

MTC ENGINEERING & INDUSTRIAL WELDING & ENGINEERING

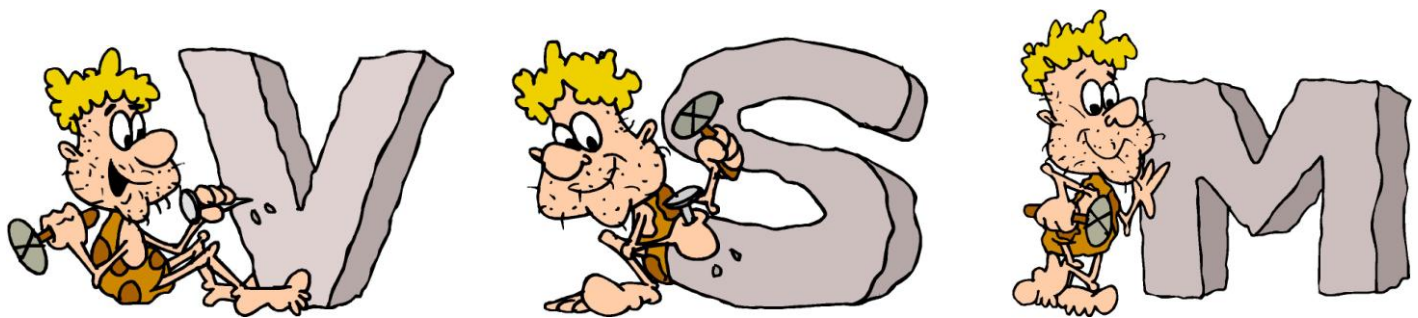
Work Instructions for DPMS/VSM

(DoD Vendor Shipping Module)

DATA ENTRY SEQUENCING

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2/28/2012



Please note, this document is only an introduction to the system use and does not cover all the features. The intent is to inform government suppliers of the shipping module and a simplified entry-level usage.

1.0 Scope & Purpose

This Work Instruction defines in brief, the minimum actions to be taken for ensuring the standardization and compliance of the on line portion of MIL-STD-129 and government supplied exterior labeling.

2.0 Procedure

Please reference the DPMS/VSM User Guide on line for full definition of Shipping Documentations down loaded off the government shipping site.

3.0 Process and Documentation

The QA/Engineering Manager, Project Manager or designee creates and maintains this document and such as part of the shipping documentation.

1. REGISTRATION

First, log on to the website via this link: <https://vsm.distribution.dla.mil/net/>

If not already registered, complete the registration process by following the new vendor instructions.

The on-line registration screen looks like the following:

VSM New Vendor Application

Company Information

*Company Name :

CAGE :

*Country :

*Street Address 1 :

Street Address 2 :

*City :

*State :

*Zip :

Point of Contact Information

*First Name : MI : *Last Name :

*Phone Nbr :

*E-mail Address :

Fax Nbr :

Default Form Print Settings

Print DD250 : ☐

Print Packing List : ☐

Print Container Label : ☐

Preferred Carriers

*Less Than Truckload :

*Truckload :

*Air Freight :

*Small Parcel :

***Contract Type**

Destination : ☐

Origin : ☐

Seavan : ☐

DRMS : ☐

***Inventory Control Points w/Current Contracts**

DSCP - Philadelphia : ☐

DSCC - Columbus : ☐

DSCR - Richmond : ☐

Routing Number (GS) & ISA EDI Segment

Routing Number (GS) :

ISA :

* Asterisk denotes required fields

2. OPENING JOB RECORD AND PROCESSING

After opening the VSM website, complete the log in process and the following screen will appear:

Destination Requisition Processing - Windows Internet Explorer

https://vsm.distribution.dla.mil/net/FOB_Main.aspx?FOB=D

DSS / Vendor Shipment Module

INDUSTRIAL WELDING & ENGINEERING (A3NBK9)

Logoff MPO FOB Dest FOB Origin PRINT Seavan Reports/Queries Exceptions Maintenance

SEARCH

RLSE :

CLIN :

PO :

REQ :

IPD :

SHIP TO :

ULT :

Dates

Contract Del ☐

Received ☐

From :

To :

DESTINATION PROCESSING

Available Shipments

RLSE	CLIN	Purchase Order	Requisition	CDD	IPD	Ship To	Ultimate	Qty Open	SCN
<input type="checkbox"/>	0001	SPM4A412MV353	N6410011800109	2012020	02	000301	N64100	3	PAST DUE
<input type="checkbox"/>	0001	SPM4A712M0767	SW321013157435	2012039	12	SW3210	SW3210	2	PAST DUE
<input type="checkbox"/>	0001	SPM8EC11M7011	W62G2T11912928	2011340	12	W62G2T	W62G2T	14	PAST DUE
<input type="checkbox"/>	0001	SPM4A611MKNK48	DKSU5V92111003	2011322	06	DKS007	DKSU00	2	PAST DUE
<input type="checkbox"/>	0002	SPM4A611MKNK48	DSRA5492448201	2011322	02	DSR004	DSRA00	4	PAST DUE
<input type="checkbox"/>	0001	SPM4A710MA024	W25G1U00915350	2011205	12	W25G1U	W25G1U	10	PAST DUE
<input type="checkbox"/>	0001	SPM4A610MH399	W25G1U01005962	2010359	12	W25G1U	W25G1U	1	PARTIAL
<input type="checkbox"/>	0001	SPM4A712M2876	SW321112770131	2012126	12	SW3211	SW3211	66	
<input type="checkbox"/>	0001	SPM4A712M2689	SW321120076965	2012126	12	SW3211	SW3211	52	
<input type="checkbox"/>	0001	SPM4A410V2802	W25G1U00760070	2010137	03	W90CGG	W25G1V	15	PAST DUE
<input type="checkbox"/>	0001	SPM4A712M2727	SW321120077649	2012336	12	SW3211	SW3211	41	
<input type="checkbox"/>	0001	SPM4A611MBZ01	W25G1U03140430	2012026	12	W25G1U	W25G1U	13	PAST DUE
<input type="checkbox"/>	0001	SPM4A710MB478	W25G1U01208347	2011144	12	W25G1U	W25G1U	4	PAST DUE
<input type="checkbox"/>	9906	SPM4A710MK747	SW310310390501		05	SW3103	SW3103	1	
<input type="checkbox"/>	0001	SPM7M711M0578	W62G2T03289416	2011052	12	W62G2T	W62G2T	25	PAST DUE
<input type="checkbox"/>	0002	SPM7M711M0578	W25G1U03289417	2011052	12	W25G1U	W25G1U	129	PAST DUE
<input type="checkbox"/>	0001	SPM5L211M0404	W62G2T03429084	2011096	12	W62G2T	W62G2T	2	PAST DUE
<input type="checkbox"/>	0002	SPM5L211M0404	W25G1U03429085	2011096	12	W25G1U	W25G1U	8	PAST DUE
<input type="checkbox"/>	0001	SPM7L212M1671	SW312120147165	2012105	12	SW3121	SW3121	21	

All Packed In One ☐ **Multiple Freight Piece** ☐

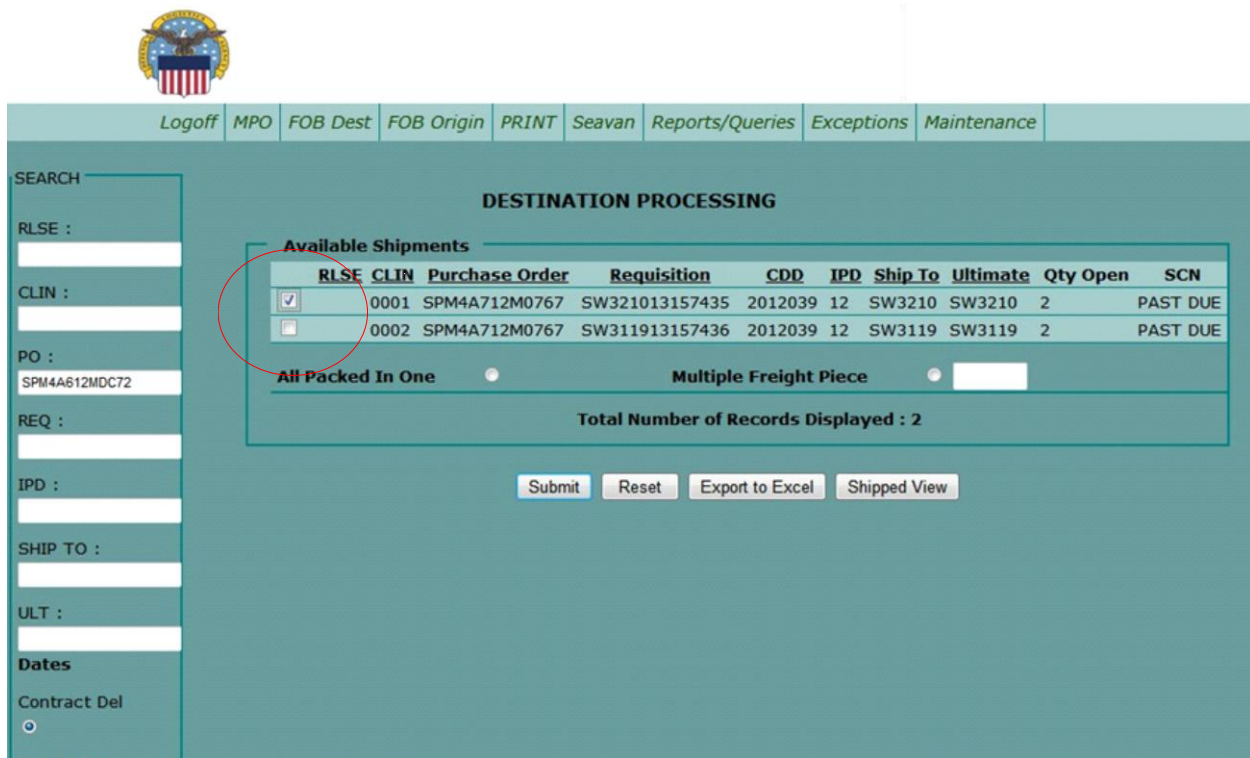
Total Number of Records Displayed : 100

As you can see, there are several options and methods of processing a job dependent on your packaging requirement and needs.

You can click the check box on any contract/CLIN you wish the process or you can type in the PO (Contract) and search for a specific contract that may not be visible. Note: under the maintenance tab, you can set the number of contracts/CLINs visible up to a max of 100.

This work instruction only covers the most commonly used methods. For more information, refer to the on line user guide or download a PowerPoint presentation available on the DCMA website.

Let's assume you entered the search for. The following screen will appear:



DESTINATION PROCESSING

Available Shipments

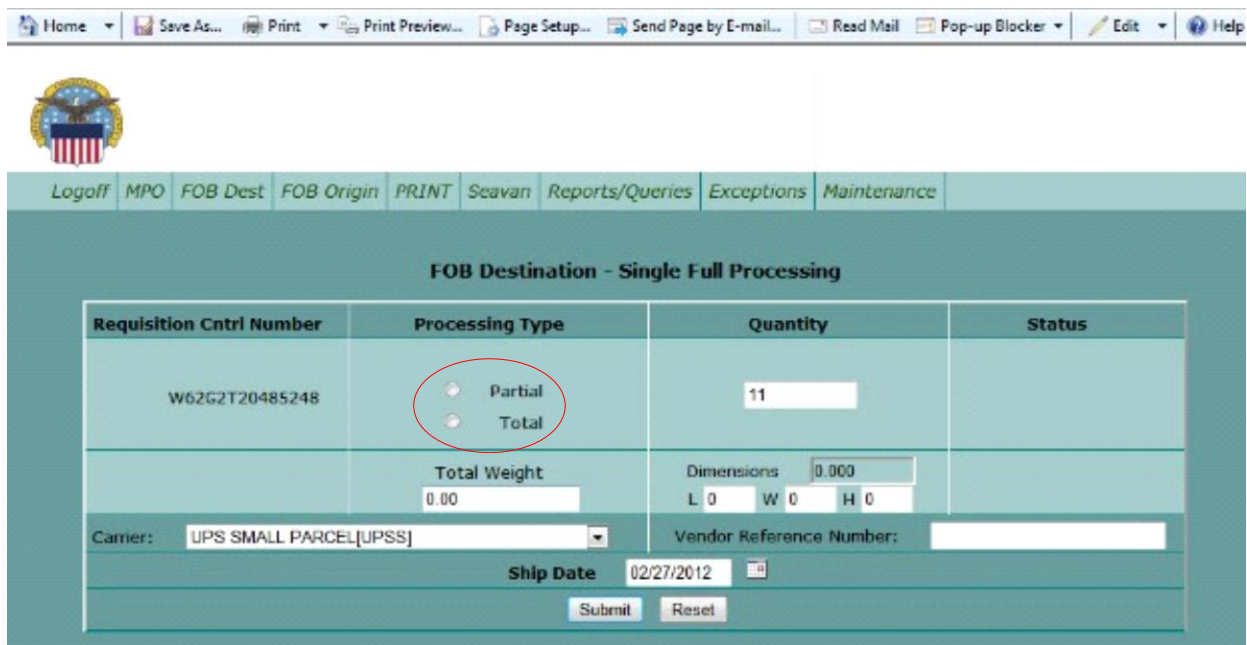
RLSE	CLIN	Purchase Order	Requisition	CDD	IPD	Ship To	Ultimate	Qty Open	SCN
<input checked="" type="checkbox"/>	0001	SPM4A712M0767	SW321013157435	2012039	12	SW3210	SW3210	2	PAST DUE
<input type="checkbox"/>	0002	SPM4A712M0767	SW311913157436	2012039	12	SW3119	SW3119	2	PAST DUE

All Packed In One ☐ **Multiple Freight Piece** ☐

Total Number of Records Displayed : 2

Select the CLIN you wish to ship as shown above.

One the CLIN has been selected and submitted, the following screen will appear:



FOB Destination - Single Full Processing

Requisition Cntrl Number	Processing Type	Quantity	Status
W62G2T20485248	<input type="radio"/> Partial <input type="radio"/> Total	11	
Total Weight		Dimensions	
0.00		L 0 W 0 H 0	
Carrier: UPS SMALL PARCEL[UPSS]		Vendor Reference Number:	
Ship Date		02/27/2012	
<input type="button" value="Submit"/>		<input type="button" value="Reset"/>	

Prior to entering any information, you need to select if this will be a complete shipment or a partial.

If 100% of the CLIN is being shipped, you can enter the required information and continue.

If a partial shipment is selected, you will see the following screen option:

DSS / Vendor Shipment Module
INDUSTRIAL WELDING & ENGINEERING (A3NBK9)

Logoff MPO FOB Dest FOB Origin PRINT Seavan Reports/Queries Exceptions Maintenance

FOB Destination - Single Full Processing

Requisition Cntrl Number	Processing Type	Quantity	Status
W62G2T20485248	<input checked="" type="radio"/> Partial <input type="radio"/> Total	2	Partial quantity must be Min = 1; Max = 10.
	Total Weight 5.0	Dimensions 0.296 L 8 W 8 H 8	
Carrier: UPS SMALL PARCEL[UPSS]		Vendor Reference Number: 14971	
Ship Date 02/27/2012			
Submit Reset			

After entering the appropriate quantity being shipped, enter the weight, box/pallet size, shipping carrier and a vendor reference number.

NOTE: To make life easier, use the job number plus a sequence number as the vendor reference number. This makes it easier to trace in WAWF and MyInvoice.

Re-enter your vendor reference number as your tracking number, and submit.

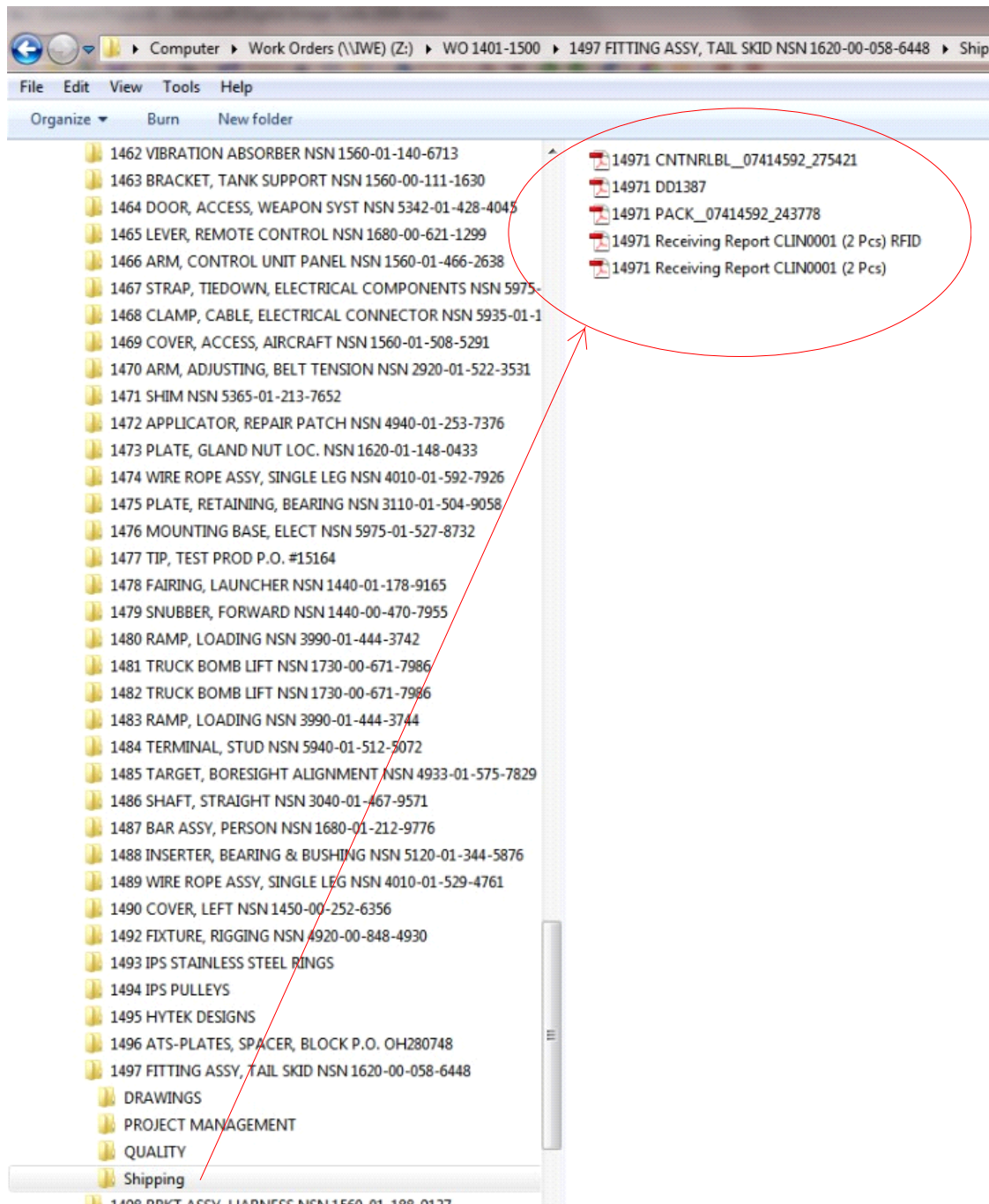
The following multiple screens will appear:

7 Page

As a basic, you can now print the MSL (DD1387), Packing List and Container Label.

NOTE: If this is a FMS, You will need to include the DD250 (2 copies) as one of the printed items.

Save copies of all forms in the Master Job Folder in a folder named Shipping and follows:



NOTE: Multiple shipments and other options are available as shown below. For further instruction, please refer to the on line user guide.

DSS / Vendor Shipment Module
INDUSTRIAL WELDING & ENGINEERING (A3NBK9)

Logoff MPO FOB Dest FOB Origin PRINT Seavan Reports/Queries Exceptions Maintenance

FOB Destination Results

ROUTING ADDRESSES

Ship To: W25G1U
W1BG DLA DISTRIBUTION
DDSP NEW CUMBERLAND FACILITY
2001 NORMANDY DRIVE DOOR 113 TO 134
NEW CUMBERLAND FA 17070-5002

Final Destination: W25G1U
W1BG DLA DISTRIBUTION
DDSP NEW CUMBERLAND FACILITY
2001 NORMANDY DRIVE DOOR 113 TO 134
NEW CUMBERLAND FA 17070-5002

Logoff MPO FOB Dest FOB Origin PRINT Seavan Reports/Queries Exceptions Maintenance

SHIPMENTS PROCESSED:

SHIPMENT CONTROL	TRANSPORTATION CONTROL	WEIGHT	TRACKING NUM
07412018	W25G1U13577891XAX	16	14301
07412019	W25G1U13577891XEX	16	14301
07412021	W25G1U13577891XCX	16	14301
07412022	W25G1U13577891XDX	16	14301

☐ MSL
☐ DD250
☒ Container ID Label
☒ Packing List

Submit

FOB Destination - Multi Freight Piece Processing

Piece Number	Number of Pieces	Weight	Dimensions	Quantity	Same for Remaining Pieces
1	4	16.0	L 16 W 16 H 8	1	<input checked="" type="checkbox"/>
2	4	16.0	L 16 W 16 H 8	1	<input type="checkbox"/>
3	4	16.0	L 16 W 16 H 8	1	<input type="checkbox"/>
4	4	16.0	L 16 W 16 H 8	1	<input type="checkbox"/>
Requisition	W25G1U13577891		Remaining Qty =	0	Variance Qty 4 / 4

☐ Partial
☐ Total

Carrier: UPS SMALL PARCEL[UPSS] Vendor Reference Number: 14301

Ship Date: 02/24/2012

Submit Reset

4.0 Related Documents

DCMA DPMS/VSM User Guide
WI-1.0 QA Master Job Folder