



***Subsistence Total Order and Receipt Electronic System (STORES)  
User Administration***

# **STORES Catalog**

***Guide for Vendors***

Release Date: **September 2019**

FOR OFFICIAL USE ONLY

**DLA Troop Support – Philadelphia**

Defense Logistics Agency  
United States Department of Defense



## Table of Contents

<b>Table of Contents .....</b>	<b>i</b>
<b>Introduction .....</b>	<b>1</b>
Application .....	1
User Guide.....	1
STORES Catalog Basics.....	1
General Considerations.....	2
Customer Assistance.....	3
<b>Chapter 1: STORES Catalog Basics .....</b>	<b>5</b>
1.1: Log on to STORES Catalog .....	7
1.1.1 Path 1: Non-Certificate Log On (Exempt from using a Certificate) .....	7
1.1.2 Path 2: Certificate Log On the First-time (Digital ID Association Required) .....	10
1.1.3 Path 3: Certificate Log On.....	14
1.1.4 The Welcome Screen .....	17
1.2: STORES Service Desk Request Form .....	18
1.3: Request a New Account .....	21
1.4: Reset Password .....	27
1.5: Request Reactivation.....	31
1.6: Password Expiration Notification .....	32
1.7: Timeout Notification .....	32
1.8: Logoff Notification .....	33
<b>Chapter 2: STORES Catalog Main Menu.....</b>	<b>34</b>
<b>Chapter 3: View/Modify a Baseline Catalog.....</b>	<b>36</b>
3.1: Detailed View .....	36
3.2: Add an Item.....	40
3.3: Table View Screens.....	42
<b>Chapter 4: View/Set/Empty/Delete a Baseline Catalog .....</b>	<b>45</b>
<b>Chapter 5: View/Modify a Production Catalog .....</b>	<b>48</b>
5.1: Access a Production Catalog .....	48
5.2: Catalog Items .....	49
5.3: Detailed View (Production Catalog).....	55
5.4: Add a Production Catalog Item .....	58
5.5: View Catalog Reports .....	61
5.5.1: Pending Catalog Change Report .....	61
5.5.2: 832 Version Compliance Report(s) .....	64
<b>Chapter 6: View/Modify Item Request.....</b>	<b>65</b>
<b>Chapter 7: View Master Stock Number.....</b>	<b>74</b>
<b>Chapter 8: Master Catalogs.....</b>	<b>81</b>
<b>Chapter 9: Baseline Reports .....</b>	<b>82</b>
<b>Chapter 10: Production Reports .....</b>	<b>85</b>
10.1: Catalog Item Disapproval Report .....	85
10.2: 832 Version Compliance Report(s) .....	87

<b>Chapter 11: Downloads</b> .....	<b>93</b>
11.1: Download a Catalog .....	93
11.2: Download a User Guide.....	95
<b>Chapter 12: Account Maintenance</b> .....	<b>96</b>



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## Introduction

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### Application

STORES Catalog is an application designed to allow qualified users to create catalogs for export to STORES.

### User Guide

The **STORES Catalog Vendor User Guide** was designed to describe the functionality of the STORES Catalog to vendors and guest vendors and to assist them in accessing this functionality.

### STORES Catalog Basics

Prerequisites for accessing STORES Catalog:

- All STORES Catalog users must have a valid email address. Email notifications are the central form of communication for account creation and maintenance throughout the system.
- All persons wishing to establish an account in the STORES Catalog system must submit a new account request form online. The request form is available via a link on the **STORES Web Log On** screen (refer to Chapter 1).
- Each user must ensure that his or her account contact information is accurate and current when using the **My User Information** screen available via a link on the **STORES Catalog Main Menu** screen.
- Passwords are valid for only sixty (60) days from their creation date, and must be changed prior to expiration. A notification on the **Main Menu** screen informs users of an impending password expiration starting ten (10) days prior to expiration. This does not apply to users who are not required to use a password.
- Accounts are automatically inactivated when a password expires (only applies to password-required accounts), when the account has been inactive for thirty (30) days or when a user has three consecutive failed logon attempts. To be reactivated, a user must submit a reactivation request.

## Roles

This guide is written for vendors. There are two vendor roles available in STORES Catalog. These roles along with their privileges are:

1. Vendor who can:

- Modify an assigned active production catalog.
- View an assigned production catalog.
- Edit and view an assigned baseline catalog.
- Accept DLA Standards for an item where applicable.
- Change an assigned catalog's status from Vendor Ready to Review Ready.
- Download an assigned baseline catalog.
- Download an assigned production catalog.
- Generate catalog reports for assigned contracts.
- View master stock numbers.
- Access Master Catalogs.
- Download the Vendor User Guide.
- Access and edit his/her contact information.

2. Guest Vendor who can:

- View an assigned production catalog.
- View assigned baseline catalogs.
- Generate catalog reports for assigned baseline contracts.
- View master stock numbers.
- Access Master Catalogs.
- Download the Vendor User Guide.
- Access and edit his/her contact information.

3. Manufacturer who can:

- Access Master Catalogs.
- Access and edit his/her contact information.

A user may be assigned the role of 'Vendor' for one or more catalogs and of 'Guest Vendor' for one or more different catalogs. A user may have only one role per catalog.

## General Considerations

**Browsers:** The recommended browser is Microsoft® Internet Explorer®.

**Timing out:** For both security and system streamlining, STORES Catalog has been set to "time out" after 30 minutes of non-use. It is important to save any changes you make (typically by clicking the **Save** button). This ensures that your work is retained in the system for future use.

## Customer Assistance

If you need assistance with information contained in your catalogs, please contact your account manager.

If you need assistance with the STORES Web application, please contact the appropriate STORES Help Desk:

CONUS (Philadelphia) Email	COM: 888-755-4756 <a href="mailto:dlacontactcenter@dla.mil">dlacontactcenter@dla.mil</a>		
OCONUS Europe Europe/Africa Email	DSN: 324-206-9685 <a href="mailto:dlatsstorehelp@dla.mil">dlatsstorehelp@dla.mil</a>	COM: +49-631-71069685	Cell: +49173-384-1835
OCONUS Pacific Email	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>

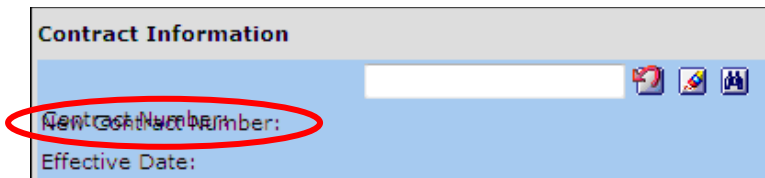
For a list of STORES POC's (OCONUS) see the URL below:

<http://www.dla.mil/TroopSupport/Subsistence/Foodservices/Regions/OCONUS.aspx>

## 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 c**  
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




## Chapter 1: STORES Catalog Basics

The **Log On** screen for STORES Catalog is located at the following Internet address:

[https://www.stores.dla.mil/stores\\_web](https://www.stores.dla.mil/stores_web).

**STORES Log On** Screen (first page)



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

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**STORES**  


### 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.](#)

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**I Accept These Terms**

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





# DEFENSE LOGISTICS AGENCY

## Troop Support

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

## 1.1: Log on to STORES Catalog


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

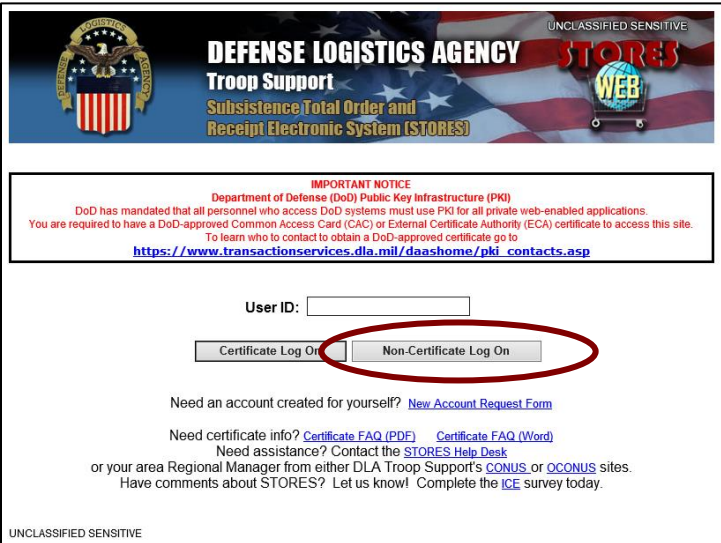

- You are activating an account.
- You are exempt from using a certificate.
- You are required to use a certificate.
- You are logging on for the first time with a certificate.

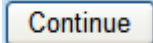
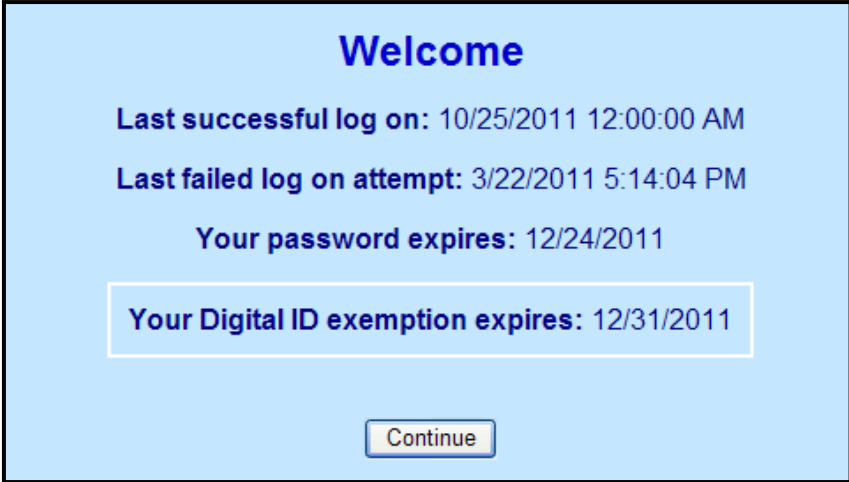
For information about obtaining a certificate and installing it on your computer, click the **Certificate FAQ** link on the Log On screen.

### 1.1.1 Path 1: Non-Certificate Log On (Exempt from using a Certificate)

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 exempted your user account from certificate log on. 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.

STEP/ACTION	EXAMPLE
<ol style="list-style-type: none"> <li>1. Open your browser and type <a href="https://www.stores.dla.mil/stores_web">https://www.stores.dla.mil/stores_web</a>.  The DoD <b>Terms of Use</b> display.</li> <li>2. Read the DoD Terms of Use and click  <input type="button" value="I Accept These Terms"/> </li> </ol> <p>The STORES <b>Log On</b> screen displays (next page).</p> <p><b>NOTE:</b> You cannot proceed to the <b>Log On</b> screen unless you accept the DoD Terms of Use.</p>	<p style="text-align: center;"><b>Log On Screen (first page)</b></p> 

STEP/ACTION	EXAMPLE
<p>3. Enter your User ID on the <b>Log On</b> screen and select</p> <p><b>Non-Certificate Log On</b></p> <p>The <b>Enter Password</b> screen displays.</p>	<p>STORES Web <b>Log On</b> Screen (with close-up)</p> 
<p>4. Enter your password.</p> <p>5. Click <b>Submit</b> to continue; the <b>Welcome</b> screen displays (see section 1.1.4 for an explanation of the information presented).</p> <p>-OR-</p> <p>Click <b>Cancel</b> to return to the STORES <b>Log On</b> screen.</p> <p><b>NOTE:</b> You can modify the User ID before entering the corresponding password.</p>	<p><b>Enter Password</b> Screen</p> 

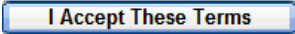

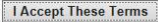
STEP/ACTION	EXAMPLE
<p>6. Click </p> <p>The <b>Main Menu</b> screen displays (see Chapter 2).</p> <p><b>NOTE:</b> If the <b>Electronic User Agreement</b> has not been accepted or the user was reactivated, the user is required to accept the <b>Electronic User Agreement</b> again.</p>	<p><b>Welcome</b> Screen</p> 

### 1.1.2 Path 2: Certificate Log On the First-time (Digital ID Association Required)

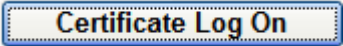

You are required to create an association between a certificate and your User ID the **first time** you log on to STORES using the Certificate Log On path. Create an association by following the steps provided below.

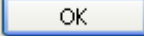
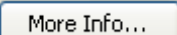


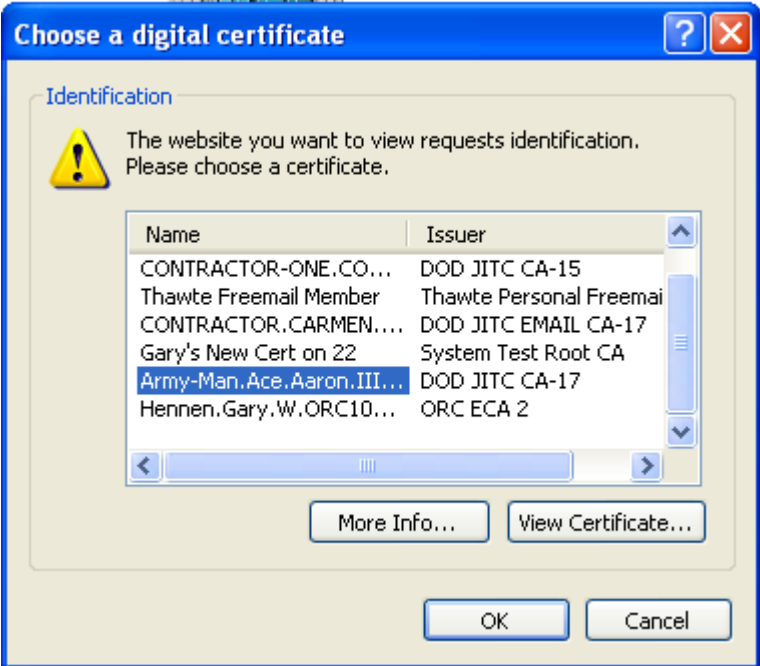
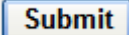
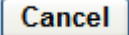

When you create an association, the distinguished name on the selected certificate is stored with your account information as the “Digital ID.” Thereafter, you must use the same certificate/User ID combination to log on. This association lasts until a STORES account manager or security administrator disassociates the Digital ID from your account—an action that ordinarily occurs at your request or when your certificate is expired or revoked. Dissociation requires you to create a new association the next time you use the Certificate Log On path.

**IMPORTANT:** Always **close** the browser session after logging off if you want to log on to STORES with a User ID associated with a different certificate. Otherwise, the last certificate you selected is retained in your browser session and you will receive a Digital ID Mismatch error when you attempt to log on.

STEP/ACTION	EXAMPLE
<ol style="list-style-type: none"> <li>1. Open your browser and type <a href="https://www.stores.dla.mil/store_s_web">https://www.stores.dla.mil/store_s_web</a>.  The DoD <b>Terms of Use</b> display.</li> <li>2. Read the DoD Terms of Use and click .  The STORES <b>Log On</b> screen displays (next page).</li> </ol> <p><b>NOTE:</b> You cannot proceed to the <b>Log On</b> screen unless you accept the DoD Terms of Use.</p>	<p style="text-align: center;"><b>Log On Screen (first page)</b></p>  <p style="text-align: center;"><b>Terms of Use</b></p> <p style="text-align: center;">You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only.</p> <p>By using this IS (which includes any device attached to this IS), you consent to the following conditions:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• At any time, the USG may inspect and seize data stored on this IS.</li> <li>• 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.</li> <li>• This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.</li> <li>• 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. <a href="#">See User Agreement for details.</a></li> </ul> <p style="text-align: center;"></p> <p style="text-align: center;">UNCLASSIFIED SENSITIVE</p>



STEP/ACTION	EXAMPLE
<p>3. Enter your User ID on the STORES <b>Log On</b> screen and select</p>  <p>The <b>Choose a Digital Certificate</b> screen displays (next page).</p>	<p><b>Log On</b> Screen (with close-up)</p> 

STEP/ACTION	EXAMPLE
<p>4. Select a valid certificate for logging on to STORES and click .</p> <p>The <b>Enter Password</b> screen displays.</p> <p><b>NOTE:</b> If the certificate you select is not a valid DOD CAC, FBCA, or a DOD-approved ECA certificate, you will not be able to log on to STORES.</p> <p><b>NOTE:</b> Depending on your certificate and the level of security associated with the certificate, you may get a pop-up window (not pictured) requesting password, pass code, or PIN information. Enter the requested information and click the appropriate button to continue.</p> <p><b>OTHER AVAILABLE ACTIONS:</b></p> <p> displays general help files.</p> <p> displays specific information about your certificate.</p> <p> cancels certificate log on, which displays the <b>Certificate Problem</b> screen (not pictured).</p>	<p><b>Choose a Digital Certificate Dialog Box</b></p> 
<p>5. Enter your password.</p> <p>6. Click  to continue; the <b>Create Digital ID Association</b> screen displays (next page).</p> <p>-OR-</p> <p>Click  to return to the <b>Log On</b> screen.</p>	<p><b>Enter Password Screen</b></p> 

STEP/ACTION	EXAMPLE
<p>Make sure the Digital ID chosen is the correct one before proceeding.</p> <p>7. Click <input type="button" value="Yes"/>; the digital association <b>Confirmation</b> screen displays.</p> <p>-OR-</p> <p>Click <input type="button" value="No"/> to cancel the association process and return to the <b>Log On</b> screen.</p> <p><b>NOTE:</b> Email notifications are sent to you and to the STORES Administrator confirming that a Digital ID was associated with your User ID.</p> <p><b>NOTE:</b> You are required to use the same Digital ID to log on with this User ID in the future.</p>	<p><b>Create Digital ID Association Screen</b></p> <div data-bbox="683 323 1513 699"> <p><b>Create Digital ID Association</b></p> <p>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: <b>SUBSISTUSER</b>?</p> <div data-bbox="748 485 1459 569"> <p><b>Digital ID on chosen Certificate:</b></p> <p>CN=Army-Man.Ace.Aaron.III.9000001123, OU=USA, OU=PKI, OU=DoD, O=U.S. Government, C=US</p> </div> <p><b>NOTE:</b> You must have a valid Digital ID association to use STORES.</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p> </div>
<p>8. Click <input type="button" value="Continue"/>.</p> <p>The <b>Welcome</b> screen displays (see section 1.1.4 for an explanation of the information presented).</p>	<p><b>Confirmation Screen</b></p> <div data-bbox="683 999 1495 1331"> <p><b>Confirmation</b></p> <p>A Digital ID association for User ID <b>SUBSISTUSER</b> has been created.</p> <p>You will receive an email notification of this change. The notification will be sent to the email address for this User ID.</p> <p><input type="button" value="Continue"/></p> </div>
<p>9. Click <input type="button" value="Continue"/>.</p> <p>The <b>Main Menu</b> screen displays (see Chapter 2).</p> <p><b>NOTE:</b> If the <b>Electronic User Agreement</b> has not been accepted or the user was reactivated, the user is required to accept the <b>Electronic User Agreement</b> again.</p>	<p><b>Welcome Screen</b></p> <div data-bbox="717 1411 1459 1816"> <p><b>Welcome</b></p> <p><b>Last successful log on: 7/8/2019 8:03:42 AM</b></p> <p><b>Last failed log on attempt: 1/2/2018 9:25:52 AM</b></p> <p><input type="button" value="Continue"/></p> </div>

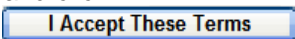




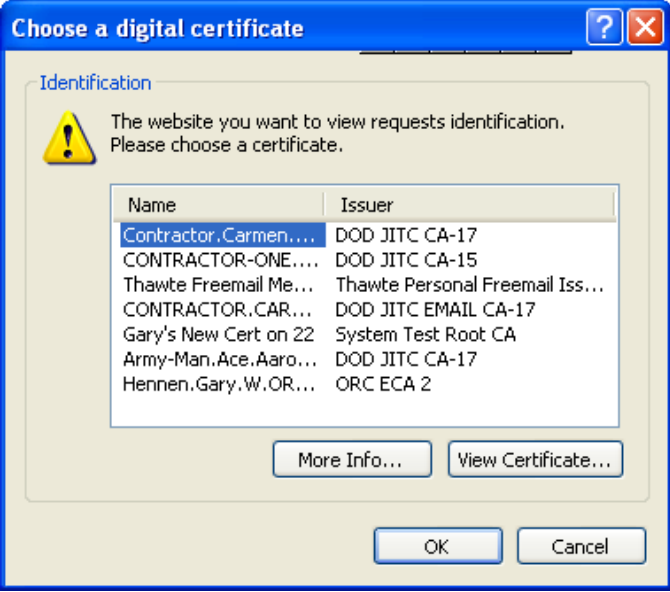
### 1.1.3 Path 3: Certificate Log On

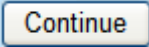
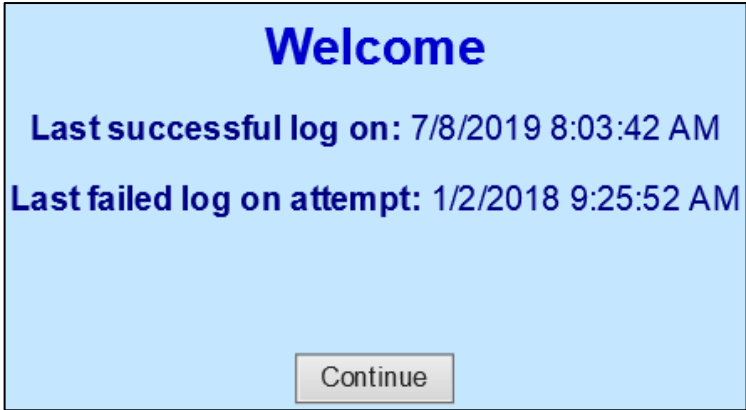
If a Digital ID from a Common Access Card (CAC), External Certificate Authority (ECA) (ORC, VeriSign, and IdenTrust), or Federal Bridge Certificate Authority (FBCA) certificate is associated with your account, you can log on to STORES using the Certificate Log On path without entering a password by following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

**NOTE:** If your certificate was dissociated, you are exempted from using Certificate Log On for up to 365 days. During this exemption period, you are required to log on with a User ID and password. However, you may choose to log on with your certificate at any time by following the instructions in section 1.1.2: Path 2: Certificate Log On the First Time (Digital ID Association Required).

**IMPORTANT:** Always **close** the browser session after logging off if you want to log on to STORES with a User ID associated with a different certificate. Otherwise, the last certificate you selected is retained in your browser session and you will receive a Digital ID Mismatch error when you attempt to log on.

STEP/ACTION	EXAMPLE
<ol style="list-style-type: none"> <li>1. Open your browser and type <a href="https://www.stores.dla.mil/stores_web">https://www.stores.dla.mil/stores_web</a>.  The DoD <b>Terms of Use</b> display.</li> <li>2. Read the DoD Terms of Use and click .  The STORES <b>Log On</b> screen displays (next page).</li> </ol> <p><b>NOTE:</b> You cannot proceed to the <b>Log On</b> screen unless you accept the DoD Terms of Use.</p>	<p style="text-align: center;"><b>Log On Screen (first page)</b></p>  <p>The screenshot shows the 'Log On Screen (first page)' for the Defense Logistics Agency (DLA) STORES system. The header features the DLA logo and the text 'DEFENSE LOGISTICS AGENCY Troop Support Subsistence Total Order and Receipt Electronic System (STORES)'. Below the header is a 'Terms of Use' section with a list of conditions. At the bottom is an 'I Accept These Terms' button.</p>

STEP/ACTION	EXAMPLE																
<p>3. Enter your User ID on the <b>Log On</b> screen and select</p> <p><b>Certificate Log On</b></p> <p>The <b>Choose a Digital Certificate</b> Dialog Box displays.</p>	<p><b>Log On</b> Screen (with close-up)</p> 																
<p>4. Select the certificate associated with the Digital ID of your account and click</p> <p><b>OK</b></p> <p>The <b>Welcome</b> screen displays (see section 1.1.4 for an explanation of the information presented).</p> <p><b>OTHER AVAILABLE ACTIONS:</b></p> <p><b>More Info...</b> displays general help files.</p> <p><b>View Certificate...</b> displays specific information about your certificate.</p> <p><b>Cancel</b> cancels certificate log on, which displays the <b>Certificate Problem</b> screen (not pictured).</p>	<p><b>Choose a Digital Certificate</b> Dialog Box</p>  <table border="1"> <thead> <tr> <th>Name</th><th>Issuer</th></tr> </thead> <tbody> <tr> <td>Contractor, Carmen....</td><td>DOD JITC CA-17</td></tr> <tr> <td>CONTRACTOR-ONE....</td><td>DOD JITC CA-15</td></tr> <tr> <td>Thawte Freemail Me...</td><td>Thawte Personal Freemail Iss...</td></tr> <tr> <td>CONTRACTOR, CAR...</td><td>DOD JITC EMAIL CA-17</td></tr> <tr> <td>Gary's New Cert on 22</td><td>System Test Root CA</td></tr> <tr> <td>Army-Man, Ace, Aaro...</td><td>DOD JITC CA-17</td></tr> <tr> <td>Hennen, Gary, W. OR...</td><td>ORC ECA 2</td></tr> </tbody> </table>	Name	Issuer	Contractor, Carmen....	DOD JITC CA-17	CONTRACTOR-ONE....	DOD JITC CA-15	Thawte Freemail Me...	Thawte Personal Freemail Iss...	CONTRACTOR, CAR...	DOD JITC EMAIL CA-17	Gary's New Cert on 22	System Test Root CA	Army-Man, Ace, Aaro...	DOD JITC CA-17	Hennen, Gary, W. OR...	ORC ECA 2
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STEP/ACTION	EXAMPLE
<p>5. Click </p> <p>The <b>Main Menu</b> screen displays (see Chapter 2).</p> <p><b>NOTE:</b> If the <b>Electronic User Agreement</b> has not been accepted or the user was reactivated, the user is required to accept the <b>Electronic User Agreement</b> again.</p>	<p><b>Welcome</b> Screen</p> 

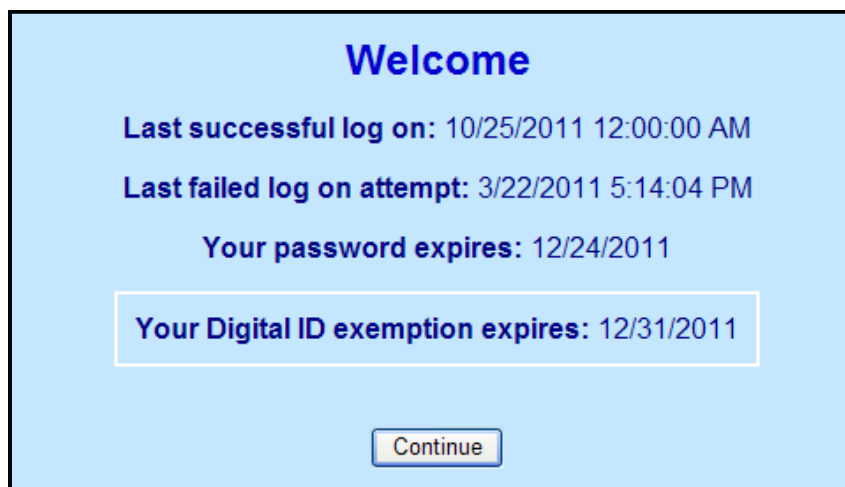
### 1.1.4 The Welcome Screen

The **Welcome** screen lists up to four important pieces of security information for your account. The screen depicted below shows all the possible information on one screen. A particular user never sees all this information at once.

What you see after successful log on depends on:


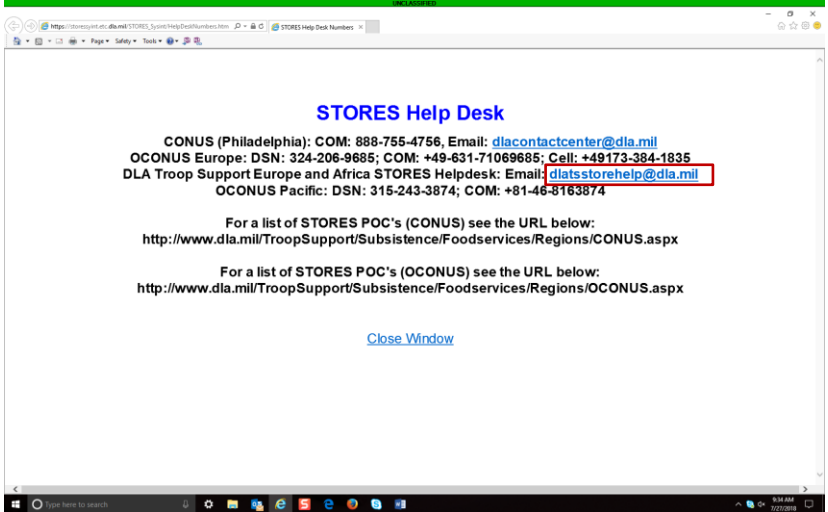
- Your last successful log on (if any)
- Your last failed log on attempt (if any)
- The date your password expires (if a password is required to log on)
- The date you Digital ID exemption expires (if you are exempted from Certificate Log On)




**Welcome** Screen (close-up)


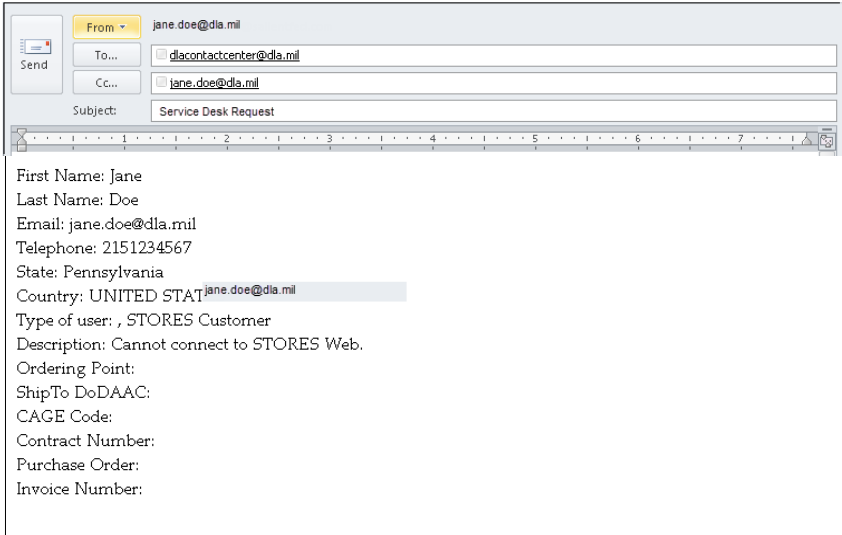


## 1.2: STORES Service Desk Request Form

The STORES Service Desk Form allows you to submit a request for Help Desk support 24/7 instead of only during normal business hours. The form helps you provide enough information to resolve your issue faster.

STEP/ACTION	EXAMPLE
<p>1. At the <b>STORES Admin</b> logon screen, click the <b>STORES Help Desk</b> link.</p>	<p><b>User Administration Screen</b></p> 
<p>2. At the <b>STORES Help Desk</b> popup window, click the email link <a href="mailto:dlacontactcenter@dlamail.mil">dlacontactcenter@dlamail.mil</a>.</p> <p>The <b>STORE Service Desk Request Form</b> window displays (next page).</p>	<p><b>STORES Help Desk Screen</b></p> 

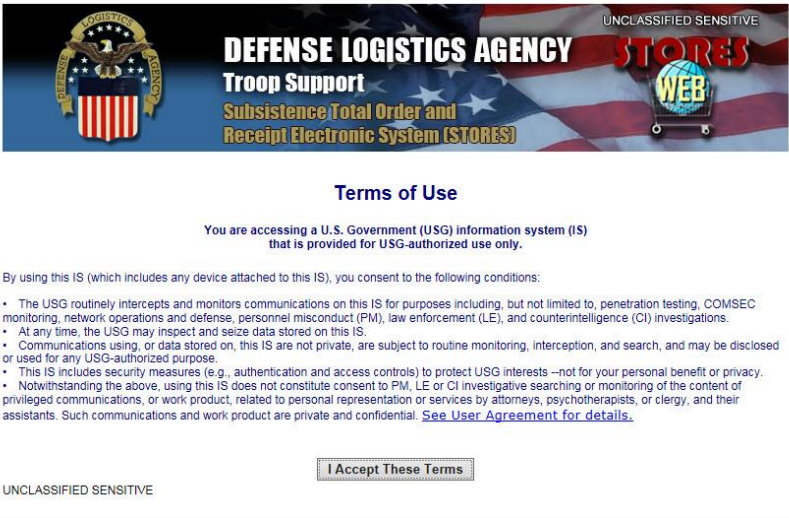

STEP/ACTION	EXAMPLE
<p>3. Enter all required information (fields marked with an asterisk) and optional fields (if applicable), and check the appropriate box(es) for <b>Type of User</b>.</p> <p>4. To discard information you entered and enter new or revised information, click .</p> <p>5. Click .</p> <p>The system will create a new email message from your default email program list, addressed to the STORES Service Desk. The body of the email will be populated with all of the information you entered in step 3. The subject line of the email will default to <b>Service Desk Request</b>. (See next page.)</p>	<p><b>STORES Service Desk Request Form Screen</b></p> 

STEP/ACTION	EXAMPLE
<p>6. Click .</p> <p>7. The email is received by the STORES Help Desk.</p>	<p><b>Service Desk Request Email</b></p> 

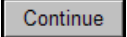


### 1.3: Request a New Account

Before using STORES Catalog, prospective users must complete a New Account Request Form by following the steps indicated below.

STEP/ACTION	EXAMPLE
<p>1. Open your browser and enter <a href="https://www.stores.dla.mil/stores/web">https://www.stores.dla.mil/stores/web</a>.</p> <p>The DoD <b>Terms of Use</b> displays.</p> <p>2. Read the DoD <b>Terms of Use</b> and click <input type="button" value="I Accept These Terms"/>.</p> <p>The STORES <b>Log On</b> screen displays (bottom right).</p> <p><b>NOTE:</b> You cannot proceed to the <b>Log On</b> screen unless you accept the DoD Terms of Use.</p>	<p><b>Log On</b> Screen (first page)</p> 
<p>3. Click the <b>New Account Request Form</b> link.</p> <p>The <b>Account Requirements</b> screen displays (next page).</p>	<p>STORES Customer <b>Log On</b> Screen (with close-up)</p> 



STEP/ACTION	EXAMPLE
<p>This screen contains links to two actions that are required before an account request can be approved, plus two boxes that must be checked before you can proceed with the <b>New Account Request</b>.</p> <ol style="list-style-type: none"> <li>1. Click the <b><u>AMPS Instructions</u></b> link and complete the process (<a href="#">go to pg. 22</a>).</li> <li>2. Click the <b><u>Electronic User Agreement</u></b> link and read the document.</li> <li>3. Click the checkbox to indicate that you have acknowledged the <b>AMPS</b> requirement and accept the <b>Electronic User Agreement</b>.</li> </ol> <p><b>NOTE:</b> You must access the <b>Electronic User Agreement</b> before clicking the checkbox; otherwise, the checkbox is not clickable.</p> <ol style="list-style-type: none"> <li>4. Select the checkbox at the bottom of the window.</li> <li>5. Click .</li> </ol>	<p style="text-align: center;"><b>Account Requirements Screen</b></p> <div data-bbox="696 367 1515 1350"> <p style="text-align: center;"><b>Account Requirements</b> New Account Request</p> <p><b>IMPORTANT:</b> To establish a STORES account these steps must be followed:</p> <ol style="list-style-type: none"> <li>1) You must create a DLA Account Management Provisioning System (AMPS) account and apply for an AMPS role specific to STORES.</li> <li>2) You must read and accept the Electronic User Agreement.</li> <li>3) You must apply for a STORES Account.</li> <li>4) You must have a PKI Certificate to access your STORES account within 60 days.</li> </ol> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Click the link to access AMPS Instructions screen. Your STORES account will not be approved until you receive AMPS Role Approval.</li> </ul> <p style="text-align: center;">• <a href="#">AMPS Instructions</a></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p style="text-align: center;">• <a href="#">Electronic User Agreement</a></p> <p><input checked="" type="checkbox"/> I acknowledge that I must receive AMPS Role approval, and must read and accept the Electronic User Agreement to be granted access to STORES.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>PKI Certificate:</b> 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 <b>within 60 days</b> after the approval of a new STORES account.</p> <p>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 <a href="#">External Certification Authority Program (ECA)</a>. STORES can accept all ECA types (Medium Assurance, Medium Token Assurance, and Medium Hardware Assurance).</p> <p>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.</p> <p>For external certificate information, refer to <a href="#">Certificate FAQ (PDF)</a> <a href="#">Certificate FAQ (Word)</a></p> <p>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.</p> <p><input checked="" type="checkbox"/> 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.</p> <p style="text-align: right;"> <input type="button" value="Continue"/> <input type="button" value="Cancel"/> </p> </div>

Page display of AMPS  
Instruction Link



## Account Management Provisioning System (AMPS) Instructions Screen

[DLA HOME](#)

### Account Management Provisioning System (AMPS) Instructions

#### IMPORTANT NOTICE:

If AMPS approval is not received, your account request may be rejected.

**If you are in a deployed zone (i.e. Afghanistan, Iraq, Saudi Arabia, Qatar, Bahrain, etc.), you must contact your logistics command to complete the account request process. Your logistics command will provide the guidance and forms necessary for account approval.**

[Link to AMPS Site](#)

[Link to AMPS Job Aid \(Customers and Vendors\) - PDF Document](#)

[Link to AMPS Job Aid \(Customers and Vendors\) - Word Document](#)

[Link to AMPS Job Aid \(DLA Representatives\) - PDF Document](#)

[Link to AMPS Job Aid \(DLA Representatives\) - Word Document](#)

1. Click on the link above to access the AMPS Access Instructions document.
2. Click on the link to access the AMPS Website.

Any issues or questions? Please email [STORESAccountRequest@dlamail](mailto:STORESAccountRequest@dlamail) or call the STORES Help Desk:

CONUS (Philadelphia): COM: 888.755.4756, Email: [dlactactcenter@dlamail](mailto:dlactactcenter@dlamail)  
 OCONUS Europe: DSN: 324.206.9685; COM: +49.631.71069685; Cell: +49173-384.1835  
 DLA Troop Support Europe and Africa STORES Helpdesk: Email: [dlatsstorehelp@dlamail](mailto:dlatsstorehelp@dlamail)  
 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>

[Return](#)

Page display of Electronic User  
Agreement Link



## STORES USER AGREEMENT Screen

### STORES USER AGREEMENT

**STANDARD MANDATORY NOTICE AND CONSENT PROVISION FOR ALL DOD INFORMATION SYSTEM USER AGREEMENTS**

You acknowledge and consent that when you access Department of Defense (DoD) information systems:

- You are accessing a U.S. Government (USG) information system (IS) which includes any device attached to the information system that is provided for U.S. Government authorized use only.
- You consent to the following conditions:
  - The U.S. Government may inspect and monitor communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
  - Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government authorized purpose.
  - This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests, not for your personal benefit or privacy.
  - Notwithstanding the above, using an information system does not constitute consent to personal misconduct, law enforcement, or counterintelligence investigation searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential, as further explained below.
- Nothing in this User Agreement shall be interpreted to limit the user's consent to, or in any way restrict or affect, any U.S. Government actions for purposes of network administration, operation, protection, or defense, or for communications security. This includes all communications and data on an information system, regardless of any applicable privilege or confidentiality.
- The user consents to interception and capture of all communications and data for any authorized purpose (including personnel misconduct, law enforcement, or counterintelligence investigation) however, consent to interception/capture or seizure of communications or data for personnel misconduct, law enforcement or counterintelligence investigation against any party does not regulate any applicable privilege or confidentiality that otherwise applies.
- Intercepted and captured communications or data qualify for the protection of a privilege, or is covered by a duty of confidentiality, if it is intended in accordance with established legal standards and DoD policy. Users are strongly encouraged to seek personal legal counsel on such matters prior to using an information system if the user intends to rely on the protection of a privilege or confidentiality.
- Users are prohibited from disclosing or disseminating any communications or data that are privileged or confidential, or that are covered by a duty of confidentiality, to any third party or to the public. However, in such cases the U.S. Government is not obligated to create such protection where none exists under established legal standards and DoD policy.
- A user's failure to take reasonable steps to identify such communications or data as privileged or confidential does not waive the privilege or confidentiality if such protections otherwise exist under established legal standards and DoD policy. However, in such cases the U.S. Government is authorized to take reasonable actions to identify such communication or data as being subject to a privilege or confidentiality, as such actions do not regulate any applicable privilege or confidentiality.
- These conditions preserve the confidentiality of the communication or data, and the legal protections regarding the use and disclosure of privileged information, and that such communications and data are private and confidential. Further, the U.S. Government shall take all reasonable measures to protect the content of captured/intercepted privileged communications and data to ensure they are appropriately protected.
- In cases where the user has consented to content searching or monitoring of communications or data for personnel misconduct, law enforcement, or counterintelligence investigation searching, (i.e., for all communications and data other than privileged communications or data that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants), the U.S. Government may, solely at its discretion and in accordance with DoD policy, elect to apply a privilege or other restriction on the U.S. Government's otherwise authorized use or disclosure of such information.
- All of the above conditions apply regardless of whether the access or use of an information system includes the display of a Notice and Consent Banner ("Banner"). When a banner is used, the banner functions to remind the user of the conditions that are set forth in this User Agreement, regardless of whether the banner describes these conditions in full detail or provides a summary of such conditions, and regardless of whether the banner appears on the User Agreement.

**INFORMATION ASSURANCE RESPONSIBILITIES**

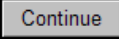
- Safeguard the information processed, stored, and transmitted on systems from unauthorized or inadvertent modification, disclosure, destruction, and use. All systems are for official use and authorized purposes in accordance with DOD 5500.7-R, "Joint Ethics Regulation" (<http://www.defense.mil/jethics/index.htm>), section 2.301.
- Comply with safeguards, policies, and procedures to prevent unauthorized access to systems.
- Not share account passwords with anyone.
- Not use the same STIC/SES password with any other systems, applications, and accounts.
- Not share private tokens with anyone (i.e. External Certificate Authority (ECA) private tokens or Common Access Card (CAC)).
- Recognize the accountability assigned to each user. Each user must have a unique ID to access any element of information (STIC/SES).
- Immediately report known or suspected incidents to the cognate Information Assurance Manager in accordance with the local site incident response guide.
- Log out prior to leaving work area.
- Label sensitive media and ensure that sensitive information is removed from hard disks that are sent out for maintenance.

**CONSEQUENCES OF INCONSISTENT BEHAVIOR OR NON-COMPLIANCE**

Noncompliance with this agreement will result in sanctions being imposed on an individual(s) commensurate to the level of the infraction(s). Depending on the severity of the violation, sanctions may range from a verbal or written reprimand, removal of system access for a specified period of time, or termination of use. Misuse of Privacy Act, sensitive, and/or classified data may result in civil and criminal charges and/or fines.

[Close Window](#)

Warning Message Screen  
(Displays if both boxes not checked)


**NOTE:** If you click  without checking the checkboxes a message displays (bottom right).

The **New Account Request Form** Screen Request Type displays.

6. In the Request Type drop-down, select **STORES Catalog User**.

The **New Account Request Form** Screen refreshes, displaying the request type selected and data entry fields.

7. Enter your user information in the appropriate form fields. **NOTE: All fields marked with an asterisk (\*) are required.**

Some fields, such as **User ID**, **Password**, and **Email Address**, have rules that your entries must follow in order to be valid. To view the rules for a particular field, click the question mark icon  beside that field. This displays the **Data Entry Help** screen in a separate window with the focus on information pertaining to the selected field help (see the **User ID** example, next page).

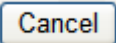
8. When your entries are complete, click .

The **New Account Request Verification** screen displays (next page).

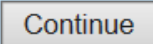
-OR-

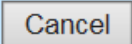
Click  to return to **Request Type** selection.

-OR-

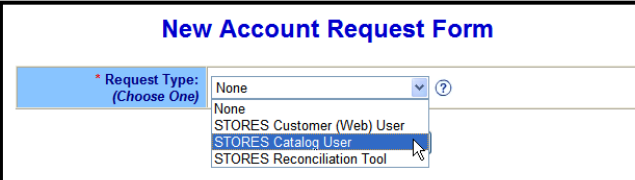
Click  to return to the **Log On** screen.

**You must acknowledge before you can proceed.**



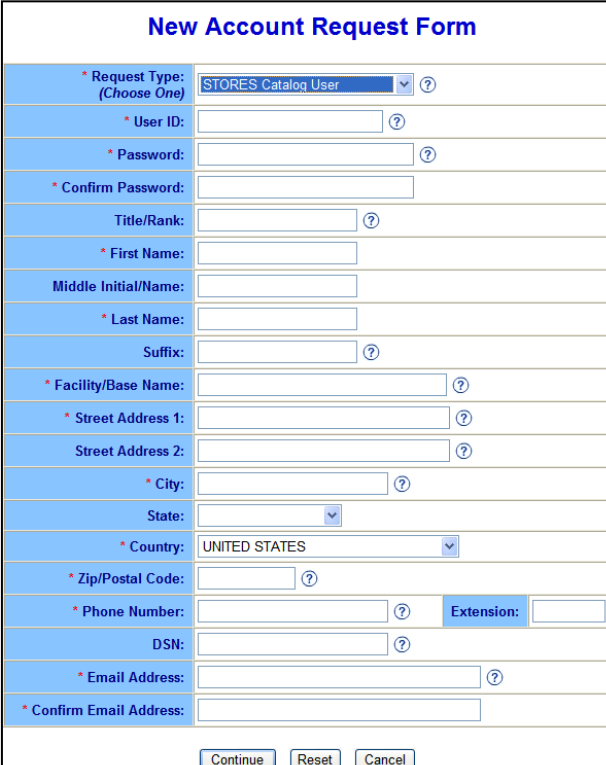


### **New Account Request Form** Screen Close-up







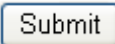


The image shows a close-up of the 'Request Type' dropdown menu. The menu is open, showing options: 'None', 'STORES Customer (Web) User', 'STORES Catalog User' (which is highlighted), and 'STORES Reconciliation Tool'. A question mark icon is visible to the right of the dropdown.

### **New Account Request Form** Screen



The image shows the full 'New Account Request Form' screen. It contains the following fields and controls:

- \* Request Type: (Choose One)**: Dropdown menu with 'STORES Catalog User' selected.
- \* User ID:** Text field with a question mark icon.
- \* Password:** Text field with a question mark icon.
- \* Confirm Password:** Text field.
- Title/Rank:** Text field with a question mark icon.
- \* First Name:** Text field.
- Middle Initial/Name:** Text field.
- \* Last Name:** Text field.
- Suffix:** Text field with a question mark icon.
- \* Facility/Base Name:** Text field with a question mark icon.
- \* Street Address 1:** Text field with a question mark icon.
- Street Address 2:** Text field with a question mark icon.
- \* City:** Text field with a question mark icon.
- State:** Dropdown menu.
- \* Country:** Dropdown menu with 'UNITED STATES' selected.
- \* Zip/Postal Code:** Text field with a question mark icon.
- \* Phone Number:** Text field with a question mark icon.
- Extension:** Text field.
- DSN:** Text field with a question mark icon.
- \* Email Address:** Text field with a question mark icon.
- \* Confirm Email Address:** Text field.
- Buttons at the bottom: , , .

STEP/ACTION	EXAMPLE																																		
<p>9. Verify the accuracy of the information you have entered.</p> <ul style="list-style-type: none"> <li>If it is incorrect, click  and return to the <b>New Account Request Form</b> screen to make the necessary changes.</li> <li>If it is correct, click .</li> </ul> <p>A <b>Confirmation</b> screen displays (next page).</p>	<p><b>Data Entry Help</b> Screen (Close-up of <b>User ID</b> Help)</p> <div data-bbox="846 321 1365 653"> <p><b>User ID</b> A required field for all STORES accounts.</p> <p>A valid User ID:</p> <ul style="list-style-type: none"> <li>Must be unique; that is, it cannot match any other User ID in the system (The uniqueness of your entered User ID is automatically confirmed by the system)</li> <li>Must be at least 7 characters</li> <li>Must not exceed 25 characters</li> <li>May contain alpha-numeric characters ( 0-9, a-z, A-Z )</li> <li>Must not contain special characters</li> <li>Must not contain spaces</li> </ul> <p>NOTE: User ID is <i>not</i> case sensitive.</p> </div> <p><b>New Account Request Verification</b> Screen</p> <div data-bbox="699 764 1511 1614"> <p><b>New Account Request Verification</b></p> <p>Verify that the information entered below is accurate before submitting.</p> <table border="1"> <tr><td>Request Type:</td><td>STORES Catalog User</td></tr> <tr><td>User ID:</td><td>CATALOGUSER</td></tr> <tr><td>Title/Rank:</td><td></td></tr> <tr><td>First Name:</td><td>Catlin</td></tr> <tr><td>Middle Initial/Name:</td><td></td></tr> <tr><td>Last Name:</td><td>Logue</td></tr> <tr><td>Suffix:</td><td></td></tr> <tr><td>Facility/Base Name:</td><td>Central Warehouse</td></tr> <tr><td>Street Address 1:</td><td>158 Eriwn St</td></tr> <tr><td>Street Address 2:</td><td></td></tr> <tr><td>City:</td><td>Albuquerque</td></tr> <tr><td>State:</td><td>New Mexico</td></tr> <tr><td>Country:</td><td>UNITED STATES</td></tr> <tr><td>Zip/Postal Code:</td><td>88130</td></tr> <tr><td>Phone Number:</td><td>3468903458</td></tr> <tr><td>DSN:</td><td></td></tr> <tr><td>Email Address:</td><td>CLogue@Warehouse.com</td></tr> </table> <p> </p> <p><a href="#">TOP OF PAGE</a></p> <p><a href="#">DLA HOME</a></p> </div>	Request Type:	STORES Catalog User	User ID:	CATALOGUSER	Title/Rank:		First Name:	Catlin	Middle Initial/Name:		Last Name:	Logue	Suffix:		Facility/Base Name:	Central Warehouse	Street Address 1:	158 Eriwn St	Street Address 2:		City:	Albuquerque	State:	New Mexico	Country:	UNITED STATES	Zip/Postal Code:	88130	Phone Number:	3468903458	DSN:		Email Address:	CLogue@Warehouse.com
Request Type:	STORES Catalog User																																		
User ID:	CATALOGUSER																																		
Title/Rank:																																			
First Name:	Catlin																																		
Middle Initial/Name:																																			
Last Name:	Logue																																		
Suffix:																																			
Facility/Base Name:	Central Warehouse																																		
Street Address 1:	158 Eriwn St																																		
Street Address 2:																																			
City:	Albuquerque																																		
State:	New Mexico																																		
Country:	UNITED STATES																																		
Zip/Postal Code:	88130																																		
Phone Number:	3468903458																																		
DSN:																																			
Email Address:	CLogue@Warehouse.com																																		

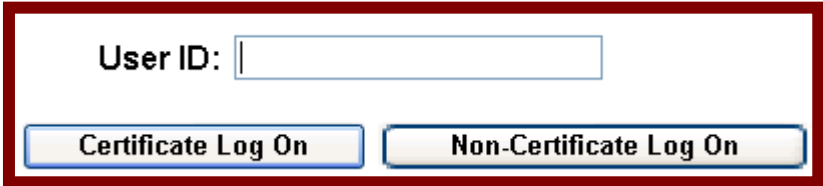

STEP/ACTION	EXAMPLE
<p>This screen confirms that your new account request was submitted for approval.</p> <p>A confirmation email is also sent to the email address you submitted. Another email is sent when your account request is approved or rejected.</p> <p>10. Click <b>Exit</b> to close the Confirmation and return to the <b>STORES Web Log On</b> screen.</p>	<p><b>Confirmation</b> Screen</p> <div data-bbox="686 323 1536 724"><p><b>Confirmation</b></p><p>New Account Request submitted for User ID: <b>CATALOGUSER</b>.</p><p>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.</p><p><a href="#">Exit</a></p><p><a href="#">TOP OF PAGE</a></p><p><a href="#">DLA HOME</a></p></div>




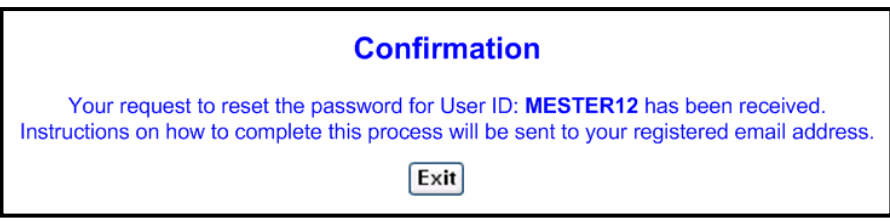
## 1.4: Reset Password

If you are required to log on to STORES with a User ID and password but have forgotten your password, you may request temporary access to STORES by following the steps illustrated below.

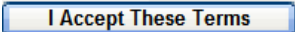

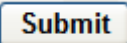
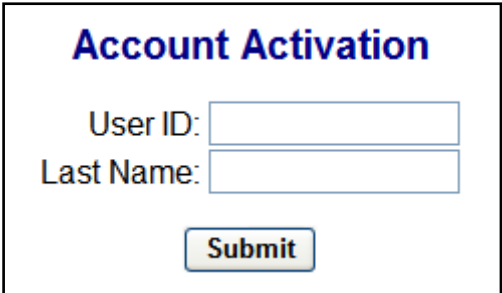
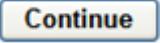


**NOTE:** if your account has been reactivated or your Digital ID Association has been removed, the steps to complete those processes are the same as those for Reset Password, starting at Step 6.

**NOTE:** Account activation instructions are valid for seven (7) days and will allow you to log on to STORES with limited access.



STEP/ACTION	EXAMPLE
<p>1. On the STORES <b>Log On</b> screen, enter your User ID.</p> <p>2. Select</p> <p><b>Non-Certificate Log On</b></p> <p>The <b>Enter Password</b> screen displays.</p>	<p>Close-up of STORES <b>Log On</b> Screen</p> 
<p>3. On the STORES Web <b>Enter Password</b> screen, select the <b>Click Here</b> link.</p> <p>The <b>Reset Password Request</b> screen displays.</p>	<p>Close-up of STORES <b>Enter Password</b> Screen</p> 

STEP/ACTION	EXAMPLE
<p>4. Enter your <b>User ID</b> and <b>Last Name</b> in the fields provided; both are required.</p> <p>5. Click . A <b>Confirmation</b> screen displays.</p> <p><b>NOTE:</b> If a match is not found for the entered User ID and Last Name, the “User ID or Last Name Invalid. Please try again” message displays (Example A).</p> <p><b>NOTE:</b> If your account is inactive, you will be redirected to the <b>Deactivated user Account</b> screen (see section 1.4 Request Reactivation).</p>	<p><b>Reset Password</b> Screen (with close-ups)</p> 
<p>This screen confirms that your request to reset your password has been received and that an email has been sent to your registered email address with further instructions.</p> <p>6. Open the email and follow the instructions for completing the Reset Password process.</p> <p>7. Click  to close the screen.</p> <p>If you have followed the email instructions correctly, the <b>Terms of Use</b> screen displays.</p>	<p><b>Confirmation</b> (of Password Reset) Screen</p> 



STEP/ACTION	EXAMPLE
<p>8. Read the DoD Terms of Use and click .</p> <p>The <b>STORES Account Activation</b> screen displays.</p> <p><b>NOTE:</b> You cannot proceed to the <b>Log On</b> screen unless you accept the DoD Terms of Use.</p>	<p><b>Log On Screen (first page)</b></p>  <p>The screen displays the Defense Logistics Agency Troop Support logo, the text "UNCLASSIFIED SENSITIVE", and the title "DEFENSE LOGISTICS AGENCY Troop Support Subsistence Total Order and Receipt Electronic System (STORES)". Below this is a "Terms of Use" section with a paragraph of text and a list of conditions. At the bottom is an "I Accept These Terms" button.</p>
<p>9. Enter the User ID and Last Name associated with the account.</p> <p>10. Click .</p> <p>The <b>Reset Password</b> screen displays.</p>	<p><b>Close-up of Account Activation Screen</b></p>  <p>The screen shows the title "Account Activation" in blue. Below it are two input fields: "User ID:" and "Last Name:". At the bottom is a "Submit" button.</p>
<p>11. Enter a new password and confirm it.</p> <p><b>NOTE:</b> Passwords must be at least 8 characters in length.</p> <p>12. Click .</p> <p>A <b>Confirmation</b> screen displays.</p> <p><b>NOTE:</b>  closes the browser session and terminates the password reset process.</p>	<p><b>Reset Password Screen</b></p>  <p>The screen shows the title "Reset Password" in blue. Below it is a note: "(*) Indicates a Required Field". There are three input fields: "User ID:" (containing "MESTER12"), "New Password:" (with a question mark icon), and "Confirm Password:". At the bottom are three buttons: "Continue", "Reset", and "Cancel".</p>



STEP/ACTION	EXAMPLE
<p>You have successfully reset your password.</p> <p>13. Click .</p> <p>The <b>STORES Log On</b> screen displays. You can now log on with the new password.</p>	<p><b>Confirmation</b> Screen</p> <div><p><b>Confirmation</b></p><p>The password for User ID: <b>MESTER12</b> has been reset. A confirmation email has been sent to your registered email address.</p><p></p></div>

## 1.5: Request Reactivation

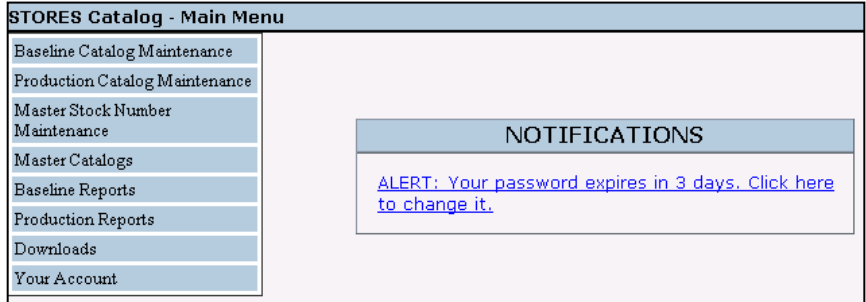

If your STORES Admin account is inactive and you have not already submitted a reactivation request, you may request reactivation electronically by following the steps illustrated below.

**NOTE:** You will be notified via email 14 days in advance of when your account is about to be deactivated due to 35 days of account inactivity. You will continue to receive a daily email until either your account has been accessed successfully or the account has been deactivated.

STEP/ACTION	EXAMPLE
<p>If your account was inactivated by an administrator, your password has expired, you had three consecutive log on attempts, or your account has been inactive for 35 days, the <b>Deactivated User Account</b> screen displays.</p> <p>1. Click</p> <div data-bbox="233 779 570 814" style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Submit Reactivation Request</div> <p>A <b>Confirmation</b> screen displays stating that a Reactivation Request has been submitted.</p> <p>An email confirmation is also sent to your registered email address.</p>	<p style="text-align: center;"><b>Deactivated User Account</b> Screen</p> <div data-bbox="617 590 1495 821" style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>Deactivated User Account</b></p> <p>The account for User ID: <b>BZVENDOR</b> has been deactivated.  Deactivation Reason: <b>Exceeded Allowed Log On Attempts</b>  To request reactivation of your account, click <b>Submit Reactivation Request</b>  If you are not <b>BZVENDOR</b>, click <b>Cancel</b> to return to the Log On screen.</p> <div style="display: flex; justify-content: center; gap: 20px;"> <div data-bbox="808 779 1190 814" style="border: 1px solid black; padding: 2px 10px;">Submit Reactivation Request</div> <div data-bbox="1219 779 1305 814" style="border: 1px solid black; padding: 2px 10px;">Cancel</div> </div> </div>
<p>2. Click the <b>Exit</b> link.</p> <p>The <b>Log On</b> screen displays.</p> <p><b>NOTE:</b> You will be notified via email when an Account Administrator processes your request. If your account is reactivated, follow the instructions in the email to complete the Account Reactivation process. The final steps are the same as those for the Reset Password process (See section 1.3, Step 6).</p>	<p style="text-align: center;"><b>Confirmation</b> (of Reactivation Request) Screen</p> <div data-bbox="620 1089 1490 1272" style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>Confirmation</b></p> <p>A Reactivation Request for User ID: <b>BZVENDOR</b> has been submitted.  A notification of this submission has been sent to your registered email address.</p> <p style="color: blue; text-decoration: underline;"><b>Exit</b></p> </div>

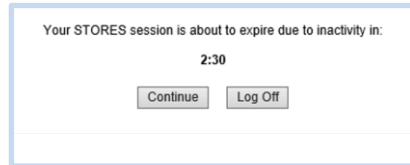
## 1.6: Password Expiration Notification

The **Password Expiration Notification** displays only if you are required to use a password to log onto STORES.

STEP/ACTION	EXAMPLE
<p>A notification message displays at the top of your <b>Main Menu</b> screen when your permanent password is about to expire (as in the example on the lower right).</p> <p>This notification message begins to display <b>ten (10) days</b> from the password expiration date and continues to display until you have entered and saved a new permanent password or until the current permanent password expires.</p> <p>To change your permanent password, click the notification message link to display the <b>My User Information</b> screen (See Chapter 11).</p>	<p><b>Main Menu</b> Screen</p>  <p>The screenshot shows the 'STORES Catalog - Main Menu' with a sidebar containing links like 'Baseline Catalog Maintenance', 'Production Catalog Maintenance', 'Master Stock Number Maintenance', 'Master Catalogs', 'Baseline Reports', 'Production Reports', 'Downloads', and 'Your Account'. A 'NOTIFICATIONS' box on the right displays the message: 'ALERT: Your password expires in 3 days. Click here to change it.'</p> <p><b>Main Menu</b> Screen (close-ups of expiration messages)</p>  <p>The close-up shows the 'NOTIFICATIONS' header and the alert message: 'ALERT: Your password expires in 3 days. Click here to change it.'</p>

## 1.7: Timeout Notification

The **Timeout Notification** for security purpose, displays when a user leaves STORES unattended for more than 15 minutes, the system displays a pop-up warning message with a time counter to notify the user of the timeout

STEP/ACTION	EXAMPLE
<p>A notification message will display in the middle of your screen when you have left the system unattended for <b>15 minutes</b>.</p> <p>This notification message begins to display <b>3 minutes</b> prior to the actual timeout. The pop up warning will continue to display until:</p> <ol style="list-style-type: none"> <li>1. The 3 minutes have expired – Exit STORES</li> <li>2. The user selects the Continue button – Stay in STORES</li> <li>3. The user selects the Log Off button – Exit STORES</li> </ol>	<p><b>Main Menu</b> Screen (and close-ups of expiration messages)</p>  <p>The screenshot shows a pop-up message box with the text: 'Your STORES session is about to expire due to inactivity in: 2:30'. Below the text are two buttons: 'Continue' and 'Log Off'.</p>

1.8: Logoff Notification



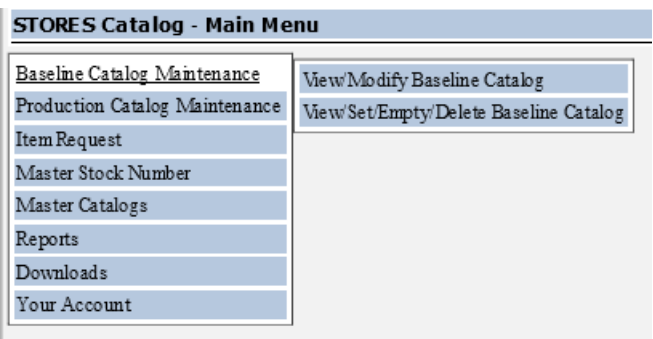
The **Logoff Notification** for security purpose, displays a logout message to indicate the reliable termination of authenticated communications sessions

STEP/ACTION	EXAMPLE
<p>On the header bar of any screen:</p> <ol style="list-style-type: none"><li>1. Select the <b>LOGOFF</b> link.</li><li>2. A <b>Logged Off</b> notification message will display, when you have successfully logged out.</li></ol>	



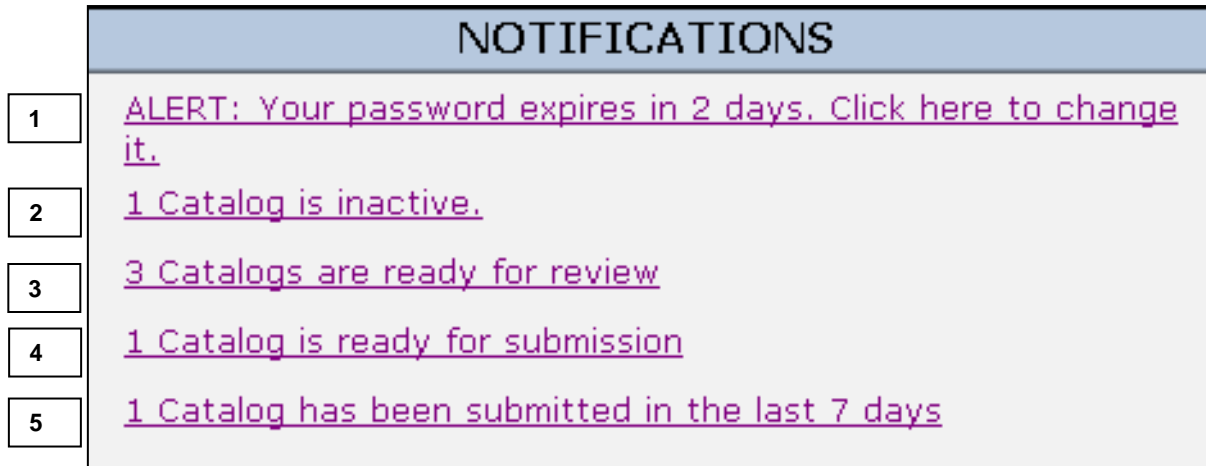
## Chapter 2: STORES Catalog Main Menu

Before a vendor or guest vendor can access STORES Catalog he or she must be an active user and have one or more assigned catalogs to complete.

STEP/ACTION	EXAMPLE
<p>All catalog activity is initiated from the <b>Main Menu</b>. The <b>Main Menu</b> contains two major elements – the Functions Menu and the Notifications box. The available menu links displays based on the user's role.</p>	<p><b>STORES Catalog Main Menu Screen</b></p> 
<p>The Menu section consists of eight expandable menu options (bars).</p> <ol style="list-style-type: none"> <li>To expand a menu group, click the appropriate menu bar. For this example click <b>Baseline Catalog Maintenance</b>.</li> </ol>	<p><b>Main Menu – Menu Bar Section</b></p> 
<p>The <b>Baseline Catalog Maintenance</b> sub-menu displays.</p>	<p><b>Main Menu – Baseline Catalog Maintenance Sub-menu</b></p> 

## Notifications Overview

### Main Menu – Notifications Section



The notifications section provides a summary of account and catalog information that is of particular interest to the user.

Catalog notification elements are as follows:

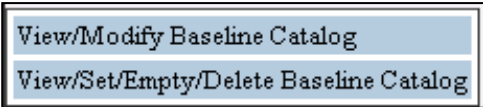
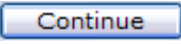
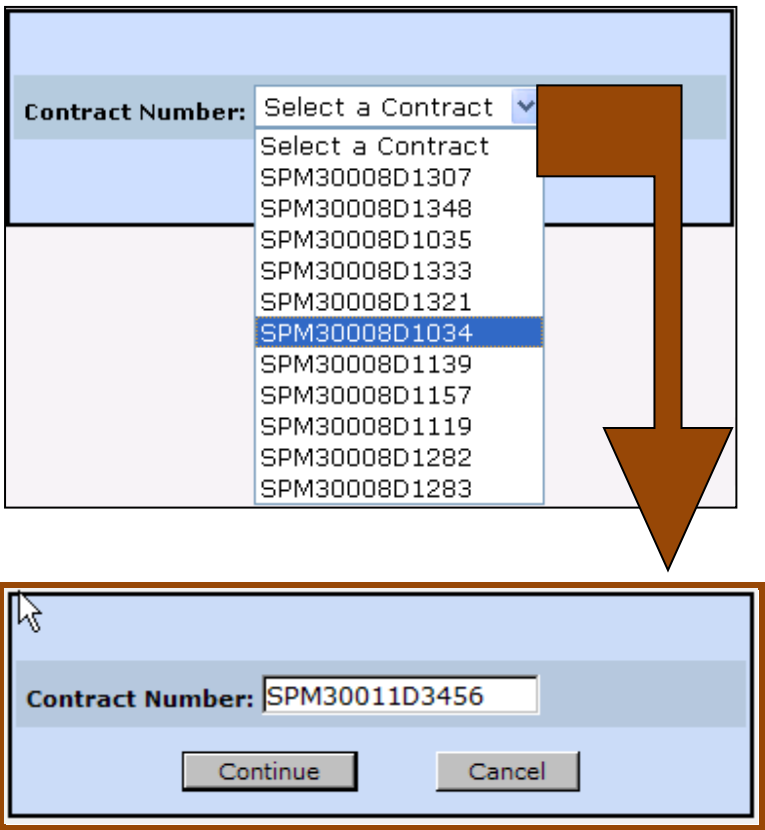
1. **Password Alert Notification.** This alert only displays when a user is exempt from the certificate requirement. This notification indicates the exact number of days remaining until the password expires (from “10 days” to “Today”). It displays when the user’s password is due to expire within the next 10 days. Clicking this link will display the **My User Information** screen. This notification does not apply and does not appear if the user is not required to use a password.
2. **The Inactive Catalog Notification.** This notification alerts a user to the total number of assigned contracts which are inactive. Clicking the notification link displays the **View/Set Baseline Catalog Status** screen filtered for inactive contracts. This alert appears only when one or more assigned catalogs are inactive.
3. **The Catalogs Ready for Review Notification.** This notification alerts a user to the total number of assigned contracts which have a status of ‘Review Ready’. Clicking the notification link displays the **View/Set Baseline Catalog Status** screen filtered for ‘Review Ready’ contracts. This alert displays only when one or more assigned catalogs have the ‘Review Ready’ status.
4. **The Catalogs Ready for Submission Notification.** This notification alerts a user to the total number of assigned contracts that have a status of ‘Submission Ready.’ Clicking the notification link displays the **View/Set Baseline Catalog Status** screen filtered for ‘Submission Ready’ contracts. This alert displays only when one or more assigned catalogs have the ‘Submission Ready’ status.
5. **The Catalogs Submitted Notification.** This notification informs the user as to the number of assigned catalogs submitted within the last seven days. Clicking the notification displays the **View/Set Baseline Catalog Status** screen filtered for catalogs submitted within the last seven days. This alert displays only when one or more assigned catalogs meet the seven day submission qualification.

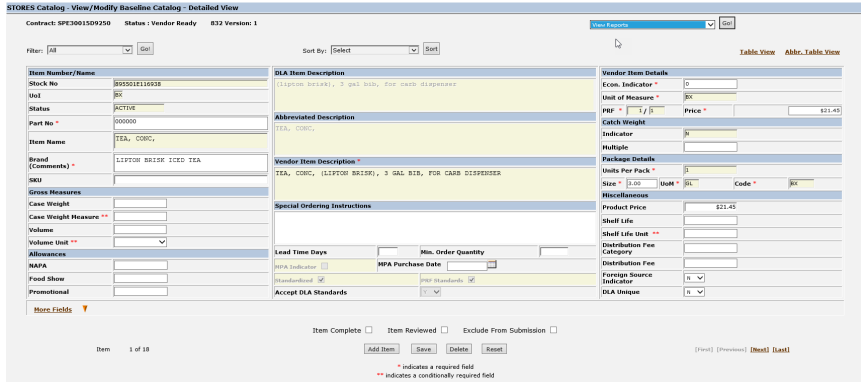


## Chapter 3: View/Modify a Baseline Catalog

### 3.1: Detailed View

A user who is assigned a catalog and has the role of 'Vendor' for that catalog may view and edit items and add items to the catalog. A user with an assigned role of 'Guest Vendor' for a catalog will only be able to view the catalog. Catalogs can be modified only if they have a status of 'Vendor Ready.' Catalogs with a status of 'Being Built' are not available for viewing or editing.

STEP/ACTION	EXAMPLE
<p>1. From the <b>Main Menu</b>, place your cursor over the <b>Baseline Catalog Maintenance</b> menu bar and select <b>View/Modify Baseline Catalog</b> from the sub-menu.</p> <p>The <b>Select Contract</b> screen displays.</p>	<p><b>Main Menu – Catalog Maintenance</b> Sub-menu</p> 
<p><b>NOTE:</b> The Select Contract screen displays with a drop-down menu of contracts that are assigned to the user and do not have a status of Being Built.</p> <p>2. Select a baseline contract number.</p> <p>3. Click .</p> <p>The <b>Detail Screen</b> displays.</p>	<p><b>Select Contract</b> Screen (two example close-ups)</p> 

STEP/ACTION	EXAMPLE
<p>The <b>Detail</b> screen permits a user to view/edit line items (stock numbers) on a case-by-case basis.</p> <ul style="list-style-type: none"> <li>Information that may be edited displays in white. Non-editable data appears in beige or yellow (exact color varies from monitor to monitor).</li> <li>If a contract is not editable due to the assigned user role or catalog status, the shading of the fields remain the same; however, Read Only displays near the status on the upper left portion of the screen (the displayed contract is not in Read Only mode).</li> <li>A red asterisk (*) indicates required information.</li> <li>Two red asterisks (**) indicates required conditional information.</li> </ul> <p><b>NOTE:</b> Some fields cannot be edited when the Stock Number Standards are in effect for the item.</p>	<p style="text-align: center;"><b>Detail View Screen</b></p> 



**DETAILED VIEW****View on Screen Load**

**1** STORES Catalog - View/Modify Baseline Catalog - Detailed View **2**

Contract: SPE30015D9250 Status: Vendor Ready 832 Version: 1

**3** Filter: All **4** Sort By: Select **5** View Reports **6** Table View Abbr. Table View

<b>Item Number/Name</b> Stock No: 895501E116938 UoI: BX Status: ACTIVE Part No: 000000 Item Name: TEA, CONC, Brand (Comments): LIPTON BRISK ICED TEA SKU: <b>Gross Measures</b> Case Weight: Case Weight Measure: Volume: Volume Unit: <b>Allowances</b> NAPA: Food Show: Promotional:	<b>DLA Item Description</b> (lipton brisk), 3 gal bib, for carb dispenser <b>Abbreviated Description</b> TEA, CONC, <b>Vendor Item Description *</b> TEA, CONC, (LIPTON BRISK), 3 GAL BIB, FOR CARB DISPENSER <b>Special Ordering Instructions</b> Lead Time Days: Min. Order Quantity: MPA Indicator: MPA Purchase Date: Standardized: PRF Standards: Accept DLA Standards:	<b>Vendor Item Details</b> Econ. Indicator: 0 Unit of Measure: BX PRF: 1/1 Price: \$21.45 <b>Catch Weight</b> Indicator: N Multiple: <b>Package Details</b> Units Per Pack: 1 Size: 3.00 UoM: GL Code: BX <b>Miscellaneous</b> Product Price: \$21.45 Shelf Life: Shelf Life Unit: Distribution Fee Category: Distribution Fee: Foreign Source Indicator: N DLA Unique: N
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**7** More Fields

Item Complete ☐ Item Reviewed ☐ Exclude From Submission ☐

Item 1 of 18 Add Item Save Delete Reset [First] [Previous] [Next] [Last]

\* indicates a required field  
\*\* indicates a conditionally required field

**Bottom of Screen – Expanded View**

**13** Fewer Fields

**14** Value and Unit of Measure

Tare Wt	Paper Wt	Alum Wt	Plas Wt	GLs Wt	Tin Wt
Tare UoM	Paper UoM	Alum UoM	Plas UoM	GLs UoM	Tin UoM

**15** Item Indicators

NAPA	Marines	BDFA	Navy	As F	As F Opt
Army Dng	Army FM	Nv Crg	Nv QCOG	War time	Navy/ FIC

**16** Overwritten Vendor Item Description

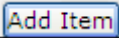



**10** Item 1 of 15 **11** Add Item Save Delete Reset **12** [First] [Previous] [Next] [Last]

**DETAILED VIEW Continued**

The screen elements of a Detailed Baseline Catalog Record and its respective fields are as follows:

- Contract** and **Status** text display the current contract number and status. Read Only displays next to the status when a contract is not editable.
- View Reports** drop-down menu is used to access reports about the contract. Selecting a report from this menu opens the report in a new window.
- The **Filter** drop-down menu is used to filter the set of line items displayed (e.g. all items, wartime items, etc.).
- The **Sort By** drop-down menu is used to select the sort order for the collection of line items being displayed. If the catalog is filtered for a specific stock number, this number becomes the entry area for the desired stock number.
- Clicking the **Table View** link displays the **Full Table View** screen (page 41) while maintaining the currently selected sort and filter options of the Detailed Baseline Catalog record.
- Clicking the **Abbr. Table View** link displays the **Abbreviated Table View** screen (page 39) while maintaining the currently selected sort and filter options of the Detailed Baseline Catalog record.
- Item Number /Name, Gross Measures, Allowances, Vendor Item Details, Catch Weight, Package Details, Special Ordering Instructions, and Miscellaneous** editing regions are used to view and update item details. Stock Number, Status, Item Name, DLA Item Description, Abbreviated Description, Item Indicators, Catch Weight Indicator,

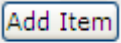
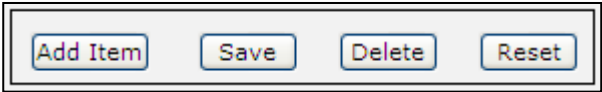
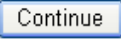


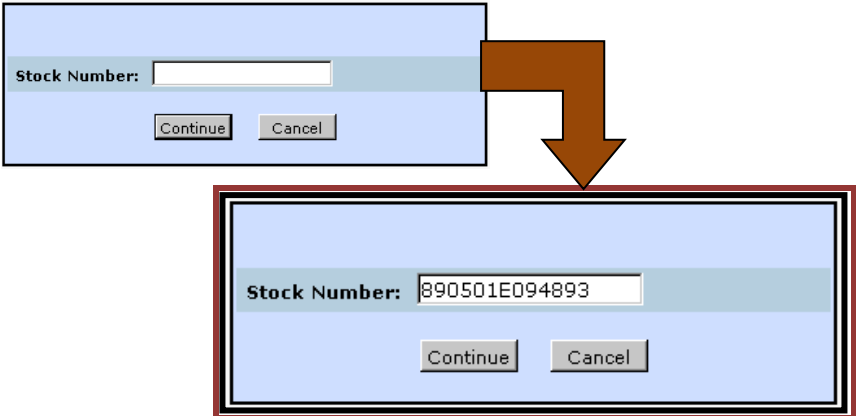
Manufacturing Price Agreement (MPA) Indicator, the Standardized checkbox, and the PRF Standards checkbox **cannot** be updated by users. Vendor Item Description, Package Unit of Measure, Packaging Code, PRF Unit of Measure, and Units per Purchase Pack can be updated when the Stock Number Standards are not applied to these fields. Package Size can be edited but will be limited to a range if Standards are applied to this field. Catch Weight Multiple can be updated if the Catch Weight indicator contains a "Y", but its acceptable value may be limited if the Stock Number Standards are applied. Lead Time Days and Minimum Order Quantity cannot be entered for OCONUS contracts. *Fields with an asterisk (\*) are required.*

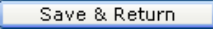
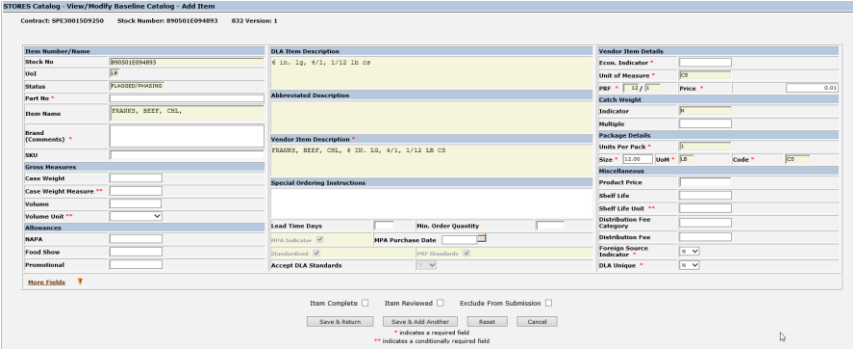
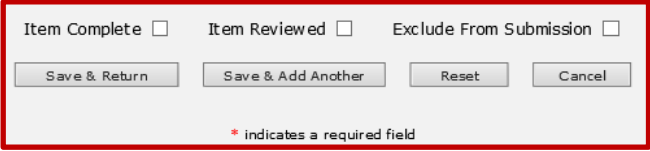

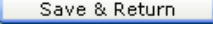

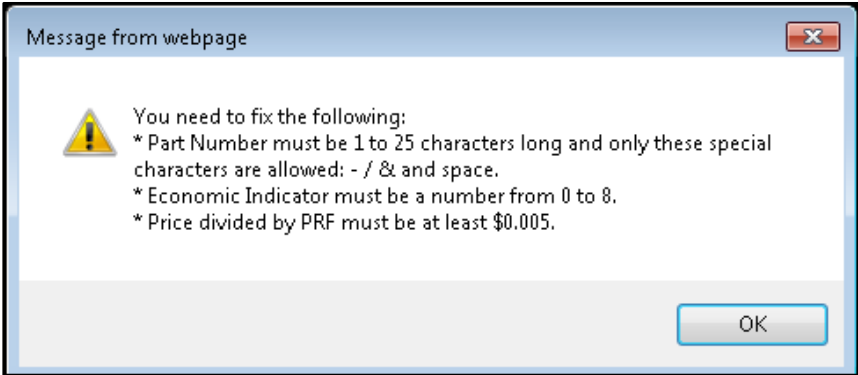
8. Clicking the **More Fields** link displays as "Fewer Fields" when and expands the screen to display additional fields (items 14-16).
9. A row of **check boxes** - allows users to track their status regarding a record and to mark an item from exclusion from export. The Item Complete and Item Reviewed check boxes are for internal tracking only. When attempting to save a record a series of validation checks is run. If any validation fails, a notification displays and changes will not be saved. Checking the Exclude from Submission box bypasses the validations for that item and allows any changes to be saved. **NOTE:** An item with errors or an item that is not in Stock Number Catalog prevents a catalog from being submitted; marking such records "Exclude from Submission" allows the catalog to be submitted without the specified records.
10. Text displaying the **number of items** in the current catalog or filtered subset of the catalog.
11. Screen **action buttons**. The  button is used for adding new stock numbers to the catalog. The  button must be clicked or any changes to the item will be lost when the user moves to another item or another screen. The  button deletes the current item from the catalog. The  button replaces all values with the previously saved values.
12. **Navigation links** allow users to navigate from line item to line item.
13. The **Fewer Fields** link changes to "More Fields" when clicked and removes items 14-16 from the screen display.
14. The **Value and Unit of Measure** region displays editable weight values and their associated Unit of Measures.
15. The **Item Indicators** region displays additional information about the item. These fields are not editable.
16. The **Overwritten Vendor Item Description** region displays the previous production version of the Vendor Item Description. This field is not editable.

**NOTE:** This is the only screen on which a vendor can accept the DLA Standards for a baseline catalog item.

- Vendors can change the **Accept DLA Standards** from "N" to "Y" if the contract is active, the contract status is "Vendor Ready" and **Standardized** is checked.
  - If **Standardized** is checked and **PRF Standards** is unchecked, the fields affected are – Package Size, Package Unit of Measure, Package Code, Vendor Item Description, and Catch Weight Multiple for Catch Weight Items.
  - If **PRF Standards** is also checked, the fields PRF Unit of Measure and Units per Purchase Pack are also "locked."
- Changing the DLA Standards Acceptance for a baseline catalog does not affect the production catalog until the catalog is submitted.

### 3.2: Add an Item

STEP/ACTION	EXAMPLE
<p>1. Click .</p> <p>The <b>Enter Stock Number</b> screen displays.</p>	<p><b>Detail View</b> Screen – Action Buttons</p> 
<p>2. Enter a stock number.</p> <p>3. Click .</p> <p>The <b>Add Item</b> screen displays.</p> <p><b>NOTE:</b> If the stock number already exists in the baseline catalog, an error message displays. If this occurs, enter a different stock number and click  or click  to return to the <b>Detail</b> screen without saving the stock number.</p>	<p><b>Enter Stock Number</b> Screen (two example close-ups)</p> 

STEP/ACTION	EXAMPLE
<p>The <b>Add Item</b> screen is similar to the <b>Detail</b> screen presented in the previous section, but is more limited in functionality. The screen details reflect the specific stock number that being added. Once the item details have been entered, the user may:</p> <ul style="list-style-type: none"> <li>Save the item and return to the catalog <b>Detailed View</b>.</li> <li>Save the item and add another item.</li> <li>Reset the item values (restore to previously saved values).</li> <li>Cancel the process and return to the catalog <b>Detailed View</b>. If the process is canceled the new item is not added to the catalog.</li> </ul> <p><b>NOTE:</b> Attempting to save an item without filling the required fields with appropriate values results in one or more error messages. If this happens the item must be completed correctly before saving, or the “Exclude from Submission” box must be checked to allow the item to be saved with errors.</p> <p>4. Without updating any values, click . The <b>Error</b> Pop-up window displays.</p>	<p style="text-align: center;"><b>Add Item Screen (with 2 close-ups)</b></p>   <p style="text-align: center;">* indicates a required field</p>
<p>5. Click  to return to the <b>Add Item</b> screen.</p> <p>6. Select the “Exclude from Submission” value.</p> <p>7. Click .</p> <p>A message displays indicating that the record has been added successfully.</p> <p>8. Click the message  button to return to the <b>Detailed View</b> screen.</p>	<p style="text-align: center;"><b>Error Pop-up Window</b></p> 

### 3.3: Table View Screens

1. Select the **Abbr. Table View** link on the **Detailed View** screen.

The **Abbreviated Table View** screen displays.

Close-up of the **Detailed View's** table view links



#### Abbreviated Table View (partial view) – Overview

Contract: SPE30015D9250 Status : Vendor Ready 832 Version: 1

View Reports [Go]

Filters: All [Go]

Page 1 of 2 Go to page: [Go]

[First] [Previous] [Next] [Last]

Detailed View Abbr. Table View

Stock Number	LSN3	ST	UoM	PRF	Vendor Item Description	Vendor Price	Product Price	Lead Time Days	Dist Fee	Dist Fee Clay	MPA Ind	MPA Purch Date	CW Ind	CW Multi	Part Number	UPPP	Pkg Size	Pkg UoM	Pkg Code	Brand/Comments	EI
895501E116938	E11	A	BX	1 / 1	TEA, CONC, (LIPTON BRISK), 3 GAL	\$21.45	\$21.45								000000	1	3.00	GL	BX	LIPTON BRISK ICED TEA	0
895501E116939	E11	A	BX	1 / 1	TEA, CONC, (LIPTON BRISK), 5 GAL	\$35.75	\$35.75								000000	1	5.00	GL	BX	PEPSI/LIPTON	0
895501E116940	E11	A	BX	1 / 1	TEA, CONC, RASPBERRY, (LIPTON),	\$21.45	\$21.45								000000	1	3.00	GL	BX	LIPTON RASPBERRY ICED T	0
895501E116941	E11	A	BX	1 / 1	TEA, CONC, RASPBERRY, (LIPTON),	\$35.75	\$35.75								000000	1	5.00	GL	BX	PEPSI/LIPTON	0
896001E111823	E11	A	BX	1 / 1	BEV BASE, COLA, SWT, (PEPSI), 5 G	\$35.25	\$35.25								000000	1	5.00	GL	BX	PEPSI	0
896001E111823	E11	A	BX	1 / 1	BEV BASE, COLA, SF, (DIET- PEPSI)	\$35.25	\$35.25								602	1	5.00	GL	BX	DIET PEPSI	0
896001E111823	E11	A	BX	1 / 1	BEV BASE, ORANGE-LEMON-LIME, S	\$35.25	\$35.25								605	1	5.00	GL	BX	MOUNTAIN DEW	0
896001E111831	E11	A	BX	1 / 1	BEV BASE, CODE RED, SWT, (MOUN	\$35.25	\$35.25								614	1	5.00	GL	BX	MTN DEW CODE RED	0
896001E115008	E11	A	CO	1 / 1	CARBON DIOXIDE, CO2, FOR CARB I	\$0.01	\$0.01								000000	1	20.00	LB	CO	PEPSI	0
896001E116405	E11	A	BX	1 / 1	BEV BASE, LEMON-LIME, SWT, (7 U)	\$35.25	\$35.25								000000	1	5.00	GL	BX	PEPSI/7UP	0

[First] [Previous] [Next] [Last]


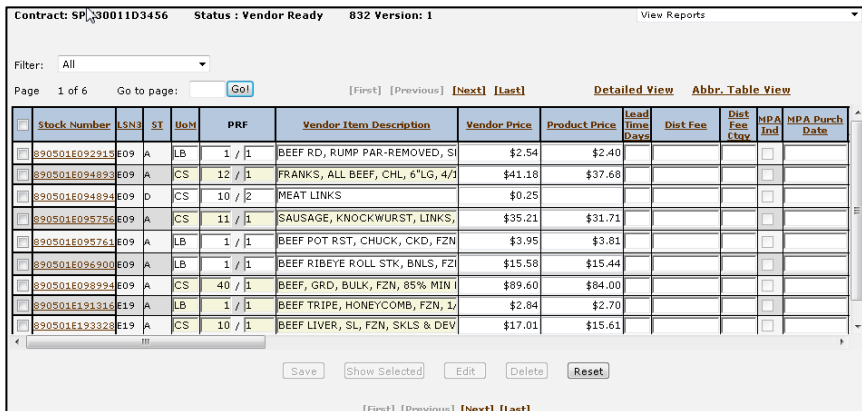
Save Show Selected Edit Delete Reset

[First] [Previous] [Next] [Last]

The screen elements of an Abbreviated Table View and it's respective fields are as follows:

1. **Contract, Status and Version** – This text displays the contract number, contract status, and the current 832 version against which items are validated. “Read Only” text displays next to the contract status when the contract is not editable.
2. **View Reports** – A drop-down menu used to access reports about the contract. Selecting a report from this menu opens the report in a new window.
3. **Filter** – A drop-down menu used to filter the set of line items displayed (e.g. All, NSN Only, Wartime Items).
4. **Page number and navigation links**. The number of pages is the total number of pages under the current selected filter. With these links, the user can navigate from page to page sequentially or go directly to a specific page.
5. **Detailed View** link – If no items are checked (left column), clicking this link goes to the **Detailed View** while maintaining the currently selected sort and filter options. If items are checked, clicking this link goes to the **Detailed View** filtered for the items checked on the screen.
6. **Full Table View** link – Clicking this link goes to the **Full Table View** screen while maintaining the currently selected sort and filter options.
7. **Column Headings** – Clicking any header other than PRF sorts the catalog by that column. Successive clicks on the column header reverses the sort order. Clicking any check box in the column header row, alternately selects and deselects all items on the screen and in that column. The “LSN3” column is included here for sorting purposes only.
8. **Item editing region** – This region allows users to edit multiple items at the same time.
9. **Action buttons** – Action buttons only apply to items on the current screen that have a check mark to the left of the stock number. When changes are made to one or more items, the “Save” button must be clicked or all changes to the items will be lost when the user moves to another screen or unchecks the item(s). If the “Show Selected” is clicked, the screen is filtered to display only those items checked in the left column. The “Edit” button goes to the **Detailed View** filtered for those records check on the current screen. The “Delete” button deletes all checked items from the catalog. The “Reset” button replaces all values with the previously saved values. Unsaved changes are lost.
10. **Page-to-page navigation links** – These links provide the user with the ability to navigate from page to page.

STEP/ACTION	EXAMPLE
<p>The <b>Abbreviated Table View</b> contains much of the functionality of the <b>Detail</b> screen. This screen displays the most commonly edited fields shown on the <b>Detail</b> screen and shows multiple records.</p> <p>The Standard Acceptance setting cannot be modified on this screen.</p> <p>The action buttons (Save, Edit, Delete, and Reset) become active <b>only for</b> records checked on the left side of the view.</p> <p>The “Edit” button goes to the <b>Detailed View</b> filtered for the items checked.</p> <p>Clicking a stock number goes to the <b>Detailed View</b> for that stock number.</p> <p>Clicking the <b>Detailed View</b> link returns to the <b>Detailed View</b> filtered for the items checked or, when no items are checked, all items in the filter/sort set.</p> <p>Clicking the <b>Full Table View</b> link on this screen returns to the <b>Full Table View</b> filtered for the items checked or, when no items are checked, all items in the filter/sort set.</p> <p>Checking the box next to “Stock Number” alternately selects/deselects all items on the page.</p> <p>All columns, with the exception of “PRF,” can be sorted by clicking the column header.</p> <p><b>NOTE:</b> Checking one or more stock numbers and clicking “Save” will run validations on all the items in the contract and update the “Record Valid” flag on all items in the contract. This applies to the <b>Full Table View</b> screen also.</p> <p><b>2.</b> Click <b>Full Table View</b>. The <b>Full Table View</b> displays.(Next Page)</p>	<p><b>Abbreviated Table View Screen (partial view)</b></p> <p><b>Abbreviated Table View (Action Buttons)</b></p> <p><b>Abbreviated Table View Screen (partial view)</b></p> <p><b>Abbreviated Table View Screen (partial view)</b></p>

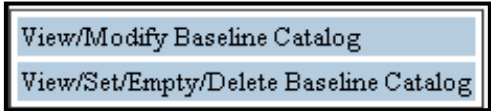
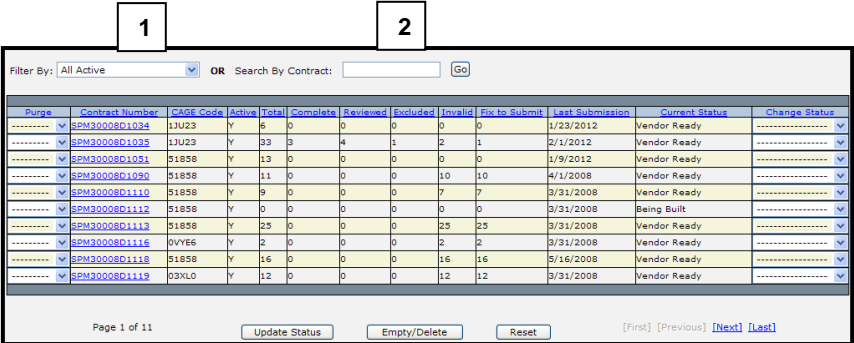
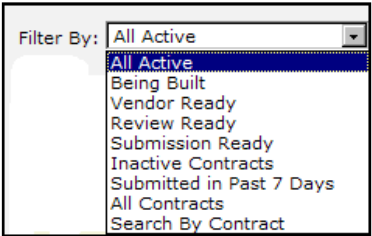
STEP/ACTION	EXAMPLE
<p>The <b>Full Table View</b> functions much like the <b>Abbreviated Table View</b> screen. The only differences are as follows:</p> <p>The Table View contains more of the data displayed on the Detailed View.</p> <ul style="list-style-type: none"><li>The Table View has the <b>Abbr. Table View</b> link instead of the <b>Full Table View</b> link.</li><li>The Table View is more likely to require using the horizontal scroll bar to view all the item information.</li></ul> <p><b>NOTE:</b> The check box and “Stock Number” column continues to display when scrolling horizontally. This feature also applies to the <b>Abbreviated Table View</b> screen.</p> <p>3. To exit to return to the <b>Main Menu</b>, click  <b>Main Menu</b> found on the upper right hand corner of the screen.</p> <p>The <b>Main Menu</b> displays (not pictured).</p>	<p><b>Full Table View Screen (partial view)</b></p> 

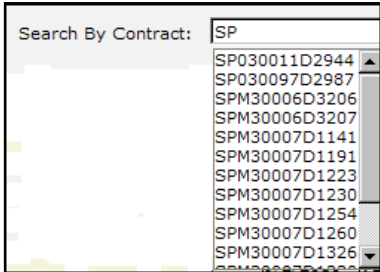
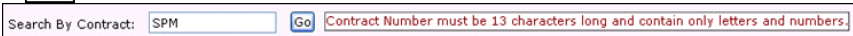

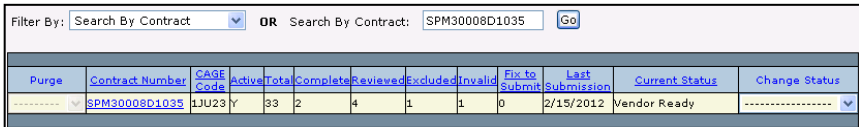




## Chapter 4: View/Set/Empty/Delete a Baseline Catalog

The **View/Set Catalog** screen is the screen from which catalog statuses are changed. In addition summary information is included for each catalog.

STEP/ACTION	EXAMPLE
<p>1. From the <b>Main Menu</b>, place your cursor over the <b>Baseline Catalog Maintenance</b> menu bar and select <b>View/Set/Empty/Delete Baseline Catalog</b>.</p> <p>The <b>View/Set /Empty/Delete Baseline Catalog</b> screen displays, which includes a series of columns and with two filtering options.</p>	<p><b>Main Menu – Catalog Maintenance Submenu</b></p> 
<p><b><u>Search Options</u></b></p> <p><b>Filter By Contract Status</b></p> <p>This option allows filtering by contract status. (1)</p> <p><b>Search by Contract</b></p> <p>You can also search by contract number. (2)</p> <p>If you enter partial characters of an existing contract number (any characters within the string), you can choose from a drop-down list of existing contract numbers that begin with or contain these characters. (3)</p> <p>If you enter partial characters and click <b>Go</b>, the error message “Contract Number must be 13 characters long and contain only letters and numbers” will display. (4)</p> <p>If you enter a nonexistent or invalid contract number, the error message “Contract not found” will display. (5)</p> <p><b>Catalog Status Table</b></p> <p>All columns except the <b>Change Status</b> (last) column are sorted by clicking the column header. The sort order alternates between ascending and descending order when consecutive clicks are made to the same column header.</p> <p>Clicking a contract number in the <b>Contract Number</b> (first) column</p>	<p><b>View/Set/Empty/Delete a Baseline Catalog Screen</b></p>  <p><b>Close-up of <i>Filter by Contract Status</i> Drop-Down List</b></p> 

STEP/ACTION	EXAMPLE																										
<p>causes the <b>Detail Screen</b> for that contract to display. If the catalog has a status of “Being Built” the contract number is not underlined and is not available for viewing or editing.</p> <p>-See the next page for an overview of the screen elements -</p>	<p>Close-up of <b>Search by Contract</b> Drop-Down List (partial characters entered)</p> <p>3</p>  <p>Close-up of <b>Search by Contract</b> Error Message (partial characters entered and user clicks <b>Go</b>)</p> <p>4</p>  <p>Close-Up of <b>Search by Contract</b> Entry (no contract found)</p> <p>5</p>  <p>Close-Up of <b>Search by Contract</b> Entry (contract number filtered)</p>  <table><thead><tr><th>Purge</th><th>Contract Number</th><th>CAGE Code</th><th>Active</th><th>Total</th><th>Complete</th><th>Reviewed</th><th>Excluded</th><th>Invalid</th><th>Fix to Submit</th><th>Last Submission</th><th>Current Status</th><th>Change Status</th></tr></thead><tbody><tr><td></td><td><u>SPM30008D1035</u></td><td>1JU23</td><td>Y</td><td>33</td><td>2</td><td>4</td><td>1</td><td>1</td><td>0</td><td>2/15/2012</td><td>Vendor Ready</td><td></td></tr></tbody></table>	Purge	Contract Number	CAGE Code	Active	Total	Complete	Reviewed	Excluded	Invalid	Fix to Submit	Last Submission	Current Status	Change Status		<u>SPM30008D1035</u>	1JU23	Y	33	2	4	1	1	0	2/15/2012	Vendor Ready	
Purge	Contract Number	CAGE Code	Active	Total	Complete	Reviewed	Excluded	Invalid	Fix to Submit	Last Submission	Current Status	Change Status															
	<u>SPM30008D1035</u>	1JU23	Y	33	2	4	1	1	0	2/15/2012	Vendor Ready																

## View/Set/Empty/Delete Baseline Catalog Screen Overview

File: 

All Active

2

3

4

5

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7

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9

10

11

12

13

Purge	Contract Number	CAGE Code	Active	Total	Complete	Reviewed	Excluded	Invalid	Fix to Submit	Last Submission	Current Status	Change Status
-----	SPM30008D1034	1JU23	Y	6	0	0	0	0	0	1/23/2012	Vendor Ready	-----
-----	SPM30008D1035	1JU23	Y	33	2	4	1	1	0	2/15/2012	Vendor Ready	-----
-----	SPM30008D1119	03XL0	Y	12	0	0	0	12	12	3/31/2008	Vendor Ready	-----
-----	SPM30008D1132	03XL0	Y	12	0	0	0	12	12	6/10/2008	Being Built	-----
-----	SPM30008D1139	03XL0	Y	13	0	0	0	0	0	1/30/2012	Vendor Ready	-----
-----	SPM30008D1157	03XL0	Y	7	0	0	0	7	7	3/28/2008	Vendor Ready	-----
-----	SPM30008D1278	03XL0	Y	9	0	0	0	9	9	3/31/2008	Being Built	-----
-----	SPM30008D1282	03XL0	Y	10	0	0	0	10	10	3/31/2008	Vendor Ready	-----
-----	SPM30008D1283	03XL0	Y	10	0	0	0	9	9	3/31/2008	Vendor Ready	-----
-----	SPM30008D1307	03XL0	Y	7	0	0	0	7	7	3/31/2008	Vendor Ready	-----

Page 1 of 2

Update Status

Empty/Delete

Reset

[First] [Previous] [Next] [Last]

The View//Set/Empty/Delete Baseline Catalog columns and their respective elements are identified as follows:

- Purge.** This drop-down allows a subsistence user to empty or delete a contract. This functionality is not available to vendors.
- Contract Number.** A schema of numbers used to identify a formal agreement between two or more individuals enforceable by law.
- CAGE Code.** The Commercial and Government Entity (CAGE) code under which the contract falls.
- Active.** The column displays a "Y" if the contract is still active; an "N" if inactive. If this indicator is "N" the contract status cannot be set to "Submission Ready" and the contract cannot be submitted to STORES.
- Total.** The accumulative number of line items in the baseline contract.
- Complete.** The number of line items marked as complete (set on the Detailed View, Full Table View or Abbreviated Table View screen). This indicator does not affect line item or contract submission.
- Reviewed.** The number of line items marked as reviewed (set on the Detailed View, Full Table View or Abbreviated Table View screen). This indicator does not affect line item or contract submission.
- Excluded.** The number of records marked for exclusion from submission. Records marked for exclusion are not included in a submission. This indicator is set on the Detailed View, Full Table View or Abbreviated Table View screen and can be used to exclude records that would otherwise block submission, thus allowing a submission to be completed.
- Invalid.** The total number of line items that either do not meet validation checks or are not in the Stock Number Catalog are considered invalid. If these records are not excluded from the submission, they will prevent the changing of the contract status to "Submission Ready."
- Fix to Submit.** The count of invalid records that have not been excluded from the submission. These records must either be corrected or excluded from the submission before the contract status can be changed to "Submission Ready." This number must be zero in order for a submission to occur.
- Last Submission.** The date the contract was last submitted to STORES.
- Current Status.** The current status of the contract.
- Change Status.** This column is used to change the status of individual contracts. The status can only be moved up or down one status level at a time. Clicking the "Update Status" button updates the status of all records on the page (except those records displaying "----"). Vendors can only move a contract from "Vendor Ready" to "Review Ready". Guest vendors cannot make any status changes. The statuses (from lowest to highest level) are: "Being Built", "Vendor Ready", "Review Ready" and "Submission Ready."

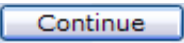
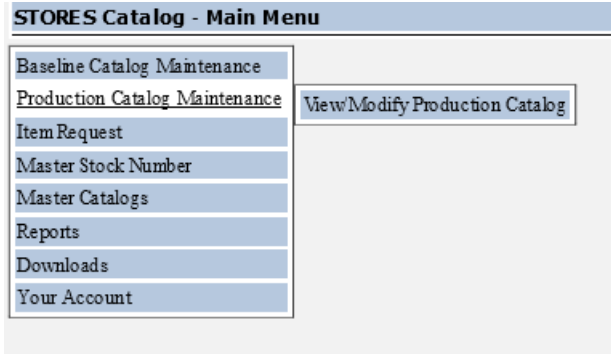
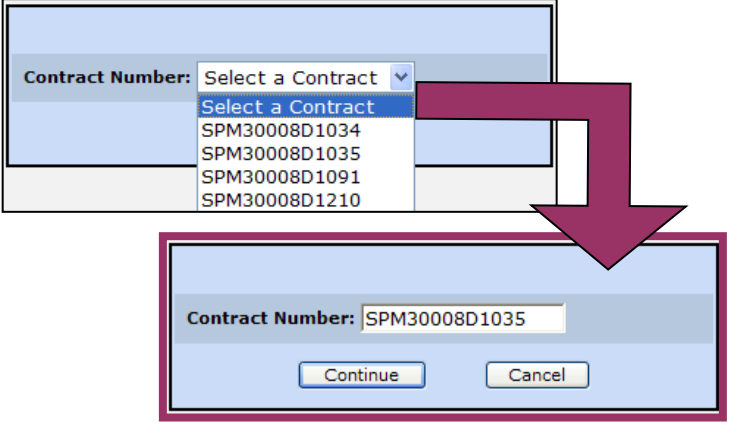
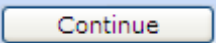



## Chapter 5: View/Modify a Production Catalog

### 5.1: Access a Production Catalog

Modifying a catalog in the production environment does not result in updates/changes immediately being available to customers wishing to place an order. Changes display to customers only after the weekly catalog update or after a special catalog update occurs.

A production catalog can be modified from the **Catalog Items** screen (this section), the **Detailed View (Production Catalog)** screen (Section 5.3), and the **Add Item (Production Catalog)** screen (Section 5.4).

STEP/ACTION	EXAMPLE
<p>1. From the <b>STORES Catalog Main Menu</b>, place your cursor over the Production Catalog Maintenance menu bar and select <b>View/Modify Production Catalog</b>.</p> <p>The <b>Select a Contract Number</b> Screen displays.</p> <p><b>NOTE:</b> If you have no assigned production catalogs, this menu item will not appear.</p> <p>2. Select a contract number.</p> <p>3. Click .</p> <p>If the catalog is assigned with the role "Vendor":</p> <p>The <b>View/Modify Production Catalog ALERT</b> screen displays.</p> <p>If the catalog is assigned with the role of "Guest Vendor":</p> <p>The <b>Catalog Items</b> screen displays (next page).</p>	<p><b>Main Menu – View/Modify Production Catalog Sub-menu</b></p>  <p><b>Select Contract Screen (two example close-ups)</b></p> 
<p>4. Click .</p> <p>The <b>Catalog Items</b> screen displays (next page).</p>	<p>The <b>View/Modify Production Catalog ALERT</b> Screen</p> 

## 5.2: Catalog Items

The **Catalog Items** screen displays somewhat differently for *active* and *inactive* contracts. If a contract is inactive, the text “Inactive [Read Only]” follows the contract number. If the contract is inactive or the role assignment for the contract is “Guest Vendor”, the “Add Item” button does not display, the two left columns (“Edit” and “Delete”) are not available, and the reports drop-down does not display. The example below shows an overview screen for an active contract.

**Catalog Items Overview (Partial View - Active Contract - Viewing)**

Contract: SPE30013DP214 832 Version: 1

Filter: All Items

Page 1 of 10 Go to page:  Go

[Add Item](#)

View Reports

		Deleted?	Customer Ops (Left) Approval	Supplier Ops (Right) Approval	Stock Number	ST	UoM	RN	RDN	Vendor Description	Vendor Price	Product Price	Lead Time Days
<a href="#">Edit</a>	<a href="#">Delete</a>	N	No Update	No Update	891501E210013	A	CS	40	1	BANANAS, FRESH, GREEN, #1, 1/40	\$22.00	\$19.05	
<a href="#">Edit</a>	<a href="#">Delete</a>	Y	Agreed	Disagreed	891501E210020	A	CS	20	1	BROCCOLI CROWNS, CHL, US#1, 1/2	\$17.10	\$14.15	
<a href="#">Edit</a>	<a href="#">Delete</a>	N	Approved	Review Needed	891501E210043	A	CS	35	1	CANTALOUPE, FRESH, US#1, 12 CT,	\$17.11	\$14.16	
<a href="#">Edit</a>	<a href="#">Delete</a>	N	Approved	Review Needed	891501E210045	A	CS	5	1	CARROTS, CHL, BABY, WHL, PEELED,	\$7.09	\$3.64	
<a href="#">Edit</a>	<a href="#">Delete</a>	N	Approved	Approved	891501E210049	A	CS	5	1	CARROTS, CHL, SHRD, US#1, 1/5 LB	\$6.68	\$3.23	
<a href="#">Edit</a>	<a href="#">Delete</a>	N	Approved	Review Needed	891501E210051	A	CS	5	1	CARROTS, CHL, STICKS, US#1, 1/5 LB	\$8.83	\$5.38	
<a href="#">Edit</a>	<a href="#">Delete</a>	N	Approved	Review Needed	891501E210055	A	CS	20	1	CAULIFLOWER, FRESH, US#1, 1W, 12	\$17.88	\$14.93	
<a href="#">Edit</a>	<a href="#">Delete</a>	N	Approved	Review Needed	891501E210064	A	CS	5	1	CELERY, CHL, STICKS, US#1, 1/5 LB	\$8.75	\$5.30	
<a href="#">Edit</a>	<a href="#">Delete</a>	N	No Update	No Update	891501E210067	A	CS	1	1	CILANTRO, FRESH, 1 LB PG	\$6.16		
<a href="#">Edit</a>	<a href="#">Delete</a>	N	Approved	Review Needed	891501E210074	A	CS	20	1	CUCUMBERS, FRESH, SUPER SEL, US	\$17.91	\$14.96	

[Add Item](#)

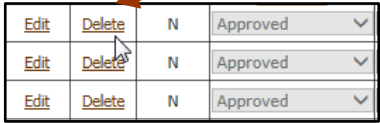
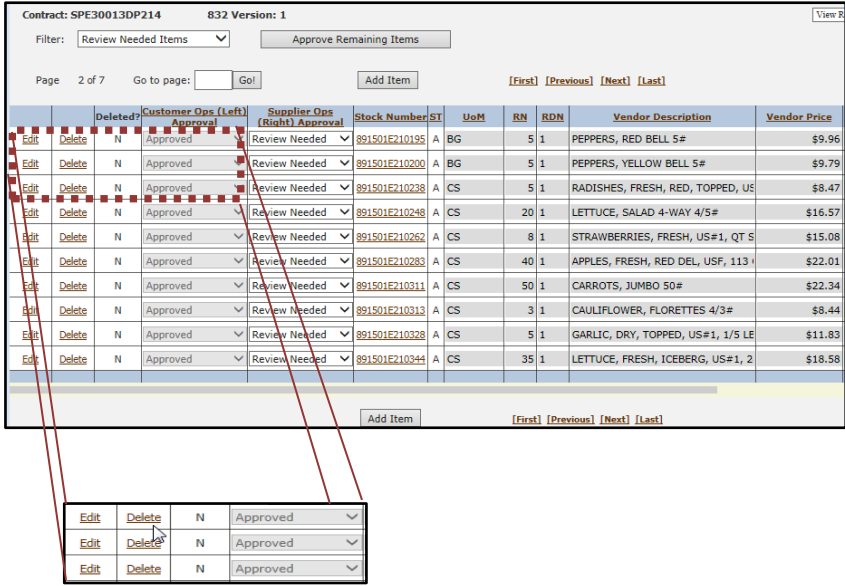
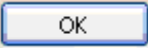
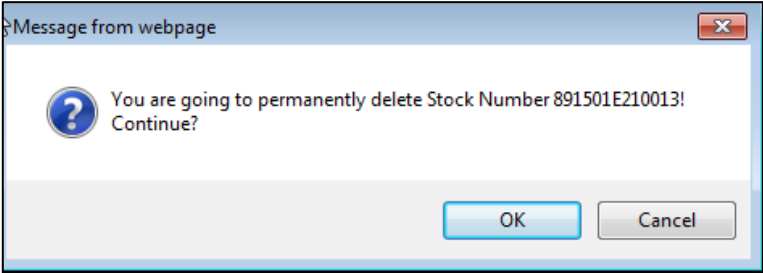
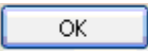
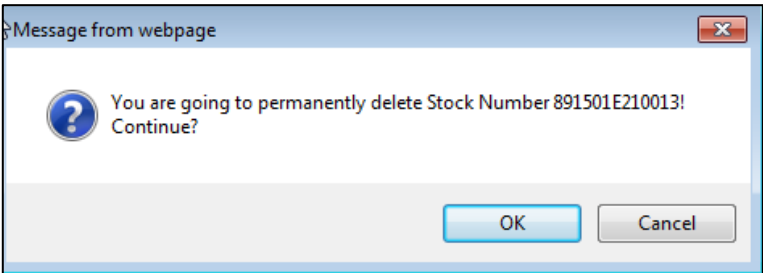
[First] [Previous] [Next] [Last]

The Catalog Items columns and the respective elements are identified as follows:

- Contract Status and Version** - Text that displays the current contract number and the 832 version against which data is validated.
- Reports** drop-down menu. This drop-down contains a links to the “Pending Catalog Change Report” and the “832 Version Compliance Report”.
- Filter** drop-down menu. The filter choices are: “All Items”, “Updated Items”, “Warning Items”, “Non-Warning Items”, “Deleted Items”, “Size Changed Items”, “Unchanged Items”, “Disapproved Items”, “Review Needed Items”, and “Specific Item”.
- Catalog Items Page** number and navigation links displays the current page and total number of pages under the current selected filter (see Item 3 above).
- “Go to page:”** option. This option allows user to select a specific page for viewing.
- “Add Item”** button. This button displays on the top and bottom of the screen. Click this button to add a new item to the catalog.
- Page-to-page** navigation links. These links display on the top and bottom of the screen and allow sequential page-by-page navigation.
- Stock Number/ Item viewing and editing region.** In this section the item deletion status, approval/disapproval status of both the customer and supplier side, Stock Number, Stock Number Deleted Status, Unit of Measure, Ratio Numerator, Ration Denominator, Vendor Description, Vendor Price, Product Price, Lead Time Days, Manufacturing Price Agreement (MPA) Indicator, MPA Purchase Date, Catch Weight Indicator, Catch Weight Multiple, Part Number, Units per Package, Brand(Comments), Package Size, Package Unit of Measure, Package Code, the Standardized and PRF Standards flags, the Standards Acceptance flag, Economic Indicator, customer and supplier side names agreement or disagreement reasons for item deletion, the customer and supplier side disapproval or approval reasons when applicable, and the name of the person(s) who approved or disapproved the item are displayed. To edit an item, click the Edit link. To delete an item, click the Delete link.

**NOTES:**

- If an item cannot be edited for any reason, the Edit and Delete links will not display.
- Columns four and five (Customer Ops and Supplier Ops) columns have different values and function depending on whether the “Deleted?” column is “Y” or “N”. If a “Y” appears in the column the values in columns four and five can be “Agreed”, “Disagreed”, or “Change”. If the “Deleted” value is “Y” determine whether the item will be deleted from a catalog but express the opinion of the individual reviewer. If the “Deleted?” column has a value of “N” possible values in the columns four and five dropdowns are “Review Needed”, “Approve”, “Disapprove”, and “Change Reason”. “No Update” in these columns indicates that the item has not been updated since the last catalog update.
- Only a subsistence or tech quality user with the appropriate customer or supplier side permission can make changes in these columns. A user will only have access to the left or right side approval drop-down. An item that has a status of "Review Needed" or "Disapproved" in one or both drop-downs will not make into the customer catalog. An item with a “N” in the “Deleted” column will be deleted from the catalog if both the left and right-side users have “Agreed” to the deletion.
- To sort by a column, select the column header. Successive clicks on the column header toggles the sort order between ascending and descending order.

STEP/ACTION	EXAMPLE
<p>To modify a production catalog, make sure an active contract has been selected. If necessary, begin with Step 1 in Section 5.1 and select an active contract.</p> <p><b>To Delete an Item:</b></p> <ol style="list-style-type: none"> <li>To delete an item from the contract table, click <b>Delete</b>.</li> </ol>  <p>The <b>About to Delete</b> pop-up displays (below right) providing the opportunity to execute or to cancel the deletion.</p>	<p><b>Catalog Items Screen (partial view with one close-up)</b></p> 
<ol style="list-style-type: none"> <li>Click  to complete the deletion of this item.</li> </ol> <p>The <b>Item Deleted</b> pop-up displays (below right).</p>	<p><b>About to Delete Pop-up</b></p> 
<ol style="list-style-type: none"> <li>Click  to confirm the deletion.</li> </ol> <p>The <b>Catalog Items</b> screen now displays with one a “Y” in the “Deleted?” column and “Acknowledge” in columns four and five ( the default value that apply to the left/right side reviewer opinion of the deletion).</p>	<p><b>Item Deleted Pop-up</b></p> 



STEP/ACTION

**To Edit an Item:**

1. Select an item to edit and click **Edit**. If necessary, begin with Step 1 in Section 5.1 and select an active contract.

Edit	Delete	Y	Acknowledge	Acknowledge
Edit	Delete	Y	Agreed	Disagreed
Edit	Delete	N	Approved	Review Needed

The **Catalog Items** screen displays with a second row for the selected item. Editing takes place in this new row. This information displays on the next page.

EXAMPLE

**Catalog Items** Screen (partial view with one close-up)

Contract: SPE30013DP214    832 Version: 1    View Reports

Filter: All Items

Page 1 of 10    Go to page:    Go!    Add Item    [First] [Previous] [Next] [Last]

	Deleted?	Customer Ops (Left)	Supplier Ops (Right)	Stock Number	ST	UoM	RN	RDN	Vendor Description	Vendor Price	Product Price
Edit	Delete	Y	Acknowledge	891501E210013	A	CS	40	1	BANANAS, FRESH, GREEN, #1, 1/40	\$22.00	\$19.05
Edit	Delete	Y	Agreed	891501E210020	A	CS	20	1	BROCCOLI CROWNS, CHL, US#1, 1/2	\$17.10	\$14.15
Edit	Delete	N	Approved	891501E210043	A	CS	35	1	CANTALOUPE, FRESH, US#1, 12 CT,	\$17.11	\$14.16
Edit	Delete	N	Approved	891501E210045	A	CS	5	1	CARROTS, CHL, BABY, WHL, PEELED,	\$7.09	\$3.64
Edit	Delete	N	Approved	891501E210049	A	CS	5	1	CARROTS, CHL, SHRD, US#1, 1/5 LB	\$6.68	\$3.25
Edit	Delete	N	Approved	891501E210051	A	CS	5	1	CARROTS, CHL, STICKS, US#1, 1/5 LB	\$8.83	\$5.38
Edit	Delete	N	Approved	891501E210055	A	CS	20	1	CAULIFLOWER, FRESH, US#1, 1W, 12	\$17.88	\$14.95
Edit	Delete	N	Approved	891501E210064	A	CS	5	1	CELERY, CHL, STICKS, US#1, 1/5 LB	\$8.75	\$5.30
Edit	Delete	N	No Update	891501E210067	A	CS	1	1	CILANTRO, FRESH, 1 LB PG	\$6.16	
Edit	Delete	N	Approved	891501E210074	A	CS	20	1	CUCUMBERS, FRESH, SUPER SEL, US	\$17.91	\$14.96

Add Item    [First] [Previous] [Next] [Last]

Edit	Delete	Y	Acknowledge	Acknowledge
Edit	Delete	Y	Agreed	Disagreed
Edit	Delete	N	Approved	Review Needed

STORES Catalog

52

September 2019

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### Catalog Items Screen Overview (Editing – partial view)

Contract: SPE30013DP214 832 Version: 1 1 2 View Reports

Filter: All Items 3

		Deleted?	Customer Ops (Left) Approval	Supplier Ops (Right) Approval	Stock Number	ST	UoM	RN	RDN	Vendor Description	Vendor Price	Product Price
<span style="border: 1px solid black; padding: 2px;">4</span> Edit	Delete	Y	Acknowledge	Acknowledge	891501E210013	A	CS	40	1	BANANAS, FRESH, GREEN, #1, 1/40	\$22.00	\$19.05
Edit	Delete	Y	Agreed	Disagreed	891501E210020	A	CS	20	1	BROCCOLI CROWNS, CHL, US#1, 1/2	\$17.10	\$14.15
<span style="border: 1px solid black; padding: 2px;">5</span> Update	Cancel	N	Approved	Review Needed	891501E210043	A	CS	35	1	CANTALOUPE, FRESH, US#1, 12 CT,	\$17.11	\$14.16
Edit	Delete	N	Approved	Approved	891501E210045	A	CS	5	1	CARROTS, CHL, BABY, WHL, PEELED,	\$7.09	\$3.64
Edit	Delete	N	Approved	Approved	891501E210049	A	CS	5	1	CARROTS, CHL, SHRD, US#1, 1/5 LB	\$6.68	\$3.23
Edit	Delete	N	Approved	Review Needed	891501E210051	A	CS	5	1	CARROTS, CHL, STICKS, US#1, 1/5 L	\$8.83	\$5.38
Edit	Delete	N	Approved	Review Needed	891501E210055	A	CS	20	1	CAULIFLOWER, FRESH, US#1, IW, 12	\$17.88	\$14.93
Edit	Delete	N	Approved	Review Needed	891501E210064	A	CS	5	1	CELERY, CHL, STICKS, US#1, 1/5 LB	\$8.75	\$5.30
Edit	Delete	N	No Update	No Update	891501E210067	A	CS	1	1	CILANTRO, FRESH, 1 LB PG	\$6.16	
Edit	Delete	N	Approved	Approved	891501E210074	A	CS	20	1	CUCUMBERS, FRESH, SUPER SEL, US	\$17.91	\$14.96



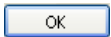
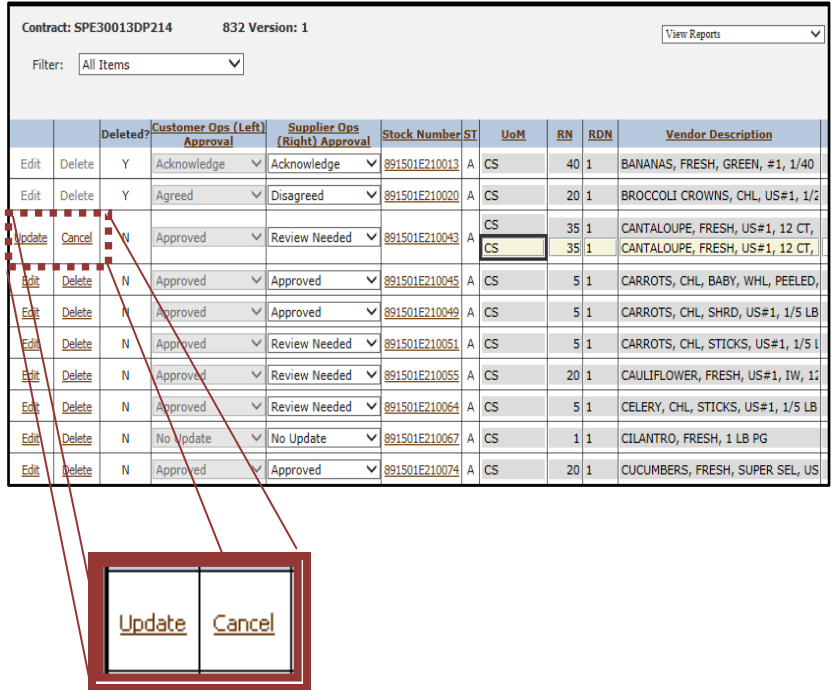
The Catalog Items columns and the respective elements are identified as follows:

- Contract and Contract Version** - Text that displays the current contract number and the 832 version against which data is validated.
- Reports** drop-down menu. This drop-down contains links to the "Pending Catalog Change Report" and the "832 Version Compliance Report(s)".
- Filter** drop-down menu. The filter choices are: "All Items", "Updated Items", "Warning Items", "Non-Warning Items", "Deleted Items", "Size Changed Items", "Unchanged Items", "Disapproved Items", "Review Needed Items", and "Specific Item".
- Stock Number/ Item viewing and editing region.** In this section the Item Approval Status, Stock Number, Unit of Measure, Ratio Numerator, Ration Denominator, Vendor Description, Vendor Price, Part Number, Product Price, Lead Time Days, MPA Indicator, MPA Purchase Date, Units per Package, Comments (Brand), Package Size, Package Unit of Measure, Package Code, Standardized Indicator, PRF Standards Indicator, Standards Acceptance Status, and the Economic Indicator are displayed. To edit an item click the "Edit" link. To delete an item, click the "Delete" link.
- Item edit region.** If DLA Standards have not been accepted you may edit : Unit of Measure, Ratio Numerator, Ration Denominator, Vendor Description, Price, Part Number, Units per Package, Comments (Brand), Package Size, Package Unit of Measure, Package Code, and the Economic Indicator. If the Standards have been accepted, edits will be restricted according to the level (Standardized or Standardized and PRF Standards) of standards being enforced. To cancel changes click Cancel. To save changes click the "Update" link.

#### NOTES:

- Changing the approval status of an item when editing on this screen (editing in area 5) will cancel any other changes made to the item while on the screen. Changes made and saved prior to changing the approval status will not be cancelled.
- The status of the Standard Acceptance cannot be modified on this screen.
- Scrolling all the way to the right will display the names of the Customer and Supplier Ops Reviewers and their review results reason where applicable.

The "Update" link must be selected for any item being edited if changes are to be saved. Clicking "Edit" or "Delete" on another item, before saving (updating) the current item, will result in changes being lost.

STEP/ACTION	EXAMPLE																																																																																																																																				
<p>2. To cancel changes to an item that is about to be updated in Edit mode, click <b>Cancel</b>.</p>  <p>The changes will not be saved and the screen refreshes without the editable row.</p> <p>3. To save changes to an edited record, and update the production catalog, click <b>Update</b>.</p>  <p>Changes made to the item are saved and the production catalog is updated. The updated screen refreshes without the editable second row.</p> <p><b>NOTE:</b> If errors are found, a pop-up window displays listing the values needing correction. Clicking  on the pop-up message redisplay the <b>Catalog Items</b> screen and allows editing the record to continue.</p>	<p><b>Catalog Items</b> Screen – Editing (partial view with one close-up)</p>  <p>Contract: SPE30013DP214      832 Version: 1      View Reports</p> <p>Filter: All Items</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Deleted?</th> <th>Customer Ops (Left) Approval</th> <th>Supplier Ops (Right) Approval</th> <th>Stock Number</th> <th>ST</th> <th>UoM</th> <th>RN</th> <th>RDN</th> <th>Vendor Description</th> </tr> </thead> <tbody> <tr> <td>Edit</td> <td>Delete</td> <td>Y</td> <td>Acknowledge</td> <td>Acknowledge</td> <td>891501E210013</td> <td>A</td> <td>CS</td> <td>40</td> <td>1</td> <td>BANANAS, FRESH, GREEN, #1, 1/40</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>Y</td> <td>Agreed</td> <td>Disagreed</td> <td>891501E210020</td> <td>A</td> <td>CS</td> <td>20</td> <td>1</td> <td>BROCCOLI CROWNS, CHL, US#1, 1/2</td> </tr> <tr> <td><b>Update</b></td> <td><b>Cancel</b></td> <td>N</td> <td>Approved</td> <td>Review Needed</td> <td>891501E210043</td> <td>A</td> <td>CS</td> <td>35</td> <td>1</td> <td>CANTALOUPE, FRESH, US#1, 12 CT,</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>CS</td> <td>35</td> <td>1</td> <td>CANTALOUPE, FRESH, US#1, 12 CT,</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>Approved</td> <td>Approved</td> <td>891501E210045</td> <td>A</td> <td>CS</td> <td>5</td> <td>1</td> <td>CARROTS, CHL, BABY, WHL, PEELED,</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>Approved</td> <td>Approved</td> <td>891501E210049</td> <td>A</td> <td>CS</td> <td>5</td> <td>1</td> <td>CARROTS, CHL, SHRD, US#1, 1/5 LB</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>Approved</td> <td>Review Needed</td> <td>891501E210051</td> <td>A</td> <td>CS</td> <td>5</td> <td>1</td> <td>CARROTS, CHL, STICKS, US#1, 1/5 L</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>Approved</td> <td>Review Needed</td> <td>891501E210055</td> <td>A</td> <td>CS</td> <td>20</td> <td>1</td> <td>CAULIFLOWER, FRESH, US#1, 1W, 12</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>Approved</td> <td>Review Needed</td> <td>891501E210064</td> <td>A</td> <td>CS</td> <td>5</td> <td>1</td> <td>CELERY, CHL, STICKS, US#1, 1/5 LB</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>No Update</td> <td>No Update</td> <td>891501E210067</td> <td>A</td> <td>CS</td> <td>1</td> <td>1</td> <td>CILANTRO, FRESH, 1 LB PG</td> </tr> <tr> <td>Edit</td> <td>Delete</td> <td>N</td> <td>Approved</td> <td>Approved</td> <td>891501E210074</td> <td>A</td> <td>CS</td> <td>20</td> <td>1</td> <td>CUCUMBERS, FRESH, SUPER SEL, US</td> </tr> </tbody> </table>			Deleted?	Customer Ops (Left) Approval	Supplier Ops (Right) Approval	Stock Number	ST	UoM	RN	RDN	Vendor Description	Edit	Delete	Y	Acknowledge	Acknowledge	891501E210013	A	CS	40	1	BANANAS, FRESH, GREEN, #1, 1/40	Edit	Delete	Y	Agreed	Disagreed	891501E210020	A	CS	20	1	BROCCOLI CROWNS, CHL, US#1, 1/2	<b>Update</b>	<b>Cancel</b>	N	Approved	Review Needed	891501E210043	A	CS	35	1	CANTALOUPE, FRESH, US#1, 12 CT,								CS	35	1	CANTALOUPE, FRESH, US#1, 12 CT,	Edit	Delete	N	Approved	Approved	891501E210045	A	CS	5	1	CARROTS, CHL, BABY, WHL, PEELED,	Edit	Delete	N	Approved	Approved	891501E210049	A	CS	5	1	CARROTS, CHL, SHRD, US#1, 1/5 LB	Edit	Delete	N	Approved	Review Needed	891501E210051	A	CS	5	1	CARROTS, CHL, STICKS, US#1, 1/5 L	Edit	Delete	N	Approved	Review Needed	891501E210055	A	CS	20	1	CAULIFLOWER, FRESH, US#1, 1W, 12	Edit	Delete	N	Approved	Review Needed	891501E210064	A	CS	5	1	CELERY, CHL, STICKS, US#1, 1/5 LB	Edit	Delete	N	No Update	No Update	891501E210067	A	CS	1	1	CILANTRO, FRESH, 1 LB PG	Edit	Delete	N	Approved	Approved	891501E210074	A	CS	20	1	CUCUMBERS, FRESH, SUPER SEL, US
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Edit	Delete	N	Approved	Approved	891501E210049	A	CS	5	1	CARROTS, CHL, SHRD, US#1, 1/5 LB																																																																																																																											
Edit	Delete	N	Approved	Review Needed	891501E210051	A	CS	5	1	CARROTS, CHL, STICKS, US#1, 1/5 L																																																																																																																											
Edit	Delete	N	Approved	Review Needed	891501E210055	A	CS	20	1	CAULIFLOWER, FRESH, US#1, 1W, 12																																																																																																																											
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Edit	Delete	N	No Update	No Update	891501E210067	A	CS	1	1	CILANTRO, FRESH, 1 LB PG																																																																																																																											
Edit	Delete	N	Approved	Approved	891501E210074	A	CS	20	1	CUCUMBERS, FRESH, SUPER SEL, US																																																																																																																											

### 5.3: Detailed View (Production Catalog)

STEP/ACTION	EXAMPLE																																																																																																										
<p><b>To Edit an Item in Full Screen:</b></p> <p>1. Select an item to edit and click the <b>Stock Number</b>. If necessary, begin with Step 1 in Section 5.1 and select an active contract.</p>	<p><b>Catalog Items</b> Screen – Viewing (partial view with one close-up)</p> <div><div><div>Contract: SPM30008D1035832 Version: 1</div><div>Filter: All Items</div><div>Page 2 of 10Go to page:Go!</div><div>Add Item</div><div>[First] [Previous] [Next] [Last]</div></div><table><thead><tr><th></th><th></th><th>Deleted?</th><th>Customer Ops (Left)</th><th>Supplier Ops (Right)</th><th>Stock Number</th><th>ST</th><th>UoM</th><th>RN</th><th>RDN</th><th>Vendor Descr</th></tr></thead><tbody><tr><td>Edit</td><td>Delete</td><td>N</td><td>Approved</td><td>Review Needed</td><td>891501E210092</td><td>A</td><td>CS</td><td>35</td><td>1</td><td>GRAPEFRUIT, FRESH, W</td></tr><tr><td>Edit</td><td>Delete</td><td>N</td><td>Approved</td><td>Disapproved</td><td>891501E210097</td><td>A</td><td>CS</td><td>15</td><td>1</td><td>GREENS, KALE, FRESH,</td></tr><tr><td>Edit</td><td>Delete</td><td>N</td><td>Approved</td><td>Review Needed</td><td>891501E210103</td><td>A</td><td>CS</td><td>24</td><td>1</td><td>KIWIFRUIT, FRESH, US</td></tr><tr><td>Edit</td><td>Delete</td><td>N</td><td>Approved</td><td>Review Needed</td><td>891501E210153</td><td>A</td><td>CS</td><td>5</td><td>1</td><td>ONIONS, YELLOW, DRY</td></tr><tr><td>Edit</td><td>Delete</td><td>N</td><td>Approved</td><td>Review Needed</td><td>891501E210167</td><td>A</td><td>CS</td><td>40</td><td>1</td><td>ORANGES, FRESH, ANY</td></tr><tr><td>Edit</td><td>Delete</td><td>N</td><td>Approved</td><td>Review Needed</td><td>891501E210178</td><td>A</td><td>CS</td><td>5</td><td>1</td><td>PARSLEY, FRESH, US#1</td></tr><tr><td>Edit</td><td>Delete</td><td>N</td><td>Approved</td><td>Review Needed</td><td>891501E210195</td><td>A</td><td>BG</td><td>5</td><td>1</td><td>PEPPERS, RED BELL 5#</td></tr></tbody></table><div><table><tbody><tr><td>Edit</td><td>Delete</td><td>N</td><td>Approved</td><td>Review Needed</td><td>891501E210092</td></tr><tr><td>Edit</td><td>Delete</td><td>N</td><td>Approved</td><td>Disapproved</td><td>891501E210097</td></tr><tr><td>Edit</td><td>Delete</td><td>N</td><td>Approved</td><td>Review Needed</td><td>891501E210103</td></tr></tbody></table></div></div>			Deleted?	Customer Ops (Left)	Supplier Ops (Right)	Stock Number	ST	UoM	RN	RDN	Vendor Descr	Edit	Delete	N	Approved	Review Needed	891501E210092	A	CS	35	1	GRAPEFRUIT, FRESH, W	Edit	Delete	N	Approved	Disapproved	891501E210097	A	CS	15	1	GREENS, KALE, FRESH,	Edit	Delete	N	Approved	Review Needed	891501E210103	A	CS	24	1	KIWIFRUIT, FRESH, US	Edit	Delete	N	Approved	Review Needed	891501E210153	A	CS	5	1	ONIONS, YELLOW, DRY	Edit	Delete	N	Approved	Review Needed	891501E210167	A	CS	40	1	ORANGES, FRESH, ANY	Edit	Delete	N	Approved	Review Needed	891501E210178	A	CS	5	1	PARSLEY, FRESH, US#1	Edit	Delete	N	Approved	Review Needed	891501E210195	A	BG	5	1	PEPPERS, RED BELL 5#	Edit	Delete	N	Approved	Review Needed	891501E210092	Edit	Delete	N	Approved	Disapproved	891501E210097	Edit	Delete	N	Approved	Review Needed	891501E210103
		Deleted?	Customer Ops (Left)	Supplier Ops (Right)	Stock Number	ST	UoM	RN	RDN	Vendor Descr																																																																																																	
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Edit	Delete	N	Approved	Review Needed	891501E210103	A	CS	24	1	KIWIFRUIT, FRESH, US																																																																																																	
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Edit	Delete	N	Approved	Review Needed	891501E210178	A	CS	5	1	PARSLEY, FRESH, US#1																																																																																																	
Edit	Delete	N	Approved	Review Needed	891501E210195	A	BG	5	1	PEPPERS, RED BELL 5#																																																																																																	
Edit	Delete	N	Approved	Review Needed	891501E210092																																																																																																						
Edit	Delete	N	Approved	Disapproved	891501E210097																																																																																																						
Edit	Delete	N	Approved	Review Needed	891501E210103																																																																																																						
<p>The <b>Detailed View (Production Catalog)</b> screen displays.</p>																																																																																																											
<p>The <b>Detailed View</b> screen allows users to view/edit a single line item.</p> <ul style="list-style-type: none"><li>• Editable information displays in white data fields. Non-editable data displays in beige or yellow (exact color varies from monitor to monitor) fields. Vendors cannot update values in the DLA Evaluation section.</li><li>• If a contract is not editable due to user role or catalog status, the shading of the fields remains the same with a status of “Read Only” which will display near the status on the upper left portion of the screen.</li></ul> <p><b>NOTE:</b> Some fields cannot be edited when Stock Number Standards are in effect for the item. Editable fields will depend on the 832 Version and the contract type (for example CONUS or OCONUS). DLA Evaluation fields are not editable on this screen.</p>	<p><b>Production Catalog Detail Screen</b></p> <div><div><div>STORE'S Catalog - View/Modify Production Catalog - Catalog Items - Detailed View</div><div>Contract: SPM3001509250832 Version: 1</div></div><div><div><div>Item Number/Name</div><div>Stock No</div><div>Unit</div><div>Status</div><div>Part No</div><div>Item Name</div><div>Brand</div><div>Brand (Comments)</div><div>NBR</div><div>Gross Weights</div><div>Case Weight</div><div>Case Weight Measure</div><div>Volume</div><div>Volume Unit</div><div>Aliases</div><div>NAPA</div><div>Food Show</div><div>Promotional</div></div><div><div>DLA Item Description</div><div>Abbreviated Description</div><div>Vendor Item Description</div><div>Special Ordering Instructions</div><div>Lead Time Days</div><div>Min. Order Quantity</div><div>NAPA Indicator</div><div>NAPA Purchase Date</div><div>Standardized</div><div>Accept DLA Standards</div></div><div><div>Vendor Item Details</div><div>Unit of Measure</div><div>Price</div><div>DLA Evaluation</div><div>Customer Side</div><div>Supplier Side</div><div>Catch Weight</div><div>Indicator</div><div>Package Details</div><div>Units Per Pack</div><div>Size</div><div>Unit</div><div>Code</div><div>Miscellaneous</div><div>Product Price</div><div>Econ. Ind.</div><div>Shelf Life</div><div>SLife Unit</div><div>Dist. Fee</div><div>Dist Fee Ctry</div><div>Frign Src Ind</div><div>DLA Shpgmt</div></div></div><div><div>Update &amp; Return</div><div>Delete</div><div>Reset</div><div>Cancel</div></div><div><div>* indicates a required field</div><div>** indicates a conditionally required field</div></div></div>																																																																																																										

## DETAILED VIEW (Production Catalog)

### View on Screen Load

STORES Catalog - View/Modify Production Catalog - Catalog Items - Detailed View

Contract: SPE30015D9250 832 Version: 1

<b>Item Number/Name</b> Stock No: <input type="text" value="896001E111828"/> UoI: <input type="text" value="BX"/> Status: <input type="text" value="ACTIVE"/> Part No: <input type="text" value="000000"/> Item Name: <input type="text" value="BEV BASE, COLA, SWT,"/> Brand (Comments): <input type="text" value="PEPSI"/> SKU: <input type="text"/> <b>Gross Measures</b> Case Weight: <input type="text"/> Case Weight Measure: <input type="text"/> Volume: <input type="text"/> Volume Unit: <input type="text"/> <b>Allowances</b> NAPA: <input type="text"/> Food Show: <input type="text"/> Promotional: <input type="text"/> <a href="#">More Fields</a>	<b>DLA Item Description</b> <input type="text" value="(pepsi), 5 gal bib, for carb dispenser"/> <b>Abbreviated Description</b> <input type="text" value="BEV BASE, COLA, (PEPSI)"/> <b>Vendor Item Description</b> <input type="text" value="BEV BASE, COLA, SWT, (PEPSI), 5 GAL BIB, FOR CARB DISPENSER"/> <b>Special Ordering Instructions</b> <input type="text"/> <b>Lead Time Days</b> <input type="text"/> <b>Min. Order Quantity</b> <input type="text"/> MPA Indicator: <input type="checkbox"/> <b>MPA Purchase Date</b> <input type="text"/> Standardized: <input checked="" type="checkbox"/> <b>PRF Standards</b> <input checked="" type="checkbox"/> Accept DLA Standards: <input checked="" type="checkbox"/>	<b>Vendor Item Details</b> <b>Unit of Measure</b> <input type="text" value="BX"/> PRF: <input type="text" value="1"/> / <input type="text" value="1"/> <b>Price</b> <input type="text" value="\$35.25"/> <b>DLA Evaluation</b> Customer Side: <input type="text"/> Supplier Side: <input type="text"/> <b>Catch Weight</b> Indicator: <input type="text" value="N"/> <b>Multiple</b> <input type="text"/> <b>Package Details</b> Units Per Pack: <input type="text" value="1"/> Size: <input type="text" value="3.00"/> <b>UoM</b> <input type="text" value="GL"/> <b>Code</b> <input type="text" value="BX"/> <b>Miscellaneous</b> Product Price: <input type="text" value="\$35.25"/> <b>Econ. Ind.</b> <input type="text" value="0"/> Shelf Life: <input type="text"/> <b>SLife Unit</b> <input type="text"/> Dist. Fee: <input type="text"/> <b>Dist Fee Ctg</b> <input type="text"/> Frgn Src Ind: <input type="text" value="N"/> <b>DLA Unique</b> <input type="text" value="N"/>
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\* indicates a required field  
 \*\* indicates a conditionally required field

### Bottom of Screen – Expanded View

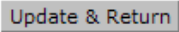


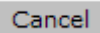
**Fewer Fields** ▲

<b>Value and Unit of Measure</b>									
Tare Wt	<input type="text"/>	Paper Wt	<input type="text"/>	Alum Wt	<input type="text"/>	Plas Wt	<input type="text"/>	Gls Wt	<input type="text"/>
Tare UoM	<input type="text"/>	Paper UoM	<input type="text"/>	Alum UoM	<input type="text"/>	Plas UoM	<input type="text"/>	Gls UoM	<input type="text"/>
<b>Item Indicators</b>									
NAPA	<input type="checkbox"/>	Marines	<input type="checkbox"/>	BOFA	<input type="checkbox"/>	Navy	<input type="checkbox"/>	AirF	<input type="checkbox"/>
ArmyDng	<input type="checkbox"/>	ArmyFld	<input type="checkbox"/>	NvCrg	<input type="checkbox"/>	NvQCOC	<input type="checkbox"/>	WarTime	<input type="checkbox"/>
<b>Overwritten Vendor Item Description</b>									
<input type="text" value="BEV BASE, CODE RED, SWT, (MOUNTAIN DEW), 3 GAL BIB, FOR CARB DISPENSER"/>									

\* indicates a required field  
 \*\* indicates a conditionally required field

### DETAILED VIEW (Production Catalog) Continued

The screen elements of a Detailed Production Catalog Record and its respective fields are as follows:

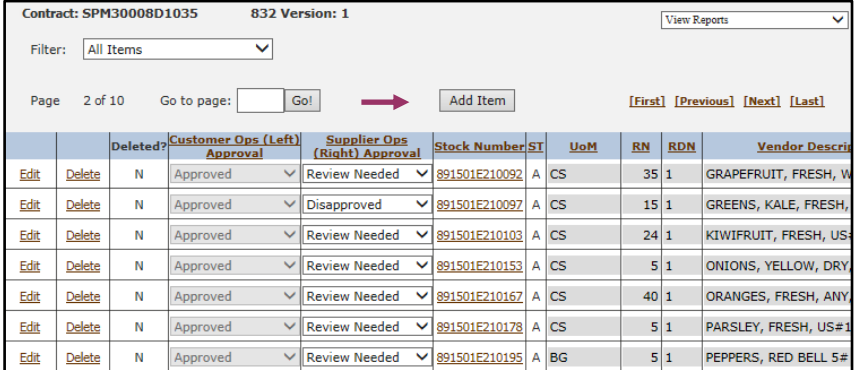
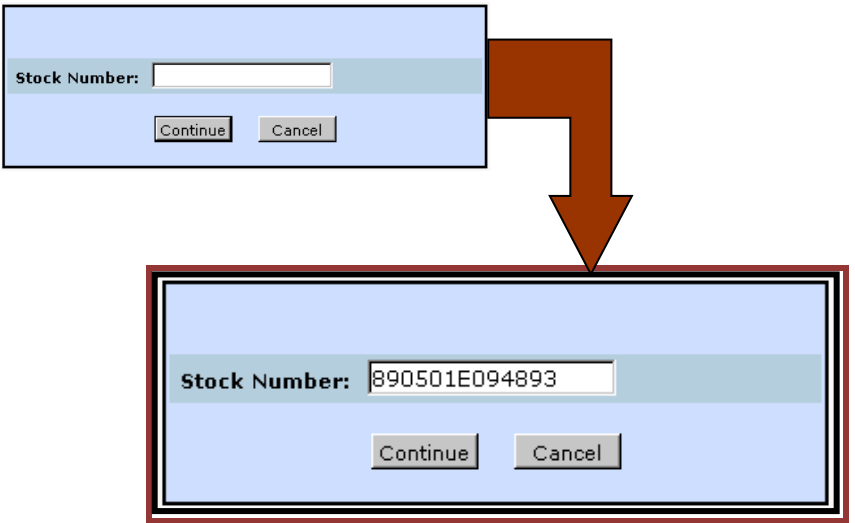
1. **Contract, Status, and Version - text** that displays the current contract number and current 832 Version. "Read Only" displays next to the contact number when a contract is not editable.
2. **Item Number /Name, Gross Measures, Allowances, Vendor Item Details, Catch Weight, Package Details, Miscellaneous**, and the second column are editing regions used to view and update item details. Stock Number, Status, Item Name, DLA Item Description, Abbreviated Description, MPA Indicator, Item Indicators Item Indicators, Catch Weight Indicator, the Standardized checkbox and the PRF Standards checkbox **cannot** be updated by users. Lead Time Days and Minimum Order Quantity cannot be entered for an OCONUS contract. Vendor Item Description, Package Unit of Measure, Packaging Code, PRF Unit of Measure, and Units per Purchase Pack can be updated when the Stock Number Standards are not being applied to these fields. Package Size can be edited but will be limited to a range if Standards are applied to this field. Catch Weight Multiple can be updated if the Catch Weight indicator contains a "Y", but its acceptable value may be limited if the Stock Number Standards are applied. Fields under DLA Evaluation cannot be edited. *Fields with an asterisk (\*) are required.*
3. The **More Fields** link displays as "Fewer Fields" when clicked and expands the screen to display additional fields (rows 6-8).
4. Screen **action buttons**. Click  to save changes and return to the **Catalog Items** screen. The  button deletes the current item from the catalog. The  button replaces all values with the last saved values. The  button returns to the **Catalog Items** screen without saving changes.
5. The **Fewer Fields** link changes to "More Fields" when clicked and removes rows 6-8 from the screen display.
6. **Value and Unit of Measure** displays editable weight values and their associated Unit of Measures.
7. **Item Indicators** displays additional information about the item. These fields are not editable.
8. **Overwritten Vendor Item Description** displays the previous production version of Vendor Item Description. This field is not editable.

**NOTES:** This is the only screen on which a vendor can set acceptance of the DLA Standards for a production catalog item.

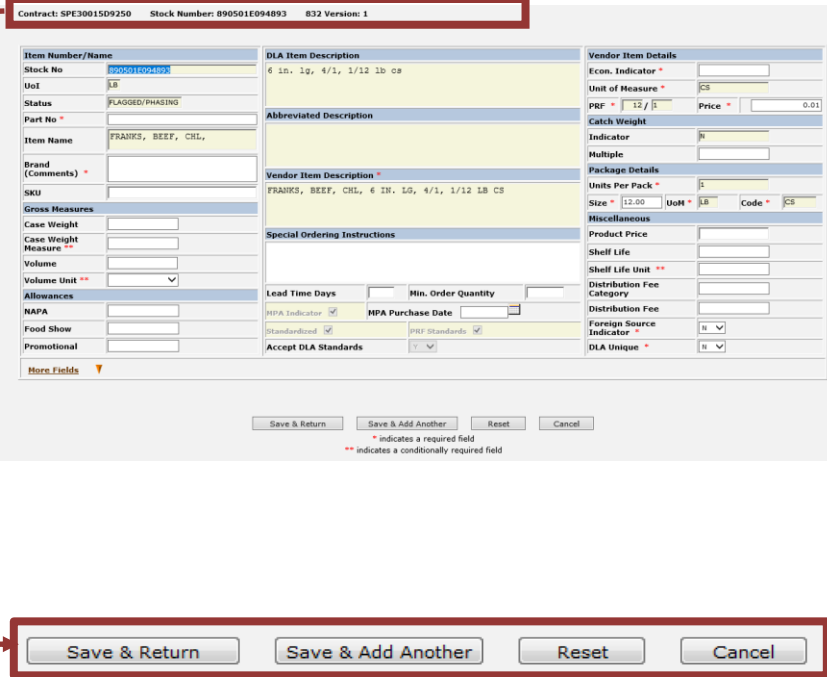
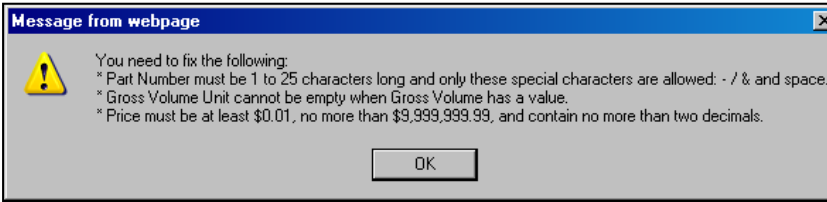
- A vendor can change the **Accept DLA Standards** from "N" to "Y" if the contract is active and **Standardized** is checked. If **Standardized** is checked and **PRF Standards** is unchecked, the fields affected are– Package Size, Package Unit of Measure, Package Code, Vendor Item Description, and Catch Weight Multiple for Catch Weight Items. If **PRF Standards** is also checked, the fields PRF Unit of Measure, and Units per Purchase Pack will also be 'locked'.
- Changing the DLA Standards Acceptance from "N" to "Y" on this screen will not affect the baseline catalog.

## 5.4: Add a Production Catalog Item

Adding an item to a production catalog works somewhat differently from adding an item to a baseline catalog. If the item already exists in the customer catalog, the fields will be prefilled when the item is added. If standards were previously accepted for the item, the standards will be accepted automatically and the affected standard fields will not be editable. If the item to be added does not exist in a customer catalog but the Standardized or the Standardized and PRF Standards have been set for the item by the Subsistence Supply Cataloging & Standardization Branch, the corresponding standard fields will be prefilled and will not be editable.

STEP/ACTION	EXAMPLE
<p><b>To Add an Item:</b></p> <p>1. To add a new item to the catalog, navigate to the <b>Catalog Items</b> screen and click <b>Add Item</b>.</p> <p>The <b>Enter Stock Number</b> screen displays.</p>	<p><b>Catalog Items</b> Screen (partial) – Viewing</p> 
<p>2. Enter a stock number</p> <p>3. Click <b>Continue</b>.</p> <p>The <b>Add Item</b> screen displays (next page).</p> <p><b>NOTE:</b> If the stock number already exists in the production catalog or if it is not a valid stock number, an error message displays. If this error occurs, enter a different stock number and click <b>Continue</b> or click <b>Cancel</b> to return to the <b>Catalog Items</b> screen without saving any changes.</p>	<p><b>Enter Stock Number</b> Screen (two example close-ups)</p> 



STEP/ACTION	EXAMPLE
<p>The <b>Add Item</b> screen displays the details of the specific stock number being added. Once the item details have been entered, the user may choose to perform one of the following actions:</p> <ul style="list-style-type: none"><li>Click <b>Save &amp; Return</b> to update the catalog with the new item and return to the <b>Catalog Items</b> screen.</li><li>Click <b>Save &amp; Add Another</b> to update the catalog with the new item and add another item.</li><li>Click <b>Reset</b> to clear the user-entered values.</li><li>Click <b>Cancel</b> to cancel the process and return to the <b>Catalog Items</b> screen. If the process is canceled, the new item is not added to the catalog.</li></ul>	<p><b>Production Catalog Add Item Screen (with 2 close-ups)</b></p>  <p>Contract: SPE30015D9250 Stock Number: 890501E094893 832 Version: 1</p> <p>Item Number/Name: 890501E094893 Stock No: 890501E094893 Unit: LB Status: FLAGGED/PHASING Part No:  Item Name: FRANKS, BEEF, CHL, Brand (Comments):  SKU:  Gross Measures:  Case Weight:  Case Weight Measure:  Volume:  Volume Unit:  Allowances:  NAPA:  Food Show:  Promotional:  DLA Item Description: 6 IN. LG, 4/1, 1/12 LB CS Abbreviated Description:  Vendor Item Description: FRANKS, BEEF, CHL, 6 IN. LG, 4/1, 1/12 LB CS Special Ordering Instructions:  Lead Time Days:  Min. Order Quantity:  NAPA Indicator:  NAPA Purchase Date:  Standardized:  PRF Standards:  Accept DLA Standards:  Vendor Item Details:  Econ. Indicator:  Unit of Measure:  PRF: 12 / 5 Price: 0.01 Catch Weight:  Indicator:  Multiple:  Package Details:  Units Per Pack:  Size: 12.00 Unit: LB Code: CS Miscellaneous:  Product Price:  Shelf Life:  Shelf Life Unit:  Distribution Fee Category:  Distribution Fee:  Foreign Source Indicator:  DLA Unique:  Buttons: Save &amp; Return, Save &amp; Add Another, Reset, Cancel Legend: * indicates a required field, ** indicates a conditionally required field</p>
<p><b>NOTE:</b> Attempting to save an item to the catalog without filling the required fields with appropriate values results in one or more error messages. If an error message occurs, the item must be completed correctly before the item can be saved. If the Error Pop-up displays, click <b>OK</b> to return to the <b>Add Items (Production Catalog)</b> screen.</p>	<p><b>Error Pop-up Window (Example)</b></p>  <p>Message from webpage</p> <p>You need to fix the following:</p> <ul style="list-style-type: none"><li>* Part Number must be 1 to 25 characters long and only these special characters are allowed: - / &amp; and space.</li><li>* Gross Volume Unit cannot be empty when Gross Volume has a value.</li><li>* Price must be at least \$0.01, no more than \$9,999,999.99, and contain no more than two decimals.</li></ul> <p>OK</p>

## Add Item(Production Catalog) Close-up

### View on Screen Load

Contract: SPE30015D9250    Stock Number: 890501E094893    832 Version: 1

<b>Item Number/Name</b> Stock No <input type="text" value="890501E094893"/> UoI <input type="text" value="LB"/> Status <input type="text" value="FLAGGED/PHASING"/> Part No * <input type="text"/> Item Name <input type="text" value="FRANKS, BEEF, CHL,"/> Brand (Comments) * <input type="text"/> SKU <input type="text"/> <b>Gross Measures</b> Case Weight <input type="text"/> Case Weight Measure ** <input type="text"/> Volume <input type="text"/> Volume Unit ** <input type="text" value=""/> <b>Allowances</b> NAPA <input type="text"/> Food Show <input type="text"/> Promotional <input type="text"/> <a href="#">More Fields</a> ▼	<b>DLA Item Description</b> 6 in. lg, 4/1, 1/12 lb cs  <b>Abbreviated Description</b>   <b>Vendor Item Description *</b> FRANKS, BEEF, CHL, 6 IN. LG, 4/1, 1/12 LB CS  <b>Special Ordering Instructions</b>   Lead Time Days <input type="text"/> Min. Order Quantity <input type="text"/> MPA Indicator <input checked="" type="checkbox"/> MPA Purchase Date <input type="text"/> Standardized <input checked="" type="checkbox"/> PRF Standards <input checked="" type="checkbox"/> Accept DLA Standards <input type="text" value="Y"/>	<b>Vendor Item Details</b> Econ. Indicator * <input type="text"/> Unit of Measure * <input type="text" value="CS"/> PRF * <input type="text" value="12"/> / <input type="text" value="1"/> Price * <input type="text" value="0.01"/> <b>Catch Weight</b> Indicator <input type="text" value="N"/> Multiple <input type="text"/> <b>Package Details</b> Units Per Pack * <input type="text" value="1"/> Size * <input type="text" value="12.00"/> UoM * <input type="text" value="LB"/> Code * <input type="text" value="CS"/> <b>Miscellaneous</b> Product Price <input type="text"/> Shelf Life <input type="text"/> Shelf Life Unit ** <input type="text"/> Distribution Fee Category <input type="text"/> Distribution Fee <input type="text"/> Foreign Source Indicator * <input type="text" value="N"/> DLA Unique * <input type="text" value="N"/>
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\* indicates a required field  
 \*\* indicates a conditionally required field

### Bottom of Screen – Expanded View

<a href="#">Fewer Fields</a> ▲											
<b>Value and Unit of Measure</b>											
Tare Wt	<input type="text"/>	Paper Wt	<input type="text"/>	Alum Wt	<input type="text"/>	Plas Wt	<input type="text"/>	Gls Wt	<input type="text"/>	Tin Wt	<input type="text"/>
Tare UoM	<input type="text"/>	Paper UoM	<input type="text"/>	Alum UoM	<input type="text"/>	Plas UoM	<input type="text"/>	Gls UoM	<input type="text"/>	Tin UoM	<input type="text"/>
<b>Item Indicators</b>											
NAPA	<input checked="" type="checkbox"/>	Marines	<input type="checkbox"/>	BDFA	<input type="checkbox"/>	Navy	<input type="checkbox"/>	AirF	<input type="checkbox"/>	AirFOpt	<input type="checkbox"/>
ArmyDng	<input type="checkbox"/>	ArmyFld	<input type="checkbox"/>	NvCrg	<input type="checkbox"/>	NvQCOG	<input type="checkbox"/>	Wartime	<input type="checkbox"/>	Navy/FIC	<input type="checkbox"/>
<b>Overwritten Vendor Item Description</b>											
FRANKS, ALL BEEF, CHL, 6"LG, 4/1, 1/12 LB CS											
<input type="button" value="Save &amp; Return"/> <input type="button" value="Save &amp; Add Another"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>											

All fields marked with an asterisk (\*) are required

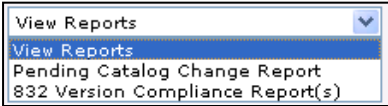
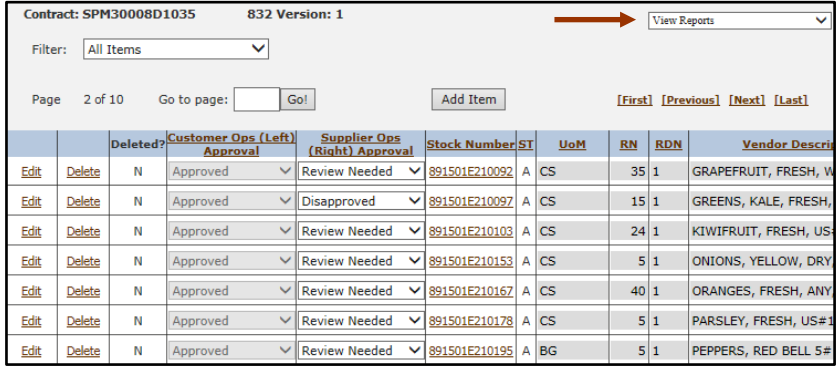
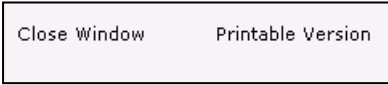
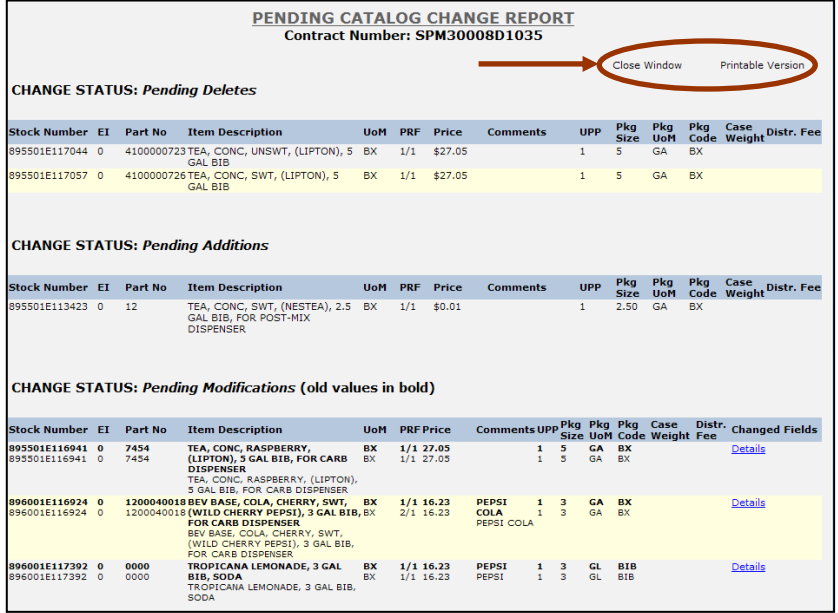
This screen looks and functions very much like the **Detailed View (Production Catalog)** screen. The differences between the two screens are:

- The action buttons differ.
- The DLA Evaluation section is not displayed.
- The value of the DLA Standards Acceptance field cannot be modified on this screen.

## 5.5: View Catalog Reports

### 5.5.1: Pending Catalog Change Report

The **Pending Catalog Change Report** displays difference between items currently in the customer catalog and items that will be added to, deleted from, or modified in the catalog. The **832 Version Compliance Report** is also available from the drop-down and is discussed in Section 9.2.

STEP/ACTION	EXAMPLE
<p><b>To Access the Report:</b></p> <ol style="list-style-type: none"> <li>To view the report, select “Pending Catalog Change Report” from the Reports drop-down on the <b>Catalog Items</b> screen.</li> </ol>  <p>The <b>Pending Catalog Change Report</b> screen displays in a new window.</p>	<p><b>Catalog Items Screen</b></p> 
<p>The <b>Pending Catalog Change Report</b> screen has a normal view version and a printable version.</p> <p>Below is a detail of the area circled on the right. Clicking “Close Window” closes the report window and returns to the <b>Catalog Items</b> screen.</p>  <ol style="list-style-type: none"> <li>To access the printable version click “Printable Version”.</li> </ol> <p>The <b>Pending Catalog Change Report</b> printable version displays (next page).</p>	<p><b>Pending Catalog Change Report Screen</b></p> 

STEP/ACTION

Below is a detail of the area highlighted on the right.

Close WindowBackPrint

Clicking “Close Window” closes the report window and displays the **Catalog Items** screen.

Clicking “Back” displays the viewable report.

Clicking **Print** opens the system print dialog box from which the report can be printed.

Click “Back” displays the viewable **Pending Catalog Change Report** screen.

EXAMPLE

Pending Catalog Change Report – Printable Version Screen

PENDING CATALOG CHANGE REPORT

Contract Number: SPM30008D1035

Close WindowBackPrint

CHANGE STATUS: Pending Deletes

Stock Number	EI	Part No	Item Description	UoM	PRF	Price	Comments	UPP	Pkg Size	Pkg UoM	Pkg Code	Case Weight	Distr. Fee
895501E117044	0	4100000723	TEA, CONC, UNSWT, (LIPTON), 5 GAL BIB	BX	1/1	\$27.05		1	5	GA	BX		
895501E117057	0	4100000726	TEA, CONC, SWT, (LIPTON), 5 GAL BIB	BX	1/1	\$27.05		1	5	GA	BX		

CHANGE STATUS: Pending Additions

Stock Number	EI	Part No	Item Description	UoM	PRF	Price	Comments	UPP	Pkg Size	Pkg UoM	Pkg Code	Case Weight	Distr. Fee
895501E113423	0	12	TEA, CONC, SWT, (NESTEA), 2.5 GAL BIB, FOR POST-MIX DISPENSER	BX	1/1	\$0.01		1	2.50	GA	BX		

CHANGE STATUS: Pending Modifications (old values in bold)

Stock Number	EI	Part No	Item Description	UoM	PRF	Price	Comments	UPP	Pkg Size	Pkg UoM	Pkg Code	Case Weight	Distr. Fee	Changed Fields
895501E116941	0	7454	TEA, CONC, RASPBERRY, (LIPTON), 5 GAL BIB, FOR CARB DISPENSER	BX	1/1	27.05		1	5	GA	BX			Details
895501E116941	0	7454	TEA, CONC, RASPBERRY, (LIPTON), 5 GAL BIB, FOR CARB DISPENSER	BX	1/1	27.05		1	5	GA	BX			Details
896001E116924	0	1200040018	BEV BASE, COLA, CHERRY, SWT, (WILD CHERRY PEPSI), 3 GAL BIB, FOR CARB DISPENSER	BX	2/1	16.23	PEPSI COLA	1	3	GA	BX			Details
896001E116924	0	1200040018	BEV BASE, COLA, CHERRY, SWT, (WILD CHERRY PEPSI), 3 GAL BIB, FOR CARB DISPENSER	BX	2/1	16.23	PEPSI COLA	1	3	GA	BX			Details
896001E117392	0	0000	TROPICANA LEMONADE, 3 GAL BIB, SODA	BX	1/1	16.23	PEPSI	1	3	GL	BIB			Details
896001E117392	0	0000	TROPICANA LEMONADE, 3 GAL BIB, SODA	BX	1/1	16.23	PEPSI	1	3	GL	BIB			Details

In the “Changed Fields” column of the Pending Modifications section of the report, a Details link displays. Placing the mouse over the Details links for a specific stock number displays a list of changed fields (abbreviations). Clicking a Details link displays a detailed report for the item.

Below is a close-up of the highlighted area to the right.

Changed Fields

Details

Details

Details

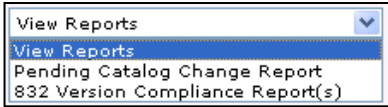
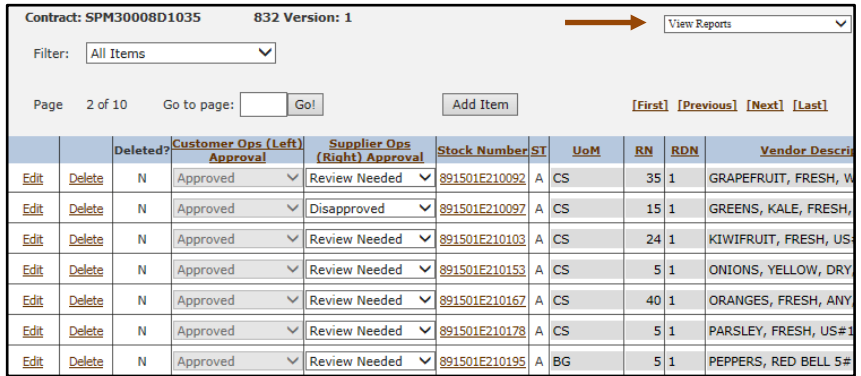
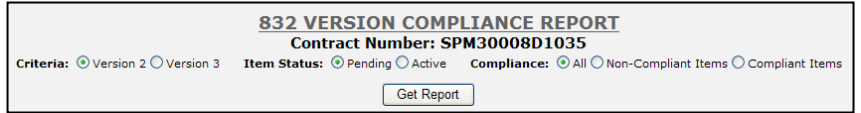
3. Click one of the links.

The Pending Catalog Change Report – Pending Modifications – Item Details screen displays (next page).

STEP/ACTION	EXAMPLE																																																																																																																																																																																																				
<p>The <b>Pending Catalog Change Report – Pending Modifications – Item Details</b> screen contains details of the items to be changed.</p> <p>Clicking “Back to Main Report” displays the <b>Pending Catalog Change Report</b> screen.</p> <p>Clicking <b>Print</b> opens the system Print dialog box.</p> <p>4. Click <b>Back to Main Report</b>.</p> <p>The <b>Pending Catalog Change Report</b> screen displays (not shown).</p>	<p><b>Pending Catalog Change Report – Pending Modifications – Item Details</b> Screen</p> <div><div>Back to Main ReportPrint</div><div><div>Pending Catalog Change Report - Pending Modifications - Item Details</div><div>Contract Number: SPM30008D1035 Stock Number: 890501E194168</div><table><thead><tr><th>Field Name</th><th>Current Value</th><th>Pending Value</th><th>Changed?</th></tr></thead><tbody><tr><td>Contract Update Stamp</td><td>07-FEB-12</td><td>19-APR-13</td><td>Y</td></tr><tr><td>Price</td><td>\$40.00</td><td>\$40.00</td><td></td></tr><tr><td>Product Price</td><td>\$0.10</td><td>\$0.10</td><td></td></tr><tr><td>Item Description</td><td>PORK LOIN, BNLS, FZN, CC, 11 RIBS, W/15% MAX ADDED INGREDIENTS, 5/8-12 LB EA, N#</td><td>PORK LOIN, BNLS, FZN, CC, 11 RIBS, W/15% MAX ADDED INGREDIENTS, 5/8-12 LB EA, N#</td><td></td></tr><tr><td>Lead Time Days</td><td>30</td><td>30</td><td></td></tr><tr><td>Part Number</td><td>PT909</td><td>PT909</td><td></td></tr><tr><td>Brand (Comments)</td><td></td><td>VALLEY MEATS</td><td>Y</td></tr><tr><td>MPA Purchase Date</td><td></td><td></td><td></td></tr><tr><td>Ratio Numerator</td><td>1</td><td>1</td><td></td></tr><tr><td>Ratio Denominator</td><td>1</td><td>1</td><td></td></tr><tr><td>Unit of Issue</td><td>LB</td><td>LB</td><td></td></tr><tr><td>Unit of Measure</td><td>LB</td><td>LB</td><td></td></tr><tr><td>Units Per Purchase Pack</td><td>5</td><td>5</td><td></td></tr><tr><td>Package Size</td><td>20</td><td>20</td><td></td></tr><tr><td>Package Unit of Measure</td><td>LB</td><td>LB</td><td></td></tr><tr><td>Packaging Code</td><td>AVG</td><td>AVG</td><td></td></tr><tr><td>DLA Standard Acceptance</td><td>N</td><td>N</td><td></td></tr><tr><td>Promotional Item</td><td></td><td></td><td></td></tr><tr><td>Gross Case Weight</td><td>.01</td><td>9000</td><td>Y</td></tr><tr><td>Gross Case Weight Measure</td><td>OZ</td><td>LB</td><td>Y</td></tr><tr><td>Gross Volume</td><td>.01</td><td>120</td><td>Y</td></tr><tr><td>Gross Volume Unit</td><td>CC</td><td>CI</td><td>Y</td></tr><tr><td>Shelf Life</td><td></td><td>5</td><td>Y</td></tr><tr><td>Shelf Life Unit</td><td></td><td>DY</td><td>Y</td></tr><tr><td>Catch Weight Multiple</td><td>13</td><td>13</td><td></td></tr><tr><td>Distribution Fee Category</td><td>R</td><td>R</td><td></td></tr><tr><td>Distribution Fee</td><td>\$0.10</td><td>\$5.00</td><td>Y</td></tr><tr><td>NAPA Allowance</td><td>\$0.10</td><td>\$5.00</td><td>Y</td></tr><tr><td>Food Show Allowance</td><td>\$0.10</td><td>\$7.00</td><td>Y</td></tr><tr><td>Promotional Allowance</td><td>\$0.10</td><td>\$3.00</td><td>Y</td></tr><tr><td>Economic Indicator</td><td>0</td><td>0</td><td></td></tr><tr><td>Vendor SKU</td><td></td><td></td><td></td></tr><tr><td>Foreign Source Indicator</td><td>N</td><td>N</td><td></td></tr><tr><td>Special Ordering Instructions</td><td></td><td></td><td></td></tr><tr><td>Minimum Order Quantity</td><td></td><td></td><td></td></tr><tr><td>DLA Unique</td><td>N</td><td>N</td><td></td></tr><tr><td>Tare Weight Value</td><td>.01</td><td>.01</td><td></td></tr><tr><td>Tare Weight Unit of Measure</td><td>OZ</td><td>OZ</td><td></td></tr><tr><td>Aluminum Weight Value</td><td></td><td></td><td></td></tr><tr><td>Aluminum Weight Unit of Measure</td><td></td><td></td><td></td></tr><tr><td>Tin Weight Value</td><td></td><td></td><td></td></tr><tr><td>Tin Weight Unit of Measure</td><td></td><td></td><td></td></tr><tr><td>Paper Weight Value</td><td></td><td></td><td></td></tr><tr><td>Paper Weight Unit of Measure</td><td></td><td></td><td></td></tr><tr><td>Plastic Weight Value</td><td></td><td></td><td></td></tr><tr><td>Plastic Weight Unit of Measure</td><td></td><td></td><td></td></tr><tr><td>Glass Weight Value</td><td></td><td></td><td></td></tr><tr><td>Glass Weight Unit of Measure</td><td></td><td></td><td></td></tr></tbody></table><div>Back to Main ReportPrint</div></div></div>	Field Name	Current Value	Pending Value	Changed?	Contract Update Stamp	07-FEB-12	19-APR-13	Y	Price	\$40.00	\$40.00		Product Price	\$0.10	\$0.10		Item Description	PORK LOIN, BNLS, FZN, CC, 11 RIBS, W/15% MAX ADDED INGREDIENTS, 5/8-12 LB EA, N#	PORK LOIN, BNLS, FZN, CC, 11 RIBS, W/15% MAX ADDED INGREDIENTS, 5/8-12 LB EA, N#		Lead Time Days	30	30		Part Number	PT909	PT909		Brand (Comments)		VALLEY MEATS	Y	MPA Purchase Date				Ratio Numerator	1	1		Ratio Denominator	1	1		Unit of Issue	LB	LB		Unit of Measure	LB	LB		Units Per Purchase Pack	5	5		Package Size	20	20		Package Unit of Measure	LB	LB		Packaging Code	AVG	AVG		DLA Standard Acceptance	N	N		Promotional Item				Gross Case Weight	.01	9000	Y	Gross Case Weight Measure	OZ	LB	Y	Gross Volume	.01	120	Y	Gross Volume Unit	CC	CI	Y	Shelf Life		5	Y	Shelf Life Unit		DY	Y	Catch Weight Multiple	13	13		Distribution Fee Category	R	R		Distribution Fee	\$0.10	\$5.00	Y	NAPA Allowance	\$0.10	\$5.00	Y	Food Show Allowance	\$0.10	\$7.00	Y	Promotional Allowance	\$0.10	\$3.00	Y	Economic Indicator	0	0		Vendor SKU				Foreign Source Indicator	N	N		Special Ordering Instructions				Minimum Order Quantity				DLA Unique	N	N		Tare Weight Value	.01	.01		Tare Weight Unit of Measure	OZ	OZ		Aluminum Weight Value				Aluminum Weight Unit of Measure				Tin Weight Value				Tin Weight Unit of Measure				Paper Weight Value				Paper Weight Unit of Measure				Plastic Weight Value				Plastic Weight Unit of Measure				Glass Weight Value				Glass Weight Unit of Measure			
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### 5.5.2: 832 Version Compliance Report(s)

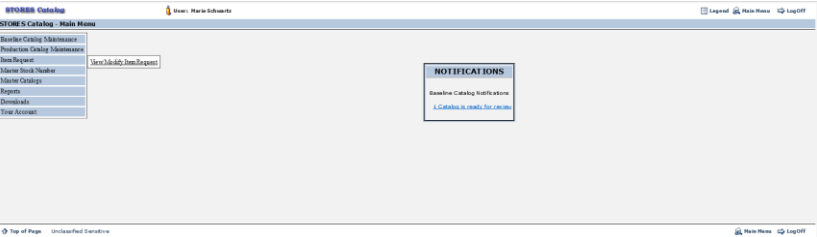
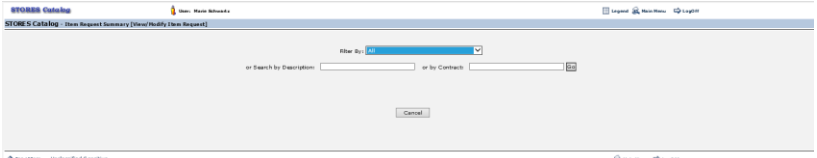
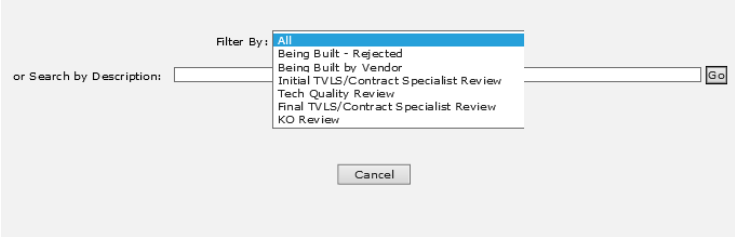
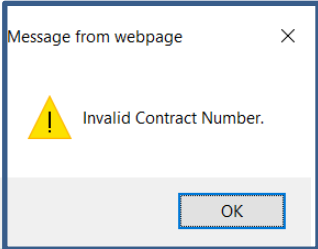
These reports allow the user to check a catalog for 832 Version 2 and 832 Version 3 compliance. They can be accessed from both the **Main Menu** screen and the Catalog Items Report drop-down.

STEP/ACTION	EXAMPLE
<p><b>To Access the Report:</b></p> <ol style="list-style-type: none"> <li>To view the report, select “832 Version Compliance Reports(s)” from the Reports drop-down.</li> </ol>  <p>The <b>Pending Catalog Change Report</b> screen opens in a new window.</p>	<p><b>Catalog Items Screen</b></p>  <p><b>Compliance Report Specification Screen</b></p> 
<p>The <b>Compliance Report Specification</b> screen appears (right).</p> <ol style="list-style-type: none"> <li>Refer to section 9.2 starting with Step 4 for the remaining report explanation.</li> </ol>	



# Chapter 6: View/Modify Item Request

The Item Request, limited to users with appropriate permissions, provides for an end-to-end automated Local Stock Number (LSN) request process in STORES to control the proliferation of new item requests and approvals/disapprovals including, but not limited to, the actual product specifications that could later be used throughout the STORES system. This process replaces current manual processes which places better controls over the generation of LSN requests and ensures that all required information is submitted, evaluated, and approved based on supporting documentation.

STEP/ACTION	EXAMPLE
<p>To access <b>View/Modify Item Request</b> functionality:</p> <p>From the <b>STORES Catalog Main Menu</b>, place your cursor over the <b>Item Request</b> menu bar and select <b>View/Modify Item Request</b> from the submenu.</p> <p><b>View/Modify Item Request</b></p> <ol style="list-style-type: none"><li>At the <b>Item Request</b> menu bar, select <b>View/Modify Item Request</b> from the submenu.</li></ol> <p>The <b>Item/Modify Request</b> screen displays.</p> <ol style="list-style-type: none"><li>Select the <b>Filter By</b> drop-down menu to filter by request status.</li><li>Enter a <b>Search By Description or by Contracts</b>. Select a Contract Number from the list of vendor-associated contracts. If an incorrect Contract Number is entered, a pop-up message will display.</li><li>Select the <b>OK</b> button to re-enter a new contract number.</li></ol>	<p><b>STORES Catalog – Main Menu Screen</b></p>  <p><b>View/Modify Item Request Screen</b></p>  <p><b>View/Modify Item Request Screen</b> (With the Filter By drop-down menu displayed)</p>  <p><b>Invalid Contract Number Message</b></p> 



## STEP/ACTION

**NOTE:** All contract numbers associated to the Vendor (logged in) will display when entering the contract number with the auto-complete function.

5. Select the **GO** button and the search results displays in table format.

Clicking **Cancel** returns Vendor to the **STORES Catalog Main Menu**.

6. Select the **Request Number** link of the request to be Reviewed/Modified.

The **Item Request** screen displays with the Being Built by Vendor Status (Acknowledged) for items currently assigned to the vendor for input.

7. View/Modify information in required fields indicated with an \* asterisk.

Conditional fields are indicated with double \*\* asterisks.

To Associate an Existing Stock Number to the Item Request:

Click the Associate Button and the Associate Existing Stock Number screen displays.

Enter a stock number or description (autocomplete enabled for up to 15 records) and click the Select button. The stock number information displays with a warning message.

**NOTE:** Any fields currently populated on the request form will be overwritten.

8. Click the **Associate** Button and the **Item Request** screen displays with the existing stock number associated to the Item Request.
9. Click the **Reset** button to clear the stock number and click the **Close** button to return to the Item Request

## EXAMPLE

## View/Modify Item Request Screen

Item Request Summary (View/Modify Item Request) Screen  
(With the search results displayed)





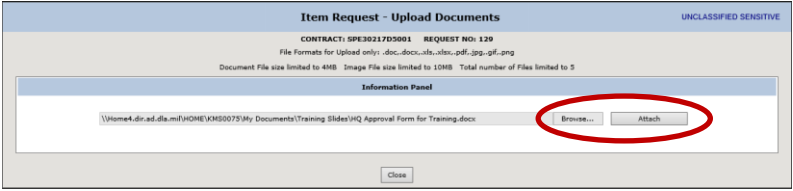
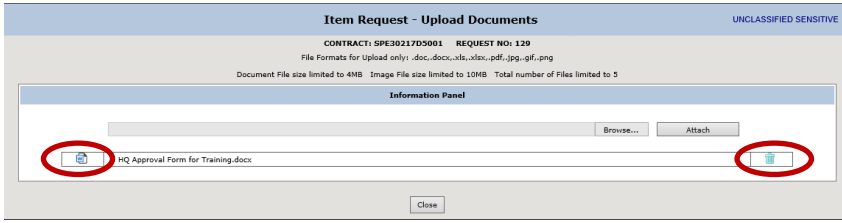
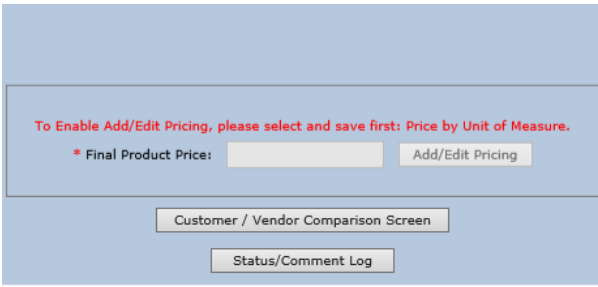
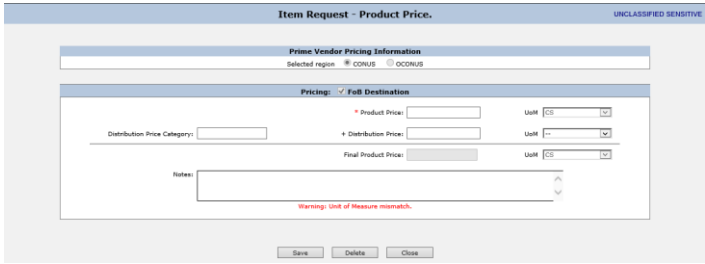
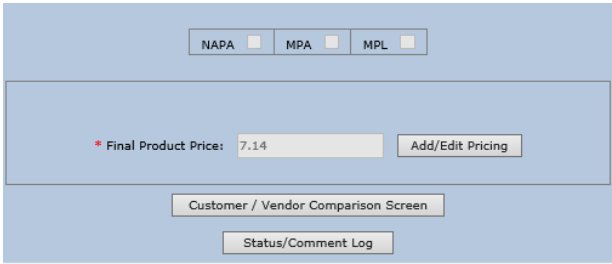
Request Number	Contract Number	Line Code	Description	Revision	Submit Date	Status	Request Line
80000218	SPE30217D5001	00000	2407 FOOD, STAIN, SPRAY, 2407	000	9/20/2017	Being Built by Vendor	PR CORUS

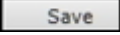
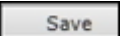
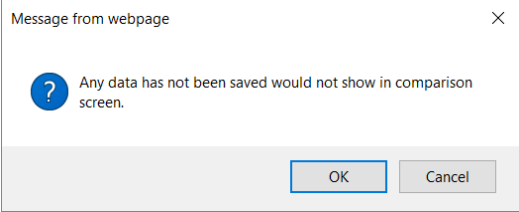
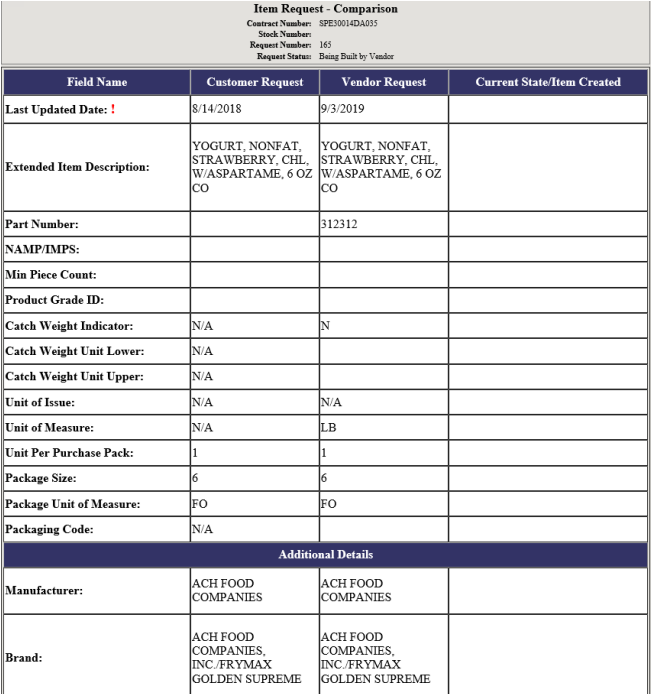
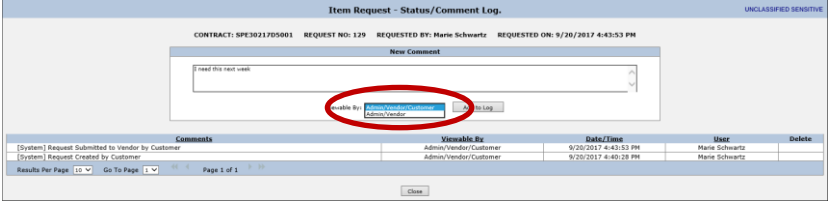
## Item Request Screen

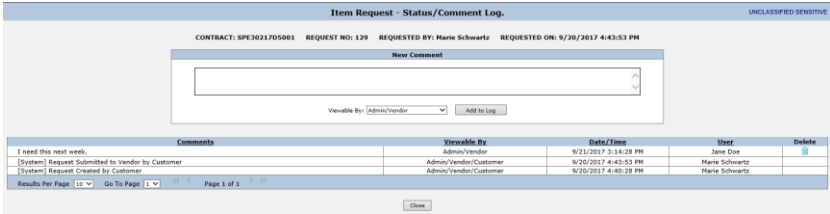

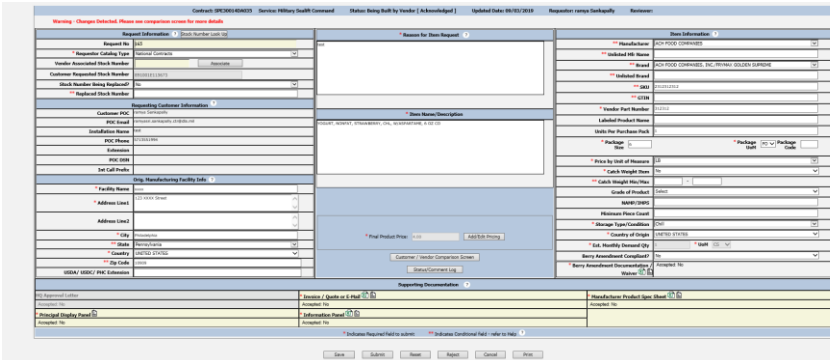

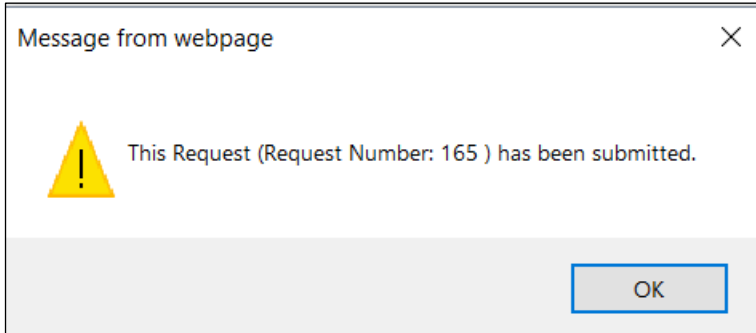
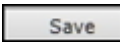
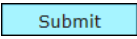
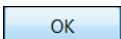
## Associate Existing Stock Number Screen

Associate Existing Stock Number Screen  
(With the stock number information displayed)

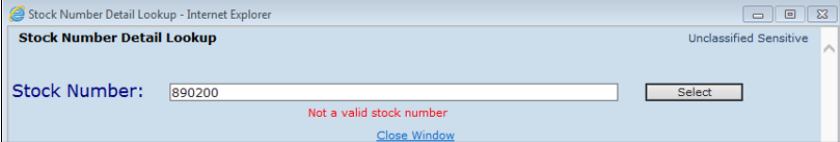
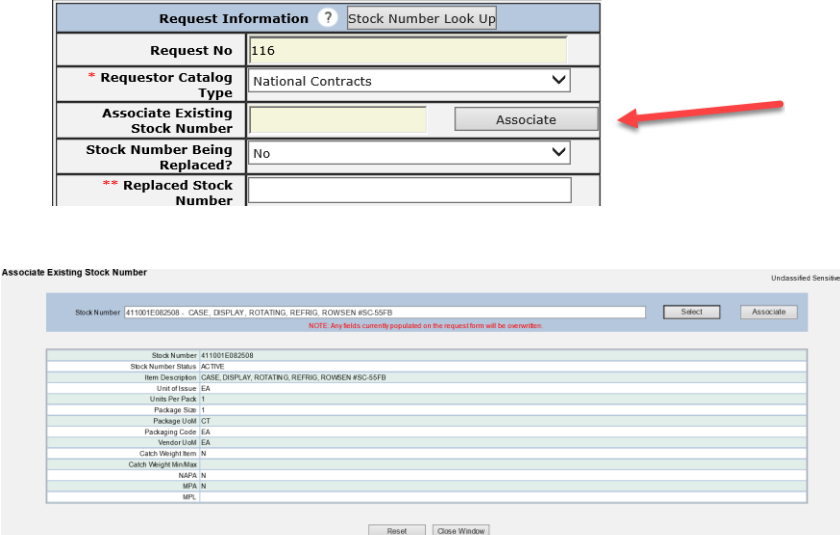
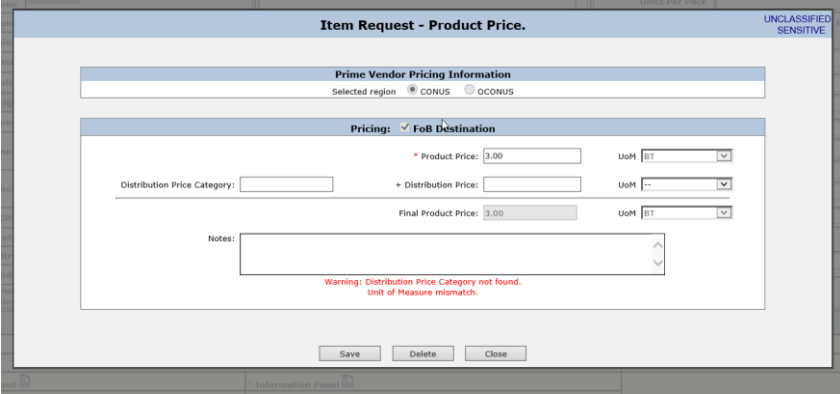
Stock Number	Item Description	Item Part Number	Labeled Product Name	Package Name	Price by Unit of Measure	Catch Weight
240700000000	2407 FOOD, STAIN, SPRAY, 2407	00000	2407 FOOD, STAIN, SPRAY, 2407	00000	0.00	0.00

STEP/ACTION	EXAMPLE
<p>screen without associating the stock number.</p> <p>To <b>Attach</b> Documents:</p> <ol style="list-style-type: none"> <li>From the <b>Item Request Screen</b> click the upload document icon  to upload documents in the <b>Supporting Documentation</b> section.</li> <li>Select <b>OK</b> at the pop-up message to select a file to upload.</li> <li>Click the <b>Browse</b> button to search for a document to upload.</li> <li>Click the <b>Attach</b> button to attach the file to the request. The file will display in a table format with a  icon for downloading the file and a  icon for deleting.</li> <li>To delete an uploaded file, select the  icon and a pop-up message will display to verify the deletion. Select <b>OK</b> to delete and <b>Cancel</b> to retain the file.</li> <li>Click the <b>Close</b> button when you are done uploading files for the document.</li> <li>The <b>Item Request</b> screen redisplay with a file type icon next to the field of the upload.</li> </ol> <p>Note: The warning for the <b>Final Product Price</b> 'To Enable Add/Edit Pricing, please select and save first: Price by Unit of Measure.'</p> <ol style="list-style-type: none"> <li>Select the <b>Add/Edit Pricing</b> button to calculate the cost of the Product and Distribution Price combined. The <b>Item Request – Product Price</b> screen will display with the Unit of Measure as a required field.</li> <li>When associating existing stock numbers part of the NAPA/MPA/MPL programs, indicators will be marked and information pulled.</li> </ol>	<p><b>Item Request Screen</b></p>  <p><b>Item Request - Upload Documents Screen</b></p>  <p><b>Item Request Screen (Enlarged)</b></p>  <p><b>Item Request Screen - Final Product Price Screen</b></p>  <p><b>Item Request Screen (Enlarged and Completed)</b></p> 

STEP/ACTION	EXAMPLE
<p>19. Select the <b>Save</b> button to save the calculated price or <b>Delete</b> button to delete the calculated price.</p> <p>20. A pop- up message will display that the Pricing was successfully updated. Click <b>OK</b> to continue.</p> <p>21. Select the <b>Close</b> button to return to the <b>Item Request Summary</b> screen.</p> <p>22. As fields are completed, click the  button.</p> <p>23. The <b>Item Request</b> screen redisplay with Final Product Price field calculated.</p> <p>Note: The  button will enable the <b>Customer/Vendor Comparison Screen</b> and the <b>Status/Comment Log</b> buttons.</p> <p>24. Select the <b>Customer/Vendor Comparison Screen</b> button and a pop up message displays.</p> <p>25. Select <b>OK</b> and the <b>Item Request – Comparison Screen</b> displays (Next Page) the differences in what the Customer has request, what the Vendor responding with, and the final item request solution.</p> <p>NOTE: Information is displayed based on how far along in the request process it is in.</p>	<p style="text-align: center;"><b>Comparison screen message</b></p>  <p style="text-align: center;"><b>Item Request – Comparison Screen</b></p> 
<p>26. Select <b>Print</b> or <b>Close Window</b> to return to the <b>Item Request Screen</b>.</p> <p>27. Click the <b>Item Request – Status/Comments Log</b> button and the <b>Item Request – Status/Comments Log</b> screen displays.</p>	<p style="text-align: center;"><b>Item Request – Status/Comments Log Screen</b></p> 


STEP/ACTION	EXAMPLE																				
<p>28. Enter a comment and select from the <b>Viewable By</b> drop-down menu, who should have permission to view the comment.</p>	<p><b>Item Request – Comparison Screen</b></p>  <table><thead><tr><th>Comments</th><th>Viewable By</th><th>Date/Time</th><th>User</th><th>Delete</th></tr></thead><tbody><tr><td>(System) Request Submitted to Vendor by Customer</td><td>Admin/Vendor</td><td>9/20/2017 3:14:28 PM</td><td>Jane Doe</td><td></td></tr><tr><td>(System) Request Created by Customer</td><td>Admin/Vendor/Customer</td><td>9/20/2017 4:43:53 PM</td><td>Marie Schwartz</td><td></td></tr><tr><td></td><td>Admin/Vendor/Customer</td><td>9/20/2017 4:40:28 PM</td><td>Marie Schwartz</td><td></td></tr></tbody></table> <p>Results Per Page: 10   Go To Page: 1   Page 1 of 1</p> <p>Close</p>	Comments	Viewable By	Date/Time	User	Delete	(System) Request Submitted to Vendor by Customer	Admin/Vendor	9/20/2017 3:14:28 PM	Jane Doe		(System) Request Created by Customer	Admin/Vendor/Customer	9/20/2017 4:43:53 PM	Marie Schwartz			Admin/Vendor/Customer	9/20/2017 4:40:28 PM	Marie Schwartz	
Comments	Viewable By	Date/Time	User	Delete																	
(System) Request Submitted to Vendor by Customer	Admin/Vendor	9/20/2017 3:14:28 PM	Jane Doe																		
(System) Request Created by Customer	Admin/Vendor/Customer	9/20/2017 4:43:53 PM	Marie Schwartz																		
	Admin/Vendor/Customer	9/20/2017 4:40:28 PM	Marie Schwartz																		
<p>29. Click the <b>Add to Log</b> button and the comment will display in the table with the Viewable By, Date/Time and User Name.</p>																					
<p>30. The <b>Delete</b> column will be enabled with a  icon for the originator of the comment only.</p>	<p><b>Item Request Detail Screen (Completed)</b></p> 																				
<p>31. To delete a comment you have manually inputted previously, click the  icon and a warning message will display to verify the deletion. Click the <b>OK</b> button to delete or click the <b>Cancel</b> button to retain the comment.</p>																					
<p>32. Click the <b>Close</b> button to return to the <b>Item Request</b> screen and the Item Request screen displays with a warning message whenever changes have been detected.</p> <p><b>Warning – Changes Detected.</b> <b>Please see comparison screen for more details</b></p>	<p><b>Confirmation Pop-up Window (Save)</b></p> 																				
<p>33. When done, click  again and the <b>Item Request</b> screen displays.</p> <p>Once the request is saved it can be submitted or rejected back to the customer. If the request has been submitted it cannot be rejected anymore but it can be rejected by TVLS, Tech Quality, or the Contracting Officer.</p>																					
<p>34. Click the  button.</p> <p>A confirmation pop-up window displays, showing that the Request has been saved. In this example, <i>Request Number 165</i> was saved.</p>																					
<p>35. Click .</p>																					

STEP/ACTION	EXAMPLE																																																						
<p>An email is sent to the Vendor, and the request is then available to Admin to be processed.</p>	<p align="center"><b>Stock Number Request Email Notification to Vendor</b></p> <div data-bbox="690 321 1510 562"> <p>UNCLASSIFIED SENSITIVE</p> <p>Please do not respond to this email as this account is used for sending notifications only and is not monitored.</p> <p>This is to confirm request 43 for a new Stock Number in the STORES system on Friday, 11/18/2016 at 01:32:37PM.</p> <p>The information you submitted will be reviewed by DLA and a response will be sent via email.</p> <p>IMPORTANT: If you did not request a new Stock Number, please contact DLA immediately at 1.888.755.4756; this may indicate a system security violation involving your personal information.</p> <p>Thank You!</p> <p>STORES Security Administrator – DLA Information Operations – Philadelphia</p> </div>																																																						
<p>The Vendor has the option of performing a Stock Number Detail Lookup to view existing stock numbers in STORES and inheriting any attributes.</p> <ol style="list-style-type: none"> <li>1. Click on Lookup icon and the <b>Stock Number Detail Look</b> screen displays.</li> <li>2. Enter a partial stock number or description in the Stock Number field.</li> <li>3. Click Select and the details for the selected Stock Number display in a table format.</li> </ol>	<div data-bbox="690 594 1497 798"> <p align="center"><b>Request Information ? Stock Number Look Up</b></p> <table border="1"> <tr> <td><b>Request No</b></td><td>129</td></tr> <tr> <td><b>* Requestor Catalog Type</b></td><td>PV CONUS</td></tr> <tr> <td><b>Associate Existing Stock Number</b></td><td><input type="text"/> <input type="button" value="Associate"/></td></tr> <tr> <td><b>Stock Number Being Replaced?</b></td><td>No</td></tr> <tr> <td><b>** Replaced Stock Number</b></td><td></td></tr> </table> </div> <p align="center"><b>Stock Number Detail Lookup Screen</b></p> <div data-bbox="682 856 1523 1125"> <p>Stock Number Detail Lookup - Internet Explorer</p> <p><b>Stock Number Detail Lookup</b> <span>Unclassified Sensitive</span></p> <p>Stock Number: <input type="text"/> <input type="button" value="Select"/></p> <p>UNCLASSIFIED SENSITIVE</p> <ul style="list-style-type: none"> <li>892001E09048 - FILE, SWT POTATO, FRESH OR CR,</li> <li>892001E090849 - CAKE, YELLOW, FZN, SHEET, 12 IN. BY 16 IN.</li> <li>892001E090852 - CROUTONS, SEASONED, IND PG</li> <li>892001E090853 - COOKIES, SWICH,</li> <li>892001E090854 - CAKE, CHEESE, IND, FZN, PLAIN, 2 TO 4 OZ EA, IND WRAPPED</li> <li>892001E090855 - CAKE, CHEESE, IND, FZN, STRAWBERRY, 3 TO 4 OZ EA, IND WRAPPED</li> <li>892001E090865 - PASTA, SHELL, DRY, 1 LB BOX</li> <li>892001E090866 - CAKE, LEMON, FZN, ROUND, 46 OZ EA</li> <li>892001E090889 - ROTINI OR ROTELLE, DRY,</li> </ul> </div> <div data-bbox="682 1192 1515 1362"> <p>Stock Number Detail Lookup - Internet Explorer</p> <p><b>Stock Number Detail Lookup</b> <span>Unclassified Sensitive</span></p> <p>Stock Number: <input type="text" value="892001E090854 - CAKE, CHEESE, IND, FZN, PLAIN, 2 TO 4 OZ EA, IND W"/> <input type="button" value="Select"/></p> <p align="center"><a href="#">Close Window</a></p> <p>UNCLASSIFIED SENSITIVE</p> </div>	<b>Request No</b>	129	<b>* Requestor Catalog Type</b>	PV CONUS	<b>Associate Existing Stock Number</b>	<input type="text"/> <input type="button" value="Associate"/>	<b>Stock Number Being Replaced?</b>	No	<b>** Replaced Stock Number</b>																																													
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<b>Stock Number Being Replaced?</b>	No																																																						
<b>** Replaced Stock Number</b>																																																							
<ol style="list-style-type: none"> <li>4. Click Close Window to close the browser window.</li> </ol>	<div data-bbox="755 1396 1440 1864"> <p><b>Stock Number Detail Lookup</b></p> <p>Stock Number: <input type="text" value="895001E090929 - OREGANO, GRD, MIN 12 OZ CO, 1/1 LB SIZE CO"/> <input type="button" value="Select"/> <input type="button" value="Add to Form"/></p> <p><small>NOTE: Any fields currently populated on the request form that are populated from the lookup will be overwritten</small></p> <table border="1"> <tr> <td>Stock Number</td><td>895001E090929</td></tr> <tr> <td>Vendor Name</td><td></td></tr> <tr> <td>Vendor Code</td><td></td></tr> <tr> <td>DLA Description</td><td>min 12 oz co, 1/1 lb size co</td></tr> <tr> <td>Vendor Item Description</td><td>OREGANO, GRD, MIN 12 OZ CO, 1/1 LB SIZE CO</td></tr> </table> <table border="1"> <tr><td>Item Description</td><td>OREGANO, GRD,</td></tr> <tr><td>Unit of Issue</td><td>CO</td></tr> <tr><td>Size Identification</td><td></td></tr> <tr><td>Unit Weight</td><td>0</td></tr> <tr><td>DLA Item Name</td><td>OREGANO, GRD,</td></tr> <tr><td>Package Size</td><td>12</td></tr> <tr><td>Package Unit of Measure</td><td>OZ</td></tr> <tr><td>Packaging Code</td><td>CO</td></tr> <tr><td>Catch Weight Indicator</td><td>N</td></tr> <tr><td>Units Per Purchase Pack</td><td>1</td></tr> <tr><td>CTIN</td><td></td></tr> <tr><td>SKU</td><td></td></tr> <tr><td>TARE Weight</td><td></td></tr> <tr><td>TARE Weight UoM</td><td></td></tr> <tr><td>Aluminum Weight</td><td></td></tr> <tr><td>Aluminum Weight UoM</td><td></td></tr> <tr><td>Cube Weight</td><td></td></tr> <tr><td>Cube Weight UoM</td><td></td></tr> <tr><td>Class Weight</td><td></td></tr> <tr><td>Class Weight UoM</td><td></td></tr> <tr><td>Gross Case Weight</td><td></td></tr> <tr><td>Gross Case Weight UoM</td><td></td></tr> </table> <p align="center">UNCLASSIFIED SENSITIVE</p> </div>	Stock Number	895001E090929	Vendor Name		Vendor Code		DLA Description	min 12 oz co, 1/1 lb size co	Vendor Item Description	OREGANO, GRD, MIN 12 OZ CO, 1/1 LB SIZE CO	Item Description	OREGANO, GRD,	Unit of Issue	CO	Size Identification		Unit Weight	0	DLA Item Name	OREGANO, GRD,	Package Size	12	Package Unit of Measure	OZ	Packaging Code	CO	Catch Weight Indicator	N	Units Per Purchase Pack	1	CTIN		SKU		TARE Weight		TARE Weight UoM		Aluminum Weight		Aluminum Weight UoM		Cube Weight		Cube Weight UoM		Class Weight		Class Weight UoM		Gross Case Weight		Gross Case Weight UoM	
Stock Number	895001E090929																																																						
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Class Weight																																																							
Class Weight UoM																																																							
Gross Case Weight																																																							
Gross Case Weight UoM																																																							

STEP/ACTION	EXAMPLE
<p><b>NOTE:</b> When an incorrect Stock Number or description is entered, a message displays, 'Not a valid stock number'.</p>	
<p>The Vendor has the option of associating an existing stock number in STORES to satisfy the request.</p> <ol style="list-style-type: none"> <li>1. Click on Associate button and the <b>Associate Existing Stock Number</b> screen displays.</li> <li>2. Enter a partial stock number or description in the Stock Number field.</li> <li>3. Select the applicable Stock Number from any auto-complete choices.</li> </ol> <p>Click Select and the details for the selected Stock Number display in a table format.</p> <ol style="list-style-type: none"> <li>4. Click "Associate" to satisfy the request using the stock number. NOTE: No changes can be made to any attributes already established for the associated stock number in STORES.</li> </ol>	
<p>The <b>Item Request – Product Price</b> Screen can be accessed by clicking the "Add/Edit Pricing" button on the item request details screen.</p> <p>The vendor must submit at minimum a product price to establish a final product price.</p> <p>Note: Price By Unit of measure must be saved and established on the item request details page before being able to access the Product Price page.</p>	

STEP/ACTION	EXAMPLE
<p>For help completing fields, select a Help icon (?) from the <b>Stock Number Request</b> screen. A separate browser window opens displaying the <b>Stock Number Request Data Entry Help</b> screen. The Help screen provides detailed information for most fields. When selecting a Help (?) icon for a particular section on the <b>Stock Number Request</b> screen, the Help screen automatically displays for that section.</p>	
<p>An error message displays when invalid information is entered in any of the fields or required fields are missing on submission. If there are multiple issues, the error message includes all fields with incorrect information in the same error message.</p>	
<p><b>Rejected Item Requests</b></p> <p>Admin users can reject Item Requests using the following rejection reasons:</p> <ul style="list-style-type: none"> <li>Reject with Recourse</li> <li>Reject with Recourse – Other</li> </ul> <p>When an Item Request is rejected with 'Reject with Recourse' or 'Reject with Recourse – Other', this allows the Vendor to make updates to the Item Request and resubmit for future review by Admin.</p>	<p><b>Rejected Item Request Email Notification</b></p> <p>Please do not respond to this email as this account is used for sending notifications only and is not monitored.</p> <p>This is to inform you that an Item Request related to Catalog Number SPE3XXXXXX00 in the STORES system, has been rejected back to the vendor user who approved the request.</p> <p>Request Number 100, Item Name/Description: REFRIGERATOR, REACH-IN, VICTORY MODEL # RA-2D57 VOLT 230V50HZ 1PH, has been rejected back to the vendor on Wednesday, 06/28/2017 at 04:17:44 PM ET. The reason for this rejection is as follows: Reject with Recourse - Other, reject back to vendor only. Please login to STORES and take the appropriate actions for the request number.</p> <p>IMPORTANT: If you did not approve this new item, please contact DLA immediately at 1.888.755.4756; this may indicate a system security violation involving your personal information.</p> <p>Thank You! STORES Security Administrator - DLA Information Operations - Philadelphia</p>
<p><b>Viewing details for a Rejection</b></p> <ol style="list-style-type: none"> <li>To view a request that has been rejected, select <b>View/Modify Request</b> from the <b>Item Request</b> submenu.</li> <li>Select Being Built – Rejected status to filter.</li> </ol>	<p><b>Summary Screen</b></p>




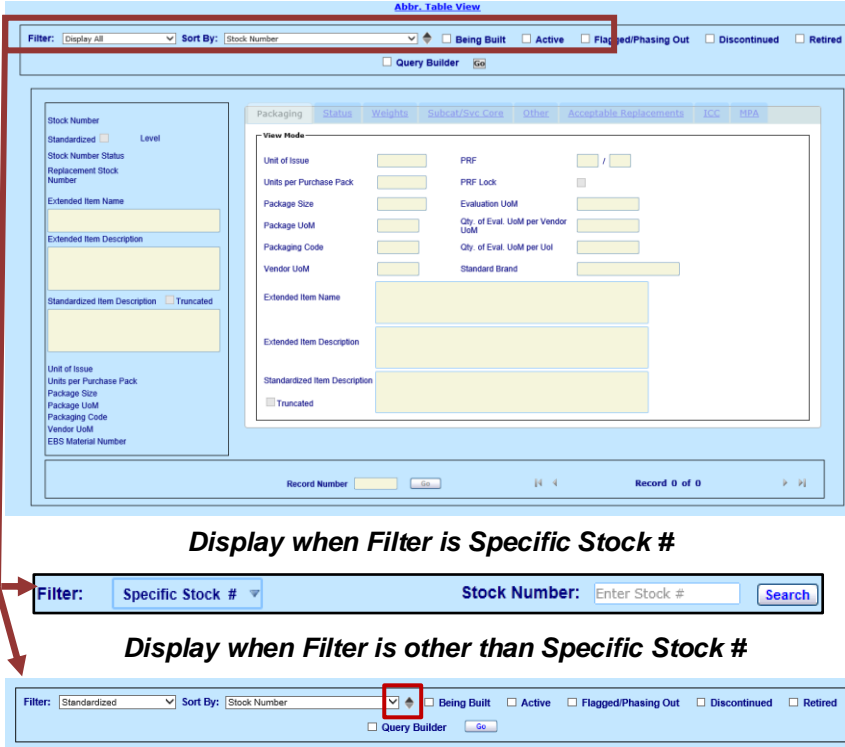
STEP/ACTION	EXAMPLE
<p>3. Click  and the <b>Item Request Summary (View/Modify Request)</b> displays.</p> <p>4. To view an <b>Item Request</b>, click on a hyperlink from the <b>Request Number</b> column.</p>	





## Chapter 7: View Master Stock Number

The Master Stock Number Catalog can be accessed from the **STORES Catalog Main Menu**. The screen displays as Read Only.

STEP/ACTION	EXAMPLE
<p>To access Master Stock Number functionality from the <b>Main Menu</b>:</p> <ol style="list-style-type: none"> <li>From the <b>STORES Catalog Main Menu</b>, place your cursor over the <b>Master Stock Number</b> menu bar and select <b>View Master Stock Number</b> from the sub-menu.</li> </ol> <p>The <b>View Master Stock Number</b> screen displays.</p>	<p><b>Main Menu – Master Stock Number Sub-menu</b></p> 
<p>The screen initially displays without any stock number information displayed and with a default of “Display All” as a filter.</p> <ol style="list-style-type: none"> <li>To view information for standardized items select “Standardized” from the “Filter” drop-down. The row expands to allow narrowing of selection by stock number status. Check one or more of the stock number status options (or check none for all) and click “Go”.</li> </ol> <p>The View Master Stock Number screen appears with the selected sort criterion – in this case “Stock Number” (next page).</p> <p><b>NOTE:</b> The following filter and sort options are available. The sort options display only when the filter is other than “Specific Stock #”.</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="164 1564 305 1793"> <p><b>Filter:</b></p> <ul style="list-style-type: none"> <li>Display All</li> <li>Specific Stock #</li> <li><b>Standardized</b></li> <li>NAPA</li> <li>NAPA Generic</li> <li>MPA</li> <li>MPL</li> <li>LSN</li> <li>NSN</li> <li>CyRats</li> <li>Non-food</li> <li>Market Ready</li> <li>School Lunch</li> <li>Items with FIC</li> <li>UGRA End Items</li> <li>UGRA Generic Component</li> <li>UGRA Specific Component</li> <li>Green Certified</li> <li>FSOS</li> <li>FSE</li> <li>Produce</li> </ul> </div> <div data-bbox="363 1564 527 1793"> <p><b>Stock Number</b></p> <ul style="list-style-type: none"> <li>Selected Stock Number</li> <li>FSC + DLA Item Name</li> <li>DLA Item Name/OLA Item Description</li> <li>DLA Item Name</li> <li>DLA Item Description</li> <li>Vendor Item Description</li> <li>Truncated Vendor Item Description</li> <li>Stock Number Status</li> <li>Uol</li> <li>UPP</li> <li>Pkg Size</li> <li>Pkg UoM</li> <li>Pkg Code</li> <li>Vendor UoM</li> <li>PRF</li> <li>PRF Lock</li> <li>CW Indicator</li> <li>ICC Code</li> <li>ICC Description</li> <li>Brand</li> <li>Mfg Code</li> <li>Mfg SNU</li> <li>Mfg GTIN</li> </ul> </div> </div>	<p><b>View Master Stock Number ( with 2 close-ups)</b></p>  <p><b>Display when Filter is Specific Stock #</b></p> <p><b>Display when Filter is other than Specific Stock #</b></p>

**View Master Stock Number - Detail Screen Overview**

5 [Abbr. Table View](#)

1
**Filter:** LSN **Sort By:** Stock Number
☐ Being Built
☒ Active
☐ Flagged/Phasing Out
☐ Discontinued
☐ Retired

☐ Query Builder Go

2

Stock Number 421001E082700

Standardized ☒ Level LOW

Stock Number Status Active

Replacement Stock Number 891001E115672

**Extended Item Name**

EXTINGUISHER, FIRE,fwefeweee

**Extended Item Description**

5 lb, stored pressure, hand portable, dry chemical, rated 3A 10 BC, Type A-A 393-AIB (Type I, Class 1, size B)e

**Standardized Item Description** ☒ Truncated

EXTINGUISHER, FIRE,fwefeweee  
5 lb, stored pressure, hand portable, dry chemical

Unit of Issue EA

Units per Purchase Pack

Package Size 2

Package UoM DZ

Packaging Code PG

Vendor UoM

EBS Material Number

3

Packaging [Status](#) [Weights](#) [Subcat/Svc Core](#) [Other](#) [Acceptable Replacements](#) [ICC](#) [MPA](#)

**View Mode**

Unit of Issue EA PRF /

Units per Purchase Pack PRF Lock

Package Size 2 Evaluation UoM EA

Package UoM DZ Qty. of Eval. UoM per Vendor UoM

Packaging Code PG Qty. of Eval. UoM per Uol 1

Vendor UoM Standard Brand okey

**Extended Item Name**

EXTINGUISHER, FIRE,fwefeweee

**Extended Item Description**

5 lb, stored pressure, hand portable, dry chemical, rated 3A 10 BC, Type A-A 393-AIB (Type I, Class 1, size B)e

**Standardized Item Description** EXTINGUISHER, FIRE,fwefeweee 5 lb, stored pressure, hand portable, dry chemical

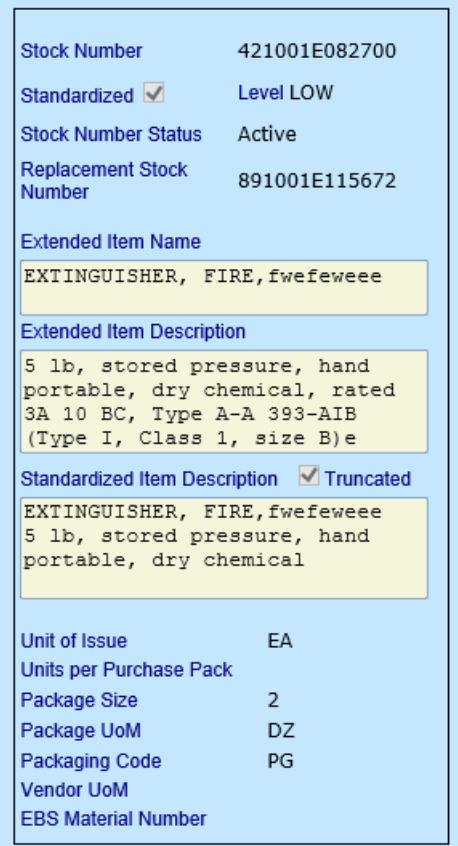

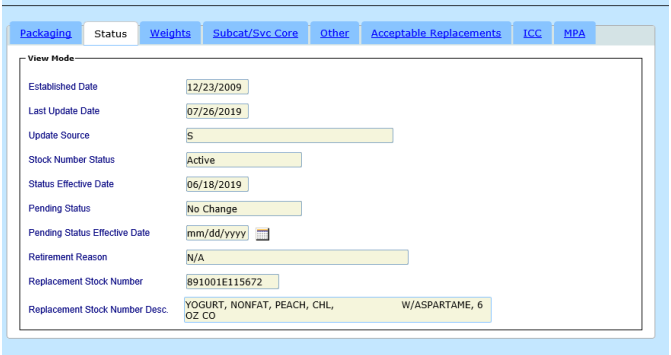
☒ Truncated

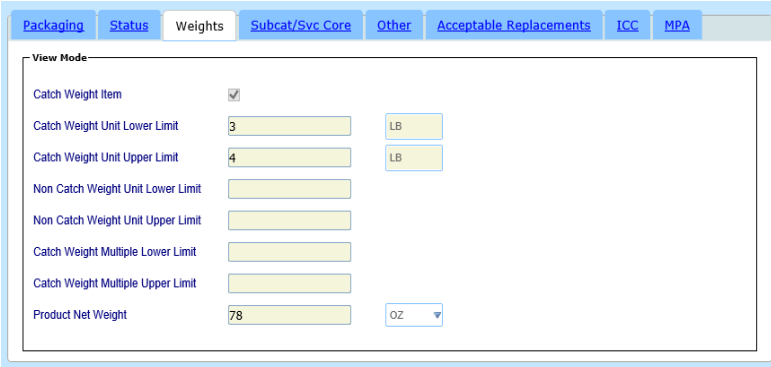
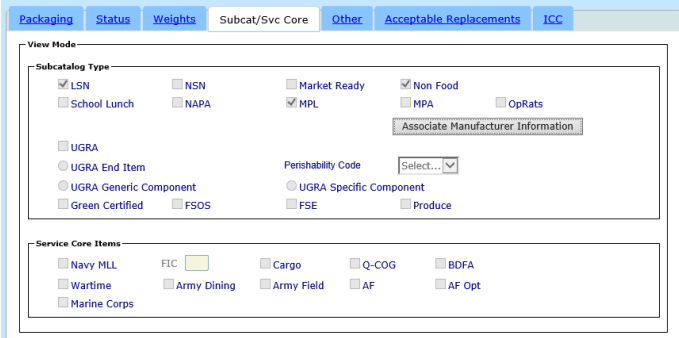
[Stock Number Comments](#)
Record Number  Go
4

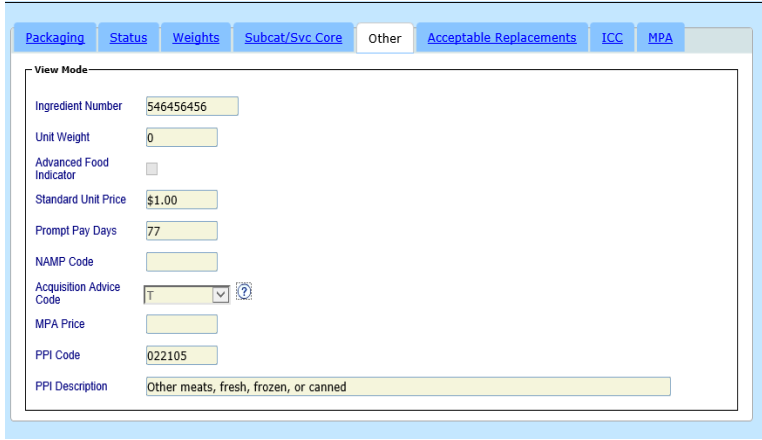
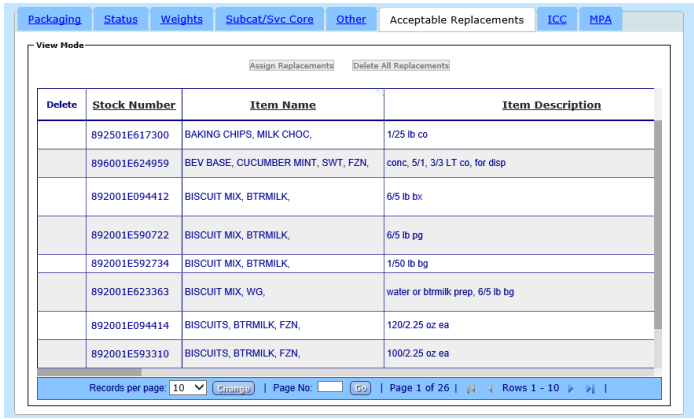
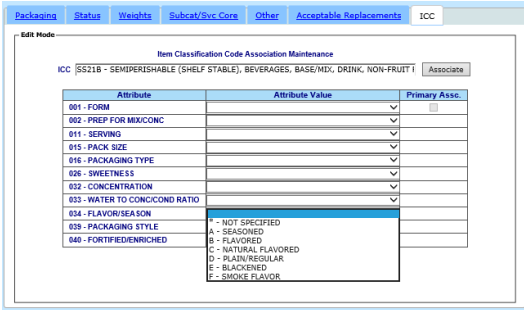
Record 1 of 54809
◀ ▶

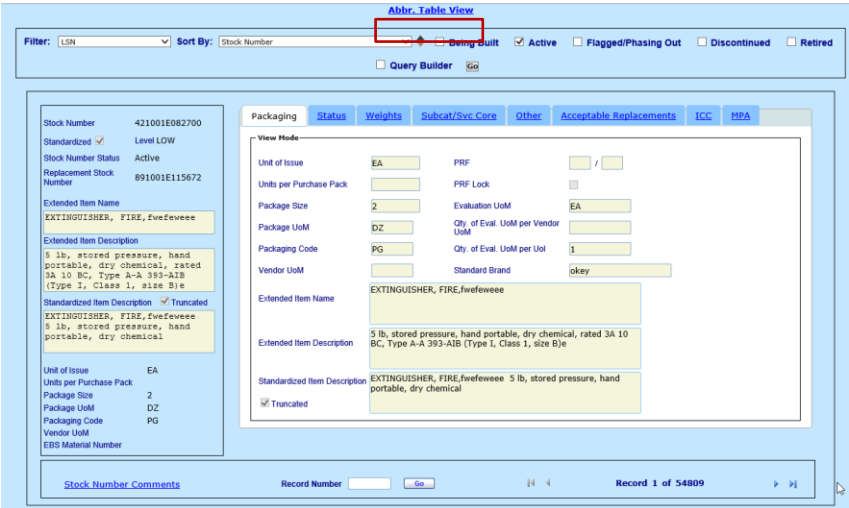



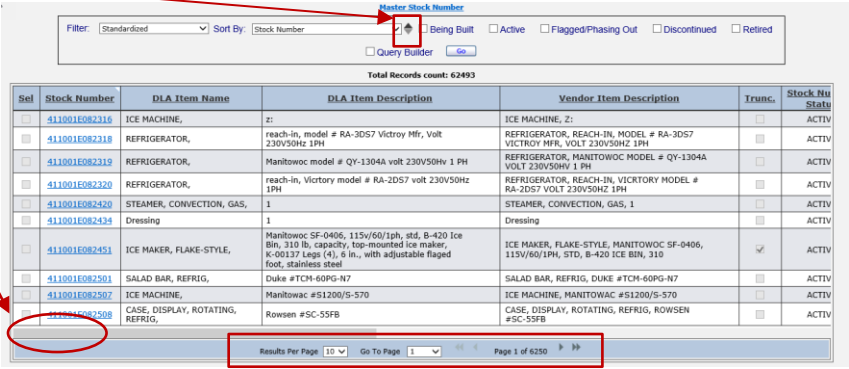
This screen consists of five main sections and may not be edited:

1. **Filter and Sort Options** – The portion of the screen where sort and filter options are selected.
2. **Left Panel** – This portion of the screen displays important information regarding the stock item, and the same information displays regardless of the tab being viewed.
3. **Seven Tabs** – These tabs contain detailed information concerning the displayed stock item.
4. **Page Navigation** – These screen controls allow users to navigate from record to record or to select a specific record to view. The record number is relative to the current set of filtered records.
5. **Abbr. Table View** - This link takes the user to the listed results of a search or query.

STEP/ACTION	EXAMPLE
<p>The left pane contains summary information associated with the Stock Number being viewed.</p>	<p><b>View Master Stock Number Screen (Left Pane)</b></p>  <p>Stock Number 421001E082700</p> <p>Standardized <input checked="" type="checkbox"/> Level LOW</p> <p>Stock Number Status Active</p> <p>Replacement Stock Number 891001E115672</p> <p>Extended Item Name EXTINGUISHER, FIRE,fwefeweee</p> <p>Extended Item Description 5 lb, stored pressure, hand portable, dry chemical, rated 3A 10 BC, Type A-A 393-AIB (Type I, Class 1, size B)e</p> <p>Standardized Item Description <input checked="" type="checkbox"/> Truncated EXTINGUISHER, FIRE,fwefeweee 5 lb, stored pressure, hand portable, dry chemical</p> <p>Unit of Issue EA</p> <p>Units per Purchase Pack 2</p> <p>Package Size 2</p> <p>Package UoM DZ</p> <p>Packaging Code PG</p> <p>Vendor UoM</p> <p>EBS Material Number</p>
<p><b>3.</b> To view the information in a tab, click the appropriate tab header.</p>	<p>Close up of tab headers</p>  <p>Packaging Status Weights Subcat/Svc Core Other Acceptable Replacements ICC MPA</p>
<p>The first tab (<b>Packaging Data</b>) contains information about how the item is packaged.</p>	<p><b>View Master Stock Number Screen (Right Pane –Tab 1)</b></p>  <p>Packaging Status Weights Subcat/Svc Core Other Acceptable Replacements ICC MPA</p> <p>View Mode</p> <p>Established Date 12/23/2009</p> <p>Last Update Date 07/26/2019</p> <p>Update Source S</p> <p>Stock Number Status Active</p> <p>Status Effective Date 06/18/2019</p> <p>Pending Status No Change</p> <p>Pending Status Effective Date mm/dd/yyyy</p> <p>Retirement Reason N/A</p> <p>Replacement Stock Number 891001E115672</p> <p>Replacement Stock Number Desc. YOGURT, NONFAT, PEACH, CHL, W/ASPARTAME, 6 OZ CO</p>

STEP/ACTION	EXAMPLE
<p>The second tab (<b>Status</b>) contains information about the present and future status of the stock item.</p> <p>The possible statuses are:</p> <ul style="list-style-type: none"> <li>• Being Built</li> <li>• Active</li> <li>• Flagged/Phasing Out</li> <li>• Discontinued</li> <li>• Retired</li> </ul> <p>An active stock number can be added to a catalog.</p>	<p style="text-align: center;"><b>View Master Stock Number Screen</b> (Right Pane –Tab 2)</p> 
<p>The third tab (<b>Weight Range</b>) contains information about the upper and lower allowable values for catch weight and non-catch weight items where applicable.</p>	<p style="text-align: center;"><b>View Master Stock Number Screen</b> (Right Pane –Tab 3)</p> 
<p>The fourth tab (<b>Subcatalog Type/Svc Core Items</b>) contains check boxes indicating the applicable subcatalog types and identifies service core items.</p>	<p style="text-align: center;"><b>View Master Stock Number Screen</b> (Right Pane –Tab 4)</p> 

STEP/ACTION	EXAMPLE
<p>The fifth tab (<b>Other</b>) displays the remaining information about the stock item.</p>	<p><b>View Master Stock Number</b> Screen (Right Pane –Tab 5)</p> 
<p>The sixth tab (<b>Acceptable Replacements</b>) displays the Acceptable Replacements assigned to the stock item.</p>	<p><b>View Master Stock Number</b> Screen (Right Pane –Tab 6)</p> 
<p>The seventh tab (ICC) contains any associated ICC with a list of Attributes and Attribute Values for the ICC.</p>	<p><b>View Master Stock Number</b> Screen (Right Pane –Tab 7)</p> 

STEP/ACTION	EXAMPLE
<p><b>Abbreviated Table View</b></p> <p><b>From the Detail View of a search return:</b></p> <ol style="list-style-type: none"> <li>1. Select <b>Abbr. Table View</b> to view the results in a scrollable list format.</li> <li>2. The <b>View Master Stock Number – Table View</b> screen displays the Search field for the Abbr. View Search.</li> <li>3. Select the <b>Go</b> button to display the Abbr. Table View of your search.</li> </ol>	<p><b>View Master Stock Number – Detail Screen</b></p>  <p><b>View Master Stock Number Screen</b></p> 
<p>The Abbr. Table View displays</p> <ol style="list-style-type: none"> <li>4. Click the  icon to sort results in descending order and the  icon to sort results in ascending order.</li> <li>5. Utilize the scroll bar to view all available columns.</li> <li>6. Select from the <b>Results Per Page</b> dropdown menu to adjust the number of results per page.</li> <li>7. Select from the <b>Go To Page</b> dropdown menu to go to a particular page.</li> <li>8. Click the Stock Number to be viewed.</li> </ol>	<p><b>View Master Stock Number – Table View Screen</b></p> 

## STEP/ACTION

- The **View Master Stock Number – Detail View** displays the specific stock number that was selected in the table view.

## EXAMPLE

### View Master Stock Number – Detail View Screen (Specific Stock Number Selected)

Abbr. Table View

Filter: LSN Sort By: Stock Number ☐ Being Built ☒ Active ☐ Flagged/Phasing Out ☐ Discontinued ☐ Retired

☐ Query Builder

Stock Number 421001E082700

Standardized ☒ Level LOW

Stock Number Status Active

Replacement Stock Number 891001E115672

Extended Item Name

EXTINGUISHER, FIRE, fvefeveee

Extended Item Description

5 lb, stored pressure, hand portable, dry chemical, rated 3A 10 BC, Type A-A 393-A1B (Type I, Class I, size B)

Standardized Item Description ☒ Truncated

EXTINGUISHER, FIRE, fvefeveee

5 lb, stored pressure, hand portable, dry chemical

Unit of Issue EA

Units per Purchase Pack 2

Package UoM DZ

Package UoM PG

Vendor UoM

EDS Material Number

Packaging Status Weights Subcat/Spec Core Other Acceptable Replacements ICC MPA

View Mode

Unit of Issue EA PRF  /

Units per Purchase Pack  PRF Lock ☐

Package Size 2 Evaluation UoM EA

Package UoM DZ Qty. of Eval. UoM per Vendor UoM

Packaging Code PG Qty. of Eval. UoM per UoI 1

Vendor UoM  Standard Brand okay

Extended Item Name

EXTINGUISHER, FIRE, fvefeveee

Extended Item Description

5 lb, stored pressure, hand portable, dry chemical, rated 3A 10 BC, Type A-A 393-A1B (Type I, Class I, size B)

Standardized Item Description

EXTINGUISHER, FIRE, fvefeveee 5 lb, stored pressure, hand portable, dry chemical

☒ Truncated

Stock Number Comments

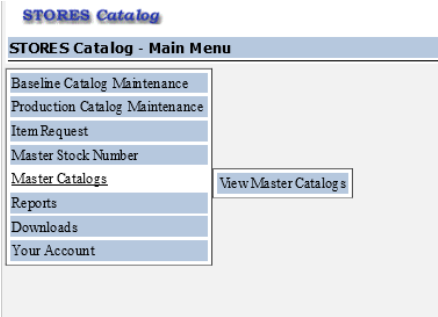
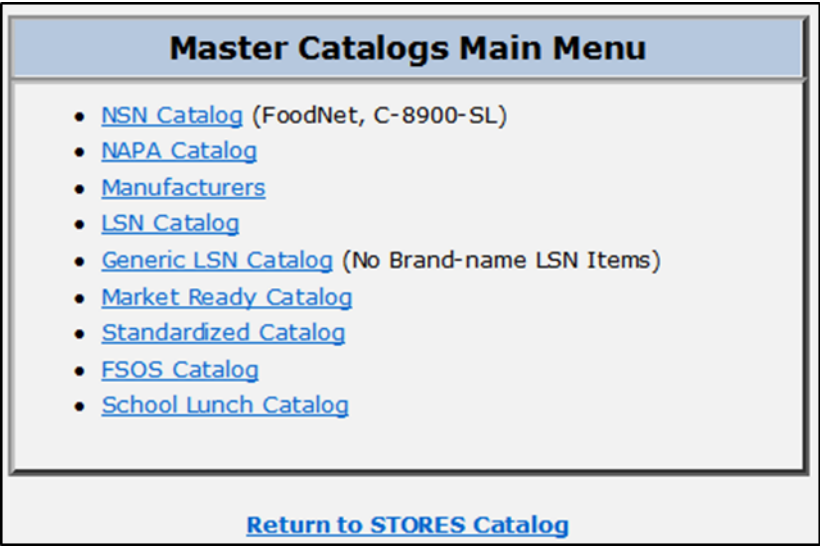
Record Number

Record 1 of 54809



## Chapter 8: Master Catalogs

Master Catalog reports can be accessed from the **Main Menu**.

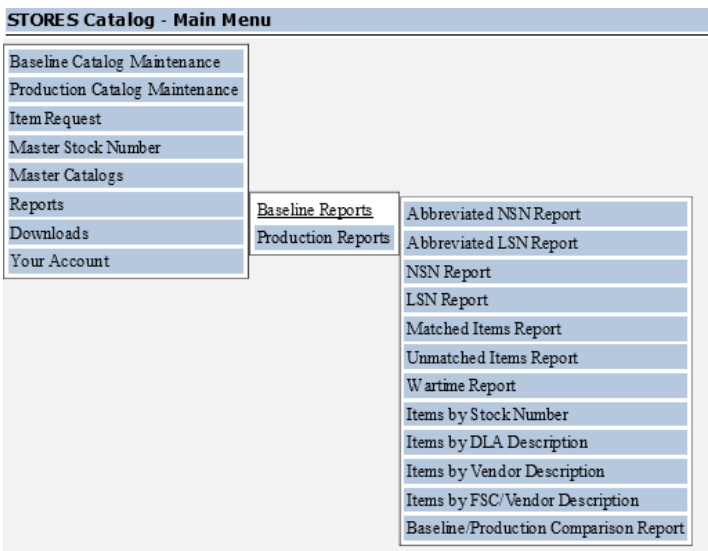

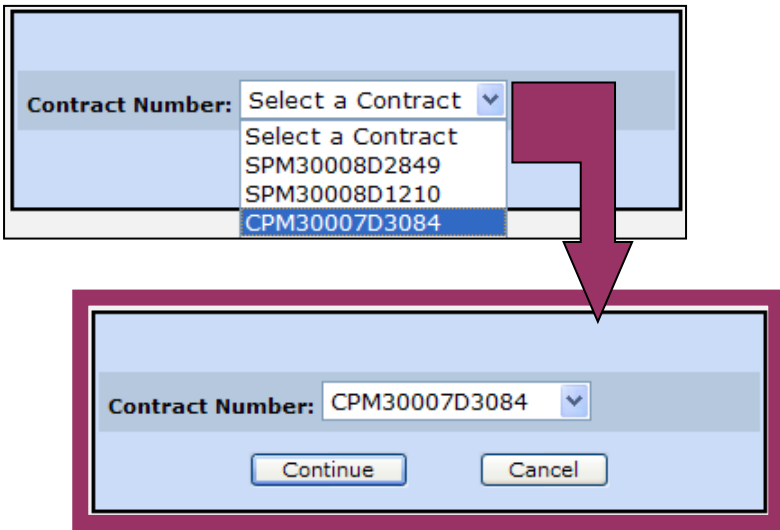
STEP/ACTION	EXAMPLE
<p>1. From the <b>STORES Catalog Main Menu</b>, place the cursor over the Master Catalogs menu bar and select <b>View Master Catalogs</b>.</p> <p>The <b>Master Catalogs Main Menu</b> displays.</p>	<p><b>Main Menu – View Master Catalogs Sub-menu</b></p> 
<p>2. Click a report title to view a given report.</p> <p>3. Click <b>Return to STORES Catalog</b> to return to the <b>STORES Catalog Main Menu</b>.</p>	<p>The <b>Master Catalogs Main Menu</b> Screen</p> 

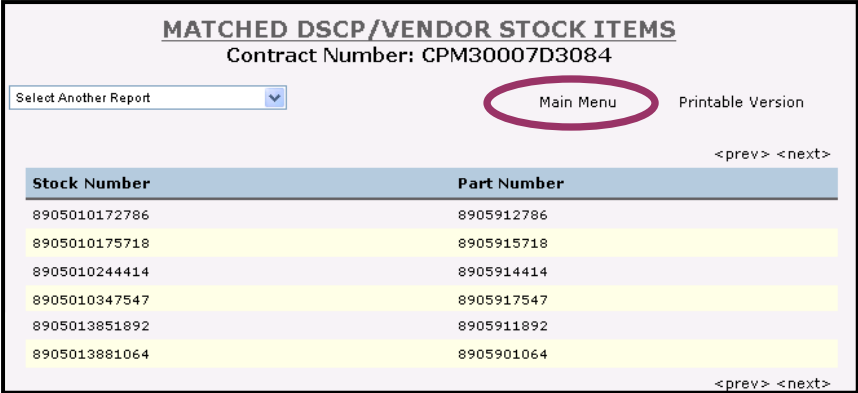
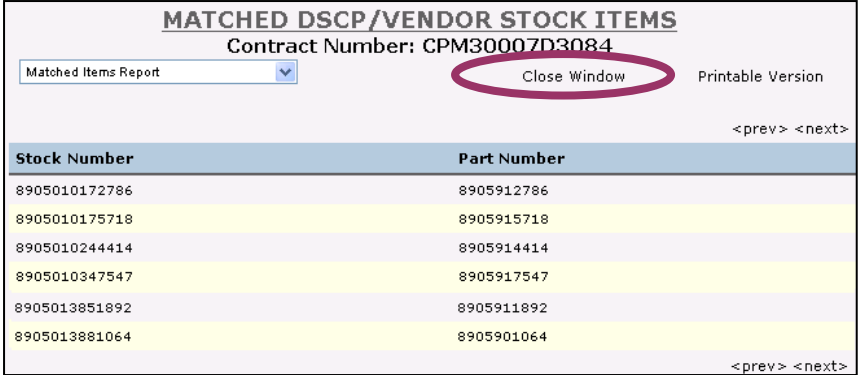


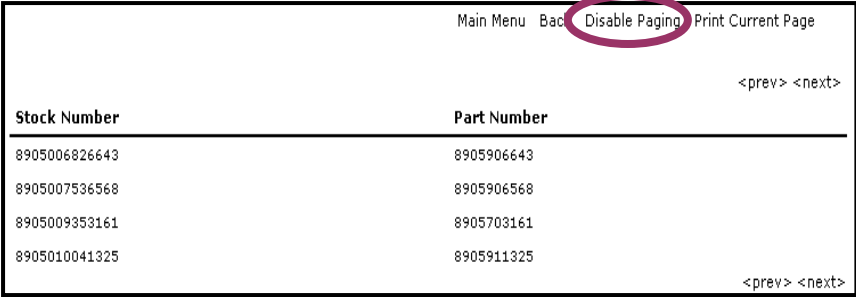
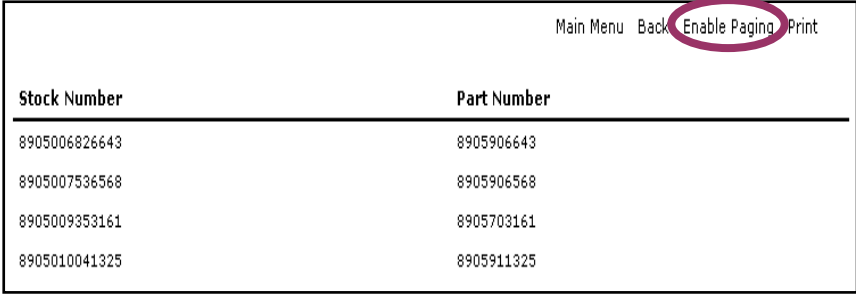


## Chapter 9: Baseline Reports

There are currently twelve baseline reports available in STORES Catalog. Reports may be accessed from the **Main Menu**, the **Detailed View**, the **Full Table View** and the **Abbreviated Table View** screens. Reports can also be accessed from the individual report screens. Reports opened from the **Detailed View**, **Full Table View** or the **Abbreviated Table View** are opened in a separate window.

STEP/ACTION	EXAMPLE
<p>To access a report from the <b>Main Menu</b>:</p> <ol style="list-style-type: none"> <li>1. From the <b>STORES Catalog Main Menu</b>, place your cursor over the Reports menu bar and then the <b>Baseline Reports</b> submenu bar and select the appropriate report from the next submenu.</li> <li>2. For this example, select <b>Matched Item Report</b>.</li> </ol> <p>The <b>Select Contract Number screen</b> displays.</p>	<p><b>Main Menu – Reports Submenu</b></p> 
<p><b>NOTE:</b> For a vendor or guest vendor this screen displays with a drop-down menu of the contracts assigned to that vendor.</p> <ol style="list-style-type: none"> <li>3. Enter a baseline contract number. The entire contract number must be entered to retrieve the appropriate record from the database.</li> <li>4. Click .</li> </ol> <p>The <b>Report</b> screen displays the <b>Matched Items</b> report for that contract (next page).</p>	<p><b>Select Contract Number Screen (two example close-ups)</b></p> 

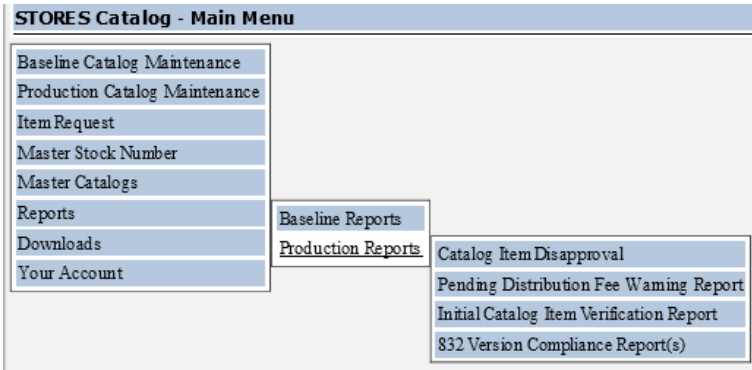
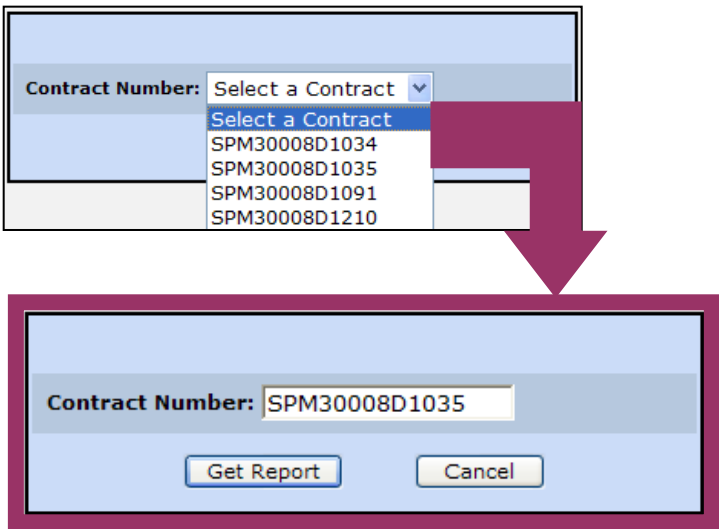
STEP/ACTION	EXAMPLE
<p>The matching item report screen displays with a drop-down menu in the upper left portion of the screen. From the drop-down menu, users may select another report from the same catalog.</p> <p><b>NOTE:</b> The <u>Main Menu</u> link displays the <b>STORES Catalog Main Menu</b>. This link is replaced by the <u>Close Window</u> link when the report is opened from the <b>Detail View</b>, <b>Table View</b>, or <b>Abbreviated Table View</b> screens.</p> <p>The <b>Printable Version</b> link displays a printer-friendly version of the report.</p> <p>The <b>&lt;prev&gt;</b> and <b>&lt;next&gt;</b> symbols navigate to the previous and next page, respectively.</p> <p>5. Click the <b>Printable Version</b> link.</p> <p>The <b>Printable Report</b> Screen displays (next page).</p>	<p><b>Matched Items Report</b> Screen – from <b>Main Menu</b> (partial view)</p>  <p><b>Matched Items Report</b> Screen– from an Edit Screen (partial view)</p> 

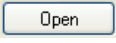
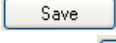
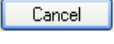
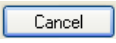
STEP/ACTION	EXAMPLE
<p>The <b>Matched Items Report - Printable Version</b> screen has four actions available from the top of the report as described below:</p> <p><b>Main Menu</b> display the STORES Catalog <b>Main Menu</b> screen.</p> <ul style="list-style-type: none"> <li>• <b>Back</b> displays the viewable version of the report.</li> <li>• <b>Disable/Enable Paging</b> alternately displays the report in single page or multiple page formats.</li> <li>• When paging is enabled, <b>Print Current Page</b> enables printing the currently displayed page. To print a different page use the <b>&lt;prev&gt;</b> and <b>&lt;next&gt;</b> navigation controls.</li> </ul> <p><b>NOTE:</b> The Matched Item Report may also be printed as a single multiple-page report by selecting <b>Disable Paging</b> and then selecting <b>Print</b> on the <b>Single Page</b> screen that displays.</p> <p><b>6.</b> Click the <b>Disable Paging</b> link.</p> <p>The report displays as a single page with <b>Disable Paging</b> toggled to <b>Enable Paging</b> on the navigation bar.</p> <p><b>7.</b> Click the <b>Print</b> link.</p> <p>The printer dialog appears and you can now print the entire multiple-page report.</p> <p><b>NOTE:</b> When Printing most reports, ensure your printer is configured to print in landscape mode.</p> <p><b>8.</b> Click <b>Main Menu</b> to return to the <b>Main Menu</b>.</p>	<p><b>Matched Items Report – Printable Version Screen</b></p>  <p><b>Matched Items Report – Printable Version</b> Set for Single Page (partial view)</p> 



## Chapter 10: Production Reports

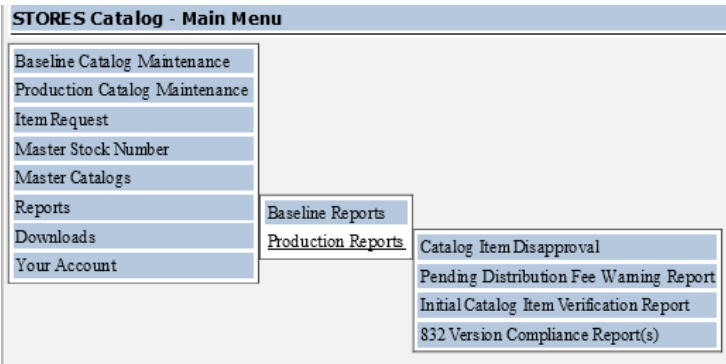
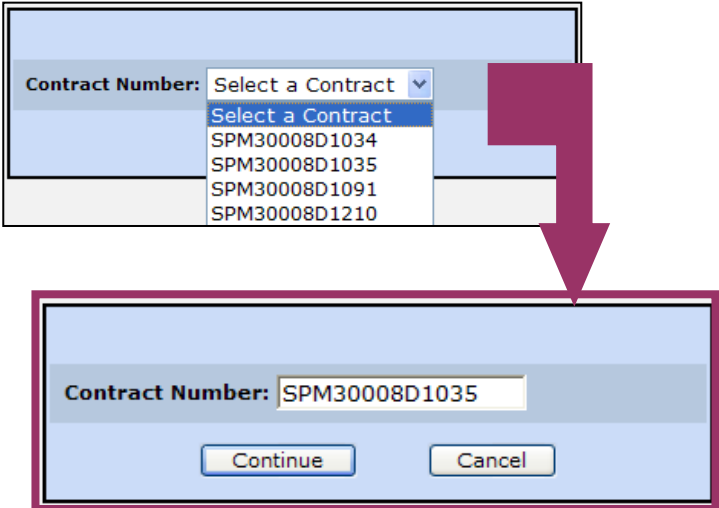
### 10.1: Catalog Item Disapproval Report

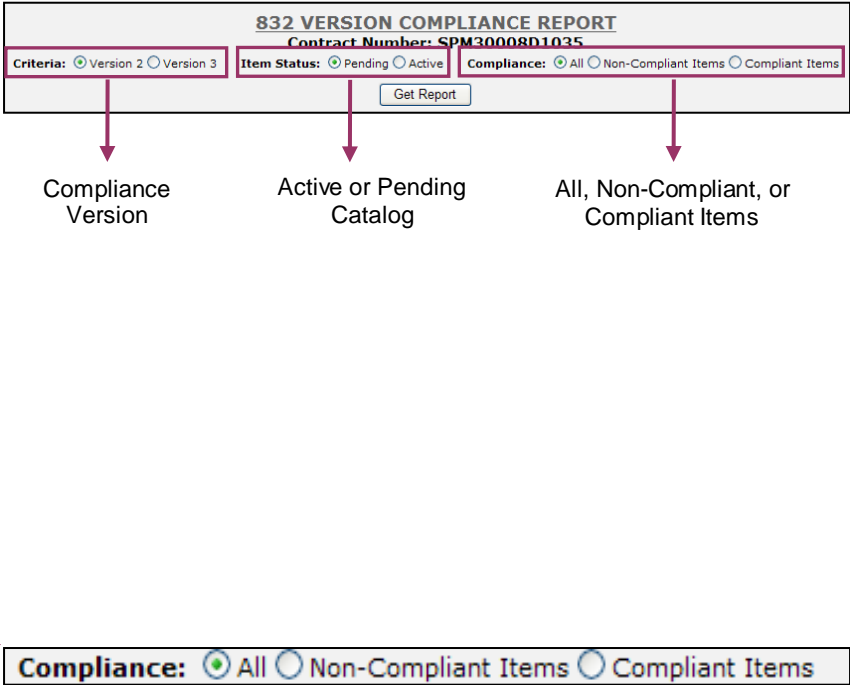
STEP/ACTION	EXAMPLE
<p>To access the report from the <b>Main Menu</b>:</p> <ol style="list-style-type: none"> <li>From the <b>STORES Catalog Main Menu</b>, place your cursor over the <b>Reports</b> menu bar, click the <b>Production Reports</b> sub-menu bar and select <b>Catalog Item Disapproval</b> from the submenu.</li> </ol> <p>The <b>Select Contract Number</b> screen displays.</p>	<p><b>Main Menu – Production Reports Sub-menu</b></p> 
<ol style="list-style-type: none"> <li>Select a contract number</li> <li>Click <b>Get Report</b>.</li> </ol> <p>The <b>File Download</b> dialog box displays (below right).</p>	<p><b>Select Contract Number Screen (two example close-ups)</b></p> 

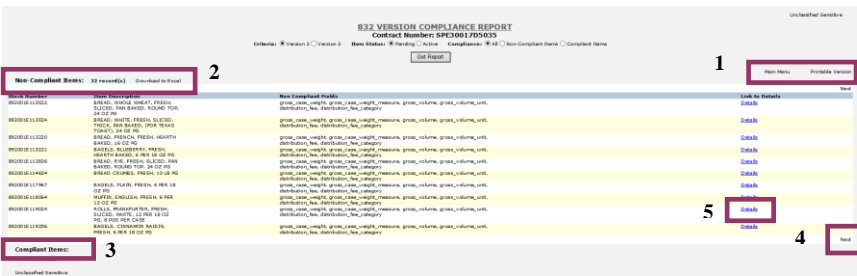
STEP/ACTION	EXAMPLE																																				
<p>4. Click .</p> <p>The report is displayed in an Excel spreadsheet (below right).</p> <p><b>NOTE:</b> Click  to save the file to a local drive, or  to return to the Main Menu.</p>	<p><b>File Download Dialog Box</b></p>																																				
<p>5. When done viewing the report, close Excel.</p> <p>The <b>Select Contract Number</b> screen is still displayed.</p>	<p><b>Catalog Item Disapproval Report</b></p> <table><thead><tr><th></th><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th></tr><tr><th></th><th>CONTRACT_NUMBER</th><th>STOCK_NUMBER</th><th>DISAPPROVAL_REASON</th><th>DISAPPROVAL_USER_ID</th><th>DISAPPROVAL_DATE</th></tr></thead><tbody><tr><td>2</td><td>SPM30008D1035</td><td>890501E192187</td><td>Incorrect PRF</td><td>SUBSISTUSER</td><td>2/16/2012 16:01</td></tr><tr><td>3</td><td>SPM30008D1035</td><td>890501E192187</td><td>Non-Berry Amendment Compliant item</td><td>SUBSISTUSER</td><td>2/16/2012 16:02</td></tr><tr><td>4</td><td>SPM30008D1035</td><td>890501E193834</td><td>Wrong or incorrect item</td><td>SUBSISTUSER</td><td>2/16/2012 16:02</td></tr><tr><td>5</td><td>SPM30008D1035</td><td>890501E193834</td><td>Stock Number does not match standards</td><td>SUBSISTUSER</td><td>2/6/2012 13:36</td></tr></tbody></table>		A	B	C	D	E		CONTRACT_NUMBER	STOCK_NUMBER	DISAPPROVAL_REASON	DISAPPROVAL_USER_ID	DISAPPROVAL_DATE	2	SPM30008D1035	890501E192187	Incorrect PRF	SUBSISTUSER	2/16/2012 16:01	3	SPM30008D1035	890501E192187	Non-Berry Amendment Compliant item	SUBSISTUSER	2/16/2012 16:02	4	SPM30008D1035	890501E193834	Wrong or incorrect item	SUBSISTUSER	2/16/2012 16:02	5	SPM30008D1035	890501E193834	Stock Number does not match standards	SUBSISTUSER	2/6/2012 13:36
	A	B	C	D	E																																
	CONTRACT_NUMBER	STOCK_NUMBER	DISAPPROVAL_REASON	DISAPPROVAL_USER_ID	DISAPPROVAL_DATE																																
2	SPM30008D1035	890501E192187	Incorrect PRF	SUBSISTUSER	2/16/2012 16:01																																
3	SPM30008D1035	890501E192187	Non-Berry Amendment Compliant item	SUBSISTUSER	2/16/2012 16:02																																
4	SPM30008D1035	890501E193834	Wrong or incorrect item	SUBSISTUSER	2/16/2012 16:02																																
5	SPM30008D1035	890501E193834	Stock Number does not match standards	SUBSISTUSER	2/6/2012 13:36																																
<p>6. Click  to return to the Main Menu.</p>	<p><b>Select Contract Number Screen (close-up)</b></p>																																				

## 10.2: 832 Version Compliance Report(s)


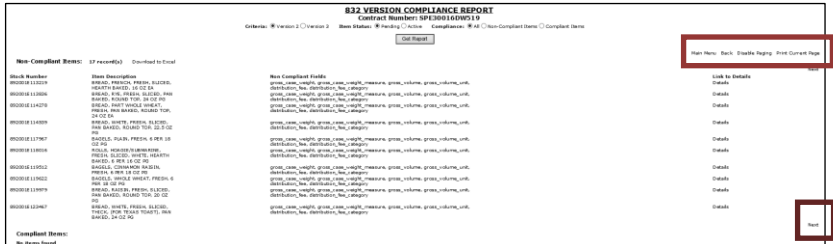
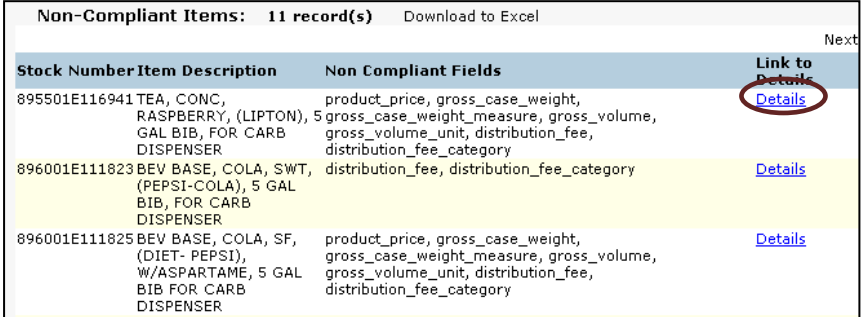
This report is also available from the **Catalog Items** screen.

STEP/ACTION	EXAMPLE
<p>To access the report from the <b>Main Menu</b>:</p> <ol style="list-style-type: none"> <li>From the <b>STORES Catalog Main Menu</b>, place your cursor over the <b>Reports</b> menu bar, click the <b>Production Reports</b> submenu bar and select <b>832 Version Compliance Report(s)</b> from the submenu.</li> </ol> <p>The <b>Select Contract Number</b> screen displays.</p>	<p><b>Main Menu – Production Reports Submenu</b></p>  <p>The screenshot shows the 'STORES Catalog - Main Menu' with a list of options on the left: Baseline Catalog Maintenance, Production Catalog Maintenance, Item Request, Master Stock Number, Master Catalogs, Reports, Downloads, and Your Account. The 'Reports' option is highlighted, and a submenu is displayed to its right. This submenu has two sections: 'Baseline Reports' and 'Production Reports'. The 'Production Reports' section is expanded, showing a list of reports: Catalog Item Disapproval, Pending Distribution Fee Warning Report, Initial Catalog Item Verification Report, and 832 Version Compliance Report(s). The '832 Version Compliance Report(s)' option is highlighted.</p>
<ol style="list-style-type: none"> <li>Enter a contract number</li> <li>Click <input type="button" value="Continue"/>.</li> </ol> <p>The <b>Compliance Report Specification</b> screen appears (below right).</p>	<p><b>Select Contract Number Screen (two example close-ups)</b></p>  <p>The top screenshot shows the 'Contract Number:' label followed by a dropdown menu. The dropdown menu is open, displaying a list of contract numbers: SPM30008D1034, SPM30008D1035, SPM30008D1091, and SPM30008D1210. A large purple arrow points from this dropdown to the bottom screenshot. The bottom screenshot shows the 'Contract Number:' label followed by a text box containing the selected contract number 'SPM30008D1035'. Below the text box are two buttons: 'Continue' and 'Cancel'.</p>


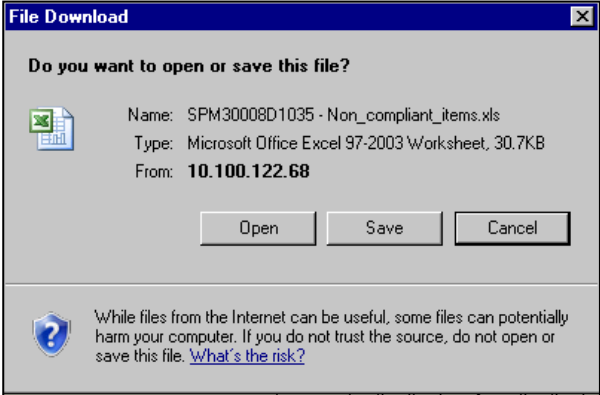
STEP/ACTION	EXAMPLE
<p><b>Compliance Report Specification</b> screen allows the user to generate a report for the catalog based on three parameters.</p> <p>4. Select the version for which you are checking compliance.</p> <p><b>Criteria:</b> <input checked="" type="radio"/> Version 2 <input type="radio"/> Version 3</p> <p>5. Select "Pending" for the contract as it will be generated during the weekly update, or "Active" for the current customer version of the catalog.</p> <p><b>Item Status:</b> <input checked="" type="radio"/> Pending <input type="radio"/> Active</p> <p>6. Choose to view all items, non-compliant items only, or compliant versions only.</p> <p>7. Leave the defaults (Version 2, Pending, and All) and click <b>Get Report</b>.</p> <p>The <b>832 Version Compliance Report</b> displays (next page).</p> <p><b>NOTE:</b> The report selection criteria still display at the top of the report. You can change the reporting criteria at any time and click <b>Get Report</b> to rerun the report.</p>	<p><b>Compliance Report Specification Screen (2 close-ups)</b></p>  <p><b>832 VERSION COMPLIANCE REPORT</b> Contract Number: SPM30008D1035</p> <p><b>Criteria:</b> <input checked="" type="radio"/> Version 2 <input type="radio"/> Version 3    <b>Item Status:</b> <input checked="" type="radio"/> Pending <input type="radio"/> Active    <b>Compliance:</b> <input checked="" type="radio"/> All <input type="radio"/> Non-Compliant Items <input type="radio"/> Compliant Items    <b>Get Report</b></p> <p>Compliance Version    Active or Pending Catalog    All, Non-Compliant, or Compliant Items</p> <p><b>Compliance:</b> <input checked="" type="radio"/> All <input type="radio"/> Non-Compliant Items <input type="radio"/> Compliant Items</p>

STEP/ACTION	EXAMPLE
<p>The <b>832 Version Compliance Report</b> displays the stock number, and item description for all items. It also displays a list of non-compliant fields and a link to a detailed report for each non-compliant item.</p> <p><b>Close-up 1:</b></p> <ul style="list-style-type: none"> <li>Clicking "Main Menu" will close the report screen and return to the <b>Main Menu</b> screen. If the report is accessed from the report drop-down on the <b>Catalog Items</b> screen the Main Menu link will be replaced with a "Close Window" link.</li> <li>Clicking "Printable Version" will refresh the screen with a printable version of the report.</li> </ul> <p><b>Close-up 2:</b></p> <ul style="list-style-type: none"> <li>The first portion of this close-up gives a count of the total number of non-compliant items.</li> <li>The second portion of the close-up is a link to download the data into an Excel spreadsheet. This link will download the non-compliant records only.</li> </ul> <p><b>Close-up 3:</b></p> <ul style="list-style-type: none"> <li>The first portion of this close-up gives a count of the total number of compliant items.</li> <li>The second portion of the close-up is a link to download the data into an Excel spreadsheet. This link will download the compliant records only.</li> </ul> <p><b>Close-up 4:</b></p> <p>Clicking on "Next" displays the next page of data. The "Next" will refresh only the non-compliant portion of the report. If the "Next" appears in the Compliant region of the report, it will refresh only the compliant portion of the report when clicked.</p>	<p align="center"><b>832 Version Compliance Report</b> (Version 2, Pending Records, All)</p>  <p align="center"><b>832 Version Compliance Report</b> (close-up 1)</p> <p align="center"><b>Main Menu</b>      <b>Printable Version</b></p> <p align="center"><b>832 Version Compliance Report</b> (close-up 2)</p> <p align="center"><b>Non-Compliant Items: 11 record(s)</b>      Download to Excel      <b>4</b></p> <p align="center"><b>832 Version Compliance Report</b> (close-up 3)</p> <p align="center"><b>Compliant Items: 2 record(s)</b>      Download to Excel</p> <p align="center"><b>832 Version Compliance Report</b> (close-up 4)</p> <p align="center"><b>Next</b></p> <p align="center"><b>832 Version Compliance Report</b> (close-up 5)</p> <p align="center"><b>Details</b></p>



STEP/ACTION	EXAMPLE
<p><b>1. Click "Printable Version"</b></p> <p>The report displays in the printable version.</p>	
<p>This version of the report displays the same information as the original view, but it is printer friendly.</p> <p>Main Menu Back Disable Paging Print Current Page</p> <p>In the above close up:</p> <ul style="list-style-type: none"> <li>• Main Menu returns to the <b>Main Menu</b>.</li> <li>• “Back” returns to the original report screen.</li> <li>• “Disable Paging” shows all the data on one page – it can then be printed all at once.</li> <li>• “Print Current Page” prints only the date seen on the screen – the current page. To print the next page – click “Next”</li> </ul> <p><b>2. Click “Back” to return to the main report.</b></p>	<p><b>832 Version Compliance Report (printable version)</b></p> 
<p><b>3. Click “Details”.</b></p> <p>The Item Details screen displays (next page).</p>	<p><b>832 Version Compliance Report (main report partial view)</b></p> 

STEP/ACTION	EXAMPLE																																																																																																																																																																																																																																						
<p>From this screen you can print the non-compliance issues for a stock number or return to the main report.</p> <p>4. Click “Back to Main Report”.</p> <p>The main report displays (not shown).</p>	<div><div>832 Compliance Report – Item Details</div><div><div><div>Back to Main Report</div><div>Print</div></div><div><div>832 Compliance Report - Version 2 - Item Details</div><div>Pending In Production</div><div>Contract Number: SPM30008D1035</div><div>Stock Number: 895501E116941</div><div>M = Mandatory, O = Optional C1 = Conditional: Element is required if catalog is used for Navy standard core menu C2 = Conditional: Element is required if it is an NAPA item C3 = Conditional: Element is required if it is a Catch Weight item C4 = Conditional: Element is required for OCONUS contract MPA items (Version 3) * Indicates an 832 Version 2 field</div><table><thead><tr><th>Field Name</th><th>V2</th><th>Value</th><th>Compliant?</th><th>Issue</th></tr></thead><tbody><tr><td>Price</td><td>M</td><td>\$27.05</td><td>Y</td><td></td></tr><tr><td>Item Description</td><td>M</td><td>TEA, CONC, RASPBERRY, (LIPTON), 5 GAL BIB, 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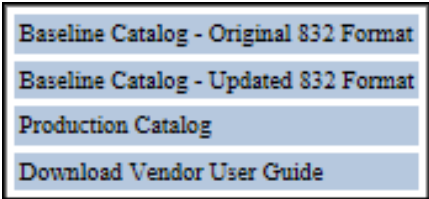

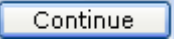
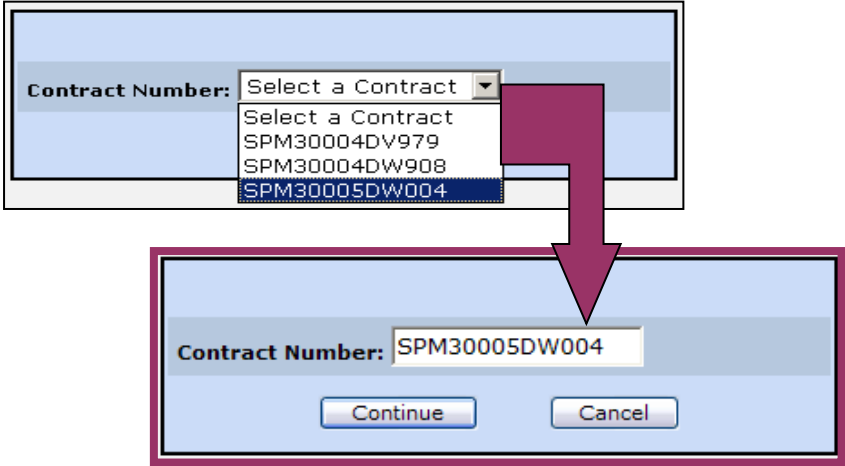
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<p>5. Click “Download to Excel”.</p> <p>The “File Download” Dialog Box appears.</p>	<p><b>832 Version Compliance Report</b> (main report close-up)</p> 																																																				
<p>6. Click “Open” to view the file.</p> <p>The Excel spreadsheet displays (not shown).</p>	<p><b>File Download</b> Dialog Box</p> 																																																				
<p>To the right is a list of the columns appearing in the Non-Compliant download. The second column (NON_COMPLIANT_ITEMS) is a list of fields which do not meet standards for the version being checked. It is the only column which does not also appear in the Compliance download.</p> <p>7. Close Excel.</p> <p>8. Click “Main Menu” on the report screen.</p> <p>The <b>Main Menu</b> screen displays (not shown).</p>	<p><b>832 Compliance Report – Non-Compliant Items Download</b> Column Headings</p> <table border="1"> <thead> <tr> <th>Column Heading Name</th><th>Column Heading Name (Con't)</th></tr> </thead> <tbody> <tr><td>STOCK_NUMBER</td><td>NAPA_ALLOWANCE</td></tr> <tr><td>NON_COMPLIANT_ITEMS</td><td>FOOD_SHOW_ALLOWANCE</td></tr> <tr><td>ECONOMIC_INDICATOR</td><td>PROMOTIONAL_ALLOWANCE</td></tr> <tr><td>PART_NUMBER</td><td>OVERWRITTEN_DESCRIPTION</td></tr> <tr><td>ITEM_DESCRIPTION</td><td>DSCP_STANDARD_ACCEPTANCE</td></tr> <tr><td>UNIT_OF_MEASURE</td><td>SPECIAL_ORDERING_INSTRUCTIONS</td></tr> <tr><td>UNITS_PER_PURCHASE_PACK</td><td>MIN_ORDER_QUANTITY</td></tr> <tr><td>RATIO_NUMERATOR</td><td>FOREIGN_SOURCE_INDICATOR</td></tr> <tr><td>RATIO_DENOMINATOR</td><td>SKU</td></tr> <tr><td>PRICE</td><td>DSCP_UNIQUE</td></tr> <tr><td>COMMENTS</td><td>TARE_WEIGHT_VALUE</td></tr> <tr><td>PACKAGE_SIZE</td><td>TARE_WEIGHT_UNIT_OF_MEASURE</td></tr> <tr><td>PACKAGE_UNIT_OF_MEASURE</td><td>ALUMINUM_WEIGHT_VALUE</td></tr> <tr><td>PACKAGING_CODE</td><td>ALUMINUM_WEIGHT_UNIT_OF_MEASUR</td></tr> <tr><td>RECORD_STATUS</td><td>TIN_WEIGHT_VALUE</td></tr> <tr><td>PROMO_ITEM</td><td>TIN_WEIGHT_UNIT_OF_MEASURE</td></tr> <tr><td>GROSS_CASE_WEIGHT</td><td>PAPER_WEIGHT_VALUE</td></tr> <tr><td>GROSS_CASE_WEIGHT_MEASURE</td><td>PAPER_WEIGHT_UNIT_OF_MEASURE</td></tr> <tr><td>GROSS_VOLUME</td><td>PLASTIC_WEIGHT_VALUE</td></tr> <tr><td>GROSS_VOLUME_UNIT</td><td>PLASTIC_WEIGHT_UNIT_OF_MEASURE</td></tr> <tr><td>SHELF_LIFE</td><td>GLASS_WEIGHT_VALUE</td></tr> <tr><td>SHELF_LIFE_UNIT</td><td>GLASS_WEIGHT_UNIT_OF_MEASURE</td></tr> <tr><td>CATCH_WEIGHT_MULTIPLE</td><td>PRODUCT_PRICE</td></tr> <tr><td>DISTRIBUTION_FEE_CATEGORY</td><td>MPA_PURCHASE_DATE</td></tr> <tr><td>DISTRIBUTION_FEE</td><td></td></tr> </tbody> </table>	Column Heading Name	Column Heading Name (Con't)	STOCK_NUMBER	NAPA_ALLOWANCE	NON_COMPLIANT_ITEMS	FOOD_SHOW_ALLOWANCE	ECONOMIC_INDICATOR	PROMOTIONAL_ALLOWANCE	PART_NUMBER	OVERWRITTEN_DESCRIPTION	ITEM_DESCRIPTION	DSCP_STANDARD_ACCEPTANCE	UNIT_OF_MEASURE	SPECIAL_ORDERING_INSTRUCTIONS	UNITS_PER_PURCHASE_PACK	MIN_ORDER_QUANTITY	RATIO_NUMERATOR	FOREIGN_SOURCE_INDICATOR	RATIO_DENOMINATOR	SKU	PRICE	DSCP_UNIQUE	COMMENTS	TARE_WEIGHT_VALUE	PACKAGE_SIZE	TARE_WEIGHT_UNIT_OF_MEASURE	PACKAGE_UNIT_OF_MEASURE	ALUMINUM_WEIGHT_VALUE	PACKAGING_CODE	ALUMINUM_WEIGHT_UNIT_OF_MEASUR	RECORD_STATUS	TIN_WEIGHT_VALUE	PROMO_ITEM	TIN_WEIGHT_UNIT_OF_MEASURE	GROSS_CASE_WEIGHT	PAPER_WEIGHT_VALUE	GROSS_CASE_WEIGHT_MEASURE	PAPER_WEIGHT_UNIT_OF_MEASURE	GROSS_VOLUME	PLASTIC_WEIGHT_VALUE	GROSS_VOLUME_UNIT	PLASTIC_WEIGHT_UNIT_OF_MEASURE	SHELF_LIFE	GLASS_WEIGHT_VALUE	SHELF_LIFE_UNIT	GLASS_WEIGHT_UNIT_OF_MEASURE	CATCH_WEIGHT_MULTIPLE	PRODUCT_PRICE	DISTRIBUTION_FEE_CATEGORY	MPA_PURCHASE_DATE	DISTRIBUTION_FEE	
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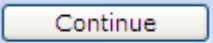
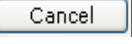

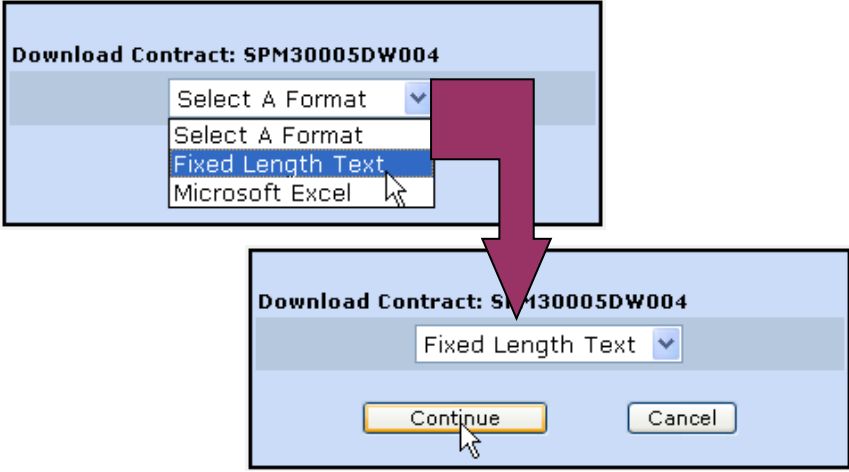


## Chapter 11: Downloads

STORES Catalog currently allows vendors to download catalogs (832s) and the **Vendor User Guide**. All vendors may download the **Vendor User Guide**; however, 832s can only be downloaded for catalogs that the user has a role designated as 'Vendor.' If no catalogs are assigned with the role of 'Vendor,' the 'Download a Baseline Catalog' option will not display on the **Main Menu**.

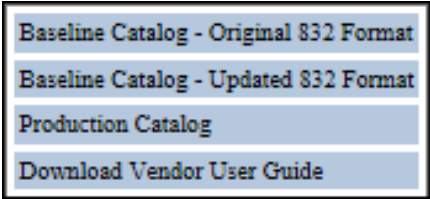




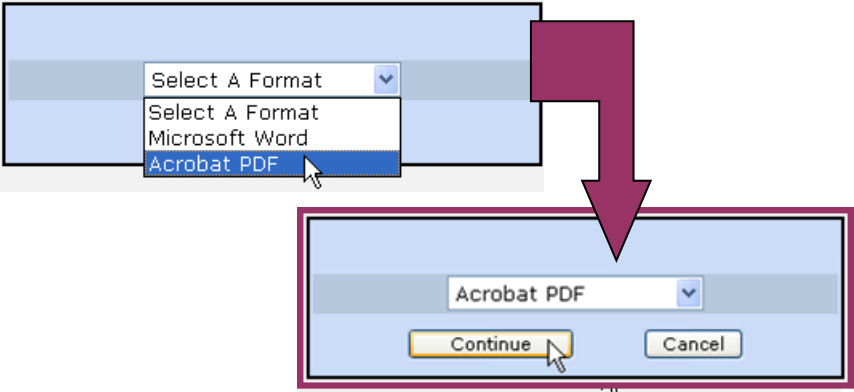
### 11.1: Download a Catalog

STEP/ACTION	EXAMPLE
<p>1. From the <b>STORES Catalog Main Menu</b>, place your cursor over the <b>Downloads</b> menu bar and select <b>Baseline Catalog – Original 832 Format</b>, <b>Baseline Catalog – Updated 832 Format</b>, or <b>Production Catalog</b> from the <b>Downloads</b> submenu.</p> <p>The <b>Select Contract</b> screen displays.</p>	<p><b>Main Menu –Downloads Submenu</b></p> 
<p>2. Select a contract to download to STORES Catalog.</p> <p><b>NOTE:</b> On this screen click  to discontinue the download process and return to the <b>Main Menu</b> screen.</p> <p>3. Click  to download a particular catalog.</p> <p>The <b>Select Format</b> screen displays (next page).</p>	<p><b>Select Contract</b> Screen (two example close-ups)</p> 

STEP/ACTION	EXAMPLE
<p>4. For this example, select the “Fixed Length Text” format.</p> <p><b>NOTE:</b> For baseline catalogs the Fixed Length Text format is the normal 832 format. The Microsoft® Excel® format is available for convenience. For production catalogs, the Excel® format is the only available format.</p> <p>5. Click .</p> <p>A <b>File Download</b> Pop-up window displays.</p> <p>From this point, follow the computer prompts to save your file. Details are not covered here as specific prompts may vary based on your particular operating system (e.g. Microsoft® Windows®).</p> <p><b>NOTE:</b> Remember the name you give the downloaded file and the folder where it is saved.</p> <p>6. When the download is complete click  or  <b>Main Menu</b> to return to the <b>Main Menu</b>.</p>	<p><b>Select Format</b> Screen (two example close-ups)</p>  <p>The example shows two close-ups of the <b>Select Format</b> screen. The top screenshot shows the <b>Download Contract: SPM30005DW004</b> screen with a dropdown menu open, showing options: <b>Select A Format</b>, <b>Fixed Length Text</b> (selected), and <b>Microsoft Excel</b>. A large red arrow points down to the second screenshot. The second screenshot shows the same screen with the <b>Fixed Length Text</b> option selected in the dropdown menu, and the <b>Continue</b> button highlighted by a mouse cursor.</p>

## 11.2: Download a User Guide

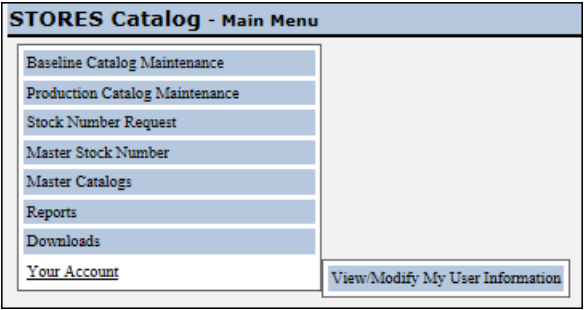

To read the User Guide you must have either Microsoft® Word® or the Adobe® Acrobat Reader®.

STEP/ACTION	EXAMPLE
<p>1. For this example select <b>Download Vendor User Guide</b> from the <b>Downloads</b> submenu from the <b>Main Menu</b>.</p> <p>The <b>Select Format</b> screen displays.</p>	<p><b>Main Menu –Downloads Submenu</b></p> 
<p><b>NOTE:</b> The Acrobat PDF format is recommended over Microsoft® Word.</p>	<p><b>Select Format</b> screen close-up</p> 
<p>2. Select a format to download.</p> <p>3. Click .</p> <p>The <b>File Download</b> pop up window displays.</p> <p>From this point, follow the computer prompts to save your file. Details are not covered here as the specific prompts vary depending on your operating system (e.g. Microsoft® Windows®).</p> <p><b>NOTE:</b> Remember the name you give the downloaded file.</p> <p>4. When the download is complete click  or  <b>Main Menu</b> to return to the <b>Main Menu</b> screen.</p>	<p><b>Select Format</b> Screen (two example close-ups)</p> 




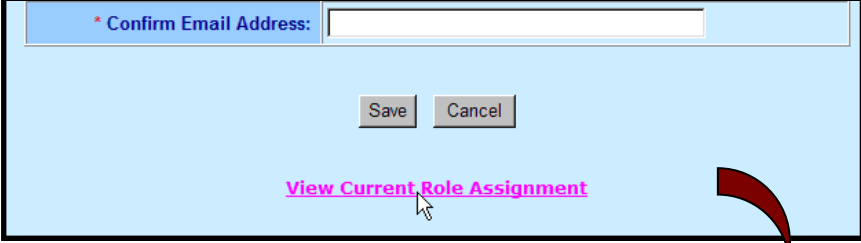
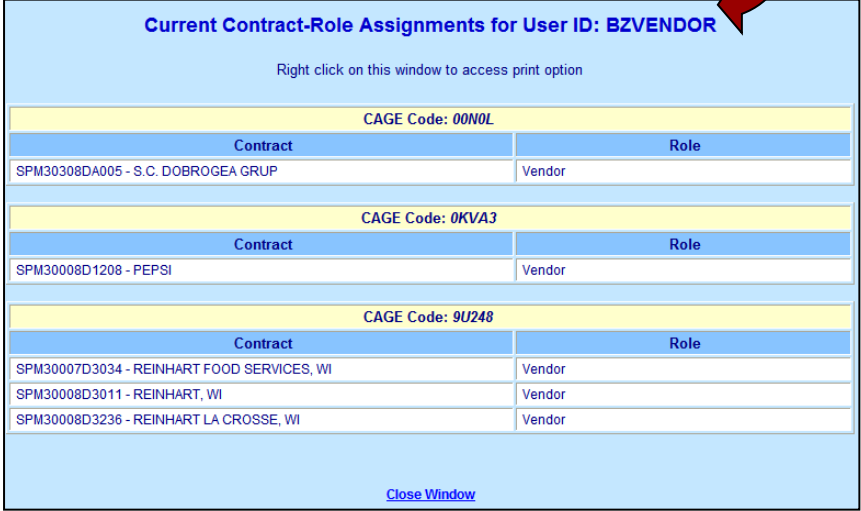
## Chapter 12: Account Maintenance

Currently, the only choice under the 'Your Account' menu bar is **View/Modify My User Information**.

STEP/ACTION	EXAMPLE
<p>The only choice on the <b>Your Account</b> submenu is <b>View/Modify My User Information</b>. This link displays the <b>My User Information</b> screen where the user may change his/her password and update their contact information.</p> <p>1. Expand the <b>Your Account</b> menu bar and click <b>View/Modify My User Information</b>.</p> <p>The <b>My User Information</b> screen displays.</p>	<p><b>Main Menu –Your Account Submenu</b></p> 
<p>Section <b>A</b> contains read-only information about your account. This information cannot be modified.</p> <p>Section <b>B</b>, the <b>Password</b> fields, always display blank for security reasons. <b>Leave them blank unless you are required to enter a new password or you are voluntarily changing your password.</b></p> <p>You may change your password at any time. However, you <u>must</u> change your password every 60 days and anytime you are accessing the system after your account has been reactivated (see Section 1.3).</p> <p><b>NOTE:</b> If your certificate allows you to log on without a password, the password fields do not display.</p> <p>-Continued on next page-</p>	<p><b>My User Information Screen (upper portion)</b></p> 

STEP/ACTION	EXAMPLE																																
<p>Section <b>C</b> contains your contact information. You can modify any field in this section except <b>Last Name</b>, which is read-only. <b>Confirm Email Address</b> always displays blank when you access this screen.</p> <p><b>IMPORTANT NOTE:</b> Whenever you make a change to this screen, regardless of what information you change, you will be required to confirm your email address in the <b>Confirm Email Address</b> field before the modifications are accepted by the system.</p>	<p><b>My User Information</b> Screen (central portion)</p> <table border="1"> <tr> <td data-bbox="688 321 773 394"><b>C</b></td><td data-bbox="773 321 1539 394">Title/Rank: <input type="text"/> ?</td></tr> <tr> <td></td><td data-bbox="773 394 1539 426">* First Name: <input type="text" value="Sandra"/></td></tr> <tr> <td></td><td data-bbox="773 426 1539 462">Middle Initial/Name: <input type="text" value="R"/></td></tr> <tr> <td></td><td data-bbox="773 462 1539 497">Last Name: <input type="text" value="Dias"/></td></tr> <tr> <td></td><td data-bbox="773 497 1539 546">Suffix: <input type="text" value="MS"/> ?</td></tr> <tr> <td></td><td data-bbox="773 546 1539 581">* Facility/Base Name: <input type="text" value="Watch Point"/> ?</td></tr> <tr> <td></td><td data-bbox="773 581 1539 617">* Street Address 1: <input type="text" value="1900 Pines Peak Road"/> ?</td></tr> <tr> <td></td><td data-bbox="773 617 1539 653">Street Address 2: <input type="text"/> ?</td></tr> <tr> <td></td><td data-bbox="773 653 1539 688">* City: <input type="text" value="Philadelphia"/> ?</td></tr> <tr> <td></td><td data-bbox="773 688 1539 724">* State: <input type="text" value="Pennsylvania"/></td></tr> <tr> <td></td><td data-bbox="773 724 1539 760">* Country: <input type="text" value="UNITED STATES"/></td></tr> <tr> <td></td><td data-bbox="773 760 1539 798">* Zip/Postal Code: <input type="text" value="21246"/> ?</td></tr> <tr> <td></td><td data-bbox="773 798 1539 846">* Phone Number: <input type="text" value="215-999-5424"/> ? <b>Extension:</b> <input type="text" value="302"/></td></tr> <tr> <td></td><td data-bbox="773 846 1539 882">DSN: <input type="text"/> ?</td></tr> <tr> <td></td><td data-bbox="773 882 1539 917">* Email Address: <input type="text" value="sandr@d@watchpoint.gov"/> ?</td></tr> <tr> <td></td><td data-bbox="773 917 1539 953">* Confirm Email Address: <input type="text"/></td></tr> </table>	<b>C</b>	Title/Rank: <input type="text"/> ?		* First Name: <input type="text" value="Sandra"/>		Middle Initial/Name: <input type="text" value="R"/>		Last Name: <input type="text" value="Dias"/>		Suffix: <input type="text" value="MS"/> ?		* Facility/Base Name: <input type="text" value="Watch Point"/> ?		* Street Address 1: <input type="text" value="1900 Pines Peak Road"/> ?		Street Address 2: <input type="text"/> ?		* City: <input type="text" value="Philadelphia"/> ?		* State: <input type="text" value="Pennsylvania"/>		* Country: <input type="text" value="UNITED STATES"/>		* Zip/Postal Code: <input type="text" value="21246"/> ?		* Phone Number: <input type="text" value="215-999-5424"/> ? <b>Extension:</b> <input type="text" value="302"/>		DSN: <input type="text"/> ?		* Email Address: <input type="text" value="sandr@d@watchpoint.gov"/> ?		* Confirm Email Address: <input type="text"/>
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STEP/ACTION	EXAMPLE																						
<p><b>To view your current role assignment(s) in STORES User Administration:</b></p> <ol style="list-style-type: none"> <li>Click the link <b><u>View Current Role Assignment</u></b>.</li> </ol> <p>The <b>Current Role Assignment</b> screen displays in a separate window.</p> <p><b>NOTE:</b> You cannot modify your own role assignment. Contact your STORES administrator if an assignment change is required.</p> <ol style="list-style-type: none"> <li>Right click the window to access the print option and print the screen, if desired.</li> <li>Click  or the <b><u>Close Window</u></b> link to close the separate window.</li> </ol> <p>-Continued on next page-</p>	<p><b>My User Information</b> Screen (lower portion)</p>  <p><b>Current Role Assignment</b> Screen</p>  <p><b>Current Contract-Role Assignments for User ID: BZVENDOR</b></p> <p>Right click on this window to access print option</p> <table border="1"> <thead> <tr> <th colspan="2">CAGE Code: 00N0L</th> </tr> <tr> <th>Contract</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>SPM30308DA005 - S.C. DOBROGEA GRUP</td> <td>Vendor</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">CAGE Code: 0KVA3</th> </tr> <tr> <th>Contract</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>SPM30008D1208 - PEPSI</td> <td>Vendor</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">CAGE Code: 9U248</th> </tr> <tr> <th>Contract</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>SPM30007D3034 - REINHART FOOD SERVICES, WI</td> <td>Vendor</td> </tr> <tr> <td>SPM30008D3011 - REINHART, WI</td> <td>Vendor</td> </tr> <tr> <td>SPM30008D3236 - REINHART LA CROSSE, WI</td> <td>Vendor</td> </tr> </tbody> </table> <p><a href="#">Close Window</a></p>	CAGE Code: 00N0L		Contract	Role	SPM30308DA005 - S.C. DOBROGEA GRUP	Vendor	CAGE Code: 0KVA3		Contract	Role	SPM30008D1208 - PEPSI	Vendor	CAGE Code: 9U248		Contract	Role	SPM30007D3034 - REINHART FOOD SERVICES, WI	Vendor	SPM30008D3011 - REINHART, WI	Vendor	SPM30008D3236 - REINHART LA CROSSE, WI	Vendor
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**To modify a User Information field:**

- For text fields, such as **Street Address 1** (Example **A**), highlight the current entry and enter the revised information as in the example on the right. For drop-down fields, such as **State** select the new location in the list (Example **B**).


Some fields, such as **User ID**, **Password** and **Email Address**, have rules that your entries must follow in order to be valid.

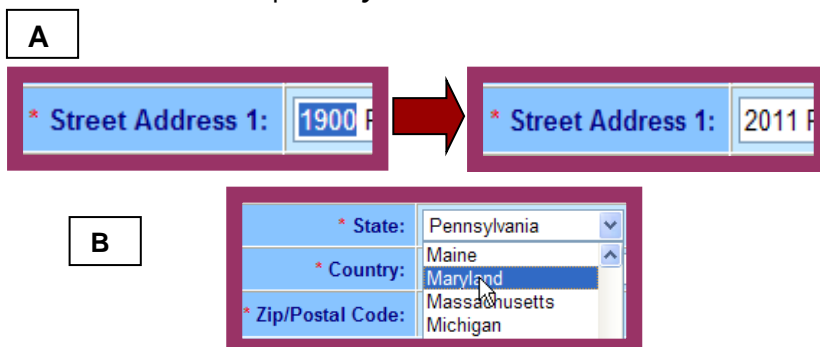
- Click  (the question mark icon) to view the rules for a particular field.

The **Data Entry Help** screen displays in a separate window at the information section pertaining to that particular field (such as **Password**, right).

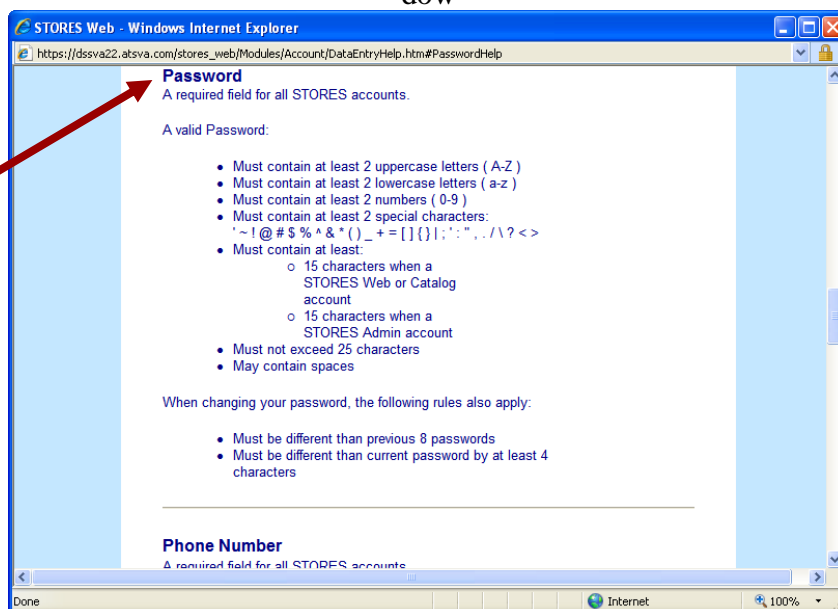
- Click  or the **Close Window** link to close the separate window.
- When all modifications have been made, confirm your email address in the **Confirm Email Address** field.

**NOTE:** You cannot save modifications without confirming your email address.

- Click .
- If **errors are found**, as in the example on the right, error messages display near the top of the screen and underneath any field that is in error. Correct the errors and repeat Step 5.
- If **no errors are found**...  
...a **Confirmation** screen displays.

Close-ups of **My User Information** Screen**Data Entry Help** Screen (in a separate window)

dow

Close-ups of **My User Information** Screen

**My User Information**

**Errors found on form; please correct and save again.**

* Phone Number:	215-999-5424 ?	Invalid Phone Number format. Please click on ? for help.	Extension:	302
DSN:	?			
* Email Address:	sandrada@watchpoint.gov ?			
* Confirm Email Address:	Please Confirm Email Address.			

STEP/ACTION	EXAMPLE
<p>Your user information has been successfully modified.</p> <p>Click the <b><u>Continue</u></b> link to return to the <b>Main Menu</b> screen.</p>	<p><b>Confirmation</b> Screen</p> <div data-bbox="683 319 1539 564"><p><b>Confirmation</b></p><p>User Information for User ID: <b>BZVENDOR</b> has been modified.</p><p>A confirmation email will be sent to the email address for this User ID. If the email address was changed, it will be sent to both the old and new email addresses.</p><p><a href="#">Continue</a></p></div>