

Informing you of changes to the AAFES Purchase Order

To:

As we continue to move forward with the Retek Implementation at AAFES, we have made a decision to use the Retek Merchandising System (RMS) as the master of all Purchase Orders (POs). While the implementation of this decision will not take place until an upcoming system release on 26 September 2006, it is important that we inform you of the changes this decision will have on the AAFES Purchase Order. Although we have confidence that AAFES will “go live” on 26 September, we will send notification if this date changes. **Unless you received further notification, please be prepared to accept an 850 transmission using the new Purchase Order format outlined below beginning with orders dated 25 September.**

Currently, AAFES Purchase Orders are created with intelligent numbers or logic. The first two digits indicate the destination of the purchase order and the remaining positions may contain logic depending on the type of order (i.e. Cross dock, VMI, etc.). This intelligent numbering will no longer exist due to the decision to use RMS as the master of all POs. AAFES has also made the decision to use a random 8-digit purchase order with two leading zeroes that will create a 10-digit non-intelligent PO number for downstream legacy systems. **Even with these changes occurring, purchase orders existing in the system at the time of implementation are not affected and there is no impact on the layout of Electronic Data Interchange (EDI) orders.** However, any suppliers needing cross dock POs to be identified in the EDI transmission, please contact the AAFES EDI office at 214-312-4372 or 3109.

To clarify, there will be no meaning to PO numbers to indicate:

- Destination or Facility
- Type of POs or Distribution Method

These decisions are preparing AAFES systems for future growth and expansion, as well as allowing AAFES to align our business processes with the industry’s best practice of using non-intelligent numbering. To fulfill our goal of keeping everyone informed, we wanted to pass this information along. With this change, **it is important that vendors check with everyone within their company to insure changes are not required in their business processes.**

Again, should you have additional questions or comments concerning change to AAFES Purchase Orders, please direct them to AAFES EDI office 214-312-4372 or 214-312-3109. if anyone would like to receive any test data prior to September 25 for testing purposes this can be done and must be completed by September 19th.

Thank you for your support.

(SIGNED)

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