

Customer: GSA Burlington NJ Eastern Distribution Center



General Services Administration Data Support for the Export/Shipping, Receiving, and Locator Functions. DOMA is responsible for a wide range of support activities necessary to assist and provide data support for the Export/Shipping, Receiving, and Locator functions of the Eastern Distribution Center. In support of Export/Shipping DOMA personnel are tasked with processing of civilian and military requisitions for export shipment, including controls for stock and direct deliver issues processed through the GSA Distribution Export Packing Facility. All Export personnel are trained and certified in the handling of hazardous commodities and prepare hazardous materials for shipment IAW DOT Code of Federal Regulations necessary to identify HAZMAT shipping requirements. Methods of shipment are determined; labeling applied, consignee identified and data is entered in the Integrated Booking System, Advanced Transportation Control Movement System, and Phoenix Distribution Supply Chain Management System. In support of the GSA Burlington Receiving Department DOMA personnel schedule and organize carrier appointments and control incoming stock arriving into the distribution center. All purchase orders and supplies are entered in the receiving database. Review all documentation to compare to received materials, compare original orders, bills of shipping, and/or invoices with material received. Develop discrepancies listings, shortage listings, or damaged materials listings; enter all data into the Phoenix Distribution Supply Chain Management System. Prepare, mark and change charge information for acquisitions, procurement, item management, vendor identification and provide for finance processing.

DOMA personnel provide Locator Inventory Management Support Services to ensure the accuracy of physical storage locations of materials in a one million square foot warehouse facility. This is done by updating storage locations within the Phoenix Locator System data bases with data obtained from material handlers, selectors, and inventory specialists. Updates are disseminated via reports, spreadsheets, activity sheets, and official government documentation. When discrepancies are identified personnel notify key management regarding discrepancies in physical materials on hand. All data developed and maintained for the Phoenix Distribution Supply Chain Management System is used within the GSA's Nationwide Distribution Management Information Database a collection of the 19 systems used GSA-wide to manage all aspects of the distribution and supply entities.