



**DEFENSE LOGISTICS AGENCY**  
DEFENSE SUPPLY CENTER PHILADELPHIA  
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PHILADELPHIA, PENNSYLVANIA 19111-5092

IN REPLY  
REFER TO

DSCP-HP (Rosita Carosella/DSCP-HPF/215-737-8293)

3 October 2002

HEADQUARTERS NOTICE NO. HPF 03 (01)

SUBJECT: BSM Concept Demonstration Update

***NOTICE TO OUR VALUED SUPPLIERS***

This notice supplements previous letters regarding Business Systems Modernization Concept Demonstration Release 1:

1. DSCP-HP Headquarters Notice No. HPF 02 (03) dated 22 July 2002, subject "Produce Suppliers and Business Systems Modernization (BSM) Concept Demonstration"
2. DSCP-HP Headquarters Notice No. HPF 02 (05) dated 10 September 2002, subject "Required Information on BSM Invoices"

**Effective 1 October 2002, only produce vendors supporting customers serviced through Produce Buying Office (PBO) Nashville will continue in the BSM Concept Demonstration.**

All other produce vendors, including those servicing DSO Tidewater, DSO Jacksonville and PBO Birmingham, should continue to invoice according to the standard instructions contained in their Blanket Purchase Agreement (BPA).

In order to facilitate the payment process, it is essential that the following information be annotated on all invoices:

1. Name of Supplier
2. **Contractor and Government Entity (CAGE) Code (Found in Block 9 of BPA cover sheet or in the Central Contractor Registration database - <http://www.ccr.gov>)**
3. BPA Number (Found in Block 1 of BPA Cover sheet – formatted as SP0300-03-A-XXXX or as SPM300-03-A-XXXX for vendors in the PBO Nashville service area)
4. Call Number

5. Itemized list of products
6. Quantity, Unit Price and Extension of Each Item
7. Date of Delivery or Shipment

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It is also recommended that rather than submitting individual daily invoices, all vendors should invoice based on procurement cycles as detailed on page 10 of the FY 2003 BPA. For example, Cycle 0001 for FY03 will be October 1-5, Cycle 0002 will be October 6-12, etc. Therefore, all deliveries for Cycle 0001 (1-5 Oct 2002) should be billed together accompanied by their respective Electronic Vendor Invoicing System (ELVIS) reconciliation documents. Normally, this would mean that a vendor should mail his invoices for the prior weekly cycle by Wednesday of the following week. In the example above, mail invoices and ELVIS documents on Wednesday, October 9, for deliveries made during Cycle 0001. If ELVIS documents are not received within two working days after the delivery, vendors should contact their local servicing Defense Subsistence Office (DSO) or Produce Buying Office (PBO) for assistance. If ELVIS documents are still not received within 5 working days after the end of a billing cycle, vendors can submit their cycle invoices to DFAS Columbus for payment.

**This notice takes precedence over all previous information received in this regard.** If any additional changes are required, this office will notify you immediately. This and all other future notices to our valued suppliers will also be posted to the DSCP website at:  
<http://www.dscp.dla.mil/subs/produce/p-bulltn.htm>.

**P.J. CARR**

Chief, Produce Business Unit  
Directorate of Subsistence