

DLMS INTRODUCTORY TRAINING

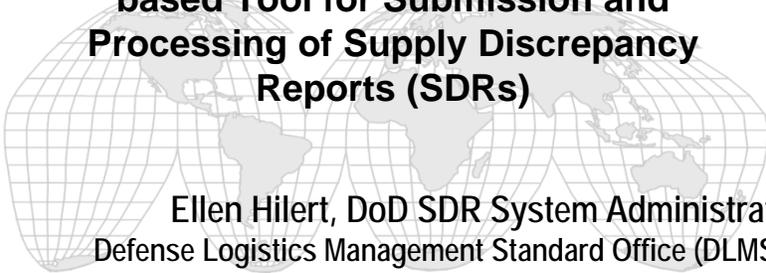
Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training



DOD WebSDR Training

User Instructions for the DoD Internet-based Tool for Submission and Processing of Supply Discrepancy Reports (SDRs)



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Defense Logistics Management Standard Office (DLMSO)

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1

WebSDR Introductory Training



DOD WebSDR Table of Contents

<u>Subject</u>	<u>Page</u>
<u>DoD WebSDR Initiative and DLMS</u>	3-5
<u>SDR – General Information</u>	6-17
<u>WebSDR Support for FIAR</u>	18-20
<u>Obtaining DoD WebSDR Access</u>	21-25
<u>Initiating Activity Submission Process</u>	26-30
<u>How to Submit a SDR using DoD WebSDR</u>	31-53
<u>Special Business Rules for Transhipper – Prepared SDRs</u>	54-60
<u>DoD WebSDR Action Activity Response Process</u>	61-72
<u>Follow-On Actions (General)</u>	73-74
<u>Follow-up on a Delinquent SDR Response</u>	75-86
<u>Make Corrections to a Previously Submitted SDR</u>	87-94
<u>Request Reconsideration of an Unfavorable Action Activity Response</u>	95-103
<u>Cancel a Previously Submitted SDR</u>	104-111
<u>DoD WebSDR Queries and Management Reports</u>	112-118
<u>How to Perform Queries Against DoD WebSDR History Records</u>	119-128
<u>DoD WebSDR Summary</u>	129

2

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

 WebSDR Introductory Training

What is DoD WebSDR?

A Web supported tool integrating business events to:

- Report supply discrepancies and route for action
- Provide appropriate SDR responses and resolution
- Standardize SDR transactional interfaces and data
- Capture & provide a life-cycle event audit trail
- Provide management information for analysis

Integrates Component SDR applications as required by the Defense Logistics Management Standards (DLMS)

- Supports Web input pending DLMS implementation

Database of all actions producing reports

- View management reports/query results online, or
- Sends reports to user's email for detailed analysis

3

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What is DoD WebSDR?

- Use of the DLMS interface for SDR transaction exchange is required under DoD Supply Chain Materiel Management Manual (DoDM 4140.01)
- Procedures are maintained in Defense Logistics Manual (DLM) 4000.25, Volume 2, Chapter 17, Supply Discrepancy Reporting
- The DLA Transaction Services implements the WebSDR procedures, hosts the database, and prepares reports

4

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What is the DLMS?

The Defense Logistics Management System is a broad base of business rules, data standards and electronic business objects (information exchange forms) designed to meet DoD's requirements for total logistics support.

- DLMS encompasses all of the legacy MILS, some inter-Component fixed-record position transactional exchanges, plus variable-length transactions designed to satisfy today's requirements
- Includes procedures, data standards, code lists, metrics, policies, paper forms, and transaction formats



5 [Return to Table of Contents](#)

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SDR Basic Purpose

A SDR is a tool used to report shipping or packaging discrepancies attributable to the responsibility of the shipper, (including Government sources, contractors/ manufacturers or vendors) and to provide appropriate responses and resolution.

- Shipping discrepancies include:
 - ✓ Discrepant condition of item, including expired shelf-life
 - ✓ Overage/shortage/total non-receipt
 - ✓ Discrepant unique item identification
 - ✓ Improper documentation
 - ✓ Misdirected shipments
- Packaging discrepancies include:
 - ✓ Improper packing
 - ✓ Improper preservation
 - ✓ Improper marking
 - ✓ Improper unitization
- Detailed discrepancy codes are available to support better understanding of the discrepant condition and follow-up analysis.

6

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SDR Program

The supply discrepancy reporting program is designed to promote evaluation, correction, and improvement of logistics operations.

To assist DoD Components in their SDR quality programs that will include periodic reviews to assess the accuracy and quality of work processes applicable to supply discrepancy processing.

Data collected enables DOD Components to:

- Identify trends
- Establish volume and dollar values of SDRs
- Bring management attention to problems with shipping activities as necessary
- Improves the requisitioning and distribution process within logistics operations

Official SDR guidance is Defense Logistics Manual (DLM) 4000.25, Vol II, Chapter 17 at URL:
<http://www.dla.mil/j-6/dlms/eLibrary/manuals/dlms/v2.asp>

7

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DoD Supply Chain Materiel Management Procedures DoDM 4140.01

“Storage activities will conduct physical inventories, initiate and conduct causative research, and prepare supply discrepancy reports or storage quality control reports; resolve inventory discrepancies; investigate and assess liability for loss, damage, and destruction of government property; and take applicable actions necessary to ensure that the physical on-hand quantity equals the total item property record quantity. Inquiries and audits of physical inventory discrepancies will be directed to the storage activity maintaining physical custody.”

“For receipt inspection, acceptance, and discrepancy reporting, DoD Components will:

- (1) Perform inspection and acceptance at destination as part of the receiving process when receiving shipments of materiel from commercial sources that require the inspection and acceptance.
- (2) Reflect the actual condition of the materiel received in materiel receipt transactions based on screening or inspection.
- (3) Reflect the quantity accepted from commercial sources for financial system interfaces and capture Ull, when applicable, in the materiel acceptance transactions.
- (4) Report all discrepant receipts in accordance with established DoD issuances cited in paragraph 8i of this enclosure covering supply, transportation, or quality discrepancies. Design supply systems to report supply discrepancies as an integral and seamless part of the receiving process.
- (5) Establish a capability to automatically receive deficiency reports, store and process (e.g., categorize, sort, and access related deficiencies), assign investigations, and automatically route and track disposition in each DoD activity responsible for resolving discrepancy reports.”

8

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Why DoD WebSDR?

The SDR transformation initiative was designed to move SDRs into an integrated electronic transactional environment within the framework of a standard logistics information exchange. The goal is to provide an effective means to report, resolve, and measure discrepancies related to pipeline performance while reducing paper and manual intervention.

The derivative benefits of the initiative include: near real time SDR reporting for immediate identification and more speedy resolution of reported discrepancies; enabling Perfect Order Fulfillment computations; facilitating of interoperability internal and external to DoD; and maximizing the economy, efficiency, effectiveness of the reporting process.

WebSDR architecture is based upon a DLA Transaction Services hub for communication and centralized data management

- Eliminates the need for numerous point-to-point communications links
- Transaction driven process eliminates the need to re-key SDRs within separate Component systems
- Developed as a DLMS-compliant process

Allows phased development - continuous process improvement since initial operating capability Feb 2005

9

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Goals of WebSDR

Quicker Response/Less Effort

- Reduces delays resulting from misrouted SDRs or mailed documents
- Electronic interface eliminates data entry at action activity

Transaction exchange through logistics hub at DLA Transaction Services

- Working toward full DLMS compliant information exchange
- Transaction conversion to e-mail supports users as required

Facilitated web-based entry available

- Auto-fill feature uses DLA Transaction Services requisition history to populate SDR
- Automatic e-mail reply to customer triggered by reply transaction eliminates action activity manual steps to print/mail/fax
- Data content targeted to specific discrepant condition
- Military Service rules allowing use of WebSDR differ
- Contractors may use for discrepancies related to Government Furnished Material

10

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DLMS SDR Transaction derived from SF 364

- Includes data fields from the original SF 364
- DLMS codes to support transactional exchange
- Component-unique data requirements
- Enhancements, e.g., IUID

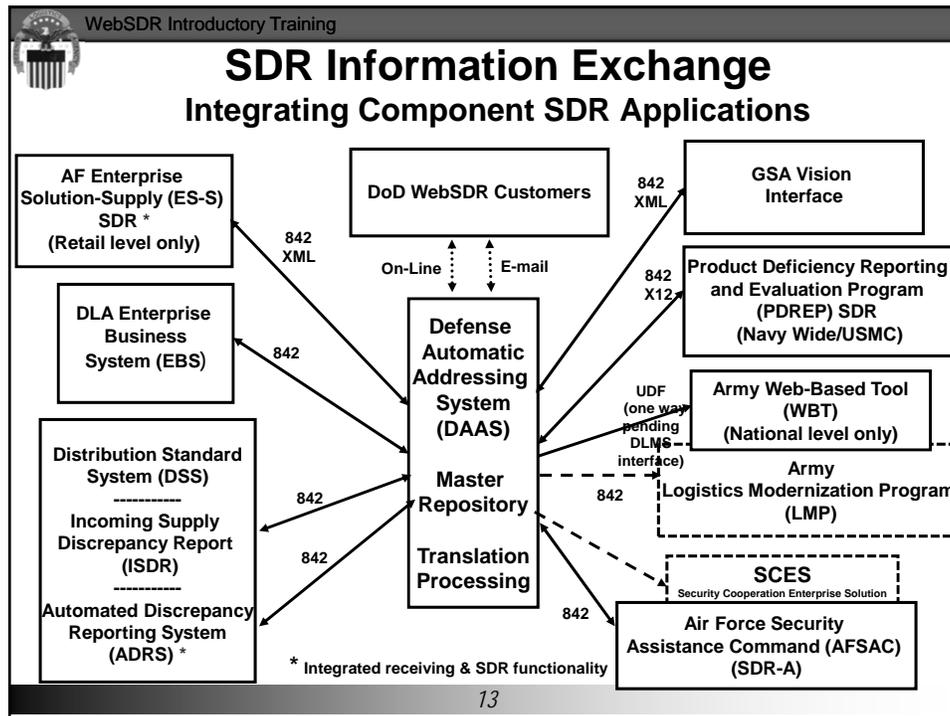
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DLMS 842A Implementation Convention (IC)

- The IC establishes the DoD standard format for an electronic equivalent of the SF 364/SDR.
- The IC provides specific business rules, conditions, and authorized codes necessary for appropriate use of this IC within the DLMS.
- Used to replace Component unique formats and paper form.

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DLA-mandated Encryption – OPSEC requirement

- SDRs and some SDR report data retrieved from the DoD WebSDR application are considered “For Official Use Only (FOUO)”
Please Mark Accordingly
- When transmitting SDRs, DoD WebSDR encrypts and digitally signs all outgoing prepared e-mail SDRs and/or SDR replies using a Common Access Card (CAC) based DoD Public Key Infrastructure (PKI) Certificate.
- Recipients of the DoD WebSDR e-mail who have not registered their DoD Approved Email Certificate with DLA Transaction Services will not be able to receive encrypted SDRs via email. Instead, they will receive a clear text email indicating that an SDR could not be sent and instructions will be provided on how to register a DoD Approved Email Certificate with DLA Transaction Services.
- Users are notified and instructions provided on how to register their certificates when a user applies for a DOD WebSDR Account.

14

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SDR Implementation Team

Subject matter experts and system developers working in collaboration to establish SDR business process rules, and procedures that enable DoD to improve automated supply discrepancy reporting on a global enterprise level

- DLA Transaction Services
 - ✓ WebSDR Program Administrator
 - ✓ Database maintenance and programming support
- Defense Logistics Management Standards Office
 - ✓ DoD SDR Administrator
 - ✓ Coordination of requirements with SDR Process Review Committee (PRC) and publication of DoD guidance
- Defense Logistics Agency (DLA)
 - ✓ HQ DLA and Defense Supply Centers
 - ✓ DLA Distribution
- Military Services
 - ✓ Army, Navy, Air Force, Marines
- Defense Security Cooperation Agency and International Logistics Control Offices (ILCOs)
- Participating Federal Agencies: General Services Administration

15

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DoD WebSDR Current Status

Implemented: Web entry, standard transactions, database, process documentation, SDR training, and integration of multiple Component system interfaces

SDR Database growing by 25K new SDRs monthly

- Processing 45,000 – 70,000 total SDR transactions monthly

On-going Challenges

- Incomplete DLMS implementation/Variations in DLMS implementation among Components
- Continuous identification of new/evolving requirements layered on top of incomplete baseline
- Competing priorities among Components
- Resource constraints

16

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Next Steps/Future Development

“To-Do List”

- Backlog of Approved DLMS Changes
- System enhancements / Report enhancements

Electronic interfaces with Service systems:

- Security Assistance SDRs – expand to all Service ILCOs via SCES
- Incoming reply functionality for Army LMP and GSA Vision
- Service Modernization/Enterprise Resource Programs (ERPs) integration with receiving systems

[Return to Table of Contents](#)

17

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SDR Support for Financial Improvement Audit Readiness (FIAR)

- **Process Documentation:** Provides a documented process for:
 - SDR identification, reporting, rules for assignment to actionable activities, performing causative research, resolution determination, disposition and closure.
 - Provides a complete audit trail of evidential mater providing support to existence and completeness; documenting auditable basis for:
 - Physical Inventory and Financial Record adjustments
 - Justification for the issue or non-issue credit
- **Historical database facilitates interrogation and analysis of a wide range of views and detail, drilling down to a specific business event, and/or executing location; providing evidential mater that:**
 - Identifies process gaps and deficiencies requiring correction
 - Identifies internal controls and cross checks that need to be strengthened
 - Execution deficiencies requiring remedial actions such as training or equipment

Internal controls: actions taken to protect resources against waste, fraud, and abuse; ensure accuracy and reliability of the Agency's financial data; ensure the Agency is complying with laws and regulations; evaluate the level of performance of the organization. Controls need to be designed properly, followed by employees, and tested to ensure they are effective at stopping problems.

18

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SDR support for FIAR

- WebSDR provides Business Process Application Controls in the SDR process
- WebSDR enables a direct interface between DoD Component and participating partner transactional systems for the systemic/automated exchange of data
- Provides evidential transactions that identify and correct inventory discrepancies. The 842A automates hard copy SF 364
- SDRs provides evidential matter for supply discrepancies and reasonable verification that these discrepancies are being appropriately recorded, reported, and being resolved
- Systemic solutions are designed to help the sustainment of audit readiness over time
- Automated, systemic evidentiary matter for discrepancies and resolutions instead of manual forms and records

Business Process Application Controls: Those controls incorporated directly into computer applications (or performed manually based on system generated information) to help ensure the completeness, accuracy, validity, confidentiality, and availability of transactions and data during application processing

19

 WebSDR Introductory Training

Learn More About DoD WebSDR

- WebSDR Procedures: DLM 4000.25, Volume 2, Chapter 17
- WebSDR Training: DLMS Website under eApplications
- POC Defense Logistics Management Standards Office: Ellen Hilert ellen.hilert@dla.mil
- Reference Resource: SDR Subcommittee Web page: <https://www.dla.mil/j-6/dlms/Programs/Committees/Supply/supplySDR.asp>
- Access to DoD WEBSDR may be obtained by completing an online System Access Request (SAR), from the DLA Transaction Services Web site: <https://www.transactionservices.dla.mil>
- DLA Transaction Services Help Desk
 - Help Desk Support:
Commercial: (937) 656-3247, DSN: 986-3247
 - FAX: (937) 656-3801 or DSN: 986-3801
E-Mail: websdrhelp@dla.mil

[Return to Table of Contents](#)

20

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

SDR Introductory Training



DOD WebSDR Training

User Instructions for the DoD Internet-
based Tool for Submission and
Processing of Supply Discrepancy
Reports (SDRs)

21

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Obtaining DoD WebSDR Access

22

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Module 7 – Enterprise Interoperability Tools

 WebSDR Introductory Training

DoD WebSDR Access

Access to DoD WEBSDR may be obtained by completing an online System Access Request (SAR), from the DLA Transaction Services WWW Site:
<https://www.transactionservices.dla.mil>

Help Desk Support:
Commercial: (937) 656-3247
DSN: 986-3247
FAX: (937) 656-3801 or DSN 986-3801
You may also email: websdrhelp@dla.mil

DLA Transaction Services Customer Services may be contacted 24 hours a day, 7 days a week. Calls outside the support hours need to be identified as to the seriousness of the call. All non-critical calls will be addressed the following business day. The DoD WebSDR Help Desk should be utilized for routing issues and system application problems.

If status is needed on a SDR, please contact the Action Agency to which the SDR was sent. Resolution and functional questions should be directed to your Service or Agency POCs.

For DLA, if you need someone to research the status of a reply or similar assistance, contact Customer Support - Virtual Contact Center at http://www.dla.mil/i-4/DLA_Call.asp

23

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SARs – Responder Access

RESPONDER Definition: May provide resolution to SDR submitter/initiator in accordance with Component rules, e.g., recommend or authorize credit; give disposition for discrepant material

Responder Access is controlled by a combination of information provided on your SAR and Service/Agency Guidance. If you are completing a new SAR for access to DoD WebSDR and request responder access the following applies

- Explain why "reply authorization" is needed. Meaning, are you getting SDRs directed to your activity because you are shipping material to other activities? We've identified that some "responders" were using the function improperly (e.g. to talk back and forth to the Distribution Center or DLA ICP, rather than give a reply to the SDR initiator)
- If your location ships material or directs shipment, and SDRs come to you for resolution, you will be authorized reply capability for your activity and will be able to provide disposition back to the activity that received the material. Please input Routing Identifier Codes (RICs) and/or Department of Defense Activity Address Codes (DoDAACs) for the activity you represent in the reply. Approval by a DoD Focal Point will be required if you indicate that you are authorized to respond for activities other than your own.
- No Restrictions is reserved for DoD Focal Points and their designated representatives. A "no restrictions" access is not usually authorized. Selecting this option will delay your SAR and System Access.

IMPORTANT NOTES:

- If you already have access to DoD WebSDR do not complete another SAR for responder and/or report access. Call the DLA Transaction Services Help Desk.
- If you need to respond to an SDR and it was sent to the wrong action activity, that action activity needs to forward the SDR to your RIC/DoDAAC by using a reply transaction with Reply Code 504. DLA Transaction Services cannot give access to respond for Agencies and/or Services that are not your own.

24

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DoD WebSDR Access

DEFENSE LOGISTICS AGENCY
Transaction Services

Request Login ID and Password
DLA Rules of Behavior
Services
DLA Sites

Homepage
DLA Transaction Services designs, develops, and implements logistics solutions that improve customers' requisition processing and logistics management processes world wide.

Our mission:

- to receive, edit, and route logistics transactions for the Military Services and Federal Agencies
- to provide value added services for standard MILS transactions
- provide information about anything, anywhere, anytime, anyway, to anyone in the DoD and Federal Logistics Community.

Important Notice
Department of Defense (DoD)
Public Key Infrastructure (PKI)

DoD has mandated that all personnel who access DoD systems must use PKI for all private web-enabled applications.

The following web applications now require a DoD-approved PKI or External Certificate Authority (ECA) certificate to access: DoD-AID, LMARS, Logistics Reports, MILSING, WEBBRIDGE, WEBSDR, WEBVLIPS, EDASBINO, and WEBREQ.

To learn who to contact to obtain a DoD-approved certificate [click here](#).

Transaction Services has opened a new frontier into supply, distribution, and information reporting. Timely information critical to military preparedness and to materials management is now at our customers' fingertips -- either by telephone or by computer.

Customers, whether they are the Army, Navy, Marines, Air Force, Defense Agencies, NATO/Allies, the General Services Administration, or Industry, can use Transaction Services through an interactive network of gateways and databases. Transaction Services is linked to over one hundred DIS-similar databases, providing an interoperative capability to service 177,000 customers world-wide without interruption.

Go to <https://www.transactionservices.dla.mil> and click on "Request Login ID and Password" Click WEBSDR. Complete the System Access Request (SAR) and Submit. After receipt of the logon ID and password, you are authorized to use DoD WebSDR.

25 [Return to Table of Contents](#)

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Initiating Activity Submission Process

26

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Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training



DoD WebSDR Submission Criteria – Shipping Discrepancies

Report shipping discrepancies which exceed \$100 per line item or for any dollar value when:

- Shipper is DLA or GSA
- Quantity is discrepant for controlled inventory (classified/sensitive), arms, arms parts, ammunitions, explosives
- Total nonreceipt (when not shipped via traceable means or not transportation related)
- Incorrect item is received
- Duplicate shipment
- Misdirected shipment
- Documentation is missing
- Mismatch of unique item identifier (UII) or serial number for serially managed/tracked materiel, e.g., materiel associated with a Unique Item Tracking (UIT) program

Transshipper-prepared SDRs are applicable when missing, illegible, incomplete, etc. supply or transportation documentation delays or prevents forward movement of the shipment.

27

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SDR Submission Criteria - Packaging Discrepancies

Report packaging discrepancies where estimated/actual cost of corrective packaging exceeds \$100 or the value of the item, shipment, or package exceeds \$2,500. Report packaging discrepancies involving hazardous material for any dollar value when a potentially hazardous condition could result.

Regardless of dollar value, report immediately packaging discrepancies resulting in damaged materiel which may endanger life, impair combat or deployment operations, or effect materiel.

Transshipper-prepared SDRs are applicable when improper packaging/ labeling delays or prevents forward movement of the shipment. of the shipment.

28

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General SDR Guidance

Multiple requisitions received under a consolidated shipment cannot be combined for discrepancy reporting purposes!

- Individual SDRs must be submitted for each discrepant requisition received in the shipment.
- An exception to this rule is authorized for transshippers:
 - ✓ Consolidation and Containerization Points (CCPs)
 - ✓ Aerial and water ports

29

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SDR Submission Time Standards:

SDR submission timeframes are:

- For shortage, overage, or wWrong item in controlled inventory (classified/sensitive), arms, arms parts, ammunitions, and explosives, report within 24 hours of discovery

All other discrepancies:

- CONUS destinations: 60 days from shipment
- Overseas destinations: 120 days from shipment
- Time limits do not apply to shortage/overage, wrong item, or IUID discrepancies discovered upon opening a sealed vendor pack.
- Late submission authorized: If lacking justification, action activities may accept for use in reporting metrics and corrective action.

30 [Return to Table of Contents](#)

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training



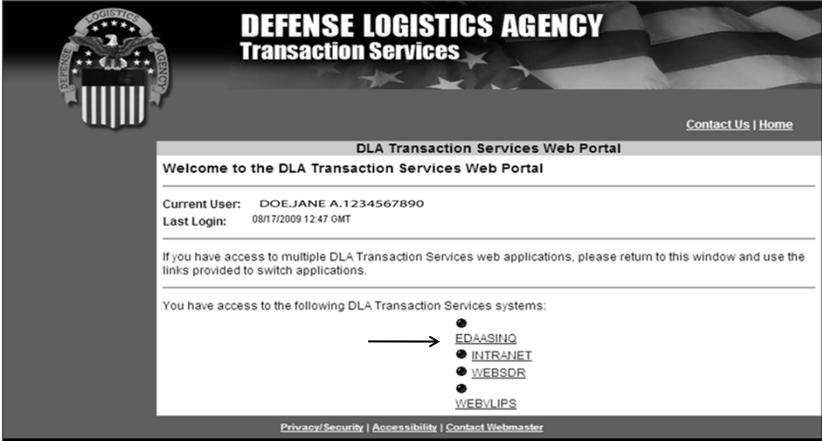
How to Submit a SDR using DoD WebSDR

31

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Log On to DoD WebSDR



Go to <https://www2.transactionservices.dla.mil> to use the DoD WebSDR application. DoD WebSDR is Public Key Enabled (PKE), you will see the portal page. Click on WEBSDR (each user's system will show different systems available)

32

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DoD WebSDR Submittal Process

DEFENSE LOGISTICS AGENCY
Transaction Services

Supply Discrepancy Reporting (WebSDR) [Contact Us](#) | [Help](#) | [Home](#)

UNCLASSIFIED - FOUO
What is DoD WebSDR?

What is WebSDR?
This is the Department of Defense's Supply Discrepancy Reporting (SDR) system created by the Defense Logistics Agency (DLA). DLA Transaction Services is responsible for the development and support of this project.

The goal of WebSDR is to move SDRs into an integrated transactional environment thereby providing an effective means to report and measure discrepancy related data and pipeline performance and to help achieve near real time SDR reporting, enable Perfect Order Fulfillment computations, facilitate interoperability internal and external to DoD, and maximize the economy, efficiency, effectiveness of the reporting process.

[WebSDR Training Slides](#)

During the form submittal process, any input item with the required icon is a mandatory entry and will be checked for proper entry.

Use of a JavaScript enabled browser is recommended.

Help Desk Support:
Commercial: (937) 656-3247
DSN: 986-3247
FAX: (937) 656-3801 or 986-3801
You may also email: websdrhelp@dla.mil

**SDR formerly referred to as Report of Discrepancy (ROD)*

Begin by selecting "New" under "Submit an SDR" from the left side of your screen. A list of possible SDR actions show: New, Cancellation, Update or Correction, Follow-up, and Reconsideration. We will walk through each of these processes. But first, we will initiate a new SDR to report a shipping discrepancy.

33

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DoD WebSDR Submittal Process

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Transaction Services

Supply Discrepancy Reporting (WebSDR) [Contact Us](#) | [Help](#) | [Home](#)

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New SDR Submittal

Document Number / Suffix **Enter Doc Number**

Customer Control Number

Date of Preparation APR 28 2011

SDR Type

Shipping
 Packaging
 Dual action

SDR Document/ Shipment Type

- Customer originated - depot shipment

International Logistics Data

Serial Number

Country

Case

Click on "CONTINUE" after each screen to move forward.

Continue Button

This site was last reviewed/updated on July 16, 2010
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[Privacy/Security](#) | [Accessibility](#) | [Contact Webmaster](#)

You must enter the requisition document number to access DLA Transaction Services historical requisition information. Notice that a unique "WebSDR Control Number" is auto-assigned. If your local procedures include use of a control number configured differently, you may include it as your "Customer Control Number." Both numbers will be retained for the life of the SDR.

Also identify the "SDR Document/ Shipment Type" (see next slide).

U.S. Forces must disregard the remaining entry blocks, as these are reserved for SDRs related to Foreign Military Sales.

Click on "CONTINUE" after each screen to move forward

34

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Module 7 – Enterprise Interoperability Tools

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SDR Document/Shipment Type

WebSDR Drop Box for SDR Document Type:

- 7 - Customer originated, depot shipment
- 6 - Customer originated, direct vendor delivery
- Restricted Use: DLA Disposition Services Only -----
- 7/D - Disposition Services donated material
- 7/F - Disposition Services transferred material
- 7/O - Other Disposition Services shipment
- 7/R - Disposition Services reutilization
- 7/S - Disposition Services sale
- Restricted Use: Authorized User Only ----
- N - Storage site receipt, depot shipment (RDO)
- P - Storage site receipt, vendor delivery (new procurement)
- A - Storage site receipt, customer return/other
- Restricted Use: Authorized Users Only ----
- V - Lateral redistribution under TAV rules
- W - Transshipper-originated SDR (Aerial/Water Ports)

It is important to select the correct SDR type code to avoid delay and processing problems within the action activity's application.

Note: Additional Type Codes support DLMS transaction input only:

- 8 - Depot originated, depot receipt from non-procurement source (other than RDO)**
- 9 - Depot originated, vendor delivery to depot**
- R - Depot originated, redistribution order receipt**

Most SDRs entered via DoD WebSDR are customer SDRs which fall into Type 6 or Type 7.

- Use Type 7 for Distribution Center shipments or lateral distributions at retail level.
- Use Type 6 for SDRs associated with "wholesale" level orders which are shipped directly by a vendor .

Other codes are intended for specialized use by pre-authorized personnel.

35

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DoD WebSDR Submittal Process

Completed SDRs (Found 2 SDR records)			
DoD WebSDR Control Number	Document Number	Date of Preparation	Submission Type
12341234123	FB123123123123	MAY 10 2011	00 - Original
12341234123	FB123123123123	MAY 17 2011	11 - Response

Prior to creating a new SDR, WebSDR will search for any previously submitted SDRs matching the requested document number. You may review any of these or select "CONTINUE" to create a new SDR for this document number.

36

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Module 7 – Enterprise Interoperability Tools

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DoD WebSDR Submittal Process

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Multiple TCN Notification

You have selected a Document Number that returned multiple TCN entries. This may mean that this is a split or partial shipment. You may continue the SDR submittal after reviewing the TCN listing below.

Multiple shipment TCN & quantity shipped displayed as WebVLIPS hyperlink

Select shipment TCN in drop box

Research TCN

TCN	QUANTITY
FB00000000000000AAX	1
FB00000000000000ABX	1

Click above to perform a *sample* WebVLIPS query for a TCN

FB00000000000000AAX

Continue

If you have entered the wrong Document Number, click below to start over

Start Over

FB250082610165

Often, WebSDR will find multiple (partial or split) shipments matching the document number. It's up to the user to select the correct shipment. You have several choices: (1) You may select the Transportation Control Number (TCN) query into WebVLIPS (which provides a complete history for this shipment). (2) You may select the appropriate shipment using the TCN drop box and click to "CONTINUE." (3) You may "START OVER" if you realize the document number is not correct.

37

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What are Partial or Split Shipments?

The Source of Supply (SoS) may create a "split shipment" to fill requisitioned quantity when using multiple shippers or because not all of the material is immediately available. SoS split shipments are easily recognized by the document number suffix.

The Distribution Center may create separate shipments when individual pieces of the SoS-directed shipment may be separated during shipment (for convenience of the shipping activity or to prevent delays). Each shipment is assigned a unique TCN by using a Partial Code in the 16th position of the TCN. Each of these partial shipments will have the same requisition document number (and suffix when used). If there is no partial action, the 16th position will be an X.

A subsequent trans-shipment activity, such as a port, may "split" a shipment, moving each forward as a distinct shipment. This is identified by a "Split TCN Suffix" in the 17th position of the TCN.

38

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Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

DoD WebSDR Submittal Process

The screenshot shows the 'Supply Discrepancy Reporting (WebSDR)' interface. It displays pre-filled values for a requisition W1234501234567. A bracket labeled 'Retrieved requisition information' points to the following details:

- FROM: W12345
ABC W1ABC ABCD FMS 8
1234 ELM STREET
SPRINGFIELD, NC 12345-4321
- TO: AB2
TRANSPORTATION OFFICER
NEW FACILITY
1234 POPLAR AVENUE SUITE 123
NORTH SHORES, OH 12345-4321
- SHIPPER: AB2
TRANSPORTATION OFFICER
NEW FACILITY
1234 POPLAR AVENUE SUITE 123
NORTH SHORES, OH 12345-4321
- Owner REC: ABC
- NSN: 012340123401234
- Unit of Issue: EA
- Quantity: 4
- Description: BATTERY STORAGE
- Current Standard Unit Price: \$223.11
- DLA Document Type: 7

WebSDR automatically pre-fills much of the shipping and requisition information for you. This information is taken from DLA Transaction Services history files. In some cases, you may overwrite the pre-filled information such as correcting the clear text address associated with your DoDAAC.

39

WebSDR Introductory Training

DoD WebSDR Submittal Process

The screenshot shows the 'Submit for Requisition: W12ABC12345678' page. It features three 'Discrepancy Code' sections, each with a 'Selected Discrepancy Code' and 'Selected Sub-Code' dropdown menu. A callout box on the right shows the 'Level 1 Discrepancy Drop Down Window' with the following options:

- C - CONDITION OF MATERIAL
- D - CONDITION OF MATERIAL
- D - SUPPLY DOCUMENTATION
- H - HAZARDOUS MATERIAL
- M - MISDIRECTED
- O - OVERAGE, DUPLICATE, OR RECEIPT OF CANCELED MATERIAL
- P - PACKAGING DISCREPANCY
- S - SHORTAGE OR NONRECEIPT
- T - TECHNICAL DATA MARKINGS
- U - UNIQUE ITEM IDENTIFICATION (UID)
- W - INCORRECT ITEM

Annotations indicate:

- Level 1 drop down menu defines the discrepancy category
- Level 2 drop window identifies conditions within selected category and completes the discrepancy code
- Level 3 drop window further defines packaging discrepancies

Optional Additional Discrepancy Codes

Reset Continue

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You may now select the discrepancy code(s) applicable to the report. At least one discrepancy code must be entered, and a maximum of three may be entered. Due to the long list of available discrepancy codes, the codes are grouped according to categories. Sub-groupings within each category are used to clearly define the discrepant condition.

40

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

DoD WebSDR Submittal Process

Based on the discrepancy code you selected, WebSDR will automatically determine if unique information specific to the discrepant condition is required. For example, if you select discrepancy code "C2" for an expired shelf-life discrepancy, or "W1" for an wrong item discrepancy, WebSDR will provide an additional screen for you to enter the associated shelf life information or specific incorrect item received information.

[Return to Table of Contents](#)

WebSDR Introductory Training

Expired Shelf-Life SDRs

Expired Shelf Life Data

Note: Use date field drop boxes

Manufacturer Name: _____

CAGE: _____

Date Type: Expiration Inspection

Date:

Date:

Reset Continue

You may report receipt of material for which the shelf-life either has expired (Type I non-extendible item) or the inspect/test date has lapsed (Type II extendible item), regardless of dollar value.

Special Instructions for Type II Items:

- For DoD-managed items: Prior to submitting an SDR, access the DoD Shelf-Life Extension System (SLES) through the DoD Shelf-Life Program website at <http://www.shelflife.hq.dla.mil/> or through the shelf life program secure site if you have a .mil address.
 - Type II items requiring laboratory test: Query the DoD Quality Status Listing (OSL) to determine if the specified on the OSL as passed may be extended and remarked accordingly if the item has been stored in accordance with its storage standard. For items not on the OSL, prior to submitting a SDR, contact the DLA CALL CENTER at 1-877-DLA-CALL if the shipment originated from a DLA Storage Activity.
 - Type II items requiring visual inspection: Query the Material Quality Control Storage Standards for the specified Type II item, perform visual inspection in accordance with the items storage standard, and extend and remark if the item has been stored in accordance with its storage standard. If the item fails the visual inspection, dispose of IAW local procedures.
- For GSA-managed items: Prior to submitting an SDR, contact the GSA Shelf-Life HOTLINE at 1-209-547-8613 to determine if the inspect/test date has been extended.
- If you have not already determined whether the Type II shelf-life has been extended, you may do so now. You may leave this SDR in an incomplete status while you check. When you return to DoD WebSDR, you may locate your incomplete SDR using the Query function. Incomplete SDRs will be retained for 14 days.

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DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

DoD WebSDR Submittal Process

DoD WebSDR has pre-filled the information from the DLA Transaction Services requisition and shipping history. WebSDR will determine the correct action activity for your SDR and display it on screen. The system will pre-fill the addresses as listed in the DoD Activity Address Directory (DODAAD).

Did you notice the blue question mark boxes  above? These indicate help information is available, including definitions and special rules. Just click to view.

43

WebSDR Introductory Training

DoD WebSDR Submittal Process

WebSDR uses business rule logic developed by the DoD Components to determine the most appropriate activity to receive the SDR for action. These rules vary according to multiple factors, such as:

- The specific Service or Agency functioning as the Source of Supply (SoS)
- Who shipped the material - vendor or DLA Distribution Center
- Method of payment (e.g., EMALL purchase card)
- Even the specific discrepancy code

You may override the pre-filled information because there might be situations which cannot be built into system processing. But, use caution in doing so. Your Service or Agency procedures should always be applied to the SDR process.

Where pre-fill information is not available, you will have to manually key in the remaining SDR data.

If you identify the SoS as the action activity, the SoS may forward the SDR to the appropriate shipping activity.

44

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

DoD WebSDR Submittal Process

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Submital for Requisition W12ABC12345678

Action Code []

Additional information is being submitted off-line

Upload Supporting Images/Files []

Check to upload supporting images/files and follow directions on screen

Action code selection

Check box to inform action activity additional information is being forwarded off line

Select appropriate action/requested disposition from list

Select appropriate action/requested disposition from list

- 14 - Disposition instructions requested.
- 15 - Material being retained.
- 16 - Local purchase material to be returned at supplier's expense unless disposition in 15 days (Not SA, DLA).
- 17 - Replacement shipment requested (Not SA).
- 18 - Material still Required. Expedite shipment (Not applicable to SA).
- 19 - Reshipment not required. Item to be Re-quisitioned.
- 20 - Disposition of material and financial adjustment (credit) requested.
- 21 - Financial adjustment requested.
- 22 - Evidence of shipment requested (SA only).
- 23 - Request billing status (SA only).
- 24 - Additional information to be submitted off-line.
- 25 - Technical Documentation/Data Requested.
- 26 - Material being held for disposition. Request Funds Site NOT APPLICABLE TO SA.
- 27 - Transhipper (air/air/water port or CCP) requests expedited response, shipment frustrated.
- 28 - Discrepancy reported for corrective action and trend analysis. No reply required.

47

DoD WebSDR will ask what action you would like taken to resolve your discrepancy. You must select one of the action codes from the drop down menu. You may upload supporting images/files, such as pictures, shipping documents, PDF files, etc., from your computer. If this is not possible, but you have hard copy information you would like included, check the box indicating additional information will be provided off line. This separate information may be mailed or faxed to the action point (include a printed copy of the completed SDR).

WebSDR Introductory Training

DoD WebSDR Submittal Process

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Submital for Requisition W12ABC12345678

Remarks []

Funding and Accounting Data []

Fund Code: []
Fund Additional: []

Preparing Official Information []

Name: [] JOHN DOE
Title/Office: []
Symbol: []
Country Code: []
Commercial Phone Number: [] (123) 456-7890
Commercial FAX Number: []
DSN Phone Number: []
DSN FAX Number: []
E-mail: [] JOHN.DOE@DLA.MIL

A commercial or DSN phone number is required.

Reset Continue

21

This screen allows you to enter additional remarks. Fund code and supplemental funding info are not required nor applicable to most SDRs. Your POC information will be pre-filled from your SAR. NOTE: This POC email address will be used by DoD WebSDR to provide a confirmation copy, and will be used later to return an action activity reply directly to the submitter. You have the option to over write the pre-filled information if required by local procedures. If your email changes please call the DLA Transaction Services SAR Desk at 937-656-3247.

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

DoD WebSDR Submittal Process

UNCLASSIFIED - FOUO
Submittal for Requisition: W12ABC12345678

At this time, WebSDR requires an email address to complete this distribution. If the email address is not available, you may choose to print and mail your distribution copy.

Distribution Copy #1 Optional

Pre-Fill Lookup: DoDAAC | **Fill In-Clear** | In Clear Text Name/Address:

Activity Name:
 Activity Name 2:
 Street Address:
 City:
 State: - or -
 Country Code: (outside U.S.)
 Zip/Postal Code:
 Email Address:

Click to retrieve clear-text address for DODAAC or Routing Identifier

Distribution Copy #2 Optional

Pre-Fill Lookup: DoDAAC | **Fill In-Clear** | In Clear Text Name/Address:

Activity Name:
 Activity Name 2:
 Street Address:
 City:
 State: - or -
 Country Code: (outside U.S.)
 Zip/Postal Code:
 Email Address:

Click to retrieve clear-text address for DODAAC or Routing Identifier

Continue

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You may identify two additional organizations to receive a distribution copy of your SDR. Any organization identified here will also receive copies of future actions related to this SDR and the action activity reply. You may select Routing Identifier or DoDAAC from the drop down menu, enter the code, and WebSDR will fill the clear text for you.

49

WebSDR Introductory Training

DoD WebSDR Submittal Process

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Submittal - Final Review for Requisition: W12ABC12345678

Note: SDR not yet submitted... Please verify information and click below all the data to submit

Submitted by ID: ABC1234
 Document Number: FB123123123123
 Date of Preparation: MAY 19 2011
 SDR Type: Shipping
 Submission Type: 00 - Original
 DLA Doc Type: 7 - Customer originated, depot shipment

SDR ready for final review or correction

Discrepancy Code Information | Edit Info

Discrepancy Code #1: C2 - Expired shelf life item (if hazardous use code H2)

TO: Information | Edit Info

RIC: A31
 Activity Line 1: TRANSPORTATION OFFICER
 Activity Line 2: DLA NEW FACILITY
 Activity Line 3: 1234 ELM STREET
 Zip/Postal Code: 17070-5001

INITIATOR: Information | Edit Info

DODAAC: W12ABC
 Activity Line 1: WABO1 ACTIVITY ADDRESS
 Activity Line 2: 1234 OAK RIDGE DRIVE
 Activity Line 3: NORTHERN OAKS
 State: NC
 Zip/Postal Code: 12345-4321

SHIPPER: Information | Edit Info

RIC: AB2
 Activity Line 1: TRANSPORTATION OFFICER
 Activity Line 2: OLD SYCAMORE FACILITY
 Activity Line 3: 1234 MAPLE DRIVE
 Activity Line 4: NORTHERN OAKS
 Zip/Postal Code: 12345-4321

Transportation Document Information | Edit Info

App Information Given

Shipment, Billing, and Receipt Information

NSN: 1234567890123
 Owner: RIC
 Description: BATTERY STORAGE
 Unit of Issue: EA
 Quantity Shipped/Billed Type: SHIPPED
 Quantity Shipped/Billed Value: 4

Your SDR submission is almost complete. DoD WebSDR will provide one final view of the SDR you just created. You may review the SDR and make any changes or corrections prior to submission. Select edit to go back to the SDR screen where edits are required. If OK, select continue to go to the next screen.

50

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

DoD WebSDR Submittal Process

Shipment, Billing, and Receipt Information	
NSN	00000000000000
Quantity Shipped/Billed Type	SHIPPED
Quantity Shipped/Billed Value	5
Condition Code	A
Quantity Received	5

Discrepancy Information	
Discrepancy Quantity	5
Condition Code	F
Unit Price	\$0.00
Total Cost (Discrepancy Material)	\$500.00

Action Code Information	
Action Code	1A- DISPOSITION INSTRUCTIONS REQUESTED.

Remarks	
Remarks	MATERIAL NOT SUFFICIENT

Preparing Official Information	
Name	USER NAME
Phone Number	0000000000
DSN	00000000
Email Address	USER.NAME@AAA.BBB

Distribution Copy #1	
DODAAC	FBXXXX
Activity Name	AGENCY NAME
Activity Name 2	BUILDING, DOOR, OFFICE
Activity Street Address	STREET ADDRESS
City	CITY STATE
Zip/Postal Code	ZIP CODE
Email	Name.Name@aaa.bbb

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You have just completed your SDR submission. A printed version will include a signature line for use where local procedures require a signed document.

51

WebSDR Introductory Training

Email Action Copy

```

-----Original Message-----
From: DODSDR@DLA.MIL [mailto:DODSDR@DLA.MIL]
Sent: Tuesday, August 11, 2009 2:52 PM
To: Action Agency
Subject: DOD WEBSDR Message - NEW (ORIGINAL) ACTION COPY - E8000000000000 - 200900000000

----- UNCLASSIFIED - FOUO -----
- THIS IS A SUPPLY DISCREPANCY REPORT (SDR) -
*** DO NOT SEND RETURN EMAIL TO THE DODSDR MAILBOX ***
ALL COMMUNICATIONS REGARDING SDRS SHOULD BE DIRECTED TO THE PARTIES IDENTIFIED BELOW.
THIS MESSAGE IS PROVIDED BY THE DOD WEBSDR AS PART OF THE SDR TRANSFORMATION INITIATIVE.
TRAINING ON THE DOD WEBSDR IS AVAILABLE AT HTTP://WWW.DLA.MIL/3-6/OLMS/PROGRAMS/COMMITTEES/SDR/REC_ADP
SYSTEM ACCESS REQUESTS MUST BE SUBMITTED ON-LINE TO DAAGC AT
HTTP://WWW.DAAGC.DLA.MIL/DAAGC/SDR/
CONTACT DOD WEBSDR AT: WEBSDRHELP@DLA.MIL

DOD WEB SDR NUMBER: 200900000000
SDR TYPE: SHIPPING
SUBMISSION TYPE: NEW (ORIGINAL)
SDR DOCUMENT TYPE: 0 - DEPOT ORIGINATED, NON-PROCUREMENT RECEIPT
DOCUMENT NUMBER: E8000000000000
OTHER CONTROL NUMBER(S) -----
DLA - AESS: 000000000000

----- SDR DATE INFORMATION -----
DATE OF PREPARATION: AUG 11 2009
----- DISCREPANCY CODE(S) -----
DISCREPANCY CODE #1: 18 - INCORRECT PART NUMBER.
----- SDR ACTION ACTIVITY INFORMATION -----
REC: XXX
FBXXXX_DEP DEPOT
BLDG 000
0000_ST DR 00
CITY STATE ZIP CODE
DISTRIBUTION EMAIL: Email1@aaa.usd
    
```

Page 1

```

----- SDR INITIATOR ACTIVITY INFORMATION -----
DODAAC: XXXXXX (VIA DLA DSS)
ADDRESS
CITY STATE ZIP CODE

----- INVOICE INFORMATION -----
INVOICE NUMBER: E8000000000000
INVOICE DATE: AUG 11 2009

----- SHIPPING, BILLING, AND RECEIPT INFORMATION -----
NSN: 000000000000
NOMENCLATURE: PUMP,SUBMERGED,AIRCRAFT
OWNER REC: XXX
UNIT OF ISSUE: EA - EACH
QUANTITY SHIPPED: 1
QUANTITY RECEIVED: 1
DESEL: 0 - MIL (NON-SIGNIFICANT MILITARY EQUIPMENT - NON-SHE) ... DEBILITATION NOT REQUIRED, TRADE SECURITY CONTROLS (TSC) REQUIRED AT DISPOSITION

----- DISCREPANCY INFORMATION -----
QUANTITY: 1
CONDITION CODE: 3 - SUSPENDED (IN STOCK)
TOTAL COST (ISSUE MAT.): $7,538.10
ACTION CODE: 1A - DISPOSITION INSTRUCTIONS REQUESTED.

----- REMARKS/COMMENTS -----
DOCUMENT E8000000000000 DUE IN FOR 1 EA # E8000000000000 IS UNIDENTIFIABLE. THE PART NUMBER FOUND ON THE BARE ITEM E8000000000000 DID NOT IDENTIFY ANY NSN. MATERIAL WILL BE SUSPENDED IN 3000 UNTIL INSPECTION IS COMPLETE. NAME@xxx.xxx DSN 000-0000

----- INITIATOR POINT OF CONTACT INFORMATION -----
NAME: NAME
TITLE/OFFICE SYMBOL: SR COORDINATOR
EMAIL ADDRESS: Stoc@xxx.xxx
PHONE NUMBER: 000-000-0000
DSN NUMBER: 000-0000
FAX NUMBER: 000-0000

SIGNATURE: _____

----- UNCLASSIFIED - FOUO -----
    
```

Page 2

A successful submission will provide an email action copy to DoD Components which are not yet capable of receiving SDR transactions. Transaction enabled systems will receive SDR transactions in lieu of email. WebSDR-input reports will trigger creation of a distribution copy to the POC address (from previously entered POC information) as a confirmation of the SDR submission. You may use these to maintain a file of soft copy SDRs. WebSDR will also provide copies to any distribution addresses identified.

52

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

Transshipper SDR Guidance

Transshippers report discrepancies while the shipment is in transit:

- ✓ Consolidation and Containerization Points (CCPs)
- ✓ Aerial and water ports

Policy. Both the DLMS SDR guidance and the Defense Transportation Regulation (DTR) Part II, Chapter 210, Transportation Discrepancy Report (TDR) procedures authorize reporting of discrepancies related to:

- Improper, incomplete, or missing supply or transportation documentation
- Packaging discrepancies, including marking and labeling, attributed to the shipping activity

55

WebSDR Introductory Training

DoD WebSDR Transshipper Submittal Process

Enter Doc Number

For consolidated shipments or if the document number is unknown, a document number may be created based upon the CCP/port DoDAAC, current Julian date, and serial number
Select Document Type W

The WebSDR submission process is consistent with the basic instructions provided in the previous section. However, some unique rules apply and the scope of applicable discrepancies is more limited.

Selection of Document Type W is required to apply special business rules/validation criteria for transshippers.

International logistics data is not applicable to transshipper SDRs; continue to next screen.

56

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

Typical Discrepancies Reported by Transshippers

Select the most specific discrepancy code available and use SDR remarks to further clarify the nature of the problem.

For example:

- D-series codes are available for common transportation documentation discrepancies.
 - ✓ D501, Special Handling Data/Certification, DD Form 1387-2, omitted.
 - ✓ D502, Special Handling Data/Certification, DD Form 1387-2, incomplete or incorrect.
 - ✓ D503, TCMD, DD Form 1384, omitted.
 - ✓ D504, TCMD, DD Form 1384, incomplete or incorrect.
 - ✓ D505, Shipper's Declaration for Dangerous Goods omitted.
 - ✓ D506, Shipper's Declaration for Dangerous Goods incomplete or incorrect.
- P2-series and P3-series are used for packaging and labeling (including Military Shipping Label (MSL)) discrepancies.
 - ✓ P215 Non-compliant WPM.
 - ✓ P319 Military Shipment Label (MSL), DD Form 1387, omitted; no TCN.
 - ✓ P320 MSL, DD Form 1387, improperly affixed, incorrect, or incomplete.

57

WebSDR Introductory Training

Transshipper SDR Submission

DEFENSE LOGISTICS AGENCY Transaction Services
Supply Discrepancy Reporting (WebSDR)

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Submital for Requestion ADCDE111111111

TO: SDR forwarded to this action activity
In Clear Lookup: RIC: Fill In-Clear

INITIATOR: Reporting Activity Information R
DoDAAC: Fill In-Clear

In Clear Text Name/Address

Line 1
Line 2
Line 3
Line 4
State
Zip/Postal Code

SHIPPING: Shipper's Name
In Clear Lookup: RIC: Fill In-Clear

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Identify the action activity and select the "fill" button to verify correct activity. The action activity may be a DLA Distribution Center or the Inventory Control Point that directed the shipment.

Enter the DoDAAC of the port or CCP as the initiator and, again, press the "fill" button.

Identify the shipped from activity when known. For example, this may be the Distribution Center or the CAGE of the vendor.

Use care to identify the correct action activity. Misrouted SDRs will not process properly and may slow down processing time.
Be sure to include the contract number for vendor shipments!

58

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

DoD WebSDR Transshipper Submittal Process

Shipment, Billing, and Receipt Data

NSN Quantity

CAGE-Part # Condition Code

Description Quantity Received

FSC-NIIN

USN Cag Code EMALL-Originated Requisition:

Purpose Code Payment Method Was Government Purchase Card:

Unit of Issue

Other

Several options are permitted to describe the item(s).
One of the following is required:
• NSN / FSC and NIIN
• CAGE and Part Number
• Part Number and Description

Discrepancy Data

Discrepant Quantity

Condition Code

Unit Price \$

Type Pack Code

Number of Discrepant Pieces

Total Cost (Discrepant \$ Material)

Corrective Packaging Cost \$

Material Identification :
Transshippers are authorized two unique alternatives when identifying the shipment contents:
Use the "Other" drop box to select "MIXED" for consolidated, mixed materiel shipments. Select "UNKNOWN" when documentation is not available to properly identify the materiel.

When identifying packaging discrepancies, also select the type of pack code and include the number of discrepant pieces.

CCPs must identify the corrective packaging costs when remediating/replacing noncompliant wood packaging material

59

WebSDR Introductory Training

DoD WebSDR Transshipper Submittal Process

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Submittal for Requisition ADCDE11111122

Action Code

Additional information is being submitted off-line

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Submittal for Requisition ADCDE11111122

Action Code

Additional information is being submitted off-line

Upload Supporting Images/Files

Check to upload supporting images/files on the next screen. If no files are desired, just leave unchecked.

Transshippers may only choose from two requested actions as shown above. Although action activities will not normally respond to Action Code 3B, management reports will be used to monitor for trends and take necessary action. Compensation may be requested from vendor when appropriate.

60

[Return to Table of Contents](#)

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools



WebSDR Introductory Training

DoD WebSDR Action Activity Response Process

61



WebSDR Introductory Training

Action Activity Response

SDR replies are used to pass pertinent information from the SDR action activity to the SDR initiator and other interested parties.

A typical response might provide the following:

- Interim status during processing
- Forwarding to re-direct the SDR to another action activity
- Disposition instructions for discrepant material
- Advice on debit/credit actions

62

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training



SDR Response Time Standards

Transshipper-reported frustrated freight: 5 days

Discrepant controlled inventory items (secret/sensitive), arms, arms parts, ammunitions, and explosives (shortage/overage/wrong item/misdirected): 25 days

All others: 50 days

- DLA Distribution Center: 25 days
- DLA internal processing goal: 30 days

63

WebSDR Introductory Training



Log On To DoD WebSDR



DEFENSE LOGISTICS AGENCY
Transaction Services

Contact Us | Home

DLA Transaction Services Web Portal

Welcome to the DLA Transaction Services Web Portal

Current User: DOE.JANE A.1234567890
Last Login: 08/17/2009 12:47 GMT

If you have access to multiple DLA Transaction Services web applications, please return to this window and use the links provided to switch applications.

You have access to the following DLA Transaction Services systems:

- EDASSINO
- INTRANET
- WEBSDR
- WEBLIPS

Click WEBSDR

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Log into <https://www2.transactionservices.dla.mil>, click WEBSDR

64

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

Action Activity Response

DEFENSE LOGISTICS AGENCY
Transaction Services

Supply Discrepancy Reporting (WebSDR) [Contact Us](#) | [Help](#) | [Home](#)

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What is DoD WebSDR?

What is WebSDR?
This is the Department of Defense's Supply Discrepancy Reporting (SDR) system created by the Defense Logistics Agency (DLA). DLA Transaction Services is responsible for the development and support of this project.

SDR Resources/Links
The goal of WebSDR is to move SDRs into an integrated transactional environment thereby providing an effective means to report and measure discrepancy related data and pipeline performance and to help achieve near real time SDR reporting, enable Perfect Order Fulfillment computations, facilitate interoperability internal and external to DoD, and maximize the economy, efficiency, effectiveness of the reporting process.

Submit an SDR
New
Cancellation
Update or Correction
Follow-Up
Reconsideration

Supply Source/Shipper Disposition Reply

Queries

Logout

[WebSDR Training Slides](#)

During the form submittal process, any input item with the required icon is a mandatory entry and will be checked for proper entry.

Use of a JavaScript enabled browser is recommended.

Help Desk Support:
Commercial: (937) 656-3247
DSN: 986-3247
FAX: (937) 656-3801 or 986-3801
You may also email: websdrhelp@dlg.mil

*SDR formerly referred to as Report of Discrepancy (ROD)

Select "Supply Source/Shipper Disposition Reply" to prepare a reply to an SDR you have received for action.

65

WebSDR Introductory Training

Action Activity Response

DEFENSE LOGISTICS AGENCY
Transaction Services

Supply Discrepancy Reporting (WebSDR) [Contact Us](#) | [Help](#) | [Home](#)

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Reply Tool

DoD SDR Control Number:

Document Number:

What is WebSDR?

SDR Resources/Links

Submit an SDR
New
Cancellation
Update or Correction
Follow-Up
Reconsideration

Supply Source/Shipper Disposition Reply

Queries

Agency/Service Research Queries

Logout

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This screen allows you to identify the appropriate SDR. DoD WebSDR can locate the SDR record by the document number or the SDR control number.

66

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

Action Activity Response

DEFENSE LOGISTICS AGENCY
Transaction Services

Supply Discrepancy Reporting (WebSDR) [Contact Us](#) | [Help](#) | [Home](#)

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Reply Tool

Found previously submitted replies and/or replies currently being entered.
Please review the listed records before submitting a new reply.

In-Process Response Transactions		
DoD Control Number	Document Number	Date of Preparation
20111231234	FB123123123123	MAY172011

Submitted Response Transactions		
DoD Control Number	Document Number	Date of Preparation
20111231234	FB123123123123	MAY172011

[Continue](#)

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In some circumstances, WebSDR retrieves multiple SDRs applicable to your selection criteria. If this occurs, you should select the appropriate SDR from the list provided and click continue. If you are not sure, just select the hyperlink to view the entire SDR record.

67

WebSDR Introductory Training

Action Activity Response

DEFENSE LOGISTICS AGENCY
Transaction Services

Supply Discrepancy Reporting (WebSDR) [Contact Us](#) | [Help](#) | [Home](#)

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Reply Tool

View SDR information for 20111231234
(This will take you to the composite view)

DoD SDR Control Number: 20111231234
Document Number: FB123123123123

Disposition Reply Status Code(s)

Code #1 [Select Code]

Code #2 [Select Code]

Code #3 [Select Code]

Updated/Corrected Discrepancy Code(s)

Code #1 [21 - Other discrepancy - see remarks.]

Code #2 [Select Code]

Code #3 [Select Code]

Use drop down menus to select appropriate disposition/reply code(s). Up to three codes may be selected for customer submitted SDRs. Only two should be used for DLA Distribution Center/DLA storage activity prepared SDRs at this time.

Use this option only when you need to correct an erroneously assigned discrepancy code submitted on the original SDR

The top of this screen provides a view of the original report to facilitate preparation of the reply. Using the drop down menu, you must select at least one disposition reply code to assign to the discrepancy report. You will notice the discrepancy code(s) are pre-filled from the original SDR as reported by the submitter. The action activity is required to correct the discrepancy code, should the submitter have selected the wrong code to identify the discrepant shipment. If you select a reply code requiring system forwarding of the SDR (Codes 301-307 or 504) you will be requested to enter the RIC of the activity to which the forwarding applies later in the reply input.

68

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

Action Activity Response

Notice the POC information is pre-filled using the information derived from the responder's System Access Request (SAR).

69

WebSDR Introductory Training

Action Activity Response

If you need to include additional distribution copies beyond those listed on the original report, they may be identified here.

In addition to selecting the appropriate disposition/reply code(s), we recommend you provide text comments for clarification. Packaging control points may use the drop down selection to indicate packaging related comments. Many disposition/reply codes require explanation and/or additional information, such as a ship-to address. A subsequent screen will be provided to capture supplemental information based upon the specific disposition/reply code. You may upload images, pictures, or files with your response or indicate you are providing a hard copy supporting document off line.

70

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

Action Activity Response

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Reply Tool - Upload Supporting Documentation

Note: SDR Response not yet submitted... SDR Response not yet submitted

Please verify information and click below all the data to submit.

DoD Control Number: 2011231234
 Document Number: FB123123123123
 Reply To: AB1234
 Reply From: A11

Original Discrepancy Code Information

Discrepancy Code(s): 31 - Quantity received less than quantity indicated on supply documentation.

Disposition Code Information

Disposition Code(s): 101 - CREDIT AUTHORIZED

SDR Reply Information

Nomenclature/Description: RIVET, BLIND
 NSN: 1231231231231
 Unit of Issue: EA - EACH

SDR Reply POC

Name: JOHN DOE
 Commercial Phone: (123) 456-7890
 Email: JOHN.DOE@DLA.MIL

Submit

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WebSDR provides a final review prior to processing. Here you can review or edit your response before transmitting it to the SDR submitter. The response action is still not completed until you click on "SUBMIT."

71

WebSDR Introductory Training

Action Activity Response - Email

```

-----Original Message-----
From: DODSDR@DLA.MIL [mailto:DODSDR@DLA.MIL]
Sent: Friday, August 14, 2009 9:20 AM
To: Customer
Subject: DOD WebSDR Message - RESPONSE DISTRIBUTION COPY - EB00001234234123-F
DODSDR@DLA.MIL
----- UNCLASSIFIED - FOUO -----
- THIS IS AN SDR REPLY -
*** DO NOT SEND RETURN EMAIL TO THE DODSDR MAILBOX ***
ALL COMMUNICATIONS REGARDING SDRS SHOULD BE DIRECTED TO THE PARTIES IDENTIFIED BELOW.
THIS MESSAGE IS PROVIDED BY THE DOD WEBSDR AS PART OF THE SDR TRANSFORMATION INITIATIVE.
TRAINING ON THE DOD WEBSDR IS AVAILABLE AT HTTP://AMM.DLA.MIL/3-8/DODSDR/PROGRAMS/COMMITTEES/SDR/REC-ASP
SYSTEM ACCESS REQUESTS MUST BE SUBMITTED ON-LINE TO DAASC AT HTTP://AMM.DAAS.DLA.MIL/DASHHOME/
CONTACT DOD WEBSDR AT: WEBSDRHELP@DLA.MIL

DOD WEB SDR NUMBER: 200800000000
SUBMISSION TYPE: RESPONSE
SDR DOCUMENT TYPE: 7 - CUSTOMER ORIGINATED, DEPOT SHIPMENT
DOCUMENT NUMBER: EB00001234234123-F
OTHER CONTROL NUMBER(S) -----
DLA - EBS: 2006000000
SDR DATE INFORMATION -----
RESPONSE DATE: AUG 14 2009
SDR DATE OF PREPARATION: DEC 30 2008
SDR REPLY REMARKS/COMMENTS -----
***** WILL DEBIT THE CUSTOMER FOR THE QUANTITY OF 46 RECEIVED, DEBIT DODSDR1231234

----- REPLY POINT OF CONTACT INFORMATION -----
NAME: POC NAME
EMAIL ADDRESS: POC_NAME@aa.bbb
PHONE NUMBER: 000-000-0000

----- DISCREPANCY CODE(S) -----
DISCREPANCY CODE #1: 02 - QUANTITY RECEIVED IS MORE THAN QUANTITY REQUESTED (PLUS VARIANCE, IF APPLICABLE). Page 1
  
```

```

----- RESPONSE INFORMATION -----
CASE CODE: WE - 3
DISPOSITION STATUS CODE: 118 - DEBIT AUTHORIZED FOR MATERIEL RETAINED
----- SDR INITIATOR ACTIVITY INFORMATION -----
DODAC: EB0000
EB0000_02 XXX XXXX
BLDG 0000 CP 000 000 0000
STREET NAME BLVD
CITY STATE AND/OR BASE ZIP CODE
----- REPLYING ACTIVITY INFORMATION -----
REC: XXX (VIA DLA EBS)
CUSTOMER INTERACTION CENTER
DLIS-VSS - DO NOT SHIP FREIGHT
00 STREET NAME AVENUE N - SUITE 0
CITY, STATE ZIP CODE
----- SHIPPING, BILLING, AND RECEIPT INFORMATION -----
NSN: 123456789012
NOMENCLATURE: QUESSES, MEN'S
UNIT OF ISSUE: PR - PAIR
OSQL: F - B.I. (SHE) - DEMILITARIZATION INSTRUCTIONS TO BE FURNISHED BY THE ITEM/TECHNICAL MANAGER.
----- DISCREPANCY INFORMATION -----
QUANTITY: 47
----- ORIGINAL REMARKS/COMMENTS -----
ALL BOXES MARKED EB12345678901234567, RECEIVED WITHOUT RECEIVING DOCUMENTS.
SIGNATURE:
----- UNCLASSIFIED - FOUO ----- Page 2
  
```

DoD WebSDR will forward an email reply to the SDR submitter if the submitter is not supported by a Component SDR system. The email reply is triggered by a WebSDR-prepared reply (illustrated above) or a transactional reply forwarded to WebSDR from a Component SDR processing system. A distribution copy is provided to the reply originator when prepared on the web. Additional distribution copies are forwarded to parties identified on the original SDR.

72 [Return to Table of Contents](#)

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools



WebSDR Introductory Training

Follow-On Actions (General)

73



WebSDR Introductory Training

Follow-on Actions

DoD WebSDR is designed to assist customers in completing routine follow-on actions related to SDR submission.

These include:

- **Follow-up on Delinquent SDRs.** Requests an update from the action activity when reply not received.
- **Update/Correction.** Allows the customer to correct erroneous information on a prior submission.
- **Cancellation.** Cancels a prior submission determined to be unnecessary or erroneous.
- **Request for Reconsideration.** Allows the customer to provide additional supporting information when the action activity reply is not considered appropriate or just.

If your original report was not successfully processed by WebSDR, your follow-on transaction will be rejected immediately.

If your original report was not successfully processed by the action activity, your follow-up may be rejected by the Component SDR system.

74 [Return to Table of Contents](#)

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training



Follow-Up on a Delinquent SDR Response

75

WebSDR Introductory Training



Follow-up on a Delinquent SDR Reply

When the action activity has not responded to an SDR within the expected timeframe, use the follow-up to request status.

Action points will generally provide interim and final replies in a timely manner well within the authorized timeframe. However, by official guidance, the action activity is permitted:

- 25 days from date of SDR receipt for controlled inventory (classified/sensitive), arms, arms parts, ammunitions, explosives discrepancies
- 30 days from date of SDR receipt for total nonreceipt discrepancies
- Otherwise, 55 days from date of SDR receipt.

Do not initiate a follow-up until the action point's response timeframe has elapsed.

76

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

 WebSDR Introductory Training

Follow-Up Guidance

Submit an SDR Follow-up when the action activity has not responded to your SDR within 55 days of report submission, or 30 days if your report concerns a controlled inventory (classified/sensitive), arms, arms parts, ammunitions, explosives or a hazardous/priority situation.

- Always follow up!
- Also follow-up after 55 days from the date of an interim reply when no subsequent reply is received
- Late follow-ups may be rejected (after 100 days from last transaction) resulting in no subsequent processing on your discrepancy report

Look first: Prior to preparing an SDR Follow-up, Web-users and non-Web users are encouraged to use the WebSDR query function to see if a reply is already available. Sometimes replies have been provided, but did not reach the customer due to transmission failure or other technical issues. You may also find that your SDR has been forwarded to a new action activity. Forwarding of an SDR to a new action activity will restart the elapsed processing time.

77

 WebSDR Introductory Training

Follow-Up Guidance

Do not send multiple follow-ups. Repeated follow-ups will not bring about an appropriate response. If you do not receive a response to your initial follow-up submission, we recommend that you contact the action activity directly. For SDRs directed to any of the DLA Distribution Centers, you may request status by contacting the DLA Distribution at DDC.ISDR@dla.mil.

78

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

DoD WebSDR Follow-Up

What is WebSDR?

SDR Resources/Links

Submit an SDR

- New
- Cancellation
- Update or Correction
- Follow-Up Reconsideration**
- Supply Source/Shipper Disposition Reply

Queries

Logout

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What is DoD WebSDR?

This is the Department of Defense's Supply Discrepancy Reporting (SDR) system created by the Defense Logistics Agency (DLA). DLA Transaction Services is responsible for the development and support of this project.

The goal of WebSDR is to move SDRs into an integrated transactional environment thereby providing an effective means to report and measure discrepancy related data and pipeline performance and to help achieve near real time SDR reporting, enable Perfect Order Fulfillment computations, facilitate interoperability internal and external to DoD, and maximize the economy, efficiency, effectiveness of the reporting process.

[WebSDR Training Slides](#)

During the form submittal process, any input item with the required icon is a mandatory entry and will be checked for proper entry.

Use of a JavaScript enabled browser is recommended.

Help Desk Support:
Commercial: (937) 656-3247
DSN: 986-3247
FAX: (937) 656-3801 or 986-3801
You may also email: websdrhelp@dlia.mil

**SDR formerly referred to as Report of Discrepancy (ROD)*

Once you have successfully logged on to WebSDR, select "Follow-Up" under "SUBMIT an SDR."

79

WebSDR Introductory Training

DoD WebSDR Follow-Up

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Follow-Up SDR

DoD WebSDR Control Number:

Submit

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DoD WebSDR will locate the previous SDR submission using the SDR control number. Information from the previous submission will be used to pre-fill the follow-up action.

80

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

DoD WebSDR Follow-Up

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SDR FollowUp - Previously entered FollowUp SDR's for 20090000000

View the SDR information by clicking the DoD WebSDR Control Number for each entry

DoD WebSDR Control Number	Document Number	Date of Preparation	Customer Control Number
20090000000	Z114000000000-A	AUG 30 2009	

Completed SDR: The SDR was completed and submitted.
 Incomplete SDR: The SDR was not completed. Data is still required to submit.

If you would still like to submit a FollowUp SDR, follow the link below to continue the process

[Continue](#)

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What is WebSDR?
SDR Resources/Links
Submit an SDR
New Cancellation Update or Correction Follow-Up Reconsideration
Supply Source/Shipper Disposition Reply
Queries
Logout

First, DoD WebSDR checks to see if someone has already submitted or started working on a follow-up, as shown here. To view the entire SDR click on the hyperlink.

81

WebSDR Introductory Training

DoD WebSDR Follow-Up

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Transaction Services

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FollowUp SDR submission for DoD WebSDR Control Number 20090000000

Multiple Entries Found

Select the record to use for the FollowUp SDR

View the SDR information by clicking the DoD WebSDR Control Number for each entry

DoD WebSDR Control Number	Document Number	Date of Preparation	Continue Submission
20090000000	Z114000000000-A	AUG 30 2009	PROCESS
20090000000	Z114000000000-A	AUG 30 2009	PROCESS

Click to view original SDR submission data
 Click here to create your follow-up action

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What is WebSDR?
SDR Resources/Links
Submit an SDR
New Cancellation Update or Correction Follow-Up Reconsideration
Supply Source/Shipper Disposition Reply
Queries
Logout

DoD WebSDR will retrieve all matching SDR submissions and display for selection of the appropriate record. If you are not sure which one, just click the hyperlink to view the entire SDR record.

82

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

Original SDR Reference for Follow-Up

As previously noted, if you click to view original SDR submission data, DoD WebSDR returns the SDR record(s) for your review. Do not submit multiple follow-ups. If DLA Transaction Services history shows there is already an SDR follow-up for this record and no response was received to your initial follow-up within 30 calendar days, request assistance from the Source of Supply/Inventory Control Point; or, for DLA Distribution Center shipments, contact the DLA Distribution at DDC.ISDR@dla.mil. Prior to preparing an SDR Follow-up, you should use the WebSDR query function to see if a reply is already available, or if your SDR has been forwarded to a new action activity. Forwarding of an SDR to a new action activity will restart the elapsed processing time.

83

WebSDR Introductory Training

DoD WebSDR Follow-Up

If follow up action is still appropriate, proceed with creation of the follow-up. You must enter comments explaining why you are submitting a follow-up. Notice your POC information is pre-filled based on your SAR. All the other SDR information from the prior submission will be carried forward to the follow-up. You must click "SUBMIT" to transmit the follow-up.

84

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training



DoD WebSDR Follow-Up

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SDR FollowUp

SDR Number:	12345678901
SDR Submission Type:	FollowUp
Date of Preparation:	AUG132009
Document Number:	W12ABC12345678

DoD WebSDR will confirm the follow-up action has processed.

85

WebSDR Introductory Training



Follow-Up Email Confirmation

```

-----Original Message-----
From: DODSDR@DLA.MIL [mailto:DODSDR@DLA.MIL]
Sent: Thursday, August 13, 2009 9:23 AM
To: Customer
Subject: DOD WebSDR Message - FOLLOW UP DISTRIBUTION COPY - 12345678901234 -
200908000000
***** UNCLASSIFIED - FOUO *****
- THIS IS AN SDR FOLLOW-UP -
**** DO NOT SEND RETURN EMAIL TO THE DODSDR MAILBOX ****
ALL COMMUNICATIONS REGARDING SDRS SHOULD BE DIRECTED TO THE PARTIES IDENTIFIED
BELOW.
THIS MESSAGE IS PROVIDED BY THE DOD WEBSDR AS PART OF THE SDR TRANSFORMATION
INITIATIVE.
TRAINING ON THE DOD WEBSDR IS AVAILABLE AT HTTP://WWW.DLA.MIL/3-
6/DLMS/PROGRAMS/COMMITTEES/SDR/BIC.ASP
SYSTEM ACCESS REQUESTS MUST BE SUBMITTED ON-LINE TO DAASC AT
HTTPS://WWW.DAAS.DLA.MIL/DAASHOME
CONTACT DOD WEBSDR AT: WEBSDR@DLA.MIL
DOD WEB SDR NUMBER: 200908000000
SDR TYPE: SHIPPING
SUBMISSION TYPE: FOLLOW UP
SDR DOCUMENT TYPE: 7 - CUSTOMER ORIGINATED, DEPOT SHIPMENT
DOCUMENT NUMBER: 12345678901234
----- SDR DATE INFORMATION -----
FOLLOW-UP DATE: AUG 13 2009
----- INTERNATIONAL LOGISTICS INFORMATION -----
CASE CODE: XXX
COUNTRY CODE: XX - XXXXXX WEAPONS
SDR INITIATING OFFICE: X
----- FOLLOWUP REMARKS/COMMENTS -----
THIS SDR WAS SUBMITTED ON JUNE 12,2009 AND WE HAVE NOT RECEIVED A RESPONSE YET. CAN
YOU PLEASE PROVIDE A RESPONSE AS SOON AS POSSIBLE.
----- INITIATOR POINT OF CONTACT INFORMATION -----
NAME: POC NAME
TITLE/OFFICE SYMBOL: XXXXXX-XX-XX-XXXXX
EMAIL ADDRESS: POC.POC@DLA.DOD
PHONE NUMBER: 000-000-0000
DSN NUMBER: 000-0000
----- FOLLOWUP POINT OF CONTACT INFORMATION -----
NAME: POC NAME
EMAIL ADDRESS: POC.POC@DLA.DOD
PHONE NUMBER: 000-000-0000
----- DISCREPANCY CODE(S) -----
DISCREPANCY CODE #1: 52 - TOTAL NONRECEIPT OF U.S. POSTAL SERVICE
SHIPMENT.
----- SDR ACTION ACTIVITY INFORMATION -----
REC: XXX
CUSTOMER INTERACTION CENTER
XXXX-XXXX DO NOT SHIP FREIGHT
00 XXXXX AVENUE X - SUITE 0
City, St Zip Code
----- FOLLOW-UP INITIATOR ACTIVITY INFORMATION -----
DOWAC: XXXXXX
PR XXXXX HQ XXXXXXX
00 XXXXX AVENUE X - SUITE 0
City, St Zip Code
----- TRANSPORTATION INFORMATION -----
ICN: 12345678901234XXXXX
----- SHIPPING,BILLING, AND RECEIPT INFORMATION -----
NSN: 1234567890123
NOMENCLATURE: GUN, 25MM TENSION
OWNER REC: XXX
UNIT OF ISSUE: EA - EACH
QUANTITY BILLED: 30
CONDITION CODE: A - SERVICEABLE
QUANTITY RECEIVED: 0
DEU/L: A - NON-UL/ NON-SLI -- DEMILITARIZATION NOT REQUIRED
----- DISCREPANCY INFORMATION -----
QUANTITY: 30
UNIT PRICE: $9.99
TOTAL COST (BASED ON MAT): $299.90
ACTION CODE: 22 - FINANCIAL ADJUSTMENT REQUESTED.
SIGNATURE: _____
***** UNCLASSIFIED - FOUO *****

```

DoD WebSDR will provide an email confirmation copy of the follow-up for your records.

[Return to Table of Contents](#)

86

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools



WebSDR Introductory Training

Make Corrections To A Previously Submitted SDR

87



WebSDR Introductory Training

Correction Guidance

If a SDR is later determined to include erroneous information which might impact the proper resolution, the submitting activity should prepare an SDR correction.

All data content in the SDR may be corrected with the exception of the controlling report numbers and the document number/suffix associated with the report.

If the report or document number is incorrect, you must cancel and resubmit.

Significant corrections (re: something that might impact financial actions by the Source of Supply) may be reported at any time, even if a response has already been provided.

88

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

Correction Guidance

System capabilities for corrections differ significantly at this time:

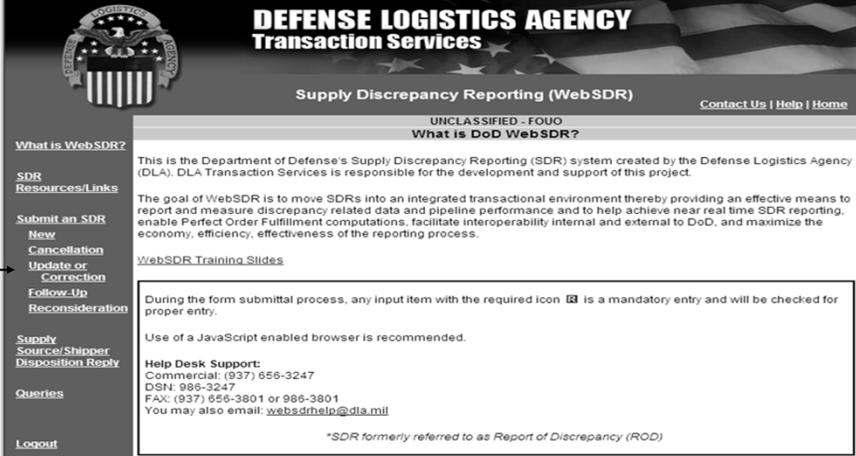
DoD WebSDR direct input. Users relying on WebSDR input, cannot overlay previously entered data content. Instead, users must specify in the SDR remarks what needs to be updated. Remarks will be read by SDR specialist at the action activity, who will update the system record or take other appropriate action.

DLMS transaction exchange. Users of Component SDR applications have capability to modify data content by changing individual data element (within limitations of DoD rules/system flexibility). The DLMS transaction will carry the revised data in the appropriate data field. However, Component system users must also use SDR remarks to clarify the intent of the change (since the action activity may not be supported by a Component system able to distinguish what has changed).

89

WebSDR Introductory Training

DoD WebSDR Correction



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Supply Discrepancy Reporting (WebSDR) [Contact Us](#) | [Help](#) | [Home](#)

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What is DoD WebSDR?

What is WebSDR?
This is the Department of Defense's Supply Discrepancy Reporting (SDR) system created by the Defense Logistics Agency (DLA). DLA Transaction Services is responsible for the development and support of this project.

What is DoD WebSDR?
The goal of WebSDR is to move SDRs into an integrated transactional environment thereby providing an effective means to report and measure discrepancy related data and pipeline performance and to help achieve near real time SDR reporting, enable Perfect Order Fulfillment computations, facilitate interoperability internal and external to DoD, and maximize the economy, efficiency, effectiveness of the reporting process.

[WebSDR Training Slides](#)

During the form submittal process, any input item with the required icon is a mandatory entry and will be checked for proper entry.

Use of a JavaScript enabled browser is recommended.

Help Desk Support:
Commercial: (937) 656-3247
DSN: 986-3247
FAX: (937) 656-3801 or 986-3801
You may also email: websdrhelp@dlia.mil

*SDR formerly referred to as Report of Discrepancy (ROD)

Once you have successfully logged on to DoD WebSDR, select "Update or Correction." under "Submit an SDR" to initiate the correction action for a previously submitted WEBSDR transaction.

90

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

DoD WebSDR Correction

DoD WebSDR will locate the previous SDR submission using the SDR control number. Information from the previous submission will be used to pre-fill the correction transaction for you.

91

WebSDR Introductory Training

DoD WebSDR Correction

DoD WebSDR Control Number	Document Number	Date of Preparation	Continue Submission
2009000000	M0000000000000	AUG 30 2009	PROCESS
2009000000	M0000000000000	AUG 30 2009	PROCESS

DoD WebSDR will retrieve all matching SDR submissions and display for selection of the appropriate record. If you are not sure which one, just click the hyperlink to view the entire SDR record.

92

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

DoD WebSDR Correction

DEFENSE LOGISTICS AGENCY
Transaction Services

Supply Discrepancy Reporting (WebSDR)

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Correction SDR submission for DoD WebSDR Control Number: 12345678901

DoD WebSDR Control Number: 12345678901
 Submission Type: New
 Document Number: FB123123123
 Date of Preparation: MAY 16 2011
 Discrepancy Code(s): Z1 - Other discrepancy - see remarks

Verify that this is the report...
View SDR

Supporting Documentation:
Upload File

Correction Comments:

Preparing Official Information:

Name: JOHN DOE
 Title/Office Symbol:
 Country Code:
 Commercial Phone Number: (123) 456-7890
 Commercial FAX Number:
 DSN Phone Number:
 DSN FAX Number:
 E-mail: JOHN.DOE@DLA.MIL

You must enter comments explaining why you are submitting a correction. Notice your POC information is pre-filled based on your SAR. All the other SDR information from the prior submission will be carried forward to the correction SDR. You must click "SUBMIT" to transmit the correction.

93

WebSDR Introductory Training

DoD WebSDR Correction

DEFENSE LOGISTICS AGENCY
Transaction Services

Supply Discrepancy Reporting (WebSDR)

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Contact Us | Help | Home

SDR Correction

SDR Number: 200900000000
 SDR Submission Type: Correction
 Date of Preparation: AUG132009
 Document Number: W0000000000000

DoD WebSDR will confirm the Correction action has processed. An email confirmation will be provided to the submitter.

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[Return to Table of Contents](#)

94

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

 WebSDR Introductory Training

Request Reconsideration of an Unfavorable Action Activity Response

95

 WebSDR Introductory Training

Request for Reconsideration

When a U.S. Government reporting activity does not concur with the reply/disposition received in response to an SDR, it may request reevaluation based upon new information or greater clarification of the circumstances of the discrepancy.

The Source of Supply will review all data relating to the problem and provide a response to the reporting activity within 45 days. This decision will be normally be final (with the exception of Security Assistance SDRs).

Bear in mind that this is an exception process and should not be used when not warranted!

96

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

 WebSDR Introductory Training

Security Assistance Request for Reconsideration

A Foreign Military Sales (FMS) customer will work with their International Logistics Control Office (ILCO) to obtain reconsideration.

- The customer must submit a request for reconsideration to the ILCO within 90 days from the date the ILCO forwarded the SDR response.
- The ILCO is permitted 30 days for review and processing.
- The Source of Supply will review all data relating to the problem and provide a response to the ILCO within 60 days.

When an initial Request for Reconsideration has not produced the desired result, the FMS customer may officially contest the reconsideration decision.

- The customer must contest the decision within 90 days.
- The ILCO is permitted 15 days for review and processing.
- The Source of Supply or designated focal point will review all data and provide a response to the ILCO within 60 days.

97

 WebSDR Introductory Training

Request for Reconsideration



DEFENSE LOGISTICS AGENCY Transaction Services

Supply Discrepancy Reporting (WebSDR) [Contact Us](#) | [Help](#) | [Home](#)

UNCLASSIFIED - FOUO
What is DoD WebSDR?

What is WebSDR?

SDR Resources/Links

Submit an SDR

New

Cancellation

Update or Correction

Follow-Up

Reconsideration

Supply Source/Shipper Disposition Reply

Queries

Logout

This is the Department of Defense's Supply Discrepancy Reporting (SDR) system created by the Defense Logistics Agency (DLA). DLA Transaction Services is responsible for the development and support of this project.

The goal of WebSDR is to move SDRs into an integrated transactional environment thereby providing an effective means to report and measure discrepancy related data and pipeline performance and to help achieve near real time SDR reporting, enable Perfect Order Fulfillment computations, facilitate interoperability internal and external to DoD, and maximize the economy, efficiency, effectiveness of the reporting process.

[WebSDR Training Slides](#)

During the form submittal process, any input item with the required icon  is a mandatory entry and will be checked for proper entry.

Use of a JavaScript enabled browser is recommended.

Help Desk Support:
Commercial: (937) 656-3247
DSN: 986-3247
FAX: (937) 656-3801 or 986-3801
You may also email: websdrhelp@dlm.mil

*SDR formerly referred to as Report of Discrepancy (ROD)

Once you have successfully logged on to DoD WebSDR, you may select "Reconsideration" under "SUBMIT AN SDR" to get started.

98

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

Request for Reconsideration

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Reconsideration SDR

DoD WebSDR Control Number:

Submit

What is WebSDR?
SDR Resources/Links
Submit an SDR
New
Cancellation
Update or Correction
Follow-Up
Reconsideration
Supply Source/Shipper Disposition Ready
Queries
Agency/Service Research Queries
Logout

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Enter the DoD assigned SDR number you wish to Request Reconsideration on. DoD WebSDR will locate the previous SDR submission. Information from the previous submission will be used to pre-fill the reconsideration request.

99

WebSDR Introductory Training

Request for Reconsideration

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Reconsideration SDR submission for DoD WebSDR Control Number 20090000000

Multiple Entries Found

Select the record to use for the Reconsideration SDR

View the SDR information by clicking the DoD WebSDR Control Number for each entry.

DoD WebSDR Control Number	Document Number	Date of Preparation	Continue Submission
20090000000	M000000000000000	JUL 25 2009	PROCESS
20090000000	M000000000000000	AUG 30 2009	PROCESS

Click "DoD WebSDR Control Number" to view SDR data from original SDR submission.

Click "PROCESS" to proceed with Reconsideration Request creation.

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DoD WebSDR will retrieve all matching SDR submissions and display for selection of the appropriate record. If you are not sure which one, just click the hyperlink to view the entire SDR record.

100

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools



Request for Reconsideration

DEFENSE LOGISTICS AGENCY
Transaction Services

Supply Discrepancy Reporting (WebSDR) Contact Us | Help | Home

UNCLASSIFIED - FOUO SDR Display

TEXT ONLY VERSION - (PRINTER FRIENDLY)

DoD Web SDR Number: 2009000000 SDR TYPE: SHIPPING

Submission Type: NEW (ORIGINAL) SDR Document Type: CUSTOMER ORIGINATED, DEPOT SHIPMENT

Document Number: M000000000000

SDR DATE INFORMATION

DATE OF PREPARATION: AUG 30 2009

DISCREPANCY CODES

DISCREPANCY CODE # & E: W1 - INCORRECT ITEM RECEIVED

COPY/TRANSFER INFO

FROM COPY: 0000

SDR ACTION ACTIVITY INFORMATION

PRC: XXX ACTION ACTIVITY NAME

STREET ADDRESS

CITY STATE ZIP PHONE NUMBER

SDR INITIATOR ACTIVITY INFORMATION

ORIGIN: XXXXXX ACTION ACTIVITY NAME

STREET ADDRESS

CITY STATE ZIP PHONE NUMBER

SHIPPER ACTIVITY INFORMATION

PRC: XXX ACTION ACTIVITY NAME

STREET ADDRESS

CITY STATE ZIP PHONE NUMBER

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TRANSPORTATION INFORMATION

FCR: XXXXXXXXXXXXXXXXXXXX

SHIPPING, BILLING, AND RECEIPT INFORMATION

NSN: 12345678901234

NOMENCLATURE: TROUSERS, DESERT, MARPAT TM

OWNER POC: SMO

UNIT OF ISSUE: PIR - PAIR

QUANTITY SHIPPED: 10

CORRECTION CODE: A - SERVICEABLE

QUANTITY RECEIVED: 10

DISCREPANCY INFORMATION

QUANTITY: 10

CORRECTION CODE: X - SUSPENDED (RETURNS)

UNIT PRICE: \$32.40

TOTAL COST (QTY * UNIT PRICE): \$324.00

ACTION CODE: 24 - DISPOSITION OF MATERIAL AND FINANCIAL ADJUSTMENT (CREDIT) REQUESTED

INCORRECT ITEM #1 INFORMATION

NSN: 12345678901234

NOMENCLATURE: TROUSERS, DESERT, MARPAT TM CAMO

PART NUMBER: UNKNOWN

QUANTITY: 10

UPLOADED DOCUMENTATION (RETRIEVED THROUGH THE WEBSDR APPLICATION)

FILE #1: WEBSDRXXXXXXXXXXXXXXXXXXXX.PDF

REMARKS/COMMENTS

WE INSTALLY ORDERED WRONG ITEMS UNDER NSN 12345678901. BUT WHEN THE ORDER CAME IN THE REQUESTION HAD THE NSN OF 12345678901.2, AS YOU CAN SEE BY THE ATTACHMENT. WE ARE REQUESTING DISPOSITION INSTRUCTIONS SO THAT OUR EXCHANGE CAN SEND THESE 10 INCORRECT ITEMS BACK TO THE PROPER VENDOR SINCE WE CAN NOT USE THEM. WE ARE ALSO REQUESTING A CREDIT/FINANCIAL ADJUSTMENT OF 324.00 WR. JERRI A. MOORE

INITIATOR POINT OF CONTACT INFORMATION

NAME: USER NAME

EMAIL ADDRESS: USER.NAME@AAA.BBB

PHONE NUMBER: (000) 000-0000

DSN NUMBER: 000-0000

UNCLASSIFIED - FOUO Page 2

When you request to view the SDR data from original SDR submission, DoD WebSDR returns the previous SDR record for your review.

101



Request for Reconsideration

What is WebSDR?

SDR Resources/Links

Submit an SDR

Flow

Cancellation

Update or Correction

Follow-Up

Reconsideration

Search

Search/Sheet

Disposition/Reply

Queries

Agency Service

Research Queries

Logout

DEFENSE LOGISTICS AGENCY
Transaction Services

Supply Discrepancy Reporting (WebSDR) Contact Us | Help | Home

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Reconsideration SDR submission for DoD WebSDR Control Number: 12345678901

DoD WebSDR Control Number: 12345678901

Submission Type: Flow

Document Number: FB123123123123

Date of Preparation: MAY 10 2011

Discrepancy Code(s): Z1 - Other discrepancy - see remarks.

Verify that this is the report... [View All Data](#)

Supporting Documentation:

[Upload File](#)

Reconsideration Comments:

Preparing Official Information

Name:

Title/Office Symbol:

Country Code:

Commercial Phone Number:

Commercial FAX Number:

DSN Phone Number:

DSN FAX Number:

E-mail:

You may proceed with creation of your request and must enter comments with justification for your request. Your POC information is pre-filled based on your SAR. All other SDR information from prior submissions will be carried forward to the request for reconsideration. Be sure to upload any supporting documentation/pictures not previously provided. You must click "SUBMIT" to transmit the reconsideration request.

102

51

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training



DoD WebSDR Cancellation

If a submitting activity determines a SDR to be invalid, it must be cancelled. This occurs when the reported discrepancy information is no longer considered to be accurate or the SDR cannot be corrected (and must be resubmitted for proper processing). For example:

- ✓ Missing shipment quantity is located
- ✓ Wrong document number was identified

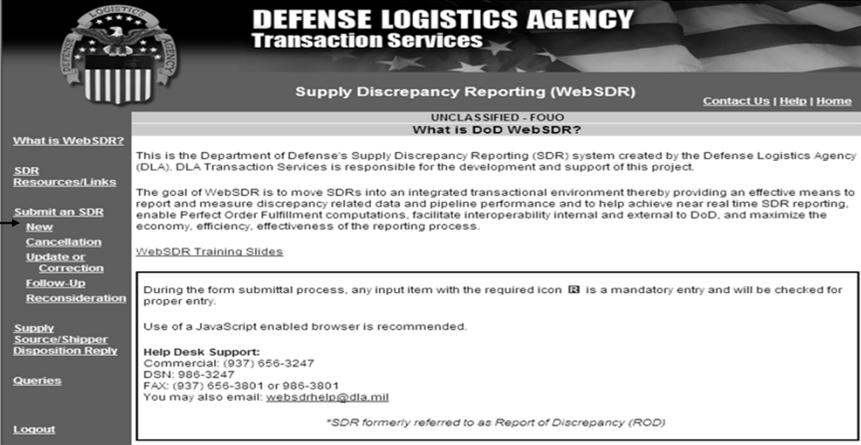
The action activity may be notified of the SDR cancellation at any time, even if a response from the action activity has already been received.

105

WebSDR Introductory Training



DoD WebSDR Cancellation



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Transaction Services

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What is DoD WebSDR?

This is the Department of Defense's Supply Discrepancy Reporting (SDR) system created by the Defense Logistics Agency (DLA). DLA Transaction Services is responsible for the development and support of this project.

The goal of WebSDR is to move SDRs into an integrated transactional environment thereby providing an effective means to report and measure discrepancy related data and pipeline performance and to help achieve near real time SDR reporting, enable Perfect Order Fulfillment computations, facilitate interoperability internal and external to DoD, and maximize the economy, efficiency, effectiveness of the reporting process.

[WebSDR Training Slides](#)

During the form submittal process, any input item with the required icon  is a mandatory entry and will be checked for proper entry.

Use of a JavaScript enabled browser is recommended.

Help Desk Support:
Commercial: (937) 656-3247
DSN: 986-3247
FAX: (937) 656-3801 or 986-3801
You may also email: websdrhelp@dlm.mil

**SDR formerly referred to as Report of Discrepancy (ROD)*

Once you have successfully logged on to DoD WebSDR, you may select "Cancellation" under "SUBMIT AN SDR" to get started and initiate the cancellation request.

106

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

DoD WebSDR Cancellation

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Cancellation SDR

DoD WebSDR Control Number:

Submit

What is WebSDR?
SDR Resources/Links
Submit an SDR
New Cancellation Update or Correction Follow-Up Reconsideration
Supply Sources/Shipper Disposition Reply
Queries
Agency/Service Research Queries
Logout

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DoD WebSDR will locate the previous SDR submission using the SDR control number. Information from the previous submission will be used to pre-fill the cancellation.

107

WebSDR Introductory Training

DoD WebSDR Cancellation

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Cancellation SDR submission for DoD WebSDR Control Number: 200900000000

Multiple Entries Found

Select the record to use for the Cancellation SDR

View the SDR information by clicking the DoD WebSDR Control Number for each entry

DoD WebSDR Control Number	Document Number	Date of Preparation	Continue Submission
200900000000	M00000000000000	APR 25 2009	PROCESS
200900000000	M00000000000000	AUG 30 2009	PROCESS

Click "DoD WebSDR Control Number" to view original SDR submission data

Click "PROCESS" to create your cancellation action

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DoD WebSDR will retrieve all matching SDR submissions and display for selection of the appropriate record. If you are not sure which one, just click the hyperlink to view the entire SDR record.

108

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

DoD WebSDR Cancellation

The screenshot shows the 'DoD WebSDR Cancellation' page. At the top, it says 'DEFENSE LOGISTICS AGENCY Transaction Services' and 'Supply Discrepancy Reporting (WebSDR)'. Below this, it indicates 'UNCLASSIFIED - FOUO' and 'Cancellation SDR submission for DoD WebSDR Control Number: 12345678901'. A table displays the following information:

DoD WebSDR Control Number:	12345678901
Submission Type:	New
Document Number:	FB123123123123
Date of Preparation:	MAY 16 2011
Discrepancy Code(s):	Z1 - Other discrepancy - see remarks.

Below the table, there is a link to 'Verify that this is the report...' and a 'View All Data' link. The form includes sections for 'Supporting Documentation' (with an 'Upload File' button), 'Cancellation Comments' (with a text area), and 'Preparing Official Information' (with fields for Name, Title/Office Symbol, Country Code, Commercial Phone Number, Commercial FAX Number, DSN Phone Number, DSN FAX Number, and E-mail).

You must enter comments explaining why you are submitting a cancellation. Your POC information is pre-filled based on your SAR. Additional SDR information from the prior submission will be carried forward to the cancellation. You must click "SUBMIT" to transmit the cancellation.

109

WebSDR Introductory Training

DoD WebSDR Cancellation

The screenshot shows the 'DoD WebSDR Cancellation' page with a confirmation message. At the top, it says 'DEFENSE LOGISTICS AGENCY Transaction Services' and 'Supply Discrepancy Reporting (WebSDR)'. Below this, it indicates 'UNCLASSIFIED - FOUO' and 'SDR Cancellation'. A table displays the following information:

SDR Number:	20090000000
SDR Submission Type:	Cancellation
Date of Preparation:	AUG11 22009
Document Number:	M0000000000

At the bottom of the page, it says 'UNCLASSIFIED - FOUO' and 'Privacy/Security | Accessibility | Contact Webmaster'.

DoD WebSDR will confirm the SDR cancellation request has processed.

110

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Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

Email Notification of Cancellation

```

-----Original Message-----
From: DODSDR@DLA.HRL [mailto:DODSDR@DLA.HRL]
Sent: Monday, August 10, 2009 2:28 PM
To: Customer
Subject: DOD WBSDR MESSAGE - CANCELLATION DISTRIBUTION COPY - 12345678901234 -
200908100000

*****UNCLASSIFIED - FOUO*****
- THIS IS AN SDR CANCELLATION -
*** DO NOT SEND RETURN EMAIL TO THE DODSDR MAILBOX ***
ALL COMMUNICATIONS REGARDING SDRS SHOULD BE DIRECTED TO THE PARTIES IDENTIFIED
BELOW.
THIS MESSAGE IS PROVIDED BY THE DOD WBSDR AS PART OF THE SDR TRANSFORMATION
INITIATIVE.
TRAINING ON THE DOD WBSDR IS AVAILABLE AT HTTP://AMM.DLA.HRL/3-
6/DLMS/PROGRAMS/COMPETES/SDR/REC-HP
SYSTEM ACCESS REQUESTS MUST BE SUBMITTED ON-LINE TO DAAGC AT
HTTPS://AMM.DLA.HRL/DAAGC/HP/
CONTACT DOD WBSDR AT: WBSDR@DLA.HRL

DOD WEB SDR NUMBER: 200908100000
SDR TYPE: SHIPPING
SUBMISSION TYPE: CANCELLATION
SDR DOCUMENT TYPE: 7 - CUSTOMER ORIGINATED, DEPOT SHIPMENT
DOCUMENT NUMBER: 12345678901234

-----SDR DATE INFORMATION-----
CANCELLATION DATE: AUG 10 2009

-----CANCELLATION REMARKS/COMMENTS-----
PROPERTY HAS SINCE BEEN STAGED IN BLDG 000

-----INITIATOR POINT OF CONTACT INFORMATION-----
NAME: INITIATOR_POC_NAME
EMAIL ADDRESS: INITIATOR_POC_NAME@DLA.DOD
PHONE NUMBER: 000-000-0000

-----CANCELLATION POINT OF CONTACT INFORMATION-----
NAME: CANCELLATION_POC_NAME
EMAIL ADDRESS: CANCELLATION_POC_NAME@DLA.DOD
PHONE NUMBER: 000-000-0000
DOD NUMBER: 000-0000

-----DISCREPANCY CODE(S)-----
DISCREPANCY CODE #1: 21 - OTHER DISCREPANCY - SEE REMARKS.

-----SDR ACTION ACTIVITY INFORMATION-----
REC: XXX
TRANSPORTATION OFFICER

```

```

DODSDR NEW CUMBERLAND FACILITY
2001 NORWANDY DRIVE DOOR 111 TO 114
NEW CUMBERLAND PA 17078-0002
2170-0001
PA-10

-----CANCELLATION INITIATOR ACTIVITY INFORMATION-----
DODMAC: 000000
DEF DTG: 0000
SEE DTG FOR SHIPPING INSTRUCTIONS
00 STREET
CITY, STATE ZIP

-----SHIPPER ACTIVITY INFORMATION-----
REC: XXX
TRANSPORTATION OFFICER
CITY FACILITY
0000 STREET DOOR 000 TO 000
CITY, STATE ZIP

-----TRANSPORTATION INFORMATION-----
DODMAC: 000000
DOD: 12345678901234567

-----SHIPPING, BILLING, AND RECEIPT INFORMATION-----
SDR NUMBER: 1234567890123
DODNR REC: XXX
UNIT OF ISSUE: FOOT
QUANTITY SHIPPED: 110
COMBINATION CODE A: SERVICEABLE
QUANTITY RECEIVED: 0
DODSL: 0 - NON-SLZ/ NON-SLZ -- DEVELTARIZATION NOT REQUIRED

-----DISCREPANCY INFORMATION-----
QUANTITY: 106
COMBINATION CODE A: SERVICEABLE
UNIT PRICE: $2.38
TOTAL COST (EXCL. TAX): $232.08
ACTION CODE: 21 - OTHER ACTION (SPECIFY IN REMARKS BLOCK).

-----DISTRIBUTION COPY #1-----
DODMAC: 000000
DEF DTG: 0000
SEE DTG FOR SHIPPING INSTRUCTIONS
00 STREET
CITY, STATE ZIP
ADMIN.EMAIL@DLA.DOD

SIGNATURE: _____
*****UNCLASSIFIED - FOUO*****

```

DoD WebSDR will automatically provide you with an email notification of your cancellation request.

111

[Return to Table of Contents](#)

WebSDR Introductory Training

DoD WebSDR Queries and Management Reports

112

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training



DoD WebSDR Query & Report Capability

Queries and management reports make it possible to:

- **Locate specific SDRs by various criteria, e.g.,**
 - ✓ By control numbers
 - ✓ By Component or by specific activity
 - ✓ By materiel identification
- **Monitor trends**
- **Establish volume and dollar value of SDRs**
- **Measure compliance with SDR timeframes**

113

WebSDR Introductory Training



Management Reports

- **These reports assist those individuals and activities that are engaged in the research and resolution of specific SDRs**
- **Provide analysis tools to manage SDR workload and determine broader policy, procedures, or training changes that will improve customer satisfaction by reducing future discrepancies.**
- **Management report requirements are identified by the SDR Committee members.**
- **To obtain report access, contact the DLA Transaction Services Help Desk at 937-656-3247.**

114

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

 WebSDR Introductory Training

Management Report Design Goals

Meet the requirements of users from various perspectives and functional areas:

- **Dynamic query/standard output views**
 - ✓ Standard output report layout
 - ✓ Drill down from one report level to another – cascading reports
 - ✓ Immediate on-line response
 - ✓ Download to user e-mail in EXCEL
- **User friendly**
 - ✓ Single query choice page to make selections
 - ✓ Flexible – 10s of thousands of possible reports

115 [Return to Table of Contents](#)

 WebSDR Introductory Training

DoD WebSDR Query Composite view

- Locates all records associated with an SDR
- Displays abbreviated content in reverse chronologic order (most recent on top)
- Allows quick overview of each action from original submission through each subsequent action
- Used as a primary management tool or as one of the drill-down levels in more complex management reports
- Contains links for drill down to each individual record

116

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Module 7 – Enterprise Interoperability Tools

 WebSDR Introductory Training

Management Report “Canned” Queries

- These are pre-scheduled, repetitive reports with pre-defined criteria.
 - ✓ Excel worksheets distributed to designated Component representatives by email
 - ✓ Plan is to also make these available via the Web
- Components may identify recurring report requirements by Proposed DLMS Change
- A common use example of a canned query is the monthly report on transshiper-prepared SDRs (Type W) distributed to USTRANSCOM and ICP representatives

117

 WebSDR Introductory Training

Service/Agency Research Queries

- Restricted access to limited number of Component representatives providing access to research SDR processing history and other normally “hidden” information
 - ✓ Displays tracking of each transaction through various steps
 - ✓ Separate query identifies web user who entered a specific SDR

118 [Return to Table of Contents](#)

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training



How To Perform Queries Against DoD WebSDR History Records

119

WebSDR Introductory Training



DoD WebSDR Queries



DEFENSE LOGISTICS AGENCY Transaction Services

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What is DoD WebSDR?

This is the Department of Defense's Supply Discrepancy Reporting (SDR) system created by the Defense Logistics Agency (DLA). DLA Transaction Services is responsible for the development and support of this project.

The goal of WebSDR is to move SDRs into an integrated transactional environment thereby providing an effective means to report and measure discrepancy related data and pipeline performance and to help achieve near real time SDR reporting, enable Perfect Order Fulfillment computations, facilitate interoperability internal and external to DoD, and maximize the economy, efficiency, effectiveness of the reporting process.

[WebSDR Training Slides](#)

During the form submittal process, any input item with the required icon  is a mandatory entry and will be checked for proper entry.

Use of a JavaScript enabled browser is recommended.

Help Desk Support:
Commercial: (937) 656-3247
DSN: 986-3247
FAX: (937) 656-3801 or 986-3801
You may also email: websdrhelp@dla.mil

**SDR formerly referred to as Report of Discrepancy (ROD)*

What is WebSDR?
SDR Resources/Links
Submit an SDR
New
Cancellation
Update or Correction
Follow-Up
Reconsideration
Supply Source/Shipper Disposition Reply
← **Queries**
Logout

Once you have successfully logged on to WebSDR, you may select "QUERIES" to get started.

120

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

DoD WebSDR Queries

Select the Composite View to obtain an overview of all actions related to the SDR, from submission through action activity reply.

The second option “WebSDR Report Preparation” requires SAR access. Call the DLA Transaction Services Help Desk at 937-656-3247 or DSN 986-3247 to request access.

The other options are available to all users. Each of these will retrieve all individual SDR records associated with the values provided by the user.

121

WebSDR Introductory Training

Composite View

Scroll down screen for overview of each individual action related to the original SDR submission viewed in chronologic sequence

Click on links to drill down for full SDR record display

continued

FOUO information has been obscured for training use. 122

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

Agency / Service Research Queries

DEFENSE LOGISTICS AGENCY
Transaction Services

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UNCLASSIFIED - FOUO
What is DoD WebSDR?

What is WebSDR?
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SDR Resources/Links
The goal of WebSDR is to move SDRs into an integrated transactional environment thereby providing an effective means to report and measure discrepancy related data and pipeline performance and to help achieve near real time SDR reporting, enable Perfect Order Fulfillment computations, facilitate interoperability internal and external to DoD, and maximize the economy, efficiency, effectiveness of the reporting process.

Submit an SDR
New
Cancellation
Update or Correction
Follow-Up
Reconsideration

Supply Source/Shipper Disposition Reply

Queries

Agency/Service Research Queries

Logout

WebSDR Training Slides

During the form submittal process, any input item with the required icon is a mandatory entry and will be checked for proper entry.

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FAX: (937) 656-3801 or 986-3801
You may also email: websdrhelp@dlm.mil

**SDR formerly referred to as Report of Discrepancy (ROD)*

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The Agency/Service Research Queries are limited to Service/Agency Interface POCs.

123

WebSDR Introductory Training

Service Agency Restricted Queries

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Transaction Services

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Agency/Service Research Queries

What is WebSDR?

SDR Resources/Links

Submit an SDR
New
Cancellation
Update or Correction
Follow-Up
Reconsideration

Supply Source/Shipper Disposition Reply

Queries

Agency/Service Research Queries

Logout

WebSDR Report Preparation
Report Selection Screen
Searches the temporary database for the user ID and POC information for that SDR. This information is only around for 2 weeks.

Who submitted this SDR?
Displays the processing that was done on a DoD Control Number. This log stays around for 1 year.
Checks to see if an email address has a valid certificate on file for encrypted email distribution.

SDR Processing History

Email Certificate

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"WebSDR Report Preparation" is a Report Selection Screen. "Who submitted this SDR?" query will show the initiator POC information. "SDR Processing History" query will display processing details for transactions associated with a specific document number.

124

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

DoD WebSDR Queries

DEFENSE LOGISTICS AGENCY
Transaction Services

[Contact Us](#) | [Help](#) | [Home](#)

What is WebSDR?

SDR Resources/Links

Submit an SDR

Revis

Cancellation

Update or Correction

Follow-Up

Reconsideration

Supply Sources/Shipper Disposition Reply

Queries

Logout

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Queries

Composite View	Composite View of the entire SDR
WebSDR Report Preparation	Report Selection Screen
B. DoD Control Number (transactions):	Query by the DoD Control Number (returns all transactions)
B. Document Number	Query by Document Number
B. Document Number Activity	Query by Activity - 1st 6 Positions of the Document Number
B. Other Control Number	Query by Service/Agency or Customer control number
B. NSN	Query by National Stock Number
B. TCN	Query by Transportation Control Number
B. Action Activity	Query by Action Activity
B. Initiating Activity	Query by Initiating Activity
B. FSC	Query by Federal Supply Class

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Authorized users may select the second option to bring up a flexible search criteria screen to create the desired report. For information or access to the WebSDR Report Preparation screens, call the DLA Transaction Services Help Desk at 937-656-3247 or DSN 986-3247.

125

WebSDR Introductory Training

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Management Report Selection Screen

The "View" determines column headings for the summary report.

Search criteria must be sufficiently restrictive to limit the number of applicable SDRs – if more than 1,000 records are matched, you will need to narrow your search

Regardless of the search criteria, the results will be configured in the standard output hierarchy.

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Selection Screen

Select Report Type: Summary Report Views

Initial View: Action Activity

Action Activity: All

Submitter: All

Regulation/Doc No./ Service Code: All

Owner/Manager: All

Shipper: All

Status: All

Date Range: Beginning 04/17/2011 Ending 05/17/2011

Submitter Source System: All

Document Type Code: All

DRMS Document Type: --Not Applicable--

Contract Number:

Dollar Discrepancies: All

Material Identification: All

TCN:

DEMIL Item: --Not Applicable For Search--

DEMIL Code: All

Discrepancy Code: All

Action Code: All

Disposition/Status (Reply) Code: All

Submit

Use multiple drop box lists to select criteria for your search.

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126

63

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools

WebSDR Introductory Training

Management Report – Summary View

Summary View

Report By: All
 Report Type: Action Activity
 Action Activity: DLA Distribution Depots
 Owner: All
 Date Range: 10/14/2009 - 10/19/2009
 Discrepancy Code: All
 Action Code: All
 Disposition/Status Code: All

Status: All Statuses
 Submitter: Air Force
 Shipper: All

If your selection criteria results in too many records for on-line display, you will see only the first 100 records retrieved. To see the entire report, ask for it to be sent to your SAR email address.

You will be able to change the view (how data is arrayed as indicated by column headers) while viewing the on-line report display.

Service	AN5		AO5		BA4		SSJ		SBV		SCJ		SCN		SDA		SDD	
SDRs by Discrepancy Code	Value	%	Value	%	Value	%	Value	%	Value	%	Value	%	Value	%	Value	%	Value	%
C1 - In condition other than shown on supply document (if hazardous use code H1)																		
#	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
\$	\$9,792.36	87.47%	\$1,022.07	9.13%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$381.04	3.40%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
C2 - Expired shelf life item (if hazardous use code H5)																		
#	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
\$	\$0.00	0.00%	\$3,269.78	100.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
C - Totals																		
#	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
\$	\$9,792.36	87.47%	\$4,291.85	29.67%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$381.04	2.63%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
H5 - Expired hazardous shelf life item																		

The Summary View is the first level of management report output.

Drill down capability: All highlighted values may be selected to view all the SDRs that compose the selected value. The drill down results will be displayed as the detail level view as shown on next screen.

Totals are calculated for all rows and all columns

127

WebSDR Introductory Training

Management Report – Detail View

Report Detail View

Report By: All
 Report Type: Action Activity
 Action Activity: DLA Distribution Depots
 Owner: All
 Date Range: 10/14/2009 - 10/19/2009
 Action Code: All
 Disposition/Status Code: All
 Total SDRs: 18

Select any of the SDR control numbers to drill down to the Composite View for that SDR

Status: All Statuses
 Submitter: Air Force
 Shipper: All

Report Details for Discrepancy Code:
 O1 - Quantity received is more than quantity shown on the supply document.

Web Control Number	Activity	Customer Control Number	Document Number - Suffix	Material ID (NSN or P/N & Cage)	TCN	DEML Type	SDR Code	Quantity	Amount(\$)	DSS ISDR Control Number	EBS Control Number
20092	5 AQ5		FB4872	NSN:8475	018	FB4877	XXX A	7	\$154.60		200835751
20092	9 AQ5		FB4955	NSN:4330	093	FB4955	XXX A	7	\$184.56		200856068
20092	2 AN5		FB5012	NSN:5308	088	FB5612	XXX A	7	\$1,119.18		
20092	2 AQ5		FB6022	NSN:4730	096		A	7	\$217.79	TIA2009287036	200858721
20092	1 SG2		FB6222	NSN:1830	096		B	7	\$9.28		
20092	1 SG2	9287R1	FB5587	NSN:1630	011	FB5587	XXX B	7	\$59,694.00		
20092	7 AQ5	9287A001	FB3720	NSN:1680	088	FB3020	XXX B	7	\$91.65	TIA2009287023	
20092	8 AQ5		FB6530	NSN:5320	080	FB6530	XXX A	7	\$137.00	TIA2009287031	200858406
20092	2 AN5		FB5270	NSN:5310	060	SW3124	XXX A	7	\$186.15		
20092	1 AQ5	09288R108	FB4901	NSN:2995	082	SW3224	XXX B	7	\$609.99		
20092	7 AQ5	09288R112	FB4301	NSN:1650	055	SW3224	XXX B	7	\$563.58	TIA2009288023	
20092	3 AQ5		FB6271	NSN:4710	048	FB6271	XXX A	7	\$1,007.25		
20092	1 SG2		FB2905	NSN:6105	009	FB2505	AXX B	7	\$89,969.10		
20092	2 SDD	FC9115	FB2805	NSN:1280	035	FB2805	XXX D	7	\$69,892.80		

The Detail View is the second level of management report output.

Return to Table of Contents

128

FOUO information has been obscured for training use.

DLMS INTRODUCTORY TRAINING

Module 7 – Enterprise Interoperability Tools



WebSDR Introductory Training

DoD WebSDR Summary

The DoD WebSDR is offered as a multi-purpose tool to facilitate SDR processing within the Department.

Your Service or Agency may direct use of other automated support tools instead of, or in addition to, DoD WebSDR.

Additional system interfaces are connecting, with DLA Transaction Services/ WebSDR (reducing reliance on email). Ultimately, the WebSDR will have DoD-wide visibility of SDRs.

DLA hopes your experience with DoD WebSDR will be satisfactory. If you encounter errors or problems, please use the DLA Transaction Services Help Desk to report errors or make suggestions for future enhancements.

Help Desk Support:
Commercial: (937) 656-3247, DSN: 986-3247
FAX: (937) 656-3801 or DSN: 986-3801
E-Mail: websdrhelp@dla.mil

Defense Logistics Management Standards Office:
DoD SDR System Administrator
Ellen Hilert ellen.hilert@dla.mil

129 [Return to Table of Contents](#)