not for “NON”. The assigned “Default Submission Method” dictates which fields are mandatory within this tab; however, MEDLOG should load all available data into the data fields. This tab offers a great way to maintain vendor contact information such as phone numbers, fax numbers, e-mail addresses, etc., regardless of the submission method. Login and password information must be obtained from the SOS. In accordance with systems security measures, the passwords are not visible to system users. Also, current security protocols dictate that most passwords are changed every 90 days.

The screenshot displays the 'Submission' tab of a software interface. At the top, there are navigation tabs: 'Basic', 'Submission' (selected), 'Contract', 'Addresses', 'POC', and 'Environment'. Below these, there are input fields for 'SOS Code' and 'Name'. The main content area is divided into several sections, each with a 'Default Submission Method' dropdown menu:

- Direct:** Includes fields for 'Account Number', 'Phone Number', 'Submission Form', 'Login 1', 'Login 2', 'Password 1', and 'Password 2'.
- E-mail:** Includes fields for 'Address', 'Subject', and 'Submission Form'.
- Fax:** Includes fields for 'Number', 'Subject', and 'Submission Form'.
- FTP/HTTPS:** Includes fields for 'IP Address/URL', 'Submission Form', 'Login', and 'Password'.
- Print:** Includes a 'Submission Form' dropdown menu.
- Inbound Account:** Includes fields for 'Loginid' and 'Expires'.

Figure 2. Source of Supply–(New), Submission Tab

(c) The “Contract” tab (Figure 3) only appears for contracted sources. They are “SOS type” codes “BPA”, “DBP”, “DPV”, and “Virtual Prime Vendor (VPV)”.

1. Enter the correct contract number when loading data in the “Contract Number” field as this data is populated in Electronic Data Interchange (EDI) requisition files and appears on DD Form 1155, Order for Supplies or Service. DMLSS will automatically assign the next available call number for that source when the “Auto Generate Call Number” box is checked. The user is required to load the beginning and ending call numbers. Recommend using “0001” through “9999” unless otherwise designated. The “Last Call Number Used” field updates as orders are processed to the vendor. Delivery order number/call number structure for SOS types: “BPA”, “DBP”, “CON”, “ECA”, and “DPV” is a unique 13-character Procurement Instrument Identifier.

2. The contract start and end dates are always dictated by the negotiated contract; however, the start and end dates loaded for the “Current Contract” and the “Next Contract” vary depending on the source type. For example, if loading contract data for a PV, the “Start Date” and “End Date” should coincide with the contract.

3. When a contract is within 60 days of expiration, a notification of the impending contract termination appears in the IM “Cannot Activate Next Contract” pending action. It is important to act promptly because if the end date passes without action, the SOS can no longer be used.

The screenshot displays a software interface with several tabs: Basic, Submission, Contract (selected), Addresses, POC, and Environment. At the top, there are input fields for 'SOS Code' and 'Name'. Below this is a large grey-bordered area containing a 'Call Number Generation' section. This section has a checked checkbox for 'Auto Generate Call Number'. To its right are two input fields: 'Beginning Call Number' with the value '0001' and 'Ending Call Number' with the value '9999'. Below these is a 'Last Call Number Issued' input field. In the bottom right corner of the main area, there is a 'Prime Vendor Usage' section with a 'Send Usage' checkbox and a 'Variance %' input field containing the value '20'.

Figure 3. Source of Supply–(New), Source of Supply Contract Tab (Current Contract)

4. When exercising option years, access the SOS record and update the contract ending date. This only refers to contracts that maintain the exact same contract number. If the contract number changes, use the “Next Contract” function.

5. Once the new contract is activated the previous contract is no longer available. Users may also manually activate the new contract by selecting the “Activate Next Contract”

button. The end date of the current contract and the start date of the new contract cannot overlap when manually activating the next contract.

6. When loading and using secondary PV contracts, users must obtain approval from your Military Service or DHA PV Representative for changes to PV options.

a. Activate and load the secondary PV contract by accessing the “Table Maintenance Utility” table in “System Services”. Select the “System Services” application in the TMU module. Open the “Secondary PV Selection” table and change the secondary field to “YES” for the appropriate secondary PV contractor. Note: Only select the secondary PV assigned to the respective region. Save the updated data then open the SOS module in the “IM” application.

b. To create a new SOS record for the secondary PV, use SOS type “DPV” and the SOS code “PV” and enter the next sequential number not in use. For example, “PV1” and “PV2” are currently dedicated for backup Medical Surgical and Pharmaceutical vendors worldwide. If no backup Medical Surgical or Pharmaceutical PV exists, assign the SOS codes “PV1” and “PV2”, respectively. If “PV1” and “PV2” are already established, then proceed assigning “PV3” and so on.

c. In the “Basic” tab of the primary PV, select the “Backup PV SOS” for the secondary PV from the drop-down menu.

d. The secondary PV is now active and available for use. Load an SOS record for the secondary PV in order to process orders to that vendor. The secondary PV may not be used as the default LOG SOS value.

(d) Three different addresses can be maintained in the “Address” tab (Figure 4).

1. MTF/non-MTF MEDLOG personnel should load the address data for both “Ordering” and “Remit To” addresses even if they are the same. The “Find” radio button can be used to search the database for existing addresses. If an address already exists, select the address, and the addresses tab fields then update with the existing address.

Figure 4. Source of Supply-(New), Addresses Tab

2. Select the “Shipping Address” box to load or edit the shipping address. This address should be the site’s ship to address or the address the materiel is to be delivered.

(e) The “Point of Contact (POC)” Tab (Figure 5) offers automated means to document all known contact information. It also provides a centralized storage area for that data. If utilized properly, purchasing agents have the necessary contact data available to them when processing orders to that vendor. These data fields are not mandatory until data is entered into at least one field.

Figure 5. Source of Supply-(New), Point of Contact Tab

(f) The operating and safety levels that correspond with annual sales for the associated SOS are located in the “Environment” tab as depicted in Figure 6.

1. Figure 6 lists the default values. If any of these fields are changed, a radio button titled “Reset to Default” appears. Select this button to reset both operating and safety levels to the system default values.

2. The operating and safety levels maintained in the “Environment” tab are utilized to calculate item levels for Item IDs associated to the SOS. Refer to the DHA-TM Volume regarding DMLSS Customer Applications for level and calculation formulas.

Annual Sales	< 3 Months		3 - 9 Months		>= 10 Months	
	Operating Level (Days)	Safety Level (Days)	Operating Level (Days)	Safety Level (Days)	Operating Level (Days)	Safety Level (Days)
0-99.00	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="42"/>	<input type="text" value="7"/>	<input type="text" value="85"/>	<input type="text" value="7"/>
>100-499.99	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="28"/>	<input type="text" value="7"/>	<input type="text" value="57"/>	<input type="text" value="7"/>
>500-999.99	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="21"/>	<input type="text" value="8"/>	<input type="text" value="42"/>	<input type="text" value="8"/>
>1000-2499.99	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="21"/>	<input type="text" value="10"/>
>2500	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="7"/>	<input type="text" value="10"/>	<input type="text" value="14"/>	<input type="text" value="10"/>
NON-MEDICAL	<input type="text" value="7"/>					
REPAIR PARTS	<input type="text" value="30"/>	<input type="text" value="15"/>	<input type="text" value="30"/>	<input type="text" value="15"/>	<input type="text" value="30"/>	<input type="text" value="15"/>

Figure 6. Source of Supply–(New), Source of Supply Environment Tab

(2) Access the “SOS Search” window from the “Navigate” menu or by selecting the “SOS” icon on the horizontal toolbar.

(a) Users should always search for existing SOS records prior to adding a new SOS to eliminate duplicate records. Use the “Search SOS” option to view and edit vendor data as necessary. Remember, once the “SOS Type” code is saved it cannot be changed.

(b) Conducting a search for an existing SOS record can be accomplished using a few different methods. The first option is to search by SOS code. Another option is to search by SOS type code. Users can also conduct a search using the supplier’s name. Finally, all sources of supply can be viewed by selecting the “Search” icon on the vertical toolbar.

(c) The data maintained in the SOS record is directly relevant to the information printed on DD Form 1155. The following links some of the pertinent information in the SOS record to DD Form 1155:

1. Block 1 is the Contract/Purchase Order/Amendment Number: If the “SOS Type” code is not equal to “BPA”, “DBP”, “DPV”, or “VPV” then the SOS code from the “Basic” tab is displayed. The contract number from the contract tab is displayed if the SOS Type code is “BPA”, “DBP”, “DPV”, or “VPV”.

2. Block 6 is the “Issued By” data retrieved from the “Materiel Management (MM) Service Ship to Address” located in SS module.

3. Block 7 is the “Remit to Address” on the form is populated from the SOS record’s “Remit To” address in the “Address” tab.

4. Block 9 is the contractor information:

a. Supplier name is retrieved from the “Basic” tab.

b. The address reflected in Block 9 is the “Order Address” loaded in the “Address” Tab.

c. The phone number is retrieved from the “POC” Tab.

d. The SOS Code is written to the “Code” box in Block 9.

5. Block 14 is the “Ship To” data retrieved from the “MM Service Detailship to address” located in SS module.

6. Block 15 should reflect the payment address for Defense Finance and Accounting Services (DFAS) location information. It is retrieved from the “Bill To” address located in the “MM Service Detail” record within the SS module. The “Supplementary Address/Bill to DoDAAC” located on the “Basic” tab of the MM Service Detail record is printed in the Code field in block 15. The DoDAAC is needed so vendors can properly load billing information into the Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) application.

d. Purchase Card

(1) Use the Purchase Card module for adding, retrieving, editing, and storing GPC information. This module also allows AOs and GPC holders to monitor purchase card use and reconcile purchases against monthly bank statements. Privileges and roles required to access purchase card functions must be assigned in the SS module prior to use.

(2) The “Purchase Card Status” inquiry provides a method for GPC holders and AOs to manage the purchase card program.

(a) Users can view or print status for all GPC holders or search for an individual cardholder. Check the “Include Deleted Cards” box to view data marked for deletion.

(b) The “Purchase Card Status Summary” screen displays management data in account number sequence and includes the following data:

1. “Purchase Card Alias” reflects either the last four digits of the purchase card number or a combination of the DMLSS User ID and sequence.

2. “Card Name” reflects the cardholder’s name and should match the name printed on the actual purchase card.

3. “Holder ID” is the same as User ID.

4. “Holder Name” is the same as name loaded in the user POC table.

5. “Register Status” identifies the working status of the cardholder’s register. Use this field to determine whether the cardholder is reconciling the register. The “Register Status” field is either “Working” or “Executed”.

6. “Current Statement Date” reflects the bank statement date of the last reconciliation. Managers should review this date to verify reconciliations are current.

7. “Primary PC” identifies whether or not the card is designated as the primary GPC for the cardholder.

8. “Ownership” reflects the owner of the GPC. There are two types of GPCs, LOG-owned and Customer-owned. LOG-owned GPCs can be tied to either Defense or WCF or DHP funds. Customer-owned GPCs are always tied to DHP funding.

9. “Type” is either “Stock Fund” or “O&M”. Purchase cards issued for commercial services are not loaded into DMLSS.

10. “Deleted” identifies whether or not a card is marked for deletion.

(3) The Deleted Purchase Cards module reflects all Purchase Cards, by PC Alias, Account Name, and cardholder which have been retired/deleted.

(4) The New Purchase Card module adds the user’s purchase card data prior to that user processing GPC purchases.

(a) DMLSS automatically associates purchases to the user’s Purchase Card Register when placing orders to vendors that accept the purchase card payment method. At this time, the DMLSS SA should assign purchase card privileges commensurate with the cardholder.

(b) From the “IM / Navigate” menu, select “Purchase Card”, then “New Purchase Card” to add new cardholder data. The AO initially enters the following information and upon selecting “Save” enters the cardholder’s 16-digit account number.

1. In the “Cardholder Information” panel, select the GPC holder’s DMLSS User ID from the drop-down list. When the User ID is selected, the user’s name is displayed in the adjacent Name field.

2. In the “Purchase Card Information” panel, enter the following information:

- a. For “Card Name”, enter the applicable bank name in this field.
 - b. For “Expiration Date”, enter the expiration date as it appears on the front of the user’s credit card. DMLSS requires a four-digit year. If the expiration date is 07/20, then enter “07/2020”.
 - c. In some instances a purchasing agent may be assigned multiple GPCs. In this situation, check the “Primary Indicator” to identify the user’s primary card. All purchases default to the user’s primary card within the IM/Orders module. An Override option exists in the Order module so the purchase agent can associate purchases to an alternate purchase card when appropriate.
 - d. The “Delete Indicator” option is not accessible unless a card is already established. Mark a card for deletion using the “Search Purchase Card” option.
3. For the “Purchase Card Information” panel, enter the appropriate dollar limits in the “Per Order” and “Per Month” fields. This information should correspond with limits approved by the appropriate purchase card administrator.
 4. The fund type within the “Funds” panel window should always be associated to “Stock Fund” for Air Force users and WCF users. Likewise, the “Ownership Code” in the “Ownership” window should always be associated to “LOG” for Air Force users. For non-Stock Funded accounts, Military Service or DHA policy will direct information needed to fill this field.
 5. Data within the “Customer” panel is not editable for Air Force sites. The expense center defaults to LOG, the commodity class defaults to blank, and the customer ID is defaulted to the site’s DoDAAC. For DHA, Army, or Navy accounts, Military Service or DHA policy will specify information needed for this field.
 6. In the AO panel, select the AO’s DMLSS User ID from the drop-down box. When the User ID is selected, the user’s name as it is loaded in DMLSS is also displayed in the adjacent “Name” field.
- (c) Select “Save” from the vertical toolbar once all data is entered into the “Purchase Card-New” window. Upon saving, the window name changes to “Purchase Card (account number)”. In this window, the AO initially enters the 16-digit account number. The cardholder then confirms the 16-digit account number when he/she first accesses the account in DMLSS. Once confirmed, the card number is not legible and becomes encrypted.
- (5) The option to search for a purchase card exists. From the “Navigate” menu, select “Purchase Card”, then “Search Purchase Card” to access this function. Use the “Search Purchase Card” option to access existing records. Purchase card information can be viewed, edited, and printed once retrieved. Use this option to mark a record for deletion or undelete a user’s purchase card. Detailed data associated to a deleted card remains visible until all actions associated to the purchase card are complete and all transactions are reconciled.

(6) The Payment/Purchase Card Register is accessible by selecting “Navigate/Purchase Card”, then either “Payment Card Register” or “Purchase Card Register”.

(a) Cardholders use the Payment/Purchase Card Register to manage their purchase and receipt transactions. It can also be used by AOs to monitor each cardholder’s actions.

(b) A Payment/Purchase Card Register may be accessed by either searching for an individual’s User ID, PC Alias, or selecting “Deleted”. Use the drop-down box in the Account field to identify which Payment/Purchase Card Register is to be viewed. The statement month defaults to the last month reconciled but can be changed when necessary. Two Payment/Purchase Card Register modes are available: “Reconcile” and “Read-Only”. Use the “Reconcile” mode to access transactions that have not been reconciled. Use the “Read-Only” mode to access transactions that have already executed. When using this mode, the register separates and saves transaction data according to the month and year the reconciliation was completed. The registers for both modes reflect the same data.

(c) The Payment/Purchase Card Register window (Figure 7) is divided into three sections. The upper section contains the Payment/Purchase Card Information, while the middle portion displays the actual Payment/Purchase Card Call Register, and the bottom section displays other information.

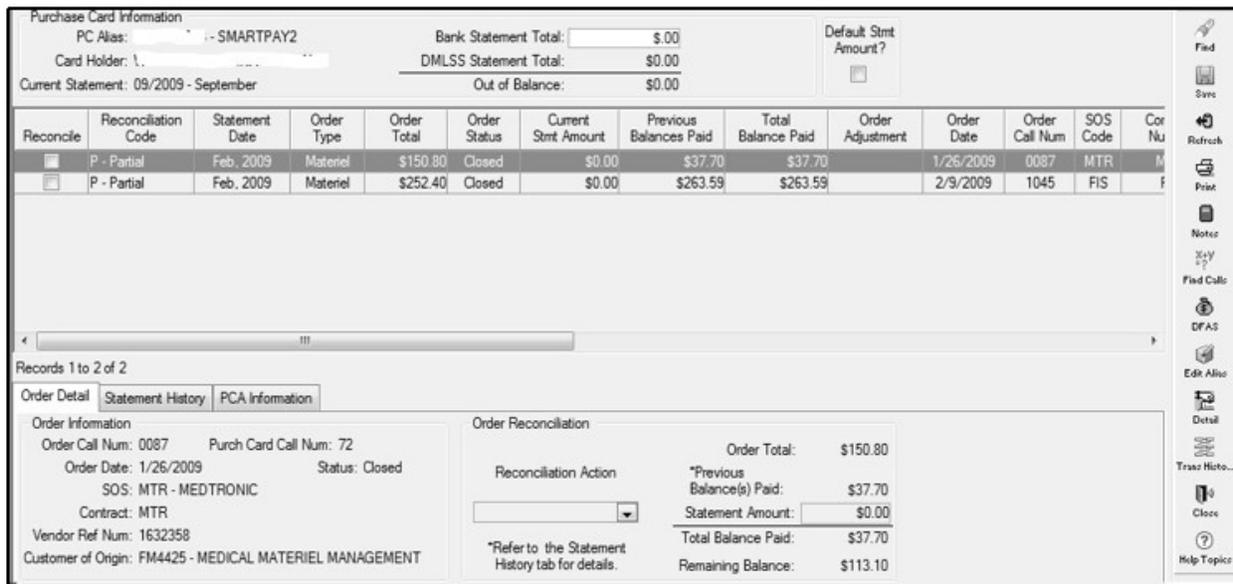


Figure 7. Purchase Card Register Window

1. Payment/Purchase Card Information displays purchase card information in this section which directly correlates to the cardholder’s payment/purchase record.

a. The “Current Statement” is the date populated by the user in the “Select the Payment/Purchase Card Account to Reconcile” window.

b. Users may enter the bank statement total from the monthly credit card statement into this field; however, this field is optional. If used, DMLSS compares the bank statement total to the DMLSS statement total and populates an out-of-balance amount. A price value error exists if these values differ. In this instance, the user researches each transaction to verify the DMLSS price matches the price charged to the credit card.

c. The “Order Total” populates in full to the “Current Statement Amount” and “Total Balance Paid” fields when the “Default Statement Amount” box is checked.

d. The “Register Status” can be either Working or Executed. The status defaults to Working during the reconciliation process and changes to Executed upon completing the reconciliation process.

2. Use the Payment/Purchase Card Call Register to reconcile purchases once the charges are applied to the cardholder’s bank statement. Cardholders are required to reconcile charges in DMLSS at least monthly, typically within 3 business days following the 19th of the month, but they can also reconcile multiple times during a statement period. The reconciliation process is twofold, customers should reconcile with DMLSS and their applicable banking agency. As a general rule, the DMLSS Payment/Purchase Card Register can be reconciled upon receipt and the banking statement can be verified and approved upon billing. Please refer to applicable Military Service or DHA policies regarding GPC.

a. All cardholder orders processed by users are automatically written to the Payment/Purchase Card Call Register of the user who is logged into DMLSS at the time. Cardholder orders are generated in either IM or AM. Detail records cannot be manually added to the Payment/Purchase Card Register. Notable Payment/Purchase Card Register fields are as follows:

b. “Reconcile” defaults to open/unchecked when added to the register. This box is checked when the detail record is selected for reconciliation.

c. “Reconciliation Code” shows the stage of the reconciliation process. D = Disputed; P = Partial; Y = Reconciled/Complete; C = Credit; and N = Not Reconciled/New (Figure 8).

d. “Statement Date” shows the month and year of reconciliation.

e. “Order Type” displays the type of order. “Materiel” is a commodities order; while “Service” means an order for services. This field should always be “Materiel” for the Air Force. This field can be either “Materiel” or “Service” depending on Military Service or DHA procedures.

f. “Order Total” displays the total order amount.

g. “Order Status” indicates the receipt Status; Open = not received, and Closed = received in full.

h. “Current Statement Amount” reflects the amount being reconciled; should match bank statement.

Recon Code	Payment Status (Bank Statement)	Receipt Status (DMLSS)
D	Dispute <ul style="list-style-type: none"> ▪ Overcharge, Undercharge ▪ Double charge, Multiple charges ▪ Pay and Chase for Funds 	<ul style="list-style-type: none"> ▪ Full Receipt ▪ Partial Receipt ▪ No Receipt
P	Paid Partially <ul style="list-style-type: none"> ▪ Partial payment of original order total ▪ Partial payment on bank statement ▪ Partial receipt in DMLSS ▪ Partials can exceed original order amount 	<ul style="list-style-type: none"> ▪ Partial receipt ▪ Full receipt ▪ No Receipt
Y	Reconciled <ul style="list-style-type: none"> ▪ Full and Final payment 	<ul style="list-style-type: none"> ▪ Full receipt
C	Credit <ul style="list-style-type: none"> ▪ Refund or credit to your statement 	<ul style="list-style-type: none"> ▪ Full receipt with a Recon Code of “D” from a prior month
N	Not Reconciled <ul style="list-style-type: none"> ▪ No payments on Bank Statement 	<ul style="list-style-type: none"> ▪ No receipt ▪ Partial receipt ▪ Full receipt

Figure 8. Purchase Card Reconciliation Codes

i. “Previous Balance Paid” shows the amount of previous reconciliation; associated to a previous partial reconciliation.

j. “Total Balance Paid” shows the current and past amounts reconciled.

k. “Order Adjustment” shows the Purchase Card adjustment (PCA) amount; should only be used for unknown shipping charges.

l. “Order Date” shows the date the order was processed in DMLSS.

m. “Order Call Number” is auto generated upon procurement; assigned per SOS.

n. “SOS Code” indicates the SOS.

o. “Contract Number” should either be the SOS code or contract number. If SOS type code is “NON”, the SOS code populates in this field. If contracted SOS, the contract number populates in this field.

- p. “Supplier Name” indicates the vendor name from SOS record.
 - q. “Purchase Card Call Number” is auto assigned; assigned by cardholder.
 - r. “Vendor Reference Number” is the same as order confirmation number. Data must be documented during the procurement process to appear.
 - s. “DFAS Document Number” only populates after reconciliation process is complete and interface with Finance is completed.
 - t. “DFAS Trans Date” is the date DFAS document number is posted by Finance.
 - u. “Order Stratification (Strat) Type” is “OPR” = Operating, “WRM” = War Reserve Materiel (WRM).
 - v. “Customer of Origin ID” identifies who purchased the product, which is usually the local DoDAAC.
 - w. “Customer of Origin” name further identifies who purchased the product, normally this is MM.
2. “Register Status” can be either “Working” or “Complete”. Defaults to “Working” during reconciliation process. Changes to “Complete” after monthly reconciliation.
3. There are three “Order Information” tabs.
- a. The “Order Detail” tab provides an overview of a selected order detail and is populated directly from the Payment/Purchase Card Register. The order reconciliation action and statement amount are entered into this tab during the reconciliation process. See Figure 8 for available Reconciliation Action codes.
 - b. The “Statement History” tab reflects the history of reconciliation actions against each purchase detail when actions are other than “Y” (i.e., Reconciled/Complete). The Void function is also available in this tab. Follow Military Service policy until DHA policy is published and supersedes Service policy. For Air Force users, PCA function is not authorized.
 - c. The “PCA Information” tab reflects PCA transactions that processed to either obligate additional funds or de-obligate funds in order to finalize the purchase and reconciliation process. Correct detail price changes using the Price Correction function within Transaction History.
- (d) When reconciling purchase card orders, select the account to reconcile by User ID or GPC Alias. Set the “Register Mode” to “Reconcile” to access the active Purchase Card Register. All active order detail records are displayed in the Purchase Card Call Register.

1. Select a detail order record to reconcile by entering a “check” in the Reconcile checkbox. Additional order information for the highlighted detail appears in the “Order Detail” tab. The order reconciliation information box becomes active allowing updates to the “Reconciliation Action” and “Statement Amount” fields.

2. Select the “Order Reconciliation Action” code based on the status of the order. A detailed list of codes is available in Figure 8.

3. To complete the order reconciliation, select one of the following action codes to finalize the reconciliation process.

a. Select action code “Y” if no discrepancies exist and the order is complete. The “statement date” field in the GPC Detail record then updates with the statement date (month, year).

b. Enter the statement amount.

c. If the statement amount equals the order total, the remaining balance reflects an order adjustment of \$0.00.

d. Based on Military Service or DHA procedures, if the bank statement amount does not match the order total, a PCA is generated on execution and is transmitted to the financial systems. For Air Force users, PCA function is not authorized. Use the price correction function in Transaction History for all other price adjustments. GPC adjustments can only be applied to an expense center and SVC/CUST ID that was associated to the order.

e. Select “Save” to save changes and continue processing. Select “Close” to exit the Reconciliation Register.

f. A detail record with an order status of “Open” cannot be completed with action code “Y”. An order status of “Open” indicates the item(s) on the order have not been received, therefore, cannot be reconciled as complete.

4. When performing a partial order reconciliation, select action code “P” to process. The statement date field is automatically updated.

a. Enter the bank statement amount.

b. The GPC details reconciliation code is updated to “P-Partial” and the current statement amount is changed to the entered amount. The remaining balance in the Order Reconciliation is adjusted to reflect the remaining Due-In balance.

c. The “Statement History” tab is updated with the partial payment information upon saving updates.

d. To make changes to a partially reconciled order, the user opens the “Statement History” tab and voids the original partial receipt. Voiding the receipt resets the receipt to a reconciliation code of “N–New” and allows for necessary adjustments. The void action is recorded in the Statement History tab.

e. Cardholders can process multiple partial reconciliations for a single detail record. A reconciliation code of “Y – Complete” is applied to the final transaction.

f. Use the “Notes” icon on the vertical toolbar to document all information relevant to the order. Cardholders have the ability to document information such as date contacted, POC’s name, memorandum of discussion, follow-up actions, etc. Once a note(s) is added, the “Notes” icon looks like an open notebook.

5. Disputed Order Reconciliation can be documented as follows: Use reconciliation code “D” to document a disputed order. The “statement date” field in the GPC purchase detail is updated with the statement date (month, yyyy).

a. The reconciliation code is changed to “D – Disputed”.

b. Enter the statement amount. A natural tendency is to enter “0” because an item was either not received or it was damaged upon receipt. The statement amount cannot be zero because the vendor billed the cardholder’s account. Enter the amount from the billing statement and contact the vendor and bank to resolve the dispute.

c. The price entered populates in the “statement amount” field. The price entered should equal the billing statement and the amount Finance pays.

d. Because the order is coded as “Disputed”, the system allows for fund adjustments upon resolving the dispute. All actions are documented in the “Statement History” tab.

e. Use the “Notes” icon on the vertical toolbar to document all information relevant to the order. Cardholders have the ability to document information such as date contacted, POC’s name, memorandum of discussion, follow-up actions, etc. Once a note is added, the “Notes” icon looks like an open notebook.

6. For credits, select reconciliation action code “C – Credit” and enter the statement amount to process credits. Credits are posted to the cardholder’s statement as disputes are resolved. When this happens, users should update and complete the appropriate Purchase Card Register Detail Record. Select “Save” to finalize the reconciliation. The process is complete when funds reconciliation data is passed to the applicable financial institution.

(e) Use the price correction tool in Transaction History, Trans History Icon/Price Correction Tool, to correct receipt prices.

(f) The “Find Calls” function, selected using the “Find Calls” icon, provides a method to search for specific detail records by Order or GPC Reconciliation criteria. This function can be helpful to cardholders who generate a large number of GPC purchases.

(g) The “Edit Alias” function, selected using the “Edit Alias” icon, provides a method to document a vendor’s alias. In some instances, the vendor name that appears on the GPC statement is not the same as the Supplier’s Name in the SOS record. For example, the cardholder purchases materiel from “Tazman Ind,” but “Tazman Ind” does not appear on the monthly GPC statement. However, a company named “Aussi Subsidiaries” is charging the same dollar amount. After researching, the cardholder finds that “Aussi Subsidiaries” handles billing for “Tazman Ind.” In this instance, the cardholder should use the “Edit Alias” icon to document the alias name, “Aussi Subsidiaries”. All cardholders have visibility of alias names once they are saved.

(h) Completed detail records are re-stratified to “Closed” during the End-of-Day (EOD) process. To access these records, search the cardholder’s Purchase Card Register using “Register Mode Read Only”.

(7) The Purchase Card Register Report provides a method for cardholders and/or AOs to retrieve GPC acquisition data based on selected search criteria. Because this data is retrievable at any time, cardholders are not required to maintain a manual Purchase Card Register.

(a) If a local requirement dictates retaining a hard copy of the register, then each cardholder can print a monthly report for filing and maintain it in accordance with DHA and Military Service policy guidelines.

(b) The date range can be specified for either “order date” or “statement date”. Results are produced for all order detail records meeting the selected date range criteria. A message indicating there was no data for retrieval is received if there were no orders for the date range.

(c) The report can be sorted in either “purchase card call” or “contract call” sequence. The GPC call number is assigned sequentially for each cardholder. The contract call number is sequentially assigned for each SOS.

(d) The report calculates a total extended price for all Order Detail Records retrieved.

(8) The Delinquent Purchase Card Reconciliation Report is used to identify closed orders (receipt has processed) that are not reconciled.

(a) Cardholders and AOs should use this report to verify GPC purchases are being reconciled in a timely manner and to minimize aged Due-Ins.

(b) This report is separated into two parts. Part I lists closed orders that have not been reconciled by the cardholder for a specified period of time. The search criteria is defaulted to 60 days. Generally speaking, if the materiel has been received, the cardholder should

reconcile the order within 30 days. Part II lists reconciled orders that have not been interfaced with Finance. For use of Part II, please refer to Military Service or DHA policy.

(9) The “Purchase Card Transfer” process allows a user, preferably an AO, to transfer an order from one cardholder to another.

(a) This action removes the detailed record from the old cardholder Purchase Card Register and applies it to the new cardholder Purchase Card Register.

(b) From the “Navigate” menu, select “Purchase Card”, then “Purchase Card Transfer”. Enter required information and select “Transfer” located on the vertical toolbar. DMLSS locks both Purchase Card Registers until the transfer is complete.

(c) The following rules in DMLSS must be met before the transfer occurs:

1. A transfer does not process if the order has been reconciled (Reconciliation Action Code equal to “Y” or “C”).

2. Both purchase cards must be assigned the same fund type.

3. Both purchase cards must be assigned the same ownership code.

4. The “To” purchase card must be privileged to process orders for that customer.

5. The transfer does not process if the “To” purchase card has already been reconciled for the date reconciled on the Order Detail Record.

6. Transfers do not occur if the order has been submitted to Finance but DFAS has not processed the transaction.

7. Transfers do not process if the order amount exceeds the “To” GPC limit.

(1) The “AO Purchase Card Transfer” function allows privileged users a quick and easy method of reassigning cardholders from one AO to another.

(a) From the “Navigate” menu, select “Purchase Card”, then “AO Purchase Card” to access this option. Transfers take effect once the EOD process is complete. The “AO Purchase Card Transfer” window is separated into two windows.

1. The left window displays a list of AOs and the cardholders currently assigned to each AO. Also listed are cardholders that are not assigned to an AO.

2. The right window lists the AO’s User ID, name, and status. Currently assigned cardholders are also listed in this window.

(b) Highlight the “From AO” so the assigned cardholders appear in the right window.

(c) Drag and drop the cardholder from the old AO in the right window to the new AO's User ID in the left window. Select "Save" when finished.

e. Physical Inventory

(1) The "Physical Inventory" module enables users to conduct an official physical inventory of some or all inventory managed by LOG. Refer to Military Service or DHA policy for scope and frequency requirements for conducting periodic official inventory. The Physical Inventory module allows the user to freeze assets for inventory, perform inventories, adjust balances, document inventories, review inventory documents, and cancel inventories. Select "Physical Inventories" from the "Navigate" menu to access the "Physical Inventories" module. A typical inventory process begins with selecting a set of items and locking them for inventory. The system produces count lists that are assigned to teams for conducting inventory counts. After all required counts are completed, potential overages and shortages are documented for research. The inventory can be finalized after research has been completed. Some tasks related to physical inventories are:

- (a) Cancel Inventory
- (b) Search Inventories for Specific Item
- (c) View Count List Details
- (d) View Statistics
- (e) View Other Item Locations
- (f) Add Item to Inventory
- (g) Add Post-Inventory Action
- (h) View Transaction History
- (i) Print Inventory Research Report

(2) Access the "Select Inventory Segment" window (Figure 9) to select items to lock for inventory. Locked items are assigned to inventory segments in Item ID sequence.

(a) The size of each segment depends on the number of items locked for inventory. If the number of items locked is lower than 1,000, each segment is 50 items. If the number of items locked is higher than 1,000, each segment is 100 items. Items may be selected by IM or AM Scope.

(b) The "Select Inventory Segment" window contains the following sections:

1. For “Scope”, four choices are available, IM, AM, Annual – Official Inventory, and Other – Location Survey.

2. For “Strat Type” two choices are available, Operating and Special Projects.

3. The “Strat State” allows user to view and select Strat State.

(c) The “Select Inventory Segment” window contains the following tabs. These tabs look slightly different, depending on the scope of the search, IM or AM, but the basic functionality is the same.

1. The “Search” tab identifies the inventory scope.

2. The “Search Results” tab allows users to view the selected records. To lock the selected records for physical inventory, select “Process Inv” on the vertical toolbar. On the “Process Successful” message prompt, note the Inventory Control Number (ICN) and select “OK”.

(3) The “Control Number Status” window displays the current processing status of all inventories that are in progress and provides the capability to cancel an inventory.

(a) The processing status of a given inventory may be any of the following:

1. “Counting” which indicates all counts are not complete.

2. “Research” which indicates all counts completed, required research not completed.

3. “Finalization” which indicates all required actions completed, ready to finalize.

(b) While counting is in progress, the “Count List Detail” window is available by double clicking an “ICN” or via the “Detail” icon on the vertical toolbar. The “Count List Detail” window displays each count list and its current status. Physical inventory tasks available from the “Control Number Status” window are:

1. Cancel Inventory

2. Search Inventories for Specific Item by Item ID or Item Description

3. View Count List Details

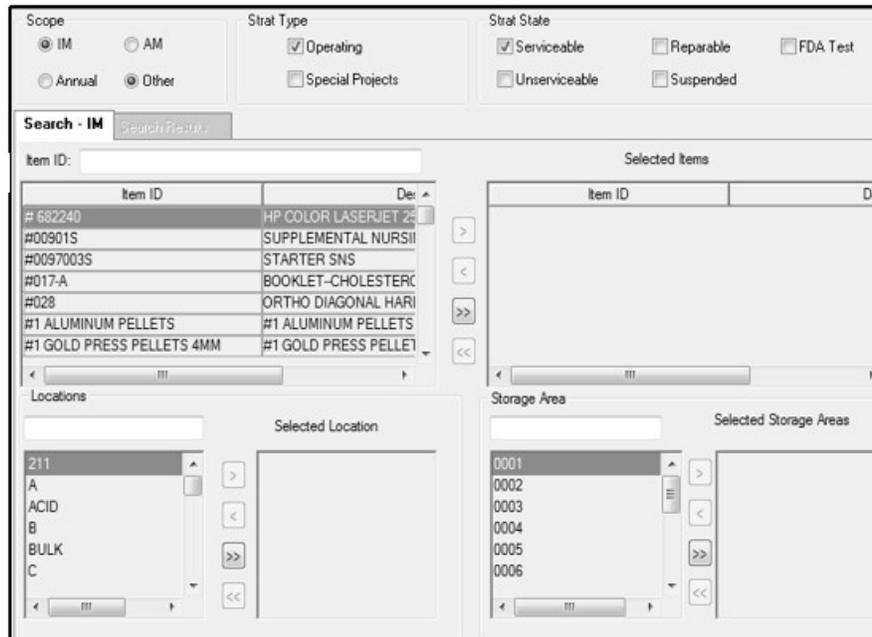


Figure 9. Select Inventory Segment Window

(4) The following describes how to Generate Count Lists. DMLSS assigns an ICN upon initiating a physical inventory. Use the “Generate Count Lists and Assign Teams Criteria” (Figure 10) and “Generate Count Lists and Assign Teams to IM ICN” (Figure 11) screens to produce inventory count lists, assign those lists to count teams, and view the distribution of items by team or count list. DMLSS automatically creates one Count list and one Assigned team. Count teams and the number of lists required for inventory segment can be added. To add count list(s), select “Add Count List” and select “Add Team” to add team(s). Up to 26 count teams (Team A through Z) are available for an inventory. Assign a count list number and team to each line item in the list. This can be done line item by line item or multiple rows can be selected. Highlight rows and select count list from the dropdown. Select “Apply” and when all rows are assigned, select “Save”. DMLSS does not track User ID or names to a particular count team. If required, document this information on a letter and file with other completed inventory documentation. The “View Statistics” task is available from this window.

(a) On the “Navigate” menu select “Physical Inventory”, select “Reports” and then “Inventory Count List” from the Reports. Select the ICN from the drop-down menu if more than one control number. Select the “Count List” to print, then select either individual lists or all lists at once.

(b) When all inventory is complete, enter inventory counts. This completes the physical inventory.

(5) The “Criteria for Entering Counts” window and the “Enter Counts Physical Inventory” (Figure 12) window allow users to select an assigned ICN and enter inventory counts, add items to the current inventory, and view other item locations.

(a) The typical process consists of selecting a Count List number and retrieving those items for count entry. The search criteria is slightly different for AM and IM inventories, but the basic functionality is the same for both. Items may be retrieved based on any combination of available elements. Speed buttons at the bottom of the “Enter Counts” window are provided to either remove all entered counts or perpetuate the last count forward. Counts may be entered one at a time or the speed buttons can be used to perpetuate the last counts forward. If using the speed buttons, rows can be updated by exception. The count entry functions are slightly different for AM and IM inventories, but the basic functionality is the same for both. For IM scope, enter the first, second, or third item counts. For the AM Scope enter the first, second, or third item (if first and second do not agree) counts and update quality assurance (QA) data. Select “Save” on the vertical toolbar.

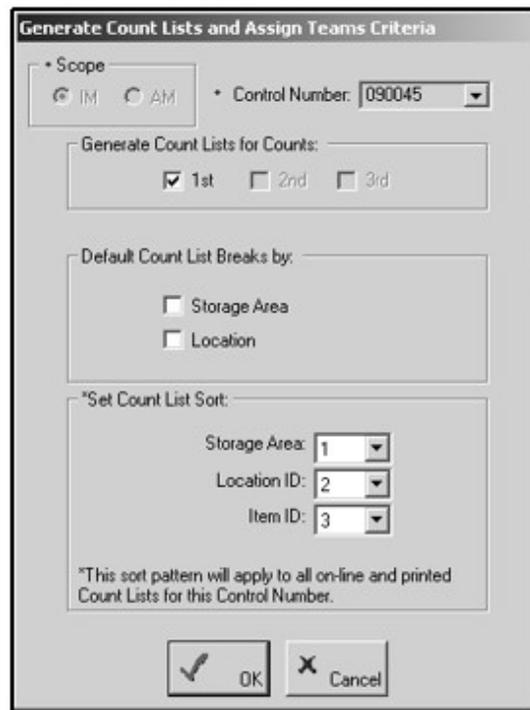


Figure 10. Generate Count Lists and Assign Teams Criteria Window

(b) The following described how DMLSS processes inventory counts.

1. Counts are processed once all item locations are counted. Alternate location entries, not the primary, are identified with an asterisk (*) after the quantity.
2. Once all location quantities are entered into DMLSS, the sum of all counts is compared to the DMLSS inventory balance.
3. The item is unlocked and removed from inventory if they agree.

4. If the counts disagree with the inventory balance and the value of the potential inventory adjustment is greater than the count criteria value, the system forces another count. Up to three counts may be required. The count criteria value is accessible in SS, TMU, and IM Physical Inventory Adjustments. Items meeting these criteria are visible in the “Research Discrepancies” window.

5. No further counts are needed if the counts disagree with the inventory balance and the value of the potential inventory adjustment is below the count criteria value. If the count criteria value is not met, DMLSS generates a pending gain or loss transaction. This condition could occur on the first, second, and third count.

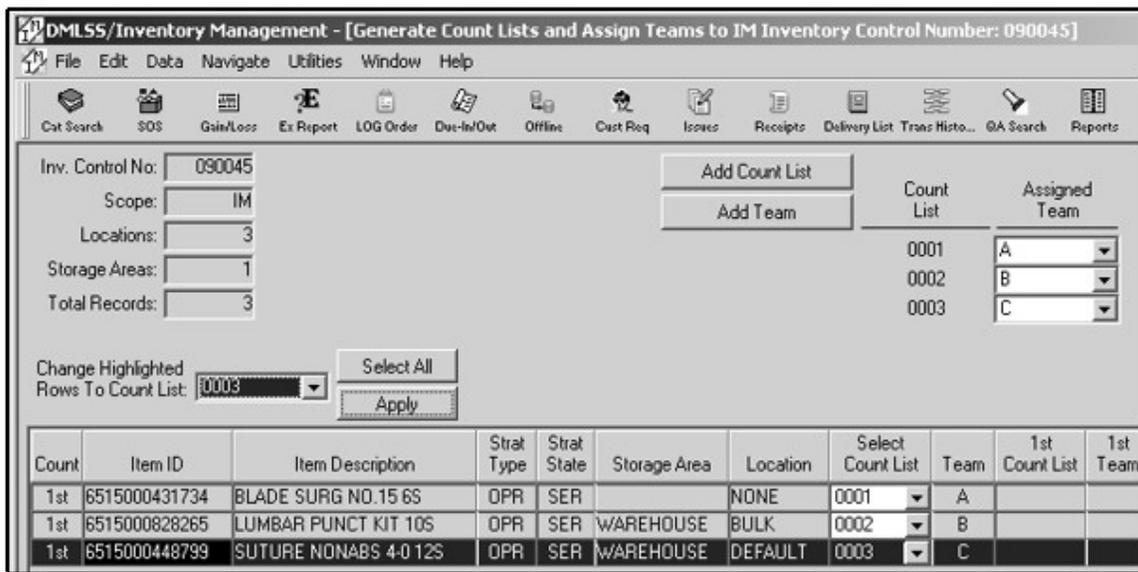


Figure 11. Generate Count Lists and Assign Teams to Inventory Management Inventory Control Number Window

(c) Tasks available from the Enter Counts window include “View Other Item Locations” and “Add Item to Inventory”.

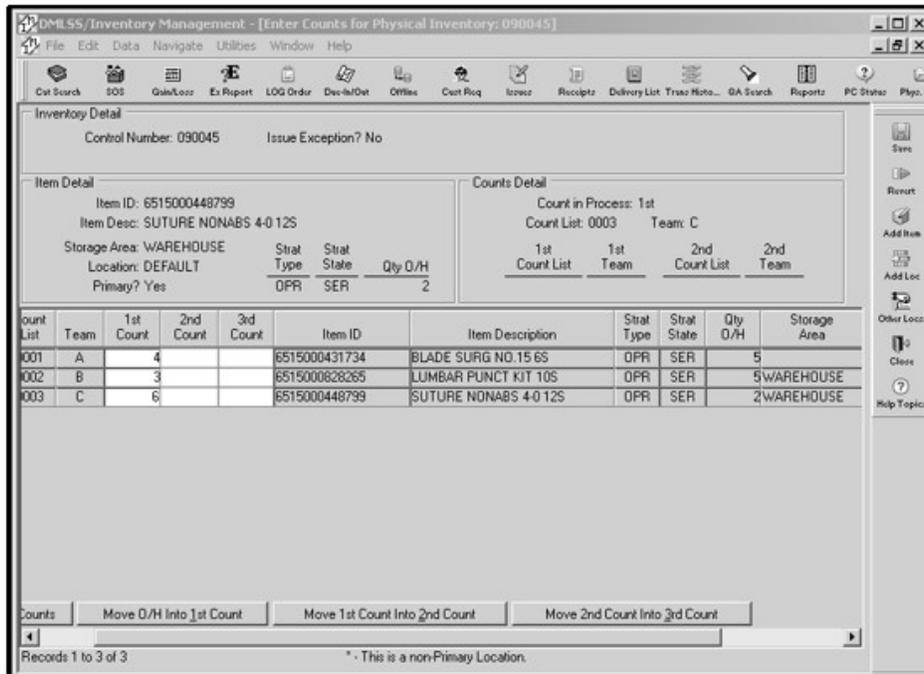


Figure 12. Enter Counts for Physical Inventory Window

(6) Use the “Research Discrepancies” window to view items requiring research or to enter a final inventory count.

(a) Final counts are required when none of the previous counts agrees with the inventory balance. Research discrepancies when the potential adjustment amount is greater than the count criteria value. First, select the ICN or any combination of elements from the drop-down list in the “Criteria for Entering Research” window. From the list, one, some, or all items can be selected to process. Note: Use CTRL or Shift to select multiple records for processing. Select “Process” on the vertical toolbar. The “Research Inventory Gains and Losses for AM Inventory” screen is displayed (Figure 13).

(b) Potential inventory gains and losses are visible in the “Research Inventory Gains and Losses” window. Users can preview potential gains and losses, enter final counts, add an adjustment reason, document required post-inventory actions, review transaction history, and print an Inventory Research Report. If the final count entered agrees with the recorded balance, the item is unlocked and removed from inventory. An adjustment reason is required for all items with Controlled Inventory Item Code of J, R, or Q, and when the potential inventory adjustment value is greater than the count criteria value. The adjustment reason prints on the Inventory Adjustment Voucher. A Post-Inventory Action feature is available to document required post inventory actions.

1. The following are examples of inventory conditions that require research:

a. The inventory balance is 12 and previous count reflects 24 are on the shelf. Researchers discover a receipt for 12 has not been processed. Enter a final count of 12 and process the receipt after the inventory is closed.

b. The inventory balance is 12 and previous count reflects 27 are on the shelf. Researchers discover an outshipment for stock fund loss (SFL) for 12 was processed in DMLSS, but the materiel was not removed from the storage location and out-shipped. In this case, enter a final count of 15 and a Post-Inventory Action as a reminder to pull 12 from the storage location and ship them. DMLSS generates a potential inventory adjustment gain for remaining three.

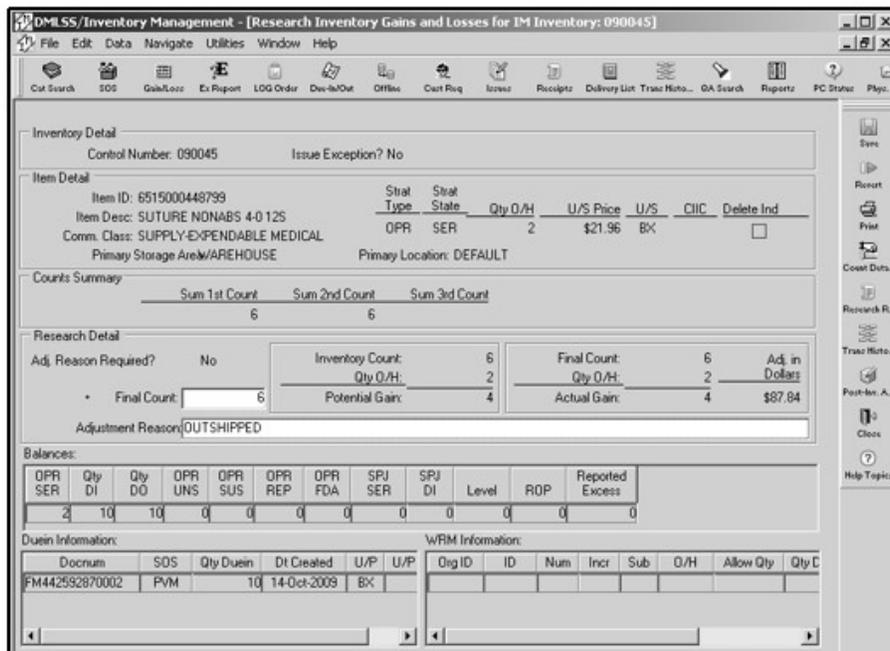


Figure 13. Research Inventory Gains and Losses for Inventory Management Inventory Window

(c) Inventory tasks available from the Research Discrepancy window are “Add Post-Inventory Action”, “Review Transaction History”, and “Print Inventory Research Report”.

(7) Use the “Finalize Inventory” window to preview the Inventory Accuracy Analysis Report, finalize an inventory, and review completed inventory documents. DMLSS processes pending inventory adjustment gains and losses. An inventory cannot be finalized until:

- (a) All items are counted and counts entered into DMLSS.
- (b) All required research is completed.

(c) On the “Finalize Inventories; Post Transactions” screen, users can preview before finalizing by selecting the “Preview” icon on the vertical toolbar. The “Inventory Management-Preview Inventory Accuracy Analysis” screen appears.

(d) On the “Finalize Inventories; Post Transactions” screen select “Finalize” on the vertical toolbar. On the IM prompt message select “Yes” or “No”. On the IM Final Counts message prompt, select “Yes” or “No”. The inventory is then removed from the “Inventory Management -Finalize Inventories; Post Transactions” screen. Select “Close” on the vertical toolbar.

(8) The following Physical Inventory Reports are available either during or after the inventory is finalized. The inventory manager is advised to print these reports and file them in a binder as part of the complete Physical Inventory Report. DMLSS stores inventory reports for 3 years; however, the dates posted on the reports are updated to the date the report is requested and printed. Maintain these reports in accordance with Military Service or DHA Policy.

(a) “Inventory Accuracy Analysis”. Identifies the gain/loss amount and the accuracy of each inventory segment.

(b) “Inventory Adjustment Voucher”. Use this option to print or reprint the formal Inventory Adjustment Voucher resulting from a finalized inventory.

(c) “Inventory Count List”. Select this option to reprint Inventory Count List(s).

(d) “Inventory Research Report”. Lists the items that require research.

(e) “Items with Location set to None”. Self-explanatory.

(f) “Missed Locations Count List”. Identifies items by count list that still require a physical count.

(g) “Post-Inventory Actions Report”. Reflects required post-inventory actions.

(h) “Potential Inventory Discrepancy Report”. Identifies the gain/loss transactions that would result based on the current count information. This report is reviewable prior to finalizing an inventory.

(i) “Preview Inventory Accuracy Analysis”. Identifies the gain/loss amount and the accuracy of each inventory segment that would result if an inventory were finalized with current counts.

f. Destructions

(1) Use the “IM Destructions” module to process all materiel destructions. Select “Destructions” from the “Navigate” menu to access this module. The appropriate “Destruction Method(s)” must be associated to the MTF Catalog record prior to processing destructions.

(2) Once the “Destructions” window is open, complete all required fields at a minimum. Save data upon completion. DMLSS prompts users to print the destruction document(s) when closing the “Destruction” window. Select “Yes” to print all destruction documents. If “No” is

selected, users can access the “Reports” module to reprint the documents. Destruction documents are maintained in accordance with appropriate Military Service or DHA Policy.

g. Commercial Returns

(1) The “Commercial Returns” module is specifically designed to manage the Reverse Distribution process through a third-party vendor, e.g., EZ Returns, RX Returns. Do not use the “Commercial Returns” module for direct vendor returns. From the “Navigate” menu, select “Commercial Returns” to access this module.

(2) Use the “Return Item(s)” window to initiate materiel returns. The “Manage Return Item(s)” window is utilized to assign call numbers upon pickup, update, and track item return status, as well as pending credit and check value. The following Return Status codes and descriptions are used to track materiel in the “Commercial Returns” module.

(a) Ready for Pick-Up is indicated by code “R”. This code is computer assigned from Return Item(s) when item is selected for return. When a pickup date is arranged with the third-party vendor, the DMLSS user highlights all applicable rows for the items. The user selects “Pickup” on the vertical toolbar, assigns a call number, associates all records, and selects “Process”. The user has the option to print a Commercial Return Report. Upon completion of this task, the status code is adjusted to reflect “P–Disposition Pending”.

(b) Disposition Pending is indicated by code “P”. This code is computer assigned once an item is returned for credit determination.

(c) Check Pending is indicated by code “X”. This code is user assigned when a check is issued for returned goods.

(d) Credit Pending is indicated by code “Y”. This code is user assigned when credit is issued for returned goods.

(e) Complete Destroyed is indicated by code “D”. This code is user assigned if status is received from the vendor that the item was destroyed.

(f) Complete Check is indicated by code “C”. User assigned upon check receipt.

(g) Complete Credit is indicated by code “T”. User assigned upon receipt of credit. Also, use this status code to record replacement stock that is issued from a non-PV source.

(h) Complete PV Credit is indicated by code “V”. User assigned once credit is posted to the PV credit account and verified.

(3) Selecting item(s) for reverse distribution is the first step in the Commercial Returns process. From the “Return Item” window, use the “>” button to return individual items or the “>>” button to return multiple items. A non-refundable Credit Return Loss is generated for all items tagged for return and they are assigned Return Status code “R-Ready for Pick-Up”. Once

an item is selected, use the “Manage Return Item” module to track the status and complete the process.

(4) The next step in the process is to identify the items that are ready for pickup and assign a call number. This is managed in the “Managed Return Item(s)” window.

(a) In the “Manage Return Item” window, search for detail records by document number, Item ID, return status code, or call number. Select “ALL” radio button to view all items. DMLSS limits the search results window to 500 records, so use the search criteria options to narrow the search when necessary.

(b) The “Search Results” window displays all records that match the selected criteria. Detailed management data is displayed in the upper part of the window when a record is selected or highlighted.

(c) Select all items being returned and select the “Pickup” button on the vertical toolbar (Refer to Enclosure 3, paragraph g(4)(e)1). From the “Manage Return Items—Pick-Up” window, enter the call number assigned to the return and associate all records to the call number by selecting the “>” button for a single item or the “>>” button for all items. Select “Save” after all items are associated. The Return Status code is updated to “P-Disposition Pending” and the Commercial Return Report is printed.

(d) The Commercial Return Report lists all items returned under the assigned call number and provides total dollar value of the call. Detailed management data for each line item is also included. For assemblage items, the manufacturer, manufacturer date, lot number, expiration date, and catalog number are included.

(e) The vertical toolbar offers multiple options once the Return Status code is updated to “P-Disposition Pending”. These options allow users to manage the status of each return item and close a return record upon completion.

1. “Pick-up” icon is utilized as follows:

a. The “Pick-Up” icon is only visible for items assigned a Return Status code of “R-Ready for Pick-Up” and “P-Disposition Pending”. As discussed in paragraph g(4)(c), select items ready for pickup.

b. Select “Pick-Up” and assign a call number for selected records. The system allows users to change a previously assigned call number, if necessary.

c. A Commercial Return Report is generated after the call number is assigned. This report contains a detailed list of records assigned to the call number. One call number is assigned per pickup.

d. The system automatically updates the Return Status code to “P-Disposition Pending”.

2. Use the “Credit” icon to either enter credit pending or credit complete estimates.

a. Multiple records can be updated simultaneously if the assigned call number and manufacturer’s name match. Select the “Credit” icon to open the “Credit Complete Update” window. Select either “Credit Pending” or “Complete Credit” for the call number or items selected.

b. Update the Return Status code to “Y-Credit Pending” when materiel has been returned to the third-party vendor for credit. Assign this status code after being notified of pending credit but credit has not been received. If known, a credit amount and reason can also be loaded.

c. Update the Return Status code to “T-Complete Credit” when credit is received from the third-party returns vendor. All data fields become mandatory entries when assigning this status code. Enter the credit amount received and reason, then select “Save” to process updates. The “Return Status” is updated to “Complete Credit” and the record can no longer be modified.

3. Use the “Check” icon to either enter check pending or check complete estimates.

a. Individual or multiple records can be updated simultaneously. Select “Check” to open the “Check Complete Update” window. Select either “Check Pending” or “Complete Check” for the call number or items selected.

b. Update the Return Status code to “X-Check Pending” when materiel has been returned to the third-party vendor and a check is expected in return. Assign this status code after being notified that a pending check is forthcoming. If known, a check amount and reason can also be loaded.

c. Update the Return Status code to C-Complete Check when the check is received from the third-party returns vendor. All data fields become mandatory entries when this status code is assigned. Enter the check value and reason, then select Save to process updates. The Return Status code is updated to Complete Check and the record can no longer be modified.

d. During the Save process, DMLSS reverses the Credit Return Loss transaction and processes a TIL transaction type with a transaction reason of RVL. The system generates a DD Form 1131, Cash Collection Voucher. Forward the voucher and check to the supporting resource management office or appropriate DFAS Operating Location Finance manager for processing, in accordance with Military Service or DHA Policies. Maintain a record of the voucher and check for the file after quality control. Request Finance provide a screen print of the deposit to assure posting to the appropriate account and file with the DD Form 1131.

4. Use the “PV Credit” icon when items are returned directly to the PV for credit.

a. This option is not used to manage materiel returned to a third-party returns vendor. The system assigns Return Status code “P-Disposition Pending” to these records. Use the “PV Credit” icon to update status upon receipt of credit notification.

b. In the “Manage Return Item(s)” window, select the items that have been credited and select the “PV Credit” icon. Multiple records cannot be updated using this function. Enter the credit amount, reason, SOS, and, if blank, credit account number for each record. If the credit account number is present in the SOS record, the credit account number automatically populates.

c. Save changes to process the updates. DMLSS updates the Return Status code to “V-Complete PV Credit” and the record can no longer be modified.

5. Use the “Destroy” icon to process destructions for items not accepted for credit or return.

a. Process the destructions after receipt of a disposal manifest or other official notification.

b. In the “Manage Return Item(s)” window, select “Item Detail Records From a Call” from the drop-down menu and select “Destroyed”. Multiple items can be selected and updated simultaneously. Enter a destruction reason and select “Save” to process destructions. DMLSS updates the Return Status code to “D-Complete Destroy” and the record(s) are no longer editable.

6. Use the “Cost Call” icon to update and track the total value of credits and checks received per call. Manually add the existing call amount to new (additional) credit or check amounts and then use “Cost Call” to update the new call total. For example, the current value is \$20.00 and a credit voucher is received for \$25.00. Use the “Cost Call” icon to update the total credit value to \$45.00.

(4) In some instances, manufacturers ship replacement stock instead of issuing credit.

(a) When this happens, process a non-reimbursable receipt and (if warranted) a non-refundable issue to the appropriate customer. If the returned stock did not come from the customer, do not issue the replacement stock as non-reimbursable.

(b) Create a Due-In detail record using “IM Offline Orders” when notification is received that replacement stock is being shipped and quantities are known. Check “Non-Submit” so an additional order is not submitted to the SOS. Also, assign Refund Code “N” because there is no charge for the replacement materiel. Link the order to the appropriate customer if warranted. Select local DoDAAC from the customer drop-down menu if materiel is for LOG inventory. Upon receiving, process the receipt using the normal receipt process.

(5) Use the “Manage PV Credits” function to monitor available credit account balances.

(a) Ensure these balances are correct so LOG personnel and customers can effectively use available credits. Ensure funds are available in a credit account prior to processing a PV Credit Order.

(b) The “Manage PV Credits” window lists the SOS, total credit amount, add credit, loss credit, reason, and credit account number. Enter an SOS code or select one from the drop-down menu to view available credit. The total credit amount field populates with the available credit funds.

(c) Normally, each site has four credit accounts but could have up to six if an account is created for secondary PVs. Both PV Pharmacy (PVP) and PV Medical/Surgical (PVM) SOSs have one for IM and one for AM. PV Credit Account managers should compare the vendor’s monthly PV Credit Report to the DMLSS PV Credit Account available balance for each account. If a difference exists, use the “Manage PV Credits” function to modify the DMLSS available balance to synchronize the two balances. Note: Verify the accuracy of the PV Credit Report prior to updating DMLSS. Use the “Add Credit” and “Loss Credit” icons to increase or decrease balances.

1. Use the “Add Credit” icon to increase the DMLSS credit account available balance. Enter the difference between the PV Credit Report and the DMLSS available balance into the “Add Credit” field. Select “Save” to process and increase the available balance.

2. Use the “Loss Credit” icon to decrease the DMLSS credit account available balance. Enter the difference between the PV Credit Report and the DMLSS available balance into the “Loss Credit” field. Select “Save” to process and decrease the available balance.

(d) PV Credit account fund balances are updated automatically when orders are placed within the “Offline/Submit” module and the “PV Credit” indicator is checked. Balances can also be updated by completing item returns using Manage Return Item(s). DLA-Troop Support manages the multi-award pharmaceutical and medical/surgical reverse distribution contracts and controls disbursement of the PV credits. Utilization of PV credits is regulated by Military Service or DHA Policy.

1. DMLSS automatically updates the PV credit account available balance when Return Status “T-Complete PV Credit” is assigned to a detail record. When the PV Credit update action is saved, DMLSS appends the credit account’s available balance by the credit amount.

2. Credit account managers can manually update an account’s available balance in DMLSS. Use the “Manage PV Credit” function to update the available balances manually.

(e) Use the “Offline Orders” function to process PV credit account orders. Placing a check in the “PV Credit” checkbox in the “Main” tab sets the refund code for the order to “N” and deducts funds from the account’s available balance. Sufficient funds must be present in the credit account for the order to process. Link the order to the appropriate customer if warranted.

If the materiel is for LOG inventory, select the Host DoDAAC for the DMLSS account from the customer drop-down menu.

(f) At the present time PV sources cannot accept electronic orders linked to the PV Credit Account; therefore, check “Non-Submit” prior to processing orders and manually submit the order to the vendor. After the order is processed in DMLSS, the DD Form 1155 can be printed and faxed to the vendor. DMLSS creates a pseudo EDI 850 requisition file which is transmitted to the DLA Troop Support. The pseudo 850 informs DLA Troop Support that a credit order has been established between the DMLSS site and the PV.

(6) Please refer Military Service policy for use of the “Reprint Cash Collection Voucher” function. This function allows users to reprint previously processed DD Form 1131s. Utilize “Reprint” function if the original is misplaced or multiple copies are needed.

h. Item Gain/Loss

(1) To process an item Gain select “Gain/Loss” on the horizontal toolbar or select “Item Gain/Loss” from the “Navigate” menu.

(a) Once the “Item Gains/Losses” window (Figure 14) is open, check transaction type of “Gain”, and enter the quantity, external document number if applicable, and other required information as necessary. Select “Save” to process the gain transaction.

(b) An MTF Catalog record must exist before the gain transaction is processed. Use the “Search” button to locate the Item ID or type into the “Item ID” field. The “Jump To” radio button can be used to access the catalog record. Before creating a new MTF Catalog record, search the database for an existing one. Keep in mind a catalog record may exist for that item, but may be assigned a different Item ID.

(c) Assign the appropriate location code prior to processing. If a location code of “Default” appears in the location field, use the drop-down menu to update. If the appropriate location code does not appear in the drop-down menu, use the “Jump To” icon to access the MTF Catalog Record. Add the location code and save changes.

The screenshot shows a web-based form for recording item gains or losses. At the top, there is a 'Transaction' section with radio buttons for 'Gain' (selected) and 'Loss'. To the right is a 'Transaction Reason' dropdown menu. Below this are fields for 'Ship to RIC' and 'SOS Code'. The 'Item Details' section includes 'Item ID', 'Item Desc', 'U/S', 'U/S Price', and 'SOS'. The lower half of the form contains various codes and dates: 'Strat Type', 'Strat State', 'Location', 'Storage Area', 'Quantity', 'On Hand', 'Supply Cond Cd', 'Priority Code', 'Delivery Dt', 'Ext Doc Num', 'Reimbursable Ind' (checkbox), 'Demil Cd', 'Precious Metals Code', 'CIIC', 'Reclamation Code', 'ADPE Code', and 'Disposal Authority Code'. At the bottom is a large text area for 'Auth Purpose'.

Figure 14. Item Gains/Losses Window

(d) A description of Gains Transaction Codes, Reason Types, and uses can be referenced below.

1. Individual/Component Gain (IIG) instructions are as follows. DMLSS generates the Miscellaneous Gain (MSG) transaction with reason type IIG. Use the IIG transaction reason type to gain individual or component items when breaking down an end item or kit into individual items. Normally, the IIG transactions are processed in combination with the End/Kit Item Loss (EIL) transaction. For example, a kit that contains 5 items is to be disassembled. First, process an EIL to lose the end item or kit from record. Then gain the five individual items from the end item or kit by processing 5 separate IIGs. The total dollar value of the IIGs should normally equal the unit price of the EIL.

2. Use the Stock-Funded Gain to record receipt of an item received from another stock-funded DoD agency.

3. Use the Inventory Adjustment Gain transaction administratively when increasing an on-hand balance.

4. For End/Kit Item Gain (EIG), utilize the MSG transaction in conjunction with reason type EIG to build or assemble an end item or kit from individual components. Normally, the EIG is processed in combination with the Individual/Component Loss transaction.

5. For Donated Item Gains (DPG), use the Shipment Gain (SHG) transaction with reason type DPG to gain items that are donated to the medical facility. For equipment items, use the DPG transaction in the EM module. Donations require approval actions and rarely occur; thus, this is a seldom used transaction.

6. Use the Shipment Gain (SHG) transaction with reason type Receipt DLA-Disposition Services Gain FZG to gain materiel withdrawn from DLA Disposition Services.

7. Capitalization of Stock Fund (SF) Asset. Use the MSG transaction with reason type MDG to gain an item shipped from a different appropriation type account.

(2) To process an item Loss select “Gain/Loss” on the horizontal toolbar or select “Item Gain/Loss” from the “Navigate” menu.

(a) Check transaction type of “Loss”, enter the quantity, external document number if applicable, and other needed information. Select “Save” to process the loss transaction.

(b) Assign the appropriate location code prior to processing. If a location code of “Default” appears in the location field, use the drop-down menu to update. If the appropriate location code does not appear in the drop-down menu, use the “Jump To” icon to access the MTF Catalog record. Add the location code and save changes. The location code then appears on the item loss document and is valuable to warehouse personnel who remove the item from inventory.

(c) A description of Loss Transactions, Reason Types, and uses is provided below.

1. Use the MSL transaction code with reason type Individual/Component Loss to lose an individual or component items that are assembled into an end item or kit.

2. To process an SFL, note Army Defense WCF-funded sites will not use In-shipment/SFL processes in IM per the Army Medical Materiel Agreement (AMMA) standing operating procedure. Use the Shipment Loss (SHL) transaction with reason type SFL to out-ship an item to another medical stock fund account.

a. Use the “IM Item Gains/Losses” screen, select the loss indicator, transaction reason and Item ID, and press “enter”. Populate/complete all applicable fields and select “Save” on the vertical toolbar. The Routing Identifier Code (RIC) lookup screen (Figure 15) appears. Verify the information and then select “OK”.

b. Select “Yes” or “No” in response to the Gain/Loss Report message and select “OK” to respond to the Record update message. When the “Item Gains/Losses” window appears, select “Close” on the vertical toolbar. The “Outshipment Form/Transportation

Selection” window (Figure 16) appears. On the Outshipment Form enter Line of Accounting (LOA)/Funds Cite, Transportation requirements and Tracking information, and then select “OK”.

DMLSS/Inventory Management

SOS/RIC: EAD Lookup

• DODAAC: FM2300

• Org Name: 88MD55/SGSL

Ship To Address:

• Address: 4881 SUGAR MAPLE DR BLDG
ATTN: LYNNE GRAY

• City: WRIGHT-PATTERSON AFB

• State: OH

• ZIP: 45433-6533

• Country: USA

POC

First Name: LARRY

Last Name: ALLENSWORTH

Phone Num.: 111-222-444

OK Cancel

Figure 15. Inventory Management Routing Identifier Code Lookup Screen

Outshipment Form/Transportation Selection

Transaction	Count	Ship To	Print Form	LOA/Fund Cite	Base Transportation	Shipper	Tracking Number
OUTSHIPMENT LOSS	1	EAD	DD 1348-1a	APPN LOA 1	PENDING	PENDING	

OK Cancel

Figure 16. Outshipment Form/Transportation Selection Screen

3. For Return to SOS, DMLSS generates the TIL transaction with reason type RTL. Use the RTL transaction reason type to drop items returned to the source for no credit, when credit is unknown, or if there is a pending replacement. In addition, use the RTL when directed by DLA Troop Support, GSA, or other authority for actions other than excess returns.

4. To Return Item for Trade In, DMLSS generates the TIL transaction with reason type TRL. Use the TRL transaction reason type to drop an item shipped to a commercial source as a trade-in.

5. Outshipment to DLA Disposition Services instructions are as follows. If the user selects “Yes” for Base Transportation, the shipper defaults to Cargo Movement Operation System (CMOS)-Local TMO; however, if the user selects “No” for the Base Transportation, they are then able to select the Shipper and Tracking Number. If the user selects “Pending” for the Base Transportation, the shipper defaults to Pending.

6. Inventory Adjustment Loss (IAL) instructions are as follows. DMLSS generates the IAL transaction with no corresponding reason type. Use the IAL transaction reason type to decrease an on-hand balance in DMLSS when the actual on-hand quantity is less than the quantity reflected in the record. Before using the IAL, ensure that the shortage is not due to erroneous posting or failure to process another transaction. This transaction is not reversible. To correct an erroneous IAL, an Inventory Adjustment Gain transaction must be processed.

7. EIL instructions are as follows. DMLSS generates the MSL transaction with reason type EIL. Use the EIL transaction reason type to disassemble an end item or kit. The EIL transaction is processed in combination with the IIG transactions. For example, an end item or kit that contains 5 individual items is to be disassembled. First, process an EIL to drop the end item or kit. Then process the five individual IIGs to gain the individual items that were part of the end item or kit. The total dollar value of the IIGs should normally equal the unit price of the EIL.

8. Decapitalization of SF Asset instructions are as follows. DMLSS generates the MSL transaction with reason type MDL. Use the MDL transaction reason type to lose an item that is being shipped to another Service.

9. Natural Disaster Inventory Loss instructions are as follows. DMLSS generates the IAL transaction with reason type MIL. Use the MIL transaction reason type to drop items due to a major disaster such as a fire, flood, hurricane, tornado, warehouse collapse, etc. Do not use this transaction for water damage from a rainstorm, refrigerator or freezer failure, etc.

i. Excess

(1) For the purpose of DMLSS inventory, materiel is considered local excess when the materiel cannot be sold to a customer, utilized in WRM, or kept as economic retention for future sale.

(a) General policy for reporting excess is contained in reference (i). Refer to Military Service policy for additional guidance. Defense WCF-funded sites will not use Excess processes in IM per the Army Medical Materiel Agreement standing operating procedure. Assets may also be deemed excess because the customer can no longer use the materiel. The “Asset Review” function in DMLSS allows LOG to re-stratify excess assets between operating and WRM.

(b) DHA policy establishes minimum total dollar value of each line item to formally report materiel as excess. If the total dollar value is greater than \$3,000, credit determination is based on stockage and redistribution requirements. DMLSS allows materiel managers the ability to modify the “Excess Dollar Value”; however, it should not be changed unless higher headquarters dictates a change to the reportable excess threshold. This value represents the threshold that DMLSS uses to determine whether or not an item meets the excess criteria. Visibility of this threshold is most notable when an item is coded as reportable or non-reportable in the excess module. The “Excess Dollar Value” field is in the MM Service detail record located in SS.

(c) Refer to Enclosure 4, for a detailed explanation of excess pending actions. A list of excess status codes is available in the TMU table located in SS. To access, select on “TMU” in SS, select “IM” in the Application drop-down menu, and then open the Status Code table.

(d) Reporting Excess to the Tri-service Medical Excess Distribution System (TRIMEDS). Excess medical materiel in serviceable condition (condition codes “A” through “C”) is reported to TRIMEDS. Materiel reported excess using TRIMEDS is available for 45 days. The materiel is available to Military Service activities for the first 20 days. For the next 25 days, the materiel is available to all DoD activities. TRIMEDS uses the Air Force MEDLOG website, Procurement Services link, to offer reported excess at no cost to DoD medical activities.

1. The following categories of excess materiel are reported to TRIMEDS:

- a. Total minimum line item value is \$3,000.
- b. Condition Codes “A”, “B”, and “C” are the only acceptable codes.
- c. Shelf life dated items must have a minimum of 120 days until expiration.

2. Exceptions to TRIMEDS Reporting Criteria are as follows:

- a. Do not report items with notes code “G” or “W”. (If a large dollar value, call DHA MEDLOG for disposition instructions).
- b. DMLSS does not track expiration dates for operating “OPR” materiel. In the “Report Excess” screen, select “Dated Item” to produce an Excess Dated Item Worklist. Use this worklist to document the expiration dates for dated materiel that is considered potential excess.

(e) DMLSS Procedures for Reporting Excess are as outlined below.

1. The first step in the process is to identify the potential excess materiel using the “Report Excess” function. From the “Navigate” menu, select “Excess” and then “Report Excess”. The “Report Excess” window is broken into several sections. A search scope must be selected and then additional search criteria identified.

- WRM.
- a. To complete the Scope field, enter “IM” for operating stock, or “AM” for WRM.
 - b. To complete the Strat State field, place a check in one, some, or all Strat States to further identify the search criteria.
 - c. Select one or multiple Item IDs. Use the “Select All” box to search all Item IDs.
2. Select “Search” to retrieve and view records matching the search criteria.
 3. The search results are displayed in the “Report Excess Search Results” window. Potential excess items can be retained, reported, or re-stratified. Information is slightly different for IM and AM items; however, the basic functionality is the same.
 4. The “Report Excess Search Results” window (Figure 17) contains item details and other management data necessary to determine appropriate item disposition. The item detail data is self-explanatory but special attention should be put on the Controlled Item Inventory Code (CIIC) and the “refrigerate/freeze” indicator. These items require special handling and may play a role in making disposition decisions. The following management data is displayed and should be used to make appropriate management decisions:

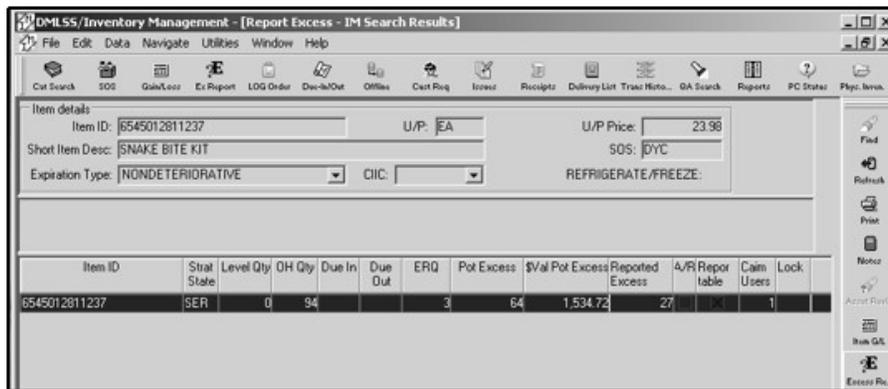


Figure 17. Report Excess–Inventory Management Search Results

- a. Strat State can be “Serviceable”, “Unserviceable”, “Reparable”, “Suspended”, or “FDA Test”.
- b. “Level Qty” notes the “OPR” or Assemblage level.
- c. “O/H Qty” provides the total quantity O/H.
- d. “Due-In” provides the total quantity due-in.

- e. “Due-Out” field provides total quantity due-out to customers.
 - f. “Economic Retention Quantity” notes an authorized operating retention quantity if there is a reasonable probability that the materiel can be used in a specified time period. Computer calculated based on Daily Demand Rate multiplied by the Economic Retention Days. The Economic Retention Days value is in the MM Service Detail record located in SS.
 - g. “Potential Excess” provides the computer calculated potential excess quantity.
 - h. “\$ Value Potential Excess” lists the line-item value of potential excess. Computer calculated based on potential excess quantity multiplied by the Unit/Purchase price.
 - i. “Reported Excess” provides the total quantity of line item already reported excess.
 - j. “Asset Review” identifies shortages in either operating or WRM assemblage(s). An “X” appears if a shortage exists. Use “Asset Review” to transfer materiel to fill shortages vice reporting excess. Refer to Enclosure 3, paragraph h(1)(f) (Asset Review) for more details.
 - k. “Reportable” will be marked with an “X” in this box when the potential excess meets reporting requirements.
 - l. “Customer Area Inventory Management (CAIM) Users” field identifies customers currently using the materiel.
 - m. “Lock” will be marked with an “X” in this box when another user has the item ID locked.
 - n. “Reason Non Reportable” provides a brief explanation in this field if the materiel is not reportable.
5. Only items containing an “X” in the reportable column can be reported as excess materiel. Only one record can be selected at a time. To report an item excess, highlight the record and select “Excess Report” located on the vertical toolbar. The “Excess Report” Screen window opens. Validate excess quantity and condition code and select “Save”. The “expiration date” field is mandatory for dated materiel. A message box with the assigned document number for the reported excess is displayed. Select “OK” to return to the “Report Excess Search Results” window.
6. The item is now considered reported excess and does not reappear in the “Report Excess Search Results” window. During the next DMLSS EOD processing cycle, the system automatically produces and transmits excess report images to the applicable agency (that

is, the TRIMEDS). The system generates the following transactions and writes them to Transaction History:

- a. Internal Transfer Loss (ITL) for Strat State “OPR” denotes from “OPR”.
- b. Internal Transfer Gain (ITG) for Strat State EXS denotes to excess.

(f) Asset Review is managed as follows:

1. Materiel managers should verify materiel is no longer needed prior to reporting it excess. Within DMLSS, the “Asset Review” function is an automated tool managers can use to locate stock shortages in “OPR” or LOG Owned WRM assemblage(s).

2. Potential excess items can be re-stratified between LOG owned WRM assemblages and operating stock. Use assets to fill shortages rather than reporting them excess. An “X” appears in the “Asset Review” box when a materiel shortage exists in WRM assemblages or operating stock.

3. When this condition exists, select “Asset Review” located on the vertical toolbar to open the “Asset Review” window. The “Asset Review” window contains item details, potential excess details, and lists all assemblages containing an allowance for the respective item. Be mindful that not all listed assemblages have existing shortages. Some of the listed assemblages may actually have overages. Use assemblage overages to fill assemblage shortages prior to transferring operating stock to WRM.

4. To transfer assets, check “SEL” in the “WRM” section of the “Asset Review” window and select “Transfer”. Multiple transfers can be accomplished simultaneously. Complete the transfer when the Internal Transfer window opens.

- a. In the “FROM” box, enter a location ID and a storage area.
- b. In the “TO” box, enter a location ID and a storage area.
- c. Enter quantity in the “Transfer Quantity” field.

d. Enter the “Transfer Qty” in the “Transfer To” assemblage record at the bottom of the screen.

e. Select “Save” to process item transfer and obtain delivery list. The option not to print this list is available from the message box. If performing multiple transfers, a delivery list then prints for each project.

5. The system generates the following transactions and writes them to Transaction History:

- a. ITL, Strat Stat “OPR” notes ITL from “OPR.”

b. ITG, Strat Stat WMR notes ITG to WRM.

6. Report all remaining quantities excess once Asset Review and redistribution has been accomplished. If no potential excess remains, the item no longer appears in the “Report Excess Search Results” window.

(g) A Prime/Sub relationship may exist for items appearing as potential excess. A check mark in the “P/S” column identifies items coded as a substitute item. To view the prime Item ID data, select the “P/S” icon from the vertical toolbar. Select “WRM P/S” to view prime Item ID data for a WRM item. These icons are only available for substitute items.

(2) Use the “Search Excess” function (Figure 18), to access reported excess detail records.

(a) Users can search for reported excess using the document number, Item ID, Julian date reported to TRIMEDS, report status, or by equipment nomenclature. If multiple shipments are directed for a single record, a suffix code, “A”, “B”, “C”, etc., is assigned to further identify detail records using the same document number. Use the “Scope” to target select records and minimize search results. Available Scope options include “ALL”, “IM”, “AM”, or “equipment”. To further pinpoint desired results, use the “Active/Inactive” toggle button. Active records are those that have not received disposition instructions. Inactive records have been shipped or disposed of accordingly. The Scope defaults to “ALL/Active”. If a search is performed and the fields are left blank, DMLSS retrieves all reported excess records up to the search limit.

(b) Use this function to review detailed status, submit follow-ups, or submit cancellation requests on reported excess. Select “Detail” to review excess details and status information. To submit a follow-up or cancellation request, select “Status Request” located on the vertical toolbar.

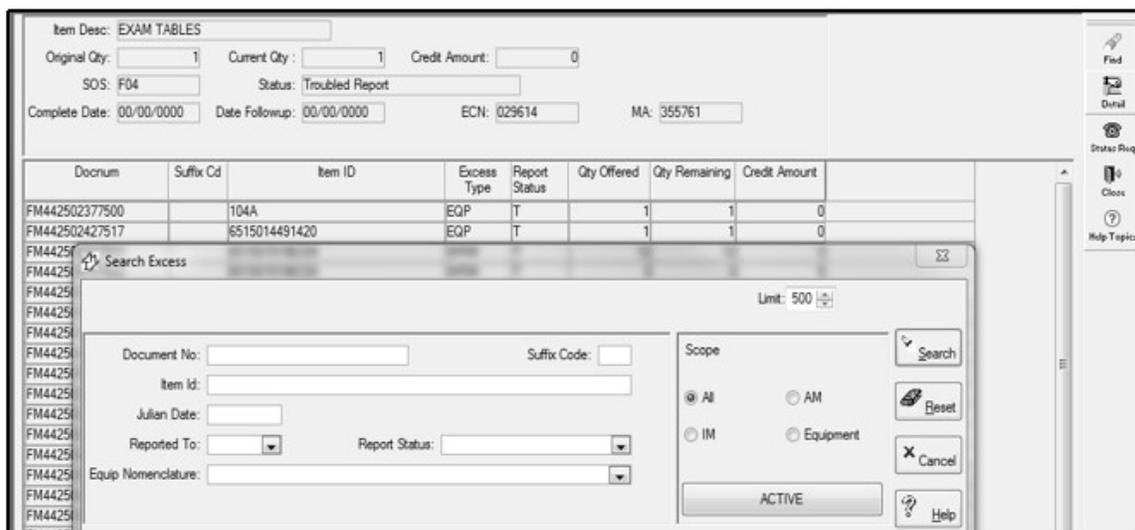


Figure 18. Report Excess--Search Excess (Search Results in Background) Window

(c) Follow-ups on Reported Excess.

1. The following provides information regarding computer generated follow-ups.

a. DMLSS generates a follow-up, document identifier follow-up transfer file (FTF), if TRIMEDS does not respond to the follow-up transfer error (FTE) within 30 days. The Excess Detail Record is updated to reflect submission of the FTF. If no response to the first follow-up is received within 10 days, DMLSS generates a second follow-up. If there is no response to the second follow-up, a 000 image with the message, "TWO CONS FOLLOW-UPS SENT – NO REPLY" is shown on the IM Excess Report in the “Troubled” tab.

b. DMLSS automatically generates follow-up requests after 5 days. Manual follow-ups can be submitted at any time by using the “Status Request” button and selecting “Follow-up”. DMLSS writes status code EF and document identifier code FTF to the Excess file and it is transmitted to the SOS during end-of-period (EOP) processing. The follow-up details are displayed in the “Status” tab.

2. Manually Generated Follow-ups. Select “Follow-Up” from the “Status Request” window to submit a follow-up request. After selecting “OK”, the system generates the follow-up request and transmits the request during EOP processing. The follow-up, document identifier code FTF and status code EF, is posted to the “Status” tab in the Excess Detail Record.

(d) Responses to Follow-Up Requests from the TRIMEDS.

1. If TRIMEDS is processing the FTE, an FTR FA is transmitted.

2. If no record of the FTE exists, a FTR FN is transmitted by TRIMEDS to delete the excess detail. The image appears in the Inbox on the IM Excess report in the “Troubled” tab. Since TRIMEDS has no record of receipt of the initial FTE, users should delete these records prior to any other action.

(3) Excess materiel can be requested from other DoD activities via TRIMEDS to fill operating or WRM shortages and may also be requested to satisfy a specific customer requirement.

(a) To generate a request select “Excess”, then “Request Excess” from the “Navigate” menu.

(b) The “Request Type” defaults to “Customer” but can be changed to “operating” or “WRM”. The Item ID and quantity are always mandatory but the “Request Type” dictates additional mandatory criteria. The Item ID must be in the MTF catalog with an SOS F04 for the acquisition price listed in TRIMEDS. To further specify a request, insert the FOA Document Number and condition code available in the TRIMEDS database via the Air Force MEDLOG website by selecting the “Supply” tab, then selecting “Applications”.

1. For a Customer request, the customer's ID and maintenance activity are both required if the item is classified as equipment.

2. For an operating request, only the Item ID and quantity is required.

3. If the request is to fill a WRM shortage, then the request must be linked to an assemblage.

(c) The requested excess information is written to an excess request file and transmitted to TRIMEDS during the next EOP processing cycle.

j. Print Barcodes

(1) The "Barcode Printing" module allows users to print barcode labels for new items or replacement labels for existing items. Barcode labels are printed when the label of an existing item is unreadable or if label-related information in the customer catalog has been modified. Print barcodes can also be used in conjunction with "Replenishment Inventory", "Physical Inventory", and the "Issues" processes via Handheld Terminal (HHT). Shelf barcode labels may be printed in the "Barcode Printing" window. The shelf barcode label is principally used for inventorying customer areas, but is also used for item and customer identification.

(2) Before printing large quantities of labels, check the barcode printer to ensure that the machine is on, operating properly, and there are plenty of labels for the print job. If using multiple printers, be sure to check them all. Print barcode labels frequently to ensure they reflect current customer information. Reprint labels as they become worn or if they are removed. DMLSS notifies users when unprinted labels require printing by posting the "IM Unprinted Bar Code Labels with Changes" pending action to the Inbox.

(3) The "Barcode Printing" window (Figure 19) can be accessed in a few different ways. From the Navigate menu, select "Print Barcodes" to access the "Barcode Printing" window or select "Barcode" located on the horizontal toolbar. Another option is to use the keyboard shortcut Ctrl+Shift+F8. This window is also accessible from the Customer's Inbox when unprinted barcode labels with changes are pending.

(4) Once the window is open, select the search criteria by utilizing any of the available filters. Then select "Search" to view a list of all barcodes matching the search criteria. The list shows item description, Item ID, storage area, location, level, and Unit/Sale.

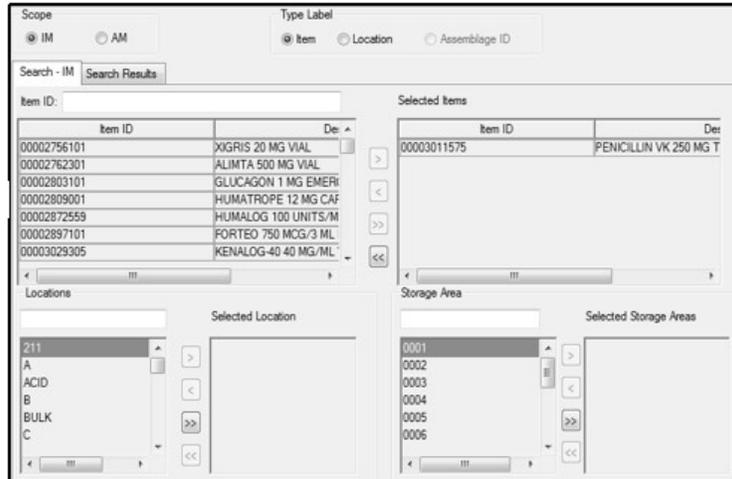


Figure 19. Barcode Printing Window

(5) One, some, or all labels can be printed. Labels print in the order they appear on the screen. Change the print sequence by selecting the “Sort” button on the toolbar. Sort labels by description, Item ID, storage area, or location. The “Sort” window also allows users to add additional criteria or delete existing criteria. This is helpful when more detailed printing is needed. An example would be printing labels by location and inserting another sort criteria to print the location by Item ID.

(6) The last used sort criteria is saved. To print in Item ID sequence only, select “Sort”, highlight the field to delete, and select “Delete”. Change the remaining field to “Item ID” and select “OK”. This is the new print sequence. Select “Print” from the toolbar and select a barcode printer.

k. Orders

(1) A customer request is generally initiated from Customer Support or CAIM applications; however, requests can be generated from IM if necessary. Users should follow DHA policy for using this function.

(a) From the “Navigate” menu, select “Orders” and then “Customer Request” to access the “Customer Request” window. Within the window, identify the requesting customer and required item using the drop-down lists. The window populates with the stored catalog data.

(b) Review all data fields and modify as necessary. Select “Stock Record Inventory Management (SRIM) Due-Out” on the vertical toolbar to check for existing customer Due-Outs. If the item is Due-Out, contact the customer to validate the additional requirement. If the requirement is valid, enter a document number (if required) and quantity. Select “Save” to process the request.

(c) Upon saving, the customer request generates an estimated ship date (ESD) and due-out. The customer request is submitted to LOG when issues are processed. Refer to Enclosure 3, paragraph m for completing the issue process.

(2) Use LOG Orders to replenish operating inventory and to purchase materiel needed to fulfill customer requirements.

(a) DMLSS assembles all pending requirements and populates LOG Orders when issues are manually processed and a back-order condition exists, when a cancellation occurs and there is still an existing requirement, when the LOG level is increased in the LOG catalog record, or when the operating stock on hand is less than the re-ordering point. DMLSS sorts all potential orders according to the SOS code and by Requisition Date. The Req Date identifies when the requirement was generated by the system based upon either an unfulfilled issue action or a level requirement for operating/serviceable. For PVP and PVM, DMLSS further sorts requirements according to delivery method. In addition, the system segregates requirements if the potential order(s) are linked to a customer(s) and marked as PV Direct.

(b) While viewing the “LOG Orders” window, users may select all, some, or a single SOS for processing. Once an SOS is selected, DMLSS locks the item, validates, and builds the order(s). An order summary is visible for each source.

(c) The “Order Summary” window (Figure 20) provides summary details for each source to include total lines, total value, exceptions, controlled item class, call number, auto call indicator, and delivery method. The summary also displays funds availability to include commitments and new available balance information. Users have the ability to modify specific requisition qualifiers with the order detail screen, such as, “Media/Status (M/S)” code, “Priority”, “Supplementary Address”, and “VIN”. The “VIN” is the most critical component of the requisition process as it signifies to the vendor exactly what is attempting to be procured.

(d) Exceptions must be resolved prior to executing an order. A check in the “exceptions” box identifies line items requiring attention. The “Exception Detail” window provides an explanation of why there is an exception on the order. Do one of the following to resolve exception data:

1. Alter potential Due-In or Due-Out quantities.
2. Adjust the maximum/minimum order amounts.
3. Verify that the next contract information is properly loaded for SOS types-DPV, BPA, DBP, and Returns Prime Vendor.

PC	SOS	Project Cd	Total Lines	Total Value	Excep	Link Ind	OIC	Auto	Call No.	Delivery Method
	PVP		2	\$80.56	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		JIT
	PvP		3	\$390.08	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>		JIT
	SMS		1	\$77.91	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
	SMS		2	\$253.80	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		

Fund	New Commitments	New Available Balance	Available Balance
LOG	\$467.99	(\$3,396,813.79)	(\$3,396,345.79)

Figure 20. Build Order–Order Summary Window

(e) The “exceptions” box is unmarked once the exception is resolved. Execute the order once all exceptions are resolved.

(f) Using the “Execute” button on the vertical toolbar allows DMLSS to process the order as identified in the “Submission” tab of the SOS record. When the “Submit Progress for Exception Started” window (Figure 21) appears, verify the order was completed and submitted successfully then close the window. If the order is destined to an external agency, such as the PV, DLA Troop Support, electronic catalog (ECAT), utilize the “DMLSS Communications Management (DCM) Search” or “Monitor” modules within SS to verify that the order was successfully transmitted.

(g) PV contracts allow backorders for both primary and backup Medical/Surgical vendors. PVs must provide an ESD on every line that is backordered with a status code of inbound, and the time frame for delivery is based on the ESD. If the ESD exceeds the order date by 90 days, DMLSS automatically generates a cancellation request. Additionally, if a customer requires materiel before the ESD, they can initiate a request for cancellation immediately.

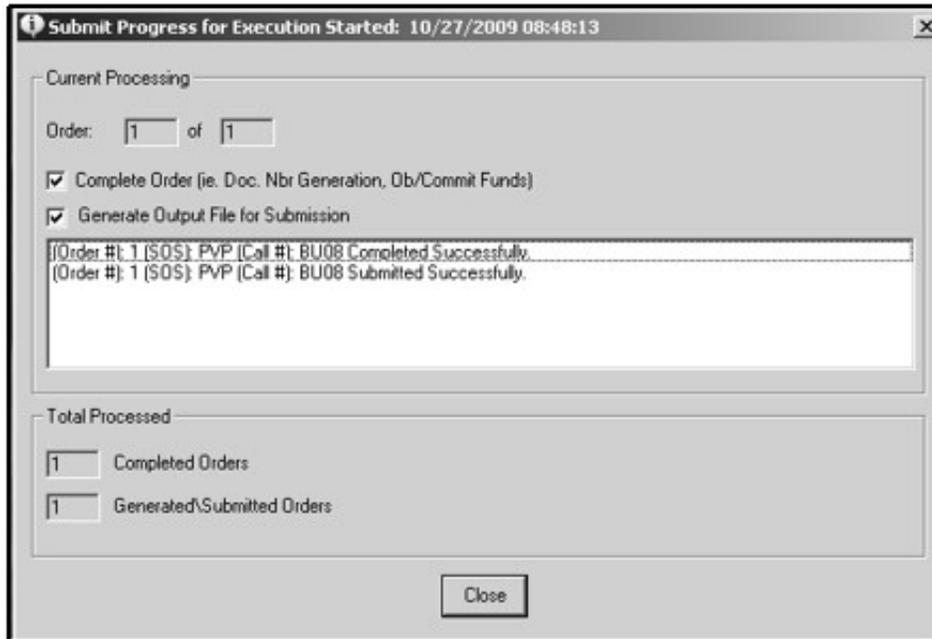


Figure 21. Submit Progress for Exception Started Window

1. Any items not initially filled are held on backorder with an ESD provided in the order confirmation, (EDI 855). If the customer determines they require the product prior to the ESD, a request for cancellation must be made by means of the EDI 860 (Purchase Order Change Request). The PV responds with an EDI 865 (Purchase Order Change Acknowledgement/Request) either accepting or rejecting the cancellation.

2. If the primary PV accepts the cancellation, DMLSS generates a potential order to the secondary PV. The user receives a "Potential Orders to PV Backup" pending action and then decides between the following courses of action: Resend the order to the primary PV, create an order to the secondary PV, or cancel the line item(s) from the pending action. If the site chooses to send the order to the backup PV and it cannot fill the order immediately, they may place the item on backorder and provide the customer with an ESD in the order confirmation. If the customer decides they require the item before the ESD, the customer can request cancellation in the same manner as stated above.

3. The user is notified 2 business days after the ESD if the receipt is not posted and an EDI 856 is not received via the "Delinquent Backorder from PV" pending action.

(3) The "Offline Submit/Non-Submit" function may be used in certain situations. Use Offline orders to process out-of-cycle or emergency purchases in DMLSS. Additionally, use this process when recovering from manual supply operations, submitting capital equipment orders, updating computer records when orders were placed while DMLSS was offline, or when directed by higher authority.

(a) To create an Offline order, select “Orders” from the “Navigate” menu, and then select “Offline Submit/Non-Submit”.

1. Enter “Item ID” or click the flashlight icon to search. After selecting an item ID, the unit of packaging (U/P) and price is populated on the MAIN tab. The following items are located on the MAIN Tab (Figure 22).

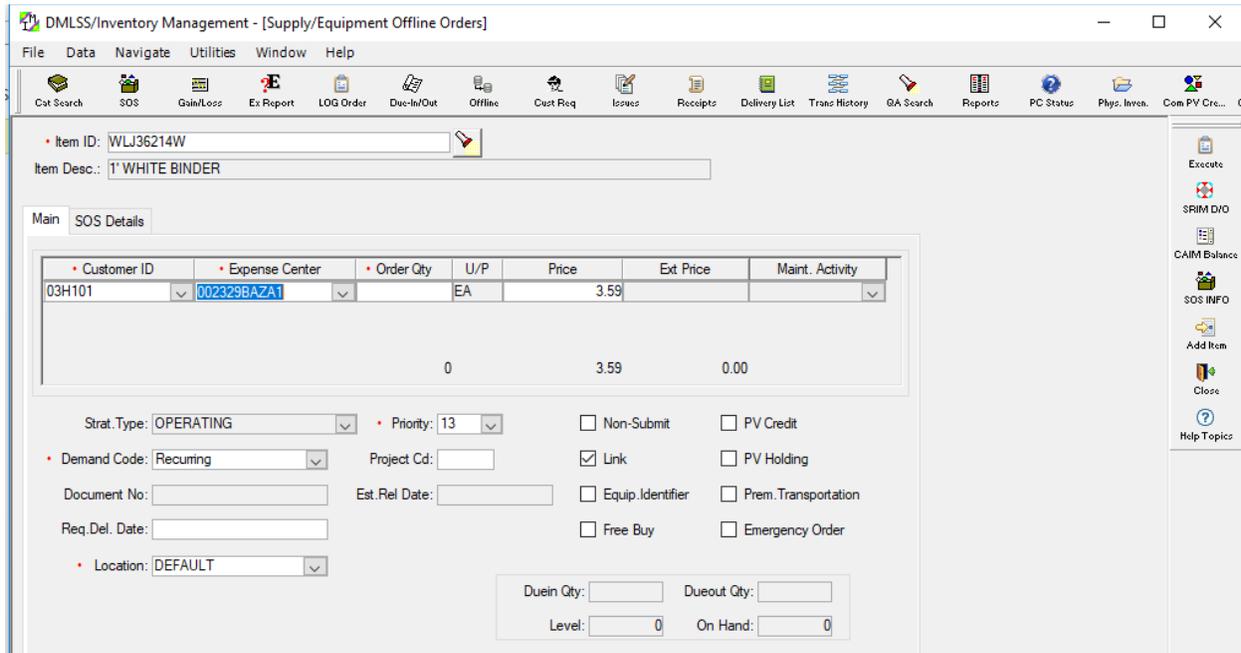


Figure 22: Offline Orders, MAIN Tab

a. Select “Customer ID” from the drop-down list. After selecting the customer, the default expense center is populated. Select the appropriate expense center if different from the default expense center.

b. Enter a number in the “Order QTY” field. After number is entered, the total price is calculated in the “Ext” Field.

c. The “Priority” field is automatically populated. If priority needs to be changed click the dropdown and select appropriate priority.

d. If the requirement is a NON-SUBMIT, check the “Non-Submit” box. NON-SUBMIT means the order will not be transmitted electronically.

e. If the order is for a PV Credit, check the “PV Credit” box.

f. If the “LINK” box is checked then the order will create a due-out to the selected customer. If not checked, then requirement is for IM Stock.

- g. If the requirement is a PV Holding, check the “PV Holding” box. “PV Holding” is used for items that are usually on MFG Backorder.
- h. “Equipment” is automatically checked, if the item ID has an equipment commodity class.
- i. The “Demand Code” defaults as “Recurring”. If NON- Recurring, select it from the dropdown.
- j. “Location” is populated by the item ID selected.

2. The following items are located on the SOS Tab (Figure 23).

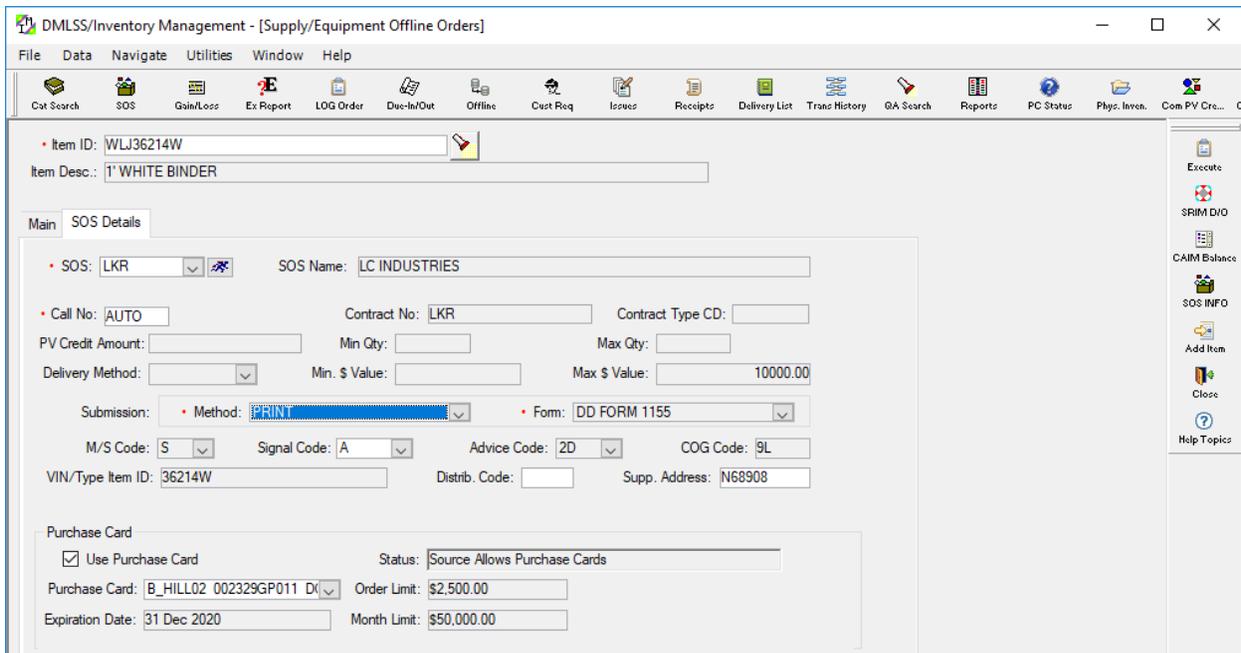


Figure 23. Offline Orders, Source of Supply Tab

- a. “SOS Code” is populated based on the default SOS set on the IM Catalog. If another SOS is required, select an alternative from the drop-down box.
- b. “Submission Method” is set by default based on the selected SOS.
- c. The “Signal Code” defaults to “A”. If the SOS is a DLA type or GSA the Signal Code field can be changed.
- d. If SOS is a SOS Type of “NON”, then the purchase card information is populated for the user who is logged in.

e. Select the “ADD ITEM” Icon, if additional items are required. DMLSS will only display items linked to the same SOS.

3. Click the “Execute” icon on the vertical toolbar to create the due in.

(b) For CIIC “R”, schedule II CIIC orders the following procedures apply:

1. Using the Narcotics Order Review and Approval (NORA) system, authorized DEA registrants and authorized ordering officials may submit electronic orders for Schedule II controlled items through both DMLSS and Theater Enterprise Wide Logistics System. NORA allows DEA registrants and approved ordering officials to digitally sign electronic orders for Schedule II controlled items to be sent through DLA Transactions Services to the pharmaceutical PV.

2. If NORA is not used, Offline Non-Submit is used to process orders for CIIC “R”, (Schedule I and II) items and PV credit orders. Process the Offline Non-Submit order in DMLSS prior to submitting the order to the vendor. When prompted, print the DD Form 1155 and submit it to the vendor along with the DEA Form 222, U.S. Official Order Forms – Schedules I and II Controlled. Note: Follow the procedures for the geographic location. Processing offline orders in DMLSS first provides required prior notification of the order to DLA Troop Support and prevents the vendor’s EDI 855, order confirmation, and EDI 856, shipping confirmation status files from rejecting in DMLSS and the Enterprise Business System.

(c) The difference between Submit and Non-Submit is whether or not the order interfaces electronically with the source/vendor. For orders marked as “Non-Submit”, the system does not generate an outgoing transaction file to the vendor. For PV requisitions, the system creates a pseudo EDI 850 file that it transmits to DLA Troop Support. This file is used to establish a billing/delivery order profile by DLA Troop Support. Predetermined settings in the submission tab of the SOS record dictates whether orders are printed or transmitted to vendor. An override option to the default submission method is available in the “SOS Details” tab within the “Offline Orders” window.

(d) Two tabs exist in the “Supply/Equipment Offline Orders” window. Use the “Main” tab to identify order details. Use the “SOS Details” tab to view and edit the vendor’s data as necessary.

(e) In the “Main” tab, enter the “Item ID” into the relevant field or select one from the drop-down list. The remaining fields become available once the Item ID is loaded. Use the “Add Item” icon located on the vertical toolbar if multiple items are being purchased on a single order. Note: The “Add Item” icon is only available after the order is associated to a Customer ID. Remaining catalog items associated to the particular SOS appear after the “Add Item” icon is selected. At this time, individual or multiple items may be added to the order by entering the order quantity. Select OK when finished.

(f) In the “Customer” window, select “Add” to enter the customer, expense center, and quantity. If the order is being processed to satisfy LOG operating requirements, select the local DoDAAC from the customer drop-down list.

(g) Complete additional required fields prior to executing the order. Modify the “Strat Type” and “Demand Code” fields using the drop-down menu. The “Offline Order” process defaults to “Submit” and electronically submits the order to the vendor. If the order was manually submitted to the vendor, check the “Non-Submit” box so DMLSS does NOT submit a duplicate order to the vendor.

(h) The “document number” field is not a mandatory field. If this field is left blank, the system assigns the next available document number even if the “Non-Submit” function is used. If a manual document number was assigned to the order, enter the document number in this field. DMLSS will not allow entry of a prior fiscal year (PFY) document number.

(i) Once the order is complete and all codes are properly set, select “Execute” to process the order. The LOG and CAIM Due-Ins and Due-Outs are generated and written to the “Due-In/Due-Out” module and Transaction History.

(j) The user has visibility of the source’s POC information, CAIM balances, and CAIM Due-Outs while in the “Supply/Equipment Offline Orders” window. The POC information provides a quick reference if the buyer needs to contact the source. CAIM balances and Due-Outs can be used to verify the customer’s requirement and to help prevent duplicating or pyramiding customer backorders.

(k) For delayed delivery orders, the PV delayed delivery order capability allows the user to schedule delivery date to meet mission and scheduling needs of the unit. A DMLSS PV order is considered a delayed delivery order whenever the user enters a required delivery date (RDD) from the offline orders screen. The RDD can be greater than the current date but not more than 180 calendar days from the current date. Only Master Ordering Facilities (MOFs) will process delayed delivery orders for PV Pharmaceutical orders. For MOF ordering processes see paragraph y in Enclosure 3.

(4) For sites which use LogiCole New Equipment Request Module, the following capability is not enabled. For all other DMLSS sites, the following function may be used to create an offline equipment order. This function bypasses the Equipment Request process discussed in the DHA-TM Volume regarding DMLSS EM. The Equipment Requirement function obligates customer funds and creates a LOG due-out transaction. As a reminder, the equipment order (LOG Due-In) is not generated at this time. Utilize the “IM Offline Submit/Non-submit” module in order to link this new Due-Out to a LOG Due-In. The user is notified of the existing LOG Due-Out at this time and is provided the option to link the Due-In and Due-Out.

(5) Use the “Due-In/Due-Out Search” module to search and view active or inactive due-in/due-out records.

(a) An active record is one that has not been received or canceled, whereas an inactive record has been received or canceled. Additionally, the “Due-In/Due-Out Search” module is used to post and request status, request and process cancellations, adjust Due-In/Due-Out quantities, and update status prices for other than authoritative e-commerce sources of supply. Searches may be conducted in three ways (scope):

1. MTF displays both LOG and customer Due-Ins/Due-Outs.
2. LOG displays only LOG Due-Ins/Due-Outs.
3. Customer displays only customer Due-Ins/Due-Outs.

4. Status updates from external agencies such as PV, ECAT, DLA Troop Support, and iRAPT automatically post to respective Due-In detail records when passing select edit checks. For example, if the Due-In detail record is active and the status code provided does not require further action by the user on the Status Edit Report Part II, then the system will post the status. Status from PVs generally include price updates, quantity revisions, and advance shipping notifications. The information is provided by the vendor by contract and call number. Status from the ECAT generally includes contract/call updates, quantity revisions, and advance shipment notifications. Status from DLA Troop Support could include quantity revisions, contract information, pricing changes, SOS changes, and advance shipment notifications. Status from iRAPT includes advance shipment notifications.

(b) “Revise Due-In/Due-Out Quantity” function may be used if needed. Normally, when the supply source changes the quantity ordered, either an AE1 image with status code BJ (Military Standard Requisitioning & Issue Procedures (MILSTRIP)) or EDI 855 with IQ status code is provided. During processing of the AE1 or 855 statuses, DMLSS adjusts the Due-In quantity. Depending on the vendor type, electronic confirmation may not be available and the status is received by some other means (e.g., telephone, e-mail). In this instance, manual quantity adjustments are accomplished using the LOG Due-In/Due-Out module.

(c) Adjusting quantities can be accomplished manually. Click “Due-In/Due-Out” on the horizontal toolbar to access IM Due-In/Due-Outs. In the “Due-In Search” tab, enter a document number or Item ID to search for the Due-In record. The “Due-In Search Results” tab displays the retrieved records. Select “LOG Due-In” and click “Details” to modify the existing Due-In. Prior approval may be required for quantity adjustments. For example, approval from Resource Management or the SOS may be needed prior to manually adjusting order quantity.

1. In the “Detail” screen, verify a previous partial receipt has not already processed. If a partial receipt was previously processed, update the current Due-In quantity appropriately taking into consideration the partial receipt quantity and current Due-In quantity. See the following examples:

a. Example 1 - Decrease to the Original Order Quantity: The original Due-In was for 15. A partial receipt has already processed for 5. The current Due-In quantity is 10. The supplier decreased the original order quantity to 12. Since 5 of the 12 have already been

received, enter “7” in the revised Due-In “quantity” field. DMLSS generates a receipt cancellation (DQC) transaction with status code CA. Prior approval may be required for quantity adjustments.

b. Example 2 - Increase to the Original Order Quantity: The original Due-In was for 10. A partial receipt for 2 has already processed. The current Due-In quantity is 8. The supplier increased the original order to 12. Since 2 of the 12 have already been received, enter “10” in the revised Due-In “quantity” field. DMLSS generates a DQI transaction with status code BJ. Note: DMLSS prohibits users from manually increasing Due-In quantities on PV orders. Prior approval may be required for quantity adjustments.

2. Enter the revised Due-In quantity in the “quantity” field.

3. Use the standard unit of issue quantity.

4. Quantity increase adjustments to LOG Due-Ins require the LOG Due-Outs to be increased. To increase the LOG Due-Out, open the “Due-Out” tab and perform a search for the document number. The results of the search are displayed in the “Due-Out Results” tab. Select “Details” to view the Due-Out information. Coordinate with the customer, and if acceptable, enter the revised Due-Out quantity and select “Save”. Note: DMLSS prohibits quantity increases from occurring if the LOG Due-In is linked to a PFY LOG Due-Out.

(d) “DMLSS Processing Actions for Quantity Adjustments” function may be used as follows:

1. For Due-In Increases, DMLSS increases the current and original Due-In quantity if the revised quantity is greater than the current Due-In quantity. DMLSS generates a DQI transaction. If the LOG Due-Out quantity is increased, the CAIM Due-Out is also increased (IOI transaction).

2. For quantity decreases, DMLSS decreases the current and original Due-In quantity if the revised quantity is less than the current due-in quantity. DMLSS generates a DQC transaction with status code CS. If the Due-In is for equipment and it is linked to a PFY Due-Out, a message appears asking whether or not the FY Due-Out should be canceled. If the user chooses “NO”, the PFY obligation remains so user may create a new due-in. If the user answers “YES”, then the PFY obligation is cancelled and the PFY customer funds are no longer retrievable.

(e) Understanding the Due-In/Due-Out cancellation process is of the utmost importance.

1. First, users should understand how LOG and CAIM Due-ins and Due-outs are associated during the ordering process.

2. Cancellation options vary depending on if the cancellations are for LOG or CAIM. For example, a CAIM Due-In cannot be canceled if a LOG Due-Out exists because the CAIM Due-In is tied to the LOG Due-Out; they are assigned the same document number.

3. Customer requirements can be cancelled in CAIM prior to processing the build process submit function.

4. Figures 24 and 25 provide a snapshot of DMLSS actions generated during the cancellation process.

Cancel Log Due In				<u>Process Actions</u>
CAIM		LOG		
DO	DI	DO	DI	
5 IOU	5 ESD	5 IOU	5 ESD	Normal Order Flow Process
	→	→	→	
5 IOU	5 ESD	5 IOU	0 Canx	Cancel LOG DI (non linked) DQC transaction. LOG due-out, and CAIM DI/DO remain in place. LOG requirement will be available for reorder in LOG Replenishments.
	→	→	→	

Figure 24. Cancel Logistics Due-In Process

(6) External Customer Import authorized by the MTF MEDLOG can be performed as follows:

(a) External customers' files for requisitions are sent in A0x (electronic requisition) in MILSTRIP format. MILSTRIP is a uniform procedure established by and for the DoD to govern requisition and issue of materiel within standardized priorities. These files can be imported and processed using the External Customer Import module, Import External A0x Files.

(b) From the "Navigate" menu, point to "Orders", and select "External Customer Import". In the "Import External A0A Files" window, select "Browse" next to the "File to Import" field. This field may open automatically. In the "Select File to Import" window, browse for the file to be imported, select it, and select "Open".

(c) In the "Import External A0A Files" window, select "Add" to move the file to the lower section. Repeat the above steps for any other files that need to be imported. Select "Process" to complete the process.

(7) Within the "Reprint Contract/Call Documentation" window, enter the ORG/SVC ID or choose a drop-down menu option to conduct a search. A list of orders associated to the ORG/SVC ID appears in the "Call Register" box. Detailed Due-In data for a specific call is visible in the "Due-In Detail" box. Select "Print DD Form 1155" from the vertical toolbar to

reprint the required call. The system displays the message, “No orders found for customer!” when no matches are located for the ORG/SVC ID.

Cancel Log Due Out				<u>Process Actions</u>
CAIM		LOG		
DO	DI	DO	DI	
5 IOU	5 ESD	5 IOU	5 ESD	Normal Order Flow Process
0 IOU	0 ESD	0 Canx	5 ESD	When you cancel the LOG DO and you select “YES” to cancel the Customer (CAIM) DI and DO
5 IOU	0 ESD	0 Canx	5 ESD	When you cancel the LOG DO and you select the default “NO” to cancel the customer (CAIM) DI and DO. Leaving the CAIM DO will generate customer requirements during the next BPS process.

Figure 25. Cancel Logistics Due-Out Process

(8) Resubmit Orders/Follow-up Requests/Cancellations can be accomplished as follows.

(a) Periodically, LOG interface files do not print or electronically transmit to the designated source. These files include but are not limited to the purchase request (EDI 850), the cancellation request (EDI 860), and the receipt files (EDI 861 and EDI 527R). Various system and network issues can cause this condition, see the DHA-TM Volume regarding DMLSS Systems Administration. This function allows users to either reprint or submit the orders.

(b) Orders that did not transmit or print are displayed in the “Resubmit orders” window. To retransmit orders, highlight a single order or multiple orders and select the “Resubmit” button from the toolbar. To reprint orders, highlight a single order or multiple orders and select the “reprint” button from the toolbar. The system removes these records from the list upon completion.

(c) The original submission data and time, submission failure reason, order information, and Due-In details are available by highlighting an order and selecting the “Detail” button located on the vertical toolbar. Select “Close” to return to the Resubmit window.

(9) Utilize the “Resend to DCM” function to transmit orders. If there are no orders to send, the message, “No orders to resend” is displayed. Select “OK” to return to the previous

screen. If order files exist, highlight the files being resubmitted and select “Submit” located on the vertical toolbar.

1. Issues

(1) The “LOG issue” module is used as a response to customer generated requirements. Refer to DHA-TM Volume regarding DMLSS Customer Applications for a detailed explanation on the customer replenishment process. The LOG issues process generally includes the following steps:

- (a) LOG receives customer requirements.
- (b) Execute LOG issues.
- (c) Generate picklist(s).
- (d) Confirm picklist(s).
- (e) Process deliver list.
- (f) Fill deficiencies/backorders.

(2) The following instructions apply to LOG Routine Issues.

(a) Select “Navigate”, then “Issues” and “LOG Routine Issues” or select the “Issues” icon located on the horizontal toolbar to access the routine issues process.

(b) Select one or multiple customers from the drop-down menu and select “Search”. To select all customers, leave the customer entry blank and select “Search”. DMLSS retrieves all pending customer(s) issues and displays them in the search results window.

(c) Select an individual issue or all issues by using the “Select All” button located on the vertical toolbar. Select “Gen Picklist” and then determine break and sort options prior to processing.

(d) The picklist break function determines where the page breaks are set for a given picklist. The primary break option is defaulted to the last criteria used and no default is set for the secondary option. Available sort criteria for each is “Storage Area”, “Location ID”, “Customer ID”, and “Issue Priority Group”.

(e) The picklist sort function determines the sort sequence for a given picklist. The primary sort is defaulted to the last option used. The picklist can be further sorted using Secondary, Tertiary, and Fourth sorts. These three options do not have defaults assigned. The available sort criteria for each are “Customer ID”, “Location ID”, “Item ID”, and “Item Description”.

(f) After selecting break and sort options, select “OK” to view the “Picklist-Break on Storage Area” window. This window displays the issue requirements for the customer(s).

(g) Select “Process” from the vertical toolbar to print the picklist. The system displays a “Successfully Processed” message and assigns a picklist number. The “Issues Search” window is displayed after processing.

(h) Use the picklist to pull stock from the LOG storage location. Confirm the picklist actions in DMLSS after all stock is pulled; refer to Enclosure 3, paragraph 1.(4) Confirm Picks.

(3) The following instructions apply to Non Routine Issues.

(a) Use the “Non Routine Issues” function to record offline, and emergency issues. Record non-routine orders for the following reasons:

1. To maintain accurate inventory levels.
2. To record demand history.
3. To charge the issue to the customer.

(b) From the “Navigate” menu point to “Issues” and select “Non Routine Issues” to open the “Non Routine Issues” window. Complete all required information (red dot) or select information from the drop-down lists. The “Delivery list” option is the default for all non-routine issues. Select “Save” and “Close” from the vertical toolbar.

(c) The message “Delivery List has been processed. Do you want to print it?” is displayed. Select “Yes” to print the list. A message box appears indicating that the delivery list was printed. Printing the delivery list reduces LOG balances and processes an INR transaction to the customer.

(d) When processing this type of issue, change the “Delivery List default” field to “Unofficial Pick List”. The purpose of this action is to verify LOG balances exist prior to processing the issue. In this case, the issue processes rather than creates an additional (invalid) customer requirement/backorder. Select “Save” to view the IM window using the Unofficial Pick List. Select “Print” to generate and print the picklist. This does not reduce LOG balances.

(e) Use the picklist to pull stock from the LOG storage location. Confirm the picklist actions in DMLSS after all stock is pulled.

(4) Once issues are pulled from the storage area, use the “Confirm Picks” function to update LOG inventory balances and generate a pending Delivery List (paragraph o).

(a) From the “Navigate” menu, select “Issues”, and then “Confirm Picks”.

(b) Select the appropriate picklist and select “Confirm Picks”. Select “Select All” to confirm all pending picklists. The picklist information is displayed with the “Picked Qty” field highlighted because it requires updates. Perform the following steps:

1. If the actual quantity issued (the picked quantity) is equal to the original issue quantity leave the “Picked Qty” field empty.

2. If the actual quantity issued (the picked quantity) is different from the original issue quantity, type the actual quantity in the “Picked Qty” field. This action generates an IM Issue Exception resulting in a pending action.

3. If the item is not in stock or only a partial quantity is available for issue, a LOG requirement is generated to fill the customer backorder. These requirements appear in LOG Orders.

(c) After updating the “Picked Qty” field, select “Complete” located on the vertical toolbar. If the confirmed “Picked Qty” differs from the original picklist quantity, the item(s) is locked for inventory. Perform an inventory on the item(s) to clear the lock. See Physical Inventory (Enclosure 3, paragraph f) for processing procedures.

(d) Upon confirming picklists, DMLSS generates LOG and Customer transactions to record the issue action. The following information describes different scenarios and the associated DMLSS transactions.

1. If the item is in stock, an issue transaction is generated.

2. If the item is not in stock, a LOG due-out transaction is generated and linked to the requesting customer. These requirements appear in LOG Orders.

(e) All LOG and Customer transactions appear in Transaction History and serve as an audit trail. Below are examples of how Transaction History displays transactions.

1. An item ordered for a customer generates a CAIM (customer) ESD and due-out. Because all customers order from LOG, DMLSS checks LOG inventory balances to fill the order.

2. If the request is filled, a LOG issue transaction is generated. In this instance, three transactions are written to Transaction History: the CAIM ESD, a due-out, as well as the LOG issue. In this case, the customer requirement was filled by LOG and the transaction is complete (Figure 26).

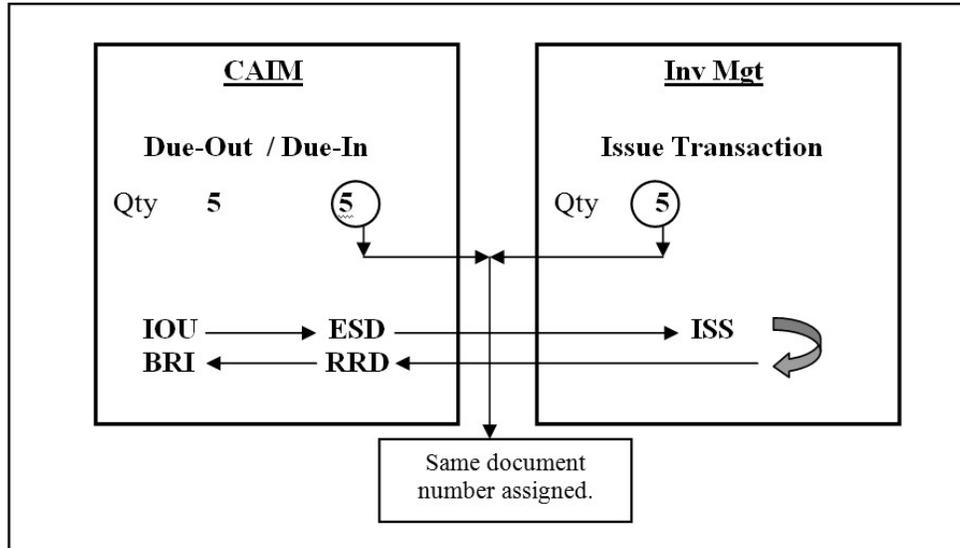


Figure 26. Logistics Fulfilled Customer Requirement (Issue Generated)

3. A due-out transaction is generated if LOG cannot fulfill the customer requirement. In this case, three transactions are written to Transaction History: the CAIM ESD, a due-out, as well as the LOG due-out. This indicates the item was ordered, but LOG could not fill the order internally. Item requests not fulfilled by LOG appear in LOG orders indicating the item must be purchased from the designated source. Once purchased, a LOG ESD (Due-In) is written to Transaction History (Figure 27).

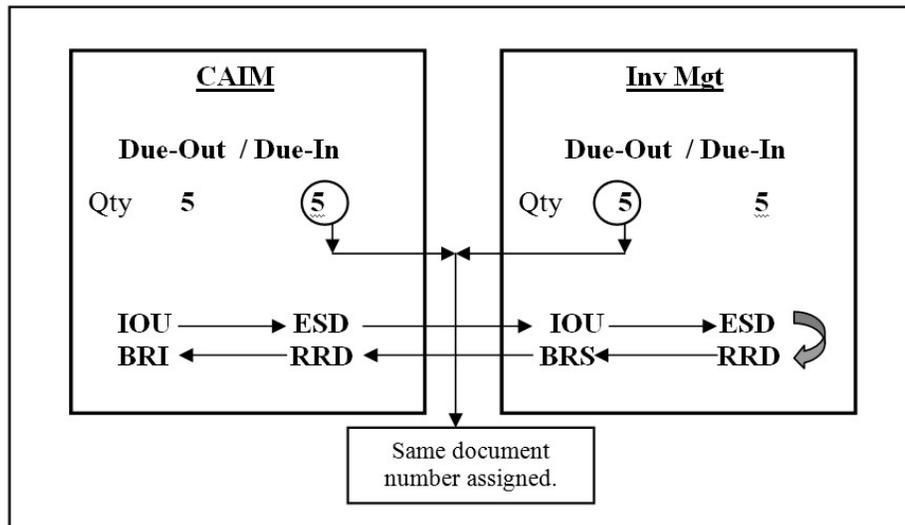


Figure 27. Logistics Unfulfilled Customer Requirement (Backorder Generated)

(5) Use the “Reprint Completed Picklists” function to obtain additional copies of a picklist.

(a) Occasionally, completed picklists are misplaced or additional copies are needed. In the “Reprint Completed Picklists” window, identify the required picklist(s) and select “Reprint” on the vertical toolbar. The message, “Picklist(s) Printed” displays. Select “OK” to return to the Reprint Completed Picklist(s) window. The output product is identified as a reprinted product.

(b) DMLSS prevents multiple users from generating multiple picklists for the same issue request. On the customer issue request, DMLSS defaults to the Item ID, customer, and document number when a user generates a picklist. Once saved, picklists cannot be canceled.

m. Receipts

(1) The Receipts module enables users to process receipts, Due-In adjustments, and cancellation actions. Receipts are processed either manually or by using wireless means. Pertinent item information is needed prior to processing receipts in DMLSS. Obtain this information from the item, receiving document, materiel packing list, and/or shipping document. Using this data, receiving personnel can effectively process complete, partial, discrepant, and/or receipt not Due-In transactions.

(2) To access the Receipts module, select “Navigate” and then “Receipts”. The “Receipts” window is separated into two tabs: “Search” and “Process Receipts” tab.

(a) Use the “Receipts Search” tab to search for active or inactive Due-Ins, to obtain delivery lists, or to process receipts. Active due-ins are those in which the receipt has not processed and Inactive due-ins are those in which the receipt has already processed. Search for all Due-Ins by selecting “Search” while all data fields are blank. To narrow the search, enter at least three characters into any of the search fields. Adjust the Record Limit between 1 and 500 to further minimize or maximize the search results. Upon completing the search, the system displays the search results in the “Process Receipt Search Results” tab. The “Process Receipt Search Results” tab is used to view Due-In details, process Due-In status, adjust Due-In quantities, process complete and partial receipts, and process cancellations.

(b) The “Process Receipt Search Results” tab displays all Due-Ins matching the pre-determined search criteria.

1. As a rule, editable fields appear with a white background. The receipt quantity, cancel quantity, status price, local contract, and substitute fields can be modified prior to processing a receipt.

a. “Process” Box is automatically checked by the system unless (1) receipt exceptions exist as discussed below or (2) the Due-In is from a DPV type SOS and the vendor has not provided an advanced shipping notification file.

b. Hazardous Materials receipts must be processed manually. Place a checkmark in the “Process” box to continue. A message indicating that the item is hazardous is displayed. Select “OK” to continue.

c. Local Contract Number must be loaded prior to processing the receipt for CON type sources. Select “Detail” from the vertical toolbar and enter the local contract number from the source document. Close the “Details” window to update the contract information in the Due-In detail. The receipt may now be processed.

d. The message, “An existing QA message exists for this Item ID” appears if a QA record exists for the item. Receipts cannot be processed using RF HHT when linked to a QA message. These receipts must be processed using DMLSS Receipts module. The receipt cannot be processed until the QA message is reviewed. Select the “QA” box and select the “Jump To” icon to view the message. If the receipted material meets the QA criteria, do not process the receipt, segregate items, and notify the MEDLOG HAR manager. If the material does not meet the QA criteria, process the receipt.

e. A Pipeline Time (PLT) checkbox is added to each record when the delivery time varies by plus or minus 10 days. Check this box to record this data as an actual PLT. Remember, PLTs are used to calculate reorder points for stocked items. They are also a valid indicator of actual delivery time. The system does not record the PLT if this box is unchecked.

f. The “Quantity” field reflects receipt actual quantity received. A discrepant receipt or Due-In adjustment may be necessary if different than current Due-In quantity.

g. The “Price” field is not editable for authoritative eCommerce sources of supply. If editable, enter the current status price in this field.

2. DQC. Process complete or partial cancellations from the “Process Receipt” tab.

a. Update the “Quantity” field to reflect the actual receipt quantity. If complete cancellation is processed, then enter zero.

b. Enter the cancellation quantity in the “Cancel Quantity” field. If it is a complete cancellation, this equals the total Due-In quantity.

c. Place a check in the “Process” box and select “Process Receipts” located on the vertical toolbar. Disregard the PLT field.

d. For complete cancellations, DMLSS generates a DQC transaction with status code BQ.

e. For partial cancellations, DMLSS generates a DQC transaction with status code BJ.

3. Receipt Discrepancies.

- a. Process discrepant receipts from the Process Receipts tab. DMLSS uses the transaction quantity, receipt document quantity, current Due-In quantity, and total price to determine if the receipt is complete or partial and if the discrepancy is a consequential or inconsequential overage or shortage. The DLA Consequential Discrepancy dollar amount is documented in the Computations tab of the MM Service detail record located within SS.
- b. PV discrepancies involving the wrong item shipped, damage in shipment, or receipt of a short-dated item cannot be processed within DMLSS. When the item is correct but there is a shortage, process a receipt in DMLSS for the amount received and consult current DLA policies for further instruction. When there is an overage, process a receipt in DMLSS for the amount of the due-in only, return the excess received to the PV, and report the discrepancy in accordance with DLA Policy. Report all errors in shipment for controlled items.
- c. If the overage quantity meets the consequential dollar value for the SOS, DMLSS generates a RND transaction for the overage quantity. The RND records to Transaction History, appends the inventory balance, and generates an additional receipt/claims record so DFAS can process payment to the vendor.
- d. If the shortage quantity meets the consequential dollar value for the SOS, DMLSS generates a DQC for the shortage quantity. The DQC records to Transaction History and notifies the applicable financial institution of the shortage. DFAS either short pays the bill or obtains credit if payment was already submitted.
- e. For consequential discrepancies, DMLSS assigns Medical Materiel Advice Code BH for discrepancies attributable to the shipper or BJ for discrepancies attributable to the carrier.
- f. For inconsequential overages, the system generates a complete receipt and a SDG transaction. The SDG records to Transaction History and appends inventory balance records. The gain transaction is passed to Finance and updates inventory value data but it does not generate a claims payable record.
- g. If the shortage is inconsequential, DMLSS generates a complete receipt and a SDL transaction. The SDL records to Transaction History and passes to Finance to update inventory values.
- h. For inconsequential discrepancies, DMLSS assigns BK for a Notes code R item and BL for all other items.
- i. If the discrepancy involves a shortage for a Due-In that is linked to a current fiscal year "CFY" Due-Out, DMLSS generates a Due-Out cancellation transaction reversal for the DQC or SDL transaction quantity. If it is linked to a PFY Due-Out, the link is broken and the PFY Due-Out is maintained.

4. Receipt of Substitutes may be processed as follows:

a. Periodically, the vendor will ship a substitute item in place of the requested (prime) item. When this happens, process the receipt using the “Substitute” icon located on the vertical toolbar within the “Process Receipts” tab. Note: A catalog record and Prime/Sub relationship must exist within DMLSS before a receipt of substitute can be processed.

b. To create a Prime/Sub relationship, select the “Jump To” button next to the Substitute field. Under the “New” tab, enter the substitute Item ID and adjusted ratio if required. After saving the record, return to the Receipts module and follow the procedures for processing a substitute.

c. Use the original document number to access the Due-In detail record for the requested Item ID. Highlight the record that needs to be processed, and then select Substitute. The system displays all associated substitutes. This field is blank when no substitutes exist.

d. Select the substitute item and select the checkbox in the “Substitute” field. Enter the price of the substitute item into the price field, check the “Process” box, and then select “Process” located on the vertical toolbar. A receipt is generated using the prime Item ID documented in the original Due-In detail record. The receipt is forwarded to Finance for processing. The substitute Item ID is recorded in Transaction History. If the price was changed, DMLSS generates a PDI transaction prior to processing the receipt. The PDI is also recorded in Transaction History.

e. The substitute Item ID is written to the Receipts Backorder Release Report. The Delivery List from LOG to the customer identifies the backorder release against the prime Item ID, but reflects an issue against the substitute Item ID.

5. Receipts processed in error can be reversed in the Transaction History module. To reverse a receipt, enter the document number and select “Search”. To narrow the search, select additional data to search (e.g., transaction type, User ID, Item ID, to and from transaction dates). Select the appropriate receipt transaction and select “Reverse”. Enter the reversal quantity and select “OK”. The system reverses all associated transactions (backorder release issues) and then reverses the original receipt. Upon completion, the original Due-In(s) and Due-Out(s) are recreated. Reversal transactions are recorded in Transaction History and contain a red X in the Reversal Transaction box.

6. When receipts are processed at the wrong price use the “Price Correction” function located in Transaction History to process price corrections. Search for the receipt document number to access the record. To narrow the search, select additional data to search (e.g., transaction type, User ID, Item ID, and to and from transaction dates). Select the receipt and select the “Correction” icon. Enter the correct price in the “price correction” field and select “OK”. DMLSS generates a PDI transaction and increases or decreases the original receipt price. The system also updates the price for all associated issues.

(c) PV Receipts are processed as follows:

1. Upon processing a PV receipt, a receipt confirmation file is generated and passed to Finance for processing payment. This occurs for both stock funded and credit orders and does reflect partial quantities. The receipt confirmation contains the line-item document number and Contract Line Item Number.

2. In addition to the receipt confirmation file, DMLSS passes a Materiel Receipt Acknowledgement file to DLA. The Materiel Receipt Acknowledgement file is not passed until the DMLSS receipt and three EOD cycles have processed, allowing sufficient time for corrective actions. When the receipt is complete (no partials pending) a Materiel Receipt Acknowledgement file is submitted to DLA with a final indicator.

3. The Due-In status price for PV items cannot be changed once the PV order confirmation file is processed in DMLSS. Bases should not utilize the vendor's packing slip to obtain pricing as that information excludes the designated cost recovery rate and distribution fees associated with the MTF and contract.

4. Quantity adjustments are allowed (receipt reversals and cancellations) until the Materiel Receipt Acknowledgement is generated. Once the receipt and three EODs have passed, no adjustments are allowed.

5. Utilize the "Return Authorization (Auth) Modal" window (Figure 28) to enter information regarding a discrepancy or request for return. For example, the PV's distribution center pulled the wrong item or National Drug Code, and an exchange for the materiel is attempting to be secured.

a. DMLSS provides users the ability to enter a "Return Authorization Number" and a "Materiel Disposition Description" to document items returned to the PV. The "Return Authorization Number" is provided by the PV and used as a reference if there are short payments to the vendor that are disputed and by the customer to keep track of material that has been returned due to discrepancies, overages, etc.

b. Upon processing the item receipt, DMLSS generates a Manage Return Authorization transaction. Users can view the return authorization number and materiel disposition in the transaction history.

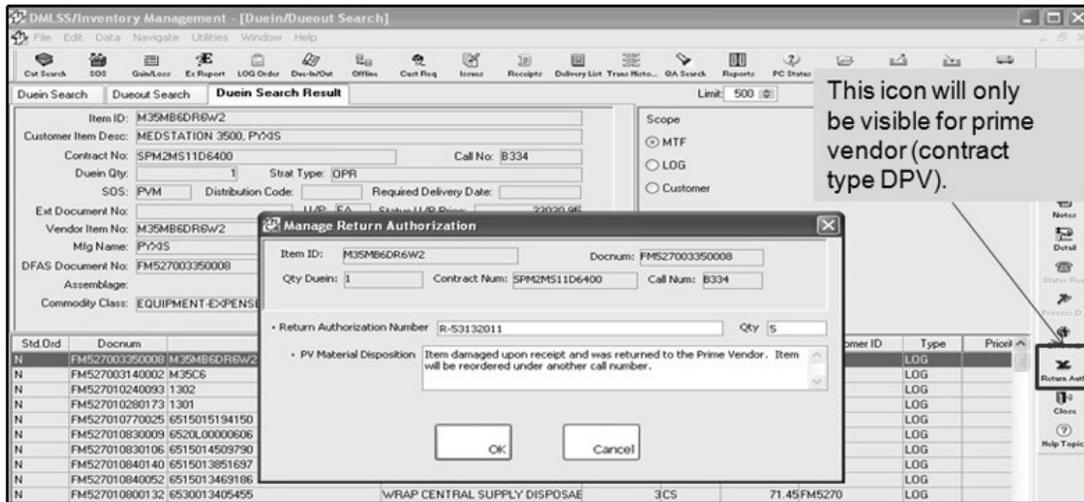


Figure 28. Return Authorization Modal Window

6. Real-time price verification is an automated process for all PV requisitions.

a. This process is attempted five times upon receipt of a PV purchase order confirmation file. After this file is received, DMLSS transmits an automatic transmission price challenge to DLA Troop Support via the Price Lookup Web Service. The results of this lookup are recorded in the Due-In detail and displayed in the “status” tab with a status code of “PV” for Price Verified, or “PF” for Price Verification Failed (Figure 29).

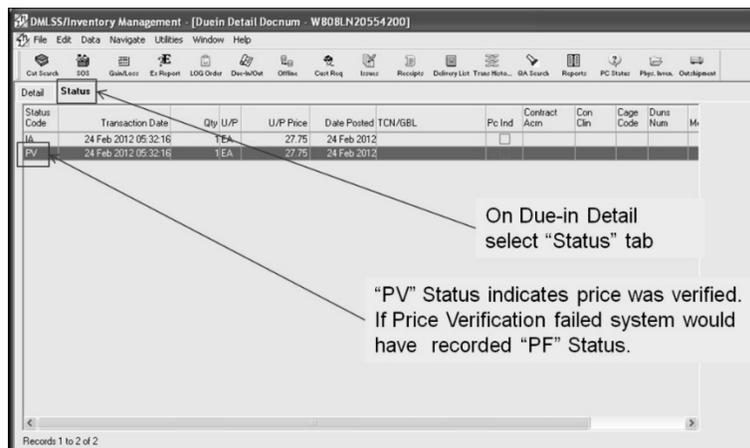


Figure 29. Price Verification Status

(d) iRAPT is a secure web-based system used for electronic invoicing, receipt, and acceptance. It allows government contractors and authorized DoD personnel to generate, capture, and process receipt and payment-related documentation. DMLSS establishes an electronic interface with iRAPT that displays shipment information and allows the user to verify receipt of materiel. The interface then uses Public Key Infrastructure to electronically bind the

digital signature and provide proof that the user (electronically) signed the document with the contents. This applies to SOS types: BPA, CON, DPV, ECA, and Returns Prime Vendor.

1. Advance Shipping Notice. DMLSS receives a confirmation file from iRAPT containing information provided by the vendor. This file provides shipping status information to include inbound passive Radio Frequency Identification and Unique Item Data. The Due-In details show the shipment status receipt and it will update the Due-In status price for all SOS types excluding DPV. The purchase order must be loaded in the Due-In detail for CON orders so the EDI 856 file associates to the Due-In detail record.

2. Receipt Process is as follows: DMLSS displays shipment information such as shipment number and Item Unique Identification Data to allow the user to verify receipt of materiel. The user is required to select the “Process” box for applicable Shipment ID received. DMLSS displays a modal window asking “Are you acknowledging receipt and acceptance for the item(s) selected?” (Figure 30).

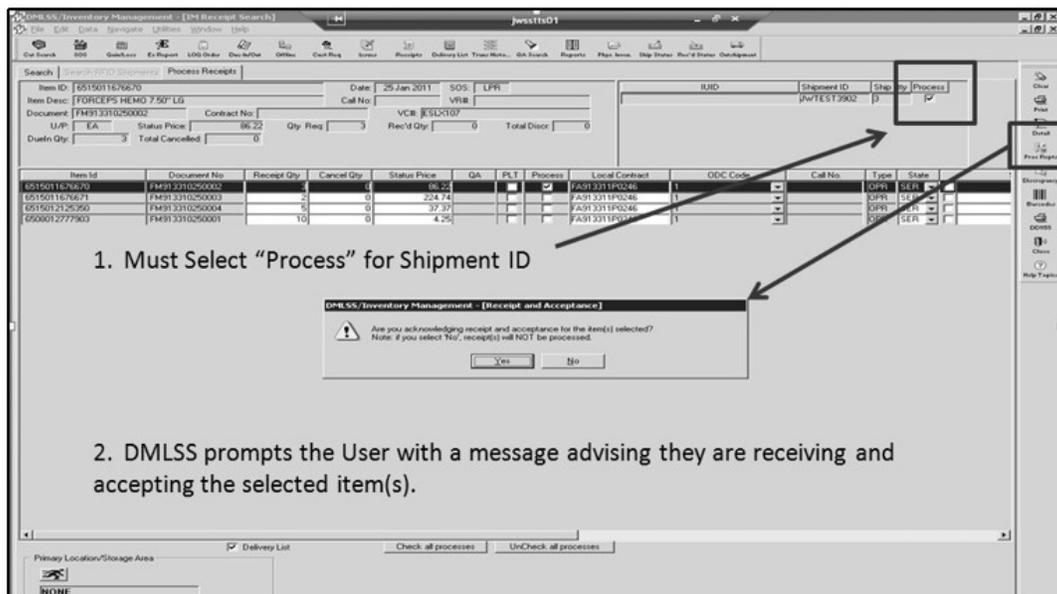


Figure 30. Inventory Management Receipt Search Window

3. Upon physical receipt/acceptance of the item, DMLSS generates a Receipt Acceptance (EDI 861 file) to iRAPT in addition to the Receipt (EDI 527) to DLA Troop Support Medical for SOS types DPV, ECA, and DLA. The Receipt Acceptance contains the user’s POC information to include: name, phone number, e-mail address, and User ID in the receipt financial file. Note: It is important this information is entered correctly into the “User Information” screen. This file completes the receipt/acceptance steps in iRAPT. iRAPT then combines the invoice with the receipt notification and sends them to DFAS for payment.

n. IM Summary Receipt Pending. The EDI 527R can be manually processed prior to the third EOD cycle using the IM Summary Receipt Pending function; however, this action is not recommended because DMLSS then populates a BSM transaction date during the next end of

day cycle in all receipt or DQC transactions linked to the particular call. Once the BSM transaction date populates, DMLSS prohibits users from reversing the transaction. Highlight the call number and select the “Process” button located on the vertical toolbar to generate the 527R file. This process marks the final indicator in the record causing the EOD DFAS process to read and send the receipts and cancellations to Enterprise Business System. As previously stated, once processed, reversals and cancellations are prohibited.

o. Delivery List

(1) Print Delivery List(s) after all issues are processed. DMLSS generates Delivery List(s) for LOG backorder releases resulting from receipts and as a result confirmed picklists. This list identifies item(s) that need to be pulled from LOG inventory and delivered to customers. Printing a Delivery List updates the customer’s estimated on-hand quantities.

(2) Select a customer and select “Process” to print a Delivery List. When the message, “Would you like to print the selected Delivery Lists?” appears, select “Yes” to access the “Print Selection” window. The Delivery List is defaulted to print all issues. Select controlled item identification code “R” and “Q” to obtain a separate Delivery List for controlled substances or select Other than R and Q to obtain a Delivery List for all items except controlled substances. Select “OK” to return to the Print Delivery List window.

p. Reprint Delivery List

(1) Occasionally, additional copies of a Delivery List are needed or the original was misplaced. Use the “Reprint Delivery List” function to obtain additional copies of Delivery Lists. Once the window opens, identify the customer ID and either Delivery List, routine or Non-routine Delivery List.

(2) The system displays orders by delivery order number. Select the Delivery List(s) to reprint and select “Print” located on the vertical toolbar. Select “Close” to exit window.

q. Other Modules. For Transaction History and QA, see the DHA-TM Volume describing DMLSS use in Inventory and Quality Control for additional guidance.

r. Transportation. This option provides outshipment and in-shipment search screens from the D&TM that allow users to track all or selected shipments and send advance shipment notices to gaining bases. Users can process transactions requiring DLA Disposition Services, Return to SOS, Return Item for Trade-In, regular loss transactions, process Issues, Reachback orders, and process Excess type shipments that are then tracked within the this module. For additional information, refer to Enclosure 5.

s. Return Item

(1) “Return Item” allows LOG to accept excess stock, unserviceable, or suspended items from the customer. Before processing, determine whether to allow credit to the end user. Also, determine if the items consumption history will be reduced and whether the service/customer

“SVC/CUST” is considered an Internal or an External type customer. DMLSS does not allow a user to process a customer turn-in from a customer type of Spoke.

(2) If credit is to be given for the return item, check the “Issue Credit” checkbox. Return transactions are posted to the Transaction History module. A TIL transaction is generated for the customer area losing/returning and a TIG transaction is generated for LOG.

(3) Acceptable equivalents are items associated with a Prime/Sub relationship. A checkmark in this checkbox indicates that the item is the equivalent of an item currently existing in the MTF catalog. If the prime/substitute relationship is not established, go to the MTF catalog to establish the Prime/Sub relationship. During processing, the item is added to the LOG inventory as the sub item but is identified to customers as the prime item.

(4) The effect of returns on issue consumption is described below.

(a) For supply items, the demand code determines if issue consumption should be reduced. If the “Reduce Demand” checkbox is checked, DMLSS generates a CHZ transaction with demand code of “R” to reduce current month issue consumption by the quantity of the transaction. DMLSS reduces current month consumption to zero if it is less than the transaction quantity. If the “Reduce Demand” checkbox is not checked, DMLSS generates a CHZ, consumption history, transaction with demand code “N”. Issue consumption is not reduced. Turn-in of equipment does not affect issue consumption.

(b) To process an item return, select the “Navigate” menu and select “Return Item” to view the “Return Item” window. Enter all required information in the “From” box in the window. When the customer ID is entered, the expense center field is automatically populated. Also, entering the Item ID automatically populates the “TO” box and other required fields with default data. Within the “TO” box, the “Strat Type”, “Strat State”, and “Storage Area” should be reviewed and modified as necessary.

(c) Select a reason for the return from the drop-down box. More information can be entered in the reason box after selecting a reason, if required. After information is entered select “Save” to process. Users have the option of printing a return document.

t. Internal Transfer

(1) The Internal Transfer process allows users to re-stratify assets internally from one strat state to another. Examples include “OPR/SER” to “OPR/SUS”, or “OPR/SER” to “WRM/SER.” DMLSS generates both an ITG and ITL when an internal transfer is processed. DMLSS simultaneously writes the ITG and ITL to Transaction History.

(2) From the “Navigate” menu, select “Internal Transfer” to access the Internal Transfer window. Enter an Item ID or select one from the drop-down list. Depending on the Item ID entered, various fields are populated with default catalog data associated to the Item ID.

(3) In the “From” section, use the drop-down menus to select the strat state the item is being transferred from. In the “To” section, use the drop-down menus to select the strat state the item is being transferred to. If there is no location ID associated with the item being transferred, select the “Jump To” button and add a location for the item.

(4) Enter the transfer quantity and select “Save”. The transfer quantity must be less than or equal to the available quantity. After processing, users have the option to print a delivery list. The delivery list can be used to relocate the assets from the old storage location to the new location.

u. Status Edits

(1) The “Log Status Edits” window displays requisition status messages received from suppliers that electronically interface with DMLSS. From the “Navigate” menu, select “Status Edits” to access these records. Status edits also appear in the IM pending action named IM Status Edits Report and are maintained in accordance with DHA guidance. These status messages are classified into the following three groups:

(2) Part 1 is the Errors Tab.

(a) Unrecognized status codes/messages are displayed in Part 1, Errors tab. In the bottom section of the window, highlight an item to review. Requisition data for the highlighted item appears in the top section of the window.

(b) This tab also lists the status of due-ins with no matching due-in records including inactive due-ins and excess requests.

(c) Status messages can be deleted once they have been reviewed and appropriate action has been taken. Highlight the record(s) to be deleted, and select “Delete” located on the vertical toolbar.

(3) Part 2 is the Awaiting Review Tab.

(a) Records appear in the Part 2, Awaiting Review tab when requisition status is received and requires manual intervention. In the bottom section of the window, highlight an item to review. Requisition data for the highlighted item appears in the top section of the window to include the status description (reason for delay).

(b) Review and process these messages to update the Due-in Detail record accordingly. Once processed, the message is removed from this tab. The status code/message dictates the information needed for processing. Upon entering the required data, select “OK”.

(c) Status messages can be deleted once they have been reviewed and appropriate action has been taken. Highlight the record(s) to be deleted, and select “Delete” located on the vertical toolbar.

(4) Part 3 is the Processed Tab.

(a) Requisition status that was received and automatically processed is displayed in this tab for a total period of 7 days. In the bottom section of the window, highlight an item to review. Requisition data for the highlighted item appears in the top section of the window to include the status description.

(b) When cancellation status is received from a DPV or VPV source, a list of suitable substitutes is displayed in the PV Available Alternatives Report. Review this with a pharmacy representative and determine whether a suitable substitute satisfies the requirement.

(c) Delete status messages after review. Highlight the records to be deleted and select “Delete” located on the vertical toolbar.

v. Standard Report

(1) A list of available IM standard reports can be accessed by selecting “Standard Report” from the Navigate menu or by selecting the “Reports” icon located on the horizontal toolbar.

(2) A brief description of each report in DMLSS along with its content and use is provided in the DHA-TM Volume regarding DMLSS Reports.

w. Reprinting Asset Relocation Delivery List

(1) Use the “Reprint Asset Relocation Delivery List” function to view and/or reprint any delivery list produced because of asset re-stratification changes that were processed within the past 30 days. To open the window, select “Reprint Asset Relocation Delivery List” from the “Navigate” menu.

(2) To search for a delivery list, enter the “Organization Identification (Org ID)” and the “From” and “To” dates and then select “Search” located on the vertical toolbar. All delivery lists meeting the search criteria are displayed in the “Deliveries” window. Double-click the delivery number to screen a delivery list prior to printing. Details of the delivery list appear in the “Delivery Detail” window. Select “Print” on the vertical toolbar to print the report.

x. Hub and Spoke. Not to be utilized as this capability is not fully functional.

y. MOF

(1) MOFs may be used to leverage specialized PV contracts to order for another Routine Ordering Facility site at any time. Their use is primarily designed to meet and support contingency missions (e.g., disaster relief).

(2) The establishment of a MOF and its supported customers is determined by Trading Partner agreement information stored in the Medical Master Catalog. This information is

received during the Universal Data Repository (UDR) Delta process and visible in the TMU. Additionally, MOF indicators are visible in the MM service detail and customer organization records in SS.

(3) MOF customer orders are not filled from on-hand stock. They bypass the issue process and are processed in LOG orders. Establish an SOS code for each MOF PV contract. A MOF SOS code cannot be used as the default SOS code for LOG catalog records.

(4) MOF Customer Orders can be processed within the IM application by using existing electronic interfaces, external customer import, customer request, or offline order processing. MOF sites can issue from on-hand balances using the non-routine issue to fill a MOF customer's immediate requirement; however MOF PV contracts are in place to meet the demands of the customer. Non-usage and drop shipment are the only delivery methods available for MOF orders.

(5) With the implementation of the MOF order process, DMLSS sends the order to the customer's primary MOF PV. If the order is canceled by the primary MOF PV, the order is then sent to the backup MOF PV. If it is canceled again and the MOF and MOF customer are in different regions, the order is sent to the primary MOF PV and then to the MOF's backup MOF PV. Orders that cannot be filled by the primary(s) or secondary(s) MOF PV contracts are placed on the MOF Orders Exist for Processing pending action.

(6) The PVs are required by MOF contract to provide delivery to locations within the Global Region. Coordinate transportation arrangements with the PV for deliveries outside of the global region.

z. IM Utilities Menu

(1) The "IM Utilities" Inbox automatically opens upon accessing the IM module. It can also be viewed by selecting "Inbox" from the "Utilities" menu. The Inbox contains many pending actions that are either advisory in nature or require user action. DMLSS automatically removes some action items from pending actions upon processing while other advisory notices should be removed or deleted upon review and when no longer needed. A detailed list of IM pending actions and their recommended use is available in Enclosure 4.

(2) DMLSS contains an address table that is linked to other modules such as the SOS module. Use the "IM Utilities Maintain Address" function to add, modify, and delete addresses. The ultimate goal is to load and maintain a single address only once. Properly managing addresses helps eliminate duplicate entries due to misspelling, different abbreviations, etc.

(3) Within IM Utilities the "Maintain Location" function exists. DMLSS contains a Location table that is linked to the location/storage area in the LOG Catalog. Use the "IM Utilities Maintain Location" function to access Location. The location is used in conjunction with the storage area and identifies various locations where operating inventory may be stored. For example, refrigerated materiel may be stored in either the warehouse or the vault. One location and storage area combination should be added for each; "REFER/WAREHOUSE" and

“REFER/VAULT”. Once added, both appear in the location/storage area drop-down menu located in the LOG catalog. New location\storage areas may also be added by using the “Jump To” button within the LOG Catalog.

(4) Use the “IM Utilities Maintain POC” function to manage POC data entered into DMLSS. Data written to this table comes from different modules such as the “SOS POC” tab, “Equipment Custodian” information, and the “User Info” tab located in SS. Use this function to maintain a single POC record while eliminating duplicate entries due to misspelling, different abbreviations, etc.

(5) Use IM Utilities, Maintain Electronic Health Record Catalog to update Electronic Health Record Catalog with DMLSS catalog data.

(6) When one person is using a record, the record becomes locked to all other users and all other processes. The IM Utilities, override process allows that record to be unlocked. First, attempt to contact the user who has locked it and ask them to exit the record. If the user who has locked the record cannot be reached, users assigned the appropriate access rights can unlock the record using the override process.

(7) When one person is using a record, the record becomes locked to all other users and all other processes. The override CAIM process provides a method to unlock CAIM processes. As stated in the previous paragraph, attempt to contact the person using the process prior to unlocking. When necessary, users assigned the appropriate privileges can use this function to unlock these processes. The CAIM Override Process is available in both IM and CAIM.

(8) In the “IM Utilities Override Picklist” window, users assigned the appropriate access rights can override the assignment of a particular user to a picklist. When a user is assigned to a picklist, the items in the picklist are locked, until the picklist is completed. By overriding the user assignment, another user can complete the picklist.

(9) When a physical inventory is initiated, DMLSS locks the included records. The “Override Physical Inventory” option can be used to unlock records that are locked for inventory. Use of this option should be limited because changes to these records may cause inaccurate inventory outcomes.

(10) The type of HHT being used must be identified within DMLSS. The HHT Model Type defaults to “PDA”. Other optional types were removed from the drop-down box.

(11) The “PDA Order File” window is used to create a file of starter data used to generate PDA orders. Create the starter file before using the PDA to submit orders to DMLSS. This file includes the items with which potential orders can be created. Use IM to see all Item IDs, AM for Item IDs associated to a particular assemblage, and CAIM to see a specific customer catalog.

(12) Use the “Customer Hazmat File” option to create a hazardous materials file that may be provided to the Bioenvironmental Engineering staff or other official requesting activity.

The file is produced in text format and contains the Item ID, item description, unit-of-sale (U/S), issue quantity, customer ID, and customer description. This file provides a method of notifying the Bioenvironmental Engineering staff of all hazardous material sales.

(13) Use the “Defense Medical Logistics Customer Assistance Module (DCAM) Local Catalog File” option if the MTF supports an external DCAM customer(s) that wishes to build a local catalog within DMLSS and download that catalog into DCAM.

(14) During the DMLSS EOD cycle, the system creates four individual files (stklst.Z, qcalrt.Z, subs.Z, longnom.Z). These files are used as the foundation for building catalog records within DCAM. Use the “Select all Files” button on the vertical toolbar to mark all files for processing. Select “Download” to download the data using DCAM File Download.

(15) The Review Usage/PVM Usage Variance report contains historical data and recommends a new usage quantity based upon the last 90 days use. These calculations are based upon the previously reported usage, actual usage, and the variance percentage set within the “Contract” tab of the PVP SOS record. This provides a means to send and update usage quantities to the PV. During the review process, take periodic or seasonal requirements into consideration. In this case, the calculations are based upon the previously reported usage, actual usage, and the variance percentage set within the “Contract” tab of the PVM SOS record. DMLSS generates the PVM Usage Variance pending action monthly, and it appears in the IM Inbox for users assigned this privilege.

(16) Use the “PV Reported Usage” option to obtain a printed usage report for PVM, PVP, or both. This report shows the reported usage quantity and the submission date.

(17) Use the “PV Websites” option to access a vendor’s website for PVP, PVM, ECAT, QA, and RIC websites. Highlight a vendor and select “Go to Web” on the vertical toolbar to access the websites.

(18) The “IM Dashboard” provides a high-level view of the LOG account to include inventory lines and value, strat state, inventory performance, and daily demands. Use this option to view and print data in a variety of report formats. Charts and graphs are produced by left selecting on underlined data headings. Furthermore, use the drop-down option to vary the graphic presentation. Blue-colored sections are derived from the most recent EOD processing while Green-colored sections are derived from the latest end-of-month (EOM) cycle.

(19) For guidance on the Synchronization Assistant (Synch Assist) and other DMLSS catalog maintenance modules, refer to the DHA-TM Volume regarding Catalog Records.

ENCLOSURE 4

IM PENDING ACTIONS

1. SCOPE. When IM is first opened, a message or a list of messages may appear describing actions that were not completed or need to be completed. These are called Pending Action Messages. The following chart lists each message, describes when or why the message is produced, and suggests the action or actions to best remedy the problem.

Table 1. Inventory Management Pending Actions

Message	When/Why DMLSS Produces This Message	Action(s) to Resolve
Auto Receipts Failed	DMLSS generates an Auto Receipt Failed Pending Action when auto (automatic) receipt fails. An auto receipt failure message occurs when the IM customer has either the Item ID and or location locked for an inventory.	When launching the auto receipts failure pending action, the user can then view the Item ID/s, document number/s and quantities which require receipt. During the next EOP cycle, the system attempts to automatically process all receipts which previously failed. If the inventory locks were removed prior to the start of the EOP cycle, the system processes the receipts and update the service/customer estimated on-hand balances.
Appropriation/WBS Error	The Appropriation Fund ID was not specified.	Typically occurs because WBS, or work breakdown structure, was not appropriately specified and must be researched.
Bad Financial File	A financial file is corrupt.	Possible Transmission of DFAS file unsuccessful. Check SS DCM Search, then select "DCM Configure" button. Ensure the DFAS settings for FTP, User ID, and password are correct. If they are not make corrections and save. Then go into Financial resubmit and resubmit all FAILED DFAS files. If the DFAS settings are correct just resubmit the files from DCM search window. If this does not work, contact the SA or the DHA Global Service Center at 1-800-600-9332 or dhagsc@mail.mil.

Delinquent Backorder From PV	This pending action is created during the EOD process on the 10th day after an item has been backordered to the PV and has not yet been received.	Coordinate with the PV. Take action to either update the estimated release date for items being shipped, already shipped, or to send a cancellation request to the PV for the selected order(s).
Potential Orders To PV Backup	This pending action is created when the primary PV sends back of the following statuses: IQ, AA, AR, R1, or R6. Note: Site has to have selected the BackUp PV option and have chosen a Secondary PV for this pending action to appear.	The user has three choices: Resend the order to the primary PV, create order to backup PV, or cancel the line item from the pending action.
Unprocessed MTF Catalog Changes Report	This pending action is produced when the UDR is processed and MTF catalog changes exist.	Refer to DHA-TM volume regarding DMLSS role in maintaining and creating Catalog Records, MTF Catalog Changes.
Cannot Activate Next Contract	This pending action message indicates that contract(s) have expired and/or information is missing from the Contracts tab in the SOS module and the system is unable to activate a new contract.	Orders cannot be placed with vendors that have expired contracts or missing pertinent information in Contract. Users must activate next contract by updating contract date and other pertinent contract information.
Disassociated Catalog Records	Products sourced to a PV or ECAT cannot be ordered unless they are associated to the Master catalog. If they become disassociated, this pending action notifies the user.	Determine if the suggested source is acceptable. If so, click the “Accept” button and the system then auto-builds the SOS record and makes it LOG’s default SOS.
Distribution and Pricing Agreement (DAPA) Number/Contract Type Code Changes	This pending action displays catalog items when a DAPA number or contract type code change has occurred.	Review and validate any DAPA number/contract type code changes for usage items within the catalog.

DFAS Failure	DMLSS posts a DFAS Failure message in the customers Inbox when step 1 (DFAS) of the DMLSS EOD Cycle fails to complete successfully.	This message is for information purposes only. The DFAS process is a critical step in the EOD cycle. It is imperative that the user work with the DMLSS SA in identifying the cause of the failure, Structured Query Language or Indexed Sequential Access Method error message as well as initiating a Military Health Services trouble ticket if the problem goes unresolved.
DLA Sourced National Stock Number (NSN) - Commercial Sourcing Available	Items appearing in this pending action are currently sourced to a DLA SOS. The system has found a commercial source for the item.	Determine if the suggested source is acceptable. If so, click the "Update" button and the system then auto-builds the SOS record and makes it LOG's default SOS.
Did Not Receive Status For All Items In The Call	This pending action is produced as a result of processing an incomplete PV American National Standards Institute (ANSI.X.12 855) status file from the PV. Incomplete implies that a specific Contract Line-Item Number was skipped on the status file.	Information Pending Action only. Launch the pending action to view a list of items that did not receive status. Click the "Jump To" icon to view the due-in/due-out file for the item. The detail records may be deleted by clicking the "Delete" icon on the toolbar. The pending action is removed when all records are removed from the action list.
Pending Disbursements	The pending action is created when a disbursement file is received from a FASTDATA server. FASTDATA is not an Air Force program.	A privileged user can select and process disbursement transactions, review the data, or delete unmatched disbursement records.
Expired DEA Registration Number(s)	This pending action appears when the DEA number assigned to the medical facility has expired. The actual certificate is maintained in the medical facilities vault. Users cannot process electronic narcotic orders assigned with the CIIC of "R".	Users must submit the necessary paperwork to the DEA to register and obtain a new expiration date. Once the new registration form is obtained, users will have to enter the new dates in in SS for the LOG org or a customer. Once this is accomplished, the pending action no longer appears in the Inbox.

<p>Expiring DEA Registration Number(s)</p>	<p>The DEA registration is going to expire within 60 days. This pending action appears each day until the new dates are input into the system, which is located in SS. If the certificate for ordering narcotics is not renewed within the 60 days, the user is unable to order narcotics with the CIIC of "R". The user then receives another Pending Action, EXPIRED DEA REGISTRATION NUMBER(S).</p>	<p>Renew the registration through the DEA, in accordance with 21 Code of Federal Regulations, Section 1301, Registration of Manufacturers, Distributors, and Dispensers of Controlled Substances, and, if renewing online, use online registration at the following website: http://www.deadiversion.usdoj.gov.</p>
<p>External Customers Error/Review Processing</p>	<p>DMLSS allows the Log Account to pass external customer requirements to other sources of supply when processing External Customer Orders from the Review Tab. The Error Tab identifies DR _ transaction received from an External Customer with no matching due-in record. When the external customer's available balance is not sufficient for the ESD, non-sufficient funds is written to the pending action. The external customer's due-in status is coded as an exception.</p>	<p>When an authorized user accepts a Passed due-in Shipment Status IM External Customer Orders Inbox - Review Tab pending action, the system creates the necessary Stock Record Inventory Management receipt and backorder release issue sale transactions, create and post the resulting external customer receipt transaction and create, post, and send a no matching due-in record transaction based on the quantity accepted.</p>
<p>Catalog Exception Processing</p>	<p>This pending action is produced after the UDR is processed or assemblages are gained to the account and new catalog records are missing data or information cannot be validated. A pending action shall be posted to the IM Inbox informing the DMLSS user that an incomplete new catalog record has been added by an AM, IM, or MA user.</p>	<p>Users launch this report from the inbox. The Exceptions icon displays a list of exception data. Some of the common exception descriptions are: No SOS Exists for item in DMLSS Master, New Item, U/P Price is not in DMLSS Master. These exceptions need to be worked in order to clear from the report. Buttons are displayed for multiple records and provide a total record count for exceptions. When all exceptions are updated and cleared, this report is removed from the inbox.</p>

External Customers Invalid Data Processing	This pending action is created when improperly formatted requests from external customers are received.	The user can correct them, if they know what the problems are and how to correct them or delete them and re-enter through Enter Customer Requests.
Failed MTF Catalog Changes Report	This pending action message is displayed when MTF catalog changes were requested, but failed to occur.	Identify reason for failure and rectify the problem by loading the appropriate catalog information.
Failed Financial Transactions	This pending action notifies the user with an information window that problems occurred with the financial files. Click OK to return to the inbox.	Possible Transmission of DFAS file unsuccessful. Check DCM Search, then select “DCM Configure” button. Ensure the DFAS settings for FTP, User Id, and password are correct. If they are not, make corrections and save. Then go into Financial resubmit and resubmit all FAILED DFAS files. If the DFAS settings are correct, just resubmit the files from DCM search window.
IM Failed Orders	When submitting orders to a SOS and the primary submission method fails, DMLSS automatically attempts to submit the order four more times. When submission fails after five tries, DMLSS notifies the user via a Failed Orders pending action message.	This Pending action message allows the user to select an alternate submission method for the order and, if required, an alternate submission form or the user may hold the order for submission at a later time. The pending action message also allows a user to retransmit the order again using the original transmission method, e.g., FTP. User should take note of any disturbing trends. For example, if orders consistently fail to reach the intended supply source, there may be a local firewall in place blocking a transmission port. There could also be a firewall problem on the receiving end. Any delay in transmitting orders has a negative impact on stock availability and could impair the customer area mission.

IM Failed Status	This pending action opens the Resubmit External Customer Status window and displays all unsuccessful transmissions. Data in this window may be refreshed at any time by clicking Refresh List.	Launch this pending action to resubmit or remove external customer status information. The file type, date, and time are provided for quick reference of status received. A details icon is provided to view the status detail records.
New MTF Catalog Record	This pending action is displayed to allow DMLSS users to view a list of newly created catalog records.	The New MTF Catalog Record Pending Action is displayed in two parts: Part I NO ACTION REQUIRED lists new MTF Catalog records where no action is required. Part II Unknown SOS Records lists new MTF Catalog records where LOGs SOS is equal to “unknown (UNK).” An authorized user may select one, many or all records displayed on either part of the New MTF Catalog Record pending action screen to delete.
IM Troubled Due-In Report	This pending action lists all troubled due-ins for IM, AM, or both IM/AM. The report is displayed in Organization/Item ID sequence. Each Item ID lists all troubled document numbers and the total number of days old.	This list may be printed or saved to file. Use this list to follow up on potential problem requirements. A delete button is displayed for this pending action when selected. The Delete button removes the pending action from the inbox. The list reappears following EOP processing when troubled due-ins exist.
IM Issue Exception	If the user elects not to process the exception report, DMLSS adds it to the pending actions and the affected items are locked. After the exceptions have been processed, the system unlocks the affected items.	Users launch this report from the inbox. The Exceptions icon displays a list of exception data. Some of the common exception descriptions are: No SOS Exists for item in DMLSS Master, New Item, U/P Price is not in DMLSS Master. Locked master records cannot be used until MEDLOG corrects these exceptions.

IM Incomplete Picklist	This Pending Action notification is posted in the Inbox as a result of an EOD processing cycle. The purpose of this notification is to alert the IM that supported Service/Customers have requested materiel and the associated Picklist(s) have not been completed.	Launching the Pending Action opens up a modal window that identifies the Service/Customers that have pending issues. Issues should be performed on a routine basis. Failing to complete the issue process can impair the mission of the supported Service/Customers.
Catalog Items With Invalid SOS	The system generates a Catalog Item with Invalid SOS pending action message when the following conditions have been met: IM has a customer catalog record for the item, and the SOS has been marked as deleted.	This is an information only type of message. Users may delete it without taking further action. The purpose of the listing is to alert the user that a SOS has been coded for deletion. If the item is still required to support patient care needs, the user needs to seek an alternate SOS and adjust their catalog record(s) accordingly.
IM Status Edits Report	The IM Status Edits Report identifies LOG status edits in three tabs: 1) Errors, 2) Awaiting Review, and 3) Processed.	Launch this pending action to correct errors and review. Tab 1 identifies transactions that are not recognized in DMLSS. Tab 2 identifies transactions that are recognized, but held pending further processing. Tab 3 identifies transactions processed in DMLSS.
IM External Customer Status Response Exception	This pending action is generated when an external customer, not loaded as an account, has sent the user an order.	Delete this action and contact the external customer to resolve the order situation.
Log Unprocessed Delivery List	The system generates this pending action message during the EOD cycle. The system produces this message if LOG has completed a Pick List but does not complete the associated Delivery List.	Upon launching the Pending Action, the user has the option to choose which Delivery list they wish to complete.

<p>IM Material Obligation Validation (MOV)</p>	<p>This pending action is generated as a result of MOV actions received from DLA Troop Support. The purpose of the MOV is to validate and reconcile due-in/due-out records.</p>	<p>Review the pending action. Status code BS allows users to submit an on-line request for reinstatement of canceled requisitions for a period not to exceed 60 days. Offline reinstatement requests are not honored. Quantity reinstated may equal to or less than the quantity canceled only.</p>
<p>New Item Request</p>	<p>In the New Item Request Pending Action window, a list of new item requests that have been submitted by users can be viewed.</p>	<p>No action is necessary on the pending action.</p>
<p>Cancellation Generated – ESD over 90 Days</p>	<p>This pending action is created when the Primary PV provides backorder status inbound, or item backordered, with an ESD that exceeds the order placement date by 90 days.</p>	<p>Information only.</p>
<p>IM Equipment Order Pending</p>	<p>This pending action is for ARMY customers. It notifies IM that equipment requirements identified as approved and funded for purchase card are ready for IM to procure.</p>	<p>The pending action is removed when IM procures the equipment.</p>

<p>IM MOF Orders Exist for Processing</p>	<p>When an item on a MOF Order was cancelled by both the MOF's Primary and Secondary PVs, the requirement appears on the IM MOF Orders Exist For Processing pending action.</p>	<p>The system requires users have the IM Build Orders resource in SS to access and process items on this pending action.</p> <p>An authorized user can initiate an order. If the user initiates an order for an item on this pending action and the selected source has previously canceled a request for the item, the system notifies the user of the prior cancellation but allows the user to continue.</p> <p>When the user initiates a new order for an item on this pending action, the system adds the requirement to the LOG Orders for processing.</p>
<p>IM Overdue Delayed Delivery Shipment</p>	<p>This pending action is generated when the Delayed Delivery Shipment is overdue (past the RDD). It is generated 2 days past the RDD for continental United States and 7 days for outside the continental United States.</p>	<p>Take appropriate action. In some cases, users may need to go to the DCM module and resubmit the file.</p>
<p>IM Overdue PV Shipment</p>	<p>The Overdue PV Shipment Pending Action window allows the user to view a list of PV shipments that are overdue.</p>	<p>From this pending action, print/process/review overdue PV shipments.</p>
<p>QA Medical Materiel Quality Control (MMQC) Info Bulletin</p>	<p>In the QA MMQC Info Bulletin window, view a list of QA MMQC bulletins that have been received. (Clicking MMQC icon launches the web browser, and goes to the United States Army Medical Materiel Agency MMQC, and/or ECRI sites).</p>	<p>Information pending action only. View this pending action to determine if all QA MMQC messages have been received in the system.</p>

<p>QA Delinquency Notice Item Quantity</p>	<p>This notice is generated when QA messages quantities are not updated by the times established in the QA Maintenance Table.</p>	<p>Follow up to close the pending action as soon as possible. Once all data is received and entered into the delinquent record, the pending action is removed.</p>
<p>IM QA Complaint Alert. Complaint Exists for Item</p>	<p>This pending action message is generated when a QA Complaint message is created and the on-hand balance quantity is greater than zero.</p>	<p>A manager or user must verify stock against complaint details and ensure all items meeting the criteria specified in complaint are segregated. The QA manager or user must also transfer material from Operating/Serviceable to applicable strat state which would prohibit the stock from being issued to a customer thus eliminating any risk of injury to patient.</p>
<p>QA FTP Import Failed</p>	<p>DMLSS failed to import the QA file. Related to EOP run.</p>	<p>When the QA FTP import fails, DMLSS automatically sends a message to the help desk. QA messages should be manually retrieved whenever necessary.</p>
<p>QA Delinquency Notice Immediate Recall</p>	<p>This pending action is produced as a result of a non- response to CAIM/AM pending action messages.</p>	<p>Call the custodian and have them check their stock and verify that they do/do not have the affected stock. Close scrutiny should be given to lot number, expiration date, serial number, and manufacturer date. Enter the quantity identified. If none was found, enter "0". If found, ensure corresponding turn-in of materiel is coordinated with customer so disposition action can be completed.</p>
<p>QA Alert Missing Or No MTF Item ID Match</p>	<p>This pending action message displays a list of QA messages in the QA Record Search window- QA Rejected Records tab that were rejected because there was no corresponding item in the MTF catalog.</p>	<p>Rejected records list should be reviewed to ensure no corresponding items exist. Once verified, record and date the list was reviewed (the completion date) to remove Rejected records from the list.</p>

<p>QA Alert Item Qty Required LOG (Supply)</p>	<p>This pending action message is generated when a QA message exists for a catalog record loaded in MTF catalog. DMLSS accepts MMQC messages and performs a search against the MTF Catalog specifically for Item ID, NSN, NDC, Health Industry Business Communication Council code, manufacturer part number and universal product number matches and subsequently post a pending action (QA Alert) in the Customer and IM Inbox.</p>	<p>QA manager or the DMLSS system user must update “Notify Qty” field in the “QA Details” tab. Complete message by verifying stock against QA message details and entering quantity of affected material in the “Notify Qty” field. Affected materiel should be transferred from operating/serviceable to applicable strat state which would prohibit the stock from being issued to a customer, thus eliminating any risk of injury to patient. If no material is affected, enter “0” as the notify quantity.</p>
<p>QA Missing MMQC Message</p>	<p>This pending action lists all missing QA messages.</p>	<p>Information pending action only. Go to the Website www.usamma.army.mil or www.ecri.org to retrieve missing messages.</p>
<p>QA Alert Item Qty On Hand</p>	<p>This pending action notifies the LOG manager of which customers and/or inventory strat states have on-hand balances associated with a particular MMQC message.</p>	<p>QA manager or the customer can review QA Details window, data cannot be edited. Internal transfers can be processed to change the Strat Type if applicable. Customers should enter quantity on hand to close out the QA Detail.</p>
<p>IM QA Import Failed</p>	<p>An MMQC file failed to import correctly to DMLSS.</p>	<p>DMLSS automatically sends a message to United States Army Medical Materiel Agency, the lead agent for MMQC messages when there is a Quality Alert import failure.</p>

<p>IM Reachback Issue Killed/Partial Order Canceled</p>	<p>The pending action lists all reachback issues that were either completely or partially canceled. All reachback pending actions notifications default in red and appear at the top of the pending actions list.</p>	<p>This pending action provides change information to reachback orders. The sustaining base can use this list to determine if additional requirements should be ordered to support the reachback process. Information can be deleted from this window by selecting the detail record and clicking the “Delete” icon.</p>
<p>IM Reachback Issues Exist for Processing</p>	<p>This pending action is produced and displayed at the top of the inbox when reachback issues exist in the issues module. The pending action message is displayed in red to distinguish the action from other pending action messages.</p>	<p>The system creates a pending action notifying the user that reachback issues exist when valid reachback orders have been received from a customer and the reachback issues indicator is checked in the customer record.</p>
<p>Replenishment Exception</p>	<p>The Replenishment Exception pending action message lists the items that caused exceptions (errors) during the replenishment process.</p>	<p>Users can print list, process orders for replenishment exceptions, and delete items from the list.</p>
<p>IM Reachback Log Orders Exist for Processing</p>	<p>This pending action is produced as a result of processing requirements for a reachback customer and stock is not available to cover requirements. All reachback pending actions notifications default in red and appear at the top of the pending actions list.</p>	<p>Launching this pending action opens the Build Orders window and allows the user to select and execute all reachback orders on file.</p>

IM Reachback Customers Delivery List	This pending action is produced as a result of processing requirements for a reachback customer. All reachback pending actions notifications default in red and appear at the top of the pending actions list.	When launching this list, the user is able to view the “Print Reachback Customer Delivery List” window. The user processes the delivery list and pulls the items listed on the delivery list. These items then need to be made ready for shipment to the supported unit.
IM Recommended Level Changes	DMLSS groups and displays recommended level changes into the following three categories and sequence: (1) critical core items with a recommended level of zero; (2) non-stocked items with a recommended level; and (3) static items with a recommended level change.	DMLSS recalculates the Maximum Reorder Quantity value in the LOG Cat record when the LOG level changes. The Maximum Reorder Quantity value is deleted from the Maximum Order Quantity field when the LOG level is set to zero.
IM Receipt Major Price Change	This pending action is displayed when receipts are processed that exceed the percentage established in the computations tab of the Medical Materiel Management Service Detail in SS.	Review the pending action to determine if the price change was valid. Users have the option of reviewing the MTF catalog from the window. If changes are not valid, notify Quality Control to make corrections.
IM Reachback Customers Error/Review Processing	This DMLSS pending action message is displayed when an order from a reachback customer caused an error.	Process the order, pass it on to an external vendor, or delete it.
IM Summary Receipt Pending	This functionality has been superseded by DLA business rules.	

Spoke Customers Error/Review Processing	This pending action is produced when a new spoke customer requisition is received and there are errors detected on the order(s). Examine the error description closely. For example, if the error message indicates NO RECORD FOUND then the Item ID furnished by the spoke customer does not match anything within the hub's MTF Catalog.	Contact the spoke customer and attempt to adjust the NSN value manually and then process the request.
New SOS Update	The system creates an SOS Code for backup PVs when required. The system builds all necessary contract data with an SOS code that need to be changed.	Update the SOS code to a valid, unused SOS code.
IM Transportation Pending	This pending action indicates an item is ready and waiting on shipping. In the Outshipment Results screen the status of Request is displayed to indicate that the EDI 940R has been sent to CMOS.	Click the pending action to review the Ship History screen/status history or change the status of the item.
IM In-Shipment Notification	Shipping notification was received into the system during the EOD process.	After confirming - status and processing the receipt of this item, select the "Ship History" icon on the vertical toolbar. This displays both the receipt acknowledgment and complete status of the in-shipment and sends the EDI 861 back to the issuing treatment facility.
IM Tracking Number Needed	This pending action is produced for all outshipment items lacking a tracking number.	Open the pending actions list by clicking the "Jump-To" button. The DTM/Outshipment Results screen appears. Enter the Transportation Control Number /Tracking Number.

IM In-Shipment Past RDD	This pending action is produced for all AM in shipments past their RDD.	Highlight the item and determine if the shipment is overdue or if the receipt has been processed.
IM Troubled Ship Status	The pending action identifies Due-ins with posted ship status that have exceeded the normal PLT.	Follow up with the company to determine if they have actually shipped the item. Verify shipping address, check the warehouse, check with the customer, and request Proof of Delivery, etc.
Unable to Send Transportation Request to CMOS	This pending action is generated when the EDI 940 that sends advance supply data to CMOS did not transmit properly.	Take appropriate action. In some cases, users may need to go to the DCM module and resubmit the file.
Unable to Send Transportation File	This pending action is generated to inform the user that the EDI 856 or 861 did not transmit properly between DMLSS servers. Note: EDI 856S is the Advance Shipping Notice, and EDI 861 is the Receipt Acknowledgement file.	Take appropriate action. In some cases, users may need to go to the DCM module and resubmit the file.
IM Transportation Issues Pending	The shipment needs a projected delivery date and possibly other information.	Click the pending action item to insert needed information in the Transportation Issues and related screens.

<p>IM Unprinted Barcode Labels With Changes</p>	<p>DMLSS generates this pending action message as a result of creating a new service/customer catalog record, or processing receipts with status price increases/decreases. If the user changes item information, excluding Item ID, and the user chooses not to print changed bar code labels at that time, the system displays a message on the Pending Action Report indicating that labels for changes need to be printed.</p>	<p>Upon launching the Pending Action, the user has the option to choose which barcode labels they wish to reprint.</p>
<p>PV has discontinued stocking some items</p>	<p>This pending action identifies any records that the PV has deleted which were carried in the LOG catalog. This is based on the incoming EDI 832 file, the Price/Sales Catalog file. If the item was also present in a customer's catalog, then a pending action is also posted to CAIM.</p>	<p>Resend the order to the primary PV, create order to the backup PV, or cancel the line item from the pending action.</p>
<p>PVM Usage Variance exist for processing</p>	<p>At the EOM processing, the system generates a pending action to review PVP/PVM status. This data includes calculations of what should be ordered for items based upon the last 90 days usage.</p>	<p>Users should check this list monthly and make appropriate changes. The calculations are based upon the report usage, actual usage, and the variance percentage set on the contract tab of the PV SOS record. This provides the sites with the means to send and update their usage to the PV, which is used in calculating the fill rate.</p>

<p>PVP Usage Variance exist for processing</p>	<p>At the EOM processing, the system generates a pending action to review PVP/PVM status. This data includes calculations of what should be ordered for items based upon the last 90 days usage.</p>	<p>Users should check this list monthly and make appropriate changes. The calculations are based upon the report usage, actual usage, and the variance percentage set on the contract tab of the PV SOS record. This provides the sites with the means to send and update their usage to the PV, which is used in calculating the fill rate.</p>
<p>IM Excess</p>	<p>In the Excess Pending Actions window, the user can see the information corresponding to excess-related pending action messages. This window can have several tabs, but only those tabs with current information appear at any given time.</p>	<p>This pending action serves notice that items exist in the excess program that require attention. See IM/Excess for explanation on actions to take in the excess module. Once all items are cleared, the pending action is removed from the inbox.</p>
<p>Zero/Negative Funds Summary Report</p>	<p>This Pending Action notification is posted in the IM customer Inbox as a result of an EOD processing cycle. To access the report, the user would click on the Jump To button. The report is produced in Service/Customer ID sequence and provides funding details for each customer at the Project Center level. Current available funding EOR, or Element of Resource, balances are given at each within the Project Center along with year to date commitments, obligations, credits, sales, surcharges, and expenses.</p>	<p>This report was designed as a management tool for the Service/Customer. It automatically posts to the Service/Customer Inbox if a zero or negative funding condition exists. Users should review the report and take action, if necessary, to augment their existing fund balances within the Project Center.</p>

ENCLOSURE 5

DMLSS DISTRIBUTION AND TRANSPORTATION MODULE (D&TM)

1. SCOPE. The D&TM is a shared module accessible through IM, AM, and EM modules. Its purpose is to enable users to track SFLs that require transportation and inbound shipments sent from another DMLSS server. See Military Service policy regarding use of the D&TM module. Specifically:

a. IM users can process transactions requiring DLA Disposition Services, Return to SOS, Return Item for Trade-In, regular loss transactions, process Issues, Reachback orders, and process Excess type shipments that are then tracked within this module.

b. AM users can process transactions requiring DLA Disposition Services, Return to SOS, Return Item for Trade-In, Sell Assemblage, Ship Assemblage, regular loss transactions, Reachback orders, and ship Excess type transactions that are tracked within this module.

c. EM users can process transactions to another MTF and DLA Disposition Services. While processing transactions to another facility or DLA Disposition Services shipments, that require transportation, it is imperative that the user checks the block Transportation Required to the right of the Use Form Number as this allows the request to be tracked within this module.

2. D&TM RELATED DATA ELEMENTS. For this module to be successful, the supplied data must be accurate.

a. It is imperative for all users to make sure that in SS, under MM Service Detail screen, the DLA Disposition Services RIC, DLA Disposition Services DoDAAC, and DLA Disposition Services Address are the locally assigned Disposition Services facility supporting the local area or base. DMLSS automatically generates an EDI 856 transaction for all DLA Disposition Services shipments value greater than \$800 and CIIC of J to Headquarters Battle Creek, Michigan, RIC S9D, informing them that the items are going to be delivered to the local DLA Disposition Services office.

b. Make sure the “Ship to Address” in the TMU is correct and accurate. The RIC and DoDAAC of the receiving unit must be valid so the electronic transaction works as designed. If not, the EDI transaction cannot be translated by DLA Transaction Services, resulting in the reversal of the transaction, the cancellation of the shipment and possibly the requirement for a data patch to fix the transaction. Additionally, while processing an outshipment requiring transportation (paragraph c), ensure the Delivery Address on the pop-up screen is accurate by using the RIC/DoDAAC lookup search provided on the screen as this helps prevent cancellations or data patches from occurring.

c. When creating a new catalog item, users should make sure they complete the information required and the information is accurate, especially when selecting the “Type Vendor Item” and

“Type Item ID”. If the item is not an NSN, don’t use NSN, as this causes the system to put the wrong data elements on the DD Form 1348-1A, Issue Release/Receipt and DD Form 1149, Requisition and Invoice/Shipping Document.

d. If authorized by Military Service policy, the Transportation Appropriation is loaded from the TMU (IM) in SS. Select “IM” and then “Transportation Appropriation DD Form 1149” to enter the correct line of appropriation.

e. Users can add or delete carrier information on the Transportation Shipper screen. This information is loaded from the TMU in SS. Select “IM” from the Application drop-down menu, and then select on “Transportation Shipper”. Use the appropriate icon on the vertical toolbar to add or delete.

3. PROCESSING LOSS TRANSACTIONS. During the final step of processing a loss transaction, a Transportation print grid appears (Figure 16). The grid is set up to select the source document (DD Form 1348-1A or DD Form 1149), including the line of accounting when using a DD Form 1149 as the source document, and requires the user to select “Yes” or “No” for that shipment being processed through the local transportation office.

a. If the type of transportation is not known, select “Pending” to place the shipment into a future pending action. If the shipment is not being processed through the local transportation office, select “No” and select the type of shipper, e.g., Federal Express, United Parcel Service (UPS), local delivery, or no transportation required.

b. Lastly, users can add the commercial tracking number into the system while processing the loss, which is then added to the electronic advance shipping notice being sent to the receiving DMLSS site. When the print grid is completed, a DD Form 1348-1A or DD Form 1149 is printed with a 2D barcode, and a new entry is added to the D&TM.

4. SUPPLY REQUISITIONS. Supply requisitions requiring transportation using DD Form 1149 require the user to update the Transportation Appropriation in SS under TMU for IM. The new module and enhancements made to the source documents eliminate the use of WEBFORMS and transportation personnel from manually processing medical supply shipment requests.

5. PROCESSING ISSUES. Additionally, this module provides a new way to process issues throughout the day for a final consolidation for all material going to the same RIC at a later time. If the issues require transportation, it is important to check the “Transportation” block on the screen, as this provides the ability to print the source document and track the shipment. Once the user is ready to complete the final process for the Issues pending, they need to open up the inbox and look for the pending action called Transportation Issues Pending.

a. In the IM Inbox, select “IM Transportation Issues Pending” and double click or select the “jump ahead” icon. In the “Transportation Issues” window (Figure 32), highlight the line item

and insert the projected delivery date (from the dropdown) that the receiving customer requires the shipment and click the “Process” icon on the vertical toolbar. Verify the Customer ship to address (Figure 33) and select “OK”.

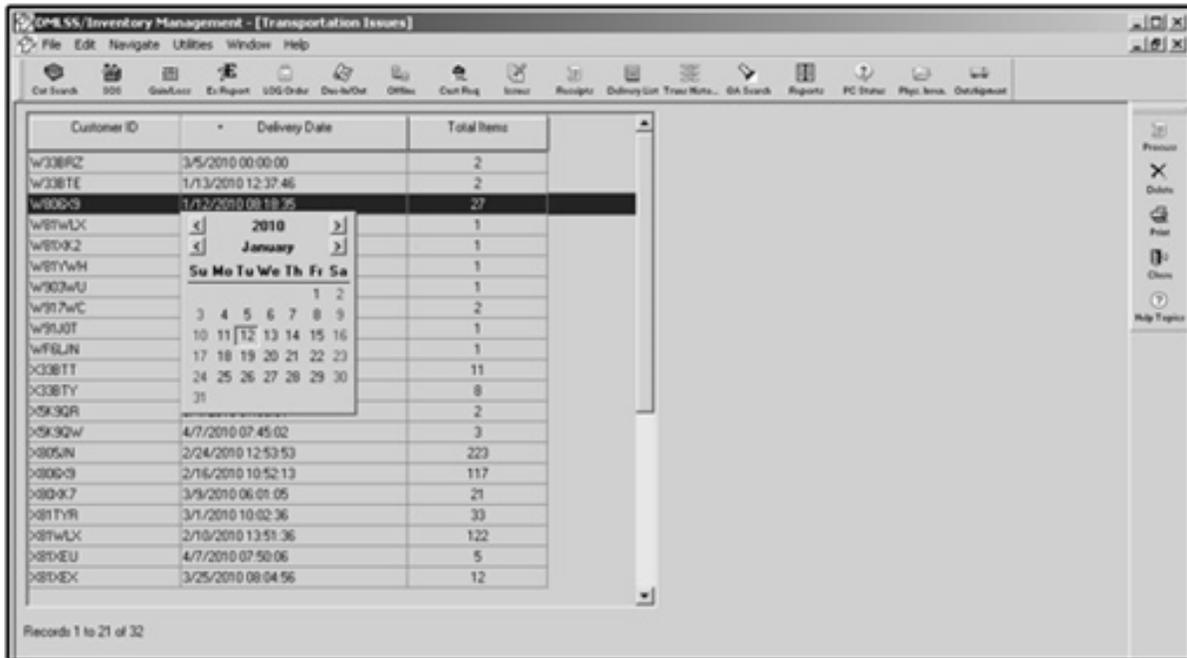


Figure 31. Transportation Issues Window



Figure 32. Customer Address Window

b. In the “Outshipment Form/Transportation Selection” screen (Figure 31), the user can modify/change the print form and the base transportation information. When complete, select “OK”. On the Pending issue successful prompt, select “OK”.

6. CMOS. CMOS is a standard DoD transportation system designed to bridge the gap between supply and base transportation by eliminating manual processing of supply shipments requiring

transportation, and improving in-transit visibility by creating electronic transactions between the two systems with line-item detail. It also allows the gaining DMLSS user to receive tracking numbers in real time.

a. Specifically, this interface provides DMLSS with the capability to pre-lodge line-item details into CMOS by sending electronic transactions for all single-item shipments and multipacks. Assemblages pre-load information at the assemblage level not at the individual line-item level.

b. While processing a shipment that requires transportation within IM, AM, and EM modules, the user must:

(1) Select “DD Form 1348-1A” as the source document. If the user selects “None” from the “Print Form” dropdown, the source document won’t be available for reprinting at a later date.

(2) Select “Yes” for transportation needed which automatically defaults the shipper to “Local TMO”. This will allow TMO to see the pre-loaded supply data in CMOS.

(3) Selecting “Local TMO” and selecting “OK” will trigger the electronic transaction process with CMOS. TMO will book the shipments through Fed Ex, UPS, or through the DoD transportation. Once the shipment is booked, CMOS sends in-check, in-transit status with the tracking number to DMLSS.

c. When using the Transportation module in DMLSS and selecting “Base Transportation” as the “Shipping Method”, an EDI 940 request is sent to CMOS with the shipment details. CMOS eventually replies with an EDI 945 response that ultimately includes the Transportation Control Number(s). When the shipment is going to another facility, an electronic Advance Shipping Notice (856) at line-item detail is sent to the gaining DMLSS user, and once the gaining unit has completed receipt of the inbound material, the user needs to complete the final process by selecting the “Notify Shipper in the In-Shipment Results” screen. This action generates an electronic Receipt Acknowledgement (861) to ensure DMLSS maintains complete in-transit visibility of the shipment.

7. TRANSPORTATION MODULE SEARCHES. This module includes an Outshipment and Inshipment search screen for each application, which allow users to track all or selected shipments (Figure 34). The search results include the current status of the shipment, the lead document number, and some additional functionality, such as the ability to get the shipment line-item details, to reprint the source document, and to cancel the shipment. Additionally, when the Transportation Control Number or commercial tracking number is available, it provides a hyperlink to check real-time statuses through the use of Global Transportation Network, Federal Express, and UPS.

Figure 33. Inventory Management Outshipment Search Window

8. PENDING ACTIONS. Table 2 contains a list of D&TM pending actions.

Table 2. Distribution and Transportation Module Pending Actions

Message	When/Why DMLSS Produces This Message	Action(s) to Resolve
IM Transportation Issues Pending	The shipment needs a projected delivery date and possibly other information.	Click the pending action item to insert needed information in the Transportation Issues and related screens.
Transportation ending	In the Outshipment Results screen, the status of Request is displayed to indicate that the EDI 940R has been sent to CMOS.	Click the pending action to review the Ship History screen/status history or change the status of the item.
Inshipment Notification	Shipping notification was received into the system during the EOD process.	After confirming inship status and processing the receipt of this item, select the Ship History icon on the vertical toolbar. This displays both the receipt acknowledgment and complete status of the inshipment and sends the EDI 861 back to the issuing Facility.
Tracking Number Needed	This pending action is produced for all outshipment items lacking a tracking number.	Open the pending actions list by clicking the “Jump-To” button. The D&TM/Outshipment Results screen appears. Enter the Transportation Control Number/Tracking Number.
Inshipment Past RDD	This pending action is produced for all assemblage in shipments past their RDD.	Highlight the item, and determine if the shipment is overdue or if the receipt has been processed.

Unable To Send Transportation Request To CMOS	This pending action is generated when the electronic file (EDI 940) that sends advance supply data to CMOS did not transmit properly.	Take appropriate action. In some cases, users may need to go to the DCM module and resubmit the file.
Unable To Send Transportation File	This pending action is generated to inform the user that the EDI 856 or 861 file(s) did not transmit properly between the DMLSS servers. The EDI 856 file is Advance Shipping Notice, and the 861 file is Receipt Acknowledgement.	Take appropriate action. In some cases, users may need to go to the DCM module and resubmit the file.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AM	Assemblage Management
AO	Approving Official
BPA	Blanket Purchase Agreement
BPN	Business Partner Network Number
CAIM	Customer Area Inventory Management
CIIC	Controlled Item Inventory Code
CMOS	Cargo Movement Operation System
CON	Contracting Office
DAPA	Distribution and Pricing Agreement
DBP	Decentralized Blanket Purchase Agreement
DCAM	Defense Medical Logistics Customer Assistance Module
DCM	DMLSS Communications Management
DEA	Drug Enforcement Administration
DFAS	Defense Finance and Accounting Services
DHA-TM	Defense Health Agency-Technical Manual
DLA	Defense Logistics Agency
DMLSS	Defense Medical Logistics Standard Support
DoDAAC	Department of Defense Activity Address Code
DPG	Donated Item Gains
DPV	DLA Troop Support Prime Vendor
DQC	Receipt cancellation
DRM	Direct Reporting Market
DTF	dental treatment facility
D&TM	Distribution and Transportation Module
ECA	Electronic Peacetime/Readiness Portal
ECAT	Electronic Catalog
EDI	Electronic Data Interchange
EIG	End/Kit Item Gain
EIL	End/Kit Item Loss
EM	Equipment Management
EOD	end-of-day
EOM	end-of-month
EOP	end-of-period
ESD	Estimated Ship Date
FTE	Follow-up transfer error
FTF	Follow-up transfer file

FTP	File Transfer Protocol
GPC	Government Purchase Card
GSA	General Services Administration
HHT	Handheld Terminal
IAL	Inventory Adjustment Loss
ICN	Inventory Control Number
ID	Identification
IIG	Individual/Component Gain
IM	Inventory Management
iRAPT	Invoicing, Receipt, Acceptance and Property Transfer
ITG	Internal Transfer Gain
ITL	Internal Transfer Loss
LOG	Logistics
MA	Equipment Maintenance
MEDLOG	Medical Logistics
MILSTRIP	Military Standard Requisitioning & Issue Procedures
MM	Materiel Management
MMQC	Medical Materiel Quality Control
MOF	Master Ordering Facility
MOV	Material Obligation Validation
MSG	Miscellaneous Gain
MTF	military medical treatment facility
NON	Non-contracted, only Government Purchase Card orders
NORA	Narcotics Order Review and Approval
NSN	National Stock Number
OPR	Operating
PCA	Purchase Card Adjustment
PFY	Prior Fiscal Year
PLT	Pipeline Time
POC	Point of Contact
PV	Prime Vendor
PVM	Prime Vendor Medical/Surgical
PVP	Prime Vendor Pharmacy
QA	Quality Assurance
RDD	required delivery date
RIC	Routing Identifier Code

SA	Systems Administrator
SOS	Source of Supply
SS	Systems Services
Strat	Stratification
TMU	Table Maintenance Utility
TRIMEDS	Tri-service Medical Excess Distribution System
U/P	unit of packaging
UDR	Universal Data Repository
UPS	United Parcel Service
VPV	Virtual Prime Vendor
WCF	Working Capital Fund
WRM	War Reserve Materiel

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this DHA-TM.

DHA Component. Activity/Command under the authority, direction, and control of the Director, DHA, structured below a DHA Market or Defense Health Agency Region, that does not provide direct patient care (i.e., optical fabrication centers, research, training, stand-alone labs, Markets, regional health commands, etc.).

DRM. Includes Markets that report directly to the DHA (this term does not include Markets that report to Small Market and Stand Alone Military Treatment Facility Organization).

eCommerce. An electronic commerce transaction; a transaction that is processed electronically between the DoDAAC and a commercial partner.

informal inventory. Items consumed and no longer formally accounted for such as CAIM customer inventory which is considered Customer owned, unofficial, or informal inventories..

least privilege. Permits DMLSS access with the least amount of privileges that affords the user to accomplish assigned tasks in accordance with organization missions and business needs.

MTF. Any fixed facility of the DoD that is outside of a deployed environment and used primarily for delivery of health care; and any other location used for purposes of providing healthcare services as designated by the Secretary of Defense.