INFORMATION TECHNOLOGY SYSTEMS

DLA Troop Support – Construction and Equipment Directorate

Maintenance, Repair and Operations Tailored Logistics Support Prime Vendor Program

DATA SPECIFICATION DOCUMENT

Version 4.0, April 2011

Monthly Usage Data Reporting Requirements

PURPOSE: During the term of this contract, DLA Troop Support has defined a monthly requirement of Usage Data Reporting. All data provided by the Tailored Logistics Support Prime Vendor (TLS PV) will be used and viewed by C&E Management and DLA Troop Support personnel only. To increase the utility of this collected information, streamline the data collection process and minimize data manipulation efforts, DLA Troop Support has established specific data reporting requirements. These specifications include submission time frames, vehicle or medium of submission and the data elements structure that will make up the submitted data set.

NOTE: THE ATTACHMENT IS NOT THE FINAL VERSION OF THE PROCESS. IT IS MEANT AS AN EXAMPLE.

DATA SPECIFICATIONS

Usage data reflects the TLS PV Contractor's *line-item* detail for the financial (sales) data and is used to establish TLS PV Contractor program metrics.

To increase the utility of this information and automate the data collection process, DLA Troop Support has established specific data reporting requirements that include submission time frames, vehicle of submission and data elements structure that make up the submitted data set. The Information Technology (IT) specialist will be the point of contact (POC) for the TLS PV Contractor and whose function will be to resolve systems, software and transmission issues and facilitate the exchange of data with Government assigned IT POCs.

TRANSMITTING DATA TO DLA TROOP SUPPORT C&E

Submission Time Frame:

Usage (line-item) Detail Data- Usage data provided should reflect only the orders that have been received by the customer and must be submitted by the 15th of the following month for *orders received* by the customer in the previous month. For example, a Usage Report for line-item level data for the orders received by customers during the month of January would be due to DLA Troop Support by no later than February 15 and to show orders received during the month of January. Should the due date pass without data being received by DLA Troop Support, a member of the DLA Troop Support-C&E IT Staff will contact the contractor to coordinate immediate submission.

Medium/Vehicle of Transfer: Files shall be provided to DLA Troop Support as a pipe (|) delimited text attachment file via Email and sent to a generic email address that will be provided to the TVR IT POC. The Usage data will be verified for format and sent to the DLA Troop Support for performance analysis.

File Naming Convention: To facilitate the automated processing and identification of submitted data files, each file should follow *specific naming conventions*. Adhering to such conventions will provide for easy storage and organization during the automated loading and archival processes, and identification and retrieval of source data files.

Usage Data– File Name

Actual Data File = Century Year Last day of month Sequence Number.TVR Extension.txt (e.g. 20020630.A01.NAM.TXT)

Send Date = YYYYMMDD where DD is the last day of the calendar month for which transactions are being reported. Do not report items until they have been shipped.

Sequence Number = If the TLS PV Contractor submits more than one file on a specific day, the sequence number should increase to A02, A03 etc., such that each filename is unique.

- If errors are found in a file that preclude it from being accepted a new file must be submitted with a new unique filename (e.g. 20020630.**A04**.TVR.TXT).
- Duplicate file names will be rejected.

TLS PV Contractor Abbreviation = A three-character file extension will be established with the TLS PV Contractor's IT POC and the C&E IT Staff.

Text file extension = all files must end in .txt. Any attachments not ending with the .txt extension will be rejected and an email will be sent to the sender indicating an invalid file name.

File Type/Format: ASCII text file format is required to standardize the collected information and automate processing. Submitted data should be without column headings, delimited by pipe symbol (|), each line should end with a pipe (|) delimiter, and a carriage return. All required or optional fields **must** be present. (E.g. Starting with the manufacturer name, having no NSN and then moving onto the short item description, then Quantity Ordered ...|ABC Mfg Group||hammer, masonry|8|...). See "Sample File" at the end of this document.

Data Elements/Structure: To increase the utility and automate manipulation of the data submitted, DLA Troop Support is implementing a standard list of data elements that are to be provided by all submitting TLS PV Contractors. All data elements, data types, field lengths, and formats are shown in the tables (data grids) below and are followed by the specific detailed explanation of each data field. There are two record structures in the tables below.

USAGE DATA GRID

	Data Element	Data Type	Field Length	Example	Format	Required- R Optional - O
1	**Data Type Indicator**	L	1 (fixed)	L	Text (alpha-numeric)	R
2	**TLS PV Contract Number**	L	13 (fixed)	SP050099D0086	Text (alpha-numeric)	R
3	**Delivery Order Number**	L	4 (fixed)	A123	Text (alpha-numeric)	R
4	**Order Date**	L	10 (fixed)	03/20/2011	Date (mm/dd/yyyy)	R
5	**Required Date**	L	10 (fixed)	04/01/2011	Date (mm/dd/yyyy)	R
6	**Ship Date**	L	10 (fixed)	03/22/2011	Date (mm/dd/yyyy)	R
7	**Received Date**	L	10 (fixed)	03/22/2011	Date (mm/dd/yyyy)	R
8	**DoDAAC** – Ordering	L	6 (fixed)	N12345	Text (alpha-numeric)	R
9	**DoDAAC** – Ship To	L	6 (fixed)	N12345	Text (alpha-numeric)	R
10	**TLS PV-Assigned Customer Account Number**	L	V20		Text (alpha-numeric)	R
11	**Sub-Contractor (Socioeconomic Indicator)**	L	30 (fixed)	S1;S2;S3 …	Text (alpha-numeric)	R
12	**TLS PV Contractor Part Number**	L	V32		Text (alpha-numeric)	R
13	**Manufacturer Part Number**	L	V32		Text (alpha-numeric)	R
14	**Manufacturer Name**	L	V50		Text (alpha-numeric)	R
15	**National Stock Number (NSN)**	L	13 (fixed)	4210011367617	Text (alpha-numeric)	O
16	**Short Item Description**	L	V100		Text (alpha-numeric)	R
17	**Quantity Ordered**	L	10,2	15	Number	R
18	**Quantity Shipped**	L	10,2	10	Number	R
19	**Unit Sold**	L	2 (fixed)	EA	Text (alpha-numeric)	R
20	**Unburdened Acquisition Unit Price**	L	13,4	5.60	Number	R
21	**Burdened Acquisition Unit Price**	L	13,4	6.3755	Number	R

22	**Unburdened Contract Price**	L	13,4	56.00	Number	R
23	**Burdened Contract Price**	L	13,4	63.755	Number	R
24	**Requisition Number**	L	14 (fixed)	SC050110850001	Text (alpha-numeric)	R
25	**Contractor Control Number** * Required if the value was transmitted by DLA Troop Support to the Contractor	L	V10	BMC00000N2	Text (alpha-numeric)	R *
26	**TLS PV Contractor Specific field 1**	L	V30		Text (alpha-numeric)	O
27	**Customer Quote Date**	L	10 (fixed)	03/22/2011	Date (mm/dd/yyyy)	R
28	**SPECIAL Project Codes**	L	V3	9GY	Text (alpha-numeric)	O
29	**Green Product**	L	V1	Y, N, null	Text (alpha-numeric)	O
30	**Line Item Type**	L	2 (fixed)	PR, SE, BE, AF, FR	Text (alpha-numeric)	R
31	**Government Tracking Number**	L	V35	20060315123542000001	Text (alpha-numeric)	R

DATA ELEMENT DETAILS
Section 1 of Data Grid

Double Quotes [" "] and Pipes [|] are not acceptable within the context of any field. Also, fields cannot be framed with double quotes [" "].

Data Type Indicator [Required]

- Defines data as line-item level data used in the C&E Management Information System and is denoted by **L**

TLS PV Contract Number [Required]

- Specific format (e.g. SPM50098D0012), 13-position alpha-numeric (e.g. hyphens [-], slashes [/], spaces [ ], etc. are **not** acceptable). This contract number identifies the agreement, between the TLS PV Contractor and DLA Troop Support against which the order was placed.
- A TLS PV Contractor can have multiple contracts but the same contract number cannot be held by more than one Contractor.

Delivery Order Number [Required]

- Four-position alphanumeric that identifies the order with which a transaction line is associated.
- Each line within the usage data set must indicate a specific delivery order number.
- Multiple lines can list the same delivery order number.
- Once a delivery order number is listed against a particular PV contract number, that specific combination of delivery order number and PV contract number cannot be repeated.
- The same delivery order number can be listed against different PV Contract Numbers.

- The TLS PV assigns and maintains these values for prime vendor contracts.

Order Date [Required]

- The calendar date on which the items are ordered, as identified by the ordering facility.
- This field shall be submitted at a fixed length of 10 characters.
- The year must be submitted as a 4-digit year.
- Single digit months and/or days shall be entered with leading zeroes (e.g. 05/04/2011 = May 4, 2011).

Required Date [Required]

- This is the negotiated calendar date, as identified by the ordering facility, by which the items ordered are required to be received.
- This field shall be submitted at a fixed length of 10 characters.
- The year must be submitted as a 4-digit year.
- Single digit months and/or days shall be entered with leading zeroes (e.g. 05/04/2011 = May 4, 2011).

Ship Date [Required]

- The calendar date on which the listed item(s) was shipped to the ordering facility, as identified by the PV.
- This field shall be submitted at a fixed length of 10 characters.
- The year must be submitted as a 4-digit year.
- Single digit months and/or days shall be entered with leading zeroes (e.g. 05/04/2011 = May 4, 2011).

Received Date [Required for MRO PV Program]

- The calendar date on which the listed item(s) was received at its point of use, as identified by the customer.
- This field shall be submitted at a fixed length of 10 characters.
- The year must be submitted as a 4-digit year.
- Single digit months and/or days shall be entered with leading zeroes (e.g. 03/04/2011 = March 4, 2011).
- This is not an estimated date, but an actual date that the item(s) were delivered.

DoDAAC – Ordering (Department of Defense Activity Address Code) [Required]

- Six-position alphanumeric that identifies the facility that ordered the product.
- The ordering DoDAAC is the first six digits of the requisition number.

DoDAAC – Ship To (Department of Defense Activity Address Code) [Required]

- Six-position alphanumeric that identifies the facility where the product is delivered.
- This field CANNOT be left blank even if it is the same value as "Ordering DoDAAC.

TLS PV Contractor -Assigned Customer Account Number [Required]

- The values to be entered in this field will enable both PVs and DLA Troop Support personnel to identify lower-level ordering facilities within DoDAACs. They are assigned by the PV and represent the ID for that specific ordering location.
- Values entered in this field may be of variable widths (up to 20 characters).
- These values would be established and maintained by the TLS PV to identify their customers.
- Examples, as follows: PV Assigned # = DoDAAC, Site
  - 465041401 = N12345, Site 1
  - 465041402 = N12345, Site 2
  - 465041403 = N12345, Site 3

- 530004500 = W41K80, Site 1
- 530004501 = W41K80, Site 2

Subcontractor – [Socioeconomic Indicator] [Required]

- Required if subcontractor is a member of any socioeconomic group as defined in FAR clauses 52.219-1 and 52.212-3.
- Small Business standard per block 10 of solicitation/contract/order for commercial items.
- This field indicates if the source (e.g. distributor, subcontractor, etc.) of the listed item is a small business.
- Data Entry will indicate the type of small business grouping of the source (distributor, subcontractor, etc.) member.
- Usage data submissions will allow for up to five socioeconomic codes to be entered per line for this field. The following restrictions apply:
    - S1 and S2 **cannot** apply together for the same order line.
    - if S7 applies, there **cannot** be any other socioeconomic code entries for that line
    - Codes must be uppercase
    - Codes must be separated by a semicolon. E.g. S1;S3;S5 or S1;S3;S5; are acceptable

- Valid entries in this field shall be as follows:

Value	Definition
S1	Small Business – Not Disadvantaged
S2	Small Disadvantaged Business
S3	Small, Woman-Owned Business
S4	HUBZone Small Business (see FAR 52.219-4 for guidance)
S5	Veterans Owned Small Business
S6	National Industries for the Blind (see FAR 52.208-9 for guidance)
S7	NISH – National Institute for the Severely Disabled (see FAR 52.208-9 for guidance)
S8	Service Disabled Veteran Owned Small Business

** *Note:* If the subcontractor involved is not a socioeconomic group as listed; this field will be left blank.

TLS PV Contractor Part Number [Required]

- A series of characters that uniquely identifies each line item.
- Variable widths (up to 32 characters) and characters (e.g. hyphens [-], slashes [/], etc.) are acceptable.
- These values are assigned and maintained by the TLS PV.
- **Double Quotes [" "] and pipes [|] are not acceptable.**

Manufacturer Part Number [Required]

- A series of characters that uniquely identifies each line item.
- Variable widths (up to 32 characters) and characters (e.g. hyphens [-], slashes [/], etc.) are acceptable.
- **Double Quotes [" "] and pipes [|] are not acceptable.**
- These values are assigned and maintained by the manufacturer of the listed item.

Manufacturer Name [Required]

- The name of the manufacturer who manufactured the listed item.
- **Note:** This is not the supplier name. It is the manufacturer's name. Home Depot is not a valid manufacturer.
- Variable widths (up to 50 characters) are acceptable.
- Consistency must be used when reporting these names. "ABC CO", "ABC INC" and "ABC" are not consistent. Use 1 name.
- **Double Quotes [" "] and pipes [|] are not acceptable.**

National Stock Number (NSN) [Optional]

- The NSN is a series of numbers that the government uses to uniquely identify a specific item with a government specification..
- Thirteen characters (XXXXXXXXXXXXX) in the shown format (where the X's represent numbers) no dashes should be included (define as a text field not numeric).
- Some Contractors may and do provide the first four characters only, which designate the Federal Stock Class (FSC).

Short Item Description [Required]

- A series of characters that specifies identifiable characteristics (e.g. item name, size, color, etc.) of the listed item.
- Variable widths (up to 100 characters) and characters (e.g. hyphens [-], slashes [/], etc.) are acceptable.
- Framing values with **Double Quotes [" "]** or the use of pipes [|] within the description text are not acceptable. The exception to this rule is use of " as the abbreviation for inches, and ' as the abbreviation for feet. For example, a two by four by eight piece of lumber may be described as: LUMBER, 2" X 4" X 8'.

Quantity Ordered [Required]

- The number of units, as listed in the 'unit sold' field, of the item that the customer ordered.
- No Negative Numbers.

Quantity Shipped [Required]

- The number of units, as listed in the 'unit sold' field, of the item that were shipped.
- No Negative Numbers.

Unit Sold [Required]

- The values entered into this field shall represent the authorized government unit-of-issue codes for the listed item (e.g. CS = case, BX = box, EA = each, etc.).
- The values entered into this field MUST be exactly two characters.

Unburdened Acquisition Unit Price [Required]

- The value entered into this field represents the price paid by the TLS PV for a single unit. However, this price is <u>**prior to**</u> program applicable appropriate fees being applied, such as the distribution fee or the DLA Troop Support cost recovery rate. **EXCEPTION:** the acquisition price MAY include air freight for those orders requiring emergency delivery.
- This value is the TLS PV's acquisition cost per unit for the item.

Burdened Contract Unit Price [Required]

- The value entered into this field represents the price to the Troop Support customer for a single unit, as listed in the 'unit sold' field. This value is to include program applicable fees such as the TLS PV distribution fee as well as the DLA Troop Support cost recovery rate.
- This is the amount the Troop Support customer pays per unit.

Unburdened Total Acquisition Price [Required]

- The value entered into this field represents the total line product cost to the contractor (quantity delivered times unburdened unit price). However, this price is **prior to** program applicable appropriate fees being applied, such as the distribution fee or the DLA Troop Support cost recovery rate. **EXCEPTION:** the acquisition price MAY include air freight for those orders requiring emergency delivery.

Burdened Contract Price [Required]

- The value entered into this field represents the total line price to the Troop Support customer (quantity delivered times burdened unit price).
- This value does include the DLA Troop Support cost recovery rate.
- This is the total amount paid by the Troop Support customer.

Requisition Number [Required]

- No dashes are allowed in this field. This field must be exactly 14 characters long and adhere to the below structure:

  Position 1 - 6: DODAAC of Ordering location
  Position 7 - 10: Julian Date (i.e. March 29, 2011 = 1088)
  Position 11 - 14: Serial Number (Sequence # of Requisition)

Contractor Control Number [Required if the value was transmitted by DLA Troop Support to the contractor]

- The value entered into this field represents a 10 character unique qualifier for the line. This field is supplied by DLA Troop Support to the contractors via the pre-award pricing spreadsheets used. The value must be uppercase.

TLS PV Contractor Specific Field 1 [Optional]

- The TLS PV Contractor can use these fields at their discretion for any numerical data unique for their program or report.
- Variable widths (up to 30 characters) and characters (e.g. hyphens [-], slashes [/], etc.) are acceptable. **Double Quotes [" "] and pipes [|] are not acceptable.**

Customer Quote Date [Required]

- The calendar date on which the listed item(s) price was quoted to the customer.
- This field shall be submitted at a fixed length of 10 characters.
- The year must be submitted as a 4-digit year.
- Single digit months and/or days shall be entered with leading zeroes (e.g. 05/04/2011 = May 4, 2011).

Special Project Code [Optional]

- The Customer is responsible for identifying any special project codes. If a special project code is supplied by the customer and the TLS PV Contractor is reporting it in the "project code" field of the "Summary" data, then it must be entered here for each of the line-items on the monthly reports. Every effort should be made by TLS PV Contractor to obtain special project codes from the customer.
- Project codes are used for the purpose of distinguishing requisitions and related documentation and shipments, as well as for the accumulation of intra-Service performance and cost data related to exercises, maneuvers, and other distinct programs, projects, and operations. Category D Project Codes are assigned for use by the Office of the Secretary of Defense/Chief, Joint Chiefs of Staff, while Category C Project Codes are common purpose Project Codes for use by all or specified Components. A complete set of rules and procedures is contained in DOD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP), Appendix 2.13.
- ***NOTE***: Do not frame text fields with Double Quotes.

Green Product [Optional]

- The value entered into this field represents if the product is green (environmentally preferable/energy efficient). Valid values are "Y" if it is green, "N" if it's not green and blank if unknown.

Line Item Type [Required]

- Either products or services are sold through the TLS PV Contractor program, these must be delineated separately using the codes:

  PR denotes Products
  SE denotes Services
  FR denotes order lines that specify shipping costs paid by the customer for an order – (no product/service amounts should be reported on lines where Line Item Type=FR)

The below codes pertain only to the MRO TLS PV *Program:*

BE denotes Bench Stock (when a TLS PV Contractor owns and manages a store and controls the inventory that item is considered Bench Stock)

AF denotes items where Air Freight is included within the Acquisiton Unit Price

Government Tracking Number [Required]

- This value is obtained from DLA Troop Support as a result of the appropriate Pre-Award Review Process, which is communicated to the contractor electronically.
- This value enables Usage Data to be tied back to the Pre-Award Data, which is used in conjunction with Usage Data to provide DLA Troop Support valuable analytical information.

SAMPLE OF DELIMITED ASCII TEXT FILE FOR LINE ITEM USAGE DATA

L|SPM50012D3456|A123|03/20/2011|04/01/2011|03/22/2011|03/24/2011|N12345|N12349|CUS00123|S2|TVR_VENDOR_PARTNUM2|MFGPARTNUM234|MANUFACTURER_NAME|4210011367613|BLUEWIDGET|10|10|EA|5.50|6.75|55.00|67.50|FC526040850014| BMC00000N2| |12/25/2012|9GF|Y|PR|20060315123542000001

(End Data Specification Document)