DLA Distribution

Vendor Shipment Module (VSM)

Vendor User's Guide

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

VSM User's Guide Contents

1.0 Introduction

VSM is the vehicle by which you notify our transportation team experts your shipment is ready for processing. No matter the size or weight, VSM will assess information you provide and process your shipment according to the contract terms. Once shipment is processed, VSM will allow you to access your contract information in order to print the applicable documentation for your type of shipment. For VSM registration and instruction, click on link below. A Help Desk is available and can be reached by email at delivery@dla.mil or by phone Mon-Fri 0600-1700 Eastern Time at 800-456-5507.

VSM is a web based, front-end application interfaced to the DSS mainframe. It is also capable of full Electronic Data Interface (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.

When processing Free on board (FOB) destination shipments in VSM, vendor selects the desired Purchase Order to ship, enters shipment weight, dimensions and carrier and submits transaction. The system determines "Ship To" and "Final Destination" addresses using the Global Address file and transportation logic in DSS. Once 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.

When vendor processes a shipment requiring Aerial Port Clearance, shipment is offered for clearance to the Financial Air Clearance Transportation System (FACTS). When clearance is complete (could be up to 3 days) VSM notifies vendor via their web page the shipment has been cleared and shipping labels are available to print.

Similar processes are executed for FOB Origin Shipments. When vendor processes a shipment in VSM, freight is offered through system to procure transportation by the Government. This includes securing a carrier and arranging the pick-up schedule, creating the CBL (Commercial Bill of Lading) for freight shipments and alerting vendor the shipment is scheduled and all documents are ready to print. Small parcel shipments will include a small parcel carrier label and vendor will be required to request a pick up from that carrier. Vendor must ensure paperwork and freight are ready to ship when carrier arrives for pick-up.

2.0 VSM Website Navigation

2.1   Login Procedures

Sign onto the following website: https://vsm.distribution.dla.mil/net/   Enter your user ID and password and click **LOGIN**. Your User ID and Password should have been provided to you in two separate e-mails from delivery@dla.mil with a subject line: VSM Account.
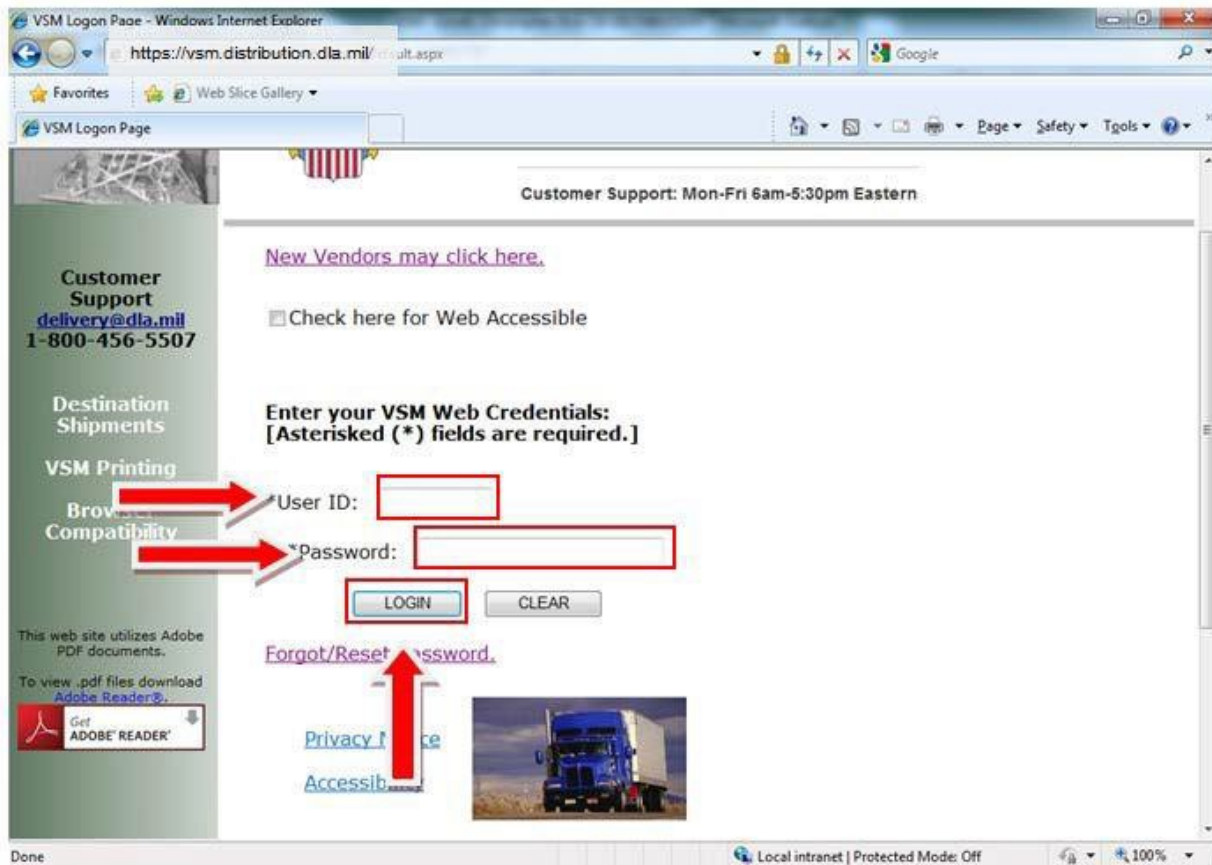
2.2 Password Change Process

First time User logs into the VSM website https://vsm.distribution.dla.mil/net/, the system will force a password change. System will also force a password change each time a User ID is either locked out, or reset, and after each 90 day period.

Note: When you are logging in, your Old Password will be your temporary password you just used to log in. Enter your password in the box provided next to Old Password. Please follow the Password Guidelines provided in the middle left portion of the screen in creating your New Password. Enter your newly created password once in the box to the right of New Password and again in the box to the right of Confirm Password, and click **Submit**.

2.3 Password Guidelines: Password Guidelines are available on the upper left side of the password change screen. The following instruction describes creating a new password after initial login, or after a password has been reset.
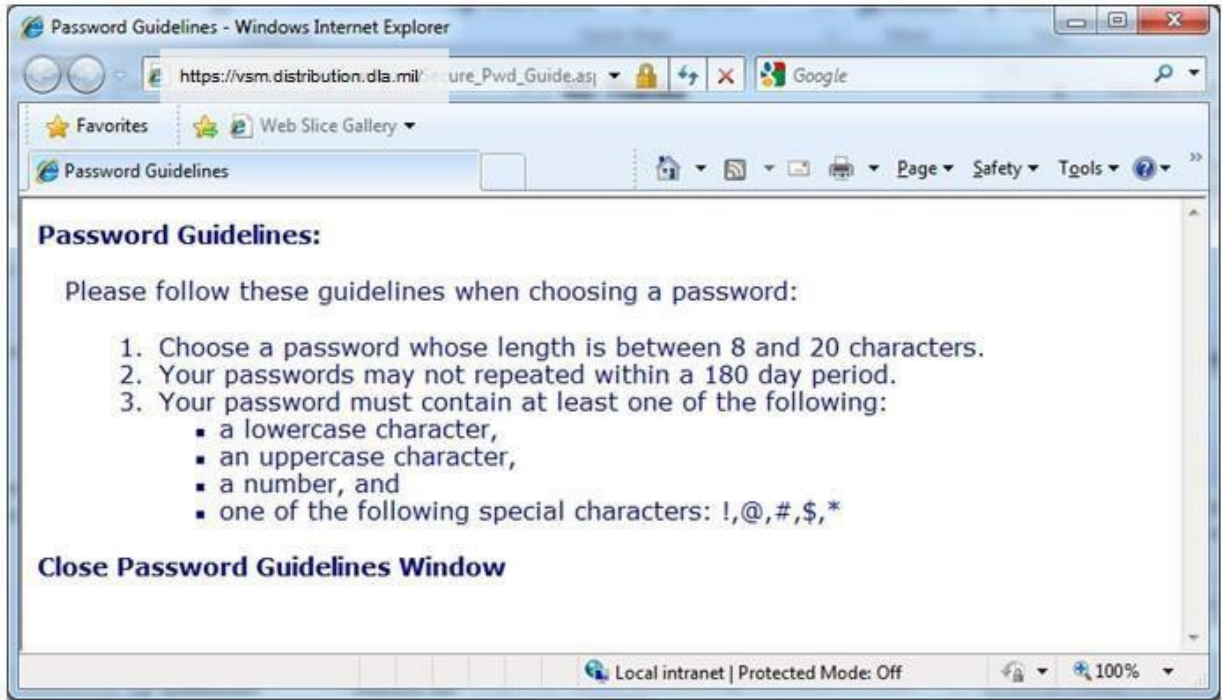
2.4 VSM Screen Layout: After your successful login, you will be automatically directed to ORIGIN PROCESSING screen. Notice the DLA logo with your Company Name at the top of the screen. The parenthesis shows what site you are logged into. VSM production screens are divided into three main areas: The top navigation bar, the main processing production area in the center, and the search area along the left portion of the screen.

The top navigation bar contains primary navigation buttons. They are from left to right: User Guide, Logoff, MPO, FOB Dest, FOB Origin, Print, Seavan, Reports/Queries, Exceptions, Maintenance and a Notification Page (!). They are explained further in this section and in detail in separate chapters in this guide.

DSS / Vendor Shipment Module

DEFENSE LOGISTICS AGENCY (A12345)

| User Guide | Logoff | MPO | FOB Dest | FOB Origin | PRINT | Seavan | Reports/Queries | Exceptions | Maintenance | ! |

ORIGIN PROCESSING

SEARCH

RLSE :

CLIN :

PO :

REQ :

IPD :

SHIP TO :

ULT :

Dates

Contract Del

Available Shipments

	RLSE	CLIN	Purchase Order	Requisition	CDD	IPD	Ship To	Ultimate	Qty Open	SCN
☐	0099	0011	SP03000000000	N0934600001125A		01	000NGU	N09346	50	
☐	HAZMAT TEST	SPM8EJ09D0029		W45J673234001A	2014084	15	W45J67	W45J67	10	PAST DUE
☐	HAZMAT TEST	SPE4A614V6242		FB601233470223A	2014092	06	FB6012	FB6012	10	PAST DUE
☐	0099	0099	S098900000000	W25G1U40150520		15	W25G1U	W25G1U	1	
☐	DEMO	0001	SPMAESINTL000	W91DY023420501		02	W91DY0	W91DY0	100	
☐	DEMO	0001	SPMSP00000000	Z2025523400501		02	000301	Z20255	100	
☐	DEMO	0001	SPMLTL0000000	W25G1U23410502		12	W25G1U	W25G1U	100	
☐	DEMO	0001	SPMTL00000000	W25G1U31720510		12	W25G1U	W25G1U	100	
☐	DEMO	0001	SPMINTL000000	W81AT123420501		02	000101	W81AT1	100	
☐	DEMO	0001	SPM8E505DDEMO	W62G2T31360501		02	W62G2T	W62G2T	100	
☐	TEST	0001	PRODTEST11111	WK4FV12175TM01		12	000101	WK4FV1	24	PARTIAL
☐	0001	0001	SP08908098098	WK4BM92081PH00		13	000101	WK4BM9	99	PARTIAL
☐	TM01	0001	FOBOSPTST1111	WK4FV11121TM04		02	WK4FV1	WK4FV1	11	PARTIAL
☐	0001	0001	SP11111111111	WK4BM91113PH99		13	000101	WK4BM9	45	PARTIAL

Item Labels ○   Single ◉   All Packed In One ○   Multiple Freight Piece ○

Logoff button signs you off the system.

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DEFENSE LOGISTICS AGENCY (A12345)

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MPO button permits a Manual Purchase Order entry. You must contact the VSM Support Staff at 1-800-456-5507, or E-Mail: delivery@dla.mil to have a shipment built.

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| User Guide | Logoff | **MPO** | FOB Dest | FOB Origin | PRINT | Seavan | Reports/Queries | Exceptions | Maintenance | ! |

FOB Dest button allows you to process FOB Destination contracts from any location listed with same Cage Code in the system. See Chap 4.0 for detailed instructions.

FOB Origin button allows you to process FOB Origin contracts from any location listed with same Cage Code in the system. See Chapter 5.0 for detailed instructions.


Print screen will present a list of shipments that are completely processed and ready to ship. The PRINT button has two functions: First, you will be able to select a shipment and print all required shipping documentation from here. Second, you are able to reprint your documentation, utilizing the REPRINT option.
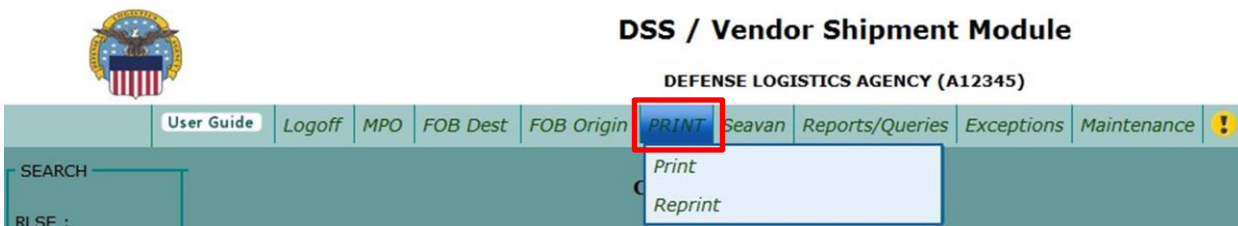
The SEAVAN button is used to process seavan shipments if you source load seavans. Refer to Section 8.0 of this instruction to process a SEAVAN via VSM.
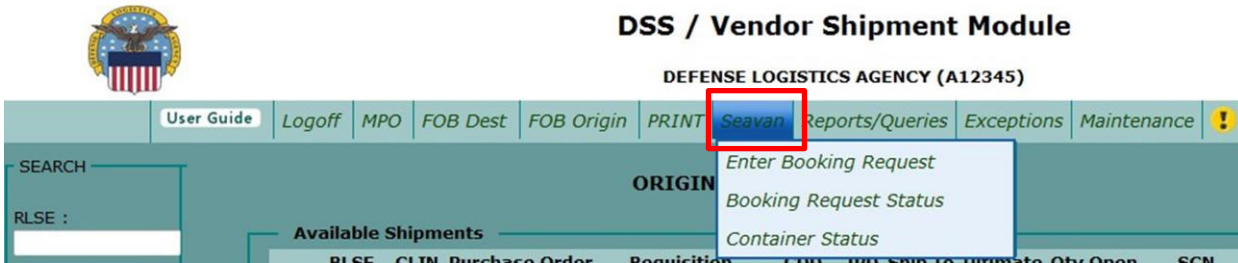
The Reports/Queries tab permits user the option to either view reports or run queries. Selecting the Reports/Queries tab, then the Reports drop down option displays different reports. The number and type of available reports will vary depending on user authorization level.
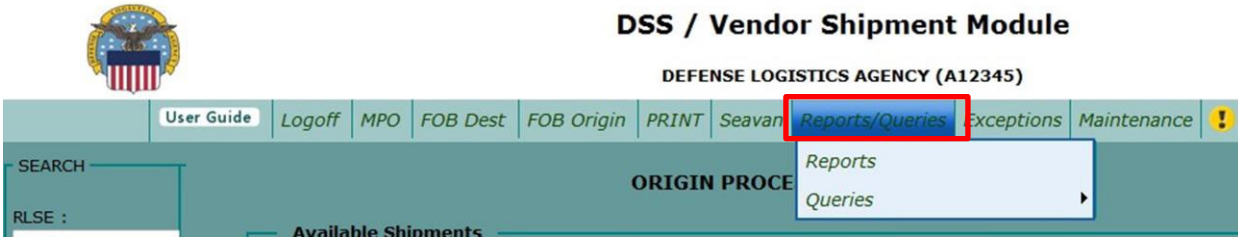
The Queries tab is where view history option is available to research processed shipments.
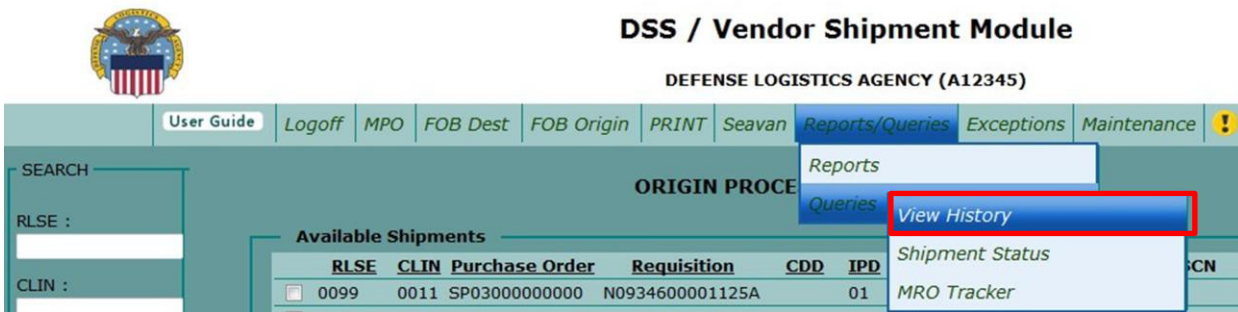
Below are view history search options.

Exception button has several drop down options:

Pending Shipment – Shipments on air challenge will appear in pending status until the Air Clearance Authority (ACA) releases shipment. See Chapter 8.1 for detailed instructions.

CANCEL SHIPMENT –Used to cancel a shipment if processed incorrectly. This will allow for reprocessing with correct information.

Note: Canceling a shipment removes all information. You must contact the VSM Support Staff at 1-800-456-5507, or E-Mail: delivery@dla.mil to have a shipment canceled.

Maintenance bar on top far right has features that permit user to update and change vendor information. The most common options are: Update Vendor Profile, Change Password, Add/Modify Hazardous Record, Retire Purchase Orders (PO) Records, and VSM Admin.

Note: Maintenance menu options will vary depending on user's authorization level. The main POC for your VSM account is the only one allowed to make changes to your profile.

UPDATE VENDOR PROFILE – Used to update the company profile.

CHANGE PASSWORD – Used to change your password that you logged onto system with. Remember to refer to the Password creation rules when changing passwords.

ADD/MODIFY HAZARDOUS RECORD –Used to enter document requirements for specific modes of transportation. Items may be researched using NIIN Part Number and manufacture's Cage code.

RETIRE PO RECORDS – Search screen that enables old PO deletions. Enter PO and submit to clear shipments that were shipped not utilizing VSM.
NOTE: Validate your deletions before retiring the PO record. Once a PO record is retired, it cannot be manually entered again.

VSM ADMIN – See Chapter 10.4 for detailed instructions.

Notification Messages (!) – Shows current notifications for VSM Vendors, including Effective Date and Expire Date.
Note: System Alerts will show on Login page with an effective date.

2.5**Search Option:** Same or similar search options are available on all screens in VSM. Same principles can be applied to searches throughout VSM. Searches may be accomplished using complete entries such as 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. For example a search for **SHIP TO: W25G1**U, system returns all orders meeting criteria. Similar searches can be accomplished by using Release Numbers, CLIN, Purchase Orders, Requisition Number. ..etc.

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SEARCH

RLSE :

CLIN :

PO :

REQ :

IPD :

SHIP TO :
W25G1U

ULT :

Dates

ORIGIN PROCESSING

Available Shipments

	RLSE	CLIN	Purchase Order	Requisition	CDD	IPD	Ship To	Ultimate	Qty Open	SCN
☐	0099	0099	S098900000000	W25G1U40150520		15	W25G1U	W25G1U	1	
☐	DEMO	0001	SPMLTL0000000	W25G1U23410502		12	W25G1U	W25G1U	100	

Item Labels ○   **Single** ⦿   **All Packed In One** ○   **Multiple Freight Piece** ○

Total Number of Records Displayed : 2

Hazardous Override ☐ [Submit] [Reset] [Export to Excel] [Shipped View]

3.0 Item Labels IAW MIL-STD-129R

Access FOB Destination or Origin

- Select Contract you require labels for
- Select Item Labels

Vendor is responsible to fill in blanks:

	NSN:	7320-01-010-0011
	CAGE:	12345
	P/N:	
	Nomenclature:	DISPENSER,CONDIMENT
	Quantity:	100
	Unit of Issue:	EA
	Unit of Issue Detail:	
	Purchase Order:	SPMLTL-00-0-0000
	Release Number:	DEMO
	Mod:	3
	Lot:	ABC-123
	Preservation Method:	M10
	Date Preserved:	04/14
Shelf Life (Type I)	MFD Date:	04/14
	EXP Date:	08/14
Shelf Life (Type II)	Assemble Date:	
	Insp/Test Date:	
Shelf Life (Type II)	Cure Date:	
	Insp/Test Date:	
	Units in Intermediate Pack:	1
ITEM LABEL SIZE:	○ 3 1/2 x 5 ⊙ 2 x 4 ○ 1 1/3 x 4	

Example of Container Labels:

Examples of Unit & Intermediate Pack Labels:

7320-01-010-0011	CAGE	12345
P/N: 74392556		
DISPENSER,CONDIMENT		
1 EA		
SPMLTL-00-0-0000 DEMO	MOD: 3 LOT: ABC-123	
M10 - 04/14 SER NO	12345	
SHELF LIFE MFD 04/14	EXP 06/17	

7320-01-010-0011	CAGE	12345
P/N: 74392556		
DISPENSER,CONDIMENT		
1 EA		
SPMLTL-00-0-0000 DEMO	MOD: 3 LOT: ABC-123	
M10 - 04/14 SER NO	12346	
SHELF LIFE MFD 04/14	EXP 06/17	

7320-01-010-0011	CAGE	12345
P/N: 74392556		
DISPENSER,CONDIMENT		
1 EA		
SPMLTL-00-0-0000 DEMO	MOD: 3 LOT: ABC-123	
M10 - 04/14 SER NO	12347	
SHELF LIFE MFD 04/14	EXP 06/17	

7320-01-010-0011	CAGE	12345
P/N: 74392556		
DISPENSER,CONDIMENT		
1 EA		
SPMLTL-00-0-0000 DEMO	MOD: 3 LOT: ABC-123	
M10 - 04/14 SER NO	12348	
SHELF LIFE MFD 04/14	EXP 06/17	

7320-01-010-0011	CAGE	12345
P/N: 74392556		
DISPENSER,CONDIMENT		
1 EA		
SPMLTL-00-0-0000 DEMO	MOD: 3 LOT: ABC-123	
M10 - 04/14 SER NO	12349	
SHELF LIFE MFD 04/14	EXP 06/17	

7320-01-010-0011	CAGE	12345
P/N: 74392556		
DISPENSER,CONDIMENT		
1 EA		
SPMLTL-00-0-0000 DEMO	MOD: 3 LOT: ABC-123	
M10 - 04/14 SER NO	12350	
SHELF LIFE MFD 04/14	EXP 06/17	

7320-01-010-0011	CAGE	12345
P/N: 74392556		
DISPENSER,CONDIMENT		
1 EA		
SPMLTL-00-0-0000 DEMO	MOD: 3 LOT: ABC-123	
M10 - 04/14 SER NO	12351	
SHELF LIFE MFD 04/14	EXP 06/17	

7320-01-010-0011	CAGE	12345
P/N: 74392556		
DISPENSER,CONDIMENT		
1 EA		
SPMLTL-00-0-0000 DEMO	MOD: 3 LOT: ABC-123	
M10 - 04/14 SER NO	12352	
SHELF LIFE MFD 04/14	EXP 06/17	

MIL-STD-129R

- Helpful websites for vendors

- http://compliancelabelservice.com/learning-center/129-rfid-compliance.shtml

- http://quicksearch.dla.mil/
  - "In the words in title"
    - Military Marking for Shipment and Storage
      - Mil-STD-129R dated 18 Feb 2014
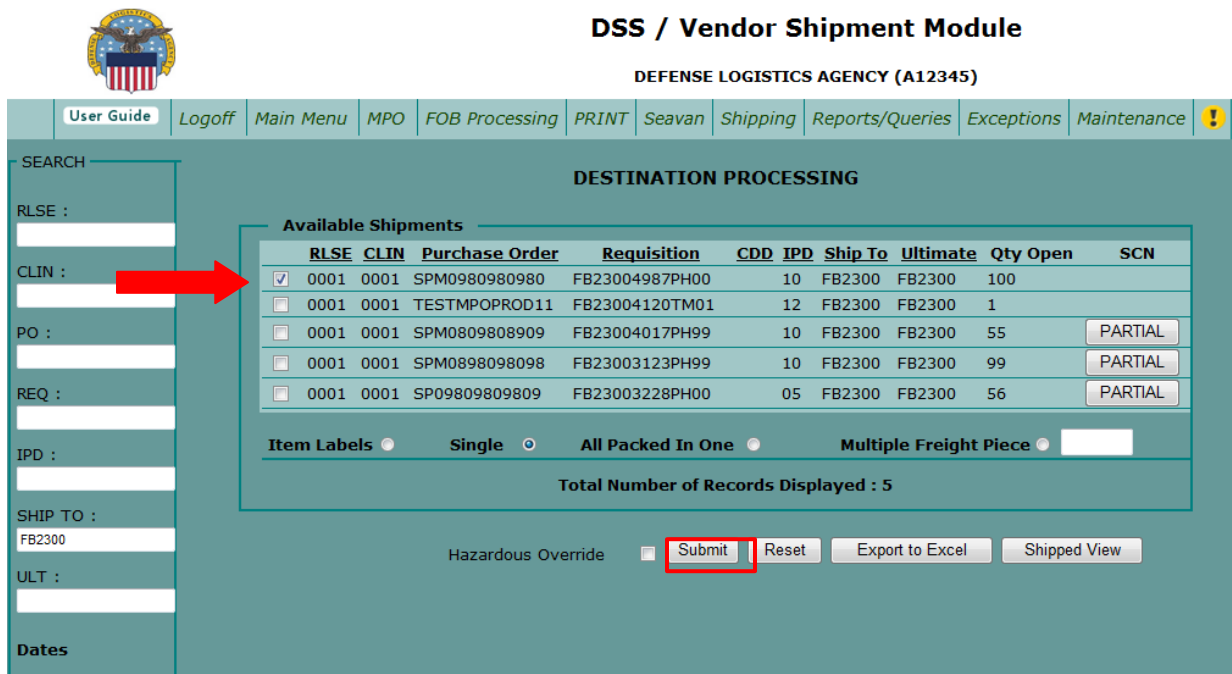
4.0 FOB Destination Processing

4.1 Processing Single Destination Shipment

Select Purchase Order when it is <u>ready to ship</u>. Processing a Purchase Order when it is ready to be shipped provides vendor the most up to date address.

Either select a shipment from list presented on the FOB Destination screen or search for a specific order or series of orders using the search process described earlier.

- Select the radio button for the Purchase Order you want to work. If multiple Purchase Orders are displayed and you don't see the one you are looking for, use the search option on the left, enter appropriate data and then either hit **Enter** on keyboard or select the **Search** button and the system will find and display the particular Purchase Order you want to process.
- After selecting the radio button, click **Submit**.
- For the purpose of this example we are going to process this as a single shipment, but if you had it packaged in more than one box, you would click on the radio button next to **Multiple Freight Piece**, enter number of pieces in the text box and then click **Submit**.

The next screen displayed is the shipping screen (Example below).

- Select radio button next to Partial or Total
- Verify the quantity is correct. If you select Partial, you must adjust the Quantity you are shipping to reflect the partial shipment. In this case the partial Quantity would have to be between 1 and 9.
- Enter Total Weight of package being shipped
- Enter Length (L), Width (W) and Height (H) of package in inches; the system will automatically calculate cube.
- Select Carrier you are going to use for this shipment. If you aren't sure, there is an option for <Unknown>
- Enter the Ship Date. Use the calendar icon to select date.
- You may add a Vendor Ref Number, keeping in mind it prints on the MSL.
- Verify you've entered everything correctly and click **Submit.**

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FOB Destination - Single Full Processing

Requisition Cntrl Number	Processing Type	Quantity	Status
FB23004987PH00	○ Partial ◉ Total	100	
	Total Weight 20	Dimensions 1 L 12 W 12 H 12	

Carrier: UNKNOWN CARRIER[UKNW] ▼   Vendor Reference Number:

Ship Date 07/16/2014

Submit   Reset

The next screen displayed is FOB Destination Results. Under Shipments Processed, you can choose to print DD250, Container ID Label and Packing List if checked. Click **Submit**.

After you click submit, this will process your shipping documents (see examples below). Check shipping documents for accuracy. Once you print these documents out and place them on your package, you have completed your FOB Destination Single Piece Process.

DD FORM 1387, JAN 90

1. TCN **FB23004987PH00XXX**		14. DATE 2014197
		11. RDD 222

3. FROM
12345
DEFENSE LOGISTICS AGENCY
2001 MISSION DR
BLDG 54/BAY-5
NEW CUMBERLAND   PA 17070
717-770-6630

2. POSTAGE DATA

5. SHIP TO/POE
FB2300 88 MSG LGRS
BLDG 257   CP 937 257 2271
5236 CHASE ST
WRIGHT PATTERSON AFB OH 45433-5501

FB2300

16. PIECES
00001 OF 00001

8. PROJECT

6. TRANSP PRIORITY

7. POD

15. FMS CASE

3

9. ULTIMATE CONSIGNEE OR MARK FOR
FB2300
FB2300 88 MSG LGRS
BLDG 257   CP 937 257 2271
5236 CHASE ST
WRIGHT PATTERSON AFB OH 45433-5501

FB2300

18. TCMD/SUPPLY INFO

10. WT/CU THIS PC
20 1

4. TYPE SERVICE

13. CHARGES

CN: 10366471

VRN:

Spur:

CD:

ORIGINAL

DSS/VSM PACKING LIST

FROM: A12345	SHIP TO: FB2300
DEFENSE LOGISTICS AGENCY 2001 MISSION DR BLDG 54/BAY-5 NEW CUMBERLAND PA 17070	FB2300 88 MSG LGRS BLDG 257 CP 937 257 2271 5236 CHASE ST WRIGHT PATTERSON AFB OH 45433-5501

CONTRACT NO.	RELEASE NO	CLIN	TCN	IPG	RDD	PROJ
SPM0980980980	0001	0001	FB23004987PH00XXX	3	222	

PIECE NUMBER	NUMBER OF PIECES	NUMBER OF LINES	WEIGHT	CUBE	DATE PACKED	DATE SHIPPED
1	1	1	20	1	2014197	2014197

DOC NO./SUFF	FSC / NIIN / PART NO.	NOUN	QUANTITY	UI
FB23004987PH00	5855001250688	EYESHIELD,OPTICAL I	100	EA

*** END OF LIST ***

4.2**Processing Multiple Freight Pieces for a Single Requisition:** Select radio button next to the transaction you want to process:

- Click on radio button next to **Multiple Freight Pieces** and enter number of packages you are shipping. In this case we are shipping 3 boxes.
- Click **Submit**.

Next screen displayed requires the following information: **Weight** per package, **Dimensions** per package, **Quantity** per package: if the same check **Same for Remaining Pieces**. Fill out remaining areas on form. Click **Submit**. Print documents and place on packages.

5.0 FOB Origin Processing

5.1 FOB Origin Processing Small Parcel: After your successful login, you will be automatically directed to your vendor ORIGIN PROCESSING screen. Vendors can select a Purchase Order that is displayed or use any of the search criteria (see section 2.5 for search instructions) to search for a particular Purchase Order. To select a shipment, click the box beside the desired order and click **Submit.**

Note: If Purchase Order is not on the screen, the user can have it added by contacting the VSM Support Staff at 1-800-456-5507, or E-Mail: delivery@dla.mil.

The next screen displayed will be FOB Origin – Single Variance Processing. Vendor will input Processing type (Partial or Total), Quantity, Total Weight (to include packaging material), Dimensions, and Type Pack (BX, PLT, Carton…etc). Please note 1-150 lb shipments that are destined for a location in the Continental United States and shipments weighing up to 300lbs destined for a location outside the Continental United States will process as small parcel. Once data has been entered correctly, hit the submit button.

Note: If processing a Partial Shipment (less than total quantity shown) click Partial button versus Total button. **NOTE: Multiple Freight Piece** CANNOT be used with Origin Small Parcel shipments. For multiple packages using the same Contract Number, process your partial shipment and then return to process remainder in the same manner.

The system will take you back to FOB Origin Processing. A message will appear at the bottom of the screen stating your shipment has been accepted. You may have to scroll down the page to see this. VSM will provide you a Shipment Control Number (SCN). Your next step is to click the **Print** button at top of page.

Next screen displayed is a List of shipments available to be printed. Select the shipment you just processed and click on **Print Docs**.

Next screen displayed is the Print Documents Detail Screen. Notice all Document Choices that are checked will produce these shipping documents after the **Print** button is clicked.

The following documents will need to be applied to your shipment. Check all documents for accuracy.
NOTE: If shipping FED EX and you do not have a scheduled pickup, click the **Scheduled Fedex Pickup** button. Fill in the appropriate areas and this schedules a pickup for you. See example below. You have now completed FOB Origin Single Shipment process.

PRINT Documents Detail Screen

Shipment Information

Shipment Number:	10366693
Carrier:	FED-GR
Ship To:	FB2300

Schedule Fedex Pickup

Document Choices:

☐ (0) Bill of Lading	☐ (0) Hazardous Declaration	☐ (0) RFID Tag
☐ (0) TCMD	☑ (1) DD250	☐ (0) AE302
☑ (1) Small Parcel Carrier Label	☐ (0) Container ID Label	
☑ (1) MSL	☑ (1) Packing List	
☐ (0) Commercial Invoice	☐ (0) 1907	

Back   Print

Pickup Date: 07/17/2014

Ready Time: 10:30 am ▾

* Building Package Location: Front ▾

* Building Part: Department ▾

* Building Part Description:

* Carrier Remarks:

* Optional

Shipment information retrieved. Please review the shipment details and submit for pickup.

Schedule Pickup

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Fedex Pickup

SCN: 10366693

SUCCESS. Pickup Request has been sent.

DD FORM 1387, JAN 90

1. TCN FB23004987PH00XXX ‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖‖	**14. DATE** 2014197
	11. RDD 222

3. FROM
12345
DEFENSE LOGISTICS AGENCY
2001 MISSION DR
BLDG 54/BAY-5
NEW CUMBERLAND   PA 17070
717-770-8830

2. POSTAGE DATA

5. SHIP TO/POE
FB2300 88 MSG LGRS
BLDG 257   CP 937 257 2271
5236 CHASE ST
WRIGHT PATTERSON AFB OH 45433-5501

FB2300

16. PIECES
00001 OF 00001
‖‖‖‖‖‖‖‖‖‖‖‖‖

8. PROJECT

6. TRANSP PRIORITY

3

7. POD

15. FMS CASE

9. ULTIMATE CONSIGNEE OR MARK FOR
FB2300
FB2300 88 MSG LGRS
BLDG 257   CP 937 257 2271
5236 CHASE ST
WRIGHT PATTERSON AFB OH 45433-5501

‖‖‖‖‖‖‖‖‖‖‖‖‖
FB2300

18. TCMD/SUPPLY INFO

10. WT/CU THIS PC
20 1

4. TYPE SERVICE

13. CHARGES

CN: 10366693

VRN:

Spur:

CD:

ORIGINAL

From: (717) 770-6830
JENNIFER HILL
DEFENSE LOGISTICS AGENCY
2001 MISSION DR
BLDG 54/BAY-5
NEW CUMBERLAND, PA 17070
US

FedEx Ground

G

J142014061901uv

SHIP TO: (937) 257-2271   BILL SENDER

**PERSON IN CHARGE
FB2300 88 MSG LGRS**

**BLDG 257   CP 937 257 2271
5236 CHASE ST
WRIGHT PATTERSON AFB, OH 45433
US**

Ship Date: 16JUL14
ActWgt: 20.0 LB
CAD: 103626115/WSXI2900

Dims: 12 X 12 X 12 IN

Ref #   FB23004987PH00XXX
Invoice #
PO #
Dept #
Ship ID

TRK#   **7800 2545 2903**

45433
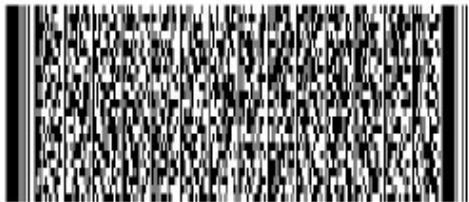
9622 0019 0 (000 691 1279) 7 00 7800 2545 2903

DSS/VSM PACKING LIST

FROM: A12345	SHIP TO: FB2300
DEFENSE LOGISTICS AGENCY 2001 MISSION DR BLDG 54/BAY-5 NEW CUMBERLAND PA 17070	FB2300 88 MSG LGRS BLDG 257 CP 937 257 2271 5236 CHASE ST WRIGHT PATTERSON AFB OH 45433-5501

CONTRACT NO.	RELEASE NO	CLIN	TCN	IPG	RDD	PROJ
SPM0980980980	0001	0001	FB23004987PH00XXX	3	222	

PIECE NUMBER	NUMBER OF PIECES	NUMBER OF LINES	WEIGHT	CUBE	DATE PACKED	DATE SHIPPED
1	1	1	20	1	2014197	2014197

DOC NO./SUFF	FSC / NIIN / PART NO.	NOUN	QUANTITY	UI
FB23004987PH00	5855001250688	EYESHIELD,OPTICAL I	100	EA

*** END OF LIST ***

31

5.2 FOB Origin Processing Freight: Select your document number and click **Submit**.

The next screen displayed is FOB Origin – Single Variance Processing. Vendor will fill-out Processing Type, Quantity, Weight, Dimensions, and Type Pack.

NOTE: Type Equipment is defaulted to LTL/Truckload. Do **NOT** change equipment unless another type is needed (flatbed, RGN, etc.).

Add carrier remarks if needed (Lift gate needed, stackable or non-stackable freight, POC information, etc.).

NOTE: If freight requires Origin inspection, change Ship Date to allow time for inspection. Click **Submit**.

Next screen displayed will be Origin Processing with The FOB Origin Shipment 09264900 has been accepted. Vendors will now be required to wait for DLA Distribution Transportation Specialist to arrange transportation for your shipment.

Once your shipment has been processed by the DLA Distribution Traffic Management Specialist it will show on your List of shipments available to be printed (Print screen). Select your freight shipment and click **Print Docs**.

Next screen displayed is: Print Documents Detail Screen, click on **Print** button.

Documents Printed will include the Military Shipment Label. This Label is placed on outside of the shipment and must be visible IAW MIL-STD-129R.

Commercial Bill of Lading must be printed twice - one for the driver and one to keep once driver has accepted freight and signed bill.

Note: Block 14 of bill shows the carrier's SCAC. Freight must be given to carrier assigned on bill.

Note: If DCMA Contract inspection has not occurred prior to date shipment will be picked up, contact VSM office immediately to reschedule shipment.

5.3**FOB Origin Multi-Piece Freight Processing:** Select your contract, select Multiple Freight Piece and enter total number multi-freight pieces.

Next screen displays FOB Origin – Multi Freight Piece Processing. Vendor will select Type Pack; enter Weight, Dimensions and Quantity and click radio button for Partial or Total shipment.

Vendor Reference Number may be added – this information will print on MSL (military shipping label)

NOTE: Type Equipment is defaulted to LTL/Truckload. Do NOT change equipment unless another type is required (flatbed, RGN, etc.).

Add carrier remarks if needed (Lift gate needed, stackable or non-stackable freight, etc.).

NOTE: If freight requires Origin inspection, change Ship Date to allow time for inspection.

Click **Submit**

Once you click submit, you'll finish the print process after the DLA Distribution Traffic Specialist arranges transportation to move your shipment.

Note: If DCMA Contract inspection has not occurred prior to date shipment will be picked up, contact VSM office immediately to reschedule shipment.

5.4**All Packed in One:** Select two or more shipments going to the same ultimate Destination, click All Packed in One button and click **Submit**. Note: IPD, Ship To and Ultimate all have to be the same for an all packed in one.

Next screen displays FOB Origin – All Packed in One Processing. Select Partial or Total for each Requisition number. **Note:** One of the Requisitions must be a total quantity – you cannot ship all partials together.

Enter Quantity, Total weight, Dimensions, select Type Pack, and click **Submit**.

5.5 Additional Vendor information: regarding the processing of shipments in the Vendor Shipment Module (VSM).

IF YOUR SHIPMENT REQUIRES DCMA INSPECTION DO NOT ENTER ANYTHING INTO VSM UNTIL AFTER THE INSPECTION HAS BEEN COMPLETED.

If you do not follow the above procedures, a carrier will arrive at your facility and you will not be able to release the shipment. **Additional charges will be incurred.**

If your shipment requires a DCMA inspection, you will need to schedule an appointment for that inspection in Wide Area Work Flow (WAWF). You will need to have the **ultimate consignee** in order to schedule your inspection. Your ultimate consignee is found in your contract as shown below. Once you complete the request in WAWF, you should receive an inspection appointment no later than two (2) days for a resident QAR and seven (7) days for a non-resident QAR. *Once the inspection has occurred and the inspector has approved your shipment, you are ready to enter your shipment details in VSM.*
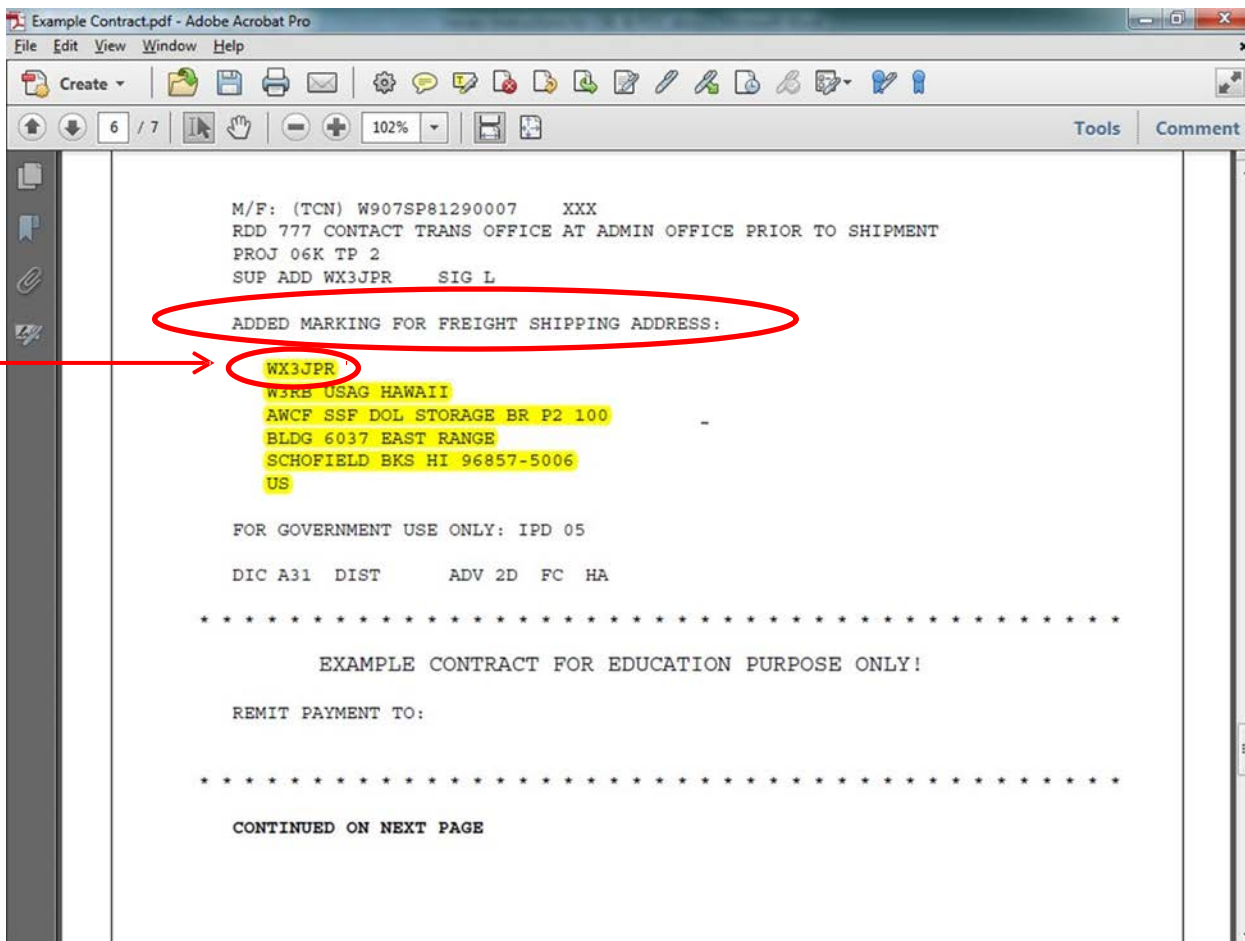
The Ultimate Consignee can be found in the Freight Shipping section of your contract.

The next few pages describe the shipping documents and the date you can expect the carrier at your facility AFTER processing in VSM.

1. **DO NOT CONTACT MENLO PERTAINING TO YOUR SHIPMENTS.**

2. Any questions relating to shipments are to be directed to the Defense Logistics Agency (DLA) Distribution transportation office at delivery@dla.mil or 800-456-5507.

3. ALL shipments should be packed and ready for shipment at the time you process in the Vendor Shipment Module (VSM).

4. Small Parcel Shipments are shipments that are less than 150 lbs., less than 108 inches, less than 12 cubic feet and are under a total girth of 130. Girth is calculated – length plus twice the width and twice the height $(L + W(x2) + H(x2))$.

5. Your freight shipment **must** be packed and ready for shipment at the time you process within the Vendor Shipment Module (VSM). A carrier will arrive at your facility to pick up this shipment by the below chart. You must print the Military Shipping Label (MSL) along with your documentation.

Processed in VSM **by** Noon EST	CBL will be available to print in VSM after 1500	Carrier will be in to pick up shipment by Close of Business
Monday	Tuesday	Wednesday
Tuesday	Wednesday	Thursday
Wednesday	Thursday	Friday
Thursday	Friday	Monday
Friday	Monday	Tuesday

Processed in VSM **after** Noon EST	CBL will be available to print in VSM after 1500	Carrier will be in to pick up shipment by Close of Business
Monday	Wednesday	Thursday
Tuesday	Thursday	Friday
Wednesday	Friday	Monday
Thursday	Monday	Tuesday
Friday	Tuesday	Wednesday

6. Carrier will arrive with an "Offer Number." There are two types of Offer Numbers; one that pertains to a single shipment, and one that applies to a consolidated shipment under a Master Bill Number (MBN). If carriers do not supply you with the offer number, please call our office at 800-456-5507 before a carrier is turned away.

The offer number contains three parts; the assigned vendor DODAAC, the acronym for Shipment Control Number (SCN) or the acronym for Master Bill Number (MBN) and the actual eight digit shipment control number or Master Bill Number applied to that particular shipment.

    a. The assigned Vendor DODAAC can be found in the Update Vendor Profile of VSM via the Maintenance tab. This consists of the site Prefix + Cage Code.

DSS / Vendor Shipment Module

DEFENSE LOGISTICS AGENCY (A12345)

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Update Vendor Profile

ADDRESS INFO | POC INFO | DEFAULT FORMS | CONTRACTS | RFID | MISCELLANEOUS | BACK

Note: Only asterisked Items May Be Updated.

Vendor:

Company Name: DEFENSE LOGISTICS AGENCY

Vendor DODAAC: A12345

Assigned CAGE Codes: 12345

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    b. Offer Number for a single shipment = Vendor DODAAC + "SCN" + 01234567

         i. Ex. A12345SCN01234567

    c. Offer Number for a Master Bill = Vendor DODAAC + "MBN" + 00001234

         i. Ex. A12345MBN00001234

    d. The location of the SCN & MBN on the CBL is addressed on the following pages.

7. To know what carrier is picking up the freight, take the VIA Standard Carrier Alpha Code (SCAC) from the CBL shown on the following slides, and look it up on the SCAC list at the end of this document.

8. When contacting DLA Distribution for assistance in answering your questions, please provide your CBL number, Shipment Control Number (SCN) or Master Bill Number.

9. The following pages contain screen prints, which illustrate where this information is located on the CBL.

1. The VIA SCAC is displayed in box 14. This is the Carrier that has been awarded to pick up the shipment.
2. The Shipment Control Number is displayed on the upper left hand side of the CBL and is the last (third) part of the offer number.
3. Commercial Bill of Lading (CBL) number

1. When shipments are combined onto one CBL, a Master Bill Number will display in place of the SCN at top of first page.

1. Driver instructions
2. SCN – The Master Bill is displayed on page 1 and the lead SCN is displayed at top of following page(s).
3. CBL – Carries over on the top of each page.

1	CR	NMFC 181160 SUF Z CUBE 58	220
		APPN	
		S2NF	
		TCN W62G2T31413254XEX TP-3	
		FOR W62G2T RDD 0 PROJ	

TANKS FUEL AIRCRAFT ALUM

2	CR	NMFC 181160 SUF Z CUBE 98	570
		APPN	
		S2NF	
		TCN W62G2T32821001XDX TP-3	
		FOR W62G2T RDD 0 PROJ	

TANKS FUEL AIRCRAFT ALUM

2	CR	NMFC 181160 SUF Z CUBE 98	570
		APPN	
		S2NF	
		TCN W62G2T33010501XBX TP-2	
		FOR W62G2T RDD 0 PROJ	

TANKS FUEL AIRCRAFT ALUM

4	CR	NMFC 181160 SUF Z CUBE 196	1140
		APPN	
		S2NF	
		TCN W62G2T33010511XXX TP-2	
		FOR W62G2T RDD 0 PROJ	

* Show also cubic measurements for shipments via air, truck or water carrier in cases where required.

The Transportation Control Number (TCN) is listed on page 2 and subsequent continuation pages. These are the TCNs that were consolidated onto this shipment under one Master Bill and can be used to search by in VSM.

CARRIER NAMES AND SCACs

SCAC	Carrier Name
AATJ	ACCESS AMERICA TRANSPORT
ACEH	ACE DORAN HAULING & RIGGING CO.
AHHA	ART HEAVY HAUL, INC.
AIPA	AMERICAN ROAD LINE, ARL INC.
ALKS	AUTONOMIC LOGISTICS
AMMF	ADMIRAL MERCHANTS MOTOR FREIGHT
ANAR	A&A TRANS-LAWRENCE
APEH	FREIGHT HANDLERS, INC. D/B/A APEX LOGISTICS GROUP
AQGC	ATLANTIC LOGISTICS INC.
AQLA	ALABAMA CARRIERS, INC.
AQNL	ALTERNATIVE LOGISTICS, LLC
ARNT	AMERICAN TRANSPORTATION
ASSM	ATS SPECIALIZED INC.
ATEQ	ACME TRUCK LINE, INC.
ATLN	ADD TRAN LOGISTICS
ATQW	AMERICAN TRANSPORT INC
AVXG	ADVANCED TRANSPORT, LLC
BAGS	BAGGETT SERVICES
BAME	BAM TRANSPORTATION, INC.
BFCO	B.E. COURIER SERVICE INC.
BFSJ	BM2 FREIGHT SERVICES, INC.
BGME	BENNETT MOTOR EXPRESS, LLC

SCAC	Carrier Name
BHEQ	BULLDOG HIWAY EXPRESS
BHRI	BUCHANAN HAULING & RIGGING, INC.
BWCE	BEST WAY CARGO/TRANSPORT
BXPE	BOLT EXPRESS, LLC
CALJ	CAL ARK INTERNATIONAL, INC.
CAOG	CARROLL TRUCKING INC.
CAST	CASTELL TRUCKING CORP. (C.T.C.)
CERE	CERES TRANSPORT
CFSN	CFS LOGISTICS, INC.
CHDI	CHEYENNE DISTRIBUTION INC.
CKGV	CASTELL TRUCKING GROUP LLC
CKLG	CHEROKEE LOGISTICS, INC.
CLGE	CELADON TRUCKING SERVICES
CLLQ	COYOTE LOGISTICS
CNWY	CON-WAY FREIGHT
CNYI	CANARY INC
COOG	CORTRANS LOGISTICS, LLC
CRDT	CARDINAL TRANSPORT, INC.
CRLC	CRST LOGISTICS, INC.
CRQC	DANIEL W. CARR, JR. DBA CARR TRUCKING COMPANY
CRTD	P. CARTER TRUCKING, INC.
CSTV	C & S TRUCKING & SALVAGE, INC.
CTII	CENTRAL TRANSPORT
CTRQ	CON-WAY TRUCKLOAD INC
CTWR	C2 FREIGHT RESOURCES, INC.

SCAC	Carrier Name
CVGT	CAVALRY LOGISTICS, LLC
CVQC	C. L. SERVICES, INC.
CWBG	CON-WAY MULTIMODAL INC
CWBL	COWBOY USA LLC
CXTB	COX TRANSPORTATION SERVICES, INC.
CXWW	INTERSTATE DISTR/CARGO EXPRESS, INC.
DATK	DAVIS EXPRESS INC.
DDJG	DOUBLE D TRUCKING
DIAT	DIAMOND TRANSPORTATION
DICE	DIAMOND LOGISTICS, INC.
DKQL	DRAKE LOGISTICS, LLC
DLMS	GREATWIDE – DALLAS & MAVIS
DTJF	D.T.S. FLATBED SERVICES
EARL	EASTERN EXPRESS, INC.
EFSD	ESTES FORWARDING WORLDWIDE LLC (SPECIALIZED)
EFWW	ESTES FORWARDING WORLDWIDE, LLC
ELLW	ESP LOGISTICS LLC
EPOI	EXPRESS-1/XPO
EQXC	THE EXPEDITING CO., INC.
ETCO	ETI/EXCLUSIVE TRANSPORTATION
EXLA	ESTES EXPRESS LINES
FDCC	FEDEX CUSTOM CRITICAL, INC.
FIKS	FTL LOGISTICS
GIDT	GID-GET IT DONE LLC D/B/A GID LOGISTICS
GRES	GRESHAM TRANSFER, INC.

SCAC	Carrier Name
GTTI	GO TO TRANSPORT
GVEI	GLOBAL SERVICE ASSOCIATE
GVTD	GREEN VALLEY TRANSPORTATION CORPORATION
HASK	EDWARD HINKLE DBA HINKLE AND SON TRUCKING
HGPS	HIGH PLAINS LOGISTICS CONSULTING, LLC
HHGI	HH&G, INC.
HJBT	J. B. HUNT TRANSPORT, INC.
HLOB	HAUL LOGISTICS
HNWT	H&W TRUCKING
HUBG	HUB GROUP, INC.
IGLN	PANTHER EXPEDITED/INTEGRES
IKXS	IKON TRANSPORTATION SERVICES, INC.
INTD	INTERSTATE DIST/CARGO EXPRESS
IWES	INTEGRATED WIND ENERGY SERVICES, LLC
JONS	JONES MOTOR CO., INC.
KBTP	K & B TRANSPORT, INC. OF GEORGIA
KSTK	K & S TRUCKING, LLC
KYTS	KEY TRANSPORT
LEAM	LANDSTAR EXPRESS AMERICA, INC.
LGGS	LEGION LOGISTICS
LGTC	LIVINGSTONE TRUCKING
LIGS	LANDSTAR LIGON
LLSK	LML LOGISTICS SOLUTIONS
LMJB	LMJ INTERNATIONAL LOGISTICS, LLC

SCAC	Carrier Name
LMJG	LMJ INTERNATIONAL LOGISTICS, LLC
LOJO	LOJO SPECIALIZED HAULING, LLC
LRGR	LANDSTAR RANGER
LRSL	LARS LOGISTICS/UNIFIED CONSULTANTS
LSST	LONE STAR TRANSPORTATION
LTPI	LOUISIANA TRANSPORT INC
MADL	MASON AND DIXON LINES
MCET	MERCER TRANSPORTATION CO., INC.
MDXD	MASON DIXON LOGISTICS
MDXW	MEDALLION TRANSPORT & LOGISTICS, LLC
MGIO	MAGNO INTERNATIONAL LP
MGPG	MEGACORP LOGISTICS, LLC
MGXB	MAGELLAN TRANSPORT LOGISTICS
MINB	MAGNO INTERNATIONAL LP
MLFJ	MALOON TRANSPORTATION
MLLV	R.E. MILLS
MYAF	MYSTIC TRANSPORTATION
NCOC	NORCO CORPORATION
NONT	NORTHERN NECK TRANSFER, INC.
NXLL	NEXT EXIT LOGISTICS, LLC
ODTI	OVERDRIVE TRANSPORTATION, INC.
PGTT	PGT TRUCKING
PIDS	PRIEFERT LOGISTICS, LP PKDS
	PACKARD TRANSPORT, INC.
PNAN	PRECISION HEAVY HAUL, INC.

SCAC	Carrier Name
PSTO	P&S TRANSPORTATION INC.
PTWT	PANTHER II TRANSPORTATION, INC.
PXEL	PRIMO EXPRESS LLC
QELA	QONTINUITY ENTERPRISES LLC
REBN	R. E. B. EXPRESS
REBQ	RED ARROW CONSULTING INC
RETR	RE TRANSPORTATION
RFTG	RELWOF FARMS TRUCKING, INC.
RHLT	ROCKHILL
RLPK	RADIANT LOGISTICS PARTNERS LLC
RLPL	RADIANT LOGISTICS PARTNERS LLC
RNWS	W.S. ROBINSON
ROEV	ROEHL TRANSPORT, INC.
RPTY	RP TRUCKING LLC
RTSB	RELIABLE TRANSPORTATION SOLUTIONS
RWCY	VALUE TRANSPORT dba RWC TRANSPORT
RYFS	RAYNOR FARM SERVICES INC.
RYPR	READY TRANSPORTATION INC
SAGQ	SOUTHERN AG CARRIERS, INC.
SAMM	SAMMONS TRANS
SLTW	SLT EXPRESS WAY, INC.
SLZC	SOURCE LOGISTICS LLC
SPCG	SPECIALIZED TRANSPORTATION, INC.
SWIB	SWI TRANSPORTATION, INC.
TAES	TEAM AIR EXPRESS, INC.

SCAC	Carrier Name
TCAR	TRANS CARRIERS INC
TCZN	TNT CARTAGE
TENH	TENNESSEE STEEL HAULERS, INC.
TGNB	BUS DEV & BEYOND, INC. DBA TRANGISTICS
TJIQ	TJI LOGISTICS, INC.
TLSI	TRANSPORTATION & LOGISTICAL
TMQH	TOMCAT MILITARY LOGISTICS LLC
TNXF	TURNER TRANSPORT
TQYL	TOTAL QUALITY LOGISTICS
TRSQ	TERESI TRUCKING INC
TVFT	TRAVERSE FREIGHT INC.
UACL	UNIVERSAL AM-CAN
ULLQ	US LOGISTICS, LLC
UPGF	UPS GROUND FREIGHT, INC. DBA UPS FREIGHT
UVGS	UNIVERSAL LOGISTICS
VGJW	JERRY VIRGIL D/B/A/ J & W VIRGIL TRUCKING CO
VLLQ	VERDE LOGISTICS
VLOB	VETUS LOGISTICS
WRXE	WRIGHT EXPRESS SERVICE
WSHK	WOODEN SHOES TRUCKING INC.
WTEM	WILSON TRUCKING SERVICE INC.
XCTG	XCELERATED TRANSPORTATION GROUP LLC

6.0 Reports and Queries

6.1 Material Release Order (MRO) Tracker: From your navigation bar, select **Reports/Queries**, then **Queries** from the drop down and finally **MRO Tracker**

Next screen displayed DSS MRO Tracking System, click **Accept Term of Use**

Next screen displayed DSS MRO Tracking System Query Page, click **Single Query**.

Next screen displayed DSS MRO Single Application System, Select **Document Number/Suffix**, add Requisition number in field and click **Search**

**Welcome to the Material Release Order (MRO)
Single Query Application System
Please enter the MRO Number below
Requiring current status.**

Select your input type by clicking the button next to the selection: System Ready

◉ Document Number/Suffix ○ MPC Document Number/Suffix ○ Contract Number
○ Local Document Number ○ TCN

Click to enter inquiry

| Search | Reset | Close Window | Print Results |

| Carrier(s) Data | DLA Customer Interaction Center |

Next screen displayed Webpage Content Securely Warning. Click **Yes**
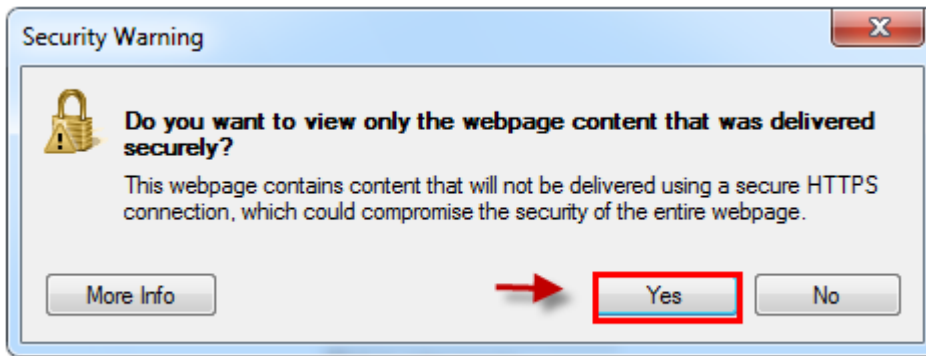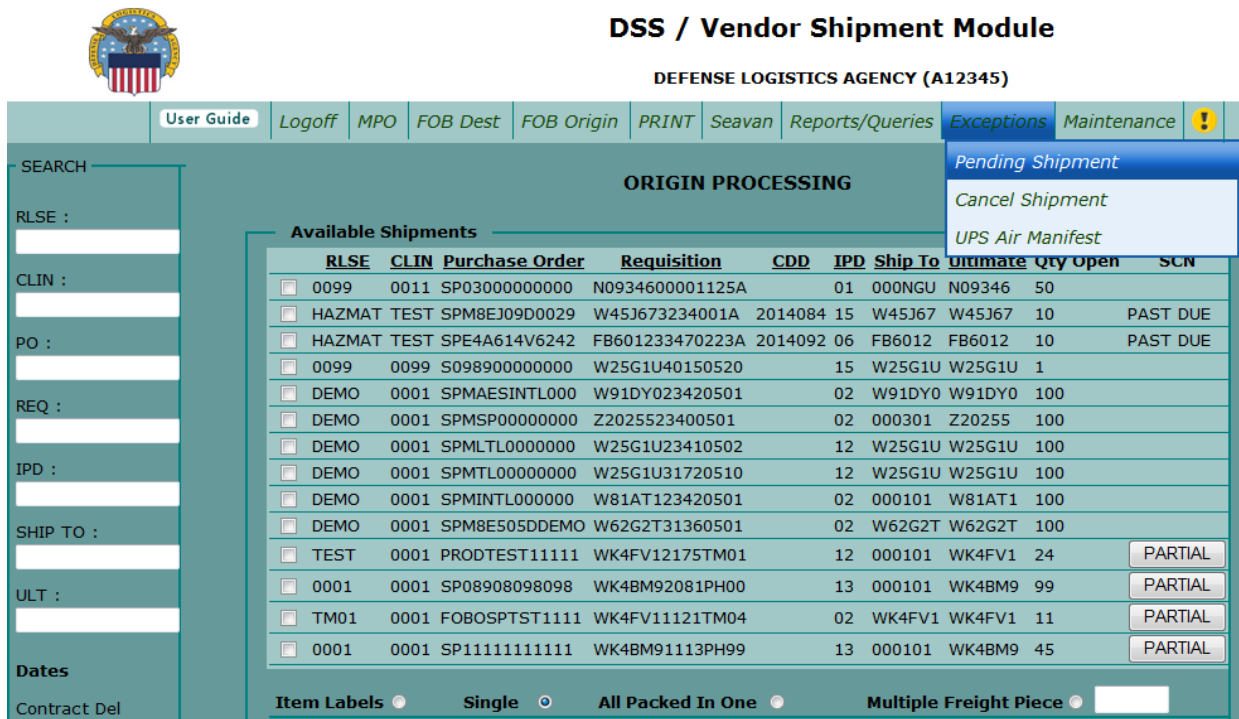
Next screen displayed is your Doc ID/Requisition Number you are searching for.   From here you can check the status of your shipment. You have completed MRO Tracking.

**** Doc ID Req Number you are searching for is FM913332700039 ****

Document Number:
Quantity Requested: 4
Quantity Shipped: 4
Quantity Canceled: 0
Quantity Denied: 0
P.O. Received: 01NOV2013
Date Shipped: 11DEC2013
Signature:

Status: SHIPPED
Depot/Shipper:
Ship To: FORT DETRICK MD 21702
Mode of Shipment: UNKNOWN
Carrier: MENLO WORLDWIDE
DTCI SCAC:
Tracking Number:
Transportation Cntl Number:
B/L Number:
Delivery Date:
Delivery Time:

7.0 Exception Processing

7.1 Pending Shipments: From your Navigation Bar, select **Exceptions** and then **Pending Shipment**.

Next screen displayed is Pending Shipments.

Once Status column says ready to print, you can select your SCN and **Submit** to print documents.

8.0 Vendor Account Maintenance and Administrative Procedures

8.1 Update Vendor Profile

After logging into VSM: https://vsm.distribution.dla.mil/net/ navigate to the **Maintenance** tab, and then go to **Update Vendor Profile** in the drop down options.

NOTE: Maintaining your current information is vital to future enhancements of VSM. The address information and hours of operation are used to dispatch carriers to pick up your cargo as well. Correct information is crucial to avoid incorrect information on labels.

This screen allows you to input contact and operational information and update the information when changes occur. Contact VSM for address changes.

The screen displays the different sections within the Update Vendor Profile across both top and bottom of page. Clicking on any of the titles will take you to that section. To return to the top of **Update Vendor Profile** screen, click on **-top-** located in the lower right hand corner of each section. To get back to the previous screen, click on the **BACK** link at either the top or bottom of the page. Please do not use your internet browser to go back.

NOTE: If you are using a nine digit Zip code, do not enter a dash.

The Hours of Operation must be recorded in military time. For example: 6:00 AM is 0600, and 8:00 PM is 2000.

Also update Holidays and any other specific days your company will be closed.

DSS / Vendor Shipment Module

DEFENSE LOGISTICS AGENCY (A12345)

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Load and Maintain Hours of Operation

Carrier Pickup Days

Use Military Time (0000 - 2359)

Pickup Day	Start Time	Stop Time
M-F		
MON	1730	2100
TUE	0700	1500
WED	0700	1500
THU	0700	1500
FRI	0700	1300
SAT		
SUN		

Site Days Carriers Do Not Pickup

Delete

☐	05/26/2014
☐	07/04/2014
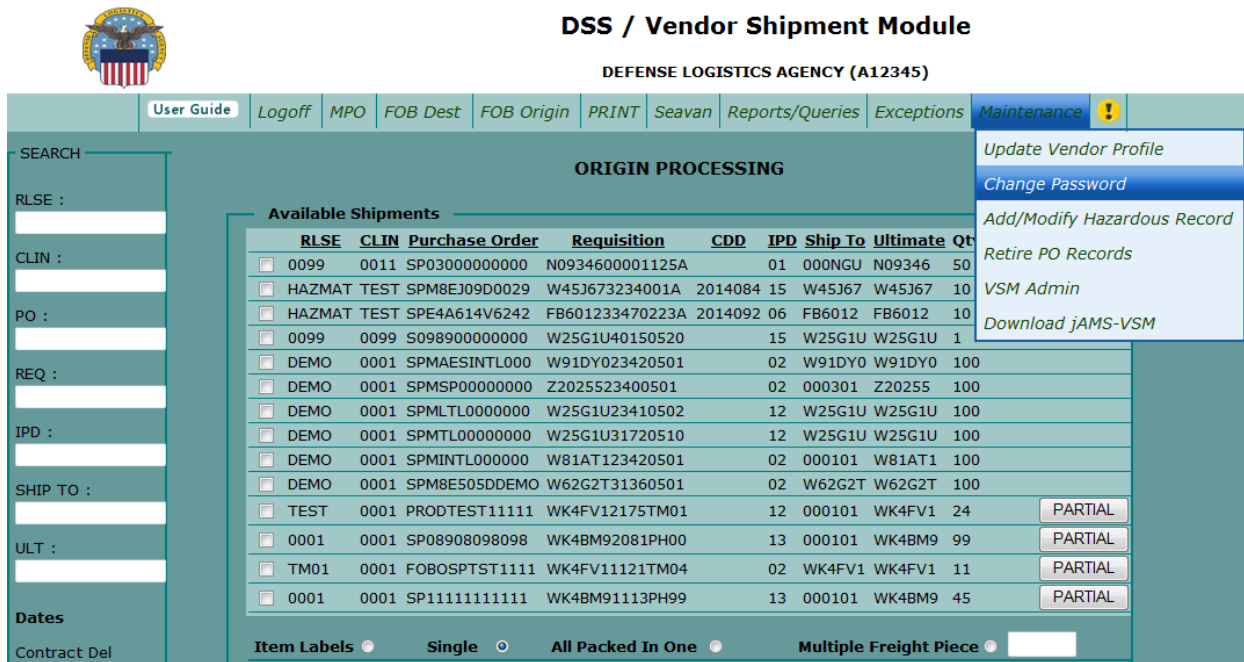
The **Default Form Print Settings** section lists documentation that can be selected to print automatically each time a shipment is processed. However, you have the option not to print a particular document on the **Print Documents** screen that appears just prior to printing your shipping documents. At that time, you may "uncheck" documents you do not wish to print for that particular shipment, which prevents printing unnecessary or unwanted items.

Default Form Print Settings:

*Print DD250:	☑
*Print Packing List:	☑
*Print Container Label:	☐
*Print AE302 Form:	☑

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8.2 Change Your Password

-Navigate to the **Maintenance** tab along the top navigation bar.

-Select and Click **Change Password** from drop down menu options.

8.3 Add/Modify Hazardous Record

-Navigate to the **Maintenance** tab.
-Select **Add/Modify Hazardous Record** from drop down options.

-Enter **NIIN Part Number**.
-Enter **Manufacturer's Cage**.
-Select **Shipping Type**.
-Click **Submit**.

-If information is blank or incorrect:

        -Enter appropriate information for the required screens.

        -Click **Select Current Record for each screen** to enter and save new record

-If **NIIN Part Number** already exists in VSM, the **Detail Information** fields will automatically populate.

        -If information is correct:

                -Click **Select Current Record**.

                - When ready to process shipment, "Process Shipment as Hazardous" must be selected and information added

8.4 Add/Modify Hazardous Record

When vendor initially applied to use VSM, part of the application included assigning a vendor Point of Contact (POC). This person is assigned certain privileges in the system to include: adding new vendor users, editing user profile data, and having the ability to reset suspended accounts.
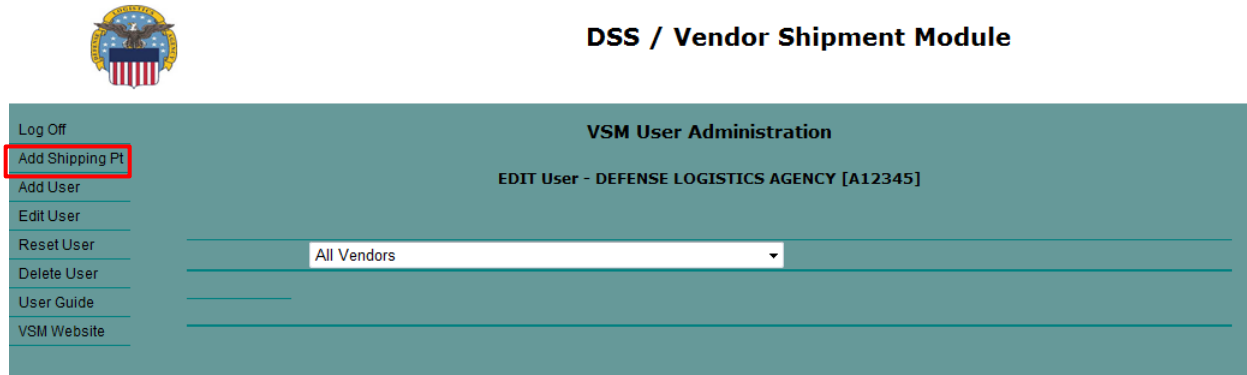

These tasks are accomplished by logging into VSM https://vsm.distribution.dla.mil/net then selecting the **Maintenance** menu then the **VSM Admin** option.

8.5 Add/Modify Hazardous Record

Log into VSM https://vsm.distribution.dla.mil/net and continue to Vendor Administration page, as described in earlier sections. Select **Add Shipping Pt**

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

If your company uses a third party packager, enter your company name/packagers' name. If not, enter your company name/state or city of alternate location. Enter the rest of the required address information and click the **Submit** button. **Note: Cage Code same as companies**
DLA Distribution will receive the application for the shipping location and will respond within 10 business days.

8.6 How to Add New Users

Click on **Add User** on left hand side of VSM User Administration page.
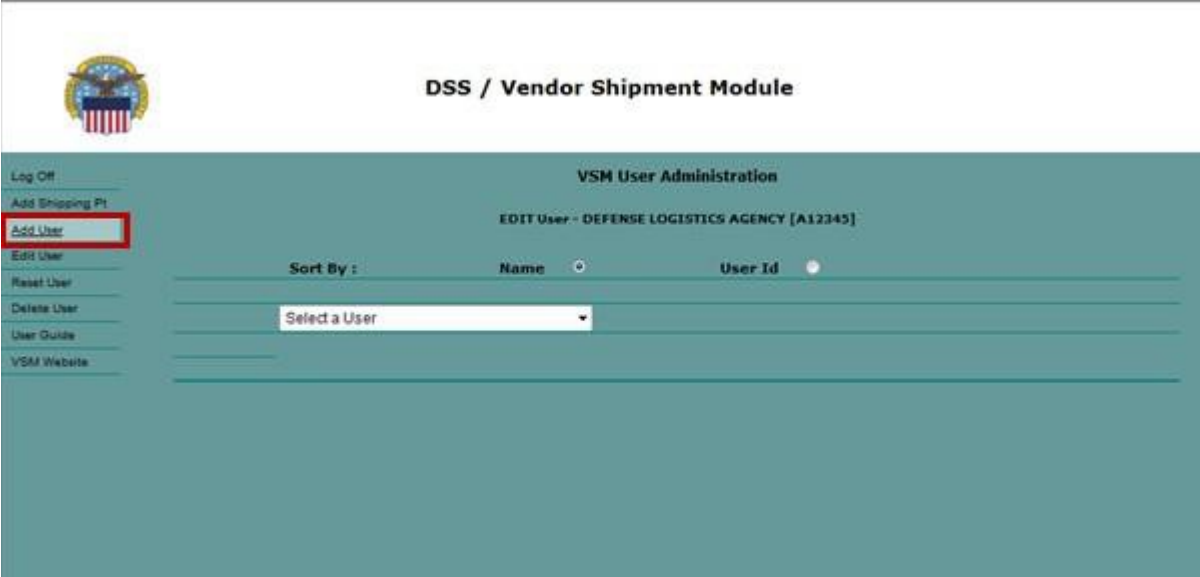
If you wish to change or re-assign the Vendor Point of Contact (POC), please contact our
Help Desk at 1-800-456-5507 or delivery@dla.mil.

Enter information in fields annotated with an asterisk.

Notes:
- Enter your DoDAAC (your cage code gets converted to a DoDAAC by adding the letter "A" in front of it. If you have multiple ship-from locations, the system will assign the DoDAAC letter going alphabetically as you add sites. If you aren't sure what your DoDAAC is, when you log into the system, the top of the page will show your company name and your DoDAAC in the parenthesis).
- User ID - set up the same as yours, just going up a digit at the end (if your user ID ends 02, build theirs ending 03, then 04, etc)
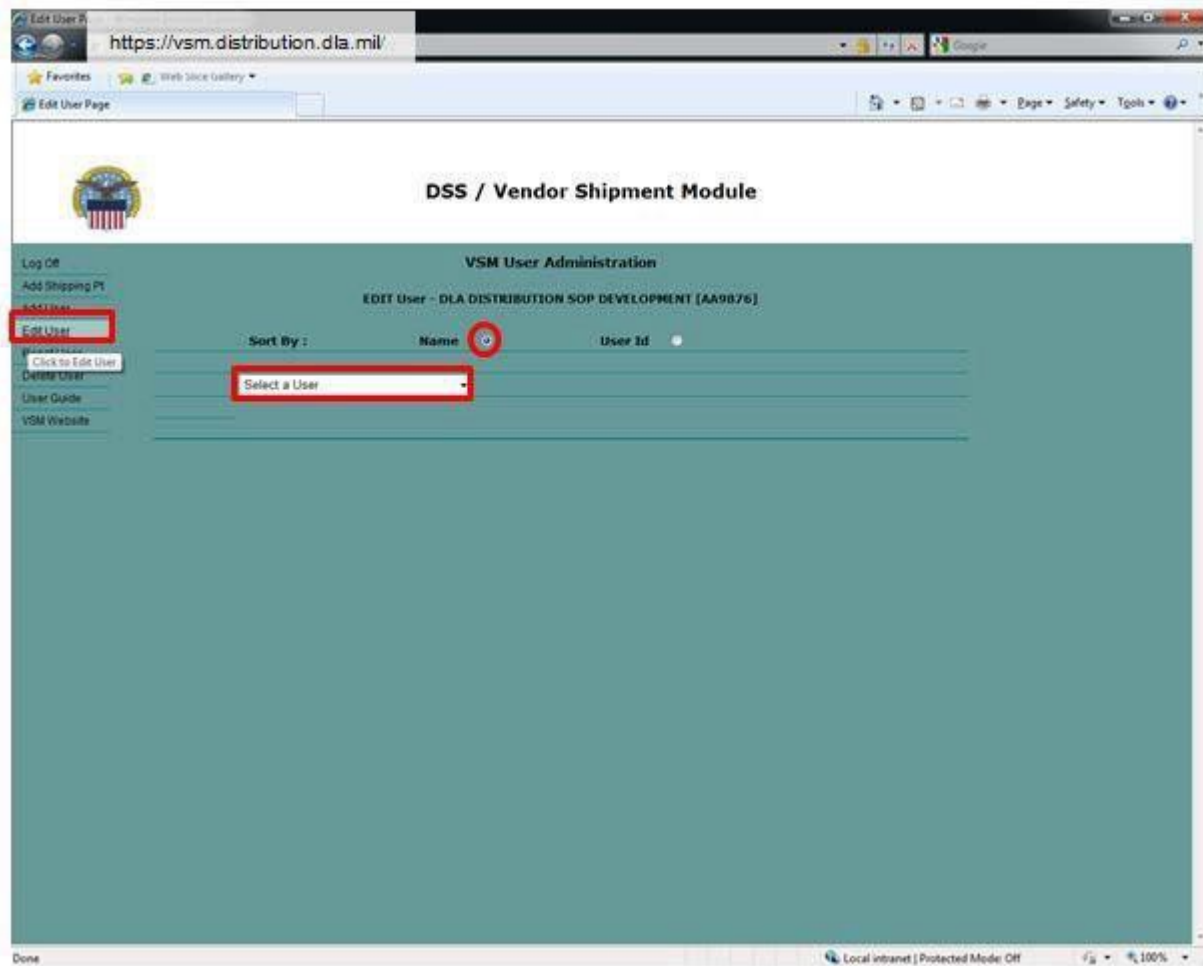- Authorization levels:
  - **User** – Permissions to process orders, obtain documentation, add Hazardous Records, edit or delete the DD250 (Address Management), and permits user to change their own password.
  - **POC** – Permissions to process orders, obtain documentation, add Hazardous Records, edit or delete the DD250 (Address Management), Retire PO Records, Update company information in VSM, and all administrative functions associated with adding, editing and deleting users, and the ability to reset user passwords.
  - After information is entered, click on **Add User**. The system will automatically send 2 e-mails to the user. One e-mail will provide the user's ID. The second e-mail will contain the temporary password.
  - After user has been added, they can login to VSM with their User ID and temporary password. Temporary password is only valid for 24 hours. When user successfully logs into VSM, they are prompted to change their temporary password. Passwords must be at least 8 characters long and must contain a number, an upper case letter, a lower case letter, and special character.

8.7 How to Edit User Profiles

Click **Edit User.**

-Select **Name** or **User Id** for user from drop down display.

-Change the information and click **Update User**.

8.8 How to Reset 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 following step-by-step instructions:

Log into VSM https://vsm.distribution.dla.mil/net/ and continue to the Vendor Administration page as described in earlier sections. Then select the **Reset User** option.

The system will provide a drop-down menu of all your company's users.
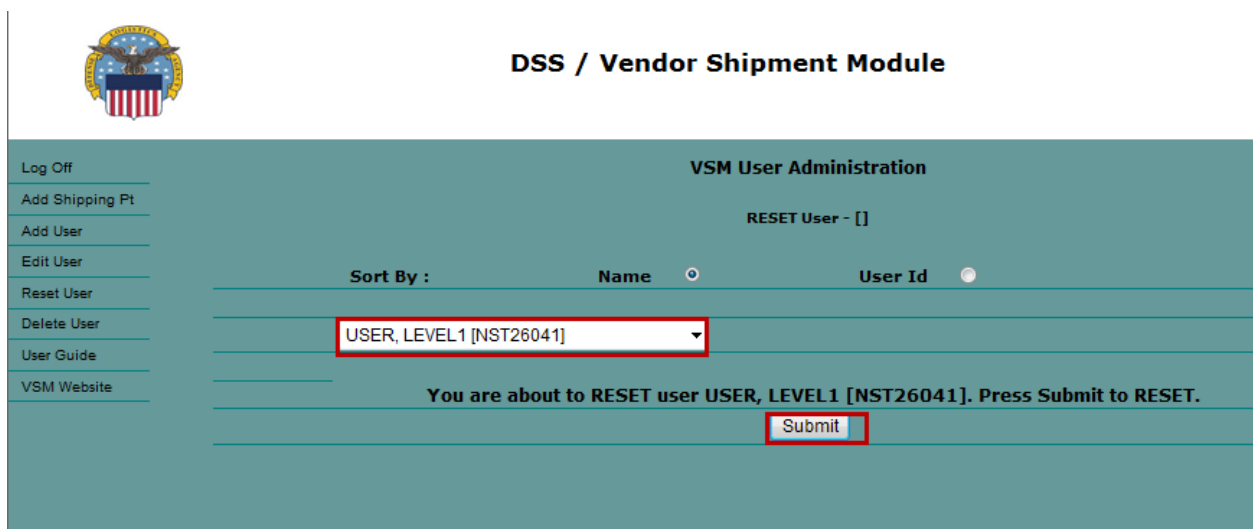
-Select the desired **User**. Click **Submit**.

The system will confirm the password has been reset, by sending 2 emails to the User: one advising the User has been reset and one providing a temporary password.

After the users' password has been reset, the user can login to VSM with their User ID with the login and temporary password. The temporary password is only valid for 24 hours. As soon as the user successfully logs into VSM, they will be prompted to change their temporary password.

8.9 How to Delete a User

The intent of this function is to delete a user or users who no longer work for the company or no longer require access. Log into VSM https://vsm.distribution.dla.mil/net/ as described in earlier sections.

-Select **Delete User** option.
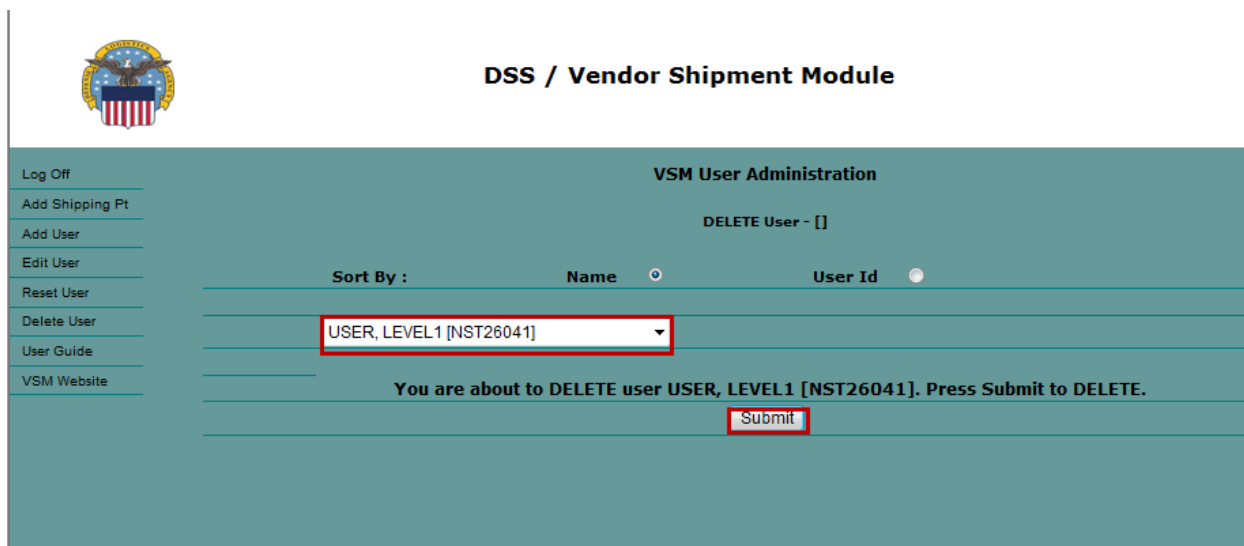
-Select **User** from the drop down list.
-Click on **Submit** to delete user.

9.0 Adobe Acrobat Printer Setup

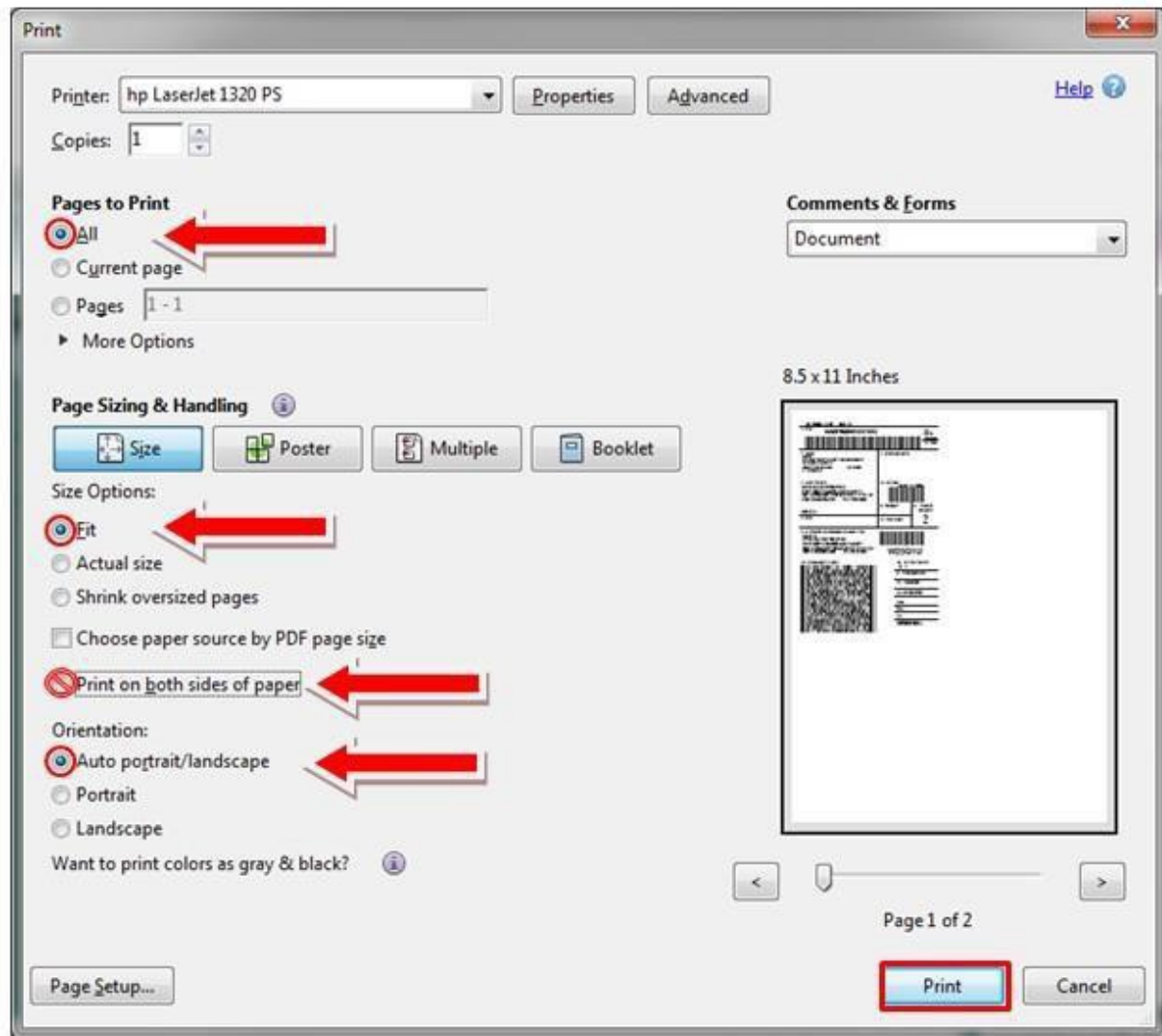The procedure for setting up a printer to print the Military Shipping Labels (MSL) is dependent on the version of Adobe Acrobat being used. If you do not have Acrobat or are using an earlier version, free downloads are available from http://www.adobe.com/products/acrobat/readstep2.html.

− When you are ready to print: ensure you are printing **all** pages, you have the **Size** option set to **Fit**, and the radio button for **Print on both sides of paper** is <u>not</u> selected.

10. Acronyms

CCP – Consolidation & Containerization Point

CLIN – Contract Line Item Number

DFAS – Defense Finance and Accounting Services

DLA – Defense Logistics Agency

DoDAAC – Department of Defense Activity Address Code

DSS – Distribution Standard System

DSS MRO Tracker – Distribution Standard System Material Release Order Tracking System

DVD -- Direct Vendor Delivery

EDI – Electronic Data Interface

FACTS - Financial Air Clearance Transportation System

FOB – Free on Board

IPD – Issue Priority Designator

ITV – In-Transit Visibility

MPO – Manual Purchase Order

MRO – Material Release Order

MSL - Military Shipping Label

PO - Purchase Order

POC – Point of Contact

SCN – Shipment Control Number

VSM – Vendor Shipment Module