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SECTION 11. DFO PRIME VENDOR OPERATING INSTRUCTIONS

11.1 General.

The Subsistence Prime Vendor Program has little effect on AFMIS on-line dining facilities unless the installation chooses to have the on-line dining facilities receipt for the subsistence delivered by the PV. At these installations, dining facilities will have a new menu, (fig. 11.1-1), when they login to AFMIS. Option A on this menu brings up the AFMIS DFO Subsystem which is not changed, except for the addition of option H - PRIME VENDOR CATALOG REPORT to the Inquiries Menu, by the Subsistence Prime Vendor Program. This section provides detailed guidance for option B, Prime Vendor Receipts; option C, Prime Vendor Inquiries; and option H, Prime Vendor Catalog Report, on the DFO Inquiries Menu.

NOTE: Order date pricing is provided under Prime Vendor when the order date is within 6 days of the issue date (RDD). The order date is determined by when the order is processed in PV Batch. The issue date is the date the ordered items are to be delivered. To ensure you pay the price of the item on the date it was ordered, do not send your shopping lists to TISA until the submission date on the Shopping List Submission Dates Report, PCN: AJK-KI1.

```
AFMIS:  A B C X
Press A to go to the DFO Command Menu

DATE: 28 Feb 97          AFMIS COMMAND MENU (DFO/PRIME VENDOR)  AJK-922

                OPTION CODE  RING MENU SELECTION OPTIONS

                A            DFO COMMAND MENU

                B            RECEIPT ORDERS

                C            PERFORM INQUIRY

                X            EXIT

SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 11.1-1. AFMIS Command Menu for DFO/Prime Vendor (AJK-922).

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11.2 Prime Vendor Receipts.

NOTE: At PV Plus Installations, receipt processing will be a little different in two ways. First-selections have to be made as to whether PV or DSO receipts are to be processed. The changes are self explanatory on the screens. Figures 11.2-1, 11.2-2, & 11.2-4 have the PV Plus additions in bold letters. The bolded portions will not be seen at installations that do not have PV Plus. PV Plus installations have DSO representatives delivering FF&V instead of the PV; however, PV refers to both in this section, unless specifically stated otherwise. Second-the TISA has to be provided information on all FF&V items delivered by the DSO that are not what was ordered. i.e. too many or not enough or substitutes are delivered.

To process receipts delivered by the PV, the receipt must be identified, the quantities actually received will be entered, and the receipt must be written. Items can be added to receipts for which the order was created in AFMIS, and receipts can be created for orders that were not created in AFMIS. Receipts can be modified provided they have not been written. If a receipt needs to be modified after it is written, the adjustment will have to be made by TISA personnel. Before starting this process be sure you can read the receipt document. Receipts should be processed as soon as possible after the order is received. Prompt processing of receipts will ensure the inventory balances are posted as soon as possible and prevent problems caused by performing inventories before receipts are posted. Select Option B from the AFMIS Command Menu (DFO/Prime Vendor), (fig. 11.1-1) to bring up the Identify Prime Vendor Receipt screen, (fig. 11.2-1).

```
RECEIPT ORDERS:  PV  DSO
Receipt Prime Vendor Order
[
DATE: [07 Apr 97]                RECEIPT ORDERS                ]
                                IDENTIFY [  ] RECEIPT            AJK-900

                                Enter the Customer ID and the RDD
                                for the order to be receipted

                                CUSTOMER ID:  [YDF001]

                                REQUIRED DELIVERY DATE: [14] [Jan] [95]
                                                DD  MMM  YY

                                [ ] DEPRESS ESCAPE KEY TO CONFIRM ENTRIES

Enter the Customer Id and depress <Return>
```

Figure 11.2-1. Identify Prime Vendor Receipt Screen (AJK-900).

11.2.1 Identify Receipt.

At PV Plus Installations, the operator must select whether to process a PV or DSO receipt. Then, at all installations, the required entries on screen AJK 900, (fig. 11.2-1), to identify the receipt are

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the activity code of your dining facility and the RDD for the order you wish to receipt. Once the data is entered, press [Esc]. One of the following will happen:

a. If the order was created in AFMIS and has not been receipted, the Prime Vendor Receipt Items Screen AJK-902, (fig 11.2-2) is displayed. This is the situation you should find most of the time. See paragraph 11.2.2 for processing instructions.

b. If the order was not created in AFMIS, i.e. not due-in to AFMIS, the Add Items to Prime Vendor Receipt Screen AJK-903, (fig. 11.2-4) is displayed. This should not happen often. You should check with TISA prior to processing this receipt. If you have not checked with TISA, press [Delete] and [Enter] to return to the AFMIS Command Menu (DFO/Prime Vendor). See paragraph 11.2.3 for processing instructions.

c. If the receipt has already been processed, the message "ALL ITEMS HAVE ALREADY BEEN RECEIPTED." will appear at the bottom of the screen and the cursor will return to the CUSTOMER ID field. Double check the entries on the screen. If they are correct, check with the TISA. Press [Delete] and [Enter] to return to the AFMIS Command Menu (DFO/Prime Vendor). **You can not process this receipt.**

d. If the perishable or semiperishable items for the entered RDD have already been receipted, the message "THE PERISHABLE ITEMS HAVE ALREADY BEEN RECEIPTED." or "THE SEMIPERISHABLE ITEMS HAVE ALREADY BEEN RECEIPTED." will appear briefly, then the Add Items to Prime Vendor Receipt Screen AJK-903, (fig. 11.2-4) will appear. However, "PERISHABILITY: S" or "PERISHABILITY P" will appear under the RDD field. Double check your receipt document to be sure the RDD matches the RDD on the screen. If it does, check with the TISA prior to processing this receipt. If you have not checked with TISA, press [Delete] and [Enter] to return to the AFMIS Command Menu (DFO/Prime Vendor). See paragraph 11.2.3 for processing instructions.

NOTE: If the above situation occurs, stop processing the receipt, call TISA.

11.2.2 Receipt for Orders Created in AFMIS.

Processing of receipts for orders created in AFMIS begins on the Prime Vendor Receipt Items Screen AJK-902 (fig. 11.2-2). This screen appears when the activity code and RDD entered on screen AJK-900, (fig. 11.2-1) are for a receipt for which the order was created in AFMIS.

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```
DATE: 14 Jan 95                PRIME VENDOR RECEIPTS                AJK-902
                                RECEIPT PV ITEMS

Modify the quantity received or enter zero for items not received,
Items may be added to the receipt after this screen has been completed.

CUSTOMER ID: YDF001                RDD: 14 Jan 95
CUSTOMER NAME: DINING FAC P-9300 (PV)

      TIIN      ITEM NAME      UI      PRICE      QTY ORD      QTY RCVD
126-8812  APPLES EATING FRESH  LB      $   .49          50          50
126-8748  BANANAS FRESH        LB      $   .34          50          50

                                DEPRESS ESCAPE KEY TO CONFIRM ENTRIES

Enter the quantity received from the vendor
```

Figure 11.2-2. Prime Vendor Receipt Items Screen (AJK-902).

11.2.2.1 Adjust Quantity Received.

Processing of receipts for orders created in AFMIS begins on the Prime Vendor Receipt Items Screen AJK-902 (fig. 11.2-2). When this screen appears, the Customer ID, Required Delivery Date, and Customer Name are displayed along with the TIIN, Item Name, Unit of Issue, Price, Quantity Ordered, and Quantity Received. The cursor is positioned in the quantity received column. The required entries on this screen are the actual quantities received if they differ from the quantities listed on the screen. Overtyping any quantities that need to be changed. **Items cannot be deleted from the screen; therefore, enter zero as the quantity received for items that were not received.** When the quantity received entries are correct for all items, press [Esc]. The Create Customer Receipt ring menu is displayed at the top of Screen AJK-902.

```
CREATE CUSTOMER RECEIPT: Add Modify Write Return eXit
Add items to this receipt.
```

Figure 11.2-3. Create Customer Receipt Ring Menu.

11.2.2.2 Create Customer Receipt Ring Menu.

The Create Customer Receipt Ring Menu (fig. 11.2-3) provides the options to continue processing the receipt. The options are Add, Modify, Write, Return, and eXit. Add permits adding items to the receipt. Modify permits changing the quantities received on the receipt. Write stores the receipt, which is similar to sending shopping lists to TISA in that **further changes cannot** be made in the DFO Subsystem. Return discards the work done on the receipt to this point and brings up the AFMIS Command Menu (DFO/Prime Vendor). The eXit

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option discards the work done on the receipt to this point and brings up the Login prompt. Processing of the receipt is not complete until the write option is selected to store the receipt.

11.2.2.3 Add Items to the Receipt.

From the Create Customer Receipt Ring Menu choose the Add option to add items to the receipt. Items that must be added are items that were not on the original order. These items could be substitutes for items that were ordered, items that were ordered after the order was sent to the vendor, or items the vendor had available on the truck at time of delivery. When option A is selected, the Add Items to Prime Vendor Receipt Screen AJK-903 (fig. 11.2-4) is displayed with the cursor in the TIIN field. Enter the TIIN and quantity received for all items received that were not on the original order. When a TIIN is entered, the Item Name, Unit of Issue, and Price for the item will appear, and the cursor will move to the Quantity Received field. When the Quantity Received is entered, the cursor will move to the TIIN field on the next line. When the TIINs and quantities received for all items have been entered press [Esc]. The Create Customer Receipt Ring Menu at the top of screen AJK-902 (fig. 11.2-3) is redisplayed.

DATE: 14 Jan 95	PRIME VENDOR RECEIPTS	AJK-903
ADD ITEMS TO PV RECEIPT		
Enter all TIINs which were received on the RDD by this customer that were not part of the original order.		
CUSTOMER ID: YDF001	RDD: 14 Jan 95	
CUSTOMER NAME: DINING FAC P-9300 (PV)	PERISHABILITY: ALL	
TIIN	ITEM NAME	UI PRICE QTY RCVD
125-8440	CHEESE CHEDDAR NAT CASE	LB \$ 1.89 4
DEPRESS ESCAPE KEY TO CONFIRM ENTRIES		
Enter the TIIN of the item received from the vendor.		

Figure 11.2-4. Add Items to Prime Vendor Receipt Screen (AJK-903).

11.2.2.4 Modify Customer Receipt.

From the Create Customer Receipt Ring Menu choose the Modify option to change the quantity received for items on the receipt, or to review the receipt prior to selecting the Write option from the Create Customer Receipt Ring Menu. When the Modify option is selected, the Create Customer Receipt Ring Menu will disappear, and the cursor will move to the Quantity Received Column for the first item on the Prime Vendor Receipt Items Screen AJK-902 (fig. 11.2-2). The only processing that can be done on this screen is changing the quantity received. If the quantity received for an item is not correct, overwrite with the correct quantity received. If an item is listed on the receipt that has not been received, enter zero in the quantity received column. If an item has been received that is not listed, you must select the Add option from the Create Customer Receipt Ring Menu, fig 11.2-3, and add the item on the Add Items to Prime Vendor Receipt Screen AJK-903 (fig. 11.2-4). When all quantity received entries are correct, press [Esc], and the Create Customer Receipt Ring Menu (fig. 11.2-3) is redisplayed.

11.2.2.5 Write Customer Receipt.

From the Create Customer Receipt Ring Menu choose the Write option to store the receipt, (this is similar to sending things to TISA). Once the receipt is written, you **cannot make any changes** to it; therefore ensure you have checked the receipt thoroughly before you select this option. When this option is selected a prompt appears “Updating Database. Please Wait.” Then another Create Customer Receipt Ring Menu (fig. 11.2-5) is displayed. The options are Create Another and Return. The Create Another option redisplay the Identify Prime Vendor Receipt Screen AJK-900 (fig. 11.2-1) with the cursor in the Customer ID field. The Return Option redisplay the AFMIS Command Menu (DFO/Prime Vendor) AJK-922 (fig 11.1-1).

NOTE: Selection of “Write” from the Create Customer Receipt ring menu, updates the database. Changes can not be made to the receipt, except through the Receipt Reversal process which can only be done by TISA personnel.

DO NOT SELECT WRITE UNLESS YOU ARE ABSOLUTELY POSITIVE THE RECEIPT IS READY TO BE FINALIZED.

```
CREATE CUSTOMER RECEIPT:  Create Another  Return  
Receipt another customer's Prime Vendor Order
```

Figure 11.2-5. Create Customer Receipt Ring Menu.

11.2.3 Receipt for Orders Not Created in AFMIS.

Processing of receipts for orders not created in AFMIS begins on the Add Items to Prime Vendor Receipt Screen AJK-903 (fig. 11.2-4). This screen is displayed when the activity code and RDD entered on Screen AJK-900 (fig 11.2-1) are for a receipt for an order not created in AFMIS. The processing steps are the same as when items have to be added to a receipt for an order that was created in AFMIS. Processing steps start at paragraph 11.2.2.3. Once all of the items have been added for the receipt, all receipt processing options on the Create Customer Receipt Ring Menu, (fig 11.2-3) are available to continue processing the receipt. As with all receipts, processing is not complete until the Write option is selected from the Create Customer Receipt Ring Menu.

NOTE: If you add items to a receipt, be sure you tell the TISA what you added and the quantity. Someone will have to notify DPSC.

11.3 Prime Vendor Inquiries.

The Prime Vendor Inquiries option on the AFMIS Command Menu (DFO/Prime Vendor) permits viewing and printing of PV orders and receipts. The inquiries may be performed for orders, receipts, or both (orders and receipts) for a specified range of RDDs. The inquiries can be limited

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to a customer ID, document number, TIIN, or customer ID and TIIN. When the print option for an inquiry is selected, the same information that would have been displayed to the screen will be printed as the Prime Vendor Orders & Receipts Inquiry Report PCN: AJK-AL1. See Appendix C for a sample of this report. To perform PV inquiries select Option E from the AFMIS Command Menu (DFO/Prime Vendor). The Order/Receipt Inquiries Screen AJK-905, (fig. 11.3-1) is displayed.

NOTE: AFMIS converts order records to receipt records when receipts are processed. Use the order inquiry to review unreceipted orders and the receipt inquiry to review receipted orders.

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```
[
DATE: [15 Jan 95]                                PRIME VENDOR                                AJK-905
ORDER/RECEIPT INQUIRIES

REQUIRED DATA:
INQUIRY TYPE:[ ]

REQUIRED DELIVERY DATE RANGE: FROM [ ][ ][ ] TO [ ][ ][ ]
                                   DD  MMM YY      DD  MMM YY

OPTIONAL DATA:
CUSTOMER ID: [ ]
DOCUMENT NUMBER:[ ]
TIIN:[ ]

[
[
[ ] DEPRESS ESCAPE KEY TO SUBMIT ENTRIES

Enter an O for Orders, an R for Receipts, or a B for Both.
]
```

Figure 11.3-1. Order/Receipt Inquiries Screen (AJK-905).

11.3.1 Unlimited Inquiry.

a. The required entries on the Order/Receipt Inquiries Screen AJK-905 are the Inquiry Type and the Required Delivery Date Range. Prompts at the bottom of the screen inform the operator what to enter. When the entries are complete press [Esc].

(1) When no records are found that match the inquiry criteria, the Inquire Again Ring Menu is displayed at the top of the Order/Receipt Inquiries Screen AJK-905, and the message "NO RECORDS MEETING THESE SPECIFICATIONS WERE FOUND. PLEASE RE-ENTER." is displayed at the bottom of the screen. The options on this ring menu are Inquire Another and Return. The Inquire Another option redisplay the Order/Receipt Inquiries Screen AJK-905 without the ring menu, with the cursor in the Inquiry Type data entry field. The Return option redisplay the AFMIS Command Menu (DFO/Prime Vendor) AJK-922.

OR

(2) When records are found matching the inquiry criteria, a message will appear stating the number of records selected. A prompt "Enter P to print, S to view them on the screen, or X to exit." is also displayed. Screen input directions at the bottom of the screen will be "Enter a 'P', 'S', or 'X'". Figure 11.3-2 is an example of this screen completed for an inquiry on both orders and receipts for RDDs from 1 Jan 95 to 20 Jan 95. The input to view the records on the screen has been entered. [Esc] is pressed to initiate the action print, screen, or exit.

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```
[
DATE: [15 Jan 95]                                PRIME VENDOR                                ]
                                                ORDER/RECEIPT INQUIRIES                                AJK-905

REQUIRED DATA:
                                INQUIRY TYPE:[B]

REQUIRED DELIVERY DATE RANGE: FROM [ 1][JAN][95] TO [20][JAN][95]
                                DD MMM YY                DD MMM YY

OPTIONAL DATA:
                                CUSTOMER ID: [      ]
                                DOCUMENT NUMBER:[      ]
                                TIIN:[      ]

[          90 records have been selected.                                ]
[Enter P to print, S to view them on the screen, or X to exit.                                ] [S]

                                [ ] DEPRESS ESCAPE KEY TO SUBMIT ENTRIES

Enter an 'P', 'S' or 'X' please.
```

Figure 11.3-2. Example of Completed Order/Receipt Inquiries Screen (AJK-905) with Matching Records Found.

b. If an “S” is entered when fig. 11.3-2 is displayed and [Esc] is pressed, the Inquiry Results Screen AJK-906, (fig. 11.3-3) is displayed. This screen displays one stock number per screen. Use the arrow keys to scroll through the customer IDs. [Esc] brings up the next NSN. The status column provides the status on the record. The status codes are shown in figure 11.3-4, Prime Vendor Inquiry Status Codes. When [Esc] is pressed while the last NSN is displayed, The Inquire Again Ring Menu is displayed at the top of the screen and the message “No more data found for this inquiry.” appears at the bottom of the screen.

c. If a “P” is entered when fig. 11.3-2 is displayed and [Esc] is pressed the Prime Vendor Orders and Inquiry Report PCN AJK-AL1 is printed, see Appendix C for an example of this report. This report contains the same information that would have been displayed to the screen. A series of messages appear and then the Inquire Again Ring Menu is displayed at the top of the screen.

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DATE: 01 Jan 95	PRIME VENDOR	AJK-906		
	INQUIRY RESULTS			
RDD RANGE: 25 Dec 94	TO 31 Dec 94			
NSN	ITEM NAME	UI	UNIT PRICE	
8905-00-080-5325	KNOCKWURST FZN	LB	\$ 1.31	
CUSTOMER ID	RDD	DOCUMENT NUMBER	STATUS	QTY
YDF001	26 Dec 94	W26QKQ33560032	OS	50
YDF001	31 Dec 94	W26QKQ33580094	RS	200
DEPRESS ESCAPE KEY WHEN FINISHED VIEWING DATA				

Figure 11.3-3. Inquiry Results Screen (AJK-906).

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STATUS	EXPLANATION
O or OP	An order for this stock number has been released by the TISA, but due to an error it has not been processed through PV Batch. This is an ERROR CONDITION, it should be reported to the SA. The order has not completed processing and can not be sent to STARFIARS or SPVI.
OS	An order for this stock number, customer, RDD, and quantity has been released and processed through the PV Batch Cycle. The order is available to be transferred to STARFIARS and SPVI if it has not already been done.
R	The order has been receipted, but the receipt has not yet been processed through PV Batch. The receipt will be processed the next time PV Batch is executed.
RP	The receipt has been posted to some tables, but due to an error, it has not completed processing through PV Batch. This is an ERROR CONDITION, it should be reported to the SA. The receipt is not available for transfer to STARFIARS or SPVI.
RS	The order has been receipted, and the receipt has been processed through the PV Batch cycle. The receipt has been made available to be transferred to STARFIARS and SPVI.

Figure 11.3-4. Inquiry Status Codes.

11.3.2 Limited Inquiry.

The Limited Inquiry works the same as the Unlimited Inquiry except that the search criteria is limited by entries in the optional data fields on the Orders/Receipts Inquiry Screen AJK-905 (fig. 11.3-1). Limited inquiries can be constrained by entering a customer ID, document number, TIIN, or customer ID and TIIN. The required data, inquiry type and required delivery date range, must be completed for the limited inquiry before the optional data fields can be accessed. The printed output as well as the screen output are the same as for the unlimited inquiry.

11.4 Prime Vendor Catalog Report.

The Prime Vendor Catalog report is printed by selecting option H on the AFMIS DFO Inquiries Menu, Screen AJK-500, figure 11.4-1. When option H is selected the messages "PRINTING REPORT. PLEASE WAIT." followed by "REPORT HAS BEEN PRINTED. PRESS RETURN TO CONTINUE." are displayed. The Prime Vendor Catalog Report PCN: AJK-OQ1 lists the NSN, Vendor Stock Number, Item Name, Unit of Issue and Price of all items on the Prime

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Vendor Catalog. See Appendix C for a sample of this report. If there are any items on the listing that are not on the MIF, you can not order them until the TISA adds them to the MIF.

```
INQUIRIES:  A B C D E F G H R X
Exit from DFO processing

DATE:  28 Feb 97                INQUIRIES MENU                AJK-500
----- Press F8 for Help -----

A - ACCOUNT INQUIRY MENU          F - DF FILE INQUIRY
B - MENUS INQUIRY MENU            G - HEADCOUNT / CASH INQUIRY MENU
C - RECIPE INQUIRY MENU           H - PRIME VENDOR CATALOG REPORT
D - INVENTORY INQUIRY MENU        R - RETURN TO DFO COMMAND MENU
E - MASTER ITEM FILE INQUIRY      X - EXIT FROM DFO PROCESSING
```

Figure 11.4-1. AFMIS DFO Inquiry Menu (Screen AJK-500).