

APPENDIX E-106 P

DIRECT DELIVERY TABLE DOCUMENT

1. FORM USED

The Direct Delivery Table Document, appendix B-106, will be completed on a standard 80 column worksheet.

2. REASON FOR PREPARATION

Prepared to establish or change data elements in the Direct Delivery Table and/or to obtain a printout of the table. This table provides the due-in criteria for the mechanical generation of direct delivery purchase requests (PR) for IPG I and II requisitions. Refer to chapter 4, Requisition/Issue Transactions and chapter 43, Direct Vendor Deliveries.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The Plans and Program Branch, DSO, as approved by Planning and Programming Branch, Office of Planning and Management or its counterpart at DSCP.

4. INSTRUCTIONS FOR PREPARATION

a. SOURCE OF INFORMATION

Prepared from the information which has been established as the Center's criteria for the mechanical generation of direct delivery PRs for IPG I and II requisitions.

b. PREPARATION

Prepared as follows:

<u>FIELD POSITIONS</u>	<u>INSTRUCTIONS</u>
1-3	DIC ZLK.
4-6	RIC of the DSC.
7	Blank.
8	Enter numeric 1, for IPG I requisitions.
9-10	Enter the established number of days which, if no due-in exists, will mechanically generate a direct delivery PR for IPG I requisitions.
11	Enter numeric 2, for IPG II requisitions.

<u>FIELD POSITIONS</u>	<u>INSTRUCTIONS</u>
12-13	Enter the established number of days which, if no due-in exists, will mechanically generate a direct delivery PR for IPG II requisitions.
14-76	Blank.
77-78	ORC 94.
79-80	Action Code: AA - Will establish or change data in pos. 8-13, and provide a printout of the table. NOTE: Positions 8-13 must be filled when Action Code AA is used. AC - Will provide a printout of the table in the format of appendix F-194. Data for pos. 8-13 will be omitted when Action Code AC is used.

c. APPROVAL REQUIREMENTS

All ZLK documents with Action Code AA will be approved by the Planning and Programming Branch, Office of Planning and Management before being processed.

d. DISTRIBUTION OF FORM

The complete worksheet will be routed to Data Entry for processing.

5. INSTRUCTIONS FOR PROCESSING RESPONSE TO FORM

The printout of the table as provided in the format of appendix F-194 will be used for informational purposes.

6. DISPOSITION OF FORM AFTER FINAL ACTION

Completed worksheets will be destroyed subsequent to computer input.

7. FLOWCHART

Flowchart not required.