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

FOR OFFICIAL USE ONLY

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NOTICE

Graphics

All pictures, field names and general work processes contained in this document are <u>for illustration purpose only</u>, 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':
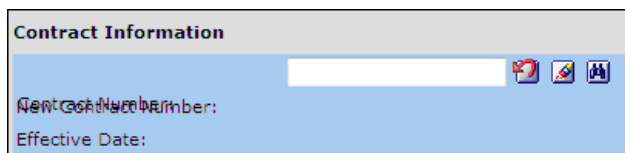
This may indicate a possible compatibility view problem. To correct, click the Compatibility View icon at the top of your IE browser:
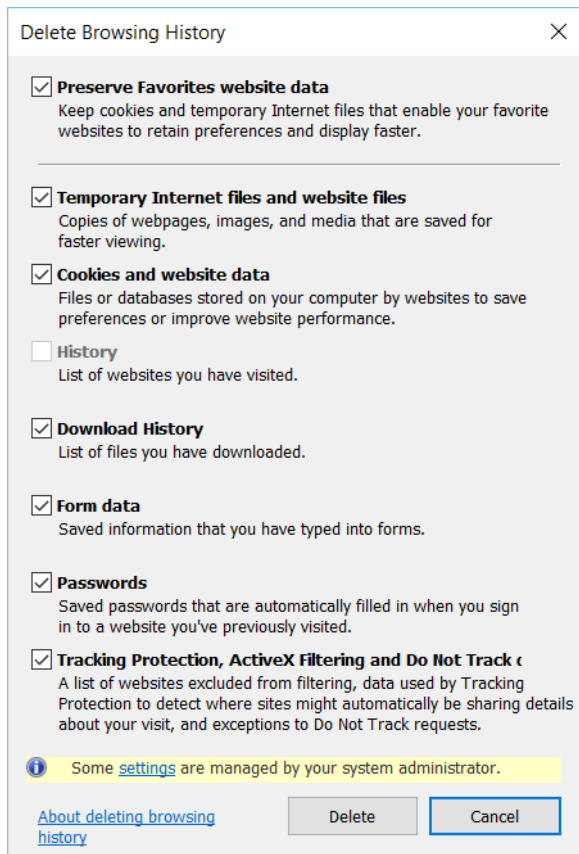

If the problem was due to a compatibility issue, this should have solved your problem. If the issue persists, contact the STORES Help Desk.

    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.

Delete Browsing History ✕

☑ **Preserve Favorites website data**
Keep cookies and temporary Internet files that enable your favorite websites to retain preferences and display faster.

☑ **Temporary Internet files and website files**
Copies of webpages, images, and media that are saved for faster viewing.

☑ **Cookies and website data**
Files or databases stored on your computer by websites to save preferences or improve website performance.

☐ History
List of websites you have visited.

☑ **Download History**
List of files you have downloaded.

☑ **Form data**
Saved information that you have typed into forms.

☑ **Passwords**
Saved passwords that are automatically filled in when you sign in to a website you've previously visited.

☑ **Tracking Protection, ActiveX Filtering and Do Not Track**
A list of websites excluded from filtering, data used by Tracking Protection to detect where sites might automatically be sharing details about your visit, and exceptions to Do Not Track requests.

ⓘ   Some settings are managed by your system administrator.

About deleting browsing history   [Delete]   [Cancel]

Customer Assistance

STORES Help Desk

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

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

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

Close Window

CHAPTER 1 – STORES RECONCILIATION VENDOR USER BASICS

1 – Logging On to STORES Web

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

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

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

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

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

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

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

1.1 – Path 1: Non-Certificate Log On
You may use the Non-Certificate Log On path and enter your STORES User ID and a Password to log on if a STORES security administrator has exempted your user account from the certificate log on requirement. Any attempt to log on using this path will fail when a certificate is required. To log on without a certificate, follow the steps below.

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

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

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

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

Welcome

Last successful log on: 10/27/2011 9:12:03 AM

Last failed log on attempt: 3/22/2011 5:14:04 PM

Your password expires: 12/24/2011

Your Digital ID exemption expires: 12/31/2011

Continue

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.

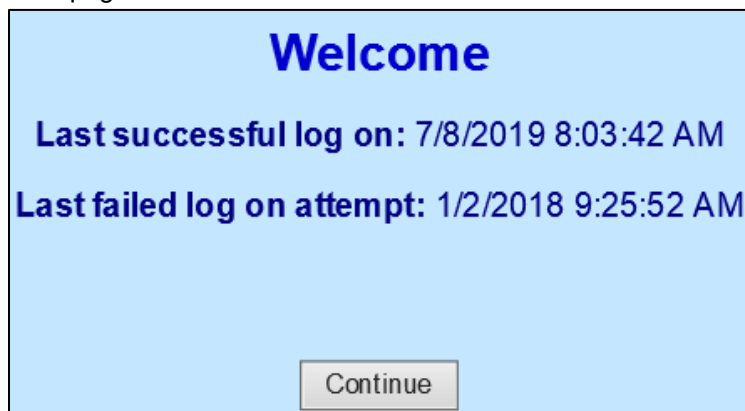Create an association by following the steps outlined below:

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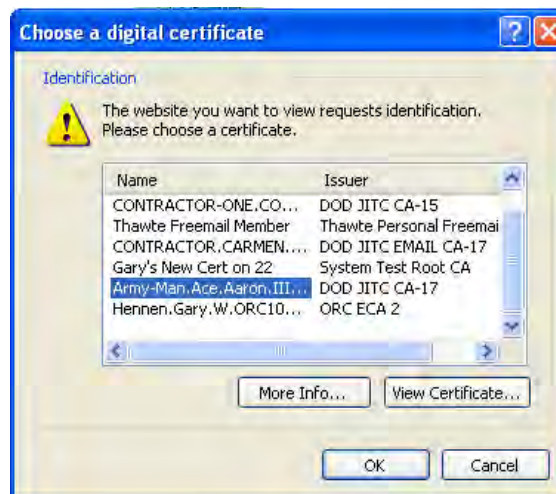
4. Select a valid certificate for logging on to STORES and click on the 'OK' button.

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.

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

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

NOTES -

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

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

9. Click on the 'Continue' button.

1.3 – Path 3: Certificate Log On

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

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

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

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

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

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

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

5. Click on the 'Continue' button to display the main menu page.
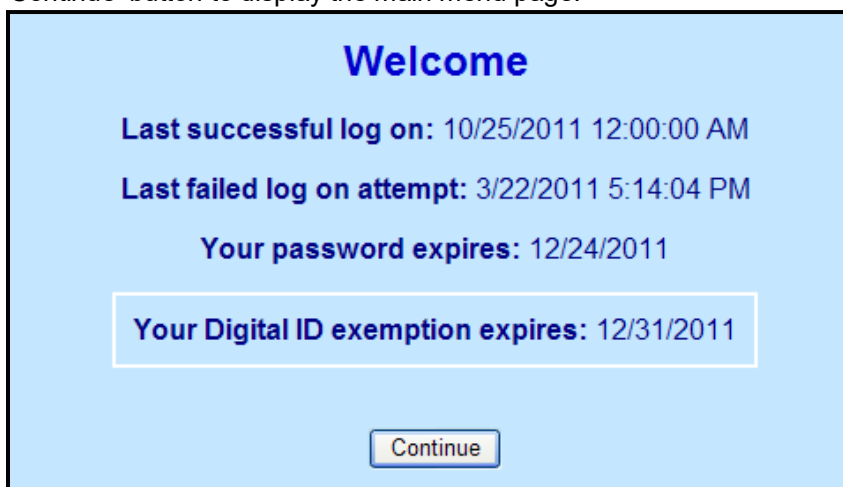
IMPORTANT NOTE
The 'Account Requirements' page appears if a signed copy of the Access Request (2875) and / or User Agreement forms have not been submitted.

2 – Requesting a New Account

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

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

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

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

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

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

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

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

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

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

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

3 – Resetting a Password
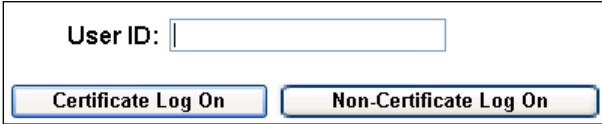
Users of the STORES system may reset their password by following the steps outlined below.

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

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

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

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

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

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

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

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

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

Reset Password

(* Indicates a Required Field)

User ID:	SCHUMACHER
* New Password:	[_____] ⑦
* Confirm Password:	[_____]

[Continue] [Reset] [Cancel]

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.

Confirmation

The password for User ID: **SCHUMACHER** has been reset.
A confirmation email has been sent to your registered email address.

[Logon]

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.

Deactivated User Account

The account for User ID: **RECONVENDOR** has been deactivated.
Deactivation Reason: *Administrator Manually Deactivated*
To request reactivation of your account, click **Submit Reactivation Request**
If you are not **RECONVENDOR**, click **Cancel** to return to the Log On screen.

[Submit Reactivation Request] [Cancel]

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

Confirmation

A Reactivation Request for User ID: **RECONVENDOR** has been submitted.
A notification of this submission has been sent to your registered email address.

Exit

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

5 – Password Expiration Notification

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

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

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

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

6 – Logging Off of STORES Web

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

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

CHAPTER 2 –
THE STORES RECONCILIATION TOOL HOME PAGE

After logging into STORES as a Reconciliation vendor, the 'STORES Reconciliation Tool' home page appears.
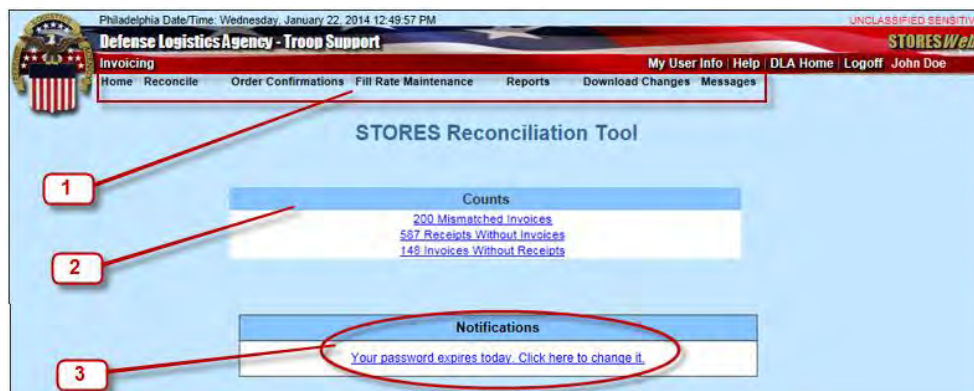
1. **Main Menu –** Displays several items with their own sub-menus. Click on any of the listed items to display its sub-menu.
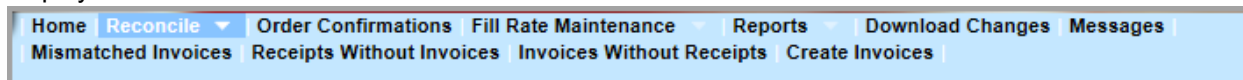
2. **Counts -** Displays the number of Mismatched Invoices, Receipts with Invoices, and Invoices without Receipt for CAGE Codes and Contracts assigned to the user.

3. **Messages –** Displays information applicable to all users of the STORES application.

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

1 – Reconciling EDI Records

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

1.1 – Mismatched Invoices

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

Follow the steps outlined below to display Mismatched invoices:

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

OR -
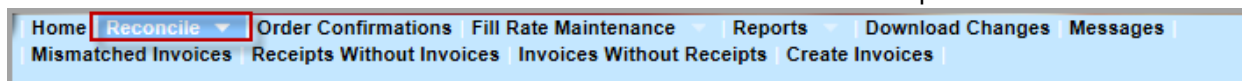
Click on the link for Mismatched Invoices in the 'Counts' feature on the home page.
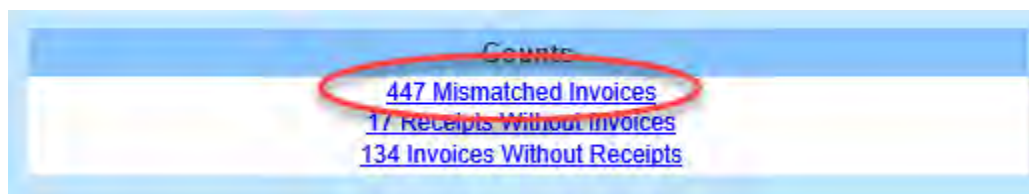
The 'Mismatched Invoices – Summary' page appears displaying all the contracts assigned to the users. Each contract is followed by two numbers:

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

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

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

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

5 Update the invoice information for the following fields only:

- CLIN
- Stock Number
- Quantity
- Price

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

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

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

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

1.2 – Receipts Without Invoices

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

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

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

OR -
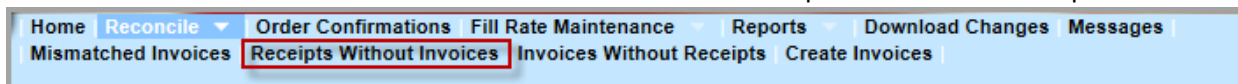
Click on the link for Receipts Without Invoices in the 'Counts' feature on the home page.
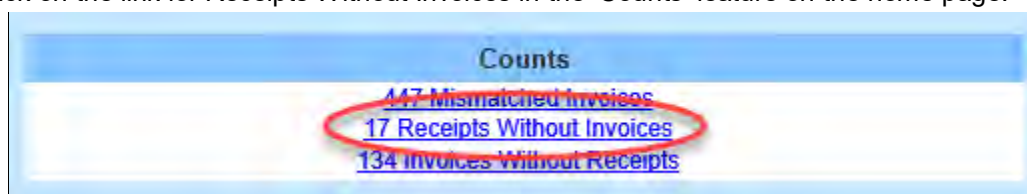
The 'Receipts Without Invoices – Summary' page appears displaying all the contracts assigned to the users.

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

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

Purchase Order Number	Contract Number	Date Receipt Received	Receipt Amount	Number of CLINs
W26QKQ72228177	SPE30015DB200	09/07/2017	135.00	2
W26QKQ72228179	SPE30015DB200	09/07/2017	906.00	4
W26QKQ72268201	SPE30015DB200	09/07/2017	906.00	4
W26QKQ72268202	SPE30015DB200	09/07/2017	271.20	2
W26QKQ72268212	SPE30015DB200	09/07/2017	452.40	4
Page 1 of 1	Rows 1 - 5			

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

Purchase Order Number	Contract Number	Date Receipt Received	Receipt Amount	Number of CLINs
W26QKQ72228177	SPE30015DB200	09/07/2017	135.00	2
W26QKQ72228179	SPE30015DB200	09/07/2017	906.00	4
W26QKQ72268201	SPE30015DB200	09/07/2017	906.00	4
W26QKQ72268202	SPE30015DB200	09/07/2017	271.20	2
W26QKQ72268212	SPE30015DB200	09/07/2017	452.40	4
Page 1 of 1	Rows 1 - 5			

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

Receipt Without Invoice
Details

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

CLIN	Quantity	Unit Price	Extended Price	Stock Number
0001	3	22.80	68.40	896001E116923
0002	3	22.20	66.60	896001E117694
Page 1 of 1	Records 1 - 2			

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

1.3 – Invoices Without Receipts

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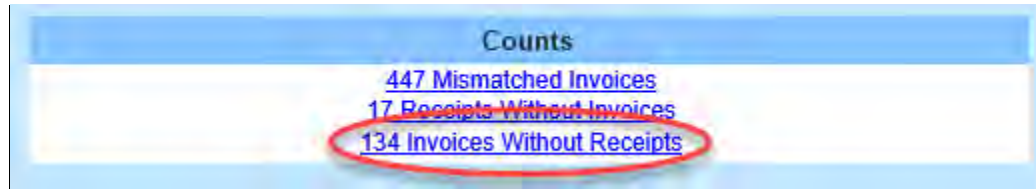
Follow the steps outlined below to display the Invoices Without Receipts.

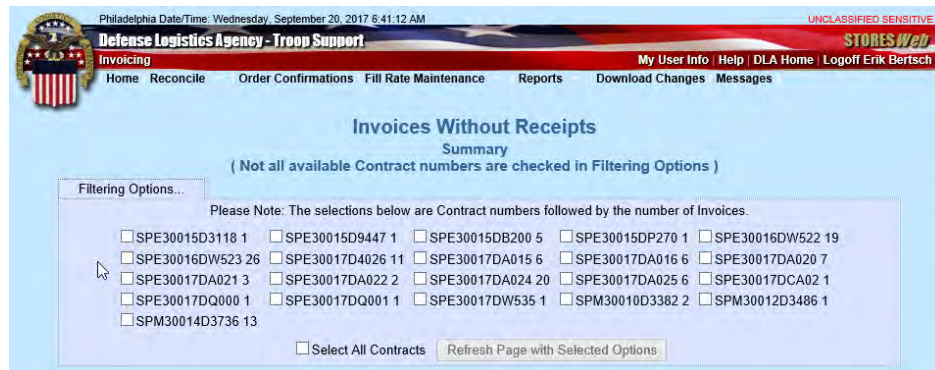**1** Click on the 'Reconcile' item in the main menu and select the 'Invoices Without Receipts' option.

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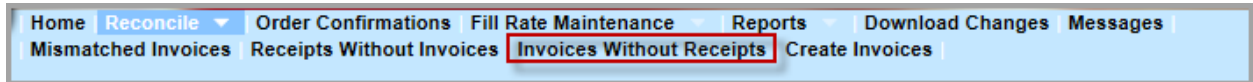
Click on the link for Invoices Without Receipts in the 'Counts' feature on the home page

The 'Invoices Without Receipts – Summary' page appears.

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

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

Contract Number	Invoice Number	Invoice Received Date	Purchase Order Number	Ordering Point	Invoice Amount	Remarks	Action
SPM30014D3736	PVK16406	08/08/2017	W98BC172030456	WMKTCI	209.52		No Change ⌄
SPM30014D3736	PVK16404	08/08/2017	W9308372035574	W93083	888.96		No Change ⌄
SPM30014D3736	PVK15715	07/25/2017	W98IRB71860839	WMKTCI	1,034.84		No Change ⌄
SPM30014D3736	PVK15899	08/01/2017	W98BC171910440	WMKTCI	1,342.02		No Change ⌄
SPM30014D3736	PVK16532	08/01/2017	W98BC172060458	WMKTCI	1,396.80		No Change ⌄
SPM30014D3736	PVK16602	08/04/2017	W98SOF72080077	WMKTSI	2,295.44		No Change ⌄
SPM30014D3736	PVK16403	08/08/2017	W98BC172030455	WMKTCI	3,216.02		No Change ⌄
SPM30014D3736	PVK16966	08/09/2017	W9308372165746	W93083	4,269.60		No Change ⌄
SPM30014D3736	PVK15716	07/25/2017	W98IRB71860840	WMKTCI	5,436.88		No Change ⌄
SPM30014D3736	PVK15892	08/01/2017	W98BC171910438	WMKTCI	15,248.73		No Change ⌄
SPM30014D3736	PVK900105	07/12/2017	19460970665083	WKUWT3	94,413.53		No Change ⌄
SPM30014D3736	PVK16396	08/09/2017	W9308372035571	W93083	128,088.00		No Change ⌄
SPM30014D3736	PVK16397	08/02/2017	W9308372035572	W93083	128,088.00		No Change ⌄

Page 1 of 1 | Rows 1 - 13 |

The following records appear on this page:
- Non-EDI records
- EDI records.

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

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

Rows Updated Successfully.

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

Page 1 of 1 | Rows 1 - 13 |

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

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

Contract Number	Invoice Number	Invoice Received Date	Purchase Order Number	Ordering Point	Invoice Amount	Remarks	Action
SPM30014D3736	PVK16406	08/08/2017	W98BC172030458		209.52		No Change ⌄
SPM30014D3736	PVK16404	08/08/2017	W9308372035574	W93083	888.96		No Change ⌄
SPM30014D3736	PVK15715	07/25/2017	W98IRB71860839	WMKTCI	1,034.84		No Change ⌄
SPM30014D3736	PVK15899	08/01/2017	W98BC171910440	WMKTCI	1,342.02		No Change ⌄
SPM30014D3736	PVK16532	08/01/2017	W98BC172060458	WMKTCI	1,396.80		No Change ⌄
SPM30014D3736	PVK16602	08/04/2017	W98SOF72080077	WMKTSI	2,295.44		No Change ⌄
SPM30014D3736	PVK16403	08/08/2017	W98BC172030455	WMKTCI	3,216.02		No Change ⌄
SPM30014D3736	PVK16966	08/09/2017	W9308372165746	W93083	4,269.60		No Change ⌄
SPM30014D3736	PVK15716	07/25/2017	W98IRB71860840	WMKTCI	5,436.88		No Change ⌄
SPM30014D3736	PVK15892	08/01/2017	W98BC171910438	WMKTCI	15,248.73		No Change ⌄
SPM30014D3736	PVK900105	07/12/2017	19460970665083	WKUWT3	94,413.53		No Change ⌄
SPM30014D3736	PVK16396	08/09/2017	W9308372035571	W93083	128,088.00		No Change ⌄
SPM30014D3736	PVK16397	08/02/2017	W9308372035572	W93083	128,088.00		No Change ⌄
Page 1 of 1	Rows 1 - 13						

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

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

Invoice Without Receipt
Details - Purchase Order #: W98BC172030458

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

CLIN	Stock Number	Quantity	Price	Extended Price	Exceptions	Remarks	Action
0001	8970015863292	12	2.91	34.92	No receipt line		No Change ⌄
0002	8970015863299	12	2.91	34.92	No receipt line		No Change ⌄
0003	8970015863300	12	2.91	34.92	No receipt line		No Change ⌄
0004	8970015863302	12	2.91	34.92	No receipt line		No Change ⌄
0005	8970016041347	12	2.91	34.92	No receipt line		No Change ⌄
0006	8970016041353	12	2.91	34.92	No receipt line		No Change ⌄
Page 1 of 1	Records 1 - 6						

Submit Changes   Reset   Return to Summary

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

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

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

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

Page 1 of 1 | Records 1 - 6 |

Submit Changes   Reset   Return to Summary

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

1.4 – Creating Invoices

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

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

Create Invoices
Summary

NO RECORDS FOUND

CHAPTER 4 –
ORDER CONFIRMATIONS

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

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

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

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

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

The following three filtering options are available:

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

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

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

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

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

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

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

Records per page: 15 ▼ [Change] | Page No: [ ] [Go] | Page 1 of 7 | Rows 1 - 15 of 101 ▶ ▶|

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

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]

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

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

NOTE: This step is not necessary for Unconfirmed POs.

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

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

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

CHAPTER 5 –
FILL RATE MAINTENANCE

Clicking on the 'Fill Rate Maintenance' menu item (shown as Highlight 4 in the menu image) displays the 'Fill Rate Maintenance' sub-menu.
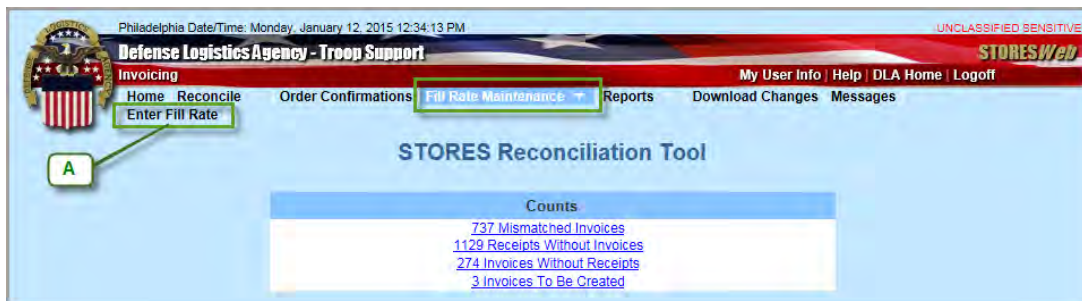
The purpose of this functionality is to allow vendors to submit short shipment information to be considered as part of fill rate.

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

1 – Enter Fill Rate

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

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

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

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

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

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

IMPORTANT NOTE

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

- **INVOICED -** Appears if at least 1 CLIN has an invoice in STORES. The tool tip message states: 'At least one line of the PO has an invoice processed.'

- **SUBMITTED –** Appears if the Purchase Order was submitted by a vendor or DLA Representative. The tool tip message states: 'The PO was submitted on 'MM/DD/YYY' by 'USER ID''.

- **IMPORTED –** Appears if the Purchase Order was imported.

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

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

IMPORTANT NOTES
The 'Show All Lines' button is a toggle that appears, as a default from the summary screen, displaying only short shipped lines. Clicking on this button displays all lines of the PO, short shipped or not. The button then changes to 'Show Only Short Shipped Lines', which allows going back to showing only the short shipped lines. It is strongly recommended to submit outstanding invoices prior to entering Short Shipment information.

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

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

<table>
<tr><td colspan="2" align="center">IMPORTANT NOTE</td></tr>
</table>

See the 'Messages' column for information –

- **INVOICED -** Appears if the CLIN has an invoice in STORES; the tool tip message states: 'INVOICE NUMBER', 'INVOICE DATE'.

- **REASON –** Appears as a message only if users enter a comment or if invalid characters are entered in the comments.

The following special characters "'\^&_`~| are not permitted in this field.

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

The following buttons are available:

- **Reset –** Enabled whenever data is entered into an editable field or if a short shipment reason is selected from the dropdown. It reverts the values back to those prior to the edits. It does not revert data back after the 'Save' or 'Submit' buttons are clicked.

- **Save –** Records the entered information into the database. Data can be changed and re-saved unlimited times. Saved records have not been submitted to the DLA Representative for review. The 'Save' button is not activated if the Purchase Order was submitted by the vendor or DLA Rep on behalf of the vendor.

- **Submit –** Sends the entered information to the DLA Representative for review. Once a Purchase Order has been submitted, it can no longer be edited.

- **Show Only Short-Shipped Lines –** Displays Purchase Orders that have one or more line items that have been identified as short shipped.

- **Return to Summary –** Brings user back to the 'Enter Fill Rate Summary' page.

6. Click on the 'Save' button to keep the updates made.

2 – Entering Short Shipment Information for Submission to DLA Representatives

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

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

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

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

IMPORTANT NOTES
The information below applies to both the 'Exceptions' and 'PO Summary' spreadsheets. Create a separate file for each report: one for Exceptions and another for PO Summary. It is highly recommended to name the imports using the information imported (e.g., Vendor Name, Contract Number and Month of the Report: US_FoodSvc 3007 PO Summary July 2014).

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

2. Locate the templates from the page displayed.

STORES Reconciliation Tool Vendor Help

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

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

- **Portable Document Format (PDF)** can be viewed and/or printed and/or saved (downloaded) to your computer's hard drive using Adobe Acrobat Reader® software (version 5.0 or higher). If you do not have Adobe Reader® installed, please visit Adobe's website to download the software.

- **Microsoft® Word©** (read-only) document can be opened for viewing and/or printing or saved (downloaded) to your computer's hard drive using Microsoft® Word© software (95 version or higher). [*NOTE: Lower versions of Word may not display these documents as they were originally designed.*]

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

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

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

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

STORES Recon Vendor EDI User Guide PDF Format
STORES Recon Vendor EDI Guide Microsoft Word Format
STORES Recon Vendor Non-EDI Guide PDF Format
STORES Recon Vendor Non-EDI Guide Microsoft Word Format

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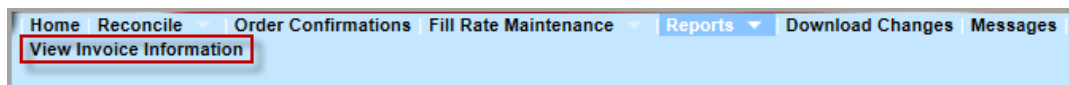Please use the templates below to enter fill rate information.

Vendor Fill Rate PO Summary.xls
Vendor Fill Rate Exceptions.xls

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

CHAPTER 6 – REPORTS

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

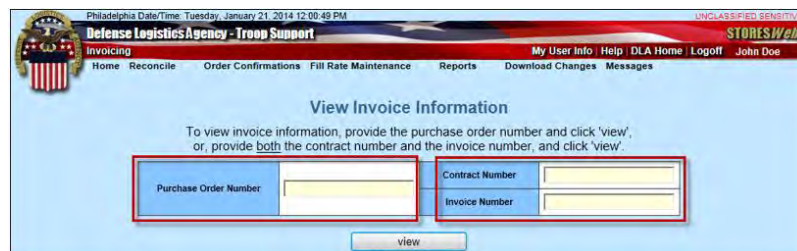# 1 – View Invoice Information

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

1. Select 'Reports' then 'View Invoice Information' to display the landing page:
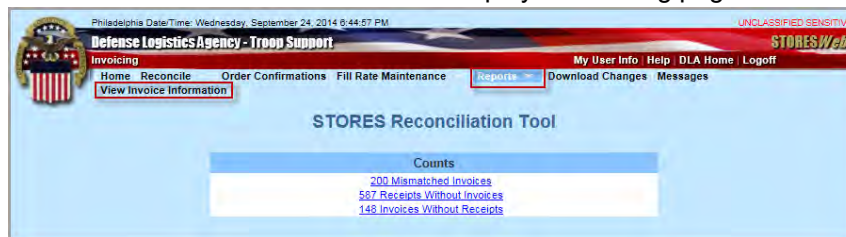
2. Enter the search criteria in the appropriate fields by either:

- Entering the 'Purchase Order Number'

- OR –

- Entering both the 'Contract Number' and 'Invoice Number'.

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

CHAPTER 7 –
MY CAGE CODE ASSIGNMENTS

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

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

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

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

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

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

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


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

CHAPTER 8 – DOWNLOAD CHANGES

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

1. Select the 'Download Changes' menu option from the main menu and the 'Download Invoice Changes' page appears.
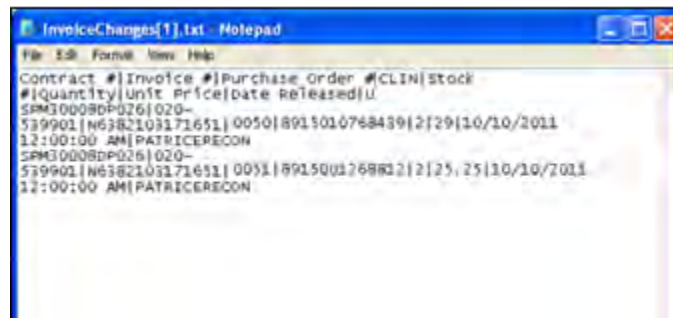
Home	Reconcile	Order Confirmations	Fill Rate Maintenance	Reports	Download Changes	Messages
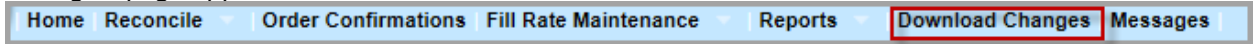
2. Select a date or date range for which to run the report and click on the 'Download' button.

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

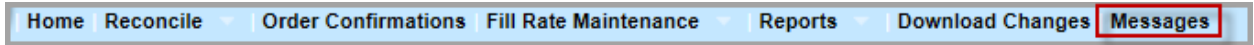3. Click on the 'Open' button to open the report:
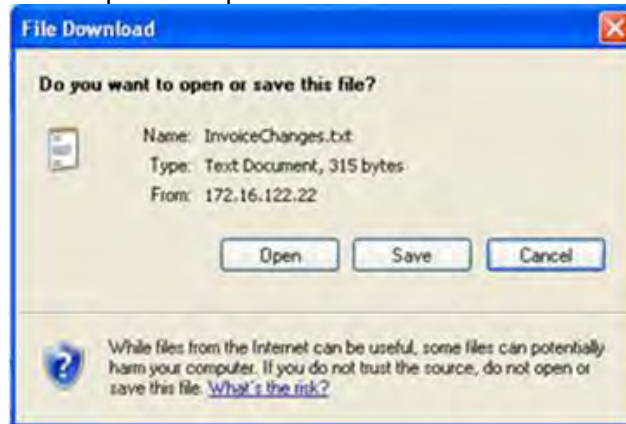
The changes for the date range selected appear in Notepad:

CHAPTER 9 – MESSAGES

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

| Home | Reconcile | Order Confirmations | Fill Rate Maintenance | Reports | Download Changes | **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.