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

STORES Reconciliation Tool

Guide for Reconciliation EDI Vendor Users

Release Date: **April 2025**

Controlled by: Defense Logistics Agency
Controlled by: J62CG STORES PMO
CUI Category: Controlled Technical Information
Distribution/Dissemination Control: FEDCON
POC: STORES Help Desk, dlacontactcenter@dla.mi

DLA Troop Support – Philadelphia

Defense Logistics Agency

United States Department of Defense

TABLE OF CONTENTS

CHAPTER 1 – STORES RECONCILIATION VENDOR USER BASICS 1

1 – Logging On to STORES Web 2
1.1 – Path 1: Non-Certificate Log On 4
1.2 – Path 2: Certificate Log On – First Attempt with Required Digital Association 7
1.3 – Path 3: Certificate Log On 11
2 – Requesting a New Account 13
3 – Resetting a Password 17
4 – Requesting Re-Activation 19
5 – Password Expiration Notification 20
6 – Logging Off of STORES Web 21

CHAPTER 2 – THE STORES RECONCILIATION TOOL HOME PAGE 22

CHAPTER 3 – RECONCILIATION OF ELECTRONIC DATA INTERCHANGE (EDI) RECORDS 24

1 – Reconciling EDI Records 25
1.1 – Mismatched Invoices 25
1.2 – Receipts Without Invoices 28
1.3 – Invoices Without Receipts 30
1.4 – Creating Invoices 33

CHAPTER 4 – ORDER CONFIRMATIONS 34

CHAPTER 5 – FILL RATE MAINTENANCE 39

1 – Enter Fill Rate 40
2 – Entering Short Shipment Information for Submission to DLA Representatives 47

CHAPTER 6 – REPORTS 49

1 – View Invoice Information 50

CHAPTER 7 – MY CAGE CODE ASSIGNMENTS 51

CHAPTER 8 – DOWNLOAD CHANGES 54

CHAPTER 9 – MESSAGES 56

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.

As of April 2025

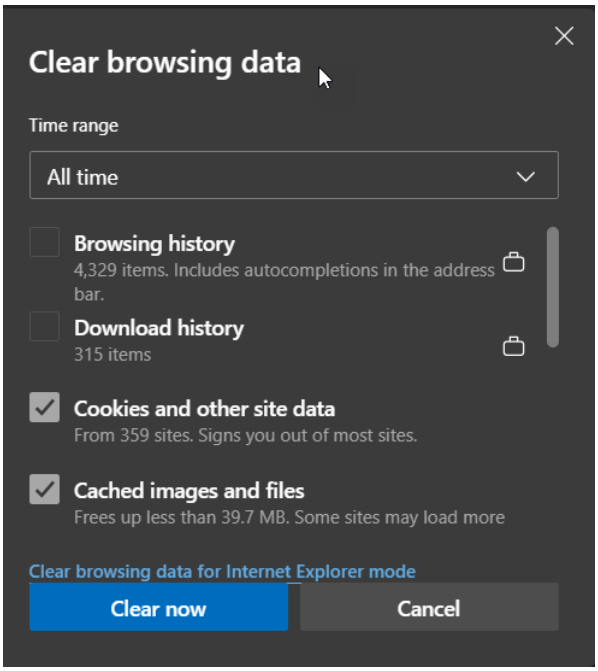
- Replaced screen shots for the Terms of Use, User Log in, and Logged Off pages to remove the CUI label from the Banner and the bottom of the pages.

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 "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

Terms of Use

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

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

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests --not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
- This system contains Controlled Unclassified Information (CUI). All individuals viewing, reproducing, or disposing of this information are required to protect it in accordance with 32 CFR 2002 and DLA instruction 5200.48.

I Accept These Terms

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. STORES Help Desk	A link to display contact numbers and the email address for the STORES Help Desk.
6. CONUS	A link to the Food Services section of the DLA Web site within the continental United States.

OBJECT	FUNCTION
7. OCONUS	A link to the Food Services section of the DLA Web site outside the continental United States.

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.

Terms of Use

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

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

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests --not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
- This system contains Controlled Unclassified Information (CUI). All individuals viewing, reproducing, or disposing of this information are required to protect it in accordance with 32 CFR 2002 and DLA instruction 5200.48.

I Accept These Terms

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

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

User ID:

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

Need an account created for yourself? New Account Request Form

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

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

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

User ID:

Certificate Log On | Non-Certificate Log On

Need an account created for yourself? New Account Request Form

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

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:

Terms of Use

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

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

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests --not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
- This system contains Controlled Unclassified Information (CUI). All individuals viewing, reproducing, or disposing of this information are required to protect it in accordance with 32 CFR 2002 and DLA instruction 5200.48.

I Accept These Terms

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

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

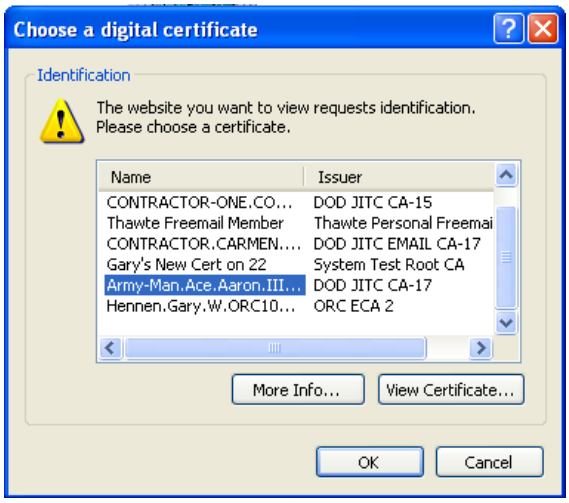
User ID:

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

Need an account created for yourself? New Account Request Form

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

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.

Terms of Use

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

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

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests --not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
- This system contains Controlled Unclassified Information (CUI). All individuals viewing, reproducing, or disposing of this information are required to protect it in accordance with 32 CFR 2002 and DLA instruction 5200.48.

I Accept These Terms

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

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

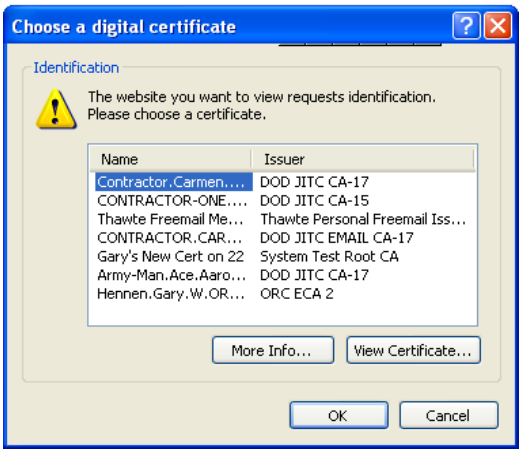
User ID:

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

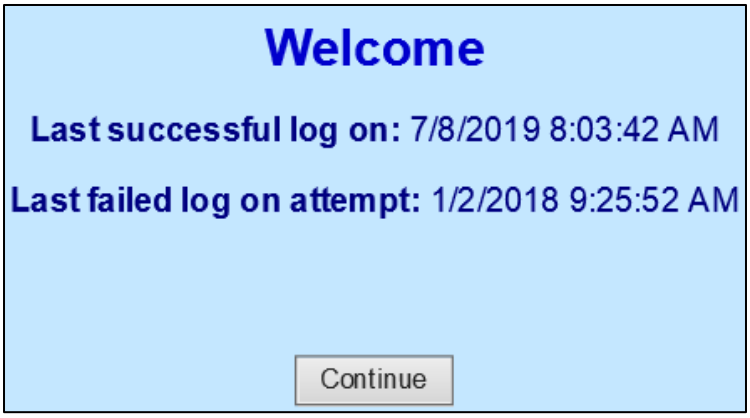
Need an account created for yourself? New Account Request Form

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

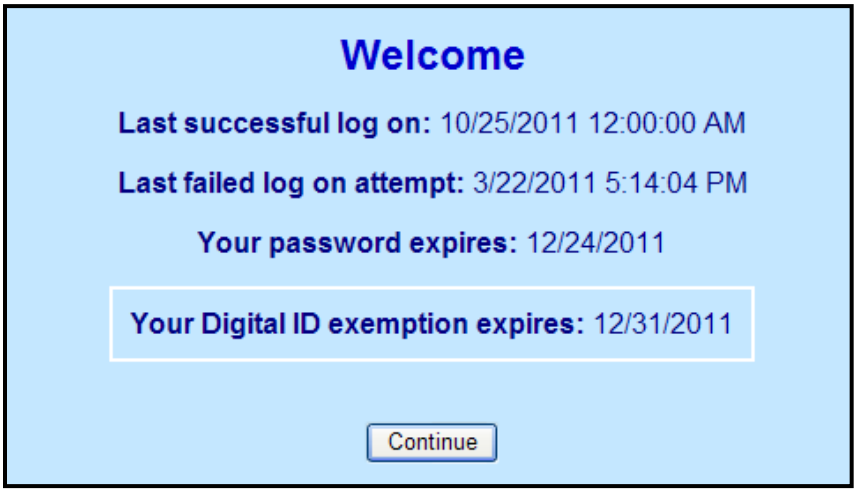
3. Enter the user ID in the appropriate field and click on the 'Certificate Log On' button to display the 'Choose a Digital Certificate' dialog box.



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.

Terms of Use

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

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

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests --not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
- This system contains Controlled Unclassified Information (CUI). All individuals viewing, reproducing, or disposing of this information are required to protect it in accordance with 32 CFR 2002 and DLA instruction 5200.48.

I Accept These Terms

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

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

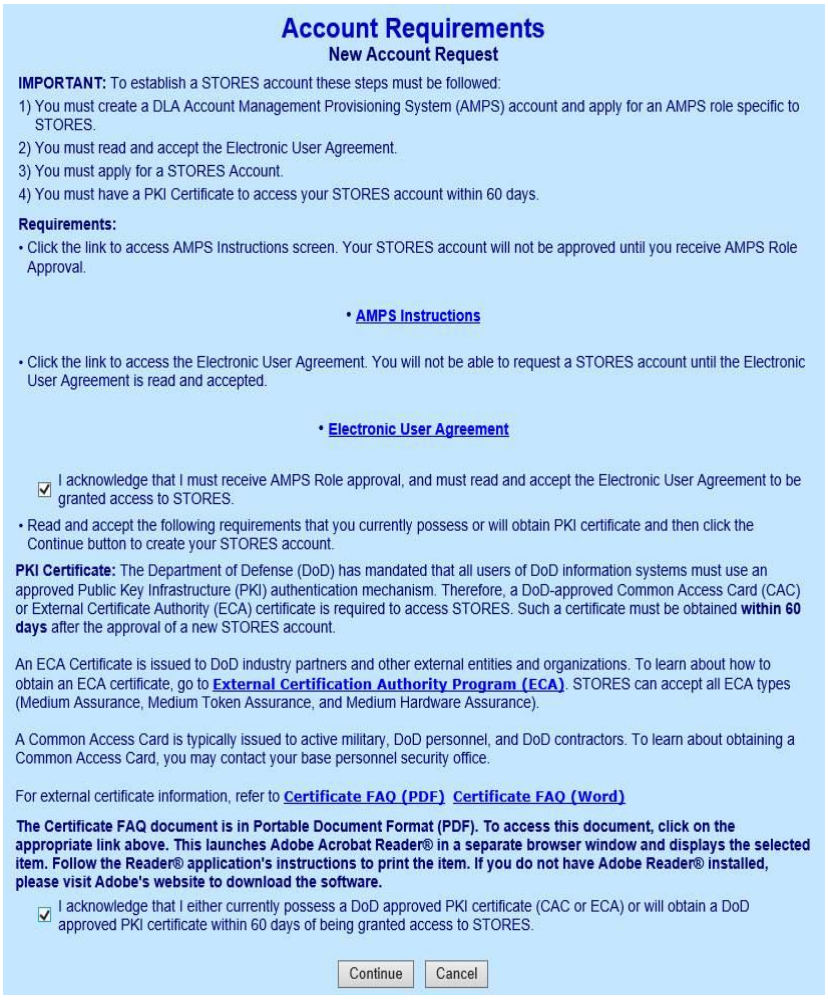
User ID:

Certificate Log On | Non-Certificate Log On

Need an account created for yourself? New Account Request Form

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

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



Account Requirements

New Account Request

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

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

Requirements:

- Click the link to access AMPS Instructions screen. Your STORES account will not be approved until you receive AMPS Role Approval.

• AMPS Instructions

- Click the link to access the Electronic User Agreement. You will not be able to request a STORES account until the Electronic User Agreement is read and accepted.

• Electronic User Agreement

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

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

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

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

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

For external certificate information, refer to **Certificate FAQ (PDF)** **Certificate FAQ (Word)**

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

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

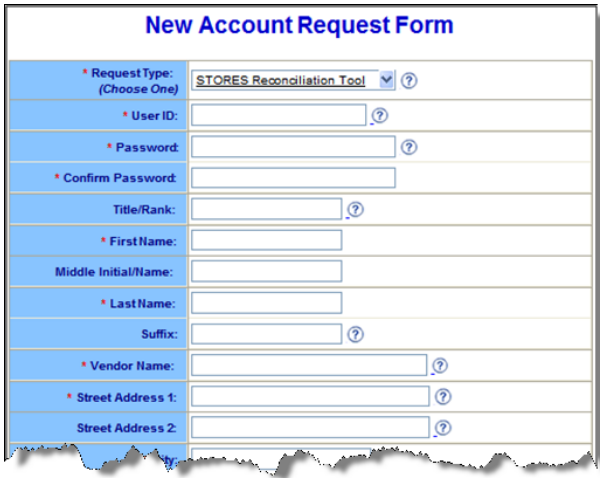
Continue Cancel

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'.

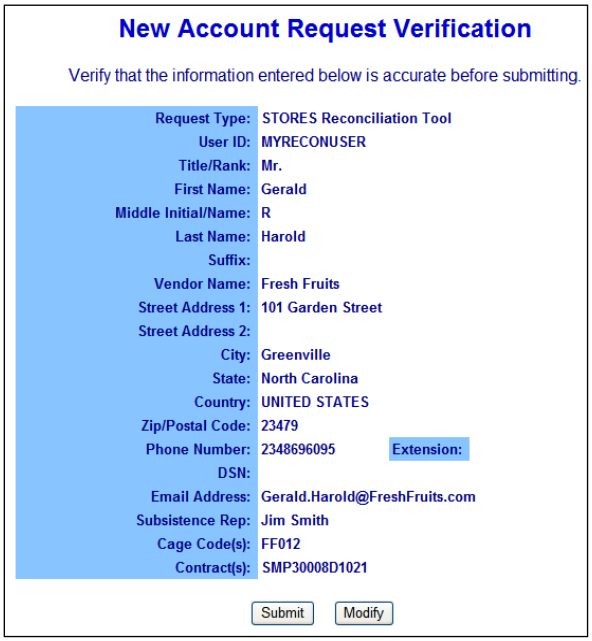
6. Select the ‘STORES Reconciliation Tool’ option from the ‘Request Type’ dropdown list and the selected form appears.

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.

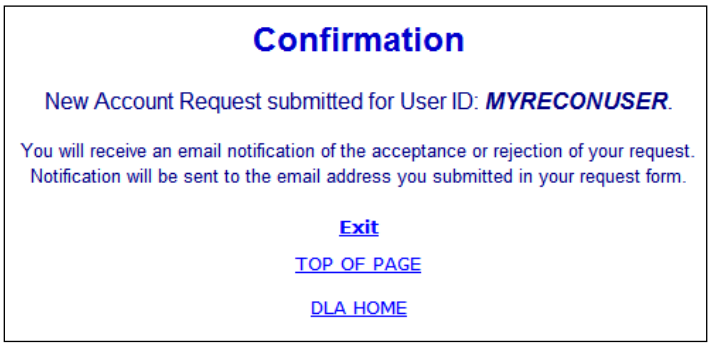


8. Check the accuracy of the information entered in the appearing ‘New Account Request Verification’ page.

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.

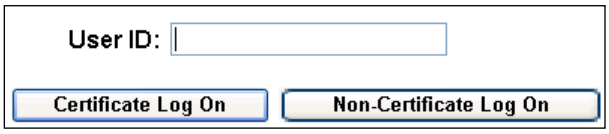


3 – Resetting a Password

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

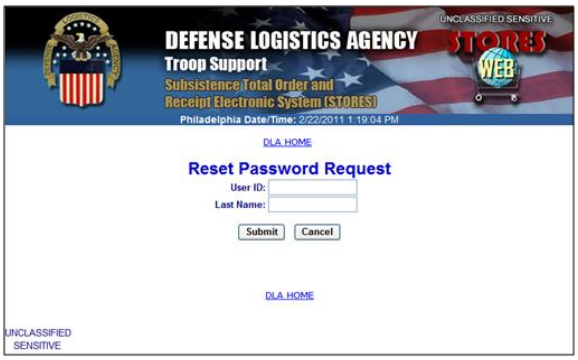
IMPORTANT NOTES
For accounts that were reactivated or Digital ID Association removed, the steps are the same as those to reset the password starting at Step 8. The account activation instructions received via e-mail are valid for seven days.

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.

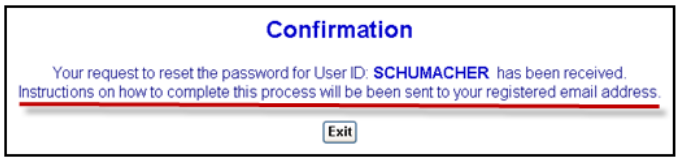


2. Select a valid certificate for logging on to STORES and click on the 'OK' button to display the 'Enter Password' page.

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.

Terms of Use

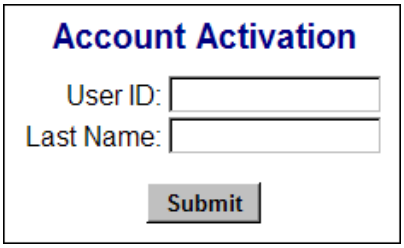
You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only.

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

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests --not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
- This system contains Controlled Unclassified Information (CUI). All individuals viewing, reproducing, or disposing of this information are required to protect it in accordance with 32 CFR 2002 and DLA instruction 5200.48.

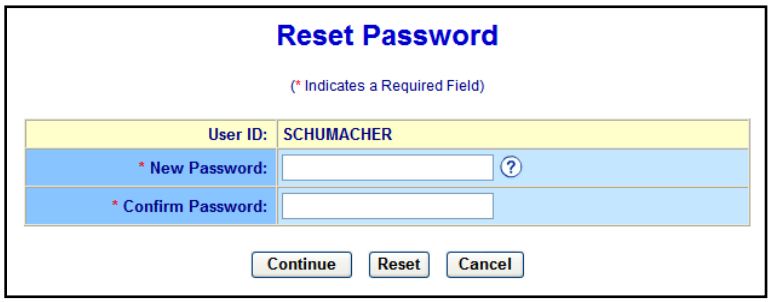
I Accept These Terms

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



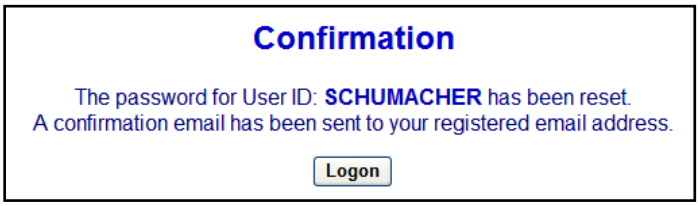
8. Enter the User ID and Last Name associated with the account in the provided fields and click on the 'Submit' button to display the 'Password Reset' page.

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.

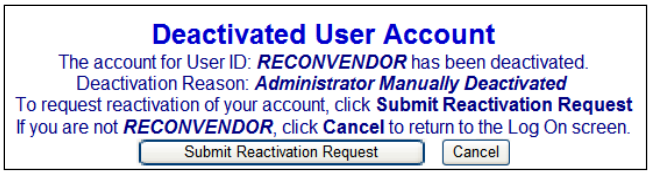
4 – Requesting Re-Activation

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.

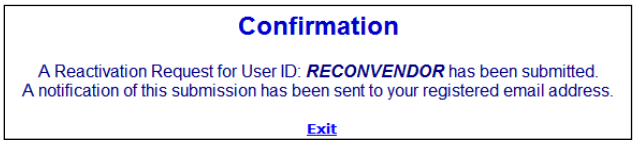
Follow the steps outlined in this section to electronically request an account reactivation.

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.



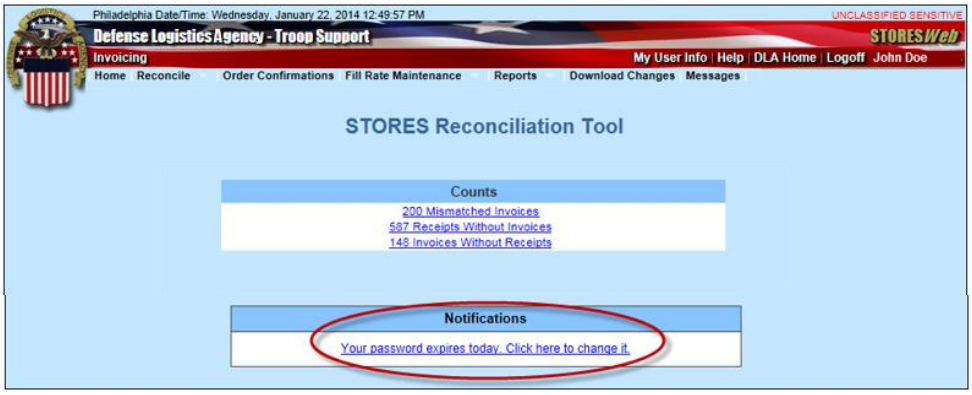
2. Click on the 'Exit' link in the appearing 'Confirmation' page.



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.

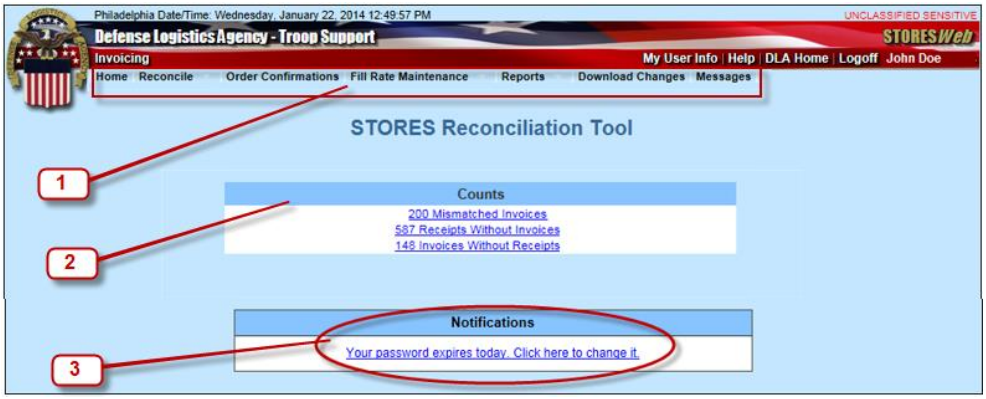
6 – Logging Off of STORES Web

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

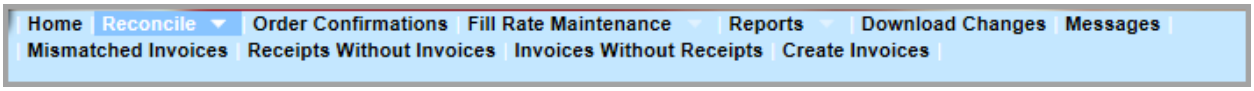
A message displays: Logged Off and You have logged out of the STORES Web Application.

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

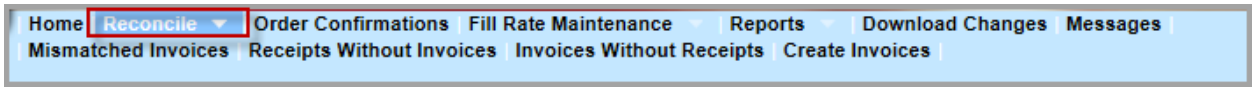
Several operations may be performed to reconcile receipts and invoices using the instructions in this chapter.

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.

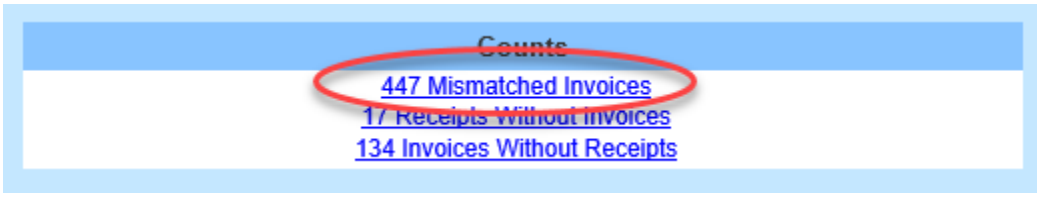
Follow the steps outlined below to display Mismatched invoices:

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



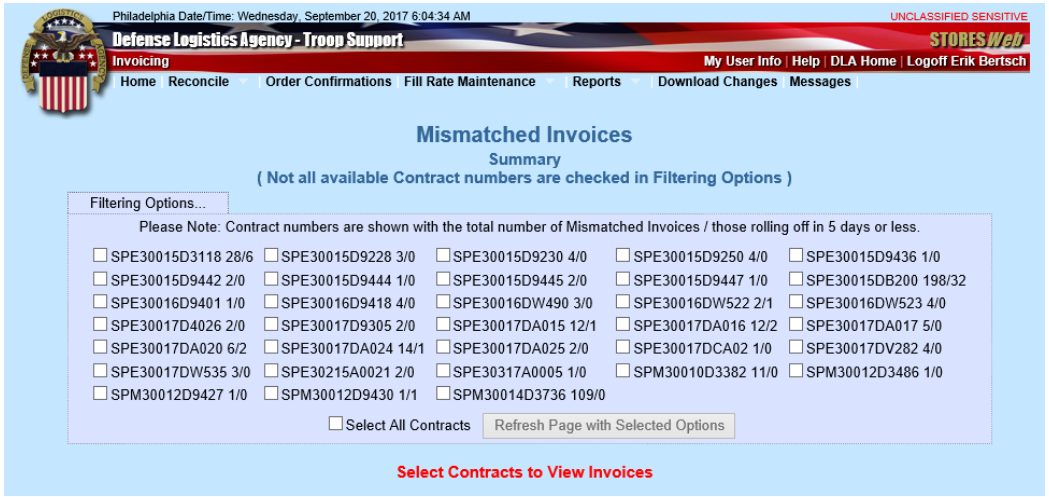
OR -

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

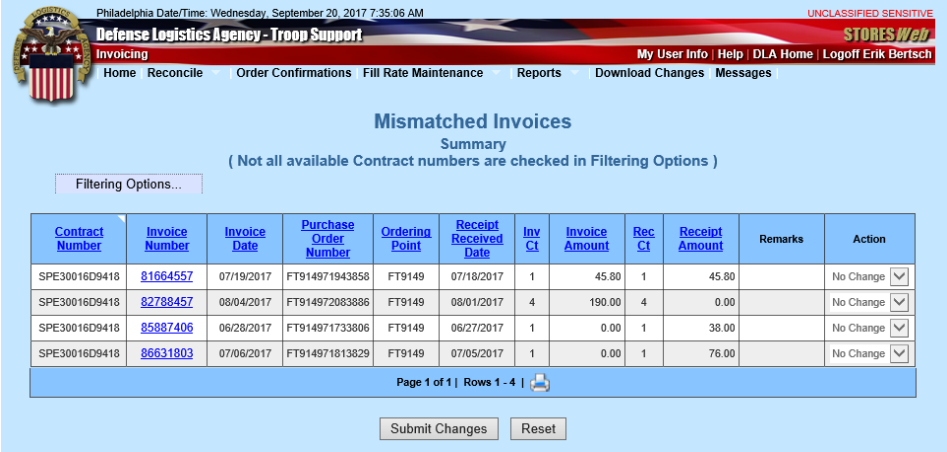


The 'Mismatched Invoices – Summary' page appears displaying all the contracts assigned to the users. Each contract is followed by two numbers:

- 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 |

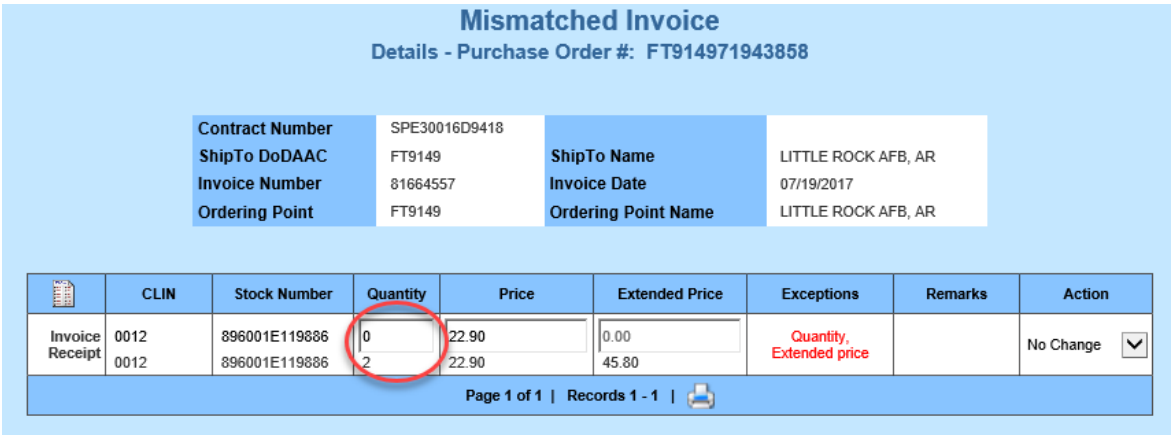
4. Access the details of any invoice by clicking on the invoice number link and the ‘Mismatched Invoice Details’ page appears.

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:

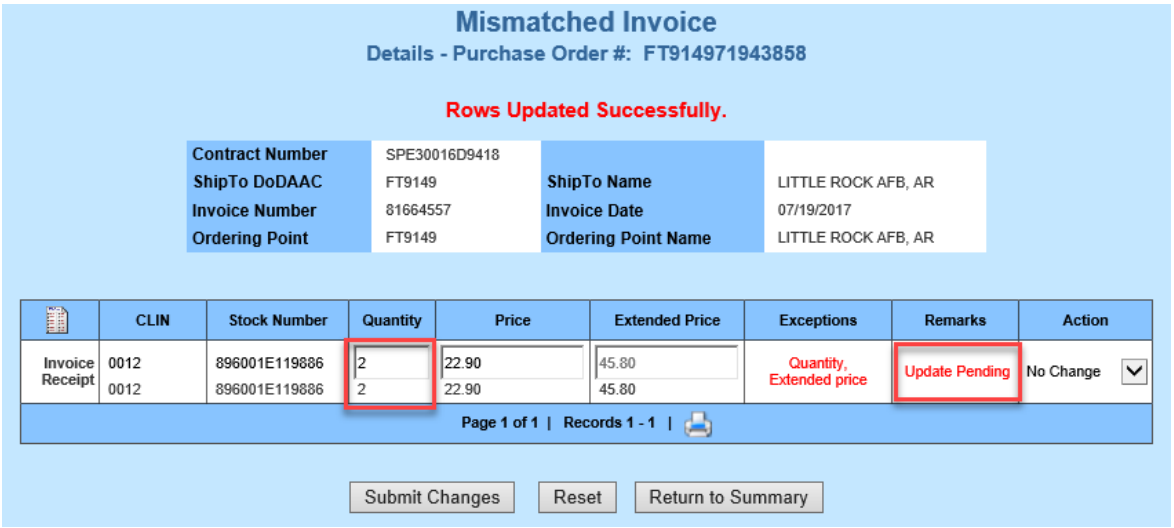
- CLIN
- Stock Number
- Quantity
- Price



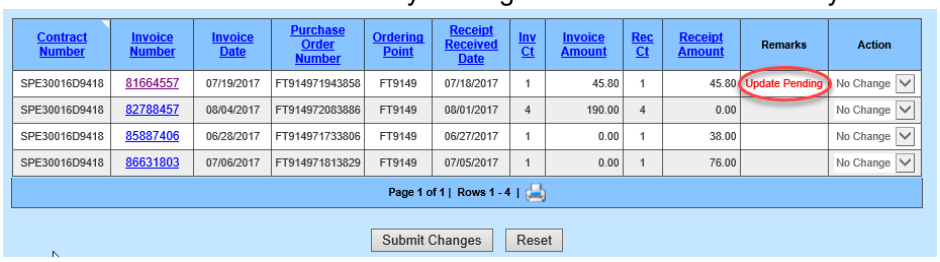
The text in the 'Exceptions' column identifies issues with the mismatched invoice.

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.

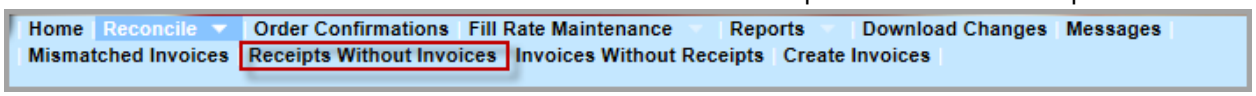


1.2 – Receipts Without Invoices

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

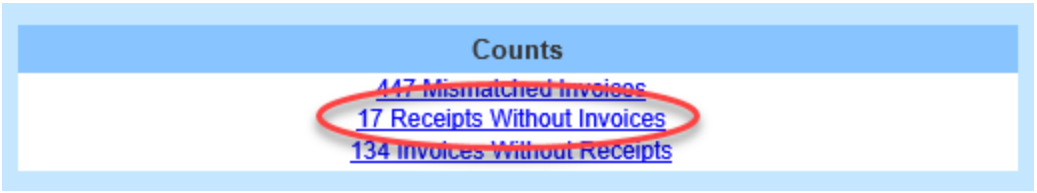
Follow the steps outlined below to display the Receipts Without Invoices:

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

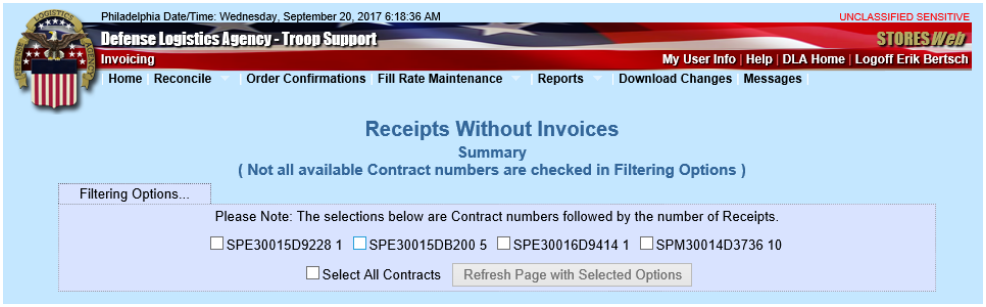


OR -

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

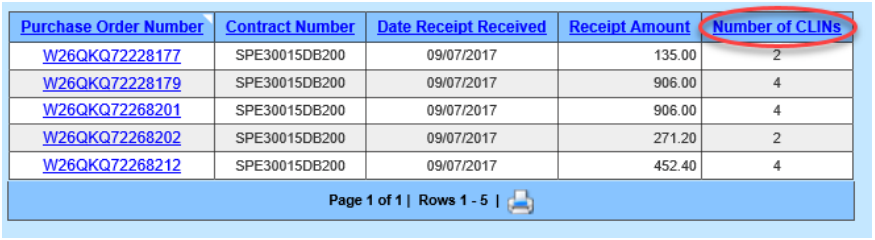


The 'Receipts Without Invoices – Summary' page appears displaying all the contracts assigned to the users.



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.

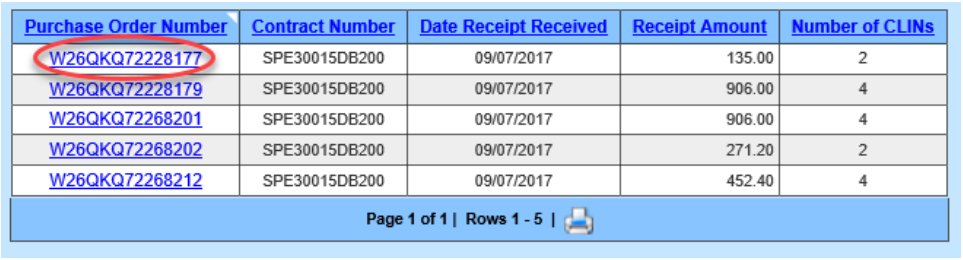
3. Click on any of the table headers to change the sorting order of the results.



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 |

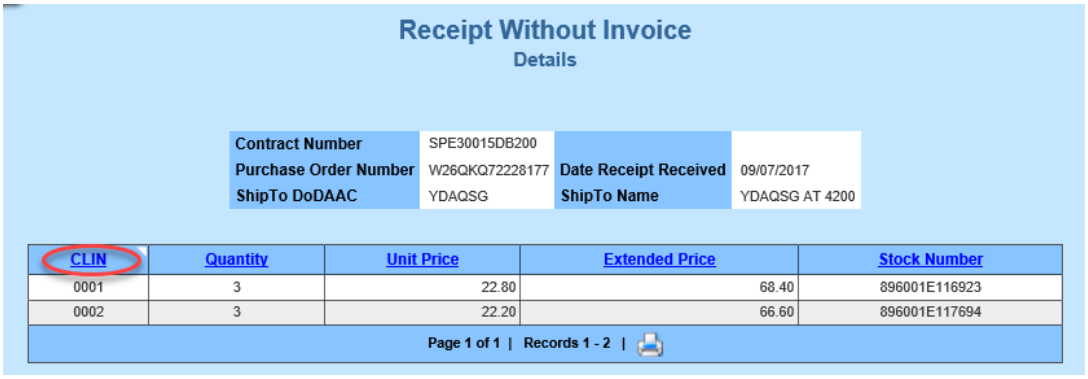
4. Access the details of any receipt by clicking on the Purchase Order Number link and the 'Receipts Without Invoices - Details' page appears.



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 |

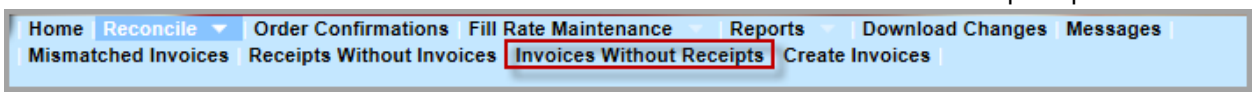
6. Click on the 'Return to Summary' button to bring back the 'Receipts Without Invoices – Summary' page.

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.

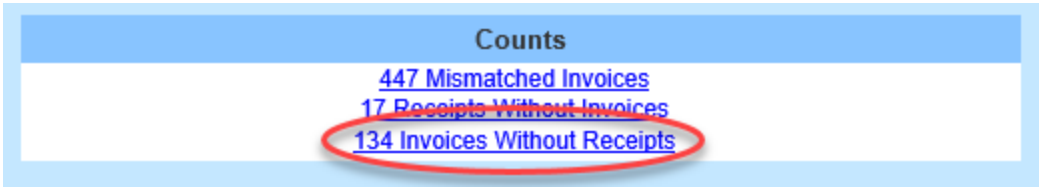
Follow the steps outlined below to display the Invoices Without Receipts.

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

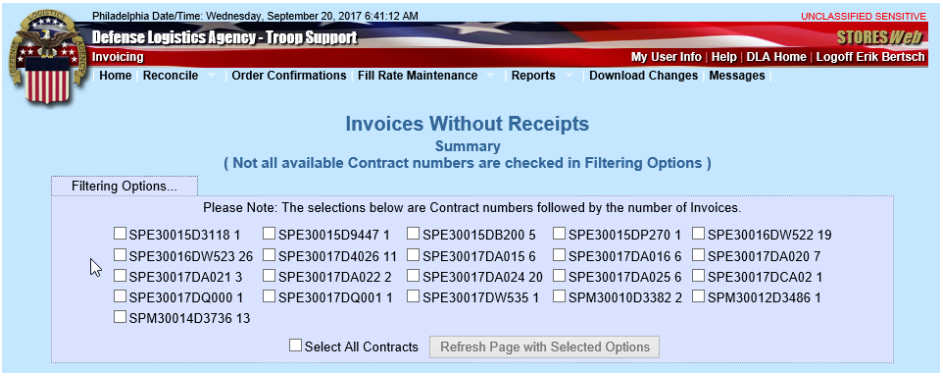


OR -

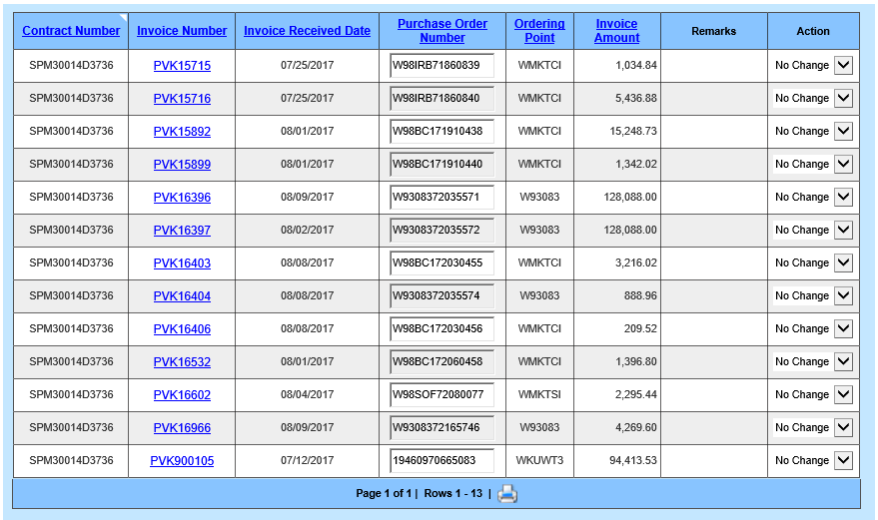
Click on the link for Invoices Without Receipts in the 'Counts' feature on the home page



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.

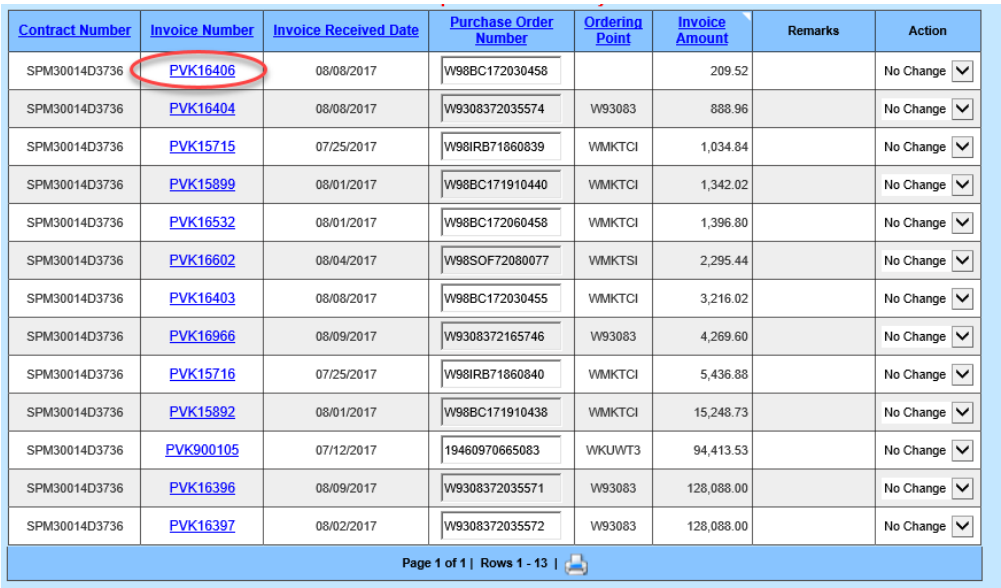
Rows Updated Successfully.

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.

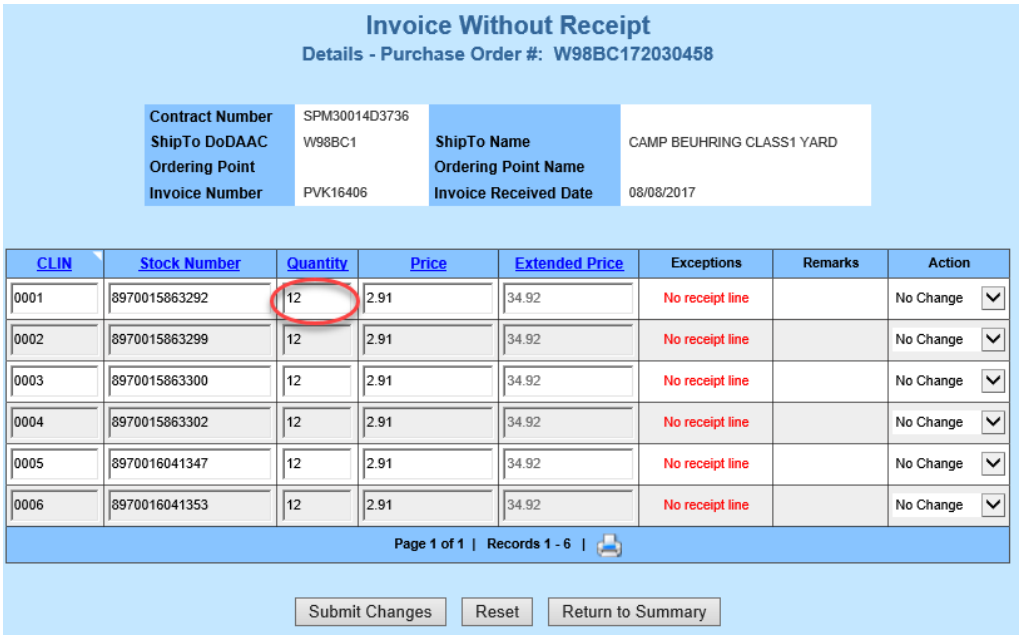


Contract Number	Invoice Number	Invoice Received Date	Purchase Order Number	Ordering Point	Invoice Amount	Remarks	Action
SPM30014D3736	PVK16406	08/08/2017	W98BC172030458		209.52		No Change
SPM30014D3736	PVK16404	08/08/2017	W9308372035574	W93083	888.96		No Change
SPM30014D3736	PVK15715	07/25/2017	W98IRB71860839	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

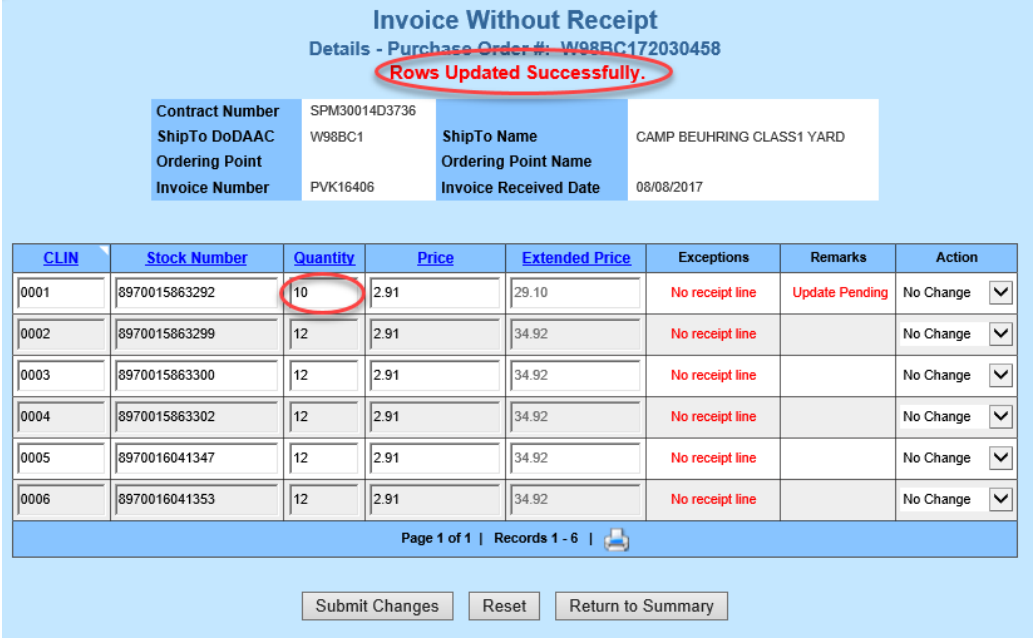
Contract Number	SPM30014D3736		
ShipTo DoDAAC	W98BC1	**ShipTo Name**	CAMP BEUHRING CLASS1 YARD
Ordering Point		**Ordering Point Name**	
Invoice Number	PVK16406	**Invoice Received Date**	08/08/2017

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’.



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.

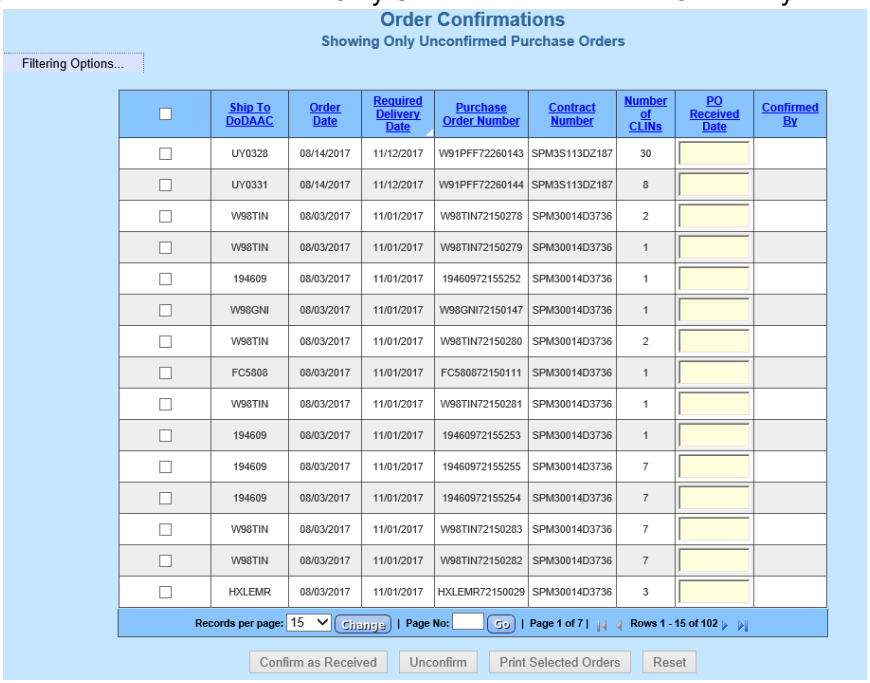
After clicking on the ‘Create Invoices’ option from the ‘Reconcile’ menu item, the ‘NO RECORDS FOUND’ message appears.

CHAPTER 4 –
ORDER CONFIRMATIONS

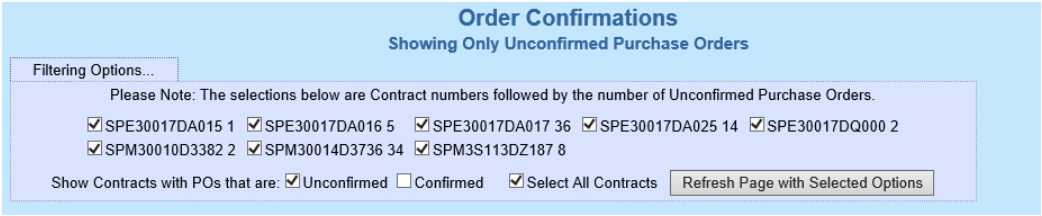
The ‘Order Confirmations’ summary displays read-only information for Purchase Orders (PO) sent by customers and provides notification to STORES customers that their POs were received by vendors. Once a PO has been confirmed through this process, the STORES Customer user can view the PO Received Date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

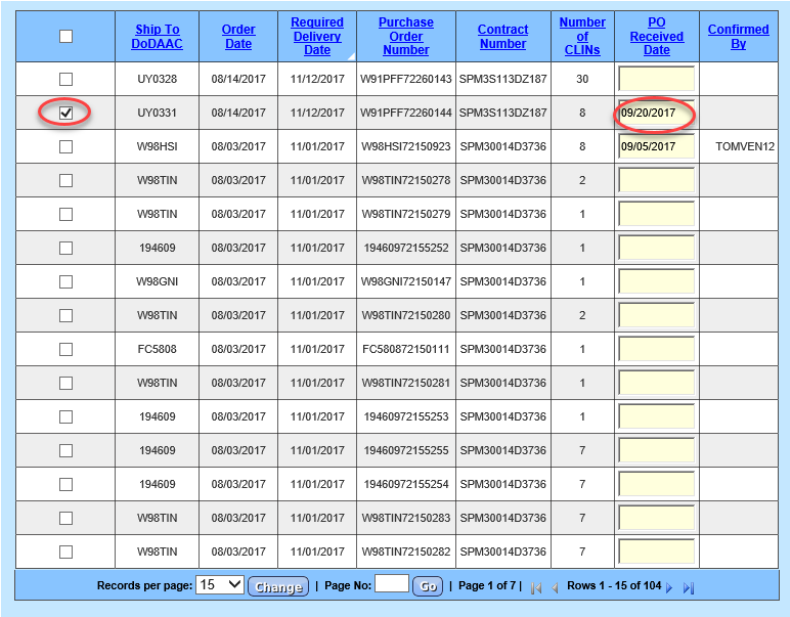
The following three filtering options are available:

- **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).

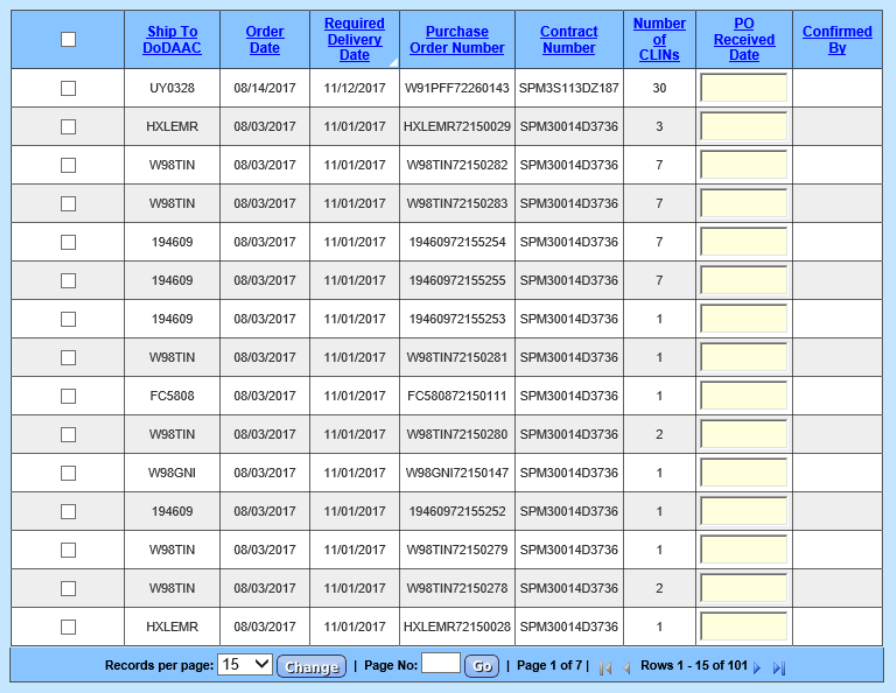
4. Deselect the ‘Select All Contracts’ checkbox. The screen reappears displaying all Purchase Orders associated with the selected Contracts.

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

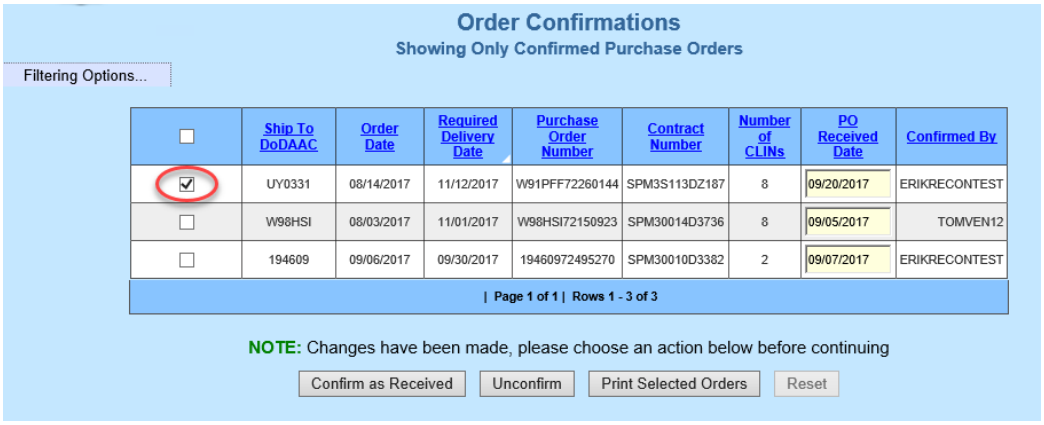
8. Click on the 'Filtering Options…' button, deactivate the 'Unconfirmed' checkbox option and activate the 'Confirmed' checkbox option finally click on the ''Refresh Page with Selected Options' button and the following screen appears.

☐	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.



Order Confirmations

Showing Only Confirmed Purchase Orders

Filtering Options...

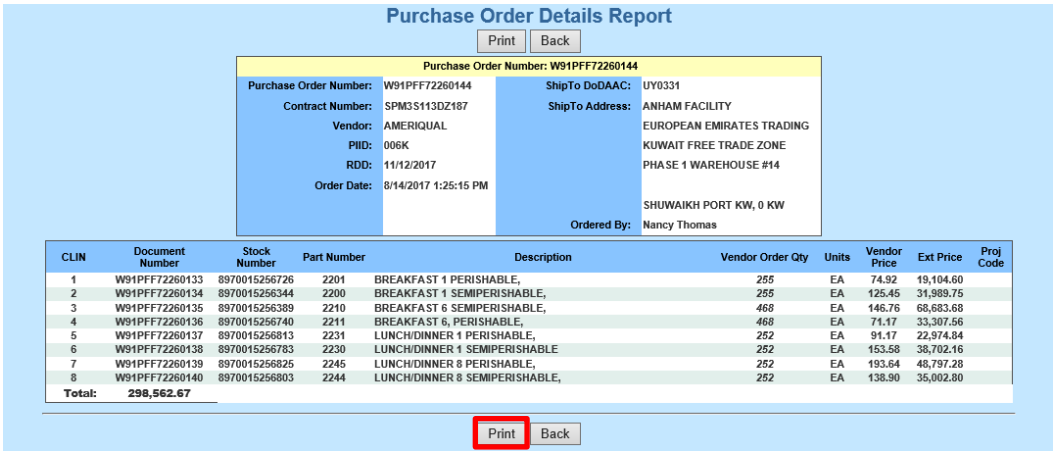
	Ship To DoDAAC	Order Date	Required Delivery Date	Purchase Order Number	Contract Number	Number of CLINs	PO Received Date	Confirmed By
☑	UY0331	08/14/2017	11/12/2017	W91PFF72260144	SPM3S113DZ187	8	09/20/2017	ERIKRECONTEST
☐	W98HSI	08/03/2017	11/01/2017	W98HSI72150923	SPM30014D3736	8	09/05/2017	TOMVEN12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

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

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

Confirm as Received | Unconfirm | Print Selected Orders | Reset

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



Purchase Order Details Report

Print | Back

Purchase Order Number: W91PFF72260144

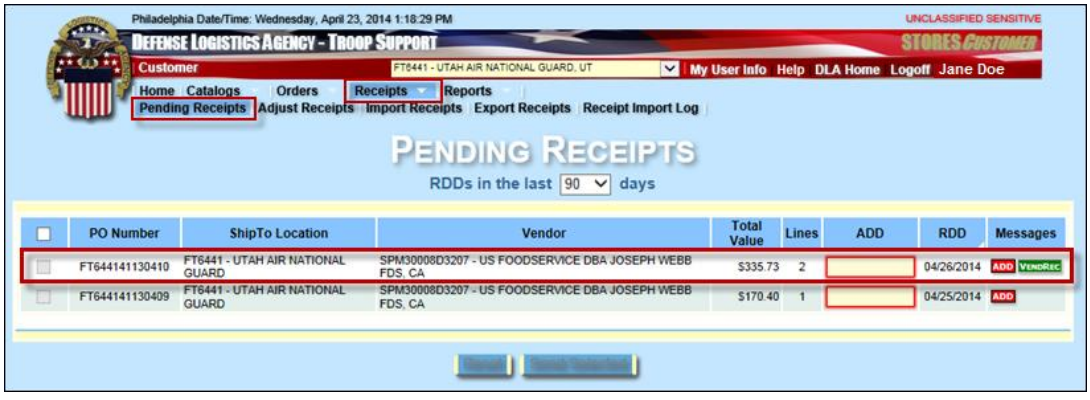
Purchase Order Number:	W91PFF72260144	ShipTo DoDAAC:	UY0331
Contract Number:	SPM3S113DZ187	ShipTo Address:	ANHAM FACILITY
Vendor:	AMERIQUAL		EUROPEAN EMIRATES TRADING
PIID:	006K		KUWAIT FREE TRADE ZONE
RDD:	11/12/2017		PHASE 1 WAREHOUSE #14
Order Date:	8/14/2017 1:25:15 PM		
			SHUWAIKH PORT KW, 0 KW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

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

Print | Back

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.



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

UNCLASSIFIED SENSITIVE

DEFENSE LOGISTICS AGENCY - TROOP SUPPORT

STORES Customer

Customer | FT6441 - UTAH AIR NATIONAL GUARD, UT | My User Info | Help | DLA Home | Logoff | Jane Doe

Home | Catalogs | Orders | Receipts | Reports

Pending Receipts | Adjust Receipts | Import Receipts | Export Receipts | Receipt Import Log

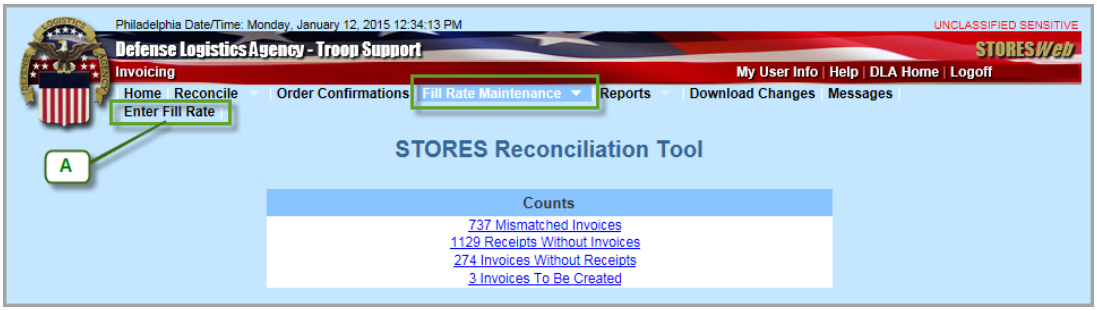
PENDING RECEIPTS

RDDs in the last 90 days

	PO Number	ShipTo Location	Vendor	Total Value	Lines	ADD	RDD	Messages
☐	FT644141130410	FT6441 - UTAH AIR NATIONAL GUARD	SPM30008D3207 - US FOODSERVICE DBA JOSEPH WEBB FDS, CA	$335.73	2		04/26/2014	ADD VENDREC
☐	FT644141130409	FT6441 - UTAH AIR NATIONAL GUARD	SPM30008D3207 - US FOODSERVICE DBA JOSEPH WEBB FDS, CA	$170.40	1		04/25/2014	ADD

CHAPTER 5 –
FILL RATE MAINTENANCE

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



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

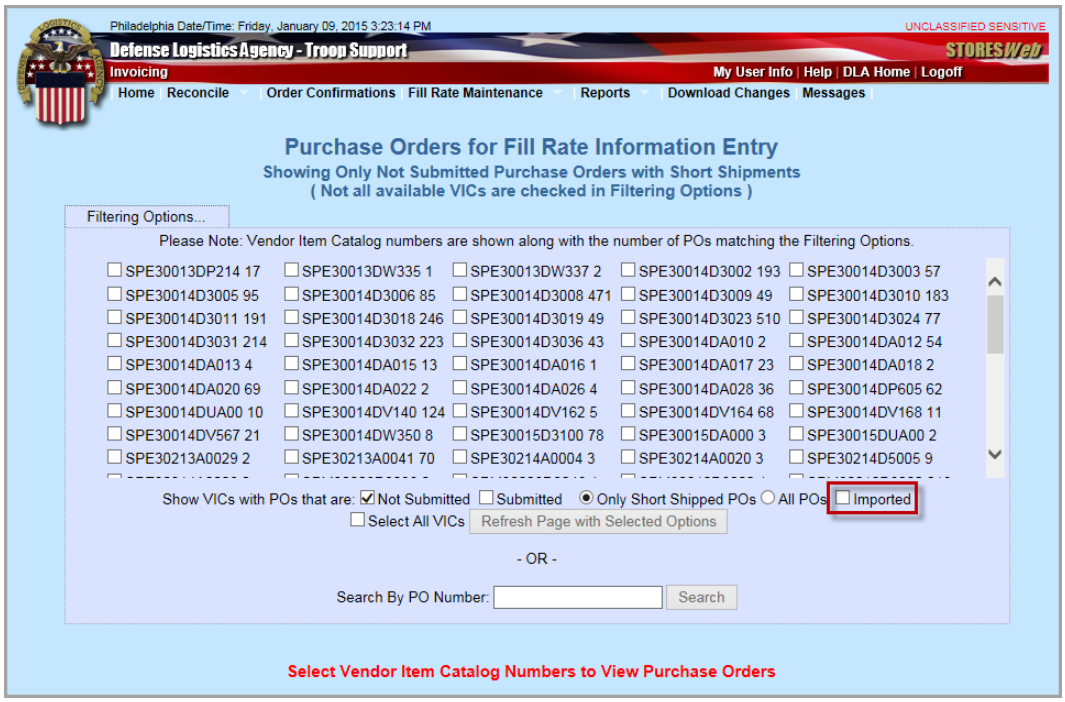
IMPORTANT NOTE

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

1 – Enter Fill Rate

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

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

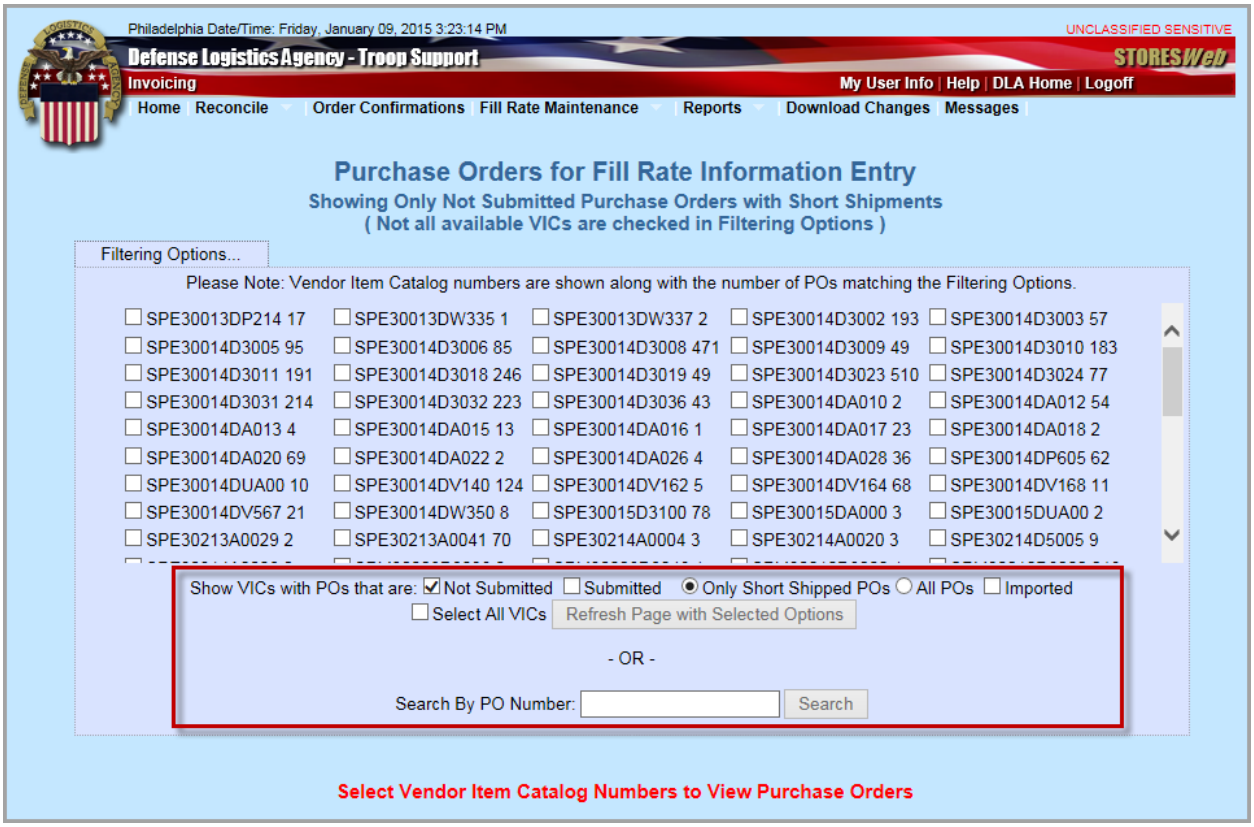


IMPORTANT NOTE

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

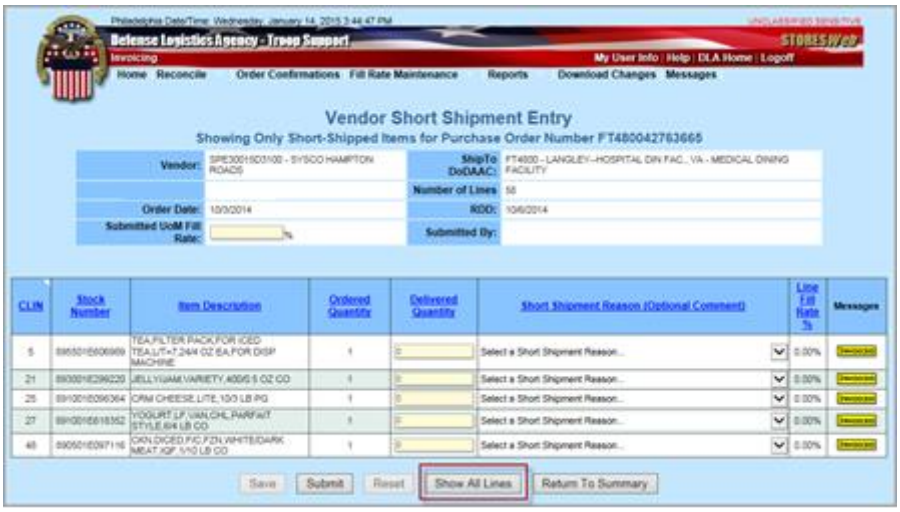
1. Make the appropriate filtering selections by choosing the radio buttons and checkboxes and click on the 'Refresh Page with Selected Options' button.

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.

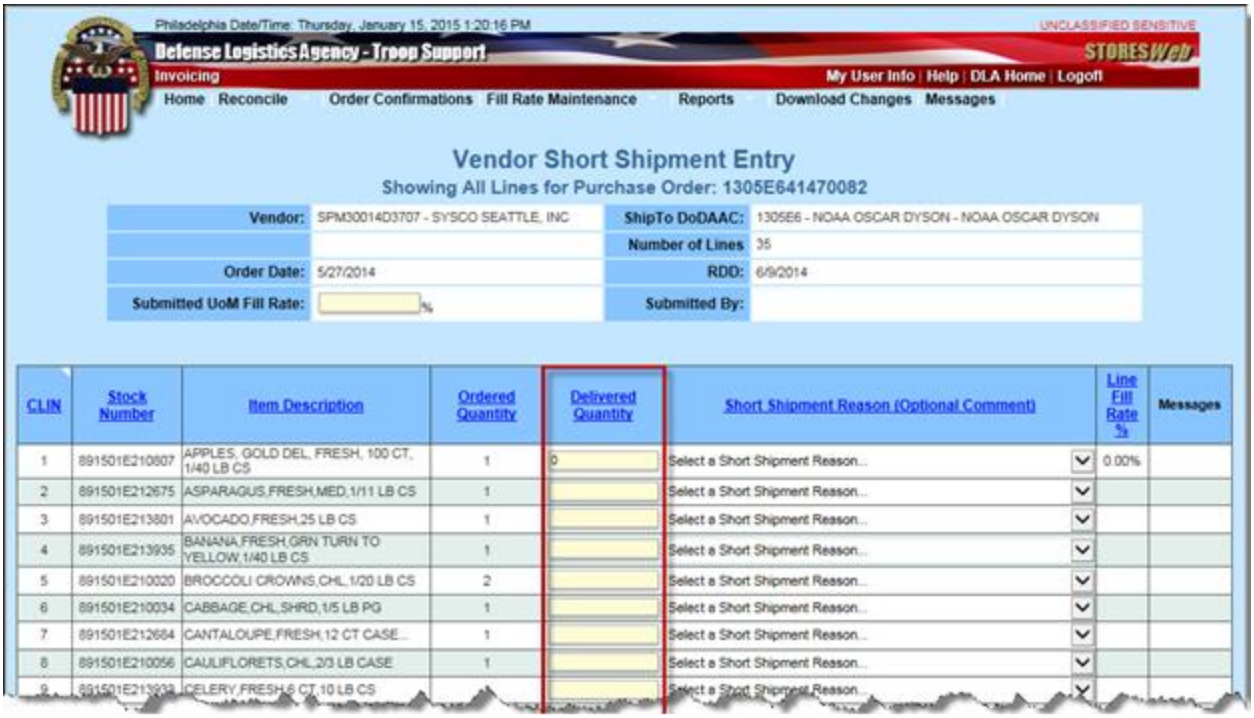
IMPORTANT NOTES

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.



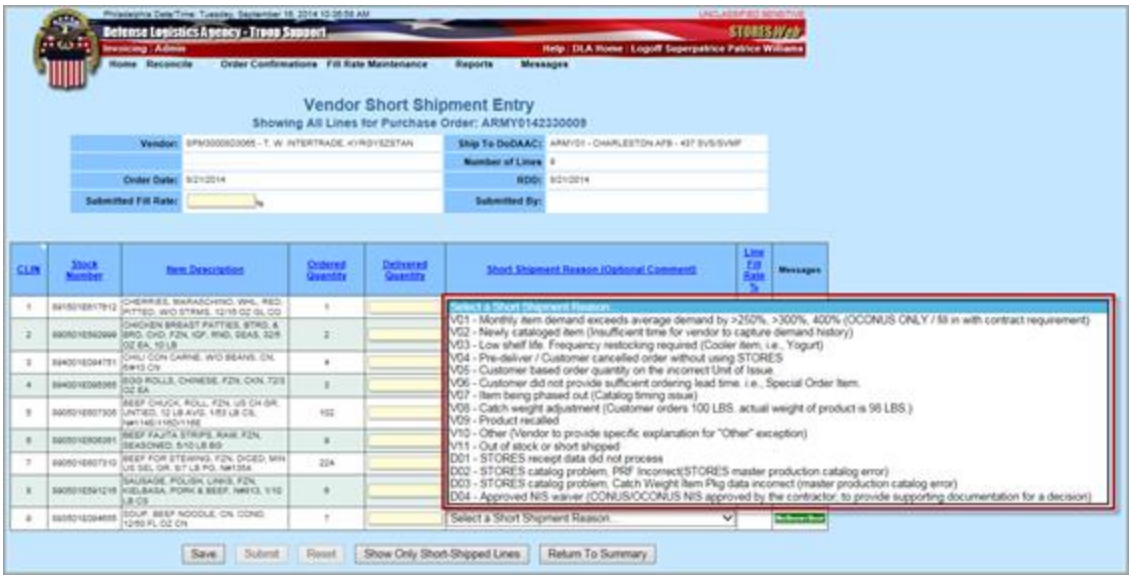
IMPORTANT NOTE

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:

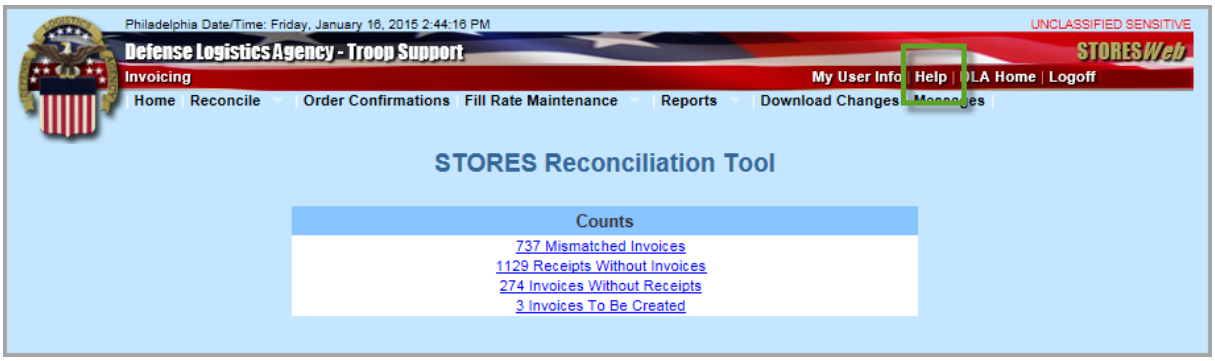
1. Contact the DLA Representative, prior to their initial submission.

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

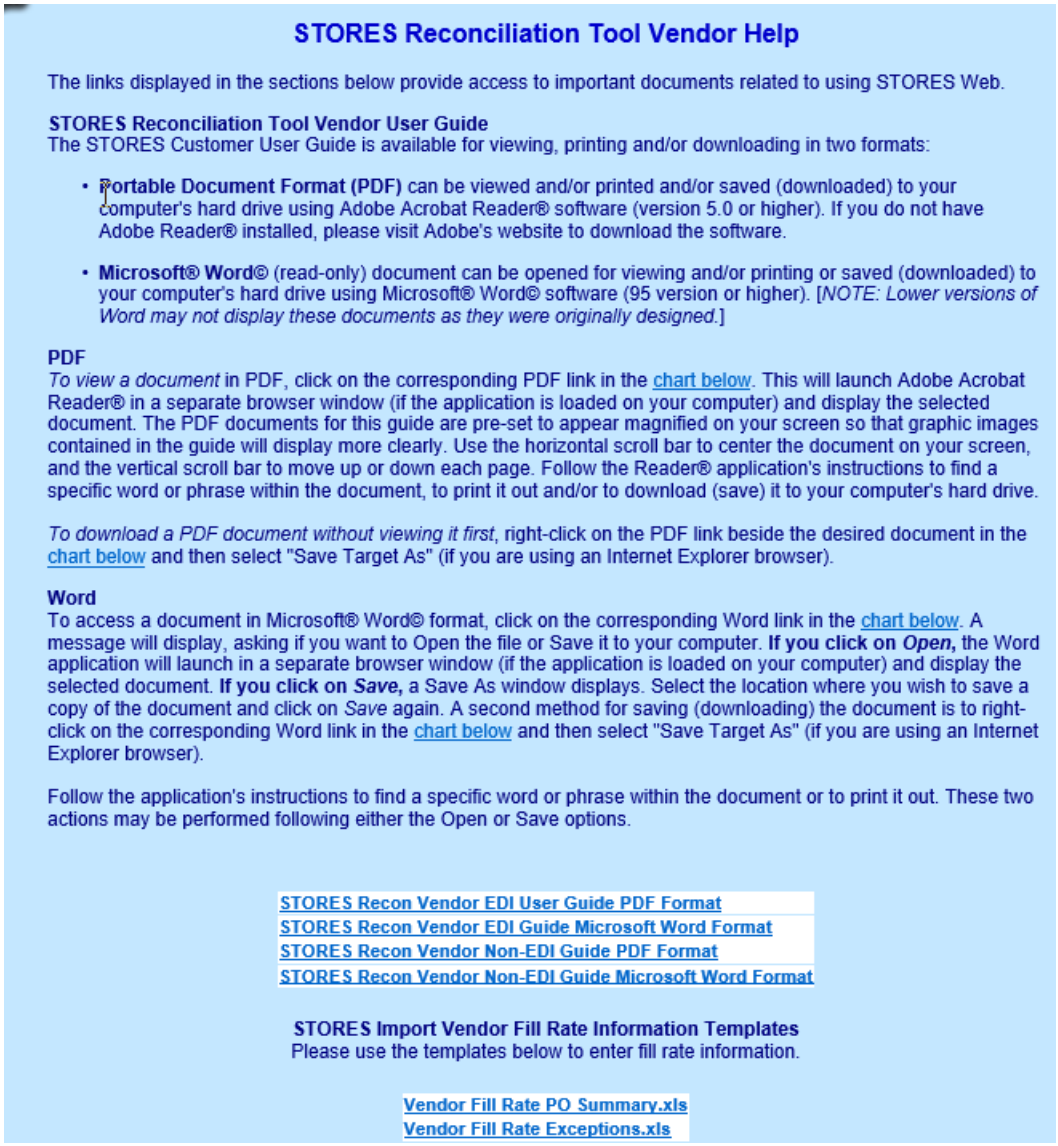
NOTE: Both the 'Exception' and the 'PO Summary' spreadsheets must be completed to be valid for submission.

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.

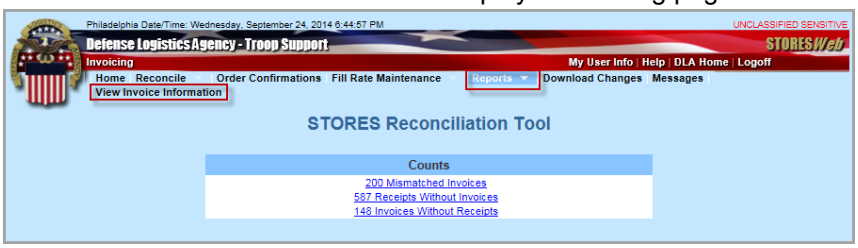
CHAPTER 6 – REPORTS

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:

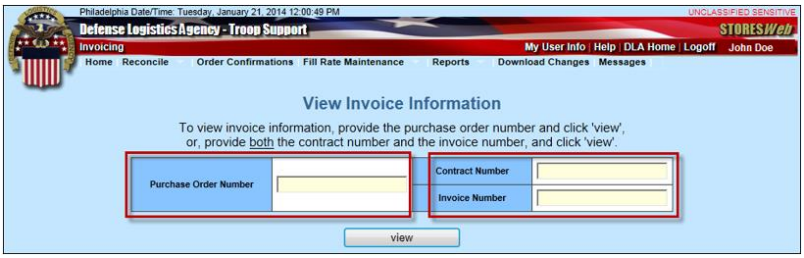


2. Enter the search criteria in the appropriate fields by either:

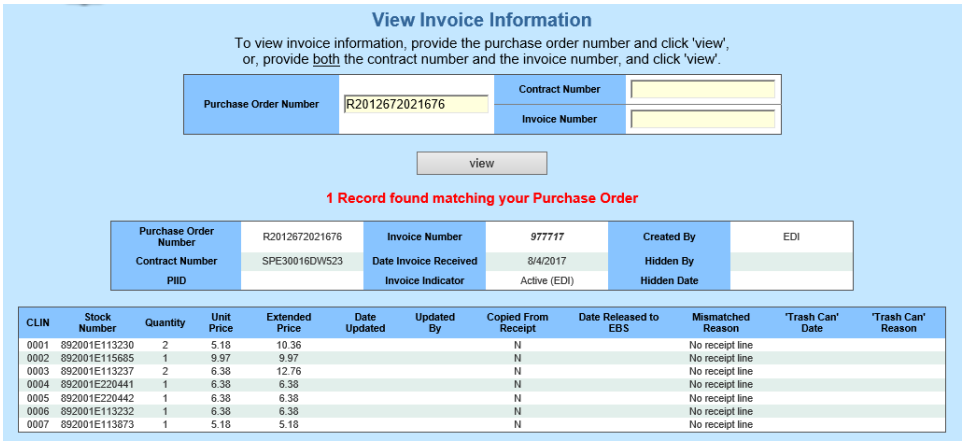
   - Entering the ‘Purchase Order Number’

   - 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.

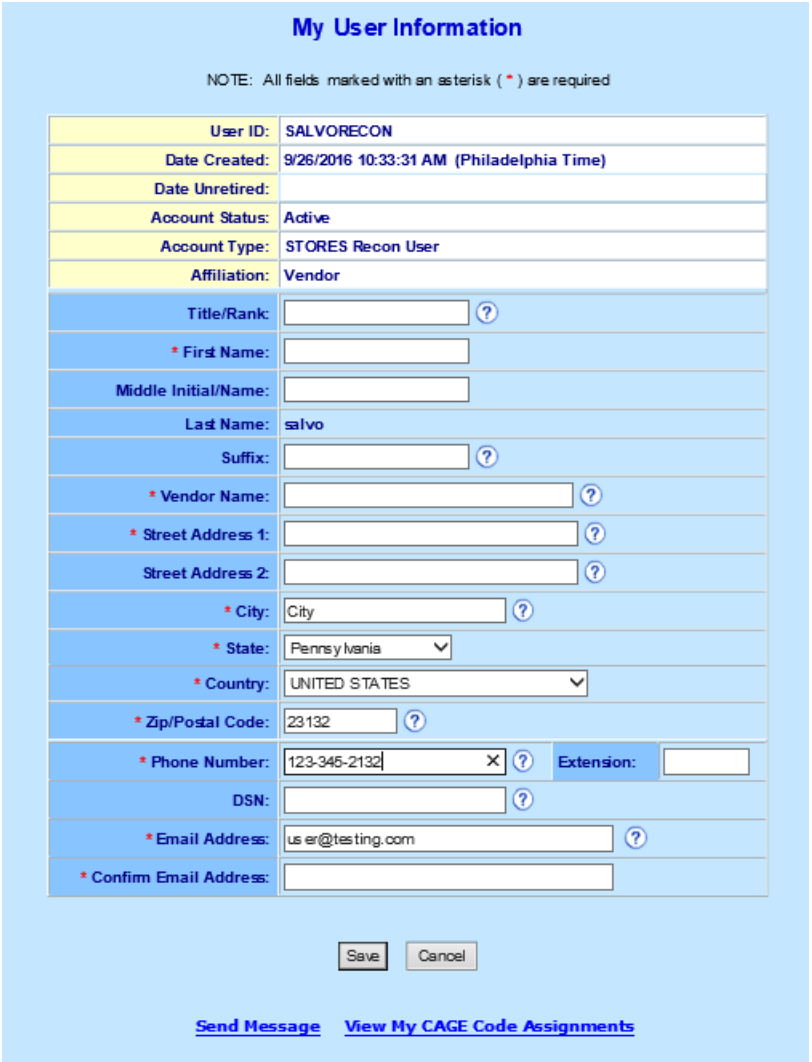


CHAPTER 7 –
MY CAGE CODE ASSIGNMENTS

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

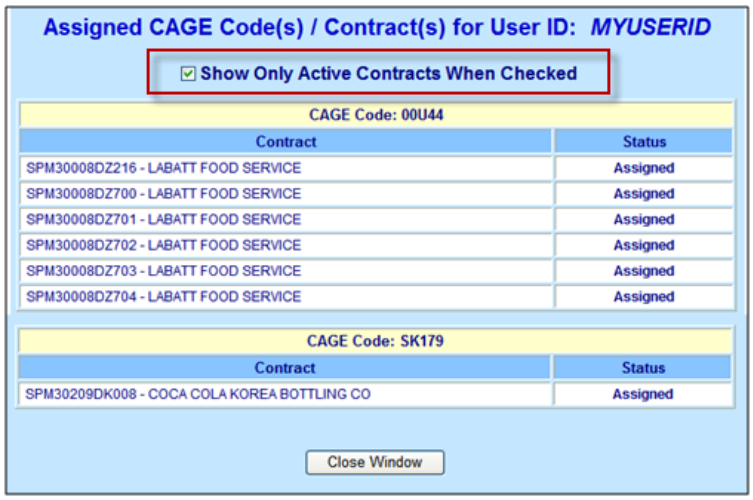
1. Click on the ‘My User Info’ link on the right side of the main menu to go to the ‘My User Information’ page.

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

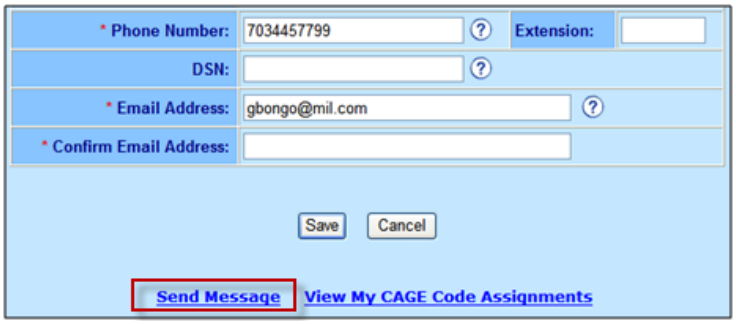


3. Deactivate the ‘Show Only Active Contracts’ checkbox to view inactive contracts.

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.



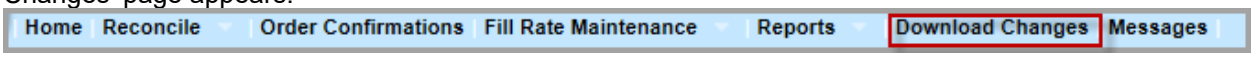
6. Enter the appropriate information in the 'Message field' -- either a request for new CAGE Codes or a deletion of existing CAGE Codes – and click on the 'Send' button.

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.

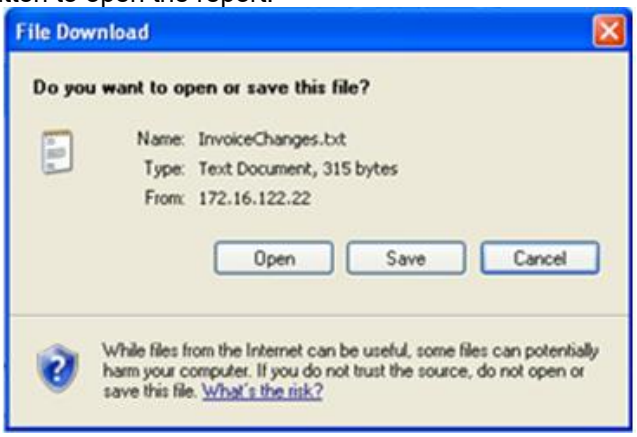
1. Select the 'Download Changes' menu option from the main menu and the 'Download Invoice Changes' page appears.



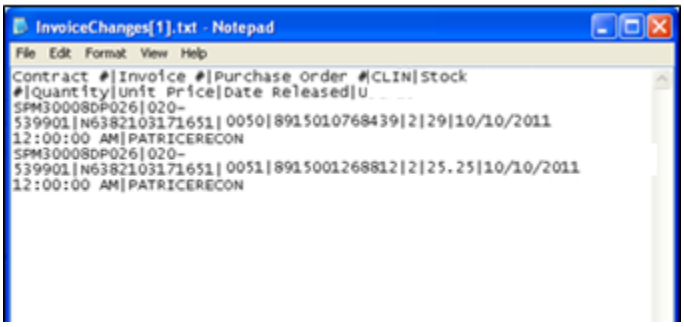
2. Select a date or date range for which to run the report and click on the 'Download' button.

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:



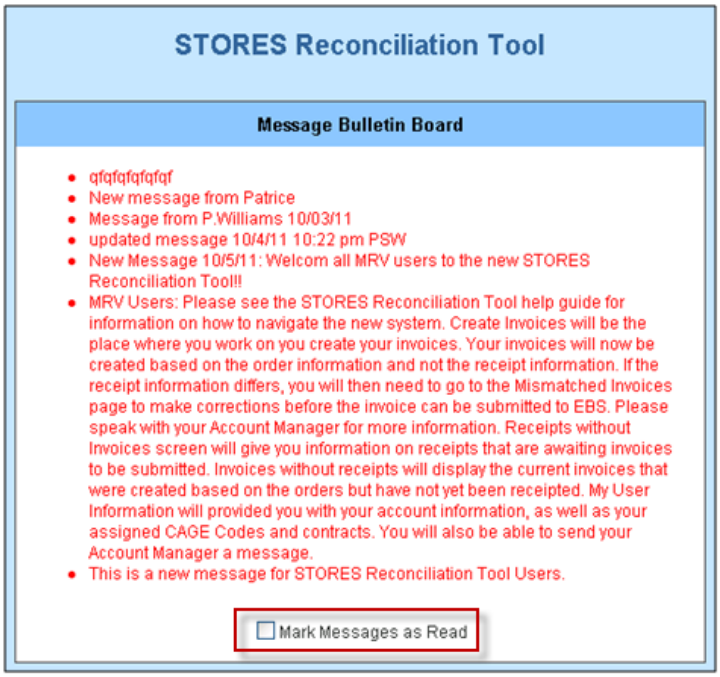
The changes for the date range selected appear in Notepad:



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.