

## Redistribution Order (RDO)

A unique Redistribution Order (RDO) Number identifies each RDO. The RDO number is constructed by the PMO in the same manner as a standard MILSTRIP document number. The only exception is that the serial number begins with a "W". RDOs are created for each order received for a particular NSN (RDO consolidation by NSN occurs when orders are received on the same day). Also, RDOs have one or more line numbers. An RDO may have more than one line number when either the material requested has a different unit price or when the material has been listed by the seller more than once (with different part numbers). The RDO Number and the RDO Line Number is also used to track orders by seller and are printed on labels affixed to shipments called forward to the In-transit Inspection Point (IIP). If the seller exceeds W999 orders in a single day, the serial number will roll to WA01 and continue to WA99, followed by WB01-WB99, in sequence.

EXAMPLE:

**DBNXYZ6227W001**

<u>D</u>	SERVICE CODE
<u>BN</u>	COUNTRY CODE
<u>X</u>	MARK FOR CODE
<u>Y</u>	DELIVERY TERM CODE
<u>Z</u>	TYPE ASSISTANCE CODE
<u>6227</u>	RDO JULIAN DATE
<u>W001</u>	RDO SERIAL NUMBER

## **Requisition / Redistribution Order (RDO) Processing**

### **7.1 Materiel Source Selection Process**

WWRS fills all requisitions on a first in, first out basis. Requisition priority is not considered when filling the order. If multiple requisitions are received on the same day, for the same listed materiel, requisitions submitted with RIC "FWW" have preference over requisitions submitted with RIC "FNH". Requisitions submitted with RIC "FWW" indicate that the Purchaser specifically selected WWRS as the source of supply. Therefore, these Purchasers are given preference.

If more than one seller has the same listed material for sale, the first order of precedence is to attempt to fill the requisitions from a seller with all requisitioned quantity, ranked from lowest to highest price. Secondly, all sellers with a quantity less than the requisitioned quantity will be ranked first from highest quantity than by lowest price.

Given the order of precedence above, the materiel requirements are matched against the seller's inventory listed for sale. The results from the match will produce status back to the FMS Logistics System for the requisitions and creation of Redistribution Orders (RDO).

#### **7.1.1 Initial Requisition Status**

Upon attempting to match requisitioned quantities with quantities for sale, status is sent back to the FMS Logistics System. The following requisition statuses can be generated from the selection process:

- **Price Quote (PQ).** Upon selecting a seller(s) to fill the requested materiel, a PQ status is posted into the FMS Logistics System to reserve funds against the Purchaser's requisition. The PQ dollar amount consists of the total materiel price. The actual transportation costs will be billed as a separate billing transaction if transportation is greater than \$100.
- **Partial Quantity Cancellation (CB or CA):** If only a partial quantity could be found to fill the requisition, a CA cancellation (Air Force) or CB (Army) cancellation status will be posted in the FMS Logistics System. A new requisition must be dropped to obtain (from a different source than WWRS) the cancelled quantity.
- **Requisition Cancellation (CB or CA):** If no quantity was found to fill the requisition, a cancellation status will be posted in the FMS Legacy System. For Army requisitions, a CB status will be posted and the requisition will be killed (All Army WWRS requisitions are processed fill / kill). For Air Force requisitions, the cancellation status posted will be reflective of the advice code on the requisitions. For requisitions with an advice code FW (original RIC FWW), a CA status cancellation will be posted and the requisition will be killed. For requisitions with advice code FH (original RIC FNH), a CB status cancellation will be posted, and the requisition will be routed to the default source of supply as defined in the Air Force catalog.

### **7.1.2 Funds Request**

Assuming material was found to fill the requisition, a PQ status will be posted. Upon receiving a PQ, DFAS-CO will then take action to reserve the funds to pay the Seller. DFAS-CO records the funds reservation by loading the “OK” Funds Verification status in the FMS Logistics System. This step normally takes two working days. The “OK” status, in turn, generates a “B7” price change status transaction to the Purchaser. The B7 status will reflect the unit price of the material being purchased.

### **7.1.3 RDO Creation**

Upon selecting a seller to fill requisitioned quantity, a Redistribution Order (RDO) is created for the seller. An RDO is the official document of record authorizing a seller to ship material to the IIP. The RDO is held by the PMO until funding on the requisitioner’s case has been approved.

#### **7.1.3.1 RDO Numbering**

A unique RDO Number identifies each RDO. The RDO number is constructed by the PMO in the same manner as a standard MILSTRIP document number. The only exception is that the serial number begins with a “W”. RDOs are created for each order received for a particular NSN (RDO consolidation by NSN occurs when orders are received on the same day). Also, RDOs have one or more line numbers. An RDO may have more than one line number when either the material requested has a different unit price or when the material has been listed by the seller more than once (with different part numbers). The RDO Number and the RDO Line Number is also used to track orders by seller and are printed on labels affixed to shipments called forward to the IIP. If the seller exceeds 999 orders in a single day, the serial number will roll to WA01 and continue to WA99, followed by WB01 – WB99, in sequence. You can learn more about RDO Identifiers by visiting the WWRS website at <https://afsac4.wpafb.af.mil/WWRS/Help/Help.aspx> and look for the RDO identifier sheet link under seller information.

#### **7.1.3.2 RDO Creation – Daily Lot Order**

WWRS is designed to automatically create transfer “lots” for a seller. Each lot will be released to the seller upon creation of an RDO with a material value greater than the MOV and upon the buyer’s financial approval to purchase the item. In order to reduce freight costs on lower valued orders, it is recommended to consolidate low dollar valued and high dollar valued shipments.

## **7.2 RDO Release / Authorization to Ship**

Upon confirmation of funds by DFAS on the buyer’s requisition (the OK status), the RDO is released to the seller. Upon release of the RDO, the seller is now authorized to ship the material to the IIP. An email will be sent to the seller each day that will list new RDOs. In coordination of releasing the RDO to the seller, a “BZ” status is also posted to the FMS Logistics System. The “BZ” indicated the RDO has been released to the seller. The “BZ” will have an Estimated Ship Date (ESD) based on the selected seller’s past performance.

### 7.2.1 RDO Status Supplied by Seller

Upon receiving a new RDO, the seller should make every attempt to provide status as soon as possible. If no status has been supplied in 21 days, the seller will begin to receive an email, daily, of all RDOs that require status update. Section **Error! Reference source not found.** **Error! Reference source not found.** provides instruction on how to provide RDO status. If no status is received in 45 days, the RDO will be cancelled. Possible status updates are:

- Cancellation – If the materiel ordered is not longer available, the seller must cancel the RDO, as well as provide a reason for cancellation.
- Extension Request – If the seller determines that the materiel is available, but in-country processing of the materiel will be longer than normal WWRS lead time, an extension beyond the standard 45 days can be requested (no more than 21 additional days). The extension request must first be approved by the PMO prior to acceptance. The RDO will definitely be cancelled at the end of the 66 day period (45 initial RDO days and 21 days extension approved by PMO).
- Comments – To ask a question to the PMO or to provide any additional information to the PMO, comments can be added to the RDO. The comments will be sent to the PMO for review.
- Asset Confirmation – See below.
- Seller Asset Confirmation

### 7.3 Seller Asset Confirmation

Asset availability is then confirmed by the seller. The Seller is required to confirm that the materiel is available and provide an Estimated Shipping Date (ESD). Upon confirming materiel availability, a “BV” status is posted in the FMS Legacy System. The posting of “BV” indicates that the materiel is now “on contract” with the seller. Requests for the cancellation of requisitions after a “BV” status is input will not be granted unless Purchasers are willing to pay one-hundred percent termination charges and the associated costs to return the materiel to the seller. Follow-up actions are taken prior to the ESD expiration date with Sellers POCs to determine problems or delays. Figure 4 below shows how to provide asset confirmation.

## Two Steps to Confirm receipt of RDO and shipping

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**#2 Click Ship Material button**



Ship Material

**Redistribution Orders Needing Material Shipped To IIP (Records 1-101 of 101)**

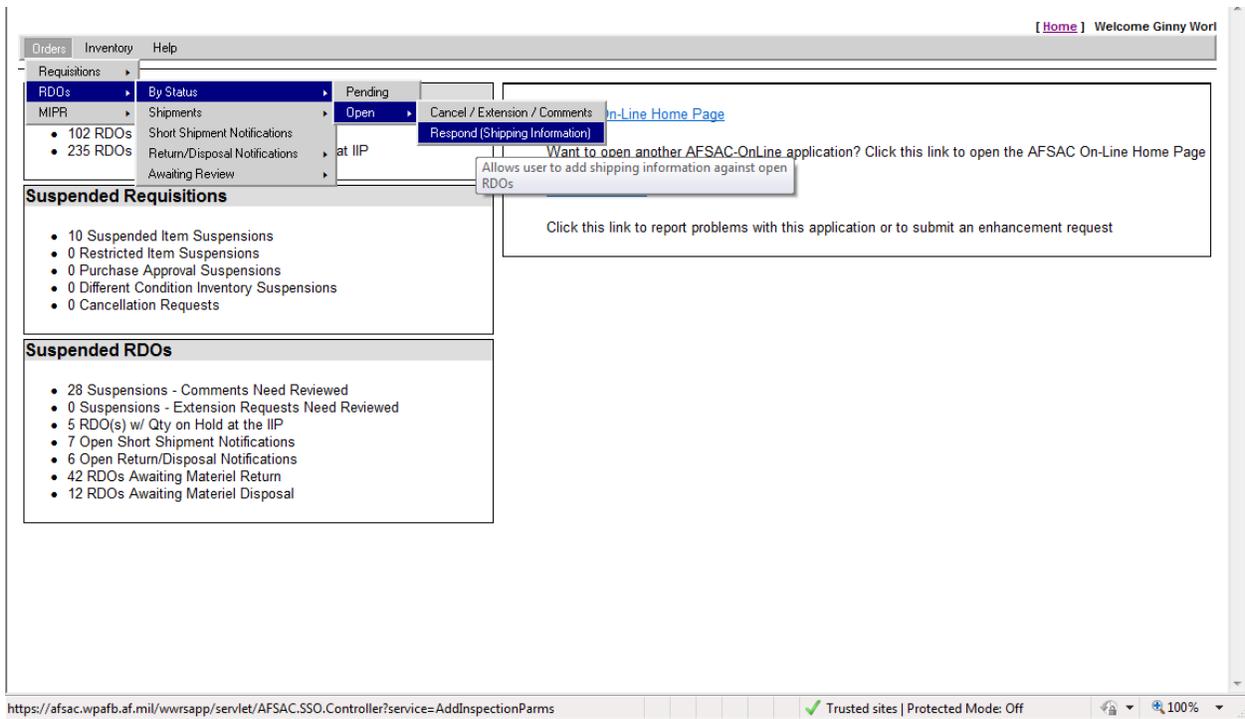
RDO Line	Seller	Released On	NSN	UJ	QUPC	Part Number	CAGE Code	Cond Code	Item Name	Status	Lot Id	Order Value	WVRS Charge	Net Proceeds	Qty Due In	Awaiting Shipping Info	Add Qty	Qty To Ship
442147W001 (1)	DHP	31 May 2012	4710010468470WF	EA	1			A	TUBE ASSEMBLY,METAL	OK		\$1,922.94	\$200.00	\$1,722.94	1 Y		0	
N2145W005 (1)	SURPLUS	31 May 2012	4620013134217	EA	0	9492M21P01		A	HEAD,SAFETY,PRESSURE RELIEF	OK		\$1,408.50	\$200.00	\$1,208.50	2 Y		0	
N2147W002 (1)	SURPLUS	31 May 2012	2840011062593PL	EA	1	111R112P25	07482	A	BLADE,COMPRESSOR,AIR CRAFT GAS TURBINE EN	OK		\$1,378.20	\$200.00	\$1,178.20			0	
N2147W001 (1)	SURPLUS	31 May 2012	3040009600610TP	EA	1	203386		A	HOUSING,MECHANICAL D RIVE	OK								
N2147W003 (1)	SURPLUS	31 May 2012	2840011062599PL	EA	1	111R114P14	07482	A	BLADE,COMPRESSOR,AIR CRAFT GAS TURBINE EN	OK								
N2147W001 (1)	SURPLUS	31 May 2012	5935000189078EH	EA	1			A	CONNECTOR,PLUG,ELECT RICAL	OK								
N2145W001 (1)	SURPLUS	31 May 2012	1650010036100	EA	1	251703981		A	PLATE,LOCK,SWITCH,C	OK		\$516.00	\$200.00	\$316.00	4 Y		0	
N2145W002 (1)	SURPLUS	31 May 2012	1680004583621MH	EA	1	MBEU-2870DP		A	COVER,CUSHION,SURVI	OK		\$508.26	\$200.00	\$308.26	3 Y		0	
N2145W001 (1)	SURPLUS	31 May 2012	3040010480443SX	EA	1			A	CONNECTING LINK,RIGI D	OK		\$667.28	\$200.00	\$467.28	4 Y		0	
N2145W003 (1)	SURPLUS	31 May 2012	5970005050020EH	PG	1	4168810P8		A	INSULATOR,WASHER	OK		\$622.92	\$200.00	\$422.92	12 Y		0	
N2145W004 (1)	SURPLUS	31 May 2012	2835010038970	EA	1	366978-2		A	SWITCH ASSEMBLY,TWO	OK		\$818.40	\$200.00	\$618.40	2 Y		0	
042147W002 (1)	SURPLUS 6	31 May 2012	3120010475731BF	EA	1			A	BEARING,PLAIN,ROD EN D	OK		\$1,636.00	\$200.00	\$1,436.00	2 Y		0	
042145W003 (1)	SURPLUS 6	31 May 2012	1650009189895	EA	1			A	HOUSING,VALVE	OK		\$1,880.00	\$200.00	\$1,680.00	2 Y		0	
N2145W006 (1)	SURPLUS	31 May 2012	3040008513269GG	EA	1	175F504		A	HOUSING,MECHANICAL D RIVE	OK		\$2,468.70	\$209.84	\$2,258.86	1 Y		0	

**#1 Enter the quantity**



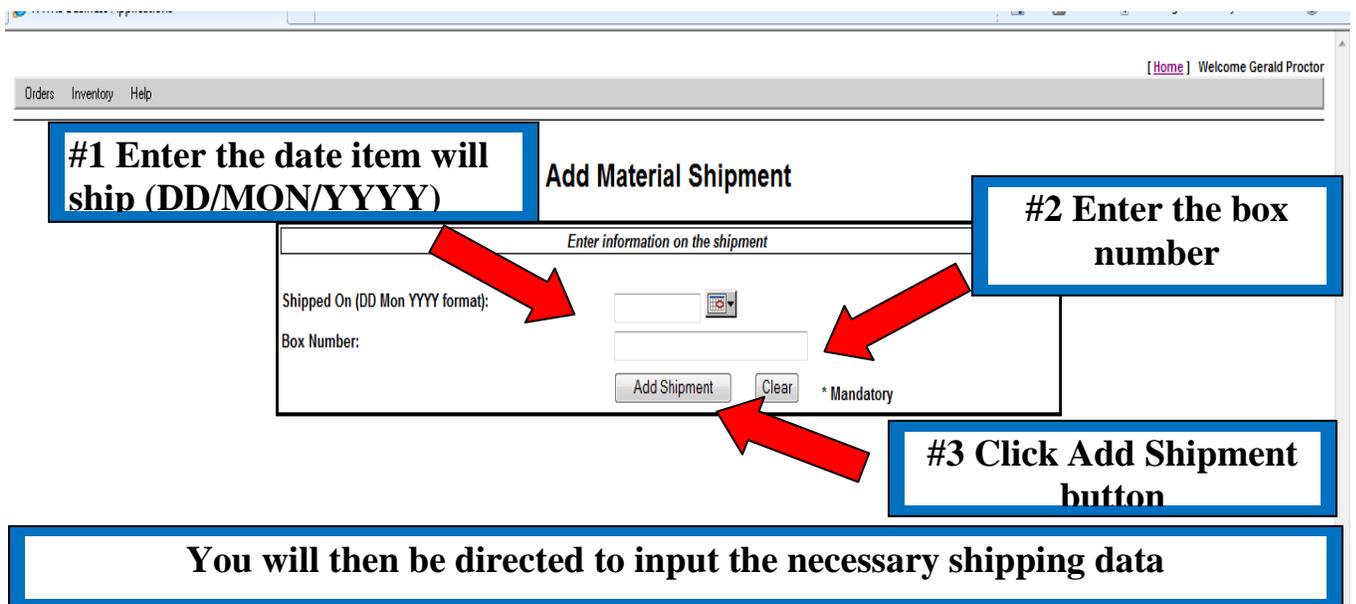
**This screen acknowledges that country is aware of the RDO, has the item, and will ship the item. You must then add the shipping information.**

**Figure 4: Asset confirmation**



**Figure 5: Reaching the Shipping Data Screen**

You can find the “Add Material Shipment screen by following the path pictured above. Simply click on the Orders tab, then RDOs, then By Status, Then Open, and finally on Respond (shipping Information tab). The next screen will look like what is below.



**Figure 6: Submitting Shipping Data**

## 7.4 Materiel Shipment

The materiel is then shipped from the Seller to the IIP. The PMO will not track inbound shipments to the IIP. After the materiel is received, inspected, and shipped to the buyer, an AS3 is generated and input into the FMS Logistics System. Upon posting of the AS3, two Invoice (INV) transactions (Air Force only) will be generated for the buyer. The first invoice is for the price of the materiel. This price will agree with the price of the material on the RDO. The second invoice is used to report actual transportation charges from the IIP to the Purchaser's freight forwarder. Transportation charges associated with materiel movement in the Defense Transportation System (DTS) will be billed in accordance with the percentage set for the rate area. For the seller, the WWRS fee is calculated upon shipment of the materiel to the buyer. The shipment generates a fee that will be collected at month's end from the seller's case.

### 7.4.1 Short Shipment Notifications

For shipments (from the seller to the IIP) in which all materiel required is not acceptable to ship to the purchaser, the IIP will continue with the inspection and packing processes to fill the Purchaser's requisitions. Upon receipt of the Short Shipment Notification (via email), the Seller has 14 days to respond to the PMO with a replacement quantity that will be provided (in response to the quantity shortage). If the PMO is not notified in 14 days that materiel will be shipped, the remaining quantity on the RDO will be closed. If the seller provides a replacement option, the replacement materiel should be at the IIP within 45 days or when agreed upon between the seller and the PMO. Replacement offers may be rescinded by the PMO if the administrative and transportation lead-time will not meet the PMO requirement. If the Seller does not have replacement materiel listed, another seller will be selected. Upon responding to the Short Shipment Notification, any quantity provided that is less than the required remaining quantity on the RDO will result in the inventory listing of that item to be deleted. Instructions on providing response to a Short Shipment Notification can be found in Section **Error! Reference source not found., Error! Reference source not found.**

### 7.4.2 Return / Disposal Notification

For shipments (from the seller to the IIP) with overage or defective materiel, the IIP will continue with the inspection and packing processes (of the acceptable materiel) to fill the Purchaser's requisitions. Upon inspection of incorrect materiel, over shipment, or defective materiel, a Return/Disposal Notification will be sent to the seller (email). Upon receipt of this notification, the seller has one of two options:

- Return Materiel to the Seller. A seller can instruct the IIP to return the unacceptable materiel to the seller's freight forwarder. The seller is liable for return fees imposed by the PMO, as well as first destination transportation charges.
- Disposal of Material by the IIP. A seller can instruct the IIP to dispose of the materiel locally (at the IIP) according to the disposition instructions of the item. The seller is responsible for disposition costs of the assets. Upon request, the PMO will provide the seller with an estimated disposal cost.

Sellers must provide a response to this notification within 14 calendar days from the receipt of notification. Non-responses will result with materiel being returned to the seller's freight

forwarder at the seller's expense. Instructions on providing response to discrepant materiel can be found in Section **Error! Reference source not found., Error! Reference source not found..**

## **7.5 Contingent Requisition Transactions**

This section addresses the additional MILSTRIP transactions that may be submitted on WWRS requisitions and the responses WWRS can provide.

### **7.5.1 "AF\_" Follow-Up Transactions**

The FMS Logistics System will return the latest status reflected on the requisition. If the FMS Logistics System does not show any status, the FMS Logistics System passes an "AF\_" transaction to WWRS for update. WWRS will return a "BF" status if no record exists.

### **7.5.2 "AC1" Cancellation Transactions**

To cancel a WWRS requisition, the Purchaser must input an "AC1" status transaction. For an "AC1" to be accepted by WWRS, this transaction (cancellation request) must be received by WWRS before a response has been provided by the seller (The "BV" status). If the "AC1" is received after a "BV" status has been issued, the "AC1" will not process and one of the following status transactions will be returned:

- "BV"- item on contract for delivery
- "B4"- item at IIP
- "B8" – item already shipped.

### **7.5.3 "PR" Price Revision Transaction**

The "PR" transaction is used to adjust the available quantity or adjust the price due to selection of an alternate Seller or an erroneous entry. A "PR" status transaction can also be used to revise the estimated transportation costs. Each time a "PR" status transaction is issued, a corresponding funds approval is required. The entering of an "OK" status provides approval of the funds adjustment. Only the WWRS PMO can input a "PR" status on WWRS requisitions.

### **7.5.4 "AM1" Modification Transactions**

The "AM1" transaction is used by the Purchaser to modify the requisition. On WWRS requisitions, an "AM1" transaction can be used to change the quantity. WWRS will respond to an "AM1" transaction in one of two ways. The transaction is either accepted and a status code "BK" transaction is returned or the transaction is rejected and status code "B2" returned. A "B2" status code will occur if a requisition has a "BV" status code when the "AM1" is generated.