



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO

July 16, 2014

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS
CONTRACT ADMINISTRATION PRC MEMBERS
FINANCE PRC MEMBERS

SUBJECT: Administrative Approved Defense Logistics Management Standards (DLMS) Standards (ADC) 1139, Administrative Revision to Federal Implementation Convention (IC) 856 Ship Notice/Manifest to Provide Additional E-mail Notifications (Supply/Contract Administration)

The attached administrative change to DLM 4000.25, Defense Logistics Management System, is approved for implementation. The Wide Area Workflow (WAWF) Program Office is planning to deploy this change in WAWF Release 5.7, targeted for April 2015.

Addressees may direct questions to the DLMSO points of contact: Ms. Ellen Hilert, DOD MILSTRIP Administrator, 703-767-0676, DSN 427-0676, or e-mail: Ellen.Hilert@dla.mil, or Ms. Heidi Daverede, DOD MILSTRIP Alternate, 703-767-5111; DSN 427-5111 or e-mail: Heidi.Daverede@dla.mil. Others must contact their Component designated representative.

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment

As stated

cc:

ODASD(SCI)
ODASD DPAP (PDI)
WAWF PMO

ADC 1139
Administrative Revision to Federal Implementation Convention (IC) 856
Ship Notice/Manifest to Provide Additional E-mail Notifications

1. ORIGINATOR:

- a. **Submitting Service/Agency:** Defense Contract Management Agency (DCMA)
- b. **Functional POC:** DCMA
- c. **Technical POC:** Wide Area Workflow (WAWF) PMO

2. FUNCTIONAL AREAS:

- a. **Primary:** Contract Administration and WAWF Receiving Report (RR).
- b. **Secondary:** E-mail distribution list creation to facilitate RR notifications.

3. REFERENCES:

- a. WAWF Engineering Change Proposals (ECP) 0731 Additional EDI/SFTP E-mail Notifications
- b. DLM 4000.25, Volume 7, Contract Administration, Chapter 2, Shipment Notification

4. APPROVED CHANGE(S):

a. **Brief Overview of Change:** This change will add the functionality to provide additional e-mail addresses for notifications in the WAWF Receiving Report (RR) transactions, which will match the currently available web capability to send additional e-mails when web transactions are submitted. The WAWF RR is mapped to the commercial standard (Accredited Standards Committee (ASC) X12) 856 Ship Notice/Manifest to provide functionality as an electronic data source for shipment information.

b. **Background:**

(1) The WAWF is a DOD mandated system that allows the vendor to electronically submit receiving reports and invoices, and the Government to inspect, receive, accept information, and pay electronically.

(2) Currently, via the web input method, WAWF allows for the creation of an e-mail distribution list that can be used when the next workflow user requires more than one individual be notified of a document submission via e-mail. This functionality does not exist for EDI input methods. Under ECP 0731 (See Reference 3.a) this change will add the same e-mail notification functionality to the EDI data input method for consistency across input methods.

(3) Vendors submitting WAWF documents for creation via EDI or FTP transactions will have the ability to reflect that additional e-mails should be sent when the document is submitted to the government for workflow processing.

(4) Additional e-mail notifications will be based upon the current web process for sending additional e-mail notices when submitting a document.

(5) All changes identified for the Federal IC 856 will also be applied to the Federal IC 857, Shipment and Billing Notice (also known as the COMBO).

c. Requested Change in Detail:

(1) Revise WAWF processing and the 856 Ship Notice/Manifest Federal Implementation Convention (IC) to incorporate the ability for vendors to identify additional e-mail recipients to receive notifications for WAWF RR submitted via EDI. Upon receipt of the vendors RR, WAWF will send the e-mail notifications to those designated addressees.

(2) Vendors who have a need to send additional workflow notices in relation to their submitted document may add the e-mails to the EDI transaction. The determination of need is determined through company convention, contractual requirement, or non-contractual agreement with the government.

(3) Update data fields for 856 X12 transactions inbound to WAWF:

(a) In the N1 segment, of the N1 loop, of the HL03 =V (Address Information) loop, vendors will cite the Qualifier FE (Mail Address). For X12 syntax compliance, the organization of the e-mail recipient will be identified in the N102. WAWF may optionally store this information. Since these e-mail recipients are for additional notifications by WAWF, the qualifier NP (Notify Party for Shipper's Order) will be identified in the N106.

(b) In the PER segment of this N1 loop, the vendor will cite Qualifier CN (General Contact) in the PER01 with the e-mail address in the PER04, preceded by the qualifier EM (Electronic Mail) in the PER03. If there is more than one e-mail address, the additional addresses can be populated using the PER05/06 and PER07/08 pairs. Repeat the PER segment if necessary.

(4) The WAWF inbound transaction process will be updated to capture the e-mail address(es) and then forward an "additional workflow notice" to the designated e-mail recipients.

(5) WAWF will validate the basic structure of the e-mail address.

(a) If the e-mail address is not constructed properly, WAWF will not send the e-mail. An invalid e-mail address will not prevent the document from being submitted successfully into WAWF. If the document was submitted successfully into WAWF, the vendor will receive a notification via e-mail (current functionality) with an additional message stating the problem with the e-mail address.

(b) If the format of the e-mail address is valid, WAWF will send the e-mail and the notification to the vendor will say the e-mail was sent. If an error occurs at the mail server, however, and the e-mail ultimately fails, the vendor will not receive any notification of the failure.

(6) If the vendor receives notification that an e-mail could not be sent due to the e-mail address being formatted incorrectly, the vendor should send an e-mail with the transaction content to the correct e-mail address via a manual e-mail process outside of WAWF. The vendor should ensure the e-mail address is correct the next time an EDI document is submitted into WAWF.

d. **Proposed Transaction Flow:** This change does not impact existing transaction flow.

e. **Revisions to DLM 4000.25 Manuals:** There are no changes to DLMS procedures and transactions, since this information will NOT be extracted from WAWF to downstream DOD Component systems.

f. **Alternatives:** If the 856 Federal IC is not updated, it would require the vendors to notify additional e-mail recipients manually via e-mail outside of WAWF.

5. REASON FOR CHANGE: DLMS changes are necessary to add the functionality to provide additional e-mail addresses for notifications in EDI transactions, which will match the currently available web capability to send additional e-mails when web transactions are submitted.

6. ADVANTAGES AND DISADVANTAGES:

a. **Advantages:** Consistency across all WAWF data input methods for a required functionality.

b. **Disadvantages:** None identified

7. ADDITIONAL COMMENTS TO CONSIDER: Further development/coordination may be needed to establish a hierarchy of product/service pairs for transactions directed to DOD systems.

8. ADDITIONAL FUNCTIONAL REQUIREMENTS: Comparable changes must be made to the WAWF 857 Shipment and Billing Notice transaction. This transaction is used by vendors reporting to WAWF as a combination of shipping and billing information in a single transaction; it is not used with DOD trading partners (WAWF separates content into 856 Ship Notice/Manifest and 810 Invoice for DOD processing).

9. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: The WAWF 5.7 Release will be deployed in April 2015.

10. IMPACT:

a. **DLMS Data Elements:** There are no new DLMS data elements or changes to existing data elements, since changes are only being made to the Federal IC. The changes will not be extracted to the DLMS 856.

b. **Wide Area Workflow:** WAWF will be updated to accommodate new data and business rules associated with the Federal IC changes to the WAWF 856 and 857.

c. **Component Automated Information System (AIS):** No impact to Component Systems. WAWF will not extract the additional e-mail address distribution to downstream systems.

d. **DLA Transaction Services:** The Global Exchange (GEX) must be updated to accommodate the additional data. Vendor transactions will continue to be routed through GEX and WAWF-RA channels for translation and transfer to WAWF.

e. **Non-DLA Logistics Management Standards Publications:** The WAWF Program Management Office will update the WAWF Guides for 856 and 857 to reflect the changes identified by this DLMS Change.

Enclosure

Item #	Location	856 Ship Notice/Manifest Federal IC Revision	Reason
1.	2/N1/220	<p><u>Revise segment level note 1:</u></p> <p>1. Use the 2/N1/220 loop in 2/HL/010 address loops to identify: a) the party originating the transaction set; b) an Automated Data Processing Point as specified in the contract for a party receiving the transaction set; and c) the Ship-To, ultimate recipient, or service performance locations when the same address applies to all line items in the 2/HL/010 shipment loops; and d) additional e-mail recipients to receive notification of document submissions via EDI.</p>	<p><i>Expand usage of the N1 segment in the HL03 address loop.</i></p>
2.	<p>2/N101/220 (Used in HL03=V, Address Information Loop)</p> <p>Data Element 98, Entity Identifier Code</p>	<p><u>Add new code FE and associated note:</u></p> <p><i>FE Mail Address</i></p> <p><i>Use in the address information loop (HL03=V) to identify additional e-mail addresses requiring notification of the document submission via EDI. Identify the organization name in the N102 and the e-mail addresses in the PER segment (s).</i></p>	<p>Add new qualifier to identify a set of e-mail addresses to receive WAWF notifications of document submissions via EDI.</p>
3.	<p>2/N106/220 (Used in HL03=V, Address Information Loop)</p> <p>Data Element 98, Entity Identifier Code</p>	<p><u>Add new code NP and associated note:</u></p> <p><i>NP Notify Party for Shipper's Order</i></p> <p><i>Use when N101 cites code FE to indicate that the e-mail recipients identified in the associated PER segment are to receive notification from WAWF of document submission via EDI.</i></p>	<p>Identify action to be taken by WAWF for associated address information.</p>
4.	2/PER01/270	<p><u>Add new code CN and associated note:</u></p> <p><i>CN General Contact</i></p> <p><i>Use when 2/N101/220 cites code FE to identify additional e-mail notifications.</i></p>	