



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  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.

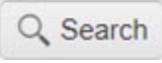
Instructions

Search Criteria

Document Nbr	<input type="text"/>	Stock Nbr	All	...
Document Type	All	Item Desc	All	
Document Status	O - Open	Requisition Prj Cd	<input type="text"/>	
Serial Number	<input type="text"/>	Shipment Ref Nbr	All	





2. Select . The results display in the Documents grid.



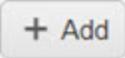
Status	Document Nbr	Stock Nbr	Item Desc	From Warehouse	Document Type	Reportable Commodity Type	Ordered Qty	Received Qty	Verified Qty	Accepted Qty	Discrepant Qty	Cancelled Qty	Due In Qty	Document Container Id
	LD071746230005	113811381138C	LIGHT SABER - PURPLE		PO - Purchase Order	FIELD GEAR	100	100	0	0	0	0		
Details		113811381138C	RECEIVED	SHOLT	100									





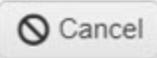
Add a Receiving Document

Navigation

MATERIEL MGMT > Receiving >  > Add Documents pop-up window

Procedures

Create a Due In

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

1. Select . The **Add Documents Page 1** pop-up window displays.



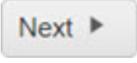
2. Using  in the I Want To... field, select Create Due In.
3. Using  in the Document Type field, select the kind of receiving document (due-in) required. The choices include:

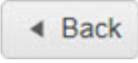


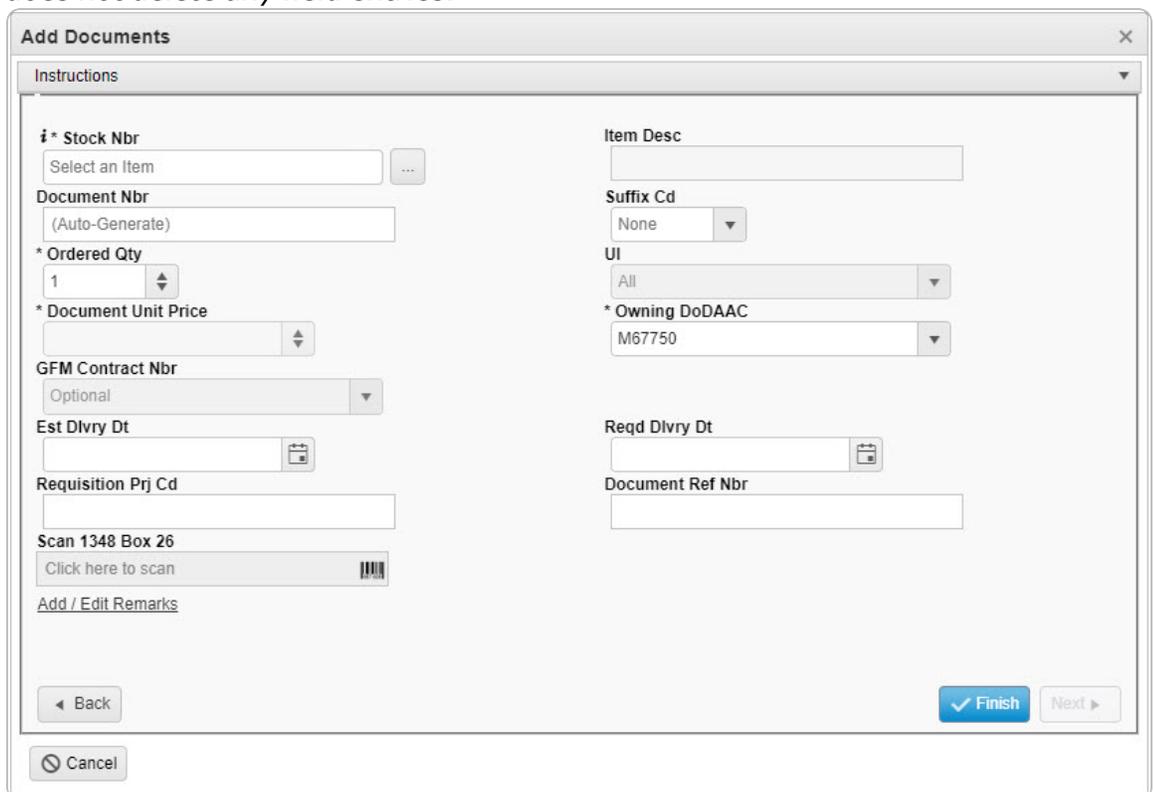


- **MR - MILSTRIP Requisition**

A. Using  in the Document Sub Type field, select the kind of MILSTRIP requisition document required.

B. Select . *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.



a. Use  or  to assist with the STOCK NBR entry. *This is a 15 alpha-numeric character field.*

b. Use  to choose the correct Ordered QTY.

c. Use  to confirm the correct Document Unit Price.



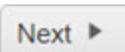


- d. Use  to confirm the desired Owing DoDAAC.
1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

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.*

e.

OR

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

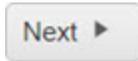
1. Enter the Source (RIC/DoDAAC) in the field provided. *This is a 3 alphanumeric character field.*
2. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the*

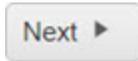




Documents grid, highlighted in green.

OR



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

Add Documents

Instructions

Stock Nbr
1005000739421

ICN
5303001

Serial Nbr
87856C55254B4498A322FD5F29EE

Mfr CAGE
Optional

Cond Cd
A - Svcb(w/o Qual)

Suffix Cd

Secondary Serial Nbr

Add to Ordered Grid

Serial Nbr Search
Click here to scan 

Serial Nbr Search

Ordered Items

	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE
<input type="checkbox"/>	1005000739421	RIFLE, 5.56 MILLIMETER	87856C55254B4498A322FD5F29EE10	A		

Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items

Show Items in QC
Print Labels When Finished

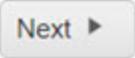
- A.** Enter the SERIAL NBR in the field provided. *This is a 30 alpha-numeric character field.*

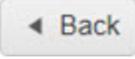




- B. Select  to process the document. The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.

• PO - Purchase Order

- A. Using  in the Document Sub Type field, select the kind of Purchase Order requisition document required.
- B. Select . 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 ▼

<p>Stock Nbr 5965014435490 ...</p> <p>Cont/PO Nbr <input type="text"/></p> <p>Document Nbr (Auto-Generate) <input type="text"/></p> <p>* Ordered Qty 1 <input type="text"/></p> <p>* Document Unit Price \$30.00 <input type="text"/></p> <p>GFM Contract Nbr Optional <input type="text"/></p> <p>Est Divrvy Dt <input type="text"/></p> <p>Requisition Prj Cd <input type="text"/></p> <p>Scan 1348 Box 26 Click here to scan </p> <p>Add / Edit Remarks</p>	<p>Item Desc CABLE,MICROPHONE <input type="text"/></p> <p>CLIN <input type="text"/></p> <p>Suffix Cd None <input type="text"/></p> <p>UI EA - Each <input type="text"/></p> <p>* Owning DoDAAC M67750 <input type="text"/></p> <p>Reqd Divrvy Dt <input type="text"/></p> <p>Document Ref Nbr <input type="text"/></p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------










- a. Use  or  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.
- d. Use  to select the desired Owing DoDAAC.

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.*

e.

OR

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





Add Documents x

Instructions

i Stock Nbr
1005000739421

i ICN
5303001

Serial Nbr
87856C55254B4498A322FD5F29EE

i Mfr CAGE
Optional

Cond Cd
A - Svcb(w/o Qual)

Suffix Cd

Secondary Serial Nbr

Add to Ordered Grid

Serial Nbr Search
Click here to scan SN

Serial Nbr Search

Ordered Items

Ordered Items										
<input type="checkbox"/> All	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Mfr Lot Nbr	Mfr Contract	Secondary Ser
<input type="checkbox"/>	1005000739421	RIFLE,5.56 MILLIMETER	87856C55254B4498A322FD5F29EE10	A						

Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items

Show Items in QC
Print Labels When Finished

1. Update the STOCK NBR, using or 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 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 . *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 ▼

<p>i* Stock Nbr <input type="text" value="1005000739421"/> ...</p> <p>Document Nbr <input type="text" value="(Auto-Generate)"/></p> <p>* Ordered Qty <input type="text" value="1"/> ▼▲</p> <p>* Document Unit Price <input type="text" value="\$499.00"/> ▼▲</p> <p>GFM Contract Nbr <input type="text" value="Optional"/> ▼</p> <p>Est Dlvry Dt <input type="text"/> 📅</p> <p>Requisition Prj Cd <input type="text"/></p> <p>Scan 1348 Box 26 <input type="text" value="Click here to scan"/> 📄</p> <p>Add / Edit Remarks</p>	<p>Item Desc <input type="text" value="RIFLE,5.56 MILLIMETER"/></p> <p>Suffix Cd <input type="text" value="None"/> ▼</p> <p>UI <input type="text" value="EA - Each"/> ▼</p> <p>* Owning DoDAAC <input type="text" value="M67750"/> ▼</p> <p>Reqd Dlvry Dt <input type="text"/> 📅</p> <p>Document Ref Nbr <input type="text"/></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

a. Update the STOCK NBR, using or 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.

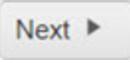
Select to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

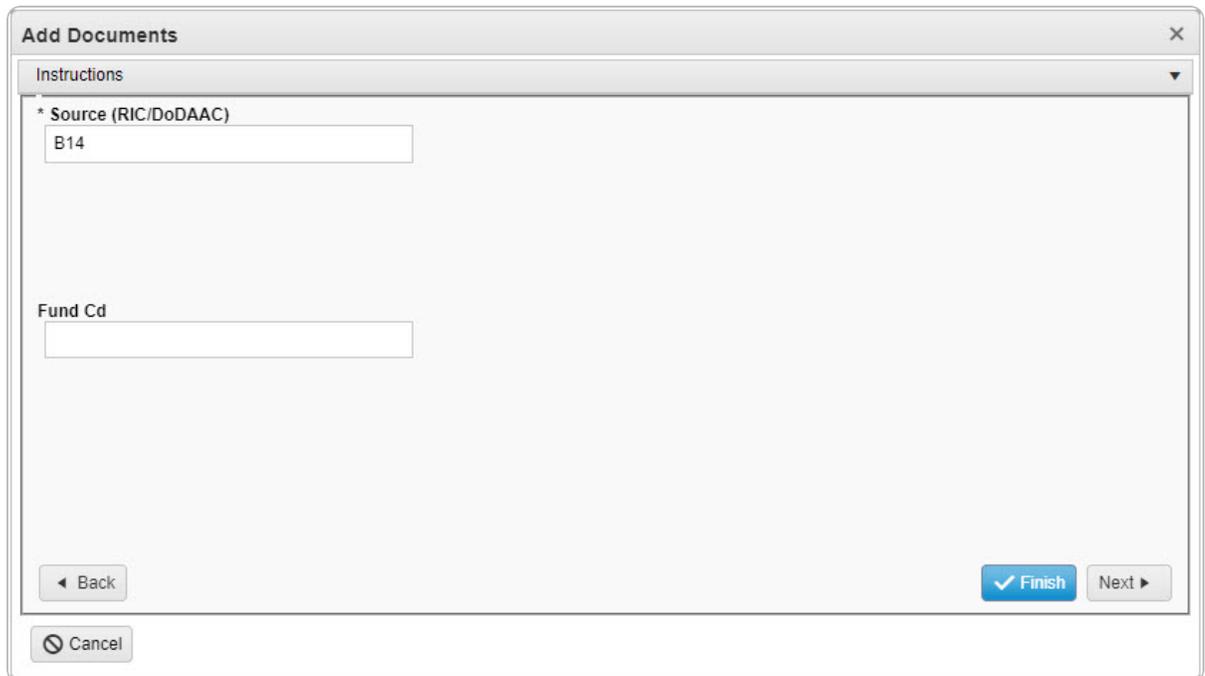
e.

OR





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

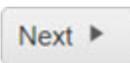


1. Enter the Source (RIC/DoDAAC) in the field provided. *This is a 3 alphanumeric character field.*

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.*

2.

OR

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





Add Documents x

Instructions

Stock Nbr
1005000739421

ICN
5303001 ...

Serial Nbr
87856C55254B4498A322FD5F29EE

Mfr CAGE
Optional ...

Cond Cd
A - Svcb(w/o Qual) v

Add to Ordered Grid

Serial Nbr Search
Click here to scan SN

Serial Nbr Search

Ordered Items

Grid Options x Remove Edit Apply

All	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Mfr Lot Nbr	Mfr Contract	Secondary Ser
<input type="checkbox"/>	1005000739421	RIFLE,5.56 MILLIMETER	87856C55254B4498A322FD5F29EE10	A						

Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items

Show Items in QC
Print Labels When Finished

1. Update the STOCK NBR, using or 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 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.



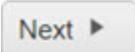


1. Select . The **Add Documents Page 1** pop-up window displays.



2. Using  in the I Want To... field, select Receive / Accept.
3. Using  in the Document Type field, select the kind of receiving document required. The choices include:

- **MR - MILSTRIP Requisition**

- A. Using  in the Document Sub Type field, select the kind of MILSTRIP receiving document required.
- B. Select . 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

<p>i* Stock Nbr <input type="text" value="Select an Item"/> ...</p> <p>Document Nbr <input type="text" value="(Auto-Generate)"/></p> <p>* Ordered Qty <input type="text" value="1"/> ▾</p> <p>* Document Unit Price <input type="text" value=""/> ▾</p> <p>GFM Contract Nbr <input type="text" value="Optional"/> ▾</p> <p>Est Dlvry Dt <input type="text" value=""/> </p> <p>Requisition Prj Cd <input type="text" value=""/></p> <p>Scan 1348 Box 26 <input type="text" value="Click here to scan"/> </p> <p>Add / Edit Remarks</p> <p style="text-align: center;"> <input type="button" value="◀ Back"/> <input type="button" value="Next ▶"/> </p>	<p>Item Desc <input type="text" value=""/></p> <p>Suffix Cd <input type="text" value="None"/> ▾</p> <p>UI <input type="text" value="All"/> ▾</p> <p>* Owing DoDAAC <input type="text" value="M67750"/> ▾</p> <p>Reqd Dlvry Dt <input type="text" value=""/> </p> <p>Document Ref Nbr <input type="text" value=""/></p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- a. Use or 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.
- d. Use to select the desired Owing DoDAAC.
- e. Select to continue adding information. *The **Add Documents Page 3** pop-up window displays.*





Add Documents [Close]

Instructions [Down Arrow]

* Source (RIC/DoDAAC)

Media Status Cd
 [Down Arrow]

Supp Address

Priority Cd
 [Down Arrow]

Acq Adv Cd
 [Down Arrow]

Fund Cd

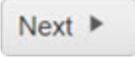
Demand Cd
 [Down Arrow]

Signal Cd
 [Down Arrow]

Dist Cd

[Back] [Next]

[Cancel]

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





Add Documents ✕

Instructions ▼

<p>* Received By BPGROCE</p> <p>* Received Qty 1</p> <p>* Location Id Select an Item</p> <p>Previously Received Qty 0</p>	<p>* Received Dt 9/12/2024 2:18 PM</p> <p>Suffix Cd</p> <p>Due In Qty 1</p>
-------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------

◀ Back

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 or to assist with the LOCATION ID entry. *This is a 15 alphanumeric 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 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 to continue adding information. *The **Add Documents Page 5** pop-up window displays.*





Help Reference Guide

Add Documents x

Instructions

Stock Nbr
1005000739421

ICN
Optional

*** Serial Nbr**
00661C
 Generate

Mfr CAGE
Optional

*** Cond Cd**
A - Svcbl(w/o Qual)

*** Verified By**
BFGROCE

Qty to Verify
1

Suffix Cd

Secondary Serial Nbr

Container Id
Optional

*** Verified Dt**
9/12/2024 2:25 PM

Ordered Items | **Verified Items**

Verified Items All Grid Options Remove Edit Apply Send To QC Kit Components

Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Mfr Lot Nbr	Mfr Contract	Secondary Serial Nbr	Containe
1005000739421	RIFLE,5.56 MILLIMETER	00661C	A							

Selected 0/1 Page 1 of 1 items per page 1 - 1 of 1 items

Show Items in QC
Print Labels When Finished

- a. Update the STOCK NBR, using  or  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.



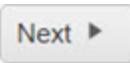


- g. Select  to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

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.*

h.

OR

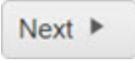
Select  to continue adding information. *The **Add Documents Page 6** pop-up window displays.*

- 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 . *The status in the grid changes from Verified to Accepted.*
- d. 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.*

- **PO - Purchase Order**





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

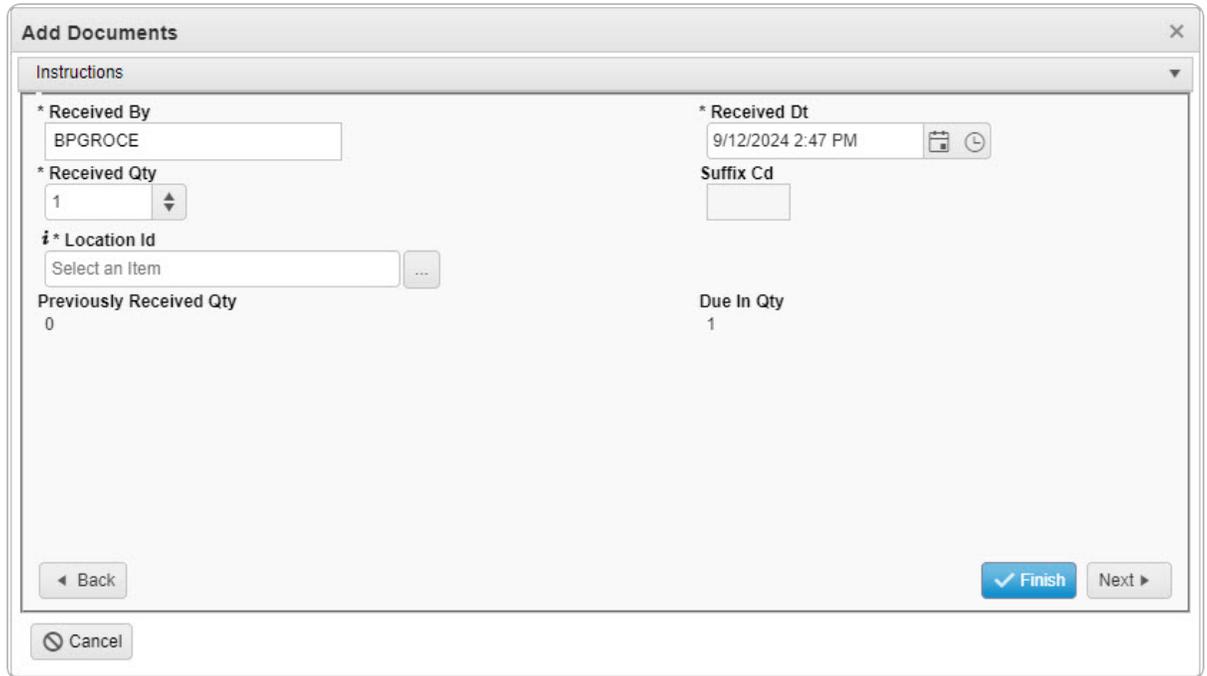
Selecting  at any point after this step returns to the previous page, and does not delete any field entries.

- a. Use  or  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.





- d. Use  to select the desired Owning DoDAAC.
- e. Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*



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  or  to assist with the Location ID entry. *This is a 15 alphanumeric character field.*
4. 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.

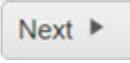
Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

5.

OR





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

Add Documents [Close]

Instructions

<p>* Stock Nbr 1005000739421</p> <p>† ICN Optional [...]</p> <p>* Serial Nbr 00661C <input type="checkbox"/> Generate</p> <p>† Mfr CAGE Optional [...]</p> <p>* Cond Cd A - Svcb(w/o Qual)</p> <p>* Verified By BPGROCE <input type="button" value="Add to Verified Grid"/></p>	<p>Qty to Verify 1</p> <p>Suffix Cd</p> <p>Secondary Serial Nbr</p> <p>† Container Id Optional [...]</p> <p>* Verified Dt 9/12/2024 3:02 PM [Calendar] [Clock]</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Ordered Items | **Verified Items**

All

Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Mfr Lot Nbr	Mfr Contract	Secondary Serial Nbr	Containe
1005000739421	RIFLE,5.56 MILLIMETER	00661C	A							

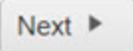
Selected 0/1 | Page 1 of 1 | 50 items per page | 1 - 1 of 1 items

Show Items in QC
 Print Labels When Finished

- A. Update the STOCK NBR, using  or  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.*



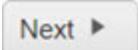


- F. Update the Verified DT field by using   to correct the date or by entering the date and time (MM/DD/YYYYHH:MM) in the field provided.
- G. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*
- OR**
- Select  to continue adding information. *The **Add Documents Page 5** pop-up window displays.*

	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	Utl Status
Accept	1005000739421	RIFLE.5.56 MILLIMETER	00661C	A									

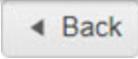
- Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
- Update the Accepted DT field by using   to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- Select . *The status in the grid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

• TE - Transfer From External

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



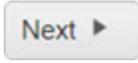


Selecting  at any point after this step returns to the previous page, and does not delete any field entries.

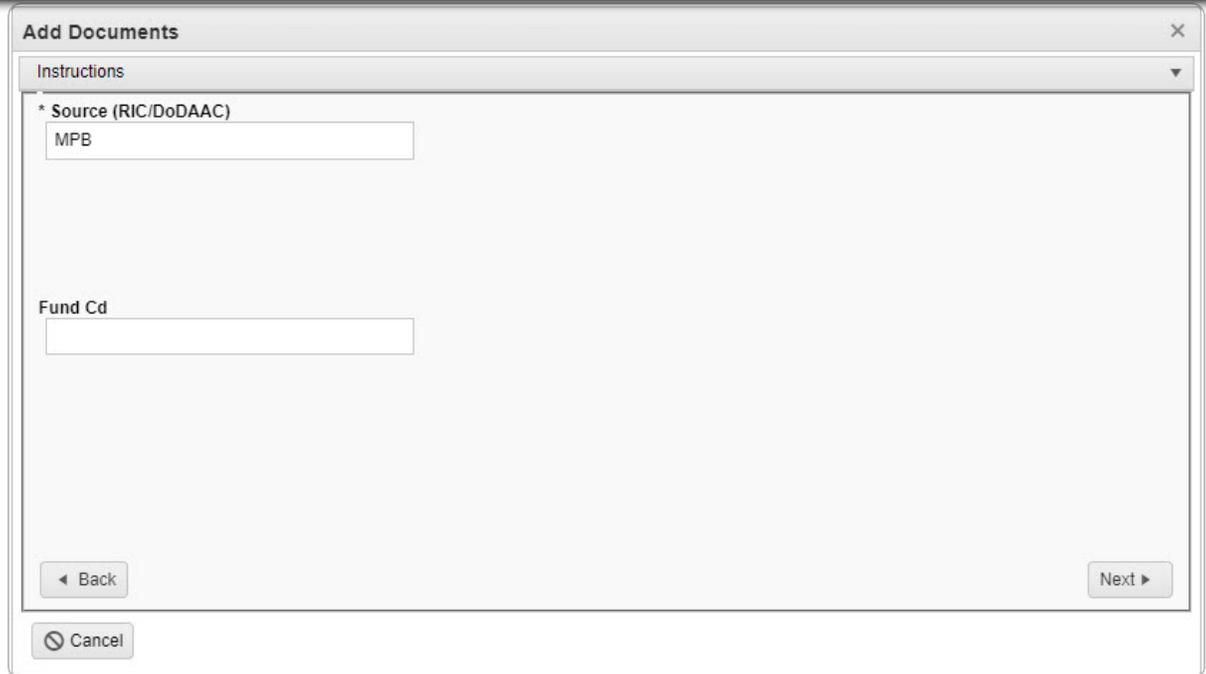
Add Documents ✕

Instructions ▼

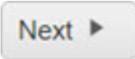
<p>* Stock Nbr <input type="text" value="Select an Item"/>  </p> <p>Document Nbr <input type="text" value="(Auto-Generate)"/></p> <p>* Ordered Qty <input type="text" value="1"/> </p> <p>* Document Unit Price <input type="text"/> </p> <p>GFM Contract Nbr <input type="text" value="Optional"/> </p> <p>Est Dlvry Dt <input type="text"/> </p> <p>Requisition Prj Cd <input type="text"/></p> <p>Scan 1348 Box 26 <input type="text" value="Click here to scan"/> </p> <p>Add / Edit Remarks</p> <p> </p> <p></p>	<p>Item Desc <input type="text"/></p> <p>Suffix Cd <input type="text" value="None"/> </p> <p>UI <input type="text" value="All"/> </p> <p>* Owning DoDAAC <input type="text" value="M67750"/> </p> <p>Reqd Dlvry Dt <input type="text"/> </p> <p>Document Ref Nbr <input type="text"/></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- a. Use  or  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 Document Unit Price.
- d. Use  to select the desired Owning DoDAAC.
- e. Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*





The screenshot shows a window titled "Add Documents" with a close button (X) in the top right corner. Below the title bar is a tab labeled "Instructions". The main content area contains two text input fields. The first field is labeled "* Source (RIC/DoDAAC)" and contains the text "MPB". The second field is labeled "Fund Cd" and is empty. At the bottom of the window, there are three buttons: "Back" with a left-pointing arrow, "Next" with a right-pointing arrow, and "Cancel" with a circular icon containing a diagonal slash.

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





Help Reference Guide

Add Documents ✕

Instructions ▼

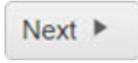
<p>* Received By BPGROCE <input style="width: 150px;" type="text"/></p> <p>* Received Qty 1 <input style="width: 30px;" type="text"/></p> <p>* Location Id Select an Item <input style="width: 150px;" type="text"/> <input style="width: 20px;" type="button" value="..."/></p> <p>Previously Received Qty 0</p>	<p>* Received Dt 9/12/2024 3:42 PM <input style="width: 60px;" type="text"/></p> <p>Suffix Cd <input style="width: 50px;" type="text"/></p> <p>Due In Qty 1</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- 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  to choose the correct quantity.
- C.** Use  or  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  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  to continue adding information. *The **Add Documents Page 5** pop-up window displays.*





Add Documents [Close]

Instructions

#* Stock Nbr **Qty to Verify**

ICN **Suffix Cd**

*** Serial Nbr** **Secondary Serial Nbr**

Generate

Mfr CAGE **# Container Id**

*** Cond Cd** *** Verified Dt**

*** Verified By**

Ordered Items | **Verified Items**

Verified Items [Grid Options] [Remove] [Edit] [Apply] [Send To QC] [KI Components]

<input type="checkbox"/> All	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Mfr Lot Nbr	Mfr Contract	Secondary Serial Nbr	Container Id
<input type="checkbox"/>	6665013476100	AN/PDR-77	00661C	A							

Selected 0/1 | Page 1 of 1 | 50 items per page | 1 - 1 of 1 items

Show Items in QC
Print Labels When Finished

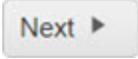
- a. Update the STOCK NBR, using or to assist with the revised number. *This is a 15 alphanumeric character field.*
- b. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
- c. Update the Cond Cd, using to select 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.

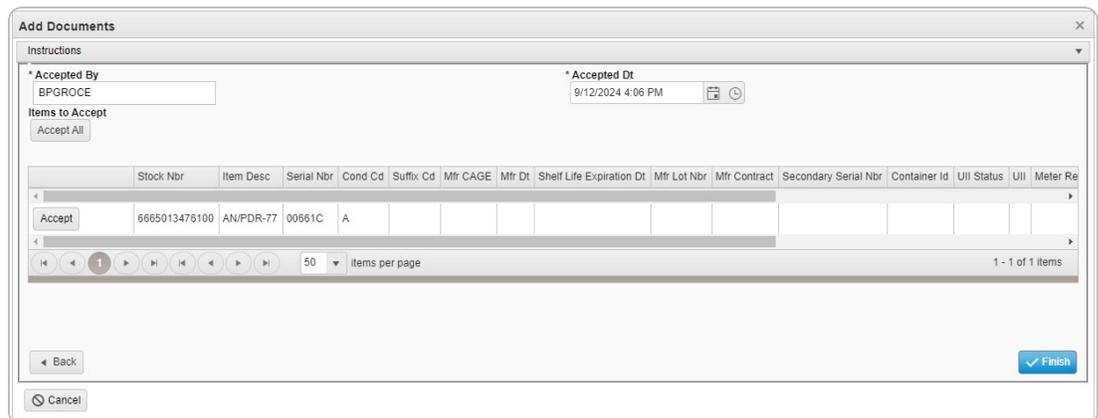




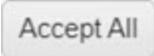
- g. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

OR

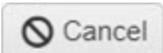
- Select  to continue adding information. *The **Add Documents Page 6** pop-up window displays.*



	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	Uil Status	Uil	Meter Re
Accept	6665013476100	AN/PDR-77	00661C	A											

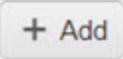
1. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
2. Update the Accepted DT field by using  to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
3. Select . *The status in the grid changes from Verified to Accepted.*
4. 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.*

Manage Discrepancies

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





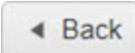
1. Select . The **Add Documents Page 1** pop-up window displays.



2. Using  in the I Want To... field, select Manage Discrepancies.
3. Using  in the Document Type field, select the kind of discrepancy document required. The choices include:

- **MR - MILSTRIP Requisition**

- A. Using  in the Document Sub Type field, select the kind of MILSTRIP discrepancy document required.
- B. Select . 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.



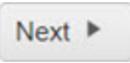


Add Documents ✕

Instructions ▼

<p>i* Stock Nbr <input type="text" value="Select an Item"/> ...</p> <p>Document Nbr <input type="text" value="(Auto-Generate)"/></p> <p>* Ordered Qty <input type="text" value="1"/> ▼▲</p> <p>* Document Unit Price <input type="text" value=""/> ▼▲</p> <p>GFM Contract Nbr <input type="text" value="Optional"/> ▼</p> <p>Est Dlvry Dt <input type="text" value=""/> 📅</p> <p>Requisition Prj Cd <input type="text" value=""/></p> <p>Scan 1348 Box 26 <input type="text" value="Click here to scan"/> 📄</p> <p>Add / Edit Remarks</p> <p style="text-align: center;">◀ Back Next ▶</p>	<p>Item Desc <input type="text" value=""/></p> <p>Suffix Cd <input type="text" value="None"/> ▼</p> <p>UI <input type="text" value="All"/> ▼</p> <p>* Owning DoDAAC <input type="text" value="M67750"/> ▼</p> <p>Reqd Dlvry Dt <input type="text" value=""/> 📅</p> <p>Document Ref Nbr <input type="text" value=""/></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

⊘ Cancel

- a. Use  or  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 Document Unit Price.
- d. Use  to select the desired Owning DoDAAC.
- e. Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*





✕
Add Documents

Instructions

*** Source (RIC/DoDAAC)**

Media Status Cd

Supp Address

Priority Cd

Acq Adv Cd

Fund Cd

Demand Cd

Signal Cd

Dist 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.*

✕
Add Documents

Instructions

#* Stock Nbr
 ...

#ICN
 x ...

Serial Nbr

AL Cd

Cond Cd

*** Received Qty**

*** Discrepant Reason**

Suffix Cd

Ull

Ull Status

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	00681C						A		Shipped Short	1

1 - 1 of 1 items

◀ Back
✔ Finish

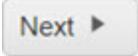
⊘ Cancel

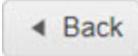




- A. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
- B. Use  to select the desired Discrepant Reason.
- C. Update the Received QTY field by using  to choose the correct quantity.
- D. Select . *The received appears in the Discrepancies grid.*
- E. 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.*

• Purchase Order

- A. Using  in the Document Sub Type field, select the kind of Purchase Order discrepancy document required.
- B. Select . *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.



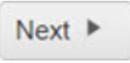


Add Documents ✕

Instructions ▼

<p>i* Stock Nbr <input type="text" value="Select an Item"/> ...</p> <p>Cont/PO Nbr <input type="text"/></p> <p>Document Nbr <input type="text" value="(Auto-Generate)"/></p> <p>* Ordered Qty <input type="text" value="1"/> ▼▲</p> <p>* Document Unit Price <input type="text"/> ▼▲</p> <p>GFM Contract Nbr <input type="text" value="Optional"/> ▼</p> <p>Est Dlvry Dt <input type="text"/> 📅</p> <p>Requisition Prj Cd <input type="text"/></p> <p>Scan 1348 Box 26 <input type="text" value="Click here to scan"/> 📄</p> <p>Add / Edit Remarks</p> <p style="text-align: left;">◀ Back</p>	<p>Item Desc <input type="text"/></p> <p>CLIN <input type="text"/></p> <p>Suffix Cd <input type="text" value="None"/> ▼</p> <p>UI <input type="text" value="All"/> ▼</p> <p>* Owing DoDAAC <input type="text" value="M67750"/> ▼</p> <p>Reqd Dlvry Dt <input type="text"/> 📅</p> <p>Document Ref Nbr <input type="text"/></p> <p style="text-align: right;">Next ▶</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

⊗ Cancel

- a. Use  or  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 Document Unit Price.
- d. Use  to select the desired Owing DoDAAC.
- e. Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*





Add Documents [Close]

Instructions

Stock Nbr
6665013476100 [Info] [More]

Discrepant Reason
Incorrect Item [Dropdown]

ICN
Optional [More]

Suffix Cd
[Text]

Serial Nbr
00661C

Ull
[Text]

AL Cd
Optional [Dropdown]

Ull Status
Optional [Dropdown]

Cond Cd
A - Svcbl(w/o Qual) [Dropdown]

*** Received Qty**
1 [Spin]

[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		Incorrect Item	1

1 - 1 of 1 Items

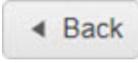
[Back] [Finish]

[Cancel]

1. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
2. Use  to select the desired Discrepant Reason.
3. Update the Received QTY field by using  to choose the correct quantity.
4. Select . *The received asset appears in the Discrepancies grid.*
5. 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.*

• Transfer From External

- A. Select . *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.



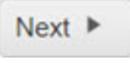


Add Documents ✕

Instructions ▼

<p>i* Stock Nbr <input type="text" value="Select an Item"/> ...</p> <p>Document Nbr <input type="text" value="(Auto-Generate)"/></p> <p>* Ordered Qty <input type="text" value="1"/> ▼▲</p> <p>* Document Unit Price <input type="text"/></p> <p>GFM Contract Nbr <input type="text" value="Optional"/> ▼</p> <p>Est Dlvry Dt <input type="text"/> 📅</p> <p>Requisition Prj Cd <input type="text"/></p> <p>Scan 1348 Box 26 <input type="text" value="Click here to scan"/> 📄</p> <p>Add / Edit Remarks</p> <p style="text-align: center;">◀ Back Next ▶</p>	<p>Item Desc <input type="text"/></p> <p>Suffix Cd <input type="text" value="None"/> ▼</p> <p>UI <input type="text" value="All"/> ▼</p> <p>* Owing DoDAAC <input type="text" value="M67750"/> ▼</p> <p>Reqd Dlvry Dt <input type="text"/> 📅</p> <p>Document Ref Nbr <input type="text"/></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

⊗ Cancel

- a. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character 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  to select the desired Owing DoDAAC.
- e. Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*





✕
Add Documents

▼
Instructions

*** Source (RIC/DoDAAC)**

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.*

✕
Add Documents

▼
Instructions

#* Stock Nbr
6665013476100 ...

#ICN
Optional ...

Serial Nbr
00661C

AL Cd
Optional ▼

Cond Cd
A - Svcb(w/o Qual) ▼

*** Received Qty**
1

Add to Grid

*** Discrepant Reason**
Missing Item ▼

Suffix Cd

Ull

Ull Status
Optional ▼

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

⊘ Cancel





1. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
2. Use  to select the desired Discrepant Reason.
3. Update the Received QTY, using  to choose the revised amount.
4. Select . *The received asset appears in the Discrepancies grid.*
5. 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.*

Create Miscellaneous Items

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

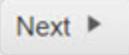
- A. Select . The **Add Documents Page 1** pop-up window displays.



- B. Using  in the I Want To... field, select Miscellaneous Add.





- C. Using  in the Document Type field, select the MA - Miscellaneous Add document.
- D. Using  in the Document Sub Type field, select the kind of miscellaneous document required.
- E. Select . The **Add Documents Page 2** pop-up window displays.

Add Documents ✕

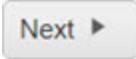
Instructions ▼

<p>i * Stock Nbr <input type="text" value="Select an Item"/>  </p> <p>Document Nbr <input type="text" value="(Auto-Generate)"/></p> <p>* Ordered Qty <input type="text" value="1"/> </p> <p>* Document Unit Price <input type="text"/> </p> <p>GFM Contract Nbr <input type="text" value="Optional"/> ▼</p> <p>Est Dlvry Dt <input type="text"/> </p> <p>Requisition Prj Cd <input type="text"/></p> <p>Scan 1348 Box 26 <input type="text" value="Click here to scan"/> </p> <p><u>Add / Edit Remarks</u></p> <p><input type="text"/></p> <p><input type="button" value="◀ Back"/> <input type="button" value="Next ▶"/></p> <p><input type="button" value="Cancel"/></p>	<p>Item Desc <input type="text"/></p> <p>Suffix Cd <input type="text" value="None"/> ▼</p> <p>UI <input type="text" value="All"/> ▼</p> <p>* Owning DoDAAC <input type="text" value="M67750"/> ▼</p> <p>Reqd Dlvry Dt <input type="text"/> </p> <p>Document Ref Nbr <input type="text"/></p> <p>i Physical Inv Nbr <input type="text"/></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- a. Use  or  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.





- d. Use  to select the desired Owing DoDAAC.
- e. Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*

Add Documents ✕

Instructions ▼

<p>* Received By BPGROCE</p> <p>* Received Qty 1 </p> <p>i* Location Id Select an Item  </p> <p>Previously Received Qty 0</p>	<p>* Received Dt 9/13/2024 11:18 AM  </p> <p>Suffix Cd <input type="text"/></p> <p>Due In Qty 1</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

◀ Back
✔ Finish
Next ▶

⊘ Cancel

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, using  to choose the revised amount.
 3. Use  or  to assist with the Location ID entry. *This is a 15 alphanumeric character field.*
 4. Update the Received DT, using   or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- 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.*
- 5.





OR

Next ▶

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

Add Documents [Close]

Instructions

* Stock Nbr: Qty to Verify:

ICN: Suffix Cd:

* Serial Nbr: Generate

Mfr CAGE: Secondary Serial Nbr:

* Cond Cd: # Container Id:

* Verified By: * Verified Dt:

Ordered Items | **Verified Items**

Verified Items [Grid Options] [Remove] [Edit] [Apply] [Send To QC] [Kit Components]

	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Mfr Lot Nbr	Mfr Contract	Secondary Serial Nbr	Container Id
<input type="checkbox"/>	6665013476100	AN/PDR-77	00661C	A							

Selected 0/1 | Page 1 of 1 | 50 items per page | 1 - 1 of 1 items

Show Items in QC Print Labels When Finished

- A. Update the STOCK NBR, using  or  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.*





- E. Update the Verified DT, using   or entering the date and time (MM/DD/YYYYHH:MM) in the field provided.

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.*

- F.
OR

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

Add Documents

Instructions

* Accepted By: BPGROCE

* Accepted Dt: 9/13/2024 11:37 AM

Items 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	Mfr Contract	Secondary Serial Nbr	Container Id	Ull Status	Ull	Meter Re
6665013476100	AN/PDR-77	00661C	A											

50 items per page | 1 - 1 of 1 items

Back | Cancel | Finish

- 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  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.*





Update a Receiving Document

Navigation

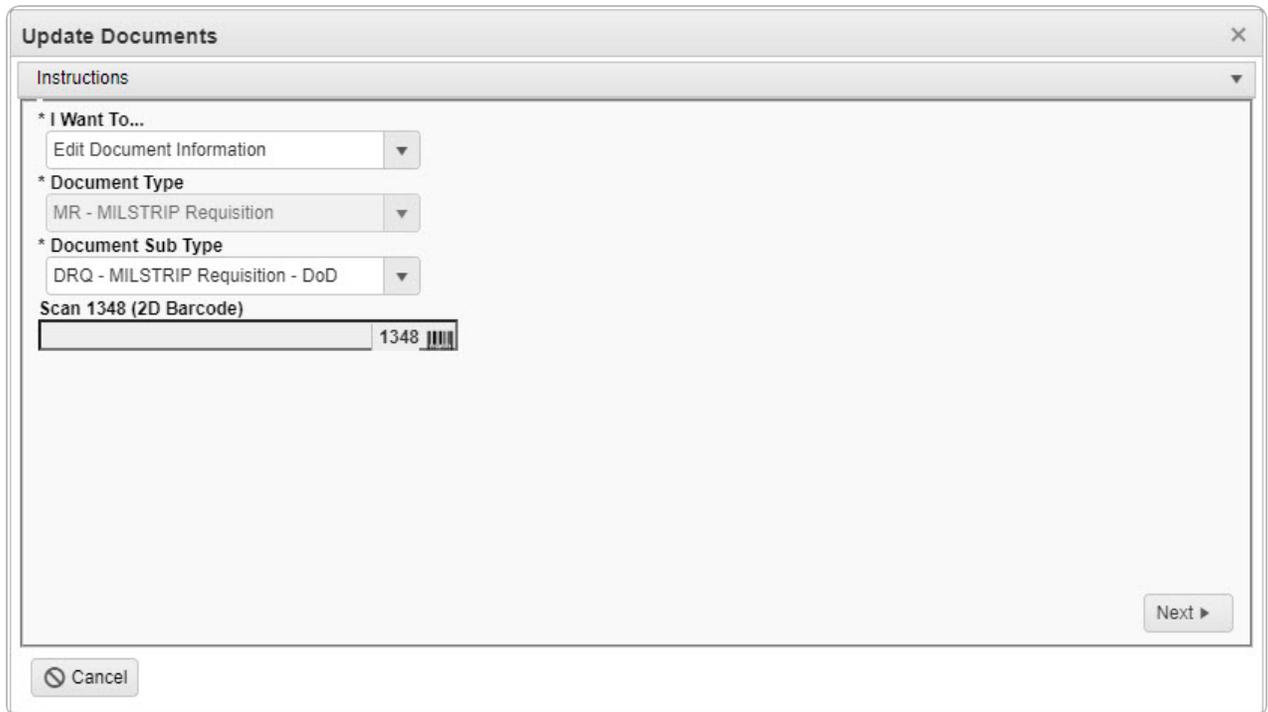
MATERIEL MGMT > Receiving >  > Update Documents pop-up window

Procedures

Update Document Information

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

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



The screenshot shows a window titled "Update Documents" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main content area contains several fields:

- * I Want To...: Edit Document Information (dropdown)
- * Document Type: MR - MILSTRIP Requisition (dropdown)
- * Document Sub Type: DRQ - MILSTRIP Requisition - DoD (dropdown)
- Scan 1348 (2D Barcode): 1348 

At the bottom left is a "Cancel" button, and at the bottom right is a "Next" button with a right-pointing arrow.





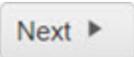
- Using  in the I Want To... field, select Edit Document Information.

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

- There are 4 types of documents to edit:

- **MR - MILSTRIP Requisition**

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

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

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



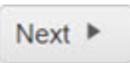


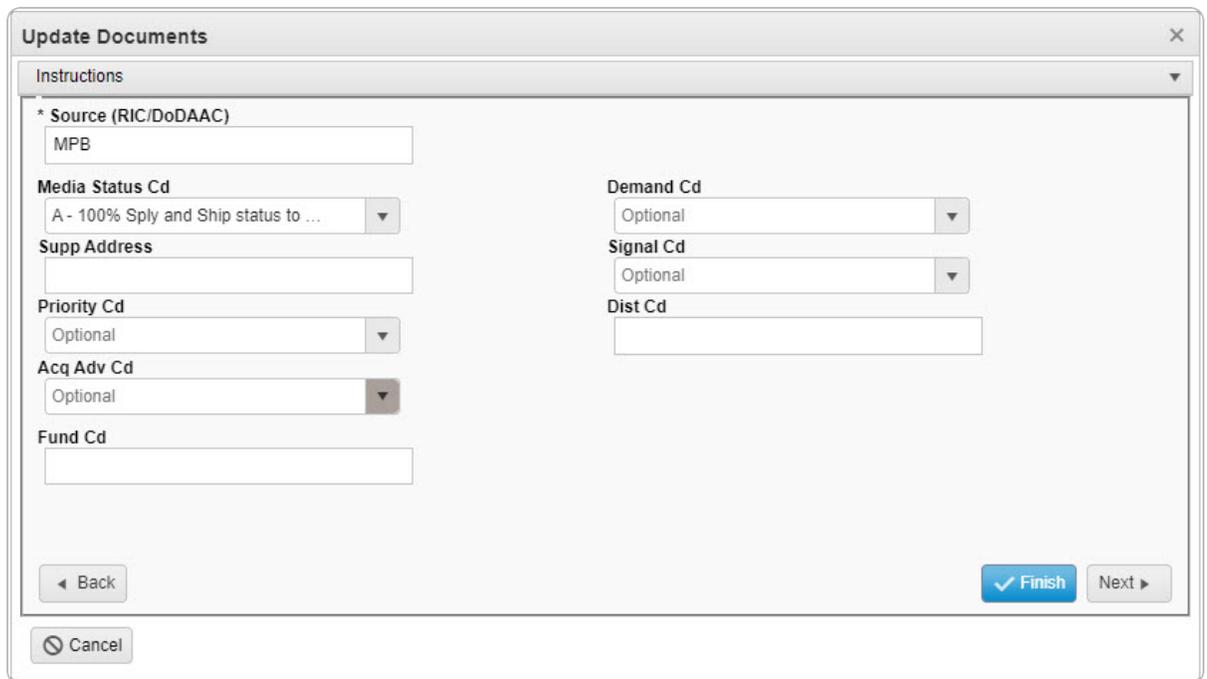
- b. Update the Ordered QTY, using  to choose the revised amount.
- c. Update the Document Unit Price, using  to choose the revised price.
- d. Update the Owning DoDAAC, using  to select the desired code.

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

e.

OR

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



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

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

2.





OR

Next ▶

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

Add Documents ✕

Instructions ▼

Stock Nbr
1005000739421

ICN 5303001 ... **Suffix Cd**

Serial Nbr
87856C55254B4498A322FD5F29EE

Mfr CAGE Optional ... **Secondary Serial Nbr**

Cond Cd
A - Svcbl(w/o Qual) ▼

Serial Nbr Search Serial Nbr Search

Click here to scan SN

Ordered Items

Ordered Items ⚙ Grid Options ▼ ✕ Remove ✎ Edit 📄 Apply ✓ Verify

<input type="checkbox"/> All	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE
<input type="checkbox"/>	1005000739421	RIFLE,5.56 MILLIMETER	87856C55254B4498A322FD5F29EE10	A		

Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items

Show Items in QC
Print Labels When Finished

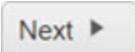




Help Reference Guide

- A. Update the SERIAL NBR, entering the revised identifier in the field provided. *This is a 30 alphanumeric character field.*
- B. Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

• PO - Purchase Order

- A. Update the Document Sub Type, using  to select the kind of Purchase Order requisition document required.
- B. Select . *The **Update Documents Page 2** pop-up window displays.*

Update Documents ✕

Instructions ▼

<p>* Stock Nbr <input type="text" value="6665013476100"/>  </p> <p>Cont/PO Nbr <input type="text"/></p> <p>Document Nbr <input type="text" value="M6775042573000"/></p> <p>* Ordered Qty <input type="text" value="1"/> ▼</p> <p>* Document Unit Price <input type="text" value="\$4,312.00"/> ▼</p> <p>GFM Contract Nbr <input type="text" value="Optional"/> ▼</p> <p>Est Dlrvy Dt <input type="text"/> </p> <p>Requisition Prj Cd <input type="text"/></p> <p>Scan 1348 Box 26 <input type="text" value="Click here to scan"/> </p> <p>Add / Edit Remarks</p> <p></p>	<p>Item Desc <input type="text" value="AN/PDR-77"/></p> <p>CLIN <input type="text"/></p> <p>Suffix Cd <input type="text" value="None"/> ▼</p> <p>UI <input type="text" value="EA - Each"/> ▼</p> <p>* Owning DoDAAC <input type="text" value="M67750"/> ▼</p> <p>Reqd Dlrvy Dt <input type="text"/> </p> <p>Document Ref Nbr <input type="text"/></p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



- a. Update the STOCK NBR, using  or  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.

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

d.

OR

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





x
Update Documents

Instructions

i Stock Nbr

i ICN
 ...

Serial Nbr

i Mfr CAGE
 ...

Cond Cd

Suffix Cd

Secondary Serial Nbr

Serial Nbr Search

Serial Nbr Search

Ordered Items

Ordered Items

<input type="checkbox"/> All	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE
<input type="checkbox"/>	6665013476100	AN/PDR-77	00531C	A		

Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items

Show Items in QC

Print Labels When Finished

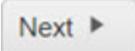
1. *Verify the STOCK NBR.*
2. *Update the SERIAL NBR, entering the revised number in the field provided. This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***





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

- **TE - Transfer From External**

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

Update Documents ✕

Instructions ▼

<p>i * Stock Nbr <input type="text" value="6665013476100"/>  </p> <p>Document Nbr <input type="text" value="M6775042574000"/></p> <p>* Ordered Qty <input type="text" value="1"/> </p> <p>* Document Unit Price <input type="text" value="\$4,312.00"/> </p> <p>GFM Contract Nbr <input type="text" value="Optional"/> ▼</p> <p>Est Dlrvy Dt <input type="text"/> </p> <p>Requisition Prj Cd <input type="text"/></p> <p>Scan 1348 Box 26 <input type="text" value="Click here to scan"/> </p> <p>Add / Edit Remarks</p> <p></p>	<p>Item Desc <input type="text" value="AN/PDR-77"/></p> <p>Suffix Cd <input type="text" value="None"/> ▼</p> <p>UI <input type="text" value="EA - Each"/> ▼</p> <p>* Owning DoDAAC <input type="text" value="M67750"/> ▼</p> <p>Reqd Dlrvy Dt <input type="text"/> </p> <p>Document Ref Nbr <input type="text"/></p> <p style="text-align: right;"> </p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



- a. Update the STOCK NBR, using  or  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.





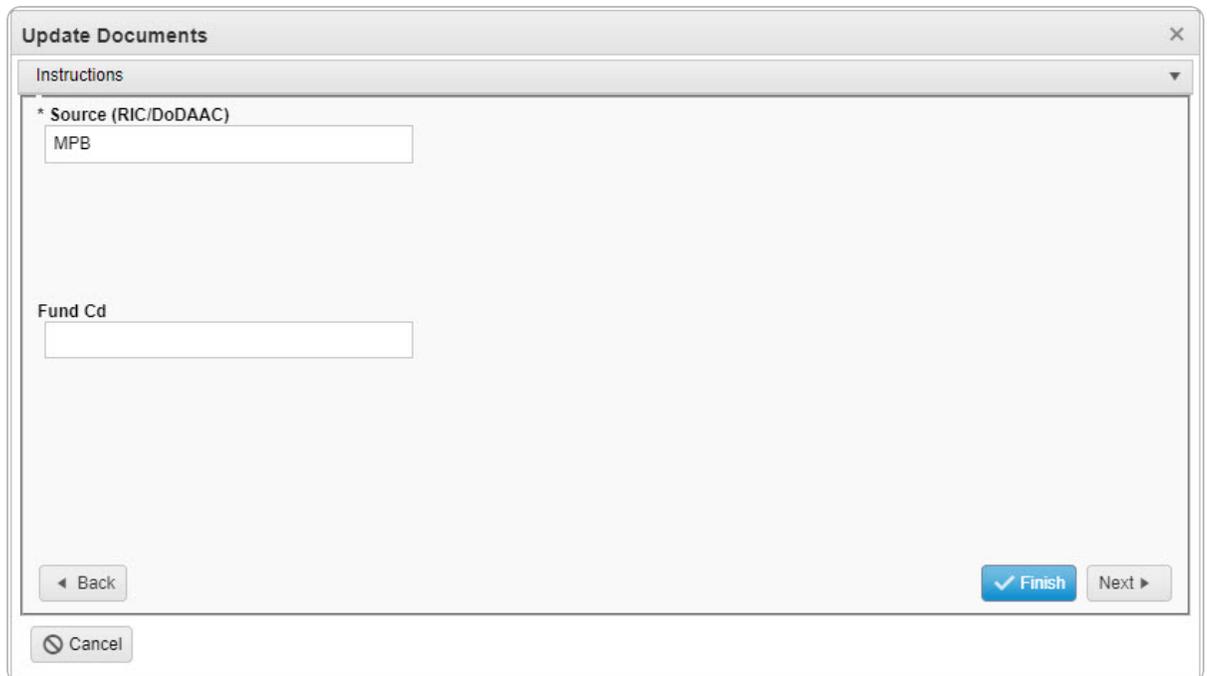
- d. Update the Owing DoDAAC, using  to select the desired code.

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

e.

OR

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

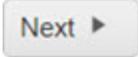


1. Update the Source (RIC/DoDAAC) in the field provided. *This is a 3 alphanumeric character field.*

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

2.

OR

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





✕
Update Documents

Instructions

i Stock Nbr

i ICN ... **Suffix Cd**

Serial Nbr

i Mfr CAGE ... **Secondary Serial Nbr**

Cond Cd

Serial Nbr Search

Serial Nbr Search

Ordered Items

Ordered Items

All
 S...
 I...
 S...
 C...
 S...
 M...
 M...
 M...
 M...
 S...
 C...
 V...
 V...
 Q...

Selected 0/0

 Page 0 of 0

 50 items per page
 No items to display

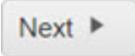
Show Items in QC
 Print Labels When Finished

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

- **MA - Miscellaneous Add**





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





Update Documents ✕

Instructions ▼

<p>i * Stock Nbr <input type="text" value="1005000739421"/> ...</p> <p>Document Nbr <input type="text" value="M6775042602000"/></p> <p>* Ordered Qty <input type="text" value="1"/> ▼▲</p> <p>* Document Unit Price <input type="text" value="\$499.00"/> ▼▲</p> <p>GFM Contract Nbr <input type="text" value="Optional"/> ▼</p> <p>Est Dlvry Dt <input type="text"/> 📅</p> <p>Requisition Prj Cd <input type="text"/></p> <p>Scan 1348 Box 26 <input type="text" value="Click here to scan"/> 📄</p> <p>Add / Edit Remarks</p> <p style="text-align: left;">◀ Back</p>	<p>Item Desc <input type="text" value="RIFLE,5.56 MILLIMETER"/></p> <p>Suffix Cd <input type="text" value="None"/> ▼</p> <p>UI <input type="text" value="EA - Each"/> ▼</p> <p>* Owning DoDAAC <input type="text" value="M67750"/> ▼</p> <p>Reqd Dlvry Dt <input type="text"/> 📅</p> <p>Document Ref Nbr <input type="text"/></p> <p>i Physical Inv Nbr <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="✔ Finish"/> <input type="button" value="Next ▶"/> </p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- a. Update the STOCK NBR, using or 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 to update the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*
- e. **OR**





Next ▶

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

Update Documents ✕

Instructions ▼

i Stock Nbr

i ICN ... **Suffix Cd**

Serial Nbr

i Mfr CAGE ... **Secondary Serial Nbr**

Cond Cd

Serial Nbr Search **Serial Nbr Search**

Ordered Items

Ordered Items

<input type="checkbox"/> All	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Mfr Lot Nbr
<input type="checkbox"/>	1005000739421		00964C	A				

Selected 0/1 ◀ ▶ 1 Page 1 of 1 ◀ ▶ 50 items per page 1 - 1 of 1 items

Show Items in QC
 Print Labels When Finished

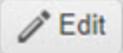




1. Verify the *STOCK NBR.*
2. Update the *SERIAL NBR*, entering the revised number in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
3. Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

Update a Receive / Accept Document

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

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



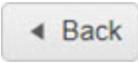
2. Using  in the I Want To... field, select Receive / Accept.
The Document Type field is shaded, and cannot be changed from the document type of the chosen record.
3. There are 4 types of documents to edit:





- **MR - MILSTRIP Requisition**

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

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

Update Documents ✕

Instructions ▼

<p>i* Stock Nbr <input type="text" value="6665013476100"/>  </p> <p>Document Nbr <input type="text" value="M6775042571003"/></p> <p>* Ordered Qty <input type="text" value="1"/> </p> <p>* Document Unit Price <input type="text" value="\$4,312.00"/> </p> <p>GFM Contract Nbr <input type="text" value="Optional"/> ▼</p> <p>Est Divry Dt <input type="text"/> </p> <p>Requisition Prj Cd <input type="text"/></p> <p>Scan 1348 Box 26 <input type="text" value="Click here to scan"/> </p> <p>Add / Edit Remarks</p>	<p>Item Desc <input type="text" value="AN/PDR-77"/></p> <p>Suffix Cd <input type="text" value="None"/> ▼</p> <p>UI <input type="text" value="EA - Each"/> ▼</p> <p>* Owning DoDAAC <input type="text" value="M67750"/> ▼</p> <p>Reqd Divry Dt <input type="text"/> </p> <p>Document Ref Nbr <input type="text"/></p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

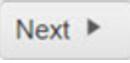
◀ Back
Next ▶

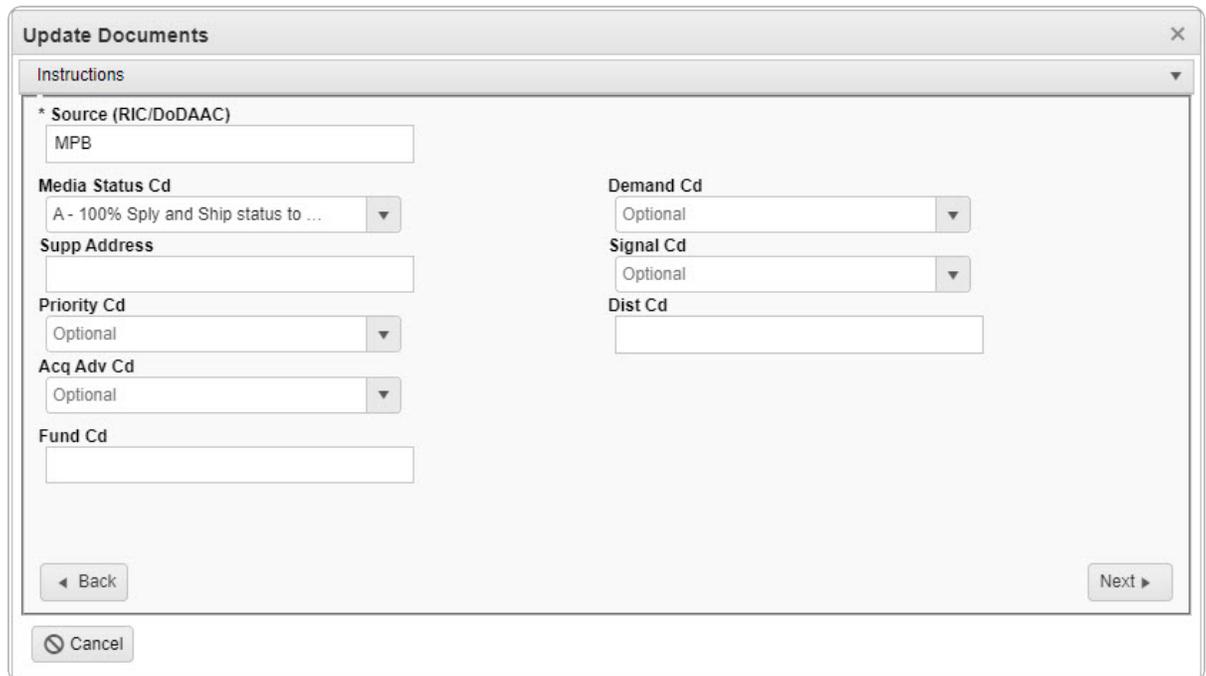
 Cancel

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





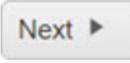
- e. Select  to continue adding information. *The **Update Documents Page 3** pop-up window displays.*



The screenshot shows a window titled "Update Documents" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main area contains several input fields and dropdown menus:

- * Source (RIC/DoDAAC): Text box containing "MPB".
- Media Status Cd: Dropdown menu with "A - 100% Sply and Ship status to ...".
- Supp Address: Text box.
- Priority Cd: Dropdown menu with "Optional".
- Acq Adv Cd: Dropdown menu with "Optional".
- Fund Cd: Text box.
- Demand Cd: Dropdown menu with "Optional".
- Signal Cd: Dropdown menu with "Optional".
- Dist Cd: Text box.

At the bottom of the window, there are three buttons: "Back" (with a left arrow), "Next" (with a right arrow), and "Cancel" (with a red X icon).

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





Help Reference Guide

Update Documents ✕

Instructions ▼

<p>* Received By <input type="text" value="BPGROCE"/></p> <p>* Received Qty <input type="text" value="1"/></p> <p>* Location Id <input type="text" value="Select an Item"/> ...</p> <p>Previously Received Qty 0</p>	<p>* Received Dt <input type="text" value="9/17/2024 11:35 AM"/> 📅 ⌚</p> <p>Suffix Cd <input type="text"/></p> <p>Due In Qty 1</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

◀ Back
✔ Finish
Next ▶

⊘ Cancel

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.

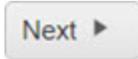
C. Use  or  to assist with the LOCATION ID entry. *This is a 15 alphanumeric character field.*

D. Update the Received DT by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

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

E.

OR

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





Update Documents ✕

Instructions ▼

<p>i * Stock Nbr <input type="text" value="1005000739421"/></p> <p>i ICN <input type="text" value="Optional"/> ...</p> <p>* Serial Nbr <input type="text" value="00857C"/> <input type="checkbox"/> Generate</p> <p>i Mfr CAGE <input type="text" value="Optional"/> ...</p> <p>* Cond Cd <input type="text" value="A - Svcb(w/o Qual)"/></p> <p>* Verified By <input type="text" value="BPGROCE"/></p> <p style="text-align: center;"><input type="button" value="Add to Verified Grid"/></p>	<p>Qty to Verify <input type="text" value="1"/></p> <p>Suffix Cd <input type="text"/></p> <p>Secondary Serial Nbr <input type="text"/></p> <p>i Container Id <input type="text" value="Optional"/> ...</p> <p>* Verified Dt <input type="text" value="9/17/2024 11:49 AM"/> <input type="button" value="📅"/> <input type="button" value="🕒"/></p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Ordered Items Verified Items

Verified Items

	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Mfr Lot Nbr
<input type="checkbox"/>	1005000739421	RIFLE, 5.56 MILLIMETER	00857C	A				

Selected 0/1 ◀ ▶ 1 Page 1 of 1 ◀ ▶ 50 items per page 1 - 1 of 1 items

Show Items in QC

Print Labels When Finished

- 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.**





Help Reference Guide

- 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 DT by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- f. Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*
OR
Select  to continue adding information. *The **Update Documents Page 6** pop-up window displays.*

Update Documents ✕

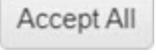
Instructions

* Accepted By * Accepted Dt 

Items to Accept

	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Shelf Life Expiration Dt	Mfr Lot Nbr
<input type="button" value="Accept"/>	1005000739421	RIFLE, 5.56 MILLIMETER	00661C	A					


50 items per page
1 - 1 of 1 items

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 by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
3. Select . *The status in the grid changes from Verified to Accepted.*



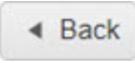


4. Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

• **PO - Purchase Order**

- A. Update the Document Sub Type, using  to select the desired code.

- B. Select . *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.

- a. Update the STOCK NBR, using  or  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 by using  to choose the correct price.
- d. Update the Owning DoDAAC, using  to select the desired code.
- e. Select  to continue adding information. *The **Update Documents Page 3** pop-up window displays.*

Update Documents ✕

Instructions ▼

<p>* Received By <input type="text" value="BPGROCE"/></p> <p>* Received Qty <input type="text" value="1"/> </p> <p>! * Location Id <input type="text" value="Select an Item"/>  </p> <p>Previously Received Qty 0</p>	<p>* Received Dt <input type="text" value="9/17/2024 12:54 PM"/>  </p> <p>Suffix Cd <input type="text"/></p> <p>Due In Qty 1</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

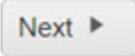
1. Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*
2. Update the Received QTY, using  to choose the revised amount.
3. Update the Location ID, using  or  to enter the revised identifier. *This is a 15 alphanumeric character field.*
4. Verify the Previously Received QTY.
5. Update the Received DT by using   or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.





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

OR

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





Help Reference Guide

✕
Update Documents

Instructions

<p>i * Stock Nbr <input type="text" value="6665013476100"/></p> <p>i ICN <input type="text" value="Optional"/> ...</p> <p>* Serial Nbr <input type="text" value="00531C"/> <input type="checkbox"/> Generate</p> <p>i Mfr CAGE <input type="text" value="Optional"/> ...</p> <p>* Cond Cd <input type="text" value="A - Svcbl(w/o Qual)"/></p> <p>* Verified By <input type="text" value="BPGROCE"/></p> <p style="text-align: center;"><input type="button" value="Add to Verified Grid"/></p>	<p>Qty to Verify 1</p> <p>Suffix Cd</p> <p>Secondary Serial Nbr <input type="text"/></p> <p>i Container Id <input type="text" value="Optional"/> ...</p> <p>* Verified Dt <input type="text" value="9/17/2024 1:09 PM"/> <input type="button" value="📅"/> <input type="button" value="🕒"/></p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Ordered Items
Verified Items

Verified Items
⚙️ Grid Options
✕ Remove
✎ Edit
📄 Apply
📦 Send To QC
👤 Kit Components

<input type="checkbox"/>	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE
<input type="checkbox"/>	1005000739421	RIFLE,5.56 MILLIMETER	00531C	A		

Selected 0/1
⏪ ⏩
1
Page 1 of 1
⏪ ⏩
50
items per page
1 - 1 of 1 items
🔄

Show Items in QC

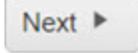
Print Labels When Finished

- A. Update the STOCK NBR, using or 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 Cond Cd, using  to select the desired code.
 - D. Update the Verified By, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*
 - E. Update the Verified QTY field by using  to choose the correct quantity. **Only displays when the item is Bulk managed.**
 - 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.
 - G. Select  to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*
 - H. Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*
- OR**
- Select  to continue adding information. *The **Update Documents Page 5** pop-up window displays.*

Update Documents ✕

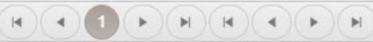
Instructions

* Accepted By
BPGROCE

* Accepted Dt
9/17/2024 1:23 PM 

Items to Accept

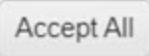
	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Shelf Life Expiration Dt	Mfr Lot Nbr
<input type="button" value="Accept"/>	1005000739421	RIFLE,5.56 MILLIMETER	00531C	A					


50 items per page
1 - 1 of 1 items





Help Reference Guide

- 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 . *The status in the grid changes from Verified to Accepted.*
- d. Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

• TE - Transfer From External

Update Documents

Instructions

* I Want To...
Receive / Accept

* Document Type
TE - Transfer From External

* Document Sub Type
TE - Transfer From External

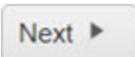
Scan 1348 (2D Barcode)
1348

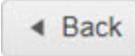
Labels

Print 1348

Next

Cancel

- A. *The Document Sub Type field is shaded and cannot be edited.*
- B. Select . *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.





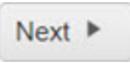
Update Documents ✕

Instructions ▼

<p>* Stock Nbr <input type="text" value="6665013476100"/> ...</p> <p>Document Nbr <input type="text" value="M6775042574000"/></p> <p>* Ordered Qty <input type="text" value="1"/> ▼▲</p> <p>* Document Unit Price <input type="text" value="\$4,312.00"/> ▼▲</p> <p>GFM Contract Nbr <input type="text" value="Optional"/> ▼</p> <p>Est Dlvry Dt <input type="text"/> 📅</p> <p>Requisition Prj Cd <input type="text"/></p> <p>Scan 1348 Box 26 <input type="text" value="Click here to scan"/> 📄</p> <p>Add / Edit Remarks</p>	<p>Item Desc <input type="text" value="AN/PDR-77"/></p> <p>Suffix Cd <input type="text" value="None"/> ▼</p> <p>UI <input type="text" value="EA - Each"/> ▼</p> <p>* Owning DoDAAC <input type="text" value="M67750"/> ▼</p> <p>Reqd Dlvry Dt <input type="text"/> 📅</p> <p>Document Ref Nbr <input type="text"/></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

◀ Back
Next ▶

⊗ Cancel

- a. Update the STOCK NBR, using  or  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  to continue adding information. *The **Update Documents Page 3** pop-up window displays.*





Update Documents

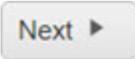
Instructions

* Source (RIC/DoDAAC)

Fund Cd

◀ Back Next ▶

⊗ Cancel

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





Help Reference Guide

✕
Update Documents

Instructions

<p>* Received By BPGROCE</p> <p>* Received Qty 0</p> <p>* Location Id A04D</p> <p>Previously Received Qty 1</p>	<p>* Received Dt 9/13/2024 3:27 PM</p> <p>Suffix Cd</p> <p>Due In Qty 0</p>
---------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------

◀ Back
✔ Finish
Next ▶

⊘ Cancel

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

E.

OR

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





Update Documents ✕

Instructions ▼

<p>i * Stock Nbr <input type="text" value="6665013476100"/></p> <p>i ICN <input type="text" value="Optional"/> ...</p> <p>* Serial Nbr <input type="text" value="00531C"/> <input type="checkbox"/> Generate</p> <p>i Mfr CAGE <input type="text" value="Optional"/> ...</p> <p>* Cond Cd <input type="text" value="A - Svcbl(w/o Qual)"/></p> <p>* Verified By <input type="text" value="BPGROCE"/></p> <p style="text-align: center;"><input type="button" value="Add to Verified Grid"/></p>	<p>Qty to Verify <input type="text" value="0"/></p> <p>Suffix Cd <input type="text"/></p> <p>Secondary Serial Nbr <input type="text"/></p> <p>i Container Id <input type="text" value="Optional"/> ...</p> <p>* Verified Dt <input type="text" value="9/17/2024 2:09 PM"/> <input type="button" value="📅"/></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Ordered Items Verified Items

Verified Items

<input type="checkbox"/>	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE
<input type="checkbox"/>	6665013476100	AN/PDR-77	00531C	A		

Selected 0/1 ◀ ▶ Page 1 of 1 50 items per page 1 - 1 of 1 items 🔄

Show Items in QC
 Print Labels When Finished

- 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.





Help Reference Guide

- 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 DT field by using  to correct the date or by entering the date and time (MM/DD/YYYYHH:MM) in the field provided.
- f. Select  to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

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

g.

OR

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

Update Documents

Instructions

* Accepted By: BPGROCE

* Accepted Dt: 9/17/2024 2:33 PM

Items 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	Mfr
Accept	6665013476100	AN/PDR-77	00531C	A						

50 items per page | 1 - 1 of 1 items

Back | Cancel | Finish

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



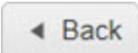


2. Update the Accepted DT by using   to correct the date, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
3. Select . *The status in the grid changes from Verified to Accepted.*
4. Select  to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

• MA - Miscellaneous Add



- A. Update the Document Sub Type, using  to select the desired code.
- B. Select . *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.





Update Documents
✕

Instructions

<p>* Stock Nbr <input type="text" value="1005000739421"/> ...</p> <p>Document Nbr <input type="text" value="M6775042602000"/></p> <p>* Ordered Qty <input type="text" value="1"/> ▾</p> <p>* Document Unit Price <input type="text" value="\$499.00"/> ▾</p> <p>GFM Contract Nbr <input type="text" value="Optional"/> ▾</p> <p>Est Dlvry Dt <input type="text"/> 📅</p> <p>Requisition Prj Cd <input type="text"/></p> <p>Scan 1348 Box 26 <input type="text" value="Click here to scan"/> 📄</p> <p>Add / Edit Remarks</p> <p style="text-align: center;">◀ Back</p>	<p>Item Desc <input type="text" value="RIFLE,5.56 MILLIMETER"/></p> <p>Suffix Cd <input type="text" value="None"/> ▾</p> <p>UI <input type="text" value="EA - Each"/> ▾</p> <p>* Owning DoDAAC <input type="text" value="M67750"/> ▾</p> <p>Reqd Dlvry Dt <input type="text"/> 📅</p> <p>Document Ref Nbr <input type="text"/></p> <p>* Physical Inv Nbr <input type="text"/></p> <p style="text-align: right;">Next ▶</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

⊗ Cancel

- a. Update the STOCK NBR, using or 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 to continue adding information. *The **Update Documents Page 3** pop-up window displays.*





Update Documents ✕

Instructions ▼

<p>* Received By <input type="text" value="BPGROCE"/></p> <p>* Received Qty <input type="text" value="0"/> ▼</p> <p>i * Location Id <input type="text" value="A02D"/> ...</p> <p>Previously Received Qty 1</p>	<p>* Received Dt <input type="text" value="9/16/2024 4:46 PM"/> 📅 ⌚</p> <p>Suffix Cd <input type="text"/></p> <p>Due In Qty 0</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

◀ Back
✔ Finish
Next ▶

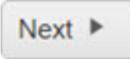
⊘ Cancel

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  or  to assist with the LOCATION ID entry. *This is a 15 alphanumeric character field.*
4. Update the Received DT by using   or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

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

5.

OR

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





✕
Update Documents

Instructions

*** Stock Nbr**

*** ICN**

*** Serial Nbr**

 Generate

*** Mfr CAGE**

*** Cond Cd**

*** Verified By**

Qty to Verify

Suffix Cd

Secondary Serial Nbr

*** Container Id**

*** Verified Dt**

Ordered Items
Verified Items

Verified Items
⚙ Grid Options
✕ Remove
✎ Edit
📄 Apply
📦 Send To QC
👤 Kit Components

<input type="checkbox"/>	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE
<input type="checkbox"/>	1005000739421	RIFLE, 5.56 MILLIMETER	00964C	A		

Selected 0/1
⏪ ⏩ 1 Page 1 of 1
50 items per page
1 - 1 of 1 items

Show Items in QC

Print Labels When Finished

- 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.**





Help Reference Guide

- 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.
 - G. Select  to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*
- Select  to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

H.

OR

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

Update Documents ✕

Instructions

* Accepted By * Accepted Dt 

Items to Accept

	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Shelf Life Expiration Dt	Mfr Lot Nbr
<input type="button" value="Accept"/>	1005000739421	RIFLE,5.56 MILLIMETER	00964C	A					

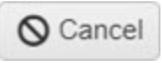

50 items per page
1 - 1 of 1 items





- 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 . *The status in the grid changes from Verified to Accepted.*
- d. Select  to process the document. *The **Update Documents** pop-up 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.

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



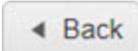
2. Using  in the I Want To... field, select Manage Discrepancies.
The Document Type field is shaded, and cannot be changed from the document type of the chosen record.
- 3.



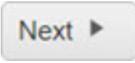


There are 4 types of documents to edit:

- **MR - MILSTRIP Requisition**

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

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

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

a. Update the STOCK NBR, using  or  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.

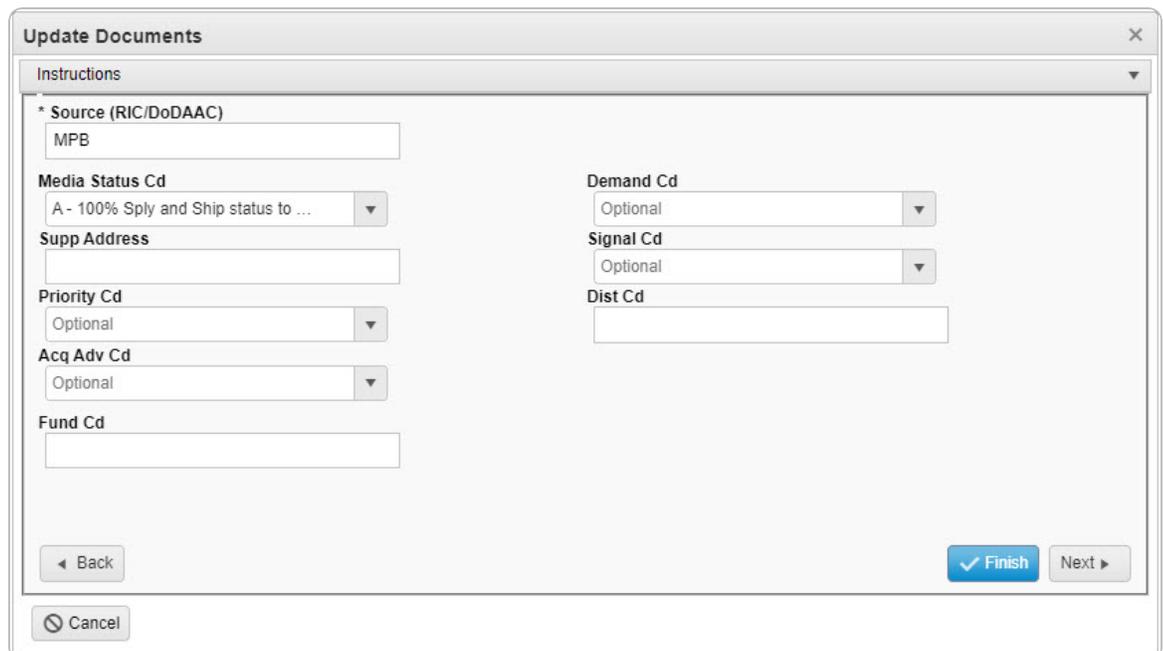
d. Update the Owning DoDAAC, using  to select the desired code.

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

e.

OR

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



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

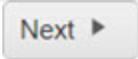
Select  to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

2.

OR





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

Update Documents

Instructions

*** Stock Nbr**
 ...

*** Discrepant Reason**
 Select an Item

i ICN
 Optional ...

Suffix Cd

Serial Nbr

UII

AL Cd
 Optional

UII Status
 Optional

Cond Cd
 A - Svcb1(w/o Qual)

*** Received Qty**

Add 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	Qty
<input type="button" value="Remove"/>	6665013476100	AN/PDR-77	00692C						A		Damaged	1

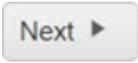
1 - 1 of 1 Items

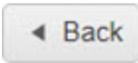
- A. Update the STOCK NBR, using  or  to assist with the revised number. *This is a 15 alphanumeric character field.*
- B. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
- C. Update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

- **PO - Purchase Order**





- A. Update the Document Sub Type, using  to select the desired code.
- B. Select . 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.

Update Documents

Instructions

* Stock Nbr 6665013476100	Item Desc AN/PDR-77
Cont/PO Nbr [Empty]	CLIN [Empty]
Document Nbr M6775042573001	Suffix Cd None
* Ordered Qty 1	UI EA - Each
* Document Unit Price \$4,312.00	* Owning DoDAAC M67750
GFM Contract Nbr Optional	Reqd Dlvry Dt [Calendar icon]
Est Dlvry Dt [Calendar icon]	Document Ref Nbr [Empty]
Requisition Prj Cd [Empty]	
Scan 1348 Box 26 Click here to scan	
Add / Edit Remarks [Empty]	

Navigation:    

- a. Update the STOCK NBR, using  or  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 by using  to choose the correct price.





d. Update the Owning DoDAAC, using  to select the desired code.

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

e.

OR

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

Update Documents [X]

Instructions

<p>f* Stock Nbr 6665013476100  </p> <p>f ICN Optional  </p> <p>Serial Nbr <input type="text"/></p> <p>AL Cd Optional </p> <p>Cond Cd A - Svcb(w/o Qual) </p> <p>* Received Qty 1 </p> <p><input type="button" value="Add to Grid"/></p>	<p>* Discrepant Reason </p> <p>Suffix Cd <input type="text"/></p> <p>Ull <input type="text"/></p> <p>Ull Status Optional </p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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
<input type="button" value="Remove"/>	6665013476100	AN/PDR-77	00661C						A		Excess	1

1 - 1 of 1 items

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

2. Use  to select the desired Discrepant Reason.

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.

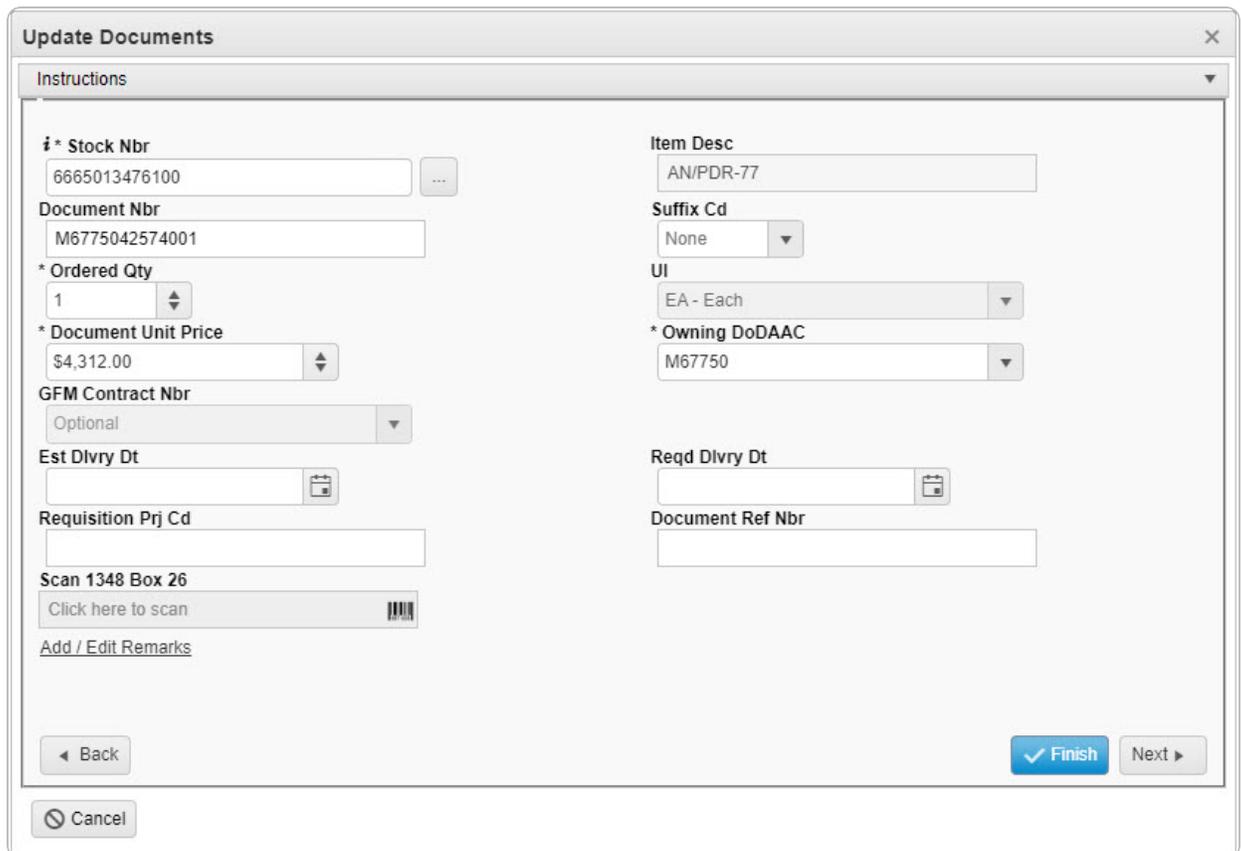




5. Use  to select the desired Discrepant Reason.
6. Select . *The incorrect asset appears in the Discrepancies grid.*
7. Select  to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

• **TE - Transfer From External**

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



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



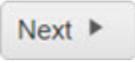


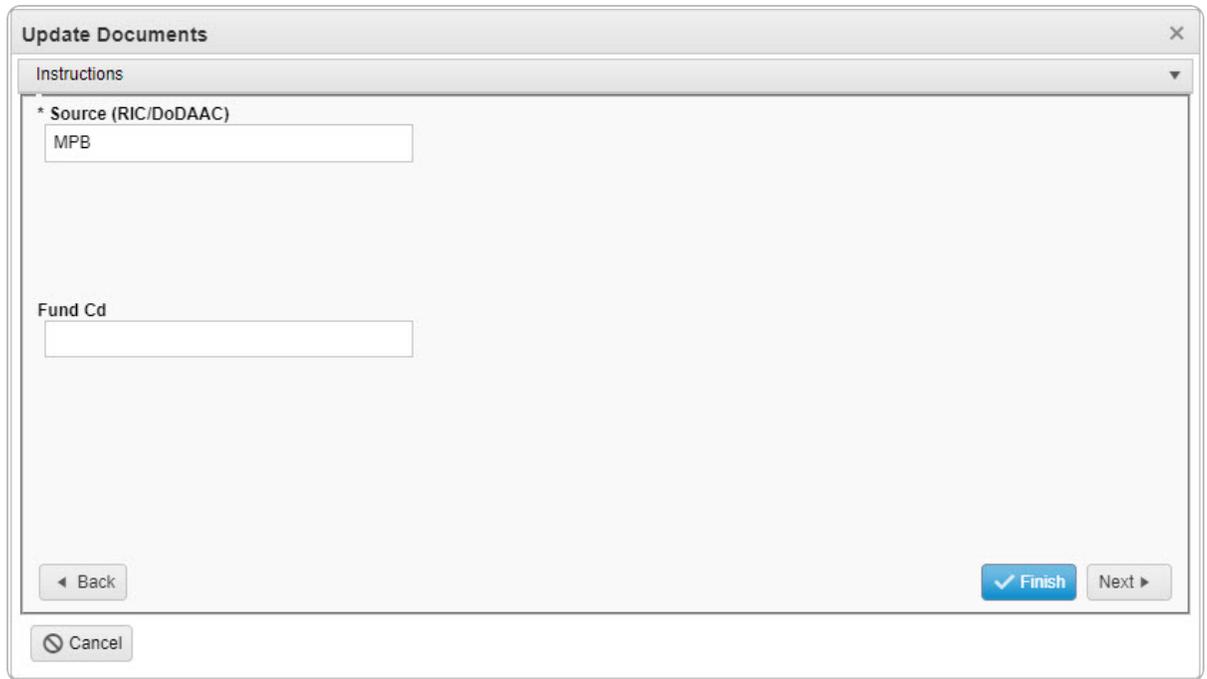
- b. Update the Ordered QTY, using  to choose the revised amount.
- c. Update the Document Unit Price, using  to choose the revised price.
- d. Update the Owning DoDAAC, using  to select the desired code.

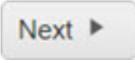
Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

e.

OR

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



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





Update Documents [Close]

Instructions

* Stock Nbr [Info] [More]

* Discrepant Reason [Down Arrow]

† ICN [More]

Suffix Cd

Serial Nbr

UII

AL Cd [Down Arrow]

UII Status [Down Arrow]

Cond Cd [Down Arrow]

* Received Qty [Up/Down Arrow]

	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
<input type="button" value="Remove"/>	6665013476100	AN/PDR-77	00531C						A		Incorrect Item	1

1 - 1 of 1 items

[Back]

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 . *The incorrect asset appears in the Discrepancies grid.*
5. Select to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

- **MA - Miscellaneous Add**





Update Documents [Close]

Instructions [Down Arrow]

* I Want To...
Manage Discrepancies [Down Arrow]

* Document Type
MA - Miscellaneous Add [Down Arrow]

* Document Sub Type
MAA - Physical Count [Down Arrow]

Scan 1348 (2D Barcode)
1348 [Barcode]

[Barcode Icon] Labels

[Print Icon] Print 1348

[Next >]

[Cancel]

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





Update Documents
✕

Instructions

<p>* Stock Nbr <input type="text" value="1005000739421"/> ...</p> <p>Document Nbr <input type="text" value="M6775042602000"/></p> <p>* Ordered Qty <input type="text" value="1"/> ▾</p> <p>* Document Unit Price <input type="text" value="\$499.00"/> ▾</p> <p>GFM Contract Nbr <input type="text" value="Optional"/> ▾</p> <p>Est Dlvry Dt <input type="text" value=""/> 📅</p> <p>Requisition Prj Cd <input type="text" value=""/></p> <p>Scan 1348 Box 26 <input type="text" value="Click here to scan"/> 📄</p> <p>Add / Edit Remarks</p>	<p>Item Desc <input type="text" value="RIFLE,5.56 MILLIMETER"/></p> <p>Suffix Cd <input type="text" value="None"/> ▾</p> <p>UI <input type="text" value="EA - Each"/> ▾</p> <p>* Owing DoDAAC <input type="text" value="M67750"/> ▾</p> <p>Reqd Dlvry Dt <input type="text" value=""/> 📅</p> <p>Document Ref Nbr <input type="text" value=""/></p> <p>* Physical Inv Nbr <input type="text" value=""/></p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

◀ Back
✔ Finish
Next ▶

⊗ Cancel

- a. Update the STOCK NBR, using or 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 Owing DoDAAC, using to select the desired code.
- Select to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*
- e. **OR**





Next ▶

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

Update Documents

Instructions

<p># Stock Nbr 1005000739421 ...</p> <p># ICN Optional ...</p> <p>Serial Nbr [Text Field]</p> <p>AL Cd Optional ▼</p> <p>Cond Cd A - Svcbl(w/o Qual) ▼</p> <p>* Received Qty 1 ▲▼</p> <p>Add to Grid</p>	<p>* Discrepant Reason Incorrect Item ▼</p> <p>Suffix Cd [Text Field]</p> <p>Ull [Text Field]</p> <p>Ull Status Optional ▼</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	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	1005000739421	RIFLE,5.56 MILLIMETER							A		Incorrect Item	1

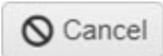
1 - 1 of 1 Items

◀ Back **Finish**

ⓧ Cancel

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.*

Cancel / Close a Document

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





Note



The I Want To... menu shows *Cancel Document* when the Document Status shows a green checkmark . It shows *Close Document* when there is no icon for the Document Status.

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



2. Using  in the I Want To... field, select Cancel / Close Document.
3. Select  to complete the document. *The **Update Documents** pop-up window closes, and the Document is removed from the grid.*

Manage Attachments

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

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

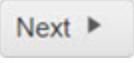




The screenshot shows a window titled "Update Documents" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a downward arrow. The main content area contains three required fields, each with a dropdown arrow:

- * I Want To...: Manage Attachments
- * Document Type: MR - MILSTRIP Requisition
- * Document Sub Type: DRQ - MILSTRIP Requisition - DoD

Below these fields is a "Scan 1348 (2D Barcode)" field containing the number "1348" and a barcode icon. At the bottom right of the main area is a "Next >" button. At the bottom left of the window is a "Cancel" button.

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





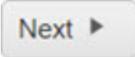
5. Select  to continue adding attachments. *The **Attach Documents – Document** pop-up window displays.*
6. Select  to process the attachments. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*





Add Attachments to a Receiving Record

Navigation

MATERIEL MGMT > Receiving >  > Update Documents > Manage Attachments >  >  > Attach Documents — Document pop-up window

Procedures

Attach a Document to a Receiving Record

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

1. Select  to add any additional files to the record. The **Attach Documents — Document** pop-up window appears.





Attach Documents - Document ✕

Instructions ▼

*** Attachment**

📁 Browse...

Desc

Primary

📎 Attach...

Attachments:

Name	Desc

✕ Close Window

2. Select 📁 Browse... . The Windows **Choose File to Upload** pop-up window appears.
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.
5. Select 📎 Attach... . The file name appears in the bottom of the window.
6. Repeat Steps 2 - 6 to attach multiple documents.
7. Select the desired in the Primary column. The designated attachment, , 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.

