

APPENDIX A-7

SUFFIX CODES (ISSUE TRANSACTIONS)

1. Number of characters: One.
2. Type of code: Alpha or Numeric.
3. Suffix Codes are entered by elements of the distribution system to relate and identify partial actions taken on the original requisition without duplicating or causing loss of identity of the original document number. Processing elements of distribution systems will enter Suffix Codes in pos. 44 of documents involving partial quantities, such as:
  - a. Referral actions for a partial quantity.
  - b. Passing actions for a partial quantity.
  - c. Release of a partial quantity.
  - d. Rejection of a partial quantity.
  - e. Backorder of a partial quantity.
  - f. Backorder release of a partial quantity.
  - g. Procurement of a partial quantity for direct delivery by a vendor.
  - h. Any other application applicable to a partial quantity.
4. Suffix Codes do not relate to separate transportation units involved in the shipment of materiel. Neither do they identify final shipments nor differentiate between partial and final shipments.
5. Processing elements of distribution system will not enter Suffix Codes under the following conditions (pos. 44 will be left blank):
  - a. Referral actions for a total quantity.
  - b. Passing action for a total quantity.
  - c. Release of a total quantity.
  - d. Rejection of a total quantity.
  - e. Backorder of a total quantity.
  - f. Backorder release of a total quantity.
  - g. Procurement of a total quantity for direct delivery by a vendor.
  - h. Any other action applicable to a total quantity.

6. Suffix Codes. Materiel Returns Program (MRP).

a. Processing elements of the distribution system will enter Suffix Codes in pos. 44 of MRP documents involving partial quantities, such as:

- (1) Return partial quantity with credit.
- (2) Return partial quantity without credit.
- (3) Partial quantity authorized for disposal.
- (4) Effect lateral redistribution of partial quantity.
- (5) Effect split returns by separate priority.
- (6) Any other action applicable to a partial quantity.

b. Processing elements of distribution systems will not enter Suffix Codes in MRP transactions for total quantity.

7. In assigning Suffix Codes, processing elements will ensure that the same code is not duplicated for the same document number. As a preventive measure, alpha characters will be reserved for computer assigned Suffix Codes and numeric characters will be reserved for manually assigned Suffix Codes.

8. When assigned, Suffix Codes will be sequentially advanced. A special pattern is established for SSP activities except that the following will never be used:

ALPHA

I, N, O, P, R, S,  
Y and Z

NUMERIC

1 and 0

9. Storage activities responsible for processing documents containing Suffix Codes will always perpetuate the suffix codes onto related documents which they generate.

10. See appendix A-46 for receipt and adjustment transaction Suffix Codes.