

SECTION 13. LOCAL PURCHASE/INTERACTIVE RESPONSE PROCESS

13.1 General. The SARSS2AC system accommodates local purchase requests in the Local Purchase/Interactive Response Process. This process lets you create supply status transactions and local purchase materiel receipts, and process charge account local purchase transactions when required.

13.2 Interfaces. The Local Purchase/Interactive Response Process has both internal and external interfaces.

13.2.1 External Interface. The external interfaces are shown in figure 13.2-1.

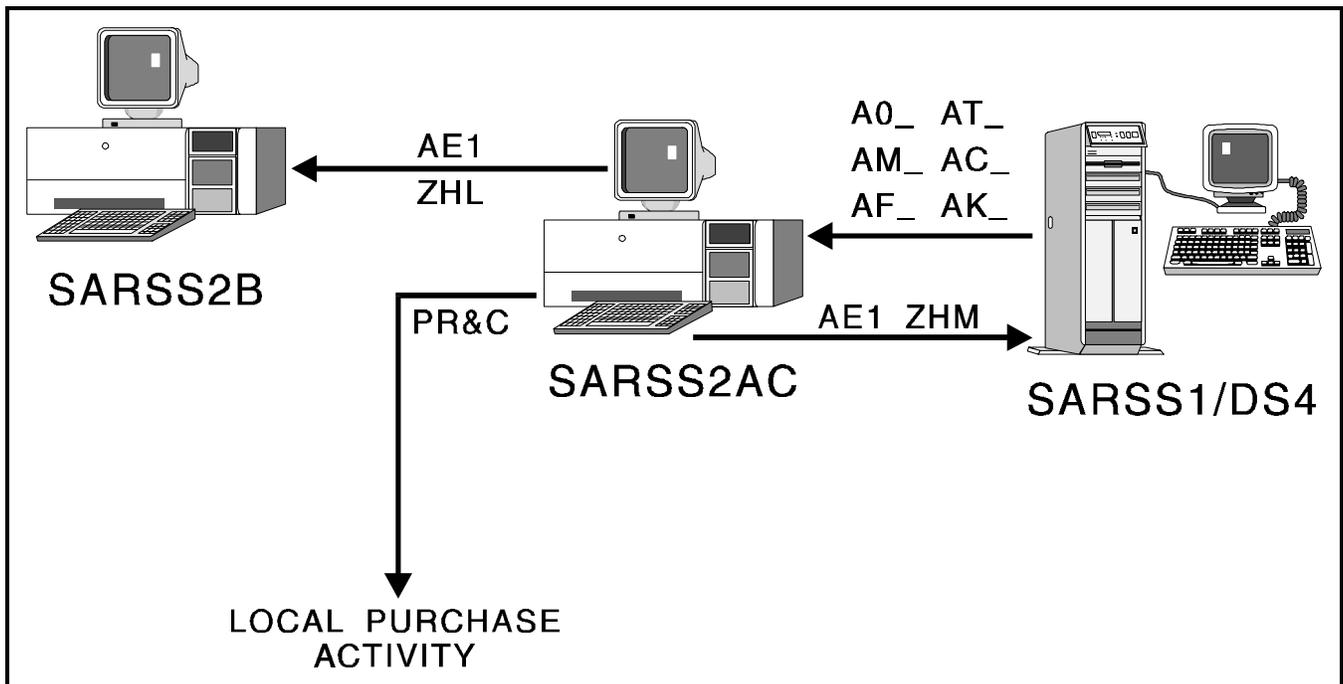


Figure 13.2-1. External Interfaces

13.2.2 Internal Files Interface. The Local Purchase/Interactive Response Process interfaces internally with the following files and table:

- a. Local Purchase File. This file contains Document Identifier Code (DIC) A0_, AE_, AM_, and AT_ transactions from the Issue Referral Process.
- b. Parameter File. The Unit Unique Record on this file contains unit information and tables used to identify activity support by Routing Identifier Code (RIC).
- c. Print File. This file receives error and output reports.
- d. Catalog File. The system checks this file for matching records.
- e. Department of Defense Activity Address File (DODAAF). The system reads this file for matching Department of Defense Activity Address Codes (DODAACs) and Type Unit Codes.

f. Transaction-Out File. The Local Purchase Process writes transactions to this file for routing to SARSS1, a higher SARSS2A, and SARSS2B.

g. Local Substitute National Item Identification Number (NIIN) (YBH) Table. The process reads this table to determine if the input NIIN is a valid substitute even though the Master Stock Number Relationship File (SNRF) shows no existing relationship.

13.3 Process Overview. The Local Purchase/Interactive Response Process is actually made up of three processes: Charge Account Local Purchase, Local Purchase Request and Commitment (PR&C), and Response from Local Purchase. The following is a concise overview of these processes.

13.3.1 Charge Account Local Purchase. This process enables you to interactively input customer charge account local purchase transactions into the system when required. These are blanket purchase agreement (BPA) purchases made by decentralized ordering activities or imprest fund cashiers for supported customer activities. The system produces a DIC ZHL transaction which is output to the SARSS2B Document History Daily Process to be sent to finance to update their records. There is no record of this transaction kept at SARSS2AC/B.

13.3.2 Local PR&C. This process enables you to edit and send to print a PR&C.

13.3.3 Response from Local Purchase. This interactive process enables you to:

a. Create and send a DIC ZHM to the SARSS1 or Direct Support Unit Standard Supply System (DS4) activity when advised about a purchase agreement with a supplier for the requested item. It also lets you furnish the SARSS1 or DS4 activity a procurement instrument identification number (PIIN).

(1) The DIC ZHM notifies the SARSS1 or DS4 activity that procurement action has been taken.

(2) The PIIN, at SARSS1, becomes part of the Due-In Activity File Record for the document number.

b. Create a DIC AE_ (supply status transaction) to advise the SARSS1 or DS4 activity of the action taken in response to a customer cancellation request. When the status is local purchase, the RIC-LST-SOS will be LPC.

c. Create a DIC D4S (local purchase materiel receipt) to close out the internal Suspense Header File, if necessary. This transaction is not transmitted to the SARSS1 or DS4 activity; it is for internal file use only.

(1) Normally, the SARSS1 receiving activity enters the DIC D4S. When a PIIN is not available, you can find one in RP 72 on the DIC D4S transaction from SARSS1. This will process normally at SARSS2AC except that it will also be written to the Error Listing with Reason Referred Code AE.

(2) Creating the DIC D4S at SARSS2AC should not be done without research. The SARSS2AC Referral Response Process processes the D4S.

(a) This action reduces or closes out the open LPC quantity on the Suspense Header File only.

(b) This action will not affect the SARSS2AC accountable or Custodial Availability Balance File (ABF) for the affected SARSS1 or DS4 activity.

(c) The intent is to clear the SARSS2AC Suspense Header File so the open purchase order will not print on the Overaged Suspense Report.

13.4 Input.

a. Input to the batch Local Purchase Process is from the Issue Referral Process. It consists of:

- (1) DIC A0_ - Requests coded for local purchase items.
 - (a) Items with Acquisition Advice Code I, J, K, or L on the Catalog File.
 - (b) Items with RIC-SOS LPC in RP 4-6 on the Catalog File.
 - (c) Items assigned a Control Degree Code indicating local purchase.
- (2) DIC AM_ - Requests for modification.
- (3) DIC AT_ - Follow-up requests converted as requests.
- (4) Receipt of a DIC AE_ with Status Code CP, CW, or DA.
 - (a) The SARSS1 activity receives this transaction and forwards it to the SARSS2AC.
 - (b) The transaction processes at SARSS2AC in the Issue Referral Process.
- (5) DIC AC_/AK_ - Requests for cancellation and cancellation follow-up.
- (6) DIC AF_ - Requests for follow-up.
- (7) DIC YEX - Exception data transactions that contain additional data for DIC A0E or A05.

b. Input to the interactive Charge Account Local Purchase Process comes from the supporting local purchase activity off-line.

13.5 Type Processing. Local Purchase/Interactive Response is both a batch and interactive process.

a. Batch Process. The batch process accommodates requests for local purchase items not available through the wholesale supply system or coded as local purchase on the Catalog File.

b. Interactive Process. The interactive response portion of this process enables you to create the following DICs:

- (1) ZHM (obligation of funds).
- (2) AE1 (supply status).
- (3) D4S (local purchase materiel receipt) to clear the SARSS2AC Suspense Header File, if required.
- (4) ZHL (charge account local purchase).

13.5.1 Process Parameters. The batch Local Purchase Process contains several routines that perform a variety of functions as described below.

a. When you enter the MPRC command on the Local Purchase Menu to select Purchase Request & Commitment, the system reads the Local Purchase File for DIC A0_, AM_, AT_, or AE_. If a transaction contains exception data (last position of the DIC is 5 or E), the system reads the YEX File for any YEX Records with a matching document number. If the system finds a DIC other than the four listed above, it sends the transaction to the Manager Review File (MRF) with Reason Referred Code BC and deletes the transaction from the Local Purchase File.

(1) If it finds a match, the system posts the data from the DIC YEX to the request displayed on the screen.

(2) If it finds no match, the system sends the requisition to the MRF with Reason Referred Code BA.

(a) If the system finds a DIC YEX transaction with no matching request, it writes the YEX to the Error Listing and then deletes it.

(b) If the system finds a transaction with a DIC other than those listed above, it also writes it to the Error Listing and deletes it.

b. The Price Module performs edits, such as comparing the NIIN to the Catalog File and determining the total cost of the PR&C.

c. The From Address Module obtains the in-the-clear address of the activity initiating the request by reading the DODAAF for the address of the SARSS2AC.

d. The Deliver-To Address Module obtains the in-the-clear address of the receiving SARSS1. The system reads the DODAAF for a matching record of the transaction DODAAC in RP 30-35.

(1) If it finds a match, the system checks to see if the Type Unit Code for that DODAAC is 1 through 7 or U. If the Type Unit Code is 1 through 7 or U, the system writes the in-the-clear address to the transaction.

(2) If it does not find a match, or if it finds a match but the Type Unit Code is not 1 through 7 or U, the system reads the DODAAF for a matching record of the transaction DODAAC in RP 45-50.

(a) If it finds a match and the Type Unit Code for the DODAAC in RP 45-50 is 1 through 7 or U, the system writes the in-the-clear address to the transaction.

(b) If the DODAAC in RP 45-50 does not match the DODAAF, or if the DODAAC matches the DODAAF but the Type Unit Code for that DODAAC is not 1 through 7 or U, the system displays the PR&C on the terminal screen without a deliver-to address.

e. The system sends a DIC AE_ with a BV Status Code to the SARSS1 or DS4 activity and SARSS2B in response to a follow-up transaction from the SARSS1 or DS4 activity. The transaction also provides the estimated shipping date.

13.5.2 Accessing the Process. To access the three processes that make up the Local Purchase/Interactive Response Process, enter **LPUR** on any action line and press <Esc>. The Local Purchase Menu (figure 13.5-1) appears.

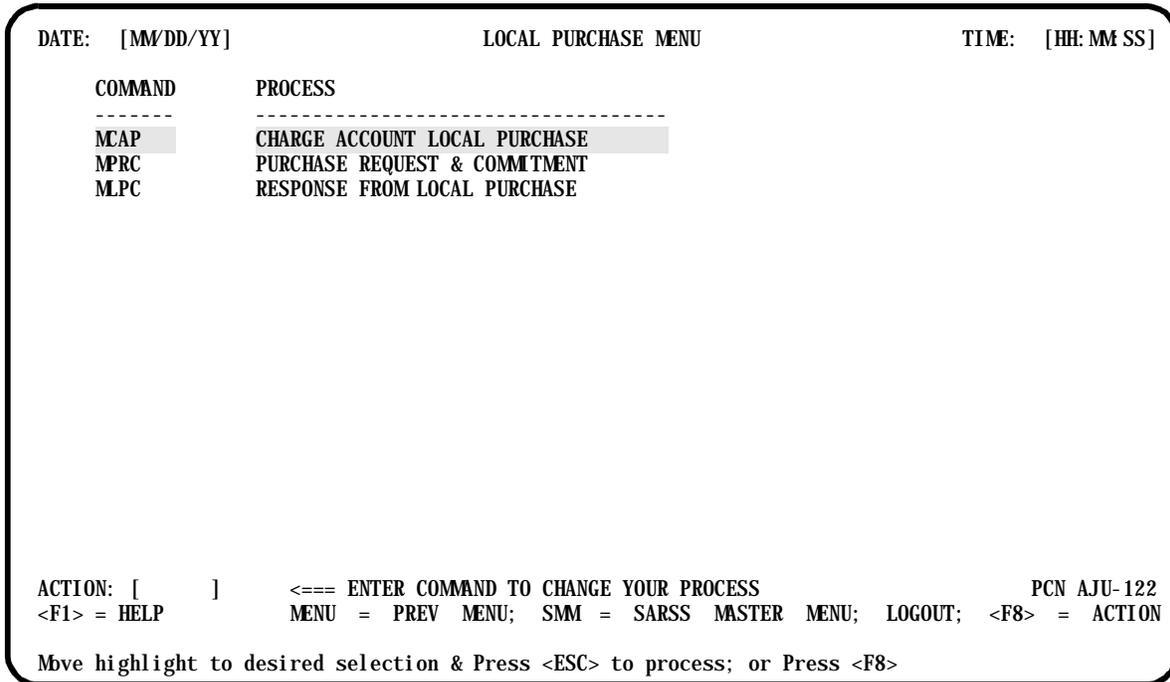


Figure 13.5-1. Local Purchase Menu

13.5.3 Operator Actions. Select the proper command to access the process desired.

a. Charge Account Local Purchase. This process enables you to input charge account local purchase transactions. The system creates a DIC ZHL for finance. It does not maintain a record at SARSS2AC/B. To access the Charge Account Local Purchase Process, enter **MCAP** on the action line and press <Esc>. The Charge Account Local Purchase data entry screen (figure 13.5-2) appears.

DATE: [MM/DD/YY]	CHARGE ACCOUNT LOCAL PURCHASE DIC (ZHL)	TIME: [HH:MM SS]
RIC []	SLC []	MSC []
CUST FC []	REV IND []	DOCUMENT NUMBER []
PIIN []	APC []	ASSET/OBJ CLA CD []
EXTENDED AMOUNT []		
ENTER REQUIRED INFORMATION AND PRESS <ESC>		
ACTION: []	<==ENTER COMMAND TO CHANGE YOUR PROCESS	PCN AJR-232
<F1> = HELP	MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT;	<F8> = ACTION

Figure 13.5-2. Charge Account Local Purchase Data Entry Screen

- (1) This screen displays the following data fields:
 - (a) RIC. This is the RIC of the SARSS1 activity.
 - (b) SLC - Stockage List Code.
 - (c) MCSC - Materiel Category Structure Code. This is the first position of the MCSC assigned to the item.
 - (d) CUST FC - Customer Fund Code. This may be blank.
 - (e) REV IND - Reversal Indicator Code. Leave this field blank.
 - (f) DOCUMENT NUMBER. This is the DODAAC, date, and serial number.
 - (g) PIIN - Procurement instrument identification number.
 - (h) APC - Account Processing Code. This may be blank.
 - (i) ASSET/OBJ CLA CD - Asset/Object Class Code. This may be blank.

(j) EXTENDED AMOUNT. This is the dollar value of the purchase in dollars and cents (7 positions) with no decimal.

(2) If you need additional information, contact your supporting local purchase activity.

(3) Press <Esc> to process the transaction after all data entries are completed.

b. Purchase Request & Commitment. This process enables you to access the Local Purchase File and display a local purchase request on the screen. To access the Purchase Request & Commitment Process, move the highlighted bar to MPRC and press <Esc>. The SARSS Local Purchase Request screen (figure 13.5-3) appears.

```

DATE: [MM/DD/YY]                SARSS LOCAL PURCHASE REQUEST                TIME: [HH:MM SS]

DOCUMENT NUMBER [N33CJ2 9033 331J    ]  PRI [15] RIC-GEO [ ]  SARSS1 RIC [ ]
DESCRIPTION [ DRESS, BLUE                ]  NSN/MCN [100533JC7373T ]
QTY [ 1] U/I [BX] UNIT PRICE [ 9.99] TOTAL COST [ 9.99] RDD [ ]
PURCHASED FOR [ ] LOCAL PURCHASE AUTHORITY [AR 710-2 ]
MFR CODE AND PART NUMBER [ ]
MFR NAME [ ]
MFR CAT ID [ ] TECH ORDER NO [ ]
TECH-MAN [ ] NAME OF ITEM [ ]
DESCRIPTION OF ITEM [ ] COLOR [ ] SIZE [ ]
END ITEM APPLICATION [ ] MAKE [ ] MDEL [ ]
SERIES [ ] SERIAL NO [ ]
REMARKS
[ ]
[ ]
[ ]

ACTION: [ ] <=== ENTER COMMAND TO CHANGE YOUR PROCESS                PCN AJU-254
<F1> = HELP  MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT; <F8> = ACTION
                F5/                F6/                F7/
                PRINT                EDIT                BYPASS

15 CHARACTER POSITIONS
  
```

Figure 13.5-3. SARSS Local Purchase Request Screen

(1) You may edit or change all fields except those listed below.

(a) DOCUMENT NUMBER.

(b) U/I - Unit of issue.

(c) PRI - Priority.

(d) NSN/MCN - National stock number/management control number.

(e) QTY - Quantity.

- (f) UNIT PRICE.
- (g) TOTAL COST. This is the total price.
- (h) RDD - Required delivery date.

(2) After you make all changes, press <Esc>. Then, press <F5> (for print) and <F5> (for confirm) to send the PR&C to the Print File.

(a) When you select Local Purchase Request (PR&C) from the Print Generation Menu, the system formats the local purchase request and adds the fund certification.

(b) The system sends the local purchase request to the File Disposition Process.

(3) If you decide to bypass the transaction, the system returns it to the Local Purchase File for later processing. All data entered through the keyboard will be lost for that transaction.

c. Response from Local Purchase. To access the Response from Local Purchase Process, move the highlighted bar to MLPC and press <Esc>. The SARSS Response from Local Purchase screen (figure 13.5-4) appears.

```
DATE: [MM/DD/YY]          SARSS RESPONSE FROM LOCAL PURCHASE          TIME: [HH:MM SS]
                            DOCUMENT NUMBER: [          ]
                            SELECT TRANSACTION TYPE
                            [ ] ZHM LOCAL PURCHASE OBLIGATION
                            [ ] AE1 STATUS TRANSACTION
                            [ ] D4S LOCAL PURCHASE MATERIEL RECEIPT
                            PRESS <ESC> TO CONTINUE

ACTION: [          ]    <=== ENTER COMMAND TO CHANGE YOUR PROCESS          PCN AJU-005
<F1> = HELP            MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT; <F8> = ACTION
```

Figure 13.5-4. SARSS Response from Local Purchase Screen

(1) When the local purchase activity takes a procurement action, a confirmation of the purchase is received off-line. It is the responsibility of SARSS2AC to create a DIC ZHM to provide this information to the SARSS1 or DS4 activity.

(a) Enter the document number, select ZHM, and press <Esc>. The (ZHM) Local Purchase Obligation screen (figure 13.5-5) appears.

```
DATE: [MM/DD/YY]                SARSS RESPONSE FROM LOCAL PURCHASE  
                                (ZHM) LOCAL PURCHASE OBLIGATION                TIME: [HH:MM SS]  
  
STK-NO. .... [1005203332020 ]    UI..... [EA]  
QTY..... [ 0]                    DOC-NO.... [W4546F] [8004] [F030]  
EST-SHP-DTE.... [ ]              PIIN..... [ ] [ ] [ ]  
U-PRICE..... [ 0].[ 0]  
  
                                PRESS <ESC> TO CONTINUE  
  
ACTION: [ ] <=== ENTER COMMAND TO CHANGE YOUR PROCESS                PCN AJU-006  
<F1> = HELP    MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT; <F8> = ACTION
```

Figure 13.5-5. (ZHM) Local Purchase Obligation Screen

(b) This screen displays the data existing on the Suspense Header File for the document number.

(c) You must enter the PIIN, estimated shipping date, quantity, and price as contained on the confirmation.

(d) After entering the required data, press <Esc> to continue. The system displays function key selections at the bottom of the screen, as shown in figure 13.5-6.

DATE: [MM/DD/YY]	SARSS RESPONSE FROM LOCAL PURCHASE (ZHM) LOCAL PURCHASE OBLIGATION		TIME: [HH:MM SS]
STK-NO.	[1005203332020]	UI.	[EA]
QTY.	[2]	DOC-NO.	[W4546F] [8004] [F030]
EST-SHP-DTE.	[89243]	PIIN.	[DBAT50] [88] [A] [F001]
U-PRICE.	[3]. [29]		
PRESS <ESC> TO CONTINUE			
ACTION: []	<=== ENTER COMMAND TO CHANGE YOUR PROCESS		PCN AJU-007
<F1> = HELP	MENU = PREV MENU;	SMM = SARSS MASTER MENU;	LOGOUT; <F8> = ACTION
F2	F5/CFM	F6/EDIT	
CLEAR	BLD TRN	SCREEN	

Figure 13.5-6. Function Key Screen

(e) If you want to cancel the action, press <F2>. The system returns to the SARSS Response from Local Purchase screen.

(f) If you want to confirm the action, press <F5>. The system returns to the SARSS Response from Local Purchase screen if no other PR&C is available.

(g) If you want to edit the ZHM because you need to make changes, press <F6>.

(2) To send a DIC AE_ supply status transaction to the SARSS1/DS4 activity, enter a document number, select AE1, then press <Esc>. The (AE1) Status Transaction screen (figure 13.5-7) appears.

```
DATE: [MM/DD/YY]                SARSS RESPONSE FROM LOCAL PURCHASE                TIME: [HH:MM SS]
                                (AE1) STATUS TRANSACTION

STK-NO. .... [2530006199713 ]   UI..... [EA]
QTY..... [ ]                   DOC-NO..... [N21C39] [9018] [0531]
STA-CD..... [ ]                 EST-SHP-DTE... [89243]

                                [ ] CANCEL CONFIRMED
                                [ ] CANCEL NOT CONFIRMED
                                [ ] ITEM PROCURED
                                [ ] ITEM NOT AVAILABLE
                                [ ] RETURN TO PREVIOUS SCREEN

                                ENTER 'X' BESIDE SEL. AND PRESS <ESC>

ACTION: [ ] <=== ENTER COMMAND TO CHANGE YOUR PROCESS                PCN AJU-007
<F1> = HELP  MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT; <F8> = ACTION
```

Figure 13.5-7. (AE1) Status Transaction Screen

(a) This screen displays several options. When you choose these options, the following occurs:

1 Cancel Confirmed. If the local purchase activity is able to confirm a cancellation, use this option to send BQ status to the activity.

2 Cancel Not Confirmed. If the local purchase activity is not able to confirm a cancellation, use this option to send B8 status to the activity.

3 Item Procured. If the local purchase activity has procured the item, use this option to send BV status to the activity.

4 Item Not Available. If the local purchase activity cannot locate the item locally, use this option to send BQ status to the Suspense File.

5 Return To Previous Screen. Use this option to return to the SARSS Response from Local Purchase screen.

(b) If you enter an X next to one of the first three selections and press <Esc>, the system displays another (AE1) Status Transaction screen (figure 13.5-8). It shows the applicable Status Code and the quantity from the OPEN-QTY field on the Suspense Header File.

```
DATE: [MM/DD/YY]                (AE1) STATUS TRANSACTION                TIME: [HH:MM SS]

STK-NO. .... [2530006199713 ]    UI..... [EA]
QTY..... [ 30]                    DOC-NO..... [N21C39] [9018] [0531]
STA-CD..... [BQ]

                                PRESS <ESC> TO CONTINUE

ACTION: [ ]    <=== ENTER COMMAND TO CHANGE YOUR PROCESS                PCN AJU-007
<F1> = HELP    MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT; <F8> = ACTION

MUST BE GREATER THAN 0
```

Figure 13.5-8. (AE1) Status Transaction Screen (QTY)

1 Press <Esc> to continue. The system displays function key selections at the bottom of the screen, as shown in figure 13.5-9.

DATE: [MM/DD/YY]	(AE1) STATUS TRANSACTION	TIME: [HH:MM SS]
STK-NO. [2530006199713]	UI..... [EA]	
QTY..... [30]	DOC-NO..... [N21C39] [9018] [0531]	
STA-CD..... [BQ]		
PRESS <ESC> TO CONTINUE		
ACTION: []	<=== ENTER COMMAND TO CHANGE YOUR PROCESS	PCN AJU-007
<F1> = HELP	MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT;	<F8> = ACTION
F2	F5/CFM F6/EDIT	
CLEAR	BLD TRN SCREEN	

Figure 13.5-9. Function Key Screen

2 If you want to cancel the action, press <F2>. The system returns to the SARSS Response from Local Purchase screen.

3 If you want to confirm the action and send the status transaction for processing to the Transaction-Out File, press <F5>. The system sends the DIC AE1 to the SARSS2B and to the SARSS1 or DS4 activity.

4 If you want to edit the request because you need to change the quantity, press <F6>.

(c) If you enter an X next to the fourth selection (Item Not Available) and press <Esc>, the system displays another (AE1) Status Transaction screen with a different message (figure 13.5-10). You will not receive this screen with the other type of AE1 selections.

```
DATE: [MM/DD/YY]                SARSS RESPONSE FROM LOCAL PURCHASE                TIME: [HH:MM SS]
                                (AE1) STATUS TRANSACTION

STK-NO. .... [6140010316881 ]   UI..... [EA]
QTY..... [ ]                   DOC-NO..... [W81MGL] [2352] [0066]
STA-CD. .... [A]

                                PRESS <ESC> TO CONTINUE

ACTION: [ ] <=== ENTER COMMAND TO CHANGE YOUR PROCESS                PCN AJU-007
<F1> = HELP    MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT; <F8> = ACTION
YOU ARE PROC. STATUS FOR ITEM NOT AVAILABLE THROUGH LOCAL PURCHASE
ENTER "Y" TO CONTINUE OR "R" TO RETURN TO LOCAL PURCHASE MENU
```

Figure 13.5-10. (AE1) Status Transaction Screen

1 If you want to continue, press <Y>. The system sends BQ status to the SARSS1 or DS4 activity and to SARSS2B for the original quantity. It may delete the Suspense Header Record for the document number if all requesting actions have been completed or canceled.

2 If you want to return to the Local Purchase Menu, press <R>.

(3) To create a local purchase materiel receipt, enter the document number, select D4S, then press <Esc>. The (D4S) Local Purchase Materiel Receipt screen (figure 13.5-11) appears.

```
DATE: [MM/DD/YY]                SARSS RESPONSE FROM LOCAL PURCHASE                TIME: [HH:MM SS]
                                (D4S) LOCAL PURCHASE MATERIEL RECEIPT

STK-NO. .... [1005203332003 ]   UI..... [BX]
QTY..... [ ]                   DOC-NO..... [W4546F] [8121] [F064]
COND-CD..... [A]

                                PRESS <ESC> TO CONTINUE

ACTION: [ ]   <=== ENTER COMMAND TO CHANGE YOUR PROCESS   PCN AJU-008
<F1> = HELP  MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT; <F8> = ACTION
```

Figure 13.5-11. (D4S) Local Purchase Materiel Receipt Screen

(a) Press <Esc> to continue. The system displays function key selections at the bottom of the screen, as shown in figure 13.5-12.

```
DATE: [MM/DD/YY]                SARSS RESPONSE FROM LOCAL PURCHASE          TIME: [HH:MM SS]
                                (D4S) LOCAL PURCHASE MATERIEL RECEIPT

STK-NO. .... [1005203332003 ]   UI..... [BX]
QTY..... [ 2]                   DOC-NO..... [W4546F] [8121] [F064]
COND-CD..... [A]

                                PRESS <ESC> TO CONTINUE

ACTION: [      ]   <=== ENTER COMMAND TO CHANGE YOUR PROCESS          PCN AJU-008
<F1> = HELP      MENU = PREV MENU; SMM = SARSS MASTER MENU; LOGOUT; <F8> = ACTION
                F2          F5/CFM      F6/EDIT
                CLEAR       BLD TRN     SCREEN
```

Figure 13.5-12. Function Key Screen

(b) If you want to cancel the action, press <F2>. The system returns to the SARSS Response from Local Purchase screen.

(c) If you want to confirm the action and send the status transaction for processing in the Referral Response Process, press <F5>.

(d) If you want to edit the request because you need to change the quantity, press <F6>.

13.5.4 Edits.

a. For DICs ZHM, AE1, and D4S, the system edits all keyboard entries to prevent you from taking action on a larger quantity than the Suspense Header LPC open quantity. All document numbers must be on the Suspense Header File.

b. For DIC ZHL transactions, the system edits all keyboard entries for accuracy. There is no record of these transactions on the Suspense Header File.

13.6 Output. Output from the Local Purchase/Interactive Response Process includes the following:

a. PR&C (DA Form 3953) for forwarding to the supporting local purchase office.

b. Supply status, DIC AE_, to the SARSS1 or DS4 activity and to the SARSS2B Suspense File as required.

c. DIC D4S to the Referral Response Process.

d. DIC ZHL to the SARSS2B Document History Daily Process for routing to finance.

e. Transactions with Reason Referred Code 80 to the MRF.

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