DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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June 16, 2020

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC)

SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1335,
Wide Area Work Flow (WAWF) Changes to Support Purchase Card Receiving
Report and Property Book Identifier

　　　We are forwarding the attached approved change to the 856 Advance Shipment Notice
(ASN) and 861 Acceptance implementation conventions for implementation. The Enterprise
Business Standards office will post the updated DLMS Implementation Conventions (IC) to the
Web at http://www.dla.mil/HQ/InformationOperations/DLMS/elibrary/Transformats/140_997/,
within 10 days from the above date.

　　　Addressees may direct questions to Ms. Tonja Daniels-Carter, Contract Administration
Lead, (269) 961-5227, DSN 661-5227, or e-mail Tonja.Daniels-Carter@dla.mil. Others must
contact their Component designated representative available at
www.dlmso.dla.mil/eLibrary/ServicePoints/allpoc.asp.

THOMAS A. DELANEY
Director, Enterprise Business Standards Office
DLA Information Operations

 Attachment
As stated

cc:
OUSD(DPC)
ODASD(Logistics)
WAWF PMO

Attachment to ADC 1335,
Wide Area Work Flow (WAWF) Changes to Support Purchase Card Receiving Report and Property Book Identifier

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

    a. Technical POC: Tonja Daniels-Carter, Enterprise Business Standards Office (EBSO), Tonja.Daniels-Carter@dla.mil, 269-961-5227

    b. Functional POC:

        (1) Bruce Propert, Defense Pricing and Contracting (DPC), david.b.propert2.civ@mail.mil, (ECP 1170)

        (2) Joseph Stossel, Defense Property Accountability System (DPAS), Joseph.Stossel@dla.mil (ECP 1176)

2. FUNCTIONAL AREA LOGISTICS AND TRANSACTION CHANGES: Contract Administration/Supply

3. REFERENCES:

    a. WAWF Engineering Change Proposal (ECP) 1170, Government Purchase Card (GPC) Receiving Report (RR) Bank External Acceptance

    b. WAWF ECP 1176, Enhanced WAWF Receipt, Acceptance Routing to DPAS Accountable Property System of Record (APSR)

    c. Approved DLMS Change 1345, Administrative Update to Convert Federal 856 ASN, 857, 861, and 997 to DLMS ICs, dated June 19, 2019.

4. APPROVED CHANGE(S): Green highlighting identifies substantive changes subsequent to staffing

    a. Brief Overview of Change: The goal of this standardized format is to ensure uniformity and consistency of data between WAWF and Supply systems. This change will allow acceptance/synchronization between WAWF Receiving Reports paid by government purchase card and acceptance to the bank that issues the credit card used for payment. This change requires updates to the DLMS 856 Advance Shipment Notice (ASN) and DLMS 856P ASN (referred to in WAWF as the WAWF 856 PSN) and the DLMS 861 (formerly Federal 861) and DLMS 861P Acceptance Report ICs[1]. This change also adds an Accountable Property System of Record (APSR) Property Book Identifier.

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[1] ADC 1345 (Reference 3.c.), converted the Federal 856 ASN, and Federal 861 to DLMS ICs with no change in functionality. The existing DLMS variations of the 856 ASN and 861 are identified by "P" after the transaction number.

b. Background:

(1) ECP 1170 identified an issue with WAWF Receiving Reports. Presently, WAWF Receiving Reports paid by government purchase card can be accepted by both WAWF and the bank issuing the credit card; however, there is no synchronization. The lack of synchronization means that acceptance performed in one system is not reflected in the other. This impacts the ability for complete oversight of the GPC program and makes tracking the individual transaction acceptance difficult, since two systems need to be queried.

(2) ECP 1176 adds the APSR Property Book Identifier to the DLMS/WAWF 856 ASN and adds a reference to identify the values that triggered an extract to the APSR. In the event the Property Book Identifier needs to be routed inbound to Federal Customers and Systems, the DLMS 856P ASN (WAWF 856 PSN) is expanded to identify the Property Book Identifier.

c. Approved Change in Detail:

(1) Update the DLMS 856 ASN (WAWF) and DLMS 856P ASN to add the four data elements from ECP 1170 and clarify the IC notes for an existing element (credit card number):

    (a) Card Holder Last Name

    (b) Last Four digits of the Credit Card Number

    (c) Card Issuing Bank Identifier. This is the first 6 digits on a credit card that comprise the Bank Identification Number (BIN). There is no authoritative industry code list published for the BIN.

    (d) Transaction Date of the Credit Card Charge, and

    (e) Total Amount Billed. The existing usage in the Federal 856 ASN where 2/REF03/150 = Total Amount Billed will be retained when 2/REF01/150 = E4.

    (f) WAWF expects to receive this data element as R14.2. The error message WAWF gives is "Amount Billed must be a positive numeric value containing up to 14 digits to the left of the decimal and 2 digits to the right of the decimal." This is not valid in X12 but is a local WAWF business rule that is enforced at the application level, not in the X12 transaction.

(2) Update the DLMS 856 ASN (WAWF) and DLMS 856P ASN to add the APSR Property Book Identifier from ECP 1176. The DLMS 856 ASN (WAWF) and DLMS 856P ASN contain the required elements for the APSR Property Book Identifier and only require clarification of several notes in the 2/N1/220 segment. The agreed upon solution is for GEX to include a new 1/N1/220 Name loop in the DLMS 856P ASN (WAWF 856_PSN) for "APSR Property Book ID" as follows:

(a) N101 Entity Identifier Code = KK (Registering Party) (Used to identify APSR Property Book Identifier

(b) N103 Identification Code Qualifier = ZZ (Mutually Defined)

(c) N104 Identification Code = APSR Pty Bk ID (Add APSR to the existing N104 note)

(d) N106 Entity Identifier Code = PK (Party to Receive Copy

(3) Update the Federal 856 ASN and DLMS 856 ASN ICs to add the data elements and values that triggered an extract to the APSR. See Enclosure 1.

(4) Requirements from ECP 1170:

(a) Card Holder Last Name,

(b) Last Four digits of the Credit Card Number,

(c) Card Issuing Bank Identifier,

(d) Transaction Date of the Credit Card Charge, and

(e) Total Amount Billed.

(5) Update the DLMS 861 to add the Card Issuing Bank Identifier for use by WAWF to verify the system doing the external acceptance.

See Enclosure 1 for Implementation Convention (IC) updates.

See Enclosure 2 for an overview of the Acceptance in WAWF and the GPC Bank System.

    d. <u>**Revisions to DLM 4000.25 Manuals:**</u> No updates are required.

    e. <u>**Approved Transaction Flow:**</u> No Changes

    f. <u>**Alternatives:**</u> None Identified.

5. REASON FOR CHANGE: The IC changes are required to support a new process that will ensure both the bank and WAWF are in sync with acceptance data and status when using the Government Purchase Card.

6. ADVANTAGES AND DISADVANTAGES:

    a. <u>**Advantages:**</u> Enhances acceptance/synchronization between WAWF Receiving Reports paid by government purchase card and acceptance to the bank that issues the credit card used for payment. Enhances property accountability.

    b. <u>**Disadvantages:**</u> None Identified.

7. ASSUMPTIONS USED OR WILL BE USED IN THE CHANGE OR NEW DEVELOPMENT: None

8. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: WAWF 6.6.0 (ECP 1176) was in May 2019 and WAWF Release 6.1.0 (ECP 1170) was in August 2019.

9. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: Not determined.

10. IMPACT:

    a. **New DLMS Data Elements:**

        (1) Add new DLMS data element Credit Card Number (last four) (numeric, MIN 4/ MAX 4) represented in the DLMS 856P ASN by 2/REF01/150 Code E4 Charge Card Number. This is the last four digits of the Government purchase card number under which payment will be accomplished

        (2) Add new DLMS data element Transaction Creation Date (Date, MIN 8 / MAX 8) represented in the DLMS 856P ASN by 2/DTM01/200. This is the date the Government credit card transaction was authorized (card swipe date).

        (3) Add new DLMS data element Government purchase card holder (alphanumeric, MIN 1 / MAX 52), represented in the DLMS 856P ASN by 2/N101/220 Code FP Name on Purchase Card. This identifies the last name of the Government credit card holder.

        (4) Add new DLMS data element Bank Identification Number (alphanumeric, MIN 6 / MAX 6) represented in the DLMS 856P ASN by 2/N101/220 Code BK Bank and in the DLMS 861P 1/N101/130. This identifies the card issuing bank which is the first six positions of the credit card number.

    b. **Changes to DLMS Data Elements:** None

    c. **Automated Information Systems (AIS):** WAWF and DPAS

    d. **Defense Automatic Addressing System (DAAS):** As required by mapping updates

    e. **Non-DLM 4000.25 Series Publications:** PIEE/WAWF to update the WAWF User Guides as necessary to reflect these changes.

11. PROPOSED DLMS CHANGE (PDC) 1335 STAFFING RESPONSE/COMMENT RESOLUTION

	Originator	Response/Comment	Disposition
1.	Army	No response	Noted
2.	Navy	Concur without comment	Noted.

	Originator	Response/Comment	Disposition
3.	Air Force	No Response	Noted
4.	Marine Corps	No Response	Noted.
5.	DLA	Concur without comment	Noted.
	DLA Distribution	Concur without comment	Noted
6.	OUSD(DPC)	Concur with comment: The diagram (enclosure 2) needs to be clearer. It implies that the vendor is doing acceptance, which would not be legal. What is occurring is that the government is performing acceptance in the bank system. It is also unclear that the 856 originates by action within PIEE, or by transaction from industry to PIEE	Updated per OUSD(DPC) comments
7.	USTRANSCOM	Abstains	Noted.
8.	DAAS	Concur without comment	Noted

Enclosure 1, Revisions to WAWF and DLMS Transactions

#	Location	856 Ship Notice Manifest DLMS 856 ASN (WAWF) IC Revisions (Formerly Federal 856 ASN)	Reason
1.	2/REF01/150	Revise note for code E4. **E4 Charge Card Number** ~~Use to indicate the Government credit card number under which payment for this instrument will be accomplished.~~ *Use to indicate (in REF02) the last four digits of the Government credit card number under which payment for this instrument will be accomplished.*	Restrict credit card data conveyed to only the last 4 digits of the Card Number Note: WAWF usage is generally in the Shipment Loop
2.	2/REF03/150	Add new note 5: *5. Use to provide the total amount billed when REF01 = E4. The amount billed must be a positive numeric value containing up to 14 digits to the left of the decimal and 2 digits to the right of the decimal.*	Documents existing practice to identify the total amount billed
3.	2/DTM01/200	Add new code 097 and note. *97 Transaction Creation* *Use to indicate the date the Government credit card transaction was authorized (card swipe date).*	Add credit card swipe date
4.	2/N1/220	Revise note 1. 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; 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; d) *the accountable property system of record (APSR) property book identifier*; and *e*) additional email recipients to receive notification of document submissions via EDI.	Identifies APSR routing requirement (ECP 1176)
5.	2/N101/220	Add new note to code KK. *KK Registering Party* *When used to identify the Accountable Property System of Record (APSR) Property Book Identifier, enter the identifier in N104.*	Identifies APSR routing requirement

#	Location	856 Ship Notice Manifest DLMS 856 ASN (WAWF) IC Revisions (Formerly Federal 856 ASN)	Reason
6.	2/N104/220	Revise the note: Use to cite the actual Dun and Bradstreet, Dun and Bradstreet + 4, Department of Defense Activity Address Code, Commercial and Government Entity Code, ~~or~~ Military Assistance Program Address Code, *or the APSR property book identifier* of the activity cited in N101, as signaled in N103.	Identifies APSR routing requirement
7.	2/N101/220	Add new code FP and note: *FP Name on Credit Card.* *Use to identify the last name of the Government credit card holder. Identify the name in N102.*	Add Cardholder Last Name
8.	2/N101/220	Add new code BK and note: *BK Bank* *Use to identify the bank that issued the Government Credit Card.*	Add Card Issuing Bank Identifier
9.	2/N101/220	Remove code VN: ~~VN Vendor~~	Remove unused code
10.	2/N103/220	Modify note for code 31: *31 Bank Identification Code* *Use to indicate the card issuing bank identification number of the bank when code BK is cited in N101. This is the first six positions of the credit card number.*	Clarify mapping
11.	2/REF01/260	Add new code 7U and notes: *7U Related Transaction Reference Number* *1. Use in the address loop, (HL01 = V) or line item loop (HL01 = I) to identify the data values that triggered an extract to the Accountable Property System of Record (APSR) (WAWF).* *2. Enter the data value in REF02.* *3. Enter the description of the data in REF03: Issue By, Admin By, Pay Office, Accept By, Document Number, Authorized Accounting Identifier (AAI, Purchase Request Number, Military Interdepartmental Purchase Request (MIPR) Number, Department Code*	Identify data values that triggered an extract to the APSR (ECP 1176)

#	Location	856 Ship Notice Manifest **DLMS 856 ASN (WAWF) IC Revisions** (Formerly Federal 856 ASN)	Reason
12.	2/REF03/260	<u>Mark data element as used and add note:</u> *Use only when REF01 is 7U.*	Identify data values that triggered an extract to the APSR (ECP 1176)

#	Location	**DLMS 856P Advance Shipment Notice (ASN)** **Ship Notice/Manifest** **DLMS IC Revisions**	Reason
1.	DLMS Introductory Notes	<u>Add ADC 1335 to DLMS Introductory Note:</u> *- ADC 1335, Wide Area Work Flow (WAWF) Changes to Support Purchase Card Receiving Report and Property Book Identifier*	Identifies DLMS Change included in DLMS IC.
2.	2/REF01/150	<u>Add code E4 and DLMS note:</u> *E4 Charge Card Number* *DLMS Note: Use to indicate (in REF02) the last four digits of the Government credit card number under which payment for this instrument will be accomplished.*	Add Card Number (Last 4)
3.	2/DTM01/200	<u>Add new code 097 and DLMS note:</u> *097 Transaction Creation* *DLMS Note: Use to indicate the date the Government credit card transaction was authorized (card swipe date).*	Add credit card swipe date
4.	2/N101/220	<u>Add new DLMS note 2 to code KK:</u> **KK Registering Party** **DLMS Note:** *1.* Use to identify the Component UIT registry. May be used by a Component when their UIT process requires that a copy of the transaction also be sent to a UIT registry for information purposes. Must be used with 2/N106/220 code 'PK-Party to Receive Copy' to identify that this is only an information copy of the transaction, for use with the Component UIT registry. *2. When used to identify the Accountable Property System of Record (APSR) Property Book Identifier, enter the identifier in N104.*	Identifies APSR routing requirement

#	Location	DLMS 856P Advance Shipment Notice (ASN) Ship Notice/Manifest DLMS IC Revisions	Reason
5.	2/N104/220	Revise the Federal note: Use to cite the actual Dun and Bradstreet, Dun and Bradstreet + 4, Department of Defense Activity Address Code, Commercial and Government Entity Code, ~~or~~ Military Assistance Program Address Code, *or the APSR property book identifier*; of the activity cited in N101, as signaled in N103.	Identifies APSR routing requirement
6.	2/N101/220	Add new code FP and DLMS note: *FP Name on Credit Card* *DLMS Note: Use to identify the last name of the Government credit card holder. Identify the name in N102.*	Add Cardholder Last Name
7.	2/N102/220	Mark data element as used and add DLMS note: *DLMS Note: Use with N101code FP to identify the last name of the card holder.*	Identify card holder last name
8.	2/N101/220	Add new code BK: *BK Bank* *DLMS Note: Use to identify the bank that issued the Government Credit Card.*	Add Card Issuing Bank Identifier
9.	2/N103/220	Add new code 31 and DLMS note: *31 Bank Identification Code* *DLMS Note: Use to indicate the card issuing bank identification number of the bank when code BK is cited in N101. This is the first six positions of the credit card number.*	Clarify mapping
10.	2/N106/220	Revise DLMS note: **PK Party to Receive Copy** DLMS Note: Use when appropriate to send an information copy of the transaction to a Component UIT registry *or APSR*. For use with N101 code KK.	Expands use for APSR
11.	2/REF/260	Mark Segment as used.	Identify data values that triggered an extract to the APSR (ECP 1176)

#	Location	DLMS 856P Advance Shipment Notice (ASN) Ship Notice/Manifest DLMS IC Revisions	Reason
12.	2/REF01/260	Add new code 7U and DLMS notes: *7U Related Transaction Reference Number* *DLMS Notes.* *1. Use in the address loop, (HL01 = V) or line item loop (HL01 = I) to identify the data values that triggered an extract to the Accountable Property System of Record (APSR) (WAWF).* *2. Enter the data value in REF02.* *3. Enter the description of the data in REF03: Issue By, Admin By, Pay Office, Accept By, Document Number, Authorized Accounting Identifier (AAI, Purchase Request Number, Military Interdepartmental Purchase Request (MIPR) Number, Department Code*	Identify data values that triggered an extract to the APSR (ECP 1176)
13.	2/REF03/260	Mark data element as used and add DLMS note: *DLMS Note: Use only when REF01 is 7U.*	Identify data values that triggered an extract to the APSR (ECP 1176)

#	Location	861 (WAWF) Receiving Advice/Acceptance Certificate DLMS IC Revisions (Formerly Federal IC)	Reason
1.	1/REF01/50	Add code E4 and note: *E4 Charge Card Number* *Use to indicate (in REF02) the last four digits of the Government credit card number under which payment for this instrument will be accomplished.*	Add Card Number (Last 4)
2.	1/REF03/50	Add new note: *Use to provide the total amount billed when REF01 = E4. The amount billed must be a positive numeric value containing up to 14 digits to the left of the decimal and 2 digits to the right of the decimal.*	Adds total amount billed
3.	1/DTM/070	Add new code 097 and note: *97 Transaction Creation* *Use to indicate the date the Government credit card transaction was authorized (card swipe date).*	Add credit card swipe date
4.	1/N101/130	Add new code FP and note: *FP Name on Credit Card.* *Use to identify the last name of the Government credit card holder. Identify the name in N102.*	Add Cardholder Last Name
5	1/N102/130	Mark data element as used and add note: *Only use when N101 is code FP to identify the last name only of Government Credit Card holder*	Opens N102 for narrative name
6.	1/N101/130	Add new code BK: *BK Bank* *Use to identify the bank that issued the Government Credit Card.*	Add Card Issuing Bank Identifier
7.	1/N103/130	Add new code 31 and note: *31 Bank Identification Code* *Use to indicate the card issuing bank identification number of the bank when code BK is cited in N101. This is the first six positions of the credit card number.*	

	Location	861P Inspection/Acceptance Report Receiving Advice/Acceptance Certificate DLMS IC Revisions	Reason
1.	DLMS Introductory Notes	Add ADC 1335 to DLMS Introductory Notes: *- ADC 1335, Wide Area Work Flow (WAWF) Changes to Support Purchase Card Receiving Report and Property Book Identifier*	Identifies DLMS Change included in DLMS IC.
2.	1/N101/130	Add new code BK and DLMS note: *BK Bank* *DLMS Note: Use to identify the bank that issued the Government Credit Card.*	Add Card Issuing Bank Identifier
3.	1/N103/130	Add new Code 31 and note: *31 Bank Identification Code* *DLMS Note: Use to indicate the card issuing bank identification number of the bank when code BK is cited in N101. This is the first six positions of the credit card number.*	

Enclosure 2, WAWF Transaction Flow

Enclosure 2 identifies the high level process flow for acceptance in the GPC Bank System and in WAWF.