Subsistence Total Ordering and Receipt Electronic System

(STORES)

EDI Implementation Guidelines

EDI Implementation Guidelines for Subsistence Prime Vendor (STORES)
Updated January, 2014

SECTION 1.0 GENERAL INFORMATION .....

1.1 DLA TROOP SUPPORT EDI CONTACTS.....
1.2 EDI TESTING PROCESS .....
1.3 EDI TRANSACTION SETS.....

SECTION 2.0 PRODUCTION PROCEDURES .....

2.1 TRANSMISSION SCHEDULES.....
2.2 PROBLEM RECOVERY.....

SECTION 3.0 EDI Guidelines.....

3.1 (832) CATALOG REQUIREMENTS.....
3.2 (850) PURCHASE ORDER REQUIREMENTS.....
3.3 (810) INVOICE REQUIREMENTS.....
3.4 (864) RATIONS TEXT MESSAGE REQUIREMENTS…….
3.5 (997) FUNCTIONAL ACKNOWLEDGEMENT REQUIREMENTS……

Section 1.0 General Information

1.1 DLA Troop Support EDI Test Contacts

Contact For	**POC**
EDI 832 (Catalog) Testing	Bob Thistle – robert.thistle@dla.mil (215) 737-7558 Bill Saccone – william.saccone@dla.mil (215) 737-0748 Lou Milano – louis.milano@dla.mil (215) 737-7315
EDI 850 (Purchase Order) Testing	Lou Milano – louis.milano@dla.mil (215) 737-7315 Bill Saccone – william.saccone@dla.mil (215) 737-0748
EDI 810 (Invoice) Testing	Karen Conroy-Hegarty – karen.hegarty@dla.mil (215) 737-7550

DLA Transaction Services	Edi@dla.mil (937) 656-3333

1.2 Electronic Data Interchange (EDI) – Testing Process

DLA Troop Support points of contact for testing are listed at the beginning of this document. Vendors should contact these POCs several weeks prior to their contract go-live date to ensure there is sufficient time for testing. Each of the EDI transactions (832, 850, 810) must be tested successfully before the contract can move to production. Vendors should be prepared to work with the DLA Troop Support POCs for each transaction and provide notification about the success and failure of each transmission.

DLA Troop Support - Subsistence currently uses EDI communications to transmit catalogs (832s), purchase orders (850s) and receipts (810s) between STORES (Subsistence Total Order and Receipt System) and Vendor systems.

A typical EDI test process begins with an 832 (catalog) file being sent from a vendor to STORES. In this catalog file, vendors will provide stock item numbers, item descriptions, item prices and other item data included in the guidelines below. These stock items will be available for ordering by customers when the contract goes from testing to production. Once the 832 file is received, DLA Troop Support personnel will review the file to ensure all required fields are included and meet the proper requirements. If edits are necessary, DLA will contact the vendor to discuss changes that need to be made to the file.

Catalog files are transmitted to STORES through an electronic mailbox at DLA Transaction Services. Some vendors choose to use a Third Party VAN (VAN) to manage their catalogs. VANs are companies that specialize in the creation, maintenance and transmission of EDI files. When a VAN is used, vendors will provide stock item updates to the VAN, and that company will edit the catalog and transmit the file through DLA Transaction Services to STORES.

When vendors "go-live" and begin supplying items to customers, catalog updates are normally sent on a weekly basis for those items that have changed since the previous catalog submission.

Once catalogs have been approved, the next step in the test process is for a DLA Troop Support person to create and send a purchase order (850) using the stock items from the received catalog. Vendors will then notify DLA that the order was successfully received and will create and send back an invoice (810) file. When DLA confirms that the 810 file was successfully received and processed, EDI Testing is deemed complete.

In production, orders are generated by customers either by manually keying the order directly into STORES or by uploading an order to STORES from one of the service systems. These orders are then translated into an 850 (purchase order) EDI file by STORES and sent through DLA Transaction Services to a vendor’s electronic mailbox. Vendors should keep in mind that there are times when a customer could place more than one order in the same day.

Once a vendor receives an order from a customer, the order is filled and the requested stock items are shipped to the customer's delivery location. These locations are determined by the customer and can be a dining facility, warehouse, depot, hospital, ship, child care center, or other facility. Note: Vendors should only deliver items that are on the order and should not substitute any similar items.

After the vendor has delivered the product, customers will verify shipment quantities and make any necessary adjustments to the receipt in STORES. Customers then send the receipt in STORES which generates an electronic validation of the receipt in the DLA Troop Support Financial System. This receipt is then matched to the vendor 810 (invoice) and all matching lines are paid. Any discrepancies between receipt and invoice must be researched before payment is made.

1.3 Transaction Sets

The EDI transaction sets listed below are described in detail in later sections of this guideline. Vendors must be able to support 832–Catalog, 850-Purchase Order and 810-Invoice file transmissions.

Section 2.0 Production Procedures

2.1 Transmission Schedules

Vendors should provide 832 catalog updates to DLA Troop Support before 12:00 Noon (EST) on Fridays each week so stock item changes may be reviewed prior to the update of all the weekly catalogs. Catalog updates sent after Noon on Friday will be reflected in the following weeks catalog update and may result in additional catalog pricing errors and erroneous payments.
As mentioned earlier, outbound 850 purchase orders can be generated anytime during the day seven days a week. Therefore, vendors should be prepared to retrieve order data throughout the day.

2.2 Problem Recovery During Production

After moving into production mode, delays, omissions, duplicates or any other type of error have to be addressed promptly. In the unlikely event that a delay lasts longer than one day, DLA Troop Support customers may contact the vendor regarding the option to fax or email a copy of orders.

If the Interchange Control Number (ISA13 element) is received more than once, the vendor should not process the duplicate transmission. Although the DLA Troop Support standard software has the constraints to prevent sending out duplicate purchase orders, the vendor may still need to consider checking for purchase order numbers that may have inadvertently sent more than once.

The DLA Enterprise Help Desk or DLA Troop Support, Subsistence Contract Specialist and/or Account Manager should be contacted promptly with operational concerns related to purchase order and catalog transactions.

Section 3.0 EDI Guidelines

This EDI Guideline is to be used for EDI partners of DLA Troop Support interfacing with STORES

For both testing and production, the following information is to be used:

3.1 832 Catalog (Vendor to DLA Troop Support)

The 832 Catalog uses the standard EDI transaction set for the 832 Price/Sales Catalog. Please note: Elements coded with an "M are mandatory and are required on all catalog submissions. Elements coded with a "C" are conditional and are required if certain conditions are met (see annotation at the bottom for each specific condition). Elements coded with an "O" are optional and are not required fields.

NOTE:

DLA is in the process of migrating current EDI X12 Maps from their current version to an upgraded 4010 version. The details of this migration are not yet defined, but will be provided when available.

All EDI capable vendors will be required to migrate to the new 4010 EDI X12 map version once it is made available.

ISA Qualifier	**ZZ**
ISA Id	**S39017**
GS Id	**S39017**
VAN	**DLA Transaction Services**
EDI Version	**3040**

Points of contact for 832 EDI Testing are:

Bob Thistle, robert.thistle@dla.mil, 215-737-7558
Bill Saccone, william.saccone@dla.mil, 215-737-0748
Lou Milano, louis.milano@dla.mil, 215-737-7315

Guidelines for 832 – Catalog

Segment	*Element*	*Definition and Value*	*Size*	M/C/O
ST Transaction	**ST01**	Transaction Set Identifier Code **Definition:** A Transaction Set Identifier Code that classifies the EDI file as an 832 catalog **Value: [**"832"**]**	3 ID	M
Set Header	**ST02**	Transaction Set Control Number **Definition:** The Transaction Set Control Number. **Value: [**Transaction Set Control Number**]**	4-9 AN	M

Segment	*Element*	*Definition and Value*	*Size*	M/C/O
BCT Beginning Element for Price/Sales Catalog	**BCT01**	Price Catalog Identifier Code **Definition:** Indicates the beginning of the Price Catalog transaction set **Value: [“**PC**”]**	2 ID	M
BCT Beginning Element for Price/Sales Catalog	**BCT02**	Contract Number **Definition:** Specifies catalog number information **Value: [**Contract Number**]**	13 AN	M
DTM Date/Time	**DTM01**	Effective Date of Change **Definition:** The code identifying the date and time of the catalog change **Value: [“**152**”]**	3 ID	M
DTM Date/Time	**DTM02**	Update-date (YYMMDD) **Definition:** The effective date of the catalog change **Value: [**YYMMDD**]**	Date	M
DTM Date/Time	**DTM03**	Update-time (HHMMSS) **Definition:** The effective time of the catalog change **Value: [**HHMMSS**]**	Time	M
LIN Item	**LIN01**	Line number **Definition:** Sequential Line numbers for the items on the catalog. **Value: [**Line Number**]**	1-11 N	M
LIN Item	**LIN02**	Stock Number Identifier Code **Definition:** Code identifying the type of descriptive number used in LIN03. The code ‘SW’ indicates that LIN03 will hold the DLA Troop Support Stock Number for the item on the catalog. **Value: [“**SW**”]**	2 ID	M

Segment	*Element*	*Definition and Value*	*Size*	M/C/O
LIN Item	**LIN03**	Stock number **Definition:** Identifying Code DLA Troop Support uses to identify an item on a catalog. **Value: [**Stock Number**]**	13 AN	M
LIN Item	**LIN04**	Vendor Part Identifier Code **Definition:** Code identifying the type of descriptive number used in LIN05. The code 'VP' indicates that LIN05 will hold the Vendor's Part Number for the item on the catalog. **Value: [“**VP**”]**	2 ID	M
LIN Item	**LIN05**	Part Number **Definition:** Identifying Code of the vendor's product on the catalog **Value: [**Part Number**]**	25 AN	M
LIN Item	**LIN06**	Mutually Defined Identifier Code **Definition:** This is a constant 'ZZ' which indicates that the value in LIN07 is a mutually agreed upon code between the Vendor and DLA. **Value: [“**ZZ**”]**	2 ID	M
LIN Item	**LIN07**	update indicator **Definition:** The update indicator for an item on the catalog. 'C' for a Change or Add, or 'D' for Delete **Value: [‘**C**’ or ‘**D**’]**	1 AN	M

LIN Item	**LIN08**	Mutually Defined Identifier Code **Definition:** This is a constant 'ZZ' which indicates that the value in the LIN09 is a mutually agreed upon code between the Vendor and DLA. **Value: [**"ZZ"**]**	2 ID	M

Segment	*Element*	*Definition and Value*	*Size*	**M/C/O**
LIN Item	**LIN09**	Economic Indicator **Definition:** The Economic Indicator for the vendor providing the catalog stock items **Value: [**One of the below codes – 00 to 08**]** Economic Indicator options: 00 = Large business 01 = SB (Small business) 02 = SDB (Small disadvantaged business) 03 = WOSB (Women owned small business) 04 = VOSB (Veteran owned small business) 05 = SDVOSB (Service-disabled veteran owned small business) 06 = HZSB (Hub-Zone small business) 07 = Native Indian small business 08 = Native Hawaiian small business	2 AN	M
LIN Item	**LIN10**	GTIN Identifier Code **Definition** : This is a constant 'US' value used to indicate Uniform Stock Symbol Code Number and that the next element will hold the Global Trade Item Number (GTIN) **Value**: ["US"]	2 ID	M
LIN Item	**LIN11**	Global Trade Item Number (GTIN) Definition: This is the Global Trade Item Number (GTIN) for the item on the catalog Value: [Global Trade Item Number (GTIN)]	1/40 AN	M

REF Reference Numbers	**REF01**	Mutually Defined Identifier Code **Definition:** This is a constant 'ZZ' which indicates that the value in the REF02 is a mutually agreed upon code between the Vendor and DLA. **Value: [**"ZZ"**]**	2 ID	M
	REF02	Special Order Identifier Code	2 AN	M

Segment	*Element*	*Definition and Value*	*Size*	**M/C/O**
		Definition: 'SO' is always entered in this element. 'SO' standing for 'Special Order Item'. If the item is a special order one, additional information is entered in REF03. **Value: [**"SO"**]**		
	REF03	Special Ordering Instructions **Definition:** If the item is a Special Order one, the Special Ordering Instructions are entered in this element. If the item is not a Special Order one, then no value is entered. **Value: [**Special Ordering Instructions or Null**]**	80 AN	O
	REF01	Mutually Defined Identifier Code **Definition:** This is a constant 'ZZ' which indicates that the value in the REF02 is a mutually agreed upon code between the Vendor and DLA. **Value: [**"ZZ"**]**	2 ID	M
	REF02	Foreign Source Identifier Code **Definition: Definition:** This is a constant 'FS which indicates a 'Foreign Source (Non-US) Item'. If the item is from a foreign source, additional information is entered in REF03. **Value: [**FS**]**	2 AN	M

	REF03	Foreign Source Indicator **Definition:** This element designates either 'Y'=Yes the item is from a foreign source or 'N'=No, the item is not from a foreign source. **Value: ['Y' or 'N']**	1 AN	M
	REF01	Mutually Defined Identifier Code **Definition:** This is a constant 'ZZ' which indicates that the value in the REF02 is a mutually agreed upon code between the Vendor	2 ID	M

Segment	***Element***	***Definition and Value***	***Size***	**M/C/O**
		and DLA. **Value: ["ZZ"]**		
	REF02	Manufacturer SKU Identifier Code **Definition:** This is a constant 'SK' which indicates Manufacturer SKU code. If the item has an SKU code assigned, additional information is entered in REF03 **Value: ["SK"]**	2 AN	M
	REF03	Manufacturer SKU **Definition:** If the item has an SKU assigned, the identifying code is entered. If the item does not have an SKU Code, then no value is entered. **Value: [**Vendor SKU or Null**]**	20 AN	M
	REF01	Mutually Defined Identifier Code **Definition:** This is a constant 'ZZ' which indicates that the value in REF02 is a mutually defined code between the Vendor and DLA. **Value: ["ZZ"]**	2 ID	M

	REF02	DLA Troop Support Unique Identifier Code **Definition:** 'DU' is always entered in this element. 'DU' standing for a 'DLA Troop Support Unique Item'. If the item is a DLA Troop Support Unique Item, additional information is entered in REF03. **Value: [“**DU**”]**	2 AN	M
	REF03	DLA Troop Support Unique Indicator **Definition:** This element designates either 'Y'=Yes the item is DLA Troop Support Unique or 'N'=No the item is not DLA Troop Support Unique **Value: [Either 'Y' or 'N']**	1 AN	M
CTB Restrictions/ Conditions	**CTB01**	Ordering Restrictions Identifier Code **Definition:** This element specifies the conditions/restrictions (such as shipping. ordering) **Value: [“**OR**”]**	2 ID	M
	CTB02	Not Used	1/80 AN	O
	CTB03	Minimum Order Quantity Identifier Code **Definition:** This is a constant '57' which indicates that the value in the CTB04 is the minimum quantity for ordering this item. **Value: [“**57**”]**	2 ID	O
	CTB04	Minimum Order Quantity **Definition:** This element identifies the minimum quantity of the item that needs to be ordered; otherwise the vendor will not fill the order. **Value: [**Quantity**]**	8 INT	O

PID Product/Item Description	**PID01**	Free Form Identifier Code **Definition:** This element identifies the 'PID' line as 'F' Free-form line where the vendor can enter item information. **Value: ["F"]**	1 ID	M
	PID02	General Description Identifier Code **Definition:** This code of 'GEN' (General Description) indicates that PID05 will provide a general description of the line item. **Value: ["GEN"]**	3 ID	M
	PID03	Mutually Defined Identifier Code **Definition:** This is a constant 'ZZ' which indicates that the value in PID07 is the Producer Price Index Categories **Value: ["ZZ"]**	2 ID	C[5]
	PID04	Not Used		
	PID05	DLA Troop Support Item Description **Definition:** The vendor will enter a general	80 AN	M

Segment	*Element*	*Definition and Value*	*Size*	M/C/O
		description of the line item in this element. **Value: [**DLA Troop Support Item Description**]**		
	PID06	Not Used		
	PID07	Producer Price Index Categories **Definition:** Producer Price Index as defined by the bureau of labor statistics **Value [**Producer Price Index Categories]	1/15 AN	C[5]
	PID08	DLA Troop Support Standards Acceptance Indicator **Definition:** This element designates either 'Y'=Yes, the vendor accepts that their provided item does not deviate in any way from the DLA Standardized Item Description, or 'N'=No, the vendor does not provide this guarantee. **Value: ["Y" or "N"]**	1 ID	M

MEA Measurements	**MEA01**	Waste Identifier Code **Definition:** The code identifying the Tare Weight Value. For this element "WA" for Waste. (Meaning the following MEA02, MEA03 and MEA04 elements will describe a measure of waste associated with the line item) **Value: [**"WA"**]**	2 ID	C[1]
	MEA02	Tare Weight Identifier Code **Definition:** The code identifying a specific product or process characteristic to which a measurement applies. In this case the value is "T" for Tare Weight. Tare Weight is the total weight of all packaging for an item. **Value: ["T"]**	1 ID	C[1]
	MEA03	Tare Weight Value **Definition:** The code identifying the Tare Weight Value **Value: [**Tare Weight Value**]**	9,2 Decimal	C[1]

Segment	***Element***	***Definition and Value***	***Size***	**M/C/O**
	MEA04	Tare Weight Unit of Measure **Definition:** The Tare Weight Unit of Measure **Value: [**Tare Weight Unit of Measure**]**	2 ID	C[1]
	MEA01	Waste Identifier Code **Definition:** The code identifying the broad category to which a measurement applies. In this case the value is "WA" for Waste. (Meaning the following MEA02, MEA03 and MEA04 elements will describe a measure of waste associated with the line item) **Value: [**"WA"**]**	2 ID	C[1]

	MEA02	Aluminum Identifier Code **Definition:** The code identifying the broad category to which a measurement applies. If the packaging is Aluminum a value of "ZAL" is entered. (Total weight of aluminum packaging for item) **Value: [**"ZAL"**]**	3 ID	C[1]
	MEA03	Aluminum Weight Value **Definition:** The Aluminum Weight Value **Value: [**Aluminum Weight Value**]**	9,2 Decimal	C[1]
	MEA04	Aluminum Weight Unit of Measure **Definition:** The Aluminum Weight Unit of Measure **Value: [**Aluminum Weight Unit of Measure**]**	2 ID	C[1]
	MEA01	Waste Identifier Code **Definition:** The code identifying the broad category to which a measurement applies. In this case the value is "WA" for Waste. (Meaning the following MEA02, MEA03 and MEA04 elements will describe a measure of	2 ID	C[1]

Segment	***Element***	***Definition and Value***	***Size***	**M/C/O**
		waste associated with the line item) **Value: [**"WA"**]**		
	MEA02	Tin Identifier Code **Definition:** The code identifying the broad category to which a measurement applies. If the packaging is Tin, a value of "ZSN" is entered. (Total weight of tin packaging for item) **Value: [**"ZSN"**]**	3 ID	C[1]

	MEA03	Tin Weight Value **Definition:** The Tin Weight Value **Value: [**Tin Weight Value**]**	9,2 Decimal	C[1]
	MEA04	Tin Weight Unit of Measure **Definition:** The Tin Weight Unit of Measure **Value: [**Tin Weight Unit of Measure**]**	2 ID	C[1]
	MEA01	Waste Identifier Code **Definition:** The code identifying the broad category to which a measurement applies. In this case the value is "WA" for Waste. (Meaning the following MEA02, MEA03 and MEA04 elements will describe a measure of waste associated with the line item) **Value: [**"WA"**]**	2 ID	C[1]
	MEA02	Paper Identifier Code **Definition:** The code identifying the broad category to which a measurement applies. If the packaging is paper or cardboard, a value of "ZFL" is entered. (Total weight of paper and cardboard packaging for item) **Value: [**"ZFL"**]**	3 ID	C[1]

Segment	***Element***	***Definition and Value***	***Size***	**M/C/O**
	MEA03	Paper Weight Value **Definition:** The Paper Weight Value **Value: [**Paper Weight Value**]**	9,2 Decimal	C[1]

	MEA04	Paper Weight Unit of Measure **Definition:** The Paper Weight Unit of Measure **Value: [**Paper Weight Unit of Measure**]**	2 ID	C[1]
	MEA01	Waste Identifier Code **Definition:** The code identifying the broad category to which a measurement applies. In this case the value is "WA" for Waste. (Meaning the following MEA02, MEA03 and MEA04 elements will describe a measure of waste associated with the line item) **Value: [**"WA"**]**	2 ID	C[1]
	MEA02	Plastic Identifier Code **Definition:** The code identifying the broad category to which a measurement applies. If the packaging is Plastic, a value of "VIN" is entered. (Total weight of plastic packaging for item) **Value: [**"VIN"**]**	3 ID	C[1]
	MEA03	Plastic Weight Value **Definition:** The Plastic Weight Value **Value: [**Plastic Weight Value**]**	9,2 Decimal	C[1]
	MEA04	Plastic Weight Unit of Measure **Definition:** The Plastic Weight Unit of Measure **Value: [**Plastic Weight Unit of Measure**]**	2 ID	C[1]

Segment	*Element*	*Definition and Value*	*Size*	M/C/O
	MEA01	Waste Identifier Code **Definition:** The code identifying the broad category to which a measurement applies. In this case the value is "WA" for Waste. (Meaning the following MEA02, MEA03 and MEA04 elements will describe a measure of waste associated with the line item) **Value: [**"WA"**]**	2 ID	C[1]
	MEA02	Glass Identifier Code **Definition:** The code identifying the broad category to which a measurement applies. If the packaging is Glass, a value of "ZZZ" is entered. (Total weight of glass packaging for item) **Value: [**"ZZZ"**]**	3 ID	C[1]
	MEA03	Glass Weight Value **Definition:** The Glass Weight Value **Value: [**Glass Weight Value**]**	9,2 Decimal	C[1]
	MEA04	Glass Weight Unit of Measure **Definition:** The Glass Weight Unit of Measure **Value: [**Glass Weight Unit of Measure**]**	2 ID	C[1]
P04 **Item Physical Detail**	**PO401**	Units-per-purchase-pack **Definition:** The number of inner pack units per outer pack unit **Value: [**Units per purchase pack**]** **Element Example:** [24] **Catalog Item Example:** 24 -12 OZ CN	4 UI	M
	PO402	Package-size **Definition:** The size of supplier units in a pack **Value: [**Package Size**]** **Example:** [12] **Catalog Item Example:** 24 -12 OZ CN	8 Explicit Decimal 2 "12345.78"	M
	PO403	Package-unit-of-measure	2 AN	M

Segment	*Element*	*Definition and Value*	*Size*	M/C/O
		Definition: The Unit of Measure **Value: [**Package Unit of Measure**]** **Example:** [OZ] – Ounce **Catalog Item Example:** 24 -12 OZ CN		
	PO404	Packaging-code **Definition:** The code identifying the type of packaging. (Note: must be "AVG" if item is catch weight) **Value: [**Packaging Code**]** **Example:** [CAN] – Can **Catalog Item Example:** 24 -12 OZ CN	5 AN	M
	PO405	Not Used		
	PO406	Gross Weight/Pack **Definition:** The numeric value of gross weight per pack **Value: [**Gross Weight/Pack**]**	9,2 Decimal	M
	PO407	Gross Weight Unit **Definition:** The Gross Weight Unit **Value: [**Gross Weight Unit**]**	2 ID	M
	PO408	Gross Volume **Definition:** The numeric value of gross volume per pack **Value: [**Gross Volume**]**	9,2 Decimal	M
	PO409	Gross Volume Unit **Definition:** The Gross Volume Unit in which a value is being expressed **Value: [**Gross Volume Unit**]**	2 ID	M
ITD Terms of Sale	**ITD01**	Prompt Payment Act Identifier Code **Definition:** The code identifying the type of payment terms. The value of 16 designates that	2 ID	M

Segment	*Element*	*Definition and Value*	*Size*	M/C/O
		the item is part of the Prompt Payment Act **Value: [“**16**”]**		
	ITD02	Not Used		
	ITD03	Not Used		
	ITD04	Not Used		
	ITD05	Not Used		
	ITD06	Not Used		
	ITD07	Not Used		
	ITD08	Not Used		
	ITD09	Not Used		
	ITD10	Not Used		
	ITD11	Not Used		
	ITD12	Brand Name **Definition:** A description field that allows for entry of an items Brand Name **Value: [**Brand Name**]**	1-80 AN	M
LDT Lead Time	**LDT01**	Shelf Life Identifier Code **Definition:** This code identifies the LDT line as dealing with Lead Time/Shelf Life for a stock item. It is a mutually defined Lead Time Code, where AU = Shelf Life **Value: [“**AU**”]**	2 ID	O
	LDT02	Shelf Life **Definition:** A numeric value designating the Shelf Life (**the number of months or days**) of the product. **Value: [**Shelf Life**]**	3 Integer	O

	LDT03	Shelf life Unit **Definition:** The unit of shelf life time – either months or days **Value: [**Either "MO" – Month or "DY"- Day**]**	2 ID	O
LDT Lead Time	**LDT01**	Lead Time Identifier Code	2 ID	O

Segment	*Element*	*Definition and Value*	*Size*	**M/C/O**
		Definition: A lead time code of "AF" indicates lead time from purchase order (PO) date to required delivery date (RDD) **Value: [**"AF"**]**		
	LDT02	Required Lead Time in Days **Definition:** The numeric quantity of the Required Lead Time Quantity in Days **Value: [**Required lead time in days**]**	3 Integer	O
	LDT03	Calendar days **Definition:** A code of 'DA' indicates the time period is in "Calendar Days" **Value: [**"DA"**]**	2 ID	O
DTM Date/Time Reference	**DTM01**	Voucher Date Identifier Code. **Definition:** This code of '518' indicates the Voucher Date of a manufacturing product purchased by the prime vendor **Value: [**"518"**]**	3 ID	C[4]
	DTM02	MPA Purchase Date **Definition:** This field allows entry of the MPA Purchase Date (required for OCONUS MPA items) **Value: [**YYMMDD**]**	Date	C[4]

SAC Service, Promotion, Allowance or Charge Information	**SAC01**	Allowance Identifier Code **Definition:** This element is an allowance indicator **Value: [“**A**”]**	1 ID	C[2]
	SAC02	NAPA Allowance Identifier Code **Definition:** This allowance code of “C260” indicates a ‘Discount – Incentive (NAPA) **Value: [“**C260**”]**	4 ID	C[2]

Segment	*Element*	*Definition and Value*	*Size*	M/C/O
	SAC05	NAPA Allowance **Definition:** The monetary amount of the NAPA Allowance. Must be prorated in accordance with the Unit of Measure of the Delivered Price of the item. **Value: [**Napa Allowance $**]**	10,2 Decimal Explicit	C[2]
	SAC01	Allowance Identifier Code **Definition:** This element is an allowance indicator **Value: [“**A**”]**	1 ID	C[2]
	SAC02	Food Show Allowance Identifier Code **Definition:** This allowance code of “C300” indicates a ‘Discount – Special (Food Show) **Value: [“**C300**”]**	4 ID	C[2]
	SAC05	Food Show Allowance **Definition:** The monetary amount of the Food Show Allowance **Value: [**Food Show Allowance $]	10,2 Decimal Explicit	C[2]

	SAC01	Allowance Identifier Code **Definition:** This element is an allowance indicator **Value: [“A”]**	1 ID	C^2
	SAC02	Promotional Allowance Identifier Code **Definition:** This allowance code of “C310” indicates a ‘Discount – Promotional’ **Value: [“**C310**”]**	4 ID	C^2
	SAC05	Promotional Allowance **Definition:** The monetary amount of the Discount – Promotional Allowance	10,2 Decimal Explicit	C^2

Segment	***Element***	***Definition and Value***	***Size***	**M/C/O**
		Value: [Promotional Allowance**]**		
	SAC01	Charge Identifier Code **Definition:** This element is a charge indicator **Value: [“**C**”]**	1 ID	M
	SAC02	Distribution Price Identifier Code **Definition:** This charge code of “C330” indicates a ‘Distribution Price’ **Definition (Fixed Unit Price):** This charge code of “C330” indicates a ‘Distribution Price’ (storage and/or handling fee) **Value: [“**C330**”]**	4 ID	M
	SAC03	Mutually Defined Identifier Code **Definition:** The mutually agreed upon Agency Qualifier Code (between the Vendor and DLA) **Value: [“ZZ”]**	2 ID	M

	SAC04	Distribution Price Category Code **Definition:** The Agency maintained Distribution Price Category Code identifying the charge. **Definition (Fixed Unit Price):** The Agency maintained Distribution Price (storage and/or handling fee) Category Code identifying the charge. For Fixed Unit Price (FUP) type contracts, where the item represents a Food Service Operating Supplies (FSOS) or a Producer Price Index (PPI) item, the value submitted should be "NA" **Value: [**Distribution Price Category Code**]**	4 AN	M
	SAC05	Distribution Price for Unit of Measure **Definition:** The monetary amount of the Distribution Price. If no Distribution Price is applicable, the value submitted should be 0.00.	10,2 Decimal Explicit	M

Segment	*Element*	*Definition and Value*	*Size*	**M/C/O**
		Definition (Fixed Unit Price): The monetary amount of the Distribution Price (storage and/or handling fee). If no Distribution Price is applicable, the value submitted should be 0.00. **Value: [**Distribution Price for Unit of Measure**]**		
CTP Pricing Information	**CTP01**	Not used	2 ID	O
	CTP02	Standard Price Identifier Code **Definition:** The standard price identifier code **Value: [**STA**]**	3 ID	M

	CTP03	Unit price **Definition:** The unit price per unit of product. This price includes the distribution price per unit of measure, standard freight, and includes a reduction for all applicable allowances **Definition (Fixed Unit Price):** The unit price per unit of product. This price contains all elements of price including the distribution price (storage and/or handling fee) **Value: [**Unit Price**]**	10,2 Decimal Explicit	M
	CTP04	Catch weight multiple **Definition:** The Catch Weight multiple number of units (in pounds (lbs.)) that must be ordered to purchase one case of product **Value: [**Catch Weight Multiple Number of Units**]**	6 Integer (entered for catch weight items only) otherwise blank	C[3]
	CTP05	Unit-of-measure **Definition:** The standard Unit-of-Measure. (Note: must be "LB" if item is catch weight) This is the unit that defines how the vendor sells the product, and represents the unit that the vendor price is based upon	2 AN	M

Segment	*Element*	*Definition and Value*	*Size*	M/C/O
		Value: [Unit-of-Measure**]**		
	CTP06	Purchase Ratio Factor Identifier Code **Definition:** The code identifying the Purchase Ratio Factor as 'SEL' – a selling multiplier **Value: [**"SEL"**]**	3 ID	M

	CTP07	Ratio-numerator **Definition:** The PRF is the ratio between the Unit of Issue (how DLA sells the item to the customer), and the Unit of Measure (how the vendor sells the product to the customer). It defines how many units of issue there are in one vendor unit of measure **Value: [**Ratio-Numerator**]**	4 UI	M
	CTP08	Ratio-denominator **Definition:** The PRF is the ratio between the Unit of Issue (how DLA sells the item to the customer), and the Unit of Measure (how the vendor sells the product to the customer). It defines how many units of issue there are in one vendor unit of measure. **Value: [**Ratio-Denominator**]**	4 UI	M
CTP Pricing Information	**CTP01**	Not Used		
	CTP02	Product Price (Pertains to OCONUS contracts) / Delivered Price (Pertains to CONUS contracts) Identifier Code **Definition:** The price identifier code. Specifically the Manufacturer's unit price (Price excluding distribution price but includes standard freight and a reduction for all applicable allowances per unit of measure) **Definition (Fixed Unit Price):** The price identifier code. Specifically the unit price	3 ID	M

Segment	*Element*	*Definition and Value*	*Size*	M/C/O
		excluding distribution price (storage and/or handling fee) **Value: [**"PRO"**]**		

	CTP03	Product Price (Pertains to OCONUS contracts) / Delivered Price (Pertains to CONUS contracts) **Definition (Product Price):** The Manufacturer unit price. This price excludes the distribution price but includes standard freight and a reduction for all applicable allowances per unit of measure **Definition (Delivered Price):** The unit price excluding distribution price (storage and/or handling fee) **Value: [**Product Price**]**	10 Explicit Decimal 2 R	M
CTP Pricing Information	**CTP01**	Not Used		
	CTP02	Additional Freight Charge Code **Definition:** The Additional Freight Charge Code for the item being shipped/delivered. This code indicates that CTP03 is additional freight charge. **Value: [**"PPD"**]**	4 UI	C[6]
	CTP03	Additional Freight Charge Price **Definition:** Additional Freight Charge fee for item being shipped /delivered **Value: [**Additional Freight Price**]**	0 Explicit Decimal 2 R	C[6]
SE Transaction Set	**SE01**	Number of included segments **Definition:** The total number of elements included in a transaction set (including ST and SE elements)	1-10 AN	M

Segment	*Element*	*Definition and Value*	*Size*	M/C/O
		Value: [Number of included elements**]**		
Trailer	**SE02**	Transaction Set Control Number **Definition:** The identifying control number that must be unique within the transaction set functional group for a transaction set. *Note: This is the final element in the 832 transaction set. **Value: [**Transaction Set Control Number**]**	4-9 AN	M

C^1 = Conditional: Element is required if catalog is used for Navy standard core menu. C^2 = Conditional: Item is required if allowance applies for this item
C^3 = Conditional: Element is required if item is a Catch-weight item.
C^4 = Conditional : Element is mandatory for OCONUS contracts, while optional for others.
C^5 = Conditional: Element is mandatory for CONUS Fixed Unit Price type contracts, while optional for others. C^6 = Conditional: Element is mandatory for CONUS Alaska contracts, while optional for others.

832 Example File:

ISA~00~ ~00~ ~ZZ~ABC ~ZZ~S39017 ~120312~1234~U~
00200~000000593~0~P~^_
GS~SC~ABC~S39017~120312~1234~587~X~003040
ST~832~100535
BCT~PC~SPM30010DXXXX
DTM~152~120312~1234
LIN~1~SW~892501E19XXXX~VP~100068~ZZ~C~ZZ~00
REF~ZZ~SO
REF~ZZ~FS~N
REF~ZZ~SK~01232
REF~ZZ~DU~N
PID~F~GEN~~~CANDY, CHOC COV PEANUTS, PAN-COATED, ASST COLORS, 48/1.00 OZ PG~~~Y
PO4~48~1.00~OZ~PG~~1.00~CS~10.00~CS
ITD~16~~~~~~~~~~~~MARS
LDT~AU~329~DY
LDT~AF~2~DA
SAC~A~C260
SAC~A~C300
SAC~A~C310
SAC~C~C330~ZZ~ 14~11.49
CTP~~STA~243.66~~CS~SEL~1~1

CTP~~PRO~100.00
LIN~2~SW~891501E09XXXX~VP~100041~ZZ~C~ZZ~03
REF~ZZ~SO
REF~ZZ~FS~N
REF~ZZ~SK~53181
REF~ZZ~DU~N
PID~F~GEN~~~RAISINS, SDLS, NAT, US GRA, 144/1.5 OZ PG~~~Y
PO4~144~1.00~OZ~PG~~10.00~CS~100.00~CS
ITD~16~~~~~~~~~~~~REGENT
LDT~AU~546~DY
LDT~AF~2~DA
SAC~A~C260
SAC~A~C300
SAC~A~C310
SAC~C~C330~ZZ~ 14~11.49
CTP~~STA~10.00~~CS~SEL~1~1
CTP~~PRO~10.00
LIN~3~SW~892501E19XXXX~VP~181164~ZZ~C~ZZ~00
REF~ZZ~SO
REF~ZZ~FS~N
REF~ZZ~SK~65CLGF
REF~ZZ~DU~N
PID~F~GEN~~~HONEY, WHITE, US GRADE A, 5 LB CO, 6/CS~~~Y
PO4~6~1.00~LB~CO~~10.00~CS~100.00~CS
ITD~16~~~~~~~~~~~~AMERICAN BOUNTY
LDT~AU~728~DY
LDT~AF~2~DA
SAC~A~C260
SAC~A~C300
SAC~A~C310
SAC~C~C330~ZZ~ 22~12.63
CTP~~STA~10.00~~CS~SEL~6~1
CTP~~PRO~10.00
CTT~3
SE~54~100535
GE~1~587
IEA~1~000000593

3.2 850 Purchase Order Version 3040 (Customer to Vendor)

All STORES customer sites will use the 850 Purchase Order transaction set when ordering food. Multiple orders may be sent by customers to vendors at any time of the day.

ISA Qualifier	**ZZ**
ISA Id	**CHUCK1**
GS Id	**CHUCK1**
VAN	**DLA Transaction Services**

Points of contact for 850 EDI Testing are:

Lou Milano, louis.milano@dla.mil, 215-737-7315
Bill Saccone, william.saccone@dla.mil, 215-737-0748

Guidelines for 850 – Purchase Order

Segment	Element	Definition / Value	Size
ST Transaction Set Header	**ST01**	Transaction Set Identifier Code **Definition:** Code uniquely identifying a transaction set. **Value**: [“850”]	4/9 N
	ST02	Transaction Set Control Number **Definition:** This is the Transaction Set Control Number and holds the value of the unique identifying control number within the transaction set. **Value**: [Transaction Set Control Number]	
BEG Beginning Segment for Purchase Order	**BEG01**	Transaction Set Purpose Code **Definition:** This is the Transaction Set Purpose Code and the ‘00’ value indicates that this Purchase Order is the Original. **Value**: [“00”]	2 AN

	BEG02	Purchase Order Type Code **Definition:** This is the Purchase Order Type Code and the value of 'NE' indicates that this is a new Order. **Value**: ["NE"]	2 A

Segment	Element	Definition / Value	Size
	BEG03	Purchase Order Number **Definition:** This is the purchase order number for the current order. **Value**:[Purchase Order Number]	14 AN
	BEG04	Contract Order Number **Definition:** This is the Release Number; it holds the contract-order-number which is an alpha-numeric value. **Value**: [Contract Order Number]	4 AN
	BEG05	Contract Order Date **Definition:** This is the Date the order was created. **Value**: [Contract Order Date]	date
	BEG06	Contract Number **Definition:** This is the contract number field and it holds the contract number for the contract that the customer will order from when placing orders. **Value** [Contract Number]	13 AN

DTM Date/Time Reference	**DTM01**	Delivery Requested **Definition:** This is a constant value of '002' to indicate delivery requested. **Value**: ["002"]	3 AN
	DTM02	Required Delivery Date **Definition:** This is the required delivery date for the items on the purchase order. **Value**: [Required Delivery Date]	6 AN

Segment	Element	Definition / Value	Size
N1 Name	**N101**	Ship To **Definition:** The constant value "ST" is required in this segment. **Value:** ["ST"]	2 A
	N102	Not Used	
	N103	Department of Defense Activity Address Code (DoDAAC) **Definition:** The constant value "10" is required and indicates the next segment hold the DoDAAC. **Value:** ["10"]	2 AN
	N104	Ship To Dodaac **Definition:** This is the DoDAAC of the Ship To Address of the location to where the items will be shipped. **Value:** [Ship To Dodaac]	6 AN

N2 Additional Name Information	**N201**	Ship To Facility Name or Number **Definition:** This is the facility name or number of the location to where the items will be shipped. **Value:** [Ship To Facility Name or Number]	35 AN
	N202	Ship To Building Name Or Number **Definition:** This is the building name or number of the location to where the items will be shipped. **Value:** [Ship To Building Name Or Number]	35 AN
N3 Address Information	**N301**	Ship To Address-1 **Definition:** This is the first line address of	35 AN

Segment	**Element**	**Definition / Value**	**Size**
		the ship to location to where the items will be shipped. **Value:** [Ship To Address-1]	
	N302	Ship To Address-2 **Definition**: This is the second line address of the ship to location to where the items will be shipped. **Value:** [Ship To Address-2]	35 AN
N4 Geographic Location	**N401**	Ship To City **Definition**: This is the City of the ship to location for the items that will be shipped. **Value:** [Ship To City]	25 AN

	N402	Ship To State **Definition**: This is the State of the ship to location for the items that will be shipped. **Value: [**Ship To State]	2 AN
	N403	Ship To Zip **Definition**: This is the Zip Code of the ship to location for the items that will be shipped. **Value: [**Ship To Zip]	9 UI
PO1 Baseline Item	**PO101**	Line Item Number **Definition**: This is the line item number for the item on the order. This is a sequential number for each new order. **Value: [**Line Item Number]	4 UI
	PO102	Quantity **Definition:** This is the quantity ordered for the item.	5 UI

Segment	Element	Definition / Value	Size
		Value: [Quantity]	
	PO103	Unit of Measure **Definition:** The standard Unit of Measure **Value: [**Unit of Measure**]**	2 AN
	PO104	Vendor Selling Price **Definition:** This is the vendor's selling price for the item **Value: [**Vendor Selling Price]	10 explicit decimal 2 "1234567.90"

	PO105	Not Used	
	PO106	Vendor Part Number **Definition:** This is a constant value of "VP". This value indicates that the next segment will hold the vendor's part number. **Value:** ["VP"]	2 AN
	PO107	Vendor Part Number **Definition:** This is the vendor's part number for the item being ordered. **Value: [**Vendor Part Number]	25 AN
	PO108	Stock-Number **Definition:** This is a constant value of "SW". This value indicates that the next segment will contain the DLA stock number. **Value:** ["SW"]	15 AN
	PO109	Stock Number **Definition:** This is the DLA stock number for the item being ordered.	15 AN

Segment	Element	Definition / Value	Size
		Value: [Stock Number]	
	PO110	Mutually Defined **Definition:** This is a constant value of 'ZZ' and it means that the next element is mutually defined element between DLA Troop Support and the STORES EDI vendor. **Value: ["ZZ"]**	

	PO111	FIC **Definition:** This is the Food Identification Code (FIC). The FIC is used by Navy ordering sites only. It is the identification code used to identify an item on the catalog or order. **Value: [**FIC]	3 AN
PID Production/Item Description	**PID01**	Free Form **Definition:** The code indicating the format of the DLA Troop Support Item Description. **Value: ["F"]**	
	PID02	Not Used	
	PID03	Not Used	
	PID04	Not Used	
	PID05	DLA Troop Support Item Description **Definition:** This is the DLA Troop Support item description of the item that is on the order. The description is taken from the DLA Troop Support catalog. **Value: [**DLA Troop Support Item Description]	80 AN
CTT Transaction Totals	**CTT01**	Line Item Number **Definition:** This is the total number of line items in the purchase order.	4 UI

Segment	Element	Definition / Value	Size
		Value: [Line Item Number]	

	CTT02	Total Purchase Order Dollar **Definition:** This is the total dollar value for the purchase order. **Value:**[Total Purchase Order Dollar]	12 Explicit Decimal 2
SE Segment Elements	**SE01**	Number Of Included Segments **Definition:** This is the number of ST segments in the transaction **Value: [**Number Of Included Segments]	1/10 N
	SE02	Transaction Set Control Number **Definition:** This is the Transaction Set Control Number and holds the value of the unique identifying control number within the transaction set. It should match the Transaction Set Control Number used in the ST02 element. **Value**: [Transaction Set Control Number]	4/9 AN

850 Example File:

ISA*00* *00* *ZZ* CHUCK1 *ZZ*STORES
*120214*2103*U*00200*000001161*0*P*<~
GS*PO*CHUCK1*STORES*120214*2103*1161*X*003040
ST*850*000000001
BEG*00*NE*
CHUCK120455695*025N*120214*SPM30011DXXXX
DTM*002*120221
N1*ST*SAM CAFE*10* CHUCK1
N2*SAM CAFE*BLDG# 335
N3*SAM
CAFE*A1C
REEDY
N4*Philadelphia*
PA*19111
PO1*0086*88*LB*1.97**VP*11111*SW*891501E213585*ZZ*V03
PID*F****APPLES, EATING, RED, SWT, FRESH, BU
PO1*0087*88*LB*2.06**VP*2222*SW*891501E213586
*ZZ*V04
PID*F****APPLES, EATING, YELLOW, FRESH, BULK
PO1*0088*81*LB*.8**VP*33333*SW*891501E213590*ZZ*V11
PID*F****BANANAS, FRESH, BULK, BUY

IN 1 LB I
PO1*0089*108*LB*.83**VP*44444*SW*8915
01E211702
PID*F****BANANAS, FRESH, NMT, 4L, BULK, BUY
PO1*0090*4*CS*20.94**VP*55555*SW*891001E299881*ZZ*U47
PID*F****CHEESE, COTTAGE, CHL, ESL, SMALL CU
PO1*0091*11*LB*3.25**VP*66666*SW*891501E213599
*ZZ*V42
PID*F****CUCUMBERS, BULK, FRESH, US
NO. 1 GR
PO1*0092*36*LB*2.28**VP*77777*SW*8915
01E213252
PID*F****GRAPES,FRESH,RED,GLOBE,BULK,US
NO.
PO1*0093*54*LB*.99**VP*88888*SW*891501E21360
4*ZZ*V61
PID*F****HONEYDEW MELONS, FRESH, BULK, US NO
PO1*0094*28*LB*3.33**VP*99999*SW*891501E213605*ZZ*V66
PID*F****KIWIFRUIT, FRESH, BULK, US GR NO. 1
PO1*0095*72*LB*2.37**VP*12222*SW*891501E213607*ZZ*V69
PID*F****LETTUCE, ICEBERG, FRESH, BULK, US N
PO1*0096*11*LB*2.95**VP*212222*SW*891501E213614
*ZZ*V87
PID*F****ONIONS, GREEN, FRESH, US NO.
1 GR,
PO1*0097*88*LB*.67**VP*323333*SW*8915
01E310466
PID*F****ONIONS, YELLOW, LG, DRY, BUY IN 1 L
PO1*0098*22*LB*3.94**VP*434444*SW*891501E213620
*ZZ*W02
PID*F****PEPPERS, BELL, SWT, FRESH, US NO 1
PO1*0099*66*LB*1.07**VP*545555*SW*891501E213622*ZZ*W07
PID*F****PINEAPPLE, FRESH, BULK, US
NO. 1 GR
PO1*0100*66*LB*.85**VP*656666*SW*8915
01E211782
PID*F****POTATOES, FRESH, MAYQUEEN 2L, US#1
PO1*0101*44*LB*.82**VP*177777*SW*891501E213626*ZZ*W15
PID*F****POTATOES, WHITE, FRESH, FOR
BAKING,
PO1*0102*72*LB*3.08**VP*3288888*SW*8915
01E211785
PID*F****TOMATOES, FRESH, LARGE, US#1 OR
LOC
PO1*0103*18*CS*6.6**VP*888655*SW*891001E39162
6*ZZ*U95
PID*F****YOGURT, REG, VARIETY, CHL, ESL, FRU
PO1*0104*34*LB*1.14**VP*655555*SW*891501E213601
*ZZ*V54
PID*F****GRAPEFRUIT, FRESH, US NO. 1 GRADE,
PO1*0105*190*LB*1.21**VP*867567676*SW*891501E213615*ZZ*V89
PID*F****ORANGES, FRESH, ANY VARIETY EXCEPT

PO1*0106*44*LB*1.37**VP*32323111*SW*891501E213633
*ZZ*W39
PID*F****TANGERINES, FRESH, BULK, US NO. 1 G
CTT*21*2038.4
SE*51*000000001
GE*1*1161
IEA*1*000001161

3.3 810 INVOICE - VERSION 4010

This standard contains the format and establishes the data contents of the Invoice. The transaction set is used for customary and established business and industry practice relative to the billing for goods and services provided.

Points of contact for 810 Invoice Testing are:

Karen Conroy-Hegarty, karen.hegarty@dla.mil, 215-737-7550

Guidelines for 810 – Invoices

Segment	*Element*	*Definition and Value*	*Size*	M/C/O
Transaction Set Header (ST)	ST01	Transaction Set Identifier Code **Definition:** Code uniquely identifying a transaction set. **Value:** [810]	3/3 ID	M
	ST02	Transaction Set Control Number **Definition:** Identifying control number that must be unique within the Transaction set functional group assigned by the originator for a transaction set **Value:** [Transaction Set Control Number]	4-9 AN	M
Beginning Segment for Invoice (BIG)	BIG01	Invoice Date **Definition:** The invoice date **4010 Value: [YYYYMMDD]** **4010 Example:** [20140120]	8/8 - Date	M
	BIG02	Invoice Number **Definition:** Identifying number assigned by issuer **Value: [Invoice Number]**	1-22 AN	M
	BIG03	Not Used		

Segment	*Element*	*Definition and Value*	*Size*	M/C/O
	BIG04	Contract Number **Definition:** The contract number of the invoice **Value: [Contract Number]**	13/13 AN	M
	BIG05	Call Number / Release Number **Definition:** The call or release number **Value:** [Call or Release Number]	4/4 AN	M
	BIG06	Not Used		
	BIG07	Transaction Type Code **Definition:** This element will always be 'DI' standing for 'Debit Invoice' **Value:** ["DI"]	2/2 ID	O
	BIG08	Transaction Set Purpose Code **Definition:** The mutually agreed upon transaction set purpose code. **Value:** ["ZZ"]	2/2 ID	O
N1 Loop ID (N1)	N101	Entity Identifier Code **Definition:** The Entity Identifier Code **Value:** ["ST"]	2/2 ID	M
	N102	Customer Name **Definition:** The Customer Name **Value:** [Customer Name]	1/35 AN	M

	N103	Identification Code Qualifier **Definition:** This Identification Code will always be '10', designating it as a Dept of Defense Activity Address Code (DoDAAC) **Value:** ["10"]	1/2 AN	M

Segment	*Element*	*Definition and Value*	*Size*	M/C/O
	N104	Ship To DoDAAC **Definition:** The Ship-To DoDAAC for the invoice. **Value:** [Ship To DoDAAC]	6/6 AN	M
Reference Numbers (REF)	REF01	Reference I.D. Qualifier **Definition:** This Reference Number Qualifier will always be 'RQ', the code for Purchase Requisition Number **Value**: ["RQ"]	2/2 ID	M
	REF02	Purchase Order Number **Definition:** The Purchase Order Number (or Reference ID) **Value:** [PO Number]	14/14 AN	M
Date/Time Reference (DTM)	DTM01	Date/Time Qualifier **Definition:** This element displays a Date Qualifier of '011' **Value:** ["011"]	3/3 ID	M

	DTM02	Date **Definition:** This element displays the Date the invoice was sent **4010 Value:** [YYYYMMDD]	8/8 DT	M
Baseline Item Invoice Data (IT1)	IT101	Contract Line Item Number (CLIN) **Definition:** a Four position Alpha-numeric characters assigned for differentiation within a transaction set **Value:** [alpha-numeric characters]	1/11 AN	M

Segment	***Element***	***Definition and Value***	***Size***	**M/C/O**
	IT102	Quantity Invoiced **Definition:** The quantity of supplier units invoiced **Value:** [Numeric quantity]	1/10 R	M
	IT103	Unit or Basic Measurement **Definition:** The unit of measurement **Value:** [Unit of measurement]	2/2 ID	M
	IT104	Price-extended CLIN **Definition:** Price-extended for CLIN, quantity invoiced * price. **Value:** [Price per unit]	1/14 R	M
	IT105	Not Used		

	IT106	Product/Service I.D. Qualifier **Definition:** This Product ID Qualifier will always be 'FS', designating a National Stock Number **Value:** ["FS"]	2/2 ID	M
	IT107	Product/Service I.D. NSN **Definition:** The Product ID/NSN (National Stock Number) **Value:** [National Stock Number]	13/13 AN	M
	IT108	Product/Service I.D. Qualifier **Definition:** The mutually agreed upon transaction set product qualifier code. **Value:** ["ZZ"]	2/2 ID	C
	IT109	Product/Service I.D. **Definition:** The identifying code for a prime vendor **Value:** ["PV"]	2/2 AN	C

Segment	***Element***	***Definition and Value***	***Size***	**M/C/O**
	IT110	Vendor Number **Definition:** The code specifying the next element will display the Vendor's Item Number Value: ["VN"]	2/2 ID	O
	IT111	Vendor Item Number **Definition:** The Vendor's Item Number identifying the item on the invoice **Value:** [Vendor Item Number]	1/30 AN	C

Total Monetary Value Summary (TDS)	TDS01	Amount of Total Invoice **Definition:** The total invoice amount **Value:** [Invoice Amount]	1/10 N2	M
Transaction Totals (CTT)		Number of line items invoiced **Definition:** The total number of line items invoiced **Value:** [Number of line items invoiced]	1/6 No	M
SE Segment Elements	SE01	Number of included segments **Definition:** Total number of segments in the 810 **Value:** [Number of included segments]	1/10 No	M
	SE02	Transaction Set Control Number **Definition:** The unique identifying control number for the 810 transaction set **Value:** [Transaction Set Control Number]	4/9 AN	M

810 Invoice Example

ISA*00* *00* *ZZ*COMPANYABC *ZZ*DTDN
*20120301*0900*U*00401*000129756*1*P*>
GS*IN*COMPANYABC*HBJSUB*20120301*0900*12975
6*X*004010
ST*810*0001
BIG*20120301*281082**SPM300010DXXXX*6
42T**DI*ZZ N1*ST*HEYRATAN*10*WZZZZZ
REF*RQ*WYYYYY20430641
DTM*011*120301
IT1*1212*0*LB*0**FS*891501E2XXXXX*ZZ*PV*VN*7171
IT1*1213*0*LB*0**FS*891501E2XXXXX*ZZ*PV*VN*7115
IT1*1214*18*LB*1.00**FS*891501E2XXXXX*ZZ*PV*VN*7099
IT1*1215*20*LB*1.00**FS*891501E2XXXXX*ZZ*PV*VN*7186
IT1*1216*0*LB*0**FS*891501E2XXXXX*ZZ*PV*VN*7173

IT1*1217*0*LB*0**FS*891501E2XXXXX*ZZ*PV*VN*7109
IT1*1218*0*CS*0**FS*891001E2XXXXX*ZZ*PV*VN*1841
IT1*1219*0*CS*0**FS*891001E2XXXXX*ZZ*PV*VN*1840
IT1*1220*0*CS*0**FS*891001E2XXXXX*ZZ*PV*VN*18752
IT1*1221*40*LB*1.00**FS*891501E2XXXXX*ZZ*PV*VN*7172
IT1*1222*40*LB*1.00**FS*891501E2XXXXX*ZZ*PV*VN*7176
IT1*1223*0*LB*0**FS*891501E2XXXXX*ZZ*PV*VN*7098
IT1*1224*30*LB*1.00**FS*891501E2XXXXX*ZZ*PV*VN*7096
IT1*1225*0*LB*0**FS*891501E2XXXXX*ZZ*PV*VN*7112
IT1*1226*0*LB*0**FS*891501E3XXXXX*ZZ*PV*VN*7188
IT1*1227*0*LB*0**FS*891501E3XXXXX*ZZ*PV*VN*7185
IT1*1228*0*LB*0**FS*891501E2XXXXX*ZZ*PV*VN*7183
IT1*1229*0*LB*0**FS*891501E2XXXXX*ZZ*PV*VN*7107
IT1*1230*33*LB*1.00**FS*891501E2XXXXX*ZZ*PV*VN*7170
IT1*1231*0*LB*0**FS*891501E2XXXXX*ZZ*PV*VN*7102
IT1*1232*0*LB*0**FS*891501E2XXXXX*ZZ*PV*VN*7101
IT1*1233*0*CS*0**FS*891001E3XXXXX*ZZ*PV*VN*9371
TDS*15216
CTT*22
SE*30*0001

3.4 864 Text Message (Internal Process for Rations)

Segment	Element	Value / Definition	Size
ST Transaction Set Header	**ST01**	Transaction Set Identifier Code **Definition:** This is the Transaction Set Identifier Code **Value:** ["864"]	3 AN
	ST02	Not Used	4/9 AN
BMG Beginning Segment for text Message	**BMG01**	Original Message **Definition:** The "00" indicates that is the original message **Value:** ["00"]	2/2 AN
MIT Message Identification	**MIT01**	Type of Message **Definition:** The "Rations Order" indicates the type of message. **Value:** [Rations Order]	
MSG Message Text	**MSG01**	Milstrip Record **Definition:** This is the A0A Milstrip format record **Value: [**Milstrip Record]	80 AN
SE Transaction Set Trailer	**SE01**	Number of Included Segments **Definition:** This segment will hold the Number of Included Segments. **Value:** [Number Of Included Segments]	1/10 N
	SE02	Transaction Set Control Number **Definition:** This is the Transaction Set Control Number and holds the value of the unique identifying control number within the transaction set. It should match the Transaction Set Control Number used in the ST02 element. **Value:** [Transaction Set Control Number]	4/9 AN

3.5 997 Functional Acknowledgement Version 3040 (Vendor to STORES)

ISA Qualifier	**ZZ**
ISA Id	**CHUCK1**
GS Id	**CHUCK1**
VAN	**DLA Transaction Services**

997 Guidelines

Segment	Element	Value / Definition	Size	M/C/O
ST Transaction Set Header	**ST01**	Transaction Set Identifier Code **Definition:** This is the Transaction Set Identifier Code **Value:** ["997"]	3 N	M
	ST02	Transaction Set Control Number **Definition:** Transaction Set Control Number Value: [Transaction Set Control Number]	4/9 AN	M
AK1 Functional Group Response Header	**AK101**	Functional Identifier Code **Definition:** The Functional Identifier Code holds the code of the transaction being acknowledged. Example "PO" or "TX" **Value:** ["PO" or "TX"]	2/2 AN	M
	AK102	Group Control Number **Definition:** The Group Control Number holds the value of the group control number of the transaction being acknowledged.	1/9 AN	M

Segment	**Element**	Value / Definition	Size	M/C/O
		Value: [Group Control Number]		
AK2 Transaction Set Response Header	**AK201**	Transaction Set Identifier Code Definition: This is the Transaction Set Identifier Code and it hold the transactions set Id found in the ST segment in the transaction being acknowledged	3/3 ID	M
	AK202	Transaction Set Control Number Definition: This the Transaction Set Control Number and it holds the transaction set control number found in the ST segment in the transaction being acknowledged	4/9 AN	M
AK5 Transaction Set Response Trailer	**AK501**	Transaction Set Acknowledgement Definition: This is the Transaction Set Acknowledgement Code and it should contain an "A" if transaction Accepted and "R" if it is Rejected.	1 A	M
AK9 Functional Group Response Trailer	**AK901**	Functional Group Acknowledge Code Definition: This is the Functional Group Acknowledge Code and it should contain the value of "A" if the transmitted functional group is accepted	1 A	M
	AK902	Number of Transaction Sets Included Definition: This segment will hold the Number of Transaction Sets Included Value: [Number Of Transaction Sets Included]	1 N	M

	AK903	Number of Received Transactions Sets	1 N	M

Segment	Element	Value / Definition	Size	M/C/O
		Definition: This segment will hold the Number of Received Transactions Sets **Value:** [Number Of Received Transactions Sets**]**		
	AK904	Number of Accepted Transactions Sets **Definition:** This segment will hold the Number of Accepted Transactions Sets **Value:** [Number Of Accepted Transactions Sets**]**	1 N	M
SE Transaction Set Trailer	**SE01**	Number of Included Segments **Definition:** This segment will hold the Number of Included Segments. **Value:** [Number Of Included Segments]	1/10 N	M
	SE02	Transaction Set Control Number **Definition:** This is the Transaction Set Control Number and holds the value of the unique identifying control number within the transaction set. It should match the Transaction Set Control Number used in the ST02 element. **Value:** [Transaction Set Control Number]	4/9 AN	M

997 Functional Acknowledgement Example

ISA*00* *00* *08*STORESVENDOR*08*S39017*120214*2109*U*00304*900149639*O*P*>
GS*FA* STORESVENDOR *S39017*120214*2109*159639*X*003040
ST*997*4587
AK1*PO*1161
AK2*850*000000001
AK5*A
AK9*A*1*1*1
SE*6*4587
GE*1*159639
IEA*1*900149639
ISA*00* *00* *08* STORESVENDOR *08*S39017 *120214*2129*U*00304*900149640*O*P*

SPE300-25-R-0042
ATTACHMENT 4

Vendor User Manual

The entire FFAVORS manual is available as an electronic file.

FFAVORS Web

Fresh Fruits and Vegetables Order Receipt System

Table of Contents

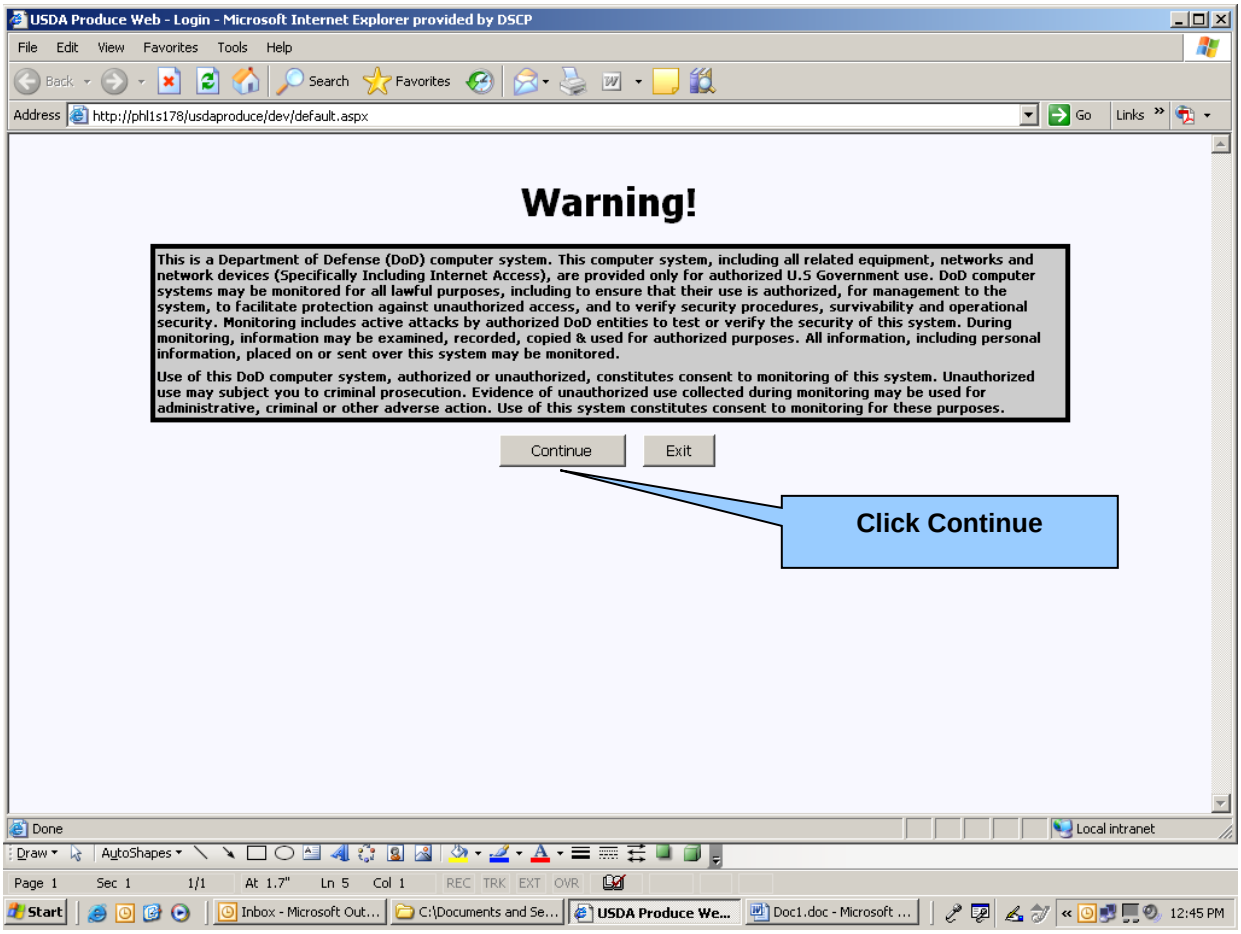
MAINTAINING THE CATALOG 7
ADDING ITEMS TO A CATALOG/UPDATING COST PRICES: 10
DELETING ITEMS FROM THE 'PENDING CATALOG' 14
GET ORDERS 15
GET PREVIOUSLY DOWNLOADED ORDERS 21
VIEW ITEM/STOCK NUMBER 24
INVOICING 27

Connecting to FFAVORS Web

1. Log in to the FFAVORS Web at:

https://www.ffavorsweb.DLA Troop Support.dla.mil

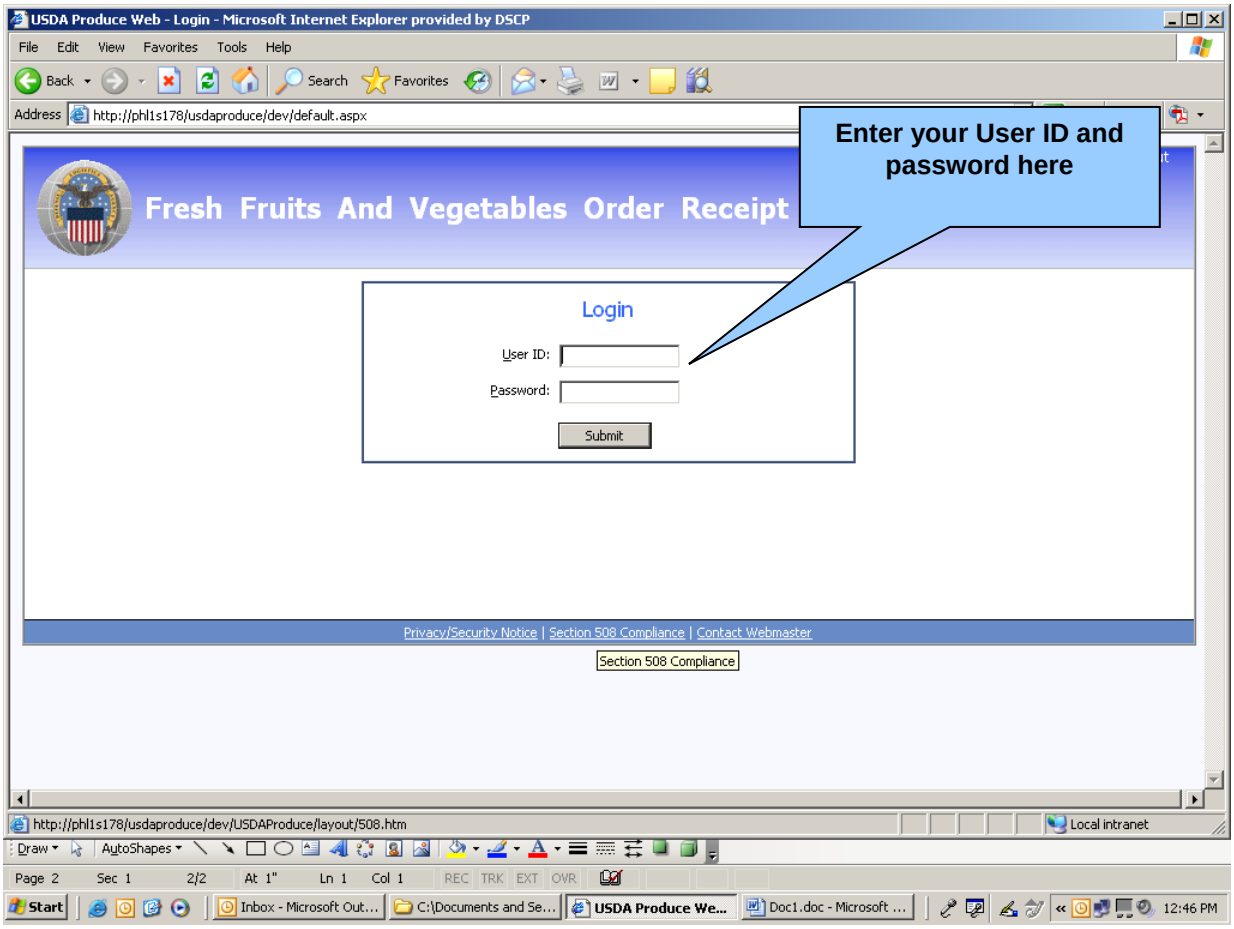
Warning screen stating the rules of authorized use of DoD systems will appear – click **Continue**



2. You will be prompted to put in your User ID and password. Enter your assigned User ID and password and click **Submit**. If a User ID and Password were not assigned to you, please contact your DLA Troop Support Account Specialist. You will be given a temporary password which you will have to change immediately upon entering the application **.

**Passwords must be changed every 60 days and be a minimum of 9 characters with a maximum of 15 characters, and contain at least 2 uppercase letters, 2 lowercase letters, 2 numeric characters and 2 special characters. Special characters include ~ ! @ # $ % ^ & * ( ) + = { } : ; < > , . ? / | \ ’

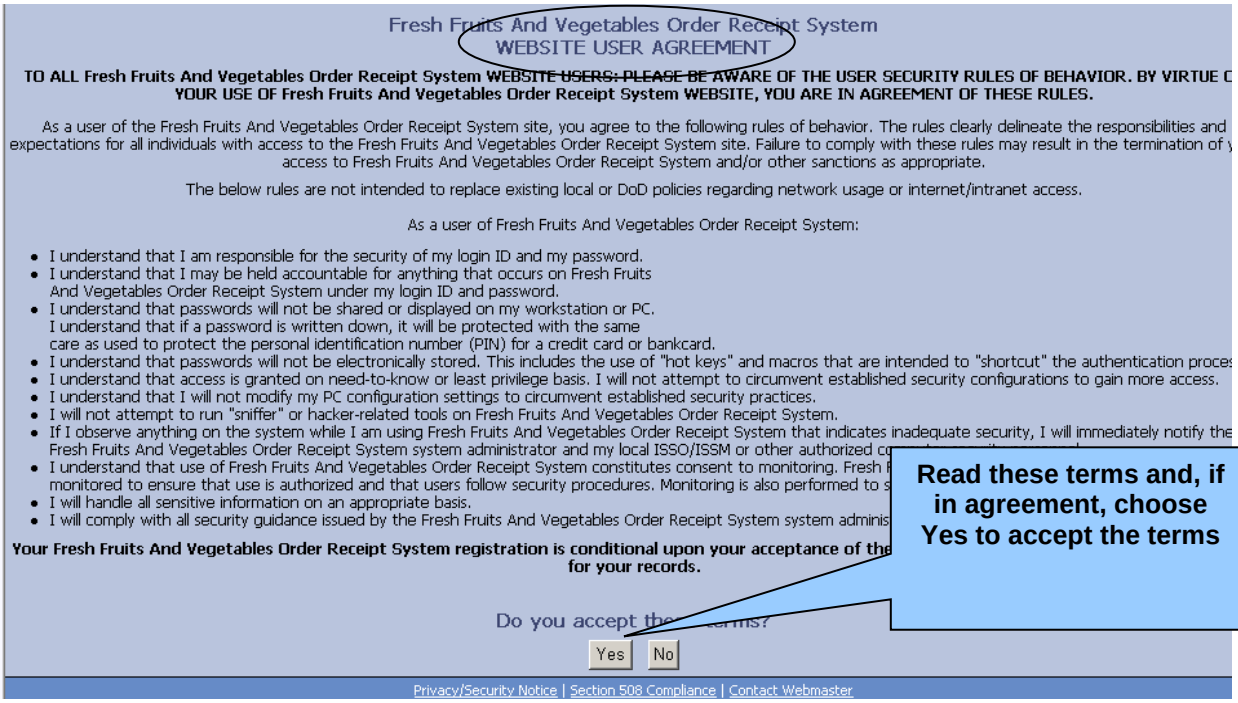
CAUTION: If you are having trouble logging in, it may be because the CAPS lock is on. Ensure your CAPS lock is off and try logging in again. After two unsuccessful attempts to login, your account will be locked. You must wait and try again later or contact your DLA Troop Support Account Specialist to have your password reset.

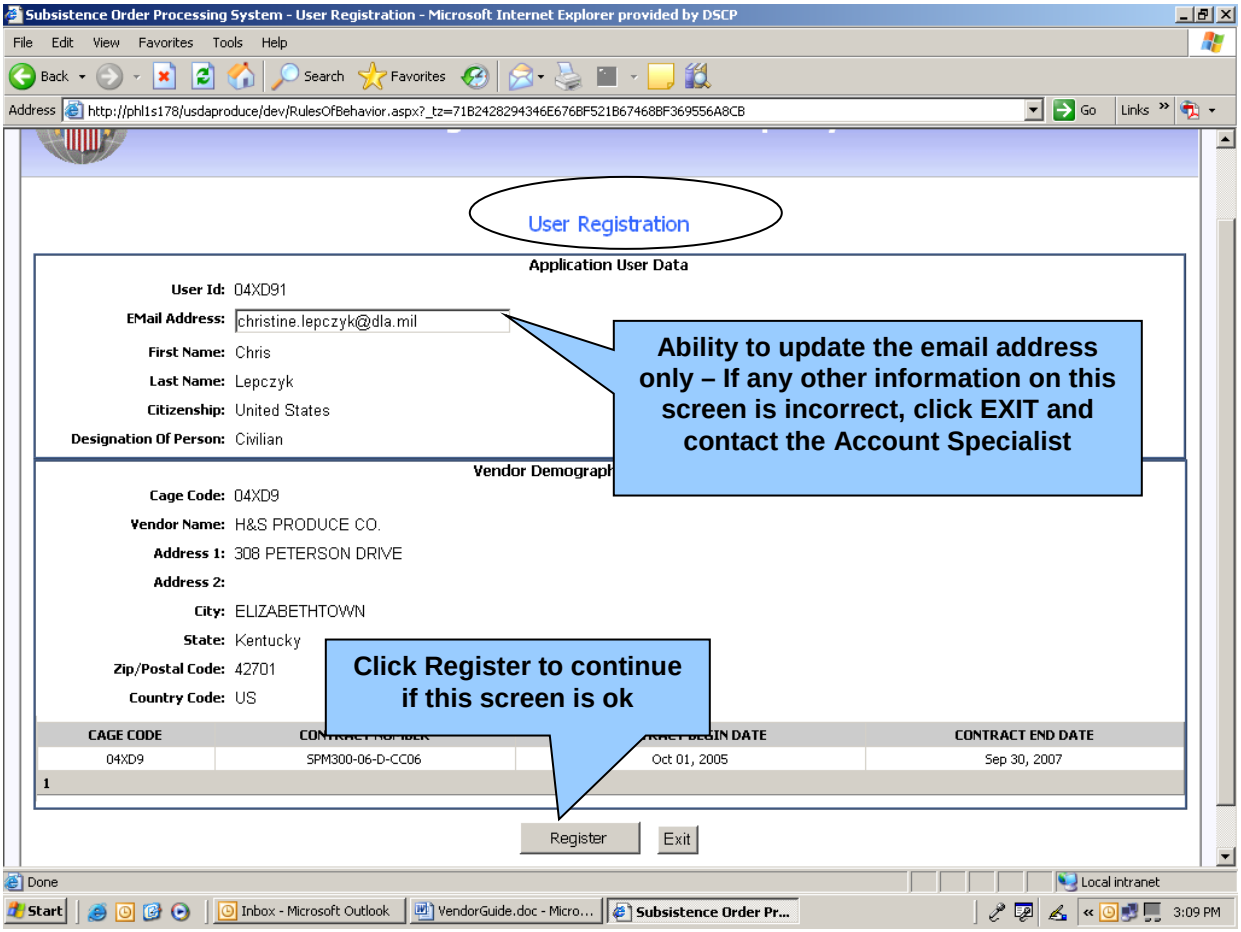


3. First Time User Agreement and Registration screens:

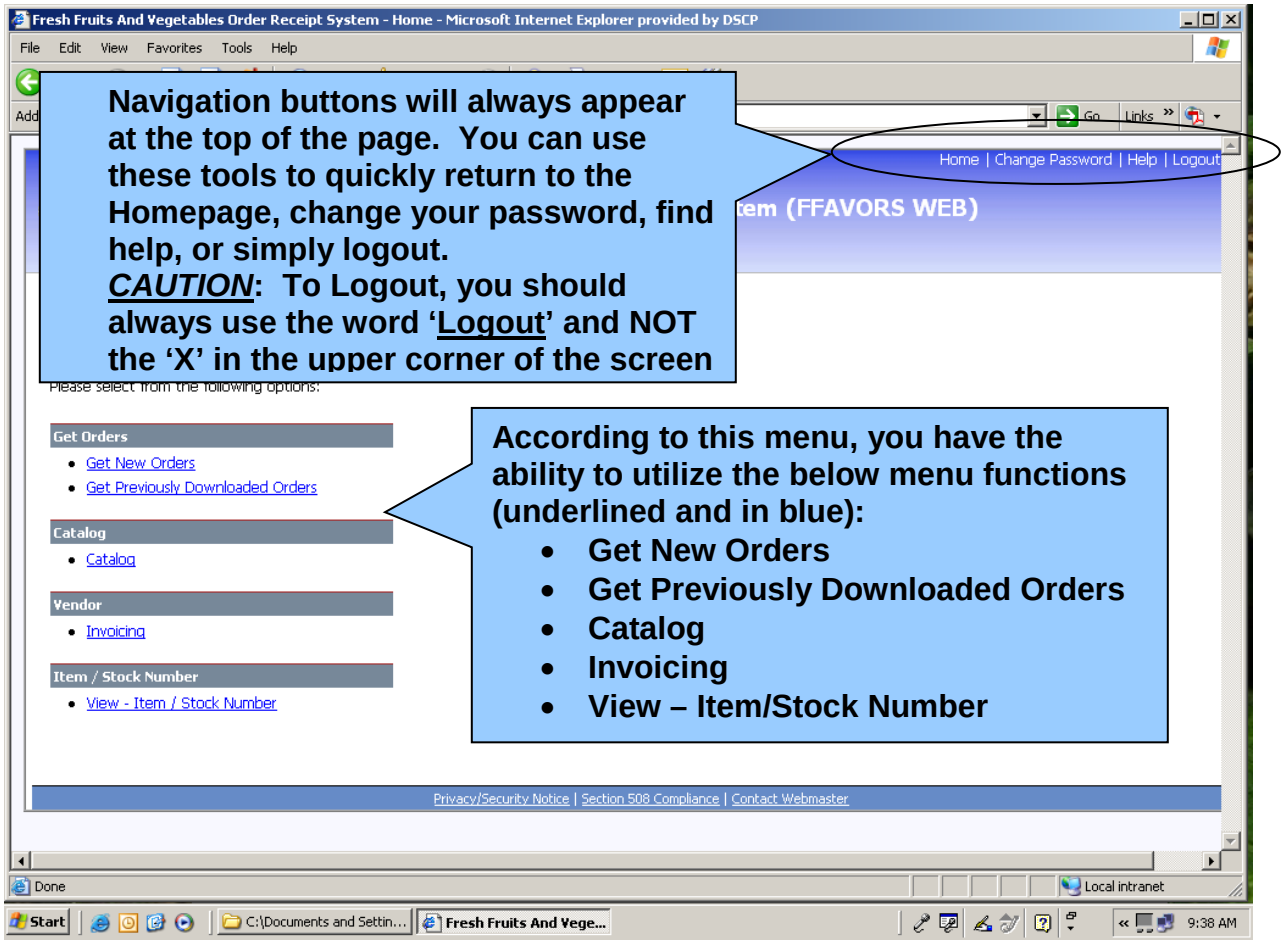
The first time you log in, you will be prompted to read and accept the terms of FFAVORS Website User Agreement (Rules of Behavior). You will also be prompted to view a registration screen. After ensuring all the information on the registration screen is correct, you can click **Register** to continue. Both of these screens are shown below:

NOTE: You only have the ability to update the email address provided on the registration screen. If any other information on the screen needs to be updated, you should log out immediately and contact your DLA Troop Support Account Specialist for resolution.




Subsistence Order Processing System - User Registration - Microsoft Internet Explorer provided by DSCP
User Registration
Application User Data
User Id: 04XD91
EMail Address: christine.lepczyk@dla.mil
First Name: Chris
Last Name: Lepczyk
Citizenship: United States
Designation Of Person: Civilian
Ability to update the email address only – If any other information on this screen is incorrect, click EXIT and contact the Account Specialist
Cage Code: 04XD9
Vendor Name: H&S PRODUCE CO.
Address 1: 308 PETERSON DRIVE
Address 2:
City: ELIZABETHTOWN
State: Kentucky
Zip/Postal Code: 42701
Country Code: US
Click Register to continue if this screen is ok
CAGE CODE
CONTRACT END DATE
04XD9
SPM300-06-D-CC06
Oct 01, 2005
Sep 30, 2007
Register
Exit

4. Vendor Home Page will look similar to this:

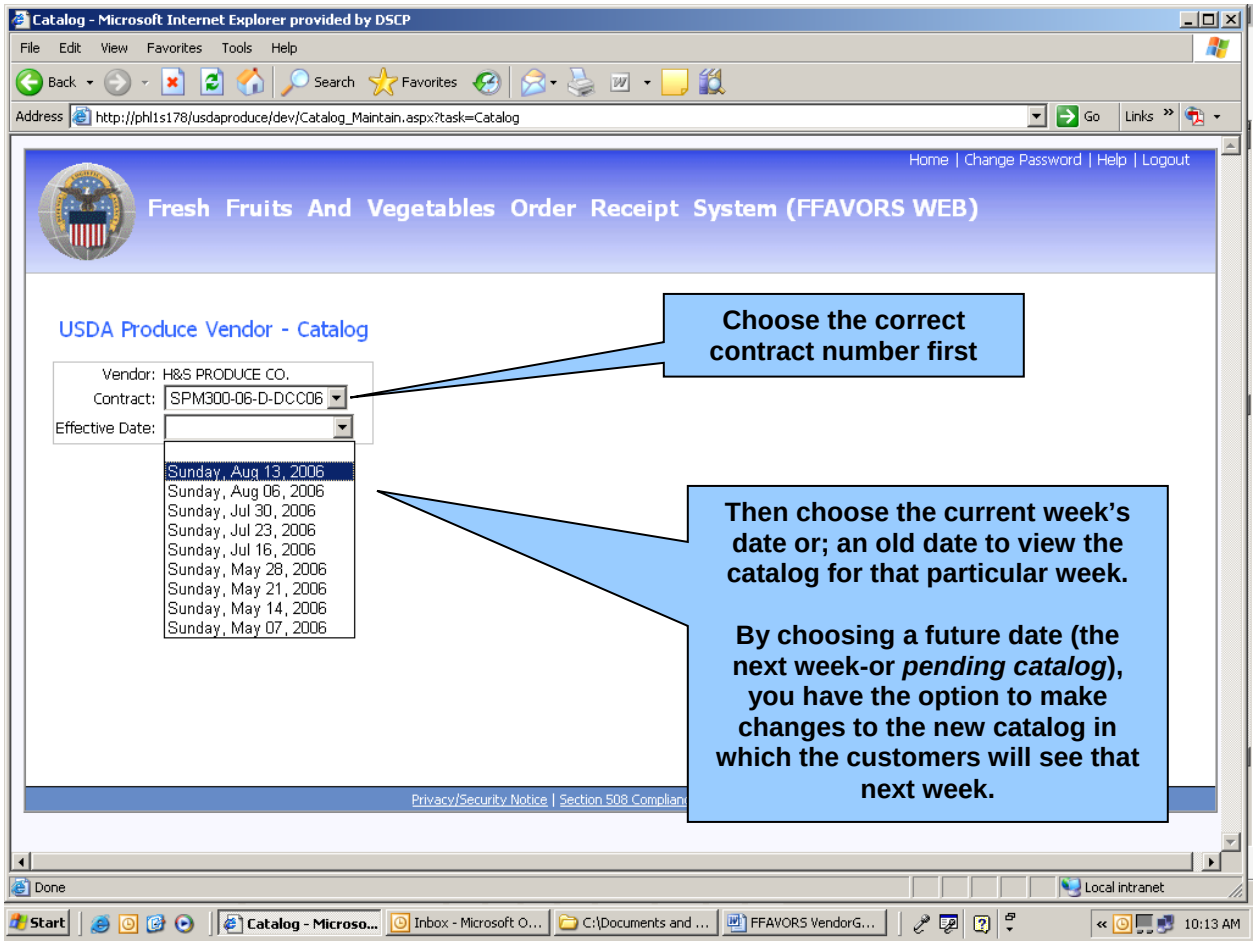


Maintaining the Catalog

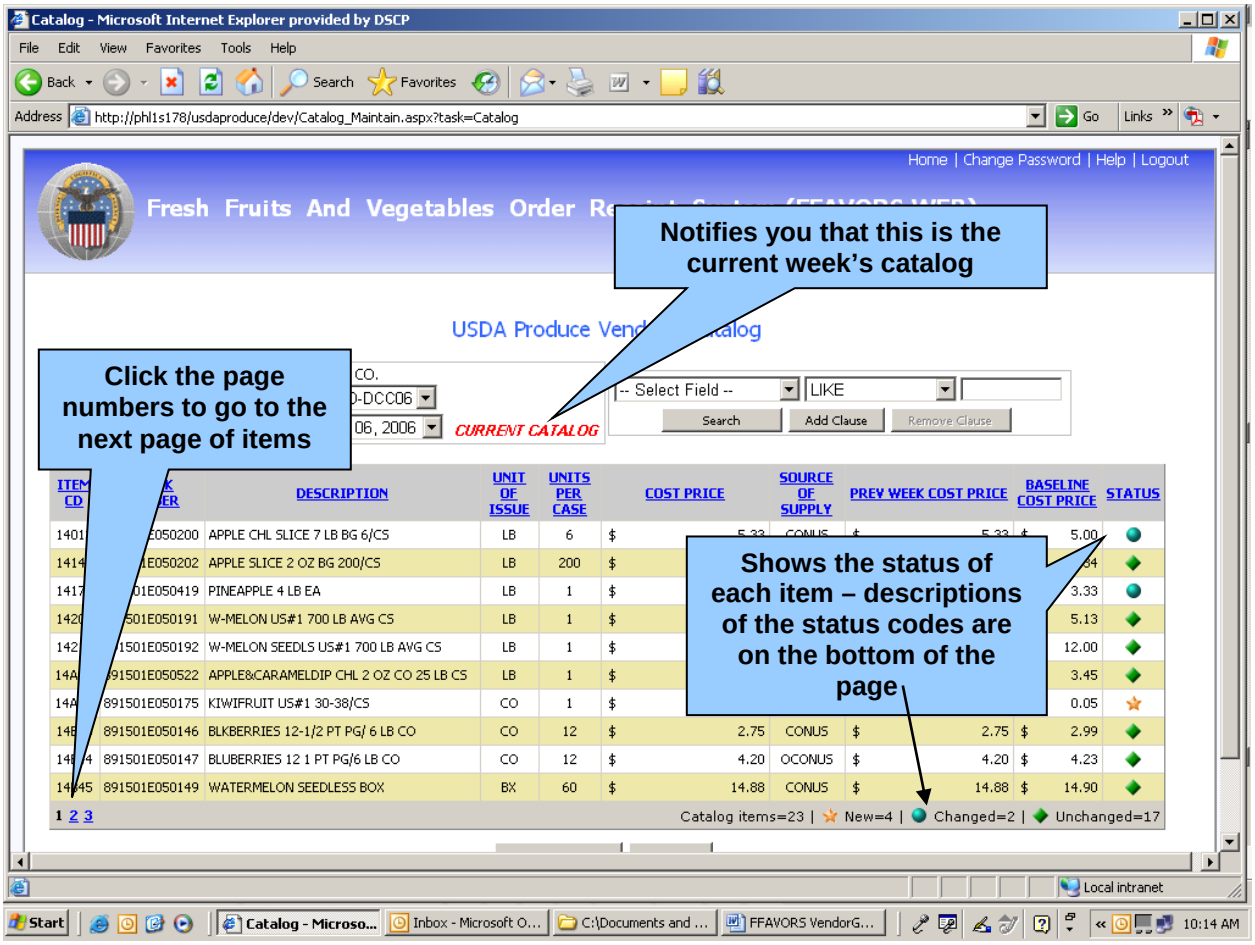
This process will allow you to update catalog prices for the following week, add new items, or delete items. Effective dates for vendor catalogs will run from Sunday – Saturday. Price changes must **be submitted by the vendor by 12:30 p.m. EST on the Thursday before the** new catalog is to go into effect. New catalogs will be made available to USDA customers Sunday morning (the day new prices are effective).

Creating/Updating a catalog

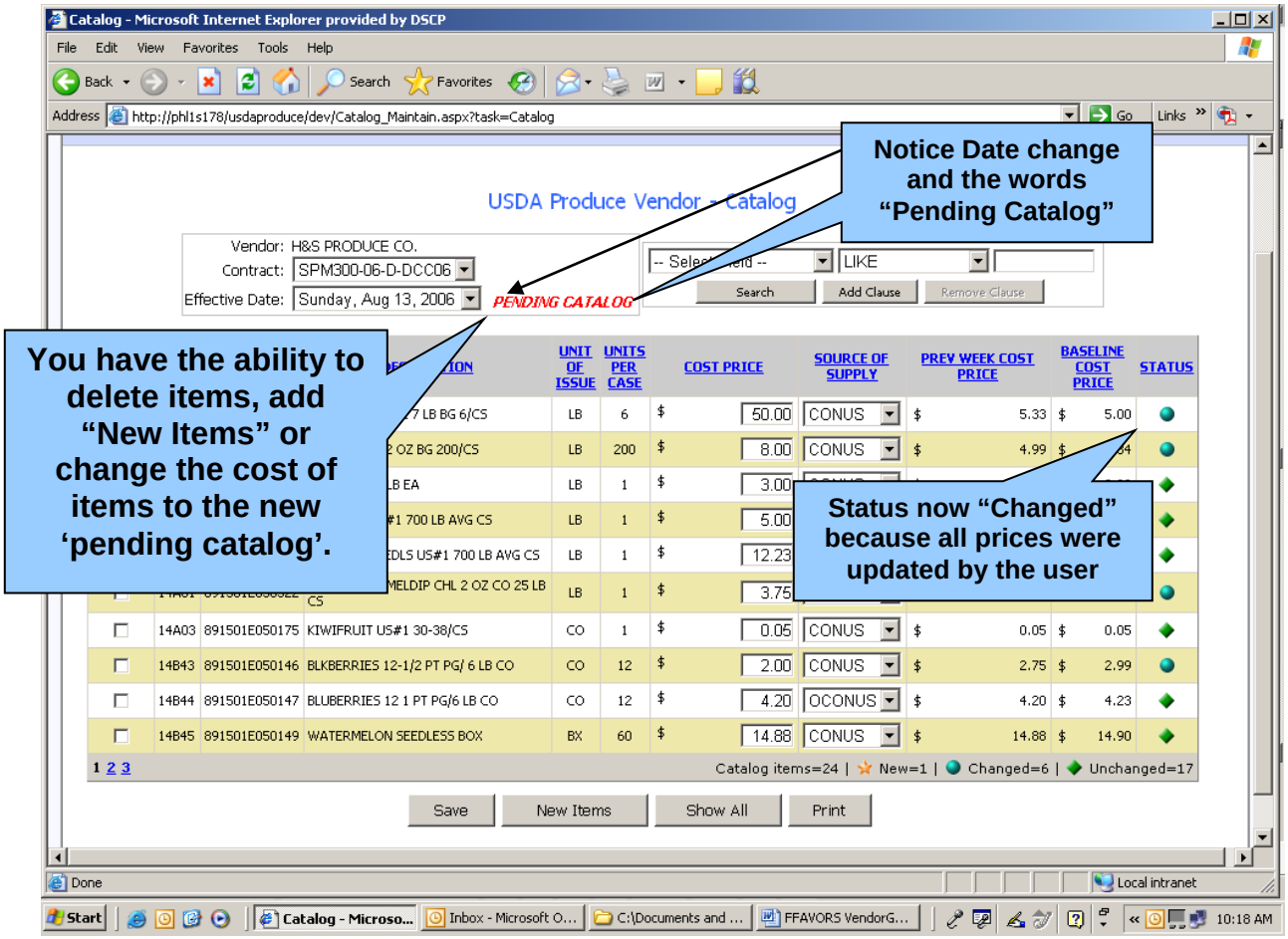
After choosing **Catalog** from the main homepage, you will see the following screen:



Example of a **CURRENT** week's catalog (no changes can be made to the current week's catalog):



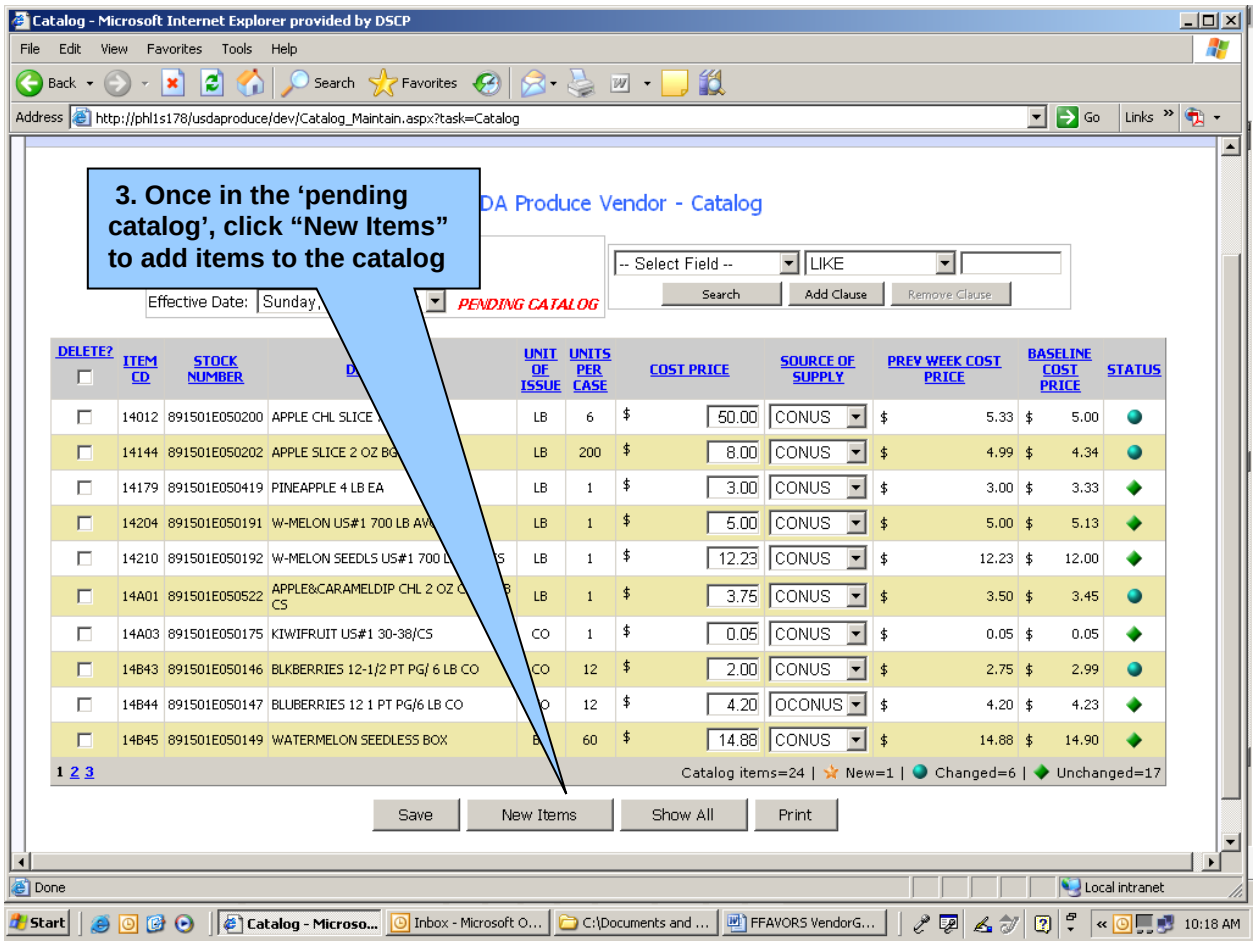
Example of **PENDING** catalog (If you choose the date for the upcoming week). You have the ability to add and delete an item or change an item's price.



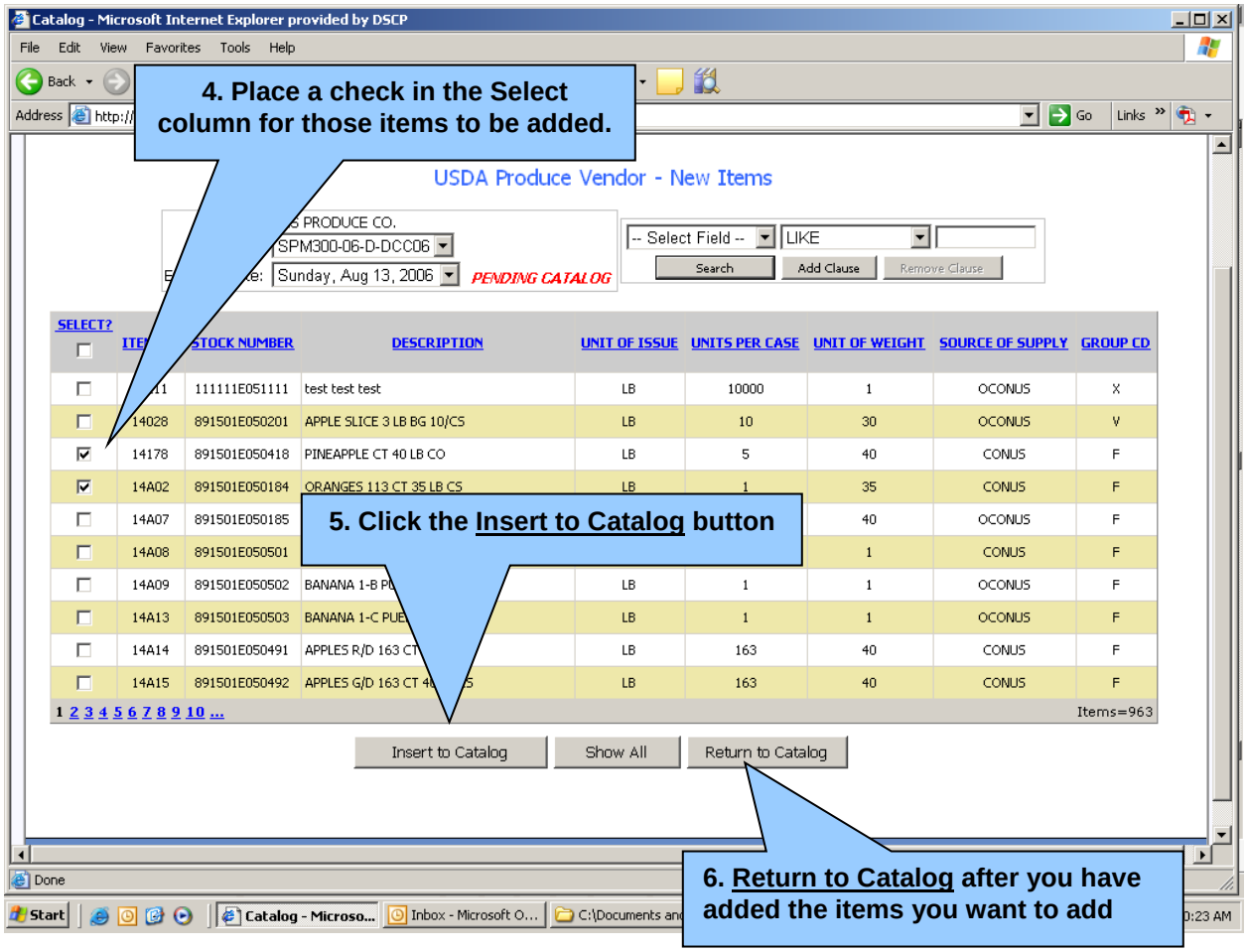
Adding Items to a Catalog/Updating Cost Prices:

Reminder: Items can only be added to your catalog after negotiation with your designated DLA Troop Support Contracting Officer .

1. Choose **Catalog** from the Homepage.
2. Choose the date for the upcoming 'pending catalog'. Catalog will reflect all the items and prices from the *current week*. You *must* make price changes for the upcoming week. If you do not make any changes or do not create a pending catalog, than the prices in effect for the current week will continue to be in effect next week.
3. To add items to the catalog, click on the button, **New Items**.

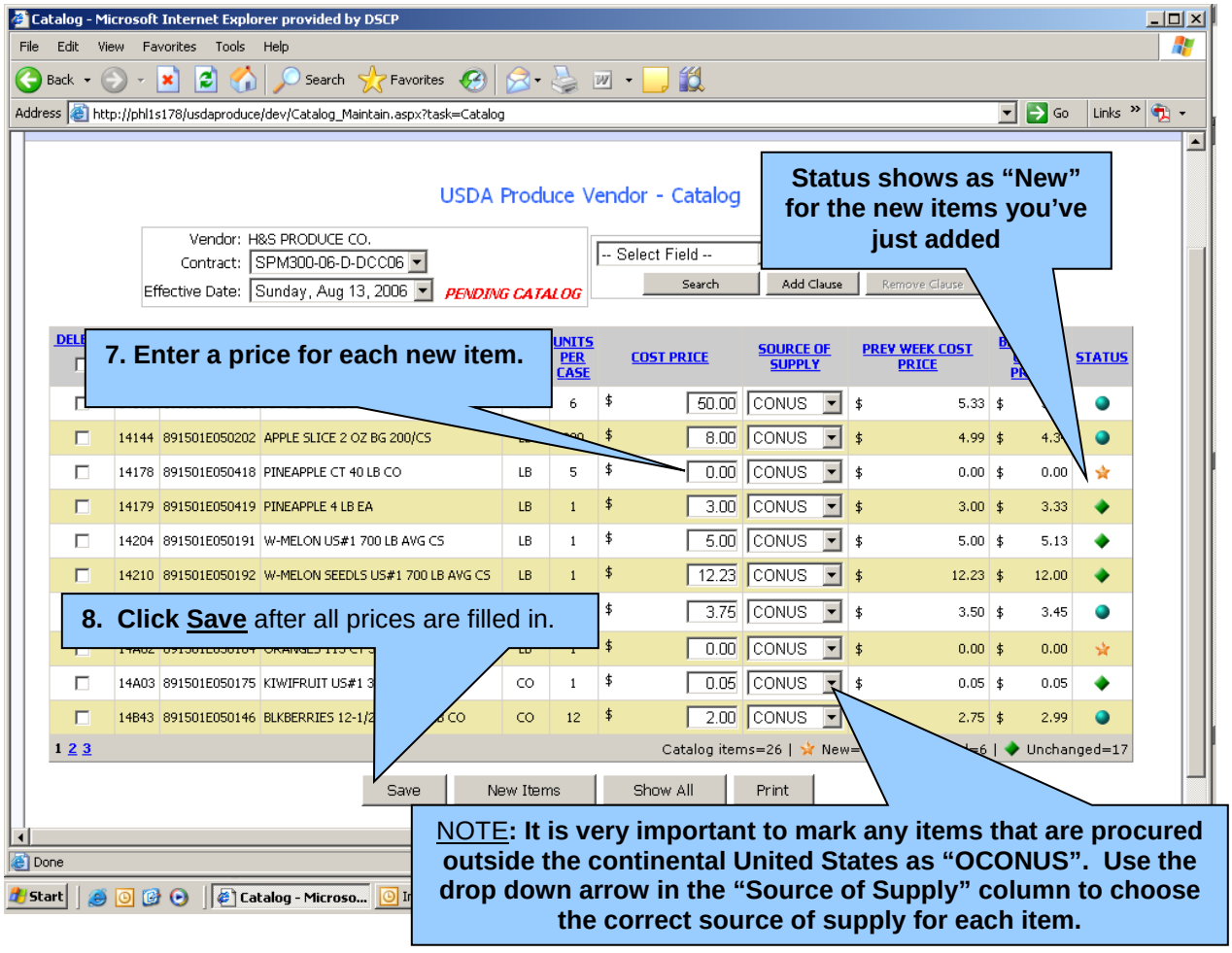


4. Check the boxes under 'Select' for the items that you wish to add. NOTE: To page through the catalog, you can click on the page numbers in the bottom corner of the screen.
5. When you are finished selecting the items, click **Insert to Catalog** to add these items.
6. Click **Return to Catalog** to return to the *pending catalog*.



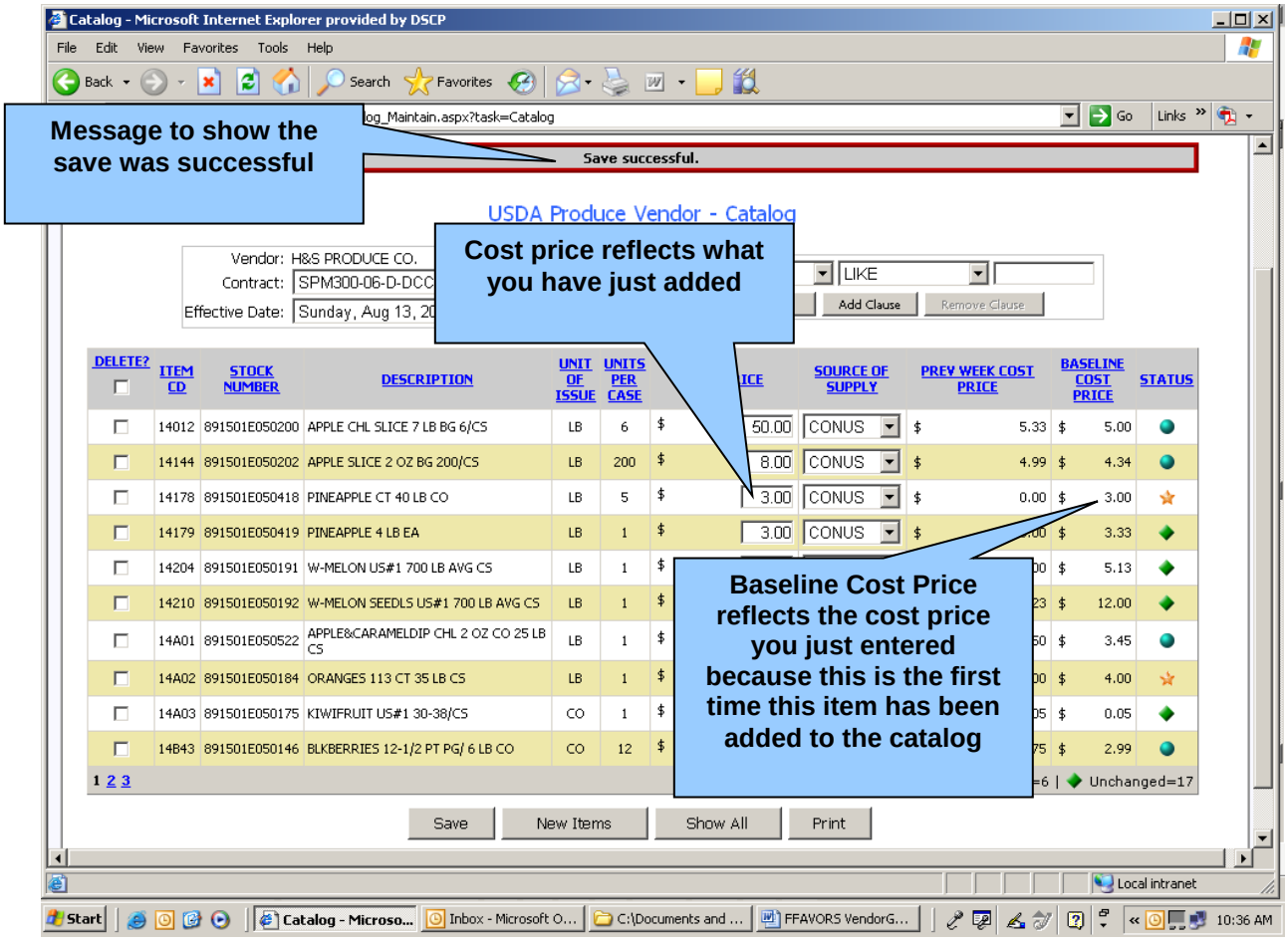
7. When you have been returned to the catalog, you must insert the cost price for the new items that were just added. You can find these newly added items by either looking for the STAR ★ (new item status), the Item Code of the new item, or by looking for the items with a cost price of 0.00. Items will be in Item Code order.
IMPORTANT: Make sure the Source of Supply is correct for each item (see **NOTE** on the bottom of this page).

8. After checking to ensure a price is filled in for each of the new items, click **Save** to complete the process of entering these prices into the system. It is o.k. to leave an item with a $0.00 cost price if the cost is not readily available, however, any items left with a 0.00 cost price will prompt a warning message alerting you. If the price is not entered before the catalog cutoff time, the item will be dropped from the catalog for the next week.



Once you've clicked save, notice the price is now filled in the Cost Price column, you will see a message that the save was successful, and because this is the first time these items have been entered into this particular catalog, the baseline cost price field has also been updated for these particular items that were added. **

**NOTE: Baseline cost price will update with the price the user put in for the first time. If you delete an item from the catalog and later re-add it, the baseline cost will be the initial negotiated price in which the item was added the first time it became part of the catalog.



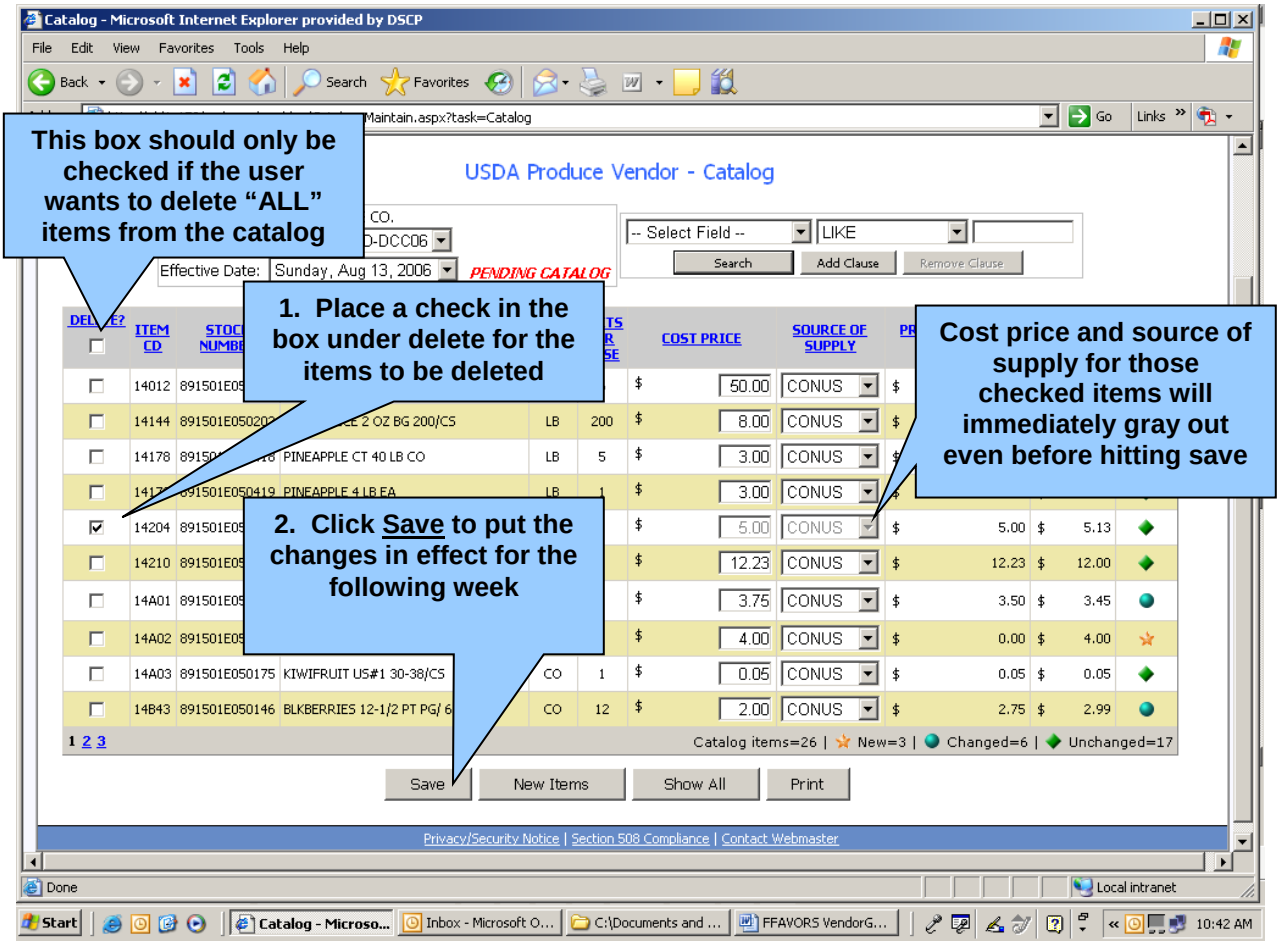
Deleting items from the 'pending catalog'

To delete an item from the catalog, you must first be in the pending catalog (you can only make changes to the pending catalog).

1. You should place a check in the Delete column for the items to be deleted. The cost price and source of supply will immediately gray out for those items. If you want to delete all the items for the entire catalog, the box directly under the delete should be checked.
CAUTION: If this box is checked, once the Save is selected, all items will be deleted.

2. Click **Save** to accept the changes.

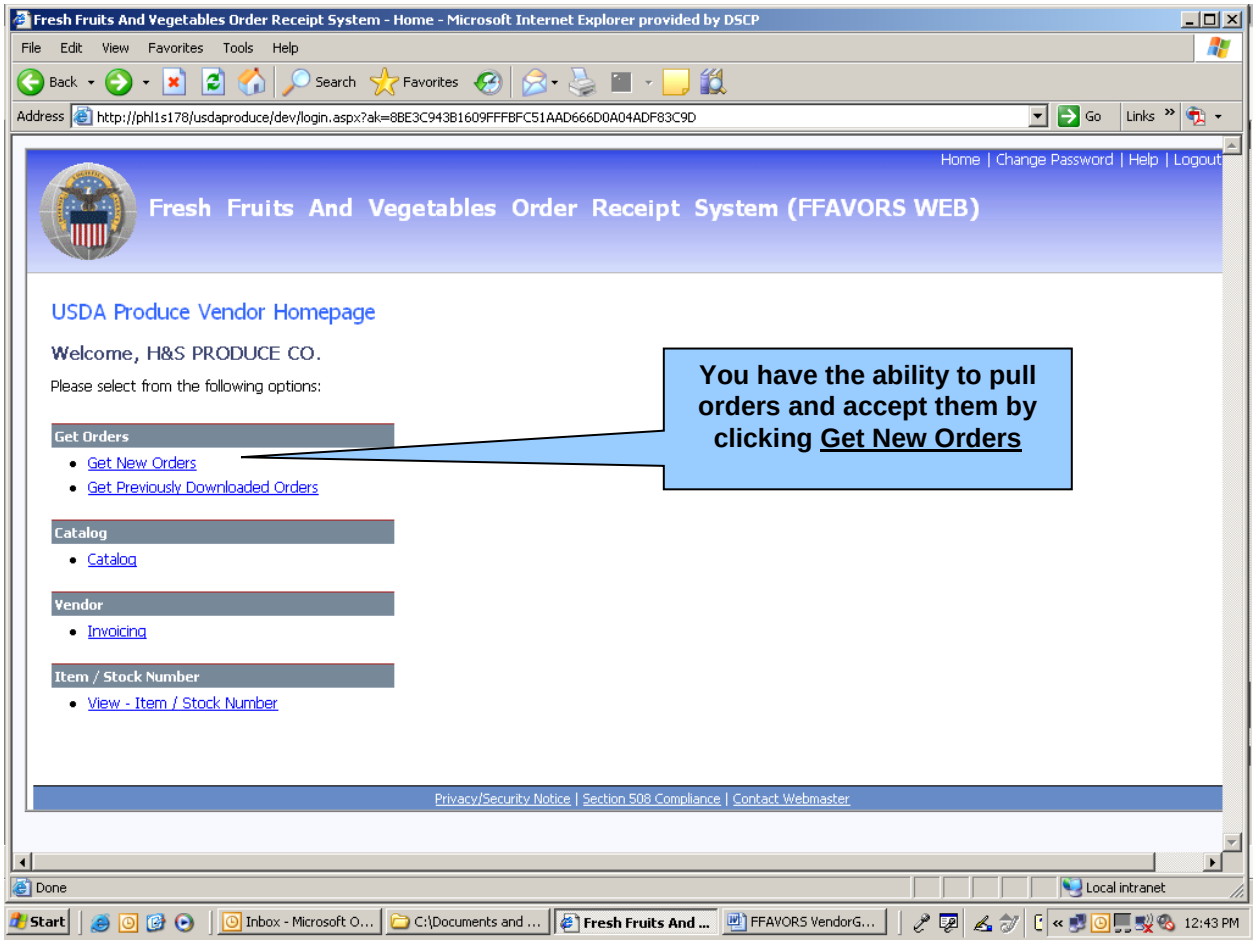
3. A message will appear at the top of the screen stating the save was successful and you will notice the item(s) are now missing from the "pending catalog"



Get Orders

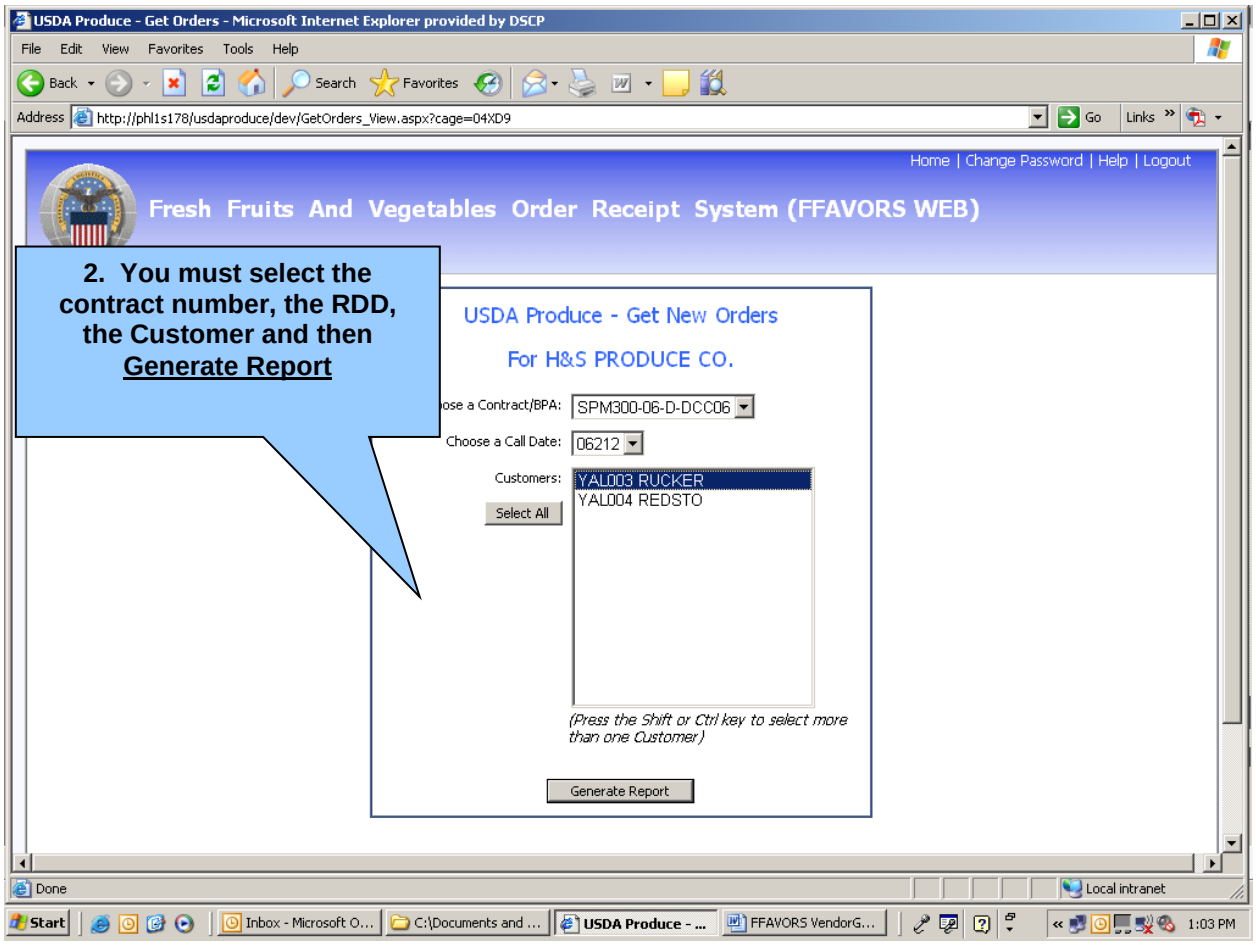
Vendors must sign-on to the system daily to retrieve customer orders. Orders will be available 72 hours before the required delivery date (RDD). You will be notified of any orders you have not retrieved within 48 hours of the RDD. Orders can be viewed, accepted, and printed by the RDD date and customer/group of customers.

1. From the main menu:

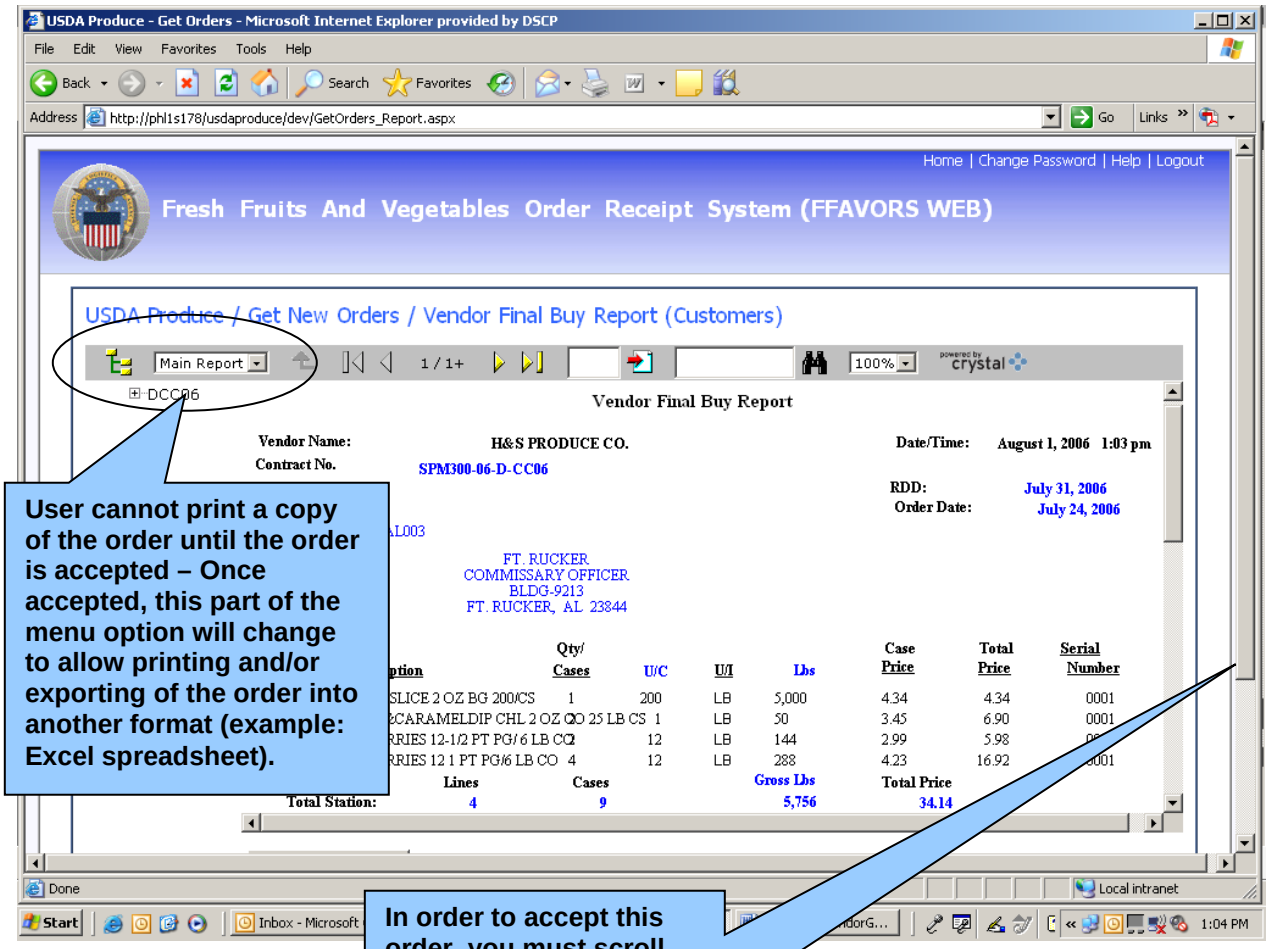


.

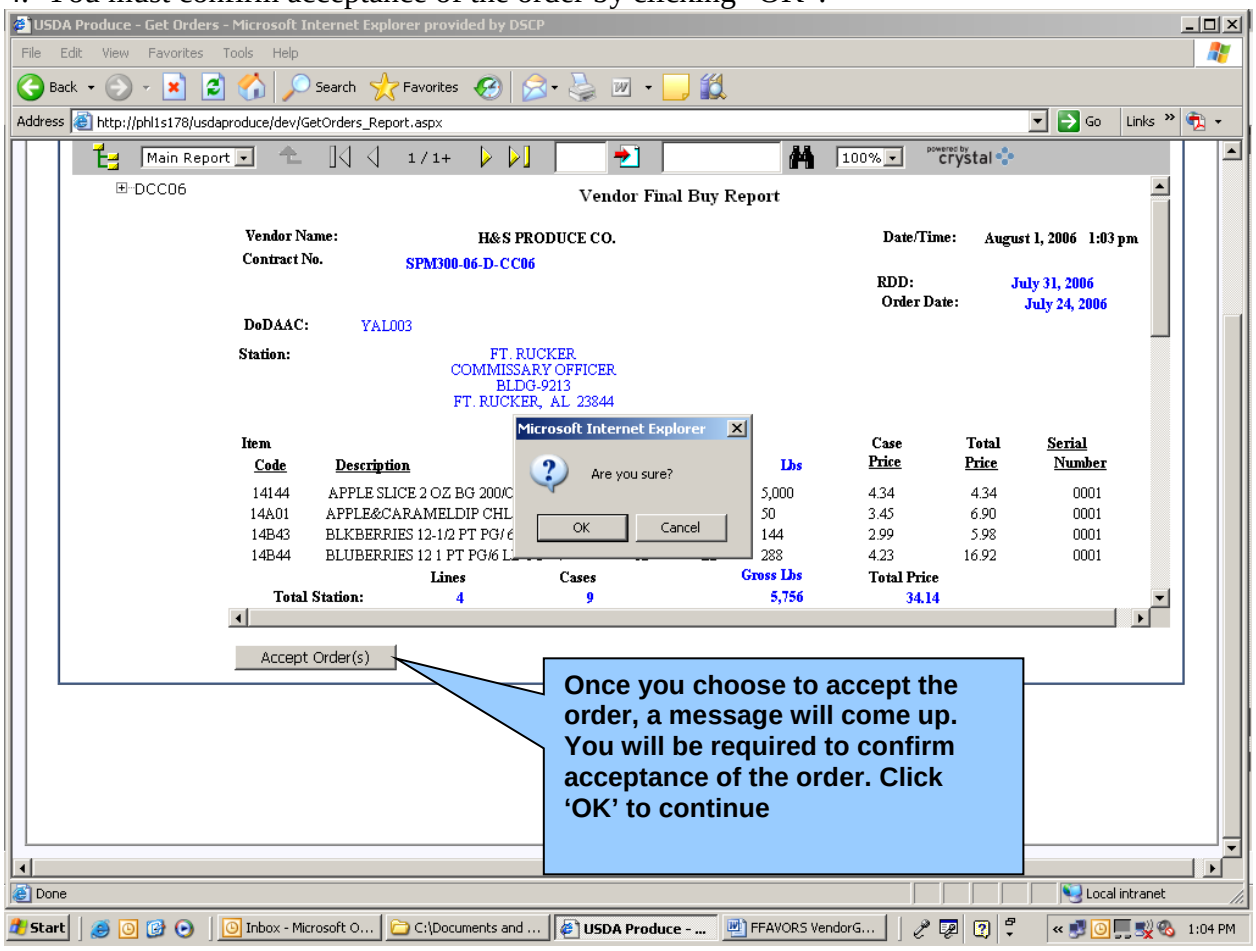
2. After choosing a contract number, RDD, and the customer orders, you will have the ability to view a report showing the particular orders for that customer. You will now be able to accept the order as well as print a copy of it and export it.



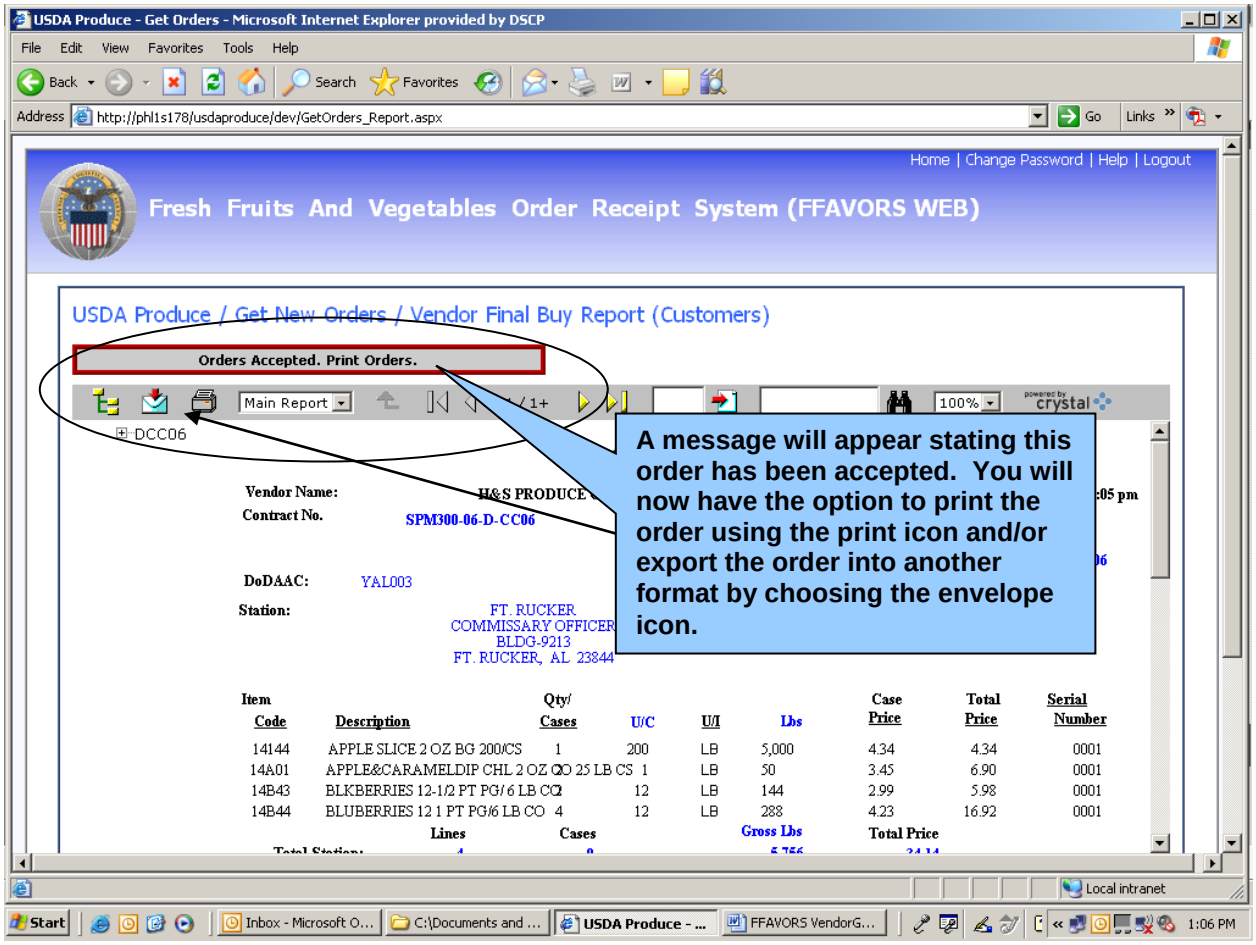
3. You have the ability to view each of the orders and accept them. Vendor Order Report (spreadsheet) will be generated on the screen that summarizes the customer order. Once you accept the order, you will see the options to print the report (or export to a file in text or excel format for export to their PC). You must scroll down to see and click on the "ACCEPT ORDER(S)" button.



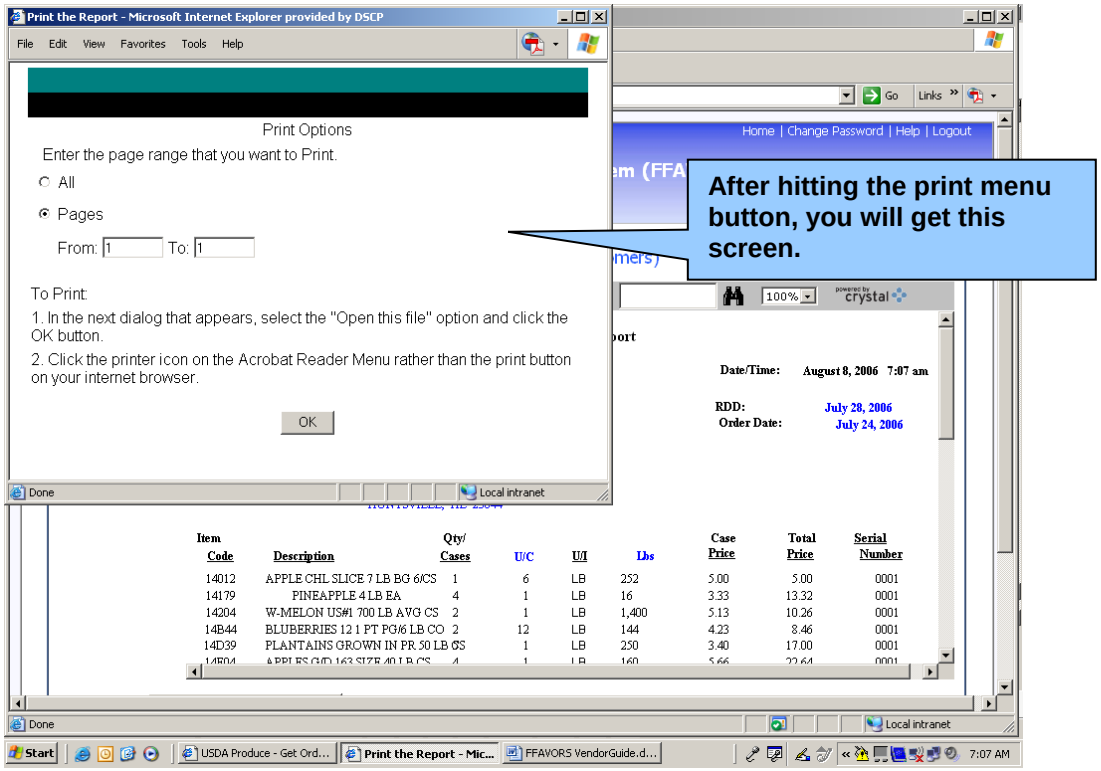
4. You must confirm acceptance of the order by clicking “OK”.



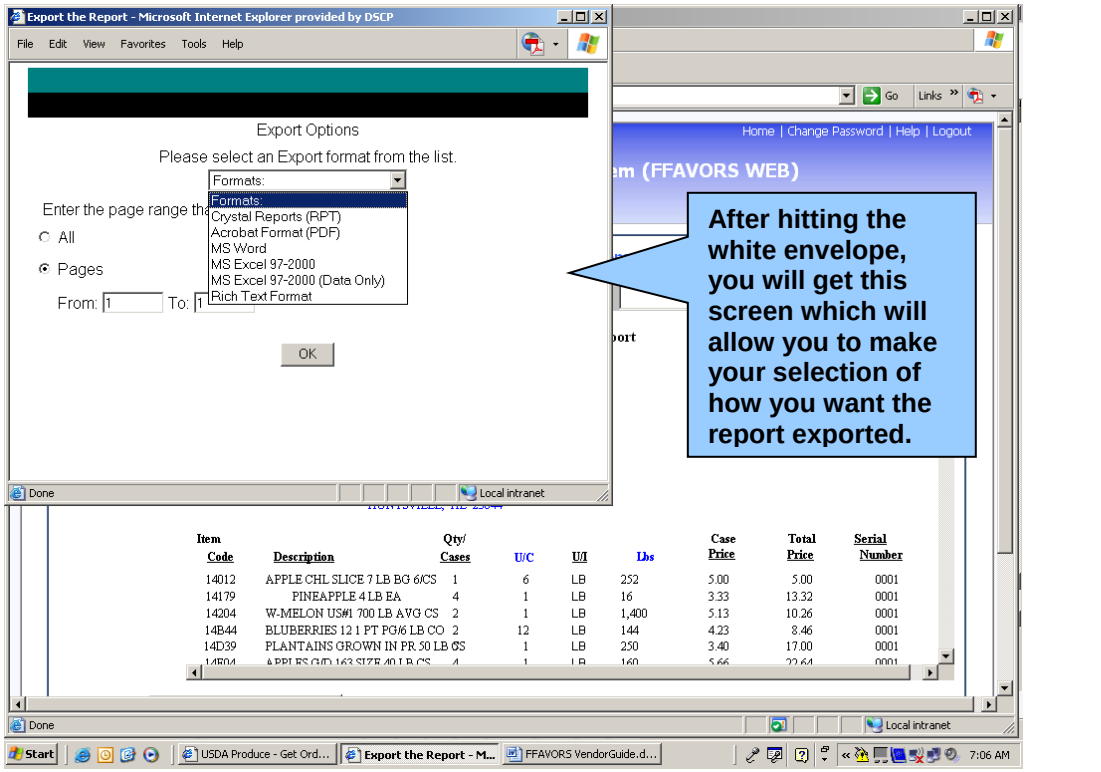
5. Once the order has been accepted, you can print or export a copy of the order. The export function can be used to save the data into a spreadsheet that can be used to import the data into your own ordering supply systems.



Print Options will look like this:

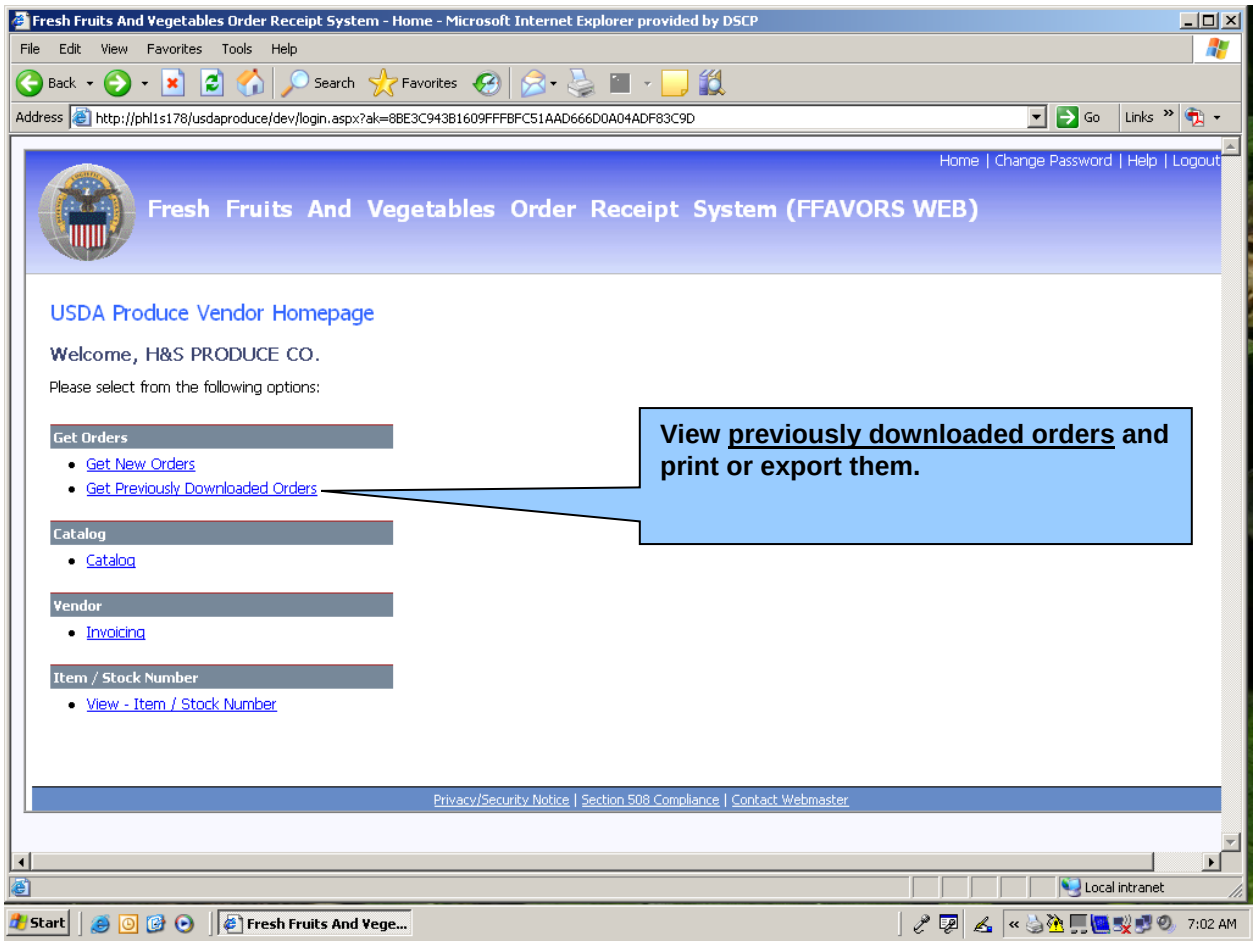


Export Options will look like this:



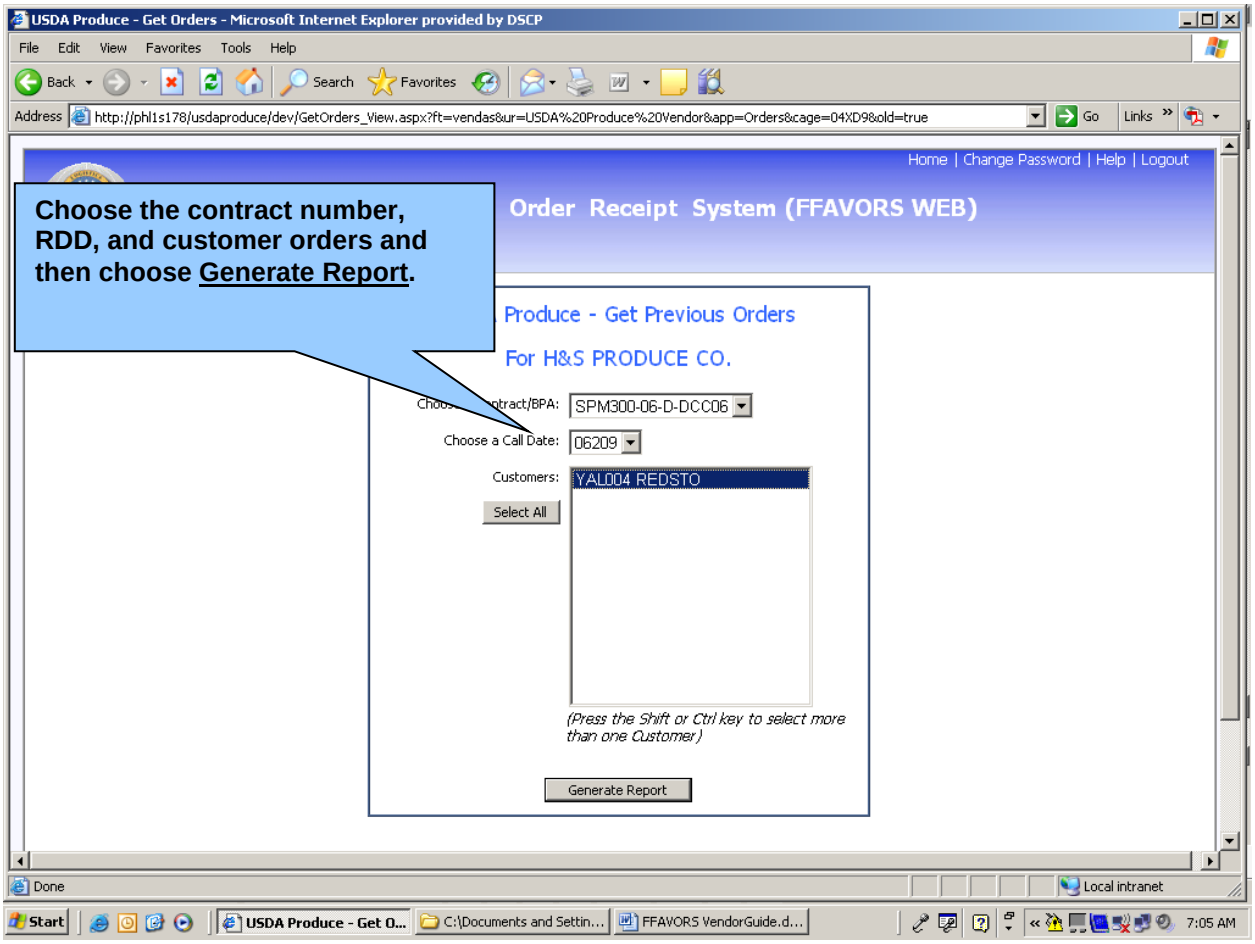
Get Previously Downloaded Orders

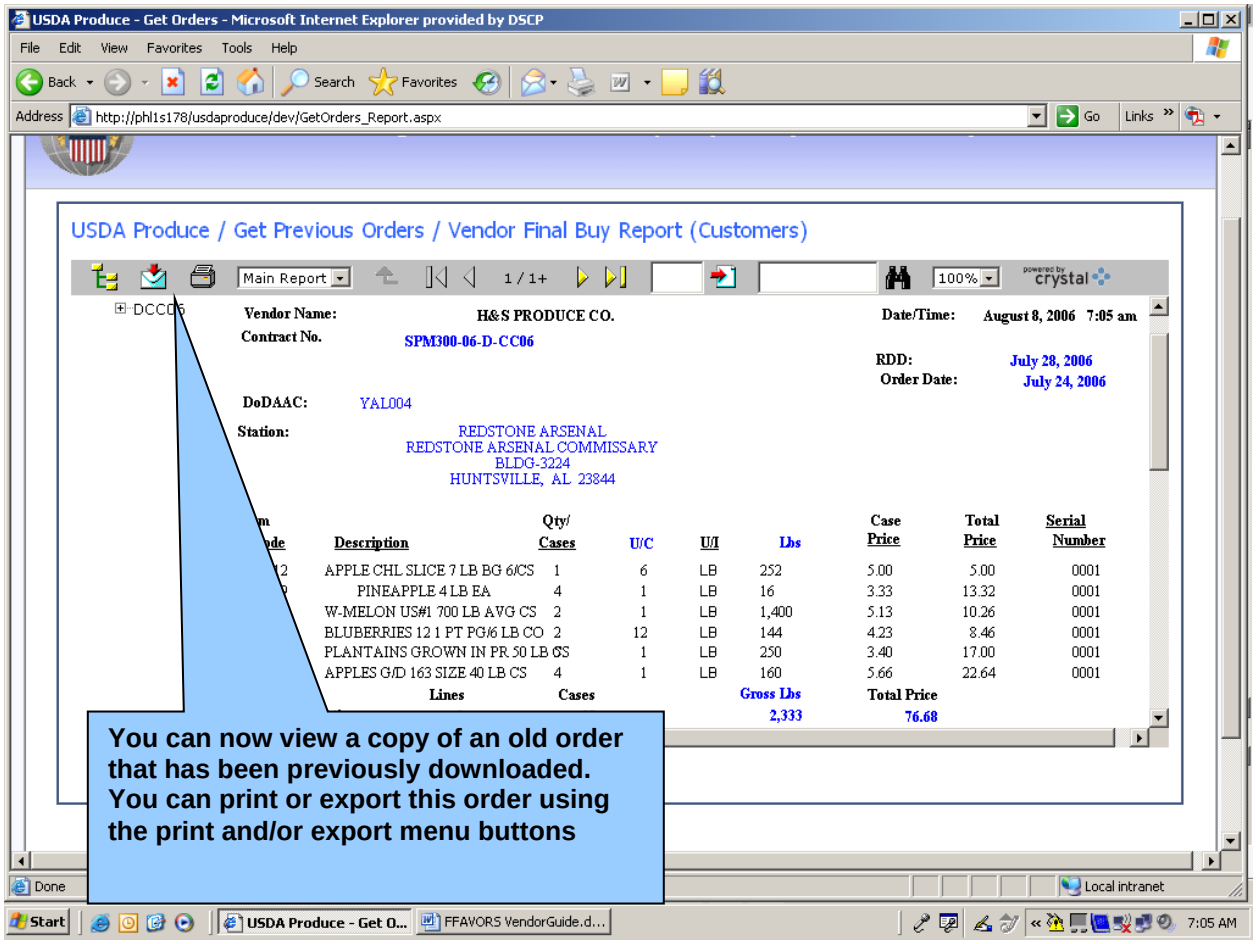
1. You have the ability to view/print/export previously downloaded (accepted) orders by choosing “Get Previously Downloaded Orders” from the Vendor Homepage.



2. After choosing the Contract Number, RDD and Customer, you will be able to view the order.

NOTE: A vendor can only see old orders for up to 5 days after the RDD. After this 5 day period, receipts have been sent to BSM for payment and will only be available for view in the Invoicing option from the homepage.

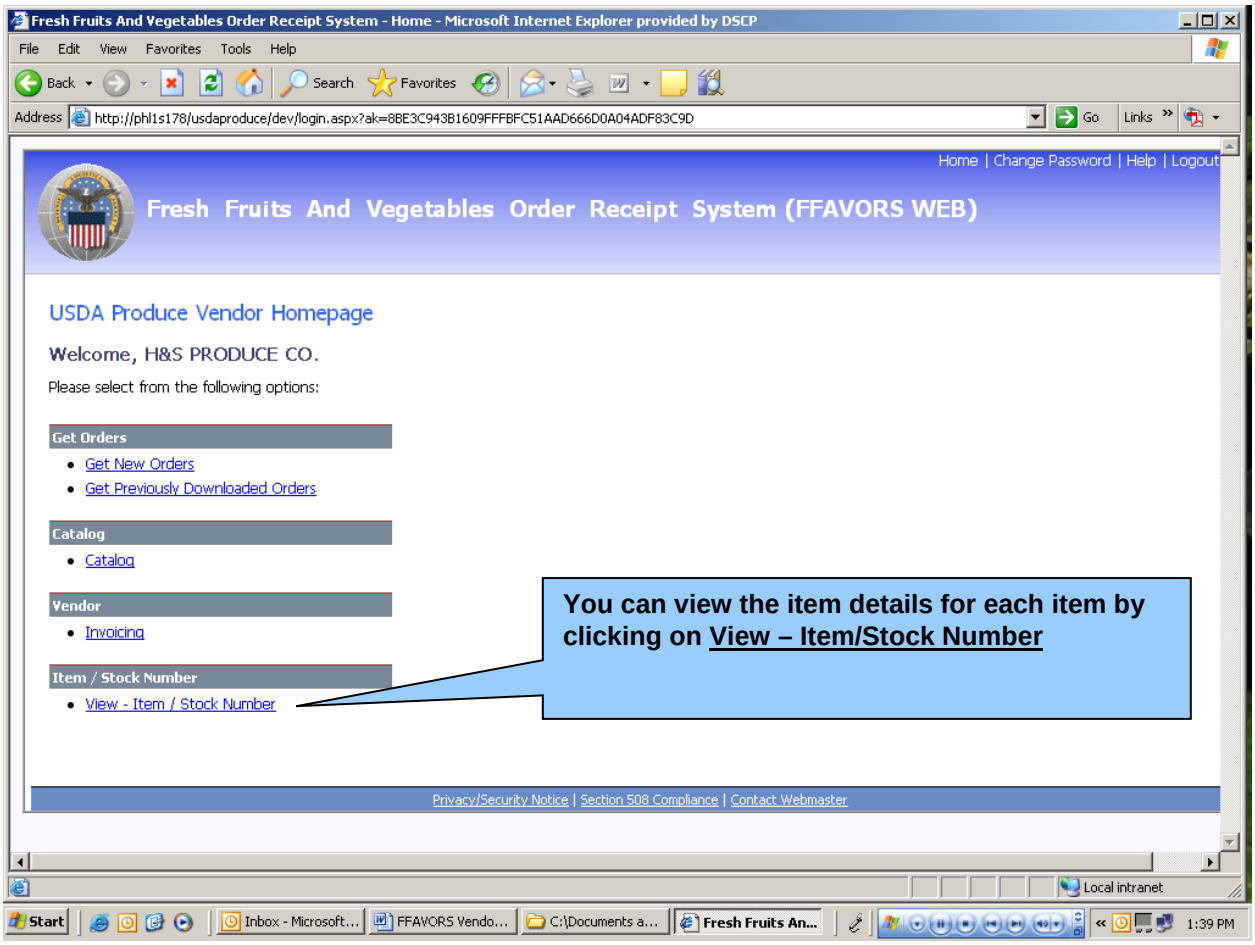



USDA Produce - Get Orders - Microsoft Internet Explorer provided by DSCP
File Edit View Favorites Tools Help
Address http://phl1s178/usdaproduce/dev/GetOrders_Report.aspx
USDA Produce / Get Previous Orders / Vendor Final Buy Report (Customers)
Main Report
1 / 1+
100%
crystal
DCCC6
Vendor Name: H&S PRODUCE CO.
Date/Time: August 8, 2006 7:05 am
Contract No. SPM300-06-D-CC06
RDD: July 28, 2006
Order Date: July 24, 2006
DoDAAC: YAL004
Station: REDSTONE ARSENAL
REDSTONE ARSENAL COMMISSARY
BLDG-3224
HUNTSVILLE, AL 23844
Description Qty/ Cases U/C U/I Lbs Case Price Total Price Serial Number
APPLE CHL SLICE 7 LB BG 6/CS 1 6 LB 252 5.00 5.00 0001
PINEAPPLE 4 LB EA 4 1 LB 16 3.33 13.32 0001
W-MELON US#1 700 LB AVG CS 2 1 LB 1,400 5.13 10.26 0001
BLUBERRIES 12 1 PT PG/6 LB CO 2 12 LB 144 4.23 8.46 0001
PLANTAINS GROWN IN PR 50 LB CS 1 1 LB 250 3.40 17.00 0001
APPLES G/D 163 SIZE 40 LB CS 4 1 LB 160 5.66 22.64 0001
Lines Cases Gross Lbs Total Price
2,333 76.68
You can now view a copy of an old order that has been previously downloaded. You can print or export this order using the print and/or export menu buttons
Done
Local intranet
Start
USDA Produce - Get O...
FFAVORS VendorGuide.d...
7:05 AM

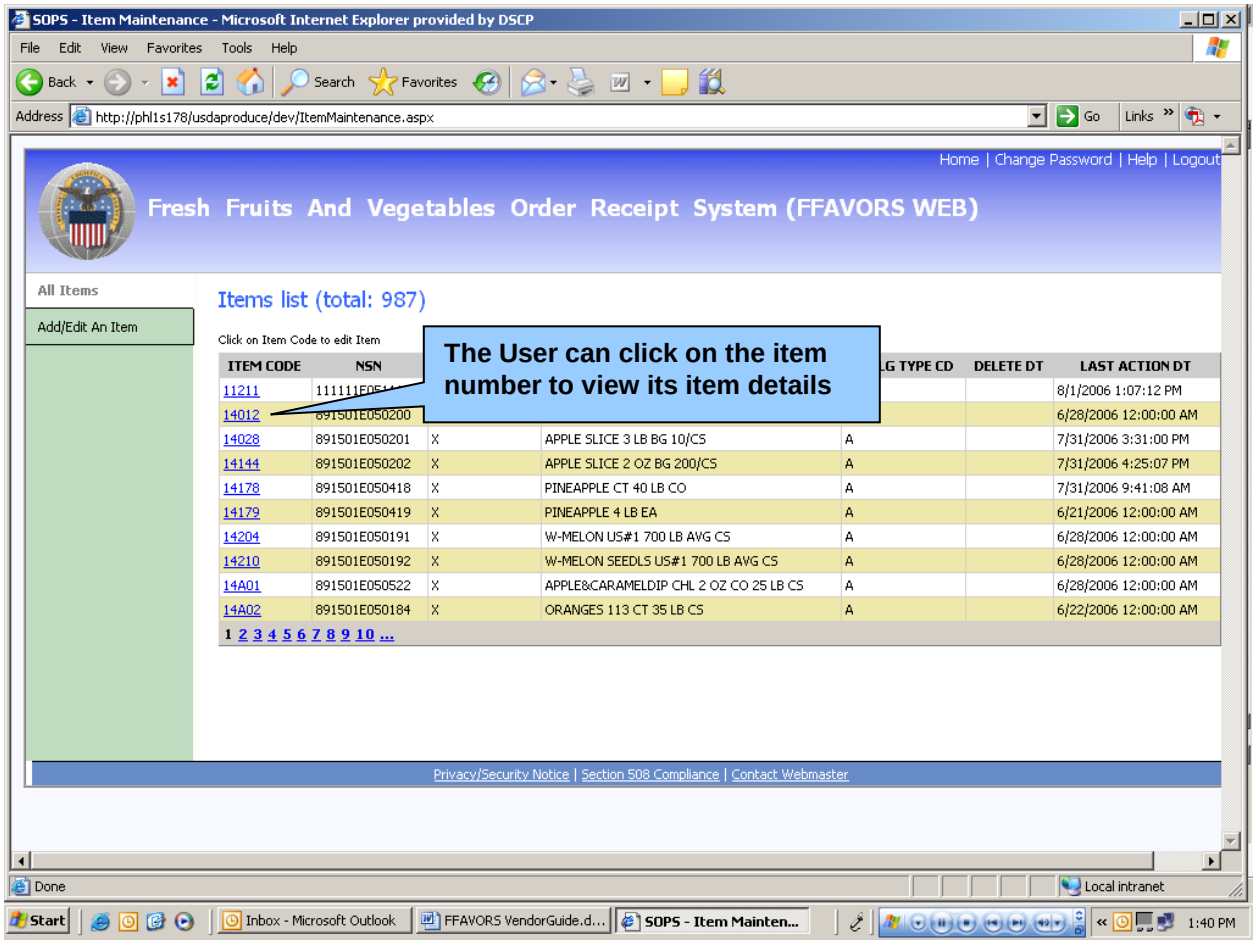
View Item/Stock Number

1. You can view the item details of the items listed in the main catalog using the **View – Item/Stock Number** menu selection from the Vendor homepage.

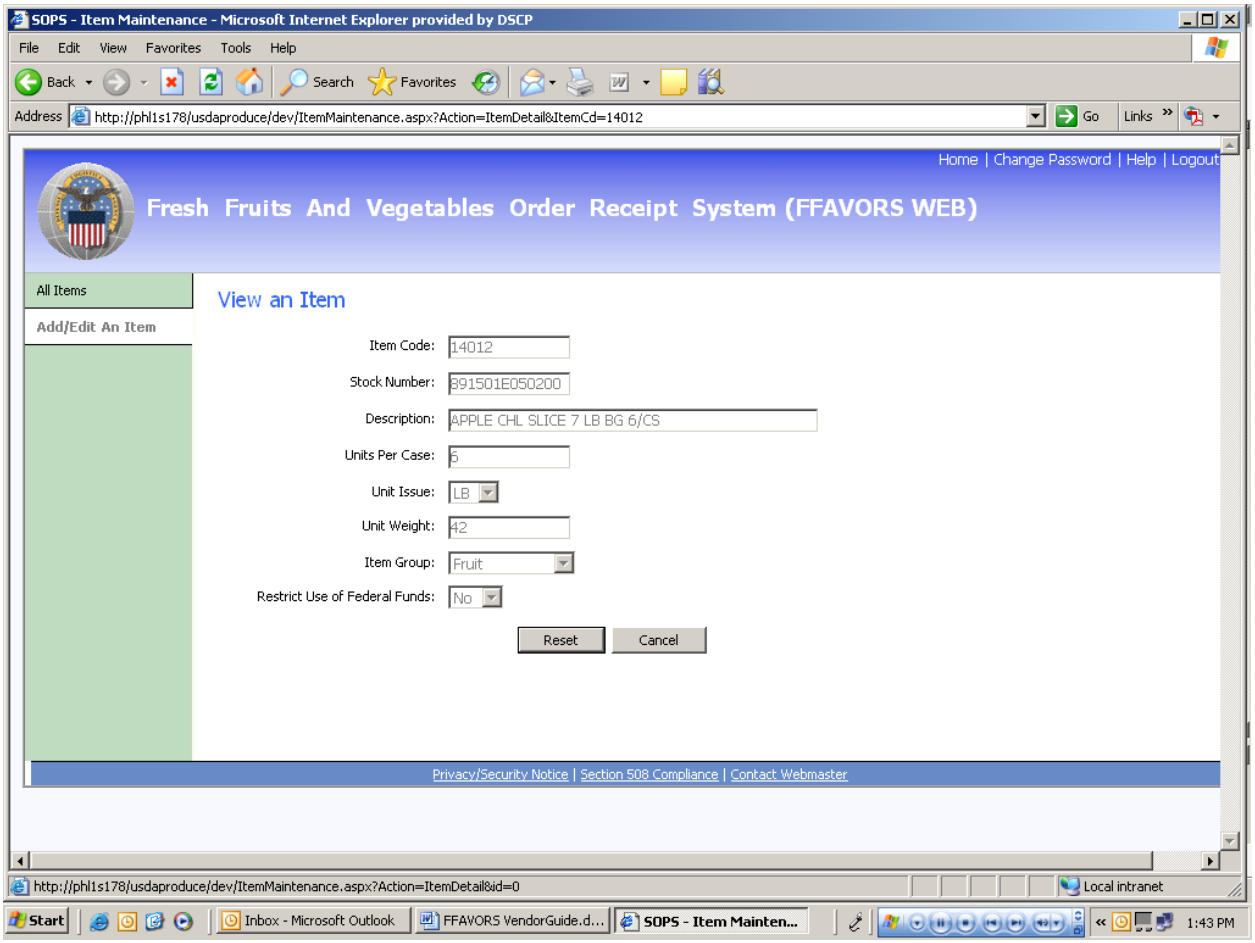
- This option will allow you to view the master catalog of Produce items used by DLA Troop Support. You cannot modify any data to the catalog through this option. All catalog items can be added to your pending catalog through the **Catalog** Menu option on the Vendor homepage.



2. You can choose the particular item by clicking on the item code which is underlined and in blue. You can view the item description for each item from this page or click the item code number for more details.

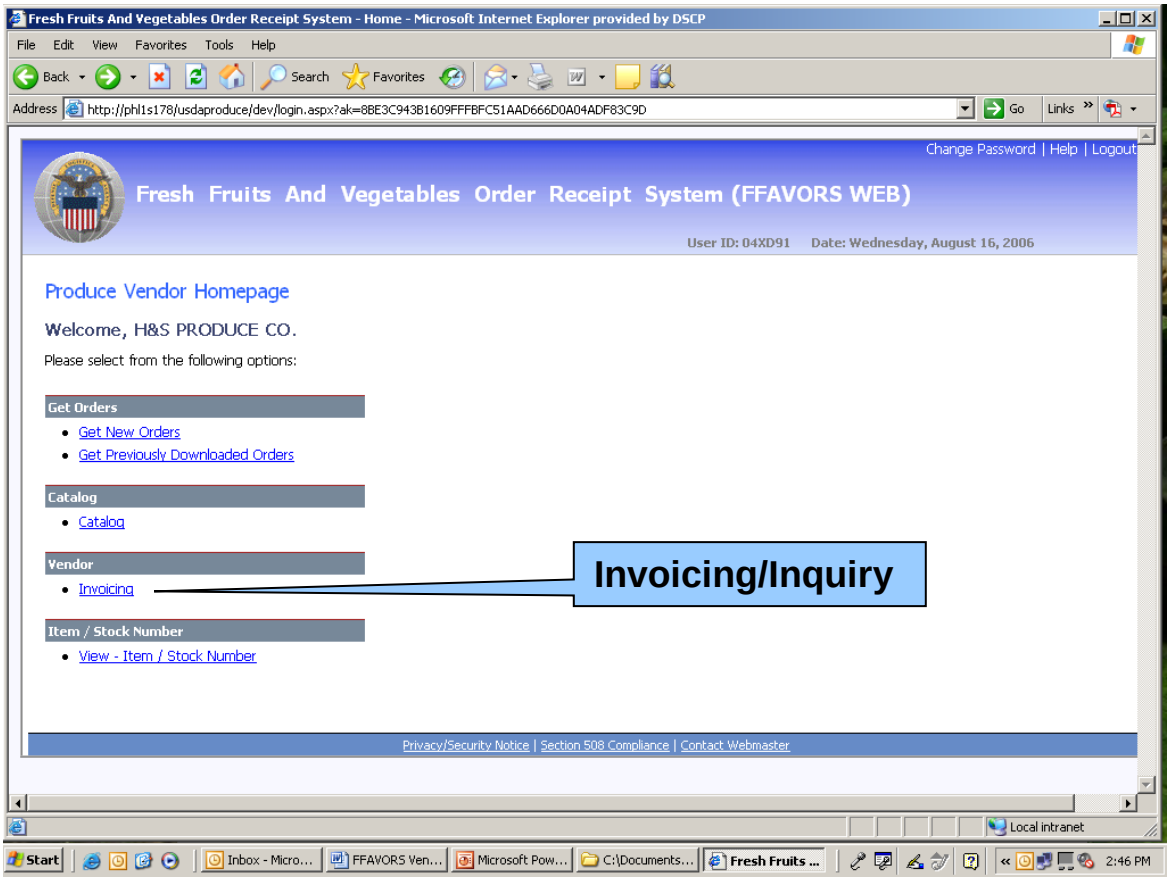


3. The item details are shown here. No changes can be made on this screen.

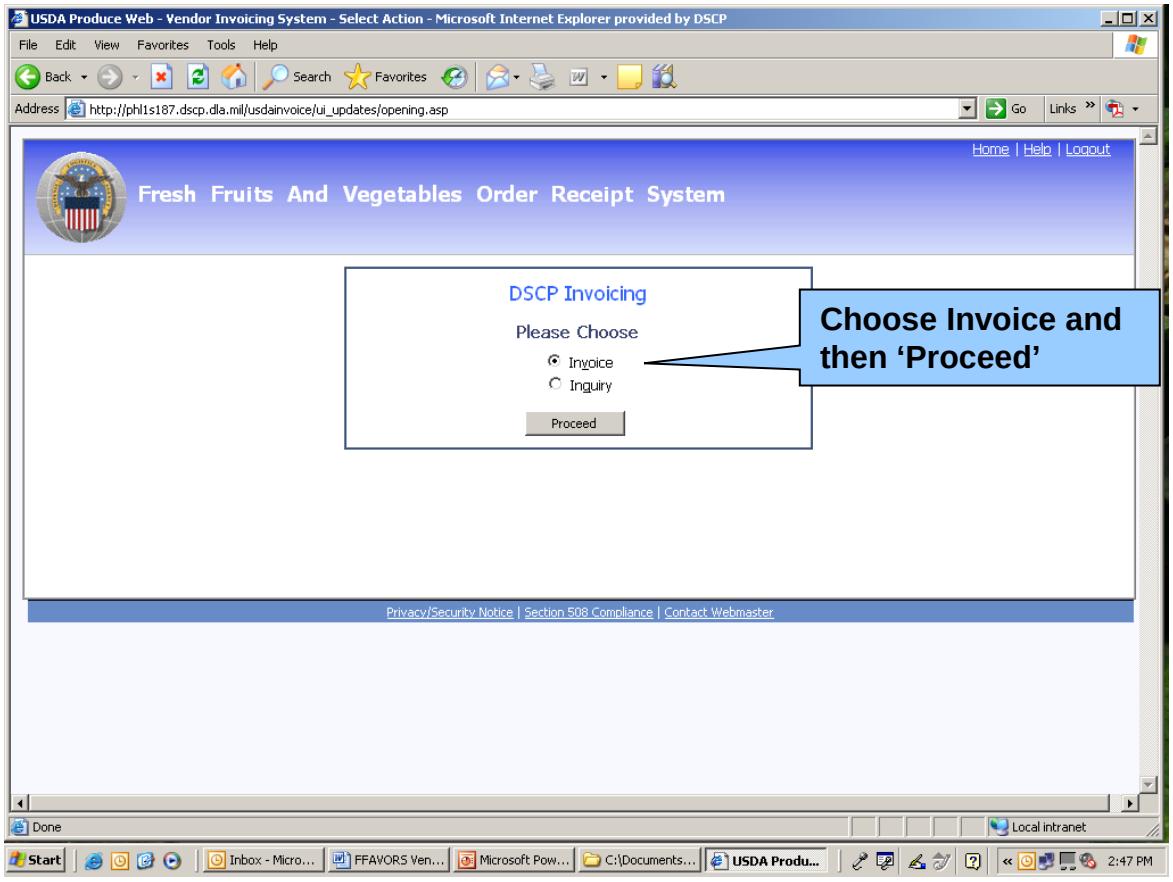


Invoicing

1. The Invoicing part of FFAVORS Web can be accessed by clicking on the **Invoicing** menu option from the Homepage.

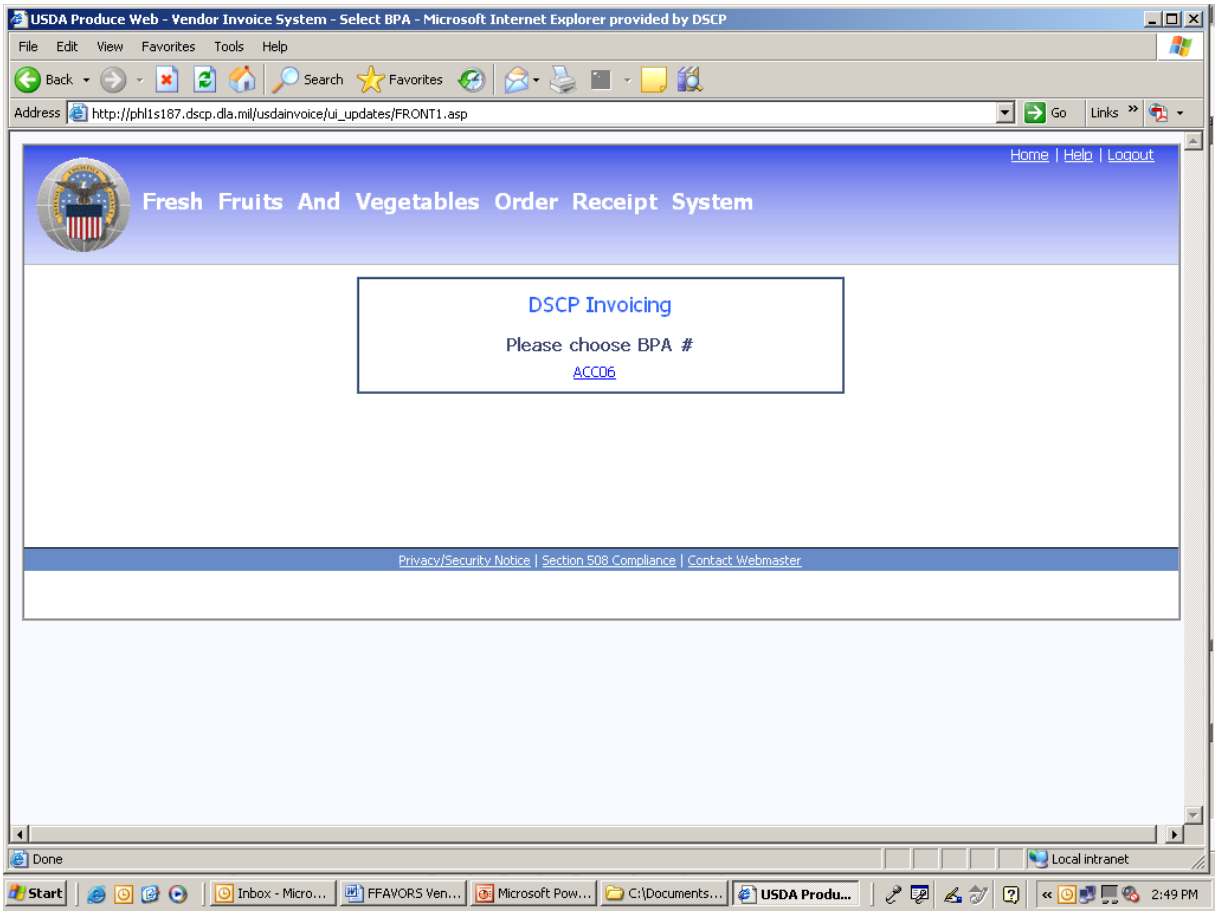


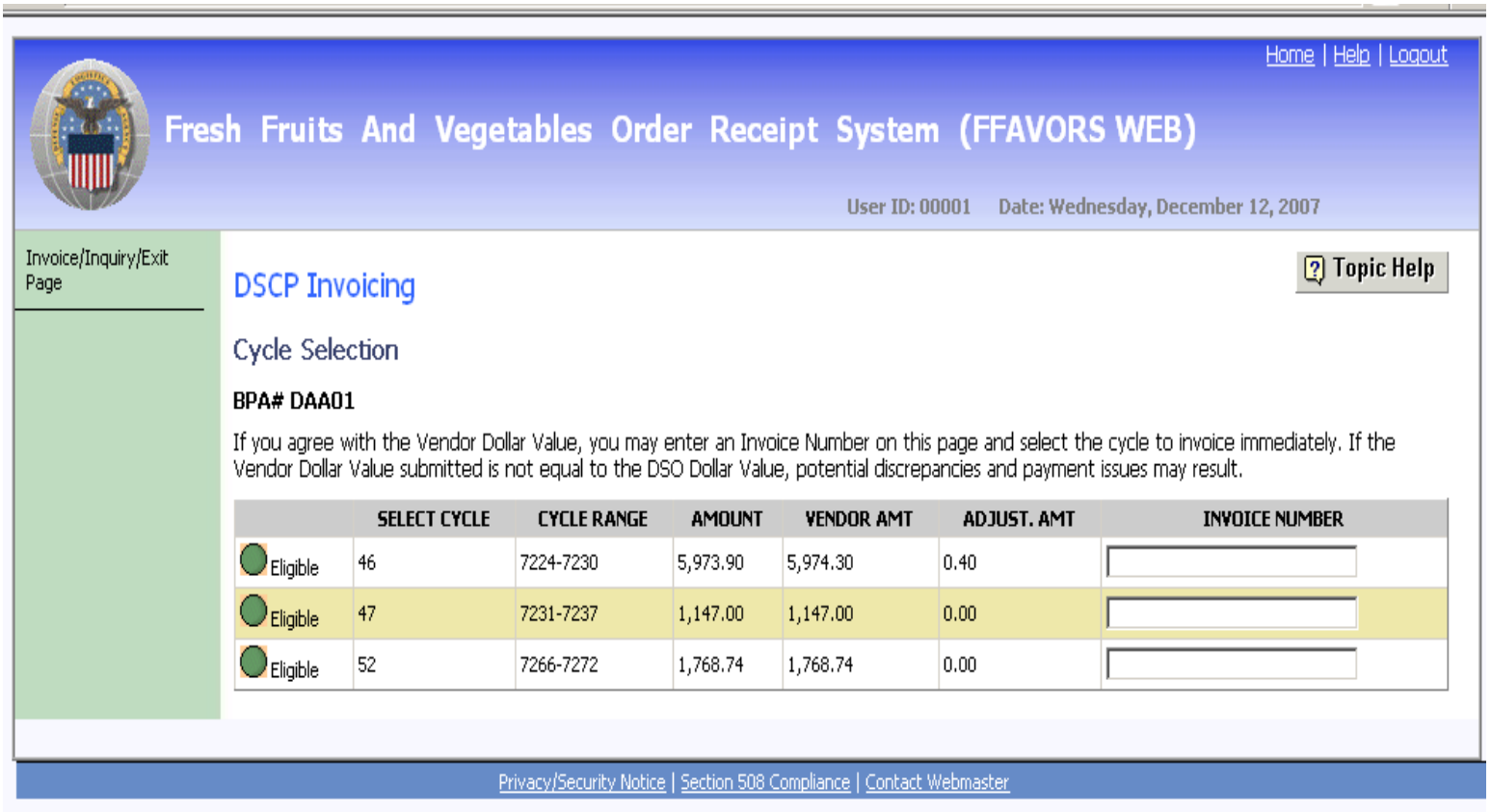
2. This next screen allows two options: **Invoice or Inquiry**. You must indicate what you would like to do (**Inquiry** will allow you to view previously invoiced data). After choosing one or the other, click **Proceed** to continue. Here, **Invoice** is selected.



Invoicing

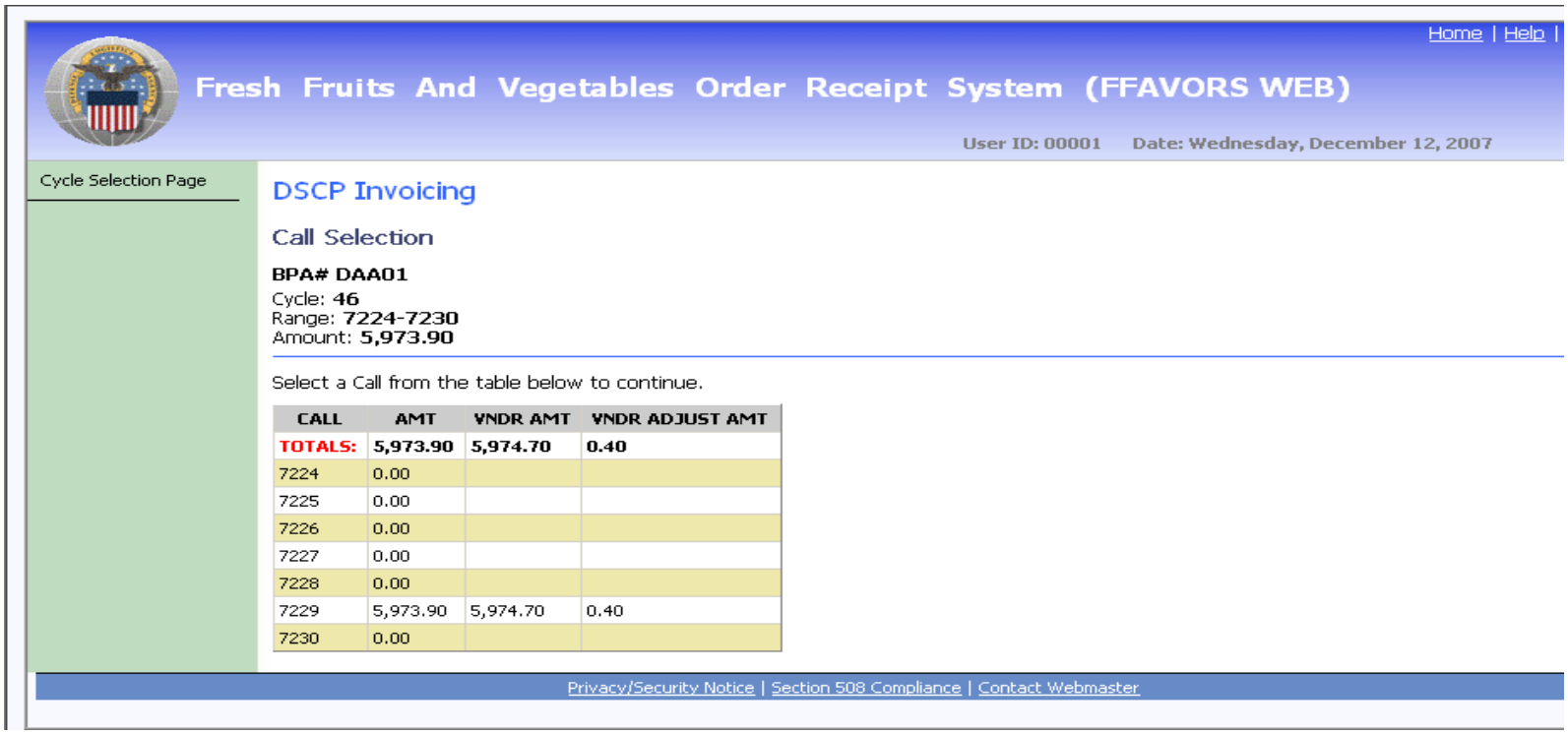
- The first choice in the invoicing process is the selection of which of your Contract's/PIIN's you wish to invoice
- (you will only see your Contract's/PIIN's on this screen)
- Click on the Contract/PIIN and you will be guided to the Cycle Selection screen for that Contract/PIIN





- Color coded circles show the invoicing status of each cycle
  - "RED" mean that the cycle is NOT eligible for invoicing at this time.(Cycles will not be eligible for invoicing until the Wednesday following the end of the cycle period. This is to give the DSO time to record receipt information
  - "GREEN" means the cycle can be invoiced using the WEB Site
  - "YELLOW" means that the invoice has been invoiced during the current session

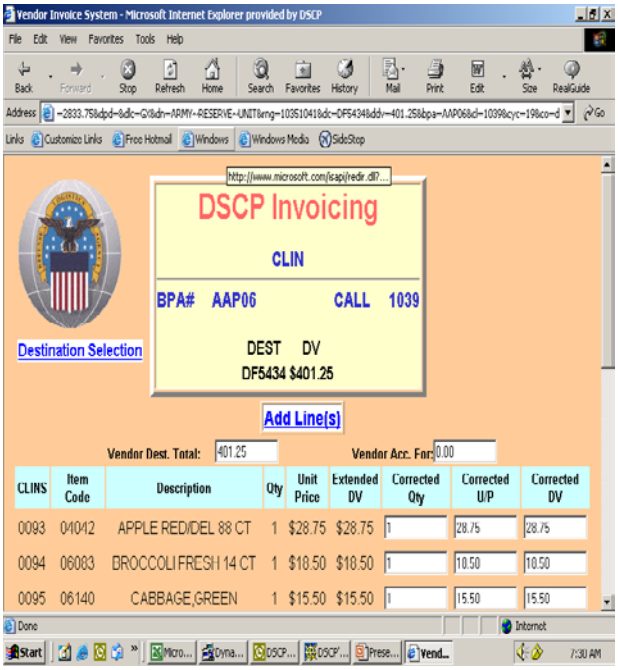
- If your agreed that the Dollar amount shown in the"Vendor Dollar Value" column is correct **you may invoice by inserting your invoice number in the space provided** and click the CYCLE on this screen and the Cycle will be invoiced at once



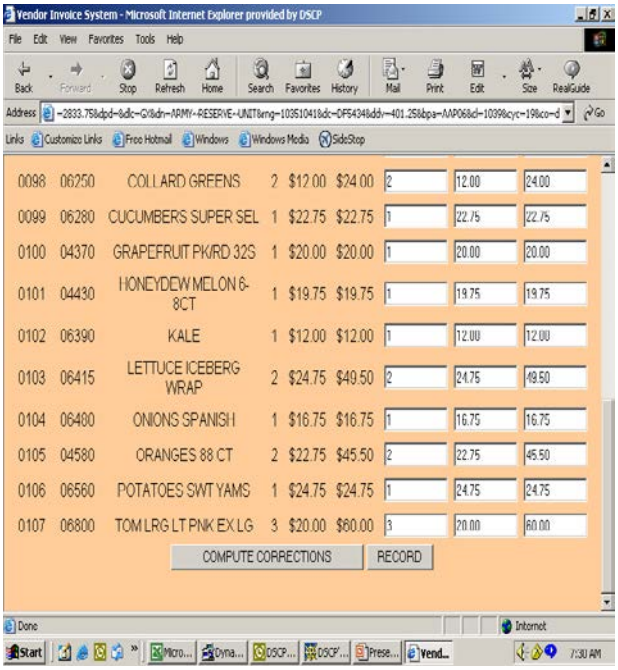
- This screen shows the CALLS that make up the CYCLE you selected on the preceding screen
- From this screen click on the CALL you wish to adjust and you will be shown the details of that CALL

- You can return to the Cycle screen(previous screen) by clicking the "CYCLE SELECTION PAGE" button

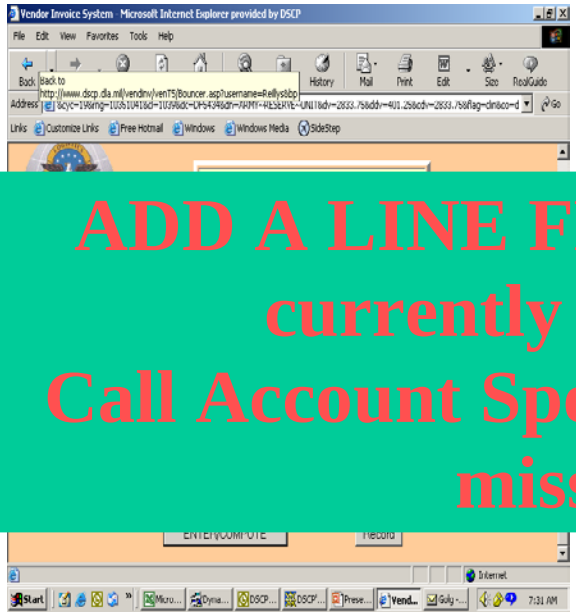
- This screen shows each DESTINATION for the CALL you selected on the prior screen.
- Click on any DESTINATION for which you wish to invoice for an amount other then what is shown on the DV(Dollar Value) Column
- You can add a missing destination to this CALL by contacting your Account Specialist.
- You can return to the CALL by selecting the CALL SELECTION PAGE button



- This screen shows the individual lines of CYCLE,CALL, DEST selected in preceding screens
- Vendor can make changes and add LINES as needed
- Vendor changes are e-mailed to the DLA Troop Support Account



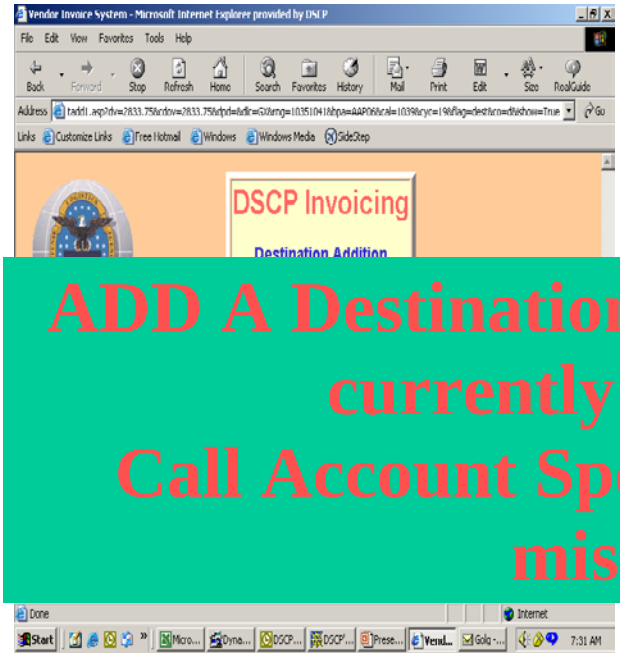
- Once vendor has made changes click on **Compute Corrections** to update screen.
- When the vendor is satisfied click **RECORD** to update file.
- The DLA Troop Support Account Specialist will research vendors changes.



- This page shows screen that is used if the ADD LINE

ADD A LINE FEATURE is not currently available.
Call Account Specialist if a line is missing

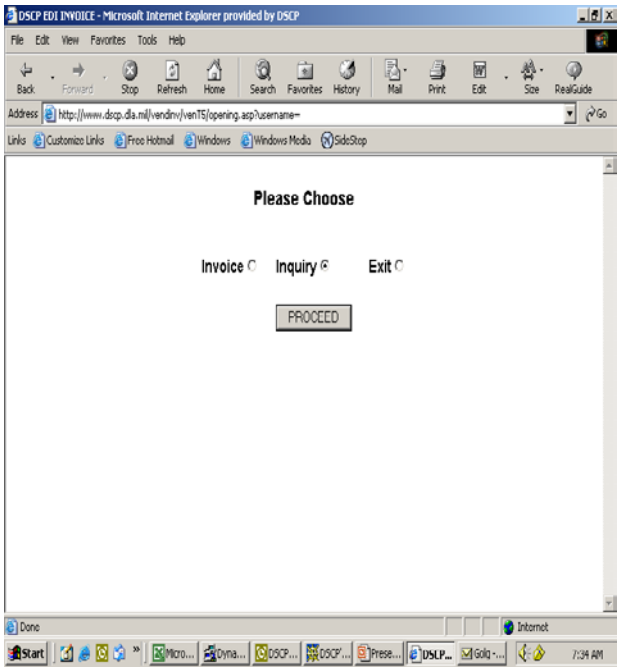
was delivered



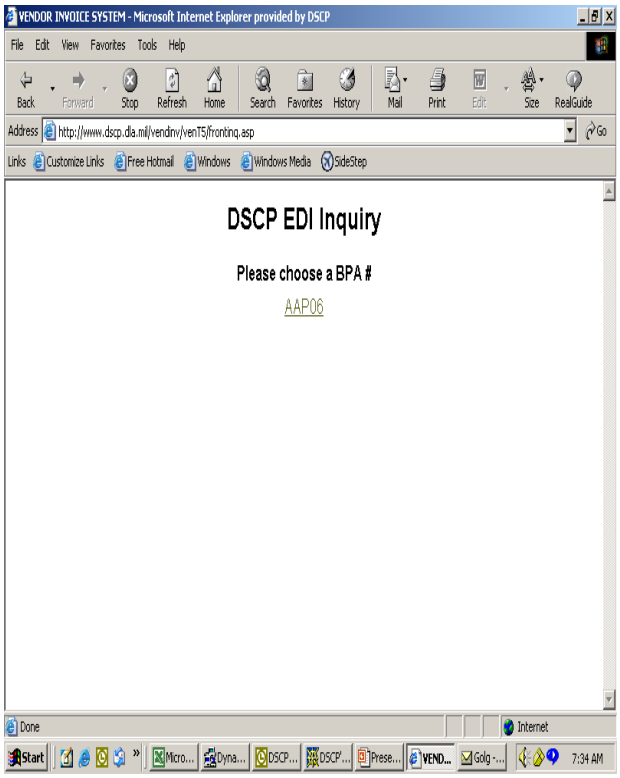
- This page shows screen that is used if ADD A DESTINATION

ADD A Destination FEATURE is not currently available.
Call Account Specialist if a line is missing

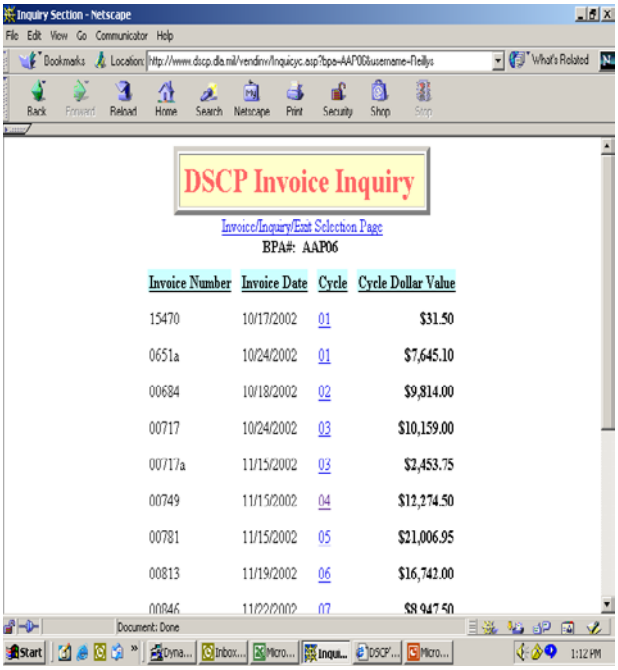
- After the vendor has made all changes to the CYCLE on this WEB site, an E-mail will be sent to the DLA Troop Support Account Specialist asking them to research the VENDOR'S changes.
- The Vendor may still bill for the disputed item,although payment may be delayed or denied.



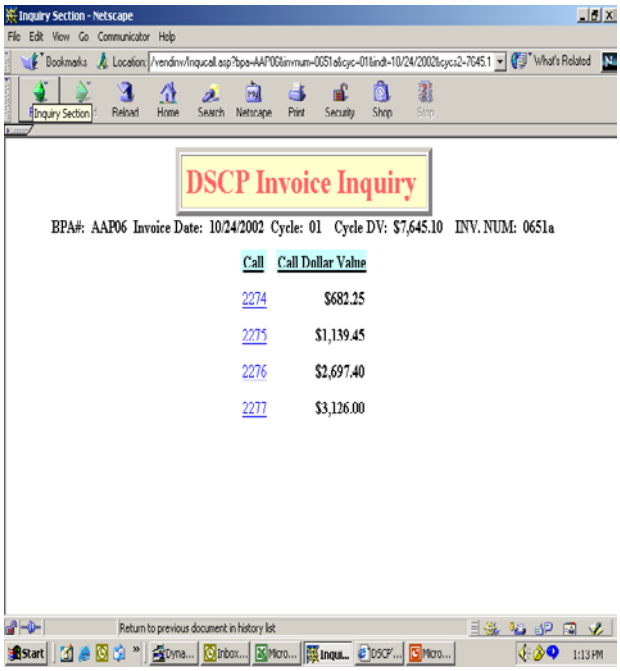
- The Inquiry portion of the WEB site will allow vendors to view previously invoiced CYCLES for a period of Forty days.
- It is recommended the each vendor retain a printed copy of each invoice for their records, since after 40 days the



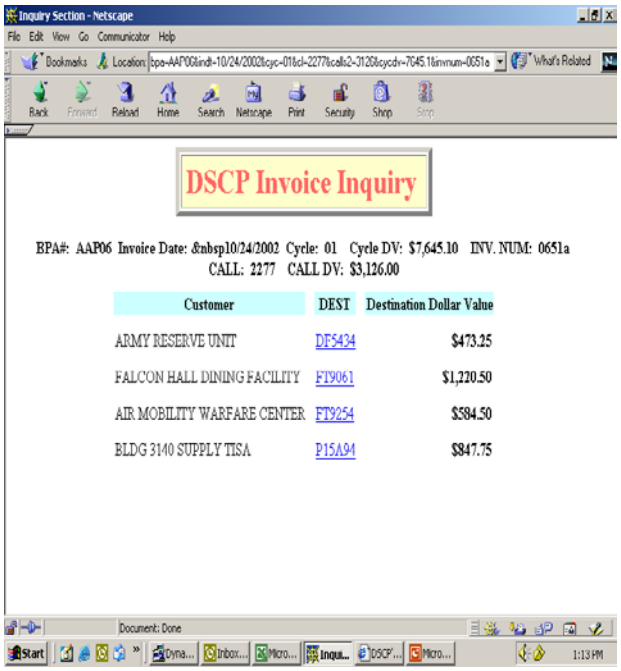
- The inquiry process functions using similar screens to the invoice process.
- It is a “read only” process which shows invoiced cycles and can NOT be changed.
- Click on the PIIN to see invoices submitted



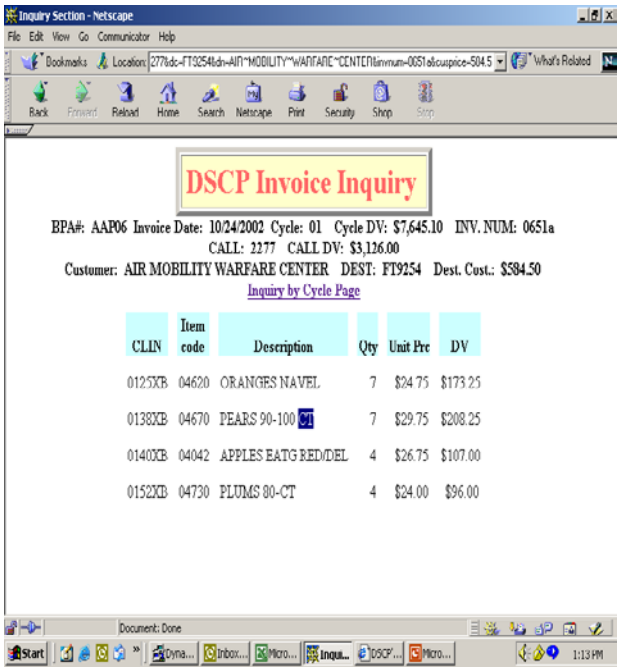
- This Screen shows submitted invoices
- Click on the Cycle # to see more detail.
- You will be shown the CALLS included in that CYCLE



- This screen shows all CALLs invoiced on the CYCLE
- Click on the CALL and you will see the DESTINATIONs included in that CALL



- To see individual items just Click on the DESTINATION
- You will be taken to a page containing the items invoiced for the DESTINATION



- This screen concludes our demonstration of the Features of the PRODUCE WEB invoicing system
- It shows detail CLINs invoiced for the selected CYCLE, CALL, and DESTINATION