

## **DANTES MATERIALS & PUBLICATIONS NEW ORDERING PROCESS OVERVIEW**

To enhance demand-driven and customer-responsive procurement and efficient distribution of DANTES materials and publications; DANTES adopts the following processes:

1. **Annual Catalog**. DANTES provides authorized ordering centers (Military Ed Centers with DANTES ID#, TCOs, SFACs, etc.) access to a catalog of products. The catalog lists the item name, a brief description, the DANTES Stock # (if applicable), and other pertinent information.
2. **Acknowledge Requirements**. Once a year, ordering centers are prompted by DANTES to project their annual material and publication requirements and place an order based on this projection. Negative replies are also required.
3. **Distribution Scheduling**. Ordering centers receive one delivery (after DANTES Distribution Center receives items), or the ordering center may specify on the ordering form partial deliveries, divided quarterly or semi-annually.
4. **Procurement Analysis**. DANTES collects orders and analyzes them based on budget restraints. Adjustments to quantities requested may be required. DANTES program managers (PMs) coordinate adjustments to orders (if needed), with the ordering centers affected.
5. **Procurement**. DANTES PMs order requested materials and publications from source providers, publishers, and vendors, and await delivery to the DANTES Distribution Center.
6. **Distribution**. As materials arrive, they are distributed according to the original order's specifications. One-time distribution is the default.
7. **Out-of-Cycle Orders**. Ordering centers should contact DANTES PMs if a need for materials outside the annual ordering period arises. Extra materials are stocked on a very limited basis.
8. **Planning**. Our goal is to identify needs before the procurement process, to help eliminate waste and devote resources to items in demand as determined by the field. As trends immerge, DANTES will more accurately project and defend materials and publications budgeting.