



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

STORES Reconciliation Tool

Guide for Reconciliation EDI Vendor Users

Release Date: **September 2019**

DLA Troop Support – Philadelphia

Defense Logistics Agency

United States Department of Defense

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NOTICE

Graphics

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

Assumptions

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

What's New?

As of December 2015:

- The following changes to STORES Help Desk window and Customer Assistance section have been implemented:
 - OCONUS Europe has been changed to DSN: 314.581.2203.
 - References to "Outside" and "Inside" Europe have been removed.
 - Number formatting changes have been applied.
 - International dialing prefixes have been removed.
 -
- As of October 2018
 - The **Help Desk** window has been updated with new OCONUS Europe contact information.

Troubleshooting

1. Compatibility

Depending on your particular IE browser settings, some windows may not display correctly (text may overlap), as shown below under 'Contract Information':



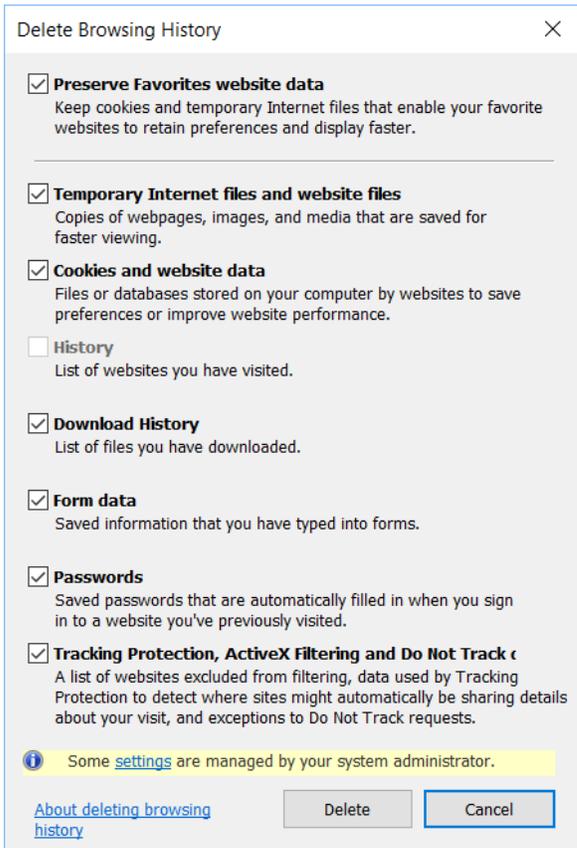
This may indicate a possible compatibility view problem. To correct, click the Compatibility View icon at the top of your IE browser:



If the problem was due to a compatibility issue, this should have solved your problem. If the issue persists, contact the STORES Help Desk.

2. Crystal Reports

In order to have a clean browser history for the reports returning results using Crystal Reports, users should delete browsing history from Internet Explorer. The user selects Tools (Sprocket Icon ) followed by Internet Options and on the General Tab select the Delete button under Browsing History. A Delete Browsing History pop up will be presented with a 'Delete' button to select. Once selected the pop up will close, select OK on the Internet Options pop up, then close the browser. Once the user reopens the browser and returns to STORES they should be able to export the report results. In the event problems persist, the user may also select the keyboard combination of "Control + F5" the browser will refresh and the issue with exporting results will be resolved.



Customer Assistance

STORES Help Desk

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

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

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

[Close Window](#)



CHAPTER 1 – STORES RECONCILIATION VENDOR USER BASICS

1 – Logging On to STORES Web

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

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

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

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Terms of Use

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

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

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

I Accept These Terms

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

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Subsistence Total Order and Receipt Electronic System (STORES)

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

1 User ID:

2 Certificate Log On Non-Certificate Log On 3

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

Need certificate info? [Certificate FAQ \(PDF\)](#) [Certificate FAQ \(Word\)](#) 6

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

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

7 9 8

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

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

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

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

1.1 – Path 1: Non-Certificate Log On

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

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



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



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



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



IMPORTANT NOTE

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

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

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

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

IMPORTANT NOTE

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

Create an association by following the steps outlined below:

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



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



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



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

Digital Certificate Buttons:

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

IMPORTANT NOTES

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

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



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

Create Digital ID Association

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

Digital ID on chosen Certificate:	CN=Army-Man.Ace.Aaron.III.9000001123, OU=USA, OU=PKI, OU=DoD, O=U.S. Government, C=US
--	---

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

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

Confirmation

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

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

NOTES -

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

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

1.3 – Path 3: Certificate Log On

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

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

IMPORTANT NOTE

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

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



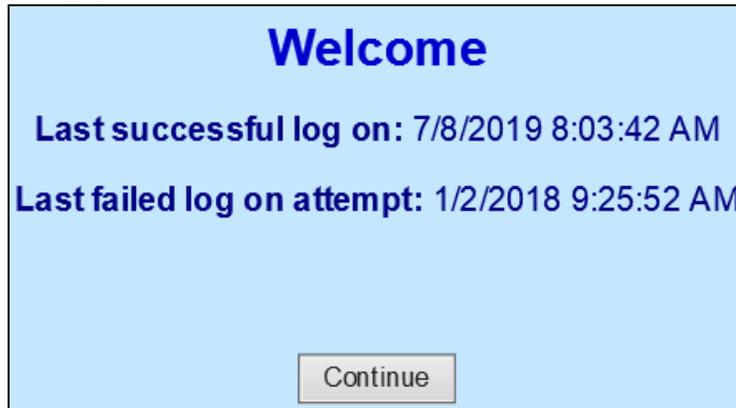
2. Read the terms of use and click on the 'I Accept These Terms' button to display the log-on screen.



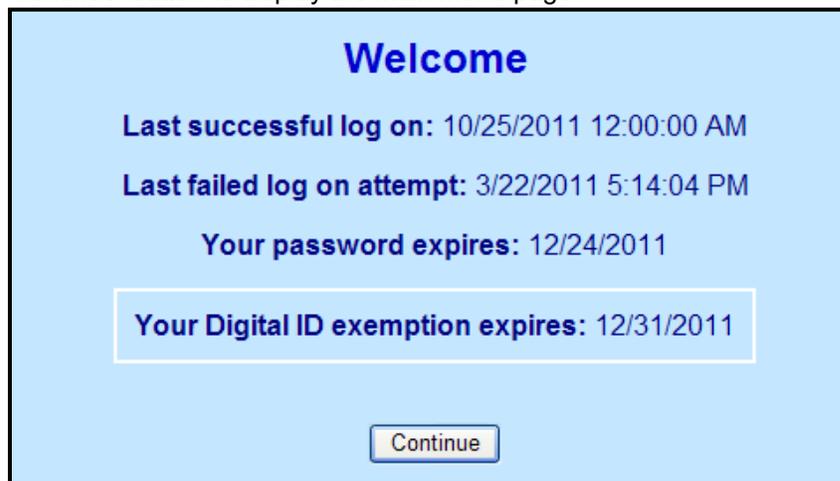
3. Enter the user ID in the appropriate field and click on the 'Certificate Log On' button to display the 'Choose a Digital Certificate' dialog box.



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



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



IMPORTANT NOTE

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

2 – Requesting a New Account

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

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

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Terms of Use

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

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

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To learn who to contact to obtain a DoD-approved certificate, go to https://www.transactionservices.dla.mil/daashome/pki_contacts.asp

User ID:

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

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

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

Account Requirements
New Account Request

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

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

Requirements:

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

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

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

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

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

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

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

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

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

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

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

Philadelphia Date/Time: 5/30/2012 8:53:37 AM

[DLA HOME](#)

New Account Request Form

* Request Type: (Choose One) None [v] [?]

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

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

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

New Account Request Verification

Verify that the information entered below is accurate before submitting.

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

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

Confirmation

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

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

[Exit](#)

[TOP OF PAGE](#)

[DLA HOME](#)

3 – Resetting a Password

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

IMPORTANT NOTES

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

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

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

User ID:

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

Enter Password

User ID:

Password:

Forgot your password? [Click Here](#)

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

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

[DLA HOME](#)

Reset Password Request

User ID:

Last Name:

[DLA HOME](#)

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

Confirmation

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

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

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

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

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

Account Activation

User ID:

Last Name:

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

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

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

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

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

4 – Requesting Re-Activation

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

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

IMPORTANT NOTE

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

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

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

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

5 – Password Expiration Notification

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



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

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

IMPORTANT NOTE

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

6 – Logging Off of STORES Web

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



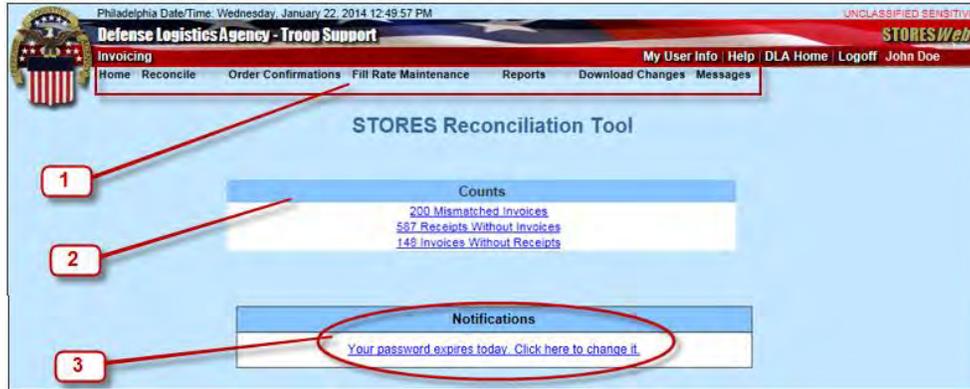
A message displays: Logged Off and You have logged out of the STORES Web Application.



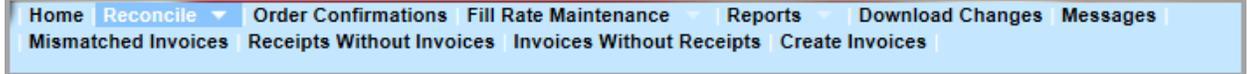


CHAPTER 2 – THE STORES RECONCILIATION TOOL HOME PAGE

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



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



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



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

1 – Reconciling EDI Records

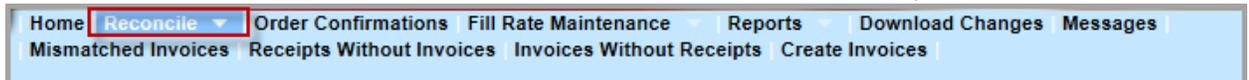
Several operations may be performed to reconcile receipts and invoices using the instructions in this chapter.

1.1 – Mismatched Invoices

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

Follow the steps outlined below to display Mismatched invoices:

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



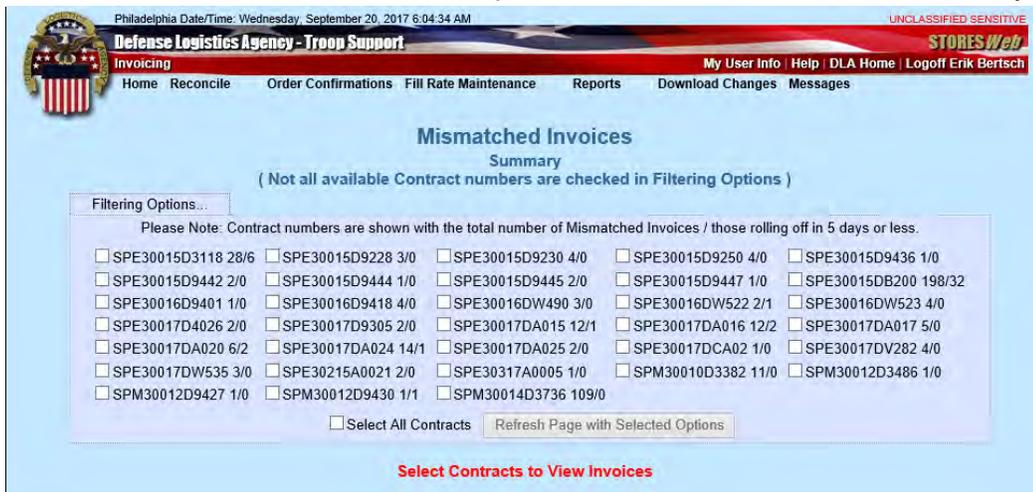
OR -

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



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

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



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

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

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

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

Home Reconcile Order Confirmations Fill Rate Maintenance Reports Download Changes Messages

Mismatched Invoices

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

Filtering Options...

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

Page 1 of 1 | Rows 1 - 4 |

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

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

Page 1 of 1 | Rows 1 - 4 |

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

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

Page 1 of 1 | Rows 1 - 4 |

5 Update the invoice information for the following fields only:

- CLIN
- Stock Number
- Quantity
- Price

Mismatched Invoice
Details - Purchase Order #: FT914971943858

Contract Number	SPE30016D9418	ShipTo DoDAAC	FT9149
Invoice Number	81664557	ShipTo Name	LITTLE ROCK AFB, AR
Ordering Point	FT9149	Invoice Date	07/19/2017
		Ordering Point Name	LITTLE ROCK AFB, AR

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

Page 1 of 1 | Records 1 - 1 |

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

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

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

Mismatched Invoice
Details - Purchase Order #: FT914971943858

Rows Updated Successfully.

Contract Number	SPE30016D9418	ShipTo DoDAAC	FT9149
Invoice Number	81664557	ShipTo Name	LITTLE ROCK AFB, AR
Ordering Point	FT9149	Invoice Date	07/19/2017
		Ordering Point Name	LITTLE ROCK AFB, AR

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

Page 1 of 1 | Records 1 - 1 |

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

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

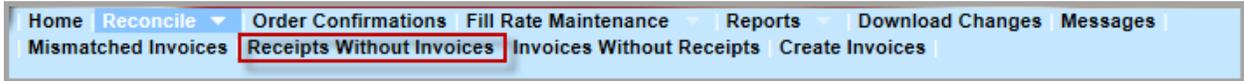
Page 1 of 1 | Rows 1 - 4 |

1.2 – Receipts Without Invoices

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

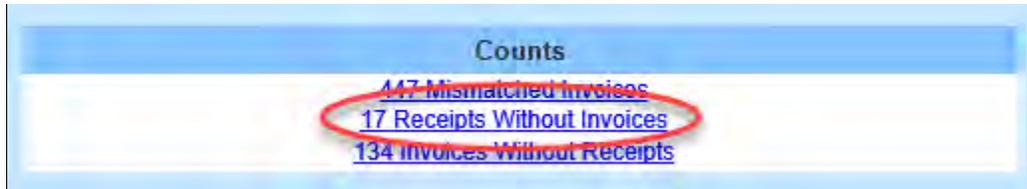
Follow the steps outlined below to display the Receipts Without Invoices:

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



OR -

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



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



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



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

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

Page 1 of 1 | Rows 1 - 5 |

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

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

Page 1 of 1 | Rows 1 - 5 |

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

Receipt Without Invoice
Details

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

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

Page 1 of 1 | Records 1 - 2 |

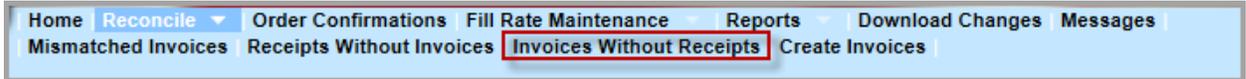
- 6 Click on the 'Return to Summary' button to bring back the 'Receipts Without Invoices – Summary' page.

1.3 – Invoices Without Receipts

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

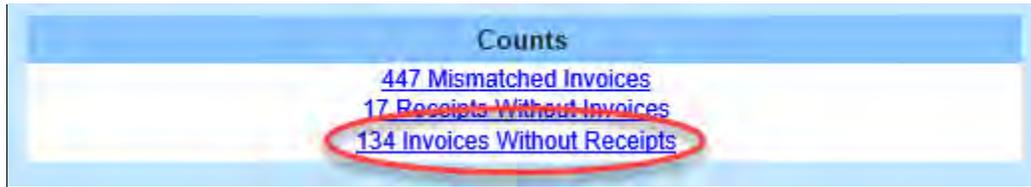
Follow the steps outlined below to display the Invoices Without Receipts.

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

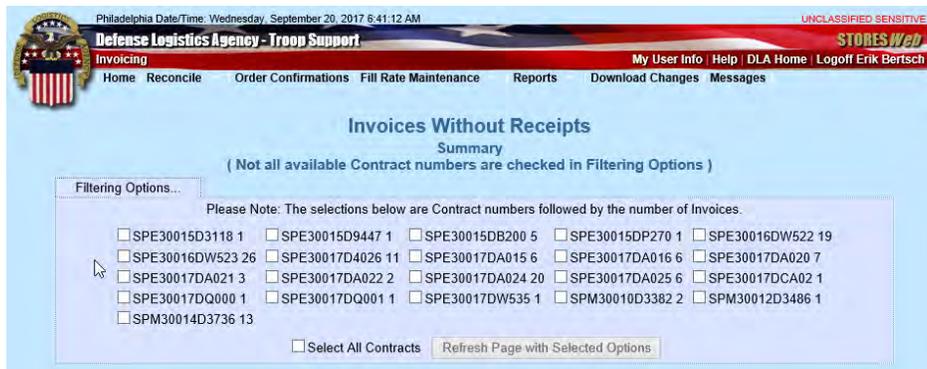


OR -

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



The 'Invoices Without Receipts – Summary' page appears.



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

Contract Number	Invoice Number	Invoice Received Date	Purchase Order Number	Ordering Point	Invoice Amount	Remarks	Action
SPM30014D3736	PVK15715	07/25/2017	W98IRB71860839	WMKTCJ	1,034.84		No Change <input type="checkbox"/>
SPM30014D3736	PVK15716	07/25/2017	W98IRB71860840	WMKTCJ	5,436.88		No Change <input type="checkbox"/>
SPM30014D3736	PVK15892	08/01/2017	W98BC171910438	WMKTCJ	15,248.73		No Change <input type="checkbox"/>
SPM30014D3736	PVK15899	08/01/2017	W98BC171910440	WMKTCJ	1,342.02		No Change <input type="checkbox"/>
SPM30014D3736	PVK16396	08/09/2017	W9308372035571	W93083	128,088.00		No Change <input type="checkbox"/>
SPM30014D3736	PVK16397	08/02/2017	W9308372035572	W93083	128,088.00		No Change <input type="checkbox"/>
SPM30014D3736	PVK16403	08/08/2017	W98BC172030455	WMKTCJ	3,216.02		No Change <input type="checkbox"/>
SPM30014D3736	PVK16404	08/08/2017	W9308372035574	W93083	888.96		No Change <input type="checkbox"/>
SPM30014D3736	PVK16406	08/08/2017	W98BC172030456	WMKTCJ	209.52		No Change <input type="checkbox"/>
SPM30014D3736	PVK16532	08/01/2017	W98BC172060458	WMKTCJ	1,396.80		No Change <input type="checkbox"/>
SPM30014D3736	PVK16602	08/04/2017	W98SOF72080077	WMKTSI	2,295.44		No Change <input type="checkbox"/>
SPM30014D3736	PVK16966	08/09/2017	W9308372165746	W93083	4,269.60		No Change <input type="checkbox"/>
SPM30014D3736	PVK900105	07/12/2017	19460970665083	WKUJW73	94,413.53		No Change <input type="checkbox"/>

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

Contract Number	Invoice Number	Invoice Received Date	Purchase Order Number	Ordering Point	Invoice Amount	Remarks	Action
SPM30014D3736	PVK16406	08/08/2017	W98BC172030456	WMKTCTI	209.52		No Change <input type="button" value="v"/>
SPM30014D3736	PVK16404	08/08/2017	W9308372035574	W93083	888.96		No Change <input type="button" value="v"/>
SPM30014D3736	PVK15715	07/25/2017	W98IRB71860839	WMKTCTI	1,034.84		No Change <input type="button" value="v"/>
SPM30014D3736	PVK15899	08/01/2017	W98BC171910440	WMKTCTI	1,342.02		No Change <input type="button" value="v"/>
SPM30014D3736	PVK16532	08/01/2017	W98BC172060458	WMKTCTI	1,396.80		No Change <input type="button" value="v"/>
SPM30014D3736	PVK16602	08/04/2017	W98SOF72080077	WMKTCTI	2,295.44		No Change <input type="button" value="v"/>
SPM30014D3736	PVK16403	08/08/2017	W98BC172030455	WMKTCTI	3,216.02		No Change <input type="button" value="v"/>
SPM30014D3736	PVK16966	08/09/2017	W9308372165746	W93083	4,269.80		No Change <input type="button" value="v"/>
SPM30014D3736	PVK15716	07/25/2017	W98IRB71860840	WMKTCTI	5,436.88		No Change <input type="button" value="v"/>
SPM30014D3736	PVK15892	08/01/2017	W98BC171910438	WMKTCTI	15,248.73		No Change <input type="button" value="v"/>
SPM30014D3736	PVK900105	07/12/2017	19460970665083	WKUWT3	94,413.53		No Change <input type="button" value="v"/>
SPM30014D3736	PVK16396	08/09/2017	W9308372035571	W93083	128,088.00		No Change <input type="button" value="v"/>
SPM30014D3736	PVK16397	08/02/2017	W9308372035572	W93083	128,088.00		No Change <input type="button" value="v"/>

Page 1 of 1 | Rows 1 - 13 |

The following records appear on this page:

- Non-EDI records
- EDI records.

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

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

Rows Updated Successfully.

Contract Number	Invoice Number	Invoice Received Date	Purchase Order Number	Ordering Point	Invoice Amount	Remarks	Action
SPM30014D3736	PVK16406	08/08/2017	W98BC172030458		209.52		No Change <input type="button" value="v"/>
SPM30014D3736	PVK16404	08/08/2017	W9308372035574	W93083	888.96		No Change <input type="button" value="v"/>
SPM30014D3736	PVK15715	07/25/2017	W98IRB71860839	WMKTCTI	1,034.84		No Change <input type="button" value="v"/>
SPM30014D3736	PVK15899	08/01/2017	W98BC171910440	WMKTCTI	1,342.02		No Change <input type="button" value="v"/>
SPM30014D3736	PVK16532	08/01/2017	W98BC172060458	WMKTCTI	1,396.80		No Change <input type="button" value="v"/>
SPM30014D3736	PVK16602	08/04/2017	W98SOF72080077	WMKTCTI	2,295.44		No Change <input type="button" value="v"/>
SPM30014D3736	PVK16403	08/08/2017	W98BC172030455	WMKTCTI	3,216.02		No Change <input type="button" value="v"/>
SPM30014D3736	PVK16966	08/09/2017	W9308372165746	W93083	4,269.80		No Change <input type="button" value="v"/>
SPM30014D3736	PVK15716	07/25/2017	W98IRB71860840	WMKTCTI	5,436.88		No Change <input type="button" value="v"/>
SPM30014D3736	PVK15892	08/01/2017	W98BC171910438	WMKTCTI	15,248.73		No Change <input type="button" value="v"/>
SPM30014D3736	PVK900105	07/12/2017	19460970665083	WKUWT3	94,413.53		No Change <input type="button" value="v"/>
SPM30014D3736	PVK16396	08/09/2017	W9308372035571	W93083	128,088.00		No Change <input type="button" value="v"/>
SPM30014D3736	PVK16397	08/02/2017	W9308372035572	W93083	128,088.00		No Change <input type="button" value="v"/>

Page 1 of 1 | Rows 1 - 13 |

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

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

Contract Number	Invoice Number	Invoice Received Date	Purchase Order Number	Ordering Point	Invoice Amount	Remarks	Action
SPM30014D3736	PVK16406	08/08/2017	W98BC172030458		209.52		No Change <input type="checkbox"/>
SPM30014D3736	PVK16404	08/08/2017	W9308372035574	W93083	888.96		No Change <input type="checkbox"/>
SPM30014D3736	PVK15715	07/25/2017	W98IRB71860839	VMKTCI	1,034.84		No Change <input type="checkbox"/>
SPM30014D3736	PVK15899	08/01/2017	W98BC171910440	VMKTCI	1,342.02		No Change <input type="checkbox"/>
SPM30014D3736	PVK16532	08/01/2017	W98BC172060458	VMKTCI	1,396.80		No Change <input type="checkbox"/>
SPM30014D3736	PVK16602	08/04/2017	W98SOF72080077	VMKTSI	2,295.44		No Change <input type="checkbox"/>
SPM30014D3736	PVK16403	08/08/2017	W98BC172030455	VMKTCI	3,216.02		No Change <input type="checkbox"/>
SPM30014D3736	PVK16966	08/09/2017	W9308372165746	W93083	4,269.60		No Change <input type="checkbox"/>
SPM30014D3736	PVK15716	07/25/2017	W98IRB71860840	VMKTCI	5,436.88		No Change <input type="checkbox"/>
SPM30014D3736	PVK15892	08/01/2017	W98BC171910438	VMKTCI	15,248.73		No Change <input type="checkbox"/>
SPM30014D3736	PVK900105	07/12/2017	19460970665083	WKJUT3	94,413.53		No Change <input type="checkbox"/>
SPM30014D3736	PVK16396	08/09/2017	W9308372035571	W93083	128,088.00		No Change <input type="checkbox"/>
SPM30014D3736	PVK16397	08/02/2017	W9308372035572	W93083	128,088.00		No Change <input type="checkbox"/>

Page 1 of 1 | Rows 1 - 13 |

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

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

Invoice Without Receipt

Details - Purchase Order #: W98BC172030458

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

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

Page 1 of 1 | Records 1 - 6 |

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

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

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

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

Page 1 of 1 | Records 1 - 6 |

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

1.4 – Creating Invoices

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

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





CHAPTER 4 – ORDER CONFIRMATIONS

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

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



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

Order Confirmations
Showing Only Unconfirmed Purchase Orders

Filtering Options...

<input type="checkbox"/>	Ship To DoDAAC	Order Date	Required Delivery Date	Purchase Order Number	Contract Number	Number of CLINs	PO Received Date	Confirmed By
<input type="checkbox"/>	UY0328	08/14/2017	11/12/2017	W91PFF72260143	SPM3S113DZ187	30		
<input type="checkbox"/>	UY0331	08/14/2017	11/12/2017	W91PFF72260144	SPM3S113DZ187	8		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150278	SPM30014D3736	2		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150279	SPM30014D3736	1		
<input type="checkbox"/>	194609	08/03/2017	11/01/2017	19460972155252	SPM30014D3736	1		
<input type="checkbox"/>	W98GNI	08/03/2017	11/01/2017	W98GNI72150147	SPM30014D3736	1		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150280	SPM30014D3736	2		
<input type="checkbox"/>	FC5808	08/03/2017	11/01/2017	FC580872150111	SPM30014D3736	1		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150281	SPM30014D3736	1		
<input type="checkbox"/>	194609	08/03/2017	11/01/2017	19460972155253	SPM30014D3736	1		
<input type="checkbox"/>	194609	08/03/2017	11/01/2017	19460972155255	SPM30014D3736	7		
<input type="checkbox"/>	194609	08/03/2017	11/01/2017	19460972155254	SPM30014D3736	7		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150283	SPM30014D3736	7		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150282	SPM30014D3736	7		
<input type="checkbox"/>	HXLEMR	08/03/2017	11/01/2017	HXLEMR72150029	SPM30014D3736	3		

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

Confirm as Received | Unconfirm | Print Selected Orders | Reset

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

Order Confirmations
Showing Only Unconfirmed Purchase Orders

Filtering Options...

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

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

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

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

The following three filtering options are available:

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

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

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

Order Confirmations
Showing Only Confirmed Purchase Orders

Filtering Options...

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

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

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

<input type="checkbox"/>	Ship To DoDAAC	Order Date	Required Delivery Date	Purchase Order Number	Contract Number	Number of CLINs	PO Received Date	Confirmed By
<input type="checkbox"/>	UY0328	08/14/2017	11/12/2017	W91PFF72260143	SPM3S113D2187	30		
<input checked="" type="checkbox"/>	UY0331	08/14/2017	11/12/2017	W91PFF72260144	SPM3S113D2187	8	09/20/2017	
<input type="checkbox"/>	W98HSI	08/03/2017	11/01/2017	W98HSI72150923	SPM30014D3736	8	09/05/2017	TOMVEN12
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150276	SPM30014D3736	2		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150279	SPM30014D3736	1		
<input type="checkbox"/>	194609	08/03/2017	11/01/2017	19460972155252	SPM30014D3736	1		
<input type="checkbox"/>	W98GNI	08/03/2017	11/01/2017	W98GNI72150147	SPM30014D3736	1		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150280	SPM30014D3736	2		
<input type="checkbox"/>	FC5808	08/03/2017	11/01/2017	FC580872150111	SPM30014D3736	1		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150281	SPM30014D3736	1		
<input type="checkbox"/>	194609	08/03/2017	11/01/2017	19460972155253	SPM30014D3736	1		
<input type="checkbox"/>	194609	08/03/2017	11/01/2017	19460972155255	SPM30014D3736	7		
<input type="checkbox"/>	194609	08/03/2017	11/01/2017	19460972155254	SPM30014D3736	7		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150283	SPM30014D3736	7		
<input type="checkbox"/>	W98TIN	08/03/2017	11/01/2017	W98TIN72150282	SPM30014D3736	7		

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

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

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

Records per page: 15 | Page No: | Page 1 of 7 | Rows 1 - 15 of 101

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

Order Confirmations

Showing Only Confirmed Purchase Orders

Filtering Options...

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

SPM30010D3382 1
 SPM30014D3736 1
 SPM3S113DZ187 1

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

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

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

NOTE: This step is not necessary for Unconfirmed POs.

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

Order Confirmations
Showing Only Confirmed Purchase Orders

Filtering Options...

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

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

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

Purchase Order Details Report

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

CLIN	Document Number	Stock Number	Part Number	Description	Vendor Order Qty	Units	Vendor Price	Ext Price	Proj Code
1	W91PFF72260133	8970015256726	2201	BREAKFAST 1 PERISHABLE,	255	EA	74.92	19,104.60	
2	W91PFF72260134	8970015256344	2200	BREAKFAST 1 SEMIPERISHABLE,	255	EA	125.45	31,989.75	
3	W91PFF72260135	8970015256389	2210	BREAKFAST 6 SEMIPERISHABLE,	468	EA	146.76	68,683.68	
4	W91PFF72260136	8970015256740	2211	BREAKFAST 6, PERISHABLE,	468	EA	74.17	33,307.56	
5	W91PFF72260137	8970015256813	2231	LUNCH/DINNER 1 PERISHABLE,	252	EA	91.17	22,974.84	
6	W91PFF72260138	8970015256783	2230	LUNCH/DINNER 1 SEMIPERISHABLE,	252	EA	153.58	38,702.16	
7	W91PFF72260139	8970015256826	2245	LUNCH/DINNER 8 PERISHABLE,	252	EA	193.64	48,797.28	
8	W91PFF72260140	8970015256803	2244	LUNCH/DINNER 8 SEMIPERISHABLE,	252	EA	138.90	35,002.80	
Total:					298,562.67				

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

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

DEFENSE LOGISTICS AGENCY – TROOP SUPPORT

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

PENDING RECEIPTS

RDDs in the last 90 days

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



**CHAPTER 5 –
FILL RATE MAINTENANCE**

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



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

IMPORTANT NOTE

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

1 – Enter Fill Rate

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

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

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

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Purchase Orders for Fill Rate Information Entry

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

Filtering Options...

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

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

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

Select All VICs Refresh Page with Selected Options

- OR -

Search By PO Number: Search

Select Vendor Item Catalog Numbers to View Purchase Orders

IMPORTANT NOTE

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

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

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

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

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Purchase Orders for Fill Rate Information Entry

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

Filtering Options...

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

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

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

Select All VICs

- OR -

Search By PO Number:

Select Vendor Item Catalog Numbers to View Purchase Orders

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

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

Defense Logistics Agency - Troop Support **STORESWeb**

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Purchase Orders for Fill Rate Information Entry

Showing Only Not Submitted Purchase Orders

Filtering Options...

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

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IMPORTANT NOTE

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

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

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

Defense Logistics Agency - Troop Support

Vendor Short Shipment Entry

Showing Only Short-Shipped Items for Purchase Order Number FT480042763605

Vendor: 88020H503100 - 81500 HAMPTON ROAD
Ship To DoDMAC: FT4800 - LANGLEY HOSPITAL DR FAC, VA - MEDICAL DIVISION FACILITY

Order Date: 10/9/2014
Number of Lines: 58
Submitted DoM Fill Rate: [input field]
RDO: 10/9/2014
Submitted By: [input field]

CLIN	Stock Number	Item Description	Ordered Quantity	Delivered Quantity	Short Shipment Reason (Optional Comment)	Line Tax Rate %	Message
18	88020H506919	TEA FILTER PACK FOR ICED TEAULT-F 244 CC SA FOR DISP MACHINE	1	0	Select a Short Shipment Reason...	0.00%	[icon]
21	88020H506920	JELLYUM VARIETY ASSORT OZ CO	1	0	Select a Short Shipment Reason...	0.00%	[icon]
25	88020H506924	CHM CHEESE-LITE 100 LB PG	1	0	Select a Short Shipment Reason...	0.00%	[icon]
27	88020H518362	TOWERT LP VAN GEL HARFRT STYLE 64 LB CO	1	0	Select a Short Shipment Reason...	0.00%	[icon]
40	88020H503718	CHOLICRED FIC FENLHRTS DARK MEAT 10F 510 LB CO	1	0	Select a Short Shipment Reason...	0.00%	[icon]

[Show All Lines] [Return To Summary]

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

IMPORTANT NOTES

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

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

Defense Logistics Agency - Troop Support

Vendor Short Shipment Entry

Showing All Lines for Purchase Order: 1305E641470082

Vendor: 88020H503100 - 81500 SEATTLE, INC
Ship To DoDMAC: 1305E6 - NDAA DECAR DIVISION - NDAA DECAR DIVISION

Order Date: 10/13/2014
Number of Lines: 31
Submitted DoM Fill Rate: [input field]
RDO: 10/13/2014
Submitted By: [input field]

CLIN	Stock Number	Item Description	Ordered Quantity	Delivered Quantity	Short Shipment Reason (Optional Comment)	Line Tax Rate %	Message
1	881501210207	APPLES GOLDEN FRESH 105 CT 140 LB CS	3	0	Select a Short Shipment Reason...		
2	881501210275	ASPARAGUS FRESH MED 191 LB CS	3	0	Select a Short Shipment Reason...		
3	881501210301	AVOCADO FRESH 25 LB CS	1	0	Select a Short Shipment Reason...		
4	881501210305	BANANAS FRESH GRN YGNG 10 YELLOW 140 LB CS	6	0	Select a Short Shipment Reason...		
5	881501210302	BROCCOLI CROWNS CHL 100 LB CS	2	0	Select a Short Shipment Reason...		
6	881501210304	CABBAGE CHL SHRD 30 LB PG	3	0	Select a Short Shipment Reason...		
7	881501210344	CANTALOUPE FRESH 12 CT CASE	1	0	Select a Short Shipment Reason...		
8	881501210356	CARL PLORE FRESH 30 LB CASE	1	0	Select a Short Shipment Reason...		
9	881501210353	CELERY FRESH 6 CT 10 LB CS	1	0	Select a Short Shipment Reason...		
10	881501210367	CELANTRO FRESH 4 LB CS	1	0	Select a Short Shipment Reason...		
11	881501210303	CLUBMUSH FRESH MCT 100 LB CS	1	0	Select a Short Shipment Reason...		
12	881501210365	CROPLANT FRESH 10 CT 100 LB CS	1	0	Select a Short Shipment Reason...		
13	881501210354	GRAPES FRESH RED 20LS 140 LB CS	1	0	Select a Short Shipment Reason...		
14	881501210388	GRAPES CUCUMBER FRESH 100 LB CS	1	0	Select a Short Shipment Reason...		
15	881501210401	ITALIAN PRICES FRESH CLASH HELD CO 20 LB CS	1	0	Select a Short Shipment Reason...		
16	88020H503616	TOMATOES CHERRY FRESH 140 LB CS	1	0	Select a Short Shipment Reason...		
17	881501210415	WATERMELON SEEDLESS FRESH 2 CT 26 LB CASE	1	0	Select a Short Shipment Reason...		

[Show Only Short-Shipped Lines] [Return To Summary]

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

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

Philadelphia Date/Time: Thursday, January 15, 2015 1:20:16 PM
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Vendor Short Shipment Entry
 Showing All Lines for Purchase Order: 1305E841470082

Vendor:	SPM3001403707-SYSCO SEATTLE, INC.	ShipTo DoDAAC:	1305E6 - NOAA OSCAR DYSON - NOAA OSCAR DYSON
Order Date:	5/27/2014	Number of Lines:	35
Submitted UoM Fill Rate:	<input type="text"/>	RDD:	6/9/2014
		Submitted By:	

CLIN	Stock Number	Item Description	Ordered Quantity	Delivered Quantity	Short Shipment Reason (Optional Comment)	Line Fill Rate %	Messages
1	891501E210507	APPLES, GOLD DEL. FRESH, 100 CT, 140 LB CS	1	<input type="text"/>	Select a Short Shipment Reason...	0.00%	
2	891501E212675	ASPARAGUS, FRESH, MED, 1/11 LB CS	1	<input type="text"/>	Select a Short Shipment Reason...		
3	891501E213801	AVOCADO, FRESH, 25 LB CS	1	<input type="text"/>	Select a Short Shipment Reason...		
4	891501E213995	BANANA, FRESH, GRN TURN TO YELLOW, 140 LB CS	1	<input type="text"/>	Select a Short Shipment Reason...		
5	891501E210020	BROCCOLI CROWNS, CHL, 1/20 LB CS	2	<input type="text"/>	Select a Short Shipment Reason...		
6	891501E210034	CABBAGE, CHL, SHRD, 1/5 LB PG	1	<input type="text"/>	Select a Short Shipment Reason...		
7	891501E212684	CANTALOUPE, FRESH, 12 CT CASE	1	<input type="text"/>	Select a Short Shipment Reason...		
8	891501E210056	CALIFLORETS, CHL, 20 LB CASE	1	<input type="text"/>	Select a Short Shipment Reason...		
9	891501E213933	CELERY, FRESH, 18 CT, 10 LB CS	1	<input type="text"/>	Select a Short Shipment Reason...		

IMPORTANT NOTE

See the 'Messages' column for information –

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

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

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

The following buttons are available:

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

2 – Entering Short Shipment Information for Submission to DLA Representatives

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

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

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

IMPORTANT NOTES

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

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

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



2. Locate the templates from the page displayed.

STORES Reconciliation Tool Vendor Help

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

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

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

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

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

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

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

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

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

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

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



CHAPTER 6 – REPORTS

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



1 – View Invoice Information

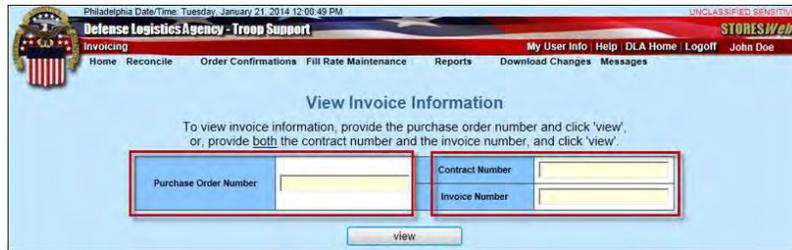
The 'View Invoice Information' report provides the Vendor and Account Manager a means of searching either by 'Purchase Order' or by the combination of 'Contract Number' and 'Invoice Number' to return a report displaying Purchase Orders and Contracts currently associated to the user.

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



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

- Entering the 'Purchase Order Number'
- OR -
- Entering both the 'Contract Number' and 'Invoice Number'.



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

View Invoice Information

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

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

1 Record found matching your Purchase Order

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

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



CHAPTER 7 – MY CAGE CODE ASSIGNMENTS

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

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



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

My User Information

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

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

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

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

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

Show Only Active Contracts When Checked

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

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

Close Window

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

* Phone Number: 7034457799 ? Extension:

DSN: ?

* Email Address: gbongo@mil.com ?

* Confirm Email Address:

Save Cancel

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

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

Send Message

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

Message:

Send Reset Cancel

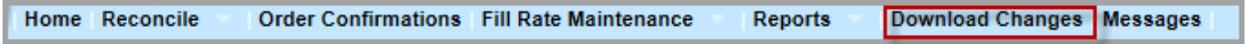
The message is sent to the user's Recon Manager.



CHAPTER 8 – DOWNLOAD CHANGES

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

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

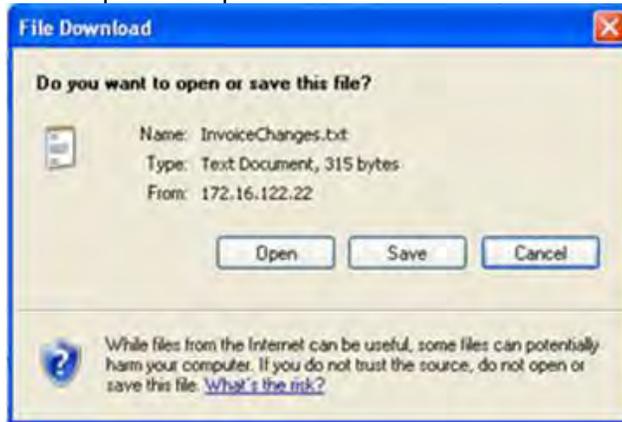


2. Select a date or date range for which to run the report and click on the 'Download' button.

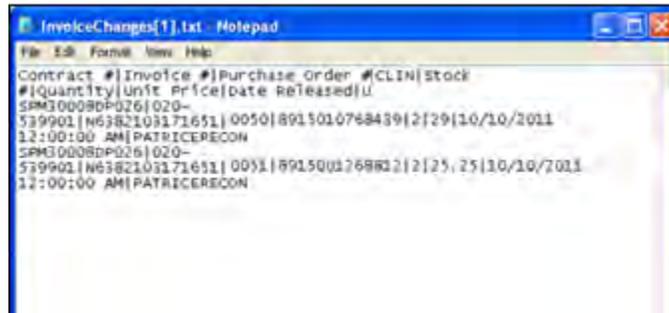


NOTE: If no data is available for the date or range selected, a message displays.

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



The changes for the date range selected appear in Notepad:



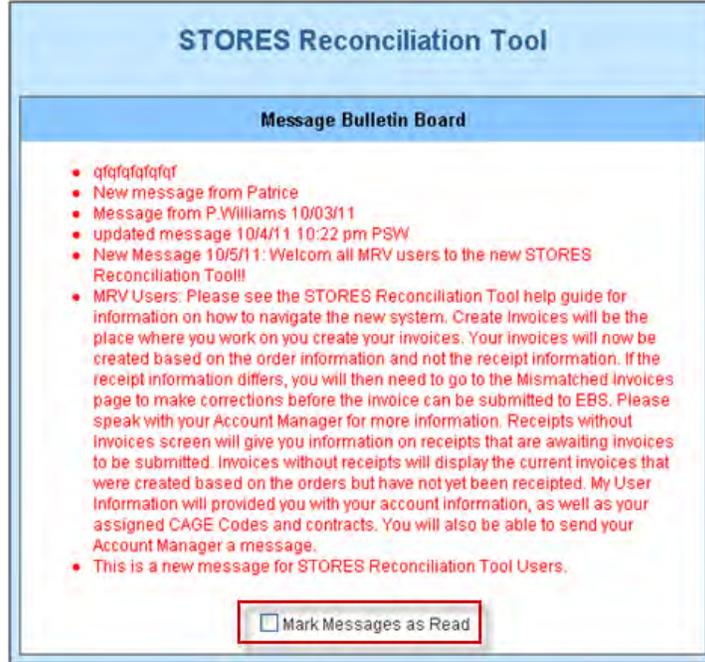


CHAPTER 9 – MESSAGES

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



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



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