



**DEFENSE LOGISTICS AGENCY  
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IN REPLY  
REFER TO

March 18, 2013

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC) 1050,  
New DOD EMALL DoDAAC and Supply Status Cancellation Codes for DOD  
EMALL Credit Card Billing (Supply/Logistics)

The attached change to Defense Logistics Manual (DLM) 4000.25, Defense Logistics Management System (DLMS) and DLM 4000.25-1, Military Standard Requisition and Issue Procedures (MILSTRIP) is approved for DLA implementation on June 1, 2013. Services/Agencies are authorized staggered implementation for recognition of new supply status codes. Supply PRC members are required to actively monitor for implementation of this ADC and provide implementation dates when they become available.

Services/Agencies are advised that this ADC includes changes not identified during staffing of the proposed change including replacement of the DOD Activity Address Code (DoDAAC) assigned to designate DOD EMALL for Government purchase card or corporate credit card billing purposes.

Addressees may direct questions to Ms. Ellen Hilert, DOD MILSTRIP Administrator, 703-767-0676 or DSN 427-0676, e-mail: [ellen.hilert@dla.mil](mailto:ellen.hilert@dla.mil), or Ms. Heidi Daverede, DOD MILSTRIP Alternate, 703-767-5111; DSN 427-5111, e-mail: [heidi.daverede@dla.mil](mailto:heidi.daverede@dla.mil). Others must contact their Component designated Supply PRC representative available at: [www.dla.mil/j-6/dlms0/CertAccess/SvcPointsPOC/allpoc.asp](http://www.dla.mil/j-6/dlms0/CertAccess/SvcPointsPOC/allpoc.asp).

DONALD C. PIPP  
Director  
DLA Logistics Management  
Standards Office

Attachment  
As stated

cc:  
ODASD(SCI)  
ODASD DPAP(PDI)  
DOD EMALL PM

**Attachment to ADC 1050**  
**New DOD EMALL DoDAAC and Supply Status Cancellation Codes for DOD**  
**EMALL Credit Card Billing**

**1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:** Defense Logistics Agency, J331 (Order Management), 703-767-7725; DSN 427-7725

**2. FUNCTIONAL AREA:** Supply/Logistics, Requisition Processing

**3. REFERENCES:**

- a. [DLM 4000.25, Defense Logistics Management System \(DLMS\), Volume 2](#)
- b. [DLM 4000.25-1, Military Standard Requisitioning and Issue Procedures \(MILSTRIP\)](#)

**4. APPROVED CHANGE(S):** Substantive changes subsequent to staffing of PDC 1050 are highlighted.

**a. Brief Overview:**

(1) Four new requisition supply status codes are established for cancellation status for DOD EMALL Government purchase card or corporate credit card billing. These codes will be used to identify the specified reasons the purchase/credit card was rejected (causing the order to be cancelled) back to the customer. These cancellations codes are unique to the purchase/credit card purchases made through DOD EMALL for Federal and non-Federal customers. The new status codes will be provided to EMALL and transmitted transactionally via DLA Transaction Services (for customers capable of receiving supply status transactions (MILSTRIP/DLMS 870S/Document Identifier Code AE\_). Additionally, cancellation status codes will also be provided to DOD EMALL customers via e-mail.

(2) In conjunction with the transition of billing to DLA's Enterprise Business System (EBS) (as discussed in the 4.b. Background), the DoD Activity Address Code (DoDAAC) used to recognize EMALL purchase/credit card billing will change from SP5200 to SC4210.

(3) This change also includes minor updates to guidance included in the DLMS Supplements supporting DOD EMALL requisitions.

**b. Background:**

(1) DLA's EBS will take over the billing and collection for DOD EMALL orders for which Federal and non-Federal customers are paying via purchase/credit card. In order for EBS to assume this responsibility, DOD EMALL will establish a new interface to send encrypted purchase/credit card transaction data to EBS via DLA Transaction Services. This process described in this change uses "Pay.gov" which supports secure electronic payments to

Federal Government Agencies by credit/debit card (for more information about Pay.gov refer to <https://www.pay.gov/paygov/>).

(2) The transition to EBS will allow for consolidation and standardization of billing processes within the DLA Enterprise Resource Program (ERP). Additionally, it will allow the timing of the actual billing to be adjusted to conform more closely to DOD policy. Currently, the DOD EMALL Credit Card (CC) Process charges all customers cards up front at the time of order. Under the new DOD EMALL CC process, billing for stock shipments will occur when the materiel is physically shipped. Billing for direct vendor deliveries will occur when the customer materiel receipt acknowledgment or acceptance is recorded. For non-DOD/non-Federal customers, billing will continue to occur at the time of order.

(3) The DOD EMALL DoDAAC is established as a cutover solution, to separate orders billed through the old business process versus the new EBS process.

### **c. Detailed Procedures:**

#### **(1) Use of a cancellation supply status based on need for DOD EMALL purchase/credit card requisition cancellation purposes:**

(a) The purchase/credit card billing and collections process is initiated with the submission of a Federal or non-Federal purchase/credit card order from DOD EMALL. Prior to the submission to DLA's ERP Central Component (ECC), a zero-dollar authorization and a single sale credit limit check will be performed by DOD EMALL. If the single sale credit limit check fails, the customer will be notified that the order will likely fail when submitted to the ECC, and the customer will be able to make changes or submit anyway. If the zero-dollar authorization fails, the order is not sent out of DOD EMALL to DLA Transaction Services. After the order is successfully submitted to the ECC, charges will be processed through Pay.gov. If the daily purchase/credit card limit is exceeded by a single charge or a combination of charges against the same purchase/credit card, an unsuccessful response will be returned to the ECC by Pay.gov and cancellation status code PC will apply. (Note: The single sale credit limit check and the daily purchase/credit card limit are both \$49,999.99)

(b) When a non-Federal DOD EMALL purchase/credit card order is submitted, it is placed in a hold status for up to four business days until an advance payment is received. Pay.gov receives the charges and generates a response that is sent back to EBS. Advances must be charged to non-Federal customers prior to the order fulfillment process moving onto sourcing and delivery. This requirement will provide the ability to receive the purchase/credit card charge response from Pay.gov, indicating a successful or failed purchase/credit card charge for each transaction, and update the order to continue processing for successes and cancel the order for failures. If the response is unsuccessful and the order hasn't been cancelled by the customer for any other reason while in hold status, a cancellation reason for rejection will be assigned along with its associated cancellation reason status code of PG.

(c) When an EMALL customer submits an order through the EMALL application, the order information and the purchase/credit card information will be sent to DLA Transaction Services for translation to ECC. The purchase/credit card information will be split

into a separate file containing the encrypted credit card number. This file will be transferred from DOD EMALL to DLA Transaction Services over a secure protocol. The data received will contain an EMALL supplier order identification and original requisition document number(s), which will facilitate the reference with the associated orders. When both the order and purchase/credit card information have been matched in ECC, the processing will continue. The only user interaction will be on the front-end of the process when the EMALL customer submits the order. Since the purchase/credit card data and the order are received in two separate Intermediate Documents (IDocs), there is a possibility that one of the documents may not successfully process. If only the 511R is successfully processed, creating an order without its related purchase/credit card data, and a match is not found within four business days, a Federal order will be sent to manual billing and a non-Federal order will be updated to a cancelled Status Code PH along with the reason for rejection.

(d) Cancellation Status Code PJ will be used as a “catch all” if any of the above cancellation status codes or existing MILSTRIP status codes do not apply to the situation. This will be due to a system error as opposed to a customer input error. Use of this code should be very minimal, but when customers go into DOD EMALL to see their status (or receive status notification), they will know that it was not cancelled due to lack of their efforts; the customer should resubmit their order.

(2) **DOD EMALL:** EMALL Administrative end-users and customers will use a new web service from within DOD EMALL to request purchase/credit card transaction information available in the ERP. The web service will pull requested information differently for EMALL administrative end users and for the customer.

(a) The EMALL Administrative end user will have the ability to download the daily purchase/credit card transaction report (updated at 1 p.m. local time) or search for purchase/credit card transaction information by EMALL supplier order ID, original requisition document number, or a date range, of which only one search method may be selected. When the date range option is selected, further selection criteria will be available. By default, all three criteria will be selected to return the related purchase/credit card transactions, orders missing purchase/credit card data, and purchase/credit card data missing an order. To maximize performance, the Web Service will only be able to pull a date range of one month with the ability to go back as many months as needed by running multiple one month reports. Since EMALL will be handling the user security, set up of user-specific reporting criteria would need to be stored by EMALL, which would allow an EMALL Administrative user to create a canned report.

(b) The customer will have limited web service capability and only be allowed to search for purchase/credit card transaction information by EMALL supplier order ID or original requisition document number, which will allow the user to review transactions related to an entire order or by line item. This will return all transaction information for the order or line item that the customer is viewing within the EMALL user interface. The user security established by EMALL will ensure that the customer only has access to request purchase/credit card transaction information related to their orders.

(c) The web service layout and security will be handled by EMALL. EBS will provide the information requested from internal tables, which will be called by the web

service and passed through EBS Process Integration (PI), the middleware component of the interface.

(d) DOD purchase/credit card billing will be recognized by use of the DoDAAC SC4210 (carried in the legacy supplementary address field or the DLMS bill-to activity) (in conjunction with Fund Code XP) if billing is accomplished within EBS. Requisitions created prior to the transition to EBS will be identified by DoDAAC SP5200.

### (3) Revisions to DLM 4000.25 Manuals:

(a) Revise DLM 4000.25-1, MILSTRIP, Appendix 2.16, Status Codes, to include new supply status codes.

**Staffing Note:** References to “DLA” in the text associated with Status Codes PC and PG have been removed to allow future use of these codes by the General Services Agency if so desired.

#### Code    Explanation

*PC Rejected. Unable to process requisition because the purchase/credit card exceeded its limit. Review records for corrective action and resubmit under new document number if still required.*

*PG Rejected. Unable to process non-Federal requisition due to an unsuccessful purchase/credit card advance payment. Review records for corrective action and resubmit under new document number if still required.*

*PH Rejected. Unable to process requisition due to unmatched purchase/credit card and order data within processing system. Resubmit under new document number if still required.*

*PJ Rejected. Unable to process requisition due to systemic error/rejection from Pay.gov. Resubmit under new document number if still required.*

(b) Revise DLM 4000.25 DLMS Volume 2, and 4000.25-1, MILSTRIP, as shown in Enclosure 1.

(c) Revise DLMS 511R Requisition, 511M Requisition Modification, and 869F Requisition Follow-Up as shown at Enclosure 2.

d. **Alternatives:** None identified.

**5. REASON FOR CHANGE:** Provide the customer with additional information regarding the cancellation status of their purchase/credit card requisition. Documentation of revised billing procedures associated with DOD EMALL.

### 6. ADVANTAGES AND DISADVANTAGES:

a. **Advantages:** Requisitioner will have more accurate information regarding the cancellation status of their purchase/credit card order. Customer purchase/credit cards will no

longer be billed immediately upon placing their order in DOD EMALL. This will result in fewer adjustments resulting for differences between the billed and shipped/received quantity.

b. **Disadvantages:** None identified.

7. **ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** June 1, 2013

8. **IMPACT:**

a. **Automated Information Systems (AIS):**

(1) **Component systems:**

(a) Service/Agency systems must recognize/process the new cancellation supply status codes. From an information exchange perspective, there is no adverse impact for delayed Service/Agency implementation of the new codes because equivalent status will be provided directly to the customer via e-mail and on-line viewing of status will be available. Services/Agencies may request DLA Transaction Services to block transmission of the new status codes if transaction failure causes unnecessary workload for processing personnel.

(b) Impact to Service/Agency AIS due to the DoD EMALL DoDAAC value change is not known.

(2) **DLA EBS and DOD EMALL:** Implement the new web service for querying of purchase/credit card transaction information. Implement the new DoD EMALL DoDAAC in association with the revised billing process. Provide cancellation status via MILSTRIP supply status, e-mail, and on-line to EMALL customers.

b. **DLMS Data Elements:** No new DLMS data elements are being added by this change.

(1) As a consequence of the DLMS process review associated with this change, it was identified that a revision to the usage instructions/applicability of the Modular Ordering Management System (MOMS) supplier order number would be required. The DLMS Supplements supporting DOD EMALL requisitioning are modified accordingly (See Enclosure 2).

(2) Update required for DLMS dictionary for new supply status codes and definitions as defined above.

c. **DLA Transaction Services:**

(1) Components may request DLA Transaction Services suppress transmission of new status codes pending system updates.

(2) New interface requirements between DOD EMALL and DLA Transaction Services have been defined separately.

(3) All systemic processes keyed to the EMALL DoDAAC value SP5200 must be transitioned to recognize either SP5200 or SC4210. Use of either EMALL DoDAAC will be employed in the Defense Automatic Addressing System (DAAS) Government-Furnished Materiel edit.

**d. Non-DLA Logistics Management Standards Publications:** Internal Service/Agency guidance may need to be updated. DLA will need to update the Customer Assistance Handbook.

## Enclosure 1, DLMS/MILSTRIP Manual Revisions

Revise DLM 4000.25 DLMS Volume 2, Chapter 4 as shown below. A comparable change is required for DLMS 4000.25-1, MILSTRIP, Chapter 11, paragraph C11.9.1.2. Changes are identified in ***bold red italics***.

C4.2.8.12.3. DoD EMALL requisitions for shipment to contractors using corporate purchase/credit card payment are assigned Signal Code B, Fund Code XP, and the supplemental address of the DoD EMALL DoDAAC (SP5200 ***or SC4210***). This configuration identifies a Government DoDAAC as the bill-to activity, thereby triggering DAAS and the DoD Component source of supply processing systems to misinterpret such transactions as GFM requisitions. DAAS shall validate these transactions against existing GFM edits and the DoD EMALL CFM Table to determine appropriate action. If the contractor requisition does not contain a valid MCA identification code and the DoDAAC is not listed in the DoD EMALL CFM Table, DAAS shall reject with Status Code CL. If an MCA is identified by either a distribution code or a RIC, DAAS shall forward the requisition to the source of supply. The source of supply shall submit a DLMS 517G to DAAS for validation following GFM MCA procedures (including Army CFM). DAAS will recognize the EMALL supplemental address and again employ existing GFM edits and the DoD EMALL CFM Table to take appropriate action. If the validation using the DoD EMALL CFM Table identifies the contractor DoDAAC as authorized by the contracting officer for ordering CFM using corporate purchase/credit cards, then DLA Transaction Services shall validate the requisition and respond to the source of supply with a DLMS 517G Validation Response using Advice Code 2M indicating the requisition is valid. The source of supply shall continue processing. If the contractor DoDAAC is not contained on the DoD EMALL CFM Table, but the requisition contains a valid MCA code, then DLA Transaction Services shall forward the DLMS 517G Validation Request to the MCA for validation. If the contractor DoDAAC is not contained on the DoD EMALL CFM Table, or does not match the CFM Authorized Materiel Table, when applicable, and the requisition does not contain a valid MCA code, then DAAS shall provide a DLMS 517G Validation Response with Status Code CL indicating the transaction is invalid. The source of supply shall reject the requisition. For DLA contractor credit card purchases (identified by a DLA-assigned U-series DoDAAC in the document number), DAAS processing rules shall be as described in this paragraph, except that the requisition shall be validated based upon the requisitioner DoDAAC matching to the DLA CFM Authorized DoDAAC Table.



## Enclosure 2, DLMS Supplement Revisions

The following revisions apply:

#	Location	DLMS 511R Requisition Revision	Reason
1.	DLMS Introductory Notes	<p><u>Add ADC to DLMS Introductory Notes:</u></p> <p>- <b><i>ADC 1050, New DOD EMALL DoDAAC and Supply Status Cancellation Codes for DOD EMALL Credit Card Billing</i></b></p>	Identifies DLMS Changes included in the DLMS Supplement.
2.	2/N907-01/20	<p><u>Revise DLMS note with existing Qualifier AN:</u></p> <p><b>IL Internal Order Number</b>  <b>DLMS Note:</b>  <i>Use to identify the unique order number associated with (1) the contract number (Qualifier CT) <del>above</del> for the DoD EMALL/part-numbered catalog order, or (2) the document number (Qualifier TN) for stock materiel ordered via DOD EMALL. DoD EMALL <del>shall</del> uses this to provide the Modular Ordering Management System (MOMS) <b>supplier</b> order number. Refer to ADC 1050.</i></p>	The MOMS supplier order number is applicable to both stocked materiel and catalog orders.

#	Location	DLMS 511M Modification Revision	Reason
1.	DLMS Introductory Notes	<p><u>Add ADC to DLMS Introductory Notes:</u></p> <p>- <b><i>ADC 1050, New DOD EMALL DoDAAC and Supply Status Cancellation Codes for DOD EMALL Credit Card Billing</i></b></p>	Identifies DLMS Changes included in the DLMS Supplement.
2.	2/N907-01/20	<p><u>Add Qualifier IL and DLMS Note:</u></p> <p><b>IL Internal Order Number</b>  <b>DLMS Note:</b>  <i>Use to identify the unique order number associated with (1) the contract number (Qualifier CT) <del>above</del> for the DoD EMALL/part-numbered catalog order, or (2) the document number (qualifier TN) for stock materiel ordered via DOD EMALL. DoD EMALL <del>shall</del> uses this to provide the Modular Ordering Management System (MOMS) <b>supplier</b> order number. Refer to ADC 1050.</i></p>	<p>Consistency with DLMS 511R.</p> <p>Under MILSTRIP, the requisition modification perpetuates all data, as modified, from original requisition.</p>

#	Location	DLMS 869F Requisition Follow-up Revision	Reason
1.	DLMS Introductory Notes	<p>Add ADC to DLMS Introductory Notes:</p> <p>- <i>ADC 1050, New DOD EMALL DoDAAC and Supply Status Cancellation Codes for DOD EMALL Credit Card Billing</i></p>	Identifies DLMS Changes included in the DLMS Supplement.
2.	2/REF04-01/105	<p>Add Qualifier IL and DLMS Note:</p> <p><b>IL Internal Order Number</b>  <b>DLMS Note:</b>  <i>Use to identify the unique order number associated with (1) the contract number (Qualifier CT) <del>above</del> for the DoD EMALL/part-numbered catalog order, or (2) the document number (qualifier TN) for stock materiel ordered via DOD EMALL. DoD EMALL <del>shall</del> uses this to provide the Modular Ordering Management System (MOMS) <b>supplier</b> order number. Refer to ADC 1050.</i></p>	<p>Consistency with DLMS 511R.</p> <p>Under MILSTRIP, the requisition follow-up perpetuates all data, as modified, from original requisition.</p>

**Enclosure 3, Proposed Change Comment Resolution**

	<b>Submitter</b>	<b>Response/Comment</b>	<b>Resolution</b>
1.	DLA	Concur Additional updates provided for the MOMS supplier order number identified in the DLMS Supplements.	Noted.
2.	Army	Army concurs with the following comments: This change will impact both GCSS-Army and current systems, i.e., SARSS, PBUSE, SAMS and ULLS-A (E).  DOD EMALL is approved for downstream development in GCSS-Army. An estimated implementation date cannot be provided (TBD).  CASCOM ESD and SARSS System Manager believe that PDC 1050 will potentially impact SARSS and its subordinate systems (PBUSE, SAMS, and ULLS-A (E). No action will be taken until this PDC becomes an approved DLMS change.	Noted.
3.	Navy	Concur.	Noted.
4.	Air Force	ILS-S and D035 report no issues.  1. "DOD EMALL purchase/credit card billing" requisitions which will not occur with FMS requisitions. Rational: "All" FMS requisitions are required to be processed through the MilDeps "ILCO" prior to passing the requirement to the Source of Supply (DLM 4000.25-1, June 13, 2012 C6.7)  2. Foreign Military Sales Countries are prohibited from using "Credit Cards" to purchase "any" material in the National Supply System with the possible exception under the "Acquisition and Cross Servicing Agreement (ACSA), 10 U.S.C. Chapter 138" Rational: On the applicability of security assistance/foreign military sales (SA/FMS) on this EMALL credit billing status code incorporation. I believe the basis for SA/FMS sales is cash/obligation authority vs. credit in	Noted.  1. FMS customers are not authorized to purchase directly through DOD EMALL.  2. This aspect is controlled by DOD EMALL roles and responsibility. The proposed changes for EBS processing and supply status will not impact the EMALL controls.  3. DLA Response. Since DLA EBS is sending the information to Pay.gov and a unique tracking number is necessary for each transaction sent to Pay.gov, it may not be as simple as just resending the same information. A new IDoc and tracking number would need to be generated. Also, there are

	Submitter	Response/Comment	Resolution
		<p>the Arms Export Control Act, P.L. 90-629, Chapter 2, Section 21. I believe the "payment in advance or upon Presidential determination at the time of delivery" would be a big problem: hence, it might be a good idea to note the exclusion of this effort from SA/FMS.</p> <p>3. Cancellation Status Code PJ will be used as a "catch all" if any of the above cancellation status codes do not apply to the situation. This will be due to a system error as opposed to a customer input error. Use of this code should be very minimal but when the customer goes into DOD EMALL to see their status, they will know that it was not cancelled due to lack of their efforts; the customer should resubmit their order.</p> <p>COMMENT: Since it was no error due to the customer, why can't the system re-process the order? Does the system have the capability to create a suspense file for rejects?</p> <p>4. If only the 511R is successfully processed, creating an order without its related purchase/credit card data, and a match is not found within four business days, a Federal order will be sent to manual billing and a Non-Federal order will be updated to a cancelled Status Code PH along with the reason for rejection.</p> <p>COMMENT: Why four business days, does it take that long to find a match? If the these no related purchase/credit card data then why not cancel the same time you notice there is no match? I believe this delays the customer longer.</p>	<p>response codes from Pay.gov that would result in the application of PJ (e.g. General exception encountered, Unable to process the request at this time), that indicate that other issues may have occurred. I'm checking with Pay.gov to determine the complexities of creating a suspense file for rejects or how they have handled similar situations in the past.</p> <p>4. DLA Response. The match should normally be found within 30 minutes of receipt when the batch job runs to match the Sales Order and Credit Card data. Since the Sales Order (511R) and the Credit Card Data are received in two separate IDocs, it's possible that the batch jobs that run to create the sales order and store the purchase/credit card data have not both run prior to the program that attempts to match the Sales Order and Credit Card data. This is one of a few reasons that we won't cancel when we notice there's no match. Also, if the purchase/credit card data IDoc isn't successfully processed, not canceling the order immediately allows time for the IDoc to be fixed and reprocessed. The four business day timeline was decided to allow for IDocs to be reprocessed or give EMALL a chance to resubmit an order if there were issues on the front-end of the process and the purchase/credit card data was not received. The timing for this would be similar to the customer re-submitting their order.</p>

	<b>Submitter</b>	<b>Response/Comment</b>	<b>Resolution</b>
5.	Marine Corps	Concur	Noted
6.	MILSTRIP Administrator	<p>1. The transition to a new DoDAAC for DoD EMALL in conjunction with the EBS billing process must be documented in the proposal and the DLMS/MILSTRIP manuals. In addition to the known system impact issues, the human readable DoDAAC is also used by Service/ Agency personnel to recognize DoD EMALL purchase/credit card billing.</p> <p>2. Although submitted for DLA requirements, the GSA also supports requisitioning with purchase/credit card payment. The supply status codes should not specifically identify DLA so that they are available for use by GSA.</p>	<p>1. DLA concurred and provided additional explanation for the DoDAAC change. The proposal has been updated accordingly.</p> <p>2. GSA expressed interest in these codes and confirmed they will review for possible future use. Status code definitions are revised to remove references to DLA.</p>