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

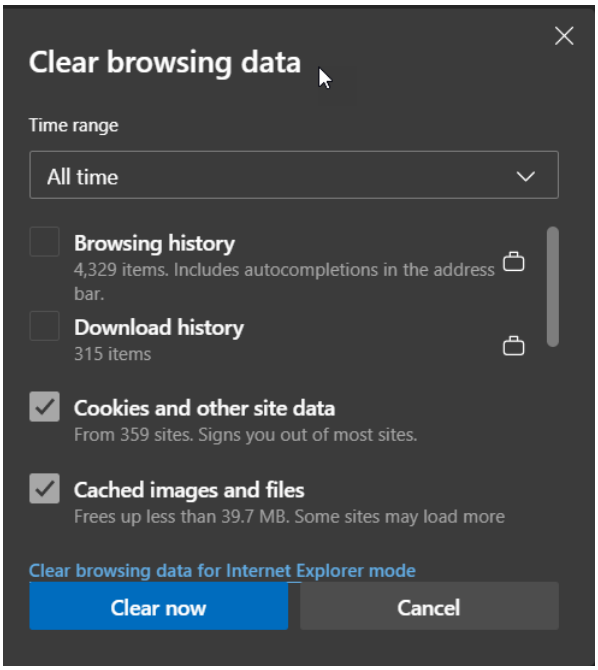
- A recent update to the underlying code, which addresses some cyber concerns, may cause slight differences in the display of certain webpages and calendars.

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.

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: dlatsstorehelp@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

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

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

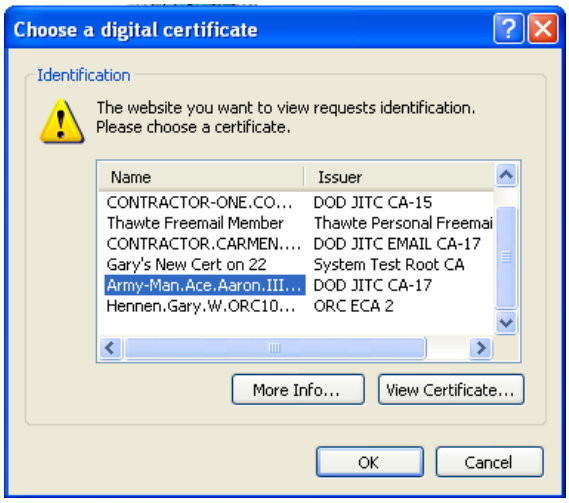
Always close the browser session after logging off to log on to STORES with a User ID associated with a different certificate. Otherwise, the last certificate selected is retained in the browser session and a Digital ID Mismatch error appears when at log on.

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:

- More Info... - Displays general help files.
- View Certificate... - Displays specific information about your certificate.
- Cancel - 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.

6. Ensure the Digital ID chosen is the correct one before proceeding.

7. Click on the ‘Yes’ button to display the digital association ‘Confirmation’.

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.

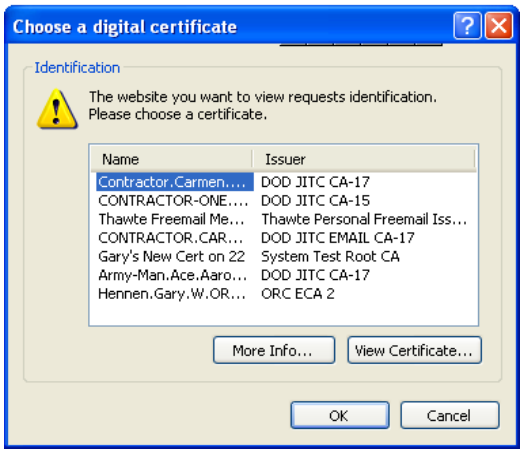
IMPORTANT NOTE

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.

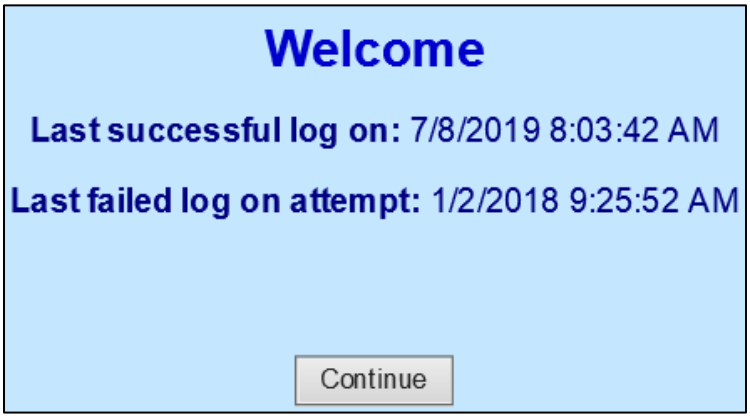
1. Open a browser and enter the following URL: https://www.stores.dla.mil/stores_web to display the 'Terms of Use' page.

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

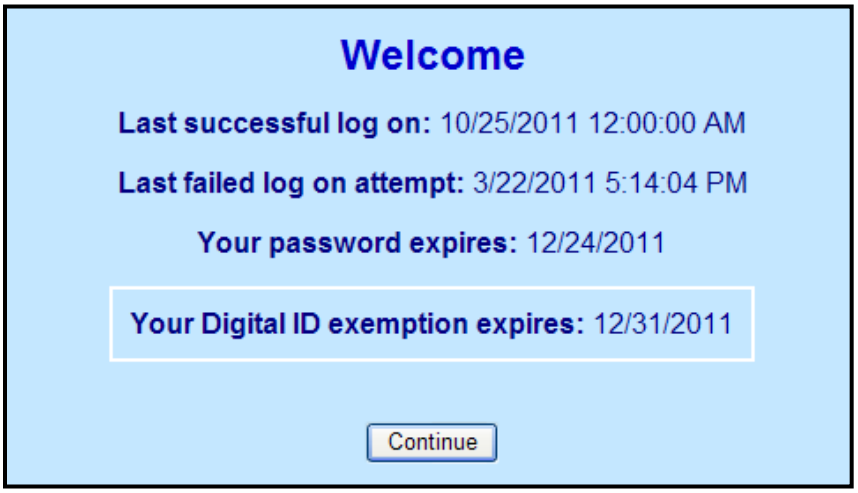
3. Enter the user ID in the appropriate field and click on the ‘Certificate Log On’ button to display the ‘Choose a Digital Certificate’ dialog box.



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.

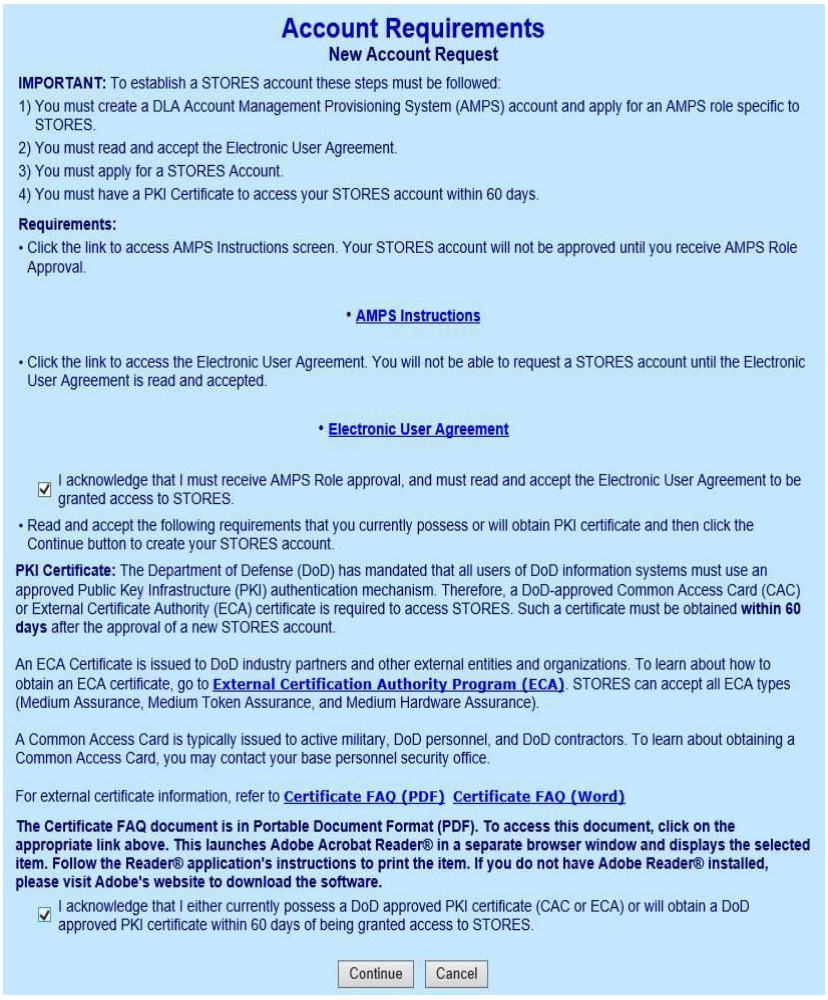
2 – Requesting a New Account

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.

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

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

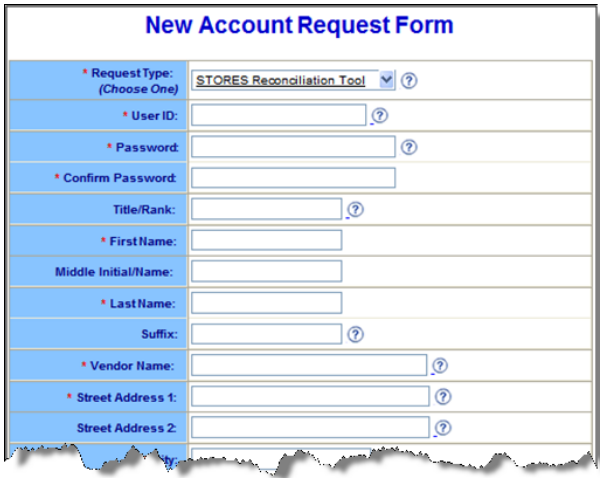


4. Print the two required forms necessary for an account request to be approved.

5. Select the checkboxes acknowledging having read the information and click on the ‘Continue’ button to display the ‘New Account Request Form’.

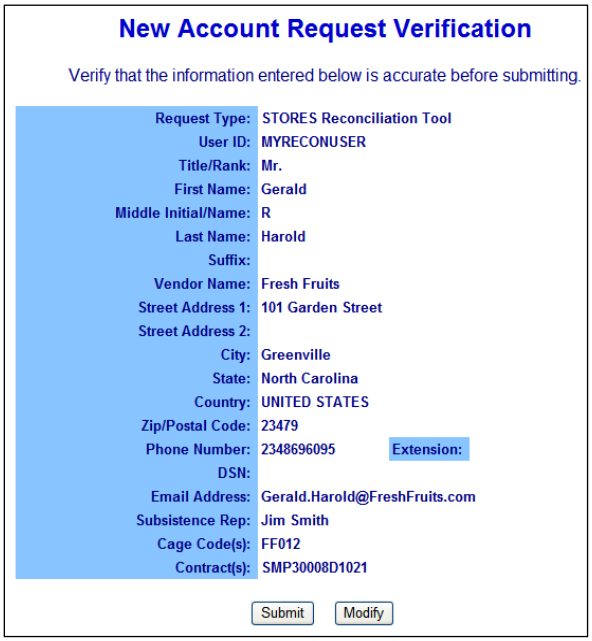
6. Select the 'STORES Reconciliation Tool' option from the 'Request Type' dropdown list and the selected form appears.

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

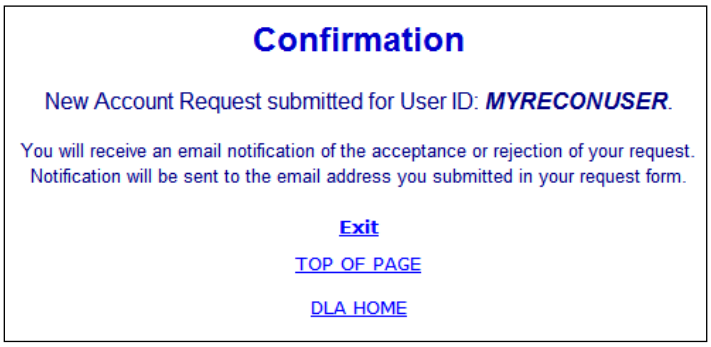


8. Check the accuracy of the information entered in the appearing 'New Account Request Verification' page.

9. Select the 'Modify' or the 'Submit' buttons to either correct some entry or submit the request.



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.

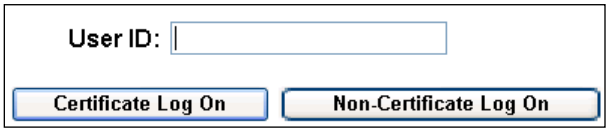


3 – Resetting a Password

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.



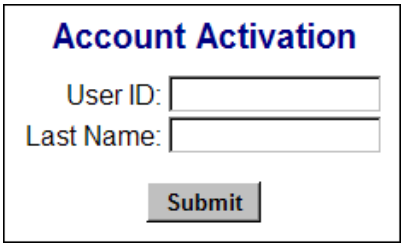
2. Select a valid certificate for logging on to STORES and click on the 'OK' button to display the 'Enter Password' page.

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

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

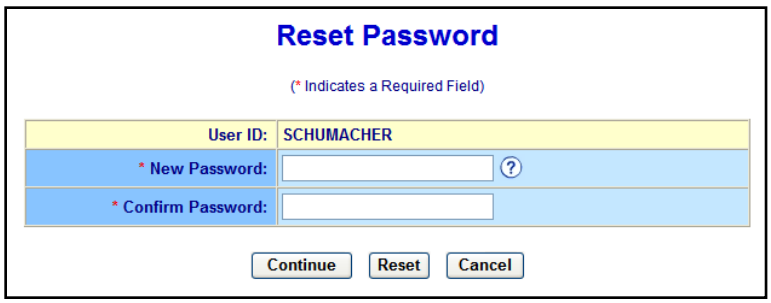
5. Click on the ‘Exit’ button and follow the instructions on the ‘Confirmation’ page.
6. Access the registered e-mail address and follow the directions outlined to complete the reset password process.

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



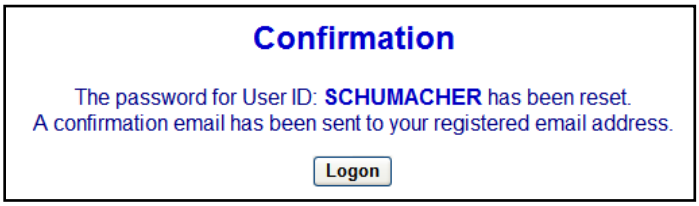
8. Enter the User ID and Last Name associated with the account in the provided fields and click on the ‘Submit’ button to display the ‘Password Reset’ page.

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



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.



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

4 – Requesting Re-Activation

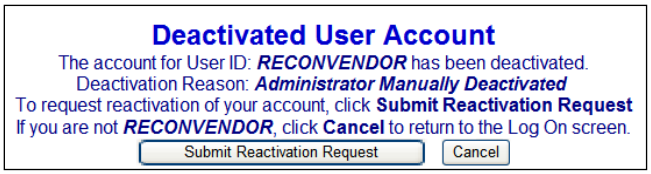
When users' accounts are disabled -- by a system administrator, an expired password, three failed consecutive logging attempts or due to a lack of activity for 35 days – an electronic reactivation request may be requested.

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

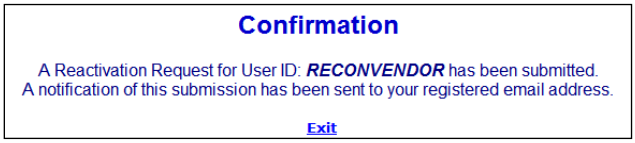
IMPORTANT NOTE

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.



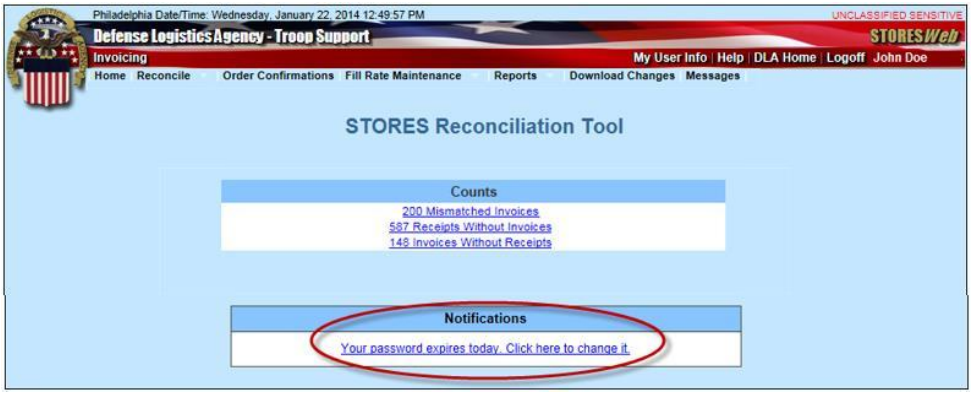
2. Click on the 'Exit' link in the appearing 'Confirmation' page.



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 ling and follow the instructions.

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

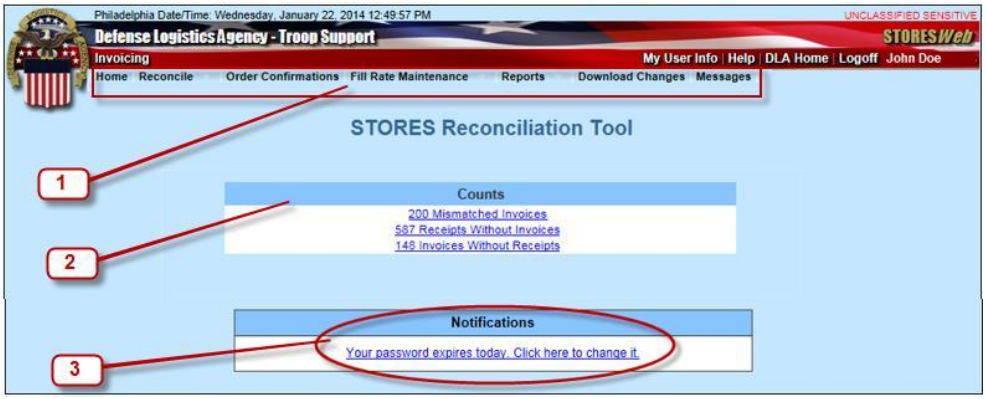
6 – Logging Off of STORES Web

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

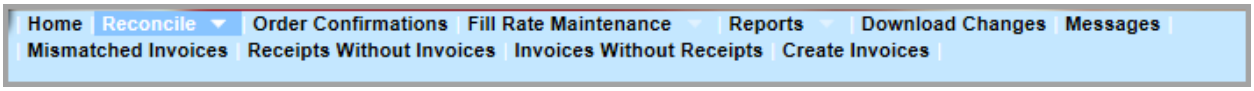
A message displays: Logged Off and You have logged out of the STORES Web Application.

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

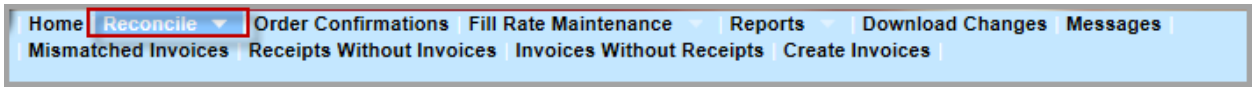
Several operations may be performed to reconcile receipts and invoices using the instructions in this chapter.

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.

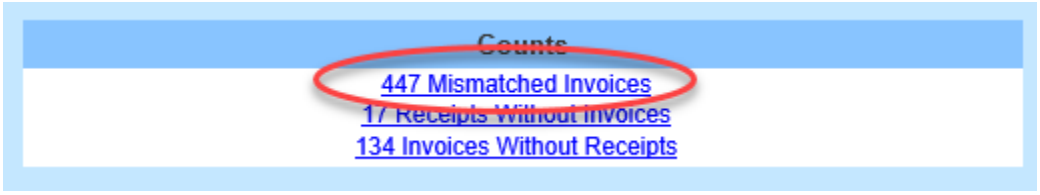
Follow the steps outlined below to display Mismatched invoices:

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



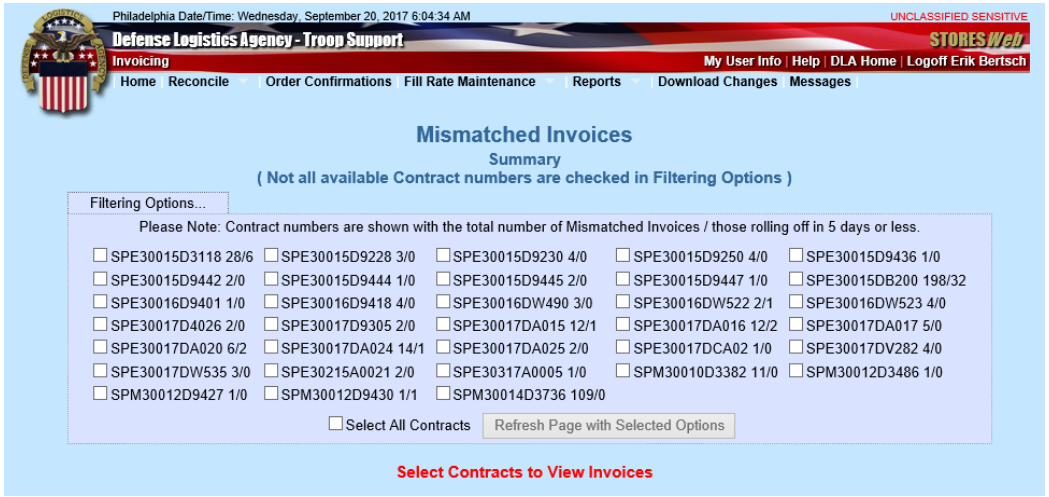
OR -

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

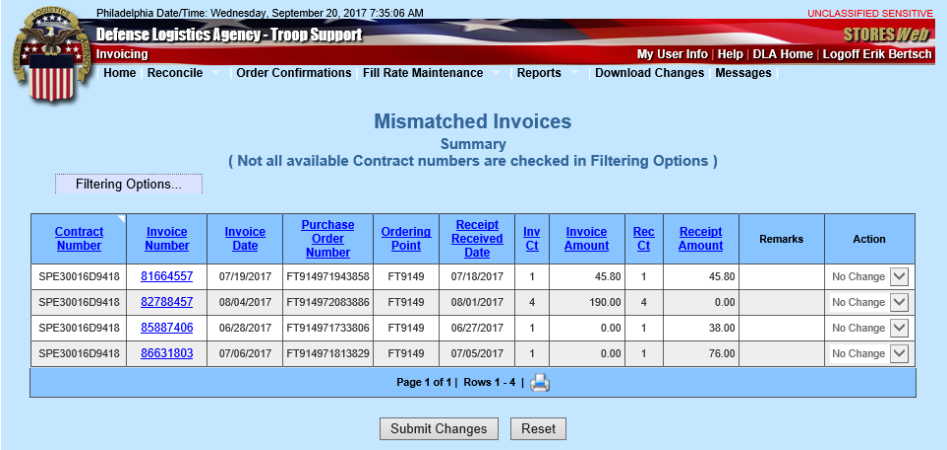


The 'Mismatched Invoices – Summary' page appears displaying all the contracts assigned to the users. Each contract is followed by two numbers:

- 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.



3. 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
SPE30016D9418	82788457	08/04/2017	FT914972083886	FT9149	08/01/2017	4	190.00	4	0.00		No Change
SPE30016D9418	85887406	06/28/2017	FT914971733806	FT9149	06/27/2017	1	0.00	1	38.00		No Change
SPE30016D9418	86631803	07/06/2017	FT914971813829	FT9149	07/05/2017	1	0.00	1	76.00		No Change

Page 1 of 1 | Rows 1 - 4 |

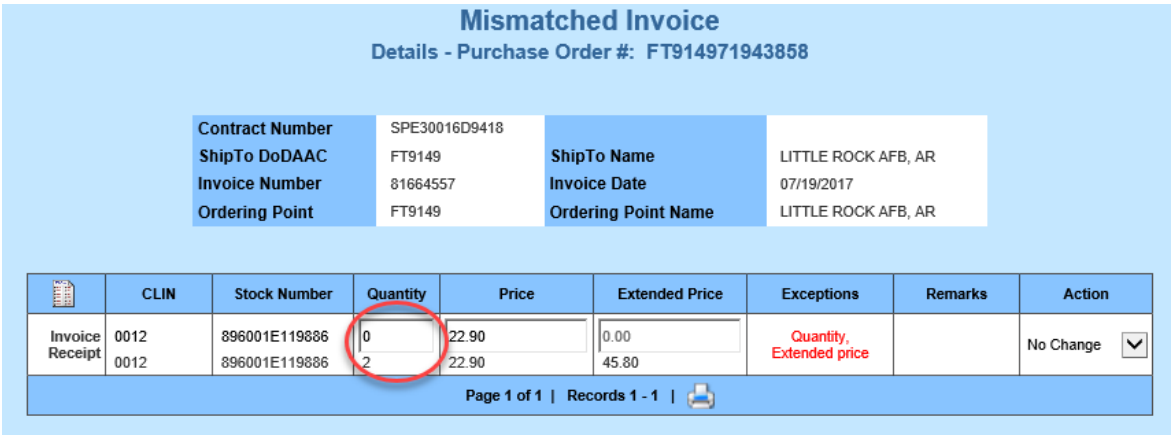
4. Access the details of any invoice by clicking on the invoice number link and the 'Mismatched Invoice Details' page appears.

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
SPE30016D9418	82788457	08/04/2017	FT914972083886	FT9149	08/01/2017	4	190.00	4	0.00		No Change
SPE30016D9418	85887406	06/28/2017	FT914971733806	FT9149	06/27/2017	1	0.00	1	38.00		No Change
SPE30016D9418	86631803	07/06/2017	FT914971813829	FT9149	07/05/2017	1	0.00	1	76.00		No Change

Page 1 of 1 | Rows 1 - 4 |

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

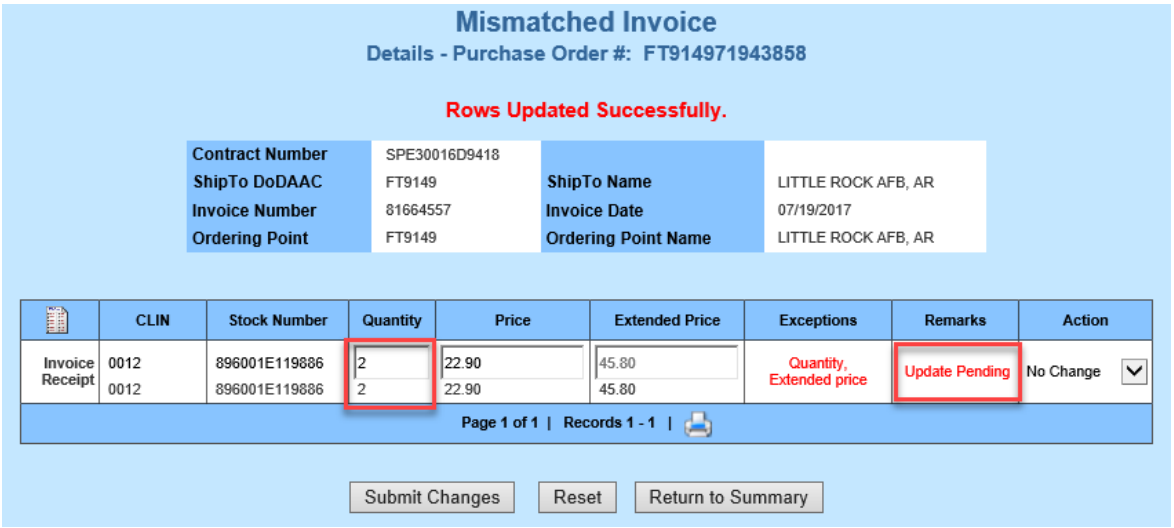
- CLIN
- Stock Number
- Quantity
- Price



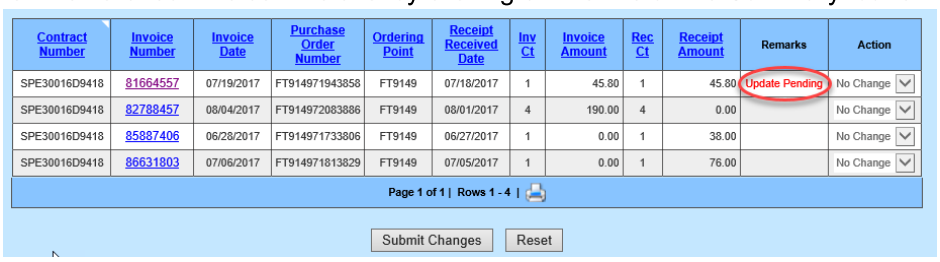
The text in the 'Exceptions' column identifies issues with the mismatched invoice.

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.



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

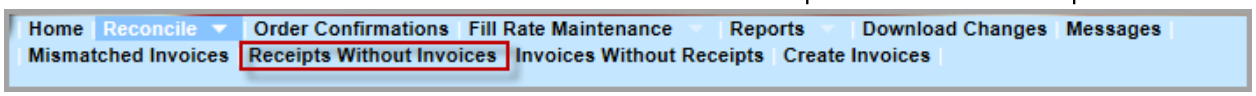


1.2 – Receipts Without Invoices

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

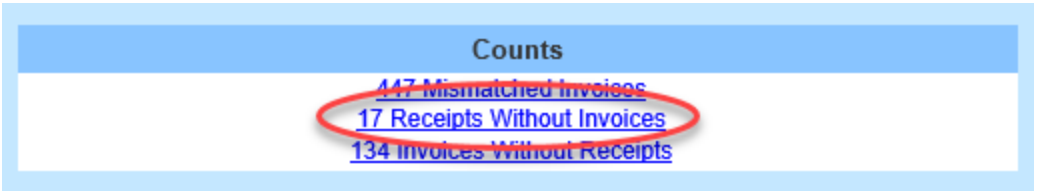
Follow the steps outlined below to display the Receipts Without Invoices:

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

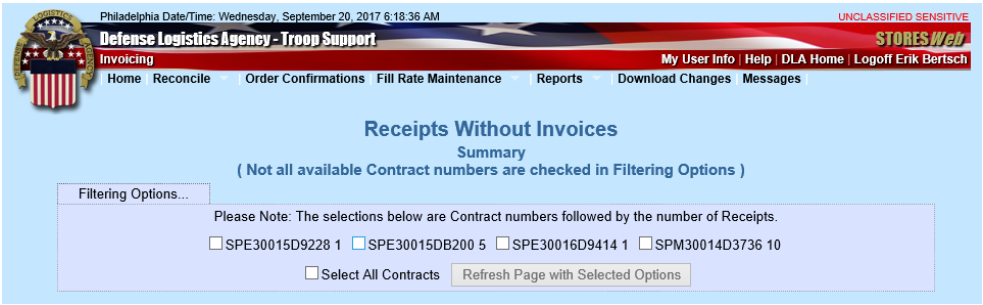


OR -

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.

3. 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 |

4. 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 |

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

Receipt Without Invoice
Details

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

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 |

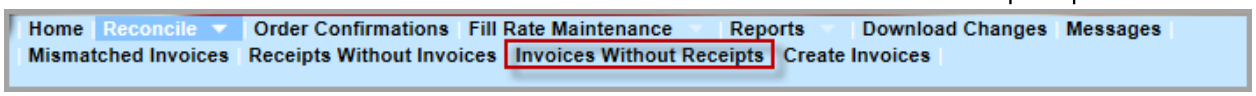
6. Click on the 'Return to Summary' button to bring back the 'Receipts Without Invoices – Summary' page.

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.

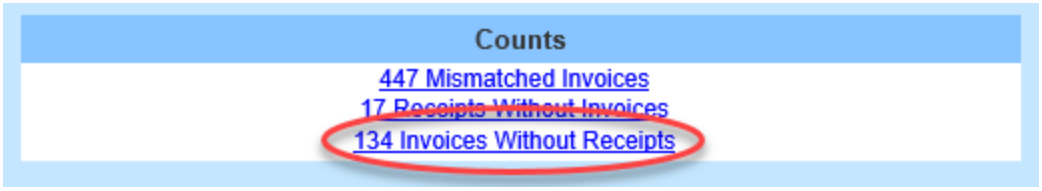
Follow the steps outlined below to display the Invoices Without Receipts.

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

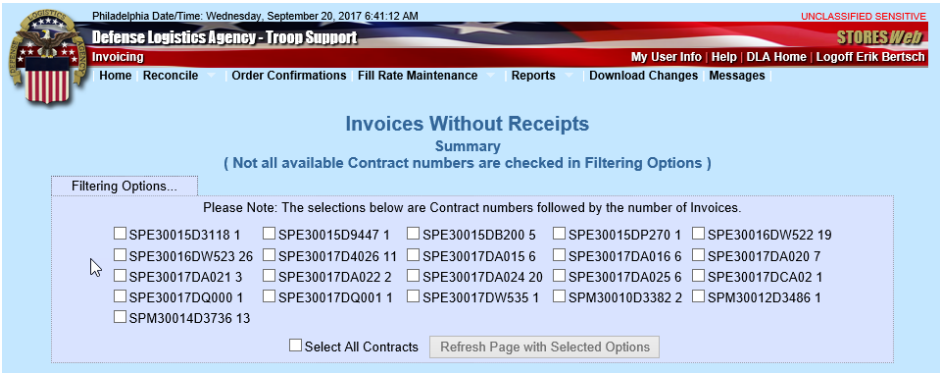


OR -

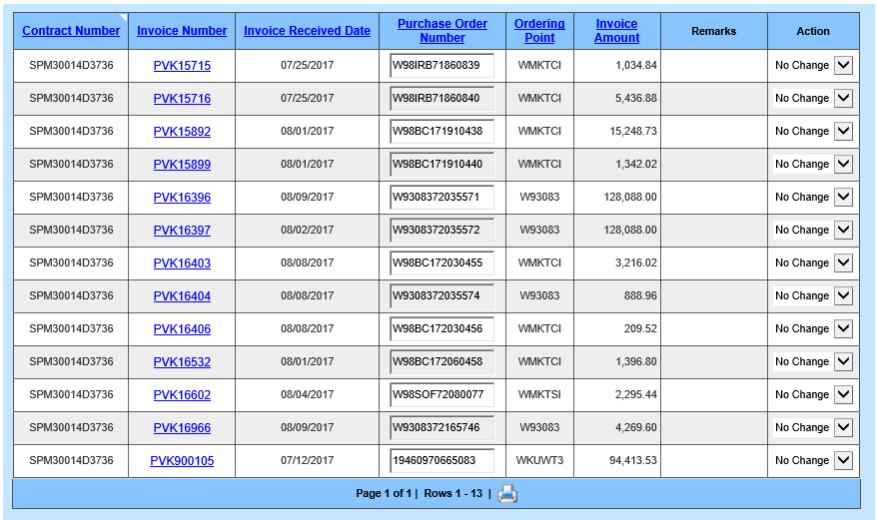
Click on the link for Invoices Without Receipts in the 'Counts' feature on the home page



The 'Invoices Without Receipts – Summary' page appears.



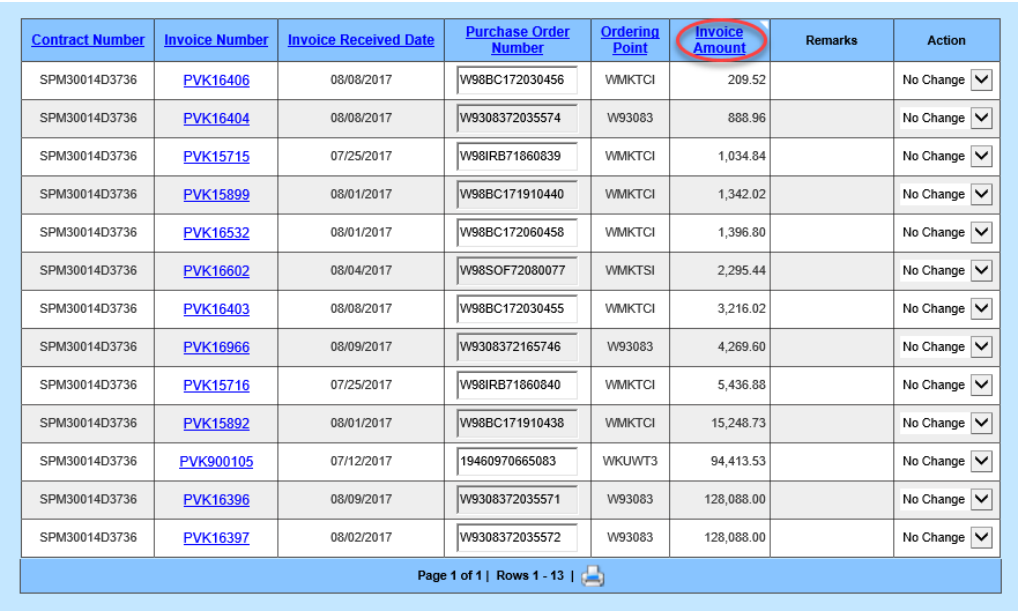
2. Limit the results appearing on the page by activating the checkbox next to the target contracts and clicking on the 'Refresh Page with Selected Options' button.



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
SPM30014D3736	PVK15716	07/25/2017	W98IRB71860840	WMKTCI	5,436.88		No Change
SPM30014D3736	PVK15892	08/01/2017	W98BC171910438	WMKTCI	15,248.73		No Change
SPM30014D3736	PVK15899	08/01/2017	W98BC171910440	WMKTCI	1,342.02		No Change
SPM30014D3736	PVK16396	08/09/2017	W9308372035571	W93083	128,088.00		No Change
SPM30014D3736	PVK16397	08/02/2017	W9308372035572	W93083	128,088.00		No Change
SPM30014D3736	PVK16403	08/08/2017	W98BC172030455	WMKTCI	3,216.02		No Change
SPM30014D3736	PVK16404	08/08/2017	W9308372035574	W93083	888.96		No Change
SPM30014D3736	PVK16406	08/08/2017	W98BC172030456	WMKTCI	209.52		No Change
SPM30014D3736	PVK16532	08/01/2017	W98BC172060458	WMKTCI	1,396.80		No Change
SPM30014D3736	PVK16602	08/04/2017	W98SOF72080077	WMKTSI	2,295.44		No Change
SPM30014D3736	PVK16966	08/09/2017	W9308372165746	W93083	4,269.60		No Change
SPM30014D3736	PVK900105	07/12/2017	19460970665083	WKUWT3	94,413.53		No Change

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	WMKTCI	209.52		No Change
SPM30014D3736	PVK16404	08/08/2017	W9308372035574	W93083	888.96		No Change
SPM30014D3736	PVK15715	07/25/2017	W98IRB71860839	WMKTCI	1,034.84		No Change
SPM30014D3736	PVK15899	08/01/2017	W98BC171910440	WMKTCI	1,342.02		No Change
SPM30014D3736	PVK16532	08/01/2017	W98BC172060458	WMKTCI	1,396.80		No Change
SPM30014D3736	PVK16602	08/04/2017	W98SOF72080077	WMKTSI	2,295.44		No Change
SPM30014D3736	PVK16403	08/08/2017	W98BC172030455	WMKTCI	3,216.02		No Change
SPM30014D3736	PVK16966	08/09/2017	W9308372165746	W93083	4,269.60		No Change
SPM30014D3736	PVK15716	07/25/2017	W98IRB71860840	WMKTCI	5,436.88		No Change
SPM30014D3736	PVK15892	08/01/2017	W98BC171910438	WMKTCI	15,248.73		No Change
SPM30014D3736	PVK900105	07/12/2017	19460970665083	WKUWT3	94,413.53		No Change
SPM30014D3736	PVK16396	08/09/2017	W9308372035571	W93083	128,088.00		No Change
SPM30014D3736	PVK16397	08/02/2017	W9308372035572	W93083	128,088.00		No Change

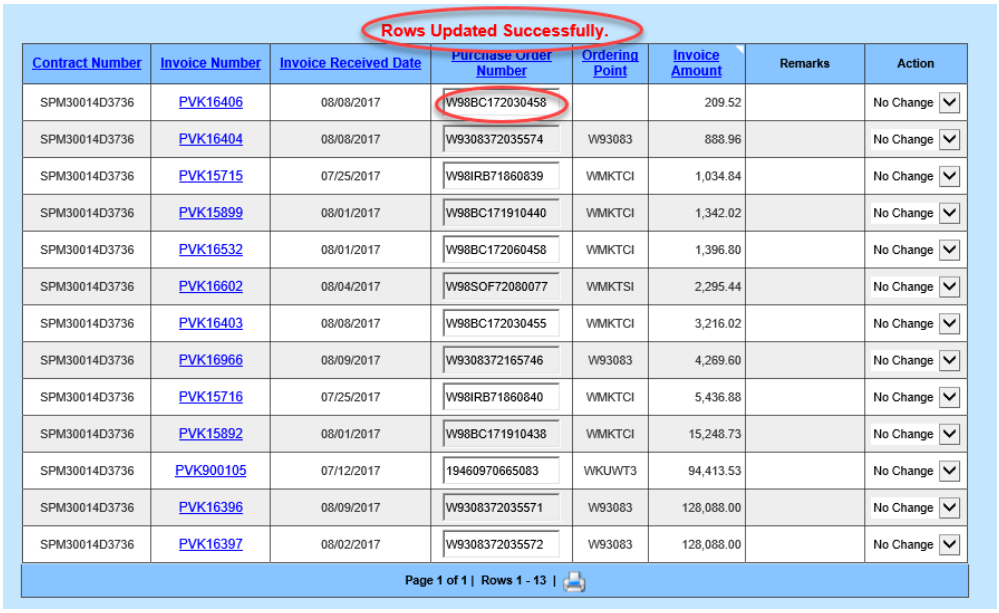
Page 1 of 1 | Rows 1 - 13 |

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.



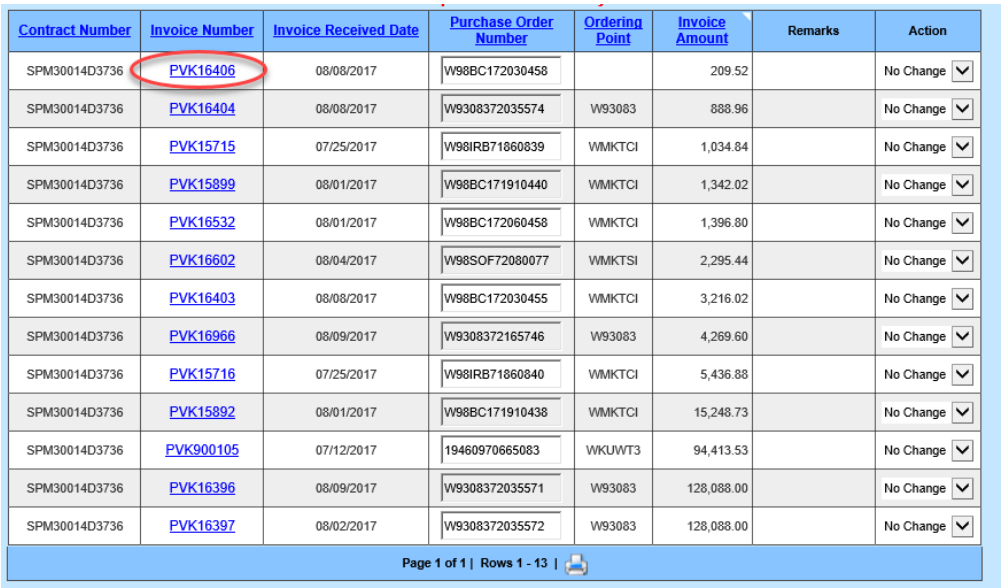
Rows Updated Successfully.

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
SPM30014D3736	PVK16404	08/08/2017	W9308372035574	W93083	888.96		No Change
SPM30014D3736	PVK15715	07/25/2017	W98IRB71860839	WMKTCI	1,034.84		No Change
SPM30014D3736	PVK15899	08/01/2017	W98BC171910440	WMKTCI	1,342.02		No Change
SPM30014D3736	PVK16532	08/01/2017	W98BC172060458	WMKTCI	1,396.80		No Change
SPM30014D3736	PVK16602	08/04/2017	W98SOF72080077	WMKTSI	2,295.44		No Change
SPM30014D3736	PVK16403	08/08/2017	W98BC172030455	WMKTCI	3,216.02		No Change
SPM30014D3736	PVK16966	08/09/2017	W9308372165746	W93083	4,269.60		No Change
SPM30014D3736	PVK15716	07/25/2017	W98IRB71860840	WMKTCI	5,436.88		No Change
SPM30014D3736	PVK15892	08/01/2017	W98BC171910438	WMKTCI	15,248.73		No Change
SPM30014D3736	PVK900105	07/12/2017	19460970665083	WKUWT3	94,413.53		No Change
SPM30014D3736	PVK16396	08/09/2017	W9308372035571	W93083	128,088.00		No Change
SPM30014D3736	PVK16397	08/02/2017	W9308372035572	W93083	128,088.00		No Change

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’.

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

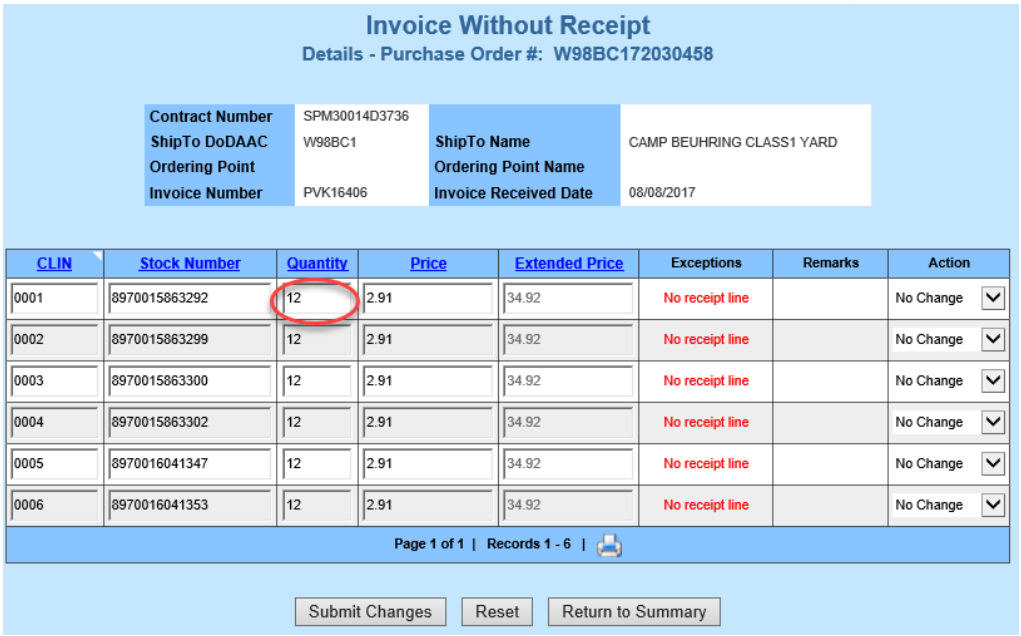


Contract Number	Invoice Number	Invoice Received Date	Purchase Order Number	Ordering Point	Invoice Amount	Remarks	Action
SPM30014D3736	PVK16406	08/08/2017	W98BC172030458		209.52		No Change
SPM30014D3736	PVK16404	08/08/2017	W9308372035574	W93083	888.96		No Change
SPM30014D3736	PVK15715	07/25/2017	W98IRB71860839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

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.

6. Enter any appropriate data in the available fields and click on the ‘Submit Changes’ button.



Invoice Without Receipt

Details - Purchase Order #: W98BC172030458

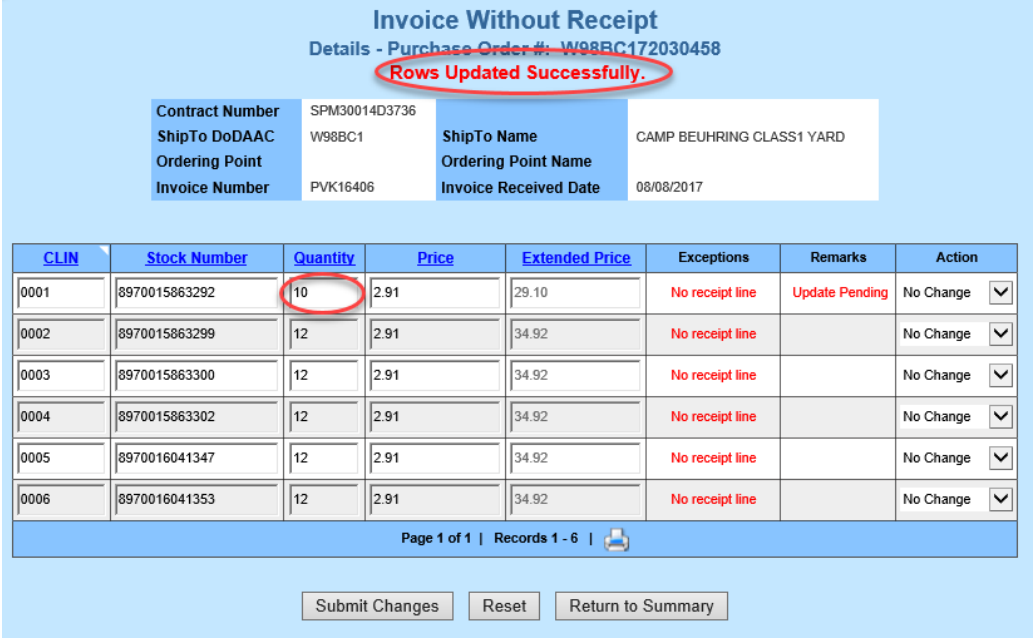
Contract Number	SPM30014D3736		
ShipTo DoDAAC	W98BC1	**ShipTo Name**	CAMP BEUHRING CLASS1 YARD
Ordering Point		**Ordering Point Name**	
Invoice Number	PVK16406	**Invoice Received Date**	08/08/2017

CLIN	Stock Number	Quantity	Price	Extended Price	Exceptions	Remarks	Action
0001	8970015863292	12	2.91	34.92	No receipt line		No Change
0002	8970015863299	12	2.91	34.92	No receipt line		No Change
0003	8970015863300	12	2.91	34.92	No receipt line		No Change
0004	8970015863302	12	2.91	34.92	No receipt line		No Change
0005	8970016041347	12	2.91	34.92	No receipt line		No Change
0006	8970016041353	12	2.91	34.92	No receipt line		No Change

Page 1 of 1 | Records 1 - 6 |

Submit Changes | Reset | Return to Summary

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

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

Page 1 of 1 | Records 1 - 6 |

Submit Changes | Reset | Return to Summary

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

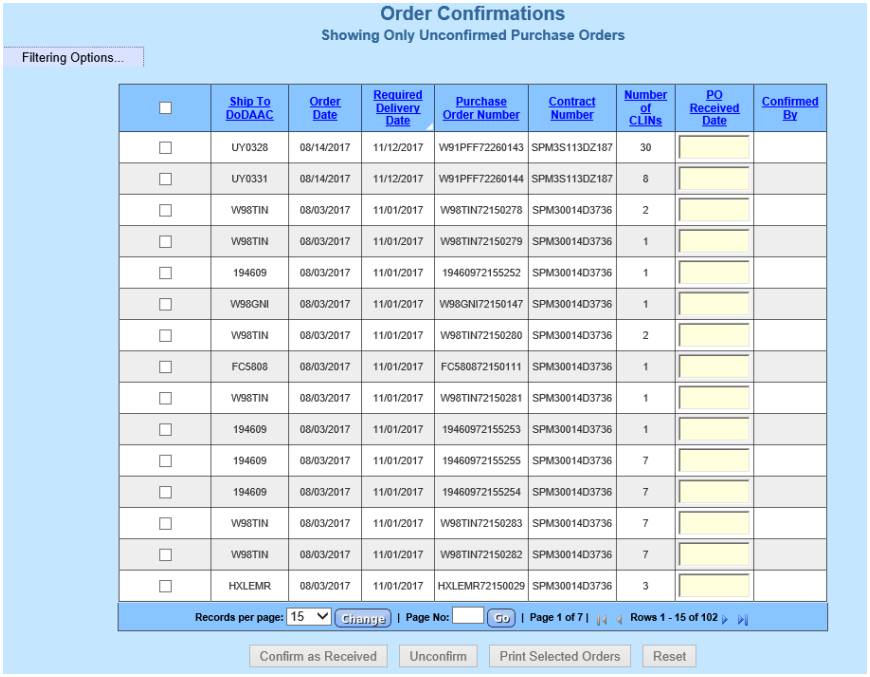
NO RECORDS FOUND

CHAPTER 4 –
ORDER CONFIRMATIONS

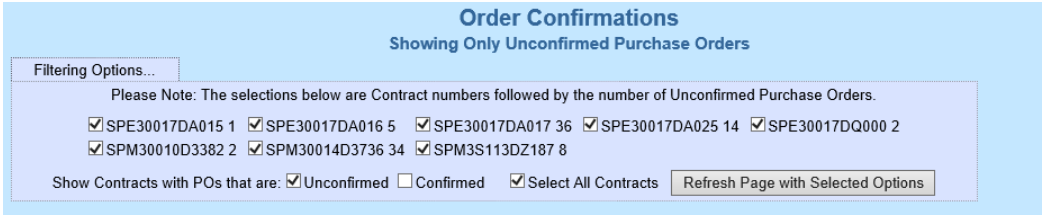
The ‘Order Confirmations’ summary displays read-only information for Purchase Orders (PO) sent by customers and provides notification to STORES customers that their POs were received by vendors. Once a PO has been confirmed through this process, the STORES Customer user can view the PO Received Date 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



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



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

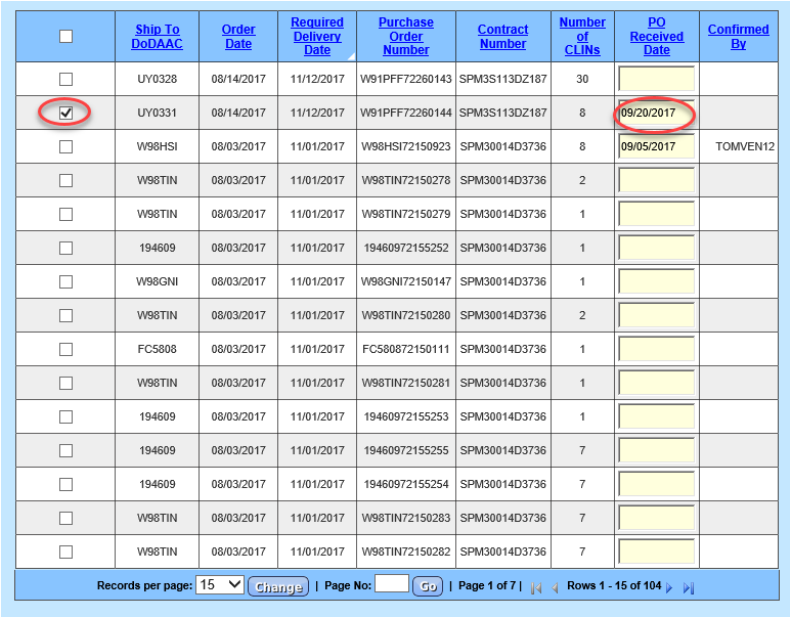
The following three filtering options are available:

- **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).

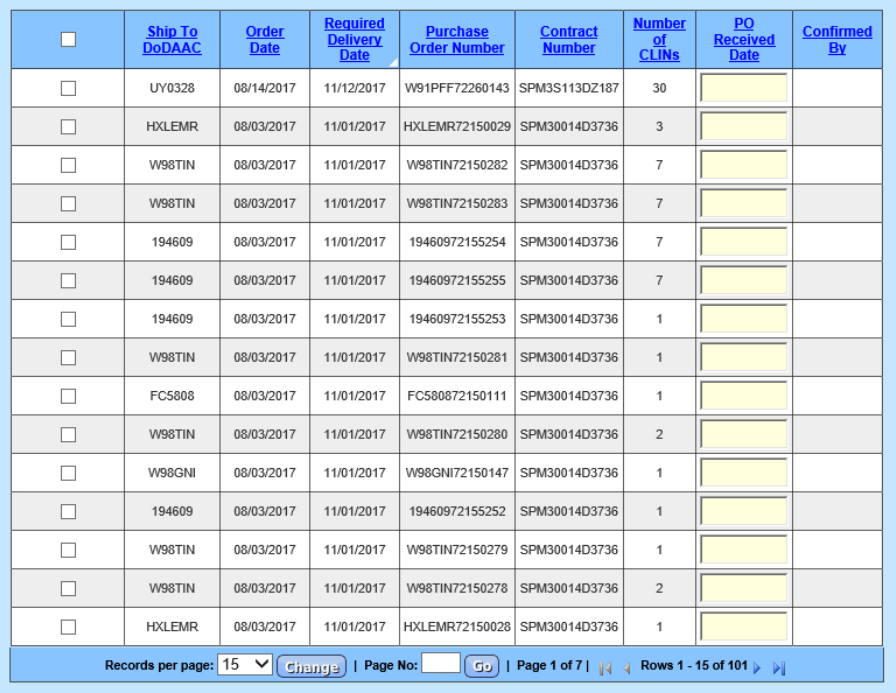
4. Deselect the ‘Select All Contracts’ checkbox. The screen reappears displaying all Purchase Orders associated with the selected Contracts.

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



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.

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



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

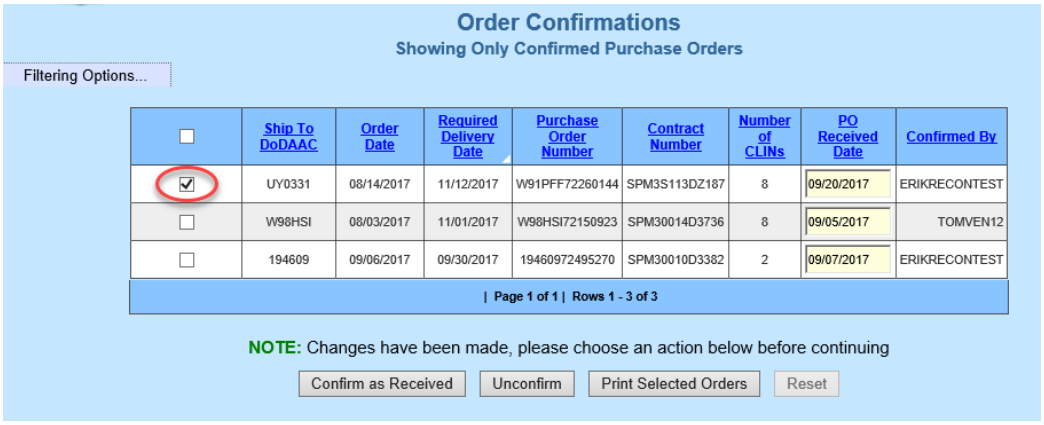
8. Click on the ‘Filtering Options…’ button, deactivate the ‘Unconfirmed’ checkbox option and activate the ‘Confirmed’ checkbox option finally click on the ‘’Refresh Page with Selected Options’ button and the following screen appears.

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

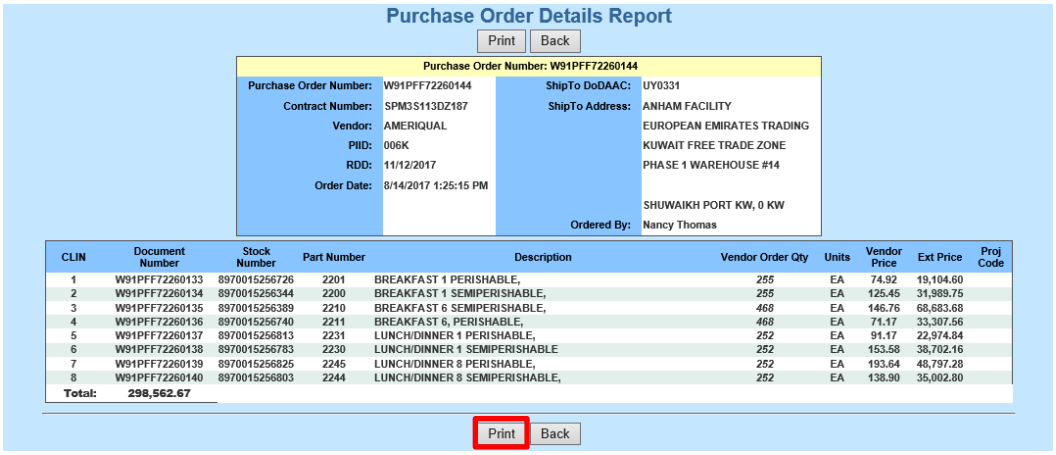
| Page 1 of 1 | Rows 1 - 3 of 3

NOTE: This step is not necessary for Unconfirmed POs.

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



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

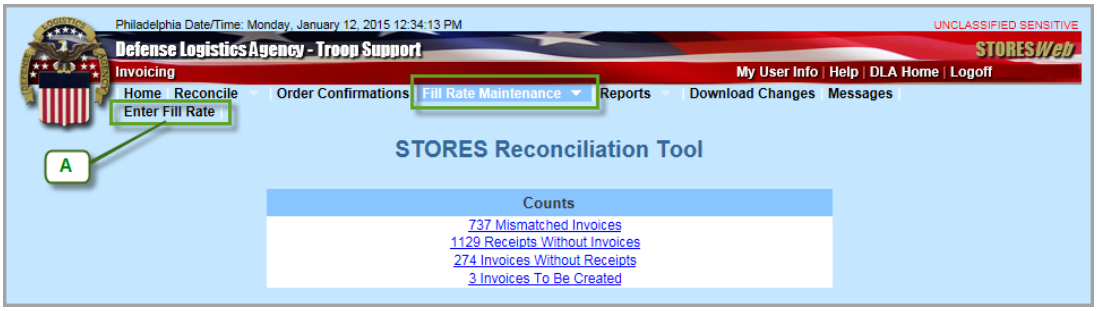


11. Log out of the Recon module and log in to the Customer module.

12. 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.

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.

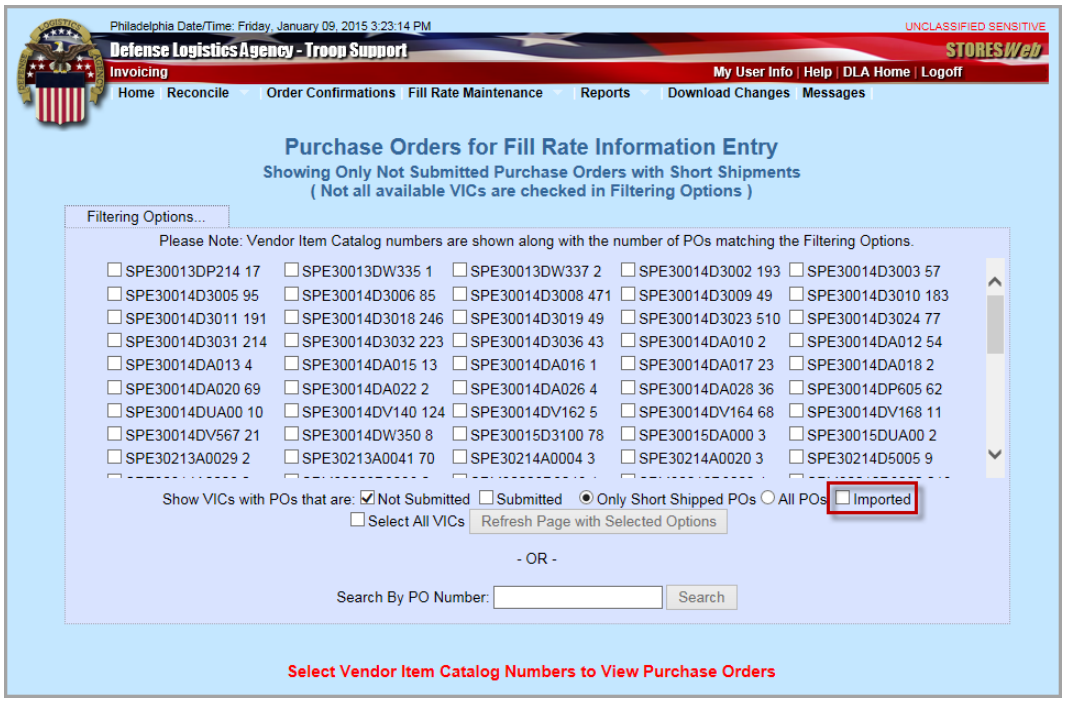
IMPORTANT NOTE

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.

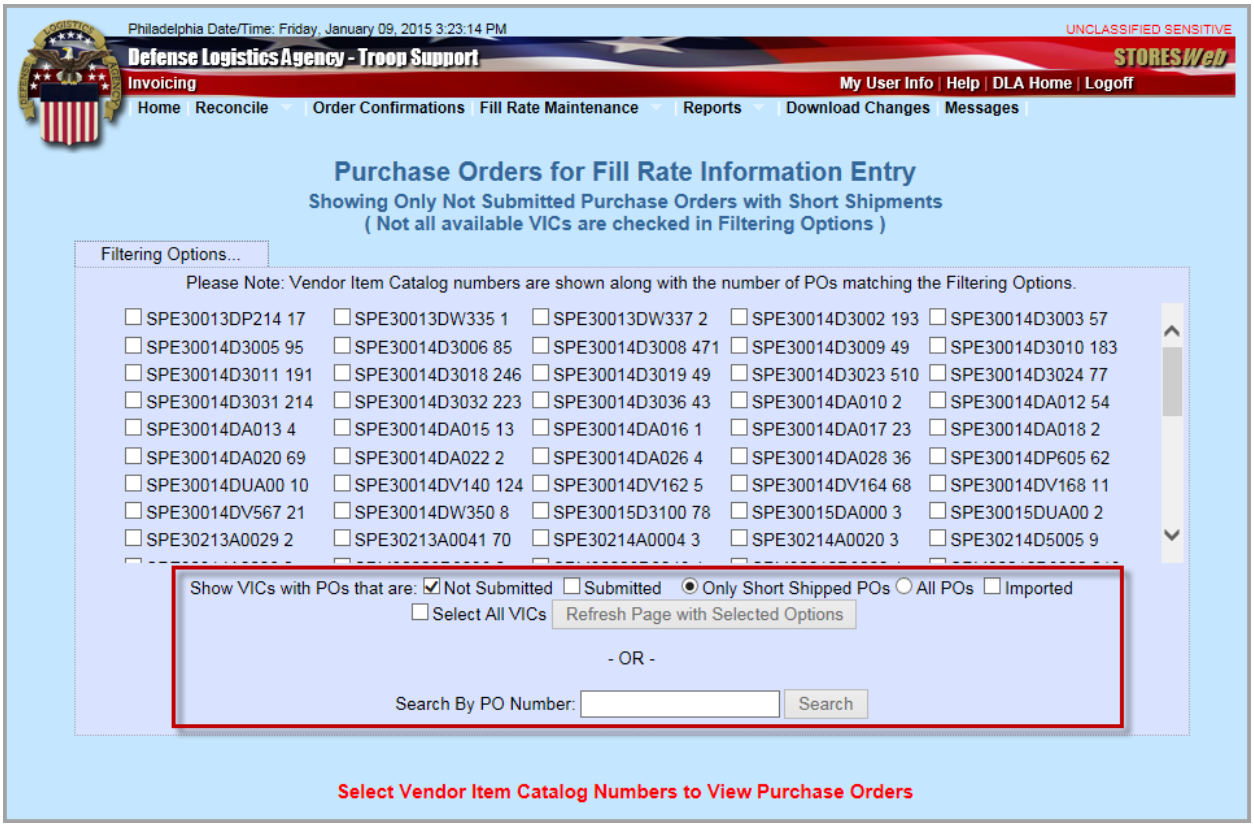


IMPORTANT NOTE

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

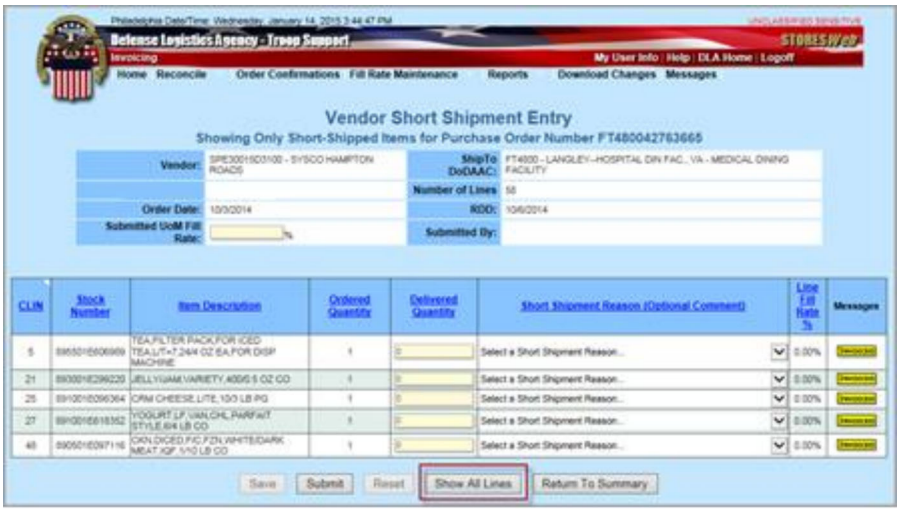
1. Make the appropriate filtering selections by choosing the radio buttons and checkboxes and click on the ‘Refresh Page with Selected Options’ button.

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/YYY’ by ‘USER ID’’.
- **IMPORTED –** Appears if the Purchase Order was imported.

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



3. Click on the ‘Show All Lines’ button to display the lines pertaining to the selected PO.

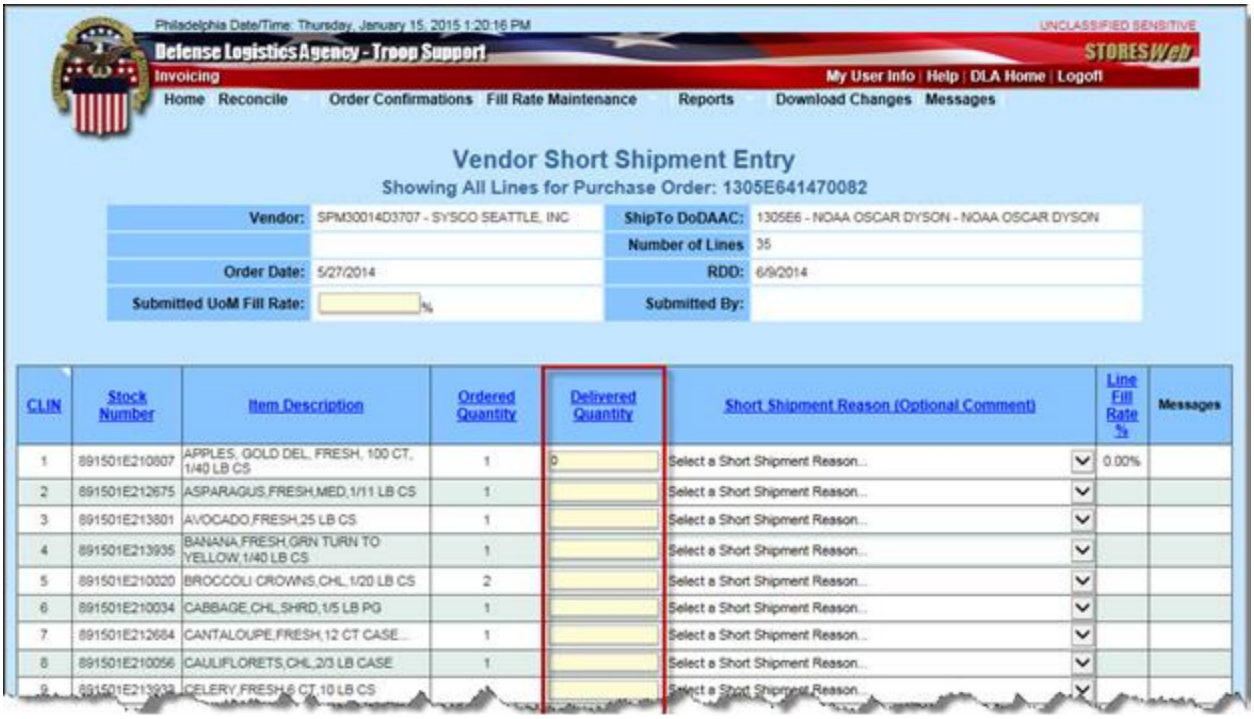
IMPORTANT NOTES

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.

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.



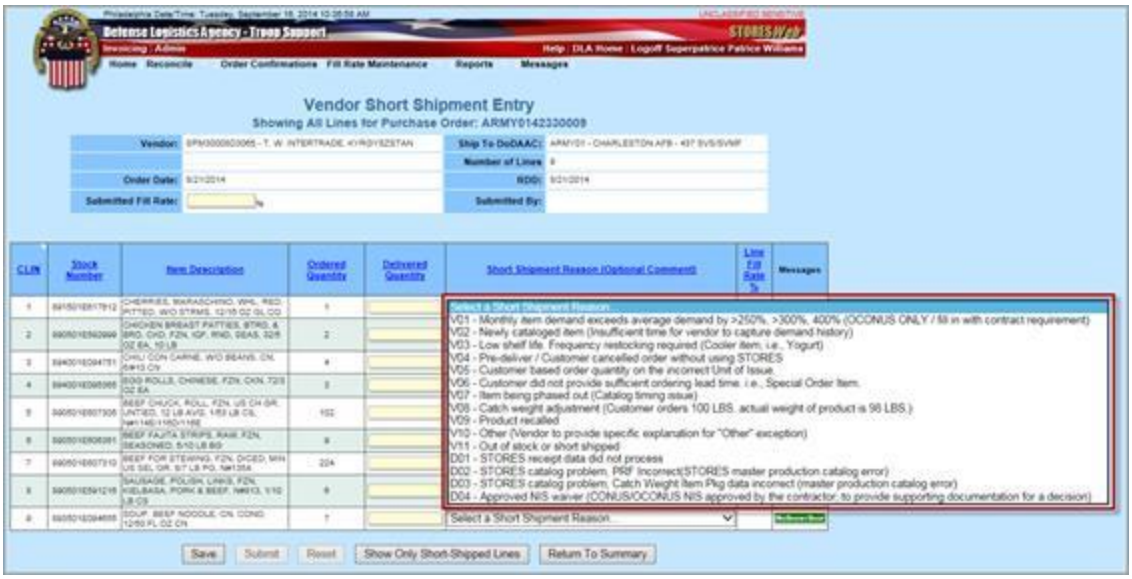
IMPORTANT NOTE

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.



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:

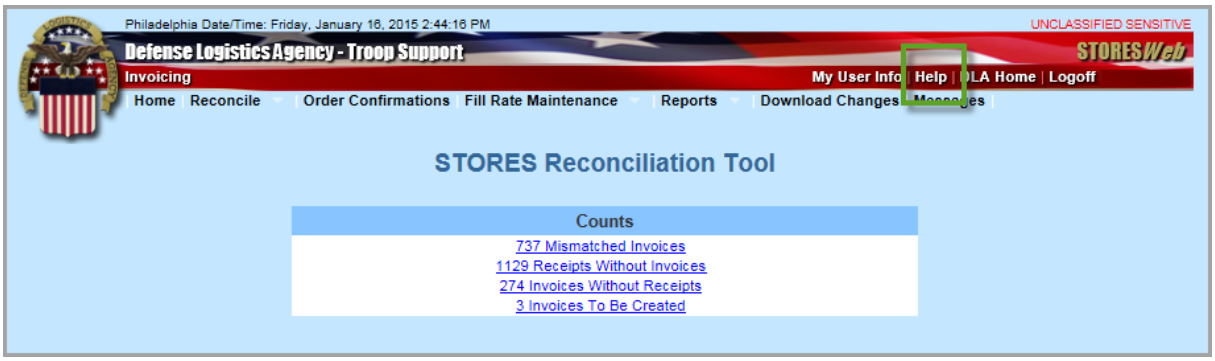
1. Contact the DLA Representative, prior to their initial submission.

2. Download the templates to be used for capturing Short Shipment information from the ‘Help’ page as shown below.

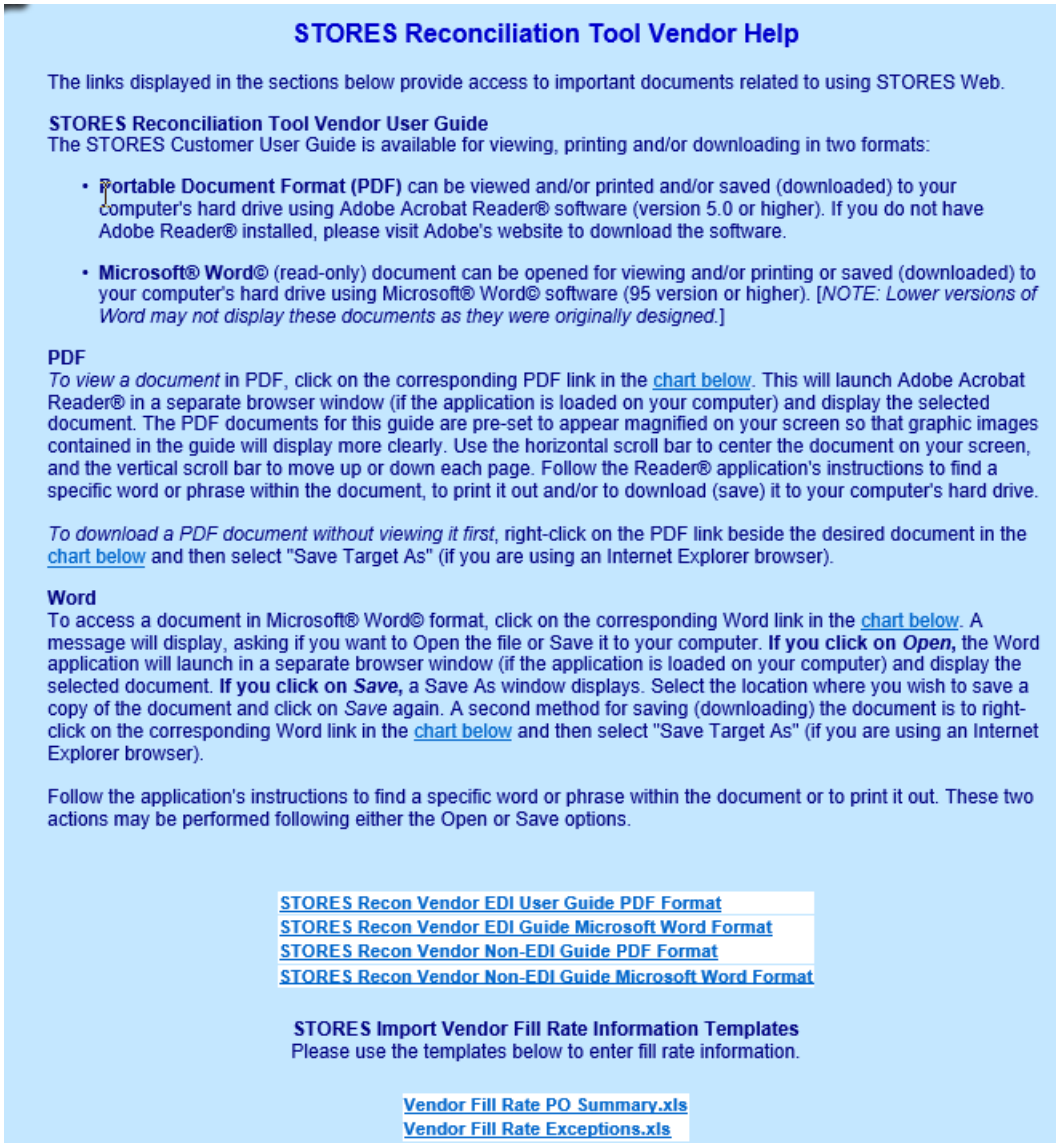
NOTE: Both the ‘Exception’ and the ‘PO Summary’ spreadsheets must be completed to be valid for submission.

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.

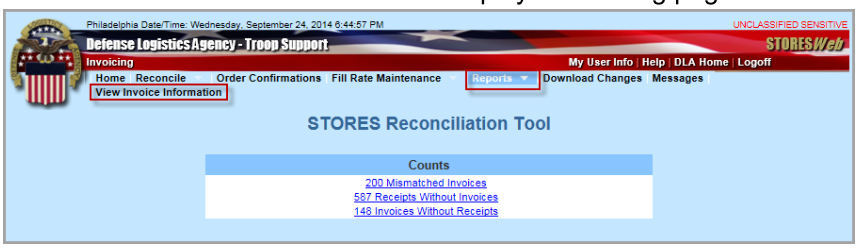
CHAPTER 6 – REPORTS

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:

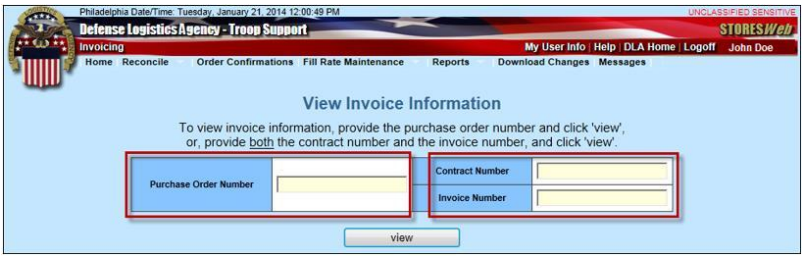


2. Enter the search criteria in the appropriate fields by either:

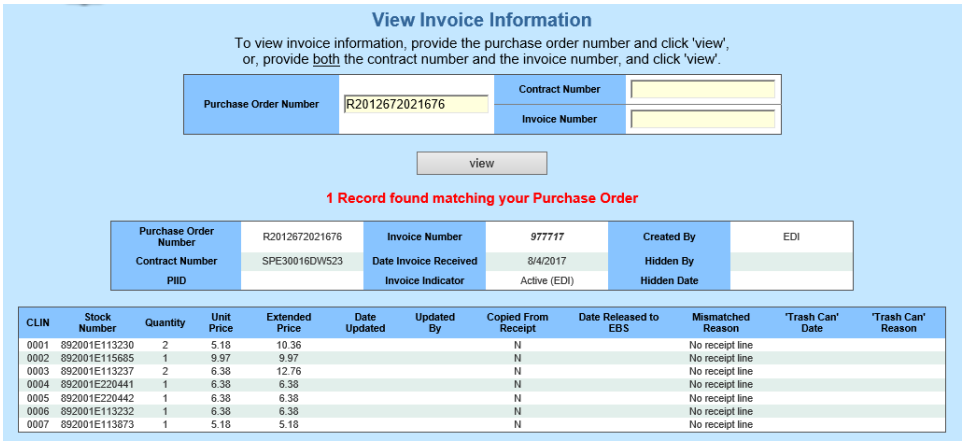
   - Entering the ‘Purchase Order Number’

- 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.

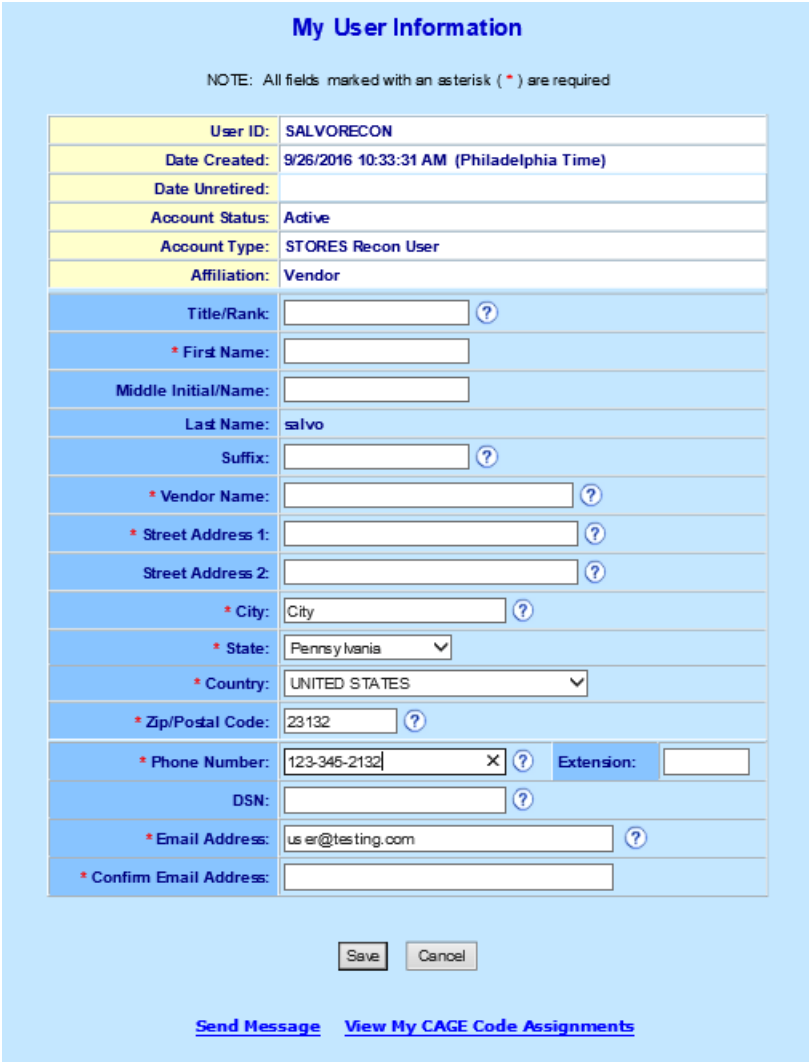


CHAPTER 7 –
MY CAGE CODE ASSIGNMENTS

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

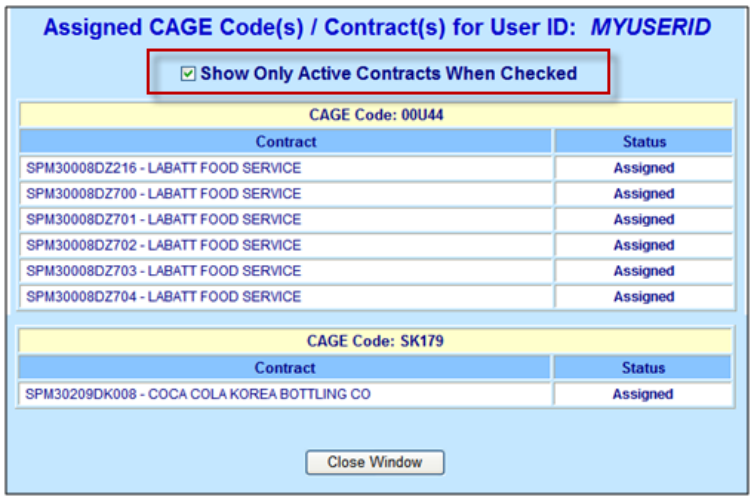
1. Click on the ‘My User Info’ link on the right side of the main menu to go to the ‘My User Information’ page.

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

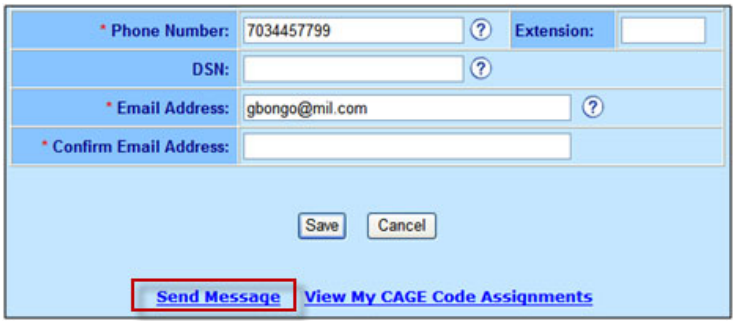


3. Deactivate the ‘Show Only Active Contracts’ checkbox to view inactive contracts.

4. Click on the ‘Close Window’ button to remove the Assigned CAGE Code(s) / Contract(s) page.



5. Click on the ‘Send Message’ link at the bottom of the screen to request changes to CAGE Code assignments.



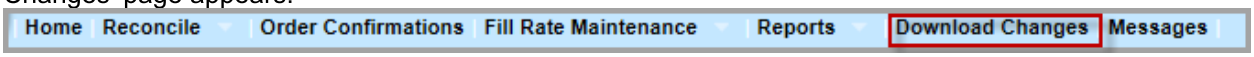
6. Enter the appropriate information in the ‘Message field’ -- either a request for new CAGE Codes or a deletion of existing CAGE Codes – and click on the ‘Send’ button.

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.

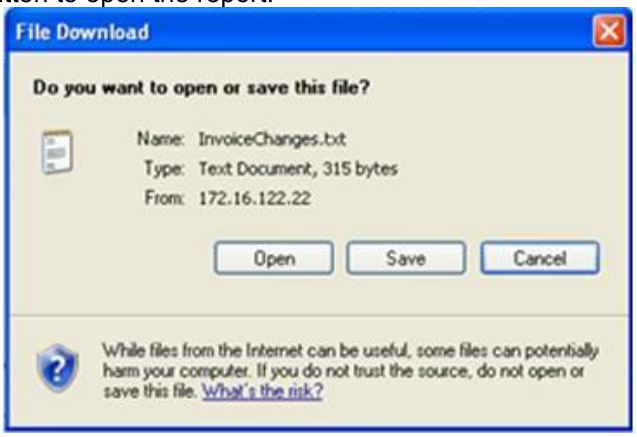
1. Select the ‘Download Changes’ menu option from the main menu and the ‘Download Invoice Changes’ page appears.



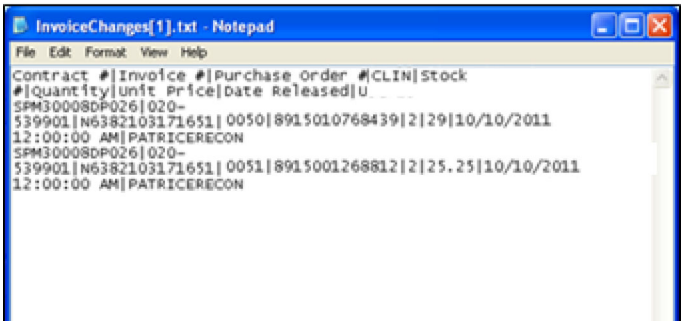
2. Select a date or date range for which to run the report and click on the ‘Download’ button.

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:



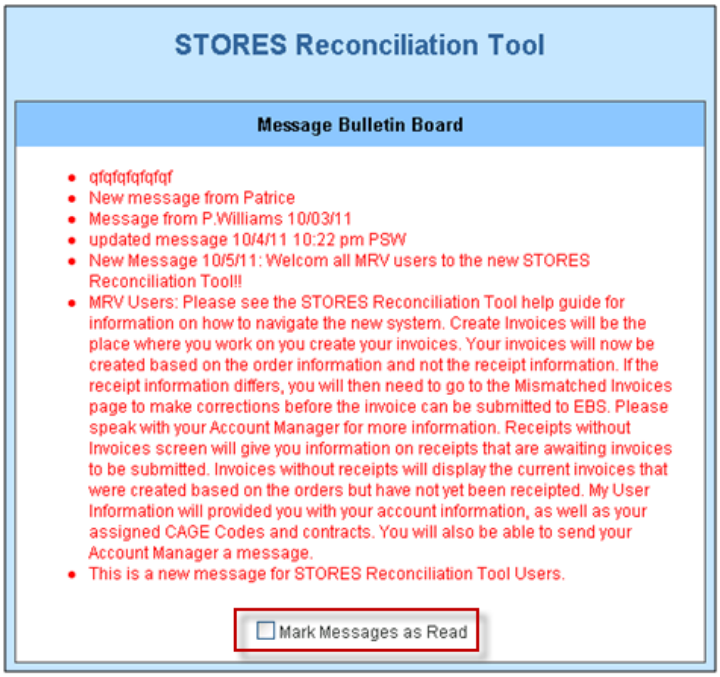
The changes for the date range selected appear in Notepad:



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

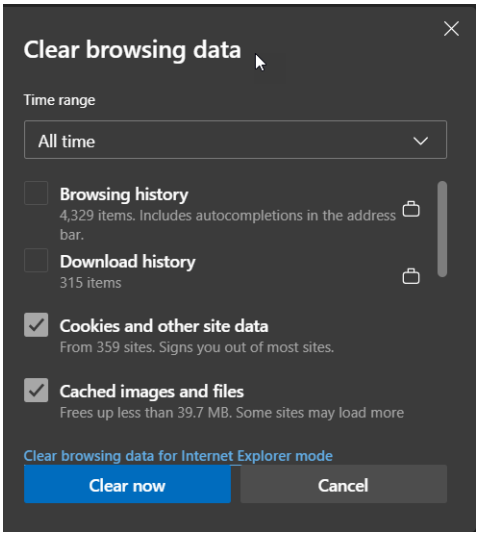
For a list of STORES POC's (OCONUS) see the URL below:
http://www.dla.mil/TroopSupport/Subsistence/Foodservices/Regions/OCONUS.aspx

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)

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

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:

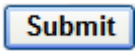
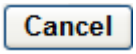
- You are activating an account.
- You are exempt from using a certificate.
- You are required to use a certificate.
- You are logging on for the first time with a certificate.

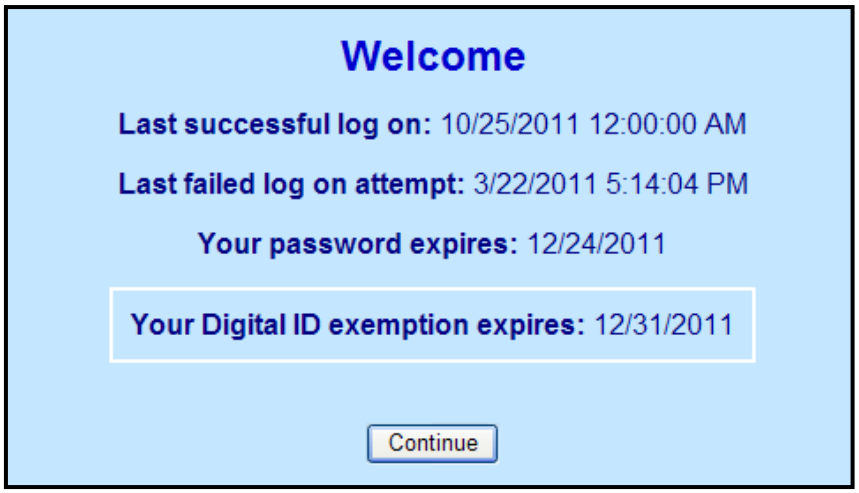
For information about obtaining a certificate and installing it on your computer, click the **Certificate FAQ** link on the Log On screen.

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
1. Open your browser and type https://www.stores.dla.mil/stores_web. The DoD ***Terms of Use*** display. **2.** Read the DoD Terms of Use and click **I Accept These Terms**. The STORES ***Log On*** screen displays (next page). **NOTE**: You cannot proceed to the ***Log On*** screen unless you accept the DoD Terms of Use.	***Log On*** Screen (first page)

STEP/ACTION	EXAMPLE
3. Enter your User ID on the ***Log On*** screen and select The ***Enter Password*** screen displays.	STORES Web ***Log On*** Screen (with close-up)
4. Enter your password. **5.** Click  to continue; the ***Welcome*** screen displays (see section 1.1.4 for an explanation of the information presented). -OR- Click  to return to the STORES ***Log On*** screen. **NOTE**: You can modify the User ID before entering the corresponding password.	***Enter Password*** Screen

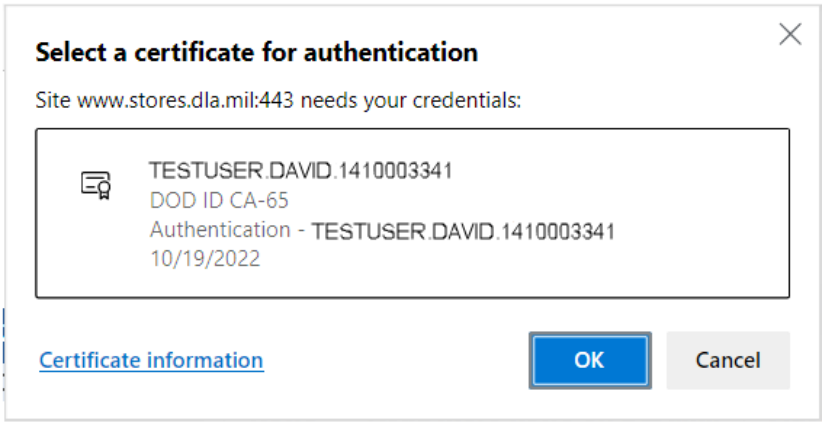
STEP/ACTION	EXAMPLE
6. Click Continue The ***Main Menu*** screen displays (see Chapter 2). **NOTE**: If the ***Electronic User Agreement*** has not been accepted or the user was reactivated, the user is required to accept the ***Electronic User Agreement*** again.	***Welcome*** Screen 

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

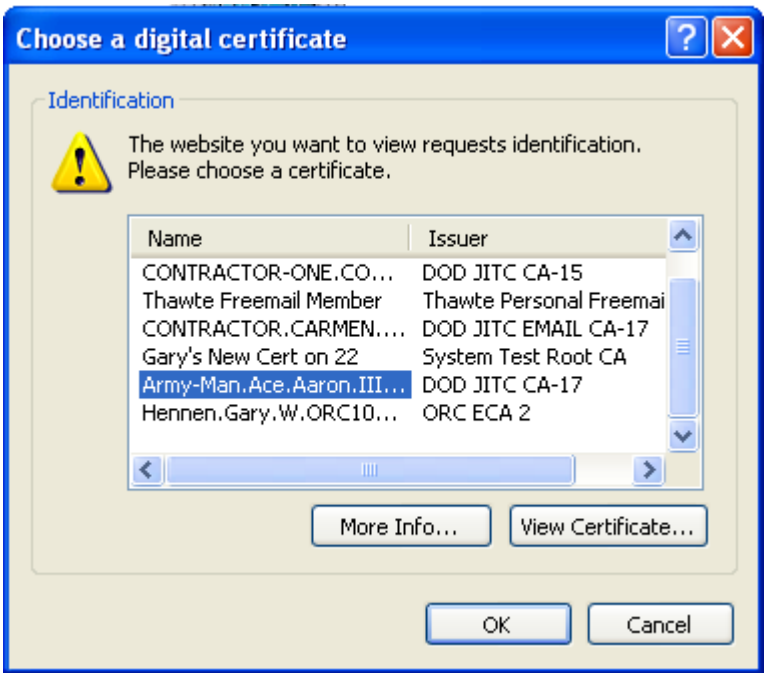
You are required to create an association between a certificate and your User ID the ***first time*** you log on to STORES using the Certificate Log On path. Create an association by following the steps provided below.

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
1. Open your browser and type https://www.stores.dla.mil/stores_web. You'll be prompted to select a certificate for authentication. Select your certificate and then the 'OK' button. The DoD ***Terms of Use*** display. **2.** Read the DoD Terms of Use and click **I Accept These Terms**. The STORES ***Log On*** screen displays (next page). **NOTE**: You cannot proceed to the ***Log On*** screen unless you accept the DoD Terms of Use.	***Prompt to select a Certificate***  ***Log On*** Screen (first page)

STEP/ACTION	EXAMPLE
3. Enter your User ID on the STORES ***Log On*** screen and select Certificate Log On The ***Choose a Digital Certificate*** screen displays (next page).	***Log On*** Screen (with close-up)

STEP/ACTION	EXAMPLE
4. Select a valid certificate for logging on to STORES and click OK The ***Enter Password*** screen displays. **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. **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. **OTHER AVAILABLE ACTIONS:** More Info... displays general help files. View Certificate... displays specific information about your certificate. Cancel cancels certificate log on, which displays the ***Certificate Problem*** screen (not pictured).	***Choose a Digital Certificate*** Dialog Box 
5. Enter your password. **6.** Click Submit to continue; the ***Create Digital ID Association*** screen displays (next page). -OR- Click Cancel to return to the ***Log On*** screen.	***Enter Password*** Screen

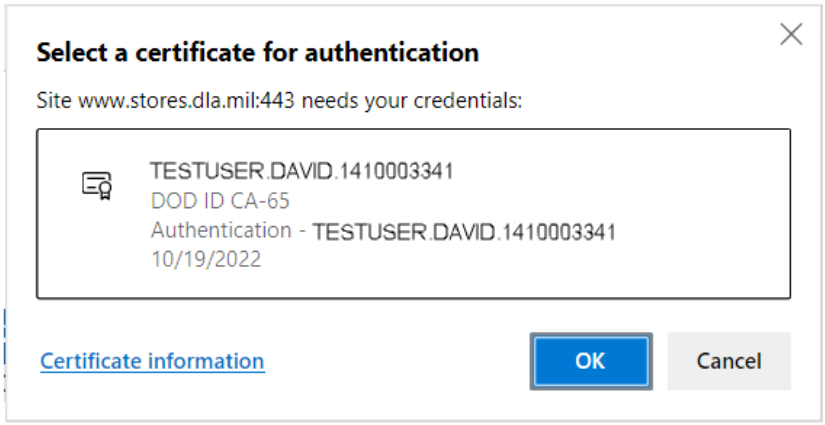
STEP/ACTION	EXAMPLE
Make sure the Digital ID chosen is the correct one before proceeding. **7.** Click Yes; the digital association ***Confirmation*** screen displays. -OR- Click No to cancel the association process and return to the ***Log On*** screen. **NOTE**: Email notifications are sent to you and to the STORES Administrator confirming that a Digital ID was associated with your User ID. **NOTE**: You are required to use the same Digital ID to log on with this User ID in the future.	***Create Digital ID Association*** Screen **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: ***SUBSISTUSER?*** **Digital ID on chosen Certificate:** CN=Army-Man.Ace.Aaron.III.9000001123, OU=USA, OU=PKI, OU=DoD, O=U.S. Government, C=US **NOTE:** You must have a valid Digital ID association to use STORES. Yes No
8. Click Continue. The ***Welcome*** screen displays (see section 1.1.4 for an explanation of the information presented).	***Confirmation*** Screen **Confirmation** A Digital ID association for User ID *SUBSISTUSER* 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. Continue
9. Click Continue The ***Main Menu*** screen displays (see Chapter 2). **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.	***Welcome*** Screen **Welcome** **Last successful log on:** 7/8/2019 8:03:42 AM **Last failed log on attempt:** 1/2/2018 9:25:52 AM Continue

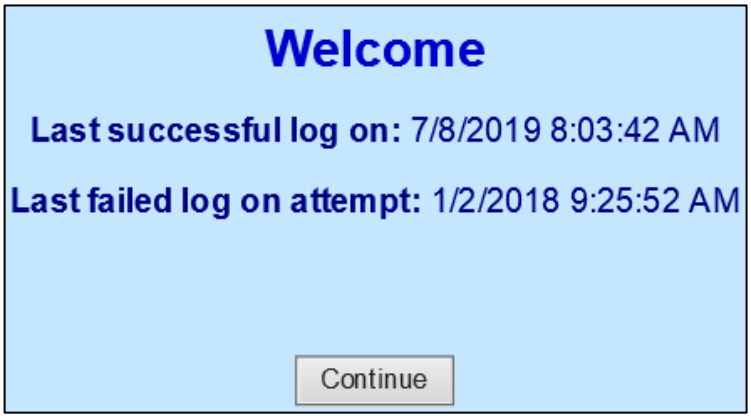
1.1.3 Path 3: Certificate Log On

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
1. Open your browser and type https://www.stores.dla.mil/stores_web. You'll be prompted to select a certificate for authentication. Select your certificate and then the 'OK' button. The DoD ***Terms of Use*** display. **2.** Read the DoD Terms of Use and click [I Accept These Terms]. The STORES ***Log On*** screen displays (next page). **NOTE**: You cannot proceed to the ***Log On*** screen unless you accept the DoD Terms of Use.	***Prompt to select a Certificate***  ***Log On*** Screen (first page)

STEP/ACTION	EXAMPLE
3. Enter your User ID on the ***Log On*** screen and select Certificate Log On. The ***Choose a Digital Certificate*** Dialog Box displays.	***Log On*** Screen (with close-up)
4. The ***Welcome*** screen displays (See section 1.1.4 for an explanation of the information presented) **5.** Click Continue The ***Main Menu*** screen displays (see Chapter 2). **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.	***Welcome*** Screen 

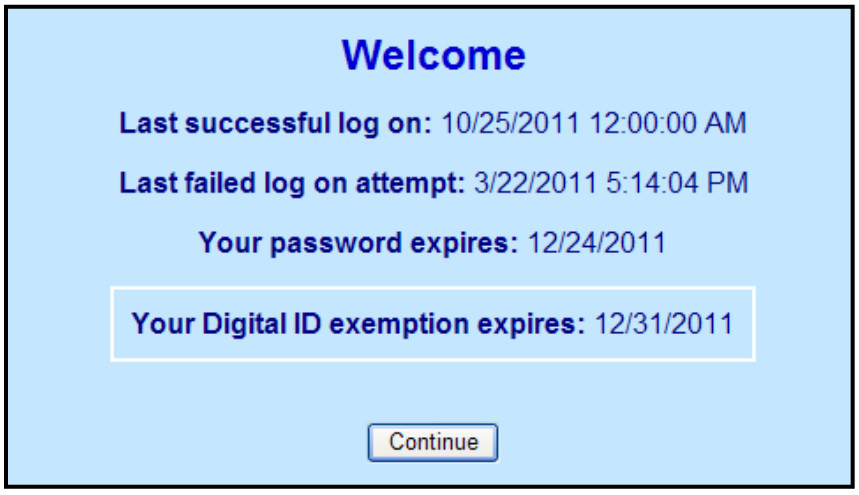
1.1.4 The Welcome Screen

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:

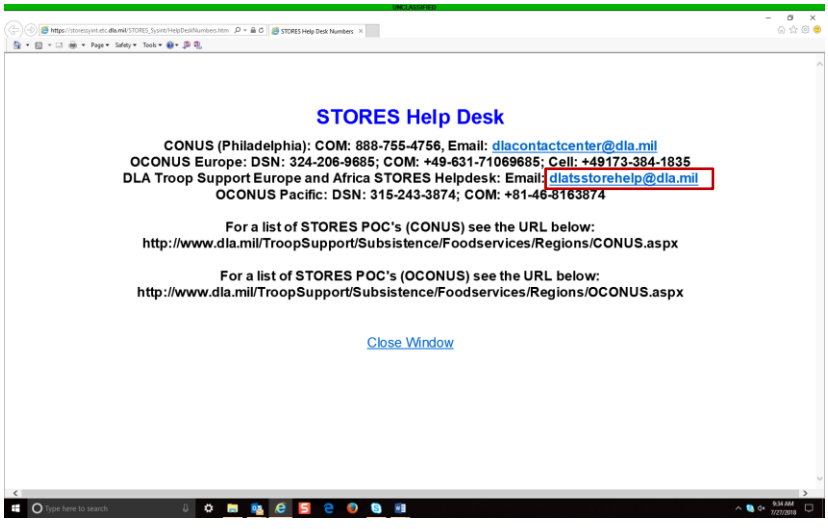
- Your last successful log on (if any)
- Your last failed log on attempt (if any)
- The date your password expires (if a password is required to log on)
- The date your Digital ID exemption expires (if you are exempted from Certificate Log On)

Welcome Screen (close-up)

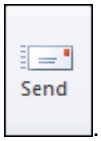
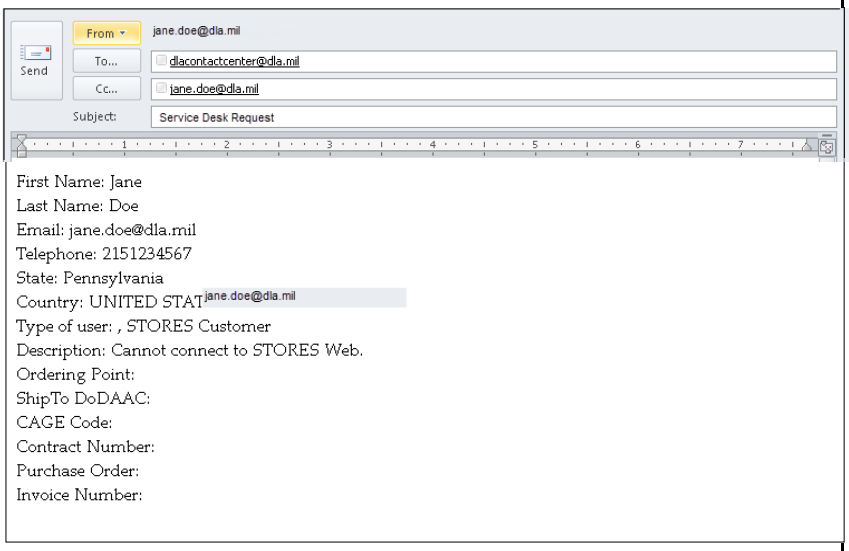


1.2: STORES Service Desk Request Form

The STORES Service Desk Form allows you to submit a request for Help Desk support 24/7 instead of only during normal business hours. The form helps you provide enough information to resolve your issue faster.

STEP/ACTION	EXAMPLE
1. At the ***STORES Admin*** logon screen, click the **STORES Help Desk** link.	***User Administration*** Screen
2. At the ***STORES Help Desk*** popup window, click the email link dlacontactcenter@dla.mil.	***STORES Help Desk*** Screen 
The ***STORE Service Desk Request Form*** window displays (next page).	

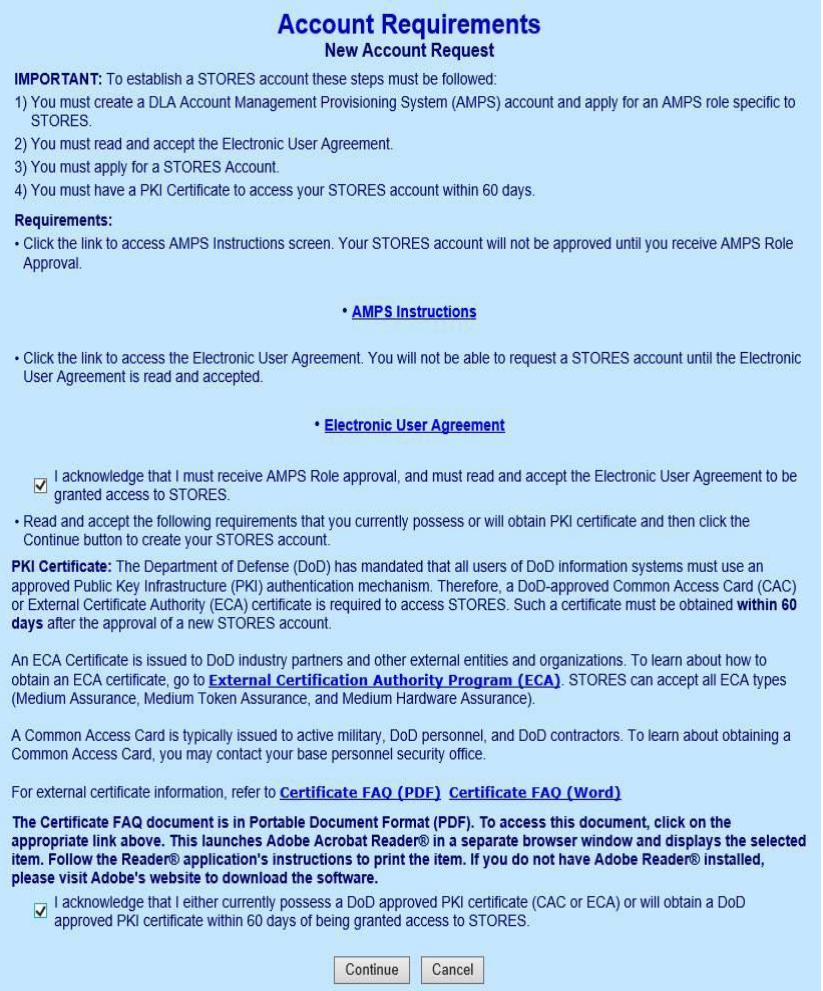
STEP/ACTION	EXAMPLE
3. Enter all required information (fields marked with an asterisk) and optional fields (if applicable) and check the appropriate box(es) for **Type of User**. **4.** To discard information you entered and enter new or revised information, click Reset. **5.** Click Submit. The system 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.)	***STORES Service Desk Request Form*** Screen

STEP/ACTION	EXAMPLE
6. Click  . **7.** The email is received by the STORES Help Desk.	***Service Desk Request*** Email 

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
1. Open your browser and enter https://www.stores.dla.mil/stores_web. The DoD ***Terms of Use*** displays. **2.** Read the DoD ***Terms of Use*** and click I Accept These Terms. The STORES ***Log On*** screen displays (bottom right). **NOTE**: You cannot proceed to the ***Log On*** screen unless you accept the DoD Terms of Use.	***Log On*** Screen (first page)
3. Click the **New Account Request Form** link. The ***Account Requirements*** screen displays (next page).	STORES Customer ***Log On*** Screen (with close-up)

STEP/ACTION	EXAMPLE
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**. **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**. **NOTE:** You must access the **Electronic User Agreement** *before* clicking the checkbox; otherwise, the checkbox is not clickable. **4.** Select the checkbox at the bottom of the window. **5.** Click Continue.	***Account Requirements*** Screen 

Page display of AMPS Instruction Link →

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: dlatsstorehelp@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

Page display of Electronic User Agreement Link →

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 this information system) that is provided for U.S. Government-authorized use only.
- You consent to the following conditions:
  - The U.S. Government routinely 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 misconduct (PM), law enforcement (LE), 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 interests--not for your personal benefit or privacy.
  - Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, 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 seizure of ALL communications and data for any authorized purpose (including personnel misconduct, law enforcement, or counterintelligence investigation). However, consent to interception/capture or seizure of communications or data for personnel misconduct, law enforcement or counterintelligence investigation against any party does not negate any applicable privilege or confidentiality that otherwise applies.
    - Whether any particular communication or data qualifies for the protection of a privilege, or 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 protections of a privilege or confidentiality.
    - Users should take reasonable steps to identify such communications or data that the user asserts 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 protections otherwise exist under established legal standards and DoD policy. However, in such cases the U.S. Government is 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 thus such communications and data are private and confidential. Further, the U.S. Government shall take all reasonable measures to protect the content of captured/seized 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 misconduct, 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 describes 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

- Safeguard 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 Ethics Regulation" (http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/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 token or Common Access Card (CAC)).
- Recognize the accountability assigned to each user. Each user must have a unique ID to access any element of Wholesale (STORES).
- 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.

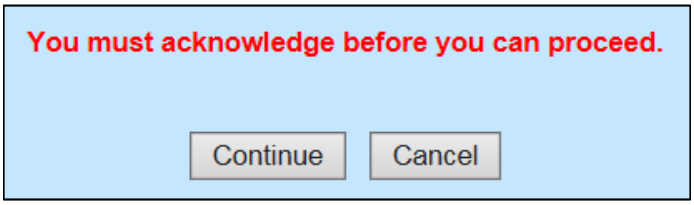
CONSEQUENCES OF INCONSISTENT BEHAVIOR OR NON-COMPLIANCE

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.

Close Window

Warning Message Screen
(Displays if both boxes not checked)

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

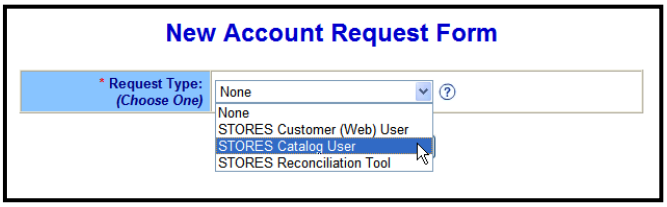


The ***New Account Request Form*** Screen Request Type displays.

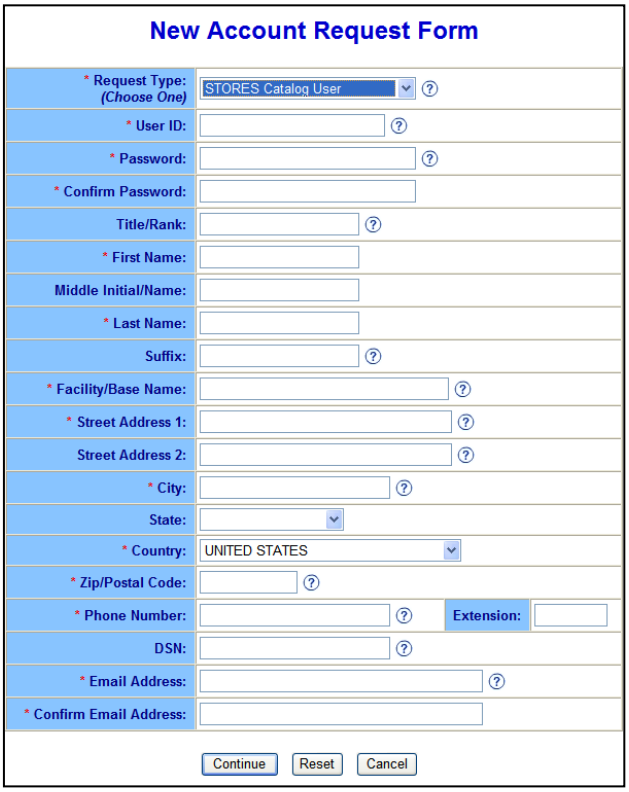
6. In the Request Type drop-down, select **STORES Catalog User**.

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

New Account Request Form Screen Close-up



New Account Request Form Screen



7. 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).

8. When your entries are complete, click Continue.

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

   -OR-

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

   -OR-

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

STEP/ACTION	EXAMPLE
9. Verify the accuracy of the information you have entered. • If it is incorrect, click Modify and return to the ***New Account Request Form*** screen to make the necessary changes. • If it is correct, click Submit. A ***Confirmation*** screen displays (next page).	***Data Entry Help*** Screen (Close-up of **User ID** Help) **User ID** A required field for all STORES accounts. A valid User ID: • 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 NOTE: User ID is *not* case sensitive. ***New Account Request Verification*** Screen **New Account Request Verification** Verify that the information entered below is accurate before submitting. 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 Submit Modify TOP OF PAGE DLA HOME

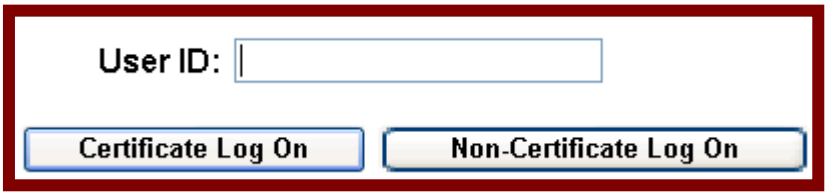
STEP/ACTION	EXAMPLE
This screen confirms that your new account request was submitted for approval. A confirmation email is also sent to the email address you submitted. Another email is sent when your account request is approved or rejected. **10.** Click **Exit** to close the Confirmation and return to the ***STORES Web Log On*** screen.	***Confirmation*** Screen **Confirmation** New Account Request submitted for User ID: ***CATALOGUSER***. 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

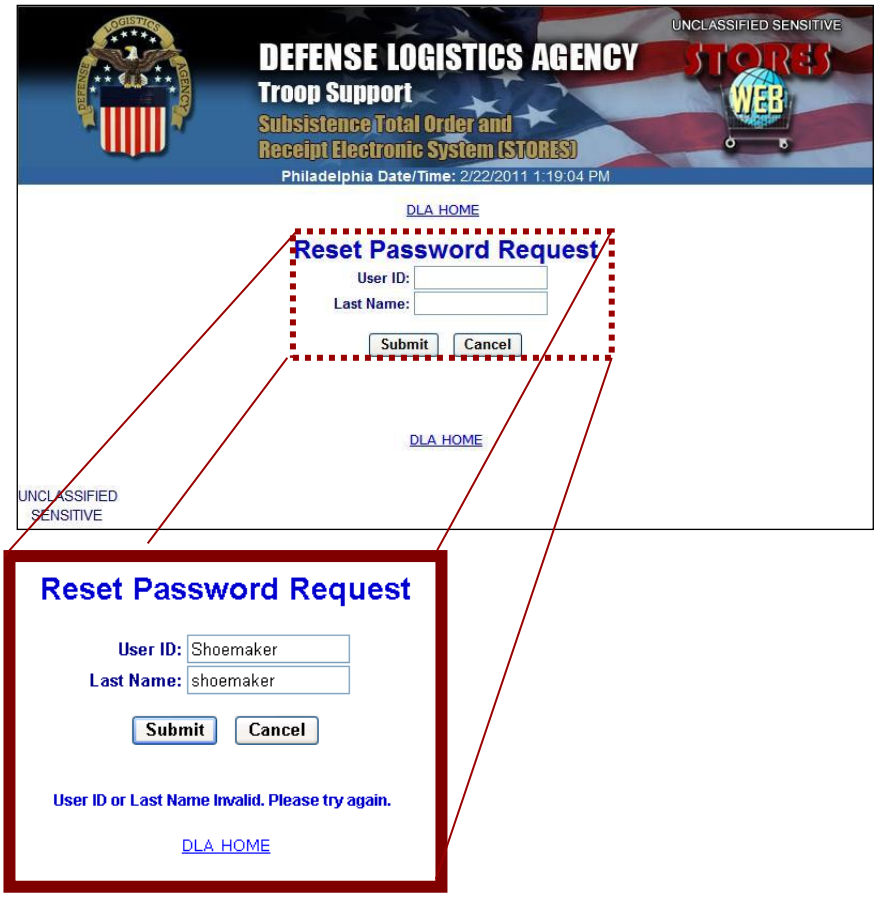
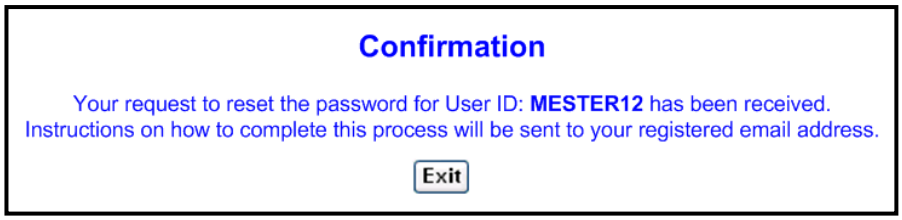
1.4: Reset Password

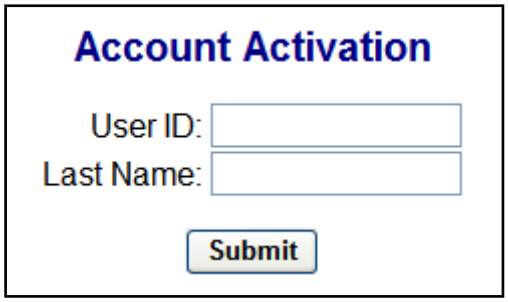
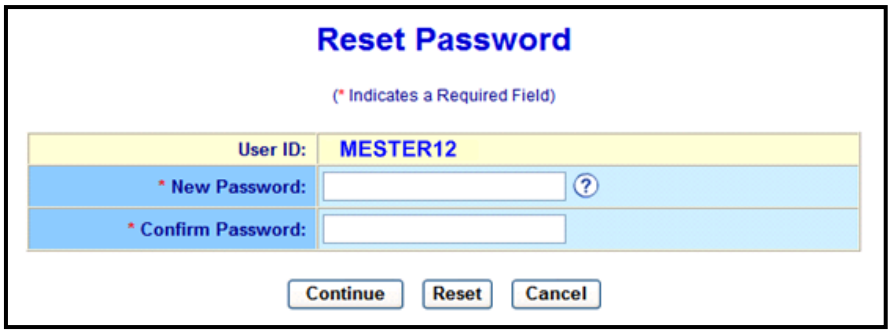
If you are required to log on to STORES with a User ID and password but have forgotten your password, you may request temporary access to STORES by following the steps illustrated below.

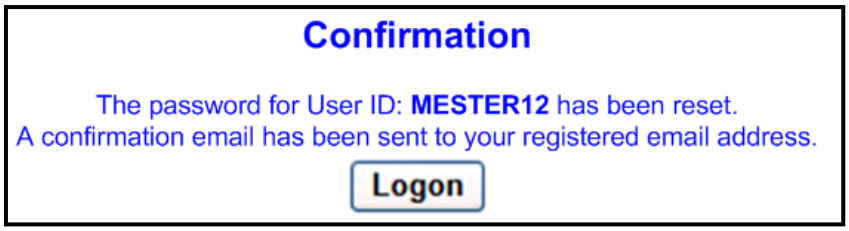
NOTE: if your account has been reactivated or your Digital ID Association has been removed, the steps to complete those processes are the same as those for Reset Password, starting at Step 6.

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
1. On the STORES ***Log On*** screen, enter your User ID. **2.** Select Non-Certificate Log On. The ***Enter Password*** screen displays.	Close-up of STORES ***Log On*** Screen 
3. On the STORES Web ***Enter Password*** screen, select the **Click Here** link. The **Reset Password Request** screen displays.	Close-up of STORES ***Enter Password*** Screen

STEP/ACTION	EXAMPLE
4. Enter your **User ID** and **Last Name** in the fields provided; both are required. **5.** Click Submit. A ***Confirmation*** screen displays. **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). **NOTE**: If your account is inactive, you will be redirected to the ***Deactivated user Account*** screen (see section 1.4 Request Reactivation).	***Reset Password*** Screen (with close-ups) 
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. **6.** Open the email and follow the instructions for completing the Reset Password process. **7.** Click Exit.to close the screen. If you have followed the email instructions correctly, the ***Terms of Use*** screen displays.	***Confirmation*** (of Password Reset) Screen 

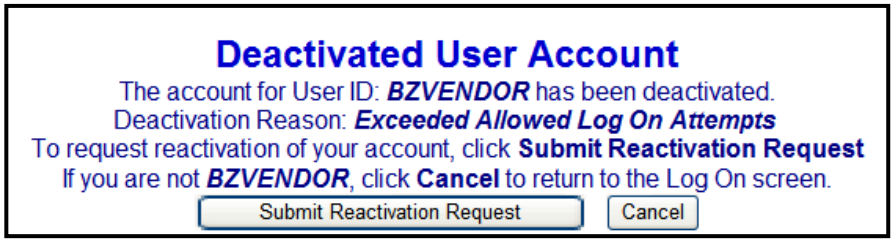
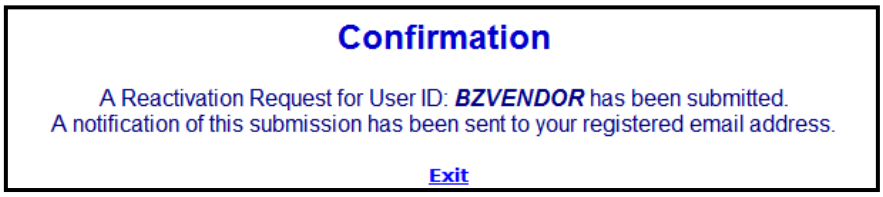
STEP/ACTION	EXAMPLE
8. Read the DoD Terms of Use and click **I Accept These Terms**. The STORES ***Account Activation*** screen displays. **NOTE**: You cannot proceed to the ***Log On*** screen unless you accept the DoD Terms of Use.	***Log On*** Screen (first page)
9. Enter the User ID and Last Name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

STEP/ACTION	EXAMPLE
You have successfully reset your password. **13.** Click Logon. The ***STORES Log On*** screen displays. You can now log on with the new password.	***Confirmation*** Screen 

1.5: Request Reactivation

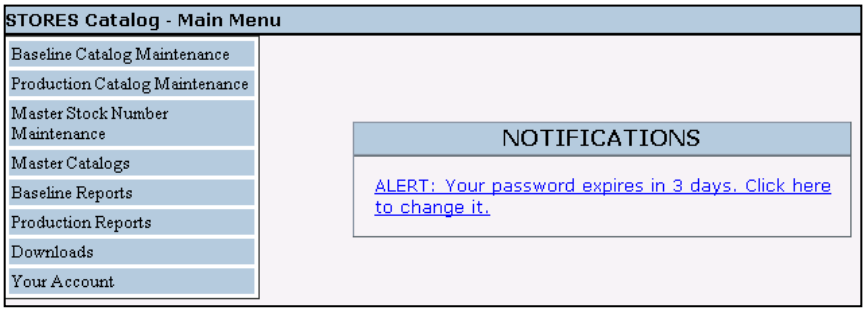
If your STORES Admin account is inactive and you have not already submitted a reactivation request, you may request reactivation electronically by following the steps illustrated below.

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
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. **1.** Click [Submit Reactivation Request]. A ***Confirmation*** screen displays stating that a Reactivation Request has been submitted. An email confirmation is also sent to your registered email address.	***Deactivated User Account*** Screen 
2. Click the **Exit** link. The ***Log On*** screen displays. **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).	***Confirmation*** (of Reactivation Request) Screen 

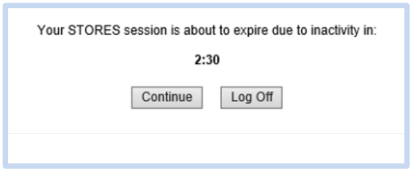
1.6: Password Expiration Notification

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

STEP/ACTION	EXAMPLE
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). 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. To change your permanent password, click the notification message link to display the ***My User Information*** screen (See Chapter 11).	***Main Menu*** Screen  ***Main Menu*** Screen (close-ups of expiration messages)

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
A notification message will display in the middle of your screen when you have left the system unattended for ***15 minutes***. This notification message begins to display ***3 minutes*** prior to the actual timeout. The pop up warning will continue to display until: 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	***Main Menu*** Screen (and close-ups of expiration messages) 

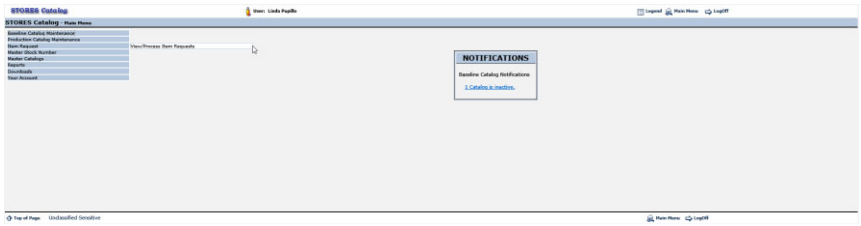
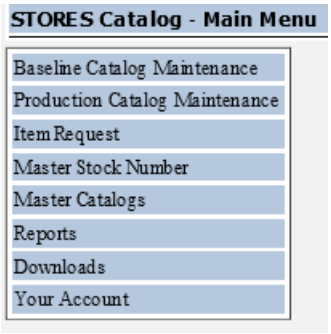
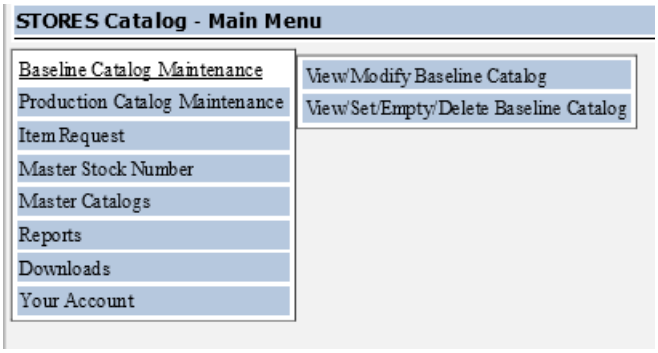
1.8: Logoff Notification

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

STEP/ACTION	EXAMPLE
On the header bar of any screen*:* **1.** Select the ***LOGOFF*** link. **2.** A ***Logged Off*** notification message will display, when you have successfully logged out.	 **Logged Off** You have logged out of the STORES Web Application.

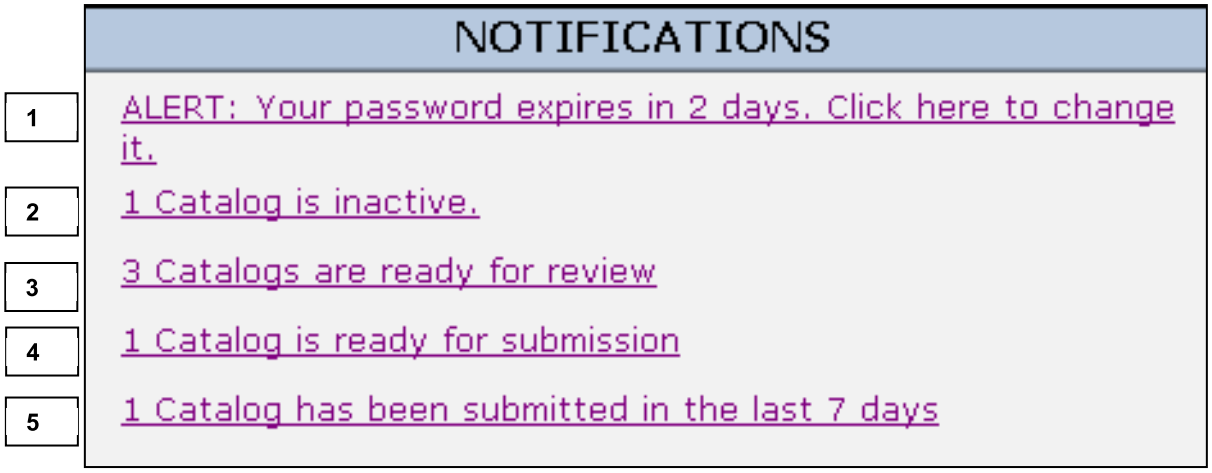
Chapter 2: STORES Catalog Main Menu

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
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.	***STORES Catalog Main Menu*** Screen 
The Menu section consists of eight expandable menu options (bars). **1.** To expand a menu group, click the appropriate menu bar. For this example click **Baseline Catalog Maintenance**.	***Main Menu* –** Menu Bar Section 
The **Baseline Catalog Maintenance** sub-menu displays.	***Main Menu* – Baseline Catalog Maintenance** Sub-menu 

Notifications Overview

***Main Menu* –** Notifications Section



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

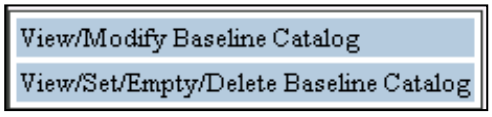
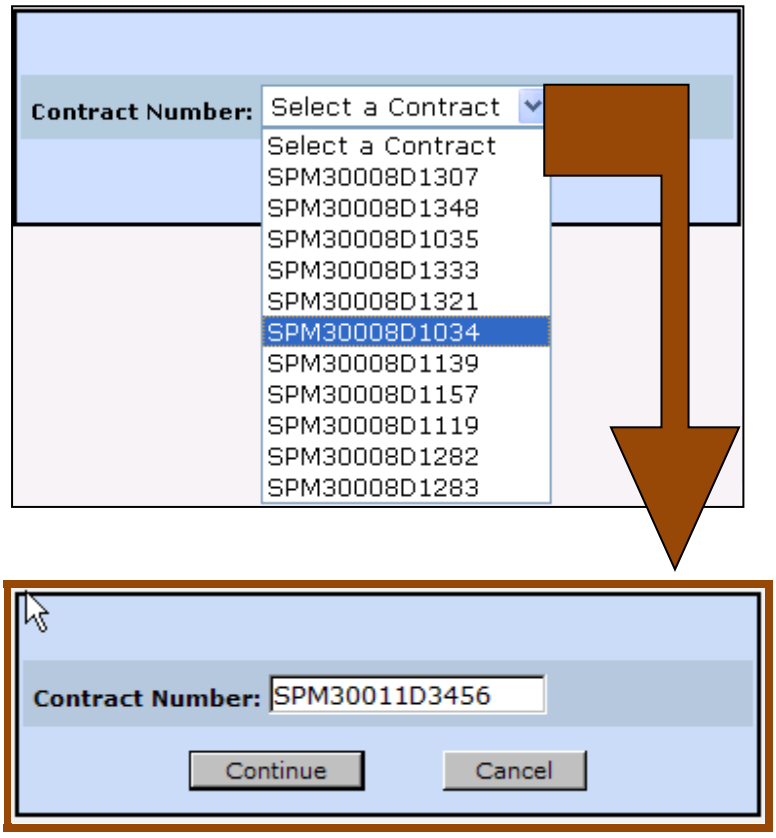
Catalog notification elements are as follows:

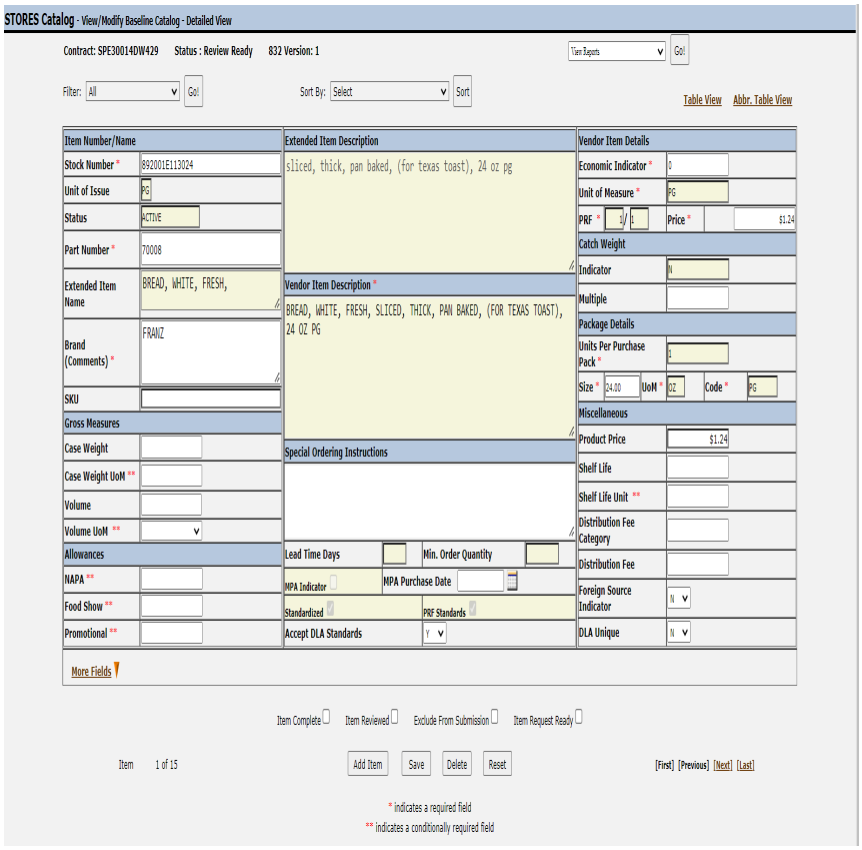
1. **Password Alert Notification**. This alert only displays when a user is exempt from the certificate requirement. This notification indicates the exact number of days remaining until the password expires (from "10 days" to "Today"). It displays when the user's password is due to expire within the 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

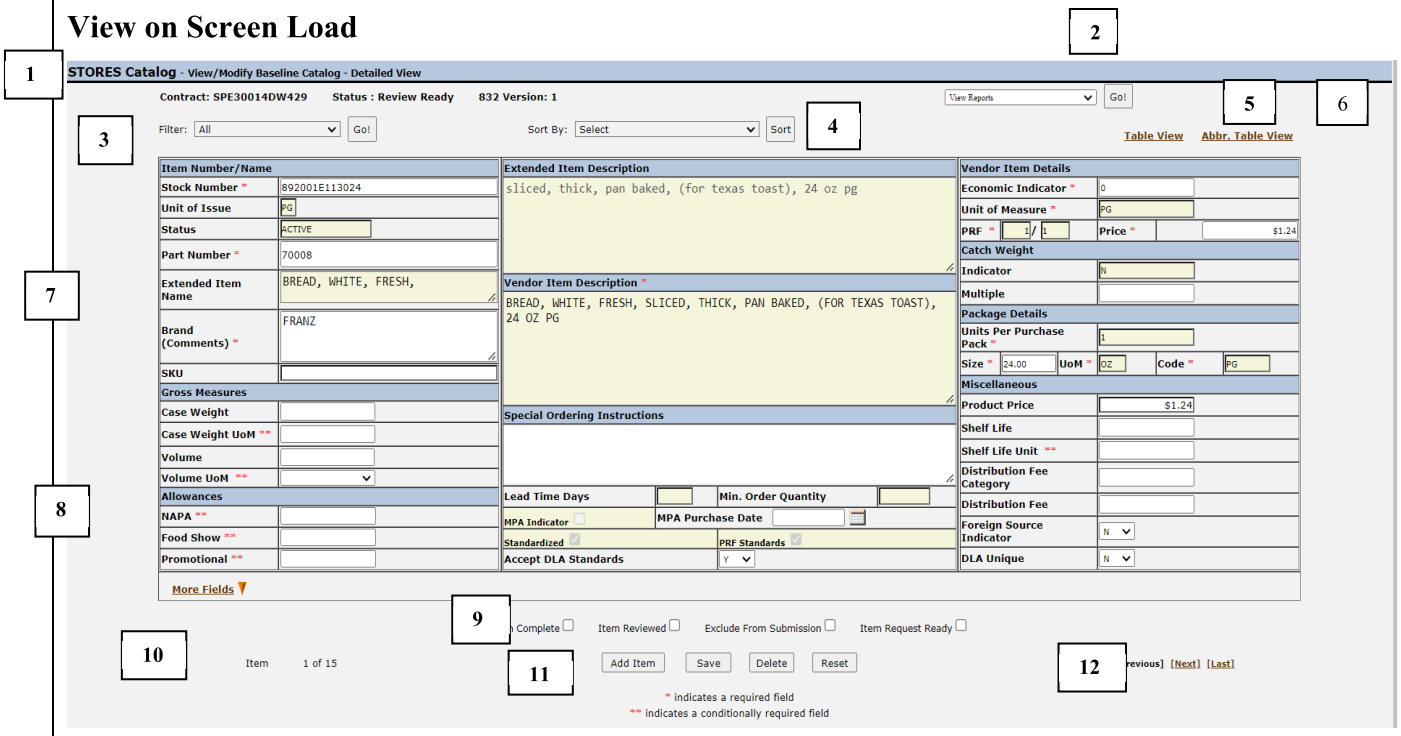
A user who is assigned a catalog and has the role of 'Vendor' for that catalog may view and edit items and add items to the catalog. Catalogs can be modified only if they have a status of 'Vendor Ready.' Catalogs with a status of 'Being Built' are not available for viewing or editing.

STEP/ACTION	EXAMPLE
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. The ***Select Contract*** screen displays.	***Main Menu* – Catalog Maintenance** Sub-menu 
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. **2.** Select a baseline contract number. **3.** Click Continue. The ***Detail* Screen** displays.	***Select Contract*** Screen (two example close-ups) 

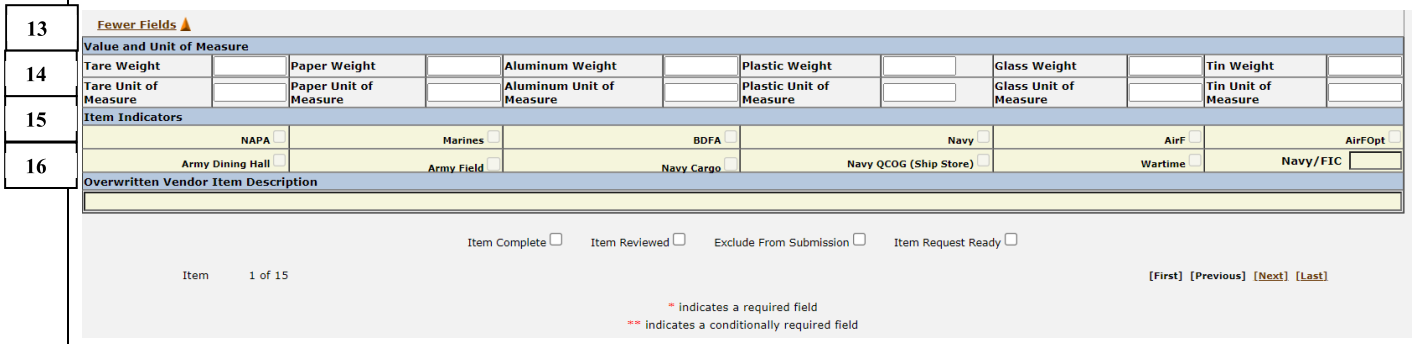
STEP/ACTION	EXAMPLE
The ***Detail*** screen permits a user to view/edit line items (stock numbers) on a case-by-case basis. • Information that may be edited displays in white. Non-editable data appears in beige or yellow (exact color varies from monitor to monitor). • If a contract is not editable due 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. **NOTE**: Some fields cannot be edited when the Stock Number Standards are in effect for the item.	***Detail View*** Screen 

DETAILED VIEW

View on Screen Load



Bottom of Screen – Expanded View



DETAILED VIEW Continued

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

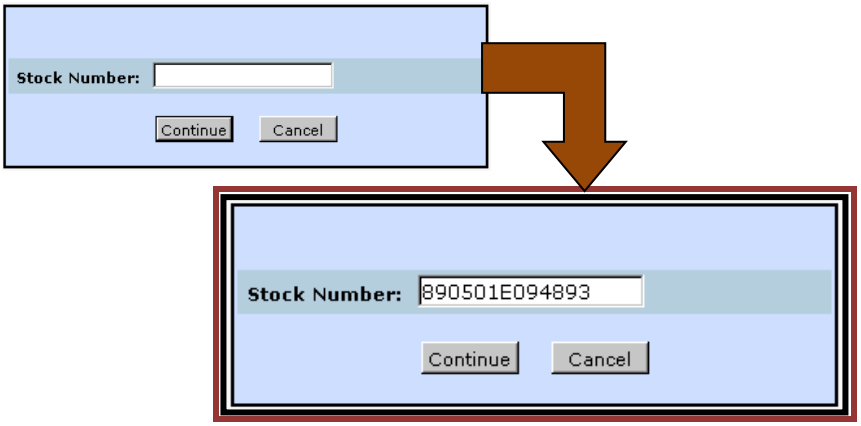
1. **Contract** and **Status** text display the current contract number and status. Read Only displays next to the status when a contract is not editable.
2. **View Reports** drop-down menu is used to access reports about the contract. Selecting a report from this menu opens the report in a new window.
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.

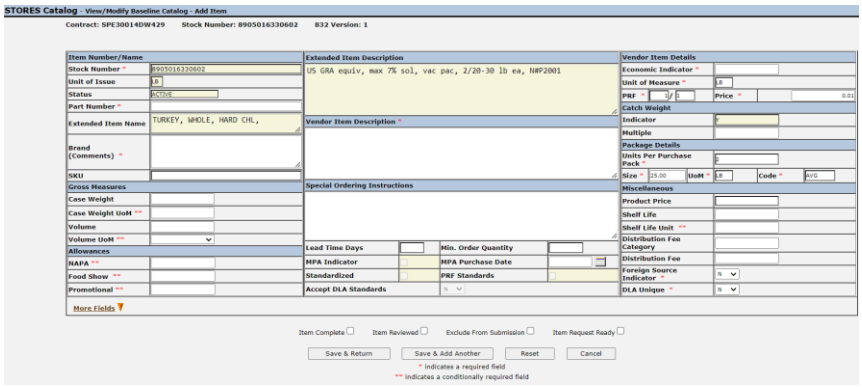
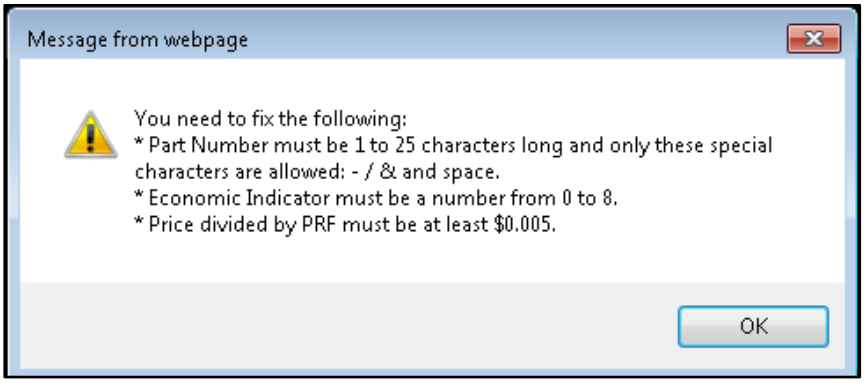
6. Clicking the **Abbr. Table View** link displays the ***Abbreviated Table View*** screen (page 39) while maintaining the currently selected sort and filter options of the Detailed Baseline Catalog record.
7. **Item Number / Extended Item Name, Gross Measures, Allowances, Vendor Item Details, Catch 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 Add Item button is used for adding new stock numbers to the catalog. The Save button must be clicked or any changes to the item will be lost when the user moves to another item or another screen. The Delete button deletes the current item from the catalog. The Reset 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
1. Click Add Item. The ***Enter Stock Number*** screen displays.	***Detail View*** Screen – Action Buttons
2. Enter a stock number. **3.** Click Continue. The ***Add Item*** screen displays. **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 Continue or click Cancel to return to the ***Detail*** screen without saving the stock number.	***Enter Stock Number*** Screen (two example close-ups) 

STEP/ACTION	EXAMPLE
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: • 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. **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. **4.** Without updating any values, click Save & Return. The ***Error*** Pop-up window displays.	***Add Item*** Screen (with 2 close-ups) 
5. Click OK to return to the ***Add Item*** screen. **6.** Select the "Exclude from Submission" value. **7.** Click Save & Return. A message displays indicating that the record has been added successfully. **8.** Click the message OK button to return to the ***Detailed View*** screen.	***Error*** Pop-up Window 

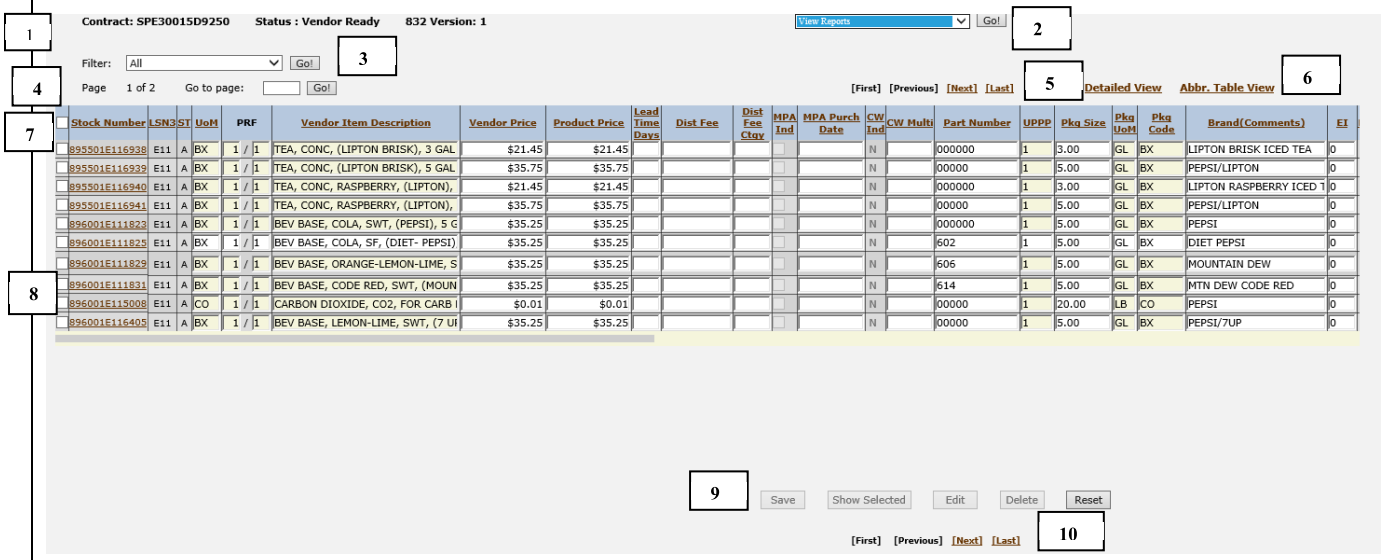
3.3: Table View Screens

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



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

1. **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.
2. **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.
3. **Filter** – A drop-down menu used to filter the set of line items displayed (e.g. All, NSN Only, Wartime Items).
4. **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.
5. ***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.
6. ***Full Table View*** link – Clicking this link goes to the ***Full Table View*** screen while maintaining the currently selected sort and filter options.
7. **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.
8. **Item editing region** – This region allows users to edit multiple items at the same time.
9. **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 check 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.
10. **Page-to-page navigation links** – These links provide the user with the ability to navigate from page to page.

STEP/ACTION	EXAMPLE

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.

The Standard Acceptance setting cannot be modified on this screen.

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.

The action buttons (Save, Edit, Delete, and Reset) become active ***only for*** records checked on the left side of the view.

The "Edit" button goes to the ***Detailed View*** filtered for the items checked.

Clicking a stock number goes to the ***Detailed View*** for that stock number.

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.

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.

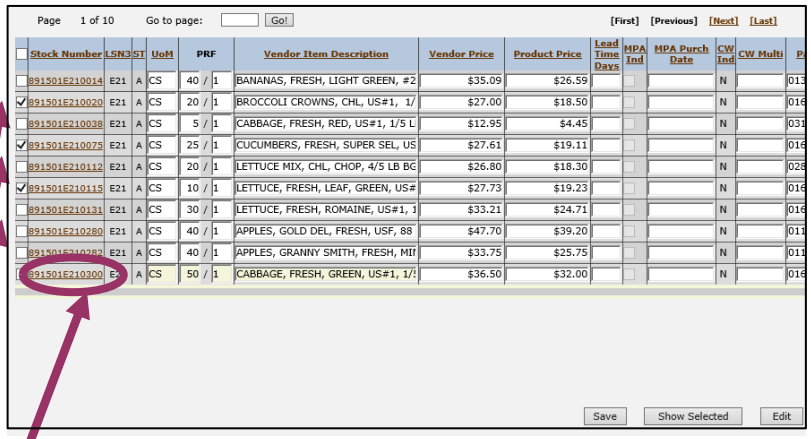
Checking the box next to "Stock Number" alternately selects/deselects all items on the page.

All columns, with the exception of "PRF," can be sorted by clicking the column header.

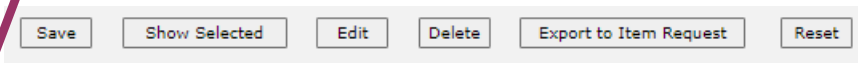
NOTE: Checking one or more stock numbers and clicking "Save" will run validations on all the items in the contract and update the "Record Valid" flag on all items in the contract. This applies to the ***Full Table View*** screen also.

2. Click **Full Table View**. The ***Full Table View*** displays.(Next Page)

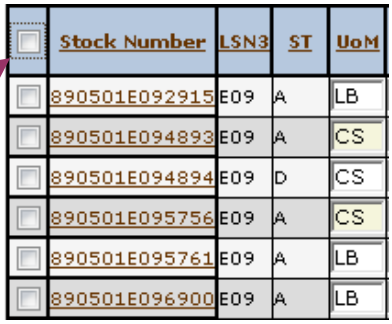
Abbreviated Table View Screen (partial view)



Abbreviated Table View (Action Buttons)



Abbreviated Table View Screen (partial view)



Abbreviated Table View Screen (partial view)

STEP/ACTION	EXAMPLE

The ***Full Table View*** functions much like the ***Abbreviated Table View*** screen. The only differences are as follows:

The Table View contains more of the data displayed on the Detailed View.

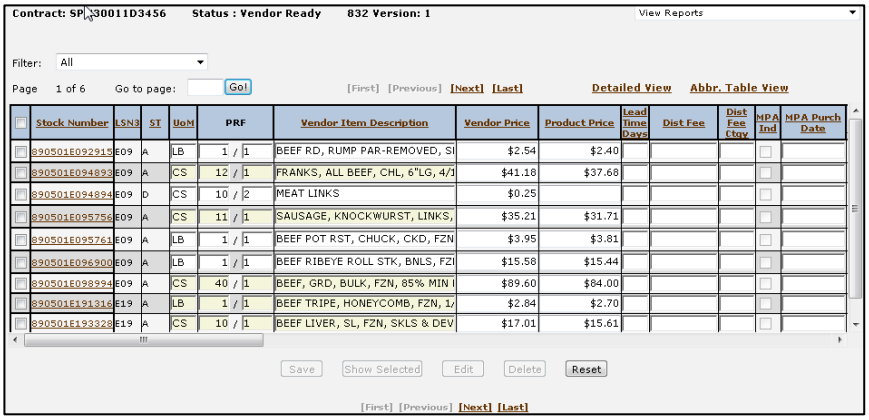
- The Table View has the **Abbr. Table View** link instead of the **Full Table View** link.
- The Table View is more likely to require using the horizontal scroll bar to view all the item information.

NOTE: The check box and "Stock Number" column continues to display when scrolling horizontally. This feature also applies to the ***Abbreviated Table View*** screen.

3. To exit to return to the ***Main Menu***, click Main Menu found on the upper right hand corner of the screen.

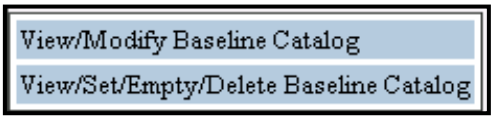
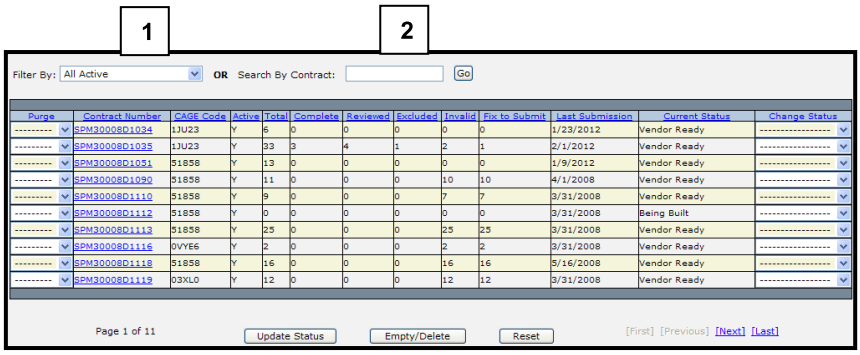
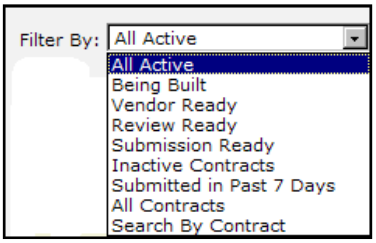
The ***Main Menu*** displays (not pictured).

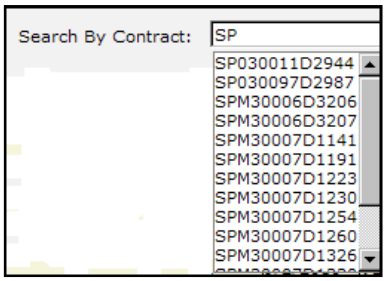
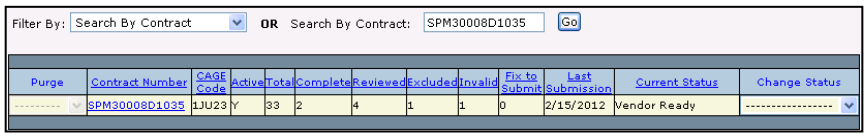
Full Table View Screen (partial view)



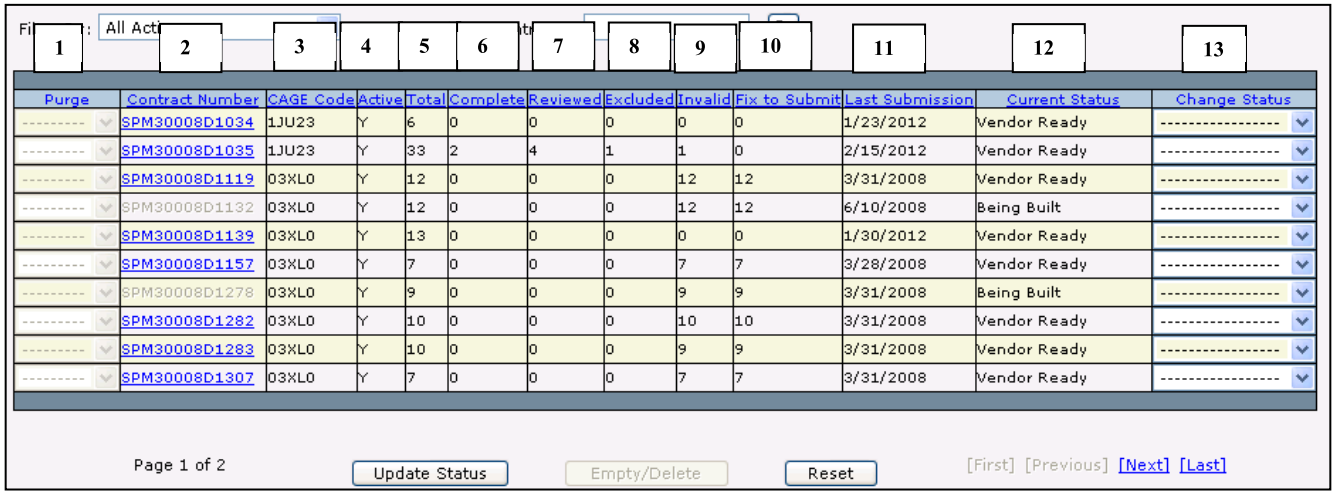
Chapter 4: View/Set/Empty/Delete a Baseline Catalog

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
1. From the ***Main Menu***, place your cursor over the **Baseline Catalog Maintenance** menu bar and select **View/Set/Empty/Delete Baseline Catalog.** The ***View/Set /Empty/Delete Baseline Catalog*** screen displays, which includes a series of columns and with two filtering options.	***Main Menu*** – **Catalog Maintenance** Submenu 
<u>Search Options</u> **Filter By Contract Status** This option allows filtering by contract status. **(1)** **Search by Contract** You can also search by contract number. **(2)** 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)** 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)** If you enter a nonexistent or invalid contract number, the error message "Contract not found" will display. **(5)** **Catalog Status Table** 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. Clicking a contract number in the **Contract Number** (first) column	***View/Set/Empty/Delete a Baseline Catalog*** Screen  Close-up of ***Filter by Contract Status*** Drop-Down List 

STEP/ACTION	EXAMPLE
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. *-See the next page for an overview of the screen elements -*	Close-up of ***Search by Contract*** Drop-Down List (partial characters entered) **3**  Close-up of ***Search by Contract*** Error Message (partial characters entered and user clicks ***Go***) **4** Close-Up of ***Search by Contract*** Entry (no contract found) **5** Close-Up of ***Search by Contract*** Entry (contract number filtered) 

View/Set/Empty/Delete Baseline Catalog Screen Overview



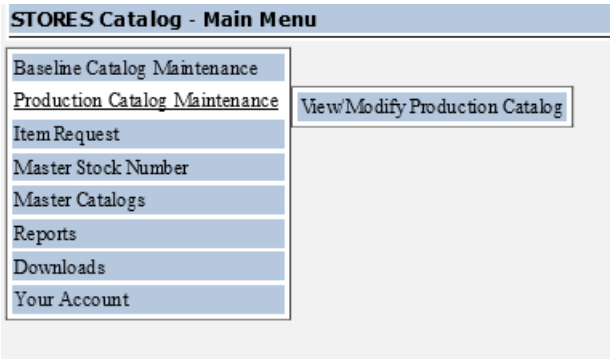
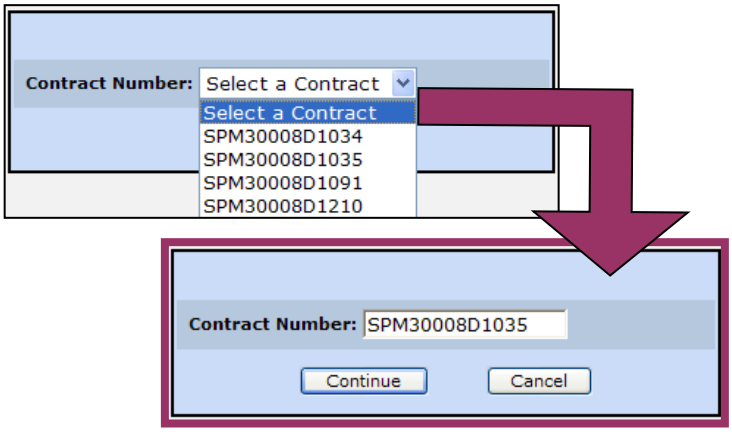
The View//Set/Empty/Delete Baseline Catalog columns and their respective elements are identified as follows:

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

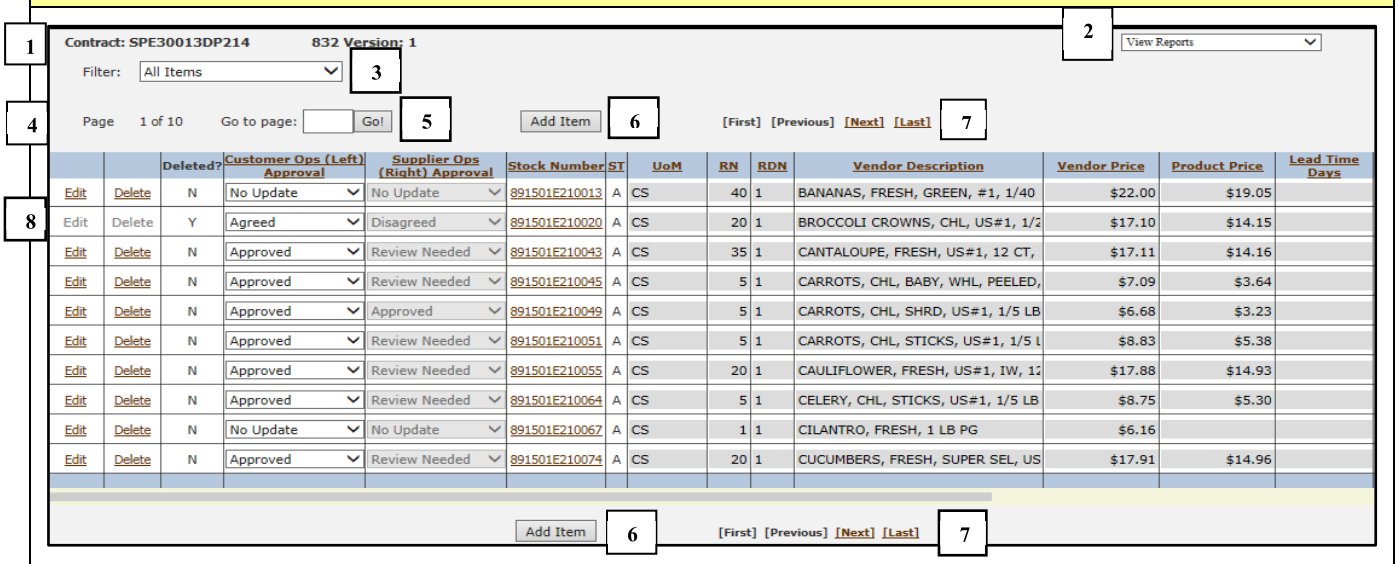
Modifying a catalog in the production environment does not result in updates/changes immediately being available to customers wishing to place an order. Changes display to customers only after the weekly catalog update or after a special catalog update occurs.
A production catalog can be modified from 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
1. From the ***STORES Catalog Main Menu***, place your cursor over the Production Catalog Maintenance menu bar and select **View/Modify Production Catalog**. The **Select a Contract Number** Screen displays. **NOTE:** If you have no assigned production catalogs, this menu item will not appear. **2.** Select a contract number. **3.** Click Continue. If the catalog is assigned with the role "Vendor": The ***View/Modify Production Catalog ALERT*** screen displays.	***Main Menu* – View/Modify Production Catalog** Sub-menu  ***Select Contract*** Screen (two example close-ups) 
4. Click Continue. The ***Catalog Items*** screen displays (next page).	The ***View/Modify Production Catalog ALERT*** Screen

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)



		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	

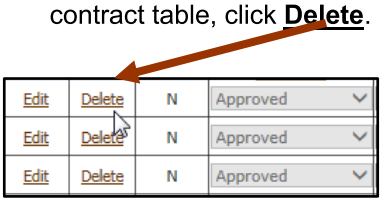
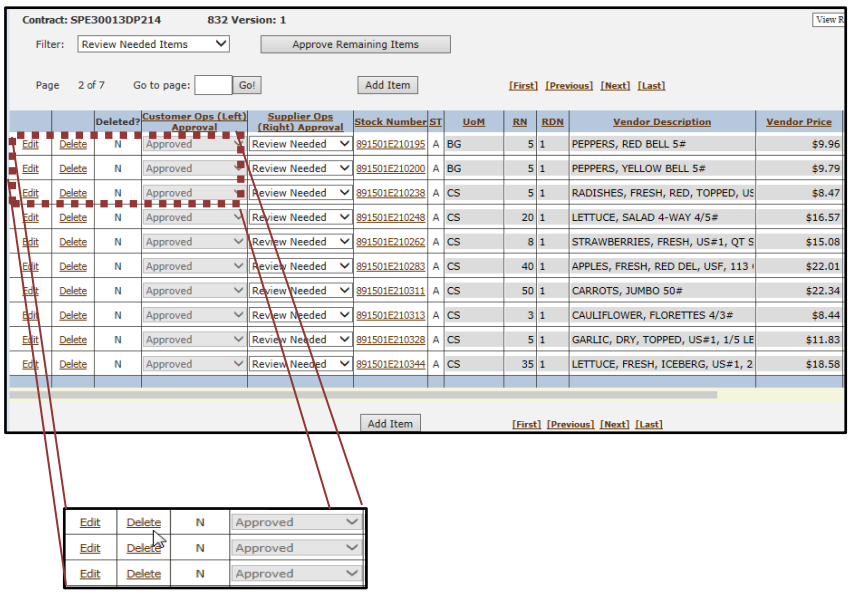
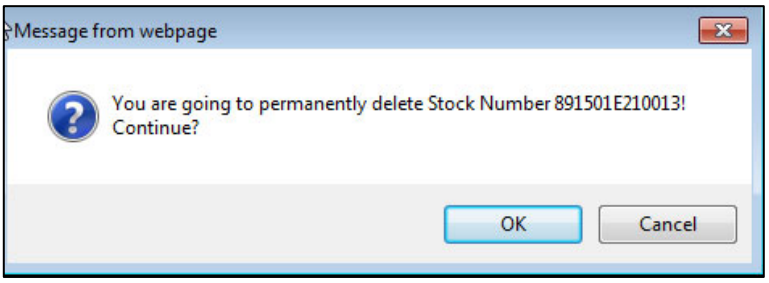
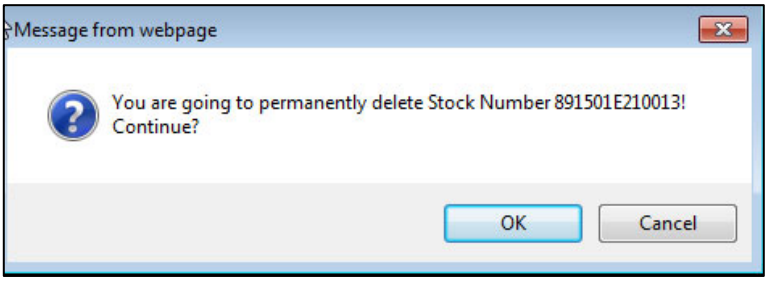
Add Item [First] [Previous] [Next] [Last]

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

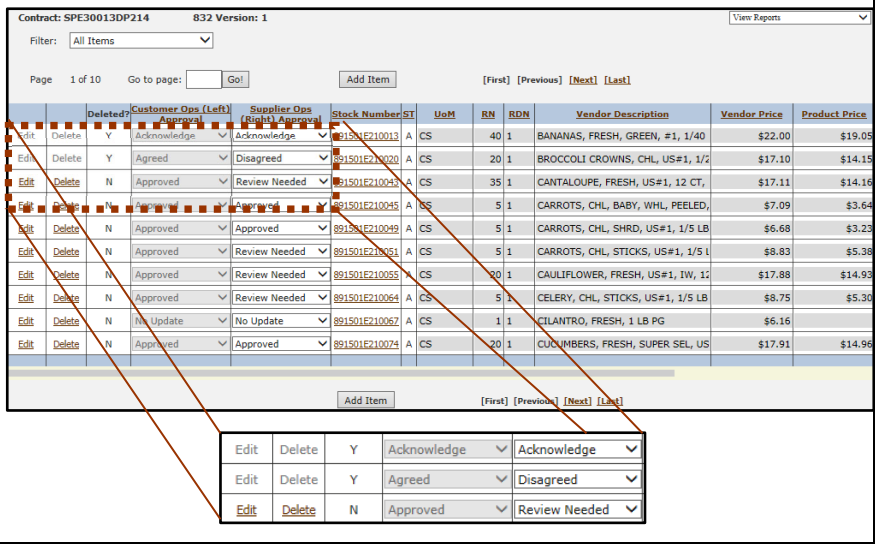
1. **Contract Status and Version -** Text that displays the current contract number and the 832 version against which data is validated.
2. **Reports** drop-down menu. This drop-down contains a links to the "Pending Catalog Change Report" and the "832 Version Compliance Report".
3. **Filter** drop-down 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:

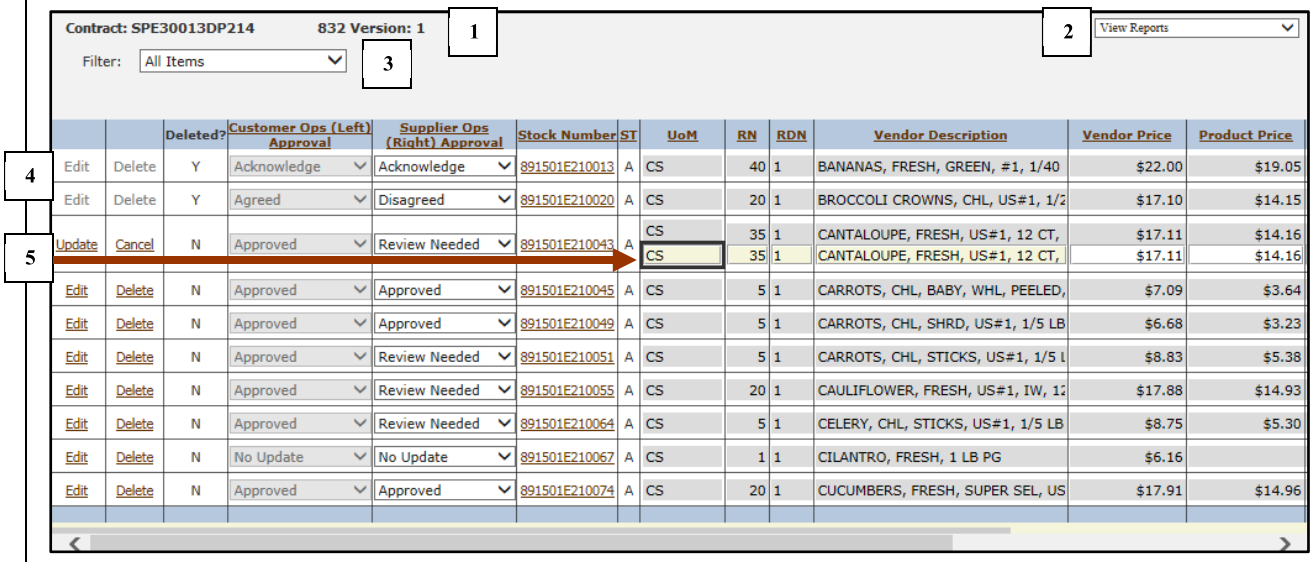
- If an item cannot be edited for any reason, the Edit and Delete links will not display.
- Columns four and five (Customer Ops and Supplier Ops) columns have different values and function depending on whether the “Deleted?” column is “Y” or “N”. If a “Y” appears in the column the values in columns four 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
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. **To Delete an Item:** **1.** To delete an item from the contract table, click **Delete**.  The ***About to Delete*** pop-up displays (below right) providing the opportunity to execute or to cancel the deletion.	***Catalog Items*** Screen (partial view with one close-up) 
2. Click OK to complete the deletion of this item. The ***Item Deleted*** pop-up displays (below right).	***About to Delete*** Pop-up 
3. Click OK to confirm the deletion. 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).	***Item Deleted*** Pop-up 

STEP/ACTION	EXAMPLE
To Edit an Item: **1.** Select an item to edit and click **Edit**. If necessary, begin with Step 1 in Section 5.1 and select an active contract. 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.	***Catalog Items*** Screen (partial view with one close-up)



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
Edit	Delete	Y	Acknowledge	Acknowledge	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
Update	Cancel	N	Approved	Review Needed	891501E210043	A	CS	35	1	CANTALOUPE, FRESH, US#1, 12 CT,	$17.11	$14.16
							CS	35	1	CANTALOUPE, FRESH, US#1, 12 CT,	$17.11	$14.16
Edit	Delete	N	Approved	Approved	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	Approved	891501E210074	A	CS	20	1	CUCUMBERS, FRESH, SUPER SEL, US	$17.91	$14.96

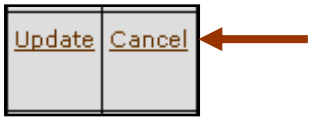
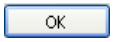
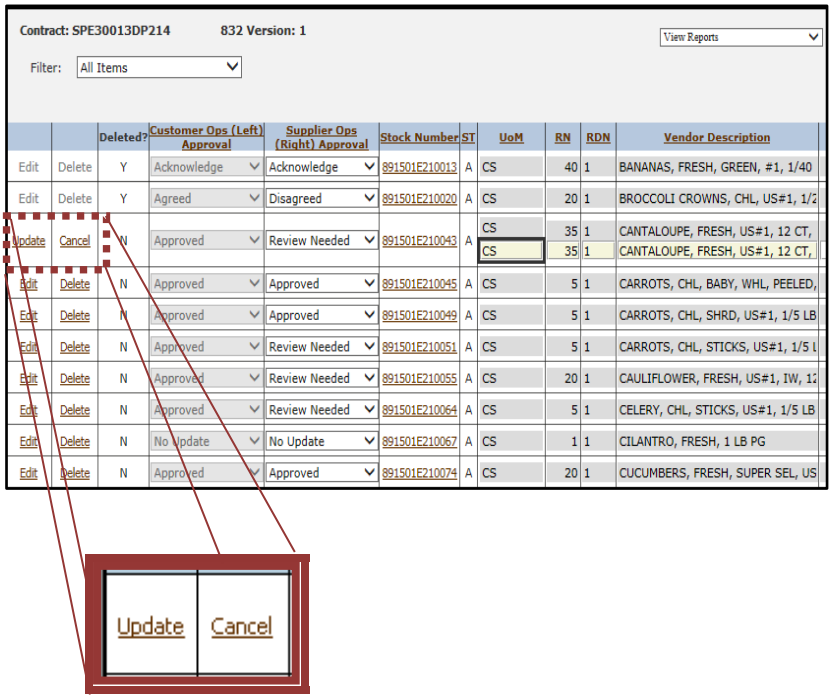
The Catalog Items columns and the respective elements are identified as follows:

1. **Contract and Contract 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 links to the “Pending Catalog Change Report” and the "832 Version Compliance Report(s)".
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. **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.
5. **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.

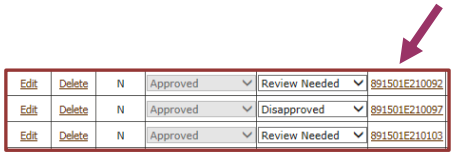
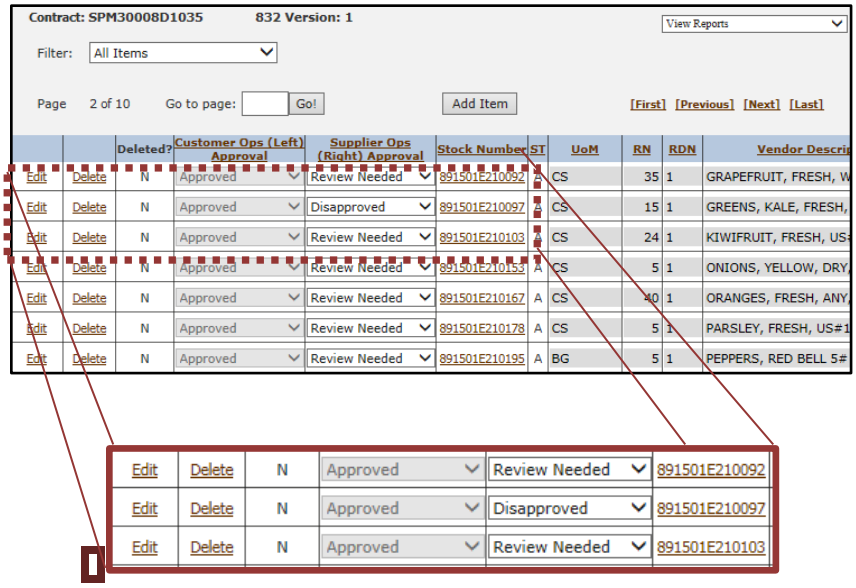
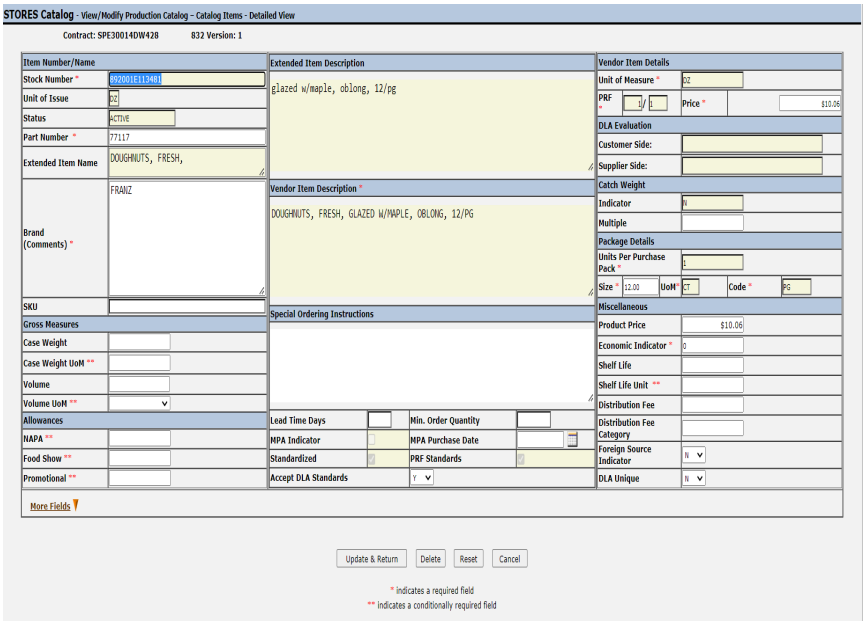
NOTES:

- Changing the approval status of an item when editing on this screen (editing in area 5) will cancel any other changes make 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.

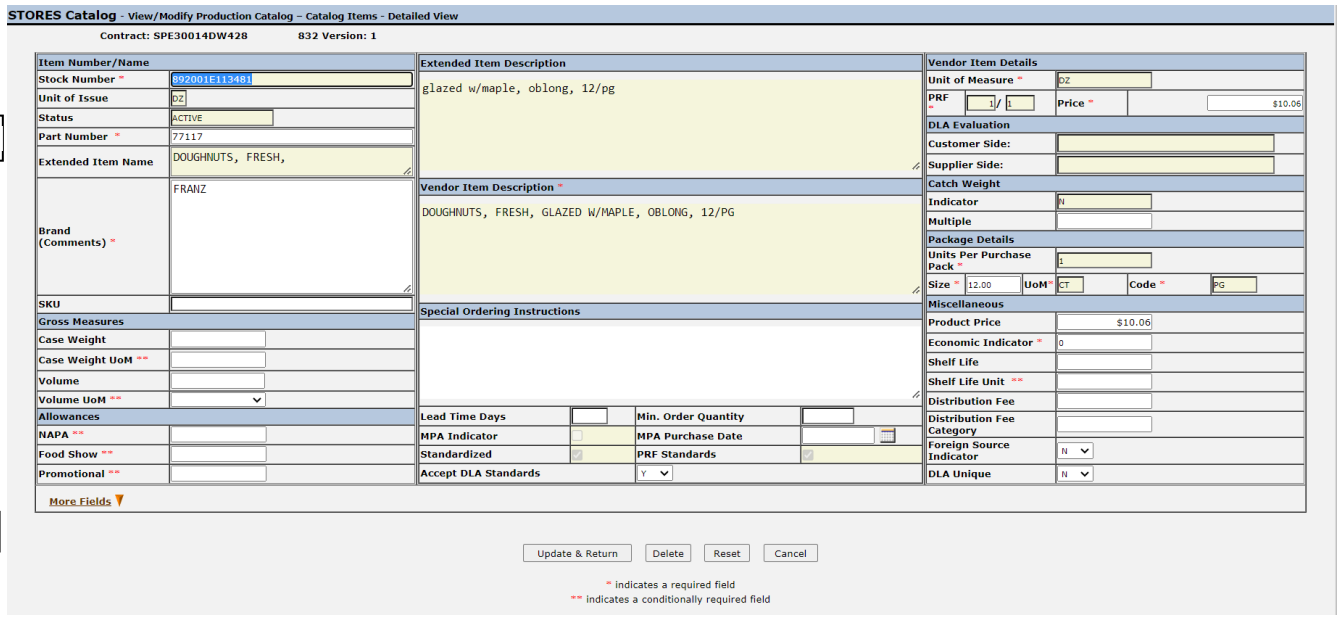
STEP/ACTION	EXAMPLE
2. To cancel changes to an item that is about to be updated in Edit mode, click **Cancel**.  The changes will not be saved and the screen refreshes without the editable row. **3.** To save changes to an edited record, and update the production catalog, click **Update**. Changes made to the item are saved and the production catalog is updated. The updated screen refreshes without the editable second row. **NOTE**: If errors are found, a pop-up window displays listing the values needing correction. Clicking  on the pop-up message redisplays the ***Catalog Items*** screen and allows editing the record to continue.	***Catalog Items*** Screen – Editing (partial view with one close-up) 

5.3: Detailed View (Production Catalog)

STEP/ACTION	EXAMPLE
To Edit an Item in Full Screen: **1.** 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.  The ***Detailed View (Production Catalog)*** screen displays.	***Catalog Items*** Screen – Viewing (partial view with one close-up) 
The ***Detailed View*** screen allows users to view/edit a single line item. • 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. **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.	***Production Catalog Detail*** Screen 

DETAILED VIEW (Production Catalog)

View on Screen Load

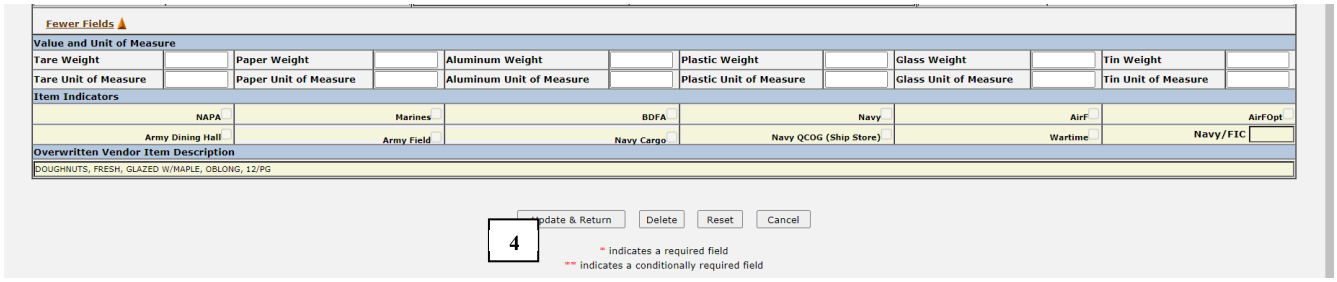


1

2

3

Bottom of Screen – Expanded View



5

6

7

8

4

DETAILED VIEW (Production Catalog) Continued

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

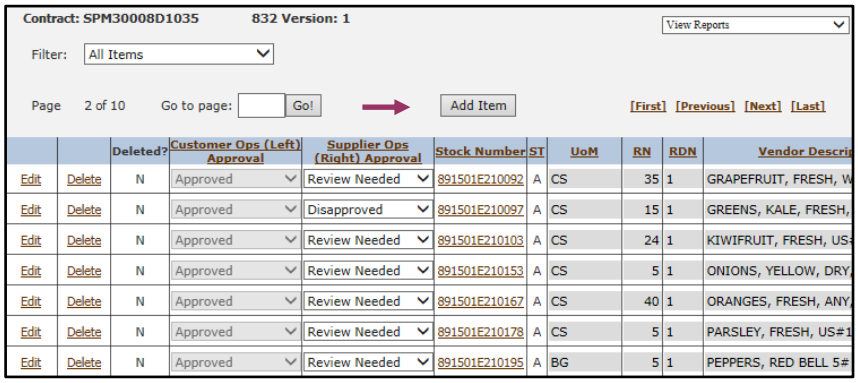
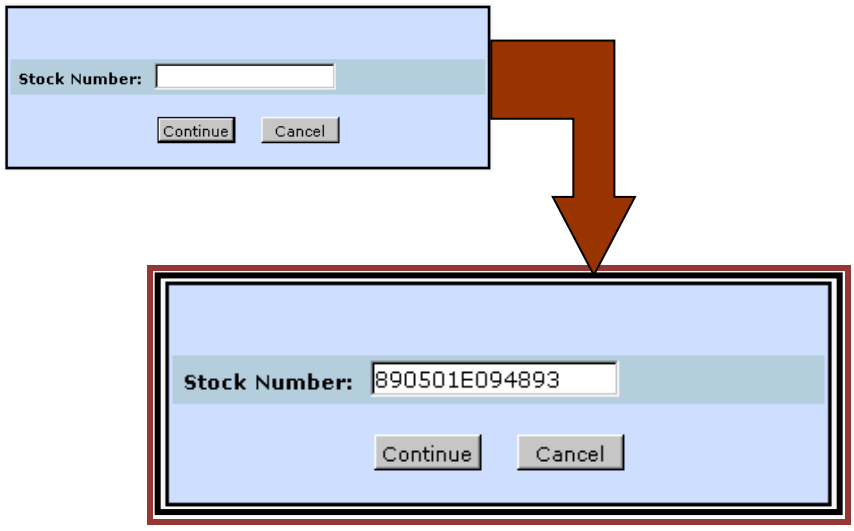
1. **Contract, Status,** and **Version - text** that displays the current contract number and current 832 Version. "Read Only" displays next to the contact number when a contract is not editable.
2. **Item Number /Name, Gross Measures, Allowances, Vendor Item Details, Catch Weight, Package Details, Miscellaneous**, 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 Update & Return to save changes and return to the ***Catalog Items*** screen. The Delete button deletes the current item from the catalog. The Reset button replaces all values with the last saved values. The Cancel 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.

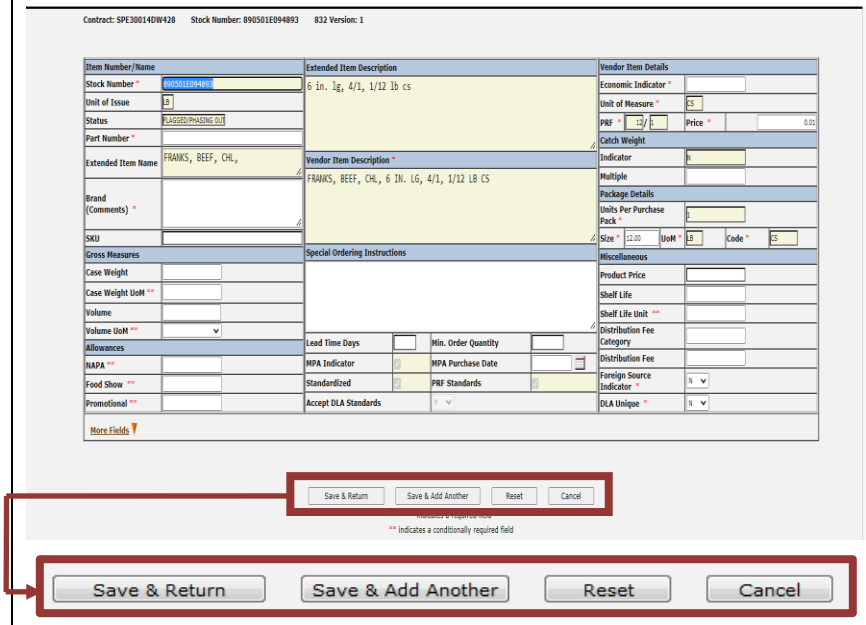
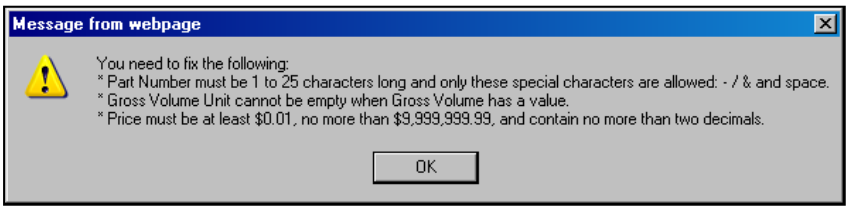
NOTES: This is the only screen on which a vendor can set acceptance of the DLA Standards for a production catalog item.

- 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

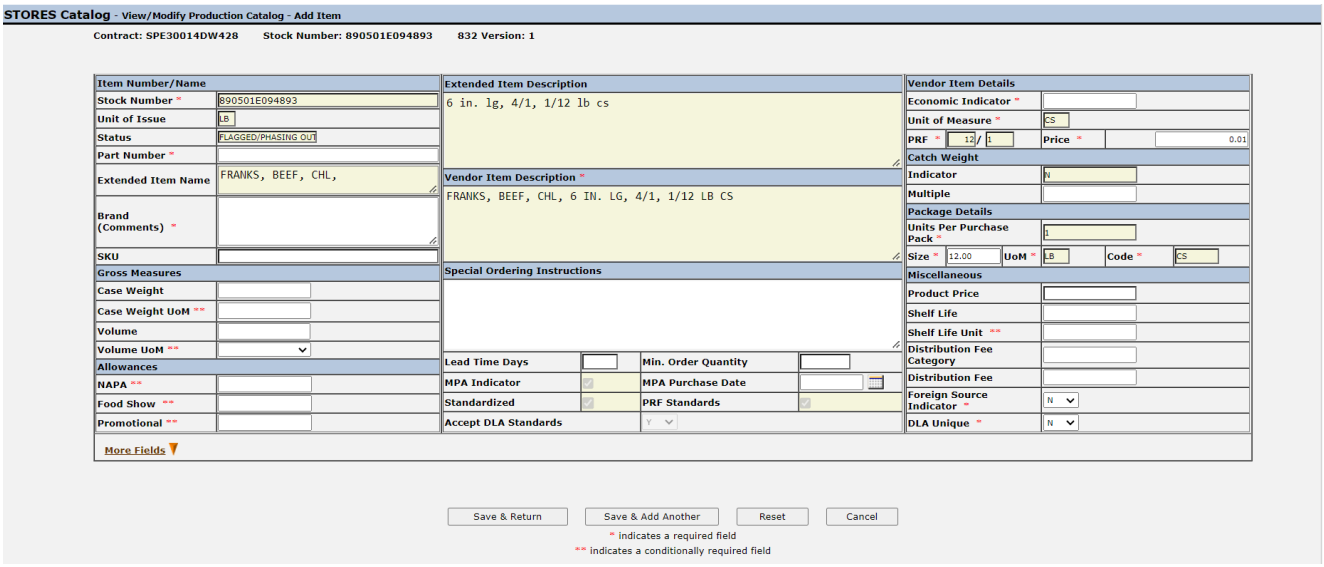
Adding an item to a production catalog works somewhat differently from adding an item to a baseline catalog. If the item already exists in the customer catalog, the fields will be prefilled when the item is added. If standards were previously accepted for the item, the standards will be accepted automatically 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
To Add an Item: **1.** To add a new item to the catalog, navigate to the ***Catalog Items*** screen and click Add Item. The ***Enter Stock Number*** screen displays.	***Catalog Items*** Screen (partial) – Viewing  Contract: SPM30008D1035 832 Version: 1 View Reports Filter: All Items Page 2 of 10 Go to page: Go! Add Item [First] [Previous] [Next] [Last] 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#
2. Enter a stock number **3.** Click Continue. The ***Add Item*** screen displays (next page). **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.	***Enter Stock Number*** Screen (two example close-ups)  Stock Number: Continue Cancel Stock Number: 890501E094893 Continue Cancel

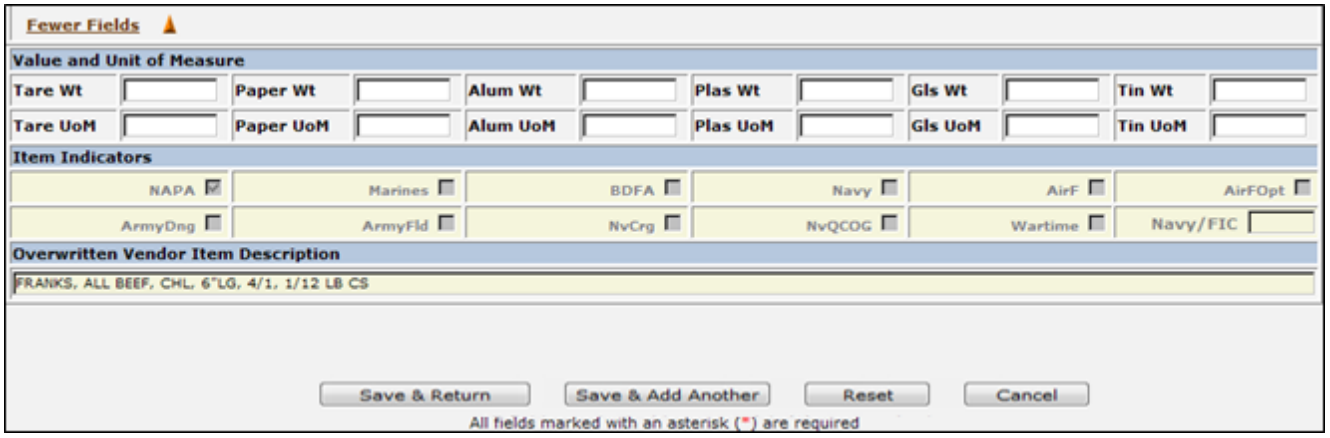
STEP/ACTION	EXAMPLE
The ***Add Item*** screen displays the details of the specific stock number being added. Once the item details have been entered, the user may choose to perform one of the following actions: • Click Save & Return to update the catalog with the new item and return to the ***Catalog Items*** screen. • Click Save & Add Another to update the catalog with the new item and add another item. • Click Reset to clear the user-entered values. • Click Cancel 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.	***Production Catalog Add Item*** Screen (with 2 close-ups) 
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 OK to return to the ***Add Items (Production Catalog)*** screen.	***Error*** Pop-up Window (Example) 

Add Item (Production Catalog) Close-up

View on Screen Load



Bottom of Screen – Expanded View



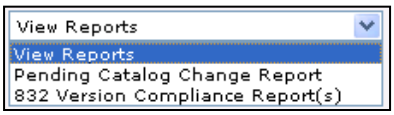
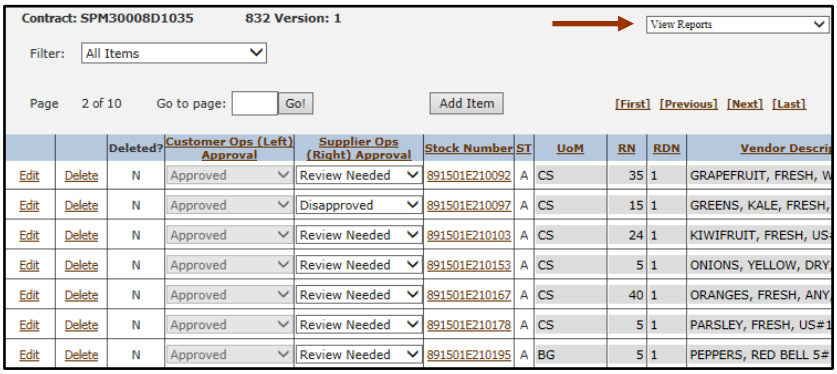
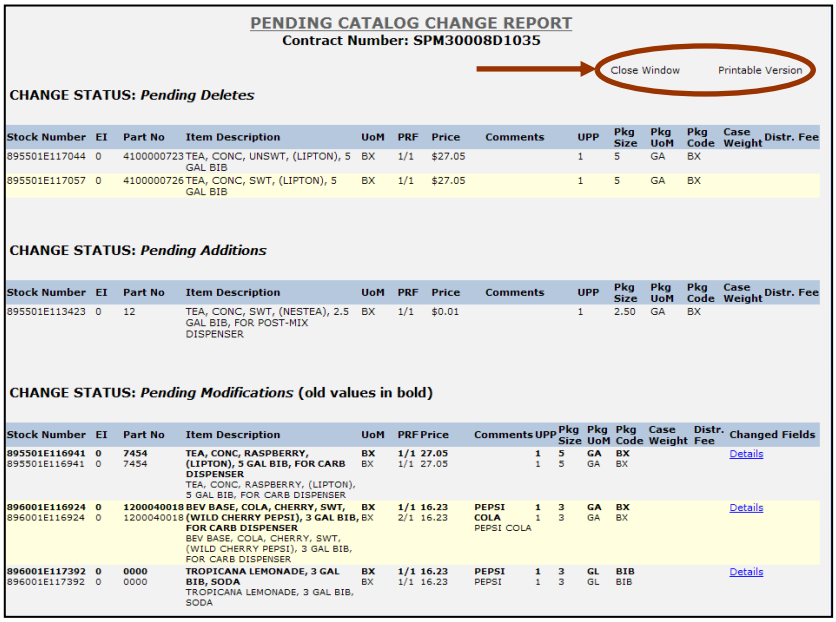
This screen looks and functions very much like the ***Detailed View (Production Catalog)*** screen. The differences between the two screens are:

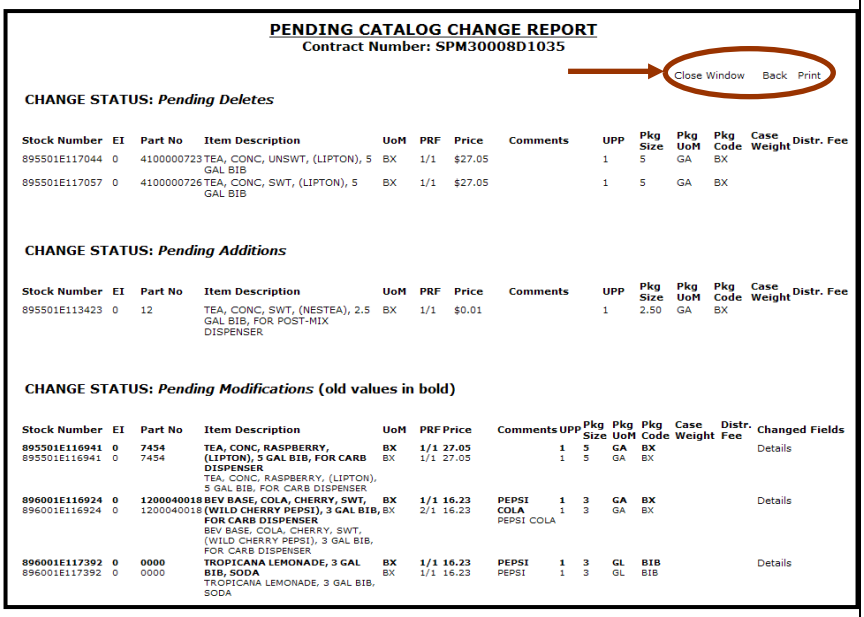
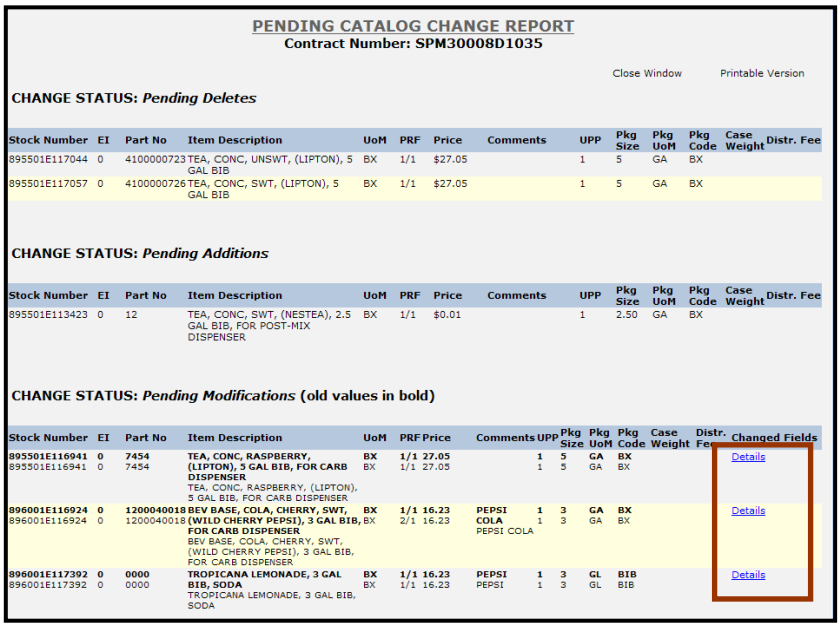
- The action buttons differ.
- The DLA Evaluation section is not displayed.
- The value of the DLA Standards Acceptance field cannot be modified on this screen.

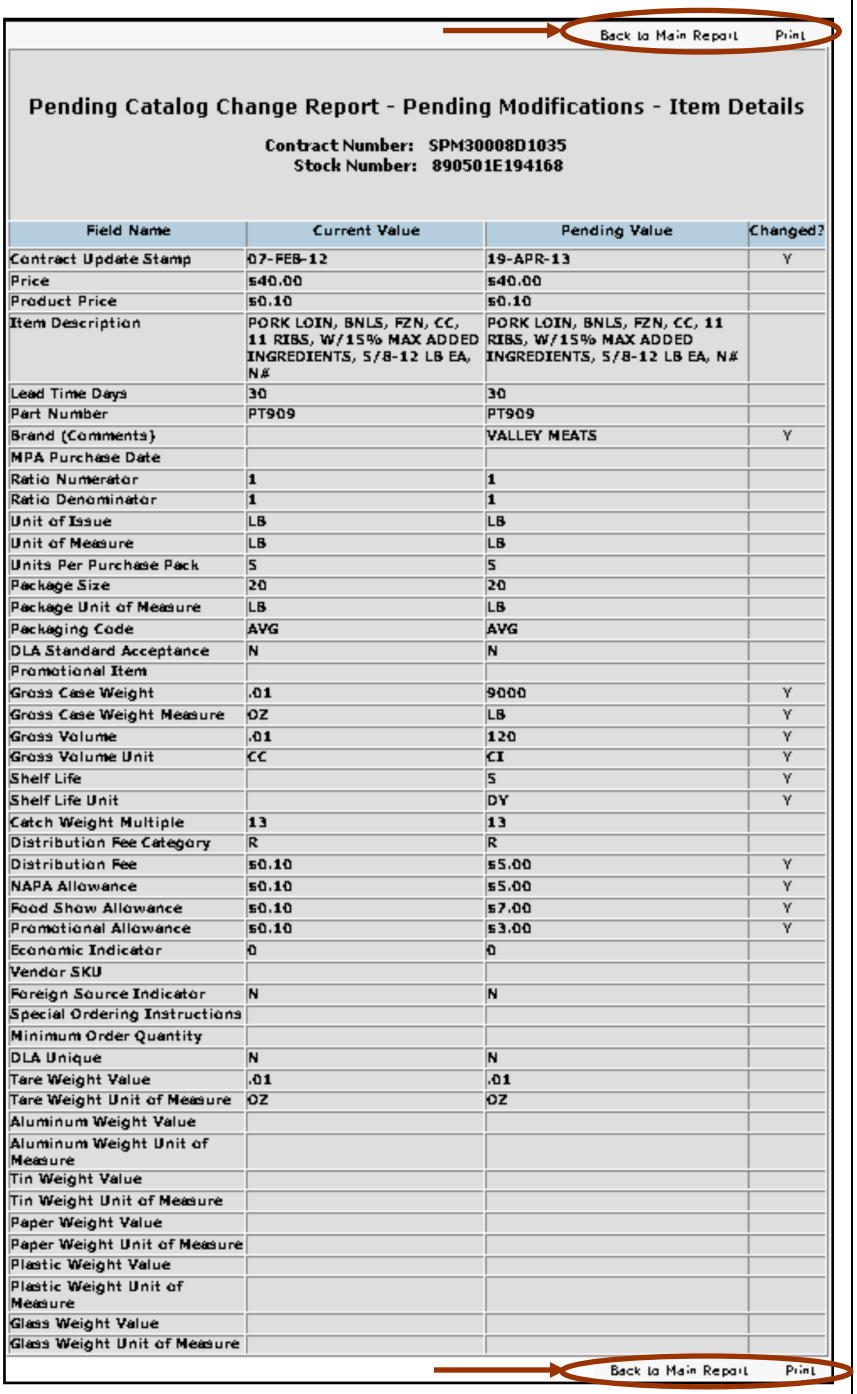
5.5: View Catalog Reports

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
<u>To Access the Report:</u> **1.** To view the report, select "Pending Catalog Change Report" from the Reports drop-down on the ***Catalog Items*** screen.  The ***Pending Catalog Change Report*** screen displays in a new window.	***Catalog Items*** Screen 
The ***Pending Catalog Change Report*** screen has a normal view version and a printable version. 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. **2.** To access the printable version click "Printable Version". The ***Pending Catalog Change Report*** printable version displays (next page).	***Pending Catalog Change Report*** Screen 

STEP/ACTION	EXAMPLE
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 896001E116924 0 1200040018 **BEV BASE, COLA, CHERRY, SWT, (WILD CHERRY PEPSI), 3 GAL BIB, FOR CARB DISPENSER** BX 1/1 16.23 PEPSI COLA 1 3 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 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
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 896001E116924 0 1200040018 **BEV BASE, COLA, CHERRY, SWT, (WILD CHERRY PEPSI), 3 GAL BIB, FOR CARB DISPENSER** BX 1/1 16.23 PEPSI COLA 1 3 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 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

STEP/ACTION	EXAMPLE
The ***Pending Catalog Change Report – Pending Modifications – Item Details*** screen contains details of the items to be changed. Clicking "Back to Main Report" displays the ***Pending Catalog Change Report*** screen. Clicking **Print** opens the system Print dialog box. **4.** Click ***Back to Main Report.*** The ***Pending Catalog Change Report*** screen displays (not shown).	***Pending Catalog Change Report – Pending Modifications – Item Details*** Screen 

Back to Main Report Print

Pending Catalog Change Report - Pending Modifications - Item Details

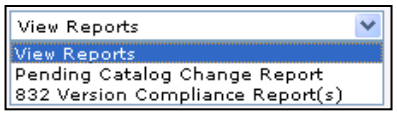
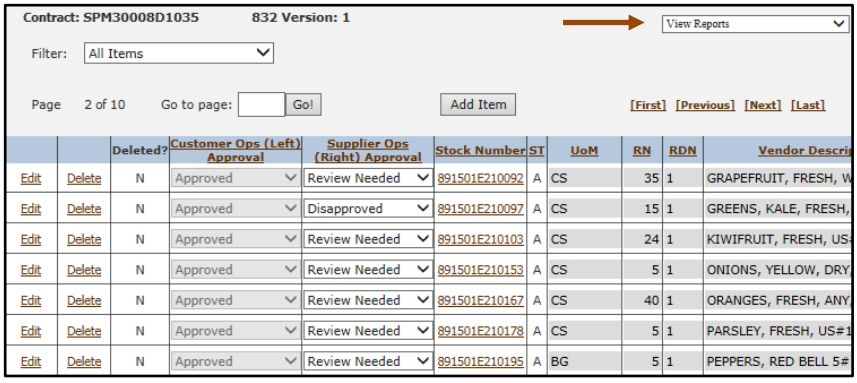
Contract Number: SPM30008D1035
Stock Number: 890501E194168

Field Name	Current Value	Pending Value	Changed?
Contract Update Stamp	07-FEB-12	19-APR-13	Y
Price	$40.00	$40.00	
Product Price	$0.10	$0.10	
Item Description	PORK LOIN, BNLS, FZN, CC, 11 RIBS, W/15% MAX ADDED INGREDIENTS, 5/8-12 LB EA, N#	PORK LOIN, BNLS, FZN, CC, 11 RIBS, W/15% MAX ADDED INGREDIENTS, 5/8-12 LB EA, N#	
Lead Time Days	30	30	
Part Number	PT909	PT909	
Brand (Comments)		VALLEY MEATS	Y
MPA Purchase Date			
Ratio Numerator	1	1	
Ratio Denominator	1	1	
Unit of Issue	LB	LB	
Unit of Measure	LB	LB	
Units Per Purchase Pack	5	5	
Package Size	20	20	
Package Unit of Measure	LB	LB	
Packaging Code	AVG	AVG	
DLA Standard Acceptance	N	N	
Promotional Item			
Gross Case Weight	.01	9000	Y
Gross Case Weight Measure	OZ	LB	Y
Gross Volume	.01	120	Y
Gross Volume Unit	CC	CI	Y
Shelf Life		5	Y
Shelf Life Unit		DY	Y
Catch Weight Multiple	13	13	
Distribution Fee Category	R	R	
Distribution Fee	$0.10	$5.00	Y
NAPA Allowance	$0.10	$5.00	Y
Food Show Allowance	$0.10	$7.00	Y
Promotional Allowance	$0.10	$3.00	Y
Economic Indicator	0	0	
Vendor SKU			
Foreign Source Indicator	N	N	
Special Ordering Instructions			
Minimum Order Quantity			
DLA Unique	N	N	
Tare Weight Value	.01	.01	
Tare Weight Unit of Measure	OZ	OZ	
Aluminum Weight Value			
Aluminum Weight Unit of Measure			
Tin Weight Value			
Tin Weight Unit of Measure			
Paper Weight Value			
Paper Weight Unit of Measure			
Plastic Weight Value			
Plastic Weight Unit of Measure			
Glass Weight Value			
Glass Weight Unit of Measure			

Back to Main Report Print

5.5.2: 832 Version Compliance Report(s)

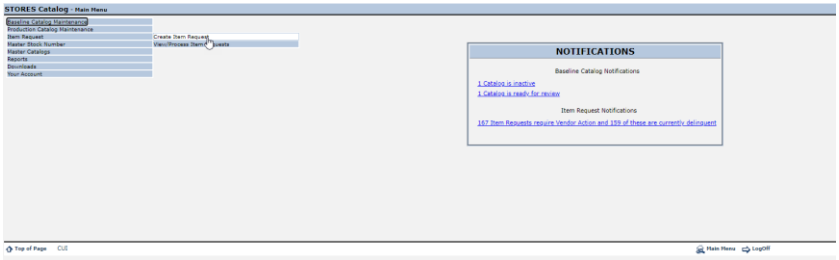
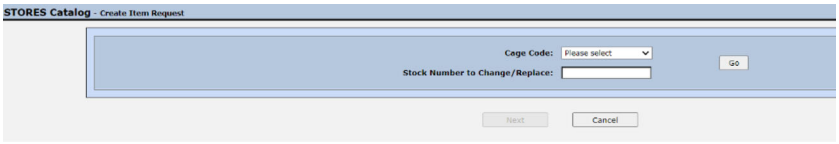
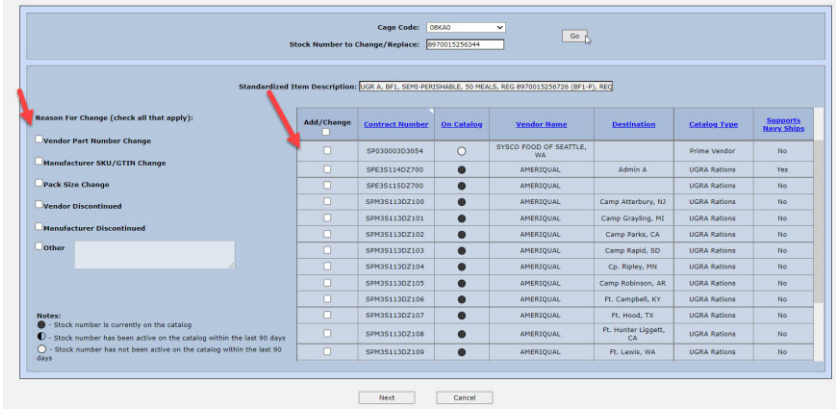
These reports allow the user to check a catalog for 832 Version 2 and 832 Version 3 compliance. They can be accessed from both the **Main Menu** screen and the Catalog Items Report drop-down.

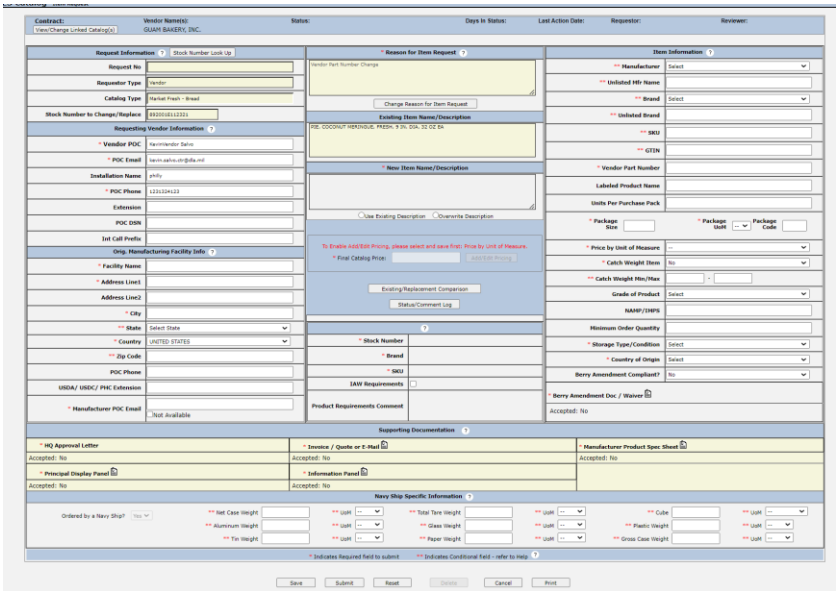
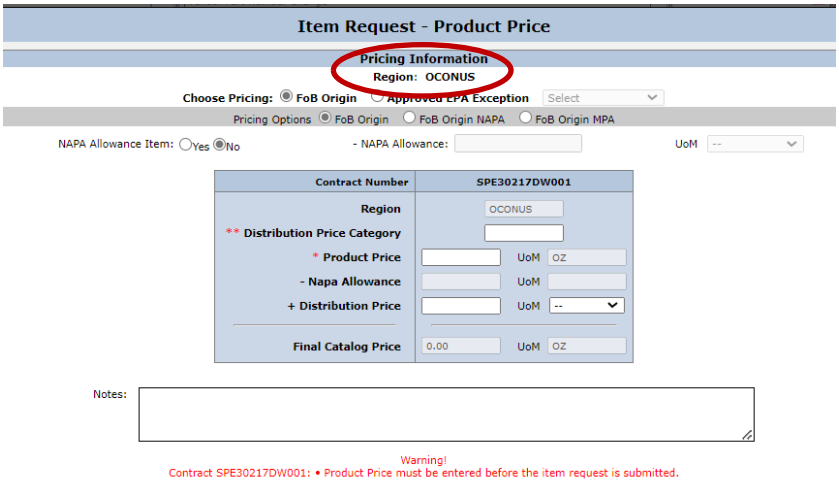
STEP/ACTION	EXAMPLE
To Access the Report: **1.** To view the report, select "832 Version Compliance Reports(s)" from the Reports drop-down.  The ***Pending Catalog Change Report*** screen opens in a new window.	***Catalog Items*** Screen 
The ***Compliance Report Specification*** screen appears (right). **2.** Refer to section 9.2 starting with Step 4 for the remaining report explanation.	***Compliance Report Specification*** Screen

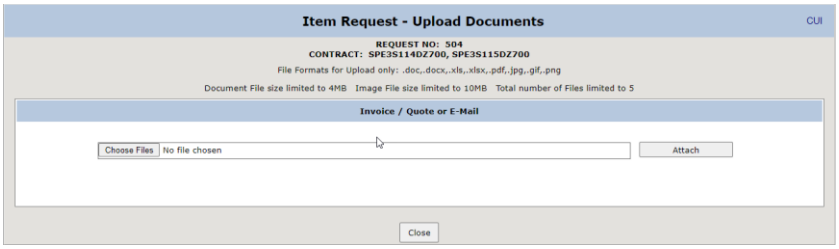
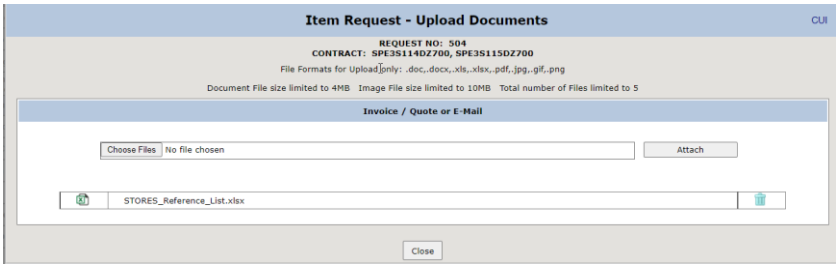
Chapter 6: Create Item Request

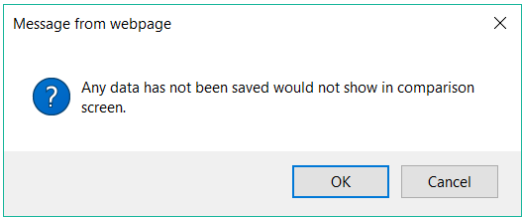
The Item Request, limited to users with appropriate permissions, provides for an end-to-end automated Local Stock Number (LSN) request process in STORES to control the proliferation of new item requests and approvals/disapprovals including, but not limited to, the actual product specifications that could 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
To access ***Create Item Request*** functionality: From the ***STORES Catalog Main Menu***, place your cursor over the **Item Request** menu bar and select **Create Item Request** from the submenu. **Create Item Request** **1.** At the **Item Request** menu bar, select **Create Item Request** from the submenu. The ***Create Item Request*** wizard screen displays. **2.** Select the ***Cage Code*** drop-down menu to select Cage Code affiliated with request. **3.** Enter the Stock Number to Change or Replace. **4.** Select the ***OK*** button to enable Catalog Selection portion of wizard screen. **5.** Select a Reason(s) for change **6.** Select the Catalogs for the requested change to impact. **7.** Select the ***Next*** button	***STORES Catalog – Main Menu*** Screen  ***Create Item Request –*** Cage Code/ Stock Number selection  ***Create Item Request –*** Reason For Change / Catalog selection 

STEP/ACTION	EXAMPLE
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.	***Item Request Detail (Vendor Initiated Request)*** Screen  ***Item Request*** Detail Screen  ***Item Request*** (Vendor Initiated) Pricing Information Screen

STEP/ACTION	EXAMPLE
To ***Attach*** Documents: **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 redisplays with a file type icon next to the field of the upload.	 ***Item Request - Upload Documents***  ***Item Request Upload Documents*** (With Item Uploaded)

STEP/ACTION	EXAMPLE
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. **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. NOTE: Information is displayed based on how far along in the request process the item is. **22.** Select ***Close Window*** to return to the ***Item Request Screen***.	***Comparison screen message***  ***Item Request – Existing/Replacement Comparison Screen***

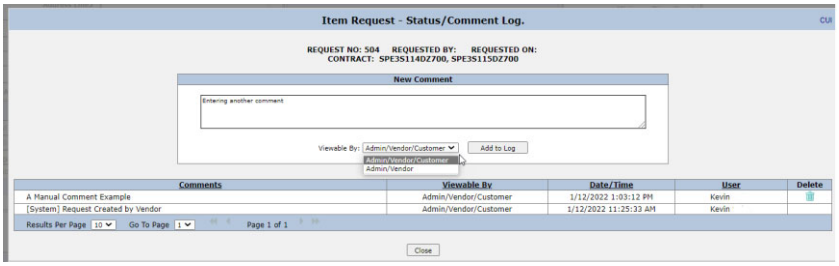
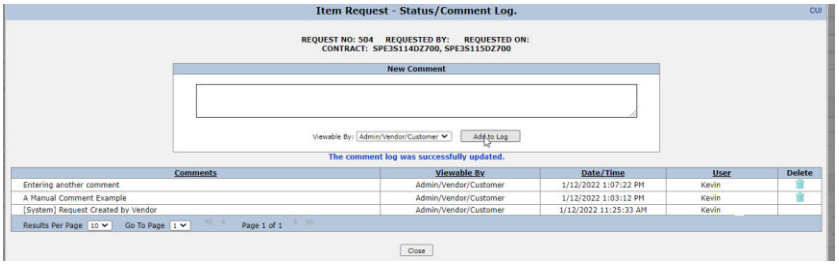
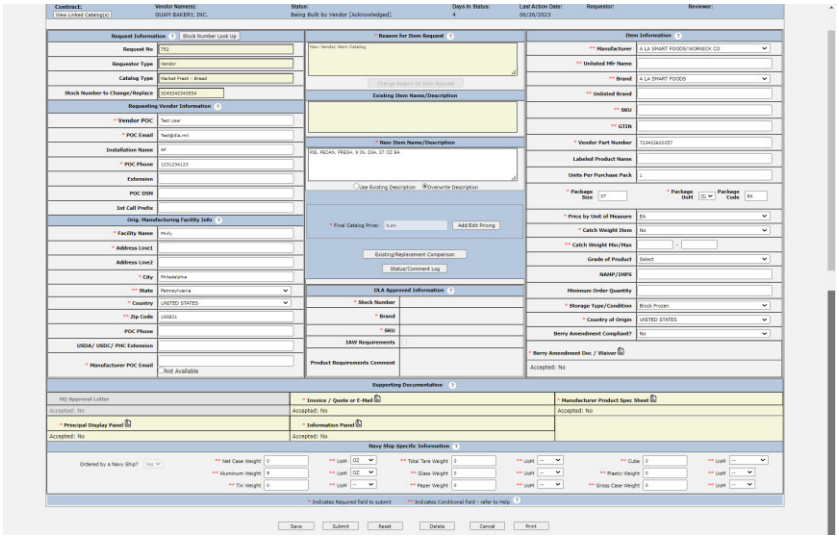
Item Request - Existing/Replacement Comparison

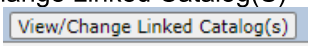
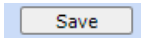
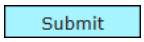
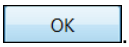
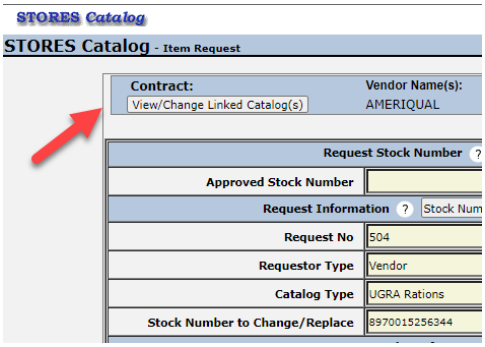
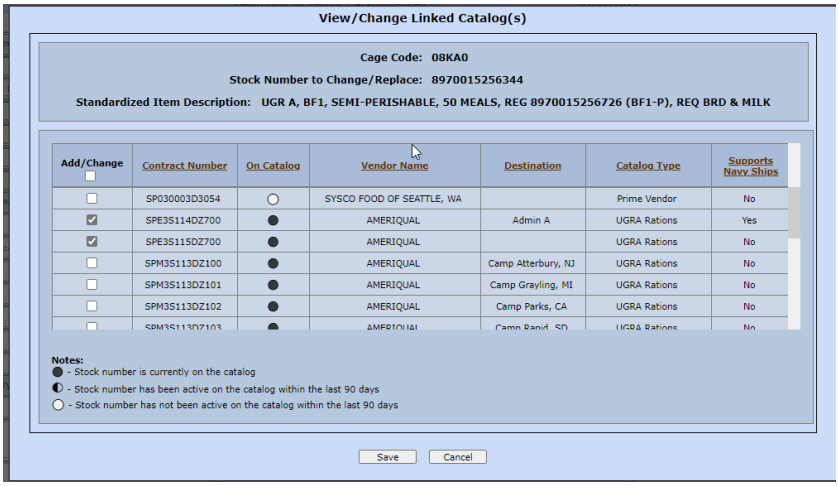
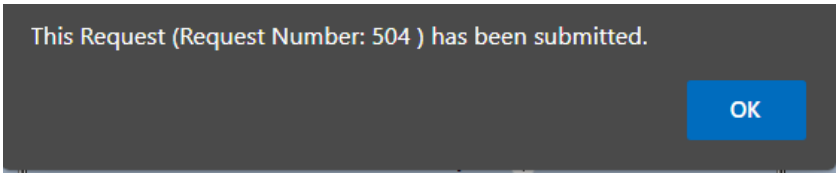
Contract Number(s): SPE3S114DZ700, SPE3S115DZ700
Stock Number to Change/Replace: 8970015256344
Approved Stock Number:
Request Number: 504
Request Status: Being Built by Vendor
Cage Code: 08KA0

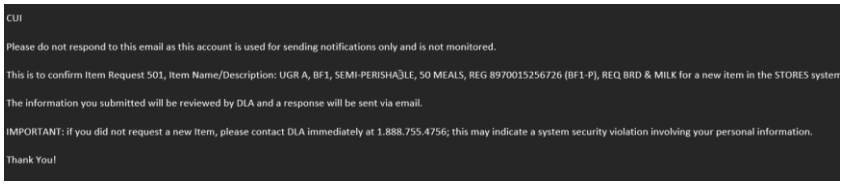
! – Attributes do not match between Existing Standardized Input / Replacement Input / Associated Stock Number

Field Name	Existing Standardized Item	Replacement Item	Current State/Item Created
Last Updated Date: !	12/19/2018	1/12/2022	
Existing Description / Overwrite Description	N/A	Uses Existing Description	
Extended Item Description:	UGR A, BF1, SEMI-PERISHABLE, 50 MEALS, REG 8970015256726 (BF1-P), REQ BRD & MILK	UGR A, BF1, SEMI-PERISHABLE, 50 MEALS, REG 8970015256726 (BF1-P), REQ BRD & MILK	
Manufacturer:	N/A	AGORA FOODS	
Brand: !	brand	AGORA FOODS, LLC	
SKU:	N/A	213213213213	
GTIN:	N/A	1322312312	
Vendor Part Number:	N/A	24254543534543	
Labeled Product Name:	N/A		
Units Per Purchase Pack: !	1		
Package Size: !	1	23	
Package UoM: !	EA	LB	
Package Code: !	EA		
Vendor Unit of Measure: !	EA	LB	
Catch Weight Item:	N	N	
Catch Weight Min/Max:			
Grade of Product:	N/A		
NAMP/IMPS:			
Minimum Piece Count:	N/A		
Storage Type/Condition:	N/A	Fresh	
Country of Origin:	N/A	UNITED STATES	
Berry Amendment Compliant?:	N/A	N	
Navy Ship Specific Information			
Ordered by a Navy Ship?:	Y	Y	
Case Net Weight:	N/A		
Case Net Weight UoM:	N/A		
Aluminum Weight:			
Aluminum Weight UoM:			
Tin Weight:			
Tin Weight UoM:			
Total Tare Weight:			
Total Tare Weight UoM:			
Glass Weight:			
Glass Weight UoM:			
Paper Weight:			
Paper Weight UoM:			
Cube:			
Cube UoM:			
Plastic Weight:			
Plastic Weight UoM:			
Gross Case Weight:			
Gross Case Weight UoM:			

Print
Close Window

STEP/ACTION	EXAMPLE
23. Click the ***Item Request – Status/Comments Log*** button and the ***Item Request – Status/Comments Log*** screen displays. **24.** Enter a comment and select from the ***Viewable By*** drop-down menu, who should have permission to view the comment. **25.** Click the ***Add to Log*** button and the comment will display in the table with the Viewable By, Date/Time and User Name. **26.** The ***Delete*** column will be enabled with a 🗑 icon for the originator of the comment only. **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. ***28.*** Click the ***Close*** button to return to the ***Item Request Detail Screen.***	***Item Request – Status/Comments Log Screen***  ***Item Request – Status/Comments Log Screen*** (updated)  ***Item Request Detail Screen*** (Completed) 

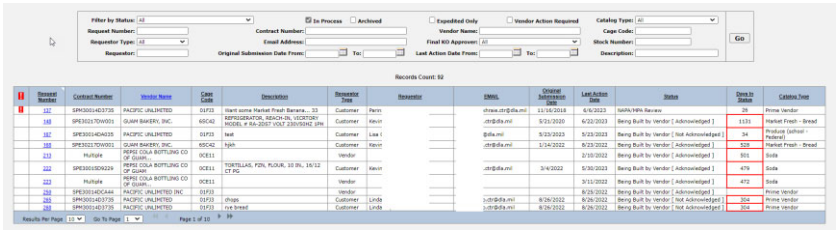
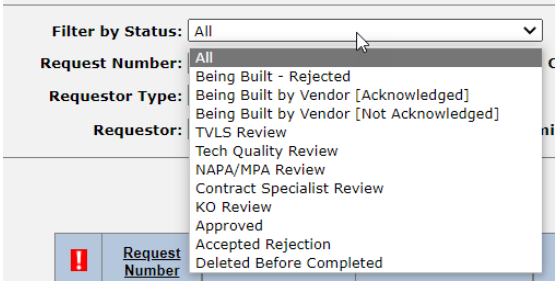
STEP/ACTION	EXAMPLE
29. To Change or view the Catalog(s) associated with the request, click the View/Change Linked Catalog(S) button.  ***30.*** User is able to make modifications to catalogs involved in request if item is still in Being Built by Vendor Status ***31.*** Click Save button  to confirm changes and return to Item Request Detail Screen. 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. **32.** Click the  button. A confirmation pop-up window displays, showing that the Request has been submitted. **33.** Click  .	***View/Change Linked Catalog(s)* button**  ***View/ Changed Linked Catalog(s)***  ***Confirmation Pop-up Window (Submit)*** 

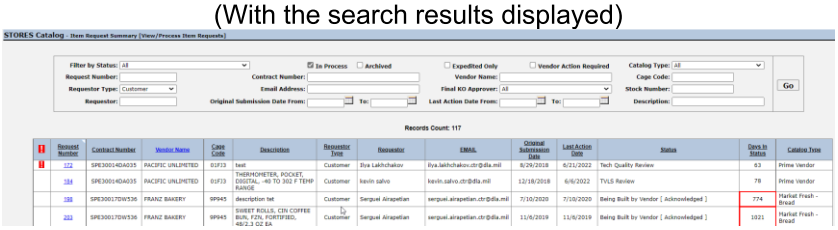
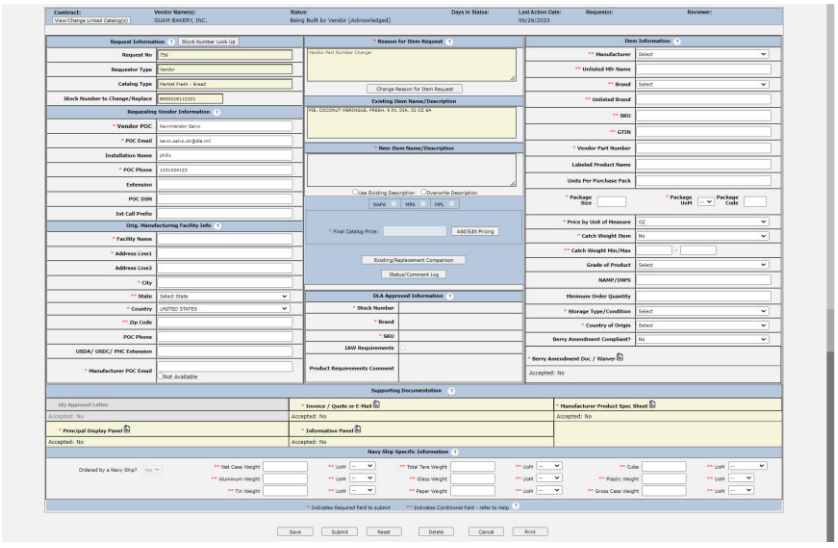
STEP/ACTION	EXAMPLE
An email is sent to the Vendor, and the request is then available to Admin to be processed.	***Stock Number Request Email Notification to Vendor***  CUI Please do not respond to this email as this account is used for sending notifications only and is not monitored. This is to confirm 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!
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.	**REQUEST STOCK NUMBER SECTION** **Approved Stock Number** • This stock number will be entered by DLA when request is approved. **REQUEST INFORMATION SECTION** **Stock Number to Change/Replace** • Existing stock number vendor wishes to associate to satisfy the request. **REQUESTING VENDOR INFORMATION SECTION** **Vendor POC - required field** A valid Point of Contact: • 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: • 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.
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.	***Error Message*** • 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. OK

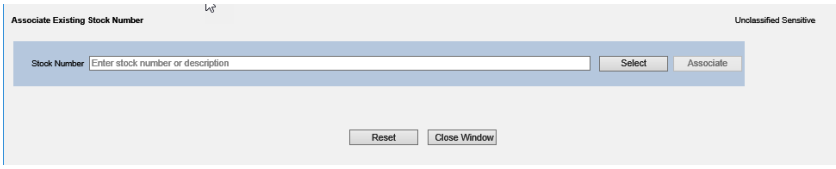
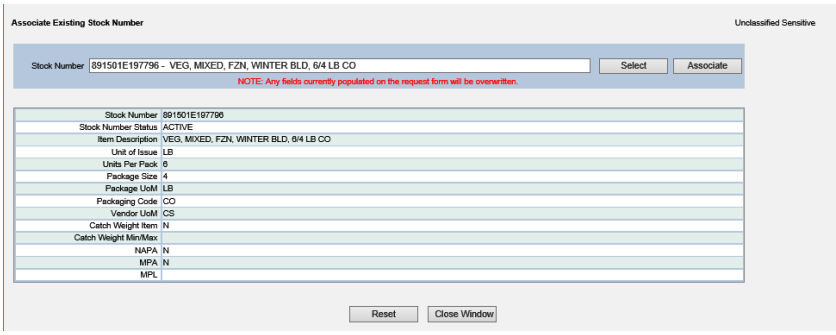
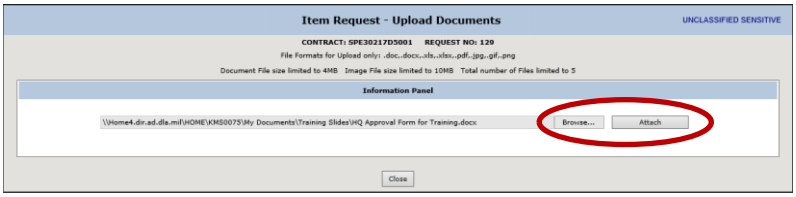
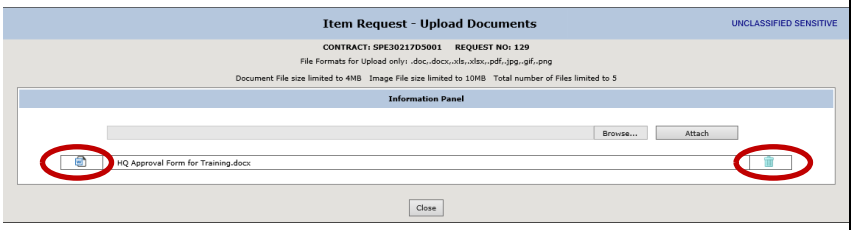
Chapter 7: View/Process Item Requests

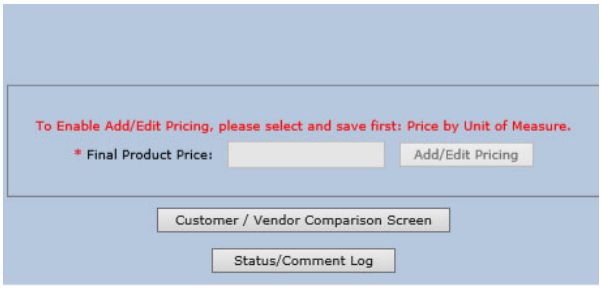
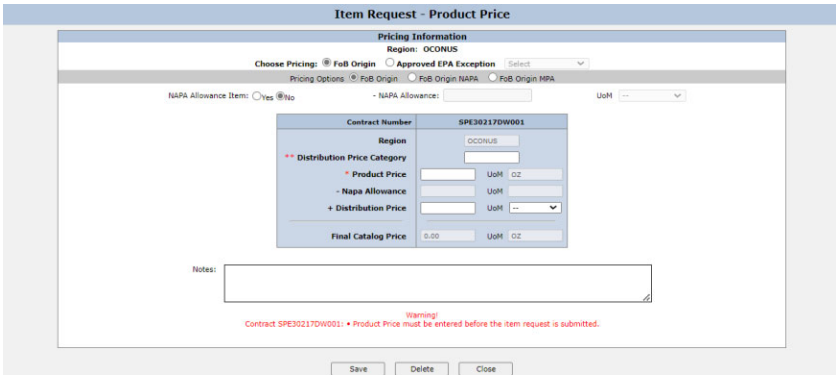
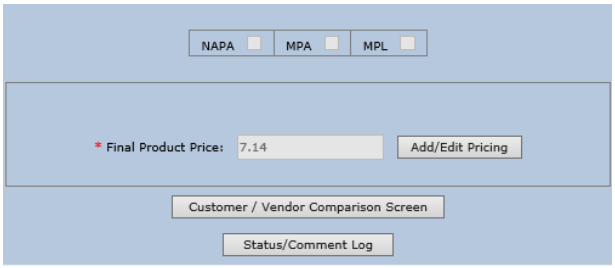
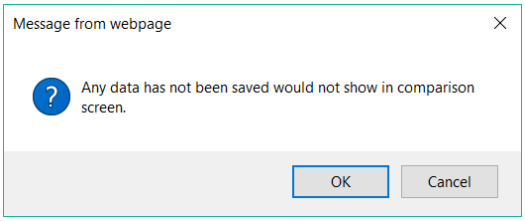
The Item Request, limited to users with appropriate permissions, provides for an end-to-end automated Local Stock Number (LSN) request process in STORES to control the proliferation of new item requests and approvals/disapprovals including, but not limited to, the actual product specifications that could 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.

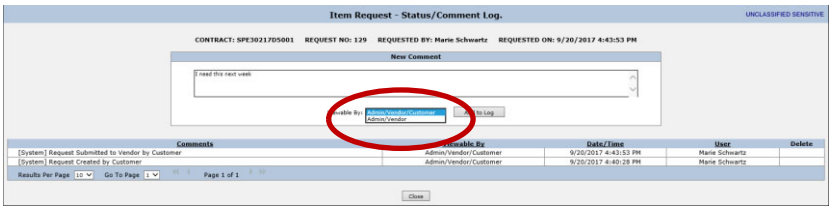
This chapter details the ability processing Item Requests submitted by the Customer. For details about Catalog Vendor's creating an Item Request themselves, please see Chapter 6 "Create Item Request."

STEP/ACTION	EXAMPLE
To access ***View/Process Item Requests*** functionality: From the ***STORES Catalog Main Menu***, place your cursor over the **Item Request** menu bar and select **View/Process Item Requests** from the submenu. **View/Process Item Requests** **1.** At the **Item Request** menu bar, select **View/Process Item Requests** from the submenu. The ***View/Process Item Requests*** Summary screen displays. **2.** Select the ***Filter By*** drop-down menu to filter by request status. **3.** 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. **4.** Select the ***OK*** button to re-enter a new contract number.	***STORES Catalog – Main Menu*** Screen ***View/Process Item Requests*** Summary Screen  ***View/Process Item Requests*** Summary Screen (With the Filter By drop-down menu displayed) 

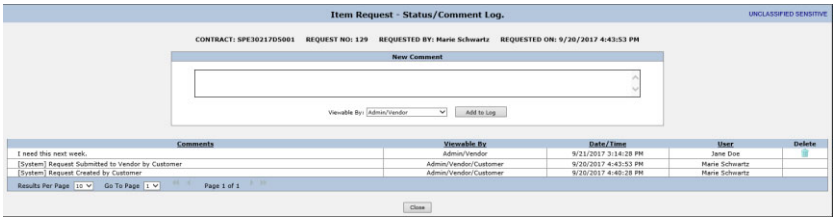
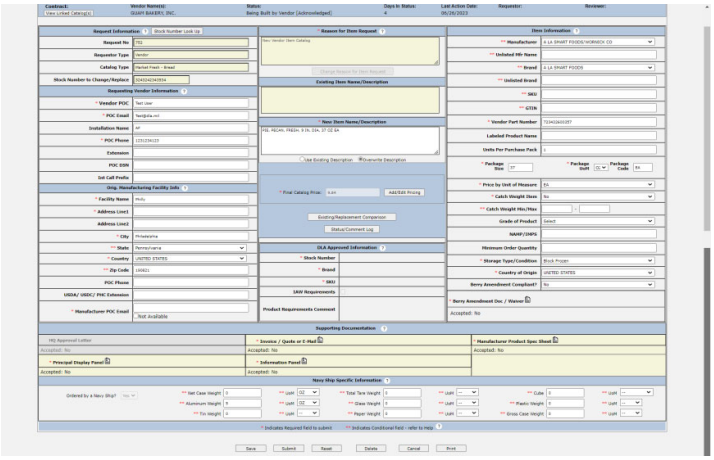
STEP/ACTION	EXAMPLE
NOTE: All contract numbers associated to the Vendor (logged in) will display when entering the contract number with the auto-complete function.	
5. Select the ***GO*** button and the search results displays in table format. Clicking Cancel returns Vendor to the ***STORES Catalog Main Menu***.	***Item Request Summary (View/Process Item Requests)*** Screen (With the search results displayed) 
6. Select the ***Request Number*** link of the request to be Reviewed/Modified. The ***Item Request*** Detail screen displays with the Being Built by Vendor Status (Acknowledged) for items currently assigned to the vendor for input.	
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. 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. ***NOTE:*** Any fields currently populated on the request form will be overwritten. **8.** Click the ***Associate*** Button and the ***Item Request*** screen displays with the existing stock number associated to the Item Request. **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.	***Item Request*** Detail Screen 

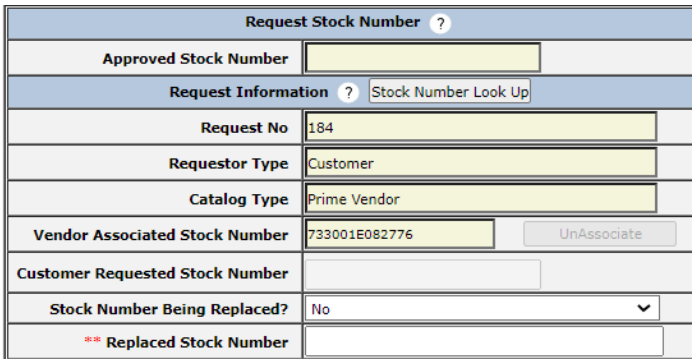
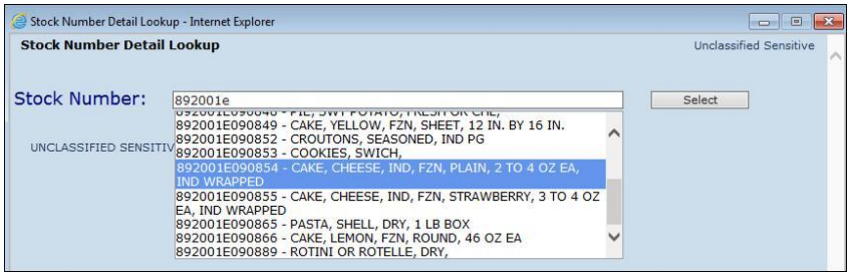
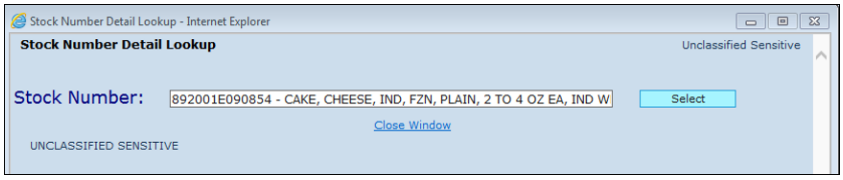
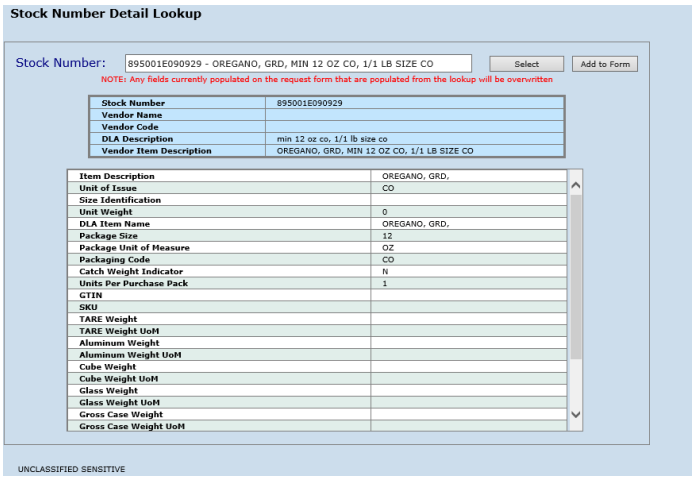
STEP/ACTION	EXAMPLE
To ***Attach*** Documents: **10.** From the ***Item Request Screen*** click the upload document icon to upload documents in the ***Supporting Documentation*** section. **11.** Select ***OK*** at the pop-up message to select a file to upload. **12.** Click the ***Browse*** button to search for a document to upload. **13.** 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. **14.** 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. **15.** Click the ***Close*** button when you are done uploading files for the document. **16.** The ***Item Request*** screen redisplays with a file type icon next to the field of the upload. Note: The warning for the ***Final Product Price*** 'To Enable Add/Edit Pricing, please select and save first: Price by Unit of Measure.' **17.** 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. **18.** When associating existing stock numbers part of the NAPA/MPA/MPL programs, indicators will be marked and information pulled. **19.** Select the ***Save*** button to save the calculated price or ***Delete*** button to delete the calculated price. **20.** A pop- up message will display that the Pricing was successfully updated. Click ***OK*** to continue.	***Associate Existing Stock Number*** Screen  ***Associate Existing Stock Number*** Screen (With the stock number information displayed)  ***Item Request*** Screen  ***Item Request - Upload Documents Screen***  ***Item Request Screen*** (Enlarged)

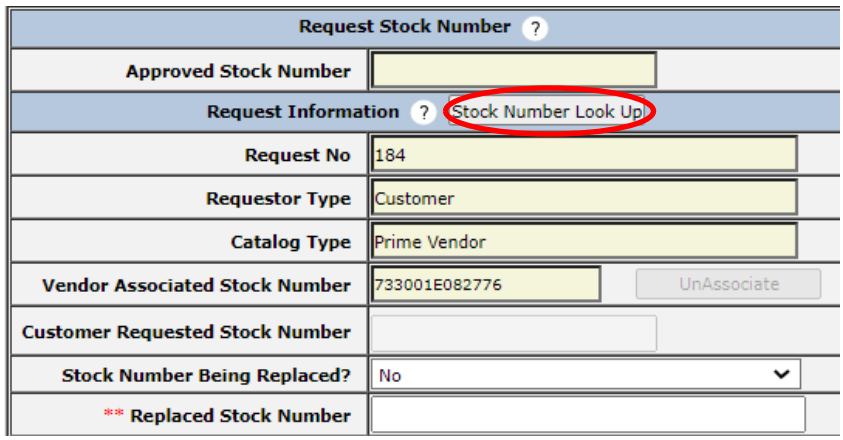
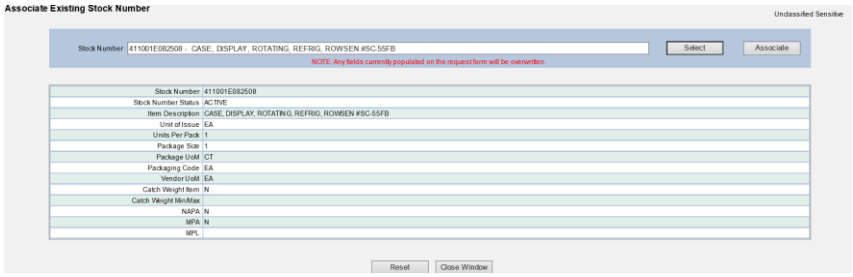
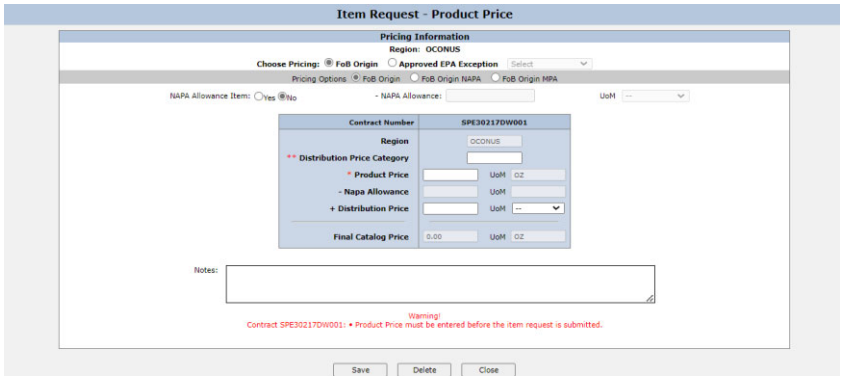
STEP/ACTION	EXAMPLE
21. Select the ***Close*** button to return to the ***Item Request Summary*** screen. **22.** As fields are completed, click the Save button. **23.** The ***Item Request*** screen redisplays with Final Product Price field calculated. Note: The Save button will enable the ***Customer/Vendor Comparison Screen*** and the ***Status/Comment Log*** buttons. **24.** Select the ***Customer/Vendor Comparison Screen*** button and a pop up message displays. **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. NOTE: Information is displayed based on how far along in the request process the item is. **26.** Select ***Print*** or ***Close Window*** to return to the ***Item Request Screen***. **27.** Click the ***Item Request – Status/Comments Log*** button and the ***Item Request – Status/Comments Log*** screen displays. **28.** Enter a comment and select from the ***Viewable By*** drop-down menu, who should have permission to view the comment. **29.** Click the ***Add to Log*** button and the comment will display in the table with	 ***Item Request Screen - Final Product Price Screen***  ***Item Request Screen*** (Enlarged and Completed)  ***Comparison screen message*** 

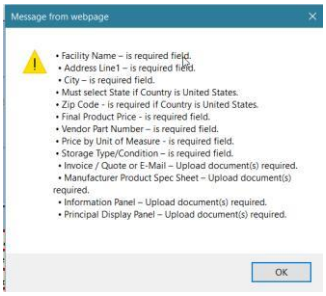
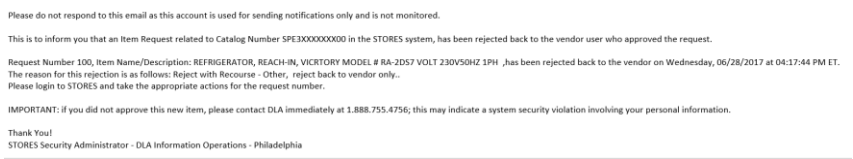
STEP/ACTION	EXAMPLE
the Viewable By, Date/Time and User Name. **30.** The ***Delete*** column will be enabled with a icon for the originator of the comment only. **31.** To delete a comment, you have manually inputted previously, click the icon and a warning message will display to verify the deletion. Click the ***OK*** button to delete or click the ***Cancel*** button to retain the comment. **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. ***Warning – Changes Detected. Please see comparison screen for more details*** **33.** When done, click Save again and the ***Item Request*** screen displays. 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. **34.** Click the Submit button. A confirmation pop-up window displays, showing that the Request has been saved. In this example, *Request Number 318* was saved. **35.** Click OK.	***Item Request – Comparison Screen*** **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 Print ***Item Request – Status/Comments Log Screen***  ***Item Request – Status/Comments Log Screen*** (updated)

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	

STEP/ACTION	EXAMPLE
	 ***Item Request Detail Screen*** (Completed)  ***Confirmation Pop-up Window (Save)***
An email is sent to the Vendor, and the request is then available to Admin to be processed.	***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

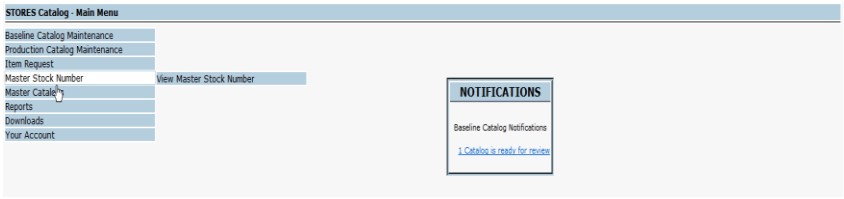
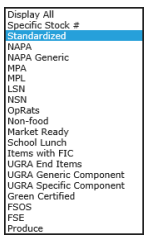
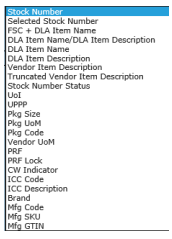
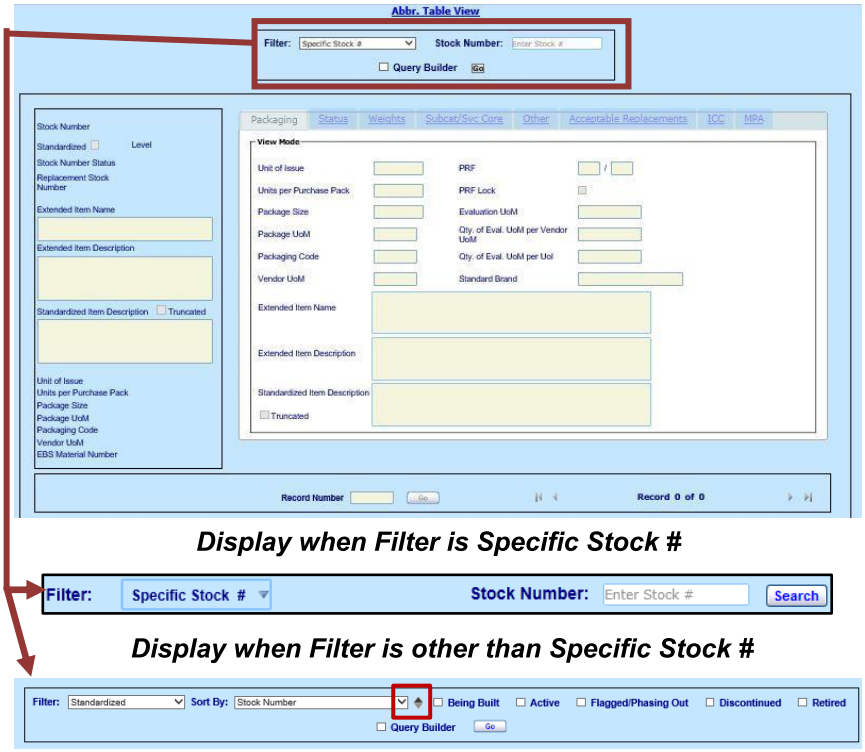
STEP/ACTION	EXAMPLE
The Vendor has the option of performing a Stock Number Detail Lookup to view existing stock numbers in STORES and inherriting any attributes. **1.** Click on Lookup icon and the ***Stock Number Detail Look*** screen displays. **2.** Enter a partial stock number or description in the Stock Number field. **3.** Click Select and the details for the selected Stock Number display in a table format.	 ***Stock Number Detail Lookup*** Screen  
4. Click Close Window to close the browser window.	

STEP/ACTION	EXAMPLE
NOTE: When an incorrect Stock Number or description is entered, a message displays, 'Not a valid stock number'.	
The Vendor has the option of associating an existing stock number in STORES to satsify the request. **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. Click Select and the details for the selected Stock Number display in a table format. **4.** Click "Associate" to satisfy the request using the stock number. NOTE: No changes can be made to any attributes already esablished for the assocaited stock number in STORES.	 
The **Item Request – Product Price** Screen can be accessed by clicking the "Add/Edit Pricing" button on the item request details screen. The vendor must submit at miniumum a product price to establish a final product price. 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.	

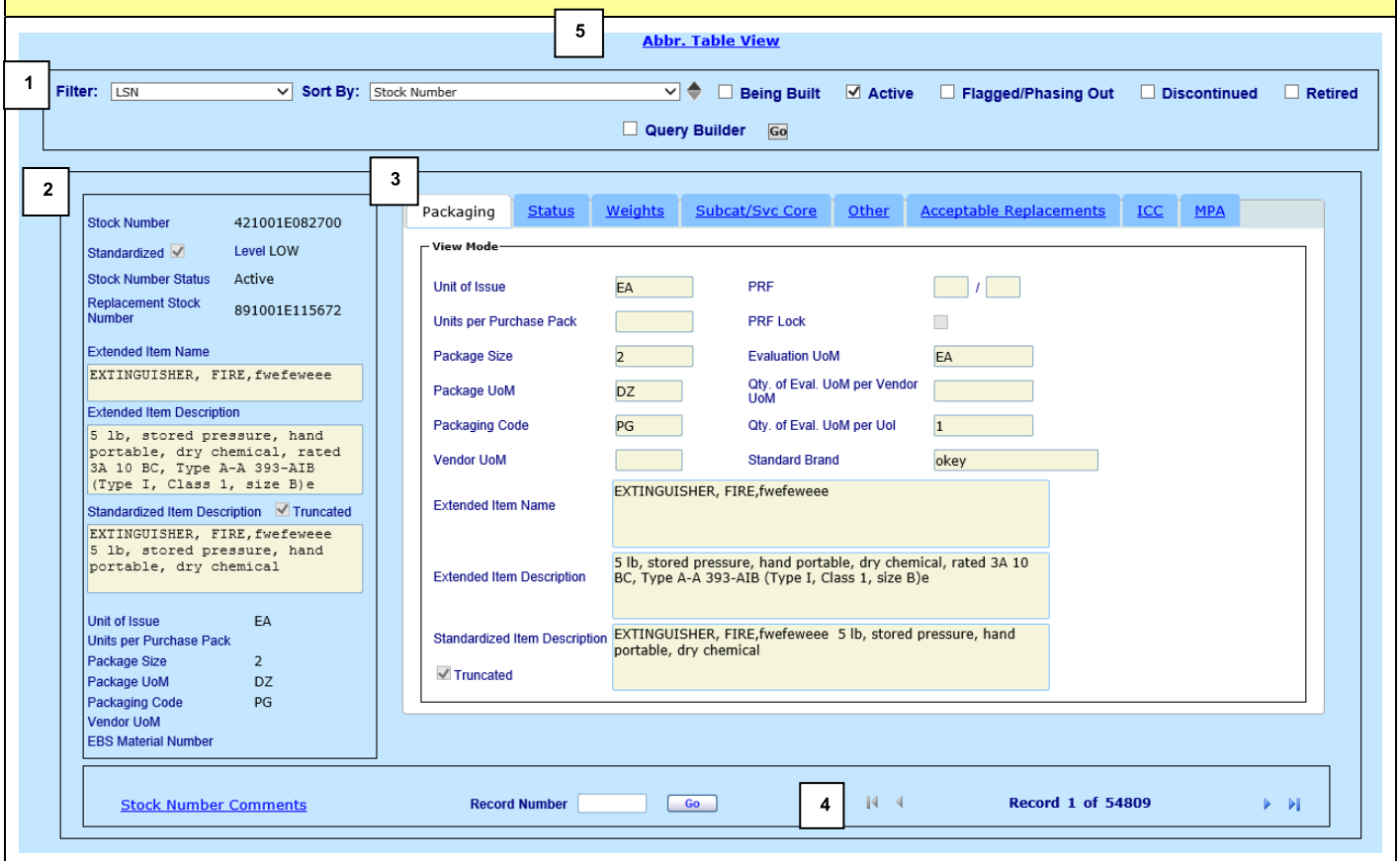
STEP/ACTION	EXAMPLE
For help completing fields, select a Help icon **(?)** from the ***Stock Number Request*** screen. A separate browser window opens displaying the ***Stock Number Request Data Entry Help*** screen. The Help screen provides detailed information for most fields. When selecting a Help **(?)** icon for a particular section on the ***Stock Number Request*** screen, the Help screen automatically displays for that section.	**REQUEST STOCK NUMBER SECTION** **Approved Stock Number** • This stock number will be entered by DLA when request is approved. **REQUEST INFORMATION SECTION** **Vendor Associated Stock Number - optional field** Existing stock number vendor wishes to associate to satisfy the request. **Stock Number Being Replaced – optional field** A valid Replaced Stock Number: - If Stock Number is being replaced: • Must Contain 13 alpha-numeric characters (a-z; A-Z; 0-9).. • Must not allow blanks. **ORIG. MANUFACTURING FACILITY INFO SECTION** **Facility Name - required field** A valid Facility Name: • 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.
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.	***Error Message*** 
Rejected Item Requests Admin users can reject Item Requests using the following rejection reasons: • Reject with Recourse 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.	***Rejected Item Request Email Notification*** 

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.

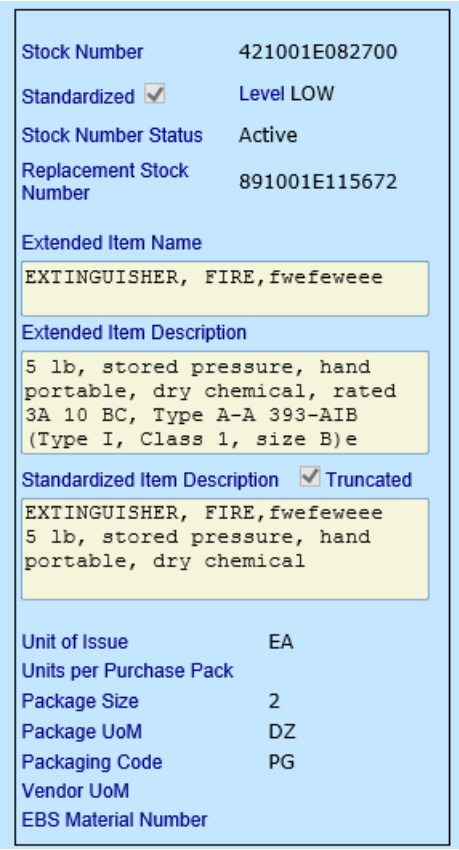
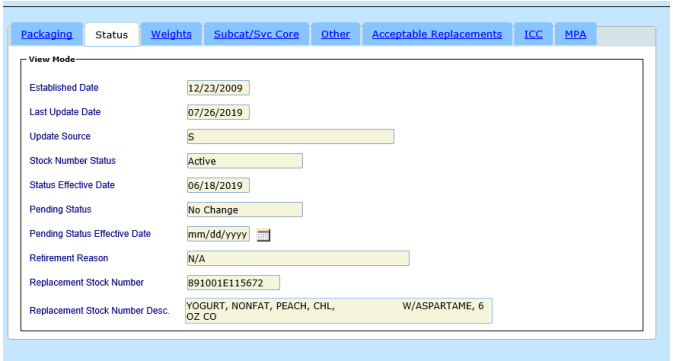
STEP/ACTION	EXAMPLE
To access Master Stock Number functionality from the ***Main Menu:*** **1.** From the ***STORES Catalog Main Menu***, place your cursor over the **Master Stock Number** menu bar and select **View Master Stock Number** from the sub-menu. The ***View Master Stock Number*** screen displays.	***Main Menu*** – **Master Stock Number** Sub-menu 
The screen initially displays without any stock number information displayed and with a default of "Specific Stock #" as a filter. **2.** 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". The View Master Stock Number screen appears with the selected sort criterion – in this case "Stock Number" (next page). **NOTE:** The following filter and sort options are available. The sort options display only when the filter is other than "Specific Stock #".  	***View Master Stock Number*** (with 2 close-ups)  ***Display when Filter is Specific Stock #*** ***Display when Filter is other than Specific Stock #***

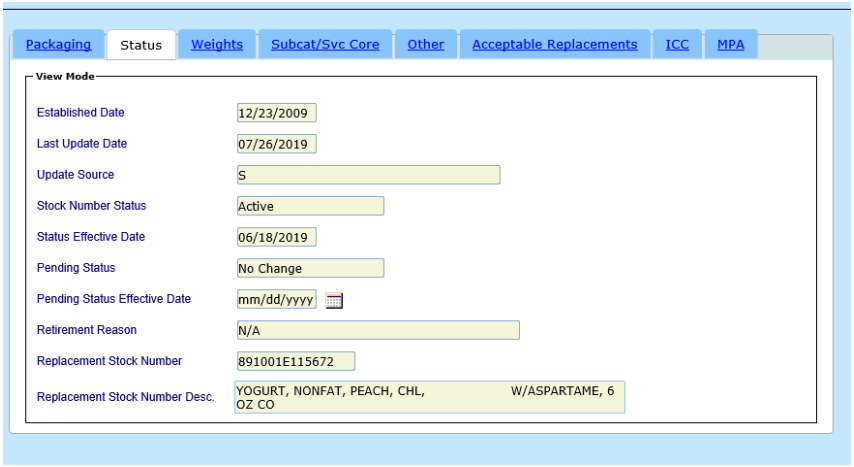
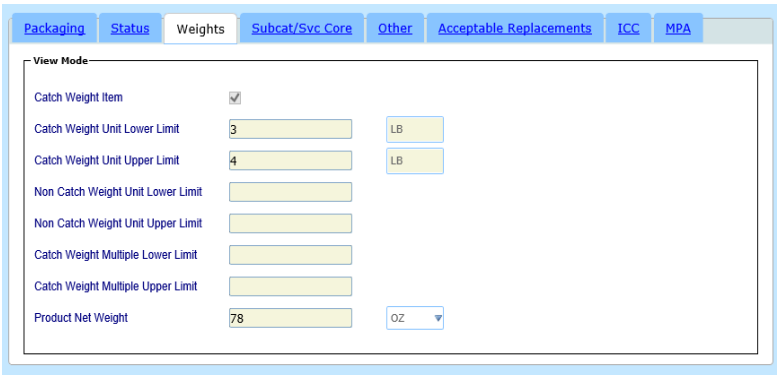
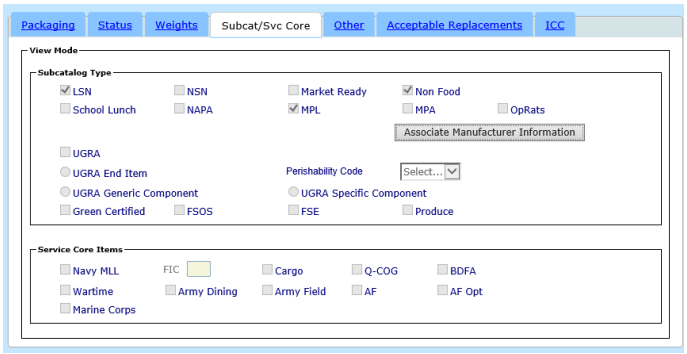
View Master Stock Number - **Detail Screen** Overview

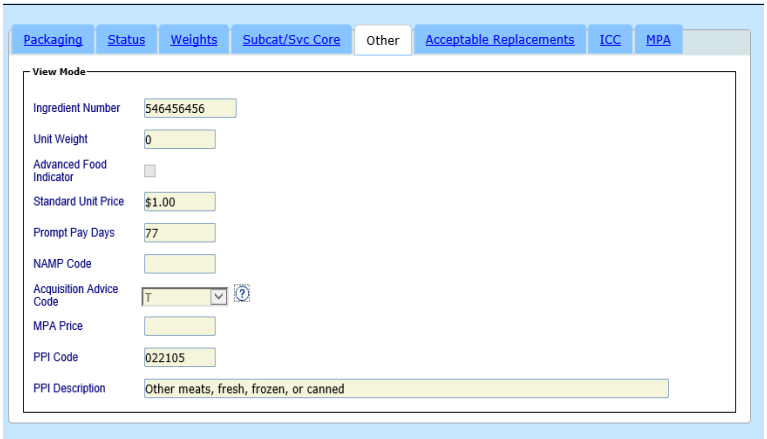
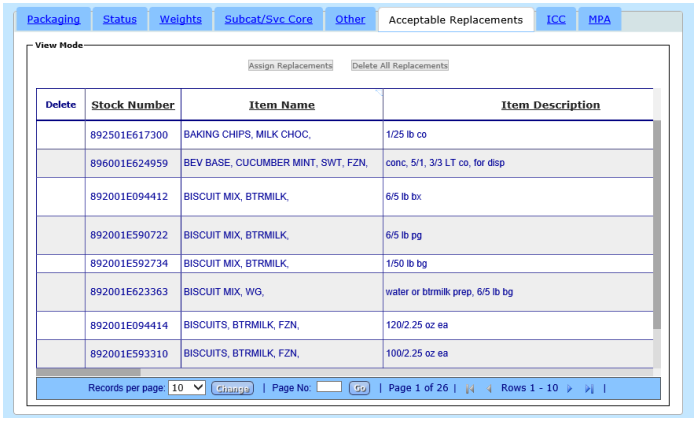
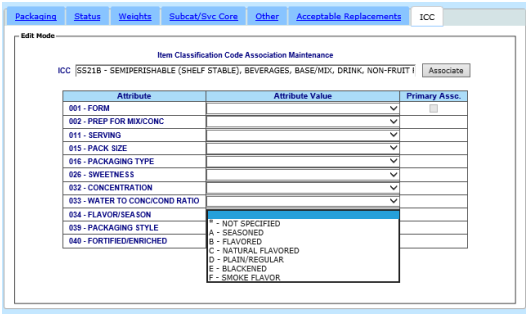


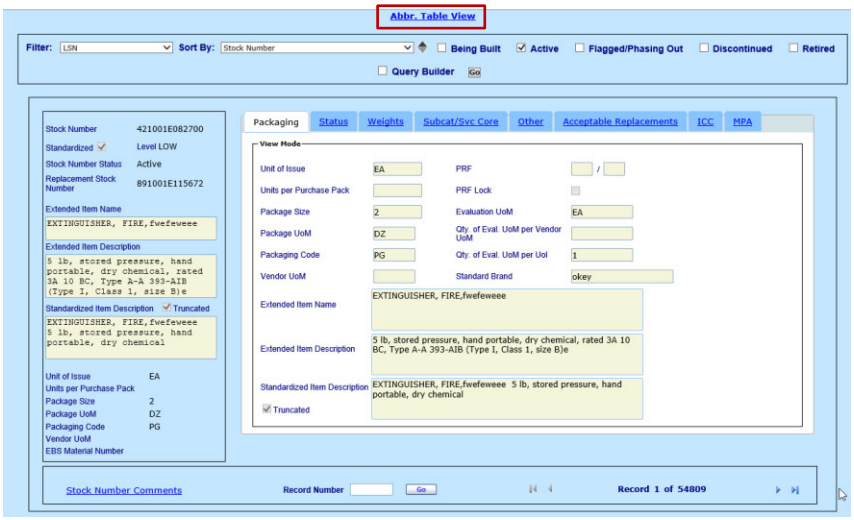
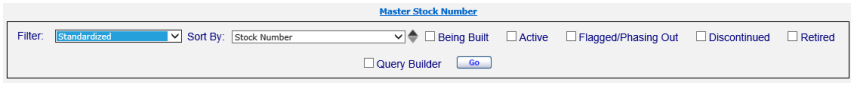
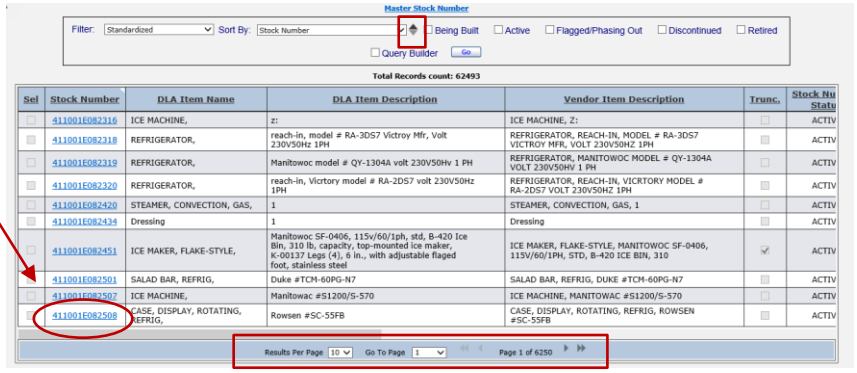
This screen consists of five main sections and may not be edited:

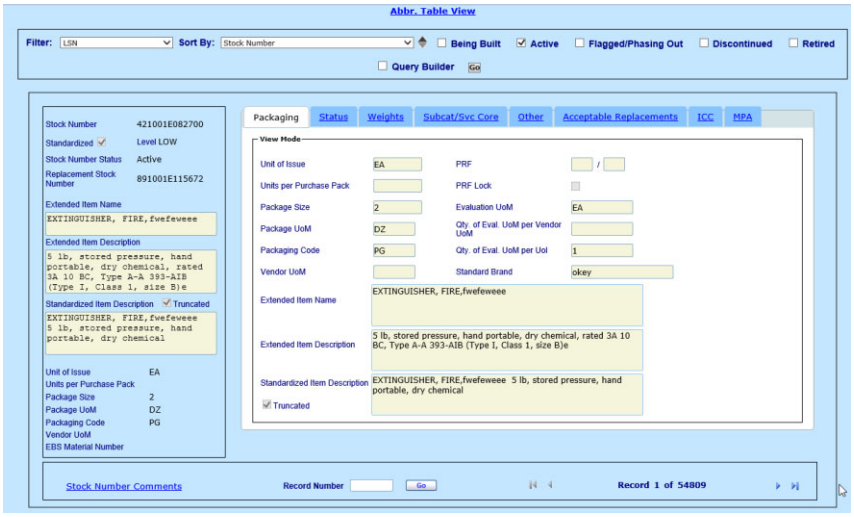
1. **Filter and Sort Options** – The portion of the screen where sort and filter options are selected.
2. **Left Panel** – This portion of the screen displays important information regarding the stock item, and the same information displays regardless of the tab being viewed.
3. **Seven Tabs** – These 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
The left pane contains summary information associated with the Stock Number being viewed.	***View Master Stock Number*** Screen (Left Pane) 
3. To view the information in a tab, click the appropriate tab header.	Close up of tab headers
The first tab (***Packaging Data***) contains information about how the item is packaged.	***View Master Stock Number*** Screen (Right Pane –Tab 1) 

STEP/ACTION	EXAMPLE
The second tab (***Status)*** contains information about the present and future status of the stock item. The possible statuses are: • Being Built • Active • Flagged/Phasing Out • Discontinued • Retired An active stock number can be added to a catalog.	***View Master Stock Number*** Screen (Right Pane –Tab 2) 
The third tab (***Weight Range***) contains information about the upper and lower allowable values for catch weight and non-catch weight items where applicable.	***View Master Stock Number*** Screen (Right Pane –Tab 3) 
The fourth tab (***Subcatalog Type/Svc Core Items***) contains check boxes indicating the applicable subcatalog types and itentifies service core items.	***View Master Stock Number*** Screen (Right Pane –Tab 4) 

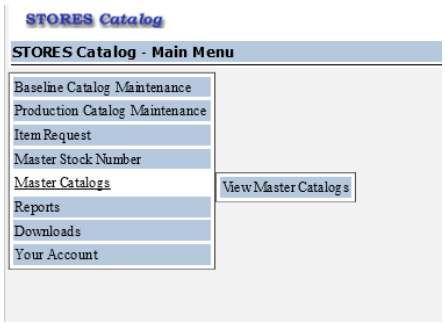
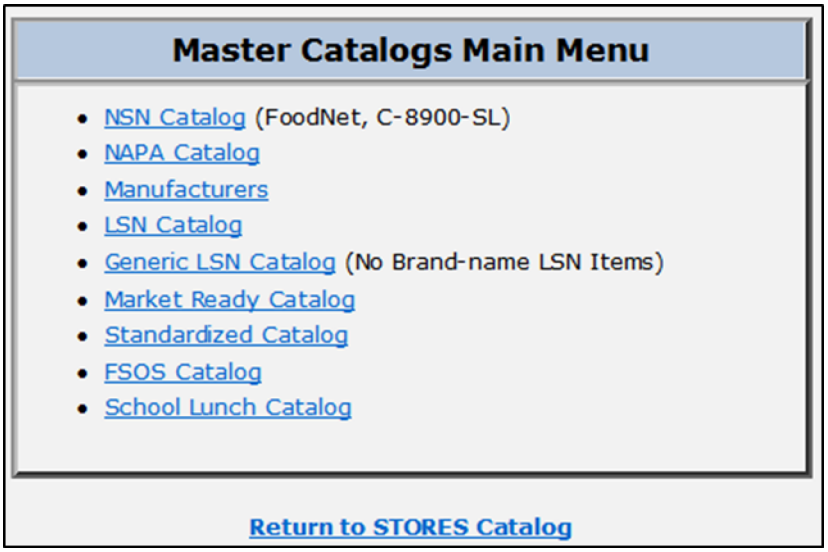
STEP/ACTION	EXAMPLE
The fifth tab (***Other***) displays the remaining information about the stock item.	***View Master Stock Number*** Screen (Right Pane –Tab 5) 
The sixth tab (***Acceptable Replacements***) displays the Acceptable Replacements assigned to the stock item.	***View Master Stock Number*** Screen (Right Pane –Tab 6) 
The seventh tab (ICC) contains any associated ICC with a list of Attributes and Attribute Values for the ICC.	***View Master Stock Number*** Screen (Right Pane –Tab 7) 

STEP/ACTION	EXAMPLE
Abbreviated Table View From the **Detail View** of a search return: **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. The Abbr. Table View displays **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.	***View Master Stock Number – Detail*** Screen  ***View Master Stock Number*** Screen  ***View Master Stock Number – Table View*** Screen 

STEP/ACTION	EXAMPLE
9. The ***View Master Stock Number – Detail View*** displays the specific stock number that was selected in the table view.	***View Master Stock Number – Detail View*** Screen (Specific Stock Number Selected) 

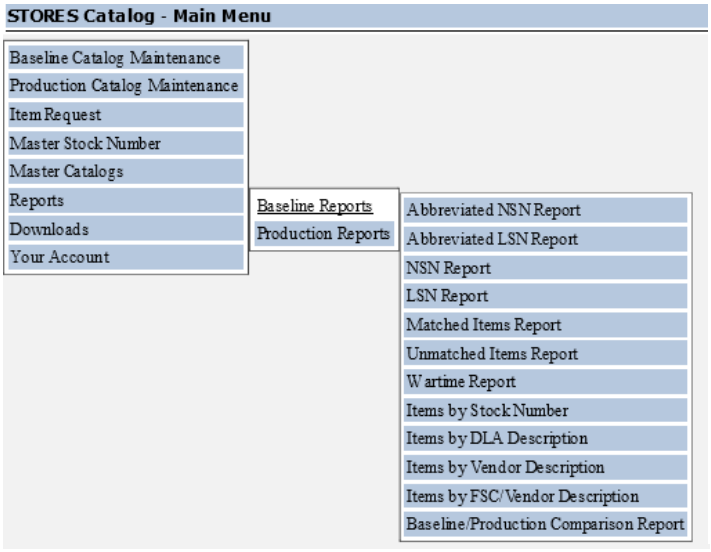
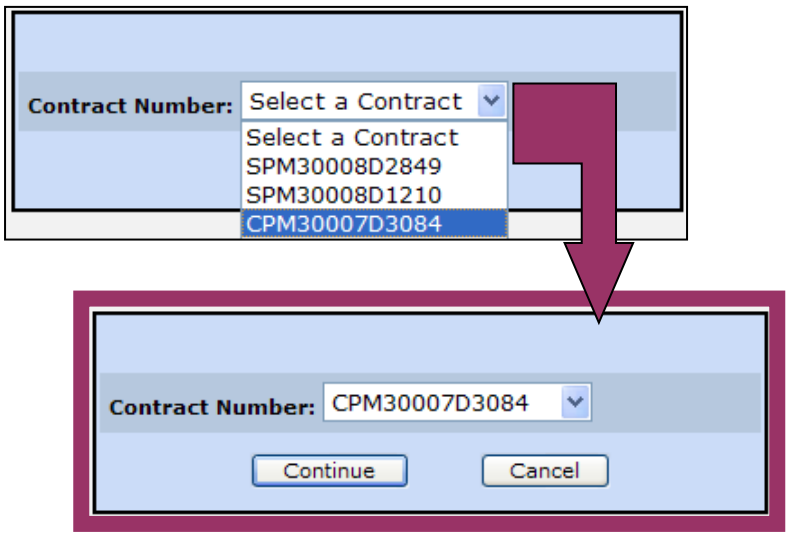
Chapter 9: Master Catalogs

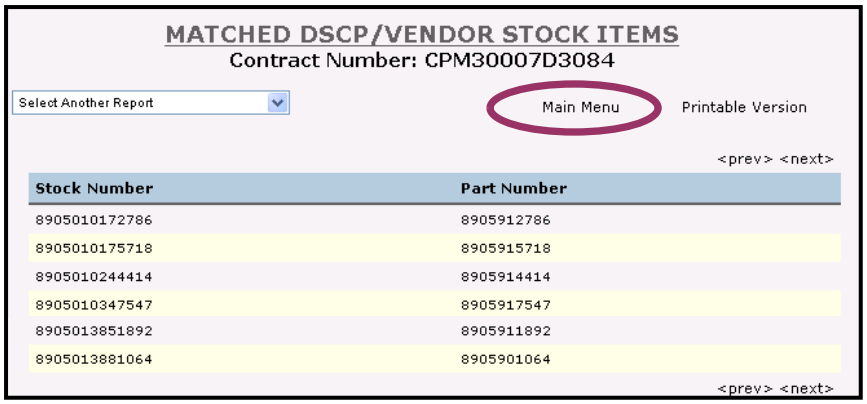
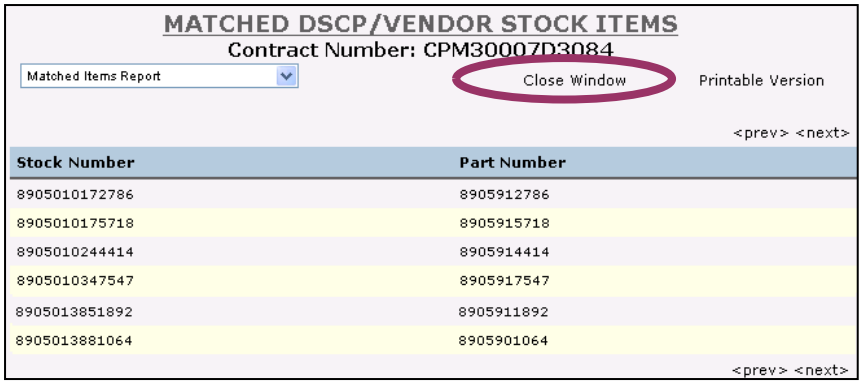
Master Catalog reports can be accessed from the ***Main Menu***.

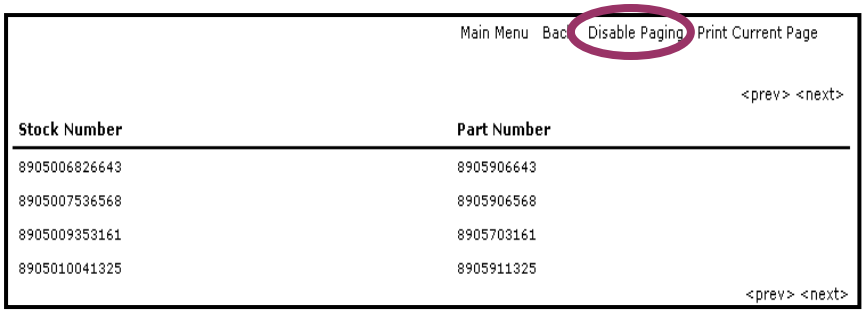
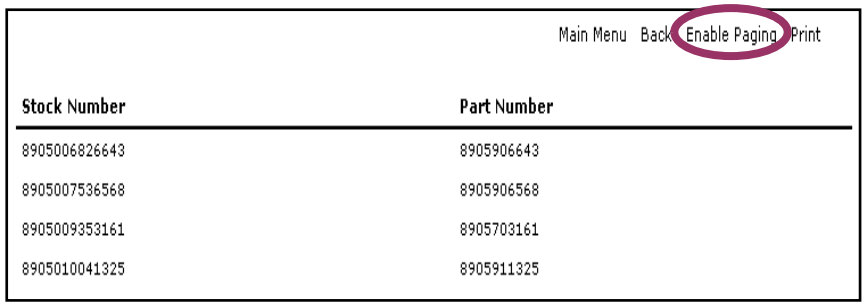
STEP/ACTION	EXAMPLE
1. From the ***STORES Catalog Main Menu***, place the cursor over the Master Catalogs menu bar and select **View Master Catalogs**. The **Master Catalogs Main Menu** displays.	***Main Menu* – View Master Catalogs** Sub-menu 
2. Click a report title to view a given report. **3.** Click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

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.

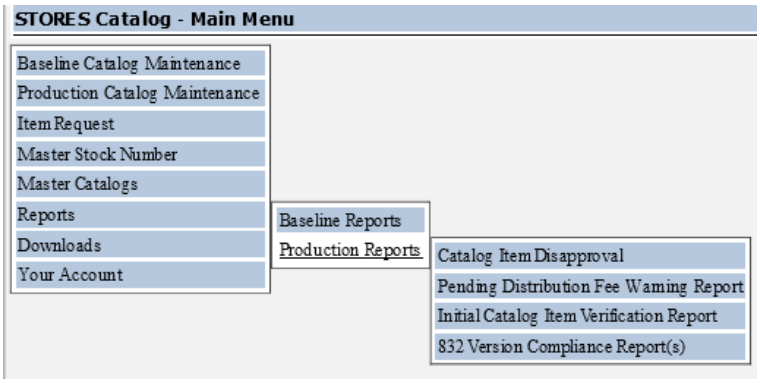
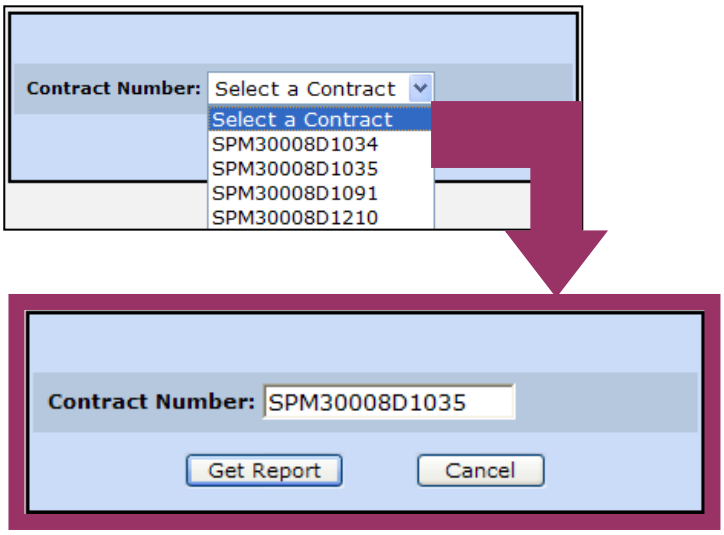
STEP/ACTION	EXAMPLE
To access a report from the ***Main Menu:*** **1.** From the ***STORES Catalog Main Menu***, place your cursor over the Reports menu bar and then the **Baseline Reports** submenu bar and select the appropriate report from the next submenu. **2.** For this example, select **Matched Item Report**. The ***Select Contract Number screen*** displays.	***Main Menu*** **– Reports** Submenu 
NOTE: For a vendor this screen displays with a drop-down menu of the contracts assigned to that vendor. **3.** Enter a baseline contract number. The entire contract number must be entered to retrieve the appropriate record from the database. **4.** Click Continue. The ***Report*** screen displays the ***Matched Items*** report for that contract (next page).	***Select Contract Number*** Screen (two example close-ups) 

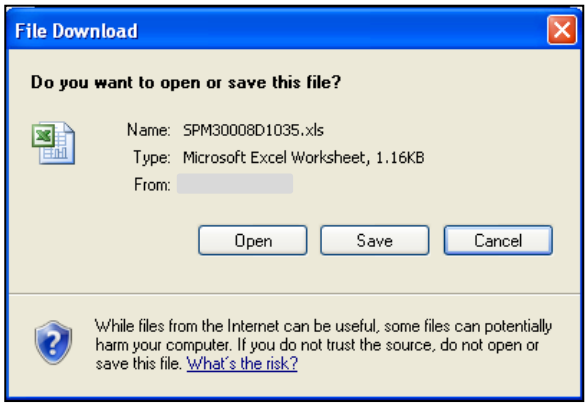
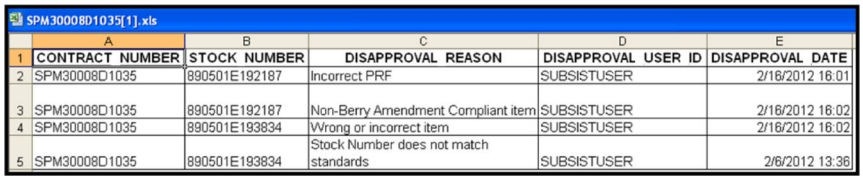
STEP/ACTION	EXAMPLE
The matching item report screen displays with a drop-down menu in the upper left portion of the screen. From the drop-down menu, users may select another report from the same catalog. **NOTE:** The **Main Menu** link displays the **STORES Catalog *Main Menu***. This link is replaced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

STEP/ACTION	EXAMPLE
The ***Matched Items Report - Printable Version*** screen has four actions available from the top of the report as described below: **Main Menu** display the STORES Catalog ***Main Menu*** screen. • **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. **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. **6.** Click the **Disable Paging** link. The report displays as a single page with **Disable Paging** toggled to **Enable Paging** on the navigation bar. **7.** Click the **Print** link. The printer dialog appears and you can now print the entire multiple-page report. **NOTE:** When Printing most reports, ensure your printer is configured to print in landscape mode. **8.** Click **Main Menu** to return to the ***Main Menu***.	***Matched Items Report – Printable Version*** Screen  ***Matched Items Report – Printable Version*** Set for Single Page (partial view) 

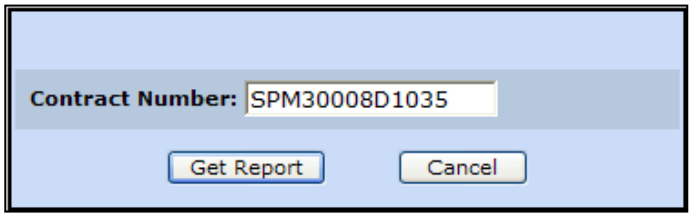
Chapter 11: Production Reports

11.1: Catalog Item Disapproval Report

STEP/ACTION	EXAMPLE
To access the report from the ***Main Menu:*** **1.** 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. The ***Select Contract Number*** screen displays.	***Main Menu*** – **Production Reports** Sub-menu 
2. Select a contract number **3.** Click Get Report. The ***File Download*** dialog box displays (below right).	***Select Contract Number*** Screen (two example close-ups) 

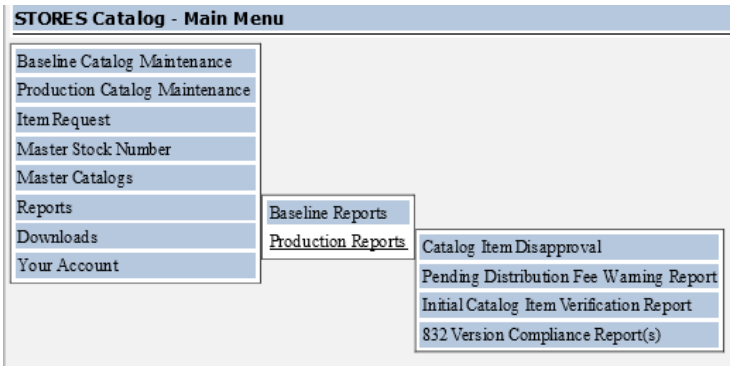
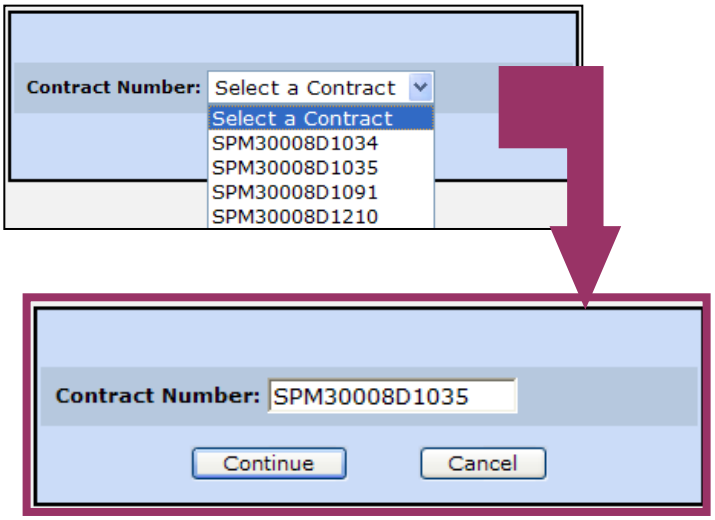
STEP/ACTION	EXAMPLE
4. Click Open. The report is displayed in an Excel spreadsheet (below right). **NOTE:** Click Save to save the file to a local drive, or Cancel to return to the Main Menu.	***File Download*** Dialog Box 
5. When done viewing the report, close Excel. The ***Select Contract Number*** screen is still displayed.	Catalog Item Disapproval Report 

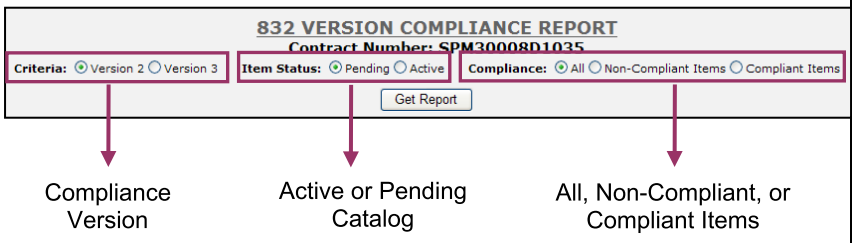
	A	B	C	D	E
1	CONTRACT_NUMBER	STOCK_NUMBER	DISAPPROVAL_REASON	DISAPPROVAL_USER_ID	DISAPPROVAL_DATE
2	SPM30008D1035	890501E192187	Incorrect PRF	SUBSISTUSER	2/16/2012 16:01
3	SPM30008D1035	890501E192187	Non-Berry Amendment Compliant item	SUBSISTUSER	2/16/2012 16:02
4	SPM30008D1035	890501E193834	Wrong or incorrect item	SUBSISTUSER	2/16/2012 16:02
5	SPM30008D1035	890501E193834	Stock Number does not match standards	SUBSISTUSER	2/6/2012 13:36

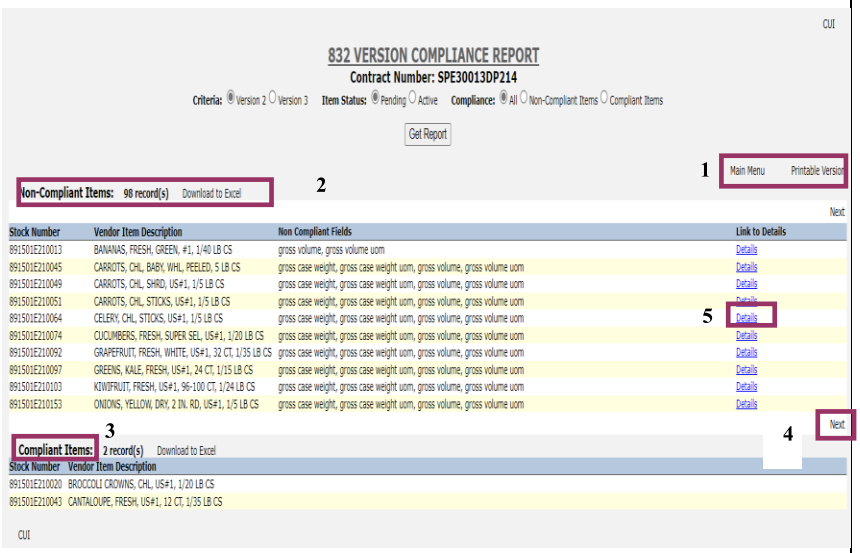
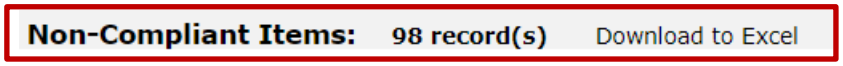
6. Click Cancel to return to the Main Menu.	***Select Contract Number*** Screen (close-up) 

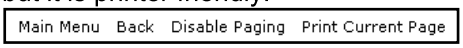
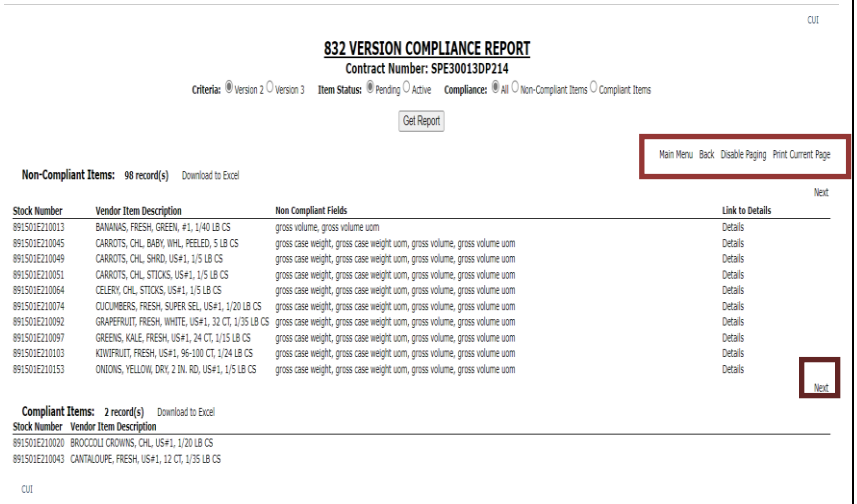
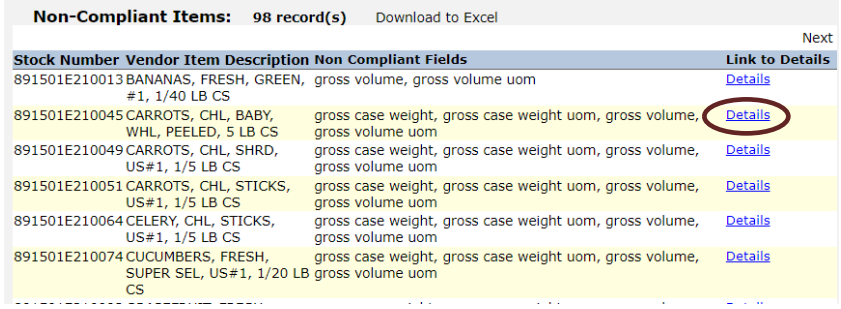
11.2: 832 Version Compliance Report(s)

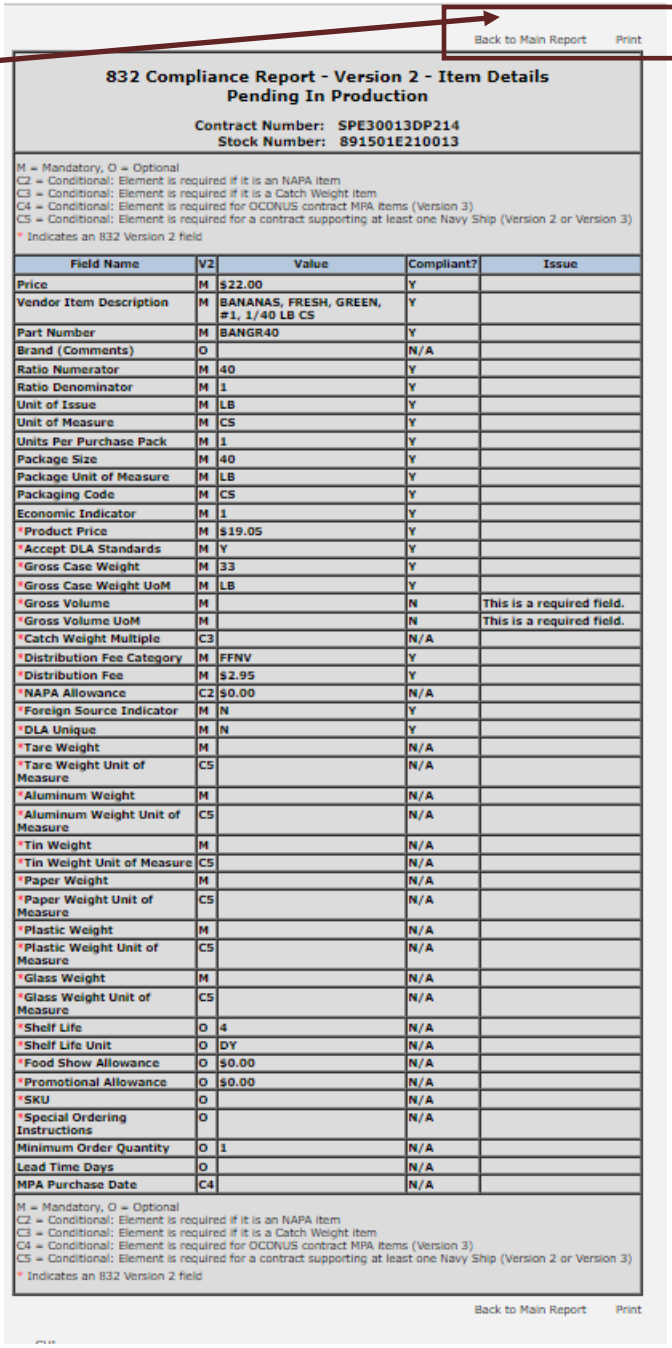
This report is also available from the ***Catalog Items*** screen.

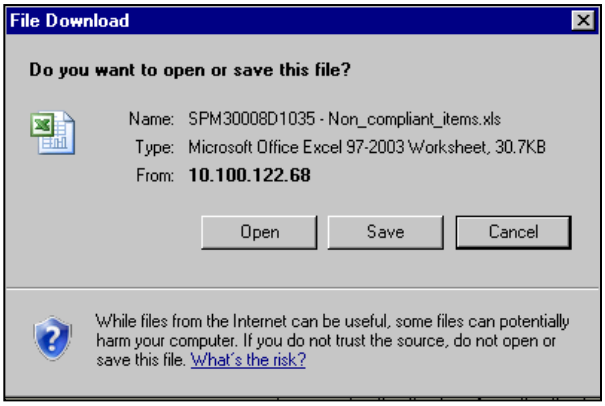
STEP/ACTION	EXAMPLE
To access the report from the ***Main Menu:*** **1.** From the ***STORES Catalog Main Menu***, place your cursor over the **Reports** menu bar, click the **Production Reports** submenu bar and select **832 Version Compliance Report(s)** from the submenu. The ***Select Contract Number*** screen displays.	***Main Menu*** – **Production Reports** Submenu 
2. Enter a contract number **3.** Click Continue. The ***Compliance Report Specification*** screen appears (below right).	***Select Contract Number*** Screen (two example close-ups) 

STEP/ACTION	EXAMPLE
Compliance Report Specification screen allows the user to generate a report for the catalog based on three parameters. **4.** Select the version for which you are checking compliance. **Criteria:** ◉ Version 2 ○ Version 3 **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. **Item Status:** ◉ Pending ○ Active **6.** Choose to view all items, non-compliant items only, or compliant versions only. **7.** Leave the defaults (Version 2, Pending, and All) and click Get Report. The **832 Version Compliance Report** displays (next page). **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.	***Compliance Report Specification*** Screen (2 close-ups)  Compliance Version Active or Pending Catalog All, Non-Compliant, or Compliant Items **Compliance:** ◉ All ○ Non-Compliant Items ○ Compliant Items

STEP/ACTION	EXAMPLE
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. **Close-up 1:** • 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. **Close-up 2:** • 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. **Close-up 3:** • 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. **Close-up 4:** 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.	***832 Version Compliance Report*** (Version 2, Pending Records, All)  832 VERSION COMPLIANCE REPORT Contract Number: SPE30013DP214 Criteria: Version 2 Version 3 Item Status: Pending Active Compliance: All Non-Compliant Items Compliant Items Get Report 1 Main Menu Printable Version Non-Compliant Items: 98 record(s) Download to Excel 2 Next Stock Number / Vendor Item Description / Non Compliant Fields / Link to Details 891501E210013 BANANAS, FRESH, GREEN, #1, 1/40 LB CS gross volume, gross volume uom Details 891501E210045 CARROTS, CHL, BABY, WHL, PEELED, 5 LB CS gross case weight, gross case weight uom, gross volume, gross volume uom Details 891501E210049 CARROTS, CHL, SHRD, US#1, 1/5 LB CS gross case weight, gross case weight uom, gross volume, gross volume uom Details 891501E210051 CARROTS, CHL, STICKS, US#1, 1/5 LB CS gross case weight, gross case weight uom, gross volume, gross volume uom Details 891501E210064 CELERY, CHL, STICKS, US#1, 1/5 LB CS gross case weight, gross case weight uom, gross volume, gross volume uom 5 Details 891501E210074 CUCUMBERS, FRESH, SUPER SEL, US#1, 1/20 LB CS gross case weight, gross case weight uom, gross volume, gross volume uom Details 891501E210092 GRAPEFRUIT, FRESH, WHITE, US#1, 32 CT, 1/35 LB CS gross case weight, gross case weight uom, gross volume, gross volume uom Details 891501E210097 GREENS, KALE, FRESH, US#1, 24 CT, 1/15 LB CS gross case weight, gross case weight uom, gross volume, gross volume uom Details 891501E210103 KIWIFRUIT, FRESH, US#1, 96-100 CT, 1/24 LB CS gross case weight, gross case weight uom, gross volume, gross volume uom Details 891501E210153 ONIONS, YELLOW, DRY, 2 IN. RD, US#1, 1/5 LB CS gross case weight, gross case weight uom, gross volume, gross volume uom Details 3 Next 4 Compliant Items: 2 record(s) Download to Excel Stock Number Vendor Item Description 891501E210020 BROCCOLI CROWNS, CHL, US#1, 1/20 LB CS 891501E210043 CANTALOUPE, FRESH, US#1, 12 CT, 1/35 LB CS ***832 Version Compliance Report*** (close-up 1) Main Menu Printable Version ***832 Version Compliance Report*** (close-up 2)  **Non-Compliant Items:** 98 record(s) Download to Excel ***832 Version Compliance Report*** (close-up 3) **Compliant Items:** 2 record(s) Download to Excel ***832 Version Compliance Report*** (close-up 4) Next ***832 Version Compliance Report*** (close-up 5) Details

STEP/ACTION	EXAMPLE
1. Click "Printable Version" The report displays in the printable version.	
This version of the report displays the same information as the original view, but it is printer friendly.  In the above close up: • 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 date seen on the screen – the current page. To print the next page – click "Next" **2.** Click "Back" to return to the main report.	***832 Version Compliance Report*** (printable version) 
3. Click "Details". The Item Details screen displays (next page).	***832 Version Compliance Report*** (main report partial view) 

STEP/ACTION	EXAMPLE
From this screen you can print the non-compliance issues for a stock number or return to the main report. **4.** Click “Back to Main Report”. The main report displays (not shown).	***832 Compliance Report – Item Details*** 
5. Click “Download to Excel”. The “File Download” Dialog Box appears.	***832 Version Compliance Report*** (main report close-up)

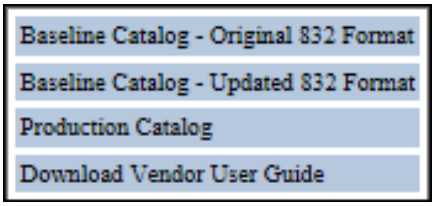
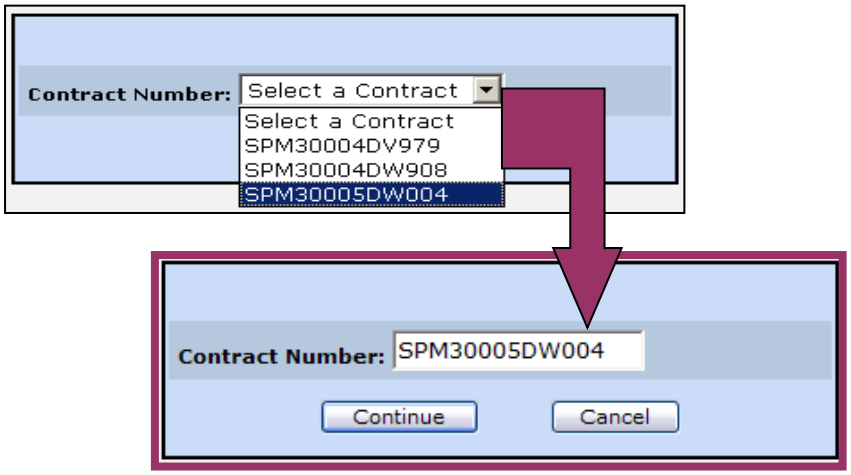
STEP/ACTION	EXAMPLE
6. Click "Open" to view the file. The Excel spreadsheet displays (not shown).	***File Download*** Dialog Box 
To the right is a list of the columns appearing in the Non-Compliant download. The second column (NON_COMPLIANT_ITEMS) is a list of fields which do not meet standards for the version being checked. It is the only column which does not also appear in the Compliance download. **7.** Close Excel. **8.** Click "Main Menu" on the report screen. The **Main Menu** screen displays (not shown).	***832 Compliance Report – Non-Compliant Items Download*** Column Headings

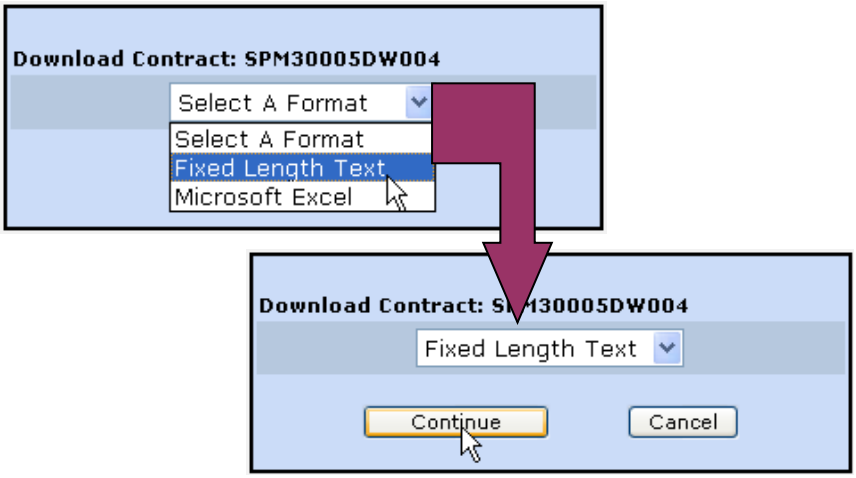
Column Heading Name	Column Heading Name (Continued)
STOCK NUMBER	FOOD SHOW ALLOWANCE
NON COMPLIANT ITEMS	PROMOTIONAL ALLOWANCE
ECONOMIC INDICATOR	OVERWRITTEN DESCRIPTION
PART NUMBER	ACCEPT DLA STANDARDS
VENDOR ITEM DESCRIPTION	SPECIAL ORDERING INSTRUCTIONS
UNIT OF MEASURE	MIN ORDER QUANTITY
UNITS PER 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	

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***.

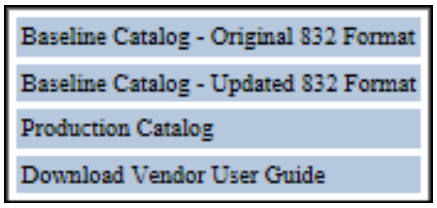
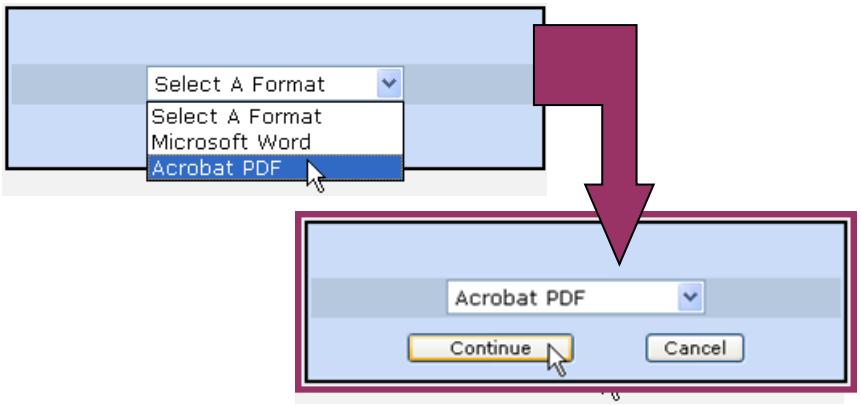
12.1: Download a Catalog

STEP/ACTION	EXAMPLE
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. The ***Select Contract*** screen displays.	***Main Menu*** –**Downloads** Submenu 
2. Select a contract to download to STORES Catalog. **NOTE:** On this screen click Cancel to discontinue the download process and return to the ***Main Menu*** screen. **3.** Click Continue to download a particular catalog. The ***Select Format*** screen displays (next page).	***Select Contract*** Screen (two example close-ups) 

STEP/ACTION	EXAMPLE
4. For this example, select the "Fixed Length Text" format. **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. **5.** Click Continue. A ***File Download*** Pop-up window displays. 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©). **NOTE:** Remember the name you give the downloaded file and the folder where it is saved. **6.** When the download is complete click Cancel or Main Menu to return to the ***Main Menu***.	***Select Format*** Screen (two example close-ups) 

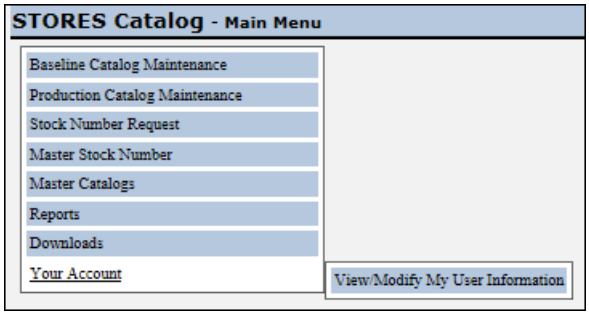
12.2: Download a User Guide

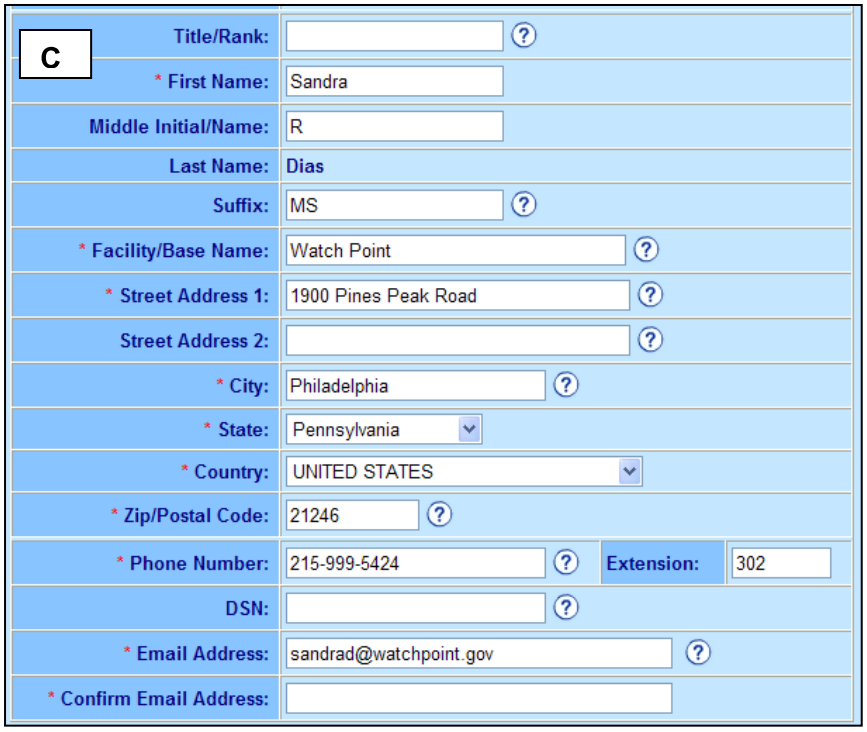
To read the User Guide you must have either Microsoft® Word© or the Adobe® Acrobat Reader©.

STEP/ACTION	EXAMPLE
1. For this example, select **Download Vendor User Guide** from the **Downloads** submenu from the ***Main Menu.*** The ***Select Format*** screen displays.	***Main Menu*** –**Downloads** Submenu 
NOTE: The Acrobat PDF format is recommended over Microsoft® Word.	***Select Format*** screen close-up
2. Select a format to download. **3.** Click Continue. The ***File Download*** pop up window displays. 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©). **NOTE:** Remember the name you give the downloaded file. **4.** When the download is complete click Cancel or Main Menu to return to the ***Main Menu*** screen.	***Select Format*** Screen (two example close-ups) 

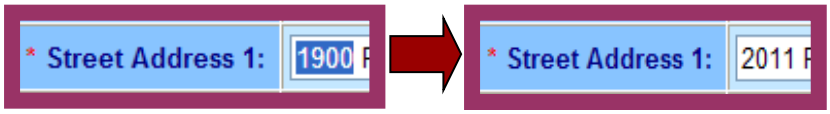
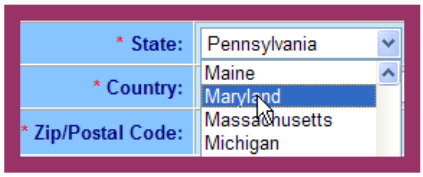
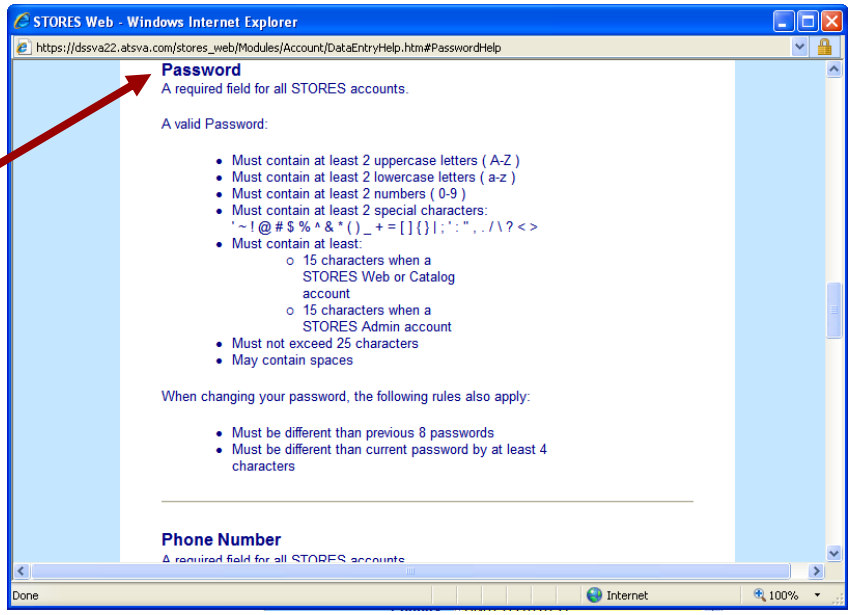
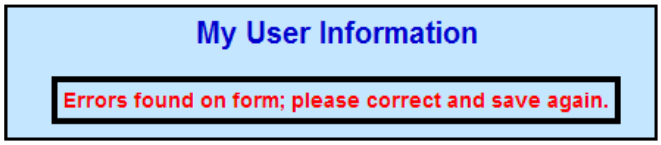
Chapter 13: Account Maintenance

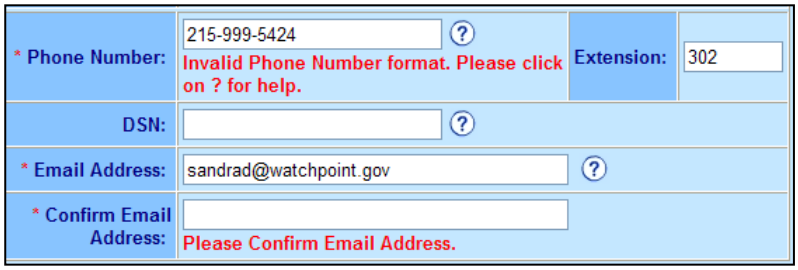
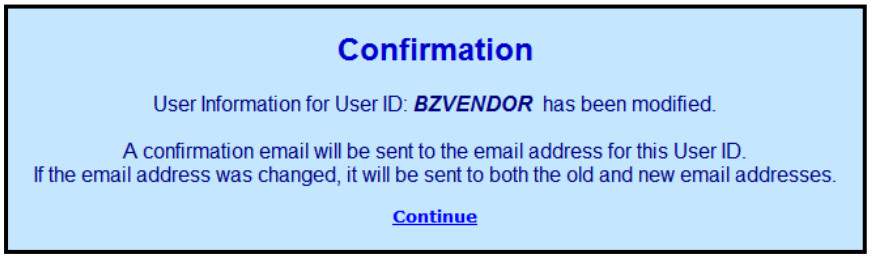
Currently, the only choice under the '**Your Account**' menu bar is **View/Modify My User Information**.

STEP/ACTION	EXAMPLE
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. **1.** Expand the **Your Account** menu bar and click **View/Modify My User Information**. The ***My User Information*** screen displays.	***Main Menu*** –**Your Account** Submenu 
Section **A** contains read-only information about your account. This information cannot be modified. 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.*** You may change your password at any time. However, you must change your password every 60 days and anytime you are accessing the system after your account has been reactivated (see Section **1.3**). **NOTE**: If your certificate allows you to log on without a password, the password fields do not display. -Continued on next page-	***My User Information*** Screen (upper portion)

STEP/ACTION	EXAMPLE
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. **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.	***My User Information*** Screen (central portion) 

STEP/ACTION	EXAMPLE
To view your current role assignment(s) in STORES User Administration: **1.** Click the link **View Current Role Assignment**. The ***Current Role Assignment*** screen displays in a separate window. **NOTE:** You cannot modify your own role assignment. Contact your STORES administrator if an assignment change is required. **2.** Right click the window to access the print option and print the screen, if desired. **3.** Click ☒ or the **Close Window** link to close the separate window. -Continued on next page-	***My User Information*** Screen (lower portion) * Confirm Email Address: Save Cancel View Current Role Assignment ***Current Role Assignment*** Screen **Current Contract-Role Assignments for User ID: BZVENDOR** Right click on this window to access print option CAGE Code: *00N0L* Contract: SPM30308DA005 - S.C. DOBROGEA GRUP — Role: Vendor CAGE Code: *0KVA3* Contract: SPM30008D1208 - PEPSI — Role: Vendor CAGE Code: *9U248* Contract: SPM30007D3034 - REINHART FOOD SERVICES, WI — Role: Vendor Contract: SPM30008D3011 - REINHART, WI — Role: Vendor Contract: SPM30008D3236 - REINHART LA CROSSE, WI — Role: Vendor Close Window

STEP/ACTION	EXAMPLE
To modify a User Information field: **1.** 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**). Some fields, such as **User ID**, **Password** and **Email Address**, have rules that your entries must follow in order to be valid. **2.** Click (the question mark icon) to view the rules for a particular field. The ***Data Entry Help*** screen displays in a separate window at the information section pertaining to that particular field (such as **Password**, right). **3.** Click or the **Close Window** link to close the separate window. **4.** When all modifications have been made, confirm your email address in the **Confirm Email Address** field. **NOTE:** You cannot save modifications without confirming your email address.	Close-ups of ***My User Information*** Screen **A**  **B**  ***Data Entry Help*** Screen (in a separate window) dow  Close-ups of ***My User Information*** Screen 

STEP/ACTION	EXAMPLE
5. Click Save. • **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 no errors are found**… …a ***Confirmation*** screen displays.	
Your user information has been successfully modified. Click the **Continue** link to return to the ***Main Menu*** screen.	***Confirmation*** Screen