

Savings and Service Since 1960



FORUM2016



Bingo! We're the VDC

Andy Repak
VDC Director



FORUM2016

VDC “BUZZ WORD” BINGO RULES

- **Use the single serve salt pack as your bingo game piece. When a buzz word is chosen, place a salt pack on top of it.**
- **Place a salt pack on the center “BINGO” free spot.**
- **The buzz word will be randomly drawn from the cup. Slides may reference other subjects, but only the drawn buzz word will count.**
- **The first round winners will complete a row (down, across or diagonally) on their card, raise their hand, and say BINGO. Do not remove the salt packs.**
- **If time permits, we will play a second round. The winner(s) will have every space on their card marked, raise their hand, and say BINGO.**

<u>ACCOUNT STATEMENTS</u>	<u>EXCEPTIONS</u>	<u>RANDOM SAMPLING</u>	<u>VDC HOME PAGE</u>
<u>COMMENTS</u>	<u>FAQ</u>	<u>SPECIFICATIONS</u>	<u>VDC LABORATORY EQUIPMENT</u>
<u>CONTRACTOR SERVICES</u>	<u>GREEN PRODUCTS</u>	<u>TOP SELLERS</u>	<u>VDC MISSION STATEMENT</u>
<u>COST AVOIDANCE</u>	<u>MKT BASKET SURVEY</u>	<u>VDC ADVISORY COMMITTEES</u>	<u>VDC QA LABORATORY</u>
<u>DELIVERIES</u>	<u>MSDS</u>	<u>VDC BIRTHDAY</u>	<u>VDC QA PROGRAM</u>
<u>DIRECTIONS</u>	<u>ORDER STATUS LOOKUP</u>	<u>VDC CUSTOMER SERVICE TEAM</u>	<u>VDC STAFF</u>
			<u>VDC QUALITY CONTROL</u>
<u>DISCREPANCIES</u>	<u>ORDERING OPTIONS</u>	<u>VDC CUSTOMERS</u>	<u>VENDORS WEBSITE</u>
<u>ELECTRONIC ORDERING</u>	<u>QUICK LINKS</u>	<u>VDC DYNAMIC CATALOG</u>	<u>WHSE MGMT SYSTEM (WMS)</u>



The Virginia Distribution Center

BINGO! WE'RE THE VDC!!



The Virginia Distribution Center

BINGO! WE'RE THE VDC!!

VDCWeb@dgs.virginia.gov

804-328-3232 ext. 0

Vdc.dgs.virginia.gov

@VDCvirginia

VDC Home Page/Website

Access our website <http://vdc.dgs.virginia.gov>

The screenshot shows the VDC website home page. At the top, there is a navigation bar with "Virginia.gov", "Agencies", and "Governor" on the left, and a search box labeled "Search Virginia.Gov" on the right. Below this is a dark blue header section containing the VDC logo (a map of Virginia with "VDC" text), the text "Virginia Distribution Center Savings and Service Since 1960", the slogan "Serving the Commonwealth of Virginia", and a phone icon with contact information: "VDC Customer Service 804-328-3232 ext. 0 Hours: 8:00 - 4:45 M-F vdcweb@dgs.virginia.gov".

Below the header is a horizontal menu with six items: "Home" (highlighted in yellow), "New to VDC", "Buy From VDC", "Sell to VDC", "VDC Contact Directory", and "Customer Service".

The main content area features a large aerial photograph of a large white industrial building with a solar panel array on the roof, surrounded by greenery and a pond. Below the photo are four promotional tiles:

- GO GREEN**: "VDC Offers ECO-Friendly Products See what we have to offer" with a play button icon.
- Quality Assurance**: "The VDC Quality Assurance Laboratory" with a photo of a person in a lab and a play button icon.
- VDC NEWS**: "Product Updates & Announcements" with a photo of product containers and a play button icon.
- Customer Service**: "804-328-3232 ext. 0 You can find answers to many questions in our VDC online help center" with a play button icon.

At the bottom of the page is a dark grey footer containing the DGS logo (Department of General Services) on the left, the text "Serving Commonwealth of Virginia State Agencies, Localities & Political Subdivisions" in the center, and "Department of General Services" on the right.

VDC Catalog

Access the catalog by going to the website link
<http://shopvdc.dgs.virginia.gov>

The screenshot shows the VDC Product Catalog website. At the top left is the VDC logo with the text "Virginia Distribution Center" and "Settings and Service Since 1969". At the top right, it shows "1 Logout". The main heading is "Product Catalog". Below this is a search form with four input fields labeled "Description", "Product", "Brand", and "Pack Size", followed by a green "Search" button. Underneath are four dropdown menus labeled "Brand", "Line", "Class", and "Category", each with "Select" as the current value. Below the filters is a table with columns: "Product", "Description", "UM", "Pack Size", "MSDS", and "Unit Price". The table is currently empty, with "No records to display." below it. At the bottom left of the table area, it says "Change page: Page 1 of 1, items 0 to 0 of 0." with navigation icons. At the bottom right, there is a "Login" button.



Information In the VDC Website

- **Billing instructions including invoicing and account statements**
- **Deliveries and exceptions**
- **General Terms and Conditions including Contractor Provided Services**



VDC Customers

The VDC serves the Commonwealth of Virginia:

- **Correctional Institutions,**
- **Behavioral Health Facilities,**
- **Other Agencies,**
- **Universities and Colleges,**
- **Localities, and**
- **Political Subdivisions.**

Electronic Ordering



Help

Welcome Repak, Andy

[Close Punchout Catalog Shopping Session](#)



Guest

Dashboard

*DGS - VIRGINIA DISTRIBUTION CENTER - A19417

Recent Orders

Order	Requisition	Order Date	Ship Date	Delivery Date	Order Amount	Re Order
		11/02/2016	11/03/2016	11/04/2016	321.20	
EP2475229	PR7294076	11/01/2016	11/14/2016	11/15/2016	0.00	
9776	AWR00013	10/28/2016	11/02/2016	11/03/2016	0.00	
		10/28/2016	10/31/2016	10/31/2016	19.28	
9719	AWR00012	10/21/2016	10/24/2016	10/25/2016	42.46	
9659	AWR00010	10/12/2016	10/14/2016	10/15/2016	45.48	
9650	AWR00010	10/11/2016	10/14/2016	10/15/2016	132.92	
	PR7255929	10/05/2016	10/13/2016	10/14/2016	0.00	
EP2462334	PR7255929	10/05/2016	10/13/2016	10/14/2016	0.00	
9582	AWR00009	09/28/2016	09/30/2016	10/01/2016	15.97	

New Orders

Select Order Guides to Load:

[Start New Order](#)

[Start Quick Order](#)

My Contacts

Phone: 804-328-3224

E-mail: ANDY.REPAK@DGS.VIRGINIA.GOV

Address: 2400 RILEY RIDGE ROAD

City: SANDSTON

Zip: 23150-0099

Messages

You have:

[0 Must Read Messages](#)

[0 New Messages](#)

[0 Old Messages](#)



Ordering Options

Commodities *Staple Food • Frozen Food • Janitorial Supplies* *Paper & Plastic Products • Safety Supplies • Other Select Items*



The Virginia Distribution Center is Proud to offer Eco-Friendly products



Welcome to the VDC Web Ordering System

Our goal is to better serve our customers and we want to thank you for your understanding and patience during this system upgrade. The new VDC Web Ordering System (VDC Web) will accept your login and password from the old VDC ROS system. For new customers, please click Sign Up link and we will contact you with your new account information.

2400 Riley Ridge Rd.
Sandston, VA 23150
Customer Service: 804-328-3232
Fax: 804-328-3222
vdcweb@dgs.virginia.gov

Product Catalog

Sign Up



Username

Password

[Forgot Password](#)


Sign In

Version 5.1.201605.01

Directions to the VDC

- **Find directions and a map to our facility on our home page:**
<http://vdc.dgs.virginia.gov/>
- **Our physical location is:**
2400 Riley Ridge Road
Sandston, VA 23150

Safety Data Sheets (SDS) [formerly MSDS]

- They are available through the VDC Catalog from either the vendor's website or the VDC server and can be printed.
- Simply search for the item, click on the multi-colored diamond  next to the item number which opens the SDS sheet as a printable Adobe file.



Order Status Lookup Feature

This feature enables customers to find out when their order is scheduled for shipment, when it left the VDC facility (shipped), and what items are on the shipment.

Go to the VDC website or straight to the Order Status Lookup and enter your Requisition or Order number

<http://shopvdc.dgs.virginia.gov/OrderStatus.aspx>

Go “GREEN” with the VDC

The VDC is proud to offer eco-friendly products. Please check the VDC home page often as our list continues to grow!

<http://vdc.dgs.virginia.gov>

- Paper Products
- Detergents and Disinfectants
- Floor Care Products
- Snow and Ice Melt
- Hand and Bath Soap
- Strippers and Cleaners
- Recycling Containers

Meet our Customer Service Team



Lydia, Brenda, Rosalind, & Logan

VDCWeb@dgs.virginia.gov

Call 804-328-3232 ext. 0



VDC Customer Service Team

Email or call for:

- Exceptions
- Directions
- Questions
- Comments
- Concerns
- Compliments

VDCWeb@dgs.virginia.gov

Call 804-328-3232 ext. 0



Market Basket Survey

This is the tool that provides the VDC staff with important information to improve processes, investigate pricing disparities, and continue to maintain and improve your level of satisfaction.

Cost Avoidance Market Basket Survey Results

FY	2012	2013	2014	2015	2016
Food	52.25%	49.67%	36.73%	48.01%	44.33%
Housekeeping	82.97%	41.55%	48.64%	37.17%	32.42%
Dollar Savings (\$Millions)	\$23.6	\$15.5	\$14.1	\$13.4	\$11.7

**Over \$238.4 Million in
cost avoidance since FY00**

VDC Quality Assurance Laboratory



Test being performed using the counter balance.

VDC QA Laboratory Equipment

- **Convection Oven**
- **Mixer**
- **Counter Type Balance**
- **Rockwell Hardness Tester**
- **Hobart Fat Analyzer**
- **Drying Oven**

VDC QA Laboratory Equipment



**Instron Universal Tester
QA equipment is used
to determine the break
strength of paper products,
linens (towels, washcloths,
sheets, pillowcases)
and plastic can liners;
tear strength of linens;
% elongation (stretch) of
can liners
before they break/tear.**

VDC Quality Assurance (QA) Program

- **Creates detailed specifications**
- **Creates testing requirements**
- **Performs bid sample testing**
- **Performs first delivery testing**
- **Conducts random product evaluations/sampling**
- **Provides for quicker verification of quality through on-site testing**
- **Ensures high product reliability for customers**

VDC Quality Control (QC)

To minimize discrepancies, orders & lines are QC'ed by our warehouse staff & contract carrier, Wilson Trucking Corp., before loading & shipping





VDC Advisory Committees

Food Advisory Committee & Housekeeping Products Committee

- **Consist of customer representatives**
- **Advise the VDC on quality requirements**
- **Participate in product evaluations**
- **Suggest ways that the VDC can improve quality**



Top Sellers

- Hot Roll Mix
- Multi-fold Paper Towels
- 2 Ply Toilet Tissue
- 1 Ply Toilet Tissue
- Margarine Solids



April 1, 2016

**The VDC celebrated
56 years of service to
our customers.
Happy Birthday VDC!**

VDC Website

- **About Us**
- **Contacting VDC**
- **Directions to VDC**
- **eVA Punchout Catalog Guide**
- **Product Changes**
- **VDC Catalog**
- **Quick Links**
- **Quality Assurance Program**
- **FAQ**



VDC Mission Statement

The Virginia Distribution Center is dedicated to providing customers with the highest quality services and products at the lowest prices

The VDC Staff






Frequently Asked Questions (FAQ)

Find answers frequently asked questions on our website's Customer Service Tab

- **Shipping and Delivery**
- **Technical Assistance**
- **Products**
- **Quality Assurance/Product Specifications**

Safety Data Sheets (SDS) from Vendor's Websites

- Many of the SDS are linked from the VDC Catalog to the vendor's website
- Simply search for the item, click on the multi-colored diamond  next to the item number which opens the SDS sheet as a printable Adobe file.

Contractor Services

Home

New to VDC

Buy From VDC

Sell to VDC

VDC Contact Directory

Customer Service

[Return](#)

Customer Service



Have a question? **Call**
VDC Customer Service
804-328-3232 ext. 0
Hours: 8:00 - 4:45 M-F
vdcweb@dgs.virginia.gov

Ordering from VDC

Shipping and Delivery

Products

Dispensers for skin cleansers
and hand sanitizers

Contractor Services

Hazard Communication
Standard

Quality Assurance

Contractor Provided Services

The term contracts for some of the VDC products require the contracted vendors to provide certain services to our customers. These services are outlined below and can be obtained by contacting our contract vendor listed below or the VDC Customer Service Team at **804-328-3232 ext. 0** or e-mail them at VDCWeb@dgs.virginia.gov.

▼ Dishwashing Compounds

▼ High Security Dispensing Cleaning Chemicals System

▼ Floor Care Products

▼ Laundry Washing Compounds



Account Statements

- **The VDC has implemented eStatements. Look for your monthly account statement in your email.**
- **Please contact us at vdcweb@dgs.virginia.gov if you have any questions or want to make sure you are signed up.**

Deliveries



Warehouse Management System

Location 21011

Location Type: Rack Reserve Zone: Z21-L
 Length: 48 in Section:
 Width: 42 in Aisle: 21
 Height: 70 in Bay: 01
 Positions: 10 Level: 1
 Stack: 2 Position:

Qty	Product	Destination	Order #	Recv...	Description	Ti/Hi	Lot Code
50 BG	912005	STAGE01		9/23/2016	HOT ROLL MIX, WHOLE WHE...	5 x 10	100171356
50 BG	912005			9/23/2016	HOT ROLL MIX, WHOLE WHE...	5 x 10	100171357
50 BG	912005	STAGE01		9/23/2016	HOT ROLL MIX, WHOLE WHE...	5 x 10	100171364
50 BG	912005	STAGE01		9/23/2016	HOT ROLL MIX, WHOLE WHE...	5 x 10	100171365
50 BG	912005			10/13/20...	HOT ROLL MIX, WHOLE WHE...	5 x 10	100172139
50 BG	912005			10/13/20...	HOT ROLL MIX, WHOLE WHE...	5 x 10	100172140

Product Lookup - 912005

HOT ROLL MIX, WHOLE WHEAT, 50 LBS/BAG

Warehouse: VDC Owner: 01 Status: (all) Lotcode:

UOM	Conversion	Actual	Book	Inbound	Outbound	Soft Alloca...	Hard Alloc...	Staged
BG	eaches	999	346	1754	417	181	181	0
TOTAL	BG	999	346	1754	417	181	181	0

Total Package: BAG

Wareho...	Location	Location Type	Qty	UOM	Recv Date	Task Type	Status	Staged?	Haz Ma...
VDC	DOOR10	Door	6	BG		Shipping			
VDC	21011	Rack Reserve	100	BG	10/13/2016				
VDC	21011	Rack Reserve	50	BG	9/29/2016				
VDC	21011	Rack Reserve	150	BG	10/13/2016				
VDC	21011	Rack Reserve	150	BG	9/29/2016	Pick from Res...			
VDC	20101	Case Pick	45	BG	10/13/2016				
VDC	51521	Rack Reserve	498	BG	10/13/2016				

Product Lookup - 912005



Warehouse: 01 Owner: 01 Status: (all)

Date Range: on or after 10/4/2016

D...	Time	Owner	Wareho...	User	Function	Reason	Quantity	Book?	Actual?	Status	Cost	Order	IOOrder
10/4/2016	8:29 AM	01	01	TIMS	SHIPPING	SHIPPED	-16		Yes		-305.76	EP2457181	EP2457181
10/4/2016	9:05 AM	01	01	TIMS	SHIPPING	SHIPPED	-15		Yes		-286.65	EP2455573	EP2455573
10/4/2016	11:12 AM	01	01	CHARRIS	SHIPPING	SHIPPED	-50		Yes		-955.51	9563	9563
10/4/2016	11:12 AM	01	01	CHARRIS	SHIPPING	SHIPPED	-50		Yes		-955.51	9563	9563
10/4/2016	11:12 AM	01	01	CHARRIS	SHIPPING	SHIPPED	-50		Yes		-955.51	9563	9563
10/5/2016	10:51 AM	01	01	TIMS	SHIPPING	SHIPPED	-30		Yes		-332.20	EP2457534	EP2457534
10/6/2016	1:50 PM	01	01	CHARRIS	SHIPPING	SHIPPED	-20		Yes		-332.20	D01861482	D01861482
10/6/2016	1:58 PM	01	01	W/BROWN	SHIPPING	SHIPPED	-20		Yes		-332.20	EP2456474	EP2456474
10/7/2016	8:30 AM	01	01	TIMS	SHIPPING	SHIPPED	-50		Yes		-955.51	EP2462169	EP2462169
10/7/2016	8:30 AM	01	01	TIMS	SHIPPING	SHIPPED	-50		Yes		-955.51	EP2462169	EP2462169
10/7/2016	8:30 AM	01	01	TIMS	SHIPPING	SHIPPED	-25		Yes		-477.75	EP2462169	EP2462169
10/7/2016	8:30 AM	01	01	TIMS	SHIPPING	SHIPPED	-50		Yes		-955.51	EP2462169	EP2462169
10/7/2016	1:59 PM	01	01	BUSTER	SHIPPING	SHIPPED	-50		Yes		-955.51	9618	9618
10/7/2016	1:59 PM	01	01	BUSTER	SHIPPING	SHIPPED	-50		Yes		-955.51	9618	9618
10/7/2016	1:59 PM	01	01	BUSTER	SHIPPING	SHIPPED	-25		Yes		-477.75	9618	9618
10/7/2016	2:57 PM	01	01	TIMS	SHIPPING	SHIPPED	-50		Yes		-955.51	9580	9580
10/7/2016	3:48 PM	01	01	TIMS	SHIPPING	SHIPPED	-1		Yes		-119.11	EP2460355	EP2460355
10/11/20.	9:05 AM	01	01	JCRAWF0...	UNIT STATU...	PLACE HOLD	2		Yes	QA	\$38.22		
10/11/20.	9:05 AM	01	01	JCRAWF0...	UNIT STATU...	PLACE HOLD	-2		Yes		-38.22		
10/11/20.	9:56 AM	01	01	CHARRIS	SHIPPING	SHIPPED	-50		Yes		-955.51	9621	9621
10/11/20.	9:56 AM	01	01	CHARRIS	SHIPPING	SHIPPED	-20		Yes		-332.20	9621	9621
10/11/20.	9:56 AM	01	01	CHARRIS	SHIPPING	SHIPPED	-50		Yes		-955.51	9621	9621
10/11/20.	11:53 AM	01	01	CHARRIS	SHIPPING	SHIPPED	-10		Yes		-1191.10	EP2460545	EP2460545
10/11/20.	1:06 PM	01	01	CHARRIS	SHIPPING	SHIPPED	-10		Yes		-1191.10	EP2460358	EP2460358
10/11/20.	3:34 PM	01	01	CHARRIS	SHIPPING	SHIPPED	-30		Yes		-573.30	EP2456639	EP2456639
10/12/20.	9:21 AM	01	01	JANISKO	UNIT STATU...	REMOVE HO...	2		Yes		\$38.22		
10/12/20.	9:21 AM	01	01	JANISKO	UNIT STATU...	REMOVE HO...	-2		Yes	QA	-38.22		
10/12/20.	9:21 AM	01	01	JANISKO	DELETE INV...	DMG-WARE...	-1		Yes		-119.11		
10/12/20.	10:25 AM	01	01	MYSKA	COUNT REC...	COUNT	-18	Yes	Yes	QA	-343.38		
10/12/20.	10:56 AM	01	01	TIMS	SHIPPING	SHIPPED	-20		Yes		-332.20	EP2460645	EP2460645
10/12/20.	2:11 PM	01	01	TIMS	SHIPPING	SHIPPED	-45		Yes		-955.95	EP2464725	EP2464725
10/12/20.	2:11 PM	01	01	TIMS	SHIPPING	SHIPPED	-23		Yes		-439.53	EP2464725	EP2464725
10/12/20.	2:11 PM	01	01	TIMS	SHIPPING	SHIPPED	-50		Yes		-955.51	EP2464725	EP2464725
10/12/20.	3:59 PM	01	01	ABROWN	SHIPPING	SHIPPED	-5		Yes		-95.55	EP2457842	EP2457842



Warehouse Management System

Location 21011								
Location Type: Rack Reserve			Zone: Z21-L					
Length: 48 in			Section:					
Width: 42 in			Aisle: 21					
Height: 70 in			Bay: 01					
Positions: 10			Level: 1					
Stack: 2			Position:					
Qty	Product	Destination	Order #	Recv. ...	Description	Ti/Hi	Lot Code	Exp Date
50 BG	912005	STAGE01		9/29/2016	HOT ROLL MIX, WHOLE WHE...	5 x 10		
 100171356								
50 BG	912005			9/29/2016	HOT ROLL MIX, WHOLE WHE...	5 x 10		
 100171357								

Quick Links

Virginia.gov Agencies Governor Search Virginia.Gov

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Virginia Distribution Center
Savings and Service Since 1960

Serving the Commonwealth of Virginia

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804-328-3232 ext. 0
Hours: 8:00 - 4:45 M-F
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Home New to VDC Buy From VDC Sell to VDC VDC Contact Directory Customer Service

Commodities

Staple Food • Frozen Food • Janitorial Supplies
Paper & Plastic Products • Safety Supplies • Other Select Items

Go Green The Virginia Distribution Center is Proud to offer Eco-Friendly products

GO GREEN
VDC Offers ECO-Friendly Products
See what we have to offer 

Quality Assurance
The VDC Quality Assurance Laboratory 

VDC NEWS
Product Updates & Announcements 

Customer Service
804-328-3232 ext. 0
You can find answers to many questions in our VDC online help center 







