



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO J627

July 06, 2011

MEMORANDUM FOR SUPPLY, CONTRACT ADMINISTRATION, AND FINANCE
PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC) 438,
Revise Advance Shipment Notice (ASN) (DLMS Supplement (DS) 856) to add the
Purchase Request (PR) Number supporting the Electronic Document Access
(EDA)/Wide Area Workflow (WAWF) Interface (Supply/Contract
Administration/Finance) (Staffed as PDC 469)

The attached change to DoD 4000.25-M, Defense Logistics Management System (DLMS) is approved for implementation. This change falls within WAWF Release 5.1 scheduled for July 11, 2011 implementation. The updated DLMS Supplement will be posted to the DLA Logistics Management Standards Web site <http://www.dla.mil/j-6/dlms/eLibrary/TransFormats/formats.asp> within 3 days.

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

A handwritten signature in blue ink that reads "Donald C. Pipp".

DONALD C. PIPP

Director

DLA Logistics Management Standards

Attachment
ADC 438

cc:
ODASD(SCI)

ADC 438

Revise ASN (DS 856) to add the Purchase Request (PR) Number supporting the EDA/WAWF Interface

1. **ORIGINATING SERVICE/AGENCY AND POC INFORMATION:** DPAP, OSD ATL, 703-602-8032

2. **FUNCTIONAL AREA:**

a. **Primary/Secondary Functional Area:** Contract Administration (WAWF)

b. **Primary/Secondary Functional Process:** Program Development and Implementation, DPAP, OSD ATL

3. **REFERENCES:**

a. Federal Acquisition Regulation (FAR) Subpart 32.905, Payment Documentation and Process

b. Prompt Payment Act Record Keeping Requirements, (Public Law 100-496)

c. DoD Financial Management Regulation, DoD 7000.14-R

d. Defense Federal Acquisition Regulation Supplement, DFARS, 252.232-7003, Electronic Document Submission

e. WAWF Engineering Change Proposal ECP0656.

4. **BACKGROUND:**

a. **Intent of the transaction:** The Wide Area Workflow (WAWF) is a DoD mandated system that allows the vendor to electronically submit invoices and receiving reports, and the Government to inspect, receive, accept information and pay electronically.

b. **Scenario for which the transaction is used:** The Business Transformation Agency (BTA) policy requires each DoD Component provide an assessment of all systems supporting receipt and acceptance for unclassified Federal Acquisition Regulation (FAR) based contract/orders in accordance with the Defense Federal Acquisition Regulation Supplement (DFARS) Clause 252.232-7000. Components must either use WAWF for receipt and acceptance or provide a WAWF integration plan.

c. **Procedures, transactions, data elements, processing details in use today:**

(1) The Electronic Document Access (EDA) program is one of the Business Transformation Agency's (BTA's) Sourcing Environment programs. It provides capabilities for secure online storage and retrieval of procurement information and documents across the Department of Defense (DoD). EDA simplifies and standardizes methods used by the DoD to interact with commercial and government suppliers in the acquisition of catalog stock, as well as made-to-order and engineer-to-order goods and services initiatives to increase the application of Electronic Business/Electronic

Commerce (EB/EC) across the DoD. EDA interfaces with WAWF, providing automated upload of key contract data elements to pre-populate shipment notices and invoices.

(2) The Procurement Data Standard (PDS) is a system-agnostic data standard that is intended to be adopted and implemented DoD-wide for creation, translation, processing, and sharing of procurement actions. It defines the minimum requirements for contract writing system output to improve visibility and accuracy of contract-related data, to support interoperability of DoD acquisition systems, and to standardize and streamline the procure-to-pay business process. Further, the PDS will improve visibility of contract-related data, enabling senior DoD leadership to make better informed business decisions.

(3) In the current environment, only a limited amount of contract data is available to pre-populate in WAWF. This causes disruption in the workflow and does not allow systems to receive data that is important for their business functions. Much of this data is optional and is rarely captured. One data element in particular, the Purchase Request Number, is available in EDA but is not currently on the WAWF document. Vendors have been instructed to enter the Purchase Request Number in the line item description field.

5. APPROVED CHANGE(S):

a. Change in detail: Changes to WAWF (reference 3.e) will allow for the pre-population of all data that is present in EDA and WAWF to be pre-populated from EDA into WAWF. EDA currently contains data that could be pre-populated that is not. With the addition of the PDS, all contracts should be in the form of data and thus allow for further pre-population. EDA has some data elements that are not currently on WAWF documents, one of which is the PR Number. Program changes to WAWF will add these elements to the WAWF documents. A business process review indicates the EDI 4010 856, ASN, requires additional data elements to support the addition of the PR Number to WAWF.

b. Procedures: See table below for requested revisions to the DLMS Supplement for the WAWF 856, ASN.

Item #	Location	Revision to WAWF ASN 856	Reason
1.	DLMS Introductory Note	<u>Add ADC 438 to DLMS Introductory note 7:</u> <i>- ADC 438, Revise Advance Shipment Notice (ASN) (DLMS Supplement (DS) 856) to add the Purchase Request (PR) Number supporting the Electronic Document Access (EDA)/Wide Area Workflow (WAWF) Interface (Supply/Contract Administration/ Finance)</i>	Identifies DLMS Changes included in the DLMS Supplement.

2.	2/REF01/150 (Used in HL03=I, Line Item Loop)	<u>Add the following code and Note:</u> RQ - Purchase Requisition Number <i>DLMS Note: Applicable only to the Line Item Loop. Use to identify the Purchase Request Number. (Do not use for the requisition document number which is mapped to Qualifier Code TN, Transaction Reference Number.)</i>	The RQ is already available in the Federal Implementation Convention (IC) for use in identifying the Purchase Request Number. This change will add the existing code to allow the Purchase Request Number to be populated under the DLMS Supplement. The Purchase Request Number is an alphanumeric field reflecting the number of the original Purchase Request resulting in the contract represented by the entered PIIN/SPIIN. The field is a minimum of one and a maximum of nineteen characters in length.
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6. REASON FOR CHANGE: Vendors are currently instructed to enter the PR Number as part of free form text in the line item description. For many contracts, the Purchase Request Number is available in EDA. Adding the PR Number as a separate data element under the line item in WAWF will allow for the population of the PR Number from EDA.

7. ADVANTAGES AND DISADVANTAGES:

a. Advantages (tangible/intangible) Adding the PR Number for the line item as an optional field in WAWF will:

- (1) allow for population from EDA,
- (2) allow the data element to be extracted from WAWF to other systems, and
- (3) make the Purchase Request Number a searchable field in the WAWF reporting tool.

b. Disadvantages: The RQ – Purchase Requisition Number was not the best available X12 qualifier code for use in the overarching Federal IC to identify a PR Number. The X12 data element name can be confusing for inexperienced users of X12 documentation due to the inclusion of the word “requisition.” However, since the RQ is already assigned in the Federal IC it will be perpetuated to the DLMS Supplement with explanatory notes.

8. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: Full implementation of this interface functionality will be completed 1QFY12. WAWF V5.1 will include this functionality and will deploy in July 2011.

9. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: Not available.

10. IMPACT:

a. Publications: DOD 4000.25-M, 4010 856 DLMS Supplement and Federal Implementation Convention

b. New DLMS Data Elements: Existing data element, purchase request number, is added to the WAWF 856.

c. Changes to DLMS Data Elements: No changes to DLMS data elements.

d. WAWF 857. Upon approval of this PDC, corresponding changes will be implemented in the 857, Shipment and Billing Notice.

Enclosure, Response and Comment Resolution

	Originator	Response/Comment	Resolution
1.	Air Force	AF concurs without comments.	Noted
2.	Marine Corps	Concur	Noted
3.	USTRANSCOM/ IGC	USTRANSCOM requests that implementation date be at least 90 days after the ADC release date. USTRANSCOM will require this period to allow IGC the necessary time to code, install, test, and release the changes required to process this data.	This office cannot alter the WAWF release dates which are established in coordination with the Components.
4.	DPAP	Concurs No impact on the DLA operations for Distribution Standard System (DSS) at this time.	Noted
5.	DLA	Concur without comment.	Noted
6.	DSCA	DSCA systems are not impacted by this change, therefore, we have not comment.	Noted