



*Subsistence Total Order and Receipt Electronic System on the Web
(STORES Web)*

STORES Reconciliation Tool

Guide for Reconciliation EDI Vendor Users

Release Date: **September 2024**

DLA Troop Support – Philadelphia

Defense Logistics Agency

United States Department of Defense

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NOTICE

Graphics

All pictures, field names and general work processes contained in this document are for illustration purpose only, and may slightly differ from the views displayed in your organization's environment.

Assumptions

This guide assumes that its users are well versed in the basic functions of both a Web-based application and the Subsistence Total Order and Receipt Electronic System (STORES).

What's New?

As of December 2015:

- The following changes to STORES Help Desk window and Customer Assistance section have been implemented:
 - OCONUS Europe has been changed to DSN: 314.581.2203.
 - References to “Outside” and “Inside” Europe have been removed.
 - Number formatting changes have been applied.
 - International dialing prefixes have been removed.

As of October 2018

- The **Help Desk** window has been updated with new OCONUS Europe contact information.

As of June 2021

- Screen shots are currently from Internet Explorer and will be updated to MS Edge as changes occur to sections of this guide.


As of September 2024

- A recent update to the underlying code, which addresses some cyber concerns, may cause slight differences in the display of certain webpages and calendars.

Troubleshooting

1. Crystal Reports

In order to have a clean browser history for the reports returning results using Crystal Reports, users

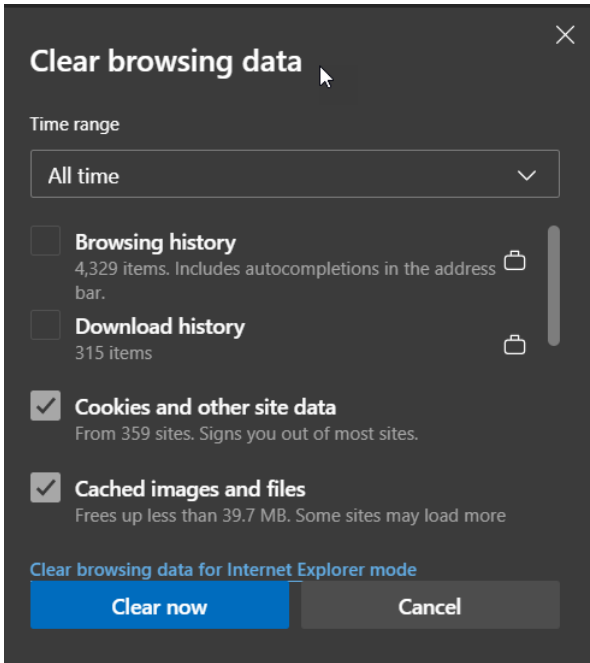
should delete browsing history from Microsoft Edge. The user selects Settings () followed by Settings and navigate to the the “Privacy, Search and Services” section. Select the “Choose What To Clear” button next to Clear Browsing Data Now.

Clear browsing data now



Choose what to clear

A Clear Browsing History pop up will be presented with a Clear button to select. Close the browser after clearing the data.



Proceed to start up the web browser again. Once the user reopens the browser and returns to STORES, they should be able to export the report results. In the event problems persist, the user may also select the keyboard combination of "Control + F5" the browser will refresh and the issue with exporting results will be resolved.

Customer Assistance

STORES Help Desk

**CONUS (Philadelphia): COM: 888-755-4756, Email: dlacontactcenter@dla.mil
OCONUS Europe: DSN: 324-206-9685; COM: +49-631-71069685; Cell: +49173-384-1835
DLA Troop Support Europe and Africa STORES Helpdesk: Email: dlatstorehelp@dla.mil
OCONUS Pacific: DSN: 315-243-3874; COM: +81-46-8163874**

**For a list of STORES POC's (CONUS) see the URL below:
<http://www.dla.mil/TroopSupport/Subsistence/Foodservices/Regions/CONUS.aspx>**

**For a list of STORES POC's (OCONUS) see the URL below:
<http://www.dla.mil/TroopSupport/Subsistence/Foodservices/Regions/OCONUS.aspx>**

[Close Window](#)



CHAPTER 1 – STORES RECONCILIATION VENDOR USER BASICS

1 – Logging On to STORES Web

The **Log On** screen for the STORES Recon Vendor site is located at the following Internet address:

https://www.stores.dla.mil/stores_web

DEFENSE LOGISTICS AGENCY
Troop Support
Subsistence Total Order and Receipt Electronic System (STORES)

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Terms of Use

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests –not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

I Accept These Terms

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You must accept the DoD Terms of Use before you can log on to STORES

DEFENSE LOGISTICS AGENCY
Troop Support
Subsistence Total Order and Receipt Electronic System (STORES)

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IMPORTANT NOTICE
Department of Defense (DoD) Public Key Infrastructure (PKI)
DoD has mandated that all personnel who access DoD systems must use PKI for all private web-enabled applications.
You are required to have a DoD-approved Common Access Card (CAC) or External Certificate Authority (ECA) certificate to access this site.
To learn who to contact to obtain a DoD-approved certificate go to
https://www.transactionservices.dla.mil/daashome/pki_contacts.asp

1 User ID:

2 Certificate Log On 3 Non-Certificate Log On

4 Need an account created for yourself? [New Account Request Form](#)

5 Need certificate info? [Certificate FAQ \(PDF\)](#) [Certificate FAQ \(Word\)](#)

6 Need assistance? Contact the [STORES Help Desk](#) or your area Regional Manager from either DLA Troop Support's [CONUS](#) or [OCONUS](#) sites.

7 Have comments about STORES? Let us know! Complete the [ICE](#) survey today.

8 **Log On**

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OBJECT	FUNCTION
1. User ID	A field for entering your STORES Admin User ID (not case sensitive).
2. Certificate Log On	A button that allows you to log on to STORES Admin using a certificate.
3. Non-Certificate Log On	A button for logging on if you are exempt from using a certificate.
4. New Account Request Form	A link to start the process of creating a new STORES account if you do not have one.
5. Certificate FAQ	A link to information about obtaining, installing, and logging on to STORES using a certificate.
6. STORES Help Desk	A link to display contact numbers and the email address for the STORES Help Desk.
7. CONUS	A link to the Food Services section of the DLA Web site within the continental United States.
8. OCONUS	A link to the Food Services section of the DLA Web site outside the continental United States.
9. ICE	A link to an Interactive Customer Evaluation (ICE) form allowing you to enter comments about STORES and respond to the online survey.

The process for logging on to **STORES** varies somewhat depending on one or more of the following factors:

- You are activating an account.
- You are exempt from using a certificate.
- You are required to use a certificate.
- You are logging on for the first time with a certificate.

For information about obtaining a certificate and installing it on your computer, click on the **Certificate FAQ** link on the **Log On** screen.

1.1 – Path 1: Non-Certificate Log On

You may use the Non-Certificate Log On path and enter your STORES User ID and a Password to log on if a STORES security administrator has exempted your user account from the certificate log on requirement. Any attempt to log on using this path will fail when a certificate is required. To log on without a certificate, follow the steps below.

1. Open a browser and enter the following URL: https://www.stores.dla.mil/stores_web. The DoD **Terms of Use** appear.



2. Read the DoD Terms of Use, click on the 'I Accept These Terms' button and the log on screen appears:



3. Enter the assigned User ID in the appropriate field and click on the 'Non-Certificate Log On' screen. The 'Enter Password' screen appears.



4. Click on the 'Continue' button on the appearing 'Welcome' screen.



IMPORTANT NOTE

The 'Account Requirements' screen (not pictured) appears if no signed copy of the "Access Request (2875)" and / or "User Agreement" forms have been submitted.

1.2 – Path 2: Certificate Log On – First Attempt with Required Digital Association

Users are required to create an association between a certificate and their User ID the first time they log on to STORES using the Certificate Log On path.

When creating an association, the distinguished name on the selected certificate is stored with the user's account information as the 'Digital ID'. Thereafter, the same certificate/User ID combination must be used to log on. This association lasts until a STORES account manager or security administrator disassociates the Digital ID from the users' account—an action that ordinarily occurs at the user's request or when the certificate is expired or revoked. Dissociation requires the creation of a new association the next time the Certificate Log On path is used.

IMPORTANT NOTE

Always close the browser session after logging off to log on to STORES with a User ID associated with a different certificate. Otherwise, the last certificate selected is retained in the browser session and a Digital ID Mismatch error appears when at log on.

Create an association by following the steps outlined below:

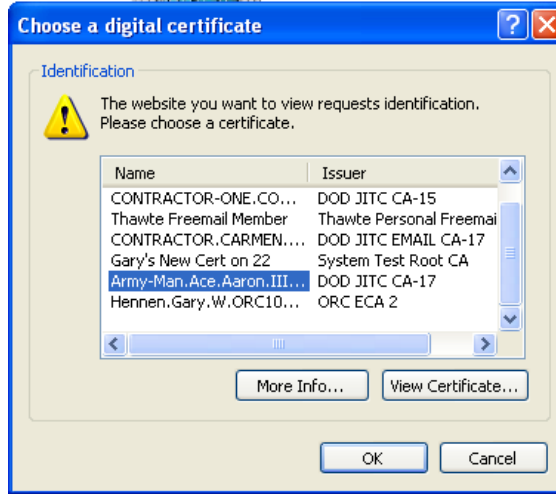
1. Open a browser, enter the following URL: https://www.stores.dla.mil/stores_web and the 'Terms of Use' page appears:



2. Read the terms of use and click on the 'I Accept These Terms' button to display the log-on screen.



3. Enter the user ID in the appropriate field and click on the 'Certificate Log On' button to display the 'Choose a Digital Certificate' dialog box.



4. Select a valid certificate for logging on to STORES and click on the 'OK' button.

Digital Certificate Buttons:

- - Displays general help files.
- - Displays specific information about your certificate.
- - Cancels certificate log on, which displays the 'Certificate Problem screen'.

IMPORTANT NOTES

If the certificate selected is not a valid DOD CAC, FBCA, or a DOD-approved ECA certificate, users will not be able to log on to STORES.

Depending on the users' certificate and the level of security associated with the certificate, a pop-up window (not pictured) requesting password, pass code, or PIN information may appear. Enter the requested information and click on the appropriate button to continue.



5. Enter the password in the available field and click on the 'Submit' button to display the 'Create Digital ID Association' page.

Create Digital ID Association

The ID displayed below is on the Digital Certificate you chose to log on to STORES.
Do you wish to permanently associate it with User ID STORESUSER?

Digital ID on chosen Certificate:

NOTE: You must have a valid Digital ID association to use STORES.

6. Ensure the Digital ID chosen is the correct one before proceeding.
7. Click on the 'Yes' button to display the digital association 'Confirmation'.

Confirmation

A Digital ID association for User ID STORESUSER has been created.

You will receive an email notification of this change.
The notification will be sent to the email address for this User ID.

NOTES -

- E-mail notifications are sent to the user and to the STORES Administrator confirming that a Digital ID was associated with the User ID.
- Users are required to use the same Digital ID to log on with this User ID in the future.

8. Click on the 'Continue' button to display the 'Welcome' page.
9. Click on the 'Continue' button.

1.3 – Path 3: Certificate Log On

If a Digital ID from a Common Access Card (CAC), External Certificate Authority (ECA) (ORC, VeriSign, and IdenTrust), or Federal Bridge Certificate Authority (FBCA) certificate is associated with an account, users can log on to STORES using the Certificate Log On path without entering a password by following the steps below.

NOTE - If the certificate was dissociated, users are exempted from using Certificate Log On for up to 360 days. During this exemption period, users are required to log on with a User ID and password. However, users may choose to log on with their certificate at any time by following the instructions in Section 1.2 - Path 2: Certificate Log On.

IMPORTANT NOTE

Always close the browser session after logging off to log on to STORES with a User ID associated with a different certificate. Otherwise, the last certificate selected is retained in the browser session and a Digital ID Mismatch error is received when attempting to log on.

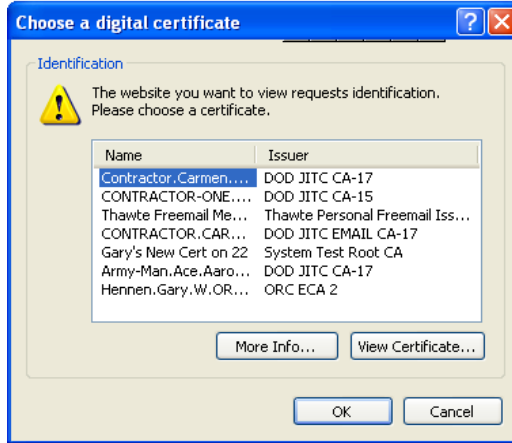
1. Open a browser and enter the following URL: https://www.stores.dla.mil/stores_web to display the 'Terms of Use' page.



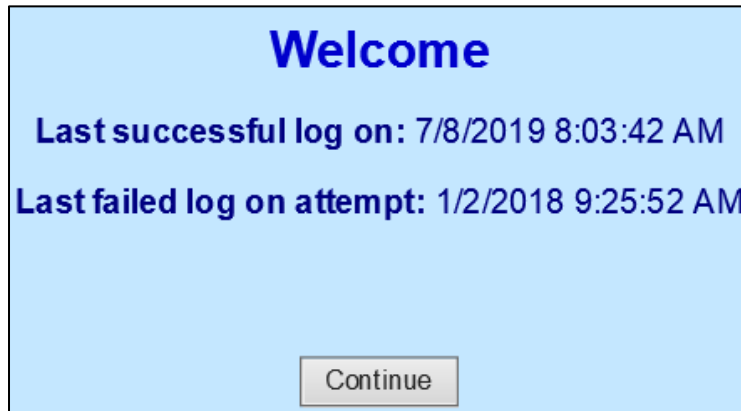
2. Read the terms of use and click on the 'I Accept These Terms' button to display the log-on screen.



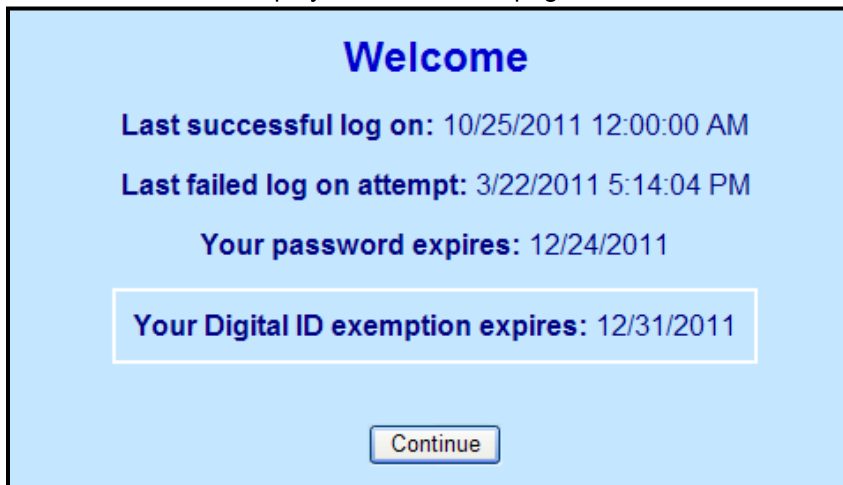
3. Enter the user ID in the appropriate field and click on the 'Certificate Log On' button to display the 'Choose a Digital Certificate' dialog box.



4. Select the certificate associated with the Digital ID of the account and click on the 'OK' button. To display the 'Welcome' page.



5. Click on the 'Continue' button to display the main menu page.



IMPORTANT NOTE

The 'Account Requirements' page appears if a signed copy of the Access Request (2875) and / or User Agreement forms have not been submitted.

2 – Requesting a New Account

Prior to using the STORES Reconciliation Tool, prospective users must complete a 'New Account Request Form' by following the steps outlined below:

1. Open a browser session and enter the following URL: https://www.stores.dla.mil/stores_web to display the 'Terms of Use' page.

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Terms of Use

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that is provided for USG-authorized use only.

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- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests –not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

I Accept These Terms

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2. Read the Terms of Use and click on the 'I Accept These Terms' button to display the Log On page.

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DEFENSE LOGISTICS AGENCY
Troop Support
Subsistence Total Order and
Receipt Electronic System (STORES)

IMPORTANT NOTICE
Department of Defense (DoD) Public Key Infrastructure (PKI)
DoD has mandated that all personnel who access DoD systems must use PKI for all private web-enabled applications.
You are required to have a DoD-approved Common Access Card (CAC) or External Certificate Authority (ECA) certificate to access this site.
To learn who to contact to obtain a DoD-approved certificate, go to
https://www.transactionservices.dla.mil/daashome/pki_contacts.asp

User ID:

Certificate Log On **Non-Certificate Log On**

Need an account created for yourself? [New Account Request Form](#)

Need certificate info? [Certificate FAQ \(PDF\)](#) [Certificate FAQ \(Word\)](#)
Need assistance? Contact the [STORES Help Desk](#)
or your area Regional Manager from either DLA Troop Support's [CONUS](#) or [OCONUS](#) sites.
Have comments about STORES? Let us know! Complete the [ICE](#) survey today.

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3. Click on the 'New Account Request Form' link to display the 'Account Requirements' page.

Account Requirements
New Account Request

IMPORTANT: To establish a STORES account these steps must be followed:

- 1) You must create a DLA Account Management Provisioning System (AMPS) account and apply for an AMPS role specific to STORES.
- 2) You must read and accept the Electronic User Agreement.
- 3) You must apply for a STORES Account.
- 4) You must have a PKI Certificate to access your STORES account within 60 days.

Requirements:

- Click the link to access AMPS Instructions screen. Your STORES account will not be approved until you receive AMPS Role Approval.
[• AMPS Instructions](#)
- Click the link to access the Electronic User Agreement. You will not be able to request a STORES account until the Electronic User Agreement is read and accepted.
[• Electronic User Agreement](#)

I acknowledge that I must receive AMPS Role approval, and must read and accept the Electronic User Agreement to be granted access to STORES.

• Read and accept the following requirements that you currently possess or will obtain PKI certificate and then click the Continue button to create your STORES account.

PKI Certificate: The Department of Defense (DoD) has mandated that all users of DoD information systems must use an approved Public Key Infrastructure (PKI) authentication mechanism. Therefore, a DoD-approved Common Access Card (CAC) or External Certificate Authority (ECA) certificate is required to access STORES. Such a certificate must be obtained **within 60 days** after the approval of a new STORES account.

An ECA Certificate is issued to DoD industry partners and other external entities and organizations. To learn about how to obtain an ECA certificate, go to [External Certification Authority Program \(ECA\)](#). STORES can accept all ECA types (Medium Assurance, Medium Token Assurance, and Medium Hardware Assurance).

A Common Access Card is typically issued to active military, DoD personnel, and DoD contractors. To learn about obtaining a Common Access Card, you may contact your base personnel security office.

For external certificate information, refer to [Certificate FAQ \(PDF\)](#) [Certificate FAQ \(Word\)](#)

The Certificate FAQ document is in Portable Document Format (PDF). To access this document, click on the appropriate link above. This launches Adobe Acrobat Reader® in a separate browser window and displays the selected item. Follow the Reader® application's instructions to print the item. If you do not have Adobe Reader® installed, please visit Adobe's website to download the software.

I acknowledge that I either currently possess a DoD approved PKI certificate (CAC or ECA) or will obtain a DoD approved PKI certificate within 60 days of being granted access to STORES.

4. Print the two required forms necessary for an account request to be approved.
5. Select the checkboxes acknowledging having read the information and click on the 'Continue' button to display the 'New Account Request Form'.

DEFENSE LOGISTICS AGENCY **STORES**
Troop Support **ADMIN**
Subsistence Total Order and Receipt Electronic System (STORES)
Philadelphia Date/Time: 5/30/2012 8:53:37 AM
UNCLASSIFIED SENSITIVE

[DLA HOME](#)

New Account Request Form

* Request Type: (Choose One) ?

- Select the 'STORES Reconciliation Tool' option from the 'Request Type' dropdown list and the selected form appears.

- Enter the user information in the appropriate fields and click on the 'Continue' button at the bottom of the form to submit the form.

- Check the accuracy of the information entered in the appearing 'New Account Request Verification' page.
- Select the 'Modify' or the 'Submit' buttons to either correct some entry or submit the request.

New Account Request Verification

Verify that the information entered below is accurate before submitting.

Request Type:	STORES Reconciliation Tool
User ID:	MYRECONUSER
Title/Rank:	Mr.
First Name:	Gerald
Middle Initial/Name:	R
Last Name:	Harold
Suffix:	
Vendor Name:	Fresh Fruits
Street Address 1:	101 Garden Street
Street Address 2:	
City:	Greenville
State:	North Carolina
Country:	UNITED STATES
Zip/Postal Code:	23479
Phone Number:	2348696095
Extension:	
DSN:	
Email Address:	Gerald.Harold@FreshFruits.com
Subsistence Rep:	Jim Smith
Cage Code(s):	FF012
Contract(s):	SMP30008D1021

10. Click on the 'Exit' button on the appearing 'Confirmation' page. An e-mail notification is also sent to the account provided on the form.

Confirmation

New Account Request submitted for User ID: **MYRECONUSER**.

You will receive an email notification of the acceptance or rejection of your request.
Notification will be sent to the email address you submitted in your request form.

[Exit](#)

[TOP OF PAGE](#)

[DLA HOME](#)

3 – Resetting a Password

Users of the STORES system may reset their password by following the steps outlined below.

IMPORTANT NOTES

For accounts that were reactivated or Digital ID Association removed, the steps are the same as those to reset the password starting at Step 8.

The account activation instructions received via e-mail are valid for seven days.

1. Enter the user ID in the field of the same name on the Log On page and click on the 'Non-Certificate Log On' button.

User ID:

2. Select a valid certificate for logging on to STORES and click on the 'OK' button to display the 'Enter Password' page.

Enter Password

User ID:

Password:

Forgot your password? [Click Here](#)

3. Select the 'Click Here' link and the 'Reset Password Request' page appears.

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DEFENSE LOGISTICS AGENCY
Troop Support
Subsistence Total Order and
Receipt Electronic System (STORES)
Philadelphia Date/Time: 2/22/2011 1:19:04 PM

DLA HOME

Reset Password Request

User ID:

Last Name:

DLA HOME

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4. Enter the USER ID and last name in the available fields and click on the 'Submit' button to display the 'Confirmation' page.

Confirmation

Your request to reset the password for User ID: **SCHUMACHER** has been received.
Instructions on how to complete this process will be sent to your registered email address.

5. Click on the 'Exit' button and follow the instructions on the 'Confirmation' page.
6. Access the registered e-mail address and follow the directions outlined to complete the reset password process.

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DEFENSE LOGISTICS AGENCY
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Receipt Electronic System (STORES)

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- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

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7. Read the 'Terms of Use' and click on the 'I Accept These Terms' button.

Account Activation

User ID:

Last Name:

8. Enter the User ID and Last Name associated with the account in the provided fields and click on the 'Submit' button to display the 'Password Reset' page.

NOTE: Passwords must be at least 8 characters in length.

Reset Password

(* Indicates a Required Field)

User ID: SCHUMACHER

* New Password: ?

* Confirm Password:

Continue Reset Cancel

NOTE: The 'Cancel' button closes the browser session and terminates the password reset process.

9. Follow the instructions on the screen and click on the 'Continue' button and the 'Confirmation' message appears.

Confirmation

The password for User ID: **SCHUMACHER** has been reset.
A confirmation email has been sent to your registered email address.

Logon

10. Click on the 'Logon' button and log on to the system from the appearing STORES Log On page.

4 – Requesting Re-Activation

When users' accounts are disabled -- by a system administrator, an expired password, three failed consecutive logging attempts or due to a lack of activity for 35 days – an electronic reactivation request may be requested.

Follow the steps outlined in this section to electronically request an account reactivation.

IMPORTANT NOTE

Accounts are disabled after 35 days of inactivity; however, 14 days prior to the date, a daily e-mail notification is received until either the account is accessed or disabled.

1. Click on the 'Submit Reactivation Request' button in the appearing 'Deactivated User Account' page after a failed logging attempt.

Deactivated User Account

The account for User ID: **RECONVENDOR** has been deactivated.
Deactivation Reason: **Administrator Manually Deactivated**
To request reactivation of your account, click **Submit Reactivation Request**
If you are not **RECONVENDOR**, click **Cancel** to return to the Log On screen.

Submit Reactivation Request Cancel

2. Click on the 'Exit' link in the appearing 'Confirmation' page.

Confirmation

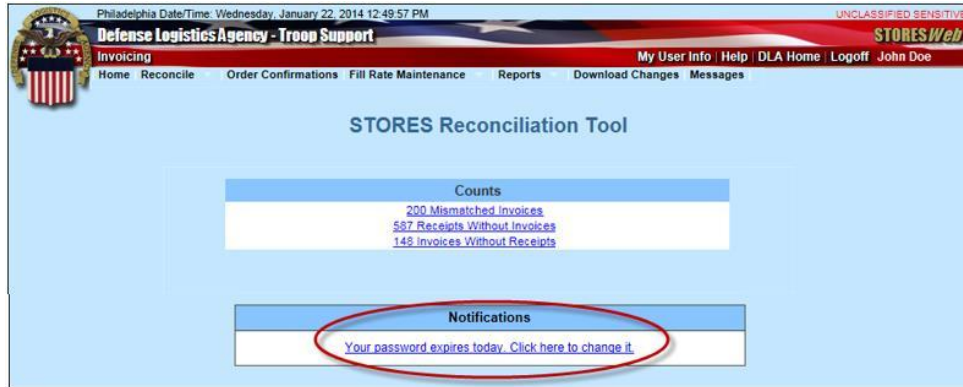
A Reactivation Request for User ID: **RECONVENDOR** has been submitted.
A notification of this submission has been sent to your registered email address.

[Exit](#)

NOTE – While a reactivation request e-mail confirmation is sent to the registered account, an e-mail notification will also be received when an account administrator processes the request. Follow the instructions included to complete the account reactivation process.

5 – Password Expiration Notification

Password expiration notifications only appear to users who are required to use a password to log into STORES. The message appears at the bottom of the home page.



The notification appears 10 days prior to the password expiration and remains until either users enter and save a new password or until the current password expires.

To change the password, simply click on the notification message link and follow the instructions.

IMPORTANT NOTE

The requirement to change the STORES password is not applicable to CAC, FBCA and ECA certificate holders.

6 – Logging Off of STORES Web

Select the Logoff link on the STORES Reconciliation Tool home page.

Philadelphia Date/Time: Tuesday, April 10, 2018 8:43:21 PM

UNCLASSIFIED SENSITIVE

Defense Logistics Agency - Troop Support

Invoicing

My User Info | Help | DLA Home | Logoff Marie Schwartz

Home Reconcile Order Confirmations Fill Rate Maintenance Reports Download Changes Messages

STORES Reconciliation Tool

Counts
57 Mismatched Invoices
No Receipts Without Invoices
140 Invoices Without Receipts

A message displays: Logged Off and You have logged out of the STORES Web Application.

UNCLASSIFIED SENSITIVE

DEFENSE LOGISTICS AGENCY

Troop Support

Subsistence Total Order and Receipt Electronic System (STORES)

Philadelphia Date/Time: 4/10/2018 8:42:06 PM

[DLA HOME](#)

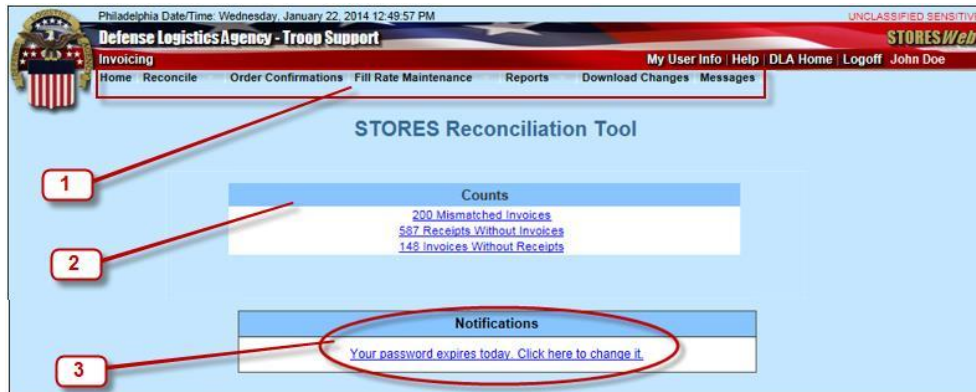
Logged Off

You have logged out of the STORES Web Application.

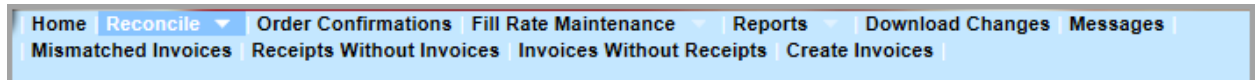


**CHAPTER 2 –
THE STORES RECONCILIATION TOOL HOME PAGE**

After logging into STORES as a Reconciliation vendor, the 'STORES Reconciliation Tool' home page appears.



1. **Main Menu** – Displays several items with their own sub-menus. Click on any of the listed items to display its sub-menu.



2. **Counts** - Displays the number of Mismatched Invoices, Receipts with Invoices, and Invoices without Receipt for CAGE Codes and Contracts assigned to the user.
3. **Messages** – Displays information applicable to all users of the STORES application.



**CHAPTER 3 –
RECONCILIATION OF ELECTRONIC DATA
INTERCHANGE (EDI) RECORDS**

1 – Reconciling EDI Records

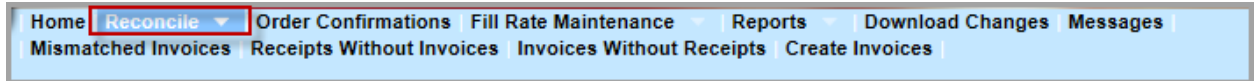
Several operations may be performed to reconcile receipts and invoices using the instructions in this chapter.

1.1 – Mismatched Invoices

The ‘Mismatched Invoices – Summary’ page displays all invoices and receipts for a contract number(s) assigned to the user where a value is missing or the values are not the same. The ‘Mismatched Invoice Details’ page allows users to modify values in an invoice, as needed.

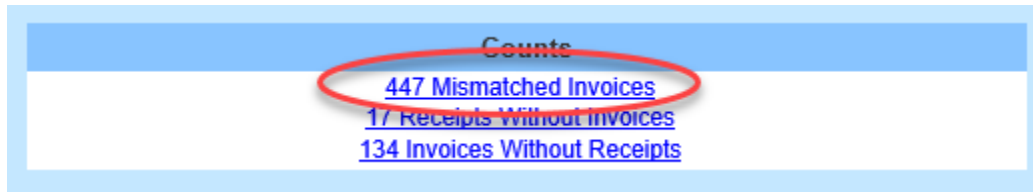
Follow the steps outlined below to display Mismatched invoices:

1. Click on the ‘Reconcile’ item in the main menu and select the ‘Mismatched Invoices’ option.



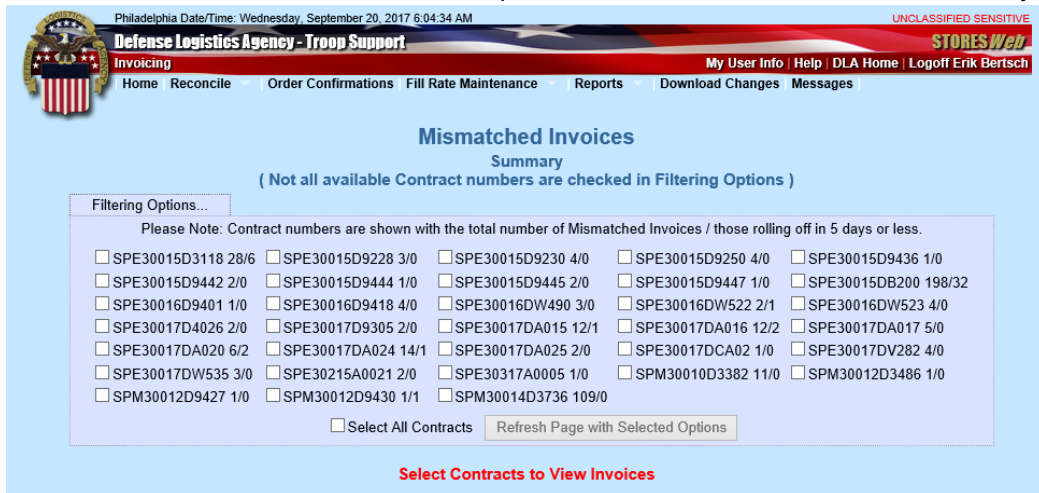
OR -

Click on the link for Mismatched Invoices in the ‘Counts’ feature on the home page.



The ‘Mismatched Invoices – Summary’ page appears displaying all the contracts assigned to the users. Each contract is followed by two numbers:

- The number of mismatched invoices/receipts
- The number of mismatched invoices/receipts to be removed from Recon within five days



2. Limit the results appearing on the page by activating the checkbox next to the target contracts and clicking on the ‘Refresh Page with Selected Options’ button.

Philadelphia Date/Time: Wednesday, September 20, 2017 7:35:06 AM UNCLASSIFIED SENSITIVE

Defense Logistics Agency - Troop Support **STORES Web**

Invoicing My User Info | Help | DLA Home | Logoff Erik Bertsch

Home | Reconcile | Order Confirmations | Fill Rate Maintenance | Reports | Download Changes | Messages

Mismatched Invoices

Summary
(Not all available Contract numbers are checked in Filtering Options)

Filtering Options...

Contract Number	Invoice Number	Invoice Date	Purchase Order Number	Ordering Point	Receipt Received Date	Inv Ct	Invoice Amount	Rec Ct	Receipt Amount	Remarks	Action
SPE30016D9418	81664557	07/19/2017	FT914971943858	FT9149	07/18/2017	1	45.80	1	45.80		No Change <input type="checkbox"/>
SPE30016D9418	82788457	08/04/2017	FT914972083886	FT9149	08/01/2017	4	190.00	4	0.00		No Change <input type="checkbox"/>
SPE30016D9418	85887406	06/28/2017	FT914971733806	FT9149	06/27/2017	1	0.00	1	38.00		No Change <input type="checkbox"/>
SPE30016D9418	86631803	07/06/2017	FT914971813829	FT9149	07/05/2017	1	0.00	1	76.00		No Change <input type="checkbox"/>

Page 1 of 1 | Rows 1 - 4 |

- Click on any of the table headers to change the sorting order of the results.

Contract Number	Invoice Number	Invoice Date	Purchase Order Number	Ordering Point	Receipt Received Date	Inv Ct	Invoice Amount	Rec Ct	Receipt Amount	Remarks	Action
SPE30016D9418	81664557	07/19/2017	FT914971943858	FT9149	07/18/2017	1	45.80	1	45.80		No Change <input type="checkbox"/>
SPE30016D9418	82788457	08/04/2017	FT914972083886	FT9149	08/01/2017	4	190.00	4	0.00		No Change <input type="checkbox"/>
SPE30016D9418	85887406	06/28/2017	FT914971733806	FT9149	06/27/2017	1	0.00	1	38.00		No Change <input type="checkbox"/>
SPE30016D9418	86631803	07/06/2017	FT914971813829	FT9149	07/05/2017	1	0.00	1	76.00		No Change <input type="checkbox"/>

Page 1 of 1 | Rows 1 - 4 |

- Access the details of any invoice by clicking on the invoice number link and the 'Mismatched Invoice Details' page appears.

Contract Number	Invoice Number	Invoice Date	Purchase Order Number	Ordering Point	Receipt Received Date	Inv Ct	Invoice Amount	Rec Ct	Receipt Amount	Remarks	Action
SPE30016D9418	81664557	07/19/2017	FT914971943858	FT9149	07/18/2017	1	0.00	1	45.80		No Change <input type="checkbox"/>
SPE30016D9418	82788457	08/04/2017	FT914972083886	FT9149	08/01/2017	4	190.00	4	0.00		No Change <input type="checkbox"/>
SPE30016D9418	85887406	06/28/2017	FT914971733806	FT9149	06/27/2017	1	0.00	1	38.00		No Change <input type="checkbox"/>
SPE30016D9418	86631803	07/06/2017	FT914971813829	FT9149	07/05/2017	1	0.00	1	76.00		No Change <input type="checkbox"/>

Page 1 of 1 | Rows 1 - 4 |

5. Update the invoice information for the following fields only:

- CLIN
- Stock Number
- Quantity
- Price

Mismatched Invoice

Details - Purchase Order #: FT914971943858

Contract Number	SPE30016D9418	
ShipTo DoDAAC	FT9149	ShipTo Name
Invoice Number	81664557	Invoice Date
Ordering Point	FT9149	Ordering Point Name
		LITTLE ROCK AFB, AR

	CLIN	Stock Number	Quantity	Price	Extended Price	Exceptions	Remarks	Action
Invoice Receipt	0012	896001E119886	0	22.90	0.00	Quantity, Extended price		No Change <input type="checkbox"/>
	0012	896001E119886	2	22.90	45.80			

Page 1 of 1 | Records 1 - 1 |

The text in the 'Exceptions' column identifies issues with the mismatched invoice.

The text in the 'Remarks' column indicates the status information regarding the row.

6. Perform any necessary updates and click on the 'Submit Changes' button.

Mismatched Invoice

Details - Purchase Order #: FT914971943858

Rows Updated Successfully.

Contract Number	SPE30016D9418	
ShipTo DoDAAC	FT9149	ShipTo Name
Invoice Number	81664557	Invoice Date
Ordering Point	FT9149	Ordering Point Name
		LITTLE ROCK AFB, AR

	CLIN	Stock Number	Quantity	Price	Extended Price	Exceptions	Remarks	Action
Invoice Receipt	0012	896001E119886	2	22.90	45.80	Quantity, Extended price	Update Pending	No Change <input type="checkbox"/>
	0012	896001E119886	2	22.90	45.80			

Page 1 of 1 | Records 1 - 1 |

7. Return to the 'Mismatched Invoice - Details' by clicking on the 'Return to Summary' button.

Contract Number	Invoice Number	Invoice Date	Purchase Order Number	Ordering Point	Receipt Received Date	Inv Ct	Invoice Amount	Rec Ct	Receipt Amount	Remarks	Action
SPE30016D9418	81664557	07/19/2017	FT914971943858	FT9149	07/18/2017	1	45.80	1	45.80	Update Pending	No Change <input type="checkbox"/>
SPE30016D9418	82788457	08/04/2017	FT914972083886	FT9149	08/01/2017	4	190.00	4	0.00		No Change <input type="checkbox"/>
SPE30016D9418	85887406	06/28/2017	FT914971733806	FT9149	06/27/2017	1	0.00	1	38.00		No Change <input type="checkbox"/>
SPE30016D9418	86631803	07/06/2017	FT914971813829	FT9149	07/05/2017	1	0.00	1	76.00		No Change <input type="checkbox"/>

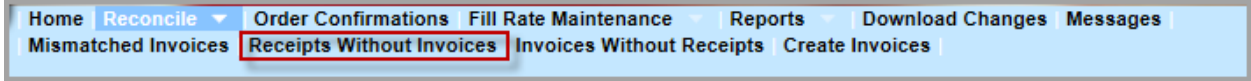
Page 1 of 1 | Rows 1 - 4 |

1.2 – Receipts Without Invoices

The 'Receipts Without Invoices' page displays all receipts for a specified contract(s) assigned to the user for which no invoice has been submitted.

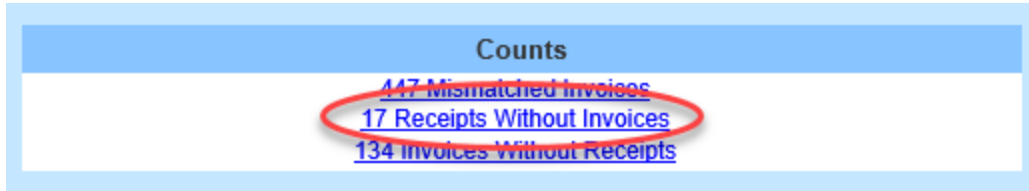
Follow the steps outlined below to display the Receipts Without Invoices:

1. Click on the 'Reconcile' item in the main menu and select the 'Receipts Without Invoices' option.

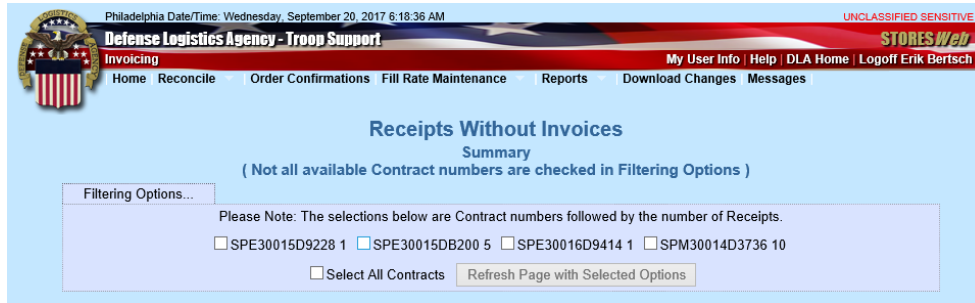


OR -

Click on the link for Receipts Without Invoices in the 'Counts' feature on the home page.



The 'Receipts Without Invoices – Summary' page appears displaying all the contracts assigned to the users.



2. Limit the results appearing on the page by activating the checkbox next to the target contracts and clicking on the 'Refresh Page with Selected Options' button.



- Click on any of the table headers to change the sorting order of the results.

Purchase Order Number	Contract Number	Date Receipt Received	Receipt Amount	Number of CLINs
W26QKQ72228177	SPE30015DB200	09/07/2017	135.00	2
W26QKQ72228179	SPE30015DB200	09/07/2017	906.00	4
W26QKQ72268201	SPE30015DB200	09/07/2017	906.00	4
W26QKQ72268202	SPE30015DB200	09/07/2017	271.20	2
W26QKQ72268212	SPE30015DB200	09/07/2017	452.40	4

Page 1 of 1 | Rows 1 - 5 |

- Access the details of any receipt by clicking on the Purchase Order Number link and the 'Receipts Without Invoices - Details' page appears.

Purchase Order Number	Contract Number	Date Receipt Received	Receipt Amount	Number of CLINs
W26QKQ72228177	SPE30015DB200	09/07/2017	135.00	2
W26QKQ72228179	SPE30015DB200	09/07/2017	906.00	4
W26QKQ72268201	SPE30015DB200	09/07/2017	906.00	4
W26QKQ72268202	SPE30015DB200	09/07/2017	271.20	2
W26QKQ72268212	SPE30015DB200	09/07/2017	452.40	4

Page 1 of 1 | Rows 1 - 5 |

- Change the sort order of the results by clicking on any of the table headers.

Receipt Without Invoice Details

Contract Number	SPE30015DB200	Date Receipt Received	09/07/2017
Purchase Order Number	W26QKQ72228177	ShipTo Name	YDAQSG AT 4200
ShipTo DoDAAC	YDAQSG		

CLIN	Quantity	Unit Price	Extended Price	Stock Number
0001	3	22.80	68.40	896001E116923
0002	3	22.20	66.60	896001E117694

Page 1 of 1 | Records 1 - 2 |

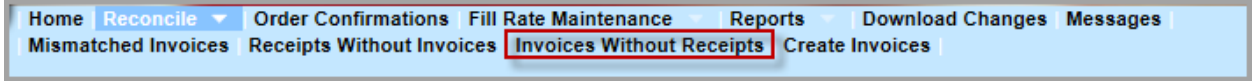
- Click on the 'Return to Summary' button to bring back the 'Receipts Without Invoices – Summary' page.

1.3 – Invoices Without Receipts

The 'Invoices Without Receipts' screen displays all invoices for a specified contract(s) assigned to the user and for which there is no receipt(s) in the Reconciliation Tool.

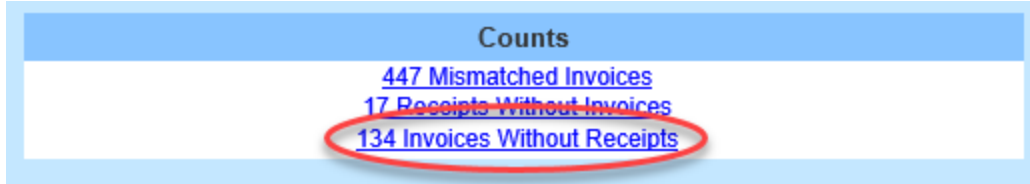
Follow the steps outlined below to display the Invoices Without Receipts.

1. Click on the 'Reconcile' item in the main menu and select the 'Invoices Without Receipts' option.

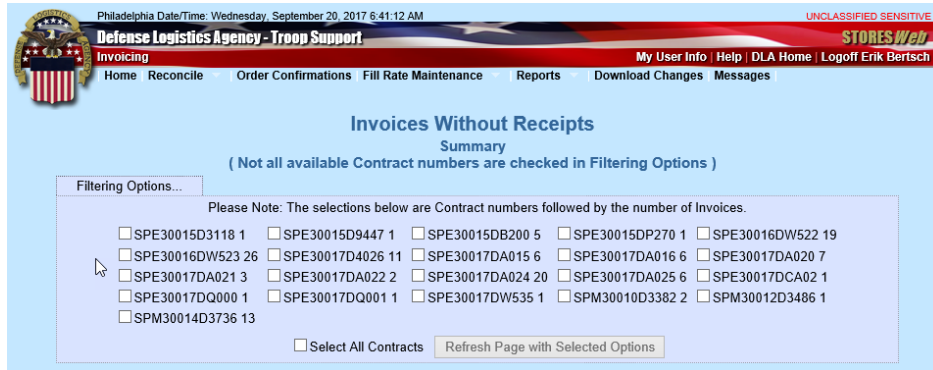


OR -

Click on the link for Invoices Without Receipts in the 'Counts' feature on the home page



The 'Invoices Without Receipts – Summary' page appears.



2. Limit the results appearing on the page by activating the checkbox next to the target contracts and clicking on the 'Refresh Page with Selected Options' button.

Contract Number	Invoice Number	Invoice Received Date	Purchase Order Number	Ordering Point	Invoice Amount	Remarks	Action
SPM30014D3736	PVK15715	07/25/2017	W98IRB71860839	WMKTCI	1,034.84		No Change <input type="checkbox"/>
SPM30014D3736	PVK15716	07/25/2017	W98IRB71860840	WMKTCI	5,436.88		No Change <input type="checkbox"/>
SPM30014D3736	PVK15892	08/01/2017	W98BC171910438	WMKTCI	15,248.73		No Change <input type="checkbox"/>
SPM30014D3736	PVK15899	08/01/2017	W98BC171910440	WMKTCI	1,342.02		No Change <input type="checkbox"/>
SPM30014D3736	PVK16396	08/09/2017	W9308372035571	W93083	128,088.00		No Change <input type="checkbox"/>
SPM30014D3736	PVK16397	08/02/2017	W9308372035572	W93083	128,088.00		No Change <input type="checkbox"/>
SPM30014D3736	PVK16403	08/08/2017	W98BC172030455	WMKTCI	3,216.02		No Change <input type="checkbox"/>
SPM30014D3736	PVK16404	08/08/2017	W9308372035574	W93083	888.96		No Change <input type="checkbox"/>
SPM30014D3736	PVK16406	08/08/2017	W98BC172030456	WMKTCI	209.52		No Change <input type="checkbox"/>
SPM30014D3736	PVK16532	08/01/2017	W98BC172060458	WMKTCI	1,396.80		No Change <input type="checkbox"/>
SPM30014D3736	PVK16602	08/04/2017	W96SOF72080077	WMKTSI	2,295.44		No Change <input type="checkbox"/>
SPM30014D3736	PVK16966	08/09/2017	W9308372165746	W93083	4,269.60		No Change <input type="checkbox"/>
SPM30014D3736	PVK900105	07/12/2017	19460970665083	WKLUW73	94,413.53		No Change <input type="checkbox"/>

Page 1 of 1 | Rows 1 - 13 |

3. Change the sort order of the results by clicking on any of the table headers.

Contract Number	Invoice Number	Invoice Received Date	Purchase Order Number	Ordering Point	Invoice Amount	Remarks	Action
SPM30014D3736	PVK16406	08/08/2017	W98BC172030456	WMKTCTI	209.52		No Change <input type="checkbox"/>
SPM30014D3736	PVK16404	08/08/2017	W9308372035574	W93083	888.96		No Change <input type="checkbox"/>
SPM30014D3736	PVK15715	07/25/2017	W98IRB71860839	WMKTCTI	1,034.84		No Change <input type="checkbox"/>
SPM30014D3736	PVK15899	08/01/2017	W98BC171910440	WMKTCTI	1,342.02		No Change <input type="checkbox"/>
SPM30014D3736	PVK16532	08/01/2017	W98BC172060458	WMKTCTI	1,396.80		No Change <input type="checkbox"/>
SPM30014D3736	PVK16602	08/04/2017	W98SOF72080077	WMKTCTI	2,295.44		No Change <input type="checkbox"/>
SPM30014D3736	PVK16403	08/08/2017	W98BC172030455	WMKTCTI	3,216.02		No Change <input type="checkbox"/>
SPM30014D3736	PVK16966	08/09/2017	W9308372165746	W93083	4,269.60		No Change <input type="checkbox"/>
SPM30014D3736	PVK15716	07/25/2017	W98IRB71860840	WMKTCTI	5,436.88		No Change <input type="checkbox"/>
SPM30014D3736	PVK15892	08/01/2017	W98BC171910438	WMKTCTI	15,248.73		No Change <input type="checkbox"/>
SPM30014D3736	PVK900105	07/12/2017	19460970665083	WKUWT3	94,413.53		No Change <input type="checkbox"/>
SPM30014D3736	PVK16396	08/09/2017	W9308372035571	W93083	128,088.00		No Change <input type="checkbox"/>
SPM30014D3736	PVK16397	08/02/2017	W9308372035572	W93083	128,088.00		No Change <input type="checkbox"/>

Page 1 of 1 | Rows 1 - 13 |

The following records appear on this page:

- Non-EDI records
- EDI records.

NOTE: Changes cannot be made to Non-EDI records on this page; however, the 'Purchase Order Number' of EDI records can be updated.

4. Enter a new value in the 'Purchase Order Number' and click on the 'Submit Changes' button.

Rows Updated Successfully.

Contract Number	Invoice Number	Invoice Received Date	Purchase Order Number	Ordering Point	Invoice Amount	Remarks	Action
SPM30014D3736	PVK16406	08/08/2017	W98BC172030458		209.52		No Change <input type="checkbox"/>
SPM30014D3736	PVK16404	08/08/2017	W9308372035574	W93083	888.96		No Change <input type="checkbox"/>
SPM30014D3736	PVK15715	07/25/2017	W98IRB71860839	WMKTCTI	1,034.84		No Change <input type="checkbox"/>
SPM30014D3736	PVK15899	08/01/2017	W98BC171910440	WMKTCTI	1,342.02		No Change <input type="checkbox"/>
SPM30014D3736	PVK16532	08/01/2017	W98BC172060458	WMKTCTI	1,396.80		No Change <input type="checkbox"/>
SPM30014D3736	PVK16602	08/04/2017	W98SOF72080077	WMKTCTI	2,295.44		No Change <input type="checkbox"/>
SPM30014D3736	PVK16403	08/08/2017	W98BC172030455	WMKTCTI	3,216.02		No Change <input type="checkbox"/>
SPM30014D3736	PVK16966	08/09/2017	W9308372165746	W93083	4,269.60		No Change <input type="checkbox"/>
SPM30014D3736	PVK15716	07/25/2017	W98IRB71860840	WMKTCTI	5,436.88		No Change <input type="checkbox"/>
SPM30014D3736	PVK15892	08/01/2017	W98BC171910438	WMKTCTI	15,248.73		No Change <input type="checkbox"/>
SPM30014D3736	PVK900105	07/12/2017	19460970665083	WKUWT3	94,413.53		No Change <input type="checkbox"/>
SPM30014D3736	PVK16396	08/09/2017	W9308372035571	W93083	128,088.00		No Change <input type="checkbox"/>
SPM30014D3736	PVK16397	08/02/2017	W9308372035572	W93083	128,088.00		No Change <input type="checkbox"/>

Page 1 of 1 | Rows 1 - 13 |

The status momentarily changes to 'Update'. After the row is successfully updated, the status reverts to 'No Change'.

- Click on the invoice number link to view the details of an invoice without a receipt.

Contract Number	Invoice Number	Invoice Received Date	Purchase Order Number	Ordering Point	Invoice Amount	Remarks	Action
SPM30014D3736	PVK16406	08/08/2017	W98BC172030458		209.52		No Change <input type="checkbox"/>
SPM30014D3736	PVK16404	08/08/2017	W9308372035574	W93083	888.96		No Change <input type="checkbox"/>
SPM30014D3736	PVK15715	07/25/2017	W98IRB71860839	VMKTCI	1,034.84		No Change <input type="checkbox"/>
SPM30014D3736	PVK15899	08/01/2017	W98BC171910440	VMKTCI	1,342.02		No Change <input type="checkbox"/>
SPM30014D3736	PVK16532	08/01/2017	W98BC172060458	VMKTCI	1,396.80		No Change <input type="checkbox"/>
SPM30014D3736	PVK16602	08/04/2017	W98SOF72080077	VMKTSI	2,295.44		No Change <input type="checkbox"/>
SPM30014D3736	PVK16403	08/08/2017	W98BC172030455	VMKTCI	3,216.02		No Change <input type="checkbox"/>
SPM30014D3736	PVK16966	08/09/2017	W9308372165746	W93083	4,269.60		No Change <input type="checkbox"/>
SPM30014D3736	PVK15716	07/25/2017	W98IRB71860840	VMKTCI	5,436.88		No Change <input type="checkbox"/>
SPM30014D3736	PVK15892	08/01/2017	W98BC171910438	VMKTCI	15,248.73		No Change <input type="checkbox"/>
SPM30014D3736	PVK900105	07/12/2017	19460970665083	WKUWT3	94,413.53		No Change <input type="checkbox"/>
SPM30014D3736	PVK16396	08/09/2017	W9308372035571	W93083	128,088.00		No Change <input type="checkbox"/>
SPM30014D3736	PVK16397	08/02/2017	W9308372035572	W93083	128,088.00		No Change <input type="checkbox"/>

Page 1 of 1 | Rows 1 - 13 |

NOTE: For Non-EDI records, only the 'Quantity' can be updated. For EDI records, the 'Stock Number', 'Quantity' and 'Price' can be updated.

- Enter any appropriate data in the available fields and click on the 'Submit Changes' button.

Invoice Without Receipt

Details - Purchase Order #: W98BC172030458

Contract Number	SPM30014D3736	ShipTo Name	CAMP BEUHRING CLASS1 YARD
ShipTo DoDAAC	W98BC1	Ordering Point Name	
Ordering Point		Invoice Received Date	08/08/2017
Invoice Number	PVK16406		

CLIN	Stock Number	Quantity	Price	Extended Price	Exceptions	Remarks	Action
0001	8970015863292	12	2.91	34.92	No receipt line		No Change <input type="checkbox"/>
0002	8970015863299	12	2.91	34.92	No receipt line		No Change <input type="checkbox"/>
0003	8970015863300	12	2.91	34.92	No receipt line		No Change <input type="checkbox"/>
0004	8970015863302	12	2.91	34.92	No receipt line		No Change <input type="checkbox"/>
0005	8970016041347	12	2.91	34.92	No receipt line		No Change <input type="checkbox"/>
0006	8970016041353	12	2.91	34.92	No receipt line		No Change <input type="checkbox"/>

Page 1 of 1 | Records 1 - 6 |

The status momentarily changes to 'Update'. After the row is successfully updated, the status reverts to 'No Change'.

Invoice Without Receipt
 Details - Purchase Order #: W98BC172030458
Rows Updated Successfully.

Contract Number	SPM30014D3736	ShipTo Name	CAMP BEUHRING CLASS1 YARD
ShipTo DoDAAC	W98BC1	Ordering Point Name	
Ordering Point		Invoice Received Date	08/08/2017
Invoice Number	PVK16406		

CLIN	Stock Number	Quantity	Price	Extended Price	Exceptions	Remarks	Action
0001	8970015863292	10	2.91	29.10	No receipt line	Update Pending	No Change <input type="checkbox"/>
0002	8970015863299	12	2.91	34.92	No receipt line		No Change <input type="checkbox"/>
0003	8970015863300	12	2.91	34.92	No receipt line		No Change <input type="checkbox"/>
0004	8970015863302	12	2.91	34.92	No receipt line		No Change <input type="checkbox"/>
0005	8970016041347	12	2.91	34.92	No receipt line		No Change <input type="checkbox"/>
0006	8970016041353	12	2.91	34.92	No receipt line		No Change <input type="checkbox"/>

Page 1 of 1 | Records 1 - 6 |

7. Click on the 'Reset' button to revert to the previous value.

1.4 – Creating Invoices

The 'Create Invoices' functionality is not available for EDI records.

After clicking on the 'Create Invoices' option from the 'Reconcile' menu item, the 'NO RECORDS FOUND' message appears.

Create Invoices

Summary

NO RECORDS FOUND



CHAPTER 4 – ORDER CONFIRMATIONS

The 'Order Confirmations' summary displays read-only information for Purchase Orders (PO) sent by customers and provides notification to STORES customers that their POs were received by vendors. Once a PO has been confirmed through this process, the STORES Customer user can view the PO Received Date in the Pending Receipts page of the STORES Customer application. The PO will remain on the Order Confirmation page until one day past the order RDD date of the order.

1. Select 'Order Confirmations' in the STORES navigation menu to display the page.



2. The Order Confirmation screen returns 'Only Unconfirmed Purchase Orders' by default

Order Confirmations
Showing Only Unconfirmed Purchase Orders

Filtering Options...

<input type="checkbox"/>	Ship To DoDAAC	Order Date	Required Delivery Date	Purchase Order Number	Contract Number	Number of CLINs	PO Received Date	Confirmed By
<input type="checkbox"/>	UV0328	08/14/2017	11/12/2017	W91PFF72260143	SPM3S113DZ187	30		
<input type="checkbox"/>	UV0331	08/14/2017	11/12/2017	W91PFF72260144	SPM3S113DZ187	8		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150278	SPM30014D3736	2		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150279	SPM30014D3736	1		
<input type="checkbox"/>	194609	08/03/2017	11/01/2017	19460972155252	SPM30014D3736	1		
<input type="checkbox"/>	W98GNI	08/03/2017	11/01/2017	W98GNI72150147	SPM30014D3736	1		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150280	SPM30014D3736	2		
<input type="checkbox"/>	FC5808	08/03/2017	11/01/2017	FC580872150111	SPM30014D3736	1		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150281	SPM30014D3736	1		
<input type="checkbox"/>	194609	08/03/2017	11/01/2017	19460972155253	SPM30014D3736	1		
<input type="checkbox"/>	194609	08/03/2017	11/01/2017	19460972155255	SPM30014D3736	7		
<input type="checkbox"/>	194609	08/03/2017	11/01/2017	19460972155254	SPM30014D3736	7		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150283	SPM30014D3736	7		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150282	SPM30014D3736	7		
<input type="checkbox"/>	HXLEMR	08/03/2017	11/01/2017	HXLEMR72150029	SPM30014D3736	3		

Records per page: 15 | Change | Page No: | Go | Page 1 of 7 | Rows 1 - 15 of 102

Confirm as Received | Unconfirm | Print Selected Orders | Reset

3. Click on the 'Filtering Options...' button and the 'Unconfirmed Purchase Orders' for all contracts appear.

Order Confirmations
Showing Only Unconfirmed Purchase Orders

Filtering Options...

Please Note: The selections below are Contract numbers followed by the number of Unconfirmed Purchase Orders.

SPE30017DA015 1 SPE30017DA016 5 SPE30017DA017 36 SPE30017DA025 14 SPE30017DQ000 2
 SPM30010D3382 2 SPM30014D3736 34 SPM3S113DZ187 8

Show Contracts with POs that are: Unconfirmed Confirmed Select All Contracts Refresh Page with Selected Options

NOTE: Users can only view selected Purchase Orders; they cannot enter or change the PO Received Date.

The following three filtering options are available:

- **Unconfirmed** - Purchase Orders that have not been confirmed.
- **Confirmed** - Purchase Orders that have been confirmed.
- **Select All Contracts**

To select the 'Confirmed' contracts, activate the 'Confirmed' checkbox, select the appropriate Contract Number(s).

4. Deselect the 'Select All Contracts' checkbox. The screen reappears displaying all Purchase Orders associated with the selected Contracts.

Order Confirmations
Showing Only Confirmed Purchase Orders

Filtering Options...

<input type="checkbox"/>	Ship To DoDAAC	Order Date	Required Delivery Date	Purchase Order Number	Contract Number	Number of CLINs	PO Received Date	Confirmed By
<input type="checkbox"/>	W98HSI	08/03/2017	11/01/2017	W98HSI72150923	SPM30014D3736	8	09/05/2017	TOMVEN12
<input type="checkbox"/>	194609	09/06/2017	09/30/2017	19460972495270	SPM30010D3382	2	09/07/2017	ERIKRECONTEST

| Page 1 of 1 | Rows 1 - 2 of 2

5. Select the unconfirmed PO by activating the corresponding checkbox.
6. Enter a PO Received Date in the appropriate field.

<input type="checkbox"/>	Ship To DoDAAC	Order Date	Required Delivery Date	Purchase Order Number	Contract Number	Number of CLINs	PO Received Date	Confirmed By
<input type="checkbox"/>	UY0328	08/14/2017	11/12/2017	W91PFF72260143	SPM3S113DZ187	30		
<input checked="" type="checkbox"/>	UY0331	08/14/2017	11/12/2017	W91PFF72260144	SPM3S113DZ187	8	09/20/2017	
<input type="checkbox"/>	W98HSI	08/03/2017	11/01/2017	W98HSI72150923	SPM30014D3736	8	09/05/2017	TOMVEN12
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150278	SPM30014D3736	2		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150279	SPM30014D3736	1		
<input type="checkbox"/>	194609	08/03/2017	11/01/2017	19460972155252	SPM30014D3736	1		
<input type="checkbox"/>	W98GNI	08/03/2017	11/01/2017	W98GNI72150147	SPM30014D3736	1		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150280	SPM30014D3736	2		
<input type="checkbox"/>	FC5808	08/03/2017	11/01/2017	FC580872150111	SPM30014D3736	1		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150281	SPM30014D3736	1		
<input type="checkbox"/>	194609	08/03/2017	11/01/2017	19460972155253	SPM30014D3736	1		
<input type="checkbox"/>	194609	08/03/2017	11/01/2017	19460972155255	SPM30014D3736	7		
<input type="checkbox"/>	194609	08/03/2017	11/01/2017	19460972155254	SPM30014D3736	7		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150283	SPM30014D3736	7		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150282	SPM30014D3736	7		

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NOTE: When manually entering dates into the 'PO Received Date' field, instead of using the appearing calendar option, users must first enter the date in the field then press the 'Enter' key to activate the 'Confirmed as Received' button.

- Click on the 'Confirmed as Received' button and the following screen appears. Note that the previously confirmed item disappeared from the unconfirmed POs list.

<input type="checkbox"/>	Ship To DoDAAC	Order Date	Required Delivery Date	Purchase Order Number	Contract Number	Number of CLINs	PO Received Date	Confirmed By
<input type="checkbox"/>	UY0328	08/14/2017	11/12/2017	W91PFF72260143	SPM3S113DZ187	30		
<input type="checkbox"/>	HXLEMR	08/03/2017	11/01/2017	HXLEMR72150029	SPM30014D3736	3		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150282	SPM30014D3736	7		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150283	SPM30014D3736	7		
<input type="checkbox"/>	194609	08/03/2017	11/01/2017	19460972155254	SPM30014D3736	7		
<input type="checkbox"/>	194609	08/03/2017	11/01/2017	19460972155255	SPM30014D3736	7		
<input type="checkbox"/>	194609	08/03/2017	11/01/2017	19460972155253	SPM30014D3736	1		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150281	SPM30014D3736	1		
<input type="checkbox"/>	FC5808	08/03/2017	11/01/2017	FC580872150111	SPM30014D3736	1		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150280	SPM30014D3736	2		
<input type="checkbox"/>	W98GNI	08/03/2017	11/01/2017	W98GNI72150147	SPM30014D3736	1		
<input type="checkbox"/>	194609	08/03/2017	11/01/2017	19460972155252	SPM30014D3736	1		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150279	SPM30014D3736	1		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150278	SPM30014D3736	2		
<input type="checkbox"/>	HXLEMR	08/03/2017	11/01/2017	HXLEMR72150028	SPM30014D3736	1		

Records per page: 15 | [Change](#) | Page No: | [Go](#) | Page 1 of 7 | [Rows 1 - 15 of 101](#)

- Click on the 'Filtering Options...' button, deactivate the 'Unconfirmed' checkbox option and activate the 'Confirmed' checkbox option finally click on the "Refresh Page with Selected Options" button and the following screen appears.

Order Confirmations

Showing Only Confirmed Purchase Orders

Filtering Options...

Please Note: The selections below are Contract numbers followed by the number of Confirmed Purchase Orders.

SPM30010D3382 1
 SPM30014D3736 1
 SPM3S113DZ187 1

Show Contracts with POs that are:
 Unconfirmed
 Confirmed
 Select All Contracts
 [Refresh Page with Selected Options](#)

<input type="checkbox"/>	Ship To DoDAAC	Order Date	Required Delivery Date	Purchase Order Number	Contract Number	Number of CLINs	PO Received Date	Confirmed By
<input type="checkbox"/>	UY0331	08/14/2017	11/12/2017	W91PFF72260144	SPM3S113DZ187	8	09/20/2017	ERIKRECONTEST
<input type="checkbox"/>	W98HSI	08/03/2017	11/01/2017	W98HSI72150923	SPM30014D3736	8	09/05/2017	TOMVEN12
<input type="checkbox"/>	194609	09/06/2017	09/30/2017	19460972495270	SPM30010D3382	2	09/07/2017	ERIKRECONTEST

| Page 1 of 1 | Rows 1 - 3 of 3

NOTE: This step is not necessary for Unconfirmed POs.

- Click on the 'Print Selected Orders' button to view or print selected Purchase Orders.

Order Confirmations
Showing Only Confirmed Purchase Orders

Filtering Options...

<input type="checkbox"/>	Ship To DoDAAC	Order Date	Required Delivery Date	Purchase Order Number	Contract Number	Number of CLINs	PO Received Date	Confirmed By
<input checked="" type="checkbox"/>	UY0331	08/14/2017	11/12/2017	W91PFF72260144	SPM3S113DZ187	8	09/20/2017	ERIKRECONTEST
<input type="checkbox"/>	W98HSI	08/03/2017	11/01/2017	W98HSI72150923	SPM30014D3736	8	09/05/2017	TOMVEN12
<input type="checkbox"/>	194609	09/06/2017	09/30/2017	19460972495270	SPM30010D3382	2	09/07/2017	ERIKRECONTEST

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NOTE: Changes have been made, please choose an action below before continuing

- Click on the 'Print' button on the 'Purchase Order Details Report' page.

Purchase Order Details Report

Purchase Order Number: W91PFF72260144		ShipTo DoDAAC: UY0331	
Contract Number: SPM3S113DZ187		ShipTo Address: ANHAM FACILITY	
Vendor: AMERIQUAL		EUROPEAN EMIRATES TRADING	
PIID: 006K		KUWAIT FREE TRADE ZONE	
RDD: 11/12/2017		PHASE 1 WAREHOUSE #14	
Order Date: 8/14/2017 1:25:15 PM		SHUWAIKH PORT KW, 0 KW	
		Ordered By: Nancy Thomas	

CLIN	Document Number	Stock Number	Part Number	Description	Vendor Order Qty	Units	Vendor Price	Ext Price	Proj Code
1	W91PFF72260133	8970015256726	2201	BREAKFAST 1 PERISHABLE,	255	EA	74.92	19,104.60	
2	W91PFF72260134	8970015256344	2200	BREAKFAST 1 SEMIPERISHABLE,	255	EA	125.45	31,989.75	
3	W91PFF72260135	8970015256389	2210	BREAKFAST 6 SEMIPERISHABLE,	468	EA	146.76	68,683.68	
4	W91PFF72260136	8970015256740	2211	BREAKFAST 6, PERISHABLE,	468	EA	71.17	33,307.56	
5	W91PFF72260137	8970015256813	2231	LUNCH/DINNER 1 PERISHABLE,	252	EA	91.17	22,974.84	
6	W91PFF72260138	8970015256783	2230	LUNCH/DINNER 1 SEMIPERISHABLE,	252	EA	153.58	38,702.16	
7	W91PFF72260139	8970015256825	2245	LUNCH/DINNER 8 PERISHABLE,	252	EA	193.64	48,797.28	
8	W91PFF72260140	8970015256803	2244	LUNCH/DINNER 8 SEMIPERISHABLE,	252	EA	138.90	35,002.80	
Total:					298,562.67				

- Log out of the Recon module and log in to the Customer module.
- Access the 'Pending Receipts' from the menu and the following page appears displaying the vendor receipt message for the previously confirmed item in the Recon module.

Philadelphia Date/Time: Wednesday, April 23, 2014 1:18:29 PM

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DEFENSE LOGISTICS AGENCY - TROOP SUPPORT

STORES CUSTOMER

Customer: FT6441 - UTAH AIR NATIONAL GUARD, UT

PENDING RECEIPTS

RDDs in the last 90 days

<input type="checkbox"/>	PO Number	ShipTo Location	Vendor	Total Value	Lines	ADD	RDD	Messages
<input type="checkbox"/>	FT644141130410	FT6441 - UTAH AIR NATIONAL GUARD	SPM30008D3207 - US FOODSERVICE DBA JOSEPH WEBB FDS, CA	\$335.73	2		04/26/2014	<input type="button" value="ADD"/> <input type="button" value="VendorREC"/>
<input type="checkbox"/>	FT644141130409	FT6441 - UTAH AIR NATIONAL GUARD	SPM30008D3207 - US FOODSERVICE DBA JOSEPH WEBB FDS, CA	\$170.40	1		04/25/2014	<input type="button" value="ADD"/>



**CHAPTER 5 –
FILL RATE MAINTENANCE**

Clicking on the 'Fill Rate Maintenance' menu item (shown as Highlight 4 in the menu image) displays the 'Fill Rate Maintenance' sub-menu.



The purpose of this functionality is to allow vendors to submit short shipment information to be considered as part of fill rate.

IMPORTANT NOTE

Short Shipment information are either entered by the users directly to Recon or submitted to the DLA Representatives using available templates.
Please refer to the sections below to follow the appropriate process.

1 – Enter Fill Rate

Clicking on this item (shown as Highlight A in the sub-menu image) displays the 'Purchase Orders for Fill Rate Information Entry' page which allows:

- Vendors to enter their short shipment information.
- Vendors to enter short shipment information or DLA Representatives to enter short shipment information on the vendor's behalf.

Philadelphia Date/Time: Friday, January 09, 2015 3:23:14 PM

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Defense Logistics Agency - Troop Support

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Home Reconcile Order Confirmations Fill Rate Maintenance Reports Download Changes Messages

Purchase Orders for Fill Rate Information Entry

Showing Only Not Submitted Purchase Orders with Short Shipments
(Not all available VICs are checked in Filtering Options)

Filtering Options...

Please Note: Vendor Item Catalog numbers are shown along with the number of POs matching the Filtering Options.

<input type="checkbox"/> SPE30013DP214 17	<input type="checkbox"/> SPE30013DW335 1	<input type="checkbox"/> SPE30013DW337 2	<input type="checkbox"/> SPE30014D3002 193	<input type="checkbox"/> SPE30014D3003 57
<input type="checkbox"/> SPE30014D3005 95	<input type="checkbox"/> SPE30014D3006 85	<input type="checkbox"/> SPE30014D3008 471	<input type="checkbox"/> SPE30014D3009 49	<input type="checkbox"/> SPE30014D3010 183
<input type="checkbox"/> SPE30014D3011 191	<input type="checkbox"/> SPE30014D3018 246	<input type="checkbox"/> SPE30014D3019 49	<input type="checkbox"/> SPE30014D3023 510	<input type="checkbox"/> SPE30014D3024 77
<input type="checkbox"/> SPE30014D3031 214	<input type="checkbox"/> SPE30014D3032 223	<input type="checkbox"/> SPE30014D3036 43	<input type="checkbox"/> SPE30014DA010 2	<input type="checkbox"/> SPE30014DA012 54
<input type="checkbox"/> SPE30014DA013 4	<input type="checkbox"/> SPE30014DA015 13	<input type="checkbox"/> SPE30014DA016 1	<input type="checkbox"/> SPE30014DA017 23	<input type="checkbox"/> SPE30014DA018 2
<input type="checkbox"/> SPE30014DA020 69	<input type="checkbox"/> SPE30014DA022 2	<input type="checkbox"/> SPE30014DA026 4	<input type="checkbox"/> SPE30014DA028 36	<input type="checkbox"/> SPE30014DP605 62
<input type="checkbox"/> SPE30014DUA00 10	<input type="checkbox"/> SPE30014DV140 124	<input type="checkbox"/> SPE30014DV162 5	<input type="checkbox"/> SPE30014DV164 68	<input type="checkbox"/> SPE30014DV168 11
<input type="checkbox"/> SPE30014DV567 21	<input type="checkbox"/> SPE30014DW350 8	<input type="checkbox"/> SPE30015D3100 78	<input type="checkbox"/> SPE30015DA000 3	<input type="checkbox"/> SPE30015DUA00 2
<input type="checkbox"/> SPE30213A0029 2	<input type="checkbox"/> SPE30213A0041 70	<input type="checkbox"/> SPE30214A0004 3	<input type="checkbox"/> SPE30214A0020 3	<input type="checkbox"/> SPE30214D5005 9

Show VICs with POs that are: Not Submitted Submitted Only Short Shipped POs All POs Imported

Select All VICs Refresh Page with Selected Options

- OR -

Search By PO Number: Search

Select Vendor Item Catalog Numbers to View Purchase Orders

IMPORTANT NOTE

Vendor Item Contracts (VIC) which do not have records associated to them will not appear in the VIC filter.

The following filters are default selections to display the VICs which Purchase Orders of the following categories:

- **Not Submitted** – Purchase Orders that have not been submitted to the DLA Representative for review.
- **Only Short Shipped POs** – Purchase Orders that have one or more line items that have been identified as short shipped.
- **Submitted** – Purchase Orders that have been submitted to the DLA Representative for review.
- **All POs** - All Purchase Orders associated with selected VIC(s), submitted or not submitted.
- **Imported** – This feature displays Purchase that are imported.
- **Select All VICs** – All Purchase Orders associated with all VICs assigned to the current user.
- **Search By PO Number** – This feature allows users to enter up to 14 characters to retrieve a target Purchase Order. When selected, this search ignores all other filtering options.

Philadelphia Date/Time: Friday, January 09, 2015 3:23:14 PM UNCLASSIFIED SENSITIVE

Defense Logistics Agency - Troop Support **STORESWeb**

Invoicing My User Info | Help | DLA Home | Logoff

Home | Reconcile | Order Confirmations | Fill Rate Maintenance | Reports | Download Changes | Messages

Purchase Orders for Fill Rate Information Entry

Showing Only Not Submitted Purchase Orders with Short Shipments
(Not all available VICs are checked in Filtering Options)

Filtering Options...

Please Note: Vendor Item Catalog numbers are shown along with the number of POs matching the Filtering Options.

<input type="checkbox"/> SPE30013DP214 17	<input type="checkbox"/> SPE30013DW335 1	<input type="checkbox"/> SPE30013DW337 2	<input type="checkbox"/> SPE30014D3002 193	<input type="checkbox"/> SPE30014D3003 57
<input type="checkbox"/> SPE30014D3005 95	<input type="checkbox"/> SPE30014D3006 85	<input type="checkbox"/> SPE30014D3008 471	<input type="checkbox"/> SPE30014D3009 49	<input type="checkbox"/> SPE30014D3010 183
<input type="checkbox"/> SPE30014D3011 191	<input type="checkbox"/> SPE30014D3018 246	<input type="checkbox"/> SPE30014D3019 49	<input type="checkbox"/> SPE30014D3023 510	<input type="checkbox"/> SPE30014D3024 77
<input type="checkbox"/> SPE30014D3031 214	<input type="checkbox"/> SPE30014D3032 223	<input type="checkbox"/> SPE30014D3036 43	<input type="checkbox"/> SPE30014DA010 2	<input type="checkbox"/> SPE30014DA012 54
<input type="checkbox"/> SPE30014DA013 4	<input type="checkbox"/> SPE30014DA015 13	<input type="checkbox"/> SPE30014DA016 1	<input type="checkbox"/> SPE30014DA017 23	<input type="checkbox"/> SPE30014DA018 2
<input type="checkbox"/> SPE30014DA020 69	<input type="checkbox"/> SPE30014DA022 2	<input type="checkbox"/> SPE30014DA026 4	<input type="checkbox"/> SPE30014DA028 36	<input type="checkbox"/> SPE30014DP605 62
<input type="checkbox"/> SPE30014DUA00 10	<input type="checkbox"/> SPE30014DV140 124	<input type="checkbox"/> SPE30014DV162 5	<input type="checkbox"/> SPE30014DV164 68	<input type="checkbox"/> SPE30014DV168 11
<input type="checkbox"/> SPE30014DV567 21	<input type="checkbox"/> SPE30014DW350 8	<input type="checkbox"/> SPE30015D3100 78	<input type="checkbox"/> SPE30015DA000 3	<input type="checkbox"/> SPE30015DUA00 2
<input type="checkbox"/> SPE30213A0029 2	<input type="checkbox"/> SPE30213A0041 70	<input type="checkbox"/> SPE30214A0004 3	<input type="checkbox"/> SPE30214A0020 3	<input type="checkbox"/> SPE30214D5005 9

Show VICs with POs that are: Not Submitted Submitted Only Short Shipped POs All POs Imported

Select All VICs

- OR -

Search By PO Number:

Select Vendor Item Catalog Numbers to View Purchase Orders

1. Make the appropriate filtering selections by choosing the radio buttons and checkboxes and click on the 'Refresh Page with Selected Options' button.

Philadelphia Date/Time: Wednesday, January 14, 2015 3:03:26 PM UNCLASSIFIED SENSITIVE

Defense Logistics Agency - Troop Support **STORESWeb**

Invoicing My User Info | Help | DLA Home | Logoff

Home | Reconcile | Order Confirmations | Fill Rate Maintenance | Reports | Download Changes | Messages

Purchase Orders for Fill Rate Information Entry

Showing Only Not Submitted Purchase Orders

Filtering Options...

PO Number	RDD	Vendor Item Catalog	ShipTo DoDAAC	Short Shipped Line Count	Messages
13019W41640130	06/15/2014	SPM30013DP200 - A. T. SIRAVO	13019W - NOAA SHIP OKEANOS EXPLORER - NOAA SHIP OKEANOS EXPLORER	0	INVOICED
13019W41680131	06/19/2014	SPE30014D3006 - SYSCO FOOD SYSTEM OF CONN	13019W - NOAA SHIP OKEANOS EXPLORER - NOAA SHIP OKEANOS EXPLORER	0	INVOICED
13019W41960134	07/17/2014	SPE30014D3024 - SYSCO CONNECTICUT	13019W - NOAA SHIP OKEANOS EXPLORER - NOAA SHIP OKEANOS EXPLORER	0	INVOICED
13019W42110136	08/04/2014	SPM30013DP200 - A. T. SIRAVO	13019W - NOAA SHIP OKEANOS EXPLORER - NOAA SHIP OKEANOS EXPLORER	0	INVOICED
13019W42110137	08/04/2014	SPM30013DP200 - A. T. SIRAVO	13019W - NOAA SHIP OKEANOS EXPLORER - NOAA SHIP OKEANOS EXPLORER	1	INVOICED
13019W42170139	08/07/2014	SPM30013DP200 - A. T. SIRAVO	13019W - NOAA SHIP OKEANOS EXPLORER - NOAA SHIP OKEANOS EXPLORER	1	INVOICED
13019W42170140	08/07/2014	SPE30014D3024 - SYSCO CONNECTICUT	13019W - NOAA SHIP OKEANOS EXPLORER - NOAA SHIP OKEANOS EXPLORER	1	INVOICED
1305E641470082	06/09/2014	SPM30014D3707 - SYSCO SEATTLE, INC	1305E6 - NOAA OSCAR DYSON - NOAA OSCAR DYSON	0	
1305E641690087	07/03/2014	SPM30014D3707 - SYSCO SEATTLE, INC	1305E6 - NOAA OSCAR DYSON - NOAA OSCAR DYSON	0	

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IMPORTANT NOTE

See the 'Messages' column for information on the corresponding Purchase Order (PO) –

- **INVOICED** - Appears if at least 1 CLIN has an invoice in STORES. The tool tip message states: 'At least one line of the PO has an invoice processed.'
- **SUBMITTED** – Appears if the Purchase Order was submitted by a vendor or DLA Representative. The tool tip message states: 'The PO was submitted on 'MM/DD/YYYY' by 'USER ID'.
- **IMPORTED** – Appears if the Purchase Order was imported.

- Select a target Purchase Order (PO) from the list to display its details.

Vendor Short Shipment Entry
Showing Only Short-Shipped Items for Purchase Order Number FT480042763665

Vendor: SP2001802102 - SYSCO HAMPTON
Ship To DoD/MAC: FT4800 - LANGLY-HOSPITAL DR FAC, VA - MEDICAL DRNG FACILITY
Order Date: 10/30/2014
Submitted UoM Fill Rate:
Number of Lines: 58
RDD: 10/6/2014
Submitted By:

CLIN	Stock Number	Item Description	Ordered Quantity	Delivered Quantity	Short Shipment Reason (Optional Comment)	Line Fill Rate %	Message
5	886501800989	TEA FILTER PACK FOR ICED TEA LFT-244 OZ SA FOR DSP MACHINE	1	0	Select a Short Shipment Reason...	0.00%	Message
21	890301829220	JELLY JAM VARIETY 400G S OZ CO	1	0	Select a Short Shipment Reason...	0.00%	Message
29	8912018296364	CFM CHEESE LITE 100 LB PG	1	0	Select a Short Shipment Reason...	0.00%	Message
27	890301881852	YOGURT LF VAN CHL PNF/WT STYLE 84 LB CO	1	0	Select a Short Shipment Reason...	0.00%	Message
48	8905018297116	CHICKENED PIC FOL WHTE/DARK MEAT XCF 1/2 LB CO	1	0	Select a Short Shipment Reason...	0.00%	Message

Buttons: Save, Submit, Reset, Show All Lines, Return To Summary

- Click on the 'Show All Lines' button to display the lines pertaining to the selected PO.

IMPORTANT NOTES

The 'Show All Lines' button is a toggle that appears, as a default from the summary screen, displaying only short shipped lines. Clicking on this button displays all lines of the PO, short shipped or not. The button then changes to 'Show Only Short Shipped Lines', which allows going back to showing only the short shipped lines.

It is strongly recommended to submit outstanding invoices prior to entering Short Shipment information.

Vendor Short Shipment Entry
Showing All Lines for Purchase Order: 1305E641470082

Vendor: SP2001802102 - SYSCO SEATTLE, INC
Ship To DoD/MAC: 1305E - NOAA OSCAR DIVISION - NOAA OSCAR DIVISION
Order Date: 10/1/2014
Submitted UoM Fill Rate:
Number of Lines: 38
RDD: 6/9/2014
Submitted By:

CLIN	Stock Number	Item Description	Ordered Quantity	Delivered Quantity	Short Shipment Reason (Optional Comment)	Line Fill Rate %	Message
1	8915018210807	APPLES GOLD DEL FRESH 100 CT 140 LB CS	1	0	Select a Short Shipment Reason...		
2	8915018210875	ASPARAGUS FRESH MED 1/11 LB CS	1	0	Select a Short Shipment Reason...		
3	8915018213801	AVOCADO FRESH 25 LB CS	1	0	Select a Short Shipment Reason...		
4	8915018213806	BANANA FRESH GRN YRN 10 YELLOW 140 LB CS	1	0	Select a Short Shipment Reason...		
5	8915018213825	BROCCOLI CROWNS CHL 100 LB CS	2	0	Select a Short Shipment Reason...		
6	8915018213834	CABBAGE CHL SHRD US LB PG	1	0	Select a Short Shipment Reason...		
7	8915018213864	CANTALOUPE FRESH 1/2 CT CASE	1	0	Select a Short Shipment Reason...		
8	8915018213896	CAULIFLORETS CHL 20 LB CASE	1	0	Select a Short Shipment Reason...		
9	8915018213933	CELERY FRESH 6 CT 10 LB CS	1	0	Select a Short Shipment Reason...		
10	8915018213967	CELANTRO FRESH 1/11 LB CS	1	0	Select a Short Shipment Reason...		
11	8915018213989	CUCUMBER FRESH 1/11 CT 100 LB CS	1	0	Select a Short Shipment Reason...		
12	8915018213987	EGGPLANT FRESH 1/11 CT 100 LB CS	1	0	Select a Short Shipment Reason...		
13	8915018213254	GRAPES FRESH RED SOLS 1/11 LB CS	1	0	Select a Short Shipment Reason...		
14	8915018213869	SQUASH ZUCCHINI FRESH 100 LB CS	1	0	Select a Short Shipment Reason...		
16	8915018212481	STRAWBERRIES FRESH CLAMHELL CO 3/11 LB CS	2	0	Select a Short Shipment Reason...		
16	8915018212418	TOMATOES CHERRY FRESH 1/12 LB CS	1	0	Select a Short Shipment Reason...		
17	8915018214115	WATERMELON SEEDLESS FRESH 2 CT 26 LB CASE	1	0	Select a Short Shipment Reason...		

Buttons: Save, Submit, Reset, Show Only Short-Shipped Lines, Return To Summary

4. Enter the appropriate amount in the corresponding 'Delivered Quantity' field.

The 'Delivered Quantity' field is editable only if an invoice has not been processed against that CLIN. If an invoice containing the CLIN that has been edited after the user manually entered a delivered quantity, that value will be overwritten by the invoice's delivered quantity value.

Philadelphia Date/Time: Thursday, January 15, 2015 1:20:16 PM
Defense Logistics Agency - Troop Support
 UNCLASSIFIED SENSITIVE
STORES Web
 My User Info | Help | DLA Home | Logout
 Home Reconcile Order Confirmations Fill Rate Maintenance Reports Download Changes Messages

Vendor Short Shipment Entry
 Showing All Lines for Purchase Order: 1305E641470082

Vendor:	SPM30014D3707 - SYSCO SEATTLE, INC	ShipTo DoDAAC:	1305E6 - NOAA OSCAR DYSON - NOAA OSCAR DYSON
Order Date:	5/27/2014	Number of Lines:	35
Submitted UoM Fill Rate:	<input type="text"/> %	RDD:	6/9/2014
		Submitted By:	

CLIN	Stock Number	Item Description	Ordered Quantity	Delivered Quantity	Short Shipment Reason (Optional Comment)	Line Fill Rate %	Messages
1	891501E210507	APPLES, GOLD DEL, FRESH, 100 CT, 1/40 LB CS	1	0	Select a Short Shipment Reason...	0.00%	
2	891501E212675	ASPARAGUS, FRESH, MED, 1/11 LB CS	1		Select a Short Shipment Reason...		
3	891501E213801	AVOCADO, FRESH, 25 LB CS	1		Select a Short Shipment Reason...		
4	891501E213935	BANANA, FRESH, GRN TURN TO YELLOW, 1/40 LB CS	1		Select a Short Shipment Reason...		
5	891501E210020	BROCCOLI CROWNS, CHL, 1/20 LB CS	2		Select a Short Shipment Reason...		
6	891501E210034	CABBAGE, CHL, SHRD, 1/5 LB PG	1		Select a Short Shipment Reason...		
7	891501E212684	CANTALOUPE, FRESH, 12 CT CASE	1		Select a Short Shipment Reason...		
8	891501E210056	CAULIFLORETS, CHL, 2/3 LB CASE	1		Select a Short Shipment Reason...		
9	891501E213933	CELERY, FRESH, 6 CT, 10 LB CS	1		Select a Short Shipment Reason...		

IMPORTANT NOTE

See the 'Messages' column for information –

- **INVOICED** - Appears if the CLIN has an invoice in STORES; the tool tip message states: 'INVOICE NUMBER', 'INVOICE DATE'.
- **REASON** – Appears as a message only if users enter a comment or if invalid characters are entered in the comments.

The following special characters “\^&_`~| are not permitted in this field.

5. Select an option in the 'Short Shipment Reason...' dropdown list.

Philadelphia Date/Time: Tuesday, September 18, 2014 10:08:58 AM

Business Logistics Agency - Trade Support

Home Reconcile Order Confirmation Fill Rate Maintenance Reports Messages

Help: DLA Home Logout SuperAdmin Patrick Williams

Vendor Short Shipment Entry

Showing All Lines for Purchase Order: ARMY0142320009

Vendor:	6PM00002005 - T. W. INTERTRADE-KYR0VZ23TAN	Ship To DoDAAC:	ARMY01 - CHARLESTON AFB - 437 8V5/SWMP
Order Date:	9/21/2014	Number of Lines:	8
Submitted Fill Rate:		ROD:	9/21/2014
Submitted By:			

CLIN	Stock Number	Item Description	Ordered Quantity	Delivered Quantity	Short Shipment Reason (Optional Comment)	Line Fill Rate	Messages
1	941618817912	CHEESE, SWISS, CHEDDAR, WHOLE, REG. PTH'ED, W/O STIRRS, 12-18 OZ SL, CO	0				
2	940018302000	CHICKEN BREAKFAST PATTIES, 3PKGS, 8" SMD, CHD, FZN, SQF, RND, SEAS, 32'S, 22 EA, 15 LB	2				
3	940018304781	CHILI CON CARNE, W/O BEANS, CN, 4.91Z CN	4				
4	940018305000	SOBB ROLLS, CHINESE, FZN, CN, 7.25 OZ EA	0				
5	940018307305	SEEP BRUCK, ROLL, FZN, US CH, 6AL, UNITS, 12 LB AVG, 183 LB CS, 180-185, 1100-1100	102				
6	940018308081	SEEP SAUCE, STRAPE, SEAS, FZN, SEASONED, 5.12 LB 80	9				
7	940018307110	SEEP FOR STEERING, FZN, DICED, MIN, US SEC, CN, 8" LB, PO, 140125A	224				
8	940018301218	SAUSAGE, POLSKA, CURED, FZN, 1/2LB/BASA, PORK & BEEF, 180X3, 110 1/2 OZ	9				
9	940018304000	SOUP, SEEP NOODLE, CN, COND, 12.00 FL OZ CN	7				

Short Shipment Reason (Optional Comment) dropdown menu:

- V01 - Monthly item demand exceeds average demand by >250%, >300%, 400% (OCONUS ONLY / fill in with contract requirement)
- V02 - Newly cataloged item (insufficient time for vendor to capture demand history)
- V03 - Low shelf life. Frequency restocking required (Cooler item, i.e., Yogurt)
- V04 - Pre-deliver / Customer cancelled order without using STORES
- V05 - Customer based order quantity on the incorrect Unit of Issue
- V06 - Customer did not provide sufficient ordering lead time, i.e., Special Order Item
- V07 - Item being phased out (Catalog timing issue)
- V08 - Catch weight adjustment (Customer orders 100 LBS, actual weight of product is 98 LBS.)
- V09 - Product recalled
- V10 - Other (Vendor to provide specific explanation for "Other" exception)
- V11 - Out of stock or short shipped
- D01 - STORES receipt data did not process
- D02 - STORES catalog problem, PRF incorrect (STORES master production catalog error)
- D03 - STORES catalog problem, Catch Weight Item Pkg data incorrect (master production catalog error)
- D04 - Approved NIS waiver (CONUS/OCONUS NIS approved by the contractor to provide supporting documentation for a decision)

Select a Short Shipment Reason: [v]

Buttons: Save, Submit, Reset, Show Only Short-Shipped Lines, Return To Summary

The following buttons are available:

- **Reset** – Enabled whenever data is entered into an editable field or if a short shipment reason is selected from the dropdown. It reverts the values back to those prior to the edits. It does not revert data back after the 'Save' or 'Submit' buttons are clicked.
 - **Save** – Records the entered information into the database. Data can be changed and re-saved unlimited times. Saved records have not been submitted to the DLA Representative for review. The 'Save' button is not activated if the Purchase Order was submitted by the vendor or DLA Rep on behalf of the vendor.
 - **Submit** – Sends the entered information to the DLA Representative for review. Once a Purchase Order has been submitted, it can no longer be edited.
 - **Show Only Short-Shipped Lines** – Displays Purchase Orders that have one or more line items that have been identified as short shipped.
 - **Return to Summary** – Brings user back to the 'Enter Fill Rate Summary' page.
6. Click on the 'Save' button to keep the updates made.

2 – Entering Short Shipment Information for Submission to DLA Representatives

Users who provide Short Shipment information to DLA Representatives for importing into STORES must:

1. Contact the DLA Representative, prior to their initial submission.
2. Download the templates to be used for capturing Short Shipment information from the 'Help' page as shown below.

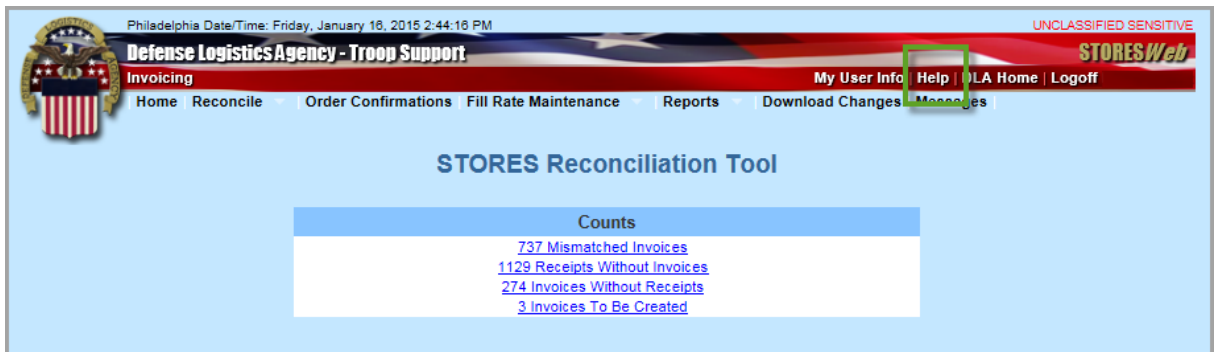
NOTE: Both the 'Exception' and the 'PO Summary' spreadsheets must be completed to be valid for submission.

IMPORTANT NOTES

The information below applies to both the 'Exceptions' and 'PO Summary' spreadsheets. Create a separate file for each report: one for Exceptions and another for PO Summary.

It is highly recommended to name the imports using the information imported (e.g., Vendor Name, Contract Number and Month of the Report: US_FoodSvc 3007 PO Summary July 2014).

1. Access the 'Help' menu from the banner.



2. Locate the templates from the page displayed.

STORES Reconciliation Tool Vendor Help

The links displayed in the sections below provide access to important documents related to using STORES Web.

STORES Reconciliation Tool Vendor User Guide
The STORES Customer User Guide is available for viewing, printing and/or downloading in two formats:

- **Portable Document Format (PDF)** can be viewed and/or printed and/or saved (downloaded) to your computer's hard drive using Adobe Acrobat Reader® software (version 5.0 or higher). If you do not have Adobe Reader® installed, please visit Adobe's website to download the software.
- **Microsoft® Word®** (read-only) document can be opened for viewing and/or printing or saved (downloaded) to your computer's hard drive using Microsoft® Word® software (95 version or higher). [NOTE: Lower versions of Word may not display these documents as they were originally designed.]

PDF
To view a document in PDF, click on the corresponding PDF link in the [chart below](#). This will launch Adobe Acrobat Reader® in a separate browser window (if the application is loaded on your computer) and display the selected document. The PDF documents for this guide are pre-set to appear magnified on your screen so that graphic images contained in the guide will display more clearly. Use the horizontal scroll bar to center the document on your screen, and the vertical scroll bar to move up or down each page. Follow the Reader® application's instructions to find a specific word or phrase within the document, to print it out and/or to download (save) it to your computer's hard drive.

To download a PDF document without viewing it first, right-click on the PDF link beside the desired document in the [chart below](#) and then select "Save Target As" (if you are using an Internet Explorer browser).

Word
To access a document in Microsoft® Word® format, click on the corresponding Word link in the [chart below](#). A message will display, asking if you want to Open the file or Save it to your computer. If you click on **Open**, the Word application will launch in a separate browser window (if the application is loaded on your computer) and display the selected document. If you click on **Save**, a Save As window displays. Select the location where you wish to save a copy of the document and click on Save again. A second method for saving (downloading) the document is to right-click on the corresponding Word link in the [chart below](#) and then select "Save Target As" (if you are using an Internet Explorer browser).

Follow the application's instructions to find a specific word or phrase within the document or to print it out. These two actions may be performed following either the Open or Save options.

[STORES Recon Vendor EDI User Guide PDF Format](#)
[STORES Recon Vendor EDI Guide Microsoft Word Format](#)
[STORES Recon Vendor Non-EDI Guide PDF Format](#)
[STORES Recon Vendor Non-EDI Guide Microsoft Word Format](#)

STORES Import Vendor Fill Rate Information Templates
Please use the templates below to enter fill rate information.

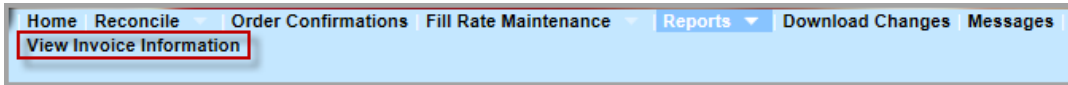
[Vendor Fill Rate PO Summary.xls](#)
[Vendor Fill Rate Exceptions.xls](#)

3. Save both 'Vendor Fill Rate PO Summary.xls' and 'Vendor Fill Rate Exceptions.xls' files in a target location.



CHAPTER 6 – REPORTS

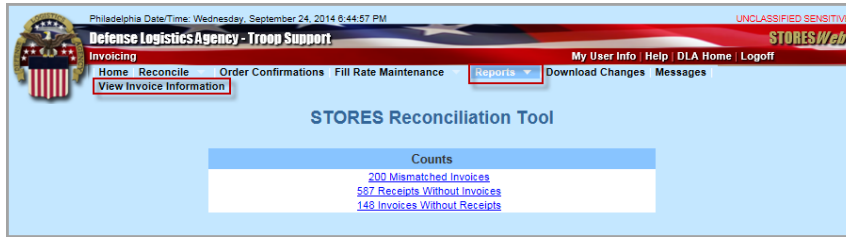
Click on the 'Reports' menu item to displays its sub-menu containing the 'View Invoice Information' report.



1 – View Invoice Information

The 'View Invoice Information' report provides the Vendor and Account Manager a means of searching either by 'Purchase Order' or by the combination of 'Contract Number' and 'Invoice Number' to return a report displaying Purchase Orders and Contracts currently associated to the user.

1. Select 'Reports' then 'View Invoice Information' to display the landing page:



2. Enter the search criteria in the appropriate fields by either:

- Entering the 'Purchase Order Number'

- OR -

- Entering both the 'Contract Number' and 'Invoice Number'.



3. Click on the 'View' button to launch the report containing the results according to the criteria entered.

View Invoice Information

To view invoice information, provide the purchase order number and click 'view', or, provide **both** the contract number and the invoice number, and click 'view'.

Purchase Order Number	<input type="text" value="R2012672021676"/>	Contract Number	<input type="text"/>
		Invoice Number	<input type="text"/>

1 Record found matching your Purchase Order

Purchase Order Number	R2012672021676	Invoice Number	977717	Created By	EDI
Contract Number	SPE30016DW523	Date Invoice Received	8/4/2017	Hidden By	
PHID		Invoice Indicator	Active (EDI)	Hidden Date	

CLIN	Stock Number	Quantity	Unit Price	Extended Price	Date Updated	Updated By	Copied From Receipt	Date Released to EBS	Mismatched Reason	Trash Can Date	Trash Can Reason
0001	892001E113230	2	5.18	10.36			N		No receipt line		
0002	892001E115685	1	9.97	9.97			N		No receipt line		
0003	892001E113237	2	6.38	12.76			N		No receipt line		
0004	892001E220441	1	6.38	6.38			N		No receipt line		
0005	892001E220442	1	6.38	6.38			N		No receipt line		
0006	892001E113232	1	6.38	6.38			N		No receipt line		
0007	892001E113873	1	5.18	5.18			N		No receipt line		



**CHAPTER 7 –
MY CAGE CODE ASSIGNMENTS**

Users can view their current CAGE Code assignments, request new assignments, or remove current assignments by following the steps below:

1. Click on the 'My User Info' link on the right side of the main menu to go to the 'My User Information' page.



2. Click on the View My CAGE Code Assignments link at the bottom of the screen.

My User Information

NOTE: All fields marked with an asterisk (*) are required

User ID:	SALVORECON	
Date Created:	9/26/2016 10:33:31 AM (Philadelphia Time)	
Date Unretired:		
Account Status:	Active	
Account Type:	STORES Recon User	
Affiliation:	Vendor	
Title/Rank:	<input type="text"/>	?
* First Name:	<input type="text"/>	
Middle Initial/Name:	<input type="text"/>	
Last Name:	salvo	
Suffix:	<input type="text"/>	?
* Vendor Name:	<input type="text"/>	?
* Street Address 1:	<input type="text"/>	?
Street Address 2:	<input type="text"/>	?
* City:	<input type="text" value="City"/>	?
* State:	<input type="text" value="Pennsylvania"/>	
* Country:	<input type="text" value="UNITED STATES"/>	
* Zip/Postal Code:	<input type="text" value="23132"/>	?
* Phone Number:	<input type="text" value="123-345-2132"/>	<input type="text" value="X"/> ?
Extension:	<input type="text"/>	
DSN:	<input type="text"/>	?
* Email Address:	<input type="text" value="user@testing.com"/>	?
* Confirm Email Address:	<input type="text"/>	

[Send Message](#) [View My CAGE Code Assignments](#)

3. Deactivate the 'Show Only Active Contracts' checkbox to view inactive contracts.
4. Click on the 'Close Window' button to remove the Assigned CAGE Code(s) / Contract(s) page.

Assigned CAGE Code(s) / Contract(s) for User ID: MYUSERID

Show Only Active Contracts When Checked

CAGE Code: 00U44	
Contract	Status
SPM30008DZ216 - LABATT FOOD SERVICE	Assigned
SPM30008DZ700 - LABATT FOOD SERVICE	Assigned
SPM30008DZ701 - LABATT FOOD SERVICE	Assigned
SPM30008DZ702 - LABATT FOOD SERVICE	Assigned
SPM30008DZ703 - LABATT FOOD SERVICE	Assigned
SPM30008DZ704 - LABATT FOOD SERVICE	Assigned

CAGE Code: SK179	
Contract	Status
SPM30209DK008 - COCA COLA KOREA BOTTLING CO	Assigned

Close Window

- Click on the 'Send Message' link at the bottom of the screen to request changes to CAGE Code assignments.

* Phone Number: 7034457799 ? Extension: ?

DSN: ?

* Email Address: gbongo@mil.com ?

* Confirm Email Address: ?

Save Cancel

Send Message [View My CAGE Code Assignments](#)

- Enter the appropriate information in the 'Message field' -- either a request for new CAGE Codes or a deletion of existing CAGE Codes – and click on the 'Send' button.

Send Message

Use this form to send a message to your STORES Reconciliation Tool Account Manager. Please note, password reset requests will no longer be handled through messaging.

Message:

Please assign 079M5.
Please remove 014D1. |

Send Reset Cancel

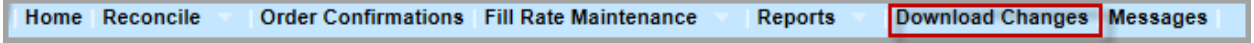
The message is sent to the user's Recon Manager.



CHAPTER 8 – DOWNLOAD CHANGES

The 'Receipts Without Invoices' screen displays all receipts for a specified contract(s) assigned to the user for which there no invoice has been submitted.

1. Select the 'Download Changes' menu option from the main menu and the 'Download Invoice Changes' page appears.

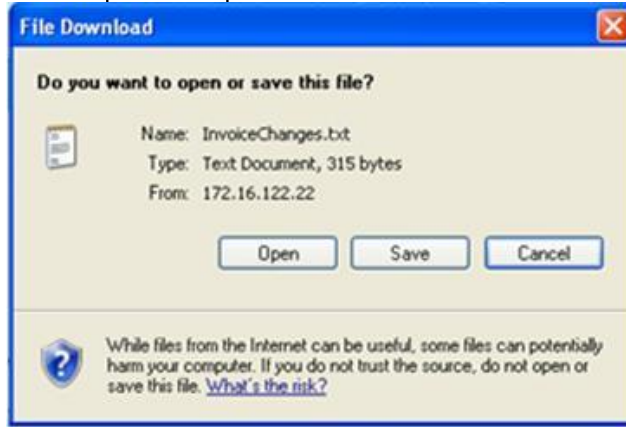


2. Select a date or date range for which to run the report and click on the 'Download' button.

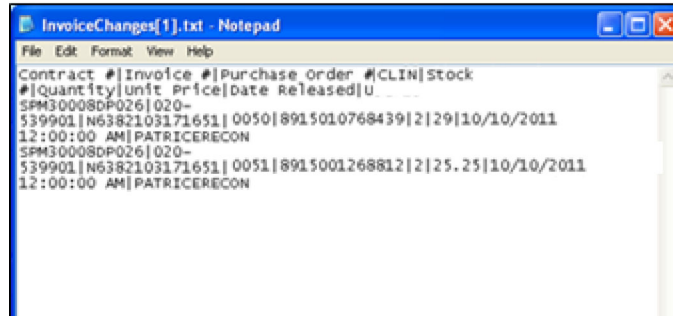


NOTE: If no data is available for the date or range selected, a message displays.

3. Click on the 'Open' button to open the report:



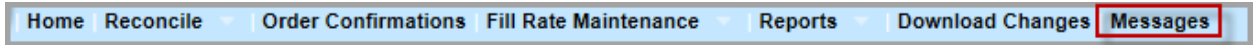
The changes for the date range selected appear in Notepad:



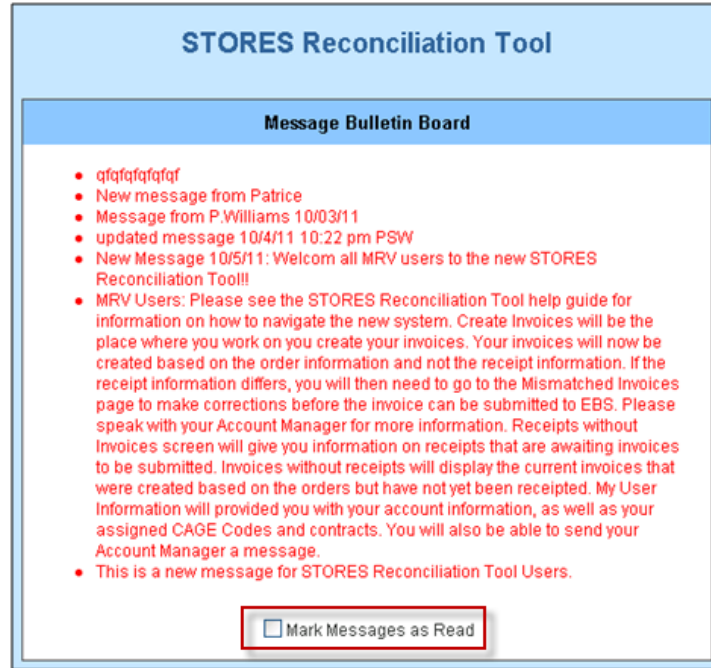


**CHAPTER 9 –
MESSAGES**

1. Click on the 'Messages' menu option to view the messages.



The 'Message Bulletin Board' page appears. New and unread messages are displayed.



2. Activate the 'Mark Messages as Read' checkbox to move the messages from the home page to the 'Message Bulletin Board' until a Recon Account Manager inactivates it.



*Subsistence Total Order and Receipt Electronic System (STORES)
User Administration*

STORES Catalog

Guide for Vendors

Release Date: **September 2024**

DLA Troop Support – Philadelphia

Defense Logistics Agency
United States Department of Defense



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Introduction

Application

STORES Catalog is an application designed to allow qualified users to create catalogs for export to STORES.

User Guide

The **STORES Catalog Vendor User Guide** was designed to describe the functionality of the STORES Catalog to vendors to assist them in accessing this functionality.

STORES Catalog Basics

Prerequisites for accessing STORES Catalog:

- All STORES Catalog users must have a valid email address. Email notifications are the central form of communication for account creation and maintenance throughout the system.
- All persons wishing to establish an account in the STORES Catalog system must submit a new account request form online. The request form is available via a link on the **STORES Web Log On** screen (refer to Chapter 1).
- Each user must ensure that his or her account contact information is accurate and current when using the **My User Information** screen available via a link on the **STORES Catalog Main Menu** screen.
- Passwords are valid for only sixty (60) days from their creation date and must be changed prior to expiration. A notification on the **Main Menu** screen informs users of an impending password expiration starting ten (10) days prior to expiration. This does not apply to users who are not required to use a password.
- Accounts are automatically inactivated when a password expires (only applies to password-required accounts), when the account has been inactive for thirty (30) days or when a user has three consecutive failed logon attempts. To be reactivated, a user must submit a reactivation request.

Roles

This guide is written for vendors. There are two vendor roles available in STORES Catalog. These roles along with their privileges are:

1. Vendor who can:

- Modify an assigned active production catalog.
- View an assigned production catalog.
- Edit and view an assigned baseline catalog.
- Accept DLA Standards for an item where applicable.
- Change an assigned catalog's status from Vendor Ready to Review Ready.
- Download an assigned baseline catalog.
- Download an assigned production catalog.
- Generate catalog reports for assigned contracts.
- View master stock numbers.
- Access Master Catalogs.
- Download the Vendor User Guide.
- Access and edit his/her contact information.

A user may be assigned the role of 'Vendor' for one or more catalogs. A user may have only one role per catalog.

General Considerations

Browsers: The recommended browser is Microsoft® Edge. Screen shots are currently from Internet Explorer and will be updated to MS Edge as changes occur to sections of this guide.

Timing out: For both security and system streamlining, STORES Catalog has been set to "time out" after 30 minutes of non-use. It is important to save any changes you make (typically by clicking the **Save** button). This ensures that your work is retained in the system for future use.

Customer Assistance

If you need assistance with information contained in your catalogs, please contact your account manager.

If you need assistance with the STORES Web application, please contact the appropriate STORES Help Desk:

CONUS (Philadelphia) Email	COM: 888-755-4756 dlacontactcenter@dla.mil
OCONUS Europe Europe/Africa Email	DSN: 324-206-9685 COM: +49-631-71069685 Cell: +49173-384-1835 dlatsstorehelp@dla.mil
OCONUS Pacific Email	DSN: 315-243-3874 COM: +81-46-8163874

For a list of STORES POC's (CONUS) see the URL below:
<http://www.dla.mil/TroopSupport/Subsistence/Foodservices/Regions/CONUS.aspx>

For a list of STORES POC's (OCONUS) see the URL below:
<http://www.dla.mil/TroopSupport/Subsistence/Foodservices/Regions/OCONUS.aspx>

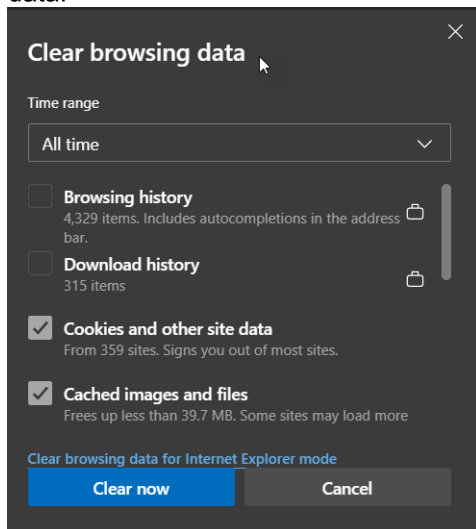
Troubleshooting

1. Crystal Reports

In order to have a clean browser history for the reports returning results using Crystal Reports, users should delete browsing history from Microsoft Edge. The user selects Settings (⋮) followed by Settings and navigate to the the “Privacy, Search and Services” section. Select the “Choose What To Clear” button next to Clear Browsing Data Now.



A Clear Browsing History pop up will be presented with a Clear button to select. Close the browser after clearing the data.



Proceed to start up the web browser again. Once the user reopens the browser and returns to STORES they should be able to export the report results. In the event problems persist, the user may also select the keyboard combination of "Control + F5" the browser will refresh and the issue with exporting results will be resolved.

What's New?

As of September 2023

- **“What's New?” section** – Provides a summary of changes in the guide.
- **Chapter 3 – View/Modify a Baseline Catalog**
 - **Chapter 3.1 Detailed View**
 - Replaced View/Modify Baseline Catalog – Detailed View screen shots to include these changes:
 - MPA – Text and Value are displayed in separate boxes.
 - Standardized – Text and Value are displayed in separate boxes.
 - PRF Standards – Text and Value are displayed in separate boxes.
 - MPA Purchase Date- Calendar Icon has been moved slightly to the right so it is not sitting on the edge of the data entry box.
 - Navy/FIC (Item Indicators) text color has been changed to black and field background color changed to yellow to be consistent with the other Items Indicators.
 - Some Item Indicators are spelled out:
 - ArmyDng is now Army Dining Hall
 - ArmyFld is now Army Field
 - NvCg is now Navy Cargo
 - **Chapter 3.2. Add an Item**
 - Replaced View/Modify Baseline Catalog – Add Item screen shots to include these changes::
 - MPA – Text and Value are displayed in separate boxes.
 - Standardized – Text and Value are displayed in separate boxes.
 - PRF Standards – Text and Value are displayed in separate boxes.
 - MPA Purchase Date- Calendar Icon has been moved slightly to the right so it is not sitting on the edge of the data entry box.
 - Navy/FIC (Item Indicators) text color has been changed to black and field background color changed to yellow to be consistent with the other Items Indicators.
 - Some Item Indicators are spelled out:
 - ArmyDng is now Army Dining Hall
 - ArmyFld is now Army Field
 - NvCg is now Navy Cargo
 - NvQCOG is now Navy QCOG (Ship Store)
- **Chapter 5 – View/Modify a Production Catalog**
 - **Chapter 5.3 Detailed View (Production Catalog)**
 - Replaced View/Modify Production Catalog – Catalog Items Detailed View screen shots to include these changes:
 - MPA – Text and Value are displayed in separate boxes
 - Standardized – Text and Value are displayed in separate boxes.
 - PRF Standards – Text and Value are displayed in separate boxes.
 - MPA Purchase Date- Calendar Icon has been moved slightly to the right so it is not sitting on the edge of the data entry box.
 - Navy/FIC (Item Indicators) text color has been changed to black and field background color changed to yellow to be consistent with the other Items Indicators.
 - Some Item Indicators are spelled out:
 - ArmyDng is now Army Dining Hall
 - ArmyFld is now Army Field
 - NvCg is now Navy Cargo

- NvQCOG is now Navy QCOG (Ship Store)
- **Chapter 5.4. Add a Production Catalog Item**
 - Replaced View/Modify Baseline Catalog – Add Item screen shots to include these changes:
 - MPA – Text and Value are displayed in separate boxes.
 - Standardized – Text and Value are displayed in separate boxes.
 - PRF Standards – Text and Value are displayed in separate boxes.
 - MPA Purchase Date- Calendar Icon has been moved slightly to the right so it is not sitting on the edge of the data entry box.
 - Navy/FIC (Item Indicators) text color has been changed to black and field background color changed to yellow to be consistent with the other Items Indicators.
 - Some Item Indicators are spelled out:
 - ArmyDng is now Army Dining Hall
 - ArmyFld is now Army Field
 - NvCg is now Navy Cargo
 - NvQCOG is now Navy QCOG (Ship Store)
- **Chapter 11 Production Reports**
 - **Chapter 11.2 832 Version Compliance Report(s)**
 - Replaced all screen shots for consistency reasons
 - Replaced 832 Version Compliance Report screen shots to include these field names: changes:
 - DLA Standard Acceptance was changed to Accept DLA Standards
 - Gross Case Weight Measure was changed to Gross Case UoM
 - Tare Weight Value was changed to Tare Weight
 - Aluminum Weight Value was changed to Aluminum Weight
 - Tin Weight Value was changed to Tin Weight
 - Paper Weight Value was changed to Paper Weight
 - Plastic Weight Value was changed to Plastic Weight
 - Glass Weight Value was changed to Glass Weight
 - Vendor SKU was changed to SKU
 - MPA Date to MPA Purchase Date
 - Replaced 832 Compliance Report - Non Compliant Items Download Column Headings screen shot to include these field names changes:
 - DLA Standard Acceptance was changed to Accept DLA Standards
 - Gross Case Weight Measure was changed to Gross Case UoM
 - Tare Weight Value was changed to Tare Weight
 - Aluminum Weight Value was changed to Aluminum Weight
 - Tin Weight Value was changed to Tin Weight
 - Paper Weight Value was changed to Paper Weight
 - Plastic Weight Value was changed to Plastic Weight
 - Glass Weight Value was changed to Glass Weight
 - Vendor SKU was changed to SKU
 - MPA Date to MPA Purchase Date

As of September 2024

- A recent update to the underlying code, which addresses some cyber concerns, may cause slight differences in the display of certain webpages and calendar.



Chapter 1: STORES Catalog Basics

The **Log On** screen for STORES Catalog is located at the following Internet address:

https://www.stores.dla.mil/stores_web.

STORES Log On Screen (first page)



DEFENSE LOGISTICS AGENCY
Troop Support
Subsistence Total Order and
Receipt Electronic System (STORES)

UNCLASSIFIED SENSITIVE



Terms of Use

You are accessing a U.S. Government (USG) information system (IS)
that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests --not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. [See User Agreement for details.](#)

UNCLASSIFIED SENSITIVE

You must accept the DoD Terms of Use before you can log on to STORES.



DEFENSE LOGISTICS AGENCY

Troop Support

Subsistence Total Order and Receipt Electronic System (STORES)

UNCLASSIFIED SENSITIVE



IMPORTANT NOTICE

Department of Defense (DoD) Public Key Infrastructure (PKI)

DoD has mandated that all personnel who access DoD systems must use PKI for all private web-enabled applications. You are required to have a DoD-approved Common Access Card (CAC) or External Certificate Authority (ECA) certificate to access this site. To learn who to contact to obtain a DoD-approved certificate go to https://www.transactionservices.dla.mil/daashome/pki_contacts.asp

User ID:

Certificate Log On
Non-Certificate Log On

Need an account created for yourself? [New Account Request Form](#)

Need certificate info? [Certificate FAQ \(PDF\)](#) [Certificate FAQ \(Word\)](#)

Need assistance? Contact the [STORES Help Desk](#)

or your area Regional Manager from either DLA Troop Support's [CONUS](#) or [OCONUS](#) sites.

Have comments about STORES? Let us know! Complete the [ICE](#) survey today.

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Object	Function
User ID	A field for entering your STORES Catalog User ID (not case sensitive).
Certificate Log On	A button that allows you to log on to STORES Catalog using a certificate.
Non-Certificate Log On	A button for logging on if you are exempt from using a certificate.
New Account Request Form	A link to start the process of creating a new STORES account if you do not have one.
Certificate FAQ	A link to information about obtaining, installing, and logging on to STORES using a certificate.
STORES Help Desk	A link to display numbers and the email address for getting help using STORES.
CONUS	A link to the Food Services section of the DLA Web site within the continental United States.
OCONUS	A link to the Food Services section of the DLA Web site outside the continental United States.
ICE	A link to an Interactive Customer Evaluation (ICE) form allowing you to enter comments about STORES and respond to the online survey.

1.1: Log on to STORES Catalog

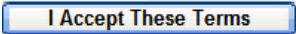


The process for logging on to **STORES Catalog** varies somewhat depending on one or more of the following factors:

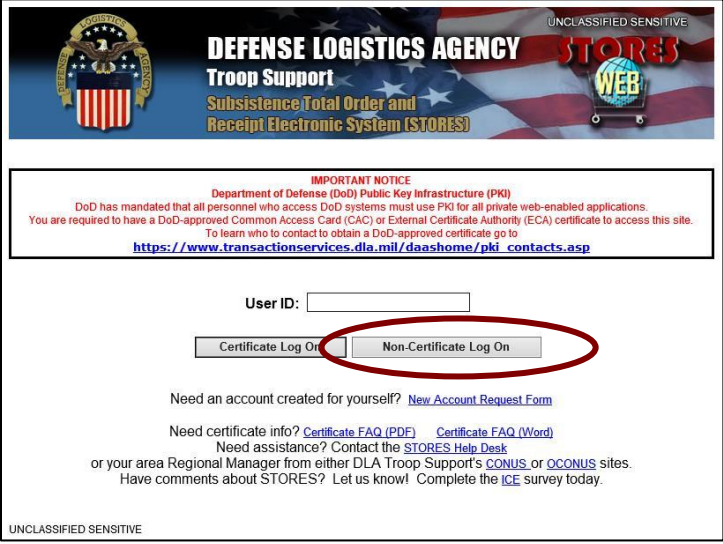

- You are activating an account.
- You are exempt from using a certificate.
- You are required to use a certificate.
- You are logging on for the first time with a certificate.

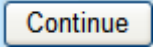
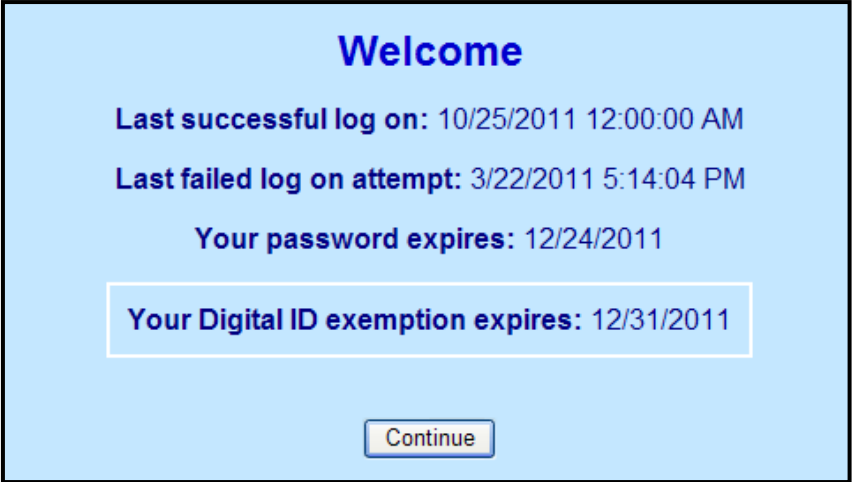
For information about obtaining a certificate and installing it on your computer, click the **Certificate FAQ** link on the Log On screen.

1.1.1 Path 1: Non-Certificate Log On (Exempt from using a Certificate)

You may use the Non-Certificate Log On path and enter your STORES User ID and a Password to log on if a STORES security administrator exempted your user account from certificate log on. Any attempt to log on using this path will fail when a certificate is required. To log on without a certificate, follow the steps below.

STEP/ACTION	EXAMPLE
<p>1. Open your browser and type https://www.stores.dla.mil/stores_web.</p> <p>The DoD <i>Terms of Use</i> display.</p> <p>2. Read the DoD Terms of Use and click .</p> <p>The STORES <i>Log On</i> screen displays (next page).</p> <p>NOTE: You cannot proceed to the <i>Log On</i> screen unless you accept the DoD Terms of Use.</p>	<p style="text-align: center;">Log On Screen (first page)</p>  <p style="text-align: center;">Terms of Use</p> <p style="text-align: center;">You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only.</p> <p>By using this IS (which includes any device attached to this IS), you consent to the following conditions:</p> <ul style="list-style-type: none"> • The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. • At any time, the USG may inspect and seize data stored on this IS. • Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose. • This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy. • Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details. <p style="text-align: center;"></p> <p style="text-align: center;">UNCLASSIFIED SENSITIVE</p>

STEP/ACTION	EXAMPLE
<p>3. Enter your User ID on the Log On screen and select</p> <p style="text-align: center;">Non-Certificate Log On</p> <p>The Enter Password screen displays.</p>	<p style="text-align: center;">STORES Web Log On Screen (with close-up)</p>  <p style="text-align: center;">UNCLASSIFIED SENSITIVE</p>
<p>4. Enter your password.</p> <p>5. Click Submit to continue; the Welcome screen displays (see section 1.1.4 for an explanation of the information presented).</p> <p style="text-align: center;">-OR-</p> <p>Click Cancel to return to the STORES Log On screen.</p> <p>NOTE: You can modify the User ID before entering the corresponding password.</p>	<p style="text-align: center;">Enter Password Screen</p>  <p style="text-align: center;">UNCLASSIFIED SENSITIVE</p>

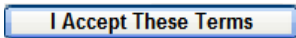
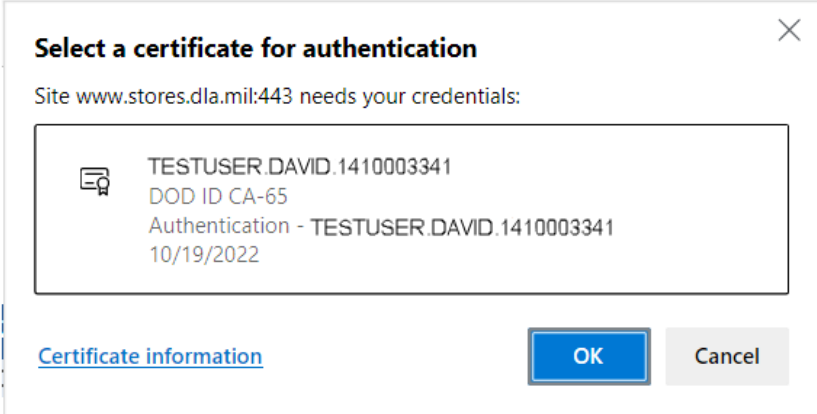

STEP/ACTION	EXAMPLE
<p>6. Click </p> <p>The Main Menu screen displays (see Chapter 2).</p> <p>NOTE: If the Electronic User Agreement has not been accepted or the user was reactivated, the user is required to accept the Electronic User Agreement again.</p>	<p>Welcome Screen</p> 


1.1.2 Path 2: Certificate Log On the First-time (Digital ID Association Required)

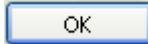
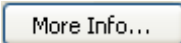


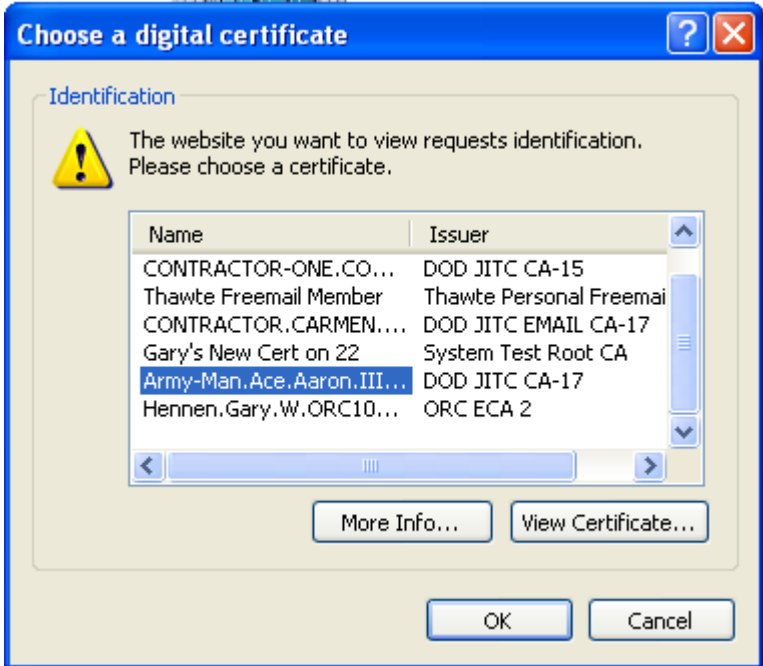
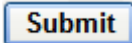
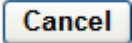

You are required to create an association between a certificate and your User ID the **first time** you log on to STORES using the Certificate Log On path. Create an association by following the steps provided below.

When you create an association, the distinguished name on the selected certificate is stored with your account information as the “Digital ID.” Thereafter, you must use the same certificate/User ID combination to log on. This association lasts until a STORES account manager or security administrator disassociates the Digital ID from your account—an action that ordinarily occurs at your request or when your certificate is expired or revoked. Dissociation requires you to create a new association the next time you use the Certificate Log On path.

IMPORTANT: Always **close** the browser session after logging off if you want to log on to STORES with a User ID associated with a different certificate. Otherwise, the last certificate you selected is retained in your browser session and you will receive a Digital ID Mismatch error when you attempt to log on.

STEP/ACTION	EXAMPLE
<p>1. Open your browser and type https://www.stores.dla.mil/stores_web.</p> <p>You'll be prompted to select a certificate for authentication. Select your certificate and then the 'OK' button.</p> <p>The DoD Terms of Use display.</p> <p>2. Read the DoD Terms of Use and click </p> <p>The STORES Log On screen displays (next page).</p> <p>NOTE: You cannot proceed to the Log On screen unless you accept the DoD Terms of Use.</p>	<p style="text-align: center;">Prompt to select a Certificate</p>  <p style="text-align: center;">Log On Screen (first page)</p> 

STEP/ACTION	EXAMPLE
<p>3. Enter your User ID on the STORES Log On screen and select</p> <div data-bbox="277 386 617 432" style="border: 1px solid black; padding: 2px; text-align: center;"> <p>Certificate Log On</p> </div> <p>The Choose a Digital Certificate screen displays (next page).</p>	<p style="text-align: center;">Log On Screen (with close-up)</p> <div data-bbox="703 323 1471 898" style="border: 1px solid black; padding: 10px;">  <p style="text-align: right; font-size: small;">UNCLASSIFIED SENSITIVE</p> <p style="text-align: center;">DEFENSE LOGISTICS AGENCY Troop Support Subsistence Total Order and Receipt Electronic System (STORES)</p> <hr/> <p style="text-align: center; font-size: x-small;">IMPORTANT NOTICE Department of Defense (DoD) Public Key Infrastructure (PKI) DoD has mandated that all personnel who access DoD systems must use PKI for all private web-enabled applications. You are required to have a DoD-approved Common Access Card (CAC) or External Certificate Authority (ECA) certificate to access this site. To learn who to contact to obtain a DoD-approved certificate go to https://www.transactionservices.dla.mil/daashome/pki_contacts.asp</p> <p style="text-align: center;">User ID: <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Certificate Log On"/> <input type="button" value="Non-Certificate Log On"/> </p> <p style="text-align: center; font-size: x-small;"> Need an account created for yourself? New Account Request Form Need certificate info? Certificate FAQ (PDF) Certificate FAQ (Word) Need assistance? Contact the STORES Help Desk or your area Regional Manager from either DLA Troop Support's CONUS or OCONUS sites. Have comments about STORES? Let us know! Complete the ICE survey today. </p> <p style="text-align: left; font-size: x-small;">UNCLASSIFIED SENSITIVE</p> </div>

STEP/ACTION	EXAMPLE
<p>4. Select a valid certificate for logging on to STORES and click </p> <p>The Enter Password screen displays.</p> <p>NOTE: If the certificate you select is not a valid DOD CAC, FBCA, or a DOD-approved ECA certificate, you will not be able to log on to STORES.</p> <p>NOTE: Depending on your certificate and the level of security associated with the certificate, you may get a pop-up window (not pictured) requesting password, pass code, or PIN information. Enter the requested information and click the appropriate button to continue.</p> <p>OTHER AVAILABLE ACTIONS:</p> <p> displays general help files.</p> <p> displays specific information about your certificate.</p> <p> cancels certificate log on, which displays the Certificate Problem screen (not pictured).</p>	<p style="text-align: center;">Choose a Digital Certificate Dialog Box</p> 
<p>5. Enter your password.</p> <p>6. Click  to continue; the Create Digital ID Association screen displays (next page).</p> <p style="text-align: center;">-OR-</p> <p>Click  to return to the Log On screen.</p>	<p style="text-align: center;">Enter Password Screen</p> 

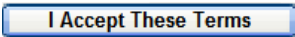
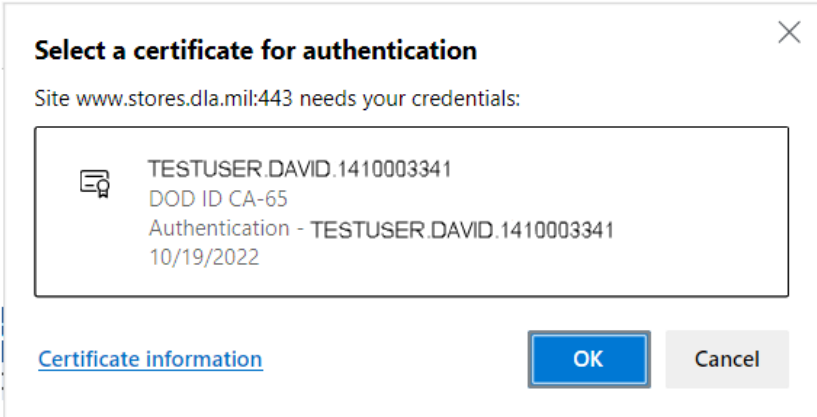
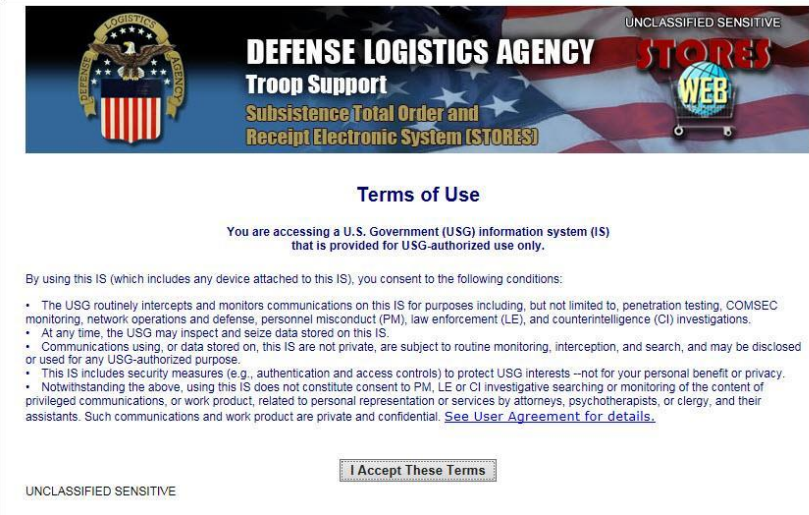
STEP/ACTION	EXAMPLE		
<p>Make sure the Digital ID chosen is the correct one before proceeding.</p> <p>7. Click <input type="button" value="Yes"/>; the digital association Confirmation screen displays.</p> <p>-OR-</p> <p>Click <input type="button" value="No"/> to cancel the association process and return to the Log On screen.</p> <p>NOTE: Email notifications are sent to you and to the STORES Administrator confirming that a Digital ID was associated with your User ID.</p> <p>NOTE: You are required to use the same Digital ID to log on with this User ID in the future.</p>	<p style="text-align: center;">Create Digital ID Association Screen</p> <div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Create Digital ID Association</p> <p>The ID displayed below is on the Digital Certificate you chose to log on to STORES. Do you wish to permanently associate it with User ID: <i>SUBSISTUSER</i>?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Digital ID on chosen Certificate:</td> <td style="padding: 5px;">CN=Army-Man.Ace.Aaron.III.9000001123, OU=USA, OU=PKI, OU=DoD, O=U.S. Government, C=US</td> </tr> </table> <p style="text-align: center; font-size: small;">NOTE: You must have a valid Digital ID association to use STORES.</p> <p style="text-align: center;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </p> </div>	Digital ID on chosen Certificate:	CN=Army-Man.Ace.Aaron.III.9000001123, OU=USA, OU=PKI, OU=DoD, O=U.S. Government, C=US
Digital ID on chosen Certificate:	CN=Army-Man.Ace.Aaron.III.9000001123, OU=USA, OU=PKI, OU=DoD, O=U.S. Government, C=US		
<p>8. Click <input type="button" value="Continue"/>.</p> <p>The Welcome screen displays (see section 1.1.4 for an explanation of the information presented).</p>	<p style="text-align: center;">Confirmation Screen</p> <div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Confirmation</p> <p style="text-align: center;">A Digital ID association for User ID <i>SUBSISTUSER</i> has been created.</p> <p style="text-align: center;">You will receive an email notification of this change. The notification will be sent to the email address for this User ID.</p> <p style="text-align: center;"> <input type="button" value="Continue"/> </p> </div>		
<p>9. Click <input type="button" value="Continue"/>.</p> <p>The Main Menu screen displays (see Chapter 2).</p> <p>NOTE: If the Electronic User Agreement has not been accepted or the user was reactivated, the user is required to accept the Electronic User Agreement again.</p>	<p style="text-align: center;">Welcome Screen</p> <div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Welcome</p> <p style="text-align: center;">Last successful log on: 7/8/2019 8:03:42 AM</p> <p style="text-align: center;">Last failed log on attempt: 1/2/2018 9:25:52 AM</p> <p style="text-align: center;"> <input type="button" value="Continue"/> </p> </div>		


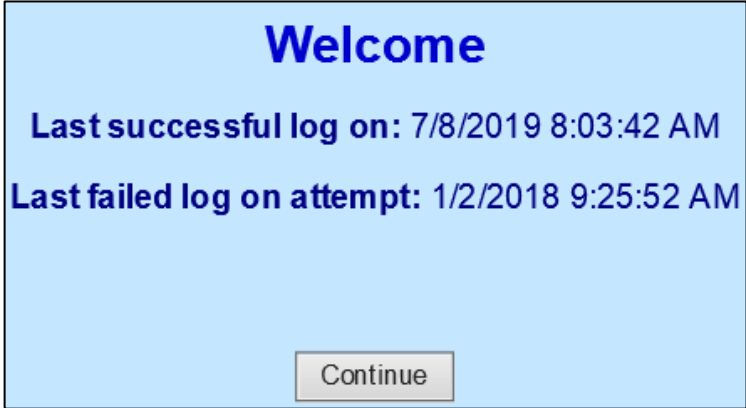
1.1.3 Path 3: Certificate Log On

If a Digital ID from a Common Access Card (CAC), External Certificate Authority (ECA) (ORC, VeriSign, and IdenTrust), or Federal Bridge Certificate Authority (FBCA) certificate is associated with your account, you can log on to STORES using the Certificate Log On path without entering a password by following the steps below.

NOTE: If your certificate was dissociated, you are exempted from using Certificate Log On for up to 365 days. During this exemption period, you are required to log on with a User ID and password. However, you may choose to log on with your certificate at any time by following the instructions in section 1.1.2: Path 2: Certificate Log On the First Time (Digital ID Association Required).

IMPORTANT: Always **close** the browser session after logging off if you want to log on to STORES with a User ID associated with a different certificate. Otherwise, the last certificate you selected is retained in your browser session and you will receive a Digital ID Mismatch error when you attempt to log on.

STEP/ACTION	EXAMPLE
<p>1. Open your browser and type https://www.stores.dla.mil/stores_web.</p> <p>You'll be prompted to select a certificate for authentication. Select your certificate and then the 'OK' button.</p> <p>The DoD Terms of Use display.</p> <p>2. Read the DoD Terms of Use and click </p> <p>The STORES Log On screen displays (next page).</p> <p>NOTE: You cannot proceed to the Log On screen unless you accept the DoD Terms of Use.</p>	<p style="text-align: center;">Prompt to select a Certificate</p>  <p style="text-align: center;">Log On Screen (first page)</p> 

STEP/ACTION	EXAMPLE
<p>3. Enter your User ID on the Log On screen and select</p> <p style="text-align: center;">Certificate Log On</p> <p>The Choose a Digital Certificate Dialog Box displays.</p>	<p style="text-align: center;">Log On Screen (with close-up)</p> 
<p>4. The Welcome screen displays (See section 1.1.4 for an explanation of the information presented)</p> <p>5. Click Continue</p> <p>The Main Menu screen displays (see Chapter 2).</p> <p>NOTE: If the Electronic User Agreement has not been accepted or the user was reactivated, the user is required to accept the Electronic User Agreement again.</p>	<p style="text-align: center;">Welcome Screen</p> 

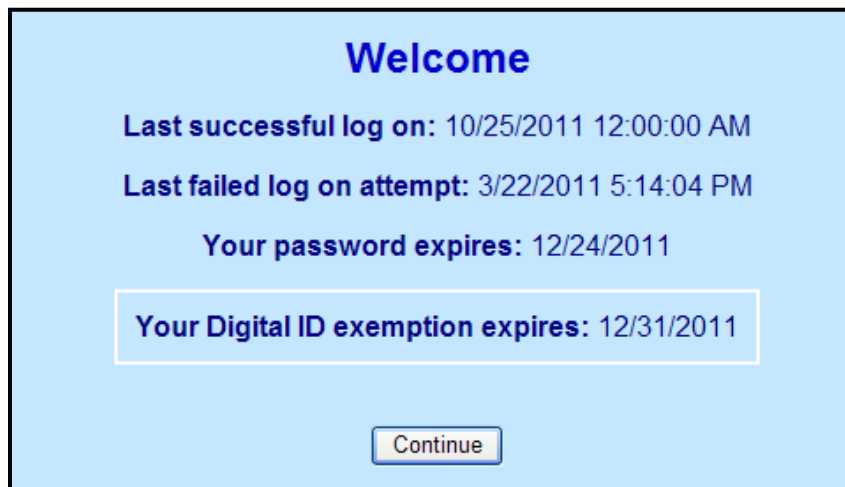
1.1.4 The Welcome Screen




The **Welcome** screen lists up to four important pieces of security information for your account. The screen depicted below shows all the possible information on one screen. A particular user never sees all this information at once.


What you see after successful log on depends on:

- Your last successful log on (if any)
- Your last failed log on attempt (if any)
- The date your password expires (if a password is required to log on)
- The date your Digital ID exemption expires (if you are exempted from Certificate Log On)

Welcome Screen (close-up)


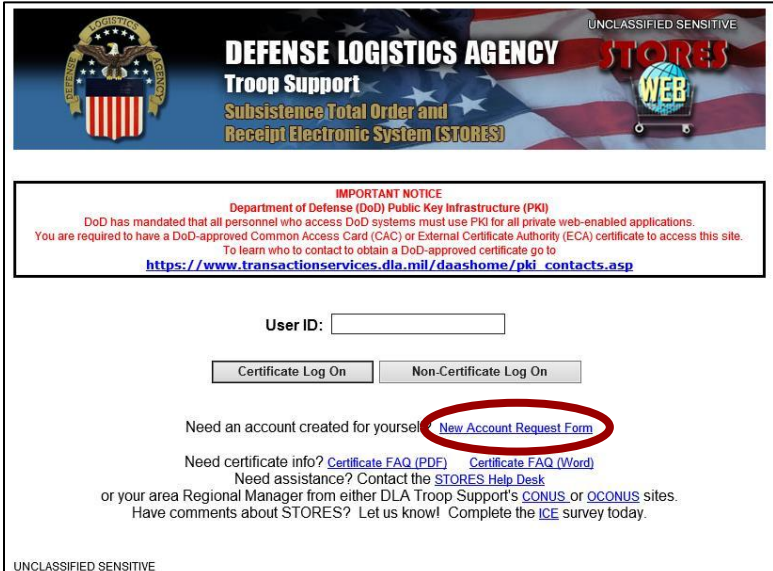


STEP/ACTION	EXAMPLE
<p>3. Enter all required information (fields marked with an asterisk) and optional fields (if applicable) and check the appropriate box(es) for Type of User.</p> <p>4. To discard information you entered and enter new or revised information, click .</p> <p>5. Click .</p> <p>The system will create a new email message from your default email program list, addressed to the STORES Service Desk. The body of the email will be populated with all of the information you entered in step 3. The subject line of the email will default to Service Desk Request. (See next page.)</p>	<p style="text-align: center;">STORES Service Desk Request Form Screen</p> 

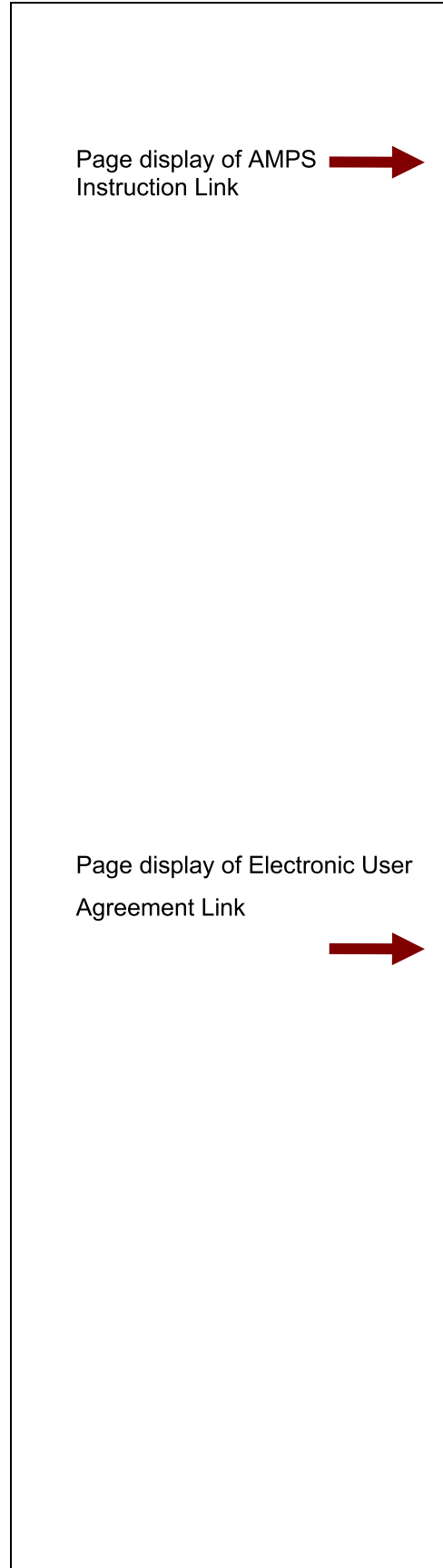
STEP/ACTION	EXAMPLE
<p>6. Click .</p> <p>7. The email is received by the STORES Help Desk.</p>	<p style="text-align: center;">Service Desk Request Email</p> <p>From: jane.doe@dla.mil To: dlacontactcenter@dla.mil Cc: jane.doe@dla.mil Subject: Service Desk Request</p> <p>First Name: Jane Last Name: Doe Email: jane.doe@dla.mil Telephone: 2151234567 State: Pennsylvania Country: UNITED STATES Type of user: , STORES Customer Description: Cannot connect to STORES Web. Ordering Point: ShipTo DoDAAC: CAGE Code: Contract Number: Purchase Order: Invoice Number:</p>

1.3: Request a New Account

Before using STORES Catalog, prospective users must complete a New Account Request Form by following the steps indicated below.

STEP/ACTION	EXAMPLE
<p>1. Open your browser and enter https://www.stores.dla.mil/stores_web.</p> <p>The DoD Terms of Use displays.</p> <p>2. Read the DoD Terms of Use and click <input type="button" value="I Accept These Terms"/>.</p> <p>The STORES Log On screen displays (bottom right).</p> <p>NOTE: You cannot proceed to the Log On screen unless you accept the DoD Terms of Use.</p>	<p style="text-align: center;">Log On Screen (first page)</p> 
<p>3. Click the New Account Request Form link.</p> <p>The Account Requirements screen displays (next page).</p>	<p style="text-align: center;">STORES Customer Log On Screen (with close-up)</p> 

STEP/ACTION	EXAMPLE
<p>This screen contains links to two actions that are required before an account request can be approved, plus two boxes that must be checked before you can proceed with the New Account Request.</p> <ol style="list-style-type: none"> 1. Click the AMPS Instructions link and complete the process (go to pg. 22). 2. Click the Electronic User Agreement link and read the document. 3. Click the checkbox to indicate that you have acknowledged the AMPS requirement and accept the Electronic User Agreement. <p>NOTE: You must access the Electronic User Agreement before clicking the checkbox; otherwise, the checkbox is not clickable.</p> <ol style="list-style-type: none"> 4. Select the checkbox at the bottom of the window. 5. Click <input type="button" value="Continue"/>. 	<p style="text-align: center;">Account Requirements Screen</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #e6f2ff;"> <p style="text-align: center;">Account Requirements New Account Request</p> <p>IMPORTANT: To establish a STORES account these steps must be followed:</p> <ol style="list-style-type: none"> 1) You must create a DLA Account Management Provisioning System (AMPS) account and apply for an AMPS role specific to STORES. 2) You must read and accept the Electronic User Agreement. 3) You must apply for a STORES Account. 4) You must have a PKI Certificate to access your STORES account within 60 days. <p>Requirements:</p> <ul style="list-style-type: none"> • Click the link to access AMPS Instructions screen. Your STORES account will not be approved until you receive AMPS Role Approval. <p style="text-align: center;">• AMPS Instructions</p> <ul style="list-style-type: none"> • Click the link to access the Electronic User Agreement. You will not be able to request a STORES account until the Electronic User Agreement is read and accepted. <p style="text-align: center;">• Electronic User Agreement</p> <p><input checked="" type="checkbox"/> I acknowledge that I must receive AMPS Role approval, and must read and accept the Electronic User Agreement to be granted access to STORES.</p> <ul style="list-style-type: none"> • Read and accept the following requirements that you currently possess or will obtain PKI certificate and then click the Continue button to create your STORES account. <p>PKI Certificate: The Department of Defense (DoD) has mandated that all users of DoD information systems must use an approved Public Key Infrastructure (PKI) authentication mechanism. Therefore, a DoD-approved Common Access Card (CAC) or External Certificate Authority (ECA) certificate is required to access STORES. Such a certificate must be obtained within 60 days after the approval of a new STORES account.</p> <p>An ECA Certificate is issued to DoD industry partners and other external entities and organizations. To learn about how to obtain an ECA certificate, go to External Certification Authority Program (ECA). STORES can accept all ECA types (Medium Assurance, Medium Token Assurance, and Medium Hardware Assurance).</p> <p>A Common Access Card is typically issued to active military, DoD personnel, and DoD contractors. To learn about obtaining a Common Access Card, you may contact your base personnel security office.</p> <p>For external certificate information, refer to Certificate FAQ (PDF) Certificate FAQ (Word)</p> <p>The Certificate FAQ document is in Portable Document Format (PDF). To access this document, click on the appropriate link above. This launches Adobe Acrobat Reader® in a separate browser window and displays the selected item. Follow the Reader® application's instructions to print the item. If you do not have Adobe Reader® installed, please visit Adobe's website to download the software.</p> <p><input checked="" type="checkbox"/> I acknowledge that I either currently possess a DoD approved PKI certificate (CAC or ECA) or will obtain a DoD approved PKI certificate within 60 days of being granted access to STORES.</p> <p style="text-align: right;"> <input type="button" value="Continue"/> <input type="button" value="Cancel"/> </p> </div>



Account Management Provisioning System (AMPS) Instructions Screen

[DLA HOME](#)

Account Management Provisioning System (AMPS) Instructions

IMPORTANT NOTICE:
If AMPS approval is not received, your account request may be rejected.

If you are in a deployed zone (i.e. Afghanistan, Iraq, Saudi Arabia, Qatar, Bahrain, etc.), you must contact your logistics command to complete the account request process. Your logistics command will provide the guidance and forms necessary for account approval.

[Link to AMPS Site](#)

[Link to AMPS Job Aid \(Customers and Vendors\) - PDF Document](#)

[Link to AMPS Job Aid \(Customers and Vendors\) - Word Document](#)

[Link to AMPS Job Aid \(DLA Representatives\) - PDF Document](#)

[Link to AMPS Job Aid \(DLA Representatives\) - Word Document](#)

1. Click on the link above to access the AMPS Access Instructions document.
2. Click on the link to access the AMPS Website.

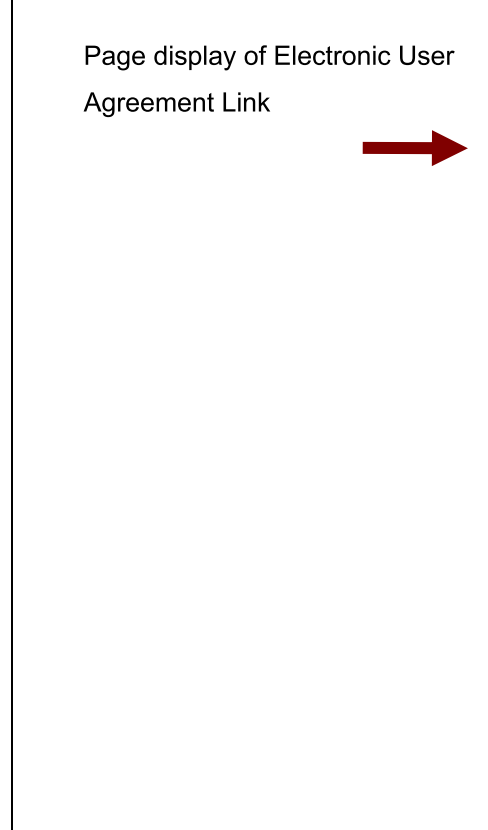
Any issues or questions? Please email STORESAccountRequest@dla.mil or call the STORES Help Desk:

CONUS (Philadelphia): COM: 888.755.4756, Email: dlacontactcenter@dla.mil
 OCONUS Europe: DSN: 324.206.9685; COM: +49-631-71069685; Cell: +49173-384-1835
 DLA Troop Support Europe and Africa STORES Helpdesk: Email: dlatstorehelp@dla.mil
 OCONUS Pacific: DSN: 315.243.3874; COM: +81-46-8163874

For a list of STORES POC's (CONUS) see the URL below:
<http://www.dla.mil/TroopSupport/Subsistence/Foodservices/Regions/CONUS.aspx>

For a list of STORES POC's (OCONUS) see the URL below:
<http://www.dla.mil/TroopSupport/Subsistence/Foodservices/Regions/OCONUS.aspx>

[Return](#)



STORES USER AGREEMENT Screen

STORES USER AGREEMENT

STANDARD MANDATORY NOTICE AND CONSENT PROVISION FOR ALL DOD INFORMATION SYSTEM USER AGREEMENTS

You acknowledge and consent that when you access Department of Defense (DoD) information systems:

- You are accessing a U.S. Government (USG) information system (IS) which includes any device attached to the information system that is provided for U.S. Government authorized use only.
- You consent to the following conditions:
 - The U.S. Government collects, intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel recollection (PI), law enforcement (L.E.) and counterintelligence (CI) investigations.
 - At any time, the U.S. Government may inspect and seize data stored on this information system.
 - Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government authorized purpose.
 - This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government information—not for your personal benefit or privacy.
 - Notwithstanding the above, using an information system does not constitute consent to personnel recollection, law enforcement, or counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential, as further explained below.
- Nothing in this User Agreement shall be interpreted to limit the user's consent to, or in any way restrict or affect, any U.S. Government actions for purposes of network administration, operation, protection, or defense, or for communications security. This includes all communications and data on an information system, regardless of any applicable privilege or confidentiality.
- The user consents to interception/capture and secure of ALL communications and data for any authorized purpose including personnel recollection, law enforcement, or counterintelligence investigations. However, consent to interception/capture or secure of communications or data for personnel recollection, law enforcement, or counterintelligence investigative agent and any other does not negate any applicable privilege or confidentiality, but otherwise applies.
- Neither any privilege, communication, or data granted for the protection of privilege, nor is covered by a duty of confidentiality, is determined in accordance with established legal standards and DOD policy. Users are strongly encouraged to seek personal legal counsel on such matters.
- Prior to using an information system if the user intends to rely on the protection of a privilege or confidentiality, the user must first determine if such protection otherwise exist under established legal standards and DOD policy. However, in such cases the U.S. Government is authorized to take reasonable steps to identify such communications or data that are not subject to the privilege or confidentiality. If such protection otherwise exist under established legal standards and DOD policy, users should take reasonable steps to identify such communications or data that the user intends are protected by any such privilege or confidentiality. However, the user's identification or assertion of a privilege or confidentiality is not sufficient to create such protection where none exists under established legal standards and DOD policy.
- A user's failure to take reasonable steps to identify such communications or data as privileged or confidential does not waive the privilege or confidentiality. If such protection otherwise exist under established legal standards and DOD policy, users are authorized to take reasonable actions to identify such communication or data as being subject to a privilege or confidentiality, as such actions do not negate any applicable privilege or confidentiality.
- These conditions preserve the confidentiality of the communication or data, and the legal protections regarding the use and disclosure of privileged information, and that such communications and data are private and confidential. Further, the U.S. Government shall take all reasonable measures to protect the content of captured/retained privileged communications and data to ensure they are appropriately protected.
- In cases when the user has consented to content searching or monitoring of communications or data for personnel recollection, law enforcement, or counterintelligence investigative searching, (i.e., for all communications and data other than privileged communications or data that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants), the U.S. Government may, solely at its discretion and in accordance with DOD policy, elect to apply a privilege or other restriction on the U.S. Government's otherwise authorized use or disclosure of such information.
- All of the above conditions apply regardless of whether the access or use of an information system includes the display of a notice and consent banner ("banner"). When a banner is used, the banner functions to remind the user of the conditions that are set forth in this User Agreement, regardless of whether the banner displays these conditions in full detail or provides a summary of such conditions, and regardless of whether the banner expressly references this User Agreement.

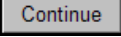
INFORMATION ASSURANCE RESPONSIBILITIES

- Subguard the information processed, stored, and transmitted on systems from unauthorized or inadvertent modification, disclosure, destruction, and use. All systems are for official use and authorized purposes in accordance with DOD 5500.7-R, "Joint Information Regulation" (http://www.defense.mil/info/odp/defense_attr/atr/atr_index.html), section 2.301.
- Comply with safeguards, policies, and procedures to prevent unauthorized access to systems.
- Not share account passwords with anyone.
- Not use the same STORES password with any other systems, applications, and accounts.
- Not share private tokens with anyone (i.e. External Certificate Authority (ECA) private tokens or Common Access Card (CAC)).
- Recognize the accountability assigned to each user. Each user must have a unique ID to access any element of information (IT/OT/OT/OT).
- Immediately report known or suspected incidents to the cognizant Information Assurance Manager in accordance with the local site incident response guide.
- Log out prior to leaving work area.
- Label sensitive media and ensure that sensitive information is removed from hard disks that are sent out for maintenance.

CONSEQUENCES OF INCONSISTENT BEHAVIOR OR NON-COMPLIANCE

Noncompliance with this agreement will result in sanctions being imposed on an individual(s) commensurate to the level of the infraction(s). Depending on the severity of the violation, sanctions may range from a verbal or written reprimand, removal of system access for a specified period of time, or termination of use. Misuse of Privacy Act, sensitive, and/or classified data may result in civil and criminal charges and/or fines.

Warning Message Screen (Displays if both boxes not checked)


NOTE: If you click  without checking the checkboxes a message displays (bottom right).

The **New Account Request Form** Screen Request Type displays.

- In the Request Type drop-down, select **STORES Catalog User**.

The **New Account Request Form** Screen refreshes, displaying the request type selected and data entry fields.


- Enter your user information in the appropriate form fields. **NOTE: All fields marked with an asterisk (*) are required.**

Some fields, such as **User ID**, **Password**, and **Email Address**, have rules that your entries must follow in order to be valid. To view the rules for a particular field, click the question mark icon  beside that field. This displays the **Data Entry Help** screen in a separate window with the focus on information pertaining to the selected field help (see the **User ID** example, next page).

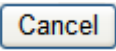
- When your entries are complete, click .

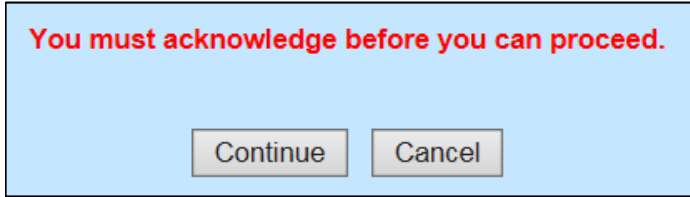
The **New Account Request Verification** screen displays (next page).

-OR-

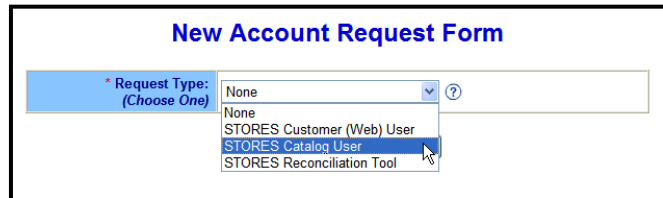
Click  to return to **Request Type** selection.

-OR-

Click  to return to the **Log On** screen.

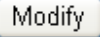





New Account Request Form Screen Close-up



New Account Request Form Screen

The full "New Account Request Form" screen. It has a light blue header with the title "New Account Request Form". Below the header are several input fields, each with a question mark icon to its right. The fields are: "Request Type" (dropdown menu with "STORES Catalog User" selected), "User ID", "Password", "Confirm Password", "Title/Rank", "First Name", "Middle Initial/Name", "Last Name", "Suffix", "Facility/Base Name", "Street Address 1", "Street Address 2", "City", "State" (dropdown menu), "Country" (dropdown menu with "UNITED STATES" selected), "Zip/Postal Code", "Phone Number" (with an "Extension" field), "DSN", "Email Address", and "Confirm Email Address". At the bottom of the form are three buttons: "Continue", "Reset", and "Cancel".

STEP/ACTION	EXAMPLE																																		
<p>9. Verify the accuracy of the information you have entered.</p> <ul style="list-style-type: none"> If it is incorrect, click  and return to the New Account Request Form screen to make the necessary changes. If it is correct, click . <p>A Confirmation screen displays (next page).</p>	<p>Data Entry Help Screen (Close-up of User ID Help)</p> <div data-bbox="846 323 1365 653" style="border: 1px solid black; padding: 5px;"> <p>User ID A required field for all STORES accounts.</p> <p>A valid User ID:</p> <ul style="list-style-type: none"> • Must be unique; that is, it cannot match any other User ID in the system (The uniqueness of your entered User ID is automatically confirmed by the system) • Must be at least 7 characters • Must not exceed 25 characters • May contain alpha-numeric characters (0-9, a-z, A-Z) • Must not contain special characters • Must not contain spaces <p>NOTE: User ID is <i>not</i> case sensitive.</p> </div> <p>New Account Request Verification Screen</p> <div data-bbox="699 768 1511 1612" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">New Account Request Verification</p> <p style="text-align: center;">Verify that the information entered below is accurate before submitting.</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Request Type:</td><td>STORES Catalog User</td></tr> <tr><td>User ID:</td><td>CATALOGUSER</td></tr> <tr><td>Title/Rank:</td><td></td></tr> <tr><td>First Name:</td><td>Catlin</td></tr> <tr><td>Middle Initial/Name:</td><td></td></tr> <tr><td>Last Name:</td><td>Logue</td></tr> <tr><td>Suffix:</td><td></td></tr> <tr><td>Facility/Base Name:</td><td>Central Warehouse</td></tr> <tr><td>Street Address 1:</td><td>158 Eriwn St</td></tr> <tr><td>Street Address 2:</td><td></td></tr> <tr><td>City:</td><td>Albuquerque</td></tr> <tr><td>State:</td><td>New Mexico</td></tr> <tr><td>Country:</td><td>UNITED STATES</td></tr> <tr><td>Zip/Postal Code:</td><td>88130</td></tr> <tr><td>Phone Number:</td><td>3468903458 Extension:</td></tr> <tr><td>DSN:</td><td></td></tr> <tr><td>Email Address:</td><td>CLogue@Warehouse.com</td></tr> </table> <p style="text-align: center;">   </p> <p style="text-align: center;"> TOP OF PAGE DLA HOME </p> </div>	Request Type:	STORES Catalog User	User ID:	CATALOGUSER	Title/Rank:		First Name:	Catlin	Middle Initial/Name:		Last Name:	Logue	Suffix:		Facility/Base Name:	Central Warehouse	Street Address 1:	158 Eriwn St	Street Address 2:		City:	Albuquerque	State:	New Mexico	Country:	UNITED STATES	Zip/Postal Code:	88130	Phone Number:	3468903458 Extension:	DSN:		Email Address:	CLogue@Warehouse.com
Request Type:	STORES Catalog User																																		
User ID:	CATALOGUSER																																		
Title/Rank:																																			
First Name:	Catlin																																		
Middle Initial/Name:																																			
Last Name:	Logue																																		
Suffix:																																			
Facility/Base Name:	Central Warehouse																																		
Street Address 1:	158 Eriwn St																																		
Street Address 2:																																			
City:	Albuquerque																																		
State:	New Mexico																																		
Country:	UNITED STATES																																		
Zip/Postal Code:	88130																																		
Phone Number:	3468903458 Extension:																																		
DSN:																																			
Email Address:	CLogue@Warehouse.com																																		



STEP/ACTION	EXAMPLE
<p>This screen confirms that your new account request was submitted for approval.</p> <p>A confirmation email is also sent to the email address you submitted. Another email is sent when your account request is approved or rejected.</p> <p>10. Click Exit to close the Confirmation and return to the STORES Web Log On screen.</p>	<p style="text-align: center;">Confirmation Screen</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Confirmation</p> <p>New Account Request submitted for User ID: CATALOGUSER.</p> <p>You will receive an email notification of the acceptance or rejection of your request. Notification will be sent to the email address you submitted in your request form.</p> <p>Exit</p> <p>TOP OF PAGE</p> <p>DLA HOME</p> </div>


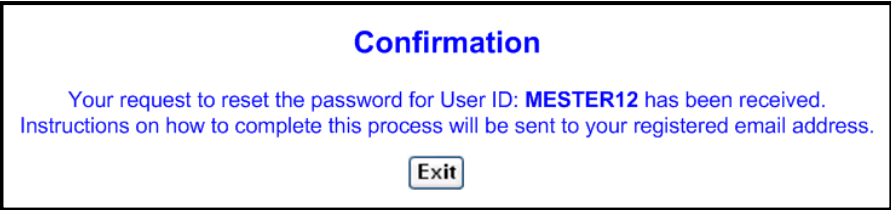
1.4: Reset Password

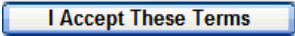

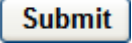
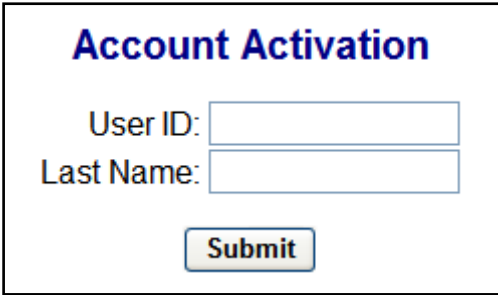



If you are required to log on to STORES with a User ID and password but have forgotten your password, you may request temporary access to STORES by following the steps illustrated below.



NOTE: if your account has been reactivated or your Digital ID Association has been removed, the steps to complete those processes are the same as those for Reset Password, starting at Step 6.

NOTE: Account activation instructions are valid for seven (7) days and will allow you to log on to STORES with limited access.

STEP/ACTION	EXAMPLE
<p>1. On the STORES Log On screen, enter your User ID.</p> <p>2. Select</p> <p style="text-align: center;"><input type="button" value="Non-Certificate Log On"/></p> <p>The Enter Password screen displays.</p>	<p style="text-align: center;">Close-up of STORES Log On Screen</p> 
<p>3. On the STORES Web Enter Password screen, select the Click Here link.</p> <p>The Reset Password Request screen displays.</p>	<p style="text-align: center;">Close-up of STORES Enter Password Screen</p> 

STEP/ACTION	EXAMPLE
<p>4. Enter your User ID and Last Name in the fields provided; both are required.</p> <p>5. Click <input type="button" value="Submit"/>. A Confirmation screen displays.</p> <p>NOTE: If a match is not found for the entered User ID and Last Name, the “User ID or Last Name Invalid. Please try again” message displays (Example A).</p> <p>NOTE: If your account is inactive, you will be redirected to the Deactivated user Account screen (see section 1.4 Request Reactivation).</p>	<p style="text-align: center;">Reset Password Screen (with close-ups)</p>  <p style="text-align: center;">Confirmation (of Password Reset) Screen</p> 
<p>This screen confirms that your request to reset your password has been received and that an email has been sent to your registered email address with further instructions.</p> <p>6. Open the email and follow the instructions for completing the Reset Password process.</p> <p>7. Click <input type="button" value="Exit"/> to close the screen.</p> <p>If you have followed the email instructions correctly, the Terms of Use screen displays.</p>	

STEP/ACTION	EXAMPLE
<p>8. Read the DoD Terms of Use and click .</p> <p>The STORES Account Activation screen displays.</p> <p>NOTE: You cannot proceed to the Log On screen unless you accept the DoD Terms of Use.</p>	<p style="text-align: center;">Log On Screen (first page)</p> 
<p>9. Enter the User ID and Last Name associated with the account.</p> <p>10. Click .</p> <p>The Reset Password screen displays.</p>	<p style="text-align: center;">Close-up of Account Activation Screen</p> 
<p>11. Enter a new password and confirm it.</p> <p>NOTE: Passwords must be at least 8 characters in length.</p> <p>12. Click .</p> <p>A Confirmation screen displays.</p> <p>NOTE:  closes the browser session and terminates the password reset process.</p>	<p style="text-align: center;">Reset Password Screen</p> 

STEP/ACTION	EXAMPLE
<p>You have successfully reset your password.</p> <p>13. Click .</p> <p>The STORES Log On screen displays. You can now log on with the new password.</p>	<p>Confirmation Screen</p> <div data-bbox="639 323 1472 539" style="border: 1px solid black; padding: 10px;"><p style="text-align: center;">Confirmation</p><p style="text-align: center;">The password for User ID: MESTER12 has been reset. A confirmation email has been sent to your registered email address.</p><p style="text-align: center;"></p></div>

1.5: Request Reactivation

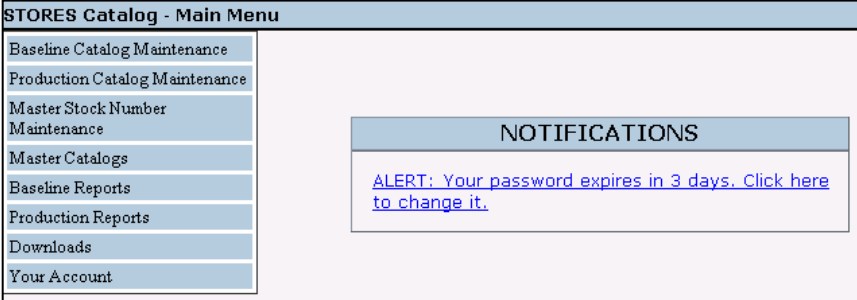

If your STORES Admin account is inactive and you have not already submitted a reactivation request, you may request reactivation electronically by following the steps illustrated below.

NOTE: You will be notified via email 14 days in advance of when your account is about to be deactivated due to 35 days of account inactivity. You will continue to receive a daily email until either your account has been accessed successfully or the account has been deactivated.

STEP/ACTION	EXAMPLE
<p>If your account was inactivated by an administrator, your password has expired, you had three consecutive log on attempts, or your account has been inactive for 35 days, the Deactivated User Account screen displays.</p> <p>1. Click</p> <div data-bbox="233 779 570 814" style="border: 1px solid gray; padding: 2px; width: fit-content; margin: 5px auto;">Submit Reactivation Request</div> <p>A Confirmation screen displays stating that a Reactivation Request has been submitted.</p> <p>An email confirmation is also sent to your registered email address.</p>	<p style="text-align: center;">Deactivated User Account Screen</p> <div data-bbox="618 594 1495 825" style="border: 2px solid black; padding: 10px; text-align: center;"> <p>Deactivated User Account</p> <p>The account for User ID: BZVENDOR has been deactivated. Deactivation Reason: Exceeded Allowed Log On Attempts To request reactivation of your account, click Submit Reactivation Request If you are not BZVENDOR, click Cancel to return to the Log On screen.</p> <div style="display: flex; justify-content: center; gap: 20px;"> <div data-bbox="808 779 1190 814" style="border: 1px solid gray; padding: 2px 10px;">Submit Reactivation Request</div> <div data-bbox="1214 779 1305 814" style="border: 1px solid gray; padding: 2px 10px;">Cancel</div> </div> </div>
<p>2. Click the Exit link.</p> <p>The Log On screen displays.</p> <p>NOTE: You will be notified via email when an Account Administrator processes your request. If your account is reactivated, follow the instructions in the email to complete the Account Reactivation process. The final steps are the same as those for the Reset Password process (See section 1.3, Step 6).</p>	<p style="text-align: center;">Confirmation (of Reactivation Request) Screen</p> <div data-bbox="618 1094 1495 1276" style="border: 2px solid black; padding: 10px; text-align: center;"> <p>Confirmation</p> <p>A Reactivation Request for User ID: BZVENDOR has been submitted. A notification of this submission has been sent to your registered email address.</p> <p style="color: blue; text-decoration: underline;">Exit</p> </div>

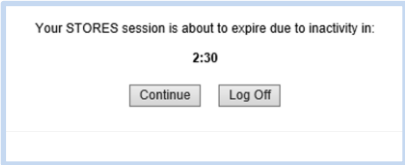
1.6: Password Expiration Notification

The **Password Expiration Notification** displays only if you are required to use a password to log onto STORES.

STEP/ACTION	EXAMPLE
<p>A notification message displays at the top of your Main Menu screen when your permanent password is about to expire (as in the example on the lower right).</p> <p>This notification message begins to display ten (10) days from the password expiration date and continues to display until you have entered and saved a new permanent password or until the current permanent password expires.</p> <p>To change your permanent password, click the notification message link to display the My User Information screen (See Chapter 11).</p>	<p style="text-align: center;">Main Menu Screen</p>  <p style="text-align: center;">Main Menu Screen (close-ups of expiration messages)</p> 

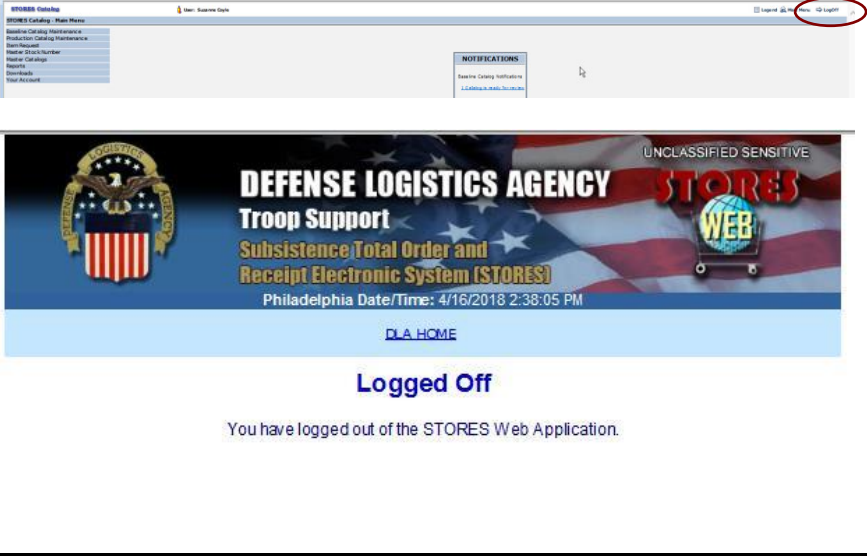
1.7: Timeout Notification

The **Timeout Notification** for security purpose, displays when a user leaves STORES unattended for more than 15 minutes, the system displays a pop-up warning message with a time counter to notify the user of the timeout

STEP/ACTION	EXAMPLE
<p>A notification message will display in the middle of your screen when you have left the system unattended for 15 minutes.</p> <p>This notification message begins to display 3 minutes prior to the actual timeout. The pop up warning will continue to display until:</p> <ol style="list-style-type: none"> 1. The 3 minutes have expired – Exit STORES 2. The user selects the Continue button – Stay in STORES 3. The user selects the Log Off button – Exit STORES 	<p style="text-align: center;">Main Menu Screen (and close-ups of expiration messages)</p> 

1.8: Logoff Notification



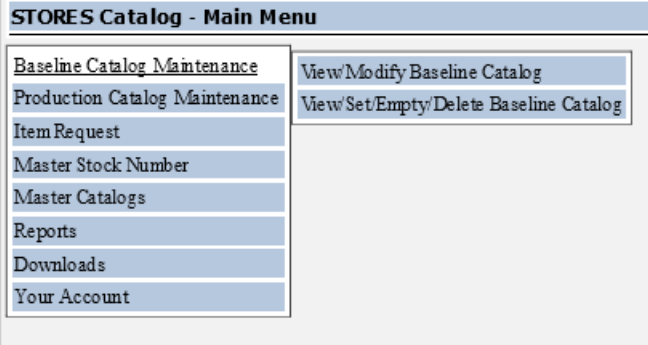
The **Logoff Notification** for security purpose, displays a logout message to indicate the reliable termination of authenticated communications sessions

STEP/ACTION	EXAMPLE
<p>On the header bar of any screen:</p> <ol style="list-style-type: none"> 1. Select the LOGOFF link. 2. A Logged Off notification message will display, when you have successfully logged out. 	 <p>The screenshot shows the STORES Catalog web application interface. In the top right corner of the header bar, there is a 'LOGOFF' link circled in red. Below the header, a large banner for the Defense Logistics Agency (DLA) is displayed, featuring the agency logo and the text 'DEFENSE LOGISTICS AGENCY Troop Support Subsistence Total Order and Receipt Electronic System (STORES)'. Below the banner, a 'Logged Off' message is shown: 'You have logged out of the STORES Web Application.' The date and time 'Philadelphia Date/Time: 4/16/2018 2:38:05 PM' are also visible.</p>



Chapter 2: STORES Catalog Main Menu

Before a vendor can access STORES Catalog, he or she must be an active user and have one or more assigned catalogs to complete.

STEP/ACTION	EXAMPLE
<p>All catalog activity is initiated from the Main Menu. The Main Menu contains two major elements – the Functions Menu and the Notifications box. The available menu links displays based on the user’s role.</p>	<p style="text-align: center;">STORES Catalog Main Menu Screen</p> 
<p>The Menu section consists of eight expandable menu options (bars).</p> <ol style="list-style-type: none"> To expand a menu group, click the appropriate menu bar. For this example click Baseline Catalog Maintenance. 	<p style="text-align: center;">Main Menu – Menu Bar Section</p> 
<p>The Baseline Catalog Maintenance sub-menu displays.</p>	<p style="text-align: center;">Main Menu – Baseline Catalog Maintenance Sub-menu</p> 

Notifications Overview

Main Menu – Notifications Section

NOTIFICATIONS

1	<u>ALERT: Your password expires in 2 days. Click here to change it.</u>
2	<u>1 Catalog is inactive.</u>
3	<u>3 Catalogs are ready for review</u>
4	<u>1 Catalog is ready for submission</u>
5	<u>1 Catalog has been submitted in the last 7 days</u>

The notifications section provides a summary of account and catalog information that is of particular interest to the user.

Catalog notification elements are as follows:

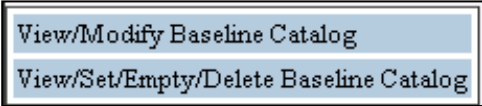
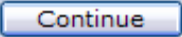
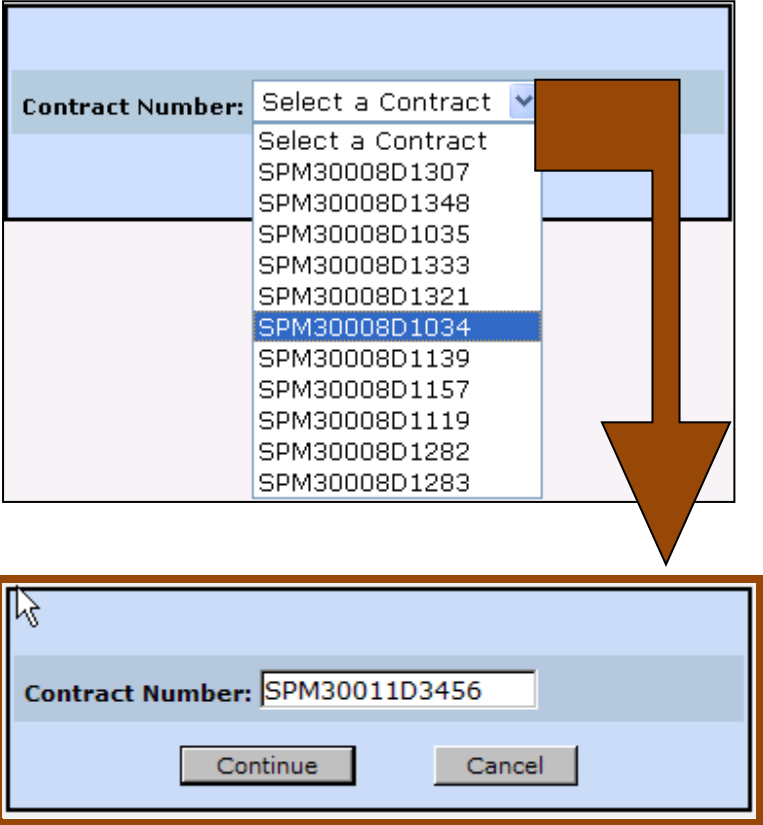
1. **Password Alert Notification.** This alert only displays when a user is exempt from the certificate requirement. This notification indicates the exact number of days remaining until the password expires (from “10 days” to “Today”). It displays when the user’s password is due to expire within the next 10 days. Clicking this link will display the **My User Information** screen. This notification does not apply and does not appear if the user is not required to use a password.
2. **The Inactive Catalog Notification.** This notification alerts a user to the total number of assigned contracts which are inactive. Clicking the notification link displays the **View/Set Baseline Catalog Status** screen filtered for inactive contracts. This alert appears only when one or more assigned catalogs are inactive.
3. **The Catalogs Ready for Review Notification.** This notification alerts a user to the total number of assigned contracts which have a status of ‘Review Ready’. Clicking the notification link displays the **View/Set Baseline Catalog Status** screen filtered for ‘Review Ready’ contracts. This alert displays only when one or more assigned catalogs have the ‘Review Ready’ status.
4. **The Catalogs Ready for Submission Notification.** This notification alerts a user to the total number of assigned contracts that have a status of ‘Submission Ready.’ Clicking the notification link displays the **View/Set Baseline Catalog Status** screen filtered for ‘Submission Ready’ contracts. This alert displays only when one or more assigned catalogs have the ‘Submission Ready’ status.
5. **The Catalogs Submitted Notification.** This notification informs the user as to the number of assigned catalogs submitted within the last seven days. Clicking the notification displays the **View/Set Baseline Catalog Status** screen filtered for catalogs submitted within the last seven days. This alert displays only when one or more assigned catalogs meet the seven day submission qualification.



Chapter 3: View/Modify a Baseline Catalog

3.1: Detailed View

A user who is assigned a catalog and has the role of 'Vendor' for that catalog may view and edit items and add items to the catalog. Catalogs can be modified only if they have a status of 'Vendor Ready.' Catalogs with a status of 'Being Built' are not available for viewing or editing.

STEP/ACTION	EXAMPLE
<p>1. From the Main Menu, place your cursor over the Baseline Catalog Maintenance menu bar and select View/Modify Baseline Catalog from the sub-menu.</p> <p>The Select Contract screen displays.</p>	<p>Main Menu – Catalog Maintenance Sub-menu</p> 
<p>NOTE: The Select Contract screen displays with a drop-down menu of contracts that are assigned to the user and do not have a status of Being Built.</p> <p>2. Select a baseline contract number.</p> <p>3. Click .</p> <p>The Detail Screen displays.</p>	<p>Select Contract Screen (two example close-ups)</p> 

STEP/ACTION	EXAMPLE
<p>The Detail screen permits a user to view/edit line items (stock numbers) on a case-by-case basis.</p> <ul style="list-style-type: none"> Information that may be edited displays in white. Non-editable data appears in beige or yellow (exact color varies from monitor to monitor). If a contract is not editable due to the assigned user role or catalog status, the shading of the fields remain the same; however, Read Only displays near the status on the upper left portion of the screen (the displayed contract is not in Read Only mode). A red asterisk (*) indicates required information. Two red asterisks (**) indicates required conditional information. <p>NOTE: Some fields cannot be edited when the Stock Number Standards are in effect for the item.</p>	<div style="text-align: center; font-weight: bold; font-size: 1.2em; margin-bottom: 10px;">Detail View Screen</div> <p style="font-size: 0.8em; margin-top: 10px;"> * indicates a required field ** indicates a conditionally required field </p>

DETAILED VIEW

View on Screen Load

STORES Catalog - View/Modify Baseline Catalog - Detailed View
View Reports

Contract: SPE30014DW429 Status: Review Ready 832 Version: 1
Filter:
Sort By:

Item Number/Name	Extended Item Description	Vendor Item Details
Stock Number * 892001E113024	sliced, thick, pan baked, (for texas toast), 24 oz pg	Economic Indicator * 0
Unit of Issue PG		Unit of Measure * PG
Status ACTIVE		PRF * 1/ Price * \$1.24
Part Number * 70008		Catch Weight
Extended Item Name BREAD, WHITE, FRESH,	Vendor Item Description *	Indicator N
Brand (Comments) * FRANZ	BREAD, WHITE, FRESH, SLICED, THICK, PAN BAKED, (FOR TEXAS TOAST), 24 OZ PG	Multiple
SKU		Package Details
Gross Measures		Units Per Purchase Pack *
Case Weight		Size * 24.00 UoM * OZ Code * PG
Case Weight UoM **		Miscellaneous
Volume		Product Price \$1.24
Volume UoM **		Shelf Life
Allowances	Special Ordering Instructions	Shelf Life Unit **
NAPA **		Distribution Fee Category
Food Show **	Lead Time Days Min. Order Quantity	Distribution Fee
Promotional **	MPA Indicator MPA Purchase Date	Foreign Source Indicator N
	Standardized PRF Standards	DLA Unique N
	Accept DLA Standards Y	

Complete Item Reviewed Exclude From Submission Item Request Ready

Previous] [Next] [Last]

* indicates a required field
** indicates a conditionally required field

Bottom of Screen – Expanded View

Fewer Fields ▲

Value and Unit of Measure									
Tare Weight	Paper Weight	Aluminum Weight	Plastic Weight	Glass Weight	Tin Weight				
Tare Unit of Measure	Paper Unit of Measure	Aluminum Unit of Measure	Plastic Unit of Measure	Glass Unit of Measure	Tin Unit of Measure				

Item Indicators									
NAPA	Marines	BDFA	Navy	AirF	AirFOpt				
Army Dining Hall	Army Field	Navy Cargo	Navy QCOG (Ship Store)	Wartime	Navy/FIC				

Item Complete Item Reviewed Exclude From Submission Item Request Ready

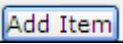
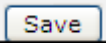
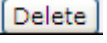
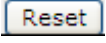
[First] [Previous] [Next] [Last]

* indicates a required field
** indicates a conditionally required field

DETAILED VIEW Continued

The screen elements of a Detailed Baseline Catalog Record and its respective fields are as follows:

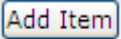
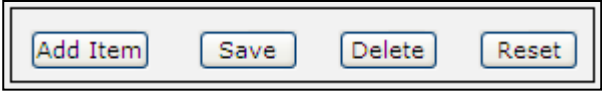


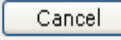
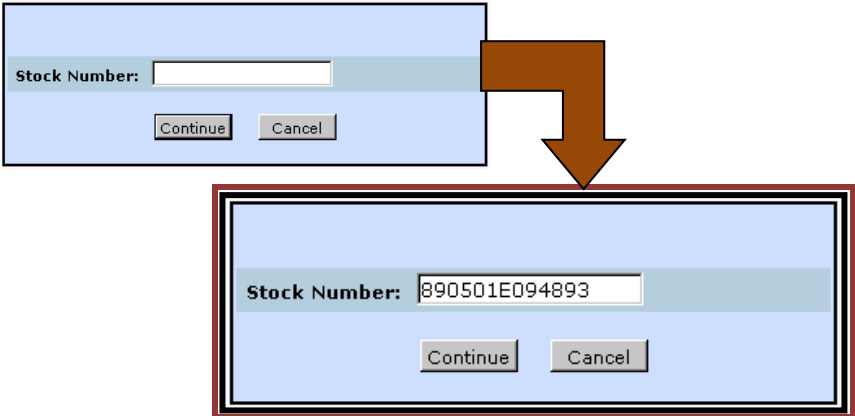
1. **Contract** and **Status** text display the current contract number and status. Read Only displays next to the status when a contract is not editable.
2. **View Reports** drop-down menu is used to access reports about the contract. Selecting a report from this menu opens the report in a new window.
3. The **Filter** drop-down menu is used to filter the set of line items displayed (e.g. all items, wartime items, etc.).
4. The **Sort By** drop-down menu is used to select the sort order for the collection of line items being displayed. If the catalog is filtered for a specific stock number, this number becomes the entry area for the desired stock number.
5. Clicking the **Table View** link displays the **Full Table View** screen (page 41) while maintaining the currently selected sort and filter options of the Detailed Baseline Catalog record.

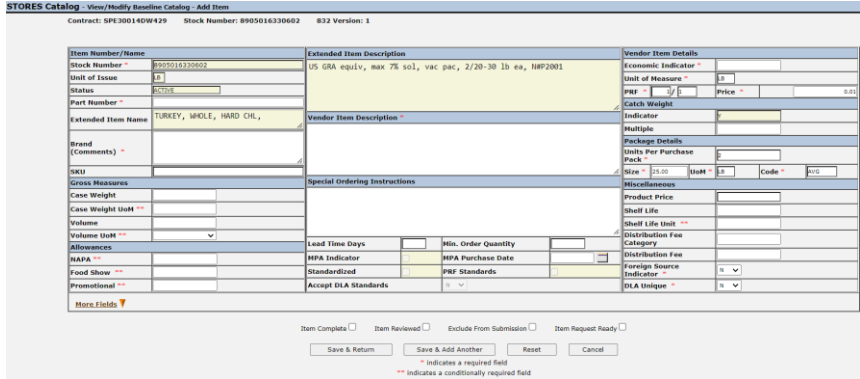
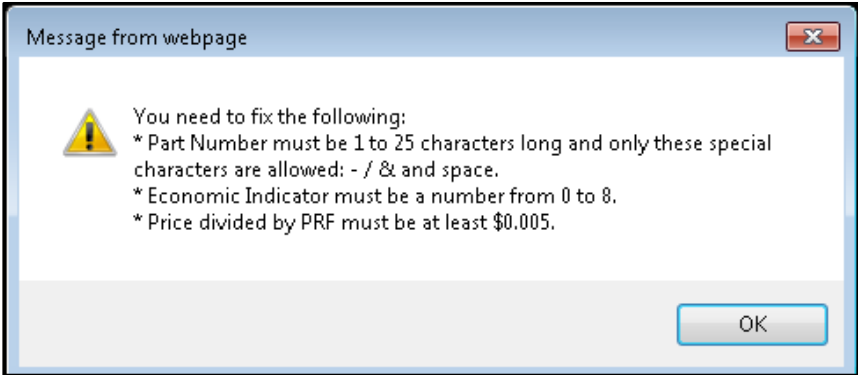

6. Clicking the **Abbr. Table View** link displays the **Abbreviated Table View** screen (page 39) while maintaining the currently selected sort and filter options of the Detailed Baseline Catalog record.
7. **Item Number / Extended Item Name, Gross Measures, Allowances, Vendor Item Details, Catch Weight, Package Details, Special Ordering Instructions, and Miscellaneous** editing regions are used to view and update item details. Stock Number, Status, Extended Item Name, Extended Item Description, Abbreviated Description, Item Indicators, Catch Weight Indicator, Manufacturing Price Agreement (MPA) Indicator, the Standardized checkbox, and the PRF Standards checkbox **cannot** be updated by users. Vendor Item Description, Package Unit of Measure, Packaging Code, PRF Unit of Measure, and Units per Purchase Pack can be updated when the Stock Number Standards are not applied to these fields. Package Size can be edited but will be limited to a range if Standards are applied to this field. Catch Weight Multiple can be updated if the Catch Weight indicator contains a "Y", but its acceptable value may be limited if the Stock Number Standards are applied. . Lead Time Days and Minimum Order Quantity cannot be entered for OCONUS contracts. *Fields with an asterisk (*) are required.*
8. Clicking the **More Fields** link displays as "Fewer Fields" when and expands the screen to display additional fields (items 14-16).
9. A row of **check boxes** - allows users to track their status regarding a record and to mark an item from exclusion from export. The Item Complete and Item Reviewed check boxes are for internal tracking only. When attempting to save a record a series of validation checks is run. If any validation fails, a notification displays and changes will not be saved. Checking the Exclude from Submission box bypasses the validations for that item and allows any changes to be saved. **NOTE:** An item with errors or an item that is not in Stock Number Catalog prevents a catalog from being submitted; marking such records "Exclude from Submission" allows the catalog to be submitted without the specified records. The Item Request Ready checkbox allows for an item, and it's set values to be exported to the item request process. The export can be done on the table view screen.
10. Text displaying the **number of items** in the current catalog or filtered subset of the catalog.
11. Screen **action buttons**. The  button is used for adding new stock numbers to the catalog. The  button must be clicked or any changes to the item will be lost when the user moves to another item or another screen. The  button deletes the current item from the catalog. The  button replaces all values with the previously saved values.
12. **Navigation links** allow users to navigate from line item to line item.
13. The **Fewer Fields** link changes to "More Fields" when clicked and removes items 14-16 from the screen display.
14. The **Value and Unit of Measure** region displays editable weight values and their associated Unit of Measures.
15. The **Item Indicators** region displays additional information about the item. These fields are not editable.
16. The **Overwritten Vendor Item Description** region displays the previous production version of the Vendor Item Description. This field is not editable.

NOTE: This is the only screen on which a vendor can accept the DLA Standards for a baseline catalog item.

- Vendors can change the **Accept DLA Standards** from "N" to "Y" if the contract is active, the contract status is "Vendor Ready" and **Standardized** is checked.
 - If **Standardized** is checked and **PRF Standards** is unchecked, the fields affected are – Package Size, Package Unit of Measure, Package Code, Vendor Item Description, and Catch Weight Multiple for Catch Weight Items.
 - If **PRF Standards** is also checked, the fields PRF Unit of Measure and Units per Purchase Pack are also "locked."
- Changing the DLA Standards Acceptance for a baseline catalog does not affect the production catalog until the catalog is submitted.

3.2: Add an Item

STEP/ACTION	EXAMPLE
<p>1. Click .</p> <p>The Enter Stock Number screen displays.</p>	<p>Detail View Screen – Action Buttons</p> 
<p>2. Enter a stock number.</p> <p>3. Click .</p> <p>The Add Item screen displays.</p> <p>NOTE: If the stock number already exists in the baseline catalog, an error message displays. If this occurs, enter a different stock number and click  or click  to return to the Detail screen without saving the stock number.</p>	<p>Enter Stock Number Screen (two example close-ups)</p> 

STEP/ACTION	EXAMPLE
<p>The Add Item screen is similar to the Detail screen presented in the previous section but is more limited in functionality. The screen details reflect the specific stock number that being added. Once the item details have been entered, the user may:</p> <ul style="list-style-type: none"> • Save the item and return to the catalog Detailed View. • Save the item and add another item. • Reset the item values (restore to previously saved values). • Cancel the process and return to the catalog Detailed View. If the process is canceled the new item is not added to the catalog. <p>NOTE: Attempting to save an item without filling the required fields with appropriate values results in one or more error messages. If this happens the item must be completed correctly before saving, or the “Exclude from Submission” box must be checked to allow the item to be saved with errors.</p> <p>4. Without updating any values, click <input type="button" value="Save & Return"/>. The Error Pop-up window displays.</p>	<p style="text-align: center;">Add Item Screen (with 2 close-ups)</p>  <p style="text-align: center;">Item Complete <input type="checkbox"/> Item Reviewed <input type="checkbox"/> Exclude From Submission <input type="checkbox"/></p> <p style="text-align: center;"><input type="button" value="Save & Return"/> <input type="button" value="Save & Add Another"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/></p> <p style="text-align: center;">* indicates a required field</p>
<p>5. Click <input type="button" value="OK"/> to return to the Add Item screen.</p> <p>6. Select the “Exclude from Submission” value.</p> <p>7. Click <input type="button" value="Save & Return"/>.</p> <p>A message displays indicating that the record has been added successfully.</p> <p>8. Click the message <input type="button" value="OK"/> button to return to the Detailed View screen.</p>	<p style="text-align: center;">Error Pop-up Window</p>  <p style="text-align: center;">Message from webpage</p> <p> You need to fix the following:</p> <ul style="list-style-type: none"> * Part Number must be 1 to 25 characters long and only these special characters are allowed: - / & and space. * Economic Indicator must be a number from 0 to 8. * Price divided by PRF must be at least \$0.005. <p style="text-align: right;"><input type="button" value="OK"/></p>

3.3: Table View Screens

1. Select the **Abbr. Table View** link on the **Detailed View** screen.

The **Abbreviated Table View** screen displays.

Close-up of the **Detailed View's** table view links



Abbreviated Table View (partial view) – Overview

Contract: SPE30015D9250 Status : Vendor Ready 832 Version: 1

View Reports [Go]

Filters: All [Go]

Page 1 of 2 Go to page: [Go]

[First] [Previous] [Next] [Last] Detailed View Abbr. Table View

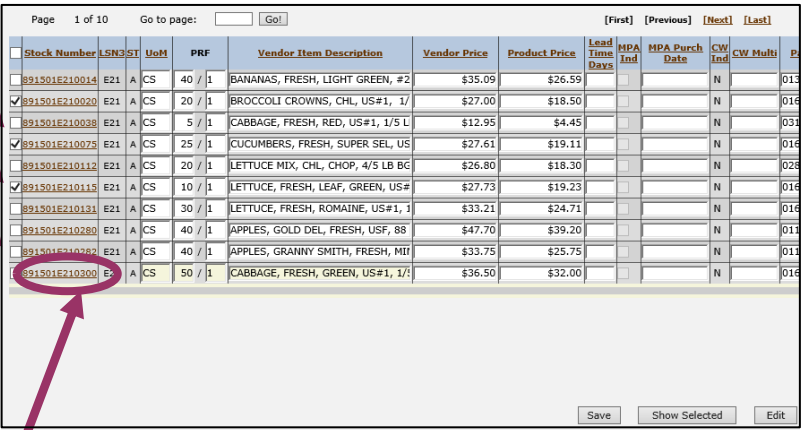
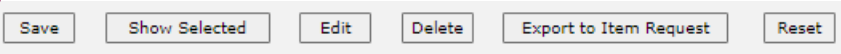
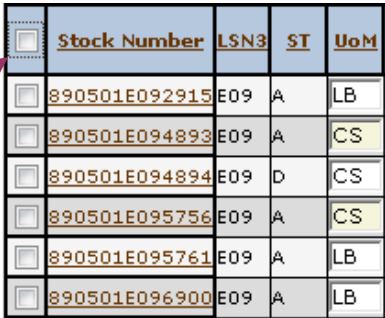

Stock Number	LSN3-ST	UoM	PRF	Vendor Item Description	Vendor Price	Product Price	Lead Time Days	Dist Fee	Dist Fee Ctry	MPA Ind	MPA Purch Date	CW Ind	CW Multi	Part Number	UPPP	Pkg Size	Pkg UoM	Pkg Code	Brand/Comments	EI
895501E116938	E11	A BX	1 / 1	TEA, CONC, (LIPTON BRISK), 3 GAL	\$21.45	\$21.45						N		000000	1	3.00	GL	BX	LIPTON BRISK ICED TEA	0
895501E116939	E11	A BX	1 / 1	TEA, CONC, (LIPTON BRISK), 5 GAL	\$35.75	\$35.75						N		000000	1	5.00	GL	BX	PEPSI/LIPTON	0
895501E116940	E11	A BX	1 / 1	TEA, CONC, RASPBERRY, (LIPTON),	\$21.45	\$21.45						N		000000	1	3.00	GL	BX	LIPTON RASPBERRY ICED T	0
895501E116941	E11	A BX	1 / 1	TEA, CONC, RASPBERRY, (LIPTON),	\$35.75	\$35.75						N		000000	1	5.00	GL	BX	PEPSI/LIPTON	0
896001E111823	E11	A BX	1 / 1	BEV BASE, COLA, SWT, (PEPSI), 5 G	\$35.25	\$35.25						N		000000	1	5.00	GL	BX	PEPSI	0
896001E111825	E11	A BX	1 / 1	BEV BASE, COLA, SF, (DIET- PEPSI)	\$35.25	\$35.25						N		602	1	5.00	GL	BX	DIET PEPSI	0
896001E111829	E11	A BX	1 / 1	BEV BASE, ORANGE-LEMON-LIME, S	\$35.25	\$35.25						N		605	1	5.00	GL	BX	MOUNTAIN DEW	0
896001E111831	E11	A BX	1 / 1	BEV BASE, CODE RED, SWT, (MOUN	\$35.25	\$35.25						N		614	1	5.00	GL	BX	MTN DEW CODE RED	0
896001E115008	E11	A CO	1 / 1	CARBON DIOXIDE, CO2, FOR CARB	\$0.01	\$0.01						N		000000	1	20.00	LB	CO	PEPSI	0
896001E116405	E11	A BX	1 / 1	BEV BASE, LEMON-LIME, SWT, (7 U	\$35.25	\$35.25						N		000000	1	5.00	GL	BX	PEPSI/7UP	0


[First] [Previous] [Next] [Last]

Save Show Selected Edit Delete Reset

The screen elements of an Abbreviated Table View and its respective fields are as follows:

- Contract, Status and Version** – This text displays the contract number, contract status, and the current 832 version against which items are validated. “Read Only” text displays next to the contract status when the contract is not editable.
- View Reports** – A drop-down menu used to access reports about the contract. Selecting a report from this menu opens the report in a new window.
- Filter** – A drop-down menu used to filter the set of line items displayed (e.g. All, NSN Only, Wartime Items).
- Page number and navigation links**. The number of pages is the total number of pages under the current selected filter. With these links, the user can navigate from page to page sequentially or go directly to a specific page.
- Detailed View** link – If no items are checked (left column), clicking this link goes to the **Detailed View** while maintaining the currently selected sort and filter options. If items are checked, clicking this link goes to the **Detailed View** filtered for the items checked on the screen.
- Full Table View** link – Clicking this link goes to the **Full Table View** screen while maintaining the currently selected sort and filter options.
- Column Headings** – Clicking any header other than PRF sorts the catalog by that column. Successive clicks on the column header reverses the sort order. Clicking any check box in the column header row, alternately selects and deselects all items on the screen and in that column. The “LSN3” column is included here for sorting purposes only.
- Item editing region** – This region allows users to edit multiple items at the same time.
- Action buttons** – Action buttons only apply to items on the current screen that have a check mark to the left of the stock number. When changes are made to one or more items, the “Save” button must be clicked or all changes to the items will be lost when the user moves to another screen or unchecks the item(s). If the “Show Selected” is clicked, the screen is filtered to display only those items checked in the left column. The “Edit” button goes to the **Detailed View** filtered for those records checked on the current screen. The “Delete” button deletes all checked items from the catalog. The “Reset” button replaces all values with the previously saved values. Unsaved changes are lost.
- Page-to-page navigation links** – These links provide the user with the ability to navigate from page to page.

STEP/ACTION	EXAMPLE
<p>The Abbreviated Table View contains much of the functionality of the Detail screen. This screen displays the most commonly edited fields shown on the Detail screen and shows multiple records.</p> <p>The Standard Acceptance setting cannot be modified on this screen.</p> <p>The Export to Item Request button will export any items marked Item Request Ready to the item request process that have not previously been exported.</p> <p>The action buttons (Save, Edit, Delete, and Reset) become active only for records checked on the left side of the view.</p> <p>The "Edit" button goes to the Detailed View filtered for the items checked.</p> <p>Clicking a stock number goes to the Detailed View for that stock number.</p> <p>Clicking the Detailed View link returns to the Detailed View filtered for the items checked or, when no items are checked, all items in the filter/sort set.</p> <p>Clicking the Full Table View link on this screen returns to the Full Table View filtered for the items checked or, when no items are checked, all items in the filter/sort set.</p> <p>Checking the box next to "Stock Number" alternately selects/deselects all items on the page.</p> <p>All columns, with the exception of "PRF," can be sorted by clicking the column header.</p> <p>NOTE: Checking one or more stock numbers and clicking "Save" will run validations on all the items in the contract and update the "Record Valid" flag on all items in the contract. This applies to the Full Table View screen also.</p> <p>2. Click <u>Full Table View</u>. The Full Table View displays.(Next Page)</p>	<div style="text-align: center;"> <p>Abbreviated Table View Screen (partial view)</p>  </div> <div style="text-align: center; margin-top: 10px;"> <p>Abbreviated Table View (Action Buttons)</p>  </div> <div style="text-align: center; margin-top: 10px;"> <p>Abbreviated Table View Screen (partial view)</p>  </div> <div style="text-align: center; margin-top: 10px;"> <p>Abbreviated Table View Screen (partial view)</p>  </div>

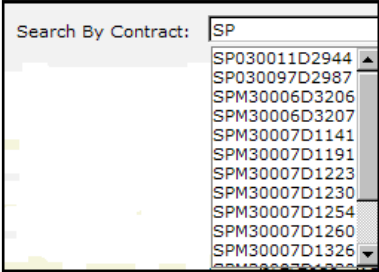
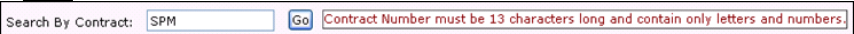

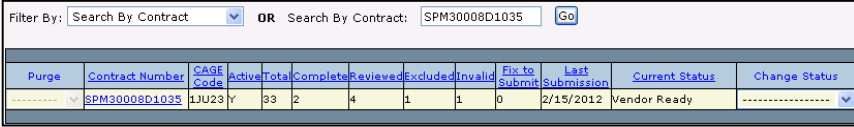
STEP/ACTION	EXAMPLE																																																																																																																																		
<p>The Full Table View functions much like the Abbreviated Table View screen. The only differences are as follows:</p> <p>The Table View contains more of the data displayed on the Detailed View.</p> <ul style="list-style-type: none"> The Table View has the Abbr. Table View link instead of the Full Table View link. The Table View is more likely to require using the horizontal scroll bar to view all the item information. <p>NOTE: The check box and “Stock Number” column continues to display when scrolling horizontally. This feature also applies to the Abbreviated Table View screen.</p> <p>3. To exit to return to the Main Menu, click  Main Menu found on the upper right hand corner of the screen.</p> <p>The Main Menu displays (not pictured).</p>	<p style="text-align: center;">Full Table View Screen (partial view)</p> <div style="border: 1px solid black; padding: 5px;"> <p>Contract: SP\90011D3456 Status : Vendor Ready 832 Version: 1 View Reports</p> <p>Filter: All</p> <p>Page 1 of 6 Go to page: <input type="text"/> <input type="button" value="Go!"/> [First] [Previous] [Next] [Last] Detailed View Abbr. Table View</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th>Stock Number</th> <th>LSN3</th> <th>ST</th> <th>UoM</th> <th>PRF</th> <th>Vendor Item Description</th> <th>Vendor Price</th> <th>Product Price</th> <th>Lead Time Days</th> <th>Dist Fee</th> <th>Dist Case Qty</th> <th>MPA Ind</th> <th>MPA Purch Data</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 890501E092915</td> <td>E09</td> <td>A</td> <td>LB</td> <td>1 / 1</td> <td>BEEF RD, RUMP PAR-REMOVED, SI</td> <td>\$2.54</td> <td>\$2.40</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 890501E094893</td> <td>E09</td> <td>A</td> <td>CS</td> <td>12 / 1</td> <td>FRANKS, ALL BEEF, CHL, 6*LG, 4/7</td> <td>\$41.18</td> <td>\$37.68</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 890501E094894</td> <td>E09</td> <td>D</td> <td>CS</td> <td>10 / 2</td> <td>MEAT LINKS</td> <td>\$0.25</td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 890501E095756</td> <td>E09</td> <td>A</td> <td>CS</td> <td>11 / 1</td> <td>SAUSAGE, KNOCKWURST, LINKS,</td> <td>\$35.21</td> <td>\$31.71</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 890501E095761</td> <td>E09</td> <td>A</td> <td>LB</td> <td>1 / 1</td> <td>BEEF POT RST, CHUCK, CKD, FZN</td> <td>\$3.95</td> <td>\$3.81</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 890501E096900</td> <td>E09</td> <td>A</td> <td>LB</td> <td>1 / 1</td> <td>BEEF RIBEYE ROLL STK, BNLS, FZI</td> <td>\$15.58</td> <td>\$15.44</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 890501E098224</td> <td>E09</td> <td>A</td> <td>CS</td> <td>40 / 1</td> <td>BEEF, GRD, BULK, FZN, 85% MIN I</td> <td>\$89.60</td> <td>\$84.00</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 890501E191316</td> <td>E19</td> <td>A</td> <td>LB</td> <td>1 / 1</td> <td>BEEF TRIPE, HONEYCOMB, FZN, 1/</td> <td>\$2.84</td> <td>\$2.70</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td><input type="checkbox"/> 890501E193228</td> <td>E19</td> <td>A</td> <td>CS</td> <td>10 / 1</td> <td>BEEF LIVER, SL, FZN, SKLS & DEV</td> <td>\$17.01</td> <td>\$15.61</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Show Selected"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Reset"/> </p> <p style="text-align: center;">[First] [Previous] [Next] [Last]</p> </div>	Stock Number	LSN3	ST	UoM	PRF	Vendor Item Description	Vendor Price	Product Price	Lead Time Days	Dist Fee	Dist Case Qty	MPA Ind	MPA Purch Data	<input type="checkbox"/> 890501E092915	E09	A	LB	1 / 1	BEEF RD, RUMP PAR-REMOVED, SI	\$2.54	\$2.40				<input type="checkbox"/>		<input type="checkbox"/> 890501E094893	E09	A	CS	12 / 1	FRANKS, ALL BEEF, CHL, 6*LG, 4/7	\$41.18	\$37.68				<input type="checkbox"/>		<input type="checkbox"/> 890501E094894	E09	D	CS	10 / 2	MEAT LINKS	\$0.25					<input type="checkbox"/>		<input type="checkbox"/> 890501E095756	E09	A	CS	11 / 1	SAUSAGE, KNOCKWURST, LINKS,	\$35.21	\$31.71				<input type="checkbox"/>		<input type="checkbox"/> 890501E095761	E09	A	LB	1 / 1	BEEF POT RST, CHUCK, CKD, FZN	\$3.95	\$3.81				<input type="checkbox"/>		<input type="checkbox"/> 890501E096900	E09	A	LB	1 / 1	BEEF RIBEYE ROLL STK, BNLS, FZI	\$15.58	\$15.44				<input type="checkbox"/>		<input type="checkbox"/> 890501E098224	E09	A	CS	40 / 1	BEEF, GRD, BULK, FZN, 85% MIN I	\$89.60	\$84.00				<input type="checkbox"/>		<input type="checkbox"/> 890501E191316	E19	A	LB	1 / 1	BEEF TRIPE, HONEYCOMB, FZN, 1/	\$2.84	\$2.70				<input type="checkbox"/>		<input type="checkbox"/> 890501E193228	E19	A	CS	10 / 1	BEEF LIVER, SL, FZN, SKLS & DEV	\$17.01	\$15.61				<input type="checkbox"/>	
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Chapter 4: View/Set/Empty/Delete a Baseline Catalog

The **View/Set Catalog** screen is the screen from which catalog statuses are changed. In addition summary information is included for each catalog.

STEP/ACTION	EXAMPLE																																																																																																																																															
<p>1. From the Main Menu, place your cursor over the Baseline Catalog Maintenance menu bar and select View/Set/Empty/Delete Baseline Catalog.</p> <p>The View/Set /Empty/Delete Baseline Catalog screen displays, which includes a series of columns and with two filtering options.</p>	<p style="text-align: center;">Main Menu – Catalog Maintenance Submenu</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>View/Modify Baseline Catalog</p> <p>View/Set/Empty/Delete Baseline Catalog</p> </div>																																																																																																																																															
<p>Search Options</p> <p>Filter By Contract Status</p> <p>This option allows filtering by contract status. (1)</p> <p>Search by Contract</p> <p>You can also search by contract number. (2)</p> <p>If you enter partial characters of an existing contract number (any characters within the string), you can choose from a drop-down list of existing contract numbers that begin with or contain these characters. (3)</p> <p>If you enter partial characters and click Go, the error message “Contract Number must be 13 characters long and contain only letters and numbers” will display. (4)</p> <p>If you enter a nonexistent or invalid contract number, the error message “Contract not found” will display. (5)</p> <p>Catalog Status Table</p> <p>All columns except the Change Status (last) column are sorted by clicking the column header. The sort order alternates between ascending and descending order when consecutive clicks are made to the same column header.</p> <p>Clicking a contract number in the Contract Number (first) column</p>	<p style="text-align: center;">View/Set/Empty/Delete a Baseline Catalog Screen</p> <div style="text-align: center; margin-bottom: 10px;"> 1 2 </div> <div style="border: 1px solid black; padding: 5px;"> <p>Filter By: All Active OR Search By Contract: <input type="text"/> <input type="button" value="Go"/></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th>Purge</th> <th>Contract Number</th> <th>CAGE Code</th> <th>Active</th> <th>Total</th> <th>Complete</th> <th>Reviewed</th> <th>Excluded</th> <th>Invalid</th> <th>Fix to Submit</th> <th>Last Submission</th> <th>Current Status</th> <th>Change Status</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>SPM30008D1034</td> <td>1JU23</td> <td>Y</td> <td>5</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1/23/2012</td> <td>Vendor Ready</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>SPM30008D1035</td> <td>1JU23</td> <td>Y</td> <td>33</td> <td>3</td> <td>4</td> <td>1</td> <td>2</td> <td>1</td> <td>2/1/2012</td> <td>Vendor Ready</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>SPM30008D1051</td> <td>51858</td> <td>Y</td> <td>13</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>1/9/2012</td> <td>Vendor Ready</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>SPM30008D1090</td> <td>51858</td> <td>Y</td> <td>11</td> <td>0</td> <td>0</td> <td>0</td> <td>10</td> <td>10</td> <td>4/1/2008</td> <td>Vendor Ready</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>SPM30008D1110</td> <td>51858</td> <td>Y</td> <td>9</td> <td>0</td> <td>0</td> <td>0</td> <td>7</td> <td>7</td> <td>3/31/2008</td> <td>Vendor Ready</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>SPM30008D1112</td> <td>51858</td> <td>Y</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>3/31/2008</td> <td>Being Built</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>SPM30008D1113</td> <td>51858</td> <td>Y</td> <td>25</td> <td>0</td> <td>0</td> <td>0</td> <td>25</td> <td>25</td> <td>3/31/2008</td> <td>Vendor Ready</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>SPM30008D1116</td> <td>0VVE6</td> <td>Y</td> <td>2</td> <td>0</td> <td>0</td> <td>0</td> <td>2</td> <td>2</td> <td>3/31/2008</td> <td>Vendor Ready</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>SPM30008D1118</td> <td>51858</td> <td>Y</td> <td>16</td> <td>0</td> <td>0</td> <td>0</td> <td>16</td> <td>16</td> <td>5/16/2008</td> <td>Vendor Ready</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>SPM30008D1119</td> <td>03XL0</td> <td>Y</td> <td>12</td> <td>0</td> <td>0</td> <td>0</td> <td>12</td> <td>12</td> <td>3/31/2008</td> <td>Vendor Ready</td> <td>.....</td> </tr> </tbody> </table> <p style="text-align: center; font-size: 8px;">Page 1 of 11 <input type="button" value="Update Status"/> <input type="button" value="Empty/Delete"/> <input type="button" value="Reset"/> [First] [Previous] [Next] [Last]</p> </div> <p style="text-align: center; margin-top: 10px;">Close-up of Filter by Contract Status Drop-Down List</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Filter By: All Active</p> <ul style="list-style-type: none"> <li style="background-color: #e0e0e0; padding: 2px;">All Active <li style="padding: 2px;">Being Built <li style="padding: 2px;">Vendor Ready <li style="padding: 2px;">Review Ready <li style="padding: 2px;">Submission Ready <li style="padding: 2px;">Inactive Contracts <li style="padding: 2px;">Submitted in Past 7 Days <li style="padding: 2px;">All Contracts <li style="padding: 2px;">Search By Contract </div>	Purge	Contract Number	CAGE Code	Active	Total	Complete	Reviewed	Excluded	Invalid	Fix to Submit	Last Submission	Current Status	Change Status	SPM30008D1034	1JU23	Y	5	0	0	0	0	0	1/23/2012	Vendor Ready	SPM30008D1035	1JU23	Y	33	3	4	1	2	1	2/1/2012	Vendor Ready	SPM30008D1051	51858	Y	13	0	0	0	0	0	1/9/2012	Vendor Ready	SPM30008D1090	51858	Y	11	0	0	0	10	10	4/1/2008	Vendor Ready	SPM30008D1110	51858	Y	9	0	0	0	7	7	3/31/2008	Vendor Ready	SPM30008D1112	51858	Y	0	0	0	0	0	0	3/31/2008	Being Built	SPM30008D1113	51858	Y	25	0	0	0	25	25	3/31/2008	Vendor Ready	SPM30008D1116	0VVE6	Y	2	0	0	0	2	2	3/31/2008	Vendor Ready	SPM30008D1118	51858	Y	16	0	0	0	16	16	5/16/2008	Vendor Ready	SPM30008D1119	03XL0	Y	12	0	0	0	12	12	3/31/2008	Vendor Ready
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STEP/ACTION	EXAMPLE																										
<p>causes the Detail Screen for that contract to display. If the catalog has a status of “Being Built” the contract number is not underlined and is not available for viewing or editing.</p> <p>-See the next page for an overview of the screen elements -</p>	<p>Close-up of Search by Contract Drop-Down List (partial characters entered)</p> <div data-bbox="803 367 852 420" style="border: 1px solid black; padding: 2px; display: inline-block;">3</div>  <p>Close-up of Search by Contract Error Message (partial characters entered and user clicks Go)</p> <div data-bbox="665 724 714 777" style="border: 1px solid black; padding: 2px; display: inline-block;">4</div>  <p>Close-Up of Search by Contract Entry (no contract found)</p> <div data-bbox="665 871 714 924" style="border: 1px solid black; padding: 2px; display: inline-block;">5</div>  <p>Close-Up of Search by Contract Entry (contract number filtered)</p>  <table border="1" data-bbox="646 1159 1495 1234"> <thead> <tr> <th>Purge</th> <th>Contract Number</th> <th>CAGE Code</th> <th>Active</th> <th>Total</th> <th>Complete</th> <th>Reviewed</th> <th>Excluded</th> <th>Invalid</th> <th>Fix to Submit</th> <th>Last Submission</th> <th>Current Status</th> <th>Change Status</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td><u>SPM30008D1035</u></td> <td>1JU23</td> <td>Y</td> <td>33</td> <td>2</td> <td>4</td> <td>1</td> <td>1</td> <td>0</td> <td>2/15/2012</td> <td>Vendor Ready</td> <td>.....</td> </tr> </tbody> </table>	Purge	Contract Number	CAGE Code	Active	Total	Complete	Reviewed	Excluded	Invalid	Fix to Submit	Last Submission	Current Status	Change Status	<u>SPM30008D1035</u>	1JU23	Y	33	2	4	1	1	0	2/15/2012	Vendor Ready
Purge	Contract Number	CAGE Code	Active	Total	Complete	Reviewed	Excluded	Invalid	Fix to Submit	Last Submission	Current Status	Change Status															
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View/Set/Empty/Delete Baseline Catalog Screen Overview

Filter:	All Act	1	2	3	4	5	6	7	8	9	10	11	12	13
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-----	SPM30008D1034	1JU23	Y	6	0	0	0	0	0	1/23/2012	Vendor Ready	-----		
-----	SPM30008D1035	1JU23	Y	33	2	4	1	1	0	2/15/2012	Vendor Ready	-----		
-----	SPM30008D1119	03XL0	Y	12	0	0	0	12	12	3/31/2008	Vendor Ready	-----		
-----	SPM30008D1132	03XL0	Y	12	0	0	0	12	12	6/10/2008	Being Built	-----		
-----	SPM30008D1139	03XL0	Y	13	0	0	0	0	0	1/30/2012	Vendor Ready	-----		
-----	SPM30008D1157	03XL0	Y	7	0	0	0	7	7	3/28/2008	Vendor Ready	-----		
-----	SPM30008D1278	03XL0	Y	9	0	0	0	9	9	3/31/2008	Being Built	-----		
-----	SPM30008D1282	03XL0	Y	10	0	0	0	10	10	3/31/2008	Vendor Ready	-----		
-----	SPM30008D1283	03XL0	Y	10	0	0	0	9	9	3/31/2008	Vendor Ready	-----		
-----	SPM30008D1307	03XL0	Y	7	0	0	0	7	7	3/31/2008	Vendor Ready	-----		

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The View//Set/Empty/Delete Baseline Catalog columns and their respective elements are identified as follows:

1. **Purge.** This drop-down allows a subsistence user to empty or delete a contract. This functionality is not available to vendors.
2. **Contract Number.** A schema of numbers used to identify a formal agreement between two or more individuals enforceable by law.
3. **CAGE Code.** The Commercial and Government Entity (CAGE) code under which the contract falls.
4. **Active.** The column displays a “Y” if the contract is still active; an “N” if inactive. If this indicator is “N” the contract status cannot be set to “Submission Ready” and the contract cannot be submitted to STORES.
5. **Total.** The accumulative number of line items in the baseline contract.
6. **Complete.** The number of line items marked as complete (set on the Detailed View, Full Table View or Abbreviated Table View screen). This indicator does not affect line item or contract submission.
7. **Reviewed.** The number of line items marked as reviewed (set on the Detailed View, Full Table View or Abbreviated Table View screen). This indicator does not affect line item or contract submission.
8. **Excluded.** The number of records marked for exclusion from submission. Records marked for exclusion are not included in a submission. This indicator is set on the Detailed View, Full Table View or Abbreviated Table View screen and can be used to exclude records that would otherwise block submission, thus allowing a submission to be completed.
9. **Invalid.** The total number of line items that either do not meet validation checks or are not in the Stock Number Catalog are considered invalid. If these records are not excluded from the submission, they will prevent the changing of the contract status to “Submission Ready.”
10. **Fix to Submit.** The count of invalid records that have not been excluded from the submission. These records must either be corrected or excluded from the submission before the contract status can be changed to “Submission ready.” This number must be zero in order for a submission to occur.
11. **Last Submission.** The date the contract was last submitted to STORES.
12. **Current Status.** The current status of the contract.
13. **Change Status.** This column is used to change the status of individual contracts. The status can only be moved up or down one status level at a time. Clicking the “Update Status” button updates the status of all records on the page (except those records displaying “----”). Vendors can only move a contract from “Vendor Ready” to “Review Ready”. The statuses (from lowest to highest level) are: “Being Built”, “Vendor Ready”, “Review Ready” and “Submission Ready.”

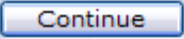
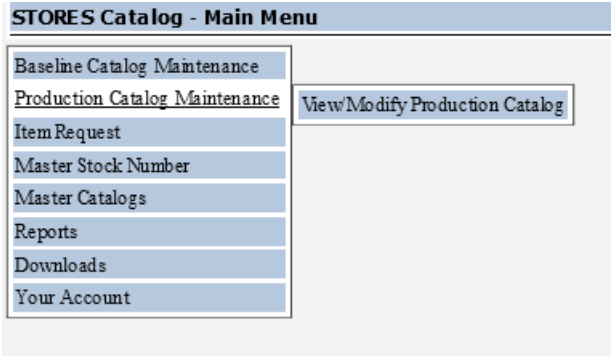
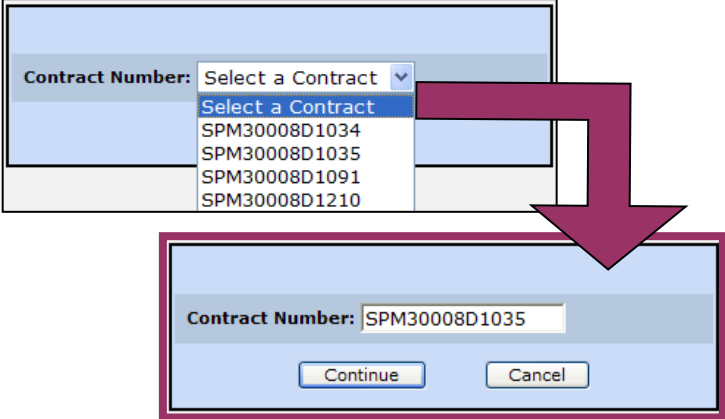
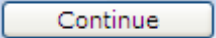
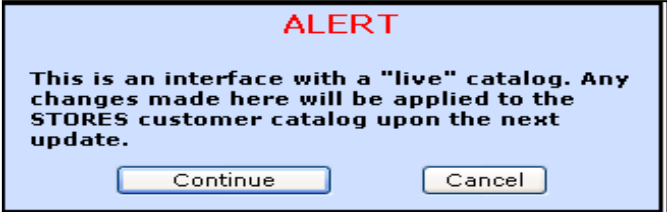


Chapter 5: View/Modify a Production Catalog

5.1: Access a Production Catalog

Modifying a catalog in the production environment does not result in updates/changes immediately being available to customers wishing to place an order. Changes display to customers only after the weekly catalog update or after a special catalog update occurs.

A production catalog can be modified from the **Catalog Items** screen (this section), the **Detailed View (Production Catalog)** screen (Section 5.3), and the **Add Item (Production Catalog)** screen (Section 5.4).

STEP/ACTION	EXAMPLE
<p>1. From the STORES Catalog Main Menu, place your cursor over the Production Catalog Maintenance menu bar and select View/Modify Production Catalog.</p> <p>The Select a Contract Number Screen displays.</p> <p>NOTE: If you have no assigned production catalogs, this menu item will not appear.</p> <p>2. Select a contract number.</p> <p>3. Click .</p> <p>If the catalog is assigned with the role "Vendor":</p> <p>The View/Modify Production Catalog ALERT screen displays.</p>	<p>Main Menu – View/Modify Production Catalog Sub-menu</p>  <p>Select Contract Screen (two example close-ups)</p> 
<p>4. Click .</p> <p>The Catalog Items screen displays (next page).</p>	<p>The View/Modify Production Catalog ALERT Screen</p> 

5.2: Catalog Items

The **Catalog Items** screen displays somewhat differently for *active* and *inactive* contracts. If a contract is inactive, the text “Inactive [Read Only]” follows the contract number. The example below shows an overview screen for an active contract.

Catalog Items Overview (Partial View - Active Contract - Viewing)

Contract: SPE30013DP214 832 Version: 1

Filter: All Items

Page 1 of 10 Go to page: Go!

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View Reports

		Deleted?	Customer Ops (Left) Approval	Supplier Ops (Right) Approval	Stock Number	ST	UoM	RN	RDN	Vendor Description	Vendor Price	Product Price	Lead Time Days
Edit	Delete	N	No Update	No Update	891501E210013	A	CS	40	1	BANANAS, FRESH, GREEN, #1, 1/40	\$22.00	\$19.05	
Edit	Delete	Y	Agreed	Disagreed	891501E210020	A	CS	20	1	BROCCOLI CROWNS, CHL, US#1, 1/2	\$17.10	\$14.15	
Edit	Delete	N	Approved	Review Needed	891501E210043	A	CS	35	1	CANTALOUPE, FRESH, US#1, 12 CT,	\$17.11	\$14.16	
Edit	Delete	N	Approved	Review Needed	891501E210045	A	CS	5	1	CARROTS, CHL, BABY, WHL, PEELED,	\$7.09	\$3.64	
Edit	Delete	N	Approved	Approved	891501E210049	A	CS	5	1	CARROTS, CHL, SHRD, US#1, 1/5 LB	\$6.68	\$3.23	
Edit	Delete	N	Approved	Review Needed	891501E210051	A	CS	5	1	CARROTS, CHL, STICKS, US#1, 1/5 L	\$8.83	\$5.38	
Edit	Delete	N	Approved	Review Needed	891501E210055	A	CS	20	1	CAULIFLOWER, FRESH, US#1, IW, 12	\$17.88	\$14.93	
Edit	Delete	N	Approved	Review Needed	891501E210064	A	CS	5	1	CELERY, CHL, STICKS, US#1, 1/5 LB	\$8.75	\$5.30	
Edit	Delete	N	No Update	No Update	891501E210067	A	CS	1	1	CILANTRO, FRESH, 1 LB PG	\$6.16		
Edit	Delete	N	Approved	Review Needed	891501E210074	A	CS	20	1	CUCUMBERS, FRESH, SUPER SEL, US	\$17.91	\$14.96	

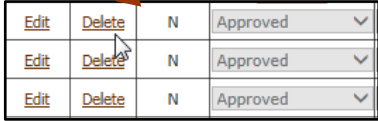
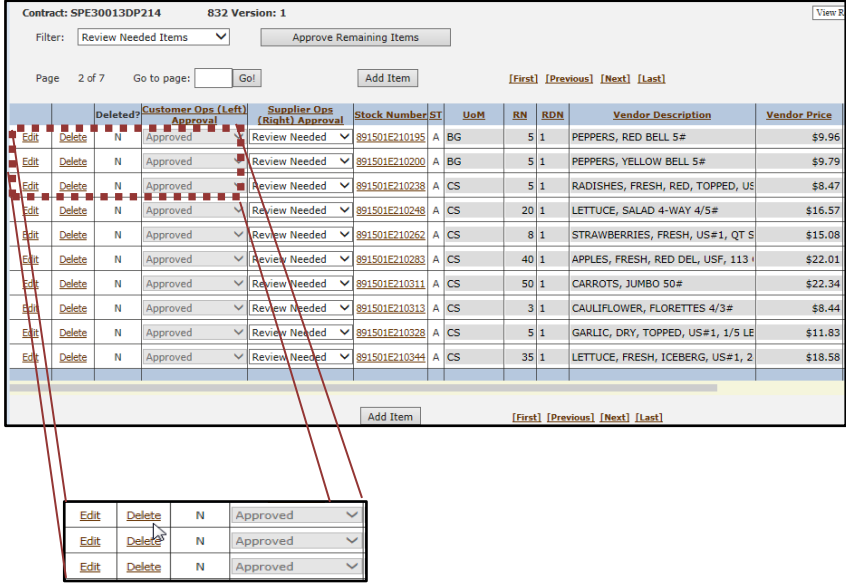
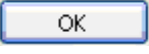
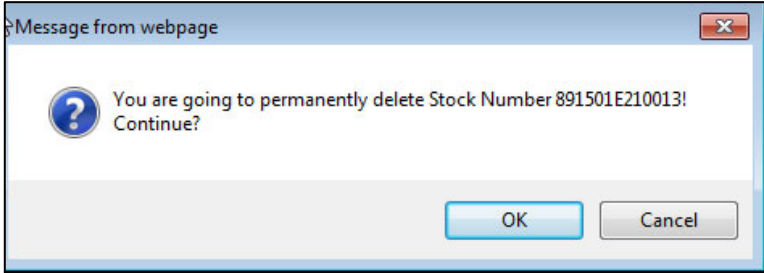
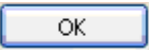
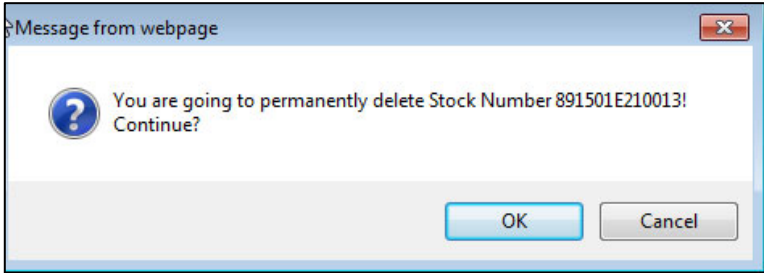
[Add Item](#) [First] [Previous] [Next] [Last]

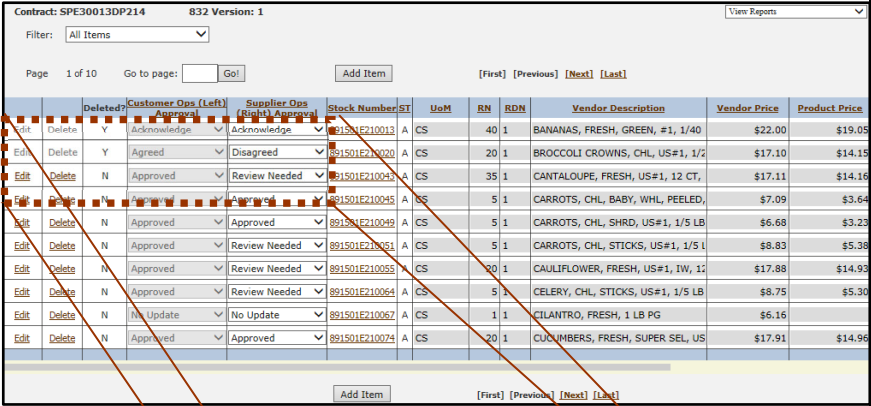
The Catalog Items columns and the respective elements are identified as follows:

1. **Contract Status and Version** - Text that displays the current contract number and the 832 version against which data is validated.
2. **Reports** drop-down menu. This drop-down contains a links to the “Pending Catalog Change Report” and the “832 Version Compliance Report”.
3. **Filter** drop-down menu. The filter choices are: "All Items", "Updated Items", "Warning Items", "Non-Warning Items", "Deleted Items", "Size Changed Items", "Unchanged Items", "Disapproved Items", "Review Needed Items", and "Specific Item".
4. **Catalog Items Page** number and navigation links displays the current page and total number of pages under the current selected filter (see Item 3 above).
5. **“Go to page:”** option. This option allows user to select a specific page for viewing.
6. **“Add Item”** button. This button displays on the top and bottom of the screen. Click this button to add a new item to the catalog.
7. **Page-to-page** navigation links. These links display on the top and bottom of the screen and allow sequential page-by-page navigation.
8. **Stock Number/ Item viewing and editing region.** In this section the item deletion status, approval/disapproval status of both the customer and supplier side, Stock Number, Stock Number Deleted Status, Unit of Measure, Ratio Numerator, Ration Denominator, Vendor Description, Vendor Price, Product Price, Lead Time Days, Manufacturing Price Agreement (MPA) Indicator, MPA Purchase Date, Catch Weight Indicator, Catch Weight Multiple, Part Number, Units per Package, Brand(Comments), Package Size, Package Unit of Measure, Package Code, the Standardized and PRF Standards flags, the Standards Acceptance flag, Economic Indicator, customer and supplier side names agreement or disagreement reasons for item deletion, the customer and supplier side disapproval or approval reasons when applicable, and the name of the person(s) who approved or disapproved the item are displayed. To edit an item, click the Edit link. To delete an item, click the Delete link.

NOTES:

- If an item cannot be edited for any reason, the Edit and Delete links will not display.
- Columns four and five (Customer Ops and Supplier Ops) columns have different values and function depending on whether the “Deleted?” column is “Y” or “N”. If a “Y” appears in the column the values in columns four and five can be “Agreed”, “Disagreed”, or “Change”. If the “Deleted” value is “Y” determine whether the item will be deleted from a catalog but express the opinion of the individual reviewer. If the “Deleted?” column has a value of “N” possible values in the columns four and five dropdowns are “Review Needed”, “Approve”, “Disapprove”, and “Change Reason”. “No Update” in these columns indicates that the item has not been updated since the last catalog update.
- Only a subsistence or tech quality user with the appropriate customer or supplier side permission can make changes in these columns. A user will only have access to the left or right side approval drop-down. An item that has a status of "Review Needed" or "Disapproved" in one or both drop-downs will not make into the customer catalog. An item with a “N” in the “Deleted” column will be deleted from the catalog if both the left and right-side users have “Agreed” to the deletion.
- To sort by a column, select the column header. Successive clicks on the column header toggles the sort order between ascending and descending order.

STEP/ACTION	EXAMPLE
<p>To modify a production catalog, make sure an active contract has been selected. If necessary, begin with Step 1 in Section 5.1 and select an active contract.</p> <p>To Delete an Item:</p> <ol style="list-style-type: none"> To delete an item from the contract table, click Delete.  <p>The About to Delete pop-up displays (below right) providing the opportunity to execute or to cancel the deletion.</p>	<p>Catalog Items Screen (partial view with one close-up)</p> 
<ol style="list-style-type: none"> Click  to complete the deletion of this item. <p>The Item Deleted pop-up displays (below right).</p>	<p>About to Delete Pop-up</p> 
<ol style="list-style-type: none"> Click  to confirm the deletion. <p>The Catalog Items screen now displays with one a “Y” in the “Deleted?” column and “Acknowledge” in columns four and five (the default value that apply to the left/right side reviewer opinion of the deletion).</p>	<p>Item Deleted Pop-up</p> 

STEP/ACTION	EXAMPLE																														
<p>To Edit an Item:</p> <p>1. Select an item to edit and click Edit. If necessary, begin with Step 1 in Section 5.1 and select an active contract.</p> <table border="1" data-bbox="188 510 612 600"> <tr> <td>Edit</td> <td>Delete</td> <td>Y</td> <td>Acknowledge</td> <td>Acknowledge</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>Y</td> <td>Agreed</td> <td>Disagreed</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>Approved</td> <td>Review Needed</td> </tr> </table> <p>The Catalog Items screen displays with a second row for the selected item. Editing takes place in this new row. This information displays on the next page.</p>	Edit	Delete	Y	Acknowledge	Acknowledge	Edit	Delete	Y	Agreed	Disagreed	Edit	Delete	N	Approved	Review Needed	<p>Catalog Items Screen (partial view with one close-up)</p>  <p>The screenshot shows a table with columns: Deleted?, Customer Ops (Left), Supplier Ops (Right), Approval, Stock Number, ST, UoM, RN, RDN, Vendor Description, Vendor Price, and Product Price. The 'Edit' row for the selected item is highlighted with a dashed orange border. A close-up inset shows the 'Edit' row details: Edit, Delete, Y, Acknowledge, Acknowledge.</p> <table border="1" data-bbox="865 745 1289 835"> <tr> <td>Edit</td> <td>Delete</td> <td>Y</td> <td>Acknowledge</td> <td>Acknowledge</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>Y</td> <td>Agreed</td> <td>Disagreed</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>Approved</td> <td>Review Needed</td> </tr> </table>	Edit	Delete	Y	Acknowledge	Acknowledge	Edit	Delete	Y	Agreed	Disagreed	Edit	Delete	N	Approved	Review Needed
Edit	Delete	Y	Acknowledge	Acknowledge																											
Edit	Delete	Y	Agreed	Disagreed																											
Edit	Delete	N	Approved	Review Needed																											
Edit	Delete	Y	Acknowledge	Acknowledge																											
Edit	Delete	Y	Agreed	Disagreed																											
Edit	Delete	N	Approved	Review Needed																											

Catalog Items Screen Overview (Editing – partial view)

		Deleted?	Customer Ops (Left) Approval	Supplier Ops (Right) Approval	Stock Number	ST	UoM	RN	RDN	Vendor Description	Vendor Price	Product Price
4	Edit		Y	Acknowledge	891501E210013	A	CS	40	1	BANANAS, FRESH, GREEN, #1, 1/40	\$22.00	\$19.05
	Delete		Y	Agreed	891501E210020	A	CS	20	1	BROCCOLI CROWNS, CHL, US#1, 1/2	\$17.10	\$14.15
5	Update		N	Approved	891501E210043	A	CS	35	1	CANTALOUPE, FRESH, US#1, 12 CT,	\$17.11	\$14.16
	Cancel		N	Review Needed	891501E210043	A	CS	35	1	CANTALOUPE, FRESH, US#1, 12 CT,	\$17.11	\$14.16
	Edit		N	Approved	891501E210045	A	CS	5	1	CARROTS, CHL, BABY, WHL, PEELED,	\$7.09	\$3.64
	Delete		N	Approved	891501E210049	A	CS	5	1	CARROTS, CHL, SHRD, US#1, 1/5 LB	\$6.68	\$3.23
	Edit		N	Approved	891501E210051	A	CS	5	1	CARROTS, CHL, STICKS, US#1, 1/5 L	\$8.83	\$5.38
	Delete		N	Approved	891501E210055	A	CS	20	1	CAULIFLOWER, FRESH, US#1, IW, 12	\$17.88	\$14.93
	Edit		N	Approved	891501E210064	A	CS	5	1	CELERY, CHL, STICKS, US#1, 1/5 LB	\$8.75	\$5.30
	Delete		N	No Update	891501E210067	A	CS	1	1	CILANTRO, FRESH, 1 LB PG	\$6.16	
	Edit		N	Approved	891501E210074	A	CS	20	1	CUCUMBERS, FRESH, SUPER SEL, US	\$17.91	\$14.96
	Delete		N	Approved	891501E210074	A	CS	20	1	CUCUMBERS, FRESH, SUPER SEL, US	\$17.91	\$14.96

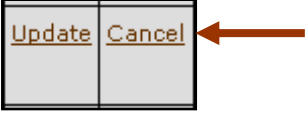

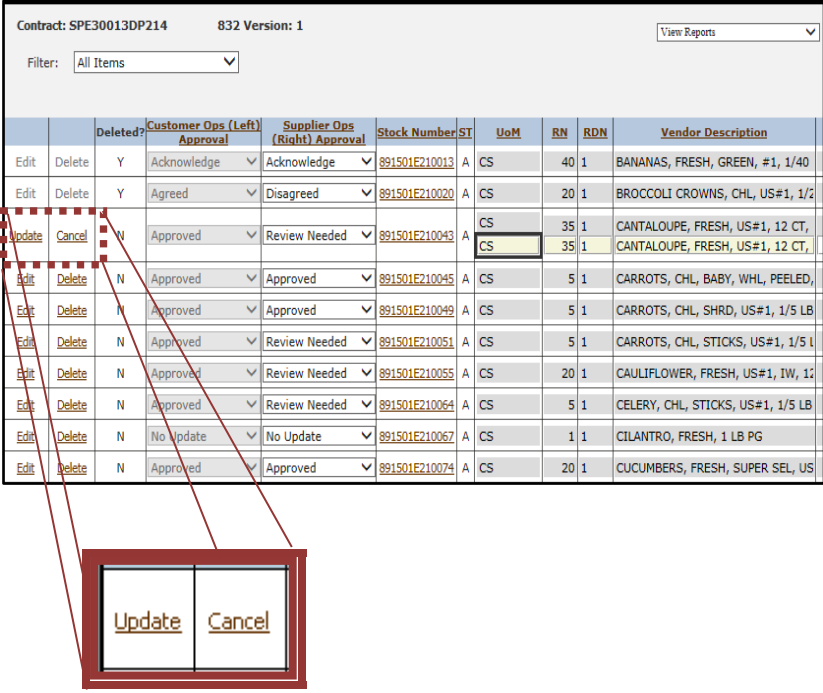

The Catalog Items columns and the respective elements are identified as follows:

- Contract and Contract Version** - Text that displays the current contract number and the 832 version against which data is validated.
- Reports** drop-down menu. This drop-down contains links to the "Pending Catalog Change Report" and the "832 Version Compliance Report(s)".
- Filter** drop-down menu. The filter choices are: "All Items", "Updated Items", "Warning Items", "Non-Warning Items", "Deleted Items", "Size Changed Items", "Unchanged Items", "Disapproved Items", "Review Needed Items", and "Specific Item".
- Stock Number/ Item viewing and editing region.** In this section the Item Approval Status, Stock Number, Unit of Measure, Ratio Numerator, Ration Denominator, Vendor Description, Vendor Price, Part Number, Product Price, Lead Time Days, MPA Indicator, MPA Purchase Date, Units per Package, Comments (Brand), Package Size, Package Unit of Measure, Package Code, Standardized Indicator, PRF Standards Indicator, Standards Acceptance Status, and the Economic Indicator are displayed. To edit an item click the "Edit" link. To delete an item, click the "Delete" link.
- Item edit region.** If DLA Standards have not been accepted you may edit: Unit of Measure, Ratio Numerator, Ration Denominator, Vendor Description, Price, Part Number, Units per Package, Comments (Brand), Package Size, Package Unit of Measure, Package Code, and the Economic Indicator. If the Standards have been accepted, edits will be restricted according to the level (Standardized or Standardized and PRF Standards) of standards being enforced. To cancel changes click Cancel. To save changes click the "Update" link.

NOTES:

- Changing the approval status of an item when editing on this screen (editing in area 5) will cancel any other changes made to the item while on the screen. Changes made and saved prior to changing the approval status will not be cancelled.
- The status of the Standard Acceptance cannot be modified on this screen.
- Scrolling all the way to the right will display the names of the Customer and Supplier Ops Reviewers and their review results reason where applicable.

The "Update" link must be selected for any item being edited if changes are to be saved. Clicking "Edit" or "Delete" on another item, before saving (updating) the current item, will result in changes being lost.

STEP/ACTION	EXAMPLE																																																																																																																																				
<p>2. To cancel changes to an item that is about to be updated in Edit mode, click Cancel.</p>  <p>The changes will not be saved and the screen refreshes without the editable row.</p> <p>3. To save changes to an edited record, and update the production catalog, click Update.</p>  <p>Changes made to the item are saved and the production catalog is updated. The updated screen refreshes without the editable second row.</p> <p>NOTE: If errors are found, a pop-up window displays listing the values needing correction. Clicking <input type="button" value="OK"/> on the pop-up message redispays the Catalog Items screen and allows editing the record to continue.</p>	<p>Catalog Items Screen – Editing (partial view with one close-up)</p>  <p>Contract: SPE30013DP214 832 Version: 1 View Reports</p> <p>Filter: All Items</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Deleted?</th> <th>Customer Ops (Left) Approval</th> <th>Supplier Ops (Right) Approval</th> <th>Stock Number</th> <th>ST</th> <th>UoM</th> <th>RN</th> <th>RDN</th> <th>Vendor Description</th> </tr> </thead> <tbody> <tr> <td>Edit</td> <td>Delete</td> <td>Y</td> <td>Acknowledge</td> <td>Acknowledge</td> <td>891501E210013</td> <td>A</td> <td>CS</td> <td>40</td> <td>1</td> <td>BANANAS, FRESH, GREEN, #1, 1/40</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>Y</td> <td>Agreed</td> <td>Disagreed</td> <td>891501E210020</td> <td>A</td> <td>CS</td> <td>20</td> <td>1</td> <td>BROCCOLI CROWNS, CHL, US#1, 1/2</td> </tr> <tr> <td>Update</td> <td>Cancel</td> <td>N</td> <td>Approved</td> <td>Review Needed</td> <td>891501E210043</td> <td>A</td> <td>CS</td> <td>35</td> <td>1</td> <td>CANTALOUPE, FRESH, US#1, 12 CT,</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>CS</td> <td>35</td> <td>1</td> <td>CANTALOUPE, FRESH, US#1, 12 CT,</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>Approved</td> <td>Approved</td> <td>891501E210045</td> <td>A</td> <td>CS</td> <td>5</td> <td>1</td> <td>CARROTS, CHL, BABY, WHL, PEELED,</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>Approved</td> <td>Approved</td> <td>891501E210049</td> <td>A</td> <td>CS</td> <td>5</td> <td>1</td> <td>CARROTS, CHL, SHRD, US#1, 1/5 LB</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>Approved</td> <td>Review Needed</td> <td>891501E210051</td> <td>A</td> <td>CS</td> <td>5</td> <td>1</td> <td>CARROTS, CHL, STICKS, US#1, 1/5 L</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>Approved</td> <td>Review Needed</td> <td>891501E210055</td> <td>A</td> <td>CS</td> <td>20</td> <td>1</td> <td>CAULIFLOWER, FRESH, US#1, 1W, 1</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>Approved</td> <td>Review Needed</td> <td>891501E210064</td> <td>A</td> <td>CS</td> <td>5</td> <td>1</td> <td>CELERY, CHL, STICKS, US#1, 1/5 LB</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>No Update</td> <td>No Update</td> <td>891501E210067</td> <td>A</td> <td>CS</td> <td>1</td> <td>1</td> <td>CILANTRO, FRESH, 1 LB PG</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>Approved</td> <td>Approved</td> <td>891501E210074</td> <td>A</td> <td>CS</td> <td>20</td> <td>1</td> <td>CUCUMBERS, FRESH, SUPER SEL, US</td> </tr> </tbody> </table> 			Deleted?	Customer Ops (Left) Approval	Supplier Ops (Right) Approval	Stock Number	ST	UoM	RN	RDN	Vendor Description	Edit	Delete	Y	Acknowledge	Acknowledge	891501E210013	A	CS	40	1	BANANAS, FRESH, GREEN, #1, 1/40	Edit	Delete	Y	Agreed	Disagreed	891501E210020	A	CS	20	1	BROCCOLI CROWNS, CHL, US#1, 1/2	Update	Cancel	N	Approved	Review Needed	891501E210043	A	CS	35	1	CANTALOUPE, FRESH, US#1, 12 CT,								CS	35	1	CANTALOUPE, FRESH, US#1, 12 CT,	Edit	Delete	N	Approved	Approved	891501E210045	A	CS	5	1	CARROTS, CHL, BABY, WHL, PEELED,	Edit	Delete	N	Approved	Approved	891501E210049	A	CS	5	1	CARROTS, CHL, SHRD, US#1, 1/5 LB	Edit	Delete	N	Approved	Review Needed	891501E210051	A	CS	5	1	CARROTS, CHL, STICKS, US#1, 1/5 L	Edit	Delete	N	Approved	Review Needed	891501E210055	A	CS	20	1	CAULIFLOWER, FRESH, US#1, 1W, 1	Edit	Delete	N	Approved	Review Needed	891501E210064	A	CS	5	1	CELERY, CHL, STICKS, US#1, 1/5 LB	Edit	Delete	N	No Update	No Update	891501E210067	A	CS	1	1	CILANTRO, FRESH, 1 LB PG	Edit	Delete	N	Approved	Approved	891501E210074	A	CS	20	1	CUCUMBERS, FRESH, SUPER SEL, US
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5.3: Detailed View (Production Catalog)

STEP/ACTION	EXAMPLE																																																																																																												
<p>To Edit an Item in Full Screen:</p> <ol style="list-style-type: none"> Select an item to edit and click the Stock Number. If necessary, begin with Step 1 in Section 5.1 and select an active contract. <div style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Edit</td> <td style="text-align: center;">Delete</td> <td style="text-align: center;">N</td> <td style="text-align: center;">Approved</td> <td style="text-align: center;">Review Needed</td> <td style="text-align: center;">891501E210092</td> </tr> <tr> <td style="text-align: center;">Edit</td> <td style="text-align: center;">Delete</td> <td style="text-align: center;">N</td> <td style="text-align: center;">Approved</td> <td style="text-align: center;">Disapproved</td> <td style="text-align: center;">891501E210097</td> </tr> <tr> <td style="text-align: center;">Edit</td> <td style="text-align: center;">Delete</td> <td style="text-align: center;">N</td> <td style="text-align: center;">Approved</td> <td style="text-align: center;">Review Needed</td> <td style="text-align: center;">891501E210103</td> </tr> </table> </div> <p>The Detailed View (Production Catalog) screen displays.</p>	Edit	Delete	N	Approved	Review Needed	891501E210092	Edit	Delete	N	Approved	Disapproved	891501E210097	Edit	Delete	N	Approved	Review Needed	891501E210103	<p style="text-align: center;">Catalog Items Screen – Viewing (partial view with one close-up)</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Contract: SPM30008D1035 832 Version: 1 View Reports</p> <p>Filter: All Items</p> <p>Page 2 of 10 Go to page: <input type="text"/> Go! 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<p>The Detailed View screen allows users to view/edit a single line item.</p> <ul style="list-style-type: none"> Editable information displays in white data fields. Non-editable data displays in beige or yellow (exact color varies from monitor to monitor) fields. Vendors cannot update values in the DLA Evaluation section. If a contract is not editable due to user role or catalog status, the shading of the fields remains the same with a status of “Read Only” which will display near the status on the upper left portion of the screen. <p>NOTE: Some fields cannot be edited when Stock Number Standards are in effect for the item. Editable fields will depend on the 832 Version and the contract type (for example CONUS or OCONUS). DLA Evaluation fields are not editable on this screen.</p>	<p style="text-align: center;">Production Catalog Detail Screen</p> <div style="border: 1px solid black; padding: 5px;"> <p>STORES Catalog - View/Modify Production Catalog - Catalog Items - Detailed View</p> <p>Contract: SPE30014DW428 832 Version: 1</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 30%;">Item Number/Name</th> <th style="width: 40%;">Extended Item Description</th> <th style="width: 30%;">Vendor Item Details</th> </tr> </thead> <tbody> <tr> <td>Stock Number * 892091E113481</td> <td>glazed w/maple, oblong, 12/pg</td> <td>Unit of Measure * CS</td> </tr> <tr> <td>Unit of Issue 33</td> <td></td> <td>Price * \$10.00</td> </tr> <tr> <td>Status ACTIVE</td> <td></td> <td>DLA Evaluation</td> </tr> <tr> <td>Part Number * 77117</td> <td></td> <td>Customer Side:</td> </tr> <tr> <td>Extended Item Name DOUGHNUTS, FRESH,</td> <td></td> <td>Supplier Side:</td> </tr> <tr> <td>Brand FRAIZ</td> <td>Vendor Item Description * DOUGHNUTS, FRESH, GLAZED W/MAPLE, OBLONG, 12/PG</td> <td>Catch Weight</td> </tr> <tr> <td>SKU</td> <td></td> <td>Indicator</td> </tr> <tr> <td>Gross Measures</td> <td>Special Ordering Instructions</td> <td>Multiple</td> </tr> <tr> <td>Case Weight</td> <td></td> <td>Package Details</td> </tr> <tr> <td>Case Weight UoM **</td> <td></td> <td>Units Per Purchase</td> </tr> <tr> <td>Volume</td> <td></td> <td>Pack *</td> </tr> <tr> <td>Volume UoM **</td> <td></td> <td>Size * 12.00 UoM * CT Code * PG</td> </tr> <tr> <td>Allowances</td> <td>Lead Time Days</td> <td>Miscellaneous</td> </tr> <tr> <td>NAPA **</td> <td>Min. Order Quantity</td> <td>Product Price \$10.00</td> </tr> <tr> <td>Food Show **</td> <td>NPA Indicator</td> <td>Economic Indicator *</td> </tr> <tr> <td>Promotional **</td> <td>Standardized</td> <td>Shelf Life</td> </tr> <tr> <td></td> <td>NPA Purchase Date</td> <td>Shelf Life Unit **</td> </tr> <tr> <td></td> <td>PRF Standards</td> <td>Distribution Fee</td> </tr> <tr> <td></td> <td>Accept DLA Standards</td> <td>Distribution Fee Category</td> </tr> <tr> <td></td> <td></td> <td>Foreign Source Indicator</td> </tr> <tr> <td></td> <td></td> <td>DLA Unique</td> </tr> </tbody> </table> <p style="text-align: center;">Update & Return Delete Reset Cancel</p> <p style="font-size: x-small; text-align: center;">* Indicates a required field ** Indicates a conditionally required field</p> </div>	Item Number/Name	Extended Item Description	Vendor Item Details	Stock Number * 892091E113481	glazed w/maple, oblong, 12/pg	Unit of Measure * CS	Unit of Issue 33		Price * \$10.00	Status ACTIVE		DLA Evaluation	Part Number * 77117		Customer Side:	Extended Item Name DOUGHNUTS, FRESH,		Supplier Side:	Brand FRAIZ	Vendor Item Description * DOUGHNUTS, FRESH, GLAZED W/MAPLE, OBLONG, 12/PG	Catch Weight	SKU		Indicator	Gross Measures	Special Ordering Instructions	Multiple	Case Weight		Package Details	Case Weight UoM **		Units Per Purchase	Volume		Pack *	Volume UoM **		Size * 12.00 UoM * CT Code * PG	Allowances	Lead Time Days	Miscellaneous	NAPA **	Min. Order Quantity	Product Price \$10.00	Food Show **	NPA Indicator	Economic Indicator *	Promotional **	Standardized	Shelf Life		NPA Purchase Date	Shelf Life Unit **		PRF Standards	Distribution Fee		Accept DLA Standards	Distribution Fee Category			Foreign Source Indicator			DLA Unique																																										
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DETAILED VIEW (Production Catalog)

View on Screen Load

STORES Catalog - View/Modify Production Catalog - Catalog Items - Detailed View
 Contract: SPE30014DW428 832 Version: 1

Item Number/Name Stock Number * <input type="text" value="892001E11348"/> Unit of Issue <input type="text" value="02"/> Status <input type="text" value="ACTIVE"/> Part Number * <input type="text" value="77117"/> Extended Item Name <input type="text" value="DOUGHNUTS, FRESH,"/> Brand (Comments) * <input type="text" value="FRANZ"/> SKU <input type="text"/> Gross Measures Case Weight <input type="text"/> Case Weight UoM ** <input type="text"/> Volume <input type="text"/> Volume UoM ** <input type="text"/> Allowances NAPA ** <input type="text"/> Food Show ** <input type="text"/> Promotional ** <input type="text"/> More Fields ▼	Extended Item Description glazed w/maple, oblong, 12/pg Vendor Item Description * DOUGHNUTS, FRESH, GLAZED W/MAPLE, OBLONG, 12/PG Special Ordering Instructions Lead Time Days <input type="text"/> MPA Indicator <input type="text"/> Standardized <input type="checkbox"/> Accept DLA Standards <input type="text" value="Y"/>	Vendor Item Details Unit of Measure * <input type="text" value="02"/> PRF <input type="text" value="1"/> / <input type="text" value="1"/> Price ** <input type="text" value="\$10.06"/> DLA Evaluation Customer Side: <input type="text"/> Supplier Side: <input type="text"/> Catch Weight Indicator <input type="text" value="N"/> Multiple <input type="text"/> Package Details Units Per Purchase Pack * <input type="text" value="1"/> Size * <input type="text" value="12.00"/> UoM <input type="text" value="CT"/> Code * <input type="text" value="PG"/> Miscellaneous Product Price <input type="text" value="\$10.06"/> Economic Indicator * <input type="text" value="0"/> Shelf Life <input type="text"/> Shelf Life Unit ** <input type="text"/> Distribution Fee <input type="text"/> Distribution Fee Category <input type="text"/> Foreign Source Indicator <input type="text" value="N"/> DLA Unique <input type="text" value="N"/>
---	---	---

* indicates a required field
 ** indicates a conditionally required field

Bottom of Screen – Expanded View

Fewer Fields ▲

Value and Unit of Measure											
Tare Weight	<input type="text"/>	Paper Weight	<input type="text"/>	Aluminum Weight	<input type="text"/>	Plastic Weight	<input type="text"/>	Glass Weight	<input type="text"/>	Tin Weight	<input type="text"/>
Tare Unit of Measure	<input type="text"/>	Paper Unit of Measure	<input type="text"/>	Aluminum Unit of Measure	<input type="text"/>	Plastic Unit of Measure	<input type="text"/>	Glass Unit of Measure	<input type="text"/>	Tin Unit of Measure	<input type="text"/>
Item Indicators											
NAPA	<input type="text"/>	Marines	<input type="text"/>	BDA	<input type="text"/>	Navy	<input type="text"/>	AirF	<input type="text"/>	AirOpt	<input type="text"/>
Army Dining Hall	<input type="text"/>	Army Field	<input type="text"/>	Navy Cargo	<input type="text"/>	Navy QCOG (Ship Store)	<input type="text"/>	Wartime	<input type="text"/>	Navy/FIC	<input type="text"/>
Overwritten Vendor Item Description											
DOUGHNUTS, FRESH, GLAZED W/MAPLE, OBLONG, 12/PG											

* indicates a required field
 ** indicates a conditionally required field

DETAILED VIEW (Production Catalog) Continued

The screen elements of a Detailed Production Catalog Record and its respective fields are as follows:

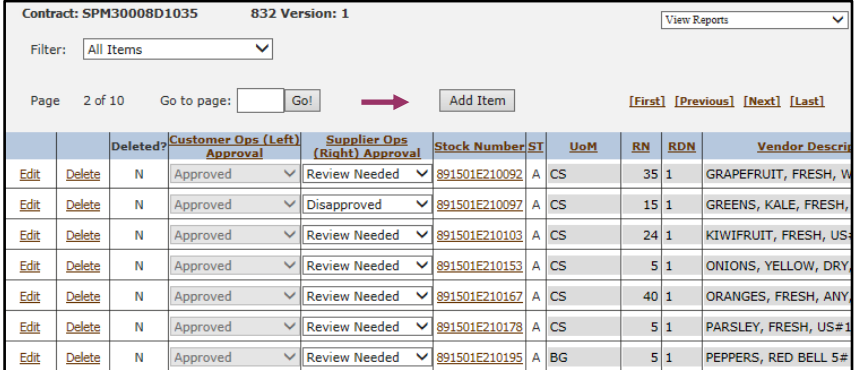
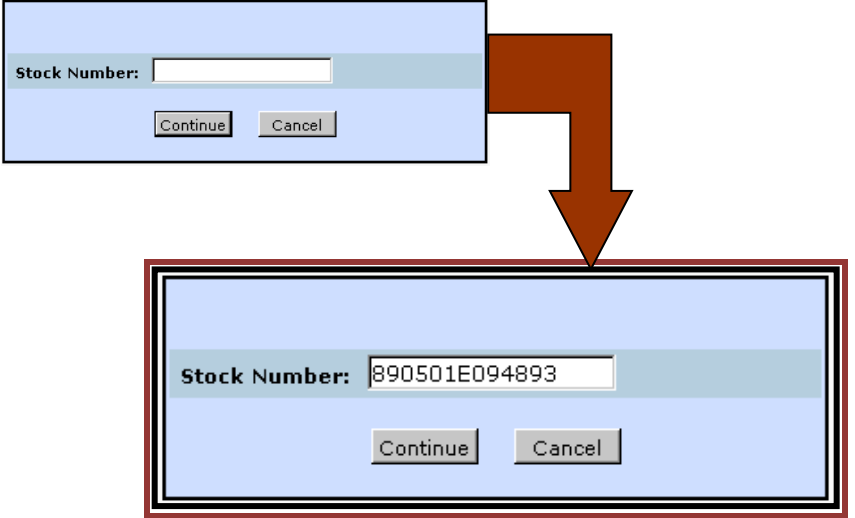
1. **Contract, Status, and Version - text** that displays the current contract number and current 832 Version. "Read Only" displays next to the contact number when a contract is not editable.
2. **Item Number /Name, Gross Measures, Allowances, Vendor Item Details, Catch Weight, Package Details, Miscellaneous**, and the second column are editing regions used to view and update item details. Stock Number, Status, Extended Item Name, Extended Item Description, Abbreviated Description, MPA Indicator, Item Indicators Item Indicators, Catch Weight Indicator, the Standardized checkbox and the PRF Standards checkbox **cannot** be updated by users. Lead Time Days and Minimum Order Quantity cannot be entered for an OCONUS contract. Vendor Item Description, Package Unit of Measure, Packaging Code, PRF Unit of Measure, and Units per Purchase Pack can be updated when the Stock Number Standards are not being applied to these fields. Package Size can be edited but will be limited to a range if Standards are applied to this field. Catch Weight Multiple can be updated if the Catch Weight indicator contains a "Y", but its acceptable value may be limited if the Stock Number Standards are applied. Fields under DLA Evaluation cannot be edited. *Fields with an asterisk (*) are required.*
3. The **More Fields link** displays as "Fewer Fields" when clicked and expands the screen to display additional fields (rows 6-8).
4. Screen **action buttons**. Click to save changes and return to the **Catalog Items** screen. The button deletes the current item from the catalog. The button replaces all values with the last saved values. The button returns to the **Catalog Items** screen without saving changes.
5. The **Fewer Fields link** changes to "More Fields" when clicked and removes rows 6-8 from the screen display.
6. **Value and Unit of Measure** displays editable weight values and their associated Unit of Measures.
7. **Item Indicators** displays additional information about the item. These fields are not editable.
8. **Overwritten Vendor Item Description** displays the previous production version of Vendor Item Description. This field is not editable.

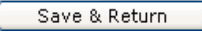

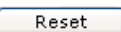

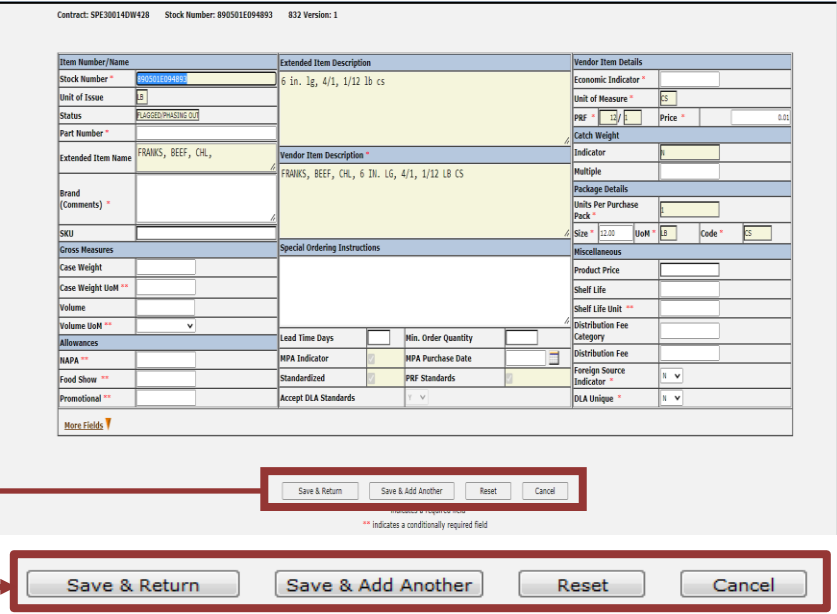

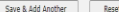


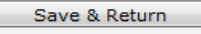
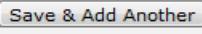
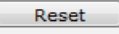
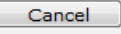

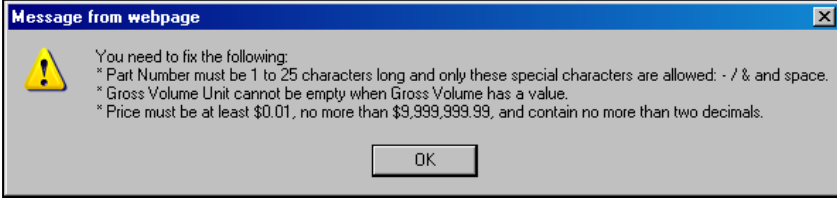
NOTES: This is the only screen on which a vendor can set acceptance of the DLA Standards for a production catalog item.

- A vendor can change the **Accept DLA Standards** from "N" to "Y" if the contract is active and **Standardized** is checked. If **Standardized** is checked and **PRF Standards** is unchecked, the fields affected are– Package Size, Package Unit of Measure, Package Code, Vendor Item Description, and Catch Weight Multiple for Catch Weight Items. If **PRF Standards** is also checked, the fields PRF Unit of Measure, and Units per Purchase Pack will also be "locked".
- Changing the DLA Standards Acceptance from "N" to "Y" on this screen will not affect the baseline catalog.

5.4: Add a Production Catalog Item

Adding an item to a production catalog works somewhat differently from adding an item to a baseline catalog. If the item already exists in the customer catalog, the fields will be prefilled when the item is added. If standards were previously accepted for the item, the standards will be accepted automatically and the affected standard fields will not be editable. If the item to be added does not exist in a customer catalog but the Standardized or the Standardized and PRF Standards have been set for the item by the Subsistence Supply Cataloging & Standardization Branch, the corresponding standard fields will be prefilled and will not be editable.

STEP/ACTION	EXAMPLE
<p>To Add an Item:</p> <p>1. To add a new item to the catalog, navigate to the Catalog Items screen and click Add Item.</p> <p>The Enter Stock Number screen displays.</p>	<p align="center">Catalog Items Screen (partial) – Viewing</p> 
<p>2. Enter a stock number</p> <p>3. Click Continue.</p> <p>The Add Item screen displays (next page).</p> <p>NOTE: If the stock number already exists in the production catalog or if it is not a valid stock number, an error message displays. If this error occurs, enter a different stock number and click Continue or click Cancel to return to the Catalog Items screen without saving any changes.</p>	<p align="center">Enter Stock Number Screen (two example close-ups)</p> 

STEP/ACTION	EXAMPLE
<p>The Add Item screen displays the details of the specific stock number being added. Once the item details have been entered, the user may choose to perform one of the following actions:</p> <ul style="list-style-type: none"> Click  to update the catalog with the new item and return to the Catalog Items screen. Click  to update the catalog with the new item and add another item. Click  to clear the user-entered values. Click  to cancel the process and return to the Catalog Items screen. If the process is canceled, the new item is not added to the catalog. 	<p align="center">Production Catalog Add Item Screen (with 2 close-ups)</p>  <p>The screenshot shows the 'Production Catalog Add Item' screen with the following details:</p> <ul style="list-style-type: none"> Contract: SPE300140W428 Stock Number: 990561E04993 832 Version: 1 Item Number/Name: <input type="text" value="990561E04993"/> Extended Item Description: 6 in. lg, 4/1, 1/12 lb cs Unit of Issue: <input type="text" value="CS"/> Vendor Item Details: Economic Indicator: <input type="text" value="CS"/> Unit of Measure: <input type="text" value="CS"/> Price: <input type="text" value="0.01"/> Status: <input type="text" value="PLACED/PENDING OUT"/> Catch Weight: <input type="text" value=""/> Indicator: <input type="text" value=""/> Part Number: <input type="text" value="FRANKS, BEEF, CH,"/> Vendor Item Description: FRANKS, BEEF, CH, 6 IN. LG, 4/1, 1/12 LB CS Brand (Comments): <input type="text" value=""/> Multiple: <input type="text" value=""/> SKU: <input type="text" value=""/> Package Details: Units Per Purchase Pack: <input type="text" value=""/> Size: <input type="text" value="22.00"/> UoM: <input type="text" value="LB"/> Code: <input type="text" value="CS"/> Gross Measures: <input type="text" value=""/> Special Ordering Instructions: <input type="text" value=""/> Miscellaneous: <input type="text" value=""/> Case Weight: <input type="text" value=""/> Product Price: <input type="text" value=""/> Shelf Life: <input type="text" value=""/> Case Weight Unit: <input type="text" value=""/> Distribution Fee Category: <input type="text" value=""/> Volume: <input type="text" value=""/> Shelf Life Unit: <input type="text" value=""/> Volume UoM: <input type="text" value=""/> Distribution Fee: <input type="text" value=""/> Allowances: <input type="text" value=""/> Lead Time Days: <input type="text" value=""/> Min. Order Quantity: <input type="text" value=""/> Distribution Fee Category: <input type="text" value=""/> NAPA: <input type="text" value=""/> NAPA Indicator: <input type="text" value=""/> NAPA Purchase Date: <input type="text" value=""/> Distribution Fee: <input type="text" value=""/> Food Show: <input type="text" value=""/> Standardized: <input type="text" value=""/> PRF Standards: <input type="text" value=""/> Foreign Source Indicator: <input type="text" value=""/> Promotional: <input type="text" value=""/> Accept OLA Standards: <input type="text" value=""/> DLA Unique: <input type="text" value=""/> <p>Buttons at the bottom:    </p> <p>Close-up of buttons:    </p>
<p>NOTE: Attempting to save an item to the catalog without filling the required fields with appropriate values results in one or more error messages. If an error message occurs, the item must be completed correctly before the item can be saved. If the Error Pop-up displays, click  to return to the Add Items (Production Catalog) screen.</p>	<p align="center">Error Pop-up Window (Example)</p>  <p>The error message reads:</p> <p>You need to fix the following:</p> <ul style="list-style-type: none"> * Part Number must be 1 to 25 characters long and only these special characters are allowed: - / & and space. * Gross Volume Unit cannot be empty when Gross Volume has a value. * Price must be at least \$0.01, no more than \$9,999,999.99, and contain no more than two decimals. <p>OK</p>

Add Item (Production Catalog) Close-up

View on Screen Load

STORES Catalog - View/Modify Production Catalog - Add Item
 Contract: SPE30014DW428 Stock Number: 890501E094893 832 Version: 1

Item Number/Name	Extended Item Description	Vendor Item Details
Stock Number * 890501E094893	6 in. lg, 4/1, 1/12 lb cs	Economic Indicator *
Unit of Issue LB		Unit of Measure * CS
Status FLAGGED/PHASING OUT		PRF * 12 / 1 Price * 0.01
Part Number *		Catch Weight
Extended Item Name FRANKS, BEEF, CHL,	Vendor Item Description * FRANKS, BEEF, CHL, 6 IN. LG, 4/1, 1/12 LB CS	Indicator N
Brand (Comments) *		Multiple
SKU		Package Details
Gross Measures	Special Ordering Instructions	Units Per Purchase Pack *
Case Weight		Size * 12.00 UoM * LB Code * CS
Case Weight UoM **		Miscellaneous
Volume		Product Price
Volume UoM **		Shelf Life
Allowances	Lead Time Days	Shelf Life Unit **
NAPA **	MPA Indicator <input checked="" type="checkbox"/>	Distribution Fee Category
Food Show **	MPA Purchase Date	Distribution Fee
Promotional **	Standardized <input checked="" type="checkbox"/>	Foreign Source Indicator N
	PRF Standards <input checked="" type="checkbox"/>	DLA Unique * N
	Accept DLA Standards <input type="checkbox"/>	

* Indicates a required field
 ** Indicates a conditionally required field

Bottom of Screen – Expanded View

Fewer Fields ▲

Value and Unit of Measure									
Tare Wt	Paper Wt	Alum Wt	Plas Wt	Gls Wt	Tin Wt	Tare UoM	Paper UoM	Alum UoM	Tin UoM
Item Indicators									
NAPA <input checked="" type="checkbox"/>	Marines <input type="checkbox"/>	BDFA <input type="checkbox"/>	Navy <input type="checkbox"/>	AirF <input type="checkbox"/>	AirFOpt <input type="checkbox"/>	ArmyDng <input type="checkbox"/>	ArmyFld <input type="checkbox"/>	NvCrg <input type="checkbox"/>	NvQCOG <input type="checkbox"/>
Overwritten Vendor Item Description									
FRANKS, ALL BEEF, CHL, 6"LG, 4/1, 1/12 LB CS									

All fields marked with an asterisk (*) are required

This screen looks and functions very much like the **Detailed View (Production Catalog)** screen. The differences between the two screens are:

- The action buttons differ.
- The DLA Evaluation section is not displayed.
- The value of the DLA Standards Acceptance field cannot be modified on this screen.

5.5: View Catalog Reports

5.5.1: Pending Catalog Change Report

The **Pending Catalog Change Report** displays difference between items currently in the customer catalog and items that will be added to, deleted from, or modified in the catalog. **The 832 Version Compliance Report** is also available from the drop-down and is discussed in Section 9.2.

STEP/ACTION	EXAMPLE																																																																																																																																		
<p>To Access the Report:</p> <ol style="list-style-type: none"> To view the report, select “Pending Catalog Change Report” from the Reports drop-down on the Catalog Items screen. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> View Reports ▼ </div> <ul style="list-style-type: none"> View Reports <li style="background-color: #ADD8E6;">Pending Catalog Change Report 832 Version Compliance Report(s) </div> <p>The Pending Catalog Change Report screen displays in a new window.</p>	<p style="text-align: center;">Catalog Items Screen</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Contract: SPM30008D1035 832 Version: 1</p> <p>Filter: All Items</p> <p>Page 2 of 10 Go to page: <input type="text"/> Go! Add Item</p> <p style="text-align: right;">[First] [Previous] [Next] [Last]</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th>Edit</th> <th>Delete</th> <th>Deleted?</th> <th>Customer Ops (Left) Approval</th> <th>Supplier Ops (Right) Approval</th> <th>Stock Number</th> <th>ST</th> <th>UoM</th> <th>RN</th> <th>RDN</th> <th>Vendor Description</th> </tr> </thead> <tbody> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>Approved</td> <td>Review Needed</td> <td>891501E210092</td> <td>A</td> <td>CS</td> <td>35</td> <td>1</td> <td>GRAPEFRUIT, FRESH, W</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>Approved</td> <td>Disapproved</td> <td>891501E210097</td> <td>A</td> <td>CS</td> <td>15</td> <td>1</td> <td>GREENS, KALE, FRESH,</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>Approved</td> <td>Review Needed</td> <td>891501E210103</td> <td>A</td> <td>CS</td> <td>24</td> <td>1</td> <td>KIWIFRUIT, FRESH, US</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>Approved</td> <td>Review Needed</td> <td>891501E210153</td> <td>A</td> <td>CS</td> <td>5</td> <td>1</td> <td>ONIONS, YELLOW, DRY</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>Approved</td> <td>Review Needed</td> <td>891501E210167</td> <td>A</td> <td>CS</td> <td>40</td> <td>1</td> <td>ORANGES, FRESH, ANY</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>Approved</td> <td>Review Needed</td> <td>891501E210178</td> <td>A</td> <td>CS</td> <td>5</td> <td>1</td> <td>PARSLEY, FRESH, US#1</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>Approved</td> <td>Review Needed</td> <td>891501E210195</td> <td>A</td> <td>BG</td> <td>5</td> <td>1</td> <td>PEPPERS, RED BELL 5#</td> </tr> </tbody> </table>	Edit	Delete	Deleted?	Customer Ops (Left) Approval	Supplier Ops (Right) Approval	Stock Number	ST	UoM	RN	RDN	Vendor Description	Edit	Delete	N	Approved	Review Needed	891501E210092	A	CS	35	1	GRAPEFRUIT, FRESH, W	Edit	Delete	N	Approved	Disapproved	891501E210097	A	CS	15	1	GREENS, KALE, FRESH,	Edit	Delete	N	Approved	Review Needed	891501E210103	A	CS	24	1	KIWIFRUIT, FRESH, US	Edit	Delete	N	Approved	Review Needed	891501E210153	A	CS	5	1	ONIONS, YELLOW, DRY	Edit	Delete	N	Approved	Review Needed	891501E210167	A	CS	40	1	ORANGES, FRESH, ANY	Edit	Delete	N	Approved	Review Needed	891501E210178	A	CS	5	1	PARSLEY, FRESH, US#1	Edit	Delete	N	Approved	Review Needed	891501E210195	A	BG	5	1	PEPPERS, RED BELL 5#																																										
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Edit	Delete	N	Approved	Review Needed	891501E210178	A	CS	5	1	PARSLEY, FRESH, US#1																																																																																																																									
Edit	Delete	N	Approved	Review Needed	891501E210195	A	BG	5	1	PEPPERS, RED BELL 5#																																																																																																																									
<p>The Pending Catalog Change Report screen has a normal view version and a printable version.</p> <p>Below is a detail of the area circled on the right. Clicking “Close Window” closes the report window and returns to the Catalog Items screen.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; display: flex; justify-content: space-around;"> Close Window Printable Version </div> <ol style="list-style-type: none"> To access the printable version click “Printable Version”. <p>The Pending Catalog Change Report printable version displays (next page).</p>	<p style="text-align: center;">Pending Catalog Change Report Screen</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">PENDING CATALOG CHANGE REPORT Contract Number: SPM30008D1035</p> <p style="text-align: right;">Close Window Printable Version</p> </div> <p>CHANGE STATUS: Pending Deletes</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th>Stock Number</th> <th>EI</th> <th>Part No</th> <th>Item Description</th> <th>UoM</th> <th>PRF</th> <th>Price</th> <th>Comments</th> <th>UPP</th> <th>Pkg Size</th> <th>Pkg UoM</th> <th>Pkg Code</th> <th>Case Weight</th> <th>Distr. Fee</th> </tr> </thead> <tbody> <tr> <td>895501E117044</td> <td>0</td> <td>4100000723</td> <td>TEA, CONC, UNSWT, (LIPTON), 5 GAL BIB</td> <td>BX</td> <td>1/1</td> <td>\$27.05</td> <td></td> <td>1</td> <td>5</td> <td>GA</td> <td>BX</td> <td></td> <td></td> </tr> <tr> <td>895501E117057</td> <td>0</td> <td>4100000726</td> <td>TEA, CONC, SWT, (LIPTON), 5 GAL BIB</td> <td>BX</td> <td>1/1</td> <td>\$27.05</td> <td></td> <td>1</td> <td>5</td> <td>GA</td> <td>BX</td> <td></td> <td></td> </tr> </tbody> </table> <p>CHANGE STATUS: Pending Additions</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th>Stock Number</th> <th>EI</th> <th>Part No</th> <th>Item Description</th> <th>UoM</th> <th>PRF</th> <th>Price</th> <th>Comments</th> <th>UPP</th> <th>Pkg Size</th> <th>Pkg UoM</th> <th>Pkg Code</th> <th>Case Weight</th> <th>Distr. Fee</th> </tr> </thead> <tbody> <tr> <td>895501E113423</td> <td>0</td> <td>12</td> <td>TEA, CONC, SWT, (NESTEA), 2.5 GAL BIB, FOR POST-MIX DISPENSER</td> <td>BX</td> <td>1/1</td> <td>\$0.01</td> <td></td> <td>1</td> <td>2.50</td> <td>GA</td> <td>BX</td> <td></td> <td></td> </tr> </tbody> </table> <p>CHANGE STATUS: Pending Modifications (old values in bold)</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th>Stock Number</th> <th>EI</th> <th>Part No</th> <th>Item Description</th> <th>UoM</th> <th>PRF</th> <th>Price</th> <th>Comments</th> <th>UPP</th> <th>Pkg Size</th> <th>Pkg UoM</th> <th>Pkg Code</th> <th>Case Weight</th> <th>Distr. Fee</th> <th>Changed Fields</th> </tr> </thead> <tbody> <tr> <td>895501E116941</td> <td>0</td> <td>7454</td> <td>TEA, CONC, RASPBERRY, (LIPTON), 3 GAL BIB, FOR CARB DISPENSER</td> <td>BX</td> <td>1/1</td> <td>27.05</td> <td></td> <td>1</td> <td>5</td> <td>GA</td> <td>BX</td> <td></td> <td></td> <td>Details</td> </tr> <tr> <td>896001E116924</td> <td>0</td> <td>1200040018</td> <td>BEV BASE, COLA, CHERRY, SWT, (WILD CHERRY PEPSI), 3 GAL BIB, FOR CARB DISPENSER</td> <td>BX</td> <td>2/1</td> <td>16.23</td> <td>PEPSI COLA</td> <td>1</td> <td>3</td> <td>GA</td> <td>BX</td> <td></td> <td></td> <td>Details</td> </tr> <tr> <td>896001E117392</td> <td>0</td> <td>0000</td> <td>TROPICANA LEMONADE, 3 GAL BIB, SODA</td> <td>BX</td> <td>1/1</td> <td>16.23</td> <td>PEPSI</td> <td>1</td> <td>3</td> <td>GL</td> <td>BIB</td> <td></td> <td></td> <td>Details</td> </tr> </tbody> </table>	Stock Number	EI	Part No	Item Description	UoM	PRF	Price	Comments	UPP	Pkg Size	Pkg UoM	Pkg Code	Case Weight	Distr. Fee	895501E117044	0	4100000723	TEA, CONC, UNSWT, (LIPTON), 5 GAL BIB	BX	1/1	\$27.05		1	5	GA	BX			895501E117057	0	4100000726	TEA, CONC, SWT, (LIPTON), 5 GAL BIB	BX	1/1	\$27.05		1	5	GA	BX			Stock Number	EI	Part No	Item Description	UoM	PRF	Price	Comments	UPP	Pkg Size	Pkg UoM	Pkg Code	Case Weight	Distr. Fee	895501E113423	0	12	TEA, CONC, SWT, (NESTEA), 2.5 GAL BIB, FOR POST-MIX DISPENSER	BX	1/1	\$0.01		1	2.50	GA	BX			Stock Number	EI	Part No	Item Description	UoM	PRF	Price	Comments	UPP	Pkg Size	Pkg UoM	Pkg Code	Case Weight	Distr. Fee	Changed Fields	895501E116941	0	7454	TEA, CONC, RASPBERRY, (LIPTON), 3 GAL BIB, FOR CARB DISPENSER	BX	1/1	27.05		1	5	GA	BX			Details	896001E116924	0	1200040018	BEV BASE, COLA, CHERRY, SWT, (WILD CHERRY PEPSI), 3 GAL BIB, FOR CARB DISPENSER	BX	2/1	16.23	PEPSI COLA	1	3	GA	BX			Details	896001E117392	0	0000	TROPICANA LEMONADE, 3 GAL BIB, SODA	BX	1/1	16.23	PEPSI	1	3	GL	BIB			Details
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STEP/ACTION	EXAMPLE
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Below is a detail of the area highlighted on the right.

Close Window Back Print

Clicking “Close Window” closes the report window and displays the **Catalog Items** screen.

Clicking “Back” displays the viewable report.

Clicking **Print** opens the system print dialog box from which the report can be printed.

Click “Back” displays the viewable **Pending Catalog Change Report** screen.

Pending Catalog Change Report – Printable Version Screen

PENDING CATALOG CHANGE REPORT
Contract Number: SPM30008D1035

Close Window Back Print

CHANGE STATUS: Pending Deletes

Stock Number	EI	Part No	Item Description	UoM	PRF	Price	Comments	UPP	Pkg Size	Pkg UoM	Pkg Code	Case Weight	Distr. Fee
895501E117044	0	4100000723	TEA, CONC, UNSWT, (LIPTON), 5 GAL BIB	BX	1/1	\$27.05		1	5	GA	BX		
895501E117057	0	4100000726	TEA, CONC, SWT, (LIPTON), 5 GAL BIB	BX	1/1	\$27.05		1	5	GA	BX		

CHANGE STATUS: Pending Additions

Stock Number	EI	Part No	Item Description	UoM	PRF	Price	Comments	UPP	Pkg Size	Pkg UoM	Pkg Code	Case Weight	Distr. Fee
895501E113423	0	12	TEA, CONC, SWT, (NESTEA), 2.5 GAL BIB, FOR POST-MIX DISPENSER	BX	1/1	\$0.01		1	2.50	GA	BX		

CHANGE STATUS: Pending Modifications (old values in bold)

Stock Number	EI	Part No	Item Description	UoM	PRF	Price	Comments	UPP	Pkg Size	Pkg UoM	Pkg Code	Case Weight	Distr. Fee	Changed Fields
895501E116941	0	7454	TEA, CONC, RASPBERRY, (LIPTON), 5 GAL BIB, FOR CARB DISPENSER	BX	1/1	27.05		1	5	GA	BX			Details
895501E116941	0	7454	TEA, CONC, RASPBERRY, (LIPTON), 5 GAL BIB, FOR CARB DISPENSER	BX	1/1	27.05		1	5	GA	BX			Details
896001E116924	0	1200040018	BEV BASE, COLA, CHERRY, SWT, FOR CARB DISPENSER	BX	1/1	16.23	PEPSI	1	3	GA	BX			Details
896001E116924	0	1200040018	(WILD CHERRY PEPSI), 3 GAL BIB, FOR CARB DISPENSER	BX	2/1	16.23	PEPSI COLA	1	3	GA	BX			Details
896001E117392	0	0000	TROPICANA LEMONADE, 3 GAL BIB, SODA	BX	1/1	16.23	PEPSI	1	3	GL	BIB			Details
896001E117392	0	0000	TROPICANA LEMONADE, 3 GAL BIB, SODA	BX	1/1	16.23	PEPSI	1	3	GL	BIB			Details

In the “Changed Fields” column of the Pending Modifications section of the report, a Details link displays. Placing the mouse over the Details links for a specific stock number displays a list of changed fields (abbreviations). Clicking a Details link displays a detailed report for the item.

Below is a close-up of the highlighted area to the right.

Changed Fields

[Details](#)

[Details](#)

[Details](#)

3. Click one of the links.

The Pending Catalog Change Report – Pending Modifications – Item Details screen displays (next page).

Pending Catalog Change Report Screen

PENDING CATALOG CHANGE REPORT
Contract Number: SPM30008D1035

Close Window Printable Version

CHANGE STATUS: Pending Deletes

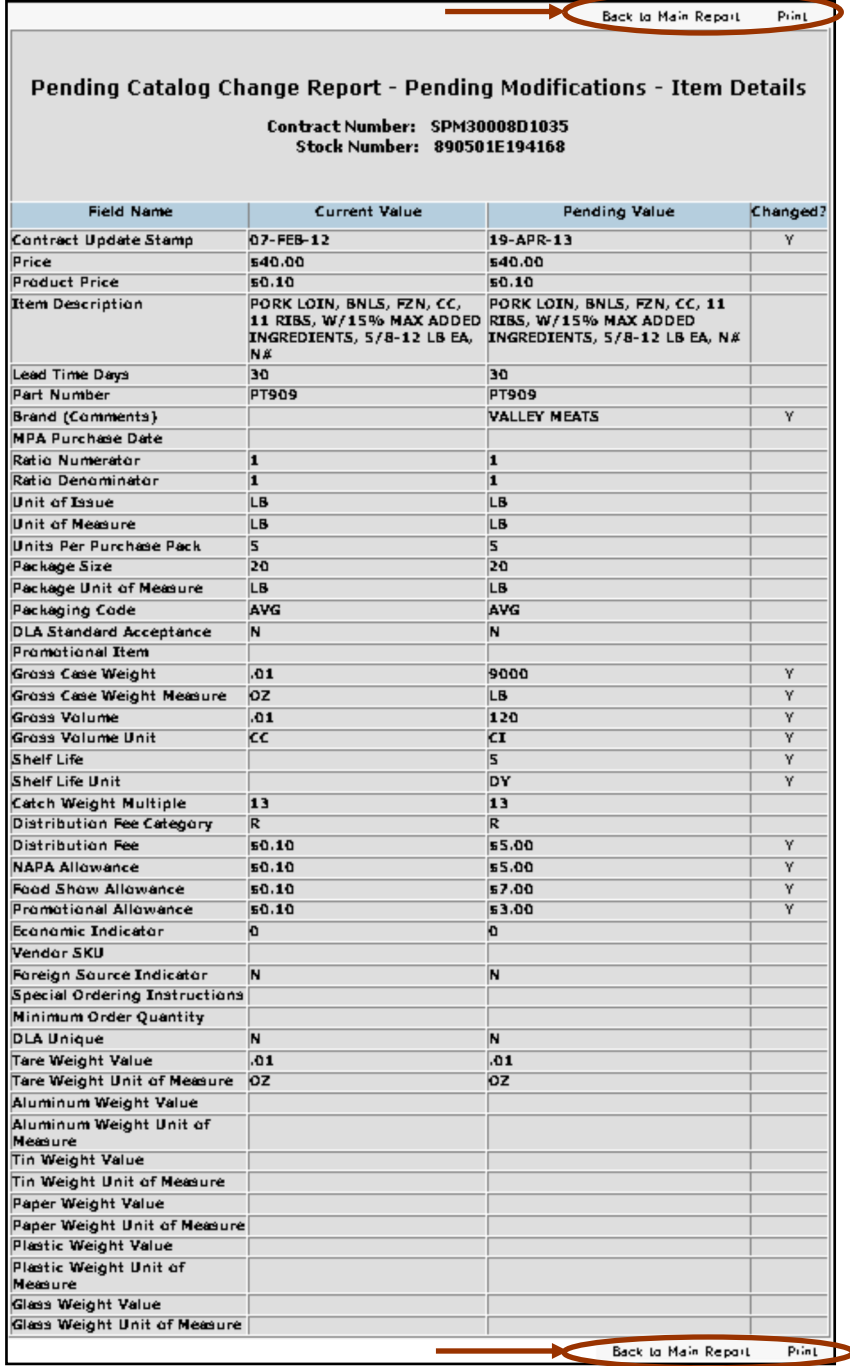
Stock Number	EI	Part No	Item Description	UoM	PRF	Price	Comments	UPP	Pkg Size	Pkg UoM	Pkg Code	Case Weight	Distr. Fee
895501E117044	0	4100000723	TEA, CONC, UNSWT, (LIPTON), 5 GAL BIB	BX	1/1	\$27.05		1	5	GA	BX		
895501E117057	0	4100000726	TEA, CONC, SWT, (LIPTON), 5 GAL BIB	BX	1/1	\$27.05		1	5	GA	BX		

CHANGE STATUS: Pending Additions

Stock Number	EI	Part No	Item Description	UoM	PRF	Price	Comments	UPP	Pkg Size	Pkg UoM	Pkg Code	Case Weight	Distr. Fee
895501E113423	0	12	TEA, CONC, SWT, (NESTEA), 2.5 GAL BIB, FOR POST-MIX DISPENSER	BX	1/1	\$0.01		1	2.50	GA	BX		

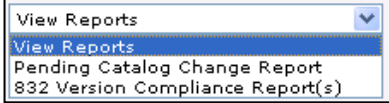
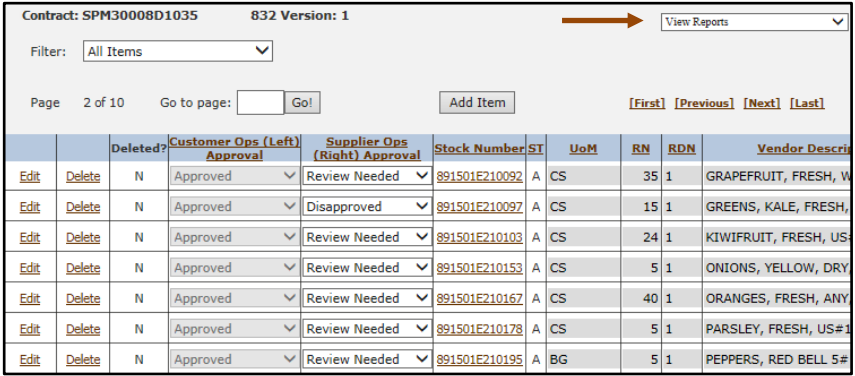
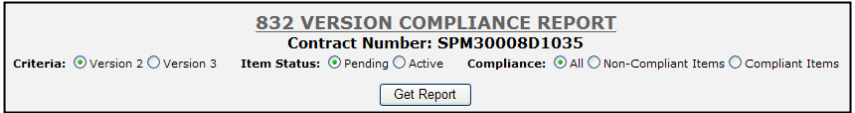
CHANGE STATUS: Pending Modifications (old values in bold)

Stock Number	EI	Part No	Item Description	UoM	PRF	Price	Comments	UPP	Pkg Size	Pkg UoM	Pkg Code	Case Weight	Distr. Fee	Changed Fields
895501E116941	0	7454	TEA, CONC, RASPBERRY, (LIPTON), 5 GAL BIB, FOR CARB DISPENSER	BX	1/1	27.05		1	5	GA	BX			Details
895501E116941	0	7454	TEA, CONC, RASPBERRY, (LIPTON), 5 GAL BIB, FOR CARB DISPENSER	BX	1/1	27.05		1	5	GA	BX			Details
896001E116924	0	1200040018	BEV BASE, COLA, CHERRY, SWT, FOR CARB DISPENSER	BX	1/1	16.23	PEPSI	1	3	GA	BX			Details
896001E116924	0	1200040018	(WILD CHERRY PEPSI), 3 GAL BIB, FOR CARB DISPENSER	BX	2/1	16.23	PEPSI COLA	1	3	GA	BX			Details
896001E117392	0	0000	TROPICANA LEMONADE, 3 GAL BIB, SODA	BX	1/1	16.23	PEPSI	1	3	GL	BIB			Details
896001E117392	0	0000	TROPICANA LEMONADE, 3 GAL BIB, SODA	BX	1/1	16.23	PEPSI	1	3	GL	BIB			Details

STEP/ACTION	EXAMPLE																																																																																																																																																																																																				
<p>The Pending Catalog Change Report – Pending Modifications – Item Details screen contains details of the items to be changed.</p> <p>Clicking “Back to Main Report” displays the Pending Catalog Change Report screen.</p> <p>Clicking Print opens the system Print dialog box.</p> <p>4. Click <i>Back to Main Report</i>.</p> <p>The Pending Catalog Change Report screen displays (not shown).</p>	<p style="text-align: center;">Pending Catalog Change Report – Pending Modifications – Item Details Screen</p>  <p style="text-align: center;">Pending Catalog Change Report - Pending Modifications - Item Details</p> <p style="text-align: center;">Contract Number: SPM30008D1035 Stock Number: 890501E194168</p> <table border="1"> <thead> <tr> <th>Field Name</th> <th>Current Value</th> <th>Pending Value</th> <th>Changed?</th> </tr> </thead> <tbody> <tr><td>Contract Update Stamp</td><td>07-FEB-12</td><td>19-APR-13</td><td>Y</td></tr> <tr><td>Price</td><td>540.00</td><td>540.00</td><td></td></tr> <tr><td>Product Price</td><td>50.10</td><td>50.10</td><td></td></tr> <tr><td>Item Description</td><td>PORK LOIN, BNLS, FZN, CC, 11 RIBS, W/15% MAX ADDED INGREDIENTS, 5/8-12 LB EA, N#</td><td>PORK LOIN, BNLS, FZN, CC, 11 RIBS, W/15% MAX ADDED INGREDIENTS, 5/8-12 LB EA, N#</td><td></td></tr> <tr><td>Lead Time Days</td><td>30</td><td>30</td><td></td></tr> <tr><td>Part Number</td><td>PT909</td><td>PT909</td><td></td></tr> <tr><td>Brand (Comments)</td><td></td><td>VALLEY MEATS</td><td>Y</td></tr> <tr><td>MPA Purchase Date</td><td></td><td></td><td></td></tr> <tr><td>Ratio Numerator</td><td>1</td><td>1</td><td></td></tr> <tr><td>Ratio Denominator</td><td>1</td><td>1</td><td></td></tr> <tr><td>Unit of Issue</td><td>LB</td><td>LB</td><td></td></tr> <tr><td>Unit of Measure</td><td>LB</td><td>LB</td><td></td></tr> <tr><td>Units Per Purchase Pack</td><td>5</td><td>5</td><td></td></tr> <tr><td>Package Size</td><td>20</td><td>20</td><td></td></tr> <tr><td>Package Unit of Measure</td><td>LB</td><td>LB</td><td></td></tr> <tr><td>Packaging Code</td><td>AVG</td><td>AVG</td><td></td></tr> <tr><td>DLA Standard Acceptance</td><td>N</td><td>N</td><td></td></tr> <tr><td>Promotional Item</td><td></td><td></td><td></td></tr> <tr><td>Gross Case Weight</td><td>.01</td><td>9000</td><td>Y</td></tr> <tr><td>Gross Case Weight Measure</td><td>OZ</td><td>LB</td><td>Y</td></tr> <tr><td>Gross Volume</td><td>.01</td><td>120</td><td>Y</td></tr> <tr><td>Gross Volume Unit</td><td>CC</td><td>CI</td><td>Y</td></tr> <tr><td>Shelf Life</td><td></td><td>5</td><td>Y</td></tr> <tr><td>Shelf Life Unit</td><td></td><td>DY</td><td>Y</td></tr> <tr><td>Catch Weight Multiple</td><td>13</td><td>13</td><td></td></tr> <tr><td>Distribution Fee Category</td><td>R</td><td>R</td><td></td></tr> <tr><td>Distribution Fee</td><td>50.10</td><td>55.00</td><td>Y</td></tr> <tr><td>NAPA Allowance</td><td>50.10</td><td>55.00</td><td>Y</td></tr> <tr><td>Food Show Allowance</td><td>50.10</td><td>57.00</td><td>Y</td></tr> <tr><td>Promotional Allowance</td><td>50.10</td><td>53.00</td><td>Y</td></tr> <tr><td>Economic Indicator</td><td>0</td><td>0</td><td></td></tr> <tr><td>Vendor SKU</td><td></td><td></td><td></td></tr> <tr><td>Foreign Source Indicator</td><td>N</td><td>N</td><td></td></tr> <tr><td>Special Ordering Instructions</td><td></td><td></td><td></td></tr> <tr><td>Minimum Order Quantity</td><td></td><td></td><td></td></tr> <tr><td>DLA Unique</td><td>N</td><td>N</td><td></td></tr> <tr><td>Tare Weight Value</td><td>.01</td><td>.01</td><td></td></tr> <tr><td>Tare Weight Unit of Measure</td><td>OZ</td><td>OZ</td><td></td></tr> <tr><td>Aluminum Weight Value</td><td></td><td></td><td></td></tr> <tr><td>Aluminum Weight Unit of Measure</td><td></td><td></td><td></td></tr> <tr><td>Tin Weight Value</td><td></td><td></td><td></td></tr> <tr><td>Tin Weight Unit of Measure</td><td></td><td></td><td></td></tr> <tr><td>Paper Weight Value</td><td></td><td></td><td></td></tr> <tr><td>Paper Weight Unit of Measure</td><td></td><td></td><td></td></tr> <tr><td>Plastic Weight Value</td><td></td><td></td><td></td></tr> <tr><td>Plastic Weight Unit of Measure</td><td></td><td></td><td></td></tr> <tr><td>Glass Weight Value</td><td></td><td></td><td></td></tr> <tr><td>Glass Weight Unit of Measure</td><td></td><td></td><td></td></tr> </tbody> </table>	Field Name	Current Value	Pending Value	Changed?	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Units Per Purchase Pack	5	5																																																																																																																																																																																																			
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Package Unit of Measure	LB	LB																																																																																																																																																																																																			
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Promotional Allowance	50.10	53.00	Y																																																																																																																																																																																																		
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5.5.2: 832 Version Compliance Report(s)

These reports allow the user to check a catalog for 832 Version 2 and 832 Version 3 compliance. They can be accessed from both the **Main Menu** screen and the Catalog Items Report drop-down.

STEP/ACTION	EXAMPLE																																																																								
<p>To Access the Report:</p> <ol style="list-style-type: none"> To view the report, select “832 Version Compliance Reports(s)” from the Reports drop-down.  <p>The Pending Catalog Change Report screen opens in a new window.</p>	<p style="text-align: center;">Catalog Items Screen</p>  <table border="1"> <thead> <tr> <th>Deleted?</th> <th>Customer Ops (Left) Approval</th> <th>Supplier Ops (Right) Approval</th> <th>Stock Number</th> <th>ST</th> <th>UoM</th> <th>RN</th> <th>RDN</th> <th>Vendor Description</th> </tr> </thead> <tbody> <tr> <td>N</td> <td>Approved</td> <td>Review Needed</td> <td>891501E210092</td> <td>A</td> <td>CS</td> <td>35</td> <td>1</td> <td>GRAPEFRUIT, FRESH, W</td> </tr> <tr> <td>N</td> <td>Approved</td> <td>Disapproved</td> <td>891501E210097</td> <td>A</td> <td>CS</td> <td>15</td> <td>1</td> <td>GREENS, KALE, FRESH,</td> </tr> <tr> <td>N</td> <td>Approved</td> <td>Review Needed</td> <td>891501E210103</td> <td>A</td> <td>CS</td> <td>24</td> <td>1</td> <td>KIWIFRUIT, FRESH, US</td> </tr> <tr> <td>N</td> <td>Approved</td> <td>Review Needed</td> <td>891501E210153</td> <td>A</td> <td>CS</td> <td>5</td> <td>1</td> <td>ONIONS, YELLOW, DRY</td> </tr> <tr> <td>N</td> <td>Approved</td> <td>Review Needed</td> <td>891501E210167</td> <td>A</td> <td>CS</td> <td>40</td> <td>1</td> <td>ORANGES, FRESH, ANY</td> </tr> <tr> <td>N</td> <td>Approved</td> <td>Review Needed</td> <td>891501E210178</td> <td>A</td> <td>CS</td> <td>5</td> <td>1</td> <td>PARSLEY, FRESH, US#1</td> </tr> <tr> <td>N</td> <td>Approved</td> <td>Review Needed</td> <td>891501E210195</td> <td>A</td> <td>BG</td> <td>5</td> <td>1</td> <td>PEPPERS, RED BELL 5#</td> </tr> </tbody> </table>	Deleted?	Customer Ops (Left) Approval	Supplier Ops (Right) Approval	Stock Number	ST	UoM	RN	RDN	Vendor Description	N	Approved	Review Needed	891501E210092	A	CS	35	1	GRAPEFRUIT, FRESH, W	N	Approved	Disapproved	891501E210097	A	CS	15	1	GREENS, KALE, FRESH,	N	Approved	Review Needed	891501E210103	A	CS	24	1	KIWIFRUIT, FRESH, US	N	Approved	Review Needed	891501E210153	A	CS	5	1	ONIONS, YELLOW, DRY	N	Approved	Review Needed	891501E210167	A	CS	40	1	ORANGES, FRESH, ANY	N	Approved	Review Needed	891501E210178	A	CS	5	1	PARSLEY, FRESH, US#1	N	Approved	Review Needed	891501E210195	A	BG	5	1	PEPPERS, RED BELL 5#
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<ol style="list-style-type: none"> Refer to section 9.2 starting with Step 4 for the remaining report explanation. 	<p style="text-align: center;">Compliance Report Specification Screen</p>  <p style="text-align: center;">832 VERSION COMPLIANCE REPORT Contract Number: SPM30008D1035</p> <p>Criteria: <input checked="" type="radio"/> Version 2 <input type="radio"/> Version 3 Item Status: <input checked="" type="radio"/> Pending <input type="radio"/> Active Compliance: <input checked="" type="radio"/> All <input type="radio"/> Non-Compliant Items <input type="radio"/> Compliant Items</p> <p style="text-align: center;"><input type="button" value="Get Report"/></p>																																																																								



Chapter 6: Create Item Request

The Item Request, limited to users with appropriate permissions, provides for an end-to-end automated Local Stock Number (LSN) request process in STORES to control the proliferation of new item requests and approvals/disapprovals including, but not limited to, the actual product specifications that could later be used throughout the STORES system. This process replaces current manual processes which places better controls over the generation of LSN requests and ensures that all required information is submitted, evaluated, and approved based on supporting documentation.

Item Requests can be initiated by both STORES Customer and STORES Catalog Vendor users. This chapter details the steps involved for a Catalog Vendor to Initiate an Item Request change to an existing item on one or more catalogs associated with the user’s cage code.

STEP/ACTION	EXAMPLE																																																																																																		
<p>To access Create Item Request functionality:</p> <p>From the STORES Catalog Main Menu, place your cursor over the Item Request menu bar and select Create Item Request from the submenu.</p> <p>Create Item Request</p> <ol style="list-style-type: none"> At the Item Request menu bar, select Create Item Request from the submenu. <p>The Create Item Request wizard screen displays.</p> <ol style="list-style-type: none"> Select the Cage Code drop-down menu to select Cage Code affiliated with request. Enter the Stock Number to Change or Replace. Select the OK button to enable Catalog Selection portion of wizard screen. Select a Reason(s) for change Select the Catalogs for the requested change to impact. Select the Next button 	<p style="text-align: center;">STORES Catalog – Main Menu Screen</p> <p style="text-align: center;">Create Item Request – Cage Code/ Stock Number selection</p> <p style="text-align: center;">Create Item Request – Reason For Change / Catalog selection</p> <table border="1" data-bbox="690 1438 1502 1711"> <thead> <tr> <th>Add/Change</th> <th>Contract Number</th> <th>On Catalog</th> <th>Vendor Name</th> <th>Destination</th> <th>Catalog Type</th> <th>Supports Next Ship</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>SP03000303054</td> <td><input type="radio"/></td> <td>SVSCD FOOD GP SEATTLE, WA</td> <td></td> <td>Prima Vendor</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SPF3511402790</td> <td><input checked="" type="radio"/></td> <td>AMERICAL</td> <td>Admin A</td> <td>UGRA Rations</td> <td>Yes</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SPF3511502790</td> <td><input checked="" type="radio"/></td> <td>AMERICAL</td> <td>Camp Attarbury, NJ</td> <td>UGRA Rations</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SPM3511302100</td> <td><input checked="" type="radio"/></td> <td>AMERICAL</td> <td>Camp Grayling, MI</td> <td>UGRA Rations</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SPM3511302101</td> <td><input checked="" type="radio"/></td> <td>AMERICAL</td> <td>Camp Grayling, MI</td> <td>UGRA Rations</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SPM3511302102</td> <td><input checked="" type="radio"/></td> <td>AMERICAL</td> <td>Camp Parks, CA</td> <td>UGRA Rations</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SPM3511302103</td> <td><input checked="" type="radio"/></td> <td>AMERICAL</td> <td>Camp Rappé, SD</td> <td>UGRA Rations</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SPM3511302104</td> <td><input checked="" type="radio"/></td> <td>AMERICAL</td> <td>Camp Ripley, MS</td> <td>UGRA Rations</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SPM3511302105</td> <td><input checked="" type="radio"/></td> <td>AMERICAL</td> <td>Camp Robinson, AR</td> <td>UGRA Rations</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SPM3511302106</td> <td><input checked="" type="radio"/></td> <td>AMERICAL</td> <td>FL Hood, TX</td> <td>UGRA Rations</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SPM3511302107</td> <td><input checked="" type="radio"/></td> <td>AMERICAL</td> <td>FL Hunter Liggett, CA</td> <td>UGRA Rations</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SPM3511302108</td> <td><input checked="" type="radio"/></td> <td>AMERICAL</td> <td>FL Hunter Liggett, CA</td> <td>UGRA Rations</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SPM3511302109</td> <td><input checked="" type="radio"/></td> <td>AMERICAL</td> <td>FL Lewis, WA</td> <td>UGRA Rations</td> <td>No</td> </tr> </tbody> </table>	Add/Change	Contract Number	On Catalog	Vendor Name	Destination	Catalog Type	Supports Next Ship	<input type="checkbox"/>	SP03000303054	<input type="radio"/>	SVSCD FOOD GP SEATTLE, WA		Prima Vendor	No	<input type="checkbox"/>	SPF3511402790	<input checked="" type="radio"/>	AMERICAL	Admin A	UGRA Rations	Yes	<input type="checkbox"/>	SPF3511502790	<input checked="" type="radio"/>	AMERICAL	Camp Attarbury, NJ	UGRA Rations	No	<input type="checkbox"/>	SPM3511302100	<input checked="" type="radio"/>	AMERICAL	Camp Grayling, MI	UGRA Rations	No	<input type="checkbox"/>	SPM3511302101	<input checked="" type="radio"/>	AMERICAL	Camp Grayling, MI	UGRA Rations	No	<input type="checkbox"/>	SPM3511302102	<input checked="" type="radio"/>	AMERICAL	Camp Parks, CA	UGRA Rations	No	<input type="checkbox"/>	SPM3511302103	<input checked="" type="radio"/>	AMERICAL	Camp Rappé, SD	UGRA Rations	No	<input type="checkbox"/>	SPM3511302104	<input checked="" type="radio"/>	AMERICAL	Camp Ripley, MS	UGRA Rations	No	<input type="checkbox"/>	SPM3511302105	<input checked="" type="radio"/>	AMERICAL	Camp Robinson, AR	UGRA Rations	No	<input type="checkbox"/>	SPM3511302106	<input checked="" type="radio"/>	AMERICAL	FL Hood, TX	UGRA Rations	No	<input type="checkbox"/>	SPM3511302107	<input checked="" type="radio"/>	AMERICAL	FL Hunter Liggett, CA	UGRA Rations	No	<input type="checkbox"/>	SPM3511302108	<input checked="" type="radio"/>	AMERICAL	FL Hunter Liggett, CA	UGRA Rations	No	<input type="checkbox"/>	SPM3511302109	<input checked="" type="radio"/>	AMERICAL	FL Lewis, WA	UGRA Rations	No
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STEP/ACTION

NOTE: The stock number the Vendor wishes to make change to must currently exist or have existed on one of the catalogs associated with cage code in the last 90 days.

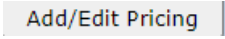
NOTE: Catalogs that support Navy Ships will require vendors to enter additional information concerning the Item.

NOTE: The request must be saved first to be assigned a Request Number and allow the user to upload required documentation.

NOTE: Any fields with information available from the Master Catalog record will populate for user.

8. Populated all required fields, indicated with an * asterisk. Conditional fields are indicated with double ** asterisks.

NOTE: Price by Unit of Measure must be selected and saved for access to the Pricing information screen.

9. Select the Add/Edit Pricing  button.

10. Vendor will be required to enter Pricing Information for all catalogs associated with the request before being able to submit the request.

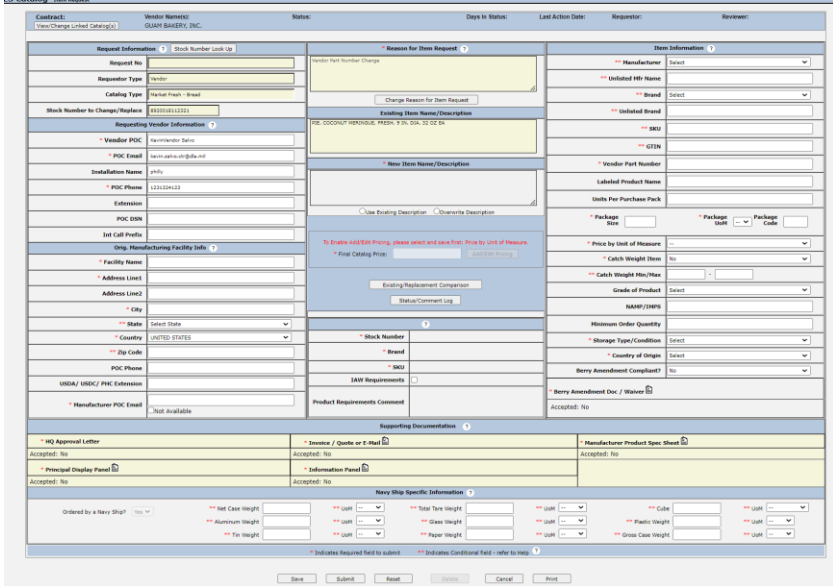
The **Pricing Information** input options are determined by a variety of factors (CONUS, CONUS, NAPA/MPA Eligible, etc).

11. Select the Save button - A pop-up message will display that the Pricing was successfully updated. Click **OK** to continue.

12. Select the **Close** button to return to the **Item Request Detail** screen.

EXAMPLE

Item Request Detail (Vendor Initiated Request) Screen



Item Request Detail Screen

Item Request - Product Price

Pricing Information
Region: OCONUS

Choose Pricing: FoB Origin Approved EPA Exception Select

Pricing Options: FoB Origin FoB Origin NAPA FoB Origin MPA





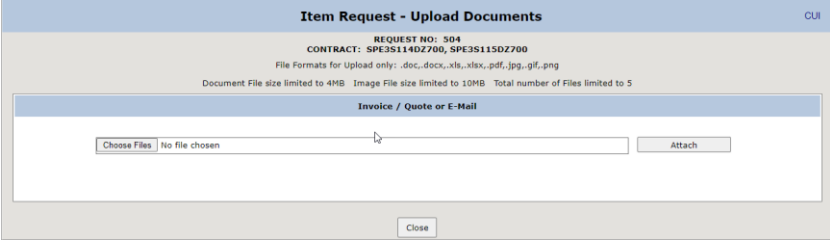
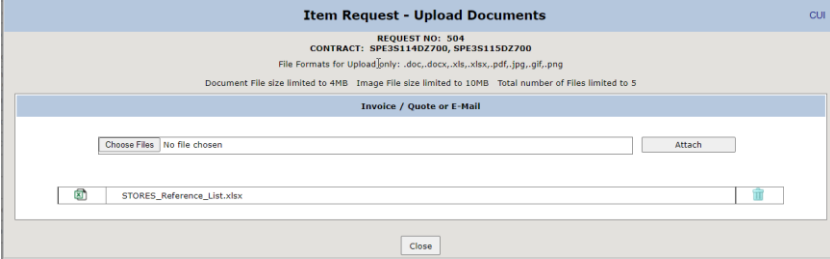
NAPA Allowance Item: Yes No - NAPA Allowance: UoM:

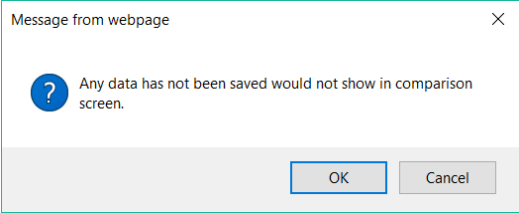
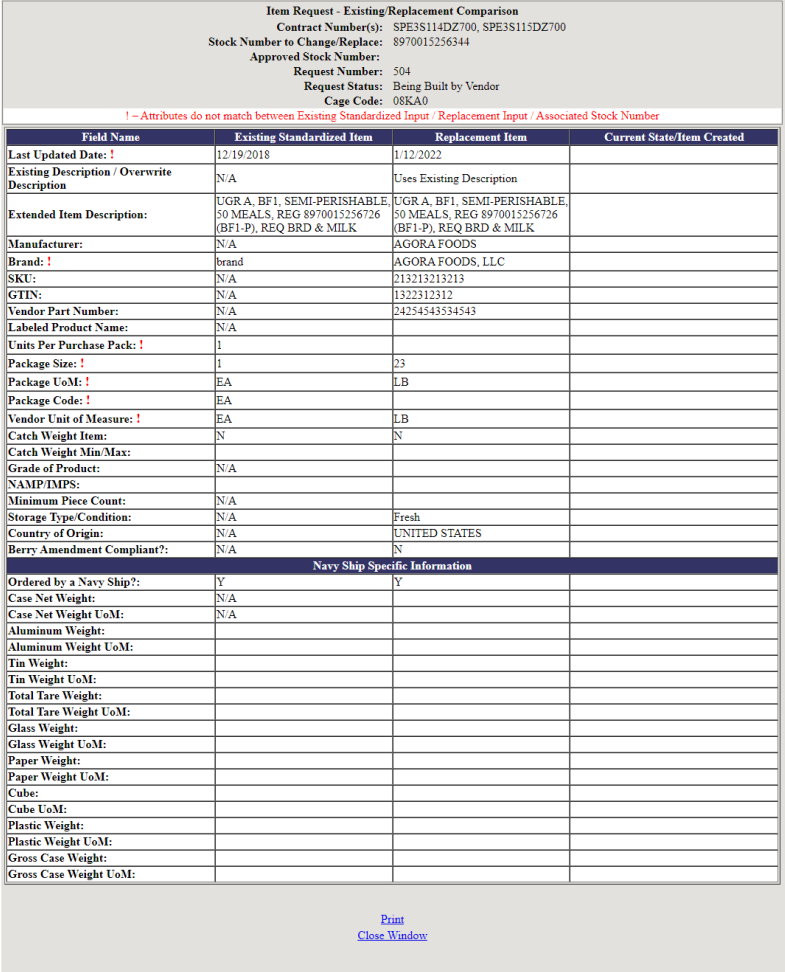
Contract Number		SPE30217DW001	
Region	OCONUS		
** Distribution Price Category	<input type="text"/>		
* Product Price	<input type="text"/>	UoM	OZ
- Napa Allowance	<input type="text"/>	UoM	<input type="text"/>
+ Distribution Price	<input type="text"/>	UoM	<input type="text"/>
Final Catalog Price	0.00	UoM	OZ

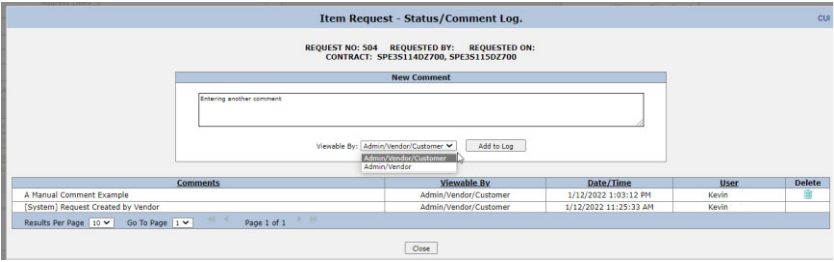
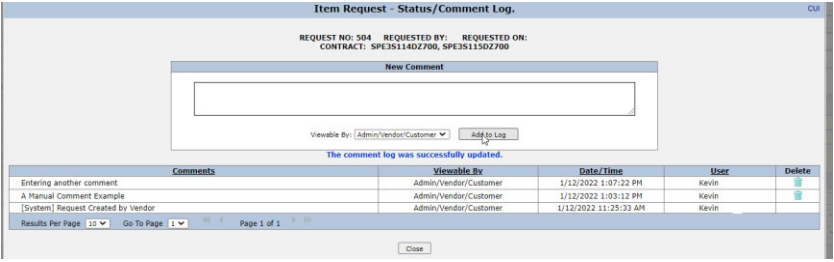
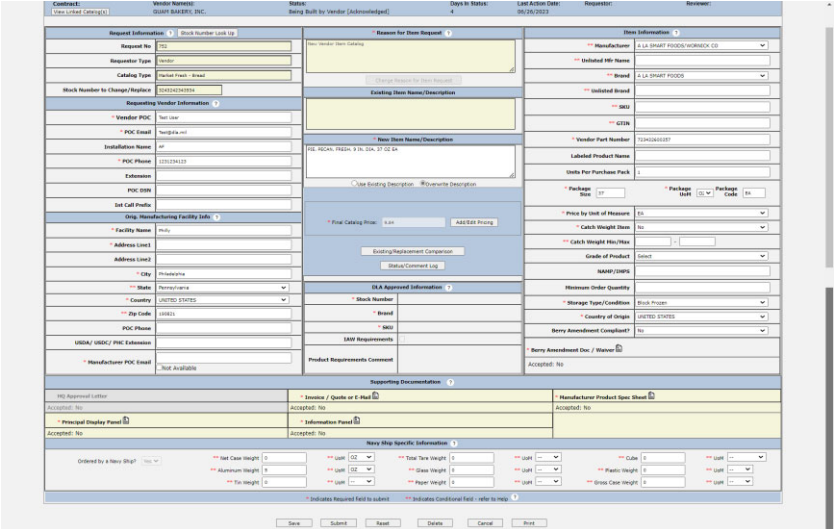


Notes:

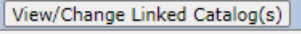
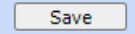
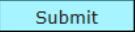
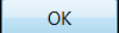
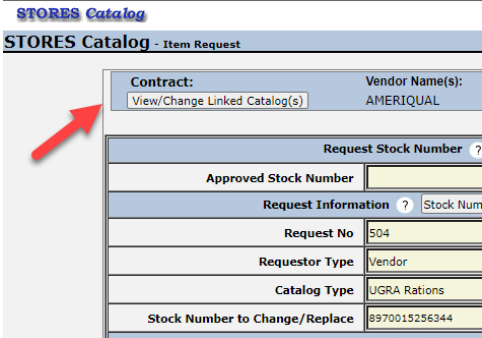
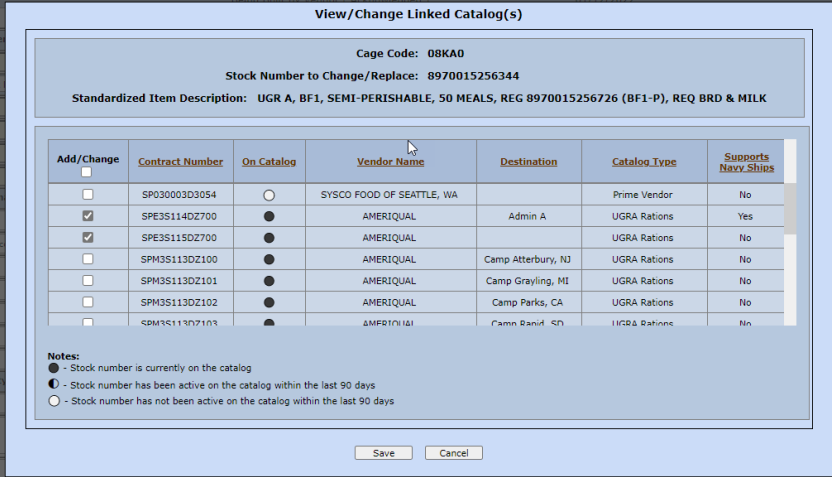
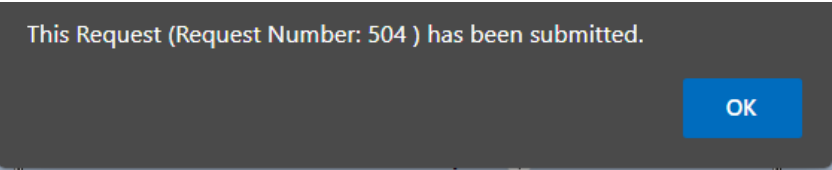
Warning!
Contract SPE30217DW001: • Product Price must be entered before the item request is submitted.

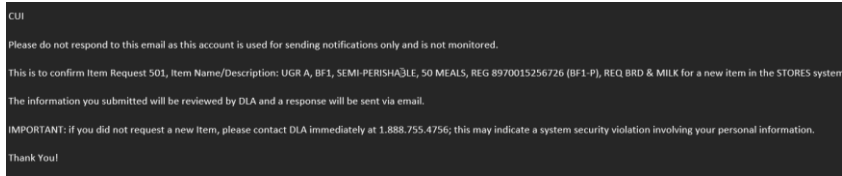
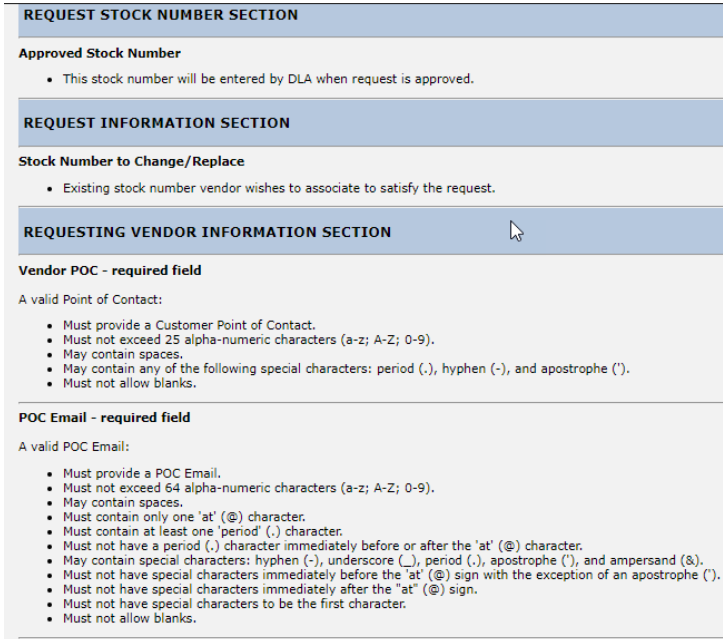
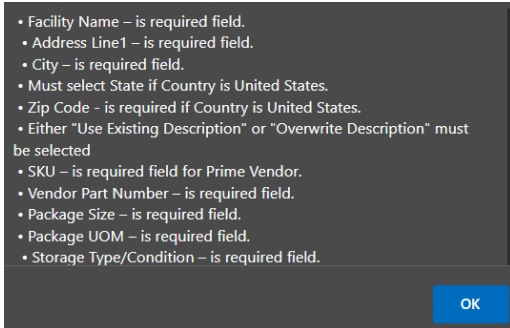
Item Request (Vendor Initiated) Pricing Information Screen

STEP/ACTION	EXAMPLE
<p>To Attach Documents:</p> <ol style="list-style-type: none"> 13. From the Item Request Screen click the upload document icon  to upload documents in the Supporting Documentation section. 14. Select OK at the pop-up message to select a file to upload. 15. Click the Browse button to search for a document to upload. 16. Click the Attach button to attach the file to the request. The file will display in a table format with a  icon for downloading the file and a  icon for deleting. 17. To delete an uploaded file, select the  icon and a pop-up message will display to verify the deletion. Select OK to delete and Cancel to retain the file. 18. Click the Close button when you are done uploading files for the document. 19. The Item Request screen redisplay with a file type icon next to the field of the upload. 	<div style="text-align: center;">  <p>Item Request - Upload Documents</p> </div> <div style="text-align: center;">  <p>Item Request Upload Documents (With Item Uploaded)</p> </div>

STEP/ACTION	EXAMPLE
<p>20. Select the Existing Replacement Comparison button and warning pop up displays reminding user that request must be saved with latest data to be shown.</p> <p>21. Select OK and the Existing Replacement Comparison displays the differences in the existing Standardized Item at the Master Level, and the attributes of the Replacement Item the vendor is making changes to.</p> <p>NOTE: Information is displayed based on how far along in the request process the item is.</p> <p>22. Select Close Window to return to the Item Request Screen.</p>	<div style="text-align: center;"> <p>Comparison screen message</p>  </div> <div style="text-align: center; margin-top: 20px;"> <p>Item Request – Existing/Replacement Comparison Screen</p>  </div>

STEP/ACTION	EXAMPLE
<p>23. Click the Item Request – Status/Comments Log button and the Item Request – Status/Comments Log screen displays.</p>	<p style="text-align: center;">Item Request – Status/Comments Log Screen</p> 
<p>24. Enter a comment and select from the Viewable By drop-down menu, who should have permission to view the comment.</p>	<p style="text-align: center;">Item Request – Status/Comments Log Screen (updated)</p> 
<p>25. Click the Add to Log button and the comment will display in the table with the Viewable By, Date/Time and User Name.</p>	<p style="text-align: center;">Item Request Detail Screen (Completed)</p> 
<p>26. The Delete column will be enabled with a  icon for the originator of the comment only.</p>	
<p>27. To delete a comment, you have manually inputted previously, click the  icon and a warning message will display to verify the deletion. Click the OK button to delete or click the Cancel button to retain the comment.</p>	
<p>28. Click the Close button to return to the Item Request Detail Screen.</p>	

STEP/ACTION	EXAMPLE
<p>29. To Change or view the Catalog(s) associated with the request, click the View/Change Linked Catalog(S) button. </p> <p>30. User is able to make modifications to catalogs involved in request if item is still in Being Built by Vendor Status</p> <p>31. Click Save button  to confirm changes and return to Item Request Detail Screen.</p> <p>Once the request is saved it can be submitted if it meets all required fields. If the request has been submitted it cannot be rejected updated.</p> <p>32. Click the  button.</p> <p>A confirmation pop-up window displays, showing that the Request has been submitted.</p> <p>33. Click .</p>	<p>View/Change Linked Catalog(s) button</p>  <p>View/ Changed Linked Catalog(s)</p>  <p>Confirmation Pop-up Window (Submit)</p> 

STEP/ACTION	EXAMPLE
<p>An email is sent to the Vendor, and the request is then available to Admin to be processed.</p>	<p style="text-align: center;">Stock Number Request Email Notification to Vendor</p>  <p>The screenshot shows an email with the following content: CUI Please do not respond to this email as this account is used for sending notifications only and is not monitored. This is to confirm Item Request 501, Item Name/Description: UGR A, BF1, SEMI-PERISHABLE, 50 MEALS, REG 8970015256726 (BF1-P), REQ BRD & MILK for a new item in the STORES system The information you submitted will be reviewed by DLA and a response will be sent via email. IMPORTANT: If you did not request a new item, please contact DLA immediately at 1.888.755.4756; this may indicate a system security violation involving your personal information. Thank You!</p>
<p>For help completing fields, select a Help icon (?) from the Stock Number Request screen. A separate browser window opens displaying the Stock Number Request Data Entry Help screen. The Help screen provides detailed information for most fields. When selecting a Help (?) icon for a particular section on the Stock Number Request screen, the Help screen automatically displays for that section.</p>	 <p>The screenshot shows the 'REQUEST STOCK NUMBER SECTION' with the following details: Approved Stock Number <ul style="list-style-type: none"> This stock number will be entered by DLA when request is approved. REQUEST INFORMATION SECTION Stock Number to Change/Replace <ul style="list-style-type: none"> Existing stock number vendor wishes to associate to satisfy the request. REQUESTING VENDOR INFORMATION SECTION Vendor POC - required field A valid Point of Contact: <ul style="list-style-type: none"> Must provide a Customer Point of Contact. Must not exceed 25 alpha-numeric characters (a-z; A-Z; 0-9). May contain spaces. May contain any of the following special characters: period (.), hyphen (-), and apostrophe ('). Must not allow blanks. POC Email - required field A valid POC Email: <ul style="list-style-type: none"> Must provide a POC Email. Must not exceed 64 alpha-numeric characters (a-z; A-Z; 0-9). May contain spaces. Must contain only one 'at' (@) character. Must contain at least one 'period' (.) character. Must not have a period (.) character immediately before or after the 'at' (@) character. May contain special characters: hyphen (-), underscore (_), period (.), apostrophe ('), and ampersand (&). Must not have special characters immediately before the 'at' (@) sign with the exception of an apostrophe ('). Must not have special characters immediately after the 'at' (@) sign. Must not have special characters to be the first character. Must not allow blanks. </p>
<p>An error message displays when invalid information is entered in any of the fields or required fields are missing on submission. If there are multiple issues, the error message includes all fields with incorrect information in the same error message.</p>	<p style="text-align: center;">Error Message</p>  <p>The screenshot shows an error message with the following list of required fields: <ul style="list-style-type: none"> Facility Name – is required field. Address Line1 – is required field. City – is required field. Must select State if Country is United States. Zip Code – is required if Country is United States. Either "Use Existing Description" or "Overwrite Description" must be selected SKU – is required field for Prime Vendor. Vendor Part Number – is required field. Package Size – is required field. Package UOM – is required field. Storage Type/Condition – is required field. An 'OK' button is visible at the bottom right of the message box.</p>

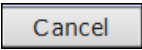
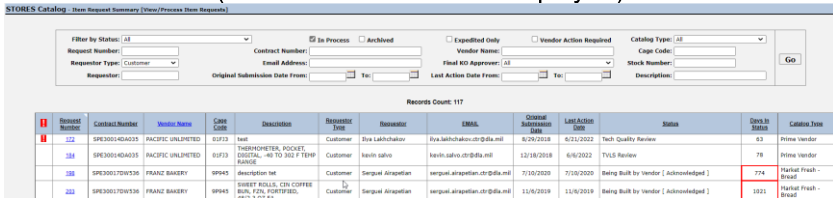
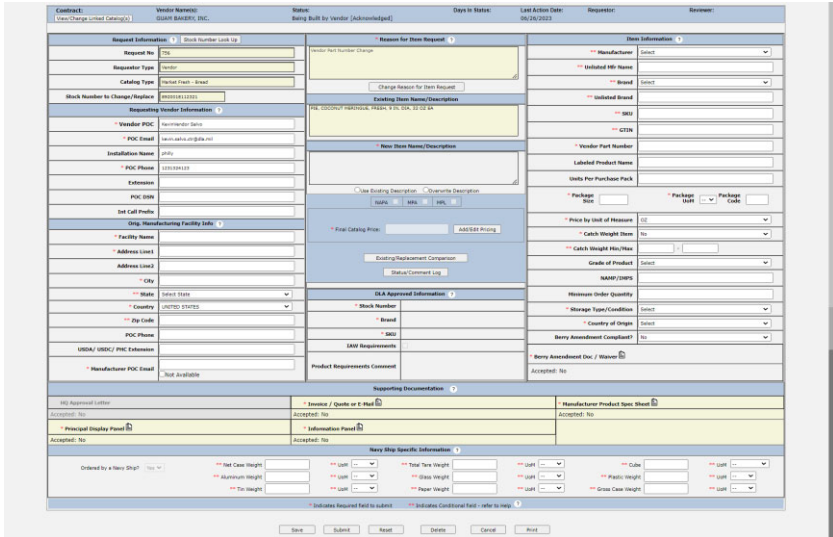






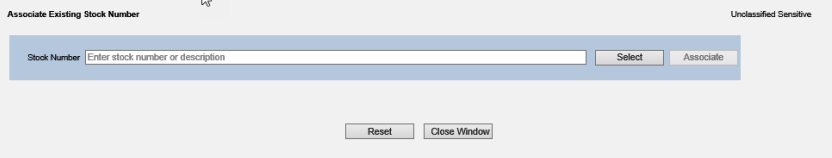
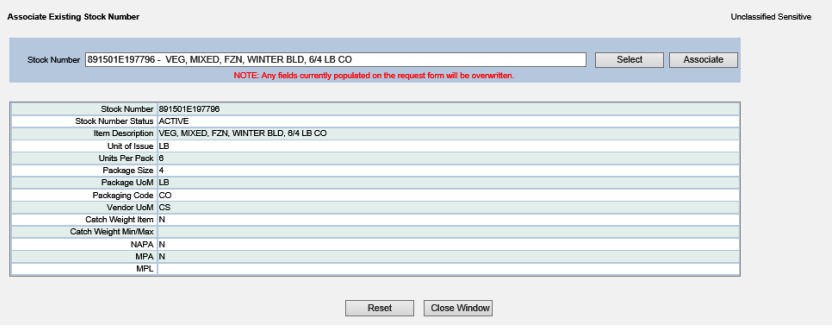
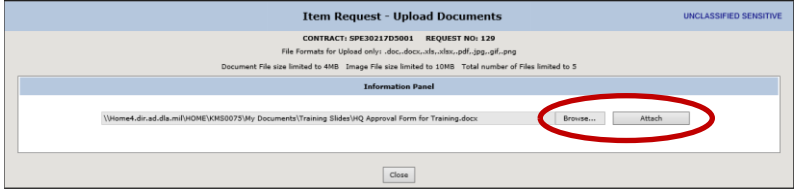
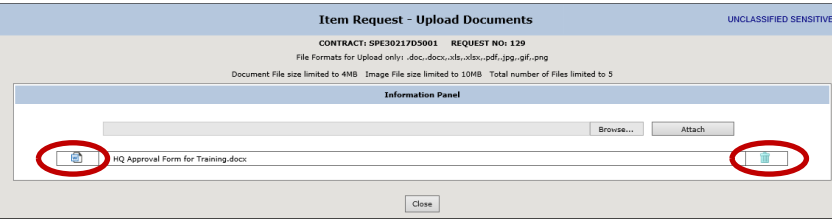
Chapter 7: View/Process Item Requests

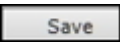
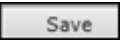
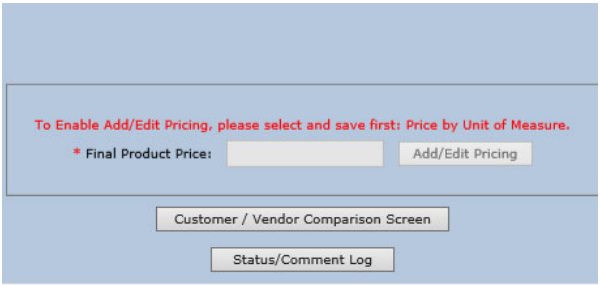
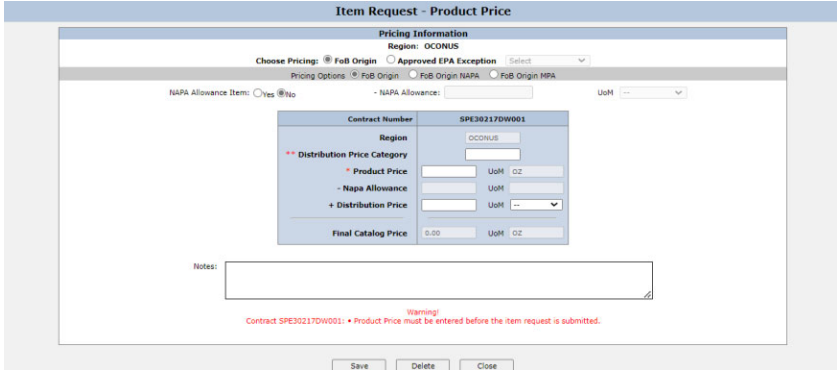
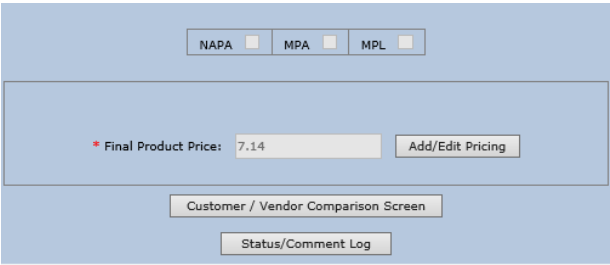
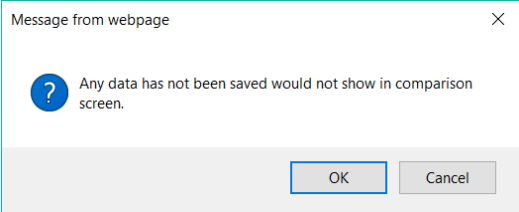
The Item Request, limited to users with appropriate permissions, provides for an end-to-end automated Local Stock Number (LSN) request process in STORES to control the proliferation of new item requests and approvals/disapprovals including, but not limited to, the actual product specifications that could later be used throughout the STORES system. This process replaces current manual processes which places better controls over the generation of LSN requests and ensures that all required information is submitted, evaluated, and approved based on supporting documentation.



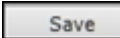

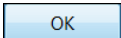



This chapter details the ability processing Item Requests submitted by the Customer. For details about Catalog Vendor’s creating an Item Request themselves, please see Chapter 6 “Create Item Request.”

STEP/ACTION	EXAMPLE																																																																																																
<p>To access View/Process Item Requests functionality:</p> <p>From the STORES Catalog Main Menu, place your cursor over the Item Request menu bar and select View/Process Item Requests from the submenu.</p>	<p align="center">STORES Catalog – Main Menu Screen</p>																																																																																																
<p>View/Process Item Requests</p> <ol style="list-style-type: none"> At the Item Request menu bar, select View/Process Item Requests from the submenu. 	<p align="center">View/Process Item Requests Summary Screen</p> <table border="1"> <thead> <tr> <th>Request Number</th> <th>Vendor Name</th> <th>Contract Number</th> <th>Description</th> <th>Request Date</th> <th>Requester</th> <th>Status</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>385</td> <td>SPRINGSIDE STORES</td> <td>PACIFIC VALHMETD</td> <td>02553</td> <td>Item online Vendor Fresh Bakery - 03</td> <td>Customer</td> <td>Open</td> <td>09/26/2022</td> </tr> <tr> <td>386</td> <td>SPRINGSIDE STORES</td> <td>SHAW BAKERY, INC.</td> <td>68542</td> <td>SPRINGSIDE, REACH-25, 15501247</td> <td>Customer</td> <td>Open</td> <td>09/26/2022</td> </tr> <tr> <td>387</td> <td>SPRINGSIDE STORES</td> <td>PACIFIC VALHMETD</td> <td>02553</td> <td>Item</td> <td>Customer</td> <td>Line 1</td> <td>09/26/2022</td> </tr> <tr> <td>388</td> <td>SPRINGSIDE STORES</td> <td>SHAW BAKERY, INC.</td> <td>68542</td> <td>Item</td> <td>Customer</td> <td>Open</td> <td>09/26/2022</td> </tr> <tr> <td>389</td> <td>SPRINGSIDE STORES</td> <td>SPRINGSIDE BAKING CO</td> <td>00011</td> <td>Item</td> <td>Vendor</td> <td>Open</td> <td>09/26/2022</td> </tr> <tr> <td>390</td> <td>SPRINGSIDE STORES</td> <td>SPRINGSIDE BAKING CO</td> <td>00011</td> <td>SPRINGSIDE, FOLN, KODR, 10 09L, 16112</td> <td>Customer</td> <td>Open</td> <td>09/26/2022</td> </tr> <tr> <td>391</td> <td>Multistix</td> <td>SPRINGSIDE BAKING CO</td> <td>00011</td> <td>Item</td> <td>Vendor</td> <td>Open</td> <td>09/26/2022</td> </tr> <tr> <td>392</td> <td>SPRINGSIDE STORES</td> <td>PACIFIC VALHMETD</td> <td>02553</td> <td>Item</td> <td>Customer</td> <td>Open</td> <td>09/26/2022</td> </tr> <tr> <td>393</td> <td>SPRINGSIDE STORES</td> <td>PACIFIC VALHMETD</td> <td>02553</td> <td>Item</td> <td>Customer</td> <td>Open</td> <td>09/26/2022</td> </tr> <tr> <td>394</td> <td>SPRINGSIDE STORES</td> <td>PACIFIC VALHMETD</td> <td>02553</td> <td>Item</td> <td>Customer</td> <td>Open</td> <td>09/26/2022</td> </tr> <tr> <td>395</td> <td>SPRINGSIDE STORES</td> <td>PACIFIC VALHMETD</td> <td>02553</td> <td>Item</td> <td>Customer</td> <td>Open</td> <td>09/26/2022</td> </tr> </tbody> </table>	Request Number	Vendor Name	Contract Number	Description	Request Date	Requester	Status	Date	385	SPRINGSIDE STORES	PACIFIC VALHMETD	02553	Item online Vendor Fresh Bakery - 03	Customer	Open	09/26/2022	386	SPRINGSIDE STORES	SHAW BAKERY, INC.	68542	SPRINGSIDE, REACH-25, 15501247	Customer	Open	09/26/2022	387	SPRINGSIDE STORES	PACIFIC VALHMETD	02553	Item	Customer	Line 1	09/26/2022	388	SPRINGSIDE STORES	SHAW BAKERY, INC.	68542	Item	Customer	Open	09/26/2022	389	SPRINGSIDE STORES	SPRINGSIDE BAKING CO	00011	Item	Vendor	Open	09/26/2022	390	SPRINGSIDE STORES	SPRINGSIDE BAKING CO	00011	SPRINGSIDE, FOLN, KODR, 10 09L, 16112	Customer	Open	09/26/2022	391	Multistix	SPRINGSIDE BAKING CO	00011	Item	Vendor	Open	09/26/2022	392	SPRINGSIDE STORES	PACIFIC VALHMETD	02553	Item	Customer	Open	09/26/2022	393	SPRINGSIDE STORES	PACIFIC VALHMETD	02553	Item	Customer	Open	09/26/2022	394	SPRINGSIDE STORES	PACIFIC VALHMETD	02553	Item	Customer	Open	09/26/2022	395	SPRINGSIDE STORES	PACIFIC VALHMETD	02553	Item	Customer	Open	09/26/2022
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<p>The View/Process Item Requests Summary screen displays.</p> <ol style="list-style-type: none"> Select the Filter By drop-down menu to filter by request status. 	<p align="center">View/Process Item Requests Summary Screen (With the Filter By drop-down menu displayed)</p>																																																																																																
<ol style="list-style-type: none"> Enter a Search By Description or by Contracts. Select a Contract Number from the list of vendor-associated contracts. If an incorrect Contract Number is entered, a pop-up message will display. Select the OK button to re-enter a new contract number. 																																																																																																	

STEP/ACTION	EXAMPLE
<p>NOTE: All contract numbers associated to the Vendor (logged in) will display when entering the contract number with the auto-complete function.</p> <p>5. Select the GO button and the search results displays in table format.</p> <p>Clicking  returns Vendor to the STORES Catalog Main Menu.</p> <p>6. Select the Request Number link of the request to be Reviewed/Modified.</p> <p>The Item Request Detail screen displays with the Being Built by Vendor Status (Acknowledged) for items currently assigned to the vendor for input.</p> <p>7. View/Modify information in required fields indicated with an * asterisk. Conditional fields are indicated with double ** asterisks. To Associate an Existing Stock Number to the Item Request: Click the Associate Button and the Associate Existing Stock Number screen displays.</p> <p>Enter a stock number or description (autocomplete enabled for up to 15 records) and click the Select button. The stock number information displays with a warning message.</p> <p>NOTE: Any fields currently populated on the request form will be overwritten.</p> <p>8. Click the Associate Button and the Item Request screen displays with the existing stock number associated to the Item Request.</p> <p>9. Click the Reset button to clear the stock number and click the Close button to return to the Item Request screen without associating the stock number.</p>	<p style="text-align: center;">Item Request Summary (View/Process Item Requests) Screen (With the search results displayed)</p>  <p style="text-align: center;">Item Request Detail Screen</p> 

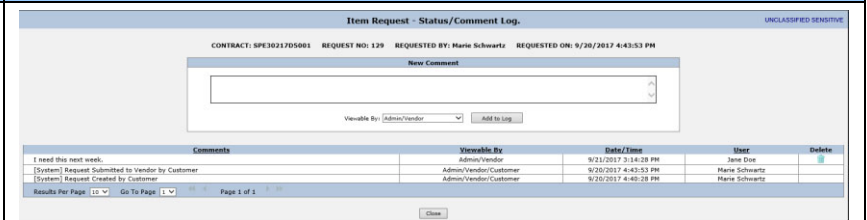
STEP/ACTION	EXAMPLE
<p>To Attach Documents:</p> <ol style="list-style-type: none"> From the Item Request Screen click the upload document icon  to upload documents in the Supporting Documentation section. Select OK at the pop-up message to select a file to upload. Click the Browse button to search for a document to upload. Click the Attach button to attach the file to the request. The file will display in a table format with a  icon for downloading the file and a  icon for deleting. To delete an uploaded file, select the  icon and a pop-up message will display to verify the deletion. Select OK to delete and Cancel to retain the file. Click the Close button when you are done uploading files for the document. The Item Request screen redisplay with a file type icon next to the field of the upload. <p>Note: The warning for the Final Product Price 'To Enable Add/Edit Pricing, please select and save first: Price by Unit of Measure.'</p> <ol style="list-style-type: none"> Select the Add/Edit Pricing button to calculate the cost of the Product and Distribution Price combined. The Item Request – Product Price screen will display with the Unit of Measure as a required field. When associating existing stock numbers part of the NAPA/MPA/MPL programs, indicators will be marked and information pulled. Select the Save button to save the calculated price or Delete button to delete the calculated price. A pop- up message will display that the Pricing was successfully updated. Click OK to continue. 	<p style="text-align: center;">Associate Existing Stock Number Screen</p>  <p style="text-align: center;">Associate Existing Stock Number Screen (With the stock number information displayed)</p>  <p style="text-align: center;">Item Request Screen</p>  <p style="text-align: center;">Item Request - Upload Documents Screen</p>  <p style="text-align: center;">Item Request Screen (Enlarged)</p>

STEP/ACTION	EXAMPLE
<p>21. Select the Close button to return to the Item Request Summary screen.</p> <p>22. As fields are completed, click the  button.</p> <p>23. The Item Request screen redisplay with Final Product Price field calculated.</p> <p>Note: The  button will enable the Customer/Vendor Comparison Screen and the Status/Comment Log buttons.</p> <p>24. Select the Customer/Vendor Comparison Screen button and a pop up message displays.</p> <p>25. Select OK and the Item Request – Comparison Screen displays (Next Page) the differences in what the Customer has request, what the Vendor responding with, and the final item request solution.</p> <p>NOTE: Information is displayed based on how far along in the request process the item is.</p> <p>26. Select Print or Close Window to return to the Item Request Screen.</p> <p>27. Click the Item Request – Status/Comments Log button and the Item Request – Status/Comments Log screen displays.</p> <p>28. Enter a comment and select from the Viewable By drop-down menu, who should have permission to view the comment.</p> <p>29. Click the Add to Log button and the comment will display in the table with</p>	 <p style="text-align: center;">Item Request Screen - Final Product Price Screen</p>  <p style="text-align: center;">Item Request Screen (Enlarged and Completed)</p>  <p style="text-align: center;">Comparison screen message</p> 

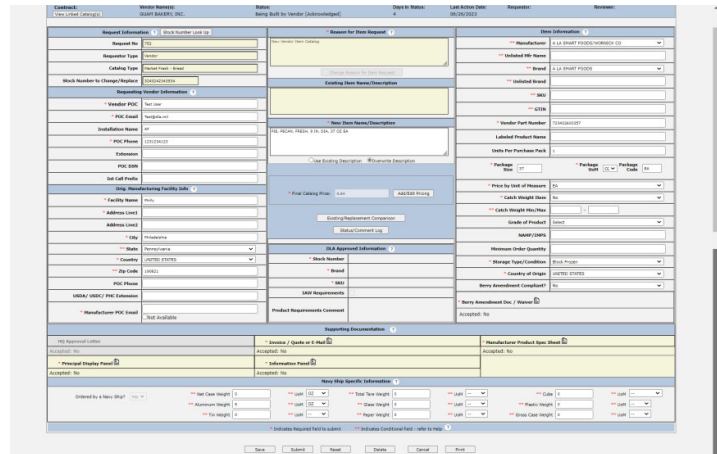
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<p>the Viewable By, Date/Time and User Name.</p> <p>30. The Delete column will be enabled with a  icon for the originator of the comment only.</p> <p>31. To delete a comment, you have manually inputted previously, click the  icon and a warning message will display to verify the deletion. Click the OK button to delete or click the Cancel button to retain the comment.</p> <p>32. Click the Close button to return to the Item Request screen and the Item Request screen displays with a warning message whenever changes have been detected.</p> <p>Warning – Changes Detected. Please see comparison screen for more details</p> <p>33. When done, click  again and the Item Request screen displays.</p> <p>Once the request is saved it can be submitted or rejected back to the customer. If the request has been submitted it cannot be rejected anymore but it can be rejected by TVLS, Tech Quality, or the Contracting Officer.</p> <p>34. Click the  button.</p> <p>A confirmation pop-up window displays, showing that the Request has been saved. In this example, <i>Request Number 318</i> was saved.</p> <p>35. Click .</p>	<p style="text-align: center;">Item Request – Comparison Screen</p> <div data-bbox="688 695 1511 1281"> <p style="text-align: center;">Item Request - Comparison Contract Number: SPE30014DA035 Approved Stock Number: Request Number: 184 Request Status: Being Built by Vendor ! - Attributes do not match between Customer Input / Vendor Input / Associated Stock Number</p> <table border="1"> <thead> <tr> <th>Field Name</th> <th>Customer Request</th> <th>Vendor Request</th> <th>Current State/Item Created</th> </tr> </thead> <tbody> <tr> <td>Last Updated Date: !</td> <td>12/18/2018</td> <td>12/13/2021</td> <td></td> </tr> <tr> <td>Extended Item Description: !</td> <td>t54t45t45</td> <td>THERMOMETER, POCKET, DIGITAL, -40 TO 302 F TEMP RANGE</td> <td></td> </tr> <tr> <td>Manufacturer:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Brand:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SKU:</td> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td>GTIN:</td> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td>Vendor Part Number:</td> <td></td> <td>33333333</td> <td></td> </tr> <tr> <td>Labeled Product Name:</td> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td>Unit Per Purchase Pack:</td> <td></td> <td>1</td> <td></td> </tr> <tr> <td>Package Size:</td> <td></td> <td>1</td> <td></td> </tr> <tr> <td>Package Unit of Measure:</td> <td></td> <td>CT</td> <td></td> </tr> <tr> <td>Packaging Code:</td> <td>N/A</td> <td>CS</td> <td></td> </tr> <tr> <td>Vendor Unit of Measure:</td> <td>N/A</td> <td>CS</td> <td></td> </tr> <tr> <td>Catch Weight Indicator:</td> <td>N/A</td> <td>N</td> <td></td> </tr> <tr> <td>Catch Weight Min/Max:</td> <td>N/A</td> <td></td> <td></td> </tr> <tr> <td>Grade of Product:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>NAMP/IMPS:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Minimum Piece Count:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Unit of Issue:</td> <td>N/A</td> <td>N/A</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">Print Close Window</p> </div> <p style="text-align: center;">Item Request – Status/Comments Log Screen</p> <div data-bbox="688 1467 1511 1667"> <p style="text-align: center;">Item Request – Status/Comment Log. UNCLASSIFIED SENSITIVE</p> <p>CONTRACT: SPE3021705001 REQUEST NO: 129 REQUESTED BY: Marie Schwartz REQUESTED ON: 9/20/2017 4:43:53 PM</p> <p style="text-align: center;">New Comment</p> <p>Find the next view</p> <p>Visible By:  </p> <table border="1"> <thead> <tr> <th>Comments</th> <th>Visible By</th> <th>Initial Date</th> <th>User</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>(System) Request Submitted to Vendor by Customer</td> <td>Admin/Vendor/Customer</td> <td>9/20/2017 4:43:53 PM</td> <td>Marie Schwartz</td> <td></td> </tr> <tr> <td>(System) Request Created by Customer</td> <td>Admin/Vendor/Customer</td> <td>9/20/2017 4:40:28 PM</td> <td>Marie Schwartz</td> <td></td> </tr> </tbody> </table> <p>Results Per Page: (1) Go To Page: Page 1 of 1 </p> </div> <p style="text-align: center;">Item Request – Status/Comments Log Screen (updated)</p>	Field Name	Customer Request	Vendor Request	Current State/Item Created	Last Updated Date: !	12/18/2018	12/13/2021		Extended Item Description: !	t54t45t45	THERMOMETER, POCKET, DIGITAL, -40 TO 302 F TEMP RANGE		Manufacturer:				Brand:				SKU:	N/A			GTIN:	N/A			Vendor Part Number:		33333333		Labeled Product Name:	N/A			Unit Per Purchase Pack:		1		Package Size:		1		Package Unit of Measure:		CT		Packaging Code:	N/A	CS		Vendor Unit of Measure:	N/A	CS		Catch Weight Indicator:	N/A	N		Catch Weight Min/Max:	N/A			Grade of Product:				NAMP/IMPS:				Minimum Piece Count:				Unit of Issue:	N/A	N/A		Comments	Visible By	Initial Date	User	Delete	(System) Request Submitted to Vendor by Customer	Admin/Vendor/Customer	9/20/2017 4:43:53 PM	Marie Schwartz		(System) Request Created by Customer	Admin/Vendor/Customer	9/20/2017 4:40:28 PM	Marie Schwartz	
Field Name	Customer Request	Vendor Request	Current State/Item Created																																																																																													
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Catch Weight Indicator:	N/A	N																																																																																														
Catch Weight Min/Max:	N/A																																																																																															
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STEP/ACTION	EXAMPLE
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An email is sent to the Vendor, and the request is then available to Admin to be processed.



Item Request Detail Screen (Completed)



Confirmation Pop-up Window (Save)



Stock Number Request Email Notification to Vendor

UNCLASSIFIED SENSITIVE

Please do not respond to this email as this account is used for sending notifications only and is not monitored.

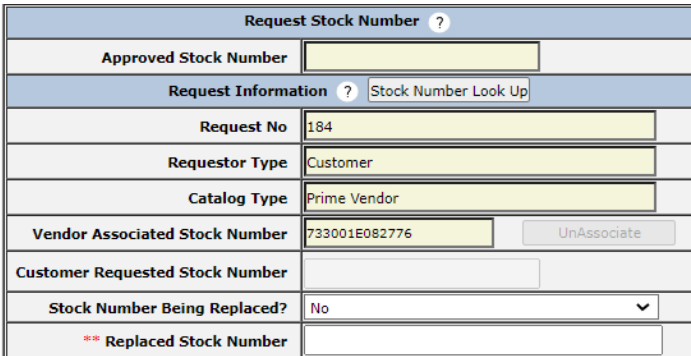
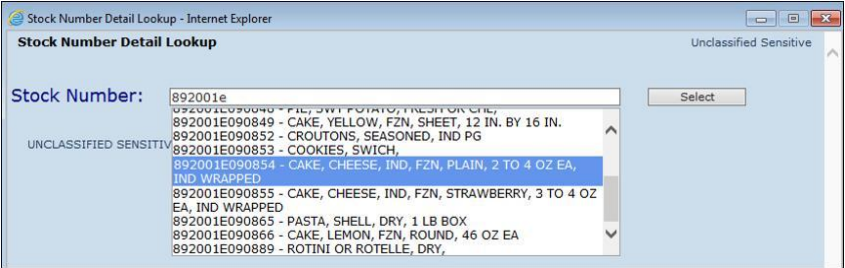
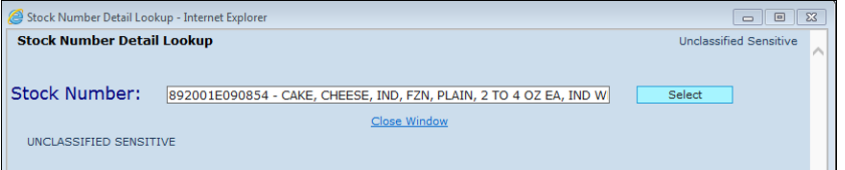
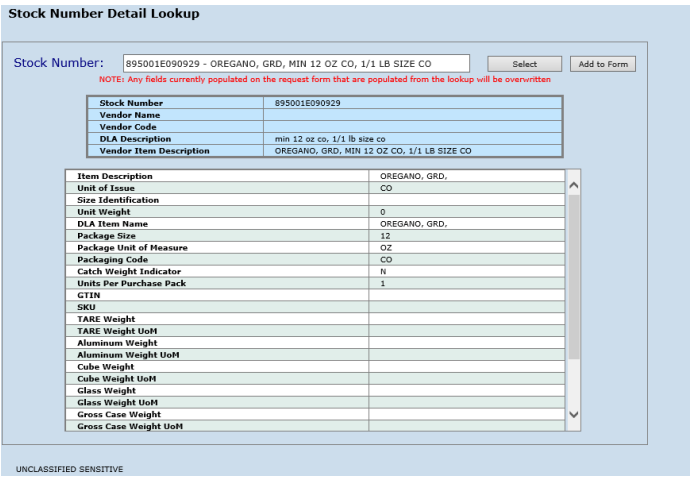
This is to confirm request 43 for a new Stock Number in the STORES system on Friday, 11/18/2016 at 01:32:37PM.

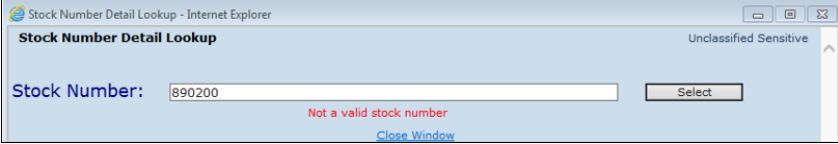
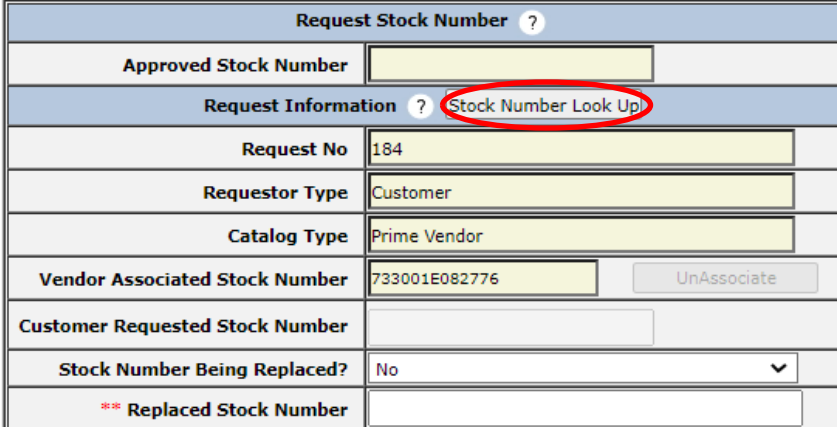
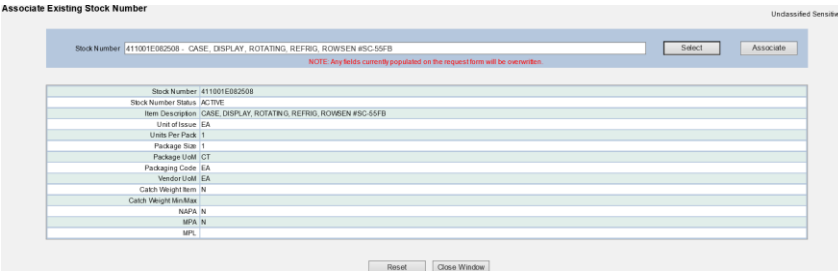
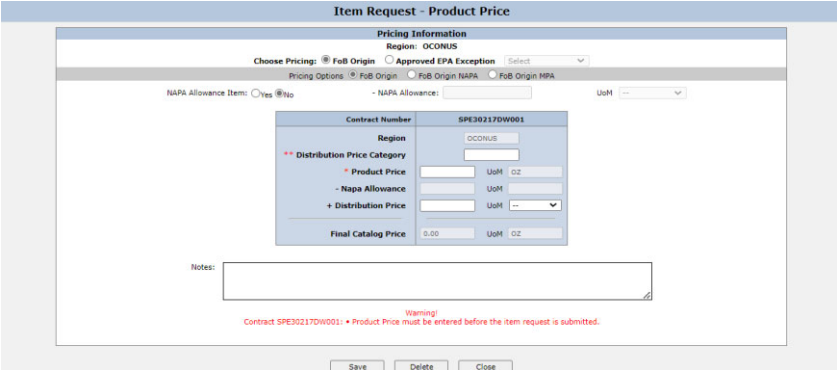
The information you submitted will be reviewed by DLA and a response will be sent via email.

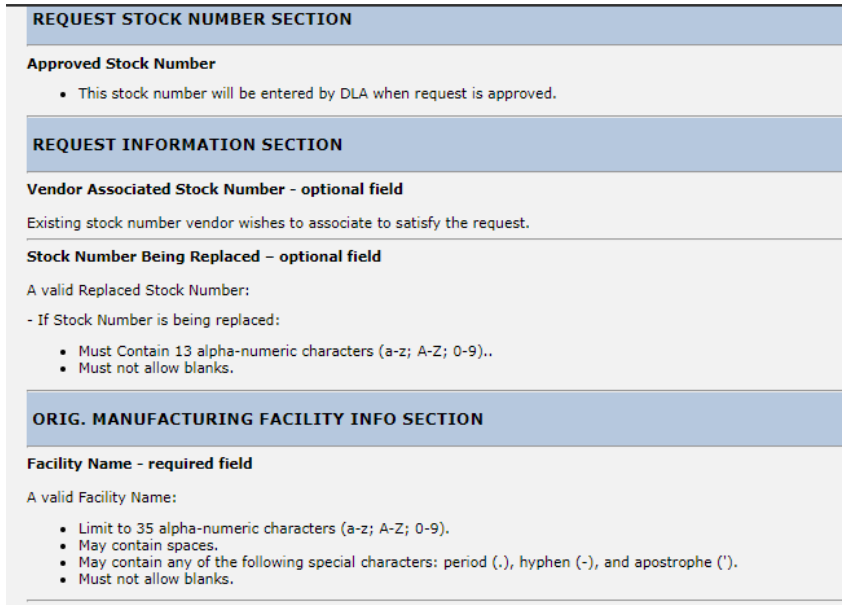
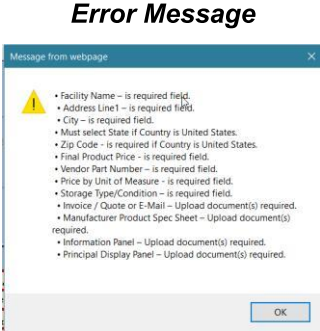
IMPORTANT: If you did not request a new Stock Number, please contact DLA immediately at 1.888.755.4756; this may indicate a system security violation involving your personal information.

Thank You!

STORES Security Administrator – DLA Information Operations – Philadelphia

STEP/ACTION	EXAMPLE
<p>The Vendor has the option of performing a Stock Number Detail Lookup to view existing stock numbers in STORES and inheriting any attributes.</p> <ol style="list-style-type: none"> 1. Click on Lookup icon and the Stock Number Detail Look screen displays. 2. Enter a partial stock number or description in the Stock Number field. 3. Click Select and the details for the selected Stock Number display in a table format. 	 <p style="text-align: center;">Stock Number Detail Lookup Screen</p>  
<ol style="list-style-type: none"> 4. Click Close Window to close the browser window. 	


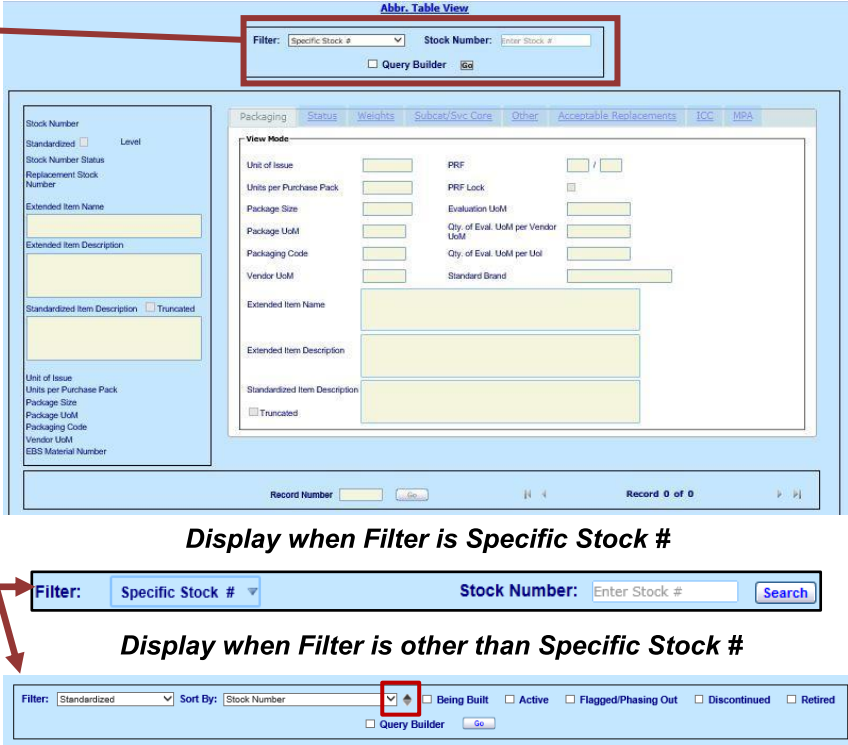
STEP/ACTION	EXAMPLE
<p>NOTE: When an incorrect Stock Number or description is entered, a message displays, 'Not a valid stock number'.</p>	
<p>The Vendor has the option of associating an existing stock number in STORES to satisfy the request.</p> <ol style="list-style-type: none"> 1. Click on Associate button and the Associate Existing Stock Number screen displays. 2. Enter a partial stock number or description in the Stock Number field. 3. Select the applicable Stock Number from any auto-complete choices. <p>Click Select and the details for the selected Stock Number display in a table format.</p> <ol style="list-style-type: none"> 4. Click "Associate" to satisfy the request using the stock number. NOTE: No changes can be made to any attributes already established for the associated stock number in STORES. 	 
<p>The Item Request – Product Price Screen can be accessed by clicking the "Add/Edit Pricing" button on the item request details screen.</p> <p>The vendor must submit at minimum a product price to establish a final product price.</p> <p>Note: Price By Unit of measure must be saved and established on the item request details page before being able to access the Product Price page.</p>	

STEP/ACTION	EXAMPLE
<p>For help completing fields, select a Help icon (?) from the Stock Number Request screen. A separate browser window opens displaying the Stock Number Request Data Entry Help screen. The Help screen provides detailed information for most fields. When selecting a Help (?) icon for a particular section on the Stock Number Request screen, the Help screen automatically displays for that section.</p>	 <p>REQUEST STOCK NUMBER SECTION</p> <p>Approved Stock Number</p> <ul style="list-style-type: none"> This stock number will be entered by DLA when request is approved. <p>REQUEST INFORMATION SECTION</p> <p>Vendor Associated Stock Number - optional field</p> <p>Existing stock number vendor wishes to associate to satisfy the request.</p> <p>Stock Number Being Replaced - optional field</p> <p>A valid Replaced Stock Number:</p> <ul style="list-style-type: none"> - If Stock Number is being replaced: <ul style="list-style-type: none"> Must Contain 13 alpha-numeric characters (a-z; A-Z; 0-9).. Must not allow blanks. <p>ORIG. MANUFACTURING FACILITY INFO SECTION</p> <p>Facility Name - required field</p> <p>A valid Facility Name:</p> <ul style="list-style-type: none"> Limit to 35 alpha-numeric characters (a-z; A-Z; 0-9). May contain spaces. May contain any of the following special characters: period (.), hyphen (-), and apostrophe ('). Must not allow blanks.
<p>An error message displays when invalid information is entered in any of the fields or required fields are missing on submission. If there are multiple issues, the error message includes all fields with incorrect information in the same error message.</p>	 <p>Error Message</p> <ul style="list-style-type: none"> Facility Name - is required field. Address Line1 - is required field. City - is required field. Must select State if Country is United States. Zip Code - is required if Country is United States. Final Product Price - is required field. Vendor Part Number - is required field. Price by Unit of Measure - is required field. Storage Type/Condition - is required field. Invoice / Quote or E-Mail - Upload document(s) required. Manufacturer Product Spec Sheet - Upload document(s) required. Information Panel - Upload document(s) required. Principal Display Panel - Upload document(s) required.
<p>Rejected Item Requests</p> <p>Admin users can reject Item Requests using the following rejection reasons:</p> <ul style="list-style-type: none"> Reject with Recourse <p>When an Item Request is rejected with 'Reject with Recourse', this allows the Vendor to make updates to the Item Request and resubmit for future review by Admin.</p>	<p>Rejected Item Request Email Notification</p> <p>Please do not respond to this email as this account is used for sending notifications only and is not monitored.</p> <p>This is to inform you that an Item Request related to Catalog Number SPE3XXXXXX00 in the STORES system, has been rejected back to the vendor user who approved the request.</p> <p>Request Number: 100, Item Name/Description: REFRIGERATOR, REACH-IN, VICTORY MODEL # RA-2DS7 VOLT 230V50HZ 1PH ,has been rejected back to the vendor on Wednesday, 06/28/2017 at 04:17:44 PM ET. The reason for this rejection is as follows: Reject with Recourse - Other, reject back to vendor only.</p> <p>Please login to STORES and take the appropriate actions for the request number.</p> <p>IMPORTANT: if you did not approve this new item, please contact DLA immediately at 1.888.755.4756; this may indicate a system security violation involving your personal information.</p> <p>Thank You! STORES Security Administrator - DLA Information Operations - Philadelphia</p>



Chapter 8: View Master Stock Number

The Master Stock Number Catalog can be accessed from the **STORES Catalog Main Menu**. The screen displays as Read Only.

STEP/ACTION	EXAMPLE
<p>To access Master Stock Number functionality from the Main Menu:</p> <ol style="list-style-type: none"> From the STORES Catalog Main Menu, place your cursor over the Master Stock Number menu bar and select View Master Stock Number from the sub-menu. <p>The View Master Stock Number screen displays.</p>	<p style="text-align: center;">Main Menu – Master Stock Number Sub-menu</p> 
<p>The screen initially displays without any stock number information displayed and with a default of “Specific Stock #” as a filter.</p> <ol style="list-style-type: none"> To view information for standardized items, select “Standardized” from the “Filter” drop-down. The row expands to allow narrowing of selection by stock number status. Check one or more of the stock number status options (or check none for all) and click “Go”. <p>The View Master Stock Number screen appears with the selected sort criterion – in this case “Stock Number” (next page).</p> <p>NOTE: The following filter and sort options are available. The sort options display only when the filter is other than “Specific Stock #”.</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="164 1593 305 1822" style="width: 45%;"> <p>Display All</p> <ul style="list-style-type: none"> Specific Stock # Standardized NAPA NAPA Generic MPA MPL LSN NSN QtrRats Non-food Market Ready School Lunch Items with FIC UGRA End Items UGRA Generic Component UGRA Specific Component Green Certified FSOS FSE Produce </div> <div data-bbox="363 1593 526 1822" style="width: 45%;"> <p>Stock Number</p> <ul style="list-style-type: none"> Selected Stock Number FSC + DLA Item Name DLA Item Name/OLA Item Description DLA Item Name DLA Item Description Vendor Item Description Truncated Vendor Item Description Stock Number Status UoI UPP Pkg Size Pkg UoM Pkg Code Vendor UoM PRF PRF Lock CW Indicator ICC Code ICC Description Brand Mfg Code Mfg SICI Mfg GTIN </div> </div>	<p style="text-align: center;">View Master Stock Number (with 2 close-ups)</p>  <p style="text-align: center;">Display when Filter is Specific Stock #</p> <p style="text-align: center;">Display when Filter is other than Specific Stock #</p>

View Master Stock Number - Detail Screen Overview

5 [Abbr. Table View](#)

1 Filter: Sort By:
 Being Built Active Flagged/Phasing Out Discontinued Retired
 Query Builder

2

Stock Number 421001E082700

Standardized Level LOW

Stock Number Status Active

Replacement Stock Number 891001E115672

Extended Item Name
EXTINGUISHER, FIRE,fwefeweee

Extended Item Description
5 lb, stored pressure, hand portable, dry chemical, rated 3A 10 BC, Type A-A 393-AIB (Type I, Class 1, size B)e

Standardized Item Description Truncated
EXTINGUISHER, FIRE,fwefeweee
5 lb, stored pressure, hand portable, dry chemical

Unit of Issue EA

Units per Purchase Pack

Package Size 2

Package UoM DZ

Packaging Code PG

Vendor UoM

EBS Material Number

3

Packaging **Status** Weights Subcat/Svc Core Other Acceptable Replacements ICC MPA

View Mode

Unit of Issue PRF /

Units per Purchase Pack

Package Size

Package UoM

Packaging Code

Vendor UoM

Extended Item Name
EXTINGUISHER, FIRE,fwefeweee

Extended Item Description
5 lb, stored pressure, hand portable, dry chemical, rated 3A 10 BC, Type A-A 393-AIB (Type I, Class 1, size B)e

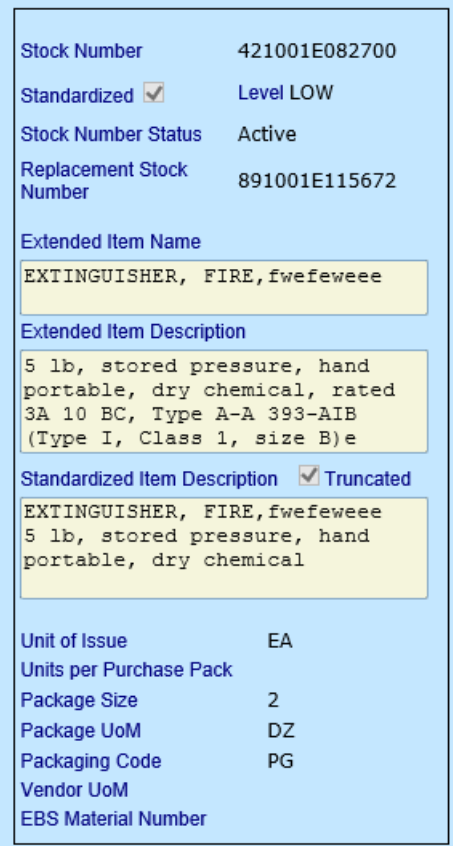

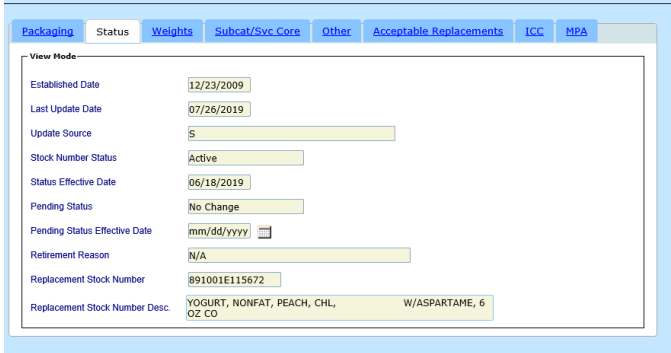
Standardized Item Description
EXTINGUISHER, FIRE,fwefeweee 5 lb, stored pressure, hand portable, dry chemical

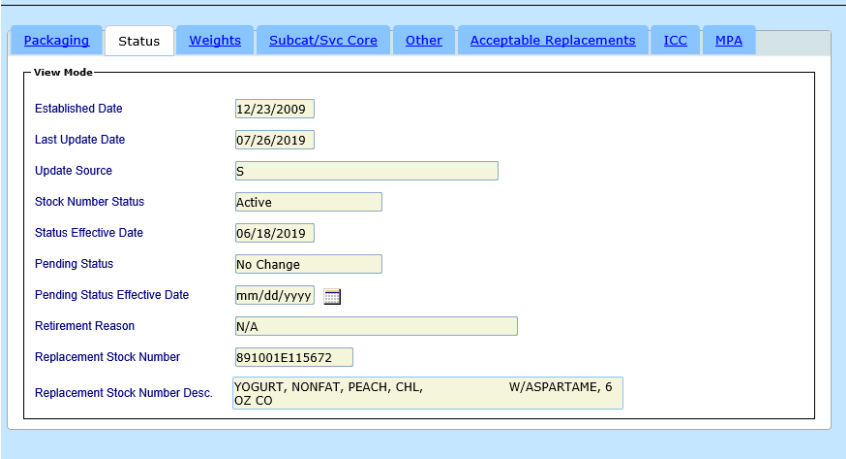
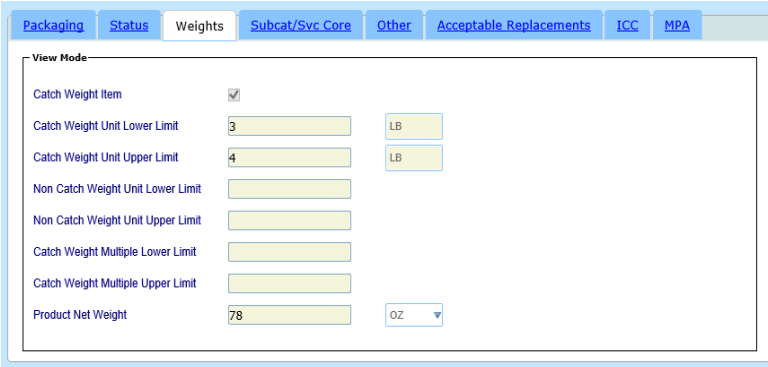
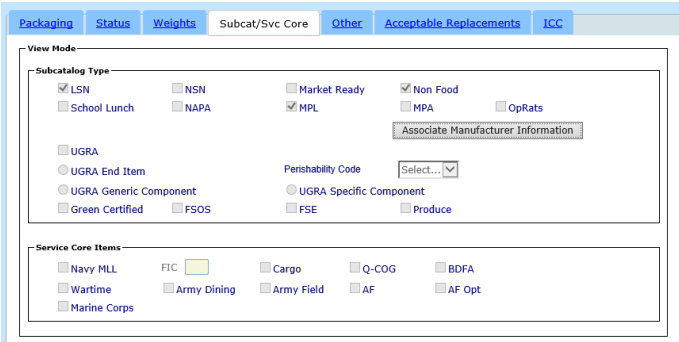
Truncated

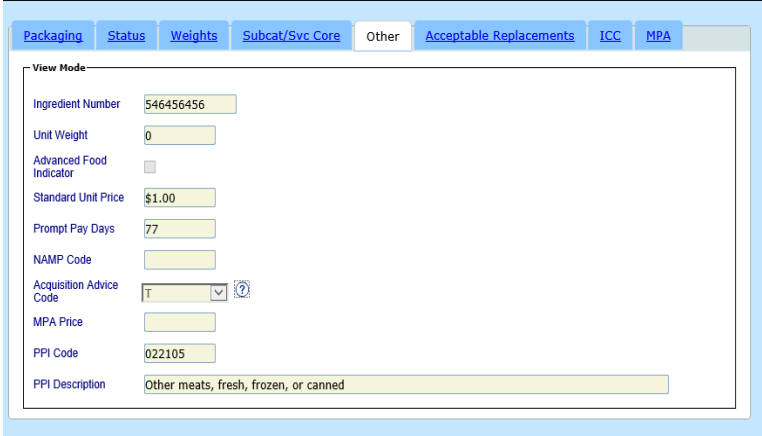
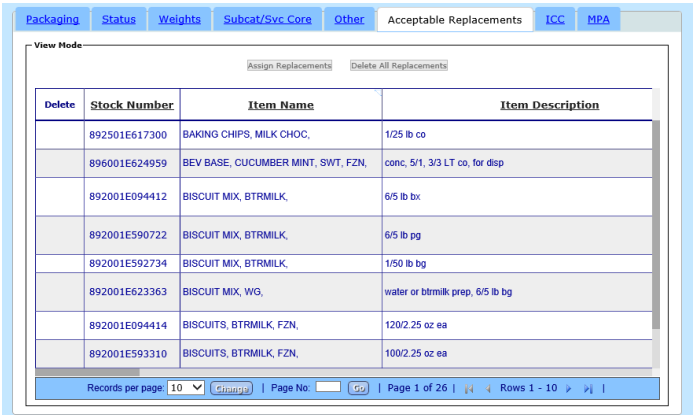
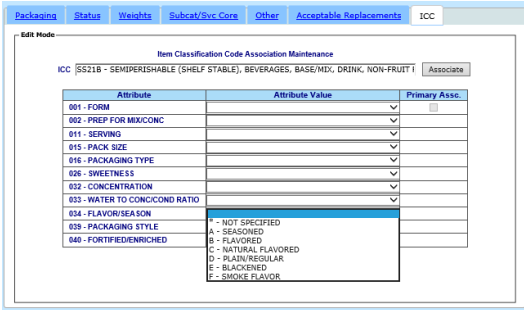
4
[Stock Number Comments](#)
Record Number Record 1 of 54809

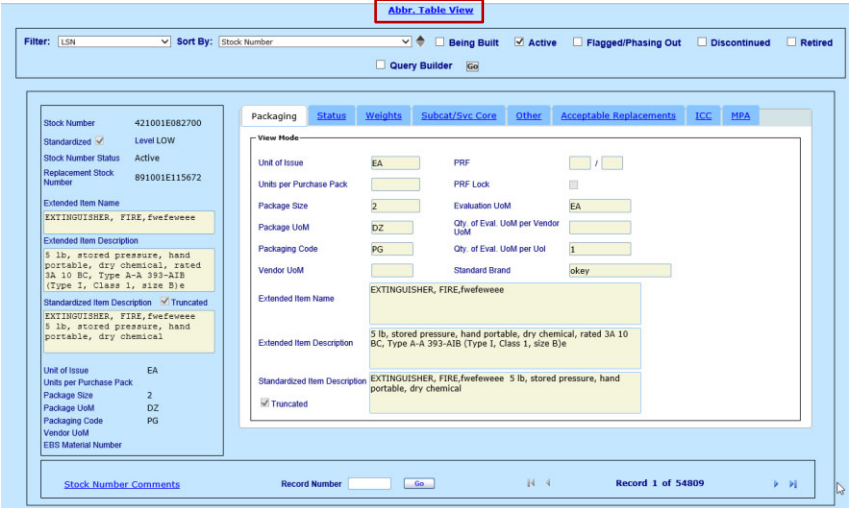



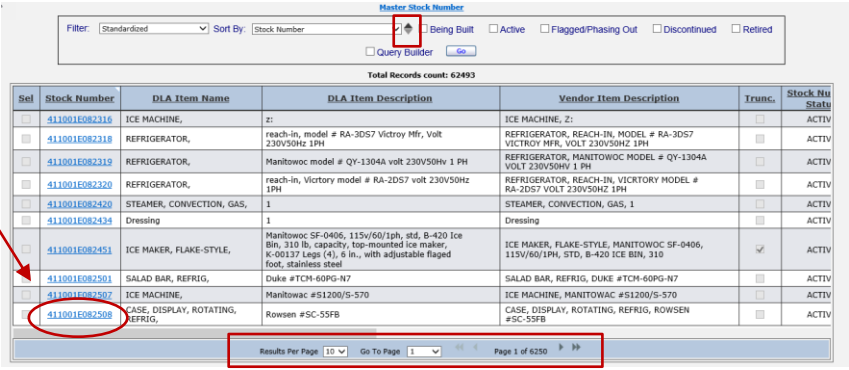
This screen consists of five main sections and may not be edited:

1. **Filter and Sort Options** – The portion of the screen where sort and filter options are selected.
2. **Left Panel** – This portion of the screen displays important information regarding the stock item, and the same information displays regardless of the tab being viewed.
3. **Seven Tabs** – These tabs contain detailed information concerning the displayed stock item.
4. **Page Navigation** – These screen controls allow users to navigate from record to record or to select a specific record to view. The record number is relative to the current set of filtered records.
5. **Abbr. Table View** - This link takes the user to the listed results of a search or query.

STEP/ACTION	EXAMPLE
<p>The left pane contains summary information associated with the Stock Number being viewed.</p>	<p style="text-align: center;">View Master Stock Number Screen (Left Pane)</p> 
<p>3. To view the information in a tab, click the appropriate tab header.</p>	<p style="text-align: center;">Close up of tab headers</p> 
<p>The first tab (Packaging Data) contains information about how the item is packaged.</p>	<p style="text-align: center;">View Master Stock Number Screen (Right Pane –Tab 1)</p> 

STEP/ACTION	EXAMPLE
<p>The second tab (Status) contains information about the present and future status of the stock item.</p> <p>The possible statuses are:</p> <ul style="list-style-type: none"> • Being Built • Active • Flagged/Phasing Out • Discontinued • Retired <p>An active stock number can be added to a catalog.</p>	<p style="text-align: center;">View Master Stock Number Screen (Right Pane –Tab 2)</p> 
<p>The third tab (Weight Range) contains information about the upper and lower allowable values for catch weight and non-catch weight items where applicable.</p>	<p style="text-align: center;">View Master Stock Number Screen (Right Pane –Tab 3)</p> 
<p>The fourth tab (Subcatalog Type/Svc Core Items) contains check boxes indicating the applicable subcatalog types and identifies service core items.</p>	<p style="text-align: center;">View Master Stock Number Screen (Right Pane –Tab 4)</p> 

STEP/ACTION	EXAMPLE																																				
<p>The fifth tab (Other) displays the remaining information about the stock item.</p>	<p style="text-align: center;">View Master Stock Number Screen (Right Pane –Tab 5)</p> 																																				
<p>The sixth tab (Acceptable Replacements) displays the Acceptable Replacements assigned to the stock item.</p>	<p style="text-align: center;">View Master Stock Number Screen (Right Pane –Tab 6)</p>  <table border="1" data-bbox="792 1045 1412 1325"> <thead> <tr> <th>Delete</th> <th>Stock Number</th> <th>Item Name</th> <th>Item Description</th> </tr> </thead> <tbody> <tr> <td></td> <td>892501E617300</td> <td>BAKING CHIPS, MILK CHOC.</td> <td>1/25 lb co</td> </tr> <tr> <td></td> <td>896001E624959</td> <td>BEV BASE, CUCUMBER MINT, SWT, FZN,</td> <td>conc, 5/1, 3/3 LT co, for disp</td> </tr> <tr> <td></td> <td>892001E094412</td> <td>BISCUIT MIX, BTRMILK,</td> <td>6/5 lb bx</td> </tr> <tr> <td></td> <td>892001E590722</td> <td>BISCUIT MIX, BTRMILK,</td> <td>6/5 lb pg</td> </tr> <tr> <td></td> <td>892001E592734</td> <td>BISCUIT MIX, BTRMILK,</td> <td>1/50 lb bg</td> </tr> <tr> <td></td> <td>892001E623363</td> <td>BISCUIT MIX, WG,</td> <td>water or btrmilk prep, 6/5 lb bg</td> </tr> <tr> <td></td> <td>892001E094414</td> <td>BISCUITS, BTRMILK, FZN,</td> <td>120/2.25 oz ea</td> </tr> <tr> <td></td> <td>892001E593310</td> <td>BISCUITS, BTRMILK, FZN,</td> <td>100/2.25 oz ea</td> </tr> </tbody> </table>	Delete	Stock Number	Item Name	Item Description		892501E617300	BAKING CHIPS, MILK CHOC.	1/25 lb co		896001E624959	BEV BASE, CUCUMBER MINT, SWT, FZN,	conc, 5/1, 3/3 LT co, for disp		892001E094412	BISCUIT MIX, BTRMILK,	6/5 lb bx		892001E590722	BISCUIT MIX, BTRMILK,	6/5 lb pg		892001E592734	BISCUIT MIX, BTRMILK,	1/50 lb bg		892001E623363	BISCUIT MIX, WG,	water or btrmilk prep, 6/5 lb bg		892001E094414	BISCUITS, BTRMILK, FZN,	120/2.25 oz ea		892001E593310	BISCUITS, BTRMILK, FZN,	100/2.25 oz ea
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<p>The seventh tab (ICC) contains any associated ICC with a list of Attributes and Attribute Values for the ICC.</p>	<p style="text-align: center;">View Master Stock Number Screen (Right Pane –Tab 7)</p>  <table border="1" data-bbox="914 1570 1317 1766"> <thead> <tr> <th>Attribute</th> <th>Attribute Value</th> <th>Primary Assc.</th> </tr> </thead> <tbody> <tr> <td>801 - FORM</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>802 - PREP FOR MIX/CONC</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>811 - SERVING</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>815 - PACK SIZE</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>816 - PACKAGING TYPE</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>826 - SWEETNESS</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>832 - CONCENTRATION</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>833 - WATER TO CONC/COND RATIO</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>834 - FLAVOR/SEASON</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>838 - PACKAGING STYLE</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>840 - FORTIFIED/ENRICHED</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Attribute	Attribute Value	Primary Assc.	801 - FORM		<input type="checkbox"/>	802 - PREP FOR MIX/CONC		<input type="checkbox"/>	811 - SERVING		<input type="checkbox"/>	815 - PACK SIZE		<input type="checkbox"/>	816 - PACKAGING TYPE		<input type="checkbox"/>	826 - SWEETNESS		<input type="checkbox"/>	832 - CONCENTRATION		<input type="checkbox"/>	833 - WATER TO CONC/COND RATIO		<input type="checkbox"/>	834 - FLAVOR/SEASON		<input type="checkbox"/>	838 - PACKAGING STYLE		<input type="checkbox"/>	840 - FORTIFIED/ENRICHED		<input type="checkbox"/>
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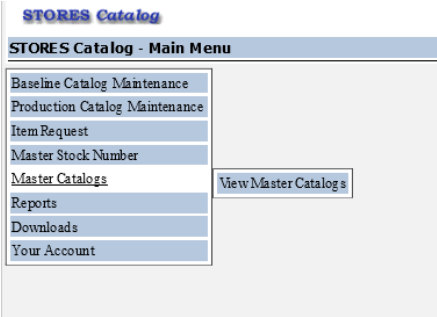
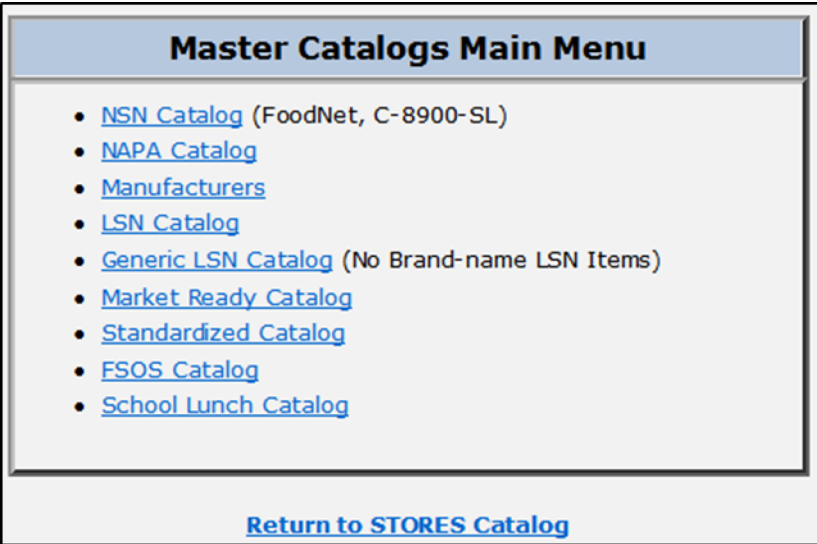
STEP/ACTION	EXAMPLE
<p>Abbreviated Table View</p> <p>From the Detail View of a search return:</p> <ol style="list-style-type: none"> 1. Select Abbr. Table View to view the results in a scrollable list format. 2. The View Master Stock Number – Table View screen displays the Search field for the Abbr. View Search. 3. Select the Go button to display the Abbr. Table View of your search. 	<p>View Master Stock Number – Detail Screen</p>  <p>View Master Stock Number Screen</p> 
<p>The Abbr. Table View displays</p> <ol style="list-style-type: none"> 4. Click the  icon to sort results in descending order and the  icon to sort results in ascending order. 5. Utilize the scroll bar to view all available columns. 6. Select from the Results Per Page dropdown menu to adjust the number of results per page. 7. Select from the Go To Page dropdown menu to go to a particular page. 8. Click the Stock Number to be viewed. 	<p>View Master Stock Number – Table View Screen</p> 

STEP/ACTION	EXAMPLE
<p>9. The View Master Stock Number – Detail View displays the specific stock number that was selected in the table view.</p>	<p style="text-align: center;">View Master Stock Number – Detail View Screen (Specific Stock Number Selected)</p>



Chapter 9: Master Catalogs

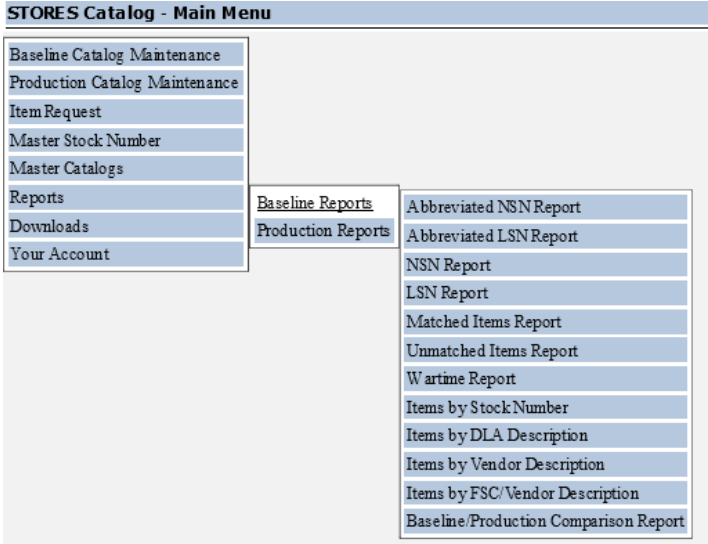
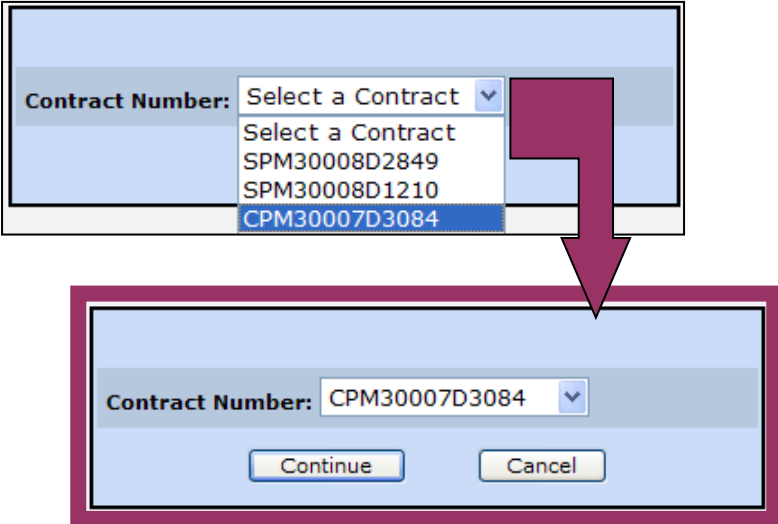
Master Catalog reports can be accessed from the **Main Menu**.

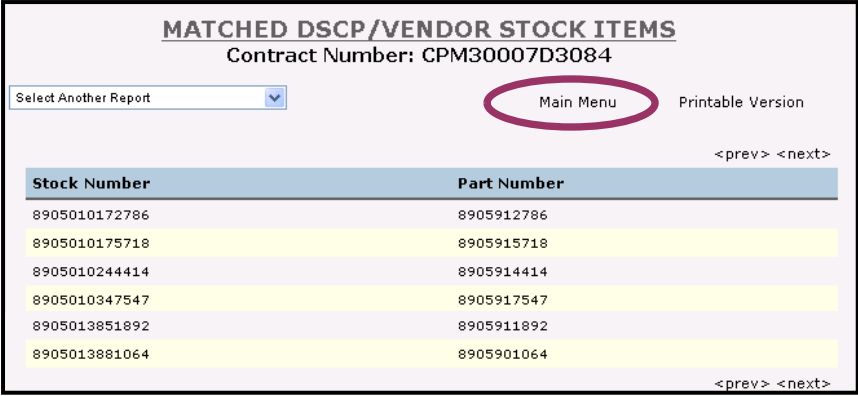
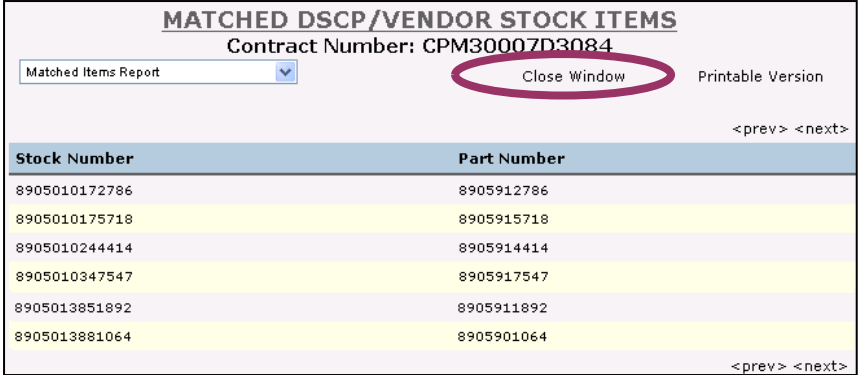
STEP/ACTION	EXAMPLE
<p>1. From the STORES Catalog Main Menu, place the cursor over the Master Catalogs menu bar and select View Master Catalogs.</p> <p>The Master Catalogs Main Menu displays.</p>	<p>Main Menu – View Master Catalogs Sub-menu</p> 
<p>2. Click a report title to view a given report.</p> <p>3. Click Return to STORES Catalog to return to the STORES Catalog Main Menu.</p>	<p>The Master Catalogs Main Menu Screen</p> 



Chapter 10: Baseline Reports

There are currently twelve baseline reports available in STORES Catalog. Reports may be accessed from the **Main Menu**, the **Detailed View**, the **Full Table View** and the **Abbreviated Table View** screens. Reports can also be accessed from the individual report screens. Reports opened from the **Detailed View**, **Full Table View** or the **Abbreviated Table View** are opened in a separate window.

STEP/ACTION	EXAMPLE
<p>To access a report from the Main Menu:</p> <ol style="list-style-type: none"> From the STORES Catalog Main Menu, place your cursor over the Reports menu bar and then the Baseline Reports submenu bar and select the appropriate report from the next submenu. For this example, select Matched Item Report. <p>The Select Contract Number screen displays.</p>	<p style="text-align: center;">Main Menu – Reports Submenu</p> 
<p>NOTE: For a vendor this screen displays with a drop-down menu of the contracts assigned to that vendor.</p> <ol style="list-style-type: none"> Enter a baseline contract number. The entire contract number must be entered to retrieve the appropriate record from the database. Click <input type="button" value="Continue"/> . <p>The Report screen displays the Matched Items report for that contract (next page).</p>	<p style="text-align: center;">Select Contract Number Screen (two example close-ups)</p> 

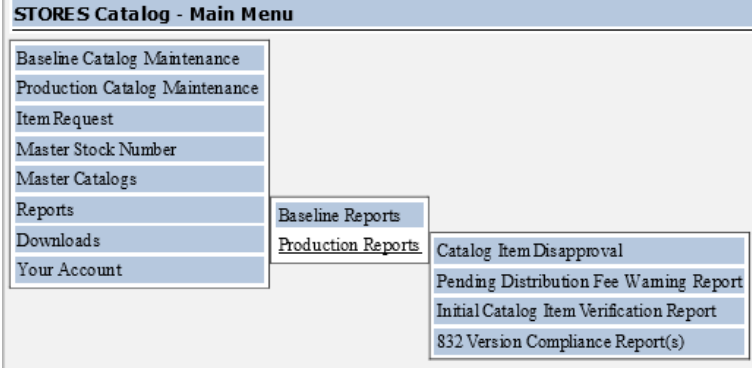
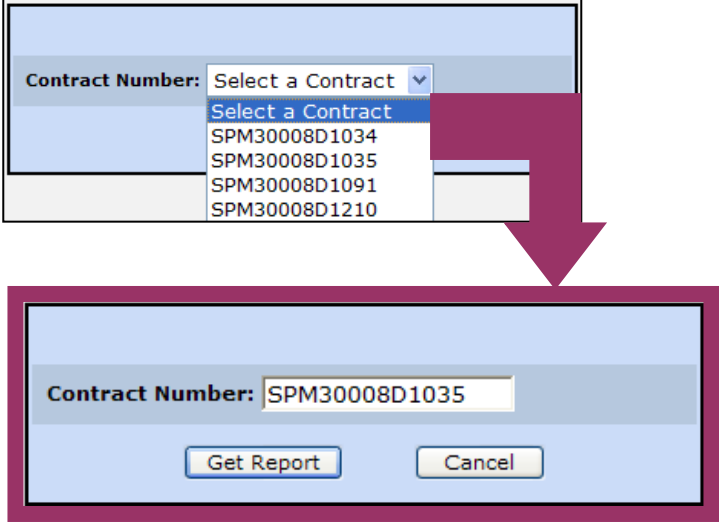
STEP/ACTION	EXAMPLE
<p>The matching item report screen displays with a drop-down menu in the upper left portion of the screen. From the drop-down menu, users may select another report from the same catalog.</p> <p>NOTE: The <u>Main Menu</u> link displays the STORES Catalog Main Menu. This link is replaced by the <u>Close Window</u> link when the report is opened from the <i>Detail View, Table View, or Abbreviated Table View</i> screens.</p> <p>The <u>Printable Version</u> link displays a printer-friendly version of the report.</p> <p>The <u><prev></u> and <u><next></u> symbols navigate to the previous and next page, respectively.</p> <p>5. Click the <u>Printable Version</u> link. The <i>Printable Report</i> Screen displays (next page).</p>	<p style="text-align: center;">Matched Items Report Screen – from <i>Main Menu</i> (partial view)</p>  <p style="text-align: center;">Matched Items Report Screen– from an Edit Screen (partial view)</p> 

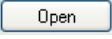
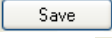
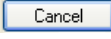
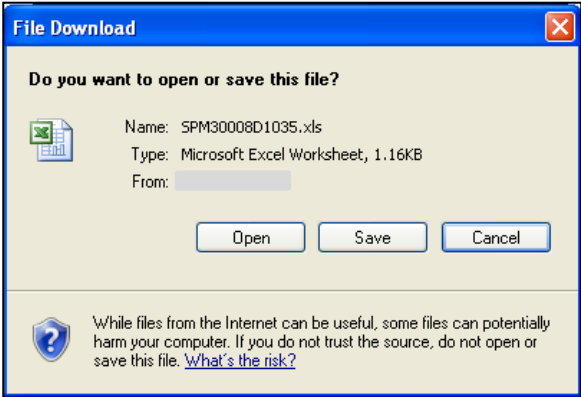
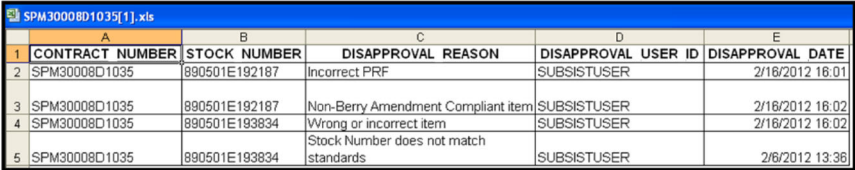
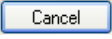
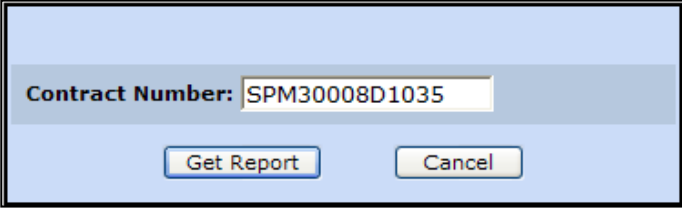
STEP/ACTION	EXAMPLE																				
<p>The Matched Items Report - Printable Version screen has four actions available from the top of the report as described below:</p> <p>Main Menu display the STORES Catalog Main Menu screen.</p> <ul style="list-style-type: none"> • Back displays the viewable version of the report. • Disable/Enable Paging alternately displays the report in single page or multiple page formats. • When paging is enabled, Print Current Page enables printing the currently displayed page. To print a different page, use the <prev> and <next> navigation controls. <p>NOTE: The Matched Item Report may also be printed as a single multiple-page report by selecting Disable Paging and then selecting Print on the Single Page screen that displays.</p> <p>6. Click the Disable Paging link.</p> <p>The report displays as a single page with Disable Paging toggled to Enable Paging on the navigation bar.</p> <p>7. Click the Print link.</p> <p>The printer dialog appears and you can now print the entire multiple-page report.</p> <p>NOTE: When Printing most reports, ensure your printer is configured to print in landscape mode.</p> <p>8. Click Main Menu to return to the Main Menu.</p>	<p style="text-align: center;">Matched Items Report – Printable Version Screen</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">Main Menu Back Disable Paging Print Current Page</p> <p style="text-align: right;"><prev> <next></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Stock Number</th> <th style="text-align: left;">Part Number</th> </tr> </thead> <tbody> <tr> <td>8905006826643</td> <td>8905906643</td> </tr> <tr> <td>8905007536568</td> <td>8905906568</td> </tr> <tr> <td>8905009353161</td> <td>8905703161</td> </tr> <tr> <td>8905010041325</td> <td>8905911325</td> </tr> </tbody> </table> <p style="text-align: right;"><prev> <next></p> </div> <p style="text-align: center;">Matched Items Report – Printable Version Set for Single Page (partial view)</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">Main Menu Back Enable Paging Print</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Stock Number</th> <th style="text-align: left;">Part Number</th> </tr> </thead> <tbody> <tr> <td>8905006826643</td> <td>8905906643</td> </tr> <tr> <td>8905007536568</td> <td>8905906568</td> </tr> <tr> <td>8905009353161</td> <td>8905703161</td> </tr> <tr> <td>8905010041325</td> <td>8905911325</td> </tr> </tbody> </table> </div>	Stock Number	Part Number	8905006826643	8905906643	8905007536568	8905906568	8905009353161	8905703161	8905010041325	8905911325	Stock Number	Part Number	8905006826643	8905906643	8905007536568	8905906568	8905009353161	8905703161	8905010041325	8905911325
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Chapter 11: Production Reports

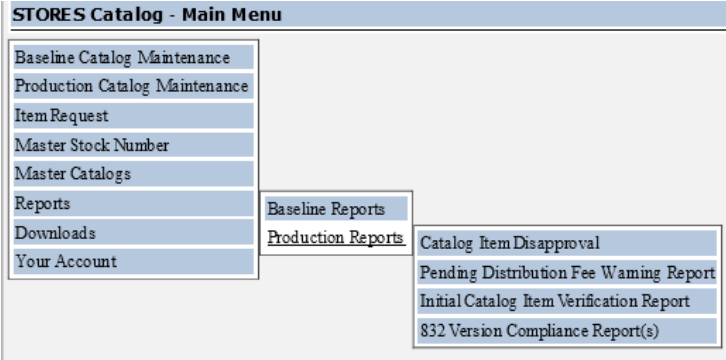
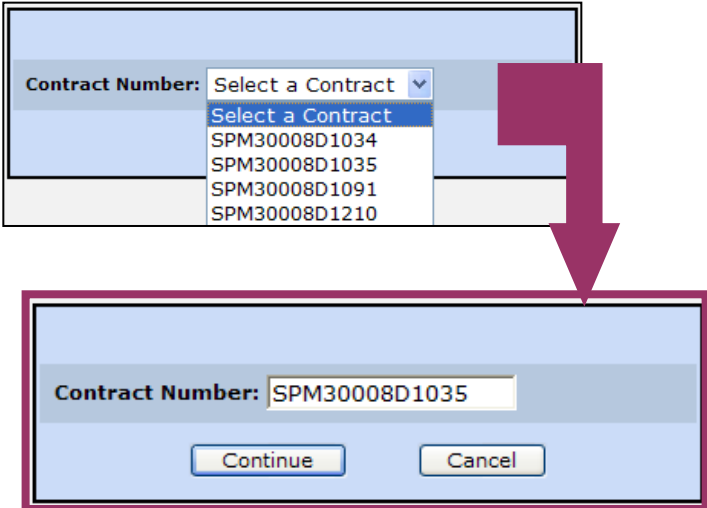
11.1: Catalog Item Disapproval Report

STEP/ACTION	EXAMPLE
<p>To access the report from the <i>Main Menu</i>:</p> <ol style="list-style-type: none"> From the STORES Catalog Main Menu, place your cursor over the Reports menu bar, click the Production Reports sub-menu bar and select Catalog Item Disapproval from the submenu. <p>The Select Contract Number screen displays.</p>	<p style="text-align: center;">Main Menu – Production Reports Sub-menu</p> 
<ol style="list-style-type: none"> Select a contract number Click <input type="button" value="Get Report"/>. <p>The File Download dialog box displays (below right).</p>	<p style="text-align: center;">Select Contract Number Screen (two example close-ups)</p> 

STEP/ACTION	EXAMPLE																																				
<p>4. Click .</p> <p>The report is displayed in an Excel spreadsheet (below right).</p> <p>NOTE: Click  to save the file to a local drive, or  to return to the Main Menu.</p>	<p style="text-align: center;">File Download Dialog Box</p> 																																				
<p>5. When done viewing the report, close Excel.</p> <p>The Select Contract Number screen is still displayed.</p>	<p style="text-align: center;">Catalog Item Disapproval Report</p>  <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> <tr> <th>1</th> <th>CONTRACT NUMBER</th> <th>STOCK NUMBER</th> <th>DISAPPROVAL REASON</th> <th>DISAPPROVAL USER ID</th> <th>DISAPPROVAL DATE</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>SPM30008D1035</td> <td>890501E192187</td> <td>Incorrect PRF</td> <td>SUBSISTUSER</td> <td>2/16/2012 16:01</td> </tr> <tr> <td>3</td> <td>SPM30008D1035</td> <td>890501E192187</td> <td>Non-Berry Amendment Compliant item</td> <td>SUBSISTUSER</td> <td>2/16/2012 16:02</td> </tr> <tr> <td>4</td> <td>SPM30008D1035</td> <td>890501E193834</td> <td>Wrong or incorrect item</td> <td>SUBSISTUSER</td> <td>2/16/2012 16:02</td> </tr> <tr> <td>5</td> <td>SPM30008D1035</td> <td>890501E193834</td> <td>Stock Number does not match standards</td> <td>SUBSISTUSER</td> <td>2/6/2012 13:36</td> </tr> </tbody> </table>		A	B	C	D	E	1	CONTRACT NUMBER	STOCK NUMBER	DISAPPROVAL REASON	DISAPPROVAL USER ID	DISAPPROVAL DATE	2	SPM30008D1035	890501E192187	Incorrect PRF	SUBSISTUSER	2/16/2012 16:01	3	SPM30008D1035	890501E192187	Non-Berry Amendment Compliant item	SUBSISTUSER	2/16/2012 16:02	4	SPM30008D1035	890501E193834	Wrong or incorrect item	SUBSISTUSER	2/16/2012 16:02	5	SPM30008D1035	890501E193834	Stock Number does not match standards	SUBSISTUSER	2/6/2012 13:36
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<p>6. Click  to return to the Main Menu.</p>	<p style="text-align: center;">Select Contract Number Screen (close-up)</p> 																																				


11.2: 832 Version Compliance Report(s)

This report is also available from the *Catalog Items* screen.

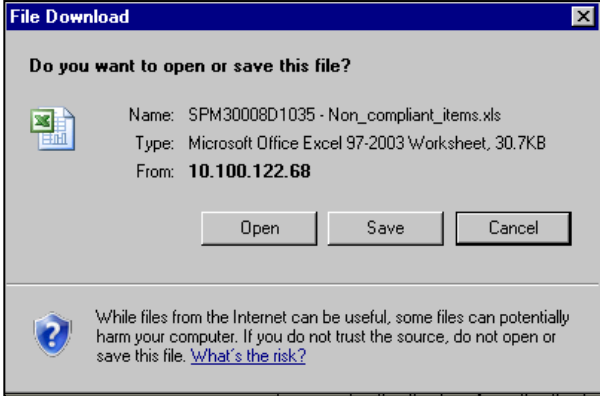
STEP/ACTION	EXAMPLE
<p>To access the report from the <i>Main Menu</i>:</p> <ol style="list-style-type: none"> From the STORES Catalog Main Menu, place your cursor over the Reports menu bar, click the Production Reports submenu bar and select 832 Version Compliance Report(s) from the submenu. <p>The Select Contract Number screen displays.</p>	<p style="text-align: center;">Main Menu – Production Reports Submenu</p>  <p>The screenshot shows a window titled "STORES Catalog - Main Menu" with a list of menu items. The "Reports" item is highlighted, and a submenu is displayed to its right. In this submenu, "Production Reports" is highlighted, and another submenu is shown to its right, containing several report options, with "832 Version Compliance Report(s)" at the bottom.</p>
<ol style="list-style-type: none"> Enter a contract number Click <input type="button" value="Continue"/>. <p>The Compliance Report Specification screen appears (below right).</p>	<p style="text-align: center;">Select Contract Number Screen (two example close-ups)</p>  <p>The top screenshot shows a "Contract Number:" label followed by a dropdown menu. The dropdown is open, showing "Select a Contract" at the top and a list of contract numbers: SPM30008D1034, SPM30008D1035, SPM30008D1091, and SPM30008D1210. A large red arrow points from this dropdown to the bottom screenshot.</p> <p>The bottom screenshot shows the "Contract Number:" label with the text "SPM30008D1035" entered in the input field. Below the input field are two buttons: "Continue" and "Cancel".</p>

STEP/ACTION	EXAMPLE
<p>Compliance Report Specification screen allows the user to generate a report for the catalog based on three parameters.</p> <p>4. Select the version for which you are checking compliance.</p> <p>Criteria: <input checked="" type="radio"/> Version 2 <input type="radio"/> Version 3</p> <p>5. Select "Pending" for the contract as it will be generated during the weekly update, or "Active" for the current customer version of the catalog.</p> <p>Item Status: <input checked="" type="radio"/> Pending <input type="radio"/> Active</p> <p>6. Choose to view all items, non-compliant items only, or compliant versions only.</p> <p>7. Leave the defaults (Version 2, Pending, and All) and click Get Report.</p> <p>The 832 Version Compliance Report displays (next page).</p> <p>NOTE: The report selection criteria still display at the top of the report. You can change the reporting criteria at any time and click Get Report to rerun the report.</p>	<p align="center">Compliance Report Specification Screen (2 close-ups)</p> <p>The screenshot shows the '832 VERSION COMPLIANCE REPORT' screen for Contract Number SPM30008D1035. It features three main selection areas: 'Criteria' with radio buttons for 'Version 2' (selected) and 'Version 3'; 'Item Status' with radio buttons for 'Pending' (selected) and 'Active'; and 'Compliance' with radio buttons for 'All' (selected), 'Non-Compliant Items', and 'Compliant Items'. A 'Get Report' button is located below these options. Red arrows point from the 'Criteria' and 'Item Status' sections to the text 'Compliance Version' and 'Active or Pending Catalog' respectively. A red arrow points from the 'Compliance' section to the text 'All, Non-Compliant, or Compliant Items'. A second screenshot below shows the 'Compliance' section with 'All' selected, and a red arrow points from step 6 in the 'STEP/ACTION' column to this section.</p> <p align="center">Compliance Version Active or Pending Catalog All, Non-Compliant, or Compliant Items</p> <p>Compliance: <input checked="" type="radio"/> All <input type="radio"/> Non-Compliant Items <input type="radio"/> Compliant Items</p>

STEP/ACTION	EXAMPLE
<p>The 832 Version Compliance Report displays the stock number, and item description for all items. It also displays a list of non-compliant fields and a link to a detailed report for each non-compliant item.</p> <p>Close-up 1:</p> <ul style="list-style-type: none"> Clicking "Main Menu" will close the report screen and return to the Main Menu screen. If the report is accessed from the report drop-down on the Catalog Items screen the Main Menu link will be replaced with a "Close Window" link. Clicking "Printable Version" will refresh the screen with a printable version of the report. <p>Close-up 2:</p> <ul style="list-style-type: none"> The first portion of this close-up gives a count of the total number of non-compliant items. The second portion of the close-up is a link to download the data into an Excel spreadsheet. This link will download the non-compliant records only. <p>Close-up 3:</p> <ul style="list-style-type: none"> The first portion of this close-up gives a count of the total number of compliant items. The second portion of the close-up is a link to download the data into an Excel spreadsheet. This link will download the compliant records only. <p>Close-up 4:</p> <p>Clicking on "Next" displays the next page of data. The "Next" will refresh only the non-compliant portion of the report. If the "Next" appears in the Compliant region of the report, it will refresh only the compliant portion of the report when clicked.</p>	<div style="text-align: center;"> <h3>832 Version Compliance Report</h3> <p>(Version 2, Pending Records, All)</p> </div> <p>832 Version Compliance Report (close-up 1)</p> <p>Main Menu Printable Version</p> <p>832 Version Compliance Report (close-up 2)</p> <p>Non-Compliant Items: 98 record(s) Download to Excel</p> <p>832 Version Compliance Report (close-up 3)</p> <p>Compliant Items: 2 record(s) Download to Excel</p> <p>832 Version Compliance Report (close-up 4)</p> <p>Next</p> <p>832 Version Compliance Report (close-up 5)</p> <p>Details</p>

STEP/ACTION	EXAMPLE																																																		
<p>1. Click "Printable Version"</p> <p>The report displays in the printable version.</p>																																																			
<p>This version of the report displays the same information as the original view, but it is printer friendly.</p> <p>Main Menu Back Disable Paging Print Current Page</p> <p>In the above close up:</p> <ul style="list-style-type: none"> • Main Menu returns to the Main Menu. • “Back” returns to the original report screen. • “Disable Paging” shows all the data on one page – it can then be printed all at once. • “Print Current Page” prints only the data seen on the screen – the current page. To print the next page – click “Next” <p>2. Click “Back” to return to the main report.</p>	<p>832 Version Compliance Report (printable version)</p> <p>832 VERSION COMPLIANCE REPORT Contract Number: SPE30013DP214</p> <p>Criteria: <input checked="" type="radio"/> Version 2 <input type="radio"/> Version 3 Item Status: <input checked="" type="radio"/> Pending <input type="radio"/> Active Compliance: <input checked="" type="radio"/> All <input type="radio"/> Non-Compliant Items <input type="radio"/> Compliant Items</p> <p>Get Report</p> <p>Main Menu Back Disable Paging Print Current Page</p> <p>Non-Compliant Items: 98 record(s) Download to Excel</p> <table border="1"> <thead> <tr> <th>Stock Number</th> <th>Vendor Item Description</th> <th>Non Compliant Fields</th> <th>Link to Details</th> </tr> </thead> <tbody> <tr> <td>891501E210013</td> <td>BANANAS, FRESH, GREEN, #1, 1/40 LB CS</td> <td>gross volume, gross volume uom</td> <td>Details</td> </tr> <tr> <td>891501E210045</td> <td>CARROTS, CHL, BABY, WHL, PEELED, 5 LB CS</td> <td>gross case weight, gross case weight uom, gross volume, gross volume uom</td> <td>Details</td> </tr> <tr> <td>891501E210049</td> <td>CARROTS, CHL, SHRD, US#1, 1/5 LB CS</td> <td>gross case weight, gross case weight uom, gross volume, gross volume uom</td> <td>Details</td> </tr> <tr> <td>891501E210051</td> <td>CARROTS, CHL, STICKS, US#1, 1/5 LB CS</td> <td>gross case weight, gross case weight uom, gross volume, gross volume uom</td> <td>Details</td> </tr> <tr> <td>891501E210064</td> <td>CELERY, CHL, STICKS, US#1, 1/5 LB CS</td> <td>gross case weight, gross case weight uom, gross volume, gross volume uom</td> <td>Details</td> </tr> <tr> <td>891501E210074</td> <td>CUCUMBERS, FRESH, SUPER SEL, US#1, 1/20 LB CS</td> <td>gross case weight, gross case weight uom, gross volume, gross volume uom</td> <td>Details</td> </tr> <tr> <td>891501E210092</td> <td>GRAPEFRUIT, FRESH, WHITE, US#1, 24 CT, 1/35 LB CS</td> <td>gross case weight, gross case weight uom, gross volume, gross volume uom</td> <td>Details</td> </tr> <tr> <td>891501E210097</td> <td>GREENS, KALE, FRESH, US#1, 24 CT, 1/15 LB CS</td> <td>gross case weight, gross case weight uom, gross volume, gross volume uom</td> <td>Details</td> </tr> <tr> <td>891501E210103</td> <td>KIWIFRUIT, FRESH, US#1, 96-100 CT, 1/24 LB CS</td> <td>gross case weight, gross case weight uom, gross volume, gross volume uom</td> <td>Details</td> </tr> <tr> <td>891501E210153</td> <td>ONIONS, YELLOW, DRY, 2 IN. 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<p>From this screen you can print the non-compliance issues for a stock number or return to the main report.</p> <p>4. Click “Back to Main Report”. The main report displays (not shown).</p>	<p style="text-align: center;">832 Compliance Report – Item Details</p> <p style="text-align: center;">832 Compliance Report - Version 2 - Item Details Pending In Production</p> <p style="text-align: center;">Contract Number: SPE30013DP214 Stock Number: 891501E210013</p> <p>M = Mandatory, O = Optional C2 = Conditional: Element is required if it is an NAPA item C3 = Conditional: Element is required if it is a Catch Weight item C4 = Conditional: Element is required for OCCOWS contract MPA items (Version 3) C5 = Conditional: Element is required for a contract supporting at least one Navy Ship (Version 2 or Version 3) * Indicates an 832 Version 2 field</p> <table border="1"> <thead> <tr> <th>Field Name</th> <th>V2</th> <th>Value</th> <th>Compliant?</th> <th>Issue</th> </tr> </thead> <tbody> <tr><td>Price</td><td>M</td><td>\$22.00</td><td>Y</td><td></td></tr> <tr><td>Vendor Item Description</td><td>M</td><td>BANANAS, FRESH, GREEN, #1, 1/40 LB 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<p>5. Click “Download to Excel”. The “File Download” Dialog Box appears.</p>	<p style="text-align: center;">832 Version Compliance Report (main report close-up)</p> <p style="text-align: center;">Non-Compliant Items: 98 record(s) Download to Excel</p>																																																																																																																																																																																																																																											

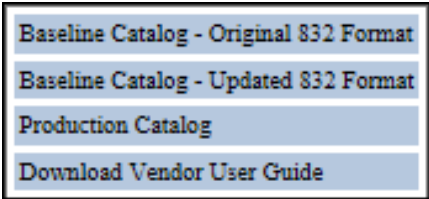
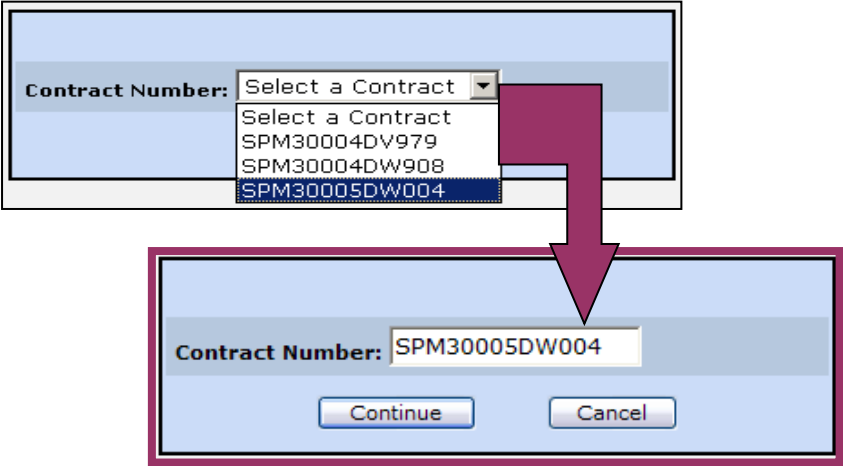
STEP/ACTION	EXAMPLE																																																				
<p>6. Click “Open” to view the file. The Excel spreadsheet displays (not shown).</p>	<p style="text-align: center;">File Download Dialog Box</p> 																																																				
<p>To the right is a list of the columns appearing in the Non-Compliant download. The second column (NON_COMPLIANT_ITEMS) is a list of fields which do not meet standards for the version being checked. It is the only column which does not also appear in the Compliance download.</p> <p>7. Close Excel.</p> <p>8. Click “Main Menu” on the report screen. The Main Menu screen displays (not shown).</p>	<p style="text-align: center;">832 Compliance Report – Non-Compliant Items Download Column Headings</p> <table border="1" data-bbox="678 829 1515 1671"> <thead> <tr> <th>Column Heading Name</th> <th>Column Heading Name (Continued)</th> </tr> </thead> <tbody> <tr><td>STOCK NUMBER</td><td>FOOD SHOW ALLOWANCE</td></tr> <tr><td>NON COMPLIANT ITEMS</td><td>PROMOTIONAL ALLOWANCE</td></tr> <tr><td>ECONOMIC INDICATOR</td><td>OVERWRITTEN DESCRIPTION</td></tr> <tr><td>PART NUMBER</td><td>ACCEPT DLA STANDARDS</td></tr> <tr><td>VENDOR ITEM DESCRIPTION</td><td>SPECIAL ORDERING INSTRUCTIONS</td></tr> <tr><td>UNIT OF MEASURE</td><td>MIN ORDER QUANTITY</td></tr> <tr><td>UNITS PER PURCHASE PACK</td><td>FOREIGN SOURCE INDICATOR</td></tr> <tr><td>RATIO NUMERATOR</td><td>SKU</td></tr> <tr><td>RATIO DENOMINATOR</td><td>DLA UNIQUE</td></tr> <tr><td>PRICE</td><td>TARE WEIGHT</td></tr> <tr><td>COMMENTS</td><td>TARE WEIGHT UNIT OF MEASURE</td></tr> <tr><td>PACKAGE SIZE</td><td>ALUMINUM WEIGHT</td></tr> <tr><td>PACKAGE UNIT OF MEASURE</td><td>ALUMINUM WEIGHT UNIT OF MEASURE</td></tr> <tr><td>PACKAGING CODE</td><td>TIN WEIGHT</td></tr> <tr><td>RECORD STATUS</td><td>TIN WEIGHT UNIT OF MEASURE</td></tr> <tr><td>GROSS CASE WEIGHT</td><td>PAPER WEIGHT</td></tr> <tr><td>GROSS CASE WEIGHT UOM</td><td>PAPER WEIGHT UNIT OF MEASURE</td></tr> <tr><td>GROSS VOLUME</td><td>PLASTIC WEIGHT</td></tr> <tr><td>GROSS VOLUME UOM</td><td>PLASTIC WEIGHT UNIT OF MEASURE</td></tr> <tr><td>SHELF LIFE</td><td>GLASS WEIGHT</td></tr> <tr><td>SHELF LIFE UNIT</td><td>GLASS WEIGHT UNIT OF MEASURE</td></tr> <tr><td>CATCH WEIGHT MULTIPLE</td><td>PRODUCT PRICE</td></tr> <tr><td>DISTRIBUTION FEE CATEGORY</td><td>LEAD TIME DAYS</td></tr> <tr><td>DISTRIBUTION FEE</td><td>MPA PURCHASE DATE</td></tr> <tr><td>NAPA ALLOWANCE</td><td></td></tr> </tbody> </table>	Column Heading Name	Column Heading Name (Continued)	STOCK NUMBER	FOOD SHOW ALLOWANCE	NON COMPLIANT ITEMS	PROMOTIONAL ALLOWANCE	ECONOMIC INDICATOR	OVERWRITTEN DESCRIPTION	PART NUMBER	ACCEPT DLA STANDARDS	VENDOR ITEM DESCRIPTION	SPECIAL ORDERING INSTRUCTIONS	UNIT OF MEASURE	MIN ORDER QUANTITY	UNITS PER PURCHASE PACK	FOREIGN SOURCE INDICATOR	RATIO NUMERATOR	SKU	RATIO DENOMINATOR	DLA UNIQUE	PRICE	TARE WEIGHT	COMMENTS	TARE WEIGHT UNIT OF MEASURE	PACKAGE SIZE	ALUMINUM WEIGHT	PACKAGE UNIT OF MEASURE	ALUMINUM WEIGHT UNIT OF MEASURE	PACKAGING CODE	TIN WEIGHT	RECORD STATUS	TIN WEIGHT UNIT OF MEASURE	GROSS CASE WEIGHT	PAPER WEIGHT	GROSS CASE WEIGHT UOM	PAPER WEIGHT UNIT OF MEASURE	GROSS VOLUME	PLASTIC WEIGHT	GROSS VOLUME UOM	PLASTIC WEIGHT UNIT OF MEASURE	SHELF LIFE	GLASS WEIGHT	SHELF LIFE UNIT	GLASS WEIGHT UNIT OF MEASURE	CATCH WEIGHT MULTIPLE	PRODUCT PRICE	DISTRIBUTION FEE CATEGORY	LEAD TIME DAYS	DISTRIBUTION FEE	MPA PURCHASE DATE	NAPA ALLOWANCE	
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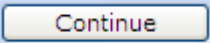
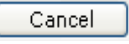

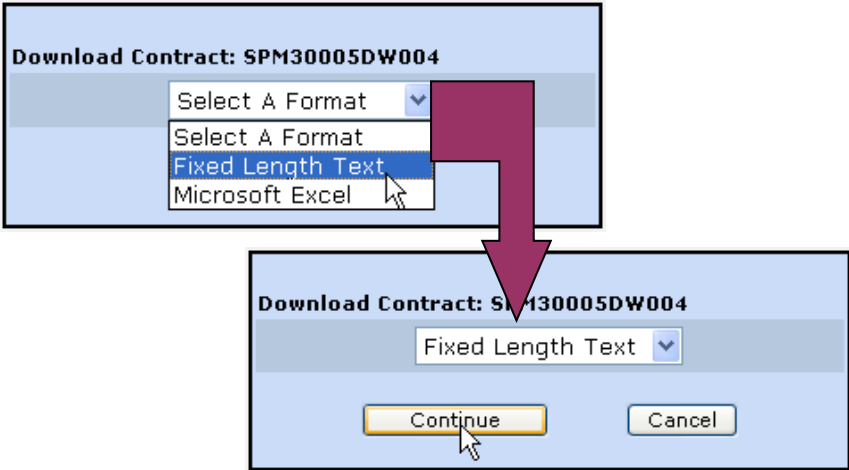


Chapter 12: Downloads

STORES Catalog currently allows vendors to download catalogs (832s) and the **Vendor User Guide**. All vendors may download the **Vendor User Guide**; however, 832s can only be downloaded for catalogs that the user has a role designated as 'Vendor.' If no catalogs are assigned with the role of 'Vendor,' the 'Download a Baseline Catalog' option will not display on the **Main Menu**.

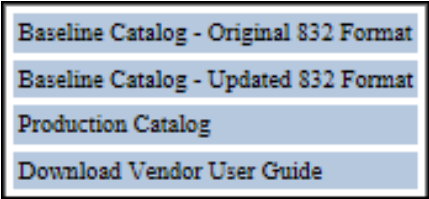
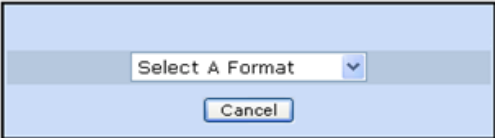
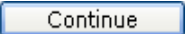
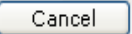

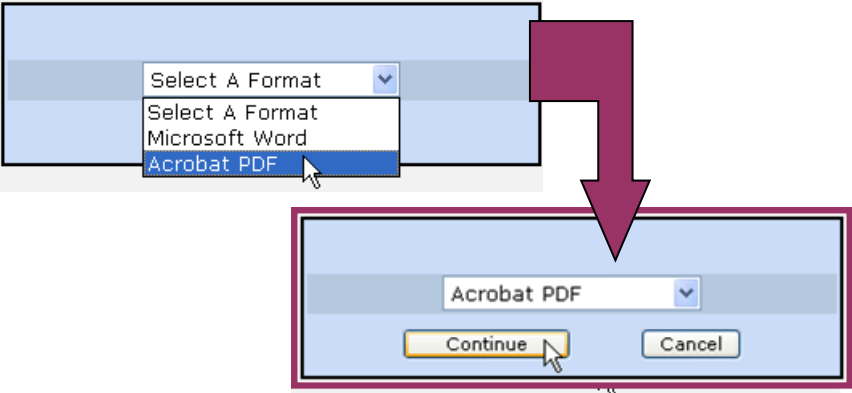
12.1: Download a Catalog

STEP/ACTION	EXAMPLE
<p>1. From the STORES Catalog Main Menu, place your cursor over the Downloads menu bar and select Baseline Catalog – Original 832 Format, Baseline Catalog – Updated 832 Format, or Production Catalog from the Downloads submenu.</p> <p>The Select Contract screen displays.</p>	<p>Main Menu –Downloads Submenu</p> 
<p>2. Select a contract to download to STORES Catalog.</p> <p>NOTE: On this screen click <input type="button" value="Cancel"/> to discontinue the download process and return to the Main Menu screen.</p> <p>3. Click <input type="button" value="Continue"/> to download a particular catalog.</p> <p>The Select Format screen displays (next page).</p>	<p>Select Contract Screen (two example close-ups)</p> 

STEP/ACTION	EXAMPLE
<p>4. For this example, select the “Fixed Length Text” format.</p> <p>NOTE: For baseline catalogs the Fixed Length Text format is the normal 832 format. The Microsoft® Excel® format is available for convenience. For production catalogs, the Excel® format is the only available format.</p> <p>5. Click .</p> <p>A File Download Pop-up window displays.</p> <p>From this point, follow the computer prompts to save your file. Details are not covered here as specific prompts may vary based on your particular operating system (e.g. Microsoft® Windows®).</p> <p>NOTE: Remember the name you give the downloaded file and the folder where it is saved.</p> <p>6. When the download is complete click  or  Main Menu to return to the Main Menu.</p>	<p style="text-align: center;">Select Format Screen (two example close-ups)</p>  <p>The example shows two close-ups of the 'Select Format' screen. The top screenshot shows a dropdown menu titled 'Select A Format' with options: 'Select A Format', 'Fixed Length Text', and 'Microsoft Excel'. A red arrow points from this menu to the bottom screenshot. The bottom screenshot shows the same screen with 'Fixed Length Text' selected in the dropdown and the 'Continue' button highlighted.</p>

12.2: Download a User Guide

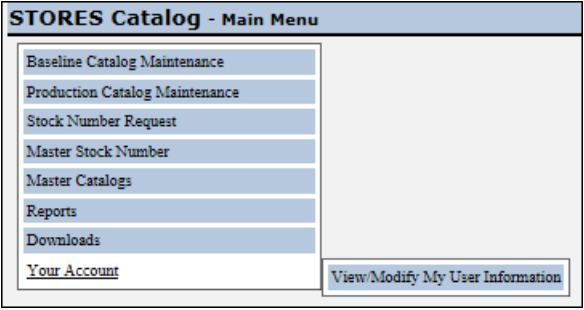

To read the User Guide you must have either Microsoft® Word® or the Adobe® Acrobat Reader®.

STEP/ACTION	EXAMPLE
<p>1. For this example, select Download Vendor User Guide from the Downloads submenu from the Main Menu.</p> <p>The Select Format screen displays.</p>	<p>Main Menu –Downloads Submenu</p> 
<p>NOTE: The Acrobat PDF format is recommended over Microsoft® Word.</p>	<p>Select Format screen close-up</p> 
<p>2. Select a format to download.</p> <p>3. Click .</p> <p>The File Download pop up window displays.</p> <p>From this point, follow the computer prompts to save your file. Details are not covered here as the specific prompts vary depending on your operating system (e.g. Microsoft® Windows®).</p> <p>NOTE: Remember the name you give the downloaded file.</p> <p>4. When the download is complete click  or  Main Menu to return to the Main Menu screen.</p>	<p>Select Format Screen (two example close-ups)</p> 







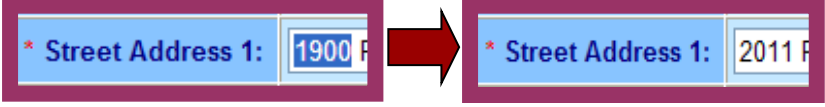
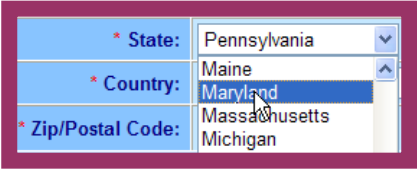
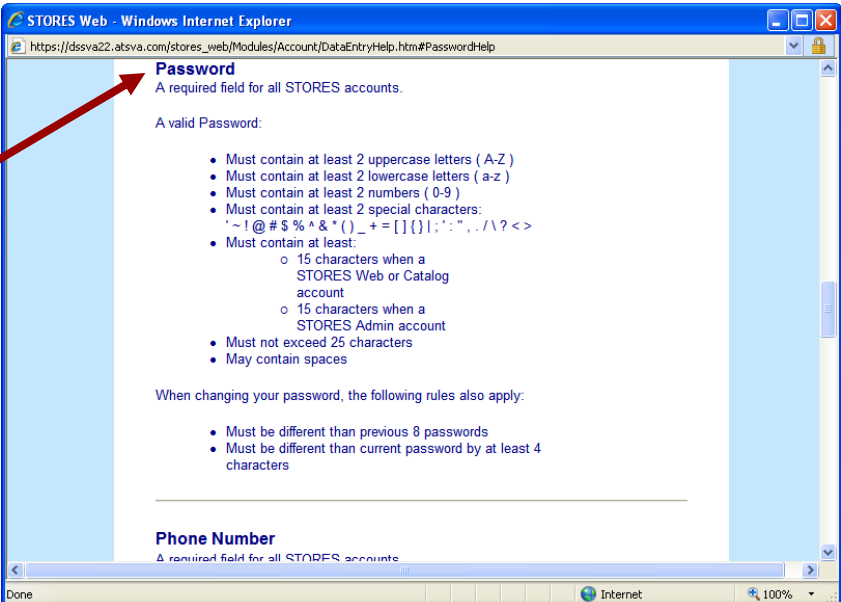
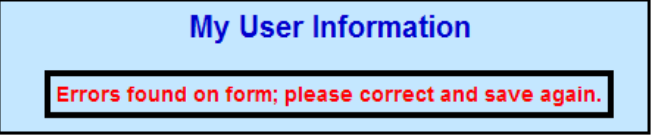
Chapter 13: Account Maintenance


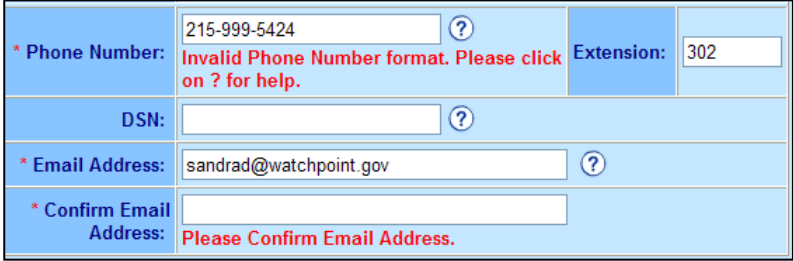
Currently, the only choice under the 'Your Account' menu bar is [View/Modify My User Information](#).

STEP/ACTION	EXAMPLE
<p>The only choice on the Your Account submenu is View/Modify My User Information. This link displays the My User Information screen where the user may change his/her password and update their contact information.</p> <p>1. Expand the Your Account menu bar and click View/Modify My User Information.</p> <p>The My User Information screen displays.</p>	<p style="text-align: center;">Main Menu –Your Account Submenu</p> 
<p>Section A contains read-only information about your account. This information cannot be modified.</p> <p>Section B, the Password fields, always display blank for security reasons. Leave them blank unless you are required to enter a new password or you are voluntarily changing your password.</p> <p>You may change your password at any time. However, you <u>must</u> change your password every 60 days and anytime you are accessing the system after your account has been reactivated (see Section 1.3).</p> <p>NOTE: If your certificate allows you to log on without a password, the password fields do not display.</p> <p style="text-align: center;">-Continued on next page-</p>	<p style="text-align: center;">My User Information Screen (upper portion)</p> 

STEP/ACTION	EXAMPLE																																																																				
<p>Section C contains your contact information. You can modify any field in this section except Last Name, which is read-only. Confirm Email Address always displays blank when you access this screen.</p> <p>IMPORTANT NOTE: Whenever you make a change to this screen, regardless of what information you change, you will be required to confirm your email address in the Confirm Email Address field before the modifications are accepted by the system.</p>	<p style="text-align: center;">My User Information Screen (central portion)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">C</td> <td style="width: 25%;">Title/Rank:</td> <td><input type="text"/></td> <td style="text-align: right;">?</td> </tr> <tr> <td></td> <td>* First Name:</td> <td><input type="text" value="Sandra"/></td> <td></td> </tr> <tr> <td></td> <td>Middle Initial/Name:</td> <td><input type="text" value="R"/></td> <td></td> </tr> <tr> <td></td> <td>Last Name:</td> <td><input type="text" value="Dias"/></td> <td></td> </tr> <tr> <td></td> <td>Suffix:</td> <td><input type="text" value="MS"/></td> <td style="text-align: right;">?</td> </tr> <tr> <td></td> <td>* Facility/Base Name:</td> <td><input type="text" value="Watch Point"/></td> <td style="text-align: right;">?</td> </tr> <tr> <td></td> <td>* Street Address 1:</td> <td><input type="text" value="1900 Pines Peak Road"/></td> <td style="text-align: right;">?</td> </tr> <tr> <td></td> <td>Street Address 2:</td> <td><input type="text"/></td> <td style="text-align: right;">?</td> </tr> <tr> <td></td> <td>* City:</td> <td><input type="text" value="Philadelphia"/></td> <td style="text-align: right;">?</td> </tr> <tr> <td></td> <td>* State:</td> <td><input type="text" value="Pennsylvania"/></td> <td style="text-align: right;">▼</td> </tr> <tr> <td></td> <td>* Country:</td> <td><input type="text" value="UNITED STATES"/></td> <td style="text-align: right;">▼</td> </tr> <tr> <td></td> <td>* Zip/Postal Code:</td> <td><input type="text" value="21246"/></td> <td style="text-align: right;">?</td> </tr> <tr> <td></td> <td>* Phone Number:</td> <td><input type="text" value="215-999-5424"/></td> <td style="text-align: right;">?</td> </tr> <tr> <td></td> <td>Extension:</td> <td><input type="text" value="302"/></td> <td></td> </tr> <tr> <td></td> <td>DSN:</td> <td><input type="text"/></td> <td style="text-align: right;">?</td> </tr> <tr> <td></td> <td>* Email Address:</td> <td><input type="text" value="sandr@d@watchpoint.gov"/></td> <td style="text-align: right;">?</td> </tr> <tr> <td></td> <td>* Confirm Email Address:</td> <td><input type="text"/></td> <td></td> </tr> </table>	C	Title/Rank:	<input type="text"/>	?		* First Name:	<input type="text" value="Sandra"/>			Middle Initial/Name:	<input type="text" value="R"/>			Last Name:	<input type="text" value="Dias"/>			Suffix:	<input type="text" value="MS"/>	?		* Facility/Base Name:	<input type="text" value="Watch Point"/>	?		* Street Address 1:	<input type="text" value="1900 Pines Peak Road"/>	?		Street Address 2:	<input type="text"/>	?		* City:	<input type="text" value="Philadelphia"/>	?		* State:	<input type="text" value="Pennsylvania"/>	▼		* Country:	<input type="text" value="UNITED STATES"/>	▼		* Zip/Postal Code:	<input type="text" value="21246"/>	?		* Phone Number:	<input type="text" value="215-999-5424"/>	?		Extension:	<input type="text" value="302"/>			DSN:	<input type="text"/>	?		* Email Address:	<input type="text" value="sandr@d@watchpoint.gov"/>	?		* Confirm Email Address:	<input type="text"/>	
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	* First Name:	<input type="text" value="Sandra"/>																																																																			
	Middle Initial/Name:	<input type="text" value="R"/>																																																																			
	Last Name:	<input type="text" value="Dias"/>																																																																			
	Suffix:	<input type="text" value="MS"/>	?																																																																		
	* Facility/Base Name:	<input type="text" value="Watch Point"/>	?																																																																		
	* Street Address 1:	<input type="text" value="1900 Pines Peak Road"/>	?																																																																		
	Street Address 2:	<input type="text"/>	?																																																																		
	* City:	<input type="text" value="Philadelphia"/>	?																																																																		
	* State:	<input type="text" value="Pennsylvania"/>	▼																																																																		
	* Country:	<input type="text" value="UNITED STATES"/>	▼																																																																		
	* Zip/Postal Code:	<input type="text" value="21246"/>	?																																																																		
	* Phone Number:	<input type="text" value="215-999-5424"/>	?																																																																		
	Extension:	<input type="text" value="302"/>																																																																			
	DSN:	<input type="text"/>	?																																																																		
	* Email Address:	<input type="text" value="sandr@d@watchpoint.gov"/>	?																																																																		
	* Confirm Email Address:	<input type="text"/>																																																																			

STEP/ACTION	EXAMPLE																						
<p>To view your current role assignment(s) in STORES User Administration:</p> <ol style="list-style-type: none"> Click the link <u>View Current Role Assignment</u>. <p>The Current Role Assignment screen displays in a separate window.</p> <p>NOTE: You cannot modify your own role assignment. Contact your STORES administrator if an assignment change is required.</p> <ol style="list-style-type: none"> Right click the window to access the print option and print the screen, if desired. Click  or the <u>Close Window</u> link to close the separate window. <p>-Continued on next page-</p>	<p style="text-align: center;">My User Information Screen (lower portion)</p> <div style="border: 1px solid black; padding: 5px;"> <p>* Confirm Email Address: <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> <p style="text-align: center; color: magenta;"> View Current Role Assignment </p> </div> <p style="text-align: center;">Current Role Assignment Screen</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: blue;">Current Contract-Role Assignments for User ID: BZVENDOR</p> <p style="text-align: center; font-size: small;">Right click on this window to access print option</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ffffcc;"> <th colspan="2" style="text-align: center;">CAGE Code: 00N0L</th> </tr> <tr style="background-color: #add8e6;"> <th style="width: 70%;">Contract</th> <th style="width: 30%;">Role</th> </tr> </thead> <tbody> <tr> <td>SPM30308DA005 - S.C. DOBROGEA GRUP</td> <td>Vendor</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ffffcc;"> <th colspan="2" style="text-align: center;">CAGE Code: 0KVA3</th> </tr> <tr style="background-color: #add8e6;"> <th style="width: 70%;">Contract</th> <th style="width: 30%;">Role</th> </tr> </thead> <tbody> <tr> <td>SPM30008D1208 - PEPSI</td> <td>Vendor</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ffffcc;"> <th colspan="2" style="text-align: center;">CAGE Code: 9U248</th> </tr> <tr style="background-color: #add8e6;"> <th style="width: 70%;">Contract</th> <th style="width: 30%;">Role</th> </tr> </thead> <tbody> <tr> <td>SPM30007D3034 - REINHART FOOD SERVICES, WI</td> <td>Vendor</td> </tr> <tr> <td>SPM30008D3011 - REINHART, WI</td> <td>Vendor</td> </tr> <tr> <td>SPM30008D3236 - REINHART LA CROSSE, WI</td> <td>Vendor</td> </tr> </tbody> </table> <p style="text-align: center; color: blue; font-size: small;"> Close Window </p> </div> 	CAGE Code: 00N0L		Contract	Role	SPM30308DA005 - S.C. DOBROGEA GRUP	Vendor	CAGE Code: 0KVA3		Contract	Role	SPM30008D1208 - PEPSI	Vendor	CAGE Code: 9U248		Contract	Role	SPM30007D3034 - REINHART FOOD SERVICES, WI	Vendor	SPM30008D3011 - REINHART, WI	Vendor	SPM30008D3236 - REINHART LA CROSSE, WI	Vendor
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STEP/ACTION	EXAMPLE
<p>To modify a User Information field:</p> <ol style="list-style-type: none"> For text fields, such as Street Address 1 (Example A), highlight the current entry and enter the revised information as in the example on the right. For drop-down fields, such as State select the new location in the list (Example B). <p>Some fields, such as User ID, Password and Email Address, have rules that your entries must follow in order to be valid.</p> <ol style="list-style-type: none"> Click  (the question mark icon) to view the rules for a particular field. <p>The Data Entry Help screen displays in a separate window at the information section pertaining to that particular field (such as Password, right).</p> <ol style="list-style-type: none"> Click  or the Close Window link to close the separate window. When all modifications have been made, confirm your email address in the Confirm Email Address field. <p>NOTE: You cannot save modifications without confirming your email address.</p>	<p>Close-ups of My User Information Screen</p> <p>A</p>  <p>B</p>  <p>Data Entry Help Screen (in a separate window)</p> <p>indow</p>  <p>Close-ups of My User Information Screen</p> 

STEP/ACTION	EXAMPLE
<p>5. Click .</p> <ul style="list-style-type: none"> • If errors are found, as in the example on the right, error messages display near the top of the screen and underneath any field that is in error. Correct the errors and repeat Step 5. • If <u>no</u> errors are found... ...a Confirmation screen displays. 	
<p>Your user information has been successfully modified.</p> <p>Click the Continue link to return to the Main Menu screen.</p>	<p style="text-align: center;">Confirmation Screen</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Confirmation</p> <p>User Information for User ID: BZVENDOR has been modified.</p> <p>A confirmation email will be sent to the email address for this User ID. If the email address was changed, it will be sent to both the old and new email addresses.</p> <p>Continue</p> </div>