

## Steps To Arrange, Process, and Manage Lot Transfers

1. Concurrence
  - a. A clear understanding of the items, quantities, prices, special shipping, packaging, and testing arrangements by the seller, buyer, and WWRS PMO must be established.
  - b. Funding source for the buyer and seller must be clearly defined. Ensure sufficient funds are available for purchase and the price and ship to locations are known.
    - If FMS or 4F money from another service is used, a long line of accounting or a MIPR can be used to process the buyer's requisitions. If 4E money is used, a MIPR/Project Order is required to provide the funds.
  - c. The list of agreed upon items, quantities, and prices must be provided to the WWRS PMO. From this list, the PMO will provide a document to the seller with financial breakdown (with fees) of the entire transfer. A similar document (without fees) will be provided to the buyer for final concurrence.
  - d. At times, a face-to-face meeting is required to ensure all parties are on the same page.
  
2. Initial system requirements
  - a. Step #1 must be finalized.
  - b. The buyer must provide to the WWRS PMO the requisitions that will be used to purchase each item. Each requisition should be coded with a routing identifier of "FWW"
  - c. The items (and required quantities) must be listed in WWRS. Upon confirmation of inventory listing, the inventory (specific quantities and prices) must be reserved. If possible, the reservation should include the buyer's requisition number. A lot identifier must be established to allow tracking of the orders specific to this transfer. The determination as to whether a lot discount is applied is the decision of the WWRS PMO.
    - One thing to remember, inventory reservations are only valid for 45 days. After 45 days, the reserved inventory is "re-listed" for any buyer to purchase.
  - d. Inventory must be listed and reserved prior to the requisitions being input (Ideally, this would be the next day after all of the material was reserved). This is important, as requisitions for items not listed in WWRS will not be passed to WWRS for fill action. If the inventory is not listed, a FWW requisition will F6 cancel, and a FNH will pass to an alternate source of supply if an item is listed in the Air Force catalog.
    - If the buyer has already submitted the requisitions, the WWRS PMO will have to go and try to cancel them back to SAMIS using the QAID STAT (AC3 with FW).
  - e. If the requisitions are being dropped against an Air Force case, the requisitions must be dropped into SAMIS via normal MILSTRIP

requisitioning procedures. If requisitions are not being dropped in SAMIS, a MIPR must be created in the system (AFSAC Online). All requisitions can then be created against the MIPR.

- f. All CEX errors occurring on the requisitions must be worked in order to properly route the requisitions to WWRS for selection.
- g. The system will automatically match the buyer's requisition with the appropriate reservation. The requisitions and RDOs will now "flow" through the system just as any other order would. The seller will be able to track the RDOs by the unique lot identifier used in the reservation process.

### 3. Material Shipment and Invoicing

- a. Once the material is shipped, notice to the buyer needs to be provided. At times, confirmation of receipt may be a good idea before final billing.
- b. Once the draft invoice for the IIP is received, review and process the letter to DFAS for transfer of funds. Ensure a copy of the SF 1080/1081 forms are received from the transfer. Monitor DFAS-IND for fund deposits. Copies of SF 1080/1081 may need to be provided to ILCO for tracking.
- c. Once again, ensure sufficient funds are available to recover the WWRS Fee from the seller or from the buyer, if USAF.
- d. If another service buyer's case is used, a MIPR needs to be provided. A long line of accounting can be substituted if DFAS-OPLOC can verify the funding line.