



**Defense Finance and Accounting Service (DFAS)
Web Invoicing System (WInS)
User Manual**

**Volume 5
STARS Commercial Invoice**

Version 3.7

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1. OVERVIEW

The Defense Finance and Accounting Service (DFAS)

The Defense Finance and Accounting Service (DFAS) is the financial and accounting branch of the U.S. Department of Defense (DOD). DFAS currently employs approximately 22,000 people in 22 locations. Its monthly business operations average over 12 million disbursements amounting to \$22 billion.

In addition to managing all DOD financial and accounting resources, the DFAS mission is to reduce costs and improve the quality of DOD financial management through the consolidation, standardization, and integration of procedures, operations, and systems. DFAS is under federal mandate to reduce costs and improve customer service through the use of electronic commerce. A key component of the DFAS electronic commerce strategy is to replace paper invoices and vouchers with electronic invoices and vouchers.

DFAS Web Invoicing

Electronic submission of invoices and vouchers requires the use of electronic data interchange (EDI), the computer-to-computer exchange of routine business information in a standard format. EDI is the equivalent of paper documents when doing business with the DOD. Vendors using EDI for invoicing benefit from reduced processing time, reduced supply and postage expense, fewer errors and omissions, increased data accessibility, and reduced submission/payment cycle time.

Using EDI, however, has typically required costly investments in translation software and the services of a value-added network (VAN). The Electronic Commerce Resource Center (ECRC) Technology Development Activity (TDA) was tasked with developing a cost effective EDI solution to enable small- to medium-sized enterprises (SMEs) to submit electronic invoices/vouchers to DFAS.

ECRC TDA developed invoice/voucher entry applications that are accessible via the Internet on the World Wide Web (Web).

An Overview of the DFAS Web Invoicing System (WInS)

To access the DFAS Web Invoicing System (WInS), an Internet Service Provider (ISP) and Internet client software (a “browser”) are required. Once online, a vendor inputs the DFAS WInS Uniform Resource Locator (URL) <https://ecweb.dfas.mil> into the browser to access the DFAS Web site. The vendor enters invoice/voucher information into the screens provided, then submits the invoice/voucher to DFAS.

All processes related to EDI translation and conversion are transparent to the vendor. Additionally, all EDI translations and conversions use security layers that protect the documents from third-party tampering.

Figure 1a depicts the DFAS WInS Technical Diagram.

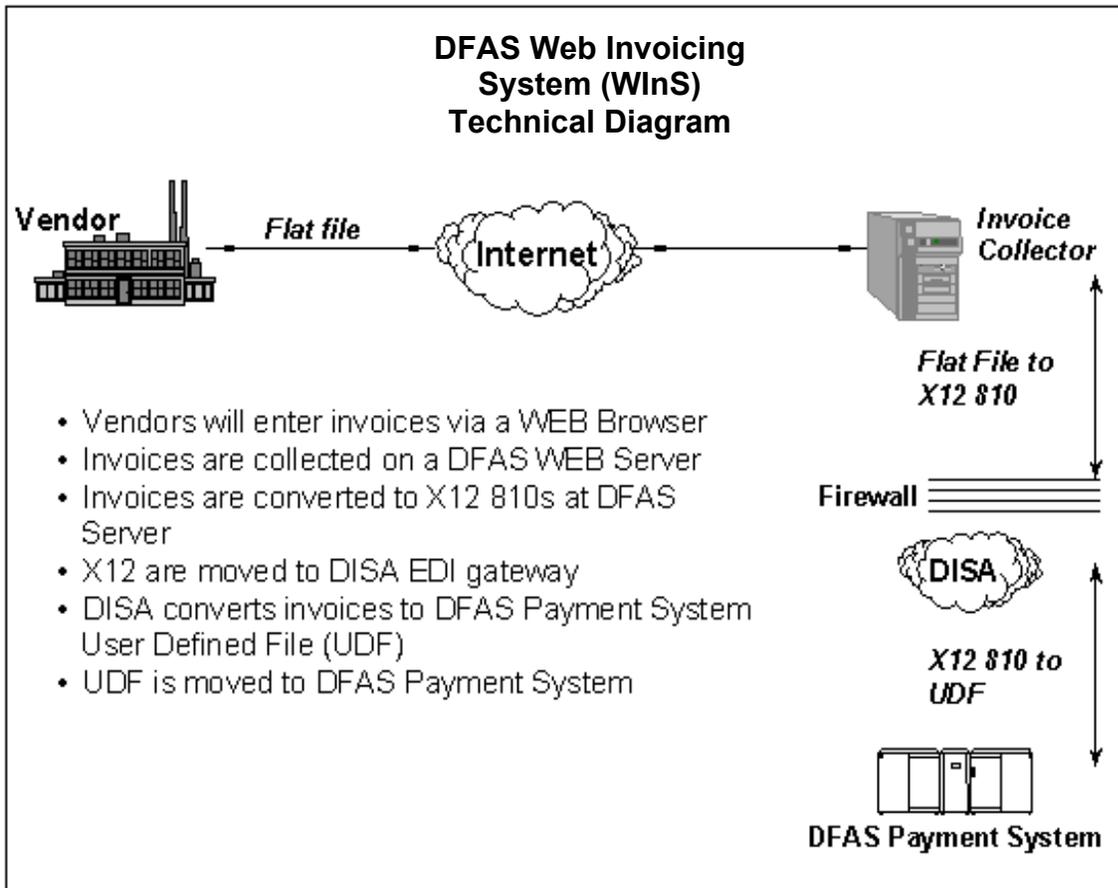


Figure 1a. DFAS Web Invoicing System (WInS) Technical Diagram

In addition to manual entry of data into the DFAS Web site, there are File Transfer Protocol (FTP) batch submission capabilities for several of the invoice types as identified in Appendix A.

The DFAS WInS is administered for DFAS by the Air Force Electronic Commerce Office at Maxwell Air Force Base – Gunter Annex, Montgomery, Alabama. Contact can be made at (334) 416-5845 or (334) 416-2992 or by electronic mail to ecwebadmin@gunter.af.mil.

Presently, the DFAS WInS supports the Mechanization of Contract Administration Services (MOCAS), Standard Automated Material Management System (SAMMS), and Standard Accounting and Reporting System (STARS) payment systems. The long-term goal of DFAS is to incorporate this technology into additional payment systems and additional invoice types. Table 1 depicts the future DFAS WInS capabilities.

TABLE 1. FUTURE DFAS WEB INVOICING SYSTEM (WINS) CAPABILITIES

PAYMENT SYSTEM	DOD ORGANIZATION SUPPORTED	ESTIMATED IMPLEMENTATION DATE
Integrated Accounts Payable System (IAPS)	Air Force Vendor Pay	4th Quarter CY00
Defense Integrated Subsistence Management System (DISMS)	DLA	4th Quarter CY00
Standard Accounting and Reporting System (STARS) Public Vouchers	Navy	4th Quarter CY00
MOCAS Performance Based Progress Payments	All Services/DoD Agencies	1 st Quarter CY01
Defense Procurement Pay System (DPPS) Commercial Invoices, Public Vouchers, Progress Payments	All Services/DoD Agencies	2 nd Quarter CY01

Mechanization of Contract Administration Services (MOCAS)

The Mechanization of Contract Administration Services (MOCAS) pays invoices for hardware supplies as well as for services. MOCAS uses EDI for receipt and storage of commercial invoices, requests for progress payment, and public/cost vouchers.

Table 2 outlines the DFAS payment offices that currently use MOCAS as their administrative and payment system. Vendors currently doing business with any of these payment offices are qualified to use the DFAS WInS.

TABLE 2. MOCAS PAYMENT OFFICES
DFAS-CO MASTER CUSTOMER SERVICE NUMBER

1-800-756-4571

MOCAS PAYMENT OFFICE NAME	MOCAS PAYMENT OFFICE ADDRESS	MOCAS PAYMENT OFFICE DoDAAC	CUSTOMER SERVICE*
North Entitlements	DFAS-CO-JN	HQ0337	Press 1 for all MOCAS Entitlements
Bunker Hill Division	DFAS-CO-JNB	SC1016	then press 1
Minuteman Division	DFAS-CO-JNC	SC1032	then press 1
New Dominion Division	DFAS-CO-JNF	SC1018	then press 1
South Entitlements	DFAS-CO-JS	HQ0338	Press 1 for all MOCAS Entitlements
Capitol Division	DFAS-CO-JSC	HQ0338	then press 2
Chesapeake Division	DFAS-CO-JSD	HQ0338	then press 2
Southeast Division	DFAS-CO-JSA	HQ0338	then press 2
West Entitlements	DFAS-CO-JW	HQ0339	Press 1 for all MOCAS Entitlements
Gulfoast Division	DFAS-CO-JWA	HQ0339	then press 3
Gateway Division	DFAS-CO-JWB	HQ0339	then press 3
DPRO West Division	DFAS-CO-JWD	HQ0339	then press 3
Santa Ana Division	DFAS-CO-JWT	HQ0339	then press 3
Van Nuys Directorate	DFAS-CO-JWV	HQ0339	then press 3

Standard Automated Materials Management System (SAMMS)

The Standard Automated Materials Management System (SAMMS) entitles invoices generated from Defense Logistics Agency commodity supply center contracts.

Table 3 outlines DFAS paying offices that currently use SAMMS as their payment system.

Vendors currently doing business with one of these paying offices are qualified to use the DFAS WInS.

TABLE 3. SAMMS PAYMENT OFFICES
DFAS-CO MASTER CUSTOMER SERVICE NUMBER

1-800-756-4571

SAMMS CONTRACT ISSUING ACTIVITY	SAMMS PAYMENT OFFICE ADDRESS	SAMMS PAYMENT OFFICE DoDAAC	CUSTOMER SERVICE**
Defense Supply Center Columbus (DSCC) -Construction	DFAS-CO-SECC *DFAS-CO-LSCAA	S33181	Press 2 then press 2
Defense Supply Center Columbus (DSCC) - Electronics	DFAS-CO-SECE *DFAS-CO-LSCAB	S33184	Press 2 then press 2
Defense Supply Center Richmond (DSCR) - General	DFAS-CO-SECG *DFAS-CO-LSCAC	S44073	Press 2 then press 2
Defense Supply Center Philadelphia (DSCP) - Industrial	DFAS-CO-SEPI *DFAS-CO-LSCBA	S36054	Press 2 then press 2
Defense Supply Center Philadelphia (DSCP) - Clothing and Textile	DFAS-CO-SEPT *DFAS-CO-LSCBA	SC0100	Press 2 then press 2
Defense Supply Center Philadelphia (DSCP) - Medical	DFAS-CO-SEPM *DFAS-CO-LSCBA	SC0200	Press 2 then press 2
BSM	DFAS Columbus-BVDP	SL4701	Press 2 then press 2

*Effective October 25, 1998, DFAS-CO-S was reorganized. The new payment office names are annotated in the above table with asterisks. Vendors may see either payment office name on their contracts based on the date their contract was awarded.

**Toll-free numbers are only to be used for production follow-up on completion of the WInS test process.

Standard Accounting and Reporting System (STARS)

The Standard Accounting and Reporting System (STARS) pays Navy General Funds invoices. WinS currently has capability to pass Navy field level STARS Commercial Invoices to STARS. Public Vouchers will be available in 3rd Quarter CY00.

Table 4 outlines DFAS Cleveland Center's paying offices that currently use STARS as their payment system. Vendors currently doing business with one of these paying offices are qualified to use the DFAS WinS.

TABLE 4. STARS PAYMENT OFFICES

STARS CONTRACT ISSUING ACTIVITY	STARS PAYMENT OFFICE ADDRESS	STARS PAYMENT OFFICE DoDAAC	CUSTOMER SERVICE*
Defense Finance and Accounting Service (DFAS) - Honolulu	DFAS-PC	N45924	216-204-7025 or 216-204-7021
Defense Finance and Accounting Service (DFAS) - Pensacola	DFAS-PE	N68566	216-204-7025 or 216-204-7021
Defense Finance and Accounting Service (DFAS) - Charleston	DFAS-CH	N8892	216-204-7025 or 216-204-7021
Defense Finance and Accounting Service (DFAS) - Norfolk	DFAS-NO	N45924	216-204-7025 or 216-204-7021
Defense Finance and Accounting Service (DFAS) - Oakland	DFAS-OK	N68994	216-204-7025 or 216-204-7021
Defense Finance and Accounting Service (DFAS) - San Diego	DFAS-SD	N68688	216-204-7025 or 216-204-7021

Getting Started With the DFAS Web Invoicing System (WInS)

The following outline describes the preliminary steps for using the DFAS WInS.

Prerequisites: A vendor must:

1. Have a current contract with the DOD. For STARS, vendors may register if they have had a contract within the past six months.
2. Have delivered products or services to the DOD that require payment.
3. Conduct business with a DFAS paying office that has WInS templates (See Tables 2 , 3 and 4 above).
4. Have a computer and modem. Virtually any computer sold today far exceeds the minimum requirements to effectively operate the DFAS WInS; more powerful and faster computers and modems, however, will enhance system performance. For questions regarding computer requirements, contact a regional ECRC at 800-231-2772 for assistance or the WInS System Administrators at (334-416-5845 or 2992).
5. Have an Internet Service Provider (ISP) that is JAVA capable. DFAS recommends using Netscape Navigator versions 4.61 or 4.75, or Microsoft Internet Explorer 5.0 and above for WInS.

6. Have knowledge of the Internet and its use. (A regional ECRC servicing the vendor location can provide government-funded training about the Internet, as well as other electronic commerce technologies and WInS).

Restrictions: A vendor may not use this application for:

1. Invoices or vouchers (except MOCAS Requests for Progress Payments) that must be signed by a DOD Certifier. For instance, where the Administrative Contracting Officer (ACO) or other DOD official physically must sign the invoice or voucher prior to submission to DFAS. Examples include DD250s where the ACO certifies for payment the invoice associated with the DD250.
2. Vouchers (SF 1034) until the vendor's billing system is approved by the Defense Contract Audit Agency (DCAA) for direct submission of interim vouchers to DFAS. Even with approval, first and last vouchers for a new contract, or new delivery order on an existing contract, cannot be submitted via WInS. DCAA requires these first and last vouchers be processed through your DCAA Field Office.
3. Invoices or vouchers with transportation costs of \$190.00 or greater for MOCAS and \$250.00 or greater for SAMMS.

Procedures:

Step 1: Access the DFAS WInS Web site (<https://ecweb.dfas.mil>) to:

- a. View WInS startup information, testing procedures, and sample invoice and voucher application screen layouts, and download the DFAS WInS Users Manual. This startup/test information is accessed by clicking the **Help** button on the **WInS Home Page** (Section 2).
- b. Obtain a username and password by establishing a New User Account using the **New Account Request Form Screen** (Section 4) accessed from the **New Account Button** on the **WInS Home Page** (Section 2). The DFAS WInS System Administrator will send you a Username and password via e-mail generally within two business days.

Step 2: Contact DFAS WInS testers as identified in Step 1(a) and begin testing.

Step 3: On completion of successful testing, enter and submit invoices, vouchers and/or progress payments to DFAS. Paper copies of invoices and vouchers are no longer required by the paying office(s).

Using the DFAS Web Invoicing System (WInS)

DFAS WInS uses standard database management system and Web browser features and functions that facilitate data input and navigation through the system. These include:

- Keyboard data entry
- Defined data field types and lengths
- Field to field and screen-to-screen mouse click navigation
- Select list data fields
- Online user help
- Error messages (JavaScript Alerts) for incomplete or incorrect data
- Batch data upload from the user into WInS is now available for MOCAS Commercial Invoices, MOCAS Public Vouchers, SAMMS Commercial Invoices and STARS Commercial Invoices. Batch submission is a method for extracting invoice/voucher data from the user's billing system automatically and converting into an ASCII textfile. This relieves the user from manual data entry into the Web site yet still provides the same tracking status enjoyed by manual entry users.

All users should understand these capabilities prior to using the system. A regional ECRC servicing the vendor location can provide government-funded training on using DFAS WInS.

Note: Although textual information (e.g., alpha characters) used by the DFAS WInS manual data entry templates is not case sensitive, it is preferred that you enter alpha characters in UPPER CASE to facilitate interpretation. New Account Registration and Vendor Profile updates should be entered in mixed case (e.g., 123 Main Street)

Security in the DFAS Web Invoicing System (WInS)

The primary security mechanism for the DFAS WInS is vendor authentication. Vendor authentication requires that you input a valid user identification code (username) and password. Once established, the unique username and password combination prevents unauthorized parties from viewing or tampering with confidential vendor information. Once the username and password are entered at login, the DFAS WInS checks for the presence of this information prior to displaying each screen, or Web page. This prevents unauthorized users from circumventing the login screen and gaining access to the system.

In addition, the DFAS WInS Web servers reside in a secure physical location that restricts access to unauthorized personnel. System backup and recovery procedures and mechanisms are in place to ensure the safety and integrity of information should a system failure occur. The WInS also uses browser encryption capability using Secure Socket Layer (SSL) encryption technology. There is no SLL impact on your browser choice.

Mandatory, Optional, and Conditional Data Fields

Each data field in DFAS WInS is categorized as mandatory, optional, or conditional. Mandatory fields on any screen must be completed with appropriate data prior to continuing to a subsequent screen. Failure to complete all mandatory fields will result in JavaScript Alert messages (see below). Optional fields may be completed at your discretion. Conditional fields must only be completed if your contract requires the information; otherwise, these fields are treated as optional.

Defined Data Field Types and Lengths

Each data field in DFAS WInS has a defined type and length. The type of field determines what data the field may contain; e.g., a numeric field may only contain numeric data -- alpha characters are not allowable. The length of any data field on a screen can be determined by reviewing the data dictionary table corresponding to that screen. Although the on-screen appearance of some data entry fields may appear to accommodate more data than what is defined in the data dictionary for that field, the system will not allow the field to be completely filled. Failure to complete all mandatory fields with the appropriate type and length of data will result in a JavaScript Alert (See below). Each WInS Application Screen has a **Help Button** which calls a data definition table that explains each screen's data entry field requirements.

Selection List Data Selection Fields

Certain data fields in DFAS WInS provide dropdown selection lists. These data fields can be identified by the **Down Arrow** button that appears to the immediate right of the data field, which, when clicked on, accesses the dropdown list.

Online User Help

Many of the screens in DFAS WInS contain context-sensitive user help. The help can be accessed by clicking on the **Help** button for that screen.

JavaScript Alert

A JavaScript Alert is a message that reports an error condition when mandatory information on a screen is not provided or when mandatory, conditional, or optional data is incorrectly entered. Figure 1b depicts an example of a WInS JavaScript Alert. This alert is for the STARS Commercial Invoice Header Screen.

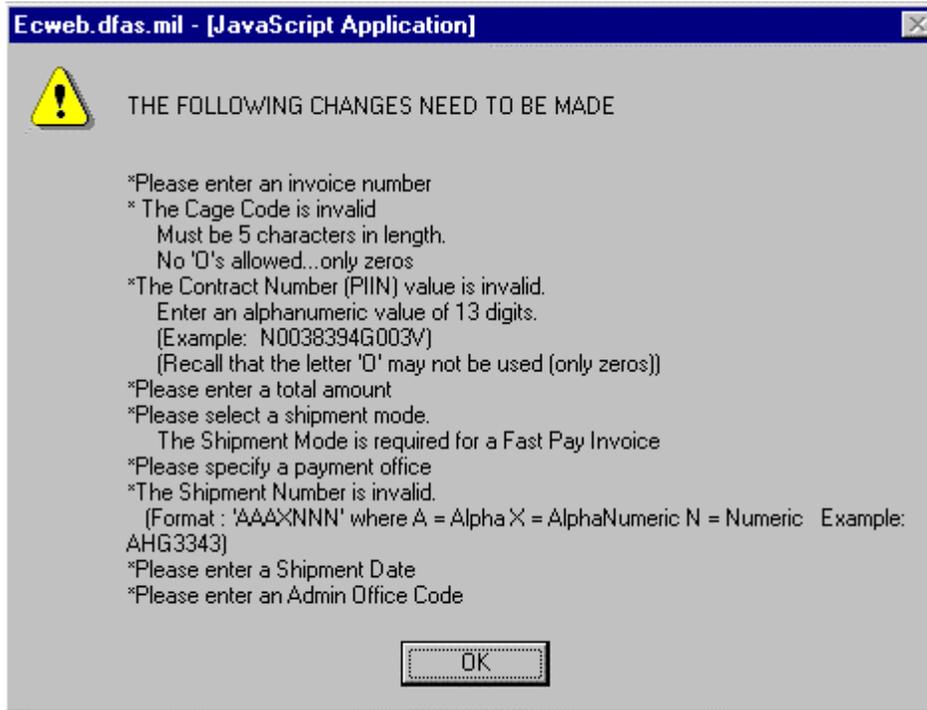


Figure 1b. Example of a STARS Commercial Invoice Header JavaScript Alert Message

The JavaScript Alert indicates the data fields that require user attention. The JavaScript Alert can be closed by clicking on the **OK** button.

System Warnings

DFAS WInS warns you about various inconsistent conditions that exist in your data input. For example, a warning message appears when a system-calculated total does not correspond to a user-entered total. Warning messages can be closed by clicking on the **OK** button.

Year 2000 Compliance

DFAS WInS is Year 2000 compliant. All date fields require that you enter four (4) digits for year to ensure that differences between 1900 and 2000 are captured.

2. DFAS WEB INVOICING SYSTEM (WINS) HOME PAGE

The initial screen in DFAS WInS is the **DFAS Web Invoicing System (WInS) Home Page**. To access the system, a valid username and password must be entered, followed by a single click on the **Login** button. Before accessing any of the invoice templates, a username and password request must be submitted to DFAS by clicking on the **New Account** button and completing the **New Account Request Form** screens (Section 4). The DFAS WInS System Administrator will provide you with your username and password via e-mail, usually within two business days. DFAS recommends that you immediately change your password upon successfully logging into WInS (Section 7, Vendor Profile Update). After receiving your username and password, you must initiate testing with DFAS for each invoice type you wish to submit before you may submit live invoices. Test instructions and test partners may be found by clicking on the **Help** button on this screen.

Figure 2 depicts the **DFAS Web Invoicing System (WInS) Home Page**.



Figure 2. DFAS Web Invoicing System (WInS) Home Page

DFAS WInS Home Page Field Definitions

Table 5 lists the data dictionary for each field on the DFAS WInS Home Page. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 5. DFAS WINS HOME PAGE FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Username	Identifies a unique user	DFAS	Mandatory	Alphanumeric
Password	Access code that coincides with username	DFAS, Vendor	Mandatory	Alphanumeric

The Login, New Account, and Help Buttons

Login

The **Login** button allows you to access the commercial invoice, public voucher, and progress pay submission capabilities of DFAS WInS. A username and password are required to use these capabilities. Clicking on the **Login** button directs you to the **WInS Payment System Picklist Screen** (Section 6).

New Account

The **New Account** button allows a first-time user to register with DFAS for access to one or more available pay systems. Clicking on the **New Account** button directs you to the **New Account Request Form Screen** (Section 4). A username and password are not required to access the **New Account Request Form Screen**. Vendor changes to registration information, to include requests for access to additional payment systems are made using the Vendor Information Screen (Section 7) **NOT** by submitting an additional **New Account Request Form**.

Help

The **Help** button directs you to the WInS startup information, testing procedures, sample invoice, voucher and progress payment application screen layouts, and the Users Manuals. A copy of the startup/testing information is provided in **Appendix A**.

The Version Number may be clicked to display a write-up of the significant changes incorporated with the two most recent releases beginning with the current release.

Also accessible from the **DFAS WInS Home Page** are the **U.S. Government Computer System Security Notice** (Section 3), the DFAS Home Page (URL: <http://www.dfas.mil>), and an e-mail address to the DFAS Electronic Commerce Office.

3. WINS COMPUTER SYSTEM SECURITY NOTICE SCREEN

Figure 3 depicts the WInS Computer System Security Notice Screen.

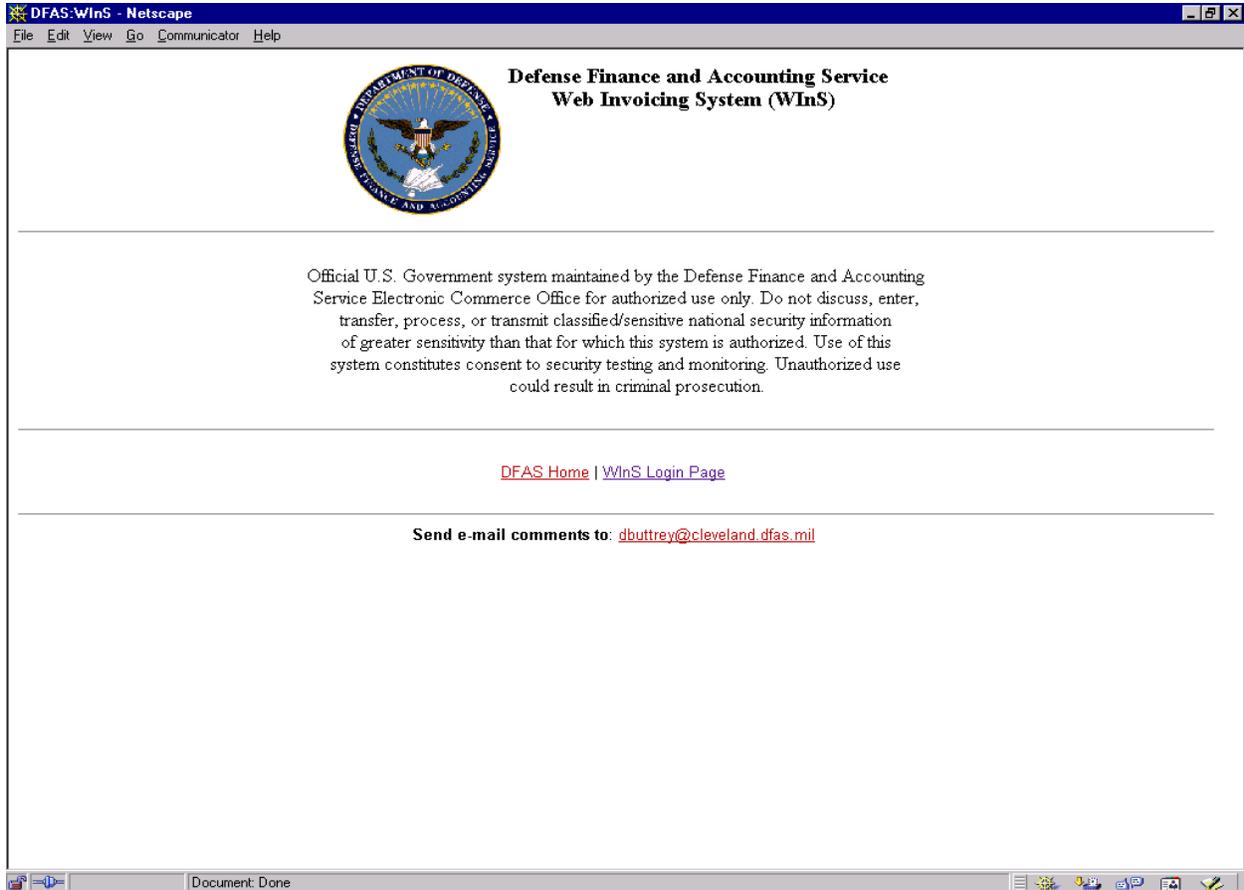


Figure 3. WInS Computer System Security Notice Screen

This screen presents you with three interfaces:

- (1) DFAS Home Page: Directs you to the DFAS Home Page (URL: <http://www.dfas.mil>).
- (2) WInS Login Page: Directs you to the DFAS WInS Home Page.
- (3) E-mail address to the DFAS Electronic Commerce Office.

4. NEW ACCOUNT REQUEST FORM SCREEN

The **New Account Request Form Screen**, accessed by clicking on the **New Account** button (Section 2), allows you to enter general information—a “vendor profile”—about your organization and requests access to at least one of the identified DFAS Payment Systems. Please select only payment systems for which you have currently active contracts. An exception to this is the STARS Payment System. You may request access if you have had active contracts within the preceding six months. DFAS uses this information to create a vendor profile for testing purposes and for live invoice, voucher, and progress payment submission. You will be sent your username and password via e-mail usually within two business days of submitting your New Account Request registration.

Figure 4a depicts the **New Account Request Form Screen**.

https://ecweb.dfas.mil/account/profile/account1.cfm - Microsoft Internet Explorer provided by @Home Network Version 1.7

REGISTER FOR THE SYSTEMS YOU WISH TO INVOICE

MOCAS SAMMS STARS CAPS

Click on Payment System for Payment Offices for the system

NEW ACCOUNT REQUEST FORM

* Company Name

* First Name

* Last Name

* Cage Code

** Duns/Duns+4 Code

* Address1

Address2

* City

* Country/State

* Zip Code

* Phone Number

Fax Number

* Email

Interested in batch submission?

TACOM WEB_EC direct vendor delivery user?

* Field is required

** Field is required for STARS AND CAPS, AND IAPS, but is optional for others.

You may enter more Cage codes after you click continue

You may enter more Duns codes after you click continue

Local intranet

Start regscreenA.bmp - Paint DFAS: WInS Login - Micro... https://ecweb.dfas.m... 4:21 PM

Figure 4a. New Account Request Form Screen

The MOCAS, SAMMS, STARS and CAPS Payment System Selection Checkboxes

The MOCAS, SAMMS, STARS and CAPS Payment System Selection Checkboxes allow you to register for one or more payment systems. Simply click on the applicable payment system(s).

Additional options, [Click here for MOCAS Payment Offices](#), [Click here for SAMMS Payment Offices](#), [Click here for STARS Payment Offices](#), and [Click here for CAPS Payment Offices](#) direct you to information regarding the various MOCAS, SAMMS, STARS and CAPS payment offices. Again, only select payment systems for which you have active contracts (except STARS). If, in the future, you are awarded contracts paid by other DFAS payment systems with WInS templates, you may request access to the new payment system by updating your profile through the **Vendor Information Screen** (Section 7). Data Fields identified by asterisks are mandatory and must be provided before WInS will accept the new account registration.

New Account Request Form Screen Field Definitions

Table 6 lists the data dictionary for each field on the **New Account Request Form Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 6. NEW ACCOUNT REQUEST FORM SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Company Name	Company name	Vendor	Mandatory	Alphanumeric
First Name	Vendor POC	Vendor	Mandatory	Alphanumeric
Last Name	Vendor POC	Vendor	Mandatory	Alphanumeric
CAGE Code	Commercial and Government Entity Code	DLIS	Mandatory	5 characters, Alphanumeric (No letter 'O')
DUNS/DUNS +4 Code	DUNS Code (Required for STARS registrations)	Vendor	Conditional	9 or 13 digit numeric (no special characters)
Address1		Vendor	Mandatory	Alphanumeric

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Address2		Vendor	Optional	Alphanumeric
City		Vendor	Mandatory	Alphanumeric
Country/State		Vendor	Mandatory	Select from list
Zip Code		Vendor	Mandatory	Alphanumeric
Phone Number		Vendor	Mandatory	Alphanumeric
Fax Number		Vendor	Optional	Alphanumeric
Email		Vendor	Mandatory	Alphanumeric
Interested in batch submission?	Provides a URL address for the WinS Batch Layouts and supporting notes.	Vendor	Optional	Select 'Yes' or 'No'
TACOM WEB_EC direct vendor delivery user?	Army TACOM has a web site for their DVD vendors that feeds the batch MOCAS commercial invoice data directly to WinS	Vendor	Optional	Select 'Yes' or 'No'

The Continue and Go Back Buttons

Continue

The **Continue** button directs you to the **Vendor CAGE Code / DUNS Code Selection Screen** (Figure 4b).

Go Back

The **Go Back** button directs you to the **DFAS WinS Home Page** (Section 2).

Figure 4b depicts the **Vendor CAGE Code / DUNS Code Selection Screen**.

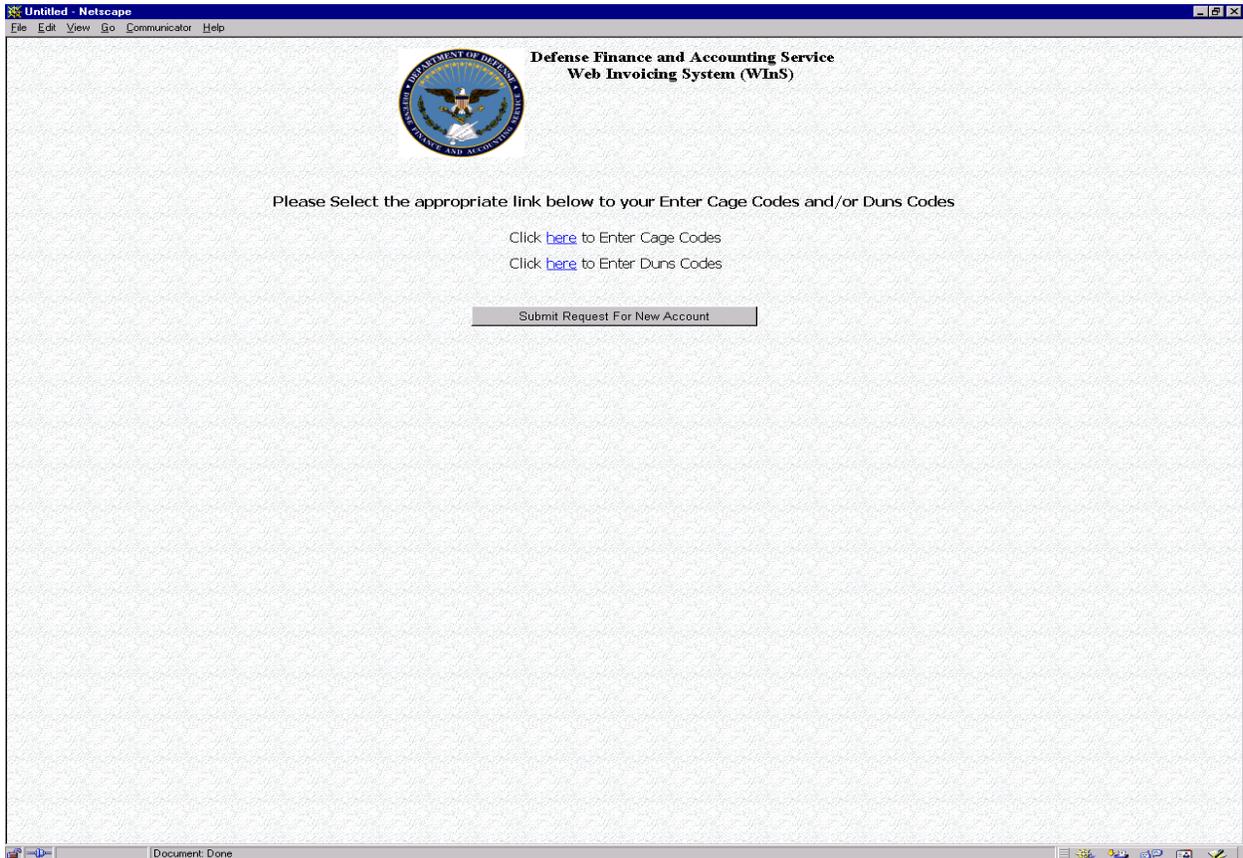


Figure 4b. Vendor CAGE Code / DUNS Code Selection Screen

The first option, **Click here to Enter Cage Codes**, directs you to the **Vendor CAGE Code Registration Screen** (Figure 4c). Additional Cage Codes may be entered from this screen as necessary.

The second option, **Click here to Enter Duns Codes**, directs you to the **Vendor Duns Code Registration Screen** (Figure 4d). Additional Duns Codes may be entered from this screen as necessary.

The Continue Button

Continue

The **Continue** button submits the **New Account Request** to DFAS WinS for MOCAS and/or SAMMS only requests. If the **New Account Request** contains a STARS Payment System access request, the **Continue** button directs the user to the **STARS Contract Data Screen** (Figure 4e).

Figure 4c depicts the **Vendor CAGE Code Registration Screen**.

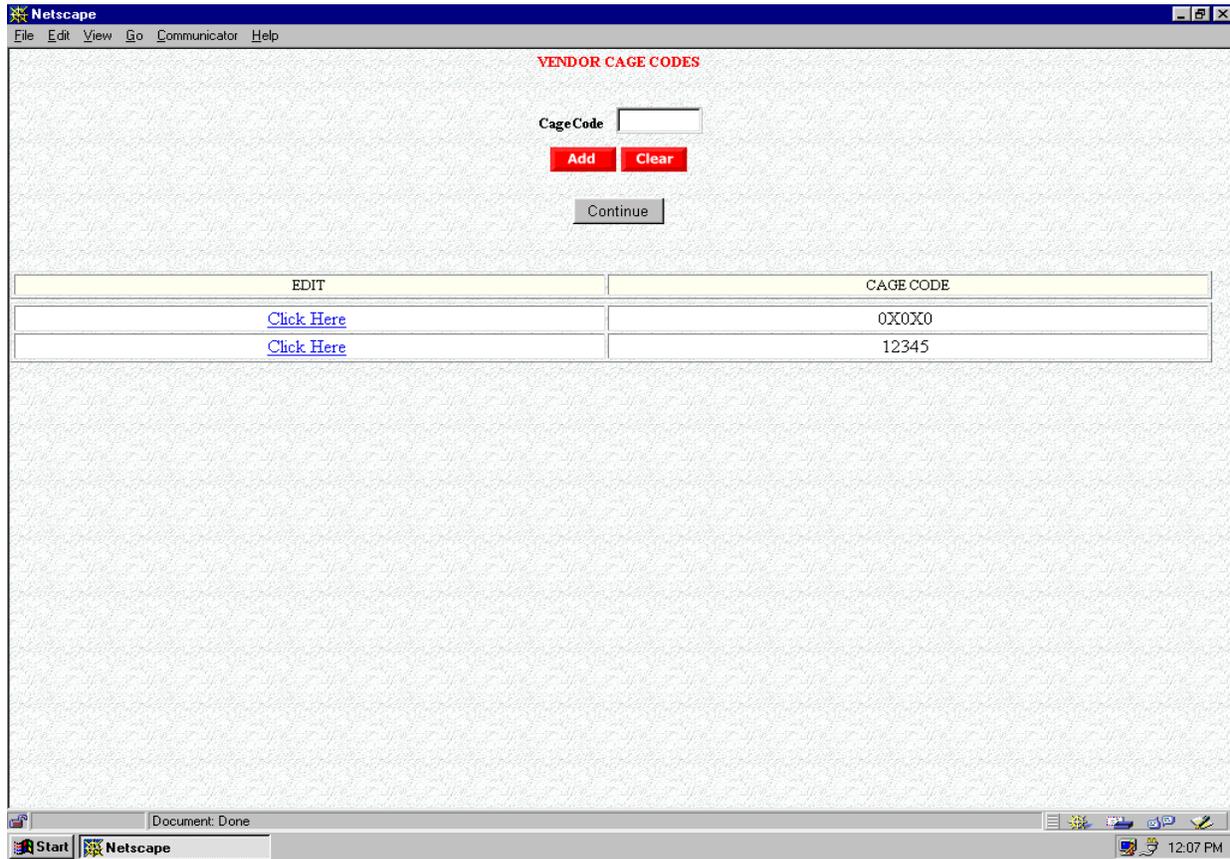


Figure 4c. Vendor CAGE Code Registration Screen

The CAGE Code Add, Clear, and Continue Buttons

- Add** The **Add** button adds the CAGE Code to the initial registration from Figure 4a.
- Clear** The **Clear** button clears data from the CAGE Code data field before it has been submitted to the Vendor Information.
- Continue** The **Continue** button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** where you can submit the **New Account Request**.

The **Click Here** hyperlink allows an individual CAGE Code line item to be edited. At least one CAGE Code must remain on the **CAGE Code Registration Screen**.

Figure 4d depicts the **Vendor DUNS Code Registration Screen**.

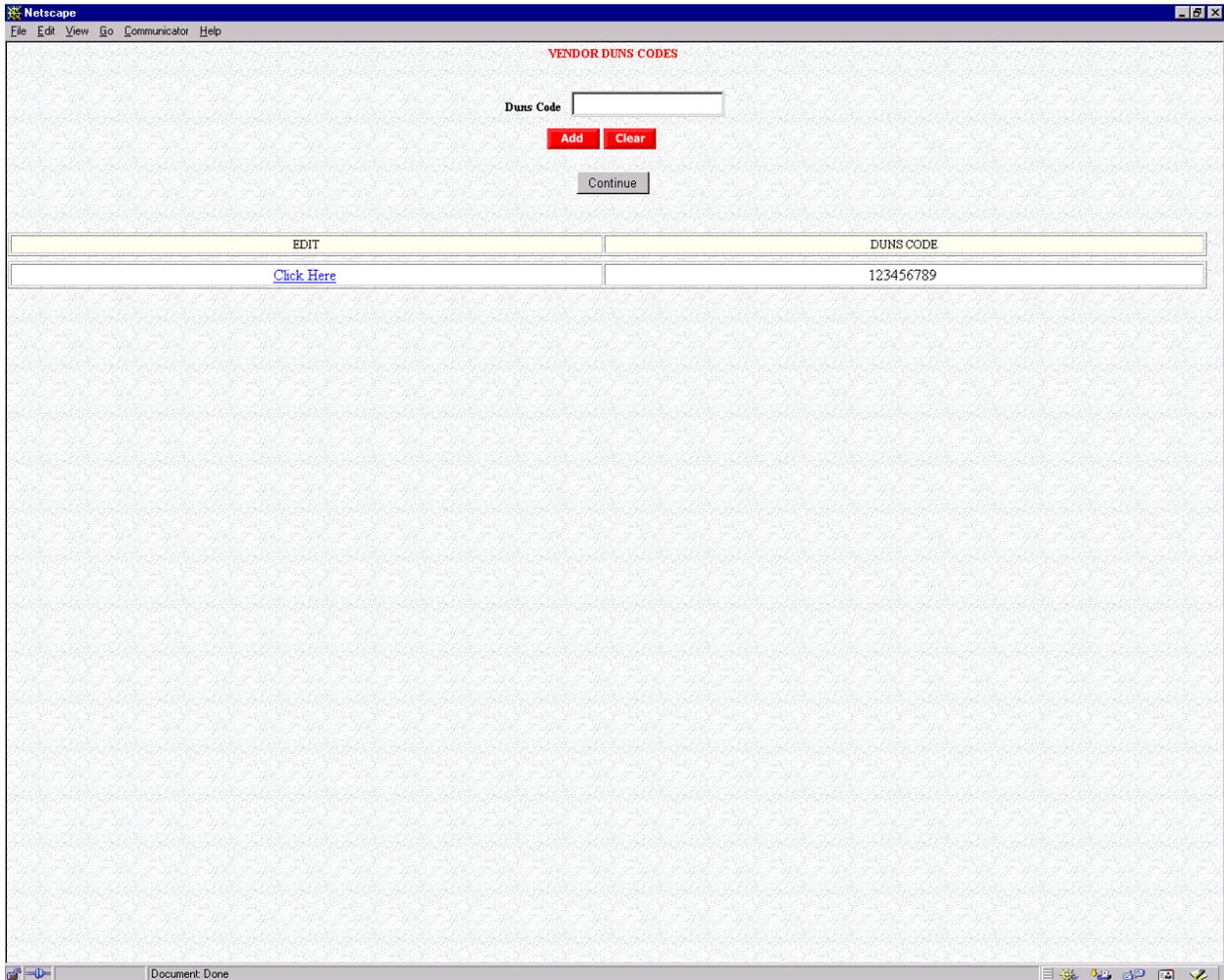


Figure 4d. Vendor DUNS Code Registration Screen

The DUNS Code Add, Clear, and Continue Buttons

- Add** The **Add** button adds the DUNS Code to the initial registration from Figure 4a.
- Clear** The **Clear** button clears data from the DUNS Code data field before it has been submitted to the Vendor Information.
- Continue** The **Continue** button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** where you can submit the **New Account Request**.

The **Click Here** hyperlink allows an individual DUNS Code line item to be edited. At least one DUNS/DUNS+4 must remain on the **DUNS Code Registration Screen**.

Figure 4e depicts the **STARS Contract Data Registration Screen**.

https://trams.ssg.gunter.af.mil/account/frames_starscent.cfm?ReqID=146 - Microsoft Internet Explorer

STARS CONTRACT AND INVOICE CERTIFICATION INFORMATION

Please enter the following information for all contracts awarded within the past six months and identify which contracts are currently active and those that are completed (inactive)

* DFAS Pay Office

* Contract Number

* Active

* Fast Pay Contract? (FAR 52.213-1)

**Field is required*

Navy Certifier Information

POC Name

POC Phone

* Navy Certifier Code (UIC):
 Select or Enter

Contract Number <small>(click to edit)</small>	Active Contract	FastPay Contract?	DFAS Payment Office	Navy Certifier UIC <small>Red = Not Validated</small>	Navy Certifier POC	Navy POC Phone
N3244599D6888	NO	NO	N68894	N00070	JOE DIMAGGIO	232-443-5555
N0002499C0002	YES	YES	N45924	N00011	BABE RUTH	222-333-4444

Done
Internet
Start
Distiller Assistant 3.01
DFAS: WinS Login ...
Microsoft Word - Do...
fig_4b - Paint
https://trams.ss...
fig_4a - Paint
8:55 AM

Figure 4e. STARS Contract Data Registration Screen.

STARS Contract Data Registration Screen Field Definitions

Table 7 lists the data dictionary for each field on the **STARS Contract Data Registration Screen**. Mandatory fields must be completed, and optional fields may be completed at your discretion. Enter data for active contracts, and any completed contracts that have been invoiced against within the past six months.

TABLE 7. STARS CONTRACT DATA REGISTRATION SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Contract Number	Contract Number (only enter contracts that are active or have completed within the previous six months)	Contract	Mandatory	13 digit Alphanumeric (No hyphens, no Letter 'O')
Active	Specify whether the contract is active (Y or N)	Contract	Mandatory	Select from list (Y or N)
Fastpay?	Specify whether contract has the fastpay contract clause (FAR 52.213-1)	Contract	Mandatory	Select from scroll box (Y or N)
DFAS Pay Office	DFAS Pay Offices using the STARS payment system	Contract	Mandatory	Select from list
Navy Certifier Code	Navy organization certifying invoice for payment [Uniform Identification Code (UIC)]	Contract	Mandatory	Select from list, or enter 6 digit Alphanumeric UIC
Navy Certifier POC	Navy Certifier Point of Contact	Vendor	Optional	Alphanumeric
Navy Certifier POC Telephone		Vendor	Optional	Alphanumeric

The STARS Contract Data Registration Screen Add, Clear, and Continue Buttons

- Add** The **Add** button adds the STARS Contract Data to the Contract Data Display Matrix.
- Clear** The **Clear** button clears the STARS Contract Data from the data entry boxes before it has been submitted to the Contract Data Display Matrix..
- Submit Without STARS** **Submit Without STARS** data allows the user to submit the **New Account Request** for SAMMS or MOCAS without an accompanying STARS request.
- Submit** The **Submit** button submits the **New Account Request**.

The **Click Here** hyperlink allows an individual Contract Data record to be edited. At least one Contract Data record must remain on the **STARS Contract Data Registration Screen**.

Figure 4f depicts the **Account Request OK Screen**.

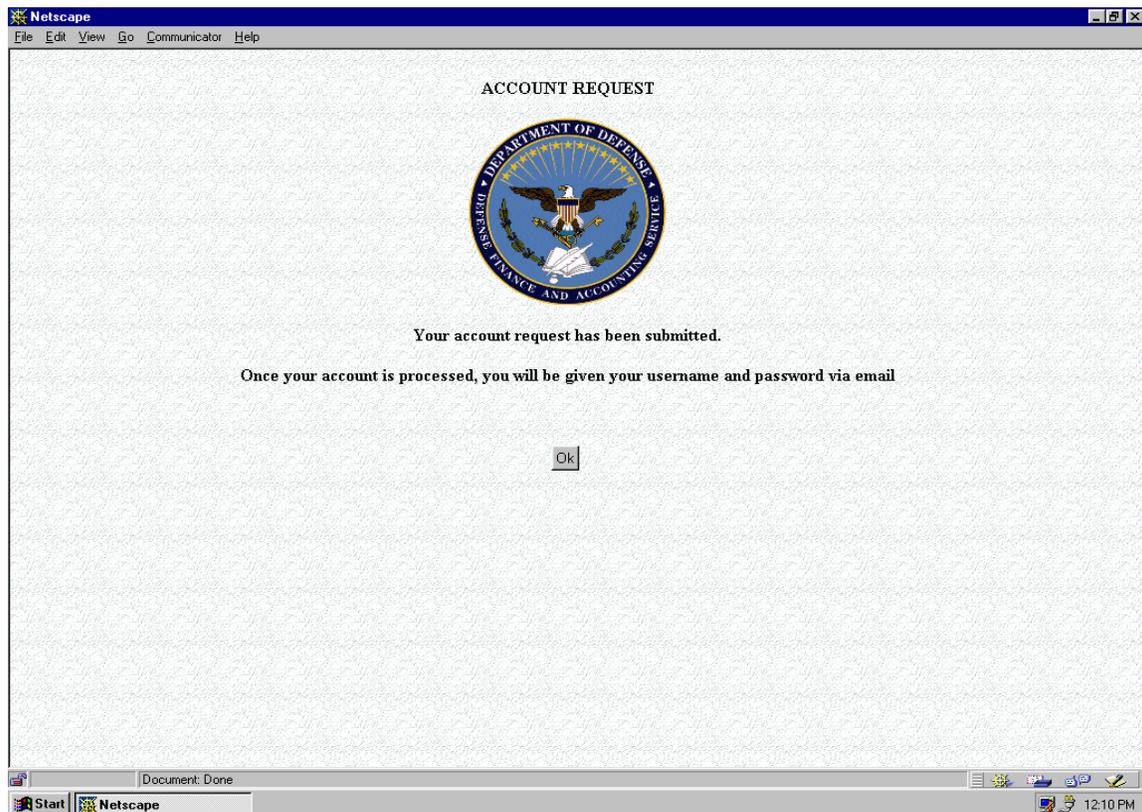


Figure 4f. Account Request OK Screen

The OK Button



The **OK** button directs you to the **DFAS WInS Home Page** (Section 2).

Note: On receipt of a username and password, and prior to submission of actual invoices and vouchers, test transactions must be successfully processed. Refer to *Section 1, Overview, Procedures, Steps 1 and 2*, for testing procedures.

5. WINS INVOICE ENTRY WARNING NOTIFICATION SCREEN

When an invoice, voucher or progress payment request (PPR) has not been successfully submitted to DFAS WInS (incomplete invoice), the **WInS Invoice Entry Notification Warning Screen** appears. This screen, which provides status information directly after logging into the system, appears only when incomplete invoices, vouchers or progress payment requests are present. This warning will continue to appear after logging in until you either delete the invoice, voucher or progress payment request or complete and submit it to WInS. See the appropriate Submitted Commercial Invoices, Vouchers or Request for Progress Payment List Screen(s) for instructions on deleting or completing incomplete invoices or vouchers (Section 16). You will also receive this incomplete invoice/voucher/PPR information via e-mail as a reminder until the invoice, voucher or progress payment request is completed and successfully submitted to WInS.

Figure 5 depicts a sample WInS Invoice Entry Notification Warning Screen.

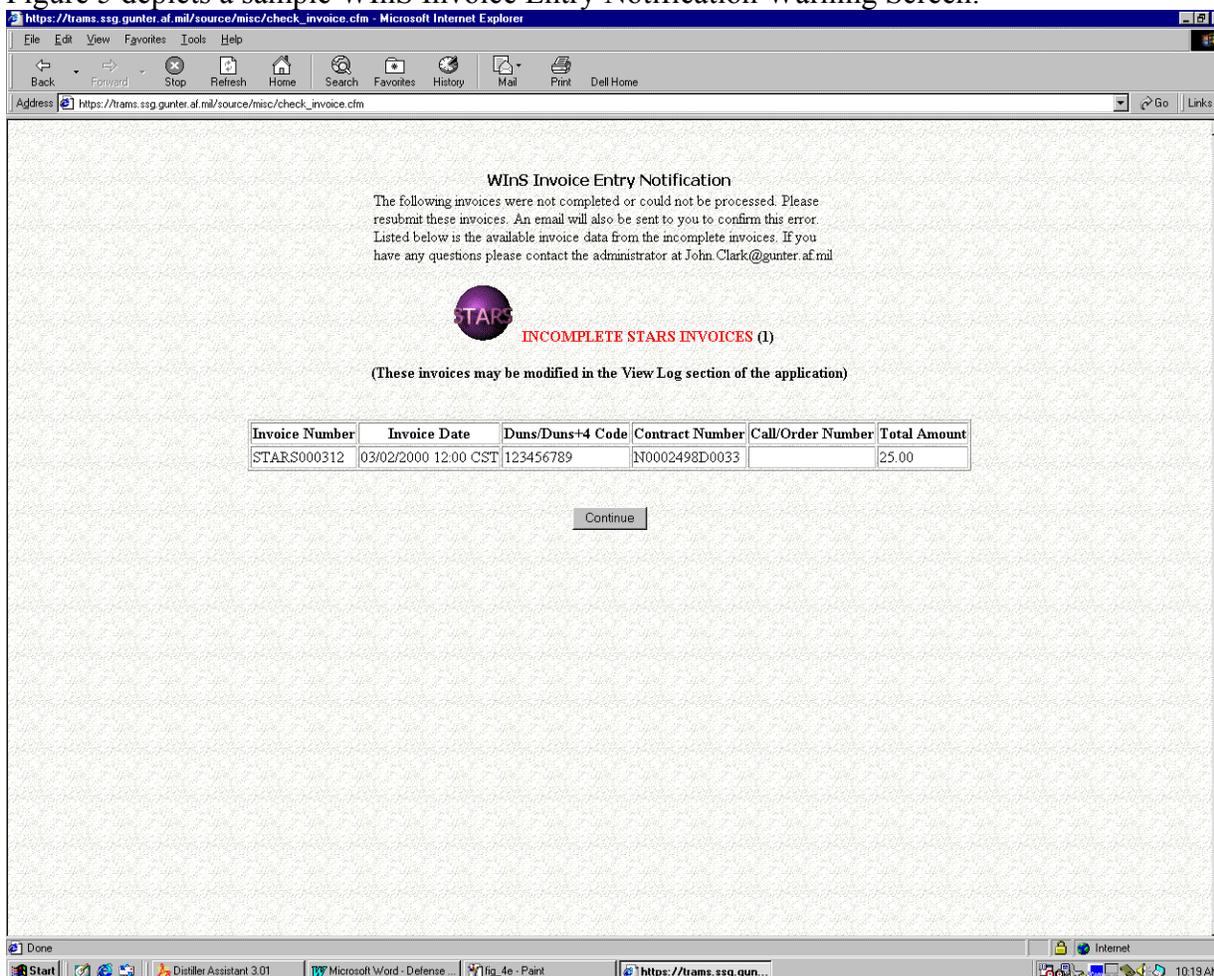


Figure 5. WInS Invoice Entry Notification Warning Screen

Continue

Clicking on the **Continue** button directs you to the **WInS Payment System Picklist Screen** (Figure 6).

6. WINS PAYMENT SYSTEM PICKLIST SCREEN

Once in WInS, you must select an accessible payment system for entering an invoice, voucher or progress payment request by clicking on the payment system button in the left margin. Accessible payment systems are color-coded Green. If you have active contracts with a payment system that is not currently accessible (color-coded Red), you may request access by clicking on the **Vendor Profile** button in the left margin and following the directions for access request (Section 7).

Figure 6 depicts the **WInS Payment System Picklist Screen**.

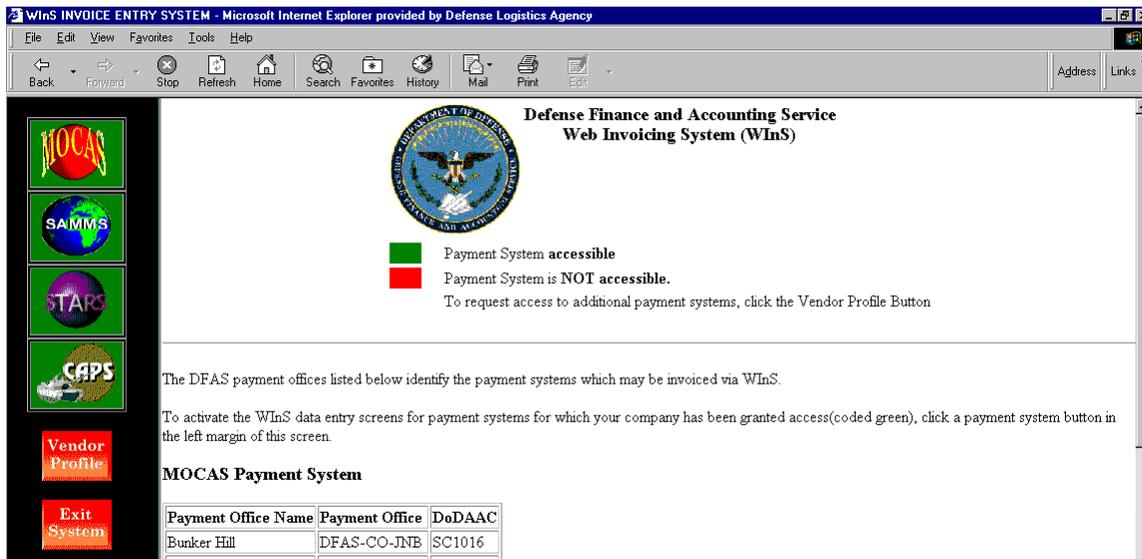


Figure 6. WInS Payment System Picklist Screen

If you are uncertain about which payment system pays your invoice, voucher or progress payment request, scroll down the Picklist and review the tabular data for the currently available payment systems (MOCAS, SAMMS, and STARS) as shown in Figure 6 (Continued) below. Once you have identified the correct payment system, select the appropriate WInS data entry screens by clicking on a payment system identified in the left margin of this screen.

Figure 6 Continued depicts the **WInS Payment System Picklist Screen**. Pay Office Information

**Defense Finance and Accounting Service
Web Invoicing System (WInS)**

■ Payment System **accessible**
■ Payment System is **NOT accessible**.
 To request access to additional payment systems, click the Vendor Profile Button

The DFAS payment offices listed below identify the payment systems which may be invoiced via WInS.

To activate the WInS data entry screens for payment systems for which your company has been granted access(coded green), click a payment system button in the left margin of this screen.

MOCAS Payment System

Payment Office Name	Payment Office	DoDAAC
Bunker Hill	DFAS-CO-JNB	SC1016
Minuteman	DFAS-CO-JNC	SC1032
New Dominion	DFAS-CO-JNF	SC1018
Southeast	DFAS-CO-JSA	SC1020
Capitol	DFAS-CO-JSC	SC1034
Chesapeake	DFAS-CO-JSD	SC1030
Gulfcoast	DFAS-CO-JWA	SC1024
Gateway	DFAS-CO-JWB	SC1028
DPRO West	DFAS-CO-JWD	SC1002
Santa Ana	DFAS-CO-JWT	SC1006
Van Nuys	DFAS-CO-JWV	SC1004

SAMMS Payment System

Payment Office Name	Payment Office	DoDAAC
(DSCC Construction) DFAS-CO-LSCAA (SECC) S33181	DFAS-CO-LSCAA	S33181
(DSCC Electronic) DFAS-CO-LSCAB (SECE) S33184	DFAS-CO-LSCAB	S33184
(DSCR General) DFAS-CO-LSCAC (SECG) S44073	DFAS-CO-LSCAC	S44073
(DSCP Industrial) DFAS-CO-LSCBA (SEPT) S36054	DFAS-CO-LSCBA	S36054
(DSCP Clothing/Textile) DFAS-CO-LSCBA (SEPT)SC0100	DFAS-CO-LSCBA	SC0100
(DSCP Medical) DFAS-CO-LSCBA (SEPM) SC0200	DFAS-CO-LSCBA	SC0200

STARS Payment System

Payment Office Code	Payment Office Name
N45924	DFAS Honolulu (DFAS-PC) [N45924]
N68566	DFAS Pensacola (DFAS-PE) [N68566]
N68892	DFAS Charleston (DFAS-CH) [N68892]
N68732	DFAS Norfolk (DFAS-NO) [N68732]
N68894	DFAS Oakland (DFAS-OK) [N68894]
N68688	DFAS San Diego (DFAS-SD) [N68688]
N00367	Stars Test Region (FMSO)[N00367]

CAPS Payment Offices

Office Code	Office Location
HQ0300	LAWTON/FT. SILL
HQ0302	ROME
M67443	KANSAS CITY

Figure 6 (Continued). WInS Payment System Picklist Screen

The MOCAS, SAMMS, STARS and CAPS Buttons



The **MOCAS**, **SAMMS**, **STARS** and **CAPS** buttons direct you to the appropriate payment system.

The Vendor Profile and Exit System Buttons



The **Vendor Profile** button directs you to the **Vendor Information Screen** (Section 7) where you may change your vendor registration information, to include changing your company information, your password, or request access to additional DFAS payment systems.



The **Exit System** button directs you to the **WInS Home Page** (Section 2).

7. VENDOR INFORMATION SCREEN

The **Vendor Information Screen** allows you to view and modify your vendor information as maintained by DFAS WInS. All data fields may be edited except the username which is assigned by the application to be vendor-unique. WInS forwards your vendor profile update to the appropriate DFAS payment office(s). You will receive a copy of this e-mail message as confirmation that the change was accepted into your WInS vendor profile, and forwarded to DFAS. You may also request access to additional DFAS payment systems serviced by WInS by clicking on the **Payment System** button(s) on the lower right of the **Vendor Information Screen** (Figure 7a). The **Payment System Icons** on the bottom left of Figure 7a indicate those systems for which you currently have access. Figure 7a depicts the **Vendor Information Screen**.

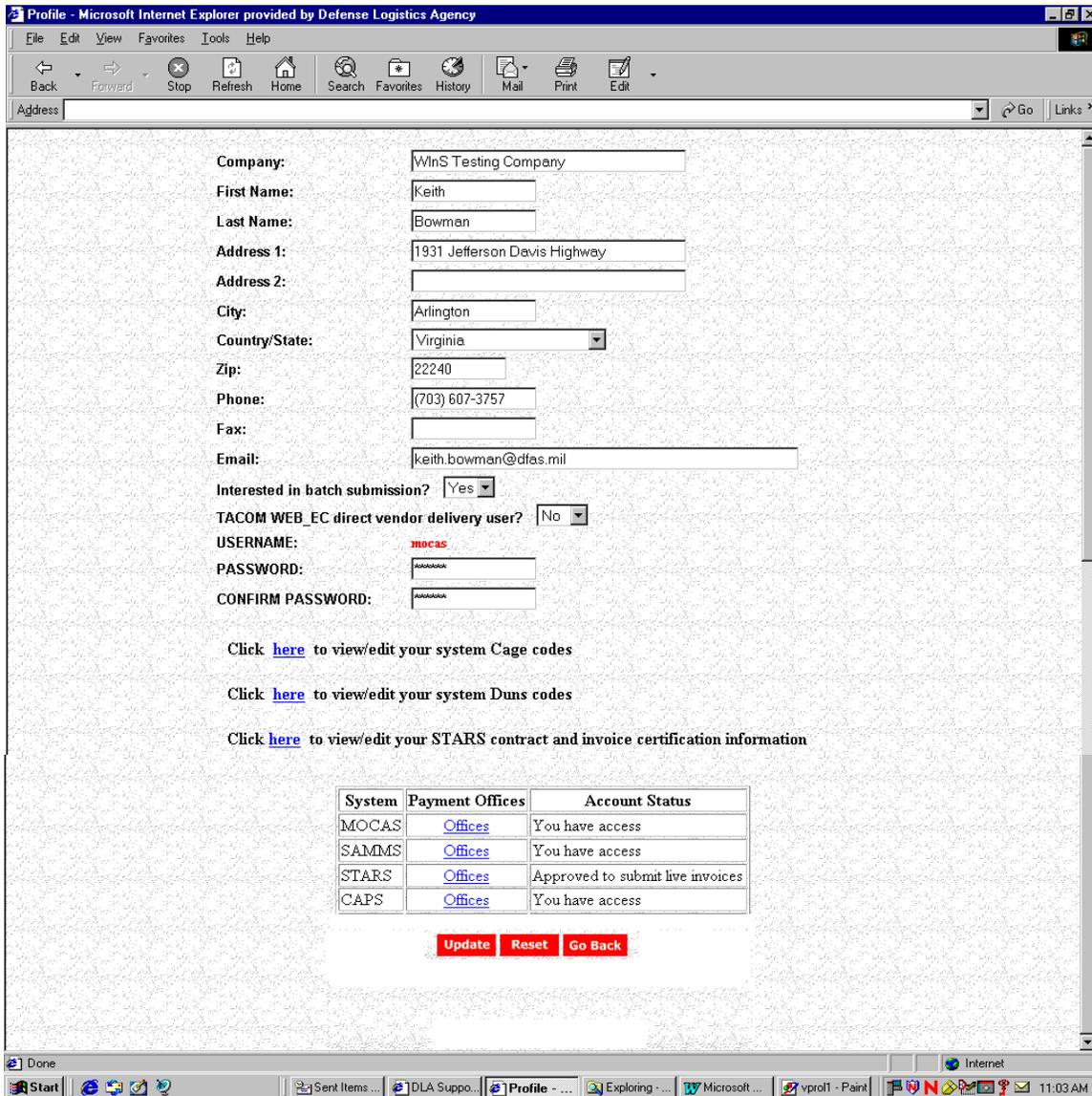


Figure 7a. Vendor Information Screen

Vendor Information Screen Field Definitions

Table 8 lists the data dictionary for each field on the **Vendor Information Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 8. VENDOR INFORMATION SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Company		Vendor	Mandatory	Alphanumeric
First Name		Vendor	Mandatory	Alphanumeric
Last Name		Vendor	Mandatory	Alphanumeric
Address1		Vendor	Mandatory	Alphanumeric
Address2		Vendor	Optional	Alphanumeric
City		Vendor	Mandatory	Alphanumeric
State/Country		Vendor	Mandatory	Alphanumeric
Zip		Vendor	Mandatory	Alphanumeric
Phone		Vendor	Mandatory	Alphanumeric
Fax		Vendor	Optional	Alphanumeric
Email		Vendor	Mandatory	Alphanumeric
Interested in batch submission?		Vendor	Optional	Select 'Yes' or 'No' from list
TACOM WEB_EC direct vendor delivery user?		Vendor	Optional	Select 'Yes' or 'No' from list
Username	WinS Generated	Vendor	Mandatory	Alphanumeric
Password		Vendor	Mandatory	Alphanumeric
Confirm Password		Vendor	Mandatory	Alphanumeric

The Update, Reset, and Go Back Buttons

Update

After you modify any vendor information, the **Update** button saves the new information. If CAGE Code information has changed, see the note at the bottom of the **Vendor Information Screen** (Figure 7a), which directs you to the **Vendor CAGE Code Screen** (Figure 7b). If DUNS Code information has changed, see the note at the bottom of the **Vendor Information Screen** (Figure 7a), which directs you to the **Vendor DUNS Code Screen** (Figure 7d). When requesting additional access to STARS, a DUNS must be entered before clicking the **Update** button.

Reset

The **Reset** button clears any vendor-entered changes that have not yet been submitted via the **Update** button, and restores the original information.

Go Back

The **Go Back** button directs you to the **WInS Payment System Picklist Screen** (Section 6).

Figure 7b depicts the **Vendor CAGE Codes Screen**

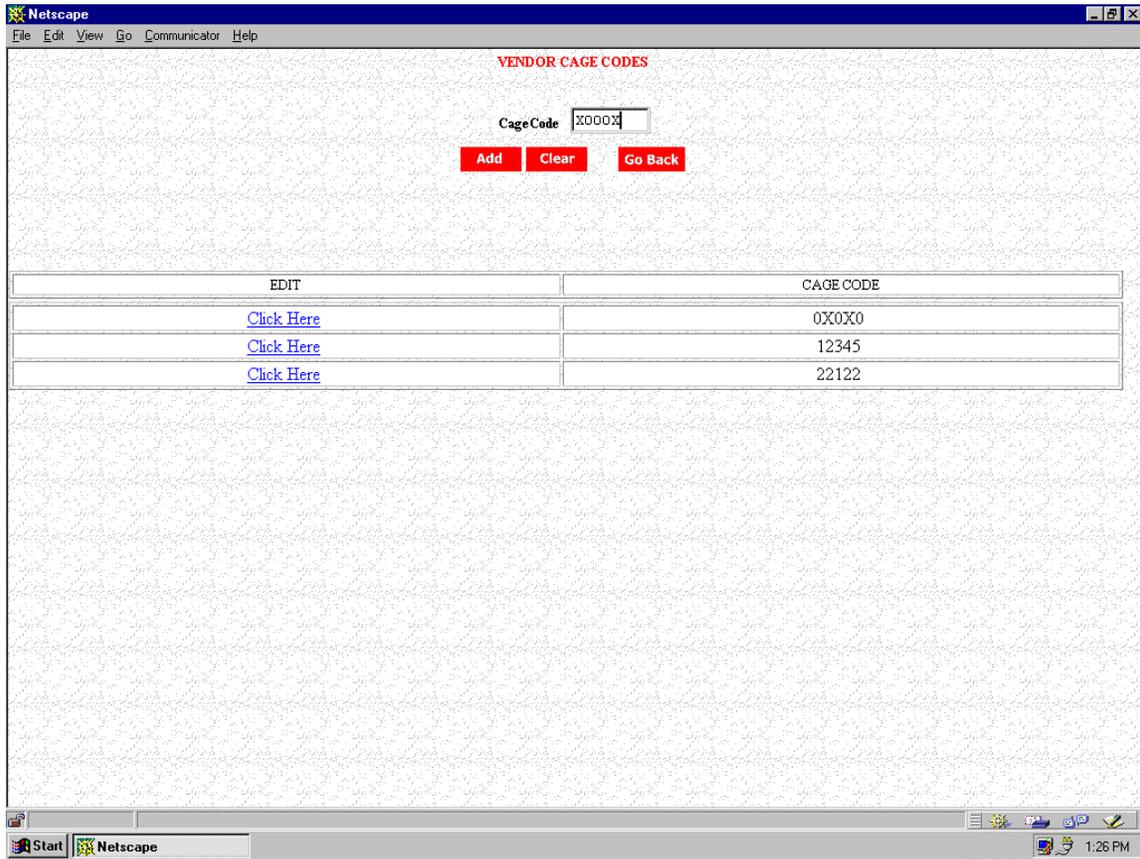


Figure 7b. Vendor CAGE Code Screen

The Add, Clear, and Go Back Buttons

- Add** Once a CAGE Code has been entered into the CAGE Code data field, the **Add** button inserts the data into a line item on the **Vendor CAGE Code Screen** and resets the data field for the next CAGE Code Entry.
- Clear** The **Clear** button clears out any CAGE Code entered into the data field but not yet submitted via the **Add** button.
- Go Back** The **Go Back** button directs you to the **Vendor Information Screen** (Figure 7a).

Click Here directs you to the **Vendor CAGE Code Screen (Updates)** and displays the chosen CAGE Code from that CAGE Code Record for editing. At least one CAGE Code must remain in the vendor profile.

Figure 7c depicts the **Vendor CAGE Code Screen (Updates)**.

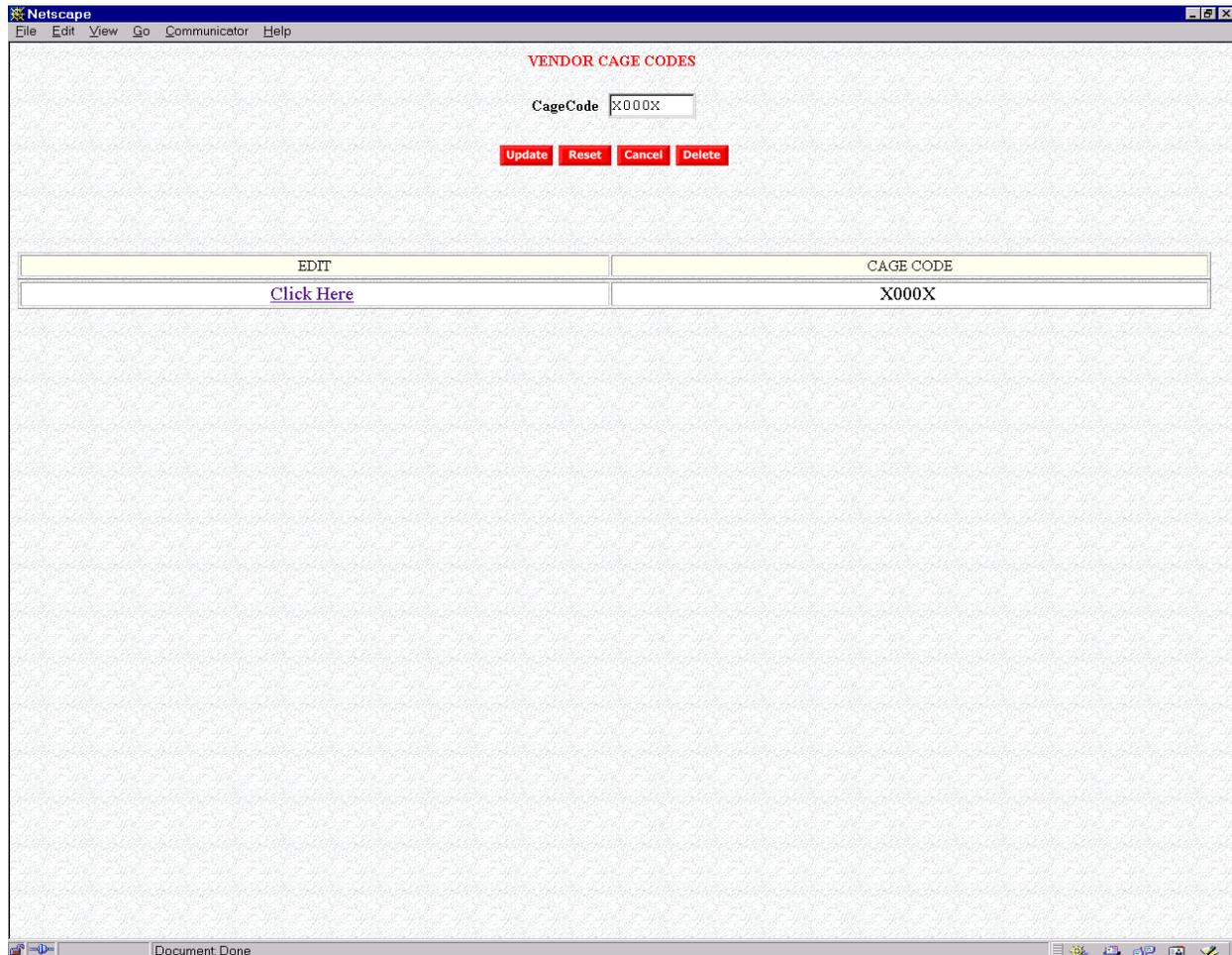


Figure 7c. Vendor CAGE Code Screen (Updates)

The Update, Reset, Cancel, and Delete Buttons

Update

Once the CAGE Code has been edited, the **Update** button records the change on the **Vendor CAGE Code Screen**.

Reset

After the CAGE Code has been edited in the data field, but before submitting with the **Update** button, the **Reset** button will restore the original CAGE Code to the data field on the **Vendor CAGE Code Screen** (Figure 7b).

Cancel

The **Cancel** button returns you to the pre-edit data set from the **Vendor CAGE Code Screen** (Figure 7b).

Delete

The **Delete** button deletes the identified CAGE Code unless it is the last remaining CAGE Code on the **Vendor CAGE Code Screen** (Figure 7b).

Figure 7d depicts the **Vendor DUNS Codes Screen**.

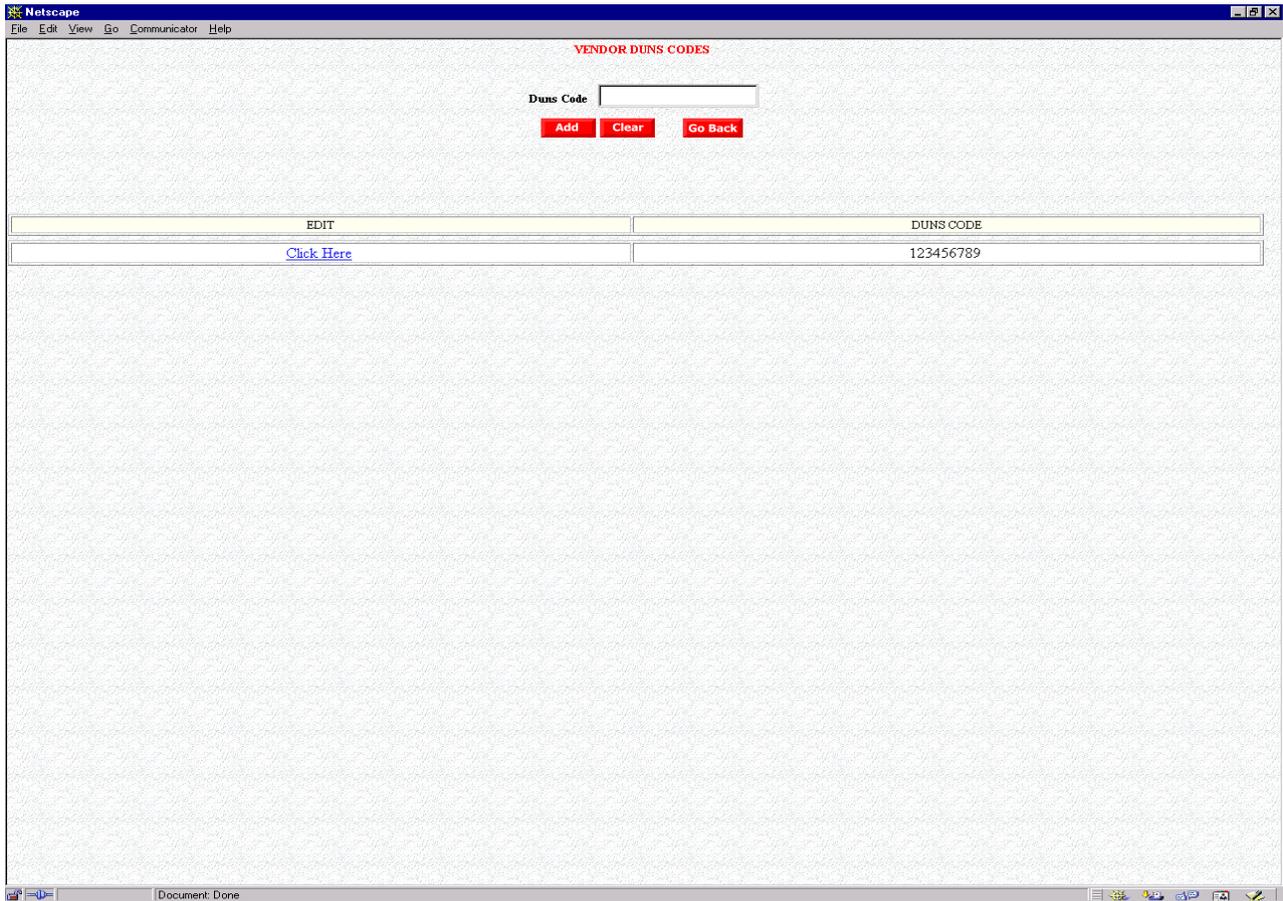


Figure 7d. Vendor DUNS Code Screen

The Add, Clear, and Go Back Buttons

- Add** Once a DUNS Code has been entered into the DUNS Code data field, the **Add** button inserts the data into a line item on the **Vendor DUNS Code Screen** and resets the data field for the next DUNS Code Entry.
- Clear** The **Clear** button clears out any DUNS Code entered into the data field but not yet submitted via the **Add** button.
- Go Back** The **Go Back** button directs you to the **Vendor Information Screen** (Figure 7a).

Click Here directs you to the **Vendor DUNS Code Screen (Updates)** and displays the chosen DUNS Code from that DUNS Code Record.

Figure 7e depicts the **Vendor DUNS Code Screen (Updates)**.

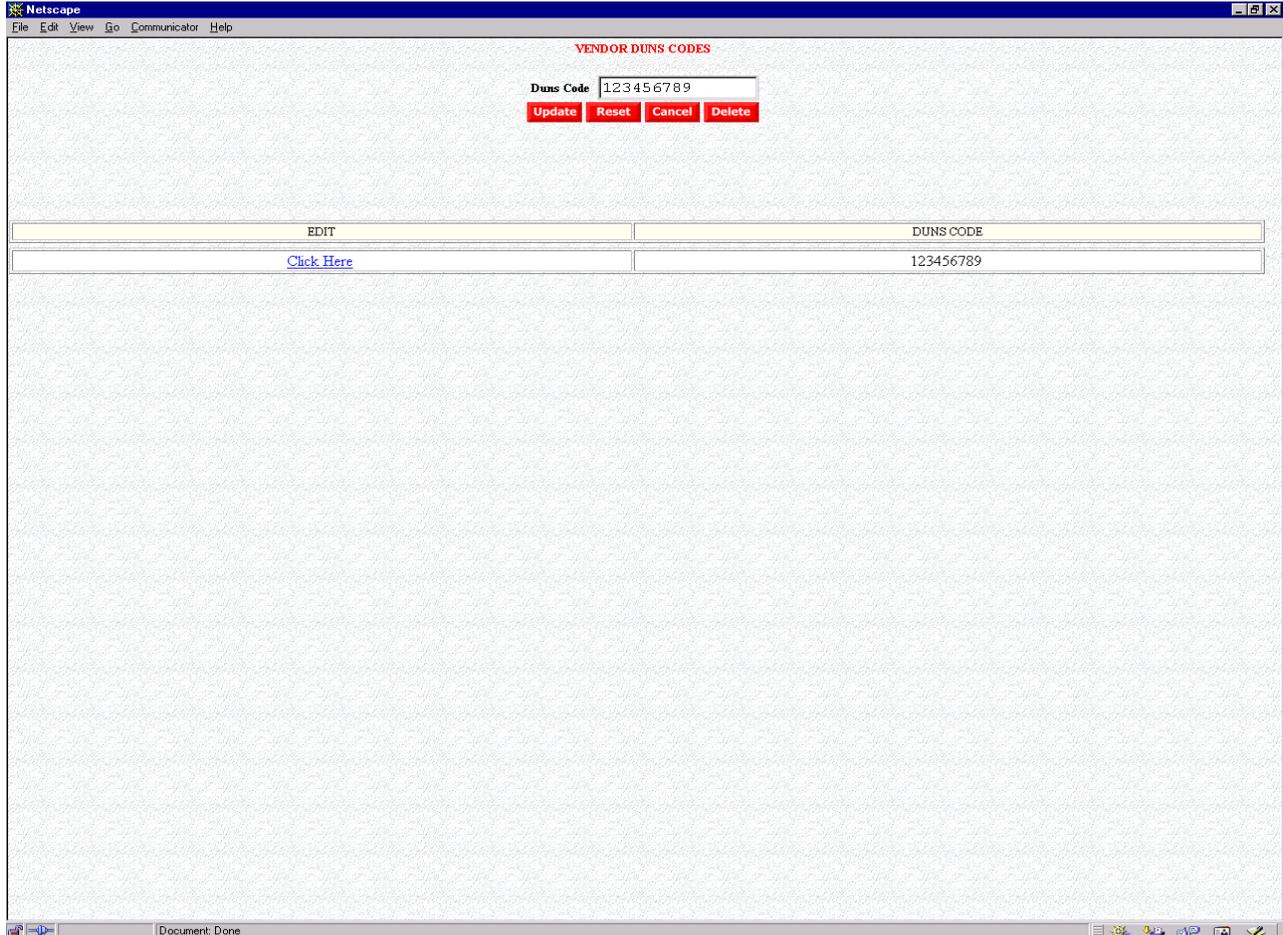


Figure 7e. Vendor DUNS Code Screen (Updates)

The Update, Reset, Cancel, Delete, and Go Back Buttons

Update

Once the DUNS Code has been edited, the **Update** button records the change on the **Vendor DUNS Code Screen**.

Reset

After the DUNS Code has been edited in the data field, but before submitting with the **Update** button, the **Reset** button will restore the original DUNS Code to the data field on the **Vendor DUNS Code Screen** (Figure 7d).

Cancel

The **Cancel** button returns you to the pre-edit data set from the **Vendor DUNS Code Screen** (Figure 7d).

Delete

The **Delete** button deletes the identified DUNS Code unless it is the last remaining DUNS Code on the **Vendor DUNS Code Screen** (Figure 7d).

When STARS access is requested via the Vendor Information Screen, an additional screen, the STARS Contract Data Registration Screen must be completed.

Figure 7f depicts the **STARS Contract Data Registration Screen**.

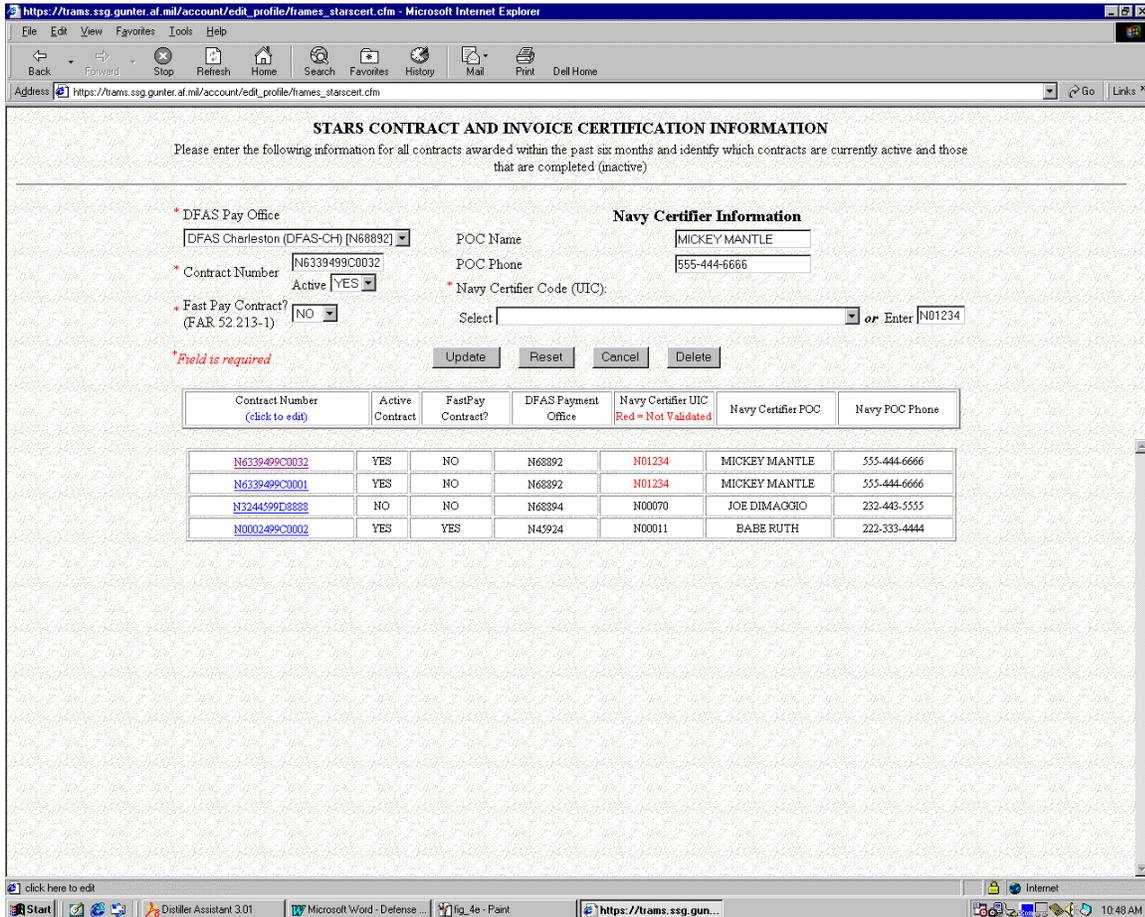


Figure 7f. **STARS Contract Data Registration Screen**.

STARS Contract Data Registration Screen Field Definitions

Table 9 lists the data dictionary for each field on the **STARS Contract Data Registration Screen**. Mandatory fields must be completed, and optional fields may be completed at your discretion. Enter data for active contracts, and any completed contracts that have been invoiced against within the past six months.

TABLE 9. STARS CONTRACT DATA REGISTRATION SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Contract Number	Contract Number (only enter contracts that are active or have completed within the previous six months)	Contract	Mandatory	13 digit Alphanumeric (No hyphens, no Letter 'O')
Active	Specify whether the contract is active (Y or N)	Contract	Mandatory	Select from list (Y or N)
Fastpay?	Specify whether contract has the fastpay contract clause (FAR 52.213-1)	Contract	Mandatory	Select from list(Y or N)
DFAS Pay Office	DFAS Pay Offices using the STARS payment system	Contract	Mandatory	Select from list
Navy Certifier Code	Navy organization certifying invoice for payment [Uniform Identification Code (UIC)]	Contract	Mandatory	Select from list, or enter 6 digit Alphanumeric
Navy Certifier POC	Navy Certifier Point of Contact	Vendor	Optional	Alphanumeric
Navy Certifier POC Telephone		Vendor	Optional	Alphanumeric

The STARS Contract Data Registration Screen Add, Clear, and Continue Buttons

Add

The **Add** button adds the STARS Contract Data to the Data Display Matrix.

Clear

The **Clear** button clears the STARS Contract Data from the data entry boxes before it has been submitted to the Data Display Matrix..

Submit Without STARS

Submit Without STARS Data allows the user to submit the **Vendor Profile Update** with an additional payment system request for SAMMS or MOCAS without an accompanying STARS payment system access request.

Submit

The **Submit** button submits the **New Account Request**.

The **Click Here** for STARS Contract Data and Invoice Certifier hyperlink on the Information Screen allows an individual Contract Data record to be edited. At least one Contract Data record must remain on the STARS Contract Data Registration Screen.

The Update, Reset, Cancel, Delete, and Go Back Buttons

Update

Once a STARS Contract Data Record has been edited, the **Update** button records the change on the **STARS Contract Data Registration Screen**.

Reset

After the STARS Contract Data Record has been edited in the data fields, but before submitting with the **Update** button, the **Reset** button will restore the original STARS Contract Data information to the data fields on the **STARS Contract Data Registration Screen** (Figure 7g).

Cancel

The **Cancel** button returns you to the pre-edit data set from the **Contract Data Registration Screen** (Figure 7g).

Delete

The **Delete** button deletes the identified STARS Contract Data Record unless it is the last remaining STARS Contract Data Record on the the **Contract Data Registration Screen** (Figure 7g).

Once information on the **Vendor Information Screen** has been updated, the **Vendor Information Update Submission OK Screen**, shown below, appears as verification.

Figure 7g depicts the **Vendor Information Update Submission OK Screen**

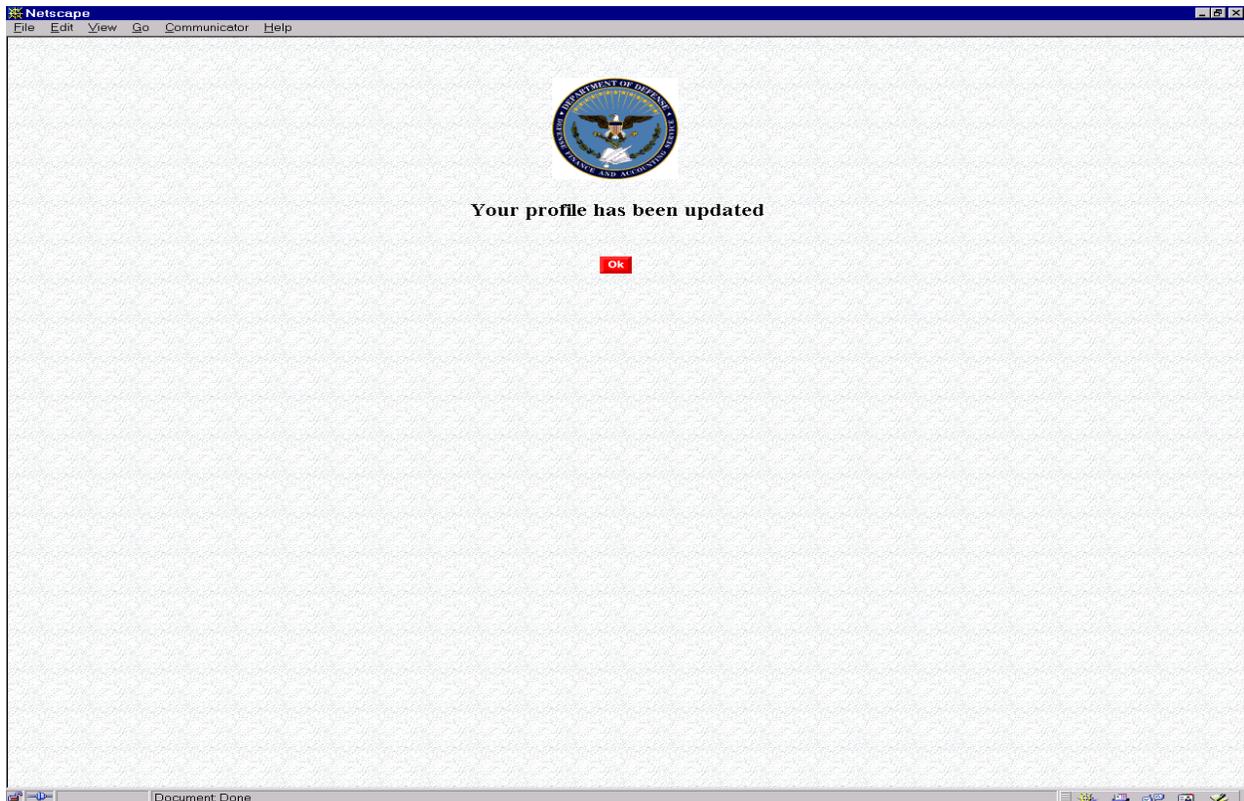


Figure 7g. Vendor Information Update Submission OK Screen

The OK Button

 The **OK** button returns you to the **WInS Payment System Picklist Screen** (Section 6).

Additional Payment System Access Requests

You may also request access to additional DFAS payment systems serviced by WInS by clicking on the **Payment System** button(s) on the lower right of the **Vendor Information Screen** (Figure 7a). The **Payment System Icons** on the bottom left of Figure 7a indicate those systems for which you already have access. **DO NOT** request access to additional payment systems via the **New Account Request Form** (Section 4).

Figure 7h depicts an **Additional Payment System (STARS) Access Request Screen**

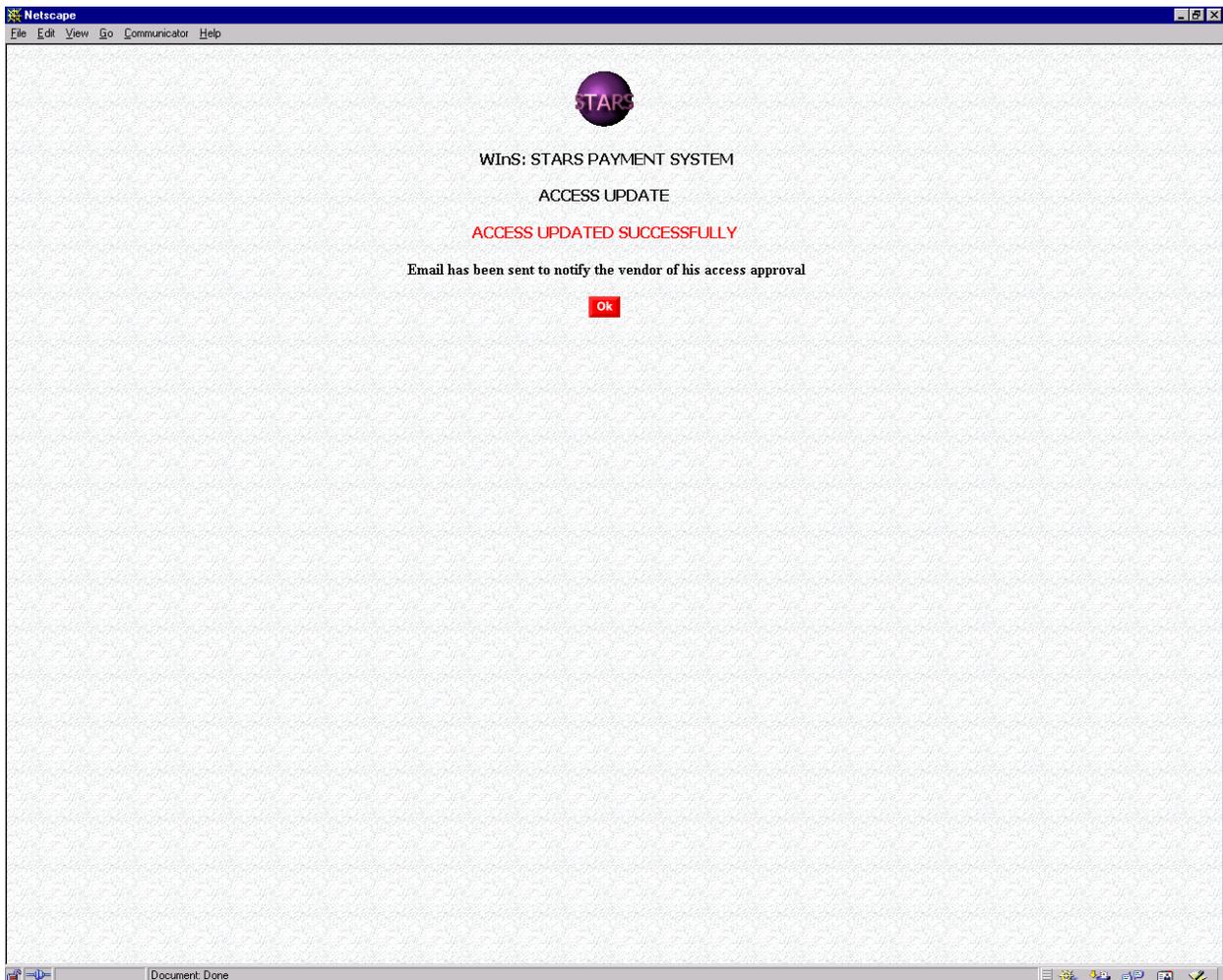


Figure 7h. Additional Payment System (STARS) Access Request Screen

8. STARS COMMERCIAL INVOICE HEADER SCREEN

The Standard Accounting and Reporting System (STARS) Commercial Invoice Header Screen is used to manually enter general and summary information about a particular invoice. For users with large invoice volume an alternative method for submitting STARS Commercial Invoices is through batch submissions. The STARS Commercial Invoice batch layout can be downloaded at: <https://ecweb.dfas.mil/batch>. This site provides the batch data layout requirements and testing procedures.

Several optional data elements are present on both the STARS Commercial Invoice Header and Detail (Section 10) Screens. These are: Accounting Data, Ship To Information, and Ship/Deliver or Period Start/End Data. If the invoice carries only one line item on the details screen (Section 9), or if the optional data is identical among multiple line items then this optional data, if provided, should be entered on the header screen as it applies to the entire invoice. If the invoice has more than one line item and the optional data is different between the line items, then enter the data on the details screen

There are three types of STARS Commercial Invoices. Those that carry the Fastpay FAR Clause 52.213-1 and those that do not. There are two type of Fastpay invoices, Shipstores and Non-Shipstores. For Fastpay, no pre-approval or certification is done by the Navy before DFAS payment. There is a post payment audit. However, for non-Fastpay STARS Commercial Invoices, the vendor's Navy customer performs the certification for payment and notifies DFAS that payment may be made. For electronically submitted invoiced, WinS forwards the invoices to your Navy certifier for certification for payment. Therefore your Navy certifiers must have access to the Standard Electronic Processing System (SEPS) in order to receive the vendor's electronic STARS Commercial Invoice. As part of the STARS access request, vendors are asked to enter all active and inactive contracts (active within the past six months) paid out of one of the six DFAS Pay locations (Honolulu, Oakland, San Diego, Pensacola, Charleston, and Norfolk) that use the STARS One-Pay vendor payment system. Included in this registration is the certifier location for each contract. WinS will notify you in your STARS access approval e-mail which Navy Certifier sites you identified are currently set up to certify electronically. WinS has SEPS access request instructions and a training manual at: https://ecweb.dfas.mil/navy_certification.

Assist us by sharing this URL with your non-SEPS Navy certifiers so that we may expand the use of WinS STARS electronic invoicing.

Even if your current certifier(s) are not set up for SEPS, you may still register for WinS STARS access and submit test invoices for review and feedback. You will not be able to go live with WinS until at least one of your certifiers has SEPS access.

STARS Commercial Invoice Header Screen Field Definitions

Table 10 provides the definitions for each field on the **STARS Commercial Invoice Header Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be complete if your contract requires the information; otherwise, those fields are optional.

TABLE 10. STARS COMMERCIAL INVOICE HEADER FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Contract No.	Contract number	Contract	Mandatory	Select from the Contract list or enter a 13 to 15 character, Alphanumeric (No hyphens, no letter "O")
Delivery Order No.	Delivery order number	Contract	Conditional	4 characters, Alphanumeric
Invoice No.	Invoice number	Vendor	Mandatory	1-22 characters, Alphanumeric (No special characters)
Final Invoice	Final invoice indicator		Mandatory	Select Yes or No from list
Mod No.	Contract modification number		Optional	6 characters
Award Date	Date contract was awarded	Contract	Mandatory	yyyy/mm/dd
Fast Pay Contract (FAR Clause 52.213-1)	Fast Pay indicator		Mandatory	Select from list: No Yes [Shipstores] Yes [Non-Shipstores]
DUNS/DUNS+4 #	Duns Code		Mandatory	Select from list
Total \$	Total dollar amount of the invoice (includes line items and transportation)	Vendor	Mandatory	Numeric, up to 12 characters, including decimal. No more than two positions past

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
				decimal
Discount \$ Amount *	Discount amount		Optional	Numeric , up to 10 characters, including decimal. (No more than 2 positions right of decimal.)
Discount Due Date*	Discount due date		Optional	yyyy/mm/dd
Discount Net Days*	Discount net days		Optional	Integer. Do not exceed 30 days
Discount Percent*	Discount percent		Optional	Numeric, cannot exceed 100%, format xx.xxx
Discount Days Due*	Discount due days		Optional	Integer
Discount Net Days*	Discount net days		Optional	Integer. Do not exceed 30 days
Date Qualifier	Start date qualifier		Optional	Select from list
Date	Start date		Optional	yyyy/mm/dd
Date Qualifier	End date qualifier		Optional	System Generated
Date	End date		Optional	yyyy/mm/dd
Navy Long Line of Accounting	Navy Long Line of Accounting		Conditional	51 characters, Alphanumeric. See Navy LOA Help
Paying Office	Paying Office Code		Mandatory	Select from list
Payment Terms for Transportation Charges	Transportation Payment Terms		Optional	Select from list
Office Name/Symbol	Navy Certifier Office Name/Symbol		Optional	1-35 characters, Alphanumeric
Uniform ID Code	Certifying DODAAC (UIC)		Mandatory	Select from list or enter 6 characters,

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
(UIC)				alphanumeric

*** Discounting Rules**

- If the Discount Type Code you specified is Discount Dollars, then you must enter the Discount \$ Amount, the Discount Due Date, and the Discount Net Days in the first row.
- If the Discount Type Code you specified is Discount Percentage(s), then you must enter at least one iteration of the Discount Percent, the Discount Days Due, and the Discount Net Days in the second row. You may also enter a second iteration of these values in the third row.
- Discount Dollars and Discount Percentage data may not be used together in a STARS invoice.

The Ship Info, Discount Help, and Navy Long Line of Accounting Help Buttons

Ship Info

The **Ship Info** button directs you to the Shipping Information Screen (Section 9).

Discount Help

The **Discount Help** button directs you to the Discount Help screen, which provides information on entering discount data.

Navy Long Line of Accounting Help

The **Navy Long Line of Accounting Help** button directs you to the Navy Long Line of Accounting Help screen, which provides information on entering the Navy Long Line of Accounting.

The Continue, Clear, and Help Buttons

Continue

The **Continue** button displays the STARS Commercial Invoice Details Screen (Section 10). **Note:** If the invoice is non-Fastpay, the Continue Button deny access to the STARS Commercial Invoice Details Screen for production invoices where the Navy Certifier Uniform Identification Code (UIC) entered by the vendor is not approved for access to the electronic certification software SEPS. Test non-Fastpay and Fastpay invoices are not restricted.

Clear

The **Clear** button clears/deletes all existing entries on the screen.

Help

The **Help** button displays the STARS online help screen.

The View Log and Exit System Buttons



The **View Log** button displays the STARS Submitted Invoices List Screen (Section 16), which allows you to view, edit, or print previously submitted invoices.



The **Exit System** button directs you to the WInS Payment System Picklist (Section 6).

9. STARS SHIPPING INFORMATION SCREEN

Selecting the **Shipping Info** button on the STARS Commercial Invoice Header Screen displays the Shipping Information screen, as shown below. At this screen, you can enter the name of the organization and the respective address to which the product is to be shipped as well as Ship From Information if it varies from your vendor profile company information.

The screenshot shows a Netscape browser window titled "Shipping Information - Netscape". The main content area is divided into two sections, "Ship To:" and "Ship From:", each with a yellow header. The "Ship To:" section contains the following fields: NAME, STREET ADDRESS, CITY, STATE/PROVINCE CODE, POSTAL CODE, COUNTRY CODE, and RECEIVING LOCATION UIC CODE. A "Country Code Help" button is located to the right of the COUNTRY CODE field. The "Ship From:" section contains the following fields: NAME, STREET ADDRESS, CITY, STATE/PROVINCE CODE, and POSTAL CODE. At the bottom of the screen, there are two buttons: "Save and Continue" and "Cancel".

Figure 9. STARS Shipping Information Screen

STARS Shipping Information Field Definitions

Table 11 provides the definitions for each field on the **Shipping Information Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be complete if your contract requires the information; otherwise, those fields are optional.

TABLE 11. STARS SHIPPING INFORMATION FIELD DEFINITIONS

Field	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Ship To:				
Name	Ship to organization		Optional	35 characters, Alphanumeric
Street Address	Ship to address		Optional	35 characters, Alphanumeric
City	Ship to city		Optional	30 characters, Alphanumeric
State/Province Code	Ship to state or province		Optional	2 characters, Alphanumeric
Postal Code	Ship to postal code		Optional	11 characters, Alphanumeric
Country Code	Ship to country code		Optional	3 characters, Alphanumeric
Receiving Location UIC Code	Receiving Location Uniform ID Code (UIC)		Mandatory	6 characters, Alphanumeric
Ship From:				
Name	Ship from company name		Optional	35 characters, Alphanumeric
Street Address	Ship from street address		Optional	35 characters, Alphanumeric
City	Ship from city		Optional	30 characters, Alphanumeric
State/Province Code	Ship from state or province code		Optional	2 characters, Alphanumeric
Postal Code	Ship from postal code		Optional	11 characters, Alphanumeric
Country Code	Ship from country code		Optional	3 characters, Alphanumeric

The Country Code Help, Save and Continue, and Cancel Buttons

Country Code Help

Selecting the **Country Code Help** button displays a list of valid country codes.

Save and Continue

Selecting the **Save and Continue** button saves the shipping information and returns you to the STARS Commercial Invoice Header Screen.

Cancel

Selecting the **Cancel** button cancels the data entry and returns you to the STARS Commercial Invoice Header Screen.

10. STARS COMMERCIAL INVOICE DETAILS SCREEN

The STARS Commercial Invoice Details Screen is used to enter line item information for the invoice. For Fastpay Contracts (those carrying Far Clause 52.313-1), the data may be entered as a single line item on the details screen using a quantity of one (1), a unit of measure of each (EA) and a single unit price. STARS rolls up lower level detail to the Requisition Number level for Fastpay contracts so single line entry is available. If the user desires additional visibility, the Fastpay invoice may also be entered as discrete, multiple line items in Section 10 but must all have the same Requisition Number.

The data matrix at the bottom of the details screen is there to assist the user in properly completing the details information. The matrix carries over the invoice number and the invoice total from the Commercial Invoice Header Screen (Section 8) in order to show the target price you are capturing on the details screen. As each iteration of the details screen is completed and added, the line item detail, and associated allowances and charges are displayed with a record total value. When all detailed record costs match the total amount displayed in the matrix the invoice may be successfully submitted. If the total amount is in error, choose the EDIT HEADER button, return to the header (Section 8), make the correction, click on the Update button on the Header Screen and return to the Details Screen (Section 10) to submit the invoice.

Figure 10 depicts the STARS Commercial Invoice Details Screen.

Figure 10. STARS Commercial Invoice Details Screen

STARS Commercial Invoice Details Screen Field Definitions

Table 12 lists the data dictionary for each field on the STARS Commercial Invoice Details Screen. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

CLIN	QTY	U/M	UNIT PRICE	EXTENDED LINE SUBTOTAL	ALLOW/CHARGES	LINE TOTAL (ROUNDED)
edit	1	Each	\$1,064.1600	\$1,064.1600	\$0.00	\$1,064.16
STARS Calculated Total						\$1,064.16

TABLE 12. STARS COMMERCIAL INVOICE DETAIL SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
CLIN	Contract Line Item Number	Contract	Mandatory (Non-Fastpay) Optional (Fastpay)	4 (CLIN) or 6 characters (CLIN/SLIN), alphanumeric
Quantity	Quantity being billed	Vendor	Mandatory	Numeric, 10 characters including decimal (up to 2 characters after decimal)
Unit of Measure Code	Unit of Measure code	Contract	Mandatory	Select from list or enter from Contract
Or Enter Here (U/M Code)	Unit of Measure data entry box		Mandatory	2 characters, Alphanumeric
Unit Price	Price of one unit	Contract	Mandatory	Numeric, 15 characters, including decimal (up to 4 characters after decimal)
Product/Service – Qualifier	Product/Service ID Qualifier		Mandatory	Select from list.
Product/Service – Qualifier Description	Product/Service ID		Mandatory	1-40 character, Alphanumeric
Product Description	Product Description		Optional	1- 80 characters
Tax Type	Tax Type		Optional	Select from list
Monetary Amount	Tax Monetary Amount		Optional	Numeric, 15 digits, including decimal (no more than 2 characters after decimal)
Percent	Tax Percent		Optional	Numeric, 6 digits, including decimal; no more than 3 positions after decimal
Dollar Basis for Percent	Tax Dollar Basis for Percent		Optional	Numeric, 9 digits, including decimal; no more than 2 digits after decimal
Taxes Entered	Number of Taxes Entered		System Generated	Read-Only

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Date Qualifier	Start Date Qualifier		Optional	Select from list
Date	Start Date		Optional	yyyy/mm/dd
Date Qualifier	End Date Qualifier		Optional	System generated
Date	End Date		Optional	yyyy/mm/dd
Transportation Method Type	Transportation/Shipment Method		Optional	Select from list.
Requisition Data (Fastpay Only)				
Document/ Requisition Number	Document or Requisition Number		Optional (Non-Fastpay) Mandatory (Fastpay)	13 – 15 digit, Alphanumeric
Requisition ACRN	Requisition Accounting Reference Control Number (Non-Shipstores Fastpay Only)		Mandatory for Non-Shipstores Fastpay Invoices Only	2 digit, Alphanumeric
Requisition AAA	Requisition Authorized Accounting Activity Code (Non-Shipstores Fastpay Only)		Mandatory for Non-Shipstores Fastpay Invoices Only	6 digit, Alphanumeric
Contract ACRN	Accounting Classification Reference Number		Conditional	2 character, Alpha
Contract Navy Long Line of Accounting	Navy Long Line of Accounting		Conditional	51 characters, Alphanumeric; see LOA Help for segment definitions
Allowance or Charge Indicator	Allowance or Charge Indicator		Optional	Select from list

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Service, Promotion, Allowance, or Charge Code	Allowance or Charge Code		Optional	Select from list
Trade Discount Percent	Trade Discount Percent		Optional	Numeric, 6 characters, including decimal; no more than 3 digits after decimal
Other Allowances/Charges Amount	Allowance or Charges Monetary Amount		Optional	Numeric, 15 characters, including decimal; no more than 2 digits after decimal
Allowance/Charges Entered	Allowances/Charges Entered		System Generated	Read-Only
Transportation Accounting Info	Transportation Accounting Information		Conditional	68 characters, Alphanumeric; see Transportation LOA Help for segment definitions
Ship To:				
Name	Ship To Name		Optional	1-35 characters, Alphanumeric
Street Address	Ship To Address		Optional	1-35 characters, Alphanumeric
City	Ship To City		Optional	1-30 characters, Alphanumeric
State/Province Code	Ship To State/Province Code		Optional	1-2 characters, Alphanumeric
Postal Code	Ship To Postal Code		Optional	1-11 characters, Alphanumeric
Country Code	Ship To Country Code		Optional	1-3 characters, Alphanumeric
Receiving Location UIC Code	Ship To Receiving Location UIC Code		Mandatory if Ship To data provided	6 characters, Alphanumeric

The More Products, More Taxes, Navy Long Line of Accounting Help, More SAC, Transaction Accounting Information Help, and Edit Header Buttons

More Products

Selecting the More Products button displays the Edit Product Details Screen, where you can add additional product details or edit product details you had previously entered (Section 11). No more than three iterations of Product Identification information may be submitted.

More Taxes

Selecting the More Taxes button displays the Edit Tax Details Screen (Section 12) where you can add additional tax details or edit tax details you had previously entered. No more than three iterations of Tax Information may be submitted.

Navy Long Line of Accounting Help

The Navy Long Line of Accounting Help button directs you to the Navy Long Line of Accounting Help screen, which provides information on entering Navy accounting information.

More SAC

Selecting the More SAC button displays the Edit Service, Allowances, or Charges (SAC) Details Screen, where you can add additional SAC details or edit SAC details you had previously entered. No more than three iterations of Service, Allowances, or Charges Information may be submitted.

Transportation Accounting Information Help

Selecting the Transportation Accounting Information Help button displays the Transportation Accounting Information Help screen.

Edit Header

Selecting the Edit Header button displays the **STARS Commercial Invoice Header Edit Screen**, from which you can edit data previously entered on the header (Section 14).

The Add and Clear Buttons

Add

The **Add** button adds the data to the STARS Commercial Invoice Details data matrix at the bottom of the details screen.



The **Clear** button clears/deletes all the data from the screen.

The Submit Invoice and Cancel Invoice Buttons



Once all invoice information on both the **STARS Commercial Invoice Header Screen** (Section 8) and **STARS Commercial Invoice Details Screen** (Section 10) has been entered, the invoice is submitted to DFAS WInS by clicking on the **Submit Invoice** button.



The **Cancel Invoice** Button cancels the active invoice prior to submission to DFAS WInS.

11. STARS EDIT PRODUCT DETAILS SCREEN

Selecting the **More Products** button on the **STARS Commercial Invoice Detail Screen** (Section 10) displays the STARS Edit Product Details screen, as shown in the following example.

Figure 1a depicts the **STARS Edit Product Details Screen**

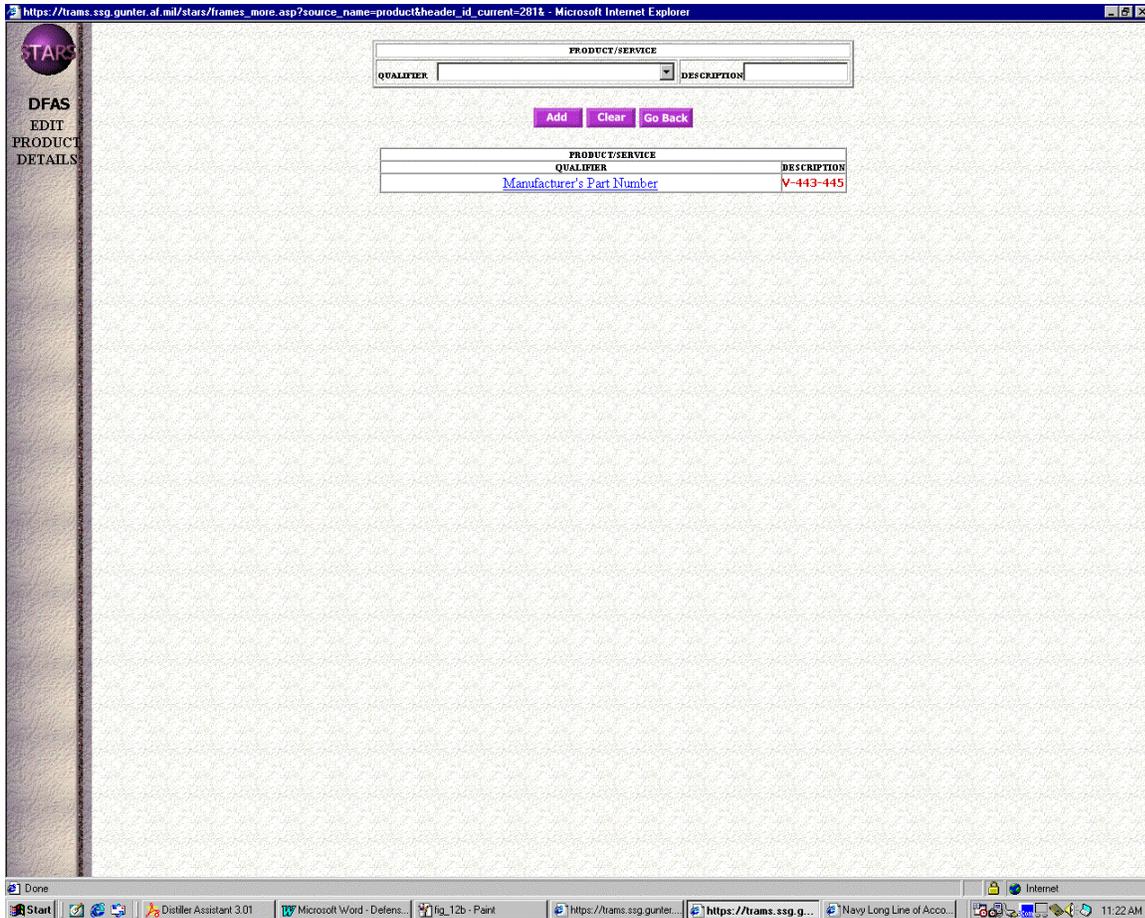


Figure 11a. STARS Edit Product Details Screen

STARS EDIT Product Details Screen Field Definitions

Table 13 lists the data dictionary for each field on the **Edit Product Details Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional. No more than three iterations of the Product Details may be entered per STARS Commercial Invoice Details Screen Line Item.

TABLE 13. STARS EDIT PRODUCT DETAILS SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Product/Service Qualifier	Product/Service ID Qualifier		Optional	Select from list
Product/Service Qualifier Description	Product/Service ID		Optional	1-40 characters, Alphanumeric

The Add, Clear, and Go Back Buttons

Add

Selecting the **Add** button adds an additional product detail.

Clear

The **Clear** button clears the fields on the screen.

Go Back

The **Go Back** button returns you to the **STARS Commercial Invoice Details Screen** (Section 10)

STARS Edit Product Details Update Screen

Clicking on the **Product/Service Qualifier** on the STARS Edit Product Details Screen displays the Edit Product Details Update Screen, as shown in the following example (Figure 11b)..

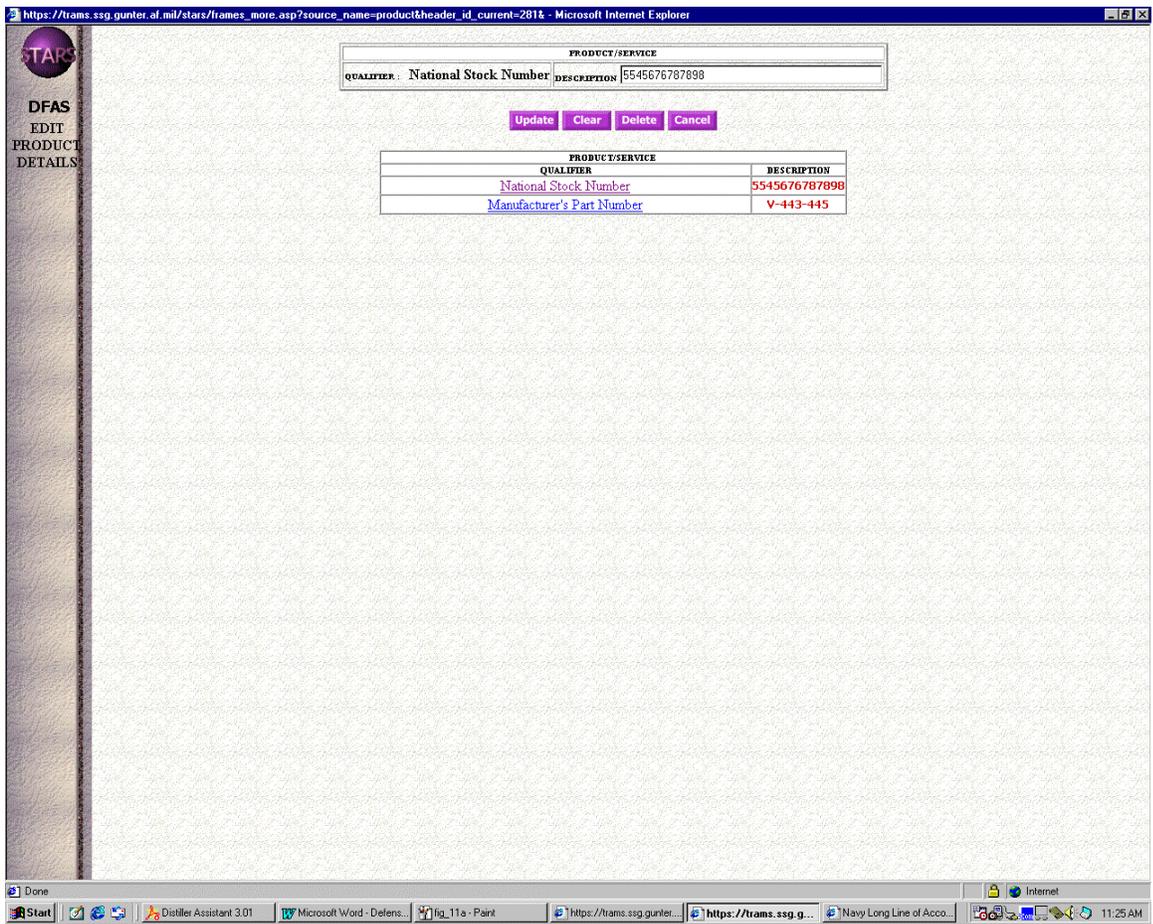


Figure 11b. STARS Edit Product Details Update Screen

The Update, Clear, Delete, and Cancel Buttons

- Update
Selecting the **Update** button updates the selected product detail.
- Clear
The **Clear** button clears the fields on the screen.
- Delete
Selecting the **Delete** button deletes the selected product detail.
- Cancel
The **Cancel** button cancels any modifications made to the product detail and returns you to the **STARS Edit Product Details Screen**.

12. STARS EDIT TAX DETAILS SCREEN

Selecting the **More Tax** button on the **STARS Commercial Invoice Detail Screen** (Section 10) displays the Edit Tax Details screen.

Figure 12a depicts the **STARS Edit Tax Details Screen**

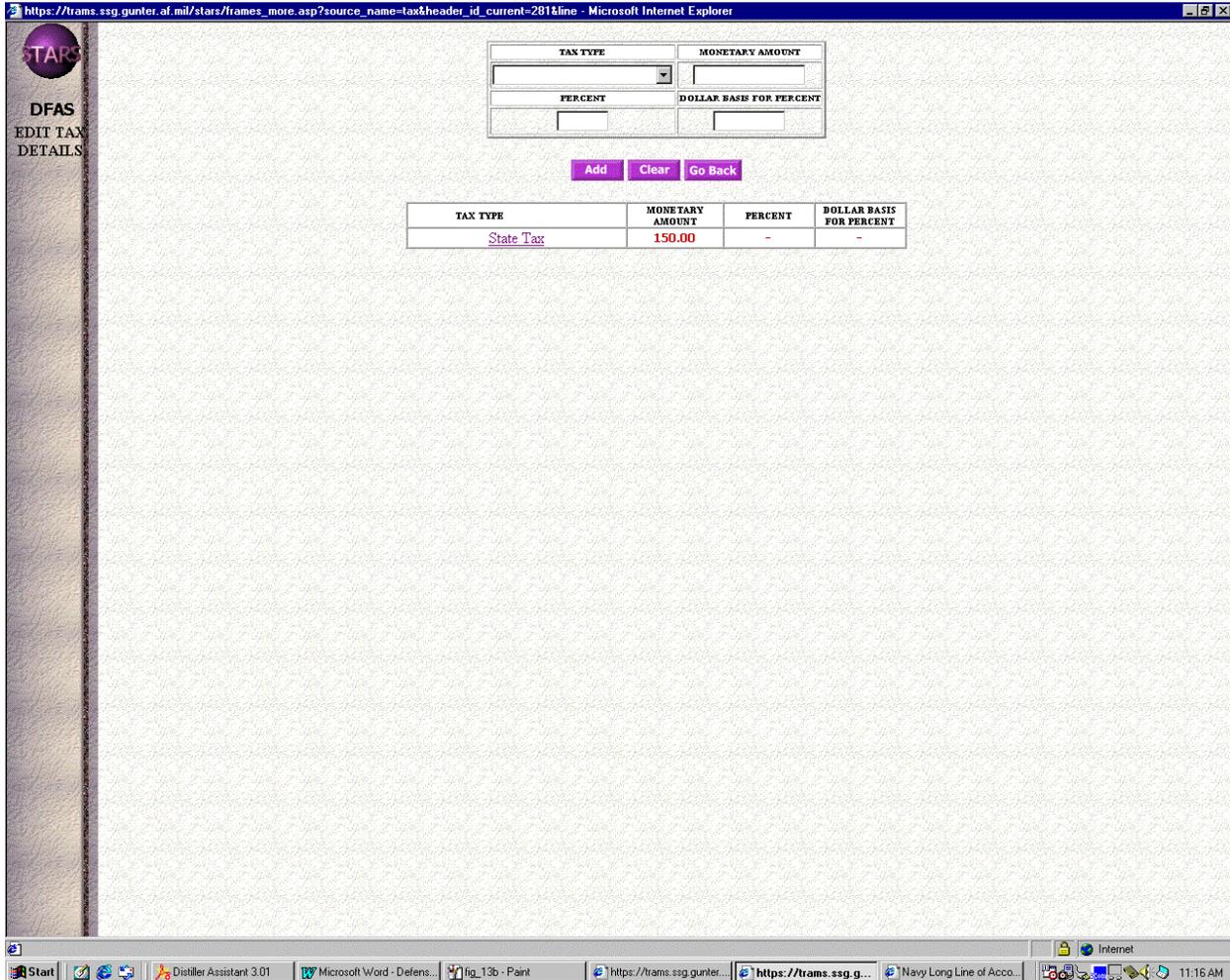


Figure 12a. STARS Edit Tax Details Screen

STARS Edit Tax Details Screen Field Definitions

Table 14 lists the data dictionary for each field on the **Edit Tax Details Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional. No more than three iterations of the Tax Screen may be entered per STARS Commercial Invoice Line Item.

TABLE 14. STARS EDIT TAX DETAILS SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Tax Type	Tax Type		Optional	Select from list
Monetary Amount	Tax Monetary Amount		Optional	Numeric, 15 digits, including decimal; no more than 2 digits past decimal
Percent	Tax Percent		Optional	Numeric, 6 digits, including decimal; no more than 3 digits past decimal
Dollar Basis for Percent	Tax Dollar Basis for Percent		Optional	Numeric, 9 digits, including decimal; no more than 2 digits past decimal

The Add, Clear, and Go Back Buttons



Selecting the **Add** button adds additional tax detail.



The **Clear** button clears the fields on the screen.



The **Go Back** button returns you to the **STARS Commercial Invoice Details Screen** (Section 10).

STARS Edit Tax Details Update Screen

Clicking on the **Tax Type Code** on the STARS Edit Tax Details Screen displays the Edit Tax Details Update Screen, as shown in the following example (Figure 12b)

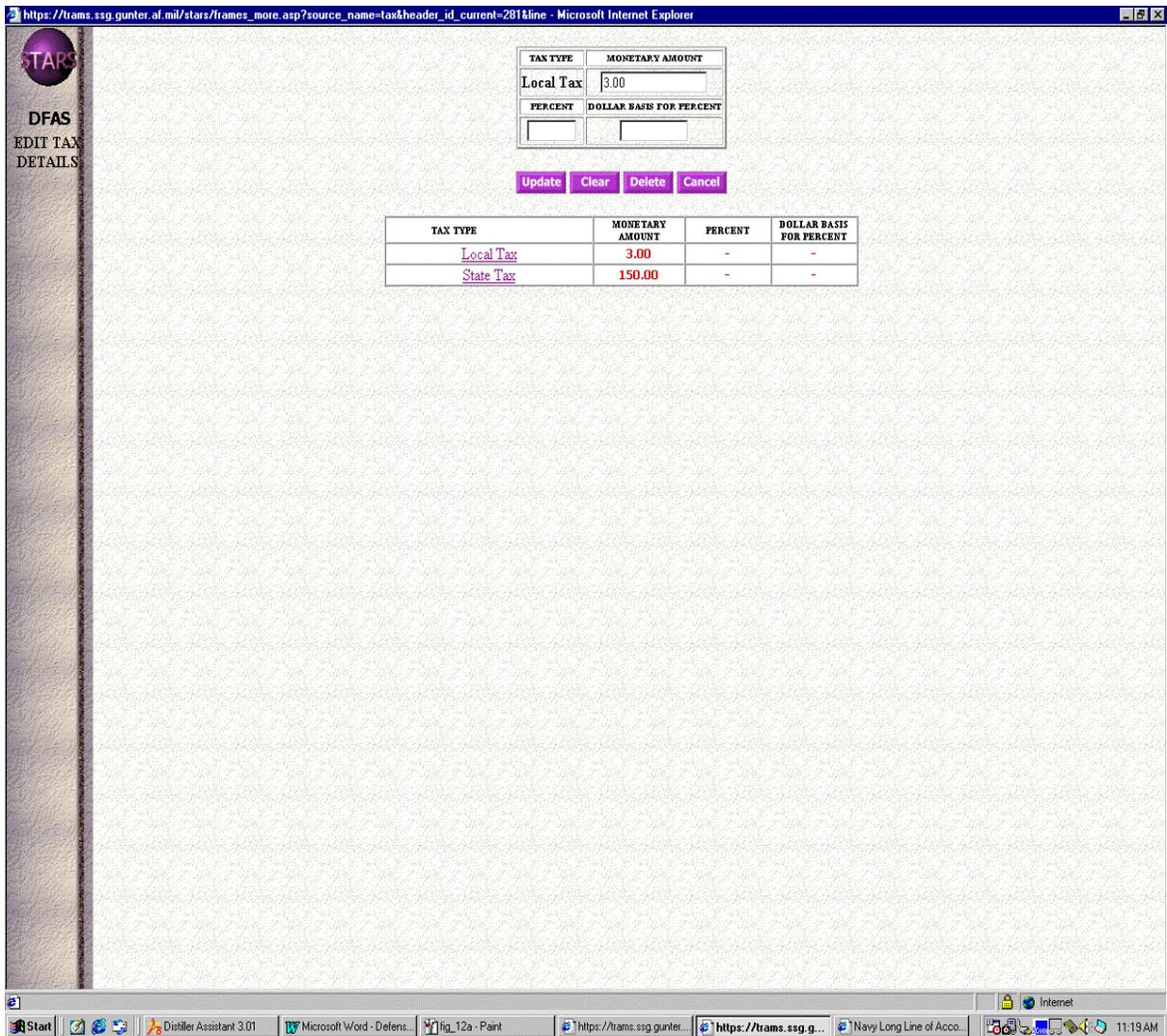


Figure 12b. STARS Edit Tax Details Update Screen

The Update, Clear, Delete, and Go Back Buttons

Update

Selecting the **Update** button updates the selected tax detail.

Clear

The **Clear** button clears the fields on the screen.

Delete

Selecting the **Delete** button deletes the selected tax detail.

Cancel

The **Cancel** button cancels any modifications made to the tax detail and returns you to the **Edit Tax Details Screen**.

13. STARS EDIT SAC DETAILS SCREEN

Selecting the **More SAC** button on the **STARS Commercial Invoice Detail Screen** (Section 10) displays the Edit Services, Allowances and Charges (SAC) Details screen, as shown in the following example (Figure 13a).

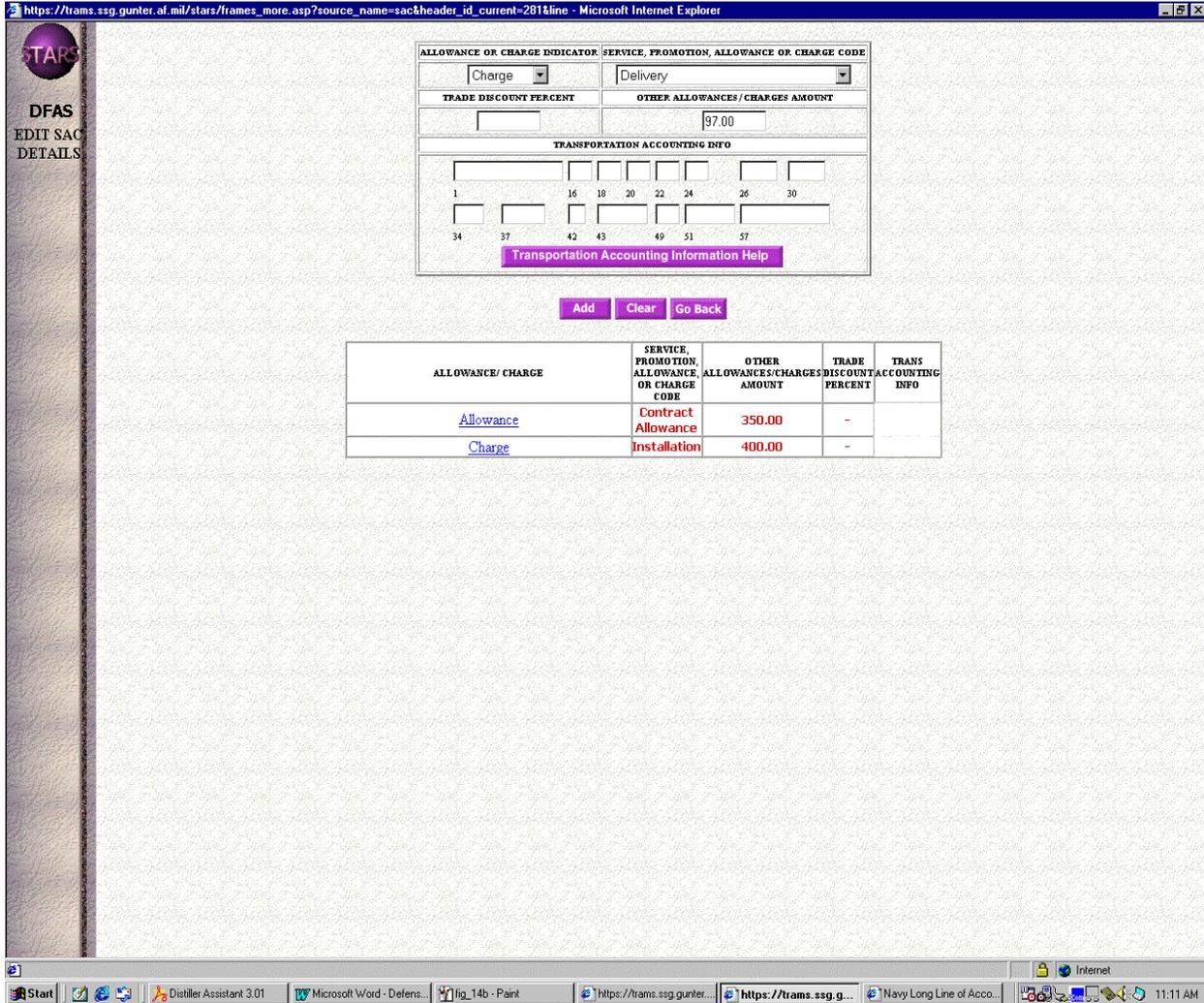


Figure 13a. STARS Edit SAC Details Screen

STARS Edit SAC Details Screen Field Definitions

Table 15 lists the data dictionary for each field on the **Edit SAC Details Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 15. STARS EDIT SAC DETAILS SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Allowance or Charge Indicator	Allowance or Charge Indicator		Optional	Select from list
Service, Promotion, Allowance, or Charge Code	Allowance or Charge Code		Optional	Select from list
Trade Discount Percent	Trade Discount Percent		Optional	Numeric, 6 characters, including decimal
Other Allowances/Charges Amount	Allowances/Charges Monetary Amount		Optional	Numeric, 15 characters, including decimal; no more than 2 digits past decimal
Transportation Accounting Info	Transportation Accounting Information		Optional	68 characters, Alphanumeric

The Add, Clear, and Go Back Buttons

Add

Selecting the **Add** button adds additional Services, Allowances, and Charges (SAC) details.

Clear

The **Clear** button clears the fields on the screen.

Go Back

The **Go Back** button returns you to the **STARS Commercial Invoice Details Screen** (Section 10).

STARS Edit Services, Allowances and Charges Details Update Screen

Clicking on the **Allowance/Charge Indicator** on the STARS Edit SAC Details Screen displays the **Edit SAC Details Update Screen**, as shown in the following example (Figure 13b)

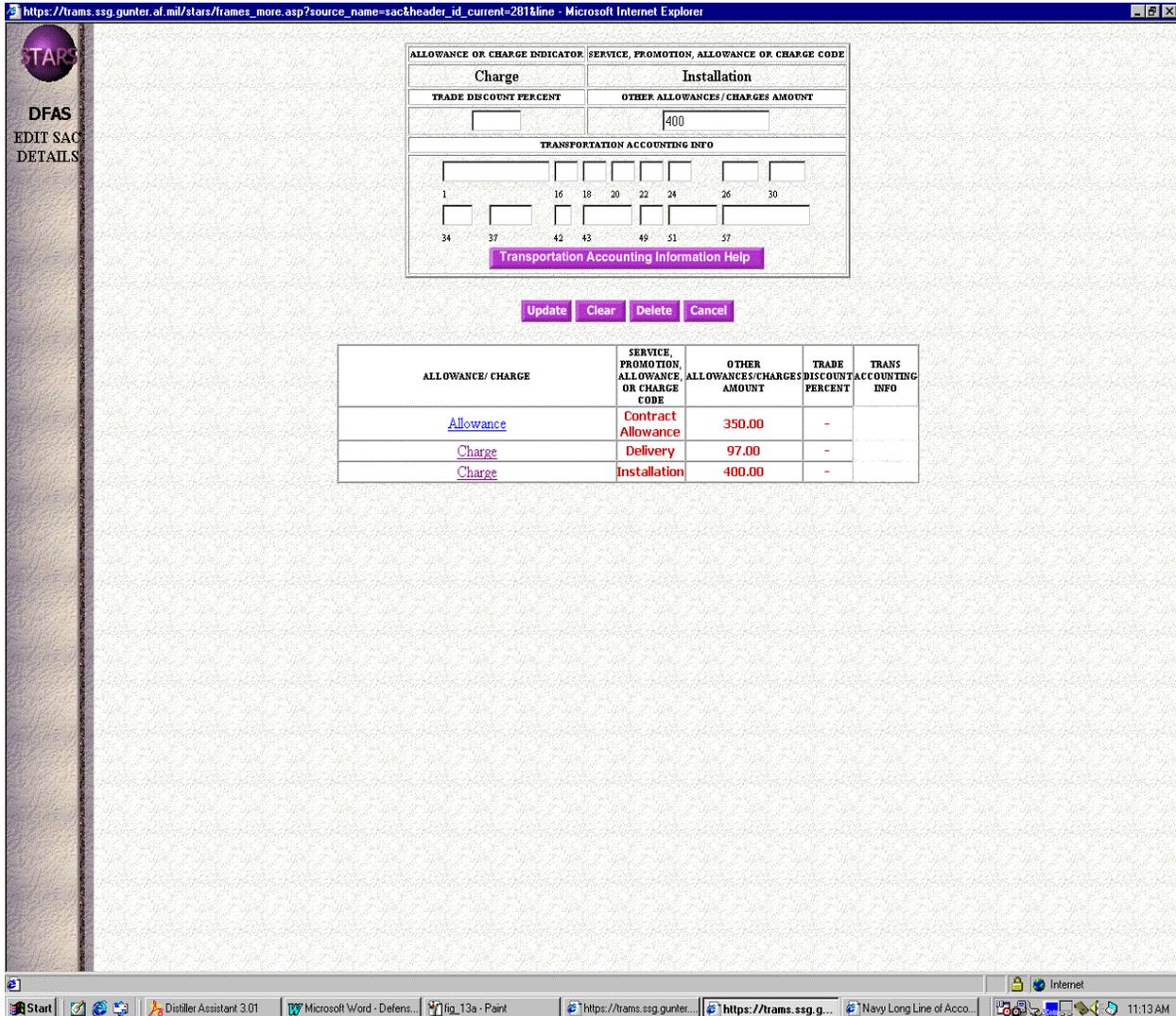


Figure 13b. STARS Edit SAC Details Update Screen

The Update, Clear, Delete, and Cancel Buttons

Update

Selecting the **Update** button updates the selected SAC detail.

Clear

The **Clear** button clears the fields on the screen.

Delete

Selecting the **Delete** button deletes the selected SAC detail.

Cancel

The **Cancel** button cancels any modifications made to the SAC detail and returns you to the **Edit SAC Details Screen**.

14. STARS COMMERCIAL INVOICE SUBMISSION CONFIRMATION SCREEN

Once all mandatory information is entered in the STARS Commercial Invoice Header and Details screens, the invoice is submitted to DFAS WInS by selecting the Submit Invoice button on the STARS Commercial Invoice Details screen (Section 10). On submittal, the STARS Commercial Invoice Submission Confirmation Screen appears as verification, as shown below in Figure 14a.

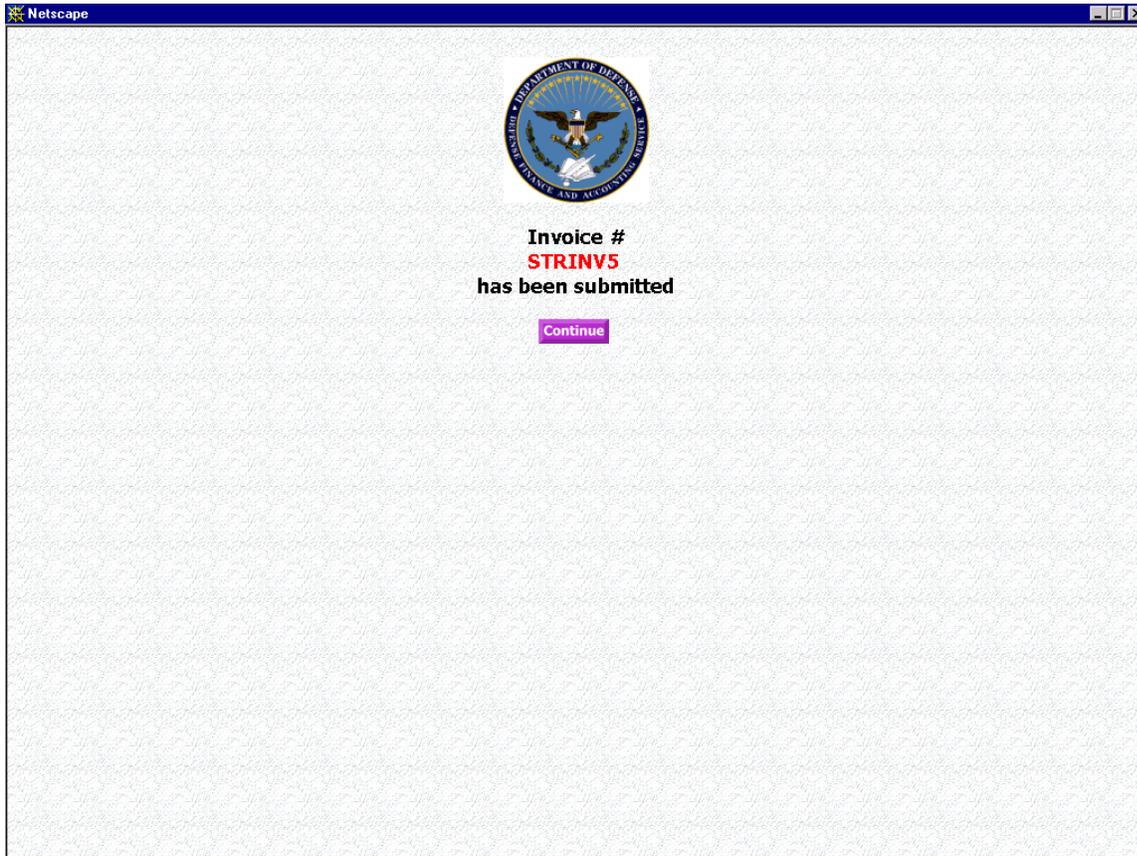


Figure 14a. STARS Commercial Invoice Submission Confirmation Screen

The Continue Button



The **Continue** button returns you to the STARS Commercial Invoice Header Screen (Section 18).

Figure 14b depicts the **STARS Commercial Invoice Submission Confirmation Screen with a Cross Check Error** message.

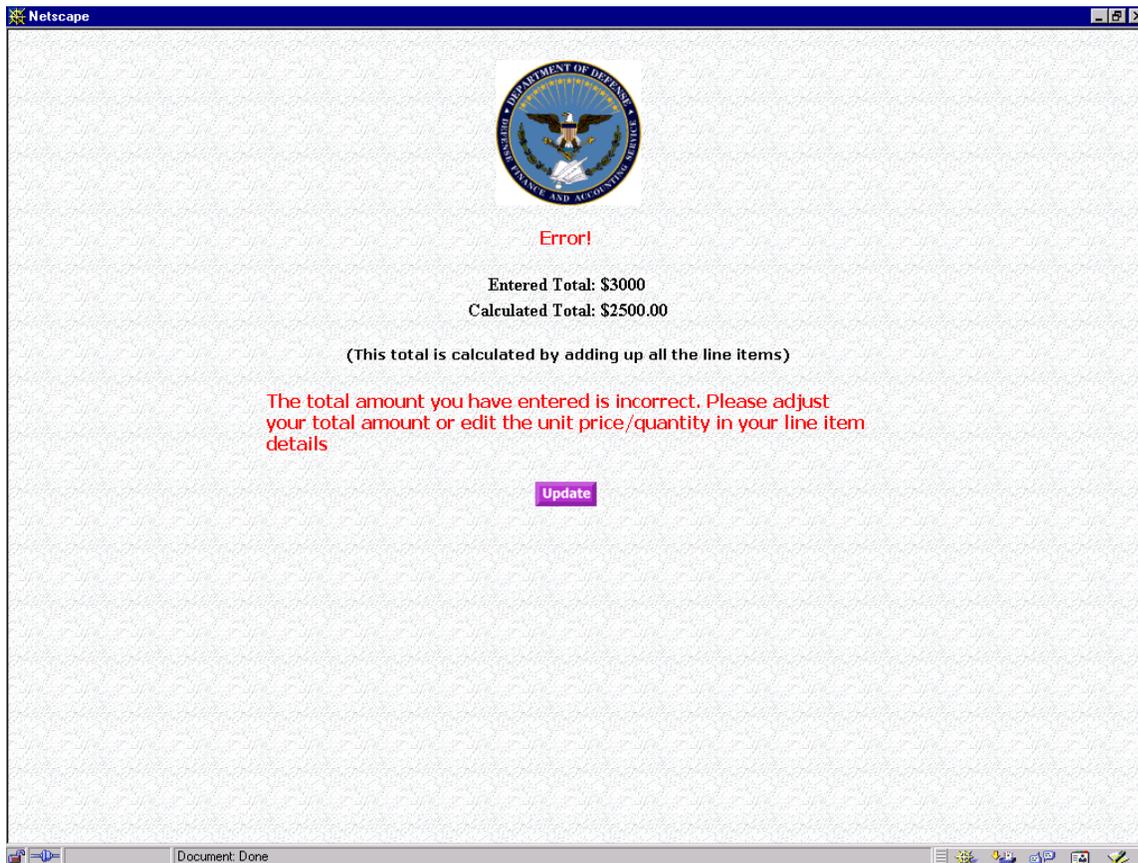


Figure 14b. STARS Commercial Invoice Submission Confirmation Screen with a Cross Check Error

The Update Button



The **Update** button returns you to the STARS Commercial Invoice Header Edit Screen (Section 14) to resolve the discrepancy.

15. STARS SUBMITTED COMMERCIAL INVOICES LIST SCREEN

The **STARS Submitted Invoices List Screen** allows you to view a list of all invoices that have been submitted to the DFAS payment system for the previous 120 to 150 calendar days. Submitted invoice data may be viewed and printed for all invoices on the list by clicking on the individual Invoice Number. Follow the print instructions described in Section 17, **STARS Submitted Invoices Details Screen**. The **STARS Submitted Invoices List Screen** also provides options, under the conditions described below in **Invoice Status**, for deleting invoices, completing and submitting incomplete invoices, and correcting errors on previously submitted invoices and then resubmitting them.

The invoice Date/Time is assigned when the invoice is successfully submitted to the DFAS WInS. WInS then assigns an extracted date/time when the invoice is converted into an EDI invoice format for transmission to DFAS. EDI invoices are forwarded to the DOD communications infrastructure every hour.

Figure 15a depicts the STARS Submitted Invoices List Screen.

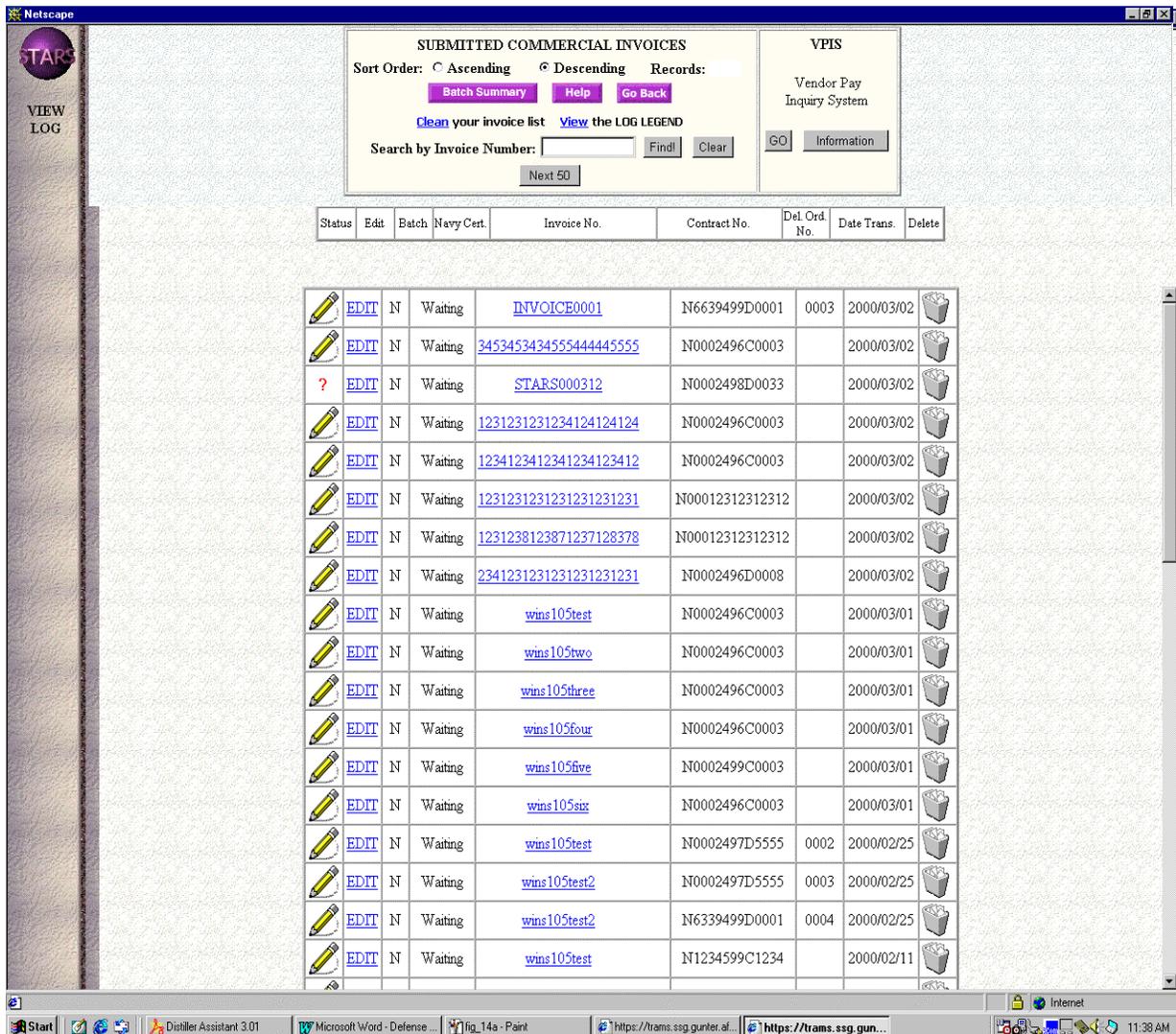


Figure 15a. STARS Submitted Invoices List Screen

The STARS Commercial Invoice View Log has two components:

- 1) A View Log Invoice Matrix which displays status information on each submitted invoice and,
- 2) A View Log Data Sorting Box that allows the user to quickly find a specific invoice for editing, review, or printing.

View Log Data Sorting

The topmost box in the STARS Commercial Invoice **View Log** provides several functions to assist the user in isolating a specific invoice for viewing, editing, or printing. The invoice records are defaulted to sort by descending order by invoice date meaning the most current invoices appear at the beginning of the **View Log** followed by older invoices. The **View Log Data Sort Box** allows the user to switch the display order to ascending so the oldest invoices are displayed first, then back to descending invoice order. Finally, the user may enter an invoice number in the **Search by Invoice No.** data entry box and then click on the Find Button, or hit the **Enter Key** on the PC's Keyboard and WInS will display the requested record.

View Log Invoice Matrix

The bottom portion of the **STARS Submitted Commercial Invoices List Screen** is a **View Log Invoice Matrix** that displays a record of each invoice the user has submitted since the last DFAS archiving. You may view these records by using the right scroll bar. The **Clean your invoice list** link is used to push invoices through to WInS if they display a Lock Icon in the Status Column. See below for more information on the Icons which may be displayed in the **View Log Invoice Matrix** Status Column. The **View the LOG LEGEND** describes the Icons used in the **View Log Invoice Matrix** Status Column. The **Close Legend** button closes the **STARS View Log Legend Screen**.

View Log Invoice Matrix

The **View Log Invoice Matrix** provides status information related to the user's submitted invoices. The columns are described from left to right.

Status Column

The Status Column of the View Log Invoice Matrix provides important invoice tracking information.

Figure 15b depicts the STARS View Log Legend

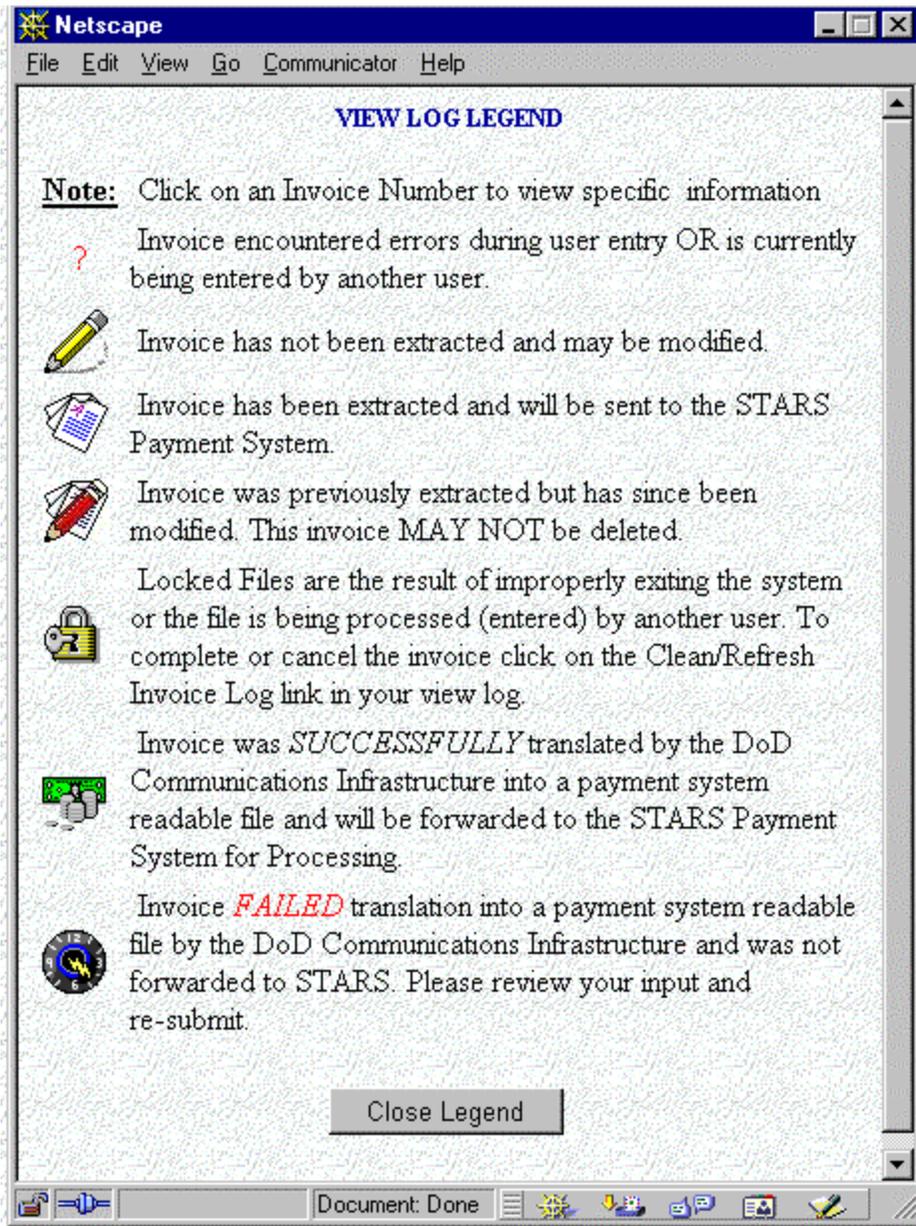


Figure 15b. STARS View Log Legend Screen

The Status Column of the data matrix on the **STARS Submitted Invoices List Screen** provides important invoice tracking information. There are currently seven possible symbols that may appear in the Status Column. Following is a description of each.



The **Red ? Icon** indicates the invoice was not completed and has not been received into DFAS WInS for processing. This scenario occurs when the user has completed at least the **STARS Commercial Invoice Header Screen** (Section 8) and hit the **Continue** Button and then lost Internet connectivity. The **Red ? Icon** corresponds to the WInS Invoice Entry Notification Warning (Section 5). In addition to the warning encountered upon WInS Login (Figure 5), an e-mail with the same information is forwarded to the user. The user has two options: 1) delete the incomplete invoice by clicking on the wastebasket option in the Delete Column, then re-enter the invoice completely, or 2) click on the “**Edit**” in the Edit Column for that invoice, complete the invoice and click on the **Submit Invoice** Button to submit to DFAS WInS. Option 2 is preferable, as it requires less user data entry.



The **Pencil Icon** indicates a successful submission of the invoice (Section 15) to DFAS WInS. With successful submission, the Invoice Date and Time are captured in the Date Transmitted Column of the data display. As described above, WInS extracts submitted invoices and converts them to Electronic Data Interchange (EDI) format every hour and forwards to the STARS payment system. Until the extraction, identified by the **Paper Icon**, the submitted invoice may be deleted (Wastebasket in Delete Column). Successfully submitted but unextracted invoices may be edited at any time by clicking on the “**Edit**” in the Edit Column, update the file and then re-submit.



The **Paper Icon** indicates a successful conversion of the invoice to the EDI format necessary to forward to the STARS payment system. The extraction date and time are added when the invoice has been forwarded to the DOD communications infrastructure for routing to the payment system. Extraction occurs every hour. Once extracted, an invoice may no longer be deleted (indicated by **No** in the Delete Column); however, if an invoice is rejected by the payment system due to errors or delays in matching to the acceptance documents, the invoices identified by the **Paper Icon** may be edited and resubmitted. This overwrites the original submission with the new invoice data and the current date and time.



The **Paper and Pencil Icon** indicates that a previously submitted and extracted invoice has been edited and resubmitted to WInS. These invoices may not be deleted.



The **Lock Icon** indicates that another user may be entering data for this invoice or that a processing error has occurred. This invoice has not been successfully submitted to DFAS WInS. If the invoice data appears correct when viewed by clicking on the invoice number in the Invoice Number Column, clicking on the **Click here to clean your invoice** message should push the locked invoice to DFAS WInS and change the symbol to the **Pencil Icon**, indicating a successful submission. If this does not clear the **Lock Icon**, you must delete the invoice, and re-enter the data, and then resubmit the invoice.



The **Money Icon** indicates that the invoice has been successfully transmitted to DFAS and has been forwarded to the payment system. The date/time in the Date Transmitted Column indicates when the invoice was forwarded to the payment system.



The **Lightning Icon** indicates that the invoice was transmitted to DFAS but was rejected before reaching the payment system. The date/time of rejection is shown in the Date Transmitted column. To edit and resend the rejected invoice, click on the **Edit** in the Edit Column for that invoice, update the incorrect information, and resubmit the invoice to DFAS WInS.

Edit Column

Invoices with an **Edit** displayed in the Edit Column may be edited and re-submitted. Clicking on the **Edit** directs the user to the **STARS View/Modify Commercial Invoice Header Screen** (Section 18).

Batch Column

The Batch Column indicates whether the STARS Commercial Invoice was submitted to WInS via manual data entry ('N'), or via File Transfer Protocol (FTP) transmission of a multiple invoice batch submission ('Y').

Navy Cert. Column

The Navy Cert.Column provides status on where the STARS Commercial Invoice is in the Navy Certification/STARS payment system entitlement process. There are five possible Status Messages:

N/A:	Navy Certification is not required (Fastpay Contracts)
Waiting:	The invoice has been identified as requiring Navy Certification
Reviewing	Invoice has been received in the certification system and forwarded to the certifier (Non-Fastpay) or to STARS Payment System (Fastpay)
Accepted:	STARS payment system has accepted the invoice for payment
Rejected:	Either the Navy Certifier or the STARS payment system has rejected the invoice.

After conversion to the EDI format by WinS, when 'Waiting' status or 'N/A/' status is displayed, a 'Waiting for Navy Certification Approval' message (Non-Fastpay) or a 'Waiting for STARS Payment System Approval' message (Fastpay invoices) is appended to the end of the STARS Commercial Invoice data displayed in the **STARS Submitted Commercial Invoice Details Screen** (Section 16). When the Navy Cert. Column 'Waiting' or 'N/A' status changes to 'Accepted' or 'Rejected,' an accompanying Acceptance or Rejection message is appended to the bottom of the invoice in the **MOCAS Submitted Progress Pay Invoice Details Screen**.

Invoice No. Column

Clicking on the **Invoice Number** for any row directs the user to the **STARS Submitted Commercial Invoice Details Screen** (Section 17) which displays the invoice data entered by the user. This is your archive record and should be printed and retained with your billing records.

Contract No. and Delivery Order No. Columns

These columns display the Contract Number, and where applicable, the Delivery Order Number for each submitted invoice to assist the user in identifying their invoice data submissions.

Date Transmitted Column

As described in the Status Icon section above, the date in the Date Transmitted Column is initially the invoice submission date (associated with the **Pencil**, **Pencil/Paper**, or **Paper Icons**). When the invoice has processed through the DOD Communications Infrastructure to DFAS, the invoice date is replaced with the processed date (associated with either the **Money** or **Lightening Icons**). If an invoice is edited and re-submitted, the cycle begins again. The processed date is overwritten by the new invoice date and eventually this is overwritten by a new processed date.

Delete Column

Any invoice that has not been extracted (**Red ‘?’**, **Lock**, or **Pencil Icons**) may be deleted. Once an invoice has been converted (extracted) into the EDI format and forwarded to DFAS, the invoice may no longer be deleted. The user may edit previously submitted invoices (but only if the Navy Certifier Column displays either ‘**Approved**’ or ‘**Rejected**’ status) but may not delete them.

The Batch Summary, Help and Go Back Buttons

Batch Summary Button

Clicking on the **Batch Summary** Button brings up a history table of all batch submissions for the past 120 to 150 days. The Batch Summary Table displays all STARS Commercial Invoice, MOCAS Commercial Invoice, MOCAS Vouchers and SAMMMS Commercial Invoices submitted via batch mode since the last archiving of WInS data. The Batch Summary provides batch totals, number accepted and number rejected for each invoice type. Accepted STARS Commercial Invoices are posted to the **STARS Commercial Invoice View Log Invoice Matrix** (Figure 16a) with a ‘**Y**’ Status in the Batch Column.

Figure 15c depicts the WInS Batch Summary Screen.

Company / File Name	Date Processed	Batch Submission	Submitted	Processed	Rejected
0X0X0_20000229_Bad4.txt	2000/03/01	Batch Total	5	2	1
		MOCAS Invoices	1	0	1
		MOCAS Vouchers	1	1	0
		SAMMS Invoices	1	1	0
		STARS Invoices	2	0	2
0X0X0_tst_txt_in20039.txt	2000/02/18	Batch Total	2	2	0
		MOCAS Invoices	2	2	0
		MOCAS Vouchers	0	0	0
		SAMMS Invoices	0	0	0
		STARS Invoices	0	0	0
0X0X0_20000128_bad3.txt	2000/02/01	Batch Total	1	0	0
		MOCAS Invoices	0	0	0
		MOCAS Vouchers	0	0	0
		SAMMS Invoices	0	0	0
		STARS Invoices	1	0	1
0X0X0_20000125_bad1.txt	2000/01/28	Batch Total	5	0	3
		MOCAS Invoices	1	0	1
		MOCAS Vouchers	1	0	1
		SAMMS Invoices	1	0	1
		STARS Invoices	2	0	2
0X0X0_20000126_Good3.txt	2000/01/28	Batch Total	5	3	0
		MOCAS Invoices	1	1	0
		MOCAS Vouchers	1	1	0
		SAMMS Invoices	1	1	0

Figure 15c. WInS Batch Summary Screen

The Help and Go Back Buttons



The **Help** button displays the STARS online help screen.



The **Go Back** button directs you to either the **STARS Invoice Header Screen** (Section 8).

16. STARS SUBMITTED COMMERCIAL INVOICES DETAILS SCREEN

The **STARS Submitted Commercial Invoices Details Screen**, as shown in the following figures, displays header and line item details for an invoice submitted to DFAS. The invoice may be printed for the vendor's archive record. (See the below Note regarding printing instructions.) Each invoice must be individually selected from the **STARS Submitted Commercial Invoice List Screen** (Section 15) for archive printing.

To print a copy of the invoice, select **File** from the Internet browser menu bar and, from the **File** menu, select **Print**. From the **Print** submenu, select **OK**.

Figure 16a depicts the **STARS Submitted Commercial Invoices Details Screen** upon submission to WinS. The final block of data this screen is a payment feedback box. When first submitted, this box will indicate that no Navy Certification is required for Fastpay invoices. For non-Fastpay invoices this feedback box will state that the invoice is awaiting Navy Certification.

Before any STARS non-Fastpay invoice may be paid, the Navy Certifier that currently receives the vendor's hardcopy invoice must be approved for access to the Standard Electronic Processing System (SEPS) electronic certification software and be registered in the SEPS database at the vendor's payment center (Honolulu, San Diego, Oakland, Pensacola, Charleston, and/or Norfolk). Information regarding Navy Certifier access requests and training is located at the following URL. Please assist the WinS Project Office by directing your current Navy Certifiers to this Web Site for their action: https://ecweb.dfas.mil/navy_certifiers.

The feedback box at the bottom of Figure 16a will be updated with either 'Approval' or 'Rejection' data sent by either the Navy Certifier (Rejections) or from STARS (Approvals). The feedback will state the reason for rejection, or for approvals, will provide estimated invoice payment dates.

Invoice Header

CONTRACT NO.	N6639499D0001	DELIVERY ORDER NO.	0003
INVOICE NO.	INVOICE0001	FINAL INVOICE	No
MOD NO.	P00023	AWARD DATE	1999/04/03
FAST PAY CONTRACT (FAR CLAUSE 32.213-1)	No	DUNS/DUNS+4 #	123456789
TOTAL \$	12644.23	INVOICE DATE	2000/03/02

DISCOUNT DOLLARS	DISCOUNT \$ AMOUNT	DISCOUNT DUE DATE (YYYY/MM/DD)	DISCOUNT NET DAYS
	120.00	2000/03/12	30
DISCOUNT PERCENTAGE(S)	DISCOUNT PERCENT	DISCOUNT DAYS DUE	DISCOUNT NET DAYS

DATE QUALIFIER	Shipped	DATE (YYYY/MM/DD)	2000/02/27
DATE QUALIFIER	Delivered	DATE (YYYY/MM/DD)	2000/03/01

NAVY LONG LINE OF ACCOUNTING			
FAYING OFFICE	DFAS Charleston (DFAS-CH) [N68892]	PAYMENT TERMS FOR TRANSPORTATION CHARGES	Free On Board (FOB)
OFFICE NAME/SYMBOL	NSWC	UNIFORM ID CODE (UIC)	N63394

Shipping Information

Ship To:			
NAME	NSWC	STREET ADDRESS	123 ANCHOR ST
CITY	PT HUENEME	STATE/PROVINCE CODE	CA
POSTAL CODE	98666	COUNTRY CODE	
RECEIVING LOCATION UIC CODE	N63394		
Ship From:			
NAME	VENDOR CO	STREET ADDRESS	123 MAIN ST
CITY	ANYTOWN	STATE/PROVINCE CODE	VA
POSTAL CODE	22202	COUNTRY CODE	

Invoice Details # 1

CLIN	0001AA	QUANTITY	2
U/M CODE.	Gallon	UNIT PRICE	5000.00
PRODUCT DESC	ITEM 1		

DATE QUALIFIER		DATE (YYYY/MM/DD)	
DATE QUALIFIER		DATE (YYYY/MM/DD)	
ACRN	NAVY LONG LINE OF ACCOUNTING		
AD	17 990X18040000026654001000645001E000151433567678987		
DOCUMENT/REQUISITION #.			
TRANSPORTATION METHOD/TYPE Code.	Air		

Shipping Information

Ship To:			
NAME		STREET ADDRESS	
CITY		STATE/PROVINCE CODE	
POSTAL CODE		COUNTRY CODE	
RECEIVING LOCATION UIC CODE			

Product/Service

QUALIFIER	Batch Number	QUALIFIER DESCRIPTION	556
-----------	--------------	-----------------------	-----

Tax Details

TAXTYPE	Federal	MONETARY AMOUNT	200.00
PERCENT		DOLLAR BASIS	0

Figure 16a. STARS Submitted Commercial Invoice Details Screen

Sac Details

ALLOWANCE/CHARGE	Allowance
SERVICE, PROMOTION, ALLOWANCE OR CHARGE CODE	Goods and Services Credit Allowance
TRADE DISCOUNT PERCENT	
OTHER ALLOWANCES/CHARGES AMOUNT	250.00
TRANSPORTATION ACCOUNTING INFORMATION	

Invoice Details # 2

CLIN	0003AQ	QUANTITY	1
U/M CODE.	Each	UNIT PRICE	2400.23
PRODUCT DESC	ITEM 2		

DATE QUALIFIER	DATE (YYYY/MM/DD)
DATE QUALIFIER	DATE (YYYY/MM/DD)
ACRN	NAVY LONG LINE OF ACCOUNTING

DOCUMENT/REQUISITION #.
 TRANSPORTATION METHOD /TYPE Code. Rail

Shipping Information

Ship To:	
NAME	STREET ADDRESS
CITY	STATE/PROVINCE CODE
POSTAL CODE	COUNTRY CODE
RECEIVING LOCATION UIC CODE	

Product/Service

QUALIFIER	National Stock Number	QUALIFIER DESCRIPTION	5545676787898
QUALIFIER	Manufacturer's Part Number	QUALIFIER DESCRIPTION	V-443-445

TAX TYPE	State Tax	MONETARY AMOUNT	144.00
PERCENT		DOLLAR BASIS	0

Sac Details

ALLOWANCE/CHARGE	Allowance
SERVICE, PROMOTION, ALLOWANCE OR CHARGE CODE	Contract Allowance
TRADE DISCOUNT PERCENT	
OTHER ALLOWANCES/CHARGES AMOUNT	350.00
TRANSPORTATION ACCOUNTING INFORMATION	
ALLOWANCE/CHARGE	Charge
SERVICE, PROMOTION, ALLOWANCE OR CHARGE CODE	Delivery
TRADE DISCOUNT PERCENT	
OTHER ALLOWANCES/CHARGES AMOUNT	97.00
TRANSPORTATION ACCOUNTING INFORMATION	
ALLOWANCE/CHARGE	Charge
SERVICE, PROMOTION, ALLOWANCE OR CHARGE CODE	Installation
TRADE DISCOUNT PERCENT	
OTHER ALLOWANCES/CHARGES AMOUNT	400.00
TRANSPORTATION ACCOUNTING INFORMATION	

Navy Certification Response
 Navy Approval Required and Waiting for Reply

Figure 16a (Continued). STARS Submitted Commercial Invoice Details Screen

The feedback box at the bottom of Figure 16a will be updated with either 'Approval' or 'Rejection' data sent by either the Navy Certifier (Rejections) or from STARS (Approvals). The feedback will state the reason for rejection, or for approvals, will provide estimated invoice payment dates.

Figure 16b depicts a **STARS Commercial Invoice Rejection Notice**

Navy Certification Response	
Rejected	
Date:	1/26/00
From:	HOLMES L 6016885878
To:	WInS Test Company 1931 Jefferson Davis Hwy Suite 205 End Cubicle Arlington , 22202
Vendor Phone	703-607-3757
Contract (PIIN):	N6339499C00029
Delivery Order (SPIIN):	N/A
Invoice Number:	STARFP007GLONGTEST
Message:	REJECTED -LHOLMES

Figure 16b:STARS Commercial Invoice Rejection Notice

Figure 16c depicts a **STARS Commercial Invoice Approval Notice**

Navy Certification Response	
Accepted	
Date:	10/14/99
From:	NEWHOUSE, DEAN (717) 605-3679
To:	WInS Test Company 1931 Jefferson Davis Hwy Suite 205 End Cubicle Arlington , 22202
Vendor Phone	703-607-3757
Contract (PIIN):	N6339499C00029
Delivery Order (SPIIN):	N/A
Invoice Number:	STARINV8
Message:	ACCEPT FOR PMT ON 991007- ESTPD 991012 AMT CERT \$301.75

Figure 16c: STARS Commercial Invoice Approval Notice

The Go Back Button

Go Back

The **Go Back** button directs you to the **STARS Submitted Commercial Invoices List Screen** (Section 16).

17. STARS VIEW/MODIFY COMMERCIAL INVOICE HEADER SCREEN

Selecting the **Edit** hyperlink of an invoice from the **STARS Submitted Commercial Invoices List Screen** (Section 10) or the **Edit Header** button on the **STARS Commercial Invoice Details Screen** (Section 15) displays the corresponding **View/Modify Commercial Invoice Header Screen**, as shown in the examples below. From this screen, you can view or modify general and summary information about that invoice.

Invoice Header

NOTE: If you provide the following **OPTIONAL** information: **Ship To; Accounting; and Ship/Deliver or Period Start/End Dates**, Please enter on the Header Screen when the information applies to **ALL** Line Items (CLIs). Otherwise enter separately for each Line Item on the Details Screen.

CONTRACT NO. N0002496C0003 DELIVERY ORDER NO.

INVOICE NO. 20192 FINAL INVOICE Yes

MOD NO. AWARD DATE (YYYY/MM/DD) 2000/07/11

FAST PAY CONTRACT (FAR CLAUSE 52.213-1) Yes [Shipstores] DUNS/DUNS++ # 0013170724504

TOTAL \$ 1064.16

Ship Info

DISCOUNT DOLLARS	DISCOUNT \$ AMOUNT	DISCOUNT DUE DATE (YYYY/MM/DD)	DISCOUNT NET DAYS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DISCOUNT PERCENTAGE (%)	DISCOUNT PERCENT	DISCOUNT DAYS DUE	DISCOUNT NET DAYS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Discount Help

DATE QUALIFIER Shipped DATE(YYYY/MM/DD) 2000/07/20

DATE QUALIFIER Delivered DATE(YYYY/MM/DD) 2000/07/20

NAVY LONG LINE OF ACCOUNTING

1 3 5 7 9 13 17 20 25 26 32 34 40

Navy Long Line of Accounting Help

PAYING OFFICE DFAS Norfolk (DFAS-NO) [N68732] PAYMENT TERMS FOR TRANSPORTATION CHARGES Paid by Seller

NAVY CERTIFYING OFFICE

SEPS APPROVED

OFICER

OFFICE NAME/SYMBOL UNIFORM ID CODE (UIC) N00189

UIC Help

Update Clear Help

Click [Here](#) to Cancel Modification of this Invoice.

Figure 17. STARS View/Modify Commercial Invoice Header Screen

STARS View/Modify Commercial Invoice Header Screen Field Definitions

Table 16 lists the data dictionary for each field on the **STARS View/Modify Commercial Invoice Header Screen**. Mandatory fields must be completed, optional fields may be completed

at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

TABLE 16. STARS VIEW/MODIFY COMMERCIAL HEADER SCREEN FIELD DEFINITIONS

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Contract No.	Contract number	Contract	Mandatory	13 to 15 characters, Alphanumeric (No hyphens, no letter "O")
Delivery Order No.	Delivery order number	Contract	Conditional	4 characters, Alphanumeric
Invoice No.	Invoice number	Vendor	Mandatory	1-22 characters, Alphanumeric (no special characters)
Final Invoice	Final invoice indicator		Mandatory	Select Yes or No
Mod No.	Contract modification number		Optional	6 characters
Award Date	Date contract was awarded	Contract	Mandatory	yyyy/mm/dd
Fast Pay Contract (FAR Clause 52.213-1)	Fast Pay indicator		Mandatory	Select from list: No Yes [Shipstores] Yes [Non-Shipstores]
DUNS/DUNS+4 #	Duns Code		Mandatory	Select from list
Total \$	Total dollar amount of the invoice (includes line items and transportation)	Vendor	Mandatory	Numeric, up to 12 characters, including decimal (2 positions to right of decimal only)
Discount \$ Amount *	Discount amount		Optional	Numeric , up to 10 characters, including decimal (2 positions to right of decimal only)
Discount Net	Discount net days		Optional	Numeric

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Days*				
Discount Due Date*	Discount due date		Optional	yyyy/mm/dd
Discount Percent*	Discount Percent		Optional	Numeric, cannot exceed 100% Format: xx.xxx
Discount Days Due*	Discount Due Days		Optional	Numeric
Discount Net Days*	Discount Net Days		Optional	Integer
Date Qualifier	Start Date Qualifier		Optional	Select from list
Date	Start date		Optional	yyyy/mm/dd
Date Qualifier	End Date Qualifier		Optional	WinS generated
Date	End date		Optional	yyyy/mm/dd
Navy Long Line of Accounting	Navy Long Line of Accounting		Conditional	51 characters, Alphanumeric
Paying Office	Paying Office Code		Mandatory	Select from list
Payment Terms for Transportation Charges	Shipment Method of Payment		Optional	Select from list.
Office Name/Symbol	Navy Certifier Office Name/Symbol		Optional	1-35 characters, Alphanumeric
Uniform ID Code (UIC)	Certifying DODAAC (UIC)		Mandatory	Select from list or enter 6 characters, alphanumeric

* Discounting Rules

- If the Discount Type Code you specified is **Discount Dollars**, then you must enter the **Discount \$ Amount**, the **Discount Due Date**, and the **Discount Net Days** in the first row.
- If the Discount Type Code you specified is **Discount Percentage(s)**, then you must enter at least one iteration of the **Discount Percent**, the **Discount Days Due**, and the **Discount Net Days** in the second row. You may also enter a second iteration of these values in the third row.
- **Discount Dollars and Discount Percentage data may not be used together in a STARS invoice.**

The Update, Clear, and Help Buttons

Update

The **Update** button saves changes made to the commercial invoice header information and directs you to the **STARS Commercial Invoice Details Screen** (Section 10) for review or update of the invoice line item detail.

Clear

The **Clear** button clears/deletes all existing entries on the screen.

Help

The **Help** button displays the STARS online help screen.

The **Click [here to cancel modifications](#)** hyperlink returns you to the **STARS Submitted Commercial Invoices List Screen** (Section 16) without saving your changes.

APPENDIX A: WINS BATCH SUBMISSION INSTRUCTIONS

DFAS WInS currently has batch submission capability for STARS Commercial Invoice, MOCAS Commercial Invoice and Public Voucher and the SAMMS Commercial Invoice.

Batch submission offers an alternative to the on-line manual method for entering data into the Web Invoicing System. All other features of WInS remain the same. Users desiring to create an automated batch submission file must still register for WInS (Section 4), and test with DFAS Columbus (MOCAS and/or SAMMS) or DFAS Cleveland (STARS) before approval for 'Live' invoices or vouchers may be submitted. Your batch file undergoes the same rigorous edit checks performed on manually entered data. Where a voucher or invoice fails these edit checks, an e-mail is prepared describing the error(s) and is forwarded to the Vendor Point of Contact's e-mail address in your Vendor Profile information (Section 7)

The batch submission has the potential to dramatically reduce your data input time but does require programming data from your billing system (or other source) into the specific formats for each batch type. The WInS batch process can accept mixed mode batch submissions meaning that MOCAS Commercial Invoices and Public Vouchers, SAMMS Commercial Invoices and STARS Commercial Invoices may be incorporated into the same batch submission file as long as the 'H' (Header) Record for each type is in the proper format so the WInS parser routine can segregate the invoices and vouchers prior to running the edit checks. Alternatively, you may decide to submit each invoice type in a separate batch.

For each successfully posted invoice and/or voucher submitted, your WInS View Log(s) will carry a 'Y' in the Batch Status Column and the Batch Summary button will provide a Status Table with accepted and rejected information on each batch you submit. See Section 16 for a screen shot of the STARS view log.

Just as with initial manual entry, there are test requirements associated with the batch process. The same DFAS Columbus or Cleveland Test Partners identified on the WinS Login Help Page (URL: <https://ecweb.dfas.mil/notes.html>) will support your batch testing. Batch data is submitted via File Transfer Protocol (FTP) to our WInS site. FTP Test transmission instructions are included with the STARS Commercial Invoice data layout (Appendix A-1).

**APPENDIX A-1: STARS COMMERCIAL INVOICE BATCH FILE FORMAT
DFAS WEB INVOICING SYSTEM (WInS)**

Instructions:

1. **Each** invoice within the batch submission must have:
 - One 'H' Record
 - One '1' Record (Invoice Header Information)
 - At least one '2' Record (Invoice Line Item Information)
 - At least one but no more than three 'Q' Record(s) (Product ID Information) per '2' Record
 - Ensure a hard carriage return follows each Record
 - **Optional** One to three 'S' Record(s) (Services/Allowances) per '2' Record
 - **Optional** One to three 'T' Record(s) (Tax Information) per '2' Record

2. **File Transfer Protocol (FTP) Transmission Instructions:**
 - a. File Structure: File name must be ALL uppercase letters using a combination of your Contractor and Government Entity (CAGE) Code and the submit date separated by an underscore (Cage Code_Century Year Month Day):
Example: 0X0X0_20000215.file extension

 - b. Submit as ASCII textfiles (.txt extension)

 - c. Send no more than five invoices per test.

 - d. Submit batch files via FTP to the Maxwell Air Force Base/Gunter Annex JANUS gateway: Contact the WInS System Administrators listed in Step 'e' below when you have FTP'd the file(s) so they may initiate the batch test routine. (The production routine runs every hour but the test routine is manually activated)

Server/Host Name: janus.ssg.gunter.af.mil

Test Userid and Password:

Userid: winstest
Password: battest1

(Userid and password are case sensitive)

- e. Follow the STARS testing procedures identified in the WinS Startup/Test instructions (<https://ecweb.dfas.mil/notes>) for batch testing. After your DFAS-CL Test Partner approves you for 'Live' submission, contact the WInS System Administrators to obtain the production FTP userid and password information:

(334) 416-5845

(334) 416-2992

- 3. Batch STARS Commercial Invoices, SAMMS Commercial Invoices, MOCAS Commercial Invoices, and MOCAS Public Vouchers may be submitted in separate batch transmissions **OR** included in the same batch submission as desired, if batch production approval has been given for multiple invoice types. Separate each invoice or voucher by the appropriate 'H' Record:

H00000RB: STARS CI

H00000SB: SAMMS CI

H00000IB: MOCAS CI.

H00000VB: MOCAS PV

STARS COMMERCIAL INVOICE BATCH FILE FORMAT
DFAS Web Invoicing System (WInS)
10/08/02

UDF Position	Field Requirement	Field Name	Field Size	Format	Notes
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Mandatory Segment. Line beginning with 'H' is for use by the WInS EDI translator. Each invoice in the batch must have a separate 'H' Record. This line must not be repeated within an invoice. Use hard carriage return to end the 'H' Record

H Record					
1 - 8	Mandatory	H Record	8	String (AN) (Hard coded: 'H00000RB')	Input is 'H00000RB'

Mandatory Segment. Line beginning with '1' is header information. Each invoice in the batch must have a separate '1' Record. This line must not be repeated within an invoice. Use hard carriage return to end the '1' Record.

'1' Record					
1	Mandatory	1 Record ID	1	String (AN)	Input is '1'
2-9	Mandatory (WInS Provided)	Invoice Date	8	Date (DT)	Note 5
10	Mandatory	Fast Pay Contract Indicator	1	String (AN)	Input: '0' = No Fastpay 1 = Yes (Shipstores Fastpay) 2 = Yes (Non-Shipstores Fastpay)
11-32	Mandatory	Invoice Number	22	String (AN)	Min/Max: 1/22
33	Mandatory	Final Invoice	1	String (AN)	'1' = final invoice '0' = not final invoice
34-41	Mandatory	Award date	8	Date (DT)	YYYYMMDD
42-56	Mandatory	Contract # (PIIN)	15	String (AN)	(No Hyphens, No Letter 'O') Min/Max: 13/15
57-60	Conditional	Call/Delivery Order # (SPIIN)	4	String (AN)	Note 2 Min/Max: 4/4
61-66	Optional	Contract Modification #	6	String (AN)	Note 2 Min/Max: 6/6
67-68	Mandatory (WInS Provided)	Transaction type Code	2	String (AN)	Note 5
69-70	Mandatory (WInS Provided)	Purpose code	2	String (AN)	Note 5
71-76	Mandatory	Paying Office Code	6	String (AN)	Note 8 Min/Max: 6/6
77-89	Mandatory	Payee Code (DUNS/DUNS+4)	13	String (AN)	Note 1, 3 Min/Max: 9/13 (No Hyphens)
90-95	Mandatory	Certifying DODAAC (UIC)	6	String (AN)	Min/Max: 6/6
96-130	Optional	Navy Certifier Office Name/Symbol	35	String (AN)	Note 2, 4 Min/Max: 1/35
131-136	Optional	Ship To DODAAC	6	String (AN)	Note 2, 14

STARS COMMERCIAL INVOICE BATCH FILE FORMAT
DFAS Web Invoicing System (WInS)
10/08/02

UDF Position	Field Requirement	Field Name	Field Size	Format	Notes
		(UIC)			Min/Max: 6/6
137-171	Optional	Ship To Organization Name	35	String (AN)	Note 2, 4, 14 Min/Max: 1/35
172-206	Optional	Ship To Address	35	String (AN)	Note 2, 4, 14 Min/Max: 1/35
207-236	Optional	Ship To City	30	String (AN)	Note 2, 4, 14 Min/Max: 1/30
237-238	Optional	Ship To State	2	String (AN)	Note 2, 4, 14 Min/Max: 2/2
239-249	Optional	Ship To Postal Code	11	String (AN)	Note 2, 4, 13 Min/Max: 1/11
250-252	Optional	Ship To Country Code	3	String (AN)	Note 2, 4, 14 Min/Max: 3/3
253-287	Optional	Ship From Company Name	35	String (AN)	Note 2, 4 Min/Max: 1/35
288-322	Optional	Ship From Address	35	String (AN)	Note 2, 4 Min/Max: 1/35
323-352	Optional	Ship From City	30	String (AN)	Note 2, 4 Min/Max: 1/30
353-354	Optional	Ship From State	2	String (AN)	Note 2 Min/Max: 2/2
355-365	Optional	Ship From Postal Code	11	String (AN)	Note 2, 4 Min/Max: 1/11
366-368	Optional	Ship From Country Code	3	String (AN)	Note 2, 4 Min/Max: 3/3
369-378	Optional	Discount Amount	10, including decimal	Numeric (2)	Notes 3, 6
379-386	Optional	Discount Due Date	8	Date (DT)	Note 6 YYYYMMDD
387-388	Optional	Discount Net Days	2	Integer	Notes 4, 6 Min/Max 1/2
389-394	Optional	Discount Percent	6, including decimal	Numeric (3)	Note 6 (Cannot exceed 100%)
395-396	Optional	Discount Days Due	2	Integer	Notes 3, 6
397-398	Optional	Discount Net Days	2	Integer	Notes 3, 6
399-404	Optional	Discount Percent	6, including decimal	Numeric (3)	Note 6 (Cannot exceed 100%)
405-406	Optional	Discount Days Due	2	Integer	Notes 3, 6
407-408	Optional	Discount Net Days	2	Integer	Notes 3, 6
409-411	Optional	Date Qualifier	3	String (AN)	Note 2, 4, 9, 14 Min/Max: 2/3
412-419	Optional	Start Date	8	Date (DT)	Note 2, 14

STARS COMMERCIAL INVOICE BATCH FILE FORMAT
DFAS Web Invoicing System (WInS)
10/08/02

UDF Position	Field Requirement	Field Name	Field Size	Format	Notes
					YYYYMMDD
420-422	Optional	Date Qualifier	3	String (AN)	Note 2, 4, 9, 14 Min/Max: 2/3
423-430	Optional	End Date	8	Date (DT)	Note 2, 14 YYYYMMDD
431-432	Optional	Transportation Payment Terms	2	String (AN)	Note 2, 4, 10 Min/Max: 2/2
433-448	Optional	LOA, Part 1	16	String (AN)	Note 3, 11(a), 14
449-483	Optional	LOA, Part 2	35	String (AN)	Note 3, 11(a), 14
484-498	Mandatory	Total Amount	15, including decimal	Numeric (2)	Note 3
499-533	Mandatory (WinS Provided)	Company Name	35	String (AN)	Note 5
534-568	Mandatory (WinS Provided)	Vendor POC Name	35	String (AN)	Note 5
569-588	Mandatory (WinS Provided)	Telephone	20	String (AN)	Note 5
589-608	Optional (WinS Provided)	FAX	20	String (AN)	Note 5
609-658	Optional (WinS Provided)	Email	50	String (AN)	Note 5
Mandatory Segment. Line beginning with '2' is invoice detail information. At least one (1) iteration of the '2' Record is required per invoice. The '2' Record may be repeated as needed within a commercial invoice. The sum of all '2' Record's unit price * quantity, as modified by associated 'S' and 'T' Records must be a positive dollar amount and must equal the '1' Record Total Amount (pos'n 486 – 500). Use a hard carriage return to end each '2' Record.					
'2' Record					
1	Mandatory	Start of Detail	1	String (AN)	Input is '2'
2-7	Mandatory (Optional for Fastpay: i.e., '1' Record, Position 10 = '1' or '2')	Line ID (CLIN, SLIN, ELIN)	6	String (AN)	Note 2, 4 Min/Max: 4/6
8-17	Mandatory	Quantity	10, including decimal	Numeric (2)	Note 3
18-19	Mandatory	Unit of Measure	2	String (AN)	Note 4, 12
20-36	Mandatory	Unit Price	17, including decimal	Numeric (4)	Note 3
37-116	Optional	Product	80	String (AN)	Note 2, 4

STARS COMMERCIAL INVOICE BATCH FILE FORMAT
DFAS Web Invoicing System (WInS)
10/08/02

UDF Position	Field Requirement	Field Name	Field Size	Format	Notes
		Description			Min/Max: 1/80
117-131	Optional (Mandatory for Fastpay: i.e., '1' Record, Position 10 = '1' or '2')	Document or Requisition Number	15	String (AN)	Note 2, 4 Min/Max: 13/15
132-133	Optional (Mandatory for Non-Shipstores Fastpay: '1' Record, Pos'n 10 = '2')	Requisition ACRN	2	String (AN)	Note 2, 4 Min/Max: 2/2
134-139	Optional (Mandatory for Non-Shipstores Fastpay: '1' Record, Pos'n 10 = '2')	Requisition Authorized Accounting Activity (AAA)	6	String (AN)	Note 2, 4 Min/Max: 6/6
140-141	Optional	Contract ACRN	2	String (AN)	Note 2, 4 Min/Max: 2/2
142-157	Optional	LOA, Part 1	16	String (AN)	Note 2, 4, 11(b), 14
158-192	Optional	LOA, Part 2	35	String (AN)	Note 2, 4, 11(b), 14
193-195	Optional	Date Qualifier	3	String (AN)	Note 2, 4, 9, 14 Min/Max: 2/3
196-203	Optional	Date	8	Date (DT)	Note 2, 14 YYYYMMDD
204-206	Optional	Date Qualifier	3	String (AN)	Note 2, 4, 9, 14 Min/Max: 2/3
207-214	Optional	Date	8	Date (DT)	Note 2, 14 YYYYMMDD
215-216	Optional	Shipment Method	2	String (AN)	Note 2, 4, 13, 14 Min/Max: 1/2
217-222	Optional	Ship To DODAAC (UIC)	6	String (AN)	Note 2, 14 Min/Max: 6/6
223-257	Optional	Ship To Organization Name	35	String (AN)	Note 2, 4, 14 Min/Max: 1/35
258-292	Optional	Ship To Address	35	String (AN)	Note 2, 4, 14 Min/Max: 1/35
293-322	Optional	Ship To City	30	String (AN)	Note 2, 4, 14 Min/Max: 1/30
323-324	Optional	Ship To State	2	String (AN)	Note 2, 4, 14 Min/Max: 2/2
325-335	Optional	Ship To Postal Code	11	String (AN)	Note 2, 4, 14 Min/Max: 1/11

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UDF Position	Field Requirement	Field Name	Field Size	Format	Notes
336-338	Optional	Ship To Country Code	3	String (AN)	Note 2, 4, 14 Min/Max: 3/3
Mandatory Segment. Line beginning with 'Q' is line item product information. At least one (1) iteration of the 'Q' Record is required per '2' Record. Up to three 'Q' Records per '2' Record are permitted. Use a hard carriage return to end each 'Q' Record.					
'Q' Record					Note 7
1	Mandatory	Start of Product Information	1	String (AN)	Input is 'Q'
2-3	Mandatory (1 st iteration) Optional (2 nd /3 rd iterations)	Product/Service ID Qualifier	2	String (AN)	Note 2, 4, 15 Min/Max: 2/2
4-43	Mandatory (1 st iteration) Optional (2 nd /3 rd iterations)	Product/Service Information	40	String (AN)	Note 2, 4 Min/Max: 1/40
Optional Segment. Line beginning with 'S' is Service Allowances and Charges (SAC) information. Up to three (3) iterations of the 'S' Record per '2' Record are permitted (May be all Allowances, all Charges, or mixed Allowances and Charges). Use a hard carriage return to end each 'S' Record.					
'S' Record					Note 7
1	Mandatory (when 'S' Record is used)	Start of Allowances and Charges Information	1	String (AN)	Input is 'S'
2	Mandatory (when 'S' Record is used)	Allowance or Charge indicator	1	String (AN)	Allowances = 'A' Charges = 'C'
3-6	Mandatory (when 'S' Record is used)	Allowance/Charge Codes	4	String (AN)	Note 4, 16 Min/Max: 4/4
7-21	Conditional (Required unless Charge code I170 (Trade Discount) is provided)	Amount	15, including decimal	Numeric (2)	Note 3
22-27	Conditional (Required if Charge code I170 (Trade Discount) is provided)	Percent	6, including decimal	Numeric (3)	Note 3
28-95	Conditional (Required if Charge code I260 (Transportation) is provided)	Transportation Accounting	68	String (AN)	Note 2, 4, 17

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UDF Position	Field Requirement	Field Name	Field Size	Format	Notes
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Optional Segment. Line beginning with 'T' is Line Item Tax information. Up to three (3) iterations of the 'T' Record per '2' Record are permitted. Use a hard carriage return to end each 'T' Record.					
'T' Record					Note 7
1	Mandatory (when 'T' Record is used)	Start of Tax Information	1	String (AN)	Input is 'T'
2-3	Mandatory (when 'T' Record is used)	Tax Type Code	2	String (AN)	Note 4, 18 Min/Max: 2/2
4-18	Conditional (Required unless Percent and Dollar Basis are provided)	Monetary Amount	15, including decimal	Numeric (2)	Note 3
19-28	Conditional (Must be present if Dollar Basis is present) Do not use with Monetary Amount	Percent	10, including decimal	Numeric (3)	Note 3
29-37	Conditional (Must be present if Percent is present) Do not use with Monetary Amount	Dollar Basis	9, including decimal	Numeric (2)	Note 3

- Note 1:** a) Mandatory Fields must always be provided
b) Conditional Fields must be provided if the contract requires the data, or if there are options for a mandatory input
c) Optional fields may be provided, but are not required

Note 2: Conditional and Optional Fields not provided must be BLANK filled. If data falls at end of record it may be omitted from that record.

Note 3: Numeric Fields (Real and Integer) must be right aligned, then left zero filled to meet the field size parameter (i.e. total dollars of \$35.57 would be displayed in UDF as 00000000035.57 and discount due days of 5 would be displayed as 05). Only Zero and Positive Values are acceptable (No negative numbers).

Note 4: String (AN) Fields are left aligned and right BLANK filled to meet field size parameter

Note 5: WinS Provided information. BLANK-fill to required spaces. If data falls at end of Record it may be omitted.

Note 6: Discount Rules:

- a. If no discounting provided: position numbers 359 through 398 are BLANK filled

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UDF Position	Field Requirement	Field Name	Field Size	Format	Notes
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- b. If \$ discount: pos'n # 359 – 378 carry discount data; 379 – 398 are BLANK filled
- c. If single tier discount %: pos'n # 379 – 388 carry discount data and pos'n # 359 – 378 and 389 – 398 are BLANK filled
- d. If two tier discount %: pos'n # 379 – 398 carry discount data and pos'n # 359 – 378 are BLANK filled

Note 7: Product ID, SAC and TAX segment(s): Each Detail line (IT1) can be followed by up to 3 Product ID (1 Required) , up to 3 SAC loops and up to 3 TAX loops associated with that line item detail.

Note 8: The following Pay Offices support STARS Commercial Invoices. Chose the applicable UIC:

STARS Pay Offices	UIC
OPLOC Norfolk (DFAS-NO)	N68732
OPLOC Charleston (DFAS-CH)	N68892
OPLOC Pensacola (DFAS-PE)	N68566
OPLOC San Diego (DFAS-SD)	N68688
OPLOC Oakland (DFAS-OK)	N68994
OPLOC Honolulu (DFAS-PC)	N45924

Note 9: Date Qualifier: Do not enter data qualifiers in both '1' and '2' Record. If ship/deliver or period start/period end dates are the same for all line items use the '1' Record . If dates vary by line item then use the '2' Records. This is an optional element.

Date Qualifier Begin	Code	Date Qualifier End	Code
Shipped	11	Delivered	35
Invoice Period Start	186	Invoice Period End	187
Booking	135	Booking	135

Note 10: Transportation Payment Method. Contact WinS System Administrators if your contract calls for other methods not called out in the following table (ecwebadmin@gunter.af.mil)

Transport Payment Method	Code
Paid by Buyer	BP
Prepaid and Summary Bill	PR
Prepaid by Seller	PP
Paid by Seller	PS
Free On Board (FOB)	PE

Note 11(a): ‘1’ Record Lines of Accounting (LOA), Parts 1 and 2. Format information for these optional elements follows. Asterisked (*) elements are required when LOA information is provided:

LOA Part 1	Position #	Min/Max	LOA Part 2	Position #	Min/Max
* Gaining Agency – Dept Code	433 - 434	2/2	* Object Class	449 - 451	3/3
Issuing Agency	435 - 436	2/2	* Bureau Control Number (BCN)	452 - 456	5/5
* Beginning Fiscal Year (Enter ‘0X’ for Continuous (no year) Appropriation)	437 - 438	2/2	* Suballotment	457 - 457	1/1
Ending Fiscal Year (Enter ‘0X’ for Continuous (no year) Appropriation)	439 - 440	2/2	* Authorized Accounting Activity (AAA)	458 - 463	6
* Appropriation	441 - 444	4/4	* Transaction Type Code	464 - 465	2/2
* Subhead	445 - 448	4/4	* Property Accounting Activity (PAA)	466 - 471	6/6
			* Cost Code	472 - 483	12/12

Note 11(b): ‘2’ Record Lines of Accounting (LOA), Parts 1 and 2. Format information for these optional elements follows. Asterisked (*) elements are required when LOA information is provided:

LOA Part 1	Position #	Min/Max	LOA Part 2	Position #	Min/Max
* Gaining Agency – Dept Code	142 - 143	2/2	* Object Class	158 - 160	3/3
Issuing Agency	144 - 145	2/2	* Bureau Control Number (BCN)	161 - 165	5/5
* Beginning Fiscal Year (Enter ‘0X’ for Continuous (no year) Appropriation)	146 - 147	2/2	* Suballotment	166 - 166	1/1
Ending Fiscal Year (Enter ‘0X’ for Continuous (no year) Appropriation)	148 - 149	2/2	* Authorized Accounting Activity (AAA)	167 - 172	6
* Appropriation	150 - 153	4/4	* Transaction Type Code	173 - 174	2/2
* Subhead	154 - 157	4/4	* Property Accounting Activity (PAA)	175 - 180	6/6
			* Cost Code	181 - 192	12/12

Note 12: Unit of Measure: Select from the table below, or enter Unit of Measure called out in your contract if not identified below:

Unit of Measure Description	U/M	Unit of Measure Description	U/M
Each	EA	Ton	TN
Gallon	GA	Assembly	AY
Box	BX	Board	BD
Gross	GS	Barrel	BL
Liter	LT	Bottle	BT
Pallet/Unit Load	PL	Cubic Feet	CF
Pound	LB	Can	CN
Package	PK	Case	CS
Kit	KT	Carton	CT
Hour	HR	Hundred	HD
Month	MO	Outfit	OT
Lot	LO	Pieces	PC
Job	JB	Pint	PT
Feet	FT	Set	ST
Page	PG	Spool	SL
Sheet	SH	Yard	YD

Note 13: Shipment Method. Contact WinS System Administrators if your contract calls for other methods not called out in the following table (ecwebadmin@gunter.af.mil)

Shipment Method	Code
Best Way	T
Air	A
Air Freight	AF
Rail	R
Ocean	O
Pipeline	PL
Barge	B
Customer Pickup	H

Note 14: The following optional elements, if provided, should be submitted in the '1' Record if they apply to all line items ('2' Records) submitted. If the information varies among '2' Records, then these elements should be provided in the separate '2' Records, NOT in the '1' Record:

Ship To Information ('1' Record: Pos'n 131 – 252; '2' Record: Pos'n 211 – 332)

Date Qualifiers/Dates ('1' Record: Pos'n 409 – 430; '2' Record: Pos'n 187 – 208)

Accounting [LOA 1, 2] ('1' Record: Pos'n 433 – 485; '2' Record: Pos'n 134 – 186)

Note 15: Product ID Qualifiers. Contact WinS System Administrators if your contract calls for other product qualifiers not called out in the following table (ecwebadmin@gunter.af.mil)

Product Identifier	Code
National Stock Number (NSN)	FS
Manufacturer's Part Number	MG
Vendor's (Seller's) Part Number	VP
Buyer's Part Number	BP
Vendor's Catalog Number	VC
Military Specification (MILSPEC) Number	MS
Purchase Order Number	PO
Catalog Number	F1
Federal Supply Classification	FT
Batch Number	B8
Next Higher Used Assembly	F8
Model Number	MN
Serial Number	SN
Color	CL
Locally Assigned Control Number	A3

Note 16: Allowances and Charges IDs. Contact WinS System Administrators if your contract calls for other allowances or charges not called out in the following table (ecwebadmin@gunter.af.mil)

Allowances and Charges Description	Code
Transportation Charge	I260
Postage	F460
Container Deposit	B570
Delivery	C040
Goods and Services Charge	D340
Installation	D900
Insurance	D980
Packaging	F155
Preparation	F650
Quantity Surcharge	F920
Overrun Charge	F110
Price Deviation	F680
Certification	B050
Damaged Merchandise	B950
Container Allowance	B560
Discount	C310
Goods and Services Credit Allowance	D350
Promotional Discount	F810
Quantity Discount	F910
Contract Allowance	B660
Price Allowance	F690
Trade-In Allowance	I180
Trade Discounts	I170
Other	F050

Note 17: Transportation Line of Accounting (LOA). Format information for this optional element follows. Asterisked (*) elements are required when Transportation LOA information is provided. If your contract only contains the Transportation Account Code (TAC), the Transportation LOA may be identified under the User Options at the following URL:

http://www.daas.dla.mil/tac_inq/tac_menu.html

Transportation LOA	Position #	Min/Max
* Requisition Number	28 - 42	13/15
* Accounting Classification Reference Number (ACRN)	43 - 44	2/2
* Gaining Agency – Dept Code	45 - 46	2/2
Issuing Agency	47 - 48	2/2
* Beginning Fiscal Year (Enter '0X' for Continuous (no year) Appropriation)	49 - 50	2/2
Ending Fiscal Year (Enter '0X' for Continuous (no year) Appropriation)	51 - 52	2/2
* Appropriation	53 - 56	4/4
* Subhead	57 - 60	4/4
* Object Class	61 - 63	3/3
* Bureau Control Number (BCN)	64 - 68	5/5
* Suballotment	69 - 69	1/1
* Authorization Accounting Activity (AAA)	70 - 75	6/6
* Transaction Type Code	76 - 77	2/2
* Property Accounting Activity (PAA)	78 - 83	6/6
* Cost Code	84 - 95	12/12

Note 18: Tax IDs. Contact WinS System Administrators if your contract calls for other Tax IDs not called out in the following table (ecwebadmin@gunter.af.mil)

Tax Type	Code
Federal Tax	FD
Federal Excise Tax	FT
Super Fund Tax	SF
FICA	FI
State Tax	SE
Local Tax	LO
State and Local Tax	LS
State Fuel Tax	SA
City Tax	CA
Gross Receipts Tax	GR

APPENDIX B: ACRONYM LIST

ACO	Administrative Contracting Officer
ACRN	Accounting Classification Reference Number
CAPS	Computerized Automated Payment System
CLIN	Contract Line Item Number
DCMAO	Defense Contract Management Area Office
DFAS	Defense Finance and Accounting Service
DOD	Department of Defense
DODAACS	Department of Defense Activity Address Code
DPPS	Defense Procurement Pay System
DPRO	Defense Plant Representative Office
DSCC	Defense Supply Center Columbus
DSCP	Defense Supply Center Philadelphia
DSCR	Defense Supply Center Richmond
ECRC	Electronic Commerce Resource Center
EDI	Electronic Data Interchange
ELIN	Engineering Line Item Number
FMS	Foreign Military Sales
FTP	File Transfer Protocol
G&A	General and Administrative
IAPS	Integrated Accounts Payable System
ISP	Internet Service Provider
MOCAS	Mechanization of Contract Administration Services
PC	Personal Computer
POC	Point of Contact
PPR	Progress Payment Request
SAMMS	Standard Automated Material Management System
SLIN	Supplemental Line Item Number
SMEs	Small-to-Medium-Sized Enterprises
STARS	Standard Accounting and Reporting System
TDA	Technology Development Activity

UIC	Uniform Identification Code
URL	Uniform Resource Locator
VAN	Value-Added Network
Web	World Wide Web
WInS	DFAS Web Invoicing System

