



DOD WebSDR Training

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

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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**



What is DoD WebSDR?

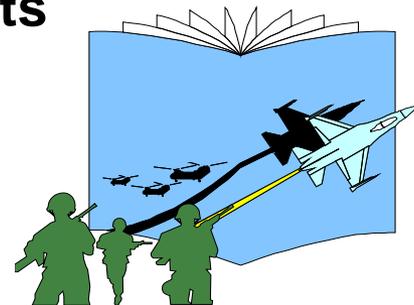
- **Use of the DLMS interface for SDR transaction exchange is required under DoD Supply Chain Materiel Management Manual (DoDM 4140.01)**
- **Procedures are maintained in Defense Logistics Manual (DLM) 4000.25, Volume 2, Chapter 17, Supply Discrepancy Reporting**
- **The Transaction Services implements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



What is the DLMS?

The Defense Logistics Management Standards 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**
- **Documents procedures, data standards, code lists, metrics, policies, paper forms, and transaction formats**





SDR Basic Purpose

An 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.**



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/dlms0/elibrary/manuals/dlms/v2.asp>**



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.”**



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 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



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 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 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



DLMS Implementation Conventions (ICs)

DLMS 842A/W, Standard SDR, Follow-up, Correction, Cancellation, and Reconsideration Request

DLMS 842A/R, Standard SDR Reply

- 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 the transaction within the DLMS.
- Used to replace Component unique formats and paper form.

DLMS Implementation Convention IC 842A/W Standard SDR

842 Nonconformance Report
Functional Group=NC

The DoD Standard for Field Use contains the format and establishes the data contents of the Nonconformance Report Transaction Set (842) to use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to report products and processes that do not fulfill specifications or requirements. The Nonconformance Report Transaction Set provides the ability for the sender to report the nonconformance at the level of detail that is required. It also provides the ability to report the specific **applicable** of a component(s) while identifying the assembly as the product that is in nonconformance. The Nonconformance Report Transaction Set may be used to report, initiate, or request actions related to the nonconformance being reported. Financial and accounting information is provided for reporting purposes only. The Nonconformance Report Transaction Set has the capability to report the cause of the nonconformance and to state the proposed action to be followed to prevent a repetition of the problem.

For AUC-44 please see highlighted section pages 2, 3, 4, 12-14, & 25.

Note 1:
201001 The HL levels are item, component, product characteristic, report, and use of number. Valid HL Parent-Child relationships are 1) item - component, 2) item - product characteristic, 3) component - product characteristic, 4) report - item, 5) item - use of number, and 6) component - use of number.
201002 The HL levels are item, component, product characteristic, report, and use of number. Valid HL Parent-Child relationships are 1) item - component, 2) item - product characteristic, 3) component - product characteristic, 4) report - item, 5) item - use of number, and 6) component - use of number.

Federal Note:

1. Use a single occurrence of this transaction set to transmit single complaint transaction for a single or multiple organizations.
2. DoD legal codes should refer to the Defense Logistics Management System (DLMS) Supplement to the Federal Implementation Convention (IC) available at <http://www.ds.mil/ndms>. The DLMS Supplement provides specific business rules, conditions, and authorized codes necessary for appropriate use of the IC within the DLMS.

DLMS Note:

1. The DLMS Supplement (DS) provides the DOD standard format for SDR submission. In addition, it is specifically designed to transmit complaint transactions originated in the DoD WebSDR program to the appropriate action activity and distribution copy recipients.
2. The reply to the SDR will be carried in the DS 842A/R.
3. Users operating under the Defense Logistics Management System (DLMS) must reference the List of Issues and Purchase List Converter table which can be found on the Defense Logistics Management Standards Office (DLMSO) web site at <http://www.ds.mil/ndms>.
4. This transaction may be used to report unique identification (UNO) information. Refer to the UNO web at <http://www.acq.osd.mil/procure/pol/DoD/policy> and business rules.
5. The DLMS Supplement incorporates the Proposed DLMS Change and Approved DLMS Change (ADC) listed. POCs are available from the DLMSO website <http://www.ds.mil/ndms/ndmschanges>.
 - POC 1/A, Revised DS 842A/W Standard SDR for Enhanced Functionality and UNO
 - ADC 1/A, DLMS Mapping for Standard SDR-DOO WebSDR Output, DS 842A/W
 - ADC 1/A, DLMS Supplement (DS) 842A/R DOO Revised SDR Reply and Additional Data Content for the SDR Report
 - ADC 1/B, Revisions for SDR Transaction Exchange Formatting, Codes, and UNO
 - ADC 1/C, Revisions for SDR Transaction Exchange Supporting SA and Miscellaneous Administrative Changes
 - ADC 1/A, SDR Transaction Exchange Business Rules

Heading:

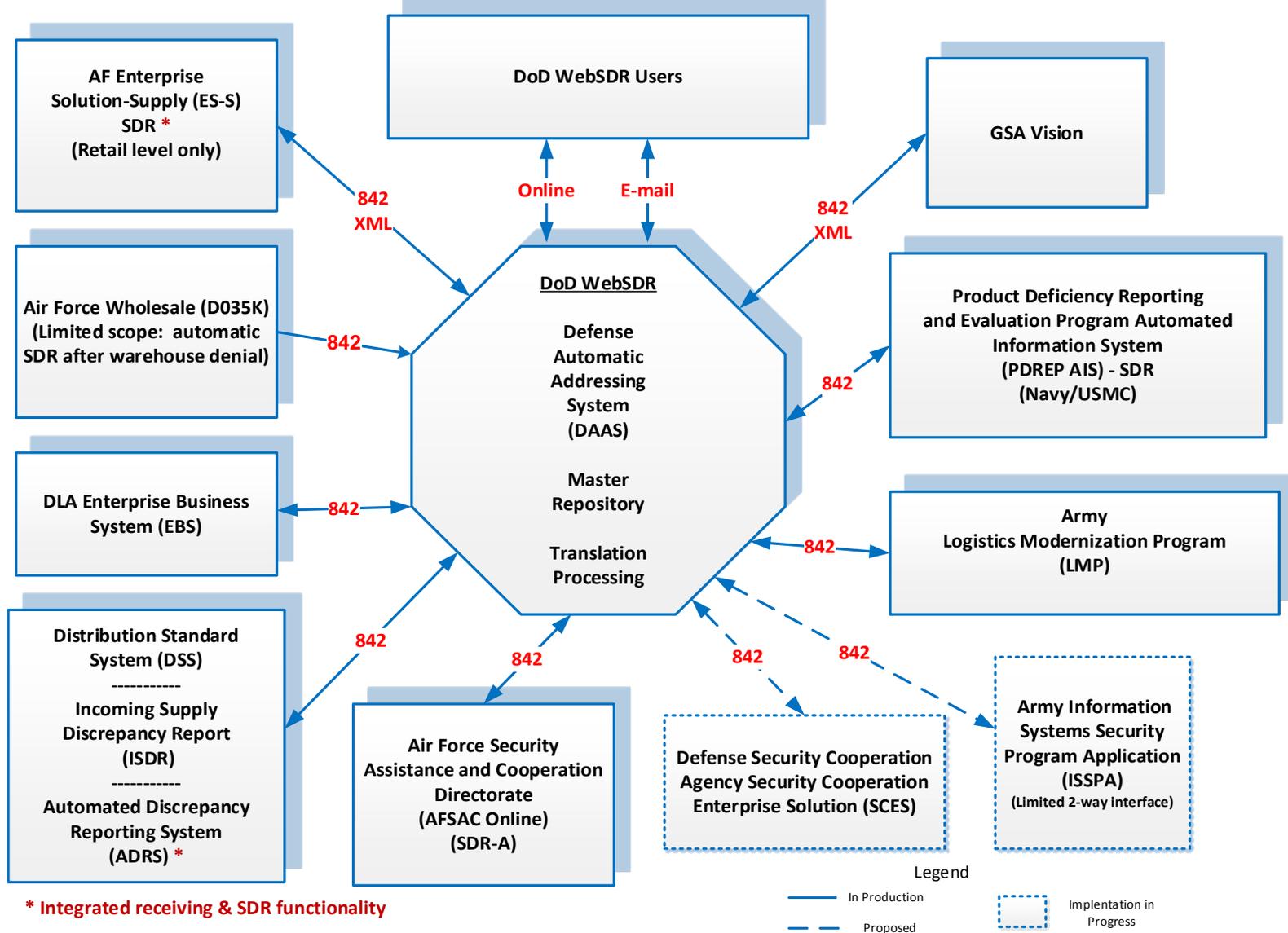
IC#	Id	Segment/Block	Use	Max Use	Default	Notes	Usage
0100	SF	Transaction Set Header	M	1			Mandatory
0200	SNR	Beginning Segment For Nonconformance Report	M	1			Mandatory
*0300	REF	Reference Identification	O	1			Not Used
*0400	DFM	Detail Form Reference	O	1			Not Used
*0500	PIQ	Product Item Description	O	1			Not Used

DLMS Implementation Convention IC 842A/R Standard SDR

February 25, 2008



SDR Information Exchange Integrating Component SDR Applications





DLA-mandated Encryption – OPSEC requirement

- SDRs and most SDR report data retrieved from the DoD WebSDR application are labeled as “For Official Use Only (FOUO).”

Please mark and handle accordingly!

- DoD WebSDR notifies users of the need to register their DoD-approved e-mail certificate when applying for a DOD WebSDR account to enable full communication.
- When transmitting SDRs via e-mail, DoD WebSDR encrypts and digitally signs the outgoing transmissions 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 e-mail certificate with Transaction Services will not be able to receive encrypted SDRs. Instead, they will receive a clear text version of the SDR with minimal data content. This email will include instructions on how to register the user’s e-mail certificate with Transaction Services.
- SDR reports cannot be transmitted to users without a registered certificate.



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

- **Transaction Services**
 - ✓ **WebSDR Program Manager**
 - ✓ **Database maintenance and programming support**
- **Defense Logistics Management Standards Office**
 - ✓ **DoD SDR Administrator/Process Review Committee (PRC) Chair**
 - ✓ **Development and coordination of requirements with SDR PRC and other impacted PRCs/organizations**
 - ✓ **Publication of DoD guidance supporting the DLMS SDR process**
- **Defense Logistics Agency (DLA)**
 - ✓ **HQ DLA and Defense Supply Centers**
 - ✓ **DLA Distribution**
- **Military Services**
 - ✓ **Army, Navy, Air Force, Marine Corps**
- **Defense Security Cooperation Agency and International Logistics Control Offices (ILCOs)**
- **Participating Federal Agencies: General Services Administration, Federal Aviation Administration**
- **Coast Guard**



DoD WebSDR Current Status

Implemented: Web entry, standard transactions, database, flexible query and management report capability, process documentation, SDR training, and integration of multiple Component system interfaces

WebSDR processing statistics:

- **30-40K new SDRs**
- **100K-130K total SDR transactions**

On-going Challenges

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



Next Steps/Future Development

“To-Do List”

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

New and improved system interfaces:

- Development of transactional support for Security Assistance SDRs and all Service ILCOs via deployment of the Security Cooperation Enterprise System (SCES)
- Submission of new SDRs for communications security (COMSEC) materiel via Army's Information Systems Security Program Application (ISSPA)
- Adoption of incoming reply functionality by Army Logistics Management Program (LMP) and GSA Vision systems
- Establishment of capability to report contractor non-compliance to Past Performance Information Retrieval System (PPIRS)-SR (Statistical Reporting) for use in contractor evaluation
- Integration of SDR submission with receiving systems during Service modernization/enterprise resource program (ERP) enhancement



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 of credit
- **Historical database facilitates interrogation and analysis of a wide range of views and detail, analysis 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.



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 DLMS SDR transactions 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 and 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



Learn More About DoD WebSDR

- SDR 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 or Ben Breen bejamin.breen@dla.mil
- Reference Resource: SDR Committee Web page: www.dla.mil/j-6/dlmso/Programs/Committees/Supply/supplySDR.asp
- Access to DoD WEBSDR may be obtained by completing an online System Access Request (SAR), from the Transaction Services Web site: <https://www.transactionservices.dla.mil>
- Transaction Services Help Desk
 - Help Desk Support:
Commercial: (937) 656-3247, DSN: 986-3247
E-Mail: websdrhelp@dla.mil



DOD WebSDR Training

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



Obtaining DoD WebSDR Access



DoD WebSDR Access

Access to DoD WEBSDR is obtained by completing an online System Access Request (SAR), from the Transaction Services Web page:

<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

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 activity 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 the DLA Customer Interaction Center (DLA CIC)
email: dlacontactcenter@dla.mil or phone: 1-877-352-2255 or DSN 661-7766



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 you need "reply authorization." Are there SDRs directed to your activity because your organization is responsible for shipping materiel 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 materiel 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 to the activity that received the materiel. 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.
- "Service/Agency Level Responder" and "No Restriction Level" access are reserved for DoD Focal Points and their designated representatives. A "no restrictions" access is not usually authorized. Selecting this option may 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 Transaction Services Help Desk to ask for assistance in updating your current SAR.
- 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 containing Reply Code 504. Transaction Services will not normally provide access to respond on behalf of a Service/Agency that is not your own.



DoD WebSDR Access



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Transaction Services

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[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: DoDAAD, LMARS, Logistics Reports, MILSINQ, WEBBRIDGE, WEBSDR, WEBVLIPS, EDAASINQ, 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 materiel 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.



Initiating Activity Submission



DoD WebSDR Submission Criteria – Shipping Discrepancies

Customers 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.



SDR Submission Criteria - Packaging Discrepancies

Customers 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.



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**



DoD SDR Submission Time Standards:

SDR submission timeframes are:

- **For shortage, overage, or wrong item receipt of 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.**

Note: Submission time standards for Security Assistance customers are defined by the Letter of Offer and Acceptance (LOA) and are enforced by the Service ILCO.



How to Submit an SDR using DoD WebSDR



Log On to DoD WebSDR

DEFENSE LOGISTICS AGENCY
Transaction Services

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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:

- [EDAASINQ](#)
- [INTRANET](#)
- [WEBSDR](#)
- [WEBVLIPS](#)

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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)



DoD WebSDR Submittal Process

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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@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

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.



DoD WebSDR Submittal Process cont.



DEFENSE LOGISTICS AGENCY Transaction Services

Supply Discrepancy Reporting (WebSDR)

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New SDR Submittal

Enter Doc Number

Document Number / Suffix ?

DoD WebSDR Control Number : (generated after submittal) ?

Customer Control Number ?

Date of Preparation APR 28 2011 ?

SDR Type ? ? ?

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

- Shipments
- Packaging
- Dual Action

SDR Document/Shipment Type ?

International Logistics Data ?

SIO

Serial Number

Country

Case

Reset

Continue

Continue Button

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[New](#)

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[Update or Correction](#)

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This site was last reviewed/updated on July 18, 2010

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SDR Document/Shipment Type

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

Note: Additional Document Type Codes support DLMS transaction input only. For example, SDRs submitted via DLA's Distribution Standard System use the following Document Type Codes:
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

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New SDR Submittal

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

Document Number [x] / Suffix [] / [] [?]
DoD WebSDR Control Number : (generated after submittal) [?]
Customer Control Number [] [?]
Date of Preparation SEP 11 2015 [?]

SDR Type [x] [?]
 Shipping
 Packaging
 Dual Action

SDR Document/Shipment Type [?]
 7 - Customer originated, depot shipment
 6 - Customer originated, direct vendor delivery
 ----- RESTRICTED USE -----
 7/D - DLA Disposition Services Donated Materiel
 7/R - DLA Disposition Services Reutilization
 7/F - DLA Disposition Services Transferred Materiel
 7/S - DLA Disposition Services Sale
 7/O - Other DLA Disposition Services Shipment
 ----- RESTRICTED USE: NIMS SITE / NON-DSS DEPOT / OTHER 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 - Transhipper-originated SDR (Aerial/Water Ports)

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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.



DoD WebSDR Submittal Process cont.



DEFENSE LOGISTICS AGENCY
Transaction Services

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

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Existing SDR Information Found

SDR(s) previously entered for Document Number FB123123123123

You can review these reports or continue submitting a new SDR with your previously entered information.

[Continue](#)

Completed SDRs
Found 2 SDR record(s)

DoD WebSDR Control Number	Document Number	Date of Preparation	Submission Type
12341234123	FB123123123123	MAY 16 2011	00 - Original
12341234123	FB123123123123	MAY 17 2011	11 - Response

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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.



DoD WebSDR Submittal Process cont.

UNCLASSIFIED - FOUO 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

[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.



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.



DoD WebSDR Submittal Process cont.



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Supply Discrepancy Reporting (WebSDR)

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Loading Data

Pre-filling values from DAAS Databases...

Found the following information for
W1234501234567

All of this data will be pre-filled during the rest of the SDR submittal

Retrieved
requisition
information

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 RIC: ABC
NSN: 012340123401234
Unit of Issue: EA
Quantity: 4
Description: BATTERY, STORAGE
Current Standard Unit Price: \$205.11

DLA Document Type: 7

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WebSDR automatically pre-fills much of the shipping and requisition information for you. This information is taken from Transaction Services history files. In some cases, you may need to overwrite the pre-filled information when you reach the applicable input field.



DoD WebSDR Submittal Process cont.

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

Level 1 Discrepancy Drop Down Window

- Discrepancy Code #1 [R] [?]
- Select Discrepancy Code
 - C - 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
 - Z - OTHER DISCREPANCIES
 - L - LUMBER

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.



DoD WebSDR Submittal Process cont.



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Supply Discrepancy Reporting (WebSDR)

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Submittal for Requisition W12ABC12345678

Discrepancy Code #1

C - CONDITION OF MATERIAL

C2 - Expired shelf life item (if hazardous use code H5)

Select Sub-Code (Optional, if Applicable)

C2 Discrepancy reported

Discrepancy Code #2

Select Discrepancy Code

Select Sub-Code

Select Sub-Code (Optional, if Applicable)

Discrepancy Code #3

Select Discrepancy Code

Select Sub-Code

Select Sub-Code (Optional, if Applicable)

[Reset](#) [Continue](#)

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Submittal for Requisition W36JJT11180004

Discrepancy Code #1

W - INCORRECT ITEM

Select Sub-Code

W1 - Incorrect item received.

W2 - Unacceptable substitute.

W3 - Incorrect item received, but not identifiable to an NSN or part number.

W4 - Misidentified item received.

W5 - Mixed stock received.

W6 - Incorrect item discovered upon opening a sealed vendor's pack.

Select Sub-Code

Select Sub-Code (Optional, if Applicable)

W1 Discrepancy Reported

Discrepancy Code #3

Select Discrepancy Code

Select Sub-Code

Select Sub-Code (Optional, if Applicable)

[Reset](#) [Continue](#)

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DoD WebSDR Submittal Process cont.

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Submission for Requisition W1234501234567

TO: SDR forwarded to this action activity **R** [?](#)
In Clear Lookup: [?](#) RIC: [Fill In-Clear](#)

TRANSPORTATION OFFICER
XYZ FACILITY
4321 ELM STREET SUITE 123
OLD CITY, PA 12345-4321 PA 12345-4321

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](#)

TRANSPORTATION OFFICER
XYZ FACILITY
4321 ELM STREET SUITE 123
OLD CITY, PA 12345-4321 PA 12345-4321

[Continue](#)

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DoD WebSDR has pre-filled the information from the Transaction Services requisition and shipping history. WebSDR will normally determine the correct action activity for your SDR. The system will fill in the addresses as recorded in the DoD Activity Address Directory (DODAAD). When the user must enter the applicable code values for any of these activities, click on the button to fill in the clear text address. This gives you an opportunity to confirm that the correct activity code was entered.

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



DoD WebSDR Submittal Process cont.

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**
- **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.



DoD WebSDR Submittal Process

Invoice Information ?

Invoice Number ?

Invoice Date (MMDDYYYY) ?

Transportation Control Number (TCN) should always be included when available.

Transportation Information ?

TCN ?

2nd Value ?

3rd Value ?

2nd and 3rd transportation numbers are optional.

Transportation Information

TCN

2nd Value

2nd Value

COMMERCIAL BILL OF LADING

GOVERNMENT BILL OF LADING

CARRIER TRACKING NUMBER

CERTIFIED MAIL

INSURED USPS

REGISTERED MAIL

OTHER

Vendor Shipment Number ?

Always include Contract Number and Line Item Number, when known, for direct vendor delivery (DVD) shipments (Document Type 6).

Procurement Information ?

Contract Number

Call/Order Number ?

CLIN/SUBCLIN ?

Note: If Discrepant Condition Code is "L", at least one entry is required.

For storage activity procurement source receipts (e.g. Document Type P), contract information and the vendor shipment number (above) are required.

Item Unique Identification (IUID) Information ?

+ - Batch ?

+ - Serial No ?

+ - UII ?

Unique identification should be included for items tracked under a UIT program or OSD Supply Policy.

This screen allows you to enter additional information associated such as transportation, procurement, invoice and IUID information (unique item identifier (UII) and/or serial number and/or batch number may be entered). WebSDR will auto-fill as much historical information as available. Drop down menu's will assist you in entering other related information. Skip over any information not required or applicable.



DoD WebSDR Submittal Process cont.

DEFENSE LOGISTICS AGENCY
Transaction Services

Supply Discrepancy Reporting (WebSDR)

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Submittal for Requisition W12ABC12345678

Source of Supply Data
Source of Supply SMS

Shipment, Billing, and Receipt Data

NSN 1234567890123
CAGE-Part
Description BATTERY STORAGE
FSC-MIN
USN Cog Code
Purpose Code
Unit of Issue EA

Shipped
Quantity 4
Condition Code A - Serviceable
Quantity Received

EMALL-Originated Requisition:
Payment Method Was Government Purchase Card:

Discrepancy Data

Discrepant Quantity
Condition Code
Current Standard Unit Price \$ 205.11
Total Cost (Discrepant Material) \$ 0.00

Reset Continue

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Default setting "Shipped" is appropriate for U.S. Military customers.

Condition code shipped/ billed & condition code actually received are only required for condition discrepancies. Use drop box to select appropriate code.

If material identification is not pre-filled, you must populate this area with material identification as requisitioned. You don't need to provide extra information unless required by your Service rules.

IMPORTANT: Shipment, Receipt, and Discrepancy Data Screen. DoD WebSDR will pre-fill information as available from Transaction Services historical records. You will enter the actual shipped, received, and discrepant quantities. If applicable to the type of discrepancy, you will need to select the shipped and received condition codes.

Did you notice the red "R" boxes **R** above? These indicate required information fields. You cannot proceed unless this information is provided.

DoD WebSDR Submittal Process cont.



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Supply Discrepancy Reporting (WebSDR)

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Submittal for Requisition FB520952160164

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[Agency/Service
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Expired Shelf Life Data

Manufacturer Name ?

CAGE ?

Date Type Expiration ?

Date jan112014 (MMDDYYYY) ?

Date Type Inspection ?

Date (MMDDYYYY) ?

Reset

Continue

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

Special Instructions for Type II Items:

1. 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.

a. Type II items requiring laboratory test: Query the DoD Quality Status Listing (QSL) to determine if the specified Type II item is listed as having passed the required laboratory testing and has been extended. Items that are listed on the QSL 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 QSL, prior to submitting a SDR, contact the DLA CALL CENTER at 1-877-DLA-CALL if the shipment originated from a DLA Storage Activity.

b. Type II items requiring visual inspection: Query the Materiel 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.



DoD WebSDR Submittal Process cont.

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New SDR Submittal

Incorrect Item Received Information ?

NSN: **R** ?

CAGE-Part Number: **R** - ?

Description: ?

Manufacturers Name: ?

Qty Received: **R** ?

Condition Code: ?

Reset

Continue

The incorrect item received must be identified by

- 1) NSN;
- 2) CAGE and/or Part Number;
- 3) by description

If you do not know the NSN or Part Number, you must cite the word "UNKNOWN" in the entry field for part number.



DoD WebSDR Submittal Process

DEFENSE LOGISTICS AGENCY
Transaction Services

Supply Discrepancy Reporting (WebSDR)

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Submittal for Requestion W12ABC12345678

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.

Reset Continue

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Action code drop down menu view



- SELECT APPROPRIATE ACTION/REQUESTED DISPOSITION FROM LIST.**
- 1A - DISPOSITION INSTRUCTIONS FOR DISCREPANT MATERIEL REQUESTED
 - 2A - DISPOSITION OF MATERIEL AND FINANCIAL ADJUSTMENT (CREDIT) REQ
 - 3A - TRANSSHIPPER (AERIAL/WATER PORT OR CCP) REQUESTS EXPEDITED
 - 1B - MATERIAL BEING RETAINED
 - 2B - MATERIAL BEING RETAINED. FINANCIAL ADJUSTMENT (DEBIT) REQUEST
 - 1D - MATERIEL STILL REQUIRED; EXPEDITE SHIPMENT USING PREMIUM TRA
 - 3B - DISCREPANCY REPORTED FOR CORRECTIVE ACTION AND TREND ANAL
 - 1C - SUPPORTING SUPPLY DOCUMENTATION REQUESTED
 - 2C - TECHNICAL DOCUMENTATION/DATA REQUESTED
 - 1F - REPLACEMENT SHIPMENT REQUESTED
 - 3C - RECEIVING ACTIVITY NOT AUTHORIZED TO ACCEPT PROPERTY (PICK-U
 - 1E - MATERIAL TO BE RETURNED AT SUPPLIER'S EXPENSE UNLESS DISPOS
 - 2F - MATERIEL BEING HELD FOR DISPOSITION INSTRUCTIONS, REQUEST FU
 - 1G - RESHIPMENT NOT REQUIRED. ITEM TO BE RE-REQUISITIONED
 - 1H - NO ACTION REQUIRED. INFORMATION ONLY
 - 1Z - OTHER ACTION REQUESTED (SEE REMARKS)
 - 2Z - ADDITIONAL INFORMATION IS BEING SUBMITTED OFF-LINE (USE WITH EI
 - 2J - FINANCIAL ADJUSTMENT REQUESTED
 - 2K - EVIDENCE OF SHIPMENT REQUESTED (SA ONLY)
 - 2L - REQUEST BILLING STATUS (SA ONLY)



DoD WebSDR Submittal Process cont.



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Submittal for Requisition W12ABC12345678

Remarks ?

Use this space to provide any clarifying information that will assist the action activity in processing your discrepancy report.

Funding and Accounting Data ?

Fund Code: ?

Fund Additional: ?

Preparing Official Information ?

Name: ?

Title/Office Symbol: ?

Country Code: ?

Commercial Phone Number: ?

Commercial FAX Number: ?

DSN Phone Number: ?

DSN FAX Number: ?

E-mail: ?

A commercial or DSN phone number is required.

This information is not applicable except when requesting credit after discovering a concealed discrepancy in a sealed vendor pack and the original requisition document number is no longer available. This is an exception situation only authorized for U.S. Forces.

Although you can over write POC details, you must contact the WebSDR Help Desk if your contact information changes.



DoD WebSDR Submittal Process cont.

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 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 [] In Clear Text Name/Address: ?

Activity Name: []

Activity Name 2: []

Street Address: []

City: []

State: [] - or - []

Country Code: [] (if outside U.S.)

Zip/Postal Code: []

Email Address: []

Distribution Copy #2 Optional ?

Pre-Fill Lookup: DoDAAC [] In Clear Text Name/Address: ?

Activity Name: []

Activity Name 2: []

Street Address: []

City: []

State: [] - or - []

Country Code: [] (if outside U.S.)

Zip/Postal Code: []

Email Address: []

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Only use this option when needed based upon local procedures. WebSDR will automatically send information copies to the source of supply when SDRs are distributed to a DLA distribution center.

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

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



DoD WebSDR Submittal Process cont.

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	<p>UNCLASSIFIED - FOUO</p> <p>Submittal - Final Review for Requisition W12ABC12345678</p> <p>Note: SDR not yet submitted... Please verify information and click below all the data to submit</p>												
	<table border="0"> <tr><td>Submitted by ID</td><td>ABC1234</td></tr> <tr><td>Document Number</td><td>FB123123123123</td></tr> <tr><td>Date of Preparation</td><td>MAY 16 2011</td></tr> <tr><td>SDR Type</td><td>Shipping</td></tr> <tr><td>Submission Type</td><td>00 - Original</td></tr> <tr><td>DLA Doc Type</td><td>7 - Customer originated, depot shipment</td></tr> </table>	Submitted by ID	ABC1234	Document Number	FB123123123123	Date of Preparation	MAY 16 2011	SDR Type	Shipping	Submission Type	00 - Original	DLA Doc Type	7 - Customer originated, depot shipment
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	Discrepancy Code Information												
	<table border="0"> <tr><td>Discrepancy Code #1</td><td>C2 - Expired shelf life item (if hazardous use code H5)</td></tr> </table>	Discrepancy Code #1	C2 - Expired shelf life item (if hazardous use code H5)										
Discrepancy Code #1	C2 - Expired shelf life item (if hazardous use code H5)												
TO: Information Edit Info													
<table border="0"> <tr><td>RIC</td><td>AB1</td></tr> <tr><td>Activity Line 1</td><td>TRANSPORTATION OFFICER</td></tr> <tr><td>Activity Line 2</td><td>DLA NEW FACILITY</td></tr> <tr><td>Activity Line 3</td><td>1234 ELM STREET</td></tr> <tr><td>Zip/Postal Code</td><td>17070-5001</td></tr> </table>	RIC	AB1	Activity Line 1	TRANSPORTATION OFFICER	Activity Line 2	DLA NEW FACILITY	Activity Line 3	1234 ELM STREET	Zip/Postal Code	17070-5001			
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INITIATOR: Information Edit Info													
<table border="0"> <tr><td>DODAAC</td><td>W12ABC</td></tr> <tr><td>Activity Line 1</td><td>WABC1 ACTIVITY ADDRESS</td></tr> <tr><td>Activity Line 2</td><td>1234 OAK RIDGE DRIVE</td></tr> <tr><td>Activity Line 3</td><td>NORTHERN OAKS</td></tr> <tr><td>State</td><td>NC</td></tr> <tr><td>Zip/Postal Code</td><td>12345-4321</td></tr> </table>	DODAAC	W12ABC	Activity Line 1	WABC1 ACTIVITY ADDRESS	Activity Line 2	1234 OAK RIDGE DRIVE	Activity Line 3	NORTHERN OAKS	State	NC	Zip/Postal Code	12345-4321	
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State	NC												
Zip/Postal Code	12345-4321												
SHIPPER: Information Edit Info													
<table border="0"> <tr><td>RIC</td><td>AB2</td></tr> <tr><td>Activity Line 1</td><td>TRANSPORTATION OFFICER</td></tr> <tr><td>Activity Line 2</td><td>OLD SYCAMORE FACILITY</td></tr> <tr><td>Activity Line 3</td><td>1234 MAPLE DRIVE</td></tr> <tr><td>Activity Line 4</td><td>NORTHERN OAKS</td></tr> <tr><td>Zip/Postal Code</td><td>12345-4321</td></tr> </table>	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	
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Transportation Document Information Edit Info													
<i>No Information Given</i>													
Shipment, Billing, and Receipt Information													
<table border="0"> <tr><td>NSN</td><td>1234567890123</td></tr> <tr><td>Owner RIC</td><td>AB2</td></tr> <tr><td>Description</td><td>BATTERY,STORAGE</td></tr> <tr><td>Unit of Issue</td><td>EA</td></tr> <tr><td>Quantity Shipped/Billed Type</td><td>SHIPPED</td></tr> <tr><td>Quantity Shipped/Billed Value</td><td>4</td></tr> </table>	NSN	1234567890123	Owner RIC	AB2	Description	BATTERY,STORAGE	Unit of Issue	EA	Quantity Shipped/Billed Type	SHIPPED	Quantity Shipped/Billed Value	4	
NSN	1234567890123												
Owner RIC	AB2												
Description	BATTERY,STORAGE												
Unit of Issue	EA												
Quantity Shipped/Billed Type	SHIPPED												
Quantity Shipped/Billed Value	4												

SDR ready for final review or correction



DoD WebSDR Submittal Process



DEFENSE LOGISTICS AGENCY Transaction Services

Supply Discrepancy Reporting (WebSDR)

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Successful Submittal of your SDR

[TEXT ONLY \(PRINTER FRIENDLY\) VERSION](#)

SDR successfully submitted

Print if local procedures require you to maintain a hard copy

Submitted by ID	USER ID
DoD WebSDR Control Number	20090000000
Document Number	M1231231231234
Date of Preparation	AUG 14 2009
SDR Type	Shipping
Submission Type	00 - Original
DLA Doc Type	- Customer originated, depot shipment

Discrepancy Code Information

Discrepancy Code #1	C1 - In condition other than shown on supply document (if hazardous use code H1)
---------------------	--

TO: Information

RIC	XXX
Activity Line 1	Agency Name
Activity Line 2	Agency Street Address
Activity Line 3	Agency Office Symbols, Buildings City State
Zip/Postal Code	XXXXX-XXXX

INITIATOR: Information

Activity Line 1	XXXXXX 00 Group
Activity Line 2	Agency Name
Activity Line 3	Agency Street Address
Activity Line 4	Agency Office Symbols, Buildings
State	City State
Zip/Postal Code	XXXXX-XXXX

SHIPPER: Information

RIC	XXX
Activity Line 1	Agency Name
Activity Line 2	Agency Street Address
Activity Line 3	Agency Office Symbols, Buildings
Activity Line 4	City State
Zip/Postal Code	XXXXX-XXXX

Transportation Document Number Information

No Information Given

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Shipment, Billing, and Receipt Information

NSN	0000000000000
Quantity Shipped/Billed Type	SHIPPED
Quantity Shipped/Billed Value	5
Condition Code	A
Quantity Received	5

Discrepancy Information

Discrepant Quantity	5
Condition Code	F
Unit Price	\$0.00
Total Cost (Discrepant 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	000000000
DSN	0000000
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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[Follow-Up](#)

[Reconsideration](#)

[Supply Source/Shipper Disposition Reply](#)

[Queries](#)

[Logout](#)



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 - FB0000000000 - 2009000000

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- 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/J-6/DLMS0/PROGRAMS/COMMITTEES/SDR/BIC.ASP](http://www.dla.mil/j-6/dlms0/PROGRAMS/COMMITTEES/SDR/BIC.ASP)
SYSTEM ACCESS REQUESTS MUST BE SUBMITTED ON-LINE TO DAASC AT [HTTPS://WWW.DAAS.DLA.MIL/DAASHOME/](https://www.daas.dla.mil/daashome/)
CONTACT DOD WEBSDR AT: WEBSDRHELP@DLA.MIL

DOD WEB SDR NUMBER: 2009000000
SDR TYPE: SHIPPING
SUBMISSION TYPE: NEW (ORIGINAL)
SDR DOCUMENT TYPE: 8 - DEPOT ORIGINATED, NON-PROCUREMENT RECEIPT

DOCUMENT NUMBER: FB0000000000

----- OTHER CONTROL NUMBER(S) -----
DLA - ADRS: 0000000000

----- SDR DATE INFORMATION -----
DATE OF PREPARATION: AUG 11 2009

----- DISCREPANCY CODE(S) -----
DISCREPANCY CODE #1: T8 - INCORRECT PART NUMBER.

----- SDR ACTION ACTIVITY INFORMATION -----
RIC: XXX
FBXXXX DEF DEPOT
BLDG 000 CP 000 000 0000
0000 ST DR 00
CITY STATE ZIP CODE
DISTRIBUTION EMAIL: Email.Email@aaa.bbb

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

----- INVOICE INFORMATION -----
INVOICE NUMBER: FB0000000000
INVOICE DATE: AUG 11 2009

----- SHIPPING, BILLING, AND RECEIPT INFORMATION -----
NSN: 000000000000
NOMENCLATURE: PUMP, SUBMERGED AIRCRAFT
OWNER RIC: XXX
UNIT OF ISSUE: EA - EACH
QUANTITY SHIPPED: 1
QUANTITY RECEIVED: 1
DENITL: 0 - MLI (NON-SIGNIFICANT MILITARY EQUIPMENT - NON-SME) -- DEMILITARIZATION NOT REQUIRED. TRADE SECURITY CONTROLS (TSCS) REQUIRED AT DISPOSITION.

----- DISCREPANCY INFORMATION -----
QUANTITY: 1
CONDITION CODE: J - SUSPENDED (IN STOCK)
TOTAL COST (DISCR. MAT.): \$7,519.10
ACTION CODE: 1A - DISPOSITION INSTRUCTIONS REQUESTED.

----- REMARKS/COMMENTS -----
DOCUMENT FB0000000000 DUE IN FOR 1 EA F COND NSN0000000000 IS UNIDENTIFIABLE. THE PART NUMBER FOUND ON THE BARE ITEM R00000 DID NOT IDENTIFY ANY NSN. MATERIAL WILL BE SUSPENDED IN J COND UNTIL INSPECTION IS COMPLETE. NAME@xxx.xxx DSN 000-0000

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

SIGNATURE: _____

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Standard SDR X12 842A/W Transaction & Email Distribution Copy

ISA*00*NONE *00*NONE *10*S00000 *10*SL0000
 *080701*0000*^*00400*000000000000*P*>
 GS*NC*S00000*SL0000*20080701*00000000*000000*X*000000
 ST*842*000000001*004000F000A00000
 BNR*00*Z*20080701*16161609**C1
 N1*41**M4*AN5**FR
 PER*PU*JUDITH LASTNAME*TE*7176051111***EM*EMAIL@aaa.bbb
 PER*PU*JUDITH LASTNAME*AU*4000000
 N1*ZD**M4*RIC**TO
 HL*1**RP
 LIN**FS*1005010000000
 DTM*947*20000000
 REF*87*S
 REF*TN*FB000000000000
 REF*NN*20080000000*WEBSDR
 REF*NN*82008000000*ADRS
 LM*DF
 LQ*D*8
 LQ*HB*1H
 LQ*EQ*7
 NCD**5*1
 NTE*RPT*NO DUE IN FOR NIIN 00 000 0000, WITH CONTRACTFB000000000000.
 POCSTOCKREAD
 NTE*RPT*EMAIL@XXX.XXX.XXX
 QTY*86*1*EA
 QTY*87*1*EA
 AMT*10*4467.18
 N1*SUS**M4*RIC
 N1*91**M4*RIC
 LM*DF
 LQ*HA*D3
 LQ*83*A
 SE*29*000000001
 GE*1*688094
 IEA*1*000688094

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- 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/J-6/DLMSO/PROGRAMS/COMMITTEES/SDR/BIC.ASP](http://www.dla.mil/j-6/dlmsd/PROGRAMS/COMMITTEES/SDR/BIC.ASP)

SYSTEM ACCESS REQUESTS MUST BE SUBMITTED ON-LINE TO DAASC AT [HTTPS://WWW.DAAS.DLA.MIL/DAASHOME/](https://www.daas.dla.mil/daashome/)

CONTACT DOD WEBSDR AT: WEBSDRHELP@DLA.MIL

DOD WEB SDR NUMBER: 2008000000
 SDR TYPE: SHIPPING
 SUBMISSION TYPE: NEW (ORIGINAL)
 SDR DOCUMENT TYPE: S - DEPOT ORIGINATED, NON-PROCUREMENT RECEIPT
 DOCUMENT NUMBER: FB000000000000

--- OTHER CONTROL NUMBER(S) -----
 DLA - ~~ADRS~~: 82000000000

--- SDR DATE INFORMATION -----
 DATE OF PREPARATION: JUN 29 2008

--- DISCREPANCY CODE(S) ----- DISCREPANCY CODE #1: ~~D3~~-
 DOCUMENTATION INCOMPLETE/IMPROPER (WHEN RECEIPT CANNOT BE PROPERLY PROCESSED).

--- SDR ACTION ACTIVITY INFORMATION ----- RIC: XXX
 DLA CUSTOMER CENTER
 XXXX-XXX - DO NOT SHIP FREIGHT
 00 STREET NAME AVENUE 0 - SUITE 0
 CITY STATE ZIP

--- SDR INITIATOR ACTIVITY INFORMATION ----- RIC: XXX
 TRANSPORTATION OFFICER
 XXXX NEW XXXXXXXXXXXX FACILITY
 00 STREET NAME AVENUE 0 - DOOR 0 --
 CITY STATE ZIP

--- SHIPPING, BILLING, AND RECEIPT INFORMATION -----
 NSN: 000000000000
 NOMENCLATURE: CAM, FIRING
 OWNER RIC: XXX
 UNIT OF ISSUE: EA - EACH
 QUANTITY RECEIVED: 1

--- DISCREPANCY INFORMATION -----
 QUANTITY: 1
 CONDITION CODE: A - SERVICEABLE
 TOTAL COST (DISCR, MAT.): 54,467.18
 ACTION CODE: 1H - NO ACTION REQUIRED. INFORMATION ONLY.

--- REMARKS/COMMENTS -----
 NO DUE IN FOR NIIN 00 000 0000, WITH CONTRACTFB000000000000. POCSTOCKREADINESS@XXX.XXX.XXX

--- INITIATOR POINT OF CONTACT INFORMATION -----
 NAME: POC NAME
 TITLE/OFFICE SYMBOL: STOCK COORDINATOR
 EMAIL ADDRESS: STOCKREADINESS@XXX.XXX
 PHONE NUMBER: 000-000-0000
 DSN NUMBER: 000-0000
 SIGNATURE: _____



Special Business Rules for Transshipper-Prepared SDRs



Transshipper SDR Guidance

Transshippers report discrepancies while the shipment is in transit:

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

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**

If the discrepancy is perceived to be attributed to the shipping activity, an SDR is the appropriate reporting tool!



DoD WebSDR Transshipper Submittal Process

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New SDR Submittal

Document Number / Suffix ?

DoD WebSDR Control Number : ?

Customer Control Number ?

Date of Preparation : ?

SDR Type ?

Shipping
 Packaging
 Dual Action

SDR Document/Shipment Type ?

International Logistics Data ?

SIO

Serial Number

Country

Case

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Enter Document 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



Typical Discrepancies Reported by Transhippers

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 (including incomplete item description)
 - ✓ D507 Shipper's Declaration for Dangerous Goods not appropriate for transportation mode
- **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



Transshipper SDR Submission

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Submittal for Requestion ADCDE11111111

TO: SDR forwarded to this action activity

In Clear Lookup: RIC:

INITIATOR: Reporting Activity Information

DoDAAC:

SHIPPING: Shipper's Name

In Clear Lookup: RIC:

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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 code of the vendor.



DoD WebSDR Transshipper Submittal Process cont.

Shipment, Billing, and Receipt Data ?

NSN	<input type="text"/>	?	<input type="text"/>	Quantity	<input type="text"/>	?
CAGE-Part #	<input type="text"/>	<input type="text"/>	?	Condition Code	<input type="text"/>	?
Description	<input type="text"/>		?	Quantity Received	<input type="text"/>	?
FSC-NIIN	<input type="text"/>	<input type="text"/>	?	EMALL-Originated Requisition:	<input checked="" type="checkbox"/>	?
USN Cog Code	<input type="text"/>	?	Payment Method Was	<input checked="" type="checkbox"/>	?	
Purpose Code	<input type="text"/>	?	Government Purchase Card:	<input checked="" type="checkbox"/>	?	
Unit of Issue	<input type="text"/>	?				
Other	<input type="text"/>	?				

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	<input type="text"/>	?
Condition Code	<input type="text"/>	?
Unit Price \$	<input type="text" value="0.00"/>	?
Type Pack Code	<input type="text"/>	?
Number of Discrepant Pieces	<input type="text"/>	?
Total Cost (Discrepant Material) \$	<input type="text" value="0.00"/>	?
Corrective Packaging Cost \$	<input type="text" value="0.00"/>	?

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



DoD WebSDR Transshipper Submittal Process cont.

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Submittal for Requisition ADCDE11111122

Action Code **R** ?

3A - Transshipper (aerial/water port or CCP) requests expedite response; shipment frustrated.

Transshippers must select from these 2 codes (3A or 3B)

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Submittal for Requisition ADCDE11111122

Action Code **R** ?

3B - Discrepancy reported for corrective action and trend analysis. No reply required.

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.



DoD WebSDR Action Activity Response Process



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 materiel**
- **Advice on debit/credit actions**



SDR Response Time Standards

- **Discrepant materiel classified SECRET or above, or nuclear weapon related materiel (NWRM) (shortage/overage/wrong item/mismatched IUID/misdirected): 24 hours**
 - If further research is required for resolution, the action activity must provide an interim response within 24 hours and a comprehensive response within 15 business days
- **Transshipper-reported frustrated freight (Action Code 3A) : 5 days**
- **Discrepant controlled inventory items (other than SECRET or NWRM), arms, arms parts, ammunitions, and explosives (shortage/overage/wrong item/mismatched IUID/misdirected): 25 days**
- **All others: 50 days**
 - **DLA distribution center: 25 days**
 - **DLA internal processing goal: 30 days**



Log On To DoD WebSDR

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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:

- EDAASINQ
- INTRANET
- Click WEBSDR** → WEBSDR
- WEBVLIPS

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



Action Activity Response



DEFENSE LOGISTICS AGENCY Transaction Services

Supply Discrepancy Reporting (WebSDR)

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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)*

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[Supply Source/Shipper Disposition Reply](#)

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



Action Activity Response

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Supply Discrepancy Reporting (WebSDR)

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Reply Tool

DoD SDR Control Number: ?

Document Number: - ?

[Reset](#)

[Continue](#)

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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.



Action Activity Response cont.

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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
20111231234	FB123123123123	MAY172011

Submitted Response Transactions

DoD Control Number	Document Number	Date of Preparation
20111231234	FB123123123123	MAY 17 2011

[Continue](#)

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In some circumstances, WebSDR retrieves multiple SDRs applicable to the document number you entered. 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.



Action Activity Response cont.

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Reply Tool

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

DoDSDR 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
Z1 - Other discrepancy - see remarks.

Code #2
Select Code

Code #3
Select Code

Click here to view original SDR information

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 301-309 or 504) you will be requested to enter the RIC of the activity to which the forwarding applies later in the reply input.



Action Activity Response cont.

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Reply Tool

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

DoDSDR 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
Z1 - Other discrepancy - see remarks.

Code #2
Select Code

Code #3
Select Code

Preparing Official Information ⓘ

Name: [X] JOHN DOE ⓘ

Title/Office Symbol: ⓘ

Country Code: ⓘ

Commercial Phone Number: [X] (123) 456-7890 ⓘ

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



Action Activity Response cont.

Comments ?

Reply Comments Type:

Use this space to provide any clarifying information that will assist the submitter in understanding the SDR resolution and disposition instructions.

Additional Data ?

Additional information is being submitted off-line

Upload supporting Images/Files (If you select this option, you will upload data on the next screen)

Distribution Copy Optional ?

DoDAAC: **Fill In-Clear**

In Clear Text Name/Address: ?

Activity Name:

Activity Name 2:

Street Address:

City:

State: - or -

Country Code: (if outside U.S.)

Zip/Postal Code:

Email Address:

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), users should provide text comments for clarification. 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.



Action Activity Response cont.

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Reply Tool - Upload Supporting Documentation

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

DoD Control Number	20111231234
Document Number	FB123123123123
Reply To	AB1234
Reply From	A11

Original Discrepancy Code Information

Discrepancy Code(s)	S1 - 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

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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."



Follow-On Actions (General)



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 a reply is not received within reply time standards.
- **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 has denied the SDR as inappropriate or invalid.

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.



Follow-Up on a Delinquent SDR Response



Follow-up on a Delinquent SDR Reply

Action points will generally provide interim and final replies in a timely manner well within the authorized timeframe. However, it is equally important for the submitter to be aware of processing time standards and follow-up when they are not met.

SDRs action activities are required to respond:

- **Within 24 hours, or up to 15 business days for final response, for classified SECRET or above or NWRM, for shortage, overage, wrong item, mismatched IUID, or misdirected shipment;**
- **Within 5 days for transshipper-reported frustrated freight;**
- **Within 25 days for controlled inventory items (other than SECRET or NWRM), arms, arms parts, ammunitions, and explosives for shortage, overage, wrong item, mismatched IUID, or misdirected shipment;**
- **Otherwise, within 50 days from date of SDR receipt**



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 a maximum of 30 days if your report concerns a controlled inventory (classified/sensitive/NWRM), 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/final reply is received**
- **Be aware that overly late follow-ups may be rejected (after 100 days from last transaction) resulting in no subsequent processing on your discrepancy report**
- **Users must direct follow ups to the current action activity (WebSDR will do this automatically for Web-entered SDR replies)**

Look first: Prior to preparing a second SDR Follow-up, submitters 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.



Follow-Up Guidance cont.

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 the DLA supply chains, you may contact the DLA Customer Interaction Center at dlacontactcenter@dla.mil, 1-877-352-2255 (1-877-DLA-CALL)**
- **For SDRs directed to any of the DLA distribution centers, you may request status by contacting the DLA Distribution at DDC.ISDR@dla.mil**



DoD WebSDR Follow-Up

DEFENSE LOGISTICS AGENCY
Transaction Services

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

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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, select “Follow-Up” under “Submit an SDR.”



DoD WebSDR Follow-Up cont.

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Follow-Up 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 Reply](#)

[Queries](#)

[Agency/Service Research Queries](#)

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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.



DoD WebSDR Follow-Up cont.



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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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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.



DoD WebSDR Follow-Up cont.



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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	Z1140000000000-A	AUG 30 2009	PROCESS
20090000000	Z1140000000000-A	AUG 30 2009	PROCESS

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[Submit an SDR](#)

[New](#)

[Cancellation](#)

[Update or Correction](#)

[Follow-Up](#)

[Reconsideration](#)

[Supply Source/Shipper Disposition Reply](#)

[Queries](#)

[Logout](#)

Click to view original SDR submission data

Click here to create your follow-up action

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.



Original SDR Reference for Follow-Up

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SDR Display

[TEXT ONLY VERSION](#) - (PRINTER FRIENDLY)

DOD WEB SDR NUMBER: 20090000000
SDR TYPE: SHIPPING
SUBMISSION TYPE: NEW (ORIGINAL)
SDR DOCUMENT TYPE: 7 - CUSTOMER ORIGINATED, DEPOT SHIPMENT

DOCUMENT NUMBER: Z114000000000-A

SDR DATE INFORMATION
DATE OF PREPARATION: AUG 30 2009

DISCREPANCY CODE(S)
DISCREPANCY CODE #1: S2 - QUANTITY RECEIVED IS LESS THAN QUANTITY REQUESTED MINUS VARIANCE, IF APPLICABLE.

COPY/TRANSFER INFO
RECEIVE COPY: SMS

SDR ACTION ACTIVITY INFORMATION
RIC: A05
ACTION ACTIVITY NAME
000 Street Address
City State Zip
Phone Number

SDR INITIATOR ACTIVITY INFORMATION
DODAAC: Z11403
ACTION ACTIVITY NAME
000 Street Address
City State Zip
Phone Number

Page 1

[Privacy/Security](#) | [Accessibility](#) | [Contact Webmaster](#)

SHIPPER ACTIVITY INFORMATION
RIC: A05
ACTIVITY NAME
STREET ADDRESS
CITY, STATE ZIP
PHONE NUMBER

TRANSPORTATION INFORMATION
TCN: Z11400000000000XX

SHIPPING, BILLING, AND RECEIPT INFORMATION
NSN: 1234567891234
NOMENCLATURE: LINING, FRICTION
OWNER RIC: SMS
UNIT OF ISSUE: SE - SET
QUANTITY SHIPPED: 2
CONDITION CODE: A - SERVICEABLE
QUANTITY RECEIVED: 1

DISCREPANCY INFORMATION
QUANTITY: 1
UNIT PRICE: \$2,993.98
TOTAL COST (DISCR. MAT.): \$2,993.98
ACTION CODE: 1G - RESHIPMENT NOT REQUIRED. ITEM TO BE RE-REQUISITIONED.

REMARKS/COMMENTS
UNIT OF ISSUE FOR ITEM IS SET. A SET IS 12 EACH FOR THE SHOE ASSEMBLY. WE OLY RECEIVED 1 EA FOR THE 12 REQUESTED. CREDIT REQUIRED, DUE TO ANOTHER ORDER BEING GENERATED TO CORRECT THE SHORTAGE ON DOCUMENT NUMBER

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

Page 2

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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 WebSDR 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 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.



DoD WebSDR Follow-Up cont.

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.



DoD WebSDR Follow-Up cont.

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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.



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 -
200900000000

***** 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/J-
6/DLMSO/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: WEBSDRHELP@DLA.MIL

DOD WEB SDR NUMBER: 200900000000
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 - XXXXX WEAPONS
SDR INITIATING OFFICE: X

----- FOLLOWUP REMARKS/COMMENTS -----
THIS SDR WAS SUBMITTED ON JUNE 12TH 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: XXXXX-XX-XX-XXXXX
EMAIL ADDRESS: POC.POC@aaa.bbb
PHONE NUMBER: 000-000-0000
DSN NUMBER: 000-0000

----- FOLLOWUP POINT OF CONTACT INFORMATION -----
NAME: POC NAME
EMAIL ADDRESS: POC.POC@aaa.bbb
PHONE NUMBER: 000-000-0000
```

```
----- DISCREPANCY CODE(S) -----
DISCREPANCY CODE #1: S3 - TOTAL NONRECEIPT OF U.S. POSTAL SERVICE
SHIPMENT.

----- SDR ACTION ACTIVITY INFORMATION -----
RIC: XXX
CUSTOMER INTERACTION CENTER
XXXX-XXX DO NOT SHIP FREIGHT
00 XXXXX AVENUE X - SUITE 0
City, St Zip Code

----- FOLLOW-UP INITIATOR ACTIVITY INFORMATION -----
DODAAC: XXXXXX
PR XXXX HQ XXXXXX
00 XXXXX AVENUE X - SUITE 0
City, St Zip Code

----- TRANSPORTATION INFORMATION -----
TCN: 12345678901234XXX

----- SHIPPING, BILLING, AND RECEIPT INFORMATION -----
NSN: 1234567890123
NOMENCLATURE: CLIP SPRING TENSION
OWNER RIC: XXX
UNIT OF ISSUE: EA - EACH
QUANTITY BILLED: 30
CONDITION CODE: A - SERVICEABLE
QUANTITY RECEIVED: 0
DENIL: A - NON-VLI/ NON-SLI -- DEMILITARIZATION NOT REQUIRED

----- DISCREPANCY INFORMATION -----
QUANTITY: 30
UNIT PRICE: $9.93
TOTAL COST (DISCR. MAT.): $297.90
ACTION CODE: 2J - FINANCIAL ADJUSTMENT REQUESTED.

SIGNATURE: _____

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

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



Make Corrections To A Previously Submitted SDR



Correction Guidance

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

Most data content in the SDR may be corrected. However, the controlling report numbers and the document number/suffix associated with the report cannot be changed. Additionally, the WebSDR team recommends that users do not attempt to update the SoS or materiel identification.

If the report or document number is incorrect, or the you later determine the SDR was submitted to the wrong action activity (and your SDR was not forwarded), you must cancel and resubmit.

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



Correction Guidance cont.

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 an 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 the 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).



DoD WebSDR Correction

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What is DoD WebSDR?

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[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)*

Navigation Menu:
[What is WebSDR?](#)
[SDR Resources/Links](#)
[Submit an SDR](#)
 [New](#)
 [Cancellation](#)
 [Update or Correction](#) (indicated by red arrow)
 [Follow-Up](#)
 [Reconsideration](#)
[Supply Source/Shipper Disposition Reply](#)
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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.



DoD WebSDR Correction cont.

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Correction SDR

DoD WebSDR Control Number:

Submit

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



DoD WebSDR Correction cont.

DEFENSE LOGISTICS AGENCY
Transaction Services

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Correction SDR submission for DoD WebSDR Control Number 20090000000

Multiple Entries Found

Select the record to use for the Correction 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	M0000000000000	AUG 10 2009	PROCESS
20090000000	M0000000000000	AUG 30 2009	PROCESS

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

↑
Click "PROCESS" to create Correction action

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.



DoD WebSDR Correction cont.

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Correction SDR submission for DoD WebSDR Control Number 12345678901

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.

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

Supporting Documentation: [?](#)

Correction 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 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.



DoD WebSDR Correction cont.

The screenshot displays the Defense Logistics Agency (DLA) WebSDR interface. At the top, the DLA logo is on the left, and the text "DEFENSE LOGISTICS AGENCY Transaction Services" is centered. Below this, the page title is "Supply Discrepancy Reporting (WebSDR)" with links for "Contact Us | Help | Home" on the right. The main content area is titled "UNCLASSIFIED - FOUO SDR Correction" and contains a table with the following data:

SDR Number:	20090000000
SDR Submission Type:	Correction
Date of Preparation:	AUG132009
Document Number:	W0000000000000

Below the table, there is a small icon of a document. The left sidebar contains navigation links: "What is WebSDR?", "SDR Resources/Links", "Submit an SDR" (with sub-links for New, Cancellation, Update or Correction, Follow-Up, and Reconsideration), "Supply Source/Shipper Disposition Reply", "Queries", and "Logout". At the bottom of the page, there are links for "Privacy/Security | Accessibility | Contact Webmaster".

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



Request Reconsideration of an Unfavorable Action Activity Response



Request for Reconsideration

When a 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 reporting activity must clearly basis for requesting reconsideration.

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 as discussed on the next slide).

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



Security Assistance Request for Reconsideration

An 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 request for reconsideration 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.**



Request for Reconsideration

DEFENSE LOGISTICS AGENCY
Transaction Services

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What is DoD WebSDR?

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[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)*

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 [Reconsideration](#) (indicated by a red arrow)
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Once you have successfully logged on to DoD WebSDR, you may select “Reconsideration” under “SUBMIT AN SDR” to get started.



Request for Reconsideration cont.

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Reconsideration SDR

DoD WebSDR Control Number:

Submit

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- [Cancellation](#)
- [Update or Correction](#)
- [Follow-Up](#)
- [Reconsideration](#)

[Supply Source/Shipper Disposition Reply](#)

[Queries](#)

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



Request for Reconsideration cont.

DEFENSE LOGISTICS AGENCY
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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	M0000000000000	JUL 25 2009	PROCESS
20090000000	M0000000000000	AUG 30 2009	PROCESS

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

Click "PROCESS" to proceed with Reconsideration Request creation

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.



Request for Reconsideration cont.



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SDR Display

[TEXT ONLY VERSION](#) - (PRINTER FRIENDLY)

DOD WEB SDR NUMBER: 20090000000
SDR TYPE: SHIPPING
SUBMISSION TYPE: NEW (ORIGINAL)
SDR DOCUMENT TYPE: 7 - CUSTOMER ORIGINATED, DEPOT SHIPMENT
DOCUMENT NUMBER: M000000000000

SDR DATE INFORMATION
DATE OF PREPARATION: AUG 30 2009

DISCREPANCY CODE(S)
DISCREPANCY CODE #1: W1 - INCORRECT ITEM RECEIVED.

COPY/TRANSFER INFO
RECEIVE COPY: SMS

SDR ACTION ACTIVITY INFORMATION
RIC: XXX
ACTION ACTIVITY NAME
STREET ADDRESS
CITY STATE ZIP
PHONE NUMBER

SDR INITIATOR ACTIVITY INFORMATION
DODAAC: XXXXXX
ACTION ACTIVITY NAME
STREET ADDRESS
CITY STATE ZIP
PHONE NUMBER

SHIPPER ACTIVITY INFORMATION
RIC: XXX
ACTION ACTIVITY NAME
STREET ADDRESS
CITY STATE ZIP
PHONE NUMBER

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TRANSPORTATION INFORMATION
TCN: XXXXXXXXXXXXXXXXXXXX

SHIPPING, BILLING, AND RECEIPT INFORMATION
NSN: 12345678901234
NOMENCLATURE: TROUSERS, DESERT, MARPAT TM
OWNER RIC: SMS
UNIT OF ISSUE: PR - PAIR
QUANTITY SHIPPED: 10
CONDITION CODE: A - SERVICEABLE
QUANTITY RECEIVED: 10

DISCREPANCY INFORMATION
QUANTITY: 10
CONDITION CODE: K - SUSPENDED (RETURNS)
UNIT PRICE: \$32.40
TOTAL COST (DISCR. MAT.): \$324.00
ACTION CODE: 2A - 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: [WEBSDRXXXXXXXXXXXXXXXXXXXXXXXXXX.PDF](#)

REMARKS/COMMENTS
WE INITIALLY ORDERED WRONG ITEMS UNDER NSN 12345678901 BUT WHEN THE ORDER CAME IN THE REQUISITION HAD THE NSN OF 123456789012, 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 VENDER SINCE WE CAN NOT USE THEM. WE ARE ALSO REQUESTING A CREDIT/FINANCIAL ADJUSTMENT OF 324.40 VR, 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

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



Request for Reconsideration cont.

DEFENSE LOGISTICS AGENCY
Transaction Services

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Reconsideration SDR submission for DoD WebSDR Control Number 12345678901

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.

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

Supporting Documentation: [?](#)

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.



Request for Reconsideration cont.



DEFENSE LOGISTICS AGENCY Transaction Services

Supply Discrepancy Reporting (WebSDR)

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UNCLASSIFIED - FOUO
SDR Reconsideration

SDR Number:	20152540001
SDR Submission Type:	Reconsideration
Date of Preparation:	SEP142015
Document Number:	FB520952160164

[What is WebSDR?](#)

[SDR Resources/Links](#)

[Submit an SDR](#)

- [New](#)
- [Cancellation](#)
- [Update or Correction](#)
- [Follow-Up](#)
- [Reconsideration](#)

[Supply Source/Shipper Disposition Reply](#)

[Previous Unfinished Submissions](#)

[Queries](#)

[Agency/Service Research Queries](#)

DoD WebSDR will confirm the request for reconsideration action has processed.



Request for Reconsideration Confirmation

```
***** UNCLASSIFIED - FOUO *****
- THIS IS AN SDR RECONSIDERATION -
*** 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/DLMSO/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: WEBSDRHELPP@DLA.MIL

DOD WEB SDR NUMBER: 2009000000
SDR TYPE: SHIPPING
SUBMISSION TYPE: FMS RECONSIDERATION
SDR DOCUMENT TYPE: 7 - CUSTOMER ORIGINATED, DEPOT SHIPMENT

DOCUMENT NUMBER: FB0000000000

----- SDR DATE INFORMATION -----
DATE OF PREPARATION: AUG 07 2009

----- REMARKS/COMMENTS -----
XXXX OUR TRANSPORTATION DEPT. TRACK THIS ITEM. IT DID NOT COME HERE. IT LEFT THE DEPOT
AND ARRIVED AT XXXXXXXX City State. CARRIER IS XXXXX AND TRACKING # IS
XXXXXXXXXXXXXXXXXXXX. I NEED PROOF OF DELIVERY THAT IT WAS DELIVERED HERE OR PLEASE GRANT
CREDIT TO FB4485 FOR THE ITEM.

----- INITIATOR POINT OF CONTACT INFORMATION -----
NAME: FULL NAME
EMAIL ADDRESS: Full.Name@XXXXX.XX.XXX
PHONE NUMBER: 000-000-0000
DSN NUMBER: 000-0000
FAX NUMBER: 000-000-0000
FAX DSN: 000-0000

----- RECONSIDERATION POINT OF CONTACT INFORMATION -----
FULL NAME
EMAIL ADDRESS: Full.Name@XXXXX.XX.XXX
PHONE NUMBER: 000-000-0000
DSN NUMBER: 000-0000
FAX NUMBER: 000-000-0000
FAX DSN: 000-0000

----- DISCREPANCY CODE(S) -----
DISCREPANCY CODE #1: SA - TOTAL NONRECEIPT, NOT TRANSPORTATION RELATED.

----- COPY/TRANSFER INFO -----
RECEIVE COPY: SMS

----- SDR ACTION ACTIVITY INFORMATION -----
```

```
RIC: XXX
TRANSPORTATION OFFICER
DDDD Facility
0000 STREET DOOR 000 to 000
CITY XXXXXXXX STATE XX ZIP XXXXX

----- REQUESTING RECONSIDERATION INITIATOR ACTIVITY INFORMATION -----
DODAAC: XXXXXX
XXXXXXXX 000 XXX XXX
BLDG 0000 CP 000 000 0000
0000 XXXXXXXX RD
CITY BASE STATE ZIP

----- SHIPPER ACTIVITY INFORMATION -----
RIC: XXX
XXXXXXXX 000 XXX XXX
BLDG 0000 CP 000 000 0000
0000 XXXXXXXX RD
CITY BASE STATE ZIP

----- TRANSPORTATION INFORMATION -----
TCN: XXXXXXXXXXXXXXXXXXXX

----- SHIPPING, BILLING, AND RECEIPT INFORMATION -----
NSN: 01234567891234
NOMENCLATURE: FRAME ASSEMBLY CREW BERTH
OWNER RIC: XXX
UNIT OF ISSUE: EA - EACH
QUANTITY BILLED: 1
CONDITION CODE: A - SERVICEABLE
QUANTITY RECEIVED: 0
DEMIL: X - MLI (NON-SIGNIFICANT MILITARY EQUIPMENT - NON-SME) --
DEMILITARIZATION NOT REQUIRED. TRADE SECURITY CONTROLS (TSCS) REQUIRED AT DISPOSITION.

----- DISCREPANCY INFORMATION -----
QUANTITY: 1
UNIT PRICE: $1,252.91
TOTAL COST (DISCR. MAT.): $1,252.91
ACTION CODE: 1D - MATERIAL STILL REQUIRED. EXPEDITE SHIPMENT (NOT
APPLICABLE TO SA).

SIGNATURE: _____

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

DoD WebSDR will confirm the reconsideration request has processed.
An email confirmation copy will be returned to the submitter.



Cancel A Previously Submitted SDR



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**
- ✓ **SDR is submitted to wrong action activity (and was not forwarded)**
- ✓ **Wrong document number was identified**

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



DoD WebSDR Cancellation cont.

DEFENSE LOGISTICS AGENCY
Transaction Services

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

UNCLASSIFIED - FOUO
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 **R** 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)*

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..



DoD WebSDR Cancellation cont.

A screenshot of the Defense Logistics Agency's Transaction Services website. The page is titled "Supply Discrepancy Reporting (WebSDR)" and "Cancellation SDR". It features a navigation menu on the left with links for "What is WebSDR?", "SDR Resources/Links", "Submit an SDR" (with sub-links for New, Cancellation, Update or Correction, Follow-Up, and Reconsideration), "Supply Source/Shipper Disposition Reply", "Queries", "Agency/Service Research Queries", and "Logout". The main content area contains a form with a text input field labeled "DoD WebSDR Control Number:" and a "Submit" button. The page also includes a "UNCLASSIFIED - FOUO" classification marking and a footer with a date stamp "This site was last reviewed/updated on July 18, 2010" and additional "UNCLASSIFIED - FOUO" marking, along with links for "Privacy/Security", "Accessibility", and "Contact Webmaster".

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.



DoD WebSDR Cancellation cont.

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Cancellation SDR submission for DoD WebSDR Control Number 20090000000

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
20090000000	M0000000000000	APR 25 2009	PROCESS
20090000000	M0000000000000	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.



DoD WebSDR Cancellation cont.

DEFENSE LOGISTICS AGENCY
Transaction Services

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Cancellation SDR submission for DoD WebSDR Control Number 12345678901

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...

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

Supporting Documentation: ?
[Upload File](#)

Cancellation Comments: ?

Preparing Official Information ?

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

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.



DoD WebSDR Cancellation cont.

DEFENSE LOGISTICS AGENCY
Transaction Services

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

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SDR Cancellation

SDR Number:	200900000000
SDR Submission Type:	Cancellation
Date of Preparation:	AUG132009
Document Number:	M000000000000

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[What is WebSDR?](#)

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- [Reconsideration](#)

[Supply Source/Shipper Disposition Reply](#)

[Queries](#)

[Logout](#)

DoD WebSDR will confirm the SDR cancellation request has processed.



Email Notification of Cancellation

```

-----Original Message-----
From: DODSDR@DLA.MIL [mailto:DODSDR@DLA.MIL]
Sent: Monday, August 10, 2009 2:25 PM
To: Customer
Subject: DOD WebSDR Message - CANCELLATION DISTRIBUTION COPY - 12345678901234 - 20090000000

***** 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 WEBSDR AS PART OF THE SDR TRANSFORMATION INITIATIVE.
TRAINING ON THE DOD WEBSDR IS AVAILABLE AT HTTP://WWW.DLA.MIL/J-6/DLMSO/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: WEBSDRHELP@DLA.MIL

DOD WEB SDR NUMBER: 20090000000
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.name@aaa.bbb
PHONE NUMBER: 000-000-0000

----- CANCELLATION POINT OF CONTACT INFORMATION -----
NAME: Cancellation POC NAME
EMAIL ADDRESS: Initiator.name@aaa.bbb
PHONE NUMBER: 000-000-0000
DSN NUMBER: 000-0000

----- DISCREPANCY CODE(S) -----
DISCREPANCY CODE #1: Z1 - OTHER DISCREPANCY - SEE REMARKS.

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

```

```

DOSP NEW CUMBERLAND FACILITY
2001 NORMANDY DRIVE DOOR 113 TO 134
NEW CUMBERLAND PA 17070-5002
17070-5001
PA,US

----- CANCELLATION INITIATOR ACTIVITY INFORMATION -----
DODAAC: XXXXXX
DEF UIG SERVICE XXX
SEE TAC 0 FOR SHIPPING INSTRUCTIONS
00 Street
City, State Zip

----- SHIPPER ACTIVITY INFORMATION -----
RIC: XXX
TRANSPORTATION OFFICER
City FACILITY
0000 Street DOOR 000 TO 000
City, State Zip

----- TRANSPORTATION INFORMATION -----
TCN: 12345678901234567

----- SHIPPING, BILLING, AND RECEIPT INFORMATION -----
NSN: 1234567890123
NOMENCLATURE: CABLE, POWER, ELECTRICAL
OWNER RIC: XXX
UNIT OF ISSUE: FT - FOOT
QUANTITY SHIPPED: 110
CONDITION CODE: A - SERVICEABLE
QUANTITY RECEIVED: 0 |
DEML: 0 - NON-NLI/ NON-SLI -- DEMILITARIZATION NOT REQUIRED

----- DISCREPANCY INFORMATION -----
QUANTITY: 106
CONDITION CODE: A - SERVICEABLE
UNIT PRICE: $2.38
TOTAL COST (DISCR. MAT.): $252.28
ACTION CODE: Z1 - OTHER ACTION (SPECIFY IN REMARKS BLOCK).

----- DISTRIBUTION COPY #1 -----
DODAAC: XXXXXX
DEF UIG SERVICE XXX
SEE TAC 0 FOR SHIPPING INSTRUCTIONS
00 Street
City, State Zip
ADMIN.EMAIL@aaa.bbb

SIGNATURE: _____

***** UNCLASSIFIED - FOUO *****

```

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



DoD WebSDR Queries and Management Reports



DoD WebSDR Query & Report Capability

Queries and management reports make it possible to:

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



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 Transaction Services WebSDR Help Desk at 937-656-3247.**



Management Report Design Goals

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

- **Dynamic query/standard output views**
 - ✓ Drill down capability from one report level to another – cascading reports
 - ✓ Immediate on-line response to queries
 - ✓ Download to user e-mail in EXCEL file format
- **User friendly**
 - ✓ Single query choice page to make selections
 - ✓ **Offers variable search parameters resulting in the flexibility to have thousands of possible report criteria.**



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**



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**
- **An example of a canned query is the monthly report on transshipper-prepared SDRs (Document Type W) distributed to USTRANSCOM and ICP representatives**
- **Components may identify recurring report requirements by Proposed DLMS Change (PDC)**



Service/Agency Implementation Team 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 associated with the WebSDR control number through various steps during processing**
 - ✓ **Separate query identifies Web user who entered a specific SDR**



How To Perform Queries Against DoD WebSDR History Records



DoD WebSDR Queries

DEFENSE LOGISTICS AGENCY
Transaction Services

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

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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.



DoD WebSDR Queries cont.

UNCLASSIFIED - FOUO Queries	
Composite View	Composite View of the entire SDR
WebSDR Report Preparation	Report Selection Screen

Based upon your research goals you will select one of two options:

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

Select “WebSDR Report Preparation” to identify report criteria for any other type of management report. This option requires SAR access. Call the Transaction Services Help Desk at 937-656-3247 or DSN 986-3247 to request access.



Composite View

DEFENSE LOGISTICS AGENCY Transaction Services



Supply Discrepancy Reporting (WebSDR)

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Composite View

Enter a DoD WebSDR Control Number:

-OR-

Enter a Control Number:

-OR-

Enter a Document Number / Suffix:

 /

Submit

[What is WebSDR?](#)

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[Submit an SDR](#)

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[Update or Correction](#)

[Follow-Up](#)

[Reconsideration](#)

[Supply](#)

[Source/Shipper](#)

[Disposition Reply](#)

[Previous](#)

[Unfinished](#)

[Submissions](#)

[Queries](#)

[Agency/Service](#)

[Research Queries](#)

Once you have selected composite view, you can now search by the DoD WebSDR control number, component control number, or you can enter the document number with or without the suffix.



Composite View

ew

[View Transaction Detail](#)

	Activity	System
FROM:	FB4	DoDSDR
TO:	AN	DLA DSS
PREPARATION DATE:	MAY 2009 00:00:00 UTC	
DAASC PROCESSING DATE:	MAY 2009 14:11:14 UTC	
DISCREPANCY CODE(S) CODE 1:	C1 - CONDITION OTHER THAN SHOWN ON SUPPLY DOCUMENT (IF HAZARDOUS USE CODE H1)	
COMMENTS:	ITEM WAS ORG REFUSED, ITEM DAMAGED BEYOND REPAIR, SEE ATTACHMENT. ITEM WAS RVPD THEN FCCD TO CONDITION J. REQUEST DISPO INSTRUCTIONS AND CREDIT TO OUR ACCOUNT. ITEM HAS BEEN REORDERED(FB480190830059)FOR 1 EACH.IT IS IN THE OPINION OF THE MATERIAL SPCLST THAT THE ITEM WAS IMPROPERLY PACKAGED PRIOR TO BEING SHIPPED TO BE SHIPPED.THE ONLY SUPPORT INSIDE THE CARDBOARD BOX WAS SOME BUBBLE WRAP.HED FEELS THAT THE ITEM WAS DAMGD PRIOR TO BEING PACKED AS THERE IS NO VISUAL DAMAGE TO THE EXTERIOR OF THE BOX.	
11 - RESPONSE		
View Transaction Detail		
FROM:	AN	DLA DSS
TO:	FB4	DoDSDR
PREPARATION DATE:	MAY 2009 00:00:00 UTC	
DAASC PROCESSING DATE:	MAY 2009 23:20:52 UTC	
DISCREPANCY CODE(S) CODE 1:	C1 - CONDITION OTHER THAN SHOWN ON SUPPLY DOCUMENT (IF HAZARDOUS USE CODE H1)	
REPLY DISPOSITION CODE(S) CODE 1:	717 IDENTIFIES A CARRIER DISCREPANCY. RESUBMIT AS A TD	
COMMENTS:	SDR IDENTIFIES A CARRIER DISCREP. RESUBMIT AS A TRANS DSCRIP	
00 - ORIGINAL		
View Transaction Detail		
FROM:	FB4	DoDSDR
TO:	AN	DLA DSS
PREPARATION DATE:	MAR 2009 00:00:00 UTC	
DAASC PROCESSING DATE:	MAR 2009 16:10:21 UTC	
OWNER/MANAGER:	SMS	
DISCREPANCY CODE(S) CODE 1:	C1 - CONDITION OTHER THAN SHOWN ON SUPPLY DOCUMENT (IF HAZARDOUS USE CODE H1)	
REQUESTED ACTION (ACTION CODE):	2A - DISPOSITION OF MATERIAL AND FINANCIAL ADJUSTMENT (CREATED REQUESTED).	

The composite view presents an abbreviated summary (or snapshot) of all the transactions associated with the identified SDR

Scroll down the screen for an overview of each individual action related to the original SDR submission. These are shown in chronologic sequence (with the newest submission at the top)

Click on links to drill down for full SDR record display



Agency / Service Research Queries

DEFENSE LOGISTICS AGENCY
Transaction Services

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

This site was last reviewed/updated on July 18, 2010
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What is WebSDR?

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[Queries](#)

[Agency/Service Research Queries](#)

[Logout](#)

The Research Queries are limited to Service/Agency implementation team members.



Service Agency Restricted Queries cont.



DEFENSE LOGISTICS AGENCY Transaction Services

Supply Discrepancy Reporting (WebSDR)

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UNCLASSIFIED - FOUO
Agency/Service Research Queries

<p>WebSDR Report Preparation</p> <p>Who submitted this SDR?</p>	<p>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.</p>
<p>SDR Processing History</p> <p>Email Certificate</p>	<p>Displays the processing that was done on a DoD Control Number. This log stays around for 1 year.</p> <p>Checks to see if an email address has a valid certificate on file for encrypted email distribution.</p>

This site was last reviewed/updated on July 18, 2010
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“WebSDR Report Preparation” takes the user to the standard 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 WebSDR control number.



DoD WebSDR Queries



The screenshot shows the Defense Logistics Agency (DLA) WebSDR interface. At the top, the DLA logo is on the left, and the text "DEFENSE LOGISTICS AGENCY Transaction Services" is in the center. Below this, the main heading is "Supply Discrepancy Reporting (WebSDR)". On the right side of the header, there are links for "Contact Us | Help | Home". Below the header, the text "UNCLASSIFIED - FOUO" is displayed, followed by the word "Queries". A table lists two options: "Composite View" and "WebSDR Report Preparation". A red arrow points from the "SDR Resources/Links" menu item on the left to the "WebSDR Report Preparation" link in the table.

UNCLASSIFIED - FOUO Queries	
Composite View	Composite View of the entire SDR
WebSDR Report Preparation	Report Selection Screen

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 Transaction Services WebSDR Help Desk at 937-656-3247 or DSN 986-3247.



Management Report Selection Screen

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

Use the selection options to narrow the scope of your report.

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

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

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Selection Screen

Select Report Type:

Initial View:

Action Activity:

Submitter:

Requisition/Doc No./Service Code:

Owner/Manager:

Shipper:

Status:

Date Range: Beginning Ending

Submitter Source System:

Document Type Code:

DRMS Document Type:

Contract Number:

Dollar Discrepancies:

Material Identification:

TCN:

DEMIL Item:

DEMIL Code:

Discrepancy Code:

Action Code:

Disposition/Status (Reply) Code:

This site was last reviewed/updated on July 18, 2010
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Management Report – Summary View cont.

DEFENSE LOGISTICS AGENCY
 Transaction Services

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

Summary View UNCLASSIFIED - FOUO

[SEND THE REPORT TO MY SAR EMAIL ADDRESS.](#)

Report By: All

Report Type: Action Activity

Action Activity: All

Owner: All

Date Range: C [redacted]

UIT Designator Code: All

Discrepancy Code: All

Action Code: All

Disposition/Status Code: All

Total SDRs: 53

SAR Restrictions applied to:
Report Perspective:

Action Activity Submitter Owner/Manager Shipper

[Expand all rows](#)

Click the highlighted text and WebSDR will forward an Excel version of the report directly to the user's email account on file.

Only the first 1,000 records will be displayed on the screen, but approximately 65,000 records can be downloaded for email transmission of your report

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		B14		B16		FB4417		MPB		SMS		W91PU0		Totals	
SDRs by Discrepancy Code	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%	3	42.86%	0	0.00%	0	0.00%	0	0.00%	4	57.14%	0	0.00%	7	100.00%
\$	\$0.00	0.00%	\$850,807.00	98.78%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$10,538.78	1.22%	\$0.00	0.00%	\$861,345.78	100.00%
C - Totals																
#	0	0.00%	3	42.86%	0	0.00%	0	0.00%	0	0.00%	4	57.14%	0	0.00%	7	100.00%
\$	\$0.00	0.00%	\$850,807.00	98.78%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$10,538.78	1.22%	\$0.00	0.00%	\$861,345.78	100.00%
D1 - DOCUMENTATION NOT RECEIVED.																
#	0	0.00%	4	66.67%	0	0.00%	0	0.00%	0	0.00%	2	33.33%	0	0.00%	6	100.00%
\$	\$0.00	0.00%	\$233,932.00	99.98%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$35.54	0.02%	\$0.00	0.00%	\$233,967.54	100.00%

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

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



Management Report – Detail View



DEFENSE LOGISTICS AGENCY
Transaction Services

Supply Discrepancy Reporting (WebSDR)

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Click the highlighted value and WebSDR will forward an excel version of the report directly to the users email account on file.

UNCLASSIFIED - FOUO

Report Detail View

Your report/query exceeded the maximum amount of returned records. You will be shown the first 1,000 records returned. You can adjust your report/query requirements, or have the report sent to your email address as listed on your SAR. [SEND THE REPORT TO MY SAR EMAIL ADDRESS.](#)

Report By: All
Report Type: Action Activity
Action Activity: GSA Summary
Owner: All
Date Range: 03/15/2015 - 04/15/2015
UIT Designer Code: All
Action Code: All
Disposition/Status Code: All
Total SDRs: 1,000

Stat
Sub
Shi

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

Report Details for Discrepancy Code: All																											
Web Control Number	Major Command Submitter	Submitter	Action Activity (Current)	Owner Manager	Shipper	Customer Control Number	Document Number	Suffix	NSN	Part No.	TCN	CIIC	DEMIL	Document Type Code	Quantity	Condition Code	Discrepancy Code 1	Discrepancy Code 2	Discrepancy Code 3	Action Code	Reply Code 1	Reply Code 2	Reply Code 3	Amount(\$)	Job Order Number	Ki Oper. Num	
20		N45112	GGO	GSA	GGO		M29							7	2		S1				2J	704	102		\$0.00		
20		N45112	GGO	GSA	GGO		M28							7	2		S7				1G				\$0.00		
20		N45112	GGO	GSA	GGO		M28							7	1		S7				1G				\$0.00		
20		N45112	GGO	GSA	GGO		M28							7	1		S7				1G				\$0.00		
20		N45112	GGO	GSA	GGO		M28							7	3		S7				1D				\$0.00		
20		N45112	GGO	GSA	GGO		M28							7	1		S7				1G				\$0.00		
20		N45112	GGO	SMS	GGO		M12							7	1		S3				1H				\$0.00		
20		N45112	GGO	SMS	GGO		M12							7	5		S3				1H				\$0.00		
20		N45112	GGO	SMS	GGO		M12							7	1		S3				1H				\$0.00		
20		N45112	GGO	GSA	GGO		M12							7	1		S3				1H				\$0.00		

FOUO information has be obscured for training use.

The Detail View is the second level of management report output. All highlighted values may be selected to view the text name associated with the code.



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.

Development of new system interfaces and enhancements to existing interfaces are ongoing (reducing reliance on email). WebSDR is achieving its goal for DoD-wide visibility of SDRs.

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

Help Desk Support:

Commercial: (937) 656-3247 or DSN: 986-3247

E-Mail: websdrhelp@dla.mil

This training is sponsored by:

Defense Logistics Management Standards Office

DoD SDR System Administrator

Ellen Hilert ellen.hilert@dla.mil or Ben Breen benjamin.breen@dla.mil