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PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 2/2012)
Prescribed by GSA - FAR (48 CFR) 53.212

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	

38. S/R ACCOUNT NO.	39. S/R VOUCHER NUMBER	40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (<i>Print</i>)
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	42b. RECEIVED AT (<i>Location</i>)
41c. DATE	42c. DATE REC'D (YY/MM/DD)
	42d. TOTAL CONTAINERS

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Part 12 Clauses

SF 1449 Continue

REQUEST FOR PROPOSAL (RFP)

Attachment 1: Schedule of Items
Attachment 2: Customer List
Attachment 3: New Item Request
Attachment 4: EDI Guide
Attachment 5: STORES Vendor Catalog Manual
Attachment 6: STORES Reconciliation Vendor EDI Guide
Attachment 7: Reverse Auction

CONTINUATION OF BLOCKS ON THE SF FORM 1449:

QUESTIONS PERTAINING TO THIS SOLICITATION SHALL BE SUBMITTED IN WRITING, CITE PAGE NUMBER AND SECTION, NO LATER FEBRUARY 29, 2016 THAN AT 1:00 P.M. HST.

BLOCK 17a. (CONTINUED):

OFFERORS: SPECIFY
CAGE CODE: _____
FAX NUMBER: _____
EMAIL ADDRESS: _____
COMPANY POC: _____
PHONE #: _____

BLOCK 17b. (CONTINUED)

Remittance will be made to the address that the vendor has listed in the System for Award Management (SAM) Database. Offeror's assigned DUNS Number:

(If you do not have a DUNS number, contact the individual identified in Block 7a of the SF 1449 or see 52.212-1, Instructions to Offerors—Commercial Items (paragraph j) for information on contacting Dun and Bradstreet.)

BLOCKS 19-24 (CONTINUED):
SEE SCHEDULE OF ITEMS (ATTACHMENT 1)

BLOCK 28 (CONTINUED)
Contractor is required to sign this document and return ONE copy to issuing office.

BLOCK 31b. (CONTINUED)
Name of Contracting Officer: Ms. Jean K. Ross (subject to change)

PRE-PROPOSAL CONFERENCE

A preproposal conference will be held to explain the requirements of this solicitation (SPE302-16-R-S001). No questions from the attendees will be entertained in the Pre-Proposal Conference. Prospective offerors are encouraged to attend. To arrange attendance, prospective offerors are requested to contact by **FEBRUARY 18, 2016 NOON, HST:**

Name: Amy Wong, Contract Specialist/Jean K. Ross, Contracting Officer
Telephone: (808) 474-2944 / (808) 474-2940
E-mail: amy.wong@dla.mil / jean.ross@dla.mil

Only two (2) attendees per company are allowed. The date, time, and location of the conference are provided below:

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Date: **February 19, 2016 (Friday)**
Time: **1:00 p.m. Hawaii Standard Time (HST)**
Location: Military Family Support Center
2nd Floor, Training Room 261
4827 Bougainville Drive
Honolulu, HI 96818

*Note: VISITOR PARKING FOR CONFERENCE. **PLEASE ALLOW EXTRA TIME TO FIND PARKING.** The Military Family Support Center is located off-base directly behind the Ruby Tuesday Restaurant. There is parking around the center, however, DO NOT park in reserved stalls. Map of the preproposal conference site can be provided upon request.

The Government will not be liable for expenses incurred by an offeror prior to contract award.

PRE-PROPOSAL CONFERENCE QUESTIONS

Offerors are cautioned that remarks and explanations provided at the conference shall not change the terms of this solicitation unless the solicitation is amended in writing. **Questions may be submitted both before and after the Pre-Proposal Conference up to February 29, 2016 1 P.M. HST.**

REQUEST FOR PROPOSAL SUBMISSION

Proposals for this solicitation shall be submitted via electronic mail (email). DLA Troop Support Pacific will not accept faxed or paper proposals in response to this solicitation. **The email address for receipt of proposals is amy.wong@dla.mil and jean.ross@dla.mil.** The subject line of the email must read "PROPOSAL-SPE302-16-R-S001, COMPANY NAME, CLOSING DATE "INSERT DATE." All email attachments shall be compatible with IBM type CPUs and Microsoft WORD, Microsoft EXCEL and Adobe Acrobat software. See CAUTION paragraphs below for further instructions.

CAUTION - NOTICE TO OFFERORS

1. Read the Statement of Work (SOW) to ensure 100% understanding of the solicitation requirements prior to submission of a proposal.
2. Offerors shall read and follow instructions in accordance with the provision title "ADDENDUM TO 52.212-1 INSTRUCTIONS TO OFFERORS---COMMERCIAL ITEMS (OCT 2015)." See page 30-31.
3. Read "52.212-2 Evaluation – Commercial Items (OCT 2014)" to ensure 100% understanding of how proposals will be evaluated. FAR 52.216-9036, Evaluation of Offers – Economic Price Adjustment (FEB 2009) **does not** apply under this solicitation. See "ADDENDUM TO 52.212-2 – EVALUATION COMMERCIAL ITEMS (OCT 2014)," page 31-32.
4. **SUMMARY OF CONTENTS IN THE FOLLOWING FAR CLAUSE/ PROVISION CHANGES:**

52.212-1 Addendum, pages 30-31 **updates** OCT 2015 version, on page 55, <https://www.acquisition.gov/far/index.html>.
52.212-2 Addendum, pages 31-32 **replaces** OCT 2014 version in its entirety.
52.212-3 Addendum pages 33-39 (NOV 2015) **replaces** OCT 2015 version in its entirety (pages 55-63).
52.212-4 Addendum page 40 **updates** MAY 2015 version on pages 42-45.
52.212-5 Addendum pages 40-41 **adds** to OCT 2015 version on pages 45-47.

CAUTION NOTICE

This solicitation is a Small Business Set-Aside. NAICS is 311991 and size standard is 500 employees. It contains one (18 month) base period plus two (18 month) option periods. The length of the contract, including options, is 54 months (4.5) years. A waiver of the Non-Manufacturer Rule was received on December 9, 2015 from the U.S. Small Business Administration.

Delivery orders will be placed against it at the current catalog price. The awardee will be required to have a computer system capable of accepting delivery orders and processing Electronic Data Interchange (EDI) transactions. This contract will require the contractor to have electronic commerce/electronic data interchange EC/EDI capabilities.

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All contractors who choose to conduct business with the Department of Defense must now be registered in the System of Award Management (SAM) database. In addition, we encourage all vendors who receive contract awards as a result of this solicitation to access the "Dynamic Small Business Search" http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm to identify potential suppliers. When making your procurement decisions we encourage your consideration of local business as a means to nurture small business and local economies.

In accordance with DLAD Clause 52.215-9023, Reverse Auction may be used for Distribution Prices only and the low offeror at the end of the Reverse Auction may not be the ultimate awardee. Award determination will be based on the lowest evaluated aggregate price

CAUTION - CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT (Oct 2015) (41 U.S.C. 3509).

FAR Part 3.1002(a) requires all government contractors to conduct themselves with the highest degree of integrity and honesty. Contractors should have a written code of business ethics and conduct within thirty calendar days of award. To promote compliance with such code of business ethics and conduct, contractors should have an employee business ethics and compliance training program that facilitates timely discovery and disclosure of improper conduct in connection with government contracts and ensures corrective measures are promptly instituted and carried out. A contractor may be suspended and/or debarred for knowing failure by a principal to timely disclose to the government, in connection with the award, performance, or closeout of a government contract performed by the contractor or a subcontract awarded there under, credible evidence of a violation of federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in title 18 of the United States Code or a violation of the False Claims Act. (31 U.S.C. 3729-3733)

If this solicitation or contract includes FAR clause 52.203-13 - CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT; the contractor shall comply with the terms of the clause and have a written code of business ethics and conduct; exercise due diligence to prevent and detect criminal conduct; promote ethical conduct and a commitment to compliance with the law within their organization; and timely report any violations of federal criminal law involving fraud, conflict of interest, bribery or gratuity violations found in title 18 of the United States Code or any violations of the False Claims Act. (31 U.S.C. 3729-3733). When FAR 52.203-13 is included in the contract, contractors must provide a copy of its written code of business ethics and conduct to the contracting officer upon request by the contracting officer.

RAPIDGATE

"Many bases currently require enrollment in RapidGate and will not allow entry without RapidGate clearance. During the contract implementation period, the Contractor must contact all customer locations to determine whether enrollment in RapidGate or another security program is required for access to each location. If RapidGate or other security enrollment is required, the contractor must take all necessary steps to obtain this in time for the start of performance under this contract. Failure to have RapidGate clearance may result in a vendor being turned away from the base and being unable to complete delivery. The contractor is responsible for the additional cost for RapidGate enrollment and must ensure that a RapidGate enrolled driver is available for all deliveries. We currently estimate that RapidGate enrollment will cost about \$250 per company and \$219 per enrolled employee for 1 year of access to multiple locations, but the cost of RapidGate or other security enrollment may vary, so the contractor should contact RapidGate to determine its own costs. If more than one driver is required, RapidGate enrollment must be obtained for each driver. Note that enrollment can take several weeks, so an awardee that is not already enrolled must begin enrollment at the time of award notification at the latest.

If difficulty or delay in enrollment in RapidGate is encountered during the implementation period, the contractor MUST contact RapidGate and/or the Security Officer at the applicable customer locations to resolve any issues with processing RapidGate enrollment so that the contractor will be able to deliver as required. For additional information regarding RapidGate, including enrollment instructions (such as Credential Management Fee \$40, applicable taxes and surcharges apply for Hawaii) for up-to-date information, please visit their website at www.rapidgate.com.

Please note that RapidGate is currently a requirement for access to some military bases; however, these and other locations may require enrollment in other security programs at some time in the future. In this event, the contractor is responsible for obtaining all required enrollments and clearances for each of their drivers as soon as they receive notice of such a requirement."

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CHECKLIST - DID YOU REMEMBER TO?

- ☐ 1. Fill in Block 17a, of Form 1449?
- ☐ 2. Fill in Block 17a, Continued from 1449, Page 1?
- ☐ 3. Cite remittance address in SAM and DUNS Number, Block 17b?
- ☐ 4. **Sign** Block 30a, name in Block 30b, and date in Block 30c?
- ☐ 5. Sign and return any/all amendments?
- ☐ 6. Return one (1) **completed and signed** SF1449 along with all pages?
- ☐ 7. Fill out all certifications and representations in solicitation or submit a copy of your System for Award Management (SAM) Representations and Certifications (REPS & CERTS)?
- ☐ 8. Submit one or more facilities as a Place of Performance under FAR 52.215-6 (Place of Performance)?
- ☐ 9. Fill out Vendor Name & CAGE Code for Excel Spreadsheet cell "B3"?
- ☐ 10. Submit prices for **every item** listed in Schedule of Items, Delivered Prices (cells in Column G), Distribution Price Per Pound (cell "K1"), for OPTION 1 Distribution Price Per Pound (cell "K2") and OPTION 2 Distribution Price Per Pound (cell "K3")?
- ☐ 11. Include statement on company letterhead vendor makes no exceptions to terms and conditions?
- ☐ 12. Submit copy of Reverse Auction Registration?
- ☐ 13. Submit proof of Perishable Agricultural Commodities Act (PACA) License? Refer to Page 24, Paragraph **XXXII. PERISHABLE AGRICULTURAL COMMODITIES ACT (PACA) LICENSE.**

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STATEMENT OF WORK (SOW)		
<p>I. INTRODUCTION</p> <p>A. DLA TROOP SUPPORT PACIFIC intends to enter into an Indefinite Delivery, Indefinite Quantity (IDIQ) contract with a commercial firm to supply a full-line of USDA No.1 or better Fresh Fruit and Vegetable (FF&V) products to Department of Defense (DoD) Troops (Land-based) and Non-DoD Ship/Land-based customers in Oahu, in the State of Hawaii. Department of Defense (DoD) and Non-DoD customers include, but are not limited to; galleys, Child Development Centers (CDCs), mini marts, Hale Koa Hotel, United States Coast Guard (USCG) ships, National Oceanic and Atmospheric Administration (NOAA) ships, etc. See Customer List, Attachment 2.</p> <p>B. This solicitation consists of DoD Troops (Land-based) and Non-DoD Ships/Land-Based customers. Offerors are required to offer on all items in the Schedule of Items; failure to do so may result in exclusion from award consideration.</p> <p>C. This solicitation is being issued as 100% small business set-aside. The Non-Manufacturer Waiver has been approved by the Small Business Administration (SBA) on December 9, 2015. It utilizes the Lowest Price Technically Acceptable Source Selection Process.</p> <p>D. Any award made against this solicitation will result in a Fixed Price with Economic Price Adjustment (FP with EPA), Indefinite Delivery, Indefinite Quantity (IDIQ) contract. The IDIQ contract will provide for an indefinite quantity, within stated limits, of specific supplies or services to be furnished during a fixed period, with deliveries to be scheduled by placing orders with the contractor (reference FAR 16.504 (a)).</p> <p>II. EFFECTIVE PERIOD OF CONTRACT</p> <p>A. The resultant contract may be for a total of 4.5 years (one [18 month] base period plus two [18 month] option periods) commencing on the effective date of the contract. The base period will include a start-up period, see (V. Requirements).</p> <p>B. For evaluation purposes only, the base term of the resultant contract (18 Months), and the term of any option (18 Months), if exercised under the Contract, will not exceed 18 months for the option period. The total length of the contract will not exceed fifty-four (54) months.</p> <p>C. Exercising of an option is not automatic and depends upon such conditions as acceptable contractor performance in meeting contract specifications and verifying an ongoing demand for this requirement.</p> <p>III. OPTIONS</p> <p>There are two (18 month) option periods in this solicitation. Acceptance of these options is mandatory. Distribution Prices (see Economic Price Adjustment (EPA) for definition), must be submitted for each option period, as well as for the base period. The Distribution Prices offered on each option period will be calculated with the Delivered Price (see Economic Price Adjustment (EPA) for definition), proposed for each evaluated item. The Distribution Price for each option period may be offered as a dollar value, increase or decrease, from the base period. <u>Changes expressed as a percentage will not be accepted.</u></p> <p>IV. GUARANTEED MINIMUM/MAXIMUM</p> <p>The guaranteed minimum on the resultant contract is ten percent (10%) of the awarded contract value for the base period only.</p> <p>The 4.5 Year Estimate (Total Including Options) is \$10,500,000. The 200% maximum ceiling on the resultant contract is \$21,000,000.</p> <p>V. REQUIREMENTS</p> <p><u>Start-up Period:</u> The Contractor's startup period will take place prior to the first order and is included in the 18 month period of the base period. The Contractor shall submit a proposed detailed implementation schedule to the Contracting Officer within fifteen (15) calendar days after award highlighting the steps that will be taken to implement a fully functional distribution account, including all EDI transactions for all customers covered by this solicitation. An additional thirty (30) calendar days will be granted for actual implementation. No more than forty-five (45) calendar days after award will be permitted for each contractor to have fully functional distribution accounts in place for all customers.</p> <p>VI. CATALOGS</p>		
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Offerors will be required to maintain electronic catalogs that list all items available to the customers covered under this solicitation. Each item in the catalog shall contain the corresponding national or local stock number, Government item description, packaging characteristics, unit of issue and unit price.

A. Catalog Maintenance

1. New Items

(a) Prior to commencement of the first order, DLA TROOP SUPPORT PACIFIC, the customer and the contractor will collaborate to identify items not found in the Schedule of Items which are to be added to the ordering catalog. Neither the contractor nor customer is permitted to add a new item to the catalog without initiating a new item request to the Contracting Officer.

(b) After ordering commencement, if a customer desires to order a Fresh Fruit and Vegetable (FF&V) item that is not part of the ordering catalog, the contractor will be allowed a maximum of twenty (20) calendar days to source the item, obtain a stock number from DLA TROOP SUPPORT PACIFIC (if required) and add the item to the ordering catalog via an 832 catalog transaction. These items should then become a permanent part of the contractor's inventory, dependent upon availability, after the Contracting Officer's determination of fair and reasonable pricing. The contractor shall utilize the Contracting Officer provided form when requesting all item approvals (additions and/or changes). The form is mandatory and is Attachment 3.

(c) The successful awardee shall assume the responsibility of introducing new produce items to the customers, as well as showing cost effective alternatives to their current choices.

2. Catalog Pricing

(a) Schedule of Items Pricing: Items priced in the Schedule of Items (See Attachment 1) will be included in the ordering catalog following award. Schedule of Items will be determined fair and reasonable prior to award. The final proposed price for each item in the Schedule of Items will be the catalog price during the first week of customer ordering.

(b) Catalog Price Changes: Once an item is listed on the ordering catalog, the contracting officer will make on-going price reasonableness determinations. In accordance with clause Economic Price Adjustment –Actual Material Costs for Subsistence Delivered Price Business Model, contractors are permitted to submit a weekly EPA for items found on the catalog. For each item the contractor is requesting a price change, the contracting officer will conduct a separate price reasonableness determination. The item will be removed from the catalog until a fair and reasonable price can be determined by the Contracting Officer. **The request is due by 9:00 AM HST on the Monday prior to inclusion of next weekly catalog update.**

(c) Catalog Additions: Before an item is added to the catalog, contractors are required to submit to the contracting officer a request of proposed catalog additions (See Attachment 3). The request shall include the stock number, Government item description, proposed unit price and a corresponding supplier invoice or quote, and proposed distribution price. **The request is due by 9:00 AM HST on the Monday prior to inclusion of the next weekly catalog updates.** The contracting officer will review the catalog addition request and upon determining the price fair and reasonable will contact the contractor to indicate acceptance. The contractor shall then include the item on the next catalog update. Should the proposed price fail to be determined fair and reasonable, the contracting officer will conduct negotiations with the contractor. If after negotiations the proposed pricing still cannot be determined fair and reasonable the item will not be added to the catalog.

(d) Pricing Requirements: The final negotiated contract fixed unit price for each item delivered to all customers shall be in effect for a minimum of all orders issued during the first ordering week (from Sunday at 12:01 AM through the following Saturday until midnight). The prices shall remain in effect for all subsequent ordering weeks except as otherwise adjusted IAW clause Economic Price Adjustment –Actual Material Costs for Subsistence Delivered Price Business Model (Nov 2011).

(i) On the first week's catalog the contractor shall submit final evaluated prices as awarded using the 832 transaction unless lower market prices are available at time of award whereby the contractor shall adjust their catalog prices to provide all available lower prices to the Government. Because this award is being made as Lowest Price Technically Acceptable, there is no upward adjustment on the final evaluated price for the first week's catalog.

3. Rebates/Discounts and Price-Related Provisions

(a) The contractor shall employ prevailing commercial methods in the pursuit of discounts, rebates, allowances or other similar economic incentives or benefits, for the customers supported under this contract, throughout the period of performance. All NAPA discounts, food show discounts, early payment discounts (except as identified in paragraph (b) herein), and other discounts, rebates, allowances or other similar economic incentives or benefits received by the Contractor at any time during the period of performance shall be passed to the Government via a reduced catalog price. Instructions for identifying discounts, rebates, allowances or other

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similar economic incentives or benefits that shall be provided to the Government or retained by the contractor are set forth in the submission requirements in the Business Proposal/Pricing and in the Reports section of the Statement of Work.

(b) The contractor may retain Early Payment discounts that meet the following conditions:

- (i) the Early Payment discount is an incentive to encourage payment earlier than the normal payment due date;
- (ii) the Early Payment discount is consistent with commercial practice;
- (iii) the Early Payment discount is routinely given by the manufacturer/growers to customers other than the Contractor at the same discount rate and under the same conditions as provided to the Contractor;
- (iv) the Early Payment discount is not established, requested, or negotiated for the purpose of avoiding giving DLA TROOP SUPPORT PACIFIC a lower cost or a rebate or in exchange for a higher invoice price;
- (v) the Early Payment discount is no more than 2 percent of the manufacturer/grower's invoice and the early payment is required within 10 days to obtain the discount; and
- (vi) the contractor actually made the required payment within the time period required to receive the discount.

(c) Upon request the contractor shall provide to the Government any invoices, quotes, or agreements relevant to the delivered price component for existing catalog items, for any new items being added to the catalog, and for requested price changes to existing catalog items. The contractor must include detailed payment terms on each invoice or quote used to substantiate delivered price, including any applicable discounts or rebates. If there are no payment terms associated with the document, the contractor must annotate it with "No payment terms."

(d) The Government may require the contractor to submit invoices and other documentation from all subcontractor tiers or any supplier or person in the delivered price supply chain, to substantiate all discounts, rebates, allowances or other similar economic incentives or benefits. If the Contracting Officer determines, after reviewing an invoice or other documentation, that a discount, rebate, allowance or other similar economic incentive or benefit should have been passed on to the Government, or if price verifications reveal any instance of overpricing or underpricing, the Government shall be entitled to a prospective delivered price reduction and a retroactive refund for the amount of the overcharges or discounts, rebates, allowances or other similar economic incentives or benefits, including interest and the contractor shall be entitled to a credit for any undercharges. The Contracting Officer, or authorized representative, shall have the right to examine and audit all the Contractor's records relevant to the existence of discounts, rebates, allowances or other similar economic incentives or benefits, and commercial customer delivered prices. Failure to exercise this right shall not constitute a defense or alter the Government's entitlement to any other remedies by contract or by law.

VII. DEFENSE APPROPRIATIONS ACT

A Class Domestic Non-Availability Determination (DNAD) for Federal Supply Class 8915, Fresh Fruits and Vegetables, dated 16 May 2008 has been approved under the DLA Troop Support/DLA Produce Long-Term Contracts. This DNAD establishes a limited Berry Amendment waiver to the requirements of DFARS 252.225-7012, Preference for Certain Domestic Commodities (FEB 2013) which is applicable to this solicitation. As a result of the DNAD, non-domestic FF&V may be supplied under this contract when domestic FF&V of satisfactory quality and sufficient quantity cannot be procured as and when needed at U.S. market prices. This determination will remain in effect until these circumstances have changed and the DNAD is formally rescinded.

VIII. CUSTOMERS

A. Adding Customers within the Oahu distribution zone.

1. Additional DoD and Non-DoD federal government customers that request DLA TROOP SUPPORT PACIFIC Produce support will be added on to the resultant Produce Long Term Contract under this solicitation, without any new acquisition or competition process, if the customer(s) is clearly within the Oahu Distribution Zone covered by this contract.
2. In this case, the contractor shall include this customer(s) at the effective contract prices applicable to that contract zone or region.
3. The decision as to whether the new customer is clearly within the contract region or zone and will be added to the contract without further competition and at existent contract prices, shall be the sole decision of the DLA TROOP SUPPORT PACIFIC Contracting Officer.

B. Adding Customers outside the Contract Geographic Distribution Region/Zone that are not Covered by a Current Produce Long Term Contract.

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1. This provision applies to the following customers:

(a) A new DoD or Non-DoD federal customer that is not clearly within the contract geographic distribution region/zone and for which the contractor will not accept the customer(s) at the effective contract price,

(b) A customer(s) located in an area that may be considered adjacent or proximal to the geographic distribution region/zone covered by more than one contractor.

(c) The above instances may occur when new customers request DLA TROOP SUPPORT PACIFIC Produce support or a current Contractor is no longer able to support that proximal customer installation(s). In these latter events, the DLA TROOP SUPPORT PACIFIC will utilize this provision to expeditiously source a Contractor for the customer installation(s).

2. The customer installations described in paragraph B above, and their Produce requirements, will be added to a Contractor's contract as follows:

(a) Complete price proposals to support the subject new customer(s), to include distribution and delivered prices, will be requested from only existing Subsistence Produce contractors that are proximal to the new customer, i.e. close in distance. Also, the Government may use any in house records.

3. The contract maximum may not be exceeded, even with the addition of a new customer(s).

4. The decision as to which contractors are proximal to the new customer and will be requested to provide a proposal to support such customer shall be the sole decision of the DLA TROOP SUPPORT PACIFIC Contracting Officer.

IX. CUSTOMER SERVICE

A. The DoD has periodic food menu boards, and other types of meetings which the contractor may be required to attend. At these meetings, the customers not only review their internal business practices, but the offeror can utilize this forum to show new products, demonstrate produce preparation, and provide nutritional information.

B. The contractor shall provide at least one (1) full time Customer Service representative to maintain continuous contact with all of the ordering activities. The name of the representative and the phone number, mobile phone number, beeper number, email address, or any other method of communicating with the representative, shall be furnished to the Contracting Officer after award.

C. The contractor shall assume the responsibility of introducing new food items to the customers, as well as to show cost effective alternatives to their choices.

D. Since many of our customers only have access to the Government phone network, it is strongly preferred that a toll free number be provided.

X. VALUE ADDED SERVICES

A. Market Forecast: The contractor is required to provide the customer and the contracting officer with a weekly produce market forecast bulletin on Friday which outlines for the following week information regarding supply availability, product quality, associated growing areas, price trends, weather conditions, and handling tips.

XI. ORDERING SYSTEMS

A. Subsistence Total Order & Receipt Electronic System (STORES): DOD and Non-DoD customers will order using the Subsistence Total Order and Receipt Electronic System (STORES) catalog. The contractor is responsible for establishing and maintaining the STORES catalog. STORES information is provided under Attachment 5 (STORES Vendor Catalog Manual) and Attachment 6 (STORES Reconciliation Vendor EDI Guide).

1. Accessed via the Internet, STORES is the Government's translator/ordering system that is capable of accepting orders from any of the Services, i.e. Army, Air Force, Navy, or Marines, individual ordering systems and translating them into an Electronic Data Interchange (EDI) format. In addition, this information is passed to DLA TROOP SUPPORT PACIFIC for the purposes of contractor payment and customer billing.

2. Customers will be able to order all of their requirements through STORES. The System will transmit orders to the contractor and DLA TROOP SUPPORT PACIFIC.

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<p>3. The awardee shall be required to interface with STORES and must be able to support the following EDI transactions:</p> <ul style="list-style-type: none"> 810 Electronic Invoice 820 Payment Voucher Information 832 Catalog (Outbound - Contractor to DLA TROOP SUPPORT PACIFIC) 850 Purchase Order 861 Receipt 997 Functional Acknowledgement <p>Note: A complete description of these transaction sets is included in the "EDI Implementation Guidelines" can be found in the Attachment 4 or at http://www.troopsupport.dla.mil, Select supply chains: Select Subsistence, Select Information: Select Stores & EDI Requests.</p> <p>4. The contractor shall have access to the Internet and be able to send and receive electronic mail (email).</p> <p>5. Unit prices must be formatted not more than two (2) places to the right of the decimal point in all ordering catalogs.</p> <p>6. The contractor is required to utilize the Government's item descriptions on all electronic ordering catalogs (832 transmissions) as well as on its invoices, delivery ticket to customer and 810 invoice transaction set.</p> <p>7. The contractor will utilize the DLA TROOP SUPPORT PACIFIC invoice reconciliation process, or other such systems as may become available, to the maximum extent, towards the goal of correcting invoices early and facilitating the payment process.</p> <p>8. In the event the STORES system or the contractor's interface is not operational, the contractor must provide alternate ways for the customer to order (e.g., by fax, by phone, pick up orders, etc.)</p> <p>9. Contractor shall use the Order Receipt Confirmation tool in STORES to confirm receipt of all transmitted orders.</p> <p>B. Public Key Infrastructure (PKI)/ External Certificate Authorities (ECA) Certificates: The Department of Defense (DoD) Public Key Infrastructure (PKI) Certificate will be required for all DoD users. A DoD PKI certificate will be required for all contractors. The requirement for PKI certificates is implemented in accordance with DoD security policy promoting secure electronic transactions.</p> <p>Obtaining a PKI certificate:</p> <p>(a) Contractors who do not work on-site at a Department of Defense facility may purchase a DoD PKI certificate from one of three External Certificate Authorities (ECAs). The ECAs are companies that provide digital certificates to DoD's industry partners who are using their own equipment or working in non – Governmental facilities. Certificate prices range from \$99 - \$115 per certificate per year, with volume discounts at some ECAs. A list of ECAs is available at: https://www.transactionservices.dla.mil/daashome/pki_contacts.asp</p> <p>(b) Each contractor must fully comply with the DoD requirement to implement PKI in order for our information systems to remain secure and viable.</p> <p>XII. ORDER PLACEMENT</p> <p>A. Minimum order requirement for any resultant contract is \$50.00. The \$50.00 minimum order shall be based on the aggregate total of orders to all customers located within a particular base or location.</p> <p>B. For small volume orders (less than \$8,000), DoD Troop (Land-based) and Non-DoD Ship/Land-based customers shall place their orders to accommodate at a minimum a "skip day" delivery. For example, an order placed on September 1 would have a required delivery date of September 3. For large volume orders (\$8,000 and up), the lead time required for the order is 21 calendar days. See Attachment 2 for specific delivery information for DoD Troop (Land-based) and Non-DoD Ship/Land-based customers.</p> <p>C. All invoice pricing will be based upon the unit price at time of order. For example, for any item ordered on a Friday to be delivered the following week, pricing will be based upon the Friday price, regardless of whether the unit price for that item changed as part of the weekly catalog update.</p> <p>XIII. ITEM AVAILABILITY</p> <p>A. The contractor must have access to items in sufficient quantities to fill all ordering activity requirements. All supplies shall be furnished on a "fill or kill" basis. The order must be filled in its entirety or canceled (killed). Partial shipments are acceptable if the customer is notified in advance and agrees to the partial shipments; however, the unfilled quantity is to be reported as not-in-stock (NIS). Offerors are required to have procedures for handling NIS situations. The contractor is required to stipulate timeframes in which</p>		

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the NIS item will be identified to the customer prior to delivery, in order that a substitute item may be requisitioned via a new order. Only substitutes of comparable description, quality, and price may be offered to the customer.

B. The contractor shall notify the customer within 24 hours of order placement of the non-availability of any item. The contractor shall offer the customer a substitute of equal or higher quality and at an equal or lower cost, or advise them of the not-in-stock position of the item. Substituted product shall not be delivered without prior consent by the customer. Substituted items must be noted as such on the invoice.

XIV. PACKAGING, PACKING, LABELING AND MARKINGS:

A. All packaging, labeling and packing shall be in accordance with good commercial practice. Shipping containers shall be in compliance with the National Motor Freight Classification and Uniform Freight Classification Code.

B. To ensure that the carrier and the receiving activity properly handle and store items, standard commercial precautionary markings such as "KEEP REFRIGERATED" shall be used on all cases when appropriate.

C. Protection during inclement weather is required. All products that are susceptible and sensitive to temperature must be protected by any means to prevent damage.

D. SPECIAL REQUIREMENT: USDA Agricultural Inspection Stamp Required for Items 289-293

The vendor must possess a **LIMITED PERMIT STAMP** issued by the United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) for authorized movement of fruits and vegetables under Federal Quarantine No. 13 per Hawaiian Fruits and Vegetables Quarantine, 7 CFR 318.13.

Contact information: <https://www.aphis.usda.gov/aphis/home/>

Mail or fax completed Fruit and Vegetable Compliance Agreement application to:

USDA, APHIS, PPQ
ATTN: Entry Compliance Officer
375 Rodgers Blvd.
Honolulu, HI 96819
FAX: 808-838-2704.

This Compliance Agreement between the contractor and USDA pertains to safeguarding U.S. Mainland produce, approved Hawaiian fruits, vegetables, cleared by USDA for use in a USDA quarantined area and for movement from Hawaii into or through the continental United States. Email: Honolulu.compliance@aphis.usda.gov

XV. DELIVERY INSTRUCTIONS

A. The contractor shall ensure all products are delivered in sanitary trucks that are of a commercially acceptable standard. All delivery trucks must be equipped with a lift gate to expedite the offloading of products. Trucks shall maintain proper temperatures, as determined through standard commercial practices and in accordance with the USDA Handbook Number 669, "Protecting Perishable Foods During Transport by Truck" (<http://www.ams.usda.gov/AMSV1.0/getfile?dDocName=STELDEV3021003&acct=atpub>). All trucks shall be equipped with locks to avoid tampering. Deliveries shall be F.O.B. destination to all ordering activities and delivery points. All items will be delivered to customer locations, free of damage, with all packaging and packing intact. The contractor shall remove all excess pallets used for delivery from the delivery point. A listing of the delivery points per zone can be found in the Attachment 2.

B. Delivery schedules (days and times), routes and stop-off sequence will be coordinated and verified with the customers on a post award basis by the awardee(s). In general, each DoD Troop (Land-based) and Non-DoD Land-based customer receives two (2) to three (3) deliveries per week. The frequency of Non-DoD ship customer deliveries varies greatly due to ship availability and schedule, ranging from one (1) to two (2) deliveries per month to zero deliveries for consecutive months.

C. Products for individual customers must be segregated. Many of the military bases have more than one delivery point. All products shall be segregated by drop-off point and loaded into the delivery vehicle in reverse drop sequence. The intent is to provide expeditious off-loading and delivery to the customer.

D. The contractor shall also ensure that the personnel loading and delivering the product provide prompt and efficient service to the customer.

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E. Delivery times are determined at the Delivery Order level. The contractor shall contact the customer after a Delivery Order is received to confirm actual delivery time.

XVI. INSPECTION AND ACCEPTANCE

A. Inspection and Acceptance of products will be performed at destination. The inspection is normally limited to identity, count and condition; however, this may be expanded if deemed necessary by either the military Veterinary Inspector, Dining Facility Manager, Food Service Advisor/Officer, or the Contracting Officer. Delivery vehicles may be required to stop at a central location for inspection before proceeding to the assigned delivery point(s). In addition, the delivery vehicles will be inspected for cleanliness and condition. Supplies transported in vehicles that are not sanitary, or which are not equipped to maintain prescribed temperatures, may be rejected without further inspection.

B. The authorized Government receiving official at each delivery point is responsible for inspecting and accepting products as they are delivered. The delivery ticket shall not be signed prior to the inspection of each product. All overages/shortages/returns are to be noted on the delivery ticket by the receiving official and truck driver. The authorized Government receiving official's signature and printed name on the delivery ticket is required for acceptance of the product.

C. The contractor shall provide two (2) copies of the delivery ticket with the shipment. Two (2) copies of the signed and annotated delivery ticket will serve as the acceptance document. The receiving official will use the delivery ticket as the receipt document and the contractor will use the delivery ticket as proof of delivery. No electronic invoice may be submitted for payment until acceptance is verified. Additionally, upon completing the delivery (or deliveries) and before the carrier leaves the installation, copies of the invoices may be required to be delivered to a central "Accounting" activity on the installation.

XVII. AUTHORIZED RETURNS

A. The contractor shall accept returns under the following conditions:

1. Products shipped in error.
2. Products damaged in shipment.
3. Products with concealed or latent damage.
4. Products that are recalled.
5. Products that do not meet shelf life requirements.
6. Products that do not meet the minimum quality requirements as defined for the items listed in the schedule.
7. Products delivered in unsanitary delivery vehicles.
8. Products delivered that fail to meet the minimum/maximum specified temperature.
9. Quantity excess as a result of order input error and/or purchase ratio factor error.
10. Products that are not from a sanitarily approved source.
11. Products that do not comply with DFARS 252.225-7012 Preference for Certain Domestic Commodities (Berry Amendment), if no waiver to this clause has been granted.
12. Any other condition not specified above that is deemed by the customer to be valid reasons for return.
13. No cost produce order cancellation policy:
 - a. Produce orders less than \$8,000. Customers may cancel orders less than \$8,000 with advance cancellation notice to the contractor by 12:00 p.m. local time, two (2) business days prior to scheduled delivery. The customer will be responsible for payment of the order if timely cancellation notice is not received by the contractor.
 - b. Produce orders greater than \$8,000. Customers may cancel orders greater than \$8,000 with advance cancellation notice to the contractor fourteen (14) calendar days prior to the scheduled delivery. The customer will be responsible for payment of the order if timely cancellation notice is not received by the contractor.

XVIII. REJECTION/RETURN PROCEDURES

A. **In the event an item is returned, the delivery ticket/invoice shall be annotated as to the item (s) rejected. These items shall then be deducted from the delivery ticket/invoice. The invoice total must be adjusted to reflect the correct dollar value of the shipment.** Replacements will be authorized based on the customer's needs. On an as-needed basis, same day re-delivery of items that were previously rejected shall be made, so that the customer's food service requirements do not go unfulfilled for that day. The re-delivered items will be delivered under a separate invoice utilizing the same call number, CLIN number, and purchase order number for the discrepant line. These re-deliveries will not constitute an emergency order requirement.

B. In the event a product is rejected after initial delivery is made, the contractor will pick up the rejected product. Credit due to the ordering activity as a result of the rejected product being returned, will be handled through a receipts adjustment process in STORES. If the contractor has already been paid for the product, a claim will be issued through DLA TROOP SUPPORT PACIFIC's financial system. In all cases, one (1) copy of the credit memo is to be given to the customer and (1) copy of the credit memo is to be sent to the DLA TROOP SUPPORT PACIFIC Contracting Officer.

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C. If a customer requires a one-to-one replacement, no additional paper work is necessary; the contractor delivery ticket/invoice will show that product is a replacement for a rejected item. The invoice shall reference the call number, CLIN number, and Purchase Order Number of the originally ordered product.

It is a requirement of this solicitation that product shall be inspected upon receipt as promptly as practicable. However, failure to promptly inspect or accept supplies shall not relieve the contractor from responsibility, nor impose liability on any of the customers, for nonconforming supplies. See FAR clause 52.212-4, paragraph 1.

XIX. INVOICING

A. Each delivery will be accompanied by the contractor's delivery ticket/invoice. Two (2) copies (an original plus one) shall accompany the shipment. The customer shall print their first and last name and sign all copies of the invoice/delivery ticket, keep one (1) copy and return the **Original** copy to the contractor. **Any changes must be made on the face of the delivery ticket/invoice; attachments are not acceptable.**

B. **No paper invoices shall be submitted to DFAS for payment.** For all orders placed via STORES and sent via EDI transaction set 850, invoicing for payment is to be filed electronically using EDI transaction set 810 (see <http://www.troopsupport.dla.mil>, Select supply chains: Select Subsistence, Select Information: Select Stores & EDI Requests for EDI guidelines).

C. All invoices submitted by the contractor must be "clean", i.e. all debits and/or credits must be reflected on the invoice prior to its submission. All contractors are required to ensure the accuracy of their invoices; the reconciliation tool provides you that medium.

D. **All internal debit/credit transactions must be completed prior to the submission of the invoice.** Invoice lines that do not contain the correct invoice data and/or contain incorrect quantities delivered or prices charged will be rejected. The contractor will be responsible for correction and re-submission.

E. The same invoice cannot be submitted with different dollar amounts.

F. The 810 invoices do not go through a testing phase. The contractor immediately begin sending their invoices in once they have successfully sent their first 850 purchase order.

G. Any manually keyed, or emergency order, must contain the word "Emergency" in the Purchase Order field when the invoice is submitted for payment. In addition, the CALL number and CLIN numbers will be entered as "9999" on the invoice. Failure to follow this procedure may result in the rejection of your invoice.

H. **For catch weight items, standard rounding methods must be observed i.e. <5, rounded down; > or =5, rounded up. All weights must be rounded to whole pounds using standard rounding methods.** Any line submitted for other than whole numbers will be rejected and require correction and re-submission by the contractor. Note: Currently, no catch weight items apply to this solicitation. This does not preclude the possibility that catch weight items may be added in the future for certain items.

I. Unit prices and extended prices must be formatted not more than two (2) places to the right of the decimal point. STORES will not accommodate positions of three (3) and above beyond the decimal point.

J. Although invoices must be submitted electronically via an 810 Electronic Invoice, the following address must appear in the "Bill To" or "Payment Will Be Made By" block of the contractor's invoice.

DFAS – Columbus Center (SL4701)
Attn: DFAS-BVDP
P. O. Box 369031
Columbus, OH 43236-9031

K. Invoice transactions may be submitted to DLA Troop Support daily. All internal debit/credit transactions must be completed prior to the submission of the invoice. Invoice lines that do not contain the correct invoice data and/or contain incorrect quantities delivered or prices charged will be rejected. The vendor will be responsible for correction and re-submission. Each invoice shall contain sufficient data for billing purposes. This includes, but is not limited to:

Contract Number
Call or Delivery Order Number
Purchase Order Number;
DODAAC
Contract line listed in numeric sequence (also referred to as CLIN order);
Item nomenclature;

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<p>LSN or NSN; Quantity purchased per item in DLA TROOP SUPPORT PACIFIC's unit of issue; Total dollar value on each invoice (reflecting changes to the shipment, if applicable).</p> <p>L. <u>Vendor Reconciliation Tool</u> - in an effort to improve the payment process, contractors have the ability to view what the customer has or has not receipted, via the DLA TROOP SUPPORT PACIFIC STORES website https://www.stores.dla.mil/stores_web/default.aspx. The contractor will have access to "un-reconciled" information, i.e., the invoice does not match the receipt because of the quantity price discrepancy, or because the customer has not posted a receipt. Both invoice information and receipt information will be available for review on the website by the contractor. While the contractor will not have the capability to update customer receipt information, update capability will be available for un-reconciled invoice information for approximately thirty (30) calendar days. It is the contractor's responsibility to ensure accurate invoices. This tool has been developed as an additional means for your internal accounting process.</p> <p>XX. PRICE AUDITS</p> <p>A. Price Verification Audits. Contractors are advised that the Government may conduct price verification analysis in the following manner:</p> <ol style="list-style-type: none"> 1. Monthly, an internal Price Verification Team in conjunction with the Contracting Officer may require the contractor to provide copies of specific invoices from suppliers covering up to 100 items that were previously ordered. 2. The Price Verification Team will request the above documentation in writing and the contractor will have thirty (30) calendar days after the request to furnish the documentation. 3. A report of overcharges and undercharges (if applicable) will be forwarded to the contractor, and the contractor will pay the Government for the net amount owed for overcharges. The Government reserves all rights and remedies provided by law or under the contract in addition to recovering any overcharges. 4. The Government may elect to expand the scope of the price verification analysis if overcharges are discovered. The Government may also elect to reduce the scope of the price verification analysis if no overcharges are discovered. <p>B. The Government reserves the right to conduct additional price audits to verify price accuracy and recoup overcharges. In such instances, contractors will be required to submit invoices and any other supporting price documentation.</p> <p>C. The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention.</p> <p>XXI. FILL RATE</p> <p>A. Order fill rates shall be calculated on an on-time, per order basis and tracked for monthly submission to the Contracting Officer/Account Manager. The fill rate shall be calculated as follows and <u>shall not include substitutions, mis-picks, damaged cases or rejected product. (No other method of calculating fill rate will be accepted):</u></p> $\frac{\text{Cases Accepted}}{\text{Cases Ordered}} \times 100 = \text{Fill Rate \%}$ <p>B. <u>Definitions:</u></p> <ol style="list-style-type: none"> 1. <u>Cases Accepted:</u> Product that the customer has received and receipted not including damaged cases or rejected product, mis-picks, and product substitutions. 2. <u>Cases Ordered:</u> Product requested by a customer <p>C. The contractor is required to maintain at a minimum a 98.0% fill-rate without substitutions.</p> <p>D. The contractor will submit a monthly report, by customer, to the DLA TROOP SUPPORT PACIFIC Contracting Officer with the following information:</p> <ol style="list-style-type: none"> 1. Fill Rate with and without Substitution 2. List of all items that were Not in Stock, Returned, Damaged, Mis-picks and Substitutions. 		

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XXII. HOLIDAYS

All orders are to be delivered on the specified delivery date, except for Federal holidays, as outlined below. When a scheduled delivery day falls on one of these days, or one designated by your firm, delivery should occur on the next business day, unless otherwise agreed to by the customer.

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Note: Saturday holidays are celebrated on the preceding Friday; Sunday holidays are celebrated on the following Monday.

XXIII. EMERGENCY ORDERS

A. Customer requirements can accelerate and surge during adverse weather or other conditions, therefore; last minute ordering may take place as necessary to fulfill customers' requirements.

B. Unless specified by the customer, all emergency order(s) for supplies must be same day service. Expeditious fulfillment of the emergency requirement is imperative. The contractor is responsible for providing the ordering facilities with the name of the contractor representative responsible for notification of receipt and handling of such emergency service and his/her phone number and/or cell phone number. The contractor will provide up to two emergency orders per month per customer at no additional cost to the Government.

XXIV. SURGE AND SUSTAINMENT (S&S) REQUIREMENTS.

A. This solicitation/contract includes items that are critical to support the Department of Defense's ability to conduct contingency operations. The objective of this Surge and Sustainment (S&S) requirement is to obtain contractual coverage to meet the S&S quantities and sustainable accelerated delivery in support of Department of Defense (DOD) contingencies and/or emergency peacetime requirements.

B. Surge requirements may include supporting base exercises such as the Rim of the Pacific (RIMPAC) currently held every two years (even numbered years, i.e, 2014, 2016, 2018) by the Commander, U.S. Pacific Fleet (PACFLT). RIMPAC is the world's largest international maritime exercise that takes place in and around the Hawaiian Islands around June to July time frame. The contractor is required to support quantity surges associated with the RIMPAC exercise (historically and approximately, 1%-30% increase above normal levels). NOTE: RIMPAC does not apply to non-DOD ships.

C. The contractor shall support S&S requirements to the maximum extent practical. The Government reserves the right to obtain S&S requirements from other sources without liability to the supplier. This language does not relieve the contractor of the responsibility to satisfy non-S&S requirements.

D. The maximum ceiling on the resultant contract reflects/accounts for these S&S requirements.

XXV. FOOD DEFENSE

A. DLA TROOP SUPPORT PACIFIC provides world-wide subsistence logistics support during peace time as well as during regional conflicts, contingency operations, national emergencies, and natural disasters. At any time, the United States Government, its personnel, resources and interests may be the target of enemy aggression to include espionage, sabotage, or terrorism. This increased risk requires DLA TROOP SUPPORT PACIFIC to take steps to ensure measures are taken to prevent the deliberate tampering and contamination of subsistence items. The offeror must ensure that products and/or packaging have not been tampered with or contaminated throughout the growing, storage, and delivery process. The offeror must immediately inform DLA TROOP SUPPORT PACIFIC of any attempt or suspected attempt by any party or parties, known or unknown, to tamper with or contaminate subsistence supplies.

B. As the holder of a contract with the Department of Defense, the awardees should be aware of the vital role they play in supporting our customers. It is incumbent upon the awardees to take all necessary actions to secure product delivered to all military customers, as well as any applicable commercial destinations.

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C. The Offeror will insure that all products and/or packaging have not been tampered or contaminated throughout the manufacturing, storage and delivery process. The Offeror shall immediately notify the DLA TROOP SUPPORT PACIFIC Contracting Officer of any attempt or suspected attempt by any party or parties, known or unknown, to tampering with or contaminate subsistence supplies.

D. The Contractor shall have a Food Defense Plan, in accordance with the Food Defense Checklist https://www.troopsupport.dla.mil/subs/fs_check.pdf that describes what procedures are in place to prevent product tampering and contamination. After contract award, the Food Defense Plan may be reviewed / verified to ensure compliance of the Food Defense Checklist.

E. In accordance with the Food Safety Modernization Act of 2011, the FDA promulgated proposed rules that overhaul the old Good Manufacturing Practices (cGMP), adds 21 CFR 117 (2015), Current Good Manufacturing Practice, Hazard Analysis, and Risk-Based Preventive Controls for Human Food. The final rule became effective on November 16, 2015.

Companies have one (1) year from the date of publication to comply with the final rule (including both the revised Current Good Manufacturing Practices (cGMPs) and the new Hazard Analysis and Risk-Based Preventive Controls (HARPC) requirements), i.e., September 19, 2016. Small businesses (< 500 full-time equivalent employees regardless of annual sales) must comply within two (2) years, i.e., September 18, 2017.

Very small businesses (averaging less than \$1 million per year (adjusted for inflation) in both annual sales of human food plus the market value of human food manufactured, processed, packed, or held without sale) must comply within three (3) years, i.e., September 17, 2018.

The Good Manufacturing Practices (cGMP) apply also to facilities that hold or pack food for human consumption.

XXVI. PRODUCT QUALITY

A. Shelf-life: All products delivered shall be as fresh as possible and within the Growers/Packers' original shelf life (i.e., Best if Used-by-Date, Expiration Date, or other markings). Applicable products shall be identified with readable open code such as "Best-Used-by-Date", "Sell-by-Date", date of production, or similar marking indicating the end of the guaranteed freshness date.

For Annual Pack Processed Fruits and Vegetable Items (not Applicable to fresh fruits and vegetables): Products will be from the latest seasonal pack available, unless approved in advance by the Contracting Officer. Annual Pack items shall not be older than one year from Date of Pack/Production Date upon receipt at the contractor's facility. Products must have at least 30 days shelf life remaining when delivered to the customer, unless otherwise approved by the Contracting Officer.

For Fresh-Cut Fresh Fruits and Vegetables/Ready-to-Eat Salads/Cole Slaw, etc.: Individual bags/containers must be marked with a 14-day shelf life from the date of production. All products must be received by the customer with at least 50% of recommended shelf life remaining. If the manufacturer recommended shelf life is less than 14-days, the Contracting Officer must be notified in advance and approve shelf life. Any deviation from these requirements must be approved prior to customer delivery, in writing, by the Contracting Officer.

Commercial standards shall be used to maintain temperatures appropriate for individual produce items during storage and delivery to DLA TROOP SUPPORT PACIFIC customers. Commercial standards shall be used to maintain temperatures appropriate for individual produce items during storage and delivery to DLA TROOP SUPPORT PACIFIC customers.

Level of Product Quality:

(a) When designating an item as a match for the DOD item in the schedule of items listed in the solicitation, the item must be:

(i) Identical in respect to packaging when the DOD unit of issue is not described by weights (e.g. pound or ounce).

(ii) Equivalent in respect to grade or fabrication.

All items must meet or exceed the Government's item description of their assigned Government stock number and the specified US Grade.

XXVII. QUALITY PROGRAM

A Grower/Supplier selection or certification program shall be used to ensure standardized product quality for each item supplied and/or listed in the stock catalogs, regardless of grower/supplier. The product quality shall be equal to that described in the pertinent item specification and/or specified US Grade Standard.

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The contractor shall develop and maintain a food safety and quality program for the product acquisition, warehousing and distribution to assure the following:

1. Standardized product quality.
2. Wholesome product by veterinary standards.
3. The usage of First-In, First-Out (FIFO) principles and/or First-Expired, First-Out (FEFO).
4. Product shelf life managed and monitored (by date of pack/production of the item).
5. Items are free of damage.
6. Items are segregated in OCONUS warehouses from commercial products, if applicable.
7. Correct items and quantities are selected and delivered.
8. Ensure requirements of the Berry Amendment are met, when applicable.
9. Customer satisfaction is monitored.
10. Product discrepancies and complaints are resolved and corrective action is initiated.
11. Grower/manufacturer, FDA, or DOD initiated food recalls are promptly reported to customers and DLA TROOP SUPPORT PACIFIC Contracting Officer.
12. Compliance with EPA and OSHA requirements.
13. Distressed or salvaged items or products shall not be used.
14. Applicable food products delivered originate from a source listed as a Sanitarily Approved Food Establishment for Armed Forces Procurement and/or listed in the USDA-AMS Good Agricultural Practices (GAP) Verification Directory or the USDA-AMS Good Handling Practices (GHP) Verification Directory for fresh fruits and vegetables, as applicable. Bulk Fresh fruits and vegetables suppliers must be inspected and listed under the USDA-AMS GAP and/or the GHP Directory.
15. Hazard Analysis and Critical Control Point (HAACP) system is in place.
16. Commercial standards are used to maintain temperatures appropriate for individual items.

XXVIII. WAREHOUSING AND SANITATION PROGRAM/STORED PRODUCT PEST MANAGEMENT

A. The shall develop and maintain a sanitation program and a stored product pest management program for the food and other co-located non-food items that comply with industry standard programs such as the Code of Federal Regulations, Title 21, Part 110, Good Manufacturing Practices (GMPs), Food Safety Modernization Act (FSMA), the Federal Insecticide, Fungicide, and Rodenticide Act, the Food, Drug, and Cosmetic Act of 1938 as well as other pertinent US federal, state and local laws and regulations (and other applicable laws in US Territories and other countries where facility is located) applicable to products and facility. Records of inspections performed by the firm, subcontractor, or recognized industry association shall be maintained and made available to the Government at the Contracting Officer's request. Any findings by the firm or its agent documenting a critical sanitation deficiency shall be reported immediately to the Contracting Officer with an attached report of corrective action.

XXIX. PRODUCT SANITARILY APPROVED SOURCE REQUIREMENTS

A. Applicable food products (food products include bulk fresh fruits and vegetables), including pre-cut and packaged fruits, vegetables and salads, mushrooms, sprouts, etc., delivered to customers listed in this solicitation, as well as any customer added at a later date, shall originate either from an establishment (this includes suppliers/subcontractors or direct farm deliveries) listed in the "Directory of Sanitarily Approved Establishments for Armed Forces Procurements" or one which has been inspected under the guidance of the United States Department of Agriculture (USDA). The USDA Guidance for fresh fruits and vegetables is the USDA-AMS Good Agricultural Practices (GAP) Verification Directory or the USDA-AMS Good Handling Practices (GHP) Verification Directory for fresh fruits and vegetables, as applicable. Bulk Fresh fruits and vegetables suppliers must be inspected and listed under the USDA-AMS GAP and/or the GHP Directory. For detailed information see Clause 52.246.9044 "Sanitary Conditions" in this solicitation. It may also be found <http://phc.amedd.army.mil/Pages/default.aspx>, under "DoD Approved Food Sources" link.

XXX. QUALITY SYSTEMS MANAGEMENT VISITS & PRODUCE QUALITY AUDITS

A. Unannounced Quality Systems Managements Visits (QSMVs):

The DLA TROOP SUPPORT PACIFIC Quality Audit personnel may conduct unannounced Quality Systems Management Visits (QSMVs) to review the contractor's compliance with the terms of the contract. The visits will be scheduled as a result of unsatisfactory ratings received during Troop Support Produce Quality Audits, customers' complaints, requests from the Contracting Officer, or as deemed necessary by the Government. QSMVs may include visits to subcontractors, growers, and/or suppliers/food distributors used by the contractor. If DLA TROOP SUPPORT PACIFIC deems it necessary to conduct an on-site visit with a subcontractor, grower, produce supplier, and/or food distributor used by the contractor, the contractor shall make arrangements for these visits.

During the QSMV the Government will review/verify the contractor's implemented Quality Program and several or all of the following areas (this list is not inclusive) as deemed necessary: The methods and procedures used to comply with the terms of the contract; condition of storage facilities; product shelf-life management; inventory in-stock (age of product and condition, labeling,

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product rotation, etc.); product substitutions; control of material targeted for destruction/disposal as a result of DLA customers' returns including DLA TROOP SUPPORT PACIFIC's audit results and recalls; review of paperwork for product destroyed/condemned including but not limited to product rated Blue/Red during the last DLA TROOP SUPPORT PACIFIC audit, customer, returns, etc.; customer's notification on product recalls (product rated Blue/Red/other reason), etc.; contractor's response to customer returns/issues, and contractor's visits to customers. The QSMV may also include unannounced visits to DLA TROOP SUPPORT PACIFIC customers served by the contractor. When the Troop Support Produce Quality Audit Team arrives at the contractor's facility, the contractor must provide the following: A copy of the current Produce Catalog for DLA customers and an inventory list of all items intended for DLA customers (identifying quantities by item, label/brand/Grower name, items Not-in-Stock, etc.) by commodity and sorted by warehouse location.

The contractor's proposal will be incorporated by reference into the contract. The contractor will be responsible for complying with its proposal. Procedures and processes set forth in the contractor's proposal may be used as standards for a QSMV. If there is any conflict between the solicitation language and the contractor's proposal, the solicitation/contract/ language governs.

The Contractor must take corrective action to address any concerns identified as a result of the QSMV. Concerns identified during the QSMV, or contractor failure to take corrective action in response to QSMV findings, will be grounds for terminating the contract. The government may, at its discretion, take other action to correct the concerns identified during the QSMV such as but not limited to another QSMV or Special Produce Audit. Such action will not eliminate the government's right to terminate the contract should the identified concerns or contractor failure to take corrective action continue.

B. Produce Quality Audits:

Basic Audits:

(a) The DLA TROOP SUPPORT PACIFIC Produce Quality Audit Program covers all produce items listed in the contractor's catalog (fresh, fruits and vegetables, fresh-cut products, etc.) and functions as a Service and Quality Assurance check for DLA TROOP SUPPORT PACIFIC customers to ensure customers are receiving safe produce of an optimum quality level. The audit objectives focus on the following:

1. Contractor's adherence to contractual requirements.
2. Compliance with the specified US Grade or higher.
3. The quality level of the products supplied is satisfactory and uniform.
4. There is no product misrepresentation or unapproved substitution.

(b)The Produce Quality Audit objectives are accomplished utilizing the expertise of the US. USDA Agricultural Marketing Service (AMS) Fresh Products Branch personnel and DLA TROOP SUPPORT PACIFIC Quality Auditors. Representatives from the above agencies form the DLA TROOP SUPPORT PACIFIC Produce Quality Audit Team.

(c) Each contractor will undergo an initial audit once per contract period with the first audit occurring during the base period and other initial audits or QSMVs occurring once per option period. The Audits are conducted as a product cutting. The average cost of one Produce Quality Audit is approximately \$1,000.00 (product cost only). The contractor is expected to provide samples of the Government's choice of a cost of approximately \$1,000.00 per audit. The contractor is required to provide the following support to the DLA TROOP SUPPORT PACIFIC Produce Quality Audit Team: Personnel and equipment to select separate/move/discard audit samples, control of samples while at the contractor facility and during the audit. Additional cost may be incurred by the contractor if additional produce samples are selected due to initial audit failure or customer complaint or if the contractor's facility does not have a facility/kitchen or the equipment needed to perform the audit and/or space to accommodate customers attending the audit. NOTE: The Government reserves the right to conduct an Unannounced QSMV in lieu of an initial audit or a follow-up audit during the base period and/or any option period if deemed in the best interest of the Government.

Audit Process:

(a) The Contractor will be given advanced notice of sixty (60) calendar days of an impending audit. Notwithstanding this, the Government reserves the right to conduct unannounced Produce Quality Audits or QSMVs.

(b) The DLA TROOP SUPPORT PACIFIC Produce Quality Audit is typically a two (2) day process. Day one is devoted to sample selection at the contractor's warehouse and performance of the USDA's Good Agricultural Practices (GAP) & Good Handling Practices (GHP) Audits. Day two encompass the performance of the actual Produce Quality audit.

(c) Upon arrival at the contractor's facility (Day One), the Lead Auditor will provide a list of items identified for evaluation and the samples will be selected by a USDA-AMS' Auditor. The Lead Auditor will accompany the USDA-AMS during the performance of the GAP/GHP Audits.

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- (d) Items selected for evaluation will be segregated from the contractor's regular inventory and appropriate procedures shall be used to maintain the integrity of the samples. Evidence that the contractor has replaced or tampered with samples, or otherwise interfered with the audit samples and/or audit process will result in the contractor failing the audit. One or more audit failures may be grounds for terminating the contract.
- (e) During the Produce Quality Audit (Days Two), the DLA TROOP SUPPORT PACIFIC Lead Auditor will assign an item rating based on compliance with or departure from stated requirements in the DLA TROOP SUPPORT PACIFIC NSN catalog and the specified US Grade Standard. Items will also be audited to determine compliance with the Berry Amendment, as applicable, approved source requirements, FDA Retail Food Code, USDA Warehousing Standards, Good Manufacturing Practice, additional provisions of the Code of Federal Regulations and other applicable standards.
- (f) Failure to meet the specified US Grade, deviations from the required contract or stock number requirements will be color coded and classified based on the severity of departure from requirements as follows:

1. Contractor Product Audit Ratings (Color Code Ratings Symbology):

ACCEPTABLE (GREEN) = Acceptable. No deviations from the contract or the item description stock number requirements.

MINOR NONCONFORMANCE (YELLOW) = Not fully acceptable. A Minor nonconformance is a deviation from the contract or the item description stock number requirements. This minor nonconformance is not likely to materially reduce the usability or serviceability of the item for its intended purpose and, depending on the defect, or affect is its condition and/or the continued storage of the item for further use. Products that meet the specified US Grade but exhibit product defects (decay, spoilage, skin breakdown, etc.) likely to continue affecting the condition of the product and continue deteriorating during storage and/or effecting good product if defective units are not removed from cases/containers. Examples of other minor nonconformance's: Cataloging issues; Minor or workmanship/fabrication violations (fresh pre-cut products); Minor weight violations; Minor deviations from packing, packaging, labeling and marking requirements that would not necessitate a regulatory market suspension or affect DLA TROOP SUPPORT PACIFIC's ability to recall the item. ACTION REQUIRED: Produce with defects (decay, spoilage, skin breakdown etc.) that will continue deteriorating or condition/defects that will affect the condition of good product during storage requires attention from the contractor such as reworking and removing defective product while in-storage or prior to delivering to customers. Minor nonconformance's that will not change or further deteriorate (scars, size, weight, etc.) while product is in-storage or when delivered to the customer may be tolerated by the customer for a short period of time (until the contractor receives a new product at OCONUS but for no more than 30 days at CONUS locations).

MAJOR NONCONFORMANCE (BLUE) = A major nonconformance, other than critical, is a deviation from the contract, the item description stock number and/or failure to meet the specified US Grade requirements. This major nonconformance is a deviation that materially affects or is likely to have a major effect on the serviceability, usability, condition and/or continued storage of an item for further use. Examples of major nonconformance's: Grade failures; Domestic source/regulatory/approved source violations; Wrong item; Major workmanship/fabrication violations (pre-cut items); Major weight violations; Item shelf life/ expiration date violations; Not latest season pack/crop year violations; Items that exhibit temperature abuse, and/or other off condition that although not likely to result in hazardous or unsafe conditions, the defect and/or combination of defects materially affect the item serviceability for its intended purpose; and/or major deviations from packing, packaging, labeling and markings that would necessitate a regulatory market suspension or have a major effect on DLA TROOP SUPPORT PACIFIC 's ability to recall the product. ACTION REQUIRED: The contractor is required to STOP ISSUE of the item immediately, unless otherwise approved by the Contracting Officer.

CRITICAL NONCONFORMANCE (RED) = A critical nonconformance is a deviation that judgment and experience indicate consumption of the item is likely to result in hazardous or unsafe conditions for individuals. An item will receive a Red Rating if it contains a critical defect(s) that involve food safety issues such as wholesomeness, foreign material, contamination or adulteration issues that judgment and experience indicate consumption of the item is likely to result in hazardous or unsafe conditions for individuals. Examples of critical nonconformance's: Items with food safety concerns are those items that exhibit contamination, foreign material, and/or other conditions that render an item unfit for human consumption. ACTION REQUIRED: Contractors are required to immediately STOP ISSUE of the product and notify DLA TROOP SUPPORT PACIFIC customers to return or dispose of the product in question, and notify grower/supplier/distributor of the product (if applicable).

Notes:

- a. **MAJOR NONCONFORMANCE (BLUE)** = In OCONUS locations only, the Contracting Officer may approve continue issue of the product because of location extenuating circumstances and on a case-by-case basis. This approval is depending on the type and severity of the deviation/defect, the DLA TROOP SUPPORT PACIFIC Quality Lead Auditor (lead Auditor that performed the audit) recommendation, customer approval, and if the substitute of equal/higher quality is Not-in-Stock at OCONUS location. Continued issue of the item may require and include contractor screening/rework of the nonconforming product (removal of defective product) and follow-up Government inspection/audit to verify action taken by the contractor (at no cost to the Government for inspection/travel costs). At CONUS/OCONUS locations, only the Contracting Officer,

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NOT the customer or the Lead Auditor, has the authority to accept wrong items (not meeting item description cited in DLA TROOP SUPPORT PACIFIC catalog or not meeting the specified US Grade cited in the contract, etc.). The Rating assigned to the item WILL NOT be changed by the Lead Auditor because of acceptance with a waiver/rework/repair of the product in question. The DLA TROOP SUPPORT PACIFIC Food Safety Office at the request of the Contracting Officer, may issue a restricted (to DLA TROOP SUPPORT PACIFIC customers only) a Hazardous Food Recall for all those items originating from an unapproved source and distributed to DLA TROOP SUPPORT PACIFIC customers.

b. **CRITICAL NONCONFORMANCE (RED)** = The DLA TROOP SUPPORT PACIFIC Food Safety Office will issue a Hazardous Food Recall for all critical nonconformance's involving items with food safety concerns that render an item unfit for human consumption or may present a health hazard for DLA TROOP SUPPORT PACIFIC customers . If applicable, the Contracting Officer should suggest growers/suppliers of the item to review shipping documents to ensure the same item was not delivered to other DOD customers.

3. Contractor Audit Preparation:

The contractor is responsible and will bear all costs for the facility and the equipment/supplies used during the audit. Immediately upon receipt of the audit notification, the contractor shall make arrangements to use their normal product cutting room/kitchen (if adequate) or find another facility for the audit. If there is no space available at the contractor facility or the space is inadequate other arrangements must be made by the contractor. The room must be equipped with running water. To ensure accurate weight of audited items, it is highly recommended that scales used during the audit are calibrated within the 60-day notification period and an applicable set of test weights are available to verify scale accuracy. A digital scale capable of weighing small items and a scale capable of weighing full cases are required. Cleanup of the cutting area/room and continuous cleanup of equipment will be the contractor's responsibility. The contractor must contact the Lead Auditor to discuss the location, adequacy of the facility, and equipment available as soon as possible but no later than 45 Calendar days prior to the audit. The following is the list of equipment/supplies needed:

1. Storage area to store samples selected. (Approximately 2 pallets).
2. Chill storage area for samples that require refrigeration (Approximately 2 pallets).
3. Tables for conducting the audit and demonstration.
4. Sinks/wash area equipped with sanitizing soap for cleaning knives and equipment.
5. Water jet spray attachment for the sink.
6. Calibrated Scales/Test Weights: One small digital scale able to record product weights in both ounces and grams and capable of measuring down to the nearest hundredth is preferable and a set of test weights with a recommended weight range of 1.0 ounce to 1 pound; and, one scale able to record product weights for full cases with an approximate weight range of 0 -100 lb and capable of measuring down to the nearest tenth is preferable and a 25 lbs test weight.
7. Cart to move samples around.
8. Cutting boards (two or three).
9. Large trash cans with bags.
10. Power hook-up for 2 computers.
11. Access to a copy machine.
12. Miscellaneous supplies: Paper towels; large heavy-duty plastic trash bags; one box of large latex gloves; paper flip chart/easel with markers (RED, BLUE, ORANGE, GREEN, BLACK); cellophane tape; binder clips; and a stapler.
13. Optional but considered highly desirable: Cloth towels and floor covering to maintain clean and sanitary floor areas.

4. Sample List / Selection of Samples:

(a) Sample List/Selection of Samples the DLA TROOP SUPPORT PACIFIC Lead Auditor will provide a list of sample items upon arrival at the contractor's facility. Two-case sample for each item will be selected. An on-hand inventory quantity report (i.e. number of cases on hand) should be developed for each item after receipt of the list. Warehousing assistance will be required to pull and prepare samples for the audit. Assistance with moving samples from the storage areas to the audit area and also continuous removal of items after review will be required on audit days. Some samples may require refrigeration; an area will need to be provided for sample storage. All samples must be stored in a controlled environment to protect from temperature abuse or tampering. Fruit and Vegetable commodities will consist of 8 - 13 samples (2-case/ shipping container per item) randomly selected per each commodity depending on last audit acceptability rating for each commodity. The entire contents of the two-case samples will be examined during the audit. Additional samples may be selected at the request of the Contracting Officer due to customer complaints.

Note: Certification/Documentation - To avoid delays/questions during the audit, the contractor should ensure that ALL products intended for DLA TROOP SUPPORT PACIFIC's customers are derived from Approved Sources and meet the Berry Amendment requirements (unless otherwise is excluded in the contract/FAR/DFAR or authorized by the Contracting Officer). The contractor should

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obtain and have certification/documentation available during the sample selection (preferable) and/or during the audit should the Lead Auditor need to review documentation to verify compliance.

5. Audit Results:

The audit results are performance indicators that will be used in conjunction with a contractor's past performance. DLA TROOP SUPPORT PACIFIC considers 85% acceptability for each commodity (fresh fruits and vegetables) as the minimum standard for acceptable performance. Contractors will be given a detailed report on each product reviewed. It will be the Contractor's responsibility to take immediate action to correct any deficiency uncovered during the audit. Corrective action must include action to address the deficiency and the system which allowed the deficiency to occur. Audit failures and/or failure to take corrective action will be grounds for terminating the contract.

6. Follow-Up Audits:

Follow up audits may be scheduled within a one-year period of the initial audit or sooner as deemed necessary by the Government. Grounds for follow-up audits include but are not limited to failure to obtain an acceptable rating (<85%) in the Fresh Fruit & Vegetable Commodity, repetitive failures, and customer complaints. All samples, audit facility, and equipment/supplies needed for the follow-up, same as indicated above for the initial audit, are to be at the expense of the Contractor. During a follow-up audit only the commodity that failed the initial audit (scored <85%) will be audited. Also, a commodity that had an unreasonable number of items not-in-stock (more than 50% of items listed in the contractor's catalogs were NIS) during the initial audit, may also be audited during a follow-up. If the follow-up audit is for failure of the USDA-AMS' GAP or GHP Audits or other non-product issue, no product will be audited during the follow-up audit.

7. Audit Failures:

As noted herein, audit failures and/or failure to take corrective action will be grounds for terminating the contract. The government may, at its discretion, take other action to address the audit failure such as, but not limited to unannounced QSMVs and/or follow-up audits. Such action will not eliminate the government's right to terminate the contract should the deficiency or system which allowed the deficiency to occur remain uncorrected.

C. Markings:

1. Code Dates:

Products, as applicable, shall be identified with readable open code dates clearly showing the Use by Date, Date of Pack (DOP), Expiration Date, Manufacturer Sell-by-Date, and/or similar marking. The contractor/packer's product label shall clearly identify the item(s) shelf life information (using an open code date on the exterior of each case, if required or applicable). Fresh-cut products bags must be marked with the appropriate shelf life from the Date of Production (DOP).

2. Traceability Requirements for Contractors, Contractor's Suppliers Re-Packaging and Re-Labeling Products:

All fresh fruits and vegetables must be able to be traced back to the grower/supplier of the product. If the contractor or the contractor's distributor/supplier removes the produce from the grower/packer's original packaging/shipping container and re-packages/re-labels an item, documentation must be maintained to trace back to the grower/packer to verify domestic origin, approved source as applicable, and/or in case of a hazardous food recall or an item is rated Red/Critical during a DLA TROOP SUPPORT PACIFIC Produce Quality Audit. The contractor shall maintain or request from their suppliers/distributors documentation/certificates containing the following information: Item nomenclature, name of establishment/Grower, location, country of origin, date of production/pack (DOP), lot number, etc. If packaging of the item occurred in more than one establishment, documentation for each item must also be maintained / provided. These records must maintain traceability of the item to the extent that an item can be traced back to the original grower/packer of a product. In addition; the contractor shall maintain records of quantities and when and where the re-packaged/re-labeled item(s) were shipped. The contractor must be able to show/provide DLA TROOP SUPPORT PACIFIC Produce Quality Audit Team the documentation for samples selected during Produce Quality Audits or Unannounced QSMVs. It is the contractor's responsibility to notify and ensure their suppliers understand and comply with this requirement. The above requirements are necessary in the event of a Hazardous Food Recall (i.e., ALFOODACT) of potentially hazardous product when a recall is issued by a Regulatory Agency and for the contractor to isolate suspected items in order to notify customers in an expeditious manner whenever products are rated "Red/Critical" during a DLA TROOP SUPPORT PACIFIC Produce Quality Audit. The above requirements serve two main purposes:

1. To protect DLA TROOP SUPPORT PACIFIC's customers and expeditiously notify them in case of accidental or intentional tempering/contamination and/or to prevent consumption of unsafe/hazardous Produce and

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2. To maintain traceability of re-packaged/re-labeled products in order to verify country of origin, approved source requirement during the shelf life cycle of a pre-cut/packaged product in the contractor storage and during the customer's receipt/storage of the product and be able to expedite the recall process for all suspected products intended for DLA TROOP SUPPORT PACIFIC customers.

XXXI. RECALL PROCEDURES REQUIREMENTS

A. In the event that a product recall is initiated by the USDA, contractor, supplier or manufacturer, the contractor should follow the procedures as outlined below:

1. Immediately notify the following personnel:

- (a) Customers that have received the recalled product.
- (b) DLA TROOP SUPPORT PACIFIC Contracting Officer and Points of Contact (Account Manager, Safety Officer, etc.)

Provide the following information to the DLA TROOP SUPPORT PACIFIC Contracting Officer:

- (a) Reason for recall.
- (b) Level of recall, i.e., Type I, II or III.
- (c) Description of product.
- (d) Amount of product.
- (e) List of customers that have received product.
- (f) Name and phone number of responsible person (Recall Coordinator).

The contractor should provide a Final Status Report of Recall, when completed, to the DLA TROOP SUPPORT PACIFIC Contracting Officer and Safety Officer.

At the discretion of the affected customers, the contractor shall either replace at no additional cost or adjust the invoice quantity for any recalled product. Delivery of replacement product shall occur at the discretion of the customer.

XXXII. PERISHABLE AGRICULTURAL COMMODITIES ACT (PACA) LICENSE

A. All offerors must possess a valid PACA license at the time they submit their initial proposals. Proof of current valid PACA license must be submitted with the offeror's proposal or the offer may be deemed technically unacceptable. Additionally, the contract awardee must maintain the PACA license throughout the life of the contract. Failure to do so may result in termination of the contract or non-renewal of an option.

XXXIII. NON-COMPETE PROVISION

A. The offeror warrants that it will not actively promote, encourage, or market any of the customers on this acquisition away from a resultant DLA TROOP SUPPORT PACIFIC contract and onto a contract of any other Government agency or commercial entity. This prohibition applies both on a pre-award and post-award basis. The Contracting Officer reserves the right not to exercise the option and to re-solicit the requirement should the contractor violate this provision.

XXXIV. SEASONAL ACQUISITION

A. When seasonally available, USDA #1 or better quality and competitive price, the government's preference is for locally grown produce. The successful contractor shall utilize local produce to the maximum extent feasible. The contractor shall record and update local items on their catalog on a weekly basis. The contractor is responsible for defining local produce in their geographical area.

XXXV. MANAGEMENT REPORTS

A. The contractor shall electronically transmit the following reports to the DLA TROOP SUPPORT PACIFIC Contracting Officer on a monthly basis. All reports shall be cumulative for a one (1) month period and submitted no later than the seventh day of the following month (e.g., reporting period of January 1 through January 31, the reports must be received by February 7).

1. Product Line Grower/Supplier Listing: This report shall list all items purchased along with quantity and dollar value. It shall be sorted by Grower/Supplier and annotate whether the grower/supplier is a large business or small business and whether the grower/supplier is local or non-local.

2. Fill Rate Report: The fill-rate is calculated by dividing the number of cases accepted by the customer by the number of cases ordered. No other method of calculating fill rates should be included. Mis-picks and damaged cases or rejected product should

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not be included in this calculation. This report should reflect the fill-rates with and without substitutions. The report should specify fill rates per customer and an overall average fill-rate for all customers under the contract for the month being reported.

3. Rebate Reports: All rebates that have been passed along to the customer or that are due to the customers shall be summarized by listing each customer and the rebate amount. Also include the grower/supplier offering the rebate and the product usage. The total should be per customer and per order.

4. Financial Status Reports: In order to track timely payments, an accounts receivable and/or a "days of outstanding sales" shall be submitted on a monthly basis, at a minimum. Many contractors elect to submit this report, in the form of a spreadsheet, on a weekly basis. The report should contain information on: customer, invoice number, call number, and invoice amount, amount paid, credit adjustments and balance due. It is suggested that this report contain as much information as possible to alleviate problems immediately.

5. Customer Service Report: The Contractor shall develop and provide a report summarizing all discrepancies, complaints and all positive feedback from ordering activities and the respective resolutions by providing details of each customer service incident, including any customer service visits.

6. Descending Dollar Value Report: Sorted by line item; each line is to contain, at a minimum: DLA TROOP SUPPORT PACIFIC stock number, Item Description, pack or size, brand description, quantity, and total dollar value of units shipped. Dollar amounts will be totaled. This report shall be submitted by individual customer accounts and also by the total customer base in each zone.

XXXVI. CONTRACT ADMINISTRATION INFORMATION

A. Contract Authority: The DLA TROOP SUPPORT PACIFIC Contracting Officer is the only person authorized to approve changes, or modify any requirement of the contract. Notwithstanding any provisions contained elsewhere in the contract, said authority remains solely with the DLA TROOP SUPPORT PACIFIC Contracting Officer.

1. In the event the contractor effects any change at the direction of any person other than the DLA TROOP SUPPORT PACIFIC Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made. The Contracting Officer must authorize any modification or costs associated with a change.

2. Requests for information on matters related to this contract, such as an explanation of terms or contract interpretation, shall be submitted to the DLA TROOP SUPPORT PACIFIC Contracting Officer.

B. Payments: DFAS Columbus Center is the payment office for this acquisition.

1. Payment of delivery orders will be made in accordance with the terms and conditions of Paragraph (i) of Clause 52.212-4 "Contract Terms and Conditions - Commercial Items" that is incorporated by reference into this solicitation.

2. Payment will be made in ten (10) days after the receipt of a proper invoice, however, is still subject to the terms and conditions of the Prompt Payment Act (31 U.S.C. 3903). All 810 electronic invoices must be submitted with accurate, sufficient, clean data before any payment can be made.

3. The contractor is responsible to make arrangements with their financial institution to obtain data, if information by the contractor is required. DFAS Columbus will no longer forward a detailed summary of payment(s); this information will only be available from your bank.

4. The Government intends to make payments under the resultant contract by electronic funds transfer (EFT) based on the information contained in the System for Award Management Registration (SAM). Reference Clause 52.232-33, "Payment by Electronic Funds Transfer-System for Award Management" is incorporated by reference. However, the election as to whether to make payment by check or electronic funds transfer is at the option of the Government.

C. Administration:

1. The DLA TROOP SUPPORT PACIFIC will perform administration of the contract.

2. A designated representative at the ordering activity will perform administration of the individual delivery order. This includes approving product substitutions and delivery changes.

3. The DLA TROOP SUPPORT PACIFIC Contracting Officer must approve any changes to the resultant contract.

XXXVI. PROPOSAL SUBMISSION INFORMATION

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A. PRICING

1. Pricing will be evaluated through the Schedule of Items Approach. The Schedule of Items Approach is a grouping of items along with the estimated quantities. The items found in the Schedule of Items represent 100% of the estimated dollar value for 18 months for all DoD Troops (Land-based) and Non-DoD Ships/Land-based customers. Offers are required to submit their unit price for each item, broken down into the corresponding Delivered Price and Distribution Price components. Prices must not extend more than two [2] places to the right of the decimal point.

a.. Pricing will be based on the following formula:

$$\text{Contract Unit Price} = \text{Delivered Price} + \text{Distribution Price}$$

b. In accordance with DLAD Clause 52.215-9023, Reverse Auction may be used for Distribution Price Per Pound (LB) only.
Submit copy of Reverse Auction Registration, Attachment 7.

2. Definitions:

- a. "Contract Unit Price" See Economic Price Adjustment (EPA) Clause.
- b. "Delivered Price" See Economic Price Adjustment (EPA) Clause.
- c. "Distribution Price" See Economic Price Adjustment (EPA) Clause.
- d. Distribution prices shall be formatted to no more than two (2) places to the right of the decimal point, for example, \$2.50.
- e. The offeror may submit a separate Distribution Price Per Pound (LB) for each period (base period, option period 1 and option period 2).

B. SCHEDULE OF ITEMS: PRICING (ATTACHMENT 1)

The Schedule of Items in the attachment represents 100% of the estimated dollar value of this procurement. Offerors must submit pricing information. The unit prices of all items found in the Schedule of Items will be comparatively assessed to identify any unusually high or low priced items (outliers). **NOTE SPECIAL REQUIREMENT: USDA Agricultural Inspection Stamp Required for Items 289-293.**

Estimated quantities for 18 month period are indicated next to each item and are for information and evaluation purposes only. The unit price found in the Schedule of Items will be multiplied by the estimate to calculate the aggregate against the estimated 4.5 year requirements of the ordering activities and evaluated for the lowest overall aggregate cost to the Government.

Offerors are to submit the most current unit prices. These prices are effective from Sunday, January 3, 2016 through Saturday, January 9, 2016. This unit price must be in a format that shows the delivered price and the distribution price as separate entries, then totaled. For example, if the delivered price is \$2.00 and the distribution price is \$0.50, pricing should be formulated as follows:

$$\begin{aligned} \$ 2.00 + \$ 0.50 &= \$ 2.50 \\ \text{(Prices used for illustrative purposes only)} \end{aligned}$$

a. Do Not Submit only the Unit Price; the two (2) elements must be shown separately.

b. Delivered and Distribution Prices for all items are to be submitted according to the Government's Unit of Issue (THERE ARE NO EXCEPTIONS). All items listed in the solicitation will ultimately become part of the vendor's catalog. The most recent prices submitted prior to award will be incorporated into the vendor's catalog.

C. DISTRIBUTION PRICES

1. The offeror shall provide an independent standard Distribution Price Per Pound (LB) for each period (i.e. Base/Option) in the Schedule of Items. **ONLY ONE DISTRIBUTION PRICE PER POUND (LB)** shall be offered for each period (base period, option period 1 and option period 2)

2. CASE Distribution Prices are automatically calculated by multiplying the Distribution Price Per Pound (LB) by the PKG SIZE. CASE Distribution Prices shall remain constant for the contract period (i.e. base or option). CASE Distribution Prices for the base period do not have to be the same as each option period. CASE Distribution Prices can differ or remain the same as the base contract period; but must remain constant through the length of each period.

3. Prices must not extend more than two [2] places to the right of the decimal point. Standard rounding methods should be observed. For example, a distribution price per pound (LB) of \$0.153 should be rounded to \$0.15.

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D. DELIVERED PRICES

1. For evaluation purposes the schedule of items should reflect the delivered prices effective from Sunday, January 3, 2016 through Saturday, January 9, 2016. The offeror is required to submit pricing on all items that will meet the Government's requirement.

2. As part of the evaluation process, the Government reserves the right to request that the offeror substantiate any or all proposed Delivered Prices with an invoice, pricelist, or quote. The Item Number must be marked on each invoice so as to identify the invoice's corresponding item. The preferred documentation is the grower/supplier invoice. If invoices are not available for that time period, a written quote from the grower/supplier will be accepted. If you do not have an invoice, the offeror needs to explain why, i.e. not in season, do not carry, etc. The Government has a strong preference for invoices over market quotes. All invoices and quotes must be from sources that the offeror currently uses or plans to use to support the resultant contract. Any quote must be presented in the following manner:

- a. Detailed on grower/manufacture letterhead;
- b. Date price quote was supplied;
- c. Time period price quote is effective; to include expiration date;
- d. Quantity covered by price quote;
- e. Grower/Manufacturer part number; and
- f. Grower/Manufacturer's point of contact: including name, title, address, and phone numbers.

The delivered prices must appear on the invoice submitted by the offeror if requested. However, a separate freight invoice may be required as further documentation. Bulk freight charges are to be broken down by the case. All Delivered Prices shall be supportable with an invoice, pricelist, or quote. If a Delivered Price (DEP) is deemed an outlier (below or above the competitive range of offers), and the Delivered Price (DEP) cannot be supported by back-up documentation, your entire offer may be deemed ineligible for award in accordance with DLAD provision 52.215-9010, All or None.

3. Prices must not extend more than two [2] places to the right of the decimal point. Standard rounding methods should be observed. For example, a delivered price of \$4.578 should be rounded to \$4.58.

4. If an offeror carries a variety of brands for the same item, the price submitted shall be for the lowest priced, technically acceptable item that meets the Government's minimum requirements.

5. All items procured under the resultant contract are subject to all contractual clauses and regulations, including, but not limited to DFARS 252.225-7012 Preference for Certain Domestic Commodities and procured from a Sanitarily Approved Source. All invoices and quotes must reflect compliance to contract terms and conditions.

6. Offerors are required to submit pricing on Attachment 1 – Schedule of Items, no exceptions. Column descriptions are provided below:

1. Gov't Item #: Self-explanatory
2. Government Stock Number: Provided
3. Item Description: Government Item Description.
4. PKG Size (LB) and Unit of Issue: Equals 1 case. For example, Gov't Item #142: 1 LB PG = 1 case
5. Estimated Quantity: Quantity provided.
6. CASE Delivered Price (DEP) Including Freight: The price you actually paid for the item, as substantiated by grower/manufacture invoice.
7. Distribution Price Per Pound (LB): Your Distribution Price Per Pound (LB).
8. CASE Distribution Price (DIP): Your Distribution Price Per Pound (LB) multiplied by the PKG SIZE.
9. Extended CASE Delivered Price (DEP): Estimated Quantity multiplied by CASE Delivered Price (DEP)
10. Extended CASE Distribution Price (DIP): Estimated Quantity multiplied by CASE Distribution Price (DIP)
11. CASE Price (STORES): CASE Delivered Price (DEP) + CASE Distribution Price (DIP)
12. Total Evaluated CASE Price: Estimated Quantity multiplied by CASE Price.

E. INSTRUCTIONS for PROPOSED SPREADSHEET – Attachment 1

1. Please fill in the white boxes only (for base period, option period 1 and option period 2):

- 1) Vendor Name and CAGE Code (cell B4)
- 2) CASE Delivered Price (DEP) Including Freight Column G (cells G7 to G302).
- 3) Distribution Price Per Pound (LB) Cell K1 (Base Period)
- 4) Distribution Price Per Pound (LB) Cell K2 (Option Period 1)
- 5) Distribution Price Per Pound (LB) Cell K3 (Option Period 2)

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*** NOTE: The offeror may submit a separate distribution price per pound (LB) for each period, however, only one (1) distribution price per pound (LB) shall be offered for each period (base period, option period 1 and option period 2). All components of the option period price must be rounded to two (2) places beyond the decimal point. If an offeror does not submit option period prices, the offeror's proposal may be rejected. Option period price increases or decreases are to be expressed in dollars and cents only. The offeror may also elect to offer no change in the distribution price per pound (LB) over the life of the contract. If you are not changing option period distribution price per pound (LB), all offerors are still required to fill in cells for Option Period 1 and Option Period 2 with the same distribution price per pound (LB). As a reminder, all offerors must submit ONE DISTRIBUTION PRICE PER POUND (LB), per period (i.e. base/option). Multiple Distribution Prices Per Pound (LB) within a base or option period WILL NOT BE ACCEPTED.

In accordance with DLAD Clause 52.215-9023, Reverse Auction may be used for Distribution Prices only and the low offeror at the end of the Reverse Auction may not be the ultimate awardee. Award determination will be based on the lowest evaluated aggregate price.

2. When preparing the spreadsheet, totals must appear for each 18-month period in the last row, i.e., Cell I303 (Extended CASE Delivered Price), Cell J303 (Extended CASE Distribution Price) and Cell L303 (Extended CASE Distribution Price, line description:
TOTAL BASE PERIOD EVALUATION (18 Months)
TOTAL OPTION PERIOD 1 EVALUATION (18 Months)
TOTAL OPTION PERIOD 2 EVALUATION (18 Months)

3. If requested to submit an invoice and the price on the invoice does not match the offered price due to a freight charge, the freight charge must be indicated on the invoice. This must appear on the invoice submitted by the offeror if requested. However, a separate freight invoice may be required as further documentation. Bulk freight charges are to be broken down by the case.

Economic Price Adjustment (EPA) – Actual Material Costs for Subsistence Delivered Price Business Model (NOV 2011)

All references to "Subsistence Total Order and Receipt Electronic System (STORES) in Economic Price Adjustment (EPA) – Actual Material Costs for Subsistence Delivered Price Business Model will also reflect the use of the "Fresh Fruit and Vegetable Ordering System (FFAVORS Web) for customers that may use FFAVORS do not use STORES.

(a) Warranties. For the portion of the schedule that is covered by this EPA clause, the Contractor warrants that—
(1) Contract unit prices covered by this contract do not include allowances for any portion of the contingency covered by this clause; and
(2) All price adjustments invoiced under this contract shall be computed in accordance with the provisions of this clause.

(b) Definitions. As used throughout this clause, the term:
(1) "Contract Unit Price" means the total price per unit charged to DLA Troop Support for a product delivered to DLA Troop Support's customers. The Contract Unit Price consists of two components: Delivered Price and Distribution Price. The unit price sum of the two component prices shall be rounded up or down as applicable, to the nearest cent to determine the final Contract Unit Price.
(2) "Delivered Price" means the most recent manufacturer, grower or private label holder commercial price per unit to the Contractor, inclusive of standard freight. The Delivered Price shall be based on free on board (f.o.b.) Destination. Delivered Price shall exclude all costs that are to be covered in the Distribution Price.
(i) Exceptions:
(A) Mandatory Source Items: The Delivered Price shall be limited to the nonprofit agency's price for product as set in accordance with applicable law, plus applicable freight.
(B) A contiguous United States (CONUS)-based redistributor's price for a specific manufacturer's/grower's/private label holder's product (SKU) may be considered by the Government as long as the redistributor's price for the quantity ordered is equal to or lower than the manufacturer's/grower's/private label holder's published price inclusive of discounts/allowances. This exception must be approved by the Contracting Officer on a case by case basis. Supporting documentation may be required.
(3) "Product Allowance" means discounts, rebates, and allowances to be passed on to the Government. In accordance with other provisions of the contract (and subject to any exception in those provisions), all discounts, rebates, or allowances on particular items which are reflected in the amounts shown on the face of the manufacturer's, grower's or private label holder's invoice (referred to as "off-invoice allowances") or otherwise given to the Contractor by the manufacturer, grower or private label holder, shall be passed by the Contractor to the Government, in the form of an up-front price reduction. The total of these discounts, rebates, and allowances (Product Allowance), shall be reflected via a reduced Subsistence Total Order and Receipt Electronic System (STORES) price, resulting in a lower invoice price to the customer. Any rebates that must be passed to the Government and which cannot be applied as an up-front price reduction must be submitted via check made to the US Treasury, with an attached itemized listing of all customer purchases by line item to include contract number, call number, purchase order number and CLIN number.
(4) "Distribution Price(s)" means the firm fixed price portion of the Contract Unit Price, offered as a dollar amount per unit of issue, rounded up or down to the nearest cent. The Distribution Price is the only method for the Contractor to bill the Government for all aspects of contract performance other than Delivered Price; including but not limited to, the performance requirements of the SOW

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for the applicable SPV solicitation and resulting contract. As detailed above in (2), Delivered Price is distinct from and not to be included in the Distribution Price.

(5) "Ordering Catalog" means the electronic listing of items and their corresponding contract unit prices available for ordering under this contract.

(6) "Ordering Week" means from Sunday at 12:01 AM through the following Saturday until midnight (Hawaii Standard Time (HST), standard or daylight as applicable).

(c) Price adjustments.

- (1) General.
 - (i) All contract unit prices shall be fixed and remain unchanged until changed pursuant to this clause or other applicable provision of the contract. Only the Delivered Price component of the Contract Unit Price is subject to adjustment under this clause. After the first Ordering Week, if the Contractor's Delivered Price changes for any or all contract unit prices, the Contract Unit Price shall be changed in the next week's Ordering Catalog upon the Contractor's request, submitted in accordance with paragraph (iii) below, by the same dollar amount of the change in the Delivered Price, subject to the limitations in paragraph (d). The price change shall be effective at the beginning of the next Ordering Week. All Ordering Catalog Unit Prices computed in accordance with this clause and in effect when an order is placed shall remain in effect for that order through delivery. DLA Troop Support will be charged the Contract Unit Price in effect at the time of each order regardless of any changes in the unit price occurring in any subsequent Ordering Week.
 - (ii) Catalog Delivered Prices must be reflective of the prime vendor's last receipt price (the price of the stock most recently received into SPV Contractor's inventory).
 - (iii) Updates to the Delivered Price: All notices and requests for new item Delivered Prices and price changes shall be submitted weekly, no later than 12:00PM HST on Wednesday to be effective in the following Ordering Week's Ordering Catalog prices. The Delivered Price shall have any and all Product Allowance subtractions made prior to presenting the Delivered Price to DLA Troop Support. The Contractor shall notify the Contracting Officer of its notice/request in the form of an electronic data interchange (EDI) 832 transaction set. The change notice shall include the Contractor's adjustment in the Delivered Price component of the applicable Contract Unit Price. Upon the Contracting Officer's acceptance of such 832 price changes in accordance with paragraph (v) below, the price change transaction sets will post in the next week's Ordering Catalog and each Contract Unit Price shall be changed by the same dollar amount of the change in the Delivered Price in the next week's Ordering Catalog.
 - (iv) All price changes, and catalog contract prices, are subject to review by the Government. The Contracting Officer may at any time require the submission of supporting data to substantiate any requested price change or the requested continuation of the pre-existing price for any item, including prices applicable to prior Ordering Weeks. Upon notice from the Contracting Officer that supporting data is required, the Contractor shall promptly furnish to the Government all supporting data, including but not limited to, invoices, quotes, price lists, supplier documentation regarding rebates/allowances, and any other substantiating information requested by the Contracting Officer.
 - (v) Price change requests that the Contracting Officer questions or finds to be inconsistent with the requirements of this clause shall not be posted until the Contracting Officer specifically authorizes the posting. If the Contracting Officer does not notify the Contractor by close of business, 3:00PM HST Time each Friday that a price or a price change request is being questioned or has been found to be erroneous, the price change(s) will post to the ordering catalog effective the beginning of the following Ordering Week. The posting of updated prices in the Ordering Catalog, calculated in accordance with this clause, constitutes a modification to this contract. No further contract modification is required to effect this change.
 - (vi) Should the Contracting Officer determine that, or question whether a price change request contained an erroneous unit price or price change, or cannot otherwise determine the changed price(s) to be fair and reasonable, such as when the changed price(s) is(are) higher than lower Delivered Prices for items of comparable quality which are reasonably available to the Government or Contractor from other sources, the Contracting Officer will so advise the Contractor, prior to close of business, 3:00PM HST Time on Friday. If the Contracting Officer cannot determine a price fair and reasonable, and the Contracting Officer and the Contractor cannot negotiate a fair and reasonable price, the Contracting Officer may reject any price change and direct in writing that the item in question be removed from the Contractor's Ordering Catalog, without Government liability. The Contracting Officer may subsequently remove any such item from the Ordering Catalog if the Contractor fails to remove it. The Government has the right to procure such removed items from any alternate source of supply, and the failure of the Contractor to supply such item will be considered a negative instance of performance.
 - (vii) In the event of a price change not posting or an Ordering Catalog Contract Unit Price not computed in accordance with this clause, resulting in an incorrectly increased or decreased Contract Unit Price, the Prime Vendor shall immediately notify the Contracting Officer in writing and promptly thereafter correct its Ordering Catalog and submit a refund for any amounts paid to the Contractor resulting from the erroneous price. In the event of an erroneous price decrease in the Ordering Catalog, if the Contractor can demonstrate to the satisfaction of the Contracting Officer that the error did not result from the fault or negligence of the Contractor, the Contractor may submit a request for equitable adjustment for consideration by the Contracting Officer.
- (2) Limitations. All adjustments under this clause shall be limited to the effect on contract unit prices of actual increases or decreases in the Delivered Prices for material. There shall be no upward adjustment for—
 - (i) Supplies for which the delivered price is not affected by such changes;
 - (ii) Changes in the quantities of materials; and
 - (iii) Increases in unit prices that the Contracting Officer determines are computed incorrectly (i.e. not adhering to the Contract Unit Price definition in this clause) and/or increases in unit prices that the Contracting Officer determines are not fair and reasonable.

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<p>(d) Upward ceiling on economic price adjustment. The aggregate of contract Delivered Price increases for each item under this clause during the contract period inclusive of any option period(s) shall not exceed 90 percent (%) for Fresh Fruits and Vegetables (FF&V) of the initial Contract Delivered Price, except as provided below:</p> <p>(1) If at any time the Contractor has reason to believe that within the near future a price adjustment under the provisions of this clause will be required that will exceed the current contract ceiling price for any item, the Contractor shall promptly notify the Contracting Officer in writing of the expected increase. In the event the latest actual market price for an item would result in a contract unit price that will exceed the allowable ceiling price under the contract, then the Contractor shall immediately notify the Contracting Officer in writing or via its EDI 832 price change request and separate email no later than the time specified in paragraph (c)(1)(iii) above. With either such notification the Contractor shall include a revised ceiling the Contractor believes is sufficient to permit completion of remaining contract performance, along with appropriate explanation and documentation as required by the Contracting Officer.</p> <p>(2) If an actual increase in the delivered price would raise a contract unit price for an item above the current ceiling, the Contractor shall have no obligation under this contract to fill future orders for such items, as of the effective date of the increase, unless the Contracting Officer issues a contract modification to raise the ceiling. If the contract ceiling will not be raised, the Contracting Officer shall so promptly notify the Contractor in writing. After evaluation of a requested actual price increase, if the Contracting Officer authorizes the change in the contract unit price, the Contractor shall submit an EDI 832 price change. The price change shall be posted for the following week's ordering catalog.</p> <p>(e) DOWNWARD LIMITATION ON ECONOMIC PRICE ADJUSTMENTS. There is no downward limitation on the aggregated percentage of decreases that may be made under this clause.</p> <p>(f) Examination of records. The Contracting Officer or designated representative shall have the right to examine the Contractor's books, records, documents and other data, to include commercial sales data, that the Contracting Officer deems necessary to verify Contractor adherence to the provisions of this clause. Such examination may occur during all reasonable times until the end of 3 years after the date of final payment under this contract or the time periods specified in Subpart 4.7 of the Federal Acquisition Regulation (FAR), whichever is earlier.</p> <p>(g) Final invoice. The Contractor shall include a statement on the final invoice that the amounts invoiced hereunder have applied all decreases required or authorized by this clause.</p> <p>(h) Disputes. Any dispute arising under this clause shall be determined in accordance with the "Disputes" clause of the contract.</p> <p style="text-align: center;">(END OF CLAUSE)</p>		
ADDENDUM TO 52.212-1 INSTRUCTIONS TO OFFERORS - COMMERCIAL ITEMS (OCT 2015)		
<p>Note: 52.212-1, Instructions to Offerors – Commercial Items (OCT 2015) is incorporated in this solicitation by reference. Its full text may be accessed electronically at https://www.acquisition.gov/far/index.html. The text is available for viewing in Subpart 52.2 Text of Provisions and Clauses, through either the HTML or PDF Format links.</p> <p>The following paragraphs of 52.212-1 are amended as indicated below:</p> <p>1. Paragraph (b), Submission of Offers.</p> <p>a. Proposals for this solicitation shall be submitted via electronic mail (email). DLA Troop Support Pacific will not accept faxed or paper proposals in response to this solicitation. The email address for receipt of proposals is amy.wong@dla.mil and jean.ross@dla.mil. The subject line of the email must read "PROPOSAL-SPE302-16-R-S001, COMPANY NAME, CLOSING DATE "INSERT DATE." The maximum size of each email message shall be three and one-half (3 ½) megabytes. Any compressed files must be self-extracting, and you must provide instructions. You may use multiple email messages for your proposal submission; however, you must include the required information on the subject line, as stated in this paragraph, and number them in this manner: Message 1 of 3, 2 of 3, etc. All email attachments shall be compatible with IBM type CPUs and Microsoft WORD, Microsoft EXCEL and Adobe Acrobat software. Prices shall be provided on RFP/SOW Attachment 1 - Schedule of Items, and shall be submitted as a Microsoft EXCEL file, no exceptions. IT IS THE OFFEROR'S RESPONSIBILITY TO CONFIRM RECEIPT OF PROPOSAL.</p> <p>b. Faxed offers are NOT authorized for this solicitation for initial closing and final proposal revisions (if necessary).</p> <p style="text-align: right;">CONTINUED ON NEXT PAGE</p>		

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<p>If deemed necessary by the Contracting Officer, the Government reserves the right to conduct negotiations for the subject acquisition. Initial responses to negotiations shall be in a form of communication customary in the industry for transmitting information to include phone, facsimile transmission, letter, in-person and e-mail. However, any information provided during negotiations, to include all changes to the initial offer, must be reduced to writing and transmitted to the DLA Troop Support Pacific Business Office by the time and date specified at the time of Final Proposal Revisions by email. Information not submitted to the DLA Troop Support Pacific Business Office by the specified date and time will not be considered by the Government during final evaluations.</p> <p>2. Paragraph (c), <i>Period for Acceptance of Offers</i>, is revised as follows: Period of acceptance is 180 calendar days.</p> <p>3. Paragraph (f), <i>Late Submissions, Modifications, Revisions, and Withdrawals of Offers</i>, is deleted in its entirety and replaced with the following: (f) Late Submissions, Modifications, Revision, and Withdrawals of Offers. (1) Any proposal received at the office designated in the solicitation after the exact time specified for receipt of offers will not be considered unless it is received before award is made and: (i) It was sent by e-mail or hand-carried (including delivery by a commercial carrier) if it is determined by the Government that the late receipt was due primarily to Government mishandling after the receipt at the Government installation. (ii) It was sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. (iii) There is acceptable evidence to establish that it was received at the activity designated for receipt of offers and was under the Government's control to the time set for receipt of offers, and the Contracting Officer determines that accepting the late offer would not unduly delay the procurement; or it is the only proposal received. (2) Any modification or revision of a proposal or response to requested information, including any final proposal revision, is subject to the same conditions indicated above. (3) Notwithstanding the above, a late modification or revision of any otherwise successful proposal that makes its terms more favorable to the Government will be considered at any time it is received and may be accepted. (4) Proposals may be withdrawn by written notice by email (including facsimile) received at any time before award.</p> <p>4. Paragraph (h), <i>Multiple Awards</i>, is deleted in its entirety and replaced with the following: The Government intends to make one award, offers must be submitted for all items.</p> <p style="text-align: center;">(END OF PROVISION)</p>		
ADDENDUM TO 52.212-2 EVALUATION – COMMERCIAL ITEMS (OCT 2014)		
<p><u>52.212-2 Evaluation – Commercial Items (OCT 2014)</u></p> <p>(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The resultant contract will be based on the lowest evaluated aggregate price quote meeting or exceeding the acceptability standards for the following non-price factor:</p> <p>LOWEST PRICE TECHNICALLY ACCEPTABLE (LPTA) – THE RESULTANT CONTRACT WILL BE BASED ON THE LOWEST EVALUATED AGGREGATE PRICE OF PROPOSALS MEETING OR EXCEEDING THE ACCEPTABILITY STANDARDS FOR THE FOLLOWING NON-PRICE FACTOR:</p> <p>TECHNICAL: THE OFFEROR MUST TAKE NO EXCEPTIONS TO THE TERMS AND CONDITIONS IN THE SOLICITATION.</p> <p>Provide a Statement that the offeror makes no exceptions to the terms and conditions in the solicitation on Company Letterhead and signed. By submitting a proposal with no exceptions, an offeror is confirming they possess the necessary facilities, equipment, technical skills and capacity to successfully provide all items required by this solicitation.</p> <p>Provide proof of current valid PACA license must be submitted with the offeror's proposal or the offer may be deemed technically unacceptable.</p> <p>EVALUATION OF PRICING REQUIREMENTS</p> <p>PRICING: PRICING IS REQUIRED FOR ALL ITEMS FOUND IN THE SCHEDULE OF ITEMS, FOR ALL PERIODS (BASE, OPTION 1 AND OPTION 2).</p> <p>EVALUATION OF PRICING: THE GOVERNMENT WILL PERFORM AN AGGREGATE PRICE ANALYSIS ON ALL ITEMS FOUND IN THE SCHEDULE OF ITEMS. THE ESTIMATED QUANTITIES IN THE SCHEDULE OF ITEMS SHALL BE MULTIPLIED BY THE CASE PRICES TO DETERMINE THE LOWEST AGGREGATE PRICE. DELIVERED AND DISTRIBUTION PRICES WILL BE EVALUATED</p> <p style="text-align: center;">CONTINUED ON NEXT PAGE</p>		

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TO DETERMINE IF THERE ARE ANY OUTLIERS WITH THE ULTIMATE AWARD DECISION BASED ON THE LOWEST EVALUATED AGGREGATE PRICE (SUM OF BASE PERIOD, OPTION PERIOD 1 AND OPTION PERIOD 2).

FOR EVALUATION PURPOSES, MANDATORY: WHEN THE GOVERNMENT REQUESTS SUPPORTING DOCUMENTATION FOR PRODUCTS LISTED ON THE SCHEDULE OF ITEMS, THE OFFEROR SHALL COMPLY UNDER THE PRICING REQUIREMENT.

IN ACCORDANCE WITH FAR 15.306(c) (2), THE GOVERNMENT MAY LIMIT THE NUMBER OF PROPOSALS IN THE COMPETITIVE RANGE TO THE GREATEST NUMBER THAT WILL PERMIT AN EFFICIENT COMPETITION AMONGST THE MOST HIGHLY RATED PROPOSALS.

IN ACCORDANCE WITH DLAD CLAUSE 52.215-9023, REVERSE AUCTION MAY BE USED FOR DISTRIBUTION PRICE PER POUND (LB) ONLY AND THE LOW OFFEROR AT THE END OF THE REVERSE AUCTION MAY NOT BE THE ULTIMATE AWARDEE. AWARD DETERMINATION WILL BE BASED ON THE LOWEST EVALUATED AGGREGATE PRICE.

- (b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).
- (c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

(END OF PROVISION)

52.215-06 PLACE OF PERFORMANCE (OCT 1997) FAR

- (a) The offeror or respondent, in the performance of any contract resulting from this solicitation, [] **intends**, [] **does not intend** [check applicable block] to use one or more plants or facilities located at a different address from the address of the offeror or respondent as indicated in this proposal or response to request for information.
- (b) If the offeror or respondent checks "intends" in paragraph (a) of this provision, it shall insert in the following spaces the required information:

Place of Performance
(Street Address, City, State, County, ZIP Code)

Name and Address of Owner and Operator of the Plant or Facility if Other than Offeror or Respondent

(END OF PROVISION)

252.209-7992, Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction under any Federal Law—Fiscal Year 2015 Appropriations. (DEVIATION 2015-OO0005) (DEC 2014)

- (a) In accordance with sections 744 and 745 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), none of the funds made available by this or any other Act may be used to enter into a contract with any corporation that—
 - (1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government; or
 - (2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

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(b) The Offeror represents that—

(1) It is ☐ is not ☐ a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability,

(2) It is ☐ is not ☐ a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(END OF PROVISION)

252.209-7998 REPRESENTATION REGARDING CONVICTION OF A FELONY CRIMINAL VIOLATION UNDER ANY FEDERAL OR STATE LAW (DEVIATION 2012-O0007) (MAR 2012)

In accordance with section 514 of Division H of the Consolidated Appropriations Act, 2012, none of the funds made available by that Act may be used to enter into a contract with any corporation that was convicted of a felony criminal violation under any Federal or State law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.

The Offeror represents that it is ☐ is not ☐ a corporation that was convicted of a felony criminal violation under a Federal or State law within the preceding 24 months.

(END OF PROVISION)

52.233-9001 DISPUTES: AGREEMENT TO USE ALTERNATIVE DISPUTE RESOLUTION (NOV 2011)

(a) The parties agree to negotiate with each other to try to resolve any disputes that may arise. If unassisted negotiations are unsuccessful, the parties will use alternative dispute resolution (ADR) techniques to try to resolve the dispute. Litigation will only be considered as a last resort when ADR is unsuccessful or has been documented by the party rejecting ADR to be inappropriate for resolving the dispute.

(b) Before either party determines ADR inappropriate, that party must discuss the use of ADR with the other party. The documentation rejecting ADR must be signed by an official authorized to bind the contractor (see FAR 52.233-1), or, for the Agency, by the contracting officer, and approved at a level above the contracting officer after consultation with the ADR Specialist and with legal counsel (see DLA Directive 5145.1). Contractor personnel are also encouraged to include the ADR Specialist in their discussions with the contracting officer before determining ADR to be inappropriate.

(c) If you wish to opt out of this clause, check here ☐. Alternate wording may be negotiated with the contracting officer.

(END OF PROVISION)

52.215-9010 ALL OR NONE (INVITATION FOR BID (IFB)/REQUEST FOR PROPOSAL (RFP) ONLY) (NOV 2011) DLAD

ADDENDUM

Replace entire 52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS—COMMERCIAL ITEMS (OCT 2015) version with the following text (NOV 2015) below:

52.212-3, OFFEROR REPRESENTATIONS AND CERTIFICATIONS—COMMERCIAL ITEMS (NOV 2015) ALTERNATE I (OCT 2014)

The Offeror shall complete only paragraph (b) of this provision if the Offeror has completed the annual representations and certification electronically via the System for Award Management (SAM) website accessed through <https://www.acquisition.gov>. If the Offeror has not completed the annual representations and certifications electronically, the Offeror shall complete only paragraphs (c) through (p) of this provision.

(a) Definitions. As used in this provision —

“Economically disadvantaged women-owned small business (EDWOSB) concern means a small business concern that is at least 51 percent directly and unconditionally owned

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by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127. It automatically qualifies as a women-owned small business eligible under the WOSB Program.

“Forced or indentured child labor means all work or service --

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

“Highest-level owner means the entity that owns or controls an immediate owner of the offeror, or that owns or controls one or more entities that control an immediate owner of the offeror. No entity owns or exercises control of the highest level owner.

“Immediate owner” means an entity, other than the offeror, that has direct control of the offeror. Indicators of control include, but are not limited to, one or more of the following: Ownership or interlocking management, identity of interests among family members, shared facilities and equipment, and the common use of employees.

“Inverted domestic corporation”, means a foreign incorporated entity that meets the definition of an inverted domestic corporation under 6U.S.C. 395(b), applied in accordance with the rules and definitions of 6 U.S.C. 395(c).

“Manufactured end product” means any end product in product and service codes (PSCs) 1000-9999, except—

- (1) PSC 5510, Lumber and Related Basic Wood Materials;
- (2) Product or Service Group (PSG) 87, Agricultural Supplies;
- (3) PSG 88, Live Animals;
- (4) PSG 89, Subsistence;
- (5) PSC 9410, Crude Grades of Plant Materials;
- (6) PSC 9430, Miscellaneous Crude Animal Products, Inedible;
- (7) PSC 9440, Miscellaneous Crude Agricultural and Forestry Products;
- (8) PSC 9610, Ores;
- (9) PSC 9620, Minerals, Natural and Synthetic; and
- (10) PSC 9630, Additive Metal Materials.

“Place of manufacture” means the place where an end product is assembled out of components, or otherwise made or processed from raw materials into the finished product that is to be provided to the Government. If a product is disassembled and reassembled, the place of reassembly is not the place of manufacture.

“Restricted business operations” means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174). Restricted business operations do not include business operations that the person (as that term is defined in Section 2 of the Sudan Accountability and Divestment Act of 2007) conducting the business can demonstrate—

- (1) Are conducted under contract directly and exclusively with the regional government of southern Sudan;
- (2) Are conducted pursuant to specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such authorization;
- (3) Consist of providing goods or services to marginalized populations of Sudan;
- (4) Consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization;
- (5) Consist of providing goods or services that are used only to promote health or education; or
- (6) Have been voluntarily suspended.

“Sensitive technology”—

- (1) Means hardware, software, telecommunications equipment, or any other technology that is to be used specifically —
 - (i) To restrict the free flow of unbiased information in Iran; or
 - (ii) To disrupt, monitor, or otherwise restrict speech of the people of Iran; and

(2) Does not include information or informational materials the export of which the President does not have the authority to regulate or prohibit pursuant to section 203(b)(3) of the International Emergency Economic Powers Act (50 U.S.C. 1702(b)(3)).

“Service-disabled veteran-owned small business concern”—

- (1) Means a small business concern—
 - (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
 - (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.
- (2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service connected, as defined in 38 U.S.C. 101(16).

“Small business concern” means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

“Small disadvantaged business concern”, consistent with 13 CFR 124.1002, means a small business concern under the size standard applicable to the acquisition, that—

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- (1) Is at least 51 percent unconditionally and directly owned (as defined at 13 CFR 124.105) by—
- (i) One or more socially disadvantaged (as defined at 13 CFR 124.103) and economically disadvantaged (as defined at 13 CFR 124.104) individuals who are citizens of the United States; and
 - (ii) Each individual claiming economic disadvantage has a net worth not exceeding \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and
- (2) The management and daily business operations of which are controlled (as defined at 13.CFR 124.106) by individuals, who meet the criteria in paragraphs (1)(i) and (ii) of this definition.

“Subsidiary” means an entity in which more than 50 percent of the entity is owned—

- (1) Directly by a parent corporation; or
- (2) Through another subsidiary of a parent corporation.

“Veteran-Owned Small Business Concern” means a small business concern—

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans

“Women-Owned Business Concern” means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

“Women-Owned Small Business Concern” means a small business concern--

- (1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

“Women-Owned Small Business (WOSB) Concern eligible under the WOSB Program”

(in accordance with 13 CFR part 127), means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.

(b) Annual Representations and Certifications.

(1) Any changes provided by the offeror in paragraph (b) (2) of this provision do not automatically change the representations and certifications posted on the SAM website.

(2) The offeror has completed the annual representations and certifications electronically via the SAM website accessed through <https://www.acquisition.gov>. After reviewing the SAM database information, the offeror verifies by submission of this offer that the representations and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications—Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201), except for paragraphs _____.

[Offeror to identify the applicable paragraphs at (c) through (o) of this provision that the offeror has completed for the purposes of this solicitation only, if any.

These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on SAM.]

(c) Offerors must complete the following representations when the resulting contract is to be performed in the United States or its outlying areas. Check all that apply.

(1) Small Business Concern.

The offeror represents as part of its offer that it ☐ is, ☐ is not, a small business concern.

(2) Veteran-Owned Small Business Concern.

[Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.]

The offeror represents as part of its offer that it ☐ is, ☐ is not, a veteran-owned small business concern.

(3) Service-Disabled Veteran-Owned Small Business Concern.

[Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.]

The offeror represents as part of its offer that it ☐ is, ☐ is not, a service-disabled veteran-owned small business concern.

(4) Small Disadvantaged Business Concern.

[Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.]

The offeror represents, for general statistical purposes, that it ☐ is, ☐ is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(5) Women-Owned Small Business Concern.

[Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.]

The offeror represents that it ☐ is, ☐ is not, a women-owned small business concern.

(6) WOSB concern eligible under the WOSB Program.

[Complete only if the offeror represented itself as a women-owned small business concern in paragraph (c)(5) of this provision.]

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The offeror represents that—

(i) It ☐ is, ☐ is not a WOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(6)(i) of this provision is accurate for each WOSB concern eligible under the WOSB Program participating in the joint venture. [The offeror shall enter the name or names of the WOSB concern eligible under the WOSB Program and other small businesses that are participating in the joint venture: _____.] Each WOSB concern eligible under the WOSB Program participating in the joint venture shall submit a separate signed copy of the WOSB representation.

(7) Economically disadvantaged women-owned small business (EDWOSB) concern. [Complete only if the offeror represented itself as a WOSB concern eligible under the WOSB Program in (c)(6) of this provision.]

The offeror represents that—

(i) It ☐ is, ☐ is not an EDWOSB concern, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(7)(i) of this provision is accurate for each EDWOSB concern participating in the joint venture. [The offeror shall enter the name or names of the EDWOSB concern and other small businesses that are participating in the joint venture: _____.] Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the EDWOSB representation.

NOTE: Complete paragraphs (c)(8) and (c)(9) only if this solicitation is expected to exceed the simplified acquisition threshold.

(8) Women-Owned Business Concern (other than small business concern).

[Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.]

The offeror represents that it ☐ is a women-owned business concern.

(9) Tie Bid Priority for Labor Surplus Area Concerns.

If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price: _____.

(10) HUBZone Small Business Concern.

[Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.]

The offeror represents as part of its offer that--

(i) It ☐ is, ☐ is not, a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It ☐ is, ☐ is not, a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (c)(10)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the HUBZone joint venture. [The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.]

Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(11) Complete if the offeror has represented itself as disadvantaged in paragraph (4) of this provision.)

[The offeror shall check the category in which its ownership falls]:

☐ Black American.

☐ Hispanic American.

☐ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

☐ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, Republic of Palau, Republic of the Marshall Islands, Federated States of Micronesia, The Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

☐ Individual/concern, other than one of the preceding.

(d) Representations required to implement provisions of Executive Order 11246--

(1) Previous Contracts and Compliance.

The offeror represents that--

(i) It ☐ has, ☐ has not, participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation; and

(ii) It ☐ has, ☐ has not, filed all required compliance reports.

(2) Affirmative Action Compliance.

The offeror represents that--

(i) It ☐ has developed and has on file, ☐ has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR Subparts 60-1 and 60-2), or

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(ii) It ☐ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352).

(Applies only if the contract is expected to exceed \$150,000.)

By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(f) Buy American Statute Certificate.

(The certificate in DFARS 252.225-7000 shall be completed when it is provided as an Attachment to 52.212-3.)

(g) Buy American --Free Trade Agreements--Israeli Trade Act Certificate.

(The certificate in DFARS 252.225-7020 or 7035 shall be completed when it is provided as an Attachment to 52.212-3.)

(h) Certification Regarding Responsibility Matters (Executive Order 12689).

(Applies only if the contract value is expected to exceed the simplified acquisition threshold.)

The offeror certifies, to the best of its knowledge and belief, that the offeror and/or any of its principals--

(1) ☐ Are, ☐ are not, presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(2) ☐ Have, ☐ have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property;

(3) ☐ Are, ☐ are not, presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses enumerated in paragraph (h)(2) of this clause; and

(4) ☐ Have, ☐ have not, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,500 for which the liability remains unsatisfied.

(i) Taxes are considered delinquent if both of the following criteria apply:

(A) The tax liability is finally determined.

The tax liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(B) The taxpayer is delinquent in making payment.

The taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(ii) Examples.

(A) The taxpayer has received a statutory notice of deficiency, under I.R.C. §6212, which entitled the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(B) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. §6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(C) The taxpayer has entered into an installment agreement pursuant to I.R.C. §6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(D) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. §362 (the Bankruptcy Code).

(i) Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126).

(The Contracting Officer must list in paragraph (i)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).)

(1) Listed End Products.

<u>Listed End Product</u>	<u>Listed Countries of Origin</u>
_____	_____
_____	_____
_____	_____

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(2) Certification.

(If the Contracting Officer has identified end products and countries of origin in paragraph (i)(1) of this provision, then the Offeror must certify to either (i)(2)(i) or (i)(2)(ii) by checking the appropriate block.)

☐ (i) The offeror will not supply any end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.

☐ (ii) The offeror may supply an end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The Offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the Offeror certifies that it is not aware of any such use of child labor.

(j) Place of Manufacture.

(Does not apply unless the solicitation is predominantly for the acquisition of manufactured end products.)

For statistical purposes only, the offeror shall indicate whether the place of manufacture of the end products it expects to provide in response to this solicitation is predominantly—

(1) ☐ In the United States (Check this box if the total anticipated price of offered end products manufactured in the United States exceeds the total anticipated price of offered end products manufactured outside the United States); or

(2) ☐ Outside the United States.

(k) Certificates Regarding Exemptions from the Application of the Service Contract Act.

(Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services.)

[The contracting officer is to check a box to indicate if paragraph (k)(l) or (k)(2) applies.]

☐ (1) Maintenance, calibration, or repair of certain equipment as described in FAR 22.1003-4(c)(1).

The offeror ☐ does ☐ does not certify that—

(i) The items of equipment to be serviced under this contract are used regularly for other than Governmental purposes and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontract) in substantial quantities to the general public in the course of normal business operations;

(ii) The services will be furnished at prices which are, or are based on, established catalog or market prices (see FAR 22.1003-4(c)(2)(ii)) for the maintenance, calibration, or repair of such equipment; and

(iii) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract will be the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

☐ (2) Certain services as described in FAR 22.1003-4(d)(1).

The offeror ☐ does ☐ does not certify that—

(i) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(ii) the contract services will be furnished at prices that are, or are based on, established catalog or market prices (see FAR 22.1003-4(d)(2)(iii));

(iii) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(iv) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing commercial customers.

(3) If paragraph (k)(l) or (k)(2) of this clause applies—

(i) If the offeror does not certify to the conditions in paragraph (k)(l) or (k)(2) and the Contracting Officer did not attach a Service contract Act wage determination to the solicitation, the offeror shall notify the Contracting Officer as soon as possible; and

(ii) The Contracting Officer may not make an award to the offeror if the offeror fails to execute the certification in paragraph (k)(l) or (k)(2) of this clause or to contact the Contracting Officer as required in paragraph (k)(3)(i) of this clause.

(l) Taxpayer Identification Number (TIN) (26 U.S.C. 6109, 31 U.S.C. 7701).

(Not applicable if the offeror is required to provide this information to the SAM database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (l)(3) through (l)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) Taxpayer Identification Number (TIN).

☐ TIN: _____

☐ TIN has been applied for.

☐ TIN is not required because: _____

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☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the Federal government.

(4) Type of Organization.

☐ Sole proprietorship;

☐ Partnership;

☐ Corporate entity (not tax-exempt);

☐ Corporate entity (tax-exempt);

☐ Government entity (Federal, State, or local);

☐ Foreign government;

☐ International organization per 26 CFR 1.6049-4;

☐ Other: _____.

(5) Common Parent.

☐ Offeror is not owned or controlled by a common parent;

☐ Name and TIN of common parent:

Name _____

TIN _____

(m) Restricted Business Operations in Sudan.

By submission of its offer, the offeror certifies that the offeror does not conduct any restricted business operations in Sudan.

(n) Prohibition on Contracting with Inverted Domestic Corporations.

(1) Government agencies are not permitted to use appropriated (or otherwise made available) funds for contracts with either an inverted domestic corporation, or a subsidiary of an inverted domestic corporation, unless the exception at 9.10802(b) applies or the requirement is waived in accordance with the procedures at 9.108-4.

(2) Representation. The offeror represents that—

(i) It ☐ is, ☐ is not an inverted domestic corporation; and

(ii) It ☐ is, ☐ is not a subsidiary of an inverted domestic corporation.

(o) Prohibition on contracting with entities engaging in certain activities or transactions relating to Iran.

(1) The offeror shall e-mail questions concerning sensitive technology to the Department of State at CISADA106@state.gov.

(2) Representation and Certifications. Unless a waiver is granted or an exception applies as provided in paragraph (o)(3) of this provision, by submission of its offer, the offeror –

(i) Represents, to the best of its knowledge and belief, that the offeror does not export any sensitive technology to the government of Iran or any entities or individuals owned or controlled by, or acting on behalf or at the direction of, the government or Iran;

(ii) Certifies that the offeror, or any person owned or controlled by the offeror, does not engage in any activities for which sanctions may be imposed under section 5 of the Iran Sanctions Act; and,

(iii) Certifies that the offeror, and any person owned or controlled by the offeror, does not knowingly engage in any transaction that exceeds \$3,500 with Iran's Revolutionary Guard Corps or any of its officials, agents, or affiliates, the property and interests in property of which are blocked pursuant to the International Emergency Economic Powers Act (50 U.S.C. 1701 et seq.) (see OFAC's Specially Designated Nationals and Blocked Persons List at <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>) .

(3) The representation and certification requirements of paragraph (o)(2) of this provision does not apply if—

(i) This solicitation includes a trade agreements certification (e.g., 52.212-3(g) or a comparable agency provision); and

(ii) The offeror has certified that all the offered products to be supplied are designated country end products.

(p) Ownership or Control of Offeror. (Applies in all solicitations when there is a requirement to be registered in SAM or a requirement to have a DUNS Number in the solicitation).

(1) The Offeror represents that it ☐ has or ☐ does not have an immediate owner. If the Offeror has more than one immediate owner (such as a joint venture), then the Offeror shall respond to paragraph (2) and if applicable, paragraph (3) of this provision for each participant in the joint venture. The Offeror represents that it has or does not have an immediate owner. If the Offeror has more than one immediate owner. If the Offeror has more than one immediate owner (such as a joint venture), then the Offeror shall respond to paragraph (2) and if applicable, paragraph (3) of this provision for each participant in the joint venture.

(2) If the Offeror indicates "has" in paragraph (p)(1) of this provision, enter the following information:

Immediate owner CAGE code: _____

Immediate owner legal name: _____

(Do not use a "doing business as" name)

Is the immediate owner owned or controlled by another entity: ☐ Yes or ☐ No.

(3) If the Offeror indicates "yes" in paragraph (p)(2) of this provision, indicating that the immediate owner is owned or controlled by another entity then enter the following information:

Highest-level owner CAGE code: _____

Highest-level owner legal name: _____

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(Do not use a "doing business as" name)

(END OF CLAUSE)

ADDENDUM TO CONTRACT CLAUSES

Note: 52.212-4, Contract Terms and Conditions—Commercial Items (MAY 2015) is incorporated in this solicitation by reference. Its full text may be accessed electronically at <https://www.acquisition.gov/far/index.html>. Text is available for viewing in Subpart 52.2 Text of Provisions and Clauses, through either the HTML or PDF Format links. Add the following clauses:

1. Paragraph (m), Termination for Cause.
Delete paragraph (m) in its entirety and substitute the following:
(m) Termination for Cause. The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If this contract is terminated in whole or in part for cause, and the supplies or services covered by the contract so terminated are repurchased by the Government, the Government will incur administrative costs in such repurchases. The Contractor and the Government expressly agree that, in addition to any excess costs of repurchase, or any other damages resulting from such default, the Contractor shall pay, and the Government shall accept, the sum of \$1,350.00 as payment in full for the administrative costs of such repurchase. This assessment of damages for administrative costs shall apply for any termination for cause following which the Government repurchases the terminated supplies or services together with any incidental or consequential damages incurred because of the termination. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

2. Paragraph (t), System for Award Management.
Add the following paragraph:
(a) Definitions.

"System for Award Management (SAM) database" means the primary Government repository for contractor information required for the conduct of business with the Government.

"Commercial and Government Entity (CAGE) Code" means—
(1) A code assigned by the Defense Logistics Information Service (DLIS) to identify a commercial or Government entity; or
(2) A code assigned by a member of the North Atlantic Treaty Organization that DLIS records and maintains in the CAGE master file. This type of code is known as an "NCAGE code".

"Data Universal Number System (DUNS) Number" means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

"Data Universal Numbering System +4 (DUNS+4) Number" means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional SAM records for identifying alternative Electronic Funds Transfer (EFT) accounts (see Subpart 32.11 of the Federal Acquisition Regulation) for the same parent concern.

"Registered in the System for Award Management database" means that—
(1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, and Contractor and Government Entity (CAGE) code into the SAM database;
(2) The contractor has completed the Core Data, Assertions, Representations and Certifications, and Points of Contact sections of the registration in the SAM database;
(3) The Government has validated all mandatory data fields to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service. The Contractor will be required to provide consent for TIN validation to the Government as part of the SAM registration process; and
(4) The Government has marked the record "Active".

(END OF CLAUSE)

FAR 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders -- Commercial Items (JAN 2016) Replace and update with the following clauses:

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<p>(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:</p> <p>(1) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (Nov 2015)</p> <p>(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).</p> <p>(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Public Laws 108-77, 108-78 (19 U.S.C. 3805 note)).</p> <p>52.203-13, Contractor Code of Business Ethics and Conduct (Oct 2015) (41 U.S.C. 3509).</p> <p>52.204-07, System for Award Management (JUL 2013)</p> <p>52.204-10, Reporting Executive compensation and First-Tier Subcontract Awards (Oct 2015) (Pub. L. 109-282) (31 U.S.C. 6101 note).</p> <p>52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Oct 2015) (31 U.S.C. 6101 note).</p> <p>52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013)</p> <p>52.209-10, Prohibition on Contracting With Inverted Domestic Corporations (Nov 2015)</p> <p>52.219-8, Utilization of Small Business Concerns (Oct 2014) (15 U.S.C. 637(d)(2) and (3)).</p> <p>52.222-19, Child Labor—Cooperation with Authorities and Remedies (Jan 2016) (E.O. 13126).</p> <p>52.222-21, Prohibition of Segregated Facilities (Apr 2015).</p> <p>52.222-26, Equal Opportunity (Apr 2015) (E.O. 11246).</p> <p>52.222-35, Equal Opportunity for Veterans (Oct 2015) (38 U.S.C. 4212)</p> <p>52.222-36, Equal Opportunity for Workers With Disabilities (Jul 2014)</p> <p>52.222-37, Employment Reports on Veterans (Oct 2015) (38 U.S.C. 4212).</p> <p>52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O. 13627).</p> <p>52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (May 2014) (41 U.S.C. chapter 67).</p> <p>52.222-54, Employment Eligibility Verification (Oct 2015). (E. O. 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)</p> <p>52.225-25, Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran—Representation and Certification.</p> <p>52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (May 2014) (42 U.S.C. 1792).</p> <p>52.242-17, Government Delay of Work (Apr 1984)</p> <p style="text-align: center;">(END OF CLAUSE)</p> <p>The Contractor shall comply with the following DFAR clauses included in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items.</p> <p>252.203-7000, Requirements Relating to Compensation of Former DoD Officials. (SEP 2011)</p> <p>252.204-7004 Alternate A, System for Award Management (Feb 2014)</p> <p>252.204-7008, Compliance with Safeguarding Covered Defense Information Controls (DEC 2015)</p> <p>252.204-7009, Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information (DEC 2015)</p> <p style="text-align: right;">CONTINUED ON NEXT PAGE</p>		

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<p>252.204-7012, Safeguarding Covered Defense Information and Cyber Incident Reporting (DEC 2015)</p> <p>252.205-7000, Provision of Information to Cooperative Agreement Holders (NOV 2004)</p> <p>252.223-7008, Prohibition of Hexavalent Chromium. (JUN 2013)</p> <p>252.225-7000, Buy American—Balance of Payments Program Certificate (JAN 2014)</p> <p>252.225-7001, Buy American and Balance of Payments Program (NOV 2014)</p> <p>252.225-7012, Preference for Certain Domestic Commodities (FEB 2013)</p> <p>252.226-7001, Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns (SEP 2004)</p> <p>252.243-7002, Requests for Equitable Adjustment (DEC 2012)</p> <p>252.244-7000, Subcontracts for Commercial Items (JUN 2013)</p> <p style="text-align: center;">(END OF CLAUSE)</p> <p>52.211-9010 Shipping Label Requirements – Military Standard (MIL-STD) 129P (APR 2014)</p> <p>52.211-9014 Contractor Retention of Traceability Documentation (AUG 2012)</p> <p>52.211-9046 Food and Drug Administration (FDA) Compliance – DLA Troop Support Medical and Subsistence (Nov 2011)</p> <p>If any supplies acquired hereunder are recalled under the provisions of the Federal Food, Drug and Cosmetic Act, and regulations there under, the contractor shall, at the Government's option, either reimburse the Government or repair/replace the recalled supplies. Additionally, the contractor shall notify the contracting officer immediately when a firm decides to voluntarily recall or withdraw any product from the marketplace. Upon notification by the contracting officer that supplies acquired hereunder have been recalled, the contractor shall either (a) accept Certificates of Destruction from the Government after the supplies have been properly disposed of, (b) request return of the supplies, or (c) if supplies may be repaired on site without transporting them from their location, furnish all materials necessary to effect repairs. Replacement or reimbursement will be accomplished by the contractor immediately on receipt of Certificates of Destruction or returned supplies. The costs of replacement or repair of supplies, and transportation and handling costs for movement of returned, replaced or repaired supplies within the continental United States shall be paid by the contractor. The provisions of this clause are applicable only when the value of the recalled supplies in the possession of the Government amounts to \$100 or more. The rights and remedies of the Government provided in this clause are in addition to, and do not limit, any rights afforded to the Government by any other clause in the contract.</p> <p style="text-align: center;">(END OF ADDENDUM)</p> <p>52.212-04 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS (MAY 2015) FAR</p> <p>(a) Inspection/Acceptance. The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. If repair/replacement or reperformance will not correct the defects or is not possible, the Government may seek an equitable price reduction or adequate consideration for acceptance of nonconforming supplies or services. The Government must exercise its post-acceptance rights—</p> <p>(1) Within a reasonable time after the defect was discovered or should have been discovered; and</p> <p>(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.</p> <p>(b) Assignment. The Contractor or its assignee may assign its rights to receive payment due as a result of performance of this contract to a bank, trust company, or other financing institution, including any Federal lending agency in accordance with the Assignment of</p>		
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Claims Act ([31 U.S.C. 3727](#)). However, when a third party makes payment (e.g., use of the Governmentwide commercial purchase card), the Contractor may not assign its rights to receive payment under this contract.

(c) Changes. Changes in the terms and conditions of this contract may be made only by written agreement of the parties.

(d) Disputes. This contract is subject to the Contract Disputes Act of 1978, as amended ([41 U.S.C. 601-613](#)). Failure of the parties to this contract to reach agreement on any request for equitable adjustment, claim, appeal or action arising under or relating to this contract shall be a dispute to be resolved in accordance with the clause at FAR [52.233-1](#), Disputes, which is incorporated herein by reference. The Contractor shall proceed diligently with performance of this contract, pending final resolution of any dispute arising under the contract.

(e) Definitions. The clause at FAR [52.202-1](#), Definitions, is incorporated herein by reference.

(f) Excusable delays. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence such as, acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(g) Invoice.

(1) The Contractor shall submit an original invoice and three copies (or electronic invoice, if authorized) to the address designated in the contract to receive invoices. An invoice must include—

(i) Name and address of the Contractor;

(ii) Invoice date and number;

(iii) Contract number, contract line item number and, if applicable, the order number;

(iv) Description, quantity, unit of measure, unit price and extended price of the items delivered;

(v) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;

(vi) Terms of any discount for prompt payment offered;

(vii) Name and address of official to whom payment is to be sent;

(viii) Name, title, and phone number of person to notify in event of defective invoice; and

(ix) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.

(x) Electronic funds transfer (EFT) banking information.

(A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.

(B) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (e.g., [52.232-33](#), Payment by Electronic Funds Transfer—Central Contractor Registration, or [52.232-34](#), Payment by Electronic Funds Transfer—Other Than Central Contractor Registration), or applicable agency procedures.

(C) EFT banking information is not required if the Government waived the requirement to pay by EFT.

(2) Invoices will be handled in accordance with the Prompt Payment Act ([31 U.S.C. 3903](#)) and Office of Management and Budget (OMB) prompt payment regulations at 5 CFR Part 1315.

(h) Patent indemnity. The Contractor shall indemnify the Government and its officers, employees and agents against liability, including costs, for actual or alleged direct or contributory infringement of, or inducement to infringe, any United States or foreign patent, trademark or copyright, arising out of the performance of this contract, provided the Contractor is reasonably notified of such claims and proceedings.

(i) Payment.—

(1) Items accepted. Payment shall be made for items accepted by the Government that have been delivered to the delivery destinations set forth in this contract.

(2) Prompt payment. The Government will make payment in accordance with the Prompt Payment Act ([31 U.S.C. 3903](#)) and prompt payment regulations at 5 CFR Part 1315.

(3) Electronic Funds Transfer (EFT). If the Government makes payment by EFT, see [52.212-5\(b\)](#) for the appropriate EFT clause.

(4) Discount. In connection with any discount offered for early payment, time shall be computed from the date of the invoice. For the purpose of computing the discount earned, payment shall be considered to have been made on the date which appears on the payment check or the specified payment date if an electronic funds transfer payment is made.

(5) Overpayments. If the Contractor becomes aware of a duplicate contract financing or invoice payment or that the Government has otherwise overpaid on a contract financing or invoice payment, the Contractor shall—

(i) Remit the overpayment amount to the payment office cited in the contract along with a description of the overpayment including the—

(A) Circumstances of the overpayment (e.g., duplicate payment, erroneous payment, liquidation errors, date(s) of overpayment);

(B) Affected contract number and delivery order number, if applicable;

(C) Affected contract line item or subline item, if applicable; and

(D) Contractor point of contact.

(ii) Provide a copy of the remittance and supporting documentation to the Contracting Officer.

(6) Interest.

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- (i) All amounts that become payable by the Contractor to the Government under this contract shall bear simple interest from the date due until paid unless paid within 30 days of becoming due. The interest rate shall be the interest rate established by the Secretary of the Treasury as provided in Section 611 of the Contract Disputes Act of 1978 (Public Law 95-563), which is applicable to the period in which the amount becomes due, as provided in (i)(6)(v) of this clause, and then at the rate applicable for each six-month period as fixed by the Secretary until the amount is paid.
- (ii) The Government may issue a demand for payment to the Contractor upon finding a debt is due under the contract.
- (iii) Final decisions. The Contracting Officer will issue a final decision as required by [33.211](#) if—
- (A) The Contracting Officer and the Contractor are unable to reach agreement on the existence or amount of a debt within 30 days;
- (B) The Contractor fails to liquidate a debt previously demanded by the Contracting Officer within the timeline specified in the demand for payment unless the amounts were not repaid because the Contractor has requested an installment payment agreement; or
- (C) The Contractor requests a deferment of collection on a debt previously demanded by the Contracting Officer (see [32.607-2](#)).
- (iv) If a demand for payment was previously issued for the debt, the demand for payment included in the final decision shall identify the same due date as the original demand for payment.
- (v) Amounts shall be due at the earliest of the following dates:
- (A) The date fixed under this contract.
- (B) The date of the first written demand for payment, including any demand for payment resulting from a default termination.
- (vi) The interest charge shall be computed for the actual number of calendar days involved beginning on the due date and ending on—
- (A) The date on which the designated office receives payment from the Contractor;
- (B) The date of issuance of a Government check to the Contractor from which an amount otherwise payable has been withheld as a credit against the contract debt; or
- (C) The date on which an amount withheld and applied to the contract debt would otherwise have become payable to the Contractor.
- (vii) The interest charge made under this clause may be reduced under the procedures prescribed in [32.608-2](#) of the Federal Acquisition Regulation in effect on the date of this contract.
- (j) Risk of loss. Unless the contract specifically provides otherwise, risk of loss or damage to the supplies provided under this contract shall remain with the Contractor until, and shall pass to the Government upon:
- (1) Delivery of the supplies to a carrier, if transportation is f.o.b. origin; or
- (2) Delivery of the supplies to the Government at the destination specified in the contract, if transportation is f.o.b. destination.
- (k) Taxes. The contract price includes all applicable Federal, State, and local taxes and duties.
- (l) Termination for the Government's convenience. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges the Contractor can demonstrate to the satisfaction of the Government using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred which reasonably could have been avoided.
- (m) Termination for cause. The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.
- (n) Title. Unless specified elsewhere in this contract, title to items furnished under this contract shall pass to the Government upon acceptance, regardless of when or where the Government takes physical possession.
- (o) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- (p) Limitation of liability. Except as otherwise provided by an express warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.
- (q) Other compliances. The Contractor shall comply with all applicable Federal, State and local laws, executive orders, rules and regulations applicable to its performance under this contract.
- (r) Compliance with laws unique to Government contracts. The Contractor agrees to comply with [31 U.S.C. 1352](#) relating to limitations on the use of appropriated funds to influence certain Federal contracts; [18 U.S.C. 431](#) relating to officials not to benefit; [40 U.S.C. 3701](#), et seq., Contract Work Hours and Safety Standards Act; [41 U.S.C. 51-58](#), Anti-Kickback Act of 1986; [41 U.S.C. 265](#) and [10 U.S.C. 2409](#) relating to whistleblower protections; [49 U.S.C. 40118](#), Fly American; and [41 U.S.C. 423](#) relating to procurement integrity.
- (s) Order of precedence. Any inconsistencies in this solicitation or contract shall be resolved by giving precedence in the following order:
- (1) The schedule of supplies/services.
- (2) The Assignments, Disputes, Payments, Invoice, Other Compliances, and Compliance with Laws Unique to Government Contracts paragraphs of this clause.
- (3) The clause at [52.212-5](#).
- (4) Addenda to this solicitation or contract, including any license agreements for computer software.
- (5) Solicitation provisions if this is a solicitation.

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(6) Other paragraphs of this clause.

(7) The [Standard Form 1449](#).

(8) Other documents, exhibits, and attachments.

(9) The specification.

(t) Central Contractor Registration (CCR).

(1) Unless exempted by an addendum to this contract, the Contractor is responsible during performance and through final payment of any contract for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(2)(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in FAR [Subpart 42.12](#), the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to (A) change the name in the CCR database; (B) comply with the requirements of [Subpart 42.12](#); and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (t)(2)(i) of this clause, or fails to perform the agreement at paragraph (t)(2)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(3) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see [Subpart 32.8](#), Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(4) Offerors and Contractors may obtain information on registration and annual confirmation requirements via CCR accessed through <https://www.acquisition.gov> or by calling 1-888-227-2423 or 269-961-5757.

52.212-05 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS - COMMERCIAL ITEMS (OCT 2015) FAR

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).

[] Alternate I (AUG 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

[X] (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEPT 2006), with Alternate I (OCT 1995) (41 U.S.C., 253g and 10 U.S.C. 2402).

[X] (2) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

[] (3) 52.203-15, Whistleblower Protections Under the American Recovery and Reinvestment Act of 2009 (JUN 2010) (Section 1553 of Pub. L. 111-5).

[X] (4) 52.204-10, Reporting Executive Compensation and First - Tier Subcontract Awards (JUL 2013) (Pub. L. 109-282) (31 U.S.C. 6101 note).

[] (5) 52.204-11, American Recovery and Reinvestment Act – Reporting Requirements (JUL 2010) (Pub. L. 111-5).

[X] (6) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (AUG 2013) (31 U.S.C. 610 note). (Applies to contracts over \$30,000). (Not applicable to subcontracts for the acquisition of commercially available off-the shelf items).

[] (7) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (JUL 2013) (41 U.S.C. 2313).

[] (8) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (MAY 2012) (section 738 of Division C of Pub. L. 112-74, section 740 of Division C of Pub. L. 111-117, section 743 of Division D of Pub. L. 111-8, and section 745 of Division D of Pub. L. 110-161).

[] (9) 52.219-3, Notice of Total HUBZone Set-Aside or Sole Source Award (NOV 2011) (15 U.S.C. 657a).

[] (10) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JAN 2011) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

[] (11) [Reserved]

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☒ (12)(i) 52.219-6, Notice of Total Small Business Set-Aside (NOV 2011) (15 U.S.C. 644).
☒ (ii) Alternate I (NOV 2011)
☐ (iii) Alternate II (NOV 2011)
☐ (13)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).
☐ (ii) Alternate I (OCT 1995) of 52.219-7.
☐ (iii) Alternate II (MAR 2004) of 52.219-7.
☒ (14) 52.219-8, Utilization of Small Business Concerns (JUL 2013) (15 U.S.C. 637(d)(2) and (3)).
☐ (15)(i) 52.219-9, Small Business Subcontracting Plan (JUL 2013) (15 U.S.C. 637(d)(4)).
☐ (ii) Alternate I (OCT 2001) of 52.219-9.
☐ (iii) Alternate II (OCT 2001) of 52.219-9.
☐ (iv) Alternate III (JUL 2010) of 52.219-9.
☐ (16) 52.219-13, Notice of Set-Aside of Orders (Nov 2011) (15 U.S.C. 644(r)).
☒ (17) 52.219-14, Limitations on Subcontracting (Nov 2011) (15 U.S.C. 637(a)(14)).
☐ (18) 52.219-16, Liquidated Damages - Subcontracting Plan (JAN 1999) (15 U.S.C. 637(d)(4)(F)(i)).
☐ (19) (i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (OCT 2008) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).
☐ (ii) Alternate I (JUNE 2003) of 52.219-23.
☐ (20) 52.219-25, Small Disadvantaged Business Participation Program - Disadvantaged Status and Reporting (DEC 2010) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
☐ (21) 52.219-26, Small Disadvantaged Business Participation Program - Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
☐ (22) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set -Aside (NOV 2011) (15 U.S.C. 657f).
☒ (23) 52.219-28, Post Award Small Business Program Representation (JUL 2013) (15 U.S.C. 632(a)(2)).
☐ (24) 52.219-29, Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (JUL 2013).
☐ (25) 52.219-30, Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program (JUL 2013).
☒ (26) 52.222-3, Convict Labor (JUNE 2003) (E.O.11755).
☒ (27) 52.222-19, Child Labor - Cooperation with Authorities and Remedies (DEC 2013) (E.O. 13126).
☒ (28) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).
☒ (29) 52.222-26, Equal Opportunity (MAR 2007) (E.O.11246).
☐ (30) 52.222-35, Equal Opportunity for Veterans (SEP 2010) (38 U.S.C. 4212).
☐ (31) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793).
☒ (32) 52.222-37, Employment Reports on Veterans (SEP 2010) (38 U.S.C. 4212).
☒ (33) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496) .
☐ (34) 52.222-54, Employment Eligibility Verification (AUG 2013). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)
☐ (35) (i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Items (MAY 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
☐ (ii) Alternate I (MAY 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items).
☐ (36) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b).
☐ (37)(i) 52.223-16, EEE 1680 Standard for the Environmental Assessment of Personal Computer Products (DEC 2007) (E.O. 13423).
☐ (ii) Alternate I (DEC 2007) of 52.223-16.
☒ (38) 52.223-18, Encouraging Contractor Policy to Ban Text Messaging While Driving (AUG 2011) (E.O. 13513).
☐ (39) 52.225-1, Buy American Act - Supplies (FEB 2009) (41 U.S.C. 10a-10d).
☐ (40)(i) 52.225-3, Buy American Act - Free Trade Agreements - Israeli Trade Act (NOV 2012) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78,108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).
☐ (ii) Alternate I (MAR 2012) of 52.225-3.
☐ (iii) Alternate II (MAR 2012) of 52.225-3.
☐ (iv) Alternate III (MAR 2012) of 52.225-3.
☐ (41) 52.225-5, Trade Agreements (NOV 2012) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note) .
☒ (42) 52.225-13, Restrictions on Certain Foreign Purchases (JUNE 2008) (E.O.'s , proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).
☐ (43) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (NOV 2007) (42 U.S.C. 5150).
☐ (44) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (NOV 2007) (42 U.S.C. 5150).
☐ (45) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).
☐ (46) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).
☒ (47) 52.232-33, Payment by Electronic Funds Transfer – System for Award Management (JUL 2013) (31 U.S.C. 3332).
☐ (48) 52.232-34, Payment by Electronic Funds Transfer—Other than System for Award Management (JUL 2013) (31 U.S.C. 3332).
☐ (49) 52.232-36, Payment by Third Party (JUL 2013) (31 U.S.C. 3332).

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[] (50) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

[] (51)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).

[] (ii) Alternate I (APR 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: [Contracting Officer check as appropriate.]

[] (1) 52.222-41, Service Contract Act of 1965 (NOV 2007) (41 U.S.C. 351, et seq.).

[] (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

[] (3) 52.222-43, Fair Labor Standards Act and Service Contract Act—Price Adjustment (Multiple Year and Option Contracts) (SEP 2009) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

[] (4) 52.222-44, Fair Labor Standards Act and Service Contract Act—Price Adjustment (SEP 2009) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

[] (5) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance Calibration, or Repair of Certain Equipment—Requirements (NOV 2007) (41 U.S.C. 351, et seq.).

[] (6) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services—Requirements (FEB 2009) (41 U.S.C. 351, et seq.).

[] (7) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAR 2009) (Pub. L.110-247).

[] (8) 52.237-11, Accepting and Dispensing of \$1 Coin (SEPT 2008) (31 U.S.C. 5112(p)(1)).

(d) Comptroller General Examination of Record. The Contract or shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records - Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contract or shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (Pub. L.110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

(ii) 52.219-8, Utilization of Small Business Concerns (DEC 2010) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities unities.

(iii) [Reserved]

(iv) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Veterans (SEP 2010) (38 U.S.C. 4212).

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793).

(vii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496) .

Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(viii) 52.222-41, Service Contract Act of 1965 (NOV 2007) (41 U.S.C. 351, et seq.).

(ix) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

[] Alternate I (AUG 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(x) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (NOV 2007) (41 U.S.C. 351, et seq.).

(xi) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services -Requirements (FEB 2009) (41 U.S.C. 351, et seq.).

(xii) 52.222-54, Employment Eligibility Verification (AUG 2013).

(xiii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAR 2009) (Pub. L.110-247). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xiv) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations .

(End of Clause)

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CLAUSES ADDED TO PART 12 BY ADDENDUM

252.201-7000 CONTRACTING OFFICER'S REPRESENTATIVE (DEC 1991) DFARS

252.203-7002 REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS (SEP 2013) DFARS

252.203-7997 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS (OCT 2015) DFARS

(a) The Contractor shall not require employees or subcontractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The Contractor shall notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this clause are no longer in effect.

(c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d)(1) Use of funds appropriated (or otherwise made available) by the Continuing Appropriations Act, 2016 (Pub. L. 114-53) or any other FY 2016 appropriations act that extends to FY 2016 funds the same prohibitions as contained in sections 743 of division E, title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) may be prohibited, if the Government determines that the Contractor is not in compliance with the provisions of this clause.

(2) The Government may seek any available remedies in the event the Contractor fails to perform in accordance with the terms and conditions of the contract as a result of Government action under this clause.

(End of clause)

52.204-04 PRINTED OR COPIED DOUBLE-SIDED ON POSTCONSUMER FIBER CONTENT PAPER (MAY 2011) FAR

52.204-09 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011) FAR

52.204-13 SYSTEM FOR AWARD MANAGEMENT MAINTENANCE (JUL 2013) FAR

52.204-16 COMMERCIAL AND GOVERNMENT ENTITY CODE REPORTING (JUL 2015) FAR

52.204-18 COMMERCIAL AND GOVERNMENT ENTITY CODE MAINTENANCE (JUL 2015) FAR

252.204-7003 CONTROL OF GOVERNMENT PERSONNEL WORK PRODUCT (APR 1992) DFARS

252.204-7012 SAFEGUARDING COVERED DEFENSE INFORMATION AND CYBER INCIDENT REPORTING (OCT 2015) DFARS

(a) *Definitions.* As used in this clause—

"Adequate security" means protective measures that are commensurate with the consequences and probability of loss, misuse, or unauthorized access to, or modification of information.

"Compromise" means disclosure of information to unauthorized persons, or a violation of the security policy of a system, in which unauthorized intentional or unintentional disclosure, modification, destruction, or loss of an object, or the copying of information to unauthorized media may have occurred.

"Contractor attributional/proprietary information" means information that identifies the contractor(s), whether directly or indirectly, by the grouping of information that can be traced back to the contractor(s) (e.g., program description, facility locations), personally identifiable information, as well as trade secrets, commercial or financial information, or other commercially sensitive information that is not customarily shared outside of the company.

"Contractor information system" means an information system belonging to, or operated by or for, the Contractor.

"Controlled technical information" means technical information with military or space application that is subject to controls on the access, use, reproduction, modification,

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<p>performance, display, release, disclosure, or dissemination. Controlled technical information would meet the criteria, if disseminated, for distribution statements B through F using the criteria set forth in DoD Instruction 5230.24, Distribution Statements on Technical Documents. The term does not include information that is lawfully publicly available without restrictions.</p> <p>"Covered contractor information system" means an information system that is owned, or operated by or for, a contractor and that processes, stores, or transmits covered defense information.</p> <p>"Covered defense information" means unclassified information that—</p> <ul style="list-style-type: none"> (i) Is— <ul style="list-style-type: none"> (A) Provided to the contractor by or on behalf of DoD in connection with the performance of the contract; or (B) Collected, developed, received, transmitted, used, or stored by or on behalf of the contractor in support of the performance of the contract; and (ii) Falls in any of the following categories: <ul style="list-style-type: none"> (A) <i>Controlled technical information.</i> (B) <i>Critical information (operations security).</i> Specific facts identified through the Operations Security process about friendly intentions, capabilities, and activities vitally needed by adversaries for them to plan and act effectively so as to guarantee failure or unacceptable consequences for friendly mission accomplishment (part of Operations Security process). (C) <i>Export control.</i> Unclassified information concerning certain items, commodities, technology, software, or other information whose export could reasonably be expected to adversely affect the United States national security and nonproliferation objectives. To include dual use items; items identified in export administration regulations, international traffic in arms regulations and munitions list; license applications; and sensitive nuclear technology information. (D) Any other information, marked or otherwise identified in the contract, that requires safeguarding or dissemination controls pursuant to and consistent with law, regulations, and Governmentwide policies (e.g., privacy, proprietary business information). <p>"Cyber incident" means actions taken through the use of computer networks that result in an actual or potentially adverse effect on an information system and/or the information residing therein.</p> <p>"Forensic analysis" means the practice of gathering, retaining, and analyzing computer-related data for investigative purposes in a manner that maintains the integrity of the data.</p> <p>"Malicious software" means computer software or firmware intended to perform an unauthorized process that will have adverse impact on the confidentiality, integrity, or availability of an information system. This definition includes a virus, worm, Trojan horse, or other code-based entity that infects a host, as well as spyware and some forms of adware.</p> <p>"Media" means physical devices or writing surfaces including, but is not limited to, magnetic tapes, optical disks, magnetic disks, large-scale integration memory chips, and printouts onto which information is recorded, stored, or printed within an information system.</p> <p>"Operationally critical support" means supplies or services designated by the Government as critical for airlift, sealift, intermodal transportation services, or logistical support that is essential to the mobilization, deployment, or sustainment of the Armed Forces in a contingency operation.</p> <p>"Rapid(ly) report(ing)" means within 72 hours of discovery of any cyber incident.</p> <p>"Technical information" means technical data or computer software, as those terms are defined in the clause at DFARS 252.227-7013, Rights in Technical Data-Non Commercial Items, regardless of whether or not the clause is incorporated in this solicitation or contract. Examples of technical information include research and engineering data, engineering drawings, and associated lists, specifications, standards, process sheets, manuals, technical reports, technical orders, catalog-item identifications, data sets, studies and analyses and related information, and computer software executable code and source code.</p> <ul style="list-style-type: none"> (b) <i>Adequate security.</i> The Contractor shall provide adequate security for all covered defense information on all covered contractor information systems that support the performance of work under this contract. To provide adequate security, the Contractor shall— <ul style="list-style-type: none"> (1) Implement information systems security protections on all covered contractor information systems including, at a minimum— <ul style="list-style-type: none"> (i) For covered contractor information systems that are part of an Information Technology (IT) service or system operated on behalf of the Government— <ul style="list-style-type: none"> (A) Cloud computing services shall be subject to the security requirements specified in the clause 252.239-7010, Cloud Computing Services, of this contract; and (B) Any other such IT service or system (i.e., other than cloud computing) shall be subject to the security requirements specified elsewhere in this contract; or (ii) For covered contractor information systems that are not part of an IT 		

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service or system operated on behalf of the Government and therefore are not subject to the security requirement specified at paragraph (b)(1)(i) of this clause—

(A) The security requirements in National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171, "Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations," (see <http://dx.doi.org/10.6028/NIST.SP.800-171>) that is in effect at the time the solicitation is issued or as authorized by the Contracting Officer with the exception of the derived security requirement 3.5.3 "Use of multifactor authentication for local and network access to privileged accounts and for network access to non-privileged accounts", which will be required not later than 9 months after award of the contract, if the Contractor notified the contracting officer in accordance with paragraph (c) of the provision 252.204-7008, Compliance with Safeguarding Covered Defense Information Controls (DEVIATION 2016-O0001)(OCT 2015); or

(B) Alternative but equally effective security measures used to compensate for the inability to satisfy a particular requirement and achieve equivalent protection approved in writing by an authorized representative of the DoD Chief Information Officer (CIO) prior to contract award; and

(2) Apply other information systems security measures when the Contractor reasonably determines that information systems security measures, in addition to those identified in paragraph (b)(1) of this clause, may be required to provide adequate security in a dynamic environment based on an assessed risk or vulnerability.

(c) *Cyber incident reporting requirement.*

(1) When the Contractor discovers a cyber incident that affects a covered contractor information system or the covered defense information residing therein, or that affects the contractor's ability to perform the requirements of the contract that are designated as operationally critical support, the Contractor shall—

(i) Conduct a review for evidence of compromise of covered defense information, including, but not limited to, identifying compromised computers, servers, specific data, and user accounts. This review shall also include analyzing covered contractor information system(s) that were part of the cyber incident, as well as other information systems on the Contractor's network(s), that may have been accessed as a result of the incident in order to identify compromised covered defense information, or that affect the Contractor's ability to provide operationally critical support; and

(ii) Rapidly report cyber incidents to DoD at <http://dibnet.dod.mil>.

(2) *Cyber incident report.* The cyber incident report shall be treated as information created by or for DoD and shall include, at a minimum, the required elements at <http://dibnet.dod.mil>.

(3) *Medium assurance certificate requirement.* In order to report cyber incidents in accordance with this clause, the Contractor or subcontractor shall have or acquire a DoD-approved medium assurance certificate to report cyber incidents. For information on obtaining a DoD-approved medium assurance certificate, see <http://iase.disa.mil/pki/eca/Pages/index.aspx>.

(d) *Malicious software.* The Contractor or subcontractors that discover and isolate malicious software in connection with a reported cyber incident shall submit the malicious software in accordance with instructions provided by the Contracting Officer.

(e) *Media preservation and protection.* When a Contractor discovers a cyber incident has occurred, the Contractor shall preserve and protect images of all known affected information systems identified in paragraph (c)(1)(i) of this clause and all relevant monitoring/packet capture data for at least 90 days from the submission of the cyber incident report to allow DoD to request the media or decline interest.

(f) *Access to additional information or equipment necessary for forensic analysis.* Upon request by DoD, the Contractor shall provide DoD with access to additional information or equipment that is necessary to conduct a forensic analysis.

(g) *Cyber incident damage assessment activities.* If DoD elects to conduct a damage assessment, the Contracting Officer will request that the Contractor provide all of the damage assessment information gathered in accordance with paragraph (e) of this clause.

(h) *DoD safeguarding and use of contractor attributional/proprietary information.* The Government shall protect against the unauthorized use or release of information obtained from the contractor (or derived from information obtained from the contractor) under this clause that includes contractor attributional/proprietary information, including such information submitted in accordance with paragraph (c). To the maximum extent practicable, the Contractor shall identify and mark attributional/proprietary information. In making an authorized release of such information, the Government will implement appropriate procedures to minimize the contractor attributional/proprietary information that is included in such authorized release, seeking to include only that information that is necessary for the authorized purpose(s) for which the information is being released.

(i) *Use and release of contractor attributional/proprietary information not created by or for DoD.* Information that is obtained from the contractor (or derived from information obtained from the contractor) under this clause that is not created by or for DoD is authorized to be released outside of DoD—

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- (1) To entities with missions that may be affected by such information;
- (2) To entities that may be called upon to assist in the diagnosis, detection, or mitigation of cyber incidents;
- (3) To Government entities that conduct counterintelligence or law enforcement investigations;

(4) For national security purposes, including cyber situational awareness and defense purposes (including with Defense Industrial Base (DIB) participants in the program at 32 CFR part 236); or

(5) To a support services contractor ("recipient") that is directly supporting Government activities under a contract that includes the clause at 252.204-7009, Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information.

(j) *Use and release of contractor attributional/proprietary information created by or for DoD.* Information that is obtained from the contractor (or derived from information obtained from the contractor) under this clause that is created by or for DoD (including the information submitted pursuant to paragraph (c) of this clause) is authorized to be used and released outside of DoD for purposes and activities authorized by paragraph (i) of this clause, and for any other lawful Government purpose or activity, subject to all applicable statutory, regulatory, and policy based restrictions on the Government's use and release of such information.

(k) The Contractor shall conduct activities under this clause in accordance with applicable laws and regulations on the interception, monitoring, access, use, and disclosure of electronic communications and data.

(l) *Other safeguarding or reporting requirements.* The safeguarding and cyber incident reporting required by this clause in no way abrogates the Contractor's responsibility for other safeguarding or cyber incident reporting pertaining to its unclassified information systems as required by other applicable clauses of this contract, or as a result of other applicable U.S. Government statutory or regulatory requirements.

(m) *Subcontracts.* The Contractor shall—

(1) Include the substance of this clause, including this paragraph (m), in all subcontracts, including subcontracts for commercial items; and

(2) Require subcontractors to rapidly report cyber incidents directly to DoD at <http://dibnet.dod.mil> and the prime Contractor. This includes providing the incident report number, automatically assigned by DoD, to the prime Contractor (or next higher-tier subcontractor) as soon as practicable.

(End of clause)

52.204-9000 CONTRACTOR PERSONNEL SECURITY REQUIREMENTS (AUG 2014) DLAD

52.204-9001 ELECTRONIC ORDER TRANSMISSION (NOV 2011) DLAD

Supplies procured through the Defense Logistics Agency (DLA) may be ordered via electronic ordering. Offerors must check one of the following alternatives for paperless order transmission:

☐ **Electronic Data Interchange (EDI) transmissions** in accordance with ANSI X12 Standards through DLA Transaction Services approved value added network (VAN).

☐ **Electronic Mail (email) award notifications** containing Web links to electronic copies of the Department of Defense (DD) Form 1155, Order for Supplies or Services.

52.211-16 VARIATION IN QUANTITY (APR 1984) FAR

(b) The permissible variation shall be limited to:

1% Percent increase

1% Percent decrease

This increase or decrease shall apply to THE QUANTITY AT THE LINE ITEM LEVEL. .

52.211-17 DELIVERY OF EXCESS QUANTITIES (SEP 1989) FAR

252.211-7006 RADIO FREQUENCY IDENTIFICATION (SEP 2011) DFARS

(b)(1) Except as provided in paragraph (b)(2) of this clause, the Contractor shall affix passive RFID tags, at the case- and palletized-unit-load packaging levels, for shipments of items that—

(i) Are in any of the following classes of supply, as defined in DoD 4140.1-R, DoD Supply Chain Materiel Management Regulation, AP1.1.11:

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- (A) Subclass of Class I – Packaged operational rations.
- (B) Class II – Clothing, individual equipment, tentage, organizational tool kits, hand tools, and administrative and housekeeping supplies and equipment.
- (C) Class IIIP – Packaged petroleum, lubricants, oils, preservatives, chemicals, and additives.
- (D) Class IV – Construction and barrier materials.
- (E) Class VI – Personal demand items (non-military sales items).
- (F) Subclass of Class VIII – Medical materials (excluding pharmaceuticals, biologicals, and reagents – suppliers should limit the mixing of excluded and non-excluded materials).
- (G) Class IX – Repair parts and components including kits, assemblies and subassemblies, repairable and consumable items required for maintenance support of all equipment, excluding medical-peculiar repair parts; and
- (ii) Are being shipped to one of the locations listed at <http://www.acq.osd.mil/log/rfid/> or to—
- (A) A location outside the contiguous United States when the shipment has been assigned Transportation Priority 1, or to—
- (B) The following location(s) deemed necessary by the requiring activity:

Contract Line, Subline, or Exhibit Line Item Number	Location Name	City	State	DoDAAC

- (2) The following are excluded from the requirements of paragraph (b)(1) of this clause:
- (i) Shipments of bulk commodities.
- (ii) Shipments to locations other than Defense Distribution Depots when the contract includes the clause at FAR 52.213-1, Fast Payment Procedures.
- (c) The Contractor shall—
- (1) Ensure that the data encoded on each passive RFID tag are globally unique (i.e., the tag ID is never repeated across two or more RFID tags and conforms to the requirements in paragraph (d) of this clause;
- (2) Use passive tags that are readable; and
- (3) Ensure that the passive tag is affixed at the appropriate location on the specific level of packaging, in accordance with MIL-STD-129 (Section 4.9.2) tag placement specifications.
- (d) Data syntax and standards. The Contractor shall encode an approved RFID tag using the instructions provided in the EPC™ Tag Data Standards in effect at the time of contract award. The EPC™ Tag Data Standards are available at <http://www.epcglobalinc.org/standards/>.
- (1) If the Contractor is an EPCglobal™ subscriber and possesses a unique EPC™ company prefix, the Contractor may use any of the identifiers and encoding instructions described in the most recent EPC™ Tag Data Standards document to encode tags.
- (2) If the Contractor chooses to employ the DoD identifier, the Contractor shall use its previously assigned Commercial and Government Entity (CAGE) code and shall encode the tags in accordance with the tag identifier details located at http://www.acq.osd.mil/log/rfid/tag_data.htm. If the Contractor uses a third-party packaging house to encode its tags, the CAGE code of the third-party packaging house is acceptable.
- (3) Regardless of the selected encoding scheme, the Contractor with which the Department holds the contract is responsible for ensuring that the tag ID encoded on each passive RFID tag is globally unique, per the requirements in paragraph (c)(1).
- (e) Advance shipment notice. The Contractor shall use Wide Area WorkFlow (WAWF), as required by DFARS [252.232-7003](#), Electronic Submission of Payment Requests, to electronically submit advance shipment notice(s) with the RFID tag ID(s) (specified in paragraph (d) of this clause) in advance of the shipment in accordance with the procedures at <https://wawf.eb.mil/>.
- (End of clause)

52.211-9010 SHIPPING LABEL REQUIREMENTS – MILITARY STANDARD (MIL-STD) 129P (NOV 2011), ALT I (AUG 2005) DLAD

52.215-21 REQUIREMENTS FOR CERTIFIED COST OR PRICING DATA AND DATA OTHER THAN CERTIFIED COST OR PRICING DATA - MODIFICATIONS (OCT 2010) FAR

52.216-19 ORDER LIMITATIONS (OCT 1995) FAR

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<p>(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than 100, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.</p> <p>(b) Maximum order. The Contractor is not obligated to honor—</p> <p>(1) Any order for a single item in excess of 25,000 ;</p> <p>(2) Any order for a combination of items in excess of 100,000 ; or</p> <p>(3) A series of orders from the same ordering office within 7 days that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.</p> <p>(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.</p> <p>(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 1 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.</p> <p>(End of clause)</p> <p>52.216-22 INDEFINITE QUANTITY (OCT 1995) FAR</p> <p>(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.</p> <p>(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."</p> <p>(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.</p> <p>(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period ; provided, that the Contractor shall not be required to make any deliveries under this contract after THE END OF THE CONTRACT ORDERING PERIOD.</p> <p>(End of clause)</p> <p>252.216-7006 ORDERING (MAY 2011) DFARS</p> <p>(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the contract schedule. Such orders may be issued from DATE OF AWARD through END OF CONTRACT PERIOD (54 MONTHS/4.5 YEARS) <i>[insert dates]</i>.</p> <p>****</p> <p>52.216-9036 EVALUATION OF OFFERS - ECONOMIC PRICE ADJUSTMENT (FEB 2009) DLAD</p> <p>52.217-09 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000) FAR</p> <p>(a) The Government may extend the term of this contract by written notice to the Contractor within 3 <i>[insert the period of time within which the Contracting Officer may exercise the option]</i>; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days <i>[60 days unless a different number of days is inserted]</i> before the contract expires. The preliminary notice does not commit the Government to an extension.</p> <p>(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.</p> <p>(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 54 MONTHS/4.5 YEARS (months) (years).</p> <p>(End of clause)</p> <p>52.232-17 INTEREST (MAY 2014) FAR</p> <p>252.232-7010 LEVIES ON CONTRACT PAYMENTS (DEC 2006) DFARS</p> <p>52.242-13 BANKRUPTCY (JUL 1995) FAR</p> <p>52.242-15 STOP-WORK ORDER (AUG 1989) FAR</p> <p>52.246-9012 PREPARATION FOR DELIVERY AND INSPECTION OF FRESH FRUITS AND VEGETABLES (NOV 2011) DLAD</p>		
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52.246-9039 REMOVAL OF GOVERNMENT IDENTIFICATION FROM NON-ACCEPTED SUPPLIES (NOV 2011) DLAD

(a) The Contractor shall remove or obliterate from a rejected end item and its packing and packaging, any marking, symbol, or other representation that the end item or any part of it has been produced or manufactured for the United States Government. Removal or obliteration shall be accomplished prior to any donation, sale, or disposal in commercial channels. The Contractor, in making disposition in commercial channels of rejected supplies, is responsible for compliance with requirements of the Federal Trade Commission Act (15 United States Code (U.S.C.) 45 et seq.) and the Federal Food, Drug and Cosmetic Act (21 U.S.C. 301 et seq.), as well as other Federal or State laws and regulations promulgated pursuant thereto.

(b) Unless otherwise authorized by the Contracting Officer, the Contractor is responsible for removal or obliteration of government identifications within 72 hours of rejection of nonconforming supplies including supplies manufactured for the Government but not offered or supplies transferred from the Government's account to the cold storage Contractor's account at origin or destination. (For product rejected at destination and returned to the Contractor's plant, the 72 hour period starts with the time of Contractor receipt of returned product). After removal or obliteration is accomplished and prior to disposition, the Contractor must notify the Government inspector.

(End of Clause)

52.246-9066 DOCUMENTATION OF TRACEABILITY (JAN 2009) DLAD

52.247-34 F.O.B. DESTINATION (NOV 1991) FAR

252.247-7023 TRANSPORTATION OF SUPPLIES BY SEA (APR 2014) DFARS

52.247-9012 REQUIREMENTS FOR TREATMENT OF WOOD PACKAGING MATERIAL (WPM) (FEB 2007) DLAD

52.252-02 CLAUSES INCORPORATED BY REFERENCE (FEB 1998) FAR

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): <http://www.dla.mil/Acquisition> and <http://farsite.hill.af.mil/>.

(End of Clause)

52.253-01 COMPUTER GENERATED FORMS (JAN 1991) FAR

252.225-7048 EXPORT CONTROLLED ITEMS (JUN 2013) DFARS

(a) *Definition.* "Export-controlled items," as used in this clause, means items subject to the Export Administration Regulations (EAR) (15 CFR Parts 730-774) or the International Traffic in Arms Regulations (ITAR) (22 CFR Parts 120-130). The term includes:

- (1) "Defense items," defined in the Arms Export Control Act, 22 U.S.C. 2778(j)(4)(A), as defense articles, defense services, and related technical data, and further defined in the ITAR, 22 CFR Part 120.
- (2) "Items," defined in the EAR as "commodities", "software", and "technology," terms that are also defined in the EAR, 15 CFR 772.1.

(b) The Contractor shall comply with all applicable laws and regulations regarding export-controlled items, including, but not limited to, the requirement for contractors to register with the Department of State in accordance with the ITAR. The Contractor shall consult with the Department of State regarding any questions relating to compliance with the ITAR and shall consult with the Department of Commerce regarding any questions relating to compliance with the EAR.

(c) The Contractor's responsibility to comply with all applicable laws and regulations regarding export-controlled items exists independent of, and is not established or limited by, the information provided by this clause.

(d) Nothing in the terms of this contract adds, changes, supersedes, or waives any of the requirements of applicable Federal laws, Executive orders, and regulations, including but not limited to—

- (1) The Export Administration Act of 1979, as amended (50 U.S.C. App. 2401, *et seq.*);
- (2) The Arms Export Control Act (22 U.S.C. 2751, *et seq.*);
- (3) The International Emergency Economic Powers Act (50 U.S.C. 1701, *et seq.*);
- (4) The Export Administration Regulations (15 CFR Parts 730-774);
- (5) The International Traffic in Arms Regulations (22 CFR Parts 120-130); and
- (6) Executive Order 13222, as extended.

(e) The Contractor shall include the substance of this clause, including this paragraph (e), in all subcontracts.

(End of clause)

52.246-9044 SANITARY CONDITIONS (APR 2014) DLAD

52.232-39 UNENFORCEABILITY OF UNAUTHORIZED OBLIGATIONS (JUN 2013) FAR

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Attachments

List of Attachments

Description	File Name
Attachment 1	Schedule of Items
Attachment 2	Customer List Zone 1
Attachment 3	New Item Request
Attachment 4	EDI Guide
Attachment 5	STORES Vendor Catalog
Attachment 6	STORES Reconciliation Vendor EDI Guide
Attachment 7	Reverse Auction

Part 12 Provisions

52.212-01 INSTRUCTIONS TO OFFERORS - COMMERCIAL ITEMS (OCT 2015)

52.212-03 OFFEROR REPRESENTATIONS AND CERTIFICATIONS - COMMERCIAL ITEMS (OCT 2015) FAR

An offeror shall complete only paragraph (b) of this provision if the offeror has completed the annual representations and certifications electronically via <https://www.acquisition.gov>. If an offeror has not completed the annual representations and certifications electronically at the ORCA website, the offeror shall complete only paragraphs (c) through (o) of this provision.

(a) Definitions. As used in this provision—

“Economically disadvantaged women-owned small business (EDWOSB) concern” means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127. It automatically qualifies as a women-owned small business eligible under the WOSB Program.

“Forced or indentured child labor” means all work or service—

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

“Inverted domestic corporation” as used in this section, but now is incorporated in a foreign country, or is a subsidiary whose parent corporation is incorporated in a foreign country, that meets the criteria specified in 6 U.S.C. 395(b), applied in accordance with the rules and definitions of 6 U.S.C. 395(c). An inverted domestic corporation as herein defined does not meet the definition of an inverted domestic corporation as defined by the Internal Revenue code at 26 U.S.C. 7874.

“Manufactured end product” means any end product in Federal Supply Classes (FSC) 1000-9999, except—

- (1) FSC 5510, Lumber and Related Basic Wood Materials;
- (2) Federal Supply Group (FSG) 87, Agricultural Supplies;
- (3) FSG 88, Live Animals;
- (4) FSG 89, Food and Related Consumables;
- (5) FSC 9410, Crude Grades of Plant Materials;
- (6) FSC 9430, Miscellaneous Crude Animal Products, Inedible;
- (7) FSC 9440, Miscellaneous Crude Agricultural and Forestry Products;
- (8) FSC 9610, Ores;
- (9) FSC 9620, Minerals, Natural and Synthetic; and

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<p>(10) FSC 9630, Additive Metal Materials.</p> <p>“Place of manufacture” means the place where an end product is assembled out of components, or otherwise made or processed from raw materials into the finished product that is to be provided to the Government. If a product is disassembled and reassembled, the place of reassembly is not the place of manufacture.</p> <p>“Restricted business operations” means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174). Restricted business operations do not include business operations that the person (as that term is defined in Section 2 of the Sudan Accountability and Divestment Act of 2007) conducting the business can demonstrate—</p> <ol style="list-style-type: none"> (1) Are conducted under contract directly and exclusively with the regional government of southern Sudan; (2) Are conducted pursuant to specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such authorization; (3) Consist of providing goods or services to marginalized populations of Sudan; (4) consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization; (5) Consist of providing goods or services that are used only to promote health or education; or (6) Have been voluntarily suspended. <p>“Sensitive technology” –</p> <ol style="list-style-type: none"> (1) Means hardware, software, telecommunications equipment, or any other technology that is to be used specifically - <ol style="list-style-type: none"> (i) To restrict the free flow of unbiased information in Iran; or (ii) To disrupt, monitor, or otherwise restrict speech of the people or Iran; and (2) Does not include information or informational materials the export of which the President does not have the authority to regulate or prohibit pursuant to section 203(b)(3) of the International Emergency Economic Powers Act (50 U.S.C. 1702(b)(3)). <p>“Service-disabled veteran-owned small business concern”—</p> <ol style="list-style-type: none"> (1) Means a small business concern— <ol style="list-style-type: none"> (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran. (2) Service-disabled veteran means a veteran, as defined in 38 U.S.C 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16). <p>“Small business concern” means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.</p> <p>“Subsidiary” means an entity in which more than 50 percent of the entity is owned –</p> <ol style="list-style-type: none"> (1) Directly by a parent corporation; or (2) Through another subsidiary of a parent corporation. <p>“Veteran-owned small business concern” means a small business concern—</p> <ol style="list-style-type: none"> (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and (2) The management and daily business operations of which are controlled by one or more veterans. <p>“Women-owned business concern” means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.</p> <p>“Women-owned small business concern” means a small business concern—</p> <ol style="list-style-type: none"> (1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and (2) Whose management and daily business operations are controlled by one or more women. <p>“Women-owned small business (WOSB) concern eligible under the WOSB Program” (in accordance with 13 CFR part 127), means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.</p> <p>(b) (1) Annual Representations and Certifications. Any changes provided by the offeror in paragraph (b)(2) of this provision do not automatically change the representations and certifications posted on the Online Representations and Certifications Application (ORCA) website.</p>		
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(2) The offeror has completed the annual representations and certifications electronically via the ORCA website at <https://www.acquisition.gov>. After reviewing the ORCA database information, the offeror verifies by submission of this offer that the representations and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications—Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201), **except for paragraphs _____**.

[Offeror to identify the applicable paragraphs at (c) through (o) of this provision that the offeror has completed for the purposes of this solicitation only, if any.]

These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.]

(c) Offerors must complete the following representations when the resulting contract will be performed in the United States or its outlying areas. Check all that apply.

(1) Small business concern. The offeror represents as part of its offer **that it () is, () is not a small business concern.**

(2) Veteran-owned small business concern. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] **The offeror represents as part of its offer that it () is, () is not a veteran-owned small business concern.**

(3) Service-disabled veteran-owned small business concern. [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.] **The offeror represents as part of its offer that it () is, () is not a service-disabled veteran-owned small business concern.**

(4) Small disadvantaged business concern. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.]

The offeror represents, for general statistical purposes, that it () is, () is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(5) Women-owned small business concern. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] **The offeror represents that it () is, () is not a women-owned small business concern.**

(6) WOSB concern eligible under the WOSB Program. [Complete only if the offeror represented itself as a women-owned small business concern in paragraph (c)(5) of this provision.] The offeror represents that—

(i) It [] is, [] is not a WOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It [] is, [] is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(6)(i) of this provision is accurate for each WOSB concern eligible under the WOSB Program participating in the joint venture. [The offeror shall enter the name or names of the WOSB concern eligible under the WOSB Program and other small businesses that are in the **joint venture:** _____.] Each WOSB concern eligible under the WOSB Program participating in the joint venture shall submit a separate signed copy of the WOSB representation.

(7) Economically disadvantaged women-owned small business (EDWOSB) concern. [Complete only if the offeror represented itself as a WOSB concern eligible under the WOSB Program in (c)(6) of this provision.] The offeror represents that—

(i) It [] is, [] is not an EDWOSB concern, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It [] is, [] is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(7)(i) of this provision is accurate for each EDWOSB concern participating in the joint venture. The offeror shall enter the name or names of the EDWOSB concern and other small businesses that are **participating in the joint venture:** _____. Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the

EDWOSB representation.

NOTE: Complete paragraphs (c)(8) and (c) (9) only if this solicitation is expected to exceed the simplified acquisition threshold.

(8) Women-owned business concern (other than small business concern). [Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents that it o is a women-owned business concern.

(9) Tie bid priority for labor surplus area concerns. If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the **contract price:** _____

(10) [Complete only if the solicitation contains the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns, or FAR 52.219-25, Small Disadvantaged Business Participation Program—Disadvantaged Status and Reporting, and the offeror desires a benefit based on its disadvantaged status.]

(i) General. The offeror represents that either—

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(A) It [] is, [] is not certified by the Small Business Administration as a small disadvantaged business concern and identified, on the date of this representation, as a certified small disadvantaged business concern in the CCR Dynamic Small Business Search database maintained by the Small Business Administration, and that no material change in disadvantaged ownership and control has occurred since its certification, and, where the concern is owned by one or more individuals claiming disadvantaged status, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); or

(B) It [] has, [] has not submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(ii) [] Joint Ventures under the Price Evaluation Adjustment for Small Disadvantaged Business Concerns. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements in 13 CFR 124.1002(f) and that the representation in paragraph (c)(10)(i) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. [The offeror shall enter the name of the small disadvantaged business concern that is participating in the **joint venture**: _____.]

(11) HUBZone small business concern. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents, as part of its offer, that—

(i) It [] is, [] is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material changes in ownership and control, principal office, or HUBZone employee percentage have occurred since it was certified in accordance with 13 CFR Part 126; and

(ii) It [] is, [] is not a HUBZone joint venture that complies with the requirements of 13 CFR Part 126, and the representation in paragraph (c)(11)(i) of this provision is accurate for each HUBZone small business concern participating in the HUBZone joint venture. [The offeror shall enter the names of each of the HUBZone small business concerns participating in the HUBZone **joint venture**: _____.] Each HUBZone small business concern participating in the HUBZone joint venture shall submit a separate signed copy of the HUBZone representation.

(d) Representations required to implement provisions of Executive Order 11246—

(1) Previous contracts and compliance. The offeror represents that—

(i) It () has, () has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation; and

(ii) It () has, () has not filed all required compliance reports.

(2) Affirmative Action Compliance. The offeror represents that—

(i) It () has developed and has on file, () has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR parts 60-1 and 60-2), or

(ii) It () has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$150,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(f) Buy American Act Certificate. (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American Act—Supplies, is included in this solicitation.)

(1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product and that for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products, i.e., an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of “domestic end product.” The terms “commercially available off-the-shelf (COTS) item” “component,” “domestic end product,” “end product,” “foreign end product,” and “United States” are defined in the clause of this solicitation entitled “Buy American Act—Supplies.”

(2) Foreign End Products:

Line Item No.	Country of Origin

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(List as necessary)

(3) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(g)(1) Buy American Act—Free Trade Agreements—Israeli Trade Act Certificate. (Applies only if the clause at FAR 52.225-3, Buy American Act—Free Trade Agreements—Israeli Trade Act, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product and that for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms “Bahrainian, Moroccan, Omani, or Peruvian end product,” “commercially available off-the-shelf (COTS) item,” “component,” “domestic end product,” “end product,” “foreign end product,” “Free Trade Agreement country,” “Free Trade Agreement country end product,” “Israeli end product,” and “United States” are defined in the clause of this solicitation entitled “Buy American Act—Free Trade Agreements—Israeli Trade Act.”

(ii) The offeror certifies that the following supplies are Free Trade Agreement country end products (other than Bahrainian, Moroccan, Omani, Panamanian, or Peruvian end products) or Israeli end products as defined in the clause of this solicitation entitled “Buy American Act—Free Trade Agreements—Israeli Trade Act”:

Free Trade Agreement Country End Products (Other than Bahrainian, Moroccan, Omani, Panamanian, or Peruvian End Products) or Israeli End Products:

Line Item No.	Country of Origin

(List as necessary)

(iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) of this provision) as defined in the clause of this solicitation entitled “Buy American Act—Free Trade Agreements—Israeli Trade Act.” The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products, i.e., an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of “domestic end product.”

Other Foreign End Products:

Line Item No.	Country of Origin

(List as necessary)

(iv) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(2) Buy American Act—Free Trade Agreements—Israeli Trade Act Certificate, Alternate I. If Alternate I to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled “Buy American Act—Free Trade Agreements—Israeli Trade Act”:

Canadian End Products:

Line Item No.

(List as necessary)

(3) Buy American Act—Free Trade Agreements—Israeli Trade Act Certificate, Alternate II. If Alternate II to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled “Buy American Act—Free Trade Agreements—Israeli Trade Act”:

Canadian or Israeli End Products:

Line Item No.	Country of Origin

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(List as necessary)

(4) Buy American Act – Free Trade Agreements – Israeli Trade Act Certificate, Alternate III. If Alternate III to the clause at 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Free Trade Agreement country end products (other than Bahrainian, Korean, Moroccan, Omani, Panamanian, or Peruvian end products) or Israeli end products as defined in the clauses of this solicitation entitled “Buy American Act-Free Trade Agreements – Israeli Trade Act::

Free Trade Agreement Country End Products (Other than Bahrainian, Korean, Moroccan, Omani, or Peruvian End Products) or Israeli End Products:

Line Item No.	Country of Origin

(List as necessary)

(54) Trade Agreements Certificate. (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(5)(ii) of this provision, is a U.S.-made or designated country end product, as defined in the clause of this solicitation entitled “Trade Agreements.”

(ii) The offeror shall list as other end products those end products that are not U.S.-made or designated country end products.

Other End Products:

Line Item No.	Country of Origin

(List as necessary)

(iii) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. For line items covered by the WTO GPA, the Government will evaluate offers of U.S.-made or designated country end products without regard to the restrictions of the Buy American Act. The Government will consider for award only offers of U.S.-made or designated country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.

(h) Certification Regarding Responsibility Matters (Executive Order 12689). (Applies only if the contract value is expected to exceed the simplified acquisition threshold.) The offeror certifies, to the best of its knowledge and belief, that the offeror and/or any of its principals—

(1) () **Are, () are not presently debarred**, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(2) () **Have, () have not, within a three-year period** preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property;

(3) () **Are, () are not presently indicted for**, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses enumerated in paragraph (h)(2) of this clause; and

(4) () **Have, () have not, within a three-year period preceding this offer**, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.

(i) Taxes are considered delinquent if both of the following criteria apply:

(A) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(B) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(ii) Examples.

- (A) The taxpayer has received a statutory notice of deficiency, under I.R.C. §6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.
- (B) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. §6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.
- (C) The taxpayer has entered into an installment agreement pursuant to I.R.C. §6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.
- (D) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. §362 (the Bankruptcy Code).
- (i) Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126). [The Contracting Officer must list in paragraph (i)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).]
- (1) Listed end products.**

Listed End Product	Listed Countries of Origin

- (2) Certification. [If the Contracting Officer has identified end products and countries of origin in paragraph (i)(1) of this provision, then the offeror must certify to either (i)(2)(i) or (i)(2)(ii) by checking the appropriate block.]
- [] (i) The offeror will not supply any end product** listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.
- [] (ii) The offeror may supply an end product** listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.
- (j) Place of manufacture. (Does not apply unless the solicitation is predominantly for the acquisition of manufactured end products.) For statistical purposes only, the offeror shall indicate whether the place of manufacture of the end products it expects to provide in response to this solicitation is predominantly—
- (1) **() In the United States** (Check this box if the total anticipated price of offered end products manufactured in the United States exceeds the total anticipated price of offered end products manufactured outside the United States); or
- (2) **() Outside the United States.**
- (k) Certificates regarding exemptions from the application of the Service Contract Act. (Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services.) [The contracting officer is to check a box to indicate if paragraph (k)(1) or (k)(2) applies.]
- [] (1) Maintenance, calibration, or repair of certain equipment as described in FAR 22.1003-4 (c)(1). The offeror () does () does not certify that—**
- (i) The items of equipment to be serviced under this contract are used regularly for other than Governmental purposes and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontract) in substantial quantities to the general public in the course of normal business operations;
- (ii) The services will be furnished at prices which are, or are based on, established catalog or market prices (see FAR 22.1003-4 (c)(2)(ii)) for the maintenance, calibration, or repair of such equipment; and
- (iii) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract will be the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.
- [] (2) Certain services as described in FAR 22.1003-4 (d)(1). The offeror () does () does not certify that—**

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(i) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(ii) The contract services will be furnished at prices that are, or are based on, established catalog or market prices (see FAR 22.1003-4 (d)(2)(iii));

(iii) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(iv) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing commercial customers.

(3) If paragraph (k)(1) or (k)(2) of this clause applies—

(i) If the offeror does not certify to the conditions in paragraph (k)(1) or (k)(2) and the Contracting Officer did not attach a Service Contract Act wage determination to the solicitation, the offeror shall notify the Contracting Officer as soon as possible; and

(ii) The Contracting Officer may not make an award to the offeror if the offeror fails to execute the certification in paragraph (k)(1) or (k)(2) of this clause or to contact the Contracting Officer as required in paragraph (k)(3)(i) of this clause.

(l) Taxpayer Identification Number (TIN) (26 U.S.C 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to a central contractor registration database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (l)(3) through (l)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c) (3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) Taxpayer Identification Number (TIN).

() TIN: _____.

() TIN has been applied for.

() TIN is not required because:

() Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

() Offeror is an agency or instrumentality of a foreign government;

() Offeror is an agency or instrumentality of the Federal Government.

(4) Type of organization.

() Sole proprietorship;

() Partnership;

() Corporate entity (not tax-exempt);

() Corporate entity (tax-exempt);

() Government entity (Federal, State, or local);

() Foreign government;

() International organization per 26 CFR 1.6049-4;

() Other _____.

(5) Common parent.

() Offeror is not owned or controlled by a common parent;

() Name and TIN of common parent:
Name _____.
TIN _____.

(m) Restricted business operations in Sudan. By submission of its offer, the offeror certifies that the offeror does not conduct any restricted business operations in Sudan.

(n) Prohibition on Contracting with Inverted Domestic Corporations.

(1) Relation to Internal Revenue Code. An inverted domestic corporation as herein defined does not meet the definition of an inverted domestic corporation as defined by the Internal Revenue Code 25 U.S.C. 7874.

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(2) Representation. By submission of its offer, the offeror represents that –

(i) it is not an inverted domestic corporation; and

(ii) It is not a subsidiary of an inverted domestic corporation.

(o) Prohibition on contracting with entities engaging in certain activities or transactions relating to Iran.

(1) The offeror shall e-mail questions concerning sensitive technology to the Department of State at CISADA106@state.gov.

(2) Representation and Certifications. Unless a waiver is granted or an exception applies as provided in paragraph (o)(3) of this provision, by submission of its offer, the offeror—

(i) Represents, to the best of its knowledge and belief, that the offeror does not export any sensitive technology to the government of Iran or any entities or individuals owned or controlled by, or acting on behalf or at the direction of, the government of Iran;

(ii) Certifies that the offeror, or any person owned or controlled by the offeror, does not engage in any activities for which sanctions may be imposed under section 5 of the Iran Sanctions Act; and

(iii) Certifies that the offeror, and any person owned or controlled by the offeror, does not knowingly engage in any transaction that exceeds \$3,000 with Iran's Revolutionary Guard Corps or any of its officials, agents, or affiliates, the property and interests in property of which are blocked pursuant to the International Emergency Economic Powers Act (50 U.S.C. 1701 et seq.) (see OFAC's Specially Designated Nationals and Blocked Persons List at <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>).

(3) The representation and certification requirements of paragraph (o)(2) of this provision do not apply if—

(i) This solicitation includes a trade agreements certification (e.g., 52.212-3(g) or a comparable agency provision); and

(ii) The offeror has certified that all the offered products to be supplied are designated country end products.

(End of provision)

52.212-03 OFFEROR REPRESENTATIONS AND CERTIFICATIONS - COMMERCIAL ITEMS (MAR 2015), ALT I (OCT 2014) FAR

As prescribed in 12.301(b)(2), add the following paragraph (c)(12) to the basic provision:

(12) Complete if the offeror has represented itself as disadvantaged in paragraph (c)(4) or (c)(8) of this provision.)

The offeror shall check the category in which its ownership falls:

☐ Black American.

☐ Hispanic American.

☐ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

☐ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

☐ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

☐ Individual/concern, other than one of the preceding.

PROVISIONS ADDED TO PART 12 BY ADDENDUM

252.203-7005 REPRESENTATION RELATING TO COMPENSATION OF FORMER DOD OFFICIALS (NOV 2011) DFARS

252.204-7008 COMPLIANCE WITH SAFEGUARDING COVERED DEFENSE INFORMATION CONTROLS (OCT 2015) DFARS

(a) *Definitions.* As used in this provision—

“Controlled technical information,” “covered contractor information system,” and “covered defense information” are defined in clause 252.204-7012, Safeguarding Covered Defense Information and Cyber Incident Reporting (DEVIATION 2016-O0001)(OCT 2015).

(b) The security requirements required by contract clause 252.204-7012, Safeguarding Covered Defense Information and Cyber Incident Reporting (DEVIATION 2016-O0001)(OCT 2015) shall be implemented for all covered defense information on all covered contractor information systems that support the performance of this contract.

(c) If the Offeror anticipates that additional time will be necessary to implement derived security requirement 3.5.3 “Use of multifactor authentication for local and network access to privileged accounts and for network access to non-privileged accounts” within National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171, “Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations (see <http://dx.doi.org/10.6028/NIST.SP.800-171>), the Offeror shall notify the Contracting Officer that they will implement the requirement within 9 months of contract award.

(d) If the Offeror proposes to deviate from any of the security requirements in NIST SP 800-171 that is in effect at the time the solicitation is issued or as authorized by the Contracting Officer, the Offeror shall submit to the Contracting Officer, for consideration by the DoD Chief Information Officer (CIO), a written explanation of—

(1) Why a particular security requirement is not applicable; or

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(2) How an alternative, but equally effective, security measure is used to compensate for the inability to satisfy a particular requirement and achieve equivalent protection.

(e) An authorized representative of the DoD CIO will approve or disapprove offeror requests to deviate from NIST SP 800-171 requirements in writing prior to contract award. Any approved deviation from NIST SP 800-171 shall be incorporated into the resulting contract.

(End of provision)

52.209-07 INFORMATION REGARDING RESPONSIBILITY MATTERS (JUL 2013) FAR

(a) Definitions. As used in this provision—

“Administrative proceeding” means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative Proceedings, Civilian Board of Contract Appeals Proceedings, and Armed Services Board of Contract Appeals Proceedings). This includes administrative proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include agency actions such as contract audits, site visits, corrective plans, or inspection of deliverables.

“Federal contracts and grants with total value greater than \$10,000,000” means—

(1) The total value of all current, active contracts and grants, including all priced options; and

(2) The total value of all current, active orders including all priced options under indefinite-delivery, indefinite-quantity, 8(a), or requirements contracts (including task and delivery and multiple-award Schedules).

“Principal” means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

(b) The offeror [] has [] does not have current active Federal contracts and grants with total value greater than \$10,000,000.

(c) If the offeror checked “has” in paragraph (b) of this provision, the offeror represents, by submission of this offer, that the information it has entered in the Federal Awardee Performance and Integrity Information System (FAPIIS) is current, accurate, and complete as of the date of submission of this offer with regard to the following information:

(1) Whether the offeror, and/or any of its principals, has or has not, within the last five years, in connection with the award to or performance by the offeror of a Federal contract or grant, been the subject of a proceeding, at the Federal or State level that resulted in any of the following dispositions:

(i) In a criminal proceeding, a conviction.

(ii) In a civil proceeding, a finding of fault and liability that results in the payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more.

(iii) In an administrative proceeding, a finding of fault and liability that results in—

(A) The payment of a monetary fine or penalty of \$5,000 or more; or

(B) The payment of a reimbursement, restitution, or damages in excess of \$100,000.

(iv) In a criminal, civil, or administrative proceeding, a disposition of the matter by consent or compromise with an acknowledgment of fault by the Contractor if the proceeding could have led to any of the outcomes specified in paragraphs (c)(1)(i), (c)(1)(ii), or (c)(1)(iii) of this provision.

(2) If the offeror has been involved in the last five years in any of the occurrences listed in (c)(1) of this provision, whether the offeror has provided the requested information with regard to each occurrence.

(d) The offeror shall post the information in paragraphs (c)(1)(i) through (c)(1)(iv) of this provision in FAPIIS as required through maintaining an active registration in the Central Contractor Registration database via <https://www.acquisition.gov> (see 52.204-7).

(End of provision)

252.209-7002 DISCLOSURE OF OWNERSHIP OR CONTROL BY A FOREIGN GOVERNMENT (JUN 2010) DFARS

252.209-7999 REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CONVICTION UNDER ANY FEDERAL LAW (DEVIATION 2012-O0004) (JAN 2012)

(a) In accordance with sections 8124 and 8125 of Division A of the Consolidated Appropriations Act, 2012, (Pub. L. 112-74) none of the funds made available by that Act may be used to enter into a contract with any corporation that—

(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.

(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(b) The Offeror represents that—

(1) It is [] is not [] a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability,

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(2) It is [] is not [] a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(End of provision)

52.211-9009 NON-ACCEPTABILITY OF GOVERNMENT SURPLUS MATERIAL (NOV 2011) DLAD

52.211-9011 DELIVERY TERMS AND EVALUATION (APR 2014) DLAD

252.215-7008 ONLY ONE OFFER (OCT 2013) DFARS

52.215-9023 REVERSE AUCTIONS (OCT 2013) (DLAD)

The Contracting Officer may utilize on-line reverse auctioning as a means of conducting price discussions under this solicitation. If the Contracting Officer does not conduct a reverse auction, award may be made on the basis of initial offers or following discussions not using reverse auctioning as a pricing technique. If the Contracting Officer decides to use on-line reverse auctioning to conduct price negotiations, the Contracting Officer will notify offerors of this decision and the following provisions will apply.

(a) The award decision will be made in accordance with the evaluation factors as set forth in the solicitation. The reverse on-line auction will be used as a pricing technique during discussions to establish the final offered prices from each offeror. These prices will be used in conjunction with the evaluation factors stated elsewhere in the solicitation in order to make the award decision in accordance with the basis for award stated in the solicitation.

(b) Following the decision to conduct discussions using on-line reverse auctioning as a pricing technique, the Contracting Officer or his/her representative will provide offerors determined to be in the competitive range with information concerning the on-line auction process. The Government intends to use a commercial web-based product to conduct the reverse auction.

(c) Prior to or simultaneously with conducting the on-line reverse auction, the Contracting Officer may hold discussions with the offerors concerning matters appropriate for discussion, such as issues involving technical proposals or unbalanced pricing.

(d) The lowest offeror's price(s) for each round of the reverse auction will be disclosed to other offerors and anyone else having authorized access to the on-line auction. This disclosure is anonymous, meaning that each offeror's identity will be concealed from other offerors (although it will be known to the Government; only a generic identifier will be used for each offeror's proposed pricing, such as "Offeror A" or "lowest-priced offeror"). By submitting a proposal in response to the solicitation, offerors agree to participate in the reverse auction and that their prices may be disclosed, including to other offerors, during the reverse auction.

(e) The reverse auction system currently in use designates offers as "Lead," meaning the current low price in that auction, or "Not Lead," meaning not the current low price in that auction. In the event of a tie offer, the reverse auction provider's system designates the first offer of that price as "Lead" and the second or subsequent offer of that price as "Not Lead." Offerors shall not submit a tie offer, since this is inconsistent with the purpose of the reverse auction. If a tie offer is submitted, the "Not Lead" offeror that submitted the tie offer must offer a changed price; it will be ineligible for award if the final price in the auction is the tie offer price.

(f) An offeror's final auction price at the close of the reverse auction will be considered its final proposal revision. No price revisions will be accepted after the close of the reverse auction, unless the Contracting Officer decides that further discussions are needed and final proposal revisions are again requested in accordance with Federal Acquisition Regulation (FAR) 15.307, or the Contracting Officer determines that it would be in the best interest of the Government to re-open the auction.

(g) The following information is provided regarding the procedures to be followed if a reverse auction is conducted.

(1) Each offeror identified by the Contracting Officer as a participant in the reverse auction will be contacted by Defense Logistic Agency's commercial reverse auction service provider to advise the offeror of the event and to provide an explanation of the process.

(2) In order for an Offeror to participate in the reverse auction, such offeror must agree with terms and conditions of the entire solicitation, including this provision, and agree to the commercial reverse auction service provider's terms and conditions for using its service. Information concerning the reverse auction process and the commercial service provider's terms and conditions is embedded within the email notification sent by the on-line reverse auction pricing tool system administrator.

(3) Offerors shall secure the passwords and other confidential materials provided by the commercial reverse auction service provider or the Government and ensure they are used only for purposes of participation in the reverse auction. Offerors shall keep their own and other offerors' pricing in confidence until after contract award.

(4) Any offeror unable to enter pricing through the commercial reverse auction service provider's system during a reverse auction must notify the Contracting Officer or designated representative immediately. The Contracting Officer may, at his/her sole discretion, extend or re-open the reverse auction if the reason for the offeror's inability to enter pricing is determined to be without fault on the part of the offeror and outside the offeror's control.

(5) The reverse auction will be conducted using the commercial reverse auction service provider's website as embedded in the email notification. Offerors shall be responsible for providing their own computer and internet connection.

(6) Training:

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(i) The commercial reverse auction service provider and/or a Government representative will provide familiarization training to offerors' employees; this training may be provided through written material, the commercial reverse auction service provider's website, and/or other means.

(ii) An employee of an offeror who successfully completes the training shall be designated as a 'trained offeror.' Only trained offerors may participate in a reverse auction. The Contracting Officer reserves the right to request that offerors provide an alternate offeror employee to become a 'trained offeror.' The Contracting Officer also reserves the right to take away the 'trained offeror' designation from any trained offeror who fails to abide by the solicitation's or commercial reverse auction service provider's terms and conditions.

(End of Provision)

52.216-01 TYPE OF CONTRACT (APR 1984) FAR

The Government contemplates award of a FIXED PRICE WITH ECONOMIC PRICE ADJUSTMENT (FP WITH EPA), INDEFINITE DELIVERY, INDEFINITE QUANTITY (IDIQ) contract resulting from this solicitation.

(End of provision)

52.217-05 EVALUATION OF OPTIONS (JUL 1990) FAR

52.233-9000 AGENCY PROTESTS (NOV 2011) DLAD

52.233-9001 DISPUTES - AGREEMENT TO USE ALTERNATIVE DISPUTE RESOLUTION (NOV 2011) DLAD

(c) The offeror should check here to opt out of this clause:

[]. Alternate wording may be negotiated with the contracting officer.

52.252-01 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998) - FAR

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.dla.mil/Acquisition> and <http://farsite.hil.af.mil/> .

(End of Provision)

52.233-02 SERVICE OF PROTEST (SEP 2006) FAR

(a) Protests, as defined in section 31.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from DLA TROOP SUPPORT PACIFIC, 440 FULLER WAY BLDG 280, PEARL HARBOR, HI 96860-4967. [Contracting Officer designate the official or location where a protest may be served on the Contracting Officer.]

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of Clause)

DOD TROOPS CUSTOMERS - SCHEDULE OF ITEMS								BASE Distribution Price Per Pound (LB)					
								OPTION 1 Distribution Price Per Pound (LB)					
								OPTION 2 Distribution Price Per Pound (LB)					
BASE PERIOD (18 Months)													
Vendor:													
Gov't	Government	Government	PKG	UNIT OF	Est. CASES	CASE Delivered Pricing	CASE BASE Distribution	Extended CASE	Extended CASE	CASE Price	Total Evaluated		
Item #	Stock Number	Item Description	SIZE (LB)	ISSUE	Per 18 Months	(DEP) Including Freight	Price (DIP)	Delivered Price (DEP)	Distribution Price (DIP)	(STORES)	CASE Price	LB TOTALS	
1	8915-01-E31-0505	APPLES FUJI 72 CT 8/5# CELLO, 40 LBS CASE	40	LB	109		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	4,360	
2	8915-01-E31-0510	APPLES GREEN 100 CT 3# CELLO, 36 LBS CASE	36	LB	238		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	8,568	
3	8915-01-E31-0219	APPLES, FUJI, 72-88 CT, 1/40 lb cs	40	LB	1,605		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	64,200	
4	8915-01-E31-0504	APPLES, FUJI, 72-88 CT, 1/5 lb cs	5	LB	371		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,855	
5	8915-01-E31-0506	APPLES, GALA, 72-88 CT, FRESH, 1/40 lb cs	40	LB	141		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	5,640	
6	8915-01-E31-0280	APPLES, GOLDEN DELICIOUS, FRESH, 1/40 lb cs	40	LB	165		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	6,600	
7	8915-01-E31-0507	APPLES, GOLDEN DELICIOUS, FRESH, 1/5 lb cs	5	LB	86		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	430	
8	8915-01-E31-0508	APPLES, GOLDEN, 100/113 CT, FRESH, 1/40 lb cs	40	LB	31		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,240	
9	8915-01-E31-1427	APPLES, GRANNY SMITH, FRESH, 1/40 lb cs	40	LB	124		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	4,960	
10	8915-01-E31-0220	APPLES, GREEN, 72-88 CT, FRESH, 1/40 lb cs	40	LB	1,301		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	52,040	
11	8915-01-E31-0509	APPLES, GREEN, 72-88 CT, FRESH, 1/5 lb cs	5	LB	106		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	530	
12	8915-01-E31-0511	APPLES, RED 100 CT, FRESH, 1/5 lb cs	5	LB	163		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	815	
13	8915-01-E31-0512	APPLES, RED DELICIOUS, 113 CT, FRESH,1/40 lb cs	40	LB	120		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	4,800	
14	8915-01-E31-0284	APPLES, RED DELICIOUS, 75-80 CT, FRESH,1/40 lb cs	40	LB	1,986		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	79,440	
15	8915-01-E31-2090	APPLES, RED, FRESH 72 CT, 1/40 lb cs	40	LB	104		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	4,160	
16	8918-01-E31-1303	APRICOTS, FRESH, SEASONAL, 1/11 lb cs	11	LB	7		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	77	
17	8915-01-E31-0519	ARTICHOKES, FRESH, 1/18 lb cs	18	LB	6		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	108	
18	8915-01-E31-0224	ASPARAGUS MED-LG, 1 LB	1	LB	225		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	225	
19	8915-01-E31-0225	ASPARAGUS, MED-LG, 1/11 lb cs	11	LB	550		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	6,050	
20	8915-01-E31-0226	AVOCADO, US, 1/20 lb cs	20	LB	506		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	10,120	
21	8915-01-E31-0521	AVOCADO, US, 1/5 lb cs	5	LB	429		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,145	
22	8915-01-E31-0522	BANANA APPLE, CLR, #3, FRESH, 1/35 lb cs	35	LB	75		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,625	
23	8915-01-E31-0229	BANANA STG #1, 1 LB	1	LB	653		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	653	
24	8915-01-E31-0523	BANANA STG #2, 1 LB	1	LB	6,116		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	6,116	
25	8915-01-E31-0232	BANANA STG #3, 1 LB	1	LB	9,586		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	9,586	
26	8915-01-E31-0233	BANANA STG #4, 1 LB	1	LB	1,561		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,561	
27	8915-01-E31-0234	BANANA STG #5, 1 LB	1	LB	510		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	510	
28	8915-01-E31-0208	BANANA, PLANTAINS, FRESH, 1/40 lb case	40	LB	14		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	560	
29	8915-01-E31-0013	BANANAS, YELLOW, STAGE #1, FRESH, 1/40 lb cs	40	LB	78		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	3,120	
30	8915-01-E31-0014	BANANAS, YELLOW, STAGE #2, FRESH, 1/40 lb cs	40	LB	581		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	23,240	
31	8915-01-E31-0290	BANANAS, YELLOW, STAGE #3, FRESH,1/40 lb cs	40	LB	1,704		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	68,160	
32	8915-01-E31-0016	BANANAS, YELLOW, STAGE #4, FRESH, 1/40 lb cs	40	LB	2,502		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	100,080	
33	8915-01-E31-0017	BANANAS, YELLOW, STAGE #5, FRESH, 1/40 lb cs	40	LB	1,506		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	60,240	
34	8915-01-E31-0527	BEANS, GREEN, (CHINESE LONG), 1/5 lb cs	5	LB	83		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	415	
35	8915-01-E31-0528	BEANS, GREEN, (CHINESE LONG), 15/1 lb pg	15	LB	9		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	135	
36	8915-01-E31-0526	BEANS, GREEN, (SRING), 1/30 LB cs	30	LB	10		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	300	
37	8915-01-E31-0530	BEANS, GREEN, 5/1#, FRESH, 5/1 lb pg	5	LB	23		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	115	
38	8915-01-E31-2061	BEANS, GREEN, FRESH, 1 LB PG	1	LB	67		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	67	
39	8915-01-E31-0236	BEETS RED TOP OFF, FRESH, 1/5 lb cs	5	LB	66		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	330	
40	8915-01-E31-0253	BERRY, BLACKBERRIES, FRESH, 12/6 oz pg, 4.5 lb cs	1	CS	82		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	371	
41	8915-01-E31-0254	BERRY, BLUEBERRIES, FRESH, 12/6 oz pg, 4.5 lb cs	1	CS	142		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	641	

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42	8915-01-E31-0443	BERRY, RASPBERRY, 1/4 lb cs	4	LB	410		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,640
43	8915-01-E31-0259	BERRY, STRAWBERRIES, FRESH, 12 loose pints, 10 lb case	10	LB	234		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,340
44	8915-01-E31-0596	BROCCOLI FLORETS, FRESH, 1/20 lb cs	20	LB	118		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,360
45	8915-01-E31-0595	BROCCOLI FLORETS, FRESH, 1/5 lb cs	5	LB	1,000		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	5,000
46	8915-01-E31-0592	BROCCOLI, FRESH, 1/1 lb cs	1	LB	772		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	772
47	8915-01-E31-0252	BROCCOLI, FRESH, 1/20 lb cs	20	LB	1,798		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	35,960
48	8915-01-E31-0255	CABBAGE CHINESE (WON BOK), 1 LB	1	LB	3,106		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	3,106
49	8915-01-E31-0258	CABBAGE CHOISUM, 1 LB	1	LB	2,948		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,948
50	8915-01-E31-0261	CABBAGE CHOISUM, 20 LBS CASE	20	LB	42		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	840
51	8915-01-E31-0263	CABBAGE RED, 1 LB	1	LB	47		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	47
52	8915-01-E31-0269	CABBAGE WHITE STEM BABY (BOK CHOY), 1 LB	1	LB	1,356		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,356
53	8915-01-E31-0597	CABBAGE, CHINESE, WON BOK, FRESH, 1/35 lb cs	35	LB	5		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	175
54	8915-01-E31-0262	CABBAGE, GREEN TRIM, FRESH, 1/45 lb cs	45	LB	548		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	24,660
55	8915-01-E31-0599	CABBAGE, GREEN, BULK, FRESH, 1/50 lb cs	50	LB	745		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	37,250
56	8915-01-E31-0600	CABBAGE, GREEN, SHREDDED, FRESH, 1/5 lb cs	5	LB	474		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,370
57	8915-01-E31-0264	CABBAGE, RED, FRESH, 1/20 lb cs	20	LB	223		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	4,460
58	8915-01-E31-1948	CABBAGE, RED, FRESH, 1/5 lb cs	5	LB	14		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	70
59	8915-01-E31-0267	CABBAGE, WHITE STEM, BOK CHOY, FRESH, 1/25 lb cs	25	LB	34		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	850
60	8915-01-E31-0618	CABBAGE, WHITE STEM, BOK CHOY, FRESH, 1/5 lb cs	5	LB	39		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	195
61	8915-01-E31-1980	CARROTS WHOLE PEELED, 1/5 lb cs	5	LB	130		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	650
62	8915-01-E31-0121	CARROTS, 1 LB BG, FRESH, 10/1 lb cs	10	LB	213		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,130
63	8915-01-E31-0271	CARROTS, BABY CELLO, 40/1 LB, FRESH, 1/40 lb cs	40	LB	87		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	3,480
64	8915-01-E31-0272	CARROTS, BABY CELLO, 5/1 LB, FRESH, 1/5 lb cs	5	LB	365		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,825
65	8915-01-E31-0709	CARROTS, SHREDDED, 1/5 lb pg	5	LB	1,054		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	5,270
66	8915-01-E31-0625	CARROTS, STICKS, 8/10 OZ, FRESH, 1/5 lb cs	5	LB	680		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	3,400
67	8915-01-E31-1250	CARROTS, WHOLE, FRESH, 1/5 lb cs	5	LB	402		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,010
68	8915-01-E31-0274	CARROTS, WHOLE, JUMBO, 1/50 lb cs	50	LB	962		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	48,100
69	8915-01-E31-0980	CAULIFLOWER FLORETS, FRESH, 1/ 20 lb case	20	LB	41		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	820
70	8915-01-E31-0629	CAULIFLOWER FLORETS, FRESH, 1/ 5 lb case	5	LB	610		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	3,050
71	8915-01-E31-0055	CAULIFLOWER, FRESH, ind wrapped, 12 count, 1/20 lb cs	20	LB	701		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	14,020
72	8915-01-E31-0628	CAULIFLOWER, FRESH, 1/5 lb cs	5	LB	48		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	240
73	8915-01-E31-0630	CELERY HEARTS, FRESH, 1/5 lb cs	5	LB	37		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	185
74	8915-01-E31-0631	CELERY STICKS, 8/10 OZ, FRESH, 1/5 lb cs	5	LB	379		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,895
75	8915-01-E31-0282	CELERY WHOLE, 1 LB	1	LB	2,844		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,844
76	8915-01-E31-0281	CELERY, UNWRAP, FRESH,1/55 lb cs	55	LB	763		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	41,965
77	8915-01-E31-1258	CELERY, WHOLE, FRESH, 1/5 lb cs	5	LB	845		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	4,225
78	8915-01-E31-0356	CELERY, WRAPPED, FRESH, 1/50 lb cs	50	LB	123		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	6,150
79	8950-01-E31-0283	CHIVES FLAT BUNCH, 1 LB	1	LB	229		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	229
80	8950-01-E31-0285	CHIVES TUBULAR ROUND, 1 LB	1	LB	248		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	248
81	8915-01-E31-1483	CILANTRO, FRESH, 1/1 lb cs	1	LB	321		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	321
82	8915-01-E31-0637	CORN, HUSKED, 12/4 PACKS, FRESH, 1/20 lb cs	20	LB	69		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,380
83	8915-01-E31-0291	CUCUMBER JAPANESE, 1 LB	1	LB	34,910		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	34,910
84	8915-01-E31-0286	CUCUMBER, 1 LB	1	LB	2,674		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,674
85	8915-01-E31-1487	CUCUMBER, FRESH, 1/10 lb cs	10	LB	282		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,820

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86	8915-01-E31-0288	CUCUMBER, FRESH, 1/45 lb cs	45	LB	53		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,385
87	8915-01-E31-1251	CUCUMBER, FRESH, 1/5 lb cs	5	LB	1,532		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	7,660
88	8915-01-E31-0841	CUCUMBER, US, FRESH, 1/25 lb cs	25	LB	1,607		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	40,175
89	8915-01-E31-0293	EGGPLANT LONG, 1 LB	1	LB	1,437		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,437
90	8915-01-E31-0648	EGGPLANT, LONG, FRESH, 1/ 11 lb case	11	LB	71		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	781
91	8915-01-E31-0649	EGGPLANT, ROUND, FRESH, 1/ 20 lb case	20	LB	23		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	460
92	8915-01-E31-0294	EGGPLANT, ROUND, FRESH, 1/1 lb case	1	LB	481		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	481
93	8915-01-E31-0296	ENDIVE CHICORY, 1 LB	1	LB	198		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	198
94	8915-01-E31-0297	ENDIVE, CHICORY, FRESH, 1/ 10 lb case	10	LB	696		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	6,960
95	8915-01-E31-0300	GARLIC, 1 LB	1	LB	317		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	317
96	8915-01-E31-0650	GARLIC, FRESH, 1/ 30 lb case	30	LB	2		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	60
97	8915-01-E31-0940	GARLIC, FRESH, 1/5 lb cs	5	LB	153		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	765
98	8915-01-E31-0302	GARLIC, IN JAR, 5 lb	5	EA	247		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,235
99	8915-01-E31-0303	GINGER ROOT, 1 LB	1	LB	590		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	590
100	8915-01-E31-0304	GINGER ROOT, FRESH, 1/ 30 lb case	30	LB	74		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,220
101	8915-01-E31-1199	GINGER ROOT, FRESH, 1/ 5 lb case	5	LB	165		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	825
102	8915-01-E31-0305	GRAPEFRUIT, 27 CT, FRESH, 1/ 30 lb case	30	LB	332		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	9,960
103	8915-01-E31-0657	GRAPEFRUIT, 27 CT, FRESH, 1/5 lb case	5	LB	21		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	105
104	8915-01-E31-0331	GRAPEFRUIT, PINK/RED, FRESH, 32 count, 1/ 30 lb case	30	LB	121		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	3,630
105	8915-01-E31-0658	GRAPES, BLACK, SEEDLESS, FRESH, 1/ 18 lb case	18	LB	59		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,062
106	8915-01-E31-0659	GRAPES, GREEN, SEEDLESS, FRESH, 1/5 lb cs	5	LB	428		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,140
107	8915-01-E31-0660	GRAPES, RED GLOBE, FRESH, 1/18 lb cs	18	LB	25		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	450
108	8915-01-E31-0333	GRAPES, RED, SEEDLESS, FRESH, 1/ 18 lb case	18	LB	1,622		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	29,196
109	8915-01-E31-0661	GRAPES, RED, SEEDLESS, FRESH, 1/5 lb case	5	LB	307		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,535
110	8915-01-E31-0334	GRAPES, WHITE, SEEDLESS, FRESH, 1/ 18 lb case	18	LB	678		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	12,204
111	8915-01-E31-0307	GREENS SWISS CHARD, 15 LBS CASE	15	LB	3		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	45
112	8915-01-E31-0664	GREENS, KALE, FRESH, 1/ 20 lb case	20	LB	106		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,120
113	8915-01-E31-1785	HERB, ARUGULA, FRESH, 1/1 lb pg	1	CS	32		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	32
114	8915-01-E31-1311	HERB, BASIL, FRESH, 1/1 lb pg	1	LB	715		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	715
115	8915-01-E31-1940	HERB, CHIVES, FRESH, 1/1 lb pg	1	LB	59		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	59
116	8915-01-E31-1597	HERB, DILL, FRESH, 1/1 lb pg	1	PG	35		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	35
117	8915-01-E31-1568	HERB, FENNEL, ANISE, FRESH, 1/1 lb pg	1	CS	106		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	106
118	8915-01-E31-1364	HERB, MINT FRESH, 1/1 lb pg	1	LB	569		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	569
119	8915-01-E31-1600	HERB, OREGANO, FRESH, 1/1 lb pg	1	PG	34		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	34
120	8915-01-E31-1681	HERB, PARSLEY ITALIAN, FRESH, 1/1 lb pg	1	PG	424		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	424
121	8915-01-E31-1403	HERB, ROSEMARY, FRESH, 1/1 lb pg	1	LB	140		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	140
122	8915-01-E31-1603	HERB, SAGE, FRESH, 1/1 lb pg	1	PG	18		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	18
123	8915-01-E31-1605	HERB, TARRAGON, FRESH, 1/1 lb pg	1	PG	54		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	54
124	8915-01-E31-1606	HERB, THYME, FRESH, 1/1 lb pg	1	PG	119		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	119
125	8915-01-E31-0318	JICAMA CHOP SUEY YAM, 1 LB	1	LB	658		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	658
126	8915-01-E31-0711	KIM CHEE, CABBAGE, 1 GAL JAR	1	CO	98		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	98
127	8915-01-E31-0319	KIWIFRUIT, FRESH, 1/7 lb case	7	LB	1,031		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	7,217
128	8915-01-E31-0322	LEEKs, 1 LB	1	LB	215		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	215
129	8915-01-E31-1038	LEEKs, FRESH, 1/15 lb cs	15	LB	9		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	135
130	8915-01-E31-0325	LEMON GRASS, 1 LB	1	LB	66		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	66

Gov't	Government	Government	PKG	UNIT OF	Est. CASES	CASE Delivered Pricing	CASE BASE Distribution	Extended CASE	Extended CASE	CASE Price	Total Evaluated	
Item #	Stock Number	Item Description	SIZE (LB)	ISSUE	Per 18 Months	(DEP) Including Freight	Price (DIP)	Delivered Price (DEP)	Distribution Price (DIP)	(STORES)	CASE Price	LB TOTALS
131	8915-01-E31-0324	LEMONS, 140 CT, FRESH, 1/ 35 LB case	35	LB	695		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	24,325
132	8915-01-E31-0323	LEMONS, FRESH, 1/ 1 LB case	1	LB	4,376		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	4,376
133	8915-01-E31-0326	LETTUCE BOSTON, FRESH, 1/10 lb cs	10	LB	26		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	260
134	8915-01-E31-0327	LETTUCE FRISEE, 1 LB	1	LB	99		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	99
135	8915-01-E31-0336	LETTUCE RADICCHIO, 1 LB	1	LB	167		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	167
136	8915-01-E31-0720	LETTUCE ROMAINE HEARTS, 20 LBS CASE	20	LB	331		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	6,620
137	8915-01-E31-0981	LETTUCE SHRED, 4/5#, FRESH,1/ 20 lb case	20	LB	87		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,740
138	8915-01-E31-0727	LETTUCE WRAP, FRESH, 1/5 lb cs	5	LB	385		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,925
139	8915-01-E31-0329	LETTUCE, GREEN LEAF, FRESH, 1/ 20 lb case	20	LB	523		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	10,460
140	8915-01-E31-0337	LETTUCE, RED LEAF, FRESH, 1/ 20 lb case	20	LB	289		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	5,780
141	8915-01-E31-1252	LETTUCE, ROMAINE, CHOP, FRESH, 1/5 lbs	5	LB	2,490		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	12,450
142	8915-01-E31-0339	LETTUCE, ROMAINE, FRESH, 1/ 20 lb case	20	LB	4,301		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	86,020
143	8915-01-E31-0721	LETTUCE, ROMAINE, FRESH, 1/ 5 lb case	5	LB	191		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	955
144	8915-01-E31-0726	LETTUCE, UNWRAP, FRESH, 1/ 35 lb case	35	LB	2,337		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	81,795
145	8915-01-E31-0728	LETTUCE, WRAP, FRESH, 1/ 30 lb case	30	LB	580		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	17,400
146	8915-01-E31-0340	LIMES, FRESH, 1/ 1 lb case	1	LB	2,807		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,807
147	8915-01-E31-0133	LIMES, FRESH, 48 count, 1/ 35 lb case	35	LB	361		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	12,635
148	8915-01-E31-0341	MANGOS, HALF RIPE, FRESH, 1/ 10 lb case	10	LB	461		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	4,610
149	8915-01-E31-0270	MELON, CANTALOUPE, 9-12 CT, FRESH, 1/35 lb cs	35	LB	4,235		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	148,225
150	8915-01-E31-0620	MELON, CANTALOUPE, FRESH, 1/5 lb cs	5	LB	199		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	995
151	8915-01-E31-0710	MELON, HONEYDEW, FRESH, 1/5 LB CS	5	LB	79		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	395
152	8915-01-E31-0316	MELON,HONEYDEW , 5-6 CT, FRESH,1/ 25 lb case	25	LB	4,871		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	121,775
153	8915-01-E31-0343	MUSHROOM MED, 1 LB	1	LB	219		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	219
154	8915-01-E31-0346	MUSHROOM SHIITAKE, 1 LB	1	LB	349		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	349
155	8915-01-E31-0345	MUSHROOM, PORTABELLA, FRESH, 1/5 lb cs	5	LB	175		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	875
156	8915-01-E31-0731	MUSHROOMS, 12/8 OZ, FRESH, 6 lb case	6	PG	58		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	348
157	8915-01-E31-0344	MUSHROOMS, MED, 1/ 10 lb case	10	LB	2,199		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	21,990
158	8915-01-E31-1984	NUT, PEANUT RAW 20/1 lb pg	20	LB	21		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	420
159	8915-01-E31-0740	ONION DICED, FRESH, 1/5 lb cs	5	LB	1,651		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	8,255
160	8915-01-E31-0347	ONION GREEN, 1 LB	1	LB	7,634		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	7,634
161	8915-01-E31-0348	ONION GREEN, FRESH, 1/5 lb cs	5	LB	504		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,520
162	8915-01-E31-0534	ONION RED MEDIUM, 5 LBS CASE	5	LB	103		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	515
163	8915-01-E31-0535	ONION SUPER COLOSSAL, 50 LB CASE	50	LB	56		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,800
164	8915-01-E31-0533	ONIONS, JUMBO, DRY, round, 1/ 50 lb case	50	LB	1,692		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	84,600
165	8915-01-E31-0742	ONIONS, MED, 3# MESH, FRESH, 1/48 lb case	48	LB	68		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	3,264
166	8915-01-E31-0743	ONIONS, MED, YELLOW, FRESH, 1/5 lb cs	5	LB	1,078		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	5,390
167	8915-01-E31-0746	ONIONS, RED, JUMBO, FRESH, 1/ 25 lb case	25	LB	575		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	14,375
168	8915-01-E31-0747	ONIONS, SLICED, FRESH, 1/5 lb cs	5	LB	726		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	3,630
169	8915-01-E31-0536	ONIONS, SWEET FRESH, 1/ 1 lb case	1	LB	815		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	815
170	8915-01-E31-2008	ONIONS, WHOLE, PEELED, FRESH, 1/5 lb case	5	CS	135		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	675
171	8915-01-E31-0744	ONIONS, YELLOW, MED, FRESH, 1/ 50 lb case	50	LB	210		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	10,500
172	8915-01-E31-0537	ORANGES 72 CT, 1 LB	1	LB	759		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	759
173	8915-01-E31-0752	ORANGES, 113 CT, FRESH, 1/ 35 lb case	35	LB	469		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	16,415
174	8915-01-E31-1253	ORANGES, FRESH, 1/5 lb cs	5	LB	942		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	4,710
175	8915-01-E31-0538	ORANGES, FRESH, 72 ct, 1/35 lb case	35	LB	3,045		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	106,575

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176	8915-01-E31-0760	ORANGES, FRESH, 88 ct, 1/ 35 lb case	35	LB	388		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	13,580
177	8915-01-E31-0540	PAPAYA GREEN (COOKING) (THAI), 1 LB	1	LB	325		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	325
178	8915-01-E31-0541	PAPAYA GREEN (SOLO), 25 LBS CASE	25	LB	61		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,525
179	8915-01-E31-0858	PAPAYA, FRESH, 1/2 ripe, 1/ 10 lb case	10	LB	46		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	460
180	8915-01-E31-0539	PAPAYA, FRESH, 1/2 ripe, 1/ 25 lb case	25	LB	2,081		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	52,025
181	8915-01-E31-0763	PAPAYA, FRESH, 1/4 RIPE, 1/ 25 lb case	25	LB	99		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,475
182	8915-01-E31-0472	PAPAYA, FRESH, 8 TO 13 CT, 1/8 lb cs	8	LB	168		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,344
183	8915-01-E31-0764	PAPAYA, RAINBOW, FRESH, 1/ 25 lb case	25	LB	389		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	9,725
184	8915-01-E31-0349	PARSLEY CHINESE CILANTRO (BUNCH), FRESH, 3.2 oz pg	1	PG	2,536		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	507
185	8915-01-E31-0350	PARSLEY CURLY AMERICAN (BUNCH), 4 oz pg	1	PG	11,786		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,946
186	8950-01-E31-0178	PARSLEY US, FRESH, 1 lb case	1	LB	146		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	146
187	8915-01-E31-0375	PEA PODS, SNOW OR SUGAR SNAP, FRESH, 1/ 10 lb case	10	LB	19		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	190
188	8915-01-E31-0475	PEAR FRESH, 1/1 LB	1	LB	1,098		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,098
189	8915-01-E31-0771	PEARS, ANJOU, FRESH, 1/40 lb case	40	LB	1,039		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	41,560
190	8915-01-E31-0772	PEARS, ASIAN, 1/ 11 lb case	11	LB	78		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	858
191	8915-01-E31-0775	PEARS, BOSC, FRESH, 1/40 lb case	40	LB	522		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	20,880
192	8915-01-E31-1951	PEARS, FRESH, 1/5 lb cs	5	CS	88		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	440
193	8915-01-E31-0548	PEAS, CHINESE, FRESH 1/1 lb cs	1	LB	679		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	679
194	8915-01-E31-0549	PEPPERS BELL GREEN, 1 LB	1	LB	806		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	806
195	8915-01-E31-0551	PEPPERS BELL RED, 1 LB	1	LB	1,003		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,003
196	8915-01-E31-0553	PEPPERS BELL YELLOW, 1 LB	1	LB	1,050		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,050
197	8915-01-E31-0780	PEPPERS, BELL ORANGE, #1 FRESH, 1/11 LB CS	11	LB	17		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	187
198	8915-01-E31-0550	PEPPERS, BELL, GREEN, FRESH, 1/ 25 lb case	25	LB	2,287		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	57,175
199	8915-01-E31-1255	PEPPERS, BELL, GREEN, FRESH, 1/5 lb case	5	LB	480		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,400
200	8915-01-E31-0552	PEPPERS, BELL, RED, FRESH, 1/ 25 lb case	25	LB	718		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	17,950
201	8915-01-E31-0195	PEPPERS, BELL, RED, FRESH, 1/5 lb case	5	LB	106		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	530
202	8915-01-E31-0554	PEPPERS, BELL, YELLOW, FRESH, 1/ 25 lb case	25	LB	154		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	3,850
203	8915-01-E31-1698	PEPPERS, CHILI, RED, 1/11 LB CS	11	CS	4		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	44
204	8915-01-E31-0556	PEPPERS, JALAPENO, GREEN, 1/ 1 lb case	1	LB	432		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	432
205	8915-01-E31-0046	PEPPERS, MIXED, TRICOLOR, FRESH, 1/11 lb cs	11	LB	62		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	682
206	8915-01-E31-0558	PEPPERS, POBLANO, FRESH, 1/1 lb cs	1	LB	95		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	95
207	8915-01-E31-0562	PINEAPPLE 6 CT, 27 LBS CASE	27	LB	10,562		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	285,174
208	8915-01-E31-0563	PINEAPPLE 7 CT, 27 LBS CASE	27	LB	654		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	17,658
209	8915-01-E31-1981	PINEAPPLE, CHUCKS, 1/5 LB CS	5	LB	83		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	415
210	8915-01-E31-0564	PINEAPPLE, FRESH, 9 ct, 27 lb case	27	LB	1,087		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	29,349
211	8915-01-E31-0365	PINEAPPLE, FRESH, LOW ACID MAUI 1/27 lb case	27	LB	878		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	23,706
212	8915-01-E31-0565	POI, FRESH, 1/ 1 lb	1	LB	126		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	126
213	8915-01-E31-0569	POTATO SWEET (LOCAL ORANGE), 1 LB	1	LB	2,810		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,810
214	8915-01-E31-0213	POTATO WHITE BAKING 100 CT 1/50 LBS CASE	50	LB	205		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	10,250
215	8915-01-E31-0373	POTATOES, BAKING, 10/5 lb mesh, 1/50 lb cs	50	LB	139		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	6,950
216	8915-01-E31-0376	POTATOES, BAKING, 50 CT, 1/50 lb case	50	LB	598		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	29,900
217	8915-01-E31-0379	POTATOES, BAKING, 70 CT, 1/5 lb case	5	LB	264		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,320
218	8915-01-E31-0378	POTATOES, BAKING, 70 ct, 1/50 lb case	50	LB	2,530		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	126,500
219	8915-01-E31-0380	POTATOES, BAKING, 90 ct, 1/ 5 lb case	5	LB	677		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	3,385
220	8915-01-E31-0381	POTATOES, BAKING, 90 ct, 1/ 50 lb case	50	LB	1,089		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	54,450

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221	8915-01-E31-0384	POTATOES, RED, A, 1/ 5 lb case	5	LB	289		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,445
222	8915-01-E31-0385	POTATOES, RED, A, 1/ 50 lb case	50	LB	380		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	19,000
223	8915-01-E31-0387	POTATOES, SWEET, 1/5 LB CS	5	LB	329		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,645
224	8915-01-E31-0386	POTATOES, SWEET, OKINAWAN, 1/40 LB CS	40	LB	47		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,880
225	8915-01-E31-0388	POTATOES, SWEET, US, 1/ 40 lb case	40	LB	512		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	20,480
226	8915-01-E31-0237	POTATOES, WHITE, PEELED, WHOLE, 1/25 lb cs	25	LB	88		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,200
227	8915-01-E31-0570	POTATOES, WHITE, SALAD, 1/ 50 lb case	50	LB	603		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	30,150
228	8915-01-E31-0390	POTATOES, YAM, US, 1/40 lb cs	40	LB	7		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	280
229	8915-01-E31-0571	POTATOES, YUKON GOLD, A'S, 1/ 50 lb case	50	LB	23		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,150
230	8915-01-E31-0572	RADISH RED TOP OFF, 1 LB	1	LB	101		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	101
231	8915-01-E31-0398	RADISHES, RED, FRESH, 1/ 25 lb case	25	LB	75		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,875
232	8915-01-E31-0064	RADISHES, RED, FRESH, 1/ 5 lb case	5	LB	306		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,530
233	8915-01-E31-0441	SALAD COLESLAW 1/2 LB PG	2	LB	63		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	126
234	8915-01-E31-0574	SALAD SPINACH 4/2.5#, 10 LBS CASE	10	LB	403		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	4,030
235	8915-01-E31-0413	SALAD TOSS MIX, 5 LBS	5	LB	319		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,595
236	8915-01-E31-0406	SALAD, CAESAR, KT, 6/10 oz, 1/ 3 lb case	3	LB	300		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	900
237	8915-01-E31-2130	SALAD, GARDEN, 12/12 oz, 1/ 9 lb case	9	LB	101		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	909
238	8915-01-E31-0404	SALAD, GARDEN, 12/6 oz, 1/ 4 lb case	4	LB	75		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	300
239	8915-01-E31-2131	SALAD, ITALIAN, 6/10 oz, 1/ 3 lb case	3	LB	269		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	807
240	8915-01-E31-0573	SALAD, MESCLUN, FRESH, 3# bulk, 1/ 3 lb	3	LB	64		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	192
241	8915-01-E31-0410	SALAD, SPINACH, FRESH, 12/10 oz, 1/ 7 lb case	7	LB	60		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	420
242	8915-01-E31-0411	SALAD, SPRING MIX, FRESH, 6/5 oz, 1/ 2 lb	2	LB	305		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	610
243	8915-01-E31-0412	SALAD, TOSS MIX, FRESH, 4/5 lb, 1/ 20 lb case	20	LB	1,515		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	30,300
244	8915-01-E31-0575	SHALLOTS, FRESH, WHOLE, 1/5 lb cs	5	LB	60		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	300
245	8915-01-E31-0351	SHALLOTS, PEELED (IN JAR) 5 LBS	1	EA	29		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	147
246	8915-01-E31-0097	SPINACH, BABY BUNCH, FRESH, 1/12 lb cs	12	LB	30		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	360
247	8915-01-E31-0577	SPINACH, BUNCH, FRESH, 1/ 18 lb case	18	LB	252		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	4,536
248	8915-01-E31-0913	SPINACH, FRESH, RTU, 1/10 lb cs	10	LB	681		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	6,810
249	8915-01-E31-0578	SPROUT, RADISH-KAIWARE (TRAY/CO) 4 OZ	1	CO	681		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	145
250	8915-01-E31-2106	SPROUTS, BEANS, 16/1 oz, 10 lb case	10	LB	120		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,200
251	8915-01-E31-0415	SPROUTS, CLOVER, FRESH, 1/1 lb cs	1	LB	1,569		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,569
252	8915-01-E31-0581	SPROUTS, MUNG BEAN, FRESH, 1/ 5 lb bag	5	LB	178		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	890
253	8915-01-E31-1985	SPROUTS, MUNG BEAN, FRESH, 8/10 oz, 5 lb cs	5	LB	1,537		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	7,685
254	8915-01-E31-0582	SQUASH CROOKNECK YELLOW, 1 LB	1	LB	454		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	454
255	8915-01-E31-0583	SQUASH ITALIAN (ZUCCHINI), 1 LB	1	LB	1,214		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,214
256	8915-01-E31-0585	SQUASH LONG, 1 LB	1	LB	71		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	71
257	8915-01-E31-0587	SQUASH SEQUA, 1 LB	1	LB	602		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	602
258	8915-01-E31-0419	SQUASH, ACORN, FRESH, 1/35 lb cs	35	LB	10		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	350
259	8915-01-E31-0421	SQUASH, BUTTERNUT, FRESH, 1/35 lb cs	35	LB	24		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	840
260	8915-01-E31-0586	SQUASH, LONG, FRESH, 1/ 30 lb case	30	LB	7		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	210
261	8915-01-E31-1047	SQUASH, SEQUA, FRESH, 1/30 lb cs	30	LB	3		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	90
262	8915-01-E31-0426	SQUASH, SPAGHETTI, FRESH, 1/35 lb cs	35	LB	10		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	350
263	8915-01-E31-0256	SQUASH, YELLOW, CROOK NECK, FRESH, 1/ 25 lb case	25	LB	408		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	10,200
264	8915-01-E31-0584	SQUASH, ZUCCHINI, ITALIAN, MED, FRESH, 1/25 lb cs	25	LB	506		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	12,650
265	8915-01-E31-0429	STRAWBERRIES, C/SHELL, FRESH, 1/ 8 lb case	8	LB	2,905		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	23,240

Gov't	Government	Government	PKG	UNIT OF	Est. CASES	CASE Delivered Pricing	CASE BASE Distribution	Extended CASE	Extended CASE	CASE Price	Total Evaluated	
Item #	Stock Number	Item Description	SIZE (LB)	ISSUE	Per 18 Months	(DEP) Including Freight	Price (DIP)	Delivered Price (DEP)	Distribution Price (DIP)	(STORES)	CASE Price	LB TOTALS
266	8915-01-E31-0588	STRAWBERRY BASKET, 1 LB/CO	1	LB	2,204		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,204
267	8915-01-E31-0589	TARO ROOT CHINESE, 1 LB	1	LB	162		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	162
268	8915-01-E31-0352	TI-LEAVES, 20 LEAVES PER BUNCH, 1/1 lb cs	1	PG	17,779		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	17,779
269	8915-01-E31-0353	TOFU, FIRM, FRESH, 1/1 lb cs	1	LB	13,051		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	13,051
270	8915-01-E31-0354	TOFU, SOFT, FRESH, 1/1 lb cs	1	LB	27		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	27
271	8915-01-E31-0602	TOMATOES 6X6 CLR #4, 25 LBS CASE	25	LB	2,972		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	74,300
272	8915-01-E31-0603	TOMATOES 6X7 CLR #4, 25 LBS CASE	25	LB	117		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,925
273	8915-01-E31-0607	TOMATOES TEARDROP YELLOW, 5 LBS CASE	5	LB	139		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	695
274	8915-01-E31-0608	TOMATOES V/R (KAMUELA/KAWAMATA), 10 LBS CASE	10	LB	7		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	70
275	8915-01-E31-0680	TOMATOES, 5X6, CLR #4, 1/ 25 lb case	25	LB	1,897		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	47,425
276	8915-01-E31-0679	TOMATOES, 5X6, CLR #4, 1/5 lb cs	5	LB	1,000		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	5,000
277	8915-01-E31-0877	TOMATOES, 5X6, CLR #5, 1/ 25 lb case	25	LB	791		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	19,775
278	8915-01-E31-0684	TOMATOES, CHERRY, RIPE, C/SHELL, FRESH, 1/ 9 lb case	9	LB	114		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,026
279	8915-01-E31-0604	TOMATOES, CHERRY, RIPE, FRESH, 1/ 12 lb case	12	LB	2,333		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	27,996
280	8915-01-E31-0677	TOMATOES, FRESH, 4 PACK TRAY, 1/ 20 lb case	20	LB	342		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	6,840
281	8915-01-E31-0605	TOMATOES, GRAPE, RED, FRESH, 1/10 lb cs	10	LB	75		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	750
282	8915-01-E31-0606	TOMATOES, ROMA, ITALIAN, FRESH, 1/ 25 lb case	25	LB	308		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	7,700
283	8915-01-E31-0610	TURNIP, DAIKON, FRESH, 1/ 25 lb case	25	LB	157		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	3,925
284	8915-01-E31-0611	WATERCRESS, 1 LBS	1	LB	354		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	354
285	8915-01-E31-0355	WATERMELON PER PIECE	1	LB	4,249		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	4,249
286	8915-01-E31-0693	WATERMELON, BOX, FRESH, 1/ 40 lb case	40	LB	2,314		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	92,560
287	8915-01-E31-0695	WATERMELON, SEEDLESS, FRESH, 1/ 60 lb case	60	LB	484		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	29,040
288	8915-01-E31-0696	WATERMELON, THAI, FRESH, 1/30 lb cs	30	LB	37		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	1,110
289	8915-01-E31-2613	APPLES, GREEN, 72-88 CT, FRESH, 40 LB CS AVG, USDA Stamp Required	40	LB	63		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,520
290	8915-01-E31-2614	APPLES, GOLDEN DELICIOUS, FRESH, MIN US FANCY GR, 40 LB CS AVG, USDA Stamp Required	40	LB	81		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	3,240
291	8915-01-E31-2615	APPLES, RED DELICIOUS, 75-80 CT, FRESH, MIN US FANCY GR, 40 LB CS AVG, USDA Stamp Required	40	LB	117		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	4,680
292	8915-01-E31-2616	ORANGES, FRESH, 72 CT, 35 LB CASE AVG, USDA Stamp Required	35	LB	81		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,835
293	8915-01-E31-2618	PEARS, BOSCH, FRESH, 40 LB CASE AVG, USDA Stamp Required	40	LB	54		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	2,160
294	8915-01-E31-2609	CANTALOUPE Chunks 3 LB	3	LB	2,238		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	6,714
295	8915-01-E31-2610	HONEYDEW Chunks 3 LB	3	LB	2,238		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	6,714
296	8915-01-E31-2611	PINEAPPLE Spears 3 LB	3	LB	2,094		\$0.00	\$0.00	\$0.00	\$0.00	\$ -	6,282
		Total Cases			152,651	TOTAL BASE PERIOD EVALUATION (18 Months)		\$0.00	\$0.00	N/A	\$ -	3,250,471

DEP

DIP*

DIP Per Pound

TOTALS

ORDERING_POINT	SHIPTO	CUSTOMER_NAME	CUSTOMER_FACILITY	CUSTOMER_BUILD NG	ADDRESS1	ADDRESS2	CUSTOMER_CITY	CUSTOMER_STATE	CUSTOMER_ZIP	COUNTRY	SERVICE	DELIVERY_INSTRUCTIONS*	Contact Information
169241	169241	HAWAII JOB CORPS CENTER	HAWAII JOB CORPS CENTER		41-467 HIHIMANU ST		WAIMANALO	HI	96795	US	OT	See Zone 1 attachment for delivery instructions	259-6013MR. LESLIE
169241	169244	HAWAII JOB CORPS CENTER	HAWAII JOB CORPS CENTER		41-467 HIHIMANU ST		WAIMANALO	HI	96795	US	OT	See Zone 1 attachment for delivery instructions	259-6013MR. LESLIE
FT6580	FT6021	161 ARW SERVICES OF PHOENIX@HAWAII	154TH AIR NATIONAL GUARD	BLDG 3417	360 HARBOR DR.		HICKAM AFB	HI	968535517	US	AF	See Zone 1 attachment for delivery instructions	448-7510JIM
FT6580	FT6580	154TH AIR NATIONAL GUARD	154TH AIR NATIONAL GUARD	BLDG 3417	360 HARBOR DR.		HICKAM AFB	HI	968535517	US	AF	See Zone 1 attachment for delivery instructions	448-7510JIM
FT9128	FT9128	HICKAM AFB 15 SVS/SVMFA	HALE AINA DINING FACILITY	BLDG 1860	MCCORD & ANDREWS ST		HICKAM AFB	HI	968535246	US	AF	See Zone 1 attachment for delivery instructions	449-1666Efren Valdez
FT9129	FT9129	MOKULELE FLIGHT KITCHEN	HALE AINA DINING FACILITY	BLDG 1860	MCCORD & ANDREWS ST		HICKAM AFB	HI	968535246	US	AF	See Zone 1 attachment for delivery instructions	449-1666Efren Valdez
FT9462	FT9461	HICKAM CDC WEST ANNEX	HICKAM CDC WEST ANNEX	BLDG #1654	KUNTZ AVENUE		HICKAM AFB	HI	968535246	US	AF	See Zone 1 attachment for delivery instructions	
FT9462	FT9460	HARBOR CHILD DEVELOPMENT CENTER	HARBOR CHILD DEVELOPMENT CENTER	BLDG #623	900 HANGAR AVENUE		HICKAM AFB	HI	96854	US	AF	See Zone 1 attachment for delivery instructions	
FT9462	FT9459	MAIN CHILD DEVELOPMENT CENTER	MAIN CHILD DEVELOPMENT CENTER	BLDG #1597	LILIWAI STREET		HICKAM AFB	HI	96854	US	AF	See Zone 1 attachment for delivery instructions	
FT9462	FT9462	HICKAM YOUTH CENTER	HICKAM YOUTH CENTER	BLDG #1335	ALULUA & AKIA PLACE		HICKAM AFB	HI	96854	US	AF	See Zone 1 attachment for delivery instructions	
HI0001	1305EV	NOAA SHIP KA'IMIMOANA	NOAA SHIP KA'IMIMOANA	FORD ISLAND	1897 RANGER LOOP		HONOLULU	HI	96818	US	OT		donald.r.highsmith@noaa.gov
HI0001	139256	NOAA SHIP OSCAR ELTON SETTE	NOAA SHIP OSCAR ELTON SETTE	FORD ISLAND	1897 RANGER LOOP		HONOLULU	HI	96818	US	OT		clem.lutali@noaa.gov
HI0001	Z11403	USCGC MELLON WHEC 717	USCGC MELLON WHEC 717		SAND ISLAND ACCESS RD		HONOLULU	HI	96819	US	CG		
HI0001	Z11701	USCGC BERTHOLF	USCGC BERTHOLF		SAND ISLAND ACCESS ROAD		HONOLULU	HI	96819	US	CG		
HI0001	Z11702	USCGC WAESCHE	USCGC WAESCHE		SAND ISLAND ACCESS RD		HONOLULU	HI	96819	US	CG		
HI0001	HI0001	PORT OF HAWAII	PORT OF HAWAII		SAND ISLAND ACCESS RD		HONOLULU	HI	96819	US	CG		
HI0001	Z15255	USCGC SEQUOIA WLB-215	USCGC SEQUOIA WLB-215		SAND ISLAND ACCESS ROAD		HONOLULU	HI	96819	US	CG		
HI0001	FT6475	242 COMBAT COM SQUAD (TRAINING)	SPOKANE AIR NATIONAL GUARD		298TH REGIMENT	BELLOWS AIR FORCE STATION	WAIMANALO	HI	96795	US	AF		
HI0001	Z11409	USCGC RUSH	USCGC RUSH		SAND ISLAND ACCESS ROAD		HONOLULU	HI	96819	US	CG		
HI0001	Z12204	USCGC ALEX HALEY	USCGC ALEX HALEY		SAND ISLAND ACCESS ROAD		HONOLULU	HI	96819	US	CG		
HI0001	Z15245	USCGC WALNUT	USCGC WALNUT		SAND ISLAND ACCESS ROAD		HONOLULU	HI	96819	US	CG		
HI0001	Z15243	USCGC KUKUI	USCGC KUKUI		SAND ISLAND ACCESS ROAD		HONOLULU	HI	96819	US	CG		
HI0001	FY8722	BOEING FIELD 143 CBCS	BOEING FIELD 143 CBCS		298TH REGIMENT	BELLOWS AIR FORCE STATION	WAIMANALO	HI	96795	US	AF		
HI0001	Z15247	USCGC MAPLE	USCGC MAPLE		SAND ISLAND ACCESS ROAD		HONOLULU	HI	96819	US	CG		
HI0001	13019W	NOAA SHIP OKEANOS EXPLORER	NOAA SHIP OKEANOS EXPLORER	FORD ISLAND	1897 RANGER LOOP		HONOLULU	HI	96818	US	OT		
HI0001	Z14102	USCGC HEALY	USCGC HEALY		SAND ISLAND ACCESS RD		HONOLULU	HI	96819	US	CG		
HI0001	1305EK	NOAA SHIP MCARTHUR II	NOAA SHIP MCARTHUR II		1 ALOHA TOWER DRIVE SUITE 3000	PIER 9	HONOLULU	HI	96813	US	OT		xo.mcarthur@noaa.gov
HI0001	Z11703	USCGC STRATTON	USCGC STRATTON		SAND ISLAND ACCESS RD		HONOLULU	HI	96819	US	CG		
HI0001	Z70098	USCGC EX-RUSH	USCGC EX-RUSH	JOINT BASE PEARL HARBOR-HICKAM	850 TICONDEROGA ST	PIER BRAVO 26	PEARL HARBOR	HI	96860	US	CG		
HI0001	1333AV	NOAA SHIP RONALD H. BROWN	NOAA SHIP RONALD H. BROWN	PEARL HARBOR	1897 RANGER LOOP		HONOLULU	HI	96818	US	OT		
HI0001	Z13364	USCGC AHI (WPB 87364)	USCGC AHI (WPB 87364)		SAND ISLAND ACCESS RD		HONOLULU	HI	96819	US	CG		
HI0001	Z11405	USCGC BOUTWELL	USCGC BOUTWELL		SAND ISLAND ACCESS ROAD		HONOLULU	HI	96819	US	CG		
HI0001	Z11412	USCGC MIDGETT	USCGC MIDGETT		SAND ISLAND ACCESS ROAD		HONOLULU	HI	96819	US	CG		
HI0001	Z11406	USCGC SHERMAN	USCGC SHERMAN		SAND ISLAND ACCESS ROAD		HONOLULU	HI	96819	US	CG		
HI0001	Z11408	USCG MORGENTHAU	USCG MORGENTHAU		SAND ISLAND ACCESS ROAD		HONOLULU	HI	96819	US	CG		
HI0001	Z11410	USCGC MUNRO WHEC 724	USCGC MUNRO WHEC 724		SAND ISLAND ACCESS RD		HONOLULU	HI	96819	US	CG		
HI0001	Z15252	USCGC HICKORY WLB 212	USCGC HICKORY WLB 212		SAND ISLAND ACCESS RD	BERTH ALPHA	HONOLULU	HI	96819	US	CG		
HI0001	Z15246	USCGC SPAR WLB-206	USCGC SPAR WLB-206		SAND ISLAND ACCESS ROAD		HONOLULU	HI	96819	US	CG		
HI0001	Z14501	USCGC POLAR STAR WAGB 10	USCGC POLAR STAR WAGB 10		PIER 9	ALOHA TOWER	HONOLULU	HI	96813	US	CG		
HI0001	139257	NOAA SHIP HI'IALAKAI	NOAA SHIP HI'IALAKAI		1897 RANGER LOOP		HONOLULU	HI	96818	US	OT		allen.gary@noaa.gov
HIMART	NEXMAL	NEXMALL PACKAGE STORE	NEXMALL PACKAGE STORE		4725 BOUNGINVILLE DR	BLDG 631	HONOLULU	HI	96818	US	OT		
HIMART	HXRPD	FT SHAFTER PX-MARKET	FT SHAFTER PX-MARKET		BLDG 550		FT SHAFTER	HI	96858	US	OT		
HIMART	NEXMM1	NEXMALL MINI MART	NEXMALL MINI MART		4725 BOUNGINVILLE DR	BLDG 631	HONOLULU	HI	96818	US	OT		
HIMART	NFIMM1	FORD ISLAND MINI MART	FORD ISLAND MINI MART		BLDG 75		FORD ISLAND	HI	96860	US	OT		Ford Island Mini Ma 423-3219
HIMART	NHOLMM	HOLOMOKU MINI MART	HOLOMOKU MINI MART		NAVAL SUBMARINE BASE		PEARL HARBOR	HI	96860	US	OT		421-3407
HIMART	NHTMM1	HALSEY TERRACE MINI MART	HALSEY TERRACE MINI MART		BLDG 6890	NIMITZ HWY	HONOLULU	HI	96818	US	OT		
HIMART	NIPMM1	IROQUOIS POINT MINI MART	IROQUOIS POINT MINI MART		BLDG 6882		EWA BEACH	HI	96706	US	OT		499-1355
HIMART	NKUNMM	KUNIA MINI MART	KUNIA MINI MART		BLDG 9 WAREHOUSE TUNNEL		SCHOFIELD BARRACKS	HI	96857	US	OT		622-5815
HIMART	NMAKMM	MAKALAPA MINI MART	MAKALAPA MINI MART		BLDG 360 LUAPALE RD		PEARL HARBOR	HI	96860	US	OT		
HIMART	NNSMM1	PEARL HARBOR FLEET STORE (NAVSTA)	PEARL HARBOR FLEET STORE (NAVSTA)		BLDG 1786	810 WILLIAMEITE ST	PEARL HARBOR	HI	96860	US	OT		
HIMART	NPCMM1	PEARL CITY MINI MART	PEARL CITY MINI MART		BLDG 794		PEARL CITY	HI	96860	US	OT		
HIMART	NTGMM1	TOUCH N' GO MINI MART	TOUCH N' GO MINI MART		NAVAL AIR STATION	BARBER'S POINT	KAPOLEI	HI	86862	US	OT		456-4911
HIMART	NWAHMM	WAHIAWA MINI MART	WAHIAWA MINI MART		NCTAMS BLDG 4		WAHIAWA	HI	96786	US	OT		682-3074
HIMART	HZ013A	HALE KOA HOTEL - KITCHEN	HALE KOA HOTEL - KITCHEN		2055 KALIA ROAD		HONOLULU	HI	96815	US	OT		622-0424
HIMART	HZ013B	HALE KOA HOTEL - PANTRY	HALE KOA HOTEL - PANTRY		2055 KALIA ROAD		HONOLULU	HI	96815	US	OT		
HIMART	HZ013C	HALE KOA HOTEL - EMP/OHANA CAFE	HALE KOA HOTEL - EMP/OHANA CAFE		2055 KALIA ROAD		HONOLULU	HI	96815	US	OT		
HIMART	HZ013D	HALE KOA HOTEL - BIBAS	HALE KOA HOTEL - BIBAS		2055 KALIA ROAD		HONOLULU	HI	96815	US	OT		
HIMART	HZ013E	HALE KOA HOTEL - ROOM	HALE KOA HOTEL - ROOM		2055 KALIA ROAD		HONOLULU	HI	96815	US	OT		
HIMART	HZ013F	HALE KOA HOTEL - BAKE SHOP	HALE KOA HOTEL - BAKE SHOP		2055 KALIA ROAD		HONOLULU	HI	96815	US	OT		
HIMART	HZ013G	HALE KOA HOTEL - BEVERAGE/WARRIORS	HALE KOA HOTEL - BEVERAGE/WARRIORS		2055 KALIA ROAD		HONOLULU	HI	96815	US	OT		
HIMART	HZ013H	HALE KOA HOTEL - HAPPY'S	HALE KOA HOTEL - HAPPY'S		2055 KALIA ROAD		HONOLULU	HI	96815	US	OT		
M00318	MEF310	3RD MARINE EXPEDITIONARY FORCE HI	ANDERSON HALL - KANEOHE BAY	ANDERSON HALL	BLGD 1089, SELDON STREET	MARINE CORPS BASE HAWAII	KANEOHE BAY	HI	96863	US	MC		
M00318	M14717	MARINE CORPS RESERVES	4TH FORCE RECON CO (-) 4TH MAR DIV	BUILDING 1181	SUMNER ROAD	MARINE CORPS BASE HAWAII	KANEOHE BAY	HI	96863	US	MC		
M00318	M28353	MARINE CORPS RESERVES	4TH FORCE RECON CO (-) 4TH MAR DIV	BUILDING 1181	MARINE CORPS BASE HAWAII	BOX 63040	KANEOHE BAY	HI	96863	US	MC		
M00318	M26381	MARINE CORPS RESERVES	4TH FORCE RECON CO (-) 4TH MAR DIV	BUILDING 1181	MARINE CORPS BASE HAWAII	BOX 6340	KANEOHE BAY	HI	96863	US	MC		
M00318	M00312	MARINE CORPS BASE HAWAII	ANDERSON HALL	BLDG 1089	SELDON STREET	MARINE CORPS BASE HAWAII	KANEOHE BAY	HI	968633063	US	MC	See Zone 1 attachment for delivery instructions	257-1005MARC
M00318	M14070	MARINE CORPS RESERVES	2ND-3RD PLT FOX CO AT BN	BUILDING 1181	MARINE CORPS BASE HAWAII	BOX 6340	KANEOHE BAY	HI	96863	US	MC		
M00318	M00318	MARINE CORPS BASE HAWAII	MARINE CORPS BASE HAWAII	1089	MARINE CORPS BASE		KANEOHE BAY	HI	968630000	US	MC		
N43456	N43456	NSGA KUNIA GALLEY, HI	NSGA KUNIA GALLEY, HI	BLDG #9	FOOD SERVICE OFFICER	REBECCA O. GONZALES	SCHOFIELD BKS.	HI	968575700	US	NV		
N62813	N62813	NAVAL STATION GALLEY, HI	NAVAL STATION GALLEY, HI	BLDG. 655	850 TICONDEROGA ST. STE.100		PEARL HARBOR	HI	968690000	US	NV	See Zone 1 attachment for delivery instructions	473-5940LEONARDO
N62813	R20825	USS JACKSONVILLE	USS JACKSONVILLE	FISC PEARL HARBOR	1942 GAFFNEY STREET		PEARL HARBOR	HI	96860	US	NV		
N62813	V42270	MOBILE DIVING AND SALVAGE UNIT ONE	MOBILE DIVING AND SALVAGE UNIT ONE	BLDG 17	BISHOP POINT		PEARL HARBOR	HI	96860	US	NV		
N68297	N68297	NAVAL MAGAZINE LUALUALEI, HI	NAVAL MAGAZINE	BLDG 603	600 BARRACKS ROAD		WEST LOCH	HI	96706	US	NV		
WX3JN9	WX3JN9	TRIPLER ARMY MEDICAL CENTER	TRIPLER ARMY MEDICAL CENTER	LOADING DOCK AT 8-WING	1 JARRETT WHITE ROAD		TRIPLER AMC	HI	968590000	US	MC	See Zone 1 attachment for delivery instructions	433-5001GARAY
WX3JP3	000103	HQ CO DINING FACILITY	29TH ENGINEER PN DFAC	BLDG 503B	PIERCE STREET		FORT SHAFTER	HI	96858	US	AR	See Zone 1 attachment for delivery instructions	Michele Villafania655-1672
WX3JP3	000108	2ND BRIGADE DINING FACILITY	2ND BRIGADE DINING FACILITY	BLDG 2085	ALESHIRE AVENUE		SCHOFIELD BARRACKS	HI	96857	US	AR	See Zone 1 attachment for delivery instructions	Michele Villafania655-1672
WX3JP3	000106	E QUAD DINING FACILITY	E QUAD DINING FACILITY	BLDG 550	FOOTE AVE.		SCHOFIELD BARRACKS	HI	96857	US	AR	See Zone 1 attachment for delivery instructions	Michele Villafania655-1672
WX3JP3	000107	F QUAD DINING FACILITY	F QUAD DINING FACILITY	BLDG 650	FOOTE AVE.		SCHOFIELD BARRACKS	HI	96857	US	AR	See Zone 1 attachment for delivery instructions	Michele Villafania655-1672
WX3JP3	000109	J QUAD DINING FACILITY	J QUAD DINING FACILITY	BLDG 855	CAPRON AVE.		SCHOFIELD BARRACKS	HI	96857	US	AR	See Zone 1 attachment for delivery instructions	Michele Villafania655-1672
WX3JP3	000111	3RD BDE (BSTB)	3RD BDE (BSTB)	BLDG 1492	TRIMBLE RD.		SCHOFIELD BARRACKS	HI	96857	US	AR	See Zone 1 attachment for delivery instructions	Michele Villafania655-1672
WX3JP3	WX3JP3	TISA SCHOFIELD BARRACKS, HI	TROOP ISSUE SUBSISTENCE ACTIVITY	BLDG #2071	LYMAN RD		SCHOFIELD BARRACKS	HI	96857	US	AR	See Zone 1 attachment for delivery instructions	Michele Villafania655-1672
WX3JP3	000114	K QUAD DINING FACILITY, 45TH CSG	K QUAD DINING FACILITY, 45TH CSG	BLDG 780	SMITH AVE.		SCHOFIELD BARRACKS	HI	96857	US	AR	See Zone 1 attachment for delivery instructions	Michele Villafania655-1672
WX3JP3	000312	548TH TRANS DET (LSV-7)	548TH TRANS DET (LSV-7)	648	BISHOP POINT		PEARL HARBOR	HI	96860	US	AR	ACCESS THRU HICKAM AFB, VICKERS AVE/	Michele Villafania655-1672
WX3JP3	W90GMR	545TH HARBOR MASTER	605TH LSV-2		BUILDING 648 BISHOP POINT		PEARL HARBOR	HI	96860	US	AR	See Zone 1 attachment for delivery instructions	Michele Villafania655-1672
WX3JP3	W90GMF	545TH HARBOR MASTER	163RD LSV-5		BUILDING 648 BISHOP POINT		PEARL HARBOR	HI	96860	US	AR		Michele Villafania655-1672

WX3JP3	000105	C QUAD DINING FACILITY	C QUAD DINING FACILITY	BLDG 357	FOOTE AVE.		SCHOFIELD BARRACKS	HI	96857	US	AR	See Zone 1 attachment for delivery instructions	Michele Villafania	655-1672	michele.villafania@us.army.mil
WX3JP3	000104	NCO ACADEMY	NCO ACADEMY	BLDG 6056	SANTOS DUMONT AVE.		EAST RANGE	HI	96857	US	AR	See Zone 1 attachment for delivery instructions	Michele Villafania	655-1672	michele.villafania@us.army.mil
WX3JP3	000102	125TH SIG BN DINING FACILITY	125TH SIG BN DINING FACILITY	BLDG 300	HELEMANO		HELEMANO	HI	96857	US	AR	See Zone 1 attachment for delivery instructions	Michele Villafania	655-1672	michele.villafania@us.army.mil
WX3JP3	000101	HHC AVN BDE DINING FACILITY	HHC AVN BDE DINING FACILITY	BLDG 102	SANTOS DUMONT ST.		WHEELER AR AIRFIELD	HI	96786	US	AR	See Zone 1 attachment for delivery instructions	Michele Villafania	655-1672	michele.villafania@us.army.mil
WX3JP3	000401	TRIPLER NUTRITIONAL CARE DIV	TRIPLER NUTRITIONAL CARE DIV	1	JARETT RD.	B WING GROUND FLOOR	TRIPLER AMC	HI	96859	US	AR		Michele Villafania	655-1672	michele.villafania@us.army.mil
WX3JP3	000116	USAV LTG WILLIAM B. BUNKER (LSV-4)	163RD TRANS DET LSV-4		PIER H4 - PEARL HARBOR		PEARL HARBOR	HI	96860	US	AR	See Zone 1 attachment for delivery instructions	Michele Villafania	655-1672	michele.villafania@us.army.mil
WX3JP3	000115	605TH TRANS DET (LSV-2)	605TH TRANS DET (LSV-2)	648	BISHOP POINT	PIER A6	PEARL HARBOR	HI	96860	US	AR	ACCESS THRU HICKAM AFB, VICKERS AVE/ See Zone 1 attachment for delivery instructions	Michele Villafania	655-1672	michele.villafania@us.army.mil
WX3JP3	W91618	USS SPEARHEAD (TSV)	545TH HARBOR MASTER		PIER F 13		FORD ISLAND	HI	96860	US	AR	See Zone 1 attachment for delivery instructions	Michele Villafania	655-1672	michele.villafania@us.army.mil
WX3JP3	000110	A QUAD DINING HALL, 556 PSB	A QUAD DINING HALL, 556 PSB	BLDG 133	FOOTE AVE		SCHOFIELD BARRACKS	HI	96857	US	AR	See Zone 1 attachment for delivery instructions	Michele Villafania	655-1672	michele.villafania@us.army.mil
YX400A	006782	LAULIMA CDC	LAULIMA CDC		6782 MCLENNAN DR		KANEOHE BAY	HI	96863	US	MC	See Zone 1 attachment for delivery instructions			
YX400A	000579	OLINA CDC	OLINA CDC		579 REED RD		KANEOHE BAY	HI	96863	US	MC	See Zone 1 attachment for delivery instructions	257-8354	DANIELLE	floresdk@usmc-mccs.org
YX400A	006111	KUPULAU CDC	KUPULAU CDC		6111 CUSHMAN AVE		KANEOHE BAY	HI	96863	US	MC	See Zone 1 attachment for delivery instructions	257-1388	TERRY	kahanutk@usmc-mccs.org
YX400A	YX400A	MCBH CDCS	MCBH CDCS		MARINE CORPS BASE		KANEOHE BAY	HI	968630000	US	AR				
Z20255	Z20255	USCG AIR STATION, HI	USCG AIR STATION BARBERS POINT	BLDG # 1742	1 CORAL SEA ROAD	BRANDIE HERRING	KAPOLEI	HI	96707	US	CG	See Zone 1 attachment for delivery instructions			
Z47810	Z47810	USCG BSU HONOLULU	USCG BSU HONOLULU	BASE GALLEY	SAND ISLAND ACCESS RD		HONOLULU	HI	96819	US	CG	See Zone 1 attachment for delivery instructions			

The contractor is responsible for keeping the delivery instructions updated to meet customer needs.

*Zone 1 attachment is behind this spreadsheet.

DELIVERIES WILL BE MADE TO:

ZONE (1) - HAWAII Land Customers

ARMY CUSTOMERS

SCHOFIELD BARRACKS

QUAD A, Bldg. 133, Foote Ave. (000110)
QUAD C, Bldg. 357, Foote Ave. (000105)
QUAD E, Bldg. 550, Foote Ave. (000106)
QUAD F, Bldg. 650, Foote Ave. (000107)
QUAD J, Bldg. 855, Capron Ave. (000109)
QUAD K, Bldg. 780, Smith Ave. (000114)
2ND Brigade, Bldg. 2085, Foote Ave. (000108)
125TH Signal BN Dining Facility, Bldg. 300, Helemano, HI. (000102)
65th Engr BN, Bldg. 1492, Trimble Rd. (000111)
TISA, Bldg. 2071, Lyman Rd. (WX3JP3)
NCO Academy, Bldg. 6056, East Range Wahiawa. (000104)
Wheeler Army Air Field HHC Ave. BDE, Bldg. 102, Santos Dumont St. (000101)
Fort Shafter HQ CO, Bldg. 503B, Pierce St. (000103)
0544 TC CO Heavy Boat Pier 1 & 9 Ford Island (W91618)
605TH Trans Det, Pier A-5 Bishop Pt. (000115)
163RD Trans Det 9. Pier A-5 Bishop Pt. (000116)
548TH Trans Det (LSV-7) Bldg. 648 Bishop Pt. (000312)
(**DELIVERY DAYS:** Monday, Wednesday and Friday **TIME:** 0800-1000)

TRIPLER ARMY MEDICAL CENTER (WX3JN9)

Loading Dock at B-Wing
1 Jarrett White Road
(**DELIVERY DAYS:** Monday, Thursday and Friday **TIME:** 0600-1100)

AIR FORCE CUSTOMERS

Joint Base Pearl Harbor - Hickam

Hale Aina Dining Facility (FT9128)
Bldg. 1860
McCord & Andrews Sts.
(**DELIVERY DAYS:** Monday, Thursday and Saturday **TIME:** 0500-0800)
Mokulele Flight Kitchen (FT9129)
Bldg. 2037 (Next To AMC Terminal)
(**DELIVERY DAYS:** Monday, Wednesday, Friday and Saturday **TIME:** 0600-0900)

154TH Hawaii Air National Guard (FT6580)
360 Harbor Drive, Bldg. 3417
(**DELIVERY DAYS:** Thursday **TIME:** 0800)

CHILD DEVELOPMENT AND YOUTH CENTERS

Main Child Development Center (FT9459)
Liliwai Street, Bldg. 1597
(**DELIVERY DAYS:** Monday and Wednesday **TIME:** Before 0800)

MWR/CYP Harbor Child Development Center (FT9460)
915 North Road, Bldg. 623
(**DELIVERY DAYS:** Monday **TIME:** Before 08:00)

Solicitation SPE302-16-R-S001 Delivery List

Hickam CDC West Annex **(FT9461)**
170 Kuntz Avenue, Bldg. 1654
(DELIVERY DAYS: Monday and Tuesday **TIME:** Before 0830)
Hickam Youth Center **(FT9462)**
70 Alulua Way, Bldg. 1335
(DELIVERY DAYS: Monday and Wednesday **TIME:** Before 0900)

NAVY LAND CUSTOMERS

Naval Station Galley **(N62813)**
850 Ticonderoga St., Bldg. 655
JBPHH, HI 96860
(DELIVERY DAYS: Wednesday **TIME:** 0530-0700)

MARINE CUSTOMERS

Marine Corps Base Hawaii **(M00312)**
Anderson Hall, Building 1089
Kaneohe Bay, HI
(DELIVERY DAYS: Monday, Tuesday, Wednesday, Friday and Saturday **TIME:** 0600-0900)

CHILD DEVELOPMENT CENTERS

Olina Child Development Center **(000579)**
579 Reed Street
Kaneohe Bay, HI
(DELIVERY DAYS: Monday **TIME:** 0800-1000)

Kupulau Child Development Center **(006111)**
6111 Cushman Avenue
Kaneohe Bay, HI
(DELIVERY DAYS: Tuesday and Friday **TIME:** 0600)

Laulima Child Development Center **(006782)**
6782 McLennan Drive
Kaneohe Bay, HI
(DELIVERY DAYS: Tuesday and Friday **TIME:** 0800-1000)

COAST GUARD LAND CUSTOMERS

USCG BSU Honolulu **(Z47810)**
Base Galley
Sand Island Access Road
Honolulu, HI 96819
DELIVERY DAYS: Monday thru Friday **TIME:** 0600-1300)

USCG Air Station Barbers Point **(Z20255)**
Building 1742
1 Coral Sea Road
Kapolei, HI 96707
(DELIVERY DAYS: Tuesday and Thursday **TIME:** 0800)

HAWA II JOB CORPS CENTER (169241)

41-467 Hihimanu Street
Waimanalo, HI 96795
(DELIVERY DAYS: Monday, Tuesday, Thursday and Friday **TIME:** 0745-1115)

REQUEST FOR NEW ITEMS

Requested by: (Activity Name): _____

Contract # _____

DSCP Stock # NSN (if available): _____

Vendor Part/Item # _____

Complete Item Description: _____

Manufacture/Brand Name (if available): _____

Cost: _____ **Per Case** **Dist. Fee** _____ **Total Cost** _____ **Per Package**

Vendor's Unit of Issue: _____ **= DLA's Unit of Measure** _____

Package Size: _____

Case Weight: _____

Pack: _____ **Bulk** _____ **Individually Wrapped Portions**

Item: _____ **Fresh** _____ **Chilled** _____ **Other**

Estimated Monthly Usage: _____ **Cases per month**

Will cataloging this new item result in reducing the usage of an item already in the catalog? _____ **Yes** _____ **No**

If yes, what is the stock number and description of the item for which usage will

be reduced? _____

Comments:

Note: Provide a copy of this request to your DLA Contracting Officer's Representative (COR) to expedite stockage of the items desired.

UPDATED: Sept 29, 2009

EDI Implementation Guidelines for Subsistence Prime Vendor (STORES) April 9, 2010**PART A**

SECTION 1.0 GENERAL INFORMATION
1.1 CONTACTS.....
1.2 EDI - For DSCP SUBSISTENCE
1.3 TRANSACTION SETS.....
1.4 SOFTWARE
1.5 NETWORKS
SECTION 2.0 TRADING PARTNER TESTS
2.1 GENERAL TESTING PROCEDURES.....
2.2 TESTING INDIVIDUAL TRANSACTION SETS
SECTION 3.0 PRODUCTION PROCEDURES
3.1 OUTGOING TRANSMISSION SCHEDULE
3.2 PROBLEM RECOVERY DURING PRODUCTION

Section 1.0 General Information***1.1 Contacts***

Contact For	Name	Phone Number
DSCP System (STORES)	Jeff Nienstedt	(215) 737-3860
EDI 810 (Invoice) Testing	Karen Conroy Hegarty	(215) 737-7550
EDI 832 (Catalog) Testing	Bob Thistle	(215) 737-7558
EDI 850 (Purchase Order Testing	Charles Benn	(215) 737-7318
Prime Vendor Coordination	Gina Vasquez	(215) 737-2951
STORES Technical Support	STORES Help Desk	(888) 755-4756
DAASC Technical Support	DAASC EDI Help Desk	(513) 296-3333

1.2 Electronic Data Interchange (EDI) – For DSCP Subsistence

Subsistence uses EDI to communicate with their Trading Partners (Vendors). The EDI process starts with the 832 (catalog) being received by DSCP from the vendor. In this process, vendors provide initial and updated catalog item and price data via EDI. These updates are sent on a weekly basis for those items that have changed since the previous catalog submission. This data is transmitted to the Defense Personnel Support Center (DSCP) through a mailbox at DAASC and not directly to the customer. Entire catalogs that support a particular site in a region (including any updates) are then made available to the customer through the Subsistence Total Ordering and Receipting Electronic System (STORES) website on Sunday of each week.

After the catalogs are received, the next step in the process is ordering from these catalogs. Orders are generated on a regular basis by the customer keying the order directly into STORES web or by uploading the order to STORES from one of the service systems. This order is then translated into an 850 (purchase order) and sent to DAASC. DAASC processes the file and places it in a vendor's mailbox

where the orders are held awaiting pick-up by the vendor. When the network delivery to the vendor is complete, optimal use of the data by the vendor will be achieved when the vendor converts the purchase order data from the standard transmission format into their own internal format. Vendor processing can then occur without having to key the purchase order data. Vendors should keep in mind that there are times when a customer could place more than one order in the same day.

Once the vendor receives the order from a customer the order is processed and shipped to the customer's delivery location. These locations are determined by the customer and can be a dining facility, warehouse, depot, hospital, ship, child care center, or other facility. Please note: Vendors should only deliver items that are on the order and should not substitute any similar items.

After the vendor has delivered the product, the customer must verify shipment quantities and make any adjustments to the receipt in STORES. Once these changes have been made, the customer then processes the receipt in STORES and generates an electronic validation of the receipt at DSCP. This receipt is then matched to the vendor 810 (invoice) and all matching lines are paid. Any discrepancies between receipt and invoice must be researched before payment is made.

1.3 Transaction Sets

The EDI transaction sets listed below are described in detail in later sections of this guideline. Vendors must be able to support the 832 Catalog and 850 Purchase Order.

810 – Invoice (Attachment 1)
832 – Catalog (Attachment 2)
850 – Purchase Order (Attachment 3)

1.4 Software

All DSCP customers are currently using STORES Web and therefore are using the same EDI software and network to transmit orders. However, the vendor may select any software that supports the transaction sets currently traded and any sets that may be traded in the future.

1.5 Networks

Networks are used as a clearinghouse for all transmissions. Sending and receiving parties may work independently of each other by letting the network handle problems such as storage, communication incompatibilities, scheduling and retransmission.

DSCP pays the network charges for delivery of the customer's documents to the network. The vendor will pay the charges for delivery of the customer's documents from the network to the vendor's system. Vendors may access the network by various means.

Section 2.0 Trading Partner Tests

2.1 General Testing Procedures

DSCP points of contact for testing each transaction set are listed at the beginning of this document. Vendors should test all EDI transactions before they are placed in production. Vendors should be

prepared to contact POCs for each transaction and provide verbal notification about the success and failure of each transmission.

2.2 Testing Individual Transaction Sets

832 Catalog - During the Sample Test Phase catalog files will be sent from the vendor to DSCP to test catalog transmission. These files should include items that sufficiently test all aspects of catalog submissions/changes (price changes, item additions and deletions, and entire catalog transmissions).

850 Purchase Order – Once a catalog has been tested, purchase orders will be sent to vendors to ensure capability of receiving the customer's orders.

Section 3.0 Production Procedures

3.1 Transmission Schedules

Vendors are expected to send in 832 (catalogs) to DSCP by Thursday of each week at 1 PM Eastern time in order that they may be reviewed prior to update of the weekly catalogs. Not meeting this time can result in additional catalog pricing errors and erroneous payments. As mentioned earlier, outbound 850 purchase orders can be generated anytime during the day. Therefore, vendors should be prepared to retrieve order data throughout the day.

3.2 Problem Recovery During Production

During test mode, transmission problems are generally not recovered. After moving into production mode, delays, omissions, duplicates or any other type of error have to be addressed promptly. In the unlikely event that a delay lasts three days or longer, the DSCP customer will contact the vendor concerning the need to transmit hardcopy orders.

If the Interchange Control Number (ISA13 element) is received more than once, the vendor should not process the duplicate transmission. Although the DSCP standard software has the constraints to prevent sending out duplicate purchase orders, the vendor may still need to consider making a software check for purchase order numbers that may be inadvertently sent more than once.

It is DSCP's intent to successfully deliver data to the network for each vendor on each scheduled day. If the customer is unable to accomplish this by the agreed upon time, the customer will attempt to complete the delivery by no later than the next scheduled transmission. If the customer is reasonably confident of resolving the problem within that 24 hour period, there is no need to contact the receiving party.

If communications with the network fail due to a problem which is not corrected by the next scheduled transmission, the party experiencing the problem should evaluate the situation as soon as possible and discuss it with the other party. If a hardware or software problem appears to be of a magnitude to extend for more than three scheduled transmissions, an alternative means of communication may need to be chosen. Such situations will have to be evaluated on an individual basis to determine the proper corrective action. If it is necessary to start conventional communications again, both parties should reestablish EDI as soon as possible for all subsequent messages.

The DSCP STORES Help Desk or DSCP Account Manager should be promptly contacted with operational concerns related to purchase order and catalog transactions.

810 INVOICE VERSION 3050 FUNCTION GROUP=IN

This Draft Standard for Trial Use contains the format and establishes the data contents of the Invoice. Transaction Set (810) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to provide for customary and established business and industry practice relative to the billing for goods and services provided.

Prime Vendor(s) NOTE: Certain data segments will require data transmitted as it appears on the Purchase Order. Reference page 1A.

<u>TABLE 1</u>			
<u>POS NO</u>	<u>SEG ID</u>	<u>DESCRIPTION</u>	<u>REQ</u>
010	ST	Transaction Set Header	M
020	BIG	Beginning Segment for Invoice	M
<u>Loop I.D. – N1</u>			
070	N1	Name	O (M for DSCP)
110	REF	Reference Number	O (M for DSCP)
130	ITD	Terms of Sale	O
140	DTM	Date/Time Reference	O (M for DSCP)
<u>TABLE 2</u>			
010	IT1	<u>Loop I.D. – IT1</u> Baseline Item Data (Invoice)	O (M for DSCP)
<u>TABLE 3</u>			
010	TDS	Total Monetary Value Summary	M
<u>Loop I.D. - SAC</u>			
040	SAC	Service, Charge Information	O
<u>Loop I.D. – ISS</u>			
070	CTT	Transaction Totals	O (M for DSCP)
080	SE	Transaction Set Trailer	M

The following information applies to **PRIME VENDORS** only!!

Baseline Item Data (IT1):

1. Contract Line Item Number (CLIN): The very **“FIRST CLIN”** as it appears on the Purchase Order, **“MUST”** be transmitted in the IT101. Data is required in all IT1 segments.

a. If the **“FIRST CLIN”** was **“NOT”** delivered, the CLIN must still be transmitted in the IT101; and ZERO fill the quantity and price field(s).

b. This is Optional. If additional CLIN(s) on the same Purchase Order have not been delivered, data **“MAY”** be transmitted, but is not required.

2. Contract lines CLIN(s) must be transmitted in line sequence as shown on

each Purchase Order.

3. Separate Transaction Headers (ST segments) are required for each Purchase Order invoiced.

4. Any “new” CLINS/line items, (substitutions & adds) must appear as the last line on the invoice. Adds “MUST” start with CLIN number 9999AA, 9999AB. As Call date’s change, 9999AA may be recycled. SEE EXAMPLES...

a) SP030098D1234 063A = CLIN # 9999AA
063A = CLIN # 9999AB
063A = CLIN # 9999AC

b) SP030098D1234 064T = CLIN # 9999AA
064T = CLIN # 9999AB
064T = CLIN # 9999AC

SEG ID ST Transaction Set Header

POS NO010

REQ DES Mandatory

MAX USE 1

PURPOSE Indicates the start of transaction set and to assign a control number

DATA ELEMENT SUMMARY					
REF	ELE ID	DESCRIPTION	REQ	TYPE	LENGTH
ST01	143	Transaction Set Identifier Code Code uniquely identifying a Transaction set. 810 X12.2 Invoice	M/Z	ID	3/3
ST02	329	Transaction Set Control Number Identifying control number that must be unique within the Transaction set functional group assigned by the originator For a transaction set	M	AN	4/9
NOTE:					
The transaction set identifier (ST01) used by the translation routine of interchange partners to select the appropriate transaction set definition. (e.g. 810 selects the invoice transaction set)					

EXAMPLE

ST*810*000004110

SEG ID BIG Beginning Segment for Invoice

POS No020

REQ DES Mandatory

MAX USE 1

PURPOSE Indicates the beginning of an invoice transaction set and to

Transmit identifying numbers and dates

DATA ELEMENT SUMMARY

REF	ELE ID	DESCRIPTION	REQ	TYPE	LENGTH
BIG01	373	Invoice Date (YYMMDD) * Date of the invoice	M/Z	DT	6/6
BIG02	76	Invoice Number Identifying number assigned by issuer	M	AN	1/8
BIG04	324	Contract Number (PIIN) SP030098D1234 0 = numeric zero	M	AN	13/13
BIG05	328	Release Number/Call (e.g. 063A)	M	AN	4/4
BIG07	640	Transaction Type Code DI= Debit Invoice	M	ID	2/2
BIG08	353	Transaction Set Purpose Code ZZ = Mutually Defined	M	ID	2/2
NOTE:					
BIG04 - Do not transmit dashes or slashes					
BIG08 – Applied to Invoices for “PRIME VENDORS ONLY”					
** Non-Prime Vendors do not use BIG08					

EXAMPLE

P.V. transmits	BIG*980303*DSCP1111**SP030098D1234*063A**DI*ZZ
Non P.V.	BIG*980303*DSCP1111**SP030098D1234*063A**DI

Loop Repeat 200

SEG ID N1 Loop ID

POS NO070

REQ DES Optional (Mandatory for DSCP)

MAX USE 1

PURPOSE Identify a party by type of organization, name and code

DATA ELEMENT SUMMARY					
REF	ELE ID	DESCRIPTION	REQ	TYPE	LENGTH
N101	98	Entity Identifier Code ST = Ship To	M	ID	2/2
N102	93	Name (e.g. FT Sam Houston TX)	X	AN	1/35
N103	66	Identification Code Qualifier 10 = Dept of Defense Activity Address Code (DoDAAC)	X	ID	2/2
N104	67	Identification Code/DoDAAC (e.g. FT9068)	X	AN	6/6

EXAMPLE	
N1*ST*FT SAM HOUSTON TX*10*FT9068	

SEG ID REF Reference Number

POS NO110

REQ DES Optional (Mandatory for DSCP)

MAX USE 12

PURPOSE Specify identifying numbers (DSCP-Purchase Order Number)

DATA ELEMENT SUMMARY					
REF	ELE ID	DESCRIPTION	REQ	TYPE	LENGTH
REF01	128	Reference I.D. Qualifier RQ = Purchase Requisition Number	M	ID	2/2
REF02	127	Reference I.D. / Purchase Order No. (e.g. FT906880631234)	X	AN	14/14

EXAMPLE	
REF*RQ*FT906880631234	

SEG ID ITD Terms of Sale

POS NO130

REQ DES Optional ** See Note Below
MAX USE >1

PURPOSE To specify terms of sale

DATA ELEMENT SUMMARY					
REF	ELE ID	DESCRIPTION	REG	TYPE	LENGTH
ITD01	336	Terms Type Code 16 = Prompt Payment Act	O	ID	2/2
ITD03	338	Terms Discount Percent Terms discount percentage, expressed as A percent, available to the purchaser if an Invoice is paid on or before the terms days due (e.g. 2% = 00.020)	O	R3	1/6
ITD04	370	Terms Discount Due Date (YYMMDD)	O	DT	6/6
ITD05	351	Terms Discount Days Due Number of days in the terms discount period By which payment is due if terms discount is earned (e.g. 15 = 015)	X	N	3/3
NOTE: Use only "IF" Contract Terms are better than current Contract Terms and Conditions in DSCP Contracts					

EXAMPLE

ITD*16**00.020*980310*015
Decimal uses one position in Length. Zero fill ITD03 and ITD05

SEG ID DTM Date/Time Reference
POS NO140
REQ DES Optional (Mandatory for DSCP)
MAX USE 10

PURPOSE To specify pertinent dates and times

DATA ELEMENT SUMMARY					
REF	ELE ID	DESCRIPTION	REQ	TYPE	LENGTH
DTM01	374	Date/Time Qualifier 011 = Shipped	M	ID	3/3
DTM02	373	Date (YYMMDD)	X	DT	6/6

EXAMPLE

DTM*011*980301

PRIME VENDORS ONLY!!!

Loop Repeat 200000

SEG ID IT1 Baseline Item Data (Invoice)
POS NO010
REQ DES Optional (Mandatory for DSCP)**See Note Below
MAX USE 1

PURPOSE Specify the basic and most frequently used line item data
 (CLIN level) for the invoice and related transactions

DATA ELEMENT SUMMARY					
REF	ELE ID	DESCRIPTION	REQ	TYPE	LENGTH
IT101	350	Assigned Identification Contract Line Item Number (CLIN) **(e.g. 0001)	O/Z	AN	4/6
IT102	358	Quantity Invoiced (e.g. 10 = 000000010)	X	N	1/9
IT103	355	Unit or Basic Measurement	X	ID	2/2
IT104	212	Price-extended CLIN \$\$ Amt *decimal uses one position length (e.g. 25.50 = 0000025.50)	X	R2	1/10
IT106	235	Product/Service . Qualifier FS = National Stock Number	X	ID	2/2
IT107	234	Product/Service I.D. NSN (e.g. 891500E210123)	X	AN	13/13
IT108	235	Product/Service I.D. Qualifier ZZ = Mutually Defined	X	ID	2/2
IT109	234	Product/Service I.D. PV = Prime Vendor	X	AN	2/2
NOTE: PRIME VENDORS ONLY::: Data required in all segments.					

EXAMPLE

IT1*0001 *10*CA**0000025.50**FS*891500E210123*ZZ*PV
Refer to page 1A "IF" CLIN was NOT shipped- (e.g. **zero fill** quantity and price field)

NON-PRIME VENDORS ONLY!!!

Loop Repeat 200000

SEG ID IT1 Baseline Item Data (Invoice)

POS NO010

REQ DES Optional (Mandatory for DSCP) **See Note Below

MAX USE 1

PURPOSE Specify the basic and most frequently used line item data
(CLIN level) for the invoice and related transactions

DATA ELEMENT SUMMARY					
REF	ELE ID	DESCRIPTION	REQ	TYPE	LENGTH
IT101	350	Assigned Identification Contract Line Item Number (CLIN) (e.g. 0001)	O/Z	AN	4/6
IT102	358	Quantity Invoiced (e.g. 10 = 000000010)	X	N	1/9
IT103	355	Unit or Basic Measurement	X	ID	2/2
IT104	212	Unit Price Amount *decimal uses one position length (e.g. 2.50 = 0000002.50)	X	R2	1/10
IT106	235	Product/Service I.D. Qualifier FS = National Stock Number	X	ID	2/2
IT107	234	Product/Service I.D. (e.g. 891500E210123)	X	AN	13/13
NOTE: NON PRIME VENDORS ONLY::: Data required in all of the above segments.					
EXAMPLE					
IT1*0001 *10*CA*0000002.50*FS*891500E210123					

SEG ID TDS Total Monetary Value Summary

POS NO010

REQ DES Mandatory

MAX USE 1

PURPOSE Specify the total dollar amount of the invoice

DATA ELEMENT SUMMARY					
REF	ELE ID	DESCRIPTION	REQ	TYPE	LENGTH
TDS01	610	Amount of Total Invoice (e.g. 123.45 = 0000012345)	M	N2	1/10

EXAMPLE

TDS*0000012345

Loop Repeat 25

SEG ID SAC Service, Promotion, Allowance, or Charge Information

POS NO040

REQ DES Optional

MAX USE 1

PURPOSE To request or identify a service, promotion, allowance, or charge

DATA ELEMENT SUMMARY

REF	ELE ID	DESCRIPTION	REQ	TYPE	LENGTH
SAC01	248	Allowance or Charge Indicator C = Charge	M/Z	ID	1/1
SAC05	610	Total Amount of Service (e.g. 30.50 = 0000003050)	O/Z	N2	1/10

EXAMPLE

SAC*C****0000003050

SEG ID CTT Transaction Totals

POS NO070

REQ DES Optional (Mandatory for DSCP)

MAX USE 1

PURPOSE To transmit a hash total for a specific element in
The transaction set

DATA ELEMENT SUMMARY

REF	ELE ID	DESCRIPTION	REQ	TYPE	LENGTH
CTT01	354	Number of CLIN Line Items Invoiced	M	No	1/6

EXAMPLE

CTT*125

SEG ID SE Transaction Set Trailer

POS NO080

REQ DES Mandatory

MAX USE 1

PURPOSE Indicates the end of the transaction set and provide the count of the
Transmitted segments (including the beginning (ST) and ending

(SE) segments)

DATA ELEMENT SUMMARY					
REF	ELE ID	DESCRIPTION	REQ	TYPE	LENGTH
SE01	96	Number of Included Segments	M	N	1/10
SE02	329	Transaction Set Control Number	M	AN	4/9

EXAMPLE					
SE*30*000004110					

832 Catalog (Vendor to DPSC) –modification

The 832 Catalog uses the standard EDI transaction set for the 832 Price/Sales Catalog.

Please note: Elements coded with an "M" are mandatory and are required on all catalog submissions. Elements coded with a "C" are conditional and are required if certain conditions are met (see annotation at the bottom for each specific condition). Elements coded with an "O" are optional and are not required fields.

<i>Segment</i>	<i>Element</i>	<i>Value</i>	<i>Size</i>	<i>M/C/O</i>
ST Transaction Set Header	ST01	"832"		M
	ST02	n/a		M
BCT Beginning Segment for Price/sales Catalog	BCT01	"PC" - price catalog		M
	BCT02	contract-number	13 AN	M
DTM Date/Time Reference	DTM01	"152" - effective date of change		M
	DTM02	update-date	date	M
	DTM03	update-time (HHMMSS)	time	M
LIN Item Identification	LIN01	line-number	4 UI	M
	LIN02	"SW" - stock number		M
	LIN03	stock-number	13 AN	M
	LIN04	"VP" - vendor part		M
	LIN05	part-number	25 AN	M
	LIN06	"ZZ" - mutually defined to indicate the type of change		M
	LIN07	update-indicator "C" = Change "D" = Delete	1 AN	M
	LIN08	"ZZ" - mutually defined to indicate economic indicator		M

<i>Segment</i>	<i>Element</i>	<i>Value</i>	<i>Size</i>	<i>M/C/O</i>
REF Reference Identification	LIN09	economic indicator 0 = Large Bus. 1 = SB (Small business) 2 = SDB (Small disadvantaged business) 3 = WOSB (Women owned small business) 4 = VOSB (Veteran owned small business) 5 = SDVOSB (Service-disabled veteran owned small business) 6 = HZSB (Hub-Zone small business) 7 = Native Indian small business 8 = Native Hawaiian small business	2 AN	M
	REF01	"ZZ" – Mutually defined	2 ID	O
	REF02	"SO"	2 AN	O
	REF03	Special Ordering Instructions	80 AN	O
	REF01	"ZZ" – Mutually defined	2 ID	M
	REF02	"FS"	2 AN	M
	REF03	Foreign Source Indicator "Y"=Yes, "N"=No	1 AN	M
	REF01	"ZZ" – Mutually defined	2 ID	O
	REF02	"SK"	2 AN	O
	REF03	Vendor SKU	20 AN	O
	REF01	"ZZ" – Mutually defined	2 ID	M
	REF02	"DU"	2 AN	M
	REF03	DSCP Unique "Y"=Yes, "N"=No	1 AN	M
	PID01	"F" - free form		M
	PID02	"GEN" - general		M
	PID03	n/a		
	PID04	n/a		
	PID05	DSCP item-description	80 AN	M
	PID06	n/a		
	PID07	n/a		
	PID08	DSCP Standard Acceptance	1 ID	M

<i>Segment</i>	<i>Element</i>	<i>Value</i>	<i>Size</i>	<i>M/C/O</i>
		"Y" = Yes, "N" = No		
MEA Measurements	MEA01	"WA" = Waste		C*
	MEA02	"T" = Tare Weight (Total weight of all packaging for item)	1 ID	C*
	MEA03	Tare Weight Value	9,2 decimal	C*
	MEA04	Tare Weight Unit of Measure	2 ID	C*
	MEA01	"WA" = Waste	2 ID	C*
	MEA02	"ZAL" = Aluminum (Total weight of aluminum packaging for item)	3 ID	C*

P04 Item Physical Detail	MEA03	Aluminum Weight Value	9,2 decimal	C*	JN9001
	MEA04	Aluminum Weight Unit of Measure	2 ID	C*	JN9001
	MEA01	"WA" = Waste	2 ID	C*	JN9001
	MEA02	"ZSN" = Tin (Total weight of tin) packaging for item)	3 ID	C*	JN9001
	MEA03	Tin Weight Value	9,2 decimal	C*	JN9001
	MEA04	Tin Weight Unit of Measure	2 ID	C*	JN9001
	MEA01	"WA" = Waste	2 ID	C*	JN9001
	MEA02	"ZFL" = Paper (Total weight of paper and cardboard packaging for item)	3 ID	C*	JN9001
	MEA03	Paper Weight Value	9,2 decimal	C*	JN9001
	MEA04	Paper Weight Unit of Measure	2 ID	C*	JN9001
	MEA01	"WA" = Waste	2 ID	C*	JN9001
	MEA02	"VIN" = Plastic (Total weight of plastic packaging for item)	3 ID	C*	JN9001
	MEA03	Plastic Weight Value	9,2 decimal	C*	JN9001
	MEA04	Plastic Weight Unit of Measure	2 ID	C*	JN9001
	MEA01	"WA" = Waste	2 ID	C*	JN9001
	MEA02	"ZZZ" = Glass (Total weight of glass packaging for item)	3 ID	C*	JN9001
	MEA03	Glass Weight Value	9,2 decimal	C*	JN9001
	MEA04	Glass Weight Unit of Measure	2 ID	C*	JN9001
	PO401	units-per-purchase-pack	4 UI	M	Original
	PO402	package-size	8 explicit decimal 2 "12345.78"	M	Original
	PO403	package-unit-of-measure	2 AN	M	Original
	PO404	packaging-code (Note: must = "AVG" if item is catch weight)	5 AN	M	Original
	PO406	Gross Weight	9,2 decimal	M	JN7002
	PO407	Gross Weight Unit	2 ID	M	JN7002
	PO408	Gross Volume	9,2	M	JN7002

	PO409	Gross Volume Unit	decimal 2 ID	M	JN7002
ITD Terms of Sale	ITD01	"16" - Prompt Payment Act		M	Original
	ITD02	n/a			
	ITD03	n/a			
	ITD04	n/a			
	ITD05	n/a			
	ITD06	n/a			
	ITD07	n/a			
	ITD08	n/a			
	ITD09	n/a			
	ITD10	n/a			
	ITD11	n/a			
	ITD12	Brand Name	40 AN	M	Original
LDT Lead Time	LDT01	Lead time code – "AU" = Shelf life (Mutually defined)	2 ID	O	JN7002
	LDT02	Shelf life (# of months or days)	3 Integer	O	JN7002
	LDT03	Shelf life Unit - "MO" = Month "DY" = Day	2 ID	O	JN7002
SAC Service, Promotion, Allowance, or Charge Information	SAC01	"A" = Allowance	1 ID	C**	JN7002
	SAC02	"C260" – Discount – Incentive (NAPA)	4 ID	C**	JN7002
	SAC05	NAPA Allowance (\$)	10,2 decimal	C**	JN7002
	SAC01	"A" = Allowance	1 ID	C**	JN7002
	SAC02	"C300" – Discount – Special (Food Show)	4 ID	C**	JN7002
	SAC05	Food Show Allowance (\$)	10,2 decimal	C**	JN7002
	SAC01	"A" = Allowance	1 ID	C**	JN7002
	SAC02	"C310" – Discount – (Promotional)	4 ID	C**	JN7002
	SAC05	Promotional Allowance (\$)	10,2 decimal	C**	JN7002
	SAC01	"C" = Charge	1 ID	M	JN7002
	SAC02	"C330" – Distribution fee	4 ID	M	JN7002
	SAC03	"ZZ" = Mutually defined	2 ID	M	JN7002
	SAC04	Distribution fee category code	4 AN	M	JN7002
	SAC05	Distribution fee for Unit of Measure	10,2 decimal	M	JN7002

CTP Pricing Information	CTP01	n/a			
	CTP02	"STA" - standard price		M	Original
	CTP03	vendor-price (per unit of measure)	10 explicit decimal 2	M	Original
	CTP04	Catch weight multiple Number of units (in LB units) that must be ordered to purchase 1 case of product	6 Integer (entered for catch weight items only) otherwise blank	C** *	JN7002
	CTP05	unit-of-measure (Note: must be "LB" if item is catch weight)	2 AN	M	Original
	CTP06	"SEL" Price Multiplier Qualifier	3	M	Original
	CTP07	ratio-numerator	4 UI	M	Original
	CTP08	ratio-denominator	4 UI	M	Original
CTP Pricing Information	CTP01	n/a			
	CTP02	"PRO" = Producer's Price		M	JN9001
	CTP03	CONUS = Product price; OCONUS = Delivered Price (per unit of measure)	10 explicit decimal 2	M	JN9001
CTT Transaction Totals	CTT01	total number of line items	4 UI	M	Original
SE Transaction Set Trailer	SE01	number of included segments		M	Original
	SE02	transaction set control number		M	Original

C* = Conditional: Element is required if catalog is used for Navy standard core menu.

C** = Conditional: Item is required if allowance applies for this item

C*** = Conditional: Element is required if item is a Catch-weight item.

850 Purchase Order

Outbound X12 850 Transaction, Version 3040

Description:

This map is for a detailed purchase order 850 sent to an EDI capable vendor from DSCP. It is generated for each order placed by a customer in STORES.

ISA – Interchange Control Header

Reference #	Element #	X12 Name	How Used	M/O	Type	Length
01	I01	Authorization Information Qualifier	"00"	M	ID	2/2
02	I02	Authorization Information	Blank	M	AN	10/10
03	I03	Security Information Qualifier	"00"	M	ID	2/2
04	I04	Security Information	Blank	M	AN	10/10
05	I05	Interchange ID Qualifier	"ZZ" = Mutually defined	M	ID	2/2
06	I06	Interchange Sender ID	LAP DoDAAC	M	AN	15/15
07	I05	Interchange ID Qualifier	Vendor's ID qualifier	M	ID	2/2
08	I07	Interchange Receiver ID	Vendor ID	M	AN	15/15
09	I08	Interchange Date	Date of transmission	M	DT	6/6
10	I09	Interchange Time	Time of transmission	M	TM	4/4
11	I10	Interchange Control Standards Identifier	"U" = U.S. EDI Community	M	ID	1/1
12	I11	Interchange Control Version Number	"00200" = assigned value	M	ID	5/5
13	I12	Interchange Control Number	Control Number (matches IEA below)	M	N0	9/9
14	I13	Acknowledgement Requested	"0" = No acknowledgement requested	M	ID	1/1
15	I14	Usage Indicator	"P" = Production data	M	ID	1/1
16	I15	Component Element Separator	">"	M	AN	1/1

GS – Functional Group Header

Reference #	Element #	X12 Name	How Used	M/O	Type	Length
01	479	Functional Identifier Code	"PO" = Purchase Order	M	ID	2/2
02	142	Application Sender's Code	LAP DoDAAC	M	AN	2/15
03	124	Application Receiver's Code	Vendor ID	M	AN	2/15
04	373	Date	Date of transmission	M	DT	6/6
05	337	Time	Time of transmission	M	TM	4/8
06	28	Group Control Number	Control Number (matches GE below)	M	N0	1/9
07	455	Responsible Agency Code	"X" = X12	M	ID	1/2
08	480	Version/Release/Industry/Identifier	EDI X12 Version (003040)	M	AN	1/12

		Code				
--	--	------	--	--	--	--

ST – Transaction Set Header

Reference #	Element #	X12 Name	How Used	M/O	Type	Length
01	143	Transaction Set Identifier Code	“850”	M	ID	3/3
02	329	Transaction Set Control Number	Control Number (matches SE below)	M	AN	4/9

BEG – Beginning Segment for Purchase Order

Reference #	Element #	X12 Name	How Used	M/O	Type	Length
01	353	Transaction Set Purpose Code	“00” = Original	M	ID	2/2
02	92	Purchase Order Type Code	“NE” = New Order	M	ID	2/2
03	324	Purchase Order Number	Purchase Order Number	M	AN	1/22
04	328	Release Number	Call Number	O	AN	1/30
05	373	Date	Purchase Order Date	M	DT	6/6
06	367	Contract Number	Contract number	O	AN	1/30

DTM – Date/Time Reference

Reference #	Element #	X12 Name	How Used	M/O	Type	Length
01	374	Date/Time Qualifier	“002” = Delivery Requested	M	ID	3/3
02	373	Date	Required Delivery Date	M	DT	6/6

N1 – Name

Reference #	Element #	X12 Name	How Used	M/O	Type	Length
01	98	Entity Identifier Code	“ST” = Ship To	M	ID	2/2
02	93	Name	NA	M	AN	1/35
03	66	Identification Code Qualifier	“10” = DODAAC	M	ID	2/2
04	67	Identification Code	Ship to DODAAC	M	AN	2/17

N2 – Additional Name Information

Reference #	Element #	X12 Name	How Used	M/O	Type	Length
01	93	Name	Facility	M	AN	1/35
02	93	Name	Building	O	AN	1/35

N3 – Address Information

Reference #	Element #	X12 Name	How Used	M/O	Type	Length
01	166	Address	Address Line 1	M	AN	1/35

		Information				
02	166	Address Information	Address Line 2	M	AN	1/35

N4 – Geographic Location

Reference #	Element #	X12 Name	How Used	M/O	Type	Length
01	19	City Name	City	O	AN	2/30
02	156	State or Province Code	State	O	ID	2/2
03	116	Postal Code	Zip	O	ID	3/11

PO1 – Baseline Item Data

Reference #	Element #	X12 Name	How Used	M/O	Type	Length
01	350	Assigned Identification	Line number	O	AN	1/11
02	330	Quantity Ordered	Quantity Ordered	M	R	1/9
03	355	Unit or Basis for Measurement Code	Unit of shipment	M	ID	2/2
04	212	Unit Price	Vendor Price	X	R	1/17
05	639	Basis of Unit Price Code	Not used	O	ID	2/2
06	235	Product/Service ID Qualifier	"VP" = Vendor's (Seller's) Part Number	M	ID	2/2
07	234	Product/Service ID	Part number	X	AN	1/40
08	235	Product/Service ID Qualifier	"SW" = Stock Number	M	ID	2/2
09	234	Product/Service ID	Part number	X	AN	1/40
10	235	Product/Service ID Qualifier	"ZZ" = Mutually Defined	M	ID	2/2
11	234	Product/Service ID	fic	X	AN	1/40

PID – Product/Item Description

Reference #	Element #	X12 Name	How Used	M/O	Type	Length
01	349	Item Description Type	"F" = free-form	M	ID	1/1
02	750	Product/Process Characteristic Code	Not used	O	ID	2/3
03	559	Agency Qualifier Code	Not used	X	ID	2/2
04	751	Product Description Code	Not used	X	AN	1/12
05	352	Description	Item description	X	AN	1/80

N9 – Reference Number (Segment only written if the order meets UGR-A definition listed in the MSG which follows.)

Reference #	Element #	X12 Name	How Used	M/O	Type	Length
01	128	Reference Number Qualifier	WF = Locally Assigned Control Number	M	ID	2/2

02	127	Reference Number	Not used	X	AN	1/30
03	369	Free Form Description	UGR-A Exception Data	X	AN	1/45

MSG – Message Text

Reference #	Element #	X12 Name	How Used	M/O	Type	Length
01	933	Free Form Message Text	Exception data (Sent only on UGR-A orders)	M	AN	1/264

CTT – Transaction Totals

Reference #	Element #	X12 Name	How Used	M/O	Type	Length
01	354	Number of Line Items	Total items per PO	M	N0	1/6
02	347	Hash Total	Total dollar value per PO	O	R	1/10

SE- Transaction Set Trailer

Reference #	Element #	X12 Name	How Used	M/O	Type	Length
01	96	Number of Included Segments	Number of Segments	M	N0	1/10
02	329	Transaction Set Control Number	Control Number (matches ST above)	M	AN	4/9

GE – Functional Group Trailer

Reference #	Element #	X12 Name	How Used	M/O	Type	Length
01	97	Number of Transaction Sets Included	Number of Transaction Sets	M	N0	1/6
02	28	Group Control Number	Control Number (matches GS above)	M	N0	1/9

IEA – Interchange Control Trailer

Reference #	Element #	X12 Name	How Used	M/O	Type	Length
01	116	Number of Included Functional Groups	Number of Groups	M	N0	1/5
02	112	Interchange Control Number	Control Number (matches ISA above)	M	N0	9/9

Explanation of the Example:

The following example illustrates how an 850 would be formatted when sent to a vendor.

Please note: Vendors should be prepared to accept multiple orders from the same customer on any given day.

ISA~00~ ~00~ ~ZZ~M0026A ~ZZ~Vendor ID
~010907~1036~U~00200~000456789~0~P~>
GS~PO~M0026A~Vendor ID~010907~1036~123456789~X~003040
ST~850~0001
BEG~00~NE~purchase_order_number~call_number~purchase_order_date~contract_number
DTM~002~required_delivery_date
N1~ST~~10~ship_to_dodac
N2~facility~building
N3~address_line_1~address_line_2
N4~city~state~zip
PO1~line_number~quantity_ordered~unit_of_shipment~vendor_price~~VP~part_number~SW~stock_number~ZZ~fic
PID~F~~~~item_description
N9~WF~~UGR-A Exception Data
MSG~exception_text
CTT~total_items_per_po~total_dollars_per_po
SE~13~0001
GE~1~123456789
IEA~1~000456789



***Subsistence Total Order and Receipt Electronic System on the Web
(STORES Web)***

STORES Catalog

Guide for Vendors

Release Date: **November 2014**

DLA Troop Support - Philadelphia

Defense Logistics Agency
United States Department of Defense

UNCLASSIFIED SENSITIVE



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Introduction

Application

STORES Catalog is an application designed to allow qualified users to create catalogs for export to STORES.

User Guide

The **STORES Catalog Vendor User Guide** was designed to describe the functionality of the STORES Catalog to vendors and guest vendors and to assist them in accessing this functionality.

What's New

STORES Catalog Release 5.3 displays Master Stock Numbers in a new format. The new format presents the data in tabs.

STORES Catalog Basics

Prerequisites for accessing STORES Catalog:

- All STORES Catalog users must have a valid email address. Email notifications are the central form of communication for account creation and maintenance throughout the system.
- All persons wishing to establish an account in the STORES Catalog system must submit a new account request form online. The request form is available via a link on the **STORES Web Log On** screen (refer to Chapter 1).
- Each user must ensure that his or her account contact information is accurate and current when using the **My User Information** screen available via a link on the **STORES Catalog Main Menu** screen.
- Passwords are valid for only sixty (60) days from their creation date, and must be changed prior to expiration. A notification on the **Main Menu** screen informs users of an impending password expiration starting ten (10) days prior to expiration. This does not apply to users who are not required to use a password.
- Accounts are automatically inactivated when a password expires (only applies to password-required accounts), when the account has been inactive for thirty (30) days or when a user has three consecutive failed logon attempts. To be reactivated, a user must submit a reactivation request.

Roles

This guide is written for vendors. There are two vendor roles available in STORES Catalog. These roles along with their privileges are:

1. Vendor who can:

- Modify an assigned active production catalog.
- View an assigned production catalog.
- Edit and view an assigned baseline catalog.
- Accept DLA Standards for an item where applicable.
- Change an assigned catalog's status from Vendor Ready to Review Ready.
- Download an assigned baseline catalog.
- Download an assigned production catalog.
- Generate catalog reports for assigned contracts.
- View master stock numbers.
- Access Master Catalogs.
- Download the Vendor User Guide.
- Access and edit his/her contact information.

2. Guest Vendor who can:

- View an assigned production catalog.
- View assigned baseline catalogs.
- Generate catalog reports for assigned baseline contracts.
- View master stock numbers.
- Access Master Catalogs.
- Download the Vendor User Guide.
- Access and edit his/her contact information.

3. Manufacturer who can:

- Access Master Catalogs.
- Access and edit his/her contact information.

A user may be assigned the role of 'Vendor' for one or more catalogs and of 'Guest Vendor' for one or more different catalogs. A user may have only one role per catalog.

General Considerations

Browsers: The recommended browser is Microsoft® Internet Explorer®.

Timing out: For both security and system streamlining, STORES Catalog has been set to "time out" after 30 minutes of non-use. It is important to save any changes you make (typically by clicking the **Save** button). This ensures that your work is retained in the system for future use.

Customer Assistance

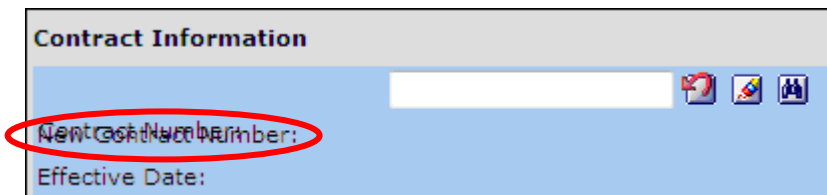
If you need assistance with information contained in your catalogs, please contact your account manager.

If you need assistance with the STORES Web application, please contact the appropriate STORES Help Desk:

CONUS -	1.888.755.4756	
Europe -	DSN: (314) 483.5209	COM: 011.49.631.4115209
Pacific -	DSN: (315) 243.3874	COM: 011.81.46.816.3874

Troubleshooting

Depending on your particular IE browser settings, some windows may not display correctly (text may overlap), as shown below under **Contract Information**:



This may indicate a possible compatibility view problem. To correct, click the **Compatibility View** icon at the top of your IE browser:



If the problem was due to a compatibility issue, this should have solved your problem. If the issue persists, contact the STORES Help Desk.



Chapter 1: STORES Catalog Basics

The **Log On** screen for STORES Catalog is located at the following Internet address:

https://www.stores.dla.mil/stores_web.

STORES Log On Screen (first page)

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DEFENSE LOGISTICS AGENCY
Troop Support
Subsistence Total Order and
Receipt Electronic System (STORES)

STORES WEB

Terms of Use

You are accessing a U.S. Government (USG) information system (IS)
that is provided for USG-authorized use only.


By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications 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 measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, 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 communications and work product are private and confidential. See User Agreement for details.

I Accept These Terms

UNCLASSIFIED SENSITIVE

You must accept the DoD Terms of Use before you can log on to STORES.



DEFENSE LOGISTICS AGENCY

Troop Support

Subsistence Total Order and Receipt Electronic System (STORES)

UNCLASSIFIED SENSITIVE



IMPORTANT NOTICE

Department of Defense (DoD) Public Key Infrastructure (PKI)

DoD has mandated that all personnel who access DoD systems must use PKI for all private web-enabled applications. You are required to have a DoD-approved Common Access Card (CAC) or External Certificate Authority (ECA) certificate to access this site. To learn who to contact to obtain a DoD-approved certificate go to https://www.transactionservices.dla.mil/daashome/pki_contacts.asp

User ID:

Need an account created for yourself? [New Account Request Form](#)

Need certificate info? [Certificate FAQ](#) Need assistance? Contact the [STORES Help Desk](#) or your area Regional Manager from either DLA Troop Support's [CONUS](#) or [OCONUS](#) sites. Have comments about STORES? Let us know! Complete the [ICE](#) survey today.

UNCLASSIFIED SENSITIVE

Object	Function
User ID	A field for entering your STORES Catalog User ID (not case sensitive).
Certificate Log On	A button that allows you to log on to STORES Catalog using a certificate.
Non-Certificate Log On	A button for logging on if you are exempt from using a certificate.
New Account Request Form	A link to start the process of creating a new STORES account if you do not have one.
Certificate FAQ	A link to information about obtaining, installing, and logging on to STORES using a certificate.
STORES Help Desk	A link to display numbers and the email address for getting help using STORES.
CONUS	A link to the Food Services section of the DLA Web site within the continental United States.
OCONUS	A link to the Food Services section of the DLA Web site outside the continental United States.
ICE	A link to an Interactive Customer Evaluation (ICE) form allowing you to enter comments about STORES and respond to the online survey.

1.1: Log on to STORES Catalog

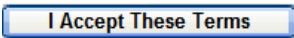

The process for logging on to **STORES Catalog** varies somewhat depending on one or more of the following factors:

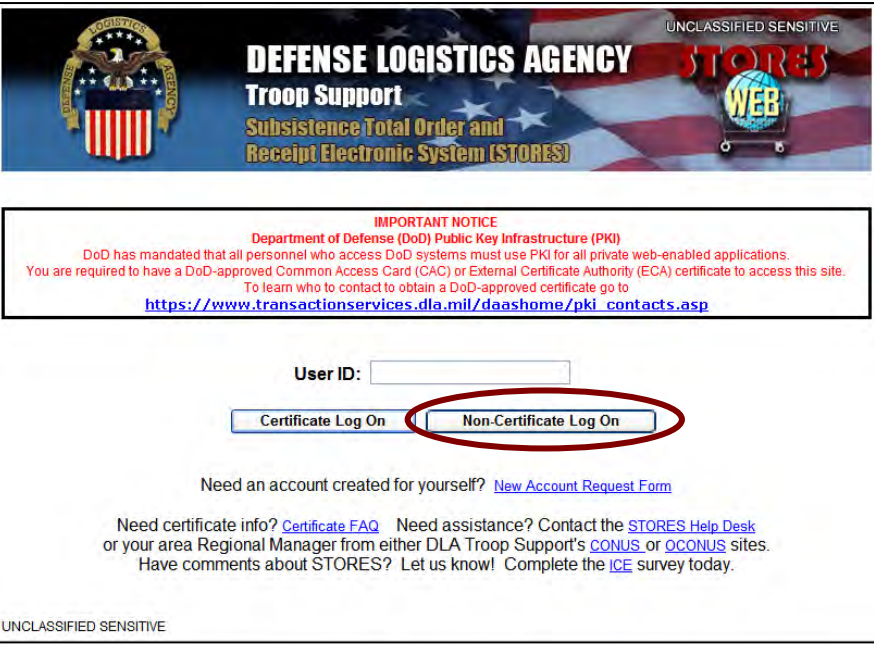
- You are activating an account.
- You are exempt from using a certificate.
- You are required to use a certificate.
- You are logging on for the first time with a certificate.

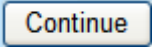
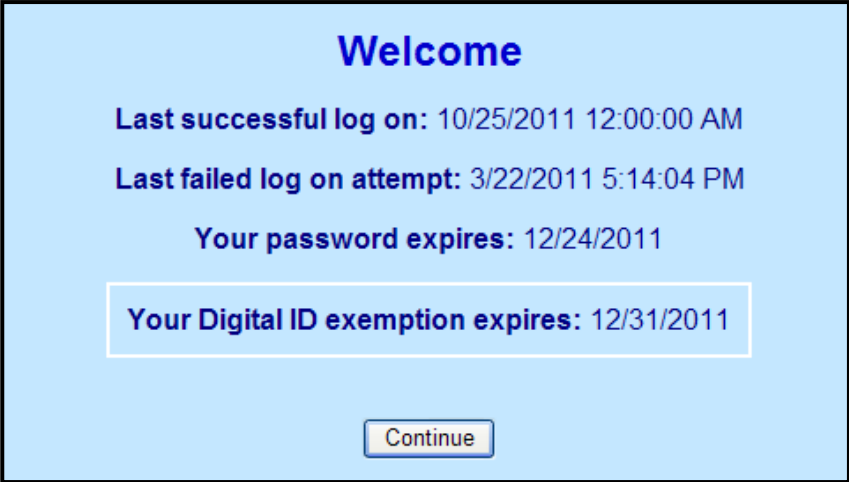
For information about obtaining a certificate and installing it on your computer, click the **Certificate FAQ** link on the Log On screen.

1.1.1 Path 1: Non-Certificate Log On (Exempt from using a Certificate)

You may use the Non-Certificate Log On path and enter your STORES User ID and a Password to log on if a STORES security administrator exempted your user account from certificate log on. Any attempt to log on using this path will fail when a certificate is required. To log on without a certificate, follow the steps below.

STEP/ACTION	EXAMPLE
<ol style="list-style-type: none"> 1. Open your browser and type https://www.stores.dla.mil/stores_web. The DoD Terms of Use display. 2. Read the DoD Terms of Use and click . The STORES Log On screen displays (next page). <p>NOTE: You cannot proceed to the Log On screen unless you accept the DoD Terms of Use.</p>	<p style="text-align: center;">Log On Screen (first page)</p>  <p>The screenshot shows the 'Log On' screen for the Defense Logistics Agency Troop Support. The header includes the DLA logo and the STORES logo. Below the header, there is a 'Terms of Use' section with a list of conditions. At the bottom, there is an 'I Accept These Terms' button.</p>

STEP/ACTION	EXAMPLE
<p>3. Enter your User ID on the Log On screen and select</p> <p>Non-Certificate Log On</p> <p>The Enter Password screen displays.</p>	<p>STORES Web Log On Screen (with close-up)</p> 
<p>4. Enter your password.</p> <p>5. Click Submit to continue; the Welcome screen displays (see section 1.1.4 for an explanation of the information presented).</p> <p>-OR-</p> <p>Click Cancel to return to the STORES Log On screen.</p> <p>NOTE: You can modify the User ID before entering the corresponding password.</p>	<p>Enter Password Screen</p> 

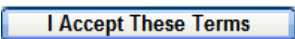

STEP/ACTION	EXAMPLE
<p>6. Click </p> <p>The Main Menu screen displays (see Chapter 2).</p> <p>NOTE: The Account Requirements screen (not pictured) displays if you have not submitted a signed copy of the “Access Request (2875)” and/or “User Agreement” forms.</p>	<p>Welcome Screen</p> 

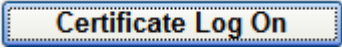
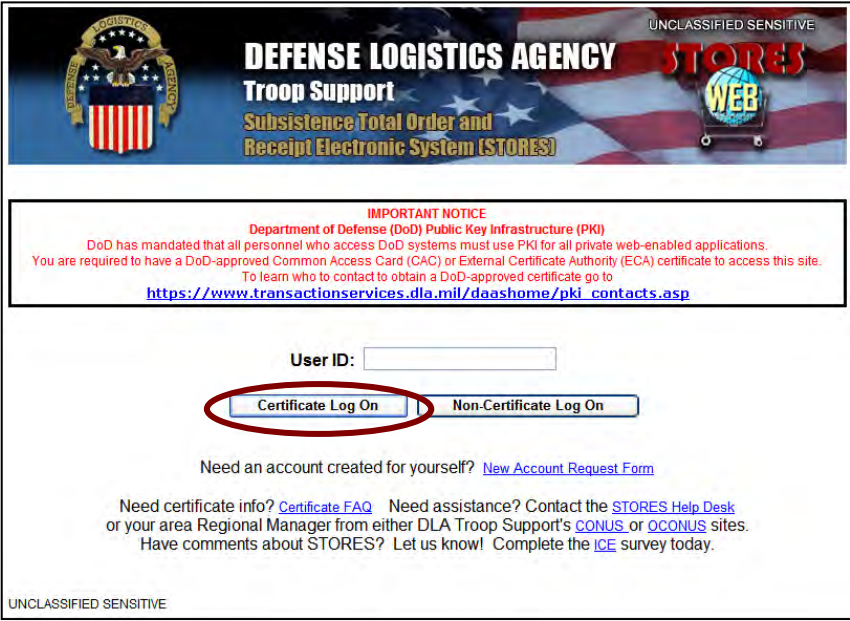
1.1.2 Path 2: Certificate Log On the First-time (Digital ID Association Required)

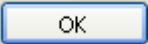


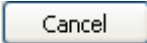
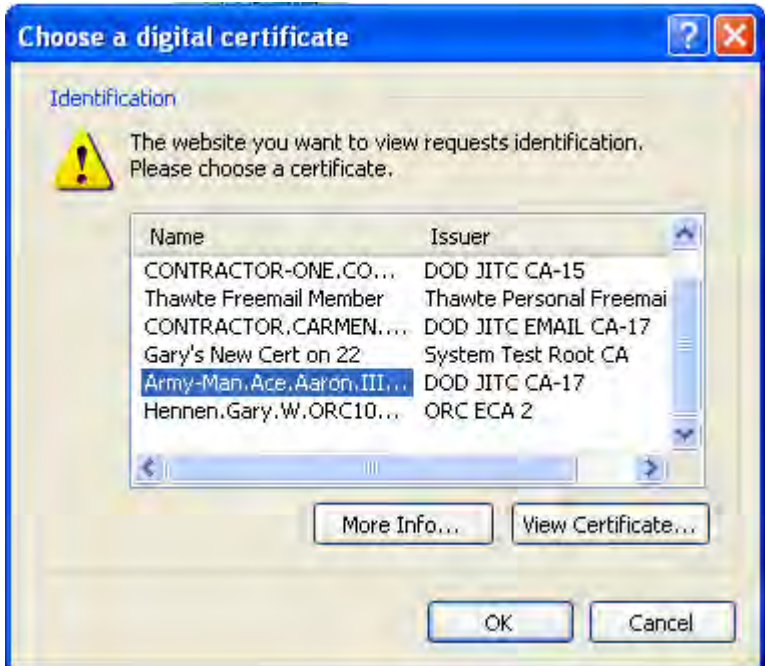
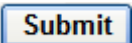
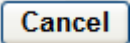

You are required to create an association between a certificate and your User ID the **first time** you log on to STORES using the Certificate Log On path. Create an association by following the steps provided below.



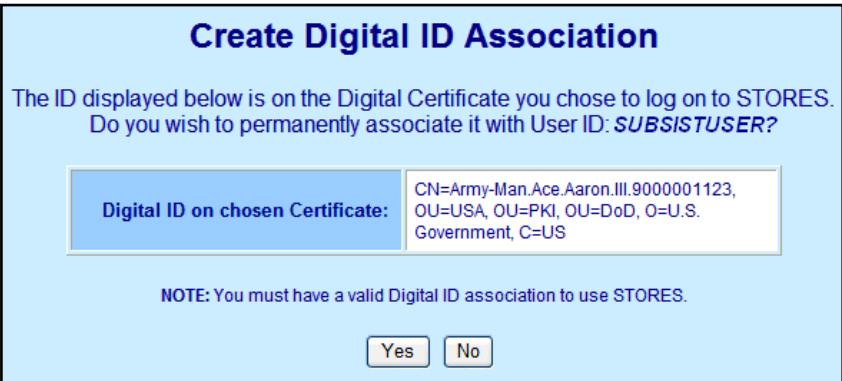
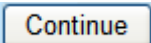
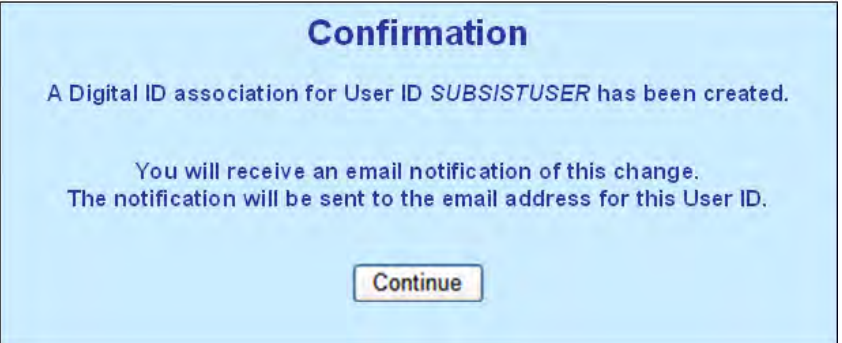
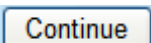
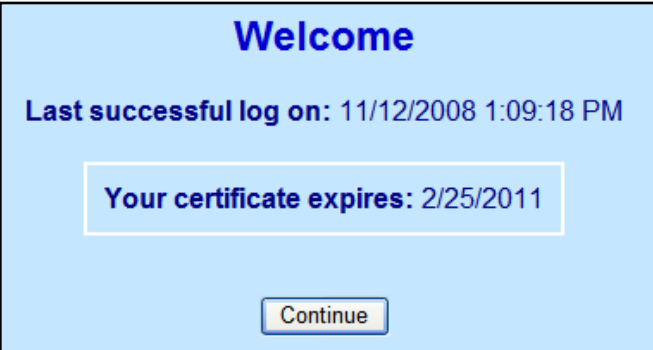
When you create an association, the distinguished name on the selected certificate is stored with your account information as the “Digital ID.” Thereafter, you must use the same certificate/User ID combination to log on. This association lasts until a STORES account manager or security administrator disassociates the Digital ID from your account—an action that ordinarily occurs at your request or when your certificate is expired or revoked. Dissociation requires you to create a new association the next time you use the Certificate Log On path.

IMPORTANT: Always **close** the browser session after logging off if you want to log on to STORES with a User ID associated with a different certificate. Otherwise, the last certificate you selected is retained in your browser session and you will receive a Digital ID Mismatch error when you attempt to log on.

STEP/ACTION	EXAMPLE
<ol style="list-style-type: none"> 1. Open your browser and type https://www.stores.dla.mil/stores/web. The DoD Terms of Use display. 2. Read the DoD Terms of Use and click . The STORES Log On screen displays (next page). <p>NOTE: You cannot proceed to the Log On screen unless you accept the DoD Terms of Use.</p>	<p style="text-align: center;">Log On Screen (first page)</p> 

STEP/ACTION	EXAMPLE
<p>3. Enter your User ID on the STORES Log On screen and select</p> <p></p> <p>The Choose a Digital Certificate screen displays (next page).</p>	<p>Log On Screen (with close-up)</p>  <p>UNCLASSIFIED SENSITIVE</p> <p>DEFENSE LOGISTICS AGENCY STORES</p> <p>Troop Support Subsistence Total Order and Receipt Electronic System (STORES)</p> <p>IMPORTANT NOTICE Department of Defense (DoD) Public Key Infrastructure (PKI) DoD has mandated that all personnel who access DoD systems must use PKI for all private web-enabled applications. You are required to have a DoD-approved Common Access Card (CAC) or External Certificate Authority (ECA) certificate to access this site. To learn who to contact to obtain a DoD-approved certificate go to https://www.transactionservices.dla.mil/daashome/pki_contacts.asp</p> <p>User ID: <input type="text"/></p> <p>Certificate Log On Non-Certificate Log On</p> <p>Need an account created for yourself? New Account Request Form</p> <p>Need certificate info? Certificate FAQ Need assistance? Contact the STORES Help Desk or your area Regional Manager from either DLA Troop Support's CONUS or OCONUS sites. Have comments about STORES? Let us know! Complete the ICE survey today.</p> <p>UNCLASSIFIED SENSITIVE</p>

STEP/ACTION	EXAMPLE
<p>4. Select a valid certificate for logging on to STORES and click </p> <p>The Enter Password screen displays.</p> <p>NOTE: If the certificate you select is not a valid DOD CAC, FBCA, or a DOD-approved ECA certificate, you will not be able to log on to STORES.</p> <p>NOTE: Depending on your certificate and the level of security associated with the certificate, you may get a pop-up window (not pictured) requesting password, pass code, or PIN information. Enter the requested information and click the appropriate button to continue.</p> <p>OTHER AVAILABLE ACTIONS:</p> <p> displays general help files.</p> <p> displays specific information about your certificate.</p> <p> cancels certificate log on, which displays the Certificate Problem screen (not pictured).</p>	<p>Choose a Digital Certificate Dialog Box</p> 
<p>5. Enter your password.</p> <p>6. Click  to continue; the Create Digital ID Association screen displays (next page).</p> <p>-OR-</p> <p>Click  to return to the Log On screen.</p>	<p>Enter Password Screen</p> 

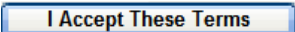

STEP/ACTION	EXAMPLE
<p>Make sure the Digital ID chosen is the correct one before proceeding.</p> <p>7. Click ; the digital association Confirmation screen displays.</p> <p>-OR-</p> <p>Click  to cancel the association process and return to the Log On screen.</p> <p>NOTE: Email notifications are sent to you and to the STORES Administrator confirming that a Digital ID was associated with your User ID.</p> <p>NOTE: You are required to use the same Digital ID to log on with this User ID in the future.</p>	<p>Create Digital ID Association Screen</p> 
<p>8. Click .</p> <p>The Welcome screen displays (see section 1.1.4 for an explanation of the information presented).</p>	<p>Confirmation Screen</p> 
<p>9. Click .</p> <p>The Main Menu screen displays (see Chapter 2).</p> <p>NOTE: The Account Requirements screen (not pictured) displays if you have not submitted a signed copy of the "Access Request (2875)" and/or "User Agreement" forms.</p>	<p>Welcome Screen</p> 

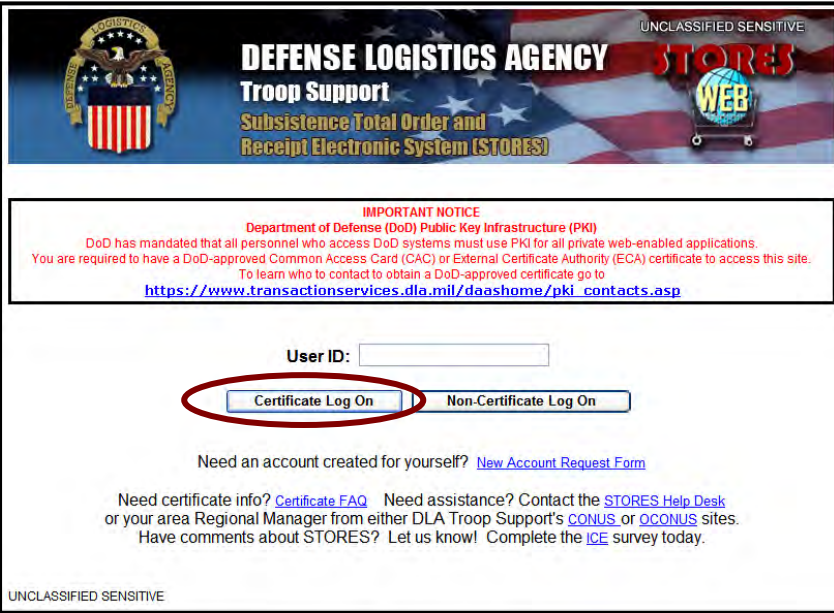
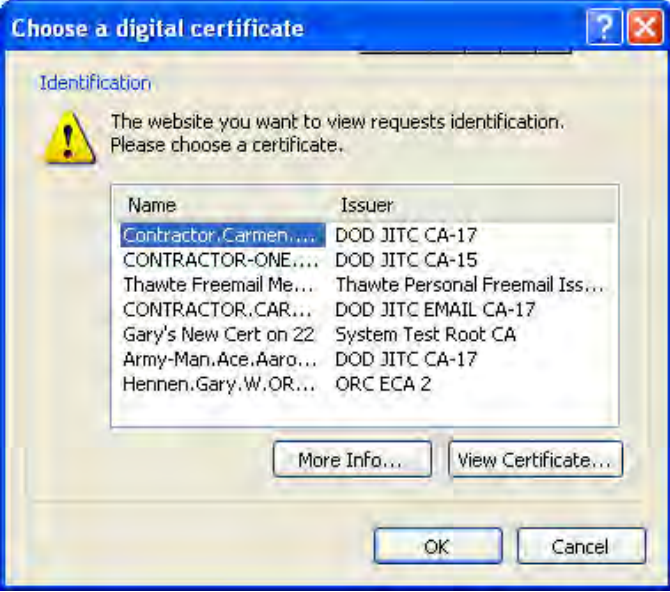
1.1.3 Path 3: Certificate Log On

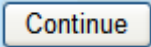
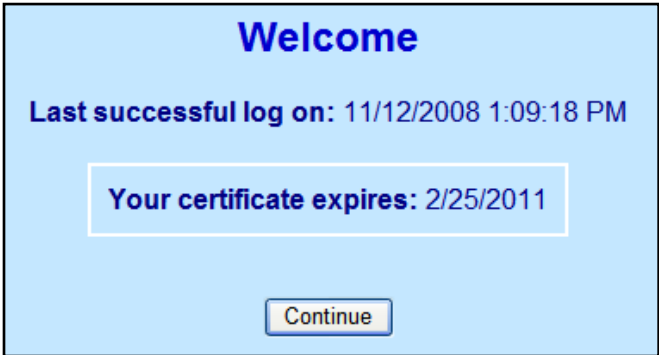
If a Digital ID from a Common Access Card (CAC), External Certificate Authority (ECA) (ORC, VeriSign, and IdenTrust), or Federal Bridge Certificate Authority (FBCA) certificate is associated with your account, you can log on to STORES using the Certificate Log On path without entering a password by following the steps below.

NOTE: If your certificate was dissociated, you are exempted from using Certificate Log On for up to 365 days. During this exemption period, you are required to log on with a User ID and password. However, you may choose to log on with your certificate at any time by following the instructions in section 1.1.2: Path 2: Certificate Log On the First Time (Digital ID Association Required).

IMPORTANT: Always **close** the browser session after logging off if you want to log on to STORES with a User ID associated with a different certificate. Otherwise, the last certificate you selected is retained in your browser session and you will receive a Digital ID Mismatch error when you attempt to log on.

STEP/ACTION	EXAMPLE
<ol style="list-style-type: none"> 1. Open your browser and type https://www.stores.dla.mil/stores_web. The DoD Terms of Use display. 2. Read the DoD Terms of Use and click . The STORES Log On screen displays (next page). <p>NOTE: You cannot proceed to the Log On screen unless you accept the DoD Terms of Use.</p>	<p style="text-align: center;">Log On Screen (first page)</p> 

STEP/ACTION	EXAMPLE
<p>3. Enter your User ID on the Log On screen and select Certificate Log On.</p> <p>The Choose a Digital Certificate Dialog Box displays.</p>	<p>Log On Screen (with close-up)</p> 
<p>4. Select the certificate associated with the Digital ID of your account and click OK.</p> <p>The Welcome screen displays (see section 1.1.4 for an explanation of the information presented).</p> <p>OTHER AVAILABLE ACTIONS:</p> <p>More Info... displays general help files.</p> <p>View Certificate... displays specific information about your certificate.</p> <p>Cancel cancels certificate log on, which displays the Certificate Problem screen (not pictured).</p>	<p>Choose a Digital Certificate Dialog Box</p> 

STEP/ACTION	EXAMPLE
<p>5. Click </p> <p>The Main Menu screen displays (see Chapter 2).</p> <p>NOTE: The Account Requirements screen (not pictured) displays if you have not submitted a signed copy of the “Access Request (2875)” and/or “User Agreement” forms.</p>	<p>Welcome Screen</p> 

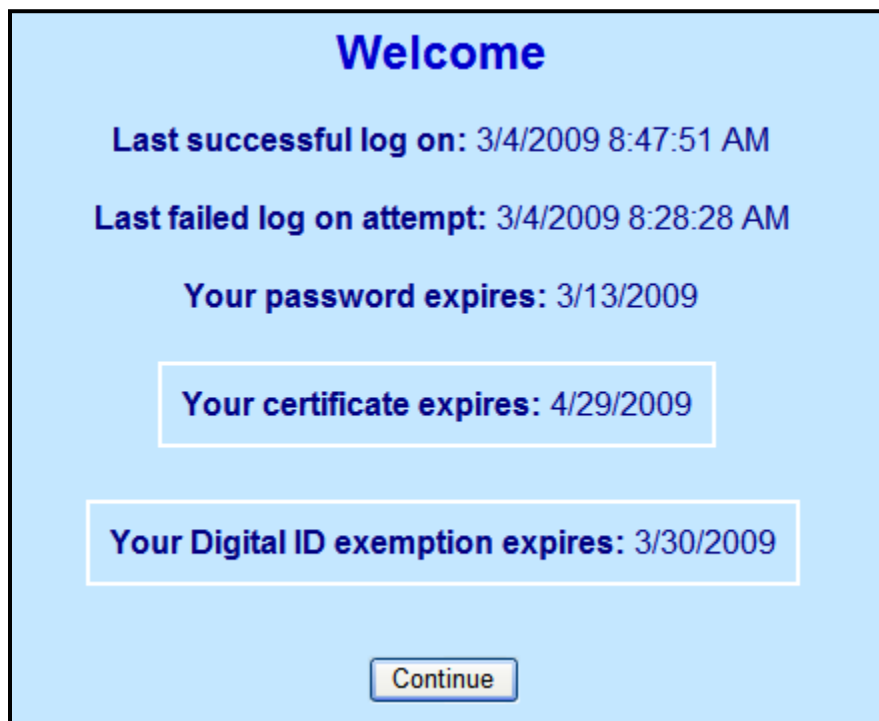
1.1.4 The Welcome Screen

The **Welcome** screen lists up to five important pieces of security information for your account. The screen depicted below shows all the possible information on one screen. A particular user never sees all this information at once.

What you see after successful log on depends on:


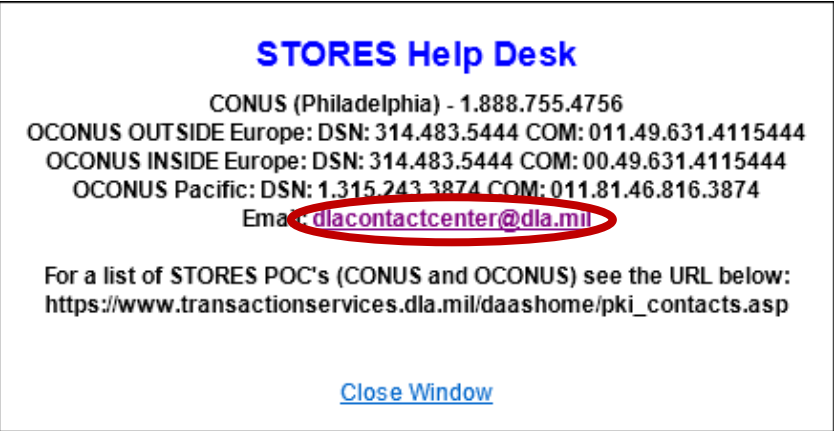
- Your last successful log on (if any)
- Your last failed log on attempt (if any)
- The date your password expires (if a password is required to log on)
- The date your certificate expires (if a certificate is used to log on)
- The date your Digital ID exemption expires (if you are exempted from Certificate Log On)



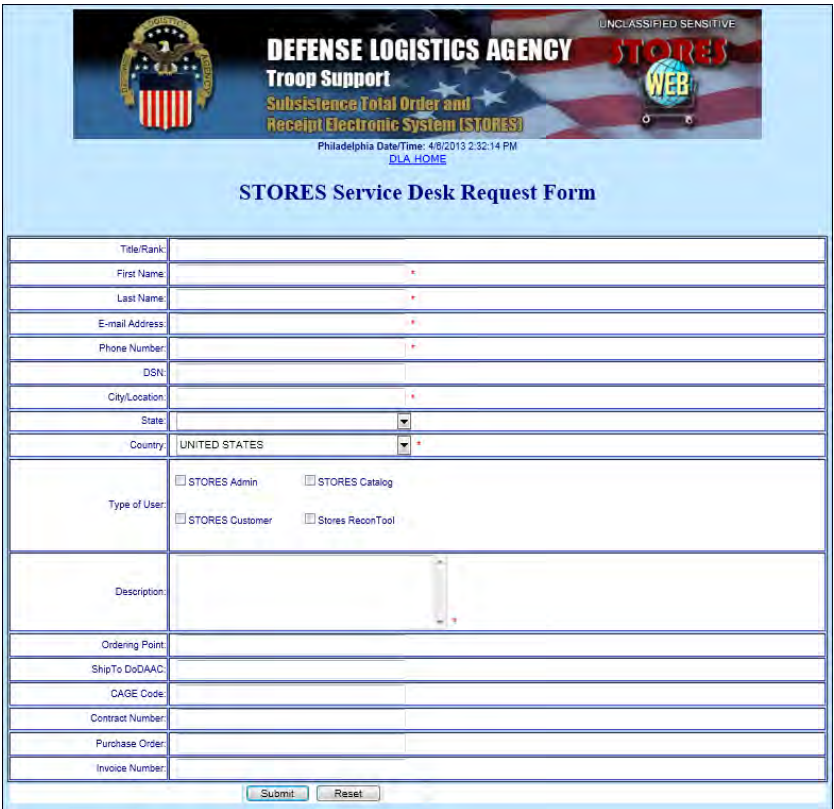
Welcome Screen (close-up)





1.2: STORES Service Desk Request Form

The STORES Service Desk Form allows you to submit a request for Help Desk support 24/7 instead of only during normal business hours. The form helps you provide enough information to resolve your issue faster.


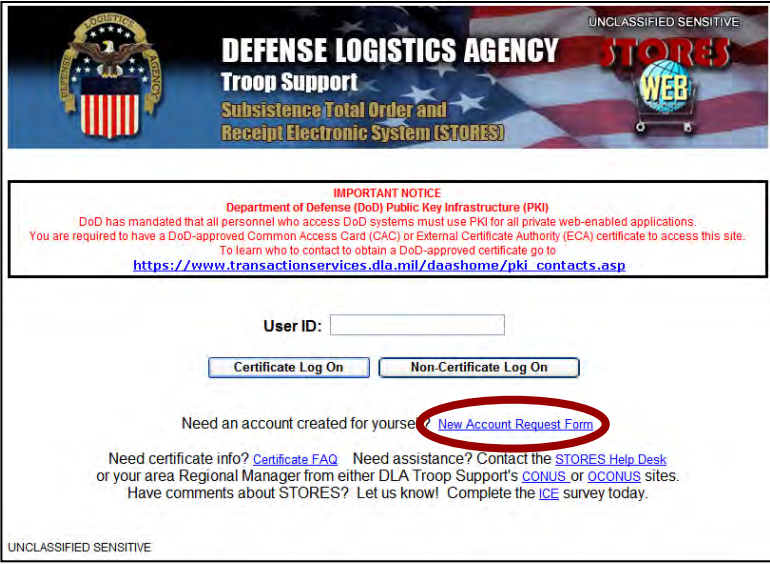
STEP/ACTION	EXAMPLE
<p>1. At the STORES Admin logon screen, click the STORES Help Desk link.</p>	<p><i>User Administration Screen</i></p>  <p><i>STORES Help Desk Screen</i></p>  <p>The STORE Service Desk Request Form window displays (next page).</p>


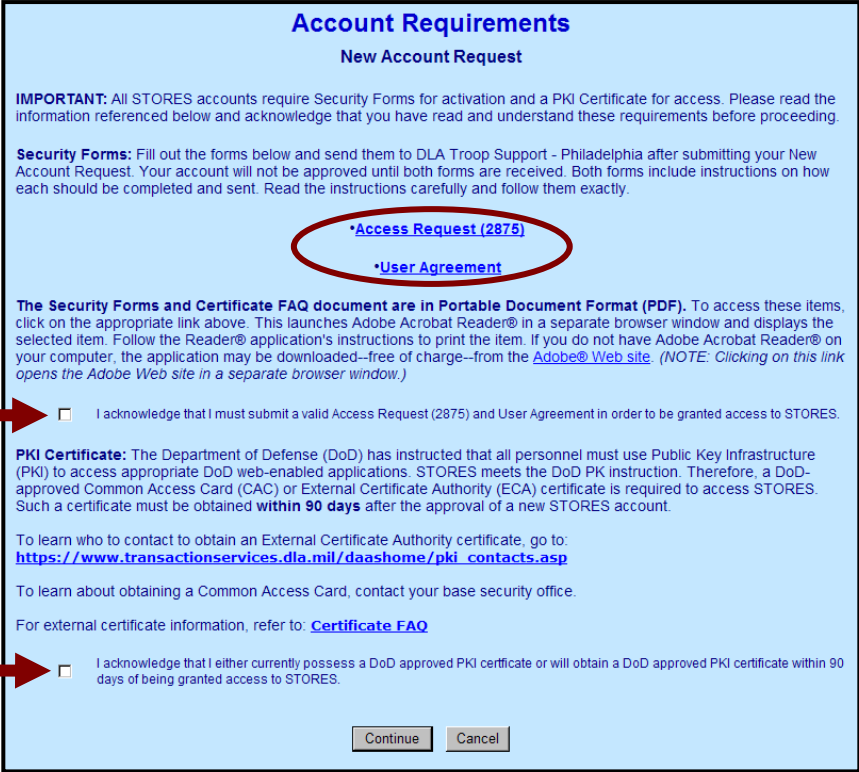


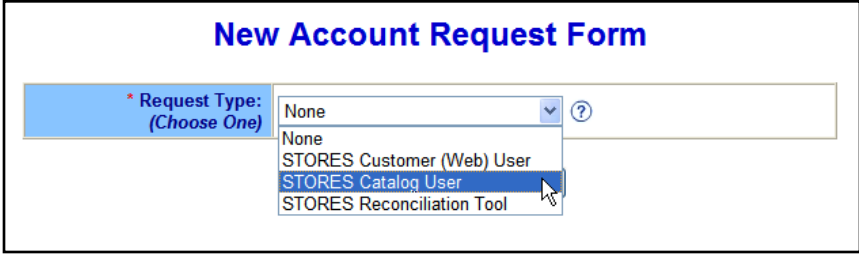
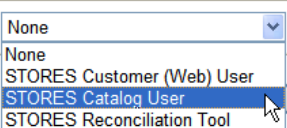
STEP/ACTION	EXAMPLE
<p>3. Enter all required information (fields marked with an asterisk) and optional fields (if applicable), and check the appropriate box(es) for Type of User.</p> <p>4. To discard information you entered and enter new or revised information, click .</p> <p>5. Click .</p> <p>The system will create a new email message from your default email program list, addressed to the STORES Service Desk. The body of the email will be populated with all of the information you entered in step 3. The subject line of the email will default to Service Desk Request. (See next page.)</p>	<p>STORES Service Desk Request Form Screen</p> 



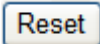
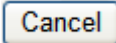













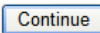




























STEP/ACTION	EXAMPLE
<div data-bbox="315 291 406 422" data-label="Image"> </div> <ol style="list-style-type: none"> 6. Click . 7. The email is received by the STORES Help Desk. 	<p style="text-align: center;"><i>Service Desk Request Email</i></p> <div data-bbox="670 327 1507 858" data-label="Form"> <p>From: jane.doe@dlia.mil</p> <p>To: dliacontactcenter@dlia.mil</p> <p>CC: jane.doe@dlia.mil</p> <p>Subject: Service Desk Request</p> <hr/> <p>First Name: Jane Last Name: Doe Email: jane.doe@dlia.mil Telephone: 2151234567 State: Pennsylvania Country: UNITED STATES jane.doe@dlia.mil Type of user: , STORES Customer Description: Cannot connect to STORES Web. Ordering Point: ShipTo DoDAAC: CAGE Code: Contract Number: Purchase Order: Invoice Number:</p> </div>
	<p style="text-align: center;"><i>Account Requirements – New Account Request Screen</i></p> <div data-bbox="673 1077 1516 1734" data-label="Form">  <p style="text-align: center;">DLA.HOME</p> <p style="text-align: center;">Account Requirements New Account Request</p> <p>IMPORTANT: All STORES accounts require Security Forms for activation and a PKI Certificate for access. Please read the information referenced below and acknowledge that you have read and understand these requirements before proceeding.</p> <p>Security Forms: Fill out the forms below and send them to DLA Troop Support - Philadelphia after submitting your New Account Request. Your account will not be approved until both forms are received. Both forms include instructions on how each should be completed and sent. Read the instructions carefully and follow them exactly.</p> <p style="text-align: center;"> Access Request (2875) User Agreement </p> <p>The Security Forms and Certificate FAQ document are in Portable Document Format (PDF). To access these items, click on the appropriate link above. This launches Adobe Acrobat Reader® in a separate browser window and displays the selected item. Follow the Reader® application's instructions to print the item. If you do not have Adobe Acrobat Reader® on your computer, the application may be downloaded—free of charge—from the Adobe® Web site. (NOTE: Clicking on this link opens the Adobe Web site in a separate browser window.)</p> <p><input type="checkbox"/> I acknowledge that I must submit a valid Access Request (2875) and User Agreement in order to be granted access to STORES.</p> <p>PKI Certificate: The Department of Defense (DoD) has instructed that all personnel must use Public Key Infrastructure (PKI) to access appropriate DoD web-enabled applications. STORES meets the DoD PKI instruction. Therefore, a DoD-approved Common Access Card (CAC) or External Certificate Authority (ECA) certificate is required to access STORES. Such a certificate must be obtained within 90 days after the approval of a new STORES account.</p> <p>To learn who to contact to obtain an External Certificate Authority certificate, go to: https://www.transexchioservices.dla.mil/dlaehome/pki_contact.asp</p> <p>To learn about obtaining a Common Access Card, contact your base security office.</p> <p>For external certificate information, refer to: Certificate FAQ</p> <p><input type="checkbox"/> I acknowledge that I either currently possess a DoD approved PKI certificate or will obtain a DoD approved PKI certificate within 90 days of being granted access to STORES.</p> <p style="text-align: center;"> Continue Cancel </p> <p style="text-align: center;"> TOP OF PAGE DLA.HOME </p> <p style="text-align: center;">UNCLASSIFIED SENSITIVE</p> </div>


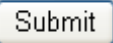


1.3: Request a New Account

Before using STORES Catalog, prospective users must complete a New Account Request Form by following the steps indicated below.

STEP/ACTION	EXAMPLE
<p>1. Open your browser and type https://www.stores.dla.mil/stores_web.</p> <p>The DoD Terms of Use display.</p> <p>2. Read the DoD Terms of Use and click I Accept These Terms.</p> <p>The STORES Log On screen displays (next page).</p> <p>NOTE: You cannot proceed to the Log On screen unless you accept the DoD Terms of Use.</p>	<p>Log On Screen (first page)</p> 
<p>3. Click the New Account Request Form link.</p> <p>The Account Requirements screen displays (next page).</p>	<p>STORES Customer Log On Screen (with close-up)</p> 

STEP/ACTION	EXAMPLE
<p>This screen contains links to two forms that are required before an account request can be approved.</p> <p>4. Once you have printed the forms and checked both the acknowledgement checkboxes, click .</p> <p>The New Account Request Form screen Request Type pop-up displays.</p>	<p>Account Requirements Screen</p>  <p>Account Requirements New Account Request</p> <p>IMPORTANT: All STORES accounts require Security Forms for activation and a PKI Certificate for access. Please read the information referenced below and acknowledge that you have read and understand these requirements before proceeding.</p> <p>Security Forms: Fill out the forms below and send them to DLA Troop Support - Philadelphia after submitting your New Account Request. Your account will not be approved until both forms are received. Both forms include instructions on how each should be completed and sent. Read the instructions carefully and follow them exactly.</p> <p>• Access Request (2875) • User Agreement</p> <p>The Security Forms and Certificate FAQ document are in Portable Document Format (PDF). To access these items, click on the appropriate link above. This launches Adobe Acrobat Reader® in a separate browser window and displays the selected item. Follow the Reader® application's instructions to print the item. If you do not have Adobe Acrobat Reader® on your computer, the application may be downloaded--free of charge--from the Adobe® Web site. (NOTE: Clicking on this link opens the Adobe Web site in a separate browser window.)</p> <p><input type="checkbox"/> I acknowledge that I must submit a valid Access Request (2875) and User Agreement in order to be granted access to STORES.</p> <p>PKI Certificate: The Department of Defense (DoD) has instructed that all personnel must use Public Key Infrastructure (PKI) to access appropriate DoD web-enabled applications. STORES meets the DoD PK instruction. Therefore, a DoD-approved Common Access Card (CAC) or External Certificate Authority (ECA) certificate is required to access STORES. Such a certificate must be obtained within 90 days after the approval of a new STORES account.</p> <p>To learn who to contact to obtain an External Certificate Authority certificate, go to: https://www.transactionservices.dla.mil/daashome/pki_contacts.asp</p> <p>To learn about obtaining a Common Access Card, contact your base security office.</p> <p>For external certificate information, refer to: Certificate FAQ</p> <p><input type="checkbox"/> I acknowledge that I either currently possess a DoD approved PKI certificate or will obtain a DoD approved PKI certificate within 90 days of being granted access to STORES.</p> <p> </p>
<p>5. In the Request Type drop-down, select STORES Catalog User.</p> <p>The New Account Request Form screen refreshes displaying the request type selected and data entry fields (next page).</p>	<p>New Account Request Form Screen Close-up</p>  <p>New Account Request Form</p> <p>* Request Type: (Choose One) </p>

STEP/ACTION	EXAMPLE																																																															
<p>6. Enter your user information in the appropriate form fields. NOTE: All fields marked with an asterisk (*) are required.</p> <p>Some fields, such as User ID, Password, and Email Address, have rules that your entries must follow in order to be valid. To view the rules for a particular field, click the question mark icon  beside that field. This displays the Data Entry Help screen in a separate window with the focus on information pertaining to the selected field help (see the User ID example below).</p> <p>7. When your entries are complete, click .</p> <p>The New Account Request Verification screen displays.</p> <p>-OR-</p> <p>Click  to return to Request Type selection.</p> <p>-OR-</p> <p>Click  to return to the Log On screen.</p> <p>-continued on next page-</p>	<p>New Account Request Form Screen</p> <div><p>New Account Request Form</p><table><tr><td>* Request Type: (Choose One)</td><td>STORES Catalog User</td><td></td></tr><tr><td>* User ID:</td><td></td><td></td></tr><tr><td>* Password:</td><td></td><td></td></tr><tr><td>* Confirm Password:</td><td></td><td></td></tr><tr><td>Title/Rank:</td><td></td><td></td></tr><tr><td>* First Name:</td><td></td><td></td></tr><tr><td>Middle Initial/Name:</td><td></td><td></td></tr><tr><td>* Last Name:</td><td></td><td></td></tr><tr><td>Suffix:</td><td></td><td></td></tr><tr><td>* Facility/Base Name:</td><td></td><td></td></tr><tr><td>* Street Address 1:</td><td></td><td></td></tr><tr><td>Street Address 2:</td><td></td><td></td></tr><tr><td>* City:</td><td></td><td></td></tr><tr><td>State:</td><td></td><td></td></tr><tr><td>* Country:</td><td>UNITED STATES</td><td></td></tr><tr><td>* Zip/Postal Code:</td><td></td><td></td></tr><tr><td>* Phone Number:</td><td></td><td></td></tr><tr><td>Extension:</td><td></td><td></td></tr><tr><td>DSN:</td><td></td><td></td></tr><tr><td>* Email Address:</td><td></td><td></td></tr><tr><td>* Confirm Email Address:</td><td></td><td></td></tr></table><p>  </p></div> <p>Data Entry Help Screen (Close-up of User ID Help)</p> <div><p>User ID</p><p>A required field for all STORES accounts.</p><p>A valid User ID:</p><ul style="list-style-type: none">• Must be unique; that is, it cannot match any other User ID in the system (The uniqueness of your entered User ID is automatically confirmed by the system)• Must be at least 7 characters• Must not exceed 25 characters• May contain alpha-numeric characters (0-9, a-z, A-Z)• Must not contain special characters• Must not contain spaces<p>NOTE: User ID is <i>not</i> case sensitive.</p></div>	* Request Type: (Choose One)	STORES Catalog User		* User ID:			* Password:			* Confirm Password:			Title/Rank:			* First Name:			Middle Initial/Name:			* Last Name:			Suffix:			* Facility/Base Name:			* Street Address 1:			Street Address 2:			* City:			State:			* Country:	UNITED STATES		* Zip/Postal Code:			* Phone Number:			Extension:			DSN:			* Email Address:			* Confirm Email Address:		
* Request Type: (Choose One)	STORES Catalog User																																																															
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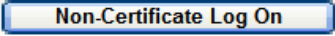


STEP/ACTION	EXAMPLE																																		
<p>The New Account Request Verification screen displays.</p> <p>8. Verify the accuracy of the information you have entered.</p> <ul style="list-style-type: none"> If it is incorrect, click  and return to the New Account Request Form screen to make the necessary changes. If it is correct, click . <p>A Confirmation screen displays.</p>	<p>New Account Request Verification Screen</p> <div data-bbox="669 321 1521 1209"> <p>New Account Request Verification</p> <p>Verify that the information entered below is accurate before submitting.</p> <table> <tr><td>Request Type:</td><td>STORES Catalog User</td></tr> <tr><td>User ID:</td><td>CATALOGUSER</td></tr> <tr><td>Title/Rank:</td><td></td></tr> <tr><td>First Name:</td><td>Catlin</td></tr> <tr><td>Middle Initial/Name:</td><td></td></tr> <tr><td>Last Name:</td><td>Logue</td></tr> <tr><td>Suffix:</td><td></td></tr> <tr><td>Facility/Base Name:</td><td>Central Warehouse</td></tr> <tr><td>Street Address 1:</td><td>158 Eriwn St</td></tr> <tr><td>Street Address 2:</td><td></td></tr> <tr><td>City:</td><td>Albuquerque</td></tr> <tr><td>State:</td><td>New Mexico</td></tr> <tr><td>Country:</td><td>UNITED STATES</td></tr> <tr><td>Zip/Postal Code:</td><td>88130</td></tr> <tr><td>Phone Number:</td><td>3468903458</td></tr> <tr><td>DSN:</td><td></td></tr> <tr><td>Email Address:</td><td>CLogue@Warehouse.com</td></tr> </table> <p> </p> <p>TOP OF PAGE</p> <p>DLA HOME</p> </div>	Request Type:	STORES Catalog User	User ID:	CATALOGUSER	Title/Rank:		First Name:	Catlin	Middle Initial/Name:		Last Name:	Logue	Suffix:		Facility/Base Name:	Central Warehouse	Street Address 1:	158 Eriwn St	Street Address 2:		City:	Albuquerque	State:	New Mexico	Country:	UNITED STATES	Zip/Postal Code:	88130	Phone Number:	3468903458	DSN:		Email Address:	CLogue@Warehouse.com
Request Type:	STORES Catalog User																																		
User ID:	CATALOGUSER																																		
Title/Rank:																																			
First Name:	Catlin																																		
Middle Initial/Name:																																			
Last Name:	Logue																																		
Suffix:																																			
Facility/Base Name:	Central Warehouse																																		
Street Address 1:	158 Eriwn St																																		
Street Address 2:																																			
City:	Albuquerque																																		
State:	New Mexico																																		
Country:	UNITED STATES																																		
Zip/Postal Code:	88130																																		
Phone Number:	3468903458																																		
DSN:																																			
Email Address:	CLogue@Warehouse.com																																		
<p>This screen confirms that your new account request was submitted for approval.</p> <p>A confirmation email is also sent to the email address you submitted. Another email is sent when your account request is approved or rejected.</p> <p>9. Click Exit to close the Confirmation and return to the STORES Web Log On screen.</p>	<p>Confirmation Screen</p> <div data-bbox="669 1339 1521 1745"> <p>Confirmation</p> <p>New Account Request submitted for User ID: CATALOGUSER.</p> <p>You will receive an email notification of the acceptance or rejection of your request. Notification will be sent to the email address you submitted in your request form.</p> <p>Exit</p> <p>TOP OF PAGE</p> <p>DLA HOME</p> </div>																																		




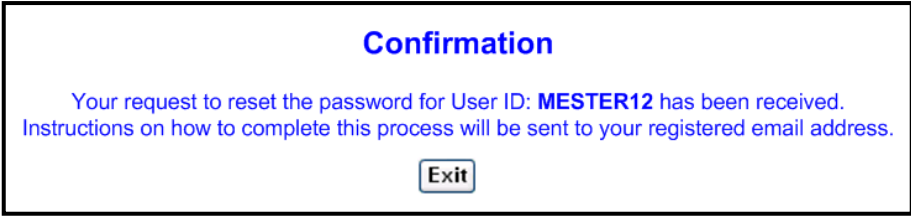
1.4: Reset Password

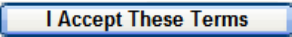

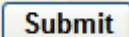
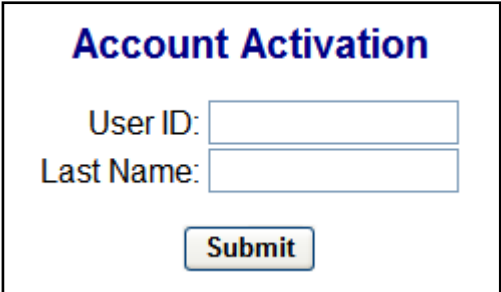
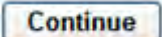


If you are required to log on to STORES with a User ID and password but have forgotten your password, you may request temporary access to STORES by following the steps illustrated below.

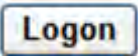

NOTE: if your account has been reactivated or your Digital ID Association has been removed, the steps to complete those processes are the same as those for Reset Password, starting at Step 6.

NOTE: Account activation instructions are valid for seven (7) days and will allow you to log on to STORES with limited access.

STEP/ACTION	EXAMPLE
<p>1. On the STORES Log On screen, enter your User ID.</p> <p>2. Select</p> <p></p> <p>The Enter Password screen displays.</p>	<p>Close-up of STORES Log On Screen</p> 
<p>3. On the STORES Web Enter Password screen, select the Click Here link.</p> <p>The Reset Password Request screen displays.</p>	<p>Close-up of STORES Enter Password Screen</p> 

STEP/ACTION	EXAMPLE
<p>4. Enter your User ID and Last Name in the fields provided; both are required.</p> <p>5. Click . A Confirmation screen displays.</p> <p>NOTE: If a match is not found for the entered User ID and Last Name, the “User ID or Last Name Invalid. Please try again” message displays (Example A).</p> <p>NOTE: If your account is inactive, you will be redirected to the Deactivated user Account screen (see section 1.4 Request Reactivation).</p>	<p>Reset Password Screen (with close-ups)</p> 
<p>This screen confirms that your request to reset your password has been received and that an email has been sent to your registered email address with further instructions.</p> <p>6. Open the email and follow the instructions for completing the Reset Password process.</p> <p>7. Click  to close the screen.</p> <p>If you have followed the email instructions correctly, the Terms of Use screen displays.</p>	<p>Confirmation (of Password Reset) Screen</p> 


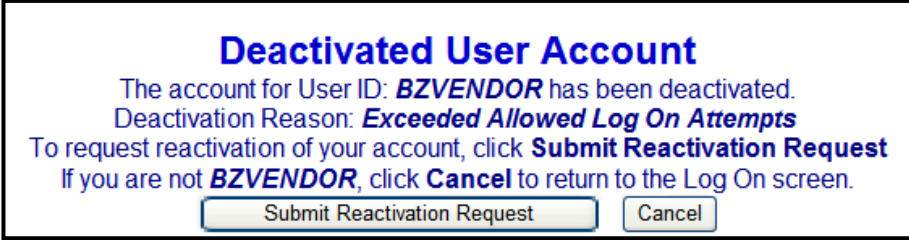
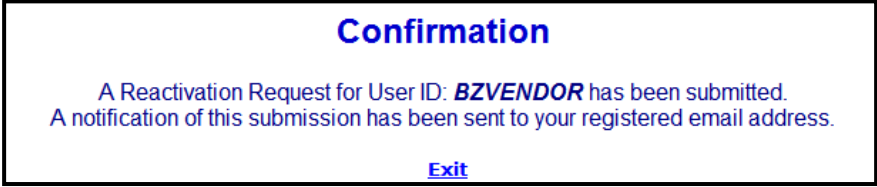
STEP/ACTION	EXAMPLE
<p>8. Read the DoD Terms of Use and click .</p> <p>The STORES Account Activation screen displays.</p> <p>NOTE: You cannot proceed to the Log On screen unless you accept the DoD Terms of Use.</p>	<p>Log On Screen (first page)</p> 
<p>9. Enter the User ID and Last Name associated with the account.</p> <p>10. Click .</p> <p>The Reset Password screen displays</p>	<p>Close-up of Account Activation Screen</p> 
<p>11. Enter a new password and confirm it.</p> <p>12. Click .</p> <p>A Confirmation screen displays.</p> <p>NOTE:  closes the browser session and terminates the password reset process.</p>	<p>Reset Password Screen</p> 

STEP/ACTION	EXAMPLE
<p>You have successfully reset your password.</p> <p>13. Click .</p> <p>The STORES Log On screen displays. You can now log on with the new password.</p>	<p>Confirmation Screen</p> <div><p>Confirmation</p><p>The password for User ID: MESTER12 has been reset. A confirmation email has been sent to your registered email address.</p><p></p></div>

1.5: Request Reactivation

If your STORES Admin account is inactive and you have not already submitted a reactivation request, you may request reactivation electronically by following the steps illustrated below.

NOTE: You will be notified via email 14 days in advance of when your account is about to be deactivated due to 35 days of account inactivity. You will continue to receive a daily email until either your account has been accessed successfully or the account has been deactivated.

STEP/ACTION	EXAMPLE
<p>If your account was inactivated by an administrator, your password has expired, you had three consecutive log on attempts, or your account has been inactive for 35 days, the Deactivated User Account screen displays.</p> <p>1. Click</p>  <p>A Confirmation screen displays stating that a Reactivation Request has been submitted.</p> <p>A email confirmation is also sent to your registered email address.</p>	<p>Deactivated User Account Screen</p>  <p>The screenshot shows the 'Deactivated User Account' screen. It states: 'The account for User ID: BZVENDOR has been deactivated. Deactivation Reason: Exceeded Allowed Log On Attempts. To request reactivation of your account, click Submit Reactivation Request. If you are not BZVENDOR, click Cancel to return to the Log On screen.' At the bottom are two buttons: 'Submit Reactivation Request' and 'Cancel'.</p>
<p>2. Click the Exit link.</p> <p>The Log On screen displays.</p> <p>NOTE: You will be notified via email when an Account Administrator processes your request. If your account is reactivated, follow the instructions in the email to complete the Account Reactivation process, The final steps are the same as those for the Reset Password process (See section 1.3, Step 6).</p>	<p>Confirmation (of Reactivation Request) Screen</p>  <p>The screenshot shows the 'Confirmation' screen. It states: 'A Reactivation Request for User ID: BZVENDOR has been submitted. A notification of this submission has been sent to your registered email address.' At the bottom is a blue 'Exit' link.</p>

1.6: Password Expiration Notification

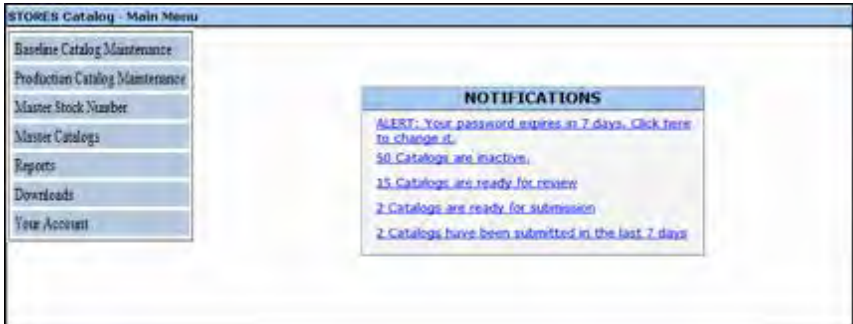
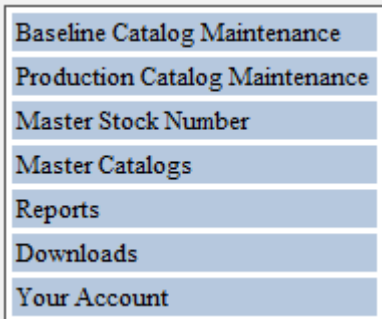
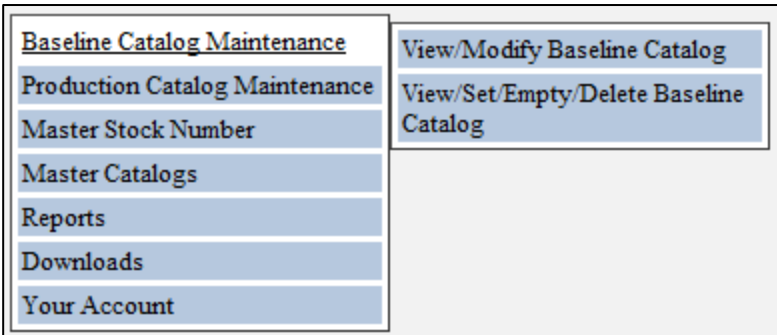
The **Password Expiration Notification** displays only if you are required to use a password to log onto STORES.

STEP/ACTION	EXAMPLE
<p>A notification message displays at the top of your Main Menu screen when your permanent password is about to expire (as in the example on the lower right).</p> <p>This notification message begins to display ten (10) days from the password expiration date and continues to display until you have entered and saved a new permanent password or until the current permanent password expires.</p> <p>To change your permanent password, click the notification message link to display the My User Information screen (See Chapter 11).</p>	<p>Main Menu Screen</p> <div><div>STORES Catalog - Main Menu</div><div><div>Baseline Catalog Maintenance</div><div>Production Catalog Maintenance</div><div>Master Stock Number Maintenance</div><div>Master Catalogs</div><div>Baseline Reports</div><div>Production Reports</div><div>Downloads</div><div>Your Account</div></div><div><div>NOTIFICATIONS</div><div>ALERT: Your password expires in 3 days. Click here to change it.</div></div></div> <p>Main Menu Screen (close-ups of expiration messages)</p> <div><div>NOTIFICATIONS</div><div>ALERT: Your password expires in 3 days. Click here to change it.</div></div>



Chapter 2: STORES Catalog Main Menu

Before a vendor or guest vendor can access STORES Catalog he or she must be an active user and have one or more assigned catalogs to complete.

STEP/ACTION	EXAMPLE
<p>All catalog activity is initiated from the Main Menu. The Main Menu contains two major elements – the Functions Menu and the Notifications box. The available menu links displays based on the user's role.</p>	<p>STORES Catalog Main Menu Screen</p> 
<p>The Menu section consists of eight expandable menu options (bars).</p> <ol style="list-style-type: none"> 1. To expand a menu group, click the appropriate menu bar. For this example click Baseline Catalog Maintenance. 	<p>Main Menu - Menu Bar Section</p> 
<p>The Baseline Catalog Maintenance submenu displays.</p>	<p>Main Menu – Baseline Catalog Maintenance Submenu</p> 

Notifications Overview

Main Menu - Notifications Section

NOTIFICATIONS	
1	ALERT: Your password expires in 2 days. Click here to change it.
2	1 Catalog is inactive.
3	3 Catalogs are ready for review
4	1 Catalog is ready for submission
5	1 Catalog has been submitted in the last 7 days

The notifications section provides a summary of account and catalog information that is of particular interest to the user.

Catalog notification elements are as follows:

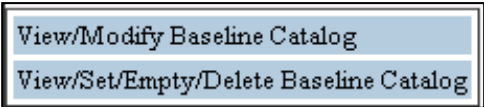
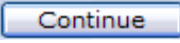
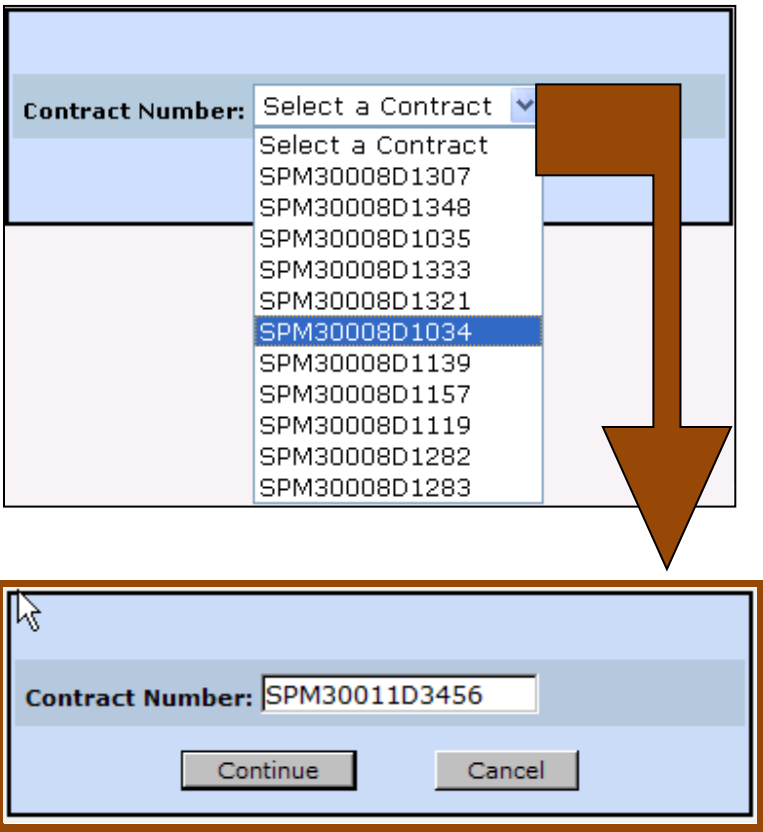
1. **Password Alert Notification.** This alert only displays when a user is exempt from the certificate requirement. This notification indicates the exact number of days remaining until the password expires (from “10 days” to “Today”). It displays when the user’s password is due to expire within the next 10 days. Clicking this link will display the **My User Information** screen. This notification does not apply and does not appear if the user is not required to use a password.
2. **The Inactive Catalog Notification.** This notification alerts a user to the total number of assigned contracts which are inactive. Clicking the notification link displays the **View/Set Baseline Catalog Status** screen filtered for inactive contracts. This alert appears only when one or more assigned catalogs are inactive.
3. **The Catalogs Ready for Review Notification.** This notification alerts a user to the total number of assigned contracts which have a status of ‘Review Ready’. Clicking the notification link displays the **View/Set Baseline Catalog Status** screen filtered for ‘Review Ready’ contracts. This alert displays only when one or more assigned catalogs have the ‘Review Ready’ status.
4. **The Catalogs Ready for Submission Notification.** This notification alerts a user to the total number of assigned contracts that have a status of ‘Submission Ready.’ Clicking the notification link displays the **View/Set Baseline Catalog Status** screen filtered for ‘Submission Ready’ contracts. This alert displays only when one or more assigned catalogs have the ‘Submission Ready’ status.
5. **The Catalogs Submitted Notification.** This notification informs the user as to the number of assigned catalogs submitted within the last seven days. Clicking the notification displays the **View/Set Baseline Catalog Status** screen filtered for catalogs submitted within the last seven days. This alert displays only when one or more assigned catalogs meet the seven day submission qualification.

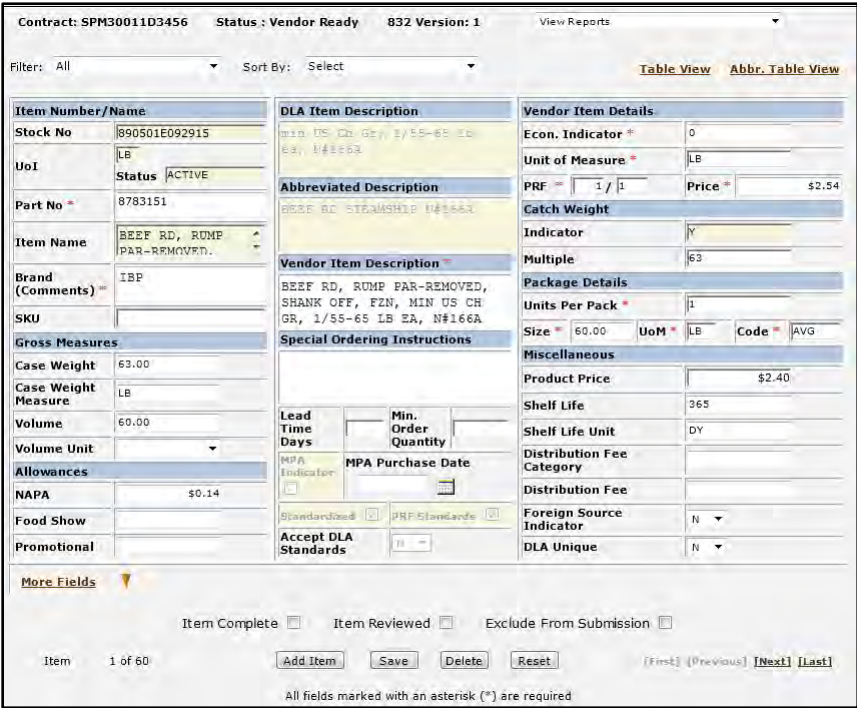


Chapter 3: View/Modify a Baseline Catalog

3.1: Detailed View

A user who is assigned a catalog and has the role of 'Vendor' for that catalog may view and edit items and add items to the catalog. A user with an assigned role of 'Guest Vendor' for a catalog will only be able to view the catalog. Catalogs can be modified only if they have a status of 'Vendor Ready.' Catalogs with a status of 'Being Built' are not available for viewing or editing.

STEP/ACTION	EXAMPLE
<p>1. From the Main Menu, place your cursor over the Baseline Catalog Maintenance menu bar and select View/Modify Baseline Catalog from the submenu.</p> <p>The Select Contract screen displays.</p>	<p>Main Menu – Catalog Maintenance Submenu</p> 
<p>NOTE: The Select Contract screen displays with a drop-down menu of contracts that are assigned to the user and do not have a status of Being Built.</p> <p>2. Select a baseline contract number.</p> <p>3. Click .</p> <p>The Detail Screen displays.</p>	<p>Select Contract Screen (two example close-ups)</p> 

STEP/ACTION	EXAMPLE
<p>The Detail screen permits a user to view/edit line items (stock numbers) on a case-by-case basis.</p> <ul style="list-style-type: none"> Information that may be edited displays in white. Non-editable data appears in beige or yellow (exact color varies from monitor to monitor). If a contract is not editable due to the assigned user role or catalog status, the shading of the fields remain the same; however, Read Only displays near the status on the upper left portion of the screen (the displayed contract is not in Read Only mode). A red asterisk (*) indicates required information. <p>NOTE: Some fields cannot be edited when the Stock Number Standards are in effect for the item.</p>	<p style="text-align: center;">Detail View Screen</p>  <p>Contract: SPM30011D3456 Status: Vendor Ready 832 Version: 1 View Reports</p> <p>Filter: All Sort By: Select Table View Abbr. Table View</p> <p>Item Number/Name</p> <p>Stock No: 890501E092915</p> <p>UoI: LB</p> <p>Status: ACTIVE</p> <p>Part No: 8783151</p> <p>Item Name: BEEF RD, RUMP PAR-REMOVED.</p> <p>Brand (Comments): IBP</p> <p>SKU:</p> <p>Gross Measures</p> <p>Case Weight: 63.00</p> <p>Case Weight Measure: LB</p> <p>Volume: 60.00</p> <p>Volume Unit:</p> <p>Allowances</p> <p>NAPA: \$0.14</p> <p>Food Show:</p> <p>Promotional:</p> <p>DLA Item Description</p> <p>min US Ch Gr, 1/55-65 EA, N#186A</p> <p>Abbreviated Description</p> <p>BEEF RD STEAKSHIP N#186A</p> <p>Vendor Item Description</p> <p>BEEF RD, RUMP PAR-REMOVED, SHANK OFF, FZN, MIN US CH GR, 1/55-65 LB EA, N#186A</p> <p>Special Ordering Instructions</p> <p>Lead Time Days: Min. Order Quantity: MPA Purchase Date: MPA Indicator: Standardize: PRF Standards: Accept DLA Standards: MPA:</p> <p>Vendor Item Details</p> <p>Econ. Indicator: 0</p> <p>Unit of Measure: LB</p> <p>PRF: 1/1 Price: \$2.54</p> <p>Catch Weight</p> <p>Indicator: Y</p> <p>Multiple: 63</p> <p>Package Details</p> <p>Units Per Pack: 1</p> <p>Size: 60.00 UoM: LB Code: AVG</p> <p>Miscellaneous</p> <p>Product Price: \$2.40</p> <p>Shelf Life: 365</p> <p>Shelf Life Unit: DY</p> <p>Distribution Fee Category:</p> <p>Distribution Fee:</p> <p>Foreign Source Indicator: N</p> <p>DLA Unique: N</p> <p>More Fields</p> <p>Item Complete: Item Reviewed: Exclude From Submission: Item: 1 of 60 Add Item Save Delete Reset [First] [Previous] [Next] [Last]</p> <p>All fields marked with an asterisk (*) are required</p>

DETAILED VIEW**View on Screen Load**

Contract: SPM30011D3456 Status : Vendor Ready 832 Version: 1 View Reports

Filter: All Sort By: Select Table View Abbr. Table View

Item Number/Name		DLA Item Description	Vendor Item Details	
Stock No	890501E092915	min US Ch Gr, 1/55-65 LB EA, N#166A	Econ. Indicator *	0
UoI	LB		Unit of Measure *	LB
Status	ACTIVE		PRF	1 / 1 Price * \$2.54
Part No *	8783151		Catch Weight	
Item Name	BEEF RD, RUMP PAR-REMOVED.		Indicator	Y
Brand (Comments) *	IBP		Multiple	63
SKU			Package Details	
Gross Measures		Vendor Item Description *	Units Per Pack *	1
Case Weight	63.00	BEEF RD, RUMP PAR-REMOVED, SHANK OFF, FZN, MIN US CH GR, 1/55-65 LB EA, N#166A	Size *	60.00 UoM * LB Code * AVG
Case Weight Measure	LB	Special Ordering Instructions	Miscellaneous	
Volume	60.00		Product Price	\$2.40
Volume Unit			Shelf Life	365
Allowances		Lead Time Days	Shelf Life Unit	DY
NAPA	\$0.14	Min. Order Quantity	Distribution Fee Category	
Food Show		MPA Indicator	Distribution Fee	
Promotional		MPA Purchase Date	Foreign Source Indicator	N
		Standardized <input checked="" type="checkbox"/> PRF Standards <input checked="" type="checkbox"/>	DLA Unique	N
		Accept DLA Standards <input type="checkbox"/>		

[More Fields](#)

Item Complete ☐ Item Reviewed ☐ Exclude From Submission ☐

Item 1 of 60 Add Item Save Delete Reset [First] [Previous] [Next] [Last]

All fields marked with an asterisk (*) are required

Bottom of Screen – Expanded View

[Fewer Fields](#) ▲

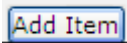
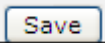
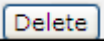
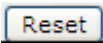
Value and Unit of Measure					
Tare Wt	Paper Wt	Alum Wt	Plas Wt	Gls Wt	Tin Wt
Tare UoM	Paper UoM	Alum UoM	Plas UoM	Gls UoM	Tin UoM
Item Indicators					
NAPA <input checked="" type="checkbox"/>	Marines <input type="checkbox"/>	BDFA <input type="checkbox"/>	Navy <input type="checkbox"/>	AirF <input type="checkbox"/>	AirFOpt <input type="checkbox"/>
ArmyDng <input type="checkbox"/>	ArmyFld <input type="checkbox"/>	NvCrg <input type="checkbox"/>	NvQCOG <input type="checkbox"/>	Wartime <input type="checkbox"/>	Navy/FIC <input type="checkbox"/>
Overwritten Vendor Item Description					

Item Complete ☐ Item Reviewed ☐ Exclude From Submission ☐

Item 25 of 59 Add Item Save Delete Reset [First] [Previous] [Next] [Last]

DETAILED VIEW Continued

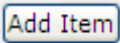
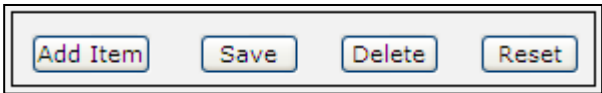
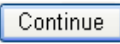
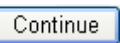

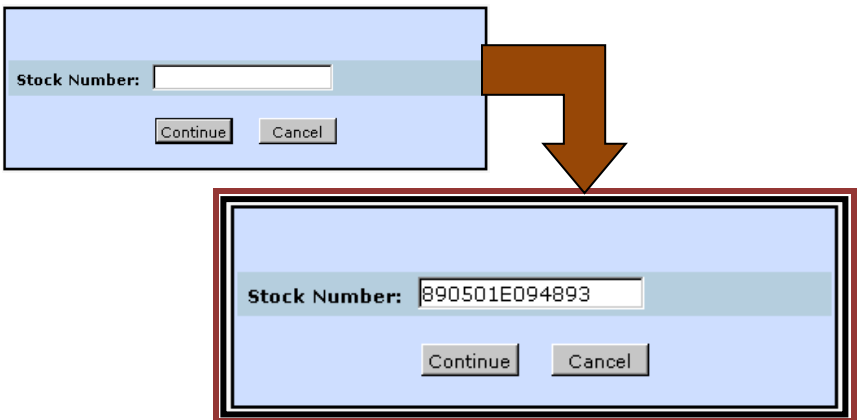
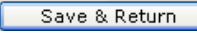
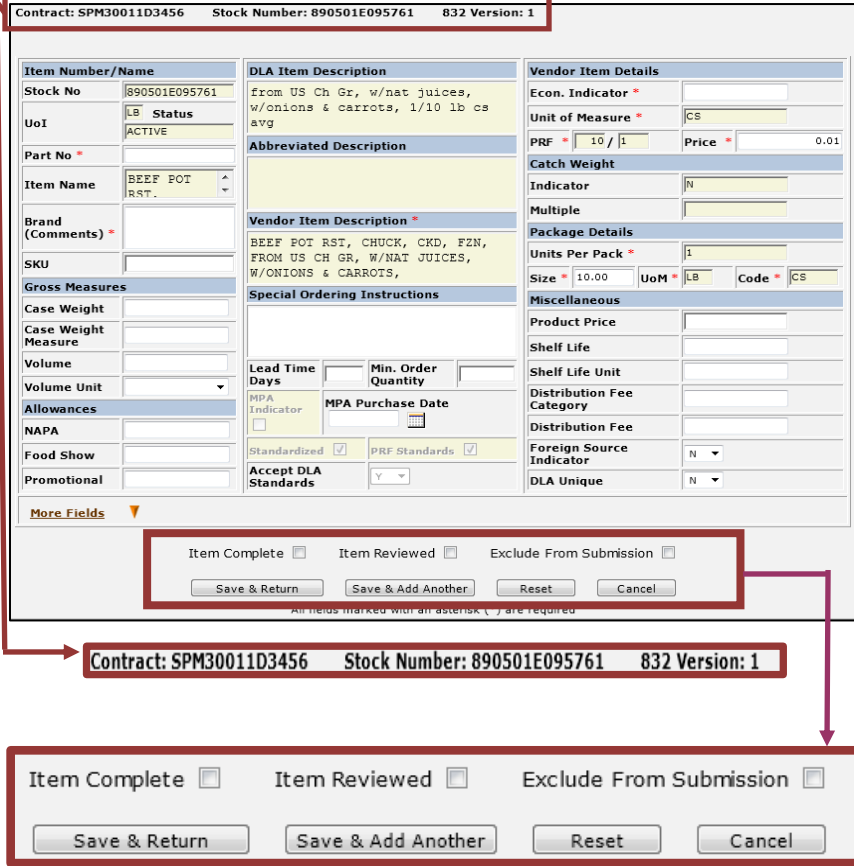
The screen elements of a Detailed Baseline Catalog Record and its respective fields are as follows:

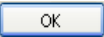
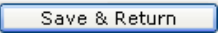
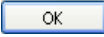
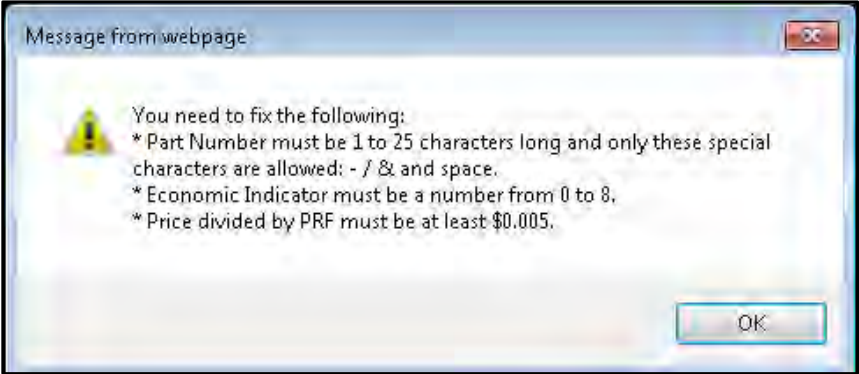
1. **Contract** and **Status** text display the current contract number and status. Read Only displays next to the status when a contract is not editable.
2. **View Reports** drop-down menu is used to access reports about the contract. Selecting a report from this menu opens the report in a new window.
3. The **Filter** drop-down menu is used to filter the set of line items displayed (e.g. all items, wartime items, etc.).
4. The **Sort By** drop-down menu is used to select the sort order for the collection of line items being displayed. If the catalog is filtered for a specific stock number, this number becomes the entry area for the desired stock number.
5. Clicking the **Table View** link displays the **Full Table View** screen (page 40) while maintaining the currently selected sort and filter options of the Detailed Baseline Catalog record.
6. Clicking the **Abbr. Table View** link displays the **Abbreviated Table View** screen (page 38) while maintaining the currently selected sort and filter options of the Detailed Baseline Catalog record.
7. **Item Number /Name, Gross Measures, Allowances, Vendor Item Details, Catch Weight, Package Details, Special Ordering Instructions, and Miscellaneous** editing regions are used to view and update item details. Stock Number, Status, Item Name, DLA Item Description, Abbreviated Description, Item Indicators, Catch Weight Indicator, Manufacturing Price Agreement (MPA) Indicator, the Standardized checkbox, and the PRF Standards checkbox **cannot** be updated by users. Vendor Item Description, Package Unit of Measure, Packaging Code, PRF Unit of Measure, and Units per Purchase Pack can be updated when the Stock Number Standards are not applied to these fields. Package Size can be edited but will be limited to a range if Standards are applied to this field. Catch Weight Multiple can be updated if the Catch Weight indicator contains a "Y", but its acceptable value may be limited if the Stock Number Standards are applied. . Lead Time Days and Minimum Order Quantity cannot be entered for OCONUS contracts. *Fields with an asterisk (*) are required.*
8. Clicking the **More Fields** link displays as "Fewer Fields" when and expands the screen to display additional fields (items 14-16).
9. A row of **check boxes** - allows users to track their status regarding a record and to mark an item from exclusion from export. The Item Complete and Item Reviewed check boxes are for internal tracking only. When attempting to save a record a series of validation checks is run. If any validation fails, a notification displays and changes will not be saved. Checking the Exclude from Submission box bypasses the validations for that item and allows any changes to be saved. **NOTE:** An item with errors or an item that is not in Stock Number Catalog prevents a catalog from being submitted; marking such records "Exclude from Submission" allows the catalog to be submitted without the specified records.
10. Text displaying the **number of items** in the current catalog or filtered subset of the catalog.
11. Screen **action buttons**. The  button is used for adding new stock numbers to the catalog. The  button must be clicked or any changes to the item will be lost when the user moves to another item or another screen. The  button deletes the current item from the catalog. The  button replaces all values with the previously saved values.
12. **Navigation links** allow users to navigate from line item to line item.
13. The **Fewer Fields** link changes to "More Fields" when clicked and removes items 14-16 from the screen display.
14. The **Value and Unit of Measure** region displays editable weight values and their associated Unit of Measures.
15. The **Item Indicators** region displays additional information about the item. These fields are not editable.
16. The **Overwritten Vendor Item Description** region displays the previous production version of the Vendor Item Description. This field is not editable.

NOTE: This is the only screen on which a vendor can accept the DLA Standards for a baseline catalog item.

- Vendors can change the **Accept DLA Standards** from "N" to "Y" if the contract is active, the contract status is "Vendor Ready" and **Standardized** is checked.
 - If **Standardized** is checked and **PRF Standards** is unchecked, the fields affected are – Package Size, Package Unit of Measure, Package Code, Vendor Item Description, and Catch Weight Multiple for Catch Weight Items.
 - If **PRF Standards** is also checked, the fields PRF Unit of Measure and Units per Purchase Pack are also "locked."
- Changing the DLA Standards Acceptance for a baseline catalog does not affect the production catalog until the catalog is submitted.

3.2: Add an Item

STEP/ACTION	EXAMPLE
<p>1. Click .</p> <p>The Enter Stock Number screen displays.</p>	<p>Detail View Screen – Action Buttons</p> 
<p>2. Enter a stock number.</p> <p>3. Click .</p> <p>The Add Item screen displays.</p> <p>NOTE: If the stock number already exists in the baseline catalog, an error message displays. If this occurs, enter a different stock number and click  or click  to return to the Detail screen without saving the stock number.</p>	<p>Enter Stock Number Screen (two example close-ups)</p> 
<p>The Add Item screen is similar to the Detail screen presented in the previous section, but is more limited in functionality. The screen details reflect the specific stock number that being added. Once the item details have been entered, the user may:</p> <ul style="list-style-type: none"> Save the item and return to the catalog Detailed View. Save the item and add another item. Reset the item values (restore to previously saved values). Cancel the process and return to the catalog Detailed View. If the process is canceled the new item is not added to the catalog. <p>NOTE: Attempting to save an item without filling the required fields with appropriate values results in one or more error messages. If this happens the item must be completed correctly before saving, or the “Exclude from Submission” box must be checked to allow the item to be saved with errors.</p> <p>4. Without updating any values, click . The Error Pop-up window displays.</p>	<p>Add Item Screen (with 2 close-ups)</p> 

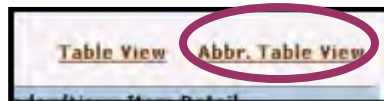
STEP/ACTION	EXAMPLE
<p>5. Click  to return to the Add Item screen.</p> <p>6. Select the “Exclude from Submission” value.</p> <p>7. Click .</p> <p>A message displays indicating that the record has been added successfully.</p> <p>8. Click the message  button to return to the Detailed View screen.</p>	<p>Error Pop-up Window</p> 

3.3: Table View Screens

1. Select the **Abbr. Table View** link on the **Detailed View** screen.

The **Abbreviated Table View** screen displays.

Close-up of the **Detailed View's** table view links



Abbreviated Table View (partial view) – Overview

1 Contract: SPM30011D3456 Status : Vendor Ready 832 Version: 1 2 View Reports

Filter: All 3

4 Page 1 of 6 Go to page: Go! 5 6 Detailed View Full Table View

7

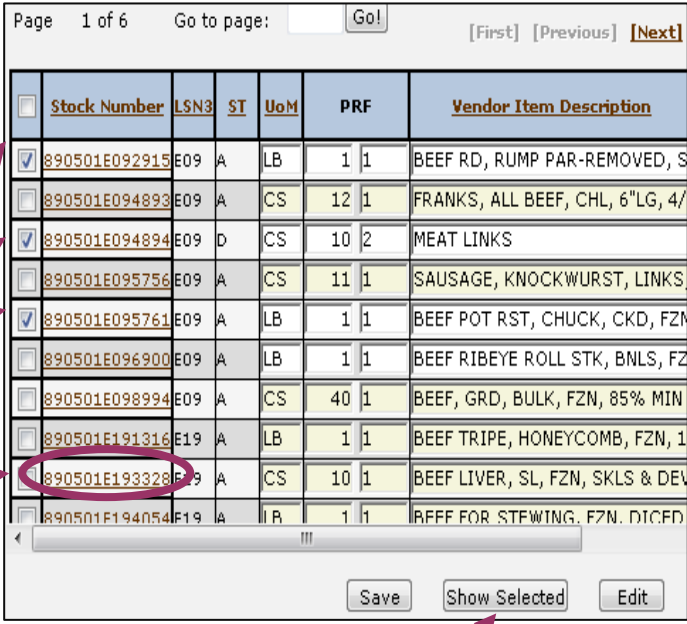

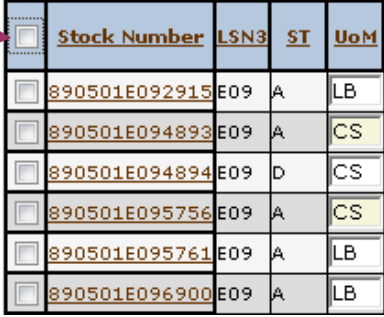

<input type="checkbox"/>	Stock Number	LSN3	ST	UoM	PRF	Vendor Item Description	Vendor Price	Product Price	Lead Time Days	MPA Ind	MPA Purch Date	CW Ind	CW Multi	Part Number	UPPP	Pkg
<input type="checkbox"/>	890501E092915	E09	A	LB	1 1	BEEF RD, RUMP PAR-REMOVED, SI	\$2.54	\$2.40				Y	63	8783151	1	60.0
<input type="checkbox"/>	890501E094893	E09	A	CS	12 1	FRANKS, ALL BEEF, CHL, 6"LG, 4/1	\$41.18	\$37.68				N		PT	1	12.0
<input type="checkbox"/>	890501E094894	E09	D	CS	10 2	MEAT LINKS	\$0.25					N		88	8	12.0
<input type="checkbox"/>	890501E095756	E09	A	CS	11 1	SAUSAGE, KNOCKWURST, LINKS,	\$35.21	\$31.71				N		8914566	1	11.0
<input type="checkbox"/>	890501E095761	E09	A	LB	1 1	BEEF POT RST, CHUCK, CKD, FZN	\$3.95	\$3.81				N	10	8969024	1	10.0
<input type="checkbox"/>	890501E096900	E09	A	LB	1 1	BEEF RIBEYE ROLL STK, BNLS, FZN	\$15.58	\$15.44				N	10	8941007	24	8.00
<input type="checkbox"/>	890501E098994	E09	A	CS	40 1	BEEF, GRD, BULK, FZN, 85% MIN I	\$89.60	\$84.00				N		8789257	8	5.00
<input type="checkbox"/>	890501E191316	E19	A	LB	1 1	BEEF TRIPE, HONEYCOMB, FZN, 1/	\$2.84	\$2.70				N	10	5406092	1	10.0
<input type="checkbox"/>	890501E193328	E19	A	CS	10 1	BEEF LIVER, SL, FZN, SKLS & DEV	\$17.01	\$15.61				N		8942245	40	4.00
<input type="checkbox"/>	890501E194054	E19	A	LB	1 1	BEEF FOR STEWING, FZN, DICED,	\$4.59	\$4.45				N	10	8942476	1	10.0


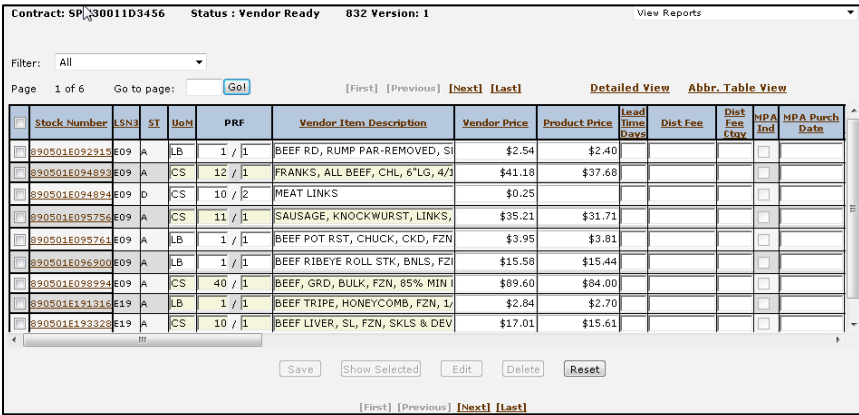
9 Save Show Selected Edit Delete Reset

10 [First] [Previous] [Next] [Last]

The screen elements of an Abbreviated Table View and it's respective fields are as follows:

1. **Contract , Status and Version** – This text displays the contract number , contract status, and the current 832 version against which items are validated . “Read Only” text displays next to the contract status when the contract is not editable.
2. **View Reports** – A drop-down menu used to access reports about the contract. Selecting a report from this menu opens the report in a new window.
3. **Filter** – A drop-down menu used to filter the set of line items displayed (e.g. All, NSN Only, Wartime Items).
4. **Page number and navigation links**. The number of pages is the total number of pages under the current selected filter. With these links, the user can navigate from page to page sequentially or go directly to a specific page.
5. **Detailed View** link – If no items are checked (left column), clicking this link goes to the **Detailed View** while maintaining the currently selected sort and filter options. If items are checked, clicking this link goes to the **Detailed View** filtered for the items checked on the screen.
6. **Full Table View** link – Clicking this link goes to the **Full Table View** screen while maintaining the currently selected sort and filter options.
7. **Column Headings** – Clicking any header other than PRF sorts the catalog by that column. Successive clicks on the column header reverses the sort order. Clicking any check box in the column header row, alternately selects and deselects all items on the screen and in that column. The “LSN3” column is included here for sorting purposes only.
8. **Item editing region** – This region allows users to edit multiple items at the same time.
9. **Action buttons** – Action buttons only apply to items on the current screen that have a check mark to the left of the stock number. When changes are made to one or more items, the “Save” button must be clicked or all changes to the items will be lost when the user moves to another screen or unchecks the item(s). If the “Show Selected” is clicked, the screen is filtered to display only those items checked in the left column. The “Edit” button goes to the **Detailed View** filtered for those records check on the current screen. The “Delete” button deletes all checked items from the catalog. The “Reset” button replaces all values with the previously saved values. Unsaved changes are lost.
10. **Page-to-page navigation links** – These links provide the user with the ability to navigate from page to page.

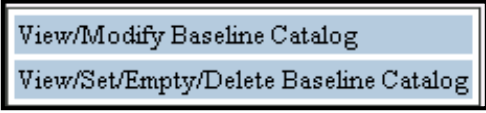
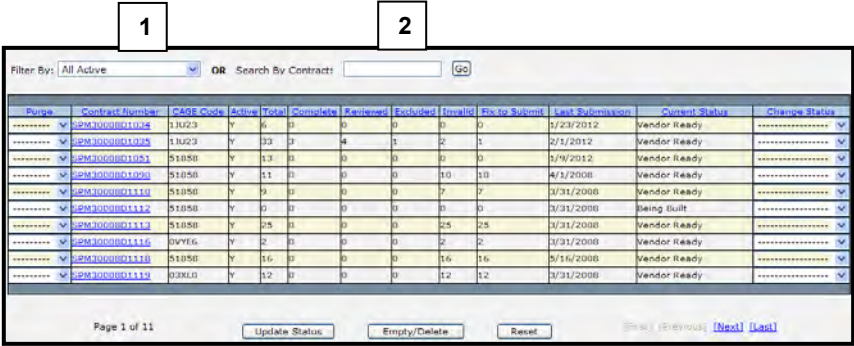
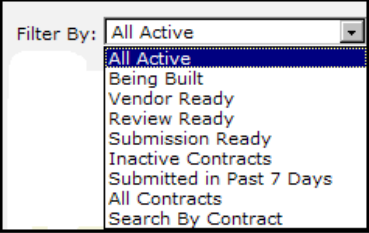
STEP/ACTION	EXAMPLE
<p>The Abbreviated Table View contains much of the functionality of the Detail screen. This screen displays the most commonly edited fields shown on the Detail screen and shows multiple records.</p> <p>The Standard Acceptance setting cannot be modified on this screen.</p> <p>The action buttons (Save, Edit, Delete, and Reset) become active only for records checked on the left side of the view.</p> <p>The “Edit” button goes to the Detailed View filtered for the items checked.</p> <p>Clicking a stock number goes to the Detailed View for that stock number.</p> <p>Clicking the Detailed View link returns to the Detailed View filtered for the items checked or, when no items are checked, all items in the filter/sort set.</p> <p>Clicking the Full Table View link on this screen returns to the Full Table View filtered for the items checked or, when no items are checked, all items in the filter/sort set.</p> <p>Checking the box next to “Stock Number” alternately selects/deselects all items on the page.</p> <p>All columns, with the exception of “PRF,” can be sorted by clicking the column header.</p> <p>NOTE: Checking one or more stock numbers and clicking “Save” will run validations on all the items in the contract and update the “Record Valid” flag on all items in the contract. This applies to the Full Table View screen also.</p> <p>2. Click Full Table View. The Full Table View displays.</p>	<p>Abbreviated Table View Screen (partial view))</p>  <p>Abbreviated Table View (Action Buttons)</p>  <p>Abbreviated Table View Screen (partial view)</p>  <p>Abbreviated Table View Screen (partial view)</p> 

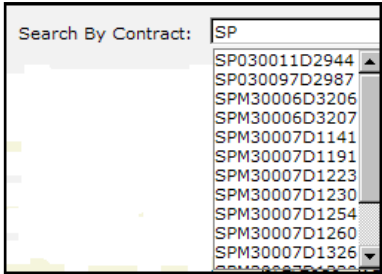
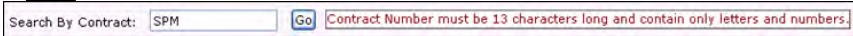
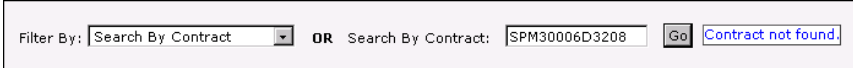
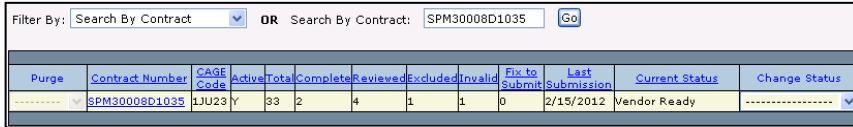
STEP/ACTION	EXAMPLE
<p>The Full Table View functions much like the Abbreviated Table View screen. The only differences are as follows:</p> <p>The Table View contains more of the data displayed on the Detailed View.</p> <ul style="list-style-type: none"> The Table View has the Abbr. Table View link instead of the Full Table View link. The Table View is more likely to require using the horizontal scroll bar to view all the item information. <p>NOTE: The check box and “Stock Number” column continues to display when scrolling horizontally. This feature also applies to the Abbreviated Table View screen.</p> <p>3. To exit to return to the Main Menu, click  Main Menu found on the upper right hand corner of the screen.</p> <p>The Main Menu displays (not pictured).</p>	<p>Full Table View Screen (partial view)</p>  <p>The screenshot shows the 'Full Table View' screen for Contract: SP0001103456, Status: Vendor Ready, 832 Version: 1. It includes a filter dropdown set to 'All', page navigation (Page 1 of 6, Go to page: [Go]), and view toggles for [First], [Previous], [Next], [Last], Detailed View, and Abbr. Table View. The table lists various beef products with their respective prices and fees. At the bottom, there are buttons for Save, Show Selected, Edit, Delete, and Reset, along with additional navigation links [First], [Previous], [Next], and [Last].</p>



Chapter 4: View/Set/Empty/Delete a Baseline Catalog

The **View/Set Catalog** screen is the screen from which catalog statuses are changed. In addition summary information is included for each catalog.

STEP/ACTION	EXAMPLE
<p>1. From the Main Menu, place your cursor over the Baseline Catalog Maintenance menu bar and select View/Set/Empty/Delete Baseline Catalog.</p> <p>The View/Set /Empty/Delete Baseline Catalog screen displays, which includes a series of columns and with two filtering options.</p>	<p>Main Menu – Catalog Maintenance Submenu</p> 
<p>Search Options</p> <p>Filter By Contract Status</p> <p>This option allows filtering by contract status. (1)</p> <p>Search by Contract</p> <p>You can also search by contract number. (2)</p> <p>If you enter partial characters of an existing contract number (any characters within the string), you can choose from a drop-down list of existing contract numbers that begin with or contain these characters. (3)</p> <p>If you enter partial characters and click Go, the error message “Contract Number must be 13 characters long and contain only letters and numbers” will display. (4)</p> <p>If you enter a nonexistent or invalid contract number, the error message “Contract not found” will display. (5)</p> <p>Catalog Status Table</p> <p>All columns except the Change Status (last) column are sorted by clicking the column header. The sort order alternates between ascending and descending order when consecutive clicks are made to the same column header.</p> <p>Clicking a contract number in the</p>	<p>View/Set/Empty/Delete a Baseline Catalog Screen</p>  <p>Close-up of Filter by Contract Status Drop-Down List</p> 

STEP/ACTION	EXAMPLE																										
<p>Contract Number (first) column causes the Detail Screen for that contract to display. If the catalog has a status of “Being Built” the contract number is not underlined and is not available for viewing or editing.</p> <p>-See the next page for an overview of the screen elements -</p>	<p>Close-up of Search by Contract Drop-Down List (partial characters entered)</p> <p>3</p>  <p>Close-up of Search by Contract Error Message (partial characters entered and user clicks Go)</p> <p>4</p>  <p>Close-Up of Search by Contract Entry (no contract found)</p> <p>5</p>  <p>Close-Up of Search by Contract Entry (contract number filtered)</p>  <table><tr><th>Purge</th><th>Contract Number</th><th>CAGE Code</th><th>Active</th><th>Total</th><th>Complete</th><th>Reviewed</th><th>Excluded</th><th>Invalid</th><th>Fix to Submit</th><th>Last Submission</th><th>Current Status</th><th>Change Status</th></tr><tr><td>.....</td><td>SPM30008D1035</td><td>1JU23</td><td>Y</td><td>33</td><td>2</td><td>4</td><td>1</td><td>1</td><td>0</td><td>2/15/2012</td><td>Vendor Ready</td><td>.....</td></tr></table>	Purge	Contract Number	CAGE Code	Active	Total	Complete	Reviewed	Excluded	Invalid	Fix to Submit	Last Submission	Current Status	Change Status	SPM30008D1035	1JU23	Y	33	2	4	1	1	0	2/15/2012	Vendor Ready
Purge	Contract Number	CAGE Code	Active	Total	Complete	Reviewed	Excluded	Invalid	Fix to Submit	Last Submission	Current Status	Change Status															
.....	SPM30008D1035	1JU23	Y	33	2	4	1	1	0	2/15/2012	Vendor Ready															

View/Set/Empty/Delete Baseline Catalog Screen Overview

File

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All Active

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13

Purge	Contract Number	CAGE Code	Active	Total	Complete	Reviewed	Excluded	Invalid	Fix to Submit	Last Submission	Current Status	Change Status
-----	SPM30008D1034	1JU23	Y	6	0	0	0	0	0	1/23/2012	Vendor Ready	-----
-----	SPM30008D1035	1JU23	Y	33	2	4	1	1	0	2/15/2012	Vendor Ready	-----
-----	SPM30008D1119	03XL0	Y	12	0	0	0	12	12	3/31/2008	Vendor Ready	-----
-----	SPM30008D1132	03XL0	Y	12	0	0	0	12	12	6/10/2008	Being Built	-----
-----	SPM30008D1139	03XL0	Y	13	0	0	0	0	0	1/30/2012	Vendor Ready	-----
-----	SPM30008D1157	03XL0	Y	7	0	0	0	7	7	3/28/2008	Vendor Ready	-----
-----	SPM30008D1278	03XL0	Y	9	0	0	0	9	9	3/31/2008	Being Built	-----
-----	SPM30008D1282	03XL0	Y	10	0	0	0	10	10	3/31/2008	Vendor Ready	-----
-----	SPM30008D1283	03XL0	Y	10	0	0	0	9	9	3/31/2008	Vendor Ready	-----
-----	SPM30008D1307	03XL0	Y	7	0	0	0	7	7	3/31/2008	Vendor Ready	-----

Page 1 of 2

Update Status

Empty/Delete

Reset

[First]

[Previous]

[Next]

[Last]

The View/Set/Empty/Delete Baseline Catalog columns and their respective elements are identified as follows:

- Purge.** This drop-down allows a subsistence user to empty or delete a contract. This functionality is not available to vendors.
- Contract Number.** A schema of numbers used to identify a formal agreement between two or more individuals enforceable by law.
- CAGE Code.** The Commercial and Government Entity (CAGE) code under which the contract falls.
- Active.** The column displays a "Y" if the contract is still active; an "N" if inactive. If this indicator is "N" the contract status cannot be set to "Submission Ready" and the contract cannot be submitted to STORES.
- Total.** The accumulative number of line items in the baseline contract.
- Complete.** The number of line items marked as complete (set on the Detailed View, Full Table View or Abbreviated Table View screen). This indicator does not affect line item or contract submission.
- Reviewed.** The number of line items marked as reviewed (set on the Detailed View, Full Table View or Abbreviated Table View screen). This indicator does not affect line item or contract submission.
- Excluded.** The number of records marked for exclusion from submission. Records marked for exclusion are not included in a submission. This indicator is set on the Detailed View, Full Table View or Abbreviated Table View screen and can be used to exclude records that would otherwise block submission, thus allowing a submission to be completed.
- Invalid.** The total number of line items that either do not meet validation checks or are not in the Stock Number Catalog are considered invalid. If these records are not excluded from the submission, they will prevent the changing of the contract status to "Submission Ready."
- Fix to Submit.** The count of invalid records that have not been excluded from the submission. These records must either be corrected or excluded from the submission before the contract status can be changed to "Submission ready." This number must be zero in order for a submission to occur.
- Last Submission.** The date the contract was last submitted to STORES.
- Current Status.** The current status of the contract.
- Change Status.** This column is used to change the status of individual contracts. The status can only be moved up or down one status level at a time. Clicking the "Update Status" button updates the status of all records on the page (except those records displaying "----"). Vendors can only move a contract from "Vendor Ready" to "Review Ready". Guest vendors cannot make any status changes. The statuses (from lowest to highest level) are: "Being Built", "Vendor Ready", "Review Ready" and "Submission Ready."

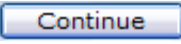
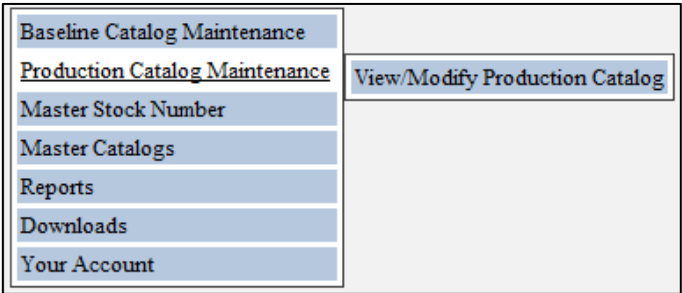
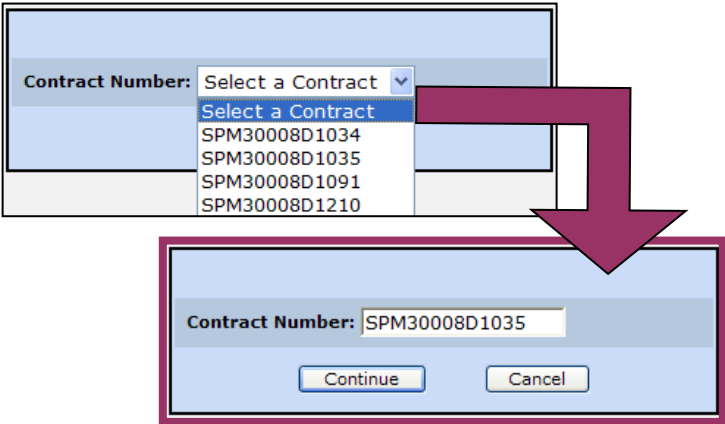
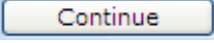
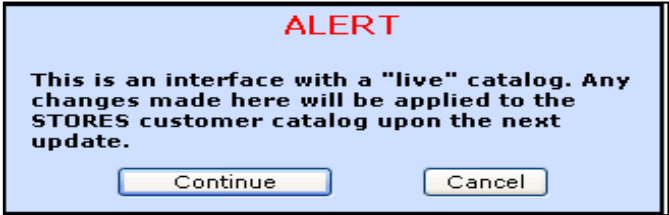


Chapter 5: View/Modify a Production Catalog

5.1: Access a Production Catalog

Modifying a catalog in the production environment does not result in updates/changes immediately being available to customers wishing to place an order. Changes display to customers only after the weekly catalog update or after a special catalog update occurs.

A production catalog can be modified from the **Catalog Items** screen (this section), the **Detailed View (Production Catalog)** screen (Section 5.3), and the **Add Item (Production Catalog)** screen (Section 5.4).

STEP/ACTION	EXAMPLE
<p>1. From the STORES Catalog Main Menu, place your cursor over the Production Catalog Maintenance menu bar and select View/Modify Production Catalog.</p> <p>The Select a Contract Number Screen displays.</p> <p>NOTE: If you have no assigned production catalogs, this menu item will not appear.</p> <p>2. Select a contract number.</p> <p>3. Click .</p> <p>If the catalog is assigned with the role "Vendor":</p> <p>The View/Modify Production Catalog ALERT screen displays.</p> <p>If the catalog is assigned with the role of "Guest Vendor":</p> <p>The Catalog Items screen displays (next page).</p>	<p>Main Menu - View/Modify Production Catalog Submenu</p>  <p>Select Contract Screen (two example close-ups)</p> 
<p>4. Click .</p> <p>The Catalog Items screen displays (next page).</p>	<p>The View/Modify Production Catalog ALERT Screen</p> 

5.2: Catalog Items

The **Catalog Items** screen displays somewhat differently for *active* and *inactive* contracts. If a contract is inactive, the text “Inactive [Read Only]” follows the contract number. If the contract is inactive or the role assignment for the contract is “Guest Vendor”, the “Add Item” button does not display, the two left columns (“Edit” and “Delete”) are not available, and the reports drop-down does not display. The example below shows an overview screen for an active contract.

Catalog Items Overview (Partial View - Active Contract - Viewing)

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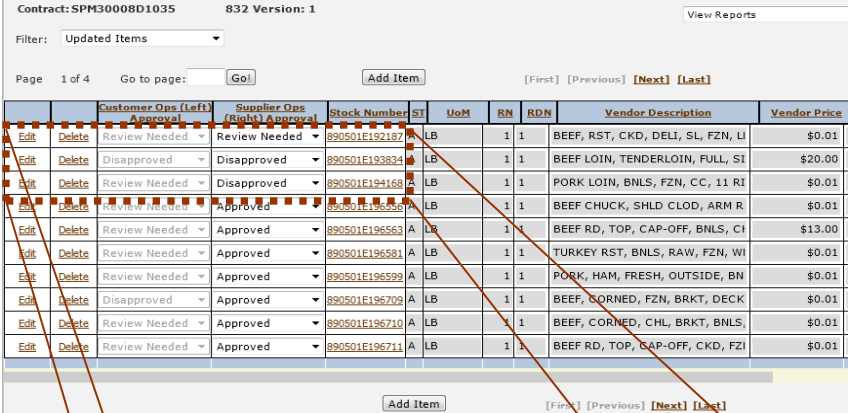
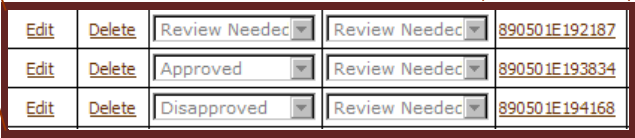
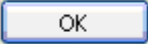
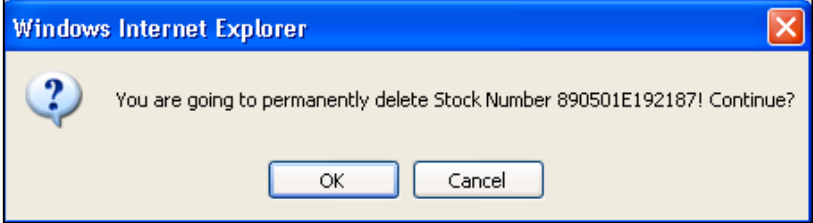
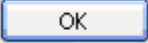

		Customer Ops (Left) Approval	Supplier Ops (Right) Approval	Stock Number	STRN	RDN	Vendor Description	Vendor Price	Product Price	Lead Time Days
Edit	Delete	Disapproved	Disapproved	890501E193834	A	1	BEEF LOIN, TENDERLOIN, FULL, SI	\$20.00	\$10.00	
Edit	Delete	Review Needed	Disapproved	890501E194168	A	1	PORK LOIN, BNLS, FZN, CC, 11 RI	\$0.01	\$0.10	
Edit	Delete	Review Needed	Approved	890501E196556	A	1	BEEF CHUCK, SHLD CLOD, ARM R	\$0.01	\$4.00	
Edit	Delete	Review Needed	Approved	890501E196563	A	1	BEEF RD, TOP, CAP-OFF, BNLS, CI	\$13.00	\$1.00	
Edit	Delete	Review Needed	Approved	890501E196581	A	1	TURKEY RST, BNLS, RAW, FZN, WI	\$0.01	\$18.00	
Edit	Delete	Review Needed	Approved	890501E196599	A	1	PORK, HAM, FRESH, OUTSIDE, BN	\$0.01		
Edit	Delete	Disapproved	Approved	890501E196709	A	1	BEEF, CORNED, FZN, BRKT, DECK	\$0.01	\$1.00	
Edit	Delete	Review Needed	Approved	890501E196710	A	1	BEEF, CORNED, CHL, BRKT, BNLS,	\$0.01	\$30.00	
Edit	Delete	Review Needed	Approved	890501E196711	A	1	BEEF RD, TOP, CAP-OFF, CKD, FZI	\$0.01		
Edit	Delete	Review Needed	Approved	890501E596188	A	1	CKN, QTR, P/C, FZN, ROTISSERIE	\$0.01		

The Catalog Items columns and the respective elements are identified as follows:

- Contract Number.** A schema of numbers used to identify a formal agreement between two or more individuals enforceable by law.
- Reports** drop-down menu. This drop-down contains a links to the “Pending Catalog Change Report” and the “832 Version Compliance Report”.
- Filter** drop-down menu. The filter choices are: “All Items”, “Updated Items”, “Warning Items”, “Non-Warning Items”, “Size Changed Items”, “Unchanged Items”, “Disapproved Items”, “Review Needed Items”, and “Specific Item”.
- Catalog Items **Page** number and navigation links. The total number of pages depends on the total number of items in the catalog and the current selected filter (see Item 3 above).
- The “**Go to page:**” option allows user to select a specific page for viewing.
- The “**Add Item**” button displays on the top and bottom of the screen. Click this button to add a new item to the catalog.
- The **page-to-page** navigation links display on the top and bottom of the screen and allow sequential page-by-page navigation.
- Stock Number/ Item viewing and editing region.** In this section Stock Number, Status, Approved/Disapproved Status, Unit of Measure, Ratio Numerator, Ration Denominator, Vendor Description, Vendor Price, Product Price, Lead Time Days, MPA Indicator, MPA Purchase Date, Catch Weight Indicator, Catch Weight Multiple, Part Number, Units per Package, Comments (Brand), Package Size, Package Unit of Measure, Package Code, the Standardized and PRF Standards flags, the Standards Acceptance flag, Economic Indicator, the Disapproval/Approval I Reasons, and the person(s) approving/disapproving the item are displayed. To edit an item, click the [Edit](#) link. To delete an item, click the [Delete](#) link.


NOTES:

- If an item cannot be edited for any reason, the [Edit](#) and [Delete](#) links will not display.
- Only subsistence users can disapprove or re-approve a line item.
- To sort by a column, select the column header. Successive clicks on the column header toggles the sort order between ascending and descending order.

STEP/ACTION	EXAMPLE
<p>To modify a production catalog, make sure an active contract has been selected. If necessary, begin with Step 1 in Section 5.1 and select an active contract.</p> <p>To Delete an Item:</p> <ol style="list-style-type: none"> To delete an item from the contract table, click Delete.  <p>The About to Delete pop-up displays (below right) providing the opportunity to execute or to cancel the deletion.</p>	<p>Catalog Items Screen (partial view with one close-up)</p>  
<ol style="list-style-type: none"> Click  to complete the deletion of this item. <p>The Item Deleted pop-up displays (below right).</p>	<p>About to Delete Pop-up</p> 
<ol style="list-style-type: none"> Click  to confirm the deletion. <p>The Catalog Items screen now displays with one less record.</p>	<p>Item Deleted Pop-up</p> 

To Edit an Item:

- 1. Select an item to edit and click **Edit**. If necessary, begin with Step 1 in Section 5.1 and select an active contract.



Edit	Delete	Review Needed	Review Needed	890501E192187
Edit	Delete	Approved	Review Needed	890501E193834
Edit	Delete	Disapproved	Review Needed	890501E194168

The **Catalog Items** screen displays with a second row for the selected item. Editing takes place in this new row. This information displays on the next page.

Catalog Items Screen (partial view with one close-up)

Contract: SPM30008D1035832 Version: 1View Reports

Filter: Updated Items

Page 1 of 4Go to page: [Go]

Add Item

[First] [Previous] [Next] [Last]

		Customer One Approval	Supplier One Approval	Item ID	Item Name	UoM	BN	RDN	Vendor Description	Vendor Price
Edit	Delete	Review Needed	Review Needed	890501E192187	BEEF, RST, CKD, DELI, SL, FZN, LI	LB	1	1		\$0.01
Edit	Delete	Disapproved	Disapproved	890501E193834	BEEF LOIN, TENDERLOIN, FULL, SI	LB	1	1		\$20.00
Edit	Delete	Review Needed	Disapproved	890501E194168	PORK LOIN, BNLS, FZN, CC, 11 RI	LB	1	1		\$0.01
Edit	Delete	Review Needed	Approved	890501E196556	BEEF CHUCK, SHLD CLOD, ARM R	LB	1	1		\$0.01
Edit	Delete	Review Needed	Approved	890501E196563	BEEF RD, TOP, CAP-OFF, BNLS, CI	LB	1	1		\$13.00
Edit	Delete	Review Needed	Approved	890501E196581	TURKEY RST, BNLS, RAW, FZN, WI	LB	1	1		\$0.01
Edit	Delete	Review Needed	Approved	890501E196599	PORK, HAM, FRESH, OUTSIDE, BN	LB	1	1		\$0.01
Edit	Delete	Disapproved	Approved	890501E196709	BEEF, CORNED, FZN, BRKT, DECK	LB	1	1		\$0.01
Edit	Delete	Review Needed	Approved	890501E196710	BEEF, CORNED, CHL, BRKT, BNLS	LB	1	1		\$0.01
Edit	Delete	Review Needed	Approved	890501E196711	BEEF RD, TOP, CAP-OFF, CKD, FZI	LB	1	1		\$0.01

Add Item

[First] [Previous] [Next] [Last]

Edit	Delete	Review Needed	Review Needed	890501E192187
Edit	Delete	Approved	Review Needed	890501E193834
Edit	Delete	Disapproved	Review Needed	890501E194168

Catalog Items Screen Overview (Editing – partial view)												
1	Contract: SPM30008D1035				832 Version: 1				2 View Reports			
	Filter: All Items				3							
4			Customer Ops (Left) Approval	Supplier Ops (Right) Approval	Stock Number	SI	UoM	RN	RDN	Vendor Description	Vendor Price	Product
5	Update	Cancel	Review Needed	Review Needed	890501E192187	A	LB	1	1	BEEF, RST, CKD, DELI, SL, FZN, LI	\$0.01	
							LB	1	1	BEEF, RST, CKD, DELI, SL, FZN, LI	\$0.01	
	Edit	Delete	Disapproved	Disapproved	890501E193834	A	LB	1	1	BEEF LOIN, TENDERLOIN, FULL, SI	\$20.00	\$1
	Edit	Delete	Review Needed	Disapproved	890501E194168	A	LB	1	1	PORK LOIN, BNLS, FZN, CC, 11 RI	\$0.01	\$
	Edit	Delete	Review Needed	Approved	890501E196556	A	LB	1	1	BEEF CHUCK, SHLD CLOD, ARM R	\$0.01	\$
	Edit	Delete	Review Needed	Approved	890501E196563	A	LB	1	1	BEEF RD, TOP, CAP-OFF, BNLS, CI	\$13.00	\$
	Edit	Delete	Review Needed	Approved	890501E196581	A	LB	1	1	TURKEY RST, BNLS, RAW, FZN, WI	\$0.01	\$1
	Edit	Delete	Review Needed	Approved	890501E196599	A	LB	1	1	PORK, HAM, FRESH, OUTSIDE, BN	\$0.01	
	Edit	Delete	Disapproved	Approved	890501E196709	A	LB	1	1	BEEF, CORNED, FZN, BRKT, DECK	\$0.01	\$
	Edit	Delete	Review Needed	Approved	890501E196710	A	LB	1	1	BEEF, CORNED, CHL, BRKT, BNLS,	\$0.01	\$3
	Edit	Delete	Review Needed	Approved	890501E196711	A	LB	1	1	BEEF RD, TOP, CAP-OFF, CKD, FZI	\$0.01	

The Catalog Items columns and the respective elements are identified as follows:


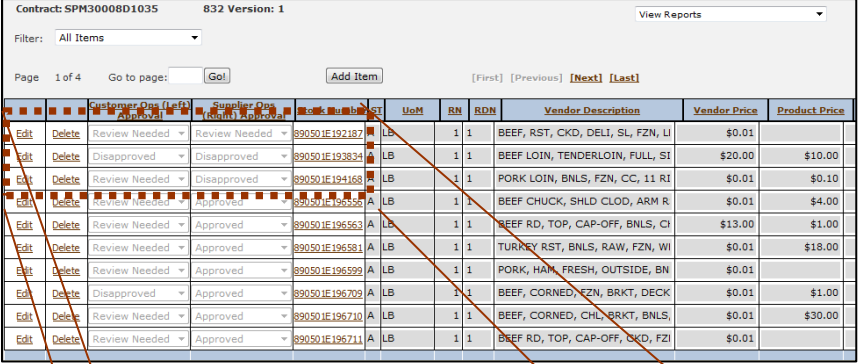

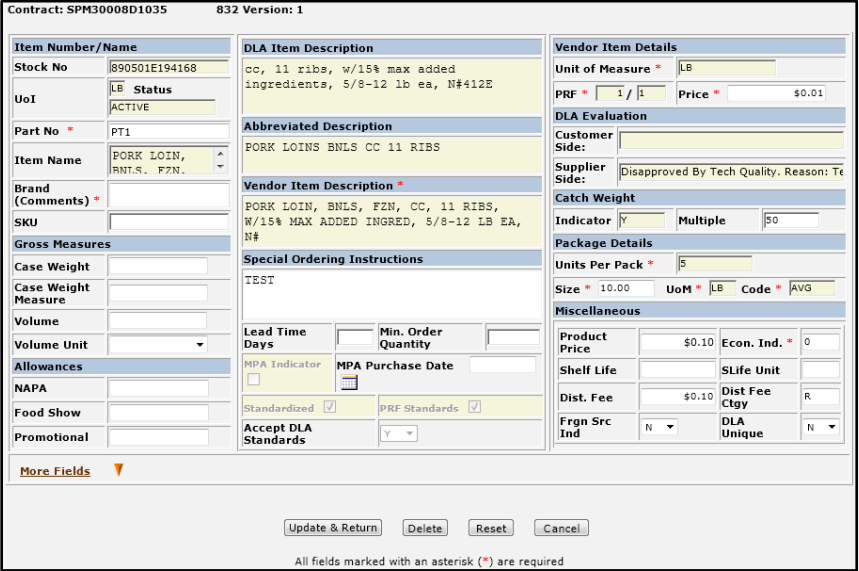
- Contract and Contract Version** - Text that displays the current contract number and the 832 version against which data is validated.
- Reports** drop-down menu. This drop-down contains links to the "Pending Catalog Change Report" and the "832 Version Compliance Report(s)".
- Filter** drop-down menu. The filter choices are: "All Items", "Updated Items", "Warning Items", "Non-Warning Items", "Size Changed Items", "Unchanged Items", "Disapproved Items", "Review Needed Items", and "Specific Item".
- Stock Number/ Item viewing and editing region.** In this section the Item Approval Status, Stock Number, Status, Unit of Measure, Ratio Numerator, Ration Denominator, Vendor Description, Vendor Price, Part Number, Product Price, Lead Time Days, MPA Indicator, MPA Purchase Date, Units per Package, Comments (Brand), Package Size, Package Unit of Measure, Package Code, Standardized Indicator, PRF Standards Indicator, Standards Acceptance Status, and the Economic Indicator are displayed. To edit an item click the "Edit" link. To delete an item, click the "Delete" link.
- Item edit region.** If DLA Standards have not been accepted you may edit : Unit of Measure, Ratio Numerator, Ration Denominator, Vendor Description, Price, Part Number, Units per Package, Comments (Brand), Package Size, Package Unit of Measure, Package Code, and the Economic Indicator. If the Standards have been accepted, edits will be restricted according to the level (Standardized or Standardized and PRF Standards) of standards being enforced. To cancel changes click Cancel. To save changes click the "Update" link.

NOTES:

- If an item cannot be edited for any reason, the Edit and Delete links will not display.
- The status of the Standard Acceptance cannot be modified on this screen.
- To sort by a column, click the column header. Successive clicks on the column header toggle the sort order between ascending and descending order.
- The "Update" link must be selected for any item being edited if changes are to be saved. Clicking "Edit" or "Delete" on another item, before saving (updating) the current item, will result in changes being lost.

STEP/ACTION	EXAMPLE																																																																																																														
<p>2. To cancel changes to an item that is about to be updated in Edit mode, click Cancel.</p> <div><div>Update</div><div>Cancel</div></div> <p>The changes will not be saved and the screen refreshes without the editable row.</p>	<p>Catalog Items Screen - Editing (partial view with one close-up)</p> <div><div>Contract: SPM30008D1035832 Version: 1View Reports</div><div>Filter: All Items</div><table><tr><th></th><th></th><th>Customer Ops (Left) Approval</th><th>Supplier Ops (Right) Approval</th><th>Stock Number</th><th>ST</th><th>UoM</th><th>RN</th><th>RDN</th><th>Vendor Description</th></tr><tr><td>Update</td><td>Cancel</td><td>Review Needed</td><td>Review Needed</td><td>890501E192187</td><td>A</td><td>LB</td><td>1</td><td>1</td><td>BEEF, RST, CKD, DELI, SL, FZN, LI</td></tr><tr><td>Edit</td><td>Delete</td><td>Disapproved</td><td>Disapproved</td><td>890501E193834</td><td>A</td><td>LB</td><td>1</td><td>1</td><td>BEEF LOIN, TENDERLOIN, FULL, SI</td></tr><tr><td>Edit</td><td>Delete</td><td>Review Needed</td><td>Disapproved</td><td>890501E194168</td><td>A</td><td>LB</td><td>1</td><td>1</td><td>PORK LOIN, BNLS, FZN, CC, 11 RI</td></tr><tr><td>Edit</td><td>Delete</td><td>Review Needed</td><td>Approved</td><td>890501E196556</td><td>A</td><td>LB</td><td>1</td><td>1</td><td>BEEF CHUCK, SHLD CLOD, ARM R</td></tr><tr><td>Edit</td><td>Delete</td><td>Review Needed</td><td>Approved</td><td>890501E196563</td><td>A</td><td>LB</td><td>1</td><td>1</td><td>BEEF RD, TOP, CAP-OFF, BNLS, CI</td></tr><tr><td>Edit</td><td>Delete</td><td>Review Needed</td><td>Approved</td><td>890501E196581</td><td>A</td><td>LB</td><td>1</td><td>1</td><td>TURKEY RST, BNLS, RAW, FZN, WI</td></tr><tr><td>Edit</td><td>Delete</td><td>Review Needed</td><td>Approved</td><td>890501E196599</td><td>A</td><td>LB</td><td>1</td><td>1</td><td>PORK, HAM, FRESH, OUTSIDE, BN</td></tr><tr><td>Edit</td><td>Delete</td><td>Disapproved</td><td>Approved</td><td>890501E196709</td><td>A</td><td>LB</td><td>1</td><td>1</td><td>BEEF, CORNED, FZN, BRKT, DECK</td></tr><tr><td>Edit</td><td>Delete</td><td>Review Needed</td><td>Approved</td><td>890501E196710</td><td>A</td><td>LB</td><td>1</td><td>1</td><td>BEEF, CORNED, CHL, BRKT, BNLS</td></tr><tr><td>Edit</td><td>Delete</td><td>Review Needed</td><td>Approved</td><td>890501E196711</td><td>A</td><td>LB</td><td>1</td><td>1</td><td>BEEF RD, TOP, CAP-OFF, CKD, FZI</td></tr></table><div><div>Update</div><div>Cancel</div></div></div>			Customer Ops (Left) Approval	Supplier Ops (Right) Approval	Stock Number	ST	UoM	RN	RDN	Vendor Description	Update	Cancel	Review Needed	Review Needed	890501E192187	A	LB	1	1	BEEF, RST, CKD, DELI, SL, FZN, LI	Edit	Delete	Disapproved	Disapproved	890501E193834	A	LB	1	1	BEEF LOIN, TENDERLOIN, FULL, SI	Edit	Delete	Review Needed	Disapproved	890501E194168	A	LB	1	1	PORK LOIN, BNLS, FZN, CC, 11 RI	Edit	Delete	Review Needed	Approved	890501E196556	A	LB	1	1	BEEF CHUCK, SHLD CLOD, ARM R	Edit	Delete	Review Needed	Approved	890501E196563	A	LB	1	1	BEEF RD, TOP, CAP-OFF, BNLS, CI	Edit	Delete	Review Needed	Approved	890501E196581	A	LB	1	1	TURKEY RST, BNLS, RAW, FZN, WI	Edit	Delete	Review Needed	Approved	890501E196599	A	LB	1	1	PORK, HAM, FRESH, OUTSIDE, BN	Edit	Delete	Disapproved	Approved	890501E196709	A	LB	1	1	BEEF, CORNED, FZN, BRKT, DECK	Edit	Delete	Review Needed	Approved	890501E196710	A	LB	1	1	BEEF, CORNED, CHL, BRKT, BNLS	Edit	Delete	Review Needed	Approved	890501E196711	A	LB	1	1	BEEF RD, TOP, CAP-OFF, CKD, FZI
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<p>3. To save changes to an edited record, and update the production catalog, click Update.</p> <div><div>Update</div><div>Cancel</div></div> <p>Changes made to the item are saved and the production catalog is updated. The updated screen refreshes without the editable second row.</p> <p>NOTE: If errors are found, a pop-up window displays listing the values needing correction. Clicking <div>OK</div> on the pop-up message redisplay the Catalog Items screen and allows editing the record to continue.</p>	<p>Catalog Items Screen - Editing (partial view with one close-up)</p> <div><div>Contract: SPM30008D1035832 Version: 1View Reports</div><div>Filter: All Items</div><table><tr><th></th><th></th><th>Customer Ops (Left) Approval</th><th>Supplier Ops (Right) Approval</th><th>Stock Number</th><th>ST</th><th>UoM</th><th>RN</th><th>RDN</th><th>Vendor Description</th></tr><tr><td>Update</td><td>Cancel</td><td>Review Needed</td><td>Review Needed</td><td>890501E192187</td><td>A</td><td>LB</td><td>1</td><td>1</td><td>BEEF, RST, CKD, DELI, SL, FZN, LI</td></tr><tr><td>Edit</td><td>Delete</td><td>Disapproved</td><td>Disapproved</td><td>890501E193834</td><td>A</td><td>LB</td><td>1</td><td>1</td><td>BEEF LOIN, TENDERLOIN, FULL, SI</td></tr><tr><td>Edit</td><td>Delete</td><td>Review Needed</td><td>Disapproved</td><td>890501E194168</td><td>A</td><td>LB</td><td>1</td><td>1</td><td>PORK LOIN, BNLS, FZN, CC, 11 RI</td></tr><tr><td>Edit</td><td>Delete</td><td>Review Needed</td><td>Approved</td><td>890501E196556</td><td>A</td><td>LB</td><td>1</td><td>1</td><td>BEEF CHUCK, SHLD CLOD, ARM R</td></tr><tr><td>Edit</td><td>Delete</td><td>Review Needed</td><td>Approved</td><td>890501E196563</td><td>A</td><td>LB</td><td>1</td><td>1</td><td>BEEF RD, TOP, CAP-OFF, BNLS, CI</td></tr><tr><td>Edit</td><td>Delete</td><td>Review Needed</td><td>Approved</td><td>890501E196581</td><td>A</td><td>LB</td><td>1</td><td>1</td><td>TURKEY RST, BNLS, RAW, FZN, WI</td></tr><tr><td>Edit</td><td>Delete</td><td>Review Needed</td><td>Approved</td><td>890501E196599</td><td>A</td><td>LB</td><td>1</td><td>1</td><td>PORK, HAM, FRESH, OUTSIDE, BN</td></tr><tr><td>Edit</td><td>Delete</td><td>Disapproved</td><td>Approved</td><td>890501E196709</td><td>A</td><td>LB</td><td>1</td><td>1</td><td>BEEF, CORNED, FZN, BRKT, DECK</td></tr><tr><td>Edit</td><td>Delete</td><td>Review Needed</td><td>Approved</td><td>890501E196710</td><td>A</td><td>LB</td><td>1</td><td>1</td><td>BEEF, CORNED, CHL, BRKT, BNLS</td></tr><tr><td>Edit</td><td>Delete</td><td>Review Needed</td><td>Approved</td><td>890501E196711</td><td>A</td><td>LB</td><td>1</td><td>1</td><td>BEEF RD, TOP, CAP-OFF, CKD, FZI</td></tr></table><div><div>Update</div><div>Cancel</div></div></div>			Customer Ops (Left) Approval	Supplier Ops (Right) Approval	Stock Number	ST	UoM	RN	RDN	Vendor Description	Update	Cancel	Review Needed	Review Needed	890501E192187	A	LB	1	1	BEEF, RST, CKD, DELI, SL, FZN, LI	Edit	Delete	Disapproved	Disapproved	890501E193834	A	LB	1	1	BEEF LOIN, TENDERLOIN, FULL, SI	Edit	Delete	Review Needed	Disapproved	890501E194168	A	LB	1	1	PORK LOIN, BNLS, FZN, CC, 11 RI	Edit	Delete	Review Needed	Approved	890501E196556	A	LB	1	1	BEEF CHUCK, SHLD CLOD, ARM R	Edit	Delete	Review Needed	Approved	890501E196563	A	LB	1	1	BEEF RD, TOP, CAP-OFF, BNLS, CI	Edit	Delete	Review Needed	Approved	890501E196581	A	LB	1	1	TURKEY RST, BNLS, RAW, FZN, WI	Edit	Delete	Review Needed	Approved	890501E196599	A	LB	1	1	PORK, HAM, FRESH, OUTSIDE, BN	Edit	Delete	Disapproved	Approved	890501E196709	A	LB	1	1	BEEF, CORNED, FZN, BRKT, DECK	Edit	Delete	Review Needed	Approved	890501E196710	A	LB	1	1	BEEF, CORNED, CHL, BRKT, BNLS	Edit	Delete	Review Needed	Approved	890501E196711	A	LB	1	1	BEEF RD, TOP, CAP-OFF, CKD, FZI
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5.3: Detailed View (Production Catalog)

STEP/ACTION	EXAMPLE
<p>To Edit an Item:</p> <p>4. Select an item to edit and click the Stock Number. If necessary, begin with Step 1 in Section 5.1 and select an active contract.</p>  <p>The Detailed View (Production Catalog) screen displays.</p>	<p>Catalog Items Screen - Viewing (partial view with one close-up)</p>  
<p>The Detailed View screen allows users to view/edit a single line item.</p> <ul style="list-style-type: none"> Editable information displays in white data fields. Non-editable data displays in beige or yellow (exact color varies from monitor to monitor) fields. Vendors cannot update values in the DLA Evaluation section. If a contract is not editable due to user role or catalog status, the shading of the fields remains the same with a status of "Read Only" which will display near the status on the upper left portion of the screen. <p>NOTE: Some fields cannot be edited when Stock Number Standards are in effect for the item.</p>	<p>Production Catalog Detail Screen</p> 

DETAILED VIEW (Production Catalog)

View on Screen Load

1 Contract: SPM30008D1035 832 Version: 1

Item Number/Name Stock No <input type="text" value="890501E194168"/> UoI <input type="text" value="LB"/> Status <input type="text" value="ACTIVE"/> Part No * <input type="text" value="PT1"/> Item Name <input type="text" value="PORK LOIN, BNTLS. FZN."/> Brand (Comments) * <input type="text"/> SKU <input type="text"/>		DLA Item Description cc, 11 ribs, w/15% max added ingredients, 5/8-12 lb ea, N#412E Abbreviated Description PORK LOINS BNLS CC 11 RIBS Vendor Item Description * PORK LOIN, BNLS, FZN, CC, 11 RIBS, W/15% MAX ADDED INGRED, 5/8-12 LB EA, N# Special Ordering Instructions TEST Lead Time Days <input type="text"/> Min. Order Quantity <input type="text"/> MPA Indicator <input type="checkbox"/> MPA Purchase Date <input type="text"/> Standardized <input checked="" type="checkbox"/> PRF Standards <input checked="" type="checkbox"/> Accept DLA Standards <input type="text" value="Y"/>		Vendor Item Details Unit of Measure * <input type="text" value="LB"/> PRF * <input type="text" value="1"/> / <input type="text" value="1"/> Price * <input type="text" value="\$0.01"/> DLA Evaluation Customer Side: <input type="text"/> Supplier Side: <input type="text" value="Disapproved By Tech Quality. Reason: Te"/> Catch Weight Indicator <input type="text" value="Y"/> Multiple <input type="text" value="50"/> Package Details Units Per Pack * <input type="text" value="5"/> Size * <input type="text" value="10.00"/> UoM * <input type="text" value="LB"/> Code * <input type="text" value="AVG"/> Miscellaneous Product Price <input type="text" value="\$0.10"/> Econ. Ind. * <input type="text" value="0"/> Shelf Life <input type="text"/> SLife Unit <input type="text"/> Dist. Fee <input type="text" value="\$0.10"/> Dist Fee Ctg <input type="text" value="R"/> Frgn Src Ind <input type="text" value="N"/> DLA Unique <input type="text" value="N"/>	
Gross Measures Case Weight <input type="text"/> Case Weight Measure <input type="text"/> Volume <input type="text"/> Volume Unit <input type="text"/> Allowances NAPA <input type="text"/> Food Show <input type="text"/> Promotional <input type="text"/>					

2

3 [More Fields](#) ▼

4

All fields marked with an asterisk (*) are required

Bottom of Screen – Expanded View

5 [Fewer Fields](#) ▲

Value and Unit of Measure							
Tare Wt	<input type="text"/>	Paper Wt	<input type="text"/>	Alum Wt	<input type="text"/>	Plas Wt	<input type="text"/>
Tare UoM	<input type="text"/>	Paper UoM	<input type="text"/>	Alum UoM	<input type="text"/>	Plas UoM	<input type="text"/>
Item Indicators							
NAPA <input type="checkbox"/>	Marines <input type="checkbox"/>	BDFA <input type="checkbox"/>	Navy <input type="checkbox"/>	AirF <input type="checkbox"/>	AirFOpt <input type="checkbox"/>		
ArmyDng <input type="checkbox"/>	ArmyFld <input type="checkbox"/>	AvCrg <input type="checkbox"/>	AvQCOG <input type="checkbox"/>	WarTime <input type="checkbox"/>	Navy/FIC <input type="checkbox"/>		
Overwritten Vendor Item Description							
<input type="text"/>							

6

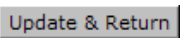
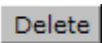

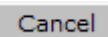
7

8

All fields marked with an asterisk (*) are required

DETAILED VIEW (Production Catalog) Continued

The screen elements of a Detailed Production Catalog Record and its respective fields are as follows:

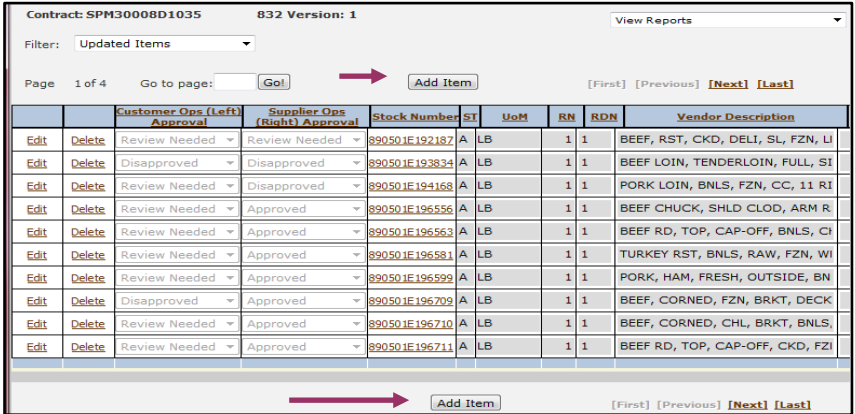
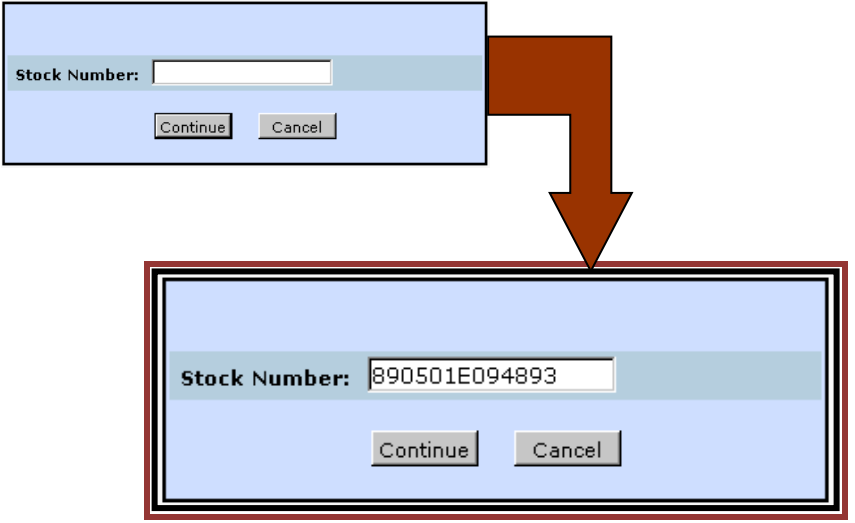
1. **Contract, Status, and Version - text** that displays the current contract number and current 832 Version. "Read Only" displays next to the contact number when a contract is not editable.
2. **Item Number /Name, Gross Measures, Allowances, Vendor Item Details, Catch Weight, Package Details, Miscellaneous**, and the second column are editing regions used to view and update item details. Stock Number, Status, Item Name, DLA Item Description, Abbreviated Description, MPA Indicator, Item Indicators Item Indicators, Catch Weight Indicator, the Standardized checkbox and the PRF Standards checkbox **cannot** be updated by users. Lead Time Days and Minimum Order Quantity cannot be entered for an OCONUS contract. Vendor Item Description, Package Unit of Measure, Packaging Code, PRF Unit of Measure, and Units per Purchase Pack can be updated when the Stock Number Standards are not being applied to these fields. Package Size can be edited but will be limited to a range if Standards are applied to this field. Catch Weight Multiple can be updated if the Catch Weight indicator contains a "Y", but its acceptable value may be limited if the Stock Number Standards are applied. Fields under DLA Evaluation cannot be edited. *Fields with an asterisk (*) are required.*
3. The **More Fields** link displays as "Fewer Fields" when clicked and expands the screen to display additional fields (rows 6-8).
4. Screen **action buttons**. Click  to save changes and return to the **Catalog Items** screen. The  button deletes the current item from the catalog. The  button replaces all values with the last saved values. The  button returns to the **Catalog Items** screen without saving changes.
5. The **Fewer Fields** link changes to "More Fields" when clicked and removes rows 6-8 from the screen display.
6. **Value and Unit of Measure** displays editable weight values and their associated Unit of Measures.
7. **Item Indicators** displays additional information about the item. These fields are not editable.
8. **Overwritten Vendor Item Description** displays the previous production version of Vendor Item Description. This field is not editable.

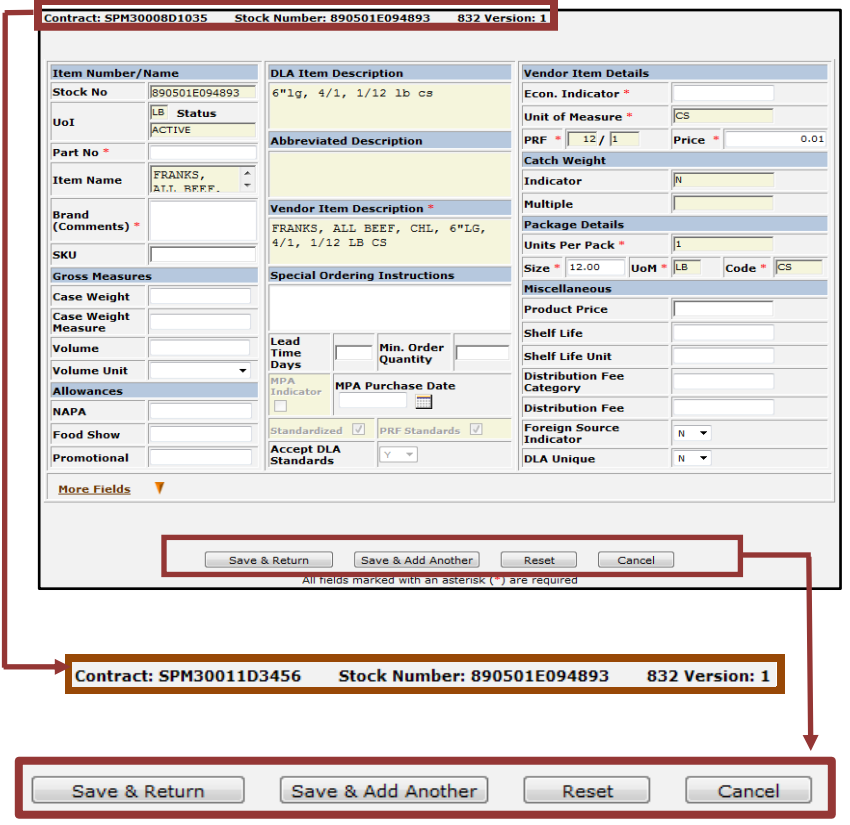
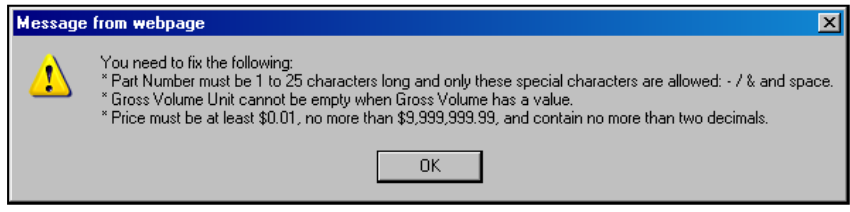
NOTES: This is the only screen on which a vendor can set acceptance of the DLA Standards for a production catalog item.

- A vendor can change the **Accept DLA Standards** from "N" to "Y" if the contract is active and **Standardized** is checked. If **Standardized** is checked and **PRF Standards** is unchecked, the fields affected are— Package Size, Package Unit of Measure, Package Code, Vendor Item Description, and Catch Weight Multiple for Catch Weight Items. If **PRF Standards** is also checked, the fields PRF Unit of Measure, and Units per Purchase Pack will also be 'locked'.
- Changing the DLA Standards Acceptance from "N" to "Y" on this screen will not affect the baseline catalog.

5.4: Add a Production Catalog Item

Adding an item to a production catalog works somewhat differently from adding an item to a baseline catalog. If the item already exists in the customer catalog, the fields will be prefilled when the item is added. If standards were previously accepted for the item, the standards will be accepted automatically and the affected standard fields will not be editable. If the item to be added does not exist in a customer catalog but the Standardized or the Standardized and PRF Standards have been set for the item by the Subsistence Supply Cataloging & Standardization Branch, the corresponding standard fields will be prefilled and will not be editable.

STEP/ACTION	EXAMPLE
<p>To Add an Item:</p> <ol style="list-style-type: none"> To add a new item to the catalog, navigate to the Catalog Items screen and click Add Item. <p>The Enter Stock Number screen displays.</p>	<p>Catalog Items Screen (partial) - Viewing</p> 
<ol style="list-style-type: none"> Enter a stock number. For this example, we use the stock number deleted in the Catalog Items section (see 5.2). Click Continue. <p>The Add Item screen displays (next page).</p> <p>NOTE: If the stock number already exists in the production catalog or if it is not a valid stock number, an error message displays. If this error occurs, enter a different stock number and click Continue or click Cancel to return to the Catalog Items screen without saving any changes.</p>	<p>Enter Stock Number Screen (two example close-ups)</p> 

STEP/ACTION	EXAMPLE
<p>The Add Item screen displays the details of the specific stock number being added. Once the item details have been entered, the user may choose to perform one of the following actions:</p> <ul style="list-style-type: none"> Click Save & Return to update the catalog with the new item and return to the Catalog Items screen. Click Save & Add Another to update the catalog with the new item and add another item. Click Reset to clear the user-entered values. Click Cancel to cancel the process and return to the Catalog Items screen. If the process is canceled, the new item is not added to the catalog. 	<p>Production Catalog Add Item Screen (with 2 close-ups)</p>  <p>Contract: SPM30008D1035 Stock Number: 890501E094893 832 Version: 1</p> <p>Item Number/Name: 890501E094893 UoI: LB Status: ACTIVE Part No: * Item Name: FRANKS, ATT. RFF. Brand (Comments): * SKU: Gross Measures: Case Weight: Case Weight Measure: Volume: Volume Unit: Allowances: NAPA: Food Show: Promotional:</p> <p>DLA Item Description: 6"lg, 4/1, 1/12 lb cs Abbreviated Description: Vendor Item Description: * FRANKS, ALL BEEF, CHL, 6"LG, 4/1, 1/12 LB CS Special Ordering Instructions: Lead Time Days: MPA Indicator: MPA Purchase Date: Standardized: <input checked="" type="checkbox"/> PRF Standards: <input checked="" type="checkbox"/> Accept DLA Standards: Y</p> <p>Vendor Item Details: Econ. Indicator: * Unit of Measure: * CS PRF: * 12 / 1 Price: * 0.01 Catch Weight: Indicator: Multiple: Package Details: Units Per Pack: * 1 Size: * 12.00 UoM: * LB Code: * CS Miscellaneous: Product Price: Shelf Life: Shelf Life Unit: Distribution Fee Category: Distribution Fee: Foreign Source Indicator: N DLA Unique: N</p> <p>Save & Return Save & Add Another Reset Cancel</p> <p>All fields marked with an asterisk (*) are required</p> <p>Contract: SPM30011D3456 Stock Number: 890501E094893 832 Version: 1</p> <p>Save & Return Save & Add Another Reset Cancel</p>
<p>NOTE: Attempting to save an item to the catalog without filling the required fields with appropriate values results in one or more error messages. If an error message occurs, the item must be completed correctly before the item can be saved. If the Error Pop-up displays, click OK to return to the Add Items (Production Catalog) screen.</p>	<p>Error Pop-up Window (Example)</p>  <p>Message from webpage</p> <p>You need to fix the following:</p> <ul style="list-style-type: none"> * Part Number must be 1 to 25 characters long and only these special characters are allowed: - / & and space. * Gross Volume Unit cannot be empty when Gross Volume has a value. * Price must be at least \$0.01, no more than \$9,999,999.99, and contain no more than two decimals. <p>OK</p>

Add Item(Production Catalog) Close-up

View on Screen Load

Contract: SPM30008D1035 Stock Number: 890501E094893 832 Version: 1

Item Number/Name		DLA Item Description		Vendor Item Details	
Stock No	890501E094893	6"lg, 4/1, 1/12 lb cs		Econ. Indicator *	
UoI	LB Status ACTIVE	Abbreviated Description		Unit of Measure *	CS
Part No *				PRF *	12 / 1 Price * 0.01
Item Name	FRANKS, ALL BEEF.	Vendor Item Description *		Catch Weight	
Brand (Comments) *		FRANKS, ALL BEEF, CHL, 6"LG, 4/1, 1/12 LB CS		Indicator	N
SKU		Special Ordering Instructions		Multiple	
Gross Measures				Package Details	
Case Weight				Units Per Pack *	1
Case Weight Measure				Size *	12.00 UoM * LB Code * CS
Volume				Miscellaneous	
Volume Unit				Product Price	
Allowances				Shelf Life	
NAPA				Shelf Life Unit	
Food Show				Distribution Fee Category	
Promotional				Distribution Fee	
				Foreign Source Indicator	N
				DLA Unique	N

More Fields ▼

Lead Time Days Min. Order Quantity MPA Indicator MPA Purchase Date

Standardized ☒ PRF Standards ☒ Accept DLA Standards Y

Save & Return Save & Add Another Reset Cancel

All fields marked with an asterisk (*) are required

Bottom of Screen – Expanded View

Fewer Fields ▲

Value and Unit of Measure											
Tare Wt	Paper Wt	Alum Wt	Plas Wt	Gls Wt	Tin Wt						
Tare UoM	Paper UoM	Alum UoM	Plas UoM	Gls UoM	Tin UoM						
Item Indicators											
NAPA	Marines	BDFA	Navy	AirF	AirFOpt						
ArmyDng	ArmyFid	NvOrg	NvQCOG	WarTime	Navy/FIC						
Overwritten Vendor Item Description											
FRANKS, ALL BEEF, CHL, 6"LG, 4/1, 1/12 LB CS											

Save & Return Save & Add Another Reset Cancel

All fields marked with an asterisk (*) are required

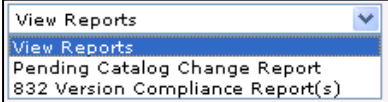
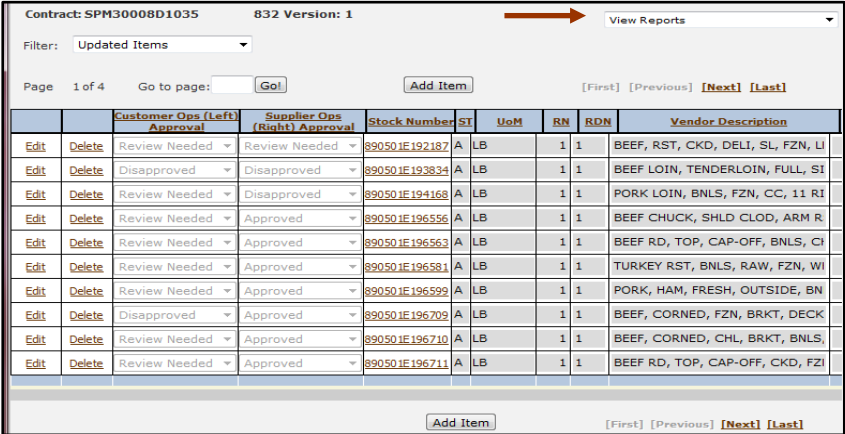
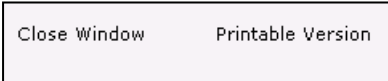
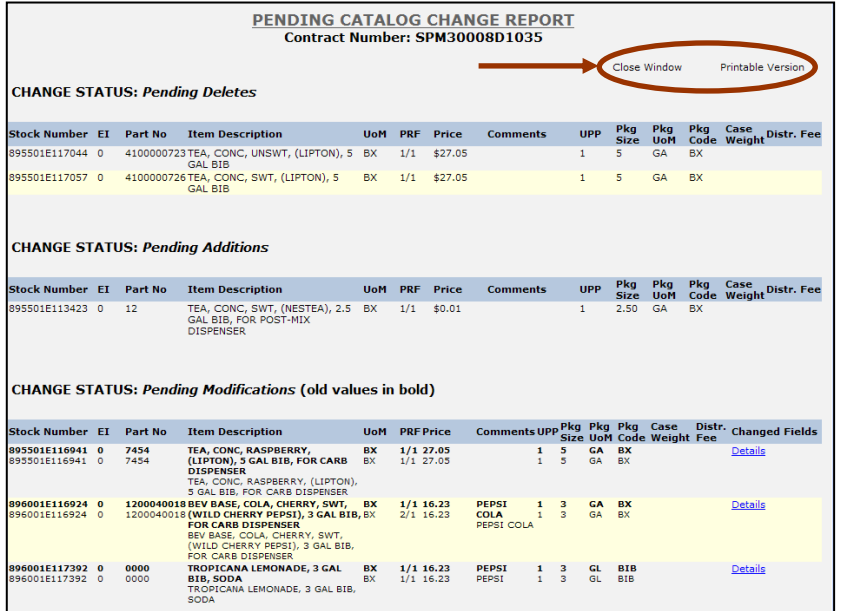
This screen looks and functions very much like the **Detailed View (Production Catalog)** screen. The differences between the two screens are:

- The action buttons differ.
- The DLA Evaluation section is not displayed.
- The value of the DLA Standards Acceptance field cannot be modified on this screen.

5.5: View Catalog Reports

5.5.1: Pending Catalog Change Report

The **Pending Catalog Change Report** displays difference between items currently in the customer catalog and items that will be added to, deleted from, or modified in the catalog. **The 832 Version Compliance Report** is also available from the drop-down and is discussed in Section 9.2.

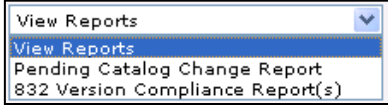
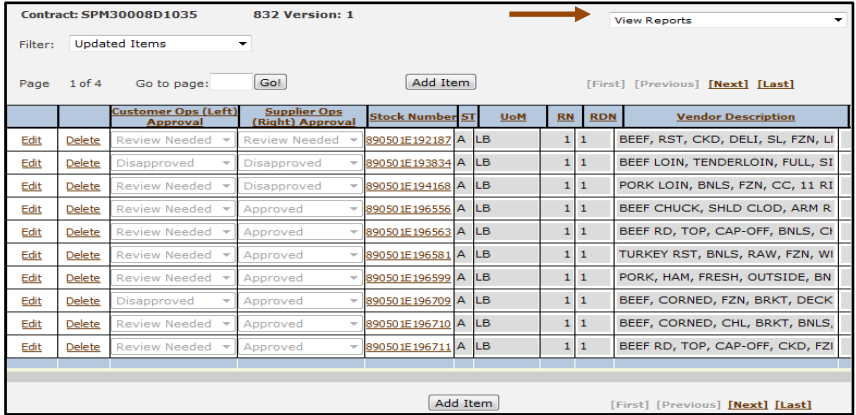

STEP/ACTION	EXAMPLE
<p>To Access the Report:</p> <p>1. To view the report, select “Pending Catalog Change Report” from the Reports drop-down on the Catalog Items screen.</p>  <p>The Pending Catalog Change Report screen displays in a new window.</p>	<p>Catalog Items Screen</p> 
<p>The Pending Catalog Change Report screen has a normal view version and a printable version.</p> <p>Below is a detail of the area circled on the right. Clicking “Close Window” closes the report window and returns to the Catalog Items screen.</p>  <p>2. To access the printable version click “Printable Version”.</p>	<p>Pending Catalog Change Report Screen</p> 

STEP/ACTION	EXAMPLE																																																																																																																																																																															
<p>Below is a detail of the area highlighted on the right.</p> <div><div>Close WindowBackPrint</div></div> <p>Clicking “Close Window” closes the report window and displays the Catalog Items screen.</p> <p>Clicking “Back” displays the viewable report.</p> <p>Clicking Print opens the system print dialog box from which the report can be printed.</p> <p>Click “Back” displays the viewable Pending Catalog Change Report screen.</p>	<div><div><div><div><div><div>Pending Catalog Change Report – Printable Version Screen</div><div><div><div><div><div><div>PENDING CATALOG CHANGE REPORT</div><div>Contract Number: SPM30008D1035</div><div><div><div>Close Window</div><div>Back</div><div>Print</div></div></div></div></div><div><div>CHANGE STATUS: Pending Deletes</div><table><thead><tr><th>Stock Number</th><th>EI</th><th>Part No</th><th>Item Description</th><th>UoM</th><th>PRF</th><th>Price</th><th>Comments</th><th>UPP</th><th>Pkg Size</th><th>Pkg UoM</th><th>Pkg Code</th><th>Case Weight</th><th>Distr. Fee</th></tr></thead><tbody><tr><td>895501E117044</td><td>0</td><td>4100000723</td><td>TEA, CONC, UNSWT, (LIPTON), 5 GAL BIB</td><td>BX</td><td>1/1</td><td>\$27.05</td><td></td><td>1</td><td>5</td><td>GA</td><td>BX</td><td></td><td></td></tr><tr><td>895501E117057</td><td>0</td><td>4100000726</td><td>TEA, CONC, SWT, (LIPTON), 5 GAL BIB</td><td>BX</td><td>1/1</td><td>\$27.05</td><td></td><td>1</td><td>5</td><td>GA</td><td>BX</td><td></td><td></td></tr></tbody></table><div><div>CHANGE STATUS: Pending Additions</div><table><thead><tr><th>Stock Number</th><th>EI</th><th>Part No</th><th>Item Description</th><th>UoM</th><th>PRF</th><th>Price</th><th>Comments</th><th>UPP</th><th>Pkg Size</th><th>Pkg UoM</th><th>Pkg Code</th><th>Case Weight</th><th>Distr. Fee</th></tr></thead><tbody><tr><td>895501E113423</td><td>0</td><td>12</td><td>TEA, CONC, SWT, (NESTEA), 2.5 GAL BIB, FOR POST-MIX DISPENSER</td><td>BX</td><td>1/1</td><td>\$0.01</td><td></td><td>1</td><td>2.50</td><td>GA</td><td>BX</td><td></td><td></td></tr></tbody></table><div><div>CHANGE STATUS: Pending Modifications (old values in bold)</div><table><thead><tr><th>Stock Number</th><th>EI</th><th>Part No</th><th>Item Description</th><th>UoM</th><th>PRF</th><th>Price</th><th>Comments</th><th>UPP</th><th>Pkg Size</th><th>Pkg UoM</th><th>Pkg Code</th><th>Case Weight</th><th>Distr. Fee</th><th>Changed Fields</th></tr></thead><tbody><tr><td>895501E116941</td><td>0</td><td>7454</td><td>TEA, CONC, RASPBERRY, (LIPTON), 5 GAL BIB, FOR CARB DISPENSER</td><td>BX</td><td>1/1</td><td>27.05</td><td></td><td>1</td><td>5</td><td>GA</td><td>BX</td><td></td><td></td><td>Details</td></tr><tr><td>895501E116941</td><td>0</td><td>7454</td><td>TEA, CONC, RASPBERRY, (LIPTON), 5 GAL BIB, FOR CARB DISPENSER</td><td>BX</td><td>1/1</td><td>27.05</td><td></td><td>1</td><td>5</td><td>GA</td><td>BX</td><td></td><td></td><td>Details</td></tr><tr><td>896001E116924</td><td>0</td><td>1200040018</td><td>BEV BASE, COLA, CHERRY, SWT, FOR CARB DISPENSER</td><td>BX</td><td>1/1</td><td>16.23</td><td>PEPSI</td><td>1</td><td>3</td><td>GA</td><td>BX</td><td></td><td></td><td>Details</td></tr><tr><td>896001E116924</td><td>0</td><td>1200040018</td><td>(WILD CHERRY PEPSI), 3 GAL BIB, FOR CARB DISPENSER</td><td>BX</td><td>2/1</td><td>16.23</td><td>PEPSI COLA</td><td>1</td><td>3</td><td>GA</td><td>BX</td><td></td><td></td><td>Details</td></tr><tr><td>896001E117392</td><td>0</td><td>0000</td><td>TROPICANA LEMONADE, 3 GAL BIB, SODA</td><td>BX</td><td>1/1</td><td>16.23</td><td>PEPSI</td><td>1</td><td>3</td><td>GL</td><td>BIB</td><td></td><td></td><td>Details</td></tr><tr><td>896001E117392</td><td>0</td><td>0000</td><td>TROPICANA LEMONADE, 3 GAL BIB, SODA</td><td>BX</td><td>1/1</td><td>16.23</td><td>PEPSI</td><td>1</td><td>3</td><td>GL</td><td>BIB</td><td></td><td></td><td>Details</td></tr></tbody></table></div></div></div></div></div></div></div></div></div></div></div> </	Stock Number	EI	Part No	Item Description	UoM	PRF	Price	Comments	UPP	Pkg Size	Pkg UoM	Pkg Code	Case Weight	Distr. Fee	895501E117044	0	4100000723	TEA, CONC, UNSWT, (LIPTON), 5 GAL BIB	BX	1/1	\$27.05		1	5	GA	BX			895501E117057	0	4100000726	TEA, CONC, SWT, (LIPTON), 5 GAL BIB	BX	1/1	\$27.05		1	5	GA	BX			Stock Number	EI	Part No	Item Description	UoM	PRF	Price	Comments	UPP	Pkg Size	Pkg UoM	Pkg Code	Case Weight	Distr. Fee	895501E113423	0	12	TEA, CONC, SWT, (NESTEA), 2.5 GAL BIB, FOR POST-MIX DISPENSER	BX	1/1	\$0.01		1	2.50	GA	BX			Stock Number	EI	Part No	Item Description	UoM	PRF	Price	Comments	UPP	Pkg Size	Pkg UoM	Pkg Code	Case Weight	Distr. Fee	Changed Fields	895501E116941	0	7454	TEA, CONC, RASPBERRY, (LIPTON), 5 GAL BIB, FOR CARB DISPENSER	BX	1/1	27.05		1	5	GA	BX			Details	895501E116941	0	7454	TEA, CONC, RASPBERRY, (LIPTON), 5 GAL BIB, FOR CARB DISPENSER	BX	1/1	27.05		1	5	GA	BX			Details	896001E116924	0	1200040018	BEV BASE, COLA, CHERRY, SWT, FOR CARB DISPENSER	BX	1/1	16.23	PEPSI	1	3	GA	BX			Details	896001E116924	0	1200040018	(WILD CHERRY PEPSI), 3 GAL BIB, FOR CARB DISPENSER	BX	2/1	16.23	PEPSI COLA	1	3	GA	BX			Details	896001E117392	0	0000	TROPICANA LEMONADE, 3 GAL BIB, SODA	BX	1/1	16.23	PEPSI	1	3	GL	BIB			Details	896001E117392	0	0000	TROPICANA LEMONADE, 3 GAL BIB, SODA	BX	1/1	16.23	PEPSI	1	3	GL	BIB			Details
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STEP/ACTION	EXAMPLE																																																																																																																																																																																																				
<p>The Pending Catalog Change Report – Pending Modifications – Item Details screen contains details of the items to be changed.</p> <p>Clicking “Back to Main Report” displays the Pending Catalog Change Report screen.</p> <p>Clicking Print opens the system Print dialog box.</p> <p>4. Click Back to Main Report.</p> <p>The Pending Catalog Change Report screen displays (not shown).</p>	<p>Pending Catalog Change Report – Pending Modifications – Item Details Screen</p> <div><div>Back to Main ReportPrint</div><div><div>Pending Catalog Change Report - Pending Modifications - Item Details</div><div>Contract Number: SPM30008D1035 Stock Number: 890501E194168</div><table><thead><tr><th>Field Name</th><th>Current Value</th><th>Pending Value</th><th>Changed?</th></tr></thead><tbody><tr><td>Contract Update Stamp</td><td>07-FEB-12</td><td>19-APR-13</td><td>Y</td></tr><tr><td>Price</td><td>\$40.00</td><td>\$40.00</td><td></td></tr><tr><td>Product Price</td><td>\$0.10</td><td>\$0.10</td><td></td></tr><tr><td>Item Description</td><td>PORK LOIN, BNLS, FZN, CC, 11 RIBS, W/15% MAX ADDED INGREDIENTS, 5/8-12 LB EA, N#</td><td>PORK LOIN, BNLS, FZN, CC, 11 RIBS, W/15% MAX ADDED INGREDIENTS, 5/8-12 LB EA, N#</td><td></td></tr><tr><td>Lead Time Days</td><td>30</td><td>30</td><td></td></tr><tr><td>Part Number</td><td>PT909</td><td>PT909</td><td></td></tr><tr><td>Brand (Comments)</td><td></td><td>VALLEY MEATS</td><td>Y</td></tr><tr><td>MPA Purchase Date</td><td></td><td></td><td></td></tr><tr><td>Ratio Numerator</td><td>1</td><td>1</td><td></td></tr><tr><td>Ratio Denominator</td><td>1</td><td>1</td><td></td></tr><tr><td>Unit of Issue</td><td>LB</td><td>LB</td><td></td></tr><tr><td>Unit of Measure</td><td>LB</td><td>LB</td><td></td></tr><tr><td>Units Per Purchase Pack</td><td>5</td><td>5</td><td></td></tr><tr><td>Package Size</td><td>20</td><td>20</td><td></td></tr><tr><td>Package Unit of Measure</td><td>LB</td><td>LB</td><td></td></tr><tr><td>Packaging Code</td><td>AVG</td><td>AVG</td><td></td></tr><tr><td>DLA Standard Acceptance</td><td>N</td><td>N</td><td></td></tr><tr><td>Promotional Item</td><td></td><td></td><td></td></tr><tr><td>Gross Case Weight</td><td>.01</td><td>9000</td><td>Y</td></tr><tr><td>Gross Case Weight Measure</td><td>OZ</td><td>LB</td><td>Y</td></tr><tr><td>Gross Volume</td><td>.01</td><td>120</td><td>Y</td></tr><tr><td>Gross Volume Unit</td><td>CC</td><td>CI</td><td>Y</td></tr><tr><td>Shelf Life</td><td></td><td>5</td><td>Y</td></tr><tr><td>Shelf Life Unit</td><td></td><td>DY</td><td>Y</td></tr><tr><td>Catch Weight Multiple</td><td>13</td><td>13</td><td></td></tr><tr><td>Distribution Fee Category</td><td>R</td><td>R</td><td></td></tr><tr><td>Distribution Fee</td><td>\$0.10</td><td>\$5.00</td><td>Y</td></tr><tr><td>NAPA Allowance</td><td>\$0.10</td><td>\$5.00</td><td>Y</td></tr><tr><td>Food Show Allowance</td><td>\$0.10</td><td>\$7.00</td><td>Y</td></tr><tr><td>Promotional Allowance</td><td>\$0.10</td><td>\$3.00</td><td>Y</td></tr><tr><td>Economic Indicator</td><td>0</td><td>0</td><td></td></tr><tr><td>Vendor SKU</td><td></td><td></td><td></td></tr><tr><td>Foreign Source Indicator</td><td>N</td><td>N</td><td></td></tr><tr><td>Special Ordering Instructions</td><td></td><td></td><td></td></tr><tr><td>Minimum Order Quantity</td><td></td><td></td><td></td></tr><tr><td>DLA Unique</td><td>N</td><td>N</td><td></td></tr><tr><td>Tare Weight Value</td><td>.01</td><td>.01</td><td></td></tr><tr><td>Tare Weight Unit of Measure</td><td>OZ</td><td>OZ</td><td></td></tr><tr><td>Aluminum Weight Value</td><td></td><td></td><td></td></tr><tr><td>Aluminum Weight Unit of Measure</td><td></td><td></td><td></td></tr><tr><td>Tin Weight Value</td><td></td><td></td><td></td></tr><tr><td>Tin Weight Unit of Measure</td><td></td><td></td><td></td></tr><tr><td>Paper Weight Value</td><td></td><td></td><td></td></tr><tr><td>Paper Weight Unit of Measure</td><td></td><td></td><td></td></tr><tr><td>Plastic Weight Value</td><td></td><td></td><td></td></tr><tr><td>Plastic Weight Unit of Measure</td><td></td><td></td><td></td></tr><tr><td>Glass Weight Value</td><td></td><td></td><td></td></tr><tr><td>Glass Weight Unit of Measure</td><td></td><td></td><td></td></tr></tbody></table><div>Back to Main ReportPrint</div></div></div>	Field Name	Current Value	Pending Value	Changed?	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Field Name	Current Value	Pending Value	Changed?																																																																																																																																																																																																		
Contract Update Stamp	07-FEB-12	19-APR-13	Y																																																																																																																																																																																																		
Price	\$40.00	\$40.00																																																																																																																																																																																																			
Product Price	\$0.10	\$0.10																																																																																																																																																																																																			
Item Description	PORK LOIN, BNLS, FZN, CC, 11 RIBS, W/15% MAX ADDED INGREDIENTS, 5/8-12 LB EA, N#	PORK LOIN, BNLS, FZN, CC, 11 RIBS, W/15% MAX ADDED INGREDIENTS, 5/8-12 LB EA, N#																																																																																																																																																																																																			
Lead Time Days	30	30																																																																																																																																																																																																			
Part Number	PT909	PT909																																																																																																																																																																																																			
Brand (Comments)		VALLEY MEATS	Y																																																																																																																																																																																																		
MPA Purchase Date																																																																																																																																																																																																					
Ratio Numerator	1	1																																																																																																																																																																																																			
Ratio Denominator	1	1																																																																																																																																																																																																			
Unit of Issue	LB	LB																																																																																																																																																																																																			
Unit of Measure	LB	LB																																																																																																																																																																																																			
Units Per Purchase Pack	5	5																																																																																																																																																																																																			
Package Size	20	20																																																																																																																																																																																																			
Package Unit of Measure	LB	LB																																																																																																																																																																																																			
Packaging Code	AVG	AVG																																																																																																																																																																																																			
DLA Standard Acceptance	N	N																																																																																																																																																																																																			
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Gross Case Weight	.01	9000	Y																																																																																																																																																																																																		
Gross Case Weight Measure	OZ	LB	Y																																																																																																																																																																																																		
Gross Volume	.01	120	Y																																																																																																																																																																																																		
Gross Volume Unit	CC	CI	Y																																																																																																																																																																																																		
Shelf Life		5	Y																																																																																																																																																																																																		
Shelf Life Unit		DY	Y																																																																																																																																																																																																		
Catch Weight Multiple	13	13																																																																																																																																																																																																			
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NAPA Allowance	\$0.10	\$5.00	Y																																																																																																																																																																																																		
Food Show Allowance	\$0.10	\$7.00	Y																																																																																																																																																																																																		
Promotional Allowance	\$0.10	\$3.00	Y																																																																																																																																																																																																		
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Foreign Source Indicator	N	N																																																																																																																																																																																																			
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5.5.2: 832 Version Compliance Report(s)

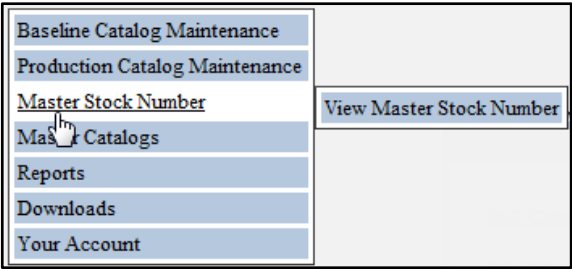
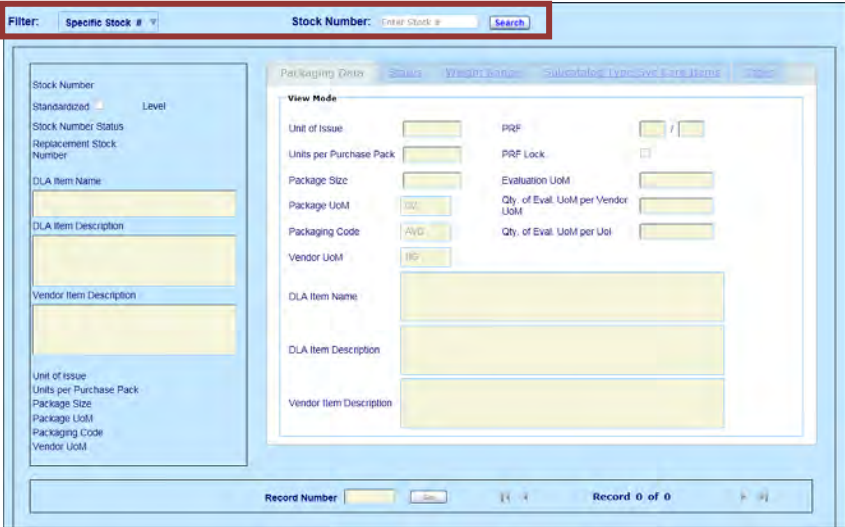


These reports allow the user to check a catalog for 832 Version 2 and 832 Version 3 compliance. They can be accessed from both the **Main Menu** screen and the Catalog Items Report drop-down.

STEP/ACTION	EXAMPLE
<p>To Access the Report:</p> <ol style="list-style-type: none"> To view the report, select “832 Version Compliance Reports(s)” from the Reports drop-down.  <p>The Pending Catalog Change Report screen opens in a new window.</p>	<p>Catalog Items Screen</p> 
<p>The Compliance Report Specification screen appears (right).</p> <ol style="list-style-type: none"> Refer to section 9.2 starting with Step 4 for the remaining report explanation. 	<p>Compliance Report Specification Screen</p> 



Chapter 6: View Master Stock Number

The Master Stock Number Catalog can be accessed from the **STORES Catalog Main Menu**. The screen displays as Read Only.

STEP/ACTION	EXAMPLE
<p>To access Master Stock Number functionality from the Main Menu:</p> <ol style="list-style-type: none"> From the STORES Catalog Main Menu, place your cursor over the Master Stock Number menu bar and select View Master Stock Number from the submenu. <p>The View Master Stock Number screen displays.</p>	<p>Main Menu – Master Stock Number Submenu</p> 
<p>The screen initially displays without any stock number information displayed and with a default of “Specific Stock #” as a filter.</p> <ol style="list-style-type: none"> To view information for standardized items select “Standardized” from the “Filter” drop-down. The row expands to allow narrowing of selection by stock number status. Check on or more of the stock number status options (or check none for all) and click “Go” <p>The View Master Stock Number screen appears with the selected sort criterion – in this case “Stock Number” (next page).</p> <p>NOTE: The following filter and sort options are available. The sort options display only when the filter is other than “Specific Stock #”.</p> <div data-bbox="152 1493 464 1892"> <p>Filter: Specific Stock # ▼</p> <ul style="list-style-type: none"> Display All Specific Stock # Standardized NAPA Only MPA Only LSN Only NSN Only Non-food Market Ready School Lunch Items with FIC <p>Sort By: Stock Number ▼</p> <ul style="list-style-type: none"> Stock Number Item Name FSC + Item Name Vendor Item Description </div>	<p>View Master Stock Number (with 2 close-ups)</p>  <p>Display when Filter is Specific Stock #</p>  <p>Display when Filter is other than Specific Stock #</p> 

View Master Stock Number Overview

1

Filter: Standardized Sort By: Stock Number
☐ Being Built ☒ Active ☐ Flagged/Phasing Out ☐ Discontinued ☐ Retired Go

2

Stock Number 411001E082318
Standardized ☒ Level HIGH
Stock Number Status Active
Replacement Stock Number
DLA Item Name
REFRIGERATOR, 2
DLA Item Description
reach-in, model # RA-3DS7
Victroy Mfr, Volt 230V50Hz 1PH
Vendor Item Description
REFRIGERATOR, REACH-IN, MODEL # RA-3DS7 VICTROY MFR, VOLT 230V50HZ 1PH
Unit of Issue EA
Units per Purchase Pack 12
Package Size 9
Package UoM EA
Packaging Code EA
Vendor UoM EA

3

Packaging Data Status Weight Range Subcatalog Type/Svc Core Items Other

View Mode

Unit of Issue EA PRF 3 / 1
Units per Purchase Pack 12 PRF Lock ☒
Package Size 9 Evaluation UoM EA
Package UoM EA Qty. of Eval. UoM per Vendor UoM 108
Packaging Code EA Qty. of Eval. UoM per UoI 36
Vendor UoM EA
DLA Item Name
REFRIGERATOR, 2
DLA Item Description
reach-in, model # RA-3DS7 Victroy Mfr, Volt 230V50Hz 1PH
Vendor Item Description
REFRIGERATOR, REACH-IN, MODEL # RA-3DS7 VICTROY MFR, VOLT 230V50HZ 1PH

4

Record Number Go Record 0 of 0

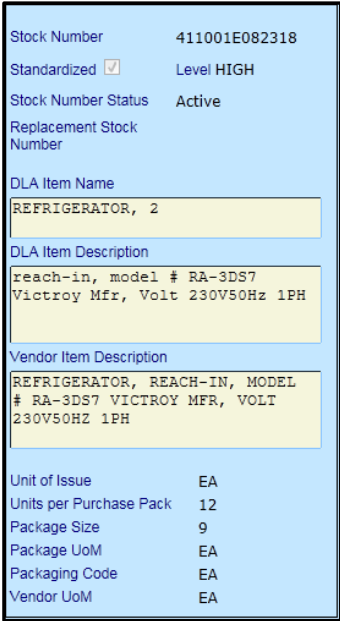

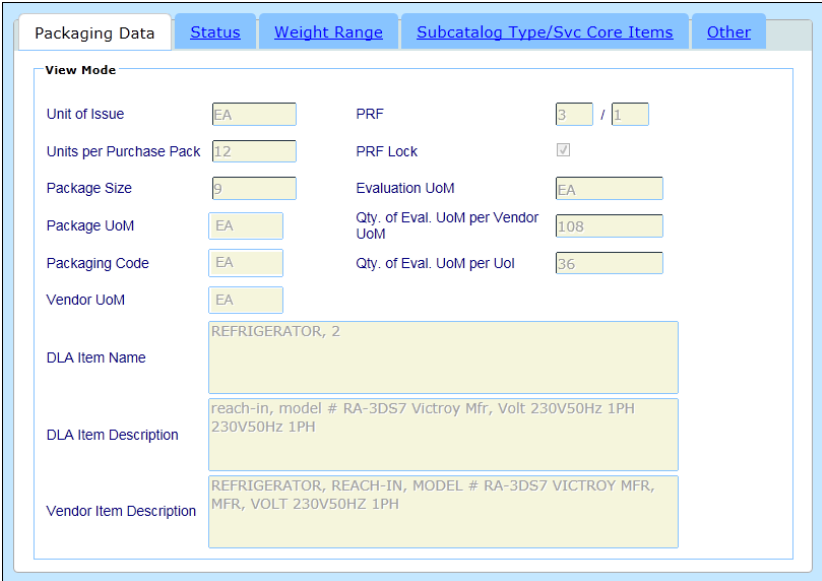
This screen consists of five main sections and with the exception of Stock Number Comments may not be edited:

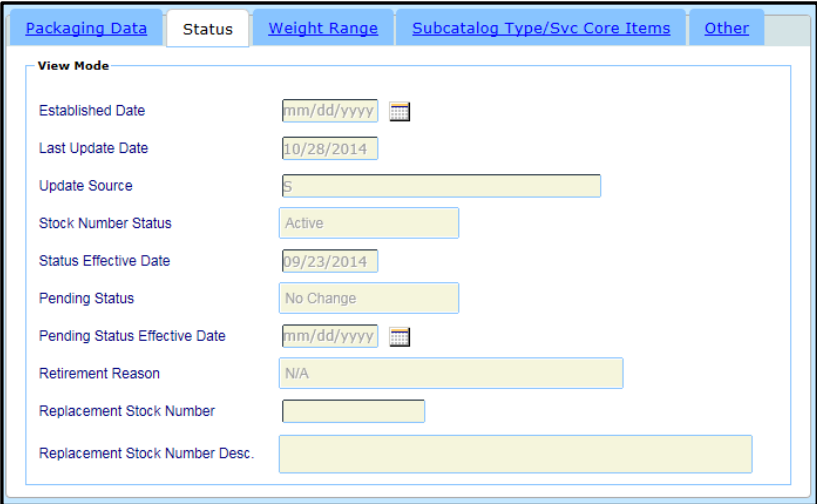
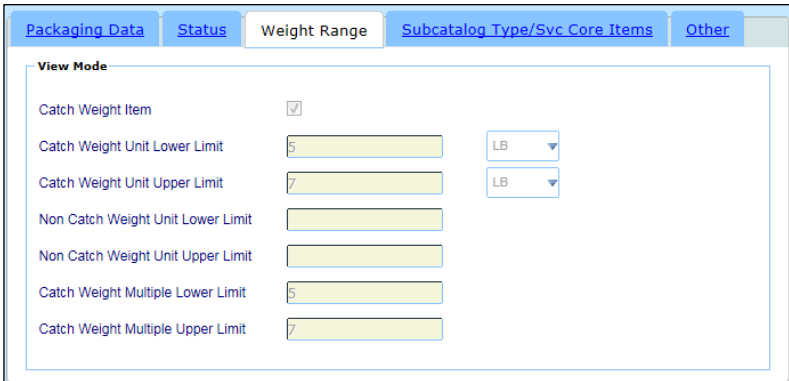
1. **Filter and Sort Options** – The portion of the screen where sort and filter options are selected.
2. **Left Panel** – This portion of the screen displays important information regarding the stock item, and the same information displays regardless of the tab being viewed.
3. **Five Tabs** – These tabs contain detailed information concerning the displayed stock item.
4. **Page Navigation** – These screen controls allow users to navigate from record to record or to select a specific record to view. The record number is relative to the current set of filtered records.



STORES Catalog

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STEP/ACTION	EXAMPLE
<p>The left pane contains summary information associated with the Stock Number being viewed.</p>	<p>View Master Stock Number Screen (Left Pane)</p> 
<p>3. To view the information in a tab, click the appropriate tab header.</p>	<p>Close up of tab headers</p> 
<p>The first tab (Packaging Data) contains information about how the item is packaged.</p>	<p>View Master Stock Number Screen (Right Pane –Tab 1)</p> 

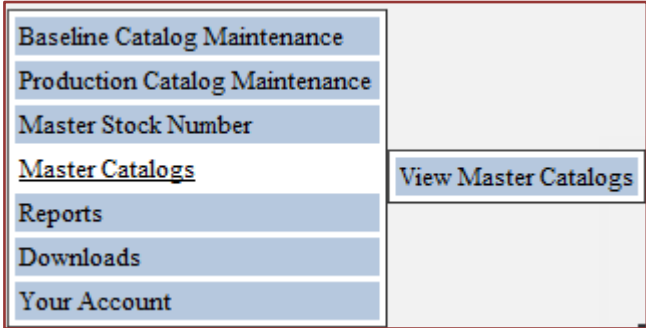

STEP/ACTION	EXAMPLE
<p>The second tab (Status) contains information about the present and future status of the stock item.</p> <p>The possible statuses are:</p> <ul style="list-style-type: none"> • Being Built • Active • Flagged/Phasing Out • Discontinued • Retired <p>An active stock number can be added to a catalog.</p>	<p style="text-align: center;">View Master Stock Number Screen (Right Pane –Tab 2)</p> 
<p>The third tab (Weight Range) contains information about the upper and lower allowable values for catch weight and non-catch weight items where applicable.</p>	<p style="text-align: center;">View Master Stock Number Screen (Right Pane –Tab 3)</p> 

STEP/ACTION	EXAMPLE
<p>The fourth tab (Subcatalog Type/Svc Core Items) contains check boxes indicating the applicable subcatalog types and identifies service core items.</p>	<p>View Master Stock Number Screen (Right Pane –Tab 4)</p> 
<p>The fifth tab (Other) displays the remaining information about the stock item.</p>	<p>View Master Stock Number Screen (Right Pane –Tab 5)</p> 



Chapter 7: Master Catalogs

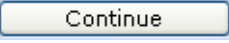
Master Catalog reports can be accessed from the **Main Menu**.

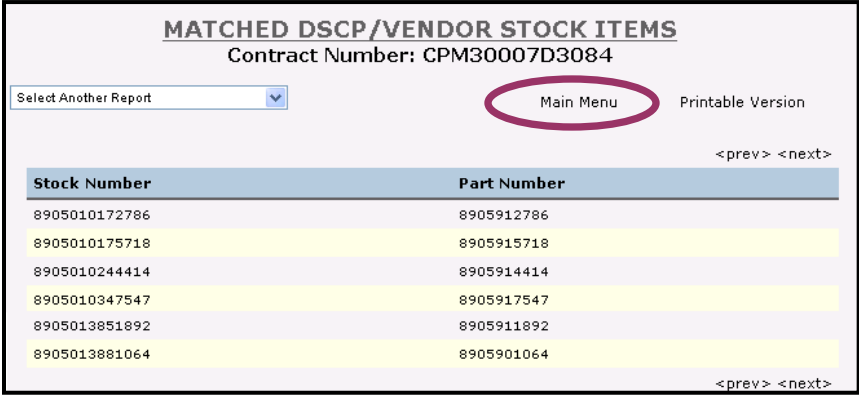
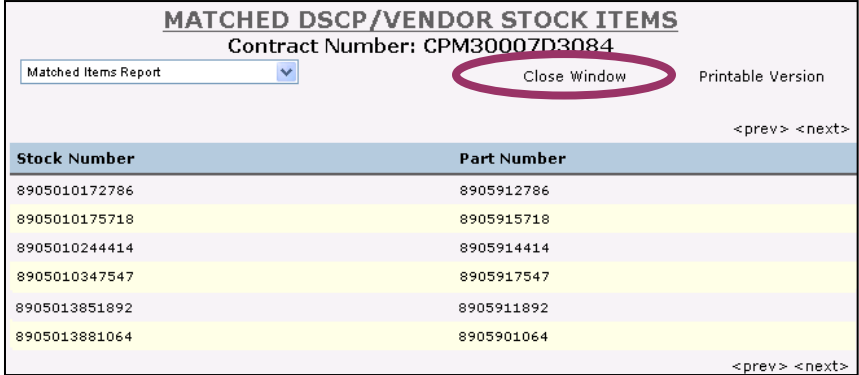
STEP/ACTION	EXAMPLE
<p>1. From the STORES Catalog Main Menu, place the cursor over the Master Catalogs menu bar and select View Master Catalogs.</p> <p>The Master Catalogs Main Menu displays.</p>	<p>Main Menu – View Master Catalogs Submenu</p> 
<p>2. Click a report title to view a given report.</p> <p>3. Click Return to STORES Catalog to return to the STORES Catalog Main Menu.</p>	<p>The Master Catalogs Main Menu Screen</p> 

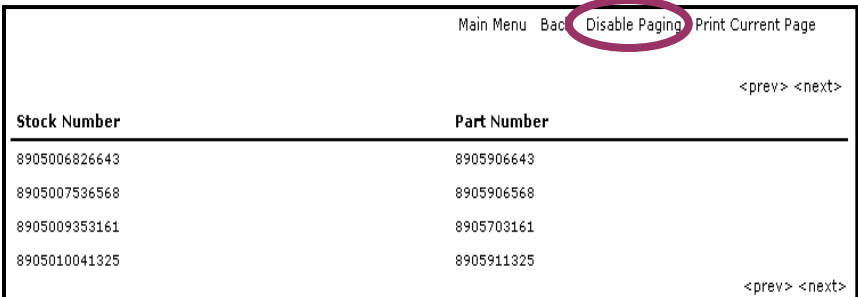
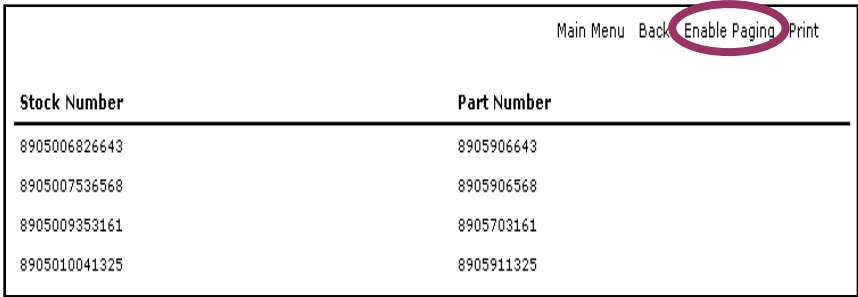


Chapter 8: Baseline Reports

There are currently twelve baseline reports available in STORES Catalog. Reports may be accessed from the **Main Menu**, the **Detailed View**, the **Full Table View** and the **Abbreviated Table View** screens. Reports can also be accessed from the individual report screens. Reports opened from the **Detailed View**, **Full Table View** or the **Abbreviated Table View** are opened in a separate window.

STEP/ACTION	EXAMPLE
<p>To access a report from the Main Menu:</p> <ol style="list-style-type: none"> 1. From the STORES Catalog Main Menu, place your cursor over the Reports menu bar and then the Baseline Reports submenu bar and select the appropriate report from the next submenu. 2. For this example, select Matched Item Report. <p>The Select Contract Number screen displays.</p>	<p>Main Menu – Reports Submenu</p>
<p>NOTE: For a vendor or guest vendor this screen displays with a drop-down menu of the contracts assigned to that vendor.</p> <ol style="list-style-type: none"> 3. Enter a baseline contract number. The entire contract number must be entered to retrieve the appropriate record from the database. 4. Click . <p>The Report screen displays the Matched Items report for that contract (next page).</p>	<p>Select Contract Number Screen (two example close-ups)</p>

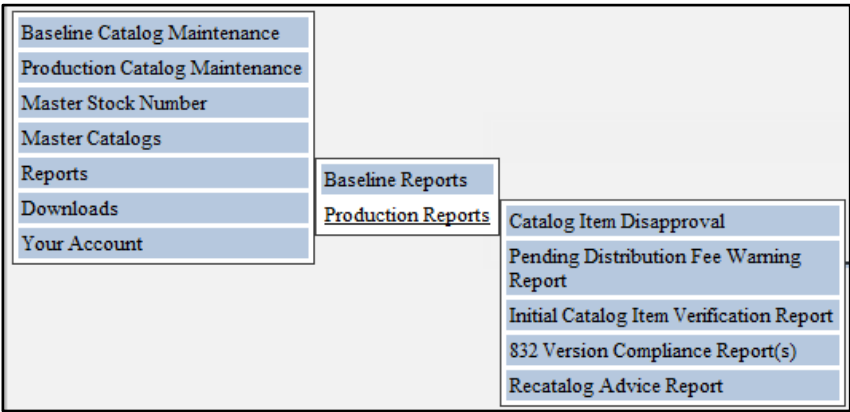
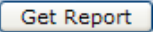
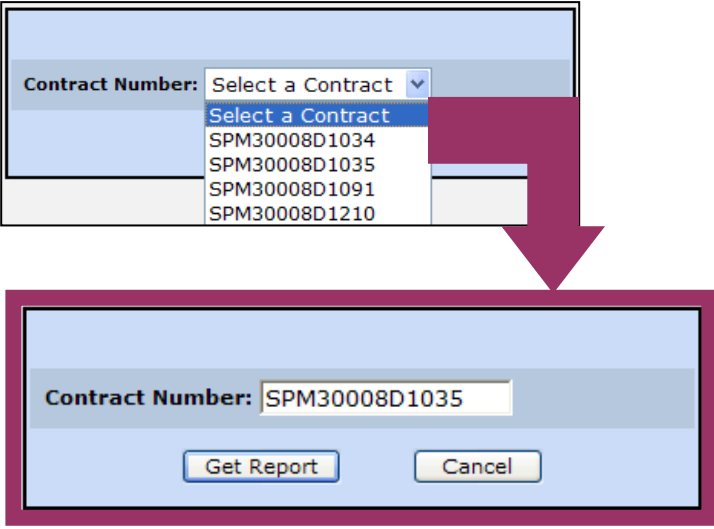
STEP/ACTION	EXAMPLE
<p>The matching item report screen displays with a drop-down menu in the upper left portion of the screen. From the drop-down menu, users may select another report from the same catalog.</p> <p>NOTE: The Main Menu link displays the STORES Catalog Main Menu. This link is replaced by the Close Window link when the report is opened from the Detail View, Table View, or Abbreviated Table View screens.</p> <p>The Printable Version link displays a printer-friendly version of the report.</p> <p>The <prev> and <next> symbols navigate to the previous and next page, respectively.</p> <p>5. Click the Printable Version link.</p> <p>The Printable Report Screen displays (next page).</p>	<p>Matched Items Report Screen – from Main Menu (partial view)</p>  <p>Matched Items Report Screen– from an Edit Screen (partial view)</p> 

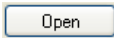
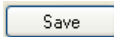
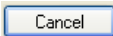
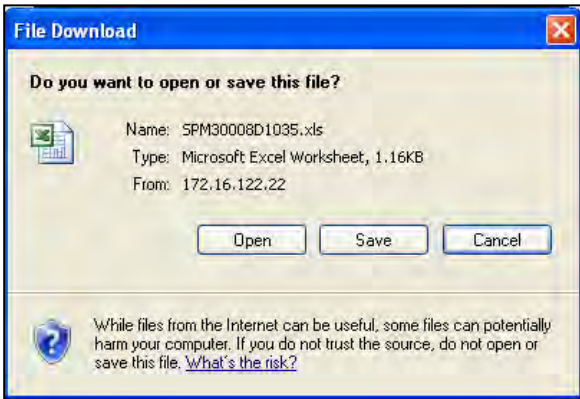
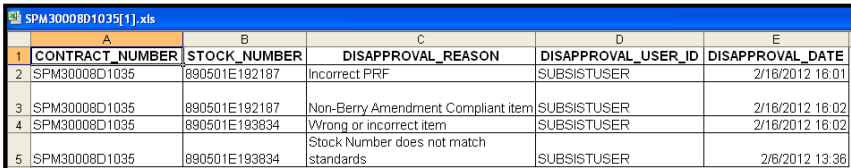
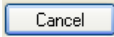
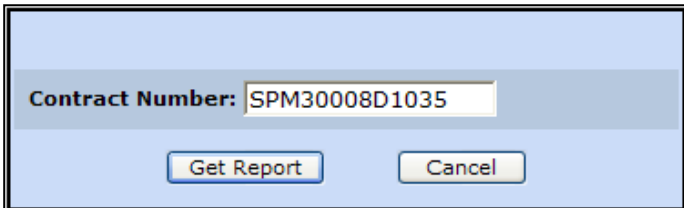
STEP/ACTION	EXAMPLE
<p>The Matched Items Report - Printable Version screen has four actions available from the top of the report as described below:</p> <p>Main Menu display the STORES Catalog Main Menu screen.</p> <ul style="list-style-type: none"> • Back displays the viewable version of the report. • Disable/Enable Paging alternately displays the report in single page or multiple page formats. • When paging is enabled, Print Current Page enables printing the currently displayed page. To print a different page use the <prev> and <next> navigation controls. <p>NOTE: The Matched Item Report may also be printed as a single multiple-page report by selecting Disable Paging and then selecting Print on the Single Page screen that displays.</p> <p>6. Click the Disable Paging link.</p> <p>The report displays as a single page with Disable Paging toggled to Enable Paging on the navigation bar.</p> <p>7. Click the Print link.</p> <p>The printer dialog appears and you can now print the entire multiple-page report.</p> <p>NOTE: When Printing most reports, ensure your printer is configured to print in landscape mode.</p> <p>8. Click Main Menu to return to the Main Menu.</p>	<p>Matched Items Report – Printable Version Screen</p>  <p>Matched Items Report – Printable Version Set for Single Page (partial view)</p> 



Chapter 9: Production Reports

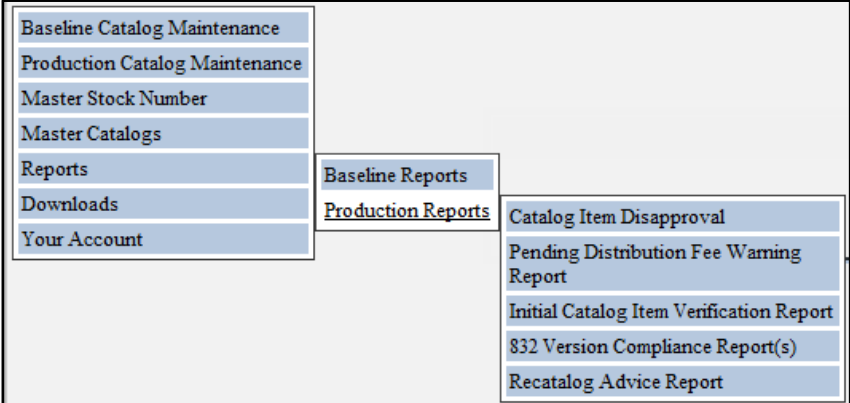
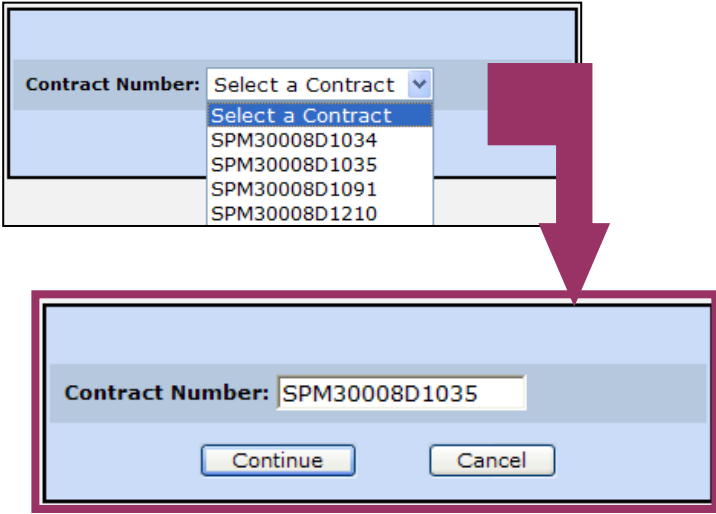
9.1: Catalog Item Disapproval Report

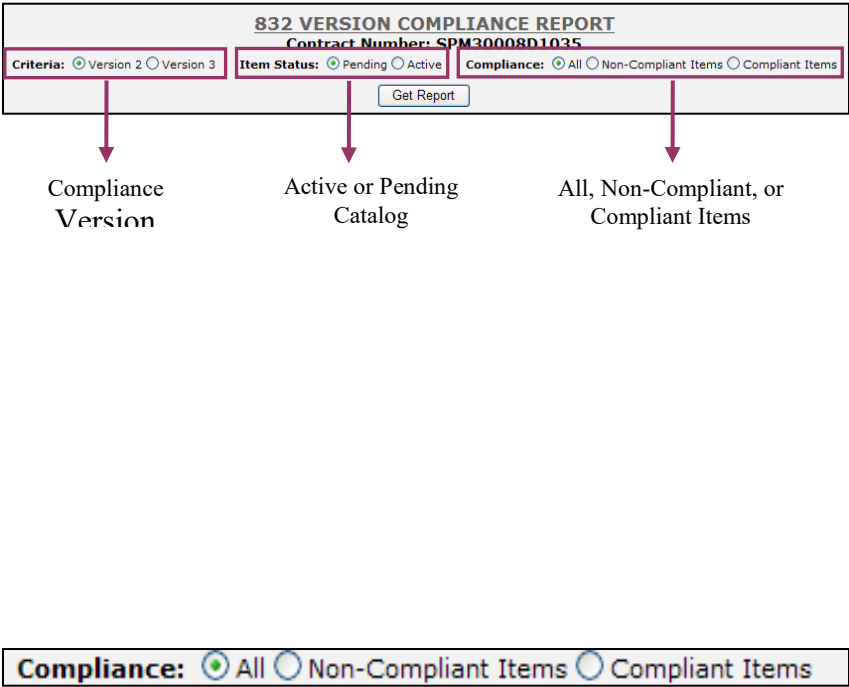
STEP/ACTION	EXAMPLE
<p>To access the report from the Main Menu:</p> <ol style="list-style-type: none"> 1. From the STORES Catalog Main Menu, place your cursor over the Reports menu bar, click the Production Reports submenu bar and select Catalog Item Disapproval from the submenu. <p>The Select Contract Number screen displays.</p>	<p>Main Menu – Production Reports Submenu</p> 
<ol style="list-style-type: none"> 2. Select a contract number 3. Click . <p>The File Download dialog box displays (below right).</p>	<p>Select Contract Number Screen (two example close-ups)</p> 

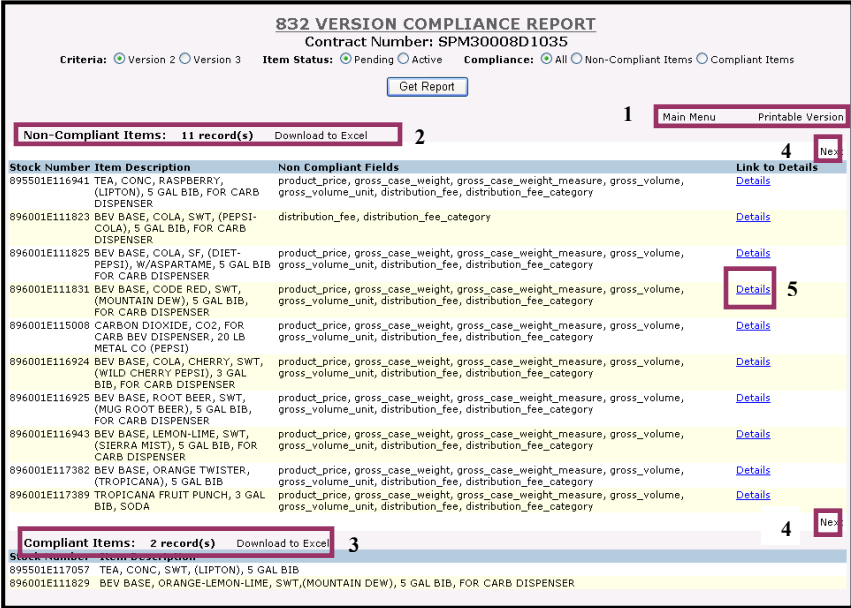
STEP/ACTION	EXAMPLE																																				
<p>4. Click  .</p> <p>The report is displayed in an Excel spreadsheet (below right).</p> <p>NOTE: Click  to save the file to a local drive, or  to return to the Main Menu.</p>	<p>File Download Dialog Box</p> 																																				
<p>5. When done viewing the report, close Excel.</p> <p>The Select Contract Number screen is still displayed.</p>	<p>Catalog Item Disapproval Report</p>  <table><tr><th></th><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th></tr><tr><th>1</th><th>CONTRACT_NUMBER</th><th>STOCK_NUMBER</th><th>DISAPPROVAL_REASON</th><th>DISAPPROVAL_USER_ID</th><th>DISAPPROVAL_DATE</th></tr><tr><td>2</td><td>SPM30008D1035</td><td>890501E192187</td><td>Incorrect PRF</td><td>SUBSISTUSER</td><td>2/16/2012 16:01</td></tr><tr><td>3</td><td>SPM30008D1035</td><td>890501E192187</td><td>Non-Berry Amendment Compliant item</td><td>SUBSISTUSER</td><td>2/16/2012 16:02</td></tr><tr><td>4</td><td>SPM30008D1035</td><td>890501E193834</td><td>Wrong or incorrect item</td><td>SUBSISTUSER</td><td>2/16/2012 16:02</td></tr><tr><td>5</td><td>SPM30008D1035</td><td>890501E193834</td><td>Stock Number does not match standards</td><td>SUBSISTUSER</td><td>2/6/2012 13:36</td></tr></table>		A	B	C	D	E	1	CONTRACT_NUMBER	STOCK_NUMBER	DISAPPROVAL_REASON	DISAPPROVAL_USER_ID	DISAPPROVAL_DATE	2	SPM30008D1035	890501E192187	Incorrect PRF	SUBSISTUSER	2/16/2012 16:01	3	SPM30008D1035	890501E192187	Non-Berry Amendment Compliant item	SUBSISTUSER	2/16/2012 16:02	4	SPM30008D1035	890501E193834	Wrong or incorrect item	SUBSISTUSER	2/16/2012 16:02	5	SPM30008D1035	890501E193834	Stock Number does not match standards	SUBSISTUSER	2/6/2012 13:36
	A	B	C	D	E																																
1	CONTRACT_NUMBER	STOCK_NUMBER	DISAPPROVAL_REASON	DISAPPROVAL_USER_ID	DISAPPROVAL_DATE																																
2	SPM30008D1035	890501E192187	Incorrect PRF	SUBSISTUSER	2/16/2012 16:01																																
3	SPM30008D1035	890501E192187	Non-Berry Amendment Compliant item	SUBSISTUSER	2/16/2012 16:02																																
4	SPM30008D1035	890501E193834	Wrong or incorrect item	SUBSISTUSER	2/16/2012 16:02																																
5	SPM30008D1035	890501E193834	Stock Number does not match standards	SUBSISTUSER	2/6/2012 13:36																																
<p>6. Click  to return to the Main Menu.</p>	<p>Select Contract Number Screen (close-up)</p> 																																				

9.2: 832 Version Compliance Report(s)

This report is also available from the **Catalog Items** screen.


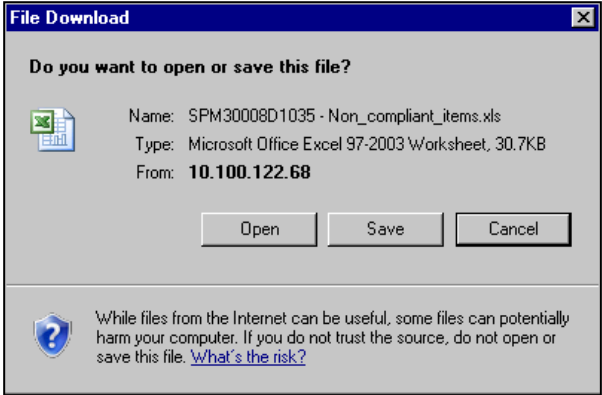
STEP/ACTION	EXAMPLE
<p>To access the report from the Main Menu:</p> <ol style="list-style-type: none"> From the STORES Catalog Main Menu, place your cursor over the Reports menu bar, click the Production Reports submenu bar and select 832 Version Compliance Report(s) from the submenu. <p>The Select Contract Number screen displays.</p>	<p>Main Menu – Production Reports Submenu</p> 
<ol style="list-style-type: none"> Enter a contract number Click <input type="button" value="Continue"/>. <p>The Compliance Report Specification screen appears (below right).</p>	<p>Select Contract Number Screen (two example close-ups)</p> 

STEP/ACTION	EXAMPLE
<p>Compliance Report Specification screen allows the user to generate a report for the catalog based on three parameters.</p> <p>4. Select the version for which you are checking compliance.</p> <p>Criteria: <input checked="" type="radio"/> Version 2 <input type="radio"/> Version 3</p> <p>5. Select "Pending" for the contract as it will be generated during the weekly update, or "Active" for the current customer version of the catalog.</p> <p>Item Status: <input checked="" type="radio"/> Pending <input type="radio"/> Active</p> <p>6. Choose to view all items, non-compliant items only, or compliant versions only.</p> <p>7. Leave the defaults (Version 2, Pending, and All) and click Get Report.</p> <p>The 832 Version Compliance Report displays (next page).</p> <p>NOTE: The report selection criteria still display at the top of the report. You can change the reporting criteria at any time and click Get Report to rerun the report.</p>	<p>Compliance Report Specification Screen (2 close-ups)</p>  <p>Compliance: <input checked="" type="radio"/> All <input type="radio"/> Non-Compliant Items <input type="radio"/> Compliant Items</p>

STEP/ACTION	EXAMPLE
<p>The 832 Version Compliance Report displays the stock number, and item description for all items. It also displays a list of non-compliant fields and a link to a detailed report for each non-compliant item.</p> <p>Close-up 1:</p> <ul style="list-style-type: none"> Clicking "Main Menu" will close the report screen and return to the Main Menu screen. If the report is accessed from the report drop-down on the Catalog Items screen the Main Menu link will be replaced with a "Close Window" link. Clicking "Printable Version" will refresh the screen with a printable version of the report. <p>Close-up 2:</p> <ul style="list-style-type: none"> The first portion of this close-up gives a count of the total number of non-compliant items. The second portion of the close-up is a link to download the data into an Excel spreadsheet. This link will download the non-compliant records only. <p>Close-up 3:</p> <ul style="list-style-type: none"> The first portion of this close-up gives a count of the total number of compliant items. The second portion of the close-up is a link to download the data into an Excel spreadsheet. This link will download the compliant records only. <p>Close-up 4:</p> <p>Clicking on "Next" displays the next page of data. The "Next" will refresh only the non-compliant portion of the report. If the "Next" appears in the Compliant region of the report, it will refresh only the compliant portion of the report when clicked.</p>	<p>832 Version Compliance Report (Version 2, Pending Records, All)</p>  <p>832 Version Compliance Report (close-up 1)</p> <p>Main Menu Printable Version</p> <p>832 Version Compliance Report (close-up 2)</p> <p>Non-Compliant Items: 11 record(s) Download to Excel</p> <p>832 Version Compliance Report (close-up 3)</p> <p>Compliant Items: 2 record(s) Download to Excel</p> <p>832 Version Compliance Report (close-up 4)</p> <p>Next</p> <p>832 Version Compliance Report (close-up 5)</p> <p>Details</p>

STEP/ACTION	EXAMPLE																																																		
<div>1. Click "Printable Version"</div> <div>The report displays in the printable version.</div>	<div><div>Main MenuPrintable Version</div></div>																																																		
<div>This version of the report displays the same information as the original view, but it is printer friendly.</div> <div><div>Main MenuBackDisable PagingPrint Current Page</div></div> <div>In the above close up:</div> <div><ul style="list-style-type: none">• Main Menu returns to the Main Menu.• “Back” returns to the original report screen.• “Disable Paging” shows all the data on one page – it can then be printed all at once.• “Print Current Page” prints only the date seen on the screen – the current page. To print the next page – click “Next”</div>	<div><div>832 Version Compliance Report (printable version)</div><div><div>832 VERSION COMPLIANCE REPORT</div><div>Contract Number: SPM30008D1035</div><div>Criteria: <input checked="" type="radio"/> Version 2 <input type="radio"/> Version 3Item Status: <input checked="" type="radio"/> Pending <input type="radio"/> ActiveCompliance: <input checked="" type="radio"/> All <input type="radio"/> Non-Compliant Items <input type="radio"/> Compliant Items</div><div>Get Report</div></div><div><div>Non-Compliant Items: 11 record(s)</div><div>Download to Excel</div><table><thead><tr><th>Stock Number</th><th>Item Description</th><th>Non Compliant Fields</th><th>Link to Details</th></tr></thead><tbody><tr><td>895501E116941</td><td>TEA, CONC, RASPBERRY, (LIPTON), 5 GAL BIB, FOR CARB DISPENSER</td><td>product_price, gross_case_weight, gross_case_weight_measure, gross_volume, gross_volume_unit, distribution_fee, distribution_fee_category</td><td>Details</td></tr><tr><td>896001E111823</td><td>BEV BASE, COLA, SWT, (PEPSI-COLA), 5 GAL BIB, FOR CARB DISPENSER</td><td>distribution_fee, distribution_fee_category</td><td>Details</td></tr><tr><td>896001E111825</td><td>BEV BASE, COLA, SF, (DIET-PEPSI), W/ASPARTAME, 5 GAL BIB FOR CARB DISPENSER</td><td>product_price, gross_case_weight, gross_case_weight_measure, gross_volume, gross_volume_unit, distribution_fee, distribution_fee_category</td><td>Details</td></tr><tr><td>896001E111831</td><td>BEV BASE, CODE RED, SWT, (MOUNTAIN DEW), 5 GAL BIB, FOR CARB DISPENSER</td><td>product_price, gross_case_weight, gross_case_weight_measure, gross_volume, gross_volume_unit, distribution_fee, distribution_fee_category</td><td>Details</td></tr><tr><td>896001E115008</td><td>CARBON DIOXIDE, CO2, FOR CARB BEV DISPENSER, 20 LB METAL CO (PEPSI)</td><td>product_price, gross_case_weight, gross_case_weight_measure, gross_volume, gross_volume_unit, distribution_fee, distribution_fee_category</td><td>Details</td></tr><tr><td>896001E116924</td><td>BEV BASE, COLA, CHERRY, SWT, (WILD CHERRY PEPSI), 3 GAL BIB, FOR CARB DISPENSER</td><td>product_price, gross_case_weight, gross_case_weight_measure, gross_volume, gross_volume_unit, distribution_fee, distribution_fee_category</td><td>Details</td></tr><tr><td>896001E116925</td><td>BEV BASE, ROOT BEER, SWT, (MUG ROOT BEER), 5 GAL BIB, FOR CARB DISPENSER</td><td>product_price, gross_case_weight, gross_case_weight_measure, gross_volume, gross_volume_unit, distribution_fee, distribution_fee_category</td><td>Details</td></tr><tr><td>896001E116943</td><td>BEV BASE, LEMON-LIME, SWT, (SIERRA MIST), 5 GAL BIB, FOR CARB DISPENSER</td><td>product_price, gross_case_weight, gross_case_weight_measure, gross_volume, gross_volume_unit, distribution_fee, distribution_fee_category</td><td>Details</td></tr><tr><td>896001E117382</td><td>BEV BASE, ORANGE TWISTER, (TROPICANA), 5 GAL BIB</td><td>product_price, gross_case_weight, gross_case_weight_measure, gross_volume, gross_volume_unit, distribution_fee, distribution_fee_category</td><td>Details</td></tr><tr><td>896001E117389</td><td>TROPICANA FRUIT PUNCH, 3 GAL BIB, SODA</td><td>product_price, gross_case_weight, gross_case_weight_measure, gross_volume, gross_volume_unit, distribution_fee, distribution_fee_category</td><td>Details</td></tr></tbody></table><div><div>Compliant Items: 2 record(s)</div><div>Download to Excel</div><table><thead><tr><th>Stock Number</th><th>Item Description</th></tr></thead><tbody><tr><td>895501E117057</td><td>TEA, CONC, SWT, (LIPTON), 5 GAL BIB</td></tr><tr><td>896001E111829</td><td>BEV BASE, ORANGE-LEMON-LIME, SWT,(MOUNTAIN DEW), 5 GAL BIB, FOR CARB DISPENSER</td></tr></tbody></table></div></div></div>	Stock Number	Item Description	Non Compliant Fields	Link to Details	895501E116941	TEA, CONC, RASPBERRY, (LIPTON), 5 GAL BIB, FOR CARB DISPENSER	product_price, gross_case_weight, gross_case_weight_measure, gross_volume, 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DISPENSER	product_price, gross_case_weight, gross_case_weight_measure, gross_volume, gross_volume_unit, distribution_fee, distribution_fee_category	Details	896001E116925	BEV BASE, ROOT BEER, SWT, (MUG ROOT BEER), 5 GAL BIB, FOR CARB DISPENSER	product_price, gross_case_weight, gross_case_weight_measure, gross_volume, gross_volume_unit, distribution_fee, distribution_fee_category	Details	896001E116943	BEV BASE, LEMON-LIME, SWT, (SIERRA MIST), 5 GAL BIB, FOR CARB DISPENSER	product_price, gross_case_weight, gross_case_weight_measure, gross_volume, gross_volume_unit, distribution_fee, distribution_fee_category	Details	896001E117382	BEV BASE, ORANGE TWISTER, (TROPICANA), 5 GAL BIB	product_price, gross_case_weight, gross_case_weight_measure, gross_volume, gross_volume_unit, distribution_fee, distribution_fee_category	Details	896001E117389	TROPICANA FRUIT PUNCH, 3 GAL BIB, SODA	product_price, gross_case_weight, gross_case_weight_measure, gross_volume, gross_volume_unit, distribution_fee, 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<p>From this screen you can print the non-compliance issues for a stock number or return to the main report.</p> <p>4. Click “Back to Main Report”.</p> <p>The main report displays (not shown).</p>	<div><div>832 Compliance Report – Item Details</div><div><div><div>Back to Main Report</div><div>Print</div></div><div><div>832 Compliance Report - Version 2 - Item Details</div><div>Pending In Production</div><div>Contract Number: SPM30008D1035</div><div>Stock Number: 895501E116941</div><div>M = Mandatory, O = Optional C1 = Conditional: Element is required if catalog is used for Navy standard core menu C2 = Conditional: Element is required if it is an NAPA item C3 = Conditional: Element is required if it is a Catch Weight item C4 = Conditional: Element is required for OCONUS contract MPA items (Version 3) * Indicates an 832 Version 2 field</div><table><thead><tr><th>Field Name</th><th>V2</th><th>Value</th><th>Compliant?</th><th>Issue</th></tr></thead><tbody><tr><td>Price</td><td>M</td><td>\$27.05</td><td>Y</td><td></td></tr><tr><td>Item Description</td><td>M</td><td>TEA, CONC, RASPBERRY, (LIPTON), 5 GAL BIB, FOR CARB DISPENSER</td><td>Y</td><td></td></tr><tr><td>Part Number</td><td>M</td><td>7454</td><td>Y</td><td></td></tr><tr><td>Brand (Comments)</td><td>O</td><td></td><td>N/A</td><td></td></tr><tr><td>Ratio Numerator</td><td>M</td><td>1</td><td>Y</td><td></td></tr><tr><td>Ratio Denominator</td><td>M</td><td>1</td><td>Y</td><td></td></tr><tr><td>Unit of Issue</td><td>M</td><td>BX</td><td>Y</td><td></td></tr><tr><td>Unit of Measure</td><td>M</td><td>BX</td><td>Y</td><td></td></tr><tr><td>Units Per Purchase Pack</td><td>M</td><td>1</td><td>Y</td><td></td></tr><tr><td>Package Size</td><td>M</td><td>5</td><td>Y</td><td></td></tr><tr><td>Package Unit of Measure</td><td>M</td><td>GA</td><td>Y</td><td></td></tr><tr><td>Packaging Code</td><td>M</td><td>BX</td><td>Y</td><td></td></tr><tr><td>Economic Indicator</td><td>M</td><td>1</td><td>Y</td><td></td></tr><tr><td>*Product Price</td><td>M</td><td></td><td>N</td><td>This is a required field.</td></tr><tr><td>*DLA Standard Acceptance</td><td>M</td><td>N</td><td>Y</td><td></td></tr><tr><td>*Gross Case Weight</td><td>M</td><td></td><td>N</td><td>This is a required field.</td></tr><tr><td>*Gross Case Weight Measure</td><td>M</td><td></td><td>N</td><td>This is a required field.</td></tr><tr><td>*Gross Volume</td><td>M</td><td></td><td>N</td><td>This is a required field.</td></tr><tr><td>*Gross Volume Unit</td><td>M</td><td></td><td>N</td><td>This is a required field.</td></tr><tr><td>*Catch Weight Multiple</td><td>C3</td><td></td><td>N/A</td><td></td></tr><tr><td>*Distribution Fee Category</td><td>M</td><td></td><td>N</td><td>This is a required field.</td></tr><tr><td>*Distribution Fee</td><td>M</td><td></td><td>N</td><td>This is a required field.</td></tr><tr><td>*NAPA Allowance</td><td>C2</td><td></td><td>N/A</td><td></td></tr><tr><td>*Foreign Source Indicator</td><td>M</td><td>N</td><td>Y</td><td></td></tr><tr><td>*DLA Unique</td><td>M</td><td>N</td><td>Y</td><td></td></tr><tr><td>*Tare Weight Value</td><td>C1</td><td></td><td>N/A</td><td></td></tr><tr><td>*Tare Weight Unit of Measure</td><td>C1</td><td></td><td>N/A</td><td></td></tr><tr><td>*Aluminum Weight Value</td><td>C1</td><td></td><td>N/A</td><td></td></tr><tr><td>*Aluminum Weight Unit of Measure</td><td>C1</td><td></td><td>N/A</td><td></td></tr><tr><td>*Tin Weight Value</td><td>C1</td><td></td><td>N/A</td><td></td></tr><tr><td>*Tin Weight Unit of Measure</td><td>C1</td><td></td><td>N/A</td><td></td></tr><tr><td>*Paper Weight Value</td><td>C1</td><td></td><td>N/A</td><td></td></tr><tr><td>*Paper Weight Unit of Measure</td><td>C1</td><td></td><td>N/A</td><td></td></tr><tr><td>*Plastic Weight Value</td><td>C1</td><td></td><td>N/A</td><td></td></tr><tr><td>*Plastic Weight Unit of Measure</td><td>C1</td><td></td><td>N/A</td><td></td></tr><tr><td>*Glass Weight Value</td><td>C1</td><td></td><td>N/A</td><td></td></tr><tr><td>*Glass Weight Unit of Measure</td><td>C1</td><td></td><td>N/A</td><td></td></tr><tr><td>*Shelf Life</td><td>O</td><td></td><td>N/A</td><td></td></tr><tr><td>*Shelf Life Unit</td><td>O</td><td></td><td>N/A</td><td></td></tr><tr><td>*Food Show Allowance</td><td>O</td><td></td><td>N/A</td><td></td></tr><tr><td>*Promotional Allowance</td><td>O</td><td></td><td>N/A</td><td></td></tr><tr><td>*Vendor SKU</td><td>O</td><td></td><td>N/A</td><td></td></tr><tr><td>*Special Ordering Instructions</td><td>O</td><td></td><td>N/A</td><td></td></tr><tr><td>Minimum Order Quantity</td><td>O</td><td></td><td>N/A</td><td></td></tr><tr><td>MPA Purchase Date</td><td>C4</td><td></td><td>N/A</td><td></td></tr></tbody></table><div>M = Mandatory, O = Optional C1 = Conditional: Element is required if the catalog can be used by a Navy ship C2 = Conditional: Element is required if it is an NAPA item C3 = Conditional: Element is required if it is a Catch Weight item C4 = Conditional: Element is required for OCONUS contract MPA items (Version 3) * Indicates an 832 Version 2 field</div></div></div></div>	Field Name	V2	Value	Compliant?	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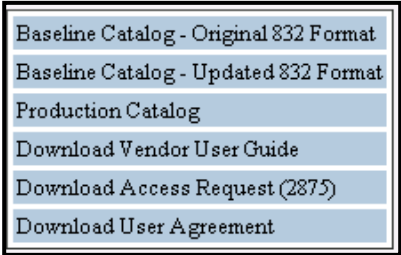

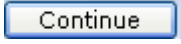
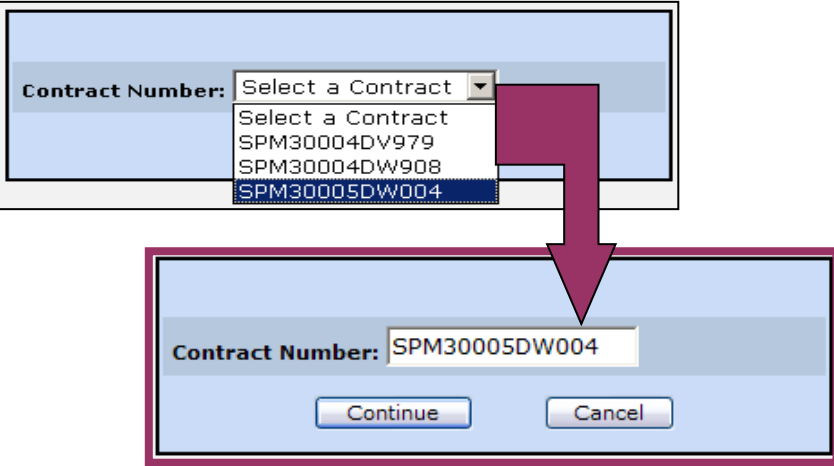
STEP/ACTION	EXAMPLE																																																				
<p>5. Click “Download to Excel”.</p> <p>The “File Download” Dialog Box appears.</p>	<p>832 Version Compliance Report (main report close-up)</p> 																																																				
<p>6. Click “Open” to view the file.</p> <p>The Excel spreadsheet displays (not shown).</p>	<p>File Download Dialog Box</p> 																																																				
<p>To the right is a list of the columns appearing in the Non-Compliant download. The second column (NON_COMPLIANT_ITEMS) is a list of fields which do not meet standards for the version being checked. It is the only column which does not also appear in the Compliance download.</p> <p>7. Close Excel.</p> <p>8. Click “Main Menu” on the report screen.</p> <p>The Main Menu screen displays (not shown).</p>	<p>832 Compliance Report – Non-Compliant Items Download Column Headings</p> <table border="1"> <thead> <tr> <th>Column Heading Name</th><th>Column Heading Name (Con't)</th></tr> </thead> <tbody> <tr><td>STOCK_NUMBER</td><td>NAPA_ALLOWANCE</td></tr> <tr><td>NON_COMPLIANT_ITEMS</td><td>FOOD_SHOW_ALLOWANCE</td></tr> <tr><td>ECONOMIC_INDICATOR</td><td>PROMOTIONAL_ALLOWANCE</td></tr> <tr><td>PART_NUMBER</td><td>OVERWRITTEN_DESCRIPTION</td></tr> <tr><td>ITEM_DESCRIPTION</td><td>DSCP_STANDARD_ACCEPTANCE</td></tr> <tr><td>UNIT_OF_MEASURE</td><td>SPECIAL_ORDERING_INSTRUCTIONS</td></tr> <tr><td>UNITS_PER_PURCHASE_PACK</td><td>MIN_ORDER_QUANTITY</td></tr> <tr><td>RATIO_NUMERATOR</td><td>FOREIGN_SOURCE_INDICATOR</td></tr> <tr><td>RATIO_DENOMINATOR</td><td>SKU</td></tr> <tr><td>PRICE</td><td>DSCP_UNIQUE</td></tr> <tr><td>COMMENTS</td><td>TARE_WEIGHT_VALUE</td></tr> <tr><td>PACKAGE_SIZE</td><td>TARE_WEIGHT_UNIT_OF_MEASURE</td></tr> <tr><td>PACKAGE_UNIT_OF_MEASURE</td><td>ALUMINUM_WEIGHT_VALUE</td></tr> <tr><td>PACKAGING_CODE</td><td>ALUMINUM_WEIGHT_UNIT_OF_MEASUR</td></tr> <tr><td>RECORD_STATUS</td><td>TIN_WEIGHT_VALUE</td></tr> <tr><td>PROMO_ITEM</td><td>TIN_WEIGHT_UNIT_OF_MEASURE</td></tr> <tr><td>GROSS_CASE_WEIGHT</td><td>PAPER_WEIGHT_VALUE</td></tr> <tr><td>GROSS_CASE_WEIGHT_MEASURE</td><td>PAPER_WEIGHT_UNIT_OF_MEASURE</td></tr> <tr><td>GROSS_VOLUME</td><td>PLASTIC_WEIGHT_VALUE</td></tr> <tr><td>GROSS_VOLUME_UNIT</td><td>PLASTIC_WEIGHT_UNIT_OF_MEASURE</td></tr> <tr><td>SHELF_LIFE</td><td>GLASS_WEIGHT_VALUE</td></tr> <tr><td>SHELF_LIFE_UNIT</td><td>GLASS_WEIGHT_UNIT_OF_MEASURE</td></tr> <tr><td>CATCH_WEIGHT_MULTIPLE</td><td>PRODUCT_PRICE</td></tr> <tr><td>DISTRIBUTION_FEE_CATEGORY</td><td>MPA_PURCHASE_DATE</td></tr> <tr><td>DISTRIBUTION_FEE</td><td></td></tr> </tbody> </table>	Column Heading Name	Column Heading Name (Con't)	STOCK_NUMBER	NAPA_ALLOWANCE	NON_COMPLIANT_ITEMS	FOOD_SHOW_ALLOWANCE	ECONOMIC_INDICATOR	PROMOTIONAL_ALLOWANCE	PART_NUMBER	OVERWRITTEN_DESCRIPTION	ITEM_DESCRIPTION	DSCP_STANDARD_ACCEPTANCE	UNIT_OF_MEASURE	SPECIAL_ORDERING_INSTRUCTIONS	UNITS_PER_PURCHASE_PACK	MIN_ORDER_QUANTITY	RATIO_NUMERATOR	FOREIGN_SOURCE_INDICATOR	RATIO_DENOMINATOR	SKU	PRICE	DSCP_UNIQUE	COMMENTS	TARE_WEIGHT_VALUE	PACKAGE_SIZE	TARE_WEIGHT_UNIT_OF_MEASURE	PACKAGE_UNIT_OF_MEASURE	ALUMINUM_WEIGHT_VALUE	PACKAGING_CODE	ALUMINUM_WEIGHT_UNIT_OF_MEASUR	RECORD_STATUS	TIN_WEIGHT_VALUE	PROMO_ITEM	TIN_WEIGHT_UNIT_OF_MEASURE	GROSS_CASE_WEIGHT	PAPER_WEIGHT_VALUE	GROSS_CASE_WEIGHT_MEASURE	PAPER_WEIGHT_UNIT_OF_MEASURE	GROSS_VOLUME	PLASTIC_WEIGHT_VALUE	GROSS_VOLUME_UNIT	PLASTIC_WEIGHT_UNIT_OF_MEASURE	SHELF_LIFE	GLASS_WEIGHT_VALUE	SHELF_LIFE_UNIT	GLASS_WEIGHT_UNIT_OF_MEASURE	CATCH_WEIGHT_MULTIPLE	PRODUCT_PRICE	DISTRIBUTION_FEE_CATEGORY	MPA_PURCHASE_DATE	DISTRIBUTION_FEE	
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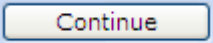
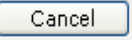

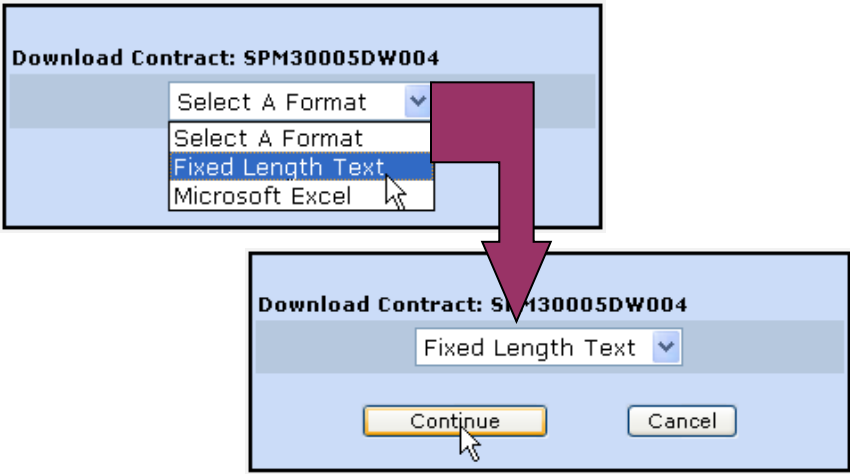


Chapter 10: Downloads

STORES Catalog currently allows vendors to download catalogs (832s) and the **Vendor User Guide**. All vendors may download the **Vendor User Guide**; however, 832s can only be downloaded for catalogs that the user has a role designated as 'Vendor.' If no catalogs are assigned with the role of 'Vendor,' the 'Download a Baseline Catalog' option will not display on the **Main Menu**.

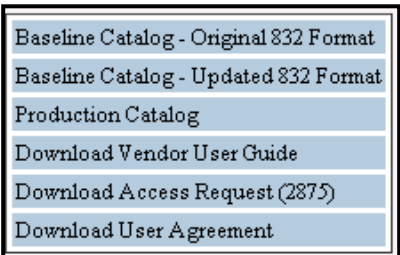

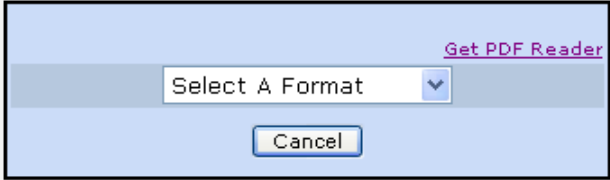
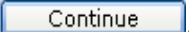
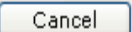

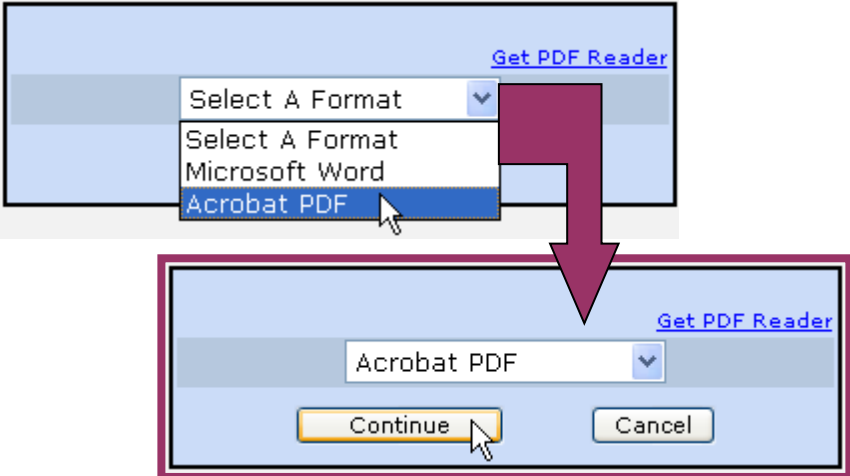
10.1: Download a Catalog

STEP/ACTION	EXAMPLE
<p>1. From the STORES Catalog Main Menu, place your cursor over the Downloads menu bar and select Baseline Catalog – Original 832 Format, Baseline Catalog – Updated 832 Format, or Production Catalog from the Downloads submenu.</p> <p>The Select Contract screen displays.</p>	<p>Main Menu –Downloads Submenu</p> 
<p>2. Select a contract to download to STORES Catalog.</p> <p>NOTE: On this screen click  to discontinue the download process and return to the Main Menu screen.</p> <p>3. Click  to download a particular catalog.</p> <p>The Select Format screen displays (next page).</p>	<p>Select Contract Screen (two example close-ups)</p> 

STEP/ACTION	EXAMPLE
<p>4. For this example, select the “Fixed Length Text” format.</p> <p>NOTE: For baseline catalogs the Fixed Length Text format is the normal 832 format. The Microsoft® Excel® format is available for convenience. For production catalogs, the Excel® format is the only available format.</p> <p>5. Click .</p> <p>A File Download Pop-up window displays.</p> <p>From this point, follow the computer prompts to save your file. Details are not covered here as specific prompts may vary based on your particular operating system (e.g. Microsoft® Windows®).</p> <p>NOTE: Remember the name you give the downloaded file and the folder where it is saved.</p> <p>6. When the download is complete click  or  Main Menu to return to the Main Menu.</p>	<p>Select Format Screen (two example close-ups)</p>  <p>The example shows two close-ups of the Select Format screen. The top screenshot shows the Download Contract: SPM30005DW004 screen with a dropdown menu open, showing options: Select A Format, Fixed Length Text (selected), and Microsoft Excel. A large red arrow points down to the second screenshot. The second screenshot shows the same screen with the Fixed Length Text option selected in the dropdown menu, and the Continue and Cancel buttons at the bottom.</p>

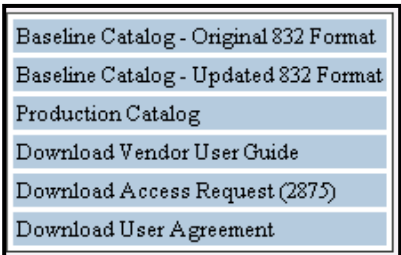
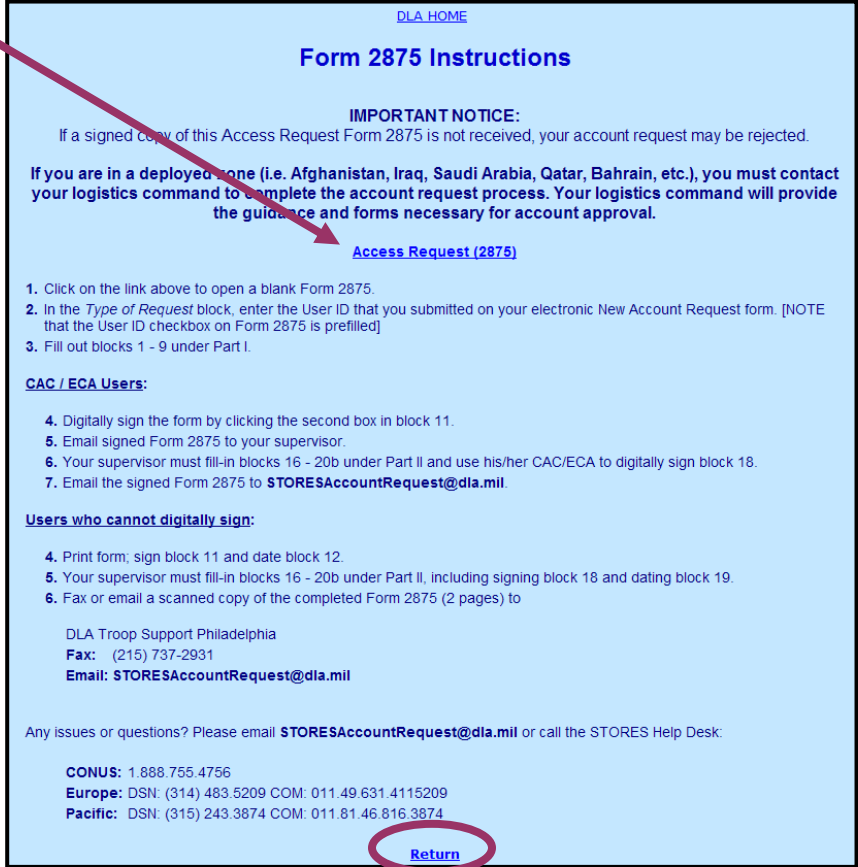
10.2: Download a User Guide

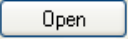
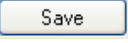
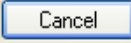
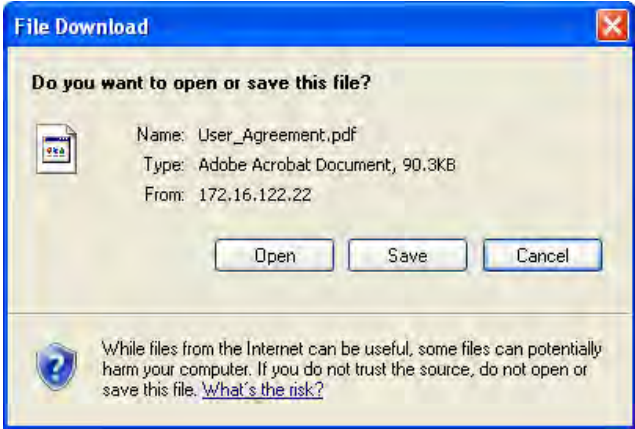
To read the User Guide you must have either Microsoft® Word® or the Adobe® Acrobat Reader®. Directions for obtaining Acrobat Reader are given below.

STEP/ACTION	EXAMPLE
<p>1. For this example select Download Vendor User Guide from the Downloads submenu from the Main Menu.</p> <p>The Select Format screen displays.</p>	<p>Main Menu –Downloads Submenu</p> 
<p>NOTE: On this screen, the GET PDF Reader link opens the Adobe Reader web site. On this site click</p>  <p>and follow the prompts.</p> <p>NOTE: The Acrobat PDF format is recommended over Microsoft® Word.</p>	<p>Select Format screen close-up</p> 
<p>2. Select a format to download.</p> <p>3. Click .</p> <p>The File Download pop up window displays.</p> <p>From this point, follow the computer prompts to save your file. Details are not covered here as the specific prompts vary depending on your operating system (e.g. Microsoft® Windows®).</p> <p>NOTE: Remember the name you give the downloaded file.</p> <p>4. When the download is complete click  or  Main Menu to return to the Main Menu screen.</p>	<p>Select Format Screen (two example close-ups)</p> 

10.3: Download Security Forms

Both the Access Request (2875) form and the User Agreement are available for downloading in .pdf format (only).

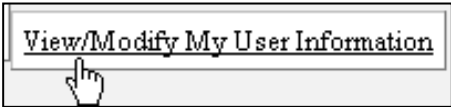

STEP/ACTION	EXAMPLE
<p>1. As needed, select either Download Access Request (2875)</p> <p>-OR-</p> <p>Select Download User Agreement from the Downloads submenu.</p> <p>2. Select Download Access Request (2875).</p> <p>The Form 2875 Instructions screen displays.</p>	<p>Main Menu –Downloads Submenu</p> 
<p>3. Click Access Request 2875 to access the form in PDF format. The form will open in a new window (not displayed).</p> <p>4. Click Return to return to the Main Menu.</p> <p>5. Select Download User Agreement from the Downloads submenu (above).</p> <p>The File Download dialog box displays(next page).</p>	<p>Form 2875 Instructions Screen</p> 

STEP/ACTION	EXAMPLE
<p>6. Click  to open the PDF file.</p> <p>The form opens in a separate window (not shown).</p> <p>7. Click  to download the file to your computer.</p> <p>NOTE: Remember the name you give the downloaded file.</p> <p>Click  to return to the Main Menu.</p>	<p>Select Format (two example close-ups)</p> 


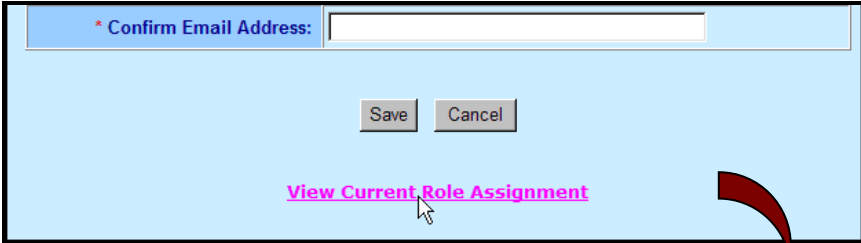
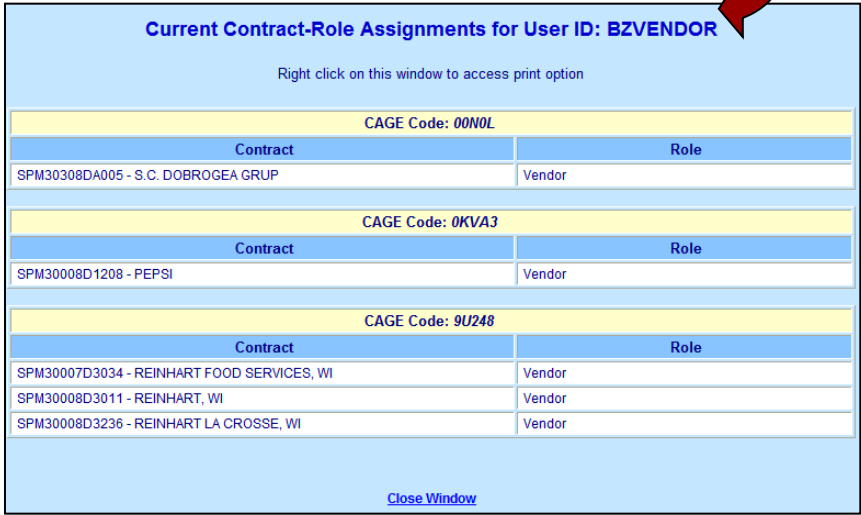





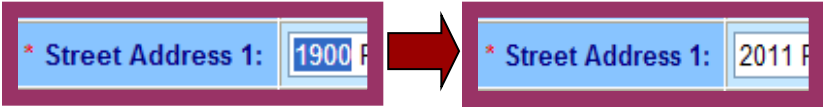
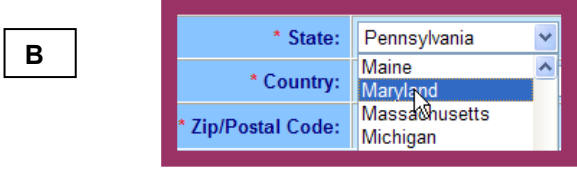
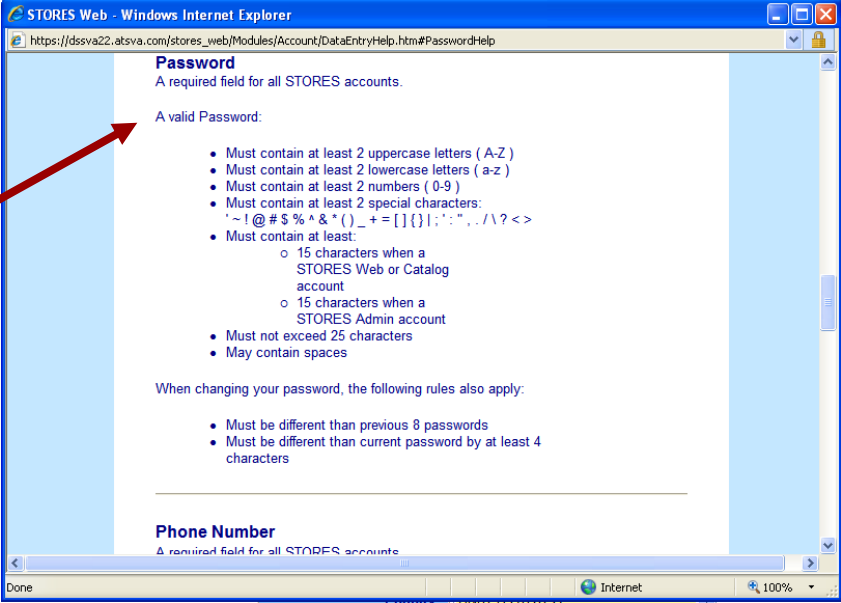
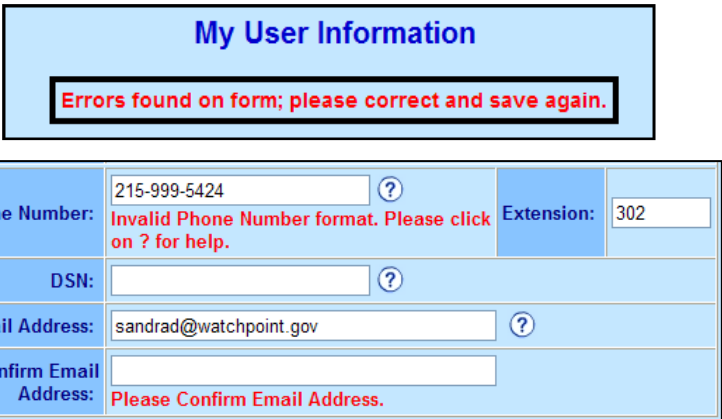
Chapter 11: Account Maintenance

Currently, the only choice under the 'Your Account' menu bar is **View/Modify My User Information**.

STEP/ACTION	EXAMPLE																				
<p>The only choice on the Your Account submenu is View/Modify My User Information. This link displays the My User Information screen where the user may change his/her password and update their contact information.</p> <p>1. Expand the Your Account menu bar and click View/Modify My User Information.</p> <p>The My User Information screen displays.</p>	<p>Main Menu –Your Account Submenu</p> 																				
<p>Section A contains read-only information about your account. This information cannot be modified.</p> <p>Section B, the Password fields, always display blank for security reasons. Leave them blank unless you are required to enter a new password or you are voluntarily changing your password.</p> <p>You may change your password at any time. However, you <u>must</u> change your password every 60 days and anytime you are accessing the system after your account has been reactivated (see Section 1.3).</p> <p>NOTE: If your certificate allows you to log on without a password, the password fields do not display.</p> <p>-Continued on next page-</p>	<p>My User Information Screen (upper portion)</p>  <table border="1"> <thead> <tr> <th colspan="2">My User Information</th> </tr> </thead> <tbody> <tr> <td colspan="2">NOTE: All fields marked with an asterisk (*) are required</td> </tr> <tr> <td>A</td> <td>User ID: BZVENDOR</td> </tr> <tr> <td></td> <td>Date Created: 8/14/2008 9:50:57 AM (Philadelphia Time)</td> </tr> <tr> <td></td> <td>Account Status: Active</td> </tr> <tr> <td></td> <td>Account Type: STORES Catalog User</td> </tr> <tr> <td></td> <td>Affiliation: VENDOR</td> </tr> <tr> <td>B</td> <td>Current Password: <input type="password"/></td> </tr> <tr> <td></td> <td>New Password: <input type="password"/> ?</td> </tr> <tr> <td></td> <td>Confirm New Password: <input type="password"/></td> </tr> </tbody> </table>	My User Information		NOTE: All fields marked with an asterisk (*) are required		A	User ID: BZVENDOR		Date Created: 8/14/2008 9:50:57 AM (Philadelphia Time)		Account Status: Active		Account Type: STORES Catalog User		Affiliation: VENDOR	B	Current Password: <input type="password"/>		New Password: <input type="password"/> ?		Confirm New Password: <input type="password"/>
My User Information																					
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	Account Status: Active																				
	Account Type: STORES Catalog User																				
	Affiliation: VENDOR																				
B	Current Password: <input type="password"/>																				
	New Password: <input type="password"/> ?																				
	Confirm New Password: <input type="password"/>																				

STEP/ACTION	EXAMPLE																																																				
<p>Section C contains your contact information. You can modify any field in this section except Last Name, which is read-only. Confirm Email Address always displays blank when you access this screen.</p> <p>IMPORTANT NOTE: Whenever you make a change to this screen, regardless of what information you change, you will be required to confirm your email address in the Confirm Email Address field before the modifications are accepted by the system.</p>	<p><i>My User Information</i> Screen (central portion)</p> <table><tr><td rowspan="14">C</td><td>Title/Rank:</td><td><input type="text"/></td><td>?</td></tr><tr><td>* First Name:</td><td><input type="text"/></td><td>Sandra</td></tr><tr><td>Middle Initial/Name:</td><td><input type="text"/></td><td>R</td></tr><tr><td>Last Name:</td><td colspan="2">Dias</td></tr><tr><td>Suffix:</td><td><input type="text"/></td><td>MS ?</td></tr><tr><td>* Facility/Base Name:</td><td><input type="text"/></td><td>Watch Point ?</td></tr><tr><td>* Street Address 1:</td><td><input type="text"/></td><td>1900 Pines Peak Road ?</td></tr><tr><td>Street Address 2:</td><td><input type="text"/></td><td>? ?</td></tr><tr><td>* City:</td><td><input type="text"/></td><td>Philadelphia ?</td></tr><tr><td>* State:</td><td><input type="text"/></td><td>Pennsylvania ▾</td></tr><tr><td>* Country:</td><td><input type="text"/></td><td>UNITED STATES ▾</td></tr><tr><td>* Zip/Postal Code:</td><td><input type="text"/></td><td>21246 ?</td></tr><tr><td>* Phone Number:</td><td><input type="text"/></td><td>215-999-5424 ?</td></tr><tr><td>Extension:</td><td><input type="text"/></td><td>302</td></tr><tr><td>DSN:</td><td><input type="text"/></td><td>? ?</td></tr><tr><td>* Email Address:</td><td><input type="text"/></td><td>sandrada@watchpoint.gov ?</td></tr><tr><td>* Confirm Email Address:</td><td><input type="text"/></td><td></td></tr></table>	C	Title/Rank:	<input type="text"/>	?	* First Name:	<input type="text"/>	Sandra	Middle Initial/Name:	<input type="text"/>	R	Last Name:	Dias		Suffix:	<input type="text"/>	MS ?	* Facility/Base Name:	<input type="text"/>	Watch Point ?	* Street Address 1:	<input type="text"/>	1900 Pines Peak Road ?	Street Address 2:	<input type="text"/>	? ?	* City:	<input type="text"/>	Philadelphia ?	* State:	<input type="text"/>	Pennsylvania ▾	* Country:	<input type="text"/>	UNITED STATES ▾	* Zip/Postal Code:	<input type="text"/>	21246 ?	* Phone Number:	<input type="text"/>	215-999-5424 ?	Extension:	<input type="text"/>	302	DSN:	<input type="text"/>	? ?	* Email Address:	<input type="text"/>	sandrada@watchpoint.gov ?	* Confirm Email Address:	<input type="text"/>	
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	* State:		<input type="text"/>	Pennsylvania ▾																																																	
	* Country:		<input type="text"/>	UNITED STATES ▾																																																	
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* Confirm Email Address:	<input type="text"/>																																																				

STEP/ACTION	EXAMPLE																						
<p>To view your current role assignment(s) in STORES User Administration:</p> <ol style="list-style-type: none"> 1. Click the link <u>View Current Role Assignment</u>. <p>The Current Role Assignment screen displays in a separate window.</p> <p>NOTE: You cannot modify your own role assignment. Contact your STORES administrator if an assignment change is required.</p> <ol style="list-style-type: none"> 2. Right click the window to access the print option and print the screen, if desired. 3. Click  or the <u>Close Window</u> link to close the separate window. <p>-Continued on next page-</p>	<p>My User Information Screen (lower portion)</p>  <p>Current Role Assignment Screen</p>  <p>Current Contract-Role Assignments for User ID: BZVENDOR</p> <p>Right click on this window to access print option</p> <table border="1"> <thead> <tr> <th colspan="2">CAGE Code: 00N0L</th> </tr> <tr> <th>Contract</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>SPM30308DA005 - S.C. DOBROGEA GRUP</td> <td>Vendor</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">CAGE Code: 0KVA3</th> </tr> <tr> <th>Contract</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>SPM30008D1208 - PEPSI</td> <td>Vendor</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">CAGE Code: 9U248</th> </tr> <tr> <th>Contract</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>SPM30007D3034 - REINHART FOOD SERVICES, WI</td> <td>Vendor</td> </tr> <tr> <td>SPM30008D3011 - REINHART, WI</td> <td>Vendor</td> </tr> <tr> <td>SPM30008D3236 - REINHART LA CROSSE, WI</td> <td>Vendor</td> </tr> </tbody> </table> <p>Close Window</p>	CAGE Code: 00N0L		Contract	Role	SPM30308DA005 - S.C. DOBROGEA GRUP	Vendor	CAGE Code: 0KVA3		Contract	Role	SPM30008D1208 - PEPSI	Vendor	CAGE Code: 9U248		Contract	Role	SPM30007D3034 - REINHART FOOD SERVICES, WI	Vendor	SPM30008D3011 - REINHART, WI	Vendor	SPM30008D3236 - REINHART LA CROSSE, WI	Vendor
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SPM30008D3011 - REINHART, WI	Vendor																						
SPM30008D3236 - REINHART LA CROSSE, WI	Vendor																						

STEP/ACTION	EXAMPLE
<p>To modify a User Information field:</p> <ol style="list-style-type: none"> For text fields, such as Street Address 1 (Example A), highlight the current entry and enter the revised information as in the example on the right. For drop-down fields, such as State select the new location in the list (Example B). <p>Some fields, such as User ID, Password and Email Address, have rules that your entries must follow in order to be valid.</p> <ol style="list-style-type: none"> Click  (the question mark icon) to view the rules for a particular field. <p>The Data Entry Help screen displays in a separate window at the information section pertaining to that particular field (such as Password, right).</p> <ol style="list-style-type: none"> Click  or the Close Window link to close the separate window. When all modifications have been made, confirm your email address in the Confirm Email Address field. <p>NOTE: You cannot save modifications without confirming your email address.</p> <ol style="list-style-type: none"> Click . <ul style="list-style-type: none"> If errors are found, as in the example on the right, error messages display near the top of the screen and underneath any field that is in error. Correct the errors and repeat Step 5. If no errors are found... ...a Confirmation screen displays. 	<p>Close-ups of My User Information Screen</p> <p>A</p>  <p>B</p>  <p>Data Entry Help Screen (in a separate window)</p>  <p>Close-ups of My User Information Screen</p> 

STEP/ACTION	EXAMPLE
<p>Your user information has been successfully modified.</p> <p>Click the <u>Continue</u> link to return to the Main Menu screen.</p>	<p>Confirmation Screen</p> <div data-bbox="669 319 1523 564"><p>Confirmation</p><p>User Information for User ID: BZVENDOR has been modified.</p><p>A confirmation email will be sent to the email address for this User ID. If the email address was changed, it will be sent to both the old and new email addresses.</p><p>Continue</p></div>



***Subsistence Total Order and Receipt Electronic System on the Web
(STORES Web)***

STORES Reconciliation Tool

Guide for Reconciliation EDI Vendor Users

Release Date: January 2015

DLA Troop Support - Philadelphia

Defense Logistics Agency

United States Department of Defense

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NOTICE**Graphics**

All pictures, field names and general work processes contained in this document are for illustration purpose only, and may slightly differ from the views displayed in your organization's environment.

Assumptions

This guide assumes that its users are well versed in the basic functions of both a Web-based application and the Subsistence Total Order and Receipt Electronic System (STORES).

Troubleshooting

Depending on your particular IE browser settings, some windows may not display correctly (text may overlap), as shown below under 'Contract Information':



This may indicate a possible compatibility view problem. To correct, click the Compatibility View icon at the top of your IE browser:



If the problem was due to a compatibility issue, this should have solved your problem. If the issue persists, contact the STORES Help Desk.



CHAPTER 1 – STORES RECONCILIATION VENDOR USER BASICS

1 - Logging On to STORES Web

The **Log On** screen for the STORES Recon Vendor site is located at the following Internet address:

https://www.stores.dla.mil/stores_web

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DEFENSE LOGISTICS AGENCY
Troop Support
Subsistence Total Order and
Receipt Electronic System (STORES)

Terms of Use

You are accessing a U.S. Government (USG) information system (IS)
that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications 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 measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, 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 communications and work product are private and confidential. See User Agreement for details.

I Accept These Terms

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You must accept the DoD Terms of Use before you can log on to STORES

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DEFENSE LOGISTICS AGENCY
Troop Support
Subsistence Total Order and
Receipt Electronic System (STORES)

IMPORTANT NOTICE
Department of Defense (DoD) Public Key Infrastructure (PKI)
DoD has mandated that all personnel who access DoD systems must use PKI for all private web-enabled applications.
You are required to have a DoD-approved Common Access Card (CAC) or External Certificate Authority (ECA) certificate to access this site.
To learn who to contact to obtain a DoD-approved certificate go to
https://www.daas.dla.mil/daashome/pki_contacts.asp

1 User ID:

2 Certificate Log On 3 Non-Certificate Log On

4 Need an account created for yourself? [New Account Request Form](#)

5 Need certificate info? [Certificate FAQ](#) 6 Need assistance? Contact the [STORES Help Desk](#)
or your area Regional Manager from either DLA Troop Support's CONUS or OCONUS sites.

7 Have comments about STORES? Let us know! Complete the [ICE](#) survey today.

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OBJECT	FUNCTION
1. User ID	A field for entering your STORES Admin User ID (not case sensitive).
2. Certificate Log On	A button that allows you to log on to STORES Admin using a certificate.
3. Non-Certificate Log On	A button for logging on if you are exempt from using a certificate.
4. New Account Request Form	A link to start the process of creating a new STORES account if you do not have one.
5. Certificate FAQ	A link to information about obtaining, installing, and logging on to STORES using a certificate.
6. STORES Help Desk	A link to display contact numbers and the email address for the STORES Help Desk.
7. CONUS	A link to the Food Services section of the DLA Web site within the continental United States.
8. OCONUS	A link to the Food Services section of the DLA Web site outside the continental United States.
9. ICE	A link to an Interactive Customer Evaluation (ICE) form allowing you to enter comments about STORES and respond to the online survey.

The process for logging on to **STORES** varies somewhat depending on one or more of the following factors:

- You are activating an account.
- You are exempt from using a certificate.
- You are required to use a certificate.
- You are logging on for the first time with a certificate.

For information about obtaining a certificate and installing it on your computer, click on the **Certificate FAQ** link on the **Log On** screen.

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- You are activating an account.
- You are exempt from using a certificate.
- You are required to use a certificate.
- You are logging on for the first time with a certificate.

For information about obtaining a certificate and installing it on your computer, click on the **Certificate FAQ** link on the **Log On** screen.

1.1 - Path 1: Non-Certificate Log On

You may use the Non-Certificate Log On path and enter your STORES User ID and a Password to log on if a STORES security administrator has exempted your user account from the certificate log on requirement. Any attempt to log on using this path will fail when a certificate is required. To log on without a certificate, follow the steps below.

1. Open a browser and enter the following URL: https://www.stores.dla.mil/stores_web. The DoD **Terms of Use** appear.

2. Read the DoD Terms of Use, click on the 'I Accept These Terms' button and the log on screen appears:

3. Enter the assigned User ID in the appropriate field and click on the 'Non-Certificate Log On' screen. The 'Enter Password' screen appears.

4. Click on the 'Continue' button on the appearing 'Welcome' screen.



IMPORTANT NOTE

The 'Account Requirements' screen (not pictured) appears if no signed copy of the "Access Request (2875)" and / or "User Agreement" forms have been submitted.

1.2 - Path 2: Certificate Log On – First Attempt with Required Digital Association

Users are required to create an association between a certificate and their User ID the first time they log on to STORES using the Certificate Log On path.

When creating an association, the distinguished name on the selected certificate is stored with the user's account information as the 'Digital ID'. Thereafter, the same certificate/User ID combination must be used to log on. This association lasts until a STORES account manager or security administrator disassociates the Digital ID from the users' account—an action that ordinarily occurs at the user's request or when the certificate is expired or revoked. Dissociation requires the creation of a new association the next time the Certificate Log On path is used.

IMPORTANT NOTE

Always close the browser session after logging off to log on to STORES with a User ID associated with a different certificate. Otherwise, the last certificate selected is retained in the browser session and a Digital ID Mismatch error appears when at log on.

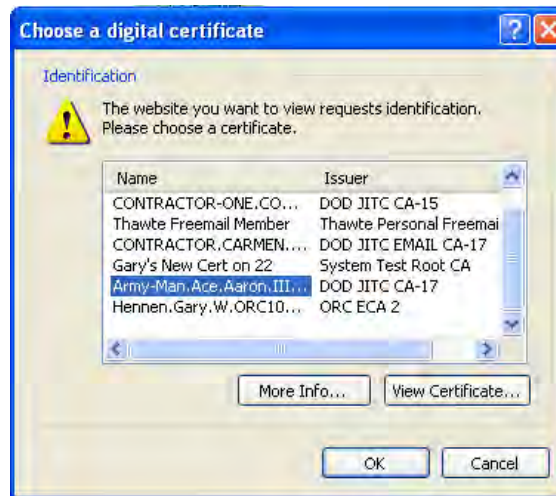
Create an association by following the steps outlined below:

1. Open a browser, enter the following URL: https://www.stores.dla.mil/stores_web and the 'Terms of Use' page appears:

2. Read the terms of use and click on the 'I Accept These Terms' button to display the log-on screen.

Unclassified Sensitive

3. Enter the user ID in the appropriate field and click on the 'Certificate Log On' button to display the 'Choose a Digital Certificate' dialog box.



4. Select a valid certificate for logging on to STORES and click on the 'OK' button.

Digital Certificate Buttons:

- - Displays general help files.
- - Displays specific information about your certificate.
- - Cancels certificate log on, which displays the 'Certificate Problem screen'.

IMPORTANT NOTES

If the certificate selected is not a valid DOD CAC, FBICA, or a DOD-approved ECA certificate, users will not be able to log on to STORES.

Depending on the users' certificate and the level of security associated with the certificate, a pop-up window (not pictured) requesting password, pass code, or PIN information may appear. Enter the requested information and click on the appropriate button to continue.



5. Enter the password in the available field and click on the 'Submit' button to display the 'Create Digital ID Association' page.

The screenshot shows a web page titled "Create Digital ID Association". The main text asks: "The ID displayed below is on the Digital Certificate you chose to log on to STORES. Do you wish to permanently associate it with User ID: STORESUSER?". Below this is a box labeled "Digital ID on chosen Certificate:" containing the text: "CN=Army-Man.Ace.Aaron.III.9000001123, OU=USA, OU=PKI, OU=DoD, O=U.S. Government, C=US". A note states: "NOTE: You must have a valid Digital ID association to use STORES." At the bottom are "Yes" and "No" buttons.

6. Ensure the Digital ID chosen is the correct one before proceeding.
7. Click on the 'Yes' button to display the digital association 'Confirmation'.

The screenshot shows a web page titled "Confirmation". The main text states: "A Digital ID association for User ID STORESUSER has been created." Below this, it says: "You will receive an email notification of this change. The notification will be sent to the email address for this User ID." At the bottom is a "Continue" button.

NOTES -

- E-mail notifications are sent to the user and to the STORES Administrator confirming that a Digital ID was associated with the User ID.
 - Users are required to use the same Digital ID to log on with this User ID in the future.
8. Click on the 'Continue' button to display the 'Welcome' page.
 9. Click on the 'Continue' button.

1.3 – Path 3: Certificate Log On

If a Digital ID from a Common Access Card (CAC), External Certificate Authority (ECA) (ORC, VeriSign, and IdenTrust), or Federal Bridge Certificate Authority (FBCA) certificate is associated with an account, users can log on to STORES using the Certificate Log On path without entering a password by following the steps below.

NOTE - If the certificate was dissociated, users are exempted from using Certificate Log On for up to 360 days. During this exemption period, users are required to log on with a User ID and password. However, users may choose to log on with their certificate at any time by following the instructions in Section 1.2 - Path 2: Certificate Log On.

IMPORTANT NOTE

Always close the browser session after logging off to log on to STORES with a User ID associated with a different certificate. Otherwise, the last certificate selected is retained in the browser session and a Digital ID Mismatch error is received when attempting to log on.

1. Open a browser and enter the following URL: https://www.stores.dla.mil/stores_web to display the 'Terms of Use' page.

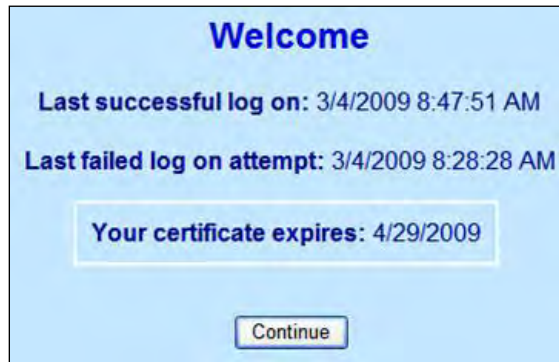
2. Read the terms of use and click on the 'I Accept These Terms' button to display the log-on screen.

Unclassified Sensitive

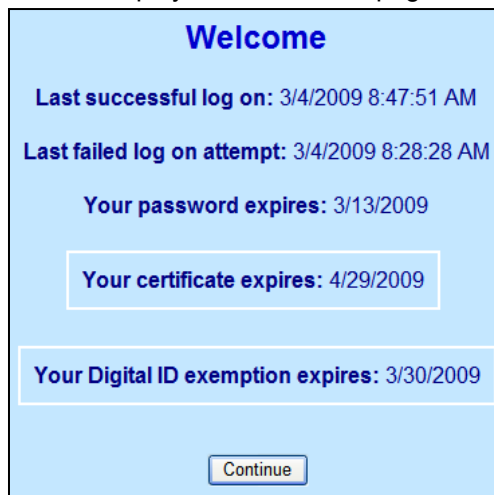
- Enter the user ID in the appropriate field and click on the 'Certificate Log On' button to display the 'Choose a Digital Certificate' dialog box.



- Select the certificate associated with the Digital ID of the account and click on the 'OK' button. To display the 'Welcome' page.



- Click on the 'Continue' button to display the main menu page.



IMPORTANT NOTE

The 'Account Requirements' page appears if a signed copy of the Access Request (2875) and / or User Agreement forms have not been submitted.

2 – Requesting a New Account

Prior to using the STORES Reconciliation Tool, prospective users must complete a 'New Account Request Form' by following the steps outlined below:

1. Open a browser session and enter the following URL: https://www.stores.dla.mil/stores_web to display the 'Terms of Use' page.

DEFENSE LOGISTICS AGENCY
Troop Support
Subsistence Total Order and Receipt Electronic System (STORES)

Terms of Use

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications 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 measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, 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 communications and work product are private and confidential. See User Agreement for details.

I Accept These Terms

2. Read the Terms of Use and click on the 'I Accept These Terms' button to display the Log On page.

DEFENSE LOGISTICS AGENCY
Troop Support
Subsistence Total Order and Receipt Electronic System (STORES)

IMPORTANT NOTICE
Department of Defense (DoD) Public Key Infrastructure (PKI)
DoD has mandated that all personnel who access DoD systems must use PKI for all private web-enabled applications. You are required to have a DoD-approved Common Access Card (CAC) or External Certificate Authority (ECA) certificate to access this site. To learn who to contact to obtain a DoD-approved certificate go to: https://www.dnas.dla.mil/daashome/pki_contacts.asp

User ID:

Certificate Log On **Non-Certificate Log On**

Need an account created for yourself? [New Account Request Form](#)

Need certificate info? [Certificate FAQ](#) Need assistance? Contact the [STORES Help Desk](#) or your area Regional Manager from either DLA Troop Support's [CONUS](#) or [OCONUS](#) sites. Have comments about STORES? Let us know! Complete the [ICE](#) survey today.

3. Click on the 'New Account Request Form' link to display the 'Account Requirements' page.

Account Requirements
New Account Request

IMPORTANT: All STORES accounts require Security Forms for activation and a PKI Certificate for access. Please read the information referenced below and acknowledge that you have read and understand these requirements before proceeding.

Security Forms: Fill out the forms below and send them to DLA Troop Support - Philadelphia after submitting your New Account Request. Your account will not be approved until both forms are received. Both forms include instructions on how each should be completed and sent. Read the instructions carefully and follow them exactly.

- **Access Request (2875)**
- **User Agreement**

The Security Forms and Certificate FAQ document are in Portable Document Format (PDF). To access these items, click on the appropriate link above. This launches Adobe Acrobat Reader® in a separate browser window and displays the selected item. Follow the Reader® application's instructions to print the item. If you do not have Adobe Acrobat Reader® on your computer, the application may be downloaded—free of charge—from the [Adobe® Web site](#). [NOTE: Clicking on this link opens the Adobe Web site in a separate browser window.]

☐ I acknowledge that I must submit a valid Access Request (2875) and User Agreement in order to be granted access to STORES.

PKI Certificate: The Department of Defense (DoD) has instructed that all personnel must use Public Key Infrastructure (PKI) to access appropriate DoD web-enabled applications. STORES meets the DoD PKI instruction. Therefore, a DoD-approved Common Access Card (CAC) or External Certificate Authority (ECA) certificate is required to access STORES. Such a certificate must be obtained **within 90 days** after the approval of a new STORES account.

To learn who to contact to obtain an External Certificate Authority certificate, go to: https://www.dnas.dla.mil/daashome/pki_contacts.asp

To learn about obtaining a Common Access Card, contact your base security office.

For external certificate information, refer to: [Certificate FAQ](#)

☐ I acknowledge that I either currently possess a DoD approved PKI certificate or will obtain a DoD approved PKI certificate within 90 days of being granted access to STORES.

Continue **Cancel**

4. Print the two required forms necessary for an account request to be approved.
5. Select the checkboxes acknowledging having read the information and click on the 'Continue' button to display the 'New Account Request Form'.

6. Select the 'STORES Reconciliation Tool' option from the 'Request Type' dropdown list and the selected form appears.

7. Enter the user information in the appropriate fields and click on the 'Continue' button at the bottom of the form to submit the form.

8. Check the accuracy of the information entered in the appearing 'New Account Request Verification' page.

9. Select the 'Modify' or the 'Submit' buttons to either correct some entry or submit the request.

New Account Request Verification

Verify that the information entered below is accurate before submitting.

Request Type:	STORES Reconciliation Tool		
User ID:	MYRECONUSER		
Title/Rank:	Mr.		
First Name:	Gerald		
Middle Initial/Name:	R		
Last Name:	Harold		
Suffix:			
Vendor Name:	Fresh Fruits		
Street Address 1:	101 Garden Street		
Street Address 2:			
City:	Greenville		
State:	North Carolina		
Country:	UNITED STATES		
Zip/Postal Code:	23479		
Phone Number:	2348696095	Extension:	
DSN:			
Email Address:	Gerald.Harold@FreshFruits.com		
Subsistence Rep:	Jim Smith		
Cage Code(s):	FF012		
Contract(s):	SMP30008D1021		

10. Click on the 'Exit' button on the appearing 'Confirmation' page. An e-mail notification is also sent to the account provided on the form.

Confirmation

New Account Request submitted for User ID: **MYRECONUSER**.

You will receive an email notification of the acceptance or rejection of your request.
Notification will be sent to the email address you submitted in your request form.

[Exit](#)

[TOP OF PAGE](#)

[DLA HOME](#)

3 – Resetting a Password

Users of the STORES system may reset their password by following the steps outlined below.

IMPORTANT NOTES

For accounts that were reactivated or Digital ID Association removed, the steps are the same as those to reset the password starting at Step 8.

The account activation instructions received via e-mail are valid for seven days.

1. Enter the user ID in the field of the same name on the Log On page and click on the 'Non-Certificate Log On' button.

The screenshot shows a 'Log On' page with a text input field labeled 'User ID:'. Below the field are two buttons: 'Certificate Log On' and 'Non-Certificate Log On'.

2. Select a valid certificate for logging on to STORES and click on the 'OK' button to display the 'Enter Password' page.

The screenshot shows the 'Enter Password' page. It has a title 'Enter Password' in blue. Below it are two input fields: 'User ID: SCHUMACHER' and 'Password:'. There are 'Submit' and 'Cancel' buttons. At the bottom, it says 'Forgot your password?' with a red box around the 'Click Here' link.

3. Select the 'Click Here' link and the 'Reset Password Request' page appears.

The screenshot shows the 'Reset Password Request' page. At the top is a banner for the 'DEFENSE LOGISTICS AGENCY Troop Support' with the STORES logo. Below the banner is a 'DLA HOME' link. The main heading is 'Reset Password Request'. There are input fields for 'User ID:' and 'Last Name:'. Below these are 'Submit' and 'Cancel' buttons. At the bottom, there is another 'DLA HOME' link and a 'UNCLASSIFIED SENSITIVE' watermark.

4. Enter the USER ID and last name in the available fields and click on the 'Submit' button to display the 'Confirmation' page.

The screenshot shows the 'Confirmation' page. It has a title 'Confirmation' in blue. Below it is a message: 'Your request to reset the password for User ID: SCHUMACHER has been received. Instructions on how to complete this process will be been sent to your registered email address.' There is a red line under the message and an 'Exit' button at the bottom.

5. Click on the 'Exit' button and follow the instructions on the 'Confirmation' page.

6. Access the registered e-mail address and follow the directions outlined to complete the reset password process.

DEFENSE LOGISTICS AGENCY
Troop Support
Substance Total Order and
Receipt Electronic System (STORES)

Terms of Use

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that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications 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 measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, 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 communications and work product are private and confidential. See User Agreement for details.

I Accept These Terms

UNCLASSIFIED SENSITIVE

7. Read the 'Terms of Use' and click on the 'I Accept These Terms' button.

Account Activation

User ID:

Last Name:

Submit

8. Enter the User ID and Last Name associated with the account in the provided fields and click on the 'Submit' button to display the 'Password Reset' page.

Reset Password

(* Indicates a Required Field)

User ID: SCHUMACHER

* New Password: ?

* Confirm Password:

Continue **Reset** **Cancel**

9. Follow the instructions on the screen and click on the 'Continue' button and the 'Confirmation' message appears.

Confirmation

The password for User ID: **SCHUMACHER** has been reset.
A confirmation email has been sent to your registered email address.

Logon

10. Click on the 'Logon' button and log on to the system from the appearing STORES Log On page.

4 - Requesting Re-Activation

When users' accounts are disabled -- by a system administrator, an expired password, three failed consecutive logging attempts or due to a lack of activity for 35 days -- an electronic reactivation request may be requested.

Follow the steps outlined in this section to electronically request an account reactivation.

IMPORTANT NOTE

Accounts are disabled after 35 days of inactivity; however, 14 days prior to the date, a daily e-mail notification is received until either the account is accessed or disabled.

1. Click on the 'Submit Reactivation Request' button in the appearing 'Deactivated User Account' page after a failed logging attempt.

Deactivated User Account
The account for User ID: **RECONVENDOR** has been deactivated.
Deactivation Reason: **Administrator Manually Deactivated**
To request reactivation of your account, click **Submit Reactivation Request**
If you are not **RECONVENDOR**, click **Cancel** to return to the Log On screen.

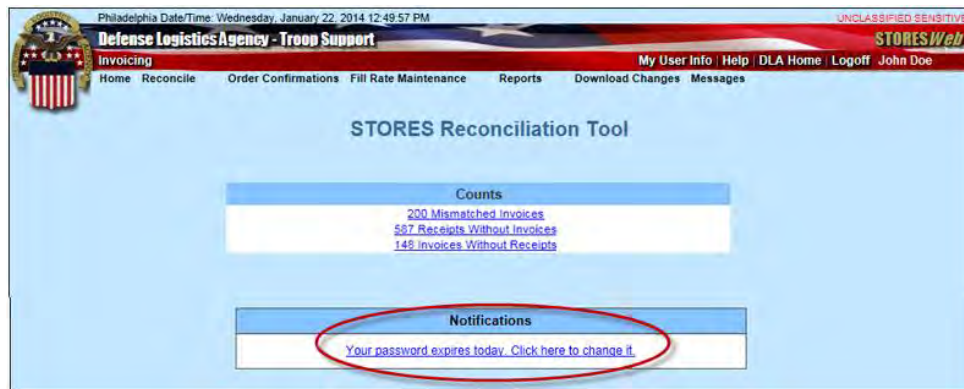
2. Click on the 'Exit' link in the appearing 'Confirmation' page.

Confirmation
A Reactivation Request for User ID: **RECONVENDOR** has been submitted.
A notification of this submission has been sent to your registered email address.
[Exit](#)

NOTE – While a reactivation request e-mail confirmation is sent to the registered account, an e-mail notification will also be received when an account administrator processes the request. Follow the instructions included to complete the account reactivation process.

5 – Password Expiration Notification

Password expiration notifications only appear to users who are required to use a password to log into STORES. The message appears at the bottom of the home page.



The notification appears 10 days prior to the password expiration and remains until either users enter and save a new password or until the current password expires.

To change the password, simply click on the notification message link and follow the instructions.

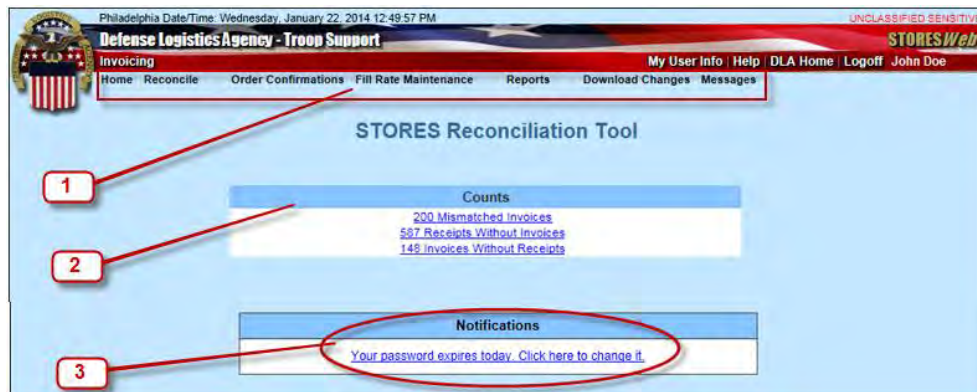
IMPORTANT NOTE

The requirement to change the STORES password is not applicable to CAC, FBCA and ECA certificate holders.

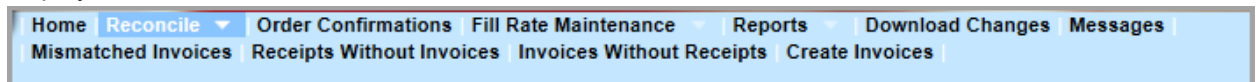


CHAPTER 2 – THE STORES RECONCILIATION TOOL HOME PAGE

After logging into STORES as a Reconciliation vendor, the 'STORES Reconciliation Tool' home page appears.



1. **Main Menu** – Displays several items with their own sub-menus. Click on any of the listed items to display its sub-menu.



2. **Counts** - displays the number of Mismatched Invoices, Receipts with Invoices, and Invoices without Receipt for CAGE Codes and Contracts assigned to the user.
3. **Messages** – Displays information applicable to all users of the STORES application.



CHAPTER 3 – RECONCILIATION OF ELECTRONIC DATA INTERCHANGE (EDI) RECORDS

- 2 Limit the results appearing on the page by activating the checkbox next to the target contracts and clicking on the 'Refresh Page with Selected Options' button.

Philadelphia Date/Time: Wednesday, January 23, 2014 1:51:09 PM

UNCLASSIFIED SENSITIVE

Defense Logistics Agency - Troop Support

My User Info | Help | DLA Home | Logout | John Doe

Home | Reconcile | Order Confirmations | Fill Rate Maintenance | Reports | Download Changes | Messages

Mismatched Invoices

Summary
(Not all available Contract numbers are checked in Filtering Options)

Filtering Options...

Contract Number	Invoice Number	Invoice Date	Call Number	Purchase Order Number	Ordering Point	Receipt Received Date	Inv CI	Invoice Amount	Rec CI	Receipt Amount	Remarks	Action
SPM30008D3148	80025571	11/25/2013	422C	W91BFW33063890		11/07/2013	1	13.64	1	40.92		No Change
SPM30008D3148	80025640	12/02/2013	422N	W91BFW33133900		11/12/2013	1	63.48	1	60.72		No Change
SPM30008D3148	80025661	12/04/2013	422Q	W91BFW33153902		11/14/2013	1	78.48	1	65.40		No Change

Page 1 of 1 | Rows 1 - 3 |

Submit Changes | Reset

- 3 Click on any of the table headers to change the sorting order of the results.

Filtering Options...

Contract Number	Invoice Number	Invoice Date	Call Number	Purchase Order Number	Ordering Point	Receipt Received Date	Inv CI	Invoice Amount	Rec CI	Receipt Amount	Remarks	Action
SPM30008D3148	80025571	11/25/2013	422C	W91BFW33063890		11/07/2013	1	13.64	1	40.92		No Change
SPM30008D3148	80025640	12/02/2013	422N	W91BFW33133900		11/12/2013	1	63.48	1	60.72		No Change

- 4 Change the 'Call Number' by entering a new value and clicking on the 'Submit Changes' button.

Contract Number	Invoice Number	Invoice Date	Call Number	Purchase Order Number	Receipt Received Date	Inv CI	Invoice Amount	Rec CI	Receipt Amount	Remarks	Action
SPM30010D3430	942181	11/25/2010	0029	R2162303210663	11/23/2010	1	\$1,920.00	1	\$96,000.00		No Change
SPM30010D3430	944553	12/01/2010	002E	R2110403251433	11/29/2010	1	\$508.20	1	\$462.00		No Change
SPM30010D3430	945973	12/03/2010	0033	R2195603320575	12/05/2010	1	\$960.00	1	\$921.60	Auto Received	No Change
SPM30010D3430	945978	12/03/2010	002C	R2162203220369	12/04/2010	1	\$1,368.96	1	\$1,380.00	Auto Received	No Change

Page 1 of 1 | Records 1 - 4 |

Submit Changes | Reset

The status momentarily changes to 'Update'. The new Call Number value appears along with a confirmation message above the column headers. After the row is successfully updated, the status reverts to 'No Change'.

NOTE: Click on the 'Reset' button to revert to the previous value.

- 5 Access the details of any invoice by clicking on the invoice number link and the 'Mismatched Invoice Details' page appears.

Contract Number	Invoice Number	Invoice Date	Call Number	Purchase Order Number	Receipt Received Date	Inv CI	Invoice Amount	Rec CI	Receipt Amount	Remarks	Action
SPM30010D3430	942181	11/25/2010	004K	R2162303210663	11/23/2010	1	\$1,920.00	1	\$96,000.00		No Change
SPM30010D3430	944553	12/01/2010	002E	R2110403251433	11/29/2010	1	\$508.20	1	\$462.00		No Change
SPM30010D3430	945973	12/03/2010	0033	R2195603320575	12/05/2010	1	\$960.00	1	\$921.60	Auto Received	No Change
SPM30010D3430	945978	12/03/2010	002C	R2162203220369	12/04/2010	1	\$1,368.96	1	\$1,380.00	Auto Received	No Change

Page 1 of 1 | Records 1 - 4 |

6 Update the invoice information for the following fields only:

- CLIN
- Stock Number
- Quantity
- Price

Mismatched Invoice
Details - Purchase Order #: FT929833051639

Contract Number	SPM30008D3147	Call Number	44RZ
ShipTo DoDAAC	FT9298	ShipTo Name	ESKAN VILLAGE
Invoice Number	60025605	Invoice Date	12/04/2013
Ordering Point		Ordering Point Name	

	CLIN	Stock Number	Quantity	Price	Extended Price	Exceptions	Remarks	Action
Invoice Receipt	0116	8905005821323	48	8.41	403.68	Quantity, Extended price		No Change
	0116	8905005821323	50	8.41	420.50			

Page 1 of 1 | Records 1 - 1 |

The text in the 'Exceptions' column identifies issues with the mismatched invoice.

The text in the 'Remarks' column indicates the status information regarding the row.

7 Perform any necessary updates and click on the 'Submit Changes' button.

Mismatched Invoice
Details - Purchase Order #: FT929833051639

Rows Updated Successfully.

Contract Number	SPM30008D3147	Call Number	44RZ
ShipTo DoDAAC	FT9298	ShipTo Name	ESKAN VILLAGE
Invoice Number	60025605	Invoice Date	12/04/2013
Ordering Point		Ordering Point Name	

	CLIN	Stock Number	Quantity	Price	Extended Price	Exceptions	Remarks	Action
Invoice Receipt	0116	8905005821323	48	10.00	480.00	Quantity, Extended price	Update Pending	No Change
	0116	8905005821323	50	8.41	420.50			

Page 1 of 1 | Records 1 - 1 |

8 Return to the 'Mismatched Invoice - Details' by clicking on the 'Return to Summary' button.

Mismatched Invoices
Summary
(Not all available Contract numbers are checked in Filtering Options)

Filtering Options:

Contract Number	Invoice Number	Invoice Date	Call Number	Purchase Order Number	Ordering Point	Receipt Received Date	Qty	Invoice Amount	Rec. Ct	Receipt Amount	Remarks	Action
SPM30008D3147	60025605	12/04/2013	44RZ	FT929833051639		11/12/2013	1	480.00	1	420.50	Update Pending	No Change
SPM30008D3147	60025537	11/23/2013	44RZ	FT929833027569		11/03/2013	1	348.90	1	69.78		No Change
SPM30008D3147	60025476	11/18/2013	44R9	FT9298332977555		10/26/2013	1	1,050.00	1	0.00		No Change
SPM30008D3147	60025447	11/18/2013	44R2	FT9298332957550		10/26/2013	1	2,114.64	1	2,018.52		No Change
SPM30008D3147	60025368	11/12/2013	44QM	FT9298332907539		10/22/2013	1	155.40	1	130.20		No Change

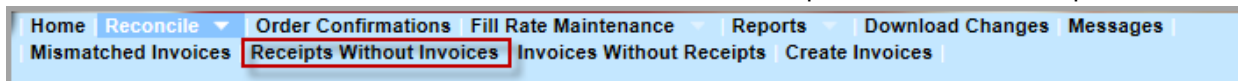
Page 1 of 1 | Rows 1 - 5 |

1.2 – Receipts Without Invoices

The 'Receipts Without Invoices' page displays all receipts for a specified contract(s) assigned to the user for which no invoice has been submitted.

Follow the steps outlined below to display the Receipts Without Invoices:

- 1 Click on the 'Reconcile' item in the main menu and select the 'Receipts Without Invoices' option.



OR -

Click on the link for Receipts Without Invoices in the 'Counts' feature on the home page.



The 'Receipts Without Invoices – Summary' page appears displaying all the contracts assigned to the users.



- 2 Limit the results appearing on the page by activating the checkbox next to the target contracts and clicking on the 'Refresh Page with Selected Options' button.



- 3 Click on any of the table headers to change the sorting order of the results.

Purchase Order Number	Call Number	Contract Number	Date Receipt Received	Receipt Amount	Number of CLINs
N3241133094159	44E3	SPM30008D3238	11/07/2013	11,297.75	82

Page 1 of 1 | Rows 1 - 1 |

- 4 Access the details of any receipt by clicking on the Purchase Order Number link and the 'Receipts Without Invoices - Details' page appears.

Purchase Order Number	Call Number	Contract Number	Date Receipt Received	Receipt Amount	Number of CLINs
N3241133094159	44E3	SPM30008D3238	11/07/2013	11,297.75	82

Page 1 of 1 | Rows 1 - 1 |

- 5 Change the sort order of the results by clicking on any of the table headers.

Receipt Without Invoice Details					
Contract Number		SPM30008D3238		Call Number	
Purchase Order Number		N3241133094159		Date Receipt Received	
ShipTo DoDAAC		N32411		ShipTo Name	
				NEY HALL DINING FACILITY	
CLIN	Quantity	Unit Price	Extended Price	Stock Number	
0001	4	23.51	94.04	891501E196228	
0002	2	32.79	65.58	891501E192769	
0003	2	21.67	43.34	891501E093942	
0004	1	33.16	33.16	891501E091085	
0005	1	69.27	69.27	894501E295485	
0006	7	41.85	292.95	890501E195993	
0007	2	22.50	45.00	890501E198192	
0008	2	14.49	28.98	892001E092618	
0009	2	51.20	102.40	894001E094215	
0010	3	43.11	129.33	891001E090018	
0011	6	20.95	125.70	891001E390196	
0012	3	26.65	79.95	891501E298433	
0013	3	20.69	62.07	892001E360136	
0014	12	4.77	57.24	895001E605754	
0015	6	35.38	212.28	892001E597997	

Records per page: 15 | Page No: | Go | Page 1 of 6 | Records 1 - 15 |

[Return to Summary](#)

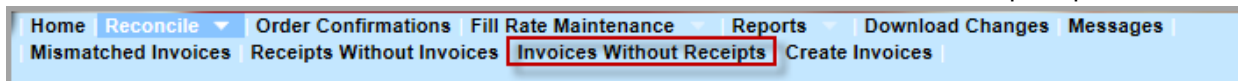
- 6 Click on the 'Return to Summary' button to bring back the 'Receipts Without Invoices – Summary' page.

1.3 – Invoices Without Receipts

The 'Invoices Without Receipts' screen displays all invoices for a specified contract(s) assigned to the user and for which there is no receipt(s) in the Reconciliation Tool.

Follow the steps outlined below to display the Invoices Without Receipts.

- 1 Click on the 'Reconcile' item in the main menu and select the 'Invoices Without Receipts' option.



OR -

Click on the link for Invoices Without Receipts in the 'Counts' feature on the home page



The 'Invoices Without Receipts – Summary' page appears.



- 2 Limit the results appearing on the page by activating the checkbox next to the target contracts and clicking on the 'Refresh Page with Selected Options' button.

Contract Number	Invoice Number	Invoice Received Date	Call Number	Purchase Order Number	Ordering Point	Invoice Amount	Remarks	Action
SPM30008D3154	359220	12/04/2013	62AA	[W56HRS33000995		13,986.00		No Change
SPM30008D3154	359241	12/08/2013	62AD	[W56HRT33012540		416.30		No Change
SPM30008D3154	359413	12/07/2013	62AR	[W56HRS33061049		3,746.70		No Change
SPM30008D3154	359424	12/08/2013	62AV	[W56HRT33060905		2,254.87		No Change
SPM30008D3154	359502	12/07/2013	62B2	[W56HRS33091065		172.06		No Change
SPM30008D3154	359515	12/07/2013	62B3	[W56HRS33101091		83.52		No Change
SPM30008D3154	359517	12/07/2013	62B4	[W56HRS33101094		3,746.70		No Change
SPM30008D3154	359607	12/07/2013	62B9	[W56HRT33150914		1,368.95		No Change
SPM30008D3154	359613	12/07/2013	62BA	[W56HRT33150916		1,140.00		No Change
SPM30008D3154	359615	12/07/2013	62BB	[W56HRT33150918		1,140.00		No Change

Unclassified Sensitive

- 3 Change the sort order of the results by clicking on any of the table headers.

Invoices Without Receipts
Summary
(Not all available Contract numbers are checked in Filtering Options)

Filtering Options

Contract Number	Invoice Number	Invoice Received Date	Call Number	Purchase Order Number	Ordering Point	Invoice Amount	Remarks	Action
SPM3000003154	359220	12/04/2013	62AA	W56HRS33000995		13,966.00		No Change
SPM3000003154	359241	12/09/2013	62AD	W56HRT33012540		416.30		No Change
SPM3000003154	359413	12/07/2013	62AR	W56HRS33061049		3,746.70		No Change
SPM3000003154	359424	12/08/2013	62AV	W56HRL33060905		2,254.87		No Change
SPM3000003154	359502	12/07/2013	62B2	W56HRS33091005		172.00		No Change
SPM3000003154	359515	12/07/2013	62B3	W56HRS33101091		83.52		No Change
SPM3000003154	359517	12/07/2013	62B4	W56HRS33101094		3,746.70		No Change
SPM3000003154	359607	12/07/2013	62B9	W56HRL33150914		1,368.95		No Change
SPM3000003154	359613	12/07/2013	62BA	W56HRL33150916		1,140.80		No Change
SPM3000003154	359615	12/07/2013	62BB	W56HRL33150918		1,140.80		No Change

15 | Page 1 of 1 | Rows 1 - 15 |

Submit Changes Reset

The following records appear on this page:

- Non-EDI records
- EDI records.

NOTE: Changes cannot be made to Non-EDI records on this page; however, the 'Call Number' and 'Purchase Order Number' of EDI records can be updated.

- 4 Enter a new value in the 'Call Number' or the 'Purchase Order Number' and click on the 'Submit Changes' button.

Rows Updated Successfully

Contract Number	Invoice Number	Invoice Received Date	Call Number	Purchase Order Number	Ordering Point	Invoice Amount	Remarks	Action
SPM3000003154	359220	12/04/2013	62AA	W56HRS33000995		13,966.00		No Change
SPM3000003154	359241	12/09/2013	62AV	W56HRT33012540		416.30		No Change
SPM3000003154	359413	12/07/2013	62AR	W56HRS33061049		3,746.70		No Change
SPM3000003154	359424	12/08/2013	62AV	W56HRL33060905		2,254.87		No Change
SPM3000003154	359502	12/07/2013	62B2	W56HRS33091005		172.00		No Change
SPM3000003154	359515	12/07/2013	62B3	W56HRS33101091		83.52		No Change
SPM3000003154	359517	12/07/2013	62B4	W56HRS33101094		3,746.70		No Change
SPM3000003154	359607	12/07/2013	62B9	W56HRL33150914		1,368.95		No Change
SPM3000003154	359613	12/07/2013	62BA	W56HRL33150916		1,140.80		No Change
SPM3000003154	359615	12/07/2013	62BB	W56HRL33150918		1,140.80		No Change

15 | Page 1 of 1 | Rows 1 - 15 |

Submit Changes Reset

The status momentarily changes to 'Update'. The new Call Number value appears along with a confirmation message above the column headers. After the row is successfully updated, the status reverts to 'No Change'.

- 5 Click on the invoice number link to view the details of an invoice without a receipt.

Contract Number	Invoice Number	Invoice Received Date	Call Number	Purchase Order Number	Ordering Point	Invoice Amount	Remarks	Action
SPM3000003154	359220	12/04/2013	62AA	W56HRS33000995		13,966.00		No Change
SPM3000003154	359241	12/09/2013	62AD	W56HRT33012540		416.30		No Change
SPM3000003154	359413	12/07/2013	62AR	W56HRS33061049		3,746.70		No Change
SPM3000003154	359424	12/08/2013	62AV	W56HRL33060905		2,254.87		No Change
SPM3000003154	359502	12/07/2013	62B2	W56HRS33091005		172.00		No Change
SPM3000003154	359515	12/07/2013	62B3	W56HRS33101091		83.52		No Change
SPM3000003154	359517	12/07/2013	62B4	W56HRS33101094		3,746.70		No Change
SPM3000003154	359607	12/07/2013	62B9	W56HRL33150914		1,368.95		No Change
SPM3000003154	359613	12/07/2013	62BA	W56HRL33150916		1,140.80		No Change
SPM3000003154	359615	12/07/2013	62BB	W56HRL33150918		1,140.80		No Change

15 | Page 1 of 1 | Rows 1 - 15 |

Submit Changes Reset

NOTE: For Non-EDI records, only the 'Quantity' can be updated. For EDI records, the 'Stock Number', 'Quantity' and 'Price' can be updated.

- 6 Enter any appropriate data in the available fields and click on the 'Submit Changes' button.

Invoice Without Receipt
Details - Purchase Order #: W56HRS33000995

Contract Number	SPM30008D3154	Call Number	62AA
ShipTo DoDAAC	W91DW8	ShipTo Name	KANDAHAR CLASS I YARD
Ordering Point		Ordering Point Name	
Invoice Number	359220	Invoice Received Date	12/04/2013

CLIN	Stock Number	Quantity	Price	Extended Price	Exceptions	Remarks	Action
0001	892001E094466	360	38.85	13,965.00	No receipt line		No Change

Page 1 of 1 | Records 1 - 1

The status momentarily changes to 'Update'. The new Call Number valued displays and a confirmation message appears. After the row is successfully updated, the status reverts to 'No Change'.

Invoice Without Receipt
Details - Purchase Order #: W56HRS33000995

Rows Updated Successfully.

Contract Number	SPM30008D3154	Call Number	62AA
ShipTo DoDAAC	W91DW8	ShipTo Name	KANDAHAR CLASS I YARD
Ordering Point		Ordering Point Name	
Invoice Number	359220	Invoice Received Date	12/04/2013

CLIN	Stock Number	Quantity	Price	Extended Price	Exceptions	Remarks	Action
0001	892001E094466	500	38.85	19,425.00	No receipt line	Update Pending	No Change

Page 1 of 1 | Records 1 - 1

- 7 Click on the 'Reset' button to revert to the previous value.

1.4 - Creating Invoices

The 'Create Invoices' functionality is not available for EDI records.

After clicking on the 'Create Invoices' option from the 'Reconcile' menu item, the 'NO RECORDS FOUND' message appears.

Create Invoices
Summary

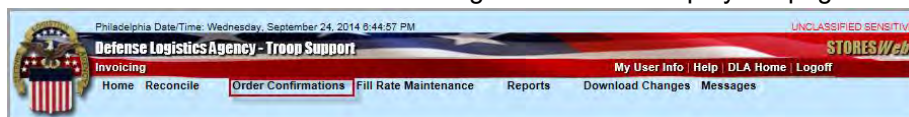
NO RECORDS FOUND



CHAPTER 4 – ORDER CONFIRMATIONS

The 'Order Confirmations' summary displays read-only information for Purchase Orders (PO) sent by customers and provides notification to STORES customers that their POs were received by vendors. Once a PO has been confirmed through this process, the STORES Customer user can view the PO Received Date in the Pending Receipts page of the STORES Customer application. The PO will remain on the Order Confirmation page until one day past the order RDD date of the order.

1. Select 'Order Confirmations' in the STORES navigation menu to display the page.



2. Click on the 'Filtering Options...' button and the 'Unconfirmed Purchase Orders' for all contracts appear.

Order Confirmations
Showing Only Unconfirmed POs

Filtering Options:

	Ship To On/Off	Order Date	Received Delivery Date	Purchase Order Number	Contract Number	Number of CLINs	PO Received Date	Confirmed By
<input type="checkbox"/>	DIAG03	12/16/2013	01/01/2014	DIAG0333500014	SPM3000803059	3		
<input type="checkbox"/>	DIAG03	12/16/2013	01/01/2014	DIAG0333500014	SPM3000803059	3		
<input type="checkbox"/>	DIAG03	12/16/2013	01/01/2014	DIAG0333500014	SPM3000803059	3		

(Page 1 of 1 Rows 1 - 3 of 3)

Order Confirmations
Showing Only Unconfirmed POs

Filtering Options:

Please Note: The selections below are Contract numbers followed by the number of Unconfirmed Purchase Orders.

<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3
<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3
<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3
<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3
<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3
<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3
<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3
<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3
<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3
<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3	<input type="checkbox"/> SPM3000803059 3

Show Contracts with POs that are: ☒ Unconfirmed ☐ Confirmed ☐ Select All Contracts

NOTE: Users can only view selected Purchase Orders; they cannot enter or change the PO Received Date.

The following three filtering options are available:

- **Unconfirmed** - Purchase Orders that have not been confirmed.
- **Confirmed** - Purchase Orders that have been confirmed.
- **Select All Contracts**

To select the 'Confirmed' contracts, activate the 'Confirmed' checkbox, select the appropriate Contract Number(s).

3. Deselect the 'Select All Contracts' checkbox. The screen reappears displaying all Purchase Orders associated with the selected Contracts.

Order Confirmations
Showing Only Unconfirmed POs

Filtering Options...

<input type="checkbox"/>	Ship To DoDAAC	Order Date	Required Delivery Date	Purchase Order Number	Contract Number	Number of CLINs	PO Received Date	Confirmed By
<input type="checkbox"/>	CEDF06	04/09/2014	04/27/2014	CEDF0640990014	SPM30008DCA13	17		
<input type="checkbox"/>	FT6441	04/23/2014	04/26/2014	FT644141130410	SPM30008D3207	2		
<input type="checkbox"/>	CEDF06	04/09/2014	04/26/2014	CEDF0640990017	SPM30008DCA13	17		
<input type="checkbox"/>	FT6441	04/23/2014	04/25/2014	FT644141130409	SPM30008D3207	1		
<input type="checkbox"/>	CEDF06	04/09/2014	04/25/2014	CEDF0640990020	SPM30008DCA13	17		
<input type="checkbox"/>	BENG01	04/23/2014	04/24/2014	BENG0141130025	SPM30008D3157	1		
<input type="checkbox"/>	CEDF06	04/09/2014	04/24/2014	CEDF0640990023	SPM30008DCA13	17		
<input type="checkbox"/>	CEDF06	04/09/2014	04/23/2014	CEDF0640990026	SPM30008DCA13	17		
<input type="checkbox"/>	CEDF06	04/09/2014	04/22/2014	CEDF0640990029	SPM30008DCA13	17		

| Page 1 of 1 | Rows 1 - 9 of 9

NOTE: Changes have been made, please choose an action below before continuing

4. Select the unconfirmed PO by activating the corresponding checkbox.
5. Enter a PO Received Date in the appropriate field.

Order Confirmations
Showing Only Unconfirmed POs

Filtering Options...

<input type="checkbox"/>	Ship To DoDAAC	Order Date	Required Delivery Date	Purchase Order Number	Contract Number	Number of CLINs	PO Received Date	Confirmed By
<input type="checkbox"/>	CEDF06	04/09/2014	04/27/2014	CEDF0640990014	SPM30008DCA13	17		
<input checked="" type="checkbox"/>	FT6441	04/23/2014	04/26/2014	FT644141130410	SPM30008D3207	2	04/23/2014	
<input type="checkbox"/>	CEDF06	04/09/2014	04/26/2014	CEDF0640990017	SPM30008DCA13	17		
<input type="checkbox"/>	FT6441	04/23/2014	04/25/2014	FT644141130409	SPM30008D3207	1		
<input type="checkbox"/>	CEDF06	04/09/2014	04/25/2014	CEDF0640990020	SPM30008DCA13	17		
<input type="checkbox"/>	BENG01	04/23/2014	04/24/2014	BENG0141130025	SPM30008D3157	1		
<input type="checkbox"/>	CEDF06	04/09/2014	04/24/2014	CEDF0640990023	SPM30008DCA13	17		
<input type="checkbox"/>	CEDF06	04/09/2014	04/23/2014	CEDF0640990026	SPM30008DCA13	17		
<input type="checkbox"/>	CEDF06	04/09/2014	04/22/2014	CEDF0640990029	SPM30008DCA13	17		

| Page 1 of 1 | Rows 1 - 9 of 9

NOTE: Changes have been made, please choose an action below before continuing

6. Click on the 'Confirmed as Received' button and the following screen appears. Note that the previously confirmed item disappeared from the unconfirmed POs list.

Order Confirmations
Showing Only Unconfirmed POs

Filtering Options...

<input type="checkbox"/>	Ship To DoAAC	Order Date	Required Delivery Date	Purchase Order Number	Contract Number	Number of CLINs	PO Received Date	Confirmed By
<input type="checkbox"/>	CEDF06	04/09/2014	04/27/2014	CEDF0640990014	SPM30008DCA13	17		
<input type="checkbox"/>	FT6441	04/23/2014	04/25/2014	FT644141130409	SPM30008D3207	1		
<input type="checkbox"/>	CEDF06	04/09/2014	04/25/2014	CEDF0640990020	SPM30008DCA13	17		
<input type="checkbox"/>	BENG01	04/23/2014	04/24/2014	BENG0141130025	SPM30008D3157	1		
<input type="checkbox"/>	CEDF06	04/09/2014	04/24/2014	CEDF0640990023	SPM30008DCA13	17		
<input type="checkbox"/>	CEDF06	04/09/2014	04/23/2014	CEDF0640990026	SPM30008DCA13	17		
<input type="checkbox"/>	CEDF06	04/09/2014	04/22/2014	CEDF0640990029	SPM30008DCA13	17		

Page 1 of 1 | Rows 1 - 9 of 9

NOTE: Changes have been made, please choose an action below before continuing

7. Click on the 'Filtering Options...' button, deactivate the 'Unconfirmed' checkbox option and activate the 'Confirmed' checkbox option finally click on the "Refresh Page with Selected Options" button and the following screen appears.

Order Confirmations
Showing Only Confirmed POs

Filtering Options...

Please Note: The selections below are Contract numbers followed by the number of Purchase Orders.

☒ SPM30008D3157 1
 ☒ SPM30008D3207 2
 ☒ SPM30008DCA13 6

Show Contracts with POs that are:
 ☐ Unconfirmed
 ☒ Confirmed
 ☒ Select All Contracts

<input type="checkbox"/>	Ship To DoAAC	Order Date	Required Delivery Date	Purchase Order Number	Contract Number	Number of CLINs	PO Received Date	Confirmed By
<input type="checkbox"/>	CEDF06	04/09/2014	04/27/2014	CEDF0640990014	SPM30008DCA13	17		
<input type="checkbox"/>	FT6441	04/23/2014	04/26/2014	FT644141130410	SPM30008D3207	2	04/23/2014	KALARECON
<input type="checkbox"/>	CEDF06	04/09/2014	04/26/2014	CEDF0640990017	SPM30008DCA13	17		
<input type="checkbox"/>	FT6441	04/23/2014	04/25/2014	FT644141130409	SPM30008D3207	1		
<input type="checkbox"/>	CEDF06	04/09/2014	04/25/2014	CEDF0640990020	SPM30008DCA13	17		
<input type="checkbox"/>	BENG01	04/23/2014	04/24/2014	BENG0141130025	SPM30008D3157	1		
<input type="checkbox"/>	CEDF06	04/09/2014	04/24/2014	CEDF0640990023	SPM30008DCA13	17		
<input type="checkbox"/>	CEDF06	04/09/2014	04/23/2014	CEDF0640990026	SPM30008DCA13	17		
<input type="checkbox"/>	CEDF06	04/09/2014	04/22/2014	CEDF0640990029	SPM30008DCA13	17		

Page 1 of 1 | Rows 1 - 9 of 9

NOTE: This step is not necessary for Unconfirmed POs.

STORES Web Reconciliation Tool - EDI Vendors Users

- Click on the 'Print Selected Orders' button to view or print selected Purchase Orders.

Order Confirmations
Showing Only UnConfirmed POs

Filtering Options...

<input type="checkbox"/>	Ship To DoDAAC	Order Date	Required Delivery Date	Purchase Order Number	Contract Number	Number of CLINs	PO Received Date	Confirmed By
<input checked="" type="checkbox"/>	1233GX	12/09/2013	12/11/2013	1233GX33430006	SPM30010DV443	3		
<input type="checkbox"/>	1233GX	12/09/2013	12/11/2013	1233GX33430007	SPM30010DV443	2		
<input type="checkbox"/>	1233GX	12/09/2013	12/11/2013	1233GX33430008	SPM30010DV443	3		

Page 1 of 1 | Rows 1 - 3 of 3 |

An * (Asterisk) in the Confirmed By field indicates this record has been updated more than once.

[Print Selected Orders](#) [Reset](#)

- Click on the 'Print' button on the 'Purchase Order Details Report' page.

Purchase Order Details Report

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

Purchase Order Number: DIAK0333500014 Contract Number: SPM300003059 Vendor: ERREX FOOD SERVICES, ITALY Call Number: 4265 RDD: 1/31/2014 Order Date: 12/10/2013 3:59:24 PM		Ship To DoDAAC: DIAK03 Ship To Address: OHAI SHIPS OHAI 123 OHAI OHAI, IN 47131231 US Ordered By: General Jane Doe
--	--	--

CLIN	Document Number	Stock Number	Part Number	Description	Vendor Order Qty	Units	Vendor Price	Ext Price	Proj Code
1	DIAK0333500025	884001E380186	8580186	APTZR, FZN, JALAPENO POPPERS, WICHOR CHEESE, BRD, FOR BAKING, 6/2 LB CO	600	CS	80.46	48,276.00	
2	DIAK0333500026	094001E000679	000079	BREAKFAST SANDWICH F7NLENGLESH	100	CS	94.13	9,413.00	
3	DIAK0333500027	092001E194342	404582	MUFFIN PANALOG CHIEFSLEW 3.50 OZ EA, PK3 WRPD CAKE MIX, CHEESE, WATER PRSD, 5/4 LB BO	600	CS	66.82	40,092.00	
Total:								97,781.00	

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

- Log out of the Recon module and log in to the Customer module.
- Access the 'Pending Receipts' from the menu and the following page appears displaying the vendor receipt message for the previously confirmed item in the Recon module.

Philadelphia Date/Time: Wednesday, April 23, 2014 1:18:29 PM

UNCLASSIFIED SENSITIVE

DEFENSE LOGISTICS AGENCY - TROOP SUPPORT

Customer: FT6441 - UTAH AIR NATIONAL GUARD, UT [My User Info](#) [Help](#) [DLA Home](#) [Logoff](#) Jane Doe

[Home](#)
[Catalogs](#)
[Orders](#)
[Receipts](#)
[Reports](#)

[Pending Receipts](#)
[Adjust Receipts](#)
[Import Receipts](#)
[Export Receipts](#)
[Receipt Import Log](#)

PENDING RECEIPTS

RDDs in the last 90 days

<input type="checkbox"/>	PO Number	ShipTo Location	Vendor	Total Value	Lines	ADD	RDD	Messages
<input checked="" type="checkbox"/>	FT644141130410	FT6441 - UTAH AIR NATIONAL GUARD	SPM3000803207 - US FOODSERVICE DBA JOSEPH WEBB FDS, CA	\$335.73	2		04/26/2014	ADD VENDOR
<input type="checkbox"/>	FT644141130409	FT6441 - UTAH AIR NATIONAL GUARD	SPM3000803207 - US FOODSERVICE DBA JOSEPH WEBB FDS, CA	\$170.40	1		04/25/2014	ADD



CHAPTER 5 – FILL RATE MAINTENANCE

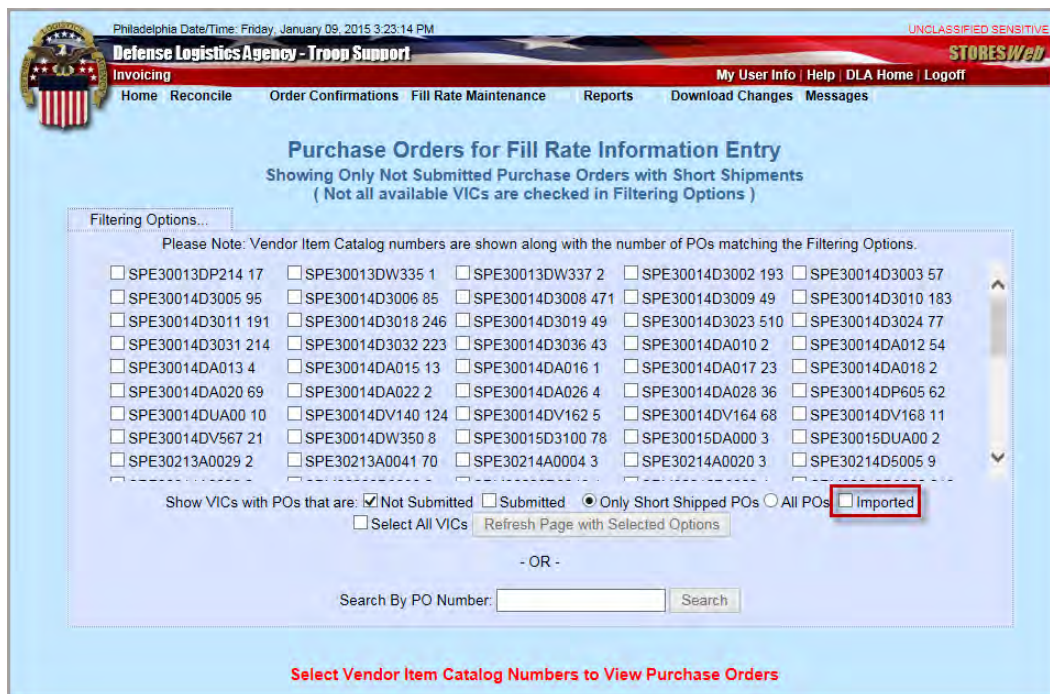
Clicking on the 'Fill Rate Maintenance' menu item (shown as Highlight 4 in the menu image) displays the 'Fill Rate Maintenance' sub-menu.



1 - Enter Fill Rate –

Clicking on this item (shown as Highlight A in the sub-menu image) displays the 'Purchase Orders for Fill Rate Information Entry' page which allows:

- Vendors to enter their short shipment information.
- Vendors to enter short shipment information or DLA Representatives to enter short shipment information on the vendor's behalf. They may use the 'Imported' checkbox which shows the imported Purchase Orders only.



IMPORTANT NOTE

Vendor Item Contracts (VIC) which do not have records associated to them will not appear in the VIC filter.

The following filters are default selections to display the VICs which Purchase Orders of the following categories:

- **Not Submitted** – Purchase Orders that have not been submitted to the DLA Representative for review.
- **Only Short Shipped POs** – Purchase Orders that have one or more line items that have been identified as short shipped.
- **Submitted** – Purchase Orders that have been submitted to the DLA Representative for review.
- **All POs** - All Purchase Orders associated with selected VIC(s), submitted or not submitted.
- **Imported** – This feature displays Purchase that are imported.
- **Select All VICs** – All Purchase Orders associated with all VICs assigned to the current user.
- **Search By PO Number** – This feature allows users to enter up to 14 characters to retrieve a target Purchase Order. When selected, this search ignores all other filtering options.

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Home Reconcile Order Confirmations Fill Rate Maintenance Reports Download Changes Messages

Purchase Orders for Fill Rate Information Entry

Showing Only Not Submitted Purchase Orders with Short Shipments
(Not all available VICs are checked in Filtering Options)

Filtering Options...

Please Note: Vendor Item Catalog numbers are shown along with the number of POs matching the Filtering Options.

<input type="checkbox"/> SPE30013DP214 17	<input type="checkbox"/> SPE30013DW335 1	<input type="checkbox"/> SPE30013DW337 2	<input type="checkbox"/> SPE30014D3002 193	<input type="checkbox"/> SPE30014D3003 57
<input type="checkbox"/> SPE30014D3005 95	<input type="checkbox"/> SPE30014D3006 85	<input type="checkbox"/> SPE30014D3008 471	<input type="checkbox"/> SPE30014D3009 49	<input type="checkbox"/> SPE30014D3010 183
<input type="checkbox"/> SPE30014D3011 191	<input type="checkbox"/> SPE30014D3018 246	<input type="checkbox"/> SPE30014D3019 49	<input type="checkbox"/> SPE30014D3023 510	<input type="checkbox"/> SPE30014D3024 77
<input type="checkbox"/> SPE30014D3031 214	<input type="checkbox"/> SPE30014D3032 223	<input type="checkbox"/> SPE30014D3036 43	<input type="checkbox"/> SPE30014DA010 2	<input type="checkbox"/> SPE30014DA012 54
<input type="checkbox"/> SPE30014DA013 4	<input type="checkbox"/> SPE30014DA015 13	<input type="checkbox"/> SPE30014DA016 1	<input type="checkbox"/> SPE30014DA017 23	<input type="checkbox"/> SPE30014DA018 2
<input type="checkbox"/> SPE30014DA020 69	<input type="checkbox"/> SPE30014DA022 2	<input type="checkbox"/> SPE30014DA026 4	<input type="checkbox"/> SPE30014DA028 36	<input type="checkbox"/> SPE30014DP605 62
<input type="checkbox"/> SPE30014DUA00 10	<input type="checkbox"/> SPE30014DV140 124	<input type="checkbox"/> SPE30014DV162 5	<input type="checkbox"/> SPE30014DV164 68	<input type="checkbox"/> SPE30014DV168 11
<input type="checkbox"/> SPE30014DV567 21	<input type="checkbox"/> SPE30014DW350 8	<input type="checkbox"/> SPE30015D3100 78	<input type="checkbox"/> SPE30015DA000 3	<input type="checkbox"/> SPE30015DUA00 2
<input type="checkbox"/> SPE30213A0029 2	<input type="checkbox"/> SPE30213A0041 70	<input type="checkbox"/> SPE30214A0004 3	<input type="checkbox"/> SPE30214A0020 3	<input type="checkbox"/> SPE30214D5005 9

Show VICs with POs that are: ☒ Not Submitted ☐ Submitted ☒ Only Short Shipped POs ☐ All POs ☐ Imported

☐ Select All VICs Refresh Page with Selected Options

- OR -

Search By PO Number: Search

Select Vendor Item Catalog Numbers to View Purchase Orders

1. Make the appropriate filtering selections by choosing the radio buttons and checkboxes and click on the 'Refresh Page with Selected Options' button.

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Purchase Orders for Fill Rate Information Entry

Showing Only Not Submitted Purchase Orders

Filtering Options...

PO Number	RDD	Vendor Item Catalog	ShipTo DoDAAC	Short Shipped Line Count	Messages
13019W41640130	06/15/2014	SPM30013DP200 - A. T. SIRAVO	13019W - NOAA SHIP OKEANOS EXPLORER - NOAA SHIP OKEANOS EXPLORER	0	INVOICED
13019W41680131	06/19/2014	SPE30014D3006 - SYSCO FOOD SYSTEM OF CONN	13019W - NOAA SHIP OKEANOS EXPLORER - NOAA SHIP OKEANOS EXPLORER	0	INVOICED
13019W41960134	07/17/2014	SPE30014D3024 - SYSCO CONNECTICUT	13019W - NOAA SHIP OKEANOS EXPLORER - NOAA SHIP OKEANOS EXPLORER	0	INVOICED
13019W42110136	08/04/2014	SPM30013DP200 - A. T. SIRAVO	13019W - NOAA SHIP OKEANOS EXPLORER - NOAA SHIP OKEANOS EXPLORER	0	INVOICED
13019W42110137	08/04/2014	SPM30013DP200 - A. T. SIRAVO	13019W - NOAA SHIP OKEANOS EXPLORER - NOAA SHIP OKEANOS EXPLORER	1	INVOICED
13019W42170139	08/07/2014	SPM30013DP200 - A. T. SIRAVO	13019W - NOAA SHIP OKEANOS EXPLORER - NOAA SHIP OKEANOS EXPLORER	1	INVOICED
13019W42170140	08/07/2014	SPE30014D3024 - SYSCO CONNECTICUT	13019W - NOAA SHIP OKEANOS EXPLORER - NOAA SHIP OKEANOS EXPLORER	1	INVOICED
1305E641470082	06/09/2014	SPM30014D3707 - SYSCO SEATTLE, INC	1305E6 - NOAA OSCAR DYSON - NOAA OSCAR DYSON	0	
1305E641690087	07/03/2014	SPM30014D3707 - SYSCO SEATTLE, INC	1305E6 - NOAA OSCAR DYSON - NOAA OSCAR DYSON	0	

Records per page: 15 [change](#) | Page No: [Go](#) | Page 1 of 2687 | Rows 1 - 15 of 40302

IMPORTANT NOTE

See the 'Messages' column for information on the corresponding Purchase Order (PO) –

- **INVOICED** - Appears if at least 1 CLIN has an invoice in STORES. The tool tip message states: 'At least one line of the PO has an invoice processed.'
- **SUBMITTED** – Appears if the Purchase Order was submitted by a vendor or DLA Representative. The tool tip message states: 'The PO was submitted on 'MM/DD/YYYY' by 'USER ID'.
- **IMPORTED** – Appears if the Purchase Order was imported.

2. Select a target Purchase Order (PO) from the list to display its details.

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Vendor Short Shipment Entry
Showing Only Short-Shipped Items for Purchase Order Number FT48004276365

Vendor:	SPE30015D3100 - SYSCO HAMPTON ROADS	ShipTo DoDAAC:	FT4800 - LANGLEY-HOSPITAL DIN FAC., VA - MEDICAL DINING FACILITY
Call Number:	001N	Number of Lines:	58
Order Date:	10/3/2014	RDD:	10/6/2014
Submitted UoM Fill Rate:	%	Submitted By:	

CLIN	Stock Number	Item Description	Ordered Quantity	Delivered Quantity	Short Shipment Reason (Optional Comment)	Line Fill Rate %	Messages
5	885501E06989	TEA, FILTER PACK, FOR ICED TEA, L/T=7.24/4 OZ EA, FOR DISP MACHINE	1	0	Select a Short Shipment Reason...	0.00%	Invoiced
21	893001E296220	JELLY, JAM, VARIETY, 400/0.5 OZ CO	1	0	Select a Short Shipment Reason...	0.00%	Invoiced
25	891001E096364	CRM CHEESE, LITE, 10/3 LB PG	1	0	Select a Short Shipment Reason...	0.00%	Invoiced
27	891001E818352	YOGURT, LF, VAN, CHL, PARFAIT STYLE, 6/4 LB CO	1	0	Select a Short Shipment Reason...	0.00%	Invoiced
48	880501E097116	CORN, DICED, F/C, FZN, WHITE/DARK MEAT, 10/1 LB CO	1	0	Select a Short Shipment Reason...	0.00%	Invoiced

Save Submit Reset **Show All Lines** Return To Summary

3. Click on the 'Show All Lines' button to display the lines pertaining to the selected PO.

IMPORTANT NOTE

The 'Show All Lines' button is a toggle that appears, as a default from the summary screen, displaying only short shipped lines. Clicking on this button displays all lines of the PO, short shipped or not. The button then changes to 'Show Only Short Shipped Lines', which allows going back to showing only the short shipped lines.

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Vendor Short Shipment Entry
Showing All Lines for Purchase Order: 1305E641470082

Vendor:	SPM30014D3707 - SYSCO SEATTLE, INC	ShipTo DoDAAC:	1305E6 - NOAA OSCAR DYSON - NOAA OSCAR DYSON
Call Number:	0006	Number of Lines:	35
Order Date:	5/27/2014	RDD:	6/9/2014
Submitted UoM Fill Rate:	%	Submitted By:	

CLIN	Stock Number	Item Description	Ordered Quantity	Delivered Quantity	Short Shipment Reason (Optional Comment)	Line Fill Rate %	Messages
1	891501E210807	APPLES, GOLD DEL, FRESH, 100 CT, 1/40 LB CS	1		Select a Short Shipment Reason...		
2	891501E212675	ASPARAGUS, FRESH, MED, 1/11 LB CS	1		Select a Short Shipment Reason...		
3	891501E213801	AVOCADO, FRESH, 25 LB CS	1		Select a Short Shipment Reason...		
4	891501E213935	BANANA, FRESH, GRN, TURN TO YELLOW, 1/40 LB CS	1		Select a Short Shipment Reason...		
5	891501E210020	BROCCOLI, CROWNS, CHL, 1/20 LB CS	2		Select a Short Shipment Reason...		
6	891501E210034	CABBAGE, CHL, SHRD, 1/5 LB PG	1		Select a Short Shipment Reason...		
7	891501E212684	CANTALOUPE, FRESH, 12 CT CASE...	1		Select a Short Shipment Reason...		
8	891501E210056	CAULIFLORETS, CHL, 2/3 LB CASE	1		Select a Short Shipment Reason...		
9	891501E213633	CELERY, FRESH, 6 CT, 10 LB CS	1		Select a Short Shipment Reason...		
10	891501E210067	CILANTRO, FRESH, 4/1 LB CS	1		Select a Short Shipment Reason...		
11	891501E213809	CUCUMBER, FRESH, 36CT, 1/30 LB CS...	1		Select a Short Shipment Reason...		
12	891501E212697	EGGPLANT, FRESH, 18 CT, 1/30 LB CS	1		Select a Short Shipment Reason...		
13	891501E213254	GRAPES, FRESH, RED, SCLS, 1/5LB CS	1		Select a Short Shipment Reason...		
14	891501E213869	SQUASH, ZUCCHINI, FRESH, 1/26 LB CS...	1		Select a Short Shipment Reason...		
15	891501E212451	STRAWBERRIES, FRESH, CLAMSHELL CO, 8/1 LB CS	2		Select a Short Shipment Reason...		
16	891501E210418	TOMATOES, CHERRY, FRESH, 1/12 LB CS	1		Select a Short Shipment Reason...		
17	891501E214115	WATERMELON, SEEDLESS, FRESH, 2 CT, 26 LB CASE	1		Select a Short Shipment Reason...		

Save Submit Reset **Show Only Short-Shipped Lines** Return To Summary

4. Enter the appropriate amount in the corresponding 'Delivered Quantity' field.

The 'Delivered Quantity' field is editable only if an invoice has not been processed against that CLIN. If an invoice containing the CLIN that has been edited after the user manually entered a delivered quantity, that value will be overwritten by the invoice's delivered quantity value.

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Home | Reconcile | Order Confirmations | Fill Rate Maintenance | Reports | Download Changes | Messages

Vendor Short Shipment Entry

Showing All Lines for Purchase Order: 1305E641470082

Vendor: SPM30014D3707 - SYSCO SEATTLE, INC	ShipTo DoDAAC: 1305E6 - NOAA OSCAR DYSON - NOAA OSCAR DYSON
Call Number: 0006	Number of Lines: 35
Order Date: 5/27/2014	RDD: 6/9/2014
Submitted UoM Fill Rate: <input type="text"/> %	Submitted By: <input type="text"/>

CLIN	Stock Number	Item Description	Ordered Quantity	Delivered Quantity	Short Shipment Reason (Optional Comment)	Line Fill Rate %	Messages
1	891501E210807	APPLES, GOLD DEL, FRESH, 100 CT, 1/40 LB CS	1	<input type="text"/>	Select a Short Shipment Reason...	0.00%	
2	891501E212675	ASPARAGUS, FRESH, MED, 1/11 LB CS	1	<input type="text"/>	Select a Short Shipment Reason...		
3	891501E213801	AVOCADO, FRESH, 25 LB CS	1	<input type="text"/>	Select a Short Shipment Reason...		
4	891501E213935	BANANA, FRESH, GRN TURN TO YELLOW, 1/40 LB CS	1	<input type="text"/>	Select a Short Shipment Reason...		
5	891501E210020	BROCCOLI CROWNS, CHL, 1/20 LB CS	2	<input type="text"/>	Select a Short Shipment Reason...		
6	891501E210034	CABBAGE, CHL, SHRD, 1/5 LB PG	1	<input type="text"/>	Select a Short Shipment Reason...		
7	891501E212684	CANTALOUPE, FRESH, 12 CT CASE...	1	<input type="text"/>	Select a Short Shipment Reason...		
8	891501E210056	CAULIFLORETS, CHL, 2/3 LB CASE	1	<input type="text"/>	Select a Short Shipment Reason...		
9	891501E213933	CELERY FRESH, 6 CT, 10 LB CS	1	<input type="text"/>	Select a Short Shipment Reason...		

IMPORTANT NOTE

See the 'Messages' column for information –

- **INVOICED** - Appears if the CLIN has an invoice in STORES; the tool tip message states: 'INVOICE NUMBER', 'INVOICE DATE'.
- **REASON** – Appears as a message only if users enter a comment or if invalid characters are entered in the comments.

The following special characters “\^&_~|” are not permitted in this field.

5. Select an option in the 'Short Shipment Reason...' dropdown list.

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STORES Web

Vendor Short Shipment Entry

Showing All Lines for Purchase Order: ARMY0142330009

Vendor:	SPM3008030055 - T. W. INTERTRADE, KYRGYSZSTAN	Ship To DoDAAC:	ARMY01 - CHARLESTON AFB - 437 SVS/SVMF
Call Number:	41WN	Number of Lines:	9
Order Date:	8/21/2014	RDD:	8/21/2014
Submitted Fill Rate:	0%	Submitted By:	

CLIN	Stock Number	Item Description	Ordered Quantity	Delivered Quantity	Short Shipment Reason (Optional Comment)	Line Fill Rate %	Messages
1	891501E617012	CHERRIES, MARASCHINO, WHL, RED, PITTED, W/O STRMS, 12/16 OZ Q/L CO	1		Select a Short Shipment Reason: V01 - Monthly item demand exceeds average demand by >250%, >300%, 400% (OCONUS ONLY / fill in with contract requirement) V02 - Newly cataloged item (insufficient time for vendor to capture demand history) V03 - Low shelf life, Frequency restocking required (Cooler item, i.e., Yogurt) V04 - Pre-deliver / Customer cancelled order without using STORES V05 - Customer based order quantity on the incorrect Unit of Issue V06 - Customer did not provide sufficient ordering lead time, i.e., Special Order Item. V07 - Item being phased out (Catalog timing issue) V08 - Catch weight adjustment (Customer orders 100 LBS, actual weight of product is 98 LBS.) V09 - Product recalled V10 - Other (Vendor to provide specific explanation for "Other" exception) V11 - Out of stock or short shipped D01 - STORES receipt data did not process D02 - STORES catalog problem, PRF Incorrect (STORES master production catalog error) D03 - STORES catalog problem, Catch Weight Item Pkg data incorrect (master production catalog error) D04 - Approved NIS waiver (CONUS/OCONUS NIS approved by the contractor, to provide supporting documentation for a decision)		
2	890501E502960	CHICKEN BREAST PATTIES, BTRO, 6 BRO, CKD, FZN, IQF, RND, SEAS, 32/8 OZ EA, 10 LB	2				
3	894001E004751	CHILI CON CARNE, W/O BEANS, CN, 5#10 CN	4				
4	894001E005305	EGG ROLLS, CHINESE, FZN, CN, 72/3 OZ EA	3				
5	890501E607305	BEEF CHUCK, ROLL, FZN, US CH GR, UNFED, 12 LB AVG, 1/3 LB CS, NH1145/1100/1105	102				
6	890501E603051	BEEF FAJITA STRIPS, RAW, FZN, SEASONED, 5/10 LB 8/9	9				
7	890501E607310	BEEF FOR STEWING, FZN, DICED, MIN US SEL GR, 6/7 LB PQ, NH135A	224				
8	890501E561216	SAUSAGE, POLISH, LINKS, FZN, KIELBASA, PORK & BEEF, NH913, 1/10 LB CS	6				
9	893501E004655	SOUP, BEEF NOODLE, CN, COND, 12/50 FL OZ CN	7				

Save Submit Reset Show Only Short-Shipped Lines Return To Summary

The following buttons are available:

- **Reset** – Enabled whenever data is entered into an editable field or if a short shipment reason is selected from the dropdown. It reverts the values back to those prior to the edits. It does not revert data back after the 'Save' or 'Submit' buttons are clicked.
 - **Save** – Records the entered information into the database. Data can be changed and re-saved unlimited times. Saved records have not been submitted to the DLA Representative for review. The 'Save' button is not activated if the Purchase Order was submitted by the vendor or DLA Rep on behalf of the vendor.
 - **Submit** – Sends the entered information to the DLA Representative for review. Once a Purchase Order has been submitted, it can no longer be edited.
 - **Show Only Short-Shipped Lines** – Displays Purchase Orders that have one or more line items that have been identified as short shipped.
 - **Return to Summary** – Brings user back to the 'Enter Fill Rate Summary' page.
6. Click on the 'Save' button to keep the updates made.

2 – How to Download the Vendor File from the Help Menu

To enter vendor data for the import, vendor templates – located in the 'Help' menu item -- are required. The following steps outlines the process for downloading the vendor templates necessary for the import.

IMPORTANT NOTES

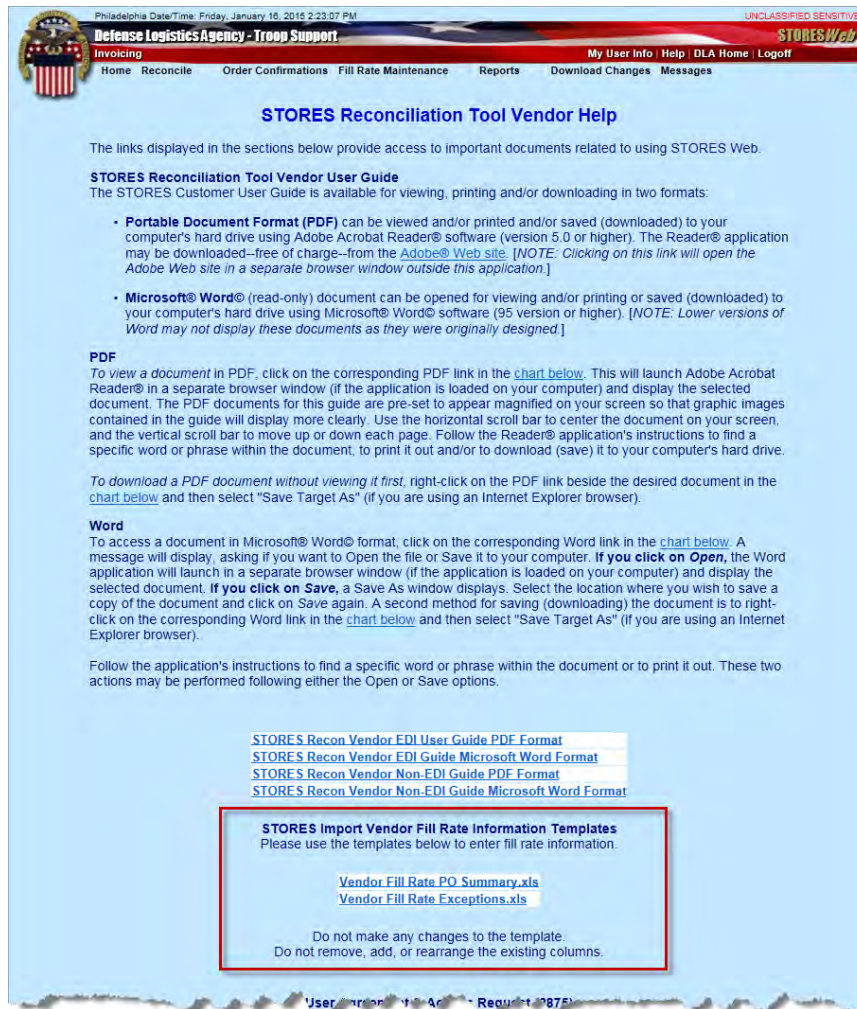
The information below applies to both the 'Exceptions' and 'PO Summary' spreadsheets. Create a separate file for each report: one for Exceptions and another for PO Summary.

It is highly recommended to name the imports using the information imported (e.g., Vendor Name, Contract Number and Month of the Report: US_FoodSvc 3007 PO Summary July 2014).

1. Access the 'Help' menu from the banner.



2. Locate the templates from the page displayed.



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STORES Reconciliation Tool Vendor Help

The links displayed in the sections below provide access to important documents related to using STORES Web.

STORES Reconciliation Tool Vendor User Guide

The STORES Customer User Guide is available for viewing, printing and/or downloading in two formats:

- **Portable Document Format (PDF)** can be viewed and/or printed and/or saved (downloaded) to your computer's hard drive using Adobe Acrobat Reader® software (version 5.0 or higher). The Reader® application may be downloaded--free of charge--from the [Adobe® Web site](#). [NOTE: Clicking on this link will open the Adobe Web site in a separate browser window outside this application.]
- **Microsoft® Word®** (read-only) document can be opened for viewing and/or printing or saved (downloaded) to your computer's hard drive using Microsoft® Word® software (95 version or higher). [NOTE: Lower versions of Word may not display these documents as they were originally designed.]

PDF

To view a document in PDF, click on the corresponding PDF link in the [chart below](#). This will launch Adobe Acrobat Reader® in a separate browser window (if the application is loaded on your computer) and display the selected document. The PDF documents for this guide are pre-set to appear magnified on your screen so that graphic images contained in the guide will display more clearly. Use the horizontal scroll bar to center the document on your screen, and the vertical scroll bar to move up or down each page. Follow the Reader® application's instructions to find a specific word or phrase within the document, to print it out and/or to download (save) it to your computer's hard drive.

To download a PDF document without viewing it first, right-click on the PDF link beside the desired document in the [chart below](#) and then select "Save Target As" (if you are using an Internet Explorer browser).

Word

To access a document in Microsoft® Word® format, click on the corresponding Word link in the [chart below](#). A message will display, asking if you want to Open the file or Save it to your computer. **If you click on Open**, the Word application will launch in a separate browser window (if the application is loaded on your computer) and display the selected document. **If you click on Save**, a Save As window displays. Select the location where you wish to save a copy of the document and click on Save again. A second method for saving (downloading) the document is to right-click on the corresponding Word link in the [chart below](#) and then select "Save Target As" (if you are using an Internet Explorer browser).

Follow the application's instructions to find a specific word or phrase within the document or to print it out. These two actions may be performed following either the Open or Save options.

[STORES Recon Vendor EDI User Guide PDF Format](#)
[STORES Recon Vendor EDI Guide Microsoft Word Format](#)
[STORES Recon Vendor Non-EDI Guide PDF Format](#)
[STORES Recon Vendor Non-EDI Guide Microsoft Word Format](#)

STORES Import Vendor Fill Rate Information Templates
Please use the templates below to enter fill rate information.

[Vendor Fill Rate PO Summary.xls](#)
[Vendor Fill Rate Exceptions.xls](#)

Do not make any changes to the template.
Do not remove, add, or rearrange the existing columns.

User: [redacted] Request: 2875

3. Save both 'Vendor Fill Rate PO Summary.xls' and 'Vendor Fill Rate Exceptions.xls' files in a target location.

4. Open the 'Vendor Fill Rate PO Summary.xls' file previously saved and replace the sample content with the information to be imported.

Contract #	DODAAC	PO Number	Total Actual Order Cases	Total Actual Receipt Cases	Total Actual Order Weight (Catch)	Total Actual Receipt Weight (Catch)	Total # of Line Items	Overall Fill Rate %	Overall Non Catch Weight Fill Rate %	Overall Catch Weight Fill Rate %
\$PE0000000000	FT0000	FT00000000000000	69	67		45		97.10	97.01	100.00
\$PE0000000000	FT0000	FT00000000000000	65	65		44		100.00	100.00	100.00
\$PE0000000000	FT0000	FT00000000000000	70	70		0		100.00	100.00	0.00
\$PE0000000000	FT0000	FT00000000000000	77	77		0		100.00	100.00	0.00
\$PE0000000000	FT0000	FT00000000000000	81	80		103		98.77	98.65	100.00

Notes:

- Columns F and G are required for catch weight items only.
- Do NOT place the percentage sign (%) in columns I, J, and K. Restrict the decimal point to two (2) places.
- Use the header provided without altering
- Do not add additional columns.
- Do not delete existing columns.
- Do not provide additional column totaling.
- Ensure that there are NO COMMAS in columns I, J, and K.

5. Open the 'Vendor Fill Rate Exceptions.xls' file previously saved and replace the sample content with the information to be imported.

Contract #	DODAAC	PO Number	Stock #	Exception Code	Actual Order Cases	Actual Receipt Cases	Actual Order Weight (Catch)	Actual Receipt Weight (Catch)	Other Reason Verbose Description
\$PE0000000000	FT0000	FT00000000000000	10000000000000	V01	2	0		5	Contract - NA
\$PE0000000000	FT0000	FT00000000000000	10000000000000	V01	1	0		3	Contract - NA
\$PE0000000000	FT0000	FT00000000000000	10000000000000	V07	2	2			
\$PE0000000000	FT0000	FT00000000000000	10000000000000	V01	1	2			Contract - NA
\$PE0000000000	FT0000	FT00000000000000	10000000000000	V01	2	0		7	Contract - NA
\$PE0000000000	FT0000	FT00000000000000	10000000000000	V01	1	3		3	Contract - NA
\$PE0000000000	FT0000	FT00000000000000	10000000000000	V01	1	0		3	Contract - NA
\$PE0000000000	FT0000	FT00000000000000	10000000000000	V01	1	0		3	Contract - NA

Notes:

- Exception Codes must be from the current list of authorized short shipment codes.
- The Unit of Measure must match what is in the catalog provided to STORES.
- Column J should only be completed if Exception Code V01 or V10 has been entered in Column I. Limit to 160 characters.
- Use the header provided without altering
- Do not add additional columns.
- Do not delete existing columns.

IMPORTANT NOTES

If the Purchase Order number information is included in the 'Vendor Fill Rate Exceptions.xls' file, then it must also be included in the 'Vendor Fill Rate PO Summary.xls' file.

6. Review the Fill Rate information in both files for obvious errors (missing stock numbers, PO Numbers that include Call Numbers, etc.)
7. Ensure that both files do not have extra columns or any other format deviations.
8. Save both files as .CSV files.

NOTE: The files must be saved as '.CSV (Comma delimited) (*.csv)'

9. Open the .CSV files that was just saved.

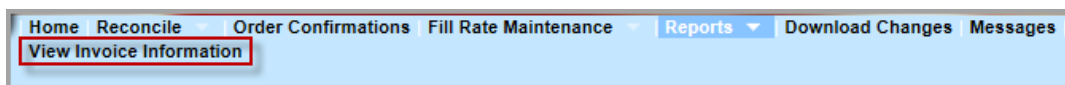
NOTE: All formatting that previously present in the normal Excel file is no longer included.

10. Submit both files to the DLA Representative to be imported.



CHAPTER 6 – REPORTS

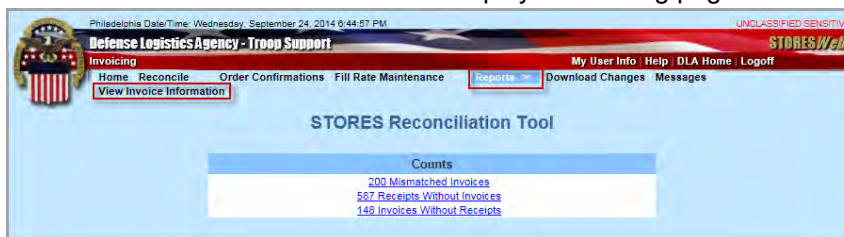
Click on the 'Reports' menu item to displays its sub-menu containing the 'View Invoice Information' report.



View Invoice Information

The 'View Invoice Information' report provides the Vendor and Account Manager a means of searching either by 'Purchase Order' or by the combination of 'Contract Number' and 'Invoice Number' to return a report displaying Purchase Orders and Contracts currently associated to the user.

1. Select 'Reports' then 'View Invoice Information' to display the landing page:

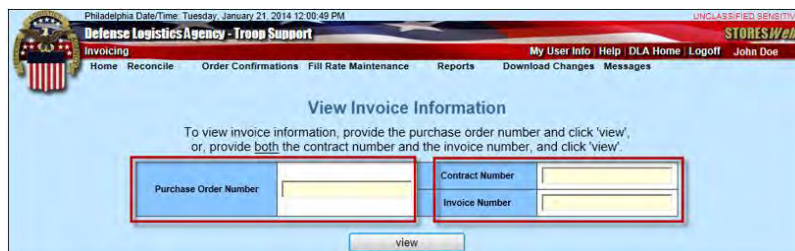


2. Enter the search criteria in the appropriate fields by either:

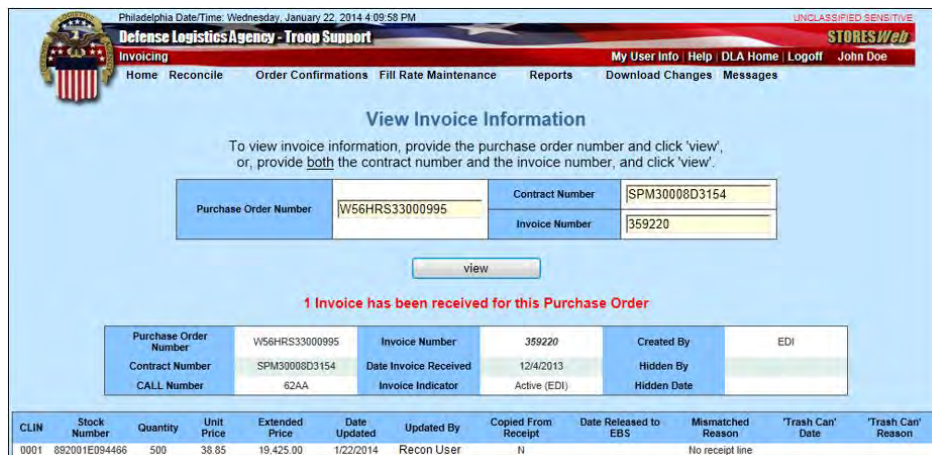
- Entering the 'Purchase Order Number'

- OR -

- Entering both the 'Contract Number' and 'Invoice Number'.



3. Click on the 'View' button to launch the report containing the results according to the criteria entered.





CHAPTER 7 – MY CAGE CODE ASSIGNMENTS

STORES Web Reconciliation Tool - EDI Vendors Users

Users can view their current CAGE Code assignments, request new assignments, or remove current assignments by following the steps below:

1. Click on the 'My User Info' link on the right side of the main menu to go to the 'My User Information' page.



2. Click on the View My CAGE Code Assignments link at the bottom of the screen.

The screenshot shows the 'My User Information' page. It contains a form with various fields for user information. At the bottom of the page, the 'View My CAGE Code Assignments' link is highlighted in a red box. Other links include 'Send Message' and 'Save'.

My User Information	
NOTE: All fields marked with an asterisk (*) are required	
User ID:	MYUSERID
Date Created:	4/19/2011 8:44:41 AM (Philadelphia Time)
Account Status:	Active
Account Type:	STORES Recon User
Affiliation:	Vendor
Current Password:	<input type="password"/>
New Password:	<input type="password"/> ?
Confirm New Password:	<input type="password"/>
Title/Rank:	<input type="text"/> ?
* First Name:	Jay
DSN:	<input type="text"/> ?
* Email Address:	gbango@gmail.com ?
* Confirm Email Address:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
Send Message View My CAGE Code Assignments	

3. Deactivate the 'Show Only Active Contracts' checkbox to view inactive contracts.
4. Click on the 'Close Window' button to remove the Assigned CAGE Code(s) / Contract(s) page.

The screenshot shows the 'Assigned CAGE Code(s) / Contract(s) for User ID: MYUSERID' page. It displays a table of assigned contracts. At the top, the 'Show Only Active Contracts When Checked' checkbox is highlighted in a red box. Below the table, there is a 'Close Window' button.

Assigned CAGE Code(s) / Contract(s) for User ID: MYUSERID	
<input checked="" type="checkbox"/> Show Only Active Contracts When Checked	
CAGE Code: 00U44	
Contract	Status
SPM30008DZ216 - LABATT FOOD SERVICE	Assigned
SPM30008DZ700 - LABATT FOOD SERVICE	Assigned
SPM30008DZ701 - LABATT FOOD SERVICE	Assigned
SPM30008DZ702 - LABATT FOOD SERVICE	Assigned
SPM30008DZ703 - LABATT FOOD SERVICE	Assigned
SPM30008DZ704 - LABATT FOOD SERVICE	Assigned
CAGE Code: SK179	
Contract	Status
SPM30209DK008 - COCA COLA KOREA BOTTLING CO	Assigned
<input type="button" value="Close Window"/>	

5. Click on the 'Send Message' link at the bottom of the screen to request changes to CAGE Code assignments.

A screenshot of a web form for user profile management. The form has a light blue background and contains several input fields with red asterisks indicating required fields. The fields are: Phone Number (7034457799), Extension (empty), DSN (empty), Email Address (gbongo@mail.com), and Confirm Email Address (empty). Below the fields are 'Save' and 'Cancel' buttons. At the bottom, there is a 'Send Message' button highlighted with a red rectangle, and a link 'View My CAGE Code Assignments'.

6. Enter the appropriate information in the 'Message field' -- either a request for new CAGE Codes or a deletion of existing CAGE Codes -- and click on the 'Send' button.

A screenshot of a 'Send Message' form. The title 'Send Message' is in bold blue text. Below it, a message explains the form's purpose: 'Use this form to send a message to your STORES Reconciliation Tool Account Manager. Please note, password reset requests will no longer be handled through messaging.' There is a 'Message:' label next to a text area containing the text: 'Please assign 079M5. Please remove 014D1. |'. At the bottom are 'Send', 'Reset', and 'Cancel' buttons.

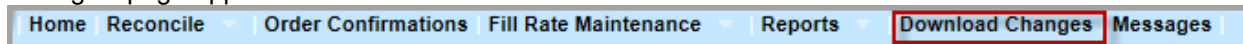
The message is sent to the user's Recon Manager.



CHAPTER 8 – DOWNLOAD CHANGES

The 'Receipts Without Invoices' screen displays all receipts for a specified contract(s) assigned to the user for which there no invoice has been submitted.

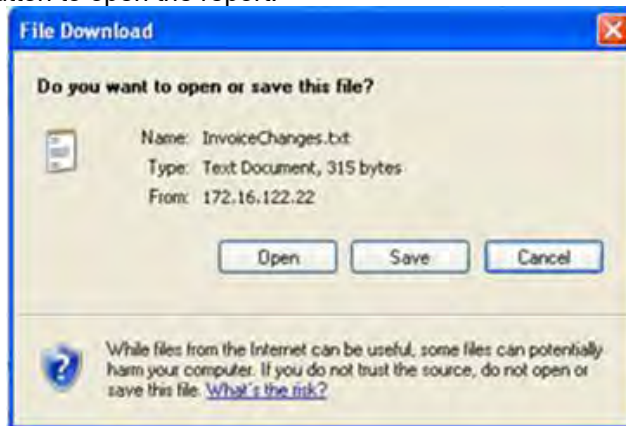
1. Select the 'Download Changes' menu option from the main menu and the 'Download Invoice Changes' page appears.



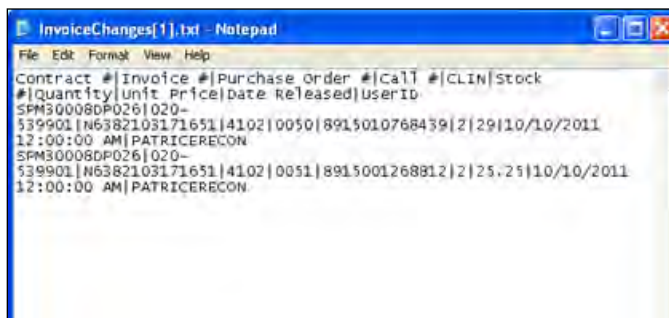
2. Select a date or date range for which to run the report and click on the 'Download' button.

NOTE: If no data is available for the date or range selected, a message displays.

3. Click on the 'Open' button to open the report:



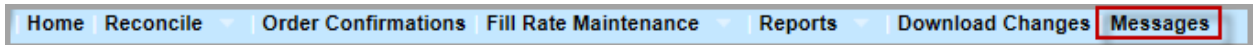
The changes for the date range selected appear in Notepad:



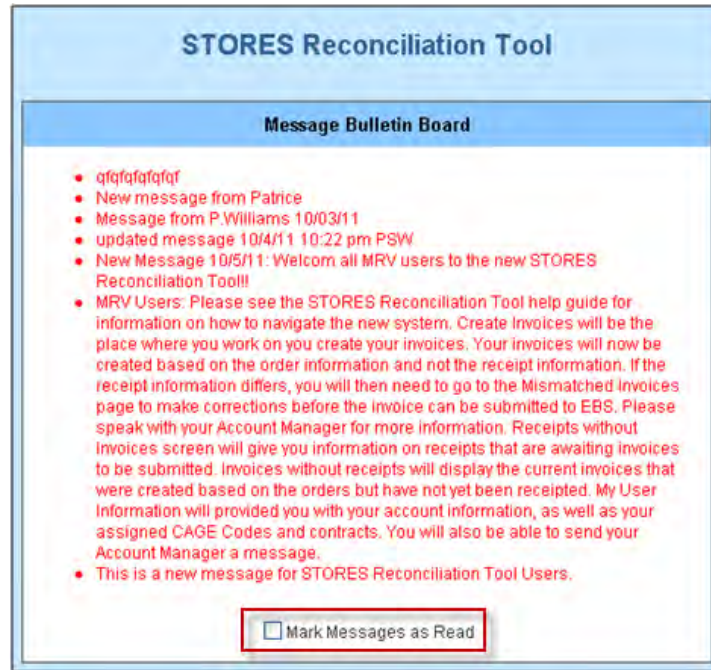


CHAPTER 9 – MESSAGES

1. Click on the 'Messages' menu option to view the messages.



The 'Message Bulletin Board' page appears. New and unread messages are displayed.



2. Activate the 'Mark Messages as Read' checkbox to move the messages from the home page to the 'Message Bulletin Board' until a Recon Account Manager inactivates it.



Procurex *Reverse Auction Platform Tool (RAPT)*



Defense Logistics Agency

Reverse Auction Platform Tool User Manual

Version 1.6 February 5, 2013

Reverse Auction Platform Tool (RAPT)

Registering New Suppliers - Step #1

- Once you click the register as a supplier tab, you will need to add key company information in order to have this company registered on the Procurex RAPT. All of the items listed in **BOLD** are required fields, this includes the Company Name, County, State/Province, Street Address, City, Zip/Postal Code, Phone Number (Company Level), Contact's first and last name, Contact email address, and you will also want to include a CAGE code for EACH supplier by utilizing the new CAGE code field. Given DLA requirements, all registered suppliers must have a CAGE code in order to bid on an auction item. This will also allow you to search by CAGE code in the platform when setting up an event. Suppliers can have MULTIPLE CAGE codes as required, however always use the CAGE code that is relevant to the individual auction you are preparing to host. If you would like to have additional CAGE codes for a supplier, you can either contact Procurex directly or have the supplier contact Procurex at service@procurexinc.com and additional CAGE codes will be added
- Once you enter all of the pertinent information for the supplier you will be able to move onto step #2 by clicking on the continue button at the bottom of the page. This will take you to the final step in the supplier registration process.

Vendor Registration

Company Registration : Step 1 of 2

Note: **Bold** items are required fields

Company Name:

Duns Number:

The **Duns** number must be numeric and either 9 or 13 digits long. It may not contain any punctuation.

Cage Code:

The **Cage Code** must be alphanumeric and be 5 characters long.

If you were invited by a buyer to register, enter the code you received below. Otherwise leave this box blank.

Personal Invitation Code:

Country:

State/Province:

The **State/Province** field is required only if your company resides within the United States.

Street Address:

City:

Zip/Postal Code:

The **City** and **Zip/Postal Code** fields are required only if your company resides within the United States.

Fax Number:

Phone Number:

The **Fax** and **Phone** number fields must include your area code (and country code if your company resides outside of the United States).

Tollfree Number:

Email Address:

Website Address:

First Name:

Last Name:

Phone Number:

Email Address:

Confirm Email Address:

Continue

Setting Up
Suppliers in
the RAPT



Reverse Auction Platform Tool (RAPT) - DLA User Manual

Registering New Suppliers - Step #2



Setting Up Suppliers in the RAPT

- On the second step in the vendor registration process, you will need to indicate how they found us, you will select 'Other' and then input DLA in the more information field provided below.
- Once you click the 'Submit' button, it will complete the supplier registration process, this will trigger a notification to Procurex operations team who will in turn 'approve' the supplier (generally within two hours) and allow you to use them in upcoming reverse auction events.
- To return to the DLA homepage, you must enter dla.procurexinc.com, do not use the 'home' link at the top of the page.

Vendor Registration

Company Registration : Step 2 of 2

Company Name: Alice's Fabrics - Demo

Duns Number: 123123123

How did you find us: Other

If you chose "Other" please enter more information:

DLA referral

Submit



Reverse Auction Platform Tool (RAPT) - DLA User Manual

Procurex Contact Information

Help Desk: 1.866.412.7161 x1

dla.procurexinc.com

service@procurexinc.com



Procurex
Contact
Information





Procurex

dla.procurexinc.com

Toll Free: 1-866-412-7161