1. **PURPOSE.** This Defense Health Agency-Technical Manual (DHA-TM), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (m), establishes the Defense Health Agency’s (DHA) instructions for using the DMLSS application. This DHA-TM provides Medical Logistics (MEDLOG) personnel and other DMLSS users with the technical guidance procedures necessary to use the application effectively and efficiently to carry out the mission of medical logistics support. The technical guidance contained in this DHA-TM volumes 1 through 10 are intended for use of the automated information system in support of MEDLOG business including contingency materiel management in the DHA.

2. **APPLICABILITY.** This DHA-TM applies to the DHA, DHA Components (activities under the authority, direction, and control of DHA), Military Medical Treatment Facilities (MTF), Dental Treatment Facilities (DTF), Defense Health Regions (DHAR), Small Market And Stand-Alone Medical Treatment Facility Organization (SSO), and all personnel assigned, who have need to reference the enclosed technical guidance information for use of the Defense Medical Logistics Standard Support (DMLSS) automated information system.

3. **POLICY IMPLEMENTATION.** It is DHA’s instruction, pursuant to References (c) through (m), that:
   
   a. DHA will exercise management responsibilities of Military Health System (MHS) MEDLOG functions in the MHS including implementing procedures, administering budgets, and performing financial oversight at an enterprise level in order to ensure consistency, optimize performance, and meet strategic priorities across MHS MEDLOG activities consistent with guidance from the Assistant Secretary of Defense for Health Affairs.
b. DHA will develop consistent standards for materiel management (MM) necessary for programmatic oversight of the Defense Health Program.

c. DHA established DMLSS as the authoritative information system that serves as the feeder system to financially accountable systems for DHA MTFs/DTFs, and DHA Components and accountable property officers as outlined in Reference (d).

d. DHA MTFs/DTFs and DHA Components must use the DMLSS system, as prescribed in Reference (d), for all Medical Logistics business functions in the following modules, including, but not limited to: Customer Area Inventory Management (CAIM), Inventory Management, Equipment Management (EM), Equipment Maintenance (MA), Assemblage Management (AM), Systems Services (SS), and Facility Management (FM). These DMLSS modules provide a processing environment where personnel can accomplish automated processing for: inventorying, ordering, receiving, and issuing of materiel associated with operations, research and support prescribed by the DHA mission.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. PROPONENT AND WAIVERS. The proponent of this publication is Director, MEDLOG. When Activities are unable to comply with this publication the activity may request a waiver that must include a justification, to include an analysis of the risk associated with not granting the waiver. The requesting activity director or senior leader will submit the waiver request through their supervisory chain to the Director MEDLOG to determine if the waiver may be granted by the Director, DHA or their designee.

7. RELEASABILITY. Cleared for public release. This DHA-TM is available on the Internet from the Health.mil site at: https://health.mil/Reference-Center/Policies and is also available to authorized users from the DHA SharePoint site at: https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx.

8. EFFECTIVE DATE. This DHA-TM:

a. Is effective upon signature.

b. Will expire 10 years from the date of signature if it has not been reissued or cancelled before this date in accordance with Reference (c).
9. FORMS. DD Form 1155, Order for Supplies or Service is available at https://www.esd.whs.mil/Directives/forms/.

/S/
RONALD J. PLACE
LTG, MC, USA
Director

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REFERENCES

(a) DoD Directive 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD(HA)),” September 30, 2013, as amended
(c) DHA-Procedural Instruction 5025.01, “Publication System,” August 24, 2018
(d) DHA-Procedural Instruction 6430.04, “Use of the Defense Medical Logistics Standard Support (DMLSS) as the Authoritative Information System (IS) of Record for the Medical Logistics (MEDLOG) Enterprise Activity (EA),” December 20, 2019
(f) DHA-Procedural Instruction 6430.02, “Defense Medical Logistics (MEDLOG) Enterprise Activity (EA),” September 27, 2018
(g) DoD Directive 6000.12E, “Health Services Support,” January 6, 2011, as amended
(h) DoD Instruction 6430.02, “Defense Medical Logistics Program,” August 23, 2017
(i) DoD Instruction 8500.01, “Cybersecurity,” March 14, 2014, as amended
(j) DoD Instruction 8510.01, “Risk Management Framework (RMF) for DoD Information Technology (IT),” March 12, 2014, as amended
(m) Code of Federal Regulation, Title 21, Section 1300
1. **DIRECTOR, DHA.** The Director, DHA will assign all DHA Headquarters staff elements and Chief, DHA MEDLOG to implement this DHA-TM in accordance with References (b), (e), and (f).

2. **DIRECTOR, MEDLOG.** The Director, MEDLOG or designee must perform oversight of the delivery of all MEDLOG business functions at DHA Components in accordance with References (e) through (h).

3. **DHA MEDLOG PERSONNEL.** DHA MEDLOG personnel must follow the instruction (CSTs, Divisions, Training, etc.) as appropriate for each volume of this DHA-TM.

4. **DHA MARKET, SSO, AND DHAR DIRECTORS.** The DHA Market, SSO, and DHAR Directors must ensure:
   a. MTFs implement this DHA-TM.
   b. Compliance with this DHA-TM.

5. **DHA COMPONENT, MTF, AND DTF DIRECTORS.** DHA Component, MTF, and DTF Directors must:
   a. Ensure the Chief, MEDLOG maintains and accounts for all accountable medical and dental property and financial records on the stock record account in DMLSS.
   b. Use the following DMLSS modules including, but not limited to: CAIM, Inventory Management (IM), Equipment Management (EM), Equipment Maintenance Activity (MA), AM, SS, and FM.
   c. Appoint a DMLSS Systems Administer (SA) in writing. This may include by-direction signature authority to Chief, MEDLOG as necessary.
   d. Implement procedures, guidance, and instructions for this DMLSS-TM.

6. **DHA COMPONENT DIRECTORS, MTF DIRECTORS, AND CHIEF, MEDLOG.** The DHA Component, MTF Directors, and Chief, MEDLOG must:
a. Maintain and account for all accountable medical and dental materiel and equipment and financial records as appropriate in DMLSS.

b. If designated by Director in paragraph 5.c. of this enclosure, appoint DMLSS System Administrator (SA) in writing.

7. DHA COMPONENT DIRECTORS, MTF DIRECTORS, DTF DIRECTORS, AND DMLSS SA. The DHA Component Directors, MTF Directors, DTF Directors, and DMLSS SA must:

a. Establish, manage and maintain DMLSS user accounts, roles, and privileges. The least privilege principle must be followed when creating or modifying user accounts.

b. Ensure system backups and maintenance tapes are installed at pre-defined periodic intervals and perform manual backup procedures as necessary and as provided in future DHA-TM DMLSS System Administration, Volume 2.

c. Monitor the DMLSS Communications Manager (DCM) functionality to identify and resolve transmission errors.

d. Follow database auditing procedures as defined in DMLSS SA guide.

e. Coordinate with DHA Component, MTF/DTF, Information Systems to house DMLSS hardware, and install and update DMLSS system software as required.

f. Create and manage DMLSS tutorial databases.

g. Review DMLSS advisory notices and notify local users as required.

8. DHA COMPONENT, MTF, AND DTF GOVERNMENT PURCHASE CARD (GPC) APPROVING OFFICIAL. The DHA Component GPC approving officials are appointed in accordance with DHA or Military Service GPC policy and the GPC program.

9. DHA COMPONENT, MTF, AND DTF PERSONNEL. DHA Component, MTF, and DTF personnel will utilize instructions provided in this technical manual as needed for DMLSS maintenance, access and/or transactions.
ENCLOSURE 3

PROCEDURES

1. CATALOG RECORDS. The medical enterprise requires quality data in order to execute the MEDLOG mission. Data quality in DMLSS begins with the catalog record. The catalog record represents the most basic foundation for every transaction processed in the system. Procedures outlined in this DHA-TM provide DHA components with the fundamentals to build and maintain catalog records.

   a. **Scope.** Several systems are involved in processing data from the DMLSS-Wholesale level down to the DMLSS Master Catalog. Origins of DMLSS Master Catalog outlined in Figure 1. include:

   ![Origin of DMLSS Master Catalog](image)

   Figure 1. Origin of Defense Medical Logistics Standard Support Master Catalog

   b. **Medical Master Catalog (MMC).** The MMC was built by Defense Logistics Agency-Troop Support (DLA-TS) to improve cataloging, allow better data quality and business decisions, and reduce cost variances throughout the DoD medical supply chain. It is the core central catalog repository of medical items available for purchase from DLA-TS (depot and direct vendor delivery), pharmaceutical, and Medical/Surgical (Med/Surg) Prime Vendors (PV), peacetime and readiness Electronic Catalog (ECAT), and Theatre Lead Agent for Medical Materiel (TLAMM) programs. Product, pricing, sourcing, and referential data includes:

   (1) Updated Distribution and Pricing Agreement (DAPA) information and PV data including commercial catalog/distribution center data, and visibility of contract and Trading Partner data.
2. Complete product/National Stock Number (NSN)/commercial identifier cross reference data including price comparison and equivalency.

c. Universal Data Repository (UDR) Delta Process. DMLSS uses a web based UDR Delta process to furnish MMC updates directly to the local DMLSS Master Catalog (see paragraph 1.a.(3) of this enclosure). These transactions occur internally within the system every hour. Upon download, the information is available immediately for Users to build new catalog records. Without the UDR Delta process, catalog change reports are only updated during end-of-day.

(1) Specific item attributes of the local MTF Catalog and/or sourcing records matched to the DMLSS Master Catalog update automatically during the Delta process. These attributes are considered authoritative data and may not be changed by local users, that is, these attributes are locked down.

(2) DMLSS Catalog attributes that are updated automatically during a UDR Delta process are then made available for review on the “DMLSS MTF Catalog Change Report”, while attributes requiring DHA component-level action appear on a “Recommended Catalog Change Report-Critical and Non-Critical,” described in this DHA-TM.

(3) UDR Delta process run intervals may be changed in the DMLSS-SA Tool, Manage Medical Materiel/Manage Delta UDR; SAs should not alter these settings unless directed to do so by DHA/Solutions Delivery Division/Health Information Technology.

d. DMLSS Master Catalog. The DMLSS Master Catalog is considered authoritative data. Much of the information returned from a search of a catalog or sourcing record associated to a record in the DMLSS MMC is read only.

(1) Product, pricing, sourcing, and reference data contained in the DMLSS Master Catalog is accessed by the local user using one the following search scopes:

(a) Contracted Items,

(b) Sourced Items,

(c) Unsourced Items,

(d) Readiness Portal Items, or the

(e) TLAMM Catalog. See paragraph 1.b. (1) of this enclosure for Catalog Search selection information.

(2) DMLSS Master Catalog data is used to update specified elements within the MTF catalog record.
2. **CATALOG SEARCH.** The “Catalog Search” module is used for adding, retrieving, editing, and storing catalog information. Use the Catalog Search module to conduct research on products currently used by a MTF, as well as, on new items under consideration for use. The search function provides site personnel with information such as item costs, available sources, and unique characteristics associated with particular products. The DMLSS Catalog Search function combines a multitude of catalogs into an easy to use, automated tool that provides information on the majority of commercial and DoD sourced products.

   a. **Selecting Catalog Search.** Select Catalog Search from the Navigate menu or select the Catalog Search icon located on the horizontal toolbar to access this function.

      (1) The Catalog Search window contains multiple search tabs and allows individuals to search the database for information using basic, advanced, or categorical search criteria.

      (2) Data may be entered into multiple fields to minimize search results. Some of the search fields may or may not be available for use depending on the selected scope.

      (3) The maximum number of records DMLSS retrieves during each search is 500. The system defaults to the first 500 matches. Users can adjust the search limit lower than 500 records but not greater than this limit. The limit is enforced to minimize server demands and to maximize server performance.

   b. **Selecting the Search Scope.** DMLSS users must select a query range, called a Scope, regardless of the Search tab used. Results differ depending on the scope used. Search scope types include:

      (1) **Contracted Items.** Contains items from the Master Catalog which have an associated pricing agreement. Only the preferred pricing agreement for the preferred Source of Supply (SOS) is shown along with all levels of packaging for each product searched using this scope.

      (2) **Sourced Items.** Sourced items results with products that have a pricing agreement, but may also return with products sourced to Defense Logistics Agency (DLA) and Service distribution centers, for example, SOS code—“SMS”. If a product has a pricing agreement with a preferred source, it is shown, and the source without the pricing agreement is not shown. Note: Some items found in the contracted scope may not always be authorized for purchase; however, items found in the sourced scope are always authorized. Upon addition of the item to the DHA component DMLSS Master Catalog, they can be purchased immediately.

      (3) **Unsourced Items.** Items from the DMLSS Master Catalog that do not contain an SOS.

      (4) **Readiness Portal Items.** Retrieves items from the DMLSS Master Catalog which contain PV War Reserve Materiel (WRM), Vendor Managed Inventory and Corporate Exigency Contract items. Note: Only authorized DHA components see this Search Scope. If the Readiness Portal or TLAMM catalog scopes are visible, then that site is authorized to purchase any product appearing in the search result details.
(5) **TLAMM Catalog.** Queries items from the Master Catalog that are in TLAMM catalog. Only authorized sites may see this Search Scope. The TLAMM catalog is provided by the authorized SOS, such as United States Army Medical Materiel Center Europe, United States Army Medical Materiel Center Korea, United States Army Medical Materiel Center Europe-Southwest Asia, Kadena Air Base, or Port San Antonio Consolidated Storage and Deployment Center. If a TLAMM SOS catalog is needed, contact DHA Global Service Center at: 1-800-600-9332 or dhagsc@mail.mil.

(6) **MTF Catalog.** The MTF Catalog module provides methods for the materiel manager to establish and update catalog records with products that may or may not be stocked in the stockrooms or customer areas. This module also enables the user to select medical items and establish the data required for ordering supplies through vendors.

(7) **The MEDLOG Catalog.** The MEDLOG Catalog retrieves items from the logistics catalog (LOG CAT). This allows users to view 24 months of Logistics (LOG) level demand history, potential excess, and the default SOS for MEDLOG. Every catalog item created in the MTF Catalog defaults to this catalog.

(8) **Customer Catalog.** This allows only queries items from a local customer catalog. Select a Customer Identification (ID) prior to searching for a catalog record within a specific Customer Catalog. This catalog allows execution of a customer transaction.

c. **Additional Search Scope Guidance.** A search can be conducted for either active or deleted records when the selected scope is LOG CAT, MTF Catalog, or Customer Catalog. In order to search for inactive or deleted catalog records, the user can check the deleted box.

(1) **Basic Search Tab.** When using this option, the System displays all catalog records containing the keyword or number requested.

(a) The “Basic Search” tab contains both search and filter options. Use the “Search By” box to enter keywords or numbers. Multiple words are allowed in the description field, and the search queries both the short or long item description. The “Number” field searches the Item ID, National Drug Code (NDC), NSN, Global Trade Item Number, Prime Vendor Order Number (PVON), manufacturer catalog number or Vendor Item Number (VIN), and ECAT numbers.

(b) The ‘Filter By’ box allows the user to sort by the pricing agreement. These dropdown menus show all pricing agreements actionable by that particular site.

(2) **Advanced Search Tab.** The advanced search tab (Figure 2), offers multiple searchable fields and comes in two different views. One set of Search boxes appear when the scopes are set to a Master Related search: Unsourced, Sourced, or Contracted. A different set of search boxes appear when the scopes are set to MTF Catalog, LOG Cat, and Customer Catalog searches.
3. Categorical Search Tab. A search can be processed for items classified as either Pharmaceutical or Med/Surg. The Pharmaceutical search uses the American Hospital Formulary Service classification to provide groupings of items. The “Med/Surg” search uses the Cardinal Healthcare classification system to provide groupings of items. To conduct a search, select a category and sub-category from the list and then select “Search” from the vertical toolbar.

3. CATALOG RESULTS. The search results contain all required data for adding the product to a local MTF Catalog including the data necessary to support PV ordering functionality.

a. Records matching the search criteria are displayed in the Search Results Detail tab upon execution of the search. DMLSS responds with the message, NO RECORDS FOUND if no matches are located.

(1) The “Search Result Detail Tab” in Figure 3 displays basic, advanced or categorical search results. Use this screen to review all retrieved items and select the “Detail” button to further view a single item’s detail screen.
Figure 3. Catalog Search, Search Result Detail Tab

(2) **Top Panel, Search Result Detail.** Product information is displayed in the top panel of the MTF Catalog record. When the NDC, Manufacturer, and Manufacturer Catalog No. fields are grayed out, the product is associated to the master product (refer to paragraph 1.e. of this enclosure).

(3) **Middle Panel, Search Result Detail.** Sourcing information is displayed in the middle panel of the MTF Catalog record. “Contracted” or Sourced Catalog Search Results presents a clearer indication of preferred sourcing for items present in the MMC and is intended to prevent a user from unintentionally selecting a less than optimal sourcing option such as picking a base uncommitted DAPA over a national contract. These searches return only the best value sourcing option available for a given product using the lowest price within the following sourcing precedence order:

(a) Mandatory Contracts, for example, National Contract or Uniform Formulary Contract.

(b) Routine Agreements, for example Incentive Agreements, or DAPA.

(c) ECAT Contracts.

(d) DLA and Service Depot.

(4) **Bottom Panel, Search Result Detail.** Detailed sourcing information for the selected source is displayed in the bottom panel of the MTF Catalog record.

4. **ADDING/CREATING A NEW MTF CATALOG RECORD.** Building catalog records is very important to all aspects of system use as well as DoD standardization processes. Users benefit by loading all available data into the catalog record upon creation.
a. **Adding an MTF Catalog Record Using Catalog Search.** An MTF Catalog Record can be added using Catalog Search by following these steps:

1. First, search the UDR and DMLSS Master file for existing catalog information. See paragraph 1.b. of this enclosure.

2. Search scopes should be set to Sourced items before choosing Sourced/Unsourced items since this option presents the best possible monetary savings over open market items. The System displays all matches retrieved based on the data entered. Carefully screen and exhaust the list of potential contracted items before considering non-contracted sources.

3. To create a new MTF catalog record, highlight the desired record and select Add MTF from the vertical toolbar. Upon doing so, the new MTF Catalog record is displayed in the “Basic” tab view (see Figure 4).

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**Figure 4. Military Medical Treatment Facility Catalog Record, Basic Tab**

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(4) DMLSS Catalog search behaviors highlight opportunities to use standardized products. When a user selects an item from a catalog search resulting from a scope of Contracted Items or Sourced Items and attempts to add the item to the local MTF Catalog, the system checks for an associated standardized product in the DMLSS Master Catalog Record. If a standardized product exists, the system alerts the user with the message, “Standard Product Exist for this Product Line Would You Like to Review the Standard Product?” When a user selects a standardized item from a catalog search resulting from a scope of MTF Catalog, the system verifies that the standard product is sourced to an incentive pricing agreement. If the product is not sourced to an incentive pricing agreement, the system displays the message, Standard Product is not sourced to Incentive Pricing Agreement.

b. **Creating a New MTF Catalog Item.** The user should first search the UDR and DMLSS Extract for the item. Items not listed on the UDR or DMLSS Extract and items that do not have existing equivalent records require a new MTF Catalog item record.

   (1) To add a new MTF Catalog record, access the “Navigate” option from the menu bar. Look for New Catalog Item functionality. Located within this function is the capability to add catalog records to both the MTF and Customer Catalogs.

   (2) Personnel creating new catalog records should have thorough knowledge of the item prior to building the record. Complete all required fields properly so DMLSS propagates the related tables and fields with reliable data. Entering and saving additional data, such as the manufacturer name, manufacturer catalog number, NDC, and NSN are essential to a smooth acquisitions process.

5. **ESTABLISHING MTF CATALOG RECORD ASSOCIATIONS.** MTF Catalog and SOS records are associated to a matching record in the MMC/DMLSS Master Catalog when possible. Note: The terms associated, connected, and synched are synonymous in this process and can be used interchangeably.

   a. DMLSS associates local records with the DMLSS Master Catalog based on the following criteria:

   (1) **SOS Associations**

      (a) By Prime Vendor Pharmaceutical (PVP) order product number;

      (b) By Prime Vendor Medical/Surgical (PVM) order product number;

      (c) By ECAT Supplier ID/Catalog ID number/Item ID; and,

      (d) By NSN.

   (2) **MTF Catalog Association**
(a) By LOG SOS association when available;

(b) By Manufacturer Name & Part Number; and

(c) By NDC.

(d) Disassociated Records occur if the record no longer exists in the DMLSS Master Catalog.

(e) Once associated, DMLSS locks the following predetermined elements within the record and prevents the user from editing of those elements. Note: Locked fields have a gray background. Editable fields have a white background.

1. Basic Catalog–Locked Records

   (a) Manufacturer Name;

   (b) Manufacturer Catalog Number;

   (c) NDC; and

   (d) NSN.

2. Short and long item descriptions can be edited by the user. However, when reported externally and in pre-built ad-hoc reports, the DMLSS Master Catalog descriptions are used.

3. PVP, PVM, ECAT, and NSN data are synchronized to, or built from, the MMC and the record is locked, which Catalog Records can no longer be built from scratch by the user.

   (a) Products sourced to a PV have all fields locked with the exception of delivery method and estimated monthly usage (USE).

   (b) Items ordered from a PV must have a pricing agreement.

   (c) The PV delivery methods are restricted to non-usage (NUS), USE, and drop shipment (DRS) for PVM. DRS items are identified in the Master Catalog and their record attributes are completely locked. Users may choose between usage and NUS delivery methods for PVM non-DRS items. Backup PVM can only be NUS/DRS. Also, USE is not available for a Master Ordering Facility contract.

   (d) PVP uses delivery methods of just-in-time (JIT) and DRS. The catalog record of each Item ID gives its attributes/delivery method and they are locked.

   (e) ECAT and DLA sourced items also have all sourcing fields locked.
6. **IDENTIFYING DISCONNECTED CATALOG RECORDS.** Occasionally, MTF records are disassociated (i.e., unsynchronized/disconnected), from the MMC record. When this situation occurs, research the record and attempt to associate that MTF record with the master record in the MMC/DMLSS Master Catalog.

   a. The end-of-day matching process only synchs items at the product basic level when the manufacturer and manufacturer part number match exactly. If the local catalog’s manufacturer is misspelled or the manufacturer part number has spaces or dashes in it, the end-of-day process does not automatically Synchronization (Synch) that record.

   b. DMLSS users have two tools designed to identify and resolve disconnected catalog records. These include a series of four IM Business Objects (BOs) standard reports, and the IM Synch Assistant module. See paragraph 1.f.(2)(b) of this enclosure.

      (1) **BO Reports Identifying Disconnected Records.** Four BO reports in the Materiel Management Standard Report Viewer aid in identifying catalog records not associated to the Master Catalog. Note: Pay particular attention to any item with a recent date listed in the Date Last Purchased column.

         (a) **Disconnected ECAT Records-LOG Primary Supplier.** These disassociated items have ECAT listed as LOG’s primary supplier.

         (b) **Disconnected Med/Surg Records-LOG Primary Supplier.** This report is similar; however, it shows PVM is loaded as the LOG’s primary supplier.

         (c) **Disconnected PVM Records.** This BO report is a list of all SOS catalog records of PVM that are not associated and not necessarily restricted to those that are LOG's primary supplier.

         (d) **Disconnected Pharm Records-LOG Primary Supplier.** This canned BO report is similar to the Disconnected PVM Records report, except it displays pharmaceutical records.

      (2) **Synch Assistant.** The purpose of this module is to help the user match products to the DMLSS Master Catalog.

         (a) **Synch Assistant Overview.** This module identifies local records that are not associated at the product level (top part of the basic tab) and attempts to find a record in the DMLSS Master Catalog which may in fact be the same product. Once these products are successfully synched to the DMLSS Master Catalog, the potential exists for sourcing these items to electronic commerce (eCommerce) type supply sources, preferably via the IM Strategic Sourcing module.

         (b) **Accessing the Synch Assistant Module.** This module is available to IM and CAIM users by selecting the Utilities menu and then clicking the Synch Assistant option. The Synch Assistant module is divided into two report options (see Figure 5) that are produced in real-time when selected.
Figure 5. Synchronization Assistant Menu

(c) Item Number and Manufacturer/Supplier Name. This report option takes the manufacturer part number and LOG’s default SOS’s VIN and compares that to a list of known product numbers in the DMLSS Master Catalog. Further, it strips dashes and spaces out of the manufacturer part number and compares that to a list of known product numbers in the DMLSS Master Catalog. If a match is found and the local version of the manufacturer’s name or supplier name matches the associated business name in the DMLSS Master Catalog, then it displays that as a potential match on the report. This report facilitates matching products to DMLSS Master Catalog.

(d) Item Number and Description Similarity. This report option (Figure 6) also takes the manufacturer part number and LOG default SOS VIN and compares that to a list of known product numbers in the DMLSS Master Catalog. Instead of requiring the business names match, it evaluates the short item description in the local record and compares that to the short item description in the DMLSS Master Catalog using a common matching algorithm. It displays potential matches on the report. This option may take longer to produce the report because of the matching algorithm. Also, these items should be evaluated more closely due to the algorithm’s more lenient match rate. This report facilitates matching products to DMLSS Master Catalog.

Figure 6. Synchronization Item Number and Item Description Similarity Screen

(e) Syncing Catalog Records. Both options list local records that are not associated at the product level. DMLSS attempts to find a record in the DMLSS Master Catalog which may in-fact be the same product. Sync items in these reports using the following steps:

1. Highlight a row in the listing. Carefully review the current catalog attributes, top part of the screen, to the suggested item from the DMLSS Master Catalog.

2. If it is the same item, click the Associate icon on the vertical toolbar. The item is then locked in the MTF catalog record (with the new information) and removed from the synch results window.
3. After clicking Close on the vertical toolbar. The user can verify the association on the MTF Catalog Record basic tab.

c. Synch Assist identifies the item at the product level. Through completion of this process, the product, and corrected manufacturer/manufacturer part number are linked and the potential exists for preferred sourcing options. The Strategic Sourcing module (see paragraph 1. of this enclosure), shows these preferred sourcing recommendations. Note: The Strategic Sourcing routine runs during the end-of-day. Potential recommendations coming from newly synched item would be available to the user the following day.

d. DMLSS users can also reject Synch Assist recommendations. If it is determined that the recommendation is not a match, highlight the row and select the Reject icon on the vertical toolbar. The Reject Recommendation window opens and prompts the user to enter a Reject Until date and the Rejection Reason. The Reject Until time limit can be set for a maximum of 1 year. The system suppresses that recommendation until the date is passed and then it appears again.

7. **DISASSOCIATING LOCAL CATALOG RECORDS FROM THE MASTER CATALOG.** Authorized users can manually disassociate a local catalog record from the Master Catalog. This feature is used to correct erroneous associations, change products associated to NSNs, or select a different product to be cataloged for a local Item ID. Note: The act of disassociating means that the record is no longer actionable and cannot order from ECAT or Prime Vendor, until it is re-associated.

   a. This function is located under the System Services Navigate Menu. When a user accesses this feature, the system prompts them to enter the local Item ID to be un-associated. After entering the local Item ID and selecting the OK button, the system unlocks the catalog record, which permits a user to revise all fields in the basic catalog record as well as select desired sourcing options available from the Master Catalog for the new product.

   b. One data condition in which a user may not un-associate an Item ID is when active due-ins/due-outs exist. Active due-ins/due-outs are those in which the receipt has not processed. In these instances, the system should respond with the message: Active Due-in/Due-out Exists.

   c. If a user disassociates a local catalog record and makes no changes to that record in the catalog module, then the record is re-associated during the end-of-day processing cycle.

8. **MTF CATALOG RECORD.** This section discusses how to populate the MTF Catalog Record using the Basic Tab, Packaging Tab/Pop-Up Window, Technical Supply Tab, Customer Catalog Tab, and Log Catalog (CAT) Tab.

   a. **Basic Tab.** The Basic tab contains the following items:
(1) **Basic Instructions.** Insert known data into the required, red dots, and optional fields. The MTF Restrictions, Special Restrictions, and Destruction Method fields require special attention, and this data should be loaded if applicable. Save changes once all data is entered, and the remaining tabs then become available.

(2) **Item ID.** The Item ID field is used to assign an ID number to an item. This field allows up to 32 positions; however, the assigned Item ID should directly correlate with the item. For example, an NDC specifically identifies a pharmaceutical. Additionally, the local warehouse stocking configuration should be considered because, in most cases, materiel is stocked in Item ID sequence.

(a) To maintain standardization and database integrity, follow these rules when assigning an Item ID:

1. Do not use the item nomenclature.

2. Avoid special characters, such as “# $ @ ! % & *, spaces, and ‖.” Special characters make database searches/matches more difficult, since the person doing the search may have to know how the special character is used.

3. Avoid making multiple catalog records for the same item. Search for an existing record before creating a new one. The system alerts users if they start building a new catalog record with the same Manufacturer and Manufacturer Catalog Number or NDC of an existing catalog record. At that point, users have the option of viewing the existing record, or continuing with the new record.

4. Do not prefix the Item ID with terms or acronyms like International Standard Book Number, Catalog Number, and so forth.

   (a) Use the following hierarchy/level of precedence when assigning Item IDs:

   1. NSN.

   2. If no NSN, use NDC.

   3. If no NSN or NDC, then use Universal Product Number.

   4. If no NSN, NDC, or Universal Product Number, then use the Manufacturer Catalog Number.

   5. If none of the above, use the Vendor’s Catalog Number (VCN).

   6. As a last resort assign a local Item ID.

   7. Use the International Standard Book Number for all books.
(3) Commodity Class. The commodity class identifies the item commodity type. Refer to the DMLSS Table Maintenance Utility (TMU) for the appropriate Element of Resource (EOR) associated to the commodity classes. Use the following rules to assign the appropriate class:

(a) **Pharmaceutical.** Use for drugs/pharmaceuticals related to Federal Stock Classes (FSCs) 6505, Drugs and Biologicals, 6508, Cosmetics and Toiletries, or NDCs.

(b) **Repair Part Medical/Nonmedical.** Medical/Nonmedical parts for equipment.

(c) **Supply WRM Surgeon General (SG)-Managed.** Assign this commodity class to WRM supply items that are specified centrally managed by Service SG MEDLOG Agencies. All receipts and issues associated to this class are respectively coded as reimbursable and refundable.

(d) **Supply Durable Medical/Nonmedical.** Use for medical/nonmedical durable supply items. Medical examples include scissors and intravenous poles while nonmedical examples include calculators and pencil sharpeners.

(e) **Supply Expendable Medical/Nonmedical.** Medical/nonmedical items that are not durable. Items are usually expended, consumed, or used one time then discarded. Examples of medical items are bandages and gauze. Examples of nonmedical items are paper and scotch tape.

(f) **Equipment Capital Medical/Nonmedical.** Assign to medical/nonmedical equipment with a purchase cost greater than $249,999.99. Capital equipment is associated to centrally managed Other Procurement funds.

(g) **Equipment Durable Medical/Nonmedical.** Assign to medical/nonmedical supplies when medical maintenance, warranty management, or the accountability of highly pilferable items is needed. Note: Any item, regardless of cost, that meets the criteria for equipment as defined in DHA or Military Service policy should be processed as Equipment Expense rather than Equipment Durable.

(h) **Equipment Durable WRM SG-Managed.** Use for WRM SG-Managed equipment durable items that are centrally managed and purchased by Service MEDLOG Agencies. All associated receipts and issues are respectfully coded as reimbursable and refundable.

(i) **Equipment Expense Medical/Nonmedical.** Use for medical/nonmedical equipment with a unit cost less than $250,000 that meets the criteria outlined in DHA or Military Service policy.

(j) **Equipment Expense WRM SG Managed.** Use for WRM SG-Managed medical/nonmedical equipment with a unit cost less than $250,000 that meets the criteria outlined in DHA or Military Service policy. All receipts and issues associated to this class are respectively coded as reimbursable and refundable.
(k) **Centrally Procured/Managed Non-Medical Equipment.** Used to track expense equipment that is centrally purchased by Service MEDLOG Agencies for WRM. Transactions against any item assigned to this commodity and EOR have no financial affect and are not reported to Defense Finance and Accounting Service with the exception of EOR changes to and from this commodity and commodity class changes actions.

1. Commodity class changes into this commodity class and EOR are passed to Defense Finance and Accounting Service as a loss to the old commodity and EOR.

2. Commodity class changes from this new commodity and EOR are a gain to the new commodity and EOR.

(4) **NSN.** An NSN is a 13-digit numerical number assigned centrally for global use and is recognized throughout the DoD. Load the contiguous number into this field. Do not use dashes, spaces, prefixes, or suffixes.

(5) **NDC.** The NDC must be entered into the NDC field for items coded with a Commodity Class of Pharmaceutical. Load the 11-digit contiguous number into this field. Do not use dashes, spaces, prefixes, or suffixes.

(6) **Short Item Description.** Use the Short Item Description field to provide a basic item description. This field allows for 40 alpha/numeric characters. Avoid using special characters such as “# $ @ ! % & * ‖.” Using special characters makes database searches/matches more difficult since the person doing the search may have to know how the special character is used. Note: Item descriptions can be edited by the user. However, when reported externally and in pre-built ad hoc reports, the DMLSS Master Catalog descriptions are used. Once altered by the user subsequent changes by the MMC appear in the Recommended Catalog Change list where they can be accepted or rejected. The following displays an example of a Short Item Description:

   (a) Main Noun–e.g., Forceps.

   (b) Descriptive data–what kind of forceps, e.g., Kelly Hemo Curved.

   (c) Sizing data–e.g., 5 Inch.

   (d) Complete Short Item Description–Forceps Kelly Hemo Curved 5 Inch.

(7) **Long Item Description.** The Long Item Description field is used to expand on the Short Item Description. Use up to 254 alpha/numeric characters for the long description. Using the example immediately above, the description could be expanded to “FORCEPS KELLY HEMOSTATIC CURVED CHROME RESISTANT STEEL 5 INCHES LONG.” Note: Item descriptions can be edited by the user. However, when reported externally and in pre-built ad hoc reports, the DMLSS Master Catalog descriptions are used. Once altered by the user, subsequent changes by the MMC appear in the Recommended Catalog Change list where they can be accepted or rejected.
(8) **Manufacturer’s Name.** Use this field to identify the manufacturer’s name, that is, who made the product. It is not the same as a vendor or distributor name. A centralized manufacturer table is internally maintained in DMLSS. Note: The Manufacturer’s name is unchangeable to DMLSS users if the catalog record is sourced to an SOS type of Defense Logistics Agency Prime Vendor (DPV), DLA, or ECAT. This field can only be modified via the daily UDR feed.

(9) **Manufacturer’s Catalog Number (Manufacturer CAT No).** The Item ID number assigned by the manufacturer should be loaded in this field. This number is not the same as the PVON or VCN. If the item is a pharmaceutical, the manufacturer’s catalog number is the same as the NDC. Users cannot edit the Manufacturer’s Catalog Number if the product is associated to the DMLSS Master Catalog; (e.g., SOS type of DPV, or ECAT). This field can only be modified via the daily UDR feed.

(10) **Hazardous Material.** Use the dropdown options to identify each of these management areas as Yes, No, or Unknown. The hazardous material indicator consists of the following characters: Y, N, or U.

(11) **Cold Chain, Green, and Latex Dropdown Menus.** Use the dropdown options to identify each of these management areas as Yes, No, or Unknown.

(12) **Controlled Item Inventory Code (CIIC).** The CIIC field is used to assess special storage and handling requirements. Assigning a CIIC limits the distribution of the item to authorized customers. The two CIICs used in DMLSS are Code R (Schedule I and II controlled substances and precious metals) and Q (Schedule III, IV, and V controlled substances).

(13) **MTF Restrictions.** Within the Basic tab, select the MTF Restrictions button to associate restrictions to an item. Assign MTF Restrictions to limit distribution of an item to authorized customers and to identify special storage and handling procedures. Available MTF Restriction codes and descriptions are available within the TMU table located in System Services.

(14) **Special Requirements.** Within the basic tab, select the Special Requirements button to associate special requirements unique to an item. Assign special requirements to further specify an items distribution, storage, and handling requirements. Available special requirement codes and descriptions are available within the TMU table located within System Services.

(15) **Destruction Methods.** Use the Destruction Methods button to assign the appropriate method of destruction. The Destruction Method selection specifies the destruction method used if an inventory item is declared excess or unserviceable. The assigned method prints on destruction documents generated for that Item ID. Destruction codes are visible within the TMU table located in System Services.

(16) **Add Like.** The Add Like functionality provides users an avenue to build a new catalog record that is similar to an existing catalog record. First, locate and open the MTF detail for the existing record, and then select the Add Like icon from the vertical toolbar. The system
opens a new catalog record and replicates the basic data except for the Item ID. To complete the
action, insert a new Item ID, select Save and then complete the remaining catalog record tabs.

(17) WRM Prime Substitute Relationship. The WRM Prime/Sub icon is used to
establish Prime/Sub relationships for specific WRM assemblages. In order to create a new
Prime/Sub or edit an existing Prime/Sub relationship, enter the substitute Item ID at the bottom
of the screen. Next, either associate or disassociate an assemblage and apply or delete ratios.
Upon saving the information, DMLSS immediately updates the information in the applicable
assemblages.

(18) Add Equivalent (Add Equ). The Add Equ function is used to view system
identified equivalent items. Potential equivalents are matched using the item description and
cataloging data such as NDC, Manufacturer Cat. No., and so forth. Select the Add Equ icon
located on the vertical toolbar to view a list of potential equivalents. Highlight the acceptable
equivalents and select OK. Upon completion, the associated equivalent is listed in the
Acceptable Equivalent tab.

(19) Adding New SOS. The old SOS Catalog tab has been combined into the Basic tab
of the MTF Catalog. Use the ADD button to establish a new SOS. At a minimum, one SOS
code should be added when creating a new MTF catalog record. The source’s SOS code must be
associated to the Item ID prior to establishing due-ins. Note: The LOG SOS, local Routing
Identifier Code, is always loaded so the customer can order from LOG. Once completed, the
default SOS field in the LOG CAT tab automatically updates from unknown to the valid SOS. If
multiple SOSs are added, DMLSS treats the very first SOS created as the default SOS for LOG.
If additional SOSs are built, the user needs to decide which SOS should be utilized as the default
and make the appropriate change in the LOG CAT tab.

(20) Editing SOS Information. Upon associating to an SOS, additional information
becomes available in the lower section of the screen. Mandatory fields are determined by the
source and SOS type code. The Unit of Purchase (U/P) price, U/P, vendor item type, and VIN
are always required. This information is unique to the selected SOS in the top window. Point to
or highlight a SOS to view detailed data associated to that source.

(a) Primary Source. If the assigned SOS is a contracting office, SOS Type Code
equals CON, then this is a mandatory field. The vendor’s name, POC information, and ordering
address are mandatory. The data loaded into these fields should identify the recommended
source from which Contracting should purchase the item.

(b) FSC. The FSC is mandatory if the assigned SOS is a contracting source and the
SOS Type Code equals CON. A list of FSCs is available in the DLA Customer Assistance
handbook or at the website at: http://www.dla.mil/.

(21) Vendor Item Type. The Vendor Item Type field is used to dictate what type of item
qualifier is sent to the vendor within the requisition set. If LOG electronically interfaces with the
vendor, this information is written to the requisition file and submitted to the vendor upon
placing orders. For example, when ordering a pharmaceutical using the NDC, the vendor item
type would be NDC and the 11-digit, numeric NDC number would be loaded into the VIN field. Note: The Vendor item type is restricted to the valid type on the contract purchase agreement if the catalog record is sourced to an SOS type of DPV, DLA, or ECAT. This field can only be modified via the daily UDR feed. Available Type Vendor Item descriptions are:

(a) MFG/PN–Manufacturer’s Part Number.
(b) NDC–National Drug Code.
(c) NSN–National Stock Number.
(d) UCC/EA–Uniform Code Council, similar to Universal Product Code (UPC).
(e) VCN–Vendor Catalog Number.
(f) VIN–Vendor Item Number.

(22) Pricing Agreement Number. The Pricing Agreement Number field is the placeholder for DAPA numbers. The DAPA number is the National Contract number associated with that particular item. This is a mandatory field for all PV delivery methods. The DAPA number is a primary vehicle for informing a PV that these items should be delivered/invoiced at the specified DAPA price provided the vendor honors that manufacturer’s DAPA. As mentioned previously, the system separates orders by delivery method. The system further separates LOG orders by DAPA number when the source’s SOS type code is a DPV and the delivery method is DRS. Note: The Pricing Agreement Number field cannot be edited by DMLSS users if the catalog record is associated to the DMLSS Master Catalog. This field can only be modified via the daily UDR feed.

(23) U/P. The U/P dropdown only displays codes loaded in the Packaging tab with the U/P indicator checked. Note: The U/P cannot be edited by DMLSS users if the catalog record is sourced to an SOS type of DPV, DLA, or ECAT. This field can only be modified via the daily UDR feed.

(24) U/P Price. Load the U/P price for the selected source. Each associated SOS may sell the item at a different price. The U/P price defaults to $.01 if actual price is not loaded. When the U/P price is adjusted and changes saved, the new data is written to the Packaging tab and DMLSS recalculates all packaging and unit pricing ratios. Note: The U/P cannot be edited by DMLSS users if the catalog record is sourced to an SOS type of DPV, DLA, or ECAT. This field can only be modified via the daily UDR feed.

(25) Delivery Methods. Delivery methods are assigned to items being purchased from a PV. The available codes vary depending on the PV type and whether it is pharmaceutical or Med/Surg. The delivery methods available for PVP are JIT and DRS, while USE, NUS and DRS are available PVM delivery methods. DMLSS automatically separates LOG orders
according to the assigned Delivery Method. For example, if LOG orders exist for PVM and that order contains both USE and NUS items, the system sorts the USE items into one order and the NUS items into another order. A separate call number is assigned to each order.

(26) **Estimated Monthly Usage.** When usage needs to be reported to the vendor, enter the estimated monthly usage quantity into this field. Usage can only be reported to the primary routine ordering facility PVM when the delivery method is set to USE. It is not reported for the PVP JIT nor can a user enter estimated monthly usage for PVP.

(27) **Date Changed and User ID.** These fields indicate the last person to change usage and when it occurred.

(28) **ECAT.** Supplier ID and Catalog ID become mandatory fields for items associated to an ECAT type source. Note: DMLSS users cannot edit the ECAT Supplier ID and ECAT Catalog ID if the catalog record is sourced to an SOS type of ECAT. This field can only be modified via the daily UDR feed.

(29) **Packaging Tab/Pop-up Window.** The catalog record contains a Packaging tab with the functionality to add a U/P, delete packaging levels, or change a U/P into smaller units. Once information is entered and saved on the basic tab, the system grays out the U/P and U/P quantity. Any further changes to the U/P code or pack quantity must be completed on the Packaging tab.

(30) **The Packaging Tab.** This tab opens when users click the Jump To button located next to the U/P field in the SOS CAT detail (see Figure 7). The Packaging tab is read-only for most DMLSS users. MEDLOG users can only make changes to the Packaging tab when they are assigned the TF CAT PACKAGING role in IM.
Figure 7. Military Medical Treatment Facility Catalog Record, Packaging (Tab) Window

(31) U/P and Unit of Sale (U/S) functionality appears in CAIM, IM, AM, and System Services. These changes affect catalogs, orders, issues, AM allowances and usage. It is imperative that users understand the principles and procedures presented in this section prior to adjusting U/P or U/S calculations.

(32) Packaging Terms

(a) U/P. Identifies the unit in which the item is purchased.

(b) Unit Quantity. Identifies the quantity within the U/P (Figure 8). This data is used to compute the unit price in price comparisons and catalog searches. With few exceptions, the unit quantity should only equal 1 if the U/P is EA (i.e., each). If purchasing a bottle of Aspirin containing 100 tablets, the U/P is BT (i.e., bottle), and the unit quantity is 100. Once saved, this updates information displayed within the Packaging and LOG CAT tabs.
Figure 8. One to Many–Unit of Purchase and Unit of Measure

Note: SD = skid, CS = case, PG = package, BT = bottle

(33) Adding a New U/P

(a) Select the Jump To button located next to the U/P field in the SOS CAT detail to access the packaging tab.

(b) To add a Unit or U/P code, select the Add button.

(c) Select the Unit to be added from the drop-down list.

(d) Enter the Unit Quantity.

(e) Select the Save button.

(34) Guidelines
(a) Items with due-ins cannot be adjusted.

(b) Select only packaging configurations that are available from the particular SOS chosen.

(c) The packaging tab lists displays the unique packaging available for an SOS. If that source offers more than one level of packaging the user can choose to add those levels.

(d) In the packaging window, the U/P checkbox/column identifies all units available for purchase from the default SOS.

1. Packaging data directly relates to the Ordering Information and Inventory Information located within the LOG CAT tab (paragraph 1.h.(5) (d)) of this enclosure.

2. Order Information is used to identify the U/P and U/P Quantity in which the item is purchased from the default SOS.

3. The Inventory Information identifies how the item inventory is maintained and the U/S and U/S Quantity.

4. A CAIM customer ordering from LOG, can only order by the U/S established by LOG for a particular item.

5. Users may select different U/Ps and units of measure when they are available from an SOS type of DPV or ECAT sources; otherwise, the U/P value for LOG is un-editable with these sources and can only be modified via the daily UDR feed.

(35) Unit of Package/Sale Changes. This functionality is used to alter On-hand Balances. If unsure of the resulting change to an on-hand balance, it is strongly advised that the user set up the scenario on a tutorial database first to see the result.

(a) Changes to the on-hand balance can occur when the LOG’s U/S changes either through:

1. The packaging window for the LOG SOS

2. The Log cat tab of the catalog record

3. Strategic sourcing

4. When the user tells DMLSS to update on-hand balances

(b) When the U/P or U/S is changed and one no longer matches the other, DMLSS produces a quality change notification depicted in Figure 9.
1. As a general rule, users should not choose to re-compute balances.

2. Be cautious not to alter WRM balances if that is not the intent. If the Item ID is an NSN, check the WRM balance prior to making U/P and U/S changes.

(c) U/S Change and Effect on Balance

1. Use the equation: (current U/S multiplied by Quantity (Qty) on-hand (O/H))/new U/S = new O/H Qty.

2. U/S Change, Example 1: If the U/S is an EA of 1 and it is changed to an EA of 20 and on-hand balances are to be updated, DMLSS divides all on-hand balances by 20.

3. U/S Change, Example 2: Alternatively, if the U/S is an EA of 20 and it is changed to an EA of 1, and all on-hand balances are to be updated, DMLSS multiplies them by 20.

(d) Receipts with Different U/P and U/S and Effect on Balance.

1. Use the equation: (U/P divided by U/S) X the amount received = O/H Qty.

2. Receipt, Example 1: The U/P Qty is 24 and the U/S Qty is 2. In this scenario, receiving a quantity of 2 puts 24 on the shelf.

3. Receipt, Example 2: The U/P Qty is 48 and the U/S Qty is 1. In this scenario, receiving a quantity of 2 puts 96 on the shelf.

(e) Residual Quantity. This situation occurs when the balance remaining at the end of a process leaves a quantity that is less than a full U/S. For example: When different SOSs are used to procure the same item and their U/P is the same, but their unit of measure is different.
Suppose the PV sells an item as BX/50s, and the same item can be purchased from another vendor as BX/75. If the U/S is BX of 50, buying the item from the second vendor creates a residual quantity of 25.

(f) Resolving On-hand Balance Discrepancies. Stop processing changes immediately after discovering an on-hand balance discrepancy. DO NOT experiment with U/S changes on the live server. An unfixable situation can be created that requires running a loss rather than repairing the balance via another packaging change.

1. Create a tutorial and attempt to fix the discrepancy on the test database using a combination of U/S changes. Fixing the erroneous balance may require alternating between updating on-hand balances and not updating on-hand balances. Only once successfully achieved on the tutorial database should an attempt be made to fix the balance on the live database.

2. In some cases, there may be no choice but to run losses due to issues or returns that were run after a U/S has been erroneously calculated.

b. Technical-Supply Tab. Equipment, pharmaceutical, repair parts, service, and supply commodity types require unique technical information. The technical tab allows users to enter an item expiration type, shelf life code, and other important information unique to the item.

   (1) Three Local Fields exist for site specific use. The first, titled Local Field is displayed in the Basic tab. The other two, Local Field 2 and Local Field 3 are located in the Technical tab. It is recommended that the Materiel Manager define a standardized use for these fields prior to use in order to eliminate confusion and inconsistency.

   (2) The barcode numbers for the Item ID and acceptable equivalents are also stored in this tab and aid the receiving process.

c. Customer Catalog Tab. The Customer Catalog tab identifies which customers contain the item on their Customer Catalog. These are customers that are currently or have previously requested the item from LOG. The U/P, U/S, and Estimated On-Hand (EOH) are displayed in this screen. The item may be added or deleted from Customer Catalog(s) in this screen. Additionally, existing records can be edited.

   (1) One of the typical functions of the Customer Catalog module is identifying items kept in stock and maintaining supply levels. The catalog acts as a daily or periodic shopping guide for those stocked and other occasionally requisitioned items that the customer area has authority to buy and use. Note: A User cannot establish a Customer Catalog record for items the customer area is restricted from using.

   (2) Updates to selected fields in the customer area catalog automatically occur when the MTF catalog is updated. Because customer area data represent a subset of the MTF catalog data and the UDR, the Customer Catalog module enables edits of only those fields over which the customer has authority.
d. Log Cat Tab. The Log Cat tab (see Figure 10) is used to identify information unique to the LOG account.

Figure 10. Military Medical Treatment Facility Catalog, Logistics Category Tab

(1) A default SOS other than Unknown, code UNK, should always be associated to MTF catalog records. Only SOSs added to the basic tab appear for selection in this field. When the system identifies a requirement for this item, LOG Orders uses the default SOS code identified in this tab.

(2) CAIM balances, CAIM WRM balances, Customer WRM Balances, Leveling, and Excess can be reviewed by selecting the appropriate button.

(3) The Ordering Information U/P, U/P Quantity, and U/P Price reflect how LOG purchases the item from the default SOS.

(4) The Inventory Information identifies the package size in which the item inventory is maintained as well as the U/S, i.e., LOG sells materiel in the same unit of measure used for inventory purposes.
(5) **Adjusted U/S.** DMLSS allows for purchasing an item using one U/P and stocking and selling it using another U/S. Users can adjust the packaging or breakdown an item into smaller U/S, maximizing stock rotation and consumption. Adjusting the U/S also accommodates customers with limited storage space. Paragraph 1.g. of this enclosure has additional information on U/S changes.

(6) Select the Leveling option to view and/or update LOG operating level type, level, and reorder point.

(a) **Select a Level Type of Core, Static, or Stockless.** While under normal circumstances, it is desirable to allow the system to perform inventory control, there are conditions that warrant local control of stock levels. Below are some examples of situations that would warrant non-system-controlled levels.

a. New items that do not have consistent issue consumption or pipeline time data recorded.

b. Items with erratic issue consumption.

c. An item that is being phased out of inventory.

d. Special items maintained at a specific level regardless of low or infrequent demands.

e. Mission changes that have an immediate impact on issue consumption.

(b) The Computation Method for all items should be set to Days of Stock. The Estimated Monthly Usage field for PV items can also be viewed here. In addition, the History Begin Date, last six pipeline dates and days, and the last 24 months of consumption history are recorded in the Leveling window.

9. **PRODUCT SOURCING REQUEST (PSR).** The PSR enables customers to submit requests to DLA Transaction Services for items that they cannot order through the PV or ECAT programs. Requests may result in adding an item to an existing DAPA, ECAT catalog, or the PV stocking the item and communicating the PVON (Med/Surg) or NDC, as appropriate. Coordinate PSRs with the Military Service PV Representative.

a. Customers can access the PSR application through Defense Medical Materiel Online.

b. DLA-TS personnel coordinate the action with the appropriate business partner, DAPA/Federal Supply Schedule (FSS) Holder, ECAT Supplier, PV, and notify the customer with the action taken.
10. **MTF CATALOG CHANGES.** MTF Catalog changes are a result of changes made automatically by UDR updates and those accepted by users. The following catalog change options are available from the IM Navigate Menu.

   a. **Review MTF Catalog Changes.** Select this option from the Navigate menu to search, view, and/or print catalog update data that has already processed (automatically via the UDR as well as those accepted by users).

      (1) Once the window opens, use the Catalog Change Report Criteria screen to select the date range and/or Item ID.

      (2) **Content.** The system displays catalog data for each record:

         (a) Item ID.

         (b) Data Element–Identifies catalog data field to be updated.

         (c) From–Displays existing data to be replaced.

         (d) To–Displays new data to be placed in the identified element field.

         (e) SOS.

         (f) Date Posted.

         (g) Source.

   b. **Recommended MTF Catalog Changes.** Use this option to search, view, print, and accept or reject potential MTF Catalog record updates. These are recommendations that the site has not previously accepted, rejected, or suppressed. The information appears on either a critical or noncritical tab.

      (1) Critical tab examples include the expiration type code and shelf life code.

      (2) Non-critical tab examples include the device code and item descriptions.

      (3) Work potential catalog updates daily if possible, in order to maintain current data and standardize records throughout the DoD. However, users may choose to suppress a suggested change for up to 12 months.

   c. **Mass MTF Catalog Changes.** The Mass MTF Catalog Changes function allows users to simultaneously apply the same update to multiple catalog records. Select Mass MTF Catalog Changes from the Navigate menu to access this function.
(1) First, identify the catalog records requiring update. Enter the criteria for the desired records and select Search. In the lower section of the window, select the items to be changed. Select “All” to choose the entire list.

(2) Next, in the top section of the window, identify the new data value(s) to be applied to the selected catalog records. The following data may be mass updated using this function.

(a) Manufacturer
(b) Hazmat Code
(c) Location
(d) Standardized
(e) Certain fields are un-editable if that product is associated to the DMLSS Master Catalog, regardless of sourcing. For example, the Manufacturer field is un-editable to DMLSS users if the catalog record is sourced to an SOS type of DPV, DLA or ECAT. This field can only be modified via the daily UDR feed.

(3) Select Apply to affect the changes, then Save to process the changes. Select Print from the vertical toolbar to obtain a printed report of catalog record updates.

11. CATALOG DISCREPANCY PROCESS. Local users may challenge any DMLSS Master Catalog attribute which they believe to be an error by submitting a Catalog Discrepancy Report to DLA-TS.

a. The catalog discrepancy process may be initiated from the Catalog Change Report (for any record(s) appearing on the report), or from the MTF catalog detail module in DMLSS.

b. The discrepancy category is determined by criticality of data element(s) in question. Each category has timeframes set for adjudication.

c. Catalog Discrepancy Report. Once the discrepancy report is submitted, DLA-TS assigns a unique tracking number. The MTF Catalog Discrepancy Report, in IM Standard Reports, tracks and retains each discrepancy until 12 months after resolution.

12. STRATEGIC SOURCING MODULE. DMLSS Strategic Sourcing is designed to consistently identify and obtain the best item(s), at the best available price, using the best procurement alternative available to a site. Specifically, this module provides an acquisitions manager with a resourcing tool when the default SOS record is not currently pointed to the most preferred source, best available pricing agreement, or best available price for the customer.
a. **Accessing the IM Strategic Sourcing Module.** The Strategic Sourcing module is located in the IM application and available to users by clicking Navigate on the module menu toolbar. Access is permitted by commodity type via UP Assign in System Services. Users must have the “IM MEDSURG STGIC SOURCE” or “IM PHARM STGIC SOURCE” role assigned to a User ID in order to access this module in the Navigate dropdown menu.

b. **Strategic Sourcing Categories.** The Strategic Sourcing module is divided into six functions (see Figure 11). Timely use of each of these functions provides an automated means to fully manage resourcing opportunities and provide the best available pricing for Med/Surg and pharmaceutical commodities.

![Figure 11. Inventory Management Strategic Sourcing Menu](image)

1. **Review Medical/Surgical.** Use this option to view and accept or reject Med/Surg product sourcing recommendations.

2. **Review Pharmaceutical.** Use this option to view and accept or reject pharmacy product sourcing recommendations.

3. **Review TLAMM.** Sites supported by a TLAMM use this option to source items to the supporting TLAMM. This utility reviews catalog records that are not sourced to a TLAMM and identifies records that could be sourced to a TLAMM supplier identified in master data. Master data is data provided by the MMC for preferred medical products.

4. **Change NSN Product.** Use this option to review alternate product sourcing options for items managed as NSNs.

5. **Dashboard.** The strategic sourcing dashboard function displays 12 months of history presented in lines, dollars, and percentages for 13 areas of synchronization compliance that include previous resourcing actions and remaining opportunities.

6. **History.** This function records historical information on user acceptance and rejection. Users may view, print or export this data.

c. **Syncing Catalog Records Prior to Sourcing.** MTF Catalog records that are not yet synced to the MMC do not appear in the strategic sourcing module. This syncing task is performed in the Synch Assistant module that is available to users by accessing IM/ Utilities/Synch Assistant. Since items are considered for strategic sourcing opportunities during the EOP process, those items that are successfully synced using the Sync Assist tool on day 1 do not [potentially] appear
in the Strategic Sourcing module until day 2. Note: In order for resourcing actions to appear on the Strategic Sourcing Dashboard, un-synced records must be linked to the MMC via the Sync Assist tool and subsequently sourced through the Strategic Sourcing module. Conversely, catalog records linked to the MMC and then sourced manually through the MTF Catalog–Detail Window do NOT appear on the Dashboard.

d. **Medical/Surgical and Pharmaceutical Sourcing Procedures.** The following procedures provide the necessary step-by-steps for accessing and accepting or rejecting sourcing recommendations for both Med/Surg and pharmaceutical commodities.

(1) First, choose a commodity type by selecting Review Medical/Surgical or Review Pharmaceutical from the Strategic Sourcing dropdown menu (see Figure 11).

(2) The Strategic Sourcing Criteria window (Figure 12) is then displayed.

**Figure 12. Strategic Sourcing Criteria Window**

(a) **Enter a Recommendation Type.** Select the desired Recommendation Type using the dropdown arrow.

1. **Equivalent Preferred Item.** Identifies catalog records that have a preferred, standardized, or mandatory product available. Sites are encouraged to utilize preferred products to the greatest extent possible; however, these recommendations should be coordinated with clinical staff and/or the pharmacist prior to implementing.

2. **Better Source Same Item.** Identifies items being purchased that have a better sourcing option. Better sourcing is defined as an alternate PVON or NDC with preferred pricing or higher precedence supplier (e.g., PVP, PVM, and ECAT).

3. **Move To eCommerce.** Identifies items being purchased from non-eCommerce sources that have sourcing options from an eCommerce source (DPV/ECT). A “Y” in the Move to eCommerce column indicates that the current item is purchased through a means other than PV or ECAT, for example, credit card orders, blanket purchase agreement, or local contracting. This means that every order requires some manual effort, such as contacting the vendor.
Accepting the recommendation reduces the labor required to procure the item through non-
eCommerce sources. An N indicates that the current item is already sourced from PV or ECAT.

4. **Equivalent Item Better Source.** Identifies up to three functionally equivalent products that have a lower unit of measure price and a better sourcing option. This option requires coordination with clinical staff and/or Pharmacist to ensure alternate product meets standards of care/clinical suitability.

5. **Move Brand Drug to Generic Equivalent (Pharmaceutical category only).** DMLSS captures Equivalent information from the MMC and allows users an opportunity to move Brand Name products to the Generic Equivalent item. It is mandatory that MEDLOG personnel consult with the pharmacist or pharmacy technician prior to making catalog adjustments.

6. **Recommendations.** Recommendations are not mutually exclusive, for example, a Better Source Same Item selection may also include Move to eCommerce recommendation types in the returned recommendation set.

7. **Enter Limiting Factors.** Users may also elect to enter the following limiting factors to more accurately focus the returned data set for any of the Recommendation Types.

   a. **Minimum Times Ordered.** Allows the user to specify the minimum times that a product has been ordered over the last year. Using this option may help restrict the recommendations returned to only high-volume products.

   b. **Minimum Cost Avoidance.** Allows the user to enter a minimum dollar value threshold for selecting recommendations. This may be specified by a user to select only those recommendations that have the highest payback if the recommendation is accepted.

   c. **Received Since.** Allows the user to select a specific date window to be used in selecting recommendations based upon when the product was last received. A user may use this option to restrict the recommendation set to only those products which have been received recently, such as within the last 90 days.

8. **Strategic Sourcing Medical/Surgical Window.** After selecting the Recommendation Type, and the desired (optional) limiting factors, click “OK” and the Strategic Sourcing Medical/Surgical Window, Figure 13, displays the returned data set. The recommendation data set screen is divided into two basic parts, the specific details for the selected recommendation and a list of all recommendations returned based upon the specified selection criteria.
9. **Specific details for the selected recommendation.** The top part of the screen contains the specific details for the selected recommendation including: (1) basic product information, (2) ordering activity detail, and (3) details of the recommended change. As a User scrolls through the list of resourcing recommendations on the bottom part of the screen, the top part changes to reflect the details of the selected recommendation. The current and recommended sourcing lines appear in the middle of the screen. The Current Sourcing field lists the default source details presently being used to acquire the product. The Recommended Sourcing field lists the suggested change to the SOS catalog record.

a. **List of all recommendations returned based upon the specified selection criteria.** As mentioned, the bottom part of the screen is a list of all recommendations returned based upon the specified selection criteria. The list order is defaulted to descending Cost Avoidance/largest return on investment (amortized savings); however, users can click any column to re-sequence the list.

b. **Cost Avoidance.** The annual aggregated dollar value difference between the price of site’s current default sourcing and the recommended sourcing change.
c. Move eCommerce. Indicates (if by accepting the sourcing recommendation) that the purchasing process for this product would transition from manual ordering to an electronic method (PV, ECAT, etc.).

d. Same Product. Used to determine if an equivalent product is being recommended. Prior to accepting these recommendations, a user should coordinate with the clinic staff.

e. Generic. This column is used to identify when a pharmaceutical generically equivalent product is being recommended. Decisions on switching to pharmaceutical generic drugs rests with the resident Pharmacist.

10. Recommendation List. The right side of the Recommendation List consists of basic product information derived from the MMC. The only instance when this varies from what is displayed in the top portion of the screen is when the recommendation is for a different product (equivalent, generic or preferred item) that would normally require external coordination/concurrence before accepting the recommendation. Note: Viewing the Same Product and Generic column indicators is the easiest way to identify that a different product is being recommended.

  a. Preferred Distribution Channel. Strategic sourcing follows a preferred distribution channel for eCommerce that places PVP ahead of PVM and both PVP and PVM sources are considered before ECT.

  b. Preferred Pricing Agreement Types. Likewise, Strategic Sourcing uses a predetermined precedence of pricing agreements types. See the Table below. The list order is defaulted to descending precedence; i.e., DNC is the highest precedence and ECT is the lowest. If there are multiples alternatives, then the best price should prevail as the recommended source.

<table>
<thead>
<tr>
<th>DNC</th>
<th>DoD National Contract Pharmacy Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>VNC</td>
<td>VA National Contract Pharmacy Only</td>
</tr>
<tr>
<td>UFC</td>
<td>Uniform Formulary Contract</td>
</tr>
<tr>
<td>DBP</td>
<td>DoD Blanket Purchase Agreement (BPA)</td>
</tr>
<tr>
<td>SPC</td>
<td>Regional Incentive Agreement</td>
</tr>
<tr>
<td>PVR</td>
<td>PVB Incentive Agreement</td>
</tr>
<tr>
<td>VIP</td>
<td>Voluntary Incentive Pricing</td>
</tr>
<tr>
<td>PVV</td>
<td>PVB Voluntary Incentive Agreement</td>
</tr>
<tr>
<td>VPR</td>
<td>Voluntary Reduction by DAPA Holder</td>
</tr>
<tr>
<td>PVI</td>
<td>PVB Voluntary DAPA Holder Price Reduction</td>
</tr>
<tr>
<td>FSR</td>
<td>VA FSS Restricted Pricing</td>
</tr>
<tr>
<td>BG4</td>
<td>VA Big4 Pricing</td>
</tr>
<tr>
<td>D01</td>
<td>VA FSS Contract</td>
</tr>
</tbody>
</table>
11. Processing (Accepting/Rejecting) Results within the Recommendation List. Carefully review the recommended sourcing results in the Strategic Sourcing Detail Window. After a decision is made to accept or reject a strategic sourcing recommendation, highlight the recommendation and select the Process icon on the vertical toolbar. This action opens the Strategic Sourcing Detail window (Figure 14), a summary screen of product sourcing recommendations (with similar packaging configurations), for the selected item. The recommended alternatives are displayed at the bottom of the screen. Similar to the previous screen, selecting an entry on the bottom half of the screen displays its current catalog information as well as recommended sourcing fields on the top half. Additionally, users can select the MTF Detail button on the vertical toolbar to view the catalog record. From this window, DMLSS users initiate action to accept or reject the recommendation.

Figure 14. Strategic Sourcing Detail Window
12. **Accepting the Recommended Sourcing.** To implement a recommendation, select the Accept icon on the vertical toolbar and the Processing Recommendation process starts. This action is designed to create or reconfigure the site's sourcing record, set the default sourcing record, and in some cases alter the packaging configuration without requiring manual intervention by a user. When the user receives the message, the selected recommendation was successfully applied it indicates the catalog sourcing record has been reconfigured. The system records the user's action and the action is posted to the strategic sourcing history table where it can be viewed over time. Occasionally, users encounter exceptions/messages that prompt the user to accept quantity changes or disallow the change to take place. They are as follows:

   a. **U/S Quantity Change.** The acquisition manager must decide whether to change the U/S quantity and adjust balances and levels. DMLSS prompts the user with the following message: Continuing this action will change the U/S Qty. Would you like to adjust balances as well? YES–Click to adjust balances and levels. NO–Click to correct the U/S Quantity.

   b. **Active Due-ins.** DMLSS prohibits a user from completing the process if there are active due-in details. The system produces the following message, packaging change not allowed at this time. Active due ins exist for this packaging.

   c. **Readiness/WRM.** When a user attempts to process a sourcing change that involves a different U/P packaging configuration and the item is maintained within a WRM assemblage(s), the system checks to ensure that the update is not going to adversely impact on-hand balances. If packaging values are not equally divisible, DMLSS prevents the user from completing this action and produces the message: This sourcing record cannot be applied at this time. Transaction would result in residual quantities for WRM.

   d. **Equivalent Products.** Equivalent products can be from a different manufacturer or same manufacturer with a different manufacturer catalog number or NDC. When choosing to convert an item to an Equivalent Product, the system prompts the user with a series of options. First, the system asks if the user wishes to overhaul the existing catalog record or to create a new one (see Figures 15 and 16).

   ![Figure 15. Accept Recommendation [Equivalent Products/Change the Product]](image)
g. Selecting Yes updates the existing catalog (basic tab) and choosing No allows DMLSS to establish a new catalog record. If choosing the No option, DMLSS then prompts the user (see Figure 17), to enter a new MTF Item ID. The system automatically deletes the existing MTF Catalog Record, builds the new record, and re-establishes “Svc/Customer Catalog” records under the new one.

Figure 17. Add to Military Medical Treatment Facility Catalog [Equivalent Products/Enter Item ID for New Item]

f. If the existing catalog record contains a PV SOS and the delivery method is USE, DMLSS provides the following warning, this record is a PV usage item. Do you need to retain the existing record to buy out the inventory? If Yes is the response in the Accept Recommendation popup window, the current catalog record is sourced to SOS 0_0 to stop routine purchases. For non-USE items, or if the answer to the question above is No, the record is marked as retired.

g. “Svc/Customer” EOH balances are also factored into the equation when building a new catalog record. If the customer has an EOH balance, DMLSS provides the warning message that the balance(s) must be set to zero in order to proceed. This can be accomplished manually in the CAIM application, or automatically using the message prompt.

13. Rejecting the Recommended Sourcing. To reject a recommendation, select the Reject icon (red square) on the vertical toolbar and the Reject Recommendation window is displayed.
a. Select the Reject Until date from the dropdown calendar. The user can reject a Strategic Sourcing recommendation for up to a year. As a result, recommendations are suppressed until that time has elapsed or until the user opts to undo the previous rejection action.

b. Enter the Rejection Reason and select OK. The selected recommendation has been deferred message displays indicating the deferral is complete. Note: Rejections may be cleared in Strategic Sourcing History (see paragraph 1. and Figure 18 of this enclosure). Removing a Reject Until date releases the catalog record and makes it available for consideration during the next recommendation cycle.

14. NSN Sourcing Utility Functionality. This sourcing optimization utility allows the user to review alternate product sourcing options for items managed as NSNs. Users select NSNs for review by entering an Item ID or selecting an assemblage. The utility identifies alternate products and sourcing when available in master data and allows the user to change the underlying product and sourcing associated with the catalog record. This utility is similar in functionality to the Strategic Sourcing function. The primary difference is it looks across products and limits packaging options to the NSN pack quantity as identified in the product source price record that contains the NSN.

15. Strategic Sourcing History. The strategic sourcing history feature allows users to search, view, select, print and export historical accepted and rejected strategic sourcing recommendations. Select Strategic Sourcing from the Navigate menu, and then click on the History option to access this function. In turn, the Strategic Sourcing History window (Figure 18) opens.
16. Performing a Search.
   a. Use the dropdown list in the Action field to select Accepted or Rejected. Also, select the desired Recommendation Type of Medical Surgical, Pharmaceutical, or All.
   b. Add any additional search criteria to filter the search and then click the Search icon on the vertical toolbar and the Strategic Sourcing History window populates.
   c. Select a record at the bottom of the screen to display details of the old and new sources. Scroll right for more information.

17. System Generated User ID: System indicates a system generated update. DMLSS automatically updates sourcing during the end-of-period when a preferred pricing type is available and the PVON does NOT change (for example, base uncommitted DAPA with an available Regional Incentive Agreement and PVON is the same).

18. Removing a Previous Rejection. Users have the ability to remove a Reject Until date on a previously rejected strategic sourcing recommendation. Perform a search of
Rejected recommendations. Select the recommendation to un-reject and then click the Remove icon on the vertical toolbar. After clearing the rejection, the user receives the message, the rejection of the selected Strategic Sourcing Recommendation has been cleared. The selected recommendation is regenerated during the next End of Period process.

19. **Strategic Sourcing Dashboard.** The Strategic Sourcing Dashboard is provided to give visibility to site users of current alignment of local catalogs to the MMC product and sourcing details, actionable preferred sourcing opportunities and previous Strategic Sourcing activity. The Strategic Sourcing statistics are collected monthly and passed to Joint Medical Asset Repository for enterprise-wide reporting purposes. Select Strategic Sourcing from the Navigate menu, and then click on the Dashboard option to access this function. In turn, the Strategic Sourcing Dashboard window (Figure 19) is displayed.

![Figure 19. Strategic Sourcing Dashboard Window](image-url)
20. **Select Dashboard Criteria.** Choose the desired Commodity Type by selecting the Supply, Pharmaceutical, or All Radio button. Users may further tailor the display set by electing to check or uncheck the Include NON-MEDICAL checkbox. Metrics are organized in three general categories: Synchronization Compliance (first column), Strategic Sourcing Opportunities (second column), and Strategic Sourcing Activities (third column).

21. **Synchronization Compliance Statistics.** Statistics are calculated on all supply and pharmaceutical commodity types on catalog records that are not marked as deleted and have at least one receipt recorded in the last 12 months.

   a. Associated to DMLSS Master Catalog. Measures the number of catalog records that are associated to master data in the MMC.
   
   b. eCommerce. Measures the number of catalog records that are sourced to an eCommerce SOS.
   
   c. Purchase Card. Measures the number of catalog records sourced to an SOS with purchase card as a payment method.
   
   d. Preferred Product. Measures the number of catalog records identified as a preferred item when a preferred item is identified in master data.
   
   e. Preferred Product from Preferred Source. Measures the number of preferred items (catalog records) sourced to the preferred SOS.

22. **Strategic Sourcing Opportunities.** Statistics are calculated on all supply and pharmaceutical commodity types where strategic sourcing recommendations exist at the end of month process.

23. **Strategic Sourcing Activities.** These four statistical areas show a line item count and cost avoidance dollar value for strategic sourcing opportunities that were accepted by a user during the end of the month.

24. **Strategic Sourcing Statistics.** Statistics from each of the categories are as of the latest end of month. Historical detail information is available by clicking the arrow in the top right corner of any statistical table. In turn, the Strategic Sourcing Dashboard Detail Report opens. The underlying details are presented as an aggregated value over time of Strategic Sourcing activity for each category. These details may be exported to view changes over time if desired.

13. **CATALOG AUTO-DELETE AND PURGE.** Auto-delete and catalog purge processes are automatically accomplished in DMLSS during the end-of-month processing.

   a. **Catalog Auto-Delete and Purge.** The catalog auto-delete function marks unused catalog records for deletion to prepare the records for purging from the catalog. The purge process
physically removes catalog records from the database that are no longer being utilized or referenced.

(1) **Potential Auto-Delete Candidates.** The system automatically marks catalog records for deletion when the following conditions are met.

(a) Potential auto-delete candidates cannot have catalog records that were created within the last 30 days.

(b) Potential auto-delete candidates cannot have an operating balance or level in IM, AM or the CAIM modules. They cannot be in an assemblage instance. There can be no log state balances including excess.

(c) Potential auto-delete candidates cannot have active Due-In or Due-Out balances.

(d) Potential auto-delete candidates cannot have had receipts processed within the past year.

(e) Potential auto-delete candidates cannot be locked for inventory.

(f) Potential auto-delete candidates for equipment;
   1. Cannot have equipment records or equipment balances.
   2. Cannot be part of undeleted equipment records.
   3. Cannot be referenced by an Equipment Maintenance work order.
   4. Cannot be referenced in an equipment request.

(g) **FM.** Potential auto-delete candidates for FM;
   1. Cannot be part of FM real property installed equipment data.
   2. Cannot be part of FM parts or pending parts list.
   3. Cannot be part of an FM work request.

(2) **Catalog Purge.** The purge criteria are similar to the auto-delete with the exception that the MTF catalog record is marked for deletion for at least 30 days, and it cannot be referenced in an active or inactive Due-In or Due-Out.

14. **RELATED PENDING ACTIONS.** This section contains selected Pending Action items related to catalog records.
a. **Unprocessed MTF Catalog Changes Report.** MTF catalog changes have been requested but have not been accepted or rejected.

b. **DAPA Number/Contract Type Code Changes.** This pending action is generated for changes to the DAPA Number, Contract Expiration Date, or Contract Type Code made by a user action, the End of Day process or a UDR delta update.

c. **DLA Sourced NSN-Commercial Sourcing Available.** Items appearing in the pending action are currently sourced to a DLA SOS. The system has found a commercial source for the item.

d. **Catalog Exception Processing.** During an automated download process, usually WRM updating an allowance standard for an assemblage or processing an assemblage gain, the system builds MTF catalog records for items not already existing. These are incomplete records requiring an SOS to be added and, most always, updates to the descriptive data are also required.

e. **Failed MTF Catalog Changes Report.** MTF catalog changes requested but failed to occur.

f. **New MTF Catalog Record.** A new MTF catalog record has been created.

g. **Catalog Items with Invalid SOS.** A catalog item associated with an SOS that is marked as deleted.
## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Add Equ</td>
<td>Add Equivalent</td>
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<tr>
<td>AM</td>
<td>Assemblage Management</td>
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<td>BusinessObjects</td>
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<td>CAIM</td>
<td>Customer Area Inventory Management</td>
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<td>catalog</td>
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<td>CIIC</td>
<td>Controlled Item Inventory Code</td>
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<tr>
<td>DAPA</td>
<td>Distribution and Pricing Agreement</td>
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<td>DHA</td>
<td>Defense Health Agency</td>
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<td>DLA</td>
<td>Defense Logistics Agency</td>
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<td>DLA-TS</td>
<td>Defense Logistics Agency-Troop Support</td>
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<td>Defense Medical Logistics Standard Support</td>
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<td>DPV</td>
<td>Defense Logistics Agency Prime Vendor</td>
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<td>DRS</td>
<td>drop shipment</td>
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<td>ECAT</td>
<td>electronic catalog</td>
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<td>eCommerce</td>
<td>electronic commerce</td>
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<tr>
<td>EOH</td>
<td>estimated on-hand</td>
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<tr>
<td>EOR</td>
<td>element of resource</td>
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<td>FM</td>
<td>facility management</td>
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<td>Federal Stock Class</td>
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<td>Federal Supply Schedule</td>
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<td>Government Purchasing Card</td>
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<td>ID</td>
<td>identification</td>
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<td>IM</td>
<td>inventory management</td>
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<td>just-in-time</td>
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<td>MEDLOG</td>
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<td>MMC</td>
<td>Medical Master Catalog</td>
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<td>MTF</td>
<td>Medical Treatment Facility</td>
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<tr>
<td>NDC</td>
<td>National Drug Code</td>
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<td>Acronym</td>
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<td>NSN</td>
<td>National Stock Number</td>
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<td>NUS</td>
<td>non-usage</td>
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<td>PSR</td>
<td>Product Sourcing Request</td>
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<td>Prime Vendor Medical/Surgical</td>
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<td>Qty</td>
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<td>SOS</td>
<td>Source of Supply</td>
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<td>SS</td>
<td>Systems Services</td>
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<tr>
<td>Sync</td>
<td>Synchronization</td>
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<tr>
<td>TLAMM</td>
<td>Theatre Lead Agent for Medical Materiel</td>
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<tr>
<td>TMU</td>
<td>Table Maintenance Utility</td>
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<tr>
<td>UDR</td>
<td>Universal Data Repository</td>
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<tr>
<td>U/P</td>
<td>unit of purchase</td>
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<td>unit of sale</td>
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<td>USE</td>
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<td>VIN</td>
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</tr>
<tr>
<td>WRM</td>
<td>War Reserve Materiel</td>
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**PART II. DEFINITIONS**

**DMLSS Master Catalog.** Populated from the MMC. The DMLSS Master Catalog is considered authoritative data and is used to update specified elements within the MTF catalog record.

**least privilege.** Permits DMLSS access with the least amount of privileges that affords the user to accomplish assigned tasks in accordance with organization missions and business needs.

**MMC.** The core central catalog repository of medical items available for purchase from the DLA-TS (depot and direct vendor delivery), pharmaceutical, and Med/Surg PV, peacetime and readiness ECAT, and TLAMM programs.

**MTF.** Any fixed facility of the Department of Defense that is outside of a deployed environment and used primarily for health care, and any other location is used for purposes of providing health care services as designated by the Secretary of Defense.
MTF Catalog. Record of local catalog items created within an MTF. The MTF Catalog is associated with a matching record in the MMC/DMLSS Master Catalog when possible.