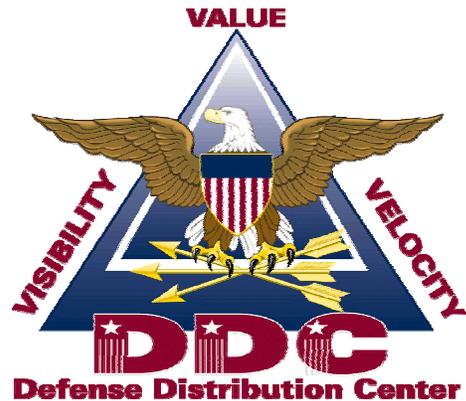

Defense Distribution Center

Distribution Planning & Management System

FOB Destination Processing

Vendor User's Guide



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

If you have any comments or questions regarding this User's Manual, please refer them to:

Tom Minerick
DDC J3/J4-L
Phone: 717-770-5895
FAX: 717-770-2701
E-Mail: thomas.c.minerick@dla.mil

1.0	Introduction.....	5
2.0	Vendor Administration Process.....	7
2.1	How to Add New Users	9
2.2	How to Edit User Profiles	11
2.3	How to Reset a User's Password	13
2.4	How to Add an Alternate Shipping Location.....	14
2.5	How to Edit / Delete an Alternate Shipping Location.....	16
3.0	Navigating In DPMS.....	19
3.1	Login Procedures	21
3.2	Update Vendor Profile	22
3.3	System Navigation	23
3.3.1	Top Navigation Bar.....	23
3.3.2	Side Navigation Bar.....	25
3.3.3	Search Options	27
4.0	FOB Destination Processing.....	29
4.1	Select a Shipment to Process	31
4.2	Adobe Acrobat Printer Setup	36
4.2.1	Setup for Acrobat 5.0.....	36
4.2.2	Setup for Acrobat 6.0.....	37
4.3	All Packed Into One.....	41
4.4	Partial Shipments	45
4.5	Shipment Tracking, MRO Tracker, and In-Transit Visibility (ITV).....	51
4.6	Freight Shipments	55
4.7	Cancel Shipments.....	58
5.0	Manual Purchase Orders	63
5.1	Build Purchase Orders from the ACF.....	65
5.2	Manually Build Purchase Order.....	67
6.0	View History / Reprint MSL	69
7.0	Troubleshooting	73
7.1	Reset a User's Password	75
7.2	Mixed Content Security Message	76
7.3	Unable to Find a Manually Built Purchase Order.....	78
8.0	Abbreviations and Acronyms	79

1.0 Introduction

DPMS is a rapidly evolving system designed to use the same transportation rating and routing logic as that used in the Distribution Standard System (DSS). DSS is currently in use as a material and shipping management tool at all DLA Distribution Centers managed by the Defense Distribution Center (DDC). DPMS further expands the use of the DSS transportation logic to participating DLA Vendors. DPMS provides routing for Direct Vendor Delivery (DVD) as well as shipments to Distribution Center stock while providing an improved level of In-Transit Visibility (ITV).

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

The first phase of DPMS development saw the web based system deployed to a handful of carefully selected vendors to process only FOB Destination shipments. The system is designed to receive EDI 850 transactions from the Defense Automated Addressing System Center (DAASC). These electronic Purchase Order awards are loaded onto the web server where participating vendors are provided access. They select the desired Purchase Order to ship, enter the shipment weight, cube and carrier and submit the transaction. The system determines the "SHIP TO" and "Final Destination" addresses using the Global Address file and transportation logic in DSS.

Once the shipping addresses have been derived, the system generates a MIL-STD-129P compliant Military Shipping Label (MSL) in Adobe Acrobat Portable Data File (PDF) format, which is printed at the vendor location on a HP compatible laser printer.

When the vendor processes shipments requiring Air or Water Port Clearance, the shipment is offered for clearance to the DSS mainframe. A DDC Enterprise Transportation Specialist then processes the required clearances. When the clearance is complete, the vendor is notified via his web interface that the shipment has been cleared and is ready to be completed.

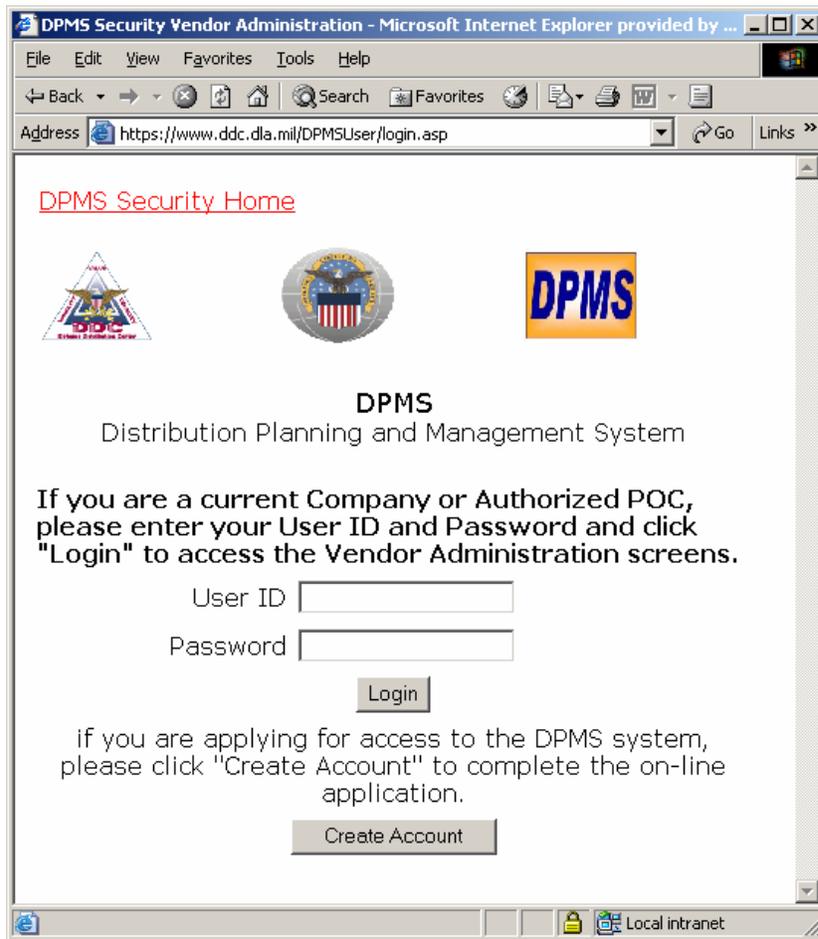
Later developments included FOB Origin processing. Similar processes are executed for FOB Origin shipments. When the vendor processes the shipment on the web interface, the freight is offered through the DSS mainframe for Government Transportation. A DDC Enterprise Transportation Specialist reviews and approves the rating and routing. The system offers the cargo to Government Carriers, coordinates the pick-up schedule via EDI transactions, and calculates the shipping charges at the applied government discounted rates. Shipping charges are then paid to the carrier through PowerTrack, a financial interface with DFAS.

Future development plans include the integration of a Commercial-Off-The-Shelf (COTS) Transportation Optimization package (Manugistics), and expansion to Military Service level contracts and other Government Agencies such as UNICOR and GSA.

2.0 Vendor Administration Process

When the vendor initially applied to use DPMS, part of the application process was to assign a Vendor POC. This person is assigned certain privileges in the system to include adding new Vendor Users, edit user profile data, and reset suspended accounts.

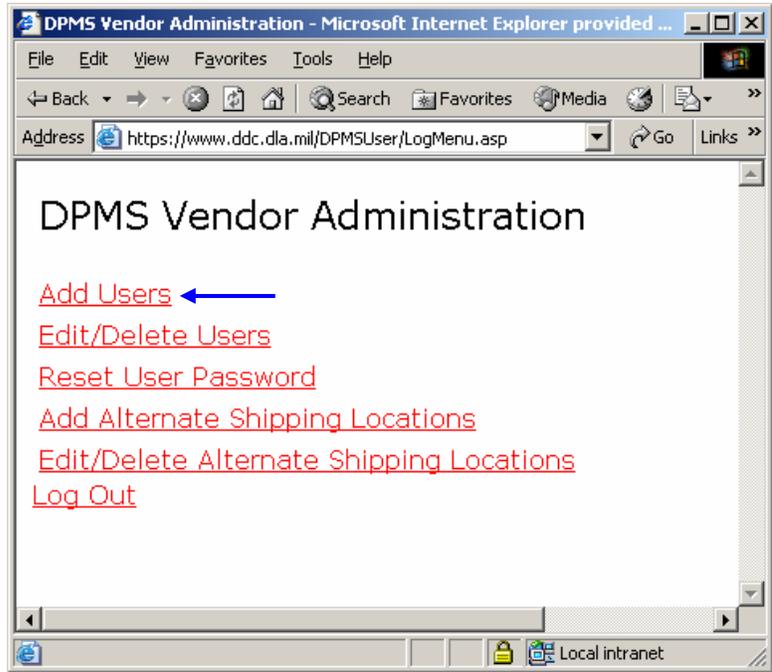
These tasks are accomplished using the DPMS Vendor Administration Web Site:
<https://www.ddc.dla.mil/DPMSUser/login.asp>



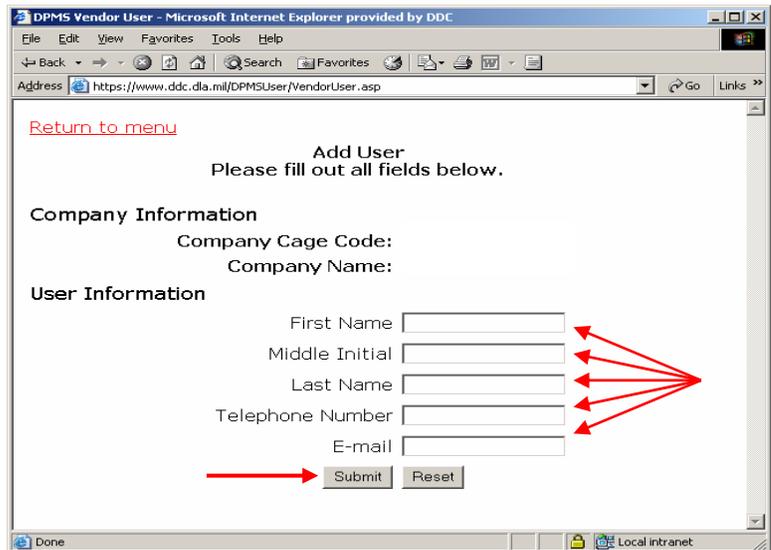
2.1 How to Add New Users

This screen will present the opportunity to enter your login (User ID) and Password. In this case, your password is the same as your User ID except that all alphabetic characters **MUST** be in UPPER CASE. Then select "Login".

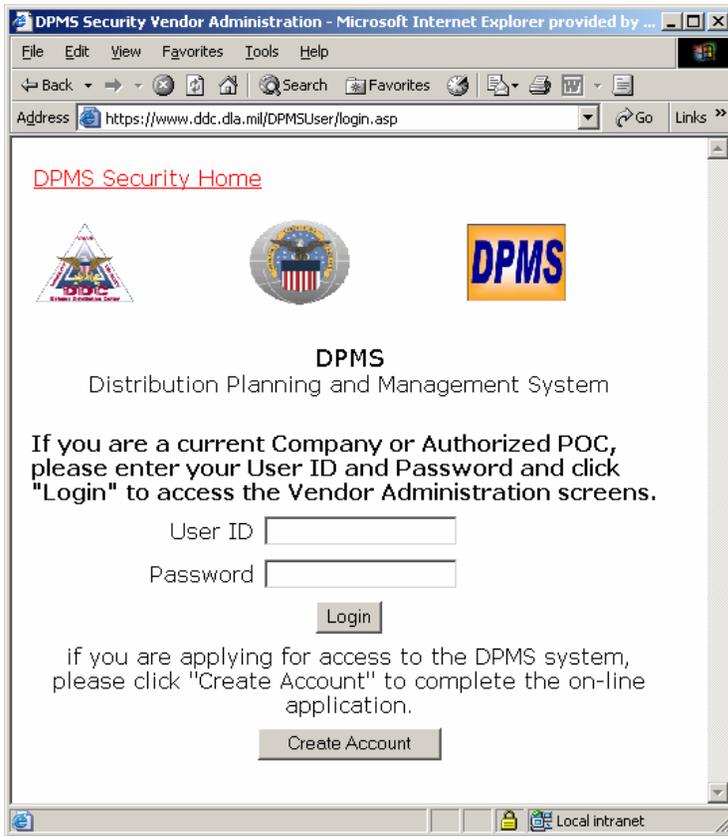
Upon your successful login, the next screen may present several options, depending on your level of access. Add User, Edit/Delete User, Reset User Password, and Log Out are available for all POCs. Company POCs will also have the ability to add/modify/delete Alternate Shipping Locations as indicated on the screen to the right. Select "Add Users".



Enter the required information. Remember to include the new user's e-mail address. The system will automatically create e-mails to the new user notifying them of their user ID and initial password. When you have completed the required entries, select "Submit".

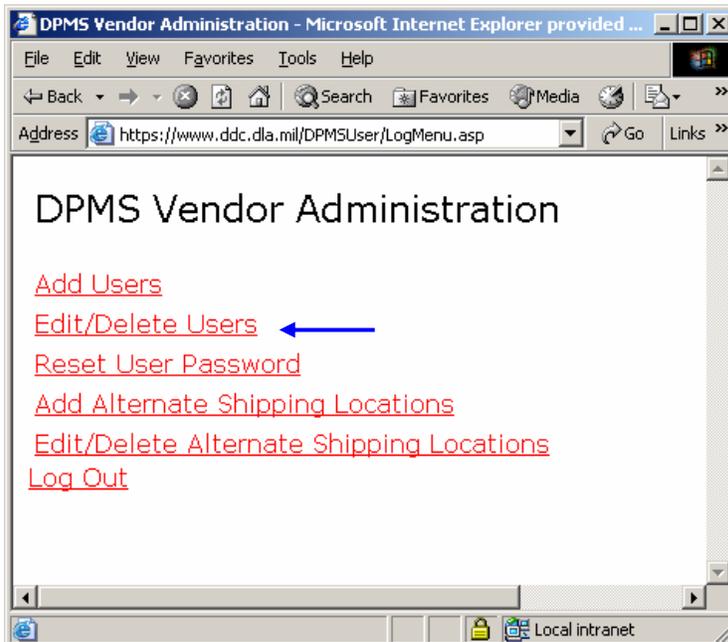


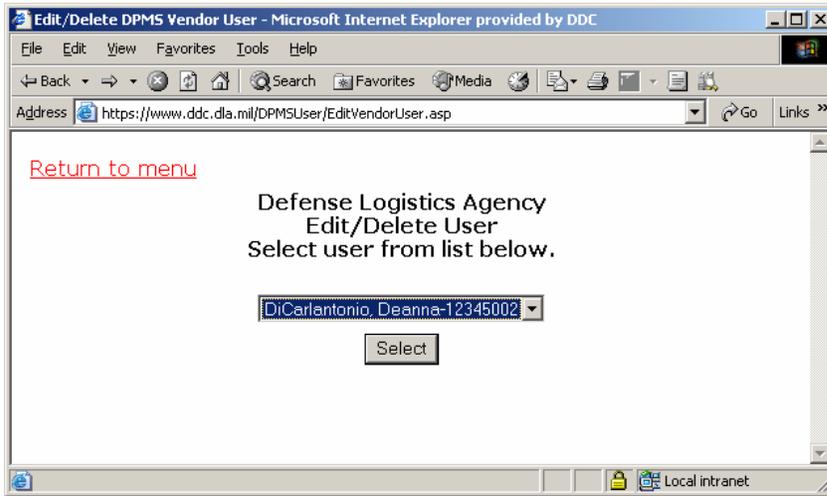
2.2 How to Edit User Profiles



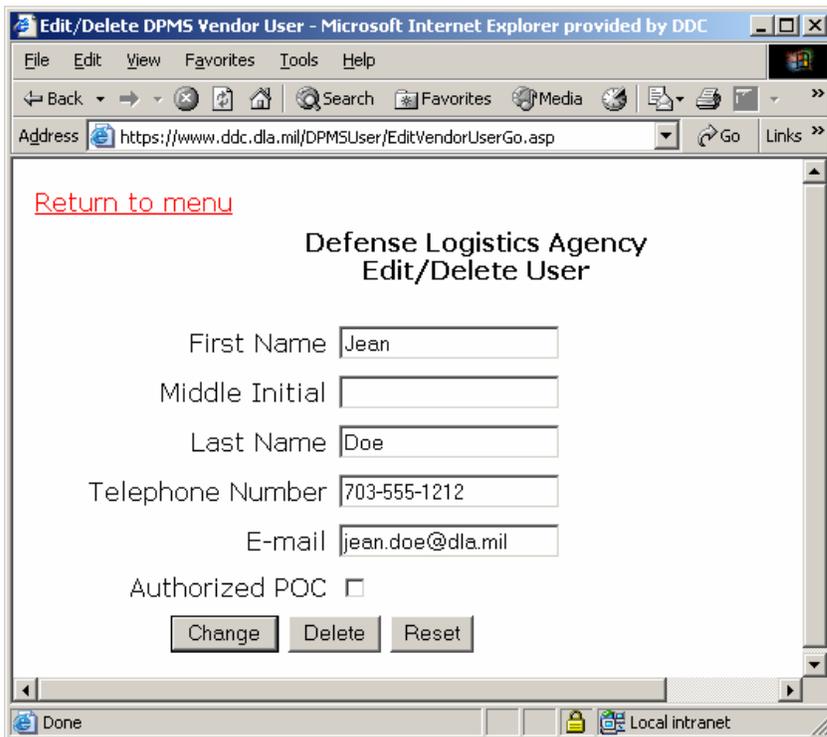
Repeat the login process as described in the previous section. When you have successfully logged in, you will be presented with the next screen.

This time, select **“Edit/Delete Users”**





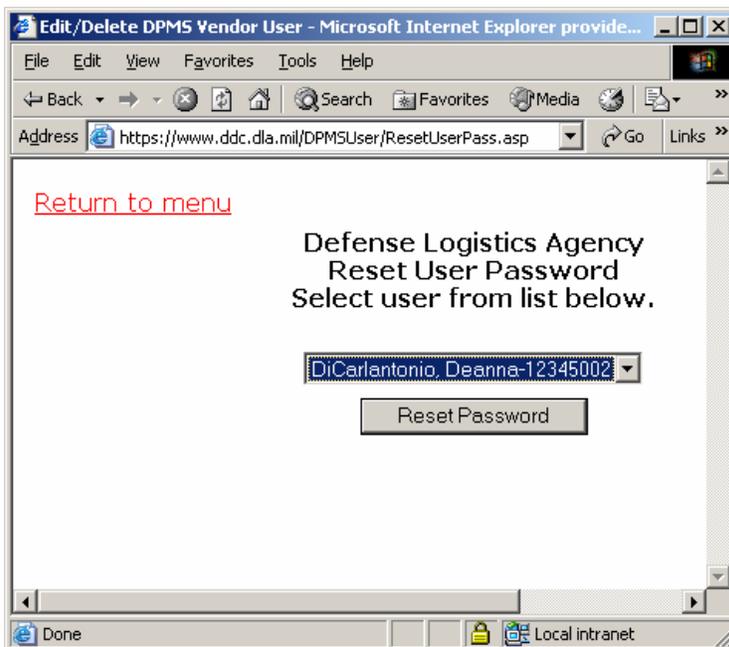
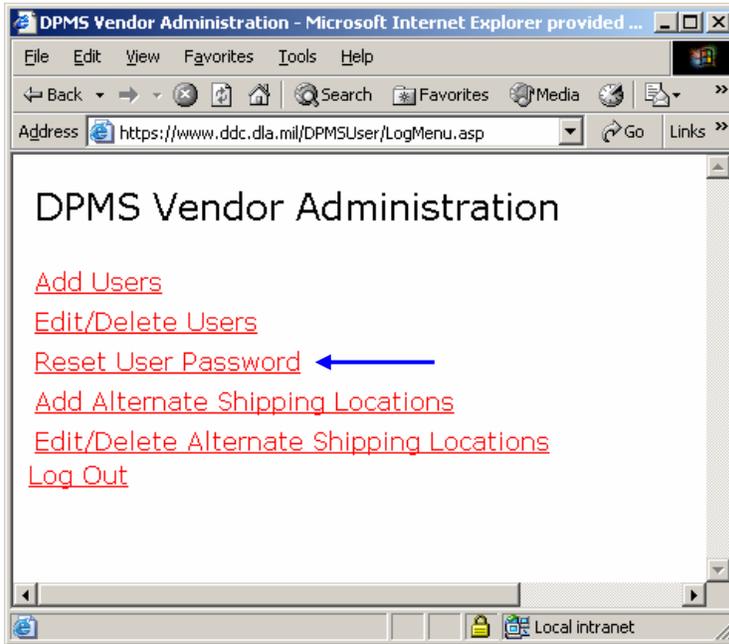
The next screen will indicate your company name and present a drop-down menu listing all the users for your company. Select the desired user and click the **Select** button.



Make the necessary changes to the User Profile and select the **Change** button. This will post the changes to the database. The **Delete** button will set the user to Inactive and prevent them from logging into the system. The **Reset** button will reset the User's Profile to previous settings.

2.3 How to Reset a User's Password

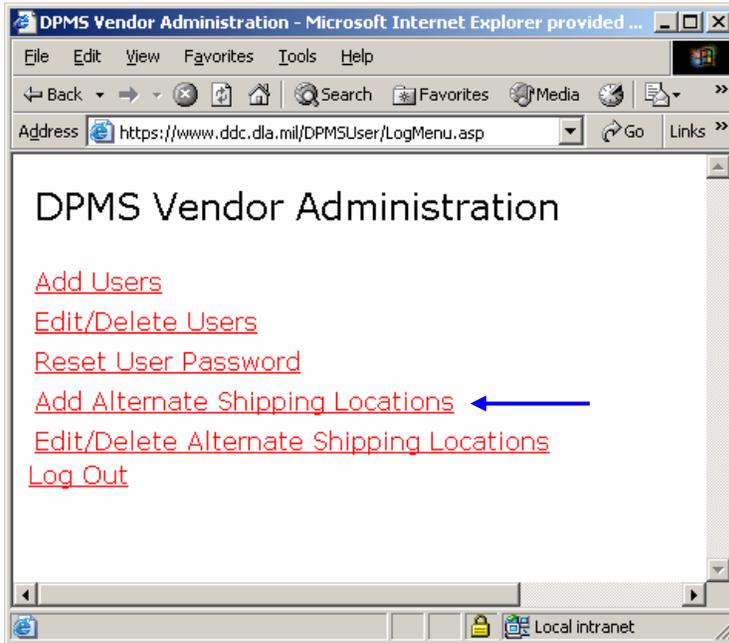
Log in to the Vendor Administration Website (<https://www.ddc.dla.mil/DPMSUser/login.asp>) as described in earlier sections. Select the **Reset User Password** option.



The system will provide a drop-down menu of all your company's users. Select the desired User and click the **Reset Password** button. The system will confirm that the password has been reset.

2.4 How to Add an Alternate Shipping Location

Log into the DPMS Vendor Administration website (<https://www.ddc.dla.mil/DPMSUser/login.asp>) as described in earlier sections. Select the **Add Alternate Shipping Location** option.



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

DPMS Vendor Alternate Shipping Locations - Microsoft Intern...

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <https://www.ddc.dla.mil/DPMSUser/AltShipLoc.asp> Go Links

Alternate Shipping Locations
Fields marked with an asterisk (*) are required.

Company Information

Company Cage Code: 12345

Company Name: Defense Logistics Agency

Alternate Shipping Location

Name of Packager or Shipper *

Street Address 1 *

Street Address 2

City *

State *

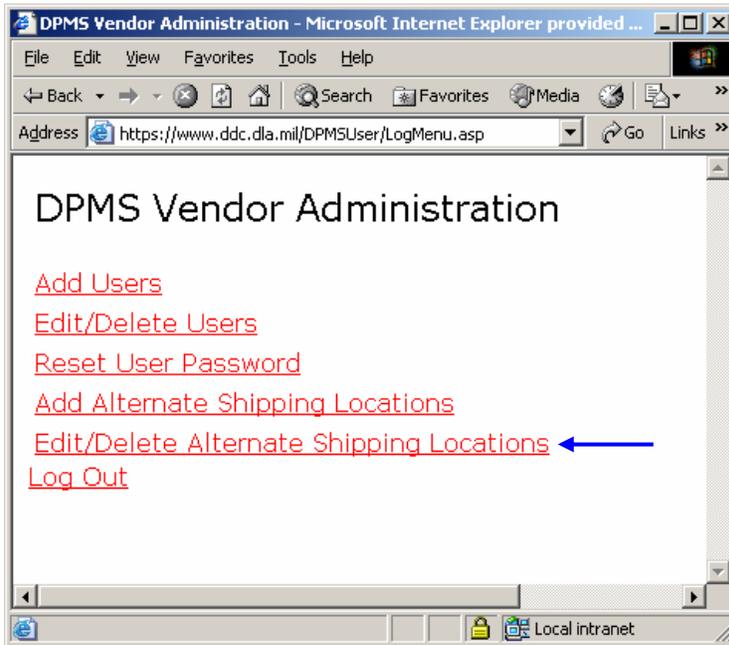
Zip Code *

Done Local intranet

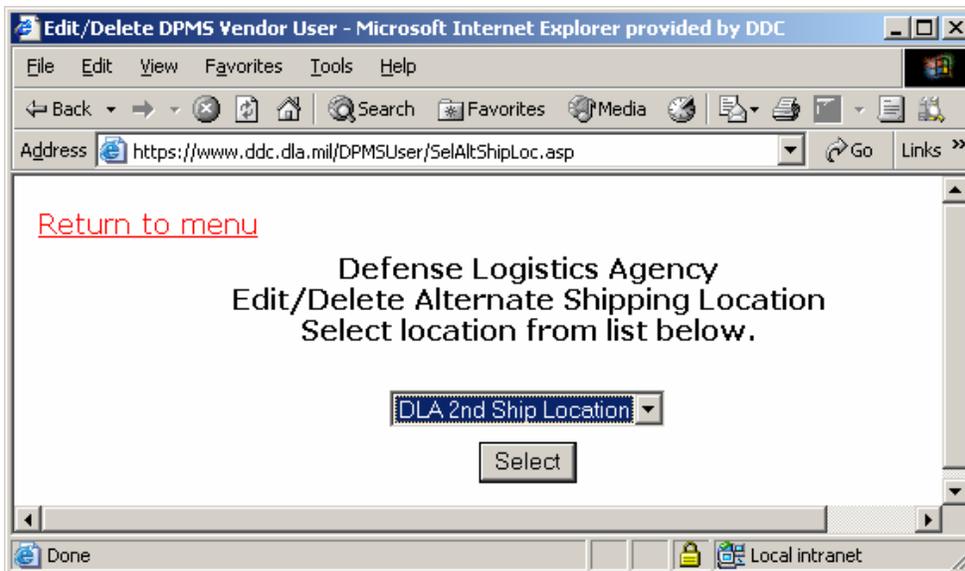
If your company uses a third party packager, enter their company name. If not, enter your company name. Then enter the rest of the required address information and click the **Submit** button.

2.5 How to Edit / Delete an Alternate Shipping Location

Log into the DPMS Vendor Administration website (<https://www.ddc.dla.mil/DPMSUser/login.asp>) as described in earlier sections. Select the **Edit/Delete Alternate Shipping Location** option.



Select the Alternate Shipping Location you wish to edit or delete from the drop down menu on the following screen.



Edit/Delete Alternate Shipping Locations - Microsoft I...

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://www.ddc.dla.mil/DPMSUser/EditAlt> Go Links

Alternate Shipping Locations
Fields marked with and asterisk (*) are required.

Company Information

Company Cage Code: 12345

Company Name: Defense Logistics Agency

Alternate Shipping Location

Name of Packager or Shipper: *

Street Address 1: *

Street Address 2:

City: *

State: *

Zip Code: *

Done Local intranet

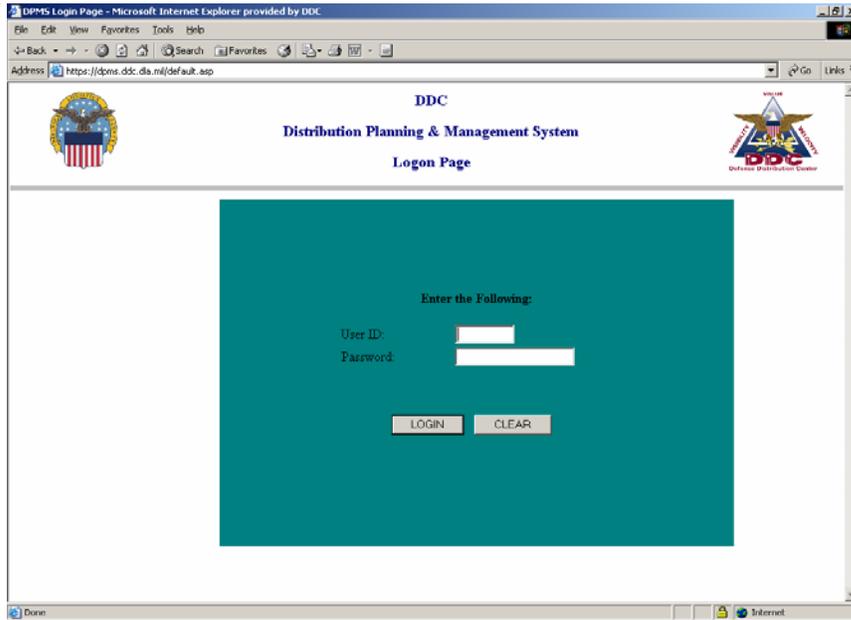
To edit an existing Alternate Shipping Location, make the necessary changes and select the **Change** button.

If you need to delete an Alternate shipping Location, select the **Delete** button.

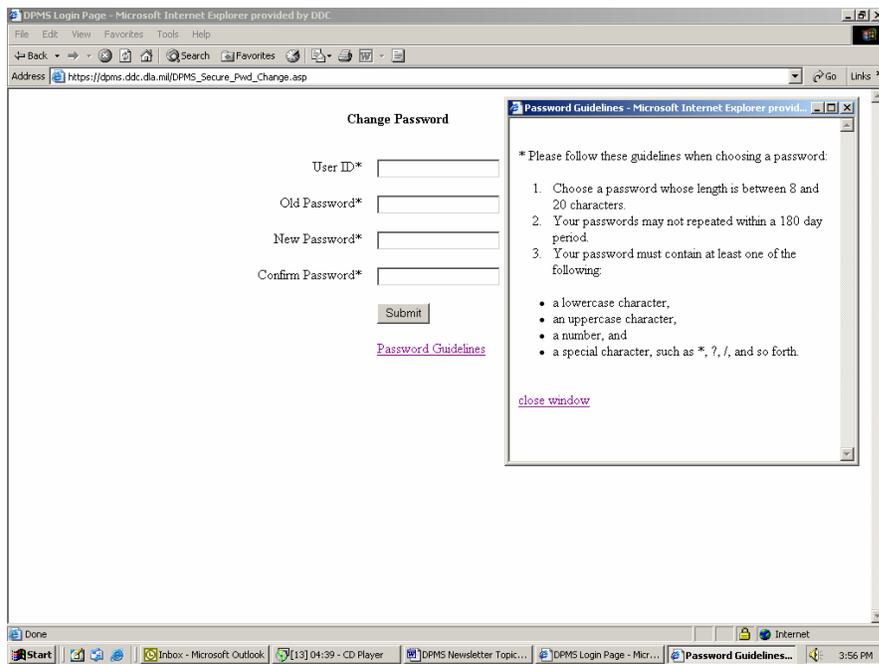
3.0 Navigating In DPMS

3.1 Login Procedures

The first time a User logs into the DPMS Production website, the system will force a password change. The system will also force a password change each time the User ID is locked and reset. The following instructions describe the process of changing the password from the initial or reset password.



The first time a new user logs on to the DPMS Production Web Site (<https://dpms.ddc.dla.mil/>), they will be forced to change their password.

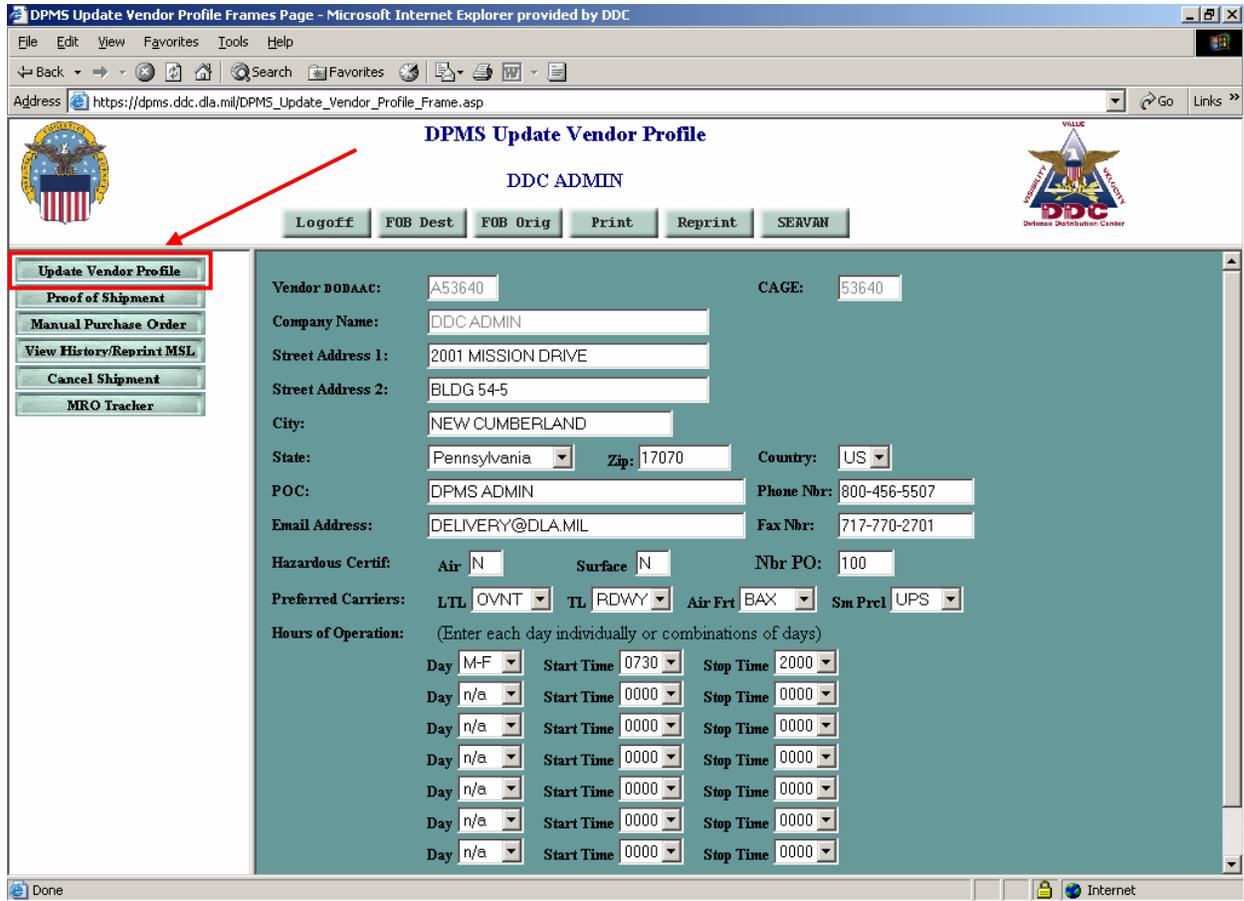


Passwords should be at least 8 characters long, include at least one **UPPER CASE** alphabetic character, one lower case alphabetic character, one numeric character and one special character (@, #, \$, % etc). There is a link on the Password Change screen that describes the password constraints.

If you wish to change or re-assign Vendor POCs, please contact our Help Desk at 1-800-456-5507.

3.2 Update Vendor Profile

The first time you enter the DPMS Web application, you should navigate to **Update Vendor Profile**. This screen allows you to update contact and operational information such as preferred carriers, shipping location addresses, hours of operation etc. This information should also be updated as changes occur. **NOTE:** The Hours of Operation must be recorded in military time. For example, 8:00 AM is 0800, and 5:00 PM is 1700 and so forth.



When you have entered the necessary updates, scroll to the bottom of the page and select the **Submit** button.

NOTE: If you are set up to process FOB Origin shipments, maintaining this information is vital. The address information and hours of operation are used to dispatch carriers to pick up your cargo. They need to be dispatched to the correct location during your business hours to avoid scheduling confusion and extra charges.

3.3 System Navigation

3.3.1 Top Navigation Bar

When the user logs into the DPMS Production Web Site, the first screen displayed is the FOB Destination screen. This screen is divided into 3 different sections. The top portion of the screen contains the DLA and DDC logo with the Company Name. This section also contains a number of navigation buttons. They are from left to right **Logoff, FOB Dest, FOB Origin, Print, Reprint, and Seavan.**

The **Logoff** button signs you off the system.

The **FOB Dest** button brings you back to the FOB Destination screen from any other location in the system.

The FOB Origin button is only active for companies that have been set up to process FOB Origin shipments. If you have not been specifically set up for this function, this button may terminate your session.

The **PRINT** button will present a list of *FOB Origin* shipments queued to be printed. If you are not specifically set up as a *FOB Origin* vendor, this button should not be used.

The **REPRINT** button will present a list of previously processed shipments to allow reprinting of the MSL. Eventually this will replace the **View History / Reprint MSL** button on the side navigation bar.

The **SEAVAN** button is used to process seavan shipments if you source pack seavans.

DPMS FOB Destination
DDC ENTERPRISE TRANSPORTATION

Logoff FOB Dest FOB Orig Print Reprint SERVM

Sel	Rlse	CLIN	Purchase Order	Requisition	Award Date	Final Dest	CDD	IPD	Ship To	Ship Nbr
<input type="checkbox"/>	0001	0001	SP045001D4025	W807M832800009	10/16/03	W807M8		12	000301	PRT MSL
<input type="checkbox"/>	1215	0001	SP045000D4038	FB206733529422	12/19/03	FB2067		02	FB2067	PRT MSL
<input type="checkbox"/>		0001	SPM40504P0458	R0913640067R05	2/17/04	R09136		02	000SUU	00147767
<input type="checkbox"/>		0001	SP041104MEL28	FB466132870034	2/18/04	FB4661		02	FB4661	
<input type="checkbox"/>		0001	SP050004TCX78	DKSH5V40431219	2/25/04	DKSH00		06	DKS007	
<input type="checkbox"/>		0001	SPE40604P0162	FB483533250150	12/16/03	FB4835		05	0001MJ	00117663
<input type="checkbox"/>		0001	SP044004Q4651	DKSS5V40471249	2/25/04	DKSS00		06	DKS007	00154679
<input type="checkbox"/>	0001	0001	SP044004MK521	DJ0B5Z31270672	1/12/04	DJ0B00		01	DJ0002	
<input type="checkbox"/>	0001	0001	SPM40704P0907	DTW55V33574927	2/6/04	DTW500		06	DTW004	00153788
<input type="checkbox"/>	0001	0001	SP040002D9406	V2187932960405	10/27/03	V21879		12	000189	PARTIAL
<input type="checkbox"/>	0001	0001	SP041104ME439	W91PTZ32680311	10/22/03	W91PTZ		02	000101	00148070
<input type="checkbox"/>	0001	0001	SP041104ME442	W91PTZ32680312	10/22/03	W91PTZ		02	000101	00093559
<input type="checkbox"/>	0001	0001	SPE40704P0160	M2902432817024	10/29/03	M29024		05	000SUU	00096541
<input type="checkbox"/>	0001	0001	SP040099DS006	W81R9H33200024	11/19/03	W81R9H		02	000101	00106275
<input type="checkbox"/>	0001	0001	SP040099DS006	W81R9H33200023	11/19/03	W81R9H		02	000101	00106277
<input type="checkbox"/>	0001	0001	SP040099DS006	W81R9H33200022	11/19/03	W81R9H		02	000101	00106270
<input type="checkbox"/>	0001	0001	SP041103WEL99	W91XDJ32290089A	11/14/03	W91XDJ		02	000101	00104537

Please select records to be processed

On this example, the light gray lines are open Purchase Orders that have not been processed for shipment. The darker gray lines indicate either shipments have been completed within the past 24 hours or have been partially shipped. If the previous shipment was a partial, use the pull-down menu to display the shipment numbers of the previous partial shipments.

On the next processing day, the completed shipments that were indicated by dark gray will be removed from the screen. They are, however, able to be reviewed in History. This option will be explained in detail in Chapter 5.

NOTE: Another color code signal used in DPMS is a line marked in **YELLOW**. This indicates a shipment was processed which requires Air Challenge or surface booking. In this case, the **Ship Nbr** column will indicate **PENDING** and the system will prevent the user from printing a MSL. When the Air Challenge process has been completed, the line will still be yellow, but will the **Ship Nbr** column will indicate **PRT MSL** as indicated on the above example. This indicates the clearance process has been completed and the MSL can be printed and shipped.

As an added convenience, the columns may be resorted by clicking on the column header (BLUE letters) on the Purchase Order table.

3.3.2 Side Navigation Bar

The side navigation bar contains the following navigation buttons: **UPDATE VENDOR PROFILE, CHANGE PASSWORD, MANUAL PURCHASE ORDER, VIEW HISTORY/REPRINT MSL, CANCEL SHIPMENT,** and **MRO TRACKER.**

The **UPDATE VENDOR PROFILE** button is used to update your company profile and was discussed earlier in this chapter.

The **CHANGE PASSWORD** button is used to change your password that you logged onto the system with.

The **MANUAL PURCHASE ORDER** button is used to manually load a purchase order in the system. This option will be discussed in detail in Chapter 4.

The **VIEW HISTORY/REPRINT MSL** button is used to research past shipments and reprint MSLs if required. This function may be replaced in the future by the **Reprint** button on the top navigation bar.

The **CANCEL SHIPMENT** button is used to cancel a shipment if it was processed incorrectly. A shipment can only be cancelled if it has been closed out by printing the MSL. Normally, you should not cancel a shipment that was processed longer than 1 day ago unless it has not actually shipped yet and needs to be re-processed.

The **MRO TRACKER** button is a hot link to the DSS MRO Tracker website. This tool is used to track shipments by requisition number. It also links directly to the carrier website to provide detailed shipment information.

DPMS FOB Destination Frames Page - Microsoft Internet Explorer provided by DDC

Address: https://dpms.ddc.dla.mil/DPMS_FOB_DEST_FRAME.ASP

DPMS FOB Destination

DDC ADMIN



Search Criteria:

Rlse #:

Req #:

P.O. #:

Ship To:

Final Dest:

Award Dt Range: (mm/dd/yy)
Fr: To:

Sel	Rlse	CLIN	Purchase Order	Requisition	Award Date	Final Dest	CDD	IPD	Ship To	Ship Nbr
<input type="checkbox"/>	000002	000001	SP33333333333	W36N0U3212ARG1	11/7/03	W36N0U		10	W36N0U	
<input checked="" type="checkbox"/>	0001	0001	SP04009D8006J	DGRQ5V40430071	2/18/04	DGRQ00		03	DGR005	00148117
<input type="checkbox"/>	0001	0001	SP045199D4053	W91USP40400485	2/12/04	W91USP		12	000101	PARTIAL
<input checked="" type="checkbox"/>	1111	0001	SP040000D7445	W36N0V4070SH04	2/29/04	W36N0V	3/10/04	01	W36N0V	00153686
<input type="checkbox"/>	1111	0001	SP040000D7445	W36N0V4069ER03	2/29/04	W36N0V	3/8/04	01	W36N0V	PARTIAL
<input type="checkbox"/>	1111	0001	SP040011111111	W36N0V4040SH80	2/10/04	W36N0V		01	W36N0V	PARTIAL
<input type="checkbox"/>	1111	0001	SP040011111111	W36N0V4040SH79	2/10/04	W36N0V		01	W36N0V	
<input type="checkbox"/>	1111	0001	SP040000D7445	W36N0V4070SH01	2/29/04	W36N0V	3/10/04	01	W36N0V	
<input checked="" type="checkbox"/>	1111	0001	SP040011111111	W36N0V4040SH81	2/10/04	W36N0V		01	W36N0V	00148180
<input type="checkbox"/>	1212	0001	SP04300000000	SW040040640506	3/4/04	SW0400		12	SW0400	
<input type="checkbox"/>	2222	0001	SP040000D7445	W36N0V4041SH01	2/5/04	W36N0V		01	W36N0V	
<input type="checkbox"/>	6666	0001	SP040000D7445	W36N0V4037SH05	2/5/04	W36N0V		01	W36N0V	
<input type="checkbox"/>	6666	0001	SP040000D7445	W36N0V4037SH04	2/5/04	W36N0V		01	W36N0V	
<input checked="" type="checkbox"/>	9003	0001	SP040000D9405	DKSH5V40410890	2/13/04	DKSH00		06	DKS007	00146155
<input type="checkbox"/>	9004	0001	SP040000D9405	DKSS5V40411210	2/13/04	DKSS00		06	DKS007	
<input checked="" type="checkbox"/>	AA01	0001.AA	SP076000D7446	W91Y5S32541130S	10/22/03	W91Y5S	10/30/03	01	000101	00093919
<input type="checkbox"/>	AA01	0001.AA	SP076000D7446	W91Y5S32541130R	10/22/03	W91Y5S	10/30/03	01	000101	

Please select records to be processed

3.3.3 Search Options

Generally, the same or similar search options are available on all screens in the system. The same principles can be applied to searches throughout DPMS. Searches can be accomplished using complete entries such as the complete requisition number or portions of the number such as the first 6 characters. Using the search option may be a more effective way of selecting purchase orders for shipment. As an example, if you are shipping an order for W36N0U, use the search to find other open orders for this customer and consolidate the shipments. In this example, I searched for the **Final Dst** (final destination) of W36N0U. I could have also searched for Requisition Numbers beginning with W36N0U.

Another example is to search for individual Release Numbers versus scanning through long lists of open Purchase Orders. If you are specifically looking for Release BJA32, simply search for it using the **Rlse #** search.

Compound searches (searching on 2 different fields simultaneously) may also be accomplished.

Similar capabilities exist for all other search fields.

The screenshot shows the DPMS FOB Destination Frames Page. The search criteria form on the left includes fields for Rlse #, Req #, P.O. #, Ship To, Final Dst (set to W36N0U), and Award Dt Range. The table on the right displays the following data:

Sel	Rlse	CLIN	Purchase Order	Requisition	Award Date	Final Dst	CDD	IPD	Ship To	Ship Nbr
<input type="checkbox"/>	000002	000001	SP333333333333	W36N0U3212ARG1	11/7/03	W36N0U		10	W36N0U	
<input type="checkbox"/>	BJ1210	0001	SP222222222222	W36N0U2323A001	12/10/03	W36N0U		01	W36N0U	
<input type="checkbox"/>	BJA32	0001	SP999999999999	W36N0U3290RJP8	11/20/03	W36N0U		10	W36N0U	
<input type="checkbox"/>	H000	H000	SP00103020304	W36N0U4049PH04	2/18/04	W36N0U	5/3/04	10	W36N0U	00148309
<input type="checkbox"/>	H000	H000	SP00103020304	W36N0U4049PH07	2/20/04	W36N0U	4/5/04	10	W36N0U	PARTIAL
<input type="checkbox"/>	H000	H000	SP00103020304	W36N0U4057PH00	2/26/04	W36N0U	4/28/04	10	W36N0U	
<input type="checkbox"/>	H00009	H00009	SC0700PLH1822	W36N0U3309PH08	11/5/03	W36N0U		10	W36N0U	
<input type="checkbox"/>	PH00	PH00	SP0700PLH1123	W36N0U04037PH00	2/6/04	W36N0U		10	W36N0U	
<input type="checkbox"/>	RJ0001	0001	SP333333333333	W36N0U3212AFR1	1/8/04	W36N0U		10	W36N0U	

Total number of records: 9

All Packed into 1

Submit Reset

Please select records to be processed

4.0 FOB Destination Processing

4.1 Select a Shipment to Process

Either select a shipment to process from the list presented on the FOB Destination screen or search for a specific order or series of orders using the search process described earlier. Some vendors search using the release number to select the specific shipment they intend to process.

DPMS FOB Destination Frames Page - Microsoft Internet Explorer provided by DDC

Address: https://dpms.ddc.dla.mil/DPMS_FOB_Dest_Frame.asp

DPMS FOB Destination

DDC ADMIN

Logoff FOB Dest FOB Orig Print Reprint SERVAN

Update Vendor Profile
Change Password
Manual Purchase Order
View History/Reprint MSL
Cancel Shipment
MRO Tracker

Search Criteria:
Rlse #:
Req #:
P.O. #:
Ship To:
Final Dst:
Award Dt Range: (mm/dd/yy)
Fr: To:
Search Reset

Sel	Rlse	CLIN	Purchase Order	Requisition	Award Date	Final Dest	CDD	IPD	Ship To	Ship Nbr
<input checked="" type="checkbox"/>	BJ1210	0001	SP222222222222	W36NOU2323A001	12/10/03	W36NOU		01	W36NOU	

Total number of records: 1

All Packed into 1

Submit Reset

Please select records to be processed

Click in the checkbox of the desired order, and click **SUBMIT**.

The next screen displayed will be the shipping screen.

The left border of this screen displays the contract information and cannot be altered. The right portion of the screen provides the shipping entries. Mandatory entries include weight, and cube (feet) or dimensions in INCHES.

NOTE: The system defaults to the total quantity of items in the contract. This amount can be changed if you intend to partial the shipment. See the section entitled Partial Shipments for further instructions.

If the shipping method is SMALL PARCEL, DO NOT change the number of pieces. This will create errors related to freight shipments. When the entries are completed, click **Submit** and the following screen will be displayed.

Optional Fields include **Vendor Ref Nbr** and **Tracking Nbr**. The vendor reference number may be used to enter an order number from the vendor's warehousing system or some other vendor unique reference number. The tracking number from the carrier may be entered after the shipment is processed through the carrier system. This entry may assist the vendor in later shipment tracking research.

DPMS FOB Destination Detail Frames Page - Microsoft Internet Explorer provided by DDC

File Edit View Favorites Tools Help

Address: https://dpms.ddc.dla.mil/DPMS_FOB_Dest_Detail_Frame.asp?msg=1&AllPackInOne=N&TotRecsSelected=1&CurrRecNbr=1&FullStringData=1req=W36NOU2323A001%20&M...

DPMS FOB Destination

DDC ADMIN

Logoff FOB Dest FOB Orig Print Reprint SERVAN

Release: BJ1210 CLIN: 0001

PO: SP222222222222

Req: W36NOU2323A001

IPD: 01

Ship To: W36NOU Final: W36NOU

NSN: 001250688

Qty Ordered: 33

Qty Shipped: 0

Qty Remaining: 33

Quantity: 00033 Weight: 0000010.00

Cube (ft): 0002.000 OR Length (in): 0000 Width (in): 0000 Height (in): 0000

Pieces: 00001 Pickup Date / Time: 3/2/04 / 4:08:52 PM

Carrier: UPS Vendor Ref Nbr:

Ship Type: Small Parcel Tracking Nbr: Haz Ind: NO

Routing: Ship To: (W36NOU) Final Destination: (W36NOU)

SR 0159 AV CO AUTH STK LIST
ED P3042 PARHAM BLVD AWCFSF
SIMMONS ARMY AIRFIELD
FT BRAGG NC 28310-5000

SR 0159 AV CO AUTH STK LIST
ED P3042 PARHAM BLVD AWCFSF
SIMMONS ARMY AIRFIELD
FT BRAGG NC 28310-5000

* Suggested Air Routing

Shipment Control Number: 00155041

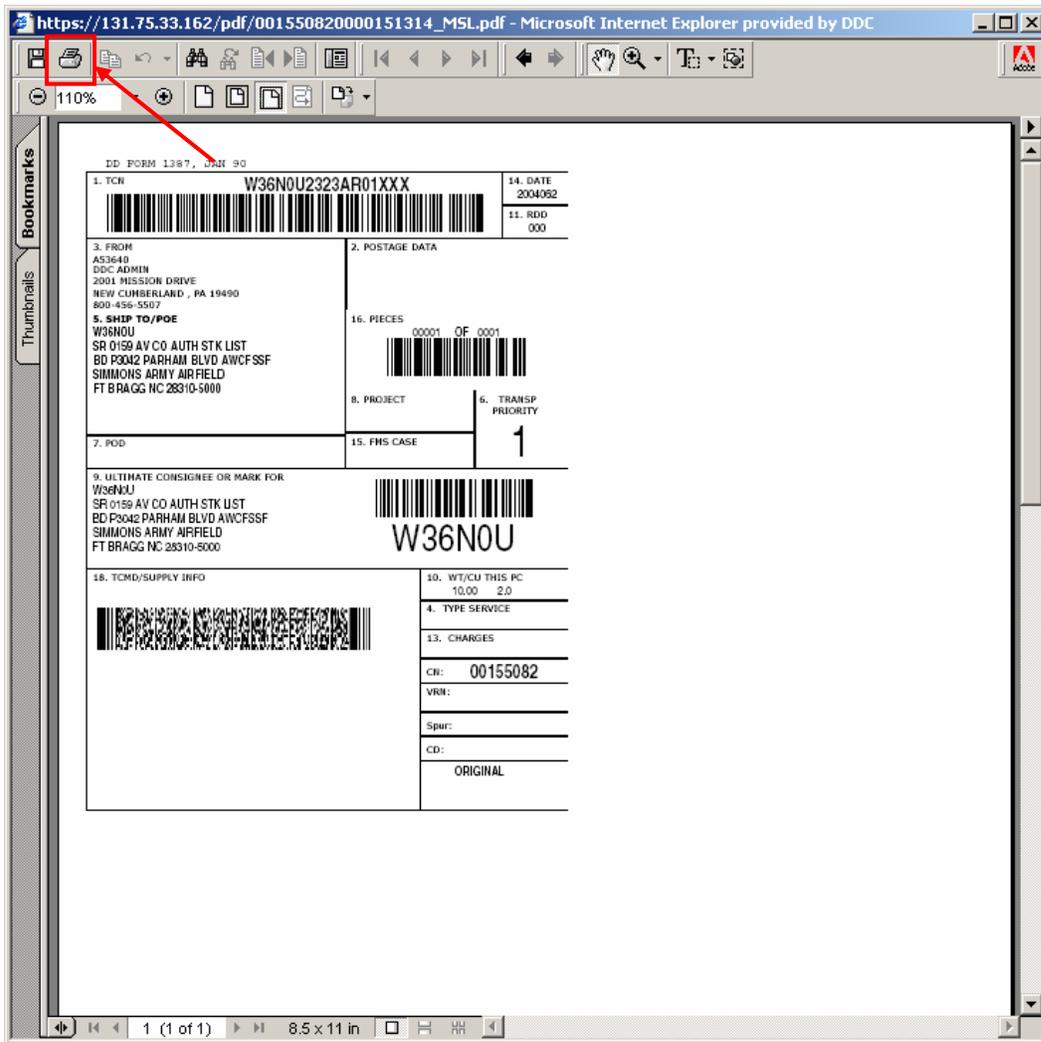
Update / Print MSL

When the Address screen appears, review the information for accuracy and select **Update/Print MSL**.

The PRINT step is a critical step in the process to complete. When a label is actually printed, many behind-the-scenes processes are triggered which update other DLA systems. At this point, transactions are sent to ports and trans-shipment points providing advance notice of your shipment. This advance notice alerts the receiver that your shipment is in-bound and should prevent the shipment from being frustrated at intermediate and final destinations.



While the system is processing you will see an icon of a hammer. This indicates the MSL is under construction. When the process is completed, the MSL will be presented in a separate Adobe Acrobat window.



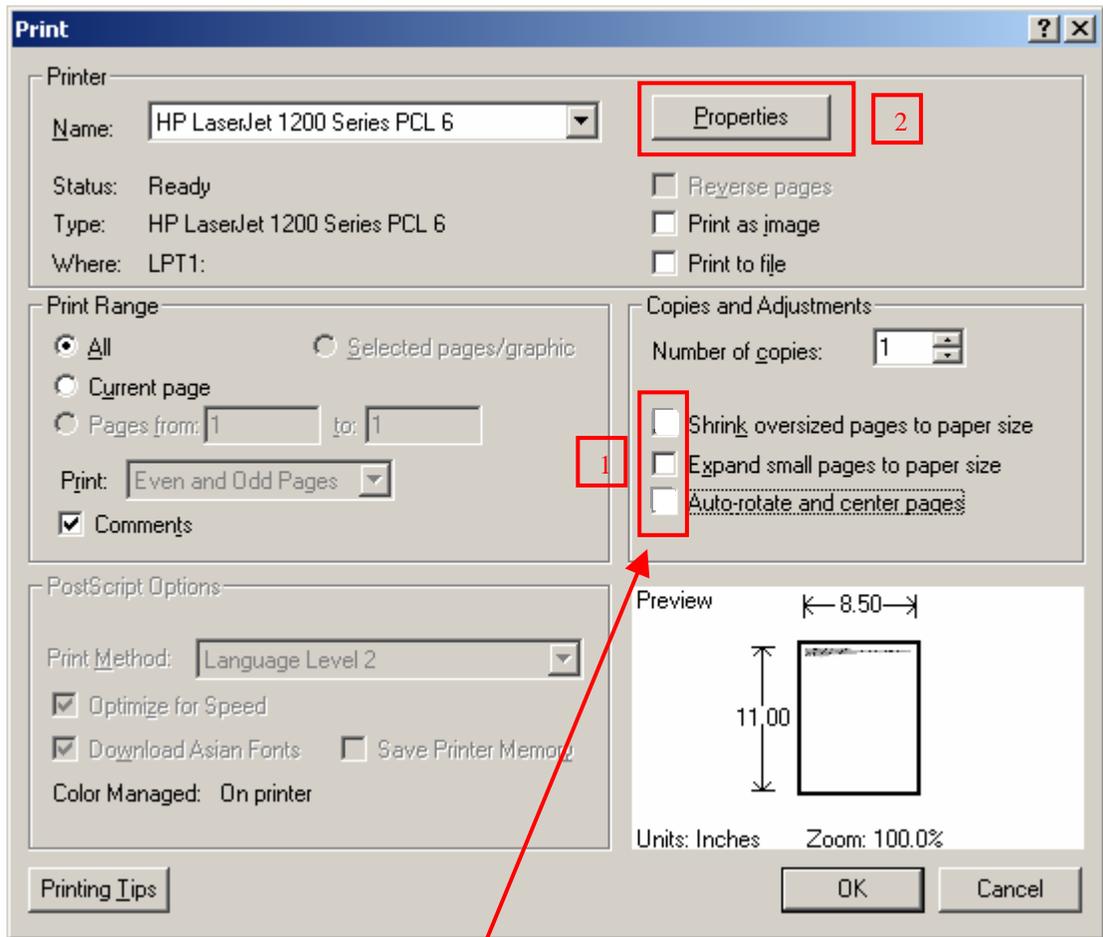
Select the Print icon on the top tool bar and follow the instruction in the next section to configure your printer to print the MSL. The printer setup should only need to be configured once and anytime the configuration is reset thereafter.

Once the MSL is attached to the parcel, process the shipment into the carrier's system. Pay particular attention to updating the addresses in the carrier's shipping system. The address provided by DPMS is the most current address for the customer. If the carrier is UPS or FedEx Express, scan or enter the TCN into their system in the Shipper Reference field. This will allow the shipment to be tracked by TCN.

4.2 Adobe Acrobat Printer Setup

The procedure for setting up the printer to print the Military Shipping Labels (MSL) is dependent on the version of Adobe Acrobat being used. We will address printer setup using version 5.0 and 6.0. Version 5.0 or greater must be used for DPMS. If you do not have Acrobat or are using an earlier version, free downloads are available from <http://www.adobe.com/products/acrobat/readstep2.html>.

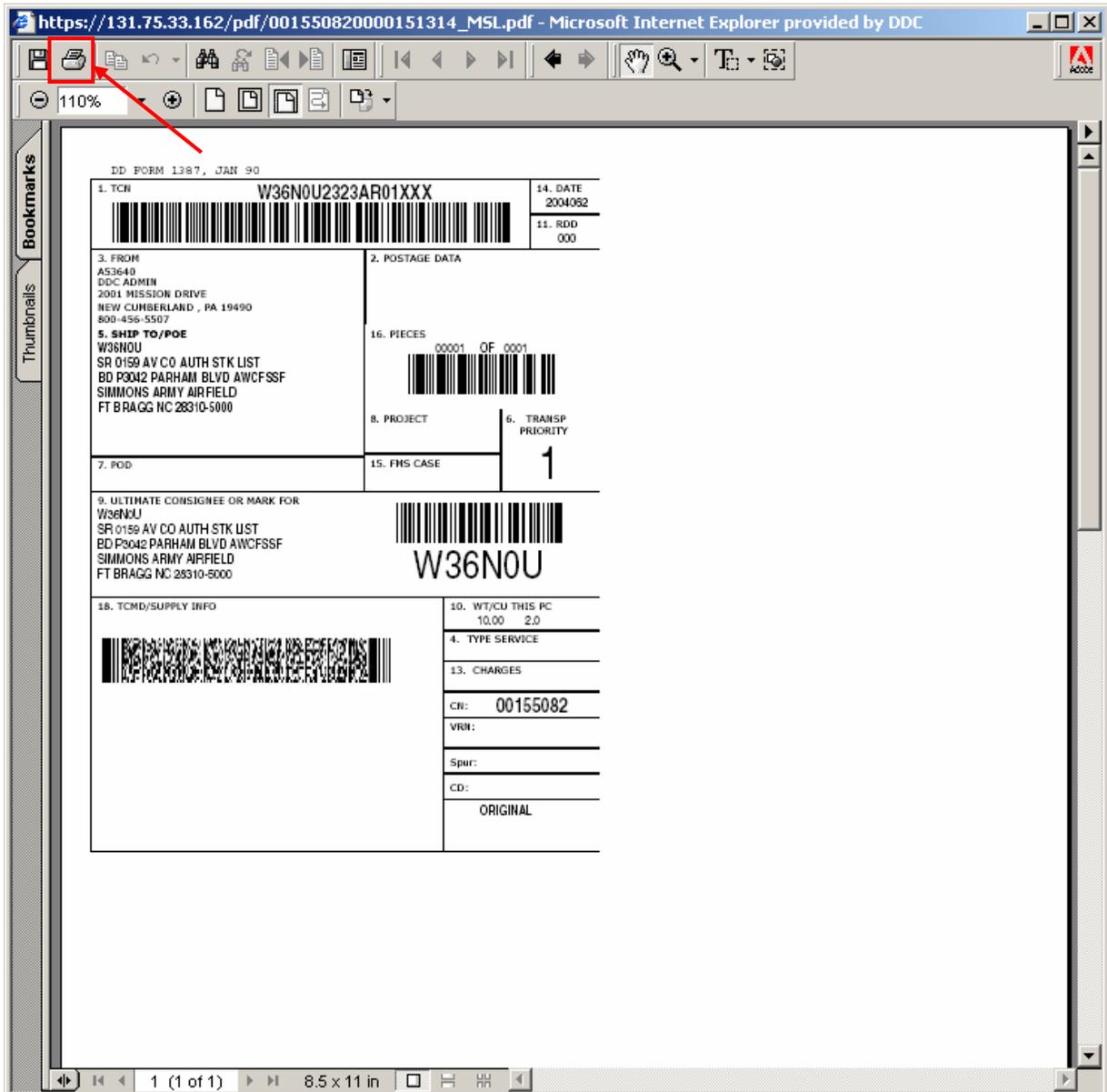
4.2.1 Setup for Acrobat 5.0

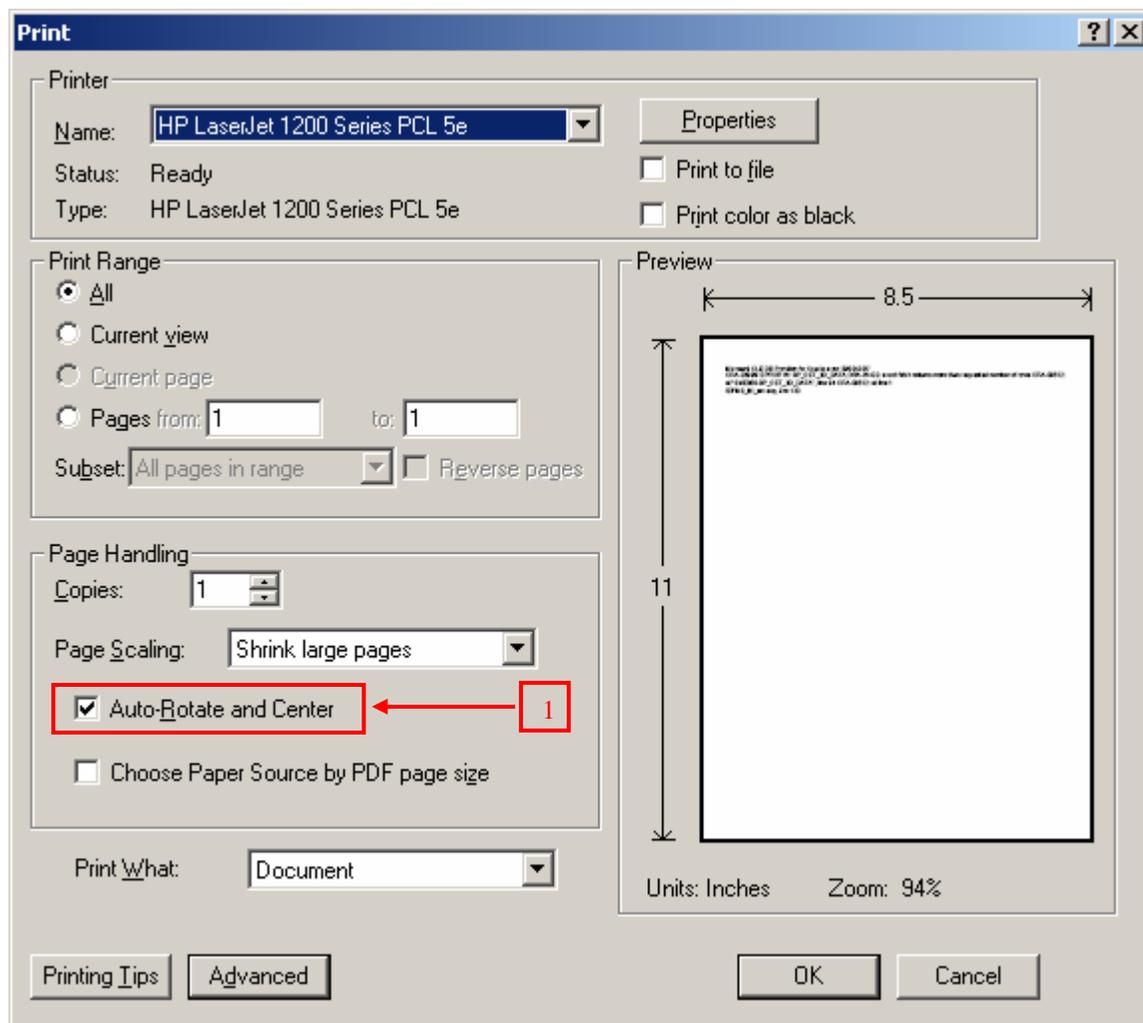


- Launch Acrobat Reader 5.0. On the print property screen,
1. Make sure the Auto-rotate and center, Shrink, and Expand options are NOT checked.
 2. Then select the **PROPERTIES** button and select the **LANDSCAPE** print orientation.

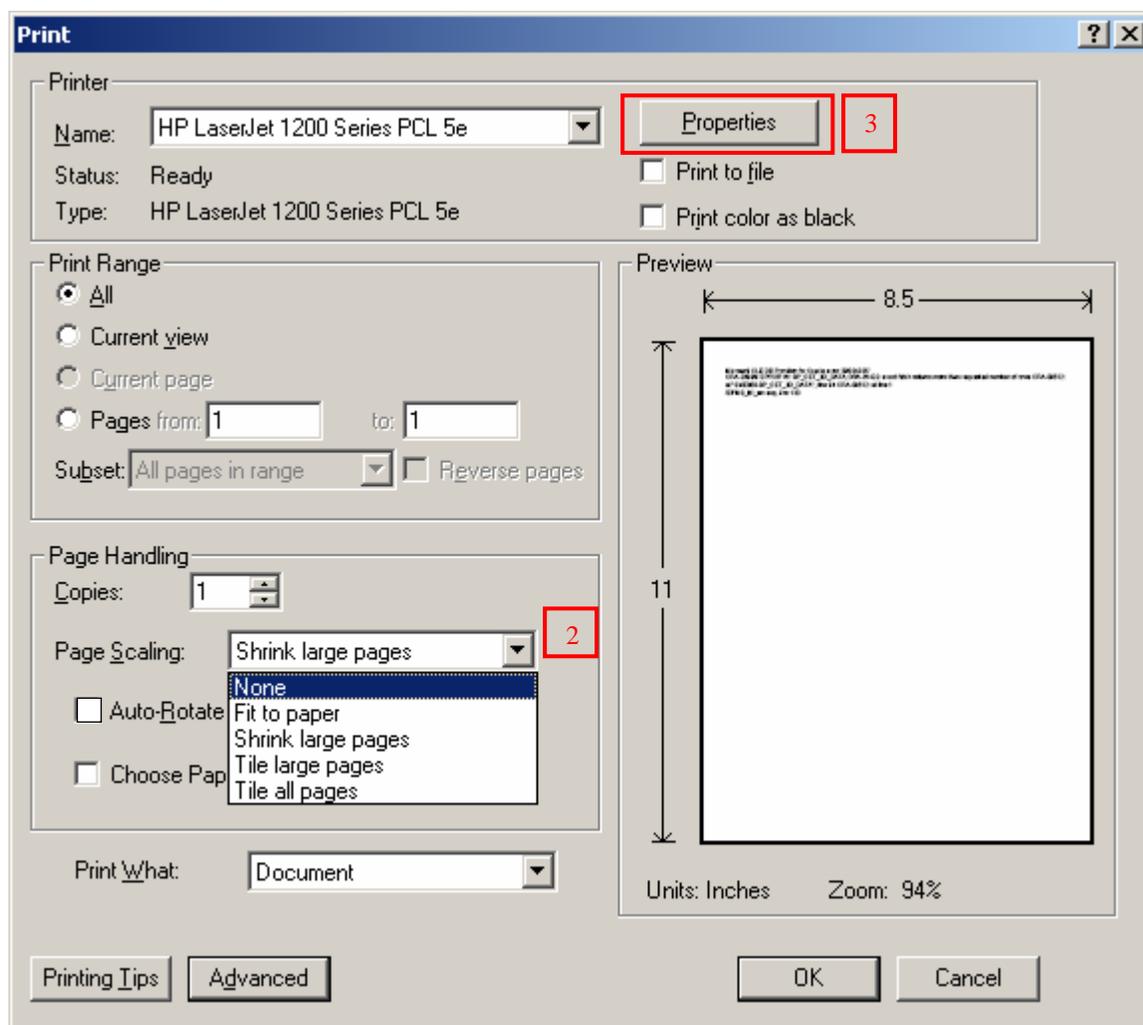
4.2.2 Setup for Acrobat 6.0

When the MSL has been produced, click on the print icon at the top of the screen. The print icon will launch a print dialogue box.

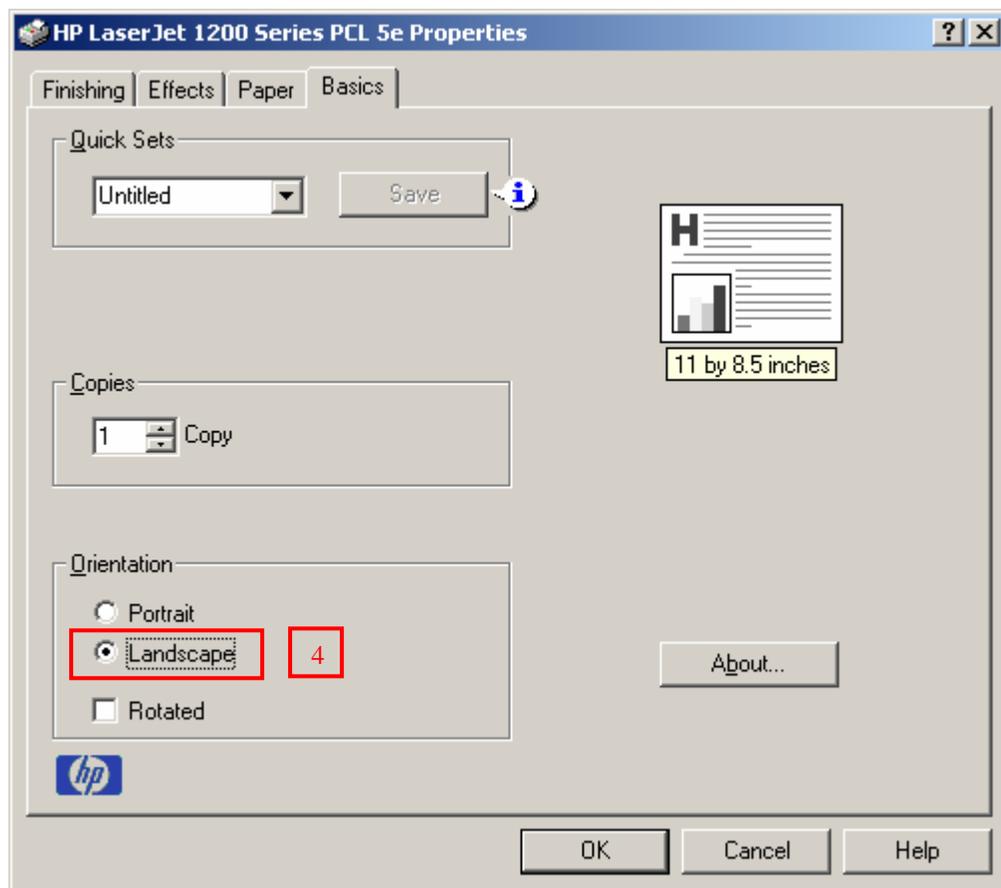




1. Remove the check mark on **Auto-Rotate and Center** if it is already checked.



2. Use the pull-down menu on **Page Scaling** and select **None**.
3. Select the **Properties** box next to the Printer name.



4. On this screen, set the **Orientation** to **Landscape**.

4.3 All Packed Into One

In this example, I have searched for requisition numbers beginning with W36N0U. The system returned 9 records, some of which had been partially shipped previously (indicated by the word **PARTIAL** under the **Ship Nbr** column) and another that has been closed completely. I have checked the first three orders and checked the All Packed Into One option.

The screenshot shows the DPMS FOB Destination Frames Page. The browser title is "DPMS FOB Destination Frames Page - Microsoft Internet Explorer provided by DDC". The address bar shows "https://dpms.ddc.dla.mil/DPMS_FOB_DEST_FRAME.ASP". The page header includes "DPMS FOB Destination" and "DDC ADMIN". There are navigation buttons for "Logoff", "FOB Dest", "FOB Orig", "Print", "Reprint", and "SERVIN". A "NOTE" box points to the "Final Dest" and "Ship To" columns of the table. The table has 10 columns: Sel, Rlse, CLIN, Purchase Order, Requisition, Award Date, Final Dest, CDD, IPD, Ship To, and Ship Nbr. The first three rows are selected with checkboxes. The "Ship To" and "Final Dest" columns for the first three rows are highlighted in yellow. A "Submit" button is highlighted with a red box. A message at the bottom says "Please select records to be processed".

Sel	Rlse	CLIN	Purchase Order	Requisition	Award Date	Final Dest	CDD	IPD	Ship To	Ship Nbr
<input checked="" type="checkbox"/>	000002	000001	SP3333333333	W36N0U3212ARG1	11/7/03	W36N0U		10	W36N0U	
<input checked="" type="checkbox"/>	BJ1210	0001	SP2222222222	W36N0U2323A001	12/10/03	W36N0U		01	W36N0U	
<input checked="" type="checkbox"/>	BJA32	0001	SP9999999999	W36N0U3290RJP8	11/20/03	W36N0U		10	W36N0U	
<input type="checkbox"/>	H000	H000	SP00103020304	W36N0U4049PH04	2/18/04	W36N0U	5/3/04	10	W36N0U	00148309
<input type="checkbox"/>	H000	H000	SP00103020304	W36N0U4049PH07	2/20/04	W36N0U	4/5/04	10	W36N0U	PARTIAL
<input type="checkbox"/>	H000	H000	SP00103020304	W36N0U4057PH00	2/26/04	W36N0U	4/28/04	10	W36N0U	
<input type="checkbox"/>	H00009	H00009	SC0700PLH1822	W36N0U3309PH08	11/5/03	W36N0U		10	W36N0U	
<input type="checkbox"/>	PH00	PH00	SP0700PLH1123	W36N0U04037PH00	2/6/04	W36N0U		10	W36N0U	
<input type="checkbox"/>	RJ0001	0001	SP3333333333	W36N0U3212AFR1	1/8/04	W36N0U		10	W36N0U	

Total number of records: 9

All Packed into 1

Please select records to be processed

There are some restrictions when using the **All Packed Into One** option. First, the shipments **MUST** be directed to the same **SHIP TO** address and the same **FINAL DEST** address. In this example, the **Ship To** and **Final Dest** addresses are the same. The **Ship To** address does not necessarily have to be the same as the **Final Dest** address as in this example. They could be routed to the same **Ship To** address (i.e. 000101) and the same **Final Dest** (i.e. W91Y5S). The bottom line is the orders must share the same routing. Second, **Partial** shipments may not be consolidated into **All Packed Into One** shipments.

If the system determines that any of the included purchase orders are NOT compatible with the **All Packed Into One** process, the system will prevent the consolidated shipment from being processed.

DPMS FOB Destination Detail Frames Page - Microsoft Internet Explorer provided by DDC

File Edit View Favorites Tools Help

Address https://dpmc.dla.mil/DPMS_FOB_Dest_Detail_Frame.asp?msg=1&AllPackInOne=Y&TotRecsSelected=3&CurrRecNbr=1&FullStringData=1req=W36NOU3212ARG1%202re Go Links >>

DPMS FOB Destination

DDC ADMIN

Logoff FOB Dest FOB Orig Print Reprint SERVAN

Release: 000002 CLIN: 000001

PO: SP333333333333

CDD:

Req: W36NOU3212ARG1

IPD: 10

Ship To: W36NOU Final: W36NOU

NSN: NNSN

Qty Ordered: 1

Qty Shipped: 0

Qty Remaining: 1

Quantity: 1 Weight: 3.00

Cube (ft): 1.000 OR Length (in): 0 Width (in): 0 Height (in): 0

Pieces: 1 Pickup Date / Time: 3/9/04 / 12:47:44 PM

Carrier: UPS Add Carrier Vendor Ref Nbr:

Ship Type: Small Parcel Tracking Nbr: Haz Ind: NO

Submit Reset

Even though 3 orders have been consolidated into one shipment, you must enter the weight and cube for the consolidated package. In this case, I have entered 3 pounds and 1 cube. All 3 orders will be packed into this single container. The contract information on the left side of the screen displays the lead or first order of the consolidation. Then click the submit button.

DPMS FOB Destination Detail Frames Page - Microsoft Internet Explorer provided by DDC

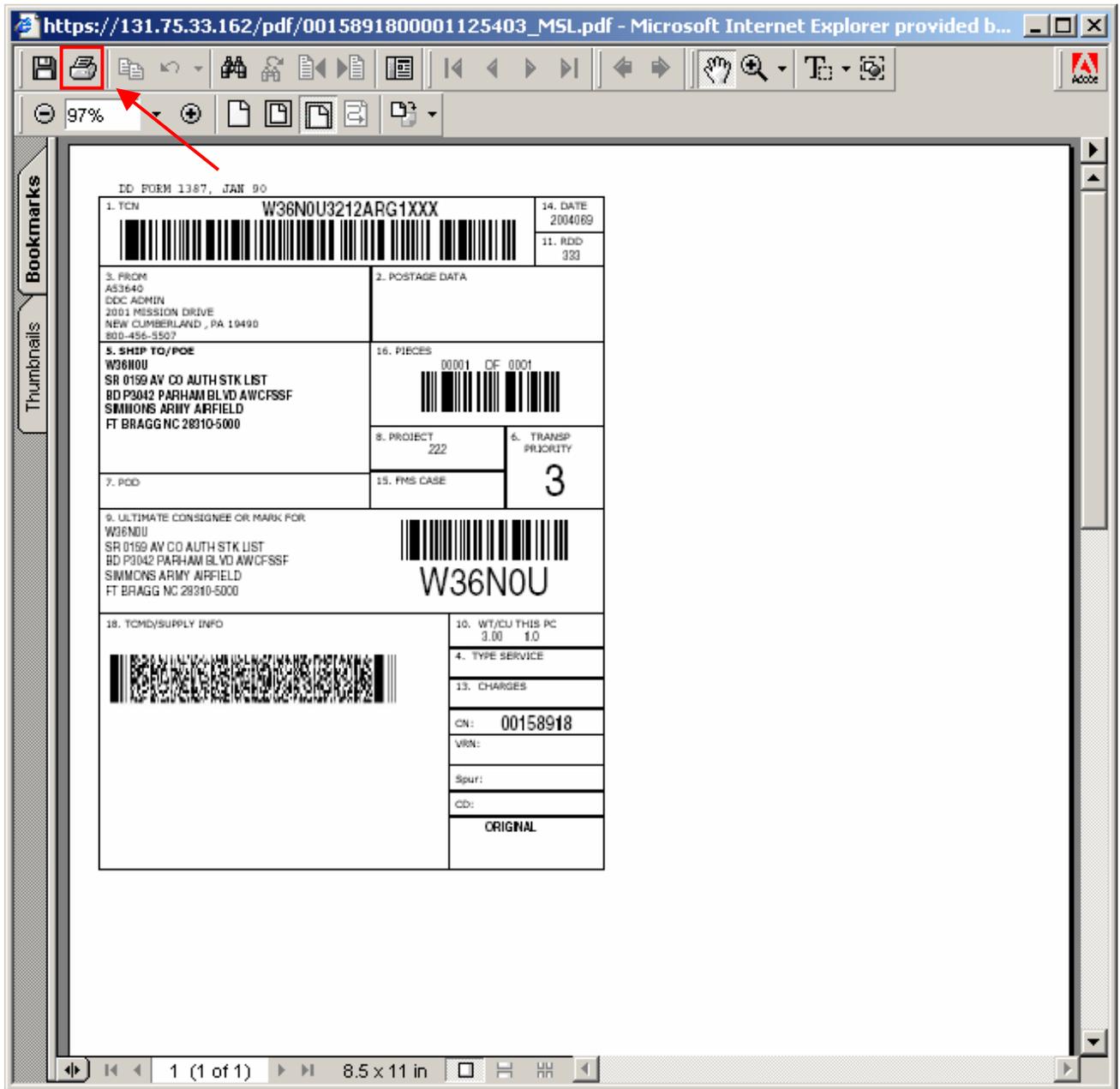
Address: https://dpms.ddc.dla.mil/DPMS_FOB_Dest_Detail_Frame.asp?msg=1&AllPackInOne=Y&TotRecsSelected=3&CurrRecNbr=1&FullStringData=1req=W36NOU3212ARG1%202re

DPMS FOB Destination

DDC ADMIN

<p>Release: 000002 CLIN: 000001</p> <p>PO: SP333333333333</p> <p>CDD: </p> <p>Req: W36NOU3212ARG1</p> <p>IPD: 10</p> <p>Ship To: W36NOU Final: W36NOU</p> <p>NSN: NNSN</p> <p>Qty Ordered: 1</p> <p>Qty Shipped: 0</p> <p>Qty Remaining: 1</p>	<p>Quantity: 00001 Weight: 0000003.00</p> <p>Cube (ft): 0001.000 OR Length (in): 0000 Width (in): 0000 Height (in): 0000</p> <p># Pieces: 00001 Pickup Date / Time: 3/9/04 / 12:47:44 PM</p> <p>Carrier: UPS Vendor Ref Nbr: </p> <p>Ship Type: Small Parcel Tracking Nbr: Haz Ind: NO</p> <p>Routing: Ship To: (W36NOU) Final Destination: (W36NOU)</p> <div style="border: 1px solid red; padding: 5px;"> <p>SR 0159 AV CO AUTH STK LIST ED P3042 PARHAM BLVD AWCFSF SIMMONS ARMY AIRFIELD FT BRAGG NC 28310-5000</p> </div> <div style="border: 1px solid red; padding: 5px; margin-left: 200px;"> <p>SR 0159 AV CO AUTH STK LIST ED P3042 PARHAM BLVD AWCFSF SIMMONS ARMY AIRFIELD FT BRAGG NC 28310-5000</p> </div> <p>* Suggested Surface Routing Shipment Control Number: 00158918</p> <div style="border: 1px solid red; padding: 5px; text-align: center;"> <input type="button" value="Update / Print MSL"/> </div>
--	---

Review the Ship To and Final Destination addresses and select **UPDATE / PRINT MSL**. After a brief period of Label construction, the MSL will be presented in Adobe Acrobat format.



Select the Print Icon on the tool bar to print the label.

For Reference, the following is an abbreviated list of **Ship To** addresses which refer to these ports or CCPs:

- | | |
|-----------------------------------|------------------------------|
| 000101 – CCP at New Cumberland PA | 000DOV – Dover AFB DE (Air) |
| 000301 – CCP at Tracy CA | 0001MJ – Norfolk VA (Water) |
| 000CHS – Charleston AFB NC (Air) | 000SUU – Travis AFB CA (Air) |
| 000NGU – Norfolk VA (Air) | |

4.4 Partial Shipments

If you intend to ship only a portion of an open Purchase Order, use the Partial method. This will allow you to ship the portion of the contract which is ready to ship; leaving the remainder of the order to be shipped at a later time. Select the purchase order you intend to ship.

DPMS FOB Destination Frames Page - Microsoft Internet Explorer provided by DDC

Address: https://dpms.ddc.dla.mil/DPMS_FOB_Dest_Frame.asp

DPMS FOB Destination
DDC ADMIN

Logoff | FOB Dest | FOB Orig | Print | Reprint | SERVAN

Sel	Rlse	CLIN	Purchase Order	Requisition	Award Date	Final Dest	CDD	IPD	Ship To	Ship Nbr
<input checked="" type="checkbox"/>	TCM1	0001	SP01234567890	FB23004069TCM1	3/10/04	FB2300	4/10/04	03	FB2300	

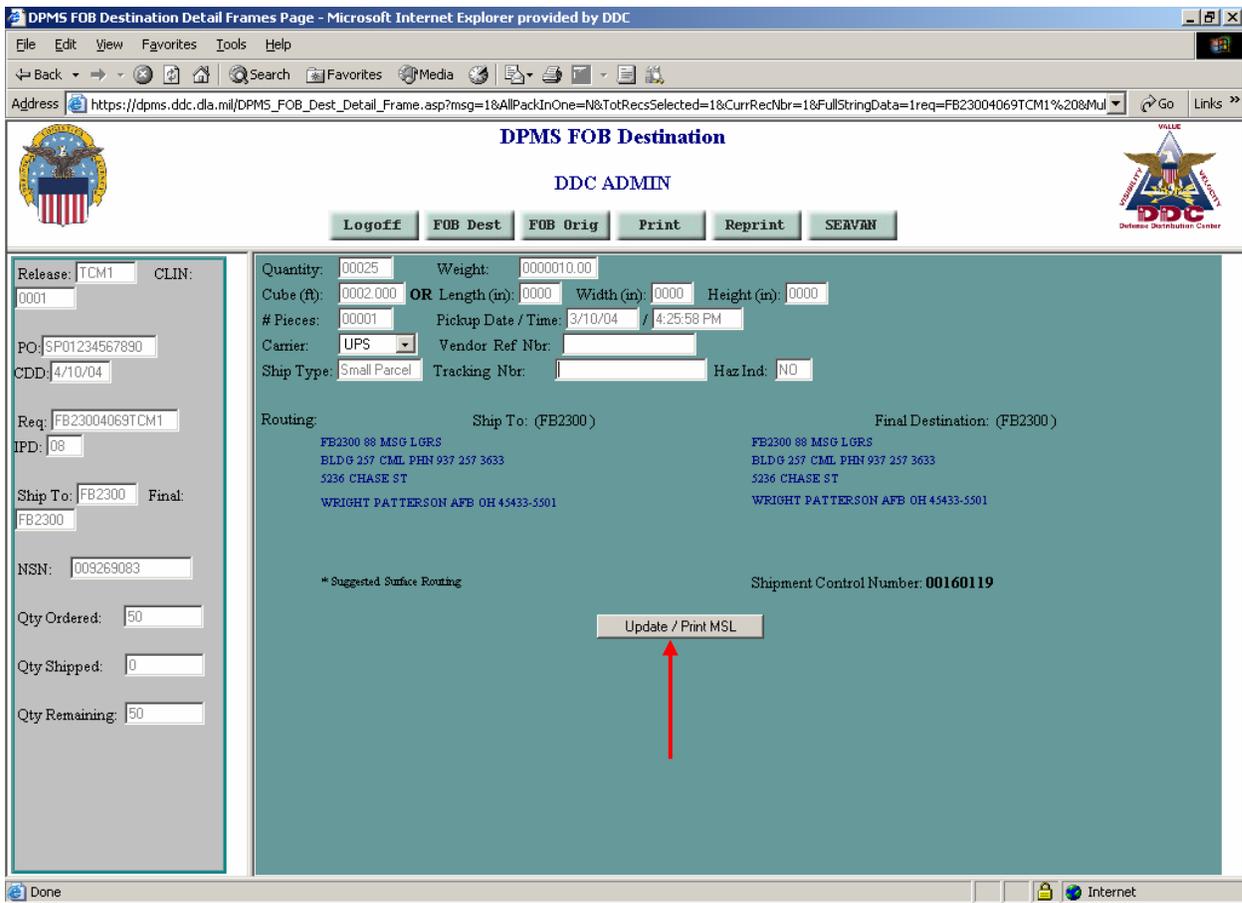
Total number of records: 1

All Packed into 1

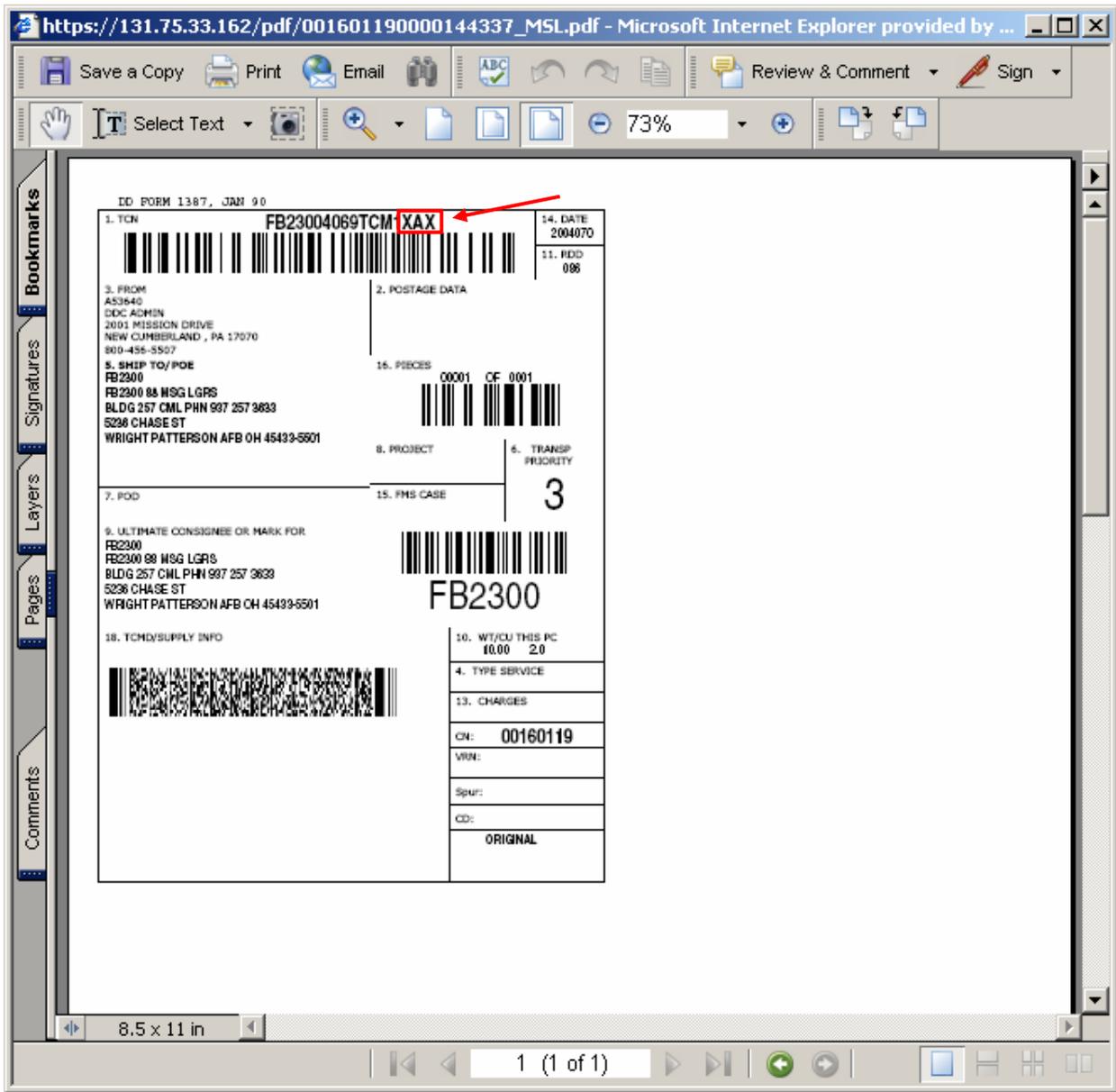
Please select records to be processed

Search Criteria:
 Rlse #:
 Req #:
 P.O. #:
 Ship To:
 Final Dest:
 Award Dt Range: (mm/dd/yy)
 Fr: To:

In this example, the total quantity ordered was 50, but I have indicated that I only intend to ship 25. Then enter the weight and cube (or dimensions in inches), check the carrier default (change if required) and select the **Submit** button.



Perform one last review of the information on this screen. If all the information appears correct, select the **Update / Print MSL** button.



When the system has completed building the label, print it. Notice how the TCN includes the “XAX” suffix because this is a partial shipment. Subsequent shipments of this purchase order will produce suffixes of “XBX”, “XCX” and so on until the order is completed.

DPMS FOB Destination
DDC ADMIN

Logoff FOB Dest FOB Orig Print Reprint SERVNR

Sel	Rise	CLIN	Purchase Order	Requisition	Award Date	Final Dest	CDD	IPD	Ship To	Ship Nbr
<input checked="" type="checkbox"/>	TCM1	0001	SP01234567890	FB23004069TCM1	3/10/04	FB2300	4/10/04	08	FB2300	PARTIAL

Total number of records: 1

All Packed into 1

Submit Reset

The FOB Dest Shipment has been accepted.

The next time you search and select the same order, the **Ship Nbr** column will indicate **PARTIAL**. If you select the pull down menu, the system will list all partial shipment numbers that have already been accomplished.

DPMS FOB Destination Detail Frames Page - Microsoft Internet Explorer provided by DDC

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address: https://dpms.ddc.dla.mil/DPMS_FOB_Dest_Detail_Frame.asp?msg=1&AllPackInOne=N&TotRecsSelected=1&CurrRecNbr=1&FullStringData=1&req=FB23004069TCM1%20&Mul

DPMS FOB Destination

DDC ADMIN

Logoff FOB Dest FOB Orig Print Reprint SERVIR

Release: TCM1 CLIN: 0001

PO: SP01234567890

CDD: 4/10/04

Req: FB23004069TCM1

IPD: 08

Ship To: FB2300 Final: FB2300

NSN: 009269083

Qty Ordered: 50

Qty Shipped: 25

Qty Remaining: 25

Quantity: 25 Weight: 00

Cube (ft): 0.000 OR Length (in): 0 Width (in): 0 Height (in): 0

Pieces: 1 Pickup Date / Time: 3/10/04 / 5:12:52 PM

Carrier: UPS Add Carrier Vendor Ref Nbr:

Ship Type: Small Parcel Tracking Nbr: Haz Ind: NO

Submit Reset

Done Internet

Notice the Contract portion of the next screen. It indicates the original order quantity, the quantity already shipped, and the remaining quantity that has not shipped yet. To complete this order, enter the weight and cube as described earlier and submit.

4.5 Shipment Tracking, MRO Tracker, and In-Transit Visibility (ITV)

Another benefit of using DPMS is In-Transit Visibility. This allows the customer, vendor, and DLA activities to trace the progress of vendor shipments. The ability to achieve this level of visibility relies on the vendor's willingness to take the extra step and record the DPMS generated TCN in the carrier's shipping system. For example, the UPS shipping system provides an optional Shipper's Reference field in their system. When the vendor enters or scans the TCN into this field, the UPS tracking system and DSS MRO Tracker are linked allowing detailed delivery information to be accessed.

DPMS FOB Destination
DDC ADMIN

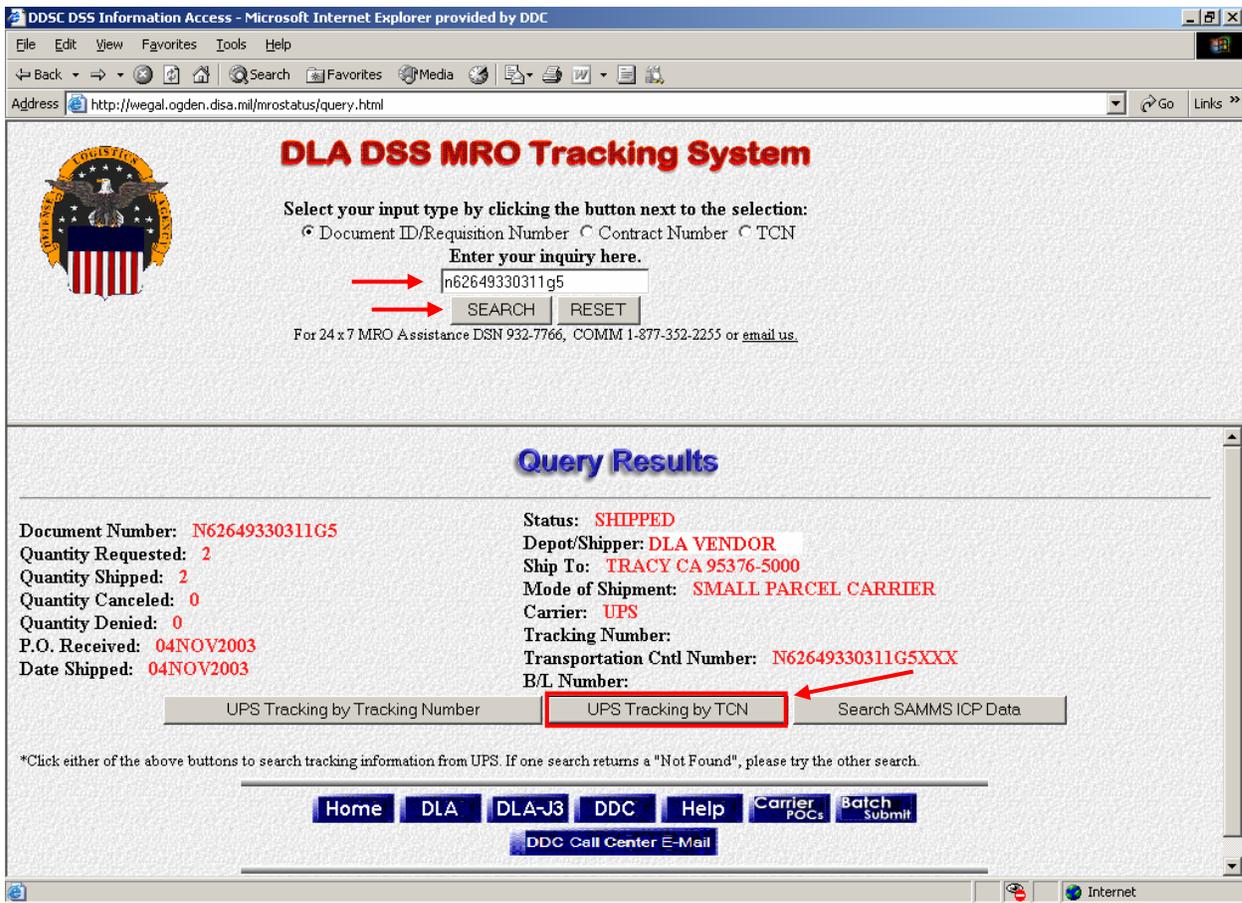
Logoff FOB Dest FOB Orig Print Reprint SERVAN

Update Vendor Profile
Change Password
Manual Purchase Order
View History/Reprint MSL
Cancel Shipment
MRO Tracker

Search Criteria:
Rlse #:
Req #:
P.O. #:
Ship To:
Final Dst:
Award Dt Range: (mm/dd/yyyy)
Fr: To:
Search Reset

Sel	Rlse	CLIN	Purchase Order	Requisition	Award Date	Final Dest	CDD	IPD	Ship To	Ship Nbr
<input type="checkbox"/>		0001	SPM40604P0601	R206173310A663	3/19/04	R20617		05	R20617	00164864
<input type="checkbox"/>	0001	0001	SP04009D8006J	DGRQ5V40430071	2/18/04	DGRQ00		03	DGR005	00148117
<input type="checkbox"/>	0001	0001	SP044004MN184	PEZB5N33076006	3/12/04	BEZC00		03	BEZC00	
<input type="checkbox"/>	0001	0001	SP045199D4053	W91USP40400485	2/12/04	W91USP		12	000101	PARTIAL
<input type="checkbox"/>	0221		SP045003D4073	W91USP40780282	3/22/04	W91USP		05	000101	00165946
<input type="checkbox"/>	1111	0001	SP04000D7445	W36N0V4070SH04	2/29/04	W36N0V	3/10/04	01	W36N0V	00153686
<input type="checkbox"/>	1111	0001	SP04000D7445	W36N0V4069ER03	2/29/04	W36N0V	3/8/04	01	W36N0V	PARTIAL
<input type="checkbox"/>	1111	0001	SP04000D7445	W36N0V4070SH01	2/29/04	W36N0V	3/10/04	01	W36N0V	
<input type="checkbox"/>	1111	0001	SP040011111111	W36N0V4040SH80	2/10/04	W36N0V		01	W36N0V	PARTIAL
<input type="checkbox"/>	1111	0001	SP040011111111	W36N0V4040SH81	2/10/04	W36N0V		01	W36N0V	
<input type="checkbox"/>	1126	0001	SP040001D9501	R216234072B013	3/12/04	R21623		02	N62649	00161376
<input type="checkbox"/>	1212	0001	SP04300000000	SW040040640506	3/4/04	SW0400		12	SW0400	
<input type="checkbox"/>	2222	0001	SP04000D7445	W36N0V4041SH01	2/5/04	W36N0V		01	W36N0V	
<input type="checkbox"/>	6666	0001	SP04000D7445	W36N0V4037SH04	2/5/04	W36N0V		01	W36N0V	
<input type="checkbox"/>	9003	0001	SP04000D9405	DKSH5V40410890	2/13/04	DKSH00		06	DKS007	00146155
<input type="checkbox"/>	9004	0001	SP04000D9405	DKSS5V40411210	2/13/04	DKSS00		06	DKS007	
<input type="checkbox"/>	AA01	0001AA	SP076000D7446	W91Y5S32541130S	10/22/03	W91Y5S	10/30/03	01	000101	00093919

Please select records to be processed



DSS MRO Tracker works most effectively tracking a Requisition Number. Enter the requisition Number of the shipment you wish to track and select **SEARCH**. In this case, I have searched for requisition number N62649330311G5.

MRO Tracker will return the above query screen with all shipping data. At this point, select the **UPS Tracking by TCN** button. This will link MRO Tracker to the UPS Tracking website.

DLA DSS MRO Tracking System

Select your input type by clicking the button next to the selection:
 Document ID/Requisition Number Contract Number TCN

Enter your inquiry here.

For 24 x 7 MRO Assistance DSN 932-7766, COMM 1-877-352-2255 or [email us](#).

Home | About UPS | Contact UPS | Welcome Center Business Solutions

Shipping | Tracking | Resources

Tracking

Log-In User ID: Password: [Forgot Password](#)

Track by Reference Number

View Reference Summary

Your search found 1 package matching your reference number criteria.

Reference Number: N62649330311G5XXXX
Date Range: Nov 1, 2003 - Nov 30, 2003

Tracking Number	Status	Delivery Information
1 17 W85 35X 03 6440 828 0	Delivered	Delivered on: Nov 10, 2003 11:25 A.M. Delivered to: TRACY, CA, US Signed by: ALLMOND Service Type: GROUND

[Detail](#)

On this example, the UPS system found a match on the TCN. If you need more detailed delivery information, click the **Detail** hyperlink.

DLA DSS MRO Tracking System

Select your input type by clicking the button next to the selection:
 Document ID/Requisition Number Contract Number TCN

Enter your inquiry here.

For 24 x 7 MRO Assistance DSN 932-7766, COMM 1-877-352-2255 or [email us](#).

View Details

Status: Delivered
Delivered on: Nov 10, 2003 11:25 A.M.
Signed by: ALLMOND
Location: RECEIVER
Delivered to: TRACY, CA, US
Shipped or Billed on: Nov 4, 2003

Tracking Number: 1Z W85 35X 03 6440 828 0
Service Type: GROUND
Weight: 4.00 Lbs

Package Progress:

Date	Time	Location	Activity
Nov 10, 2003	11:25 A.M.	STOCKTON, CA, US	DELIVERY
Nov 4, 2003	9:58 P.M.	US	BILLING INFORMATION RECEIVED

Tracking results provided by UPS: Apr 5, 2004 3:41 P.M. Eastern Time (USA)

NOTICE: UPS authorizes you to use UPS tracking systems solely to track shipments tendered by or for you to UPS for delivery and for no other purpose. Any other use of UPS tracking systems and information is strictly prohibited.

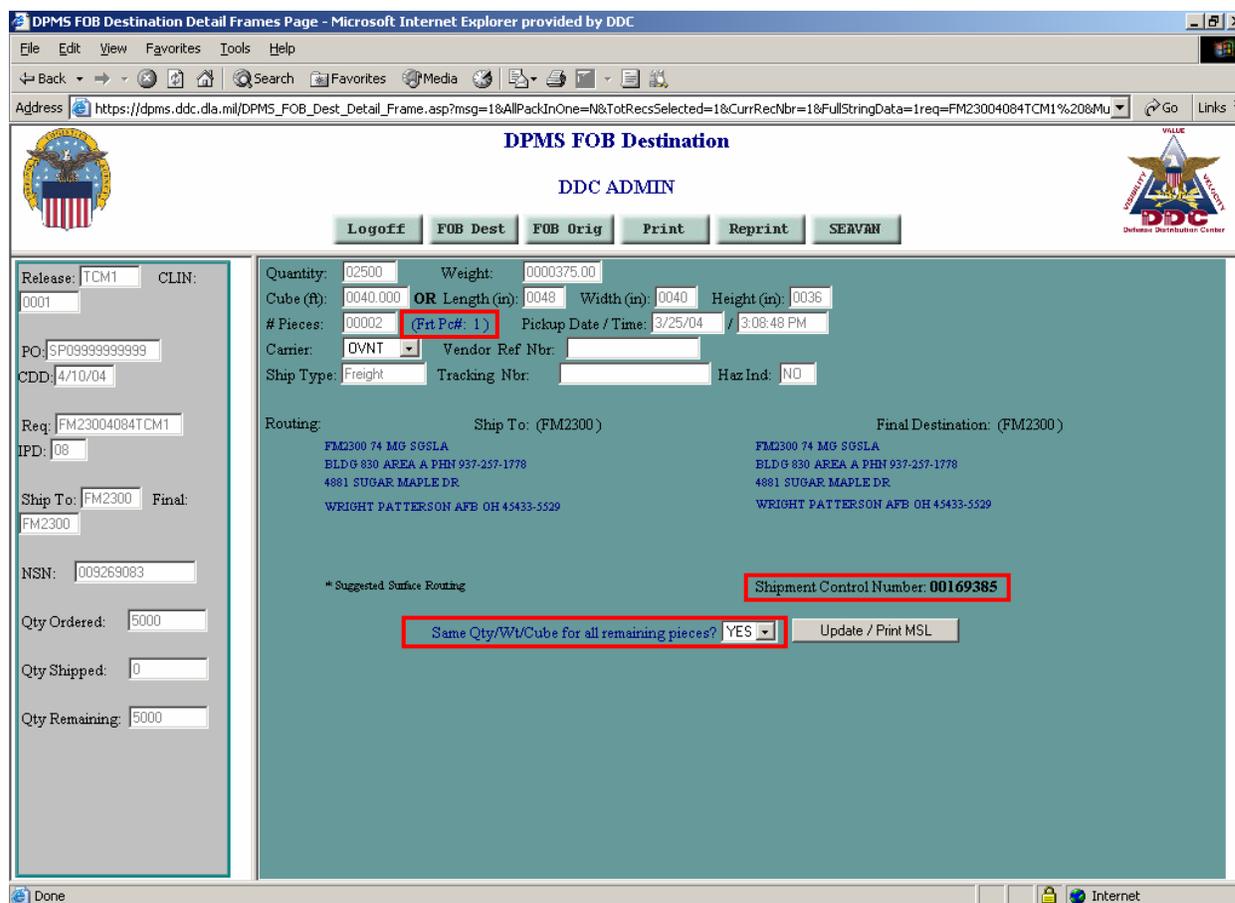
This view provides the specific shipping, delivery and signature information for the shipment.

4.6 Freight Shipments

Freight shipments are processed similar to small parcel shipments described in earlier sections. The major difference with freight shipments includes the ability to specify multiple pieces of freight. For example, this will allow you to ship multiple pallets by LTL or truckload.

Some of the key fields to pay attention to include the Quantity Field, Cubes or dimensions, # Pieces, Carrier, Ship Type, and same weight and cube for remaining pieces.

1. Split the total quantity ordered by the number of pieces.
2. Enter the weight for the first piece.
3. Enter the Cubes or Dimensions for the first piece.
4. Enter the number of pieces in the shipment.
5. Select the carrier. Remember this is a FREIGHT shipment.
6. Select FREIGHT from the Type Shipment pull down menu
7. Click **Submit**



On this screen, there are 3 key areas to pay attention to. First, this screen represents Freight Piece 1. Second, on the bottom of the screen, you have the option of using the same weights and cubes for all subsequent pieces. If they are not the same, their weights and cubes must be entered individually. Third, this screen also provides the Shipment Control Number (SCN). If you need to cancel the shipment, you will need this number.

DD FORM 1387, JAN 90

1. TCN FM23004084TCM1XXX 		14. DATE 2004085
3. FROM A53640 DDC ADMIN 2001 MISSION DRIVE NEW CUMBERLAND, PA 17070 800-456-5507		11. RDD 182
5. SHIP TO/POE FM2300 FM2300 74 MG SGSLA BLDG 830 AREA A PHN 937-257-1778 4881 SUGAR MAPLE DR WRIGHT PATTERSON AFB OH 45433-5529		2. POSTAGE DATA
16. PIECES 00001 OF 0002 		6. TRANSP PRIORITY 3
8. PROJECT ABA	15. FMS CASE	
7. POD		
9. ULTIMATE CONSIGNEE OR MARK FOR FM2300 FM2300 74 MG SGSLA BLDG 830 AREA A PHN 937-257-1778 4881 SUGAR MAPLE DR WRIGHT PATTERSON AFB OH 45433-5529 FM2300		
18. TCMD/SUPPLY INFO 		10. WT/CU THIS PC 375.00 40.0
4. TYPE SERVICE		13. CHARGES CN: 00169385
Spur:		
CD:		
ORIGINAL		

DD FORM 1387, JAN 90

1. TCN FM23004084TCM1XXX 		14. DATE 2004085
3. FROM A53640 DDC ADMIN 2001 MISSION DRIVE NEW CUMBERLAND, PA 17070 800-456-5507		11. RDD 182
5. SHIP TO/POE FM2300 FM2300 74 MG SGSLA BLDG 830 AREA A PHN 937-257-1778 4881 SUGAR MAPLE DR WRIGHT PATTERSON AFB OH 45433-5529		2. POSTAGE DATA
16. PIECES 00002 OF 0002 		6. TRANSP PRIORITY 3
8. PROJECT ABA	15. FMS CASE	
7. POD		
9. ULTIMATE CONSIGNEE OR MARK FOR FM2300 FM2300 74 MG SGSLA BLDG 830 AREA A PHN 937-257-1778 4881 SUGAR MAPLE DR WRIGHT PATTERSON AFB OH 45433-5529 FM2300		
18. TCMD/SUPPLY INFO 		10. WT/CU THIS PC 375.00 40.0
4. TYPE SERVICE		13. CHARGES CN: 00169385
Spur:		
CD:		
ORIGINAL		

In this example, we have prepared 2 pallets to be shipped by Overnight (OVNT). The system produced the 2 Military Shipping Labels (MSL) above. Notice Block 16 – Pieces. They indicate 1 of 2 and 2 of 2. Also notice that the TCN and the Shipment Control Number are the same.

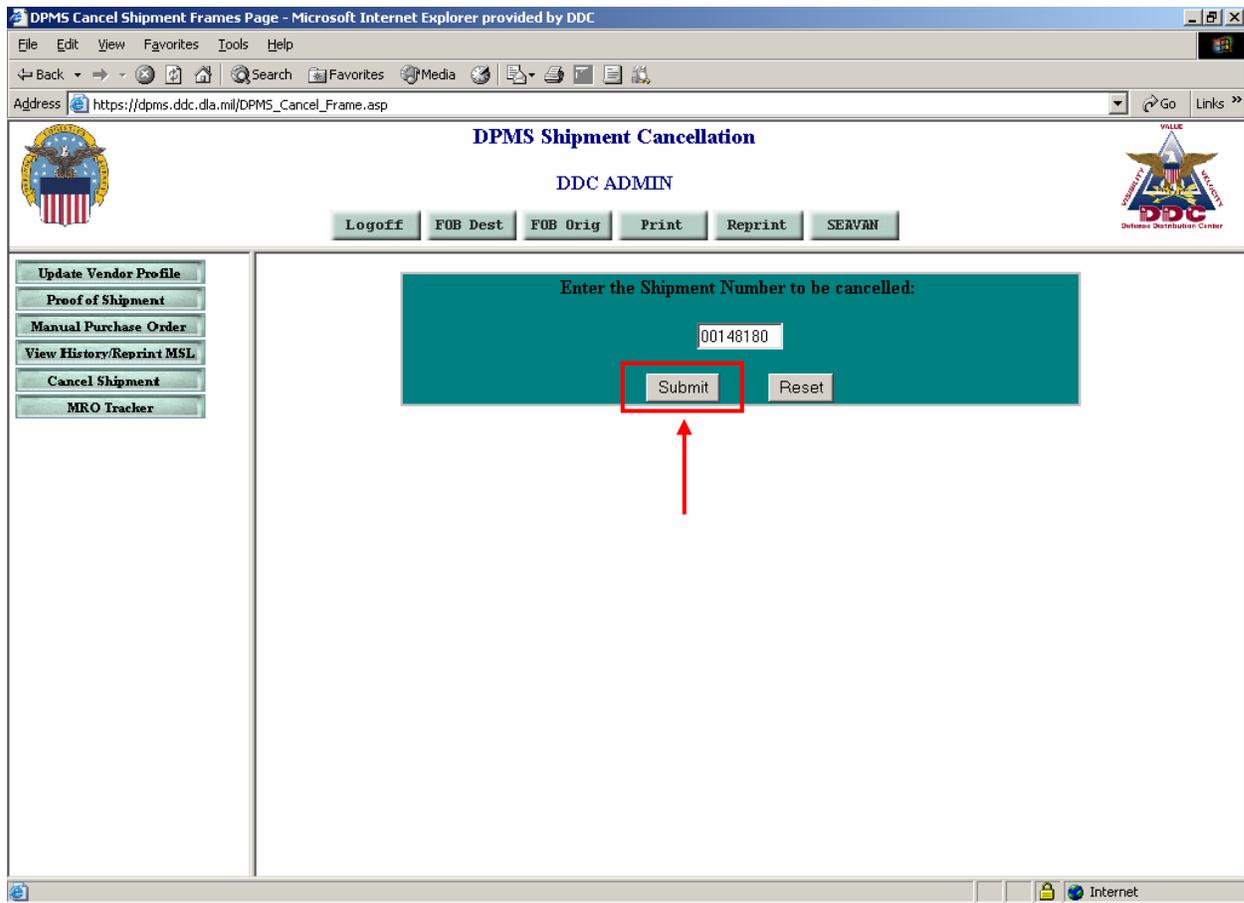
4.7 Cancel Shipments

If you process a shipment, and then realize you made a mistake, DPMS will allow you to cancel the shipment. By canceling a shipment, the system returns the purchase order to an open state as if it had not been processed. Normally shipments should not be cancelled if they had been processed longer than 1 day ago and have already been picked up by a carrier.

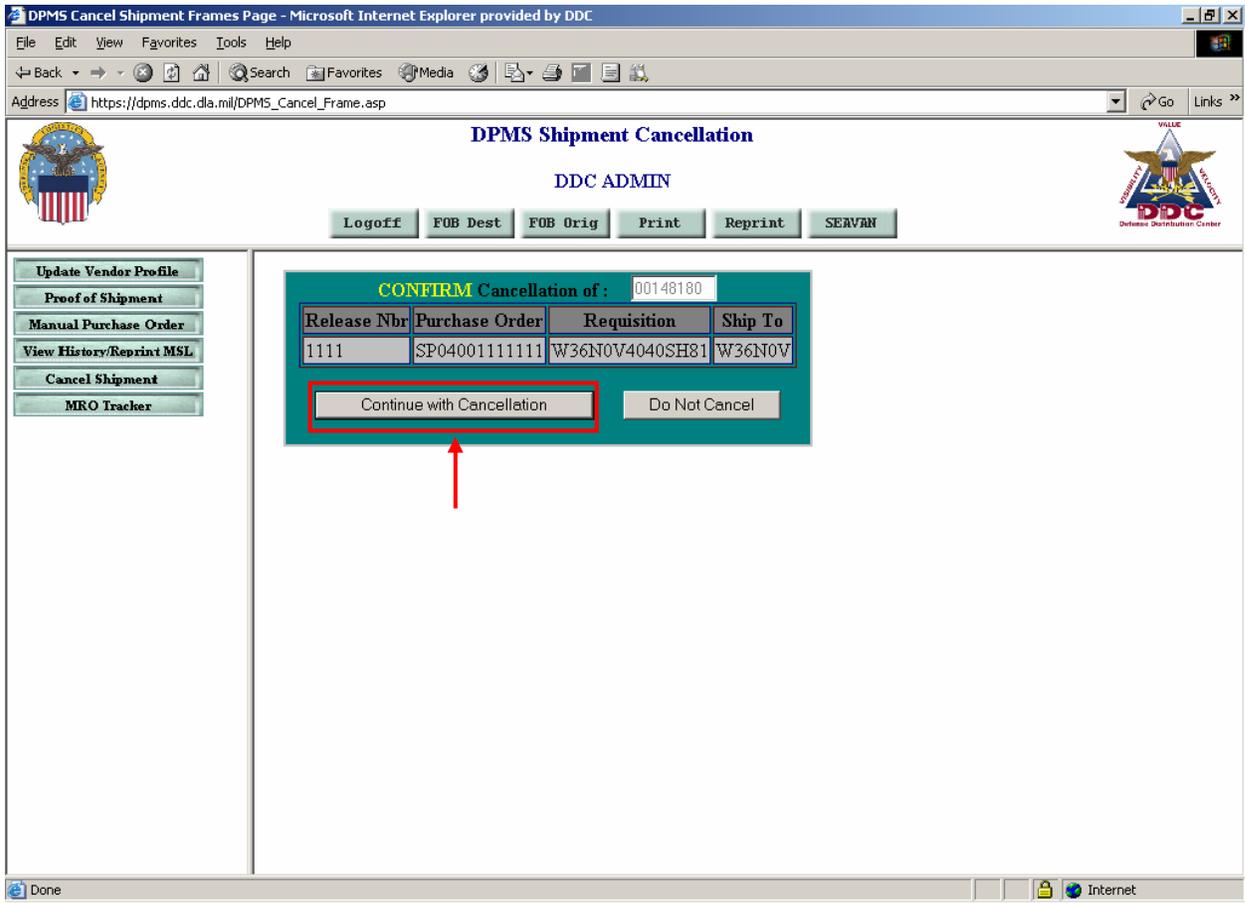
To cancel a shipment, you will need the Shipment Control Number (SCN).

In this example, SCN 00148180 will be cancelled. Notice that the line is dark gray indicating it had been shipped within the last day. The shipment Control Number (SCN) is also indicated on the MSL in the block marked “CN:” on the lower right side of the label. Select **Cancel Shipment**.

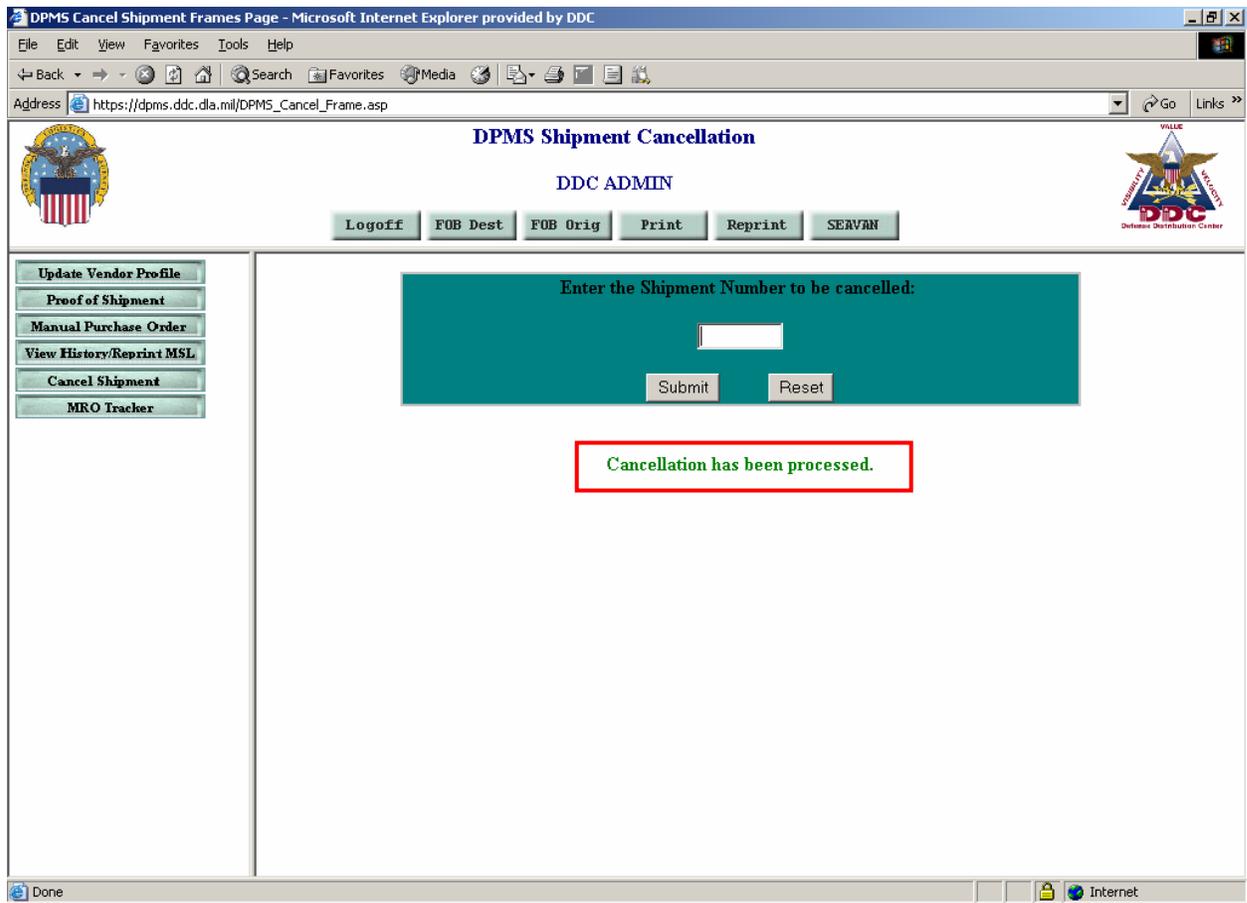
On some occasions, you may receive a notice on the shipping screen to cancel the shipment and contact the DDC for instructions. This indicates there is a data problem with the purchase order. The DDC will need to correct the problem before the order can be shipped.



Enter the Shipment Control Number (SCN), and select **Submit**.



The system will respond with this confirmation screen. Select **Continue with Cancellation**.



The system will confirm that the cancellation has been processed.

DPMS FOB Destination
DDC ADMIN

Logoff FOB Dest FOB Orig Print Reprint SERVIR

Update Vendor Profile
Change Password
Manual Purchase Order
View History/Reprint MSL
Cancel Shipment
MRO Tracker

Search Criteria:
Rlse #:
Req #:
P.O. #:
Ship To:
Final Dst:
Award Dt Range: (mm/dd/yy)
Fr: To:
Search Reset

Sel	Rlse	CLIN	Purchase Order	Requisition	Award Date	Final Dest	CDD	IPD	Ship To	Ship Nbr
<input type="checkbox"/>	0001	0001	SP04009DS006J	DGRQ5V40430071	2/18/04	DGRQ00		03	DGR005	00148117
<input type="checkbox"/>	0001	0001	SP045199D4053	W91USP40400485	2/12/04	W91USP		12	000101	PARTIAL
<input type="checkbox"/>	1111	0001	SP04000D7445	W36N0V4070SH04	2/29/04	W36N0V	3/10/04	01	W36N0V	00153686
<input type="checkbox"/>	1111	0001	SP04000D7445	W36N0V4069ER03	2/29/04	W36N0V	3/8/04	01	W36N0V	PARTIAL
<input type="checkbox"/>	1111	0001	SP04001111111	W36N0V4040SH80	2/10/04	W36N0V		01	W36N0V	PARTIAL
<input type="checkbox"/>	1111	0001	SP04001111111	W36N0V4040SH81	2/10/04	W36N0V		01	W36N0V	
<input type="checkbox"/>	1111	0001	SP04001111111	W36N0V4040SH79	2/10/04	W36N0V		01	W36N0V	
<input type="checkbox"/>	1111	0001	SP04000D7445	W36N0V4070SH01	2/29/04	W36N0V	3/10/04	01	W36N0V	
<input type="checkbox"/>	1212	0001	SP04300000000	SW040040640506	3/4/04	SW0400		12	SW0400	
<input type="checkbox"/>	2222	0001	SP04000D7445	W36N0V4041SH01	2/5/04	W36N0V		01	W36N0V	
<input type="checkbox"/>	6666	0001	SP04000D7445	W36N0V4037SH05	2/5/04	W36N0V		01	W36N0V	
<input type="checkbox"/>	6666	0001	SP04000D7445	W36N0V4037SH04	2/5/04	W36N0V		01	W36N0V	
<input type="checkbox"/>	9003	0001	SP04000D9405	DKSH5V40410890	2/13/04	DKSH00		06	DKS007	00146155
<input type="checkbox"/>	9004	0001	SP04000D9405	DKSS5V40411210	2/13/04	DKSS00		06	DKS007	
<input type="checkbox"/>	A001	0001	SP99999999999	W1BOBJ4090RJ09	3/10/04	W33BRK		10	W33APT	
<input type="checkbox"/>	AA01	0001AA	SP076000D7446	W91Y5S32541130S	10/22/03	W91Y5S	10/30/03	01	000101	00093919
<input type="checkbox"/>	AA01	0001AA	SP076000D7446	W91Y5S32541130R	10/22/03	W91Y5S	10/30/03	01	000101	

Please select records to be processed

When you return to the FOB Destination screen, you should notice that the shipment that was cancelled is now available to ship again. When the shipment was cancelled, the system basically reset the purchase order back to open and will allow it to be shipped again.

5.0 Manual Purchase Orders

5.1 Build Purchase Orders from the ACF

DPMS relies on two different sources of Purchase Order data. The first source is EDI that is transmitted to the vendors from the Supply Centers. DPMS captures a copy of the transmission when it is sent through the vendor's Value Added Network (VAN). These are the purchase order records that are automatically populated on the screen. The second source of purchase order data is the Active Contract File (ACF) that is downloaded to DPMS daily from all the Supply Center's material management systems.

If you need to ship an order that does not appear in the system, use the Manual Purchase Order process to load the order in the system.

Building manual purchase orders can be accomplished by 2 different methods. The first process we will discuss involves building a purchase order from the ACF. Select the "Manual Purchase Order button on the left navigation screen.

DPMS FOB Destination
DDC ADMIN

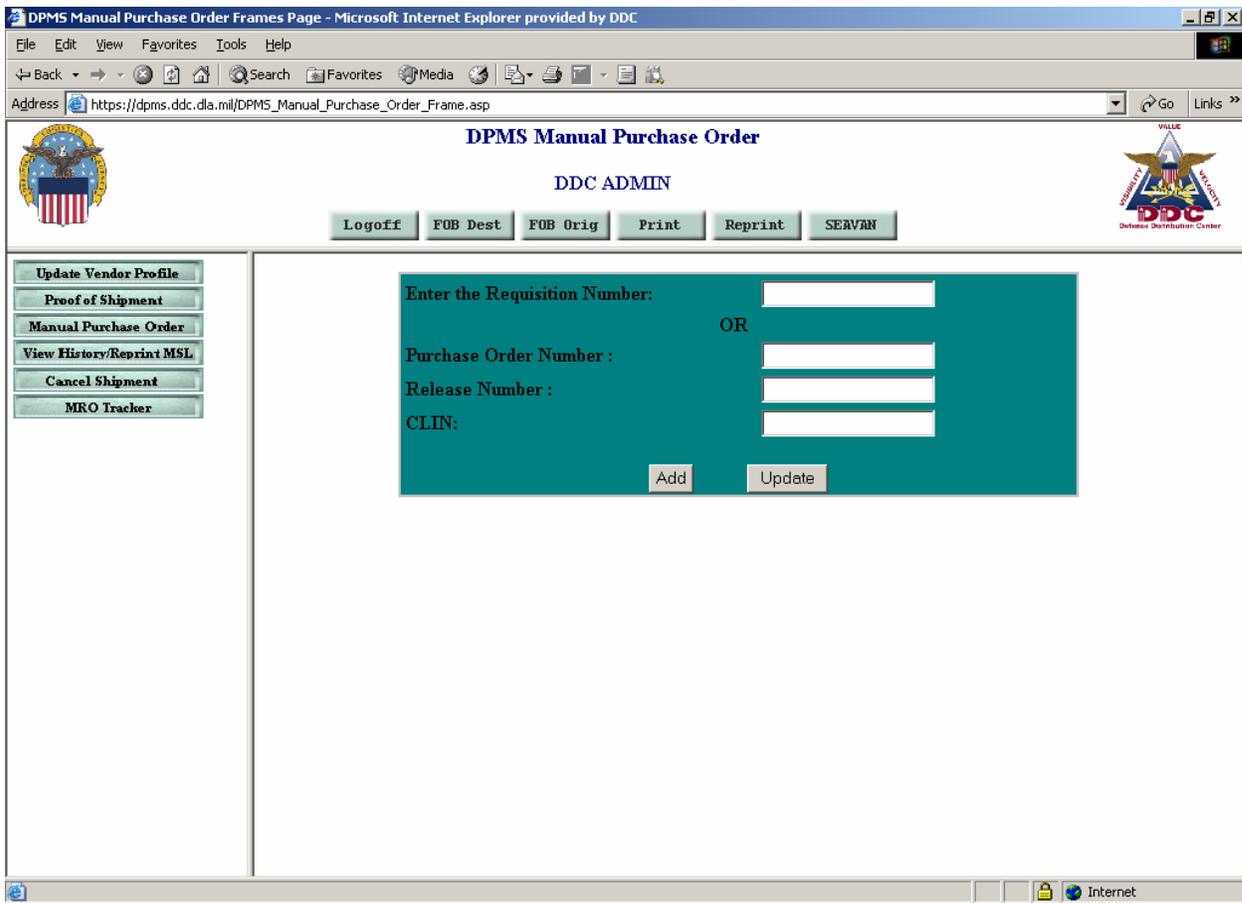
Logoff FOB Dest FOB Orig Print Reprint SERVAN

Update Vendor Profile
Change Password
Manual Purchase Order
View History/Reprint MSL
Cancel Shipment
MRO Tracher

Search Criteria:
Rlse #:
Req #:
P.O. #:
Ship To:
Final Dst:
Award Dt Range: (mm/dd/yy)
Fr: To:
Search Reset

Sel	Rlse	CLIN	Purchase Order	Requisition	Award Date	Final Dest	CDD	IPD	Ship To	Ship Nbr
<input type="checkbox"/>	0001	0001	SP04009DS006J	DGRQ5V40430071	2/18/04	DGRQ00		03	DGR005	00148117
<input type="checkbox"/>	0001	0001	SP045199D4053	W91USP40400485	2/12/04	W91USP		12	000101	PARTIAL
<input type="checkbox"/>	1111	0001	SP04000D7445	W36NOV4070SH04	2/29/04	W36NOV	3/10/04	01	W36NOV	00153686
<input type="checkbox"/>	1111	0001	SP04000D7445	W36NOV4069ER03	2/29/04	W36NOV	3/8/04	01	W36NOV	PARTIAL
<input type="checkbox"/>	1111	0001	SP04001111111	W36NOV4040SH80	2/10/04	W36NOV		01	W36NOV	PARTIAL
<input type="checkbox"/>	1111	0001	SP04001111111	W36NOV4040SH81	2/10/04	W36NOV		01	W36NOV	00148180
<input type="checkbox"/>	1111	0001	SP04001111111	W36NOV4040SH79	2/10/04	W36NOV		01	W36NOV	
<input type="checkbox"/>	1111	0001	SP04000D7445	W36NOV4070SH01	2/29/04	W36NOV	3/10/04	01	W36NOV	
<input type="checkbox"/>	1212	0001	SP04300000000	SW040040640506	3/4/04	SW0400		12	SW0400	
<input type="checkbox"/>	2222	0001	SP04000D7445	W36NOV4041SH01	2/5/04	W36NOV		01	W36NOV	
<input type="checkbox"/>	6666	0001	SP04000D7445	W36NOV4037SH05	2/5/04	W36NOV		01	W36NOV	
<input type="checkbox"/>	6666	0001	SP04000D7445	W36NOV4037SH04	2/5/04	W36NOV		01	W36NOV	
<input type="checkbox"/>	9003	0001	SP04000D9405	DKSH5V40410890	2/13/04	DKSH00		06	DKS007	00146155
<input type="checkbox"/>	9004	0001	SP04000D9405	DKSH5V40411210	2/13/04	DKSS00		06	DKS007	
<input type="checkbox"/>	A001	0001	SP99999999999	W1BOBJ4090RJ09	3/10/04	W33BRK		10	W33APT	
<input type="checkbox"/>	AA01	0001AA	SP076000D7446	W91Y5S32541130S	10/22/03	W91Y5S	10/30/03	01	000101	00093919
<input type="checkbox"/>	AA01	0001AA	SP076000D7446	W91Y5S32541130R	10/22/03	W91Y5S	10/30/03	01	000101	

Please select records to be processed



At this point, enter either the Requisition Number (if applicable) or the Purchase Order Number (Contract Number), Release Number (if assigned) and the CLIN. Then select the **Add** button. The system will search through the ACF for the data entered. If a match is found, the system will return a message indicating the purchase order has been created and is ready to process. Return to the FOB Destination screen. The newly added purchase order should be visible. If not, use the search engine to find it by Purchase Order number or Requisition number. Then process the order as described in earlier sections.

5.2 Manually Build Purchase Order

If you entered the Requisition Number or the Purchase Order Number, Release Number, or CLIN and the system could not locate a match in the ACF, then the Purchase Order will need to be built manually.

In this example, the Requisition Number FM23004066TCM1 does not exist in the ACF. The system presented the above screen to allow the user to enter the contract data. Carefully review the Contract to fill in the required fields. Here is a brief description of the fields:

Release Number – sequential order number on a Long Term Contract – Optional

Requisition Number – The customer's document number. May not be present for Depot Stock purchases.

Ultimate Consignee – The ultimate destination DODAAC

Quantity – The total number of items ordered

IPD (Issue Priority Designator) – A two digit Priority Code ranging from 01 through 15

Unit Price – The contracted price for each item

Contract Delivery Date (CDD) – The delivery date specified in the contract.

Project Code – A three digit field used by the requisitioner to specify a project

CLIN (Contract Line Item Number) – the specific item being purchased on a multiple item contract

Purchase Order Number – The contract number (i.e. SP076004D.....)

NIIN or Part Number – The last 9 digits of the NSN (i.e. if the complete NSN is 6135-00-105-9924 then the NIIN would be 001059924) or the complete part number of the item if not stock listed.

U/I - Unit of Issue. For example EA for Each, BT for Bottle PG for package etc.

RDD – Required Delivery Date – The date the requesting activity needs the material

Contract Type (O or D) – Indicates the FOB Terms of the contract either FOB Origin or FOB Destination.

6.0 View History / Reprint MSL

The **View History / Reprint MSL** function allows you to search through past shipments. The past history is currently limited to 6 months. Shipments that were processed longer than 6 months ago may not be available for research.

Select the **View History / Reprint MSL** button. As described in earlier sections, use the search criteria to locate the shipment or shipments in question.

DPMS FOB Destination
DDC ADMIN

Logoff FOB Dest FOB Orig Print Reprint SERVAN

Update Vendor Profile
Change Password
Manual Purchase Order
View History/Reprint MSL
Cancel Shipment
MRO Tracker

Search Criteria:
Rlse #:
Req #:
P.O. #:
Ship To:
Final Dst:
Award Dt Range: (mm/dd/yy)
Fr: To:
Search Reset

Sel	Rlse	CLIN	Purchase Order	Requisition	Award Date	Final Dest	CDD	IPD	Ship To	Ship Nbr
<input type="checkbox"/>		0001	SPM40604P0601	R206173310A663	3/19/04	R20617		05	R20617	00164864
<input type="checkbox"/>	0001	0001	SP04009DS006J	DGRQ5V40430071	2/18/04	DGRQ00		03	DGR005	00148117
<input type="checkbox"/>	0001	0001	SP044004MN184	PEZB5N33076006	3/12/04	BEZC00		03	BEZC00	
<input type="checkbox"/>	0001	0001	SP045199D4053	W91USP40400485	2/12/04	W91USP		12	000101	PARTIAL
<input type="checkbox"/>	1111	0001	SP040000D7445	W36N0V4070SH04	2/29/04	W36N0V	3/10/04	01	W36N0V	00153686
<input type="checkbox"/>	1111	0001	SP04001111111	W36N0V4040SH80	2/10/04	W36N0V		01	W36N0V	PARTIAL
<input type="checkbox"/>	1111	0001	SP04001111111	W36N0V4040SH81	2/10/04	W36N0V		01	W36N0V	
<input type="checkbox"/>	1111	0001	SP040000D7445	W36N0V4069ER03	2/29/04	W36N0V	3/8/04	01	W36N0V	PARTIAL
<input type="checkbox"/>	1111	0001	SP040000D7445	W36N0V4070SH01	2/29/04	W36N0V	3/10/04	01	W36N0V	
<input type="checkbox"/>	1126	0001	SP040001D9501	R216234072B013	3/12/04	R21623		02	N62649	00161376
<input type="checkbox"/>	1212	0001	SP04300000000	SW040040640506	3/4/04	SW0400		12	SW0400	
<input type="checkbox"/>	2222	0001	SP040000D7445	W36N0V4041SH01	2/5/04	W36N0V		01	W36N0V	
<input type="checkbox"/>	6666	0001	SP040000D7445	W36N0V4037SH04	2/5/04	W36N0V		01	W36N0V	
<input type="checkbox"/>	9003	0001	SP040000D9405	DKSH5V40410890	2/13/04	DKSH00		06	DKS007	00146155
<input type="checkbox"/>	9004	0001	SP040000D9405	DKSS5V40411210	2/13/04	DKSS00		06	DKS007	
<input type="checkbox"/>	AA01	0001AA	SP076000D7446	W91Y5S32541130S	10/22/03	W91Y5S	10/30/03	01	000101	00093919
<input type="checkbox"/>	AA01	0001AA	SP076000D7446	W91Y5S32541130R	10/22/03	W91Y5S	10/30/03	01	000101	

Please select records to be processed

DPMS View History

DDC ADMIN

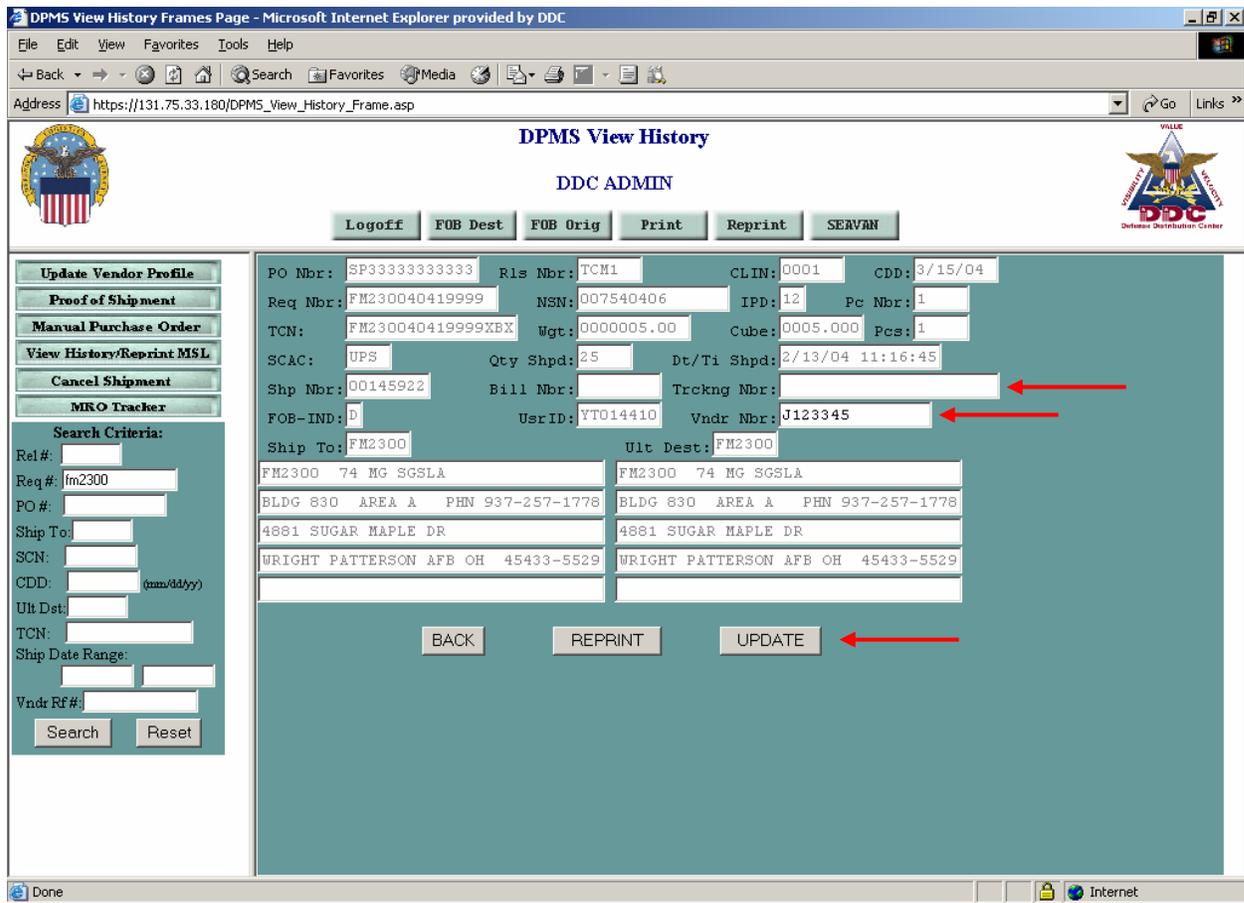
Logoff FOB Dest FOB Orig Print Reprint SERVAM

Sel	Rise	Purchase Order	Requisition	Ship Nbr	Ship To	Final Dest	Piece Number	Number of Pieces
<input type="radio"/>	TCM1	SP3333333333	FM230040419999	00145824	FM2300	FM2300	1	1
<input type="radio"/>	TCM1	SP3333333333	FM230040419999	00145922	FM2300	FM2300	1	1
<input type="radio"/>	TCM1	SP3333333333	FM230040419999	00145954	FM2300	FM2300	1	5
<input type="radio"/>	TCM1	SP3333333333	FM230040419999	00145954	FM2300	FM2300	2	5
<input type="radio"/>	TCM1	SP3333333333	FM230040419999	00145954	FM2300	FM2300	3	5
<input type="radio"/>	TCM1	SP3333333333	FM230040419999	00145954	FM2300	FM2300	4	5
<input type="radio"/>	TCM1	SP3333333333	FM230040419999	00145954	FM2300	FM2300	5	5

Total number of records: 7

Search Criteria:
 Rel #:
 Req #: ←
 PO #:
 Ship To:
 SCN:
 CDD: (mm/dd/yy)
 Ult. Dist:
 TCN:
 Ship Date Range: -
 Vndr Rf #:

When the View History screen is presented, use the search criteria as described earlier to locate the shipment or shipments in question. Remember, you can use any of the available search fields alone or in combinations. In this example, I searched for all shipments with a requisition number beginning with FM2300. When you find the shipment you need to research, click in the **Sel** radio button to the left of the **Rise** column.



The system will present the address screen which is a historical representation of the shipment. If you need a copy of the original MSL, click the **REPRINT** button. The system will re-generate the MSL similar to building a new MSL. You will notice that the lower right block of the MSL will indicate **REPRINT** instead of **ORIGINAL**.

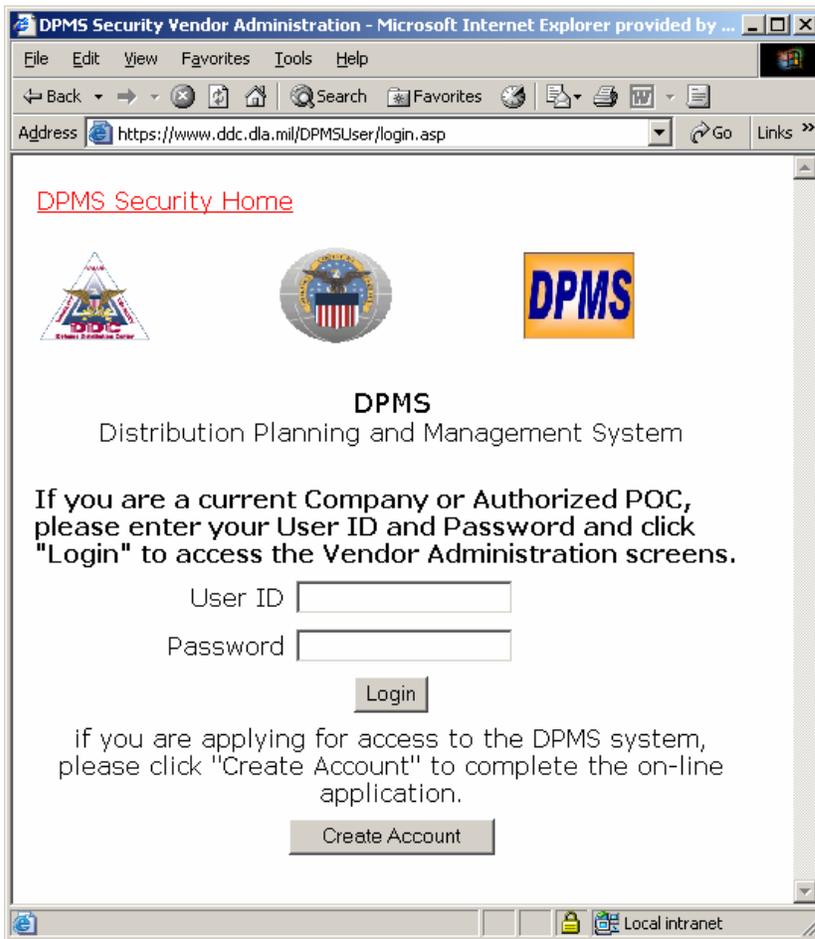
At this point, if you need to update information on this shipment such as adding the carrier tracking number or the vendor reference number, these changes can be made now. Simply enter the additional information and select **UPDATE**.

7.0 Troubleshooting

7.1 Reset a User's Password

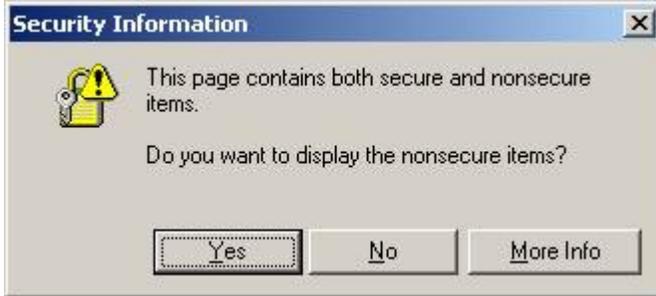
Users can be locked out of the system for several reasons. The most common reason is the entry of an incorrect password 3 times in a row. If a user becomes locked out of the system for any reason, the Vendor POC may unlock the user. Determine who the Vendor POC is for your company. This person will be able to unlock the user using the step-by-step instructions in Section 2.3

To unlock a user, the Vendor POC must login to the DPMS Vendor Administration website at: <https://www.ddc.dla.mil/DPMSUser/login.asp>



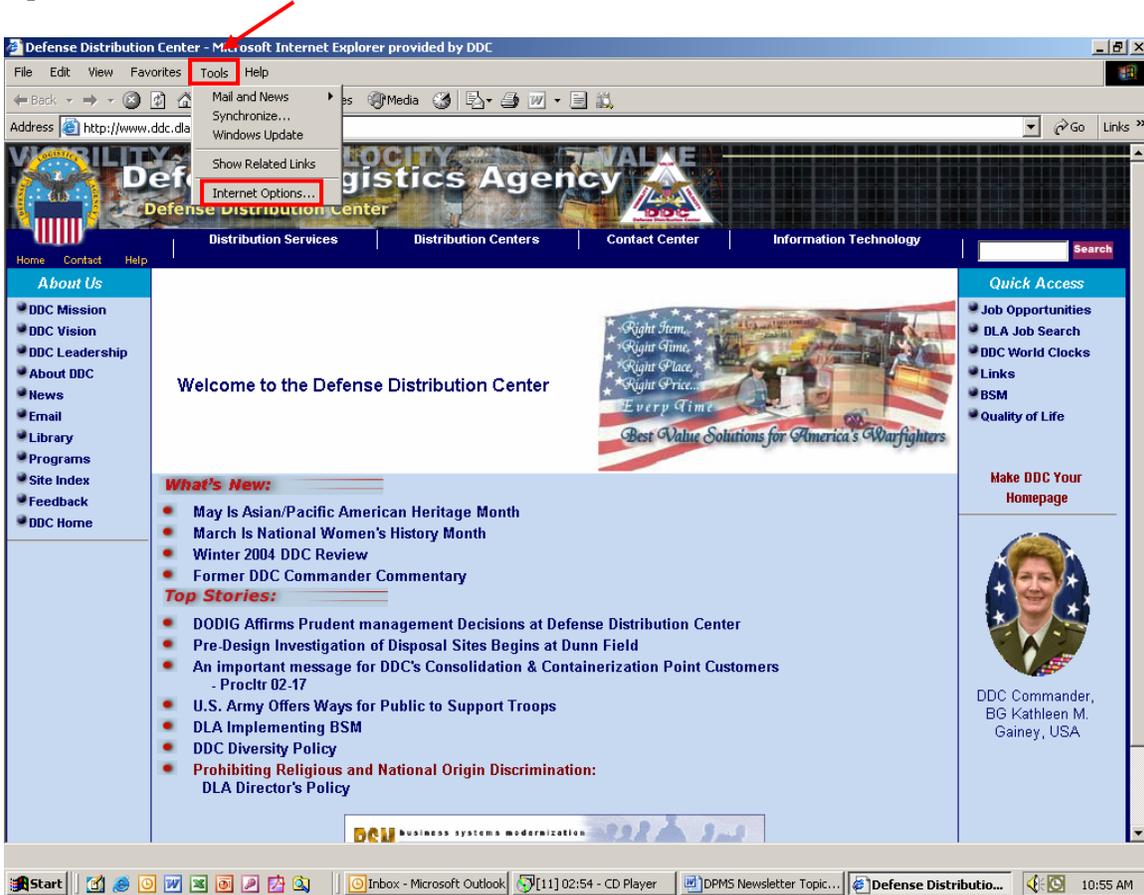
7.2 Mixed Content Security Message

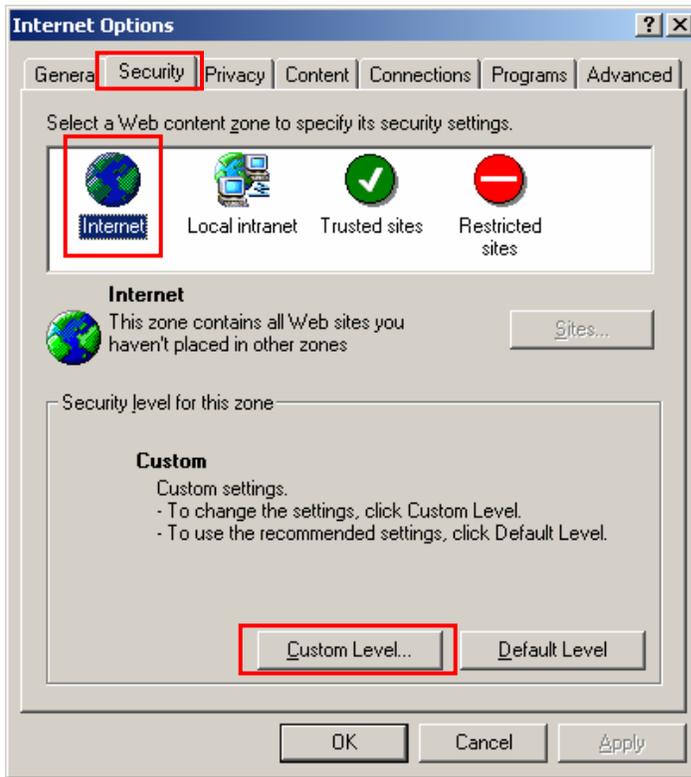
When you are preparing to print a MSL, do you receive this pesky notice?



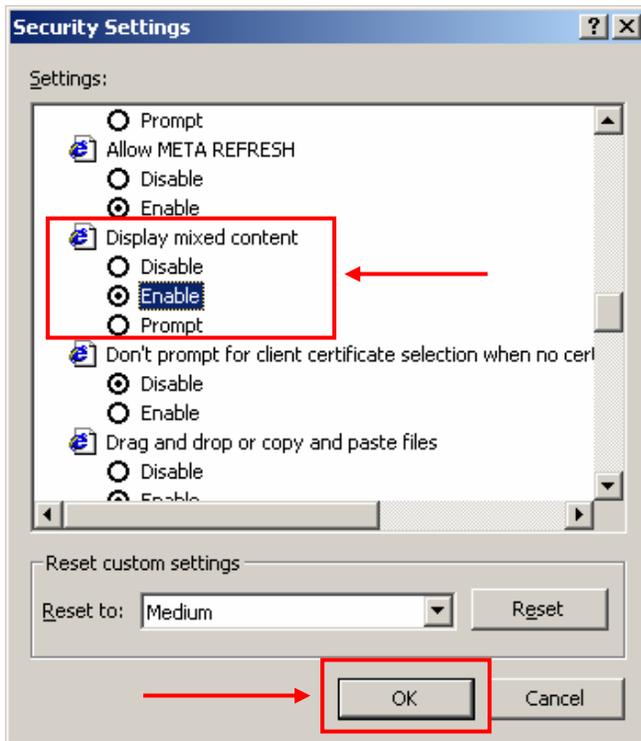
This notice is created by an internet security setting on your web browser. If you are using Microsoft Internet Explorer, the following procedures will eliminate this distraction.

First, open an Internet Browser session. Then select **Tools** on the top menu bar, then Internet Options.





Select the Security Tab, then Internet zone. Click the Custom Level button to adjust the settings.



This list of security settings will be presented. Scroll down the settings until you see the “Display Mixed Content” settings. Select “Enable”. Then select OK

This procedure should eliminate the Mixed Content message.

7.3 Unable to Find a Manually Built Purchase Order

If you could not find a Purchase Order after manually building it, the following procedures may help.

In some cases, you may have built a Purchase Order using either the Active Contract File (ACF) or the manual method (see section 5.0). The system may have responded that the purchase order has been built. But when you return to the FOB Destination screen, you may not be able to find it even if you use the search engine. This may be due to the FOB terms of the contract. In some cases, the manually built purchase order may have been an FOB Origin contract. If this is the case, you will not be able to find it on the FOB Destination side of the system.

If this is the case, you will need to contact the DPMS Help Desk at 1-800-456-5507 and describe the situation. Make sure to provide the Contract Number, Release Number, CLIN and/or the Requisition Number to the agent. They will advise you how to proceed and when the MSL can be processed.

8.0 Abbreviations and Acronyms

ACF – Active Contract File
CCP – Consolidation & Containerization Point
CLIN – Contract Line Item Number
COTS – Commercial-off-the-shelf
DDC – Defense Distribution Center
DLA – Defense Logistics Agency
DODAAC – Department of Defense Activity Address Code
DPMS – Distribution Planning & Management System
DSS – Distribution Standard System
DSS MRO Tracker – Distribution Standard System Material Release Order Tracking System
DVD – Direct Vendor Delivery
FOB – Free on Board
IPD – Issue Priority Designator
ITV – In-Transit Visibility
MSL – Military Shipping Label
POC – Point of Contact
SCN – Shipment Control Number