

**DODEMALL**

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**BML-11018, Redirect MOES Requisitions**  
to DOD EMALL Order Processing and Army Fund Control Module

**Job Aid**

Prepared by

**PARTNET**

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## Formatting Key for the DOD EMALL User Interface (UI)

UI Element	Example
NAVIGATION MENU	“Select <b>MOES MILSTRIP QUEUE</b> from the <b>ORDERS</b> menu.”
HYPERLINK	“Click SEND TO DLA TRANSACTION SERVICES to transmit current results.”
<i>Screen Name or Panel</i>	“The <i>Purchase Order Detail</i> screen displays parsed requisitions data.”
<b>Field Name</b>	“Enter <b>Orderer</b> to filter requisitions based on DOD EMALL username .”
BUTTON or SCREEN TAB	“Click SEARCH to apply filters and view matching requisitions.”
Icon	“Click the  icon to display help text.”

# 1 Overview – MOES Redirect

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The MILSTRIP<sup>1</sup> Order Entry System, or MOES, allows users on DOD EMALL to submit MILSTRIP-formatted transactions directly to DLA Transaction Services. MOES users can create MILSTRIP transactions via web form, text-file upload, or free-form entry.

MOES Redirect (BML-11018) is designed to route specific MILSTRIP transactions from the MOES application into DOD EMALL core order processing. This allows MOES to leverage existing funds verification processes within DOD EMALL with the goal to reduce the number of unfunded or underfunded MILSTRIP transactions.

## 1.1 Funds Verification

The MOES application does not perform any Service-level funds verification on the financial transactions it transmits to DLA Transaction Services. This can cause rejected orders in downstream systems when insufficient funds are determined.

Financial transactions are defined as MILSTRIP documents that potentially obligate (or de-obligate) government funds. This project identifies financial transactions using the following Document Identifier Codes:

- **A0x**<sup>2</sup> – Requisition
- **A5x** – Materiel Release Order
- **APR** – Materiel Obligation Request
- **AMx** – Document Modifier
- **ATx** – Follow-up
- **YRZ** – Technical Exception Data

*The Document Identifier Code (DIC) always occurs in the first three record positions of an 80-character MILSTRIP transaction to communicate the document type and purpose.*

Re-routing MOES financial transactions into core order processing allows DOD EMALL to leverage its existing interface with the Army Funds Control Module (FCM). As incoming MILSTRIP transactions are received and processed from MOES, DOD EMALL determines which transactions require funds verification and engages the Army FCM on a line item basis.

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<sup>1</sup> *Military Standard Requisitioning and Issue Procedures*

<sup>2</sup> *“x” represents a variable character. The third character of the Document Identifier Code may vary based on several factors (e.g., ship destination, stock number type, and associated exception data).*

Transactions receiving funds approval (or not requiring verification) through the Army FCM are then transmitted to DLA Transaction Services. Meanwhile, DOD EMALL suspends order processing for any denied transactions and sends email notification to the Orderer, accordingly (see *Appendix, §4.1*).

*MOES transactions will not transmit to DLA Transaction Services if insufficient funding is determined.*

## 1.2 Requisition Processing

A0x, A5x, APR, AMx, and ATx transactions are requisition documents corresponding to a line item purchase. These transactions communicate an **NSN** or part number; **Document Number**; **Supplemental Address**; **Signal Code**; and other MILSTRIP data elements central to the purchase.

MOES does not prevent users from submitting duplicate requisitions (e.g., using the same **Document Number** to purchase the same item). Consequently, DOD EMALL has implemented business rules to account for and display duplicate MOES requisitions within DOD EMALL order management, as follows:

Unique requisition IF	<p><b>Document Number</b> is unique OR</p> <p><b>Document Number</b> is NOT unique BUT references a different DOD EMALL username; <b>NSN</b> or <b>Part Number</b>; OR <b>Routing Identifier Code (RIC)</b>.</p>
Duplicate requisition IF	<p><b>Document Number</b>; DOD EMALL username; <b>NSN</b> or <b>Part Number</b>; and <b>RIC</b> ALL match an existing MOES requisition.</p>

DOD EMALL processes each unique requisition as a new purchase order line item; whereas duplicates are processed as updates to an existing purchase order line item. See Figure 1, *MOES Redirect requisition processing*.

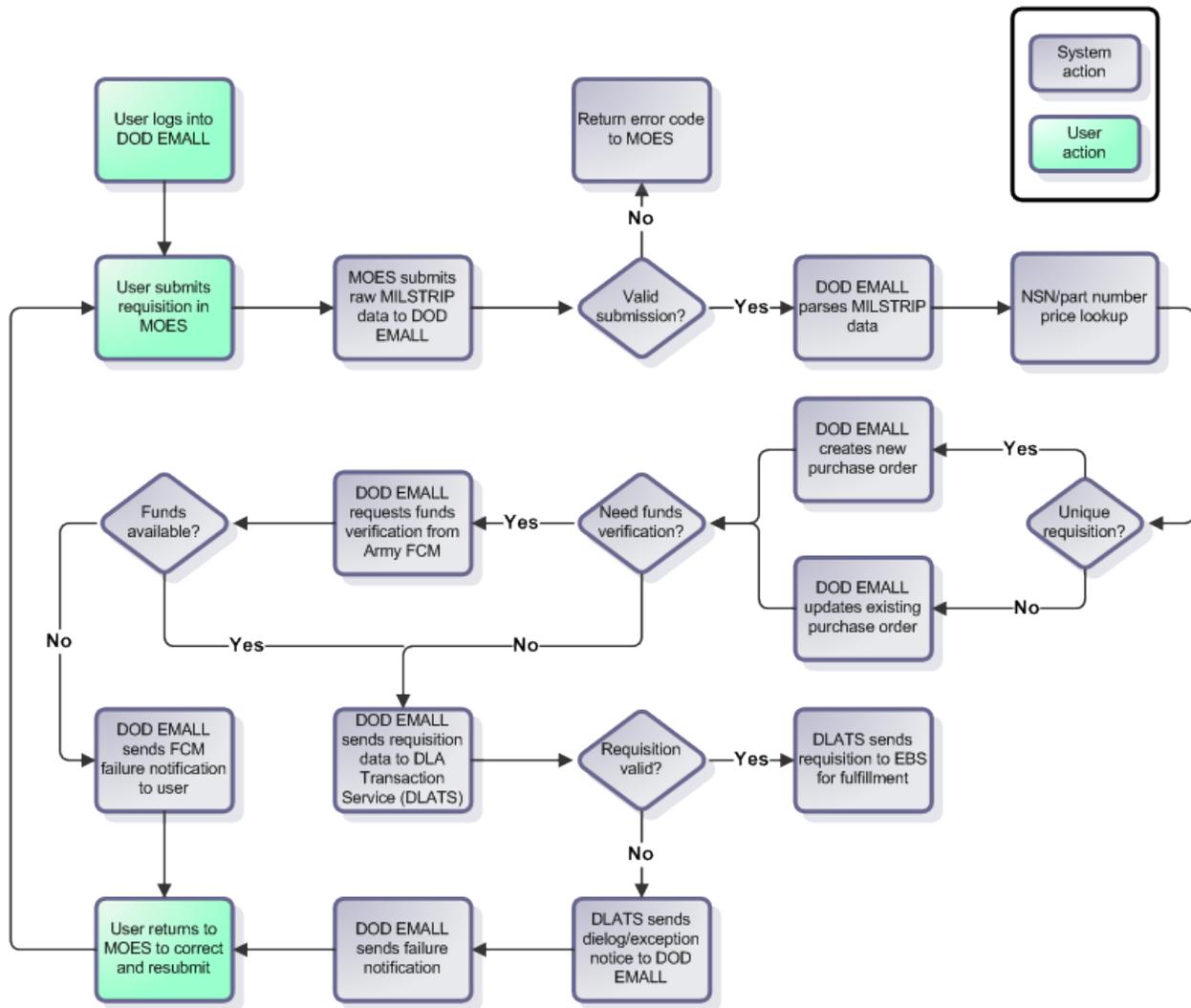


Figure 1 MOES Redirect requisition processing

### 1.3 YRZ Processing

YRZs are MILSTRIP transactions used to carry exception data relevant to an originating requisition. These transactions carry extended part numbers, In-the-clear shipping information, or Mark For addresses. YRZs update the existing purchase order line items upon receipt from MOES.

In some cases, YRZs may be received without an originating requisition (e.g., an AOE or A05). These YRZ transactions are considered “orphaned”. In the event an orphaned YRZ is detected, the application waits two hours for a corresponding requisition to be received from MOES before transmitting to DLA Transaction Services.

All YRZ transactions are transmitted to DLA Transaction Services regardless of whether they update a purchase order line item. See Figure 2, YRZ Processing.

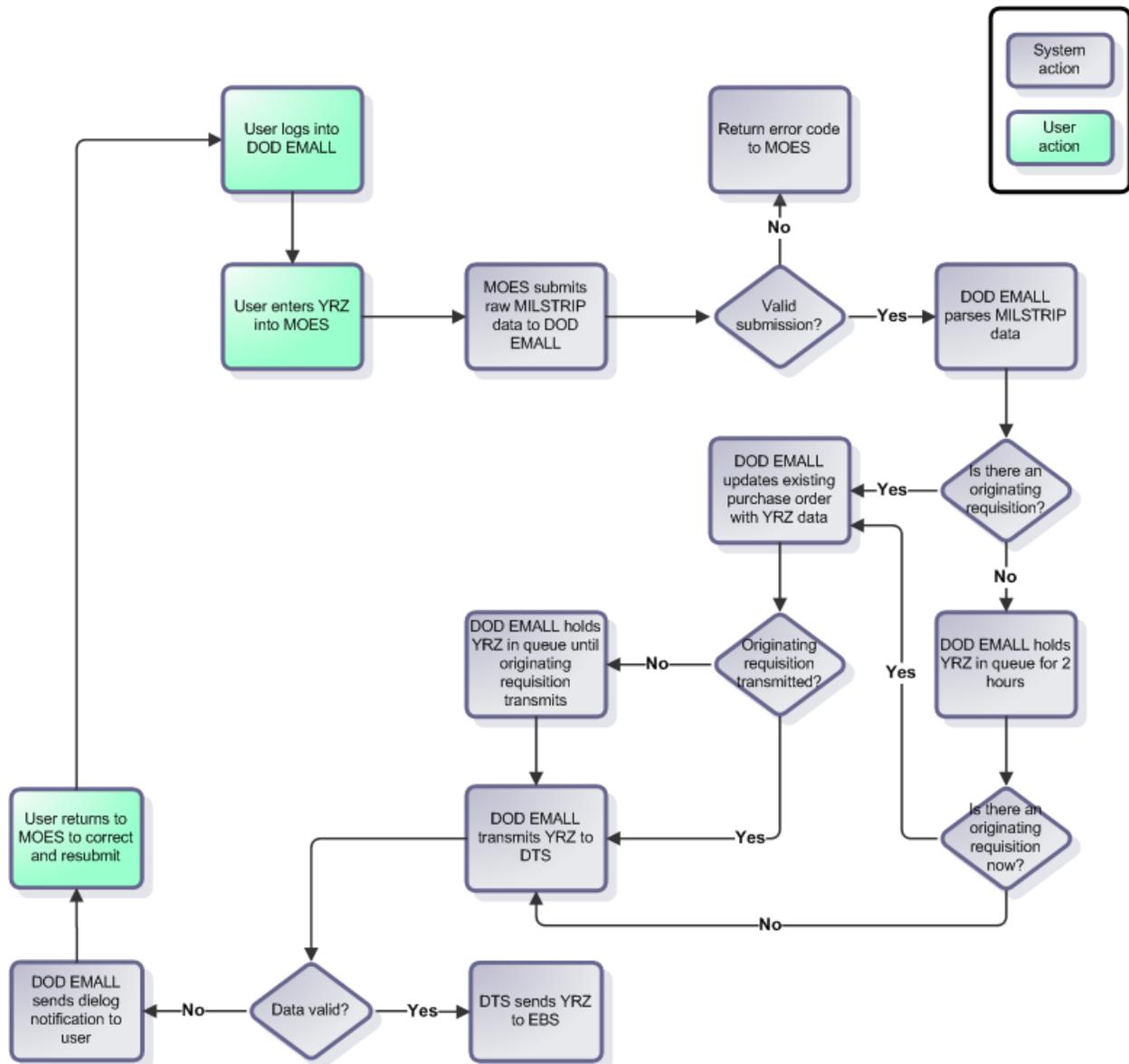


Figure 2 YRZ Processing

## 1.4 B2B Queue Removal and MOES Purchase Orders

The MOES Business-to-Business (B2B) queue is deprecated as part of the MOES Redirect project. The B2B queue was previously used as an accounting-only tool to capture MOES orders as sales in DOD EMALL.

Any need to maintain the MOES B2B queue is eliminated by a new interface allowing MOES to submit requisition data as raw MILSTRIP.<sup>3</sup> DOD EMALL individually parses each line of MILSTRIP and creates an associated line item record within DOD EMALL orders. Line items are then displayed within associated supplier orders (grouped by Routing Identifier Code) and purchase orders.

The *Purchase Order Detail* shows the raw MILSTRIP data received for each line item comprised in the order, as well as response codes for line items requiring Army FCM approval.

The new interface also allows MOES to pass DOD EMALL an associated username for each MILSTRIP submission. Consequently, site administrators can now search for MOES orders by DOD EMALL username from the *Purchase Order Search* screen. Previously, orders received via the B2B queue were consolidated under the generic username, "MOES".

The new MOES interface will still count all received MILSTRIP requisitions towards DOD EMALL sales.

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<sup>3</sup> Raw MILSTRIP refers to the original 80-character data string captured from users in MOES.

## 1.5 MOES MILSTRIP Queue

The new *MOES MILSTRIP Queue* is available to Order Admins from the *DOD EMALL Orders Search* screen and provides an administrative console for searching, viewing, and troubleshooting any MILSTRIP transaction received via MOES.

**MOES MilSTRIP Queue** ?

Restart MilSTRIP Queue Processor  
 Generate Authentication Tokens  
 Send to DLA Transaction Services

[Hide Search Options](#)

---

**Search Options**

Raw MilSTRIP: Contains

Document Number: Contains

Orderer: Contains

Error: Equals

Batch ID: Contains

Sequence: Equals

Date Submitted: Greater Than

Order: Contains

Failed: Equals

Sent Status: Equals

File Name: Contains

[Search](#) [Clear](#)

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Show  entries

Raw MilSTRIP	Document Number	Orderer	Error	Batch ID
YRZPNN6247023380003 123456789123456789123456789123456789123456789123456789123456789123456	N6247023380003	SCRAORDERERGJ		e6f92b4c-7389-417b-aeb6-f85071
YRZMFN6247023380013 4NDU NEPAL. THIS IS A TESTTEST	* N6247023380013	SCRAORDERERGJ	2	e6f92b4c-7389-417b-aeb6-f85071
YRZMFN6247023380013 3AR FAR FAR AWAY PLACE IN KATMA	N6247023380013	SCRAORDERERGJ	2	e6f92b4c-7389-417b-aeb6-f85071
YRZMFN6247023380013 20 JONATHAN BROWN WHO IS IN A F	N6247023380013	SCRAORDERERGJ	2	e6f92b4c-7389-417b-aeb6-f85071
YRZMFN6247023380013 1MAKE SURE THIS GET DELIVERED T	N6247023380013	SCRAORDERERGJ	2	e6f92b4c-7389-417b-aeb6-f85071
YRZSTN6247023380012 3CHARLESTON SC 29418	* N6247023380012	SCRAORDERERGJ	2	e6f92b4c-7389-417b-aeb6-f85071
YRZSTN6247023380012 278901234578901235678900	N6247023380012	SCRAORDERERGJ	2	e6f92b4c-7389-417b-aeb6-f85071
YRZSTN6247023380012 1THE PART NUMBER IS 1234567890123456	N6247023380012	SCRAORDERERGJ	2	e6f92b4c-7389-417b-aeb6-f85071

Figure 3 – MOES MILSTRIP Queue

Transactions are searchable by **Error** status, **Sent Status**, **Date**, **Filename**, or using any of the data contained in the **Raw MILSTRIP** transaction itself. Additionally, the *MOES MILSTRIP Queue* allows Order Admins to re-queue selected MILSTRIP transactions for transmission to DLA Transaction Services; re-associate MILSTRIP transactions to their DOD EMALL users; or restart the MILSTRIP queue processor entirely.

MILSTRIP transactions received from MOES are automatically transmitted to DLA Transaction Services—regardless of their **Error** status in the *MOES MILSTRIP Queue*.

In the event a MILSTRIP transaction is received but cannot be parsed by the MOES MILSTRIP processor, DOD EMALL will transmit to DLA Transaction Services; however, the transaction will not be displayed in the *MOES MILSTRIP Queue* or in DOD EMALL Orders.

## 1.6 DIELOG Rejections

MOES MILSTRIP transactions are subject to DIELOG processing. DIELOGs are response files from DLA Transaction Services that are triggered when a MILSTRIP transaction rejects or fails to process. In many cases, this is caused by a formatting error or use of an invalid DODAAC.

When a DIELOG occurs, DOD EMALL parses the response file from DLA Transaction Services, determines the DIELOG reason, and sends email notification to the Orderer (see *Appendix, § 4.2*). The Orderer is instructed to contact the DLA Customer Interaction Center in these cases.

See *Appendix, §4.3* for a list of possible DIELOG reasons and the notification they trigger.

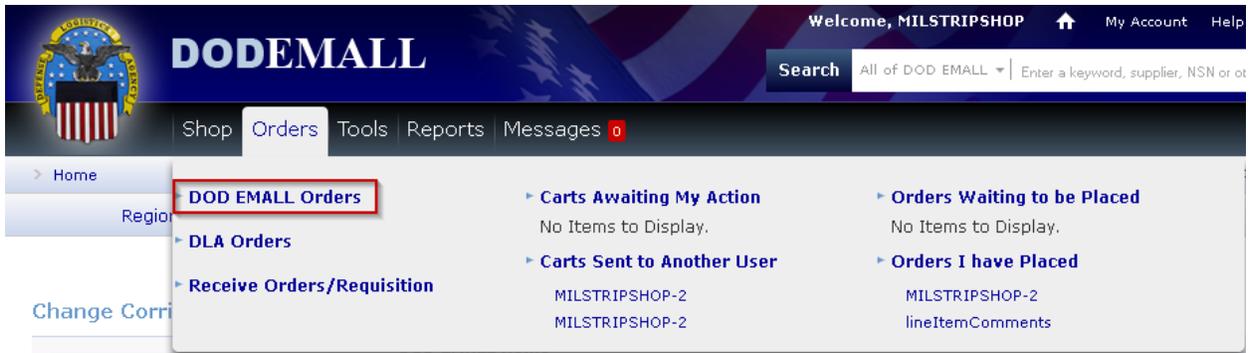
## 2 MOES Purchase Orders

### 2.1 Purchase Order Search for Orderers

The following demonstrates how MOES Orderers access their MILSTRIP requisitions using **DOD EMALL ORDERS** search. Additional guidance on using the *Purchase Order Detail* screen is also provided.

**User Role:** *Orderer*

**Special Conditions:** *User has submitted one or more financial transactions from the MOES application.*



From the **ORDERS** menu . . .

1. Click **DOD EMALL ORDERS** to display the *Purchase Order Search* screen.

A screenshot of the 'Purchase Order Search' screen. The breadcrumb trail shows 'Home > DOD EMALL Orders'. The user is logged in as 'MILSTRIPSHOP' for 44:30. The search form includes the following fields: 'Purchase Order Identifier' with dropdowns for 'Identifier' and 'Operator'; 'Requisition Status' with a dropdown; 'Project Code' with a text input; 'Purchase Order Date From' and 'To' with date pickers (set to 10/30/2012 and 11/13/2012); and 'Results per Page' with a dropdown (set to 50). There are 'Search' and 'Reset' buttons at the bottom.

Orderers may search for their purchase orders using one or more of the following criteria:

- **Purchase Order Identifier** (Purchase Order ID, Supplier Order ID, Document Number, or LTA ID)
- [Line Item] **Requisition Status** (e.g., Canceled, Backordered, Shipped, Adjusted, etc.)
- **Project Code**
- **Purchase Order Date From:** and **To:** (defaults to a two-week date range from the current date)

***Purchase Order Date From: and To: are minimally required to begin a SEARCH.***

2. Click SEARCH to display *Purchase Orders Search Results*.

Begin New Search    Modify Current Search

Purchase Order Search Results ?

Export to: [Text](#) | [Excel](#) | [HTML](#)      Total Cost (of 3 results): \$43.01      3 Results

Purchase Order Details	Payment Type	Cost	Supplier Order ID	Line Item Details
<a href="#">PNDV00001640676</a> Order Name: BWORKMAN 11/13/2012 14:03:33 EST Status: Processed	MIL	\$10.00	<a href="#">M00002556168</a>	Document Number    Project    Status
<a href="#">PNDV00001640662</a> Order Name: BWORKMAN 11/12/2012 19:00:56 EST Status: Processed	MIL	\$25.00	<a href="#">M00002556147</a>	Document Number    Project    Status
<a href="#">PDEV00001640634</a> Order Name: BWORKMAN	MIL	\$3.01	<a href="#">P00002556091</a>	Document Number    Project    Status

*Purchase Order Search Results* displays all processed and in-process purchase orders for the current user. PURCHASE ORDER IDs and SUPPLIER ORDER IDs are hyperlinked to the associated *Purchase Order Detail*.

Click the icon to toggle **Line Item Details** for any purchase order in search results.

Users may click BEGIN NEW SEARCH or MODIFY CURRENT SEARCH to return to *Purchase Order Search*.

- Click any PURCHASE ORDER ID link to display the associated *Purchase Order Detail* screen.

 This purchase order is not editable. Modifications must be submitted in MILSTRIP using the MOES application.

**Purchase Order** Print Order/Invoice

**Order Summary**

Order #: TEST00003378436  
 User: KATHRYN11  
 Status: PROCESSED  
 Order Name:  
 Memo:  
 CC Recipients:  
 MRA Assignee:

**Supplier Order: T00005032786**

Status: Order transmitted MIL MILSTRIP Documents \$ Payment Records  All Status  
 Supplier: SMS(SMS)  
 LTA: N/A (Depot Order)

Item Description	Document Number	Requisition Info	Status	Qty	Unit Price	Price
Mfr Part #: Mfr Name: Catalog #: ENAC Codes: NSN (FSC/NIIN) #: 3625002880400	W15BW923390W10	Fund Code: GW Supplemental: Demand Code: Project Code: 593 Advice Code: Signal Code: A Media Status: S Dist. Code: 9C Priority Code: 03 RDD 999: false		2	\$0.99 / EA	\$1.98

Status  
MIL MILSTRIP Documents

The *Purchase Order Detail* screen displays as read-only with the following user message:

*This purchase order is not editable. Modifications must be submitted in MILSTRIP using the MOES application.*

**Item Description, Document Number, Requisition Info, and Quantity** are populated from the parsed MOES transaction.

Supplier Orders are grouped by **Supplier** corresponding to the Routing Identifier Code (RIC).

**Unit Price** and Extended **Prices** are populated using prices in the NSN catalog.

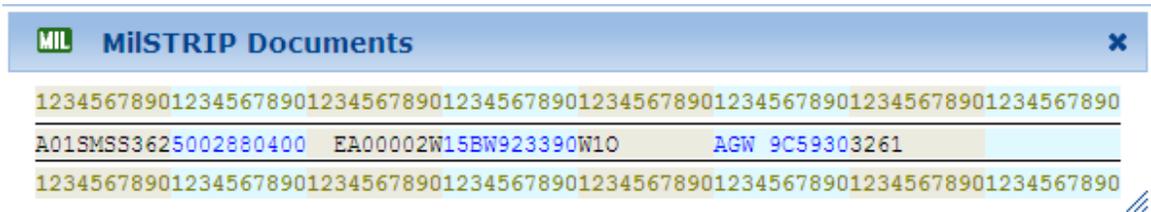
Price lookup is not performed for part-numbered items.

- Click MILSTRIP DOCUMENTS to view the raw MILSTRIP associated with each line item.

Requisition Info	Status	Qty	Unit Price	Price
Fund Code: GW Supplemental: Demand Code: Project Code: 593 Advice Code: Signal Code: A Media Status: S Dist. Code: 9C Priority Code: 03 RDD 999: false		2	\$0.99 / EA	\$1.98

Status  
MIL MILSTRIP Documents

A single line item may contain multiple associated lines of raw MILSTRIP. This occurs when duplicate requisitions are sent from MOES, or if YRZ exception data was submitted for the originating requisition.



5. Click the  icon to close the *MILSTRIP Documents* viewer.
6. Click SEARCH RESULTS to exit *Purchase Order Detail*.

Other user options on the *Purchase Order Detail* screen:

- Click PAYMENT RECORDS to view any financial transaction history for the purchase order line item.
- Click PRINT ORDER/INVOICE to generate a printer-friendly version of the *Purchase Order Detail* screen.
- Click STATUS to view line item requisition status.

## 2.2 Purchase Order Search for Administrators

The following demonstrates how authorized administrators can access MILSTRIP requisitions on behalf of MOES Orderers via **DOD EMALL ORDERS**. Additional guidance on using the *Purchase Order Detail* screen is also provided.

**User Role:** Order Admin

**Special Conditions:** The Order Admin must search for a **User/Account Name** that has placed one or more MOES financial transactions.



From the **ORDERS** menu . . .

1. Click **DOD EMALL ORDERS** to display the *Purchase Order Search* screen.

A screenshot of the 'Purchase Order Search' screen. The page title is 'Purchase Order Search' and the user is logged in as 'As CPTBOX, ...'. The screen displays a search form with the following fields and options:

- Order Processing Console | MOES Milstrip Queue | FCM Requests | US Bank File Record Console
- Purchase Order Identifier: -- Select an Identifier -- | -- Select an Operator -- | [Text Field]
- Purchase Order Status: -- Select a Status --
- Supplier Order Status: -- Select a Status --
- User/Account Name: [Text Field] | Find User
- Payment Method: -- Select a Method --
- Requisition Status: -- Select a Status --
- Project Code: [Text Field]
- Purchase Order Date From: 10/31/2012 | To: 11/14/2012
- Results per Page: 50
- Search | Reset

Order Admins may search for their purchase orders using one or more of the following criteria:

- **Purchase Order Identifier** (Purchase Order ID, Supplier Order ID, Document Number, or LTA ID)
- **Purchase Order Status** (Processed, Being Processed, Ready to Finalize)
- **Supplier Order Status** (Transmitted, Ready for Transmission)
- **DOD EMALL User/Account Name**
- **Payment Method** (Credit Card, MILSTRIP, Line of Accounting)
- **[Line Item] Requisition Status** (e.g., Canceled, Backordered, Shipped, Adjusted, etc.)
- **Project Code**
- **Purchase Order Date From:** and **To:** (defaults to a two-week date range from the current date)

2. Enter a **User/Account Name** to search orders associated to a specific MOES user.
3. Click SEARCH to display *Purchase Orders Search Results*.

Begin New Search    Modify Current Search

**Purchase Order Search Results** 3 Results

Export to: [Text](#) | [Excel](#) | [HTML](#)      Total Cost (of 3 results): \$43.01

Purchase Order Details	Payment Type	Cost	Supplier Order ID	Line Item Details	Status
<a href="#">PNDV00001640676</a> Order Name: BWORKMAN 11/13/2012 14:03:33 EST Status: Processed	MIL	\$10.00	M00002556168	Document Number    Project	<a href="#">Status</a>
<a href="#">PNDV00001640662</a> Order Name: BWORKMAN 11/12/2012 19:00:56 EST Status: Processed	MIL	\$25.00	M00002556147	Document Number    Project	<a href="#">Status</a>
<a href="#">PDEV00001640634</a> Order Name: BWORKMAN 11/12/2012 19:00:56 EST Status: Processed	MIL	\$3.01	P00002556091	Document Number    Project	<a href="#">Status</a>

4. Click any PURCHASE ORDER ID link to display the associated *Purchase Order Detail* screen.

**i** - This purchase order is not editable. Modifications must be submitted in MILSTRIP using the MOES application.

**Purchase Order** Resend Confirmation    Print Order/Invoice    Order Processing Console

**Order Summary**

Order #: TEST00003378436  
 User: KATHRYN11  
 Status: PROCESSED  
 Order Name:  
 Memo:  
 CC Recipients:  
 MRA Assignee:

**Supplier Order: T00005032786**

Status: Order transmitted    MILSTRIP Documents    Payment Records    All Status  
 Supplier: SMS(SMS)    LTA: N/A (Depot Order)

Item Description	Document Number	Requisition Info	Status	Qty	Unit Price	Price
Mfr Part #: W15BW923390W10 Mfr Name: Catalog #: ENAC Codes: NSN (FSC/NIIN) #: 3625002880400	W15BW923390W10	Fund Code: GW Supplemental: Demand Code: Project Code: 593 Advice Code: Signal Code: A Media Status: S Dist. Code: 9C Priority Code: 03 RDD 999: false		2	\$0.99 / EA	\$1.98

Status     Adjustments     MILSTRIP Documents



## 2.3 Make a Financial Adjustment

The following demonstrates how to apply financial adjustments to a MOES purchase order line item from the *Purchase Order Detail*. Adjustment functionality is restricted to Order Admin users only.

**User Role:** *Order Admin*  
**Special Conditions:** *MOES purchase order is selected and the **Purchase Order Status** is "Processed".*

i This purchase order is not editable. Modifications must be submitted in MILSTRIP using the MOES application.

**Purchase Order** 2

[Resend Confirmation](#) [Print Order/Invoice](#) [Order Processing Console](#)

**Order Summary**

**Order #:** TEST00003378436  
**User:** KATHRYN11  
**Status:** PROCESSED  
**Order Name:**  
**Memo:**  
**CC Recipients:**  
**MRA Assignee:**

**Supplier Order: T00005032786**

**Status:** Order transmitted  MILSTRIP Documents Payment Records  All Status  
**Supplier:** SMS(SMS)  
**LTA:** N/A (Depot Order)

Item Description	Document Number	Requisition Info	Status	Qty	Unit Price	Price
<b>Mfr Part #:</b> <b>Mfr Name:</b> <b>Catalog #:</b> <b>ENAC Codes:</b> <b>NSN (FSC/NIIN) #:</b> 3625002880400	W15BW923390W10	<b>Fund Code:</b> GW <b>Supplemental:</b> <b>Demand Code:</b> <b>Project Code:</b> 593 <b>Advice Code:</b> <b>Signal Code:</b> A <b>Media Status:</b> S <b>Dist. Code:</b> 9C <b>Priority Code:</b> 03 <b>RDD 999:</b> false		2	\$0.99 / EA	\$1.98
<input checked="" type="checkbox"/> Status <input checked="" type="checkbox"/> <b>Adjustments</b> <span style="border: 1px solid red; padding: 2px;">Adjustments</span> <input checked="" type="checkbox"/> MILSTRIP Documents						

From the *Purchase Order Detail* screen for any processed MOES purchase order . . .

1. Click the ADJUSTMENTS link for the associated purchase order line item.

Orderer: MOESUSER  
 Line Item System ID: 9160883  
 Purchase Order ID: TEST00003376391  
 Supplier Order ID: T00005030013  
 Document Number: 1291002286060E

Payment Method: MILSTRIP Fund Code  
 Item Description: SHIM  
 Qty: 1  
 Item Price: \$0.93

Document Number	Date	Status	Transaction Type	Credit Card	Amount	Remittance Id	Result Code	Comments
1291002286060E	10/12/2012 07:56:55 EDT	PROCESSED	MILSTRIP		\$0.93		APPROVED	*SYSTEM ORDER*

Showing 1 to 1 of 1 entries  
 Total Activity: \$0.93

**Adjustment**

Transaction\*:   
 Amount\*:   
 Comment:

**Credit Card**  
 You only need to select a card if doing a charge or charge card only transaction.

Submit Close

The *Financial Adjustments* screen displays the following line item information:

- **Orderer** username
- **Line Item System ID**
- **Purchase Order ID**
- **Supplier Order ID**
- **Document Number**
- **Payment Method**
- **Item Description**
- **Quantity**
- **Item [Unit] Price**

The following information displays for each previous financial transaction on the line item:

- **Document Number**
- [Adjustment] Date
- **Status**
- **Transaction Type**
- **Credit Card** (N/A for MOES purchase order line items)
- **Amount**
- **Remittance ID** (N/A for MOES purchase order line items)
- **Result Code**
- **Comments**

**Total Activity** sums all charge transactions minus the sum of all refund transactions.

2. Select an adjustment type from the **Transaction** menu.

**Adjustment**

---

**Transaction\*:** ----- Select ----- 

**Amount\*:** ----- Select ----- 

**Comment:** Patch Sale  
Patch Refund  
Comment

MOES purchase order line items are restricted to the following **Transactions**:

- *Patch Sale* – Records a line item charge transaction to the orders database. The customer is not additionally charged; the transaction processed in any financial system.
- *Patch Refund* – Records a line item refund transaction to the orders database. The customer is not refunded; the transaction does not process in any financial systems.
- *Comment* – allows Order Admins to record a comment to the line item payment record.

3. Enter an adjustment **Amount**.

**Adjustment**

---

**Transaction\*:** Patch Refund 

**Amount\*:** .45 

**Comment:**

Users may click the  icon to display tools to calculate the adjustment **Amount** based on **Item Price** and **Quantity**.

Refund amounts cannot exceed the **Total Activity** for a given line item.

4. Enter **Comments** (optional).
5. Click SUBMIT.

Orderer: MOESUSER  
 Line Item System ID: 9160883  
 Purchase Order ID: TEST0003376391  
 Supplier Order ID: T00005030013  
 Document Number: 1291002286060E

Payment Method: MILSTRIP Fund Code  
 Item Description: SHIM  
 Qty: 1  
 Item Price: \$0.93

Document Number	Date	Status	Transaction Type	Credit Card	Amount	Remittance Id	Result Code	Comments
1291002286060E	10/12/2012 07:56:55 EDT	PROCESSED	MILSTRIP		\$0.93		APPROVED	*SYSTEM ORDER*

Showing 1 to 1 of 1 entries  
 Total Activity: \$0.93

**Adjustment**

Transaction\*: Patch Refund  
 Amount\*: .45  
 Comment:

**Credit Card**  
 You only need to select a card if doing a charge or charge card only transaction.

Submit Close

6. Click OK to confirm the adjustment **Transaction** and **Amount**.

Message from webpage

Are you sure you only want to add a record to the database showing a REFUND for 0.45?

OK Cancel

Users may optionally click CANCEL to return the *Financial Adjustments* screen and modify or cancel the adjustment.

7. Click PAYMENT RECORDS on the *Purchase Order* Detail screen after completing the adjustment.

Payment Records

Document Number	Date	Status	Transaction Type	Credit Card	Amount	Remittance Id	Result Code	Comments
1291002286060E	10/12/2012 07:56:55 EDT	PROCESSED	MILSTRIP	N/A	\$0.93		APPROVED	*SYSTEM ORDER*
1291002286060E	11/14/2012 17:03:13 EST	PROCESSED	MILSTRIP_REFUND	N/A	\$0.45		APPROVED	

Showing 1 to 2 of 2 entries

Close

The adjustment now displays in the financial transaction history for the associated line item.

## 2.4 Using the Order Processing Console

The following demonstrates how MOES transactions can be monitored in purchase order workflow using the *Order Processing Console*. The *Order Processing Console* is restricted to Order Admin users only.

**User Role:** *Order Admin*  
**Special Conditions:** *None.*

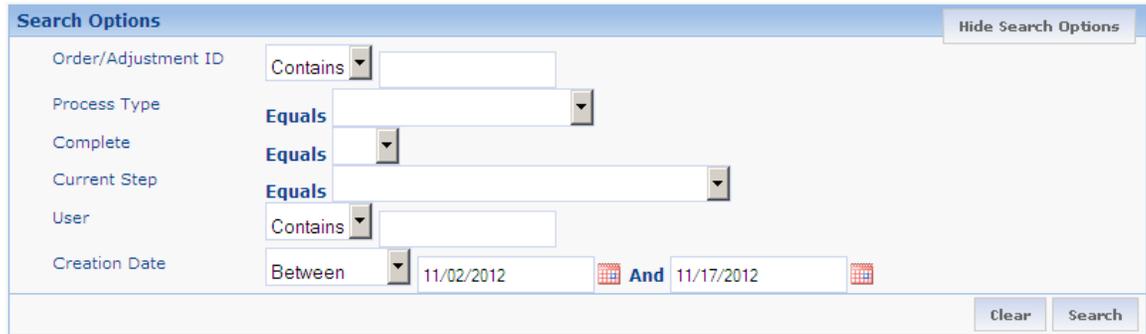
The screenshot shows the DOD EMALL website interface. At the top, there is a navigation bar with the DOD EMALL logo on the left and a search bar on the right. Below the navigation bar, there is a main menu with options: Shop, Quotes, Orders, Tools, Admin, Reports, and Messages. The Orders menu is highlighted, and a sub-menu is visible with options: DOD EMALL Orders, DLA Orders, and Receive Orders/Requisition. The DOD EMALL Orders option is highlighted with a red box. To the right of the sub-menu, there are three columns of information: Carts Awaiting My Action, Carts Sent to Another User, and Orders Waiting to be Placed. Each column contains a list of items and a message indicating an error occurred while retrieving the menu.

From the **ORDERS** menu . . .

1. Click **DOD EMALL ORDERS**.

The screenshot shows the Order Processing Console search interface. At the top, there is a navigation bar with the text: Home > DOD EMALL Orders. Below the navigation bar, there is a section titled "Purchase Order Search". Under this section, there are four tabs: Order Processing Console, MOES Milstrip Queue, FCM Requests, and US Bank File Record Console. The Order Processing Console tab is highlighted with a red box. Below the tabs, there are several search criteria fields: Purchase Order Identifier, Purchase Order Status, Supplier Order Status, User/Account Name, Payment Method, Requisition Status, Project Code, Purchase Order Date From, and Results per Page. Each field has a dropdown menu or a text input field. There are also "Search" and "Reset" buttons at the bottom of the search area.

2. Click ORDER PROCESSING CONSOLE from the *Purchase Order Search* screen.



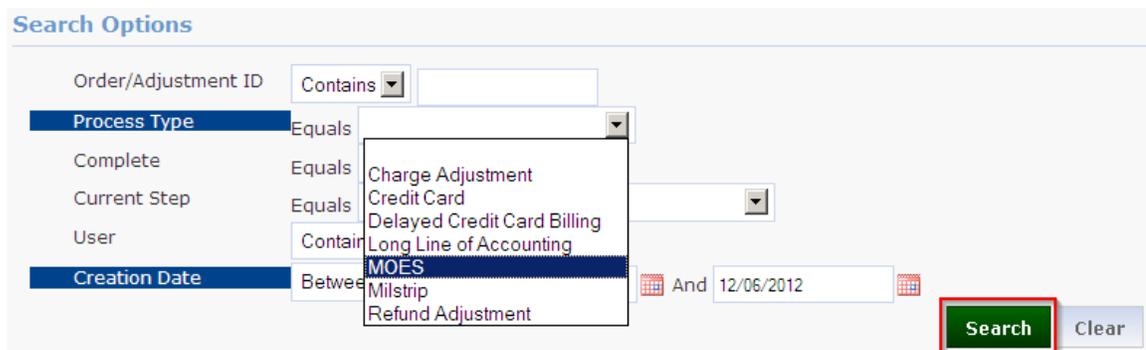
The *Order Processing Console* provides the following search options for viewing orders in purchase order workflow:

- [Purchase] **Order/Adjustment ID**
- **Process Type** (e.g., Credit Card, MILSTRIP, Delayed Billing, MOES)
- **Complete** [status]
- **Current Step**<sup>4</sup>
- **User** [ID]
- **Creation Date**

Order Admins may select from the following search operators (varies per field):

- “Contains”– returns broader results with less precision.
- “Equals”– returns fewer results with more precision.
- “Less Than”– returns all results occurring before a specified date.
- “Greater Than”– returns all results occurring after a specified date.
- “Between”– returns all results occurring within a specified date range.

3. Select “MOES” from the **Process Type** menu.



Users may apply one or more search options, as needed.

<sup>4</sup> Filter on **Current Step** to troubleshooting problems related to a specific workflow step.

4. Click SEARCH.

Order/Adjustment ID	Process Type	Complete	Current Step	User	Creation Date	Suspend	Resume
PO Id: TEST00003378661	MOES	Yes	order complete	SCRAORDERERGJ	12/05/2012 16:44:13 EST		
PO Id: TEST00003378660	MOES	Yes	order complete	KATHRYN11	12/05/2012 16:44:09 EST		
PO Id: TEST00003378659	MOES	Yes	order complete	CPTBOX	12/05/2012 16:44:06 EST		
PO Id: TEST00003378658	MOES	Yes	order complete	BELINDA	12/05/2012 16:44:03 EST		
PO Id: TEST00003378436	MOES	Yes	order complete	KATHRYN11	12/04/2012 23:36:32 EST		
PO Id: TEST00003378435	MOES	Yes	order complete	KATHRYN11	12/04/2012 23:22:30 EST		
PO Id: TEST00003378434	MOES	Yes	order complete	KATHRYN11	12/04/2012 23:20:32 EST		
PO Id: TEST00003378433	MOES	Yes	order complete	PARTNETRN2	12/04/2012 21:00:30 EST		
PO Id: TEST00003378432	MOES	Yes	order complete	PARTNETRN2	12/04/2012 20:56:31 EST		
PO Id: TEST00003376814	MOES	Yes	order complete	JENNIFER2	12/02/2012 14:00:47 EST		

Showing 1 to 10 of 112 entries

The *Order Processing Console* displays all complete and incomplete orders in the MOES processing workflow.

**Order/Adjustment ID** links to the associated *Purchase Order Detail*.

5. Click any MOES link located under the **Process Type** column heading.

**Order Processing Status**

Label / ID: TEST00003378659  
 Process Type: MOES  
 User Name: CPTBOX  
 Complete: true  
 Creation Date: 12/05/2012 16:44:06 EST  
 Last Updated Date: 12/05/2012 16:50:21 EST  
 This order is not being processed. This step was completed at 12/05/2012 16:44:17 EST.

[Resume Workflow](#)

Processing Step	Status	Retry Attempts	Comments	Step Description
Setup Order for Order Processing	successful on (12/05/2012 16:44:13 EST)	1		Prepare items to be processed as a purchase order by the order processing system.
Milstrip Funds Check	successful on (12/05/2012 16:44:17 EST)	1	Funding response complete.	Sends milstrip information to the funds control module for funding approval.
Sends FCM Reply Code Emails	successful on (12/05/2012 16:44:18 EST)	1	Email sent to: jclarke@part.net	Sends notifications to the user and the help desk containing all reply codes reported by the FCM module.
Queue MOES Milstrip Orders	successful on (12/05/2012 16:44:19 EST)	1	Queued 4 milstrip orders	Queue MOES milstrip orders. Orders will be sent a the trading partner.
Supplier Order Transmissions Complete	successful on (12/05/2012 16:50:20 EST)	2	1 of 1 supplier orders have been transmitted	Wait for transmission of all supplier order files.
Order Processing Complete	successful on (12/05/2012 16:50:21 EST)	1	Purchase Order status has been marked as COMPLETE	Mark the purchase order as complete.

The *Order Processing Status* detail screens displays applicable **Processing Steps** and current **Status** for the selected **Order/Adjustment ID**. The following **Processing Steps** display for MOES purchase orders:

- Setup Order for Order Processing
- MILSTRIP Funds Check
- Send FCM Reply Code Emails
- Queue MOES MILSTRIP Orders
- Supplier Order Transmissions Complete
- Order Processing Complete

The following is displayed for each **Processing Step**:

- **Status**
- **Retry Attempts**
- [System] **Comments**
- **Step Description**

The console uses color-coded icons to communicate current **Status** for each **Processing Step**, as follows:

- Successful – processing completed and advanced to the next step.
- Incomplete – awaiting step completion or retry attempted.
- Failed – processing suspended.

6. Click **BACK** to return to the *Order Processing Console* screen to monitor another MOES purchase order or begin a new search.

Other options on the *Order Processing Console*:

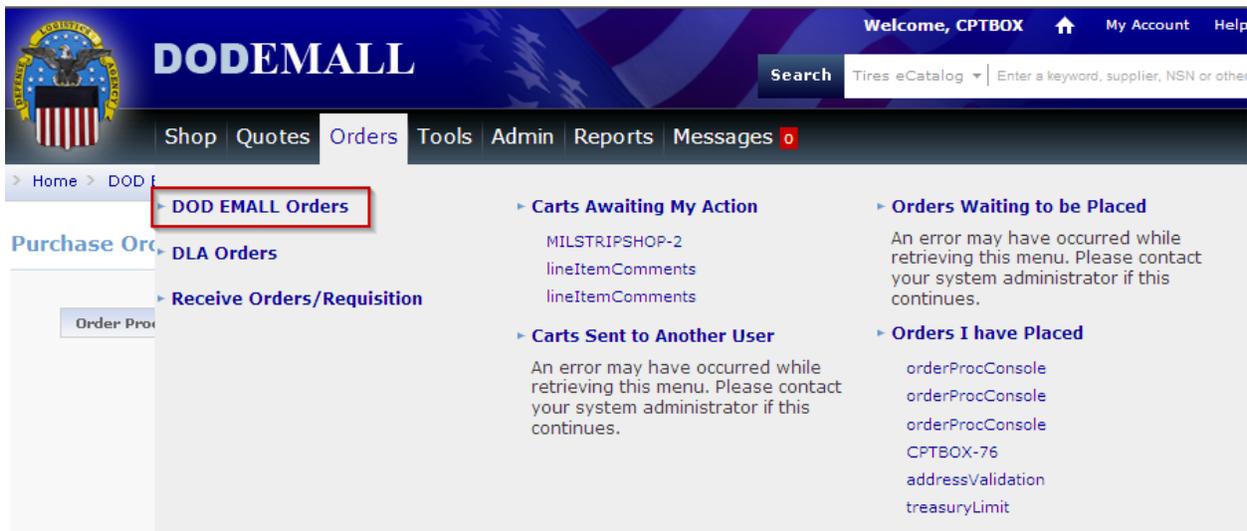
- Click **SUSPEND** to suspend order processing for one or more selected **Order/Adjustment IDs**.
- Click **RESUME** to resume order processing for one or more previously-suspended **Order/Adjustment IDs**.
- Click **CLEAR** to clear search options and begin a new search.
- Click **HIDE SEARCH OPTIONS** to collapse the search options panel.

### 3 Using the MOES MILSTRIP Queue

#### 3.1 Searching the Queue

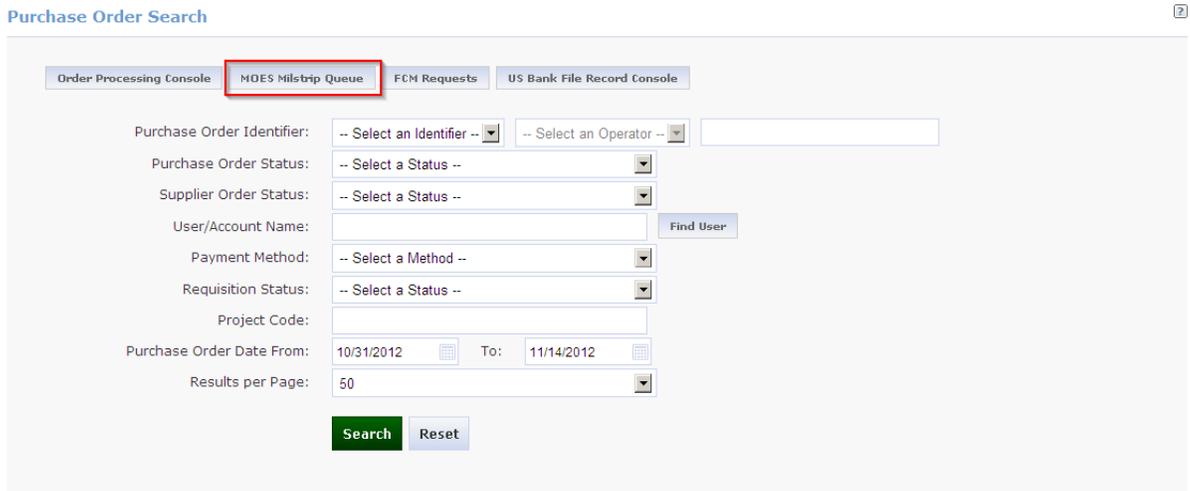
The following demonstrates how to search, filter, and view raw MILSTRIP transactions received from MOES. The *MOES MILSTRIP Queue* is restricted to Order Admin users only.

**User Role:** *Order Admin*  
**Special Conditions:** *None.*



From the **ORDERS** menu . . .

1. Click **DOD EMALL ORDERS**.



2. Click MOES MILSTRIP QUEUE from the *Purchase Order Search* screen.

The *MOES MILSTRIP Queue* provides the following search options for viewing MILSTRIP transactions received via MOES:

- **Raw MILSTRIP** (original 80-character format)
- **Document Number**
- **[MOES ]Orderer**
- **Error**
- **Batch ID** (identifies MILSTRIP documents received in the same MOES submission)
- **Sequence** (within the Batch ID)
- **Date Submitted**
- **[Purchase] Order ID**
- **Failed** [status]
- **Sent Status**
- **File Name** (identifies the outbound file to DLA Transaction Services)

Order Admins may select from the following search operators (varies per field):

- “Contains”– returns broader results with less precision.
- “Equals”– returns fewer results with more precision.
- “Less Than”– returns all results occurring before a specified date.
- “Greater Than”– returns all results occurring after a specified date.
- “Between”– returns all results occurring within a specified date range.

- Click SEARCH to apply one or more search criteria.

**Search Options**

Raw MilSTRIP: Contains [ ]

Document Number: Contains [ ]

Orderer: Contains [ cptbox ]

Error: Equals [ ]

Batch ID: Contains [ ]

Sequence: Equals [ ]

Date Submitted: Greater Than [ 11/27/2012 ]

Order: Contains [ ]

Failed: Equals [ Yes ]

Sent Status: Equals [ Sent ]

File Name: Contains [ ]

**Search** Clear

- Scroll right to view the Purchase **Order** ID associated to each MILSTRIP transaction.

Batch ID	Sequence	Date Submitted	Order	Failed	Sent Status
f7ea3c3a-864e-4a5b-abc6-5e36bc52b85e	1	11/08/2012 14:48:02 EST	TEST00003376566	No	Sent
b0b4a878-43ec-4a88-af15-3f216c26cc6a	5	11/08/2012 15:33:27 EST	TEST00003376570	No	
b0b4a878-43ec-4a88-af15-3f216c26cc6a	4	11/08/2012 15:33:27 EST	TEST00003376570	No	Sent
b0b4a878-43ec-4a88-af15-3f216c26cc6a	3	11/08/2012 15:33:27 EST	TEST00003376570	No	Sent
b0b4a878-43ec-4a88-af15-3f216c26cc6a	2	11/08/2012 15:33:27 EST	TEST00003376570	No	Sent
b0b4a878-43ec-4a88-af15-3f216c26cc6a	1	11/08/2012 15:33:27 EST	TEST00003376570	No	Sent
a3a889ce-d9f0-41aa-a023-6be7b35d4c7e	3	11/08/2012 15:25:53 EST	TEST00003376569	No	Sent

Click the  icons located in the table column headings to sort MILSTRIP transactions on a specific data element.

- Click any PURCHASE ORDER ID link to view the associated *Purchase Order Detail*.

Other options on the *MOES MILSTRIP Queue*:

- Click CLEAR to clear current search options and begin a new search.
- Click HIDE SEACH OPTIONS to collapse the search options panel.
- See *Advanced Options*, §3.2 for more features.

### 3.2 Advanced Options

The following demonstrates advanced options available on the *MOES MILSTRIP Queue*, including queue restart, token generation, and bulk retransmission to DLA Transaction Services.

**User Role:** *Order Admin*  
**Special Conditions:** *None.*

From the *Purchase Order Search* screen . . .

**Purchase Order Search** ?

Order Processing Console | **MOES Milstrip Queue** | FCM Requests | US Bank File Record Console

Purchase Order Identifier: -- Select an Identifier -- | -- Select an Operator -- |

Purchase Order Status: -- Select a Status --

Supplier Order Status: -- Select a Status --

User/Account Name:  Find User

Payment Method: -- Select a Method --

Requisition Status: -- Select a Status --

Project Code:

Purchase Order Date From: 10/31/2012  To: 11/14/2012

Results per Page: 50

Search Reset

1. Click MOES MILSTRIP QUEUE .

**MOES MilSTRIP Queue** ?

Restart MilSTRIP Queue Processor  
Generate Authentication Tokens  
Send to DLA Transaction Services

Hide Search Options

**Search Options**

Raw MilSTRIP	Contains	<input type="text"/>
Document Number	Contains	<input type="text"/>
Orderer	Contains	<input type="text"/>
Error	Equals	<input type="text"/>
Batch ID	Contains	<input type="text"/>
Sequence	Equals	<input type="text"/>
Date Submitted	Greater Than	11/27/2012 <input type="text"/>
Order	Contains	<input type="text"/>
Failed	Equals	<input type="text"/>
Sent Status	Equals	<input type="text"/>
File Name	Contains	<input type="text"/>

Search Clear

The following advanced options are displayed as hyperlinks in the upper-left corner of the *MOES MILSTRIP Queue*:

- [RESTART MILSTRIP QUEUE PROCESSOR](#)
- [GENERATE AUTHENTICATION TOKENS](#)
- [SEND TO DLA TRANSACTION SERVICES](#)

**Caution:** Advanced options on the *MOES MILSTRIP Queue* should only be used by trained Order Admins. Please refer to [support@part.net](mailto:support@part.net) with any questions.

2. Click [RESTART MILSTRIP QUEUE PROCESSOR](#), as needed.

Restarting the MILSTRIP Queue Processor resumes MOES requisition and YRZ processing when a backend complication or failure occurs.

3. Click [GENERATE AUTHENTICATION TOKENS](#), as needed.

Authentication tokens are used to make authenticated HTTP request required by the application in order to perform MOES order processing.

[GENERATE AUTHENTICATION TOKENS](#) allows Order Admins to create new tokens for any transactions in the *MOES MILSTRIP Queue* with an expired token.

Transactions with expired tokens will display one of the following **Error** codes:

- NAT – No authentication token.
- IAT – Invalid authentication token.

4. Click [SEND TO DLA TRANSACTION SERVICES](#) to re-queue all MOES transactions in current search results

– OR –

Use the checkboxes in the **Send to DTS** column (far-right) and click the **SEND TO DTS** button to re-queue one or more selected MOES transactions.

Yes	Sent	ISHZO004.339	<input checked="" type="checkbox"/> <a href="#">send</a>
Yes	Sent	ISHZO004.339	<input checked="" type="checkbox"/> <a href="#">send</a>
Yes	Sent	ISHZO004.339	<input checked="" type="checkbox"/> <a href="#">send</a>

[Send to DTS](#)

[First](#) [Previous](#) [1](#) [Next](#) [Last](#) [Go to Page](#)

All MILSTRIP transactions received via MOES are transmitted to DLA Transaction Services by default. This provides an on-demand feature to re-queue previously-transmitted transactions, as needed.

## 4 Appendix

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### 4.1 Sample – Army Funds Control Module (FCM) Notification

Subject: MILSTRIP Funding Success with DOD EMALL PO: TEST00003374674  
Date: Thu, 4 Oct 2012 15:09:55 -0500 (CDT)  
From: noreply@dla.mil  
To: moesorderer@dla.mil

Thank you for ordering from the DOD EMALL, the premier shopping mall of DOD and Federal Agencies. Your purchase information appears below.

This is a summary of the MILSTRIP funding obligations for this order. Please review the details below. You may return to MOES and resubmit if funding problems are preventing your MILSTRIP items from being ordered.

Order #: TEST00003374674  
Account Name: MOESUSER  
Name: John Doe  
E-mail Address: [moesrderer@dla.mil](mailto:moesrderer@dla.mil)  
Phone #:

=====

Funding obligations have been met for this line item.  
Funding approved with a reply code of A. Funds available for bill to DODAAC.

VENDOR ORDER ID: T00005027851  
ICP: SMS  
SUPPLIER: DLA  
NSN: 5305005579613  
DESCRIPTION: SCREW  
DOCUMENT NUMBER: W91GB12278001E  
QUANTITY: 1  
UNITS: EA  
UNIT PRICE: \$11.10

-----  
ITEM TOTAL: \$11.10

TOTAL CHARGES: \$11.10

Contact the Help Desk at 1-877-DLA-CALL / 1-877-352-2255, or email your questions and contact information to [helpdesk-ga@part.net](mailto:helpdesk-ga@part.net).

Thank you for using the DOD EMALL!

## 4.2 Sample – DIELOG Notification

Subject: DOD EMALL - Order Problem (TEST00003376232)  
Date: Wed, 10 Oct 2012 13:39:28 -0500 (CDT)  
From: noreply@dla.mil  
To: [moesorderer@dla.mil](mailto:moesorderer@dla.mil)

Thank you for ordering from the DOD EMALL, the premier shopping mall of DOD and Federal Agencies.

One or more items within your order (TEST00003376232) could not be processed as noted below:

Order #: TEST00003376232  
Account Name: MOESUSER  
Name: John Doe  
E-mail Address: [moesorderer@dla.mil](mailto:moesorderer@dla.mil)  
Phone #:

=====  
VENDOR ORDER ID: T00005029528  
DESCRIPTION: BUCKLE  
DOCUMENT NUMBER: 1841082283011E  
REASON: The DODAAC is not authorized for requisitioning by Government contractors. GFM edits need to be added to this DODAAC for it to transmit successfully.

-----  
Contact the Help Desk at 1-877-DLA-CALL / 1-877-352-2255, or email your questions and contact information to [dlacontactcenter@dla.mil](mailto:dlacontactcenter@dla.mil).

Thank you for using the DOD EMALL!

### 4.3 Possible DIELOG Reasons (DLATS)

DIELOG Reason	Email Notification to Orderer
ADDR REQNR IS DELETED RP 30-35	The Requisitioner DODAAC is either invalid or is designated as a non-requisitioning DODAAC.
NSN UNAUTHORIZED FOR EMALL CFM PROCESS RP 8-20	The NSN is not authorized for a Government Contractor to purchase.
SUPP ADDR 45-50 NOT AUTHORIZED FOR BILLING/SHIPMENT	The Supplemental DODAAC is not authorized for shipping and/or billing.
NIIN DOES NOT DESIGNATE DLA AS SOS RP 12-20	The NSN is not managed by DLA.
NIIN IS NOT IN DAAS RECORDS RP 12-20	The NSN is not available.
ADDR REQNR RP 30-35 NOT AUTHORIZED FOR REQUISITIONING	The DODAAC is not authorized for requisitioning.
SUPP ADDR IS DELETED RP 45-50	The Supplemental DODAAC has expired.
FROM EMALL & VALID SUPP ADDR RQD IAW ARMY PLCY	The Supplemental DODAAC is not valid per Army policy.
DOC ID CURRENTLY INVALID FOR SPECIAL ROUTING	The NIIN is invalid.
INVALID FORMAT FOR GFM TRANSACTION	The DODAAC is not authorized for requisitioning by Government contractors. GFM edits need to be added to this DODAAC for it to transmit successfully.
SUPP ADDR IS INV FOR MEDIA STATUS CODE RP 45-50	The Supplemental DODAAC is not valid.
FROM EMALL & NOT IPG 1 IAW ARMY PLCY	The Priority Code used is not valid for the DODAAC per Army policy.
NO KEY DOC PRECEDING DETAIL DOC	The Requisitioner and/or Supplemental DODAACs are not valid.
ADDR REQNR NOT IN DAAS RECS/DATA SHIFTED RP 30-35	The Requisitioner DODAAC is either invalid or is designated as a non-requisitioning DODAAC.
Anything Else	Details are not available.