

DLA Distribution Vendor Shipment Module (VSM)

Vendor User's Guide



Please refer any VSM related processing problems or questions to our VSM Support Staff at 1-800-456-5507, or E-Mail: delivery@dla.mil.

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1.0 Introduction

VSM is the vehicle by which you notify our transportation team experts your shipment is ready for processing. No matter the size or weight, VSM will assess information you provide and process your shipment according to the contract terms. Once shipment is processed, VSM will allow you to access your contract information in order to print the applicable documentation for your type of shipment. For VSM registration and instruction, click on link below. A Help Desk is available and can be reached by email at delivery@dla.mil or by phone Mon-Fri 0600-1700 Eastern Time at 800-456-5507.

VSM is a web based, front-end application interfaced to the DSS mainframe. It is also capable of full Electronic Data Interface (EDI) integration at the vendor location. The EDI version is more complex and requires more programming on the vendor's part to integrate into their production systems. However, the payoff includes higher volume shipping capacity and eliminates human intervention in the process.

When processing Free on board (FOB) destination shipments in VSM, vendor selects the desired Purchase Order to ship, enters shipment weight, dimensions and carrier and submits transaction. The system determines "Ship To" and "Final Destination" addresses using the Global Address file and transportation logic in DSS. Once shipping addresses have been derived, the system generates a MIL-STD-129P compliant Military Shipping Label (MSL) in Adobe Acrobat Portable Data File (PDF) format, which is printed at the vendor location.

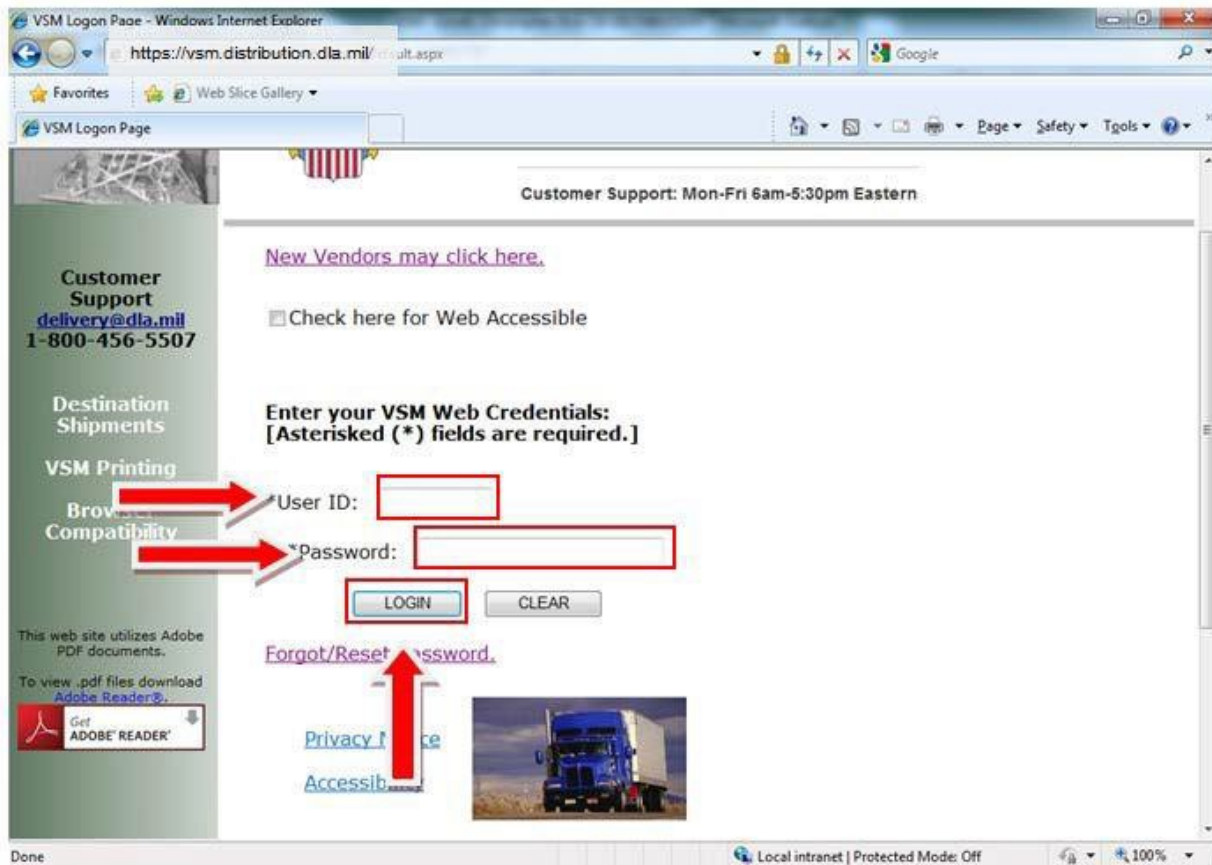
When vendor processes a shipment requiring Aerial Port Clearance, shipment is offered for clearance to the Financial Air Clearance Transportation System (FACTS). When clearance is complete (could be up to 3 days) VSM notifies vendor via their web page the shipment has been cleared and shipping labels are available to print.

Similar processes are executed for FOB Origin Shipments. When vendor processes a shipment in VSM, freight is offered through system to procure transportation by the Government. This includes securing a carrier and arranging the pick-up schedule, creating the CBL (Commercial Bill of Lading) for freight shipments and alerting vendor the shipment is scheduled and all documents are ready to print. Small parcel shipments will include a small parcel carrier label and vendor will be required to request a pick up from that carrier. Vendor must ensure paperwork and freight are ready to ship when carrier arrives for pick-up.

[2.0 VSM Website Navigation](#)

[2.1 Login Procedures](#)

Sign onto the following website: <https://vsm.distribution.dla.mil/net/> Enter your user ID and password and click **LOGIN**. Your User ID and Password should have been provided to you in two separate e-mails from delivery@dlamilitary.com with a subject line: VSM Account.



2.2 Password Change Process

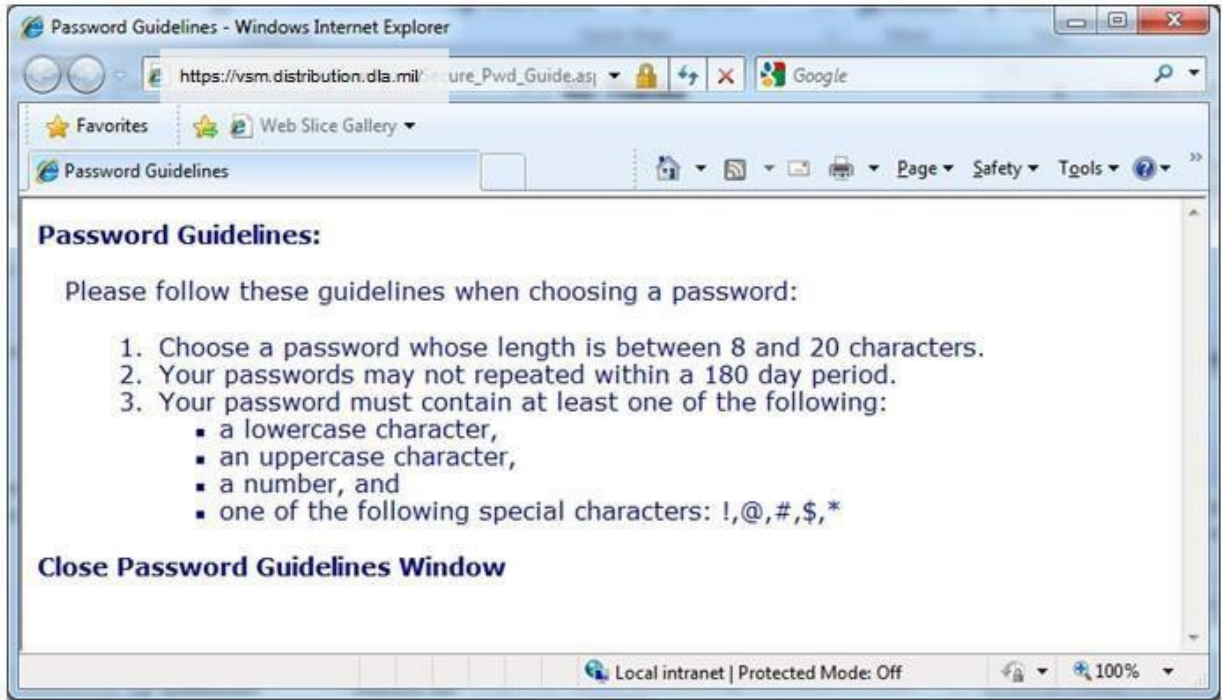
First time User logs into the VSM website <https://vsm.distribution.dla.mil/net/>, the system will force a password change. System will also force a password change each time a User ID is either locked out, or reset, and after each 90 day period.

The screenshot shows a web browser window with the following elements:

- Browser title: VSM Change Password Page - Windows Internet Explorer
- Address bar: <https://vsm.distribution.dla.mil/Change.aspx>
- Page title: VSM Change Password Page
- Header: DLA Distribution DSS / Vendor Shipment Module
- Main heading: You Are Required To Change Your Password
- Form fields:
 - Old Password *
 - New Password *
 - Confirm Password *
- Submit button
- Left sidebar: Password Guidelines
- Footer: Done, Local intranet | Protected Mode: Off, 100%

Note: When you are logging in, your Old Password will be your temporary password you just used to log in. Enter your password in the box provided next to Old Password. Please follow the Password Guidelines provided in the middle left portion of the screen in creating your New Password. Enter your newly created password once in the box to the right of New Password and again in the box to the right of Confirm Password, and click **Submit**.

2.3 Password Guidelines: Password Guidelines are available on the upper left side of the password change screen. The following instruction describes creating a new password after initial login, or after a password has been reset.



2.4 VSM Screen Layout: After your successful login, you will be automatically directed to ORIGIN PROCESSING screen. Notice the DLA logo with your Company Name at the top of the screen. The parenthesis shows what site you are logged into. VSM production screens are divided into three main areas: The top navigation bar, the main processing production area in the center, and the search area along the left portion of the screen.

The top navigation bar contains primary navigation buttons. They are from left to right: User Guide, Logoff, MPO, FOB Dest, FOB Origin, Print, Seavan, Reports/Queries, Exceptions, Maintenance and a Notification Page (!). They are explained further in this section and in detail in separate chapters in this guide.



DSS / Vendor Shipment Module

DEFENSE LOGISTICS AGENCY (A12345)

SEARCH

RLSE :

CLIN :

PO :

REQ :

IPD :

SHIP TO :

ULT :

Dates

Contract Del

ORIGIN PROCESSING

Available Shipments

RLSE	CLIN	Purchase Order	Requisition	CDD	IPD	Ship To	Ultimate	Qty Open	SCN
<input type="checkbox"/>	0099	0011 SP03000000000	N0934600001125A		01	000NGU	N09346	50	
<input type="checkbox"/>	HAZMAT TEST	SPM8EJ09D0029	W45J673234001A	2014084	15	W45J67	W45J67	10	PAST DUE
<input type="checkbox"/>	HAZMAT TEST	SPE4A614V6242	FB601233470223A	2014092	06	FB6012	FB6012	10	PAST DUE
<input type="checkbox"/>	0099	0099 S098900000000	W25G1U40150520		15	W25G1U	W25G1U	1	
<input type="checkbox"/>	DEMO	0001 SPMAESINTL000	W91DY023420501		02	W91DY0	W91DY0	100	
<input type="checkbox"/>	DEMO	0001 SPMSP000000000	Z2025523400501		02	000301	Z20255	100	
<input type="checkbox"/>	DEMO	0001 SPMLTL000000000	W25G1U23410502		12	W25G1U	W25G1U	100	
<input type="checkbox"/>	DEMO	0001 SPMTL000000000	W25G1U31720510		12	W25G1U	W25G1U	100	
<input type="checkbox"/>	DEMO	0001 SPMINTL0000000	W81AT123420501		02	000101	W81AT1	100	
<input type="checkbox"/>	DEMO	0001 SPM8E505DDEMO	W62G2T31360501		02	W62G2T	W62G2T	100	
<input type="checkbox"/>	TEST	0001 PRODTEST11111	WK4FV12175TM01		12	000101	WK4FV1	24	PARTIAL
<input type="checkbox"/>	0001	0001 SP08908098098	WK4BM92081PH00		13	000101	WK4BM9	99	PARTIAL
<input type="checkbox"/>	TM01	0001 FOBOSPTST1111	WK4FV11121TM04		02	WK4FV1	WK4FV1	11	PARTIAL
<input type="checkbox"/>	0001	0001 SP11111111111	WK4BM91113PH99		13	000101	WK4BM9	45	PARTIAL

Item Labels Single All Packed In One Multiple Freight Piece

Logoff button signs you off the system.



DSS / Vendor Shipment Module

DEFENSE LOGISTICS AGENCY (A12345)

User Guide **Logoff** MPO FOB Dest FOB Origin PRINT Seavan Reports/Queries Exceptions Maintenance !

MPO button permits a Manual Purchase Order entry. You must contact the VSM Support Staff at 1-800-456-5507, or E-Mail: delivery@dla.mil to have a shipment built.



DSS / Vendor Shipment Module

DEFENSE LOGISTICS AGENCY (A12345)

User Guide Logoff **MPO** FOB Dest FOB Origin PRINT Seavan Reports/Queries Exceptions Maintenance !

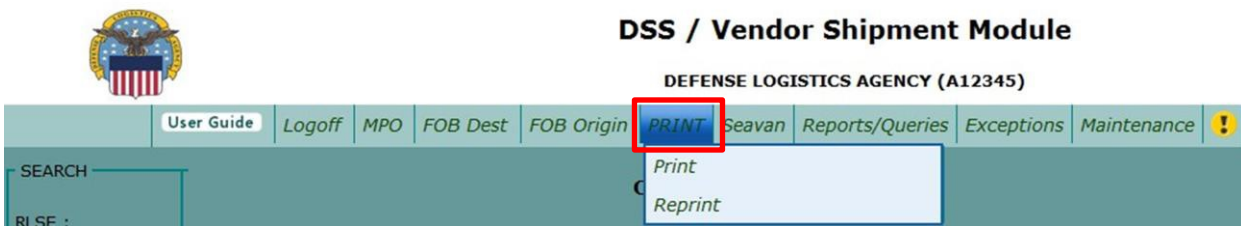
FOB Dest button allows you to process FOB Destination contracts from any location listed with same Cage Code in the system. See Chap 4.0 for detailed instructions.



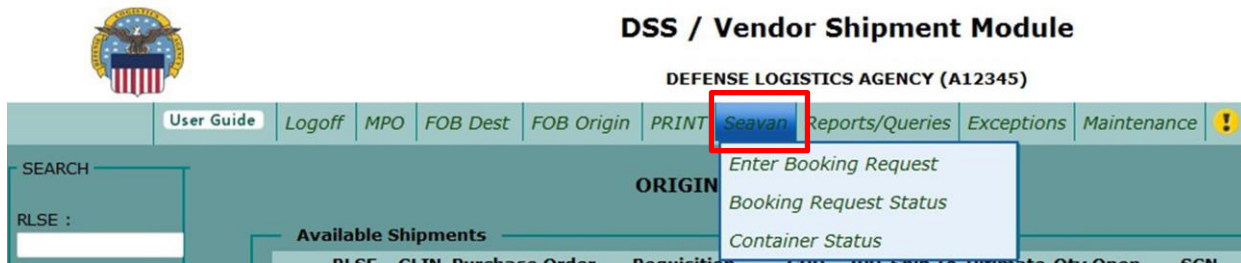
FOB Origin button allows you to process FOB Origin contracts from any location listed with same Cage Code in the system. See Chapter 5.0 for detailed instructions.



Print screen will present a list of shipments that are completely processed and ready to ship. The PRINT button has two functions: First, you will be able to select a shipment and print all required shipping documentation from here. Second, you are able to reprint your documentation, utilizing the REPRINT option.



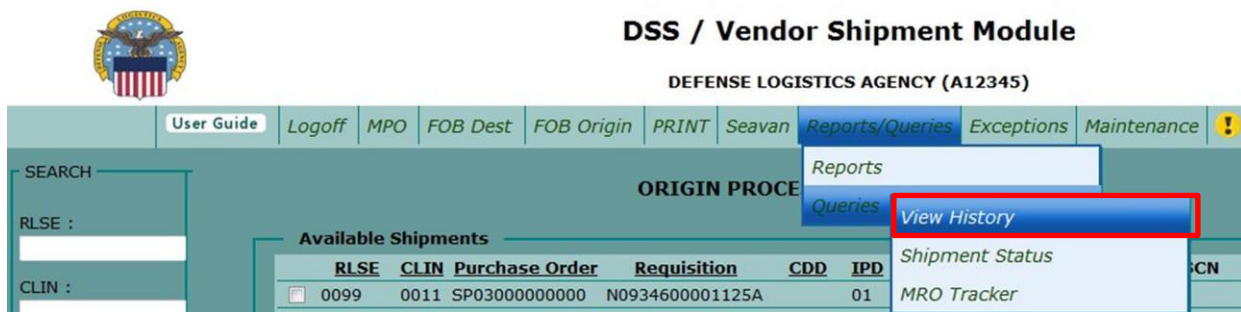
The SEAVAN button is used to process seavan shipments if you source load seavans. Refer to Section 8.0 of this instruction to process a SEAVAN via VSM.



The Reports/Queries tab permits user the option to either view reports or run queries. Selecting the Reports/Queries tab, then the Reports drop down option displays different reports. The number and type of available reports will vary depending on user authorization level.



The Queries tab is where view history option is available to research processed shipments.



Below are view history search options.

Search Criteria:

Rel #:	Req #:	PO #:	Ship To:	SCN:	CDD:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ult Dst:	TCN:	Container TCN:	Vndr Rf #:	BOL Nbr:	Archive:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Ship Date Range:
Fr: To:

Enter search criteria to view history records.

Exception button has several drop down options:

DSS / Vendor Shipment Module
DEFENSE LOGISTICS AGENCY (A12345)

Exceptions dropdown menu:
Pending Shipment
Cancel Shipment
UPS Air Manifest

Pending Shipment – Shipments on air challenge will appear in pending status until the Air Clearance Authority (ACA) releases shipment. See Chapter 8.1 for detailed instructions.

CANCEL SHIPMENT –Used to cancel a shipment if processed incorrectly. This will allow for reprocessing with correct information.

Note: Canceling a shipment removes all information. You must contact the VSM Support Staff at 1-800-456-5507, or E-Mail: delivery@dla.mil to have a shipment canceled.

Maintenance bar on top far right has features that permit user to update and change vendor information. The most common options are: Update Vendor Profile, Change Password, Add/Modify Hazardous Record, Retire Purchase Orders (PO) Records, and VSM Admin.



Note: Maintenance menu options will vary depending on user's authorization level. The main POC for your VSM account is the only one allowed to make changes to your profile.

UPDATE VENDOR PROFILE – Used to update the company profile.

CHANGE PASSWORD – Used to change your password that you logged onto system with. Remember to refer to the Password creation rules when changing passwords.

ADD/MODIFY HAZARDOUS RECORD –Used to enter document requirements for specific modes of transportation. Items may be researched using NIIN Part Number and manufacture's Cage code.

RETIRE PO RECORDS – Search screen that enables old PO deletions. Enter PO and submit to clear shipments that were shipped not utilizing VSM.

NOTE: Validate your deletions before retiring the PO record. Once a PO record is retired, it cannot be manually entered again.

VSM ADMIN – See Chapter 10.4 for detailed instructions.



Notification Messages (!) – Shows current notifications for VSM Vendors, including Effective Date and Expire Date.

Note: System Alerts will show on Login page with an effective date.

2.5 Search Option: Same or similar search options are available on all screens in VSM. Same principles can be applied to searches throughout VSM. Searches may be accomplished using complete entries such as complete requisition number or portions of the number such as the first 6 characters. Using the search option may be a more effective way of selecting Purchase Orders for shipment. For example a search for **SHIP TO: W25G1U**, system returns all orders meeting criteria. Similar searches can be accomplished by using Release Numbers, CLIN, Purchase Orders, Requisition Number. .etc.



DSS / Vendor Shipment Module

DEFENSE LOGISTICS AGENCY (A12345)

User Guide
Logoff
Main Menu
MPO
FOB Processing
PRINT
Seavan
Shipping
Reports/Queries
Exceptions
Maintenance
!

SEARCH

RLSE :

CLIN :

PO :

REQ :

IPD :

SHIP TO :
W25G1U

ULT :

Dates

ORIGIN PROCESSING

Available Shipments

RLSE	CLIN	Purchase Order	Requisition	CDD	IPD	Ship To	Ultimate	Qty Open	SCN
<input type="checkbox"/>	0099	0099 S098900000000	W25G1U40150520	15	W25G1U	W25G1U	W25G1U	1	
<input type="checkbox"/>	DEMO	0001 SPMLTL0000000	W25G1U23410502	12	W25G1U	W25G1U	W25G1U	100	

Item Labels
 Single
 All Packed In One
 Multiple Freight Piece

Total Number of Records Displayed : 2

Hazardous Override
Submit
Reset
Export to Excel
Shipped View

12

3.0 Item Labels IAW MIL-STD-129R

Access FOB Destination or Origin

- Select Contract you require labels for
- Select Item Labels

User Guide | Logoff | MPO | FOB Dest | FOB Origin | PRINT | Seavan | Reports/Queries | Exceptions | Maintenance !

SEARCH

ORIGIN PROCESSING

Available Shipments

RLSE	CLIN	Purchase Order	Requisition	CDD	IPD	Ship To	Ultimate	Qty	Open	SCN
<input type="checkbox"/>	0099	0011 SP03000000000	N0934600001125A		01	000NGU	N09346	50		
<input type="checkbox"/>	HAZMAT TEST	SPM8EJ09D0029	W45J673234001A	2014084	15	W45J67	W45J67	10		PAST DUE
<input type="checkbox"/>	HAZMAT TEST	SPE4A614V6242	FB601233470223A	2014092	06	FB6012	FB6012	10		PAST DUE
<input type="checkbox"/>	0099	0099 S098900000000	W25G1U40150520		15	W25G1U	W25G1U	1		
<input type="checkbox"/>	DEMO	0001 SPMAESINTL000	W91DY023420501		02	W91DY0	W91DY0	100		
<input type="checkbox"/>	DEMO	0001 SPMSP000000000	Z2025523400501		02	000301	Z20255	100		
<input checked="" type="checkbox"/>	DEMO	0001 SPMLTL000000000	W25G1U23410502		12	W25G1U	W25G1U	100		
<input type="checkbox"/>	DEMO	0001 SPMTL000000000	W25G1U31720510		12	W25G1U	W25G1U	100		
<input type="checkbox"/>	DEMO	0001 SPMINTL0000000	W81AT123420501		02	000101	W81AT1	100		
<input type="checkbox"/>	DEMO	0001 SPM8E505DDEMO	W62G2T31360501		02	W62G2T	W62G2T	96		PARTIAL
<input type="checkbox"/>	TEST	0001 PRODTEST11111	WK4FV12175TM01		12	000101	WK4FV1	24		PARTIAL
<input type="checkbox"/>	0001	0001 SP08908098098	WK4BM92081PH00		13	000101	WK4BM9	99		PARTIAL
<input type="checkbox"/>	TM01	0001 FOBOSPTST1111	WK4FV11121TM04		02	WK4FV1	WK4FV1	11		PARTIAL
<input type="checkbox"/>	0001	0001 SP11111111111	WK4BM91113PH99		13	000101	WK4BM9	45		PARTIAL

Contract Del Received

Item Labels Single All Packed In One Multiple Freight Piece

Total Number of Records Displayed : 14

Hazardous Override Submit Reset Export to Excel Shipped View

Vendor is responsible to fill in blanks:

NSN:	7320-01-010-0011
CAGE:	12345
P/N:	
Nomenclature:	DISPENSER,CONDIMENT
Quantity:	100
Unit of Issue:	EA
Unit of Issue Detail:	
Purchase Order:	SPMLTL-00-0-0000
Release Number:	DEMO
Mod:	3
Lot:	ABC-123
Preservation Method:	M10
Date Preserved:	04/14
Shelf Life (Type I) MFD Date:	04/14
EXP Date:	08/14
Shelf Life (Type II) Assemble Date:	
Insp/Test Date:	
Shelf Life (Type II) Cure Date:	
Insp/Test Date:	
Units in Intermediate Pack:	1

ITEM LABEL SIZE: 3 1/2 x 5 2 x 4 1 1/3 x 4

Example of Container Labels:

 1560014240495 SER NO 1560-01-424-0495 ----- 78286 SUPPORT,STRUCTURAL EA 10 SPM4AX-12-D-9402 96QX MOD: ABC LOT: 123 - 06/14 SHELF LIFE MFD 04/14 EXP 09/14	 1560014240495 SER NO 1560-01-424-0495 CAGE 78286 SUPPORT,STRUCTURAL EA 10 SPM4AX-12-D-9402 96QX MOD: ABC LOT: 123 - 06/14 SHELF LIFE MFD 04/14 EXP 09/14
 1560014240495 SER NO 1560-01-424-0495 CAGE 78286 SUPPORT,STRUCTURAL EA 10 SPM4AX-12-D-9402 96QX MOD: ABC LOT: 123 - 06/14 SHELF LIFE MFD 04/14 EXP 09/14	 1560014240495 SER NO 1560-01-424-0495 CAGE 78286 SUPPORT,STRUCTURAL EA 10 SPM4AX-12-D-9402 96QX MOD: ABC LOT: 123 - 06/14 SHELF LIFE MFD 04/14 EXP 09/14

Examples of Unit & Intermediate Pack Labels:



7320010100011
7320-01-010-0011 CAGE 12345
P/N: 74392556
DISPENSER,CONDIMENT
1 EA
SPMLTL-00-0-0000 DEMO MOD: 3 LOT: ABC-123
M10 - 04/14 SER NO 12345
SHELF LIFE MFD 04/14 EXP 06/17



7320010100011
7320-01-010-0011 CAGE 12345
P/N: 74392556
DISPENSER,CONDIMENT
1 EA
SPMLTL-00-0-0000 DEMO MOD: 3 LOT: ABC-123
M10 - 04/14 SER NO 12347
SHELF LIFE MFD 04/14 EXP 06/17



7320010100011
7320-01-010-0011 CAGE 12345
P/N: 74392556
DISPENSER,CONDIMENT
1 EA
SPMLTL-00-0-0000 DEMO MOD: 3 LOT: ABC-123
M10 - 04/14 SER NO 12349
SHELF LIFE MFD 04/14 EXP 06/17



7320010100011
7320-01-010-0011 CAGE 12345
P/N: 74392556
DISPENSER,CONDIMENT
1 EA
SPMLTL-00-0-0000 DEMO MOD: 3 LOT: ABC-123
M10 - 04/14 SER NO 12351
SHELF LIFE MFD 04/14 EXP 06/17



7320010100011
7320-01-010-0011 CAGE 12345
P/N: 74392556
DISPENSER,CONDIMENT
1 EA
SPMLTL-00-0-0000 DEMO MOD: 3 LOT: ABC-123
M10 - 04/14 SER NO 12346
SHELF LIFE MFD 04/14 EXP 06/17



7320010100011
7320-01-010-0011 CAGE 12345
P/N: 74392556
DISPENSER,CONDIMENT
1 EA
SPMLTL-00-0-0000 DEMO MOD: 3 LOT: ABC-123
M10 - 04/14 SER NO 12348
SHELF LIFE MFD 04/14 EXP 06/17



7320010100011
7320-01-010-0011 CAGE 12345
P/N: 74392556
DISPENSER,CONDIMENT
1 EA
SPMLTL-00-0-0000 DEMO MOD: 3 LOT: ABC-123
M10 - 04/14 SER NO 12350
SHELF LIFE MFD 04/14 EXP 06/17



7320010100011
7320-01-010-0011 CAGE 12345
P/N: 74392556
DISPENSER,CONDIMENT
1 EA
SPMLTL-00-0-0000 DEMO MOD: 3 LOT: ABC-123
M10 - 04/14 SER NO 12352
SHELF LIFE MFD 04/14 EXP 06/17



MIL-STD-129R

- Helpful websites for vendors
- <http://compliancelabelservice.com/learning-center/129-rfid-compliance.shtml>
- <http://quicksearch.dla.mil/>
 - “In the words in title”
 - Military Marking for Shipment and Storage
 - Mil-STD-129R dated 18 Feb 2014

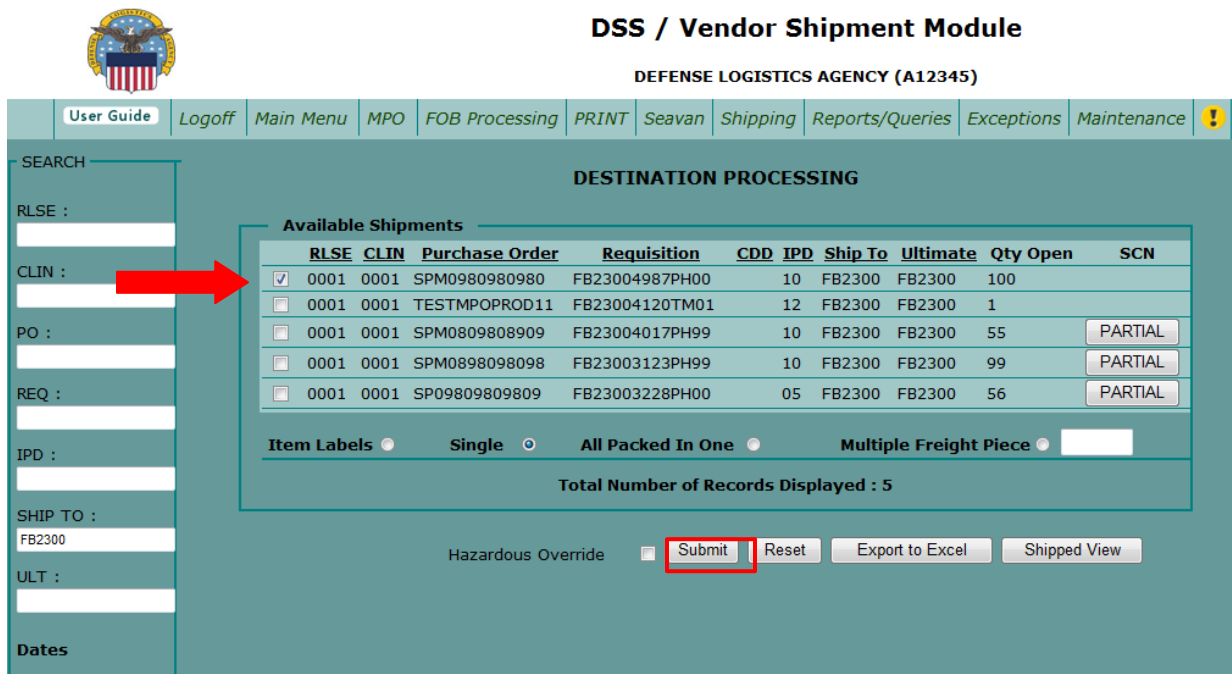
4.0 FOB Destination Processing


4.1 Processing Single Destination Shipment

Select Purchase Order when it is ready to ship. Processing a Purchase Order when it is ready to be shipped provides vendor the most up to date address.

Either select a shipment from list presented on the FOB Destination screen or search for a specific order or series of orders using the search process described earlier.

- Select the radio button for the Purchase Order you want to work. If multiple Purchase Orders are displayed and you don't see the one you are looking for, use the search option on the left, enter appropriate data and then either hit **Enter** on keyboard or select the **Search** button and the system will find and display the particular Purchase Order you want to process.
- After selecting the radio button, click **Submit**.
- For the purpose of this example we are going to process this as a single shipment, but if you had it packaged in more than one box, you would click on the radio button next to **Multiple Freight Piece**, enter number of pieces in the text box and then click **Submit**.



 **DSS / Vendor Shipment Module**
DEFENSE LOGISTICS AGENCY (A12345)

User Guide | Logoff | Main Menu | MPO | FOB Processing | PRINT | Seavan | Shipping | Reports/Queries | Exceptions | Maintenance !

SEARCH

DESTINATION PROCESSING

Available Shipments

RLSE	CLIN	Purchase Order	Requisition	CDD	IPD	Ship To	Ultimate	Qty Open	SCN
<input checked="" type="checkbox"/>	0001	0001	SPM0980980980	FB23004987PH00	10	FB2300	FB2300	100	
<input type="checkbox"/>	0001	0001	TESTMPOPROD11	FB23004120TM01	12	FB2300	FB2300	1	
<input type="checkbox"/>	0001	0001	SPM0809808909	FB23004017PH99	10	FB2300	FB2300	55	PARTIAL
<input type="checkbox"/>	0001	0001	SPM0898098098	FB23003123PH99	10	FB2300	FB2300	99	PARTIAL
<input type="checkbox"/>	0001	0001	SP09809809809	FB23003228PH00	05	FB2300	FB2300	56	PARTIAL

Item Labels Single All Packed In One Multiple Freight Piece

Total Number of Records Displayed : 5

Hazardous Override **Submit** Reset Export to Excel Shipped View

SEARCH

RLSE :

CLIN :

PO :

REQ :

IPD :

SHIP TO :
FB2300

ULT :

Dates

The next screen displayed is the shipping screen (Example below).

- Select radio button next to Partial or Total
- Verify the quantity is correct. If you select Partial, you must adjust the Quantity you are shipping to reflect the partial shipment. In this case the partial Quantity would have to be between 1 and 9.
- Enter Total Weight of package being shipped
- Enter Length (L), Width (W) and Height (H) of package in inches; the system will automatically calculate cube.
- Select Carrier you are going to use for this shipment. If you aren't sure, there is an option for <Unknown>
- Enter the Ship Date. Use the calendar icon to select date.
- You may add a Vendor Ref Number, keeping in mind it prints on the MSL.
- Verify you've entered everything correctly and click **Submit**.



DSS / Vendor Shipment Module

DEFENSE LOGISTICS AGENCY (A12345)

User Guide	Logoff	Main Menu	MPO	FOB Processing	PRINT	Seavan	Shipping	Reports/Queries	Exceptions	Maintenance		
FOB Destination - Single Full Processing												
Requisition Cntrl Number	Processing Type	Quantity	Status									
FB23004987PH00	<input type="radio"/> Partial <input checked="" type="radio"/> Total	100										
Total Weight		Dimensions										
20		L 12 W 12 H 12										
Carrier:	UNKNOWN CARRIER[UKNW]	Vendor Reference Number:										
Ship Date		07/16/2014										
		Submit	Reset									

The next screen displayed is FOB Destination Results. Under Shipments Processed, you can choose to print DD250, Container ID Label and Packing List if checked. Click **Submit**.

FOB Destination Results

ROUTING ADDRESSES

Ship To:	Final Destination:
FB2300 FB2300 88 MSG LGRS BLDG 257 CP 937 257 2271 5236 CHASE ST WRIGHT PATTERSON AFB OH 45433-5501	FB2300 FB2300 88 MSG LGRS BLDG 257 CP 937 257 2271 5236 CHASE ST WRIGHT PATTERSON AFB OH 45433-5501

SHIPMENTS PROCESSED:

SHIPMENT CONTROL	TRANSPORTATION CONTROL	WEIGHT	TRACKING NUMBER
10366471	FB23004987PH00XXX	20	

- MSL
- DD250
- Container ID Label
- Packing List
- AE302

After you click submit, this will process your shipping documents (see examples below). Check shipping documents for accuracy. Once you print these documents out and place them on your package, you have completed your FOB Destination Single Piece Process.

1. TCN FB23004987PH00XXX		14. DATE 2014197
		11. RDD 222
3. FROM 12345 DEFENSE LOGISTICS AGENCY 2001 MISSION DR BLDG 54/BAY-5 NEW CUMBERLAND PA 17070 717-770-8830	2. POSTAGE DATA	
5. SHIP TO/POE FB2300 88 MSG LGRS BLDG 257 CP 937 257 2271 5236 CHASE ST WRIGHT PATTERSON AFB OH 45433-5501	16. PIECES 00001 OF 00001 	
FB2300	8. PROJECT	6. TRANSP PRIORITY 3
7. POD	15. FMS CASE  FB2300	
9. ULTIMATE CONSIGNEE OR MARK FOR FB2300 FB2300 88 MSG LGRS BLDG 257 CP 937 257 2271 5236 CHASE ST WRIGHT PATTERSON AFB OH 45433-5501		
18. TCMD/SUPPLY INFO 	10. WT/CU THIS PC 20 1	
	4. TYPE SERVICE	
	13. CHARGES	
	CN: 10365471	
	VRN:	
	Spur:	
	CD:	
	ORIGINAL	

DSS/VSM PACKING LIST

FROM: A12345 DEFENSE LOGISTICS AGENCY 2001 MISSION DR BLDG 54/BAY-5 NEW CUMBERLAND PA 17070	SHIP TO: FB2300 FB2300 88 MSG LGRS BLDG 257 CP 937 257 2271 5236 CHASE ST WRIGHT PATTERSON AFB OH 45433-5501
--	---

CONTRACT NO.	RELEASE NO	CLIN	TCN	IPG	RDD	PROJ
SPM0980980980	0001	0001	FB23004987PH00XXX	3	222	
PIECE NUMBER	NUMBER OF PIECES	NUMBER OF LINES	WEIGHT	CUBE	DATE PACKED	DATE SHIPPED
1	1	1	20	1	2014197	2014197
DOC NO./SUFF	FSC / NIIN / PART NO.	NOUN	QUANTITY	UI		
FB23004987PH00	5855001250688	EYESHIELD,OPTICAL I	100	EA		
*** END OF LIST ***						



4.2 Processing Multiple Freight Pieces for a Single Requisition: Select radio button next to the transaction you want to process:

- Click on radio button next to **Multiple Freight Pieces** and enter number of packages you are shipping. In this case we are shipping 3 boxes.
- Click **Submit**.

Next screen displayed requires the following information: **Weight** per package, **Dimensions** per package, **Quantity** per package: if the same check **Same for Remaining Pieces**. Fill out remaining areas on form. Click **Submit**. Print documents and place on packages.

5.0 FOB Origin Processing

5.1 FOB Origin Processing Small Parcel: After your successful login, you will be automatically directed to your vendor ORIGIN PROCESSING screen. Vendors can select a Purchase Order that is displayed or use any of the search criteria (see section 2.5 for search instructions) to search for a particular Purchase Order. To select a shipment, click the box beside the desired order and click **Submit**.

The screenshot shows the 'ORIGIN PROCESSING' interface. On the left, there are search criteria fields: RLSE, CLIN, PO, REQ, IPD, SHIP TO, and ULT. Below these are 'Dates' for Contract Del and Received. The main area is a table titled 'Available Shipments' with columns: RLSE, CLIN, Purchase Order, Requisition, CDD, IPD, Ship To, Ultimate, Qty Open, and SCN. The first row is selected with a checkmark. Below the table are radio buttons for 'Item Labels', 'Single', 'All Packed In One', and 'Multiple Freight Piece'. At the bottom, there is a 'Total Number of Records Displayed : 14' and a 'Submit' button highlighted with a red box.

RLSE	CLIN	Purchase Order	Requisition	CDD	IPD	Ship To	Ultimate	Qty Open	SCN
<input checked="" type="checkbox"/>	0099	0011 SP0300000000	N0934600001125A		01	000NGU	N09346	50	
<input type="checkbox"/>	HAZMAT TEST	SPM8EJ09D0029	W45J673234001A	2014084	15	W45J67	W45J67	10	PAST DUE
<input type="checkbox"/>	HAZMAT TEST	SPE4A614V6242	FB601233470223A	2014092	06	FB6012	FB6012	10	PAST DUE
<input type="checkbox"/>	0099	0099 S09890000000	W25G1U40150520		15	W25G1U	W25G1U	1	
<input type="checkbox"/>	DEMO	0001 SPMAESINTL000	W91DY023420501		02	W91DY0	W91DY0	100	
<input type="checkbox"/>	DEMO	0001 SPMSP00000000	Z2025523400501		02	000301	Z20255	100	
<input type="checkbox"/>	DEMO	0001 SPMLTL0000000	W25G1U23410502		12	W25G1U	W25G1U	100	
<input type="checkbox"/>	DEMO	0001 SPMTL00000000	W25G1U31720510		12	W25G1U	W25G1U	100	
<input type="checkbox"/>	DEMO	0001 SPMINTL000000	W81AT123420501		02	000101	W81AT1	100	
<input type="checkbox"/>	DEMO	0001 SPM8E505DDEMO	W62G2T31360501		02	W62G2T	W62G2T	100	
<input type="checkbox"/>	TEST	0001 PRODTTEST11111	WK4FV12175TM01		12	000101	WK4FV1	24	PARTIAL
<input type="checkbox"/>	0001	0001 SP08908098098	WK4BM92081PH00		13	000101	WK4BM9	99	PARTIAL
<input type="checkbox"/>	TM01	0001 FOBOSPTST1111	WK4FV11121TM04		02	WK4FV1	WK4FV1	11	PARTIAL
<input type="checkbox"/>	0001	0001 SP11111111111	WK4BM91113PH99		13	000101	WK4BM9	45	PARTIAL

Note: If Purchase Order is not on the screen, the user can have it added by contacting the VSM Support Staff at 1-800-456-5507, or E-Mail: delivery@dla.mil.

The next screen displayed will be FOB Origin – Single Variance Processing. Vendor will input Processing type (Partial or Total), Quantity, Total Weight (to include packaging material), Dimensions, and Type Pack (BX, PLT, Carton...etc). Please note 1-150 lb shipments that are destined for a location in the Continental United States and shipments weighing up to 300lbs destined for a location outside the Continental United States will process as small parcel. Once data has been entered correctly, hit the submit button.

Note: If processing a Partial Shipment (less than total quantity shown) click Partial button versus Total button. **NOTE: Multiple Freight Piece CANNOT** be used with Origin Small Parcel shipments. For multiple packages using the same Contract Number, process your partial shipment and then return to process remainder in the same manner.



DSS / Vendor Shipment Module

DEFENSE LOGISTICS AGENCY (A12345)

User Guide | Logoff | MPO | FOB Dest | FOB Origin | PRINT | Seavan | Reports/Queries | Exceptions | Maintenance !

FOB Origin - Single Variance Processing

Requisition Cntrl Number	Processing Type	Quantity	Status
N0934600001125A	<input type="radio"/> Partial <input checked="" type="radio"/> Total	50	
Total Weight: 50		Dimensions: 9.042 L 25 W 25 H 25	
Vendor Reference Number			
Type Pack:	CARTON		
# Pcs/Pallet:	0	Type Pack/Pallet:	CARTON
Type Equip	Van Closed, over 40 ft		
Carrier Remarks			
Ship Date	04/10/2014		
		Submit	Reset

The system will take you back to FOB Origin Processing. A message will appear at the bottom of the screen stating your shipment has been accepted. You may have to scroll down the page to see this. VSM will provide you a Shipment Control Number (SCN). Your next step is to click the **Print** button at top of page.

User Guide | Logoff | MPO | FOB Dest | FOB Origin | PRINT | Seavan | Reports/Queries | Exceptions | Maintenance !

ORIGIN PROCESSING

SEARCH

RLSE :
CLIN :
PO :
REQ :
IPD :
SHIP TO :
ULT :

Dates
Contract Del
Received

Available Shipments

RLSE	CLIN	Purchase Order	Requisition	CDD	IPD	Ship To	Ultimate	Qty	Open	SCN
<input type="checkbox"/>	HAZMAT TEST	SPM8EJ09D0029	W45J673234001A	2014084	15	W45J67	W45J67	10		PAST DUE
<input type="checkbox"/>	HAZMAT TEST	SPE4A614V6242	FB601233470223A	2014092	06	FB6012	FB6012	10		PAST DUE
<input type="checkbox"/>	0099	0099 S098900000000	W25G1U40150520		15	W25G1U	W25G1U	1		
<input type="checkbox"/>	DEMO	0001 SPMSP00000000	Z2025523400501		02	000301	Z20255	100		
<input type="checkbox"/>	DEMO	0001 SPMLTL00000000	W25G1U23410502		12	W25G1U	W25G1U	100		
<input type="checkbox"/>	DEMO	0001 SPMTL00000000	W25G1U31720510		12	W25G1U	W25G1U	100		
<input type="checkbox"/>	DEMO	0001 SPMINTL000000	W81AT123420501		02	000101	W81AT1	100		
<input type="checkbox"/>	DEMO	0001 SPMAESINTL000	W91DY023420501		02	W91DY0	W91DY0	100		
<input type="checkbox"/>	DEMO	0001 SPM8E505DDEMO	W62G2T31360501		02	W62G2T	W62G2T	100		
<input type="checkbox"/>	TEST	0001 PRODTEST11111	WK4FV12175TM01		12	000101	WK4FV1	24		PARTIAL
<input type="checkbox"/>	0001	0001 SP08908098098	WK4BM92081PH00		13	000101	WK4BM9	99		PARTIAL
<input type="checkbox"/>	TM01	0001 FOBOSPTST1111	WK4FV11121TM04		02	WK4FV1	WK4FV1	11		PARTIAL
<input type="checkbox"/>	0001	0001 SP111111111111	WK4BM91113PH99		13	000101	WK4BM9	45		PARTIAL

Item Labels Single All Packed In One Multiple Freight Piece

The FOB Origin Shipment 09969924 has been accepted.

Hazardous Override Submit | Reset | Export to Excel | Shipped View

Next screen displayed is a List of shipments available to be printed. Select the shipment you just processed and click on **Print Docs**.

User Guide Logoff MPO FOB Dest FOB Origin PRINT Seavan Reports/Queries Exceptions Maintenance !

SEARCH

RLSE :
REQ :
PO :
SHIP TO :
SCN :
BOL :

Search Clear

Pickup Date:
From:
To:
Archive

List of shipments available to be printed

Available Shipments

Select	Ship Nbr	Purchase Order	Requisition	Carrier	Pickup Date / Time	Ship To
<input checked="" type="radio"/>	09969924	SP0300000000	N0934600001125A		04/10/2014 / 13:52:02	N09346
<input type="radio"/>	09570577	SPM9490980980	FB23003330PH01	PYLE	12/17/2013 / 16:13:42	FB2300
<input type="radio"/>	09551389	SP09809809809	FB23003228PH00	PYLE	12/11/2013 / 15:35:41	FB2300
<input type="radio"/>	09551388	SP09809809809	FB23003228PH00	PYLE	12/11/2013 / 15:35:41	FB2300
<input type="radio"/>	09551377	TESTVIRTSERVE	FB23003255TM02	PYLE	12/11/2013 / 15:34:17	FB2300
<input type="radio"/>	09549117	MPOTESTPROD11	SL47053115TM01		12/11/2013 / 09:51:24	SL4705
<input type="radio"/>	09036612	TESTMPOMAIN11	FM23003179TM01	PYLE	06/28/2013 / 09:12:59	FM2300
<input type="radio"/>	09036457	MPOTESTPROD11	FM23003108TM01	PYLE	06/28/2013 / 08:56:04	FM2300
<input type="radio"/>	07469542	MPOTEST111111	FM23002030TEST	PYLE	03/13/2012 / 16:05:45	FM2300
<input type="radio"/>	07319593		WK4FV11121TM04		/ 00:00:00	WK4FV1

Total number of records displayed: 10

Print Docs Print All Docs Reset

Please select records to be processed

Next screen displayed is the Print Documents Detail Screen. Notice all Document Choices that are checked will produce these shipping documents after the **Print** button is clicked.



DSS / Vendor Shipment Module

DEFENSE LOGISTICS AGENCY (A12345)

User Guide Logoff MPO FOB Dest FOB Origin PRINT Seavan Reports/Queries Exceptions Maintenance !

PRINT Documents Detail Screen

Shipment Information

Shipment Number: 09969924
Carrier: DHL*HW
Ship To: N09346

Document Choices:

<input type="checkbox"/> (0) Bill of Lading	<input type="checkbox"/> (0) Hazardous Declaration	<input type="checkbox"/> (0) RFID Tag
<input type="checkbox"/> (0) TCMD	<input checked="" type="checkbox"/> (1) DD250	<input type="checkbox"/> (0) AE302
<input checked="" type="checkbox"/> (1) Small Parcel Carrier Label	<input type="checkbox"/> (0) Container ID Label	
<input checked="" type="checkbox"/> (1) MSL	<input checked="" type="checkbox"/> (1) Packing List	
<input checked="" type="checkbox"/> (1) Commercial Invoice	<input type="checkbox"/> (0) 1907	

Back Print

The following documents will need to be applied to your shipment. Check all documents for accuracy.

NOTE: If shipping FED EX and you do not have a scheduled pickup, click the **Scheduled Fedex Pickup** button. Fill in the appropriate areas and this schedules a pickup for you. See example below. You have now completed FOB Origin Single Shipment process.

PRINT Documents Detail Screen

Shipment Information

Shipment Number: 10366693	
Carrier: FED-GR	Schedule Fedex Pickup
Ship To: FB2300	

Document Choices:

<input type="checkbox"/> (0) Bill of Lading	<input type="checkbox"/> (0) Hazardous Declaration	<input type="checkbox"/> (0) RFID Tag
<input type="checkbox"/> (0) TCMD	<input checked="" type="checkbox"/> (1) DD250	<input type="checkbox"/> (0) AE302
<input checked="" type="checkbox"/> (1) Small Parcel Carrier Label	<input type="checkbox"/> (0) Container ID Label	
<input checked="" type="checkbox"/> (1) MSL	<input checked="" type="checkbox"/> (1) Packing List	
<input type="checkbox"/> (0) Commercial Invoice	<input type="checkbox"/> (0) 1907	

[Back](#) [Print](#)

Pickup Date:

Ready Time:

* Building Package Location:

* Building Part:

* Building Part Description:

* Carrier Remarks:

* Optional

Shipment information retrieved. Please review the shipment details and submit for pickup.



DSS / Vendor Shipment Module

DEFENSE LOGISTICS AGENCY (A12345)

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- [Exceptions](#)
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-

Fedex Pickup

SCN:

SUCCESS. Pickup Request has been sent.

1. TCN FB23004987PH00XXX		14. DATE 2014197
		11. RDO 222
3. FROM 12345 DEFENSE LOGISTICS AGENCY 2001 MISSION DR BLDG 54BAY-5 NEW CUMBERLAND PA 17070 717-770-8890	2. POSTAGE DATA	
5. SHIP TO/POE FB2300 88 MSG LGRS BLDG 257 CP 937 257 2271 5236 CHASE ST WRIGHT PATTERSON AFB OH 45433-5501	16. PIECES 00001 OF 00001 	
FB2300	8. PROJECT	6. TRANSP PRIORITY 3
7. POD	15. FMS CASE	
9. ULTIMATE CONSIGNEE OR MARK FOR FB2300 FB2300 88 MSG LGRS BLDG 257 CP 937 257 2271 5236 CHASE ST WRIGHT PATTERSON AFB OH 45433-5501	 FB2300	
18. TCMD/SUPPLY INFO 	10. WT/CU THIS PC 20 1	
	4. TYPE SERVICE	
	13. CHARGES	
	CN: 10366693	
	VRN:	
	Spur:	
	CD:	
	ORIGINAL	

From: (717) 770-6830
JENNIFER HILL
DEFENSE LOGISTICS AGENCY
2001 MISSION DR
BLDG 54/BAY-5
NEW CUMBERLAND, PA 17070
US

FedEx
Ground



J142014061901uv

Ship Date: 16JUL14
Act/Wgt: 20.0 LB
CAD: 103626115/WSXI2900
Dims: 12 X 12 X 12 IN

Ref # FB23004987PH00XXX
Invoice #
PO #
Dept #
Ship ID

SHIP TO: (937) 257-2271

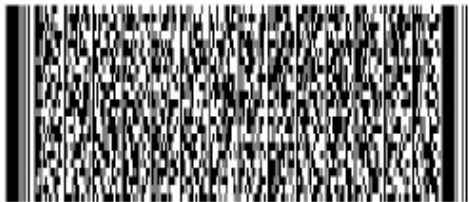
BILL SENDER

PERSON IN CHARGE
FB2300 88 MSG LGRS

BLDG 257 CP 937 257 2271
5236 CHASE ST
WRIGHT PATTERSON AFB, OH 45433
US

TRK# 7800 2545 2903

45433



9622 0019 0 (000 691 1279) 7 00 7800 2545 2903



52022ED1F8AC9

DSS/VSM PACKING LIST

FROM: A12345 DEFENSE LOGISTICS AGENCY 2001 MISSION DR BLDG 54/BAY-5 NEW CUMBERLAND PA 17070	SHIP TO: FB2300 FB2300 88 MSG LGRS BLDG 257 CP 937 257 2271 5236 CHASE ST WRIGHT PATTERSON AFB OH 45433-5501
--	---

CONTRACT NO.	RELEASE NO	CLIN	TCN	IPG	RDD	PROJ
SPM0980980980	0001	0001	FB23004987PH00XXX	3	222	
PIECE NUMBER	NUMBER OF PIECES	NUMBER OF LINES	WEIGHT	CUBE	DATE PACKED	DATE SHIPPED
1	1	1	20	1	2014197	2014197
DOC NO./SUFF	FSC / NIIN / PART NO.	NOUN	QUANTITY	UI		
FB23004987PH00	5855001250688	EYESHIELD, OPTICAL I	100	EA		
*** END OF LIST ***						

5.2 FOB Origin Processing Freight: Select your document number and click **Submit**.

The next screen displayed is FOB Origin – Single Variance Processing. Vendor will fill-out Processing Type, Quantity, Weight, Dimensions, and Type Pack.

NOTE: Type Equipment is defaulted to LTL/Truckload. Do **NOT** change equipment unless another type is needed (flatbed, RGN, etc.).

Add carrier remarks if needed (Lift gate needed, stackable or non-stackable freight, POC information, etc.).

NOTE: If freight requires Origin inspection, change Ship Date to allow time for inspection. Click **Submit**.

Next screen displayed will be Origin Processing with The FOB Origin Shipment 09264900 has been accepted. Vendors will now be required to wait for DLA Distribution Transportation Specialist to arrange transportation for your shipment.

ORIGIN PROCESSING

SEARCH

RLSE : _____

CLIN : _____

PO : _____

REQ : _____

IPD : _____


SHIP TO : _____

ULT : _____

Available Shipments


RLSE	CLIN	Purchase Order	Requisition	CDD	IPD	Ship To	Ultimate	Qty Open	SCN
<input type="checkbox"/>	000001	SPM1000000001	SW322740430501		09	SW3227	SW3227	100	
<input type="checkbox"/>	TEST 0001	SPPPPPPPPPPP	SW322740370501		13	SW3227	SW3227	30	
<input type="checkbox"/>	300000 000001	SPM3000000000	SW322740300507		09	SW3227	SW3227	1000	
<input type="checkbox"/>	TEST 0001	SPM3000000000	PISB5V13620090	2011363	01	DIS002	DISB00	1	PAST DUE
<input type="checkbox"/>	H000 H000	SP30498080980	WK48M90090PH00		10	000101	WK48M9	100	
<input type="checkbox"/>	0001	SPM400GG00000	W36NOV1171HAZT		03	W36NOV	W36NOV	50	
<input type="checkbox"/>	TEST 0001	SPM7500000000	W91DX30188TESTA		02	W91DX3	W91DX3	9	PARTIAL

Item Labels Single All Packed In One Multiple Freight Piece

 **The FOB Origin Shipment 09264900 has been accepted.**

Submit Reset Export to Excel Shipped View

Once your shipment has been processed by the DLA Distribution Traffic Management Specialist it will show on your List of shipments available to be printed (Print screen). Select your freight shipment and click **Print Docs**.

 **DSS / Vendor Shipment Module**
DEFENSE LOGISTICS AGENCY (A12345)

User Guide Logoff MPO FOB Dest FOB Origin PRINT Seavan Reports/Queries Exceptions Maintenance !

SEARCH

RLSE : _____

REQ : _____

PO : _____

SHIP TO : _____

SCN : _____

BOL : _____

Search Clear

Pickup Date: From: _____ To: _____

List of shipments available to be printed

Available Shipments

Select	Ship Nbr	Purchase Order	Requisition	Carrier	Pickup Date / Time	Ship To
<input checked="" type="radio"/>	09959229	SPMTLTEST0000	W62G2T31760501		04/08/2014 / 15:39:40	W62G2T
<input type="radio"/>	09918786	SPM9879879879	FB23004090PH00	PYLE	03/31/2014 / 09:58:50	FB2300
<input type="radio"/>	09707020	SPM0809808909	FB23004017PH99	PYLE	02/04/2014 / 09:25:51	FB2300
<input type="radio"/>	09697326	MPOTESTPROD11	SL47054017TM01	PYLE	01/31/2014 / 08:50:38	SL4705
<input type="radio"/>	09653181	SPM0898098098	FB23003123PH99	PYLE	01/17/2014 / 09:53:53	FB2300
<input type="radio"/>	09570579	SPM9490980980	FB23003330PH01	PYLE	12/17/2013 / 16:13:43	FB2300
<input type="radio"/>	09570577	SPM9490980980	FB23003330PH01	PYLE	12/17/2013 / 16:13:42	FB2300
<input type="radio"/>	09551945	SPM0980980980	FB23003330PH00	PYLE	12/11/2013 / 17:20:45	FB2300
<input type="radio"/>	09551377	TESTVIRTSERVE	FB23003255TM02	PYLE	12/11/2013 / 15:34:17	FB2300
<input type="radio"/>	09491717	SPMDEST000000	SW312123410501	PYLE	11/21/2013 / 11:19:54	SW3121

Total number of records displayed: 10

Print Docs Print All Docs Reset

Next screen displayed is: Print Documents Detail Screen, click on **Print** button.

Shipment Information

Shipment Number: 09543393
Carrier: MWWG
Ship To: SX1465

Document Choices:

<input checked="" type="checkbox"/> (1) Bill of Lading	<input type="checkbox"/> (0) Hazardous Declaration	<input type="checkbox"/> (0) RFID Tag
<input type="checkbox"/> (0) TCMD	<input type="checkbox"/> (0) DD250	<input type="checkbox"/> (0) AE302
<input type="checkbox"/> (0) Small Parcel Carrier Label	<input type="checkbox"/> (0) Container ID Label	
<input checked="" type="checkbox"/> (20) MSL	<input type="checkbox"/> (0) Packing List	
<input type="checkbox"/> (0) Commercial Invoice	<input type="checkbox"/> (0) 1907	

Documents Printed will include the Military Shipment Label. This Label is placed on outside of the shipment and must be visible IAW MIL-STD-129R.

DD FORM 1287, JAN 90

1. TO: **SX14653333269XXX** 14. DATE: 201201
11. R00

3. FROM: 8623
DRMO BATTLE CREEK AFB
3267 WICKMAN RD
BATTLE CREEK MS 39037

3. POSTAGE DATA

5. SHIP TO/PO: DLA DISPOSITION SERVICES COLUMBUS
320 N JAMES RD GATE
BLDG 30 SECTION 3
COLUMBUS OH 43213-0297

16. PRICES: 00001 OF 00003

6. PROJECT: 6. TRANSP PRIORITY: **3**

7. POD: SX1465

15. PMS CASE

9. ULTIMATE CONSIGNEE OR MARK FOR: SX1465
DLA DISPOSITION SERVICES COLUMBUS
320 N JAMES RD GATE
BLDG 30 SECTION 3
COLUMBUS OH 43213-0297

18. TCMD(SUPPLY INFO)

16. WTCU THIS PC: 150 54

4. TYPE SERVICE

13. CHARGES

CR: 09543393

VRN: 86230

SPR:

CD:

REPRINT

Commercial Bill of Lading must be printed twice - one for the driver and one to keep once driver has accepted freight and signed bill.

Note: Block 14 of bill shows the carrier's SCAC. Freight must be given to carrier assigned on bill.

Note: If DCMA Contract inspection has not occurred prior to date shipment will be picked up, contact VSM office immediately to reschedule shipment.

09643383 COMMERCIAL BILL OF LADING		ORIGINAL	BIL NO 1380VDFP*
1. TRANSPORTATION COMPANY TENDERED TO MENLO WORLDWIDE GOVT		2. SCAC MWWG	3. DATE B/L PREPARED 140201 (YYMMDD)
4. DESTINATION (Name, Address and ZIP code) BLDG 30 SECTION 3 COLUMBUS OH 43213-0287		4. ROUTE ORDER/RELEASE NUMBER RTDTCILT	
5. CONSIGNEE (Name, Address and ZIP code of institution) DLA DISPOSITION SERVICES COLUMBUS 320 N JAMES RD GATE BLDG 30 SECTION 3 COLUMBUS OH 43213-0287		6. SPLIC (Start) 353100000	8. ORIGIN (Name, Address and ZIP code) BATTLE CREEK AND BASE 3387 W DICHMAN RD BATTLE CREEK MI 49037-0000
10. U.S. CARRIER CLASSIFICATION IOOI		7. SPLIC (Org) 318140000	11. SHIPPER (Name, Address and ZIP code) T.O. DLA DISTRIBUTION NEW CUMBERLAND, PA 17070-5000
12. APPROPRIATION CHARGEABLE 34P4		13. B/L CHARGES TO (Dept./Agency, Bureau/Office mailing address and ZIP code) 3RD PARTY BILL DIRECT TO MENLO US-S ANK PO BOX 790428 ST LOUIS MO 63179	
14. VIA (Route shipper rates advantageous to the Government) ULLG TERMS: MILEAGE: 243		15. B/L CHARGES TO (Dept./Agency, Bureau/Office mailing address and ZIP code) TP-3 MDD-131218 (YYMMDD) 53' VAN/PU 12-17-13,09:00 AM/DL 12-18-13,09:00-13:00 DIL POC1:C. FRAZEE PH# 614-882-8361,POC2:E.KEITT,PH# 614-882-2056	
16. PACKAGES NO. KIND CLASSIFICATION ITEM NO. 20 CT THIS B/L CONSISTS OF 3 PAGES		19. WEIGHT # (Pounds only) ACTUAL	
17. 18. DESCRIPTION OF ARTICLES (Use carrier's classification or self description if possible) TOTAL CUBE 1087 TOTAL WT OF ARTICLES 3000 TOTAL PALLET WT 80 GROSS WT 3000		FOR USE OF BILLING CARRIER ONLY Services Rate Charges TOTAL CHARGES	
20. TARIFF/SPECIAL RATE AUTHORITY MWWG/TL		21. PICKUP SERV. FURNISHED <input type="checkbox"/> YES VEHICLE FULLY LOADED <input type="checkbox"/> YES	
22. STOP SUMMARY FOR:		23. CARRIER WAY/FREIGHT BILL NO. AND DATE	
24. FURNISH INFORMATION ON CAR/TRUCK/LOAD/CONTAINER SHIPMENTS		25. CARRIER'S PICKUP DATE (Year, month, & day)	
26. SIGNATURE OF AGENT		27. MODE A	
28. ESTIMATE		29. NO. OF CLS/TLS	
30. TYPE		31. PGC	
32. REASON		33. DELIVERED ON (Year, month, & day)	
34. DELIVERED AT (Actual delivery point)		35. BY (Name of delivering carrier)	
36. ISSUING OFFICE (Name and complete address) T.O. DLA DISTRIBUTION NEW CUMBERLAND, PA 17070-5000		37. DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED	
38. ISSUING OFFICER SHERRI TROUP		39. CARRIER OIGD REPORT ATTACHED <input type="checkbox"/>	
39. CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY		40. DATED	
41. FOB POINT NAMED IN CONTRACT		42. DELIVERY AT DESTINATION FURNISHED <input type="checkbox"/>	
		43. ACCESSORIAL SERVICES CERTIFICATION ATTACHED <input type="checkbox"/>	
		44. NAME OF BILLING CARRIER	
		45. SIGNATURE OF CARRIER'S AGENT	

* Show also cubic measurements for shipments via air, truck or water carrier in cases where required.

5.3 FOB Origin Multi-Piece Freight Processing: Select your contract, select Multiple Freight Piece and enter total number multi-freight pieces.

DSS / Vendor Shipment Module
DEFENSE LOGISTICS AGENCY (A12345)

User Guide | Logoff | MPO | FOB Dest | **FOB Origin** | PRINT | Seavan | Reports/Queries | Exceptions | Maintenance

SEARCH

RLSE :
CLIN :
PO :
REQ :
IPD :
SHIP TO :
ULT :

ORIGIN PROCESSING

Available Shipments

RLSE	CLIN	Purchase Order	Requisition	CDD	IPD	Ship To	Ultimate	Qty Open	SCN
<input type="checkbox"/>	0099	0099 S098900000000	W25G1U40150520	15	W25G1U	W25G1U	W25G1U	1	
<input type="checkbox"/>	DEMO	0001 SPMTL00000000	W25G1U31720510	12	W25G1U	W25G1U	W25G1U	100	
<input checked="" type="checkbox"/>	DEMO	0001 SPMLTL00000000	W25G1U23410502	12	W25G1U	W25G1U	W25G1U	100	

Item Labels
 Single
 All Packed In One
 Multiple Freight Piece

2

Total Number of Records Displayed : 3

Hazardous Override
Submit
Reset
Export to Excel
Shipped View

Next screen displays FOB Origin – Multi Freight Piece Processing. Vendor will select Type Pack; enter Weight, Dimensions and Quantity and click radio button for Partial or Total shipment.

Vendor Reference Number may be added – this information will print on MSL (military shipping label)

NOTE: Type Equipment is defaulted to LTL/Truckload. Do NOT change equipment unless another type is required (flatbed, RGN, etc.).

Add carrier remarks if needed (Lift gate needed, stackable or non-stackable freight, etc.).

NOTE: If freight requires Origin inspection, change Ship Date to allow time for inspection.

FOB Origin - Multi Freight Piece Processing

> Type Pack: SKID

Piece Number	Number of Pieces	Weight	Dimensions	Quantity	Same for Remaining Pieces
1	2	301	L 48 W 48 H 48	50	<input checked="" type="checkbox"/>
2	2	301	L 48 W 48 H 48	50	<input type="checkbox"/>

Requisition **W25G1U23410502** Remaining Qty = **0** Variance Qty **100 / 100**

Partial
 Total

Vendor Reference Number

Type Equip Van Closed, over 40 ft

Carrier Remarks

Ship Date 04/14/2014

Submit
Reset

Click **Submit**

Once you click submit, you'll finish the print process after the DLA Distribution Traffic Specialist arranges transportation to move your shipment.

Note: If DCMA Contract inspection has not occurred prior to date shipment will be picked up, contact VSM office immediately to reschedule shipment.

5.4 **All Packed in One:** Select two or more shipments going to the same ultimate Destination, click All Packed in One button and click **Submit**. Note: IPD, Ship To and Ultimate all have to be the same for an all packed in one.

DSS / Vendor Shipment Module
DEFENSE LOGISTICS AGENCY (A12345)

User Guide | Logoff | MPO | FOB Dest | FOB Origin | PRINT | Seavan | Reports/Queries | Exceptions | Maintenance

SEARCH

ORIGIN PROCESSING

Available Shipments

RLSE	CLIN	Purchase Order	Requisition	CDD	IPD	Ship To	Ultimate	Qty Open	SCN
<input type="checkbox"/>	0099	0099 S098900000000	W25G1U40150520		15	W25G1U	W25G1U	1	
<input checked="" type="checkbox"/>	DEMO	0001 SPMTL00000000	W25G1U31720510		12	W25G1U	W25G1U	100	
<input checked="" type="checkbox"/>	DEMO	0001 SPMTL00000000	W25G1U23410502		12	W25G1U	W25G1U	100	

Item Labels Single **All Packed In One** Multiple Freight Piece

Total Number of Records Displayed : 3

Hazardous Override **Submit** Reset Export to Excel Shipped View

Next screen displays FOB Origin – All Packed in One Processing. Select Partial or Total for each Requisition number. **Note:** One of the Requisitions must be a total quantity – you cannot ship all partials together. Enter Quantity, Total weight, Dimensions, select Type Pack, and click **Submit**.

DSS / Vendor Shipment Module
DEFENSE LOGISTICS AGENCY (A12345)

User Guide | Logoff | MPO | FOB Dest | FOB Origin | PRINT | Seavan | Reports/Queries | Exceptions | Maintenance

FOB Origin - All Packed In One Processing

Requisition Cntrl Number	Processing Type	Quantity	Status
W25G1U31720510	<input type="radio"/> Partial <input checked="" type="radio"/> Total	100	
W25G1U23410502	<input type="radio"/> Partial <input checked="" type="radio"/> Total	100	

Total Weight 350 Dimensions 64
L 48 W 48 H 48

Vendor Reference Number

Type Pack: SKID

Pcs/Pallet: 0 Type Pack/Pallet: CARTON

Type Equip: Van Closed, over 40 ft

Carrier Remarks

Ship Date: 04/14/2014

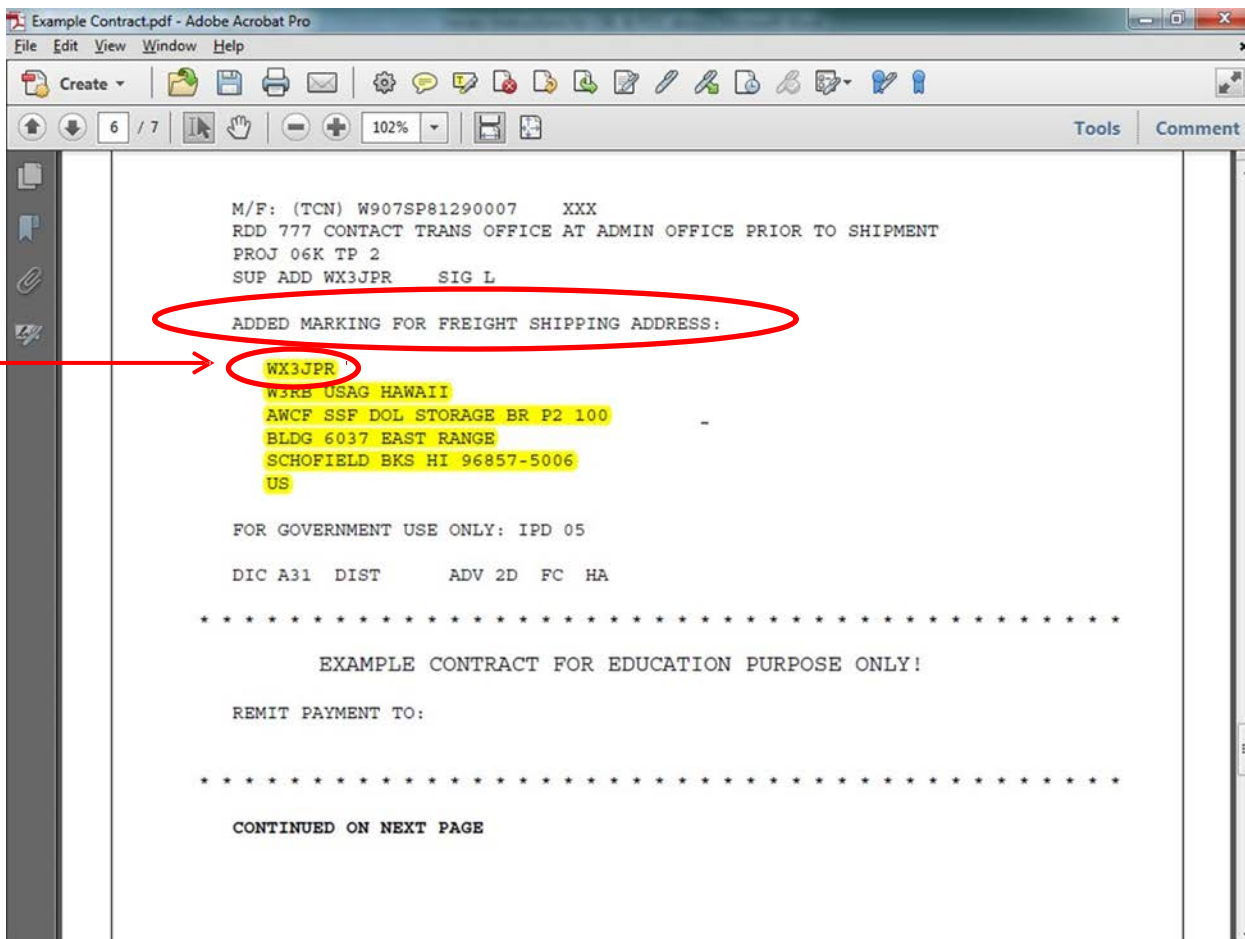
Submit Reset

5.5 Additional Vendor information: regarding the processing of shipments in the Vendor Shipment Module (VSM).

IF YOUR SHIPMENT REQUIRES DCMA INSPECTION DO NOT ENTER ANYTHING INTO VSM UNTIL AFTER THE INSPECTION HAS BEEN COMPLETED.

If you do not follow the above procedures, a carrier will arrive at your facility and you will not be able to release the shipment. **Additional charges will be incurred.**

If your shipment requires a DCMA inspection, you will need to schedule an appointment for that inspection in Wide Area Work Flow (WAWF). You will need to have the **ultimate consignee** in order to schedule your inspection. Your ultimate consignee is found in your contract as shown below. Once you complete the request in WAWF, you should receive an inspection appointment no later than two (2) days for a resident QAR and seven (7) days for a non-resident QAR. *Once the inspection has occurred and the inspector has approved your shipment, you are ready to enter your shipment details in VSM.*



The Ultimate Consignee can be found in the Freight Shipping section of your contract.

The next few pages describe the shipping documents and the date you can expect the carrier at your facility AFTER processing in VSM.

1. **DO NOT CONTACT MENLO PERTAINING TO YOUR SHIPMENTS.**
2. Any questions relating to shipments are to be directed to the Defense Logistics Agency (DLA) Distribution transportation office at delivery@dla.mil or 800-456-5507.
3. ALL shipments should be packed and ready for shipment at the time you process in the Vendor Shipment Module (VSM).
4. Small Parcel Shipments are shipments that are less than 150 lbs., less than 108 inches, less than 12 cubic feet and are under a total girth of 130. Girth is calculated – length plus twice the width and twice the height (L + W(x2) + H (x2)).
5. Your freight shipment **must** be packed and ready for shipment at the time you process within the Vendor Shipment Module (VSM). A carrier will arrive at your facility to pick up this shipment by the below chart. You must print the Military Shipping Label (MSL) along with your documentation.

Processed in VSM by Noon EST	CBL will be available to print in VSM after 1500	Carrier will be in to pick up shipment by Close of Business
Monday	Tuesday	Wednesday
Tuesday	Wednesday	Thursday
Wednesday	Thursday	Friday
Thursday	Friday	Monday
Friday	Monday	Tuesday

Processed in VSM after Noon EST	CBL will be available to print in VSM after 1500	Carrier will be in to pick up shipment by Close of Business
Monday	Wednesday	Thursday
Tuesday	Thursday	Friday
Wednesday	Friday	Monday
Thursday	Monday	Tuesday
Friday	Tuesday	Wednesday

6. Carrier will arrive with an “Offer Number.” There are two types of Offer Numbers; one that pertains to a single shipment, and one that applies to a consolidated shipment under a Master Bill Number (MBN). If carriers do not supply you with the offer number, please call our office at 800-456-5507 before a carrier is turned away.

The offer number contains three parts; the assigned vendor DODAAC, the acronym for Shipment Control Number (SCN) or the acronym for Master Bill Number (MBN) and the actual eight digit shipment control number or Master Bill Number applied to that particular shipment.

- a. The assigned Vendor DODAAC can be found in the Update Vendor Profile of VSM via the Maintenance tab. This consists of the site Prefix + Cage Code.



DSS / Vendor Shipment Module

DEFENSE LOGISTICS AGENCY (A12345)

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Update Vendor Profile

[ADDRESS INFO](#) | [POC INFO](#) | [DEFAULT FORMS](#) | [CONTRACTS](#) | [RFID](#) | [MISCELLANEOUS](#) | [BACK](#)

Note: Only asterisked Items May Be Updated.

Vendor:	
Company Name:	DEFENSE LOGISTICS AGENCY
Vendor DODAAC:	A12345
Assigned CAGE Codes:	12345 ▾

- top -

- b. Offer Number for a single shipment = Vendor DODAAC + “SCN” + 01234567
 - i. Ex. A12345SCN01234567
 - c. Offer Number for a Master Bill = Vendor DODAAC + “MBN” + 00001234
 - i. Ex. A12345MBN00001234
 - d. The location of the SCN & MBN on the CBL is addressed on the following pages.
7. To know what carrier is picking up the freight, take the VIA Standard Carrier Alpha Code (SCAC) from the CBL shown on the following slides, and look it up on the SCAC list at the end of this document.
 8. When contacting DLA Distribution for assistance in answering your questions, please provide your CBL number, Shipment Control Number (SCN) or Master Bill Number.
 9. The following pages contain screen prints, which illustrate where this information is located on the CBL.

EXAMPLE CBL.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons]

1 / 3 102% [Icons]

Tools Comment

Please fill out the following form. If you are a form author, choose Distribute from the Forms panel in the Tools Pane on the right to send it to your recipients. Highlight Existing Fields

09419181		COMMERCIAL BILL OF LADING		ORIGINAL	B/L NO. 13AWYHDP
TRANSPORTATION COMPANY TENDERED TO MENLO WORLDWIDE GOVT		2. SCAC MWWG	3. DATE BIL PREPARED 131101 (YYMMDD)	4. ROUTE ORDER/RELEASE NUMBER RTDTCILT	
5. DESTINATION (Name, Address and ZIP code) 6881 IVY RD BLDG 9057 FORT BENNING GA 31905-5182		6. SPLC (Dest.) 464630250	8. ORIGIN (Name, Address and ZIP code) NAME OF YOUR COMPANY INC 123 MAIN STREET SOMEWHERE PA 17070-0000		
9. CONSIGNEE (Name, Address and ZIP code of installation) W6YG USALRCTR FT BENNING CENTRAL RECEIVING POINT 6881 IVY RD BLDG 9057 FORT BENNING GA 31905-5182		7. SPLC (Orig.) 201788000	10. GBLOC (Cons.) IOOI	11. SHIPPER (Name, Address and ZIP code) T.O. DLA DISTRIBUTION NEW CUMBERLAND, PA 17070-5000	
12. APPROPRIATION CHARGEABLE S2NF		13. BILL CHARGES TO (Dept./Agency, Bureau/Office mailing address and ZIP code) THIRD PARTY BILL DIRECT TO MENLO-US BANK			
14. VIA (Route shipment when advantageous to the Government) EXLA TERMS: MILEAGE: 902		15. MARKS AND ANNOTATIONS TP-1 MDD-131106 (YYMMDD) NON STACKABLE / OVERSIZED PALLETS			
16. PACKAGES		17. 18. DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible.)		19. WEIGHT * FOR USE OF BILLING CARRIER ONLY	
NO.	KIND	CLASSIFICATION ITEM NO.		(Pounds only)	Services Rate Charges

1. The VIA SCAC is displayed in box 14. This is the Carrier that has been awarded to pick up the shipment.
2. The Shipment Control Number is displayed on the upper left hand side of the CBL and is the last (third) part of the offer number.
3. Commercial Bill of Lading (CBL) number

EXAMPLE CBL - MSTR.pdf - Adobe Acrobat Pro

File Edit View Window Help

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Tools Comment

Please fill out the following form. If you are a form author, choose Distribute from the Forms panel in the Tools Pane on the right to send it to your recipients. Highlight Existing Fields

COMMERCIAL BILL OF LADING		ORIGINAL	B/L NO. 13AWYADP
1. TRANSPORTATION COMPANY TENDERED TO MENLO WORLDWIDE GOVT		2. SCAC MWWG	3. DATE B/L PREPARED 131101 (YYMMDD)
5. DESTINATION (Name, Address and ZIP code) REC WHSE 57 TRACY CA 95304-5000		6. SPLC (Dest.) 875694000	4. ROUTE ORDER/RELEASE NUMBER RTDTCILT
9. CONSIGNEE (Name, Address and ZIP code of installation) W1BG DLA DISTRIBUTION 25600 S CHRISMAN ROAD REC WHSE 57 TRACY CA 95304-5000		7. SPLC (Orig.) 456630000	8. ORIGIN (Name, Address and ZIP code) NAME OF YOUR COMPANY INC. 123 MAIN STREET SOMEWHERE GA 30153-9902
12. APPROPRIATION CHARGEABLE S2NF		10. GBLOC (Cons.) IOOI	11. SHIPPER (Name, Address and ZIP code) T.O. DLA DISTRIBUTION NEW CUMBERLAND, PA 17070-5000
14. VIA (Route shipment when advantageous to the Government) EXLA TERMS: MILEAGE: 2376		13. BILL CHARGES TO (Dept./Agency, Bureau/Office mailing address and ZIP code) THIRD PARTY BILL DIRECT TO MENLO-US BANK	
15. MARKS AND ANNOTATIONS DEL ISSUES CALL MENLO 800-301-8176 THIS US GOVERNMENT SHIPMENT IS SUBJECT TO THE TERMS AND CONDITIONS LISTED IN 41 CFR 102- 117 AND 41 CFR 102-118.		TP-3 MDD-131112 (YYMMDD) USML ITEM(S) WAIVER SEE CONT PG(S).AVAILABLE FOR IMMEDIATE PICK UP BET WEEN 2:00 AND 5:00 PM EDT	
16. PACKAGES	17. 18. DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible.)	19. WEIGHT *	FOR USE OF BILLING CARRIER ONLY
NO. KIND	CLASSIFICATION ITEM NO.	(Pounds only)	Services Rate Charges
11 CP	THIS B/L CONSISTS OF 3 PAGES	ACTUAL	

1. When shipments are combined onto one CBL, a Master Bill Number will display in place of the SCN at top of first page.

EXAMPLE CBL - MSTR.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons]

2 / 3 102% [Icons] Tools Comment

Please fill out the following form. If you are a form author, choose Distribute from the Forms panel in the Tools Pane on the right to send it to your recipients. Highlight Existing Fields

09418168		ORIGINAL	B/L NO. 13AWYADP
COMMERCIAL BILL OF LADING CONTINUATION SHEET		SHEET NO. 2 OF 3	
		ISSUING OFFICE (Name and complete address) T.O. DLA DISTRIBUTION NEW CUMBERLAND, PA 17070-5000	
PACKAGES NO.	DESCRIPTION OF ARTICLES HM (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description.)	WEIGHT * (Pounds only)	FOR USE OF BILLING CARRIER ONLY Services Rate Charges
	CUSTOMER SERVICE 209-839-4105 24 HR ADV DELIVERY APPT CCP 209-839-5028 CENTRAL RECEIVING 209-839-4307. RE CEIVING HRS 0500-1330 M-F. SHIPPER TO LOAD CONSIGNEE TO UNLOAD. DOES NOT APPLY TO TOW AWAY SHIPMENTS. FREIGHT, ALL KINDS RATE (S) APPLY. COMPLY WITH MFTURP CURRENT VERSION AND SUBSEQUENT UPDATES.		

1. Driver instructions
2. SCN – The Master Bill is displayed on page 1 and the lead SCN is displayed at top of following page(s).
3. CBL – Carries over on the top of each page.

EXAMPLE CBL - MSTR.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create

2 / 3 102%

Tools Comment

Please fill out the following form. If you are a form author, choose Distribute from the Forms panel in the Tools Pane on the right to send it to your recipients. Highlight Existing Fields

1	CR	NMFC 181160 SUF Z CUBE 58 APPN S2NF TCN W62G2T31413254XEX TP-3 FOR W62G2T RDD 0 PROJ	220		
2	CR	TANKS FUEL AIRCRAFT ALUM NMFC 181160 SUF Z CUBE 98 APPN S2NF TCN W62G2T32821001XDX TP-3 FOR W62G2T RDD 0 PROJ	570		
2	CR	TANKS FUEL AIRCRAFT ALUM NMFC 181160 SUF Z CUBE 98 APPN S2NF TCN W62G2T33010501XBX TP-2 FOR W62G2T RDD 0 PROJ	570		
4	CR	TANKS FUEL AIRCRAFT ALUM NMFC 181160 SUF Z CUBE 196 APPN S2NF TCN W62G2T33010511XXX TP-2 FOR W62G2T RDD 0 PROJ	1140		

* Show also cubic measurements for shipments via air, truck or water carrier in cases where required.

The Transportation Control Number (TCN) is listed on page 2 and subsequent continuation pages. These are the TCNs that were consolidated onto this shipment under one Master Bill and can be used to search by in VSM.

CARRIER NAMES AND SCACs

SCAC	Carrier Name
AATJ	ACCESS AMERICA TRANSPORT
ACEH	ACE DORAN HAULING & RIGGING CO.
AHHA	ART HEAVY HAUL, INC.
AIPA	AMERICAN ROAD LINE, ARL INC.
ALKS	AUTONOMIC LOGISTICS
AMMF	ADMIRAL MERCHANTS MOTOR FREIGHT
ANAR	A&A TRANS-LAWRENCE FREIGHT HANDLERS, INC. D/B/A APEX
APEH	LOGISTICS GROUP
AQGC	ATLANTIC LOGISTICS INC.
AQLA	ALABAMA CARRIERS, INC.
AQNL	ALTERNATIVE LOGISTICS, LLC
ARNT	AMERICAN TRANSPORTATION
ASSM	ATS SPECIALIZED INC.
ATEQ	ACME TRUCK LINE, INC.
ATLN	ADD TRAN LOGISTICS
ATQW	AMERICAN TRANSPORT INC
AVXG	ADVANCED TRANSPORT, LLC
BAGS	BAGGETT SERVICES
BAME	BAM TRANSPORTATION, INC.
BFCO	B.E. COURIER SERVICE INC.
BFSJ	BM2 FREIGHT SERVICES, INC.
BGME	BENNETT MOTOR EXPRESS, LLC

SCAC	Carrier Name
BHEQ	BULLDOG HIWAY EXPRESS
BHRI	BUCHANAN HAULING & RIGGING, INC.
BWCE	BEST WAY CARGO/TRANSPORT
BXPE	BOLT EXPRESS, LLC
CALJ	CAL ARK INTERNATIONAL, INC.
CAOG	CARROLL TRUCKING INC.
CAST	CASTELL TRUCKING CORP. (C.T.C.)
CERE	CERES TRANSPORT
CFSN	CFS LOGISTICS, INC.
CHDI	CHEYENNE DISTRIBUTION INC.
CKGV	CASTELL TRUCKING GROUP LLC
CKLG	CHEROKEE LOGISTICS, INC.
CLGE	CELADON TRUCKING SERVICES
CLLQ	COYOTE LOGISTICS
CNWX	CON-WAY FREIGHT
CNYI	CANARY INC
COOG	CORTRANS LOGISTICS, LLC
CRDT	CARDINAL TRANSPORT, INC.
CRLC	CRST LOGISTICS, INC.
CRQC	DANIEL W. CARR, JR. DBA CARR TRUCKING COMPANY
CRTD	P. CARTER TRUCKING, INC.
CSTV	C & S TRUCKING & SALVAGE, INC.
CTII	CENTRAL TRANSPORT
CTRQ	CON-WAY TRUCKLOAD INC
CTWR	C2 FREIGHT RESOURCES, INC.

SCAC	Carrier Name
CVGT	CAVALRY LOGISTICS, LLC
CVQC	C. L. SERVICES, INC.
CWBG	CON-WAY MULTIMODAL INC
CWBL	COWBOY USA LLC
CXTB	COX TRANSPORTATION SERVICES, INC.
CXWW	INTERSTATE DISTR/CARGO EXPRESS, INC.
DATK	DAVIS EXPRESS INC.
DDJG	DOUBLE D TRUCKING
DIAT	DIAMOND TRANSPORTATION
DICE	DIAMOND LOGISTICS, INC.
DKQL	DRAKE LOGISTICS, LLC
DLMS	GREATWIDE – DALLAS & MAVIS
DTJF	D.T.S. FLATBED SERVICES
EARL	EASTERN EXPRESS, INC.
EFSD	ESTES FORWARDING WORLDWIDE LLC (SPECIALIZED)
EFWW	ESTES FORWARDING WORLDWIDE, LLC
ELLW	ESP LOGISTICS LLC
EPOI	EXPRESS-1/XPO
EQXC	THE EXPEDITING CO., INC.
ETCO	ETI/EXCLUSIVE TRANSPORTATION
EXLA	ESTES EXPRESS LINES
FDCC	FEDEX CUSTOM CRITICAL, INC.
FIKS	FTL LOGISTICS
GIDT	GID-GET IT DONE LLC D/B/A GID LOGISTICS
GRES	GRESHAM TRANSFER, INC.

SCAC	Carrier Name
GTTI	GO TO TRANSPORT
GVEI	GLOBAL SERVICE ASSOCIATE
GVTD	GREEN VALLEY TRANSPORTATION CORPORATION
HASK	EDWARD HINKLE DBA HINKLE AND SON TRUCKING
HGPS	HIGH PLAINS LOGISTICS CONSULTING, LLC
HHGI	HH&G, INC.
HJBT	J. B. HUNT TRANSPORT, INC.
HLOB	HAUL LOGISTICS
HNWT	H&W TRUCKING
HUBG	HUB GROUP, INC.
IGLN	PANTHER EXPEDITED/INTEGRES
IKXS	IKON TRANSPORTATION SERVICES, INC.
INTD	INTERSTATE DIST/CARGO EXPRESS
IWES	INTEGRATED WIND ENERGY SERVICES, LLC
JONS	JONES MOTOR CO., INC.
KBTP	K & B TRANSPORT, INC. OF GEORGIA
KSTK	K & S TRUCKING, LLC
KYTS	KEY TRANSPORT
LEAM	LANDSTAR EXPRESS AMERICA, INC.
LGGS	LEGION LOGISTICS
LGTC	LIVINGSTONE TRUCKING
LIGS	LANDSTAR LIGON
LLSK	LML LOGISTICS SOLUTIONS
LMJB	LMJ INTERNATIONAL LOGISTICS, LLC

SCAC	Carrier Name
LMJG	LMJ INTERNATIONAL LOGISTICS, LLC
LOJO	LOJO SPECIALIZED HAULING, LLC
LRGR	LANDSTAR RANGER
LRSL	LARS LOGISTICS/UNIFIED CONSULTANTS
LSST	LONE STAR TRANSPORTATION
LTPI	LOUISIANA TRANSPORT INC
MADL	MASON AND DIXON LINES
MCET	MERCER TRANSPORTATION CO., INC.
MDXD	MASON DIXON LOGISTICS
MDXW	MEDALLION TRANSPORT & LOGISTICS, LLC
MGIO	MAGNO INTERNATIONAL LP
MGPB	MEGACORP LOGISTICS, LLC
MGXB	MAGELLAN TRANSPORT LOGISTICS
MINB	MAGNO INTERNATIONAL LP
MLFJ	MALOON TRANSPORTATION
MLLV	R.E. MILLS
MYAF	MYSTIC TRANSPORTATION
NCOC	NORCO CORPORATION
NONT	NORTHERN NECK TRANSFER, INC.
NXLL	NEXT EXIT LOGISTICS, LLC
ODTI	OVERDRIVE TRANSPORTATION, INC.
PGTT	PGT TRUCKING
PIDS	PRIEFERT LOGISTICS, LP PKDS PACKARD TRANSPORT, INC.
PNAN	PRECISION HEAVY HAUL, INC.

SCAC	Carrier Name
PSTO	P&S TRANSPORTATION INC.
PTWT	PANTHER II TRANSPORTATION, INC.
PXEL	PRIMO EXPRESS LLC
QELA	QONTINUITY ENTERPRISES LLC
REBN	R. E. B. EXPRESS
REBQ	RED ARROW CONSULTING INC
RETR	RE TRANSPORTATION
RFTG	RELWOF FARMS TRUCKING, INC.
RHLT	ROCKHILL
RLPK	RADIANT LOGISTICS PARTNERS LLC
RLPL	RADIANT LOGISTICS PARTNERS LLC
RNWS	W.S. ROBINSON
ROEV	ROEHL TRANSPORT, INC.
RPTY	RP TRUCKING LLC
RTSB	RELIABLE TRANSPORTATION SOLUTIONS
RWCY	VALUE TRANSPORT dba RWC TRANSPORT
RYFS	RAYNOR FARM SERVICES INC.
RYPR	READY TRANSPORTATION INC
SAGQ	SOUTHERN AG CARRIERS, INC.
SAMM	SAMMONS TRANS
SLTW	SLT EXPRESS WAY, INC.
SLZC	SOURCE LOGISTICS LLC
SPCG	SPECIALIZED TRANSPORTATION, INC.
SWIB	SWI TRANSPORTATION, INC.
TAES	TEAM AIR EXPRESS, INC.

SCAC	Carrier Name
TCAR	TRANS CARRIERS INC
TCZN	TNT CARTAGE
TENH	TENNESSEE STEEL HAULERS, INC.
TGNB	BUS DEV & BEYOND, INC. DBA TRANGISTICS
TJIQ	TJI LOGISTICS, INC.
TLSI	TRANSPORTATION & LOGISTICAL
TMQH	TOMCAT MILITARY LOGISTICS LLC
TNXF	TURNER TRANSPORT
TQYL	TOTAL QUALITY LOGISTICS
TRSQ	TERESI TRUCKING INC
TVFT	TRAVERSE FREIGHT INC.
UACL	UNIVERSAL AM-CAN
ULLQ	US LOGISTICS, LLC
	UPS GROUND FREIGHT, INC. DBA UPS
UPGF	FREIGHT
UVGS	UNIVERSAL LOGISTICS
	JERRY VIRGIL D/B/A/ J & W VIRGIL
VGJW	TRUCKING CO
VLLQ	VERDE LOGISTICS
VLOB	VETUS LOGISTICS
WRXE	WRIGHT EXPRESS SERVICE
WSHK	WOODEN SHOES TRUCKING INC.
WTEM	WILSON TRUCKING SERVICE INC.
	XCELERATED TRANSPORTATION GROUP
XCTG	LLC

6.0 Reports and Queries

6.1 Material Release Order (MRO) Tracker: From your navigation bar, select **Reports/Queries**, then **Queries** from the drop down and finally **MRO Tracker**

DSS / Vendor Shipment Module
DEFENSE LOGISTICS AGENCY (A12345)

User Guide | Logoff | MPO | FOB Dest | FOB Origin | PRINT | Seavan | **Reports/Queries** | Exceptions | Maintenance

SEARCH

ORIGIN PROCE

Available Shipments

RLSE	CLIN	Purchase Order	Requisition	CDD	IPD	CN
<input type="checkbox"/>	0099 0011	SP03000000000	N0934600001125A	01		
<input type="checkbox"/>	HAZMAT TEST	SPM8EJ09D0029	W45J673234001A	2014084 15	W45J67 W45J67	10 PAST DUE
<input type="checkbox"/>	HAZMAT TEST	SPE4A614V6242	FB601233470223A	2014092 06	FB6012 FB6012	10 PAST DUE
<input type="checkbox"/>	0099 0099	S098900000000	W25G1U40150520	15	W25G1U W25G1U	1
<input type="checkbox"/>	DEMO 0001	SPMAESINTL000	W91DY023420501	02	W91DY0 W91DY0	100
<input type="checkbox"/>	DEMO 0001	SPMSP00000000	Z2025523400501	02	000301 Z20255	100
<input type="checkbox"/>	DEMO 0001	SPMLTL00000000	W25G1U23410502	12	W25G1U W25G1U	100
<input type="checkbox"/>	DEMO 0001	SPMTL00000000	W25G1U31720510	12	W25G1U W25G1U	100
<input type="checkbox"/>	DEMO 0001	SPMINTL000000	W81AT123420501	02	000101 W81AT1	100
<input type="checkbox"/>	DEMO 0001	SPM8E505DDDEMO	W62G2T31360501	02	W62G2T W62G2T	100
<input type="checkbox"/>	TEST 0001	PRODTEST11111	WK4FV12175TM01	12	000101 WK4FV1	24 PARTIAL
<input type="checkbox"/>	0001 0001	SP08908098098	WK4BM92081PH00	13	000101 WK4BM9	99 PARTIAL
<input type="checkbox"/>	TM01 0001	FOBOSPTST1111	WK4FV11121TM04	02	WK4FV1 WK4FV1	11 PARTIAL
<input type="checkbox"/>	0001 0001	SP11111111111	WK4BM91113PH99	13	000101 WK4BM9	45 PARTIAL

Item Labels Single All Packed In One Multiple Freight Piece

Next screen displayed DSS MRO Tracking System, click **Accept Term of Use**

WEB SITE SMARTPHONE ENABLED
VIEW YOUR PRODUCT ANYTIME - ANYWHERE

DEFENSE LOGISTICS AGENCY
DLA Information Operations (Ogden)
DSS MRO Tracking System

YOU ARE ACCESSING A
U.S. GOVERNMENT (USG) - INFORMATION SYSTEM (IS)
THAT IS PROVIDED FOR USG AUTHORIZED USE ONLY.
BY USING THIS IS, YOU CONSENT TO THE FOLLOWING CONDITIONS:

- THE USG ROUTINELY INTERCEPTS AND MONITORS COMMUNICATIONS OCCURRING ON THIS IS, FOR PURPOSES INCLUDING, BUT NOT LIMITED TO, PENETRATION TESTING, COMSEC MONITORING, NETWORK OPERATIONS AND DEFENSE, PERSONNEL MISCONDUCT (PM), LAW ENFORCEMENT (LE), AND COUNTERINTELLIGENCE (CI) INVESTIGATIONS.
- AT ANY TIME, THE USG MAY INSPECT AND SEIZE DATA STORED ON THIS IS.
- COMMUNICATIONS USING, OR DATA STORED ON, THIS IS ARE NOT PRIVATE, ARE SUBJECT TO ROUTINE MONITORING, INTERCEPTION, AND SEARCH, AND MAY BE DISCLOSED OR USED FOR ANY USG AUTHORIZED PURPOSE.
- THIS IS INCLUDES SECURITY MEASURE (E.G., AUTHENTICATION AND ACCESS CONTROLS) TO PROTECT USG INTERESTS, AND NOT FOR YOUR PERSONAL BENEFIT OR PRIVACY INTERESTS.
- NOTWITHSTANDING THE ABOVE, USING THIS IS DOES NOT CONSTITUTE CONSENT TO FWA, LE, OR CI INVESTIGATIVE SEARCHING OR MONITORING OF THE CONTENT OF PRIVILEGED COMMUNICATIONS, OR WORK PRODUCT, RELATED TO PERSONAL REPRESENTATION OR SERVICES BY ATTORNEYS, PSYCHOTHERAPISTS, OR CLERGY, AND THEIR ASSISTANTS. SUCH COMMUNICATION AND WORK PRODUCT ARE PRIVATE AND CONFIDENTIAL. SEE USER AGREEMENT FOR DETAILS.
(SEE YOUR SUPERVISOR ON THE USER AGREEMENT).

Accept Term Of Use | **Contact Project Manager**

Privacy/Security | Accessibility | Contact Webmaster | Web Site Disclaimer

Next screen displayed DSS MRO Tracking System Query Page, click **Single Query**.

WEB SITE SMARTPHONE ENABLED
VIEW YOUR PRODUCT ANYTIME - ANYWHERE



DEFENSE LOGISTICS AGENCY

DLA Information Operations (Ogden)

DSS MRO Tracking System

DLA Information Operations (Ogden) | DLA Distribution Center | RELI*

[Site Help](#) | [Carrier\(s\) Data](#) | [Site Updates](#)

DLA Information Operations (Ogden)
Distribution Standard System (DSS) - MRO Tracking System
***** Data is from the DSS or DPMS Database(s) *****

[Single Query](#) | [Batch Query](#)

allows the user to enter a requisition number to obtain the current status of their MRO(s)

[User Manual](#) | [Site Survey](#)

DLA Virtual Contact Center is available 24 x 7
1-877-352-2255 (1-877-DLA-CALL)
Com'l 269-961-7766 - DSN 661-7766

[DLA Customer Interaction Center](#)
is available for any Distribution related question or when MRO status is not available.

[Problems with web site, Contact Us](#)

This page was last updated on 11/22/2012 12:45:35. Best view with 800 by 600 pixels. If you need help email Webmaster

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Next screen displayed DSS MRO Single Application System, Select **Document Number/Suffix**, add Requisition number in field and click **Search**

Welcome to the Material Release Order (MRO)
Single Query Application System
Please enter the MRO Number below
Requiring current status.

Select your input type by clicking the button next to the selection: **System Ready**

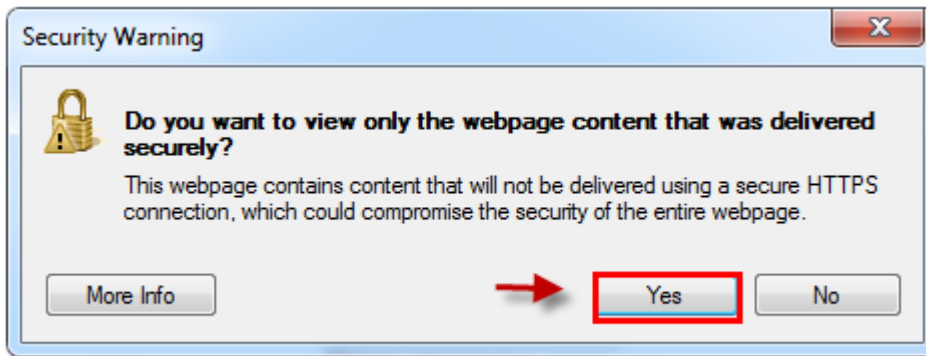
- Document Number/Suffix
- MPC Document Number/Suffix
- Contract Number
- Local Document Number
- TCN

Click to enter inquiry

 **Search** **Reset** **Close Window** **Print Results**

Carrier(s) Data **DLA Customer Interaction Center**

Next screen displayed Webpage Content Securely Warning. Click **Yes**



Click to enter inquiry

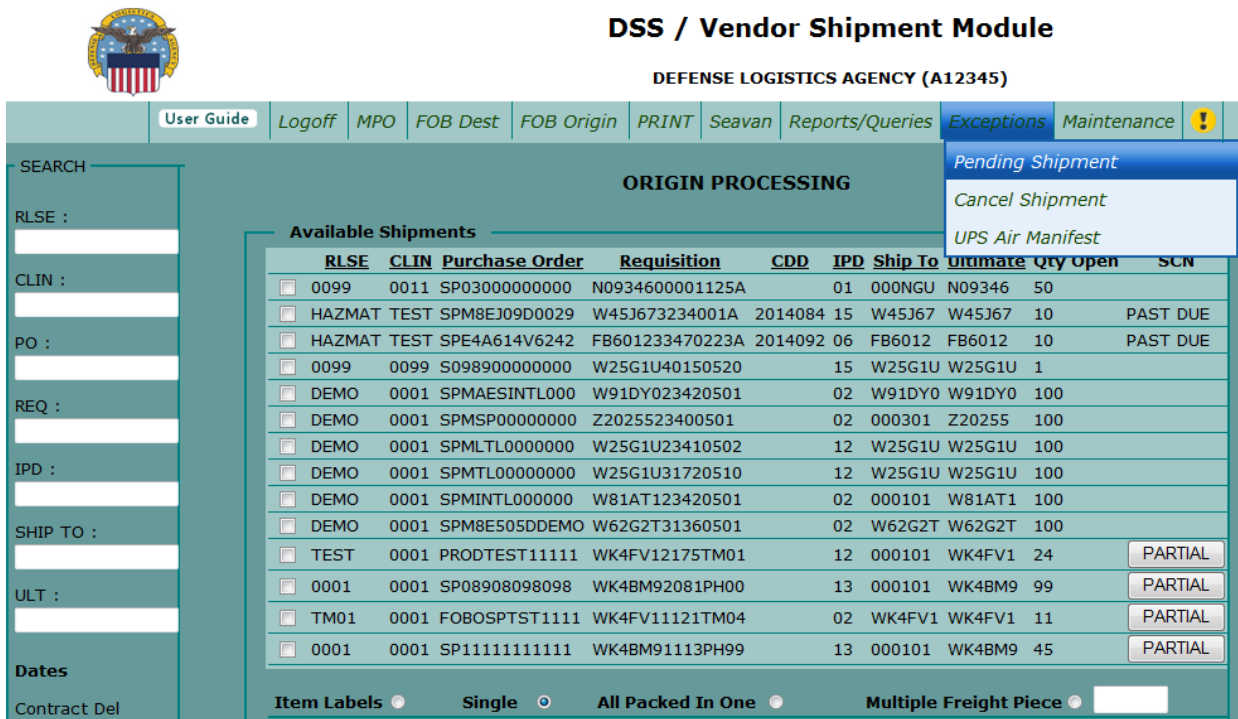
Next screen displayed is your Doc ID/Requisition Number you are searching for. From here you can check the status of your shipment. You have completed MRO Tracking.

**** Doc ID Req Number you are searching for is **FM913332700039** ****

Document Number: <input type="text"/>	Status: SHIPPED
Quantity Requested: 4	Depot Shipper: <input type="text"/>
Quantity Shipped: 4	Ship To: FORT DETRICK MD21702
Quantity Canceled: 0	Mode of Shipment: UNKNOWN
Quantity Denied: 0	Carrier: MENLO WORLDWIDE
P.O. Received: 01NOV2013	DTCI SCAC:
Date Shipped: 11DEC2013	Tracking Number:
Signature:	Transportation Cntl Number: <input type="text"/>
	B.L. Number: <input type="text"/>
	Delivery Date:
	Deliverv Time:

7.0 Exception Processing

7.1 Pending Shipments: From your Navigation Bar, select **Exceptions** and then **Pending Shipment**.



DSS / Vendor Shipment Module
DEFENSE LOGISTICS AGENCY (A12345)

Navigation Bar: User Guide | Logoff | MPO | FOB Dest | FOB Origin | PRINT | Seavan | Reports/Queries | **Exceptions** | Maintenance

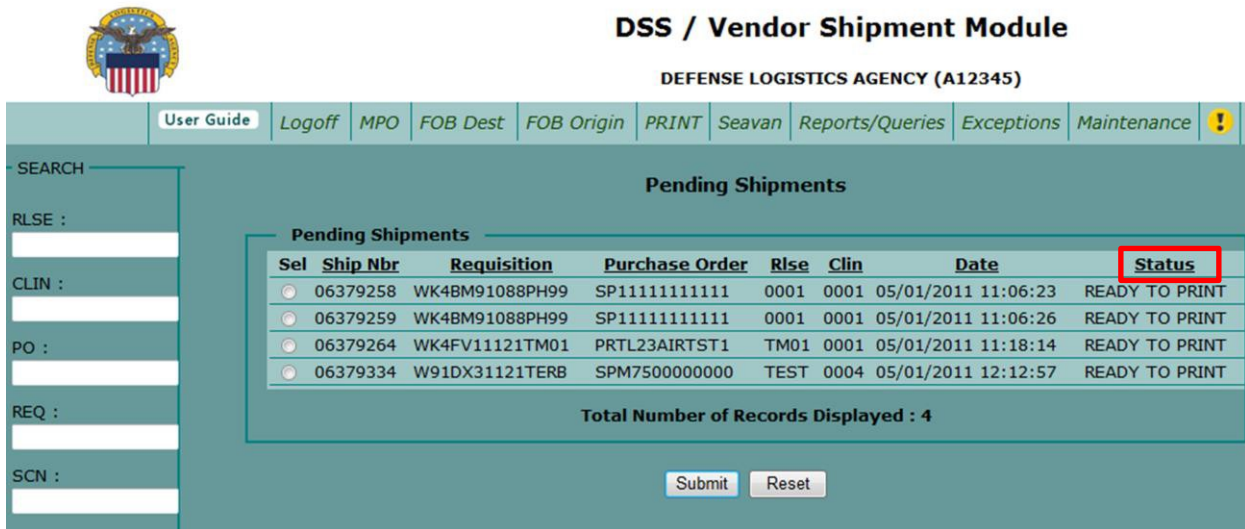
SEARCH: _____

Available Shipments

RLSE	CLIN	Purchase Order	Requisition	CDD	IPD	Ship To	Ultimate Qty	Open	SCN
<input type="checkbox"/>	0099	0011 SP03000000000	N0934600001125A		01	000NGU	N09346	50	
<input type="checkbox"/>	HAZMAT TEST	SPM8EJ09D0029	W45J673234001A	2014084	15	W45J67	W45J67	10	PAST DUE
<input type="checkbox"/>	HAZMAT TEST	SPE4A614V6242	FB601233470223A	2014092	06	FB6012	FB6012	10	PAST DUE
<input type="checkbox"/>	0099	0099 S098900000000	W25G1U40150520		15	W25G1U	W25G1U	1	
<input type="checkbox"/>	DEMO	0001 SPMAESINTL000	W91DY023420501		02	W91DY0	W91DY0	100	
<input type="checkbox"/>	DEMO	0001 SPMSP00000000	Z2025523400501		02	000301	Z20255	100	
<input type="checkbox"/>	DEMO	0001 SPMLTL0000000	W25G1U23410502		12	W25G1U	W25G1U	100	
<input type="checkbox"/>	DEMO	0001 SPMTL00000000	W25G1U31720510		12	W25G1U	W25G1U	100	
<input type="checkbox"/>	DEMO	0001 SPMINTL000000	W81AT123420501		02	000101	W81AT1	100	
<input type="checkbox"/>	DEMO	0001 SPM8E505DDEMO	W62G2T31360501		02	W62G2T	W62G2T	100	
<input type="checkbox"/>	TEST	0001 PRODTST11111	WK4FV12175TM01		12	000101	WK4FV1	24	PARTIAL
<input type="checkbox"/>	0001	0001 SP08908098098	WK4BM92081PH00		13	000101	WK4BM9	99	PARTIAL
<input type="checkbox"/>	TM01	0001 FOBOSPTST1111	WK4FV11121TM04		02	WK4FV1	WK4FV1	11	PARTIAL
<input type="checkbox"/>	0001	0001 SP111111111111	WK4BM91113PH99		13	000101	WK4BM9	45	PARTIAL

Item Labels Single All Packed In One Multiple Freight Piece

Next screen displayed is Pending Shipments.



DSS / Vendor Shipment Module
DEFENSE LOGISTICS AGENCY (A12345)

Navigation Bar: User Guide | Logoff | MPO | FOB Dest | FOB Origin | PRINT | Seavan | Reports/Queries | **Exceptions** | Maintenance

SEARCH: _____

Pending Shipments

Sel	Ship Nbr	Requisition	Purchase Order	Rlse	Clin	Date	Status
<input type="radio"/>	06379258	WK4BM91088PH99	SP111111111111	0001	0001	05/01/2011 11:06:23	READY TO PRINT
<input type="radio"/>	06379259	WK4BM91088PH99	SP111111111111	0001	0001	05/01/2011 11:06:26	READY TO PRINT
<input type="radio"/>	06379264	WK4FV11121TM01	PRTL23AIRTST1	TM01	0001	05/01/2011 11:18:14	READY TO PRINT
<input type="radio"/>	06379334	W91DX31121TERB	SPM7500000000	TEST	0004	05/01/2011 12:12:57	READY TO PRINT

Total Number of Records Displayed : 4

Submit Reset


Once Status column says ready to print, you can select your SCN and **Submit** to print documents.

8.0 Vendor Account Maintenance and Administrative Procedures

8.1 Update Vendor Profile


After logging into VSM: <https://vsm.distribution.dla.mil/net/> navigate to the **Maintenance** tab, and then go to **Update Vendor Profile** in the drop down options.

NOTE: Maintaining your current information is vital to future enhancements of VSM. The address information and hours of operation are used to dispatch carriers to pick up your cargo as well. Correct information is crucial to avoid incorrect information on labels.



DSS / Vendor Shipment Module

DEFENSE LOGISTICS AGENCY (A12345)

User Guide	Logoff	MPO	FOB Dest	FOB Origin	PRINT	Seavan	Reports/Queries	Exceptions	Maintenance 
----------------------------	------------------------	---------------------	--------------------------	----------------------------	-----------------------	------------------------	---------------------------------	----------------------------	---

SEARCH

RLSE :

CLIN :

PO :

REQ :

IPD :

SHIP TO :

ULT :

Dates

ORIGIN PROCESSING

Available Shipments

RLSE	CLIN	Purchase Order	Requisition	CDD	IPD	Ship To	Ultimate	Qt	
<input type="checkbox"/>	0099	0011 SP03000000000	N0934600001125A		01	000NGU	N09346	50	
<input type="checkbox"/>	HAZMAT	TEST SPM8E309D0029	W453673234001A	2014084	15	W45367	W45367	10	
<input type="checkbox"/>	HAZMAT	TEST SPE4A614V6242	FB601233470223A	2014092	06	FB6012	FB6012	10	
<input type="checkbox"/>	0099	0099 S098900000000	W25G1U40150520		15	W25G1U	W25G1U	1	
<input type="checkbox"/>	DEMO	0001 SPMAESINTL000	W91DY023420501		02	W91DY0	W91DY0	100	
<input type="checkbox"/>	DEMO	0001 SPMSPO0000000	Z2025523400501		02	000301	Z20255	100	
<input type="checkbox"/>	DEMO	0001 SPMLTL0000000	W25G1U23410502		12	W25G1U	W25G1U	100	
<input type="checkbox"/>	DEMO	0001 SPMTL00000000	W25G1U31720510		12	W25G1U	W25G1U	100	
<input type="checkbox"/>	DEMO	0001 SPMINTL000000	W81AT123420501		02	000101	W81AT1	100	
<input type="checkbox"/>	DEMO	0001 SPM8E505DDEMO	W62G2T31360501		02	W62G2T	W62G2T	100	
<input type="checkbox"/>	TEST	0001 PRODTST11111	WK4FV12175TM01		12	000101	WK4FV1	24	<input type="button" value="PARTIAL"/>
<input type="checkbox"/>	0001	0001 SP08908098098	WK4BM92081PH00		13	000101	WK4BM9	99	<input type="button" value="PARTIAL"/>
<input type="checkbox"/>	TM01	0001 FOBOSPTST1111	WK4FV11121TM04		02	WK4FV1	WK4FV1	11	<input type="button" value="PARTIAL"/>
<input type="checkbox"/>	0001	0001 SP11111111111	WK4BM91113PH99		13	000101	WK4BM9	45	<input type="button" value="PARTIAL"/>

Item Labels Single All Packed In One Multiple Freight Piece

[Update Vendor Profile](#)

[Change Password](#)

[Add/Modify Hazardous Record](#)

[Retire PO Records](#)

[VSM Admin](#)

[Download jAMS-VSM](#)

This screen allows you to input contact and operational information and update the information when changes occur. Contact VSM for address changes.



DSS / Vendor Shipment Module

DEFENSE LOGISTICS AGENCY (A12345)

User Guide	Logoff	MPO	FOB Dest	FOB Origin	PRINT	Seavan	Reports/Queries	Exceptions	Maintenance	
----------------------------	------------------------	---------------------	--------------------------	----------------------------	-----------------------	------------------------	---------------------------------	----------------------------	-----------------------------	--

Update Vendor Profile

[ADDRESS INFO](#) | [POC INFO](#) | [DEFAULT FORMS](#) | [CONTRACTS](#) | [RFID](#) | [MISCELLANEOUS](#) | [BACK](#)

Note: Only asterisked Items May Be Updated.

[HOURS OF OPERATION](#)

Vendor:

Company Name: DEFENSE LOGISTICS AGENCY

Vendor DODAAC: A12345

Assigned CAGE Codes: 12345 ▾

[- top -](#)

Address Information:

Country: US

Street Address 1: 2001 MISSION DR

Street Address 2: BLDG 54/BAY-5

NEW CUMBERLAND

The screen displays the different sections within the Update Vendor Profile across both top and bottom of page. Clicking on any of the titles will take you to that section. To return to the top of **Update Vendor Profile** screen, click on **-top-** located in the lower right hand corner of each section. To get back to the previous screen, click on the **BACK** link at either the top or bottom of the page. Please do not use your internet browser to go back.

NOTE: If you are using a nine digit Zip code, do not enter a dash.

Address Information:

*Country: UNITED STATES OF AMERICA ▾

*Street Address 1: 2001 MISSION DR

*Street Address 2: BLDG 54/BAY-5

*City: NEW CUMBERLAND

*State/Province: PENNSYLVANIA ▾

*Zip: 17070

*SPLC: 209405251

[- top -](#)

Point-of-Contact Information:

*POC: NAME HERE

*Phone Nbr: 555-555-5555

*Email Address: EMAIL ADDRESS HERE

*Fax Nbr: FAX NUMBER

[- top -](#)

The Hours of Operation must be recorded in military time. For example: 6:00 AM is 0600, and 8:00 PM is 2000.

Also update Holidays and any other specific days your company will be closed.



DSS / Vendor Shipment Module

DEFENSE LOGISTICS AGENCY (A12345)

User Guide	Logoff	MPO	FOB Dest	FOB Origin	PRINT	Seavan	Reports/Queries	Exceptions	Maintenance	
----------------------------	------------------------	---------------------	--------------------------	----------------------------	-----------------------	------------------------	---------------------------------	----------------------------	-----------------------------	--

Load and Maintain Hours of Operation

Carrier Pickup Days

Use Military Time (0000 - 2359)

Pickup Day	Start Time	Stop Time
M-F	<input type="text"/>	<input type="text"/>
MON	1730	2100
TUE	0700	1500
WED	0700	1500
THU	0700	1500
FRI	0700	1300
SAT	<input type="text"/>	<input type="text"/>
SUN	<input type="text"/>	<input type="text"/>

Site Days Carriers Do Not Pickup

Delete

<input type="checkbox"/>	05/26/2014
<input type="checkbox"/>	07/04/2014

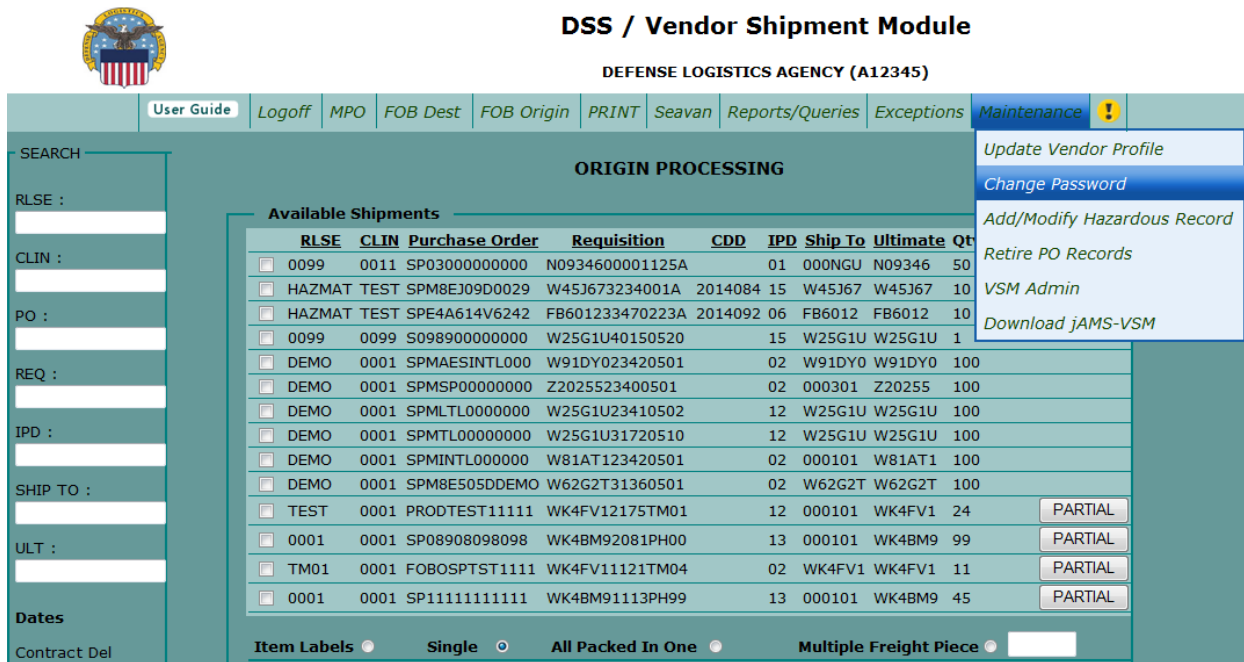
The **Default Form Print Settings** section lists documentation that can be selected to print automatically each time a shipment is processed. However, you have the option not to print a particular document on the **Print Documents** screen that appears just prior to printing your shipping documents. At that time, you may “uncheck” documents you do not wish to print for that particular shipment, which prevents printing unnecessary or unwanted items.

Default Form Print Settings:

*Print DD250:	<input checked="" type="checkbox"/>
*Print Packing List:	<input checked="" type="checkbox"/>
*Print Container Label:	<input type="checkbox"/>
*Print AE302 Form:	<input checked="" type="checkbox"/>

[- top -](#)

8.2 Change Your Password

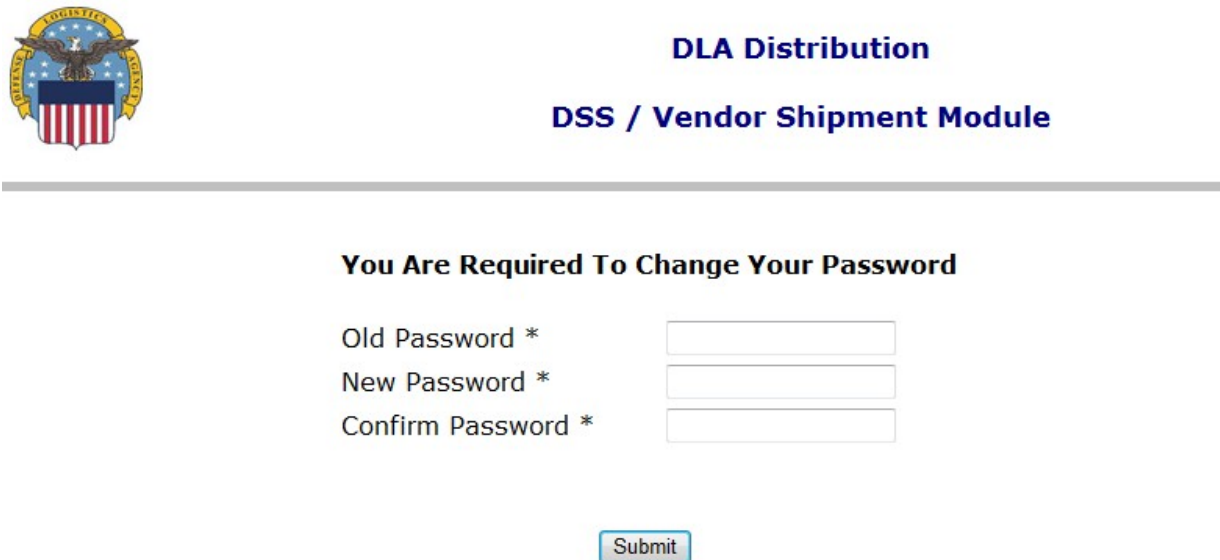


The screenshot shows the 'DSS / Vendor Shipment Module' interface for the Defense Logistics Agency (A12345). The 'Maintenance' tab is selected in the top navigation bar. A dropdown menu is open, showing options: 'Update Vendor Profile', 'Change Password', 'Add/Modify Hazardous Record', 'Retire PO Records', 'VSM Admin', and 'Download jAMS-VSM'. The 'Change Password' option is highlighted. The main content area displays 'ORIGIN PROCESSING' with a table of 'Available Shipments' and search filters on the left.

RLSE	CLIN	Purchase Order	Requisition	CDD	IPD	Ship To	Ultimate	Qt	
<input type="checkbox"/>	0099	0011 SP03000000000	N0934600001125A	01	000NGU	N09346	50		
<input type="checkbox"/>	HAZMAT TEST	SPM8EJ09D0029	W45J673234001A	2014084	15	W45J67	W45J67	10	
<input type="checkbox"/>	HAZMAT TEST	SPE4A614V6242	FB601233470223A	2014092	06	FB6012	FB6012	10	
<input type="checkbox"/>	0099	0099 S098900000000	W25G1U40150520		15	W25G1U	W25G1U	1	
<input type="checkbox"/>	DEMO	0001 SPMAESINTL000	W91DY023420501		02	W91DY0	W91DY0	100	
<input type="checkbox"/>	DEMO	0001 SPMSP00000000	Z2025523400501		02	000301	Z20255	100	
<input type="checkbox"/>	DEMO	0001 SPMLTL0000000	W25G1U23410502		12	W25G1U	W25G1U	100	
<input type="checkbox"/>	DEMO	0001 SPMTL00000000	W25G1U31720510		12	W25G1U	W25G1U	100	
<input type="checkbox"/>	DEMO	0001 SPMINTL000000	W81AT123420501		02	000101	W81AT1	100	
<input type="checkbox"/>	DEMO	0001 SPM8E505DDemo	W62G2T31360501		02	W62G2T	W62G2T	100	
<input type="checkbox"/>	TEST	0001 PRODTST11111	WK4FV12175TM01		12	000101	WK4FV1	24	PARTIAL
<input type="checkbox"/>	0001	0001 SP08908098098	WK4BM92081PH00		13	000101	WK4BM9	99	PARTIAL
<input type="checkbox"/>	TM01	0001 FOBOSPTST1111	WK4FV11121TM04		02	WK4FV1	WK4FV1	11	PARTIAL
<input type="checkbox"/>	0001	0001 SP111111111111	WK4BM91113PH99		13	000101	WK4BM9	45	PARTIAL

-Navigate to the **Maintenance** tab along the top navigation bar.

-Select and Click **Change Password** from drop down menu options.



The screenshot shows the 'DLA Distribution' interface for the 'DSS / Vendor Shipment Module'. A message reads: 'You Are Required To Change Your Password'. Below the message are three input fields for 'Old Password *', 'New Password *', and 'Confirm Password *'. A 'Submit' button is located at the bottom of the form.

8.3 Add/Modify Hazardous Record

DSS / Vendor Shipment Module
DEFENSE LOGISTICS AGENCY (A12345)

User Guide | Logoff | MPO | FOB Dest | FOB Origin | PRINT | Seavan | Reports/Queries | Exceptions | Maintenance !

SEARCH

ORIGIN PROCESSING

Update Vendor Profile
Change Password
Add/Modify Hazardous Record
Retire PO Records
VSM Admin
Download jAMS-VSM

RLSE	CLIN	Purchase Order	Requisition	CDD	IPD	Ship To	Ultimate	Qty
<input type="checkbox"/>	0099	0011 SP03000000000	N0934600001125A	01	000NGU	N09346	50	
<input type="checkbox"/>	HAZMAT	TEST SPM8EJ09D0029	W45J673234001A	2014084	15	W45J67	W45J67	10
<input type="checkbox"/>	HAZMAT	TEST SPE4A614V6242	FB601233470223A	2014092	06	FB6012	FB6012	10
<input type="checkbox"/>	0099	0099 S098900000000	W25G1U40150520		15	W25G1U	W25G1U	1
<input type="checkbox"/>	DEMO	0001 SPMAESINTL000	W91DY023420501	02	W91DY0	W91DY0	100	
<input type="checkbox"/>	DEMO	0001 SPMSPO0000000	Z2025523400501	02	000301	Z20255	100	
<input type="checkbox"/>	DEMO	0001 SPMLTL0000000	W25G1U23410502	12	W25G1U	W25G1U	100	
<input type="checkbox"/>	DEMO	0001 SPMTL000000000	W25G1U31720510	12	W25G1U	W25G1U	100	
<input type="checkbox"/>	DEMO	0001 SPMINTL0000000	W81AT123420501	02	000101	W81AT1	100	
<input type="checkbox"/>	DEMO	0001 SPM8E505DEMO	W62G2T31360501	02	W62G2T	W62G2T	100	
<input type="checkbox"/>	TEST	0001 PRODTEST11111	WK4FV12175TM01	12	000101	WK4FV1	24	PARTIAL
<input type="checkbox"/>	0001	SP08908098098	WK4BM92081PH00	13	000101	WK4BM9	99	PARTIAL
<input type="checkbox"/>	TM01	0001 FOBOSPTST1111	WK4FV11121TM04	02	WK4FV1	WK4FV1	11	PARTIAL
<input type="checkbox"/>	0001	SP11111111111	WK4BM91113PH99	13	000101	WK4BM9	45	PARTIAL

Item Labels Single All Packed In One Multiple Freight Piece

- Navigate to the **Maintenance** tab.
- Select **Add/Modify Hazardous Record** from drop down options.

DSS / Vendor Shipment Module
DEFENSE LOGISTICS AGENCY (A12345)

User Guide | Logoff | MPO | FOB Dest | FOB Origin | PRINT | Seavan | Reports/Queries | Exceptions | Maintenance !

Hazardous Record Selection Screen

NIIN Part Number: 004113171
Manufacturer's Cage: 12345

Shipping Type

DOT (Surface CONUS Shipping)
 IMDG (Surface OCONUS Shipping)
 IATA (Commercial Air Shipping)
 MilAir (Military Air Shipping OCONUS-only)

Submit

- Enter **NIIN Part Number**.
- Enter **Manufacturer's Cage**.
- Select **Shipping Type**.
- Click **Submit**.

DSS / Vendor Shipment Module
DEFENSE LOGISTICS AGENCY (A12345)

NIIN: 004113171 MANUFACTURER'S CAGE: 12345

MSDS Number Hazardous Zone Vendor who modified record User ID to last modify record Date of last change

No hazardous descriptions currently exist. Please create a new record.

Detail Information

MSDS Number: Hazardous Zone:
Flash Point: Magnetic Material:

Click '?' for associated help.

Optional Freeform Supplementary description:

-If information is blank or incorrect:

-Enter appropriate information for the required screens.

-Click **Select Current Record for each screen** to enter and save new record

Proper Shipping Name: *

Technical Name:

UN/ID Number: *

UN Class Code: *

Subsidiary Risk 1:

Subsidiary Risk 2:

Subsidiary Risk 3:

Packing Group: EMS Number:

DOT Special Permit: MFAG Number:

Marine Pollutant: COE Number:

Inhabitable Building Distance?: CAA Number:

Click '?' for associated help.

-If **NIIN Part Number** already exists in VSM, the **Detail Information** fields will automatically populate.

-If information is correct:

-Click **Select Current Record**.

- When ready to process shipment, "Process Shipment as Hazardous" must be selected and information added

8.4 Add/Modify Hazardous Record

When vendor initially applied to use VSM, part of the application included assigning a vendor Point of Contact (POC). This person is assigned certain privileges in the system to include: adding new vendor users, editing user profile data, and having the ability to reset suspended accounts.

The screenshot displays the 'DSS / Vendor Shipment Module' interface for the 'DEFENSE LOGISTICS AGENCY (A12345)'. The main area is titled 'ORIGIN PROCESSING' and shows a table of 'Available Shipments'. The table has columns for RLSE, CLIN, Purchase Order, Requisition, CDD, IPD, Ship To, and Ultimate. There are four rows of shipment data. Below the table, there are radio buttons for 'All Packed In One' and 'Multiple Freight Piece', and a text box for 'Total Number of Records Displayed : 5'. At the bottom, there is a 'Hazardous Override' checkbox and buttons for 'Submit', 'Reset', 'Export to Excel', and 'Shipped View'. On the left side, there is a search panel with fields for RLSE, CLIN, PO, REQ, IPD, SHIP TO, and ULT. A 'Maintenance' menu is open on the right, showing options like 'Update Vendor Profile', 'Change Password', 'Add/Modify Hazardous Record', 'Retire PO Records', 'VSM Admin', and 'Download JAMS-VSM'.

RLSE	CLIN	Purchase Order	Requisition	CDD	IPD	Ship To	Ultimate
DEMO	0001	SPMTL00000000	W25G1U31720510	12	W25G1U	W25G1U	10
DEMO	0001	SPM8E505DDDEMO	W62G2T31360501	02	W62G2T	W62G2T	10
00001	00001	SPMSATEST0000	N0040630770501	03	N00406	N00406	20
TEST	0001	PROOTEST111111	WK4FV12175TM01	12	000101	WK4FV1	24
TM01	0001	FOBOSPTST1111	WK4FV11121TM04	02	WK4FV1	WK4FV1	11

These tasks are accomplished by logging into VSM <https://vsm.distribution.dla.mil/net> then selecting the **Maintenance** menu then the **VSM Admin** option.

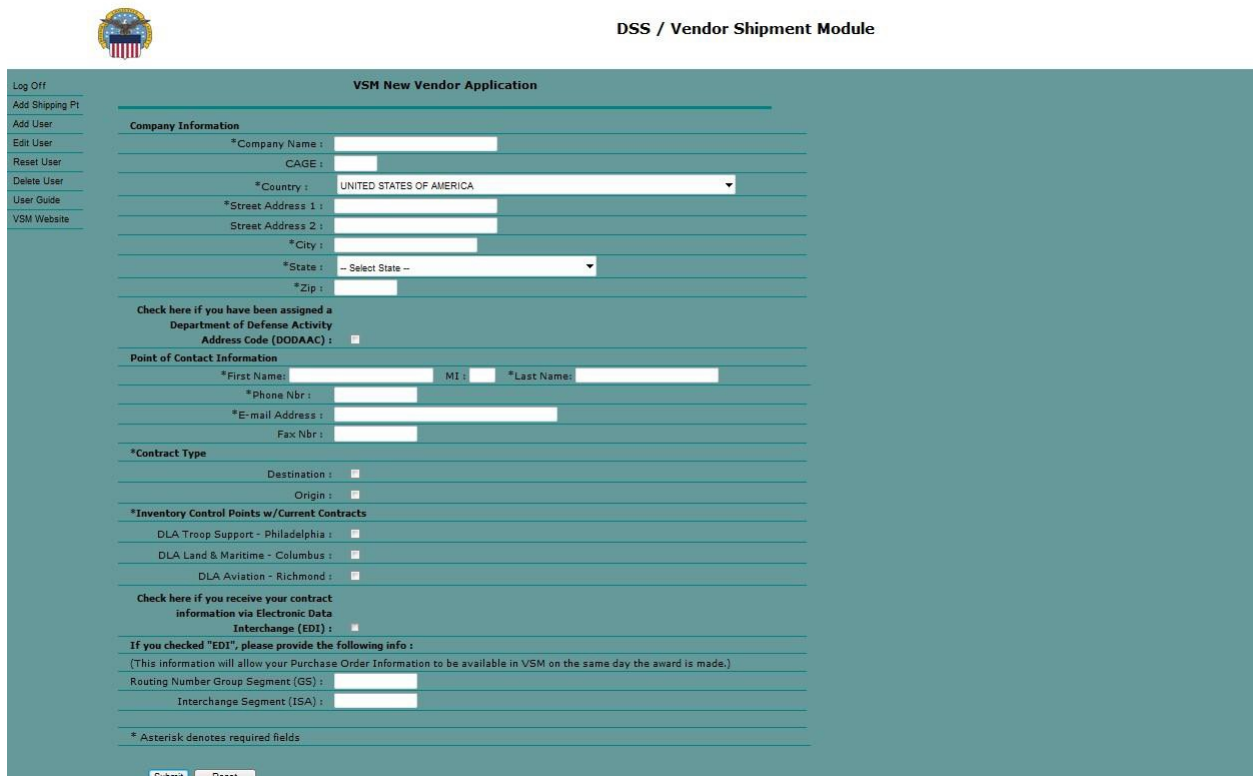
[8.5 Add/Modify Hazardous Record](#)

Log into VSM <https://vsm.distribution.dla.mil/net> and continue to Vendor Administration page, as described in earlier sections. Select **Add Shipping Pt**



The screenshot shows the 'DSS / Vendor Shipment Module' interface. On the left is a navigation menu with 'Add Shipping Pt' highlighted in a red box. The main area is titled 'VSM User Administration' and shows 'EDIT User - DEFENSE LOGISTICS AGENCY [A12345]'. Below the title is a dropdown menu currently set to 'All Vendors'.

The next screens will allow you to enter information about the Alternate Shipping location. Fields marked with an asterisk (*) are mandatory entries.

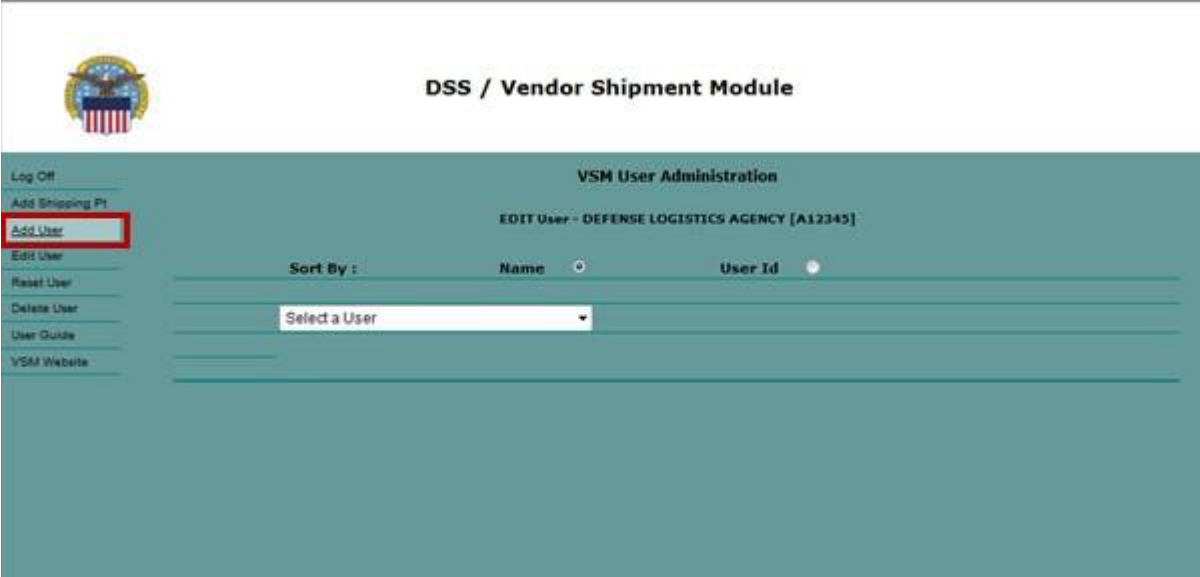


The screenshot shows the 'VSM New Vendor Application' form. It includes a navigation menu on the left and a main form area. The form is divided into several sections: 'Company Information' with fields for Company Name, CAGE, Country (set to UNITED STATES OF AMERICA), Street Address 1 & 2, City, State, and Zip; 'Point of Contact Information' with fields for First Name, MI, Last Name, Phone Nbr, E-mail Address, and Fax Nbr; 'Contract Type' with checkboxes for Destination and Origin; 'Inventory Control Points w/Current Contracts' with checkboxes for Philadelphia, Columbus, and Richmond; and 'Interchange (EDI)' with a checkbox. At the bottom, there are fields for Routing Number Group Segment (GS) and Interchange Segment (ISA), and a note that asterisks denote required fields. 'Submit' and 'Reset' buttons are at the bottom.

If your company uses a third party packager, enter your company name/packagers' name. If not, enter your company name/state or city of alternate location. Enter the rest of the required address information and click the **Submit** button. **Note: Cage Code same as companies**
DLA Distribution will receive the application for the shipping location and will respond within 10 business days.

8.6 How to Add New Users

Click on **Add User** on left hand side of VSM User Administration page.



If you wish to change or re-assign the Vendor Point of Contact (POC), please contact our Help Desk at 1-800-456-5507 or delivery@dla.mil.

Enter information in fields annotated with an asterisk.



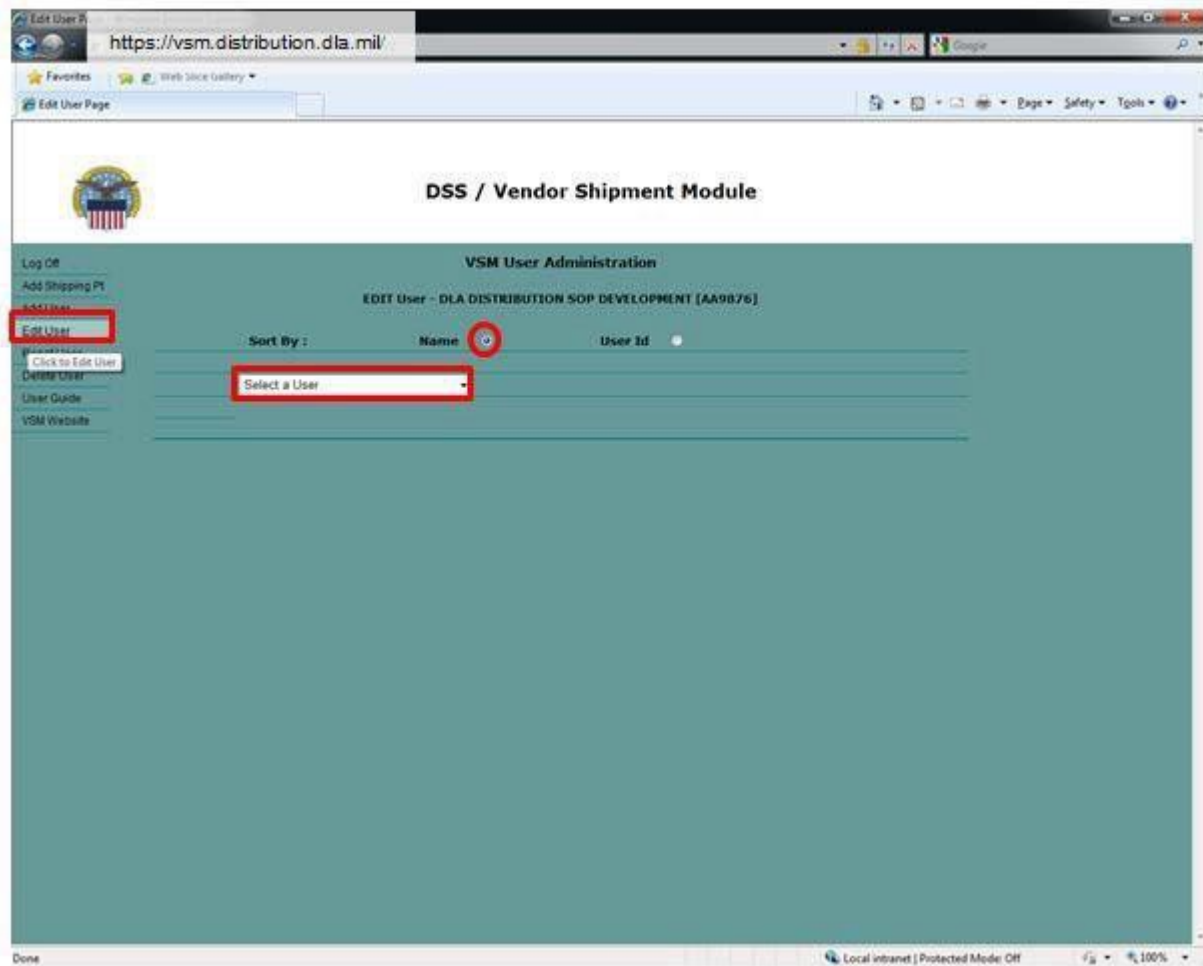
DSS / Vendor Shipment Module

Log Off	VSM User Administration
Add Shipping Pt	Add New User
Add User	
Edit User	*Ship From DODAAC : A12345
Reset User	*User ID : A1234502
Delete User	*First Name : DLA
User Guide	Middle Initial : L
VSM Website	*Last Name : Distribution
	Telephone : 1-800-456-5507
	*E-Mail Address : delivery@dla.mil
	User <input checked="" type="radio"/>
	*Auth Level : POC <input checked="" type="radio"/>
	DDC <input type="radio"/>
	* Asterisk denotes required fields
	<input type="button" value="Add User"/> <input type="button" value="Reset"/>

Notes:

- Enter your DoDAAC (your cage code gets converted to a DoDAAC by adding the letter “A” in front of it. If you have multiple ship-from locations, the system will assign the DoDAAC letter going alphabetically as you add sites. If you aren’t sure what your DoDAAC is, when you log into the system, the top of the page will show your company name and your DoDAAC in the parenthesis).
- User ID - set up the same as yours, just going up a digit at the end (if your user ID ends 02, build theirs ending 03, then 04, etc)
- Authorization levels:
 - **User** – Permissions to process orders, obtain documentation, add Hazardous Records, edit or delete the DD250 (Address Management), and permits user to change their own password.
 - **POC** – Permissions to process orders, obtain documentation, add Hazardous Records, edit or delete the DD250 (Address Management), Retire PO Records, Update company information in VSM, and all administrative functions associated with adding, editing and deleting users, and the ability to reset user passwords.
 - After information is entered, click on **Add User**. The system will automatically send 2 e-mails to the user. One e-mail will provide the user’s ID. The second e-mail will contain the temporary password.
 - After user has been added, they can login to VSM with their User ID and temporary password. Temporary password is only valid for 24 hours. When user successfully logs into VSM, they are prompted to change their temporary password. Passwords must be at least 8 characters long and must contain a number, an upper case letter, a lower case letter, and special character.

8.7 How to Edit User Profiles



Click **Edit User**.

-Select **Name** or **User Id** for user from drop down display.



DSS / Vendor Shipment Module

Log Off	VSM User Administration
Review Requests	Edit User - WSFLIS01
Add Shipping Pt	
Add User	*Ship From DODAAC : A12345
Edit User	*Company Name : DEFENSE LOGISTICS AGENCY
Reset User	*User ID : WSFLIS01
Delete User	*First Name : WEB
Delete Vendor	Middle Initial :
User Guide	*Last Name : SERVICE
VSM Website	Telephone : 8004565507
Vendor Reports	*E-Mail Address : delivery@dla.mil
	User <input type="radio"/>
	*Auth Level : POC <input checked="" type="radio"/>
	DDC <input type="radio"/>
	* Asterisk denotes required fields
	<input type="button" value="Update User"/>

-Change the information and click **Update User**.

8.8 How to Reset User's Password

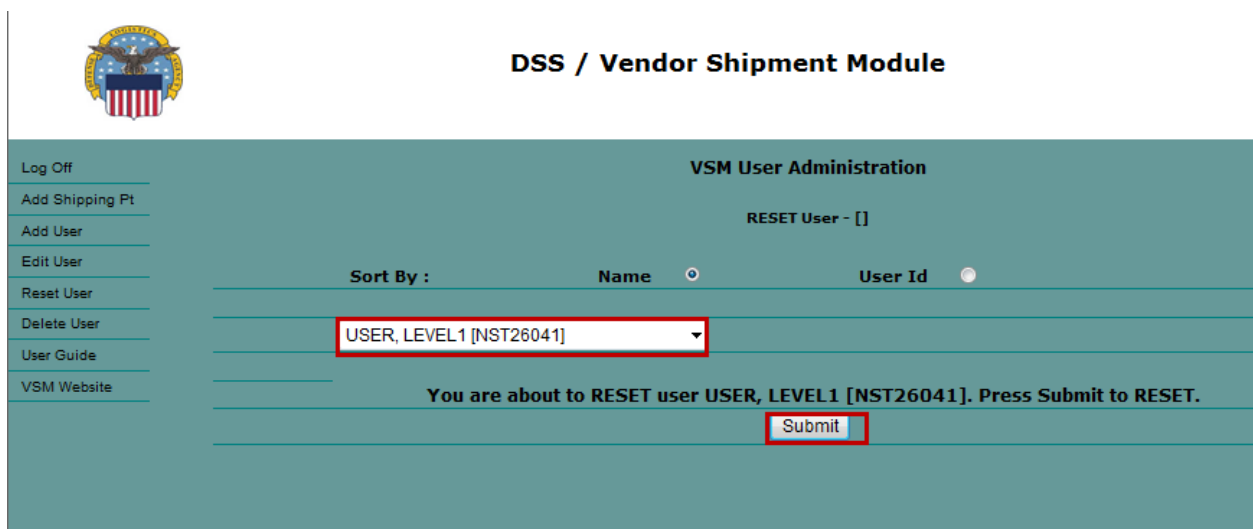
Users can be locked out of the system for several reasons. The most common reason is the entry of an incorrect password 3 times in a row. If a user becomes locked out of the system for any reason, the Vendor POC may unlock the user. Determine who the Vendor POC is for your company. This person will be able to unlock the user using the following step-by-step instructions:

Log into VSM <https://vsm.distribution.dla.mil/net/> and continue to the Vendor Administration page as described in earlier sections. Then select the **Reset User** option.



The screenshot shows the 'DSS / Vendor Shipment Module' interface. On the left is a navigation menu with options: Log Off, Add Shipping Pt, Add User, Edit User, **Reset User** (highlighted with a red box), Delete User, User Guide, and VSM Website. The main content area is titled 'VSM User Administration' and 'RESET User - DEFENSE LOGISTICS AGENCY [A12345]'. It features a 'Sort By:' section with radio buttons for 'Name' and 'User Id'. Below this is a dropdown menu labeled 'Select a User'.

The system will provide a drop-down menu of all your company's users.



The screenshot shows the 'DSS / Vendor Shipment Module' interface. The navigation menu on the left includes: Log Off, Add Shipping Pt, Add User, Edit User, **Reset User**, Delete User, User Guide, and VSM Website. The main content area is titled 'VSM User Administration' and 'RESET User - []'. It features a 'Sort By:' section with radio buttons for 'Name' and 'User Id'. Below this is a dropdown menu showing 'USER, LEVEL1 [NST26041]' (highlighted with a red box). At the bottom, there is a message: 'You are about to RESET user USER, LEVEL1 [NST26041]. Press Submit to RESET.' and a 'Submit' button (highlighted with a red box).

-Select the desired **User**. Click **Submit**.

The system will confirm the password has been reset, by sending 2 emails to the User: one advising the User has been reset and one providing a temporary password.

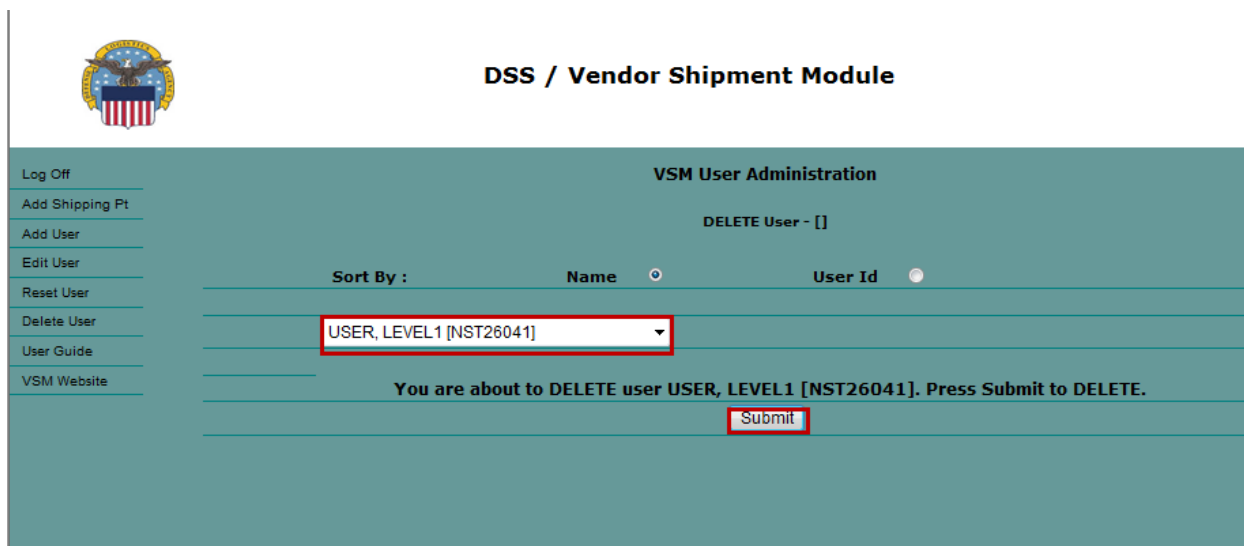
After the users' password has been reset, the user can login to VSM with their User ID with the login and temporary password. The temporary password is only valid for 24 hours. As soon as the user successfully logs into VSM, they will be prompted to change their temporary password.

8.9 How to Delete a User

The intent of this function is to delete a user or users who no longer work for the company or no longer require access. Log into VSM <https://vsm.distribution.dla.mil/net/> as described in earlier sections.



-Select **Delete User** option.

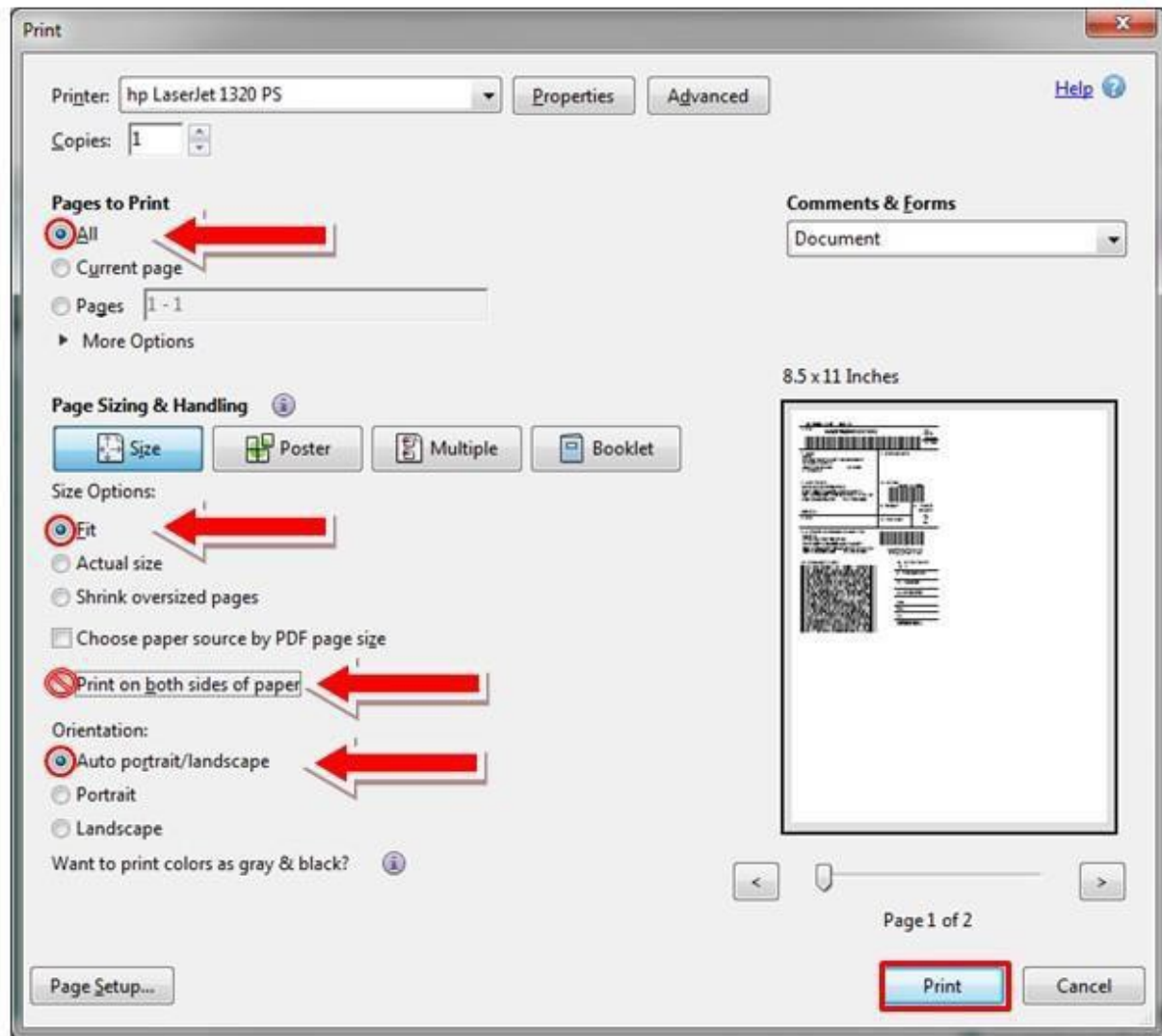


-Select **User** from the drop down list.

-Click on **Submit** to delete user.

9.0 Adobe Acrobat Printer Setup

The procedure for setting up a printer to print the Military Shipping Labels (MSL) is dependent on the version of Adobe Acrobat being used. If you do not have Acrobat or are using an earlier version, free downloads are available from <http://www.adobe.com/products/acrobat/readstep2.html>.



- When you are ready to print: ensure you are printing **all** pages, you have the **Size** option set to **Fit**, and the radio button for **Print on both sides of paper** is not selected.

10. Acronyms

CCP – Consolidation & Containerization Point
CLIN – Contract Line Item Number
DFAS – Defense Finance and Accounting Services
DLA – Defense Logistics Agency
DoDAAC – Department of Defense Activity Address Code
DSS – Distribution Standard System
DSS MRO Tracker – Distribution Standard System Material Release Order Tracking System
DVD -- Direct Vendor Delivery
EDI – Electronic Data Interface
FACTS - Financial Air Clearance Transportation System
FOB – Free on Board
IPD – Issue Priority Designator
ITV – In-Transit Visibility
MPO – Manual Purchase Order
MRO – Material Release Order
MSL - Military Shipping Label
PO - Purchase Order
POC – Point of Contact
SCN – Shipment Control Number
VSM – Vendor Shipment Module