



## Adding Addresses (M&U)

1. In the M&U module, navigate to the **Master Data / Address** menu.
2. Select the appropriate **UIC** if multiple are available.
3. Select the **Address Type** to be created.
4. Select the **Add** button.
5. Enter all the mandatory fields and any other additional address information you may have.
6. Select the **Add** button to complete the process.

Addresses define location and Point of Contact (POC) information. Addresses must be created before processes such as Work Orders, Equipment Pools, Warranty/Service/Subscriptions and Maintenance Activities can be completed.

Search Criteria	
UIC	<input type="text" value="UIC003"/>
Address Type	<input style="border: none; background: none; border-bottom: 1px solid #ccc;" type="text" value="DN - Destination Other"/>
Add	Search
Reset	

Add			
*UIC	<input type="text" value="UIC003"/>	*Address Type	<input style="border: none; background: none; border-bottom: 1px solid #ccc;" type="text" value="DN - Destination Other"/>
*POC	<input type="text" value="DENNIS MEYER"/>	DSN	<input type="text"/>
*DODAAC	<input type="text" value="59ZV21"/>	Phone Nbr	<input type="text" value="614-248-5572"/>
*Activity Name	<input type="text" value="TRUCK SERVICE INC"/>	FAX Nbr	<input type="text"/>
*Address 1	<input type="text" value="3140 W MORRIS ST"/>	E-Mail Address	<input type="text" value="dennis.meyer@truckserviceinc.cc"/>
Address 2	<input type="text"/>	*City	<input type="text" value="MARION"/>
*State	<input style="border: none; background: none; border-bottom: 1px solid #ccc;" type="text" value="OH-Ohio"/>	*ZIP Cd	<input type="text" value="43312"/>
Country Cd	<input style="border: none; background: none; border-bottom: 1px solid #ccc;" type="text" value="US-UNITED STATES OF AME"/>	Loc	<input type="text"/>
Add		Reset	
Cancel			

### Address Type Descriptions

During DPAS transaction processing, some examples of the more commonly used **Address Types** are:

- **DE-Destination** - The address of the Government activity when **Serviced By** is set to "External-Govt Funded" and "External-Govt Unfunded"
- **DN-Destination Other** - The address of Warranty/Service/Subscription providers
- **MO-Maintenance Officer** - The address of the Maintenance Officer
- **EP-Equipment Pool** - The address of the Equipment Pool
- **MC-Maintenance Customer** – The address of the customer defined in a Dispatch





## Updating/Deleting Addresses (M&U)

1. In the M&U module, navigate to the **Master Data / Address** menu.
2. Select the appropriate **UIC** if multiple are available.
3. Select the **Search** button.
4. The **Search Results** page displays. Select the *Update* hyperlink to revise an Address, or the *Delete* hyperlink to remove an Address.
5. If Updating: Enter your changes and select the **Update** button.
6. If Deleting: Verify Address data to delete and select the **Delete** button.

Search Criteria						
UIC		UIC003		Address Type		
Search Results						Number to Display 10
Update	Delete	UIC	Address Type ▲	POC	Activity Name	Address
<a href="#">Update</a>	<a href="#">Delete</a>	UIC003	DE - Destination	JOE JOHNSON	CENTRAL PACKAGING	1313 MOCKING BIRD LANE
<a href="#">Update</a>	<a href="#">Delete</a>	UIC003	DE - Destination	JOHN SIMPSON	WESTERN ALLIED	12 ELM ST
<a href="#">Update</a>	<a href="#">Delete</a>	UIC003	DE - Destination	DAVID HALIBRAND	GREATNORTHERN	9983 W 17TH ST
<a href="#">Update</a>	<a href="#">Delete</a>	UIC003	DE - Destination	MELISSA BROWN	FRONT ST RECEIVING	6307 FRONT ST
<a href="#">Update</a>	<a href="#">Delete</a>	HQ0107	DE - Destination	ADAM MEHAN	ACC SERIVCE CENTER	6486 SAWMILL RD
<a href="#">Update</a>	<a href="#">Delete</a>	EMILY1	DE - Destination	PAULA GOLDNER	METRO PRODUCTIONS	2801 WATKINS RD
<a href="#">Update</a>	<a href="#">Delete</a>	UIC003	DE - Destination	JOHN DONOVAN	DISTRICT SUPPLY	3580 EAST BRICE RD
<a href="#">Update</a>	<a href="#">Delete</a>	UIC003	DE - Destination	JOHN FITZGERALD	EXCESS INDUSTRIES	1233 HAVEN DRIVE
<a href="#">Update</a>	<a href="#">Delete</a>	W26988	DE - Destination	SARA HUTT	RAPID INDUSTRIES	2140 RIVERSIDE DR
<a href="#">Update</a>	<a href="#">Delete</a>	N00018	DE - Destination	KERRY ROLLER	FEDRAL SOLUTIONS	1941 WILLIAMS AVE
1 2 3 4 5 6 7 8 9 10 ... >>						
<b>Add</b>			<b>Cancel</b>			