

# Receiving

## Overview

The Warehouse Management module Receiving process provides the ability to accept items into a Warehouse. Warehouse personnel can use the automated "wizard" to receive the materiel, process from a due-in record, or create a new receipt record with noted discrepancies. This process tracks the overall receiving status to meet the DoD objective of marking every unique item with a Unique Item Identifier (UII), and also establishes the Inventory Control Number (ICN) for the equipment.

If items are canceled or marked discrepant at any time during the receiving process for a Warehouse Transfer, both the losing and gaining warehouses must negotiate how to handle the inventory adjustments.

## Navigation

MATERIEL MGMT > Receiving > Receiving page

## Procedures

## Search for a Receiving Document

One or more of the Search Criteria fields can be entered to isolate the results. By default, all

results are displayed. Selecting CReset at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields.

Instructions					
Search Criteria					
Document Nbr			i Stock Nbr	All	
Document Type	All	•	i Item Desc	All	
Document Status	O - Open	•	Requisition Prj Cd		
Serial Number			i Shipment Ref Nbr	All	
	Q, Sear	ch	CReset + Add		









( ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) tems per page



1 - 1 of 1 items



## Add a Receiving Document Navigation + Add > Add Documents pop-up window MATERIEL MGMT > Receiving > **Procedures** Create a Due In O Cancel Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required. + Add 1. Select . The Add Documents Page 1 pop-up window displays. Add Documents × Instructions • \* I Want To ... Select an Item Ŧ \* Document Type Select an Item • \* Document Sub Type Select an Item Scan 1348 (2D Barcode) 1348 Next ► O Cancel 2. in the I Want To... field, select Create Due In. Using

**3.** Using in the Document Type field, select the kind of receiving document (due-in) required. The choices include:







#### • MR - MILSTRIP Requisition

- **A.** Using in the Document Sub Type field, select the kind of MILSTRIP requisition document required.
- B. Select Next . The Add Documents Page 2 pop-up window displays.

Selecting at any point after this step returns to the previous page, and does not delete any field entries.

Add Documents	×
Instructions	¥
i * Stock Nbr Select an Item Document Nbr	Item Desc
(Auto-Generate)	None 💌
* Ordered Qty	UI All
* Document Unit Price	* Owning DoDAAC M67750
GFM Contract Nbr	
Est Divry Dt	Reqd Divry Dt
Requisition Prj Cd	Document Ref Nbr
Scan 1348 Box 26	
Click here to scan	
Add / Edit Remarks	Vext >
S Cancel	

- **a.** Use **i** or **i** to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
- **b.** Use to choose the correct Ordered QTY.
- **c.** Use to confirm the correct Document Unit Price.





- 1. Enter the Remarks in the field provided. This is a 1024 alphanumeric character field.
- 2. Enter the History Remarks in the field provided. This is a 1024 alphanumeric character field.

/Finish to process the document. *The Add Documents pop-up* Select window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.

e.

OR

Next I

to continue adding information. *The Add Documents* Select **Page 3** pop-up window displays.

Instructions				
* Source (RIC/DoDAAC)				
B14				
Media Status Cd		Demand Cd		
A - 100% Sply and Ship status to	•	Optional	•	
Supp Address		Signal Cd		
		Optional		
Priority Cd		Dist Cd		
Optional	•			
Acq Adv Cd				
Optional	•			
Fund Cd				
# Back				Finish Next

- 1. Enter the Source (RIC/DoDAAC) in the field provided. This is a 3 alphanumeric character field.
- Finish 2. Select to process the document. *The Add Documents pop-up* window closes, and the new Receiving Document is at the top of the





Documents grid, highlighted in green.

#### OR



to continue adding information. The **Add Documents** Page 4 pop-up window displays only for Serial items.

Stock Nbr							
1005000739421							
ICN				Suffix Cd			
5303001				Sume Cu			
orial Nbr							
87856C55254B	4498A322FD5F29	EE					
Mfr CAGE				Secondary Serial Nbr			
Optional				-			
ond Cd							
A - Svcbl(w/o Qu	ual)	•					
Click here to sca	n	SN IIII				Q Search	
Ordered Items							
Ordered Iter	ms 🔯 Grid O	ptions • 🛛 🗙 F	Remove 🛛 🥒 Edit	🕞 Apply			
	Stock Nbr	Item Desc	Y Serial Nbr	7	Cond Cd 📍	Suffix Cd	Mfr CAGE
□ All							1
All	1005000739421	RIFLE,5.56 MILLIMETER	87856C55254B	4498A322FD5F29EE10	A		1
<ul> <li>□ All</li> <li></li> <li></li> <li></li> <li></li> </ul>	1005000739421	RIFLE,5.56 MILLIMETER	87856C55254B	4498A322FD5F29EE10	A		
<ul> <li>All</li> <li></li> <li></li> <li>✓</li> <li>Selected 0/1</li> </ul>	1005000739421	RIFLE,5.56 MILLIMETER	87856C55254B	4498A322FD5F29EE10	A items per page	1 - 1 of	1 items
<ul> <li>All</li> <li>All</li> <li>Selected 0/1</li> </ul>	1005000739421	RIFLE,5.56 MILLIMETER	87856C55254B	4498A322FD5F29EE10	A items per page	1 - 1 of	1 items
<ul> <li>All</li> <li>All</li> <li>Selected 0/1</li> </ul>	1005000739421	RIFLE,5.56 MILLIMETER	87856C55254B	4498A322FD5F29EE10	A items per page	1 - 1 of	1 items
<ul> <li>All</li> <li>▲</li> <li>▲</li> <li>Selected 0/1</li> </ul>	1005000739421	RIFLE,5.56 MILLIMETER	87856C55254B	4498A322FD5F29EE10	A items per page	1 - 1 of	1 items
All  All  Selected 0/1  Description	1005000739421	RIFLE,5.56 MILLIMETER	87856C55254B	4498A322FD5F29EE10	A items per page	1 - 1 of	1 items 💍
All  All  Selected 0/1  wy Items in QC C  tt Labels When F	1005000739421	RIFLE,5.56 MILLIMETER	87856C55254B	4498A322FD5F29EE10	A items per page	1 - 1 of	1 items 💍
All Al Selected 0/1 wu Items in QC It Labels When F	1005000739421	RIFLE,5.56 MILLIMETER	87856C55254B	4498A322FD5F29EE10	A items per page	1 - 1 of	1 items 💍
All Al Al Belected 0/1 When F Back	1005000739421	RIFLE,5.56 MILLIMETER	87856C55254B	4498A322FD5F29EE10	A items per page	1 - 1 of	1 items 💍

Α. Enter the SERIAL NBR in the field provided. This is a 30 alphanumeric character field.





B. Select Finish to process the document. *The* **Add Documents** *pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.* 

**Help Reference Guide** 

- PO Purchase Order
- **A.** Using in the Document Sub Type field, select the kind of Purchase Order requisition document required.
- B. Select Next . The Add Documents Page 2 pop-up window displays.

Selecting at any point after this step returns to the previous page, and does not delete any field entries.

Istructions	
* Stock Nbr	Item Desc
5965014435490	CABLE, MICROPHONE
ont/PO Nbr	CLIN
ocument Nbr	Suffix Cd
(Auto-Generate)	None 🔻
Ordered Qty	UI
1 🔶	EA - Each 💌
Document Unit Price	* Owning DoDAAC
\$30.00	M67750 💌
FM Contract Nbr	
Optional 🔻	
st Divry Dt	Regd Divry Dt
	E E
equisition Prj Cd	Document Ref Nbr
can 1348 Box 26	
Click here to scan	
dd / Edit Remarks	
du / Edit Nemarks	
< Back	V Finis









- **a.** Use **i** or **i** to assist with the STOCK NBR entry. *This is a 15 alphanumeric char*-*acter field.*
- **b.** Use to choose the correct Ordered QTY.
- **c.** Use to choose the correct Document Unit Price.
- **d.** Use to select the desired Owning DoDAAC.

Select **Finish** to process the document. *The Add Documents pop-up window closes, and the new Receiving Document is at the top of the Documents grid, high-lighted in green.* 

### e.

OR

Select **Next** to continue adding information. *The* **Add Documents Page 3** *pop-up window displays* **only for Serial items**.







ructions											
Stock Nbr											
1005000739421											
ICN				Suffix C	d						
5303001					-						
erial Nbr											
87856C55254B4498A32	2FD5F29EE										
				Secon	dary Serial Nb						
Optional											
and Cd											
A - Svcbl(w/o Qual)	•										
(interaction)											
Add to Ordered Grid											
Add to Ordered Grid											
Add to Ordered Grid				Serial N	lbr Search						
Add to Ordered Grid erial Nbr Search Nick here to scan	SN IIII			Serial N	lbr Search		Q Search				
Add to Ordered Grid erial Nbr Search Nick here to scan	SN JUJ			Serial N	lbr Search		Q Search				
Add to Ordered Grid erial Nbr Search Slick here to scan ordered Items	SN IIII			Serial N	lbr Search		Q Search				
Add to Ordered Grid erial Nbr Search Slick here to scan Ordered Items	SN MM	× Remove	Edit Apply	Serial N	lbr Search		Q Search				
Add to Ordered Grid erial Nbr Search Click here to scan Ordered Items Ordered Items All Stock I	SN IIIII Grid Options V Vbr Y Item Desc	× Remove	Edit D Apply Serial Nor	Serial N	Ibr Search	T Mfr CAGE	Q Search	Mfr Lot Nbr	Mfr Contract	▼ Second	ary :
Add to Ordered Grid erial Nbr Search Click here to scan Ordered Items Ordered Items All Stock I	SN MM	× Remove	Serial Nor	Serial N	Ibr Search	T Mfr CAGE	Q Search	Mfr Lot Nbr	Mfr Contract	Y Second	ary :
Add to Ordered Grid erial Nbr Search Mick here to scan Vrdered Items All All Stock	SN MM Grid Options V Nbr V Item Desc 10739421 RIFLE,5.5	× Remove )	Edit D Apply Serial Nor 87856C55254B4498A322FD5F29EE1	Serial N	Ibr Search	▼ Mfr CAGE	Q Search	Mfr Lot Nbr	Mfr Contract	▼ Second	ary :
Add to Ordered Grid erial Nbr Search Click here to scan Ordered Items All Stock I All Stock I I 100504 Selected 01	SN MM	× Remove	Edit D Apply Serial Nbr 87856C55254B4498A322FD5F29EE1	Serial N Cond Cd A	Ibr Search	▼ Mfr CAGE	C Search	Mfr Lot Nbr	Mfr Contract	▼ Second	ary :
Add to Ordered Grid erial Nbr Search Dick here to scan Ordered Items All Stock I All Stock I I Selected 0/1	SN MM Grid Options Nbr  T Item Desc 10739421 RIFLE.5.5 Page	× Ramova ) T 6 MILLIMETER		Serial N ▼ Cond Cd 0 A 50 ▼ ite	Ibr Search	T Mfr CAGE	C Search	Mfr Lot Nbr	Mfr Contract	▼ Second of 1 items	iary :
Add to Ordered Grid erial Nbr Search Dick here to scan Ordered Items Ordered Items All Stock I All 10050 Selected 0/1	SN WW Crid Options V Nbr V Item Desc 20739421 RIFLE,5.5 Page	X Remove	Edt     D Apply Serial Nor  87856C55254B4498A322FD5F29EE1      H     H     H     H     H     H	Serial N ▼ Cond Cd 0 A 50 ▼ Ite	T Suffix Cd	T Mfr CAGE	C Search	T Mfr Lot Nbr	Mfr Contract	▼ Second of 1 items	iary :
Add to Ordered Grid arial Nbr Search Click here to scan Ordered Items Ordered Items All Stock I All Stock I Selected 0/1 (* Selected 0/1 (*)	SN MM Grid Options Nbr  T Item Desc 20739421 RIFLE,5.5 Page	X Remove ]		Serial N ▼ Cond Cd 0 A 50 ▼ Ite	T         Suffix Cd           Ims per page         Suffix Cd	T Mfr CAGE	C Search	Mfr Lot Nbr	Mfr Contract	▼ Second of 1 items	ary :
Add to Ordered Grid erial Nbr Search Click here to scan Ordered Items All Stock I Selected 0/1 (4 Vitems in QC ) t Labels When Finished	SN MM	X Remove )	Edt              M Apply             Serial Nbr                87856C55254B4498A322FD5F29EE1            >	Serial N ▼ Cond Cd 0 A 50 ▼ ite	V Suffix Cd	T Mfr CAGE	C Search	Mfr Lot Nbr	Mfr Contract	▼ Second of 1 items	lary C
Add to Ordered Grid erial Nbr Search Click here to scan Ordered Items Ordered Items All All Stock I Selected 0/1 Vitems in QC Labels When Finished	SN MM	X Remove )	Edt              M Apply             Serial Nbr              87856C55254B4498A322FD5F29EE1               Nov	Serial N ▼ Cond Cd 0 A 50 ▼ ite	V Suffix Cd	T Mfr CAGE	T Mfr Dt	Mfr Lot Nbr	T Mfr Contract	▼ Second of 1 items	iary :
Add to Ordered Grid erial Nbr Search Click here to scan Ordered Items Ordered Items All Add Stock I Selected 0/1 Itabels When Finished Back	SN IIII Grid Options Nbr T Item Desc 20739421 RIFLE.5.5 Page	X Remove ) T 6 MILLIMETER 1 of 1	Edit     D Apply      Serial Nbr      87856C55254B4498A322FD5F29EE1      H     H     H     H     H     H	Serial N ▼ Cond Cd 0 A 50 ▼ ite	T Suffix Cd	▼ Mfr CAGE	T Mfr Dt	Mfr Lot Nbr	T Mfr Contract	▼ Second of 1 items	lary : ℃

- **1.** Update the STOCK NBR, using **i** or **i** to enter the revised number. *This is a* 15 alphanumeric character field.
- **2.** Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- 3. Select Finish to process the document. *The* **Add Documents** *pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*
- TE Transfer From External
- A. Select Next . The Add Documents Page 2 pop-up window displays.

Selecting at any point after this step returns to the previous page, and does not delete any field entries.







Instructions	
<i>i</i> * Stock Nbr 1005000739421	Item Desc RIFLE,5.56 MILLIMETER
Document Nbr (Auto-Generate)	Suffix Cd
* Ordered Qty 1 * Document Unit Price	UI EA - Each * Owning DoDAAC
\$499.00 \$ GFM Contract Nbr	M67750
Optional  Est Divry Dt	Reqd Divry Dt
Requisition Prj Cd	Document Ref Nbr
Scan 1348 Box 26	
Click here to scan	
Add / Edit Remarks	Einich Nevt s
Baun	V Puisit
0.000001	

- **a.** Update the STOCK NBR, using **i** or **iii** to enter the revised number. *This is a 15 alphanumeric character field.*
- **b.** Use **to choose the correct Ordered QTY**.
- **c.** Use **to choose the correct Document Unit Price**.
- **d.** Use to select the desired Owning DoDAAC.

Select **Finish** to process the document. The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, high-lighted in green.

e.

OR







Select **Next** to continue adding information. *The Add Documents Page 3 pop-up window displays.* 

Add Documents	×
Instructions	•
* Source (RIC/DoDAAC)	
B14	
Fund Cd	
< Back	✓ Finish Next ►
© Cancel	

**1.** Enter the Source (RIC/DoDAAC) in the field provided. *This is a 3 alphanumeric character field.* 

Select **Finish** to process the document. *The* **Add Documents** *pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.* 

2.

OR

Select Next be to continue adding information. *The Add Documents Page 4 pop-up window displays.* 







tructions											
arucions											
i Stock Nbr											
1005000739421											
i ICN				S., 46							
5303001				Suma	.a						
Sorial Nhr											
87856C55254B4	498A322FD5F29EE										
i Mfr CAGE				Secon	dary Serial Nb	t)					
Optional											
Cond Cd											
A - Svcbl(w/o Qua	al)	•									
Add to Ordered G	Brid										
Serial Nbr Search				Serial N	br Search						
Click here to scan	S	N IIII					Q Search				
Ordered Items											
Ordered Item	s 🛱 Grid Option:	s 🔻 🗙 Remove	e dit DApply								
	Stock Nbr T Item	n Desc	▼ Serial Nbr	T Cond Cd	Y Suffix Cd	▼ Mfr CAGE	▼ Mfr Dt	Mfr Lot Nbr	▼ Mfr Contract	Y Secon	darv
•											
	1005000739421 RIF	LE,5.56 MILLIMET	TER 87856C55254B4498A322FD5F29	EE10 A							
4											
	(4)(4)(1)	Page 1 of	1	50 🔻 ite	ms per page				1 - 1	of 1 items	C
Selected 0/1											
Selected 0/1											
Selected 0/1											
selected 0/1	nished []										
ow Items in QC Int Labels When Fi	nished 🗌										
Selected 0/1	nished 🗌										✓ F
ow Items in QC nt Labels When Fi	nished 🗌										✓ F

- **1.** Update the STOCK NBR, using **i** or **i** to enter the revised number. *This is a 15 alphanumeric character field.*
- **2.** Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- 3. Select Finish to process the document. The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.

### **Receive / Accept**



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













Instructions	
i * Stock Nbr	Item Desc
Select an Item	
Document Nbr	Suffix Cd
(Auto-Generate)	None 🔻
* Ordered Qty	UI
1 😫	All
* Document Unit Price	* Owning DoDAAC
\$	M67750 💌
GFM Contract Nbr	
Optional 🔻	
Est Divry Dt	Reqd Divry Dt
<b>*</b>	
Requisition Prj Cd	Document Ref Nbr
Scan 1348 Box 26	
Click here to scan	
Add / Edit Remarks	
- Deals	March
4 Dduk	Next
O Cancel	

- **a.** Use **i** or **i** to assist with the STOCK NBR entry. *This is a 15 alphanumeric char*-*acter field.*
- **b.** Use to choose the correct Ordered QTY.
- **c.** Use **to choose the correct Document Unit Price**.
- **d.** Use to select the desired Owning DoDAAC.
- e. Select Next to continue adding information. *The* **Add Documents Page 3** *pop-up window displays.*







Demand Cd		
Optional	•	
Signal Cd		
Optional	•	
Dist Cd		
294.		
		Next <
	Demand Cd Optional Signal Cd Optional Dist Cd	Demand Cd Optional Signal Cd Optional Dist Cd

- **1.** Enter the Source (RIC/DoDAAC) in the field provided. *This is a 3 alphanumeric character field.*
- 2. Select Next to continue adding information. *The* **Add Documents Page 4** *pop-up window displays.*







nstructions	
Received By	* Received Dt
BPGROCE	9/12/2024 2:18 PM
Received Qty	Suffix Cd
1 🗳	
* Location Id	
Select an Item	
Previously Received Qtv	Due la Otr
ioniouoly neocincu ally	Due in Quy
0	1
0	1
0	1
0	1
0	1
0	1
0	1 1
0	1 1
0	1 1
0	1
0	1
• Back	1 ▼ Finish Next ►

- **A.** Update the Received By field by entering the correct identification in the field provided. *This is an 25 alphanumeric character field.*
- **B.** Update the Received QTY field by using to choose the correct quantity.
- **C.** Use **i** or **i** to assist with the LOCATION ID entry. *This is a 15 alpha-numeric character field.*
- **D.** Update the Received DT by using or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

Select **Finish** to process the document. The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.

E.

OR

Select **Next** to continue adding information. *The Add Documents Page 5 pop-up window displays.* 







* Stock Nbr						Oty to Verify					
1005000739421						1					
ICN											
Optional						Suffix Cd					
Cardal Nika											
00661C											
Generate											
Mfr CAGE					1	Secondary Seria	l Nbr				
Optional											
Canal Cal						••					
A - Sychl(w/o Qual)	0					* Container Id					
	,					optional					
Verified By						* Verified Dt		** 0			
						0/12/2024 2.23	1 191				
Add to Verified Grid	d					5/12/2024 2.23					
Add to Verified Grid Drdered Items	d Verified Items	ns ▼) [ × Remove ]	🖉 Edit 🛛 🕼 Ap	ply ]	To QC ] 🚠 Kit	Components					
Add to Verified Grid Drdered Items V Verified Items All	d Verified Items Crid Option Stock Nbr	ns ▼) [ × Remove ) Item Desc	<ul> <li>Edit</li> <li>Edit</li> <li>Serial Nbr</li> </ul>	ply Send	To QC ] ( ♣ Kit ▼ Suffix Cd	Components	T Mfr Dt	T Mfr Lot Nbr	▼ Mfr Contract	Y Secondary Serial Nbr	▼ Conta
Add to Verified Grid Ordered Items Verified Items All	d Verified Items Control Option Stock Nbr	ns ▼) × Remove   Item Desc	Edit MAP	ply Send T Cond Cd	To QC To QC Suffix Cd	Components Y Mfr CAGE	T Mfr Dt	T Mfr Lot Nbr	▼ Mfr Contract	Y Secondary Serial Nbr	▼ Contai
Add to Verified Grid Drdered Items V Verified Items All	d Verified Items C Grid Optio Stock Nbr	ns ▼	✓ Edit ) ( ) Ap ▼ Serial Nbr ER 00661C	ply a Send Cond Cd	To OC To OC Suffix Cd	Components T Mfr CAGE	T Mfr Dt	T Mfr Lot Nbr	▼ Mfr Contract	Y Secondary Serial Nbr	▼ Contai
Add to Verified Grid Ordered Items Verified Items All All Selected 0/1	d Verified Items  C Grid Optio Stock Nbr  1005000739421	ns ▼ X Remove Item Desc RIFLE.5.56 MILLIMET	✓ Edit (◎ Ap ▼ Serial Nbr ER 00661C	ply A Send	To OC At Kit T Suffix Cd	Components Y Mfr CAGE	Y Mfr Dt	T Mfr Lot Nbr	▼ Mfr Contract	Y Secondary Serial Nbr	T Contai
Add to Verified Grid Ordered Items All All Selected 0/1	d Verified Items Crid Optio Stock Nbr 1005000739421 H	ns ▼) × Remove) Item Desc RIFLE,5.56 MILLIMET Page 1 of 1	Edit DAP Serial Nbr ER 00661C () () ()	Ply Send T Cond Cd	To OC ( 4% KA Suffix Cd ) ) ) ) ) ) ) ) ) ) ) ) )	Components T Mfr CAGE items per par	Y Mfr Dt	T Mfr Lot Nbr	T Mfr Contract	Y         Secondary Serial Nbr           1 - 1 of 1	▼ Contai
Add to Verified Grid Ordered Items V Verified Items All All Selected 0/1	d Verified Items Stock Nbr 1005000739421	ns ▼) [ × Remove ) [ Item Desc RIFLE,5.56 MILLIMET Page 1 of 1	Edit BAP Serial Nbr ER 00661C () () ()	phy a Send Y Cond Cd A I ( )	To OC ( #1 KA Suffix Cd ) ) ) 50	Components Y Mfr CAGE	Y Mfr Dt	T Mfr Lot Nbr	T Mir Contract	Y Secondary Serial Nbr 1 - 1 of 1 i	T Contai
Add to Verified Grid Ordered Items V Verified Items All A Selected 0/1	d Verified Items Stock Nbr 1005000739421	ns ▼) [ × Remove ) [ Item Desc RIFLE,5.56 MILLIMET Page 1 of 1	Edit ) @ Ap T Serial Nbr ER 00661C (H) (H)	ply] ■ Send ▼ Cond Cd A. 1) • • •	To QC To QC Suffix Cd 50	Components T Mrr CAGE	Y Mfr Dt	T Mfr Lot Nbr	T Mfr Contract	Secondary Serial Nbr	T Conta
Add to Verified Grid Ordered Items V Verified Items All All Selected 0/1 witems in QC	d Verified Items Stock Nbr 1005000739421 H Shed	ns • ) ( × Remove ) ( Item Desc RIFLE,5.56 MILLIMET Page 1 of 1	Fait Doof	ply] @ Send ▼ Cond Cd A. 1) ◆ ◆	To OC A KIT	Components Y Mfr CAGE	Y Mfr Dt	T Mfr Lot Nbr	T Mfr Contract	Secondary Serial Nbr 1 - 1 of 1	T Contai
Add to Verified Grid Ordered Items V Verified Items All 4 Selected 0/1 w Items in QC 0 t Labels When Finit Back	d Verified Items Stock Nbr 1005000739421	ns ▼) [ × Remove ) [ Item Desc RIFLE,5.56 MILLIMET Page 1 of 1	Fot Ent Dent	ply ) @ Send Y Cond Cd A.	To OC A KIT Suffix Cd N 50	Components Y Mtr CAGE tems per pa	Y Mfr Dt	T Mfr Lot Nbr	▼ Mfr Contract	Secondary Serial Nbr     1 - 1 of 1 i	T Conta tems C

- **a.** Update the STOCK NBR, using **i** or **i** to enter the revised number. *This is a 15 alphanumeric character field.*
- **b.** Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.* **Only displays when the item is Serially managed.**
- **c.** Update the Cond Cd, using to select the desired code.
- **d.** Update the Verified QTY field by using to choose the correct quantity. **Only displays when the item is Bulk managed.**
- **e.** Update the Verified By, entering the revised USER ID in the field provided. *This is an 8 alphanumeric character field.*
- **f.** Update the Verified DT field by using to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.





- Add to Verified Grid
- Select to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

Finish

Select to process the document. *The* **Add Documents** *pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.* 

OR

q.

h.

Next •

Select to continue adding information. *The Add Documents* **Page 6** pop-up window displays.

Add Documents													>
Instructions													
* Accepted By BPGROCE		ř.					* Accep 9/12/	pted Dt 2024 2:36 PM					
Accept All													
	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Shelf Life Expiration Dt	Mfr Lot Nbr	Mfr Contract	Secondary Serial Nbr	Container Id	UII Status
Accept	1005000739421	RIFLE,5.56 MILLIMETER	00661C /	A									
	<b>)</b> (H)(4	► ► 50 ¥	items per pa	age								1 - 1	of 1 items
4 Back													V Finish
O Cancel													

- **a.** Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
- **b.** Update the Accepted DT field by using to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

c. Select Accept All . The status in the grid changes from Verified to Accepted.

- d. Select Finish to process the document. The **Add Documents** popup window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.
- PO Purchase Order





- **a.** Use **i** or **i** to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
- **b.** Use to choose the correct Ordered QTY.
- **c.** Use **to choose the correct Document Unit Price**.







- **1.** Update the Received By field by entering the correct identification in the field provided. *This is an 25 alphanumeric character field.*
- **2.** Update the Received QTY field by using to choose the correct quantity.
- **3.** Use **i** or **i** to assist with the Location ID entry. *This is a 15 alphanumeric character field.*
- **4.** Update the Received D⊤ field by using <sup>□</sup> to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

Select **Finish** to process the document. *The Add Documents pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.* 

5.

OR

Back

O Cancel



20 Unclassified



Next ►

Finish



Next **I** to continue adding information. *The Add Documents Page 4* 

tructions										
* Stock Nbr					Qty to Verify					
1005000739421					1					
ICN					Suffix Cd					
Optional										
Serial Nbr										
00661C										
Generate										
Mfr CAGE					Secondary Seria	l Nbr				
Optional										
Cond Cd					i Container Id					
A - Svcbl(w/o Qua	al) 🔻				Optional					
Verified By					* Verified Dt					
BPGROCE					9/12/2024 3:02	PM	<b>G</b>			
Add to Verified G	rid									
	Verified Items									
Ordered Items			ly a Send							
Verified Items	s 🛱 Grid Options 🔻 🗙 Remove	/ Edit B App								
Verified Items	s ✿ Grid Options ▼ X Remove Stock Nbr ▼ Item Desc	Edit B App	▼ Cond Cd	▼ Suffix Cd	▼ Mfr CAGE	▼ Mfr Dt	Mfr Lot Nbr	▼ Mfr Contract	Secondary Serial Nbr	▼ Contai
Ordered Items	s Grid Options	Serial Nbr	T Cond Cd	▼ Suffix Cd	▼ Mfr CAGE	▼ Mfr Dt	▼ Mfr Lot Nbr	▼ Mfr Contract	Y Secondary Serial Nbr	▼ Contai
Verified Items	S         Grid Options ▼         × Remove           Stock Nbr         ▼ Item Desc           1005000739421         RIFLE,5.56 MILLIN	Fedel App Serial Nbr	T Cond Cd	▼ Suffix Cd	▼ Mfr CAGE	▼ Mfr Dt	Y Mfr Lot Nbr	▼ Mfr Contract	Secondary Serial Nbr	▼ Contai
Verified Items All All Selected 0/1	S ✿ Grid Options ▼ ★ Remove Stock Nbr ▼ Item Desc 1005000739421 RIFLE,5.56 MILLIN	Fott PAPE     Serial Nbr	Cond Cd	▼ Suffix Cd	Mfr CAGE	▼ Mfr Dt	Mfr Lot Nbr	Mfr Contract	Secondary Serial Nbr     1-1 of 1 if	T Contai
Ordered Items         Image: Constraint of the second	S Crid Options V X Remove Stock Nbr V Item Desc 1005000739421 RIFLE,5.56 MILLIN (* ) Page 1 of	Verteil Maps	Cond Cd	Y     Suffix Cd       >     50	Mfr CAGE     items per page	Y Mfr Dt	Y Mfr Lot Nbr	▼ Mfr Contract	Secondary Serial Nbr 1 - 1 of 1 it	▼ Contai ems ♂
Verified Items All All Selected 0/1	S Grid Options V Remove Stock Nbr V Item Desc 1005000739421 RIFLE,5.56 MILLIN (* ) Page 1 of	Serial Nbr	▼ Cond Cd A	▼ Suffix Cd	Mfr CAGE     Items per page	Y Mfr Dt	Y Mfr Lot Nbr	▼ Mfr Contract	Secondary Serial Nbr	▼ Contai ems Ŏ
Verified Items All All Selected 0/1 w Items in QC	S Grid Options V Remove Stock Nbr V Item Desc 1005000739421 RIFLE,5.56 MILLIN (* * 1 Page 1 of	V Edt App V Serial Nbr	▼ Cond Cd A	▼ Suffix Cd	Mfr CAGE     Items per page	Y Mfr Dt	Y Mfr Lot Nbr	▼ Mfr Contract	Secondary Serial Nbr	▼ Contai ems ⊘
Ordered Items            All            All            Selected 0/1            w Items in QC         I           Labels When Filt	S Crid Options V Remove Stock Nbr V Item Desc 1005000739421 RIFLE,5.56 MILLIN N Page 1 of nished	Serial Nbr     Serial Nbr	T   Cond Cd     A	Suffix Cd       Image: Solution of the second s	Mtr CAGE     Items per page	Y Mfr Dt	Y Mfr Lot Nbr	▼ Mfr Contract	Secondary Serial Nbr	▼ Contai
Verified Items All All All Selected 0/1 Utabels When Fil Rack	S Grid Options V Remove Stock Nbr V Item Desc 1005000739421 RIFLE,5.56 MILLIN H Page 1 of nished	Y Earl DApp	T     Cond Cd       A	Y     Suffix Cd       Image: Solution of the second	Mfr CAGE     Items per par	Y Mfr Dt	Y Mfr Lot Nbr	Mir Contract	Secondary Serial Nbr	▼ Contai ems ♂

- **A.** Update the STOCK NBR, using **i** or **i** to enter the revised number. *This is* a 15 alphanumeric character field.
- **B.** Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field*. **Only displays when the item is Serially managed**.
- **C.** Update the Cond Cd, using to select the desired code.
- **D.** Update the Verified QTY field by using to choose the correct quantity. *Only displays when the item is Bulk managed.*
- **E.** Update the Verified By, entering the revised USER ID in the field provided. *This is an 8 alphanumeric character field.*



Select



- **F.** Update the Verified DT field by using to correct the date or by entering the date and time (MM/DD/YYYHH:MM) in the field provided.
- G. Select Finish to process the document. The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green. OR

C.
Novt
 INCXL

Select to continue adding information. *The Add Documents* **Page 5** pop-up window displays.

structions													
Accepted By BPGROCE		Ê.					* Acce 9/12/	pted Dt 2024 3:26 PM	0				
Accept All													
	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Shelf Life Expiration Dt	Mfr Lot Nbr	Mfr Contract	Secondary Serial Nbr	Container Id	UII Statu
Accept	1005000739421	RIFLE,5.56 MILLIMETER	00661C	A									
	) H H 4	▶ ► 50 ▼	items per p	age								1 - 1	of 1 items
													- Eini

- **a.** Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
- **b.** Update the Accepted DT field by using to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- c. Select All . The status in the grid changes from Verified to Accepted.
- d. Select Finish to process the document. The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.

#### • TE - Transfer From External

- A. The Document Sub Type field is shaded and cannot be edited.
- B. Select Next .
  - The **Add Documents Page 2** pop-up window displays.







Selecting at any point after this step returns to the previous page, and does not delete any field entries.

Add Documents	×
Instructions	
i* Stock Nbr	Item Desc
Select an Item	
Document Nbr	Suffix Cd
(Auto-Generate)	None
* Ordered Qty	UI
1	All
* Document Unit Price	* Owning DoDAAC
\$	M67750 🔻
GFM Contract Nbr	
Optional 🔻	
Est Divry Dt	Reqd Divry Dt
Requisition Prj Cd	Document Ref Nbr
Scan 1348 Box 26	
Click here to scan	
Add / Edit Remarks	Next 🕨
© Cancel	

- **a.** Use **i** or **i** to assist with the STOCK NBR entry. *This is a 15 alphanumeric char*-acter field.
- **b.** Use to choose the correct Ordered QTY.
- **c.** Use to choose the Document Unit Price.
- **d.** Use **b** to select the desired Owning DoDAAC.
- e. Select Next to continue adding information. *The Add Documents Page 3 pop-up window displays.*





Add Documents	×
Instructions	•
* Source (RIC/DoDAAC)	
МРВ	
Fund Cd	
< Back	Next ►
© Cancel	

- **1.** Enter the Source (RIC/DoDAAC) in the field provided. *This is a 3 alphanumeric character field.*
- 2. Select Next to continue adding information. *The* **Add Documents Page 4** *pop-up window displays.*







dd Documents		3
Instructions		
* Received By	* Received Dt	
BPGROCE	9/12/2024 3:42 PM	
* Received Qty	Suffix Cd	
i * Location Id		
Previously Received Qty 0	Due In Qty 1	

- **A.** Update the Received By, entering the correct identification in the field provided. *This is an 25 alphanumeric character field.*
- **B.** Update the Received QTY field by using  $\square$  to choose the correct quantity.
- **C.** Use **i** or **i** to assist with the Location ID entry. *This is a 15 alphanumeric character field.*
- **D.** Update the Received DT field by using to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

Select **Finish** to process the document. The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.

E.

OR

Select **Next** to continue adding information. *The Add Documents Page 5 pop-up window displays.* 







tructions	
i* Stock Nbr 6665013476100	Oty to Verify 1
i ICN	Sufficiency
A0000000007334318	Sunx cu
Serial Nbr	
00661C	
Generate	
Mfr CAGE	Secondary Serial Nbr
Optional	
Cond Cd	i Container Id
A - Svcbl(w/o Qual)	Optional
No. Port De	No. For Pa
PPGPGCE	9/12/2024 3:52 PM
Add to Verified Grid	
Add to Verified Grid	
Add to Verified Grid Ordered Items Verified Items	
Add to Verified Grid Ordered Items Verified Items Verified Items X Remove Remov	QC 📑 Kill Components
Add to Verified Grid Ordered Items Verified Items Verified Items Grid Options KRemove Coll All Stock Nbr T Cond Cd Strik Cd	GC     #% Kit Components       d     Mtr CAGE       T     Mtr Lot Nbr       T     Mtr Contract       T     Secondary Serial Nbr
Add to Verified Items	C at Kill Components d Y Mfr CAGE Y Mfr Dt Y Mfr Lot Nbr Y Mfr Contract Y Secondary Serial Nbr Y Container Id Y
Add to Verified Items     Verified Items       Verified Items	C at K9 Components d Y Mfr CAGE Y Mfr Dt Y Mfr Lot Nbr Y Mfr Contract Y Secondary Serial Nbr Y Container Id Y
Add to verified Grid         Verified Items           Verified Items              ♀ Grid Options ▼	OC     at Kit Components       d     Y       Mtr CAGE     Y       Mtr Lot Nbr     Y       Mtr Contract     Y       Secondary Serial Nbr     Y       Container Id
Add to verified Grid         Verified Items         Verified Items           Verified Items	OC     d ▼ Mtr CAGE ▼ Mtr Dt ▼ Mtr Lot Nbr ▼ Mtr Contract ▼ Secondary Serial Nbr ▼ Container Id ▼       4     50 ▼ Items per page
Add to Verified Grid Ordered Items Verified Items Verified Items Grid Options V X Remove P Edit D Apply a Send To G All Stock Nbr V Item Desc V Serial Nbr V Cond Cd V Suffix Cd Geodesia476100 AN/PDR-77 00661C A Selected 0/1 H C Page 1 of 1 H H C H H C H H	CC K3 Components d ▼ Mtr CAGE ▼ Mtr Dt ▼ Mtr Lot Nbr ▼ Mtr Contract ▼ Secondary Serial Nbr ▼ Container Id x 50 ▼ Items per page 1-1 of 1 items C
Add to Verified Grid Ordered Items Verified Items Verified Items Grid Options V × Remove PEdit DAppy Send To G All Stock Nbr V Item Desc V Serial Nbr V Cond Cd V Suffix Cd G6665013476100 AN/PDR-77 00661C A Selected 0/1 (K) (K) (V) (K) (K) (K) (K) (K) (K) (K) (K) (K) (K	OC       #a K3 Components         d       Y Mtr CAGE         Y Mtr CAGE       Y Mtr Dt         Y Mtr CAGE       Y Mtr Dt         Y Mtr CAGE       Y Mtr Dt         Y Mtr Contract       Y Secondary Serial Nbr         Y Mtr CAGE       Y Mtr Dt         Y Mtr Contract       Y Secondary Serial Nbr         Y Mtr CAGE       Y Mtr Dt         Y Mtr Contract       Y Secondary Serial Nbr         Y Mtr CAGE       Y Mtr Dt         Y Mtr Contract       Y Secondary Serial Nbr         Y Mtr Contract       Y Secondary Serial Nbr         Y Mtr CAGE       Y Mtr Lot Nbr         Y Mtr Contract       Y Secondary Serial Nbr         Y Mtr Contract Nbr       Y Mtr No         Y Mtr Contract Nbr       Y Mtr No         Y Mtr Contract Nbr
Add to Verified Grid Ordered Items Verified Items Verified Items Grid Options V Remove PEdit DApply Send To G All Stock Nbr T Item Desc T Serial Nbr T Cond Cd T Suffix Cd Gesson 3476100 ANIPDR-77 00661C A Selected 0/1 H C Page 1 of 1 H H C H H Verified Items I OCC It Labels When Finished	C     A Kit Components       d     Y Mtr CAGE       Y Mtr CAGE     Y Mtr Dt       Y Mtr Dt     Y Mtr Dt
Add to verified Grid Ordered Items Verified Items Verified Items Grid Options V × Remove Fell @ Apply @ Send To C All Stock Nbr Y Item Desc Y Serial Nbr Y Cond Cd Y Suffix Cd Seess013476100 ANIPDR-77 00661C A Selected 0/1 K ( ) Page 1 of 1 ( ) K ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (	OC     A Kit Components       d     Y Mtr CAGE       Y Mtr CAGE     Y Mtr Dt       Y Mtr Dt     Y Mtr Dt
Add to Verified Grid Ordered Items Verified Items V	OC sta Ki Components d ▼ Mtr CAGE ▼ Mtr DI ▼ Mtr Lot Nbr ▼ Mtr Contract ▼ Secondary Serial Nbr ▼ Container Id № 4 50 ▼ Items per page 1 - 1 of 1 Items C ✓ Finish Nex

- **a.** Update the STOCK NBR, using **i** or **i** to assist with the revised number. *This is a 15 alphanumeric character field.*
- **b.** Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.* **Only displays when the item is Serially managed.**
- **c.** Update the Cond Cd, using to select the desired code.
- **d.** Update the Verified QTY field by using to choose the correct quantity. **Only displays when the item is Bulk managed.**
- **e.** Update the Verified By, entering the revised USER ID in the field provided. *This is an 8 alphanumeric character field.*
- **f.** Update the Verified DT field by using to correct the date or by entering the date and time (MM/DD/YYYYHH:MM) in the field provided.





- Finish
- Select to process the document. *The* **Add Documents** *pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

OR

q.

Select **Next** to continue adding information. *The* **Add Documents Page 6** pop-up window displays.

structions														
Accepted By								* Accepted Dt						
BPGROCE								9/12/2024 4:06	PM (					
Accept All														
	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Shelf Life Expiration Dt	Mfr Lot Nbr	Mfr Contract	Secondary Serial Nbr	Container Id	UII Status	UII Meter
Accept	6665013476100	AN/PDR-77	00661C	A										
	1	1	1	1		1	1							
	F)(H)(H)(4	) (+) (+)	50 -	items pe	er page								1 - 1	of 1 items
+ Pack														V Fini

- **1.** Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
- 2. Update the Accepted DT field by using to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- 3. Select All . The status in the grid changes from Verified to Accepted.
- 4. Select Finish to process the document. The **Add Documents** popup window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.

## Manage Discrepancies

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













dd Documents	×
Instructions	· •
i * Stock Nbr	Item Desc
Select an Item	
Document Nbr	Suffix Cd
(Auto-Generate)	None
* Ordered Qty	UI
1 🔷	All
* Document Unit Price	* Owning DoDAAC
\$	M67750 💌
GFM Contract Nbr	
Optional 🔹	
Est Divry Dt	Reqd Divry Dt
Requisition Prj Cd	Document Ref Nbr
Scan 1348 Box 26	
Click here to scan	
Add / Edit Remarks	
A Back	Next 🕨
0.0	
O Cancel	

- **a.** Use **i** or **i** to assist with the STOCK NBR entry. *This is a 15 alphanumeric char*-*acter field.*
- **b.** Use to choose the correct Ordered QTY.
- **c.** Use **to choose the Document Unit Price.**
- **d.** Use to select the desired Owning DoDAAC.
- e. Select Next to continue adding information. *The* **Add Documents Page 3** *pop-up window displays.*







Add Documents			×
Instructions			*
* Source (RIC/DoDAAC)			
MPB			
Media Status Cd	Demand Cd		
A - 100% Sply and Ship status to 💌	Optional	•	
Supp Address	Signal Cd		
	Optional	•	
Priority Cd	Dist Cd		
Optional			
Acq Adv Cd			
Optional			
Fund Cd			
< Back			Next ►
O Cancel			

- **1.** Enter the Source (RIC/DoDAAC) in the field provided. *This is a 3 alphanumeric character field.*
- 2. Select Next to continue adding information. *The* **Add Documents Page 4** *pop-up window displays.*

Add Documents													×
Instructions													•
i* Stock Nbr 6665013476100							* Dis Sh	screpant Reas	ion		¥		
# ICN	4210						Suff	ix Cd					
Serial Nbr	× 10						UII						
AL Cd							UII S	Status					
Cond Cd	•						Of	DTIONAI		•			
A - Svcbl(w/o Qual) * Received Qty 1		Ŧ											
Add to Grid													
Discrepancies													
	Stock Nbr	Item Desc	Serial Nbr	Mfr CAGE	Mfr Lot Nbr	Mfr Contract	Mfr Dt	In Service Dt	Cond Cd	Suffix Cd	Discrepant Reason	Qty	
Remove	6665013476100	AN/PDR-77	00661C						A		Shipped Short	1	
													1 - 1 of 1 items
▲ Back													✓ Finish
S Cancel													
													•









- **A.** Update the STOCK NBR, using **i** or **i** to enter the revised number. *This is* a 15 alphanumeric character field.
- **B.** Use to select the desired Discrepant Reason.
- **C.** Update the Received QTY field by using to choose the correct quantity.
- D. Select Add to Grid . The received appears in the Discrepancies grid.
- E. Select Finish to process the document. *The* **Add Documents** *pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*
- Purchase Order
- A. Using in the Document Sub Type field, select the kind of Purchase Order discrepancy document required.
- B. Select Next . The Add Documents Page 2 pop-up window displays.

Selecting at any point after this step returns to the previous page, and does not delete any field entries.







esc Cd T T T T T T T T
esc Cd I I I I I I I I I I I I I I I I I I I
Cd T Ing DoDAAC
Cd T I I I I I I I I I I I I I
Cd v ng DoDAAC
The Doda C
▼ ng DoDAAC
T DODAAC
ng DoDAAC
50 🔻
Nvry Dt
<b>**</b>
ent Ref Nbr

- **a.** Use **i** or **iii** to assist with the STOCK NBR entry. *This is a 15 alphanumeric char*-*acter field.*
- **b.** Use to choose the correct Ordered QTY.
- **c.** Use **to choose the Document Unit Price**.
- **d.** Use to select the desired Owning DoDAAC.
- e. Select Next to continue adding information. *The* **Add Documents Page 3** *pop-up window displays.*







	Id Documents	×							
	structions	•							
	* Stock Nbr * Discrepant Reason								
	icon Suffix Cd								
	Optional								
	VII UII 00661C								
	LL Cd UII Status								
	Optional v Cond Cd								
	A - Svcbl(w/o Qual)								
	1								
	Aad to Grid								
	Stock Nbr Item Desc Serial Nbr Mfr CAGE Mfr Lot Nbr Mfr Contract Mfr Dt In Service Dt Cond Cd Suffix Cd Discrepant Reason Qt								
	Remove         6665013476100         AN/PDR-77         00661C         A         Incorrect Item         1								
	1 - 1 of 1 items								
	Back	sh							
	© Cancel								
(		•							
	Update the STOCK NBR, using for to enter the revised number. This is a 15 alphanumeric character field.								
	Use to select the desired Discrepant Reason.								
:	Update the Received QTY field by using to choose the correct quantity.								
	Select Add to Grid . The received asset appears in the Discrepancies grid.								
	5. Select <b>Finish</b> to process the document. <i>The <b>Add Documents</b> pop-up win-</i>								
	dow closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.								
• Tran	er From External								
Α.	elect Next . The Add Documents Page 2 pop-up window displays.								
Sel	cting <b>Back</b> at any point after this step returns to the previous page, and does								
not	lelete any field entries.								







Add Documents	×
Instructions	•
i * Stock Nbr	Item Desc
Document Nbr (Auto-Generate)	Suffix Cd
* Ordered Qty 1 * Document Unit Price	UI All * Owning DoDAAC M67750
GFM Contract Nbr Optional Est Divry Dt Requisition Pri Cd	Reqd Divry Dt
Scan 1348 Box 26	
Click here to scan       Add / Edit Remarks	
< Back	Next >
⊗ Cancel	

- **a.** Use **i** or **i** to assist with the STOCK NBR entry. *This is a 15 alphanumeric char*-*acter field.*
- **b.** Use to choose the correct Ordered QTY.
- **c.** If the Document Unit Price field does not automatically populate, use to choose the correct price.
- **d.** Use **b** to select the desired Owning DoDAAC.
- e. Select Next to continue adding information. *The* **Add Documents Page 3** *pop-up window displays.*







Add Documents	×
Instructions	Ŧ
* Source (RIC/DoDAAC)	
МРВ	
Fund Cd	
4 Back	Next ►
S Cancel	

- **1.** Enter the Source (RIC/DoDAAC) in the field provided. *This is a 3 alphanumeric character field.*
- 2. Select Next to continue adding information. *The* **Add Documents Page 4** *pop-up window displays.*

Add Documents													×
Instructions													•
i* Stock Nbr 6665013476100							* Di: Mi	screpant Reas	on		¥		
# ICN Optional							Suff	ix Cd					
Serial Nbr 00661C							UII						
AL Cd Optional	•							Status otional		Ŧ			
Cond Cd A - Svcbl(w/o Qual)		v											
* Received Qty													
Add to Grid													
Discrepancies	Stock Nbr	Item Desc	Serial Nbr	Mfr CAGE	Mfr Lot Nbr	Mfr Contract	Mfr Dt	In Service Dt	Cond Cd	Suffix Cd	Discrepant Reason	Qty	
Remove	6665013476100	AN/PDR-77	00661C						A		Missing Item	1	
													1 - 1 of 1 items
< Back													🗸 Finish
O Cancel													
()													•






	Help Reference Guid
• Using in the Document Type fi	ield, select the MA - Miscellaneous Add document.
• Using in the Document Sub Ty required.	pe field, select the kind of miscellaneous document
. Select Next . The Add Docum	<b>1ents Page 2</b> pop-up window displays.
Add Documents	
Instructions	
Select an Item Select an Item Document Nbr (Auto-Generate) * Ordered Qty 1 * Document Unit Price GFM Contract Nbr Optional Est Divry Dt Est Divry Dt Requisition Prj Cd Scan 1349 Box 36	Suffix Cd None  UI All * Owning DoDAAC M67750 Reqd Dlvry Dt Document Ref Nbr
Scan 1348 Box 26 Click here to scan	i Physical Inv Nbr
Add / Edit Remarks	
< Back	Next •

- **b.** Use to choose the correct Ordered QTY.
- **c.** Use to choose the correct Document Unit Price.









OR

Select **Next** to continue adding information. *The Add Documents Page 4 pop-up window displays.* 

Add Documents	
Instructions	
i * Stock Nbr 6665013476100	Qty to Verify 1
iCN	Suffix Cd
* Serial Nbr	
00661C	
i Mrr CAGE	Secondary Serial Nbr
* Cond Cd	i Container Id
A - Svcbl(w/o Qual)	Optional
* Verified By BPGROCE	* Verified Dt 9/13/2024 11:23 AM
Add to Verified Grid	
Ordered Items Verified Items	
Verified Items 🗘 Grid Options 🔻 🗶 Remove 🖉 Edit 🗈 Apply 🖨 Send To QC	
All Stock Nbr Y Item Desc Y Serial Nbr Y Cond Cd Y Suffix Cd Y Mfr	CAGE Y Mfr Dt Y Mfr Lot Nbr Y Mfr Contract Y Secondary Serial Nbr Y Container Id Y V
66655013476100 AN/PDR-77 00661C A	
Selected 0/1 (R) (R) Page 1 of 1 (P) (R) (R) (P) (P) 50	Items per page     1 - 1 of 1 Items
Show Items in QC  Print Labels When Finished	
< Back	✓ Finish Next ►
S Cancel €	

- **A.** Update the STOCK NBR, using *i* or *i* to enter the revised number. *This is a 15 alphanumeric character field.*
- **B.** Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field*. **Only displays when the item is Serially managed**.
- **C.** Update the Cond Cd, using to select the desired code.
- **D.** Update the Verified By, entering the revised USER ID in the field provided. *This is an 8 alphanumeric character field.*





- **A.** Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
- **B.** Update the Accepted DT, using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- C. Select Finish to process the document. The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.















**a.** Update the STOCK NBR, using i or i to assist with the revised number. *This is a 15 alphanumeric character field.* 



ELMS Helpdesk 4 1-844-843-3727



Select to continue adding information. *The Update Documents Page* **3** pop-up window displays.

Update Documents	×
Instructions	•
* Source (RIC/DoDAAC) MPB	
Media Status Cd	Demand Cd
A - 100% Sply and Ship status to 🔹	Optional 🔻
Supp Address	Signal Cd
	Optional 🔻
Priority Cd	Dist Cd
Optional 🔻	
Acq Adv Cd	
Optional	
Fund Cd	
Back	✓ Finish Next ►
O Cancel	

**1.** Update the Source (RIC/DoDAAC) in the field provided. *This is a 3 alpha-numeric character field.* 

Select **Finish** to process the document. The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.



2.



OR

Select **Next** to continue adding information. *The Update Documents* **Page 4** pop-up window displays **only for Serial items**.

and the second			
tructions			
Stock Nbr			
100500073942	1		
ICN			Suffer Cd
5303001			Sumx Co
orial Nbr			
87856C552548	84498A322FD5F29E	E	
			Secondary Serial Mbr
Mfr CAGE			Secondary Senar NDI
optional			
Cond Cd			
A - Svcbl(w/o C	(ual)	•	
Gerial Nbr Searc	ch	SN IIIII	Serial Nbr Search
Gerial Nbr Searc Click here to sci	ch an	SN IIII	Serial Nbr Search
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**a.** Update the STOCK NBR, using **I** or **I** to assist with the revised number. *This is a 15 alphanumeric character field.* 



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Select to continue adding information. *The Update Documents Page* **3** pop-up window displays.







<i>i</i> Stock Nbr								
				Suffix Cd				
Serial Nbr								
i Mfr CAGE				Secondary	Serial Nbr			
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- 1. Verify the STOCK NBR.
- 2. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field*. **Only displays when the item is Seri-***ally managed*.





**c.** Update the Document Unit Price, using **b** to choose the revised price.





Enterprise Logistic	LMS es Management System
	Help Reference Guide
d.	Update the Owning DoDAAC, using to select the desired code.
e.	Select to update the document. <i>The <b>Update Documents</b> pop-up win-</i> <i>dow closes, and the revised Document is highlighted in green.</i>
-	OR
	Select Next be to continue adding information. <i>The <b>Update Documents Page</b></i> <b>3</b> pop-up window displays.
	Update Documents ×
	Instructions v
	MPB
	Fund Cd
	Back     Finish Next
	© Cancel
:	<b>1.</b> Update the Source (RIC/DoDAAC) in the field provided. <i>This is a 3 alpha-numeric character field</i> .
:	Select <b>Finish</b> to update the document. <i>The <b>Update Documents</b> pop-up win- dow closes, and the revised Document is highlighted in green.</i> 2.
	OR

Select Next be to continue adding information. *The Update Documents* **Page 4** pop-up window displays.



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structions		
<b>i Stock Nbr</b> 6665013476100		
i ICN		Suffix Cd
Optional		
Serial Nbr		
i Mfr CAGE		Secondary Serial Nbr
Optional		
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- A. Verify the STOCK NBR.
- **B.** Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.* **Only displays when the item is Serially managed.**

✓ Finish

- C. Select to process the document. *The* **Update Documents** *pop-up window closes, and the revised Document is highlighted in green.*
- MA Miscellaneous Add





* I Want To		
Edit Document Information	•	
* Document Type		
MA - Miscellaneous Add	*	
* Document Sub Type		
MAA - Physical Count	v	
Scan 1348 (2D Barcode)		
	1348	
S Cancel		Ne

B. Select . The **Update Documents Page 2** pop-up window displays.







nstructions	
i * Stock Nbr	Item Desc
1005000739421	RIFLE,5.56 MILLIMETER
Document Nbr	Suffix Cd
M6775042602000	None 🔻
* Ordered Qty	UI
1 🗳	EA - Each 💌
* Document Unit Price	* Owning DoDAAC
\$499.00	M67750 💌
GFM Contract Nbr	
Optional 🔻	
Est Divry Dt	Regd Divry Dt
E I	E I
Requisition Prj Cd	Document Ref Nbr
Scan 1348 Box 26	i Physical Inv Nbr
Click here to scan	
Add / Edit Remarks	
< Back	Vext >
O Cancel	

- **a.** Update the STOCK NBR, using **i** or **i** to assist with the revised number. *This is a 15 alphanumeric character field.*
- **b.** Update the Ordered QTY, using to choose the revised amount.
- **c.** Update the Document Unit Price, using 💌 to choose the revised price.
- **d.** Update the Owning DoDAAC, using to select the desired code.

Select **Finish** to update the document. The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.

e.

OR







Select Next to continue adding information. *The Update Documents Page* **3** pop-up window displays.

structions								
i Stock Nbr								
100500073942	1							
i ICN				Confficience of				
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i Mfr CAGE				Secondary	Serial Nbr			
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A - Svcbl(w/o Q	lual)	•						
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Serial Nbr Searc Click here to sca Ordered Items Ordered Ite All	ms Grid C	SN IIII	< Remove	Serial Nbr S	Search	Mfr CAGE	Q Search	Mfr Lot N
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- 1. Verify the STOCK NBR.
- 2. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field*. *Only displays when the item is Serially managed.*



Select to process the document. *The Update Documents pop-up window closes, and the revised Document is highlighted in green.* 

## **Update a Receive / Accept Document**

O Cancel

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

1. Select **Edit** next to the desired Document record. *The* **Update Documents Page 1** *pop-up window displays.* 

pdate Documents		
Instructions		
* I Want To		
Receive / Accept	<b>v</b>	
Document Type		
MR - MILSTRIP Requisition	<b>*</b>	
Document Sub Type		
DRQ - MILSTRIP Requisition - DoD	<b>v</b>	
Scan 1348 (2D Barcode)		
	1348	
		Next ►
⊗ Cancel		

2. Using in the I Want To... field, select Receive / Accept.

The Document Type field is shaded, and cannot be changed from the document type of the chosen record.

3.

There are 4 types of documents to edit:







## • MR - MILSTRIP Requisition

**A.** Update the Document Sub Type, using to select the desired MILSTRIP requisition document.

Selecting **Back** at any point after this step returns to the previous page, and does not delete any field entries.

Jpdate Documents	×
Instructions	<b>*</b>
<i>i</i> * Stock Nbr 6665013476100 Document Nbr M6775042571003	Item Desc AN/PDR-77 Suffix Cd
* Ordered Qty 1 * Document Unit Price \$4,312.00 \$ GFM Contract Nbr Optional  Est Divry Dt  Requisition Prj Cd	UI EA - Each * Owning DoDAAC M67750 Reqd Dlvry Dt Document Ref Nbr
Scan 1348 Box 26 Click here to scan	
Back     Cancel	Next >

- **a.** Update the STOCK NBR, using **i** or **i** to assist with the revised number. *This is a 15 alphanumeric character field.*
- **b.** Update the Ordered QTY, using to choose the revised amount.
- **c.** Update the Document Unit Price, using 🚺 to choose the revised price.
- **d.** Update the Owning DoDAAC, using to select the desired code.





e. Select **Next** to continue adding information. *The Update Documents Page* **3** pop-up window displays.

Jpdate Documents					
Instructions					
* Source (RIC/DoDAAC)					
MPB					
Media Status Cd	Demand Cd				
A - 100% Sply and Ship status to 💌	Optional 🔻				
Supp Address	Signal Cd				
	Optional 🔻				
Priority Cd	Dist Cd				
Optional 🔻					
Acq Adv Cd					
Optional					
Fund Cd					
<ul> <li>Back</li> </ul>		Next ►			
S Cancel					

- **1.** Update the Source (RIC/DoDAAC) in the field provided. *This is a 3 alpha-numeric character field.*
- 2. Select Next to continue adding information. *The Update Documents* **Page 4** pop-up window displays.







pdate Documents	
Instructions	
* Received By	* Received Dt
BPGROCE	9/17/2024 11:35 AM
* Received Qty	Suffix Cd
1 🔶	
i * Location Id	
Select an Item	
Providentely Descrived Oty	Dura la Otra
0	1 1

- **A.** Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*
- **B.** Update the Received QTY, using to choose the revised amount.
- **C.** Use **i** or **i** to assist with the LOCATION ID entry. *This is a 15 alpha-numeric character field.*
- **D.** Update the Received DT by using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

Select **Finish** to process the document. The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.

E.

OR

Select **Next** to continue adding information. *The* **Update Documents Page 5** pop-up window displays.







i * Stock Nbr			G	Qty to Verify				
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Conicl Miles								
00857C		1						
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i Mfr CAGE			S	Secondary Serial Nbr	12			
Optional			4		1			
Cond Cd				t Container Id				
A - Svcbl(w/o Qual	)	•		Optional				
Verified By BPGROCE Add to Verified Grid	d		*	* Verified Dt 9/17/2024 11:49 AM	<b>i</b> 0			
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Verified By BPGROCE Add to Verified Grid Ordered Items All All Selected 0/1	d /erified Items Stock Nbr 1005000739421	Item Desc RIFLE,5.56 MILLIMETER Page 1	Nove Fdit I Serial Nbr Y C 00857C A of 1 M	* Verified Dt 9/17/2024 11:49 AM PADDY Send To Cond Cd Suffix Cr A 50 V	C A Kit Comp Mfr CAGE	Mfr Dt	Mfr Lot N	

- a. Verify the STOCK NBR.
- **b.** Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.***Only displays when the item** *is Serially managed.*





- Update the Verified QTY field by using to choose the revised quantity. C. Only displays when the item is Bulk managed.
- d. Update the Verified By, entering the revised identification in the field provided. This is an 25 alphanumeric character field.
- Update the Verified DT by using or entering the date and time e. (MM/DD/YYYY HH:MM) in the field provided.
- / Finish f. to process the document. The Update Documents pop-Select up window closes, and the revised Document is highlighted in green. OR

Next 1

to continue adding information. The Update Docu-Select ments Page 6 pop-up window displays.

nstructions									
Accepted By				*	Accepted [	Dt			
BPGROCE					9/17/2024	12:24 PM		9	
tems to Accept									
Accept All									
	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Shelf Life Expiration Dt	Mfr Lot Nbr
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K ( )		) ( ) ( ) ( ) (	50 💌	items per	page			1 -	1 of 1 items
			50 •	items per	page				1 OF TREMS
<ul> <li>Back</li> </ul>									🗸 Finisl

- 1. Update the Accepted By, entering the revised identification in the field provided. This is a 25 alphanumeric character field.
- Update the Accepted DT by using  $\square \square$  or entering the date and time 2. (MM/DD/YYYY HH:MM) in the field provided.
- Accept All 3. Select . The status in the grid changes from Verified to Accepted.







a 15 alphanumeric character field.



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Select Next to continue adding information. *The Update Documents* **Page 4** pop-up window displays.







* Stock Nbr			Qt	y to Verify			
6665013476100			1				
			<b>6</b>	#in Cd			
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Forial Nbr							
00531C							
Generate							
Mfr CAGE			Sec	condary Serial Nbr			
Optional							
Cond Cd			i	Container Id			
A - Svcbl(w/o Qual)		•	0	Optional			
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BEGROCE		1		0/17/2024 1:00 PM			
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Ordered Items	erified Items						
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Ordered Items V Verified Items All	erified Items	ns  Remove Item Desc	Edit E	Apply	C Kit Compo	nents	
Ordered Items V Verified Items All	Grid Optio	ns ▼ X Remove	Edit Edit S	Apply ) 😭 Send To Q Y Cond Cd	C Attack Kit Compo	Mfr CAGE	
Ordered Items Verified Items All	Crified Items	ns V X Remove Item Desc RIFLE,5.56 MILLIMETER	Serial Nbr	Apply Send To Qu Cond Cd	C Kit Compo	nents Mfr CAGE	
Ordered Items V Verified Items All All A	Crified Items	Item Desc RIFLE,5.56 MILLIMETER	Serial Nbr	Apply E Send To Q	C Fin Kit Compo	Mfr CAGE	
Ordered Items Verified Items All All Selected 0/1	Grid Optio Stock Nbr T 1005000739421	Item Desc RIFLE,5.56 MILLIMETER Page 1 of	<ul> <li>For Edit</li> <li>Serial Nbr</li> <li>00531C</li> <li>1</li> </ul>	Apply end to Q Cond Cd A 50 • ite	C ( IIII Kit Compo ▼ Suffix Cd ms per page	Mfr CAGE	5
Ordered Items Verified Items All All Selected 0/1	Grid Optio Stock Nbr T 1005000739421	Item Desc RIFLE,5.56 MILLIMETER Page 1 of	Edit     Edit     Serial Nbr     00531C	Apply Send To Q Cond Cd A 50 V ite	C ( sts kit Compo ▼ Suffix Cd	Mfr CAGE	•
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Ordered Items V Verified Items All All Selected 0/1	Grid Optio Stock Nbr Y 1005000739421	Item Desc RIFLE,5.56 MILLIMETER Page 1 of	Edit     Edit     Serial Nbr     00531C	Apply Send To Q Cond Cd A 50 • ite	C At Kit Compo	Mfr CAGE	5
Ordered Items V Verified Items All All Selected 0/1 Over Items in QC The Labels When Finis	erified Items  C Grid Optio Stock Nbr  1005000739421  K  and Shed	Item Desc RIFLE,5.56 MILLIMETER Page 1 of	Edi     Edi     Serial Nbr     00531C	Apply end to Q Cond Cd A 50 • ite	C An Kit Compo ▼ Suffix Cd ms per page	Mfr CAGE	¢
Ordered Items V Verified Items All A Selected 0/1 Selected 0/1	erified Items  Control  Contro  Control  Control  Control  Control  Control  Control	Item Desc RIFLE,5.56 MILLIMETER Page 1 of	Edit     Edit     Serial Nbr     00531C	Apply Send To Q Cond Cd A 50 V ite	Suffix Cd	Mfr CAGE	\$
Ordered Items V Verified Items All All Selected 0/1 Selected 0/1	Grid Optio Stock Nbr T 1005000739421	Item Desc RIFLE,5.56 MILLIMETER Page 1 of	Edit     Edit     Serial Nbr     00531C	Apply Send To Q Cond Cd A 50 V ite	C Suffix Cd	Mfr CAGE	ۍ ×tt

- **A.** Update the STOCK NBR, using **i** or **i** to assist with the revised number. *This is a 15 alphanumeric character field.*
- **B.** Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.***Only displays when the item is**



ELMS Helpdesk 1-844-843-3727 💋





Accept 1005000739421 RIFLE,5.56 MILLIMETER 00531C A	
• • • • • • • • • • • • • • • • • • •	of 1 item



ODASD (Logistics) under A&S Sustainment 64 Unclassified

ELMS Helpdesk 4 1-844-843-3727





- **a.** Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
- **b.** Update the Accepted DT by using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- c. Select All . The status in the grid changes from Verified to Accepted.
- d. Select **Finish** to process the document. The **Update Documents** popup window closes, and the revised Document is highlighted in green.

## • TE - Transfer From External

nstructions		
I Want To		
Receive / Accept	•	
Document Type		
TE - Transfer From External	<b>v</b>	
Document Sub Type		
TE - Transfer From External	<b>v</b>	
Labels	1348	
Eabels	1348	

- A. The Document Sub Type field is shaded and cannot be edited.
- B. Select Next . The **Update Documents Page 2** pop-up window displays.

Selecting at any point after this step returns to the previous page, and does not delete any field entries.







pdate Documents	
Instructions	
<i>i</i> * Stock Nbr 6665013476100	Item Desc AN/PDR-77
Document Nbr M6775042574000	Suffix Cd
* Ordered Qty 1  * Document Unit Price	UI EA - Each * Owning DoDAAC
\$4,312.00 GFM Contract Nbr	M67750 <b>*</b>
Est Divry Dt	Read Divry Dt
Requisition Prj Cd	Document Ref Nbr
Scan 1348 Box 26	
Click here to scan	
Add / Edit Remarks	Nevt
© Cancel	NEALP

- **a.** Update the STOCK NBR, using **i** or **i** to assist with the revised number. *This is a 15 alphanumeric character field.*
- **b.** Update the Ordered QTY, using to choose the revised amount.
- **c.** Update the Document Unit Price, using it to choose the revised price.
- **d.** Update the Owning DoDAAC, using to select the desired code.
- e. Select Next to continue adding information. *The Update Documents Page 3 pop-up window displays.*







Update Documents	×
Instructions	•
* Source (RIC/DoDAAC)	
MPB	
Fund Cd	
d Pack	Novta
	Next
© Cancel	
O Cancel	

- **1.** Update the Source (RIC/DoDAAC) in the field provided. *This is a 3 alpha-numeric character field.*
- 2. Select Next to continue adding information. *The Update Documents* **Page 4** pop-up window displays.







nstructions	
Received By	* Received Dt
BPGROCE	9/13/2024 3:27 PM
Received Qty	Suffix Cd
0 🜲	
i * Location Id	
A04D	
Previously Received Qty	Due In Qty
	0
I	0

- **A.** Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*
- **B.** Update the Received QTY, using to choose the revised amount.
- **C.** Verify the Location ID.
- **D.** Update the Received DT by using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

Select **Finish** to process the document. The **Update Documents** pop-up window closes, and the Document is highlighted in green.

E.

OR

Select **Next** to continue adding information. *The Update Documents Page 5 pop-up window displays.* 







tructions										
i * Stock Nbr					Qty to Ve	rify				
6665013476100					0					
					Suffix Co	r.				
Optional					Sum Cu					
Serial Nbr										
00531C		1								
Generate										
• NOT 10 10 10 10 10 10 10					Socondar	v Sorial Nhr				
Mfr CAGE					Secondar	y Serial NDI				
Optional							8			
Cond Cd		_			i Contai	ner Id				
A - Svcbl(w/o Qual)		•			Optiona	1			13	
Verified By BPGROCE Add to Verified Grid	]	]			9/17/20	24 2:09 PM				
Verified By BPGROCE Add to Verified Grid Ordered Items	erified Items	]			9/17/20	24 2:09 PM				
Verified By BPGROCE Add to Verified Grid Ordered Items	erified Items	ns • ) [ ×		Edit	9/17/20	24 2:09 PM	E At Kit Com			
Verified By BPGROCE Add to Verified Grid Ordered Items Verified Items All	erified Items Grid Optio Stock Nbr	ns 🔻 🗙	: Remove	Ledit Serial Nbr	9/17/20	24 2:09 PM	C At Kit Com	ponents T	Mfr CAGE	
Verified By BPGROCE Add to Verified Grid Ordered Items Verified Items All	erified Items Grid Optio Stock Nbr	ns ▼ X	: Remove	Serial Nbr	9/17/20	24 2:09 PM	C L Kit Com	ponents <b>Y</b>	Mfr CAGE	
Verified By BPGROCE Add to Verified Grid Ordered Items Verified Items All	erified Items Grid Optio Stock Nbr T 66655013476100	ns V X	: Remove	Serial Nbr 00531C	9/17/20	24 2:09 PM Send To C Cond Cd A	C At Kit Com	ponents T	Mfr CAGE	
Verified By BPGROCE Add to Verified Grid Ordered Items All All Colored d Dif	erified Items Crid Optio Stock Nbr G6665013476100	ns V X	: Remove	Serial Nbr 00531C	9/17/20	24 2:09 PM	C At Kit Com	ponents T	Mfr CAGE	
Verified By BPGROCE Add to Verified Grid Ordered Items All All Selected 0/1	erified Items Crid Optio Stock Nbr T 6665013476100 (H (1)	ns V X Item Des AN/PDR- Page	: Remove c <b>T</b> 77	Serial Nbr 00531C		24 2:09 PM 24 2:09 PM Cond Cd A 50 • it	C A Kit Com	ponents T 1 - 1	Mfr CAGE of 1 items	Ŭ
Verified By BPGROCE Add to Verified Grid Ordered Items All All Selected 0/1	erified Items Grid Optio Stock Nbr T 66665013476100 (A 1)	ns V X Item Dese AN/PDR- Page	Remove c T 77	Serial Nbr 00531C		24 2:09 PM a Send To C Cond Cd A 50 v it	Suffix Cd	ponents T 1 - 1	Mfr CAGE of 1 items	Ō
Verified By BPGROCE Add to Verified Grid Ordered Items All All Selected 0/1	erified Items  Grid Optio Stock Nbr  G6665013476100  M  1	ns ▼	c T	Serial Nbr 00531C		24 2:09 PM 24 2:09 PM Send To C Cond Cd A 50 v it 4 v H	C A kit Com	ponents T 1 - 1	Mfr CAGE of 1 items	Ŏ
Verified By BPGROCE Add to Verified Grid Ordered Items All All Selected 0/1	erified Items Crid Optio Stock Nbr T 6665013476100 (A 1)	ns V X Item Dese AN/PDR- Page	Remove c T 77	Serial Nbr 00531C		24 2:09 PM 24 2:09 PM Cond Cd A 50 • it	C A Kit Com	ponents T	Mfr CAGE of 1 items	Ċ
Verified By BPGROCE Add to Verified Grid Ordered Items All Certified Items All Selected 0/1 Selected 0/1	erified Items Grid Optio Stock Nbr T 66665013476100 (4 1) hed	ns V X Item Dese AN/PDR- Page	Remove	Serial Nbr 00531C		24 2:09 PM	C A Kit Com Suffix Cd	ponents T 1 - 1	Mfr CAGE of 1 items	Ċ
Verified By BPGROCE Add to Verified Grid Ordered Items V Verified Items All Selected 0/1	erified Items Grid Optio Stock Nbr Y 66665013476100 M (1) hed	ns V X Item Dest AN/PDR- Page	Remove	Serial Nbr 00531C		24 2:09 PM	Suffix Cd ems per page	ponents T 1 - 1	Mfr CAGE of 1 items	Ċ.

- **a.** Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field*. **Only displays when the item** *is Serially managed.*
- **b.** Update the Cond Cd, using to select the desired code.









- **c.** Update the Verified QTY field by using to choose the revised quantity. **Only displays when the item is Bulk managed.**
- **d.** Update the Verified By, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*
- e. Update the Verified D⊤ field by using <sup>□</sup> to correct the date or by entering the date and time (MM/DD/YYYYHH:MM) in the field provided.
- f. Select Add to Verified Grid to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

Select **Finish** to process the document. *The Update Documents pop-up window closes, and the Document is highlighted in green.* 

g. OR

Select **Next** to continue adding information. *The Update Documents* **Page 6** pop-up window displays.

nstructions										
Accepted By					* Accepte	ed Dt				
BPGROCE					9/17/20	24 2:33 PM		<b>E</b>		
Accept All										
	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Shelf Life Expiration Dt	Mfr Lot Nbr	Mfr
•		AN/PDR-								•
Accept	6665013476100	77	00531C	A						
•										)
(4) (1)	$(\mathbf{F})(\mathbf{H})(\mathbf{H})(\mathbf{A})$	) ( <b>b</b> ) ( <b>b</b>	50	▼ items	per page				1 - 1 of 1 iten	ns
				1 Items	per page					2

**1.** Update the Accepted By field. If it is not correct, enter the Accepted By USER ID in the field provided.





IIII Labels	1348 1111	
Print 1348		
		Nex
		Nex

- **A.** Update the Document Sub Type, using **box** to select the desired code.
- B. Select Next . The **Update Documents Page 2** pop-up window displays.

Selecting at any point after this step returns to the previous page, and does not delete any field entries.







nstructions	
<i>i</i> * Stock Nbr 1005000739421	Item Desc RIFLE,5.56 MILLIMETER
Document Nbr M6775042602000	Suffix Cd
* Ordered Qty 1 * Document Unit Price \$499.00	UI EA - Each * Owning DoDAAC M67750
GFM Contract Nbr Optional Est Divry Dt	Reqd Divry Dt
Requisition Prj Cd	Document Ref Nbr
Scan 1348 Box 26	i Physical Inv Nbr
Click here to scan	
Add / Edit Remarks	Next ►

- **a.** Update the STOCK NBR, using **i** or **i** to assist with the revised number. *This is* a 15 alphanumeric character field.
- **b.** Update the Ordered QTY, using to choose the revised amount.
- **c.** Update the Document Unit Price, using to choose the revised price.
- **d.** Update the Owning DoDAAC, using to select the desired code.
- e. Select Next to continue adding information. *The Update Documents Page 3 pop-up window displays.*






nstructions		
Received By	* Received Dt	
BPGROCE	9/16/2024 4:46 PM	
Received Qty	Suffix Cd	
0		
* Location Id		
A02D		
reviously Received Qty	Due In Qty	

- 1. Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*
- **2.** Update the Received QTY, using to choose the revised amount.
- **3.** Use **i** or **i** to assist with the LOCATION ID entry. *This is a 15 alphanumeric character field.*
- **4.** Update the Received D⊤ by using <sup>□</sup> or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

Select **Finish** to process the document. The **Update Documents** pop-up window closes, and the Document is highlighted in green.

5.

OR

Select **Next** to continue adding information. *The Update Documents* **Page 4** pop-up window displays.





r CAGE
31
items 💍
items 💍

- A. Verify the STOCK NBR.
- **B.** Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field*.**Only displays when the item is Serially managed**.





- **C.** Update the Verified QTY field by using **to** choose the revised quantity. **Only displays when the item is Bulk managed.**
- **D.** Update the Verified By, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*
- E. Any User-Defined Fields appear here.
- **F.** Update the Verified DT by using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
  - Select Add to Verified Grid to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

Select **Finish** to process the document. The **Update Documents** pop-up window closes, and the Document is highlighted in green.

Н.

OR

G.

Select Next > to continue adding information. *The Update Documents* **Page 5** pop-up window displays.

Accepted By       * Accepted Dt         PGROCE       9/17/2024 4:49 PM         ins to Accept       9/17/2024 4:49 PM         Ccept All       Stock Nbr         Item Desc       Serial Nbr         Cond Cd       Suffix Cd         Mfr Dt       Shelf Life Expiration Dt         Mfr L			_		Θ		)t						nemictione	
cccepted By       * Accepted Dt         PGROCE       9/17/2024 4:49 PM         ins to Accept       9/17/2024 4:49 PM         ccept All       Stock Nbr         Item Desc       Serial Nbr         Cond Cd       Suffix Cd         Mfr CAGE       Mfr Dt         Shelf Life Expiration Dt       Mfr L					6	-	)t		3374			aconted Du		
Image: PGROCE       9/17/2024 4:49 PM       Image: PGROCE         Image: PGROCE       Stock Nbr       Item Desc       Serial Nbr         Cond Cd       Suffix Cd       Mfr CAGE       Mfr Dt       Shelf Life Expiration Dt       Mfr I					G			Accepted E	*				Accepted By	
ns to Accept ccept All Stock Nbr Item Desc Serial Nbr Cond Cd Suffix Cd Mfr CAGE Mfr Dt Shelf Life Expiration Dt Mfr L							4:49 PM	9/17/2024 4					BPGROCE	
Stock Nbr       Item Desc       Serial Nbr       Cond Cd       Suffix Cd       Mfr CAGE       Mfr Dt       Shelf Life Expiration Dt       Mfr L													tems to Accept	
Stock Nbr Item Desc Serial Nbr Cond Cd Suffix Cd Mfr CAGE Mfr Dt Shelf Life Expiration Dt Mfr L													Accept All	
Stock Nbr     Item Desc     Serial Nbr     Cond Cd     Suffix Cd     Mfr CAGE     Mfr Dt     Shelf Life Expiration Dt     Mfr L														
Stock Nbr Item Desc Serial Nbr Cond Cd Suffix Cd Mfr CAGE Mfr Dt Shelf Life Expiration Dt Mfr L											1			
	ot Nb	Afr Lot	ot I	e Expiration Dt	Shelf Li	Mfr Dt	Mfr CAGE	Suffix Cd	Cond Cd	Serial Nbr	Item Desc	Stock Nbr		
													4	
Accept 1005000739421 RIFLE,5.56 00964C A									A	00964C	RIFLE,5.56	1005000739421	Accept	
MILLINE I ER									100		WILLIWETER			
									_					
$1 \int d d d d d d d d d d d d d d d d d d $	items	of 1 ite	- 1	1 -				page	items per	50 -	V . V )	E VIELVIA VIA		
	items	of 1 ite	- 1	1-				page	items per	50 -				









- **a.** Update the Accepted By field. If it is not correct, enter the Accepted By USER ID in the field provided.
- **b.** Update the Accepted DT by using to correct the date, or enter the date and time (MM/DD/YYYY HH: MM) in the field provided.
- c. Select All . The status in the grid changes from Verified to Accepted.
- d. Select **Finish** to process the document. The **Update Documents** popup window closes, and the Document is highlighted in green.

#### **Update a Manage Discrepancies Document**



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

- / Edit
- 1. Select next to the desired Document record. *The Update Documents Page 1 pop-up window displays.*

pdate Documents		
nstructions		
I Want To		
Manage Discrepancies	•	
Document Type		
MR - MILSTRIP Requisition	*	
Document Sub Type		
DRQ - MILSTRIP Requisition - DoD	<b>v</b>	
can 1348 (2D Barcode)		
	1348	
		Next
Cancel		
O Calicel		

**2.** Using in the I Want To... field, select Manage Discrepancies.

*The Document Type field is shaded, and cannot be changed from the document type of the chosen record.* 

3.





- **a.** Update the STOCK NBR, using **i** or **i** to assist with the revised number. *This is a 15 alphanumeric character field.*
- **b.** Update the Ordered QTY, using to choose the revised amount.







OR







Select **Next** to continue adding information. *The Update Documents* **Page 4** pop-up window displays.

astructions												
i * Stock Nbr						* 0	iscrepa	nt Reason				
6665013476100						S	Select an	Item				
ICN						Su	ffix Cd					
Optional												
Serial Nbr						UII						
AL Cd						UII	Status					
Optional	*					0	Optional		*			
Cond Cd												
A - Svcbl(w/o Qual)	)	Ŧ										
Received Qty												
1												
Add to Grid												
Add to Grid												
Add to Grid Discrepancies	Stock Nbr	Item Desc	Serial Nbr	Mfr CAGE	Mfr Lot Nbr	Mfr Contract	Mfr Dt	In Service Dt	Cond Cd	Suffix Cd	Discrepant Reason	Qty
Add to Grid Discrepancies	Stock Nbr 6665013476100	Item Desc AN/PDR-77	Serial Nbr 00692C	Mfr CAGE	Mfr Lot Nbr	Mfr Contract	Mfr Dt	In Service Dt	Cond Cd A	Suffix Cd	Discrepant Reason Damaged	Qty 1
Add to Grid Discrepancies Remove	Stock Nbr 6665013476100	Item Desc AN/PDR-77	Serial Nbr 00692C	Mfr CAGE	Mfr Lot Nbr	Mfr Contract	Mfr Dt	In Service Dt	Cond Cd A	Suffix Cd	Discrepant Reason Damaged	Qty 1 1 - 1 of 1 items
Add to Grid Niscrepancies	Stock Nbr 6665013476100	Item Desc AN/PDR-77	Serial Nbr 00692C	Mfr CAGE	Mfr Lot Nbr	Mfr Contract	Mfr Dt	In Service Dt	Cond Cd A	Suffix Cd	Discrepant Reason Damaged	0.ty 1 1 - 1 of 1 items
Add to Grid liscrepancies	Stock Nbr 6665013476100	Item Desc AN/PDR-77	Serial Nbr 00692C	Mfr CAGE	Mfr Lot Nbr	Mfr Contract	Mfr Dt	In Service Dt	Cond Cd A	Suffix Cd	Discrepant Reason Damaged	0ty 1 1 - 1 of 1 items
Add to Grid Discrepancies	Stock Nbr 6665013476100	Item Desc AN/PDR-77	Serial Nbr 00692C	Mfr CAGE	Mfr Lot Nbr	Mfr Contract	Mfr Dt	In Service Dt	Cond Cd A	Suffix Cd	Discrepant Reason Damaged	0 ty 1 1 - 1 of 1 items
Add to Grid iscrepancies Remove	Stock Nbr 6665013476100	Item Desc AN/PDR-77	Serial Nbr 00692C	Mfr CAGE	Mfr Lot Nbr	Mfr Contract	Mfr Dt	In Service Dt	Cond Cd A	Suffix Cd	Discrepant Reason Damaged	0 ty 1 1 - 1 of 1 items

- **A.** Update the STOCK NBR, using **i** or **i** to assist with the revised number. *This is a 15 alphanumeric character field.*
- **B.** Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field*. **Only displays when the item** *is Serially managed.*
- **C.** Update the Received QTY field by using to choose the revised amount.
- **D.** Use to select the desired Discrepant Reason.
- E. Select Add to Grid . The incorrect asset appears in the Discrepancies grid.
- F. Select Finish to process the document. The **Update Documents** popup window closes, and the Document is highlighted in green.
- PO Purchase Order



	Help Reference G
Update the Document Sub Type, us	ing to select the desired code.
Select Next . The Update Doc	<b>uments Page 2</b> pop-up window display.
Selecting <b>Back</b> at any point after not delete any field entries.	this step returns to the previous page, ar
Update Documents	
Instructions	
Cont/PO Nbr Document Nbr M6775042573001 * Ordered Qty 1	AN/PDR-77 CLIN Suffix Cd None UI EA - Each * Owning DoDAAC M67750 Reqd Divry Dt Document Ref Nbr
Add / Edit Remarks	V Finish

- **b.** Update the Ordered QTY, using to choose the revised amount.
- **c.** Update the Document Unit Price by using to choose the correct price.



_		_		•				_
d.	Update the Owr	ning DoDA	AC, using	to sele	ect the des	ired code		
	Finish					_		
	Select	to proces	s the docu	iment. The	Update I	Documei	<b>nts</b> pop-u	ıp v
	dow closes, and	the revise	d Docume	ent is highli	ghted in gi	reen.		
e.	OP							
	UK							
	Select Next >	to contin	ue adding	informatio	n The <b>lin</b>	data Da	cumente	
	3 non un windo		lue auunig	mormatic			cuments	
	$\mathbf{T}$	w aichiavc						
C	<b>3</b> pop-up windo	w displays	•					
L	J pop-up windo	w displays						
L	Instructions	ow displays	•	* Discrepant De	2500			
	s pop-up windo pdate Documents instructions i * Stock Nbr 6665013476100	ow displays		* Discrepant Re Select an Item	ason	•		
	S pop-up windo		•	* Discrepant Re Select an Item Suffix Cd	ason	¥		
	S pop-up windo			* Discrepant Ré Select an Item Suffix Cd Ull	ason	¥		
	S pop-up windo           pdate Documents           Instructions           i* Stock Nbr           6665013476100           i ICN           Optional           Serial Nbr           AL Cd	w dispiays	·	* Discrepant Re Select an Item Suffix Cd Ull	ason	¥		
	S pop-up windo	w displays		* Discrepant Re Select an Ilem Suffix Cd UII UII Status Optional	ason	T		
	S pop-up windo	w aispiays		* Discrepant Re Select an Item Suffix Cd UII UII Status Optional	ason	T		
	S pop-up windo	vw aispiays		* Discrepant Re Select an item Suffix Cd UII UII Status Optional	ason	T		
L	S pop-up windo	vw dispiays		* Discrepant Re Select an Ilem Suffix Cd UII UII Status Optional	ason	•		
	S pop-up windo	vw aispiays		* Discrepant Re Select an Item Suffix Cd UII UII Status Optional	ason	•		
	S pop-up windo	W aisplays	Mfr CAGE Mfr Lot Nbr	* Discrepant Re Select an Item Suffix Cd UII UII Status Optional	ason	Cd Discrepant Reas	on Qty	
	S pop-up windo	VW QISPIAYS	Mfr CAGE Mfr Lot Nbr	* Discrepant Re Select an Item Suffix Cd UII UII Status Optional	ason	Cd Discrepant Reas Excess	on Qty 1	

- **3.** Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field*. **Only displays when the item is Serially managed**.
- **4.** Update the Received QTY field by using to choose the revised amount.





**a.** Update the STOCK NBR, using **i** or **i** to assist with the revised number. *This is a 15 alphanumeric character field*.





2.	Select	Next 🕨	to continue adding information. The <b>Update Documents</b>
۷.	Select		to continue adding information. The <b>Opdate Documents</b>
	Page 4	<b>4</b> pop-up (	vindow displays.

Update the Source (RIC/DoDAAC) in the field provided. This is a 3 alpha-



numeric character field.

Back

O Cancel

1.



Finish

Next ►



nstructions													
i * Stock Nbr							Discrepa	nt Reason					
6665013476100							Select an	Item		•			
i ICN						Su	uffix Cd						
Optional													
Serial Nbr						U	11						
AL Cd						UI	Il Status						
Optional	•					1	Optional						
Cond Cd													
A - Svcbl(w/o Qual)		•											
Received Qty													
1													
Add to Grid													
Discrepancies	01 1 1		0						0.101	0 7 01	D: 10		
	Stock Nbr	Item Desc	Serial Nbr	Mfr CAGE	Mfr Lot Nbr	Mtr Contract	t Mtr Dt	In Service Dt	Cond Cd	Suffix Cd	Discrepant Reason	Qty	
Remove	6665013476100	AN/PDR-77	00531C						A		Incorrect Item	1	
													1 - 1 of 1 ite
<ul> <li>Back</li> </ul>													🗸 F

- **1.** Update the STOCK NBR, using or to assist with the revised number. *This is a 15 alphanumeric character field.*
- **2.** Update the Received QTY field by using to choose the revised amount.
- **3.** Use to select the desired Discrepant Reason.
- 4. Select Add to Grid . The incorrect asset appears in the Discrepancies grid.
- 5. Select Finish to process the document. *The* **Update Documents** *pop-up window closes, and the Document is highlighted in green.*

• MA - Miscellaneous Add







* I Want To		
Manage Discrepancies	•	
* Document Type		
MA - Miscellaneous Add	<b>v</b>	
* Document Sub Type		
MAA - Physical Count	<b>v</b> .	
Scan 1348 (2D Barcode)		
	1348 1111	
Labels		
o Drint 42.40		
E Print 1348		
		N
		Ν
		Ν
S Cancel		Ν
<sup>⊗</sup> Cancel		N

B. Select Next . The **Update Documents Page 2** pop-up window displays.







nstructions	
<i>i</i> * Stock Nbr	Item Desc
Document Nbr	Suffix Cd
M6775042602000	None
Ordered Qty	UI
1 🔹	EA - Each 💌
Document Unit Price	* Owning DoDAAC
\$499.00	M67750 v
GFM Contract Nbr	
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Click here to scan	
Add / Edit Remarks	
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O Creatil	

- **a.** Update the STOCK NBR, using **i** or **i** to assist with the revised number. *This is a 15 alphanumeric character field.*
- **b.** Update the Ordered QTY, using to choose the revised amount.
- **c.** Update the Document Unit Price, using 💌 to choose the revised price.
- **d.** Update the Owning DoDAAC, using to select the desired code.

Select **Finish** to process the document. *The* **Update Documents** *pop-up win- dow closes, and the revised Document is highlighted in green.* 

e.

OR







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







Note

Help Reference Guide

The I Want To... menu shows *Cancel Document* when the Document Status shows a green checkmark

1. Select **Content** next to the desired Document record. *The* **Update Documents Page 1** *pop-up window displays.* 

nstructions		
* I Want To		
Cancel Document	*	
* Document Type		
MR - MILSTRIP Requisition	T	
Document Sub Type		
DRQ - MILSTRIP Requisition - DoD	<b>v</b>	
Scan 1348 (2D Barcode)		
	1348	
		<u></u>
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- **2.** Using in the I Want To... field, select Cancel / Close Document.
- 3. Select Finish to complete the document. *The* **Update Documents** *pop-up window closes, and the Document is removed from the grid.*

# Manage Attachments

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

1. Select **Edit** next to the desired Document record. *The* **Update Documents Page 1** *pop-up window displays.* 







- **3.** Update the Document Sub Type, using **b** to select the desired code.
- 4. Select Next . The **Update Documents Page 2** pop-up window displays, with the list of completed Attachments in the field.







- 5. Select Attach... to continue adding attachments. *The* **Attach Documents Document pop-up** window displays.
- 6. Select Finish to process the attachments. *The* **Update Documents** *pop-up window closes, and the revised Document is highlighted in green.*







# Add Attachments to a Receiving Record

#### Navigation



#### Procedures



**Document** pop-up window appears.







Attach Documents - Do	ocument	×
Instructions		•
* Attachment		
Browse		
Desc		
		0
Primary Attachments:	Attach	
Name	Desc	
		~
		~
	× Close Window	

Help Reference

- 3. Choose the file to attach, and select it.
- 4. Select Open . The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.
- 6. Repeat Steps 2 6 to attach multiple documents.
- 7. Select the desired <sup>•</sup> in the Primary column. *The designated attachment*, <sup>•</sup>, *is the Primary Attachment*.
- 8. Select Close Window . The **Attach Documents Document** pop-up window closes, and the file appears in the Attachments field of the **Update Documents** pop-up window.

