Medical Electronic CATalog (ECAT)
Prime Vendor Ordering
Customer User Guide
A Guide for Searching and Purchasing Prime Vendor Products via ECAT

V4.00.00 (Release 4.00.00)
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A. VERSION HISTORY

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<th>Version</th>
<th>Date</th>
<th>Description of Change</th>
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</thead>
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<tr>
<td>3.0.0</td>
<td>12/01/2011</td>
<td>Original baseline.</td>
</tr>
<tr>
<td>3.08.01</td>
<td>09/09/2015</td>
<td>Change to the suspended cart message p.23.</td>
</tr>
<tr>
<td>3.09</td>
<td>10/22/2015</td>
<td>Change the Address Book screen shot p.16.</td>
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<tr>
<td>4.0.0*</td>
<td>2/3/2016</td>
<td>Comprehensive updates to multiple pages.</td>
</tr>
<tr>
<td>4.0.2*</td>
<td>11/16/2016</td>
<td>Updates to Readiness Min/Mult, added Multiple Order Quantity for Readiness.</td>
</tr>
<tr>
<td>4.00.00</td>
<td>10/1/2017</td>
<td>Overhauled Guide and converted it to DLA/DMLSS-W Template; revamped to make version specific to PV Web Ordering, PIID implementation, and new UI.</td>
</tr>
</tbody>
</table>

B. INTRODUCTION

B.1. How to Use This Guide

This Prime Vendor Ordering Customer User Guide has been designed to assist Medical Electronic CATalog (ECAT) application Customers supporting the Prime Vendor initiative with an end-to-end, one-stop document for all capabilities available within the application.

This document is divided into three main sections:

1. **Introduction** *(this section)*: A preliminary overview of ECAT, including how to register for and navigate through the main pages of the application, plus a high-level overview of the new capabilities in this release.

2. The next 12 topics explain in detail how to use the ECAT system for Prime Vendor ordering and the corresponding page in the application for performing the action:
   - **Search for Products** *(Home Page / Search Page)*
   - **View and Buy Products** *(Search Results Page)*
   - Checkout Your Cart:
     - **Begin Checkout Process** *(Shipping Details Page)*
     - **Review Your Billing Information** *(Billing Details Page)*
     - **Review and Checkout Cart** *(Cart Overview Page)*
     - **View or Print Resulting Order(s)** *(Order Summary Page)*
   - **Order(s) Sent to / Acknowledgments Received from Supplier(s)** *(Using EDI Via MRA)*
   - **Search for Delivery Orders, Carts, & Requisitions** *(History Page)*
   - **View Rejected Orders and Reasons** *(Order Summary Page)*
   - **View and Post Receipt of Accepted Orders** *(Order Summary Page)*
   - **View Suppliers & Contracts** *(Suppliers Page)*
   - **View Address/Payment Information** *(Profile Page)*

3. **Appendices**: The final section offers supplemental information about ECAT. Refer to the **Glossary** in this section for a list of all acronyms and terms used in association with ECAT and their definitions.
If reading the Guide electronically, click on the icon in the Navigation Pane of the PDF to easily jump to any topic of interest.

Note: If it isn’t displayed, right-click anywhere on the opened document and select “Show Navigation Pane Buttons”:

You can also click on blue hyperlinks throughout the Guide (e.g., Refer to the Glossary ...) to jump directly to the related topic.

Press the “Ctrl” + “F” keys on your keyboard to search for a certain keyword in the document. You can then navigate through all instances in the document, which are highlighted for you, until you find the page you want to access.

B.2. Executive Summary

The Defense Logistics Agency (DLA) Troop Support’s Medical Supply Chain developed the Electronic CATalog (ECAT) System to streamline its business practices and expand its range of procurement options. ECAT is a Net-centric ordering, distribution, and payment system providing Department of Defense (DoD) and other Federal customers access to multiple manufacturer and distributor commercial catalogs at discounted prices.

It has proven to be a successful acquisition strategy that allows customers to browse, compare, and order a wide range of pharmaceutical, laboratory, dental, optical fabrication, and medical/surgical equipment commercial items. ECAT is also the platform where Medical/Surgical Prime Vendor and Fleet Prime Vendor web ordering customers can place and manage PV orders. ECAT allows deploying units to rapidly acquire the full spectrum of products necessary to satisfy their requirements for consumable and shelf-life medical/surgical and pharmaceutical products from a multitude of commercial sources.

ECAT automates the entire customer procurement cycle – including searching for products, creating reorder lists, and submitting, approving, receiving, and paying for orders. ECAT provides status of vendor acceptance within hours and assures delivery based on contractual terms. ECAT accepts both Military Standard Billing System (MILSBILLS) and Government Purchase Card payment methods. These features give Medical customers the best of both worlds – the convenience of purchasing from local vendors, with the benefit of volume discount prices associated with central procurement systems. Additionally, ECAT interfaces with the Services' Material Management Systems, allowing customers to procure materiel in a business-to-business procurement model.

B.3. New Features & Capabilities in Release 4.00

ECAT R4.00 implements Prime Vendor ordering of medical/surgical products, adds both Navy Fleet Pharmaceutical and Direct Vendor Delivery (DVD) ordering, and implements the new Procurement Instrument Identifier (PIID) numbering system. The User Interface has been updated with a new look-and-feel, and the underlying code has undergone a significant technical refresh to bring it up to the latest published coding and security standards.
B.3.a. Prime Vendor Ordering

ECAT now supports ordering via the Medical/Surgical Generation V and Navy Fleet Pharmaceutical Prime Vendor Programs for Customers\(^1\) who cannot order through other systems (DMLSS/TEWLS). Customers will use ECAT to place orders in lieu of the PV’s website\(^2\) for routine ordering capability of medical/surgical supplies and contingency and disaster support as required, throughout the world.

ECAT follows DMLSS Electronic Data Interchange (EDI) Implementation mappings and the same Business Rules as Regional PV ordering. It obtains Trading Partner data such as: Contract Number, DoDAAC, Customer ID (Cust_ID), DUNS Number, Global Location Number (GLN), and Customer Account Number, to determine Customer Eligibility. Only Routine Ordering Facilities (ROFs) can place PV Web Orders. Master Ordering Facilities (MOFs) are not eligible for Prime Vendor Ordering.

**Benefits of Prime Vendor Ordering Via ECAT**

With ECAT, Prime Vendor Customers have the ability to:

- Search for items, place orders, and process materiel receipt and acceptance from ONE application instead of multiple PV web sites. Funds must be available prior to ordering.
- Manage due-ins, view order status, and process timely receipts.
- Source products to both Fleet Pharm Prime Vendor and Med/Surg Prime Vendor, as well as Med/Surg Backup vendors.

Refer to Appendix O.1. to view a model depicting the PV Web Ordering Process Flow.

B.3.b. Delivery Order Numbers Now Using System-Generated 13-Character PIID

ECAT R4.00 implements the Procurement Instrument Identifier (PIID) numbering system. This identifier replaces call numbers, identifies orders made via the PV Program and ECAT, standardizes the numbering of orders by expanding the intelligent capability of identifiers, and assigns specific ranges to organizations. This is a significant change to the structure of delivery orders for PV and ECAT, and goes into effect October 2, 2017.

Instead of a 4-character alphanumeric that the Customer enters, the delivery order / call number format is now a unique 13-character alphanumeric assigned automatically by the ECAT system, comprising the following:

- **Positions 1-6:** Issuing office DoDAAC (Pharm Fleet = SPE2DX; all other M/S PV = SPE2DV).
- **Positions 7-8:** Last two digits of the fiscal year (which starts over for each new FY).
- **Position 9:** Letter “F”.
- **Positions 10-13:** Serial number in an agency-assigned range for an Admin Contract. Pharm Fleet - SPE2DX (Pattern 5 – 0A00 to 9Z99; 23,999 total serial numbers); Med/Surg PV Ordering (Pattern 14 – AA0A to ZZ9Z; 138,015 total serial numbers)).

Letters I and O are not used in any part of the PIID.

When a Contract runs out of serial numbers, the Contract is temporarily disabled, and no orders can be placed until additional serial numbers are added to the Contract.

---

\(^1\) Note: For this Release (R4.00), only Med/Surg Gen V and Pharm PV – Fleet are eligible to use PV Ordering; the rest of Pharm Prime Vendor Global (PPV-G) Customers will be given the capability to perform PV Ordering in a future ECAT release.

\(^2\) Note: Customers will continue to have visibility to the vendor ordering web sites (view-only access) but will no longer be able to place orders through them after October 1, 2017.
B.4. ECAT Prime Vendor Customer Assistance

For issues, concerns about ECAT Prime Vendor Web Ordering, please refer to the following Points of Contact (POCs) *instead of contacting the ECAT Help Desk*:

### B.4.a. Med/Surg POCs

<table>
<thead>
<tr>
<th>Collective Customer Facing Division</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Marsha Museka</td>
<td>Account Rep</td>
</tr>
<tr>
<td>Stephanie Liberi</td>
<td>Account Rep</td>
</tr>
<tr>
<td>Paul Williams</td>
<td>Account Rep</td>
</tr>
<tr>
<td>Sean Kelly</td>
<td>Account Rep</td>
</tr>
<tr>
<td>Peter Skillings</td>
<td>Supervisor</td>
</tr>
</tbody>
</table>

### Contracting Officers

| David Zarenkiewicz                 | MSPV - North OCONUS | 215-737-3906 | David.Zarenkiewicz@dla.mil |
| Tara Perrien                       | MSPV - North CONUS  | 215-737-8307 | Tara.Perrien@dla.mil |
| Nancy Martin                       | MSPV - Global South | 215-737-8708 | Nancy.Martin@dla.mil |
| Donna Raday                        | MSPV - Global West | 215-737-7885 | Donna.Raday@dla.mil |
| Maryann Dimeo                      | MSPV Contracts Chief | 215-737-3201 | Maryann.Dimeo@dla.mil |

### B.4.b. Pharm Fleet POCs

<table>
<thead>
<tr>
<th>Operational Customer Facing Division</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas Revak</td>
<td>Account Rep</td>
</tr>
<tr>
<td>Mary Webb</td>
<td>Account Rep</td>
</tr>
<tr>
<td>Bruce Donnelly</td>
<td>Account Rep</td>
</tr>
<tr>
<td>Randall Owens</td>
<td>Supervisor</td>
</tr>
</tbody>
</table>

### Contracting Officer

| Linda Grugan                        | Pharm Fleet - All | 215-737-2806 | Linda.Grugan@dla.mil |
B.5. Registering for and Accessing the ECAT Application

In order to access ECAT, you must first register as a DMMonline user and receive approval to access the application after being authenticated via ClearTrust. Please refer to the Guide to Registering for ECAT on DMMonline for step-by-step instructions on accessing the DMMonline portal, registering (as either a New or Existing portal user), and requesting Role-specific access to the ECAT application.

During registration, you will be asked to complete questions specific to the ECAT application. After entering a Justification (the reason for requesting access to the application) and selecting “Customer” as your Access Type, make your selections. If you are authorized to do Prime Vendor Web Ordering, ensure that you have placed a checkmark in the Prime Vendor Ordering checkbox.

ECAT will validate that your User DoDAAC is active in Trading Partner. If you are active, your DoDAAC will be listed and you can select it from the DoDAAC pull-down. Note: If your DoDAAC is NOT listed, this means that it is not active in Trading Partner, and you will need to register for the Trading Partner application, as well as contact the appropriate KO for assistance to complete a Trading Partner profile. Complete the rest of the ECAT Registration form, and click on the Submit button.

Once you have been activated, you will receive a confirmation email with instructions on how to access the application.

If you are using a Common Access Card (CAC) to authenticate your identity, then when you go to DMMonline - https://www.medical.dla.mil/WAM/ “Electronic CATalog (ECAT) System” will now be listed under “Applications you currently have access to:” or you can click on the “ECAT” quick link at the top of the page:
The application can also be accessed from the Logistics Applications pull-down menu on the left side of the Portal home page:

https://www.development.medical.dla.mil/Portal/

If you do NOT have a CAC card, enter your User Name and Password, and click the Login button:

Then, access the ECAT System via any of the methods, above.

Once selected, and you click on the “I Agree” button on the consent form, you will be taken to the ECAT application homepage. Click on the Log into ECAT link on the left under General Info to access the ECAT system. ECAT documentation and links are found in the ECAT Navigation pane on the left side of the page.

Since its inception, ECAT has reliably delivered capabilities demanded by a complex and uncertain business environment. For ECAT to maintain its record of success it must continue to be flexible, reliable, and scalable. To this end, ECAT has been reengineered to offer an improved look, navigation, and performance.

If you need assistance with ECAT issues, please contact the ECAT Help Desk at 1-877-352-2255. You should indicate to the CIC that your issue is “urgent.” The CIC staff will contact the DLA Troop Support Staff Duty Officer (SDO). The SDO will contact the DLA Troop Support Medical Supply Chain representative that is on call to address your issue. This process will take some time for the DLA Troop Support On Call representative to respond back to you, so please be patient. Calls to the CIC should only be made in true emergency situations.

General Information

DLA Troop Support’s Medical Supply Chain developed ECAT to streamline its business practices and expanded its range of procurement options. ECAT is a Net-centric ordering, distribution, and payment system providing Department of Defense and other Federal customers access to multiple manufacturer and distributor commercial catalogs at discounted prices. The program is a complementary acquisition strategy allowing customers to compare, sample, and order a wide range of pharmaceutical, laboratory, dental, optical fabrication, and medical/surgical equipment commercial items not available through Distribution and Pricing Agreements (DPAs) under the Medical Prime Vendor Program. ECAT also allows deploying units to rapidly acquire the full spectrum of products necessary to satisfy their requirements for consumable and shelf-life medical/surgical and pharmaceutical products from a multitude of commercial sources.
B.6. Navigating Through ECAT

B.6.a. Quick Links Navigation Menu

Located in the top-right hand corner of every page are helpful Quick Links to pertinent pages and features:

- **ECAT logo / Home / Search:** For Customers, clicking on the ECAT logo, or clicking on either the Home or Search quick links return you to the Customer Home page from anywhere within the system. (*Refer to Section C, for more information about searching for products.*)
- **History:** Displays the Order History page and allows you to search for and access Carts, view submitted Orders, or search for Requisitions. (*Refer to Section J for more information.*)
- **Suppliers:** Displays the Supplier Information page. (*Refer to Section M for more information.*)
- **Profile:** Displays the User Profile page. (*Refer to Section N for more information.*)
- **Email:** Opens your Email client and places the ECAT Help Desk (dscpECAThelp@DLA.mil) email address in To: line, so you can send a message.
- **Help:** Provides access to helpful documents such as this Customer User Guide.
- **Log Out:** Logs you out of the ECAT system and DMMonline.

B.6.b. Breadcrumbs

On certain pages, such as when you have added a product to your cart from your Search Results and are going through the checkout process, you will see links that are called “breadcrumbs”:

**Search Results > Shipping > Billing**

Breadcrumbs show you where you are (read-only grey link) and the trail backwards from where you started (blue links). To go back to a prior page, simply click the blue hyperlink of where you want to go:

![Breadcrumbs Example](image)

**Note:** If you have parked a cart and close the ECAT application/ browser, when you start a new session, any page in the breadcrumbs that is no longer accessible will be grey/disabled.

B.6.c. Logging Out of the Application

The application shows that you are logged into ECAT in the top-right corner of every page. To log out, click on the **Logout** button. This will log you out of both the application and DMMonline.
C. SEARCH FOR PRODUCTS (HOME PAGE / SEARCH PAGE)

The Home page for Prime Vendor Ordering Customers is the Search page, the display of which depends on your Access/Account Type and other settings/permissions. You may click on either of the two Quick Links or on the ECAT logo to search for products. To execute a search, you must first set/verify your Ordering Parameters at the top of the page, and then perform your product search at the bottom of the page.

C.1. Set Your Ordering Parameters

Before performing a product search, you must first verify or set your Ordering Parameters.

C.1.a. Select Your Initiative

Any Customer who selected the Prime Vendor Ordering option while registering will have the Initiative pull-down default to Prime Vendor automatically in the drop-down list.3

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3 Most ECAT Prime Vendor Customers will support the Prime Vendor initiative only; however, all PV Customers will still have access to search traditional ECAT, as well, by changing the initiative to ECAT.
C.1.b. Verify/Set Your DoDAACs
DoDAAC selections depend on your profile and authorizations made during registration.

**Single DoDAAC Support (Ordering and Requisition DoDAACs are the Same)**
If your profile User DoDAAC is associated to the same single Organization DoDAAC, your DoDAAC will be the default **Ordering DoDAAC** and cannot be changed. Neither the Requisition DoDAAC drop-down nor the “Requisition DoDAAC is not Ordering DoDAAC” option will be displayed.

**Multiple DoDAAC Support**
If you support multiple DoDAACs (e.g., you are a Fleet and Industrial Supply Center (FISC) ordering for multiple ships), you must specify which Ordering and Requisition DoDAACs you want to use prior to executing a product search request.

Upon selecting “Prime Vendor” as the **Initiative**, the **Ordering DoDAAC** field will be blank.

Specify the Ordering and Requisition DoDAACs in the appropriate fields, entering the FISC DoDAAC as the **Ordering DoDAAC** and the ship you are buying for as the Requisition DoDAAC. As you begin typing the first three alpha-numeric characters, the pull-down list populates with DoDAACs matching your input. Click on the desired DoDAAC from the list.

**Note:** Upon clicking the **Set Parameters** button, a validation check occurs to ensure that it is a valid **Ordering DoDAAC** for your **Customer DoDAAC**.
C.1.c. Order Types

By default, the ordering type parameter is set to be a routine order. But you can change the order type to be either a credit order or an emergency order by placing a checkmark next to the appropriate type. **Note:** You cannot mix order types in a single cart. Once you have placed an item in the cart for a specific order type, you are systematically prevented from attempting to place a checkmark on a different order type for your search — and you will need to start a new order to add products for a different order type.

**Routine Order**

By leaving both the Credit Order and Emergency Order checkboxes unchecked, you are setting the Order Type to be a **Routine Order**.

**Credit Order**

To place a **Credit Order**, place a checkmark in the checkbox next to **Credit Order**. The amount of the order will be applied to your credit balance and cannot exceed the available balance of credits available. Price Verification occurs on all Credit Orders.

**Emergency Order**

Place a checkmark next to **Emergency Order** to designate the delivery order as an **Emergency Order**. When you do so, a banner is displayed to explain the criteria for placing such an order.

**Note:** You cannot specify a Requested Delivery Date (RDD) on an Emergency Order.

C.1.d. Resetting Your Ordering Parameters

To make any changes to your Ordering Parameters after you have set them, such as if you support multiple Initiatives or DoDAACs, or want to place another type of order, click on the **Reset** button:

![Reset button](image)

This resets your selections and changes the **Reset** button back to **Set Parameters**.

**Note:** Once a product is placed in a Cart, the **Reset** button is removed from the User Interface display. You may NOT reset your Ordering Parameters until the Cart is deleted, parked, or checked out, at which time your Parameters will be automatically reset to their defaults.

---

4 **Note:** Two other order types are NOT displayed for Prime Vendor Customers: PV Ordering Customers are NOT authorized to make a **Credit Card Order**. And only Admins in the Med/Surg DVD group may place **DVD Orders** for Prime Vendor, so the option is NOT displayed for Customers.
Make any changes you wish and then click on **Set Parameters** to begin searching with the new parameters:

```
Select Initiative

[ ] Prime Vendor

Ordering DoDAAC

[ ] Credit Order

Checking this box indicates that you are placing an order that will be applied to your credit balance in lieu of payment. The amount of the order cannot exceed the available balance of credits available.

[ ] Emergency Order

[ ] Set Parameters
```

### C.2. Perform Your Product Search

Once you have set your Ordering Parameters, you can perform your Search using ECAT’s new, more robust and intuitive Search engine. Simply type in the search parameters you wish – a Prime Vendor Order Number (PVON) or part number, or a product name or partial item description, and then click the **Search** button. The results will only include items that are sourceable to your Ordering DoDAAC.

![Search button](image)

You may search for a specific product by its **Order Product Number (OPN)**, **Prime Vendor Order Number (PVON)**, **Part Number (PN)**, **National Stock Number (NSN)**, **National Drug Number (NDC)**, or **Manufacturer Part Number (MPN)**. You can also type in a product name or portion of the product name for a broader set of search results. You can search on any combination of the above.

**Important Tips:**

- You must type 2 or more (up to 200 maximum) alpha-numeric characters.
- A search for “glove” (without the quotation marks) will also return any product with “gloves” in the Product Description. You do NOT need to use wildcard symbols such as * or ?.
- You do NOT need to use quotation marks to look for specific word(s) or an exact phrase.
- You do not need to use "and" between terms. The search engine returns products with ALL search terms entered.
- Searches are NOT case sensitive. All letters will be understood as lower case.
- Simply enter the terms that best describe the product you want to find. If you’re looking for exam gloves, try the more specific “exam glove large” instead of just “glove”.
- The search engine is intuitive enough to understand aliases/transformations and ignore minor spacing issues, such as 100mg, 100 mg, 100 Milligram, or 100milligram.

Click the **Search** button to execute the query.
D. VIEW AND BUY PRODUCTS (SEARCH RESULTS PAGE)

When you perform a Product Search, ECAT passes your User’s Credentials to the MMC to determine your Program eligibility (based on Trading Partner data). ECAT then obtains Sourcing Data from the MMC based on your Initiative and the eligibility of your Ordering DoDAAC and displays all products that match your search criteria on the Search Results page. **Note:** Items are NOT Distribution Center-specific. This means that if an item is listed as being available, it might not be available at all DCs.

If you support both Pharm Fleet and Med/Surg, products for both Programs will be displayed:

<table>
<thead>
<tr>
<th>Contract Information</th>
<th>Item Numbers</th>
<th>Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prime Vendor: CARDINAL MED/SURG</td>
<td>Order Product Num. TNL5201</td>
<td>Drop Ship Only N</td>
</tr>
<tr>
<td>Bus. Class: LARGE</td>
<td>PVON: TNL5201</td>
<td>Drop Ship Fee N</td>
</tr>
<tr>
<td>Contract: SPE2DU17D2050 Exp. 06/06/2027</td>
<td>Part Num. TM-L5201</td>
<td>Cold Chain Y</td>
</tr>
<tr>
<td>Contract Type: PVM</td>
<td>NSN: 6505146321102</td>
<td>Controlled N</td>
</tr>
<tr>
<td>Pricing Agreement Type: BASE UNCOMMITTED</td>
<td>NDC: 00405703003</td>
<td>Hazmat N</td>
</tr>
<tr>
<td>Pricing Agreement Num: SP200990037 Exp. 12/31/2030</td>
<td>Manufacturer: B BRAUN</td>
<td>Latex Free Y</td>
</tr>
<tr>
<td>DAPA Holder Name: OPTIMAL INC</td>
<td>Manuf. Part Num: L5201</td>
<td>Green U</td>
</tr>
<tr>
<td>Min. Order Qty: 0.01</td>
<td>Min/Unit: 1/1</td>
<td>Weight: 32.26 LB</td>
</tr>
<tr>
<td>Supplier: ANN SCHLOSSER</td>
<td></td>
<td>Cube: 2189.38 IN</td>
</tr>
<tr>
<td>Phone: 847-578-6625</td>
<td></td>
<td>Length: 22.99 IN</td>
</tr>
<tr>
<td>Email: TEST_ANN SCHLOSSER@CARDINALHE...</td>
<td></td>
<td>Width: 9.92 IN</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Height: 9.6 IN</td>
</tr>
</tbody>
</table>

The product attributes displayed depend on the Initiative and Ordering DoDAAC set in the Ordering Parameters. For Prime Vendor orders, sourceable products are displayed by the following sourcing priority sequence:

1. “Best matched” product.
2. Pricing Agreement Primary Precedence.
3. Minimum Unit of Measure (UoM) Burdened Price of the executable items.
5. Source of Supply (SoS) in descending order, so PVP items listed before PVM items.
6. Grouped PVONs by the Product based on ECAT UI display.
8. Package Quantity in descending order (i.e., CASE, BOX, EACH).
At the top, the number of products matching your search query is displayed.5

The product’s *Contract Information, Item Numbers,* and *Characteristics* are displayed. *Refer to the next topic for Prime Vendor product attributes.*

Ten products are displayed at a time. To view additional results, scroll to the bottom of the screen and use the *Previous* and *Next* buttons to move one page backward or forward. You may also jump directly to a page by clicking on the *Page* down arrow to display a list of page numbers, and click on the desired page number.

To return to the Search page, click on the *Search* quick link in the Navigation Menu.

*D.1. Product Attributes (Prime Vendor Items)*

The following information is available for Prime Vendor products:

1. The *Product Description* is displayed on the top line of each record, in **bold**.
   
   • The *Short Description* is displayed; ellipses are appended if the description is longer than what can fit on-screen:

   CAP SCREW POLYPROPYLENE PIERCEABLE MICROCENTRIFUGE NATURAL W/O O-RING ...

   • Roll your mouse over the Name to view the Product’s entire description:

   CAP SCREW POLYPROPYLENE PIERCEABLE MICROCENTRIFUGE NATURAL W/O O-RING ...

2. To the right of it is its *Unit of Sale* (the saleable packaging configuration of the product) and *Unit Price.*

---

5 Sort: A Sort pull-down capability will be considered for a future release. The *Compare* feature available in traditional ECAT is not applicable for Prime Vendor.
3. In the main product pane, **Contract Information** is displayed, including:
   - **Prime Vendor**: The Supplier’s Name.  
   - **Business Class**: The Supplier’s Business Class (e.g., Large).
   - **Contract and Expiration**: The Admin Contract Number with the PV through which the product is provided and the Contract’s expiration date.
   - **Contract Type**: Either Prime Vendor Med/Surg (PVM) or Prime Vendor Pharmaceutical (PVP)
   - **Pricing Agreement Type, Pricing Agreement Number and Expiration**: The Pricing Agreement, and its Number with the Distribution and Pricing Agreement (DAPA) Holder through which the product is provided and the PA’s expiration date.
   - **DAPA Holder Name**
   - **Min. Order Amt.**: The minimum Delivery Order dollar amount the Supplier will accept, pertaining to the total amount of the Delivery Order, and not the dollar amount of the product purchased. **Note:** This is Not Applicable to Prime Vendor Orders.
   - **Supplier POC, Phone, Email**: The Supplier’s Point of Contact information for name, phone number, and email. Click on the email hyperlink to launch your email client and send an email to the POC.

4. In the middle column of the product pane, the **Item Numbers** are displayed:
   - **Order Product Number**: The OPN for the product. **Note**: The OPN can be different than the PVON.
   - **PVON**: The Prime Vendor Order Number for the product. **Note**: An item must have a PVON assigned in order to be placed in a Cart.
   - **Part Num.**: The Supplier’s Part Number for the product.
   - **NSN**: The National Stock Number assigned to the product.
   - **NDC**: The National Drug Code assigned to the product.
   - **Manufacturer**: The name of the product’s manufacturer.
   - **Manuf. Part Num.**: The Manufacturer’s Part Number for the product.
   - **Min/Mult**: The minimum quantity that must be ordered / the required order quantity multiple (e.g., “10/5” indicates a minimum order quantity of 10 and the order quantity must be a multiple of 5).

5. In the right-most column of the product pane, the product’s **Characteristics** are displayed, including:
   - **Drop Ship Only**: Indicates if the product is Drop Ship only. – Yes (Y), No (N), or Unknown (U).
   - **Drop Ship Fee**: Indicates whether or not the product incurs a Drop Ship fee – Y, N, or U.
   - **Cold Chain**: Indicates whether or not the product requires cold chain handling. – Y, N, or U.
   - **Controlled**: Indicates whether or not the product requires controlled handling. – Y, N, or U.
   - **Hazmat**: Indicates whether or not the product is classified as a hazardous material item. – Y, N, or U.
   - **Latex Free**: Indicates whether or not the product is free of latex – Y, N, or U.
   - **Green**: Indicates whether or not the product is classified as a green product – Y, N, or U.
   - **Weight**: The weight dimension and unit of measure of the Unit of Sale (UoS).
   - **Cube**: The cube dimension and unit of measure of the UoS.
   - **Length**: The length dimension and unit of measure of the UoS.
   - **Width**: The width dimension and unit of measure of the UoS.
   - **Height**: The height dimension and unit of measure of the UoS.

---

6 For Pharm Fleet Customers, the **Prime Vendor** and **DAPA Holder Name** will always be CARDINAL HEALTH.

7 For R4.00, Drop Ship Fees will need to be handled outside of ECAT. It has been recorded as a future requirement to be implemented in an upcoming release.
6. As soon as an item is placed in a Cart, all packaging configurations (eaches, cases, etc.) of that product on the Search Results page will display a banner that says \textit{Item is in Active Cart} and their Quantity fields and Buy buttons are disabled; this is due to the fact that PV business rules prevent multiple instances of the same OPN from being added to the same active cart.

D.2. Buy Product(s)

To add a product to the Cart, enter a quantity for that item, and then click the \textit{Buy} button. **Notes:** Only items with a PVON can be added to the Cart. And only items provided by the Primary Supplier can be added to the Cart unless the Primary does NOT have a PVON for that item and the item is solely available from the Backup.

---

1. An on-screen notification confirms that the product was added to the Cart.
2. In the top-right, your Cart shows how many items were added and the total dollar value.
3. That Product, in all packaging configurations in your search results list, will be flagged as being in your cart: \textit{Item is in Active Cart}.
4. The quantity box and Buy button will be \textit{disabled} on all packaging configurations for the product.

As products are added to the Cart, the item counter and Cart Total is incremented to show the number of items and the dollar value of the Cart.

---

8 Unlike traditional ECAT ordering, for Prime Vendor ordering, the \textit{Add to Reorder} link is hidden. \textit{Note: This capability will be considered as a future ECAT requirement.} There is also no \textit{Add to MMC} link, since it is N/A for Prime Vendor because ALL products returned in the results are already in the MMC.
Click the Cart icon to begin the checkout process. Refer to Section E for more information on the first page of the checkout process – the Shipping Details page.

If your DoDAAC is authorized to order for both Pharm Fleet and Med/Surg and you perform a search, products for BOTH business organizations will be returned. If you order products for both, the products will be automatically be separated into two separate bundles in your Cart.

E. BEGIN CHECKOUT PROCESS (SHIPPING DETAILS PAGE)

To check out your cart, click on the (Cart) icon in the grey header bar.

E.1. Review the Cart’s Shipping Details

The first step in the checkout process is to review the Ship To and Mark For Addresses. For PV Orders, the Delivery Site pull-down and Ship To and Mark For Addresses are populated by the system based on Trading Partner data and cannot be edited or changed.

If you support both Med/Surg and Pharm Fleet, your DoDAAC will be listed TWICE in the pull-down menu, once for each program. If the Shipping Details are correct, click on the button to save your Shipping Details to the cart and continue the checkout process. Important Note: If they are NOT correct, they will need to be fixed in the Trading Partner application. Park your cart and modify your Trading Partner Profile. Once the Profile has been approved and completed, the information will be automatically updated within ECAT and you can then access your parked cart and check out.

E.2. Park Your Cart

You may save the Cart instead of checking it out by clicking the Park button. This allows you to start a new search or create a new cart, but save the items in your parked cart to return to later. The Cart Name is system-generated.

Optionally, you may edit/customize the Cart Name (up to 50 characters) prior to clicking the Park button.

You can access your parked Carts by clicking on the History quick link in the Navigation Menu, clicking on the Carts section, and searching on the PARKED CART option in the Status pull-down menu.

After parking the Cart, you are returned to the Home / Search page. Note: Parking your cart will reset your Ordering Parameters, so you can begin a brand new product search.
E.3. Delete Your Cart

To delete your cart and start over, click the \textbf{Delete} button, and then on the \textbf{OK} button in the confirmation pop-up. The cart will be permanently deleted and you will not be able to retrieve its contents. After deleting the Cart you are returned to the \textbf{Home / Search} page. \textbf{Note: Deleting your cart will also reset your Ordering Parameters, so you can begin a brand new product search.}

F. REVIEW YOUR BILLING INFORMATION (BILLING DETAILS PAGE)

Clicking on \textbf{Next >>} on the \textbf{Shipping Details} page takes you to the second step in the checkout process — the \textbf{Billing Details} page.

F.1. Review the Cart’s Billing Details

F.1.a. Originator and Authorizer
Since all Prime Vendor Ordering Customers are Authorizers, the \textbf{Originator} of the Order and the \textbf{Authorizer} of the Order will always be one and the same.

F.1.b. Fund Code and Bill To DoDAAC
If you are a routine orderer supporting a single DoDAAC, the \textbf{Fund Code} and \textbf{Bill To DoDAAC} are populated based on your profile. You cannot change these values on a per order basis.
If your profile allows you to order for multiple DoDAACs, then you are required to enter a \textbf{Fund Code} and \textbf{Bill To DoDAAC}. If you order for the same DoDAAC that has multiple Fund Codes, then type in the Fund Code you want to use for the order. There is no systematic validation of the Fund Code, so please ensure it is correct prior to moving on to the next step.

F.1.c. Project Code
The \textbf{Project Code} is an optional entry. If used, it must contain 3 alpha-numeric characters. The field is not case-sensitive, as it will be converted to upper case upon submission.

F.1.d. Payment Type
For Prime Vendor Orders, \textbf{Payment Type} is MILSBILLS and cannot be changed.

F.1.e. Billing Method
For Prime Vendor Orders, the \textbf{Billing Method} defaults to the value you selected during Registration (\textbf{Detail} or \textbf{Summary}) and cannot be changed. For most customers, it is set to Detail Billing; ECAT customers assigned to a naval vessel are set to Summary Billing and Requisition Numbers.
F.2. Park or Delete Your Cart
You may save the Cart to come back at a later time, instead of checking it out, by clicking the Park button. The Cart Name is system-generated, but you may edit name prior to clicking the Park button. You can access your parked Carts by clicking on the History quick link in the Navigation Menu, clicking on the Carts section, and searching on the PARKED CART option in the Status pull-down menu. Click the Delete button to delete the Cart. After parking or deleting the Cart, you are returned to the Search page and your search parameters are reset.

G. REVIEW AND CHECKOUT CART (CART OVERVIEW PAGE)
After reviewing your Shipping and Billing Information, you are taken to the Cart Overview page, which allows you to review the contents of your Cart and make any adjustments before checking it out. Its display varies based on your profile and the type of order.

G.1. Bundle Information
The Cart is segregated into “bundles” by Contract Number and Order Type (Drop Shipment, Non-Usage). Drop Ship Orders are further segregated by DAPA Holder. Each bundle will become a separate Delivery Order. If you are a Prime Vendor Ordering Customer supporting both Med/Surg and Pharm Fleet and have ordered items for both, two Delivery Orders will be created when the Cart is checked out.

The header of each bundle displays the following:
- **Contract Number** and **Supplier Name** (1)
- **Bundle Total** (2)
- **Order Minimum Amount** allowed by the PV (not applicable for Prime Vendor and can be ignored) (3)
- **Type of Order** (Routine, Credit, or Emergency) (4)

On Routine Med/Surg Orders, you may specify a **Delayed Delivery Date** (5).

On any type of order, you can **Delete the Bundle** (6), or add a **Delivery Order Comment** (7).

On an order using **Summary** billing, you can specify a **Summary Requisition** number (or it will be completed automatically if you selected Auto Fill Serial Number during registration) (8). In this case, line item Requisition numbers will not be displayed.
G.1.a. Specify a Delayed Delivery Date
For routine Med/Surg orders, leave the Delayed Delivery Order field BLANK. However, you may specify that the entire order be delayed anywhere between 3 to 180 business days from the Order Date. Click on the field and then use the Calendar control to enter your Requested Delivery Date (RDD).

Notes: You may not specify an RDD at the line item level. Delayed Delivery Date is at the Cart Bundle / Order Level only. Delayed Delivery is not applicable to Pharmaceutical orders and as such will not be displayed.

G.1.b. Add an Order Comment
Click on the Order Comment icon to enter comments on a specific order. Note: For PV Orders, the Order Comments are internal only and not sent to the Supplier.

G.1.c. Delete a Cart Bundle
To delete an entire Cart Bundle, click the button appearing on the line next to the Contract # and click OK in the confirmation pop-up. You will then no longer be able to retrieve the bundle. And if the Cart has one and only one bundle and you delete it, the entire cart will be deleted. This means that if you previously parked the cart, it will no longer be able to be retrieved.

G.1.d. Verify or Add a Summary Requisition Number (Summary Billing)
On an order using Summary billing, a Summary Requisition Number is required for each Cart Bundle since each bundle will become a separate Delivery Order. Line Requisition Numbers are not entered or displayed. You can specify a Summary Requisition number (or it will be completed automatically if you selected Auto Fill Serial Number during registration for the ECAT Application). The system ensures that all Summary Requisition Numbers are unique, regardless of whether they are system-generated or manually entered. If system-generated, the Starting Serial Number is reset each day.

Important Notes: The Customer will be billed according to the Summary Requisition number from ECAT. The Requisition Number entered in ECAT must MATCH the one generated by /received from the Customer’s financial system to ensure proper billing. It will NOT be system-validated to match at checkout.

Summary Requisition DoDAAC
The system uses the DoDAAC stored as the Requisition DoDAAC, so it cannot be changed.
Julian Date / Auto Fill Julian Date

Under the breadcrumbs, to the far-right of Cart Overview, is the Auto Fill Julian control.

By default, the date will be displayed as the current Julian date. To auto-populate the Julian Date for each Summary Requisition Number with the current date, click the Auto Fill Julian button ▼.

You may also change the Julian Date if you need to use a date other than the current date (in such circumstances as when a Requisition Number was received at a prior date but the order is just being placed). ECAT accepts any Julian Date between one year prior to within one year in the future of the current Julian Date.

Serial Number

The Serial Number field must also be populated with four alpha-numeric digits prior to checking out the Cart. If you selected Auto Fill Serial Number during registration for the ECAT Application, it will be completed automatically. If not, manually enter unique serial numbers.

G.2. Item and Line Item Details

G.2.a. View Product Details

The items are listed by default as a collapsed line, with the:

- **Product** (as a clickable hyperlink)
- **Packaging**, and
- **Price**:

9 Julian Date is the elapsed time in days since January 1, 4713 BC Greenwich noon. The purpose is to make it easy for computing the difference between one calendar date and another calendar date. Julian dates are expressed as a Julian day number (e.g., 7257).
Click on the product hyperlink to expand the item details:

Click on it once again to re-collapse the line.

**G.2.b. Delete an Item**

Delete an item by clicking on the **X** icon on the desired item and clicking on **OK** in the confirmation prompt.

**G.2.c. View or Update/Save Line Item Details**

Beneath each item is the line item details, showing:

- **Line Requisition Number** *(Detailed Billing Only)*
- **Local Stock Number**
- **Line Quantity**
- **Line Total**

**Line Requisition Number (Detail Billing)**

When Detail Billing has been selected during Registration for ECAT, the Line **Requisition Number** is displayed under the item header. The number is made up of the **Requisition DoDAAC**, **Julian Date**, and **Serial Number**.

The system ensures that all Requisition Numbers are unique, regardless of whether they are system-generated or manually entered. **Note**: Line Requisition Numbers are required by our Enterprise System for internal purposes, but you will only be billed to the Summary Requisition Number on the Delivery Order.

**Requisition DoDAAC**

The system uses the DoDAAC stored in your profile as the Requisition DoDAAC, so it cannot be changed.
Julian Date / Auto Fill Julian Date

Under the breadcrumbs, to the far-right of the Cart Overview is the **Auto Fill Julian** control. By default, the date will be displayed as the current date.

To populate the **Julian Date** for each Requisition Number, click the **Auto Fill Julian** button ▼.

You may also change the Julian Date if you need to use a date other than the current date (e.g., when a Requisition Number was received at a prior date but the order is just being placed).

Serial Number

The **Serial Number** field must also be populated with four alpha-numeric digits prior to checking out the Cart. If you selected **Auto Fill Serial Number** during registration for the ECAT Application, it will be completed automatically and the starting serial number is reset each day. If not, manually enter unique serial numbers.

Local Stock

The **Local Stock** Number allows you to save your reference number for a product by entering up to 20 characters, for a cross-reference between your product numbering system (if any) and that of the manufacturer/supplier. Click in the field to update the number. Click on the  ×  to delete the number or leave the field blank. Click on the  button to save your updates.

Update Quantity

You can change the Order Quantity by updating the Qty field, and clicking on the  button.
**Line Total**
The Line Total updates to the total price for the order quantity specified for the item.

**Save Updates Made to a Line**
After making any changes to a Line, click on the **Save** button. **Note:** To make more substantial changes to the order, such as after you have added Julian dates and Serial Numbers, use the **Save Order** button instead.

**G.3. Cart Comments**
The **Cart Comments** text box allows you to enter comments visible to you only (up to 800 characters maximum).

**G.4. Park or Delete Your Cart**
You may save the Cart to return to at a later time instead of checking it out by clicking the **Park** button. You may also rename the cart prior to clicking the **Park** button. Click the **Delete** button and **OK** in the confirmation pop-up to delete the Cart.

**G.5. Save Order**
To save any changes on the order (either at the header level, line level, or both), click on the **Save Order** button. **Important Note:** It is highly recommended that you ALWAYS save the order before submitting it. This will ensure that all changes in your order have been saved, in case you lose your internet connectivity while submitting the order.

**G.6. Submit Order**
When you are ready to check out the Cart, click the **Submit Order** button. **11** As all Prime Vendor Ordering Customers have purchase authorization privileges, the **Order Summary** page will then be displayed.

You can access your order by clicking on the **History** quick link in the Navigation Menu, and searching for your order in the **Delivery Orders** section using the search methods shown. **Refer to Section J for more information.**

---

10 If you have multiple bundles in your cart, the Cart Comments will be displayed with each resulting Delivery Order on the **Order Summary** page.
11 Unlike traditional ECAT orders, a PV Web Order that exceeds the Acquisition Threshold Dollar Amount is exempt from having its Cart suspended.
H. VIEW OR PRINT RESULTING ORDER(S) (ORDER SUMMARY PAGE)

After checking out, ECAT converts each cart bundle into a separate Delivery Orders. The Order Summary page provides the details either in Detail or Summary format.

H.1. View Your Order(s)

The Order Summary page displays all orders that have been placed, converting each bundle of items into a separate Delivery Order.

<table>
<thead>
<tr>
<th>Order Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SPE20175250</strong> SPE201752A27</td>
</tr>
<tr>
<td>Created: 09/26/2017 12:49:05 PM</td>
</tr>
<tr>
<td>Order Status: PURCHASE AUTHORIZED</td>
</tr>
<tr>
<td>Status Date: 09/26/2017 12:49:05 PM</td>
</tr>
<tr>
<td>Originator: PAMELA EGAN</td>
</tr>
<tr>
<td>Authorizer: PAMELA EGAN</td>
</tr>
<tr>
<td>BILL: DoDAAC: V21853</td>
</tr>
<tr>
<td>Contract Type: PVM</td>
</tr>
<tr>
<td>Payment Type: M0SBL75</td>
</tr>
<tr>
<td>Fund Code: JH</td>
</tr>
<tr>
<td>Signal Code: A</td>
</tr>
<tr>
<td>Project Code: PVE</td>
</tr>
<tr>
<td>NSPR Code</td>
</tr>
<tr>
<td>Summary Req # V2185372691234</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

Cart Comments:
Example of Cart Comments.

---

For each order, the light blue displays header level information about the order:

- **Contract Number**
- **Delivery Order Number**: No longer a 4-character alphanumeric call number but rather a unique 13-character alphanumeric uniform Procurement Instrument Identifier. Refer to Section B.3.b, for details.
- **Supplier Prime Vendor**: The Name of the Prime Vendor to whom the order has been submitted.
- **TSN**: The Transportation Control Number.
- **Order Total**: The total of all the items in the particular order.
In white, is the Billing and Shipping information:

- The date the Order was **Created**.
- The **Order Status** and **Status Date** (date that the status was updated). For Prime Vendor Orders, its initial status upon submission is PURCHASE AUTHORIZED.
- Order **Originator** and **Authorizer**: The name of the person who placed the order.
- **Bill To DoDAAC**: The DoDAAC that will be billed for the Order.
- **Contract Type** for the Order (PVM or PVP).
- **Payment Type**: MILSBLILLS for Prime Vendor Orders.
- **2-digit Fund Code**.
- **1 letter Signal Code**: This defaults to “A” for all Prime Vendor Orders.
- **3-digit alpha-numeric Project Code**.
- **MIPR Code**: The Military Interdepartmental Purchase Request Code (*N/A for Prime Vendor Orders*).
- **Summary Requisition Number**: The Summary Requisition number when Summary billing is used; it will be blank when using Detailed Billing.
- The **Ship To** and **Mark For Addresses** for the Order.

**Cart Comments** added on the Cart are displayed on each order but will NOT be sent to the Supplier.

The lines in the order show the following information:

<table>
<thead>
<tr>
<th>CLIN</th>
<th>STETHOSCOPE DUAL HEAD TUNABLE DIAPHRAGM/BELL 28IN TUBING</th>
<th>CLIN $178.88</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part # M203</td>
<td>Unit Case</td>
<td>Items/Unit</td>
</tr>
<tr>
<td>Requisition # R201266345aaa</td>
<td>Requested Delivery Date 11/21/2017</td>
<td>Local Stock # 651501532850</td>
</tr>
</tbody>
</table>

In light grey:

- Contract Line Item Number (**CLIN**), Item short description, and **CLIN Total** amount.

In white:

- The Item **Part #, Unit of Sale**, Item **Price**, **Order Quantity**, and **Fill Quantity** (which will be 0 upon order submission but populated after the Supplier receives and acknowledges the order).
- Line **Requisition #**.
- **Delayed Delivery Date** (on Routine Med/Surg orders).
- And the **Local Stock #**.

**H.2. Print Your Order(s)**

You can print any Order by clicking on the **Print Above Order** button below the order on the page.
I. ORDER(S) SENT/ ACKNOWLEDGMENTS RECEIVED VIA EDI (MRA)

After your order(s) have been submitted, they will be forwarded by the Medical Reconciliation Application (MRA) to the appropriate Prime Vendor Suppliers as Electronic Data Interchange (EDI) transactions. Note: PV Suppliers will NOT use ECAT’s Supplier Order Management (S.O.M) system that traditional ECAT Suppliers use.

- The Order Status will change from PURCHASE AUTHORIZED to FORWARDED TO SUPPLIER.
- Once received by the Supplier, the status will change to RECEIVED BY SUPPLIER.

I.1. Vendor Order Acknowledgments

The Supplier can then acknowledge an order by Accepting an entire order or line or Rejecting an order or line with an EDI 855, using the following Delivery Order Acknowledgment Status Codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC</td>
<td>Accepted</td>
</tr>
<tr>
<td>AR</td>
<td>Accepted</td>
</tr>
<tr>
<td>IA</td>
<td>Accepted</td>
</tr>
<tr>
<td>IB</td>
<td>Backordered</td>
</tr>
<tr>
<td>IC</td>
<td>Requested Cancel Backorder</td>
</tr>
<tr>
<td>IF</td>
<td>Cancel Backorder Denied</td>
</tr>
<tr>
<td>IP</td>
<td>Accepted, Price Changed</td>
</tr>
<tr>
<td>IQ</td>
<td>Accepted, Quantity Change</td>
</tr>
<tr>
<td>IR</td>
<td>Rejected</td>
</tr>
<tr>
<td>IS</td>
<td>Accepted, Substitution Made</td>
</tr>
<tr>
<td>AA</td>
<td>Rejected, Usage Exceeded</td>
</tr>
<tr>
<td>AR</td>
<td>Rejected, Allocation Exceeded</td>
</tr>
<tr>
<td>R1</td>
<td>Rejected, Not on Contract</td>
</tr>
<tr>
<td>R2</td>
<td>Rejected, Invalid Order Num</td>
</tr>
<tr>
<td>R3</td>
<td>Rejected, Invalid Pack Cd</td>
</tr>
<tr>
<td>R4</td>
<td>Rejected, On National Backorder</td>
</tr>
<tr>
<td>R5</td>
<td>Rejected, Order as Just In Time</td>
</tr>
<tr>
<td>R6</td>
<td>Rejected, Not on Usage List</td>
</tr>
<tr>
<td>R7</td>
<td>Rejected, Order as Drop Ship</td>
</tr>
<tr>
<td>R8</td>
<td>Rejected, Discontinued</td>
</tr>
</tbody>
</table>

The Order Status in ECAT will be updated to either ACCEPTED BY SUPPLIER (which can include both accepted and rejected lines) or REJECTED BY SUPPLIER (if all items in the order have been rejected) and the Order Details will reflect which line(s) were Accepted or Rejected by the PV. You will also receive an email notification if you signed up for email notifications during the ECAT Registration process. Refer to Section K for more information about viewing Rejected orders and Section L for details about viewing Accepted orders and posting receipt.

I.2. Backorders

For Med/Surg PV Orders, any item (that is NOT a delayed delivery item), which is not initially filled (next-day delivery), will be held on backorder (IB status) with an Estimated Shipping Date (ESD) displayed on the Order Summary. A Delayed Delivery Order (DDO) cannot be backordered. MRA will validate that the Projected Ship Date included on the 855_4010 does not exceed 90 calendar days from the date of the order placement.

Customer-Initiated Request to Cancel a Backorder: This capability will not be available for R4.00 Go Live, but will be available in a future ECAT release: The Customer will be able to cancel a backorder should s/he not want to wait for the product to become available.

Vendor-Initiated Request to Cancel a Backorder: If a Prime Vendor has accepted an order of a backordered item and finds that it cannot be supported, the Prime Vendor sends an EDI 865 to cancel the line. The PV can initiate a cancellation request up to 10 business days prior to the RDD for a Delayed Delivery Order for limited reasons such as due to a manufacturer backorder. However, communication with the customer must take place prior to a cancellation to allow for instances where the customer would prefer to permit a later RDD.
Ordering Via the Backup PV When the Primary PV Cancels a Backorder: *This capability will not be available for R4.00 Go Live, but will be available in a future ECAT release:* For 48 hours after a Primary Supplier cancels a backordered line, if the item is executable with the Backup Supplier, the customer will have the option to place the order with the Backup Supplier.

I.3. Delayed Delivery Orders (DDOs)
A Delayed Delivery Order (DDO) can NOT be backordered.

Customer-Initiated Request to Cancel a Delayed Delivery Order: *This capability will not be available for R4.00 Go Live, but will be available in a future ECAT release:* You will be able to request a cancellation of a Delayed Delivery Order or a Delayed Delivery Order Line. When you do so, a comment of that request is added to the Order Summary.

Vendor-Initiated Request to Cancel a Delayed Delivery Order: PVs can request a DDO cancellation using EDI 865. When the PV cancels one or more lines on a DDO, the Order Status is updated and you will receive an email notification. In ECAT, the Order Details will reflect which line(s) were canceled by the PV.

Vendor-Initiated Price Change of a Delayed Delivery Order Line: *This capability will not be available for R4.00 Go Live, but will be available in a future ECAT release:* The PV will be able to update the Price of an item using an EDI 865. When it does so, you will receive an email notification of that fact, and in ECAT, a Line Comment will be displayed on the Order Summary of "Vendor updated price from <original unit price> to <new unit price>.”

J. SEARCH FOR DELIVERY ORDERS, CARTS, & REQUISITIONS (HISTORY PAGE)
Click on the quick link to view your order history or check the status on an order. The History page allows you to view your *Delivery Orders, Carts, Requisitions,* and *Reorder Lists*.

12 *Reorder Lists* is currently Not Applicable to Prime Vendor Orders, but has been logged as a future requirement.
J.1. Search for Delivery Orders
You can search for orders by a specific **Order Number**. Or, filter your search results to look for all orders for a specific **Authorizer**, **Originator**, **Status**, or **Supplier**, and select the radio button for the timeframe you want to search – **Last 40 Orders**, **Current Year**, **Date Range**, or **All Available**.

Click on the **Search** button to initiate your Delivery Order search.

J.1.a. Search for a Specific Order by Order Number
Type or paste in a Delivery Order Number, either with or without a space between the contract number and PIID, in the **Delivery Order #** text box and click on **Search**.
You will be taken directly to the Order Summary page for that Delivery Order.

J.1.b. Find Orders by Requisition DoDAAC (Multiple DoDAAC Support Users Only)
If your profile is set up to support Multiple DoDAACs, you may alternately search for carts for a specific **Requisition DoDAAC**. Type or paste in the DoDAAC and click on **Search**.

J.1.c. Find Orders by Order Status
Click on the appropriate drop-down arrow and select the desired value from the drop-down list to filter by **Order Status**.
The following Delivery Order **Statuses** are available:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURCHASE AUTHORIZED</td>
<td>The Delivery Order has been created.</td>
</tr>
<tr>
<td>FORWARDED TO SUPPLIER</td>
<td>The Delivery Order has been forwarded to the supplier.</td>
</tr>
<tr>
<td>ORDER RECEIVED</td>
<td>The customer has confirmed receipt of the Delivery Order.</td>
</tr>
<tr>
<td>ACCEPTED BY SUPPLIER</td>
<td>The Delivery Order has been accepted by the supplier.</td>
</tr>
<tr>
<td>REJECTED BY SUPPLIER</td>
<td>The Delivery Order has been rejected by the supplier.</td>
</tr>
<tr>
<td>CANCELLED BY AUTHORIZER</td>
<td>The Delivery Order has been cancelled at the customer’s request. <em>Note:</em> This is Not Applicable to Prime Vendor orders, as Prime Vendor orders cannot be cancelled by the Customer.</td>
</tr>
</tbody>
</table>
| ORDER RETURNED                | The Delivery Order has been returned by the supplier so the order can be reprocessed. *Note:* Applies to Consignment Orders only; not applicable for Prime Vendor orders.

By default the **Last 40 Orders** are retrieved. But you can retrieve a specific range of orders by clicking on the appropriate radio button for the range you would like to use: **Current Year, Date Range, or All Available.**

If you select **Date Range**, two calendar controls appear. Click on the calendar icons for **From:** and **To:** and select the start and end dates for your desired range. Click the left arrow to go back one month or the right arrow to advance to the next month.

To retrieve all orders in the system click the **All Available** radio button.

Click on the **Search** button to perform your Delivery Order search.

The Results will be displayed at the bottom of the screen with the **Delivery Order** (which comprises the **Admin Contract Number** followed by the **PIID**), the **Supplier**, the **Status** of the order, the **Status Date** of when that status last changed, and the **Total** of the order.

Click on an order hyperlink to access the order. Refer to **Section L** for more information about Post Receipt & Acceptance on an Accepted order.
J.2. Search for Carts

You may also search for Carts from the History page.

You can filter by Cart Status and then specify the range you would like to use: Last 40 Carts, Current Year, Date Range, or All Available.

Available Cart Status filter options:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORIZER REVIEW</td>
<td>For traditional ECAT orderers, these are Carts that the Authorizer has returned to the Buyer because changes are required. <em>N/A for Prime Vendor Ordering.</em></td>
</tr>
<tr>
<td>AWAITING AUTHORIZATION</td>
<td>For traditional ECAT orderers, these are Carts submitted by a Builder, which awaiting authorization from the Authorizer. <em>N/A for Prime Vendor Ordering.</em></td>
</tr>
<tr>
<td>CHECKED OUT</td>
<td>Carts that you have checked out. Delivery Orders have been created and forwarded to the Supplier. <em>Note: The Order Summary page is displayed for Carts in “Checked Out” status.</em></td>
</tr>
<tr>
<td>NEW CART</td>
<td>Any Cart into which you placed an item; but you did not save, check out, or delete the Cart.</td>
</tr>
<tr>
<td>PARKED CART</td>
<td>Carts that you have saved. These have not been checked out.</td>
</tr>
</tbody>
</table>

Or, if your ECAT Registration profile is set up to support Multiple DoDAACs, you may alternately search for carts for a specific Requisition DoDAAC.

Then, specify the range you would like to use: Last 40 Carts, Current Year, Date Range, or All Available.

If you select Date Range, two calendar controls appear. Click on the calendar icons for From: and To: and select the start and end dates for your desired range.

Click on the **Search** button to retrieve your Carts, and then click on a Cart to access it.

J.3. Search for Requisitions

To search for a Requisition Number, enter either a Summary or Line Requisition Number in the Requisition # text box, and then click the **Search** button. You will be taken to the Delivery Order that used that Requisition Number.
J.4. Search for Reorder Lists

For R4.00 Go Live, Reorder Lists will not be available for Prime Vendor Orders. The feature is only currently available for traditional ECAT Readiness and Non-Readiness Lists.

K. VIEW REJECTED ORDERS AND REASONS (ORDER SUMMARY PAGE)

Any order that has been fully rejected by the Supplier will have a Status of REJECTED BY SUPPLIER, an updated Status Date of when the Supplier rejected the order, and a Total of $0.00.

<table>
<thead>
<tr>
<th>Delivery Order #</th>
<th>Supplier</th>
<th>Status</th>
<th>Status Date</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPE2DV17D9050 SPE2DV17 Fab 56</td>
<td>CARDINAL MED/SURG</td>
<td>REJECTED BY SUPPLIER</td>
<td>09/25/2017</td>
<td>$0.00</td>
</tr>
<tr>
<td>SPE2DV17D9050 SPE2DV17 Fab 57</td>
<td>CARDINAL MED/SURG</td>
<td>REJECTED BY SUPPLIER</td>
<td>09/25/2017</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Click on the order to view the details of the rejection:

1. The System Notes list the name of the person at the Supplier who acknowledged the order.
2. The line shows that the one and only item on the Order was Rejected.
3. The CLIN Total and Fill Quantity are both displayed as zero.
4. For R4.00 Go Live, the Supplier’s Reason for Rejecting the order and additional Comments will not be used. But in a future release, the Reason will be displayed as per the Acknowledgment Status Code provided in the EDI. Refer to Section I.1 for the list of Codes and accompanying reason.
L. VIEW AND POST RECEIPT OF ACCEPTED ORDERS (ORDER SUMMARY PAGE)

ECAT displays the best available information on the current Order Status on Accepted Delivery Orders.

1. The **Order Summary** shows the updated Order Status of **ACCEPTED BY SUPPLIER** and the date that the status changed.

2. The **System Notes** detail who at the Supplier acknowledged the order and when.

3. All available shipping information is displayed, including the **Fill Quantity** as well as the **Ship Quantity**, **Ship Date**, **Shipment Number**, **Carrier**, and **Tracking #**. You can indicate Non-Receipt of an order line, pass zero as the Receipt Quantity, or indicate Final Receipt.

To receive an order and Post Receipt:

a. Post the **Receipt Quantity** and **Receipt Date** that it was received. **Important Note:** If the shipment was received two days prior and you are only now logging into ECAT, ensure that you use the true actual date it was received, not today's date, for auditability/accuracy of the timing in the life cycle of the order and the Vendor's shipment.

b. If there is a discrepancy, use the pull-down to **Select a Discrepancy Reason**. **Important Notes:** This information is INTERNAL ONLY and is NOT SENT to the Prime Vendor. In addition to selecting the reason here, you must also complete and submit a **Discrepancy Report** akin to the below within 48 hours of the delivery to BOTH the PV and to DLA at **PVDiscrapcy@DLA.MIL**.
c. If the sum of Receipt Quantity for an order line equals the Order Quantity, ECAT will indicate that it is the Final Receipt on the Order Summary automatically once you Post Receipt. But you can also manually indicate Final Receipt, even if the sum of the Receipt Quantity for an order line is less than the Order Quantity, by placing a checkmark next to Check for Final Receipt. Make sure you select a Discrepancy Reason and send a discrepancy report within 48 hours.

d. You can update and save a partial receipt without posting the Final Receipt by clicking on the Save Receipt button. ECAT validates that the order line Receipt Quantity is less than or equal to the Order Quantity and the Ship Quantity. ECAT allows multiple receipts to be posted per order line. This means that every time you click on the button, it will save the line in its current state and add it as a partial receipt on the final Order Summary.

4. When you have finished making your updates, click on the Post Receipt button:
   a. A confirmation message will be displayed that the order has been posted.
   b. The Order Status changes to ORDER RECEIVED.
   c. The System Notes are updated to reflect who posted the receipt and the date/timestamp of the action.
   d. The final details display the Ordered, Confirmed, Shipped, and Receipted quantities, as available to clarify the current status of an order, adding the following information from your receipt: Received Quantity and Date, Discrepancy Reason (when applicable), and whether or not the Receipt was Final:

   Order has been successfully posted

<table>
<thead>
<tr>
<th>Order Summary</th>
<th>TCN R0212872661111</th>
<th>Total $22.34</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created</td>
<td>9/23/2017 6:01:13 PM</td>
<td></td>
</tr>
<tr>
<td>Order Status</td>
<td>ORDER RECEIVED</td>
<td></td>
</tr>
<tr>
<td>Status Date</td>
<td>9/23/2017 5:03:44 PM</td>
<td></td>
</tr>
<tr>
<td>Originator</td>
<td>PAMELA EGAN</td>
<td></td>
</tr>
<tr>
<td>Authorizer</td>
<td>PAMELA EGAN</td>
<td></td>
</tr>
<tr>
<td>Bill To</td>
<td>R20126</td>
<td></td>
</tr>
<tr>
<td>Contract Type</td>
<td>SVM</td>
<td></td>
</tr>
<tr>
<td>Payment Type</td>
<td>MILLSBILLS</td>
<td></td>
</tr>
<tr>
<td>Fund Code</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Signal Code</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Project Code</td>
<td>PVE</td>
<td></td>
</tr>
<tr>
<td>Work Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary Req #</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Ship To</td>
<td>DPDAC-R20126</td>
<td></td>
</tr>
<tr>
<td>Mark For</td>
<td>DPDAC-R20126</td>
<td></td>
</tr>
</tbody>
</table>

System Notes:
(9/27/2017 3:03:44 PM)PAMELA EGAN posted receipt for this order.
(9/25/2017 2:10:40 PM)TESTCONTR2 ADMIN acknowledged this order.

<table>
<thead>
<tr>
<th>CLIN 1</th>
<th>TAPE CAST SPLINT FIBERGLASS 2INW X80 CM CASTING GLUE</th>
<th>CLIN $22.34</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part #</td>
<td>MB20022X</td>
<td></td>
</tr>
<tr>
<td>Unit Box</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Items/Box</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Price</td>
<td>$22.34</td>
<td></td>
</tr>
<tr>
<td>Order Qty</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Fill Qty</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Requisition #</td>
<td>R2012872661111</td>
<td></td>
</tr>
<tr>
<td>Requested Delivery Date</td>
<td>9/23/2017</td>
<td></td>
</tr>
<tr>
<td>Local Glue #</td>
<td>10508214248623</td>
<td></td>
</tr>
<tr>
<td>Ship Qty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ship Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shipment #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rec Qty 1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Rec Date</td>
<td>9/09/2017</td>
<td></td>
</tr>
<tr>
<td>Discrepancy</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Carrier</td>
<td>OTHER</td>
<td></td>
</tr>
<tr>
<td>Tracking</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Rec Qty 1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Rec Date</td>
<td>9/09/2017</td>
<td></td>
</tr>
<tr>
<td>Discrepancy</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Carrier</td>
<td>OTHER</td>
<td></td>
</tr>
<tr>
<td>Tracking</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Rec Qty 1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Rec Date</td>
<td>9/09/2017</td>
<td></td>
</tr>
<tr>
<td>Discrepancy</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Carrier</td>
<td>OTHER</td>
<td></td>
</tr>
<tr>
<td>Tracking</td>
<td>#</td>
<td></td>
</tr>
</tbody>
</table>

Note: You are not allowed to do a reversal after posting final receipt, as it’s submitted immediately.

14 ECAT posts a zero receipt to indicate non-receipt of an order line or a cancelled backordered line.
M. VIEW SUPPLIERS AND CONTRACTS (SUPPLIERS PAGE)

When you click on the **Suppliers** quick link in the Navigation Page at the top of any page, you are taken to the Suppliers page, which presents real-time Supplier and Contract information for all Suppliers in the ECAT System (not just Prime Vendor Suppliers). You can search for Suppliers in the following categories:

- **Active**: Supplier has an active ECAT contract.
- **New**: Supplier will be joining the ECAT program. The contract has not been awarded.
- **Pending Deletion**: Supplier has an ECAT contract that will be expiring and not be renewed.
- **Deleted**: Supplier is no longer participating in the ECAT program.

Upon entering the screen, **Active Suppliers** are displayed by default and the list is fully expanded.

To collapse the list of active suppliers click on the **heading. To display a list of suppliers in another category, click on the desired heading.

To view information for a Supplier click on the down arrow  icon next to the Supplier ID. The Supplier’s **Contract Numbers, Number of Products** on each Contract, **Contract Initiative**, and **Minimum Order Amount** per Contract are displayed:

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contract Initiative</th>
<th>Number of Products</th>
<th>Min. Order Amt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH20090908207</td>
<td>HOSPITAL EQUIPMENT</td>
<td>59</td>
<td>1</td>
</tr>
</tbody>
</table>

Click on the up arrow  icon to hide the Supplier details.
To display a list of suppliers in another category, click on the desired heading.

N. VIEW ADDRESS / PAYMENT INFORMATION (PROFILE PAGE)

The Profile page contains your address book and payment information, but is mainly for traditional ECAT Customers to maintain multiple Ship To / Mark For addresses and maintain credit card information. **Note: The Addresses and Credit Card portions of the page are NOT APPLICABLE to Prime Vendor Ordering Customers.**

Since all Prime Vendor Ordering Customers use MILSBILLS as the Payment Method, the Payment Method Settings are for informational purposes only and cannot be changed. To make any modifications, you must edit your Registration settings in DMMonline.
0. APPENDICES

0.1. PV Ordering Process Flow
### 0.2. Glossary of Terms Used in Conjunction with ECAT

The following terms are used in this document, within the ECAT application, or are associated in some way with the application and/or business processes.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition / Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>A numeric digit</td>
</tr>
<tr>
<td>Admin Contract</td>
<td>A Contract used to administer the ordering and delivery of medical material to a specific Customer by a specific Prime Vendor. Types are: ROF, used for day-to-day normal operations; and MOF, used for Kitting, Hub and Spoke, and supporting Emergency operations.</td>
</tr>
<tr>
<td>CAC</td>
<td>Common Access Card</td>
</tr>
<tr>
<td>ClearTrust</td>
<td>Identity and authentication tool with a Federated Identity Management (FIM) module that provides access to multiple Web sites with Single Sign-On.</td>
</tr>
<tr>
<td>CLIN</td>
<td>Contract Line Item Number</td>
</tr>
<tr>
<td>CONUS</td>
<td>Continental United States</td>
</tr>
<tr>
<td>Cust ID</td>
<td>Customer Department. A 6-character, alphanumeric that is set and controlled by the Customer, and associated to a specific Customer. It can either be an Ordering Site (OS Cust ID) or a Delivery Site (DS Cust ID).</td>
</tr>
<tr>
<td>Customer Big 4 Eligibility</td>
<td>Includes: Uniform Formulary; Big 4 -- Department of Veteran Affairs (DVA), Department of Defense (DoD), Public Health Services (PHS), Coast Guard; Big 4 Pricing Eligibility -- Federal Ceiling Price and Federal Supply Schedule; FSS only; FSS is optional, not eligible for FCP; FSS is optional, not eligible for FCP, eligible for FCP and FSS when activated.</td>
</tr>
<tr>
<td>DAPA</td>
<td>Distribution and Pricing Agreement</td>
</tr>
<tr>
<td>DC</td>
<td>Distribution Center</td>
</tr>
<tr>
<td>DDO</td>
<td>Delayed Delivery Order</td>
</tr>
<tr>
<td>DEA Number</td>
<td>Drug Enforcement Agency Number consisting of 2 letters, 6 numbers, and 1 check digit is a number assigned to a health care provider by the U.S. Drug Enforcement Administration used for tracking controlled substances.</td>
</tr>
<tr>
<td>DEA Cert</td>
<td>Controlled Substance Registration Certificate, used for delivery of Controlled Substances to OCONUS sites using APO and FPO addresses.</td>
</tr>
<tr>
<td>DHA NCR</td>
<td>Defense Health Agency National Capital Region. A Joint Service responsible for two sites in the National Capital Region – Walter Reed National Naval Center and Fort Belvoir.</td>
</tr>
<tr>
<td>DLA</td>
<td>Defense Logistics Agency</td>
</tr>
<tr>
<td>DLA DEA Cert</td>
<td>A DEA Certificate used for delivery of Controlled Substances to OCONUS sites using APO and FPO addresses.</td>
</tr>
<tr>
<td>DLA-TS</td>
<td>DLA Transaction Services - Formerly Defense Automated Addressing System Center (DAASC)</td>
</tr>
<tr>
<td>DML</td>
<td>Defense Medical Logistics</td>
</tr>
<tr>
<td>DMLSS</td>
<td>Defense Medical Logistics Standard Support</td>
</tr>
<tr>
<td>DMLSS-R</td>
<td>DMLSS-Retail</td>
</tr>
<tr>
<td>DMLSS-W</td>
<td>DMLSS-Wholesale</td>
</tr>
<tr>
<td>DMMonline</td>
<td>Defense Medical Materiel Online</td>
</tr>
<tr>
<td>DoD</td>
<td>Department of Defense</td>
</tr>
<tr>
<td><strong>DoDAAC</strong></td>
<td>Department of Defense Activity Address Code. 6-character alphanumeric that is set and controlled by DLA-TS. Sometimes called an MTF. It uniquely identifies a unit, activity, or organization.</td>
</tr>
<tr>
<td><strong>DP</strong></td>
<td>Designated Provider</td>
</tr>
<tr>
<td><strong>DUNS</strong></td>
<td>Data Universal Numbering System. Dun and Bradstreet unique identification number used as a Customer location unique identifier</td>
</tr>
<tr>
<td><strong>DVA</strong></td>
<td>Department of Veterans Affairs</td>
</tr>
<tr>
<td><strong>EBS</strong></td>
<td>Enterprise Business System</td>
</tr>
<tr>
<td><strong>ECAT</strong></td>
<td>Electronic Catalog</td>
</tr>
<tr>
<td><strong>ECAT Help Desk</strong></td>
<td><a href="mailto:dscpECAThelp@DLA.mil">dscpECAThelp@DLA.mil</a></td>
</tr>
<tr>
<td><strong>EDI</strong></td>
<td>Electronic Data Interchange</td>
</tr>
<tr>
<td><strong>ESD</strong></td>
<td>Estimated Shipping Date</td>
</tr>
<tr>
<td><strong>FCP</strong></td>
<td>Federal Ceiling Price</td>
</tr>
<tr>
<td><strong>FISC</strong></td>
<td>Fleet and Industrial Supply Center</td>
</tr>
<tr>
<td><strong>FPO</strong></td>
<td>Fleet Post Office</td>
</tr>
<tr>
<td><strong>FSS</strong></td>
<td>Federal Supply Schedule</td>
</tr>
<tr>
<td><strong>M/S PV Gen V</strong></td>
<td>Medical/Surgical Prime Vendor Program 5th Generation</td>
</tr>
<tr>
<td><strong>GLN</strong></td>
<td>GS1 standard Global Location Number. Customer location unique identifier.</td>
</tr>
<tr>
<td><strong>HIBCC</strong></td>
<td>Health Industry Business Communications Council. An industry-supported nonprofit standards development organization that develops standards that meet the unique requirements of the world’s healthcare providers.</td>
</tr>
<tr>
<td><strong>Hub and Spoke</strong></td>
<td>A system of distribution in which the items being distributed are routed into and out of a central location.</td>
</tr>
<tr>
<td><strong>iRAPT</strong></td>
<td>Invoice, Receipt, Acceptance, and Property Transfer</td>
</tr>
<tr>
<td><strong>IT</strong></td>
<td>Information Technology</td>
</tr>
<tr>
<td><strong>Julian Date</strong></td>
<td>The elapsed time in days and fractions of a day since January 1, 4713 BC Greenwich noon. The purpose is to make it easy for computing the difference between one calendar date and another calendar date. Julian dates are expressed as a Julian day number (e.g., 7257).</td>
</tr>
<tr>
<td><strong>Kitting</strong></td>
<td>Process in which individually separate but related items are grouped, packaged, and supplied together as one unit.</td>
</tr>
<tr>
<td><strong>KO</strong></td>
<td>Contracting Officer</td>
</tr>
<tr>
<td><strong>“Me-Me”</strong></td>
<td>Me-Me refers to the delivery pair of the main facility, where the Customer DoDAAC assigned to the Contract in the Profile is added as both the Ordering Site and Delivery Site in a Site Association pair. See Cust ID.</td>
</tr>
<tr>
<td><strong>MIPR</strong></td>
<td>Military Interdepartmental Purchase Request</td>
</tr>
<tr>
<td><strong>MMC</strong></td>
<td>Medical Master Catalog</td>
</tr>
<tr>
<td><strong>MOF</strong></td>
<td>Master Ordering Facility. Used for Kitting, Hub and Spoke, and supporting Emergency operations.</td>
</tr>
<tr>
<td><strong>MRA</strong></td>
<td>Medical Reconciliation Application</td>
</tr>
<tr>
<td><strong>MTF</strong></td>
<td>Military/Medical Treatment Facility</td>
</tr>
<tr>
<td><strong>NDC</strong></td>
<td>National Drug Code</td>
</tr>
<tr>
<td><strong>NORA</strong></td>
<td>Narcotics Ordering Review and Approval</td>
</tr>
<tr>
<td><strong>NSN</strong></td>
<td>National Stock Number</td>
</tr>
<tr>
<td><strong>OCONUS</strong></td>
<td>Outside Continental United States</td>
</tr>
</tbody>
</table>
OGA  
Other Government Agency

PA  
Pricing Agreement

PIID  
Procurement Instrument Identifier, which replaces call numbers and identifies orders made via the Prime Vendor Program and ECAT.

**Positions 1-6:** Issuing office DoDAAC (Pharm Fleet = SPE2DX; all other M/S PV = SPE2DV)

**Positions 7-8:** Last two digits of the fiscal year (which starts over for each new FY)

**Position 9:** Letter “F”

**Positions 10-13:** Serial number in an agency-assigned range for an Admin Contract. Pharm Fleet - SPE2DX (Pattern 5 – 0A00 to 9Z99; 23,999 total serial numbers); M/S PVWO (Pattern 14 – AA0A to ZZ9Z; 138,015 total serial numbers).

The letters I and O are not used in any part of the PIID.

POC  
Point of Contact

PHS  
Public Health Services

PPV-G  
Pharmaceutical Prime Vendor Global

PV; PVM; PVP  
Prime Vendor; Prime Vendor Medical/Surgical; Prime Vendor Pharmaceutical

PVWRM  
Prime Vendor War Readiness Materiel

RDD  
Requested Delivery Date

ROF  
Routine Ordering Facility. Used for day-to-day normal operations.

SKO  
Sets, Kits, and Outfits

SoS  
Source of Supply

SR  
Service Representative

SSO  
Single Sign-On. A session/user authentication process that permits a user to enter one name and password in order to access multiple applications.

TAC  
Type of Address Code. KOs may view a Customer’s associated TAC addresses (TAC 1: Mail To, TAC 2: Ship To and TAC3: Bill To) on the Add/Edit Customer page.

TCN  
Transportation Control Number

UoM  
Unit of Measure

UoS  
Unit of Sale

USA  
United States Army

USAF  
United States Air Force

USCG  
United States Coast Guard

USMC  
United States Marine Corps

USN  
United States Navy

VMI  
Vendor Managed Inventory

WHO  
World Health Organization