



# **STORES Vendor Session**

Staying Informed



# Agenda

- Catalog process
- Catalog elements
- Catalog standardization and rework
- Fill Rate
- Reconciliation
- STORES Catalog (the program)



# STORES Catalog Process



# Steps in STORES Catalog Process

Step	Description	Timing (based on Philadelphia time)
1	Catalog update submitted via 832 or on-line from vendor	Tuesday thru Thursday
2	Catalog placed in "temp" database table by system	When vendor submits
3	Catalog reviewed by Subsistence	When vendor submits
4	Subsistence contacts vendor if any discrepancies are found	After review in step 3
5	Database update process occurs	Sunday, 12:01 AM
6	Catalog is moved to "active" database table and to STORES Web	After Sunday, 12:01 AM run
7	Customer logs on STORES and sees updated catalog	Once step 6 is complete

Note: Steps 1-4 will be repeated until catalog is correct



# STORES Catalog Elements



# New Elements

Element		Description
Minimum order quantity	O	Minimum quantity of stock number that should be ordered by customer
Required lead time	O	Number of days in advance item should be ordered
MPA purchase date	C	Date product was purchased by vendor



# Recent “Mandatory” Elements

Element		Description
DSCP Standard Acceptance	M	Vendor indicator to accept DLA standards set for stock number
Foreign source	M	Y or N whether an item is coming from a non-US source
DSCP Unique	M	Y or N if item is being stocked for DLA only
Catch weight multiple	C	Number of units (in LBs) that must be ordered to purchase 1 case of product



# Recent Optional Elements

Element		Description
Special ordering instructions	O	Special ordering information about an item (example: additional lead time) Note: has become more important because of standardized item descriptions
Vendor SKU	O	SKU number of item (if applicable)
Shelf Life and Shelf Life Unit	O	Shelf life of item "MO" = Month; "DY" = Day



# Pricing and Distribution Fees

Element		Description
Vendor price	M	Weekly price of item per UoM (incl. distribution fee) Note: Allowances already removed from this price
Product price	M	Vendor price minus distribution fee
Distribution fee for UoM	M	Dollar amount for distribution fee per vendor Unit of Measure
Distribution fee category code	M	4 Character code designating distribution fee category



# Allowances

Element		Description
NAPA Allowance	C	Dollar amount of NAPA allowance per Unit of Measure
Food Show Allowance	C	Dollar amount of Food Show allowance per Unit of Measure
Promotional Allowance	C	Dollar amount of Promotional allowance per Unit of Measure



# Weight and Volume of Case

Element		Description
Gross Weight	M	Number of weight within case.
Gross Weight Measure	M	Measure for weight within case.
Gross Volume	M	Number of volume units within case.
Gross Volume Unit	M	Unit of volume in which gross volume is expressed.



# Tare Weight

Element		Description
Tare weight value	C	Numeric value for weight of packaging around product
Tare weight unit of measure	C	Unit of measure by which above is measured (examples: LB, KG, ...)

- T = Total weight of packaging
- ZAL = Weight of aluminum packaging
- ZSN = Weight of tin packaging
- ZFL = Weight of paper and cardboard packaging
- VIN = Weight of plastic packaging
- ZZZ = Weight of glass packaging



# Units within the Case

Element		Description
Units per purchase pack	M	Number of Intermediate units within vendor Unit of Measure <b>24</b> – 12 OZ CN
Package size	M	Number of measures in intermediate package. Example: <b>12</b> OZ CN
Package Unit of Measure	M	How intermediate package is measured. Example: 12 <b>OZ</b> CN
Packaging code	M	How intermediate unit is packaged. Example: 12 OZ <b>CN</b>



# Catalog Standardization and Rework



# Catalog Standardization

- What it is... an effort by Subsistence to standardize STORES catalog items at the package and case levels
- Objective... to reduce EBS billing and payment issues
- 2 levels of standardization
  - Package size
  - PRF level
- Impacts both EDI and Non-EDI



# How It Works

- Catalog team sets standard
- Vendor and DLA TVLS work re-catalog advice tool
- Vendor and TVLS inform customer of changes
- Vendor submits catalog adhering to standard
- Vendor "locks" catalog item
- Vendor must adhere to standard or weekly update will not process



# What is "Locking"?

- Vendor submits "Y" in 832 for DSCP standard acceptance or selects on-line
- Vendor agrees with item description
- Item will be locked if submission matches
- Next update must match or update will not process

Unit level	PRF
Package size	Vendor Unit of Measure
Package Unit of Measure	Ratio numerator and denominator
Packaging Code	Units per Purchase Pack



# Fill Rate



# Fill Rate Overview

- Why?
  - A required contract metric
- How often?
  - Weekly and monthly
- What?
  - Vendor's Weekly Fill Rate Report
  - Vendor's Monthly Fill Rate Report
  - Vendor Fill Rate Exception Spreadsheet
- Performance Goal
  - 98.5%



# Vendor's Report

- Pre-defined format
- Fill rate based on case
- Weekly and monthly reports to be submitted
- Date range of report to be based on the customer's Required Delivery date (RDD)
- Report to be grouped by Contract, 6-position DoDAAC, PO No.
- Fill rate calculation:  $(\text{Total \# accepted cases} / \text{Total \# Ordered cases}) * 100$
- No credit will be credited for more than 100%



# Non-catch vs. Catch Weight Fill Rates

- Non-catch weight fill rate easier to determine
- Catch weight fill rates
- Customers do not receipt based on cases
- DLA Troop Support will use the catch weight multiple the vendor has submitted to calculate cases ordered and cases receipted
- If the LBs receipted = 50% or more of the Catch Weight Multiple, a full case is considered delivered



# Non-catch vs. Catch Weight Fill Rates

## Example 1

- Customer orders 80 LBs of product A
- Vendor delivers 78 LBs
- Catch weight multiple = 10
- DLA calculates 8 Cases ordered, 8 Cases receipted (i.e. 7 cases at 10 LBs, 1 case because 8 LBs is greater than 50% of 10 for the catch weight multiple)
- Fill rate for that line = 100%



# Non-catch vs. Catch Weight Fill Rates

## Example 2

- Customer orders 80 LBs of product A
- Vendor delivers 74 LBs
- Catch weight multiple = 10
- DLA calculates 8 Cases ordered, 7 Cases receipted (i.e. 7 cases at 10 LBs, 0 case because 4 LBs is less than 50% of 10 for the catch weight multiple)
- Fill rate for that line =  $7 / 8$  or 87.5%



# Customer Short Shipment Reason Codes

Description	Fill Rate Is Adjusted?
Vendor not in stock or short shipped	No
Customer decreased quantity or canceled	Yes
Canceled due to operational schedule change	Yes
Insufficient lead time	Yes
Rejected due to quality issues	No
Other – Vendor’s responsibility	No
Other – Customer’s responsibility	Yes



# Vendor Short Shipment Reason Codes

Description	Fill Rate Is Adjusted?
Monthly item demand exceeds average demand by > 250%, >300%, >400% (OCONUS only)	Yes, if DLA approved
Newly cataloged item (insufficient time for vendor to capture demand history)	Yes, if DLA approved
Low shelf life. Frequent restocking required.	Yes, if DLA approved
Pre-deliver (Customer canceled without using STORES)	Yes, if DLA approved
Customer based order quantity on the incorrect unit of issue	Yes, if DLA approved
Customer did not provide sufficient ordering lead time (i.e. special order item)	Yes, if DLA approved
Item being phased out	Yes, if DLA approved



# Vendor Short Shipment Reason Codes

Description	Fill Rate Is Adjusted?
Catch weight adjustment	Yes, if actual case weight is 50% or more of the catch weight multiple
Product recalled	Yes, if DLA approved
Other (Vendor to provide specific explanation)	Yes, if DLA approved



# Fill Rate Report Comparisons & Reconciliations

- DLA Troop Support will review and resolve any discrepancies between the customer and vendor entered short shipment codes
- Initially customer entered reasons will take precedence
- The better the documentation the vendor can provide to prove their reasons are accurate the more likely DLA will approve that reason



A STORES Vendor page header will look like one of the following...



Philadelphia Date/Time: Monday, March 28, 2011 7:49PM UNCLASSIFIED SENSITIVE

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

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[Create Baseline Catalog](#) | [View/Modify Baseline Catalog](#) | [View/Set Baseline Catalog Status](#) | [Submit Baseline Catalog\(s\)](#)



# Invoice Reconciliation



# Functionality

- Mismatched lines
- Receipts without invoices
- Invoices without receipts
- Invoice creation from order for non-EDI vendor



## STORES Reconciliation Tool

### Broadcast Messages

Welcome to the new RECON application!!!

### Counts

[54](#) Mismatched Invoices

[188](#) Receipts Without Invoices

[35](#) Invoices Without Receipts



### Mismatched Invoice Headers Summary

- All Contracts ▲
- SPM30008D3239 ▢
- SPM30008D3240 ▢
- SPM30008D3241 ▼

Select Contracts

<u>Contract #</u>	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Call #</u>	<u>PO</u>	<u>Receipt Received Date</u>	<u>Inv Ct</u>	<u>Invoice Amount</u>	<u>Rec Ct</u>	<u>Receipt Amount</u>	<u>Remarks</u>	<u>Action</u>
SPM30008D3239	<a href="#">655572</a>	05/22/2008	130T	N6874781300006	06/15/2008	22	\$24,096.98	23	\$23,833.64		No Change ▼
SPM30008D3239	<a href="#">674813</a>	06/10/2008	151L	N6273581510579	06/05/2008	1	\$879.66	1	\$933.96	Update Pending	No Change ▼
SPM30008D3239	<a href="#">674839</a>	06/10/2008	146T	W91BUP81460086	06/13/2008	1	\$48.30	1	\$3.22		No Change ▼
SPM30008D3239	<a href="#">676057</a>	06/12/2008	1559	R2169281550394	06/09/2008	1	\$315.12	6	\$0.00		No Change ▼
SPM30008D3239	<a href="#">676068</a>	06/12/2008	154C	FT954481540566	06/15/2008	1	\$92.40	3	\$173.94	Update Pending	No Change ▼
SPM30008D3239	<a href="#">676097</a>	06/12/2008	157K	N6250781571511	06/16/2008	3	\$1,597.80	3	\$1,506.00		No Change ▼
SPM30008D3239	<a href="#">676128</a>	06/15/2008	160L	N6273581600581	06/12/2008	1	\$139.10	1	\$133.75		No Change ▼
SPM30008D3239	<a href="#">677000</a>	06/16/2008	161N	R2195681610242	06/12/2008	2	\$806.88	2	\$947.20		No Change ▼
SPM30008D3239	<a href="#">677004</a>	06/16/2008	160A	FT917781602474	06/13/2008	1	\$48.72	2	\$36.62		No Change ▼
SPM30008D3240	<a href="#">658528</a>	06/02/2008	148A	R2120081480370	05/30/2008	1	\$552.00	10	\$0.00		No Change ▼



### Mismatched Invoice Details

Purchase Order #: M9401481611739

<b>Contract Number</b>	SPM30007DW239	<b>Call Number</b>	161A
<b>Shipto DoDAAC</b>	M94014	<b>Shipto Name</b>	BFS MESSHALL #13100 (B)
<b>Invoice Number</b>	147302	<b>Invoice Date</b>	06/14/2008

	CLIN	Stock Number	Qty	Price	Extended Price	Exceptions	Remarks	Action
Invoice Receipt	0003	892001E113380	5	\$2.10	\$10.50	CLIN	Update Pending	No Change <input type="button" value="v"/>
	0300	892001E113380	6	\$2.10	\$12.60			

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Submit Changes

Reset

Return to Summary



### Receipts Without Invoices Summary

<u>PO</u>	<u>Call #</u>	<u>Contract #</u>	<u>Date Receipt Received</u>	<u>\$ Amount</u>	<u># of Clins</u>
<a href="#">FT520981610416</a>	161X	SPM30008D3239	06/16/2008	\$1,069.06	19
<a href="#">FT520981610418</a>	161X	SPM30008D3239	06/16/2008	\$113.58	2
<a href="#">FT917781642479</a>	164A	SPM30008D3239	06/17/2008	\$5,424.41	78
<a href="#">FT917881620448</a>	162A	SPM30008D3239	06/17/2008	\$2,143.74	35
<a href="#">FT921481633734</a>	163D	SPM30008D3239	06/16/2008	\$3,616.14	50
<a href="#">FT921481633735</a>	163D	SPM30008D3239	06/16/2008	\$64.68	2
<a href="#">M6261381632700</a>	163F	SPM30008D3239	06/16/2008	\$3,635.18	48
<a href="#">M6261381632701</a>	163F	SPM30008D3239	06/16/2008	\$3,387.91	54
<a href="#">M6261381632704</a>	163F	SPM30008D3239	06/17/2008	\$606.34	8
<a href="#">M6261381632707</a>	163F	SPM30008D3239	06/17/2008	\$397.84	8

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## Receipts Without Invoices Detail

<b>Contract Number</b>	SPM30008D3239	<b>Call Number</b>	161X
<b>Purchase Order Number</b>	FT520981610416	<b>Date Receipt Received</b>	06/16/2008
<b>DoDAAC</b>	FT5209	<b>Shipto Name</b>	

<u>Clin</u>	<u>Vendor Qty</u>	<u>Unit Price</u>	<u>Extended Price</u>	<u>Stock Number</u>
0001	1	\$28.90	\$28.90	892001E297709
0019	2	\$48.41	\$96.82	892001E096676
0003	1	\$43.80	\$43.80	8950013840706
0004	1	\$39.16	\$39.16	892001E291607
0005	1	\$52.62	\$52.62	893501E297758
0006	6	\$7.47	\$44.82	891001E296275
0007	1	\$7.83	\$7.83	891001E296273
0008	2	\$31.23	\$62.46	891001E360231
0009	1	\$8.43	\$8.43	891001E296276
0010	1	\$52.68	\$52.68	891001E298194

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[Return to Summary](#)



### Invoices Without Receipts Summary

Contract #	Invoice #	Invoice Date	Call #	PO	Remarks	Action
SPM30008D3239	<a href="#">677009</a>	06/16/2008	154C	FT954581542903		No Change <input type="button" value="v"/>
SPM30008D3239	<a href="#">677010</a>	06/16/2008	162C	FT956481620213		No Change <input type="button" value="v"/>
SPM30008D3239	<a href="#">677011</a>	06/16/2008	160E	FT990581600404		No Change <input type="button" value="v"/>
SPM30008D3239	<a href="#">677012</a>	06/16/2008	162T	W91BUR81620603		No Change <input type="button" value="v"/>
SPM30008D3239	<a href="#">677016</a>	06/16/2008	1602	N4366681600851		No Change <input type="button" value="v"/>
SPM30008D3239	<a href="#">677017</a>	06/16/2008	1602	N4366681600852		No Change <input type="button" value="v"/>
SPM30008D3239	<a href="#">677018</a>	06/16/2008	1234	N4366681620853		No Change <input type="button" value="v"/>
SPM30008D3239	<a href="#">677019</a>	06/16/2008	1632	N4366681630854		No Change <input type="button" value="v"/>
SPM30008D3239	<a href="#">677023</a>	06/16/2008	159M	FF520981590595		No Change <input type="button" value="v"/>
SPM30008D3239	<a href="#">677024</a>	06/16/2008	162Y	N6595181620064		No Change <input type="button" value="v"/>

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Submit Changes

Reset



### Invoice Without Receipt Detail

Purchase Order #: FT954581542903

<b>Contract Number</b>	SPM30008D3239	<b>Call Number</b>	154C
<b>DoDAAC</b>	FT9545	<b>Shipto Name</b>	YUME CHILD (WESTSIDE)YOKOTA, AB
<b>Invoice Number</b>	677009	<b>Invoice Date</b>	06/16/2008

CLIII	Stock Number	Quantity	Price	Extended Price	Exceptions	Remarks	Action
0059	891501E297989	1	\$37.44	\$37.44	No receipt line		No Change ▾
0060	891001E296486	7	\$25.88	\$181.16	No receipt line		No Change ▾
0061	891001E296484	6	\$26.58	\$159.48	No receipt line		No Change ▾
0062	892001E296899	1	\$28.68	\$28.68	No receipt line		No Change ▾

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Submit Changes

Reset

Return to Summary



### Create Invoices Summary

- All Contracts ▲
- SPM30007DW239
- SPM30008D3239
- SPM30008D3240 ▼

Select Contracts

Contract #	PO	Call #	Date Receipt Received	\$ Amount	# of Clins	Invoice #	Submit
SPM30007DW239	<a href="#">M9400381561572</a>	156A	06/10/2008	\$0.00	9		✓
SPM30007DW239	<a href="#">M9400381621582</a>	162A	06/17/2008	\$459.03	10		✓
SPM30007DW239	<a href="#">M9400481631834</a>	163A	06/17/2008	\$461.34	9		✓
SPM30007DW239	<a href="#">M9400581631686</a>	163A	06/17/2008	\$620.56	6		✓
SPM30007DW239	<a href="#">M9400581651695</a>	165A	06/17/2008	\$405.84	5		✓
SPM30007DW239	<a href="#">M9400681623094</a>	162A	06/17/2008	\$125.00	8		✓
SPM30007DW239	<a href="#">M9400681643104</a>	164A	06/17/2008	\$50.00	1		✓
SPM30007DW239	<a href="#">M9400681653109</a>	165A	06/17/2008	\$75.00	1		✓
SPM30007DW239	<a href="#">M9400881621102</a>	162A	06/17/2008	\$74.28	7		✓
SPM30007DW239	<a href="#">M9400981571872</a>	157A	06/12/2008	\$0.00	2		✓

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Reset



### Create Invoices Details

Purchase Order #: M9400381561572

Contract Number	SPM30007DW239	RDD	01/01/11
Call Number	156A	Received Date	01/01/11
Order Total	\$1,000,000	Invoice Total	\$1,000,000

	CLIN	Stock Number	Qty	Price	Extended Price	Action
Invoice Order	0002	890501E298011	40 40	\$5.44 \$5.44	\$217.60 \$217.60	No Change <input type="button" value="v"/>
Invoice Order	0004	890501E194510	150 150	\$4.35 \$4.35	\$652.50 \$652.50	No Change <input type="button" value="v"/>
Invoice Order	0008	890501E297776	200 200	\$4.44 \$4.44	\$888.00 \$888.00	No Change <input type="button" value="v"/>
Invoice Order	0010	890501E195716	200 200	\$11.09 \$11.09	\$2,218.00 \$2,218.00	No Change <input type="button" value="v"/>
Invoice Order	0011	890501E090810	350 350	\$10.02 \$10.02	\$3,507.00 \$3,507.00	No Change <input type="button" value="v"/>
Invoice Order	0012	890501E198408	200 200	\$8.84 \$8.84	\$1,768.00 \$1,768.00	No Change <input type="button" value="v"/>
Invoice Order	0013	890501E192660	200 200	\$8.40 \$8.40	\$1,680.00 \$1,680.00	No Change <input type="button" value="v"/>
Invoice Order	0014	890501E190185	300 300	\$12.20 \$12.20	\$3,660.00 \$3,660.00	No Change <input type="button" value="v"/>
Invoice Order	0017	890501E090100	200 200	\$5.08 \$5.08	\$1,016.00 \$1,016.00	No Change <input type="button" value="v"/>
Invoice Order	0018	890501E092698	200 200	\$4.44 \$4.44	\$888.00 \$888.00	No Change <input type="button" value="v"/>



## STORES Reconciliation Tool

### Broadcast Messages

Welcome to the new RECON application!!!

### Counts

[54](#) Mismatched Invoices

[188](#) Receipts Without Invoices

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# STORES Catalog Program



# Functionality

- EDI
  - Creation of data used in initial vendor catalog
  - Verification of catalog updates
  - Reports
- Non-EDI
  - Creation of initial catalog
  - Editing of production catalog
  - Reports

Note: Changes made to production take effect during next catalog run (either Sunday morning or via a special request)



# Important Points

- UoM receipting - denial of partial cases
- Certificate access
- Can be used for both EDI and non-EDI
- Future changes
  - EDI and Non-EDI reconciliation combined (Oct 2011)
  - Single sign on for STORES Catalog and Reconciliation



# Summary

- Catalog process
- Catalog elements
- Catalog standardization and rework
- Fill Rate
- Reconciliation
- STORES Catalog (the program)

# DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

