GCSS-Army **Training Bulletin** for **Property Book**		**Date**: 07-Dec-2017 **Bulletin Number**: TB000526

Receive Class VIII Medical Materiel from TEWLS

Contents

Audience

This bulletin affects Property Book (PB) users who receive Class VIII medical materiel from the Theater Enterprise-Wide Logistics System (TEWLS), which is the Medical Command's total package fielding (TPF) system.

Frequency

Perform these steps upon physical receipt of medical materiel from TEWLS.

Purpose

Effective December 9, 2017, GCSS-Army will have the capability to receive medical materiel from TEWLS with Supply Categories of Materiel Code (SCMC) **VIII** or **II**, and Account Requirements Code (ARC) **N**.

This bulletin includes step-by-step instructions for both receiving and rejecting a TPF transfer of medical materiel from TEWLS.

Logic

GCSS-Army will receive and exchange transfer details with the TEWLS system each time a TPF package is sent to a unit. These details will be visible to PB personnel in the *PBO Workbench (ZPBOWKBH)* as Purchase Orders (POs) in the 22xxxxxxx number range and will display an *IN TRANSIT* status. These POs and must be processed upon physical receipt of the materiel for it to appear on the Property Book and be available for distribution to the unit's stock storage locations (SLocs).

In addition, PBOs are given the option to reject a TEWLS PO if it is determined to be inaccurate or incorrect.

Post a Goods Receipt for TEWLS Materiel

The following steps describe how to post a Goods Receipt for materiel received from TEWLS:

1. Navigate to the *PBO Workbench* from the *Easy Access* screen by typing **ZPBOWKBH** in the **Command** field and pressing **Enter**.

2. Click the **TEWLS** button in the *Select Process* area. The *Select action* area appears.

3. Click the **Receive Purchase Order** button in the *Select action* area. The *Selection options* area appears.

4. Type the receiving unit's Unit Identification Code (UIC) in the **UIC** field of the *Selection options* area.
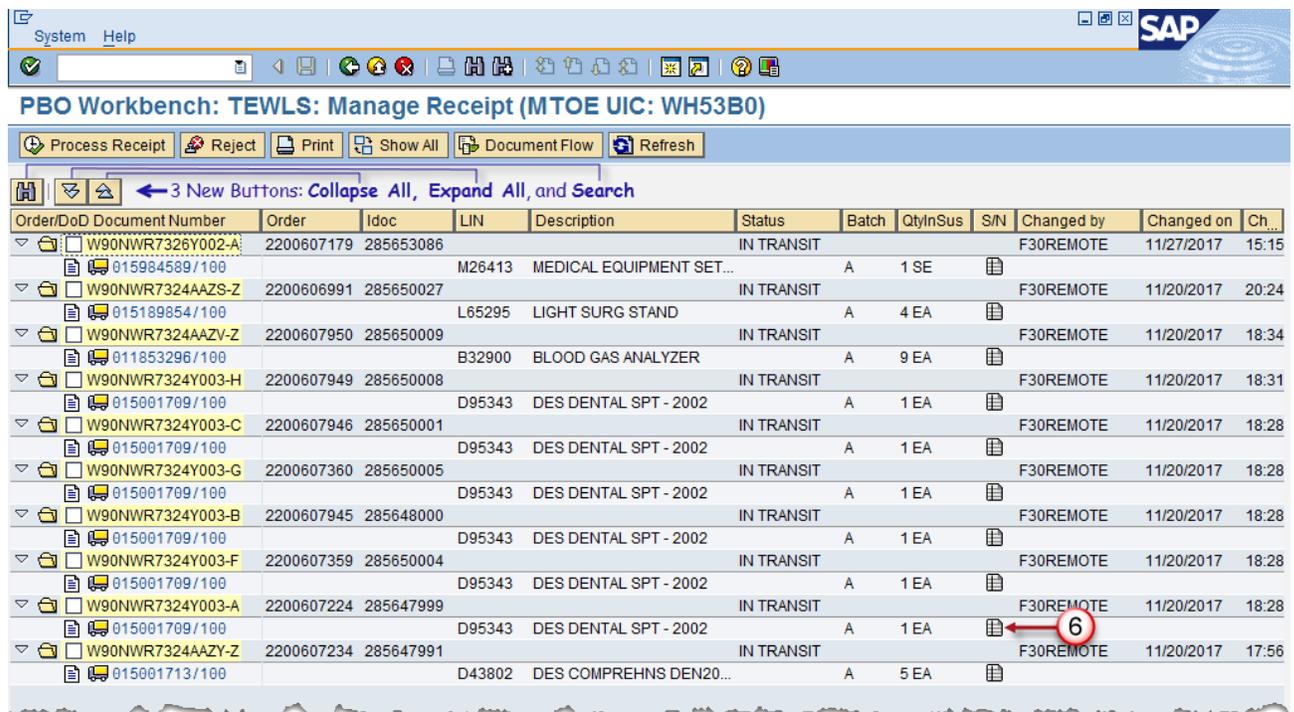
   Optional: Click the **Display completed transactions** check box to include items already processed.

5. Click the ⊕ **Execute** button. If the specified unit has materiel from TEWLS in an *IN TRANSIT* status, the system will display a listing on the next screen; otherwise, it will display an *Information* dialog box containing the message ⚠ *No records found.* In these cases, no action is needed.

GCSS-Army
GLOBAL COMBAT SUPPORT SYSTEM - ARMY

PBO Workbench **Has New Features!**

Effective 09-Dec-2017, this **ZPBOWKBH** screen has three new buttons:

Search............Use this button to search all columns for any content you need, such as a Line Item Number (LIN), Description, or material number.

Expand All ......Use this button to "expand" all line items and display additional information, such as status icons, material numbers, and LINs. (This is the default setting, as shown below.)

Collapse All.....Use this button to "collapse" all line items, hiding the additional information displayed by the **Expand All** button.

PBO Workbench: TEWLS: Manage Receipt (MTOE UIC: WH53B0)

Process Receipt | Reject | Print | Show All | Document Flow | Refresh

← 3 New Buttons: **Collapse All, Expand All,** and **Search**

Order/DoD Document Number	Order	Idoc	LIN	Description	Status	Batch	QtyInSus	S/N	Changed by	Changed on	Ch...
W90NWR7326Y002-A	2200607179	285653086			IN TRANSIT				F30REMOTE	11/27/2017	15:15
015984589/100			M26413	MEDICAL EQUIPMENT SET...		A	1 SE				
W90NWR7324AAZS-Z	2200606991	285650027			IN TRANSIT				F30REMOTE	11/20/2017	20:24
015189854/100			L65295	LIGHT SURG STAND		A	4 EA				
W90NWR7324AAZV-Z	2200607950	285650009			IN TRANSIT				F30REMOTE	11/20/2017	18:34
011853296/100			B32900	BLOOD GAS ANALYZER		A	9 EA				
W90NWR7324Y003-H	2200607949	285650008			IN TRANSIT				F30REMOTE	11/20/2017	18:31
015001709/100			D95343	DES DENTAL SPT - 2002		A	1 EA				
W90NWR7324Y003-C	2200607946	285650001			IN TRANSIT				F30REMOTE	11/20/2017	18:28
015001709/100			D95343	DES DENTAL SPT - 2002		A	1 EA				
W90NWR7324Y003-G	2200607360	285650005			IN TRANSIT				F30REMOTE	11/20/2017	18:28
015001709/100			D95343	DES DENTAL SPT - 2002		A	1 EA				
W90NWR7324Y003-B	2200607945	285648000			IN TRANSIT				F30REMOTE	11/20/2017	18:28
015001709/100			D95343	DES DENTAL SPT - 2002		A	1 EA				
W90NWR7324Y003-F	2200607359	285650004			IN TRANSIT				F30REMOTE	11/20/2017	18:28
015001709/100			D95343	DES DENTAL SPT - 2002		A	1 EA				
W90NWR7324Y003-A	2200607224	285647999			IN TRANSIT				F30REMOTE	11/20/2017	18:28
015001709/100			D95343	DES DENTAL SPT - 2002		A	1 EA	← 6			
W90NWR7324AAZY-Z	2200607234	285647991			IN TRANSIT				F30REMOTE	11/20/2017	17:56
015001713/100			D43802	DES COMPREHNS DEN20...		A	5 EA				

6. Click a line item's List button in the **S/N** column to display the serial number(s) of the associated item(s).

Critical: You need to match the serial numbers on each item you received with the serial number(s) listed in the *Assigned serial numbers* dialog box (shown below) to be certain you are processing receipts for the correct line item(s). Be sure to also verify that the value in the **QtyInSus** (Quantity in Suspense) column for each material, such as *1 EA*, matches both the serial number count in the dialog box and the number of items received.

Note: If no serial number was provided by TEWLS for an item that should be serialized, the system will display an *Information* dialog box containing the message ⚠ *No S/N assigned* when you click the List button. If this occurs, you should reject the line item using the instructions in the *Reject a TEWLS Materiel Line Item* section of this bulletin. You must resolve this situation with the assistance of the GCSS-Army Help desk.

GCSS-Army
GLOBAL COMBAT SUPPORT SYSTEM - ARMY
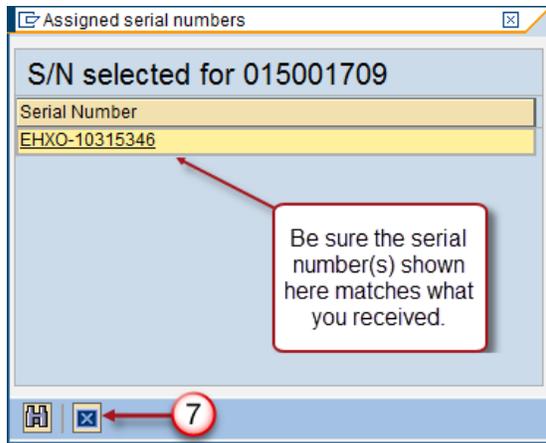
7. Click the ⊠ **Close** button to close the dialog box <u>after</u> verifying that the serial numbers listed match the serial numbers of the items you received.

Note: Repeat Steps **6** and **7**, as needed, to locate the line item(s) that correspond to all received materiel. Proceed with the remaining steps once you have located all line items for which you intend to process receipts.

Critical: If <u>no</u> line items include a serial number for an item you received, refer to the *Reject a TEWLS Materiel Line Item* section of this bulletin for further instructions.

In the example below, you have located three line items that match the items you received.
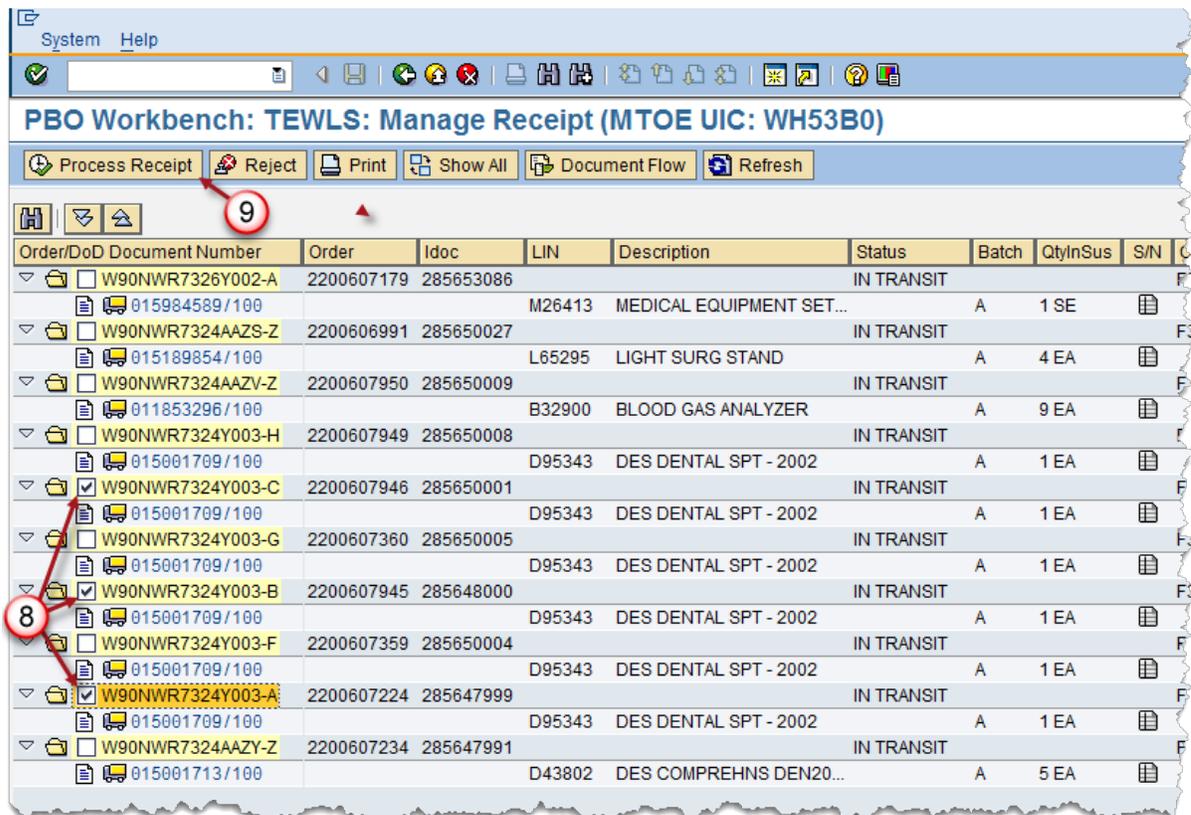
8. Click the **check box** to the left of each line item for which you will process a receipt.

9. Click the **Process Receipt** button. The system displays a *Confirm* dialog box.
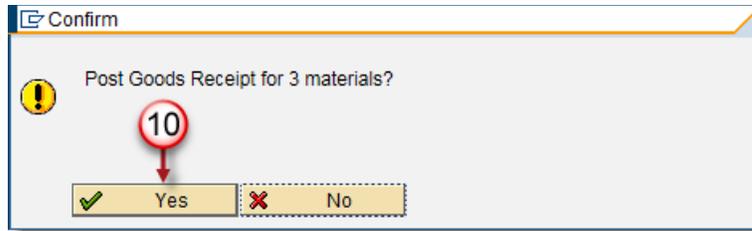
10. Click the **Yes** button. The system displays a *Messages* dialog box after processing the receipt(s).
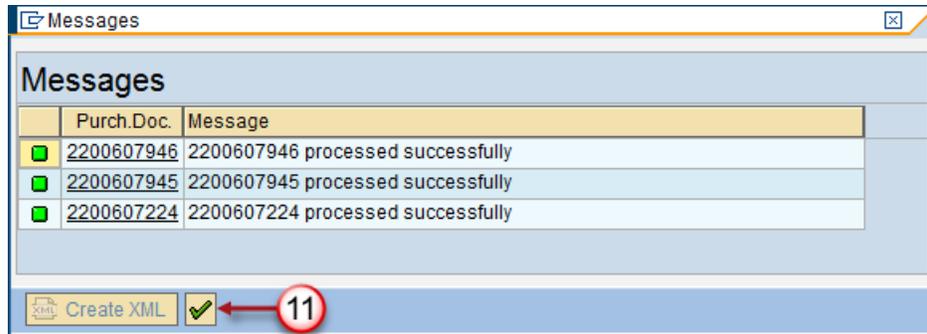
Note: If the receipts are processed successfully, the dialog box will be similar to that shown above. If there are any errors, the dialog box will contain a description of each error, such as ⚙ *Status errors occurred for the serial numbers concerned*. Resolve errors with the assistance of the GCSS-Army Help Desk.

Optional: Before closing the dialog box, you can view the Goods Receipt document by clicking an underlined number in the **Purch. Doc.** column. Click the 🔙 **Back** button to return to the *Messages* dialog box when finished.

11. Click the ✅ **Continue** button to close the dialog box.

Results:

- The system displays *PROCESSED* in the **Status** column of each line item that processed successfully and replaces each 🖥 IN TRANSIT symbol with a green ✔ check mark, as shown below.

- If any item had processing errors, the system temporarily replaces the 🖥 IN TRANSIT symbol with a red ✖ to the left of the affected line item(s) and displays a brief error description in the **Status** column. This status will change back to 🖥 IN TRANSIT once you refresh the screen. (See Step **15**.)

GCSS-Army
GLOBAL COMBAT SUPPORT SYSTEM—ARMY

You have processed Goods Receipts for materiel received from TEWLS.

In the remaining steps, you will view the document flow and refresh the screen to remove the processed line items.

12. Click the **check box** to the left of a line item you processed.

13. Click the **Document Flow** button. The *Document Flow* dialog box appears, displaying the document numbers of the associated Purchase Order, Inbound Delivery, and Goods Receipt.

Optional: Before closing the dialog box, you can view any of these documents by clicking the corresponding underlined number in the **SAP Document** column. Click the 🔙 **Back** button to return to the *Document Flow* dialog box when finished.

14. Click the ✅ **Continue** button to close the dialog box.

15. Click the **Refresh** button to hide the processed line items.

    Note: To display line items processed previously, perform Steps **1** through **5** above, being sure to select the optional **Display completed transactions** check box mentioned in Step **4**.

From this screen, you can continue to process receipts or return to the initial transaction screen, as described in the next step.

16. Click the **Back** button to return to the *PBO Workbench: Initial* screen.

You have processed Goods Receipts for materiel received from TEWLS. The items are now assigned to the Unit Commander's storage location (CDR SLoc). Unit Supply personnel can now use transaction **MIGO** (movement type 311) to move the materiel to other stock SLocs in the unit.

Reject a TEWLS Materiel Line Item

You can reject a TEWLS line item for reasons that include, but are not limited to, the following:

- Incorrect quantity received

- Missing serial number for a serialized item

- A serial number in the PO does not match the serial number received

- Inaccurate information provided by TEWLS via "IDoc".

About IDocs

Successfully receiving materiel from TEWLS into GCSS-Army requires an accurate exchange of information between both systems. GCSS-Army exchanges information with outside systems using Intermediate Documents or "IDocs". The purpose of an IDoc is to transfer information to GCSS-Army from other systems and vice versa. If key information, such as a serial number, is missing or incorrect in the IDoc, your attempt to create a goods receipt will likely result in an error.

Due to their technical nature, IDocs are difficult to interpret without proper training (and your user role will not allow IDoc access anyway); so you must contact the GCSS-Army Help Desk to resolve most errors encountered while performing the steps in the previous section.

Typically, the first step of the resolution process will be to reject the affected line item. Even if only one of multiple serialized pieces included in the line item is incorrect, you will need to reject the entire line item to resolve the transfer.

Note: If the PBO takes physical receipt of materiel from TEWLS but the materiel does not appear in the PBO Workbench, it is possible that GCSS-Army did not receive the IDoc successfully. When this occurs, GCSS-Army sends a *Negative Acknowledgement* (NACK) message to TEWLS. TEWLS is responsible for sending a corrected IDoc upon receipt of a NACK. You will not see the PO in the PBO Workbench, nor will you be able to generate a goods receipt, until the corrected IDoc is received and acknowledged (via an ACK message) by GCSS-Army. You can contact the Help Desk for assistance with this, if needed.

Critical: Once a line item is rejected, you will no longer be able to see it from the *PBO Workbench*, so be sure to write down the following information before contacting the Help Desk:

- DoD Document Number

- Material Number

- LIN

- IDoc Number

- Purchase Order (PO) Number

- All serial numbers included in the line item (Click the line item's ▤ **List** button in the **S/N** column to display them.)

Alternately, you can capture the above information in a screen shot by pressing the **Print Screen** key while the information is on-screen. This copies the screen image to your computer's clipboard. Next, paste (**Ctrl+V**) the image into a new document using *Paint*, *PowerPoint*, or *Word*. You can then print the document, if desired.

Instructions

The following steps describe how to reject a TEWLS line item:

1. Navigate to the *PBO Workbench* from the *Easy Access* screen by typing **ZPBOWKBH** in the **Command** field and pressing **Enter**.

2. Click the **TEWLS** button in the *Select Process* area. The *Select action* area appears.

3. Click the **Receive Purchase Order** button in the *Select action* area. The *Selection options* area appears.

4. Type the receiving unit's Unit Identification code (UIC) in the **UIC** field of the *Selection options* area.

5. Click the ⏰ **Execute** button. The system displays the *PBO Workbench: TEWLS: Manage Receipt ([MTOE / TDA] UIC: [UIC])* screen.

GCSS-Army
GLOBAL COMBAT SUPPORT SYSTEM – ARMY

6. Click a line item's 📄 **List** button to display the serial number(s) included in the line item.

   Note: In this example, all 4 serial numbers are missing so the system displays an *Information* dialog box containing the message ⚠ *No S/N assigned*. After contacting the GCSS-Army Help Desk, you are instructed to reject the line item.

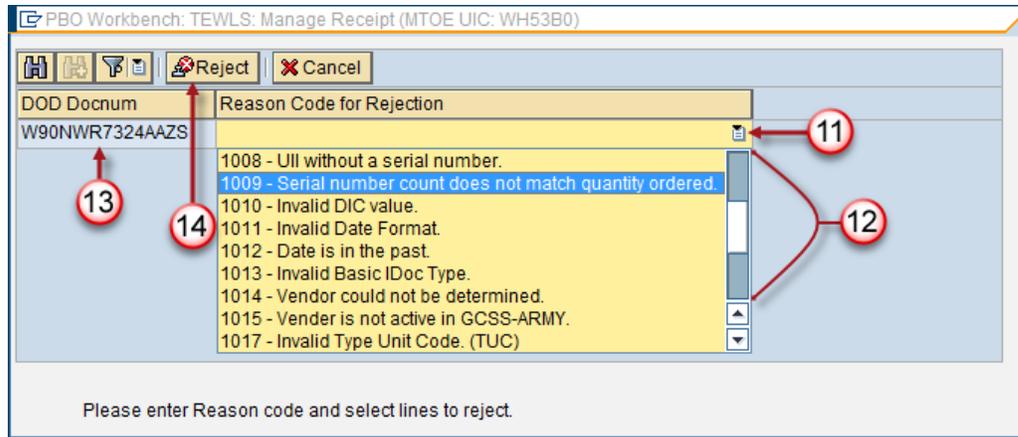7. Click the ✅ **Continue** button to close the *Information* dialog box.

8. Click the **check box** to the left of the line item you intend to reject.

9. Click the **Reject** button. The system displays a *Confirm* dialog box.

10. Click the **Yes** button. The system displays an additional dialog box in which you must specify, as closely as possible, the reason for rejection.

11. Click the **Reason Code for Rejection** 📄 drop down button to display a list of predetermined reason codes.

12. Scroll through the list to locate the reason code that best describes your reason for rejecting the transfer and click it.

13. Click the value in the **DOD Docnum** column that corresponds with the line item you want to reject.

    Note: If you are rejecting multiple line items, repeat the previous three steps for each line.

14. Click the **Reject** button. The system processes the rejection(s) and then displays a *Messages* dialog box displaying the results.
    The following messages appear on the status bar during processing:

    - *Deleting Inbound Delivery 18xxxxxxxx*

    - *Rejecting PO 22xxxxxxxx*

    - *Deleting Purchase Order 22xxxxxxxx*

    Note: Though technically deleted, the PO document can still be viewed, as described below.
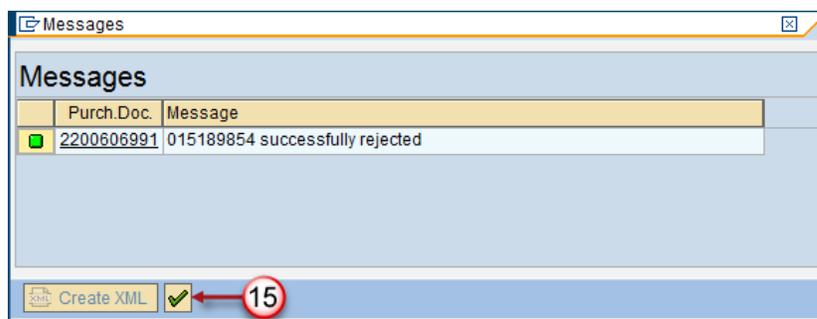
    Optional: Before closing the dialog box, you can view the deleted PO document in transaction **ME23N** by clicking the underlined number in the **Purch. Doc.** column. (Note that the *Customer Data* tab of **ME23N** contains PB-specific information.) Click the 🌐 **Back** button to return to the *Messages* dialog box when finished.

15. Click the ✅ **Continue** button to close the dialog box.

GCSS-Army
GLOBAL COMBAT SUPPORT SYSTEM - ARMY

Results: The system displays *REJECTED* in the **Status** column of each line item that processed successfully and replaces each 🚚 IN TRANSIT symbol with a 📇 REJECTED symbol.

16. Click the **Refresh** button to hide the rejected line items.

    You can continue to process receipts or return to the initial transaction screen, as described in the next step.

17. Click the 🔙 **Back** button to return to the *PBO Workbench: Initial* screen.

You have rejected a line item for materiel from TEWLS. If necessary, work with the Help Desk to arrange for a revised IDoc, which will trigger the creation of an accurate PO line item in this list when received by GCSS-Army. Once the PO appears in **ZPBOWKBH**, you can process it as described in the *Post a Goods Receipt for TEWLS Materiel* section of this bulletin.

Summary

Using the *PBO Workbench (ZPBOSTRUC)*, GCSS-Army now provides PB personnel with the ability to receive TPF medical materiel from TEWLS into a unit's CDR SLoc. It also provides the option to reject a TEWLS transfer if the PO data is incorrect.

GCSS-Army
GLOBAL COMBAT SUPPORT SYSTEM - ARMY