



Search For an Address — Criteria

Overview

The Property Accountability module Address process provides the ability to locate and manage the addresses already created or to add a new address. They are used to define locations and Points of Contact (POC) for later use in DPAS.

Navigation

Master Data > Address > Address Search Criteria page

Procedures

Search for an Address

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria panel, narrow the results by entering one or more of the following fields.



• Update the UIC, using to select the desired identifier.

1

2. Select search . The **Address Search Results** page appears.

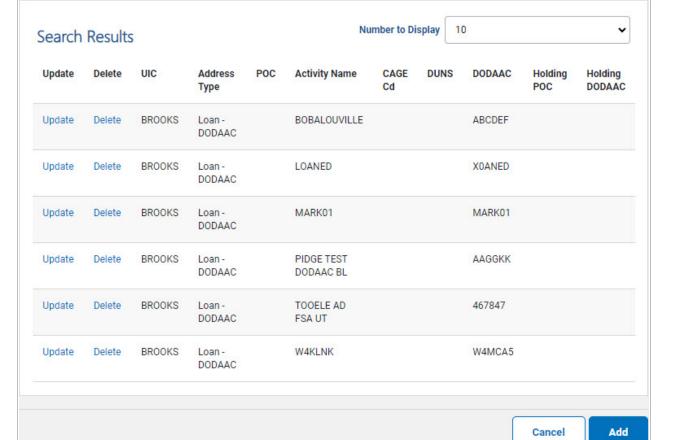




Search Criteria

UIC Address Type

BROOKS





Add an Address

Navigation

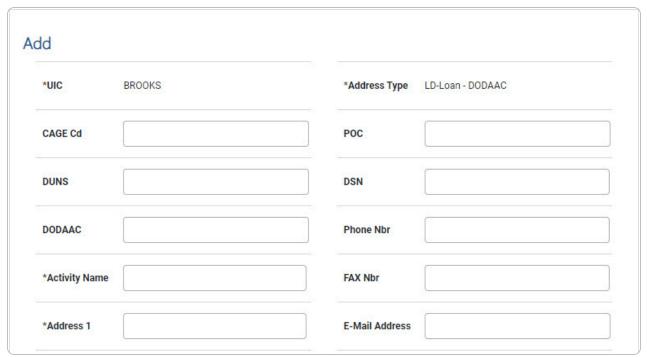
Master Data > Address > Search Criteria > Address Add page

Procedures

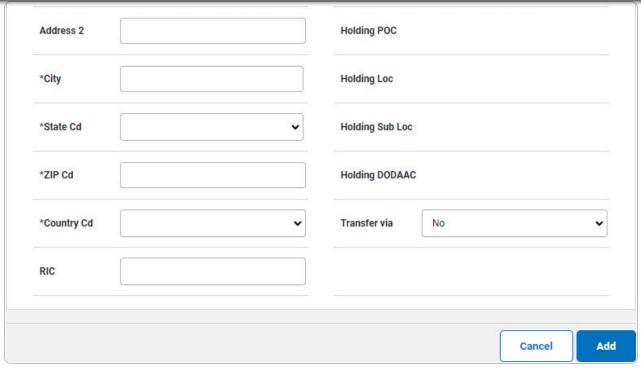
Add an Address

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

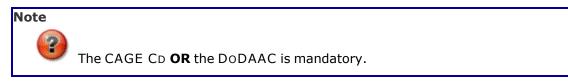
- 1. Use to select the Address Type.
- 2. Select . The **Address Add** page appears.







- **A.** The UIC automatically populates and is not editable.
- B. Enter the CAGE CD in the field provided. This is a 5 alphanumeric character field.



- C. Enter the DoDAAC in the field provided. This is a 6 alphanumeric character field.
- **D.** Enter the Activity Name in the field provided. *This is a 50 alphanumeric character field.*
- **E.** Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*
- **F.** Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- **G.** Use to select the State Cd.
- **H.** Enter the ZIP Code in the field provided. *This is a 10 alphanumeric character field.*
- **I.** Use to select the Country Cd.
- **J.** The Address Type automatically populates and is not editable.



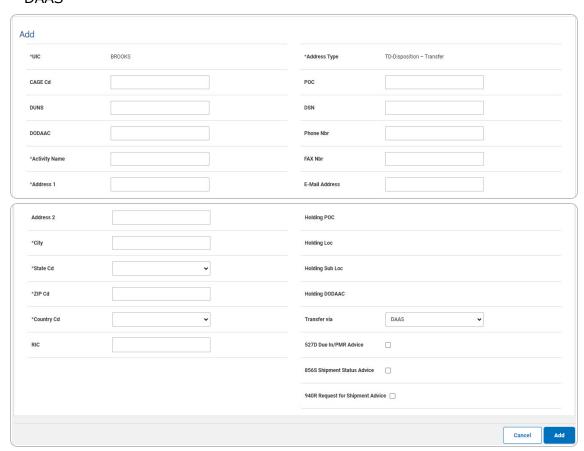


K. Use to select the Transfer via.

The Transfer via field becomes editable when the Address Type is DE - Destination, LD-Loan - DoDAAC, or TD-Disposition - Transfer. For all other Address Types, the field is read-only. When DE - Destination or TD-Disposition - Transfer is the Address Type, additional fields appear when the Transfer via is set to DAAS. When No or PIEE is selected as the Transfer via, no additional fields appear.

DAAS

Note



A. Click \(\subseteq \text{to select the 527D Due In/PMR Advice.} \) When selected, indicates the DLMS transaction is via a due-in advice. The 940R Request for Shipment Advice field is disabled.



Note

When DAAS is selected as the Transfer via, the DoDAAC field is mandatory. The 940R and 856S options can be selected at the same time. The 527D and 856S options can be selected at the same time.

- B. Click \square to select the 856S Shipment Advice. When selected, indicates the DLMS transaction is via a shipment advice.
- C. Click to select the 940R Request for Shipment Advice. When selected, indicates the DLMS transaction is via a request for shipment. The 527D Due In/PMR Advice field is disabled.
- 3. Select . The **Address Transaction Status** page appears.





Update an Address

Navigation

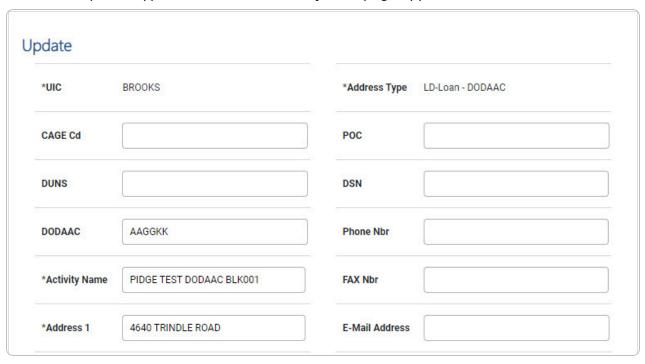
Master Data > Address > Search Criteria > Search Results > Update hyperlink > Address Update page

Procedures

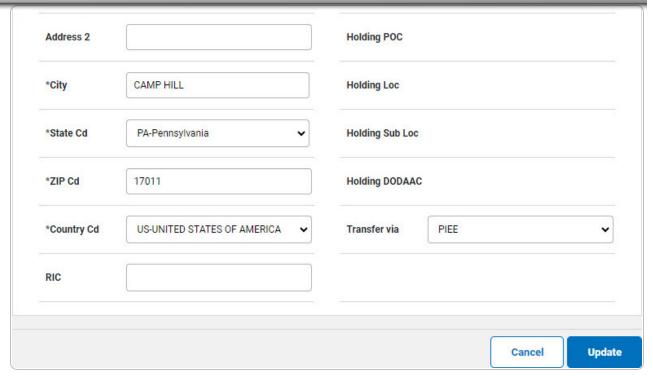
Update an Address

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select the Update hyperlink. The **Address Update** page appears.







- **A.** Verify the UIC.
- B. Update the CAGE CD, entering the revised code in the field provided. *This is a 5 alphanumeric character field.*



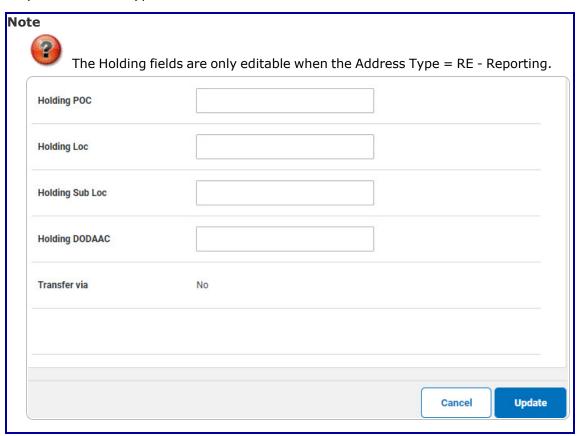
The CAGE CD **OR** the DoDAAC is mandatory.

- C. Update the DoDAAC, entering the revised identifier in the field provided. *This is a 6 alphanumeric character field.*
- **D.** Update the Activity Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
- **E.** Update the Address 1, entering the revised street in the field provided. *This is a 25 alphanumeric character field.*
- **F.** Update the City, entering the revised place in the field provided. *This is a 22 alphanumeric character field.*
- **G.** Update the State Cd, using to select the desired state.





- **H.** Update the ZIP Code, entering the revised identifier in the field provided. *This is a 10 alphanumeric character field.*
- **I.** Update the Country Cd, using to select the desired country.
- **J.** Verify the Address Type.



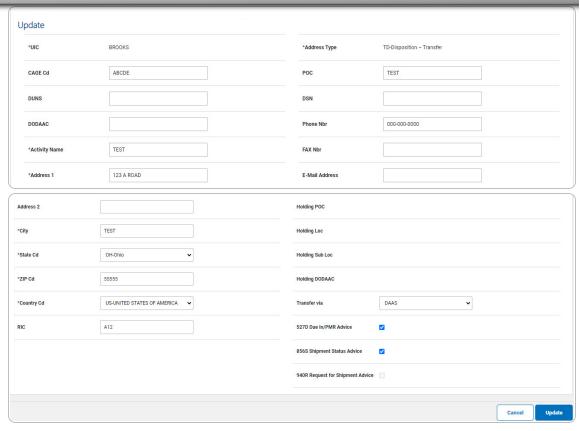
K. Update the Transfer via, using to select the desired method.

Note

The Transfer via field becomes editable when the Address Type is DE - Destination, LD-Loan - DoDAAC, or TD-Disposition - Transfer. For all other Address Types, the field is read-only. When DE - Destination or TD-Disposition - Transfer is the Address Type, additional fields appear when the Transfer via is set to DAAS. When No or PIEE is selected as the Transfer via, no additional fields appear.

DAAS





A. Verify the 527D Due In/PMR Advice contains the appropriate ✓ or □. When selected, indicates the DLMS transaction is via a due-in advice. The 940R Request for Shipment Advice field is disabled.

When DAAS is selected as the Transfer via, the DoDAAC field is mandatory. The 940R and 856S options can be selected at the same time. The 527D and 856S options can be selected at the same time.

- B. Verify the 856S Shipment Advice contains the appropriate \checkmark or \square . When selected, indicates the DLMS transaction is via a shipment advice.
- Verify the 940R Request for Shipment Advice contains the appropriate ✓ or
 When selected, indicates the DLMS transaction is via a request for shipment. The 527D Due In/PMR Advice field is disabled.
- 2. Select Update . The Address Transaction Status page appears.

Note





Delete an Address

Navigation

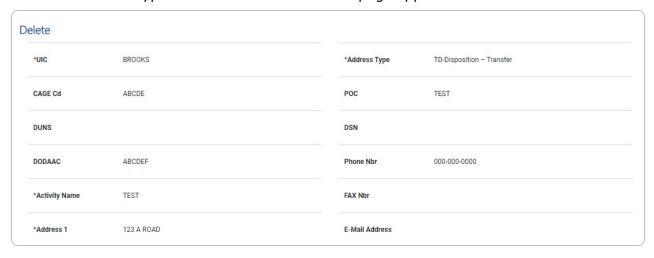
Master Data > Address > Search Criteria > Search Results > Delete hyperlink > Address Delete page

Procedures

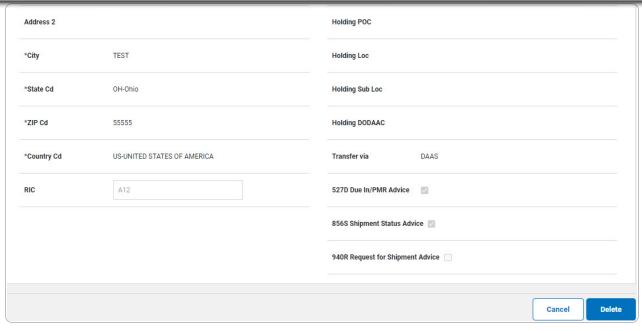
Delete an Address

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select the Delete hyperlink. The **Address Delete** page appears.







- **A.** Verify the UIC.
- **B.** Verify the Activity Name.
- **C.** Verify the Address 1.
- **D.** *Verify the City.*
- **E.** Verify the STATE CD.
- **F.** Verify the ZIP Code.
- **G.** Verify the Country CD.
- **H.** Verify the Address Type.
- I. Verify the Transfer via.
 - DAAS
 - A. Verify the 527D Due In/PMR Advice.
 - B. Verify the 856S Shipment Advice.
 - C. Verify the 940R Request for Shipment Advice.
- 2. Select Delete . The **Address Transaction Status** page appears.

