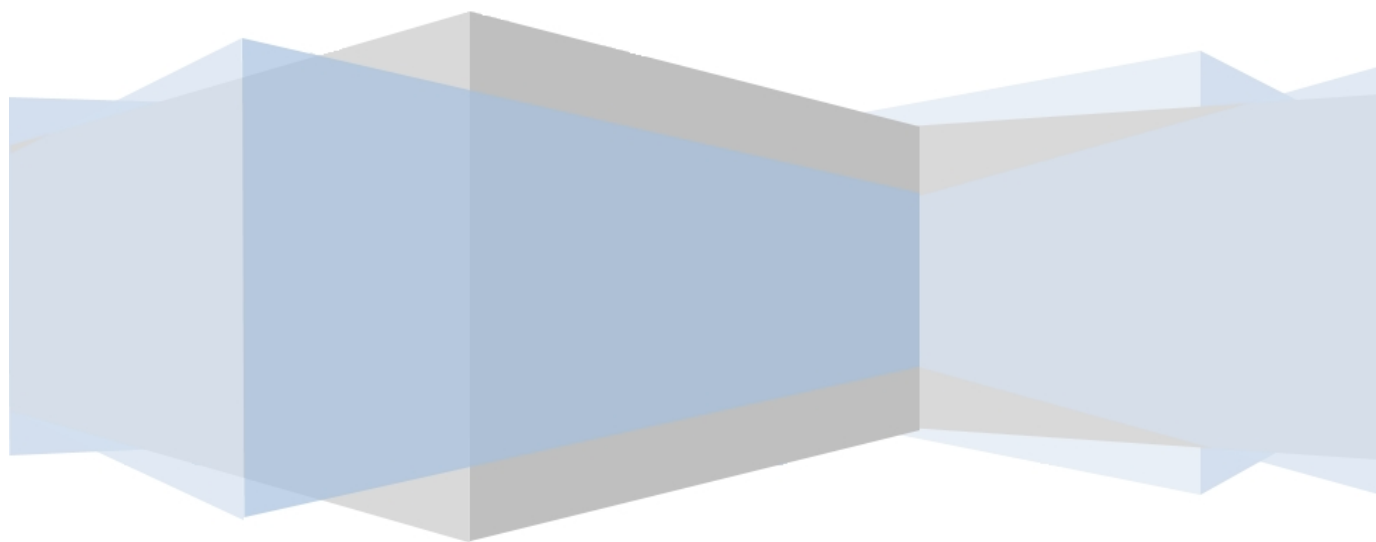


Integrated Materiel Management / Inventory Control Point

Defense Property Accountability System



Printed Manual

Version 28 Jul 2023



Welcome

Overview – DPAS

Welcome to the Defense Property Accountability System (DPAS) Materiel Management (MM) / Inventory Control Point (ICP) Help System.

DPAS is a Department of Defense (DoD) property management system.

It is the Accountable Property System of Record (APSR) for over 20 DoD Agencies and Military Services.

This online system is administered by the Office of the Under Secretary of Defense for Acquisition, Technology and Logistics (OUSD AT&L), a branch of the Office of the Secretary of Defense (OSD).


Overview – Materiel Management/Inventory Control Point Help

This online help is designed to provide access to detailed information and instructions about the various processes contained within the ICP / MM module.

The help topics provide assistance with all types of materiel management, including the requisition, inventory, and transactions of all stock items in the catalog. The topics also assist with managing large-ticket items, issues, and assets, in any DoD environment.

Navigation

DPAS Inventory Control Point (ICP) / Materiel Management (MM) Module > Any Process

Page > Instructions Panel > Help 



Instructions

- Select "Search" button to view Search Results page.
- Select "Reset" button to clear data.
- Select "Add" button to create a new record.
- Select "Grid Options" button for additional actions.
- Select "Edit" button to revise selected fields in record(s).
- Select "Delete" button to remove record(s) from applicable tables.



Related Topics

- Contact Us
- User Dashboard

- DPAS Materiel Management Overview
- DPAS Materiel Management Navigation
- DPAS Materiel Management Grid Options Overview
- Using DPAS Help Overview
- Using DPAS Help Toolbar
- Using DPAS Help Topics
- Using DPAS Help Menus

Version 28 Jul 2023



Defense Property Accountability System (DPAS) MATERIEL MGMT Module

Welcome to the Defense Property Accountability System (DPAS) MATERIEL MGMT Help System.

DPAS Summary

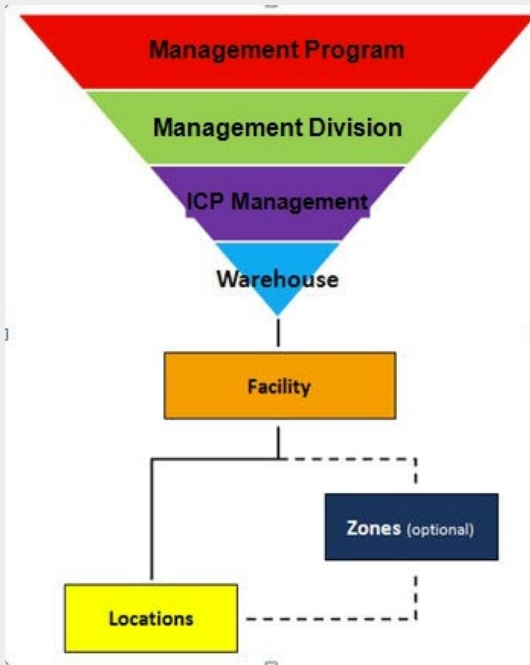
The Defense Property Accountability System (DPAS) is a Department of Defense (DoD) property management system. It is the Accountable Property System of Record (APSR) for over 20 DoD Agencies and Military Services. This online system is administered by the Office of the Under Secretary of Defense for Acquisition & Sustainment/Office of Assistant Secretary of Defense for Sustainment/Logistics (OUSD (A&S) / OASD Sustainment / Logistics), a branch of the Office of the Secretary of Defense (OSD).

Materiel Management Summary

The DPAS MATERIEL MGMT module is designed to provide a single place that can control the inventories of numerous warehouses.

Materiel Management Structure

The Materiel Management module is set up in a three level tier system:



Management Program — displays all available Program Names, Program Descriptions, Agencies, and Banners
 — The top tier.

Management Division — displays all available Program Names, Division Names, and Division Descriptions
 — The second tier.

ICP Management — displays all available Division Names, ICP Names, ICP Descriptions, DoDAACs, RICs, Agency CDs, and Financial System Interfaces
 — The bottom tier.

Warehouse — created by the DPAS User Account Team
 — Where the users are associated.

Facility — created and maintained by the Warehouse Team
 — The highest level within a Warehouse. Can be associated to a Real Property Unique Identifier (RPUID). Some users can create, read, update, and delete them.



Zone — created and maintained by the Warehouse Team

— The highest level within a Facility. Provides the capability to sub-divide a facility into smaller units. (Optional - must be established if the Auto-Recommendation Location Store feature is utilized.)

Location — created and maintained by the Warehouse Team

— Identifies the position of assets by name, GPS coordinates, or Passive Radio Frequency Identification / Radio Frequency Identification (pRFID/RFID). Applies to both Containers (small items) and Larger Items (forklifts, vehicles. etc.).

Material Management Key Functions

There are several key functions within the MM/ICP:

- **Catalog Management** — Different methods of managing all of the groups of materiel in the MM/ICP
 - LIN/TAMCN
 - Stock Number
 - Stock Item
 - Stock Number Referral
 - Manufacturer Part Number
- **Materiel Management** — Different methods of managing individual assets
 - EOD Transactions
 - Requisition
 - Customer Requisition



- Redistribution Order
- Disposal Release Order
- Physical Inventory
- Logistics Reassignment
- Intransit Review
- Inventory Transaction Review
- DLMS Transaction Review

- **Master Data Management** — Different methods of managing layers of an MM/ICP
 - Program Management
 - Division Management
 - ICP Management
 - Item Manager
 - Customer Profile
 - Contractor
 - Contract
 - Appropriation
 - Document Number Range

- **Inquiries** — searching for specific assets within the MM/ICP
 - Catalog
 - Stock Number Inquiry
 - Agency Stock Number Inquiry
 - Inventory Inquiry
 - Inventory Transaction Inquiry
 - Accounting Transaction Inquiry

- **History Inquiries** — searching for the historical entries regarding a specific item
 - Contractor
 - Contract

- **Report Manager** — Different ways to render reports
 - Schedule Reports
 - View Reports

Matériel Management User

Matériel Management is role-based, similar to all other DPAS modules. User access is based on one or more roles, allowing for “need to know” and “separation of duty” access. In addition, a second level of security has been added through the use of Commodity



Types. Warehouse users can only access equipment within their specified list(s) of assigned Commodity Types.

The security uses C.R.U.D. methodology:

- **Create**
- **Read (Inquiry)**
- **Update**
- **Delete**

Related Topics

- Welcome
- Contact Us
- DPAS Materiel Management Navigation Tips
- DPAS Materiel Management Navigation Grid Options Overview
- DPAS Materiel Management User Dashboard
- Using DPAS Help Overview
- Using DPAS Help Toolbar
- Using DPAS Help Topics
- Using DPAS Help Menus



Defense Property Accountability System (DPAS) MATERIEL MGMT Module Navigation

Overview

This page describes the primary features found on the MATERIEL MGMT pages:

- Blue Menu Bar
- Red Menu Bar
- Menu Bar
- Instructions
- Help
- Search Criteria
- Results Grid
- Standard Buttons

Additional information about DPAS can be found at the DPAS Support Site.

Navigation

DPAS MATERIEL MGMT Module > Any Process Page > Instructions > Help 

Instructions

Select "Search" button to view Search Results page.
Select "Reset" button to clear data.
Select "Add" button to create a new record.
Select "Grid Options" button for additional actions.
Select "Edit" button to revise selected fields in record(s).
Select "Delete" button to remove record(s) from applicable tables.




Blue Menu Bar

The Blue Menu bar is at the very top of the page.

The item on the left side is:

- **DPAS logo**  —
Returns to the home page.

The items on the right side are:

- **Module Name** **Inventory Control Point**  —
Shows where the user is currently working. Opens to a drop-down list of available modules; select to open a different module.
- **Page Name** **DPAS ICP Home Page** —
Shows which page is currently open.

Red Menu Bar

The Red Menu bar is directly below the Blue Menu bar.

The items on the left side are:

- **User ID** **User Id:** —
Opens the **User Dashboard**. Shows the roles and permissions of the user.
- **ICP** **ICP:** —
Opens the Active Tier pop-up window. Shows the ICPs available to the user.

The items on the right side are:

- **Home** **Home** —
Opens the Home page.
- **Links** **Links** —
Opens a list of hyperlinks the ICP has made available to the users.



- **Contact Us** [Contact Us](#) —
Opens the DPAS Support Team Information, including phone #s and email addresses.
- **Log Out** [Log Out](#) —
Ends the DPAS session.

Menu Bar

The Menu bar is between the Red Menu bar and the Process page. While each user's Menu Bar contains different items, they all work the same way to open a Process page. There are two methods to open a Process page: either the Menu item drop-down lists, or the Search field.

Use the Menu item drop-down lists

1. Click on a Menu item drop-down list. *The drop-down list of the processes in that Menu item appears.*
2. Select a process from the drop-down list. *The Process page appears.*

Use the Search field

1. Select the down arrow in the Search field. *The complete list of all the Materiel Management processes appears.*
2. Select a process from the drop-down list. *The Process page appears.*

OR

1. Start entering characters in the Process name in the Search field.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

2. Select a process from the drop-down list. *The Process page appears.*

Instructions

At the top of each Process page is a collapsed Instructions panel.




View the Instructions


- Select the Instructions bar. *The Instructions panel expands.*
- The Instructions panel assists with various options on the Process page:




Help

Within the Instructions panel is the Help icon .

View the Help System

- Select . *The Help System opens in a separate tab.*
- The Help System is context-specific, and opens to the Overview topic for the current Process page.

Search Criteria

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.


Most Materiel Management Processes have a Search Criteria panel. *Use it to narrow the number of records in the Results Grid.*


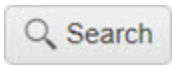


Use the Search Criteria panel

1. Enter the available information in the fields.
2. Use the field assistance available:
 - Use the drop-down lists to select the field entry.
 - Start entering characters in the fields with ***i***.

Note

 Some search fields provide **Intellisense *i***, which is the automatic completion of a field entry in a software application. The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry. This is identified by a lowercase italic ***i*** preceding the field name.

- Use  to open the Browse pop-up window.
3. Select  to perform the search.

Results Grid

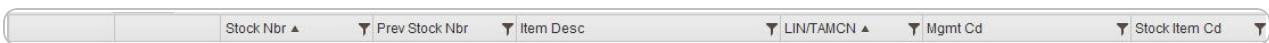
Each Process page displays the corresponding data in a Results Grid. Each Results Grid has basic properties that are always the same. *Those include:*

- **Title Bar —**



Shows the name of the Process and the overall Results Grid buttons.

- **Column Header —**



Shows the title of each column, along with the ability to sort and / or filter that column.

- **Individual Records** —

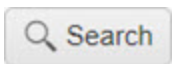

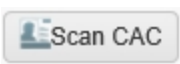
Edit	Delete	0004445552223...	NIKSKOTEST	A - Serial Number Managed	B - Part Nbr	ICCE	ICCE	G - Gen PR&E
------	--------	------------------	------------	---------------------------	--------------	------	------	--------------

Shows the rows of data in the Results Grid. The first few columns contain the buttons to work with each record, and the rest contain the data in that record.

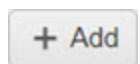
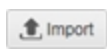
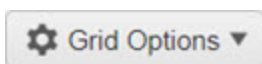
Standard Buttons

Each Materiel Management process page has some basic buttons that are always the same. Those include:

Search Criteria

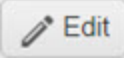
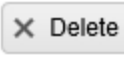
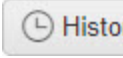

- **Search**  —
Searches the data within the process results grid.
- **Reset**  —
Erases the entered fields and starts over.
- **Scan CAC**  —
Opens the pop-up window containing the CAC field, ready for the scanned information.

Results Grid

- **Add**  —
Creates a new record in the process results grid.
- **Import**  —
Adds bulk records to the process results grid.
- **Grid Options**  —
Changes the way information appears in the Results Grid. See **Grid Options Overview** for additional information.



Individual Records

- **Edit**  —
Revises a record in the process.
- **Delete**  —
Erases a record in the process.
- **History**  —
Opens the History pop-up window, and shows the past edits of the record in the process.
- **Labels**  —
Opens the Print Labels pop-up window, and prints the labels for that record in the process.

Related Topics

- Welcome
- Contact Us
- DPAS Materiel Management Overview
- DPAS Materiel Management Navigation Grid Options Overview
- DPAS Materiel Management User Dashboard
- Using DPAS Help Overview
- Using DPAS Help Toolbar
- Using DPAS Help Topics
- Using DPAS Help Menus



Defense Property Accountability System (DPAS) Materiel Management Module Grid Options

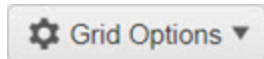
Overview

This page describes the features of the Grid Options within the Results Grid in the Materiel Management module:

- Clear Filters
- Columns
- Export
- My Queries

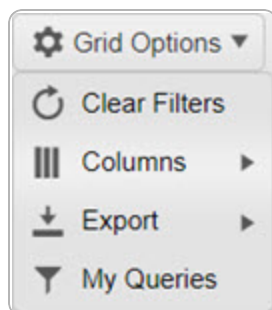
Navigation

DPAS Materiel Management Module > Any Process Page > Results Grid > Title Bar >



Grid Options

Select . The Grid Options drop-down menu appears:



These options change the way information appears in the Results Grid. They include:

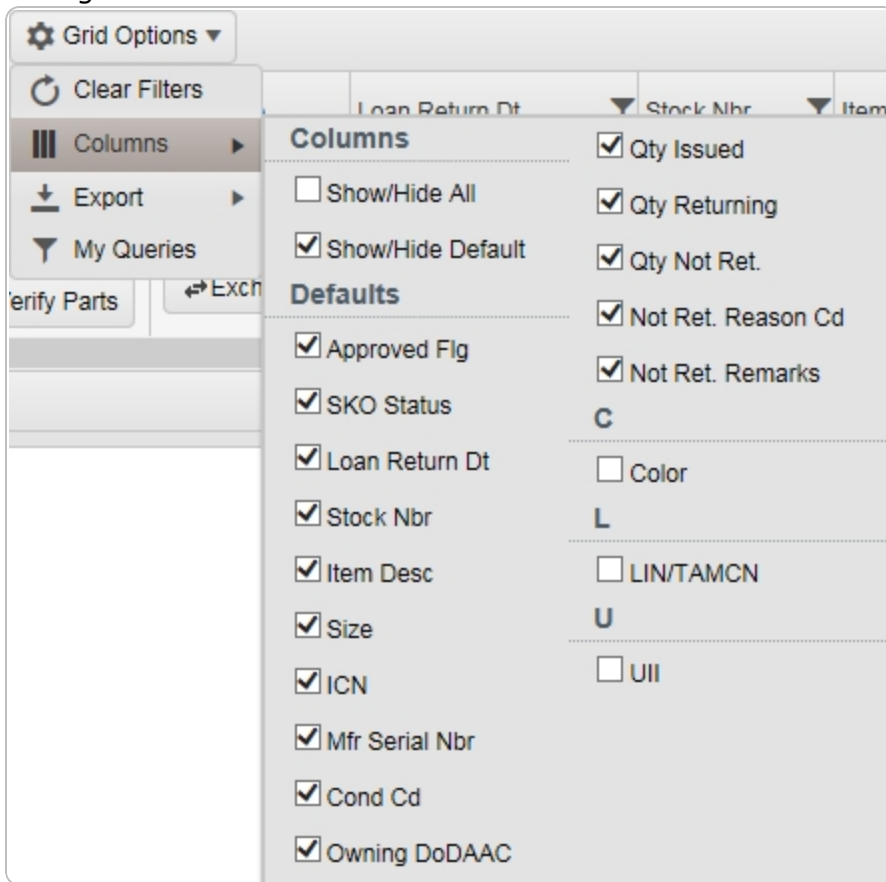
Clear Filters

Erases any filters used within the Results Grid columns.

- ⚙ Grid Options ▾
- 🔄 Clear Filters
- ☰ Columns ▶
- ⬇ Export ▶
- 🔍 My Queries

Columns

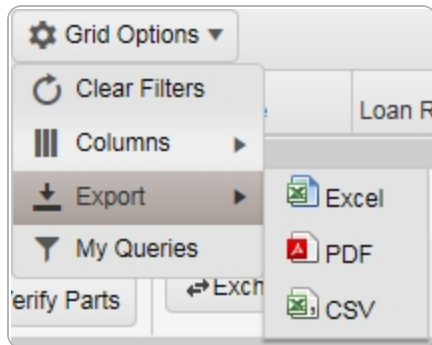
Changes what columns are viewed in the Results Grid.



The screenshot shows the 'Columns' configuration menu. The menu is open, displaying a list of columns with checkboxes to show or hide them. The columns are grouped into sections: 'Columns', 'Defaults', 'C', 'L', 'U', and 'UII'. The 'Columns' section includes 'Show/Hide All' (unchecked), 'Show/Hide Default' (checked), 'Qty Issued' (checked), 'Qty Returning' (checked), and 'Qty Not Ret.' (checked). The 'Defaults' section includes 'Approved Flg' (checked), 'SKO Status' (checked), 'Loan Return Dt' (checked), 'Stock Nbr' (checked), 'Item Desc' (checked), 'Size' (checked), 'ICN' (checked), 'Mfr Serial Nbr' (checked), 'Cond Cd' (checked), and 'Owning DoDAAC' (checked). The 'C' section includes 'Not Ret. Reason Cd' (checked) and 'Not Ret. Remarks' (checked). The 'L' section includes 'Color' (unchecked). The 'U' section includes 'LIN/TAMCN' (unchecked). The 'UII' section includes 'UII' (unchecked).

Export

Saves the Results Grid in a different format.

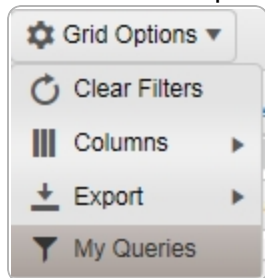


The format choices are:

- **Excel** - editable spreadsheet
- **PDF** (Portable Document Format) - non-editable document
- **CSV** (Comma Separated Values) - editable text

My Queries

Reuses saved queries on the Results Grid.



Related Topics

- Welcome
- Contact Us
- User Dashboard
- DPAS Materiel Management Overview
- DPAS Materiel Management Navigation
- Using DPAS Help Overview
- Using DPAS Help Toolbar
- Using DPAS Help Topics



- Using DPAS Help Menus



LIN/TAMCN Overview

Overview

The Materiel Management/Inventory Control Point module Line Item Number (LIN) / Table of Authorized Materiel Control Number (TAMCN) process provides the ability to associate individual stock numbers into product family groups within a catalog. They are also used with authorizations and stocking levels.

Navigation

CATALOG MGMT > LIN/TAMCN > LIN/TAMCN page

Page Fields

The following fields display on the **LIN/TAMCN** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the LIN/TAMCN Search Results page.
526	Select "Reset" to clear the LIN/TAMCN Search Criteria.
527	Select "Grid Options" for additional actions to perform on the LIN/TAMCN data.



528	Select "Add" to create a new LIN/TAMCN record.
529	Select "Edit" to update the selected LIN/TAMCN record(s).
530	Select "Delete" to remove the selected LIN/TAMCN record(s).
531	Select "Attachments" to add or view an attached document to the selected LIN/TAMCN record(s).

Search Criteria

LIN/TAMCN
 LIN/TAMCN Desc
 Size Category
 Status

LIN/TAMCN Results Grid

LIN/TAMCN
 LIN/TAMCN Desc
 Size Category
 Status
 Primary Attachment

Optional

Catalog Name Cd
 Established By
 Established Dt/Tm
 Last Updated By
 Last Transaction Dt/Tm
 Program Id
 Remarks
 History Remarks




Procedure

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.



Search for a LIN/TAMCN Record

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

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

Search Criteria ^

LIN/TAMCN <input style="width: 80%;" type="text" value="All"/>	LIN/TAMCN Desc <input style="width: 80%;" type="text"/>
Size Category <input style="width: 80%;" type="text"/>	Status <input style="width: 80%;" type="text" value="All"/>

- Enter the LIN/TAMCN, using  to assist with the entry. *This is a 10 alphanumeric character field.*
- Enter the LIN/TAMCN DESC, using  to assist with the entry. *This is a 64 alphanumeric character field.*
- Use to select the Size Category.
- Use to select the Status.



2. Select . *The Search Results appear.*

Search Results

Options + Add Edit Delete History





<input type="checkbox"/>	LIN/TAMCN	LIN/TAMCN Desc	Size Category	Status	Primary Attachment
<input type="checkbox"/>	D00599	TEST	TEST CONN0302	ACTIVE	--
<input type="checkbox"/>	TAC0302	TEST	TEST CONN0302	ACTIVE	--
<input type="checkbox"/>	RR001	TEST	CRU-80/P FILTER SET	ACTIVE	--
<input type="checkbox"/>	T35238	TEST	COVERALLS, CHEMICAL	ACTIVE	--
<input type="checkbox"/>	T92889	test	--	ACTIVE	--
<input type="checkbox"/>	DDD	TEST	--	INACTIVE	--
<input type="checkbox"/>	CVR000	TEST	--	ACTIVE	--

10 items per page 1 - 7 of 7 items

Add a LIN/TAMCN

Select . *The Add a LIN/TAMCN slide-out window appears.*

Update a LIN/TAMCN

1. Click to select the desired entry. *The LIN/TAMCN row is highlighted, and* , , , and  *become available.*

2. Select . *The Update a LIN/TAMCN slide-out window appears.*

Delete a LIN/TAMCN

1. Click  to select the desired entry. *The LIN/TAMCN row is highlighted, and , , and  become available.*
2. Select . *The **Delete a LIN/TAMCN** pop-up window appears.*

View a LIN/TAMCN History

1. Click  to select the desired entry. *The LIN/TAMCN row is highlighted, and , , and  become available.*
2. Select . *The **LIN/TAMCN History** slide-out window appears.*

Add an Attachment to a LIN/TAMCN

1. Click  to select the desired entry. *The LIN/TAMCN row is highlighted, and , , and  become available.*
2. Select . *The **Add a LIN/TAMCN Attachment** slide-out window appears.*

View the STOCK NBR Details

Select the LIN/TAMCN hyperlink. *The **Stock Nbr Details** slide-out window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a LIN/TAMCN
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN History
- Add an Attachment
- View the LIN/TAMCN Stock Nbr Details



Add a LIN/TAMCN

Overview

The Line Item Number (LIN)/Table of Authorized Materiel Control Number (TAMCN) Add process provides the ability to create new LIN/TAMCN records.

Navigation

CATALOG MGMT > LIN/TAMCN > + Add > Add LIN/TAMCN slide-out window

Page Fields

The following fields display on the **Add LIN/TAMCN** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

LIN/TAMCN Add

- LIN/TAMCN *
- LIN/TAMCN Desc *
- Size Category
- Status
- Remarks

- Remarks
- History Remarks

(*) Asterisk identifies mandatory fields.


Procedure

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Add a LIN/TAMCN Record


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

1. Select . The **Add LIN/TAMCN** slide-out window displays.

Add LIN/TAMCN
×

▶ [Instructions / Help](#)

LIN/TAMCN

* LIN/TAMCN 

Size Category



* LIN/TAMCN Desc

* Status ACTIVE ▼

Remarks

Remarks

History Remarks



2. Enter the LIN/TAMCN, or use to browse for the entry. *This is a 10 alphanumeric character field.*
 Line Item Number / Table of Authorized Materiel Control Number Browse help
3. Enter the LIN/TAMCN DESC in the field provided. *This is a 250 alphanumeric character field.*
4. Use to select the Size Category.
5. Use to select the Status.
6. Select the Remarks panel. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
7. Select . *The new LIN/TAMCN record is saved, and appears in the LIN/TAMCN results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s)	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &



<p>\$, - , / , # , & , comma, period, and space, and max length of 256.</p>	<p>comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>13 – Mandatory Entry: LIN/TAMCN.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 – Mandatory Entry: LIN/TAMCN DESC.</p>	
<p>2 – Invalid entry LIN/TAMCN.</p>	<p>Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.</p>
<p>463 – LIN/TAMCN already exists, cannot process an "Add".</p>	<p>Invalid Entry. Once a LIN/TAMCN is already created, it cannot be added again. Perform a search for the LIN/TAMCN first.</p>
<p>307 – DESC must be alphanumeric with supported special character(s) \$, - , / , # , & , comma, period, and space.</p>	<p>Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, - , / , # , & , comma, period, and space. Special characters like ! or @ are prohibited.</p>

Related Topics

- [LIN/TAMCN Overview](#)
- [Update a LIN/TAMCN](#)





Help Reference Guide

- Delete a LIN/TAMCN
- View the LIN/TAMCN History
- Add an Attachment
- View the LIN/TAMCN Stock Nbr Details






Update a LIN/TAMCN

Overview

The Line Item Number (LIN)/Table of Authorized Materiel Control Number (TAMCN) Update process allows editing of LIN/TAMCN records.

Navigation

CATALOG MGMT > LIN/TAMCN >  Search >  (desired record) >  Edit > Edit
 LIN/TAMCN slide-out window

Page Fields

The following fields display on the **Edit LIN/TAMCN** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Edit LIN/TAMCN

- LIN/TAMCN *
- LIN/TAMCN Desc *
- Size Category
- Status *
- Remarks

- Remarks
- History Remarks

(* Asterisk identifies mandatory fields.


Procedure

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Update a LIN/TAMCN Record

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

- Click  to select the desired entry. The LIN/TAMCN row is highlighted, and , , , and  become available.
- Select . The **Edit LIN/TAMCN** slide-out window displays.



Edit LIN/TAMCN
✕

▶ [Instructions / Help](#)

LIN/TAMCN <input type="text" value="CC001"/>	* LIN/TAMCN Desc <input type="text" value="Test"/>
Size Category <input type="text"/>	* Status <input type="text" value="ACTIVE"/>

Remarks
⤴

Remarks <input type="text"/>	History Remarks <input type="text"/>
------------------------------	--------------------------------------

- Verify the LIN/TAMCN.



4. Update the LIN/TAMCN DESC, entering the revised description in the field provided. *This is a 250 alphanumeric character field.*
5. Update the Size Category, using to select the desired category.
6. Update the Status, using to select the desired state.
7. Select the Remarks panel. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
8. Select . *The new LIN/TAMCN record is saved, and appears in the LIN/TAMCN results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.



<p>13 – Mandatory Entry: LIN/TAMCN.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 – Mandatory Entry: LIN/TAMCN DESC.</p>	
<p>2 – Invalid entry LIN/TAMCN.</p>	<p>Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.</p>
<p>307 – Desc must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.</p>	<p>Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.</p>

Related Topics

- LIN/TAMCN Overview
- Add a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN History
- Add an Attachment
- View the LIN/TAMCN Stock Nbr Details

Delete a LIN/TAMCN

Overview

The Line Item Number (LIN)/Table of Authorized Materiel Control Number (TAMCN) Delete process allows removal of a LIN/TAMCN record.


Attention



A LIN/TAMCN **cannot** be deleted when:

- There are active Stock Number records utilizing that LIN/TAMCN
- There are active Authorization records utilizing that LIN/TAMCN
- There are active Master Issue Lists utilizing that LIN/TAMCN
- There are active Issue Line Item Records utilizing that LIN/TAMCN
- There are active Physical Inventory Records utilizing that LIN/TAMCN

Navigation

CATALOG MGMT > LIN/TAMCN >  > (desired record) >  > Confirm Delete pop-up window

Page Fields

The following fields display on the **Confirm Delete** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value


Confirm Delete

History Remarks

Procedure

DPAS Navigation Helpful Tips
 Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Delete a LIN/TAMCN

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

1. Click  to select the desired entry. *The LIN/TAMCN row is highlighted, and , , , and  become available.*
2. Select . *The **Confirm Delete** pop-up window appears.*

Delete LIN/TAMCN x

▸ Instructions / Help



Warning:
Are you sure you want to delete this LIN/TAMCN?


LIN/TAMCN Information ^

LIN/TAMCN	22344N	LIN/TAMCN Desc	TEST
-----------	--------	----------------	------

Remarks ^

History Remarks

3. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
4. Select . *The LIN/TAMCN row is removed from the the LIN/TAMCN results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
457 – Cannot delete, LIN/TAMCN is associated with stock number.	Invalid Deletion. Locate any Stock Numbers that are associated with this LIN/TAMCN. Either revise the Stock Number record, or revise the LIN/TAMCN record.
667 – LIN/TAMCN is associated with AUTH RECORD (s); cannot delete.	Invalid Deletion. Locate any AUTH RECORD that is associated with this LIN/TAMCN. Either revise the AUTH RECORD, or revise the



	LIN/TAMCN record.
xxxx - LIN/TAMCN cannot be deleted. Physical inventory selection record(s) exist for this LIN/TAMCN.	Invalid Deletion. Locate any Physical inventory selection record(s) that are associated with this LIN/TAMCN. Either revise the Physical inventory selection record(s), or revise the LIN/TAMCN record.

Related Topics

- [LIN/TAMCN Overview](#)
- [Add a LIN/TAMCN](#)
- [Update a LIN/TAMCN](#)
- [View the LIN/TAMCN History](#)
- [Add an Attachment](#)
- [View the LIN/TAMCN Stock Nbr Details](#)



View the LIN/TAMCN History

Overview

The Line Item Number (LIN) / Table of Authorized Materiel Control Number (TAMCN) History process displays all of the previous transactions regarding a LIN/TAMCN Record.

Navigation

CATALOG MGMT > LIN/TAMCN > > >
 > LIN/TAMCN History slide-out window

Page Fields

The following fields display on the **LIN/TAMCN History** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

LIN/TAMCN History Grid

- LIN/TAMCN
- LIN/TAMCN Desc
- Operation
- Last Transaction Dt/Tm
- Last Updated By
- Size Category

Optional

- Established By
- Established Dt/Tm

History Remarks
 Program Id
 Remarks
 Status


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.


View the LIN/TAMCN History

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

- Click  to select the desired entry. *The LIN/TAMCN row is highlighted, and  ,  ,  , and  become available.*
- Select  . *The **LIN/TAMCN History** slide-out window appears.*


LIN/TAMCN History ×

▶ [Instructions / Help](#)


 Options ▾

LIN/TAMCN	LIN/TAMCN Desc	Operation	Last Updated By	Last Transaction Dt/Tm	Size Category	Status
CC001	Test	Added	CONNOLLYP1	04/01/2022 08:25 AM	--	ACTIVE

◀ 1 ▶ 10 items per page 1 - 1 of 1 items





- A. *Verify the LIN/TAMCN.*
 - B. *Verify the LIN/TAMCN DESC.*
 - C. *Verify the Operation.*
 - D. *Verify the Last Transaction DT/TM.*
 - E. *Verify the Last Updated By.*
 - F. *Verify the Size Category.*
3. Select . The **LIN/TAMCN History** slide-out window closes.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- LIN/TAMCN Overview
- Add a LIN/TAMCN
- Update a LIN/TAMCN



Help Reference Guide

- Delete a LIN/TAMCN
- Add an Attachment
- View the LIN/TAMCN Stock Nbr Details




View the LIN/TAMCN STOCK NBR Details

Overview

The Line Item Number (LIN) / Table of Authorized Materiel Control Number (TAMCN) Stock Number Details process displays all of the stock numbers that make up a LIN/TAMCN Record.

Navigation

CATALOG MGMT > LIN/TAMCN >  > LIN/TAMCN hyperlink > STOCK NBR Details slide-out window

Page Fields

The following fields display on the **STOCK NBR Details** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

LIN/TAMCN Summary

LIN/TAMCN
LIN/TAMCN Desc

Search Results

Stock Nbr
Item Desc
Size
Color

Mgmt Cd
 Managing Shelf Life Cd


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.


View the LIN/TAMCN Stock NBR Details

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


1. Select the LIN/TAMCN hyperlink. The **Stock NBR Details** slide-out window appears.


Stock Numbers Details ×

[Instructions / Help](#)

 Options ▾

Stock Nbr	Item Desc	Size	Color	Mgmt Cd	Managing Shelf Life Cd
8415010438379	RACE SUIT - 34R	34R	--	B - Bulk Managed	0 - Non-deteriorative
8415010438381	RACE SUIT - 36R	36R	--	B - Bulk Managed	0 - Non-deteriorative
8415010438384	RACE SUIT - 38R	38R	--	B - Bulk Managed	0 - Non-deteriorative


10 items per page
1 - 3 of 3 items



- A. Verify the LIN/TAMCN.
- B. Verify the LIN/TAMCN DESC.
- C. Verify the STOCK NBR.
- D. Verify the ITEM DESC.
- E. Verify the Size.



- F. *Verify the Color.*
- G. *Verify the MGMT CD.*
- H. *Verify the Managing Shelf Life CD.*

2. Select . The **STOCK NBR Details** slide-out window closes.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- LIN/TAMCN Overview
- Add a LIN/TAMCN
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN History
- Add an Attachment

Stock Number Overview

Overview

The Materiel Management/Inventory Control Point module Stock Number process provides the ability to add, update, or delete a stock number record in the catalog. Each Stock Number is unique to a specific catalog within each logistics program and can only be added once per catalog. The Stock Item is unique to the warehouse. There are five types of stock numbers identified by the STOCK ITEM CD:


- **A - NSN** (National Stock Number)
 - from FEDLOG or TDMS or other DoD lists.
- **J - MCN** (Management Control Number)
 - created at the local level, when an NSN does not exist for that asset.
- **B - PART NBR** (Part Number)
 - created by either the manufacturer or the local level.
- **I - Intangible** (Intangible)
 - created for Software and other stock that has no physical presence.
- **L - Local** (Local)
 - created at the local level, when the MCN does not fit the required form for the asset.

DPAS interfaces with the DoD Federal Logistics Information Services (FLIS), and can interface with Enterprise Agency Catalogs (e.g., the United States Marine Corps Technical Data Management System - USMC TDMS). The FLIS allows the ICP / MM module to access NSN data in the Federal Logistics Data (FEDLOG). The TDMS allows the ICP / MM module to access NSN data in the Marine Corps standard catalog information.

The Line Item Number (LIN) / Table of Authorized Materiel Control Numbers (TAMCN) plays a key role in managing equipment. The LIN/TAMCN can be thought of as a Group ID. Stock numbers are grouped under one LIN/TAMCN. For example, when the Warehouse receives a LIN/TAMCN for equipment of various sizes, a Stock Number is assigned for each size.

Note



Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.



This is identified by a lowercase italic **i** preceding the field name.

Navigation

CATALOG MGMT > Stock Number > STOCK NBR page

Page Fields

The following fields display on the **STOCK NBR** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the STOCK NBR Search Results page.
526	Select "Reset" to clear the STOCK NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the STOCK NBR data.
528	Select "Add" to create a new STOCK NBR record.
529	Select "Edit" to update the selected STOCK NBR record(s).
530	Select "Delete" to remove the selected STOCK NBR record(s).



531	Select "Attachments" to add or view an attached document to the selected STOCK NBR record(s).
132	To search for CAGE CD, see https://cage.dla.mil .
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

Search Criteria Grid

Stock Nbr **i**
 Stock Item Cd
 Reportable Commodity Type
 Item Desc **i**
 Type Asset Cd
 Mgmt Cd
 LIN/TAMCN **i**
 FSC **i**

Stock Number Grid Fields

Primary Attachment
 Stock Nbr
 Interface System Cd
 Stock Item Cd
 Item Desc
 Mgmt Cd



LIN/TAMCN
FSC
CIIC
Type Asset Cd
Asset Category Cd
Shelf Life Cd
Security Commodity Type
Reportable Commodity Type
Prev Stock Nbr
IT Device Cd
Accounting Req Cd
NIIN Sts Cd

Optional

Using Svc Cd
Established By
Established Dt/Tm
Lst Updtd By
Last Transaction Dt/Tm
Program Id
Remarks

Procedures

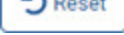
DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Search for a Stock Number

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

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

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

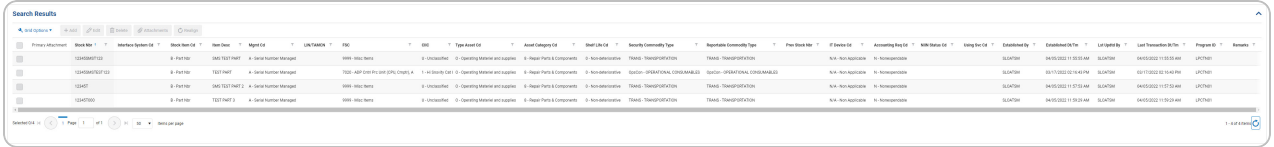


Search Criteria ^

i Stock Nbr <input style="width: 90%;" type="text" value="All"/>	i Item Desc <input style="width: 90%;" type="text" value="All"/>	i LIN/TAMCN <input style="width: 90%;" type="text" value="All"/>
Stock Item Cd <input style="width: 90%;" type="text" value="All"/> ▼	Type Asset Cd <input style="width: 90%;" type="text" value="All"/> ▼	i FSC <input style="width: 90%;" type="text" value="All"/>
Reportable Commodity Type <input style="width: 90%;" type="text" value="All"/> ▼	Mgmt Cd <input style="width: 90%;" type="text" value="All"/> ▼	

- Use **i** or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
 Internal Stock Number Browse help
- Enter the ITEM DESC, using **i** to assist with the entry. *This is a 256 alphanumeric character field.*
- Use **i** or to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*
 Line Item Number / Table of Authorized Materiel Control Number Browse help
- Use ▼ to select the Stock Item Cd.
- Use ▼ to select the Type Asset Cd.
- Enter the FSC, using **i** to assist with the entry. *This is a 4 alphanumeric character field.*
- Use ▼ to select the Reportable Commodity Type.
- Use ▼ to select the Mgmt Cd.

2. Select . *The results display in the Search Results grid.*



Attach a Document to a Stock Number

1. Click  to select the desired entry. *The STOCK NBR is highlighted, and  becomes available.*
2. Select . *The **Add Attachments** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Stock Item Overview
- LIN/TAMCN Overview

Stock Item Overview

Overview

The Materiel Management/Inventory Control Point module Stock Item process provides the ability to view, add, update, and delete Stock Item records directly associated with an RSA.

Note



All Stock Item records **must** be associated with a CATALOG STOCK NBR record with a matching Catalog Name in the Logistics Program.

Stock Item records are created to establish attributes specific to an RSA. Those attributes may include:

- RSA
- Item Manager
- Minimum Stocking QTY
- Maximum Stocking QTY
- Freeze Code (Lookup)
- Reorder Point
- Reorder Method (Lookup)
- Minimum Order QTY
- Maximum Order QTY
- Replenishment Source (Lookup)
 - **R** - Requisition (New Procurement)
 - **W** - Warehouse Transfer (for RSAs)

Navigation

CATALOG MGMT > Stock Item > Stock Item page

Page Fields

The following fields display on the **Stock Item** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

- Reportable Commodity Type
- LIN/TAMCN
- Replenishment Source
- Freeze Cd
- Stock Nbr
- Item Desc
- DoDAAC
- RSA Name



Stock Item Grid

RSA Name
 Stock Nbr
 Item Desc
 LIN/TAMCN
 DoDAAC
 Freeze Cd
 Inv Segment Cd

Optional

RSA DoDAAC
 RSA RIC
 Replenishment Source
 Replenishment Start Dt
 Replenishment End Dt
 Min Stock Qty
 Max Stock Qty
 Reorder Point
 Min Order Qty
 Max Order Qty
 Lead-time Months Used
 Net Consumption Months Used
 Reorder Method
 Min Safety Stock Pct
 Max Safety Stock Pct
 Avg Member Issue Qty
 LIN/TAMCN Desc
 Reportable Commodity Type
 Remarks
 Program Id
 Established By Dt/Tm
 Established By
 Last Transaction Dt/Tm
 Last Updated By

Stock Item Detail Grid

Transaction Type Desc
 Quantity



Unit Price
 Total Value


Procedure

DPAS Navigation Helpful Tips







Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.




Search For a Stock Item

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 or more of the following optional fields:.

- Use  to select the Reportable Commodity Type.
- Enter the LIN/TAMCN, or use  to browse for the entry. *This is a 10 alphanumeric character field.*
 Line Item Number / Table of Authorized Materiel Control Number Browse help
- Use  to select the Replenishment Source.
- Use  to select the Freeze Cd.



- Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*
 - Stock Number Browse help
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use  to select the DoDAAC.
- Use  to select the RSA Name.

2. Select . *The results appear in the Stock Item Results Grid.*

Stock Item								
No Grouping								
	<input type="checkbox"/> All	RSA Name ↑	Stock Nbr	Item Desc	LIN/TAMCN	DoDAAC ↑	Freeze Cd	Inv Segment Id
▶	<input type="checkbox"/>	LOGSU-3 ARMORY	1005000506357	RoD		H92163	N - No Freeze	A - Inventory A Schedule
▶	<input type="checkbox"/>	LOGSU-3 ARMORY	6505006558366	ALCOHOL RUBBING		H92163	N - No Freeze	A - Inventory A Schedule
▶	<input type="checkbox"/>	LOGSU-3 ARMORY	1005016841906	RIFLE 11.5 INCH RIS III URG-I		H92163	N - No Freeze	A - Inventory A Schedule

Selected 0/3 Page 1 of 1 50 items per page 1 - 3 of 3 items


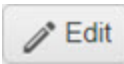

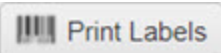

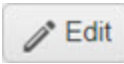
View the Stock Item Details

Select . *The Stock Item Detail grid appears.*

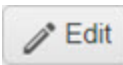

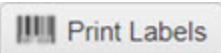

Add a Stock Item

Select . *The Add Stock Item pop-up window appears.*



Update a Stock Item

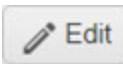

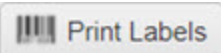
1. Click  to select the desired entry. *The Stock Item is highlighted, and , , and  become available.*
2. Select  (desired record) > . *The Edit Stock Item pop-up window appears.*

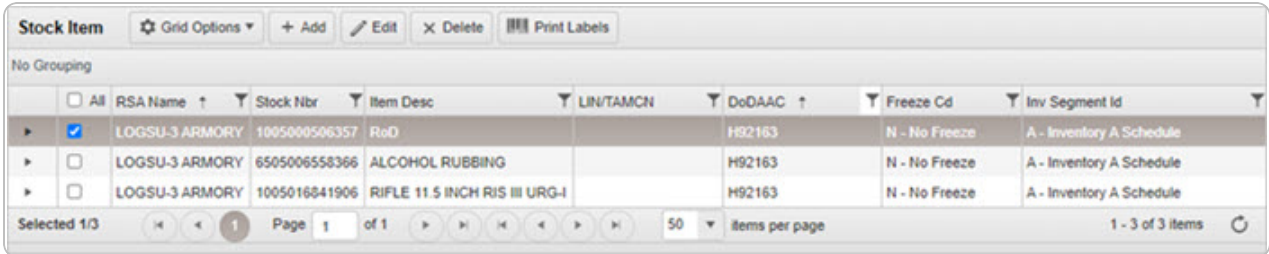
Delete a Stock Item

1. Click to select the desired entry. *The Stock Item is highlighted, and , , and  become available.*
2. Select (desired record) > . *The **Delete Stock Item** pop-up window appears.*

Print Stock Item Labels

Selecting  at any point of this procedure returns all fields to the default setting. Selecting  removes all revisions and closes the pop-up window.

1. Click to select the desired entry. *The Stock Item is highlighted, and , , and  become available.*



	RSA Name	Stock Nbr	Item Desc	LIN/TAMCN	DoDAAC	Freeze Cd	Inv Segment Id
<input checked="" type="checkbox"/>	LOGSU-3 ARMORY	1005000506357	RaD		H92163	N - No Freeze	A - Inventory A Schedule
<input type="checkbox"/>	LOGSU-3 ARMORY	6505006558366	ALCOHOL RUBBING		H92163	N - No Freeze	A - Inventory A Schedule
<input type="checkbox"/>	LOGSU-3 ARMORY	1005016841906	RIFLE 11.5 INCH RIS III URG-I		H92163	N - No Freeze	A - Inventory A Schedule

2. Select . *The **Print Label Request** pop-up window appears.*

Print Label Request ✕





Print Labels

Printer Language ▼

Label Size ▼

Label Type Qty

STK ▲▼

3. Use  to select the Printer Language.
4. Use  to select the Label Size.
5. *The Label Type automatically populates and is not editable.*
6. Use  to choose the QTY.
7. Select  to send the labels to the printer.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security



have the appropriate security access.

access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Stock Item
- Update a Stock Item
- Delete a Stock Item

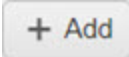


Add a Stock Item

Overview

The Stock Item Add process provides the ability to create new Stock Item records directly associated with RSAs. If an RSA contains multiple DoDAACs for Stock Numbers, then a single Stock Item is created, with multiple replenishment plans of differing quantities.

Navigation

CATALOG MGMT > Stock Item >  > Add Stock Item pop-up window

Page Fields

The following fields display on the **Add Stock Item** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Stock Item Tab

Stock Nbr *

RSA *
 DoDAACs *
 Inv Segment Cd *
 Freeze Cd *
 Add / Edit Remarks

Remarks
 History Remarks

Replenishment Info Tab

Reorder Method
 Replenishment Source
 Replenishment Start Dt
 Replenishment End Dt
 Min Stock Qty
 Max Stock Qty
 Min Safety Stock Pct
 Max Safety Stock Pct
 Avg Member Issue Qty
 Min Order Qty
 Max Order Qty
 Reorder Point
 Lead-time Months Used
 Net Consumption Months Used

Thresholds Tab

Transaction Type

Thresholds Grid

Transaction Type Desc
 Quantity
 Unit Price
 Total Value

(*). Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips




Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Add a Stock Item

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

1. Select . The **Add Stock Item** pop-up window displays, with the Stock Item tab available.

2. Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help



3. Use to select the RSA.
4. Select the DoDAACs field to choose the DoDAAC from the list.
5. Use to select the Inv Segment Cd.
6. Use to select the Freeze Cd.
7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

8. Select . *The new Stock Item record is saved, and appears in the Stock Item results grid.*

OR

Select the Replenishment INFO tab to continue adding information.



Add Stock Item [X]

Instructions [v]

Stock Item | Replenishment Info | Thresholds

Replenishment Info

Reorder Method: [Select an Item v] Replenishment Source: [Select an Item v]

Replenishment Start Dt: [] [] Replenishment End Dt: [] []

Min Stock Qty: [] Max Stock Qty: []

Min Safety Stock Pct: [] Max Safety Stock Pct: [] %

Avg Member Issue Qty: []

Min Order Qty: [] Max Order Qty: []

Reorder Point: []

Lead-time Months Used: [] Net Consumption Months Used: []

[Add] [Cancel]

- A. Use [v] to select the Reorder Method.
- B. Use [v] to select the Replenishment Source.
- C. Use [] [] to select the Replenishment START DT, or enter the date (MM/DD/YYYY) in the field provided.
- D. Use [] [] to select the Replenishment END DT, or enter the date (MM/DD/YYYY) in the field provided.
- E. Use [] to choose the MIN STOCK QTY.
- F. Use [] to choose the MAX STOCK QTY.
- G. Use [] to choose the MIN Safety Stock PCT.

H. The MAX Safety Stock PCT automatically populates and is not editable.

I. Use to choose the AVG Member Issue QTY.

J. Use to choose the MIN ORDER QTY.

K. Use to choose the MAX ORDER QTY.

L. Use to choose the Reorder Point.

M. Use to choose the Lead-time Months Used.

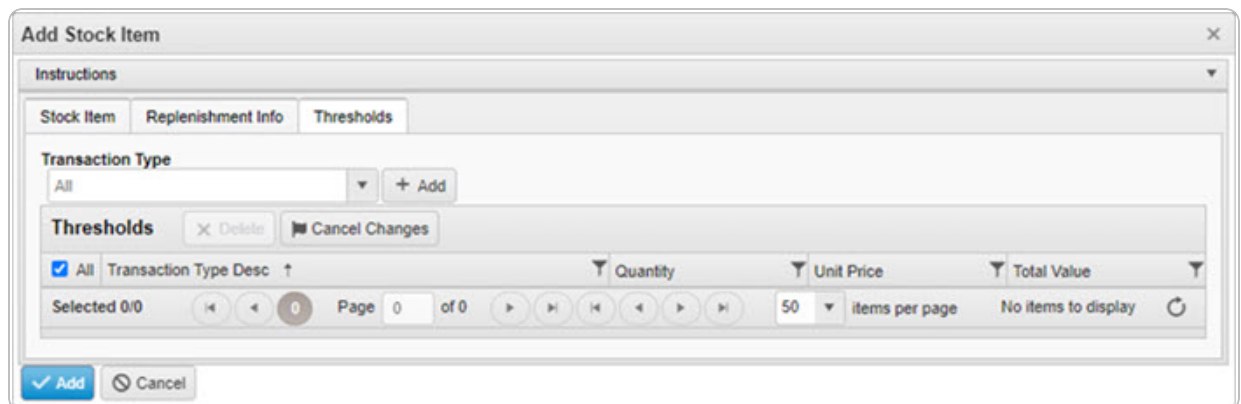
N. Use to choose the Net Consumption Months Used.

Select . The new Stock Item record is saved, and appears in the Stock Item grid.

O.

OR

Select the Thresholds tab to continue adding information.

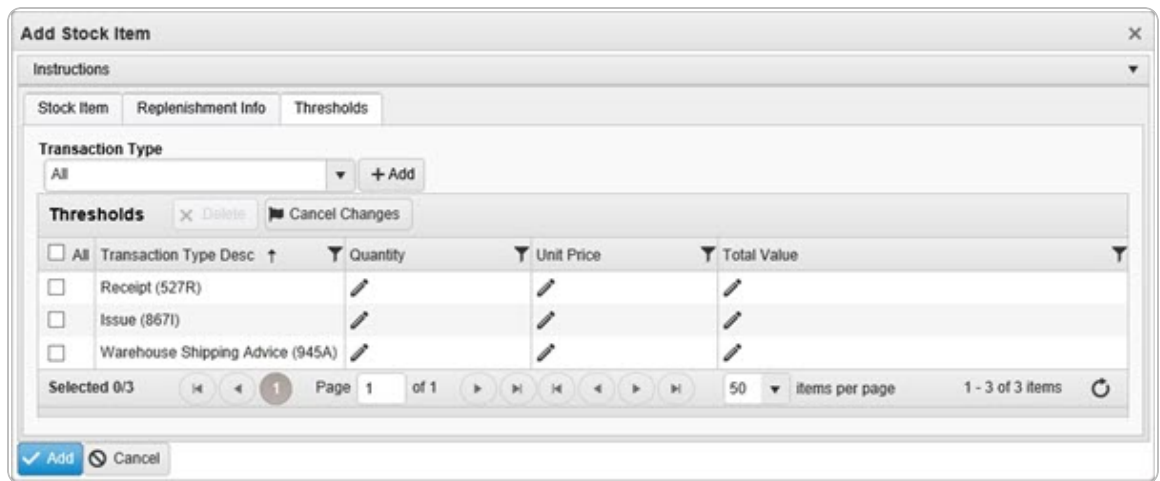


The screenshot shows the 'Add Stock Item' dialog box with the 'Thresholds' tab active. The 'Transaction Type' dropdown is set to 'All' and has an '+ Add' button next to it. Below this is a table with the following columns: 'Transaction Type', 'Desc', 'Quantity', 'Unit Price', and 'Total Value'. The table is currently empty. At the bottom of the dialog are 'Add' and 'Cancel' buttons.


a. Use to select the Transaction Type.

b. Select . The Transaction Type appears in the Threshold Grid.







Enter a Quantity Threshold


1. Click  . *The cell becomes an editable field.*
2. Enter the Quantity Threshold for that Transaction Type.
3. Click away from the cell. *The cell returns to a read-only field.*

Enter a Unit Price Threshold

1. Click  . *The cell becomes an editable field.*
2. Enter the Unit Price Threshold for that Transaction Type.
3. Click away from the cell. *The cell returns to a read-only field.*

Enter a Total Value Threshold

1. Click  . *The cell becomes an editable field.*
2. Enter the Total Value Threshold for that Transaction Type.
3. Click away from the cell. *The cell returns to a read-only field.*

- c. Select  . *The new Stock Item record is saved, and appears in the Stock Item grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
13 – Mandatory Entry: Stock Number.	Missing Entry. Enter the appropriate information in the desired field.
13 – Mandatory Entry: RSA.	
13 – Mandatory Entry: DoDAACs.	
13 – Mandatory Entry: INV SEGMENT CD.	
13 – Mandatory Entry: FREEZE CD.	
185 – Record already	Invalid Entry. The field entered is already in the





<p>exists.</p>	<p>system. Check the information again, and re-enter the record.</p>
<p>1080 – MAX ORD QTY cannot be < MIN ORD QTY.</p>	<p>Invalid Entry. The MAX ORD QTY must be more than the MIN ORD QTY. Re-enter the order amount.</p>
<p>1081 – MAX STOCK QTY cannot be < 0.</p>	<p>Missing Entry. Enter an amount that is greater than zero in the desired field.</p>
<p>1082 – MIN STOCK QTY cannot be < 0.</p>	
<p>1083 – MAX ORD QTY cannot be < 0.</p>	
<p>1084 – MIN ORD QTY cannot be < 0.</p>	
<p>1085 – Reorder Point cannot be < 0.</p>	
<p>1095 – Reorder Point cannot be > Max Stock Qty.</p>	<p>Invalid Entry. The Reorder Point must be less than the Max Stock Qty. Re-enter the amount.</p>
<p>92 – Entry must be numeric.</p>	<p>Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters..</p>





<p>1079 – MAX STOCK QTY cannot be < MIN STOCK QTY.</p>	<p>Invalid Entry. The MAX STOCK QTY must be more than the MIN STOCK QTY. Re-enter the quantity.</p>
<p>1086 – No Parent Warehouse exists for this Warehouse. Cannot select Warehouse Transfer as the Replenishment Source.</p>	<p>Invalid Entry. The Warehouse currently signed in does not have Parent Warehouse. Choose a different Replenishment Source.</p>
<p>1087 – Replenishment End Date cannot be earlier than Replenishment Start Date.</p>	<p>Invalid Date Entry. The Replenishment Start Date must be before the Replenishment End Date. Re—enter the date.</p>
<p>1088 – Replenishment Start Date cannot be earlier than Current Date.</p>	<p>Invalid Date Entry. The Replenishment Start Date must be after the Current Date. Re—enter the date.</p>

Related Topics

- Stock Item Overview
- Update a Stock Item
- Delete a Stock Item

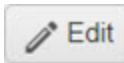


Update a Stock Item

Overview

The Stock Item Update process allows editing of Stock Item records directly associated with RSAs.

Navigation

CATALOG MGMT > Stock Item > (desired record) >  > Edit Stock Items pop-up window

Page Fields

The following fields display on the **Edit Stock Items** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Stock Item Tab

Stock Nbr *

RSA *
 DoDAACs *
 Inv Segment Cd *
 Freeze Cd *
 Add / Edit Remarks

Remarks
 History Remarks

Replenishment Info Tab

Reorder Method
 Replenishment Source
 Replenishment Start Dt
 Replenishment End Dt
 Min Stock Qty
 Max Stock Qty
 Min Safety Stock Pct
 Max Safety Stock Pct
 Avg Member Issue Qty
 Min Order Qty
 Max Order Qty
 Reorder Point
 Lead-time Months Used
 Net Consumption Months Used

Thresholds Tab

Transaction Type

Thresholds Grid

Transaction Type Desc
 Quantity
 Unit Price
 Total Value

(*) Asterisk identifies mandatory fields.


Procedures

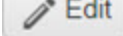
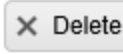
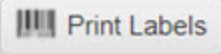
DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Update a Stock Item

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

- Click to select the desired entry. The Stock Item is highlighted, and , , and  become available.

Stock Item								
No Grouping								
	<input type="checkbox"/> All	RSA Name ↑	Stock Nbr	Item Desc	LIN/TAMCN	DoDAAC ↑	Freeze Cd	Inv Segment Id
<input checked="" type="checkbox"/>		LOGSU-3 ARMORY	1005000506357	RoD		H92163	N - No Freeze	A - Inventory A Schedule
<input type="checkbox"/>		LOGSU-3 ARMORY	6505006558366	ALCOHOL RUBBING		H92163	N - No Freeze	A - Inventory A Schedule
<input type="checkbox"/>		LOGSU-3 ARMORY	1005016841906	RIFLE 11.5 INCH RIS III URG-I		H92163	N - No Freeze	A - Inventory A Schedule

Selected 1/3 Page 1 of 1 50 items per page 1 - 3 of 3 items

- Select . The **Edit Stock Items** pop-up window displays, with the Stock Item Tab available.



Edit Stock Items ✕

Instructions ▾

Stock Item	Replenishment Info	Thresholds
<div style="border: 1px solid gray; padding: 5px;"> <p>Stock Item</p> <p>* Stock Nbr 1386013343873</p> <p>* DoDAAC N68869</p> <p>* Inv Segment Id A - Inventory A Schedule ▾</p> <p>* RSA CENTER COMMS</p> <p>* Freeze Cd N - No Freeze ▾</p> <p>Add / Edit Remarks</p> </div>		

3. Verify the STOCK NBR.
4. Verify the RSA.
5. Verify the DoDAAC.
6. Update the Inv Segment Cd, using to select the desired code.
7. Update the Freeze Cd, using to select the desired code.
8. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Update the History Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

9. Select . *The revised Stock Item record is saved, and reflected in the Stock Item grid.*

OR

Select the Replenishment INFO tab to continue revising the information.








Edit Stock Items ✕







Instructions ▾


Stock Item Replenishment Info Thresholds

Replenishment Info

Reorder Method Select an Item ▾	Replenishment Source Select an Item ▾
Replenishment Start Dt [Calendar Icon]	Replenishment End Dt [Calendar Icon]
Min Stock Qty [Spin Box]	Max Stock Qty [Spin Box]
Min Safety Stock Pct [Spin Box]	Max Safety Stock Pct %
Avg Member Issue Qty [Spin Box]	
Min Order Qty [Spin Box]	Max Order Qty [Spin Box]
Reorder Point [Spin Box]	
Lead-time Months Used [Spin Box]	Net Consumption Months Used [Spin Box]

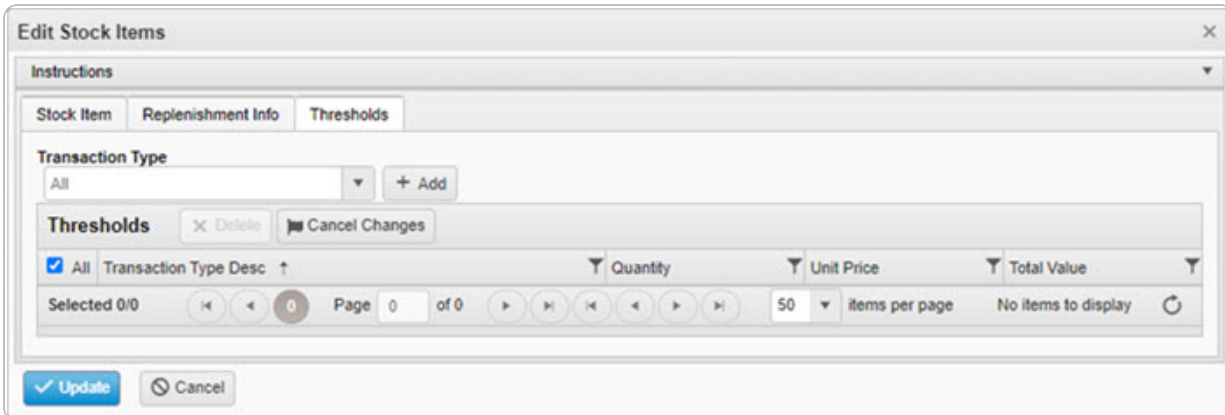
- A. Update the Reorder Method, using  to select the desired type.
- B. Update the Replenishment Source, using  to select the desired type.
- C. Update the Replenishment START DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- D. Update the Replenishment END DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- E. Update the MIN STOCK QTY, using  to choose the revised quantity.
- F. Update the MAX STOCK QTY, using  to choose the revised quantity.
- G. Update the MIN Safety Stock PCT, using  to choose the revised percentage.

- H. Verify the MAX Safety Stock PCT.
- I. Update the AVG Member Issue QTY, using  to choose the revised quantity.
- J. Update the MIN ORDER QTY, using  to choose the revised quantity.
- K. Update the MAX ORDER QTY, using  to choose the revised quantity.
- L. Update the Reorder Point, using  to choose the revised amount.
- M. Update the Lead-time Months Used, using  to choose the revised time frame.
- N. Update the Net Consumption Months Used, using  to choose the revised amount.


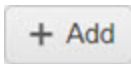
Select . The revised Stock Item record is saved, and reflected in the Stock Item grid.

- O. **OR**


Select the Thresholds tab to continue revising the information.




Add a New Threshold

- a. Update the Transaction Type, using  to select the desired type.
- b. Select . The Transaction Type appears in the Threshold Grid.
- c. Continue with the following steps to enter a specific threshold amount.


Edit a Quantity Threshold


- a. Click  . *The cell becomes an editable field.*
- b. Update the Quantity Threshold, entering the revised amount in the field provided.
- c. Click away from the cell. *The cell returns to a read-only field.*

Edit a Unit Price Threshold

- a. Click  . *The cell becomes an editable field.*
- b. Update the Unit Price Threshold, entering the revised amount in the field provided.
- c. Click away from the cell. *The cell returns to a read-only field.*

Edit a Total Value Threshold

- a. Click  . *The cell becomes an editable field.*
- b. Update the Total Value Threshold, entering the revised amount in the field provided.
- c. Click away from the cell. *The cell returns to a read-only field.*

- P. Select  . *The new Stock Item record is saved, and appears in the Stock Item grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.



<p>161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>13 – Mandatory Entry: Stock Number.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 – Mandatory Entry: RSA.</p>	
<p>13 – Mandatory Entry: DoDAACs.</p>	
<p>13 – Mandatory Entry: INV SEGMENT CD.</p>	
<p>13 – Mandatory Entry: FREEZE CD.</p>	
<p>185 – Record already exists.</p>	<p>Invalid Entry. The field entered is already in the system. Check the information again, and re-enter the record.</p>
<p>1080 – MAX ORD QTY cannot be < MIN ORD QTY.</p>	<p>Invalid Entry. The MAX ORD QTY must be more than the MIN ORD QTY. Re-enter the order amount.</p>





<p>1081 — MAX STOCK QTY cannot be < 0.</p>	
<p>1082 — MIN STOCK QTY cannot be < 0.</p>	
<p>1083 — MAX ORD QTY cannot be < 0.</p>	
<p>1084 — MIN ORD QTY cannot be < 0.</p>	
<p>1085 — Reorder Point cannot be < 0.</p>	
<p>1095 — Reorder Point cannot be > Max Stock Qty.</p>	<p>Invalid Entry. The Reorder Point must be less than the Max Stock Qty. Re-enter the amount.</p>
<p>92 — Entry must be numeric.</p>	<p>Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters..</p>
<p>1079 — MAX STOCK QTY cannot be < MIN STOCK QTY.</p>	<p>Invalid Entry. The MAX STOCK QTY must be more than the MIN STOCK QTY. Re-enter the quantity.</p>
<p>1086 — No Parent Warehouse exists for this Ware-</p>	<p>Invalid Entry. The Warehouse currently signed in does not have Parent Warehouse. Choose a</p>





<p>house. Cannot select Warehouse Transfer as the Replenishment Source.</p>	<p>different Replenishment Source.</p>
<p>1087 — Replenishment End Date cannot be earlier than Replenishment Start Date.</p>	<p>Invalid Date Entry. The Replenishment Start Date must be before the Replenishment End Date. Re—enter the date.</p>
<p>1088 — Replenishment Start Date cannot be earlier than Current Date.</p>	<p>Invalid Date Entry. The Replenishment Start Date must be after the Current Date. Re—enter the date.</p>

Related Topics

- Stock Item Overview
- Add a Stock Item
- Delete a Stock Item



Delete a Stock Item

Overview

The Stock Item Delete process allows removal of a Stock Item record.

Navigation

CATALOG MGMT > Stock Item > (desired record) > > Delete Stock Item pop-up window

Page Fields

The following fields display on the **Delete Stock Item** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Stock Item

History Remarks

Procedures

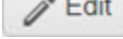

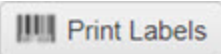
DPAS Navigation Helpful Tips

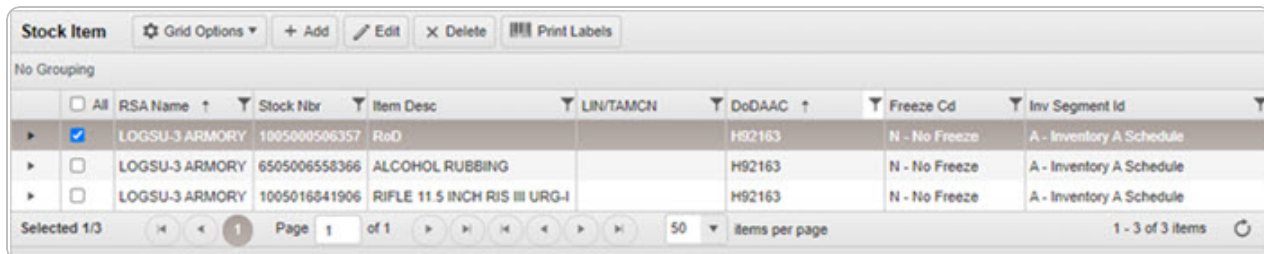


Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Delete a Stock Item

Selecting  at any point of this procedure removes all revisions and closes the page.

- Click to select the desired entry. *The Stock Item is highlighted, and* , , and  become available.



	RSA Name	Stock Nbr	Item Desc	LIN/TAMCN	DoDAAC	Freeze Cd	Inv Segment Id
<input checked="" type="checkbox"/>	LOGSU-3 ARMORY	1005000506357	RoD		H92163	N - No Freeze	A - Inventory A Schedule
<input type="checkbox"/>	LOGSU-3 ARMORY	6505006558366	ALCOHOL RUBBING		H92163	N - No Freeze	A - Inventory A Schedule
<input type="checkbox"/>	LOGSU-3 ARMORY	1005016841906	RIFLE 11.5 INCH RIS III URG-I		H92163	N - No Freeze	A - Inventory A Schedule

- Select . *The **Delete Stock Item** pop-up window appears.*



Delete Stock Item ✕

Instructions ▾

Delete Stock Item

Are you sure you want to delete this Stock Item?

History Remarks

⬆
⬇

3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select . *The Stock Item is removed from the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s)	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &.



<p>\$, - , / , # , & , comma, period, and space, and max length of 256.</p>	<p>comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>1051 — Stock Item has associated Inventory Master Records. Cannot Delete.</p>	<p>Invalid Deletion. A Stock Item cannot be deleted if there are any Inventory Master Records associated with it, or if there is any materiel attached to the associated Inventory Master Records. Review the Stock Item again, and remove any remaining associated Inventory Master Records so the Stock Item can be deleted.</p>
<p>xxxx — Stock Item has associated Issued Inventory Master Records. Cannot Delete.</p>	<p>Invalid Deletion. A Stock Item cannot be deleted if there are any Issued Inventory Master Records associated with it, or if there are any Issue Detail records with a Quantity value greater than '0' associated with the Stock Item. Review the Stock Item again, and remove any remaining associated Issued Inventory Master Records so the Stock Item can be deleted.</p>
<p>2143 — Stock Item has associated Due In records. Cannot delete.</p>	<p>Invalid Deletion. A Stock Item cannot be deleted if there are any Open Due In Records associated with it. Review the Stock Item again, and remove any remaining associated Due In Records so the Stock Item can be deleted.</p>
<p>2138 — Stock Item has associated Transaction Threshold records. Cannot</p>	<p>Invalid Deletion. A Stock Item cannot be deleted if there are any Threshold Records associated with it. Review the Stock Item again, and</p>





delete.

remove any remaining associated Threshold Records so the Stock Item can be deleted.

Related Topics

- [Stock Item Overview](#)
- [Add a Stock Item](#)
- [Update a Stock Item](#)



Stock Number Referral Overview

Overview

The Materiel Management/Inventory Control Point module Stock Number Referral process provides the ability to view, create, or delete a list of one or more stock numbers that are used to automatically refer an incoming requisition (511R) to a specified RIC.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

CATALOG MGMT > Stock Number Referral > STOCK NBR Referral page

Page Fields

The following fields display on the **STOCK NBR Referral** page. For more information on each field, select the appropriate hyperlink.



Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.

36 Select "Delete" button to remove record(s) from applicable tables.


Search Criteria Grid

Stock Nbr 
Established Dt/Tm From
Established Dt/Tm To
Refer To RIC 


Referred STOCK NBRs Grid

Stock Nbr
Refer To RIC
Established Dt/Tm
Established By

Procedures

DPAS Navigation Helpful Tips
 Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Search for a Stock Number Referral

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

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






Search Criteria

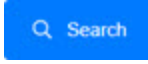
Stock Nbr Refer To RIC

Established Dt/Tm From

Established Dt/Tm To

[Reset](#) [Search](#)

- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
 Stock Number Browse help
- Enter the Refer To RIC, using  to assist with the entry. *This is a 3 alphanumeric character field.*
- Use  to select the ESTABLISHED DT/TM FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the ESTABLISHED DT/TM TO, or enter the date (MM/DD/YYYY) in the field provided.

2. Select . *The results display in the Search Results grid.*

Search Results

Referred Stock Nbrs [Grid Options](#) [+ Add](#) [Delete](#)

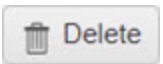
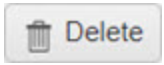
<input type="checkbox"/>	Stock Nbr	Refer To RIC	Established Dt/Tm	Established By
<input type="checkbox"/>	781001C100686	H95	06/06/2022	BPGROCE

Selected 1 [Page 1 of 1](#) 50 items per page 1 - 1 of 1 items [Refresh](#)

Add a Stock Number Referral

Select . *The **Add a Stock Number Referral** page appears.*

Delete a Stock Number

1. Click to select the desired entry. *The STOCK NBR is highlighted, and becomes available.* 
2. Select . *The **Delete a Stock Number** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics


- Add a Stock Number Referral
- Delete a Stock Number Referral

Add a Stock Number Referral

Overview

The Stock Number Add Referral process provides the ability to create a new stock number referral for the incoming requisition.

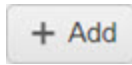
Note

 Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

CATALOG MGMT > Stock Number Referral >  > Add Referral pop-up window

Page Fields

The following fields display on the **Add Referral** pop-up window. For more information on each field, select the appropriate hyperlink.


Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Referral Grid

Stock Nbr  *
 Refer To RIC *

(*) Asterisk identifies mandatory fields.



Procedures

DPAS Navigation Helpful Tips

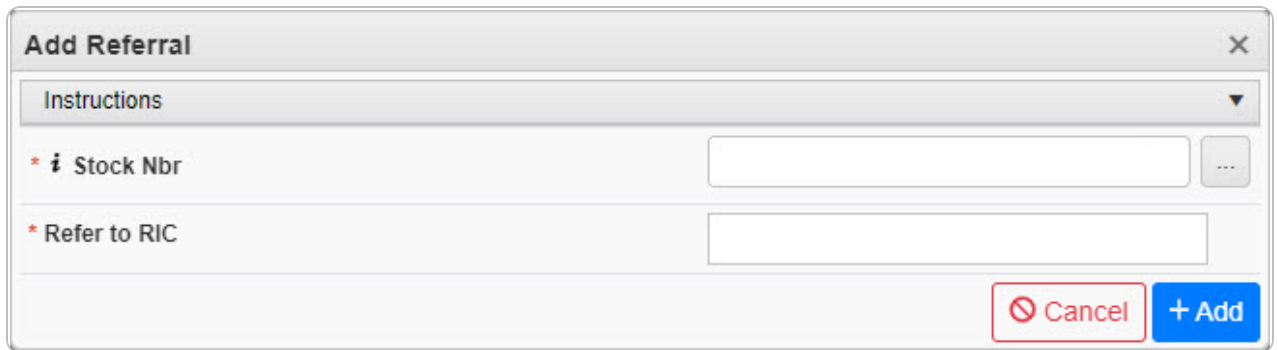





Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Add a Stock Number Referral

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

1. Select . The **Add Referral** pop-up window appears.



- A. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
 Stock Number Browse help
 - B. Enter the Refer To RIC in the field provided. *This is a 3 alphanumeric character field.*
2. Select . The **Add Referral** pop-up window closes, and the new Stock Number Referral appears in the Search Results grid in green.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 – Mandatory Entry: STOCK NBR.	Missing Entry. Enter the appropriate information in the desired field.
13 – Mandatory Entry: Refer To RIC.	

<p>968 — STOCK NBR does not exist. Notify Master Catalog POC for action.</p>	<p>Invalid Entry. The STOCK NBR entered does not exist in the catalog. Validate that the STOCK NBR and COLLATERAL STOCK NBR exists in the CATALOG STOCK NBR table for the Warehouse.</p>
<p>2167 — Stock Number is already being referred by this ICP.</p>	<p>Invalid Entry. The ICP already refers to the Stock Number. Enter a new Stock Number.</p>
<p>2168 — RIC entered does not exist.</p>	<p>Invalid Entry. The entered RIC does not exist in this ICP. Enter a new RIC.</p>
<p>xxxx — #### is an invalid stock number.</p>	<p>Invalid Entry. The entered Stock Number does not exist. Enter a new Stock Number.</p>
<p>676 — Entry must be alphanumeric.</p>	<p>Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.</p>

Related Topics

- Stock Number Referral
- Delete a Stock Number Referral

Delete a Stock Number Referral

Overview

The Stock Number Referral Delete process allows removal of a stock number referral and dis-associates the STOCK NBR and the Refer To RIC.

Navigation

CATALOG MGMT > Stock Number Referral > > (desired record) > > Delete Referral pop-up window

Page Fields

The following fields display on the **Delete Referral** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Referral

Procedures


DPAS Navigation Helpful Tips




Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

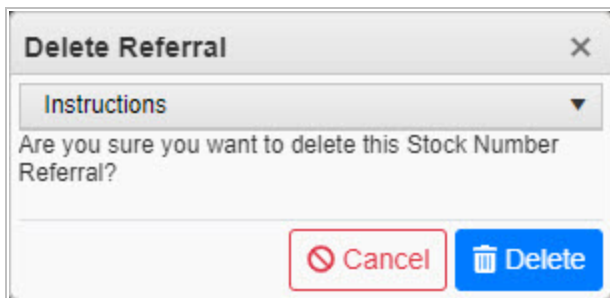
Delete a Stock Number Referral


Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Click to select the desired entry. The *STOCK NBR Referral* is highlighted, and  becomes available.

2. Select . The **Delete Referral** pop-up window appears.



3. Select . The deleted referral is removed from the Referred *STOCK NBR* grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.





Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- [Stock Number Referral](#)
- [Add a Stock Number Referral](#)



MANUFACTURER PART NBR Overview

Overview

The Materiel Management/Inventory Control Point module Manufacturer Part Number process provides the ability to have a central reference to the CAGE, Manufacturer Name, Manufacturer Model Number, and Manufacturer Part Number. This process must have the stock number already existing in the catalog.

Navigation

CATALOG MGMT > MANUFACTURER PART NBR > MANUFACTURER PART NBR page

Page Fields

The following fields display on the **MANUFACTURER PART NBR** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the MANUFACTURER PART NBR Search Results.
526	Select "Reset" to clear the MANUFACTURER PART NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the MANUFACTURER PART NBR data.

528	Select "Add" to create a new MANUFACTURER PART NBR record.
529	Select "Edit" to update the selected MANUFACTURER PART NBR record(s).
530	Select "Delete" to remove the selected MANUFACTURER PART NBR record(s).

Search Criteria Grid

- Stock Nbr
- Mfr Name
- Mfr Part Nbr
- Mfr Model Nbr
- UPC
- Item Desc
- CAGE Cd
- FAST Reportable
- Non Accountable

Search Results Grid

- All
- Stock Nbr
- Item Desc
- CAGE Cd
- Mfr Name
- Mfr Model Nbr
- Mfr Part Nbr
- UPC

Optional

- Active
- Contract License Managed
- Established By

Established Dt/Tm
FAST Reportable
History Remarks
Last Transaction Dt/Tm
Last Updated By
Non Accountable
Product Service Code
Program Id
Remarks
SNaP—IT Desc
SNaP—IT Id
Software Catalog Name
Software Management Type Code
System Name


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Search for a MANUFACTURER PART NBR

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 or more of the following optional fields:.



Manufacturer Part Nbr

Search Criteria ^

Stock Nbr <input style="width: 90%;" type="text"/> <input style="width: 10%; text-align: center;" type="button" value="Q"/>	Item Desc <input style="width: 90%;" type="text" value="All"/>
Mfr Name <input style="width: 90%;" type="text" value="All"/>	CAGE Cd <input style="width: 90%;" type="text" value="All"/>
Mfr Part Nbr <input style="width: 90%;" type="text" value="All"/>	FAST Reportable <input style="width: 90%;" type="text" value="All"/> ▼
Mfr Model Nbr <input style="width: 90%;" type="text" value="All"/>	Non Accountable <input style="width: 90%;" type="text" value="All"/> ▼
UPC <input style="width: 90%;" type="text" value="All"/>	

- Enter the Stock Number, or use to browse for the entry. *This is a 15 alphanumeric character field.*
 - Stock Number Browse help
- Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
- Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
- Enter the MFR MODEL NBR in the field provided. *This is a 20 alphanumeric character field.*
- Enter the UPC in the field provided. *This is a 6 - 12 numeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
- Use ▼ to select the FAST Reportable.
- Use ▼ to select the Non Accountable.

2. Select . *The results appear in the Search Results Grid below.*

Search Results

Options + Add Edit Delete





Stock Nbr	Item Desc	CAGE Cd	Mfr Name	Mfr Model Nbr	Mfr Part Nbr	UPC
100500037493	REVOLVER,CALIBER 38	-	COLT	VERYFAR	THROWSROCKS	-
100500037493	REVOLVER,CALIBER 38	-	Pidge Guns	PG-CR 38	-	-

10 items per page 1-2 of 2 items


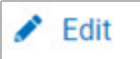
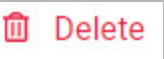

Add a MANUFACTURER PART NBR

Select . The **Add Manufacturer Part Nbr** slide-out window appears.

Update a MANUFACTURER PART NBR

- Click  to select the entry. The **MANUFACTURER PART NBR** row is highlighted, and  and  become available.
- Select . The **Update Manufacturer Part Nbr** slide-out window appears.

Delete a MANUFACTURER PART NBR

- Click  to select the entry. The **MANUFACTURER PART NBR** row is highlighted, and  and  become available.
- Select . The **Delete Manufacturer Part Nbr** pop-up window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------



125 — No record(s) match search criteria or you do not have the appropriate security access.

Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Manufacturer Part Number
- Update a Manufacturer Part Number
- Delete a Manufacturer Part Number

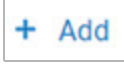


Add a MANUFACTURER PART NBR

Overview

The MANUFACTURER PART NBR Add process provides the ability to create new Manufacturer Part Numbers. These reference the CAGE, Manufacturer Name, Manufacturer Model Number, and Manufacturer Part Number to specific items.

Navigation

CATALOG MGMT > MANUFACTURER PART NBR >  > Add MANUFACTURER PART NBR slide-out window

Page Fields

The following fields display on the **Add MANUFACTURER PART NBR** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
562	Select "Cancel" to return to the previous page.
563	Select "Save" button to save the current selection.
132	To search for CAGE CD, see https://cage.dla.mil .
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining

	POS must = alphanumeric except I and O.
161	NCAGE Cd must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.

Manufacturer Information Grid

- Stock Nbr *
- Mfr Name *
- Mfr Part Nbr
- UPC
- Status
- Item Desc
- Mfr Model Nbr
- CAGE Cd
- FAST Reportable
- Non Accountable

Remarks Grid

- Remarks
- History Remarks

(*) Asterisk identifies mandatory fields.


Procedure

DPAS Navigation Helpful Tips

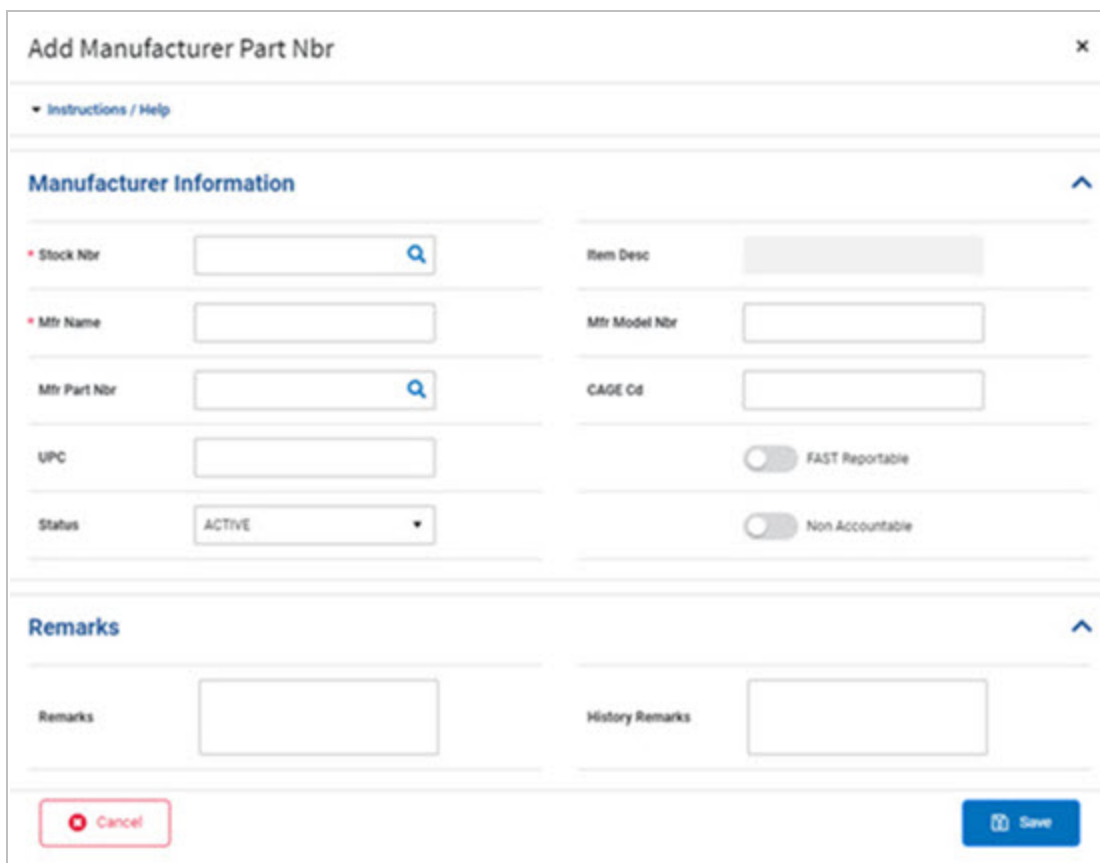




Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Add a MANUFACTURER PART NBR

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

1. Select . The **Add MANUFACTURER PART NBR** slide-out window appears.



- A. Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*
 Stock Number Browse help
- B. Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
- C. Enter the MFR PART NBR, or use  to browse for the entry. *This is a 35 alphanumeric character field.*

External Manufacturer Part Number Browse help

- D. Enter the UPC in the field provided. *This is a 6 - 12 numeric character field.*
- E. Use ▼ to select the Status.
- F. *The ITEM DESC automatically populates once the STOCK NBR is entered, and is not editable.*
- G. Enter the MFR MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*
- H. Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
- I. Click to select the FAST Reportable. *This means the Manufacturer Part Number is associated with a FAST Reportable Vehicle.*
- J. Click to select the Non Accountable. *This means the Manufacturer Part Number is Non Accountable.*
- K. *Enter the information in the Remarks panel.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- 2. Select  Save. *The new Manufacturer Part Number appears at the top of the Search Results Grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search



<p>security access.</p>	<p>again.</p>
<p>161 – Remarks must be alphanumeric with supported special character(s) \$, – , /, #, &, comma, period, and space, and max length of 256.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, – , /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>13 – Mandatory Entry: STOCK NBR.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 – Mandatory Entry: MFR NAME.</p>	
<p>204 – Invalid CAGE/ NCAGE Cd. Refer to Instruction Text.</p>	<p>Invalid Characters or Format Entered in the CAGE / NCAGE Cd field. For the CAGE Cd, enter a total of 5 characters. The 1st and 5th must be numeric, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE Cd, enter a total of 5 characters. The 1st character is alphanumeric. When the 1st character is numeric, the 5th character must be alphabetic (but not "I"; "O"; or "X"). When the <i>1st character is alphabetic</i> (but not "O"), the <i>5th character must be numeric</i>. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V";</p>





Help Reference Guide

<input type="text"/>	<input)"="" type="text" value='"W"; "X"; "Y"; "Z"'/>
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Related Topics

- [Manufacturer Part Number](#)
- [Update a Manufacturer Part Number](#)
- [Delete a Manufacturer Part Number](#)



Update a MANUFACTURER PART NBR

Overview

The MANUFACTURER PART NBR Update process allows editing Manufacturer Part Number data referencing the CAGE, Manufacturer Name, Manufacturer Model Number, and Manufacturer Part Number to specific items.

Navigation

CATALOG MGMT > MFR PART NBR >  Edit > Edit MANUFACTURER PART NBR slide-out window

Page Fields

The following fields display on the **Edit MANUFACTURER PART NBR** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
562	Select "Cancel" to return to the previous page.
563	Select "Save" button to save the current selection.
132	To search for CAGE CD, see https://cage.dla.mil .
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining

	POS must = alphanumeric except I and O.
161	NCAGE Cd must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.

Manufacturer Information Grid

- Stock Nbr *
- Mfr Name *
- Mfr Part Nbr
- UPC
- Status
- Item Desc
- Mfr Model Nbr
- CAGE Cd
- FAST Reportable
- Non Accountable


Remarks Grid

- Remarks
- History Remarks


(*) Asterisk identifies mandatory fields.

Procedure

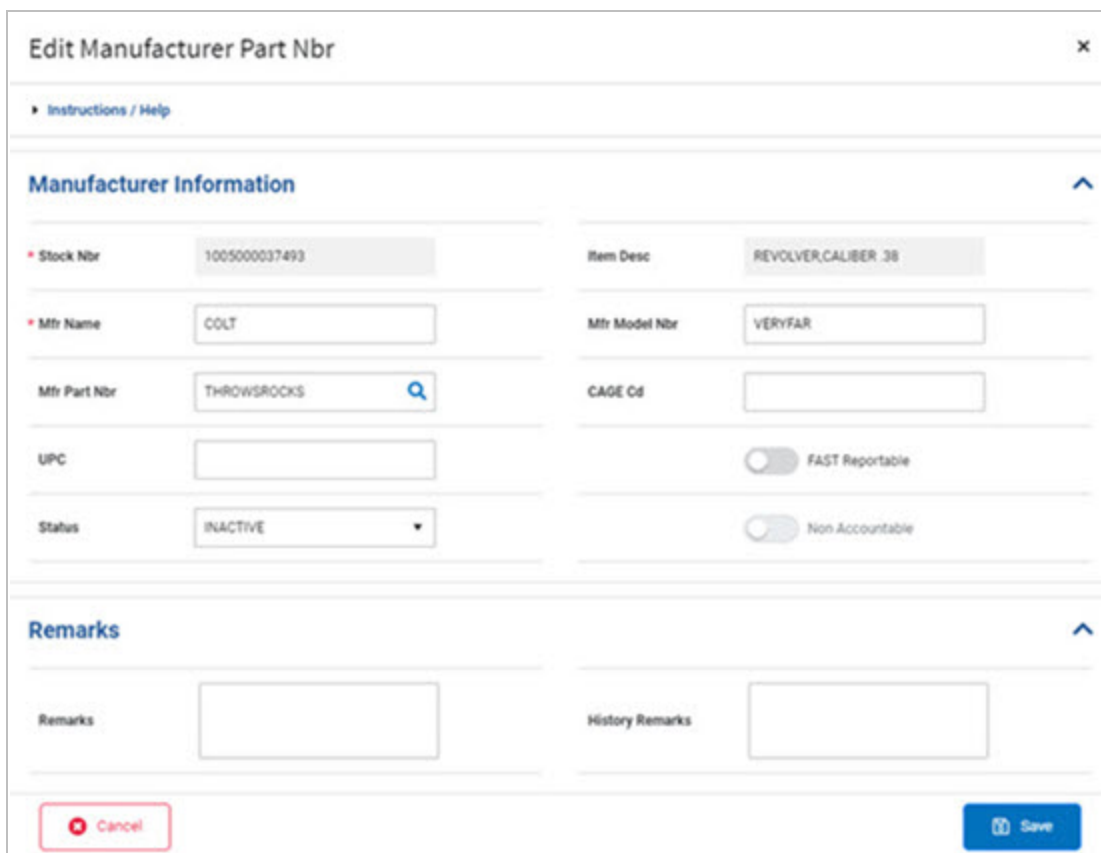
DPAS Navigation Helpful Tips


 Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Update a MANUFACTURER PART NBR


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

1. Select . The **Edit MANUFACTURER PART NBR** slide-out window appears.



- A. Verify the **STOCK NBR**.
- B. Update the **MFR NAME**, entering the revised name in the field provided. *This is a 36 alphanumeric character field.*
- C. Update the **MFR PART NBR**, using  to browse for the revised identifier. *This is a 35 alphanumeric character field.*

External Manufacturer Part Number Browse help

- D. Update the UPC, entering the revised code in the field provided. *This is a 6 - 12 numeric character field.*
 - E. Update the Status, using ▼ to select the desired activity level.
 - F. *Verify the ITEM DESC.*
 - G. Update the MFR MODEL NBR, entering the revised identifier in the field provided. *This is a 48 alphanumeric character field.*
 - H. Update the CAGE CD, entering the revised code in the field provided. *This is a 5 alphanumeric character field.*
 - I. Verify the FAST Reportable contains the appropriate or . *This means the Manufacturer Part Number is associated with a FAST Reportable Vehicle.*
 - J. Verify the Non Accountable contains the appropriate or . *This means the Manufacturer Part Number is Non Accountable.*
 - K. *Enter the information in the Remarks panel.*
 - a. Update the Remarks, entering the revised explanation in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
2. Select . *The revised Manufacturer Part Number appears at the top of the Search Results Grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search



<p>security access.</p>	<p>again.</p>
<p>161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>13 – Mandatory Entry: STOCK NBR.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 – Mandatory Entry: MFR NAME.</p>	
<p>204 – Invalid CAGE/ NCAGE Cd. Refer to Instruction Text.</p>	<p>Invalid Characters or Format Entered in the CAGE / NCAGE Cd field. For the CAGE Cd, enter a total of 5 characters. The 1st and 5th must be numeric, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE Cd, enter a total of 5 characters. The 1st character is alphanumeric. When the 1st character is numeric, the 5th character must be alphabetic (but not "I"; "O"; or "X"). When the <i>1st character is alphabetic</i> (but not "O"), the <i>5th character must be numeric</i>. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V";</p>



<input type="text"/>	<input)"="" type="text" value='"W"; "X"; "Y"; "Z"'/>
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Related Topics

- [Manufacturer Part Number](#)
- [Add a Manufacturer Part Number](#)
- [Delete a Manufacturer Part Number](#)



Delete a MANUFACTURER PART NBR

Overview


The MANUFACTURER PART NBR Delete process allows removal of a selected MFR PART NBR record.

Attention



A MFR PART NBR record **cannot be deleted** if the record is associated with any asset records.

Navigation

CATALOG MGMT > MFR PART NBR >  > Delete MANUFACTURER PART NBR pop-up window

Page Fields

The following fields display on the **Delete MANUFACTURER PART NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
530	Select "Delete" to remove the selected MANUFACTURER PART NBR record(s).
14	Select "Cancel" button to return to previous page.

Manufacturer Information Grid

Stock Nbr
Mfr Name
Mfr Part Nbr
Item Desc
Mfr Model Nbr
CAGE Cd

Remarks Grid

History Remarks


Procedure

DPAS Navigation Helpful Tips

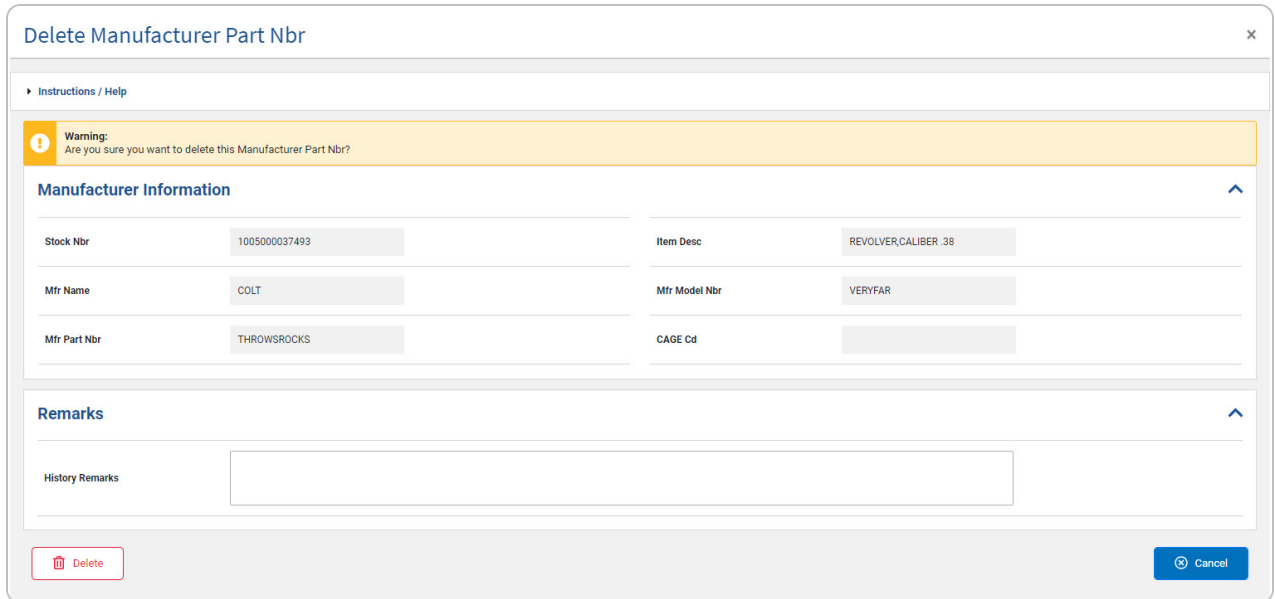


Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Delete a MFR PART NBR

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

1. Select . The **Delete MANUFACTURER PART NBR** pop-up window appears.



- A. Verify the **STOCK NBR**.
- B. Verify the **MFR NAME**.
- C. Verify the **MFR PART NBR**.
- D. Verify the **ITEM DESC**.
- E. Verify the **MFR MODEL NBR**.
- F. Verify the **CAGE CD**.
- G. Enter the information in the **Remarks** panel.
 - a. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

2. Select . The **Manufacturer Part Number** is removed from the **Search Results Grid**.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.





Error	Solution
<p>161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>2159 – Cannot delete Manufacturer record with active Software Licenses.</p>	<p>Invalid Deletion. This Manufacturer Part Number record cannot be deleted if it is associated to any assets with current licenses. Review the record again, and remove any remaining associated information so the MFR PART NBR record can be deleted.</p>
<p>2417 – Cannot delete a Manufacturer Record associated to a Stock Number that is Stock Item Type = 'B.'</p>	<p>Invalid Deletion. This Manufacturer Part Number record cannot be deleted if it is associated to a Stock Number that is Stock Item Type B – PART NBR. Review the record again, and remove any remaining associated information so the MFR PART NBR record can be deleted.</p>
<p>2418 – Manufacturer Part Number cannot be Deleted. {0} Record(s) exist for this Manufacturer Part Number.</p>	<p>Invalid Deletion. This Manufacturer Part Number record cannot be deleted if it is associated to an Asset Master, Due-In, CIP Asset, or a File Reference. Review the record again, and remove any remaining associated information so the MFR PART NBR record can be deleted.</p>





2419 – Manufacturer Part Number was not Deleted. Contact the DPAS CALL CENTER.

Contact the DPAS Call Center

Related Topics

- Manufacturer Part Number
- Add a Manufacturer Part Number
- Update a Manufacturer Part Number



End Of Day Transaction Counts

Overview

The Materiel Management/Inventory Control Point module End of Day Transaction Counts process provides the ability to display all DLMS transactions each day for each RSA.

Navigation

MATERIEL MGMT > EOD Transactions > End Of Day Counts page

Page Fields

The following fields display on the **End Of Day Counts** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.
493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.



494

Select "Reset" button to clear the data. The Enterprise Rollup and Search Criteria are independent of each other.

Enterprise Rollup

Materiel Management Program
Materiel Management Division
Inventory Control Point

Search Criteria Grid

Document Nbr
Process Status
Transaction Creation Dt/Tm From
Transaction Creation Dt/Tm To

End Of Day Counts

All
Status
Set Type
CICP/RSA Name
Report Type Cd
Transaction Creation Dt/Tm
Processed Status
Doc Nbr
Doc Id

Optional

ICP Name
Division Name
Program Name
Error Message
Error Response
Error Response Detail
Program Id
Established By



Established Dt/Tm
Last Updated By
Last Transaction Dt/Tm
Supplementary Address

End Of Day Count Details


All
Status
Set Type
Transaction Category
Sent Qty
Received Qty
Suspended Qty
History Requested?

Optional


Program Id
Established By
Established Dt/Tm
Last Updated By
Last Transaction Dt/Tm

Procedures

DPAS Navigation Helpful Tips

 Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Search for an End Of Day Count

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 or more of the following optional fields:.

Instructions
 Enterprise Rollup
 Search Criteria

Document Nbr Process Status
 Transaction Creation Dt/Tm From Transaction Creation Dt/Tm To

- Enter the DOCUMENT NBR in the field provided. *This is a 15 alphanumeric character field.*
- Use to select the Process Status.
- Use to select the Transaction Creation DT/TM From, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
- Use to select the Transaction Creation DT/TM To, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.

2. Select . *The Search Results display.*

End of Day Counts

Drag a column header and drop it here to group by that column

<input type="checkbox"/> All	Status	Set Type	CICP/RSA Name	Report Type Cd	Transaction Creation Dt/Tm	Processed Status	Doc Nbr	Doc Id
<input type="checkbox"/>	<input checked="" type="checkbox"/>	846P	LOGSU-2 ARMORY	B1	08/31/2021 4:00:14 AM	PCD - Processed	TCHVBH95210831	DZM - EOD Trans Count
<input type="checkbox"/>	<input checked="" type="checkbox"/>	846P	LOGSU-2 ARMORY	B1	08/30/2021 4:00:19 AM	PCD - Processed	TCHVBH95210830	DZM - EOD Trans Count

Selected 0/2 Page 1 of 1 50 items per page 1 - 2 of 2 items

View End of Day Count Details

Select next to the desired record. *The End of Day Count Details panel opens.*

End of Day Counts Grid Options

Drag a column header and drop it here to group by that column

<input type="checkbox"/> All	Status	Set Type	CICP/RSA Name	Report Type Cd	Transaction Creation Dt/Tm	Processed Status	Doc Nbr	Doc Id
<input type="checkbox"/>	<input checked="" type="checkbox"/>	846P	LOGSU-2 ARMORY	B1	08/31/2021 4:00:14 AM	PCD - Processed	TCHVBH95210831	DZM - EOD Trans Count

<input type="checkbox"/> All	Status	Set Type	Transaction Category	Sent Qty	Received Qty	Suspended Qty	History Requested?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	527R	Receipt	0	0	0	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>	867I	All	0	0	0	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>	947I	Increase	0	0	0	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>	947I	Decrease	0	0	0	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>	947I	Dual	0	0	0	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>	945A	MRC/DRC	0	0	0	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>	527R	MRA/TRA	0	0	0	No

Selected 0/7 Page 1 of 1 50 items per page 1 - 7 of 7 items

<input type="checkbox"/> All	Status	Set Type	CICP/RSA Name	Report Type Cd	Transaction Creation Dt/Tm	Processed Status	Doc Nbr	Doc Id
<input type="checkbox"/>	<input checked="" type="checkbox"/>	846P	LOGSU-2 ARMORY	B1	08/30/2021 4:00:19 AM	PCD - Processed	TCHVBH95210830	DZM - EOD Trans Count

Selected 0/2 Page 1 of 1 50 items per page 1 - 2 of 2 items

View End of Day Count Detail Transactions

1. Click to select the desired entry. *The record is highlighted, and View Transactions becomes available.*
2. Select View Transactions. *The **DLMS Transaction Review** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria

search criteria or you do not have the appropriate security access. entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- [DLMS Transaction Overview](#)



Requisition

Overview

The Materiel Management/Inventory Control Point module Requisition process provides the ability to add, update, cancel, print, review, or deny a Requisition request.

A Requisition record is a purchase request from a Warehouse. The warehouse sends the replenishment request to the Supply Technician at the ICP to be approved, denied, modified, or canceled. The approved Requisition request generates a Due-In for the warehouse and sends the request to the Source of Supply (SOS).

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Requisition > Requisition page

Page Fields

The following fields display on the **Requisition** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------





12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Warehouse **i**
 Document Nbr
 Stock Nbr **i**
 Status
 Source of Supply RIC
 Only Approvable
 Approved Dt From
 Approved Dt To
 Required Delivery Dt From
 Required Delivery Dt To
 Established Dt/Tm From
 Established Dt/Tm To

Requisitions Grid

Warehouse



Document Nbr
Status
Last Transaction Dt/Tm
Approved Dt
Stock Nbr
Item Desc
Unit Price
Requested Qty
Ext Requested Price
Approved Qty
Ext Approved Price
Source of Supply RIC
Required Delivery Dt
Supply Status Cd

Optional

Program Id
Established By
Established Dt/Tm
Last Updated By


Procedures


DPAS Navigation Helpful Tips











Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

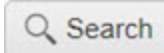
Search for a Requisition

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 or more of the following optional fields:
 - Enter the Warehouse, using  to assist with the entry. *This is a 50 alphanumeric character field.*



- Enter the DOCUMENT NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the STOCK NBR, using  to assist with the entry. *This is a 15 alphanumeric character field.*
- Use  to select the Status.
- Enter the Source of Supply RIC in the field provided. *This is a 3 alphanumeric character field.*
- Click to select Only Approvable. *The returned results are only the ones that the Supply Technician can approve / deny.*
- Use  to select the APPROVED DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the APPROVED DT To, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the REQUIRED DLVRY DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the REQUIRED DLVRY DT To, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the ESTABLISHED DT/TM FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the ESTABLISHED DT/TM TO, or enter the date (MM/DD/YYYY) in the field provided.

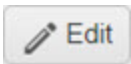
2. Select  to display the search results.

Add a New Requisition

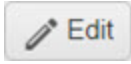
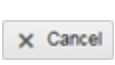

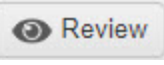


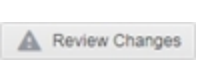
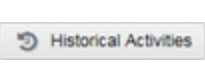
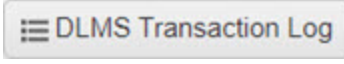

Select . The **Add a Requisition** page appears.



Update a Requisition

Select (desired record) >  . The **Update a Requisition** page appears.

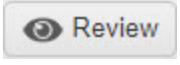
Cancel a Requisition

1. Click to select the desired entry. *The Requisition request is highlighted, and* , , , , , , , , and  become available.
2. Select  . *The Status changes to CN - Cancelled, and is removed from the Requisitions grid.*

Print a Requisition

Select (desired record) >  . The **Print a Requisition** page appears.

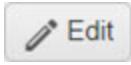
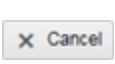

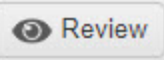
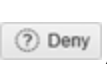
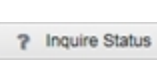
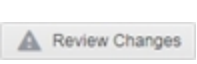
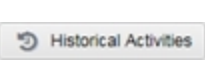
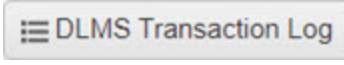
Review a Requisition

Select (desired record) >  . The **Review a Requisition** page appears.

Deny a Requisition

Select (desired record) >  . The **Deny a Requisition** page appears.

Inquire About a Requisition Status

1. Click to select the desired entry. *The Requisition request is highlighted, and* , , , , , , , , and  become available.

2. Select . The 869F Order Status Inquiry is sent to the SoS.

Review Changes to a Requisition

Select (desired record) > . The **Review Requisitions** page appears.

View the Historical Activities of a Requisition

Select (desired record) > . The **Historical Activities of a Requisition** page appears.

View the DLMS Transaction Log of a Requisition

Select (desired record) > . The **Requisition DLMS Transaction Log** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
347 – Date (From) must be <= Date (To).	Invalid Date Entry. The Date (To) must be after the Date (From). Re—enter the Date (To).

Related Topics

- [Add a Requisition](#)
- [Update a Requisition](#)
- [Print a Requisition](#)
- [Review a Requisition](#)
- [Deny a Requisition](#)
- [View the Historical Activities of a Requisition](#)
- [View the Requisition DLMS Transaction Log](#)



Add a Requisition

Overview

The Requisition Add process provides the ability to create a Requisition request.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Requisition >  > Add Requisition page

Page Fields

The following fields display on the **Add Requisition** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.

14 Select "Cancel" button to return to previous page.

Add Requisition

- Stock Nbr **i** *
- Item Desc
- UI
- Qty per Unit Pack
- Unit Price
- Requested Qty *
- Ext Requested Price
- Warehouse **i** *
- Required Delivery Dt *
- Managed DoDAAC **i** *
- Requested Cond Cd **i** *
- Deliver Not Before Dt
- Deliver No Later Than Dt
- Document Nbr
- Ship To
- Bill To
- Priority Cd **i**
- Media Status Cd
- Distribution Cd
- Fund Cd
- Project Cd
- Advice Cd
- Purpose Cd

(*). Asterisk identifies mandatory fields.

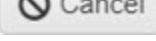
Procedure

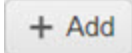











DPAS Navigation Helpful Tips










Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Add a Requisition

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

1. Select . The **Add Requisition** page displays.
2. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
3. *The ITEM DESC automatically populates and is not editable.*
4. *The UI automatically populates and is not editable.*
5. *The QTY per Unit Pack automatically populates and is not editable.*
6. *The Unit Price automatically populates and is not editable.*
7. Use  to choose the correct REQUESTED QTY.
8. *The EXT REQUESTED PRICE automatically populates and is not editable.*
9. Use  to assist, or use  to select the Warehouse.
10. Use  to select the REQUIRED DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.
11. Use  to assist, or use  to select the Managed DoDAAC.
12. Use  to assist, or use  to select the Requested Cond Cd.
13. Use  to select the Deliver Not Before DT, or enter the date (MM/DD/YYYY) in the field provided.



14. Use  to select the Deliver No Later Than DT, or enter the date (MM/DD/YYYY) in the field provided.
15. Enter the DOCUMENT NBR in the field provided. *This is a 15 alphanumeric character field.*
16. *The Ship To automatically populates and is not editable.*
17. Use  to select the Bill To.
18. Use  to assist, or use  to select the Priority Cd.
19. Enter the DISTRIBUTION CD in the field provided. *This is a 3 alphanumeric character field.*
20. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*
21. Enter the PROJECT CD in the field provided. *This is a 3 alphanumeric character field.*
22. Use  to select the Advice Cd.
23. Use  to select the Purpose Cd.
24. Select . *The **Add Requisition** page closes, and the new Requisition record is at the top of the Requisitions grid, highlighted in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
347 – Date (From) must be <= Date (To).	Invalid Date Entry. The Date (To) must be after the Date (From). Re—enter the Date (To).



Related Topics

- [Requisition Overview](#)
- [Update a Requisition](#)
- [Review a Requisition](#)
- [Print a Requisition](#)
- [Deny a Requisition](#)
- [View the Historical Activities of a Requisition](#)
- [View the Requisition DLMS Transaction Log](#)




Update a Requisition

Overview

The Requisition Update process allows editing of a Requisition request.

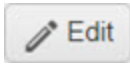
Note

 Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Requisition > (desired record) >  > Update Requisition page

Page Fields

The following fields display on the **Update Requisition** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(* Asterisk identifies mandatory fields.



21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Update Requisition

- Stock Nbr **i**
- Item Desc
- UI
- Qty per Unit Pack
- Unit Price
- Requested Qty
- Ext Requested Price
- Approved Qty *
- Ext Approved Price
- Warehouse **i**
- Required Delivery Dt *
- Managed DoDAAC **i**
- Requested Cond Cd **i** *
- Deliver Not Before Dt
- Deliver No Later Than Dt
- Document Nbr
- Source of Supply RIC
- Ship To
- Bill To
- Priority Cd **i**
- Media Status Cd
- Distribution Cd
- Fund Cd
- Project Cd
- Advice Cd
- Purpose Cd

(*) Asterisk identifies mandatory fields.




Procedures

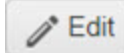
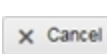

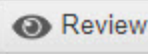


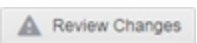
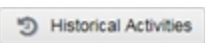
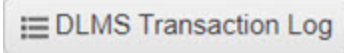
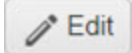


DPAS Navigation Helpful Tips














Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Update a Requisition

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

1. Click to select the desired entry. The Requisition request is highlighted, and , , , , , , , , and  become available.
2. Select . The **Update Requisition** page displays.
3. Verify the STOCK NBR.
4. Verify the ITEM DESC.
5. Verify the UI.
6. Verify the QTY.
7. Verify the Unit Price.
8. Verify the REQUESTED QTY.
9. Verify the EXT REQUESTED PRICE.
- 10.** Update the APPROVED QTY, using  to choose the revised amount.
11. Verify the EXT APPROVED PRICE.
12. Verify the Warehouse.
- 13.** Update the REQUIRED DLVRY DT, using  or entering the date (MM/DD/YYYY) in the field provided.



14. *Verify the Managed DoDAAC.*
15. Update the Requested Cond Cd, using  to assist, or  to select the desired code.
16. Update the Deliver Not Before DT, using  or entering the date (MM/DD/YYYY) in the field provided.
17. Update the Deliver No Later Than DT, using  or entering the date (MM/DD/YYYY) in the field provided.
18. Update the DOCUMENT NBR, entering the revised number in the field provided. *This is a 15 alphanumeric character field.*
19. Update the Source of Supply RIC, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
20. Update the Ship To, using  to select the desired DoDAAC.
21. Update the Bill To, using  to select the desired source.
22. Update the Priority Cd, using  to assist, or  to select the desired code.
23. *Verify the Media STATUS CD.*
24. Update the DISTRIBUTION CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
25. Update the FUND CD, entering the revised code in the field provided. *This is a 2 alphanumeric character field.*
26. Update the PROJECT CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
27. Update the Advice Cd, using  to select the desired code.
28. Update the Purpose Cd, using  to select the desired code.
29. Select . The **Update Requisition** page closes, and the revised Requisition record is highlighted.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
347 – Date (From) must be <= Date (To).	Invalid Date Entry. The Date (To) must be after the Date (From). Re—enter the Date (To).

Related Topics

- Requisition Overview
- Add a Requisition
- Print a Requisition
- Review a Requisition
- Deny a Requisition
- View the Historical Activities of a Requisition
- View the Requisition DLMS Transaction Log

Deny a Requisition

Overview

The Requisition Deny process provides the ability to reject a Requisition request.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Requisition > (desired record) > > Deny Requisition pop-up window

Page Fields

The following fields display on the **Deny Requisition** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Deny Requisition

Reason for Denial


Procedure

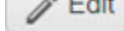
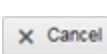
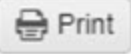
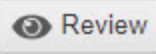
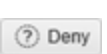
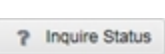
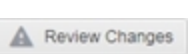
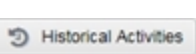
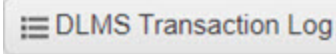
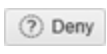

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Deny the Requisition Request

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

- Click to select the desired entry. *The Requisition request is highlighted, and , , , , , , , , and  become available.*
- Select . *The **Deny Requisition** pop-up window displays.*
- Enter the Reason for Denial in the field provided. *This is a 1024 alphanumeric character field.*
- Select  to save the denied Requisition request. *The **Deny Requisition** pop-up window closes, and the Requisition request is removed from the Requisitions grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security





<p>have the appropriate security access.</p>	<p>access. Enter different Search Criteria and try the Search again.</p>
<p>347 – Date (From) must be <= Date (To).</p>	<p>Invalid Date Entry. The Date (To) must be after the Date (From). Re—enter the Date (To).</p>

Related Topics

- Requisition Overview
- Add a Requisition
- Update a Requisition
- Print a Requisition
- Review a Requisition
- View the Historical Activities of a Requisition
- View the Requisition DLMS Transaction Log




View the DLMS Transactions of the Requisition Request

Overview

The Requisition DLMS Transaction Log pop-up window displays all the details of the Requisition request.

Note

 Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Requisition > (desired record) >  > DLMS Transaction Log pop-up window

Page Fields

The following fields display on the **DLMS Transaction Log** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value



12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Materiel Management Program
 Materiel Management Division
 Inventory Control Point

Search Criteria Grid

Direction
 Process Status
 Set Type
 Category
 Doc Nbr **i**
 Document ID
 Stock Nbr **i**
 Proj Cd
 Processed Dt/Tm From
 Processed Dt/Tm To

DLMS Transactions Grid

All
 Direction
 Set Type
 Trans Type Cd
 Supply Status Cd
 Processed Dt/Tm
 Process Status



Doc Nbr
Document ID Desc
Suffix Cd
Report Type Cd
Stock Nbr
Qty
Cond Cd
Document ID
Message From
Message To

Optional

ICP Name
Materiel Management Division
Materiel Management Program
Action Cd
Advice Cd
Distribution Cd
Error Message
Error Response
Error Response Detail
Established By
Established Dt/Tm
From Cond Cd
Fund Cd
GFM Contract Nbr
Interface System Cd
Last Transaction Dt/Tm
Last Updated By
Mgmt Cd
Mode of Shipment
Owning DoDAAC
Price LAC
Price MAC
Price Std
Priority Cd
Proj Cd
Processed Dt
Program ID
SCAC
Shipment Reference Nbr



Signal Cd
 Supplementary Address
 TCN
 Trans Set Sub-Type
 UI


Procedure

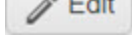
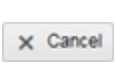

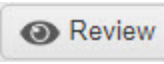
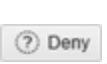
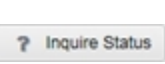
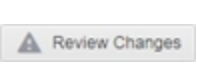
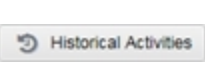
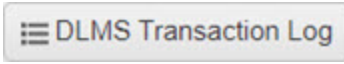
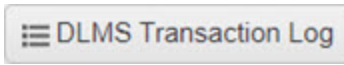
DPAS Navigation Helpful Tips






Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Search for a DLMS Transaction

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.

- Click to select the desired entry. *The Requisition request is highlighted, and* , , , , , , , , and  become available.
- Select . *The **DLMS Transaction Log** pop-up window displays.*
- In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
 - Use to select the Direction.
 - Use to select the Process Status.
 - Use to select the Set Type.
 - The Category automatically populates and is not editable.*
 - The DOC NBR automatically populates and is not editable.*



- Use to select the Document ID.
- Enter the STOCK NBR, using  to assist with the entry. *This is a 15 alphanumeric character field.*
- Use to select the Project Cd.
- Use  to select the PROCESSED DT/TM FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the PROCESSED DT/TM To, or enter the date (MM/DD/YYYY) in the field provided.

4. Select  to display the search results.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
347 – Date (From) must be <= Date (To).	Invalid Date Entry. The Date (To) must be after the Date (From). Re—enter the Date (To).

Related Topics

- Requisition Overview
- Add a Requisition
- Update a Requisition





Help Reference Guide

- Print a Requisition
- Review a Requisition
- Deny a Requisition
- View the Historical Activities of a Requisition



View the Historical Activities of the Requisition Request

Overview

The Requisition Historical Activities pop-up window displays all the details of the Requisition request.

Any prices or price calculations on this pop-up window are based on the time of the change to the request (the reason for the entry), NOT based on the time the window is being viewed.

Note




Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Requisition > (desired record) >  > ICP Requisition Historical Activities pop-up window

Page Fields

The following fields display on the **ICP Requisition Historical Activities** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Historical Activities Details

Document Nbr
Current Stock Nbr
Item Desc
Warehouse
Warehouse RIC
Warehouse DoDAAC
Source of Supply RIC
Signal Cd
Current Fund Cd
Current Requested Qty
Current Approved Qty
Current Outstanding Qty
Unit Price
Current Ext Requested Price
Current Ext Approved Price
Established Dt/Tm
Established By
Approved By

Historical Activities Grid

Status
Last Transaction Dt/Tm
Approved Dt
Required Delivery Dt
Fund Cd
Requested Qty
Ext Requested Price
Approved Qty
Ext Approved Price
Outstanding Qty
Established By
Last Updated By

Optional

Advice Cd
Distribution Cd
Last Followup Dt/Tm

Media Status Cd
 Priority Cd
 Project Cd
 Purpose Cd

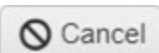
Procedure

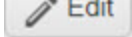
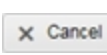

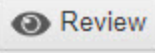


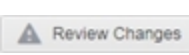
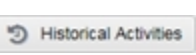
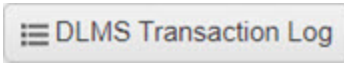
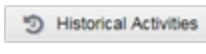
DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

View the Requisition Request Historical Activities

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

1. Click to select the desired entry. *The Requisition request is highlighted, and* , , , , , , , , and  become available.
2. Select . *The **ICP Requisition Historical Activities** pop-up window displays.*
3. *The details regarding the Requisition request automatically populate and are not editable.*
 - A. *Verify the DOCUMENT NBR.*
 - B. *Verify the Current STOCK NBR.*
 - C. *Verify the ITEM DESC.*
 - D. *Verify the Warehouse.*
 - E. *Verify the Warehouse RIC.*
 - F. *Verify the Warehouse DoDAAC.*
 - G. *Verify the Source of Supply RIC.*
 - H. *Verify the Signal Cd.*



- I. *Verify the Current FUND CD.*
 - J. *Verify the Current RQSTD QTY.*
 - K. *Verify the Current APPROVED QTY.*
 - L. *Verify the Current OUTSTANDING QTY.*
 - M. *Verify the Unit Price.*
 - N. *Verify the Current EXT RQSTD PRICE.*
 - O. *Verify the Current EXT APPVD PRICE.*
 - P. *Verify the ESTBD DT/TM.*
 - Q. *Verify the ESTBD BY.*
 - R. *Verify the Approved By.*
4. Select to close the pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
347 – Date (From) must be <= Date (To).	Invalid Date Entry. The Date (To) must be after the Date (From). Re—enter the Date (To).

Related Topics

- Requisition Overview
- Add a Requisition
- Update a Requisition



Help Reference Guide

- [Print a Requisition](#)
- [Review a Requisition](#)
- [Deny a Requisition](#)
- [View the Requisition DLMS Transaction Log](#)




Print a Requisition

Overview

The Requisition Print process provides the ability to print the DW Form 10 for an approved Requisition.


Note

 Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Requisition > (desired record) >  Print > Print a Requisition page

Page Fields

The following fields display on the **Print a Requisition** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.



13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Warehouse **i**
 Document Nbr
 Stock Nbr **i**
 Status
 Source of Supply RIC
 Only Approvable
 Approved Dt From
 Approved Dt To
 Required Delivery Dt From
 Required Delivery Dt To
 Established Dt/Tm From
 Established Dt/Tm To

Requisitions Grid

Warehouse
 Document Nbr
 Status
 Last Transaction Dt/Tm



Approved Dt
 Stock Nbr
 Item Desc
 Unit Price
 Requested Qty
 Ext Requested Price
 Approved Qty
 Ext Approved Price
 Source of Supply RIC
 Required Delivery Dt
 Supply Status Cd

Optional

Program Id
 Established By
 Established Dt/Tm
 Last Updated By


Procedures


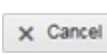

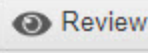


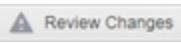
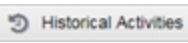
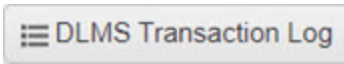

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

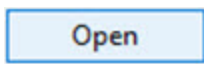
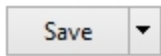
Print a Requisition

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

- Click to select the desired entry. The Requisition request is highlighted, and , , , , , , , , and  become available.
- Select .



3. A pop-up window appears after generating the DW Form 10. *Choose whether to:*

-  has the PDF document appear, and is printable from here.
-  saves the PDF document, and is printable at a later time.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Requisition Overview
- Add a Requisition
- Update a Requisition
- Review a Requisition
- Deny a Requisition
- View the Historical Activities of a Requisition
- View the Requisition DLMS Transaction Log




Review a Requisition

Overview

The Requisition Review process provides the ability to review and approve a Requisition request. About half of the fields are editable before approval.

Note

 Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Requisition > (desired record) >  > Review Requisition pop-up window

Page Fields

The following fields display on the **Review Requisition** pop-up window. For more information on each field, select the appropriate hyperlink.


Instructions

The table below provides the list of instructions.

Number	Value

Review

Document Nbr

Stock Nbr
 Warehouse
 Managed DoDAAC
 Ship To *
 Bill To *
 Priority Cd  *
 Signal Cd
 Media Status Cd
 Distribution Cd
 Fund Cd *
 Project Cd
 Advice Cd *
 Purpose Cd
 Approved Qty *
 Requested Qty
 Approved By

(* Asterisk identifies mandatory fields.


Procedure

DPAS Navigation Helpful Tips



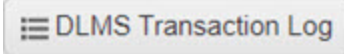
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Review the Requisition Request

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

1. Click to select the desired entry. *The Requisition request is highlighted, and* ,

 ,  ,  ,  ,  ,  , 

and  become available.





2. Select . The **Review Requisition** pop-up window displays.
Verify the **DOCUMENT NBR**.

Note



If the DOCUMENT NBR is not entered earlier, (Auto-Generate) shows in this field.

4. Verify the **STOCK NBR**.
5. Verify the **Warehouse**.
6. Verify the **Managed DoDAAC**.
7. Update the Ship To, using to select the desired DoDAAC.
8. Update the Bill To, using to select the desired source.
9. Update the Priority Cd, using to assist, or to select the desired code.
10. Verify the **SIGNAL CD**.
11. Verify the **Media STATUS CD**.
12. Update the **DISTRIBUTION CD**, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
13. Update the **FUND CD**, entering the revised code in the field provided. *This is a 2 alphanumeric character field.*
14. Update the **PROJECT CD**, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
15. Update the Advice Cd, using to select the desired code.
16. Update the Purpose Cd, using to select the desired code.
17. Update the **APPROVED QTY**, using to choose the revised amount.
18. Verify the **REQUESTED QTY**.
19. Update the Approved By, entering the revised identifier in the field provided. *This is an 8 alphanumeric character field.*
20. Select . The **Review Requisition** pop-up window closes, the Requisition status changes, and any required forms are automatically sent.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
347 – Date (From) must be <= Date (To).	Invalid Date Entry. The Date (To) must be after the Date (From). Re—enter the Date (To).

Related Topics


- Requisition Overview
- Add a Requisition
- Update a Requisition
- Print a Requisition
- Deny a Requisition
- View the Historical Activities of a Requisition
- View the Requisition DLMS Transaction Log

Customer Requisition Management

Overview

The Materiel Management/Inventory Control Point module Customer Requisition process provides the ability to add or review a Requisition request.

Note

 Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Customer Requisition > Customer Requisition page

Page Fields

The following fields display on the **Customer Requisition** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the Stock Nbr Search Results.
526	Select "Reset" to clear the Stock Nbr Search Criteria.



527	Select "Grid Options" for additional actions to perform on the Stock Nbr data.
528	Select "Add" to create a new Stock Nbr record.
529	Select "Edit" to update the selected Stock Nbr record(s).
530	Select "Delete" to remove the selected Stock Nbr record(s).
531	Select "Attachments" to add or view an attached document to the selected Stock Nbr record(s).

Search Criteria Grid

Doc Nbr **i**
 Ordered By **i**
 Priority Designator From
 Stock Nbr **i**
 Ship To **i**
 Priority Designator To
 Item Desc **i**
 Doc Status Cd
 Received Dt From
 LIN/TAMCN **i**
 Reportable Commodity Type
 Received Dt To

Customer Requisition Grid

Req Stage



Doc Nbr
Suffix Cd
Stock Nbr
Item Desc
Ship To
Ordered By
Qty
RDD
UOI
Priority Designator

Optional

Doc Status
LIN/TAMCN
Reportable Commodity Type
Received Dt
Program

Procedures


DPAS Navigation Helpful Tips



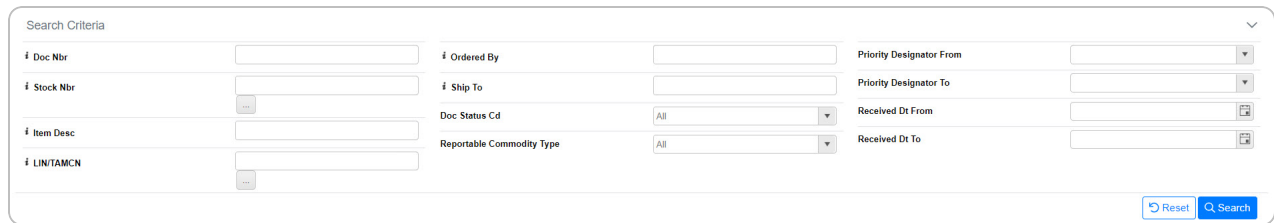
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

















Search for a Customer Requisition

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 or more of the following optional fields: .



- Enter the DOCUMENT NBR, using  to assist with the entry. *This is a 15 alphanumeric character field.*
- Enter the Ordered By, using  to assist with the entry. *This is a 6 alphanumeric character field.*
- Use  to select the Priority Designator From.
- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
 Stock Number Browse help
- Enter the Ship To, using  to assist with the entry. *This is a 6 alphanumeric character field.*
- Use  to select the Priority Designator To.
- Enter the ITEM DESC, using  to assist with the entry. *This is a 256 alphanumeric character field.*
- Use  to select the Doc Status Cd.

- Use  to select the Received DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use  or  to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*
 Line Item Number / Table of Authorized Materiel Control Number Browse help
- Use  to select the Reportable Commodity Type.
- Use  to select the Received DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select . *The Search Results display.*

Search Results

Open

New
 In Progress
 Inquiry Requested
 Closed
 All Requisitions

Req Stage	Doc Nbr	Suffix Cd	Stock Nbr	Item Desc	Ship To	Ordered By	Qty	RDD	UOI	Priority Designator
Open - In Progress	NSW0019303S001		1670015277537	PARACHUTE ASSEMBLY MC-6	LS1001	LS1001	1	11/01/2019	SE	01
Open - In Progress	NSW0010168S001		1670015277537	PARACHUTE ASSEMBLY MC-6	W14FX0	W14FX0	1	06/18/2020	SE	01
Open - In Progress	W14FX002678002		1005002425687	BOTTLE ASSEMBLY 0.5OZ CYLINDER	W14FX0	W14FX0	1	09/24/2020	EA	15
Open - In Progress	W14FX002688001		1670006224462	CANOPY PARACHUTE T-11R	W14FX0	W14FX0	3	09/25/2020	EA	15
Open - In Progress	W14FX002688002		1670006224462	CANOPY PARACHUTE T-11R	W14FX0	W14FX0	2	09/25/2020	EA	15
Open - In Progress	W14FX010208002		1005002425687	BOTTLE ASSEMBLY 0.5OZ CYLINDER	W14FX0	W14FX0	2	01/25/2021	EA	15
Open - In Progress	W14FX010508002		1005002425687	BOTTLE ASSEMBLY 0.5OZ CYLINDER	W14FX0	W14FX0	4	02/28/2021	EA	15
Open - In Progress	W14FX01097D001		1005002425687	BOTTLE ASSEMBLY 0.5OZ CYLINDER	W14FX0	W14FX0	2	04/09/2021	EA	01

Selected 0/8 Page 1 of 1 50 Items per page 1 - 8 of 8 Items

Add a Customer Requisition

Select . *The Add a New Customer Requisition page displays.*

Review a Customer Requisition

Select (desired record) > . *The Review a Customer Requisition page displays.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
347 – Date (From) must be <= Date (To).	Invalid Date Entry. The Date (To) must be after the Date (From). Re—enter the Date (To).
2156 – Priority Designation (From) must be < or = Priority Designation (To).	Invalid Entry. Priority Designation (To) is less than Priority Designation (From). Re-enter the priorities.

Related Topics

- Add a Customer Requisition
- Review a Customer Requisition
- DLMS Transaction Overview




Add a New Customer Requisition

Overview

The Customer Requisition Add process provides the ability to create a new Customer Requisition request.

Note

 Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Customer Requisition >  > New Customer Requisition page

Page Fields

The following fields display on the **New Customer Requisition** page. For more information on each field, select the appropriate hyperlink.

Instructions


The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

14	Select "Cancel" button to return to previous page.
473	Select "Next" button to continue.
55	Select "Back" to return to previous page.
486	Select the "Finish" button to complete the process and save all data.

New Customer Requisition

1. Requisition Details

- Ordered By (DoDAAC / RIC) *
- Owning ICP (DoDAAC / RIC) *
- Stock Nbr  *
- Ship To (DoDAAC / RIC)

2. Order Information

- Document Nbr
- Stock Number
- Quantity *
- Required Delivery Date *
- Status
- Item Description
- Unit Of Issue
- Date Received *
- Priority Designator *
- Condition Code *
- Unit Price
- Deliver Not Before Dt

3. Item Details

- Contract Number

Contract Line Item Number
Color

4. Requisition Codes

Advice Code
Project Code
Demand Code *
Media & Status Code *
Purpose Cd
Fund Cd *
Signal Code *
Distribution Code
Reason Code

5. Contract Details

Information Point of Contact

POC Name
Phone Number
Email
International Phone
DSN
Fax Number


Authorized Representative

POC Name
Phone Number
Email
International Phone
DSN
Fax Number

(*) Asterisk identifies mandatory fields.

Procedure


DPAS Navigation Helpful Tips



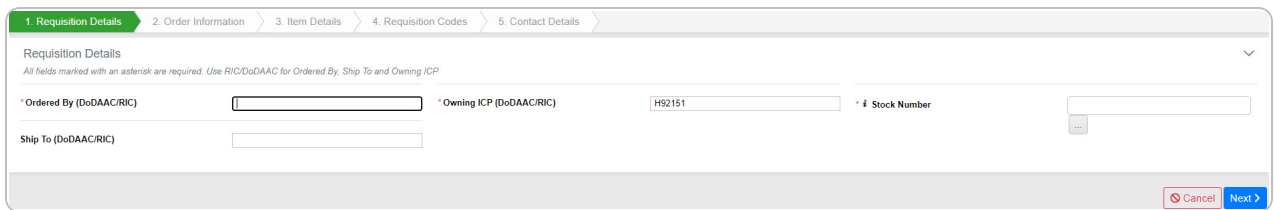
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.



Add a Customer Requisition

Selecting  at any point of this procedure removes all revisions and closes the page.

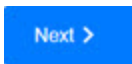
Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Select . The **New Customer Requisition** page displays, open to the Requisition Details step.



2. Enter the Ordered By (DoDAAC / RIC) in the field provided. *This is a 6 alphanumeric character field.*
3. Enter the Owning ICP (DoDAAC / RIC) in the field provided. *This is a 6 alphanumeric character field.*
4. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

5. Enter the Ship To (DoDAAC / RIC) in the field provided. *This is a 6 alphanumeric character field.*
6. Select . The Order Information step appears.

1. Requisition Details 2. Order Information 3. Item Details 4. Requisition Codes 5. Contact Details







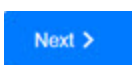
Order Information
All fields marked with an asterisk are required.

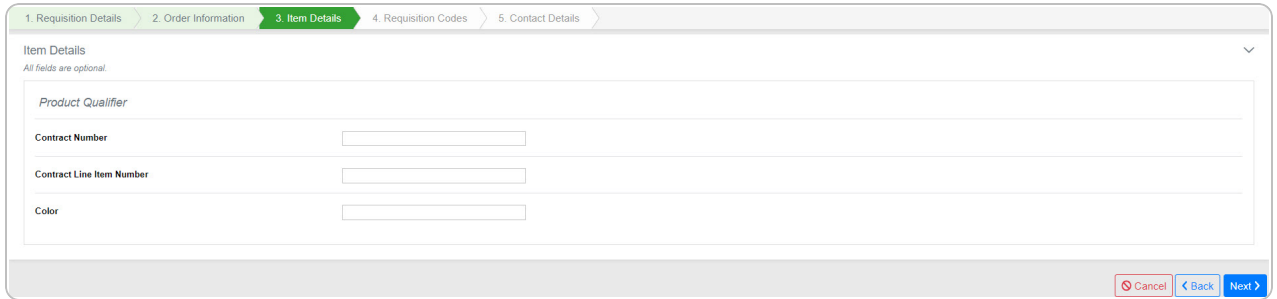
Document Number	<input type="text"/>	Stock Number	1660011088640	Quantity	<input type="text"/>	*Required Delivery Date	<input type="text"/>
Status	O - Open	Item Description	OXYGEN SYSTEM PORTABLE	Unit Of Issue	EA - Each	*Date Received	11/5/2021
*Priority Designator	<input type="text"/>	*Condition Code	<input type="text"/>	Unit Price	\$42,761.25	Deliver Not Before Date	<input type="text"/>

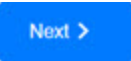
Instructions
Optional instructions can be entered below.

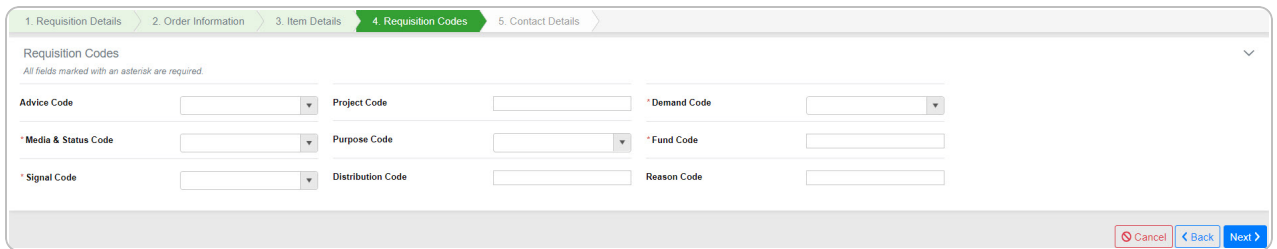
Order Instructions






80 characters remaining

7. Enter the Document Number in the field provided. *This is a 15 alphanumeric character field.*
8. *The Stock Number automatically populates and is not editable.*
9. Use  to choose the Quantity.
10. Use  to select the Required Delivery Date, or enter the date (MM/DD/YYYY) in the field provided.
11. *The Status automatically populates and is not editable.*
12. *The Item Description automatically populates and is not editable.*
13. *The Unit of Issue automatically populates and is not editable.*
14. Use  to select the Date Received, or enter the date (MM/DD/YYYY) in the field provided.
15. Use  to select the Priority Designator.
16. Use  to select the Condition Code.
17. *The Unit Price automatically populates and is not editable.*
18. Use  to select the Deliver Not Before Date or enter the date (MM/DD/YYYY) in the field provided.
19. Select . *The Item Details step appears.*



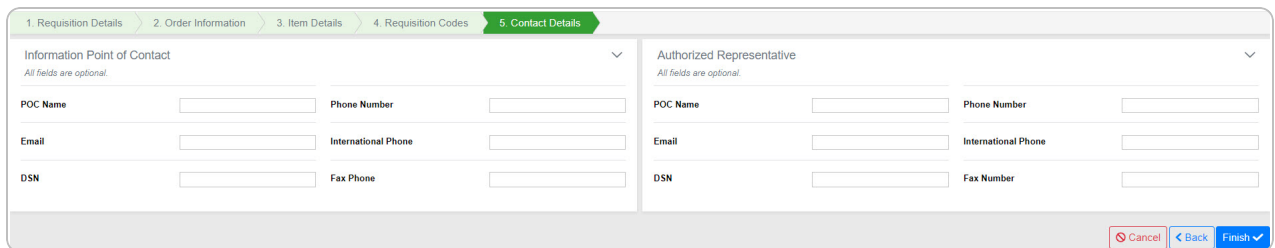
20. Enter the Contract Number in the field provided. *This is a 19 alphanumeric character field.*
21. Enter the Contract Line Item Number in the field provided. *This is a 4 alphanumeric character field.*
22. Enter the Color in the field provided. *This is a 15 alphanumeric character field.*
23. Select . *The Requisition Codes step appears.*



24. Use  to select the Advice Cd.
25. Enter the Project Code in the field provided. *This is a 3 alphanumeric character field.*
26. Use  to select the Demand Code.
27. Use  to select the Media & Status Code.
28. Use  to select the Purpose Cd.
29. Enter the Fund Code in the field provided. *This is a 2 alphanumeric character field.*
30. Use  to select the Signal Code.
31. Enter the Distribution Code in the field provided. *This is a 3 alphanumeric character field.*

32. Enter the Reason Code in the field provided. *This is a 3 alphanumeric character field.*

33. Select . *The Contact Details step appears.*




For the Information Point of Contact

- A. Enter the POC Name in the field provided. *This is a 25 alphanumeric character field.*
- B. Enter the Phone Number in the field provided. *This is a 25 alphanumeric character field.*
- C. Enter the E-MAIL in the field provided. *This is a 65 alphanumeric character field.*
- D. Enter the International Phone in the field provided. *This is a 25 alphanumeric character field.*
- E. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*
- F. Enter the FAX NUMBER in the field provided. *This is a 25 alphanumeric character field.*

For the Authorized Representative

- A. Enter the POC Name in the field provided. *This is a 25 alphanumeric character field.*
- B. Enter the Phone Number in the field provided. *This is a 25 alphanumeric character field.*
- C. Enter the E-MAIL in the field provided. *This is a 65 alphanumeric character field.*
- D. Enter the International Phone in the field provided. *This is a 25 alphanumeric character field.*
- E. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*
- F. Enter the FAX NUMBER in the field provided. *This is a 25 alphanumeric character field.*

34. Select  to save the new Requisition record. *The **New Customer Requisition** page shows the Requisition Number and three options to proceed.*

✓ Requisition CMM00113129900 has been added

Requisition Tasks

- [View all requisitions](#)
View all customer requisitions
- [Review requisition CMM00113129900](#)
Review recently added customer requisition
- [Add new customer requisition](#)
Create a new customer requisition

- View All Requisitions returns to the **Customer Requisition Management** page.
- Review Requisition # advances to the **Customer Requisition Review** page.
- Add a New Customer Requisition returns to the Requisition Details step above.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 – Mandatory Entry: Ordered By.	Missing Entry. Enter the appropriate information in the desired field.
13 – Mandatory Entry: Own- ing ICP.	
13 – Mandatory Entry: STOCK NBR.	
13 – Mandatory Entry: Quantity.	



13 – Mandatory Entry:
Required Delivery Date.

13 – Mandatory Entry: *Date Received.*

13 – Mandatory Entry: *Priority Designator.*

13 – Mandatory Entry:
Condition Code.

13 – Mandatory Entry:
Demand Code.

13 – Mandatory Entry:
Media and Status Code.

13 – Mandatory Entry: *Fund Code.*

13 – Mandatory Entry: *Signal Code.*

Related Topics

- Customer Requisition Management
- Review a Customer Requisition
- DLMS Transaction Overview

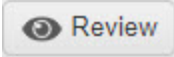


Review a Customer Requisition

Overview

The Customer Requisition Review process provides the ability to review and approve a Requisition request.

Navigation

MATERIEL MGMT > Customer Requisition > (desired record) >  Review > Customer Requisition Review page

Page Fields

The following fields display on the **Customer Requisition Review** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Details

Order Information

Document Nbr
 Stock Number



Requested Quantity
Required Delivery Date
Date Received
Item Description
Priority Designator
Deliver Not Before Dt
Status
Condition Code
Unit Price
Program

Quantity Status

New

MRO

Select
RSA DoDAAC
Owning DoDAAC
Condition Code
Quantity

Backorder

RSA DoDAAC *
Owning DoDAAC *
Condition Code *
Estimated Ship Date *
Select Quantity *

In Progress

MRO

RSA DoDAAC
Estimated Ship Date
Owning DoDAAC
Condition Code
Project Code
Select Quantity
Contract Number
Planned Quantity



Denied Quantity
Shipped Quantity
Canceled Quantity

Backorder

RSA DoDAAC
Owning DoDAAC
Condition Code
Estimated Ship Date
Backordered Quantity

Closed

RSA DoDAAC
Estimated Ship Date
Owning DoDAAC
Condition Code
Project Code
Select Quantity
Planned Quantity
Denied Quantity
Shipped Quantity
Canceled Quantity
TCN
Shipped Date

Item Identification

Contract Number
Contract Line Item Number
Color

Requirements

Advice Code
Project Code
Fund Cd
Order Instructions
Media & Status Code
Purpose Cd
Reason Code
Signal Code
Demand Code





Special Requirements

Destination

Shipping Information

Ship To DoDAAC
Ship To RIC
Ship To Address

Billing Information

Bill To DoDAAC
Bill To RIC
Bill To Address

Contact Info

Ordered By Information

Ordered By DoDAAC
Ordered By RIC
Ordered By Address

Information Point of Contact

POC Name
Phone Number
Email
International Phone
DSN
Fax Number

Authorized Representative

POC Name
Phone Number
Email
International Phone
DSN
Fax Number

Named Entities

DoDAAC / RIC
Identifier Code



Receiving Status

History

DLMS Transaction Overview

(* Asterisk identifies mandatory fields.

Procedure


DPAS Navigation Helpful Tips

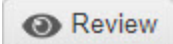
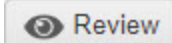


Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Review the Customer Requisition Request

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Click to select the desired entry. *The Customer Requisition request is highlighted, and  becomes available.*
2. Select . *The **Customer Requisition Review** page appears.*
3. Select the Details tab.
 - A. Select the **Order Information** panel.

Details				Destination		Contact Info		History		Action
Order Information										
Document Number	NSW0010168S001	Stock Number	1670015277537	Requested Quantity	1 SE	Required Delivery Date	06/18/2020			
Date Received	06/16/2020	Item Description	PARACHUTE ASSEMBLY MC-6	Priority Designator	01	Deliver Not Before				
Status	Open - In Progress	Condition Code	B - Svcb(With Qual)	Unit Price	\$4,596.00	Program				

- a. Verify the *DOCUMENT NBR.*
 - b. Verify the *STOCK NBR.*
 - c. Verify the *Requested Quantity.*
 - d. Verify the *Required Delivery Date.*
 - e. Verify the *Date Received.*
 - f. Verify the *Item Description.*
 - g. Verify the *Priority Designator.*
 - h. Verify the *Deliver Not Before Date.*
 - i. Verify the *Status.*
 - j. Verify the *Condition Code.*
 - k. Verify the *Unit Price.*
 - l. Verify the *Program.*
- B. Select the **Quantity Status** panel.
- If the **Req Stage is New:**
 - And the **inventory comes from an MRO:**

Quantity Status (3 remaining)

+ Add ▾

New MRO

Select	RSA DoDAAC	Owning DoDAAC	Condition Code	Project Code	Contract Number	Qty
No Inventory Available						

Cancel
Save

- a. Verify the correct MRO rows are selected.
- b. Verify the RSA DoDAAC.

- c. *Verify the Owing DoDAAC.*
- d. *Verify the Condition Code.*
- e. *Verify the Project Code.*
- f. *Verify the Contract Number.*
- g. *Verify the Quantity.*
- o. And the **inventory comes from a Backorder:**

Quantity Status (3 remaining)


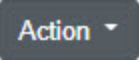
+ Add ▾

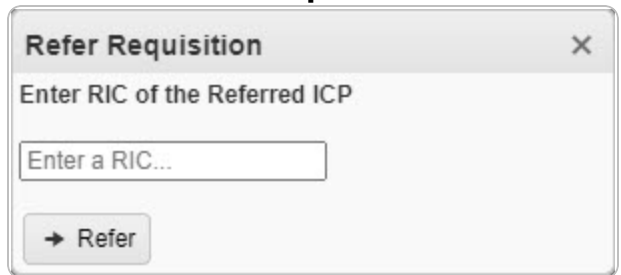
New Backorder

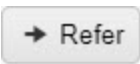
* RSA DoDAAC	<input type="text"/>	▾
* Owing DoDAAC	<input type="text"/>	▾
* Condition Code	<input type="text"/>	▾
* Estimated Ship Date	<input type="text"/>	📅
* Select Quantity	<input type="text"/>	▴ ▾

Cancel Save

- a. Use to select the RSA DoDAAC.
- b. Use to select the Owing DoDAAC.
- c. Use to select the Condition Code.
- d. Use to select the Estimated Ship Date, or enter the date (MM/DD/YYYY) in the field provided.
- e. Use to choose the Select Quantity.


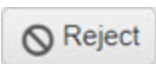
- f. Select . *The Backorder saves, and the panel changes to show the information.*
- a. Select . *The Action dropdown appears.*
 Choose **Refer Requisition**. *The **Refer Requisition** pop-up appears.*



- o Enter the RIC in the field provided.
- o Select . *The requisition is removed from this ICP and sent to the new ICP.*
- b. **OR**

Choose **Reject Requisition**. *The **Reject Requisition** pop-up appears.*



- o Use  to select the Reject Code.
- o Select . *The requisition is changed to "Closed - Rejected".*
- If the **Req Stage is In Process**:

- And the **requisition comes from an MRO**:

Quantity Status (0 remaining)

MRO - NSW0010168S001

RSA DoDAAC	Estimated Ship Date
LS1001	6/18/2020
Owning DoDAAC	Condition Code
N57100	A
Project Code	Selected Quantity
	1 SE
Contract Number	
<hr/>	
Planned Quantity	Denied Quantity
1 SE	0 SE
Shipped Quantity	Canceled Quantity
0 SE	0 SE

- Verify the RSA DoDAAC.
- Verify the Estimated Ship Date.
- Verify the Owning DoDAAC.

- d. *Verify the Condition Code.*
 - e. *Verify the Project Code.*
 - f. *Verify the Selected Quantity.*
 - g. *Verify the Contract Number.*
 - h. *Verify the Planned Quantity.*
 - i. *Verify the Denied Quantity.*
 - j. *Verify the Shipped Quantity.*
 - k. *Verify the Canceled Quantity.*
- And the **requisition comes from a Backorder**:

Quantity Status (0 remaining)

Backorder - CMM00190099901 ▼

RSA DoDAAC	
CMMCEN	
Owning DoDAAC	Estimated Ship Date
N68869	1/25/2019
Condition Code	Backordered Quantity
A	2 EA

- a. *Verify the RSA DoDAAC.*
 - b. *Verify the Owning DoDAAC.*
 - c. *Verify the Estimated Ship Date.*
 - d. *Verify the Condition Code.*
 - e. *Verify the Backordered Quantity.*
- If the **Req Stage is Closed**:



Quantity Status (0 remaining)

MRO - CMM00190159902

RSA DoDAAC	Estimated Ship Date
CMMCEN	N/A
Owning DoDAAC	Condition Code
N68869	A
Project Code	Selected Quantity
	4 EA
Contract Number	

Planned Quantity	Denied Quantity
0 EA	<input type="text" value="0 EA"/>
Shipped Quantity	Canceled Quantity
4 EA	0 EA

TCN	Shipped Date
CMM99948859308503	1/15/2019

- a. *Verify the RSA DoDAAC.*
- b. *Verify the Estimated Ship Date.*
- c. *Verify the Owning DoDAAC.*
- d. *Verify the Condition Code.*
- e. *Verify the Project Code.*
- f. *Verify the Selected Quantity.*



- g. *Verify the Contract Number.*
 - h. *Verify the Planned Quantity.*
 - i. *Verify the Denied Quantity.*
 - j. *Verify the Shipped Quantity.*
 - k. *Verify the Canceled Quantity.*
 - l. *Verify the TCN.*
 - m. *Verify the Shipped Date.*
- C. **Select the *Item Identification* panel.**

Item Identification ▼

Product Qualifier

Contract Nbr

Contract Line Item Nbr

Color

- a. *Verify the CONTRACT NBR.*
 - b. *Verify the Contract Line Item NBR.*
 - c. *Verify the Color.*
- D. **Select the *Requirements* panel.**

Requirements ▼

Advice Code	Project Code	Fund Code	HS	Order Instructions
Media & Status Code	Purpose Code	Reason Code		Distribution Code
Signal Code	Demand Code	A	Special Requirements	PMR Sent To
0 - No Sts to RQNR or SUPADD O/T Mand Ship Sts to Ship To by DMS				H9D
B - Supplementary Address (rp 45-50)				

- a. *Verify the Access Code.*
- b. *Verify the Project Code.*
- c. *Verify the Fund Code.*
- d. *Verify the Order Instructions.*

- e. *Verify the Media & Status Code.*
 - f. *Verify the Purpose Code.*
 - g. *Verify the Reason Code.*
 - h. *Verify the Signal Code.*
 - i. *Verify the Demand Code.*
 - j. *Verify the Special Requirements.*
4. Select the **Destination tab**.

Details	Destination	Contact Info	History	Action
Shipping Information		Billing Information		
Ship To DoDAAC	W14FX0	Ship To Address	W78T 54TH TRP CMD 722 RIVERWOOD DR PEMBROKE NH 03275-0000 PEMBROKE US 03275-0000 USA	Bill To DoDAAC W14FX0
				Bill To RIC
				Bill To Address
				W78T 54TH TRP CMD 722 RIVERWOOD DR PEMBROKE NH 03275-0000 PEMBROKE US USA

- A. Select the **Shipping Information**.
 - a. *Verify the Ship To DoDAAC.*
 - b. *Verify the Ship To RIC.*
 - c. *Verify the Ship To Address.*
 - B. Select the **Billing Information**.
 - a. *Verify the Bill To DoDAAC.*
 - b. *Verify the Bill To RIC.*
 - c. *Verify the Bill To Address.*
5. Select the **Contact Info tab**.
- A. Select the **Ordered By Information panel**.

Details	Destination	Contact Info	History	Action
Ordered By Information				
Ordered By DoDAAC	W14FX0	Ordered By RIC	Ordered By Address	W78T 54TH TRP CMD 722 RIVERWOOD DR PEMBROKE NH 03275-0000 PEMBROKE US USA

- a. *Verify the Ordered By DoDAAC.*
 - b. *Verify the Ordered By RIC.*
 - c. *Verify the Ordered By Address.*
- B. Select the **Information Point of Contact** panel.

Information Point of Contact ▼

POC Name	Phone Number
<hr/>	<hr/>
Email	International Phone
<hr/>	<hr/>
DSN	Fax Number
<hr/>	<hr/>

- a. *Verify the POC Name.*
 - b. *Verify the Phone Number.*
 - c. *Verify the Email.*
 - d. *Verify the International Phone.*
 - e. *Verify the DSN.*
 - f. *Verify the FAX Number.*
- C. Select the **Authorized Representative** panel.

Authorized Representative ▼

POC Name **Phone Number**

Email **International Phone**

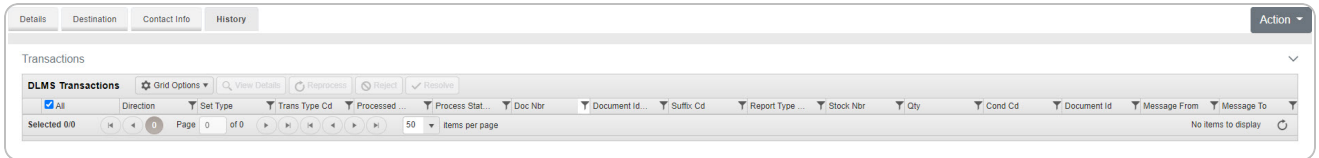
DSN **Fax Number**

- a. *Verify the POC Name.*
 - b. *Verify the Phone Number.*
 - c. *Verify the Email.*
 - d. *Verify the International Phone.*
 - e. *Verify the DSN.*
 - f. *Verify the FAX Number.*
- D. Select the **Named Entities** panel.

Named Entities ▼

DoDAAC/RIC	IdentifierCode	Receiving Status
W14FX0	ST	<input type="text"/>
W14FX0	OB	<input type="text"/>

- a. *Verify the DoDAAC / RIC column.*
 - b. *Verify the Identifier Code column.*
 - c. *Verify the Receiving Status column.*
6. Select the **History** tab.



Select the Transactions panel to view the DLMS Transaction Overview for the requisition.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Customer Requisition Management
- Add a Customer Requisition
- DLMS Transaction Overview

Physical Inventory

Overview

The Materiel Management/Inventory Control Point module Physical Inventory process provides the ability to create, edit, cancel, reconcile, and view physical inventory requests and counts for a Contractor Inventory Control Point (CICP) / Remote Storage Activity (RSA). This process maintains accurate counts of equipment, shortages, and deficiencies.

There are many distinct aspects of a physical inventory:

Three modes (what to count):

- **SEG** – Inventory Segment Code
 - Sorts by Segment Codes (assigned to Stock Item entries at the Stock Number level)
- **STK** – Stock Number
 - Sorts by a specific LIN/TAMCN or STOCK NBR
- **SER** - Serial Number
 - Sorts by a specific SERIAL NBR

Four types (methods of counting):

- **PLN** – Planned Only
 - A Physical Inventory that is not part of the 'planned' inventory for audit purposes, not required, but wanted. It does not have a scheduled date and is not released for execution.
- **SAP** – Scheduled Inventory, Planned
 - A Physical Inventory that is planned and required. All inventory must be counted within a single fiscal year, with certain stock numbers counted in each month. It has a scheduled date and is released for execution on that date.
- **SAR** – Scheduled Inventory, Random
 - A Physical Inventory that is not part of the 'planned' inventory for audit purposes. It is random due to unexpected circumstances. (For example, a tornado ran thru the warehouse on the west side of the base. Let's schedule an inventory count to make sure we account for everything and the resulting damages.) It has a scheduled date and is released for execution on that date.
- **IRL** – Immediate Release
 - A Physical Inventory that releases the count for execution immediately after creation.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Physical Inventory > Physical Inventory page

Page Fields

The following fields display on the **Physical Inventory** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).





36

Select "Delete" button to remove record(s) from applicable tables.

Search Criteria

Physical Inv Nbr
Status

Inv Segment Cd *i*

Stock Nbr *i*

RSA

Condition Cd

Release Dt From

Release Dt To

As of Dt From

As of Dt To

Physical Inventory Grid

Physical Inv Nbr

Status

Segment Cd

Release Dt

As Of Dt

Due Dt

Count Method Code Description

Optional

ICP Name

ICP DoDAAC

Remarks

Program Id

Established By Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By



RSA – Details Grid

CICP/RSA Name
 DoDAAC
 RIC

Catalog – Details Grid

LIN/TAMCN
 LIN/TAMCN Desc
 Stock Nbr
 Item Desc

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.






Search for a Physical Inventory

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



Inventories 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 or more of the following optional fields:.






- Enter the Physical INV NBR in the field provided. *This is 25 alphanumeric character field.*

- Use  to select the Status.
- Use  to select the Inv Segment Cd, using  to assist with the entry. *This is a 1 alphanumeric character field.*
- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

- Use  to select the RSA, or use  to browse for the entry. *This is a 1024 alphanumeric character field.*

Remote Storage Activity Browse help

- Use  to select the Condition Cd.
- Use  to select the RELEASE DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the RELEASE DT To, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the AS OF DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the AS OF DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select  . *The results appear in the Physical Inventory Results Grid.*

Physical Inventory									
	<input type="checkbox"/> All	Physical Inv Nbr	Status	Inv Segment Cd	Release Dt	As of Dt	Due Dt	Count Method	Code Description
<input type="checkbox"/>	<input type="checkbox"/>	SPECW081618080858071	RE - Released		08/16/2018	08/16/2018	08/31/2018		Physical Inventory
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SPECW091521142234745	RE - Released		09/15/2021	09/15/2021	09/30/2021		Physical Inventory

Selected 0/2 Page 1 of 1 50 items per page 1 - 2 of 2 items

Add a Physical Inventory

Select  . *The **Add Physical Inventory** pop-up window appears.*

Update a Physical Inventory

Select  . The **Update Physical Inventory** pop-up window appears.

Cancel a Physical Inventory

Select  . The **Cancel a Physical Inventory** pop-up window appears.

Reconcile a Physical Inventory

Select  . The **Reconcile Physical Inventory** pop-up window appears.

View the DLMS Transaction Log

Select  . The **View a DLMS Transaction** pop-up window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Physical Inventory
- Update a Physical Inventory
- Reconcile a Physical Inventory

- Cancel a Physical Inventory
- View the Physical Inventory DLMS Transaction Log

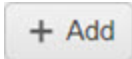


Add a Physical Inventory

Overview

The Physical Inventory Add process provides the ability to create physical inventory requests and counts for a Contractor Inventory Control Point (CICP) / Remote Storage Activity (RSA).

Navigation

MATERIEL MGMT > Physical Inventory >  > Add Physical Inventory pop-up window

Page Fields

The following fields display on the **Add Physical Inventory** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(* Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.



Add Physical Inventory

Inventory Type Tab

Inv Mode *
 Inv Release Type *
 Release Dt
 As Of Dt
 Due Dt

RSA / Catalog Tab

Inventory Segment Code

RSA
 Inv Segment Cd

Stock Number

RSA
 LIN/TAMCN(s)
 Stock Nbr(s)

Condition Codes Tab

All
 A - Svcbl (w/o Qual)
 B - Svcbl (With Qual)
 C - Svcbl (Pri Issue)
 D - Svcbl (Test/Mod)
 E - Unsvcbl (Lim Rstr)
 F - Unsvcbl (Repbl)
 G - Unsvcbl (Incomp)
 H - Unsvcbl (Condemned)
 J - Suspndd (in Stk)
 K - Suspndd (Returns)
 L - Suspndd (Litigation)
 M - Suspndd (in Work)
 N - Suspndd (Ammo Emer)
 P - Unsvcbl (Reclam)
 Q - Suspndd (Qual Def)
 R - Suspndd (Reclam-Cond)
 S - Unsvcbl (Scrap)



T - Svcbl (Ammo Train)
V - Unsvcbl (Waste Munition)
X - Suspndd (Rep Dec Del)

Review Tab

Inv Mode
Inv Release Type
Release Dt
As Of Dt
Due Dt
RSA
LIN/TAMCN(s)
Stock Nbr(s)
Inv Segment Cd
Condition Cd(s)
Add / Edit Remarks

Remarks
History Remarks

(* Asterisk identifies mandatory fields.



Procedures

DPAS Navigation Helpful Tips



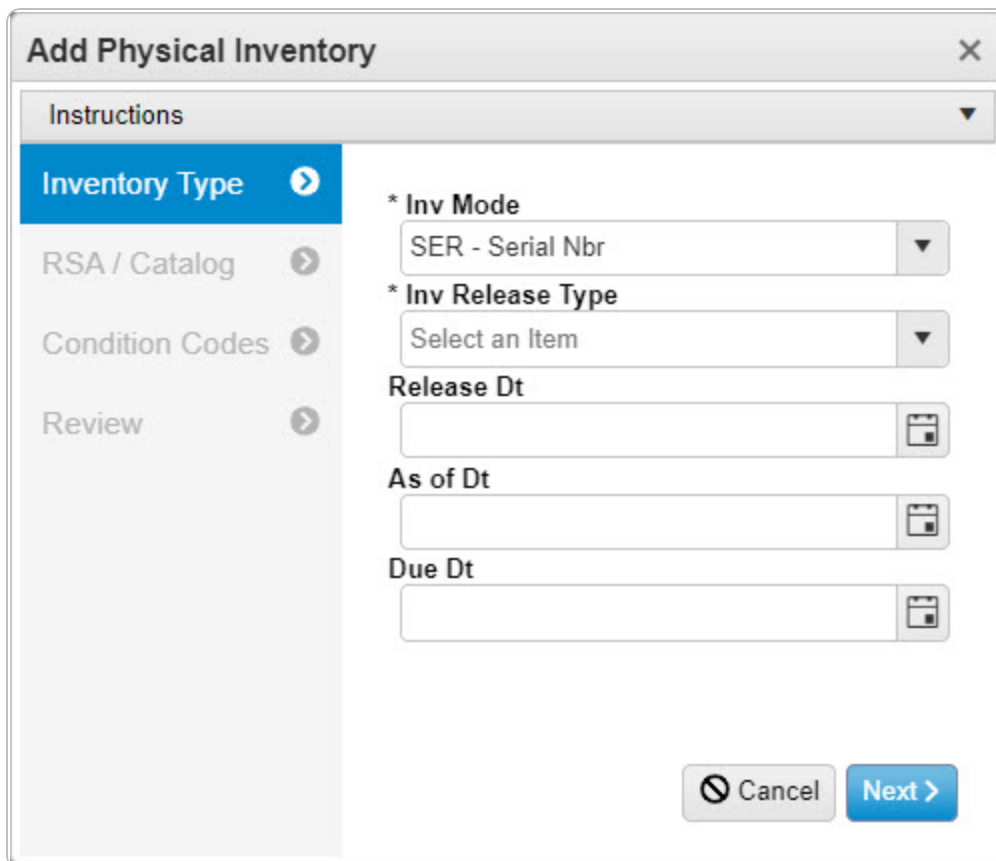
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.



Add a Physical Inventory

Selecting  **Cancel** at any point of this procedure removes all revisions and closes the pop-up window. Selecting  **Back** returns to the previous tab. **Bold** numbered steps are required.






1. Select  . The **Add Physical Inventory** pop-up window displays.






2. Use  to select the Inv Mode.
3. Use  to select the Inv Release Type.

- **PLN - Planned Only**




- A. Use  to select the RELEASE DT, or enter the date (MM/DD/YYYY) in the field provided.
- B. Use  to select the AS OF DT, or enter the date (MM/DD/YYYY) in the field provided.
- C. Use  to select the DUE DT, or enter the date (MM/DD/YYYY) in the field provided.





• **SAP - Scheduled Inventory, Planned**

- A. Update the RELEASE DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- B. Update the AS OF DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- C. Update the DUE DT, using  or entering the date (MM/DD/YYYY) in the field provided.

• **SAR - Scheduled Inventory, Random**

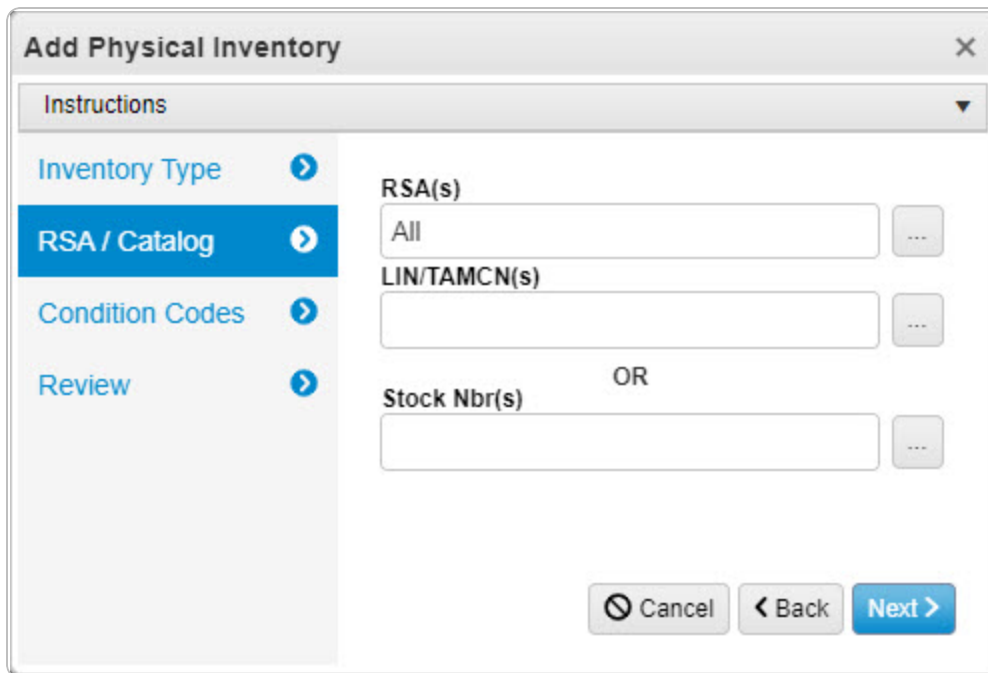
- A. Update the RELEASE DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- B. Update the AS OF DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- C. Update the DUE DT, using  or entering the date (MM/DD/YYYY) in the field provided.

• **IRL - Immediate Release**



- A. *The RELEASE DT automatically populates and is not editable.*
- B. Update the AS OF DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- C. Update the DUE DT, using  or entering the date (MM/DD/YYYY) in the field provided.

4. Select . *The RSA / Catalog tab appears.*







• **For SEG - Inv Segment Cd:**

- A. Select the RSA field to choose the facility from the list, or use  to browse for the entry.
 Remote Storage Activity Browse help
- B. Use  to select the Inv Segment Cd.

• **For STK - Stock Nbr:**

- A. Select the RSA field to choose the facility from the list, or use  to browse for the entry.
 Remote Storage Activity Browse help
- Enter the LIN/TAMCN, or use  to browse for the entry. *This is a 10 alpha-numeric character field.*
 Line Item Number / Table of Authorized Materiel Control Number Browse help

B.
OR

Enter the STOCK NBR(s), or use to browse for the entry. *This is a 15 alpha-numeric character field.*

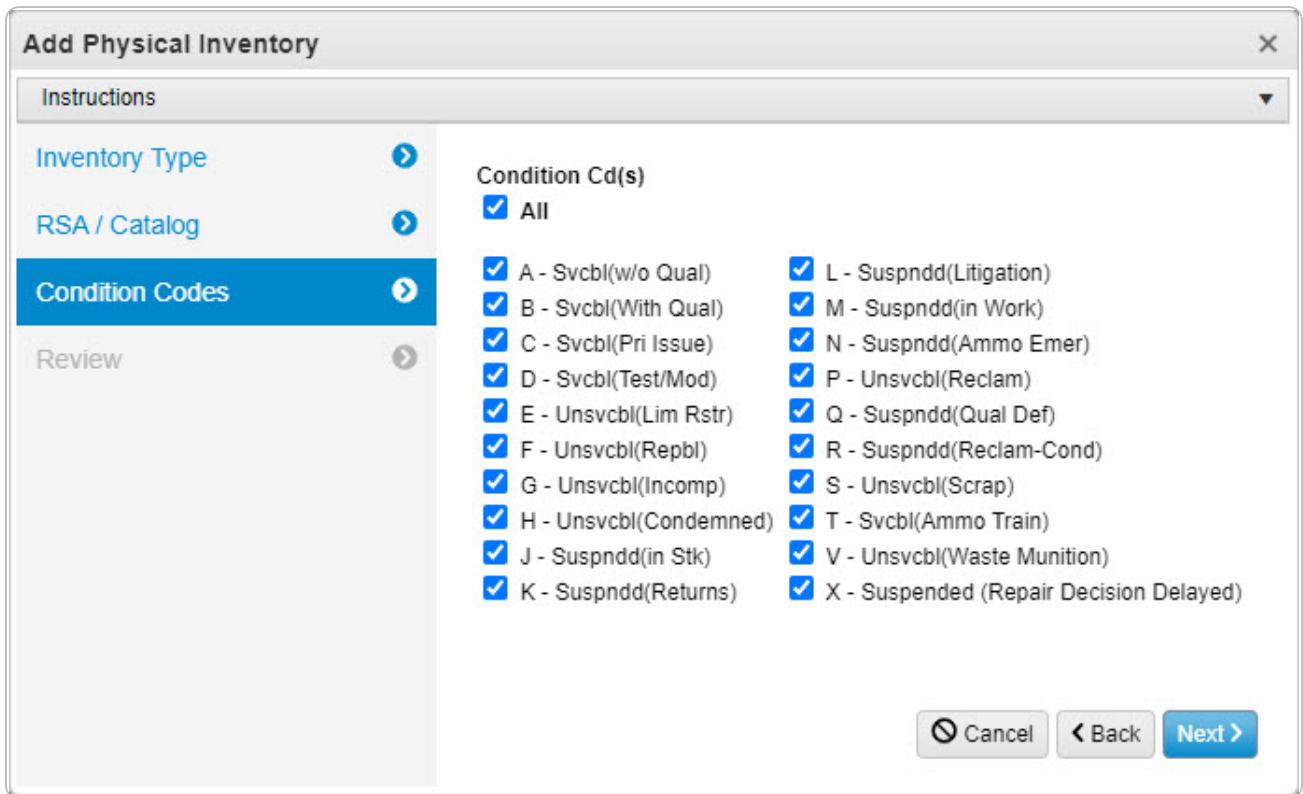
Stock Number Browse help

• **For SER - Serial Number:**

A. Select the RSA field to choose the facility from the list, or use to browse for the entry.

Remote Storage Activity Browse help

5. Select . *The Condition Codes tab appears.*



Add Physical Inventory

Instructions

Inventory Type

RSA / Catalog

Condition Codes

Review

Condition Cd(s)

- All
- A - Svcbl(w/o Qual)
- B - Svcbl(With Qual)
- C - Svcbl(Pri Issue)
- D - Svcbl(Test/Mod)
- E - Unsvcbl(Lim Rstr)
- F - Unsvcbl(Repbl)
- G - Unsvcbl(Incomp)
- H - Unsvcbl(Condemned)
- J - Suspndd(in Stk)
- K - Suspndd>Returns)
- L - Suspndd(Litigation)
- M - Suspndd(in Work)
- N - Suspndd(Ammo Emer)
- P - Unsvcbl(Reclam)
- Q - Suspndd(Qual Def)
- R - Suspndd(Reclam-Cond)
- S - Unsvcbl(Scrap)
- T - Svcbl(Ammo Train)
- V - Unsvcbl(Waste Munition)
- X - Suspended (Repair Decision Delayed)

A. Verify the All selection contains the appropriate or . *(All of the Condition Codes are the same. To select individual codes, continue to the next step.)*

B. Verify the A — SVCBL (W/O QUAL) selection contains the appropriate or . *(To include the selection, choose . To remove the selection, choose .)*






Help Reference Guide

- C. Verify the B — SVCBL (WITH QUAL) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- D. Verify the C — SVCBL (PRI ISSUE) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- E. Verify the D — SVCBL (TEST/MOD) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- F. Verify the E — UNSVCBL (LIM RSTR) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- G. Verify the F — UNSVCBL (REPBL) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- H. Verify the G — UNSVCBL (INCOMP) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- I. Verify the H — UNSVCBL (CONDEMNED) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- J. Verify the J — SUSPNDD (IN STK) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- K. Verify the K — SUSPNDD (RETURNS) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- L. Verify the L — SUSPNDD (LITIGATION) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- M. Verify the M — SUSPNDD (IN WORK) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- N. Verify the N — SUSPNDD (AMMO EMER) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- O. Verify the P — UNSVCBL (RECLAM) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- P. Verify the Q — SUSPNDD (QUAL DEF) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)





Help Reference Guide

- Q. Verify the R — SUSPNDD (RECLAM-COND) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- R. Verify the S — UNSVCBL (SCRAP) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- S. Verify the T — SVCBL (AMMO TRAIN) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- T. Verify the V — UNSVCBL (WASTE MUNITION) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- U. Verify the X — SUSPNDD (REP DEC DEL) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
6. Select . The Review tab appears.



Add Physical Inventory ✕

Instructions ▾

[Inventory Type](#) ▶

[RSA / Catalog](#) ▶

[Condition Codes](#) ▶

[Review](#) ▶

Inventory Type

Inv Mode STK	Inv Release Type SAP
Release Dt 04/09/2023	As of Dt 04/10/2023
Due Dt 04/24/2023	

RSA / Catalog

RSA(s)
FALLON

Lin Tamcn(s) K392321	Stock Nbr(s)
Inv Segment Cd	

Condition Codes

Condition Cd(s)
All


[Add / Edit Remarks](#)

Remarks

History Remarks

⊘ Cancel ⬅ Back Add✓

- *Verify the fields in the Inventory Type panel are correct.*
 - *Verify the INV Mode.*
 - *Verify the INV Release Type.*
 - *Verify the RELEASE DT.*

- Verify the AS OF DT.
 - Verify the DUE DT.
 - Verify the fields in the RSA / Catalog panel are correct.
 - Verify the RSA(s).
 - Verify the LIN/TAMCN(s).
 - Verify the STOCK NBR(s).
 - Verify the Segment CD.
 - Verify the fields in the Condition Codes panel are correct.
 - Verify the Condition CD(s)
 - Select the Add/Edit Remarks hyperlink. The Remarks and History Remarks fields appear.
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
7. Select . The **Add Physical Inventory** pop-up window closes, and the new inventory appears in the Search Results grid in green.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.





<p>161 — Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>2010 — Fill out all fields before proceeding.</p>	<p>Missing Entry. All fields in the pop-up window are mandatory. Enter the appropriate information in the fields.</p>
<p>xxxx — No STOCK NBRs to inventory.</p>	<p>Invalid Entry. The combination of RSA / Segment CD or RSA / LIN/TAMCN / STOCK NBR resulted in no inventory to count. Check the information again, and re-enter the RSA / Catalog fields.</p>
<p>xxxx — AS OF DT must be greater than RELEASE DT.</p>	<p>Invalid Date Entry. The RELEASE DT must be before the AS OF DT. Re-enter the date.</p>
<p>xxxx — RELEASE DT must be x days greater than current date.</p>	<p>Invalid Date Entry. Today must be before the RELEASE DT. Re-enter the date.</p>
<p>xxxx — DUE DT must be x days greater than RELEASE DT.</p>	<p>Invalid Date Entry. The RELEASE DT must be a certain number of days before the DUE DT. Re-enter the date.</p>
<p>xxxx — DUE DT must be</p>	<p>Invalid Date Entry. The AS OF DT must be</p>





greater than the AS OF DT.	before the DUE DT. Re-enter the date.
xxxx - Either STOCK NBRs, LIN/TAMCNs, Segment Code, or End of Day/Month must be specified, and only one can be specified.	Missing Entry. These fields are conditionally mandatory. Enter one of the requested items.

Related Topics

- Physical Inventory Overview
- Update a Physical Inventory
- Reconcile a Physical Inventory
- Cancel a Physical Inventory
- View the Physical Inventory DLMS Transaction Log


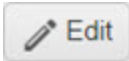


Update a Physical Inventory

Overview

The Physical Inventory Update process allows editing physical inventory requests and counts for a Contractor Inventory Control Point (CICP) / Remote Storage Activity (RSA).

Attention

  is **only available** for inventories with the following statuses:

- **PL** – Planned
- **SC** – Scheduled

Navigation

MATERIEL MGMT > Physical Inventory > (desired record) >  > Update Physical Inventory pop-up window

Page Fields

The following fields display on the **Update Physical Inventory** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.



14

Select "Cancel" button to return to previous page.

Update Physical Inventory

Inventory Type Tab

Inv Mode *
Inv Release Type *
Release Dt
As Of Dt
Due Dt

RSA / Catalog Tab

Inventory Segment Code

RSA
Inv Segment Cd

Stock Number

RSA
LIN/TAMCN(s)
Stock Nbr(s)

Condition Codes Tab

All
A - Svcbl (w/o Qual)
B - Svcbl (With Qual)
C - Svcbl (Pri Issue)
D - Svcbl (Test/Mod)
E - Unsvcbl (Lim Rstr)
F - Unsvcbl (Repbl)
G - Unsvcbl (Incomp)
H - Unsvcbl (Condemned)
J - Suspndd (in Stk)
K - Suspndd (Returns)
L - Suspndd (Litigation)
M - Suspndd (in Work)



- N - Suspndd (Ammo Emer)
- P - Unsvcb1 (Reclam)
- Q - Suspndd (Qual Def)
- R - Suspndd (Reclam-Cond)
- S - Unsvcb1 (Scrap)
- T - Svcbl (Ammo Train)
- V - Unsvcb1 (Waste Munition)
- X - Suspndd (Rep Dec Del)

Review Tab

- Inv Mode
- Inv Release Type
- Release Dt
- As Of Dt
- Due Dt
- RSA
- LIN/TAMCN(s)
- Stock Nbr(s)
- Inv Segment Cd
- Condition Cd(s)
- Add / Edit Remarks

- Remarks
- History Remarks

(*) Asterisk identifies mandatory fields.


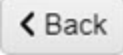
Procedures

DPAS Navigation Helpful Tips

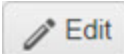

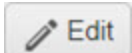


Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Update a Physical Inventory

Selecting  at any point of this procedure removes all revisions and closes the pop-up window. Selecting  returns to the previous tab. **Bold** numbered steps are required.



1. Click to select the desired entry. *The Physical Inventory record is highlighted, and  and  become available.*
2. Select . *The **Update Physical Inventory** pop-up window displays.*

Update Physical Inventory ✕




Instructions ▾

<div style="background-color: #0070C0; color: white; padding: 5px; margin-bottom: 5px;">Inventory Type ➤</div> <div style="padding: 5px; margin-bottom: 5px;">RSA / Catalog ➤</div> <div style="padding: 5px; margin-bottom: 5px;">Condition Codes ➤</div> <div style="padding: 5px;">Review ➤</div>	<p>* Inv Mode</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">STK - Stock Nbr ▾</div> <p>* Inv Release Type</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">PLN - Planned Only ▾</div> <p>Release Dt</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px; height: 20px; display: flex; align-items: center; justify-content: flex-end;">📅</div> <p>As of Dt</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px; height: 20px; display: flex; align-items: center; justify-content: flex-end;">📅</div> <p>Due Dt</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">3/10/2023 📅</div>
--	---




✕ Cancel
Next >

3. Update the Inv Mode, using to select the desired items of counting.
4. Update the Inv Release Type, using to select the desired method of counting.




• **PLN - Planned Only**

- A. Update the RELEASE DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- B. Update the AS OF DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- C. Update the DUE DT, using  or entering the date (MM/DD/YYYY) in the field provided.



• **SAP - Scheduled Inventory, Planned**

- A. Update the RELEASE DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- B. Update the AS OF DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- C. Update the DUE DT, using  or entering the date (MM/DD/YYYY) in the field provided.

• **SAR - Scheduled Inventory, Random**

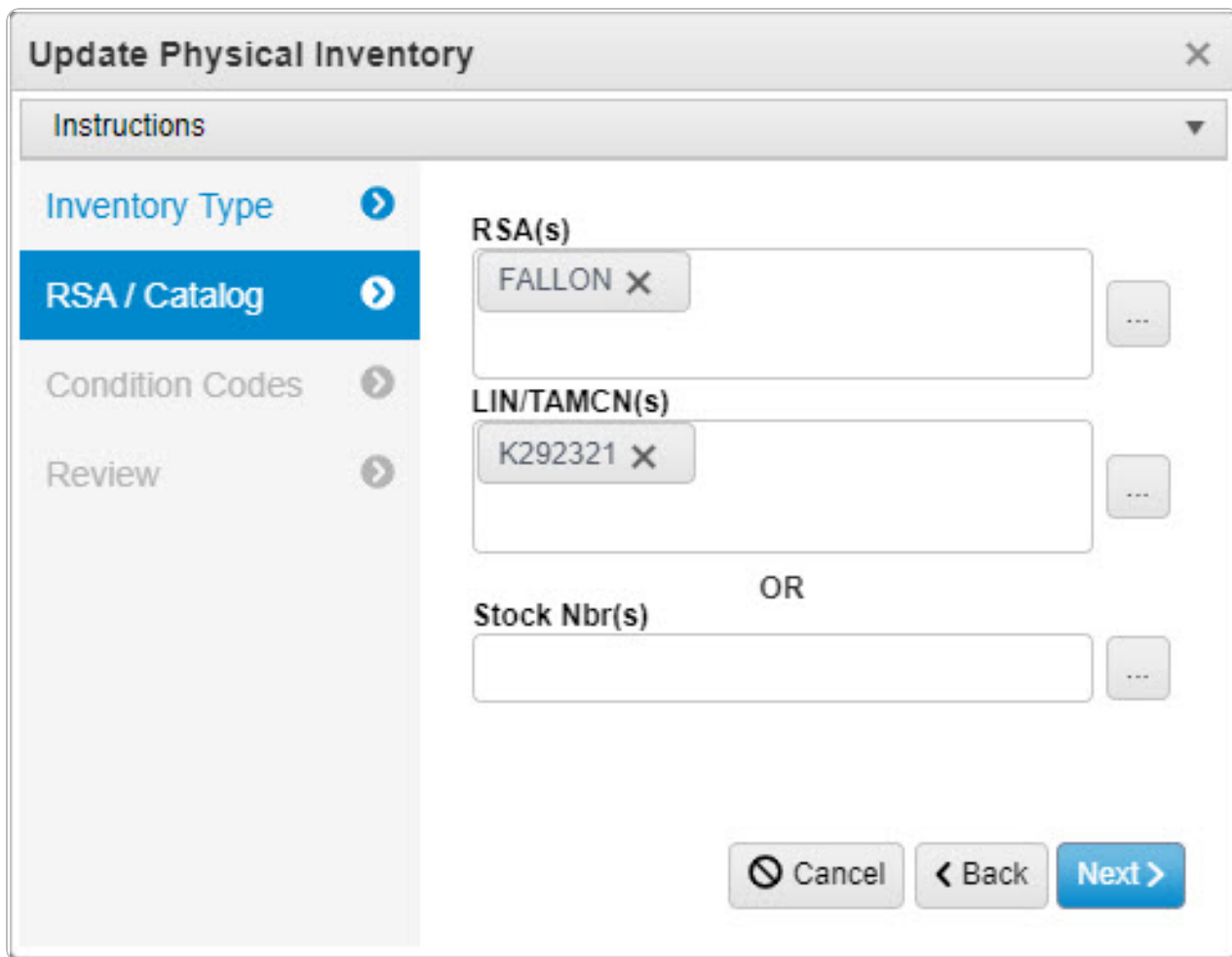
- A. Update the RELEASE DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- B. Update the AS OF DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- C. Update the DUE DT, using  or entering the date (MM/DD/YYYY) in the field provided.

• **IRL - Immediate Release**



- A. *The RELEASE DT automatically populates and is not editable.*
- B. Update the AS OF DT, using  or entering the date (MM/DD/YYYY) in the field provided.
- C. Update the DUE DT, using  or entering the date (MM/DD/YYYY) in the field provided.



5. Select . The RSA / Catalog tab appears.



• **For SEG - Inv Segment Cd:**

- A. Update the RSA(s) by:
 - Adding a RSA by selecting the field and choosing additional facility.
 - Deleting a RSA by selecting the  on the facility entry.
 - Using  to browse for the revised facility.

Remote Storage Activity Browse help

B. Update the Inv Segment Cd, using to select the desired schedule.

• **For STK - Stock Nbr:**

A. Update the RSA(s), using to browse for the revised facility.

Remote Storage Activity Browse help

B. Update the LIN/TAMCN, using to browse for the revised identifier. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help

C.

OR

Update the STOCK NBR(s), using to browse for the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

6. Select to advance to the Condition Codes tab.



Update Physical Inventory ✕

Instructions ▾

Inventory Type >

RSA / Catalog >

Condition Codes >

Review >

Condition Cd(s)

All


<input checked="" type="checkbox"/> A - Svcbl(w/o Qual)	<input checked="" type="checkbox"/> L - Suspndd(Litigation)
<input checked="" type="checkbox"/> B - Svcbl(With Qual)	<input checked="" type="checkbox"/> M - Suspndd(in Work)
<input checked="" type="checkbox"/> C - Svcbl(Pri Issue)	<input checked="" type="checkbox"/> N - Suspndd(Ammo Emer)
<input checked="" type="checkbox"/> D - Svcbl(Test/Mod)	<input checked="" type="checkbox"/> P - Unsvcbl(Reclam)
<input checked="" type="checkbox"/> E - Unsvcbl(Lim Rstr)	<input checked="" type="checkbox"/> Q - Suspndd(Qual Def)
<input checked="" type="checkbox"/> F - Unsvcbl(Repbl)	<input checked="" type="checkbox"/> R - Suspndd(Reclam-Cond)
<input checked="" type="checkbox"/> G - Unsvcbl(Incomp)	<input checked="" type="checkbox"/> S - Unsvcbl(Scrap)
<input checked="" type="checkbox"/> H - Unsvcbl(Condemned)	<input checked="" type="checkbox"/> T - Svcbl(Ammo Train)
<input checked="" type="checkbox"/> J - Suspndd(in Stk)	<input checked="" type="checkbox"/> V - Unsvcbl(Waste Munition)
<input checked="" type="checkbox"/> K - Suspndd>Returns)	<input checked="" type="checkbox"/> X - Suspended (Repair Decision Delayed)

- A. Verify the All selection contains the appropriate or . (All of the Condition Codes are the same. To select individual codes, continue to the next step.)
- B. Verify the A — SVCBL (W/O QUAL) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- C. Verify the B — SVCBL (WITH QUAL) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- D. Verify the C — SVCBL (PRI ISSUE) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- E. Verify the D — SVCBL (TEST/MOD) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- F. Verify the E — UNSVCBL (LIM RSTR) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- G. Verify the F — UNSVCBL (REPBL) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)



- H. Verify the G — UNSVCBL (INCOMP) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- I. Verify the H — UNSVCBL (CONDEMNED) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- J. Verify the J — SUSPNDD (IN STK) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- K. Verify the K — SUSPNDD (RETURNS) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- L. Verify the L — SUSPNDD (LITIGATION) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- M. Verify the M — SUSPNDD (IN WORK) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- N. Verify the N — SUSPNDD (AMMO EMER) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- O. Verify the P — UNSVCBL (RECLAM) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- P. Verify the Q — SUSPNDD (QUAL DEF) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- Q. Verify the R — SUSPNDD (RECLAM-COND) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- R. Verify the S — UNSVCBL (SCRAP) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- S. Verify the T — SVCBL (AMMO TRAIN) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- T. Verify the V — UNSVCBL (WASTE MUNITION) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)
- U. Verify the X — SUSPNDD (REP DEC DEL) selection contains the appropriate or . (To include the selection, choose . To remove the selection, choose .)



7. Select  to advance to the Review tab.

Update Physical Inventory ✕

Instructions ▾

[Inventory Type](#) ➔

[RSA / Catalog](#) ➔

[Condition Codes](#) ➔

[Review](#) ➔

Inventory Type

Inv Mode STK	Inv Release Type PLN
Release Dt 04/14/2023	As of Dt 04/21/2023
Due Dt 05/05/2023	

RSA / Catalog

RSA(s)
FALLON

Lin Tamcn(s) K292321	Stock Nbr(s)
Inv Segment Cd	

Condition Codes

Condition Cd(s)
All


Add / Edit Remarks

Remarks

History Remarks

Cancel Back Update ✓

- *Verify the fields in the Inventory Type panel are correct.*
 - *Verify the Inv Mode.*
 - *Verify the Inv Release Type.*

- Verify the *RELEASE DT.*
 - Verify the *AS OF DT.*
 - Verify the *DUE DT.*
 - Verify the fields in the *RSA / Catalog panel* are correct.
 - Verify the *RSA(s).*
 - Verify the *LIN/TAMCN(s).*
 - Verify the *STOCK NBR(s).*
 - Verify the *Segment CD.*
 - Verify the fields in the *Condition Codes panel* are correct.
 - Verify the *Condition CD(s)*
 - Select the *Add/Edit Remarks* hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
8. Select  *The **Update Physical Inventory** pop-up window closes, and the revised inventory appears in the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.



<p>2010 — Fill out all fields before proceeding.</p>	<p>Missing Entry. All fields in the pop-up window are mandatory. Enter the appropriate information in the fields.</p>
<p>xxxx — No STOCK NBRs to inventory.</p>	<p>Invalid Entry. The combination of RSA / Segment CD or RSA / LIN/TAMCN / STOCK NBR resulted in no inventory to count. Check the information again, and re-enter the RSA / Catalog fields.</p>
<p>xxxx — AS OF DT must be greater than RELEASE DT.</p>	<p>Invalid Date Entry. The RELEASE DT must be before the AS OF DT. Re-enter the date.</p>
<p>xxxx — RELEASE DT must be x days greater than current date.</p>	<p>Invalid Date Entry. Today must be before the RELEASE DT. Re-enter the date.</p>
<p>xxxx — DUE DT must be x days greater than RELEASE DT.</p>	<p>Invalid Date Entry. The RELEASE DT must be a certain number of days before the DUE DT. Re-enter the date.</p>
<p>xxxx — DUE DT must be greater than the AS OF DT.</p>	<p>Invalid Date Entry. The AS OF DT must be before the DUE DT. Re-enter the date.</p>

Related Topics

- Physical Inventory Overview
- Add a Physical Inventory
- Reconcile a Physical Inventory
- Cancel a Physical Inventory
- View the Physical Inventory DLMS Transaction Log





Cancel a Physical Inventory

Overview

The Physical Inventory Cancel process allows removal of physical inventory requests and counts for a Contractor Inventory Control Point (CICP) / Remote Storage Activity (RSA), while keeping the record available for later use.

Attention

  is **only available** for inventories with Open statuses:

- **PL** — Planned
- **SC** — Scheduled
- **RE** — Released

Navigation

MATERIEL MGMT > Physical Inventory > (desired record) >  > Cancel Physical Inventory pop-up window

Page Fields


No Page Fields available for this process.



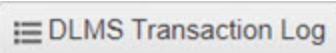
Procedure

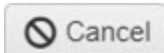
DPAS Navigation Helpful Tips

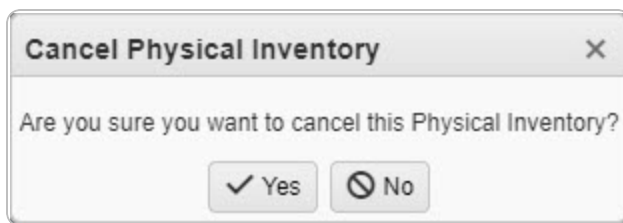
 Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.


Cancel a Physical Inventory

Selecting  at any point of this procedure removes all revisions and closes the pop-up window.

1. Click to select the desired entry. *The Physical Inventory record is highlighted, and , , and  become available.*

2. Select  next to the desired entry. *The **Cancel Physical Inventory** pop-up window displays.*



3. Select  to process the cancellation.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics


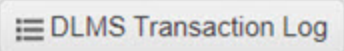
- Physical Inventory Overview
- Add a Physical Inventory
- Update a Physical Inventory
- Reconcile a Physical Inventory
- View the Physical Inventory DLMS Transaction Log

View the DLMS Transactions of the Physical Inventory Request

Overview



The Physical Inventory DLMS Transaction Log pop-up window displays all the details of the Physical Inventory request.

Attention


  is **not available** when:

- none of the records are checked
- more than one record is checked
- the record has not been released yet; meaning the status is:
 - **PL** – Planned
 - **SC** – Scheduled
 - **CN** – Canceled (Depending upon **when** it was canceled.)

Note

 Some search fields provide **Intellisense**  , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

MATERIEL MGMT > Physical Inventory > (desired record) >  >
 DLMS Transaction Log pop-up window

Page Fields



The following fields display on the **DLMS Transaction Log** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.

Search Criteria Grid

- Direction
- Set Type
- Doc Nbr 
- Stock Nbr 
- Processed Dt/Tm From
- Process Status
- Document ID
- Proj Cd
- Processed Dt/Tm To

DLMS Transactions Grid

- Direction
- Set Type
- Trans Type Cd
- Processed Dt/Tm
- Process Status
- Doc Nbr
- Doc ID Desc
- Suffix Cd



Help Reference Guide

Report Type Cd
Stock Nbr
Qty
Cond Cd
Document ID
Message From
Message To

Optional

Action Cd
Advice Cd
Distribution Cd
Error Message
Error Response
Error Response Detail
Established By
Established Dt/Tm
From Cond Cd
Fund Cd
GFM Contract Nbr
Interface System Cd
Last Transaction Dt/Tm
Last Updated By
Mgmt Cd
Mode of Shipment
Owning DoDAAC
Price LAC
Price MAC
Price Std
Priority Cd
Proj Cd
Processed Dt
Program ID
SCAC
Shipment Reference Nbr
Signal Cd
Supplementary Address
TCN
Trans Set Sub-Type
UI




Procedures



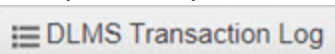
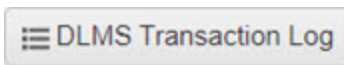







DPAS Navigation Helpful Tips





Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Search for a DLMS Transaction

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.

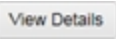
1. Click to select the desired entry. *The Physical Inventory request is highlighted, and , , and  become available.*
2. Select . *The **DLMS Transaction Log** pop-up window displays.*
3. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
 - Use  to select the Direction.
 - Use  to select the Set Type.
 - *The DOC NBR automatically populates and is not editable.*
 - Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
 - Use  to select the Document ID.
 - Use  to select the Project Cd.
 - Use  to select the PROCESSED DT/TM FROM, or enter the date (MM/DD/YYYY) in the field provided.



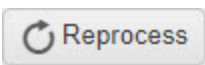

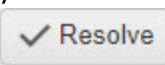
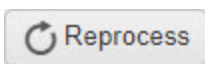
- Use  to select the PROCESSED DT/TM To, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the Process Status.

4. Select  to display the search results.

View the DLMS Transaction Details

Select (desired record) >  to display the **View Details** pop-up window.

Reprocess the DLMS Transaction

1. Click to select the desired entry. *The DLMS Transaction record is highlighted, and , , and  become available.*
2. Select . *The **Reprocessing** pop-up spinner appears for a moment, and the status changes to **ARP** — Awaiting Reprocess.*

Note

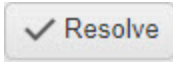


If there **is no** problem, the Process Status changes to **PCD** — Processed.
If there **is a** problem, the Process Status changes to **SPD** — Suspended.

Reject the DLMS Transaction

Select (desired record) >  to display the **Reject Transaction(s)** pop-up window.

Resolve the DLMS Transaction

Select (desired record) >  to display the **Resolve Transaction(s)** pop-up window.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
347 – Date (From) must be <= Date (To).	Invalid Date Entry. The Date (To) must be after the Date (From). Re-enter the Date (To).

Related Topics

- Physical Inventory Overview
- Add a Physical Inventory
- Update a Physical Inventory
- Reconcile a Physical Inventory
- Cancel a Physical Inventory

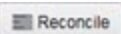


Reconcile a Physical Inventory

Overview

The Physical Inventory Reconcile process reviews an inventory from a Contractor Inventory Control Point (CICP) / Remote Storage Activity (RSA) for any anomalies.

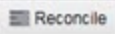
Attention



is **only available** for inventories with the following statuses:

- **IP** - In Progress
 - At least one inventory (846R) was received, but not all of them.
- **RC** - Reconciled
 - All inventories (846R) were received. Either there were no discrepancies, or the ICP resolved all of them.
- **UR** - Unreconciled
 - All inventories (846R) were received. There is at least one discrepancy.

Navigation

MATERIEL MGMT > Physical Inventory > (desired record) >  > Physical Inventory Reconciliation pop-up window

Page Fields

The following fields display on the **Physical Inventory Reconciliation** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------



XXXX	Select "Complete" to complete the physical inventory for the selected RSA or stock nbr(s).
XXXX	Select "Recount" to request a recount for the selected RSA or stock nbr(s).
XXXX	Select "Cancel" to cancel a physical inventory request for the selected RSA or stock nbr(s).
XXXX	Select "Show All" to display all counts received for the selected physical inventory request.
412	Select "Grid Options" button for additional actions.

Physical Inventory Information

Physical Inv Nbr
 Status
 Release Dt
 As Of Dt
 Due Dt
 ICP
 RSA(s)
 LIN/TAMCN(s)
 Stock Nbr(s)
 Condition Cd(s)

Reconciliation Summary Grid

CICP/RSA Name
 Stock Nbr
 Item Desc
 Managed DoDAAC





Discrepant Qty
Status

Optional

ICP Qty
RSA Qty
Remarks
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Reconciliation Details Grid

Stock Nbr
Item Desc
Condition Cd(s)
GFM Contract Nbr
Project Cd
Mgmt Cd
CIIC
Serial Nbr
Mfr Lot
UII
ICP Qty
RSA Qty
Discrepant Qty
Price Difference

Optional

LIN/TAMCN
LIN/TAMCN Desc
Managed DoDAAC
Count Dt/Tm
Unit Price
Remarks
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm



Last Updated By

Confirm Completion / Recount / Cancel

Remarks


Procedures



DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Reconcile an Inventory




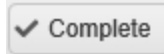


Selecting  at any point of this procedure removes all revisions and closes the pop-up window. **Bold** numbered steps are required.

1. Click to select the desired entry. *The Physical Inventory record is highlighted, and  becomes available.*
2. Select . *The **Physical Inventory Reconciliation** pop-up window displays.*
3. *The details in the Physical Inventory Information panel automatically populate and are not editable.*
 - A. *Verify the Physical INV NBR.*
 - B. *Verify the Status.*
 - C. *Verify the RELEASE DT.*
 - D. *Verify the AS OF DT.*
 - E. *Verify the DUE DT.*
 - F. *Verify the ICP.*
 - G. *Verify the RSA(s).*
 - H. *Verify the LIN/TAMCN(s).*
 - I. *Verify the STOCK NBR(s).*
 - J. *Verify the CONDITION CD(s).*
4. *If there **are no** discrepancies, the Reconciliation Summary Grid appears empty.*





If there **are** discrepancies:

IP – In Progress



- A. Verify the RSA Name(s). The Total Discrepant amount appears next to each RSA .
- B. Select  . The STOCK NBR(s) for each CICIP / RSA appears.
- C. Select  . The CICIP / RSA record(s) appears, with each STOCK NBR(s) separated by Managed DoDAAC(s).
- D. Select  . The Reconciliation Detail grid appears, with the Discrepant QTY and Price Difference in (Red).
- E. Click to select the level (RSA or STOCK NBR) to reconcile.  ,  , and  become available.

UR – Unreconciled

- A. Verify the RSA Name(s). The Total Discrepant amount, if any, appears next to each RSA .
- B. Select  . The STOCK NBR(s) for each CICIP / RSA appears.
- C. Select  . The CICIP / RSA record(s) appears, with each STOCK NBR(s) separated by Managed DoDAAC(s).



RC – Reconciled

The details in the Reconciliation Summary Grid automatically populate and are not edit-able.

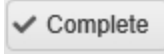
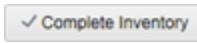

- A. Verify the RSA Name(s). The Total Discrepant amount, if any, appears next to each RSA .
- B. Select  . The STOCK NBR(s) for each CICIP / RSA appears.
- C. Select  . The CICIP / RSA record(s) appears, with each STOCK NBR(s) separated by Managed DoDAAC(s).
- D. Verify the STOCK NBR.
- E. Verify the ITEM DESC.
- F. Verify the Managed DoDAAC.





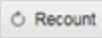
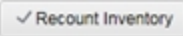

- G. *Verify the Discrepant QTY.*
 - H. *Verify the Status.*
 - I. Select . *The Reconciliation Detail grid appears, automatically populated and not editable.*
 - a. *Verify the STOCK NBR.*
 - b. *Verify the ITEM DESC.*
 - c. *Verify the COND CD.*
 - d. *Verify the GFM CONTRACT NBR.*
 - e. *Verify the PRJ CD.*
 - f. *Verify the MGMT CD.*
 - g. *Verify the CIIC.*
 - h. *Verify the SERIAL NBR.*
 - i. *Verify the MFR LOT.*
 - j. *Verify the UII.*
 - k. *Verify the ICP QTY.*
 - l. *Verify the RSA QTY.*
 - m. *Verify the Discrepant QTY.*
 - n. *Verify the Price Difference.*
5. Select . *The **Physical Inventory Reconciliation** pop-up window closes.*

Complete a Reconciliation




1. Select . *The **Confirm Completion** pop-up window appears.*
2. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select . *The Physical Inventory status changes to **RC** - Reconciled, and the Reconciliation status changes to **A** - Adjusted.*
4. Select . *The **Physical Inventory Reconciliation** pop-up window closes.*



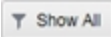
Recount a Reconciliation

1. Select  . The **Confirm Recount** pop-up window appears.
2. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select  . The Physical Inventory status changes to ???.
4. Select  . The **Physical Inventory Reconciliation** pop-up window closes.



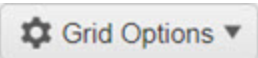

Cancel a Reconciliation

1. Select  . The **Confirm Cancel** pop-up window appears.
2. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select  . The Physical Inventory status changes to **RC** - Reconciled, and the Reconciliation status changes to **X** - Cancelled.
4. Select  . The **Physical Inventory Reconciliation** pop-up window closes.

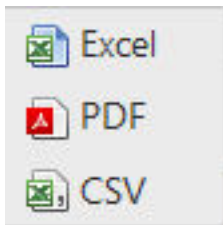
View All Reconciliation Summaries



Select  . All inventories appear in the Reconciliation Summary Grid.

Export the Reconciliation Summary to a Printable Application

1. Click to select the desired entry. *The Physical Inventory record is highlighted, and  becomes available.*
2. Select  . The **Physical Inventory Reconciliation** pop-up window displays.
3. Select  . The Grid Options Menu appears.
4. Select  . The Export Options Menu appears.





5. Select the printable format  Excel, *The procedure leaves the application based on the selection made.*
6. Follow the prompts provided by the computer.
7. Select  **Close**. *The **Physical Inventory Reconciliation** pop-up window closes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Physical Inventory Overview
- Add a Physical Inventory
- Update a Physical Inventory
- Cancel a Physical Inventory
- View the Physical Inventory DLMS Transaction Log



In Transit Viewer

Overview

The Materiel Management/Inventory Control Point module Intransit Viewer page displays all materiel that is shipped to the customer, but not yet received by the customer.

Navigation

MATERIEL MGMT > Intransit Review > Intransit Viewer page

Page Fields

The following fields display on the **Intransit Viewer** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).



36

Select "Delete" button to remove record(s) from applicable tables.

Enterprise Rollup

Materiel Management Program
 Materiel Management Division
 Inventory Control Point

Search Criteria Grid

Document Nbr
 Stage Cd
 Stock Nbr
 RSA
 Item Desc
 Ship To
 Date From
 Date To
 CONUS/OCONUS

Intransit Viewer Results Grid

Status
 Stage Cd
 ICP
 Ship From
 Owning DoDAAC
 Ship To
 Document Nbr
 Suffix Cd
 Stock Nbr
 Item Desc
 RSA
 Condition Cd
 UI
 Shipped Qty



Received Qty
Discrepant Qty
Intransit Qty
Shipped Dt
Days Intransit
Issue Type Cd
Mode of Shipment
CONUS/OCONUS

Optional

Matériel Management Division
Matériel Management Program

Associated Intransit Confirmations Grid

All
Trans Set Type
Transaction Dt
Received Dt
Acceptance Dt
Cond Cd
Shipped Qty
Received Qty
Discrepant Qty
Discrepant Reason
Remarks


Procedures

DPAS Navigation Helpful Tips



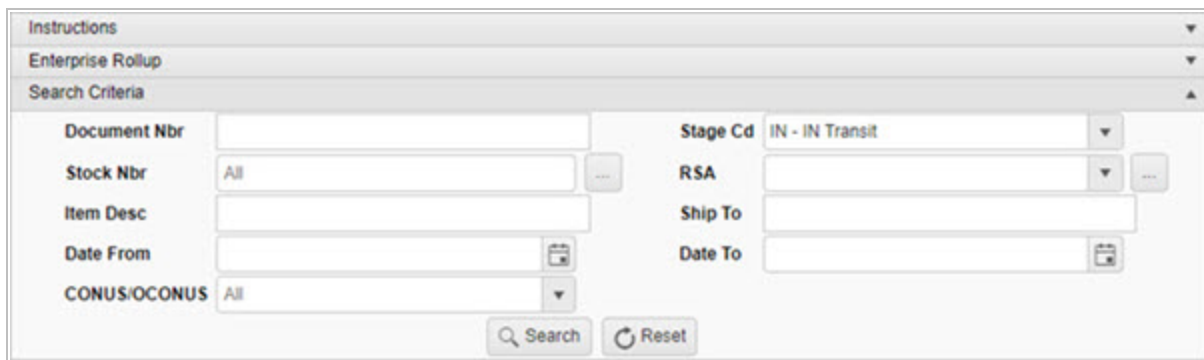
Click the following link to display Matériel Management/Inventory Control Point Navigation Tips.








Search for an Inventory In Transit

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.

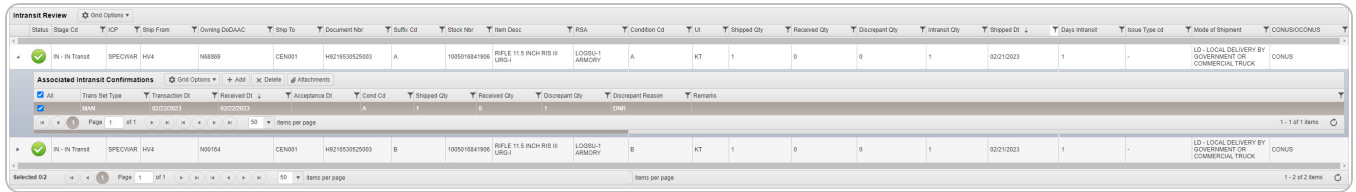


1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



- Enter the DOCUMENT NBR in the field provided. *This is a 15 alphanumeric character field.*
- Use  to select the Stage Cd.
- Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*
 Stock Number Browse help
- Use  to select the RSA, or use  to browse for the entry. *This is a 1024 alphanumeric character field.*
 Remote Storage Activity Browse help
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Enter the Ship To in the field provided. *This is a 6 alphanumeric character field.*
- Use  to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the CONUS/OCONUS.

2. Select  . *The Search Results appear.*



Add an Associated Transit Confirmation

Select . The **Add an Associated Transit Confirmation** pop-up appears.

Delete an Associated Transit Confirmation

Select . The **Delete an Associated Transit Confirmation** pop-up appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
347 – Date (From) must be <= Date (To).	Invalid Date Entry. The Date (To) must be after the Date (From). Re-enter the Date (To).

Related Topics

- Add an Associated Transit Confirmation
- Delete an Associated Transit Confirmation
- Add an Attachment to an Intransit record

Add an Associated Transit Confirmation

Overview

The Associated Transit Confirmation Add process provides the ability to create a new Confirmation for an In Transit asset.

Navigation

MATERIEL MGMT > Intransit Review >  >  > Add Associated Transit Confirmations pop-up window

Page Fields

The following fields display on the **Add Associated Transit Confirmations** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(* Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Associated Transit Confirmations

Received Dt

Received Qty *
Discrepant Qty
Discrepant Reason
Attachments
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

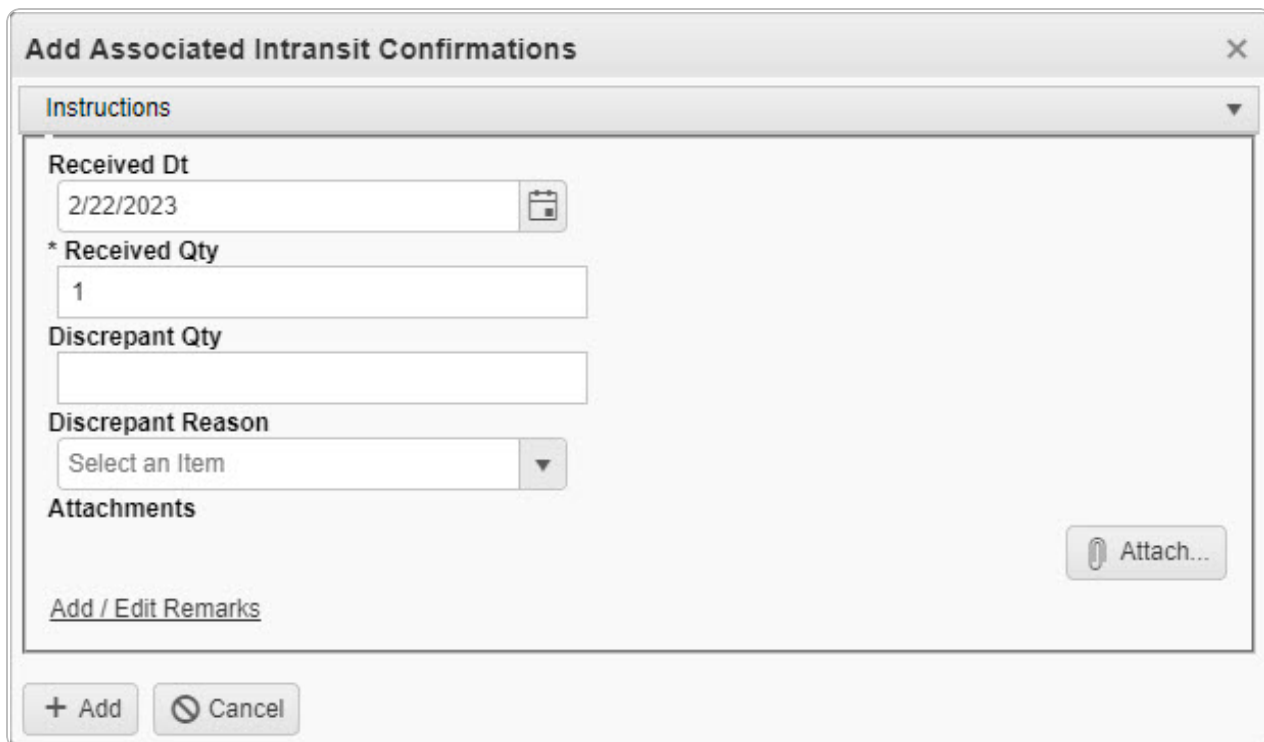
Add an Associated Transit Confirmation







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



1. Select  . The **Add Associated Transit Confirmations** pop-up window appears.



2. Use   to select the Received DT, or enter the date (MM/DD/YYYY HH:MM) in the field provided.
3. Enter the Received QTY in the field provided. *This is a 10 numeric character field.*
4. Enter the Discrepant QTY in the field provided. *This is a 10 numeric character field.*
5. Use  to select the Discrepant Reason.
6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
7. Select  . The **Add Associated Transit Confirmations** pop-up window closes, and the new confirmation appears in the Associated Intransit Confirmations grid in green.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- [In Transit Viewer](#)
- [Delete an Associated Transit Confirmation](#)
- [Add an Attachment to an Intransit record](#)



Delete an Associated Transit Confirmation

Overview

The Associated Transit Confirmation Delete process allows removal of a Confirmation for an In-Transit asset.

Navigation

MATERIEL MGMT > Intransit Review >  >  > Delete Associated Transit Confirmations pop-up window

Page Fields

The following fields display on the **Delete Associated Transit Confirmations** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Associated Transit Confirmations

History Remarks


Procedure

DPAS Navigation Helpful Tips

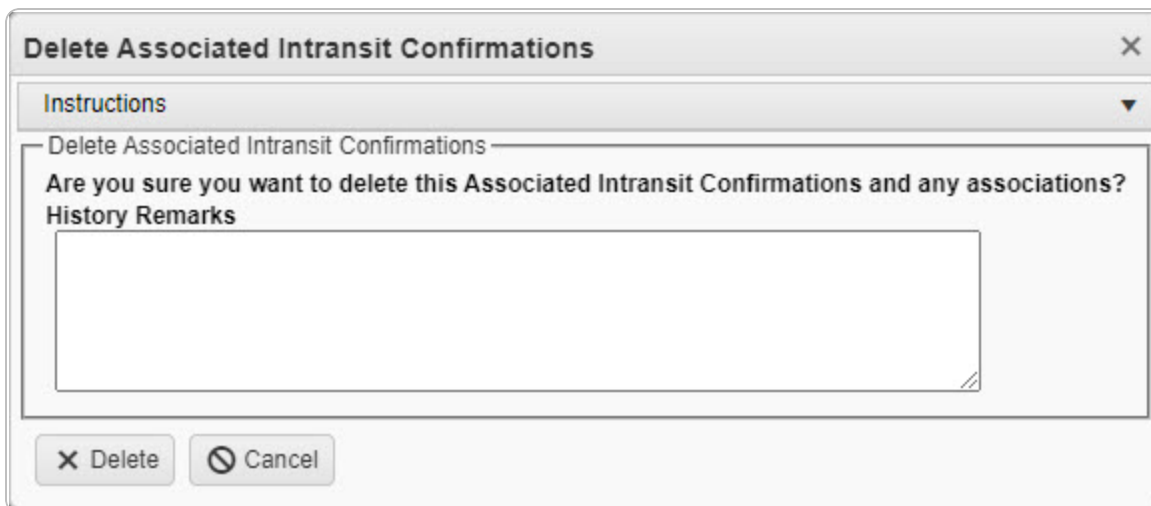



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Delete an Associated Transit Confirmation

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

1. Select . The **Delete Associated Transit Confirmations** pop-up window appears.



2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select . The **Delete Associated Transit Confirmations** pop-up window closes, and the confirmation is removed from the Associated Intransit Confirmations grid.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx – Received QTY cannot exceed Shipped QTY, report excess as Discrepant QTY.	Invalid Deletion. The Shipped Quantity must be less than the Total Received Quantity. Review the Quantity amounts again, and fix the amounts to include a Discrepant Quantity so the Associated Transit Confirmation can be deleted.

Related Topics

- In Transit Viewer
- Add an Associated Transit Confirmation
- Add an Attachment to an Intransit record




Add an Attachment

Overview

The Attachment Add process provides the ability to attach a file to a record.

Navigation

MATERIEL MGMT > Intransit Review > Intransit Viewer >  > Attachments page

Page Fields

The following fields display on the **Attachments** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	Click "Browse..." button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attachments

Attachment *

Desc
Primary
Name
Desc

(* Asterisk identifies mandatory fields.

Procedure


DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

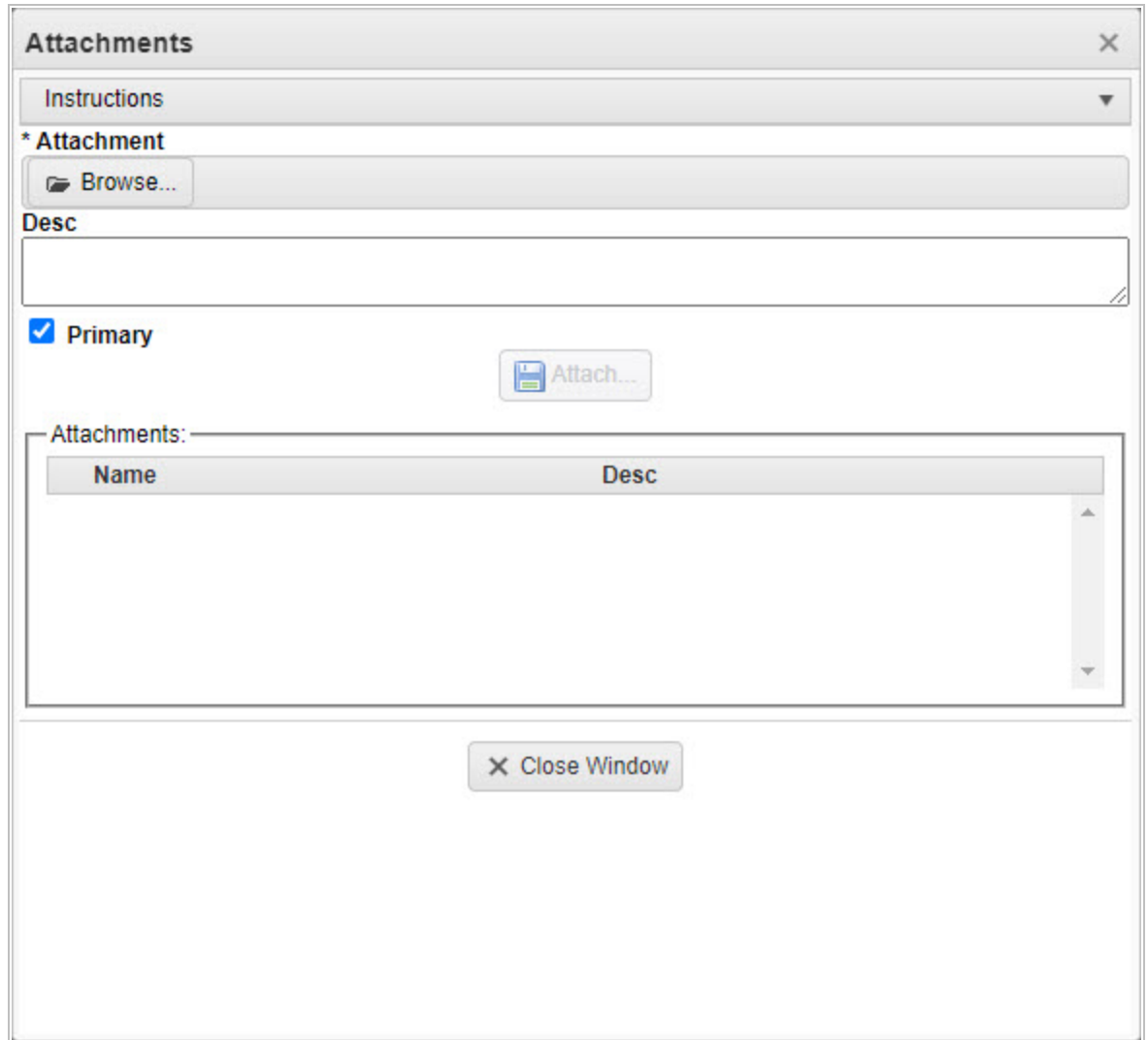
Add an Attachment



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



1. Select . The **Attachments** page appears.



Attachments [X]

Instructions [v]

* Attachment

Browse...

Desc

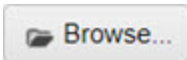
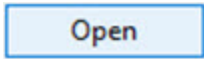
Primary

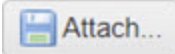


Attach...

Attachments:





Name	Desc

[X] Close Window

2. Select . The Windows **Choose File to Upload** pop-up window appears.
3. Choose the file to attach, and select it.
4. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.



5. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
6. Select . *The file name appears in the bottom of the window.*
7. Repeat Steps 2 - 6 to attach multiple documents.
8. Select the desired  in the Primary column. *The designated attachment, , is the Primary Attachment.*

Remove an Attachment

- A. Select  next to the desired document. *The **Delete Attachment** pop-up window appears.*
- B. Choose one of the following options:
 - Select  to cancel the deletion.
 - Select  to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*
- C. Select  to complete the process. *The document is removed.*

Note



Select the  part of  to save the attachment directly to the computer. Follow the prompts to download the attachment.

9. Select . *The **Attachments** pop-up window closes, and the file appears in the Attachments field of the **Add an Associated Transit Confirmation** pop-up window.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.





Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
349 – "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 – Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 – Attachment file size exceeds the maximum of 1 MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.



Related Topics

- [In Transit Viewer](#)
- [Add an Associated Transit Confirmation](#)
- [Delete an Associated Transit Confirmation](#)



Inventory Transaction Viewer

Overview

The Materiel Management/Inventory Control Point module Inventory Transaction Viewer page displays the warehouse transactions that violate the threshold amounts for stock items within the warehouse. The stock item threshold amounts are determined when the stock item is initially set up. When the warehouse completes a transaction that goes over the threshold limit, the transaction appears in the Inventory Transaction Viewer results grid.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Inventory Transaction Review > Inventory Transaction Viewer page

Page Fields

The following fields display on the **Inventory Transaction Viewer** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.



13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.

Search Criteria

Status
 Trans Set Type
 Fund Cd
 CICP/RSA
 Document Nbr **i**
 Cond Cd
 Stock Nbr **i**
 Reportable Commodity Type
 Managed DoDAAC
 Dt From
 Dt To

Inventory Transaction Viewer Grid

Status
 Trans Set Type
 Last Transaction Dt/Tm
 Stock Nbr
 Item Desc
 Type Asset Cd
 Document Nbr
 CICP/RSA Name
 Managed DoDAAC
 Cond Cd
 Cond Cd %
 Qty
 Qty By Cond Cd
 Unit Cost
 Prior MAC



Current MAC
Trans Value
XML

Optional

Divry Order Nbr
GFM Contract Nbr
Non-DoD Contract Nbr
Contractor
Contractor DoDAAC
Fund Cd
LIN/TAMCN
Project Cd
Reportable Commodity Type
Threshold Type
Trans Set Sub Type
Remarks
Program ID
Established Dt/Tm
Established By
Last Updated By


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Search for an Inventory Transaction

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 or more of the following optional fields:.



Instructions
 Enterprise Rollup
 Search Criteria

Status	All	Trans Set Type	All
Fund Cd		CICP/RSA	
Document Nbr		Cond Cd	All
Stock Nbr	All	Reportable Commodity Type	All
Managed DoDAAC	All		
Dt From		Dt To	

Search Reset

- Use  to select the Status.
 - Use  to select the Trans Set Type.
 - Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*
 - Use  to select the CICP/RSA, or use  to browse for the entry.
 Remote Storage Activity Browse help
 - Use  or  to assist with the DOCUMENT NBR entry. *This is a 15 alphanumeric character field.*
 Document Number Browse help
 - Use  to select the Cond Cd.
 - Use  or  to assist with the STOCK NBR entry.
 Stock Number Browse help
 - Use  to select the Reportable Commodity Type.
 - Select the Managed DoDAAC field to choose the DoDAAC from the list.
 - Use  to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
 - Use  to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.
2. Select  . *The results appear in the Inventory Transaction Viewer Results Grid.*

Inventory Transaction Viewer Grid Options Edit

No Grouping

<input type="checkbox"/>	Status	Trans Set Type	Last Transaction DTm	Stock Nbr	Item Desc	Type Asset Cd	Document Nbr	CIC/IRSA Name	Managed DoDAAC	Cond Cd	Cond Cd %	Qty
<input type="checkbox"/>	PN - Processed - Not Requiring Review	945A	04/29/2021 2:41:21 PM	1005015039399	SADDLE HARNESS	O - Operating Materiel and supplies	CRN00211195601	CRANE - VAS JXQR	N00164	B - Svcbl(With Qual)	100%	(3) 497
<input type="checkbox"/>	PN - Processed - Not Requiring Review	945A	04/29/2021 2:32:58 PM	1005015039399	SADDLE HARNESS	O - Operating Materiel and supplies	NSW00111198001	CRANE - VAS JXQR	N00164	A - Svcbl(w/o Qual)	100%	(3) 497
<input type="checkbox"/>	PN - Processed - Not Requiring Review	945A	04/28/2021 11:39:33 AM	2530001065159	COMPRESSOR AIR LP	O - Gen PP&E	CRN00211162101	CRANE - VAS JXQR	N00164	A - Svcbl(w/o Qual)		(2) 10
<input type="checkbox"/>	PN - Processed - Not Requiring Review	945A	07/30/2020 9:40:00 AM	5825016013688	TRANSPONDER PINGER UAT-376	O - Operating Materiel and supplies	CRN00202122102	CRANE - VAS JXQR	N00164	A - Svcbl(w/o Qual)		(2) 1

Selected 04 | Page 1 of 1 | 50 items per page | 1 - 4 of 4 items

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Inventory Transaction Inquiry



DLMS Transactions

Overview

The Materiel Management/Inventory Control Point module DLMS Transaction page displays all the incoming and outgoing DLMS transactions. The DLMS Transactions Results grid shows most of the details, whereas the View Details button shows the rest of the details. The XML file is available from the View Details button, as well as any error message regarding an uncompleted transaction. There are options available on handling an incomplete transaction, such as reprocessing, rejecting, or resolving the transaction.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > DLMS Transaction Review > DLMS Transactions page

Page Fields

The following fields display on the **DLMS Transactions** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------



525	Select "Search" to refresh the STOCK NBR Search Results page.
526	Select "Reset" to clear the STOCK NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the STOCK NBR data.

Enterprise Rollup

Materiel Management Program
 Materiel Management Division
 Inventory Control Point

Search Criteria Grid

Direction
 Set Type
 Doc Nbr **i**
 Stock Nbr **i**
 Processed Dt/Tm From
 Mfr Part Nbr **i**
 Process Status
 Category
 Document ID
 Proj Cd
 Processed Dt/Tm To
 CAGE Cd **i**

DLMS Transactions Grid

All
 Direction
 Set Type





Help Reference Guide

Trans Type Cd
 Processed Dt/Tm
 Process Status
 Doc Nbr
 Document ID Desc
 Suffix Cd
 Report Type Cd
 Stock Nbr
 Qty
 Cond Cd
 Document ID
 Message From
 Copy Address
 Message To

Optional

ICP
 Materiel Management Program
 Action Cd
 Advice Cd
 CAGE Cd
 Distribution Cd
 Error Message
 Error Response
 Error Response Detail
 Established By
 Established Dt/Tm
 From Cond Cd
 Fund Cd
 GFM Contract Nbr
 Interface System Cd
 Last Transaction Dt/Tm
 Last Updated By
 Mgmt Cd
 Mfr Part Nbr
 Mode of Shipment
 Owing DoDAAC
 Price LAC
 Price MAC
 Price Std
 Priority Cd



Proj Cd
Processed Dt
Program ID
Reject Advice
Retry Count
SCAC
Supply Status Cd
Shipment Reference Nbr
Signal Cd
Supplementary Address
TCN
Trans Set Sub-Type
UI


Procedure

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Search for a DLMS Transaction

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 or more of the following optional fields:.



Instructions ▼

Enterprise Rollup ▼

Search Criteria ▲

Direction	All ▼	Process Status	All ▼
Set Type	All ▼	Category	All ▼
Doc Nbr	<input type="text"/> ...	Document Id	All ▼
Stock Nbr	All ...	Proj Cd	All ▼
Processed Dt/Tm From	<input type="text"/> 📅 ⌚	Processed Dt/Tm To	<input type="text"/> 📅 ⌚
Mfr Part Nbr	All	CAGE Cd	All

- Use ▼ to select the Direction.
- Use ▼ to select the Set Type.
- Use i or ... to assist with the DOC NBR entry. *This is a 15 alphanumeric character field.*

Document Number Browse help

- Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
- Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
- Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
- Use ▼ to select the Document ID.
- Use ▼ to select the Project Cd.
- Use 📅 to select the PROCESSED DT/TM FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Use 📅 to select the PROCESSED DT/TM TO, or enter the date (MM/DD/YYYY) in the field provided.
- Use ▼ to select the Process Status.

Stock Number Browse help

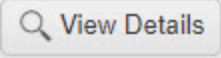
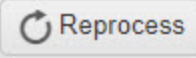


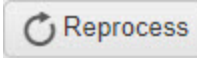
2. Select 🔍 Search . The DLMS Transactions Search Results display.


DLMS Transactions	Grid Options	View Details	Reprocess	Reject	Resolve										
Direction	Set Type	Trans Type Cd	Processed DTM	Process Status	Doc Nbr	Document Id Desc	Subf. Cd	Report Type Cd	Stock Nbr	Qty	Cond Cd	Document Id	Message From	Copy Address	Message To
<input type="checkbox"/>	Outbound	B&P - Inventory Inquiry/Advice (Physical Inventory Request)	0	03/13/2023 5:45:00 PM	PCD - Processed	SPECW031323174204964		TC	781001C10068	0			H95		H92
<input type="checkbox"/>	Outbound	B&P - Inventory Inquiry/Advice (Physical Inventory Request)	0	03/13/2023 5:45:59 PM	PCD - Processed	SPECW031323174204964		TC	781001C10068	0			H95		H93
<input type="checkbox"/>	Outbound	B&P - Inventory Inquiry/Advice (Physical Inventory Request)	0	03/13/2023 5:45:59 PM	PCD - Processed	SPECW031323174204964		TC	781001C10068	0			H95		H94
<input type="checkbox"/>	Outbound	B&P - Inventory Inquiry/Advice (Physical Inventory Request)	0	03/13/2023 5:45:59 PM	PCD - Processed	SPECW031323174204964		TC	781001C10068	0			H95		H95
<input type="checkbox"/>	Outbound	B&P - Inventory Inquiry/Advice (Physical Inventory Request)	0	03/13/2023 5:45:59 PM	PCD - Processed	SPECW031323174204964		TC	781001C10068	0			H95		H96
<input type="checkbox"/>	Outbound	B&P - Inventory Inquiry/Advice (Physical Inventory Request)	0	03/13/2023 5:45:59 PM	PCD - Processed	SPECW031323174204964		TC	781001C10068	0			H95		H97
<input type="checkbox"/>	Outbound	B&P - Inventory Inquiry/Advice (Physical Inventory Request)	0	03/13/2023 5:45:59 PM	PCD - Processed	SPECW031323174204964		TC	781001C10068	0			H95		H98
<input type="checkbox"/>	Outbound	B&P - Inventory Inquiry/Advice (Physical Inventory Request)	0	03/13/2023 5:45:59 PM	PCD - Processed	SPECW031323174204964		TC	781001C10068	0			H95		H99
<input type="checkbox"/>	Outbound	B&P - Inventory Inquiry/Advice (Physical Inventory Request)	0	03/13/2023 5:45:59 PM	PCD - Processed	SPECW031323174204964		TC	781001C10068	0			H95		NCF

View the DLMS Transaction Details

- Click to select the desired entry. *The DLMS Transaction record is highlighted, and , , , and  become available.*
- Select . *The **View Details** pop-up window appears.*

Reprocess the DLMS Transaction

- Click to select the desired entry. *The DLMS Transaction record is highlighted, and , , , and  become available.*
- Select . *The **Reprocessing** pop-up spinner appears for a moment, and the status changes to ARP - Awaiting Reprocess.*

Note
 If there **is no** problem, the Process Status changes to PCD - Processed.
 If there **is a** problem, the Process Status changes to SPD - Suspended.

Reject the DLMS Transaction

- Click to select the desired entry. *The DLMS Transaction record is highlighted, and , , , and  become available.*
- Select . *The **Reject Transaction(s)** pop-up window appears.*

Resolve the DLMS Transaction

- Click to select the desired entry. *The DLMS Transaction record is highlighted, and , , , and  become available.*
- Select . *The **Resolve Transaction(s)** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- View the DLMS Transaction Details
- Reject a DLMS Transaction
- Resolve a DLMS Transaction
- View the Registry DLMS Transaction

Reject a DLMS Transaction

Overview

The DLMS Transaction Reject process allows dismissal of one or more DLMS transactions.

Navigation

MATERIEL MGMT > DLMS Transaction Review > (desired record) >  Reject >
 Reject Transaction(s) pop-up window

Page Fields

The following fields display on the **Reject Transaction(s)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Reject Transaction(s)

Reject Advice Code *
 Special Instructions

(*) Asterisk identifies mandatory fields.


Procedure

DPAS Navigation Helpful Tips

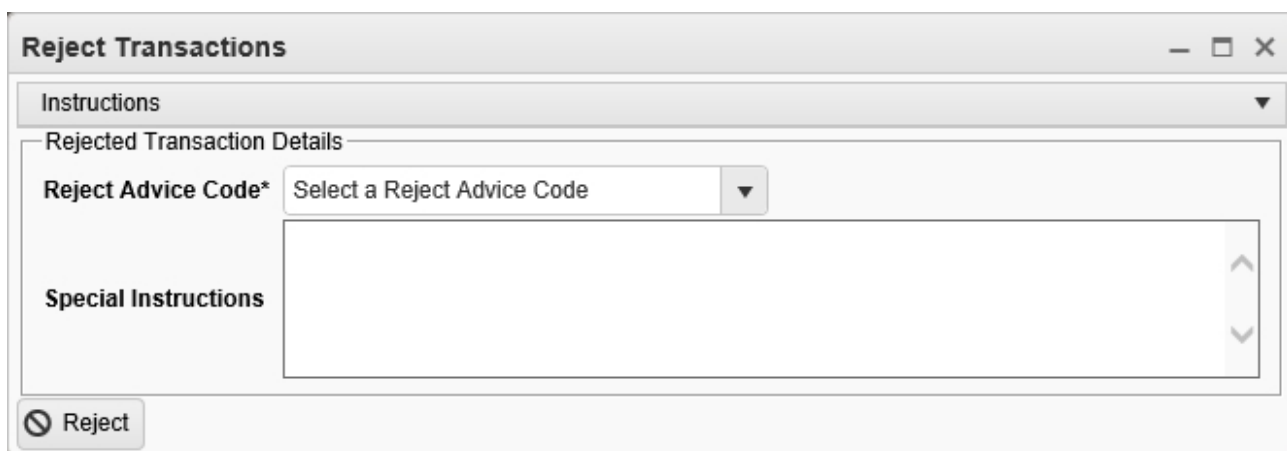




Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Reject a DLMS Transaction

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

- Click to select the desired entry. The DLMS Transaction record is highlighted, and , , , and  become available.
- Select . The **Reject Transaction(s)** pop-up window appears.



- Use  to select the Reject Advice Code.
- Enter Special Instructions in the field provided. This is a 1024 alphanumeric character field.
- Select . The **Rejecting** pop-up spinner appears for a moment, and the status changes to REJ - Rejected.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- [DLMS Transaction Overview](#)
- [View the DLMS Transaction Details](#)
- [Resolve a DLMS Transaction](#)
- [View the Registry DLMS Transaction](#)



Resolve a DLMS Transaction

Overview

The DLMS Transaction Resolve process provides the ability to save one or more DLMS transactions, ignoring the associated error and without completing the transaction processing.

Navigation

MATERIEL MGMT > DLMS Transaction Review > (desired record) > >
Resolve Transaction(s) pop-up window

Page Fields

The following fields display on the **Resolve Transaction(s)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Resolve Transaction(s)


Remarks

Procedure

DPAS Navigation Helpful Tips

 Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Resolve a DLMS Transaction

Selecting  at any point of this procedure removes all revisions and closes the page.



1. Click to select the desired entry. The DLMS Transaction record is highlighted, and , , , and  become available.

2. Select . The **Resolve Transaction(s)** pop-up window appears.

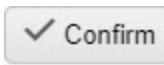
Resolve Transaction(s) ✕

Are you sure you want to mark the selected transaction(s) as resolved without taking further action to process them?

Remarks:

3. Enter the Remarks in the field provided. This is a 60 alphanumeric character field.

4. Select . The **Resolving** pop-up spinner appears for a moment, and the status changes to RES - Resolved.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- [DLMS Transaction Overview](#)
- [View the DLMS Transaction Details](#)
- [Reject a DLMS Transaction](#)
- [View the Registry DLMS Transaction](#)



View the DLMS Transaction Details

Overview

The DLMS Transaction View Details pop-up window displays the XML code of the DLMS transaction.

Navigation

MATERIEL MGMT > DLMS Transaction Review > (desired record) > [View Details](#) >
View Details pop-up window

Page Fields

The following fields display on the **View Details** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

View Details

Inbound

- Doc Nbr
- Process Status
- File Name
- XML File

Outbound

- Processing?
- Delivered?

Recipient Address
XML File


Procedure

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

View the DLMS Transaction Details

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

1. Click to select the desired entry. The DLMS Transaction record is highlighted, and , , , and  become available.
2. Select . The **View Details** pop-up window displays.



- *If this is an Inbound Process, these fields appear:.*

View Details ✕

Instructions ▼

Doc Nbr TCCMMCEN18A200626	Process Status PCD - Processed
File Name 846P.18A.2020-06-26-01-15-01.xml	
XML File	
<pre> <T_Inventory_Inquiry_Advice_846P Standard="X12" GUID="{7f5173bc-8326-4445-81eb-1a3da96f7f44}"> <S_Transaction_Set_Header> <E_Transaction_Set_Identifier_Code>846</E_Transaction_Set_Identifier_Code> <E_Transaction_Set_Control_Number>0001</E_Transaction_Set_Control_Number> </S_Transaction_Set_Header> <S_Beginning_Segment_for_Inventory_Inquiry_Advice> <E_Transaction_Set_Purpose_Code>00</E_Transaction_Set_Purpose_Code> <E_Report_Type_Code>B1</E_Report_Type_Code> <E_Reference_Identification>Z</E_Reference_Identification> <E_Date>20200626</E_Date> <E_Time>050005</E_Time> </S_Beginning_Segment_for_Inventory_Inquiry_Advice> <L_Name> <S_Name> <E_Entity_Identifier_Code>SB</E_Entity_Identifier_Code> <E_Identification_Code_Qualifier>10</E_Identification_Code_Qualifier> <E_Identification_Code>CMMCEN</E_Identification_Code> <E_Entity_Identifier_Code_1>FR</E_Entity_Identifier_Code_1> </S_Name> </L_Name> </T_Inventory_Inquiry_Advice_846P> </pre>	

- A. *The Doc Nbr automatically populates and is not editable.*
 - B. *The Process Status automatically populates and is not editable.*
 - C. *The File Name automatically populates and is not editable.*
 - D. *The XML File automatically populates and is not editable.*
- *If this is an Outbound Process, these fields appear:.*

View Details ✕

Instructions ▼

Processing?	Delivered?
No	Yes

Recipient Address

SMS

XML File

```

<T_Order_Status_Inquiry_869F_Standard="X12">
  <S_Transaction_Set_Header>
    <E_Transaction_Set_Identifier_Code>869</E_Transaction_Set_Identifier_Code>
    <E_Transaction_Set_Control_Number>0002</E_Transaction_Set_Control_Number>
  </S_Transaction_Set_Header>
  <S_Beginning_Segment_for_Order_Status_Inquiry>
    <E_Reference_Identification>Z</E_Reference_Identification>
    <E_Date>20200626</E_Date>
    <E_Order_Item_Code>PO</E_Order_Item_Code>
    <E_Time>040001</E_Time>
    <E_Transaction_Set_Purpose_Code>00</E_Transaction_Set_Purpose_Code>
    <E_Transaction_Type_Code>IN</E_Transaction_Type_Code>
  </S_Beginning_Segment_for_Order_Status_Inquiry>
  <L_Hierarchical_Level>
    <S_Hierarchical_Level>
      <E_Hierarchical_ID_Number>1</E_Hierarchical_ID_Number>
      <E_Hierarchical_Level_Code>V</E_Hierarchical_Level_Code>
    </S_Hierarchical_Level>
    <L_Name>
      <S_Name>
    </L_Name>
  </L_Hierarchical_Level>
</T_Order_Status_Inquiry_869F_Standard="X12">

```

- A. *The Processing? automatically populates and is not editable.*
- B. *The Delivered? automatically populates and is not editable.*
- C. *The Recipient Address automatically populates and is not editable.*
- D. *The XML File automatically populates and is not editable.*

3. Select to close the pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution



No common errors have been identified for this page.

Related Topics

- [DLMS Transaction Overview](#)
- [Reject a DLMS Transaction](#)
- [Resolve a DLMS Transaction](#)
- [View the Registry DLMS Transaction](#)



Program Management

Overview

The Materiel Management/Inventory Control Point module Program Management process provides the ability to view or edit a Program. Materiel Management Programs are added or deleted through the data conversion process only.
 The Materiel Management module is set up into three tiers:

- **Program Management**
 — displays all available Program Names, Program Descriptions, Agencies, and Banners.
- **Division Management**
 — displays all available Program Names, Division Names, and Division Descriptions.
- **ICP Management**
 — displays all available Division Names, ICP Names, ICP Descriptions, DoDAACs, RICs, Agency Cds, and Financial System Interfaces.

Navigation

MASTER DATA MGMT > Program Management > Program page

Page Fields

The following fields display on the **Program** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.



508	Select "View" to display a list of Managed DoDAACs.
21	Select "Add" button to create a new record.
17	Select "Edit" button to revise selected fields in record(s).

Program Grid

Name
 Description
 Agency
 Banner

Optional

Contact Point
 Address Line 1
 Address Line 2
 City
 State
 ZIP Cd
 Phone Nbr
 DSN Nbr
 Email Address
 FAX Nbr
 Program Id
 Established Dt/Tm
 Established By
 Last Transaction Dt/Tm
 Last Updated By
 Remarks



Procedures

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

View a Program


1. View the default information in the Program Grid:

Program			
Name	Description	Agency	Banner
<input type="checkbox"/> WARCOM	NSWC Asset Management	E3 - US Special Operations Command	U - For Official Use Only

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

- The Name automatically populates and is not editable.
- The Description automatically populates and is not editable.
- The Agency automatically populates and is not editable.
- The Banner automatically populates and is not editable.

2. Select . The Grid Options expanded menu appears.

3. Select  to view the optional information in the Program Grid:

Name	Description	Agency	Banner	Contact Point	Address Line 1	Address Line 2	City	State	Zip Cd	Phone Nbr	DSN Nbr	Email Address	Fax Nbr	Program Id	Established DtTm	Established By	Last Transaction DtTm	Last Updated By	Remarks
<input type="checkbox"/> WARCOM	NSWC Asset Management	E3 - US Special Operations Command	U - For Official Use Only											conversion	09/02/2017 3:46:15 PM	nut8	09/02/2017 3:46:15 PM	nut8	

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

- The Contact Point automatically populates and is not editable.
- The Address Line 1 automatically populates and is not editable.
- The Address Line 2 automatically populates and is not editable.
- The City automatically populates and is not editable.
- The State automatically populates and is not editable.
- The ZIP CD automatically populates and is not editable.
- The PHONE NBR automatically populates and is not editable.



- The DSN NBR automatically populates and is not editable.
- The E-MAIL Address automatically populates and is not editable.
- The FAX NBR automatically populates and is not editable.
- The Program ID automatically populates and is not editable.
- The Established DT/TM automatically populates and is not editable.
- The Established By automatically populates and is not editable.
- The Last Transaction DT/TM automatically populates and is not editable.
- The Last Updated By automatically populates and is not editable.
- The Remarks automatically populates and is not editable.

Update the Program

Select . The **Update Program** pop-up window appears.

View the Division Management page

Select the Program Name hyperlink. The **Division Management** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be	Invalid Characters Entered in the Remarks field.



Help Reference Guide

alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.

Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- [Update a Program](#)
- [Division Management Overview](#)
- [ICP Management Overview](#)



Update a Program

Overview

The Program Management Update process allows editing of a Program. The program details and Point of Contact details are editable; the rest of the information is not.

Navigation

MASTER DATA MGMT > Program Management > (desired record) >  > Update Program pop-up window

Page Fields

The following fields display on the **Update Program** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(* Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
473	Select "Next" button to continue.
486	Select the "Finish" button to complete the process and save all data.

Program Grid Tab

Name
Description
Banner Cd
Banner Display *

POC Grid Tab


Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.


Procedures

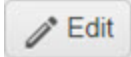
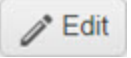
DPAS Navigation Helpful Tips

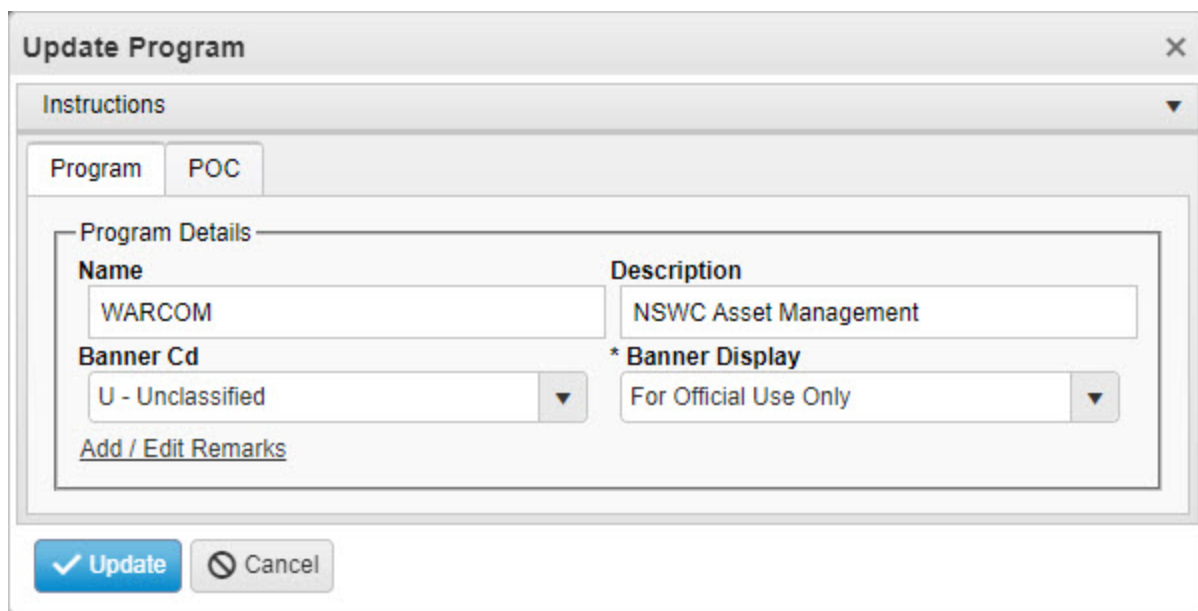




Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Update a Program

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

1. Click to select the desired entry. *The Program is highlighted, and  becomes available.*
2. Select . *The **Update Program** pop-up window displays, with the Program Tab available.*



3. Update the Name, entering the revised program name in the field provided. *This is a 25 alphanumeric character field.*
4. Update the Description, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*
5. Update the Banner Cd, using  to select the desired code.
6. Update the Banner Display, using  to select the desired code.
7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Update the History Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
8. Select the POC Tab.

Update Program [X]

Instructions [v]

Program | POC


POC Details

Contact Point <input type="text"/>	Country * - N/A [v]
Phone Nbr <input type="text"/>	Address Line 1 <input type="text"/>
DSN Nbr <input type="text"/>	Address Line 2 <input type="text"/>
Fax Nbr <input type="text"/>	City <input type="text"/>
Email Address <input type="text"/>	State * - State Cd Not Applicable [v]
	Zip Cd <input type="text"/>

[Add / Edit Remarks](#)

[✓] Update [⊘] Cancel

- A. Update the Contact Point, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- B. Update the Country, using [v] to select the desired code.
- C. Update the PHONE NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*
- D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- E. Update the DSN NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*
- F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

- G. Update the FAX NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*
 - H. Update the City, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*
 - I. Update the Email Address, entering the revised information in the field provided. *This is a 80 alphanumeric character field.*
 - J. Update the State, using to select the desired code.
 - K. Update the ZIP CD, entering the revised information in the field provided. *This is a 10 alphanumeric character field.*
 - L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Update the History Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
9. Select . *The **Update Program** pop-up window closes, and the revised record appears at the top of the grid in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.



<p>161 — Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) -, +, (), x, period and space.</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: -, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>
<p>323 — E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
<p>1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).</p>	<p>Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.</p>

Related Topics

- Program Management Overview
- Division Management Overview
- ICP Management Overview



Division Management Overview

Overview

The Materiel Management/Inventory Control Point module Division Management process provides the ability to view, create, edit, or delete a Division.

The Materiel Management module is set up into three tiers:

- **Program Management**
 – displays all available Program Names, Program Descriptions, Agencies, and Banners.
- **Division Management**
 – displays all available Program Names, Division Names, and Division Descriptions.
- **ICP Management**
 – displays all available Division Names, ICP Names, ICP Descriptions, DoDAACs, RICs, Agency Codes, and Financial System Interfaces.

Navigation

MASTER DATA MGMT > Division Management > Division page

Page Fields

The following fields display on the **Division** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.
508	Select "View" to display a list of Managed DoDAACs.

21	Select "Add" button to create a new record.
17	Select "Edit" button to revise selected fields in record(s).

Division

Program
 Name
 Description

Optional

Contact Point
 Address Line 1
 Address Line 2
 City
 State
 ZIP Cd
 Phone Nbr
 DSN Nbr
 Email Address
 FAX Nbr
 Program Id
 Established Dt/Tm
 Established By
 Last Transaction Dt/Tm
 Last Updated By
 Remarks

Procedures

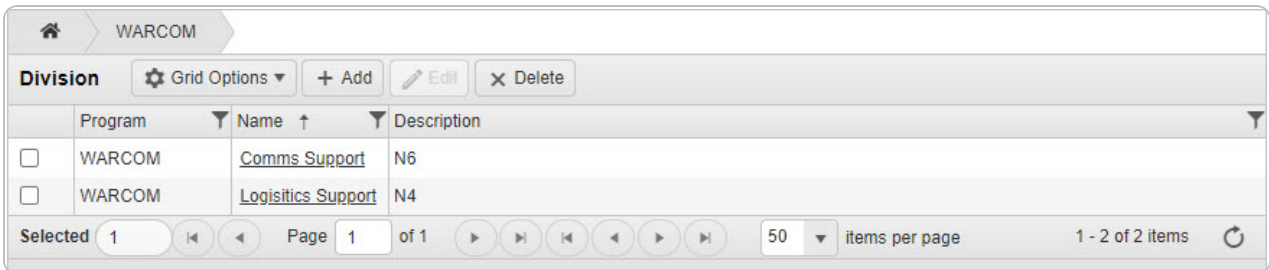
DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.


View a Division

1. View the default information in the Division Grid:



- The Program automatically populates and is not editable.
- The Name automatically populates and is not editable.
- The Description automatically populates and is not editable.

2. Select . The Grid Options expanded menu appears.

3. Select  to view the optional information in the Program Grid:



- The Contact Point automatically populates and is not editable.
- The Address Line 1 automatically populates and is not editable.
- The Address Line 2 automatically populates and is not editable.
- The City automatically populates and is not editable.
- The State automatically populates and is not editable.
- The ZIP CD automatically populates and is not editable.
- The PHONE NBR automatically populates and is not editable.
- The DSN NBR automatically populates and is not editable.
- The E-MAIL Address automatically populates and is not editable.
- The FAX NBR automatically populates and is not editable.
- The Program ID automatically populates and is not editable.

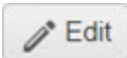

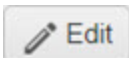


- *The Established DT/TM automatically populates and is not editable.*
- *The Established By automatically populates and is not editable.*
- *The Last Transaction DT/TM automatically populates and is not editable.*
- *The Last Updated By automatically populates and is not editable.*
- *The Remarks automatically populates and is not editable.*

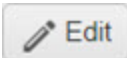


Add a Division

Select . The **Add Division** pop-up window appears.

Update the Division

1. Click to select the desired entry. *The Division is highlighted, and  and  become available.*
2. Select . *The **Update Division** pop-up window appears.*

Delete a Division

1. Click to select the desired entry. *The Division is highlighted, and  and  become available.*
2. Select . *The **Delete Division** pop-up window appears.*

View the Program Management page

Select . *The **Program Management** page appears.*

View the ICP Management page

Select the Name hyperlink. *The **ICP Management** page appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Add a Division
- Update a Division
- Delete a Division
- Program Management Overview
- ICP Management Overview

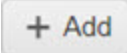


Add a Division

Overview

The Division Management Add process provides the ability to create new Divisions within a Program.

Navigation

MASTER DATA MGMT > Division Management >  > Add Division pop-up window

Page Fields

The following fields display on the **Add Division** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Division Tab

- Name *
- Description *
- Add / Edit Remarks

- Remarks
- History Remarks

POC Tab

- Contact Point
- Country
- Phone Nbr
- Address Line 1
- DSN Nbr
- Address Line 2
- FAX Nbr
- City
- Email Address
- State
- ZIP Cd
- Add / Edit Remarks

- Remarks
- History Remarks

(*). Asterisk identifies mandatory fields.


Procedures

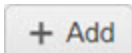
DPAS Navigation Helpful Tips

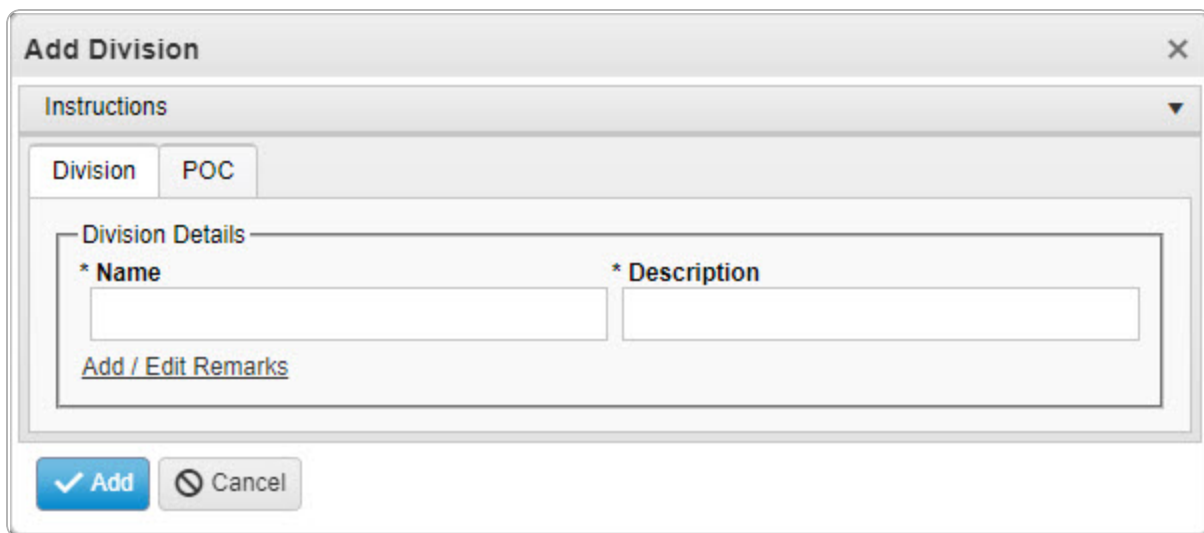


Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Add a Division

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

1. Select . The **Add Division** pop-up window displays, with the Division Tab available.



2. Enter the Name in the field provided. *This is a 25 alphanumeric character field.*
3. Enter the Description in the field provided. *This is a 125 alphanumeric character field.*
4. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
5. Select the POC Tab.

Add Division ✕

Instructions ▾


Division POC

POC Details

Contact Point <input type="text"/>	Country * - N/A ▾
Phone Nbr <input type="text"/>	Address Line 1 <input type="text"/>
DSN Nbr <input type="text"/>	Address Line 2 <input type="text"/>
Fax Nbr <input type="text"/>	City <input type="text"/>
Email Address <input type="text"/>	State * - State Cd Not Applicable ▾
	Zip Cd <input type="text"/>

[Add / Edit Remarks](#)

- A. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*
- B. Use to select the Country.
- C. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- D. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*
- E. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*
- F. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*
- G. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

- H. Enter the City in the field provided. *This is a 25 alphanumeric character field.*
 - I. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*
 - J. Use to select the State.
 - K. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
 - L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
6. Select . *The **Add Division** pop-up window closes, and the new Division record appears at the top of the grid in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.



761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, (), x, period and space.

Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

323 — E-Mail Address structure is incorrect.

Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).

Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Division Management Overview
- Update a Division
- Delete a Division
- Program Management Overview
- ICP Management Overview



Update a Division

Overview

The Division Management Update process allows editing of a Division. The Division Description and Point of Contact details are editable; the rest of the information is not.

Navigation

MASTER DATA MGMT > Division Management > (desired record) >  > Update Division pop-up window

Page Fields

The following fields display on the **Update Division** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(* Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Division Tab

Name *
Description *
Add / Edit Remarks

Remarks
History Remarks

POC Tab

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.


Procedures

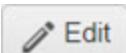

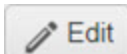
DPAS Navigation Helpful Tips

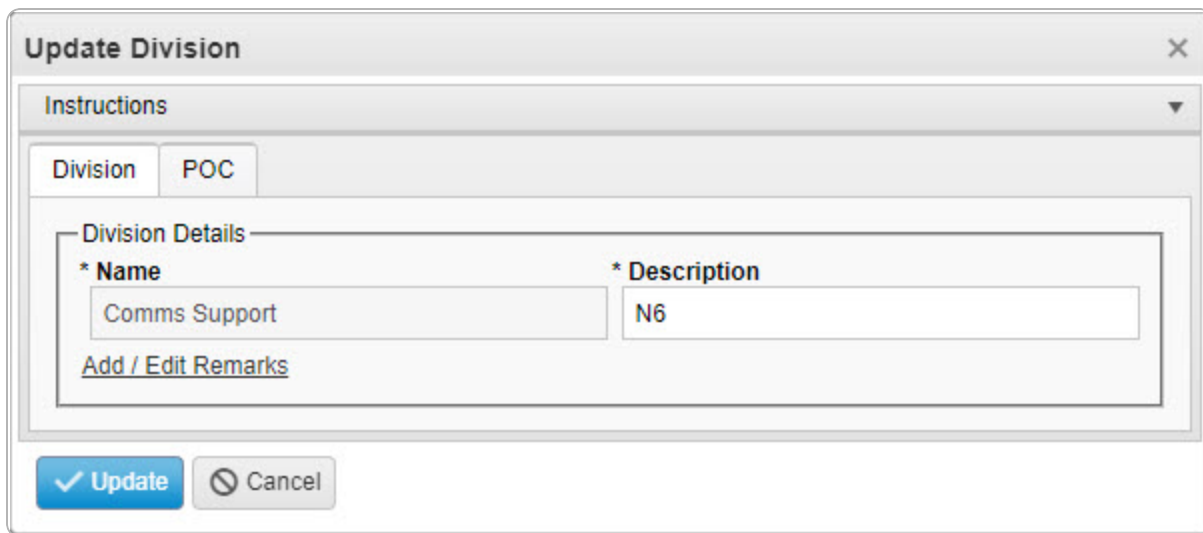


Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Update a Division

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

- Click to select the desired entry. *The Division is highlighted, and  and  become available.*
- Select . *The **Update Division** pop-up window displays, with the Division Tab available.*



- The Name automatically populates and is not editable.*
- Update the Description, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*
- Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - Update the History Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
- Select the POC Tab.



Update Division

Instructions

Division

POC


POC Details

Contact Point	Country * - N/A
Phone Nbr	Address Line 1
DSN Nbr	Address Line 2
Fax Nbr	City
Email Address	State * - State Cd Not Applicable
Add / Edit Remarks	Zip Cd

✓ Update

⊘ Cancel

- A. Update the Contact Point, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- B. Update the Country, using to select the desired code.
- C. Update the PHONE NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*
- D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- E. Update the DSN NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*
- F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

- G. Update the FAX NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*
 - H. Update the City, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*
 - I. Update the Email Address, entering the revised information in the field provided. *This is a 80 alphanumeric character field.*
 - J. Update the State, using to select the desired code.
 - K. Update the ZIP CD, entering the revised information in the field provided. *This is a 10 alphanumeric character field.*
 - L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Update the History Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
7. Select . *The **Update Division** pop-up window closes, and the revised Division record appears at the top of the grid in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

<p>161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>761 – Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 – pos, with supported special characters(s) -, +, (), x, period and space.</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: -, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>
<p>323 – E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
<p>1124 – ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).</p>	<p>Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.</p>

Related Topics

- Division Management Overview
- Add a Division
- Delete a Division
- Program Management Overview
- ICP Management Overview

Delete a Division

Overview

The Division Management Delete process allows removal of a Division.

Note



Once a Division is deleted, the record is archived and viewable. The information and the reason for the deletion is retained.

Navigation

MASTER DATA MGMT > Division Management > (desired division) > > Delete Division pop-up window

Page Fields

The following fields display on the **Delete Division** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.


Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Division


History Remarks

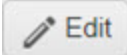


Procedures

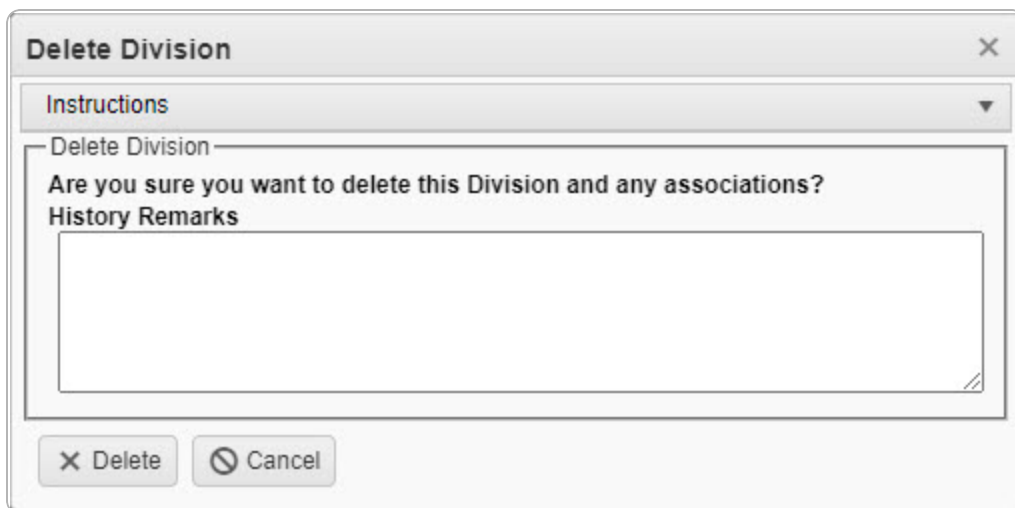
DPAS Navigation Helpful Tips


 Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Delete a Division

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

1. Click to select the desired entry. *The Division is highlighted, and  and  become available.*
2. Select . *The **Delete Division** pop-up window appears.*



3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select . The **Delete Division** pop-up window closes, and the Division record is removed from the Division grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx – Division cannot be deleted as it has associated ICPs.	Invalid Deletion. A Division cannot be deleted if there are any ICPs associated with it, or if there is any materiel attached to the associated ICPs. Review the Division again, and remove any remaining associated ICPs so the Division can be deleted.

Related Topics

- [Division Management Overview](#)
- [Add a Division](#)
- [Update a Division](#)
- [Program Management Overview](#)
- [ICP Management Overview](#)



Inventory Control Point Management Overview

Overview

The Materiel Management/Inventory Control Point module Inventory Control Point (ICP) Management process provides the ability to view, create, edit, or delete an ICP header record, as well as view, create, edit, or delete a Contractor Inventory Control Point (CICP) / Remote Storage Activity (RSA).

The Materiel Management module is set up into three tiers:

- **Program Management**
 — displays all available Program Names, Program Descriptions, Agencies, and Banners.
- **Division Management**
 — displays all available Program Names, Division Names, and Division Descriptions.
- **ICP Management**
 — displays all available Division Names, ICP Names, ICP Descriptions, DoDAACs, RICs, Agency Cds, and Financial System Interfaces.

Navigation

MASTER DATA MGMT > ICP Management > ICP Management page

Page Fields

The following fields display on the **ICP Management** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.

508	Select "View" to display a list of Managed DoDAACs.
21	Select "Add" button to create a new record.
17	Select "Edit" button to revise selected fields in record(s).

ICP Management

- Division
- ICP Name
- Description
- ICP DoDAAC
- ICP RIC
- Agency Cd
- Managed DoDAACs

 View

- RSA
- DoDAAC
- RIC
- Appropriation
- Tariff
- Billable?
- External Registry Reporting

Optional

- Contact Point
- Address Line 1
- Address Line 2
- City
- State
- ZIP Cd
- Phone Nbr
- DSN Nbr

Email Address
FAX Nbr
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By
Remarks

RSA

CICP/RSA Type
CICP/RSA Name
CICP/RSA Name ID
CICP/RSA DoDAAC
CICP/RSA RIC

Optional

Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By
Remarks

Procedures

DPAS Navigation Helpful Tips

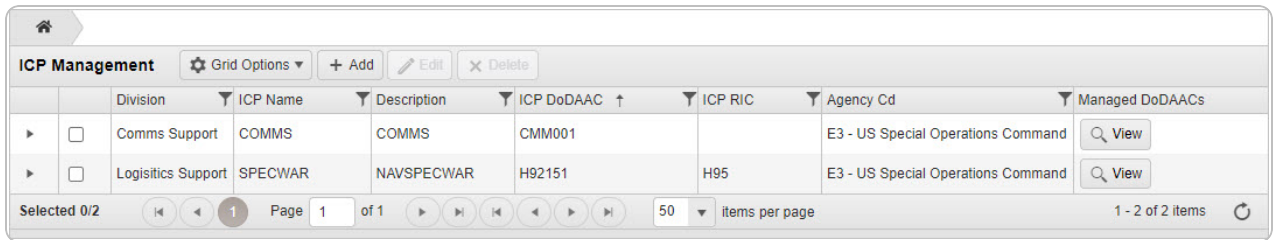


Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.



View an ICP

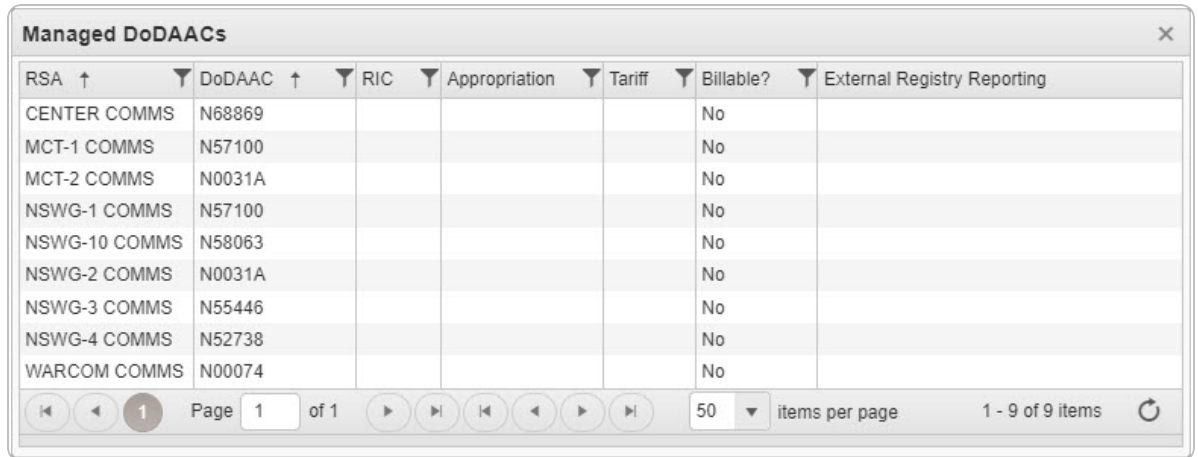
1. View the default information in the ICP Management Grid.



	Division	ICP Name	Description	ICP DoDAAC	ICP RIC	Agency Cd	Managed DoDAACs	
▶	<input type="checkbox"/>	Comms Support	COMMS	COMMS	CMM001	E3 - US Special Operations Command	<input type="button" value="View"/>	
▶	<input type="checkbox"/>	Logistics Support	SPECWAR	NAVSPECWAR	H92151	H95	E3 - US Special Operations Command	<input type="button" value="View"/>

Selected 0/2 | Page 1 of 1 | 50 items per page | 1 - 2 of 2 items

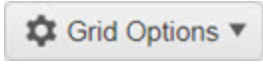

- The Division automatically populates and is not editable.
- The ICP Name automatically populates and is not editable.
- The ICP DoDAAC automatically populates and is not editable.
- The ICP RIC automatically populates and is not editable.
- The Agency Cd automatically populates and is not editable.
- The Financial System Interface automatically populates and is not editable.
- Select . The **Managed DoDAACs** pop-up window appears.

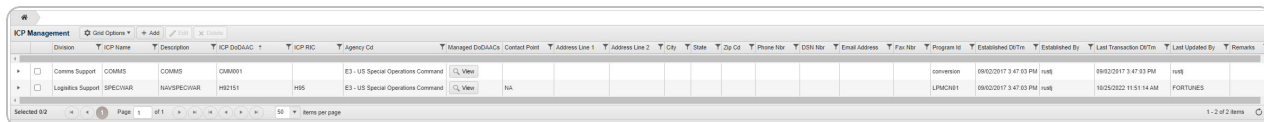


RSA	DoDAAC	RIC	Appropriation	Tariff	Billable?	External Registry Reporting
CENTER COMMS	N68869				No	
MCT-1 COMMS	N57100				No	
MCT-2 COMMS	N0031A				No	
NSWG-1 COMMS	N57100				No	
NSWG-10 COMMS	N58063				No	
NSWG-2 COMMS	N0031A				No	
NSWG-3 COMMS	N55446				No	
NSWG-4 COMMS	N52738				No	
WARCOM COMMS	N00074				No	

Page 1 of 1 | 50 items per page | 1 - 9 of 9 items

- The RSA automatically populates and is not editable.
- The DoDAAC automatically populates and is not editable.
- The RIC automatically populates and is not editable.


2. Select . *The Grid Options expanded menu appears.*
3. Select . *The optional information in the ICP Management Grid appears.*

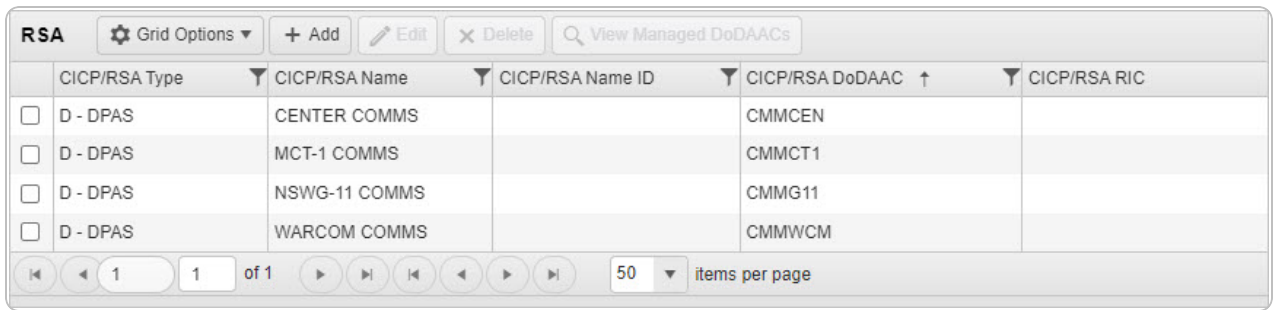


Division	ICP Name	Description	ICP DSDAAC	ICP RIC	Agency Ct	Managed DSDAAC	Contact Point	Address Line 1	Address Line 2	City	State	Zip Ct	Phone Nbr	DSN Nbr	Email Address	Fax Nbr	Program Id	Established Dt/Tm	Established By	Last Transaction Dt/Tm	Last Updated By	Remarks
Comms Support	COMMS	COMMS	COM001		E3 - US Special Operations Command												commsion	06/02/2017 3:47:03 PM	ivh8	09/02/2017 3:47:03 PM	ivh8	
Logistics Support	SPECQVAR	NAVISPECQVAR	MS2151	MSS	E3 - US Special Operations Command												LPKCN01	06/02/2017 3:47:03 PM	ivh8	10/25/2022 11:51:14 AM	FORTUNES	

- *The Contact Point automatically populates and is not editable.*
- *The Address Line 1 automatically populates and is not editable.*
- *The Address Line 2 automatically populates and is not editable.*
- *The City automatically populates and is not editable.*
- *The State automatically populates and is not editable.*
- *The ZIP CD automatically populates and is not editable.*
- *The PHONE NBR automatically populates and is not editable.*
- *The DSN NBR automatically populates and is not editable.*
- *The E-MAIL Address automatically populates and is not editable.*
- *The FAX NBR automatically populates and is not editable.*
- *The Program ID automatically populates and is not editable.*
- *The Established DT/TM automatically populates and is not editable.*
- *The Established By automatically populates and is not editable.*
- *The Last Transaction DT/TM automatically populates and is not editable.*
- *The Last Updated By automatically populates and is not editable.*
- *The Remarks automatically populates and is not editable.*

View a CICP / RSA

1. Select  next to the desired ICP entry. *The RSA grid appears.*

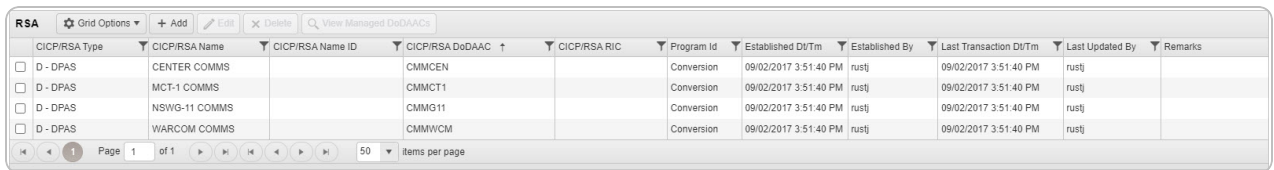


	CICP/RSA Type	CICP/RSA Name	CICP/RSA Name ID	CICP/RSA DoDAAC	CICP/RSA RIC
<input type="checkbox"/>	D - DPAS	CENTER COMMS		CMMCEN	
<input type="checkbox"/>	D - DPAS	MCT-1 COMMS		CMMCT1	
<input type="checkbox"/>	D - DPAS	NSWG-11 COMMS		CMMG11	
<input type="checkbox"/>	D - DPAS	WARCOM COMMS		CMMWCM	

- *The CICP/RSA Type automatically populates and is not editable.*
- *The CICP/RSA Name automatically populates and is not editable.*
- *The CICP/RSA Name ID automatically populates and is not editable.*
- *The CICP/RSA DoDAAC automatically populates and is not editable.*
- *The CICP/RSA RIC automatically populates and is not editable.*

2. Select . *The Grid Options expanded menu appears.*

3. Select . *The optional information in the RSA Grid appears.*



	CICP/RSA Type	CICP/RSA Name	CICP/RSA Name ID	CICP/RSA DoDAAC	CICP/RSA RIC	Program ID	Established DT/Tm	Established By	Last Transaction DT/Tm	Last Updated By	Remarks
<input type="checkbox"/>	D - DPAS	CENTER COMMS		CMMCEN		Conversion	09/02/2017 3:51:40 PM	rustj	09/02/2017 3:51:40 PM	rustj	
<input type="checkbox"/>	D - DPAS	MCT-1 COMMS		CMMCT1		Conversion	09/02/2017 3:51:40 PM	rustj	09/02/2017 3:51:40 PM	rustj	
<input type="checkbox"/>	D - DPAS	NSWG-11 COMMS		CMMG11		Conversion	09/02/2017 3:51:40 PM	rustj	09/02/2017 3:51:40 PM	rustj	
<input type="checkbox"/>	D - DPAS	WARCOM COMMS		CMMWCM		Conversion	09/02/2017 3:51:40 PM	rustj	09/02/2017 3:51:40 PM	rustj	

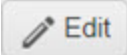
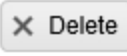
- *The Program ID automatically populates and is not editable.*
- *The Established DT/TM automatically populates and is not editable.*
- *The Established By automatically populates and is not editable.*
- *The Last Transaction DT/TM automatically populates and is not editable.*
- *The Last Updated By automatically populates and is not editable.*
- *The Remarks automatically populates and is not editable.*



Add an ICP Header Record

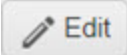
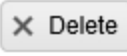
Select . The **Add ICP Management** pop-up window appears.

Update an ICP Header Record

1. Click to select the desired entry. The ICP Header Record is highlighted, and  and  become available.

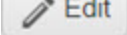

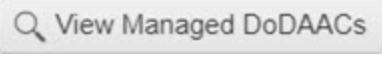
2. Select . The **Update ICP Management** pop-up window appears.

Delete an ICP Header Record

1. Click to select the desired entry. The ICP Header Record is highlighted, and  and  become available.

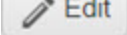

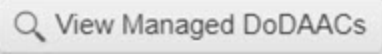
2. Select . The **Delete ICP** pop-up window appears.

Add a CICP / RSA

1. Click to select the desired entry. The CICP/RSA is highlighted, and , , and  become available.

2. Select . The **Add RSA** pop-up window appears.

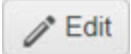
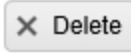
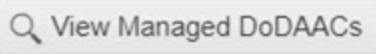
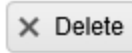
Update a CICP / RSA

1. Click to select the desired entry. The CICP/RSA is highlighted, and , , and  become available.

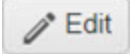

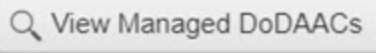



2. Select . The **Update RSA** pop-up window appears.

Delete a CICP / RSA

1. Click to select the desired entry. The **CICP/RSA** is highlighted, and , , and  become available.
2. Select . The **Delete RSA** pop-up window appears.

View the Managed DoDAACs

1. Click to select the desired entry. The **CICP/RSA** is highlighted, and , , and  become available.
2. Select . A single line of the **Managed DoDAACs** pop-up window appears.

View the Program Management page

Select . The **Program Management** page appears.

View the Division Management page

Select the Division hyperlink. The **Division Management** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------

<p>125 — No record(s) match search criteria or you do not have the appropriate security access.</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>
<p>161 — Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>

Related Topics

- Add an ICP Header Record
- Update an ICP Header Record
- Delete an ICP Header Record
- Add a CICIP/ RSA
- Update a CICIP/ RSA
- Delete a CICIP/ RSA
- Program Management Overview
- Division Management Overview



Add an ICP Header Record

Overview

The Inventory Control Point (ICP) Management Add process provides the ability to create new ICP Header Records within a Division.

Navigation

MASTER DATA MGMT > ICP Management >  > Add ICP Management pop-up window

Page Fields

The following fields display on the **Add ICP Management** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(* Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".



ICP Tab

ICP Name *
Description *
ICP DoDAAC *
ICP RIC
Add / Edit Remarks

Remarks
History Remarks

POC Tab

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Managed DoDAACs Tab

DoDAAC
RIC
Fund Cd
Tariff
Billable?

(* Asterisk identifies mandatory fields.




Procedures

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Add an ICP Header Record

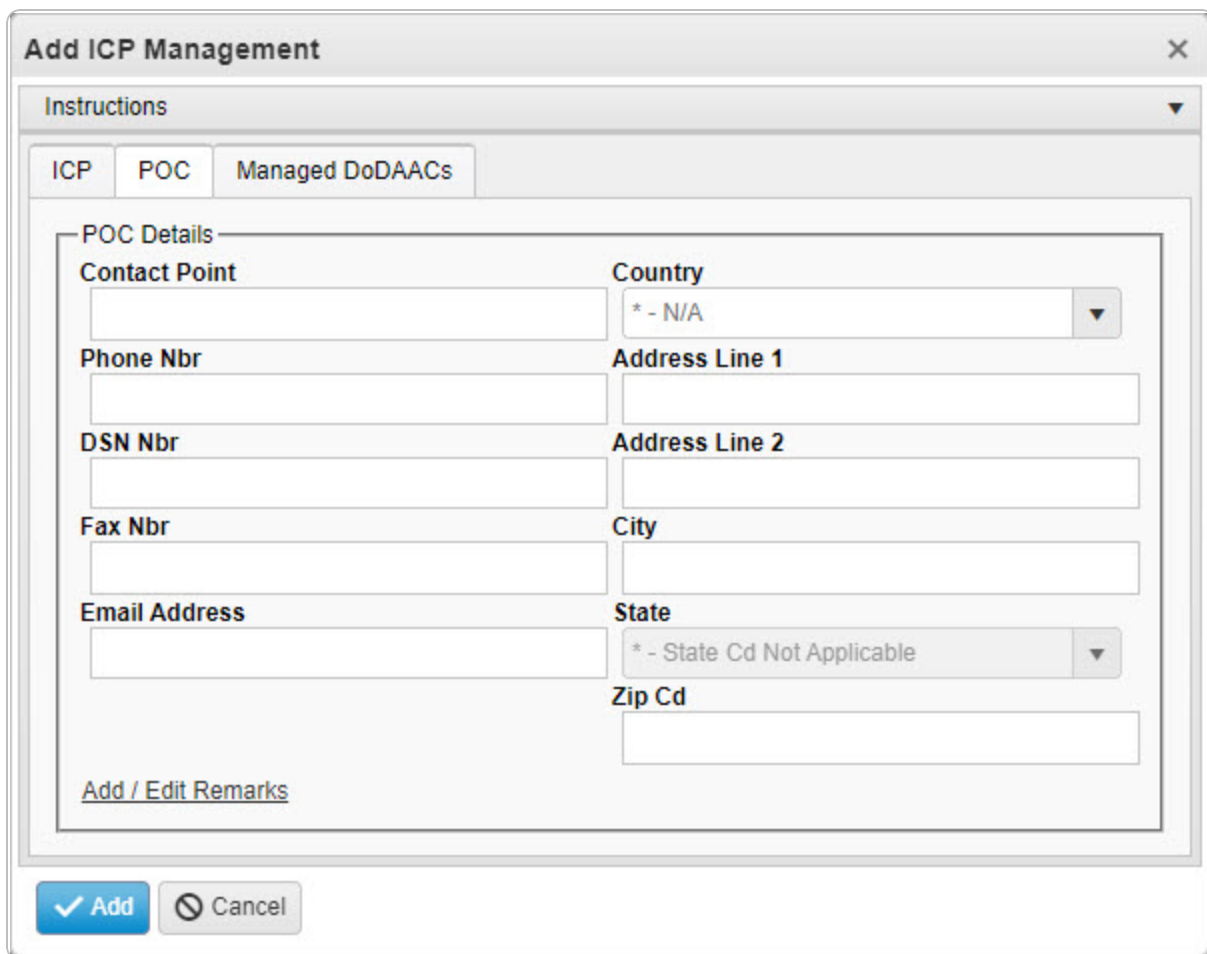
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add ICP Management** pop-up window displays, with the ICP Tab available.

2. Enter the ICP Name in the field provided. *This is a 25 alphanumeric character field.*
3. Enter the Description in the field provided. *This is a 125 alphanumeric character field.*
4. Enter the ICP DoDAAC in the field provided. *This is a 6 alphanumeric character field.*



5. Enter the ICP RIC in the field provided. *This is a 3 alphanumeric character field.*
6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
7. Select the POC Tab.



Add ICP Management

Instructions

ICP POC Managed DoDAACs

POC Details

Contact Point Country
 * - N/A

Phone Nbr Address Line 1

DSN Nbr Address Line 2

Fax Nbr City

Email Address State
 * - State Cd Not Applicable

Zip Cd

[Add / Edit Remarks](#)

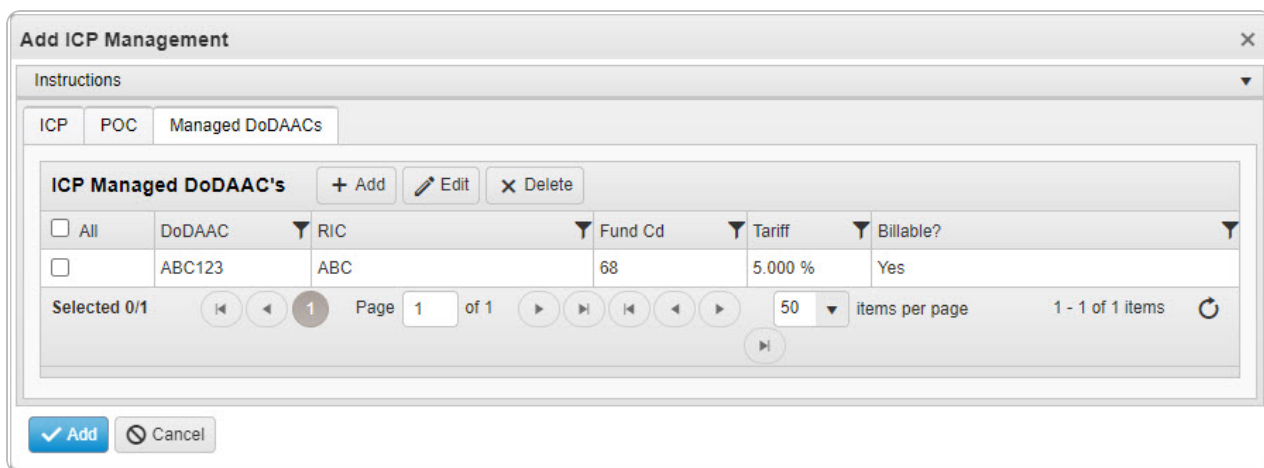
✓ Add ⓧ Cancel

- A. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*
- B. Use to select the Country.
- C. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*



- D. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*
- E. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*
- F. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*
- G. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
- H. Enter the City in the field provided. *This is a 25 alphanumeric character field.*
- I. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*
- J. Use to select the State.
- K. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

8. Select the Managed DoDAACs Tab.



Add ICP Management

Instructions

ICP POC **Managed DoDAACs**

ICP Managed DoDAAC's + Add Edit Delete

<input type="checkbox"/> All	DoDAAC	RIC	Fund Cd	Tariff	Billable?
<input type="checkbox"/>	ABC123	ABC	68	5.000 %	Yes

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

+ Add Cancel

- A. Select . *The ICP Managed DoDAAC's grid expands, with empty fields available.*

- a. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
 - b. Enter the RIC in the field provided. *This is a 3 alphanumeric character field.*
 - c. Use to select the Fund Cd.
 - d. Enter the Tariff in the field provided. *This is a 9 numeric character field.*
 - e. Click to select the Billable? *When checked, the DoDAAC is marked as Billable.*
- B. Select . *The ICP Header is saved, appears green in the row, and is associated to the ICP Header Record.*
9. Select . *The new ICP Management record is saved, and appears in the ICP Management Grid in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.



<p>13 – Mandatory Entry: ICP Name.</p>	
<p>13 – Mandatory Entry: Description.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 – Mandatory Entry: ICP DoDAAC.</p>	
<p>419 – Entry must be 6 pos alphanumeric except for alpha "I" or "O".</p>	<p>Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters. Check the information again, and re-enter the DoDAAC.</p>
<p>761 – Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 – pos, with supported special characters(s) – , +, (), x, period and space.</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: – , +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>
<p>323 – E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
<p>1124 – ZIP Cd is not in</p>	<p>Invalid ZIP Code format entered. Enter a min-</p>





valid format (12345, 12345-1234, 12345 1234).

imum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- ICP Management Overview
- Update an ICP Header Record
- Delete an ICP Header Record
- Add a CICIP / RSA
- Update a CICIP / RSA
- Delete a CICIP / RSA
- Program Management Overview
- Division Management Overview

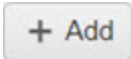


Add a CICP / RSA

Overview

The Contractor Inventory Control Point (CICP) / Remote Storage Activity (RSA) Add process provides the ability to create new CICPs or RSAs within an ICP.

Navigation

MASTER DATA MGMT > ICP Management > (desired ICP) >  > RSA pop-up window

Page Fields

The following fields display on the **RSA** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

CICP/RSA Tab

CICP / RSA Type *

DPAS

- DPAS Warehouse
- CICP/RSA DoDAAC
- CICP/RSA RIC

External CICP

- CICP/RSA Name
- CICP/RSA Name ID

CICP/RSA DoDAAC
CICP/RSA RIC
Materiel Will Be Reported At Detail Level
Materiel Will Be Reported By Location

External RSA

CICP/RSA Name
CICP/RSA Name ID
CICP/RSA DoDAAC
CICP/RSA RIC
Materiel Will Be Reported At Detail Level

Require GFM Contract Nbr for DLMS Transactions

Managed DoDAACs Tab

DoDAAC
RIC
Appropriation

 **Contracts**

Contract Nbr *
GFM Contract Nbr
Dlvry Order Nbr
Start Dt
Expiration Dt

External Registry Reporting

Optional

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks



POC Tab

- Contact Point
- Country
- Phone Nbr
- Address Line 1
- DSN Nbr
- Address Line 2
- FAX Nbr
- City
- Email Address
- State
- ZIP Cd
- Add / Edit Remarks

- Remarks
- History Remarks


(* Asterisk identifies mandatory fields.


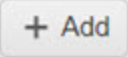
Procedures

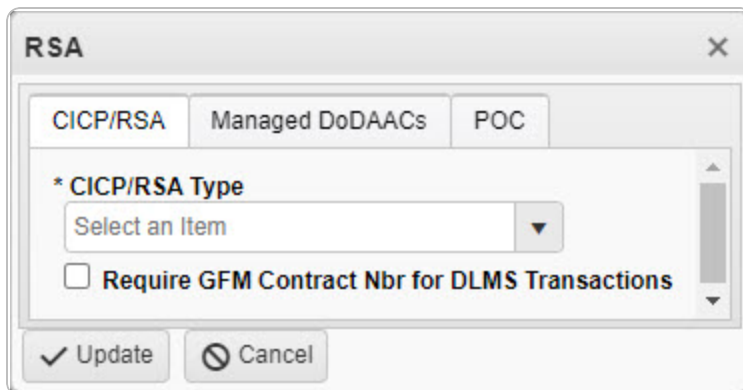
DPAS Navigation Helpful Tips

 Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Add a CICP / RSA

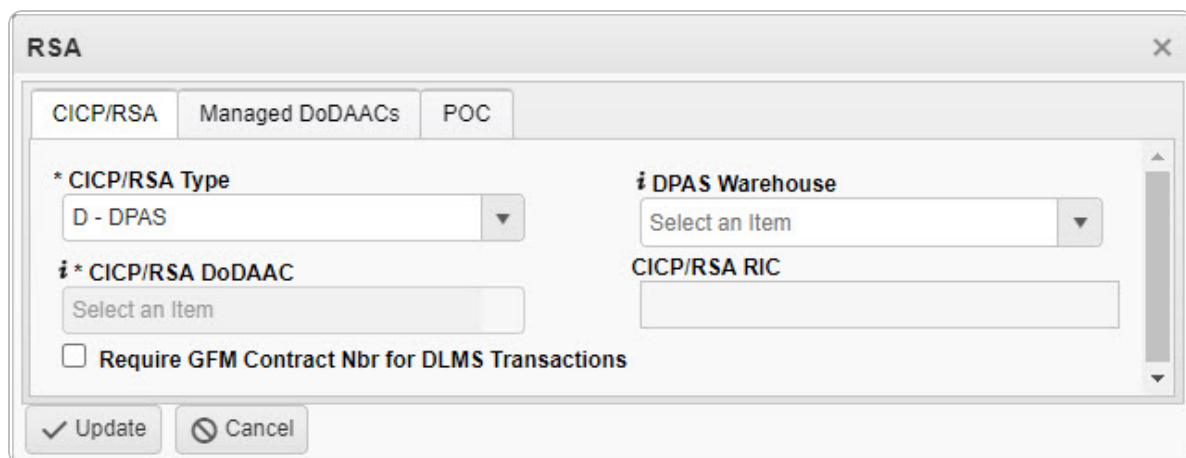
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  next to the desired ICP entry. *The RSA grid appears.*
2. Select . *The **RSA** pop-up window displays, with the CICP/RSA Tab available.*



3. Use to select the CICP / RSA Type. The choices include:

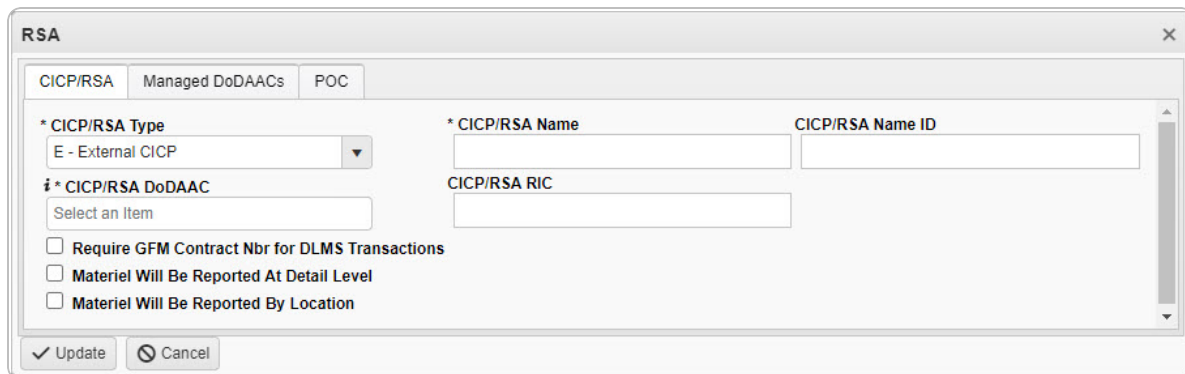
- **D - DPAS**



- Use to select the DPAS Warehouse, or use **i** to assist with the entry.
- The CICP/RSA DoDAAC automatically populates and is not editable.
- The CICP/RSA RIC automatically populates and is not editable.
- Click to select the Require GFM CONTRACT NBR for DLMS Transactions. When checked, any DLMS transactions require a GFM CONTRACT NUMBER.

- **E - External CICP**





RSA

CICP/RSA Managed DoDAACs POC

* CICP/RSA Type
 E - External CICP

* CICP/RSA Name CICP/RSA Name ID

† * CICP/RSA DoDAAC
 Select an Item

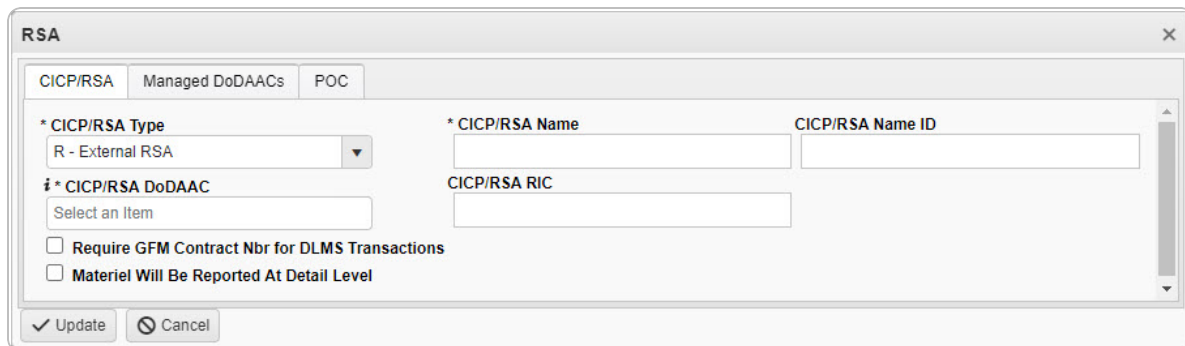
CICP/RSA RIC

Require GFM Contract Nbr for DLMS Transactions
 Materiel Will Be Reported At Detail Level
 Materiel Will Be Reported By Location

✓ Update ⓧ Cancel

- A. Enter the CICP / RSA Name in the field provided. *This is a 25 alphanumeric character field.*
- B. Enter the CICP / RSA Name ID in the field provided. *This is a 25 alphanumeric character field.*
- C. Enter the CICP / RSA DoDAAC, using **i** to assist with the entry. *This is a 6 alphanumeric character field.*
- D. Enter the CICP / RSA RIC in the field provided. *This is a 3 alphanumeric character field.*
- E. Click to select the Require GFM CONTRACT NBR for DLMS Transactions. *When checked, any DLMS transactions require a GFM CONTRACT NUMBER.*
- F. Click to select the Materiel Will Be Reported At Detail Level. *When checked, the tracking is managed at the detail level, and not by the location.*
- G. Click to select the Materiel Will Be Reported By Location. *When checked, the tracking is managed by the location, and not at the detail level.*

• **R - External RSA**



RSA

CICP/RSA Managed DoDAACs POC

* CICP/RSA Type
 R - External RSA

* CICP/RSA Name CICP/RSA Name ID


† * CICP/RSA DoDAAC
 Select an Item

CICP/RSA RIC


Require GFM Contract Nbr for DLMS Transactions
 Materiel Will Be Reported At Detail Level

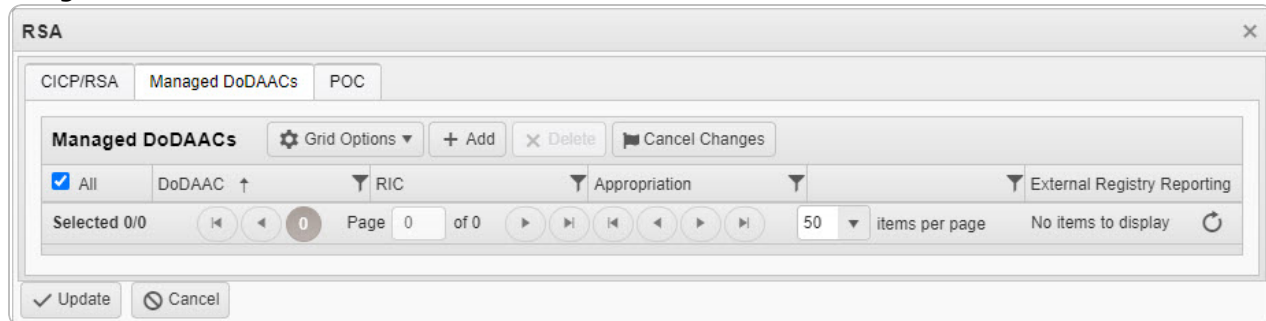
✓ Update ⓧ Cancel

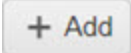

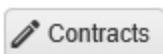


- A. Enter the CICP / RSA Name in the field provided. *This is a 25 alphanumeric character field.*
- B. Enter the CICP / RSA Name ID in the field provided. *This is a xx alphanumeric character field.*
- C. Enter the CICP / RSA DoDAAC, using  to assist with the entry. *This is a 6 alphanumeric character field.*
- D. Enter the CICP / RSA RIC in the field provided. *This is a 3 alphanumeric character field.*
- E. Click to select the Require GFM CONTRACT NBR for DLMS Transactions. *When checked, any DLMS transactions require a GFM CONTRACT NUMBER.*
- F. Click to select the Materiel Will Be Reported At Detail Level. *When checked, the tracking is managed at the detail level, and not by the location.*

4. Select the Managed DoDAACs Tab.

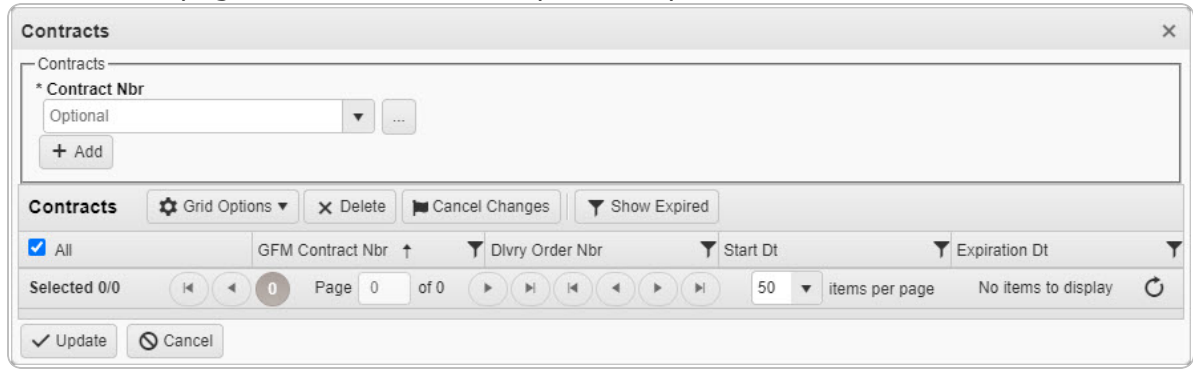
Selecting  at any point of this procedure removes all revisions and closes the grid.



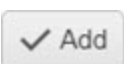



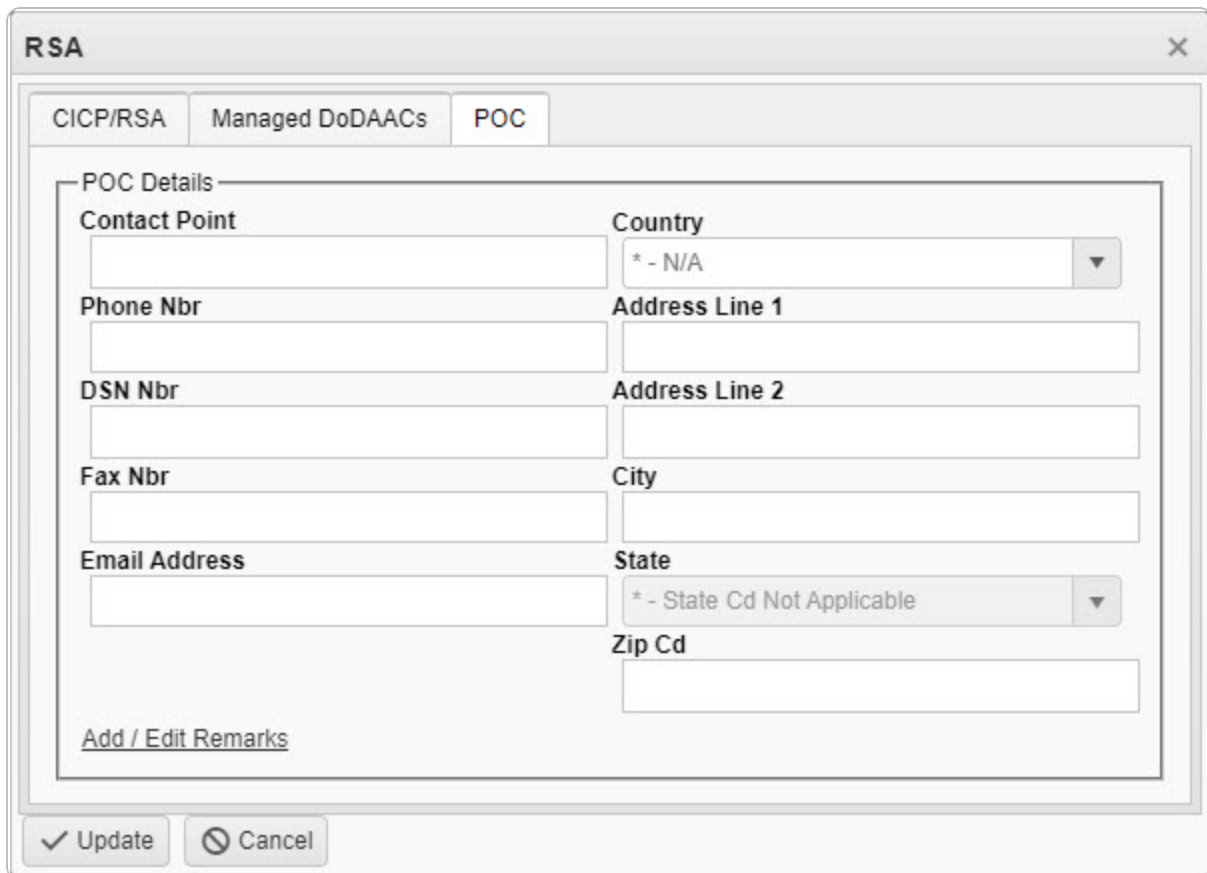
- A. Select . *The Managed DoDAACs grid expands, with empty fields available.*
- B. Use  to select the DoDAAC.
- C. *The RIC automatically populates once the DoDAAC is entered, and is not editable.*
- D. *The Appropriation automatically populates once the DoDAAC is entered, and is not editable.*
- E. Select . *The **Contracts** pop-up window appears.*



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




- a. Use  or  to select the desired Contract Nbr.
 Contract Number Browse help
 - b. Select . The information appears in the Contracts grid.
 - c. Click to select the desired Contract. The row is highlighted.
 - d. Select . The **Contracts** pop-up window closes, and the **RSA** pop-up window reappears.
- F. Select the External Registry Reporting field. A drop-down appears with options to choose.
5. Select the POC Tab.



The screenshot shows a window titled "RSA" with a close button (X) in the top right corner. Below the title bar are three tabs: "CICP/RSA", "Managed DoDAACs", and "POC". The "POC" tab is selected. The main content area is titled "POC Details" and contains the following fields:

- Contact Point**: A text input field.
- Country**: A dropdown menu with the selected value "* - N/A".
- Phone Nbr**: A text input field.
- Address Line 1**: A text input field.
- DSN Nbr**: A text input field.
- Address Line 2**: A text input field.
- Fax Nbr**: A text input field.
- City**: A text input field.
- Email Address**: A text input field.
- State**: A dropdown menu with the selected value "* - State Cd Not Applicable".
- Zip Cd**: A text input field.

At the bottom left of the form area is a link labeled "Add / Edit Remarks". At the bottom of the window are two buttons: "Update" (with a checkmark icon) and "Cancel" (with a circle and slash icon).

- A. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*
- B. Use  to select the Country.
- C. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- D. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*
- E. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*
- F. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*
- G. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
- H. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

- I. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*
- J. Use to select the State.
- K. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

6. Select . *The CICIP / RSA is added to the ICP header record.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.





<p>13 – Mandatory Entry: CICP/RSA Type.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 – Mandatory Entry: CICP/RSA Name.</p>	
<p>13 – Mandatory Entry: CICP/RSA DoDAAC.</p>	
<p>13 – Mandatory Entry: CONTRACT NBR.</p>	
<p>419 – Entry must be 6 pos alphanumeric except for alpha "I" or "O".</p>	<p>Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters. Check the information again, and re-enter the DoDAAC.</p>
<p>761 – Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 – pos, with supported special characters(s) – , +, (), x, period and space.</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: –, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>
<p>323 – E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric</p>





	character.
1124 – ZIP Code is not in valid format (12345, 12345 - 1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- ICP Management Overview
- Add an ICP Header Record
- Update an ICP Header Record
- Delete an ICP Header Record
- Update a CICP / RSA
- Delete a CICP / RSA
- Program Management Overview
- Division Management Overview

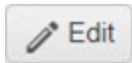


Update an ICP Header Record

Overview

The Inventory Control Point (ICP) Management Update process allows editing of an ICP Header Record.

Navigation

MASTER DATA MGMT > ICP Management > (desired ICP) >  > Update ICP Management pop-up window

Page Fields

The following fields display on the **Update ICP Management** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(* Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".



ICP Tab

- ICP Name *
- Description *
- ICP DoDAAC *
- ICP RIC
- Add / Edit Remarks

- Remarks
- History Remarks

POC Tab

- Contact Point
- Country
- Phone Nbr
- Address Line 1
- DSN Nbr
- Address Line 2
- FAX Nbr
- City
- Email Address
- State
- ZIP Cd
- Add / Edit Remarks

- Remarks
- History Remarks

Managed DoDAACs Tab

- DoDAAC
- RIC
- Fund Cd
- Tariff
- Billable?

(*). Asterisk identifies mandatory fields.



Procedures

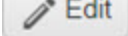
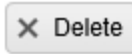
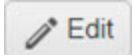
DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Update an ICP Header Record

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

- Click to select the desired entry. *The ICP Header Record is highlighted, and  Edit and  Delete become available.*
- Select . *The **Update ICP Management** pop-up window displays, with the ICP Tab available.*

Update ICP Management ✕

Instructions ▾

ICP POC Managed DoDAACs

ICP Details

* ICP Name	* Description
COMMS	COMMS
* ICP DoDAAC	ICP RIC
CMM001	

[Add / Edit Remarks](#)





Help Reference Guide

3. Verify the ICP Name.
4. Update the Description, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*
5. Update the ICP DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
6. Update the ICP RIC, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
8. Select the POC Tab.



Update ICP Management [X]

Instructions [v]

ICP | POC | Managed DoDAACs

POC Details

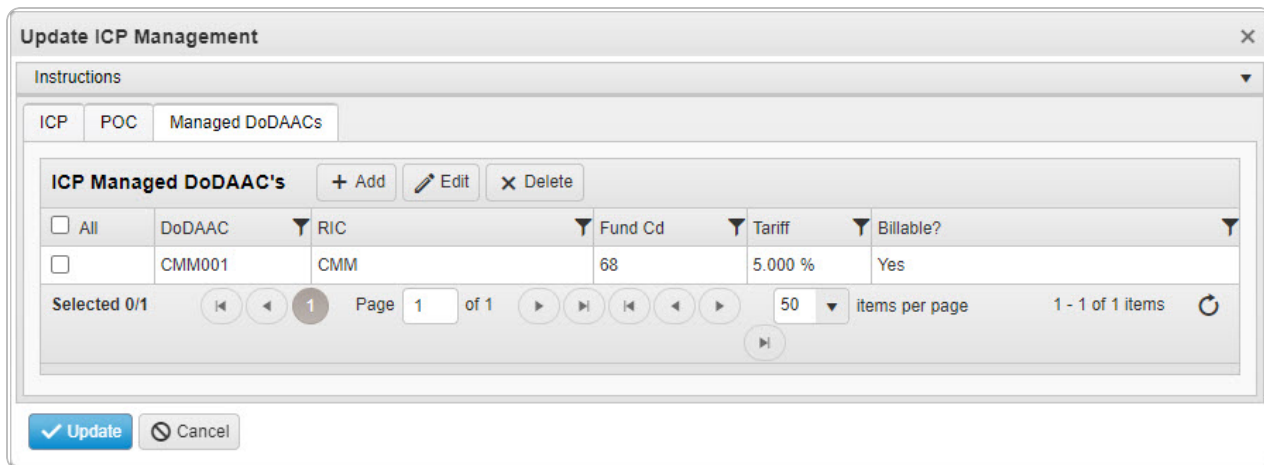
Contact Point <input type="text"/>	Country * - N/A [v]
Phone Nbr <input type="text"/>	Address Line 1 <input type="text"/>
DSN Nbr <input type="text"/>	Address Line 2 <input type="text"/>
Fax Nbr <input type="text"/>	City <input type="text"/>
Email Address <input type="text"/>	State * - State Cd Not Applicable [v]
	Zip Cd <input type="text"/>

[Add / Edit Remarks](#)

[✓] Update [⊘] Cancel

- A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
- B. Update the Country, using [v] to select the desired code.
- C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

- G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - H. Update the City, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*
 - I. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
 - J. Update the State, using to select the desired code.
 - K. Update the ZIP CD, entering the revised information in the field provided. *This is a 10 alphanumeric character field.*
 - L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
9. Select the Managed DoDAACs Tab.



Update ICP Management

Instructions

ICP POC **Managed DoDAACs**

ICP Managed DoDAAC's + Add Edit Delete

<input type="checkbox"/> All	DoDAAC	RIC	Fund Cd	Tariff	Billable?
<input type="checkbox"/>	CMM001	CMM	68	5.000 %	Yes

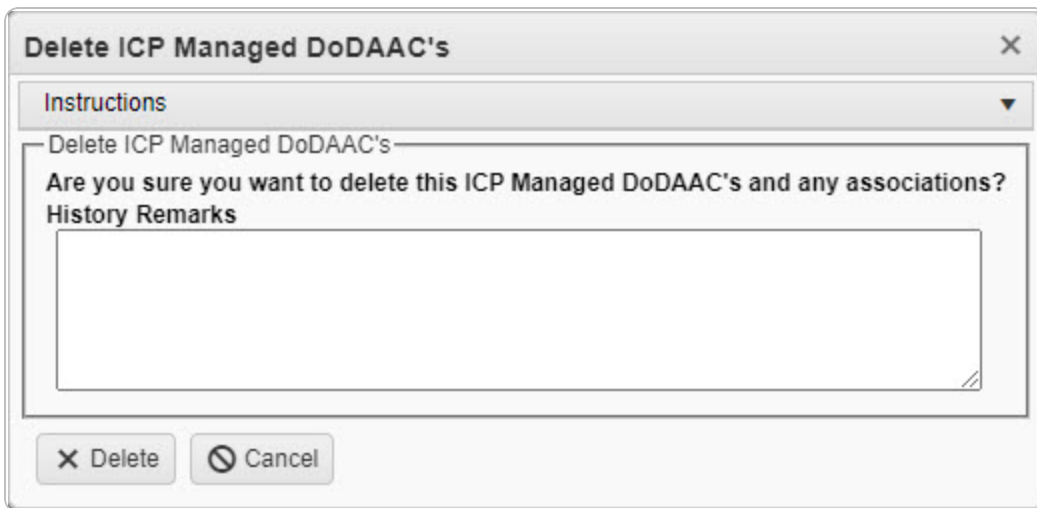
Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items

Update Cancel

- A. *Verify the DoDAAC.*
- B. *Verify the RIC.*
- C. *Verify the FUND Cd.*
- D. *Verify the Tariff.*
- E. *Verify the Billable?*

Delete the ICP Managed DoDAAC

- a. Click to select the desired DoDAAC.
- b. Select . The **Delete ICP Managed DoDAAC's** pop-up window appears.



- c. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- d. Select . The DoDAAC is removed from the ICP Header Record.

- 10. Select . The revised ICP Management record is saved.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match	Invalid Entry. Results for the search criteria



<p>search criteria or you do not have the appropriate security access.</p>	<p>entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>
<p>161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.</p>
<p>13 – Mandatory Entry: ICP Name.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 – Mandatory Entry: Description.</p>	
<p>13 – Mandatory Entry: ICP DoDAAC.</p>	
<p>419 – Entry must be 6 pos alphanumeric except for alpha "I" or "O".</p>	<p>Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters. Check the information again, and re-enter the DoDAAC.</p>
<p>761 – Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 – pos, with sup-</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the</p>





<p>ported special characters(s) — , +, (), x, period and space.</p>	<p>extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>
<p>323 — E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
<p>1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).</p>	<p>Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.</p>

Related Topics

- ICP Management Overview
- Add an ICP Header Record
- Delete an ICP Header Record
- Add a CICP / RSA
- Update a CICP / RSA
- Delete a CICP / RSA
- Program Management Overview
- Division Management Overview

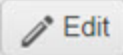


Update a CICP / RSA

Overview

The Contractor Inventory Control Point (CICP) / Remote Storage Activity (RSA) Update process allows editing of a CICP or an RSA within an ICP.

Navigation

MASTER DATA MGMT > ICP Management > ▶ (desired ICP) > (desired RSA) >  Edit > Update RSA pop-up window

Page Fields


The following fields display on the **RSA** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

CICP/RSA Tab

- CICP / RSA Type *
- CICP/RSA Name * / DPAS Warehouse
- CICP / RSA DoDAAC  *
- CICP / RSA RIC
- Require GFM Contract Nbr for DLMS Transactions
- Materiel Will Be Reported At Detail Level
- Materiel Will Be Reported By Location



Managed DoDAACs Tab

DoDAAC
RIC

 Contracts

Contract Nbr *
GFM Contract Nbr
Dlvry Order Nbr
Start Dt
Expiration Dt

Optional

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

POC Tab

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks



(* Asterisk identifies mandatory fields.

Procedures


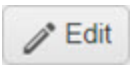

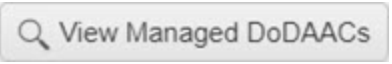
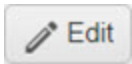
DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Update a CICP / RSA

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

- Select  next to the desired ICP entry. *The RSA grid appears.*
- Click to select the desired entry. *The CICP/RSA is highlighted, and , , and  become available.*
- Select . *The **RSA** pop-up window displays, with the CICP/RSA Tab available.*
- Depending upon the CICP / RSA Type, the fields change:

- D - DPAS**

RSA

CICP/RSA Managed DoDAACs POC

* CICP/RSA Type
D - DPAS

i DPAS Warehouse
CENTER COMMS

i* CICP/RSA DoDAAC
CMMCEN

CICP/RSA RIC

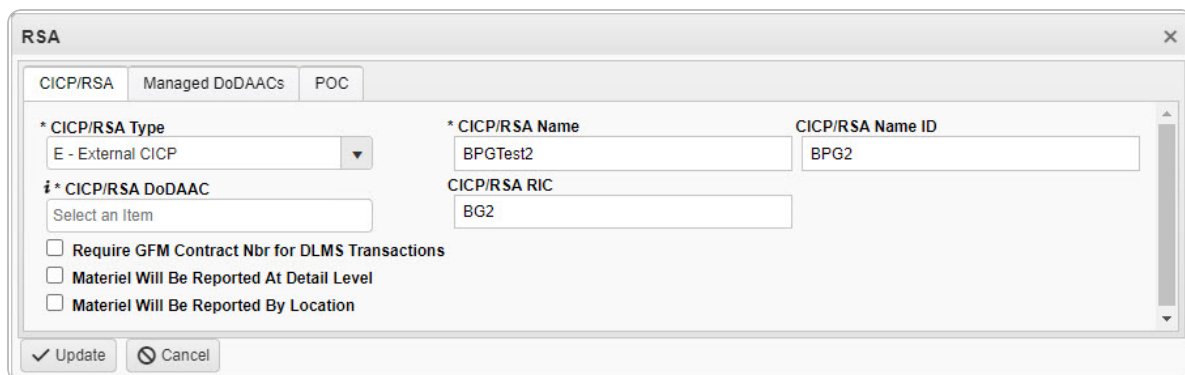
Require GFM Contract Nbr for DLMS Transactions

✓ Update ✕ Cancel



- A. Verify the DPAS Warehouse.
- B. Verify the CICIP/RSA DoDAAC.
- C. Verify the CICIP/RSA RIC.
- D. Verify the Require GFM CONTRACT NBR for DLMS Transactions contains the appropriate or .


• **E - External CICIP**



The screenshot shows the 'RSA' application window with the following fields and options:

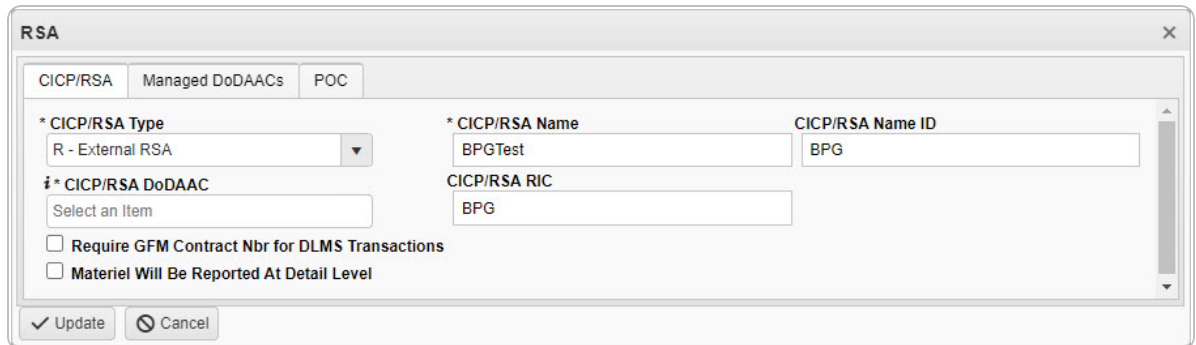
- CICIP/RSA Type:** E - External CICIP
- CICIP/RSA Name:** BPGTest2
- CICIP/RSA Name ID:** BPG2
- CICIP/RSA DoDAAC:** Select an Item
- CICIP/RSA RIC:** BG2
- Require GFM Contract Nbr for DLMS Transactions
- Materiel Will Be Reported At Detail Level
- Materiel Will Be Reported By Location

Buttons: Update, Cancel

- A. Update the CICIP / RSA Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*
- B. Update the CICIP / RSA Name ID, entering the revised identifier in the field provided. *This is a 25 alphanumeric character field.*
- C. Update the CICIP / RSA DoDAAC, using  to assist with the revised DoDAAC. *This is a 6 alphanumeric character field.*
- D. Update the CICIP / RSA RIC, entering the revised RIC in the field provided. *This is a 3 alphanumeric character field.*
- E. Verify the Require GFM CONTRACT NBR for DLMS Transactions contains the appropriate or . *When checked, any DLMS transactions require a GFM CONTRACT NUMBER.*
- F. Verify the Materiel Will Be Reported At Detail Level contains the appropriate or . *When checked, the tracking is managed at the detail level, and not by the location.*
- G. Verify the Materiel Will Be Reported By Location contains the appropriate or . *When checked, the tracking is managed by the location, and not at the detail level.*



- **R - External RSA**

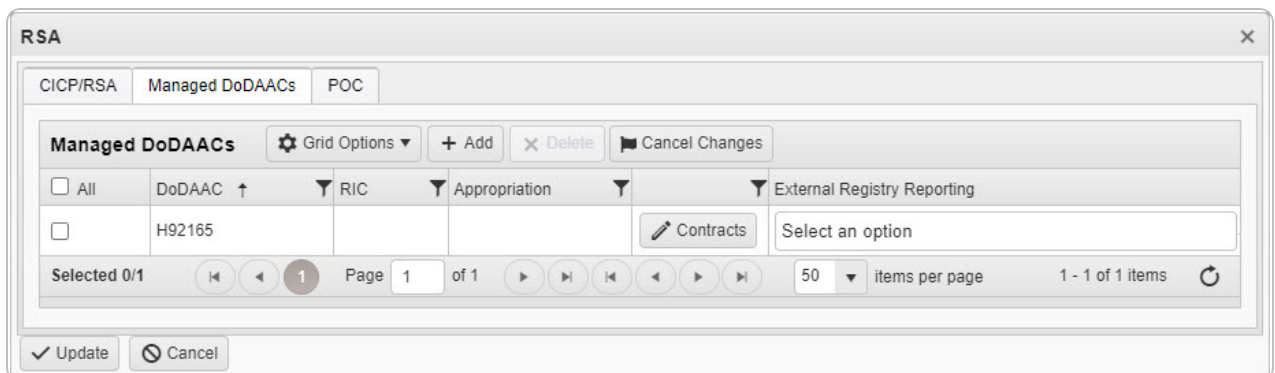


The screenshot shows the 'RSA' form with the following fields and values:

- CICIP/RSA Type:** R - External RSA
- * CICIP/RSA Name:** BPGTest
- CICIP/RSA Name ID:** BPG
- * CICIP/RSA DoDAAC:** Select an Item
- CICIP/RSA RIC:** BPG
- Require GFM Contract Nbr for DLMS Transactions:**
- Material Will Be Reported At Detail Level:**

- Update the CICIP / RSA Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*
- Update the CICIP / RSA Name ID, entering the revised identifier in the field provided. *This is a 25 alphanumeric character field.*
- Update the CICIP / RSA DoDAAC, using **i** to assist with the revised DoDAAC. *This is a 6 alphanumeric character field.*
- Update the CICIP / RSA RIC, entering the revised RIC in the field provided. *This is a 3 alphanumeric character field.*
- Verify the Require GFM CONTRACT NBR for DLMS Transactions contains the appropriate or . *When checked, any DLMS transactions require a GFM CONTRACT NUMBER.*
- Verify the Materiel Will Be Reported At Detail Level contains the appropriate or . *When checked, the tracking is managed at the detail level, and not by the location.*


5. Select the Managed DoDAACs Tab.

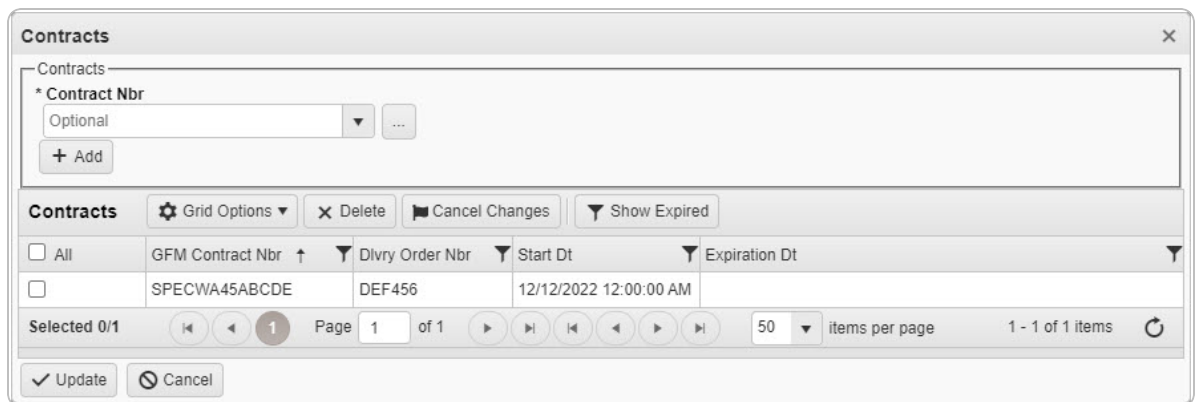



The screenshot shows the 'Managed DoDAACs' tab in the RSA form. It features a table with the following data:



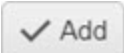

DoDAAC	RIC	Appropriation	External Registry Reporting
H92165			Select an option

Additional details from the screenshot include: 'Selected 0/1', 'Page 1 of 1', and '50 items per page'.

- A. Verify the DoDAAC.
- B. Verify the RIC.
- C. Verify the Appropriation.
- D. Select  . The **Contracts** pop-up window appears.





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

- a. Use  or  to select the desired Contract Nbr.
 Contract Number Browse help
- b. Select  . The information appears in the Contracts grid.
- c. Click to select the desired Contract. The row is highlighted.
- d. Select  . The **Contracts** pop-up window closes, and the **RSA** pop-up window reappears.
- E. Select the External Registry Reporting field. A drop-down appears with options to choose.

Delete the ICP Managed DoDAAC



- a. Click to select the desired DoDAAC.
 - b. Select . The **Delete ICP Managed DoDAAC's** pop-up window appears.
 - c. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - d. Select  to remove the DoDAAC from the ICP Header Record.
6. Select the POC Tab.



RSA X

CICP/RSA Managed DoDAACs POC

POC Details

Contact Point <input type="text" value="BPG"/>	Country <input type="text" value="US - UNITED STATES OF AMERICA"/>
Phone Nbr <input type="text" value="555-1212"/>	Address Line 1 <input type="text"/>
DSN Nbr <input type="text" value="867-5309"/>	Address Line 2 <input type="text"/>
Fax Nbr <input type="text"/>	City <input type="text"/>
Email Address <input type="text"/>	State <input type="text" value="NY - New York"/>
	Zip Cd <input type="text" value="12345"/>

[Add / Edit Remarks](#)

- A. Update the Contact Point, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- B. Update the Country, using to select the desired code.
- C. Update the PHONE NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*
- D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- E. Update the DSN NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*
- F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- G. Update the FAX NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

- H. Update the City, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*
 - I. Update the Email Address, entering the revised information in the field provided. *This is a 80 alphanumeric character field.*
 - J. Update the State, using to select the desired code.
 - K. Update the ZIP Cd, entering the revised information in the field provided. *This is a 10 alphanumeric character field.*
 - L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Update the History Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
7. Select . *The revised CICP/RSA record is saved.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, — , /, #, &, comma,	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, — , /, #, &, comma, period, and space, with a max length of



<p>period, and space, and max length of 256.</p>	<p>256. Special characters like ! or @ are prohibited.</p>
<p>13 – Mandatory Entry: CICP/RSA Type.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 – Mandatory Entry: CICP/RSA Name.</p>	
<p>13 – Mandatory Entry: CICP/RSA DoDAAC.</p>	
<p>13 – Mandatory Entry: CONTRACT NBR.</p>	
<p>419 – Entry must be 6 pos alphanumeric except for alpha "I" or "O".</p>	<p>Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters. Check the information again, and re-enter the DoDAAC.</p>
<p>761 – Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 – pos, with supported special characters(s) – , +, (), x, period and space.</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: –, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>





323 — E-Mail Address structure is incorrect.

Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

1124 — ZIP Code is not in valid format (12345, 12345 - 1234, 12345 1234).

Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- ICP Management Overview
- Add an ICP Header Record
- Update an ICP Header Record
- Delete an ICP Header Record
- Add a CICP / RSA
- Delete a CICP / RSA
- Program Management Overview
- Division Management Overview




Delete an ICP Header Record

Overview

The Inventory Control Point (ICP) Management Delete process allows removal of an ICP Header Record.

Navigation

MASTER DATA MGMT > ICP Management > (desired ICP) >  Delete > Delete ICP Management pop-up window

Page Fields

The following fields display on the **Delete ICP Management** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete ICP Management

History Remarks

Procedures



DPAS Navigation Helpful Tips



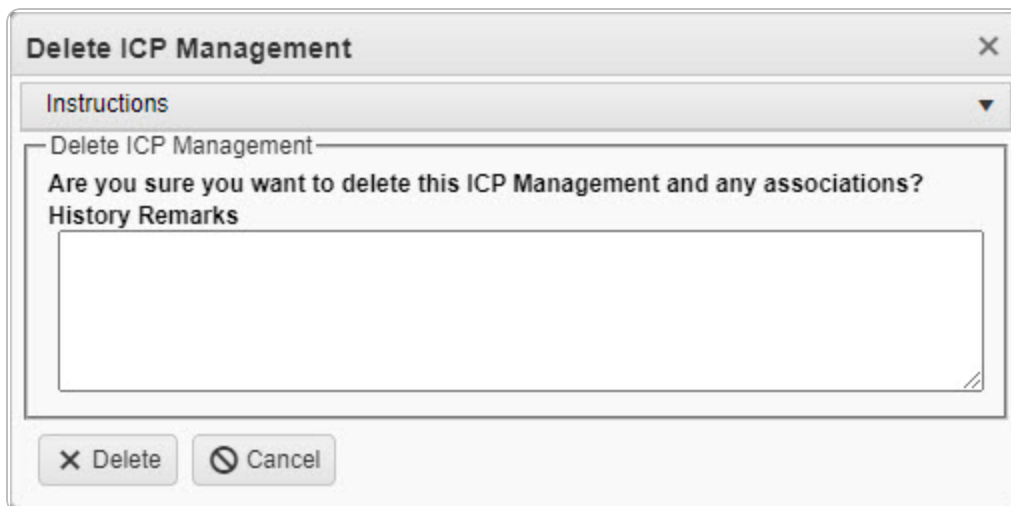
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Delete an ICP Header Record

Selecting  at any point of this procedure removes all revisions and closes the page.

1. Click to select the desired entry. The ICP Header Record is highlighted, and  and  become available.

2. Select . The **Delete ICP Management** pop-up window appears.



3. Enter the History Remarks in the field provided. This is a 1024 alphanumeric character field.

4. Select . The ICP Header Record is removed.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- ICP Management Overview
- Add an ICP Header Record
- Update an ICP Header Record
- Add a CICP / RSA
- Update a CICP / RSA
- Delete a CICP / RSA
- Program Management Overview
- Division Management Overview



Delete an RSA

Overview

The Remote Storage Activity (RSA) Delete process allows removal of an RSA within an ICP.

Navigation

MASTER DATA MGMT > ICP Management > ▶ (desired ICP) > (desired RSA) >
 > Delete RSA pop-up window

Page Fields

The following fields display on the **Delete RSA** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete RSA

History Remarks

Procedures


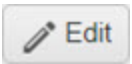

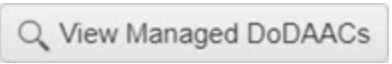

DPAS Navigation Helpful Tips

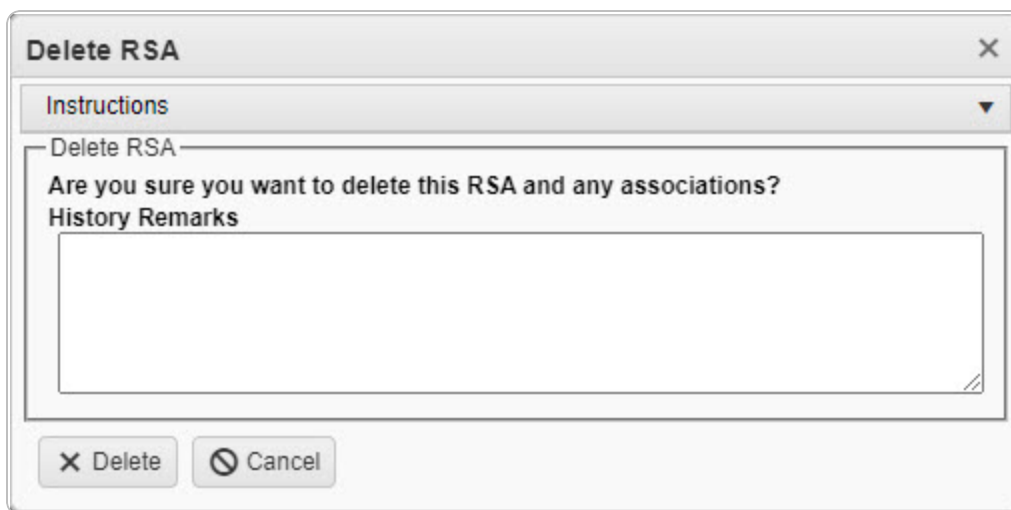



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Delete a Division

Selecting  at any point of this procedure removes all revisions and closes the page.

1. Select  next to the desired ICP entry. *The RSA grid appears.*
2. Click to select the desired entry. *The CICP/RSA is highlighted, and , , and  become available.*
3. Select . *The **Delete RSA** pop-up window appears.*



4. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
5. Select . *The CICP/RSA is removed.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

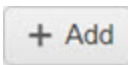
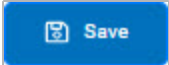
- ICP Management Overview
- Add an ICP Header Record
- Update an ICP Header Record
- Delete an ICP Header Record
- Add a CICP / RSA
- Update a CICP / RSA
- Program Management Overview
- Division Management Overview

Assign a User

Overview

The Assign User process allows connecting a contact to a Program.

Navigation

MASTER DATA MGMT > Item Manager >  >  > Add a Program Identifier Item Manager Tab >  > Assign User pop-up window

Page Fields


The following fields display on the **Assign User** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.


Assign User Grid

User Id * 
 First Name
 Last Name

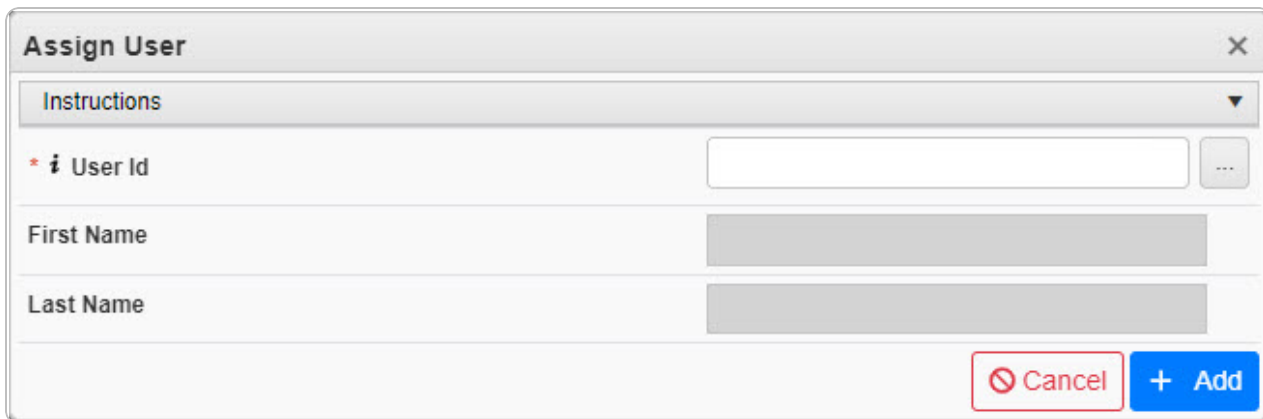
Procedures



DPAS Navigation Helpful Tips
 Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

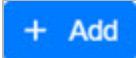
Assign a User

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

1. Select . The **Assign User** pop-up window appears.



2. Use  or  to assist with the USER ID entry. *This is an 8 alphanumeric character field.*
 User Browse help
3. Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*
4. Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*

- Select . The **Assign User** pop-up window closes and the selected name appears in the Assigned Users grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Item Manager Overview
- Add a Program Identifier
- Update a Program Identifier
- User Browse
- Remove User

Item Manager Overview

Overview

The Materiel Management/Inventory Control Point module Item Manager process provides the ability to add or update a manager for the Program. A Program is created by creating a name, stock numbers, and an item manager.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MASTER DATA MGMT > Item Manager > Item Manager page

Page Fields

The following fields display on the **Item Manager** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.



21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Item Manager Search Criteria Grid

Program Name
 Program Manager **i**
 Acquisition Reason Cd
 Stock Nbr **i**
 Owning DoDAAC **i**
 Rqn Prj Cd **i**
 Show only Active Programs

Program Search Results Grid

Program Name
 Program Description
 Acquisition Reason Cd
 PM First Name
 PM Last Name
 PM Email
 PM Phone
 Rqn Prj Cd(s)

Optional

Program Status



- PM Cell Phone
- PM DSN Nbr
- PM Fax Nbr
- PM Country
- PM Address Line 1
- PM Address Line 2
- PM City
- PM State
- PM Zip Code


Procedures


DPAS Navigation Helpful Tips





Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.



Search for an Item Manager



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.

- Open the Search Criteria box by selecting , and narrow the results by entering one or more of the following optional fields:.

Search Criteria ▼



Program Name <input style="width: 90%;" type="text"/>	f Owning DoDAAC <input style="width: 90%;" type="text"/> ▼
i Program Manager <input style="width: 90%;" type="text" value="All"/> 	f Rqn Prj Cd <input style="width: 90%;" type="text"/> ▼
Acquisition Reason Cd <input style="width: 90%;" type="text"/>	Show only Active Programs <input checked="" type="checkbox"/>
i Stock Nbr <input style="width: 90%;" type="text"/> 	





- Enter the Program Name in the field provided. *This is a 20 alphanumeric character field.*
- Use  or  to assist with the Program Manager entry. *This is a 100 alphanumeric character field.*



Contacts Browse help

- Enter the Acquisition Reason Cd in the field provided. *This is a 3 alphanumeric character field.*
- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

- Use  or  to select the Owing DoDAAC.
- Use  or  to select the Rqn Prj Cd.
- Verify the Show only Active Programs contains the appropriate or . *When checked, only programs that are Active appear. When unchecked, all programs appear.*

2. Select . *The Programs appear in the Search Results grid.*

Search Results

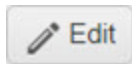
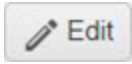
Program	Program Name	Program Description	Acquisition Reason Cd	PM First Name	PM Last Name	PM Email	PM Phone	Rqn Prj Cd(s)
<input type="checkbox"/>	HJS ExtTest Program NP ICP	HJS ExtTest Program NP ICP						
<input type="checkbox"/>	REGRESSION TEST 20220324			PROGRAM	MANAGER			

Selected 0/2 | Page 1 of 1 | 50 items per page | 1 - 2 of 2 items

Add a Program

- Select . *The **Add Program** page appears.*

Update a Program

1. Click to select the desired entry. *The record is highlighted, and  becomes available.*
2. Select . *The **Edit Program** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Program Identifier
- Update a Program Identifier
- Assign User
- User Browse
- Remove User



Add a Program Identifier

Overview

The Program Identifier Add process provides the ability to create a new Program.

Navigation

MASTER DATA MGMT > Item Manager >  > Add Program Identifier page

Page Fields

The following fields display on the **Add Program Identifier** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Program Details Grid

- Program Name *
- Program Description
- Acquisition Reason Cd

Rqn Prj Cd(s)

Program Manager Grid

First Name
Last Name
Phone Nbr
Cell Phone Nbr
DSN Nbr
Fax Nbr
Email Address
Address Line 1
Address Line 2
City
State
Zip Cd
Country

(* Asterisk identifies mandatory fields.

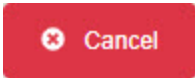
Procedures

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Add a Program Identifier



Cancel

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



1. Select  . The **Add Program Identifier** page appears, open to the Details grid.

Program Details ▼

* Program Name <input style="width: 90%;" type="text" value="Program Name"/>	Acquisition Reason Cd <input style="width: 90%;" type="text" value="Acquisition Reason Cd"/>
Program Description <input style="width: 90%;" type="text" value="Program Description"/>	Rqn Prj Cd(s) <input style="width: 90%;" type="text" value="Rqn Prj Cd(s) (comma-separated)"/>

Program Manager ▼

↺ Reset
Browse...

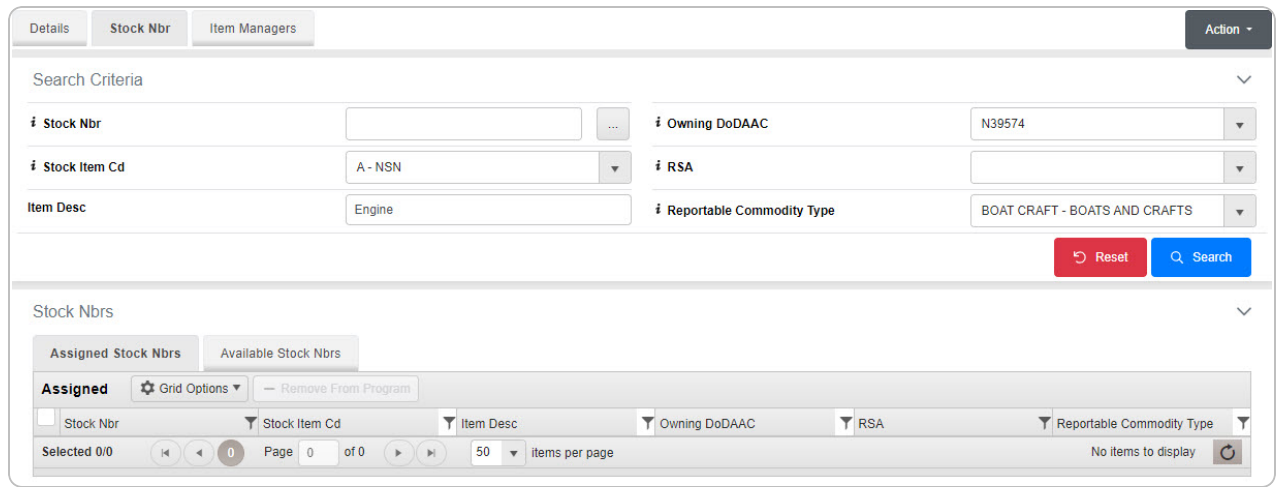
First Name <input style="width: 90%;" type="text" value="First Name"/>	Address Line 1 <input style="width: 90%;" type="text" value="Address Line 1"/>
Last Name <input style="width: 90%;" type="text" value="Last Name"/>	Address Line 2 <input style="width: 90%;" type="text" value="Address Line 2"/>
Phone Nbr <input style="width: 90%;" type="text" value="Phone Nbr"/>	City <input style="width: 90%;" type="text" value="City"/>
Cell Phone Nbr <input style="width: 90%;" type="text" value="Cell Phone Nbr"/>	State <input style="border-bottom: 1px solid #ccc; border: 1px solid #ccc; background-color: #f0f0f0; border-radius: 3px;" type="text" value="State"/>
DSN Nbr <input style="width: 90%;" type="text" value="DSN Nbr"/>	Zip Cd <input style="width: 90%;" type="text" value="Zip Cd"/>
Fax Nbr <input style="width: 90%;" type="text" value="Fax Nbr"/>	Country <input style="border-bottom: 1px solid #ccc; border: 1px solid #ccc; background-color: #f0f0f0; border-radius: 3px;" type="text" value="Country"/>
Email Address <input style="width: 90%;" type="text" value="Email Address"/>	

✖ Cancel
💾 Save

2. Complete the Program Details grid.
 - A. Enter the Program Name in the field provided. *This is a 20 alphanumeric character field.*
 - B. Enter the Program Description in the field provided. *This is a 15 alphanumeric character field.*
 - C. Enter the Acquisition Reason CD in the field provided. *This is a 3 alphanumeric character field.*
 - D. Enter the RQN PRJ CD(s) in the field provided. *This is a 3 alphanumeric character field.*
3. Complete the Program Manager grid.
 - A. Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*
 - B. Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*
 - C. Enter the PHONE NBR in the field provided. *This is a 19 numeric character field.*
 - D. Enter the Cell PHONE NBR in the field provided. *This is a 19 numeric character field.*

- E. Enter the DSN NBR in the field provided. *This is an 8 numeric character field.*
- F. Enter the FAX NBR in the field provided. *This is a 25 numeric character field.*
- G. Enter the E-MAIL Address in the field provided. *This is an 80 alphanumeric character field.*
- H. Enter the Address Line 1 in the field provided. *This is a 25 alphanumeric character field.*
- I. Enter the Address Line 2 in the field provided. *This is a 25 alphanumeric character field.*
- J. Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- K. Enter the ZIP CD in the field provided. *This is a 10 numeric character field.*
- L. Use to select the Country. *This must be chosen before the State becomes available.*
- M. Use to select the State.

4. Select . The **Add Program** page closes, and the **STOCK NBR Tab** page appears.



A. Select the Available STOCK NBRs Tab. *The list of available stock numbers appears.*

Details | **Stock Nbr** | Item Managers | Action

Search Criteria

Stock Nbr: Owning DoDAAC: N39574

Stock Item Cd: A - NSN RSA:

Item Desc: Engine Reportable Commodity Type: BOAT CRAFT - BOATS AND CRAFTS

Reset Search

Stock Nbrs

Assigned Stock Nbrs | **Available Stock Nbrs**

Available Grid Options + Assign To Program

Stock Nbr	Stock Item Cd	Item Desc	Owning DoDAAC	RSA	Reportable Commodity Type
<input type="checkbox"/> 2815014669284	A - NSN	ENGINE DIESEL CATERPILLAR	N39574	NAVSCIATTS	BOAT CRAFT - BOATS AND CRAFTS
<input type="checkbox"/> 2815015658972	A - NSN	ENGINE DIESEL CUMMINS	N39574	NAVSCIATTS	BOAT CRAFT - BOATS AND CRAFTS
<input type="checkbox"/> 2815011421772	A - NSN	ENGINE DIESEL DETROIT DIESEL	N39574	NAVSCIATTS	BOAT CRAFT - BOATS AND CRAFTS
<input type="checkbox"/> 2815015384257	A - NSN	ENGINE DIESEL YANMAR	N39574	NAVSCIATTS	BOAT CRAFT - BOATS AND CRAFTS

Selected 0/4 Page 1 of 1 50 items per page 1 - 4 of 4 items

B. Click next to the desired STOCK NBRs. *The STOCK NBRs are highlighted.*

C. Click **+ Assign To Program**. *The highlighted STOCK NBRs are moved to the Assigned STOCK NBRs tab.*

D. Select the Item Managers tab. *The Search Criteria screen appears.*

Details | **Stock Nbr** | **Item Managers** | Action

Search Criteria

First Name: Last Name:

Email Address: Phone Number:

User Id:

Reset Search

Item Managers

Assigned Users Grid Options + Assign - Remove From Program

User ID	First Name	Last Name	Email Address	Phone Number
No items to display				

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

E. Select **+ Assign**. *The Assign User pop-up window appears.*

OR

Select the All Programs hyperlink in the top left corner. The **Item Manager Overview** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: Program Name.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: First Name.	
13 — Mandatory Entry: Last Name.	
13 — Mandatory Entry: E-MAIL.	
13 — Mandatory Entry: Address Line 1.	
13 — Mandatory Entry: City .	
13 — Mandatory Entry: State.	





<p>13 – Mandatory Entry: ZIP CD.</p>	
<p>13 – Mandatory Entry: Country.</p>	
<p>323 – E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
<p>37 – Entry must = A – Z and/or 0 – 9.</p>	<p>Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.</p>
<p>2170 – Value must be 1 to 3 characters in length.</p>	<p>Invalid Entry. The field must contain at least one character, but no more than three characters. Re—enter the field.</p>
<p>2169 – The entered Acquisition Reason Code is being used by another Program.</p>	<p>Invalid Entry. The Acquisition Reason Code must be a unique value between all Programs associated with an ICP. Re-enter the Acquisition Reason Code.</p>
<p>2171 – Value must be 3 characters in length.</p>	<p>Invalid Entry. The field must be exactly three characters. Re-enter the field.</p>
<p>2172 – Multiple values</p>	<p>Invalid Entry. When adding multiple RQN PRJ CD</p>





must be comma separated.

(s), the individual codes must be separated by commas. Re-enter the multiple RQN PRJ CD(s).

Related Topics

- [Item Manager Overview](#)
- [Update a Program Identifier](#)
- [Assign User](#)
- [User Browse](#)
- [Remove User](#)



Update a Program Identifier

Overview

The Program Identifier Update process allows editing of Programs.

Navigation

MASTER DATA MGMT > Item Manager > (desired record) >  > Edit Program Identifier page

Page Fields

The following fields display on the **Edit Program Identifier** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Details Tab

Program Details Grid

- Program Name *
- Program Description
- Acquisition Reason Cd

Rqn Prj Cd(s)
Program Status

Program Manager Grid

First Name
Last Name
Phone Nbr
Cell Phone Nbr
DSN Nbr
Fax Nbr
Email Address
Address Line 1
Address Line 2
City
State
Zip Cd
Country

STOCK NBR Tab

Search Criteria Grid

Stock Nbr **i**
Stock Item Cd **i**
Item Desc
Owning DoDAAC **i**
RSA **i**
Reportable Commodity Type **i**

STOCK NBRs Grid

All
Stock Nbr
Item Desc
Owning DoDAAC
RSA
Reportable Commodity Type

Item Managers Tab

Search Criteria Grid

- First Name
- Email Address
- User Id
- Last Name
- Phone Nbr

Item Managers Grid

- User Id
- First Name
- Last Name
- Email Address
- Phone Nbr

(*) Asterisk identifies mandatory fields.


Procedures

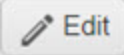
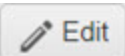
DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Update a Program Identifier

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

1. Click to select the desired entry. *The record is highlighted, and*  *becomes available.*
2. Select . *The **Update a Program Identifier** page appears, open to the Details tab.*

Details Stock Nbr Item Managers
Action ▾

Program Details ▾

*Program Name	<input type="text" value="BPG5"/>	Acquisition Reason Cd	<input type="text" value="ABC"/>
Program Description	<input type="text" value="BPG Test 5"/>	Rqn Prj Cd(s)	<input type="text" value="DEF"/>
Program Status		Active	

Program Manager ▾

First Name	<input type="text" value="BPG"/>	Address Line 1	<input type="text" value="123 ABC AVENUE"/>
Last Name	<input type="text" value="TEST2"/>	Address Line 2	<input type="text" value="Address Line 2"/>
Phone Nbr	<input type="text" value="555-1212"/>	City	<input type="text" value="SCHENECTADY"/>
Cell Phone Nbr	<input type="text" value="555-1212"/>	State	<input type="text" value="New York"/>
DSN Nbr	<input type="text" value="555-1212"/>	Zip Cd	<input type="text" value="12345"/>
Fax Nbr	<input type="text" value="Fax Nbr"/>	Country	<input type="text" value="UNITED STATES OF AMERICA"/>
Email Address	<input type="text" value="ABC@DEF.COM"/>		

3. Complete the Program Details grid.
 - A. Update the Program Name, entering the revised name in the field provided. *This is a 20 alphanumeric character field.*
 - B. Update the Program Description, entering the revised description in the field provided. *This is a 15 alphanumeric character field.*
 - C. Update the Acquisition Reason Cd, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
 - D. Update the RQN PRJ CD(s), entering the revised codes in the field provided. *This is a 3 alphanumeric character field.*
 - E. Verify the Program Status.

4. Complete the Program Manager grid.
 - A. Update the Program Description, entering the revised description in the field provided. *This is a 15 alphanumeric character field.*
 - B. Update the Acquisition Reason Cd, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
 - C. Update the RQN PRJ CD(s), entering the revised codes in the field provided. *This is a 3 alphanumeric character field.*

- D. Update the First Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
 - E. Update the Last Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
 - F. Update the PHONE NBR, entering the revised number in the field provided. *This is a 19 numeric character field.*
 - G. Update the Cell PHONE NBR, entering the revised number in the field provided. *This is a 19 numeric character field.*
 - H. Update the DSN NBR, entering the revised number in the field provided. *This is an 8 numeric character field.*
 - I. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*
 - J. Update the E-MAIL Address, entering the revised address in the field provided. *This is an 80 alphanumeric character field.*
 - K. Update the Address Line 1, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*
 - L. Update the Address Line 2, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*
 - M. Update the City, entering the revised place in the field provided. *This is a 22 alphanumeric character field.*
 - N. Update the ZIP Cd, entering the revised code in the field provided. *This is a 10 numeric character field.*
 - O. Update the Country, using to select the desired place. *This must be chosen before the State becomes available.*
 - P. Update the State, using to select the desired place.
5. Select the STOCK NBR Tab.



Details | **Stock Nbr** | Item Managers | Action

Search Criteria

Stock Nbr Owning DoDAAC
 Stock Item Cd RSA
 Item Desc Reportable Commodity Type

Reset Search

Stock Nbrs

Assigned Stock Nbrs | Available Stock Nbrs

Assigned Grid Options

Stock Nbr	Stock Item Cd	Item Desc	Owning DoDAAC	RSA	Reportable Commodity Type
<input type="checkbox"/> 2815015658972	A - NSN	ENGINE DIESEL CUMMINS	N39574	NAVSCIATTS	BOAT CRAFT - BOATS AND CRAFTS
<input type="checkbox"/> 2815015384257	A - NSN	ENGINE DIESEL YANMAR	N39574	NAVSCIATTS	BOAT CRAFT - BOATS AND CRAFTS

Selected 0/2 Page 1 of 1 50 items per page 1 - 2 of 2 Items

Add a Stock Number

- Select the Available STOCK NBRs Tab. *The list of available stock numbers appears.*
- Click next to the desired STOCK NBRs. *The STOCK NBRs are highlighted.*
- Click . *The highlighted STOCK NBRs are moved to the Assigned STOCK NBRs tab.*

Delete a Stock Number

- Select the Assigned STOCK NBRs Tab. *The list of available stock numbers appears.*
 - Click next to the desired STOCK NBRs. *The STOCK NBRs are highlighted.*
 - Click . *The highlighted STOCK NBRs are moved to the Available STOCK NBRs tab.*
6. Select the Item Managers tab.



Details | Stock Nbr | **Item Managers** | Action

Search Criteria

First Name Last Name

Email Address Phone Number

User Id

Item Managers

Assigned Users

<input type="checkbox"/>	User ID	First Name	Last Name	Email Address	Phone Number
<input type="checkbox"/>	BPGROCE	PIDGE	GROCE	bridget.p.groce@leidos.com	
<input type="checkbox"/>	PAKETERSON	PRISTINA	KETERSON	NOREPLY@LEIDOS.COM	

Selected 0/2 | Page 1 of 1 | 50 items per page | 1 - 2 of 2 items

Add an Item Manager

- A. Select . The **Assign User** pop-up window appears.

Delete an Item Manager

- A. Click next to the desired Item Manager. The **Item Managers** are highlighted.
- B. Click . The **Remove User** pop-up window appears.
7. Select the All Programs hyperlink in the top left corner. The **Item Manager Overview** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security



have the appropriate security access.	access. Enter different Search Criteria and try the Search again.
13 – Mandatory Entry: <i>Program Name</i>.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- [Item Manager Overview](#)
- [Add a Program Identifier](#)
- [Assign User](#)
- [User Browse](#)
- [Remove User](#)

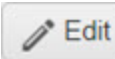
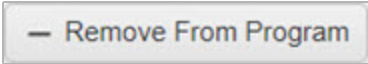


Remove a User

Overview

The Remove a User pop-up window allows deleting a contact from a Program.

Navigation

MASTER DATA MGMT > Item Manager > (desired record) >  > Edit Program > Item Managers Tab > (desired record) >  > Remove User pop-up window

Page Fields

The following fields display on the **Remove User** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Remove User Grid


Procedures

DPAS Navigation Helpful Tips

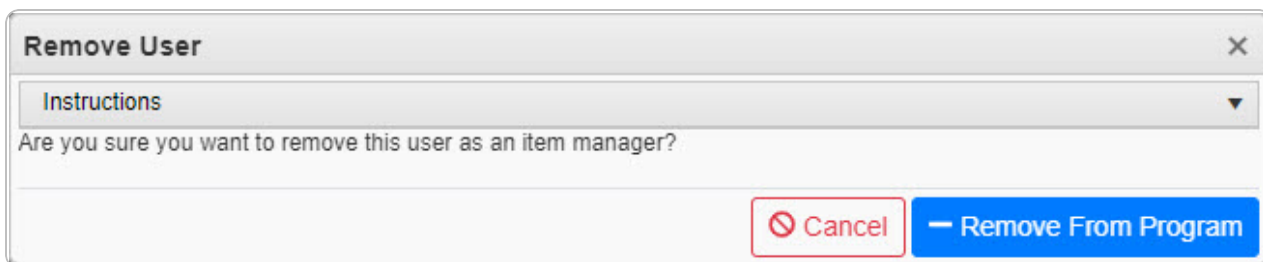


Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Remove a User

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

1. Select . The **Remove User** pop-up window appears.



2. Select . The **Remove User** pop-up window closes and the selected name is disassociated from the Assigned Users grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try



ity access. the Search again.

Related Topics

- [Item Manager Overview](#)
- [Add a Program Identifier](#)
- [Update a Program Identifier](#)
- [Assign User](#)
- [User Browse](#)



Customer Profile Overview

Overview

The Materiel Management/Inventory Control Point module Customer Profile process provides the ability to create, update, or delete a detailed DoDAAC, RIC, or MAPAC record. The Customer Profile record contains the information necessary to increase the accuracy of the data required to create a requisition.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MASTER DATA MGMT > Customer Profile > Customer Profile page

Page Fields

The following fields display on the **Customer Profile** page. For more information on each field, select the appropriate hyperlink.



Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.

13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

- Customer Id 
- Customer Name
- Default Ship To
- POC Name
- Customer Id Type
- PMR Required
- Doc Nbr Range 

Customer Profiles Grid

- Customer Id
- Customer Name
- PMR Required
- Default Ship To
- Doc Nbr Range

Optional

- Established By
- Established On

- Priority Designator Cd
- Condition Cd
- Advice Cd
- Demand Cd
- Distribution Cd
- Project Cd
- Signal Cd
- Media Status Cd
- Fund Cd
- Purpose Cd
- Reason Cd
- RIC


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.


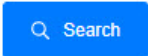
Search for a Customer Profile

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.





- In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

Search Criteria ▼


<p>i Customer Id <input style="width: 90%;" type="text"/></p> <p>Customer Name <input style="width: 90%;" type="text"/></p> <p>Default Ship To <input style="width: 90%;" type="text"/></p> <p>POC Name <input style="width: 90%;" type="text"/></p>	<p>Customer Id Type <input style="width: 80%;" type="text" value="All"/> ▼</p> <p>PMR Required <input style="width: 80%;" type="text" value="All"/> ▼</p> <p>i Doc Nbr Range <input style="width: 90%;" type="text"/></p>
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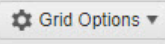






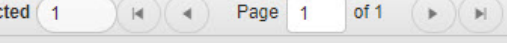




- Enter the Customer Id, using  to assist with the entry. *This is a 6 alphanumeric character field.*
- Enter the Customer Name in the field provided. *This is a 125 alphanumeric character field.*
- Enter the Default Ship To in the field provided. *This is a 6 alphanumeric character field.*
- Enter the POC Name in the field provided. *This is a 25 alphanumeric character field.*
- Use  to select the Customer Id Type.
- Use  to select the PMR Required.
- Enter the DOC NBR Range, using  to assist with the entry. *This is a 21 alphanumeric character field.*

2. Select . *The Search Results grid appears.*

Search Results 

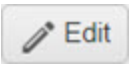
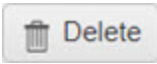
Customer Profiles					
   					
<input type="checkbox"/>	Customer ID	Customer Name	PMR Required	Default Ship To	Doc Nbr Range
<input type="checkbox"/>	W90800	TEST CUSTPROFILE	Yes	W91199	D001 - D999
<input type="checkbox"/>	W14FX0	54TH TROOP COMMAND	Yes		D001 - D999
<input type="checkbox"/>	H92171	NSW GROUP 2 LOGSU 2 ARMORY	Yes	H92171	

Selected  Page of 1  items per page 1 - 3 of 3 items 

Add a Customer Profile

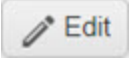
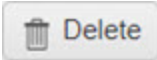
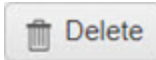
Select . *The **New Customer Profile** page appears.*

Update a Customer Profile

1. Click to select the desired entry. *The Customer Profile is highlighted, and  and  become available.*

2. Select . The **Edit Customer Profile** page appears.

Delete a Customer Profile

1. Click to select the desired entry. The Customer Profile is highlighted, and  and  become available.
2. Select . The **Delete Customer Profile** pop-up window appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Add a Customer Profile
- Update a Customer Profile
- Delete a Customer Profile

Add a Customer Profile

Overview

The Customer Profile Add process provides the ability to create a new customer record in the Materiel Management/Inventory Control Point module. The created Customer Profile is specific to the ICP in which it's created, and only one can be created per DODAAC per ICP.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MASTER DATA MGMT > Customer Profile >  > New Customer Profile page

Page Fields

The following fields display on the **New Customer Profile** page. For more information on each field, select the appropriate hyperlink.

Instructions


The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.



383	Select Cancel button to return to Search Results page.
473	Select "Next" button to continue.
55	Use "Back" button to return to previous page.
486	Select the "Finish" button to complete the process and save all data.

Customer Details Grid

Customer Id Type *
 Customer Name
 PMR Required
 Remarks
 Customer Id  *
 History Remarks

Customer Requisition Grid

Ship To DoDAAC
 Priority Designator
 Advice Cd
 Distribution Cd
 Fund Cd
 Purpose Cd
 Reason Cd
 Contract Nbr
 Required Delivery Date
 Signal Cd
 Media & Status Code
 Condition Cd
 Demand Cd
 Project Cd



Contract Line Item Nbr

Document Nbr Range Grid

Document Nbr Range

Contacts Grid

Information Point of Contact Grid

First Name
Last Name
Title
DSN
Email
Phone Nbr
Int. Phone Nbr

Authorized Representative Grid

First Name
Last Name
Title
DSN
Email
Phone Nbr
Int. Phone Nbr

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



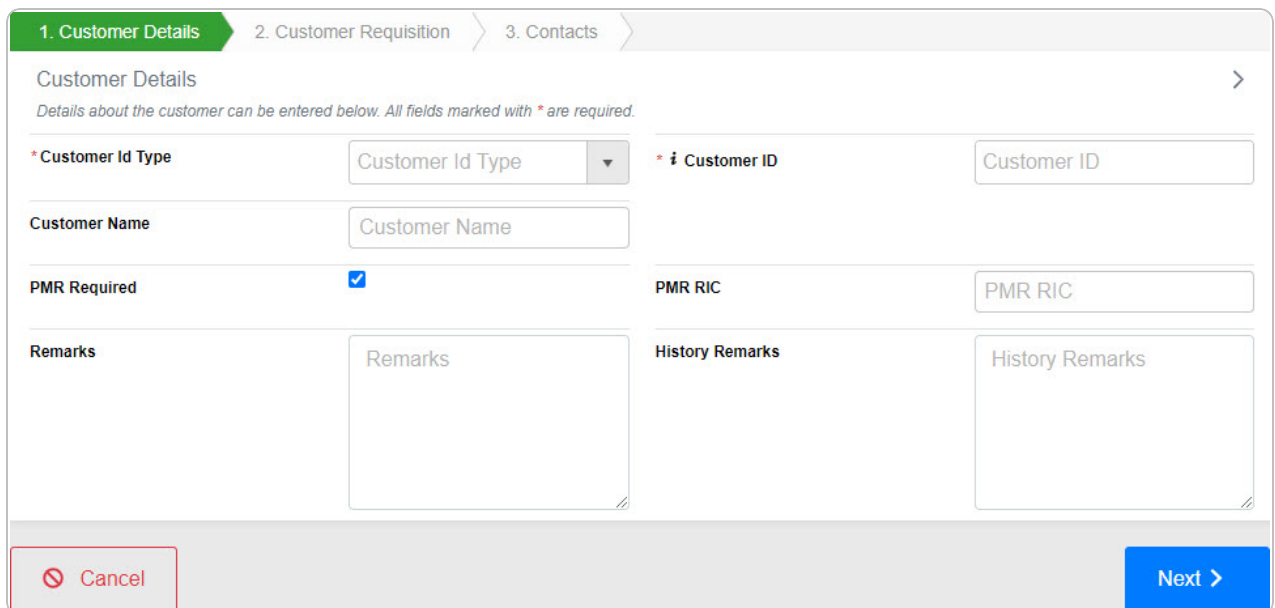
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.



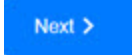
Add a Customer Profile

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



1. Select  . The **New Customer Profile** page appears.



2. Complete the **Customer Details** tab.
 - A. Use  to select the Customer Id Type.
 - B. Enter the Customer Name in the field provided. *This is a 125 alphanumeric character field.*
 - C. Click to select the PMR Required. *When checked, the PMR RIC field appears.*
 - a. Enter the PMR RIC in the field provided. *This is a 3 alphanumeric character field.*
 - D. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - E. Enter the Customer Id, using  to assist with the entry. *This is a 6 alphanumeric character field.*
 - F. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select  . The **Customer Requisition** tab appears.

1. Customer Details 2. Customer Requisition 3. Contacts

Customer Requisition

*Default values for new manual Customer Requisitions from the customer can be selected below. All fields marked with * are required.*

Ship To DoDAAC	<input type="text" value="Ship To DoDAAC"/>	Required Delivery Date	Required Delivery Date <input type="text" value=""/>
Priority Designator	<input type="text" value="Priority Designator"/>	Signal Cd	<input type="text" value="Signal Cd"/>
Advice Cd	<input type="text" value="Advice Cd"/>	Media & Status Code	<input type="text" value="Media & Status C..."/>
Distribution Cd	<input type="text" value="Distribution Cd"/>	Condition Cd	<input type="text" value="Condition Cd"/>
Fund Cd	<input type="text" value="Fund Cd"/>	Demand Cd	<input type="text" value="Demand Cd"/>
Purpose Cd	<input type="text" value="Purpose Cd"/>	Project Cd	<input type="text" value="Project Cd"/>
Reason Cd	<input type="text" value="Reason Cd"/>		
Contract Nbr	<input type="text" value="Contract Nbr"/>	Contract Line Item Nbr	<input type="text" value="Contract Line Item Nbr"/>

Document Nbr Range

The serial number range to use for auto-generated Customer Requisition document numbers can be selected below.

Document Nbr Range

A Document Number Range with a document type of 'MC' must be established for the ICP before it can be selected here.

- A. Enter the Ship To DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- B. Use to select the Priority Designator.
- C. Use to select the Advice Cd.
- D. Enter the DISTRIBUTION CD in the field provided. *This is a 3 alphanumeric character field.*
- E. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*

- F. Use to select the Purpose Cd.
- G. Enter the REASON CD in the field provided. *This is a 3 alphanumeric character field.*
- H. Enter the CONTRACT NBR in the field provided. *This is a 50 alphanumeric character field.*
- I. Use to choose the Required Delivery Date.
- J. Use to select the Signal Cd.
- K. Use to select the Media & Status Code .
- L. Use to select the Condition Cd.
- M. Use to select the Demand Cd.
- N. Enter the PROJECT CD in the field provided. *This is a 3 alphanumeric character field.*
- O. Enter the Contract Line Item Number in the field provided. *This is a 4 alphanumeric character field.*
- P. Use to select the Document Nbr Range.

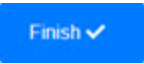
4. Select . The Contacts tab appears.

1. Customer Details > 2. Customer Requisition > **3. Contacts**

Contacts >

Customer contact information can be entered below. The contact's first and last name are required when adding a contact.

Information Point of Contact		Authorized Representative	
First Name	<input type="text" value="First Name"/>	First Name	<input type="text" value="First Name"/>
Last Name	<input type="text" value="Last Name"/>	Last Name	<input type="text" value="Last Name"/>
Title	<input type="text" value="Title"/>	Title	<input type="text" value="Title"/>
DSN	<input type="text" value="DSN"/>	DSN	<input type="text" value="DSN"/>
Email	<input type="text" value="Email"/>	Email	<input type="text" value="Email"/>
Phone Nbr	<input type="text" value="Phone Nbr"/>	Phone Nbr	<input type="text" value="Phone Nbr"/>
Int. Phone Nbr	<input type="text" value="Int. Phone Nbr"/>	Int. Phone Nbr	<input type="text" value="Int. Phone Nbr"/>

- A. *Enter the Information Point of Contact information.*
 - a. Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*
 - b. Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*
 - c. Enter the Title in the field provided. *This is a 50 alphanumeric character field.*
 - d. Enter the DSN in the field provided. *This is an 8 alphanumeric character field.*
 - e. Enter the EMAIL in the field provided. *This is an 80 alphanumeric character field.*
 - f. Enter the Phone Number in the field provided. *This is a 19 alphanumeric character field.*
 - g. Enter the INT. Phone Number in the field provided. *This is a 19 alphanumeric character field.*
 - B. *Enter the Authorized Representative information.*
 - a. Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*
 - b. Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*
 - c. Enter the Title in the field provided. *This is a 50 alphanumeric character field.*
 - d. Enter the DSN in the field provided. *This is an 8 alphanumeric character field.*
 - e. Enter the E-MAIL Address in the field provided. *This is an 80 alphanumeric character field.*
 - f. Enter the Phone Number in the field provided. *This is a 19 alphanumeric character field.*
 - g. Enter the INT. Phone Number in the field provided. *This is a 19 alphanumeric character field.*
5. Select . *The new Customer Profile record is saved, and appears in the Customer Profiles grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
419 — DoDAAC entry must be 6 — pos alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6—position alphanumeric entry, but not "I"; "O"; or special characters. Re—enter the DoDAAC.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) —, +, (), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.





<p>2 – Invalid entry <i>Customer ID</i>.</p>	<p>Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.</p>
<p>13 – Mandatory Entry: <i>Customer ID Type</i>.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 – Mandatory Entry: <i>Customer ID</i>.</p>	
<p>1 – Record must exist.</p>	<p>Invalid Entry. The Record needs to match the entries. Re-enter the entry.</p>
<p>323 – E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
<p>83 – Unexpected error encountered, contact DPAS Call Center for assistance.</p>	<p>Contact the DPAS Call Center.</p>
<p>xxxx – The Customer ID is not valid for the selected Customer ID Type.</p>	<p>Invalid Entry. The Customer ID Type needs to match the Customer ID. Re-enter the Customer ID.</p>
<p>xxxx – A Customer Profile already exists for the spe-</p>	<p>Invalid Entry. The Customer ID must be unique within the ICP. Either enter a different Cus-</p>



ified Customer ID.	customer ID or create a different Customer Profile.
xxxx — The specified Customer ID does not match any known DoDAACs or RICs.	Invalid Entry. The Customer ID needs to exist already in the DoDAACs or RICs within the ICP. Re-enter the Customer ID.
xxxx — The specified Ship To DoDAAC does not match any known DoDAACs.	Invalid Entry. The Ship To DoDAAC needs to exist already within the DoDAACs within the ICP. Re-enter the Ship To DoDAAC.
xxxx — First Name is required when entering an Authorized Representative.	Missing Entry. An Authorized Representative entry requires a First Name. Enter the First Name.
xxxx — Last Name is required when entering an Authorized Representative.	Missing Entry. An Authorized Representative entry requires a Last Name. Enter the Last Name.
xxxx - PROJECT CD must be 3 characters.	Missing Entry. The PROJECT CD field is a 3 alphanumeric character field. Enter the PROJECT CD.

Related Topics


- Customer Profile Overview
- Update a Customer Profile
- Delete a Customer Profile

Update a Customer Profile

Overview

The Customer Profile Update process allows the editing of a customer record in the Materiel Management/Inventory Control Point module.

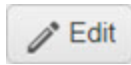
Note

 Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MASTER DATA MGMT > Customer Profile >  Edit > Edit Customer Profile page

Page Fields

The following fields display on the **Edit Customer Profile** page. For more information on each field, select the appropriate hyperlink.


Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

383	Select Cancel button to return to Search Results page.
473	Select "Next" button to continue.
55	Use "Back" button to return to previous page.
486	Select the "Finish" button to complete the process and save all data.

Customer Details Grid

- Customer Id Type *
- Customer Name
- PMR Required
- Remarks
- Customer Id  *
- History Remarks

Customer Requisition Grid

- Ship To DoDAAC
- Priority Designator
- Advice Cd
- Distribution Cd
- Fund Cd
- Purpose Cd
- Reason Cd
- Contract Nbr
- Required Delivery Date
- Signal Cd
- Media & Status Code
- Condition Cd
- Demand Cd
- Project Cd

Contract Line Item Nbr

Document Nbr Range Grid

Document Nbr Range

Contacts Grid

Information Point of Contact Grid

First Name
Last Name
Title
DSN
Email
Phone Nbr
Int. Phone Nbr

Authorized Representative Grid

First Name
Last Name
Title
DSN
Email
Phone Nbr
Int. Phone Nbr

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



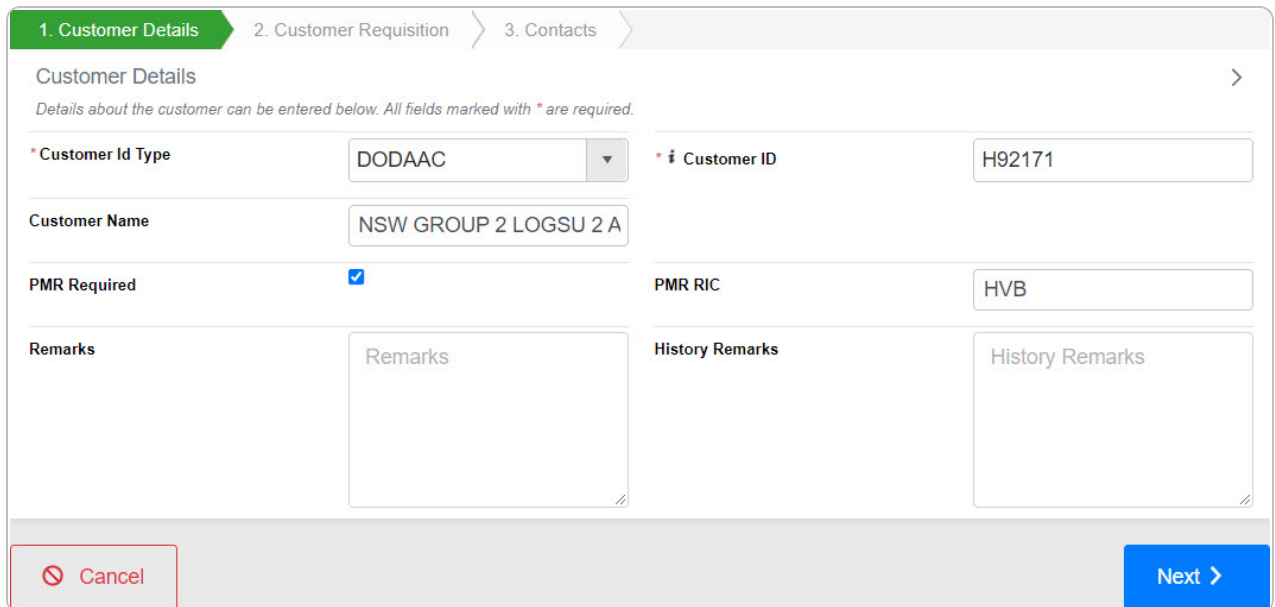
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.



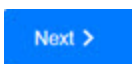
Update a Customer Profile

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



1. Select . The **Edit Customer Profile** page appears.



2. Update the Customer Details tab.
 - A. Update the Customer Id Type, using  to select the desired identifier.
 - B. Update the Customer Name, entering the revised name in the field provided. *This is a 125 alphanumeric character field.*
 - C. Verify the PMR Required contains the appropriate or . *When checked, the PMR RIC field appears.*
 - a. Update the PMR RIC, entering the revised RIC in the field provided. *This is a 3 alphanumeric character field.*
 - D. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - E. Update the Customer ID, using  to assist with the revised identifier. *This is a 6 alphanumeric character field.*
 - F. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select . The Customer Requisition tab appears.

1. Customer Details 2. Customer Requisition 3. Contacts

Customer Requisition

*Default values for new manual Customer Requisitions from the customer can be selected below. All fields marked with * are required.*

Ship To DoDAAC	H92171	Required Delivery Date	Required Delivery Date
Priority Designator	01 - F/AD I – UNDA	Signal Cd	A - Requisitioner (rp 30-35)
Advice Cd	21 - Combination of Advice ...	Media & Status Code	0 - No Sts to RQNR or SUP...
Distribution Cd	Distribution Cd	Condition Cd	A - Svcbl(w/o Qual)
Fund Cd	Fund Cd	Demand Cd	A - Recurring Initial Issue D...
Purpose Cd	A - General Issue - Stocks ...	Project Cd	Project Cd
Reason Cd	Reason Cd	Contract Nbr	Contract Line Item Nbr

Document Nbr Range

The serial number range to use for auto-generated Customer Requisition document numbers can be selected below.

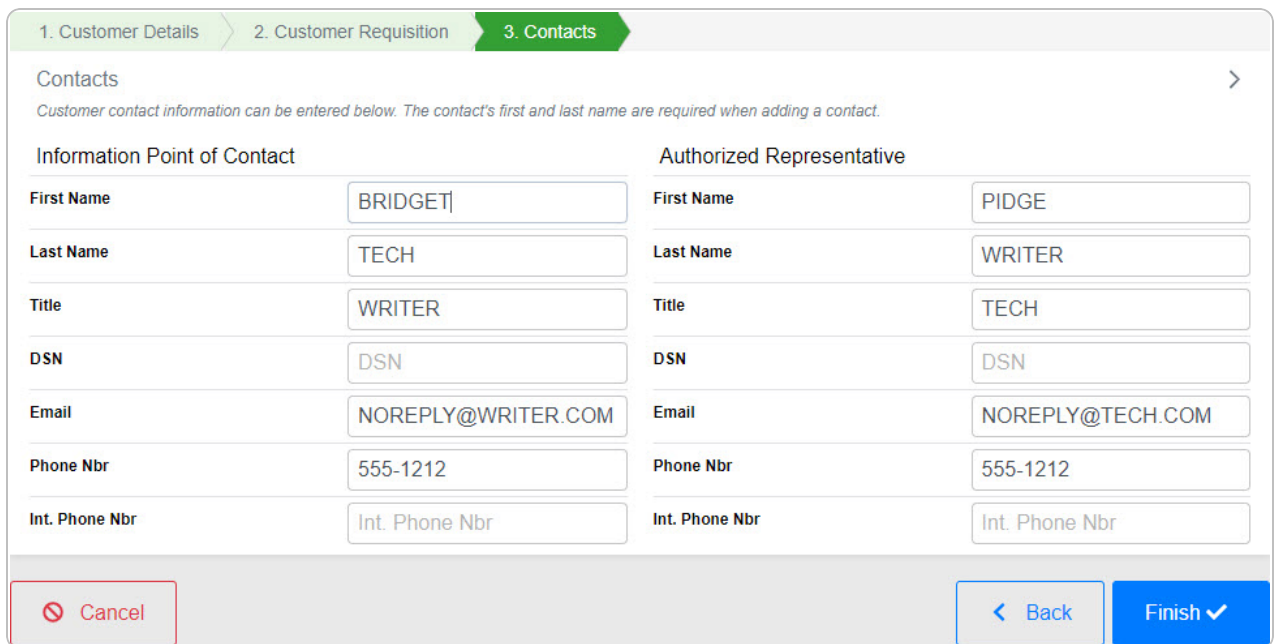
Document Nbr Range

A Document Number Range with a document type of 'MC' must be established for the ICP before it can be selected here.

- A. Update the Ship To DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
- B. Update the Priority Designator, using to select the desired code.
- C. Update the Advice Cd, using to select the desired code.
- D. Update the DISTRIBUTION CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
- E. Update the FUND CD, entering the revised code in the field provided. *This is a 2 alphanumeric character field.*
- F. Update the Purpose Cd, using to select the desired code.
- G. Update the REASON CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
- H. Update the CONTRACT NBR, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*

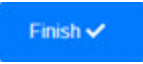


- I. Update the Required Delivery Date, using to choose the revised amount.
 - J. Update the Signal Cd, using to select the desired code.
 - K. Update the Media & Status Code, using to select the desired code.
 - L. Update the Condition Cd, using to select the desired code.
 - M. Update the Demand Cd, using to select the desired code.
 - N. Update the PROJECT CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
 - O. Update the Contract Line Item Number, entering the revised identifier in the field provided. *This is a 4 alphanumeric character field.*
 - P. Update the Document Nbr Range, using to select the desired range.
4. Select . The Contacts tab appears.



The screenshot shows the '3. Contacts' tab in a web application. At the top, there are three tabs: '1. Customer Details', '2. Customer Requisition', and '3. Contacts'. Below the tabs, the 'Contacts' section is active. It contains a form with two columns: 'Information Point of Contact' and 'Authorized Representative'. Each column has fields for First Name, Last Name, Title, DSN, Email, Phone Nbr, and Int. Phone Nbr. The 'Information Point of Contact' fields are filled with: BRIDGET|, TECH, WRITER, DSN, NOREPLY@WRITER.COM, 555-1212, and Int. Phone Nbr. The 'Authorized Representative' fields are filled with: PIDGE, WRITER, TECH, DSN, NOREPLY@TECH.COM, 555-1212, and Int. Phone Nbr. At the bottom of the form, there are three buttons: 'Cancel' (with a red 'X' icon), 'Back' (with a left arrow icon), and 'Finish' (with a checkmark icon).

- A. Update the Information Point of Contact information.
 - a. Update the First Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

- b. Update the Last Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
 - c. Update the Title, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*
 - d. Update the DSN, entering the revised number in the field provided. *This is an 8 numeric character field.*
 - e. Update the EMAIL, entering the revised address in the field provided. *This is an 80 alphanumeric character field.*
 - f. Update the Phone Number, entering the revised number in the field provided. *This is a 19 numeric character field.*
 - g. Update the INT. Phone Number, entering the revised number in the field provided. *This is a 19 alphanumeric character field.*
- B. *Update the Authorized Representative information.*
- a. Update the First Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
 - b. Update the Last Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
 - c. Update the Title, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*
 - d. Update the DSN, entering the revised number in the field provided. *This is an 8 numeric character field.*
 - e. Update the E-MAIL Address, entering the revised address in the field provided. *This is an 80 alphanumeric character field.*
 - f. Update the Phone Number, entering the revised number in the field provided. *This is a 19 numeric character field.*
 - g. Update the INT. Phone Number, entering the revised number in the field provided. *This is a 19 alphanumeric character field.*
5. Select . *The revised Customer Profile is saved, and the row appears green in the Customer Profiles grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
419 — DoDAAC entry must be 6 — pos alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6—position alphanumeric entry, but not "I"; "O"; or special characters. Re—enter the DoDAAC.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) —, +, (), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.





<p>2 – Invalid entry <i>Customer ID</i>.</p>	<p>Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.</p>
<p>13 – Mandatory Entry: <i>Customer ID Type</i>.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 – Mandatory Entry: <i>Customer ID</i>.</p>	
<p>1 – Record must exist.</p>	<p>Invalid Entry. The Record needs to match the entries. Re-enter the entry.</p>
<p>323 – E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
<p>83 – Unexpected error encountered, contact DPAS Call Center for assistance.</p>	<p>Contact the DPAS Call Center.</p>
<p>xxxx – The Customer ID is not valid for the selected Customer ID Type.</p>	<p>Invalid Entry. The Customer ID Type needs to match the Customer ID. Re-enter the Customer ID.</p>
<p>xxxx – A Customer Profile already exists for the spe-</p>	<p>Invalid Entry. The Customer ID must be unique within the ICP. Either enter a different Cus-</p>



ified Customer ID.	customer ID or create a different Customer Profile.
xxxx — The specified Customer ID does not match any known DoDAACs or RICs.	Invalid Entry. The Customer ID needs to exist already in the DoDAACs or RICs within the ICP. Re-enter the Customer ID.
xxxx — The specified Ship To DoDAAC does not match any known DoDAACs.	Invalid Entry. The Ship To DoDAAC needs to exist already within the DoDAACs within the ICP. Re-enter the Ship To DoDAAC.
xxxx — First Name is required when entering an Authorized Representative.	Missing Entry. An Authorized Representative entry requires a First Name. Enter the First Name.
xxxx — Last Name is required when entering an Authorized Representative.	Missing Entry. An Authorized Representative entry requires a Last Name. Enter the Last Name.
xxxx — PROJECT CD must be 3 characters.	Missing Entry. The PROJECT CD field is a 3 alphanumeric character field. Enter the PROJECT CD.

Related Topics

- [Customer Profile Overview](#)
- [Add a Customer Profile](#)
- [Delete a Customer Profile](#)

Delete a Customer Profile

Overview

The Customer Profile Delete process allows the removal of a customer record in the Materiel Management/Inventory Control Point module.

Navigation

MASTER DATA MGMT > Customer Profile >  Delete > Delete Customer Profile pop-up window

Page Fields

The following fields display on the **Delete Customer Profile** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete Customer Profile Grid


History Remarks

Procedures

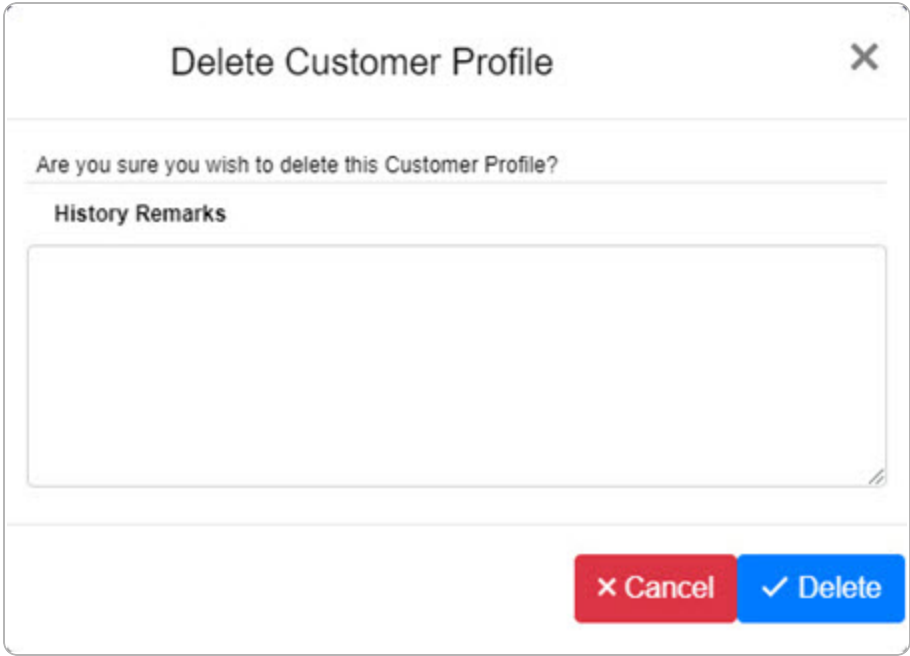
DPAS Navigation Helpful Tips


 Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Delete a Customer Profile

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

1. Select . The **Delete Customer Profile** pop-up window appears.



2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select . The record is removed from the Customer Profiles grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
<p>161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.</p>

Related Topics

- [Customer Profile Overview](#)
- [Add a Customer Profile](#)
- [Update a Customer Profile](#)





Contractor Overview


Overview

The Materiel Management/Inventory Control Point module Contractor process provides the ability to add, update or delete a Contractor record. The Contractor Record is stored at the Program Management level, and the one record is used throughout the Materiel Management and Warehouse Management modules. Therefore the records must be unique throughout DPAS.

Note

 Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

MASTER DATA MGMT > Contractor > Contractor page

Page Fields

The following fields display on the **Contractor** page. For more information on each field, select the appropriate hyperlink.

Instructions


The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.



21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
132	To search for CAGE Cd, see https://cage.dla.mil .
161	NCAGE Cd must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Search Criteria Grid

- CAGE Cd 
- DoDAAC 
- Corporation Name 
- Division Name 

Contractor Grid

- All
- Corporation Name
- Division Name
- CAGE Cd



DoDAAC

Optional

- Program Id
- Established Dt/Tm
- Established By
- Last Transaction Dt/Tm
- Last Updated By
- Contractor Remarks
- Contact Point
- Country
- Address Line 1
- Address Line 2
- City
- State
- ZIP Cd
- Phone Nbr
- DSN Nbr
- Email Address
- FAX Nbr
- POC Remarks


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Search for a Contractor

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 or more of the following optional fields:.



Instructions

Search Criteria

CAGE Cd DoDAAC
 Corporation Name Division Name

- Enter the CAGE CD, using  to assist with the entry. *This is a 5 alphanumeric character field.*
- Enter the DoDAAC, using  to assist with the entry. *This is a 6 alphanumeric character field.*
- Enter the Corporation Name, using  to assist with the entry. *This is a 50 alphanumeric character field.*
- Enter the Division Name, using  to assist with the entry. *This is a 25 alphanumeric character field.*

2. Select  . The Search Results appear.

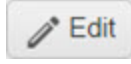

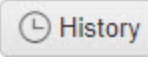
Contractor				
<input type="checkbox"/> All	Corporation Name	Division Name	CAGE Cd	DoDAAC
<input type="checkbox"/>	LEIDOS INC.	DPAS GROUP	0KEJ0	Q10001
<input type="checkbox"/>	BPG LLC	BPG DIV-A2	BPG12	N00024
<input type="checkbox"/>	FAKE LLC	MADE UP DIVISION	FAKE1	FK1234

Selected Page of items per page 1 - 3 of 3 items

Add a New Contractor

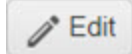
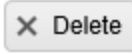
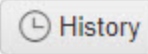
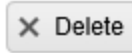
Select  . The **Add a Contractor** pop-up window appears.

Update a Contractor

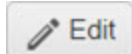

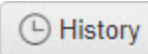
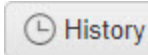
1. Click to select the desired entry. The Contractor is highlighted, and , , and  become available.

2. Select . The **Update a Contractor** pop-up window appears.

Delete a Contractor

1. Click to select the desired entry. The Contractor is highlighted, and , , and  become available.
2. Select . The **Delete a Contractor** pop-up window appears.

View the History for a Contractor

1. Click to select the desired entry. The Contractor is highlighted, and , , and  become available.
2. Select . The **History for Contractor** pop-up window appears.

View the Contracts Associated with a Contractor

Select the Contractor hyperlink. The **Contract** page appears, listing out the associated contracts for this contractor.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try



ity access.

the Search again.

Related Topics

- Add a Contractor
- Update a Contractor
- Delete a Contractor
- View the History for a Contractor

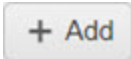


Add a Contractor

Overview

The Contractor Add process provides the ability to create new Contractor records. The Contractor Records are stored at the Program Management level, so the records must be unique throughout DPAS.

Navigation

MASTER DATA MGMT > Contractor >  > Add Contractor pop-up window

Page Fields

The following fields display on the **Add Contractor** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
132	To search for CAGE CD, see https://cage.dla.mil .



161	NCAGE Cd must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Contractor Tab

CAGE Cd *
 DoDAAC
 Corporation Name *
 Division Name
 Add / Edit Remarks

Remarks
 History Remarks

POC tab

Contact Point
 Country
 Phone Nbr
 Address Line 1
 DSN Nbr
 Address Line 2
 FAX Nbr
 City
 E-Mail Address
 State



ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



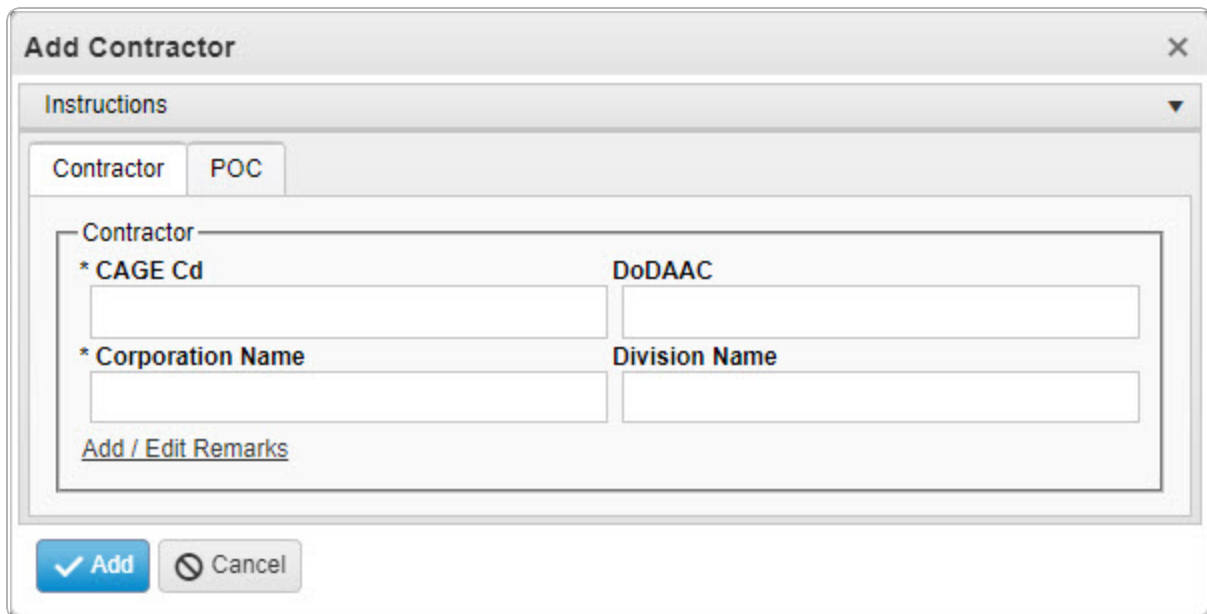
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Add a Contractor


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

1. Select . The **Add Contractor** pop-up window displays, with the Contractor Tab available.





2. Enter the CAGE Cd in the field provided. *This is a 5 alphanumeric character field.*
3. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
4. Enter the Corporation Name in the field provided. *This is a 50 alphanumeric character field.*
5. Enter the corporation's Division Name in the field provided. *This is a 25 alphanumeric character field.*
6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

7. Select . *The new Contractor record is saved, and appears in the Contractor results grid.*

OR

Select the POC Tab.



Add Contractor

Instructions

Contractor

POC

POC Details

Contact Point	Country
<input type="text"/>	* - N/A
Phone Nbr	Address Line 1
<input type="text"/>	<input type="text"/>
DSN Nbr	Address Line 2
<input type="text"/>	<input type="text"/>
Fax Nbr	City
<input type="text"/>	<input type="text"/>
Email Address	State
<input type="text"/>	* - State Code Not Applicable
	Zip Cd
	<input type="text"/>

[Add / Edit Remarks](#)

- A. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*
- B. Use to select the Country.
- C. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- D. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*
- E. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*
- F. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*
- G. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

- H. Enter the City in the field provided. *This is a 25 alphanumeric character field.*
 - I. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*
 - J. Use to select the State.
 - K. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
 - L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
8. Select . *The new Contractor record is saved, and appears in the Contractor results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.



<p>13 – Mandatory Entry: CAGE Cd.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 – Mandatory Entry: Corporation Name.</p>	
<p>185 – Record already exists.</p>	<p>Invalid Entry. The CAGE Cd already exists in this Program tier. Check the code again, and re-enter the field.</p>
	<p>Invalid Entry. The DoDAAC already exists in this Corporation. Check the code again, and re-enter the field.</p>
<p>204 – Invalid CAGE Cd. Must be 5 pos, first and fifth = numeric, remaining pos = alphanumeric.</p>	<p>Invalid Entry. The CAGE Cd is a 5—position entry. The first and fifth positions must be numeric. The remaining positions are alphanumeric. Re-enter the CAGE Cd.</p>
<p>419 – DoDAAC entry must be 6-pos alphanumeric except for alpha "I" or "O".</p>	<p>Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.</p>
<p>761 – Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 – pos, with supported special characters(s) – , +, (), x, period and</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: – , +, x, comma, period, and space. Make sure there are no extra spaces before or</p>





space.	after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

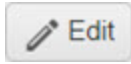


Update a Contractor

Overview

The Update a Contractor process allows editing of Contractor records. The Contractor Records are stored at the Program Management level, so the records must remain unique throughout DPAS.

Navigation

MASTER DATA MGMT > Contractor > (desired record) >  > Update Contractor pop-up window

Page Fields

The following fields display on the **Update Contractor** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.



132	To search for CAGE Cd, see https://cage.dla.mil .
161	NCAGE Cd must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Contractor Tab

CAGE Cd *
 DoDAAC
 Corporation Name *
 Division Name
 Add / Edit Remarks

Remarks
 History Remarks

POC tab

Contact Point
 Country
 Phone Nbr
 Address Line 1
 DSN Nbr
 Address Line 2
 FAX Nbr



City
E-Mail Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

(* Asterisk identifies mandatory fields.


Procedures

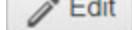

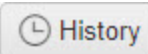
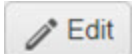
DPAS Navigation Helpful Tips



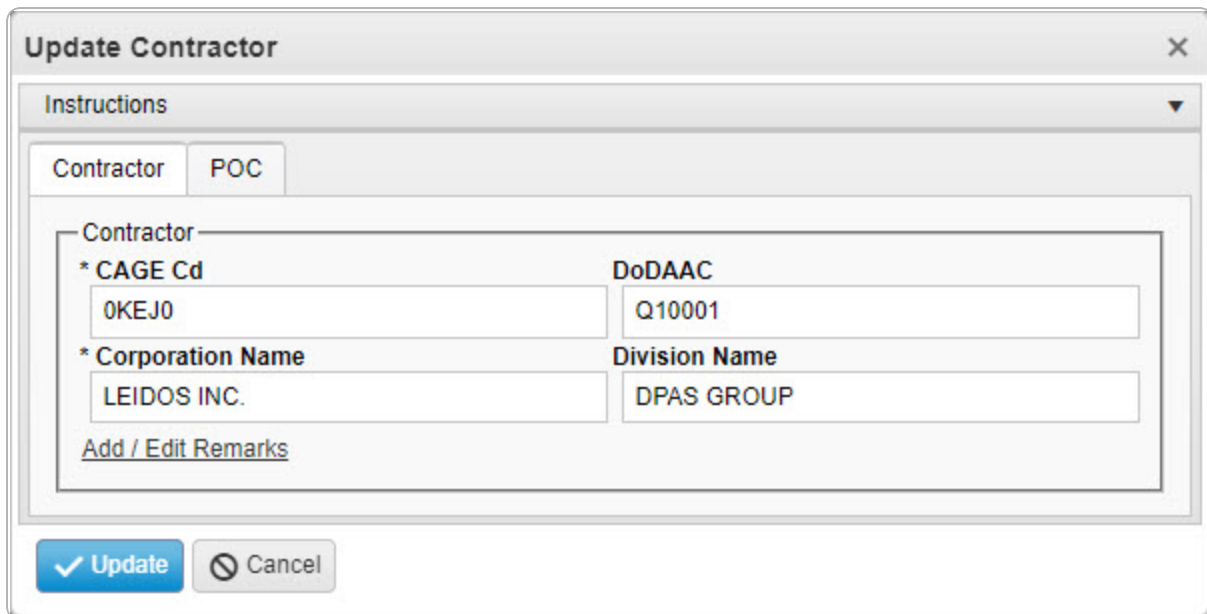
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Update a Contractor


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

1. Click to select the desired entry. *The Contractor is highlighted, and , , and  become available.*
2. Select . *The **Update Contractor** pop-up window displays, with the Contractor Tab available.*





3. Update the CAGE Cd, entering the revised code in the field provided. *This is a 5 alphanumeric character field.*
4. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
5. Update the Corporation Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
6. Update the corporation's Division Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*
7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select . *The revised Contractor is saved, and the row appears green in the Contractor results grid.*

8.

OR

Select the POC Tab.



Update Contractor ✕

Instructions ▾

Contractor POC

POC Details

Contact Point BPG	Country US - UNITED STATES OF AMERICA ▾
Phone Nbr 555-1212	Address Line 1 4640 E Trindle Rd
DSN Nbr 	Address Line 2
Fax Nbr 	City Camp Hill
Email Address bpg@bpg.com	State PA - Pennsylvania ▾
	Zip Cd 17011

[Add / Edit Remarks](#)

- A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
- B. Update the Country, using to select the desired code.
- C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- D. Update the Address Line 1, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*
- E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- F. Update the Address Line 2, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*

- G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - H. Update the City, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*
 - I. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
 - J. Update the State, using to select the desired code.
 - K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
 - L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
9. Select . *The revised Contractor is saved, and the row appears green in the Contractor results grid .*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.



<p>161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.</p>	<p>Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>13 – Mandatory Entry: CAGE Cd.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 – Mandatory Entry: Corporation Name.</p>	
<p>185 – Record already exists.</p>	<p>Invalid Entry. The CAGE Cd already exists in this Program tier. Check the code again, and re-enter the field.</p>
	<p>Invalid Entry. The DoDAAC already exists in this Corporation. Check the code again, and re-enter the field.</p>
<p>204 – Invalid CAGE Cd. Must be 5 pos, first and fifth = numeric, remaining pos = alphanumeric.</p>	<p>Invalid Entry. The CAGE Cd is a 5—position entry. The first and fifth positions must be numeric. The remaining positions are alphanumeric. Re-enter the CAGE Cd.</p>
<p>419 – DoDAAC entry must be 6-pos alphanumeric except for alpha "I" or "O".</p>	<p>Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.</p>





761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, (), x, period and space.

Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

323 — E-Mail Address structure is incorrect.

Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).

Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Contractor Overview
- Add a Contractor
- Delete a Contractor
- View the History for a Contractor



Delete a Contractor

Overview

The Contractor Delete process allows removal of a Contractor Record. The Contractor Records are stored at the Program Management level, so the records are removed throughout DPAS.

Navigation

MASTER DATA MGMT > Contractor > (desired record) > > Delete Contractor pop-up window

Page Fields

The following fields display on the **Delete Contractor** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Contractor

History Remarks


Procedures

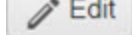
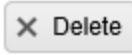
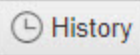
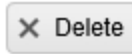
DPAS Navigation Helpful Tips

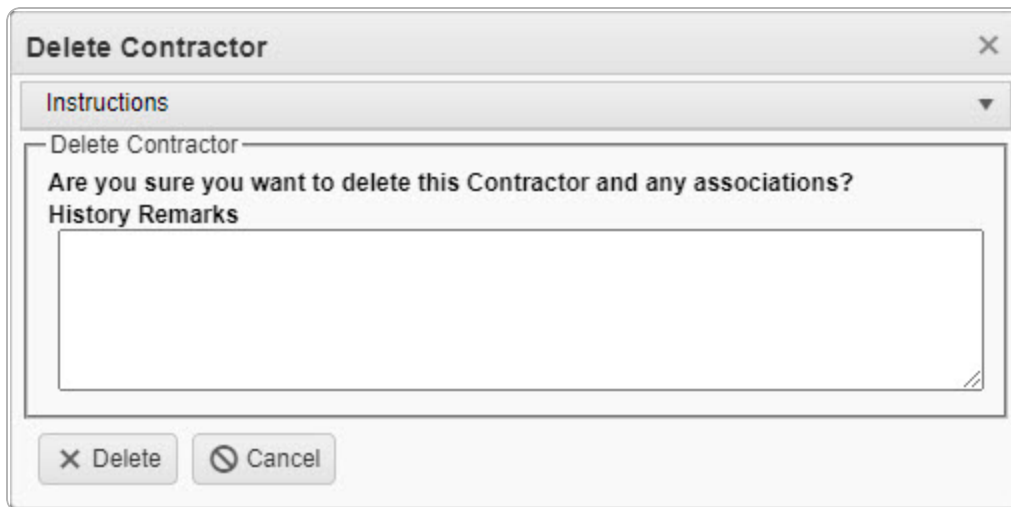



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Delete a Contractor

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

- Click to select the desired entry. The Contractor is highlighted, and , , and  become available.
- Select . The **Delete Contractor** pop-up window appears.



- Enter the History Remarks in the field provided. This is a 1024 alphanumeric character field.
- Select . The Contractor record is removed.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
545 – Open contracts exists, cannot delete selected Contractor.	Invalid Deletion. A Contractor record cannot be deleted if there is any open Contract still associated to that Contractor. Review the Contractor record again, and remove any remaining associated information so the Contractor can be deleted.

Related Topics

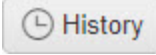
- Contractor Overview
- Add a Contractor
- Update a Contractor
- View the History for a Contractor

View the Contractor History

Overview

The Contractor History process displays all of the previous transactions regarding a Contractor Record. The Contractor Record is stored at the Program Management level, and the one record is used throughout the Materiel Management and Warehouse Management modules. Therefore the History shown is throughout DPAS.

Navigation

MASTER DATA MGMT > Contractor > (desired record) >  History > History for Contractor pop-up window

Page Fields

The following fields display on the **History for Contractor** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Contractor History Grid

- Operation
- Last Transaction Dt/Tm
- Last Updated By
- Corporation Name
- Division Name
- CAGE Cd
- DoDAAC

Optional

Program Id
Established Dt/Tm
Established By
Contractor Remarks
Contact Point
Country
Address Line 1
Address Line 2
City
State
ZIP Cd
Phone Nbr
DSN Nbr
Email Address
FAX Nbr
POC Remarks

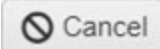
Procedures

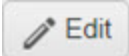
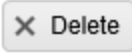
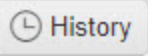
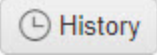
DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

View the Contractor History

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

1. Click to select the desired entry. The Contractor is highlighted, and , , and  become available.
2. Select  next to the desired entry. The **History for Contractor** pop-up window appears.




History for Contractor BPG LLC

Instructions

Contractor History Grid Options

Operation	Last Transaction Dt/Tm	Last Updated By	Corporation Name	Division Name	CAGE Cd	DoDAAC
Updated	01/15/2019 2:17:21 PM	TEEDJ	BPG LLC	BPG DIV-A2	BPG12	N00024
Updated	07/19/2017 3:58:36 PM	GROCEBP	BPG LLC	BPG DIV-A1	BPG12	N00024
Created	07/19/2017 1:00:31 PM	GROCEBP	BPG LLC	BPG DIV1	BPG12	BPG123

Selected 0/3 Page 1 of 1 50 items per page 1 - 3 of 3 items

3. The information regarding the contractor record automatically populates and is not editable.
 - A. Verify the Operation.
 - B. Verify the Last Transaction DT/TM.
 - C. Verify the Last Updated By.
 - D. Verify the Corporation Name.
 - E. Verify the Division Name.
 - F. Verify the CAGE Cd.
 - G. Verify the DoDAAC.
4. Select . The Contractor History pop-up window closes.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.



161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.

Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Contractor Overview
- Add a Contractor
- Update a Contractor
- Delete a Contractor



Contract Overview

Overview

The Materiel Management/Inventory Control Point module Contract process provides the ability to view, add, update, or delete Contract information. Contracts must be associated with a Contractor, and the Contractor information must be complete before any Contracts can be added. The Contract Record is stored at the Program Management level, along with the Contractor Record. The one contract record is used throughout the Materiel Management and Warehouse Management modules, therefore the records must be unique throughout DPAS.

Navigation

MASTER DATA MGMT > Contract > Contract page

Page Fields

The following fields display on the **Contract** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.



132	To search for CAGE Cd, see https://cage.dla.mil .
161	NCAGE Cd must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Search Criteria Grid

Contract Nbr
 Contractor
 Dlvry Order Nbr
 Contract Desc
 Contract Type Cd
 Start Dt
 Expiration Dt

Contract Results Grid

Contractor
 Contract Type Cd
 Contract Nbr
 Non-DoD Contract Nbr
 Dlvry Order Nbr
 Contract Desc
 Start Dt
 Expiration Dt



Optional

Admin POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Contract POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Issuing POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd



Country

Property Admin POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Remarks
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Associated Stock Numbers

Stock Nbr
Item Desc


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Search for a Contract

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.

- In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

Instructions ▼

Search Criteria ▲

Contract Nbr	<input type="text"/>	Contractor	All ▼
Dlvry Order Nbr	<input type="text"/>	Contract Type Cd	All ▼
Contract Desc	<input type="text"/>	Expiration Dt	<input type="text"/>
Start Dt	<input type="text"/> 		

- Enter the CONTRACT NBR in the field provided. *This is a 13 alphanumeric character field.*
- Use  to select the Contractor.
- Enter the DLVY ORD NBR in the field provided. *This is a 4 alphanumeric character field.*
- Enter the CONTRACT DESC in the field provided. *This is a 125 alphanumeric character field.*
- Use  to select the Contract Type Cd.
- Use  to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.


- Select  . *The Search Results appear.*

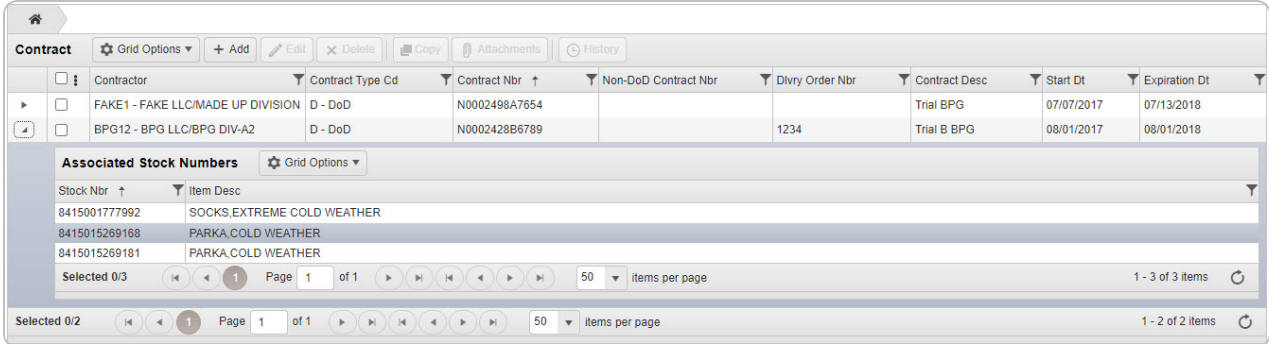
Contract


	Contractor	Contract Type Cd	Contract Nbr	Non-DoD Contract Nbr	Dlvry Order Nbr	Contract Desc	Start Dt	Expiration Dt
<input type="checkbox"/>	FAKE1 - FAKE LLC/MADE UP DIVISION	D - DoD	N0002498A7654			Trial BPG	07/07/2017	07/13/2018
<input type="checkbox"/>	BPG12 - BPG LLC/BPG DIV-A2	D - DoD	N0002428B6789		1234	Trial B BPG	08/01/2017	08/01/2018

Selected 0/2 Page 1 of 1 items per page 1 - 2 of 2 items

View the Associated Stock Numbers

1. Select . *The Associated Stock Numbers Grid appears below the Contract record.*



2. *The STOCK NBR automatically populates and is not editable.*
3. *The ITEM DESC automatically populates and is not editable.*
4. Select . *The Associated Stock Numbers Grid closes.*


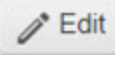

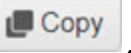

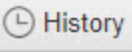
Add a New Contract

Select . *The Add a Contract pop-up window appears.*

Update a Contract

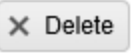
1. Click  to select the desired entry. *The Contract row is highlighted, and , , , , and  become available.*
2. Select . *The Update a Contract pop-up window appears.*

Delete a Contract

1. Click  to select the desired entry. *The Contract row is highlighted, and , , , , and  become available.*

2. Select  . The **Delete a Contract** pop-up window appears.


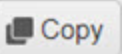
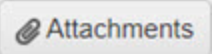
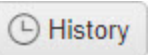
Copy a Contract

1. Click  to select the desired entry. The Contract row is highlighted, and , , , , and  become available.
2. Select  . The **Copy a Contract** pop-up window appears.


Add Attachments to a Contract

1. Click  to select the desired entry. The Contract row is highlighted, and , , , , and  become available.
2. Select  . The **Add Attachments to a Contract** pop-up window appears.

View the History for a Contract

1. Click  to select the desired entry. The Contract row is highlighted, and , , , , and  become available.
2. Select  . The **History for Contract Nbr** pop-up window appears.

View the Contractor Associated with a Contract

Select  to display the **Contractor** page, listing out the contractors associated with this Division.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.





Error	Solution
<p>125 – No record(s) match search criteria or you do not have the appropriate security access.</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>

Related Topics

- Add a Contract
- Update a Contract
- Delete a Contract
- Copy a Contract
- Add Attachments
- View the History for a Contract

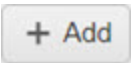


Add a Contract

Overview

The Contract Add process provides the ability to create new contract information for a contractor.

Navigation

MASTER DATA MGMT > Contract >  > Add Contract pop-up window

Page Fields

The following fields display on the **Add Contract** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".



449

CONTRACT NBR consists of 13 POS: POS 1-6 = DoDAAC, POS 7-8 numeric, POS 9 alpha except "I" or "O" and POS 10-13 alpha-numeric.

Contract Info Tab

- Contract Type Cd *
- Contractor *
- Contract Nbr *
- Contract Desc
- Dlvry Order Nbr
- Start Dt
- Expiration Dt
- Manage Stock Nbrs
- Add / Edit Remarks

- Remarks
- History Remarks

POC Info Tab

Contract POC

- Contact Point
- Country
- Phone Nbr
- Address Line 1
- DSN Nbr
- Address Line 2
- FAX Nbr
- City
- Email Address
- State
- ZIP Cd
- Add / Edit Remarks

- Remarks



History Remarks

Admin POC

- DoDAAC
- Contact Point
- Country
- Phone Nbr
- Address Line 1
- DSN Nbr
- Address Line 2
- FAX Nbr
- City
- Email Address
- State
- ZIP Cd
- Add / Edit Remarks

- Remarks
- History Remarks

Issuing POC

- DoDAAC
- Contact Point
- Country
- Phone Nbr
- Address Line 1
- DSN Nbr
- Address Line 2
- FAX Nbr
- City
- Email Address
- State
- ZIP Cd
- Add / Edit Remarks

- Remarks
- History Remarks

Property Admin POC

- Contact Point
- Country

Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks


Stock Numbers Tab

Stock Nbr
Item Desc


(*) Asterisk identifies mandatory fields.

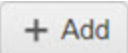
Procedures

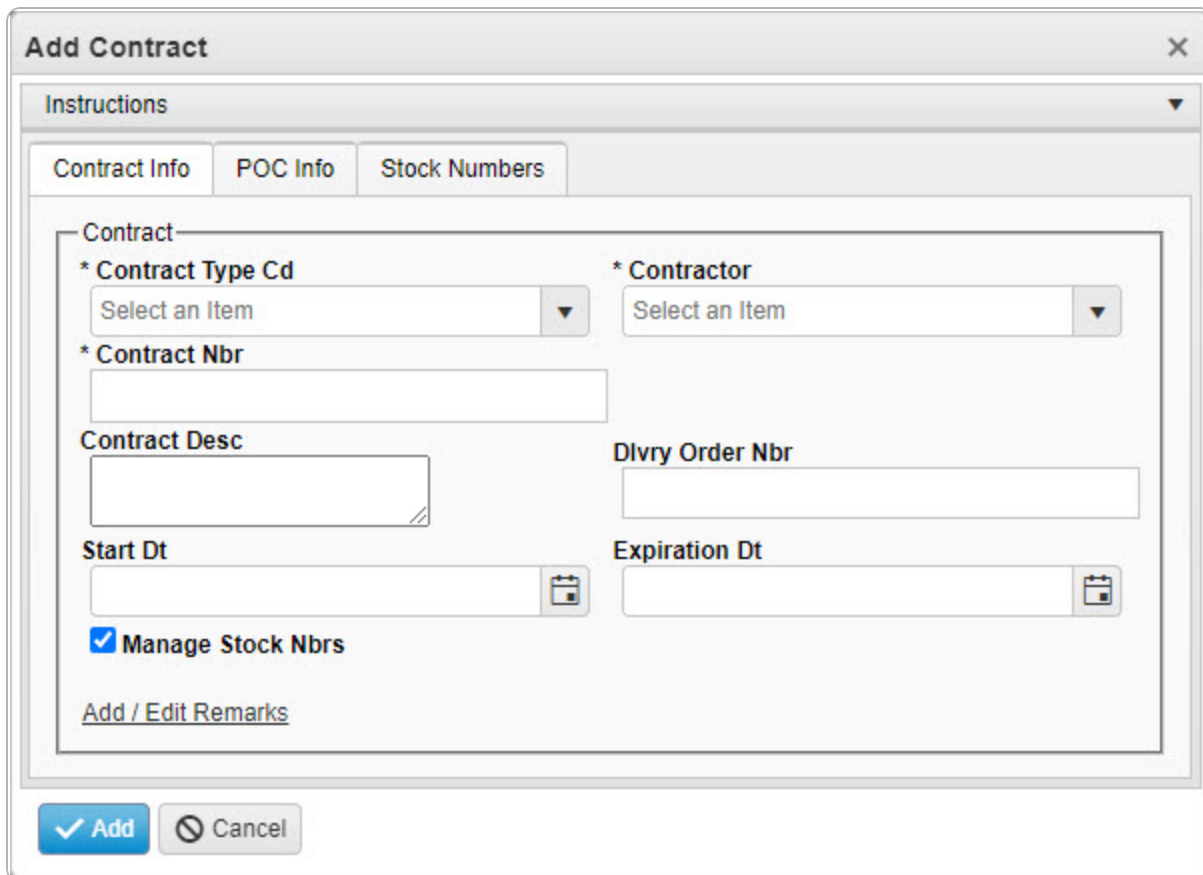
DPAS Navigation Helpful Tips





 Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Add a Contract

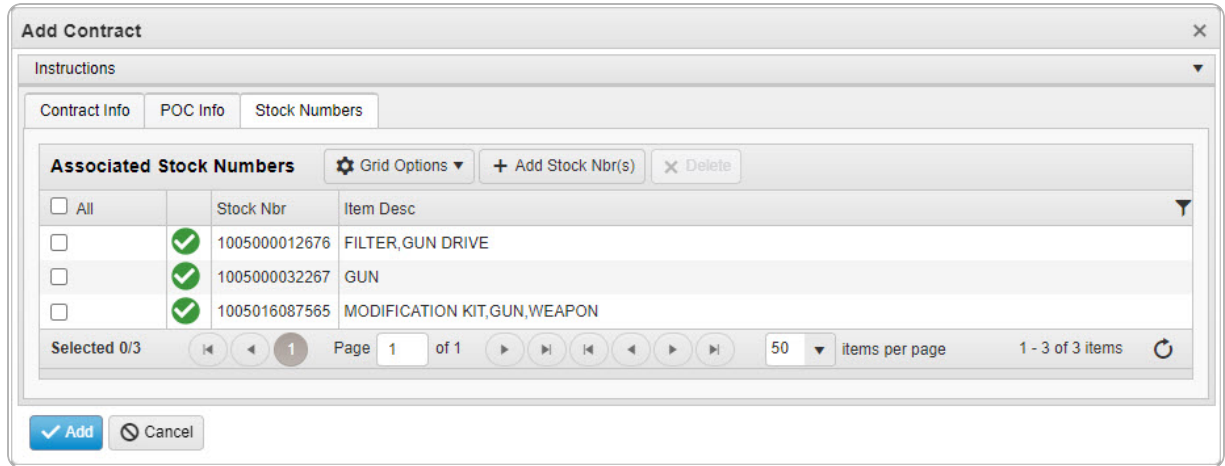
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Add Contract** pop-up window displays, with the Contract Info Tab available.



2. Use  to select the Contract Type Cd. *If the type is Non-DoD, then the Non-DoD CONTRACT NBR field appears.*
3. Use  to select the Contractor.
4. Enter the CONTRACT NBR in the field provided. *This is a 13 alphanumeric character field.*
5. Enter the CONTRACT DESC in the field provided. *This is a 125 alphanumeric character field.*
6. Enter the DLVY ORD NBR in the field provided. *This is a 4 alphanumeric character field.*
7. Use  to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
8. Use  to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.
9. Click to select **Manage Stock Nbrs**. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*

- A. Select the Stock Numbers tab. *The tab opens to the empty Associated Stock Numbers results grid.*



Add STOCK NBR(s)

Select . *The **Stock Number Browse** pop-up window appears.*

Delete STOCK NBR(s)

a. Click to select the desired entry. *The STOCK NBR is highlighted, and becomes available.*

b. Select . *The STOCK NBR is removed from the pop-up window.*

10. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
- A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select . *The new Contract record is saved, and appears in the Contract results grid.*

11.

OR

Enter the information in the Contract POC Details section.



Add Contract

Instructions

Contract Info POC Info Stock Numbers

Contract

Admin

Issuing

Property Admin


POC Details

Contact Point	Country
<input type="text"/>	* - N/A
Phone Nbr	Address Line 1
<input type="text"/>	<input type="text"/>
DSN Nbr	Address Line 2
<input type="text"/>	<input type="text"/>
Fax Nbr	City
<input type="text"/>	<input type="text"/>
Email Address	State
<input type="text"/>	* - State Cd Not Applicable
	Zip Cd
	<input type="text"/>

[Add / Edit Remarks](#)

- A. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*
- B. Use to select the Country.
- C. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- D. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*
- E. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*
- F. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*
- G. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
- H. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

- I. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*
- J. Use to select the State.
- K. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select . *The new Contract record is saved, and appears in the Contract results grid.*

M.

OR

Select the Admin POC Details section.



Add Contract ✕

Instructions ▾

Contract Info POC Info Stock Numbers

Contract

Admin

Issuing

Property Admin

Admin

DoDAAC


POC Details

Contact Point	Country
<input type="text"/>	* - N/A ▾
Phone Nbr	Address Line 1
<input type="text"/>	<input type="text"/>
DSN Nbr	Address Line 2
<input type="text"/>	<input type="text"/>
Fax Nbr	City
<input type="text"/>	<input type="text"/>
Email Address	State
<input type="text"/>	* - State Cd Not Applicable ▾
	Zip Cd
	<input type="text"/>

[Add / Edit Remarks](#)

- a. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- b. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*
- c. Use to select the Country.
- d. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- e. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*
- f. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

- g. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*
- h. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
- i. Enter the City in the field provided. *This is a 25 alphanumeric character field.*
- j. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*
- k. Use to select the State.
- l. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - 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 . *The new Contract record is saved, and appears in the Contract results grid.*
- n.

OR

Select the Issuing POINT OF CONTACT Details section.



Add Contract ✕

Instructions ▼

Contract Info POC Info Stock Numbers

Contract

Admin

Issuing

Property Admin

Issuing

DoDAAC

POC Details

Contact Point	Country
<input style="width: 95%;" type="text"/>	* - N/A ▼
Phone Nbr	Address Line 1
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
DSN Nbr	Address Line 2
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Fax Nbr	City
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Email Address	State
<input style="width: 95%;" type="text"/>	* - State Cd Not Applicable ▼
	Zip Cd
	<input style="width: 95%;" type="text"/>

[Add / Edit Remarks](#)

1. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
2. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*
3. Use to select the Country.
4. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
5. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*
6. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*
7. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

8. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
9. Enter the City in the field provided. *This is a 25 alphanumeric character field.*
10. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*
11. Use to select the State.
12. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
13. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
14. Select . *The new Contract record is saved, and appears in the Contract results grid.*

OR

Select the Property Admin POC Details section.



Add Contract ✕

Instructions

Contract Info POC Info Stock Numbers

Contract

Admin

Issuing

Property Admin

POC Details

Contact Point	Country
<input type="text"/>	* - N/A ▼
Phone Nbr	Address Line 1
<input type="text"/>	<input type="text"/>
DSN Nbr	Address Line 2
<input type="text"/>	<input type="text"/>
Fax Nbr	City
<input type="text"/>	<input type="text"/>
Email Address	State
<input type="text"/>	* - State Cd Not Applicable ▼
	Zip Cd
	<input type="text"/>

[Add / Edit Remarks](#)

- A. Enter the Contact Point in the field provided. *This is a 35 alpha-numeric character field.*
- B. Use to select the Country.
- C. Enter the PHONE NBR in the field provided. *This is a 25 alpha-numeric character field.*
- D. Enter the Address Line 1 in the field provided. *This is a 35 alpha-numeric character field.*
- E. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*
- F. Enter the Address Line 2 in the field provided. *This is a 35 alpha-numeric character field.*
- G. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
- H. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

- I. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*
- J. Use to select the State.
- K. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
- L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- M. Select . *The new Contract record is saved, and appears in the Contract results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.



<p>13 – Mandatory Entry: CONTRACT TYPE CD.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 – Mandatory Entry: Contractor.</p>	
<p>13 – Mandatory Entry: CONTRACT NBR.</p>	
<p>419 – DoDAAC entry must be 6 – pos alphanumeric except for alpha "I" or "O".</p>	<p>Invalid Entry. The DoDAAC is a 6—position alphanumeric entry, but not "I"; "O"; or special characters. Re—enter the DoDAAC.</p>
<p>761 – Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 – pos, with supported special characters(s) – , +, (), x, period and space.</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.</p>
<p>323 – E-Mail Address structure is incorrect.</p>	<p>Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.</p>
<p>1124 – ZIP Cd is not in valid format (12345, 12345-</p>	<p>Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional</p>





Help Reference Guide

1234, 12345 1234).

4 numeric character extension.

Related Topics

- [Contract Overview](#)
- [Update a Contract](#)
- [Delete a Contract](#)
- [Copy a Contract](#)
- [Add Attachments](#)
- [View the History for a Contract](#)

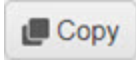


Copy a Contract

Overview

The Contract Copy process provides the ability to duplicate all the values in a contract, including POC and stock number associations. The DLVY ORDER NBR, START DT, and EXPIRATION DT fields are not duplicated and expect entries.

Navigation

MASTER DATA MGMT > Contract > (desired record) >  Copy > Add Contract pop-up window

Page Fields

The following fields display on the **Add Contract** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I"

	or "O".
449	CONTRACT NBR consists of 13 POS: POS 1-6 = DoDAAC, POS 7-8 numeric, POS 9 alpha except "I" or "O" and POS 10-13 alpha-numeric.

Contract Info Tab

- Contract Type Cd *
- Contractor *
- Contract Nbr *
- Non-DoD Contract Nbr
- Contract Desc
- Divry Order Nbr
- Start Dt
- Expiration Dt
- Manage Stock Nbrs
- Add / Edit Remarks

- Remarks
- History Remarks

POC Info Tab

Contract POC

- Contact Point
- Country
- Phone Nbr
- Address Line 1
- DSN Nbr
- Address Line 2
- FAX Nbr
- City
- Email Address
- State



ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Admin POC

DoDAAC
Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Issuing POC

DoDAAC
Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks



Property Admin POC

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks


Stock Numbers Tab

Stock Nbr
Item Desc

(*) Asterisk identifies mandatory fields.


Procedures


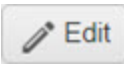

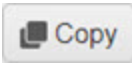

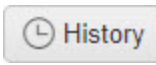
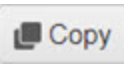
DPAS Navigation Helpful Tips

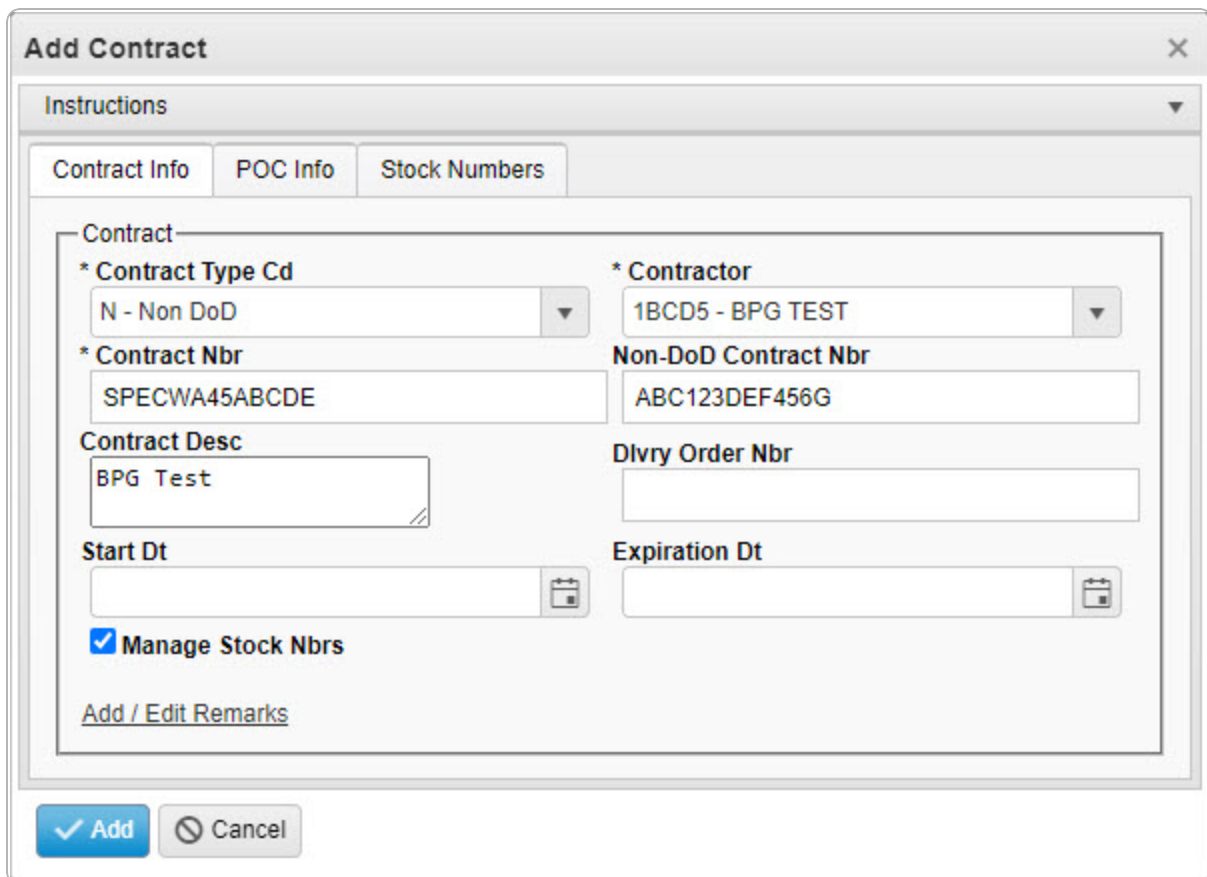



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.



Copy a Contract

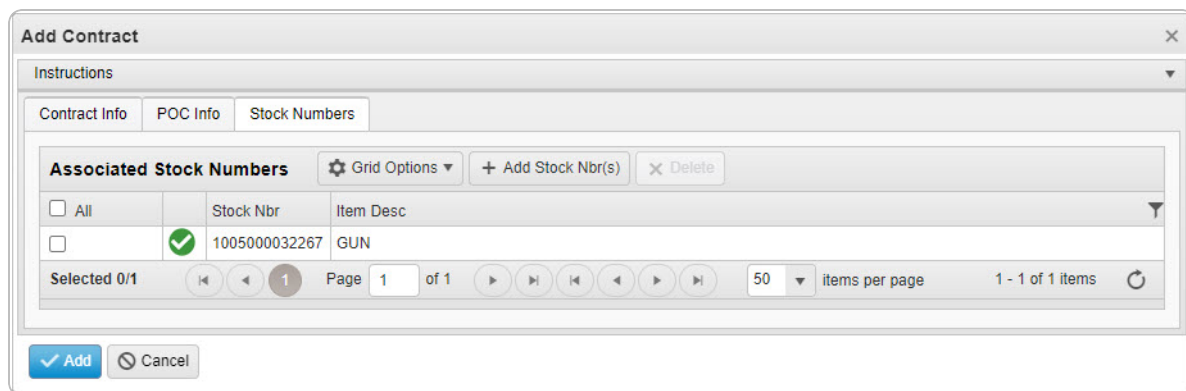
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click  to select the desired entry. *The Contract is highlighted, and , , , , and  become available.*
2. Select . *The **Add Contract** pop-up window displays, with the Contract Info Tab available.*



3. Update the Contract Type Cd, using  to select the desired code.


4. Update the Contractor, using to select the desired company.
5. Update the CONTRACT NBR, entering the revised number in the field provided. *This is a 13 alphanumeric character field.*
6. Update the Non-DoD CONTRACT NBR, entering the revised information in the field provided. *This is a 13 alphanumeric character field.*
7. Update the CONTRACT DESC, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*
8. Enter the new DLVY ORD NBR in the field provided. *This is a 4 alphanumeric character field.*
9. Use  to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
10. Use  to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.
11. Click to select Manage STOCK NBRs. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*
 - A. Select the Stock Numbers tab. *The tab opens to the Associated Stock Numbers results grid.*



Add Contract

Instructions

Contract Info POC Info Stock Numbers

Associated Stock Numbers  Grid Options

<input type="checkbox"/> All	Stock Nbr	Item Desc
<input type="checkbox"/>	<input checked="" type="checkbox"/> 1005000032267	GUN




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

Add STOCK NBR(s)

Select . The **Stock Number Browse** pop-up window appears.



Delete STOCK NBR(s)

- a. Click to select the desired entry. *The STOCK NBR is highlighted, and  becomes available.*
 - b. Select . *The STOCK NBR is removed from the pop-up window.*
12. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
- A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select . *The copied Contract record is saved, and appears in the Contract results grid.*
13. **OR**
- Verify the information in the Contract POC Details section.



Add Contract ✕


Instructions ▼

Contract Info POC Info Stock Numbers

<p>Contract</p> <p>Admin</p> <p>Issuing</p> <p>Property Admin</p>	<p>POC Details</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Contact Point</td> <td style="width: 50%;">Country</td> </tr> <tr> <td><input type="text" value="Pidge Contract"/></td> <td><input style="border: none; border-bottom: 1px solid gray; background-color: #f0f0f0; text-align: right; padding-right: 5px;" type="text" value="US - UNITED STATES OF AMERICA"/> ▼</td> </tr> <tr> <td>Phone Nbr</td> <td>Address Line 1</td> </tr> <tr> <td><input type="text" value="555-1212"/></td> <td><input type="text" value="123 ABC Drive"/></td> </tr> <tr> <td>DSN Nbr</td> <td>Address Line 2</td> </tr> <tr> <td><input type="text" value="555-1221"/></td> <td><input type="text"/></td> </tr> <tr> <td>Fax Nbr</td> <td>City</td> </tr> <tr> <td><input type="text" value="555-1212"/></td> <td><input type="text" value="Anywhere"/></td> </tr> <tr> <td>Email Address</td> <td>State</td> </tr> <tr> <td><input type="text" value="no-reply@nowhere.com"/></td> <td><input style="border: none; border-bottom: 1px solid gray; background-color: #f0f0f0; text-align: right; padding-right: 5px;" type="text" value="NY - New York"/> ▼</td> </tr> <tr> <td></td> <td>Zip Cd</td> </tr> <tr> <td></td> <td><input type="text" value="12345"/></td> </tr> </table> <p>Add / Edit Remarks</p>	Contact Point	Country	<input type="text" value="Pidge Contract"/>	<input style="border: none; border-bottom: 1px solid gray; background-color: #f0f0f0; text-align: right; padding-right: 5px;" type="text" value="US - UNITED STATES OF AMERICA"/> ▼	Phone Nbr	Address Line 1	<input type="text" value="555-1212"/>	<input type="text" value="123 ABC Drive"/>	DSN Nbr	Address Line 2	<input type="text" value="555-1221"/>	<input type="text"/>	Fax Nbr	City	<input type="text" value="555-1212"/>	<input type="text" value="Anywhere"/>	Email Address	State	<input type="text" value="no-reply@nowhere.com"/>	<input style="border: none; border-bottom: 1px solid gray; background-color: #f0f0f0; text-align: right; padding-right: 5px;" type="text" value="NY - New York"/> ▼		Zip Cd		<input type="text" value="12345"/>
Contact Point	Country																								
<input type="text" value="Pidge Contract"/>	<input style="border: none; border-bottom: 1px solid gray; background-color: #f0f0f0; text-align: right; padding-right: 5px;" type="text" value="US - UNITED STATES OF AMERICA"/> ▼																								
Phone Nbr	Address Line 1																								
<input type="text" value="555-1212"/>	<input type="text" value="123 ABC Drive"/>																								
DSN Nbr	Address Line 2																								
<input type="text" value="555-1221"/>	<input type="text"/>																								
Fax Nbr	City																								
<input type="text" value="555-1212"/>	<input type="text" value="Anywhere"/>																								
Email Address	State																								
<input type="text" value="no-reply@nowhere.com"/>	<input style="border: none; border-bottom: 1px solid gray; background-color: #f0f0f0; text-align: right; padding-right: 5px;" type="text" value="NY - New York"/> ▼																								
	Zip Cd																								
	<input type="text" value="12345"/>																								

- A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
- B. Update the Country, using to select the desired code.
- C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

- G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
- I. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
- J. Update the State, using to select the desired code.
- K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select  . *The copied Contract record is saved, and appears in the Contract results grid.*

M.

OR

Verify the information in the Admin POC Details section.



Add Contract ✕

Instructions ▾

Contract Info | POC Info | Stock Numbers

<p>Contract</p> <p>Admin</p> <p>Issuing</p> <p>Property Admin</p>	<p>Admin</p> <p>DoDAAC</p> <input type="text" value="SPECWA"/>																								
	<p>POC Details</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Contact Point</td> <td style="width: 50%;">Country</td> </tr> <tr> <td><input type="text" value="Pidge Admin"/></td> <td><input style="border: none; border-bottom: 1px solid gray; background-color: #f0f0f0; text-align: right; font-size: small; padding-right: 5px;" type="text" value="US - UNITED STATES OF AMERICA"/> ▾</td> </tr> <tr> <td>Phone Nbr</td> <td>Address Line 1</td> </tr> <tr> <td><input type="text" value="555-1212"/></td> <td><input type="text" value="123 ABC Avenue"/></td> </tr> <tr> <td>DSN Nbr</td> <td>Address Line 2</td> </tr> <tr> <td><input type="text" value="555-1212"/></td> <td><input type="text"/></td> </tr> <tr> <td>Fax Nbr</td> <td>City</td> </tr> <tr> <td><input type="text" value="555-1212"/></td> <td><input type="text" value="Nowheresville"/></td> </tr> <tr> <td>Email Address</td> <td>State</td> </tr> <tr> <td><input type="text" value="no-reply@no-reply.com"/></td> <td><input style="border: none; border-bottom: 1px solid gray; background-color: #f0f0f0; text-align: right; font-size: small; padding-right: 5px;" type="text" value="NY - New York"/> ▾</td> </tr> <tr> <td></td> <td>Zip Cd</td> </tr> <tr> <td></td> <td><input type="text" value="12345"/></td> </tr> </table> <p style="font-size: small; margin-top: 5px;">Add / Edit Remarks</p>	Contact Point	Country	<input type="text" value="Pidge Admin"/>	<input style="border: none; border-bottom: 1px solid gray; background-color: #f0f0f0; text-align: right; font-size: small; padding-right: 5px;" type="text" value="US - UNITED STATES OF AMERICA"/> ▾	Phone Nbr	Address Line 1	<input type="text" value="555-1212"/>	<input type="text" value="123 ABC Avenue"/>	DSN Nbr	Address Line 2	<input type="text" value="555-1212"/>	<input type="text"/>	Fax Nbr	City	<input type="text" value="555-1212"/>	<input type="text" value="Nowheresville"/>	Email Address	State	<input type="text" value="no-reply@no-reply.com"/>	<input style="border: none; border-bottom: 1px solid gray; background-color: #f0f0f0; text-align: right; font-size: small; padding-right: 5px;" type="text" value="NY - New York"/> ▾		Zip Cd		<input type="text" value="12345"/>
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	<input type="text" value="12345"/>																								

- a. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
- b. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
- c. Update the Country, using ▾ to select the desired code.
- d. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- e. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- f. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

- g. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
 - h. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - i. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
 - j. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
 - k. Update the State, using to select the desired code.
 - l. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
 - m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - 1. Update the Remarks, entering the revised information 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 . *The copied Contract record is saved, and appears in the Contract results grid.*

n.

OR

Verify the information in the Issuing POC Details section.



Add Contract ✕

Instructions ▾

Contract Info | POC Info | Stock Numbers

<p>Contract</p> <p>Admin</p> <p>Issuing</p> <p>Property Admin</p>	<p>Issuing</p> <p>DoDAAC</p> <input type="text" value="SPECWA"/>
<p>POC Details</p> <p>Contact Point</p> <input type="text" value="Pidge Issuing"/> <p>Phone Nbr</p> <input type="text" value="555-1212"/> <p>DSN Nbr</p> <input type="text" value="555-1212"/> <p>Fax Nbr</p> <input type="text" value="555-1212"/> <p>Email Address</p> <input type="text" value="nowhere@no-reply.com"/>	<p>Country</p> <input type="text" value="US - UNITED STATES OF AMERICA"/> ▾
	<p>Address Line 1</p> <input type="text" value="123 ABC Place"/>
	<p>Address Line 2</p> <input type="text"/>
	<p>City</p> <input type="text" value="Wherever"/>
	<p>State</p> <input type="text" value="NY - New York"/> ▾
	<p>Zip Cd</p> <input type="text" value="12345"/>

[Add / Edit Remarks](#)

1. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
2. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
3. Update the Country, using ▾ to select the desired code.
4. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
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10. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
11. Update the State, using to select the desired code.
12. Update the ZIP Cd, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
13. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
14. Select . *The copied Contract record is saved, and appears in the Contract results grid.*

OR

Verify the information in the Property Admin POC Details section.



Add Contract ✕

Instructions

Contract Info | POC Info | Stock Numbers

<p>Contract</p> <p>Admin</p> <p>Issuing</p> <p>Property Admin</p>	<p>POC Details</p> <table style="width: 100%;"> <tr> <td style="width: 50%;"> <p>Contact Point</p> <input type="text" value="Pidge PA"/> </td> <td style="width: 50%;"> <p>Country</p> <input type="text" value="US - UNITED STATES OF AMERICA"/> </td> </tr> <tr> <td> <p>Phone Nbr</p> <input type="text" value="555-1212"/> </td> <td> <p>Address Line 1</p> <input type="text" value="123 ABC Blvd"/> </td> </tr> <tr> <td> <p>DSN Nbr</p> <input type="text" value="555-1212"/> </td> <td> <p>Address Line 2</p> <input type="text"/> </td> </tr> <tr> <td> <p>Fax Nbr</p> <input type="text" value="555-1212"/> </td> <td> <p>City</p> <input type="text" value="Whoknows"/> </td> </tr> <tr> <td> <p>Email Address</p> <input type="text" value="nobody@no-reply.com"/> </td> <td> <p>State</p> <input type="text" value="NY - New York"/> </td> </tr> <tr> <td colspan="2"> <p>Zip Cd</p> <input type="text" value="12345"/> </td> </tr> </table> <p>Add / Edit Remarks</p>	<p>Contact Point</p> <input type="text" value="Pidge PA"/>	<p>Country</p> <input type="text" value="US - UNITED STATES OF AMERICA"/>	<p>Phone Nbr</p> <input type="text" value="555-1212"/>	<p>Address Line 1</p> <input type="text" value="123 ABC Blvd"/>	<p>DSN Nbr</p> <input type="text" value="555-1212"/>	<p>Address Line 2</p> <input type="text"/>	<p>Fax Nbr</p> <input type="text" value="555-1212"/>	<p>City</p> <input type="text" value="Whoknows"/>	<p>Email Address</p> <input type="text" value="nobody@no-reply.com"/>	<p>State</p> <input type="text" value="NY - New York"/>	<p>Zip Cd</p> <input type="text" value="12345"/>	
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<p>Zip Cd</p> <input type="text" value="12345"/>													

- A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
- B. Update the Country, using to select the desired code.
- C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

- I. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
- J. Update the State, using to select the desired code.
- K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - 1. Update the Remarks, entering the revised information 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.*
- M. Select . *The copied Contract record is saved, and appears in the Contract results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Contract Overview
- Update a Contract
- Delete a Contract
- Copy a Contract
- Add Attachments

- View the History for a Contract

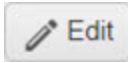


Update a Contract

Overview

The Contract Update process allows editing of a contract from a contractor.

Navigation

MASTER DATA MGMT > Contract > (desired record) >  > Update Contract pop-up window

Page Fields

The following fields display on the **Update Contract** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(* Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".



449

CONTRACT NBR consists of 13 POS: POS 1-6 = DoDAAC, POS 7-8 numeric, POS 9 alpha except "I" or "O" and POS 10-13 alpha-numeric.

Contract Info Tab

- Contract Type Cd *
- Contractor *
- Contract Nbr *
- Non-DoD Contract Nbr
- Contract Desc
- Dlvry Order Nbr
- Start Dt
- Expiration Dt
- Manage Stock Nbrs
- Attachments
- Add / Edit Remarks

- Remarks
- History Remarks

POC Info Tab

Contract POC

- Contact Point
- Country
- Phone Nbr
- Address Line 1
- DSN Nbr
- Address Line 2
- FAX Nbr
- City
- Email Address
- State
- ZIP Cd
- Add / Edit Remarks



Remarks
History Remarks

Admin POC

DoDAAC
Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Issuing POC

DoDAAC
Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks



Property Admin POC

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Stock Numbers Tab

Stock Nbr
Item Desc

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips

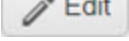
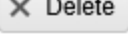
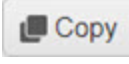
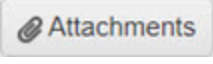
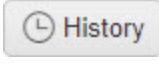
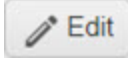


Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.



Update a Contract

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

1. Click to select the desired entry. *The Contract is highlighted, and* , , , , and  become available.
2. Select . *The **Update Contract** pop-up window displays, with the Contract Info Tab available.*



Update Contract

Instructions


Contract Info POC Info Stock Numbers

Contract

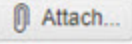
* Contract Type Cd N - Non DoD	* Contractor 1BCD5 - BPG TEST
* Contract Nbr SPECWA45ABCDE	Non-DoD Contract Nbr ABC123DEF456G
Contract Desc BPG Test	Divry Order Nbr ABC123
Start Dt 11/1/2022	Expiration Dt 11/1/2023

Manage Stock Nbrs


Attachments





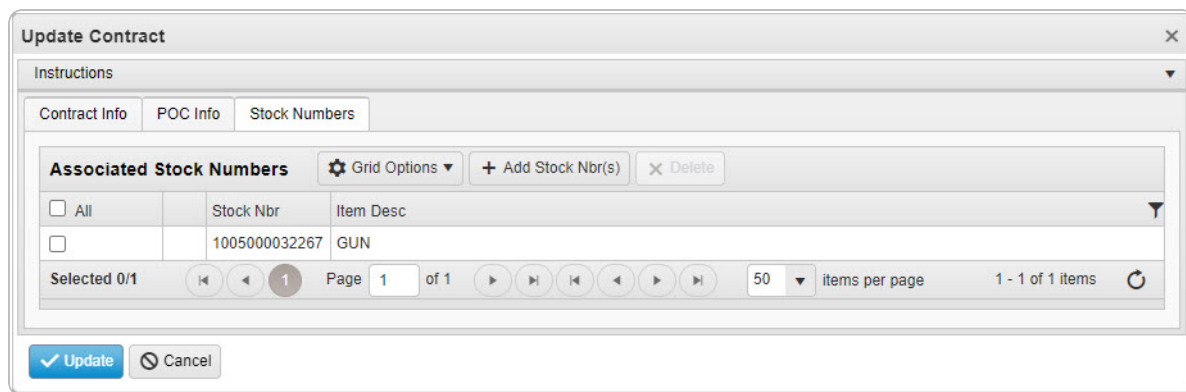
Puffin.png



[Add / Edit Remarks](#)

3. Update the Contract Type Cd, using  to select the desired code.
4. *Verify the Contractor.*
5. Update the CONTRACT NBR, entering the revised number in the field provided. *This is a 13 alphanumeric character field.*
6. Update the Non-DoD CONTRACT NBR, entering the revised information in the field provided. *This is a 13 alphanumeric character field.*
7. Update the CONTRACT DESC, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*

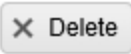
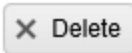
8. Update the DLVY ORD NBR, entering the revised number in the field provided. *This is a 4 alphanumeric character field.*
9. Update the START DT, using  or entering the date (MM/DD/YYYY) in the field provided.
10. Update the EXPIRATION DT, using  or entering the date (MM/DD/YYYY) in the field provided.
11. Verify the **Manage Stock NBRs** contains the appropriate or . *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*
 - A. Select the Stock Numbers tab. *The tab opens to the Associated Stock Numbers results grid.*



Add STOCK NBR(s)

Select . *The **Stock Number Browse** pop-up window appears.*


Delete STOCK NBR(s)

- a. Click to select the desired entry. *The STOCK NBR is highlighted, and  becomes available.*
- b. Select . *The STOCK NBR is removed from the pop-up window.*

12. Update the Attachments, using  to choose the revised files. *The **Add an Attachment** pop-up window appears.*
13. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*



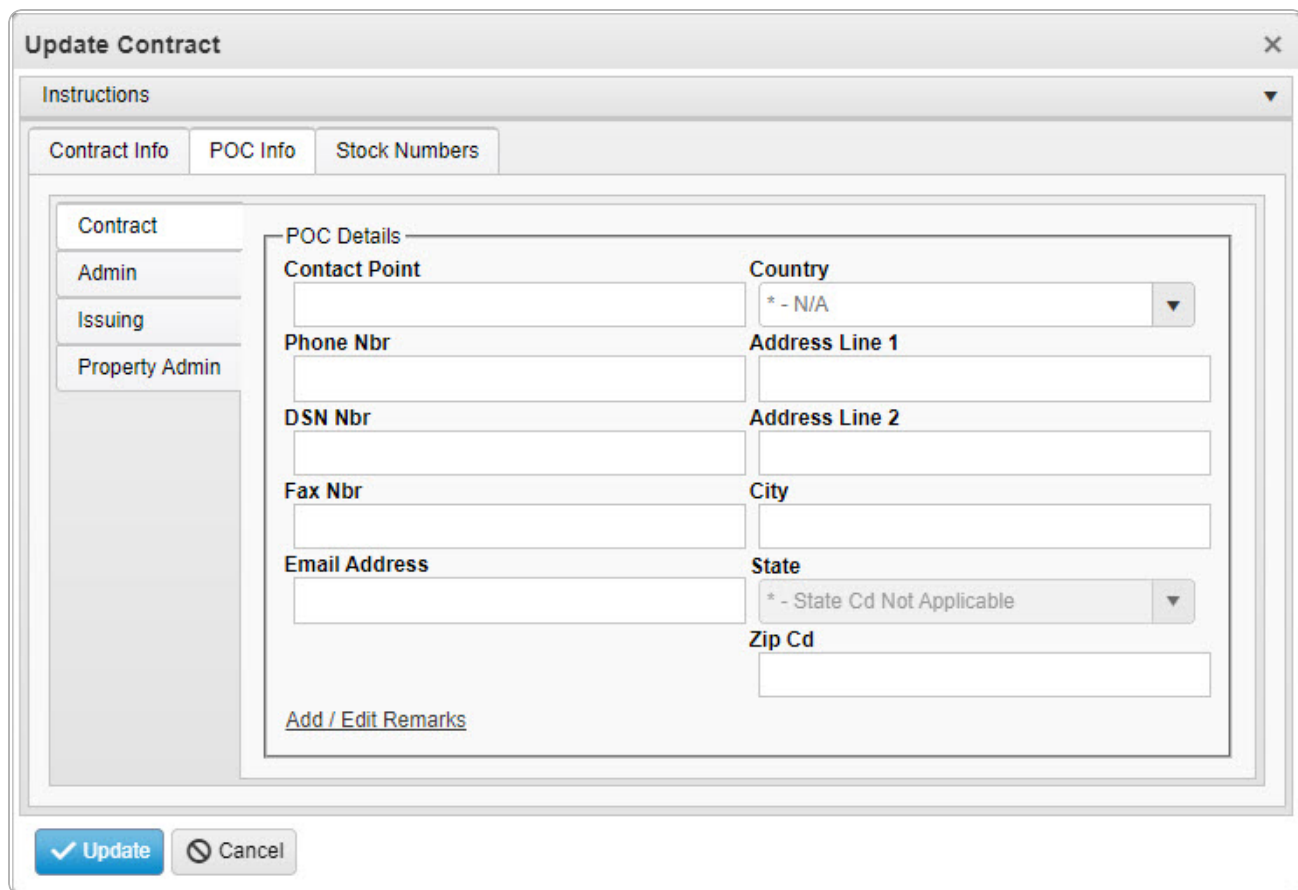
- A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
- B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select . *The revised Contract is saved, and the row appears green in the Contract results grid.*

14.

OR

Verify the information in the Contract POC Details section.



Update Contract

Instructions

Contract Info | **POC Info** | Stock Numbers

Contract

- Admin
- Issuing
- Property Admin

POC Details

Contact Point Country

Phone Nbr Address Line 1

DSN Nbr Address Line 2

Fax Nbr City


Email Address State

Zip Cd

[Add / Edit Remarks](#)

- A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

- B. Update the Country, using to select the desired code.
- C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
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- H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
- I. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
- J. Update the State, using to select the desired code.
- K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select . *The revised Contract is saved, and the row appears green in the Contract results grid.*

M.

OR

Verify the information in the Admin POC Details section.



Update Contract


Instructions

Contract Info POC Info Stock Numbers

<p style="margin: 0;">Contract</p> <p style="margin: 0;">Admin</p> <p style="margin: 0;">Issuing</p> <p style="margin: 0;">Property Admin</p>	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p style="margin: 0;">Admin</p> <p style="margin: 0;">DoDAAC</p> <input style="width: 100%; height: 20px;" type="text"/> </div> <div style="border: 1px solid gray; padding: 5px;"> <p style="margin: 0;">POC Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;"> <p style="margin: 0;">Contact Point</p> <input style="width: 95%; height: 20px;" type="text"/> </td> <td style="width: 50%; padding: 2px;"> <p style="margin: 0;">Country</p> <div style="border: 1px solid gray; padding: 2px;">* - N/A ▼</div> </td> </tr> <tr> <td style="padding: 2px;"> <p style="margin: 0;">Phone Nbr</p> <input style="width: 95%; height: 20px;" type="text"/> </td> <td style="padding: 2px;"> <p style="margin: 0;">Address Line 1</p> <input style="width: 95%; height: 20px;" type="text"/> </td> </tr> <tr> <td style="padding: 2px;"> <p style="margin: 0;">DSN Nbr</p> <input style="width: 95%; height: 20px;" type="text"/> </td> <td style="padding: 2px;"> <p style="margin: 0;">Address Line 2</p> <input style="width: 95%; height: 20px;" type="text"/> </td> </tr> <tr> <td style="padding: 2px;"> <p style="margin: 0;">Fax Nbr</p> <input style="width: 95%; height: 20px;" type="text"/> </td> <td style="padding: 2px;"> <p style="margin: 0;">City</p> <input style="width: 95%; height: 20px;" type="text"/> </td> </tr> <tr> <td style="padding: 2px;"> <p style="margin: 0;">Email Address</p> <input style="width: 95%; height: 20px;" type="text"/> </td> <td style="padding: 2px;"> <p style="margin: 0;">State</p> <div style="border: 1px solid gray; padding: 2px;">* - State Cd Not Applicable ▼</div> </td> </tr> <tr> <td colspan="2" style="padding: 2px;"> <p style="margin: 0;">Zip Cd</p> <input style="width: 95%; height: 20px;" type="text"/> </td> </tr> </table> <p style="margin: 5px 0 0 0;">Add / Edit Remarks</p> </div>	<p style="margin: 0;">Contact Point</p> <input style="width: 95%; height: 20px;" type="text"/>	<p style="margin: 0;">Country</p> <div style="border: 1px solid gray; padding: 2px;">* - N/A ▼</div>	<p style="margin: 0;">Phone Nbr</p> <input style="width: 95%; height: 20px;" type="text"/>	<p style="margin: 0;">Address Line 1</p> <input style="width: 95%; height: 20px;" type="text"/>	<p style="margin: 0;">DSN Nbr</p> <input style="width: 95%; height: 20px;" type="text"/>	<p style="margin: 0;">Address Line 2</p> <input style="width: 95%; height: 20px;" type="text"/>	<p style="margin: 0;">Fax Nbr</p> <input style="width: 95%; height: 20px;" type="text"/>	<p style="margin: 0;">City</p> <input style="width: 95%; height: 20px;" type="text"/>	<p style="margin: 0;">Email Address</p> <input style="width: 95%; height: 20px;" type="text"/>	<p style="margin: 0;">State</p> <div style="border: 1px solid gray; padding: 2px;">* - State Cd Not Applicable ▼</div>	<p style="margin: 0;">Zip Cd</p> <input style="width: 95%; height: 20px;" type="text"/>	
<p style="margin: 0;">Contact Point</p> <input style="width: 95%; height: 20px;" type="text"/>	<p style="margin: 0;">Country</p> <div style="border: 1px solid gray; padding: 2px;">* - N/A ▼</div>												
<p style="margin: 0;">Phone Nbr</p> <input style="width: 95%; height: 20px;" type="text"/>	<p style="margin: 0;">Address Line 1</p> <input style="width: 95%; height: 20px;" type="text"/>												
<p style="margin: 0;">DSN Nbr</p> <input style="width: 95%; height: 20px;" type="text"/>	<p style="margin: 0;">Address Line 2</p> <input style="width: 95%; height: 20px;" type="text"/>												
<p style="margin: 0;">Fax Nbr</p> <input style="width: 95%; height: 20px;" type="text"/>	<p style="margin: 0;">City</p> <input style="width: 95%; height: 20px;" type="text"/>												
<p style="margin: 0;">Email Address</p> <input style="width: 95%; height: 20px;" type="text"/>	<p style="margin: 0;">State</p> <div style="border: 1px solid gray; padding: 2px;">* - State Cd Not Applicable ▼</div>												
<p style="margin: 0;">Zip Cd</p> <input style="width: 95%; height: 20px;" type="text"/>													

- a. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
- b. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
- c. Update the Country, using to select the desired code.
- d. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- e. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- f. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

- g. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- h. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- i. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
- j. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
- k. Update the State, using to select the desired code.
- l. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - 1. Update the Remarks, entering the revised information 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 . *The revised Contract is saved, and the row appears green in the Contract results grid.*

n.

OR

Verify the information in the Issuing POC Details section.



Update Contract ✕

Instructions ▾

Contract Info | POC Info | Stock Numbers

Contract

Admin

Issuing

Property Admin

Issuing


DoDAAC

POC Details

Contact Point	Country
<input style="width: 95%; height: 20px;" type="text"/>	* - N/A ▾
Phone Nbr	Address Line 1
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
DSN Nbr	Address Line 2
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Fax Nbr	City
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Email Address	State
<input style="width: 95%; height: 20px;" type="text"/>	* - State Cd Not Applicable ▾
	Zip Cd
	<input style="width: 95%; height: 20px;" type="text"/>

[Add / Edit Remarks](#)

1. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
2. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
3. Update the Country, using ▾ to select the desired code.
4. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
5. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
6. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

7. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
 8. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 9. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
 10. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
 11. Update the State, using to select the desired code.
 12. Update the ZIP Cd, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
 13. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select . *The revised Contract is saved, and the row appears green in the Contract results grid .*

14.

OR

Verify the information in the Property Admin POC Details section.



Update Contract

Instructions

Contract Info | POC Info | Stock Numbers


Contract
Admin
Issuing
Property Admin

POC Details

Contact Point	Country
Phone Nbr	Address Line 1
DSN Nbr	Address Line 2
Fax Nbr	City
Email Address	State
	Zip Cd

[Add / Edit Remarks](#)

Update Cancel

- A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
- B. Update the Country, using  to select the desired code.
- C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

- I. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
- J. Update the State, using to select the desired code.
- K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- M. Select . *The revised Contract is saved, and the row appears green in the Contract results grid .*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.



<p>13 – Mandatory Entry: CONTRACT TYPE CD.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 – Mandatory Entry: Con- tractor.</p>	
<p>13 – Mandatory Entry: CONTRACT NBR.</p>	
<p>1003 – Add Attachment sup- ports only these file types: {0}</p>	<p>Invalid Entry. Only the listed files are supported, and no other file types are attachable. Attach a correctly formatted file.</p>
<p>1004 – Attachment file size exceeds the maximum of {x} for this file type. "Attachment" file size is {x}.</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>
<p>419 – DoDAAC entry must be 6 – pos alphanumeric except for alpha "I" or "O".</p>	<p>Invalid Entry. The DoDAAC is a 6—position alphanumeric entry, but not "I"; "O"; or special characters. Re—enter the DoDAAC.</p>
<p>761 – Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a min- imum of 7 – pos, with sup- ported special characters(s) – , +, (), x, period and</p>	<p>Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: – , +, x, comma, period, and space. Make sure there are no extra spaces before or</p>



space.	after the number.
323 – E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 – ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Contract Overview
- Add a Contract
- Delete a Contract
- Copy a Contract
- Add Attachments
- View the History for a Contract

Delete a Contract

Overview

The Contract Delete process allows removal of a contract from a contractor.

Navigation

MASTER DATA MGMT > Contract > (desired record) > > Delete Contract pop-up window

Page Fields

The following fields display on the **Delete Contract** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Contract

History Remarks


Procedures

DPAS Navigation Helpful Tips

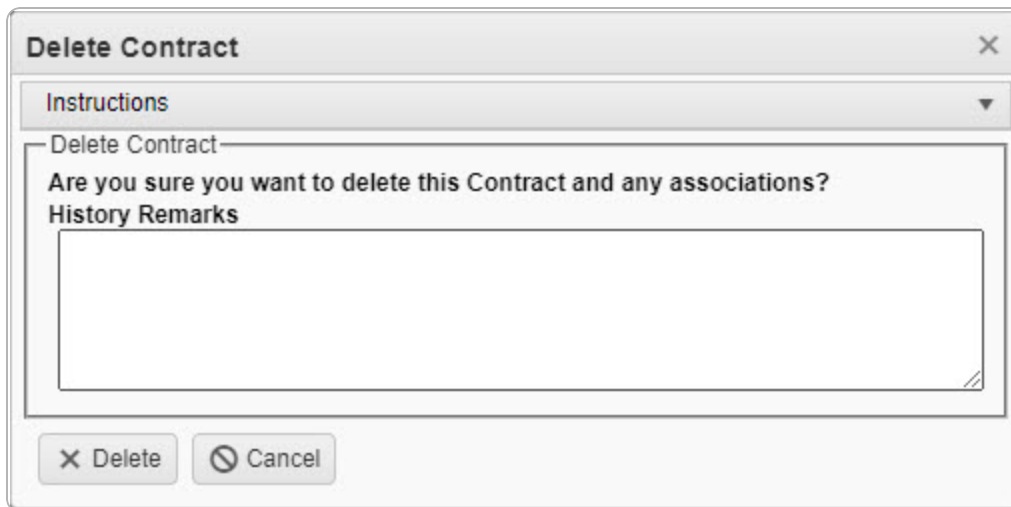


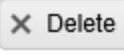
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Delete a Contract

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

- Click to select the desired entry. *The Contract is highlighted, and , , , , and  become available.*
- Select . *The **Delete Contract** pop-up window appears.*



- Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select . *The Contract record is removed.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
546 – Contract cannot be deleted. Stock Number(s) exists.	Invalid Deletion. A Contract record cannot be deleted if there are any Stock Numbers, RSAs, or Warranty's still associated to that Contract. Review the Contract record again, and remove any remaining associated information so the Contract can be deleted.
993 – Contract cannot be deleted. Contract is associated with one or more RSAs.	
498 – Contract cannot be deleted. Warranty record(s) exists.	





Related Topics

- [Contract Overview](#)
- [Add a Contract](#)
- [Update a Contract](#)
- [Copy a Contract](#)
- [Add Attachments](#)
- [View the History for a Contract](#)

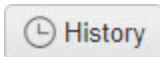


View the Contract History

Overview

The Contract History process displays all of the previous transactions regarding a Contract Record. The Contract Record is stored at the Program Management level, along with the Contractor Record. The one contract record is used throughout the Materiel Management and Warehouse Management modules, therefore the records must be unique throughout DPAS.

Navigation

MASTER DATA MGMT > Contract > (desired record) >  History > History for CONTRACT NBR pop-up window

Page Fields

The following fields display on the **History for CONTRACT NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.

Contract History Grid

- Operation
- Last Transaction Dt/Tm
- Last Updated By
- Contractor
- Contract Type Cd



Contract Nbr
Non-DoD Contract Nbr
Dlvry Order Nbr
Contract Desc
Start Dt
Expiration Dt

Optional

Admin POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Contract POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Issuing POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr



Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Property Admin POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Remarks
Program Id
Established Dt/Tm
Established By

Procedures


DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

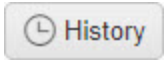
View the Contract History



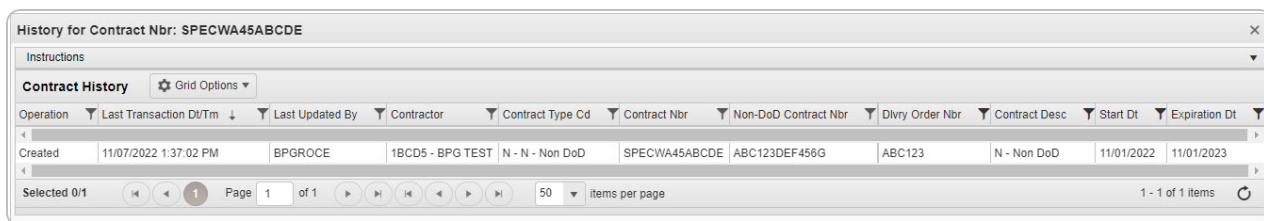
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.



1. Click to select the desired entry. *The Contract is highlighted, and*   ,   , and  become available.

2. Select  next to the desired entry. *The **History for CONTRACT NBR** pop-up window appears.*

3. *The information regarding the contract record automatically populates and is not editable.*



Operation	Last Transaction Dt/Tm	Last Updated By	Contractor	Contract Type Cd	Contract Nbr	Non-DoD Contract Nbr	Dlvry Order Nbr	Contract Desc	Start Dt	Expiration Dt
Created	11/07/2022 1:37:02 PM	BPGROCE	1BCD5 - BPG TEST	N - N - Non DoD	SPECWA45ABCDE	ABC123DEF456G	ABC123	N - Non DoD	11/01/2022	11/01/2023

- A. *Verify the Operation.*
- B. *Verify the Last Transaction DT/TM.*
- C. *Verify the Last Updated By.*
- D. *Verify the Contractor.*
- E. *Verify the CONTRACT TYPE CD.*
- F. *Verify the CONTRACT NBR.*
- G. *Verify the NON-DOD CONTRACT NBR.*
- H. *Verify the DLVY ORD NBR.*
- I. *Verify the CONTRACT DESC.*
- J. *Verify the START DT.*
- K. *Verify the EXPIRATION DT.*

4. Select  . *The Contract History pop-up window closes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics


- Contract Overview
- Add a Contract
- Update a Contract
- Delete a Contract
- Copy a Contract
- Add Attachments

Appropriation Overview

Overview

The Materiel Management/Inventory Control Point module Appropriation process provides the ability to view, create, edit, or delete a record for funding and appropriation information.

Note

 Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MASTER DATA MGMT > Appropriation > Appropriation page

Page Fields

The following fields display on the **Appropriation** page. For more information on each field, select the appropriate hyperlink.


Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.
415	To expand a Header record's Detail records, Select the arrow on the left of the Header row.

Search Criteria Grid

- Fund Cd
- ASN 
- Dept Cd
- Project / Task

Appropriations Results Grid

- Fund Cd
- ASN
- Intrf Sys Cd
- Dept Cd
- Program Yr
- Basic Symbol
- Subhead
- Svcg Activity Cd
- Project / Task
- Cost Center
- Object Class
- Sub Object Class

Major Command Code and Description

Optional

- Remarks
- Program Id
- Established Dt/Tm
- Established By
- Last Transaction Dt/Tm
- Last Updated By

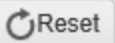
Procedures

DPAS Navigation Helpful Tips

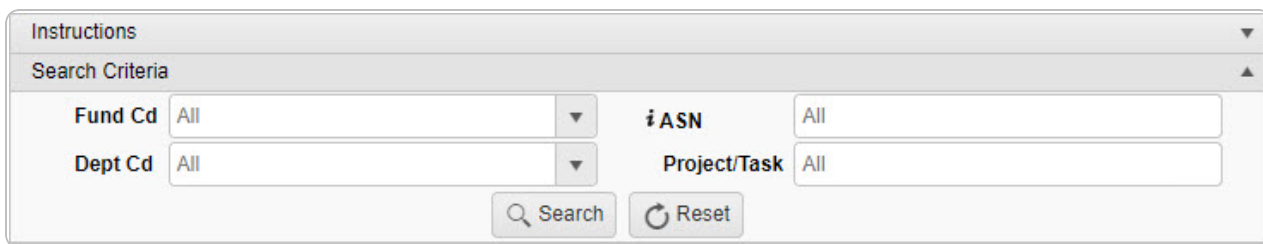


Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Search for an Appropriation




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.

- In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



The screenshot shows a search interface with the following elements:

- Instructions:** A dropdown menu with a downward arrow.
- Search Criteria:** A section with an upward arrow.
- Fund Cd:** A dropdown menu currently set to "All".
- Dept Cd:** A dropdown menu currently set to "All".
- i ASN:** A text input field currently containing "All".
- Project/Task:** A text input field currently containing "All".
- Search:** A button with a magnifying glass icon.
- Reset:** A button with a circular arrow icon.

- Use  to select the Fund Cd.
- Enter the ASN, using  to assist with the entry. *This is a 5 alphanumeric character field.*
- Use  to select the Dept Cd.



- Enter the Project / Task in the field provided. *This is a 24 alphanumeric character field.*

2. Select  . *The Search Results appear.*

Appropriations													
Grid Options	+	Add	Edit	Delete									
All	Fund Cd	ASN	Infr Sys Cd	Dept Cd	Program Yr	Basic Symbol	Subhead	Svcg Activity Cd	Project/Task	Cost Center	Object Class	Sub Object Class	Major Command Code And Description
<input type="checkbox"/>	68	AY		097		0143		ABC123					A1

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

Add an Appropriation

Select  . *The **Add an Appropriation** pop-up window appears.*

Update an Appropriation

1. Click  to select the desired entry. *The Appropriations row is highlighted, and  and  become available.*
2. Select  . *The **Update an Appropriation** pop-up window appears.*

Delete an Appropriation

1. Click  to select the desired entry. *The Appropriations row is highlighted, and  and  become available.*
2. Select  . *The **Delete an Appropriation** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics


- Add an Appropriation
- Delete an Appropriation
- Update an Appropriation

Add an Appropriation

Overview

The Appropriation Add process provides the ability to create new records for funding and appropriation information.

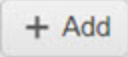
Note

 Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MASTER DATA MGMT > Appropriation >  > Add Appropriations pop-up window

Page Fields

The following fields display on the **Add Appropriations** pop-up window. For more information on each field, select the appropriate hyperlink.


Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Appropriations

- Intrf Sys Cd *
- Major Command *
- Fund Cd *
- ASN
- Dept Cd *
- Program Yr
- Basic Symbol  *
- Subhead
- Project / Task
- Svcg Activity Cd *
- Type Fund Cd *
- Cost Center
- Object Class
- Sub Object Class
- Active
- Add / Edit Remarks

- Remarks
- History Remarks

(* Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips

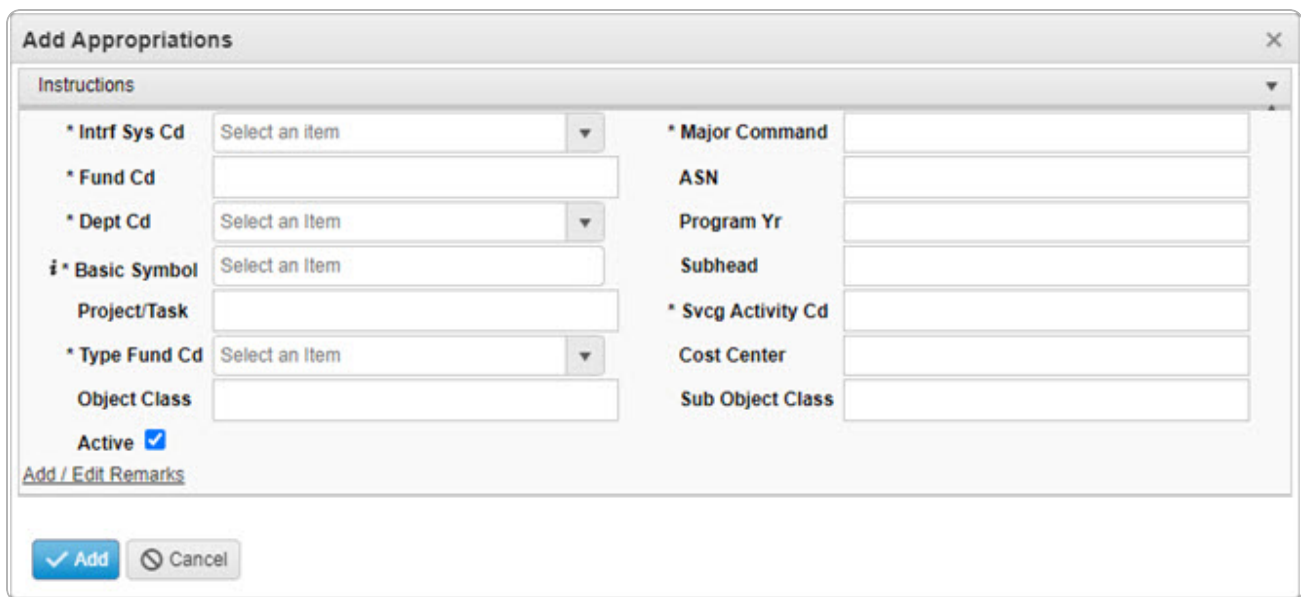






Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Add an Appropriation

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

1. Select . The **Add Appropriations** pop-up window displays.



2. Use  to select the Intrl Sys Cd.
3. Use  to select the Major Command.
4. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*
5. Enter the ASN in the field provided. *This is a 5 alphanumeric character field.*
6. Use  to select the Dept Cd.
7. Enter the Program YR in the field provided. *This is a 4- or 8-numeric character field.*
8. Enter the Basic Symbol, using  to assist with the entry. *This is a 4 alphanumeric character field.*
9. Enter the SUBHEAD in the field provided. *This is a 4 alphanumeric character field.*
10. Enter the Project / Task in the field provided. *This is a 24 alphanumeric character field.*

11. Enter the SVCG ACTIVITY CD in the field provided. *This is a 2-6 alphanumeric character field.*
12. Use to select the Type Fund Cd.
13. Enter the Cost Center in the field provided. *This is a 16 alphanumeric character field.*
14. Enter the Object Class in the field provided. *This is a 2 alphanumeric character field.*
15. Enter the SUB Object Class in the field provided. *This is a 3 alphanumeric character field.*
16. Click to select Active. *The Appropriations record is marked as either Active or Inactive .*
17. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
18. Select . *The new Appropriations record is saved, and appears in the Appropriations grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s)	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &



<p>\$, - , / , # , & , comma, period, and space.</p>	<p>comma, period, and space. Special characters like ! or @ are prohibited.</p>
<p>320 – Entry exceeds maximum length.</p>	<p>Invalid Entry. There are too many characters entered. Reduce the number of characters in the field.</p>
<p>332 – ASN must be 5 positions, A-Z and / or 0-9.</p>	<p>Invalid Entry. The ASN is a 5-position alphanumeric entry. Enter the ASN again.</p>
<p>334 – Subhead must be 4 positions, A-Z and / or 0-9.</p>	<p>Invalid Entry. The Subhead is a 4-position alphanumeric entry. Enter the Subhead again.</p>
<p>335 – SVCG ACTIVITY CD must be 2-6 positions, A-Z and / or 0-9.</p>	<p>Invalid Entry. The SVCG ACTIVITY CD is a 2-6 - position alphanumeric entry. Enter the SVCG ACTIVITY CD again.</p>
<p>337 – Basic Symbol must be 4 positions, A-Z and/or 0-9.</p>	<p>Invalid Entry. The Basic Symbol is a 4-position alphanumeric entry. Enter the Basic Symbol again.</p>
<p>377 – Format must be YYYY (One YR funds) or YYYYYYYY (Multi YR funds).</p>	<p>Invalid Entry. The Program YR field must be either a 4-digit year (for single-year funds), or an 8-digit year span (for multiple year funds.) Enter the Program YR field again.</p>
<p>2136 – FUND CD must be 2 positions, A-Z and / or 0-9.</p>	<p>Invalid Entry. The FUND CD is a 2-position alphanumeric entry. Enter the FUND CD again.</p>





xxxx — Invalid value entered for Basic Symbol.

Invalid Entry. The Basic Symbol is a 4-position numeric entry. Enter the Basic Symbol again.

Related Topics

- Appropriation
- Delete an Appropriation
- Update an Appropriation




Update an Appropriation

Overview

The Appropriation Update process allows editing of an Appropriations record for funding and appropriation information.

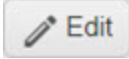
Note

 Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MASTER DATA MGMT > Appropriation > (desired record) >  Edit > Update Appropriations pop-up window

Page Fields

The following fields display on the **Update Appropriations** pop-up window. For more information on each field, select the appropriate hyperlink.


Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Update Appropriations

- Intrf Sys Cd *
- Major Command *
- Fund Cd *
- ASN
- Dept Cd *
- Program Yr
- Basic Symbol  *
- Subhead
- Project / Task
- Svcg Activity Cd *
- Type Fund Cd *
- Cost Center
- Object Class
- Sub Object Class
- Active
- Add / Edit Remarks

- Remarks
- History Remarks

(* Asterisk identifies mandatory fields.


Procedures



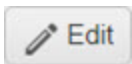
DPAS Navigation Helpful Tips

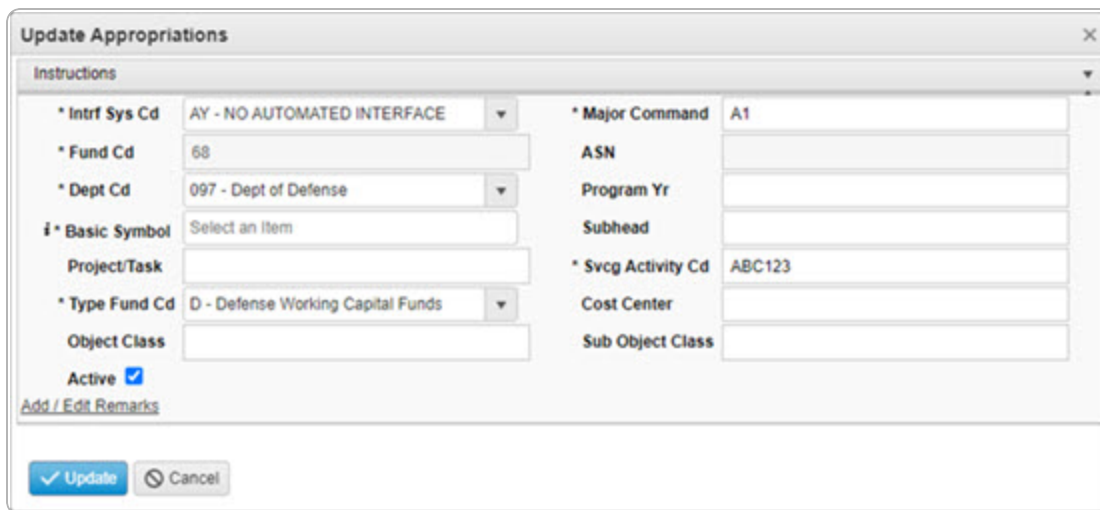





Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.




Update an Appropriation

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

- Click  to select the desired entry. *The Appropriations row is highlighted, and  become available.*
- Select . *The **Update Appropriations** pop-up window appears.*



- Update the Intrf Sys Cd, using  to select the desired code.
- Update the Major Command, using  to select the desired code.
- Update the FUND CD, entering the revised code in the field provided. *This is a 2 alpha-numeric character field.*
- Update the ASN, entering the revised number in the field provided. *This is a 5 alpha-numeric character field.*
- Update the Dept Cd, using  to select the desired code.
- Update the Program YR, entering the revised year in the field provided. *This is a 4- or 8-numeric character field.*

9. Update the Basic Symbol, using  to assist with the revised entry. *This is a 4 alpha-numeric character field.*
10. Update the SUBHEAD, entering the revised suffix in the field provided. *This is a 4 alpha-numeric character field.*
11. Update the Project / Task, entering the revised information in the field provided. *This is a 24 alphanumeric character field.*
12. Update the SVCG ACTIVITY CD, entering the revised code in the field provided. *This is a 2-6 alphanumeric character field.*
13. Update the Type Fund Cd, using  to select the desired code.
14. Update the Cost Center, entering the revised information in the field provided. *This is a 16 alphanumeric character field.*
15. Update the Object Class, entering the revised information in the field provided. *This is a 2 alphanumeric character field.*
16. Update the SUB Object Class, entering the revised information in the field provided. *This is a 3 alphanumeric character field.*
17. Verify the Active contains the appropriate or . *Determines if the appropriation record is active or not .*
18. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
19. Select . *The revised Appropriations record is saved, and appears in the Appropriations grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.





Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) \$, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
320 — Entry exceeds maximum length.	Invalid Entry. There are too many characters entered. Reduce the number of characters in the field.
332 — ASN must be 5 positions, A-Z and / or 0-9.	Invalid Entry. The ASN is a 5-position alphanumeric entry. Enter the ASN again.
334 — Subhead must be 4 positions, A-Z and / or 0-9.	Invalid Entry. The Subhead is a 4-position alphanumeric entry. Enter the Subhead again.
335 — SVCG ACTIVITY CD must be 2-6 positions, A-Z and / or 0-9.	Invalid Entry. The SVCG ACTIVITY CD is a 2-6 - position alphanumeric entry. Enter the SVCG ACTIVITY CD again.
337 — Basic Symbol must be 4 positions, A-Z and/or 0-9.	Invalid Entry. The Basic Symbol is a 4-position alphanumeric entry. Enter the Basic Symbol



	again.
377 — Format must be YYYY (One YR funds) or YYYYYYYY (Multi YR funds).	Invalid Entry. The Program YR field must be either a 4-digit year (for single-year funds), or an 8-digit year span (for multiple year funds.) Enter the Program YR field again.
2136 — FUND CD must be 2 positions, A-Z and / or 0-9.	Invalid Entry. The FUND CD is a 2-position alphanumeric entry. Enter the FUND CD again.
xxxx — Invalid value entered for Basic Symbol.	Invalid Entry. The Basic Symbol is a 4-position numeric entry. Enter the Basic Symbol again.

Related Topics


- Appropriation
- Add an Appropriation
- Delete an Appropriation

Delete an Appropriation

Overview

The Appropriation Delete process allows removal of an appropriation record.

Navigation

MASTER DATA MGMT > Appropriation > (desired record) >  Delete > Delete Appropriations pop-up window

Page Fields

The following fields display on the **Delete Appropriations** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Appropriations

History Remarks


Procedures


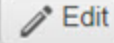
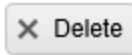

DPAS Navigation Helpful Tips

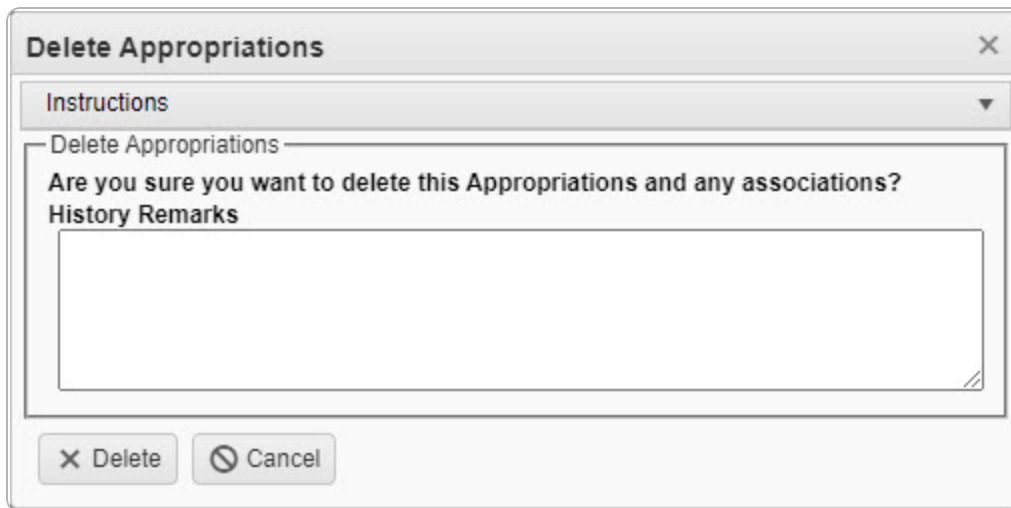


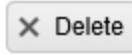
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Delete an Appropriation

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

- Click  to select the desired entry. *The Appropriations row is highlighted, and  and  become available.*
- Select . *The **Delete Appropriations** pop-up window appears.*



- Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Select . *The Appropriations record is removed from the Results grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Appropriation
- Add an Appropriation
- Update an Appropriation



Document Number Range Overview

Overview

The Materiel Management/Inventory Control Point module Document Number Range process provides the ability to add, update, or delete a range of serial numbers for documents. These number ranges are for assignment of document numbers, and each range is associated with a DoDAAC. The ranges can be from 0001 to 9999 and must not overlap. The Document Number is in the following format: DoDAAC + Julian Date + Serial Number.

Navigation

MASTER DATA MGMT > DOCUMENT NBR Range > DOCUMENT NBR Range page

Page Fields

The following fields display on the **DOCUMENT NBR Range** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable

tables.

DOCUMENT NBR Range Grid

DoDAAC
 Range Desc
 Begin Serial Nbr
 End Serial Nbr
 Document Type

Optional

Document Dt
 Established By
 Established Dt/Tm
 Last Serial Nbr Assigned
 Last Transaction Dt/Tm
 Last Updated By
 Program Id

Procedures

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

View a DOCUMENT NBR Range

1. View the *DOCUMENT NBR Range grid*.

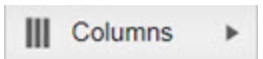
Document Nbr Range					
DoDAAC	Range Desc	Begin Serial Nbr	End Serial Nbr	Document Type	
<input type="checkbox"/> N00024	BPG TEST	1001	2000	MS - Miscellaneous	

Grid Options | + Add | Edit | Delete

1 of 1 | 50 items per page | 1 - 1 of 1 items

- The DoDAAC automatically populates and is not editable.
- The Range DESC automatically populates and is not editable.
- The Begin SERIAL NBR automatically populates and is not editable.
- The End SERIAL NBR automatically populates and is not editable.
- The Document Type automatically populates and is not editable.

2. Select . The Grid Options expanded menu appears.

3. Select  to view the optional information in the Program Grid:

Document Nbr Range	Grid Options	+ Add	Edit	Delete							
DoDAAC	Range Desc	Begin Serial Nbr	End Serial Nbr	Document Type	Document Dt	Established By	Established Dt/Tm	Last Serial Nbr Assigned	Last Transaction Dt/Tm	Last Updated By	Program Id
N00024	BPG TEST	1001	2000	MS - Miscellaneous	12/15/2022	GROCEBP	12/15/2022 4:44:49 PM	1,000	12/15/2022 4:44:49 PM	GROCEBP	LPLGN03

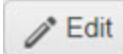

Page 1 of 1 | 50 items per page | 1 - 1 of 1 items

- The Document DT automatically populates and is not editable.
- The Established By automatically populates and is not editable.
- The Established DT/TM automatically populates and is not editable.
- The Last SERIAL NBR Assigned automatically populates and is not editable.
- The Last Transaction DT/TM automatically populates and is not editable.
- The Last Updated By automatically populates and is not editable.
- The PROGRAM ID automatically populates and is not editable.

Add a Document Number Range

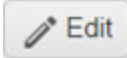
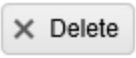
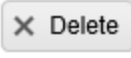
Select . The **Add Document Nbr Range** pop-up window appears.

Update a Document Number Range

1. Click to select the desired entry. The record is highlighted, and  and  become available.

2. Select . The **Update Document Nbr Range** pop-up window appears.

Delete a Document Number Range

1. Click to select the desired entry. *The record is highlighted, and  and  become available.*
2. Select . *The **Delete Document Nbr Range** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

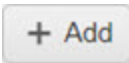
- Add a Document Number Range
- Update a Document Number Range
- Delete a Document Number Range

Add a Document Number Range

Overview

The Document Number Range Add process provides the ability to create a new range of serial numbers for a specific DoDAAC.

Navigation

MASTER DATA MGMT > Document Number Range >  > Add DOCUMENT NBR Range pop-up window

Page Fields

The following fields display on the **Add DOCUMENT NBR Range** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
411	Select 'Check Values' button to verify that the range will be split correctly.

Add Range Grid

- DoDAAC *
- Range Desc *
- Begin Serial Nbr *
- End Serial Nbr *
- Document Type *

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips





Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Add a DOCUMENT NBR Range

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

1. Select . The **Add DOCUMENT NBR Range** pop-up window displays, with the Add Range Tab available.

2. The DoDAAC automatically populates and is not editable.
3. Enter the Range DESC in the field provided. *This is a 125 alphanumeric character field.*
4. Enter the Begin SERIAL NBR in the field provided. *This is a 4 numeric character field.*
5. Enter the End SERIAL NBR in the field provided. *This is a 4 numeric character field.*
6. Use  to select the Document Type.
7. Select . The **Add DOCUMENT NBR Range** pop-up window closes, and the new DOCUMENT NBR Range record appears at the top of the grid in green.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------



<p>125 — No record(s) match search criteria or you do not have the appropriate security access.</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>
<p>13 — Mandatory Entry: Range DESC.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 — Mandatory Entry: Begin SERIAL NBR.</p>	
<p>13 — Mandatory Entry: End SERIAL NBR.</p>	
<p>13 — Mandatory Entry: Document Type.</p>	<p>Invalid Entry. The Begin SERIAL NBR and End SERIAL NBR fields must be numeric. Re-enter the numbers.</p>
<p>1055 — Value must be an integer.</p>	
<p>194 — Entry must be > 0.</p>	<p>Invalid Entry. The amount must be 1 or larger. Enter a valid number.</p>
<p>163 — End SERIAL NBR must be > Begin SERIAL NBR.</p>	<p>Invalid Entry. The Begin SERIAL NBR must be a smaller number than the End SERIAL NBR. Enter a valid number.</p>





491 — SERIAL NBR already exists within a range on the Doc NBR Range Table for DoDAAC.

Invalid Entry. The SERIAL NBR entered already exists in this DoDAAC. Re-enter the Begin SERIAL NBR and End SERIAL NBR fields.

1115 — The Document Type provided was already assigned a range.

Invalid Entry. First Search for the Document Type. If it is not found, enter the document type again.

Related Topics

- [Document Number Range Overview](#)
- [Update a Document Number Range](#)
- [Delete a Document Number Range](#)

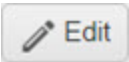


Update a Document Number Range

Overview

The Document Number Range Update process allows editing of a range of serial numbers for a specific DoDAAC.

Navigation

MASTER DATA MGMT > Document Number Range > (desired record) > 
 > Update DOCUMENT NBR Range pop-up window

Page Fields

The following fields display on the **Update DOCUMENT NBR Range** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
411	Select 'Check Values' button to verify that the range will be split

correctly.

Update Range Tab

- DoDAAC *
- Range Desc *
- Begin Serial Nbr *
- End Serial Nbr *
- Document Type *

Split Range Tab

DoDAAC

Existing Range

- Existing Range Desc
- Existing Begin Serial Nbr
- Existing End Serial Nbr
- Existing Document Type


New Range

- New Range Desc *
- New Begin Serial Nbr *
- New End Serial Nbr *
- New Document Type

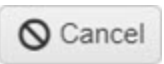
(*) Asterisk identifies mandatory fields.



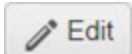
Procedures


DPAS Navigation Helpful Tips

 Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Update a DOCUMENT NBR Range

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


1. Click to select the desired entry. The record is highlighted, and  and  become available.
2. Select . The **Update DOCUMENT NBR Range** pop-up window displays, with the Update Range Tab available.

3. Verify the DoDAAC.
4. Update the Range DESC, entering the revised description in the field provided. This is a 125 alphanumeric character field.
5. Update the Begin SERIAL NBR, entering the revised number in the field provided. This is a 4 numeric character field.
6. Update the End SERIAL NBR, entering the revised number in the field provided. This is a 4 numeric character field.
7. Update the Document Type, using  to select the desired range type.

8. Select the Split Range tab.



- A. *Verify the DoDAAC in the DoDAAC panel.*
- B. *Verify the fields in the Existing Range panel:*


Note




 These fields do not contain the original values entered during the Add a Document Number Range procedure. They reflect the updated information from the Update Range Tab.

- a. *Verify the Existing Range DESC.*
- b. *Verify the Existing Begin SERIAL NBR.*
- c. *Verify the Existing End SERIAL NBR.*

Attention

 If there **is a conflict** between the existing and new ranges, a  appears after the Existing End SERIAL NBR field.

If there **is no conflict** between the existing and new ranges, a  appears after the Existing End SERIAL NBR field.

- d. *Verify the Existing Document Type.*
- C. Update the fields in the New Range panel:
 - a. Enter the New Range DESC in the field provided. *This is a 125 alphanumeric character field.*
 - b. Enter the New Begin SERIAL NBR in the field provided. *This is a 4 numeric character field.*
 - c. Select . *The Existing End SERIAL NBR changes to match the New Begin SERIAL NBR.*
 - d. *Verify the New End SERIAL NBR.*
 - e. Use  to select the New Document Type.
- 9. Select . *The **Update DOCUMENT NBR Range** pop-up window closes, and the revised DOCUMENT NBR Range record appears at the top of the grid in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try



<p>ity access.</p>	<p>the Search again.</p>
<p>13 – Mandatory Entry: Range DESC.</p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 – Mandatory Entry: Begin SERIAL NBR.</p>	
<p>13 – Mandatory Entry: End SERIAL NBR.</p>	
<p>13 – Mandatory Entry: Document Type.</p>	
<p>13 – Mandatory Entry: New Range DESC.</p>	
<p>13 – Mandatory Entry: New Begin SERIAL NBR.</p>	<p>Invalid Entry. The Begin SERIAL NBR and End SERIAL NBR fields must be numeric. Re-enter the numbers.</p>
<p>1055 – Value must be an integer.</p>	
<p>194 – Entry must be > 0.</p>	<p>Invalid Entry. The amount must be 1 or larger. Enter a valid number.</p>





<p>163 — End SERIAL NBR must be > Begin SERIAL NBR.</p>	<p>Invalid Entry. The Begin SERIAL NBR must be a smaller number than the End SERIAL NBR. Enter a valid number.</p>
<p>491 — SERIAL NBR already exists within a range on the DOC NBR Range Table for DoDAAC.</p>	<p>Invalid Entry. The SERIAL NBR entered already exists in this DoDAAC. Re-enter the Begin SERIAL NBR and End SERIAL NBR fields.</p>
<p>1115 — The Document Type provided was already assigned a range.</p>	<p>Invalid Entry. First Search for the Document Type. If it is not found, enter the document type again.</p>

Related Topics

- Document Number Range Overview
- Add a Document Number Range
- Delete a Document Number Range



Delete a Document Number Range

Overview

The Document Number Range Delete process allows removal of a range of serial numbers for a specific DoDAAC.

Navigation

MASTER DATA MGMT > Document Number Range > (desired record) > > Delete DOCUMENT NBR Range pop-up window

Page Fields

The following fields display on the **Delete DOCUMENT NBR Range** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete DOCUMENT NBR Range Grid

History Remarks


Procedures

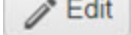
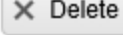
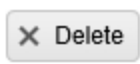
DPAS Navigation Helpful Tips

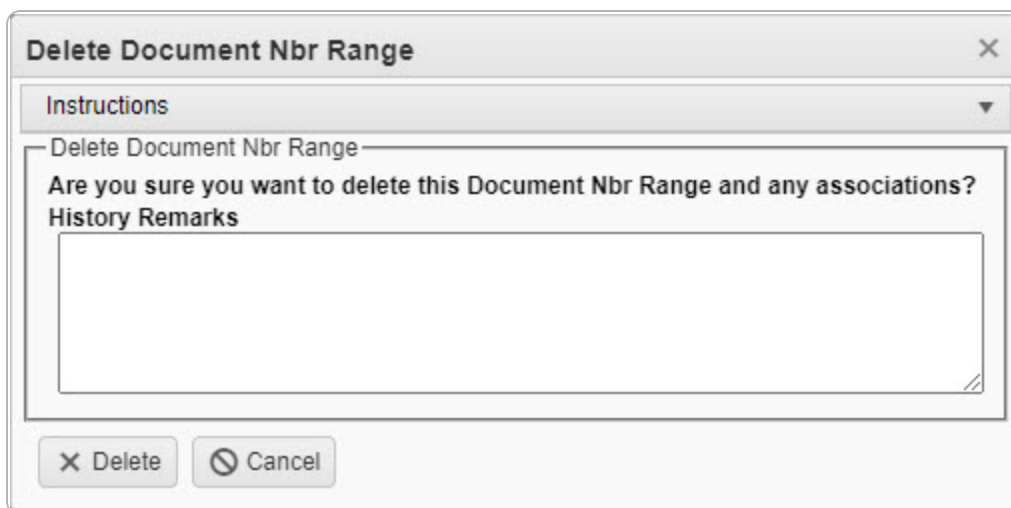


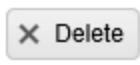
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Delete a DOCUMENT NBR Range

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

- Click to select the desired entry. The record is highlighted, and  and  become available.
- Select . The **Delete DOCUMENT NBR Range** pop-up window displays.



- Enter the History Remarks in the field provided. This is a 1024 alphanumeric character field.
- Select . The **Delete DOCUMENT NBR Range** pop-up window closes, and the DOCUMENT NBR Range record is removed from the grid.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 – Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: \$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- [Document Number Range Overview](#)
- [Add a Document Number Range](#)
- [Update a Document Number Range](#)

Search for a STOCK NBR

Overview

The Materiel Management/Inventory Control Point module STOCK NBR Inquiry process provides the ability to inquire about specific assets by STOCK NBR.

Navigation

Inquiries > Catalog > STOCK NBR Inventory > STOCK NBR Inventory Inquiry page

Page Fields

The following fields display on the **STOCK NBR Inventory Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the STOCK NBR Search Results page.
526	Select "Reset" to clear the STOCK NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the STOCK NBR data.
528	Select "Add" to create a new STOCK NBR record.

529	Select "Edit" to update the selected STOCK NBR record(s).
530	Select "Delete" to remove the selected STOCK NBR record(s).
531	Select "Attachments" to add or view an attached document to the selected STOCK NBR record(s).
132	To search for CAGE CD, see https://cage.dla.mil .
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

Search Criteria Grid

- Stock Nbr
- Item Desc
- LIN/TAMCN
- Stock Item Cd
- Type Asset Cd
- FSC
- Reportable Commodity Type
- Mgmt Cd

Search Results Grid

- Stock Nbr
- Stock Item Cd

Interface System Cd
Item Desc
Mgmt Cd
LIN/TAMCN
FSC
CIIC
Type Asset Cd
Asset Category Cd
Shelf Life Cd
Security Commodity Type
Reportable Commodity Type
Prev Stock Nbr
IT Device Cd
Accounting Req Cd
NIIN Status Cd

Optional

AAC
ADP Equipment Id
Air Force Budget Cd
Air Force Fund Cd
Air Force Mgmt Agrt Cd
Authorization Cd
CAGE required
CIC
CMC
Calibration Cd
Catalog Item Desc
Catalog LIN TAMCN
Class Cd
Color
Commodity Mgmt Cd
Consumable
DODIC
Dehumidified
Demil Cd
ERRC Designator Code
Equipment Group Cd
Equivalence
Established By
Established Dt/Tm



Fiduciary Depreciation Method
Freight Desc
Gender
Hazardous
Hazardous Materiel Cd
Height (In)
History Remarks
I&S Indicator
I&S jump to code
I&S order of use code
Imported Shelf Life Cd
Interface System Cd
Is Kit
Item Designator Nbr
Last Transaction Dt/Tm
Launderable
Length (In)
Logistics Control code
Lst Updtd By
MOE rule code
Maint Group
Managing Svc Life Months
Mat category Code
Meter Required
Mfr Contract Required
Mfr Dt Required
Mfr Lot Required
Min Percent Util
NIIN
Obj Percent Util
Override expiration date flg
Precious Metal Cd
Program ID
Qty per Pack Cd
Radiation
Recover Cd
Related NSN
Remarks
Replenishment Start Dt
Replenishment Stop Dt
Reportable Item Control Cd



Returnable?
Secondary Serial Nbr Rqd
Shelf life expiration months
Size
Source of Supply
Stocking UI Price
Stocking Unit of Issue Cd
Storage Requirement Cd
Stores Account Cd
Supply Category Materiel Cd
Temperature Control Code
UI Conversion Factor
UII Required
UIT dsg code
Unit Cube (Ft)
Unit Of Issue
Unit Price
Util Measure Cd
Util Svc Life
Width (In)
Year Svc Life

(*) Asterisk identifies mandatory fields.


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.



Search for a STOCK NBR



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 section, narrow the results by entering one or more of the following optional fields:.



Search Criteria ^

Stock Nbr	<input type="text" value="All"/> 	Type Asset Cd	<input type="text" value="All"/> ▼
Item Desc	<input type="text" value="All"/>	FSC	<input type="text" value="All"/>
LIN/TAMCN	<input type="text" value="All"/> 	Reportable Commodity Type	<input type="text" value="All"/> ▼
Stock Item Cd	<input type="text" value="All"/> ▼	Mgmt Cd	<input type="text" value="All"/> ▼

- Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*
 Stock Number Browse help
 - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
 - Enter the LIN/TAMCN, or use  to browse for the entry. *This is a 10 alphanumeric character field.*
 LIN / TAMCN Browse help
 - Use ▼ to select the Stock Item Cd.
 - Use ▼ to select the Type Asset Cd.
 - Enter the FSC in the field provided. *This is a 4 numeric character field.*
 - Use ▼ to select the Reportable Commodity Type.
 - Use ▼ to select the Mgmt Cd.
2. Select . Results appear in the Search Results grid.

Search Results

Stock Nbr	Stock Item Cde	Interface System Cde	Item Desc	Mgmt Cde	UNIT/AMCN	FSC	OC	Type Asset Cde	Asset Category Cde	Shelf Life Cde	Security Commodity Type	Reportable Commodity Type	Proc Stock Nbr	IT device code	Accounting Proc Cde	NNN status code
100000007493	A-NON	CF-FELOS	REVOLVER CALIBER 38	A-Serial Number Managed		1005-Quint, through 30MM	4-Low Severity Cat IV	M-Military Equipment	A-Fighter/Attack Aircraft	0	GEAR ISSUE - GEAR ISSUE	GEAR ISSUE - GEAR ISSUE		N/A	N-Nonspendable	6
100000007494	A-NON	CF-FELOS	REVOLVER CALIBER 38	B-Bulk Managed		1005-Quint, through 30MM	4-Low Severity Cat IV	M-Military Equipment	E-Surface Combat	0	AIR- AIR	AIR- AIR		N/A	N-Nonspendable	6
100000009287	A-NON	CL-FLS	REVOLVER CALIBER 38 SPECIAL	A-Serial Number Managed		1005-Quint, through 30MM	4-Low Severity Cat IV	M-Military Equipment	0-Other Mil Equip	0	ARMORY SER- ARMORY SERIAL	ARMORY SER- ARMORY SERIAL		N/A	N-Nonspendable	6

1-3 of 3 items

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Agency Stock Nbr Inquiry
- Inventory Inquiry
- Inventory Transaction Inquiry
- Accounting Transaction Inquiry
- Contract History Inquiry
- Contractor History Inquiry




Search within an Agency Catalog for a Stock Number

Overview

The Materiel Management/Inventory Control Point module Agency STOCK NBR Inquiry process provides the ability to inquire about specific assets by Agency Catalog.

Note

 Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

Inquiries > Catalog > Agency STOCK NBR Inventory > Agency STOCK NBR Inquiry page

Page Fields

The following fields display on the **Agency Stock NBR Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Catalog Selection

AEMM
FLIS

Search Criteria Grid

- NIIN
- Stock Nbr
- Item Desc
- Using Service Cd
- FSC
- CAGE Cd
- Mfr Part Nbr
- Mfr Name
- Mfr Model Nbr
- Source Of Supply
- UPC

Search Results Grid

- Stock Nbr
- NIIN
- Item Desc
- FSC
- CAGE Code
- Mfr Part Nbr
- Mfr Name
- Mfr Model Nbr
- Source Of Supply
- UPC
- Using Service Cd

Optional

- Established By
- Established Dt/Tm
- Lst Updtd By
- Last Transaction Dt/Tm
- Program ID
- Remarks

(*) Asterisk identifies mandatory fields.


Procedure

DPAS Navigation Helpful Tips

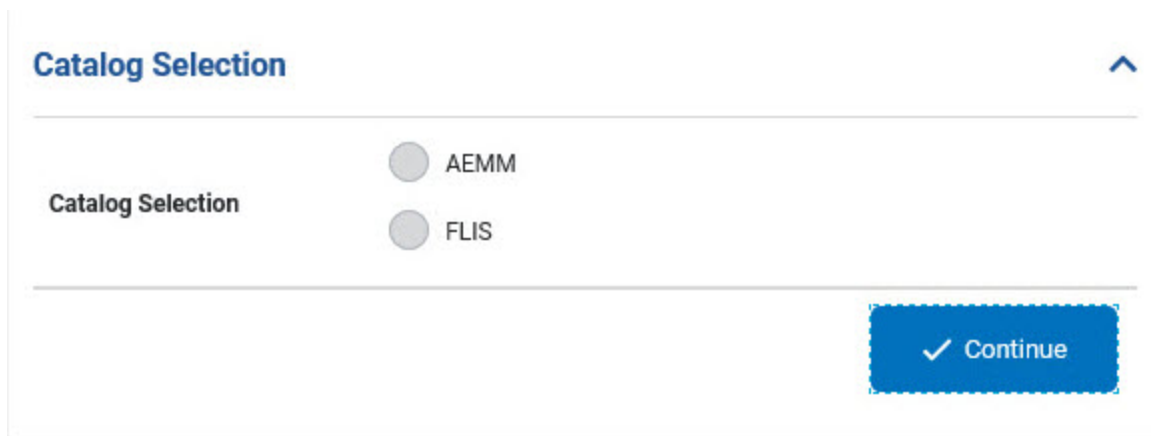


Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Search for an Agency Catalog


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 Catalog section, choose which catalog to search.



Catalog Selection

Catalog Selection AEMM FLIS

- Select AEMM if the desired stock number is in that catalog. *The AEMM opens and is searchable.*
 - Select FLIS if the desired stock number is in that catalog. *The FLIS opens and is searchable.*
2. Select . *The Search Criteria grid appears.*
 3. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:.




Search Criteria ^

NIIN	<input type="text"/>	CAGE Cd	<input type="text"/>
Stock Nbr	<input type="text"/>	Mfr Part Nbr	<input type="text"/>
Item Desc	<input type="text"/>	Mfr Name	<input type="text"/>
Using Service Cd	<input type="text" value="v"/>	Mfr Model Nbr	<input type="text"/>
FSC	<input type="text"/>	Source Of Supply	<input type="text"/>
		UPC	<input type="text"/>

- Enter the NIIN in the field provided. *This is a 7 numeric character field.*
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use to select the Using Service Cd.
- Enter the FSC in the field provided. *This is a 4 numeric character field.*
- Enter the CAGE CD in the field provided. *This is a 7 alphanumeric character field.*
- Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
- Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
- Enter the MFR MODEL NBR in the field provided. *This is a 20 alphanumeric character field.*
- Enter the Source Of Supply in the field provided. *This is a 3 alphanumeric character*

field.

- Enter the UPC in the field provided. *This is a 12 numeric character field.*

4. Select . Results appear in the Search Results grid.

Search Results

Grid Options

Stock Nbr	NIIN	Item Desc	FSC	CAGE Code	Mfr Part Nbr	Mfr Name	Mfr Model Nbr	Source Of Supply	UPC	Using Service Code
1005000012676	000012676	FILTER,GUN DRIVE	1005 - Guns, through 30MM					SMS		D - Lead Service (Military Service Activity) -06 (Consumable)
1005000012676	000012676	FILTER,GUN DRIVE	1005 - Guns, through 30MM					SMS		N - U.S. Navy
1005000012676	000012676	FILTER,GUN DRIVE	1005 - Guns, through 30MM					SMS		I - Integrated Materiel Manager
1005000012676	000012676	FILTER,GUN DRIVE	1005 - Guns, through 30MM					SMS		F - U.S. Air Force

1 - 4 of 4 items

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Stock Nbr Inquiry
- Inventory Inquiry
- Inventory Transaction Inquiry
- Accounting Transaction Inquiry
- Contract History Inquiry
- Contractor History Inquiry




Inventory Inquiry

Overview

The Materiel Management/Inventory Control Point module Inventory Inquiry process provides the ability to view all the stock numbers managed by the ICP.

Note

 Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

Inquiries > Inventory Inquiry > Inventory Inquiry page

Page Fields

The following fields display on the **Inventory Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.



21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Stock Nbr **i**
 Item Desc **i**
 Owing DoDAAC **i**
 RSA DoDAAC **i**
 Cond Cd
 Prj Cd **i**

Inventory Inquiry Grid

Stock Nbr
 Item Desc
 Managed DoDAAC
 RSA
 RSA ID
 RSA DoDAAC
 Cond Cd
 Prj Cd
 GFM Contract Nbr
 Stocking UI Price
 MAC
 Extended Price



Inventory Qty

Optional

Inv Method
Date Of Last Inventory
Inv Ref Nbr
Delivery Order Nbr
GFM Contractor
ERRC Designator
Client
Established Dt/Tm
Established By
Last Update Dt / Tm
Last Updated By
Program Id
RSA RIC
Source of Supply
UI
Qty per Unit Pack
UI Conversion Factor
Type Asset Cd
Unit Pack Price
LIN/TAMCN
LIN/TAMCN Desc
Size Category
Mgmt Cd
Stock Item Cd
Reportable Commodity Type
Reportable Commodity Type Desc
ARC
ADPE ID Cd
Class Cd
ACC
CMC
CIIC
CIC
Dmil Cd
FSC
Haz Mat Cd
LCC
Storage Requirement Cd





Precious Mtl Cd
Recover Cd
Reportable Cd
Managing Shelf Life Cd
Expiration SLC (Mos)
Stores Account Code
Supply Cat Mat Cd
Temperature Controlled Cd
Util Measure Cd
Size
Color
Yr Svc Life
Util Svc Life
DoDIC
NIIN
NIIN Sts Cd
Length (In)
Width (In)
Height (In)
Unit Pack Weight (Lbs)
Unit Pack Cube (Ft)
Returnable?
Mat Cat Cd
Chapter
Gender
SKO Stock Nbr?
Stocking UI
Catalog Shelf Life Cd
Consumable?
Item Designator Nbr
Catalog Item Desc
Catalog LIN/TAMCN
UII Rqd?
Launderable?

Detail Inventory Grid

Serial Nbr
Manufacturer Lot
UII




Procedures

DPAS Navigation Helpful Tips

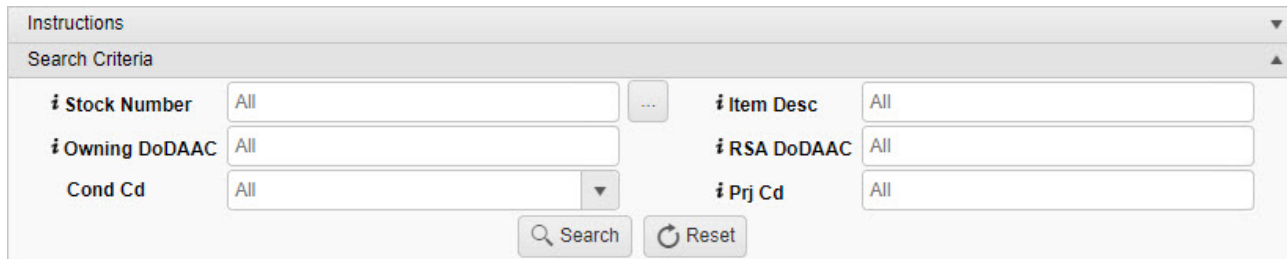







Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Search for an Inventory Inquiry



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.

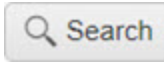
1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
 Stock Number Browse help
- Enter the ITEM DESC, using  to assist with the entry. *This is a 256 alphanumeric character field.*
- Enter the Owning DoDAAC, using  to assist with the entry. *This is a 6 alphanumeric character field.*
- Enter the RSA DoDAAC, using  to assist with the entry. *This is a 6 alphanumeric character field.*



- Use  to select the Cond Cd.
- Enter the PRJ CD, using  to assist with the entry. *This is a 3 alphanumeric character field.*

2. Select  to display the search results.

Stock Nbr	Item Desc	Managed DoDAAC	RSA	RSA ID	RSA DoDAAC	Cond Cd	Prj Cd	Stocking UI Price	MAC	Extended Price	Inventory Qty
1005016841906	RIFLE 11.5 INCH RIS III URG-I	H92165	LOGSU-1 ARMORY		H92165	A - Svcb(w/o Qual)		\$700.00			64
1005016841906	RIFLE 11.5 INCH RIS III URG-I	N00164	CRANE - SOFSA ASSETS		H92227	A - Svcb(w/o Qual)		\$700.00			1,375
1005016841906	RIFLE 11.5 INCH RIS III URG-I	H92167	CENTER ARMORY		H92167	A - Svcb(w/o Qual)		\$700.00			13

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics


- Stock Nbr Inquiry
- Agency Stock Nbr Inquiry
- Inventory Transaction Inquiry
- Accounting Transaction Inquiry
- Contract History Inquiry
- Contractor History Inquiry

Inventory Transaction Inquiry

Overview

The Materiel Management/Inventory Control Point module Inventory Transaction Inquiry page displays all the transactions for stock items within the warehouse.

Note

 Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

Inquiries > Inventory Transaction Inquiry > Inventory Transaction Inquiry page

Page Fields

The following fields display on the **Inventory Transaction Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.



412

Select "Grid Options" button for additional actions.

Search Criteria Grid

Status
Trans Set Type
Fund Cd
CICP/RSA
Document Nbr **i**
Cond Cd
Stock Nbr **i**
Reportable Commodity Type
Managed DoDAAC
Dt From
Dt To

Inventory Transaction Inquiry Grid

Status
Trans Set Type
Last Transaction Dt/Tm
Stock Nbr
Item Desc
Type Asset Cd
Document Nbr
CICP/RSA Name
Managed DoDAAC
Cond Cd
Cond Cd %
Qty
Qty By Cond Cd
Unit Cost
Prior MAC
Current MAC
Trans Value
XML



Optional

Dlvry Order Nbr
GFM Contract Nbr
Non-DoD Contract Nbr
Contractor
Contractor DoDAAC
Fund Cd
LIN/TAMCN
Project Cd
Reportable Commodity Type
Threshold Type
Trans Set Sub Type
Remarks
Program ID
Established Dt/Tm
Established By
Last Updated By


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Search for an Inventory Transaction

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 or more of the following optional fields:.

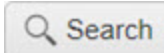


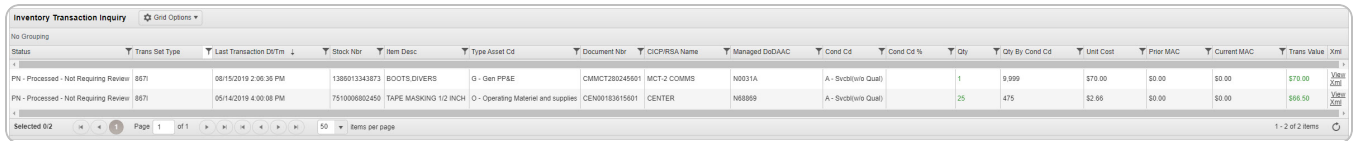
Instructions

Search Criteria

<p>Status <input type="text" value="All"/></p> <p>Fund Cd <input type="text"/></p> <p>† Document Nbr <input type="text"/> ...</p> <p>† Stock Nbr <input type="text" value="All"/> ...</p> <p>Managed DoDAAC <input type="text" value="All"/></p> <p>Dt From <input type="text"/></p>	<p>Trans Set Type <input type="text" value="All"/></p> <p>CICP/RSA <input type="text"/> ...</p> <p>Cond Cd <input type="text" value="All"/></p> <p>Reportable Commodity Type <input type="text" value="All"/></p> <p>Dt To <input type="text"/></p>
--	---

- Use to select the Status.
- Use to select the Trans Set Type.
- Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*
- Use to select the CICP/RSA, or use to browse for the entry.
Remote Storage Activity Browse help
- Use or to assist with the DOCUMENT NBR entry. *This is a 14 alphanumeric character field.*
Document Number Browse help
- Use to select the Cond Cd.
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
Stock Number Browse help
- Use to select the Reportable Commodity Type.
- Enter the Managed DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- Use to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select  to view the results in the Inventory Transaction Inquiry Grid.



Status	Trans Set Type	Last Transaction Dt/Tm	Stock Nbr	Item Desc	Type Asset Cd	Document Nbr	CIC/PRSA Name	Managed DoDAAC	Cond Cd	Cond Cd %	Qty	Qty By Cond Cd	Unit Cost	Prior MAC	Current MAC	Trans Value	Unit Cost
PN - Processed - Not Requiring Review	8571	08/15/2019 2:06:36 PM	1388013343873	BOOTS DIVERS	G - Gen PP&E	CMMCT280245601	MCT-2 COMMS	N0031A	A - Svcbl(w/o Qual)		1	9.999	\$70.00	\$0.00	\$0.00	\$70.00	
PN - Processed - Not Requiring Review	8571	05/14/2019 4:00:08 PM	7510006802450	TAPE MASKING 1/2 INCH	O - Operating Materiel and supplies	CEN00183615601	CENTER	N68869	A - Svcbl(w/o Qual)		25	475	\$2.66	\$0.00	\$0.00	\$66.50	

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Stock Nbr Inquiry
- Agency Stock Nbr Inquiry
- Inventory Inquiry
- Accounting Transaction Inquiry
- Contract History Inquiry
- Contractor History Inquiry



Accounting Transaction Inquiry

Overview

The Materiel Management/Inventory Control Point module Accounting Transaction Inquiry page displays all the transactions for stock items within the warehouse.

Note



Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

Inquiries > Accounting Transaction Inquiry > Accounting Transaction Inquiry page

Page Fields

The following fields display on the **Accounting Transaction Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

412 Select "Grid Options" button for additional actions.

Search Criteria Grid

- Trans Set Type
- Fund Cd **i**
- Dept Cd
- Project / Task **i**
- CICP/RSA
- Document Nbr **i**
- Cond Cd
- Stock Nbr **i**
- Reportable Commodity Type
- Managed DoDAAC **i**
- Dt From
- Dt To

Accounting Transaction Inquiry Grid

- Process Dt/Tm
- Trans Set Type
- Intrf Sys Cd
- Fund Cd
- Stock Nbr
- Cond Cd
- Document Nbr
- ASN
- Dept Cd
- Program Yr
- Basic Symbol
- CICP/RSA
- Managed DoDAAC
- Subhead
- Project / Task
- Svcg Activity Cd

Cost Center
Object Class
Sub Object Class

Optional

Reportable Commodity Type
Type Fund Cd
Remarks
Program ID
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Search for an Accounting Transaction

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 or more of the following optional fields:.





Instructions ▼

Search Criteria ▲


<p>Trans Set Type <input type="text" value="All"/> ▼</p> <p>Dept Cd <input type="text" value="All"/> ▼</p> <p>CICP/RSA <input type="text" value="All"/> ▼</p> <p>Cond Cd <input type="text" value="All"/> ▼</p> <p>Stock Nbr <input type="text" value="All"/> ...</p> <p>Managed DoDDAC <input type="text" value="All"/></p> <p>Dt From <input type="text" value=""/> <input type="button" value="Calendar"/></p>	<p>Fund Cd <input type="text" value="All"/></p> <p>Project/Task <input type="text" value="All"/></p> <p>Document Nbr <input type="text" value=""/> ...</p> <p>Reportable Commodity Type <input type="text" value="All"/> ▼</p> <p>Dt To <input type="text" value=""/> <input type="button" value="Calendar"/></p>
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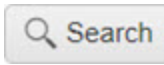
- Use to select the Trans Set Type.
- Enter the FUND CD, using  to assist with the entry. *This is a 2 alphanumeric character field.*
- Use to select the Dept Cd.
- Enter the Project / Task, using  to assist with the entry. *This is a 24 alphanumeric character field.*
- Use to select the CICP/RSA.
- Use  or to assist with the DOCUMENT NBR entry. *This is a 14 alphanumeric character field.*

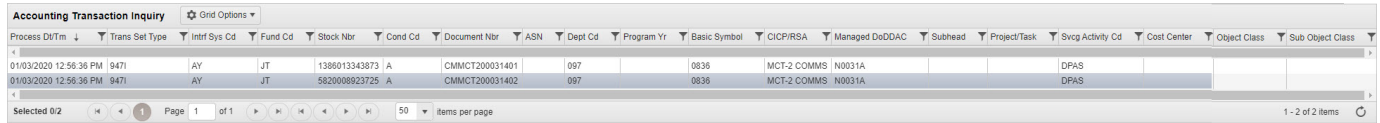
Document Number Browse help
- Use to select the Cond Cd.
- Use  or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help
- Use to select the Reportable Commodity Type.
- Enter the Managed DoDAAC, using  to assist with the entry. *This is a 6 alphanumeric character field.*
- Use to select the DT From, or enter the date (MM/DD/YYYY) in the field

provided.

- Use  to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select  to view the results in the Accounting Transaction Inquiry Grid.



Process Dt/Tm	Trans Set Type	Infrt Sys Cd	Fund Cd	Stock Nbr	Cond Cd	Document Nbr	ASN	Dept Cd	Program Yr	Basic Symbol	CICPRSA	Managed DoDDAC	Subhead	Project/Task	Svop Activity Cd	Cost Center	Object Class	Sub Object Class
01/03/2020 12:56:36 PM 9471	AY	JT		1386013343873	A	CMMCT200031401		097		0836		MCT-2 COMMS	N0031A				DPAS	
01/03/2020 12:56:36 PM 9471	AY	JT		5820008923725	A	CMMCT200031402		097		0836		MCT-2 COMMS	N0031A				DPAS	

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Stock Nbr Inquiry
- Agency Stock Nbr Inquiry
- Inventory Inquiry
- Inventory Transaction Inquiry
- Contract History Inquiry
- Contractor History Inquiry




Contractor History Inquiry

Overview

The Materiel Management/Inventory Control Point module Contractor History Inquiry page displays all the contractors available.

Note

 Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

History Inquiries > Contractor > Contractor History page

Page Fields

The following fields display on the **Contractor History Inquiry** page. For more information on each field, select the appropriate hyperlink.





Instructions

The table below provides the list of instructions.

Number	Value
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.

419	Some text entry fields provide Intellisense(i) which provides auto selection of existing entries.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.
132	To search for CAGE Cd, see https://cage.dla.mil .
161	NCAGE Cd must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Search Criteria Grid

- CAGE Cd 
- DoDAAC 
- Corporation Name 
- Division Name 
- Dt From
- Dt To
- User Id

Contractor History Grid

Operation
Last Transaction Dt/Tm
Last Updated By
Corporation Name
Division Name
CAGE Cd
DoDAAC

Optional

Program ID
Established Dt/Tm
Established By
Contractor Remarks
Contact Point
Country
Address Line 1
Address Line 2
City
State
ZIP Cd
Phone Nbr
DSN Nbr
Email Address
FAX Nbr
POC Remarks

Procedure

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Search for a Contractor History

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.

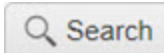
- In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

Instructions

Search Criteria

<p>i CAGE Cd <input style="width: 90%;" type="text" value="All"/></p> <p>i Corporation Name <input style="width: 90%;" type="text" value="All"/></p> <p>Dt From <input style="width: 90%;" type="text" value=""/></p> <p>User Id <input style="width: 90%;" type="text" value=""/></p>	<p>i DoDAAC <input style="width: 90%;" type="text" value="All"/></p> <p>i Division Name <input style="width: 90%;" type="text" value="All"/></p> <p>Dt To <input style="width: 90%;" type="text" value=""/></p>
--	---




- Enter the CAGE CD, using **i** to assist with the entry. *This is a 5 alphanumeric character field.*
- Enter the DoDAAC, using **i** to assist with the entry. *This is a 6 alphanumeric character field.*
- Enter the Corporation Name, using **i** to assist with the entry. *This is a 50 alphanumeric character field.*
- Enter the Division Name, using **i** to assist with the entry. *This is a 25 alphanumeric character field.*
- Use  to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the USER ID in the field provided. *This is an 8 alphanumeric character field.*

- Select  to view the results in the Contractor History Inquiry Grid.

Instructions

Contractor History

Operation	Last Transaction Dt/Tm	Last Updated By	Corporation Name	Division Name	CAGE Cd	DoDAAC
Updated	07/19/2017 3:58:36 PM	GROCEBP	BPG LLC	BPG DIV-A1	BPG12	N00024
Created	07/19/2017 1:00:31 PM	GROCEBP	BPG LLC	BPG DIV1	BPG12	BPG123

Selected 1  Page 1 of 1  50 items per page 1 - 2 of 2 items 

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Contract History Inquiry
- Stock Nbr Inquiry
- Agency Stock Nbr Inquiry
- Inventory Inquiry
- Inventory Transaction Inquiry
- Accounting Transaction Inquiry



Contract History Inquiry

Overview

The Materiel Management/Inventory Control Point module Contract History Inquiry page displays all the contracts available.

Navigation

History Inquiries > Contract > Contract History page

Page Fields

The following fields display on the **Contract History Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.
419	Some text entry fields provide Intellisense(i) which provides auto selection of existing entries.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.



132	To search for CAGE Cd, see https://cage.dla.mil .
161	NCAGE Cd must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Search Criteria Grid

Contract Nbr
 Contractor
 Dlvry Order Nbr
 Contract Desc
 Contract Type Cd
 Start Dt
 Expiration Dt
 Dt From
 Dt To
 User Id

Contract History Grid

Operation
 Last Transaction Dt/Tm
 Last Updated By
 Contractor
 Contract Type Cd



Contract Nbr
Non-DoD Contract Nbr
Dlvry Order Nbr
Contract Desc
Start Dt
Expiration Dt

Optional

Admin POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country
Remarks
History Remarks

Contract POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country
Remarks
History Remarks



Issuing POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country
Remarks
History Remarks

Property Admin POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country
Remarks
History Remarks

Program ID
Established Dt/Tm
Established By




Procedures

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Search for a Contract History



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.

- In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.





Instructions

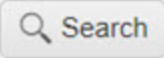
Search Criteria

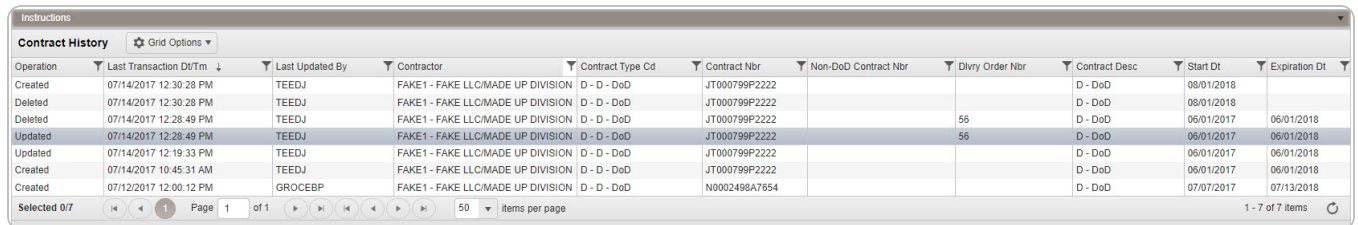
Contract Nbr	<input type="text"/>	Contractor	All
Dlvry Order Nbr	<input type="text"/>		
Contract Desc	<input type="text"/>	Contract Type Cd	All
Start Dt	<input type="text"/>	Expiration Dt	<input type="text"/>
Dt From	<input type="text"/>	Dt To	<input type="text"/>
User Id	<input type="text"/>		

- Enter the CONTRACT NBR in the field provided. *This is a 13 alphanumeric character field.*
- Use  to select the Contractor.
- Enter the DLVY ORD NBR in the field provided. *This is a 4 alphanumeric character field.*
- Enter the CONTRACT DESC in the field provided. *This is a 125 alphanumeric character field.*
- Use  to select the Contract Type Cd.



- Use  to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the USER ID in the field provided. *This is an 8 alphanumeric character field.*

2. Select  to view the results in the Contract History Inquiry Grid.



Operation	Last Transaction Dt/Tm	Last Updated By	Contractor	Contract Type Cd	Contract Nbr	Non-DoD Contract Nbr	Divry Order Nbr	Contract Desc	Start Dt	Expiration Dt
Created	07/14/2017 12:30:28 PM	TEEDJ	FAKE1 - FAKE LLC/MADE UP DIVISION	D - D - DoD	JT000799P2222			D - DoD	08/01/2018	
Deleted	07/14/2017 12:30:28 PM	TEEDJ	FAKE1 - FAKE LLC/MADE UP DIVISION	D - D - DoD	JT000799P2222			D - DoD	08/01/2018	
Deleted	07/14/2017 12:28:49 PM	TEEDJ	FAKE1 - FAKE LLC/MADE UP DIVISION	D - D - DoD	JT000799P2222		56	D - DoD	06/01/2017	06/01/2018
Updated	07/14/2017 12:28:49 PM	TEEDJ	FAKE1 - FAKE LLC/MADE UP DIVISION	D - D - DoD	JT000799P2222		56	D - DoD	06/01/2017	06/01/2018
Updated	07/14/2017 12:19:33 PM	TEEDJ	FAKE1 - FAKE LLC/MADE UP DIVISION	D - D - DoD	JT000799P2222			D - DoD	06/01/2017	06/01/2018
Created	07/14/2017 10:45:31 AM	TEEDJ	FAKE1 - FAKE LLC/MADE UP DIVISION	D - D - DoD	JT000799P2222			D - DoD	06/01/2017	06/01/2018
Created	07/12/2017 12:00:12 PM	GROCEBP	FAKE1 - FAKE LLC/MADE UP DIVISION	D - D - DoD	N0002498A7654			D - DoD	07/07/2017	07/13/2018

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.



Related Topics

- Contractor History Inquiry
- Stock Nbr Inquiry
- Agency Stock Nbr Inquiry
- Inventory Inquiry
- Inventory Transaction Inquiry
- Accounting Transaction Inquiry



Schedule Reports

Overview

The Materiel Management/Inventory Control Point module Schedule Reports page displays all the defined reports available for scheduling.

Navigation

Reports Manager > Schedule Reports > Schedule Report Definitions page

Page Fields

The following fields display on the **Schedule Report Definitions** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Report Category
 Report Type
 Report/Form

Report Definitions Grid

All
Rpt Id
Rpt Name
Rpt Type
Rpt Category

Report Parameters

Submit / Schedule

Export File Format *
Schedule Dt/Tm
Sharing
Remarks

(*) Asterisk identifies mandatory fields.


Procedure

DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Search for a Report to Schedule

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

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



Instructions

Search Criteria

Report Category Report Type

Report/Form

- Use to select the Report Category.
- Use to select the Report Type.
- Use to select the Report / Form.

2. Select to display the search results.

Report Definitions

<input type="checkbox"/> All	Rpt Id	Rpt Name	Rpt Type	Rpt Category
<input type="checkbox"/>	LPMAR01	OM&S Trial Balance	Online - User Initiated, Owner View/Delete	Accounting
<input type="checkbox"/>	LPMAR03	CFO Report	Online - User Initiated, Owner View/Delete	Accounting
<input type="checkbox"/>	LPMAR04	CFO Accounting Detail Report	Online - User Initiated, Owner View/Delete	Accounting
<input type="checkbox"/>	LPMMR01	Customer Order Delivery Metrics	Online - User Initiated, Owner View/Delete	Metrics

Selected 0/4 Page 1 of 1 50 items per page 1 - 4 of 4 items

Schedule a Report

1. Click to select the desired Report. *The Report row is highlighted.*
2. Select . *Two additional panels appear beneath the Report Definitions panel.*

Report Parameters

Tier Level

Report Type

Program/Division/ICP

Fiscal Year

Quarter

Submit/Schedule

* Export File Format Schedule Dt/Tm Sharing Remarks

3. Enter the fields in the Report Parameters panel. *The fields depend upon the report chosen.*

4. Enter the fields in the Submit / Schedule panel.
 - A. Use to select the Export File Format.
 - B. Use to select the Schedule DT/TM, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
 - C. Use to select Sharing.
 - D. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
5. Select . *The panels close and the report is scheduled.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- View Reports
- View Warehouse Reports
- Schedule Warehouse Reports
- Real Time Warehouse Reports

View Reports

Overview

The Materiel Management/Inventory Control Point module View Reports page displays all the available scheduled reports available for viewing.

Navigation

Reports Manager > View Reports > View Scheduled Reports page

Page Fields

The following fields display on the **View Scheduled Reports** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

- Report Name
- Report Category
- Report Type
- Report Status
- Private/Shared
- Report / Form

Scheduled Reports


- All
- Rpt Id
- Is Private
- Rpt Format
- Rpt Name
- Rpt Category
- File Size
- Scheduled Dt
- Entered Dt
- Completed Dt
- Established By
- Rpt Status
- Remarks

Report Details


Parameter
Value

Procedure

DPAS Navigation Helpful Tips

 Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

View a Scheduled Report

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

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

Instructions

Search Criteria

Report Name: Report Category:

Report Type: Report Status:

Private/Shared: Report/Form:

- Use to select the Report Name.
- Use to select the Report Category.
- Use to select the Report Type.
- Use to select the Report Status.
- Use to select the Private/Shared.
- Use to select the Report/Form.

2. Select to display the search results.

Scheduled Reports

<input type="checkbox"/> All	Rpt Id	Is Private	Rpt Format	Rpt Name	Rpt Category	File Size	Scheduled Dt	Entered Dt	Completed Dt	Established By	Rpt Status	Remarks
<input type="checkbox"/>	LPMAR04	Yes	Excel	CFO Accounting Detail Report	Accounting	31.9KB	03/30/2022 12:15:00 PM	03/30/2022 12:15:17 PM	03/30/2022 12:15:19 PM	BPGROCE	Complete	
<input type="checkbox"/>	LPMAR03	Yes	Excel	CFO Report	Accounting	45KB	03/30/2022 12:13:00 PM	03/30/2022 12:15:00 PM	03/30/2022 12:15:57 PM	BPGROCE	Complete	
<input type="checkbox"/>	LPMAR01	Yes	Excel	OM&S Trial Balance	Accounting	0B	03/30/2022 12:13:00 PM	03/30/2022 12:13:48 PM		BPGROCE	Error	BPG Test

Selected 0/3 Page 1 of 1 50 items per page 1 - 3 of 3 items

View an Existing Report

1. Click to select the desired Report. *The Report row is highlighted.*
2. Select . *The report is produced.*
3. Follow the prompts provided by the computer. *The report opens outside of DPAS.*

View Report Details

Click to open the details of the Report. *The Details grid appears.*

Scheduled Reports												
<input type="checkbox"/> All	Rpt Id	Is Private	Rpt Format	Rpt Name	Rpt Category	File Size	Scheduled Dt	Entered Dt	Completed Dt	Established By	Rpt Status	Remarks
<input type="checkbox"/>	LPMAR04	Yes	Excel	CFO Accounting Detail Report	Accounting	31.9KB	03/30/2022 12:15:00 PM	03/30/2022 12:15:17 PM	03/30/2022 12:15:19 PM	BPGROCE	Complete	
Details Parameter Value Report Format Excel Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items												
<input type="checkbox"/>	LPMAR03	Yes	Excel	CFO Report	Accounting	45KB	03/30/2022 12:13:00 PM	03/30/2022 12:15:00 PM	03/30/2022 12:15:57 PM	BPGROCE	Complete	
<input type="checkbox"/>	LPMAR01	Yes	Excel	OM&S Trial Balance	Accounting	0B	03/30/2022 12:13:00 PM	03/30/2022 12:13:48 PM		BPGROCE	Error	BPG Test
Selected 0/3 Page 1 of 1 50 items per page 1 - 3 of 3 items												

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Schedule Reports
- View Warehouse Reports
- Schedule Warehouse Reports
- Real Time Warehouse Reports

Browse for a Real Property Asset

Overview

The Real Property Asset Browse pop-up window allows searching for RPUIDs by Facility NBR or LAND ACQ TRACT IDS.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > Asset Browse pop-up window

Page Fields

The following fields display on the **Asset Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Asset Search Criteria


- RPSUID
- Fac Nbr
- Asset Code
- Facility Name
- Land Acq Tract Id

Asset Browse Results Grid

- Select
- RPUID
- Fac Nbr
- Facility Name
- Land Acq Tract Id


Procedure


DPAS Navigation Helpful Tips



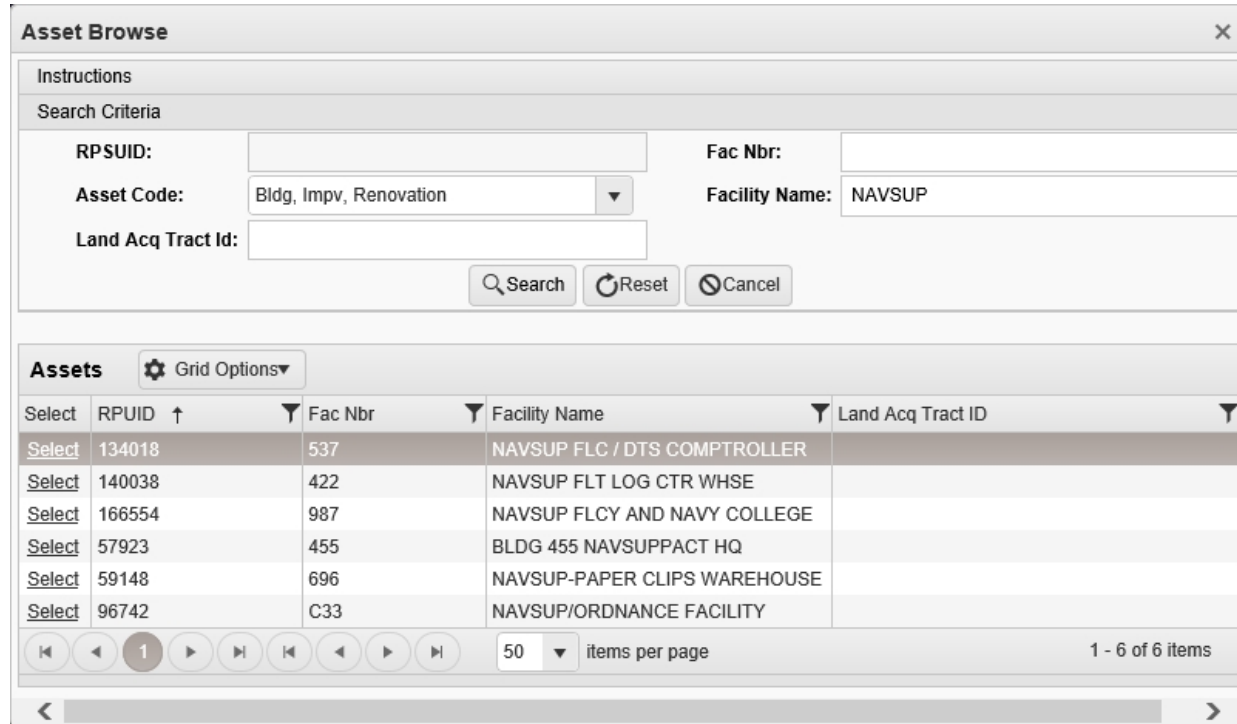
Click the following link to display Warehouse Navigation Tips.

Browse for an Asset

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.

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

1. Select . The **Asset Browse** pop-up window appears.



Asset Browse

Instructions

Search Criteria

RPSUID: Fac Nbr:


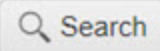
Asset Code: Facility Name:

Land Acq Tract Id:

Assets

Select	RPUID ↑	Fac Nbr	Facility Name	Land Acq Tract ID
Select	134018	537	NAVSUP FLC / DTS COMPTROLLER	
Select	140038	422	NAVSUP FLT LOG CTR WHSE	
Select	166554	987	NAVSUP FLCY AND NAVY COLLEGE	
Select	57923	455	BLDG 455 NAVSUPACT HQ	
Select	59148	696	NAVSUP-PAPER CLIPS WAREHOUSE	
Select	96742	C33	NAVSUP/ORDNANCE FACILITY	

50 items per page 1 - 6 of 6 items

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
 - The RPSUID automatically populates and is not editable.
 - Enter the FAC NBR in the field provided. *This is a 20 alphanumeric character field.*
 - Use  to select the Asset Code.
 - Enter the Facility Name in the field provided. *This is a 30 numeric character field.*
 - Enter the LAND ACQ TRACT ID in the field provided. *This is a 25 alphanumeric character field.*
3. Select . Results display in the Assets Grid below.
4. Choose the Select hyperlink next to the desired RPUID. The pop-up window closes and the selected Facility NBR / LAND ACQ TRACT ID appears in the previous screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Facility



Browse for a CONTAINER ID

Overview

The CONTAINER ID Browse pop-up window allows searching for Containers in the specified Warehouse.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > CONTAINER ID Browse pop-up window

Page Fields

The following fields display on the **CONTAINER ID Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record



21	Select "Add" button to create a new record.
434	Select "Print Labels" button to print Container Label(s).

CONTAINER ID Search Criteria

Container Id
 Container Type **i**
 Location **i**
 Zone **i**
 Stock Nbr **i**
 Cond Cd
 Owning DoDAAC
 Capacity Avail (Qty)

CONTAINER ID Browse Results Grid

Labels
 Select
 Contents
 Container Id
 Container Type
 Container Desc
 Location
 Capacity Avail (Qty)

Optional

Capacity (Qty)
 Facility
 Full % (Qty)
 Mixed Cond
 Mixed Lots
 Mixed Stock Nbr
 Remarks



Serial Nbr
 Stock Nbr
 Zone


Procedure


DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

Browse for a CONTAINER ID

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.

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

1. Select . The **CONTAINER ID Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

Container Id Browse x

Instructions v





Search Criteria ^

Container Id	<input type="text"/>	# Container Type	All v
# Location	All ...	# Zone	All v
# Stock Nbr	All ...	Cond Cd	All v
Owning DoDAAC	All v	Capacity Avail (Qty)	<input type="text"/>

Container Id Browse + Add ⚙ Grid Options

Select	Contents	Container Id ↑	Container Type ↑	Container Desc ↑	Location ↑	Capacity Avail (Qty) ↑
Labels Select View		AFE0000000000000000012	UPS BOX	CONTAINER TESTING	ICECUBE	N/A
Labels Select View		LITTLEBOX	DEFAULT CONTAINER TYPE FOR AFERMS	ITS A TINY BOX	STORAGE	N/A

⏪ ⏩ 1 ⏪ ⏩ 50 items per page 1 - 2 of 2 items

- Enter the CONTAINER ID in the field provided. *This is a 20 alphanumeric character field.*
 - Use to select the Container Type, using  to assist with the entry.
 - Use  or to assist with the Location entry. *This is a 20 alphanumeric character field.*
 Location Browse help
 - Use to select the Zone, using  to assist with the entry.
 - Use  or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
 Stock Number Browse help
 - Use to select the Cond Cd.
 - Use to select the Owing DoDAAC.
 - Use to choose the Capacity Avail (Qty).
3. Select to begin the query. *Results display in the CONTAINER ID Grid below.*
4. Choose the Select hyperlink next to the desired CONTAINER ID. *The pop-up window closes and the selected Container appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access. the Search again.

Related Topics

- Container
- Disposition
- Expiring Items Inquiry
- ICN Inventory Inquiry
- Individual Item Return
- Individual Return
- Inventory Update - Manager
- Inventory Update - User
- Inspection
- Location Condition Code Default
- Materiel Movement - Pick
- Materiel Movement - Plan
- Physical Inventory
- Receiving
- SKO Assemble
- SKO Bulk Update
- SKO Disassemble
- Transportation - Pick
- Transportation - Plan
- Unit Issue Return
- Warehouse Transfer



Browse for a Contract Number

Overview

The Contract Number Browse pop-up window allows searching for stored contract numbers in the DPAS catalog.

Navigation

DPAS > *VARIOUS PROCEDURAL STEPS* >  > Contract Browse pop-up window

Page Fields

The following fields display on the **Contract Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record



Contract Browse

GFM Contract Nbr
 Contractor
 Dlvry Order Nbr
 Contract Desc
 Contract Type Cd
 Start Dt
 Expiration Dt

Contract Results Grid

GFM Contract Nbr
 Non-DoD Contract Nbr
 Contract Desc
 Contractor
 Contract Type Cd
 Dlvry Order Nbr
 Start Dt
 Expiration Dt


Procedure


DPAS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Browse for a Contract Number

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. Select . The **Contract Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



- Enter the GFM CONTRACT NBR in the field provided. *This is a 15 alphanumeric character field.*
 - Use to select the Contractor.
 - Enter the DLVY ORDER NBR in the field provided. *This is a 11 alphanumeric character field.*
 - Enter the Contract DESC in the field provided. *This is a 1,024 alphanumeric character field.*
 - Use to select the Contract Type Cd.
 - Use to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
 - Use to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Select to begin the query. *Results display in the Contract Results Grid below.*
 4. Click to select the desired contract. *The Contract record is highlighted.*
 5. Select . *The pop-up window closes and the selected contract number appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- ICP Management
- SKO Disassemble
- Inventory Selection




Create a Pick Plan

Overview

The Warehouse Management module Create Pick Plan process provides the ability to create new allocations and distribute them.



Note

 Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > *VARIOUS PROCEDURAL STEPS* >  Pick >
 Create Pick Plan > Create Pick Plan pop-up window

Page Fields

The following fields display on the **Create Pick Plan** pop-up window. For more information on each field, select the appropriate hyperlink.




Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.


21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Create Pick Plan

- Cost Center 
- Personnel 
- Staging Location 


Procedures

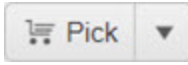

DPAS Navigation Helpful Tips

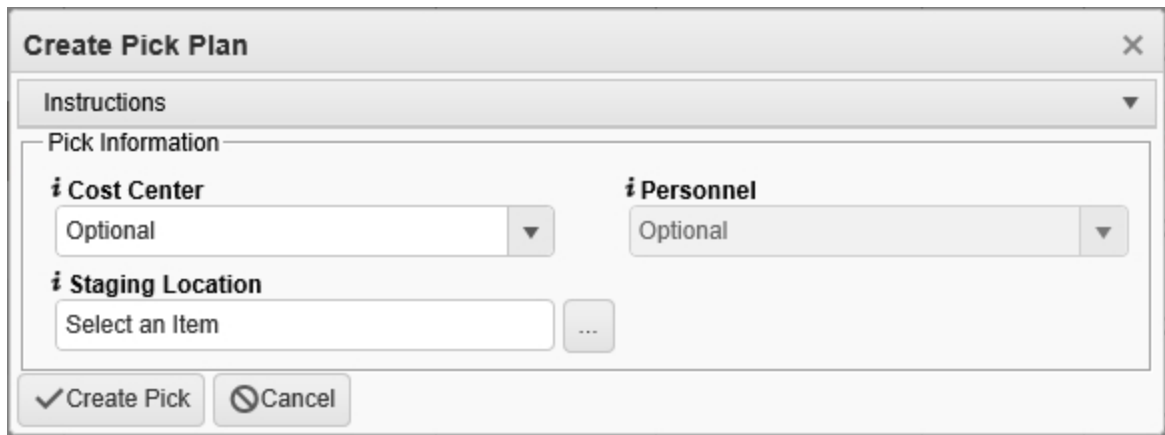








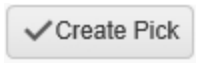
Click the following link to display Warehouse Navigation Tips.

Create a Pick Plan

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. Select next to the desired request.
2. Select . The Pick Menu appears.
3. Select . The **Create Pick Plan** pop-up window appears.



4. Use  to select the Cost Center, or use  to assist with the entry. *This is a 25 alphanumeric character field.*
5. Use  to select the Personnel, or use  to assist with the entry. *This is a 150 alphanumeric character field.*
6. Use  or  to assist with the Staging Location entry. *This is a 20 alphanumeric character field.*
 Location Browse help
7. Select . *The new system-generated pick number appears in the Pick NBR column.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access. the Search again.

Related Topics

- [Unit Issue Request Overview](#)



Browse for a Document Number

Overview

The Document Number Browse pop-up window allows searching for documents in the DPAS catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > DOCUMENT
 NBR Browse pop-up window

Page Fields

The following fields display on the **DOCUMENT NBR Browse** pop-up window. For more information on each field, select the appropriate hyperlink.


Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

110 DOC NBR range must be established before processing.


Search Criteria

Document Nbr
Stock Nbr 
Status


DOCUMENT NBR Results Grid


Select
Document Nbr
Stock Nbr
Item Desc
From Warehouse
To Warehouse
Document Type
Ordered Qty


Procedure

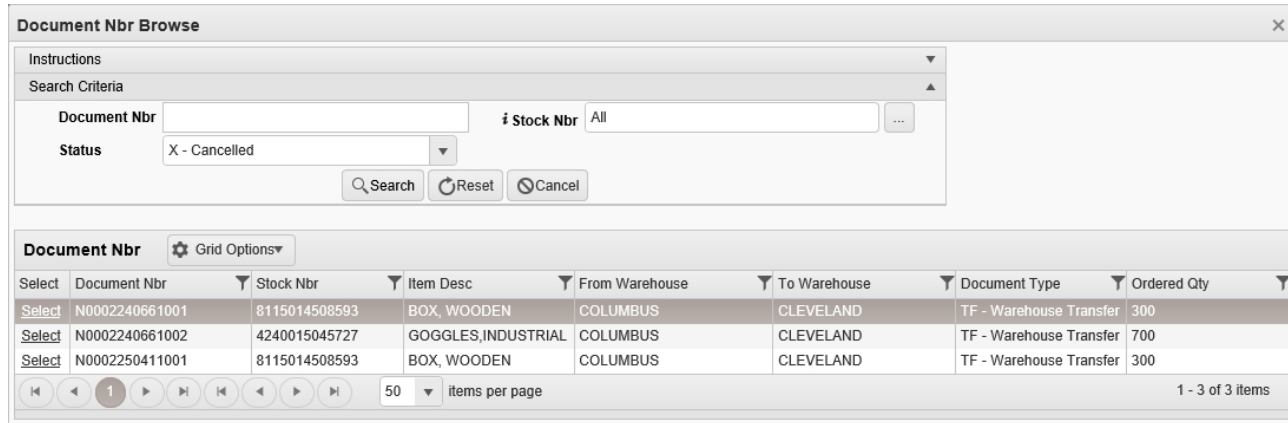
DPAS Navigation Helpful Tips
 Click the following link to display Warehouse Navigation Tips.

Browse for a Document Number

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.




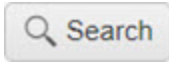
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **DOCUMENT NBR Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:



The screenshot shows the 'Document Nbr Browse' window. It has a 'Search Criteria' section with fields for 'Document Nbr', 'Stock Nbr' (with an information icon and a more options icon), and 'Status' (set to 'X - Cancelled'). There are 'Search', 'Reset', and 'Cancel' buttons. Below is a table with columns: Select, Document Nbr, Stock Nbr, Item Desc, From Warehouse, To Warehouse, Document Type, and Ordered Qty. The table contains three rows of data. At the bottom, there are navigation controls and '50 items per page'.

Select	Document Nbr	Stock Nbr	Item Desc	From Warehouse	To Warehouse	Document Type	Ordered Qty
Select	N0002240661001	8115014508593	BOX, WOODEN	COLUMBUS	CLEVELAND	TF - Warehouse Transfer	300
Select	N0002240661002	4240015045727	GOGGLES, INDUSTRIAL	COLUMBUS	CLEVELAND	TF - Warehouse Transfer	700
Select	N0002250411001	8115014508593	BOX, WOODEN	COLUMBUS	CLEVELAND	TF - Warehouse Transfer	300

- Enter the Document NBR in the field provided. *This is a 14 alphanumeric character field.*
 - Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
 - Stock Number Browse help
 - Use  to select the Status.
3. Select . Results display in the **DOCUMENT NBR Grid**.
 4. Choose the Select hyperlink next to the desired **DOCUMENT NBR**. The **DOCUMENT NBR Browse** pop-up window closes and the selected **DOCUMENT NBR** appears in the previous screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
58 – Doc NBR Range must be established for your UIC. Select Doc NBR Range A/U/D to establish range.	Invalid Entry. A range of numbers must be created before assigning a document number. Create a document number range before proceeding.

Related Topics



- Warehouse Transfer
- Warehouse Issue
- Inventory Update - Manager
- QA / QC / Inspection (both Add and Update)

Browse for an Exchange


Overview

The Exchange Browse pop-up window allows searching for replacement assets in the DPAS catalog.

Note

 Some search fields provide **Intellisense**  , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic  preceding the field name.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > Exchange Browse pop-up window

Page Fields

The following fields display on the **Exchange Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Exchange

Replacement Stock Nbr  *

Replacement Inventory *

Exchange Reason *

Stock Nbr

LIN/TAMCN
Item Desc
Color
Size

Replacement Items

ICN
Quantity
Serial Nbr
Cond Cd
Location Id
Container Id


Procedure

DPAS Navigation Helpful Tips



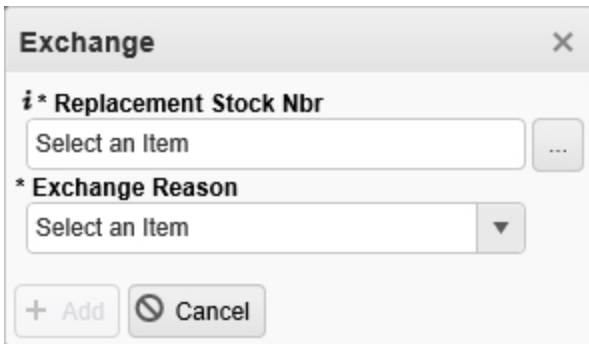
Click the following link to display Warehouse Navigation Tips.

Browse for a Replacement Stock Number

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





1. Select . The **Exchange Browse** pop-up window appears.

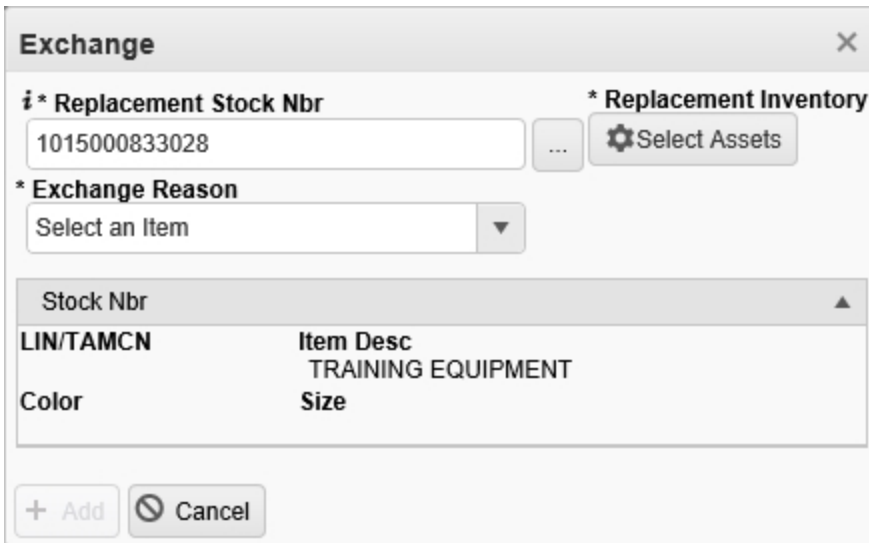


The **Exchange** pop-up window contains the following fields and controls:

- i * Replacement Stock Nbr**: A text input field with the placeholder "Select an Item" and a search icon (three dots).
- * Exchange Reason**: A dropdown menu with the placeholder "Select an Item".
- Buttons: "+ Add" and "Cancel".

2. Use  or  to assist with the REPLACEMENT STOCK NBR entry. This is a 15 alphanumeric character field. When the field is entered, additional fields appear.



Stock Number Browse help



The **Exchange** pop-up window now includes additional fields and controls:

- i * Replacement Stock Nbr**: The text input field now contains the value "1015000833028".
- * Replacement Inventory**: A new section with a gear icon and a "Select Assets" button.
- * Exchange Reason**: The dropdown menu remains.
- Stock Nbr**: A table listing items with columns for LIN/TAMCN, Item Desc, Color, and Size.
- Buttons: "+ Add" and "Cancel".

Stock Nbr	Item Desc	Color	Size
LIN/TAMCN	TRAINING EQUIPMENT		

3. Select . The **Inventory Selection Browse** pop-up window appears. When the field is entered, additional fields appear.
4. Use  to select the Exchange Reason.



Exchange ✕

i * Replacement Stock Nbr
 ...

*** Replacement Inventory**

*** Exchange Reason**
 ✕ ▼

Stock Nbr ▲

LIN/TAMCN	Item Desc
Color	TRAINING EQUIPMENT Size

Replacement Items

ICN	Quantity	Serial Nbr	Cond Cd	Location Id	Container Id
A0000000000002387894	1	1000000000001	F	KOOLCUBE	

5. Select . The Exchange cell changes from to , and the replacement asset is ready to be exchanged. Once the return is completed, the new asset is issued.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access. the Search again.

Related Topics

- [Add an Individual Return](#)



Browse for an External Stock Number

Overview

The External Stock Number Browse pop-up window allows searching for assets outside the DPAS catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > External STOCK NBR Browse pop-up window

Page Fields

The following fields display on the **External STOCK NBR Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

External STOCK NBR Browse

- Select Interface
- Stock Item Type
- Stock Nbr
- USC
- Item Desc
- Manufacturer Name
- FSC
- Manufacturer Part Number
- NIIN
- Model Number

CAGE Code

STOCK NBR Results Grid

Select
USC
Item Desc
Manufacturer Part Number
FSC
NIIN
ARC
Recover Cd
Dmil Cd

Optional

Manufacturer Part Number
Model Number
CAGE Code


Procedure


DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

Browse for an External Stock Number

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.

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

1. Select . The **External Stock NBR Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



External Stock Number Browse

Search Criteria

Select Interface: <input type="text" value="FLIS"/>	Stock Item Type: <input type="text" value="A-NSN"/>
Stock Nbr: <input type="text" value="All"/>	USC: <input type="text" value="All"/>
Item Desc: <input type="text" value="All"/>	Manufacturer Name: <input type="text" value="All"/>
FSC: <input type="text" value="9620 - Minerals Ntrl & Synthetic"/>	Manufacturer Part Number: <input type="text" value="All"/>
NIIN: <input type="text" value="001281917"/>	Model Number: <input type="text" value="All"/>
	CAGE Code: <input type="text" value="All"/>


Search Results

Grid Options

Stock Number...	USC	Item Desc	Manufacturer Part Nu...	FSC	NIIN	ARC	Recover Cd	Dmil Cd
<input type="checkbox"/> 9620001281917	D - Lead Service (Military Service Activity) - DS (Consumable)	GRAPHITE,DRY		9620	001281917	N	G	Q
<input type="checkbox"/> 9620001281917	M - U.S. Marine Corps	GRAPHITE,DRY		9620	001281917	N	G	Q
<input type="checkbox"/> 9620001281917	N - U.S. Navy	GRAPHITE,DRY		9620	001281917	N	G	Q
<input type="checkbox"/> 9620001281917	I - Integrated Materiel Manager	GRAPHITE,DRY		9620	001281917			Q
<input type="checkbox"/> 9620001281917	F - U.S. Air Force	GRAPHITE,DRY		9620	001281917		N	Q

Selected 0/5 | | 10 items per page | 1 - 5 of 5 items

- Use to select the Select Interface.
- Use to select the Stock Item Type.
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Use to select the USC.
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Enter the Manufacturer Name in the field provided. *This is a 36 alphanumeric character field.*
- Enter the FSC in the field provided. *This is a 4 numeric character field.*
- Enter the Manufacturer Part Number in the field provided. *This is a 35 alphanumeric character field.*

- Enter the NIIN in the field provided. *This is a 9 numeric character field.*
 - Enter the Model Number in the field provided. *This is a 20 alphanumeric character field.*
 - Enter the CAGE Code in the field provided. *This is a 5 alphanumeric character field.*
3. Select  to begin the query. *Results display in the STOCK NBR Grid below.*
 4. Choose the Select check-box next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

ICP

- Stock Item
- Contract
- DLMS Transaction
- Inventory Transaction Inquiry
- Inventory Transaction Viewer
- Physical Inventory
- Requisition





Warehouse

- Collateral Item
- Equipment Type
- Mfr Part Nbr
- Shelf Life Extension
- SKO Catalog
- Stock Item
- Stock Number
- Substitute Stock Number
- Master Issue List
- Stock Nbr Inventory Inquiry
- Unit Issue Activity Inquiry
- Armory Issue
- Disposition
- Individual Issue
- Individual Item Return
- Individual Return
- Individual Reconciliation
- Inventory Update - ICN
- Inventory Update - Manager
- Inventory Update - User
- Maintenance Issue
- Materiel Release Order
- Physical Inventory
- Project Management
- QC Inspection
- Receiving
- Replenishment Review
- SKO Assemble
- SKO Disassemble
- Unit Issue Post-Post
- Unit Issue Return
- Warehouse Issue
- Warehouse Transfer
- Manage Stock Number Lists
- Container
- Location Condition Code Default
- Stock Item Individual Issue Location



Browse for an Inventory Control Number (ICN)

Overview

The Inventory Control Number (ICN) Browse pop-up window allows searching for assets in the DPAS catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > ICN Browse pop-up window

Page Fields

The following fields display on the **ICN Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record



ICN Browse

Scan Barcode

ICN 

Mfr CAGE 

Mfr Contract Nbr

Mfr Dt

Mfr Lot Nbr

Serial Nbr 

Shelf Life Expiration Dt

Stock Nbr

ICN Results Grid

Select

Labels

ICN

Stock Nbr

Item Desc

In Service Dt

Mfr CAGE

Mfr Contract Nbr

Mfr Lot Nbr

Mfr Dt

Shelf Life Expiration Dt

Serial Nbr


Procedure

DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.


Browse for an Inventory Control Number (ICN)

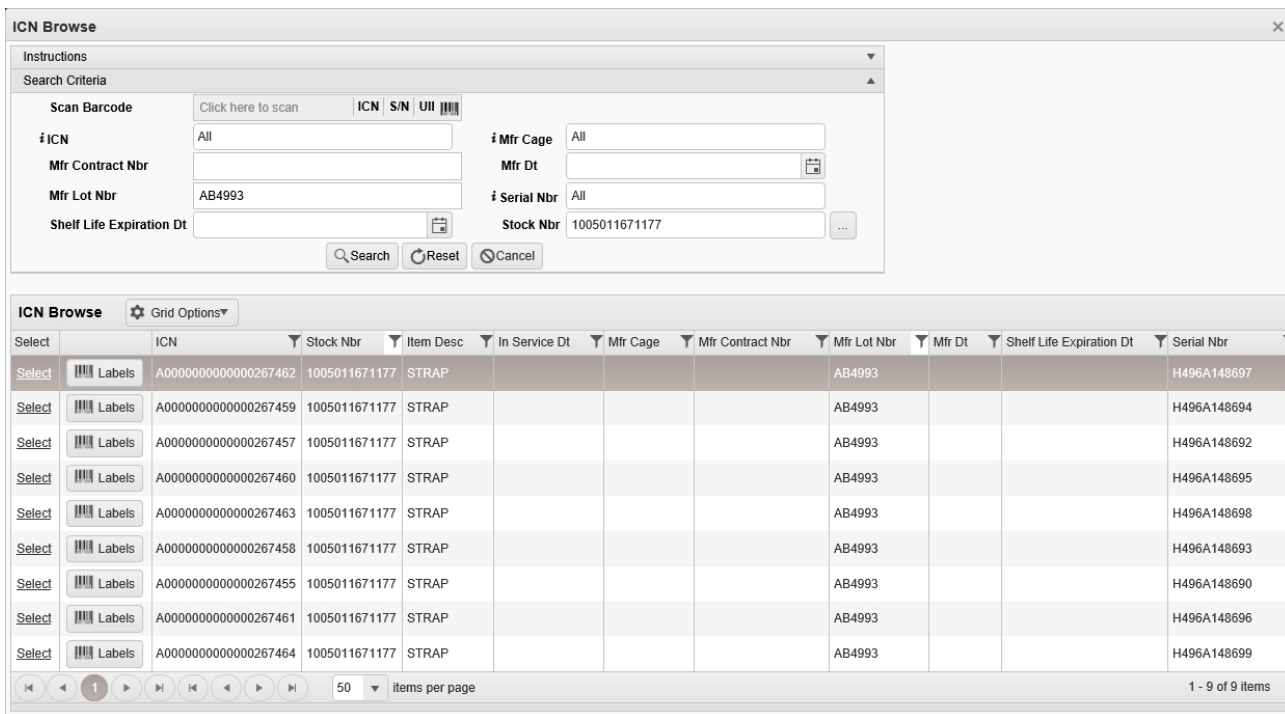
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to



the default "All" setting.

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

1. Select . The **ICN Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

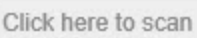









The screenshot shows the 'ICN Browse' window with the following search criteria:

- Scan Barcode: Click here to scan | ICN | S/N | UII
- ICN: All
- Mfr Contract Nbr: AB4993
- Mfr Lot Nbr: AB4993
- Mfr Cage: All
- Mfr Dt: (empty)
- Serial Nbr: All
- Stock Nbr: 1005011671177

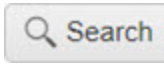
The table below shows the results of the search:

Select	Labels	ICN	Stock Nbr	Item Desc	In Service Dt	Mfr Cage	Mfr Contract Nbr	Mfr Lot Nbr	Mfr Dt	Shelf Life Expiration Dt	Serial Nbr
Select	Labels	A0000000000000267462	1005011671177	STRAP				AB4993			H496A148697
Select	Labels	A0000000000000267459	1005011671177	STRAP				AB4993			H496A148694
Select	Labels	A0000000000000267457	1005011671177	STRAP				AB4993			H496A148692
Select	Labels	A0000000000000267460	1005011671177	STRAP				AB4993			H496A148695
Select	Labels	A0000000000000267463	1005011671177	STRAP				AB4993			H496A148698
Select	Labels	A0000000000000267458	1005011671177	STRAP				AB4993			H496A148693
Select	Labels	A0000000000000267455	1005011671177	STRAP				AB4993			H496A148690
Select	Labels	A0000000000000267461	1005011671177	STRAP				AB4993			H496A148696
Select	Labels	A0000000000000267464	1005011671177	STRAP				AB4993			H496A148699

- Select  . Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.
- Enter the ICN, using  to assist with the entry. This is a 20 alphanumeric character field.
- Enter the MFR CAGE, using  to assist with the entry. This is a 5 numeric character field.

- Enter the MFR CONTRACT NBR in the field provided. *This is a 50 alphanumeric character field.*
- Use  to select the MFR DATE, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the MFR LOT NBR in the field provided. *This is a 50 alphanumeric character field.*
- Enter the SERIAL NBR, using  to assist with the entry. *This is a 20 alphanumeric character field.*
- Use  to select the Shelf Life Expiration DT, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

3. Select  to begin the query. *Results display in the ICN Browse Grid below.*
4. Choose the Select hyperlink next to the desired ICN. *The pop-up window closes and the selected ICN appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.



Related Topics

- Allocation Management
- Inventory Update - ICN
- Individual Item Return
- Individual Return
- Inspection
- Inventory Selection
- Inventory Update - Manager
- Physical Inventory
- Receiving
- Individual Reconciliation
- SKO Assemble
- SKO Disassemble
- Unit Issue Activity Inquiry
- Inventory Update - User



Browse for a Real Property Installation

Overview

The Real Property Installation Browse pop-up window allows searching for installations in the specified physical area.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > Installation Browse pop-up window

Page Fields

The following fields display on the **Installation Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record



Installation Search Criteria

Country
State
ZIP Code

Installation Browse Results Grid

Select
Instl Nbr
Instl Name
Instl Svc Cd
Instl Close Dt


Procedure


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

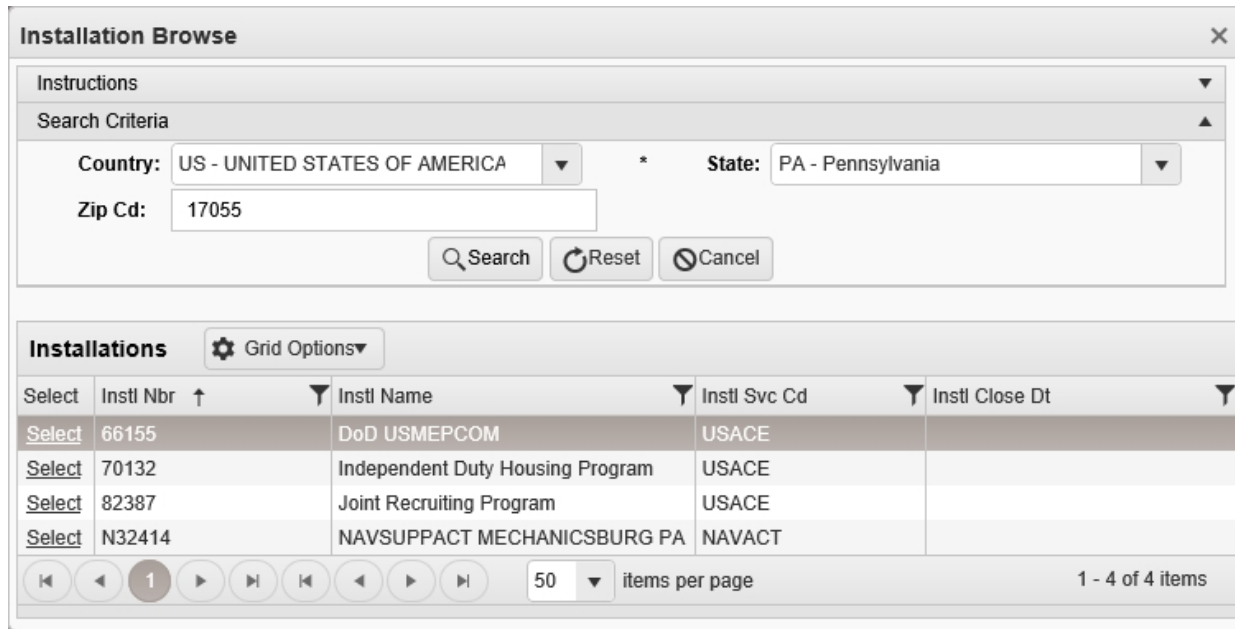
Browse for an Installation

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.

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



1. Select . The **Installation Browse** pop-up window appears.



Installation Browse

Instructions

Search Criteria



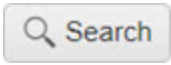
Country: * State:

Zip Cd:

Installations

Select	Instl Nbr ↑	Instl Name	Instl Svc Cd	Instl Close Dt
Select	66155	DoD USMEPCOM	USACE	
Select	70132	Independent Duty Housing Program	USACE	
Select	82387	Joint Recruiting Program	USACE	
Select	N32414	NAVSUPACT MECHANICSBURG PA	NAVACT	

50 items per page 1 - 4 of 4 items

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
 - Use  to select the Country.
 - Use  to select the State.
 - Enter the ZIP CD in the field provided. *This is a 10 numeric character field.*
3. Select . Results display in the Installation Grid below.
4. Choose the Select hyperlink next to the desired Installation. *The pop-up window closes and the selected Installation appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.





Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Facility



Browse for an Internal Stock Number

Overview

The Internal Stock Number Browse pop-up window allows searching for assets in the DPAS catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > Internal STOCK NBR Browse pop-up window

Page Fields

The following fields display on the **Internal STOCK NBR Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

Internal STOCK NBR Browse

LIN/TAMCN
Item Desc
Stock Nbr
Reportable Commodity Type

STOCK NBR Results Grid

Select
Stock Nbr
Stock Item Cd

Item Desc
Mgmt Cd
LIN/TAMCN
FSC
CIIC
Type Asset Cd
Shelf Life Cd
Security Commodity Type
Reportable Commodity Type
Prev Stock Nbr
IT Device Cd
Accounting Req Cd
NIIN Sts Cd

Optional

Established By
Established Date Time
Lst Updtd By
Lst Tran Dt Tm
Program Id
Remarks


Procedure


DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

Browse for a Stock Number

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.

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



1. Select . The **Internal Stock NBR Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

Internal Stock Number Browse x

Search Criteria ^

LIN/TAMCN	<input type="text" value="All"/>	Item Desc	<input type="text" value="All"/>
Stock Nbr	<input type="text" value="All"/>	Reportable Commodity Type	<input type="text" value="All"/>

Search Results ^

[Grid Options](#)

Stoc...	Stoc...	Item...	Mg...	LIN/...	FSC	CIIC	Typ...	Shelf Life Cd	Sec...	Rep...	Prev...	IT D...	Acc...	NIIN...
<input type="checkbox"/>	702001L3...	B - Part Nbr	MONITOR 22	A - Serial Number Managed	7020 - ADP Cntrl Prc Unit (CPU, Cmpt), A	U - Unclassifi...	O - Operating Material and supplies	0 - Non-deteriorative	BPG TEST 4 - BPG TEST FOUR	BPG TEST 4 - BPG TEST FOUR		N/A - Non Applicable	N - Nonexpen...	
<input checked="" type="checkbox"/>	89659876...	A - NSN	STUFF	A - Serial Number Managed	8965 - Beverages, Alcoholic	4 - Low Snsivity Cat IV	M - Military Equipment	0 - Non-deteriorative	BPG TEST 1 - BPG TEST ONE	BPG TEST 4 - BPG TEST FOUR		N/A - Non Applicable	N - Nonexpen...	

Selected 1/2 Items per page 1 - 2 of 2 Items

- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
 - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
 - Use to select the Reportable Commodity Type.
3. Select to begin the query. *Results display in the STOCK NBR Grid below.*
 4. Choose the Select check-box next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

ICP

- Stock Item
- Contract
- DLMS Transaction
- Inventory Transaction Inquiry
- Inventory Transaction Viewer
- Physical Inventory
- Requisition

Warehouse

- Collateral Item
- Equipment Type
- Mfr Part Nbr
- Shelf Life Extension
- SKO Catalog
- Stock Item
- Stock Number
- Substitute Stock Number
- Master Issue List





Help Reference Guide

- Stock Nbr Inventory Inquiry
- Unit Issue Activity Inquiry
- Armory Issue
- Disposition
- Individual Issue
- Individual Item Return
- Individual Return
- Individual Reconciliation
- Inventory Update - ICN
- Inventory Update - Manager
- Inventory Update - User
- Maintenance Issue
- Materiel Release Order
- Physical Inventory
- Project Management
- QC Inspection
- Receiving
- Replenishment Review
- SKO Assemble
- SKO Disassemble
- Unit Issue Post-Post
- Unit Issue Return
- Warehouse Issue
- Warehouse Transfer
- Manage Stock Number Lists
- Container
- Location Condition Code Default
- Stock Item Individual Issue Location



Browse for an Inventory Selection

Overview

The Inventory Selection Browse pop-up window allows choosing specified items from the warehouse.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > Inventory Selection pop-up window

Page Fields

The following fields display on the **Inventory Selection** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
412	Select "Grid Options" button for additional actions.



36	Select "Delete" button to remove record(s) from applicable tables.
XXXX	Edit "Selected Qty" to move inventory to Selected Inventory grid.
XXXX	Click "Take Selected" to retrieve all Selected Inventory records.

Search Criteria Grid

Required to Search

Scan Barcode
 Stock Nbr **i**
 ICN **i**
 Serial Nbr **i**
 Location **i**
 Container **i**
 Item Desc

Additional Search Filters

GFM Contract Nbr
 Min Qty Rqd
 Cond Cd
 Mfr CAGE
 Mfr Contract Nbr
 Mfr Lot Nbr
 Mfr Dt
 Additional Info

Available Inventory

Total Qty





Stock Nbr Allocation Qty
Inventory Allocation Qty
Available Qty

Inventory Selection

All
Selected Qty
Qty
Reserved Qty
Available Qty
ICN
Serial Nbr
Shelf Life Expiration Dt
Service Life Expiration Dt
Expiration Dt
Mfr Dt
Mfr CAGE
Mfr Contract Nbr
Mfr Lot Nbr
Part Nbr
Cond Cd
Location Id
Container ID
Owning DoDAAC
Prj Cd
Additional Info

Optional

Stock Nbr
Item Desc
Service Life Remaining
Shelf Life Remaining
Contract / Dlvry Ord Nbr
Meter Reading
Utilization Measure Code
Percent Utilization

Selected Inventory

Selected Qty
Qty



ICN
Serial Nbr
Shelf Life Remaining
Shelf Life Expiration Dt
Cond Cd
Owning DoDAAC
Prj Cd
Container ID
GFM Contract Nbr


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Select Item(s) from Inventory

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. Select  . The **Inventory Selection** pop-up window appears.

Inventory Selection X

Instructions ▼

Search Criteria ▲

At least one of the fields in the section below is required to search for assets

Scan Barcode	<input type="text" value="ICN S/N UII LOC"/>	Stock Nbr	<input type="text" value="All"/>
ICN	<input type="text" value="All"/>	Serial Nbr	<input type="text" value="All"/>
Location	<input type="text" value="All"/>	Container	<input type="text" value="All"/>
Item Desc	<input type="text" value="All"/>		

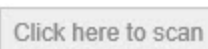


Additional Search Filter Criteria

GFM Contract Nbr <input type="text" value="All"/>	Cond Cd <input type="text" value="All"/>
Min Qty Rqd <input type="text"/>	Mfr Contract Nbr <input type="text" value="All"/>
Mfr Cage <input type="text" value="All"/>	Mfr Dt <input type="text"/>
Mfr Lot Nbr <input type="text" value="All"/>	
Additional Info <input type="text"/>	














Available Inventory | Selected Inventory

Total Qty	Stock Nbr Allocation Qty	Inventory Allocation Qty	Available Qty
0	0	0	0

2. In the Search Criteria box, narrow the results by entering one or more of the following fields:.

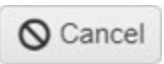
- Select  . Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.
- Use  or  to assist with the STOCK NBR entry. This is a 15 alphanumeric character field.

Stock Number Browse help

- Use  or  to assist with the ICN entry. *This is a 20 alphanumeric character field.*
Inventory Control Number Browse help
- Enter the SERIAL NBR, using  to assist with the entry. *This is a 30 alphanumeric character field.*
- Use  or  to assist with the Location entry. *This is a 20 alphanumeric character field.*
Location Browse help
- Use  or  to assist with the Container entry. *This is a 20 alphanumeric character field.*
Container Identification Browse help
- Enter the ITEM DESC, using  to assist with the entry. *This is a 256 alphanumeric character field.*
- Use  or  to select the desired GFM Contract Nbr.
Contract Number Browse help
- Use  to choose the correct MIN QTY RQD.
- Use  to select the Cond Cd.
- Enter the MFR CAGE in the field provided. *This is a 5 alphanumeric character field.*
- Enter the MFR CONTRACT NBR in the field provided. *This is a 19 alphanumeric character field.*
- Enter the MFR LOT NBR in the field provided. *This is a 20 alphanumeric character field.*
- Use  to select the MFR DT, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the Additional INFO in the field provided. *This is a 250 alphanumeric character field.*


3. Select  . *The results display in the Inventory Selection grid.*

Review the Available Inventory





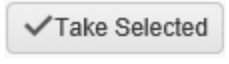
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. The Total QTY automatically populates and is not editable.
2. The STOCK NBR Allocation QTY automatically populates and is not editable.
3. The Inventory Allocation QTY automatically populates and is not editable.
4. The Available QTY automatically populates and is not editable.

Helpful Tip



The above numbers show how much inventory is in the warehouse. Use these numbers to determine how much to take from each specified Location in the Inventory Selection grid.

5. Choose which row to select for the amount of inventory required.
6. Select . The Selected QTY cell changes from the  to the .
7. Use  to choose the correct Selected QTY. Repeat until the amount required is completed.
8. Select the Selected Inventory tab.
9. Review the amounts in the Selected QTY column.
10. Select . The **Inventory Selection** pop-up window closes, and the chosen amounts of inventory appear in the screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
-------	----------

<p>125 – No record(s) match search criteria or you do not have the appropriate security access.</p>	<p>Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.</p>
<p>xxxx - You cannot pick more than the required amount.</p>	<p>Invalid Entry. The amount of items required for the pick must be less than the amount of items requested for the pick. Re-enter the amount to be picked.</p>
<p>xxxx - You require <x> but you have only picked <y>. Are you sure you want to continue?</p>	<p>Invalid Entry. The amount of items that was picked is less than the amount that is required. Re-enter the amount of items to pick.</p>
<p>xxxx - All selected assets must be associated to the same Contract / Delivery Order Number.</p>	<p>Invalid Entry. The items chosen are from different Contract Numbers / Delivery Order Numbers. Re-enter the items so they are from the same Contract or Delivery Order number.</p>

Related Topics

- Contract Number Browse
- Disposition
- Exchange Browse
- ICN Browse
- Inspection
- Materiel Movement Pick
- QC / QA / Inspection
- Assemble an SKO
- Individual Issue
- Individual Return

- Maintenance Issue
- Materiel Release Order (MRO)
- Pick Plan
- Unit Issue
- Warehouse Transfer



Browse for a LIN/TAMCN

Overview

The LIN/TAMCN Browse pop-up window allows searching for LIN/TAMCNs in the FEDLOG catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > LIN/TAMCN Browse pop-up window

Page Fields



The following fields display on the **LIN/TAMCN Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

LIN/TAMCN Search Criteria

LIN/TAMCN 
LIN/TAMCN Desc 
Size Category


LIN/TAMCN Browse Results Grid

Select
LIN/TAMCN
LIN/TAMCN Desc
Size Category


Optional


Catalog Name Cd


Procedure

DPAS Navigation Helpful Tips
 Click the following link to display Warehouse Navigation Tips.

Browse for a LIN/TAMCN

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.

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

1. Select . The **LIN/TAMCN Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

LIN/TAMCN Browse

Instructions




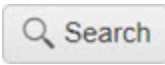
Search Criteria

All All
 BOOTS, CW - BOOTS, COLD WEAT

LIN/TAMCN

Select	LIN/TAMCN	LIN/TAMCN Desc	Size Category
Select	A00037G	ALARM SET, ANTI-INTR	BOOTS, CW
Select	A00102G	TACTICAL EXPLOITATI	BOOTS, CW
Select	D00137K	TRUCK, TRACTOR, ARMOR	BOOTS, CW
Select	V41602F	BOOTS, EXTREME COLD	BOOTS, CW

50 items per page 1 - 4 of 4 items

- Enter the LIN/TAMCN, using  to assist with the entry. *This is a 10 alphanumeric character field.*
 - Enter the LIN/TAMCN DESC, using  to assist with the entry. *This is a 1,024 alphanumeric character field.*
 - Use  to select the Size Category.
3. Select  to begin the query. *Results display in the LIN/TAMCN Grid below.*
 4. Choose the Select hyperlink next to the desired LIN/TAMCN. *The pop-up window closes and the selected LIN/TAMCN appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try



ity access.

the Search again.

Related Topics

ICP

- Stock Item
- Physical Inventory

Warehouse

- LIN/TAMCN
- Shelf Life Extension
- SKO Catalog
- Stock Item
- Stock Number
- Substitute Stock Number
- Master Issue List
- Authorization
- LIN/TAMCN Inventory Inquiry
- Stock Nbr Inventory Inquiry
- Disposition
- Inventory Update - ICN
- Inventory Update - Manager
- Inventory Update - User
- Physical Inventory
- Location Condition Code Default



Browse for a Location

Overview

The Location Browse pop-up window allows searching for Locations in the specified Warehouse.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > Location Browse pop-up window

Page Fields

The following fields display on the **Location Browse** pop-up window. For more information on each field, select the appropriate hyperlink.


Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record



Location Search Criteria

- Facility Nbr 
- Location Id
- Location Desc
- Location Type
- Status
- Dehumidified
- Temperature Controlled
- Outdoor
- Hazardous
- Freeze Location

Location Browse Results Grid

- Select
- Location Id
- Location Desc
- Location Type Cd
- Freeze Location
- Facility Nbr
- Parent Location Id
- Status
- Floor
- Bay
- Aisle
- Row
- Rack
- Inspection Schedule

Optional

- Hazardous
- Dehumidified
- Temperature Controlled
- Outdoor
- GPS Longitude
- GPS Latitude
- RFID Coordinates
- Weight Capacity
- Cube Capacity



Height
 Length
 Width
 Freeze Location


Procedure

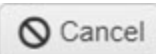
DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

Browse for a Location

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.

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

1. Select . The **Location Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

Location Browse x

Instructions

Search Criteria



# Facility Nbr	CL1234 - CARL	Location Desc	
Location Id		Status	All
Location Type		Temperature Controlled	All
Dehumidified	All	Hazardous	All
Outdoor	All		
Freeze Location	All		

Location Browse Grid Options

Select	Location Id...	Location Desc	Location Type Cd	Freeze Location	Facility Nbr	Parent Location Id	Status	Floor	Bay	Aisle	Row	Rack	Inspection Sch...
Select	CL1234	WAREHOUSE	1 - Receiving	No	CL1234		ACTIVE						STOCK
Select	MIFFLIN AVENUE	STORAGE FAC	1 - Receiving, 3 - Stock, 6 - Repair	No	CL1234		ACTIVE						STOCK

50 items per page

1 - 2 of 2 items

- Use to select the Facility Nbr, or use  to assist with the entry.
 - Enter the Location ID in the field provided. *This is a 15 alphanumeric character field.*
 - Enter the Location DESC in the field provided. *This is a 250 alphanumeric character field.*
 - Enter the Location Type by selecting the field and choosing at least one type.
 - Use to select the Status.
 - Use to select if the location is Dehumidified.
 - Use to select if the location is Temperature Controlled.
 - Use to select if the location is Outdoor.
 - Use to select if the location is Hazardous.
 - Use to select if this is a Freeze Location.
3. Select  to begin the query. *Results display in the Location Grid below.*
 4. Choose the Select hyperlink next to the desired Location. *The pop-up window closes and the selected Location appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Individual Return
- Individual Item Return
- Individual Reconciliation
- Inventory Update - Manager
- Inventory Update - User
- Materiel Movement - Pick
- Materiel Movement - Plan
- Physical Inventory
- QA / QC / Inspection
- Receiving
- SKO Assemble
- SKO Bulk Update
- SKO Disassemble
- Transportation - Pick
- Transportation - Plan
- Unit Issue Request
- Unit Issue Return
- Warehouse Transfer
- Container
- Location Condition Code Default
- Stock Item Individual Issue Location



Browse for a Master Issue List

Overview

The Master Issue List Browse pop-up window allows searching for Master Issue Lists in the DPAS catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > Master Issue List Browse pop-up window

Page Fields

The following fields display on the **Master Issue List Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
412	Select "Grid Options" button for additional actions.

xxxx	Click "Select" to move a Master Issue List to the Selected list.
36	Select "Delete" button to remove record(s) from applicable tables.
xxxx	Click "Take Selected" to retrieve all Selected records and exit the browse.

Master Issue List Search Criteria

Desc **i**
 Issue Type **i**

Available Master Issue List Results Grid

Select
 Desc
 Issue Type

Optional

Remarks
 Established By
 Established Dt/Tm
 Last Updated By
 Last Transaction Dt/Tm

Available Master Issue List Details Grid

LIN/TAMCN
 Stock Nbr
 Item Desc
 Kit?
 Qty
 Occupation

Size Category
Size
Color

Optional

Established By
Established Dt/Tm
Last Updated By
Last Transaction Dt/Tm


Procedure


DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

Browse for a Master Issue List

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.

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

1. Select . The **Master Issue List Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



Master Issue List Browse

Instructions

Search Criteria

Desc All Issue Type U - Unit Issue

Search Reset Cancel

Available Selected

Available MILs Grid Options

	Desc	Issue Type
Select	SAMPLE UNIT	U - Unit Issue
Select	UNIT LOADOUT	U - Unit Issue

50 items per page 1 - 2 of 2 items

Take Selected

- Enter the DESC, using **i** to assist with the entry. *This is a 250 alphanumeric character field.*
 - Use **v** to select the Issue Type, or use **i** to assist with the entry.
3. Select **Search** to begin the query. *Results display in the Available MILs Grid of the Available Tab.*
- Choose **Select** next to the desired MIL. *The MIL is dimmed, and appears in the Selected Tab.*
4. **OR**
- Select **▶**. *The assets within the MIL appear in the Details grid, and are not editable.*



Master Issue List Browse

Instructions

Search Criteria

Desc: All Issue Type: U - Unit Issue

Available Selected

Available MILs

Desc	Issue Type
<input checked="" type="checkbox"/> Select SAMPLE UNIT	U - Unit Issue

LIN/TAMCN	Stock Nbr	Item Desc	Kit?	Qty	Occupation	Size Category	Size	Color
	2320012064087	TRUCK,CARGO	No	1				
	8465009651675	SWORD AND SCABBARD	No	1				
	1015090007603	M253A1 CANNON	No	1				
C3215A		CAPS	No	1		CAPS		

50 items per page 1 - 4 of 4 items

Select UNIT LOADOUT U - Unit Issue

50 items per page 1 - 2 of 2 items

- Select the Selected Tab. *The list of chosen MILs appears in the Selected MILs grid.*
- Select . *The pop-up window closes and the selected MIL appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try



Help Reference Guide

ity access.

the Search again.

Related Topics

- Armory Issue
- Armory Return
- Individual Issue
- Individual Return
- Unit Issue Request



Browse for a Member Profile

Overview

The Member Profile Browse pop-up window allows searching for members associated with the current Logistics Program.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > Browse Member Profile pop-up window

Page Fields

The following fields display on the **Browse Member Profile** pop-up window. For more information on each field, select the appropriate hyperlink.



Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record



Member Search Criteria

- EDI PI
- Last Name 
- First Name 
- Show Active

Member Profile Results Grid

- Select
- Last Name
- First Name
- Middle Initial
- EDI PI
- Valid EDI PI
- Grade
- Member Category Cd
- Assigned UIC
- Temporary Assigned UIC

Optional

- Gender
- Phone Nbr
- DSN Nbr
- Mobile Phone Nbr
- Email Address
- Expiration of Active Service
- Remarks
- Logistics Program
- Interface System Cd
- Program ID
- Established Dt/Tm
- Established By
- Last Transaction Dt/Tm
- Last Updated By
- Member




Procedure


DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.





Browse for a Member Profile

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.

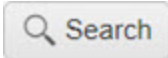
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Browse Member Profile** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

Select	Last Name ↑	First Name ↑	Middle Initial ↑	EDIPI	Valid EDIPI	Grade	Member Category Cd	Assigned UIC	Temporary Assigned UIC
Select	Hoffman	Chad		000000098	No	CIV	US Army	11THBS	
Select	Hoffman	Dustin		0000610277	No	CIV	Civilian	11THBS	
Select	HOFFMAN	DUSTIN	S	1549324629	Yes	CIV	Civilian	11THBS	
Select	HOFFMAND	DUSTIN		0000000142	No	E1	USMC	96THBS	

- Enter the EDI PI in the field provided. *This is a 10 numeric character field.*
- Use  to select the Last Name, or use  to assist with the entry.
- Use  to select the First Name, or use  to assist with the entry.
- Click to select the Show Active. *This ensures that only active members are displayed.*



3. Select . Results display in the Member Profile Grid below.
4. Choose the Select hyperlink next to the desired Member. The pop-up window closes and the selected Member Profile appears in the previous screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Individual Issue
- Individual Return
- Individual Reconciliation
- Inspection
- Location
- SKO Assemble
- Unit Issue Request
- Unit Issue Return

Browse for a Remote Storage Activity (RSA)

Overview

The Remote Storage Activity (RSA) Browse pop-up window allows searching for RSAs within the DoDAAC.

Navigation

DPAS Materiel Management Module > *VARIOUS PROCEDURAL STEPS* >  > RSA Browse pop-up window

Page Fields

The following fields display on the **RSA Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
--------	-------

RSA Browse Results Grid

Select
CICP/RSA Name
DoDAAC
RIC


Procedure


DPAS Navigation Helpful Tips

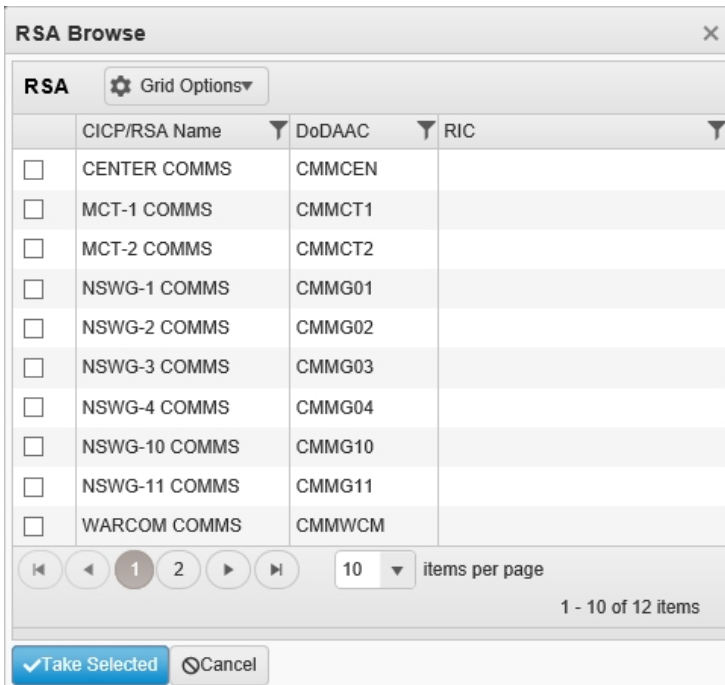


Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Browse for an RSA

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

1. Select . The **RSA Browse** pop-up window appears, with the list of CICP / RSA names and the encompassing DoDAAC.




	CICP/RSA Name	DoDAAC	RIC
<input type="checkbox"/>	CENTER COMMS	CMMCEN	
<input type="checkbox"/>	MCT-1 COMMS	CMMCT1	
<input type="checkbox"/>	MCT-2 COMMS	CMMCT2	
<input type="checkbox"/>	NSWG-1 COMMS	CMMG01	
<input type="checkbox"/>	NSWG-2 COMMS	CMMG02	
<input type="checkbox"/>	NSWG-3 COMMS	CMMG03	
<input type="checkbox"/>	NSWG-4 COMMS	CMMG04	
<input type="checkbox"/>	NSWG-10 COMMS	CMMG10	
<input type="checkbox"/>	NSWG-11 COMMS	CMMG11	
<input type="checkbox"/>	WARCOM COMMS	CMMWCM	

10 items per page
1 - 10 of 12 items

2. Click to select the desired RSA. The record is highlighted.



3. Select . The pop-up window closes and the selected CICP / RSA appears in the previous screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Physical Inventory
- Intransit Viewer

Browse for a Real Property Site

Overview

The Real Property Site Browse pop-up window allows searching for Sites in the specified Installation.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > Site Browse pop-up window

Page Fields

The following fields display on the **Site Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Site Search Criteria


Installation Nbr
Site Name

Site Browse Results Grid

Select
Site Name
RPSUID


Procedure


DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

Browse for a Site

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.

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

1. Select . The **Site Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

Site Browse X

Instructions

Search Criteria

Installation Nbr: Site Name:

Sites

Select	Site Name ↑	RPSUID
Select	NAVOPSPTCEN AVOCA PA	619
Select	NAVOPSPTCEN BALTIMORE MD	617
Select	NAVOPSPTCEN BUFFALO NY	1309
Select	NAVOPSPTCEN EBENSBURG	623
Select	NAVOPSPTCEN EBENSBURG 1	363
Select	NAVOPSPTCEN ERIE PA	620
Select	NAVOPSPTCEN PITTSBURGH	621
Select	NAVOPSPTCEN READING PA	624
Select	NAVOPSPTCEN ROCHESTER NY	1310
Select	NAVOPSPTCEN SCHENECTADY	170008
Select	NAVOPSPTCEN SYRACUSE NY	1313
Select	NAVSUPPACT MECHANICSBURG PA	199

50 items per page
1 - 12 of 12 items

- *The Installation NBR automatically populates and is not editable.*
 - *Enter the Site Name in the field provided. This is a 20 alphanumeric character field.*
3. Select to begin the query. *Results display in the Site Grid below.*
 4. Choose the Select hyperlink next to the desired Location. *The pop-up window closes and the selected Site appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.



Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Facility




Browse for an SKO Inventory

Overview

The Sets Kits Outfits (SKO) Inventory Management Browse pop-up window allows verification of the components of a serialized kit.

Navigation


DPAS WAREHOUSE MGMT Module > *VARIOUS PROCEDURAL STEPS* >  >
 SKO Inventory Management pop-up window




Page Fields

The following fields display on the **SKO Inventory Management** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
xxxx	Select a Stock Nbr to update the associated component.
xxxx	Disabled header Stock Nbrs are also components within the kit and may be edited at the detail level.
xxxx	Components with  are items that are valid.

xxxx	Components with  are items that are incomplete or unverified.
xxxx	Components with  contain changes that have not been applied.
xxxx	Components with  are valid, incomplete, unverified or contain changes that have not been applied.
xxxx	Select the "Update" button to apply changes to the selected component.
xxxx	Select the "Reset" button to revert changes to the selected component.
xxxx	Select the "Finish" button to accepted all changes to the SKO inventory items and close the popup.
xxxx	Select the "Cancel" button to discard all changes made and close the popup.

SKO Inventory Management

[View Attachments](#)

All Components Grid

- LIN/TAMCN
- Stock Nbr
- Item Desc
- Part Nbr

ICN
Serial Nbr
Cond Cd
Qty Issued
Qty Returning
Replaced Qty
Qty Not Ret.
Not Ret. Reason Cd
Verified

Optional

LIN/TAMCN Desc
Parent Stock Nbr
Parent ICN
Serialized
Required
Owning DoDAAC
Project Cd
Location
Container
Catalog Qty

Component Details Panel

Catalog Panel

Stock Nbr
Item Desc
Serialized
Required for Complete Kit

Inventory Panel

ICN *

ICN Details Panel

Serial Nbrs
Asset ID

Cond Cd *



Return Details Panel

Qty Issued
Qty Returning
Qty Not Returning
Not Ret. Reason Cd


Procedures

DPAS Navigation Helpful Tips



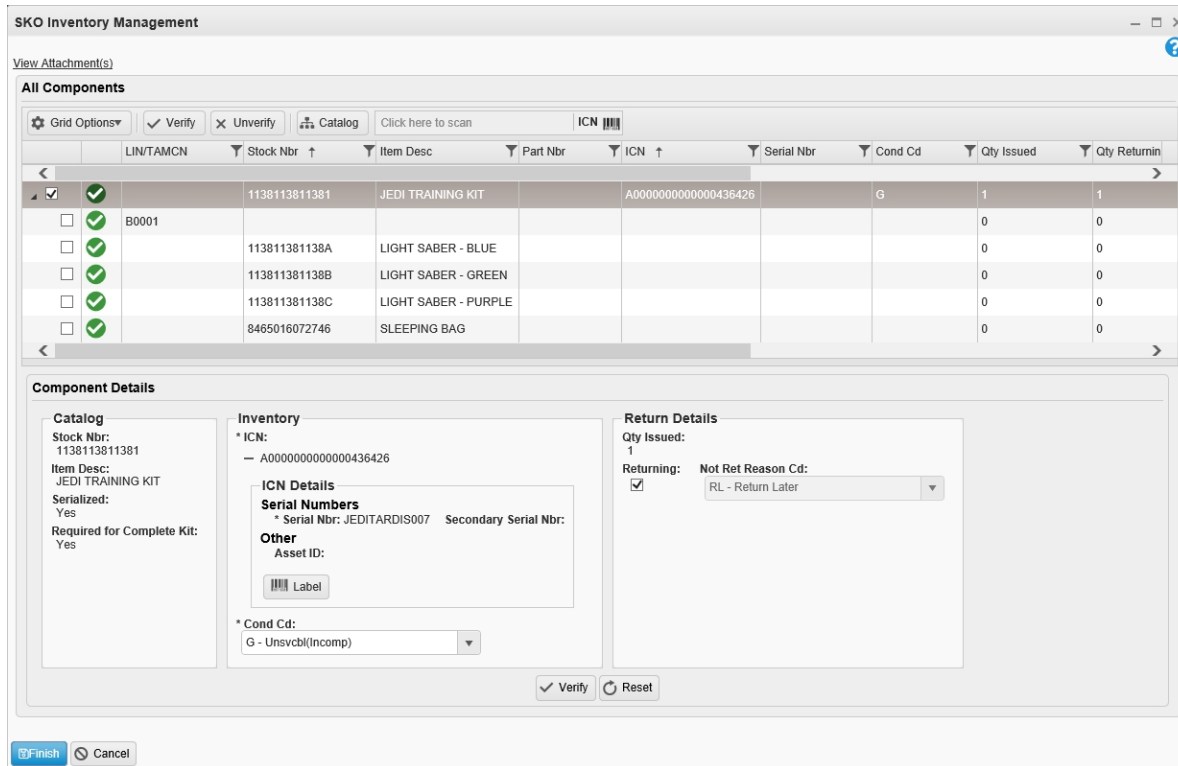
Click the following link to display Warehouse Navigation Tips.

Verify the SKO

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

1. Select . The **SKO Inventory Management** pop-up window appears.





2. Select the View Attachments hyperlink to view any information relevant to this SKO.
3. Click to select the desired entry. *The SKO record is highlighted, and the Component Details panel appears beneath the All Components grid.*
4. *Verify the Catalog panel.*
 - A. *Verify the STOCK NBR.*
 - B. *Verify the ITEM DESC.*
 - C. *Verify the Serialized field.*
 - D. *Verify the Required for Complete Kit field.*
5. *Verify the Inventory panel.*
 - A. Update the ICN, using to browse for the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help
 - B. *Verify the Other details, like the ASSET ID.*

- C. Update the Cond Cd, using to select the desired code.
6. *Verify the Return Details panel.*
- A. *Verify the QTY ISSUED.*
 - B. Update the QTY RETURNING, using to choose the revised quantity.
 - C. *Verify the QTY Not Returning.*
For each asset not being returned, specify the QTY Not Returning for each NOT RET REASON CD .
 - a. Update the QTY RETURNING for RL — Return Later, using to choose the revised quantity.
 - b. Update the QTY RETURNING for CA — Command Authorized Loss, using to choose the revised quantity.
 - c. Update the QTY RETURNING for HA — HAZMAT/BIOMAT Damage, using to choose the revised quantity.
 - d. Update the QTY RETURNING for KI — KIA/MIA/WIA LOSS, using to choose the revised quantity.
 - e. Update the QTY RETURNING for LT — Left in Theatre, using to choose the revised quantity.
 - f. Update the QTY RETURNING for MD — Missing/Damaged Gear Statement, using to choose the revised quantity.
 - g. Update the QTY RETURNING for RD — Returned Different Size/SERIAL NBR, using to choose the revised quantity.
 - h. Update the QTY RETURNING for N6 — MDGS NAVMAC 6, using to choose the revised quantity.
 - i. Update the QTY RETURNING for CN — Consumed, using to choose the revised quantity.
 - j. Update the QTY RETURNING for RE — Returned Outside DPAS, using to choose the revised quantity.
 - k. Update the QTY RETURNING for GA — FLIPL DD-FORM 200 / GOVT Authorized, using





Help Reference Guide

- Disassemble an SKO Overview
- QA / QC / Inspection
- Update an SKO (Serial)
- Update an Individual Reconciliation — Return Details
- Individual Return



Browse for a Stock Number

Overview

The Stock Number Browse pop-up window allows searching for assets in the DPAS catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > STOCK NBR Browse pop-up window

Page Fields


The following fields display on the **STOCK NBR Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

STOCK NBR Browse

LIN/TAMCN 
Stock Nbr
Item Desc 
Size
Color
Reportable Commodity Type


STOCK NBR Results Grid

Select
LIN/TAMCN
Stock Nbr
Item Desc
Size
Color
Reportable Commodity Type


Optional

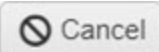
Security Commodity Type
LIN/TAMCN Desc
Mgmt Cd


Procedure

DPAS Navigation Helpful Tips
 Click the following link to display Warehouse Navigation Tips.

Browse for a Stock Number

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.

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

1. Select . The **STOCK NBR Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

Stock Nbr Browse x

Instructions ▼




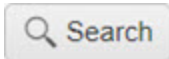
Search Criteria ▲

i LIN/TAMCN All	Stock Nbr	
i Item Desc light	Size	
Color	Reportable Commodity Type	All ▼

Stock Nbr Grid Options▼

Select	LIN/TAMCN	Stock Nbr ↑	Item Desc	Size	Color	Reportable Commodity Type
Select		113811381138A	LIGHT SABER - BLUE			FIELD GEAR
Select		113811381138B	LIGHT SABER - GREEN			FIELD GEAR
Select		113811381138C	LIGHT SABER - PURPLE			FIELD GEAR
Select		2355015393639	LIGHT ARMORED VEHIC			SI
Select		3448014413153	WORKLIGHT			TRAINING
Select		6230014118535	LIGHT,MARKER,DISTRE			FIELD GEAR
Select	C00742E	6230015711331	FLASHLIGHT			FIELD GEAR
Select		FREDPART1	IN FLIGHT MISSILE GREASE			SI

50 items per page
1 - 8 of 8 items

- Enter the LIN/TAMCN, using  to assist with the entry. *This is a 10 alphanumeric character field.*
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
 - Enter the ITEM DESC, using  to assist with the entry. *This is a 256 alphanumeric character field.*
 - Enter the Size in the field provided. *This is a 50 alphanumeric character field.*
 - Enter the Color in the field provided. *This is a 15 alphanumeric character field.*
 - Use  to select the Reportable Commodity Type.
3. Select  to begin the query. *Results display in the STOCK NBR Grid below.*

Choose the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

4.

OR

Choose the Stock Nbr hyperlink. *The **Substitute Stock Number Browse** pop-up window displays.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

ICP

- Stock Item
- Contract
- DLMS Transaction
- Inventory Transaction Inquiry
- Inventory Transaction Viewer
- Physical Inventory
- Requisition

Warehouse

- Collateral Item
- Equipment Type
- Mfr Part Nbr





- Shelf Life Extension
- SKO Catalog
- Stock Item
- Stock Number
- Substitute Stock Number
- Master Issue List
- Stock Nbr Inventory Inquiry
- Unit Issue Activity Inquiry
- Armory Issue
- Disposition
- Individual Issue
- Individual Item Return
- Individual Return
- Individual Reconciliation
- Inventory Update - ICN
- Inventory Update - Manager
- Inventory Update - User
- Maintenance Issue
- Materiel Release Order
- Physical Inventory
- Project Management
- QC Inspection
- Receiving
- Replenishment Review
- SKO Assemble
- SKO Disassemble
- Unit Issue Post-Post
- Unit Issue Return
- Warehouse Issue
- Warehouse Transfer
- Manage Stock Number Lists
- Container
- Location Condition Code Default
- Stock Item Individual Issue Location



Browse for a Substitute Stock Number

Overview

The Substitute Stock Number Browse pop-up window allows searching for replacement assets in the DPAS catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > STOCK NBR Browse > STOCK NBR hyperlink > Browse Substitute Stock Numbers pop-up window

Page Fields

The following fields display on the **Browse Substitute Stock Numbers** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
433	Click "Select" button to choose a record.

Substitute STOCK NBR Results Grid

- Select
- Compatibility %
- Substitute Stock Nbr
- Substitute Item Desc
- Stock Item (Y/N)
- Substitute Color
- Substitute Size

Substitute Stocking UI
 Substitute Price

Optional


- Substitute LIN/TAMCN
- Substitute Length (In)
- Substitute Width (In)
- Substitute Height (In)
- Substitute Weight (Lbs)
- Established By
- Established Dt/Tm
- Last Transaction Dt/Tm
- Last Updated By
- Program Id


Procedure

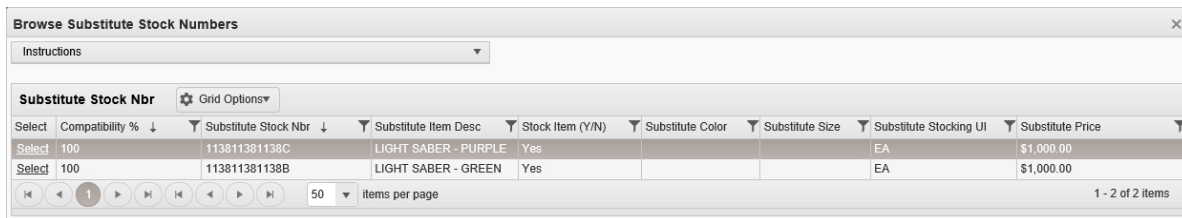
DPAS Navigation Helpful Tips

 Click the following link to display Warehouse Navigation Tips.

Browse for a Substitute Stock Number

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

1. Select . The **Browse Substitute Stock NBR** pop-up window appears, with the list of replacement stock numbers available.



Select	Compatibility %	Substitute Stock Nbr	Substitute Item Desc	Stock Item (Y/N)	Substitute Color	Substitute Size	Substitute Stocking UI	Substitute Price
Select	100	113811381138C	LIGHT SABER - PURPLE	Yes			EA	\$1,000.00
Select	100	113811381138B	LIGHT SABER - GREEN	Yes			EA	\$1,000.00

2. Choose the Select hyperlink next to the desired Substitute STOCK NBR. The pop-up window closes and the selected Substitute STOCK NBR appears in the previous screen.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Stock Number Browse
- Stock Number
- Add a Substitute Stock Number

Browse for a Unit Identification Code (UIC)

Overview

The Unit Identification Code (UIC) Browse pop-up window allows searching for units that contain members.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >  > UIC Browse pop-up window

Page Fields

The following fields display on the **UIC Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

UIC Browse


UIC
Account Name

UIC Results Grid

Select
UIC
UIC Name
Account Name
Parent UIC
Logistics Program Name
Warehouse Name
Status


Procedure


DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

Browse for a Unit Identification Code (UIC)

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.

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

1. Select . The **UIC Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

UIC Browse

Search Criteria

Site Id DoDAAC

Org Id UIC


Major Command Code

[Reset](#) [Search](#)

Search Results

Select	UIC ↑	Organization Id ↑
Select	FE1822	
Select	FE6022	
Select	NG0002	0183MAI70001
Select	NG0019	
Select	RE0154	0911ALF70000

Items per page: 5 1 - 5 of 8 Items

- Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
 - Enter the Account Name in the field provided. *This is a 50 alphanumeric character field.*
3. Select  . Results display in the Browse UIC Grid below.
 4. Choose the Select hyperlink next to the desired UIC. *The pop-up window closes and the selected UIC appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 – No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Inspection
- Individual Issue

User Dashboard

Overview

The Inventory Control Point (ICP) / Materiel Management (MM) module User Dashboard provides the ability to validate users logging in to the Materiel Management module. Access is controlled via PKI, through use of a Common Access Card (CAC). A log in and password is also used on an exception basis.

Returning users are automatically logged into the ICP last accessed. If the ICP no longer exists, or this is an initial log in, a screen appears to allow the selection of a viable ICP.

The ICP / MM Dashboard displays both a Message of the Day and a Pending Tasks menu. The menu contains:

- Counts of outstanding Physical Inventory items,
- DLMS Transactions,
- In-Transit Shipments,
- EOD Transactions,
- EOD/EOM Inventory,
- Logistics Reassignment.

Click any of the categories to show outstanding work items in order to complete them.

Navigation

USER ID > User Dashboard page

Page Fields

The following fields display on the **User Dashboard** page. For more information on each field, select the appropriate hyperlink.

Instructions

User Dashboard

The table below provides the list of instructions.

Number	Value
--------	-------

Change Active Tier

The table below provides the list of instructions.

Number	Value
xxxx	Select an access level.

Red User Info Bar

User Id
ICP

Change Active Tier

Search for Tier...

User Profile

User Id
IA Training Dt Lst
Days until IA Training Due
Phone Nbr
DSN Nbr
Email Address *

DPAS Access Tab

Level
Roles
Commodity Type

Training Status Tab

Curriculum Nbr
 Curriculum Name
 Curriculum Desc
 Cmpltd Dt

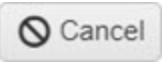
(* Asterisk identifies mandatory fields.

Procedures

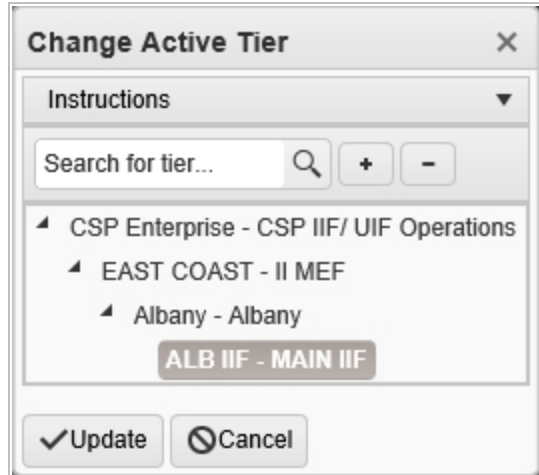
DPAS Navigation Helpful Tips


 Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Change the Active Tier

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

1. Select the ICP hyperlink. The **Change Active Tier** pop-up window appears, with the existing ICP highlighted.



2. Use  to select the different levels available to find the desired ICP.

3. Select . The **Change Active Tier** pop-up window closes, and the new ICP selection is saved.

View the User Profile

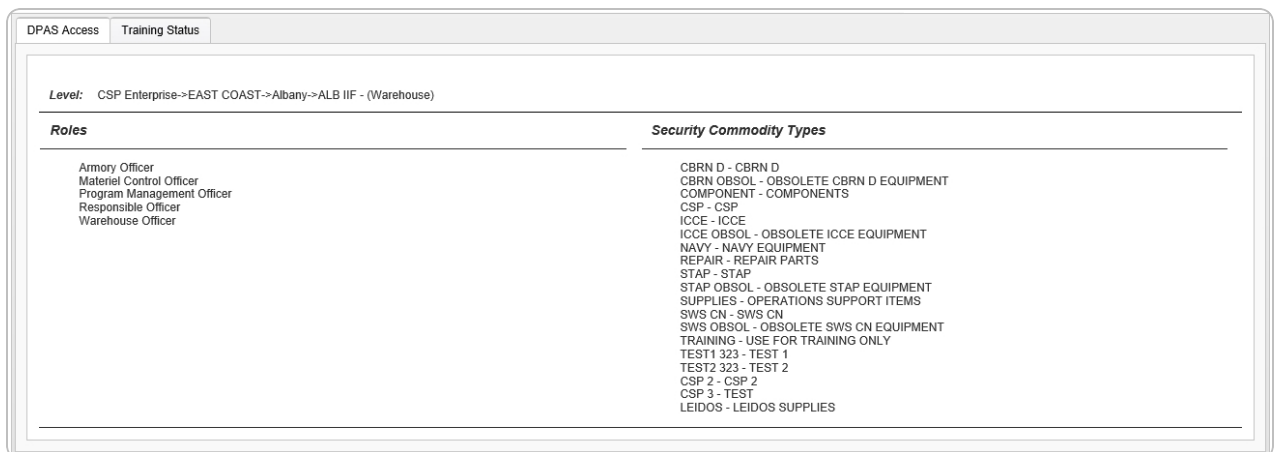
1. Select the USER ID hyperlink. The **User Dashboard** page appears, open to the DPAS Access tab.



- The USER ID automatically populates and is not editable.
- The IA Training DT LST automatically populates and is not editable.
- The Days until IA Training Due automatically populates and is not editable.
- The PHONE NBR automatically populates and is not editable.
- The DSN NBR automatically populates and is not editable.
- The E-MAIL Address automatically populates and is not editable.

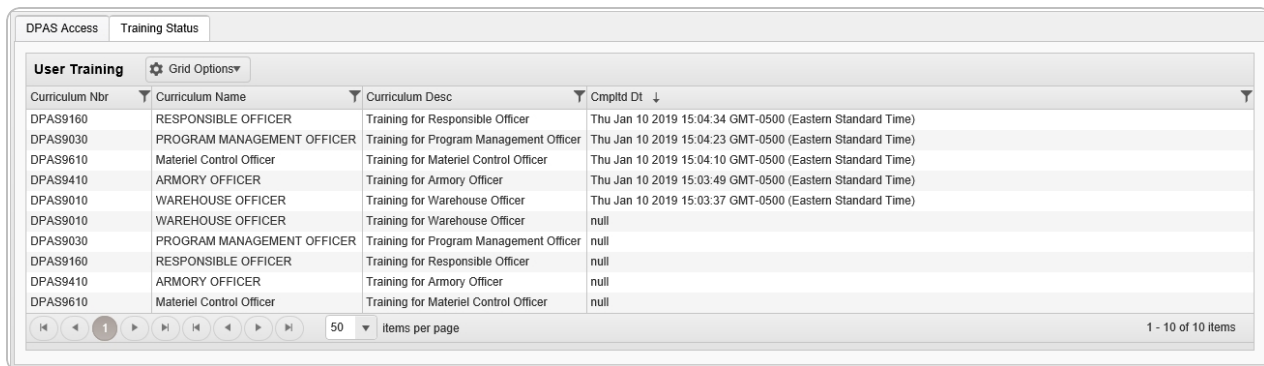
View the DPAS Access and Training Status

1. Select the DPAS Access tab.



- The Level automatically populates and is not editable.
- The Roles automatically populates and is not editable.
- The Security Commodity Types automatically populates and is not editable.

2. Select the Training Status tab.



Curriculum Nbr	Curriculum Name	Curriculum Desc	Cmpltd Dt ↓
DPAS9160	RESPONSIBLE OFFICER	Training for Responsible Officer	Thu Jan 10 2019 15:04:34 GMT-0500 (Eastern Standard Time)
DPAS9030	PROGRAM MANAGEMENT OFFICER	Training for Program Management Officer	Thu Jan 10 2019 15:04:23 GMT-0500 (Eastern Standard Time)
DPAS9610	Materiel Control Officer	Training for Materiel Control Officer	Thu Jan 10 2019 15:04:10 GMT-0500 (Eastern Standard Time)
DPAS9410	ARMORY OFFICER	Training for Armory Officer	Thu Jan 10 2019 15:03:49 GMT-0500 (Eastern Standard Time)
DPAS9010	WAREHOUSE OFFICER	Training for Warehouse Officer	Thu Jan 10 2019 15:03:37 GMT-0500 (Eastern Standard Time)
DPAS9010	WAREHOUSE OFFICER	Training for Warehouse Officer	null
DPAS9030	PROGRAM MANAGEMENT OFFICER	Training for Program Management Officer	null
DPAS9160	RESPONSIBLE OFFICER	Training for Responsible Officer	null
DPAS9410	ARMORY OFFICER	Training for Armory Officer	null
DPAS9610	Materiel Control Officer	Training for Materiel Control Officer	null

- The CURRICULUM NBR automatically populates and is not editable.
- The Curriculum Name automatically populates and is not editable.
- The Curriculum Description automatically populates and is not editable.
- The CMLPTD DT automatically populates and is not editable.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, (), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.



323 — E-Mail Address structure is incorrect.

Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

Related Topics

- Welcome
- Contact Us
- DPAS Materiel Management Overview
- DPAS Materiel Management Grid Options Overview
- DPAS Materiel Management Navigation
- Using DPAS Help Overview
- Using DPAS Help Toolbar
- Using DPAS Help Topics
- Using DPAS Help Menus



Accessibility

The pages on the Defense Property Accountability System (DPAS) web-site are developed to be accessible to individuals with disabilities, in accordance with Section 508 of the Rehabilitation Act of 1973, as amended-29 U.S.C. § 794.

Specifically, the pages have been developed to comply with the following 508 web site accessibility requirements developed by the Architectural and Transportation Barriers Compliance Board (The Board) and published by the W3C as worldwide accessibility standards.

These requirements are based upon the Final Rule as Published in the Federal Register on December 21, 2000 at 36 CFR Part 1195 [Docket No. 2001-01] RIN 3014-AA25 and as published in The Board's on-line guide to the standards for Web-based Intranet and Internet Information and Applications (1194.22).

These requirements include the following:

A text equivalent for every non-text element shall be provided (e.g., via "alt," "longdesc," or in element content).

Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.

Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.

Documents shall be organized so they are readable without requiring an associated style sheet.

Redundant text links shall be provided for each active region of a server-side image map.

Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

Row and column headers shall be identified for data tables.

Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.

Frames shall be titled with text that facilitates frame identification and navigation.

Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of these standards, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

A method shall be provided that permits users to skip repetitive navigation links.

When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

If you have trouble using this site, report the issue to the point of contact listed on the Contact Us page.



Consent To Monitoring

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By using this IS (which includes any device attached to this IS), you consent to the following conditions:

The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

At any time, the USG may inspect and seize data stored on this IS.

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Such communications and work product are private and confidential.
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External Link Disclaimer

The appearance of hyperlinks does not constitute endorsement by the Department of Defense (DoD) or the Defense Finance and Accounting Service (DFAS) of this Web site or the information, products or services contained therein.

For other than authorized activities such as military exchanges and Morale, Welfare and Recreation sites, the DoD and the DFAS does not exercise any editorial control over these locations. All links are provided consistent with the Mission of the Defense Property Accountability System (DPAS).



Let us know about existing external links which you believe are inappropriate and about specific additional external links which you believe ought to be included.

Contact Us

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POC

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