



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO

DLMSO

April 08, 2010

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC) 331, Revised 857, Shipping and Billing Notice, for Vendor Submission to Wide Area Workflow (No WAWF Trading Partner Impact) (WAWF/Contract Administration)

The attached change to DOD 4000.25-M, DLMS, is approved for implementation. The updated Federal Implementation Convention (IC) will be posted to the Defense Logistics Management Standards Office (DLMSO) Web site <http://www.dla.mil/j-6/dlms0/elibrary/TransFormats/formats.asp>. This transaction is used only for vendor input to Wide Area Workflow; there is no interface requirement for DoD activities.

Addressees may direct questions to the DLMSO points of contact, Ms. Ellen Hilert, Chair, Supply Process Review Committee, 703-767-0676; DSN 427-0676; or, e-mail: ellen.hilert@dla.mil. Others must contact their Component designated representative.

A handwritten signature in black ink, appearing to read "Donald C. Pipp".

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment

cc:
ADUSD(L&MR)SCI

ADC 331

Revise 4010 857, Shipping & Billing Notice for Vendor Submission to Wide Area Workflow

1. ORIGINATOR:

a. **Service/Agency:** Business Transformation Agency (BTA), 703-601-3907, and Defense Contract Management Agency (DCMA), 703.428.0539.

b. **Originator:** Business Transformation Agency (BTA)

2. **FUNCTIONAL AREA:** Primary: Supply/Logistics.

3. **REFERENCES:** DLMSO memorandum dated March 24, 2010, subject: Approved DLMS Change (ADC), Revised DLMS Supplement (DS) 856, Advance Shipment Notice/Receiving Report (ASN/RR): Void, Replace, Change, and Contract Type (Staffed as PDC 359). This change perpetuates revisions to the Federal Implementation Convention 857 approved revisions to the 856 ASN/RR via separate staffing.

4. REQUESTED CHANGE:

a. **Description of Change:** This change is applicable to the vendor submission of the Shipment and Billing Notice 857, Combination Receiving Report (RR) and Commercial Invoice (CI), to Wide Area Workflow. This transaction is not used within DoD. WAWF output splits the 857 to the separate receiving report (856) and commercial invoice (810). These changes are based upon three Engineering Change Proposals (ECPs) approved by the WAWF Operational Requirements Committee (ORC) and Joint Requirements Board (JRB) for WAWF Release 4.2. This change is published for documentation of revisions to the Federal Implementation convention perpetuated from previously approved changes to the RR and CI data content.

b. **ECP 0547: Vendor Electronic Void and Replacement of a Transaction in a Submitted or Rejected Status**

This proposed update will provide the capability for a document originator to void an existing transaction via EDI and replace it with a new transaction via EDI. This change would eliminate the manual step of vendors logging into WAWF to void a document in a voidable status via the Web interface in order to submit a new version of the document. A reduction in logins would reduce WAWF system resource contention and save considerable time for the vendor. For additional information regarding this process, refer to DCMA guidance at: <https://home.dcm.mil/mocas/wawf42.cfm> (WAWF Electronic Receiving Report Changes).

WAWF Requirement:

VOID_0021 – The system will permit the document to be voided via an EDI transaction.

ReSub_0017 – The system will permit a document to be resubmitted via an EDI transaction in conjunction with an EDI void

c. **Procedures.** Revise Federal Implementation Convention (IC) 857 (Version 4010), Shipping & Billing Notice, as follows:

| Item # | Location | Revision 4010 857, Shipping & Billing Notice | Reason |
|--------|-------------|--|--|
| 1. | 1/BHT02/020 | <p><u>Replace existing note for qualifier 01:</u></p> <p>01 Cancellation Federal note: 1. Use to indicate the cancellation of a previously submitted Shipment and Billing Notice (SBN). <i>For WAWF, use to indicate a “Void Only” submission.</i></p> | For WAWF, vendors will be able to indicate a Void only submission. |
| 2. | 1/BHT02/020 | <p><u>Replace existing note for qualifier 05:</u></p> <p>05 Replace Federal note: 1. Use to indicate a replacement Shipment and Billing Notice (SBN) using the same shipment number as a previously submitted SBN. When used, the replacement SBN will overwrite the original SBN in the receiving data base. <i>For WAWF, use to indicate a “Void and Create” to void a previously submitted ASN/Receiving Report (RR) and concurrently create a new one.</i></p> | For WAWF, vendors will be able to indicate a Void and Create New Document submission. |
| 3. | 2/N901/110 | <p><u>Add new qualifier codes noted below (already in WAWF usage for previous versions):</u></p> <p>CT Contract Number DO Delivery Order Number</p> | <p>For WAWF:</p> <p>CT – gaining contract number for repairables DO – gaining contract number for repairables</p> |

d. ECP 0528: Contract Number Type Identification and Government Document Identifier

This change will provide a mechanism whereby the Contract Number on WAWF documents as listed below is identified as to the “type of contract number” Applicable to:

Receiving Report
Corrected Receiving Report

| Item # | Location | Revision 4010 857, Shipment and Billing Notice (ASN) | Reason |
|--------|------------|--|--|
| 1 | 1/N901/110 | <p><u>Add new qualifier “KL” Contract Reference with the following note:</u></p> <p>KL Contact Reference Federal note: For WAWF, use to indicate a Contract Number Type. Cite the applicable code in REF02.</p> <p><i>A - Cooperative Agreement</i> <i>B - DoD Contract (FAR)</i> <i>C - DoD Contract (Non-FAR)</i> <i>D - Grant</i> <i>E - Intragovernmental</i> <i>F - Intergovernmental</i> <i>G - International Agreement</i> <i>I - Non-DoD Contract (FAR)</i> <i>J - Non-DoD Contract (Non-FAR)</i> <i>K - Other Agreement</i></p> | <p>For WAWF, there is a new field called Contract Number Type that Vendors will enter via the Web, EDI and FTP to permit entry of a Contract Number Type. Therefore, the KL code is needed in the list of N901 codes and the note would help to explain to the vendors to enter “KL” in N901 for Contract Number Type.</p> <p>The field may also be populated by inspectors, acceptors.</p> <p>Where the Contract Number Type is “DoD Contract (FAR),” the system will reject the document as invalid if one of the following conditions is not met: (1) The Contract Number is 13 positions in length and the Delivery Order Number is blank (empty-no entry); (2) The Contract Number is 13 positions in length and the Delivery Order Number is 4 positions in length; (3) The Delivery Order Number is 13 positions in length; or (4) The Delivery Order Number is 17 positions in length.</p> <p>Staffing Note: Code H, Micropurchase, was removed for the code set by WAWF representatives prior to staffing.</p> |

e. The following changes are requested to meet the existing WAWF and NG/GEX usage of the IC codes.

| Item # | Location | Revision 4010 857, Shipment & Billing Notice | Reason |
|--------|------------|---|--|
| 1 | 1/N901/110 | <u>Add new qualifiers, AT, CA, E9, FA:</u> AT Appropriation Number CA Cost Allocation Reference E9 Attachment Code FA Federal Acquisition Regulations (FAR) | AT Appropriation Number – For WAWF, when AT is submitted, it populates the ACRN Field on the web. CA Cost Allocation Reference – For WAWF, when CA is submitted, it populates the SDN on the web. E9, Attachment Code – For WAWF, when E9 is submitted, the word Attachment can be entered in N902 and the attachment name in N903. FA, FAR – For WAWF, this allows the vendor to note the FAR clause in N902 when N901 = FA. |

5. REASON FOR CHANGE: The change to the 857 will support requirements from ECP 547 – Vendor Electronic Void & a Replacement of a Transaction in a Submitted or Rejected Status

6. ADVANTAGES AND DISADVANTAGES:

a. Advantages: The new functionality will allow more features for voiding and creating new Receiving Reports.

b. Disadvantages: None identified.

7. IMPACT:

a. Revises Federal IC 857, Shipping & Billing Notice for Vendors and WAWF.

b. Implementation Schedule: March 2010

c. DLMS Data Content: This is a Federal IC and there is no comparable DLMS Supplement. No new data elements will be added as a result of this change. All relevant new DLMS content was identified under ADC 362, Revised DLMS Supplement (DS) 856, Advance Shipment Notice/Receiving Report (ASN/RR): Void, Replace, Change, and Contract Number Type.