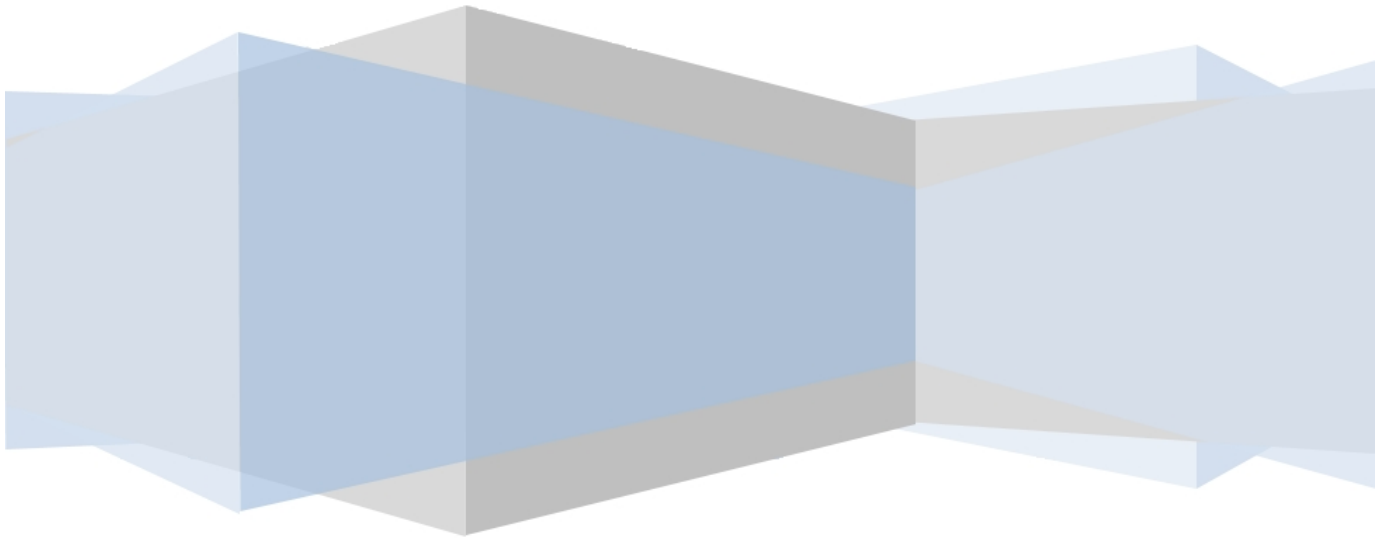




Material Management / Inventory Control Point

Defense Property Accountability System



Printed Manual

Version 31 Dec 2024



Welcome

Overview – DPAS

Welcome to the Defense Property Accountability System (DPAS) Help System. 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 50 DoD Agencies and Military Services. The DPAS program office is located within DLA Logistics Catalog and Data Solutions (LCDS), a Portfolio of the Information Operations of the Defense Logistics Agency. The DPAS PMO receives sponsorship from the Equipment Office, under the Office of the Assistant Secretary of Defense (OASD) for Sustainment / Logistics.

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



Help Reference Guide

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

Version 31 Dec 2024





Defense Property Accountability System (DPAS) MATERIEL MGMT Module

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

DPAS Summary

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

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 50 DoD Agencies and Military Services.

The DPAS program office is located within DLA Logistics Catalog and Data Solutions (LCDS), a Portfolio of the Information Operations of the Defense Logistics Agency. The DPAS PMO receives sponsorship from the Equipment Office, under the Office of the Assistant Secretary of Defense (OASD) for Sustainment / Logistics.

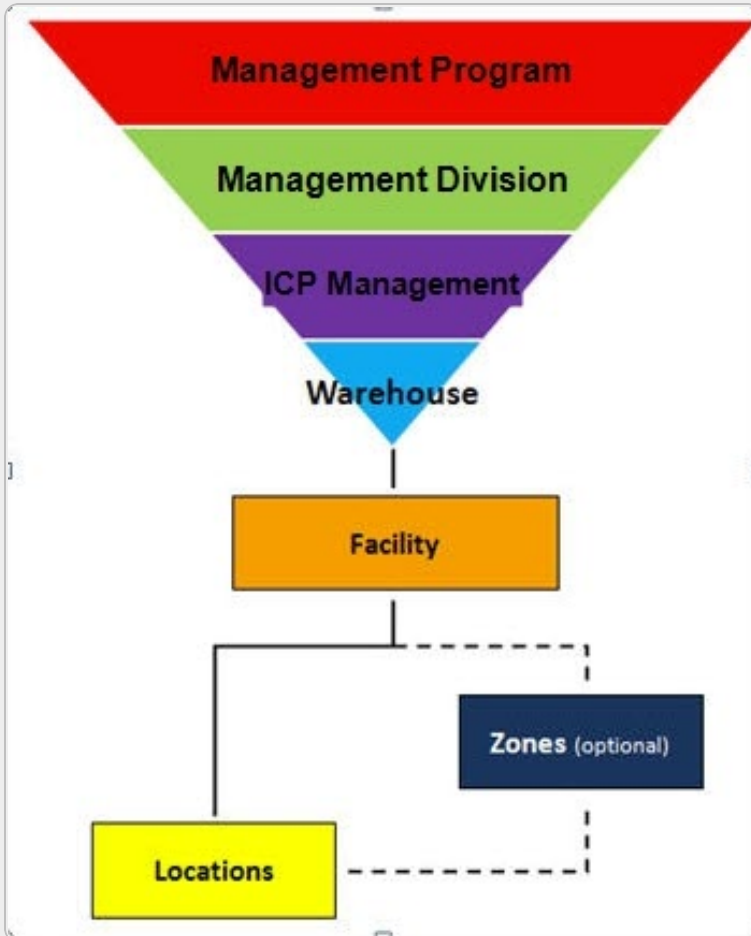
Materiel Management Summary

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 Ident-





tifier (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





Help Reference Guide

- LIN/TAMCN
- Stock Number
- Stock Item
- Stock Number Referral
- Manufacturer Part Number

- **Material 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

Material Management User

Material 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 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** **Physical Inventory** —
 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 Reference Guide

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.




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.*


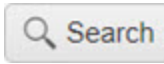
Use the Search Criteria panel

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 .

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** —



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.

- **Bottom Scroll** —



Shows how many records of data are in the Results Grid, and a way to access the

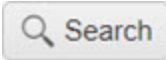

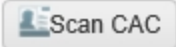


additional pages.

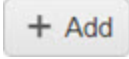

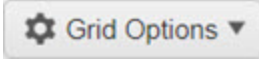
Standard Buttons

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.


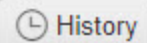

Individual Records

- **Edit**  —
Revises a record in the process.





Help Reference Guide

- **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 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

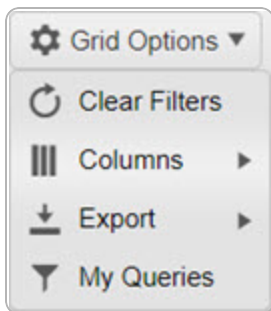
Navigation

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.

Columns

- Qty Issued
- Qty Returning
- Qty Not Ret.
- Not Ret. Reason Cd
- Not Ret. Remarks

Defaults

- Approved Flg
- SKO Status
- Loan Return Dt
- Stock Nbr
- Item Desc
- Size
- ICN
- Mfr Serial Nbr
- Cond Cd
- Owning DoDAAC

C

- Color

L

- LIN/TAMCN

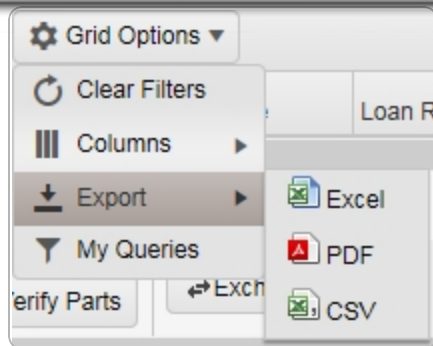
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Export

Saves the Results Grid in a different format.



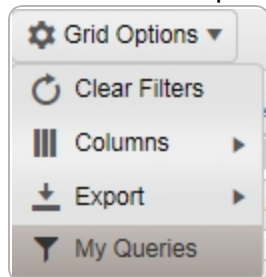


The format choices are:

- **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 Topics
- Using DPAS Help Menus





LIN/TAMCN Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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.





Help Reference Guide

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






Procedures

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.

- 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.

- Select . *The Search Results appear.*



Search Results

Options ▾ + Add Edit Delete History Attachments

<input type="checkbox"/>	LIN/TAMCN	LIN/TAMCN Desc	Size Category	Status	Attachments
<input type="checkbox"/>	A02812	TEST	--	ACTIVE	--
<input type="checkbox"/>	A03195	TEST	--	ACTIVE	--
<input type="checkbox"/>	TEST8922	test	VG056 GAITER, BOOT C/W, C	ACTIVE	--

Selected 0/3 10 items per page 1 - 3 of 3 items

Add a LIN/TAMCN

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

Update a LIN/TAMCN

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

Delete a LIN/TAMCN

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





Help Reference Guide

- 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 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.




Procedures

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.*





Help Reference Guide

Line Item Number / Table of Authorized Materiel Control Number Browse

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) \$, -, /, #, &, 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.





Help Reference Guide

<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
- 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.


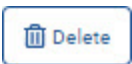
Attention



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




Procedures

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.

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

History Remarks

- Enter comments in the History Remarks field. This is a 1024 alphanumeric character field.
- 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	Invalid Deletion. Locate any Physical inventory selection record(s) that are associated with this LIN/TAMCN. Either revise the Physical invent-





Help Reference Guide

for this LIN/TAMCN.

ory 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



- Verify the LIN/TAMCN.
- Verify the LIN/TAMCN DESC.
- Verify the Operation.
- 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
- Delete a LIN/TAMCN
- Add an Attachment
- View the LIN/TAMCN Stock Nbr Details

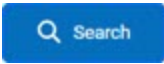


View the LIN/TAMCN STOCK NBR Details

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

⏪ ⏩ 1 ⏪ ⏩ 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



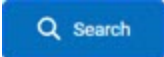




Update a LIN/TAMCN

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.




Procedures

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.
- 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.
13 – Mandatory Entry: LIN/TAMCN.	Missing Entry. Enter the appropriate information in the desired field.





Help Reference Guide

**13 – Mandatory Entry:
LIN/TAMCN DESC.**

**2 – Invalid entry
LIN/TAMCN.**

Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.

307 – DESC must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space.

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.

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





Stock Number Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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** *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 > 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 .





Help Reference Guide

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 **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





Help Reference Guide

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:.





Help Reference Guide

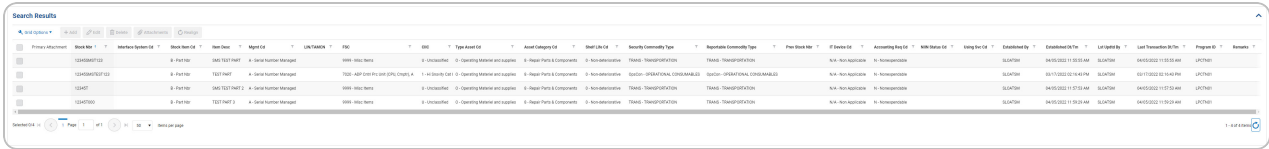
Search Criteria ^

<p>Stock Nbr</p> <input style="width: 90%;" type="text" value="All"/> 🔍	<p>Item Desc</p> <input style="width: 90%;" type="text" value="All"/>	<p>LIN/TAMCN</p> <input style="width: 90%;" type="text" value="All"/> 🔍
<p>Stock Item Cd</p> <input style="width: 90%;" type="text" value="All"/> ▼	<p>Type Asset Cd</p> <input style="width: 90%;" type="text" value="All"/> ▼	<p>FSC</p> <input style="width: 90%;" type="text" value="All"/>
<p>Reportable Commodity Type</p> <input style="width: 90%;" type="text" value="All"/> ▼	<p>Mgmt Cd</p> <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
- 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
- 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 (MM/ICP) 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





Help Reference Guide

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






Procedures

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.

- 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
- 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
- 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 Search . 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.

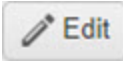

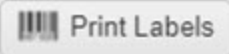
Delete a Stock Item

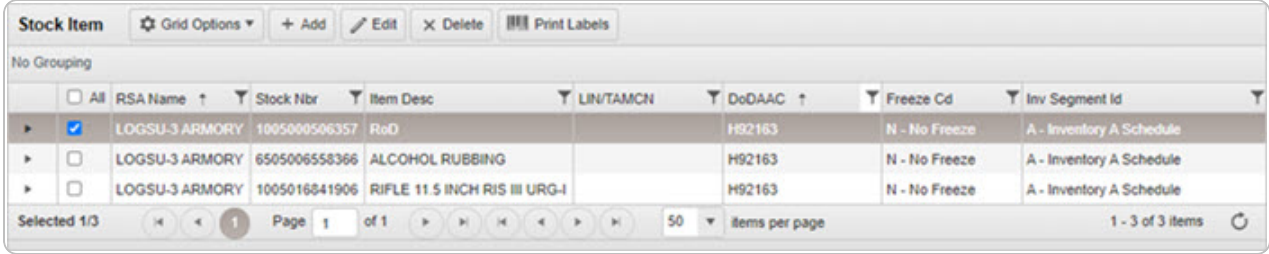
1. Click to select the desired entry. The Stock Item is highlighted, and , , and become available.

2. Select (desired record) > . The **Delete Stock Item** pop-up window appears.

Print Stock Item Labels

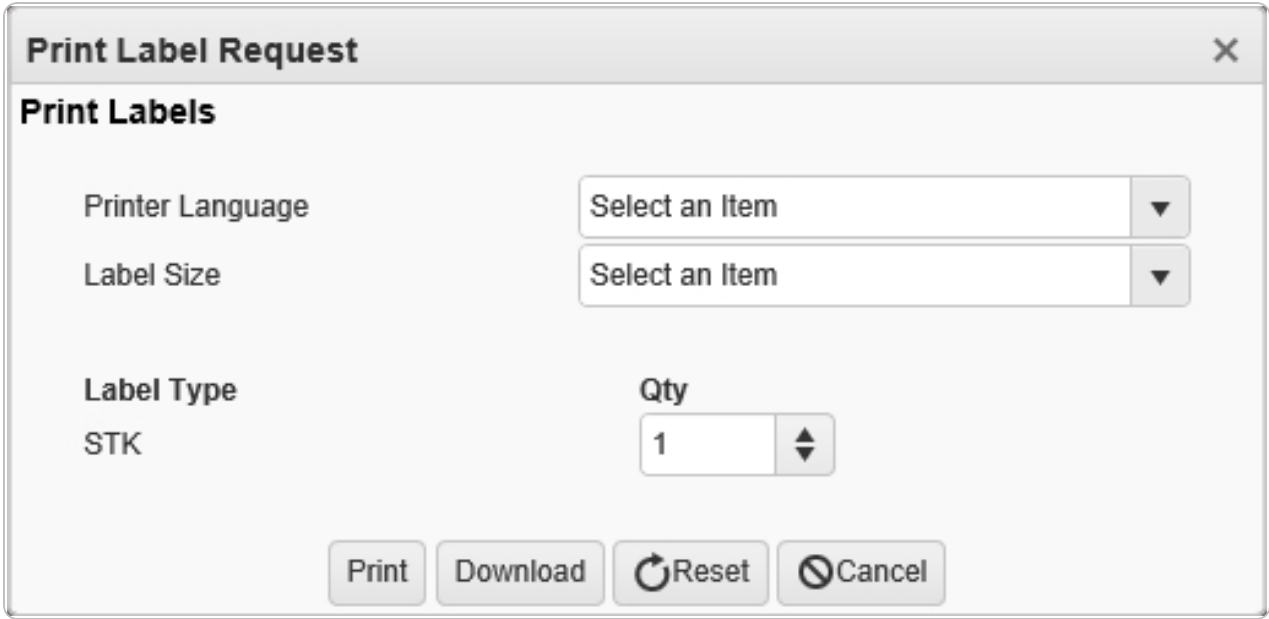
Selecting  at any point of this procedure returns all fields to the default setting. Selecting  removes all revisions and closes the pop-up window.

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	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

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



Print Label Request

Print Labels

Printer Language:

Label Size:

Label Type:

Qty:

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 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 Item
- Update a Stock Item
- Delete a Stock Item



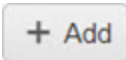


Add a Stock Item

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 *





Help Reference Guide

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.

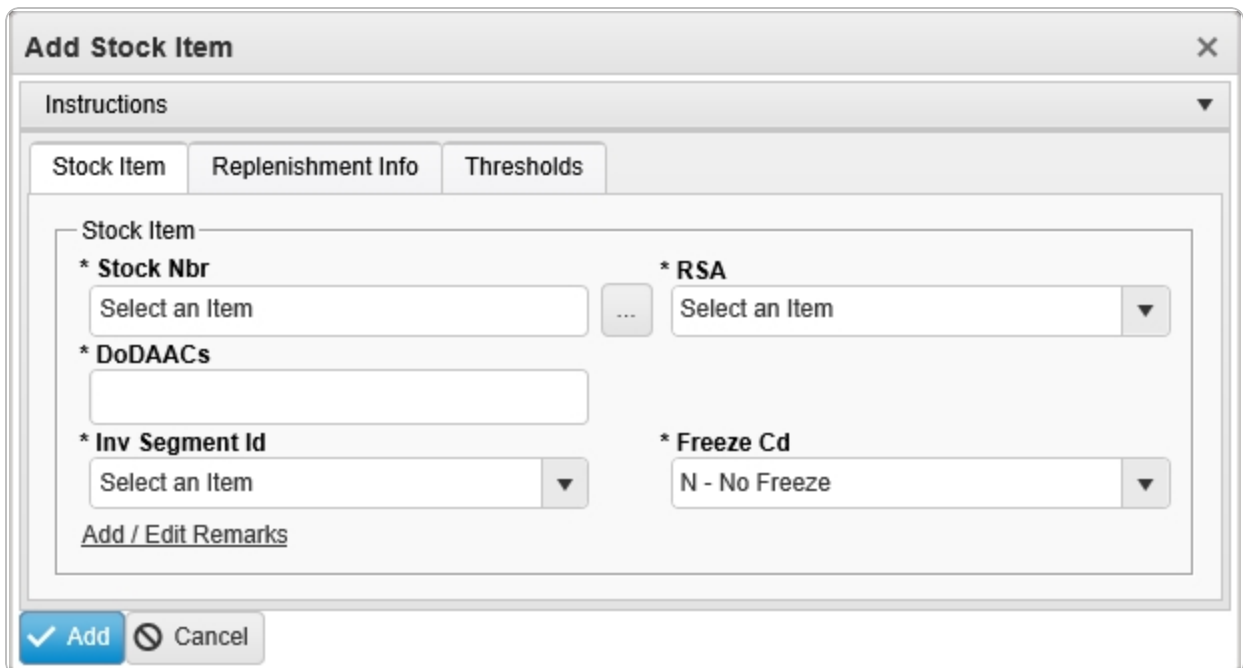








Add a Stock Item

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
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.



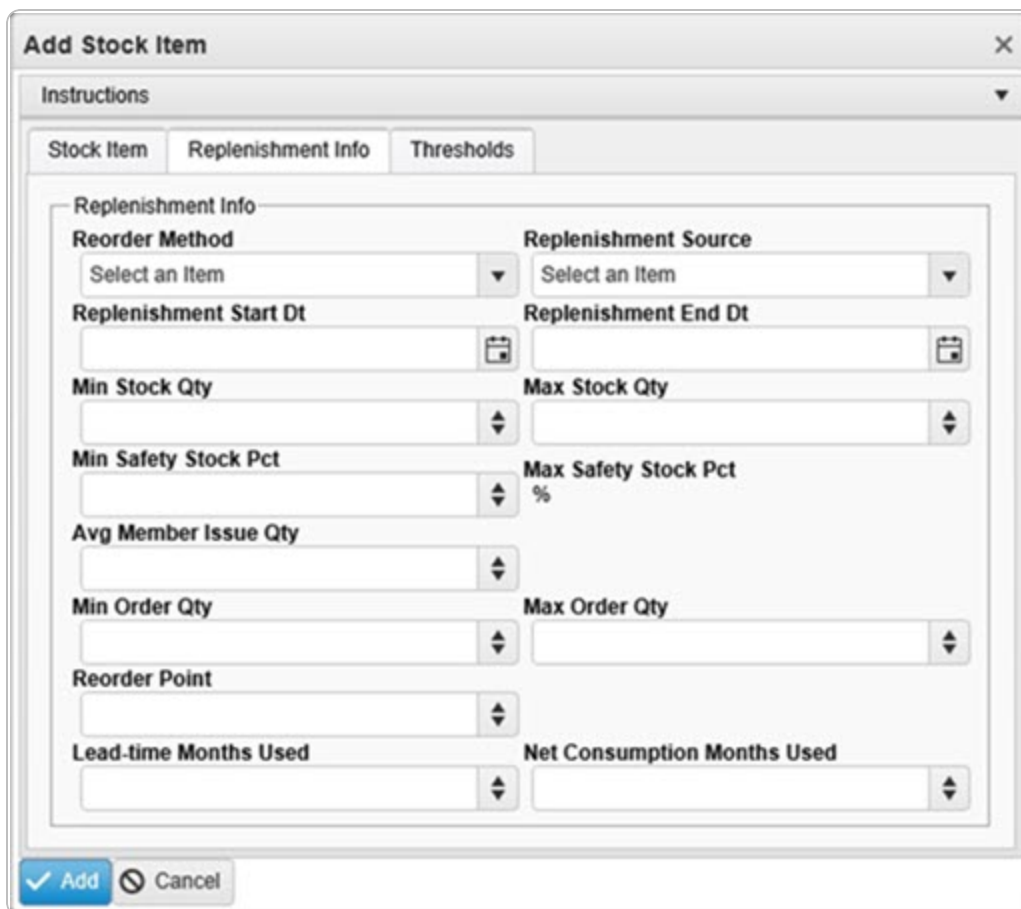
7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

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

8.

OR



Select the Replenishment INFO tab to continue adding information.














The screenshot shows a window titled "Add Stock Item" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. Underneath are three tabs: "Stock Item", "Replenishment Info" (which is selected), and "Thresholds". The "Replenishment Info" tab contains the following fields:

- Reorder Method:** A dropdown menu with "Select an Item" selected.
- Replenishment Source:** A dropdown menu with "Select an Item" selected.
- Replenishment Start Dt:** A date field with a calendar icon.
- Replenishment End Dt:** A date field with a calendar icon.
- Min Stock Qty:** A numeric field with up/down arrows.
- Max Stock Qty:** A numeric field with up/down arrows.
- Min Safety Stock Pct:** A numeric field with up/down arrows.
- Max Safety Stock Pct:** A numeric field with up/down arrows, followed by a percent sign (%).
- Avg Member Issue Qty:** A numeric field with up/down arrows.
- Min Order Qty:** A numeric field with up/down arrows.
- Max Order Qty:** A numeric field with up/down arrows.
- Reorder Point:** A numeric field with up/down arrows.
- Lead-time Months Used:** A numeric field with up/down arrows.
- Net Consumption Months Used:** A numeric field with up/down arrows.

At the bottom of the dialog box are two buttons: "Add" (with a checkmark icon) and "Cancel" (with a circle and slash icon).

- A. Use  to select the Reorder Method.
- B. Use  to select the Replenishment Source.

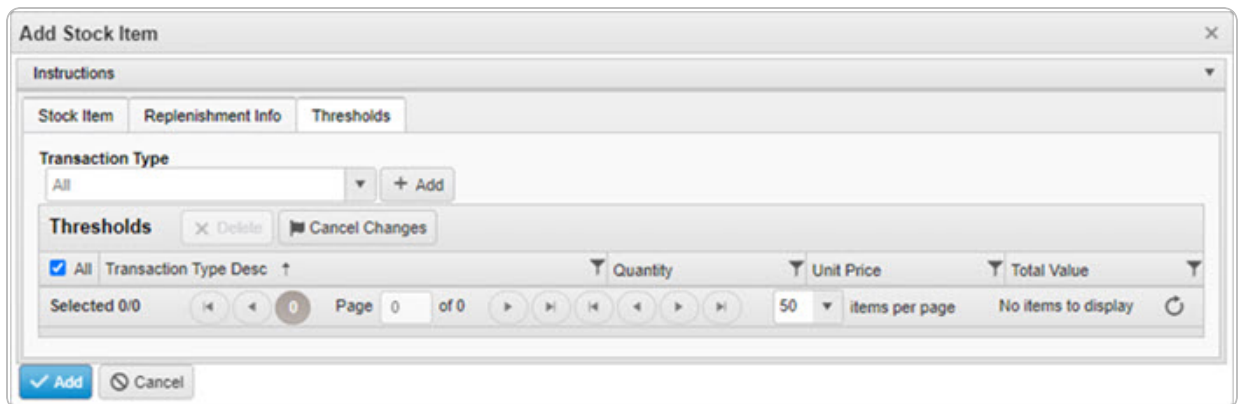


- C. Use  to select the Replenishment START DT, or enter the date (MM/DD/YYYY) in the field provided.
- D. Use  to select the Replenishment END DT, or enter the date (MM/DD/YYYY) in the field provided.
- E. Use  to choose the MIN STOCK QTY.
- F. Use  to choose the MAX STOCK QTY.
- G. Use  to choose the 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.

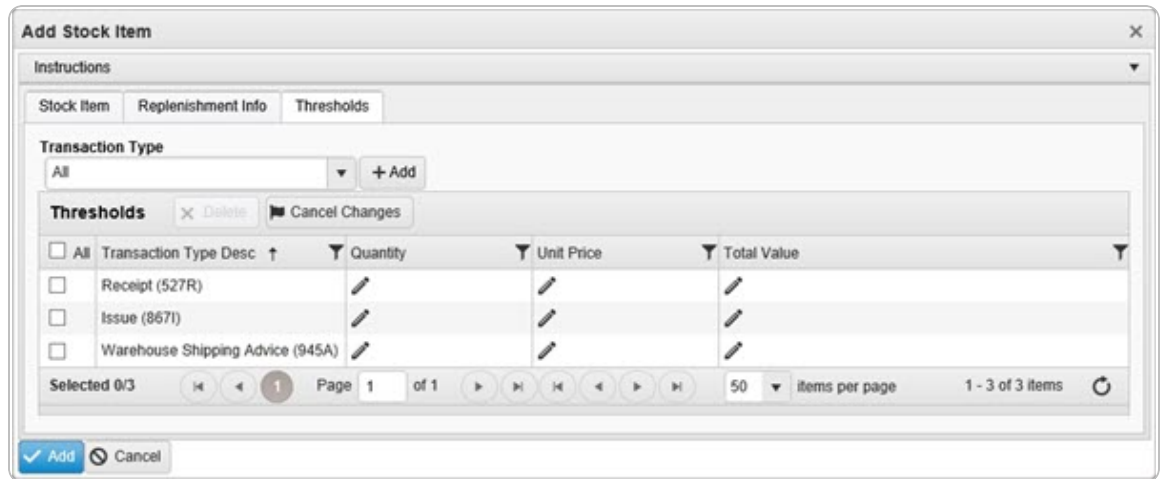
Select . *The new Stock Item record is saved, and appears in the Stock Item grid.*

- O. **OR**


Select the Thresholds tab to continue adding information.





- Use to select the Transaction Type.
- Select . *The Transaction Type appears in the Threshold Grid.*




Enter a Quantity Threshold

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

Enter a Unit Price Threshold

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

Enter a Total Value Threshold

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

- 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:	





Help Reference Guide

<i>FREEZE CD.</i>	
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re-enter the record.
1080 — MAX ORD QTY cannot be < MIN ORD QTY.	Invalid Entry. The MAX ORD QTY must be more than the MIN ORD QTY. Re-enter the order amount.
1081 — MAX STOCK QTY cannot be < 0.	
1082 — MIN STOCK QTY cannot be < 0.	
1083 — MAX ORD QTY cannot be < 0.	
1084 — MIN ORD QTY cannot be < 0.	
1085 — Reorder Point cannot be < 0.	
1095 — Reorder Point cannot be > Max Stock Qty.	Invalid Entry. The Reorder Point must be less than the Max Stock Qty. Re-enter the amount.
92 — Entry must be	Invalid Entry. The characters entered in the field





<p>numeric.</p>	<p>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





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

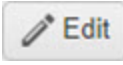

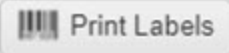
DPAS Navigation Helpful Tips

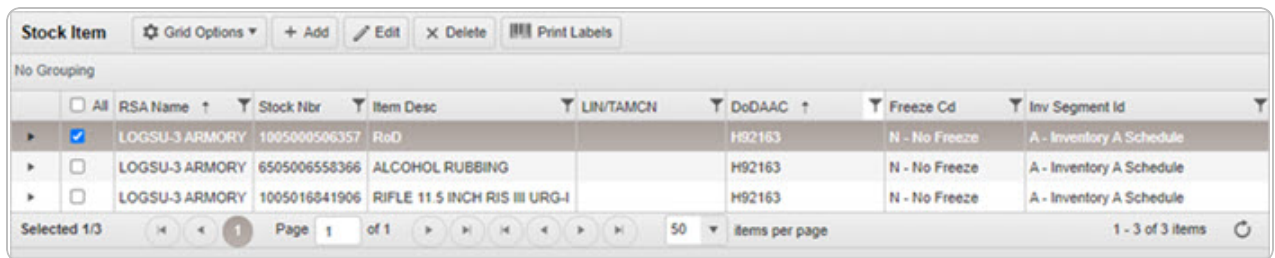


Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Delete a Stock Item

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

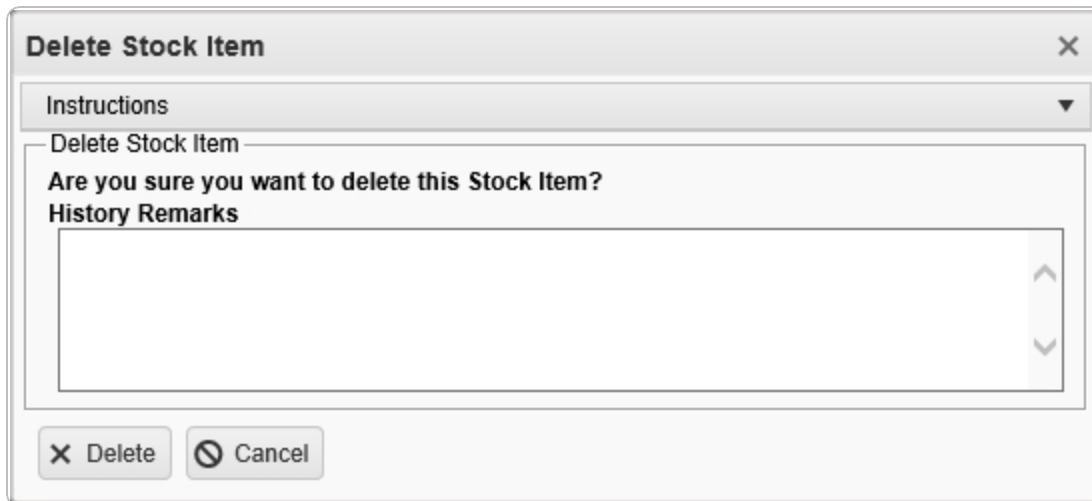
- Click to select the desired entry. The Stock Item is highlighted, and , , and  become available.



	<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 **Delete Stock Item** pop-up window appears.



Delete Stock Item [X]

Instructions

Delete Stock Item

Are you sure you want to delete this Stock Item?

History Remarks

[X] Delete [O] Cancel



Help Reference Guide

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) \$, —, /, #, &, 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.
1051 — Stock Item has associated Inventory Master Records. Cannot Delete.	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.
xxxx — Stock Item has associated Issued Inventory	Invalid Deletion. A Stock Item cannot be deleted





<p>Master Records. Cannot Delete.</p>	<p>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 delete.</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 remove any remaining associated Threshold Records so the Stock Item can be deleted.</p>

Related Topics

- Stock Item Overview
- Add a Stock Item
- Update a Stock Item



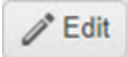


Update a Stock Item

Overview

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

Navigation

CATALOG MGMT > Stock Item > (desired record) >  Edit > 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 *





Help Reference Guide

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

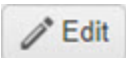
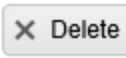



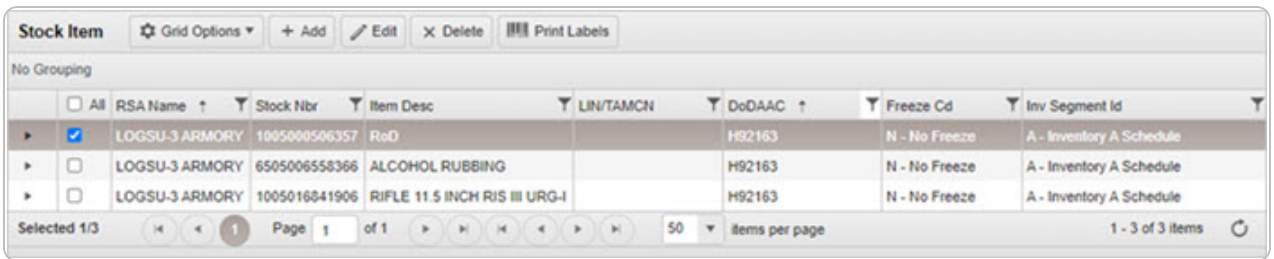
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.



Update a Stock Item

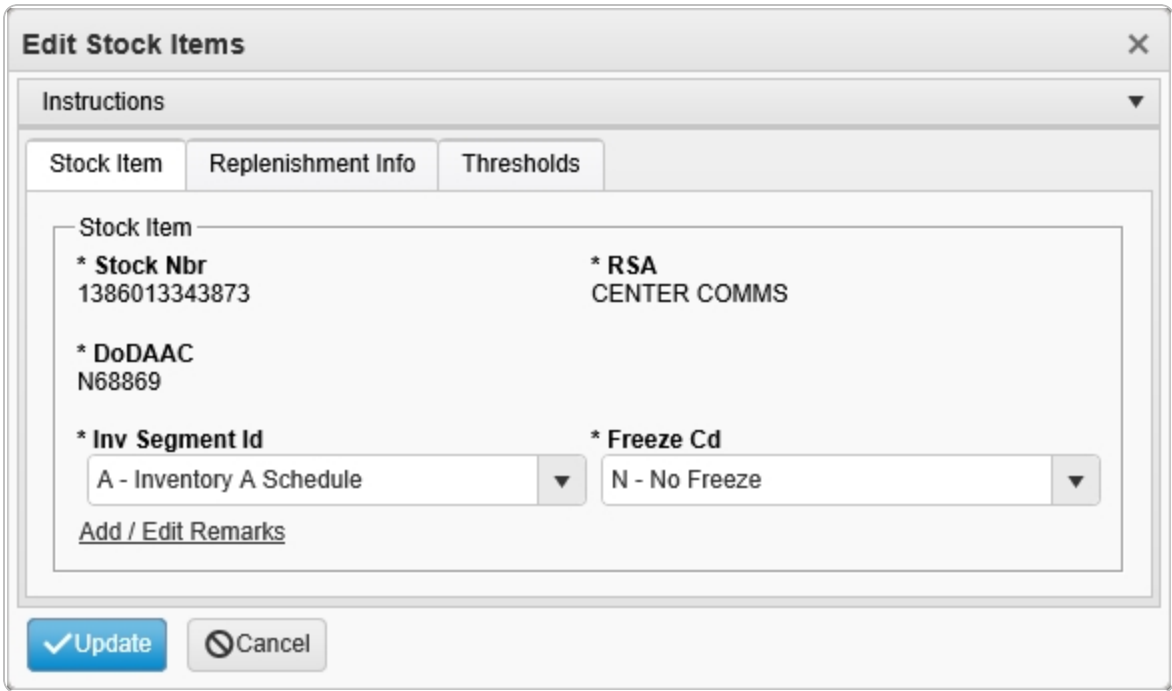
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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	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

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



Edit Stock Items

Instructions

Stock Item Replenishment Info Thresholds

* Stock Nbr: 1386013343873 * RSA: CENTER COMMS

* DoDAAC: N68869

* Inv Segment Id: A - Inventory A Schedule * Freeze Cd: N - No Freeze


Add / Edit Remarks

3. Verify the **STOCK NBR**.



Help Reference Guide

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.*

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

9.

OR

Select the Replenishment INFO tab to continue revising the information.





Edit Stock Items ✕

Instructions ▼







Stock Item
Replenishment Info
Thresholds


Replenishment Info

Reorder Method	Replenishment Source
Select an Item ▼	Select an Item ▼
Replenishment Start Dt	Replenishment End Dt
<input type="text"/>	<input type="text"/>
Min Stock Qty	Max Stock Qty
<input type="text"/> ▲▼	<input type="text"/> ▲▼
Min Safety Stock Pct	Max Safety Stock Pct
<input type="text"/> ▲▼	<input type="text"/> %
Avg Member Issue Qty	
<input type="text"/> ▲▼	
Min Order Qty	Max Order Qty
<input type="text"/> ▲▼	<input type="text"/> ▲▼
Reorder Point	
<input type="text"/> ▲▼	
Lead-time Months Used	Net Consumption Months Used
<input type="text"/> ▲▼	<input type="text"/> ▲▼

- 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.

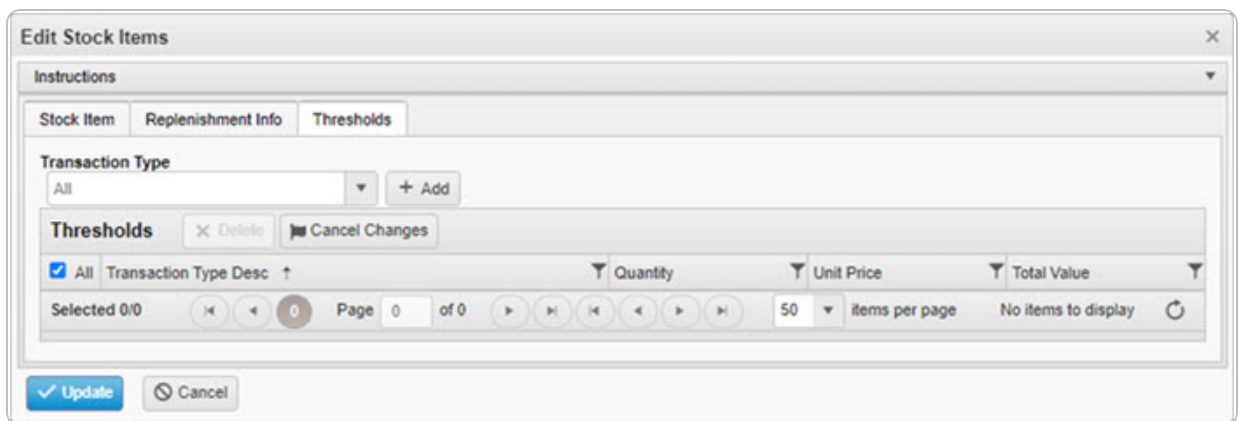


- H. Verify the MAX Safety Stock PCT.
- I. Update the AVG Member Issue QTY, using  to choose the revised quantity.
- J. Update the MIN ORDER QTY, using  to choose the revised quantity.
- K. Update the MAX ORDER QTY, using  to choose the revised quantity.
- L. Update the Reorder Point, using  to choose 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.


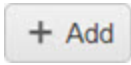
Select . The revised Stock Item record is saved, and reflected in the Stock Item grid.

- 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

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

Edit a Unit Price Threshold

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

Edit a Total Value Threshold

- Click  . *The cell becomes an editable field.*
- Update the Total Value Threshold, entering the revised amount in the field provided.
- 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.





Help Reference Guide

<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 can-</p>	<p>Missing Entry. Enter an amount that is greater</p>





Help Reference Guide

<p>not be < 0.</p>	<p>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>





Help Reference Guide

1087 — Replenishment End Date cannot be earlier than Replenishment Start Date.

Invalid Date Entry. The Replenishment Start Date must be before the Replenishment End Date. Re—enter the date.

1088 — Replenishment Start Date cannot be earlier than Current Date.

Invalid Date Entry. The Replenishment Start Date must be after the Current Date. Re—enter the date.

Related Topics

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





Stock Number Referral Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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.







Help Reference Guide

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

- 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

<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

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

- B.** Enter the Refer To RIC in the field provided. *This is a 3 alphanumeric character field.*
2. Select + Add. 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.	
968 – STOCK NBR does not exist. Notify Master Catalog POC for action.	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.
2167 – Stock Number is already being referred by this ICP.	Invalid Entry. The ICP already refers to the Stock Number. Enter a new Stock Number.
2168 – RIC entered does not exist.	Invalid Entry. The entered RIC does not exist in this ICP. Enter a new RIC.
xxxx – #### is an invalid stock number.	Invalid Entry. The entered Stock Number does not exist. Enter a new Stock Number.





Help Reference Guide

676 — Entry must be alphanumeric.

Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

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 disassociates 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

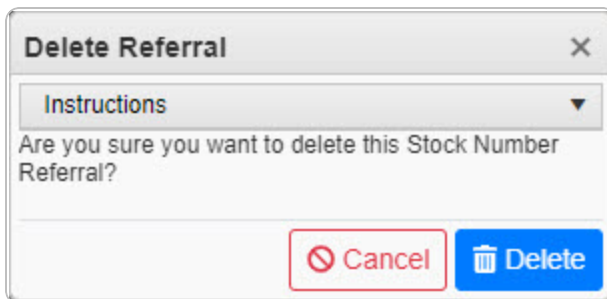
Selecting  at any point of this procedure removes all revisions and closes the page.


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 (MM/ICP) 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.





Help Reference Guide

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





Help Reference Guide

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" value=""/>	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
- 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



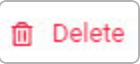

Stock Nbr	Item Desc	CAGE Cd	Mfr Name	Mfr Model Nbr	Mfr Part Nbr	UPC
1005000037493	REVOLVER,CALIBER .38	-	COLT	VERYFAR	THROWSROCKS	-
1005000037493	REVOLVER,CALIBER .38	-	Pidge Guns	PG-CR-38	-	-

1 - 2 of 2 items



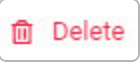
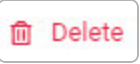
Add a MANUFACTURER PART NBR

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	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security



Help Reference Guide

have the appropriate security access.

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.





Help Reference Guide

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.

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.


Procedures

DPAS Navigation Helpful Tips



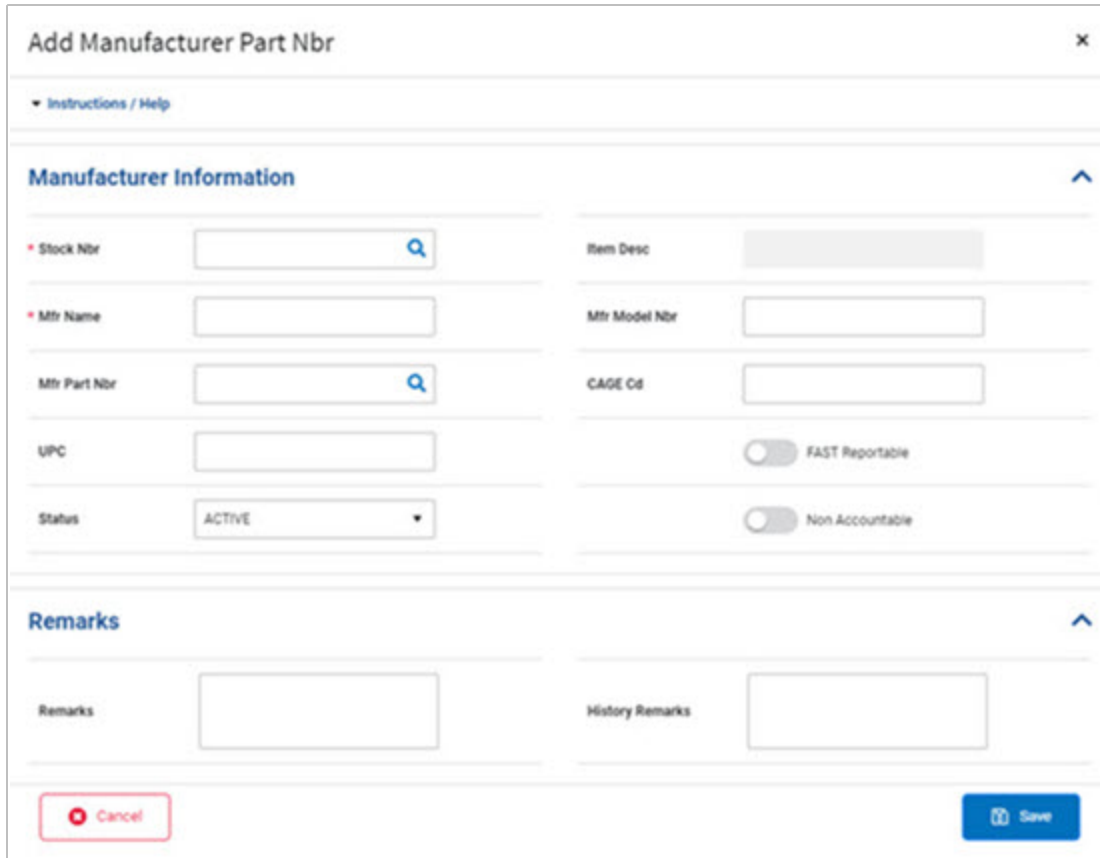
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.




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
- 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
- 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.*





Help Reference Guide

- 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 . *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 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	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 pro-





<p>length of 256.</p>	<p>hibited.</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"; "W"; "X"; "Y"; "Z")</p>

Related Topics

- Manufacturer Part Number
- Update 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


Procedures

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.

Delete Manufacturer Part Nbr ×

▶ Instructions / Help



Warning:
Are you sure you want to delete this Manufacturer Part Nbr?

Manufacturer Information ^

Stock Nbr	Item Desc
1005000037493	REVOLVERCALIBER .38
Mfr Name	Mfr Model Nbr
COLT	VERYFAR
Mfr Part Nbr	CAGE Cd
THROWSROCKS	

Remarks ^

History Remarks

- 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.



Help Reference Guide

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>
<p>2419 – Manufacturer Part Number was not Deleted.</p>	<p>Contact the DPAS Call Center</p>





Contact the DPAS CALL CENTER.

Related Topics

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





Help Reference Guide

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.

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.


Procedures

DPAS Navigation Helpful Tips



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

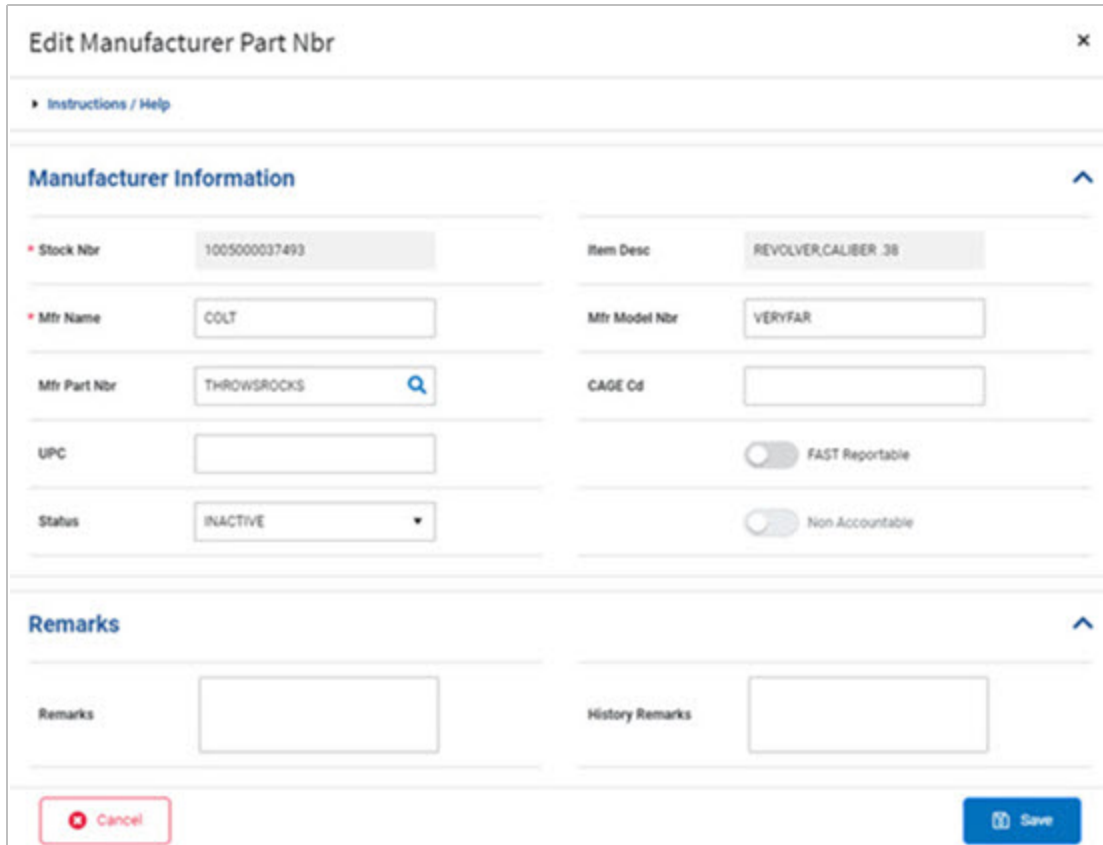
Update a MANUFACTURER PART NBR



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
- 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.*





Help Reference Guide

- 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 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 NBR.

Missing Entry. Enter the appropriate information in the desired field.

13 – Mandatory Entry: MFR
NAME.

204 – Invalid CAGE /
NCAGE Cd. Refer to
Instruction Text.

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 *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")

Related Topics

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





End Of Day Transaction Counts

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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

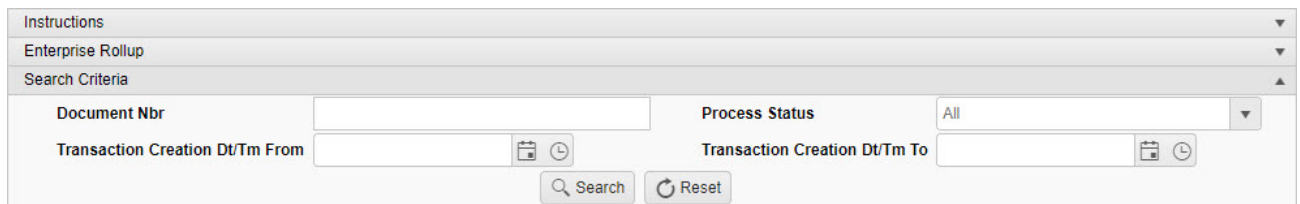



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.



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:.



- 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"/>		846P	LOGSU-2 ARMORY	B1	08/31/2021 4:00:14 AM	PCD - Processed	TCHVBH95210831	DZM - EOD Trans Count	
<input 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									
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 checked="" type="checkbox"/>		846P	LOGSU-2 ARMORY	B1	08/31/2021 4:00:14 AM	PCD - Processed	TCHVBH95210831	DZM - EOD Trans Count	

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

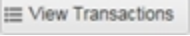
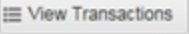
Selected 0/7 Page 1 of 1 50 items per page 1 - 7 of 7 items

End of Day Counts									
<input type="checkbox"/> All	Status	Set Type	CICP/RSA Name	Report Type Cd	Transaction Creation Dt/Tm	Processed Status	Doc Nbr	Doc Id	
<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  becomes available.*
2. Select . *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 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

- [DLMS Transaction Overview](#)





Requisition

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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.







Help Reference Guide

13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
xxxx	Select the "Cancel" button to cancel the Requisition.
xxxx	Select the "Print" button to print an Approved Requisition Report (DW10) for the approved items.
xxxx	Select the "Review" button to review and approve the Requisition.
xxxx	Select the "Deny" button to deny the Requisition.
xxxx	Select the "Inquire Status" button to inquire the status of the Requisition from the SoS.
xxxx	Select the "Review Changes" button to review and approve/deny any pending changes to the Requisition.
xxxx	Select the "Historical Activities" button to view the changes that have been made to the Requisition.
xxxx	Select the "DLMS Transaction Log" button to view the DLMS transactions related to this Requisition.





Search Criteria Grid

- Client RSA 
- Stock Nbr 
- Source of Supply RIC
- Approved Dt From
- Required Delivery Dt From
- Established Dt/Tm From
- Document Nbr
- Status
- Only Approvable
- Approved Dt To
- Required Delivery Dt To
- Established Dt/Tm To

Requisitions Grid

- Client RSA
- Document Nbr
- Manual Doc Nbr
- Status
- Last Transaction Dt/Tm
- Approved Dt
- Shipped 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

- Advice Cd
- Custodian
- Sub Custodian
- Priority Cd
- Project Cd





Ship To
 Purpose Cd
 Media Status Cd
 Fund Cd
 Signal Cd
 Program Id
 Established By
 Established Dt/Tm
 Last Updated By
 Reason For Denial


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.

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








Search Criteria ▼

# Client RSA <input type="text"/>	Document Nbr <input type="text"/>
# Stock Nbr <input type="text" value="All"/> ...	Status <input type="text" value="All Open"/> ▼
Source of Supply RIC <input type="text"/>	Only Approvable <input checked="" type="checkbox"/>
Approved Dt From <input type="text"/>  	Approved Dt To <input type="text"/>  
Required Delivery Dt From <input type="text"/> 	Required Delivery Dt To <input type="text"/> 
Established Dt/Tm From <input type="text"/> 	Established Dt/Tm To <input type="text"/> 

- Enter the Client RSA, using  to assist with the entry. *This is a 50 alphanumeric character field.*
- Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*



Stock Number Browse help

- Enter the Source of Supply RIC in the field provided. *This is a 3 alphanumeric character field.*
- Use  to select the APPROVED DT From, 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 ESTABLISHED DT/TM FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the DOCUMENT NBR in the field provided. *This is a 15 alphanumeric character field.*
- Use  to select the Status.
- 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 To, 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 To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select  to display the search results.

Search Results

Client RSA	Document Nbr	Manual Doc Nbr	Status	Last Transaction Dt/Tm	Approved Dt	Shipped Dt	Stock Nbr	Item Desc	Unit Price	Requested Qty	Est Requested Price	Approved Qty	Est Approved Price	Source of Supply RIC	Required Delivery Dt	Supply Status Cd
CENTER	H821514441003		IA - ICF Approved	05/23/2024 1:00:25 PM			1005002425887	BOTTLE ASSEMBLY 6 SOZ CYLINDER	\$2.85	1	\$2.85	1	\$2.85	SMS		
CENTER	H821514441004		IA - ICF Approved	05/23/2024 1:00:56 PM			1005002425887	BOTTLE ASSEMBLY 6 SOZ CYLINDER	\$2.85	1	\$2.85	1	\$2.85	SMS		
CENTER	H821514441005		IA - ICF Approved	05/23/2024 2:48:44 PM			1005000302251	ARMAMEN MAN	\$575.00	1	\$575.00	1	\$575.00	SMS		
CENTER	DFP6A02024005	DFP6A02024005	IN - Installed	06/06/2024 4:12:28 PM			1005002425887	BOTTLE ASSEMBLY 6 SOZ CYLINDER	\$2.85	1	\$2.85	1	\$2.85	SMS		
CENTER	H821514441001		IN - Installed	06/20/2024 2:32:10 PM			1005000302251	ARMAMEN MAN	\$575.00	1	\$575.00	1	\$575.00	SMS	05/31/2024	
CENTER ATC	H821514441001		IA - ICF Approved	05/23/2024 12:57:13 PM			541011308038	SHELTER EXPANDABLE	\$234,414.00	1	\$234,414.00	1	\$234,414.00	A12		
CENTER ATC	H821514441002		IA - ICF Approved	05/23/2024 12:58:49 PM			541011308038	SHELTER EXPANDABLE	\$234,414.00	1	\$234,414.00	1	\$234,414.00	A12		
ORGAN - SOPS/ASSETS	NSW0010231001		IA - ICF Approved	07/05/2023 9:39:55 AM			8140016054816	CONTAINER ISU-60 GREY	\$6,720.71	4	\$26,882.84	4	\$26,882.84	SMS		
LOGSU-1			IN - Installed	06/20/2024 2:39:25 PM			1240016236020	BINOCLULARS 10X40	\$2,880.00	5	\$14,400.00	5	\$14,400.00	SMS	06/01/2024	
WARCOM	NSW0019981001		IA - ICF Approved	07/12/2023 12:48:37 PM			8140016054819	CONTAINER ISU-60 GREY	\$6,720.71	1	\$6,720.71	1	\$6,720.71	SMS		

Page 1 of 1 50 items per page 1 - 10 of 10 items

Add a New Requisition

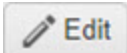


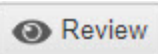

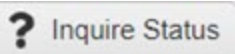
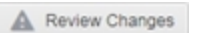
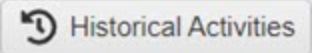
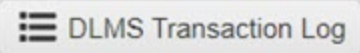

Select . The **Add a Requisition** page appears.



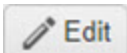
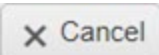

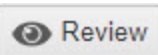
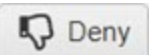
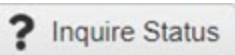

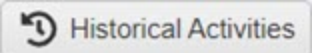
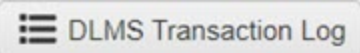

Update a Requisition

- Click to select the desired entry. *The Requisition request is highlighted, and*  ,  ,  ,  ,  ,  ,  ,  , and  become available.
- Select  . The **Update a Requisition** page appears.

Cancel a Requisition

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


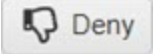
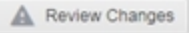
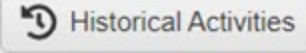
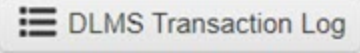
Print a Requisition

- Click to select the desired entry. *The Requisition request is highlighted, and*  ,  ,  ,  ,  ,  ,  ,  , and  become available.
- Select  . The **Print a Requisition** page appears.

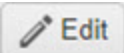

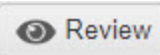

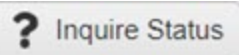
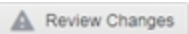





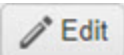


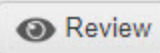

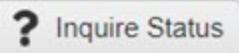
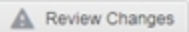
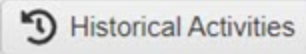
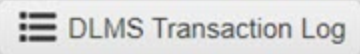
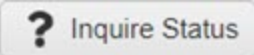
Review a Requisition

- Click to select the desired entry. *The Requisition request is highlighted, and* , , , , , , , , and  become available.
- Select . *The **Review a Requisition** page appears.*

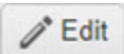



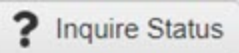
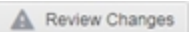
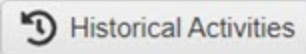
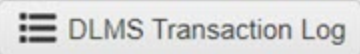
Deny a Requisition

- Click to select the desired entry. *The Requisition request is highlighted, and* , , , , , , , , and  become available.
- Select . *The **Deny a Requisition** page appears.*

Inquire About a Requisition Status

- Click to select the desired entry. *The Requisition request is highlighted, and* , , , , , , , , and  become available.
- Select . *The 869F Order Status Inquiry is sent to the SoS.*

Review Changes to a Requisition

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





2. Select . The **Review Requisitions** page appears.

View the Historical Activities of a Requisition

1. Click to select the desired entry. *The Requisition request is highlighted, and* , , , , , , , , and become available.
2. Select . The **Historical Activities of a Requisition** page appears.

View the DLMS Transaction Log of a Requisition

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





Help Reference Guide

**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** *
 UI
 Unit Price
 Requested Qty *
 Client RSA **i** *
 Deliver Not Before Dt
 Document Nbr
 Ship To
 Priority Cd **i**
 Fund Cd
 Media Status Cd
 Advice Cd
 Purpose Cd
 Item Desc
 Qty per Unit Pack
 Ext Requested Price
 Requested Cond Cd **i** *
 Required Delivery Dt *
 Deliver No Later Than Dt
 Signal Cd **i**
 Distribution Cd
 Project Cd

(*). Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



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

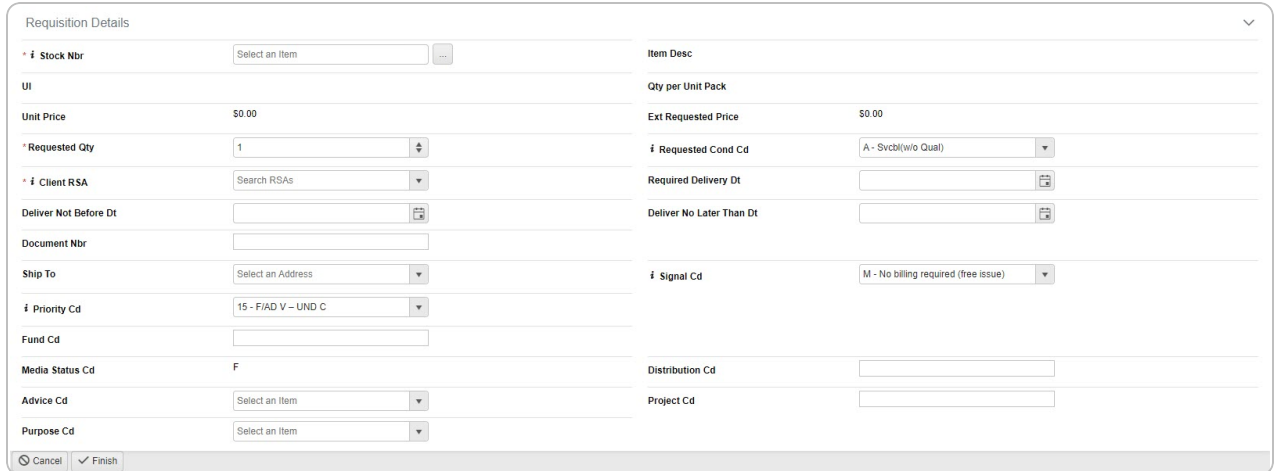
Add a Requisition



Selecting **Cancel** 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.



The screenshot shows a 'Requisition Details' form with the following fields:








- Stock Nbr:** Select an Item (with an information icon and a browse button)
- Item Desc:** (populated)
- UI:** (populated)
- Qty per Unit Pack:** (populated)
- Unit Price:** \$0.00
- Ext Requested Price:** \$0.00
- Requested Qty:** 1 (with a spinner)
- Requested Cond Cd:** A - Svctd(w/o Qual)
- Client RSA:** Search RSAs (with an information icon)
- Required Delivery Dt:** (calendar icon)
- Deliver Not Before Dt:** (calendar icon)
- Deliver No Later Than Dt:** (calendar icon)
- Document Nbr:** (empty)
- Ship To:** Select an Address (with an information icon)
- Signal Cd:** M - No billing required (free issue)
- Priority Cd:** 15 - FI/AD V -- UND C
- Fund Cd:** (empty)
- Media Status Cd:** F
- Distribution Cd:** (empty)
- Advice Cd:** Select an Item
- Project Cd:** (empty)
- Purpose Cd:** Select an Item

Buttons: Cancel, Finish

- A. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
 Stock Number Browse help
- B. *The UI automatically populates and is not editable.*
- C. *The Unit Price automatically populates and is not editable.*
- D. Use  to choose the correct REQUESTED QTY.
- E. Use  to assist, or use  to select the Client RSA.
- F. Use  to select the Deliver Not Before DT, or enter the date (MM/DD/YYYY) in the field provided.
- G. Enter the DOCUMENT NBR in the field provided. *This is a 15 alphanumeric character field.*
- H. *The Ship To automatically populates and is not editable.*
- I. Use  to assist, or use  to select the Priority Cd.
- J. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*
- K. *The Media Status Cd automatically populates and is not editable.*
- L. Use  to select the Advice Cd.
- M. Use  to select the Purpose Cd.
- N. *The ITEM DESC automatically populates and is not editable.*



Help Reference Guide

- O. The QTY per Unit Pack automatically populates and is not editable.
 - P. The EXT REQUESTED PRICE automatically populates and is not editable.
 - Q. Use  to assist, or use  to select the Requested Cond Cd.
 - R. Use  to select the REQUIRED DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.
 - S. Use  to select the Deliver No Later Than DT, or enter the date (MM/DD/YYYY) in the field provided.
 - T. Use  to assist, or use  to select the Signal Cd.
 - U. Enter the DISTRIBUTION CD in the field provided. *This is a 3 alphanumeric character field.*
 - V. Enter the PROJECT CD in the field provided. *This is a 3 alphanumeric character field.*
2. 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](#)





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 > 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 *





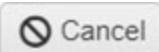
Procedures

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.*

Deny Requisition ✕

*** Reason for Denial**

✓ Deny
⊘ Cancel

- Enter the Reason for Denial in the field provided. *This is a 1024 alphanumeric character field.*
- Select . *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 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
- 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 > 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.





Help Reference Guide

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
 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
 Trans Type Cd
 Supply Status Cd
 Processed Dt/Tm
 Process Status
 Doc Nbr
 Document ID Desc
 Suffix Cd





Help Reference Guide

Report Type Cd
 Stock Nbr
 Qty
 Cond Cd
 Document ID
 Message From
 Copy Address
 Message To

Optional

ICP Name
 Materiel Management Division
 Materiel Management Program
 Action Cd
 Advice Cd
 CAGE Cd
 Distribution Cd
 Error Message
 Error Response
 Error Response Detail
 Established By
 Established Dt/Tm
 Estimated Ship Dt
 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
 Owning DoDAAC
 Price LAC
 Price MAC
 Price Std
 Priority Cd
 Proj Cd
 Processed Dt
 Program ID
 Reject Advice
 Retry Count
 SCAC





Shipment Reference Nbr
Signal Cd
Supplementary Address
TCN
Trans Set Sub-Type
UI


Procedures

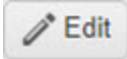


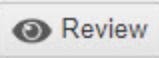
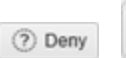

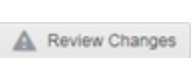
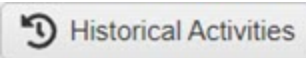
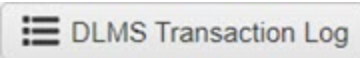
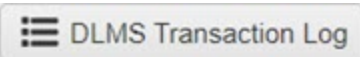
DPAS Navigation Helpful Tips



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.

- Click to select the desired entry. The Requisition request is highlighted, and , , , , , , , , and  become available.
- Select . The **DLMS Transaction Log** pop-up window displays.



DLMS Transaction Log

Instructions
 Enterprise Rollup
 Search Criteria

Direction: All
 Set Type: All
 Doc Nbr: H9215141441003
 Stock Nbr:
 Processed Dt/Tm From:
 Mfr Part Nbr: All

Process Status: All
 Category: All
 Document Id: All
 Proj Cd: All
 Processed Dt/Tm To:
 CAGE Cd: All

DLMS Transactions

<input type="checkbox"/> All	Direction	Set Type	Trans Type Cd	Supply Status Cd	Processed Dt/Tm	Process Status	Doc Nbr	Document Id Desc
<input type="checkbox"/>	Outbound	527D - Material Due-In and Receipt	DE		05/23/2024 1:15:00 PM	PCD - Processed	H9215141441003	DWU - Due In MIL Rqn DoD


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

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

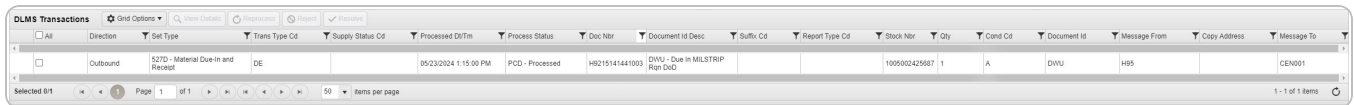
- Use to select the Direction.
- Use to select the Set Type.
- *The DOC NBR automatically populates and is not editable.*
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

- Use to select the PROCESSED DT/TM FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the MFR PART NBR, using to assist with the entry. *This is a 35 alphanumeric character field.*
- Use to select the Process Status.
- *The Category automatically populates and is not editable.*
- Use to select the Document ID.
- Use to select the Project Cd.
- Use to select the PROCESSED DT/TM TO, or enter the date (MM/DD/YYYY) in the field provided.

- Enter the CAGE CD, using  to assist with the entry. *This is a 5 alphanumeric character field.*

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
- 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

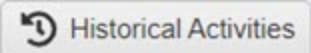


Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

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


Procedures


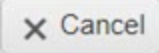
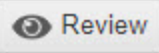

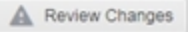
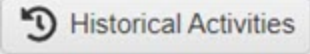
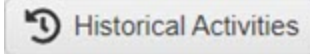
DPAS Navigation Helpful Tips



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.

- Click to select the desired entry. *The Requisition request is highlighted, and* , , , , , , , , and  become available.
- Select . *The **ICP Requisition Historical Activities** pop-up window displays.*



ICP Requisition Historical Activities

Requisition Details

Document Nbr	H9215141441003	Current Stock Nbr	1005002425687	Item Desc	BOTTLE ASSEMBLY 0.5OZ CYLINDER
Client RSA	CENTER	Client RSA RIC		Client RSA DoDAAC	CEN001
Source of Supply RIC	SMS	Signal Cd	J	Current Fund Cd	58
Current Requested Qty	1	Current Approved Qty	1	Current Outstanding Qty	1
Unit Price	\$2.85	Current Ext Requested Price	\$2.85	Current Ext Approved Price	\$2.85
Established Dt/Tm	5/23/2024 1:00:13 PM	Established By	CROUSEL	Approved By	CROUSEL

History Activity

Status	Last Transaction Dt/Tm	Approved Dt	Required Delivery Dt	Fund Cd	Requested Qty	Ext Requested Price	Approved Qty	Ext Approved Price	Outst
ICP Approved - IA	05/23/2024 1:00:25 PM	05/23/2024		58	1	\$2.85	1	\$2.85	1
New - NW	05/23/2024 1:00:25 PM			58	1	\$2.85	0	\$0.00	0
New - NW	05/23/2024 1:00:13 PM			58	1	\$2.85	0	\$0.00	0

50 items per page | 1 - 3 of 3 items

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
- 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.





Help Reference Guide

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

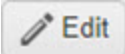


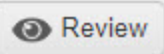

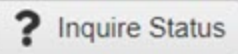
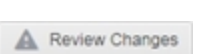
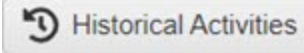
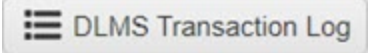

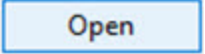
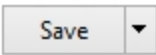
DPAS Navigation Helpful Tips



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 .
- 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

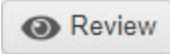


Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

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 > 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.


Procedures

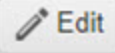
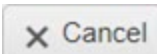
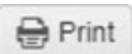
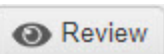

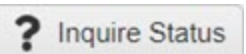
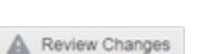
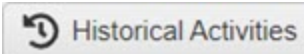
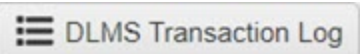
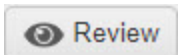
DPAS Navigation Helpful Tips



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.

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





Update a Requisition

Overview

The Requisition Update process allows editing of a Requisition request.

Note

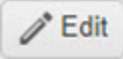


Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

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.





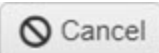
Procedures

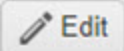


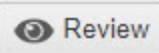

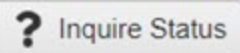
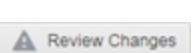
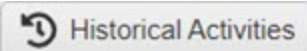
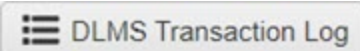





DPAS Navigation Helpful Tips



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.





Help Reference Guide

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
-------	----------





Help Reference Guide

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





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





Help Reference Guide

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.

Procedures


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.







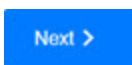
2. Enter the Ordered By (DoDAAC / RIC) in the field provided. *This is a 6 alphanumeric character field.*
3. Enter the Owing ICP (DoDAAC / RIC) in the field provided. *This is a 6 alphanumeric character field.*
4. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

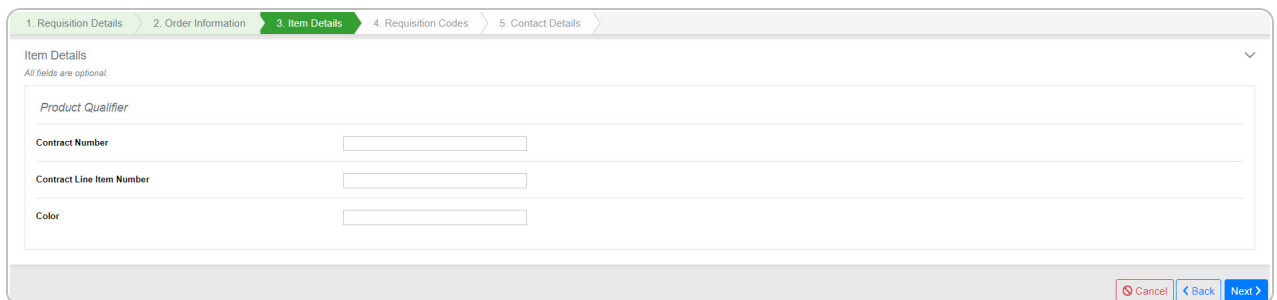
Stock Number Browse help

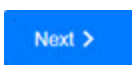
5. Enter the Ship To (DoDAAC / RIC) in the field provided. *This is a 6 alphanumeric character field.*

6. Select . The **Order Information** step appears.

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.*




Help Reference Guide

- 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: <i>Ordered By.</i>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
13 – Mandatory Entry: <i>Own- ing ICP.</i>	
13 – Mandatory Entry: <i>STOCK NBR.</i>	
13 – Mandatory Entry: <i>Quantity.</i>	
13 – Mandatory Entry: <i>Required Delivery Date.</i>	
13 – Mandatory Entry: <i>Date Received.</i>	
13 – Mandatory Entry: <i>Pri- ority Designator.</i>	
13 – Mandatory Entry: <i>Condition Code.</i>	





Help Reference Guide

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





Customer Requisition Management

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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





Help Reference Guide

	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

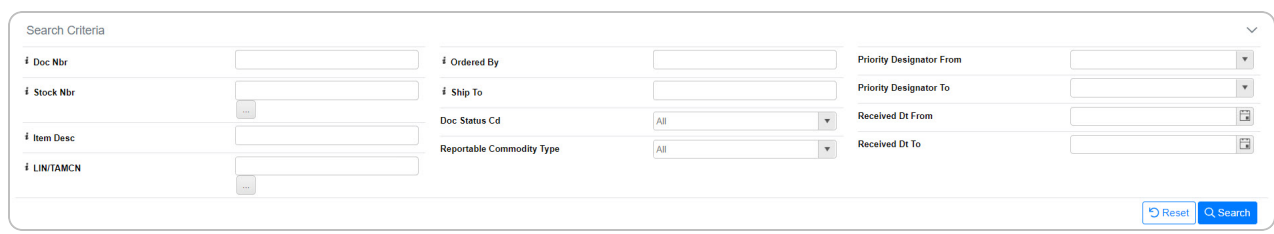
DPAS Navigation Helpful Tips


 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

8 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 50Z 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 50Z CYLINDER	W14FX0	W14FX0	2	01/25/2021	EA	15
Open - In Progress	W14FX010508002		1005002425687	BOTTLE ASSEMBLY 0 50Z CYLINDER	W14FX0	W14FX0	4	02/28/2021	EA	15
Open - In Progress	W14FX01097D001		1005002425687	BOTTLE ASSEMBLY 0 50Z 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



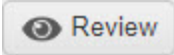


Review a Customer Requisition

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





Help Reference Guide

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

Quantity Status

New

MRO

Select
 RSA DoDAAC
 Owing DoDAAC
 Condition Code
 Quantity

Backorder

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

In Progress

MRO

RSA DoDAAC
 Estimated Ship Date
 Owing DoDAAC
 Condition Code
 Project Code
 Select Quantity
 Contract Number
 Planned Quantity
 Denied Quantity
 Shipped Quantity
 Canceled Quantity





Help Reference Guide

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.


Procedures

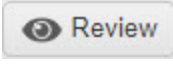
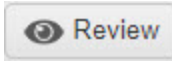
DPAS Navigation Helpful Tips

 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.**



Help Reference Guide

- 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 Owning 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)

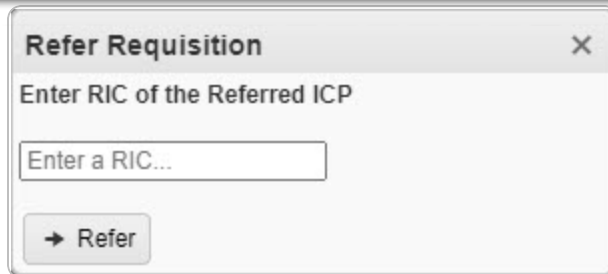
+ Add ▾

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

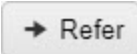



Refer Requisition [X]

Enter RIC of the Referred ICP

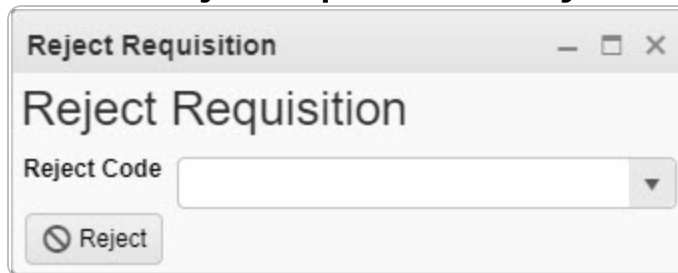
Enter a RIC...

→ Refer

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

OR


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





Reject Requisition [-] [□] [X]

Reject Requisition

Reject Code

 Reject

- Use  to select the Reject Code.
- 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	
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.
- Verify the Condition Code.
- Verify the Project Code.





Help Reference Guide

- 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:**





Help Reference Guide

Quantity Status (0 remaining)

MRO - CMM00190159902

RSA DoDAAC

CMMCEN

Owning DoDAAC

N68869

Project Code

Contract Number

Estimated Ship Date

N/A

Condition Code

A

Selected Quantity

4 EA

Planned Quantity

0 EA

Shipped Quantity

4 EA

Denied Quantity

0 EA

Canceled Quantity

0 EA

TCN

CMM99948859308503

Shipped Date

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.*





Help Reference Guide

- 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	0 - No Sts to RQNR or SUPADD O/T Mand Ship Sts to Ship To by DMS	Purpose Code		Distribution Code
Signal Code	B - Supplementary Address (rp 45-50)	Demand Code	A	Special Requirements
				PMR Sent To
				H9D

- 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**.



Help Reference Guide

Information Point of Contact ▼

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.*
- 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.

Details Destination Contact Info **History** Action ▼

Transactions ▼

DLMS Transactions Grid Options View Details Reprocess Project Resolve

Selected 0/0 Page 0 of 0 50 Items per page No items to display

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
<p>No Common Errors have been identified for this page.</p>	

Related Topics

- [Customer Requisition Management](#)
- [Add a Customer Requisition](#)
- [DLMS Transaction Overview](#)





Physical Inventory

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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





Help Reference Guide

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: .










Instructions ▼

Search Criteria ▲

<p>Physical Inv Nbr <input style="width: 90%;" type="text"/></p> <p>Inv Segment Cd <input style="width: 90%;" type="text" value="All"/> ▼</p> <p>RSA <input style="width: 90%;" type="text"/> ▼ ...</p> <p>Release Dt From <input style="width: 90%;" type="text"/> <input style="width: 20px;" type="calendar"/></p> <p>As of Dt From <input style="width: 90%;" type="text"/> <input style="width: 20px;" type="calendar"/></p>	<p>Status <input style="width: 90%;" type="text" value="All Open"/> ▼</p> <p>Stock Nbr <input style="width: 90%;" type="text" value="All"/> ...</p> <p>Condition Cd <input style="width: 90%;" type="text" value="All"/> ▼</p> <p>Release Dt To <input style="width: 90%;" type="text"/> <input style="width: 20px;" type="calendar"/></p> <p>As of Dt To <input style="width: 90%;" type="text"/> <input style="width: 20px;" type="calendar"/></p>
---	--

- 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 *





Help Reference Guide

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





Help Reference Guide

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.


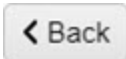
Procedures

DPAS Navigation Helpful Tips



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

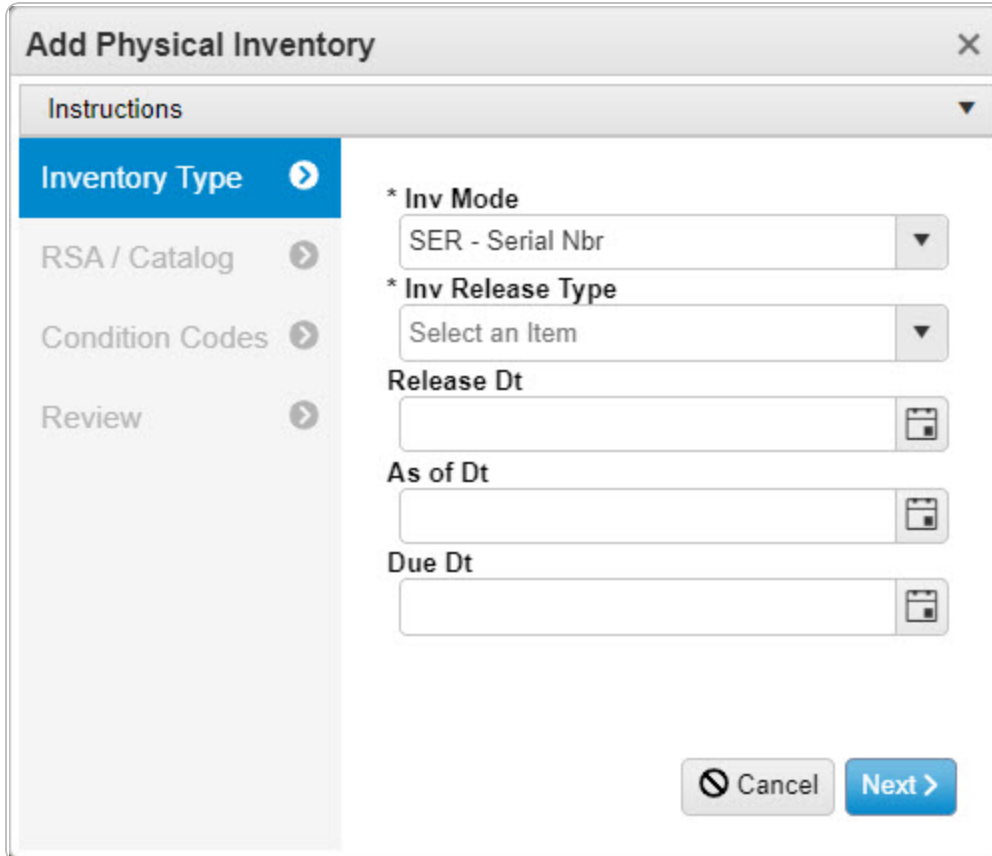
Add a Physical Inventory

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






The screenshot shows a window titled "Add Physical Inventory" with a close button (X) in the top right corner. On the left side, there is a sidebar with a dropdown menu labeled "Instructions" and four options: "Inventory Type" (highlighted in blue), "RSA / Catalog", "Condition Codes", and "Review". Each option has a right-pointing arrow. The main area of the window contains several fields:

- * Inv Mode: A dropdown menu with "SER - Serial Nbr" selected.
- * Inv Release Type: A dropdown menu with "Select an Item" selected.
- Release Dt: A date field with a calendar icon on the right.
- As of Dt: A date field with a calendar icon on the right.
- Due Dt: A date field with a calendar icon on the right.

At the bottom right of the window, there are two buttons: "Cancel" (with a close icon) and "Next >" (in blue).

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**










Help Reference Guide

- 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.*





Add Physical Inventory
✕

Instructions ▾

Inventory Type ▶

RSA / Catalog ▶

Condition Codes ▶

Review ▶

RSA(s) ...

LIN/TAMCN(s) ...

OR

Stock Nbr(s) ...

⊘ Cancel < Back Next >

• **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 alphanumeric character field.*

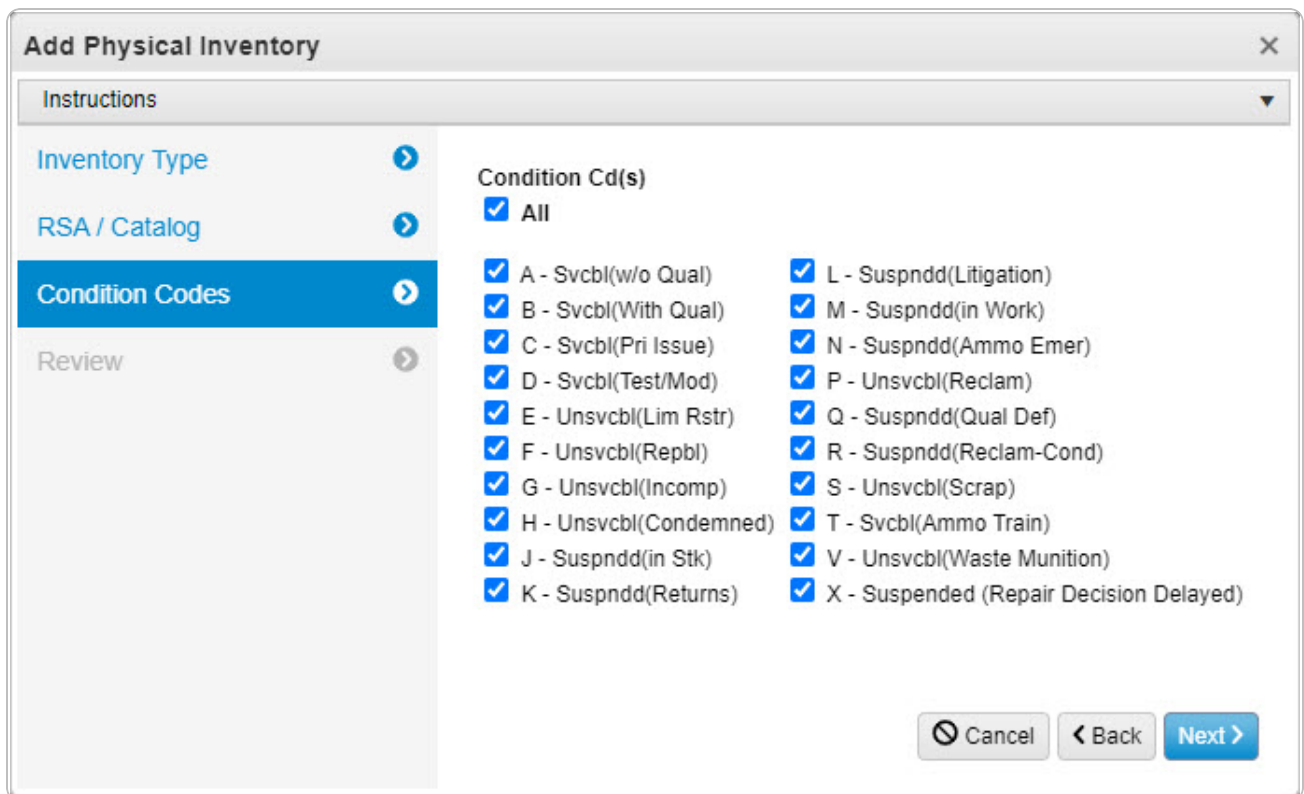
Stock Number Browse help

- **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.*



- 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 .)*






Help Reference Guide

- 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 .)





Help Reference Guide

- 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.





Help Reference Guide

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.*





Help Reference Guide

- 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.
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





Help Reference Guide

<p>period, and space, and max length of 256.</p>	<p>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 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>
<p>xxxx - Either STOCK NBRs, LIN/TAMCNs, Segment Code, or End of Day/Month</p>	<p>Missing Entry. These fields are conditionally mandatory. Enter one of the requested items.</p>





must be specified, and only one can be specified.

Related Topics

- [Physical Inventory Overview](#)
- [Update a Physical Inventory](#)
- [Reconcile a Physical Inventory](#)
- [Cancel a Physical Inventory](#)
- [View the Physical Inventory DLMS Transaction Log](#)



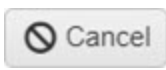


Cancel a Physical Inventory

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.


Procedures

DPAS Navigation Helpful Tips



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



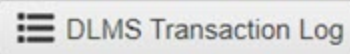
Cancel a Physical Inventory


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

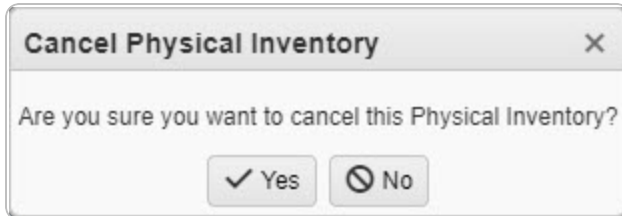





Help Reference Guide

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





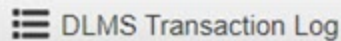
View the DLMS Transactions of the Physical Inventory Request

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



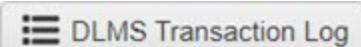
Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

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 > (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
- Report Type Cd
- Stock Nbr





Help Reference Guide

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

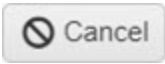
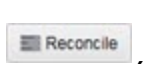
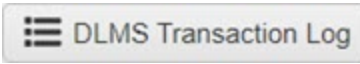
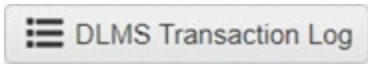




DPAS Navigation Helpful Tips



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.

- Click to select the desired entry. *The Physical Inventory 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 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 Search 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
-------	----------





Help Reference Guide

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).





Help Reference Guide

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





Help Reference Guide

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:*



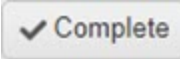
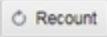

IP – In Progress

- A. *Verify the RSA Name(s). The Total Discrepant amount appears next to each RSA .*
- B. *Select . The STOCK NBR(s) for each CICP / RSA appears.*







Help Reference Guide




- C. Select  . *The CICP / 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 CICP / RSA appears.*
- C. Select  . *The CICP / 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 editable.

- 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 CICP / RSA appears.*
- C. Select  . *The CICP / 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.*





Help Reference Guide

- 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.


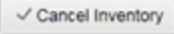

Recount a Reconciliation

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.







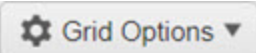
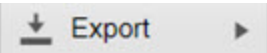




Cancel a Reconciliation

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**,  **PDF**, or  **CSV**. *The procedure leaves the application based on the selection made.*
 6. Follow the prompts provided by the computer.
 7. Select . 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](#)



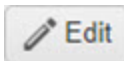


Update a Physical Inventory

Overview

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

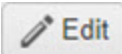
Attention



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 - Unsvcbl (Reclam)





Help Reference Guide

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.


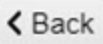
Procedures

DPAS Navigation Helpful Tips



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

Update 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. Click to select the desired entry. The Physical Inventory record is highlighted, and



Edit



Cancel

and **Cancel** become available.



2. Select . The **Update Physical Inventory** pop-up window displays.

Update Physical Inventory ✕

Instructions ▼

Inventory Type ➤

RSA / Catalog ➤

Condition Codes ➤

Review ➤

*** Inv Mode**

STK - Stock Nbr ▼

*** Inv Release Type**

PLN - Planned Only ▼

Release Dt

📅




As of Dt

📅

Due Dt



3/10/2023 📅

⊘ 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.






Help Reference Guide

- 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.





✕

Update Physical Inventory

▼

Instructions

- Inventory Type ▶
- RSA / Catalog ▶
- Condition Codes ▶
- Review ▶

RSA(s)

FALLON ✕
...

LIN/TAMCN(s)

K292321 ✕
...

OR

Stock Nbr(s)

...

⊘ Cancel
◀ Back
Next ▶

- **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

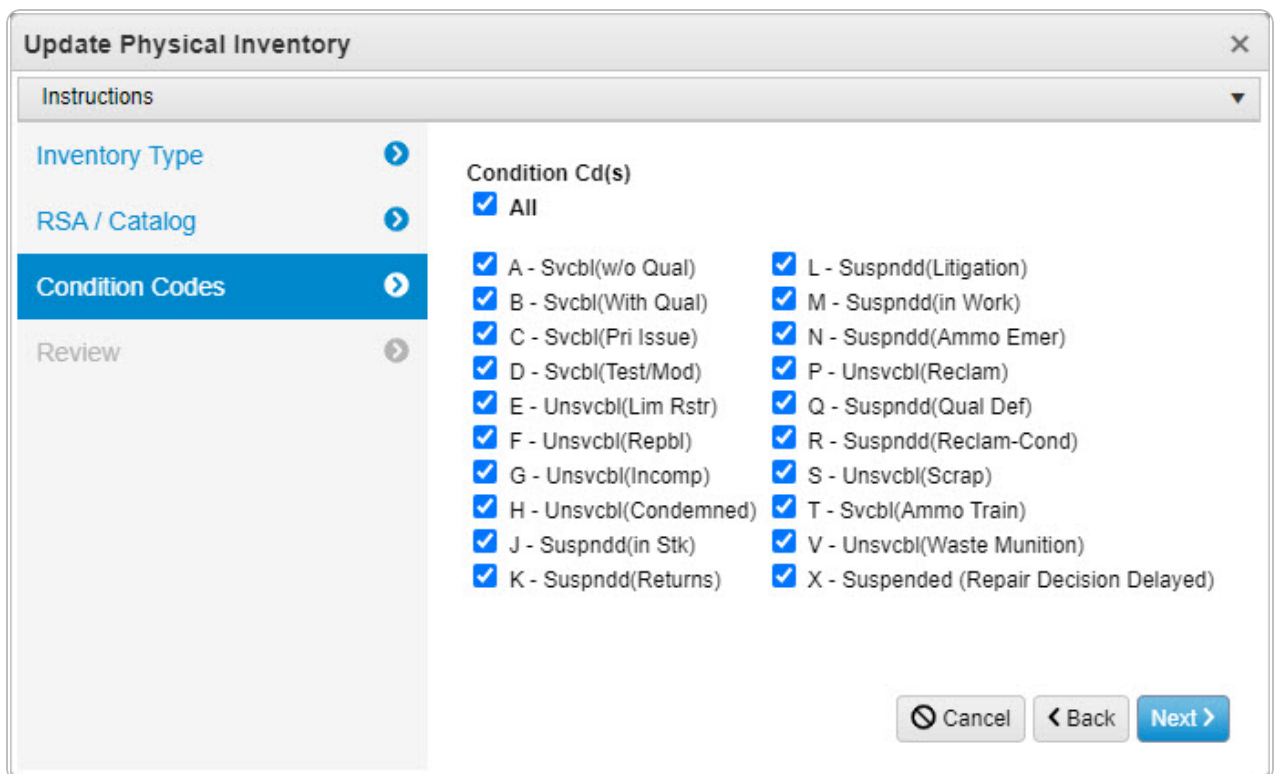
B. Update the Inv Segment Cd, using ▼ to select the desired schedule.

- **For STK - Stock Nbr:**



- A. Update the RSA(s), using to browse for the revised facility.
 Remote Storage Activity Browse
- 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
- C.
OR
 Update the STOCK NBR(s), using to browse for the revised number. *This is a 15 alphanumeric character field.*
 Stock Number Browse

6. Select to advance to the Condition Codes tab.



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.)




Help Reference Guide

- 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 .)





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 .)
7. Select  to advance to the Review tab.





Help Reference Guide

✕
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.*





Help Reference Guide

- 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.
2010 – Fill out all fields before proceeding.	Missing Entry. All fields in the pop-up window are mandatory. Enter the appropriate information in the fields.





<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





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



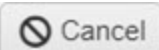
Procedures

DPAS Navigation Helpful Tips

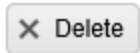


Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

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.





Help Reference Guide

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>xxxx – Received QTY cannot exceed Shipped QTY, report excess as Discrepant QTY.</p>	<p>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.</p>

Related Topics

- In Transit Viewer
- Add 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





Help Reference Guide

Discrepant Reason
Attachments
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

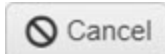
Procedures

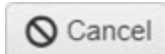
DPAS Navigation Helpful Tips



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

Add an Associated Transit Confirmation

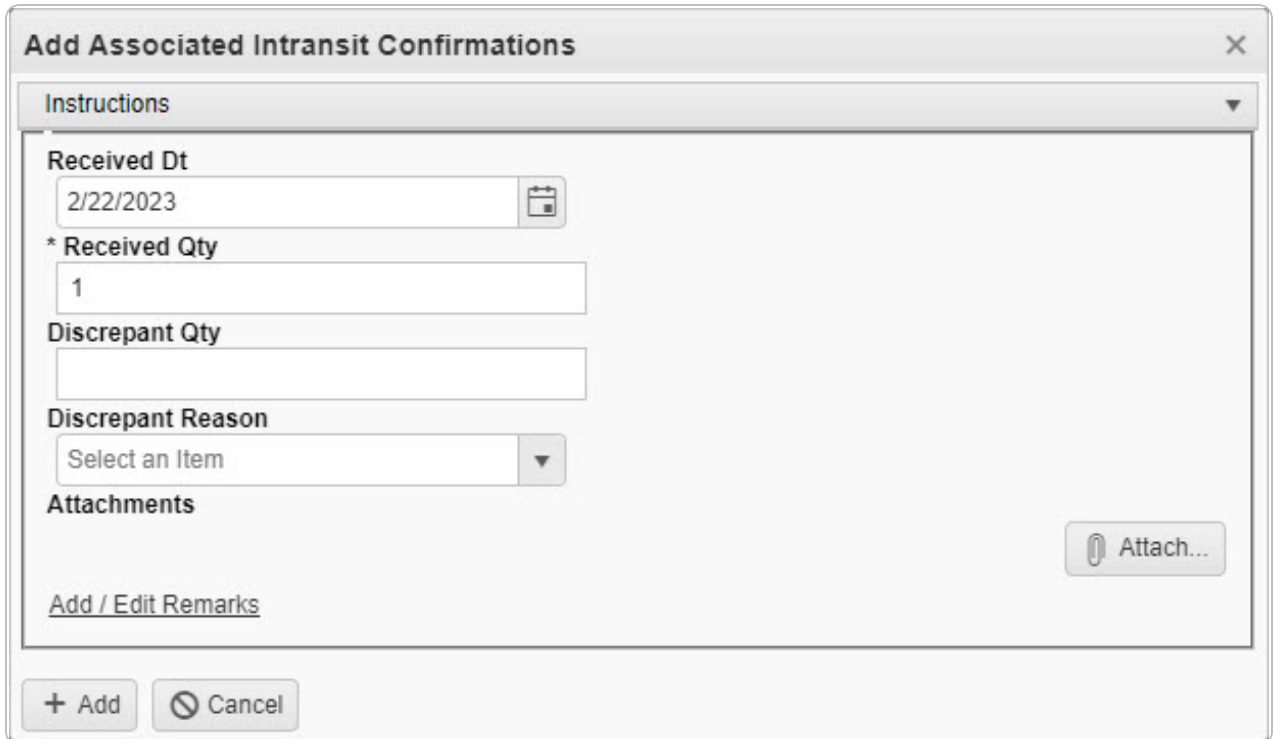


Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.








1. Select . The **Add Associated Transit Confirmations** pop-up window appears.



The screenshot shows a pop-up window titled "Add Associated Intransit Confirmations" with a close button (X) in the top right corner. The window contains the following fields and controls:

- Instructions:** A dropdown menu.
- Received Dt:** A text field containing "2/22/2023" and a calendar icon.
- * Received Qty:** A text field containing "1".
- Discrepant Qty:** An empty text field.
- Discrepant Reason:** A dropdown menu with "Select an Item" selected.
- Attachments:** A section with an "Attach..." button.
- Add / Edit Remarks:** A hyperlink.
- Buttons:** "+ Add" and "Cancel" buttons at the bottom.

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





In Transit Viewer

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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





Help Reference Guide

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:.



Instructions
 Enterprise Rollup
 Search Criteria

Document Nbr:

Stock Nbr: All

Item Desc:

Date From:

CONUS/OCONUS: All

Stage Cd: IN - IN Transit

RSA:

Ship To:

Date To:

- 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.*

Status	Stage Cd	CP	Ship From	Owning DA/ACC	Ship To	Document Nbr	Suffr. Cd	Stock Nbr	Item Desc	RSA	Condition Cd	Lot	Shipped Qty	Received Qty	Discrepant Qty	Intransit Qty	Shipped Dt	Days Intransit	Issue Type cd	Mode of Shipment	CONUS/OCONUS	
✓	IN - IN Transit		SPECNAR	HW4	N9889	CEN001	HW21653925093	A	1005019841906	RIFLE 11.5 INCH RS II LR3+	LOGSU-1 ARMORY	A	KT	1	0	0	1	82210203	1		LD - LOCAL DELIVERY BY GOVERNMENT OR COMMERCIAL TRUCK	CONUS
Associated Intransit Confirmations <input type="button" value="+ Add"/> <input type="button" value="x Delete"/> <input type="button" value="@ Attachments"/>																						
✓	All		Transaction Dt	Received Dt	Acceptance Dt	Card Cd	Shipped Qty	Received Qty	Discrepant Qty	Discrepant Reason	Remarks											
			8/22/2003	8/22/2003		A	1	1	1													
✓	IN - IN Transit		SPECNAR	HW4	N98194	CEN001	HW21653925093	B	1005019841906	RIFLE 11.5 INCH RS II LR3+	LOGSU-1 ARMORY	B	KT	1	0	0	1	82210203	1		LD - LOCAL DELIVERY BY GOVERNMENT OR COMMERCIAL TRUCK	CONUS



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 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.

Procedures


DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

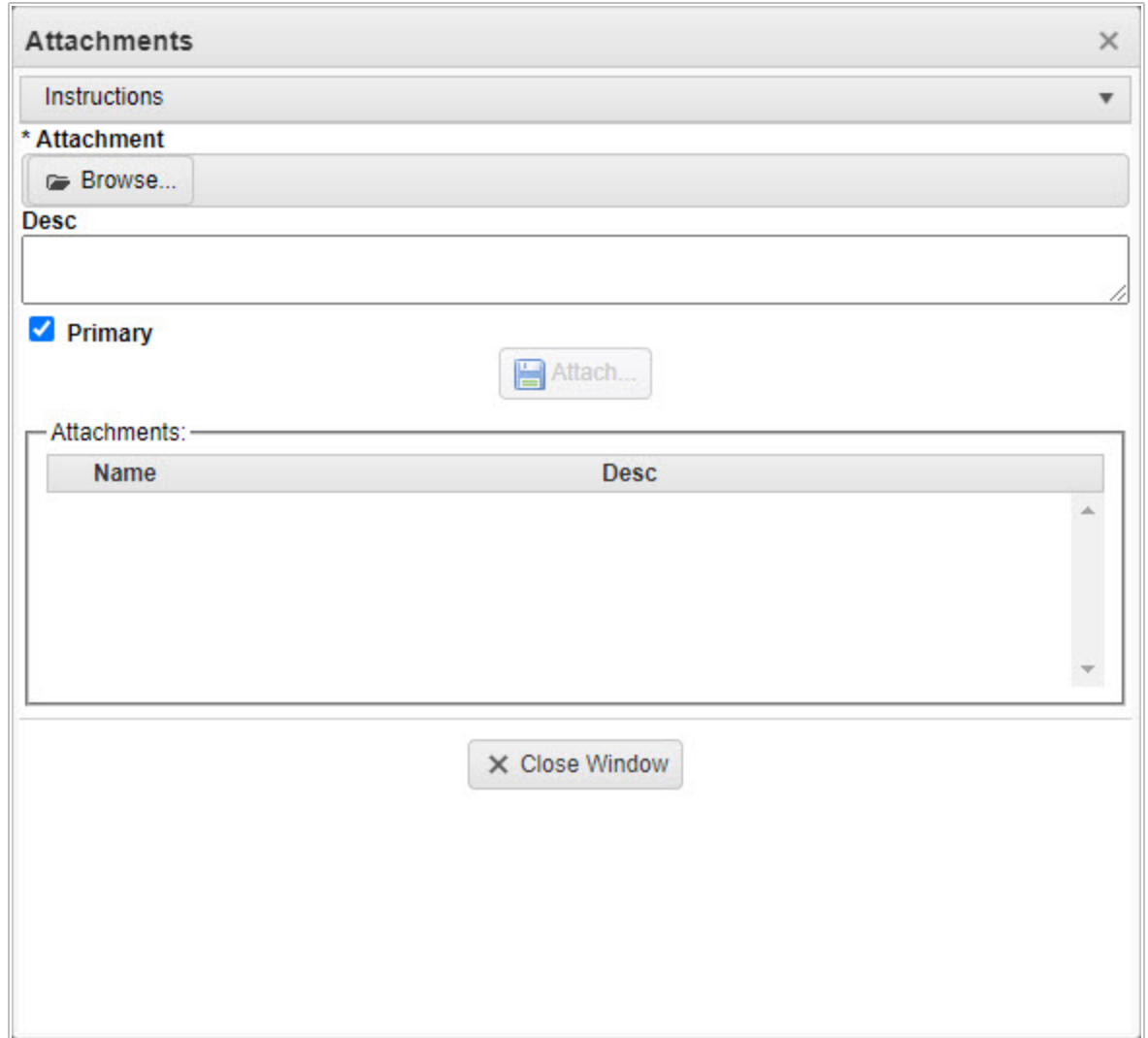
Add an Attachment



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

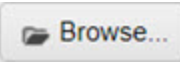
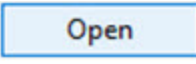


1. Select  . The **Attachments** page appears.






The screenshot shows a window titled "Attachments" with a close button (X) in the top right corner. Below the title bar is a dropdown menu labeled "Instructions". Underneath is a section labeled "* Attachment" containing a "Browse..." button. Below that is a text input field labeled "Desc". A checkbox labeled "Primary" is checked. To the right of the checkbox is an "Attach..." button. At the bottom of the window is a "Close Window" button. In the center of the window is a table with the following structure:

Attachments:	
Name	Desc





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.*

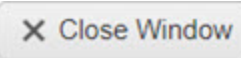
Remove an Attachment

- 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	Invalid Entry. Results for the search criteria





Help Reference Guide

<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>349 – "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.</p>	<p>Invalid Entry. Only JPG, JPEG, GIF, and PDF 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 (Size from table) for this file type. "Attachment" file size is (size).</p>	<p>Invalid File Size. The file size is too large. Reduce the file size and attach the file again.</p>
<p>353 – Attachment file size exceeds the maximum of 1 MB. The selected 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>

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 (MM/ICP) 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.





Help Reference Guide

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:.





Help Reference Guide

Instructions ▼

Enterprise Rollup ▼

Search Criteria ▲

<p>Status <input style="width: 100%;" type="text" value="All"/></p> <p>Fund Cd <input style="width: 100%;" type="text"/></p> <p>Document Nbr <input style="width: 100%;" type="text"/> ...</p> <p>Stock Nbr <input style="width: 100%;" type="text" value="All"/> ...</p> <p>Managed DoDAAC <input style="width: 100%;" type="text" value="All"/></p> <p>Dt From <input style="width: 100%;" type="text"/> 📅</p>	<p>Trans Set Type <input style="width: 100%;" type="text" value="All"/> ▼</p> <p>CICP/RSA <input style="width: 100%;" type="text"/> ▼ ...</p> <p>Cond Cd <input style="width: 100%;" type="text" value="All"/> ▼</p> <p>Reportable Commodity Type <input style="width: 100%;" type="text" value="All"/> ▼</p> <p>Dt To <input style="width: 100%;" 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 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

All	Status	Trans Sel Type	Last Transaction Dt/Tm	Stock Nbr	Item Desc	Type Asset Cd	Document Nbr	CICPRISA Name	Managed DoDAAC	Cond Cd	Cond Cd %	Qty	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	CRN0021195601	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	NSW0011198001	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	G - Gen PP&E	CRN0021182101	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 0/4 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 (MM/ICP) 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.





Help Reference Guide

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
 Trans Type Cd
 Processed Dt/Tm
 Process Status
 Doc Nbr
 Document ID Desc
 Suffix Cd





Help Reference Guide

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
 Owning 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

Procedures

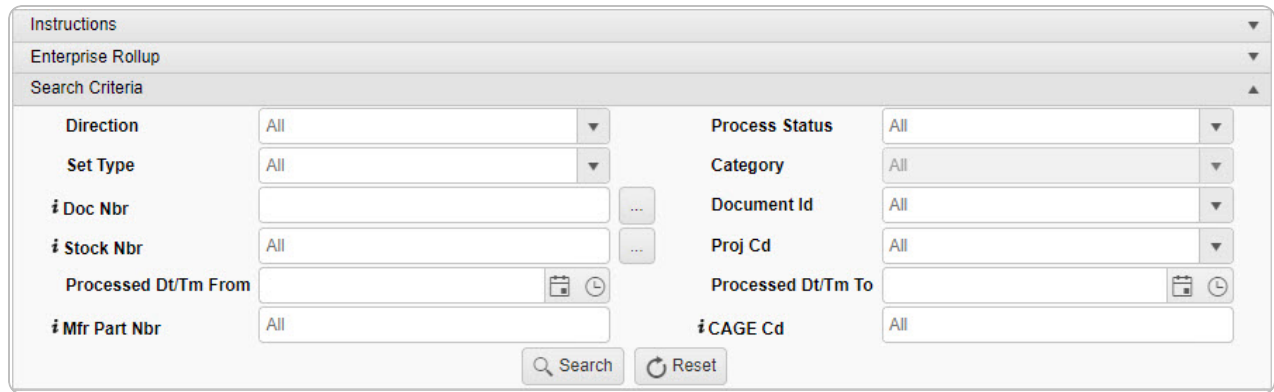
DPAS Navigation Helpful Tips





 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. 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.
- Use  or  to assist with the DOC NBR entry. *This is a 15 alphanumeric character field.*

Document Number Browse help

- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
 Stock Number Browse help
- 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.

2. Select . *The DLMS Transactions Search Results display.*

Direction	Doc Type	Trans Type Cd	Processed Dt/Tm	Process Status	Doc Nbr	Document Id Desc	Suffx Cd	Report Type Cd	Stock Nbr	Qty	Cond Cd	Document Id	Message From	Copy Address	Message To
<input type="checkbox"/>	Outbound	B4BP - Inventory Inquiry/Advice (Physical Inventory Request)	03/13/2023 5:48:00 PM	PCDD - Processed	SPECW031323174204964			TC	781001C100868	0			H95		HV2
<input type="checkbox"/>	Outbound	B4BP - Inventory Inquiry/Advice (Physical Inventory Request)	03/13/2023 5:45:59 PM	PCDD - Processed	SPECW031323174204964			TC	781001C100868	0			H95		HV8
<input type="checkbox"/>	Outbound	B4BP - Inventory Inquiry/Advice (Physical Inventory Request)	03/13/2023 5:45:59 PM	PCDD - Processed	SPECW031323174204964			TC	781001C100868	0			H95		HV8
<input type="checkbox"/>	Outbound	B4BP - Inventory Inquiry/Advice (Physical Inventory Request)	03/13/2023 5:45:59 PM	PCDD - Processed	SPECW031323174204964			TC	781001C100868	0			H95		HV7
<input type="checkbox"/>	Outbound	B4BP - Inventory Inquiry/Advice (Physical Inventory Request)	03/13/2023 5:45:59 PM	PCDD - Processed	SPECW031323174204964			TC	781001C100868	0			H95		HV3
<input type="checkbox"/>	Outbound	B4BP - Inventory Inquiry/Advice (Physical Inventory Request)	03/13/2023 5:45:59 PM	PCDD - Processed	SPECW031323174204964			TC	781001C100868	0			H95		HV8
<input type="checkbox"/>	Outbound	B4BP - Inventory Inquiry/Advice (Physical Inventory Request)	03/13/2023 5:45:59 PM	PCDD - Processed	SPECW031323174204964			TC	781001C100868	0			H95		HV4
<input type="checkbox"/>	Outbound	B4BP - Inventory Inquiry/Advice (Physical Inventory Request)	03/13/2023 5:45:04 PM	PCDD - Processed	SPECW031323174204964			TC	781001C100868	0			H95		NCF

View the DLMS Transaction Details

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 appears.*

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

1. Click to select the desired entry. *The DLMS Transaction record is highlighted, and , , , and  become available.*
2. Select . *The **Reject Transaction(s)** pop-up window appears.*

Resolve the DLMS Transaction

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.*

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





Help Reference Guide

- 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.

Procedures

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.

1. Click to select the desired entry. The DLMS Transaction record is highlighted, and , , , and  become available.
2. Select . The **Reject Transaction(s)** pop-up window appears.

3. Use  to select the Reject Advice Code.
4. Enter Special Instructions in the field provided. *This is a 1024 alphanumeric character field.*
5. 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

Procedures

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.

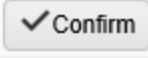

1. Click to select the desired entry. The DLMS Transaction record is highlighted, and , , , and  become available.

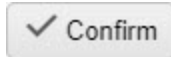
2. Select . The **Resolve Transaction(s)** pop-up window appears.

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





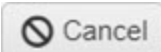
Procedures

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	

```

<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_Standard="X12"_GUID="{7f5173bc-8326-4445-81eb-1a3da96f7f44}">

```

- 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>

```

- 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 (MM/ICP) 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.





Help Reference Guide

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
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 DT/TM	Established By	Last Transaction DT/TM	Last Updated By	Remarks	
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 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.



Help Reference Guide

- *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 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

- Update a Program
- Division Management Overview
- ICP Management Overview



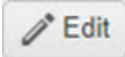


Update a Program

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) >  Edit > 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.

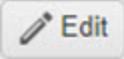
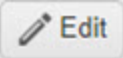
Update a Program

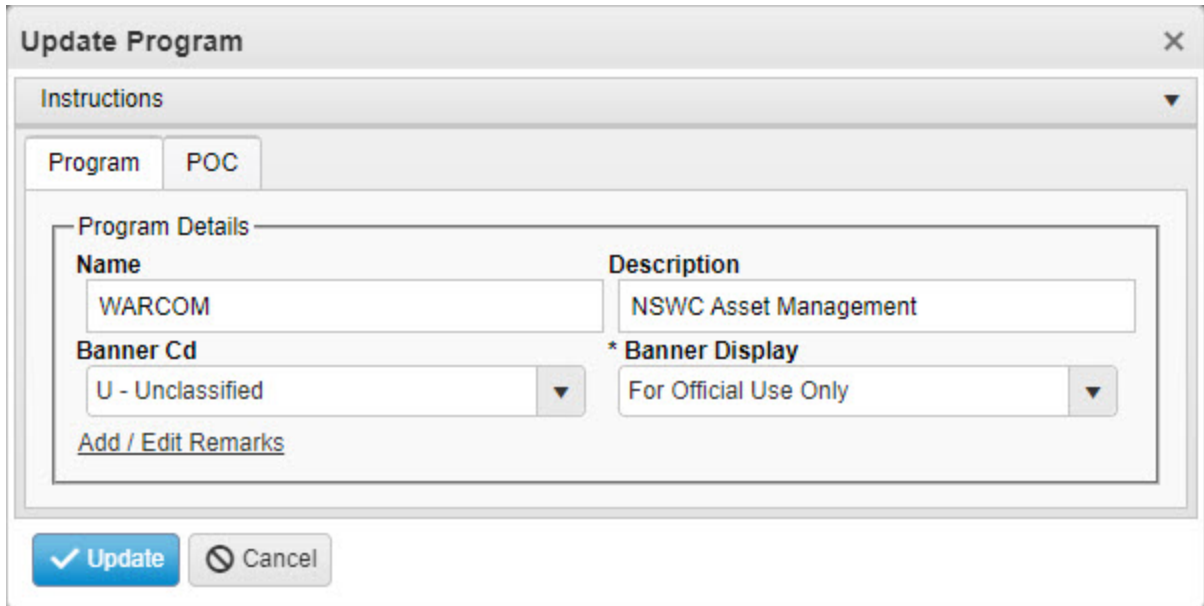


Selecting **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.





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

Instructions ▾

Program POC

POC Details

<p>Contact Point</p> <input type="text"/>	<p>Country</p> <input type="text" value="* - N/A"/> ▾
<p>Phone Nbr</p> <input type="text"/>	<p>Address Line 1</p> <input type="text"/>
<p>DSN Nbr</p> <input type="text"/>	<p>Address Line 2</p> <input type="text"/>
<p>Fax Nbr</p> <input type="text"/>	<p>City</p> <input type="text"/>
<p>Email Address</p> <input type="text"/>	<p>State</p> <input type="text" value="* - State Cd Not Applicable"/> ▾
	<p>Zip Cd</p> <input type="text"/>

[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.*





Help Reference Guide

- 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.
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.





Help Reference Guide

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

- Program Management Overview
- Division Management Overview
- ICP Management Overview





Division Management Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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.





Help Reference Guide

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

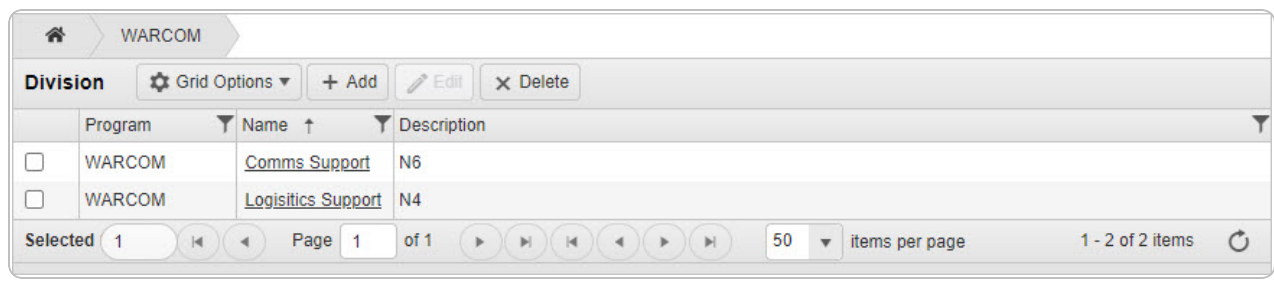


Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.




View a Division

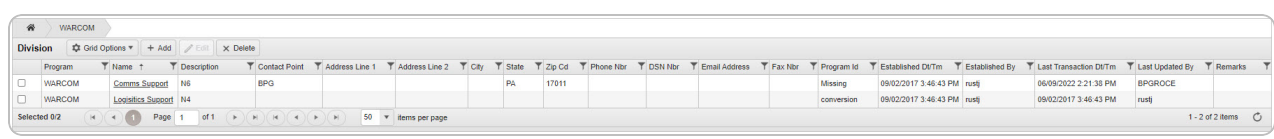
1. View the default information in the Division Grid:



- 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.





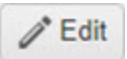
Help Reference Guide

- 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.

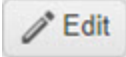
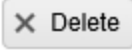
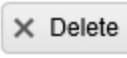
Add a Division

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.





Help Reference Guide

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



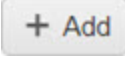


Add a Division

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.

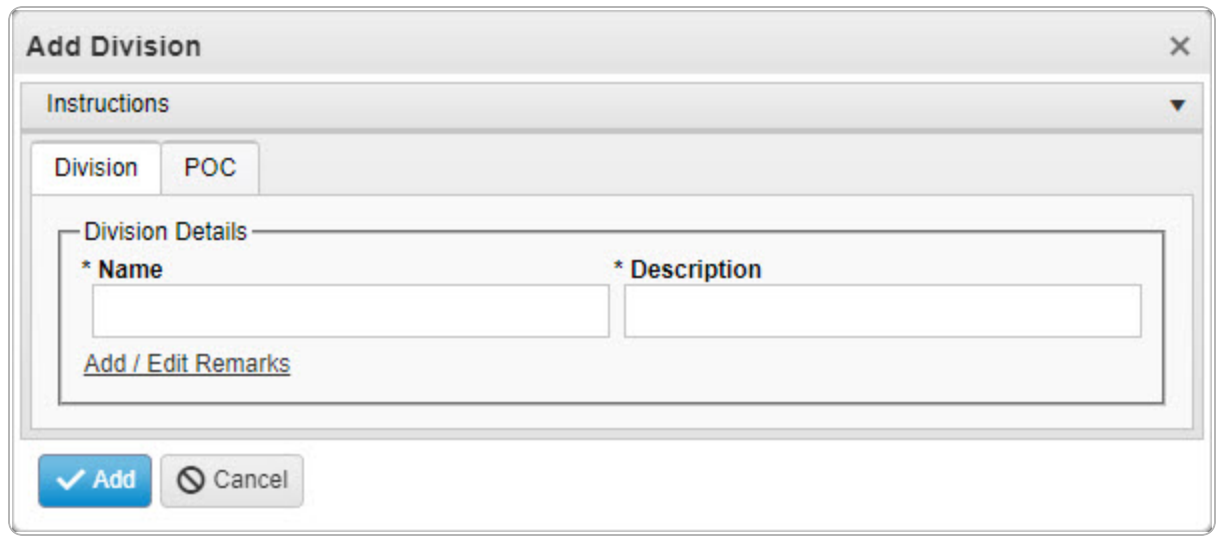
Add a Division



Selecting **Cancel** 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.



Help Reference Guide

Add Division
✕

Instructions
▼

Division

POC

POC Details

Contact Point <input style="width: 95%;" type="text"/>	Country <input style="width: 95%;" type="text" value="*- N/A"/>
Phone Nbr <input style="width: 95%;" type="text"/>	Address Line 1 <input style="width: 95%;" type="text"/>
DSN Nbr <input style="width: 95%;" type="text"/>	Address Line 2 <input style="width: 95%;" type="text"/>
Fax Nbr <input style="width: 95%;" type="text"/>	City <input style="width: 95%;" type="text"/>
Email Address <input style="width: 95%;" type="text"/>	State <input style="width: 95%;" type="text" value="*- State Cd Not Applicable"/>
	Zip Cd <input style="width: 95%;" type="text"/>

[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.*
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	Invalid Characters Entered in the Phone Nbr /





Help Reference Guide

Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 – pos, with supported special character(s) – , +, (), x, period and space.

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





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





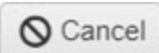
Procedures




DPAS Navigation Helpful Tips

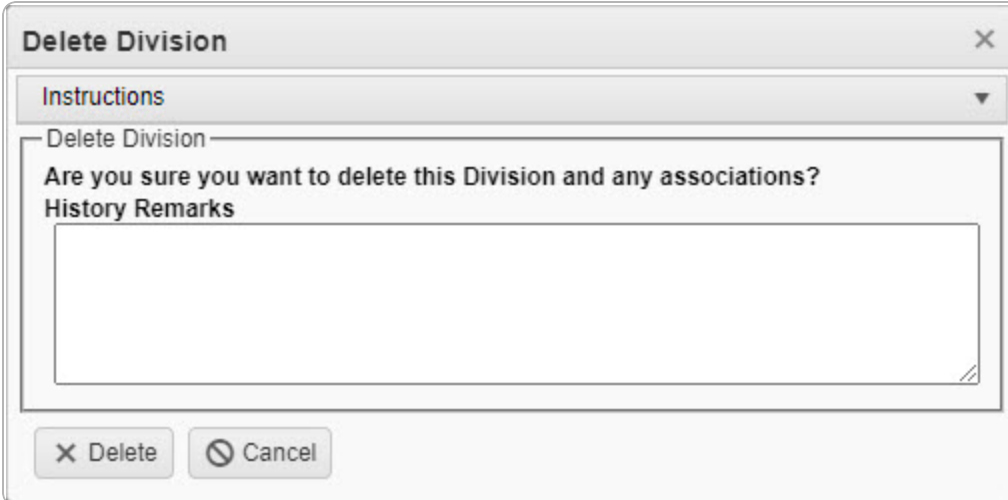



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

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



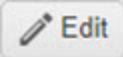


Update a Division

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

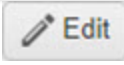



Selecting **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.





Help Reference Guide

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

2. Select . *The **Update Division** pop-up window displays, with the Division Tab available.*

3. *The Name automatically populates and is not editable.*
4. Update the Description, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*
5. 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.*
6. Select the POC Tab.





✕

Update Division

Instructions ▾

Division POC

POC Details

<p>Contact Point</p> <input type="text"/>	<p>Country</p> <input type="text" value="*- N/A"/> ▾
<p>Phone Nbr</p> <input type="text"/>	<p>Address Line 1</p> <input type="text"/>
<p>DSN Nbr</p> <input type="text"/>	<p>Address Line 2</p> <input type="text"/>
<p>Fax Nbr</p> <input type="text"/>	<p>City</p> <input type="text"/>
<p>Email Address</p> <input type="text"/>	<p>State</p> <input type="text" value="*- State Cd Not Applicable"/> ▾
	<p>Zip Cd</p> <input type="text"/>

[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.*





Help Reference Guide

- 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.
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.





Help Reference Guide

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
- Add a Division
- Delete a Division
- Program Management Overview
- ICP Management Overview





Inventory Control Point Management Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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, and AGENCY CDS.

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.





Help Reference Guide

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

Select
 Division
 ICP Name
 Description
 ICP DoDAAC
 ICP RIC
 Agency Cd
 Managed DoDAACs

View

RSA
 DoDAAC
 RIC
 Appropriation
 Agency Cd
 Major Command Cd
 Tariff
 Billable?
 External Registry Reporting

Optional

Contact Point
 Address Line 1
 Address Line 2
 City
 State
 ZIP Cd
 Phone Nbr





Help Reference Guide

DSN Nbr
Email Address
FAX Nbr
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By
Remarks

RSA

Select
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

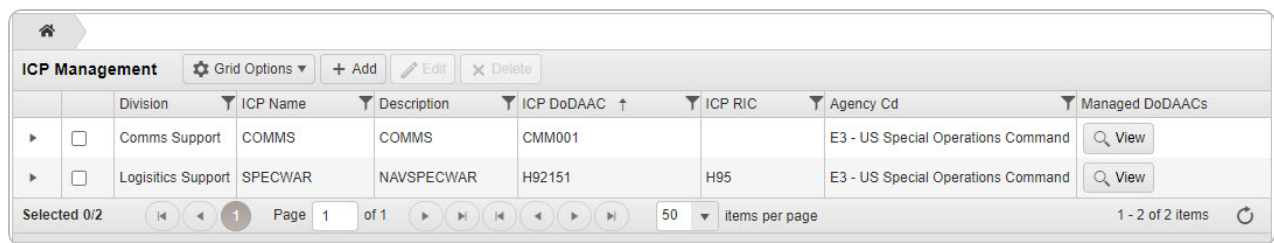


Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.



View an ICP

1. View the default information in the ICP Management Grid.

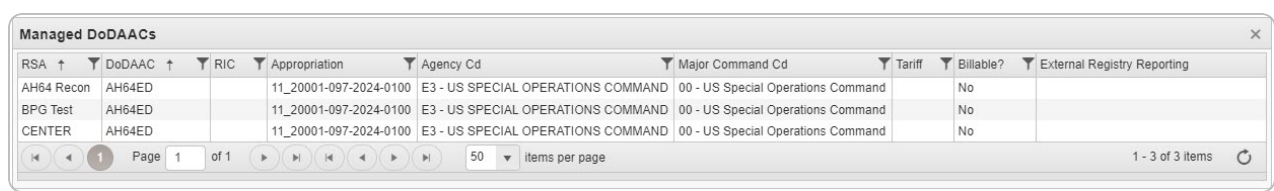


ICP Management								
Division	ICP Name	Description	ICP DoDAAC	ICP RIC	Agency Cd	Managed DoDAACs		
Comms Support	COMMS	COMMS	CMM001		E3 - US Special Operations Command	<input type="button" value="View"/>		
Logistics Support	SPECWAR	NAVSPECWAR	H92151	H95	E3 - US Special Operations Command	<input type="button" 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 Description 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.

2. Select . The **Managed DoDAACs** pop-up window appears.




RSA	DoDAAC	RIC	Appropriation	Agency Cd	Major Command Cd	Tariff	Billable?	External Registry Reporting
AH64 Recon	AH64ED		11_20001-097-2024-0100	E3 - US SPECIAL OPERATIONS COMMAND	00 - US Special Operations Command		No	
BPG Test CENTER	AH64ED		11_20001-097-2024-0100	E3 - US SPECIAL OPERATIONS COMMAND	00 - US Special Operations Command		No	
	AH64ED		11_20001-097-2024-0100	E3 - US SPECIAL OPERATIONS COMMAND	00 - US Special Operations Command		No	

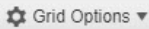



Page 1 of 1 | 50 items per page | 1 - 3 of 3 items


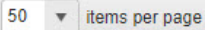
- The RSA automatically populates and is not editable.
- The DoDAAC automatically populates and is not editable.
- The RIC automatically populates and is not editable.
- The Appropriation automatically populates and is not editable.
- The AGENCY CD automatically populates and is not editable.
- The MAJOR COMMAND CD automatically populates and is not editable.
- The Tariff automatically populates and is not editable.
- The Billable? automatically populates and is not editable.
- The External Registry Reporting automatically populates and is not editable.



View a CICP / RSA

1. Select  next to the desired ICP entry. *The RSA grid appears.*

RSA     <input type="text" value="View Managed DoDAACs"/>					
<input type="checkbox"/>	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	


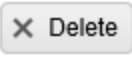
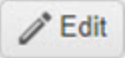
 1 of 1  50 items per page

- 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.

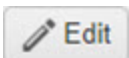
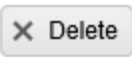
Add an ICP Header Record

- 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

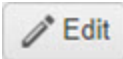


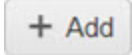
1. Click to select the desired entry. *The ICP Header Record is highlighted, and  and  become available.*



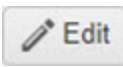

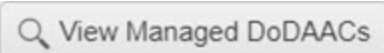
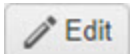


2. Select  . The **Delete ICP** pop-up window appears.

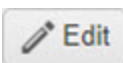



Add a CICP / RSA

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.

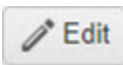

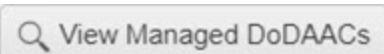
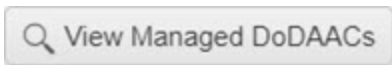
Update a CICP / RSA

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.

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

- Add an ICP Header Record
- Update 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



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 *
ICP DoDAAC *
Description *
ICP RIC
Add / Edit Remarks

Remarks
History Remarks

POC Tab

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Country
Address Line 1
Address Line 2
City
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Managed DoDAACs Tab

All
DoDAAC
RIC
Appropriation
Agency Cd
Major Command Cd
Tariff
Billable?

(*) Asterisk identifies mandatory fields.



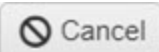
Procedures

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.

- A. Enter the ICP Name in the field provided. *This is a 25 alphanumeric character field.*
- B. Enter the ICP DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- C. Enter the Description in the field provided. *This is a 125 alphanumeric character field.*
- D. Enter the ICP RIC in the field provided. *This is a 3 alphanumeric character field.*
- E. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

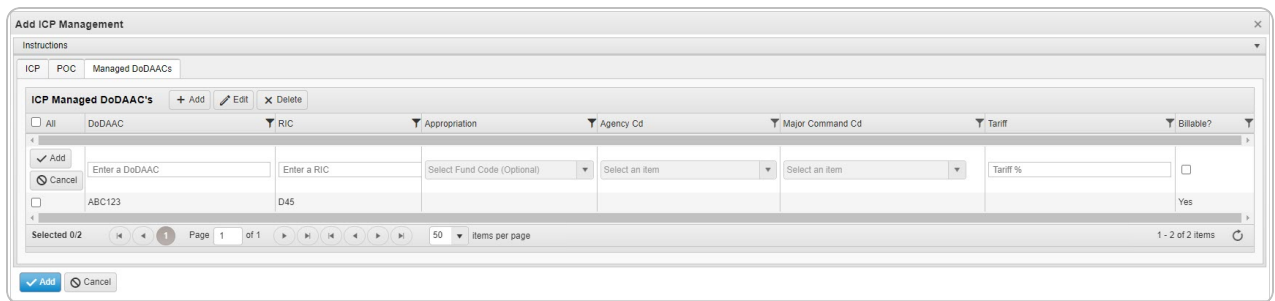


- a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
2. Select the POC Tab.

- A. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*
- B. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- C. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*
- D. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
- E. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*
- F. Use to select the Country.
- G. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*


- H. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*
- I. Enter the City in the field provided. *This is a 25 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.*

3. Select the Managed DoDAACs Tab.



- 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. *The Appropriation automatically populates and is not editable.*
 - d. *The AGENCY CD automatically populates and is not editable.*
 - e. *The MAJOR COMMAND CD automatically populates and is not editable.*
 - f. Enter the Tariff in the field provided. *This is a 9 numeric character field.*
 - g. 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.*



4. 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.
13 — Mandatory Entry: ICP Name.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: Description.	
13 — Mandatory Entry: ICP DoDAAC.	
419 — Entry must be 6 pos	Invalid Entry. The DoDAAC is a 6-position alpha-





Help Reference Guide

<p>alphanumeric except for alpha "I" or "O".</p>	<p>numeric 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 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. Enter a new ZIP Code.</p>
<p>xxxx – The field ICP RIC must be a string with a minimum length of 3 and a maximum length of 3.</p>	<p>Invalid Entry. Enter 3 alphanumeric characters. Re-enter the ICP RIC.</p>

Related Topics

- ICP Management Overview
- Update an ICP Header Record
- Delete an ICP Header Record





Help Reference Guide

- Add a CICP / RSA
- Update a CICP / RSA
- Delete a CICP / 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.

Note

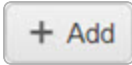


Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

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 > 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

CICP/RSA DoDAAC * 
 DPAS Warehouse 
 CICP/RSA RIC
 CICP/RSA Name ID
 Require GFM Contract Nbr for DLMS Transactions

External CICP

CICP/RSA DoDAAC * 
 CICP/RSA Name *
 CICP/RSA RIC
 CICP/RSA Name ID
 Require GFM Contract Nbr for DLMS Transactions
 Materiel Will Be Reported At Detail Level
 Materiel Will Be Reported By Location

External RSA

CICP/RSA DoDAAC * 
 CICP/RSA Name *
 CICP/RSA RIC
 CICP/RSA Name ID
 Require GFM Contract Nbr for DLMS Transactions
 Materiel Will Be Reported At Detail Level

Managed DoDAACs Tab

All
 DoDAAC
 RIC
 Appropriation

 Contracts

Contract Nbr *
 All
 GFM Contract Nbr
 Dlvry Order Nbr
 Start Dt
 Expiration Dt





Help Reference Guide

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
 Phone Nbr
 DSN Nbr
 FAX Nbr
 Email Address
 Country
 Address Line 1
 Address Line 2
 City
 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.

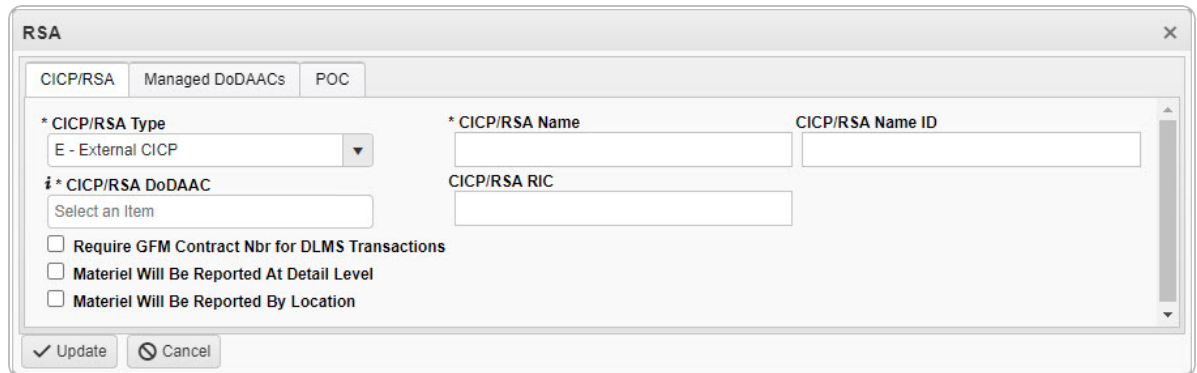
1. Select next to the desired ICP entry. *The RSA grid appears.*
2. Select . *The **RSA** pop-up window displays, with the CICP/RSA Tab available.*


3. Use to select the CICP / RSA Type. *The choices include:*
 - **D - DPAS**

- A. *The CICP/RSA DoDAAC automatically populates and is not editable.*
- B. Use to select the DPAS Warehouse, or use to assist with the entry.
- C. *The CICP/RSA RIC automatically populates and is not editable.*
- D. *The CICP / RSA Name ID automatically populates and is not editable.*
- E. Click to select the Require GFM CONTRACT NBR for DLMS Transactions. *When checked, any DLMS transactions require a GFM CONTRACT NUMBER.*

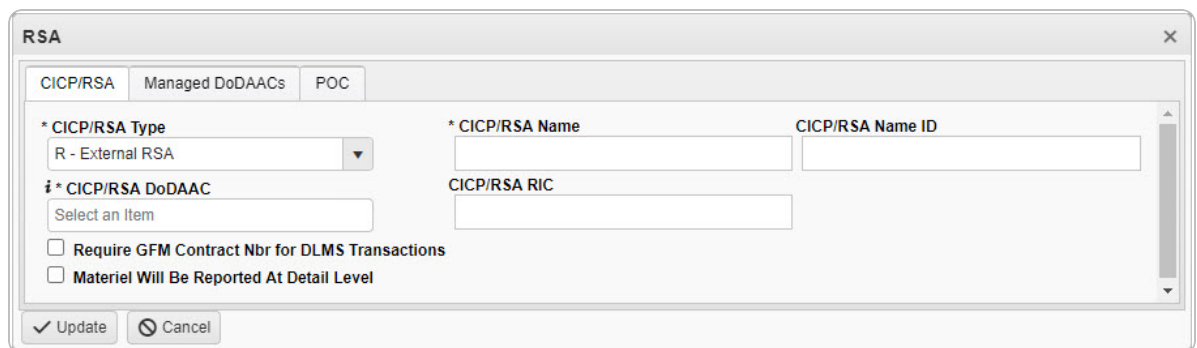



- **E - External CICP**




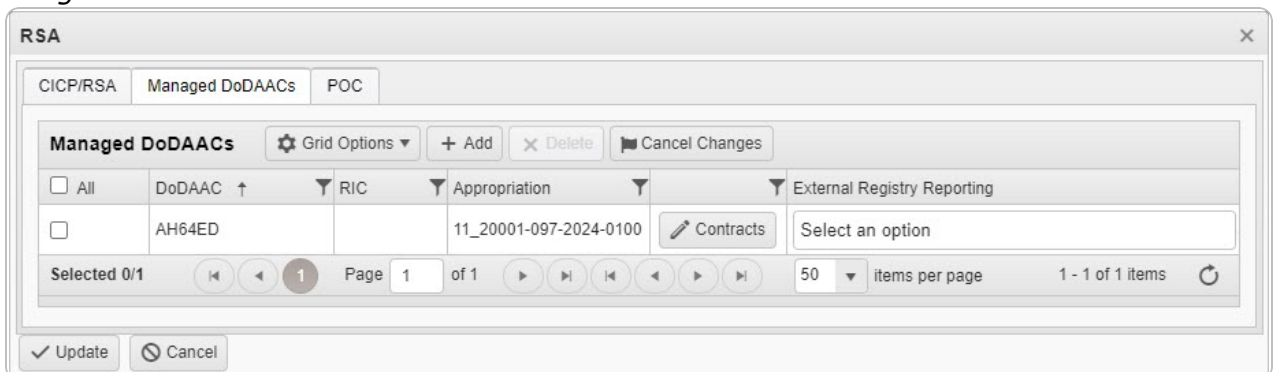
- A. Enter the CICP / RSA DoDAAC, using  to assist with the entry. *This is a 6 alphanumeric character field.*
- B. Enter the CICP / RSA Name in the field provided. *This is a 25 alphanumeric character field.*
- C. Enter the CICP / RSA RIC in the field provided. *This is a 3 alphanumeric character field.*
- D. Enter the CICP / RSA Name ID in the field provided. *This is a 25 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.*

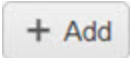

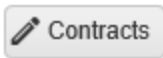
- **R - External RSA**




- A. Enter the CICP / RSA DoDAAC, using  to assist with the entry. *This is a 6 alphanumeric character field.*
 - B. Enter the CICP / RSA Name in the field provided. *This is a 25 alphanumeric character field.*
 - C. Enter the CICP / RSA RIC in the field provided. *This is a 3 alphanumeric character field.*
 - D. Enter the CICP / RSA Name ID in the field provided. *This is a 25 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.

Contracts ✕

Contracts

* Contract Nbr

Optional ▼ ...

Contracts ⚙ Grid Options ▼ ✕ Delete 🗑 Cancel Changes ⏴ Show Expired

<input type="checkbox"/> All	GFM Contract Nbr ↑	Divry Order Nbr ▼	Start Dt	Expiration Dt ▼
<input type="checkbox"/>	SPECWA45ABCDE	DEF456	12/12/2022 12:00:00 AM	

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

- 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.



RSA
✕

CICP/RSA
Managed DoDAACs
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
	Zip Cd

[Add / Edit Remarks](#)

✓ Update
✕ Cancel

- A. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*
- B. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- C. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*
- D. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
- E. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*
- F. Use to select the Country.
- G. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*
- H. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*
- I. Enter the City in the field provided. *This is a 25 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.*





Help Reference Guide

- 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 CICP / 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.
13 – Mandatory Entry: CICP/RSA Type.	Missing Entry. Enter the appropriate information in the desired field.
13 – Mandatory Entry: CICP/RSA Name.	





Help Reference Guide

**13 – Mandatory Entry:
CICP/RSA DoDAAC.**

**13 – Mandatory Entry:
CONTRACT NBR.**

**419 – 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. Check the information again, and re-enter the DoDAAC.

**761 – Phone Nbr, DSN, FAX
Nbr, or Mobile Phone Nbr
must be numeric, a min-
imum of 7 – pos, with sup-
ported special character(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 struc-
ture 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
- Update 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 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

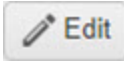

DPAS Navigation Helpful Tips



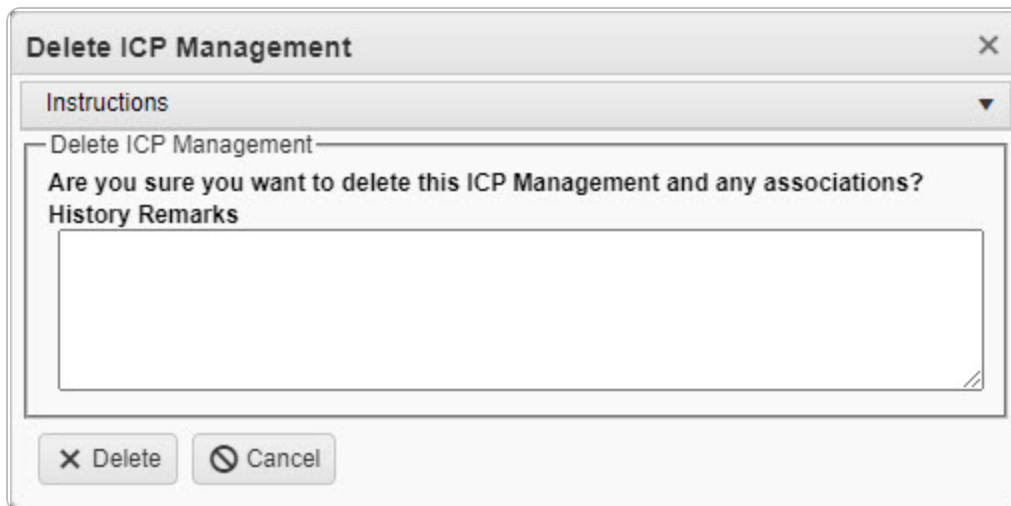
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

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


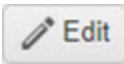

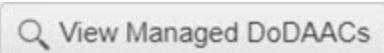

DPAS Navigation Helpful Tips

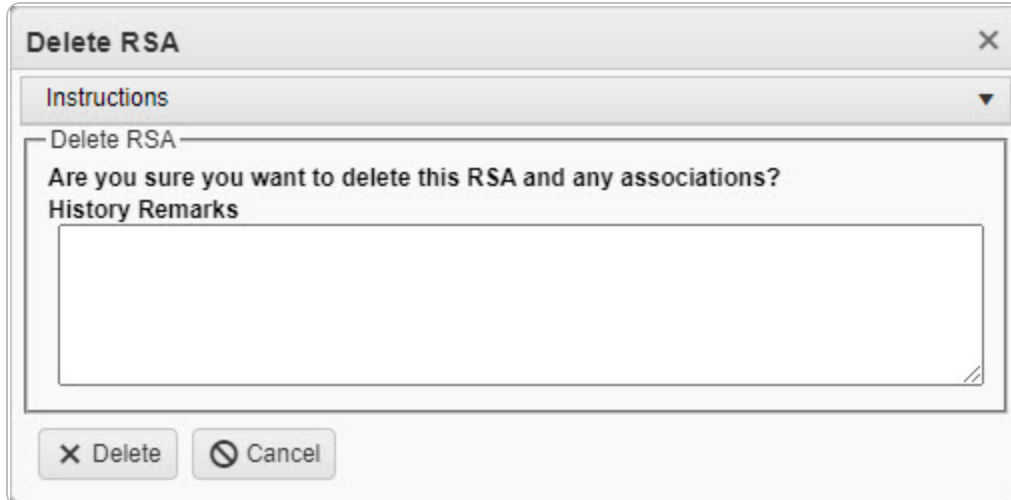



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Delete an RSA

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 CICIP / RSA
- Update a CICIP / 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 *
ICP DoDAAC *
Description *
ICP RIC
Add / Edit Remarks

Remarks
History Remarks

POC Tab

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Country
Address Line 1
Address Line 2
City
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Managed DoDAACs Tab

All
DoDAAC
RIC
Appropriation
Agency Cd
Major Command Cd
Tariff
Billable?

(*) Asterisk identifies mandatory fields.






Procedures


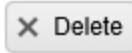

DPAS Navigation Helpful Tips

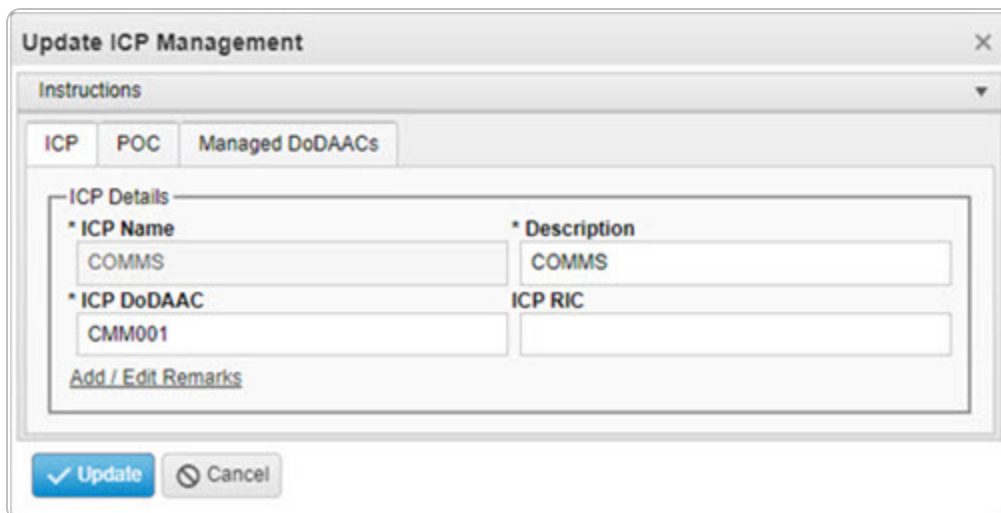


Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Update an ICP Header Record

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

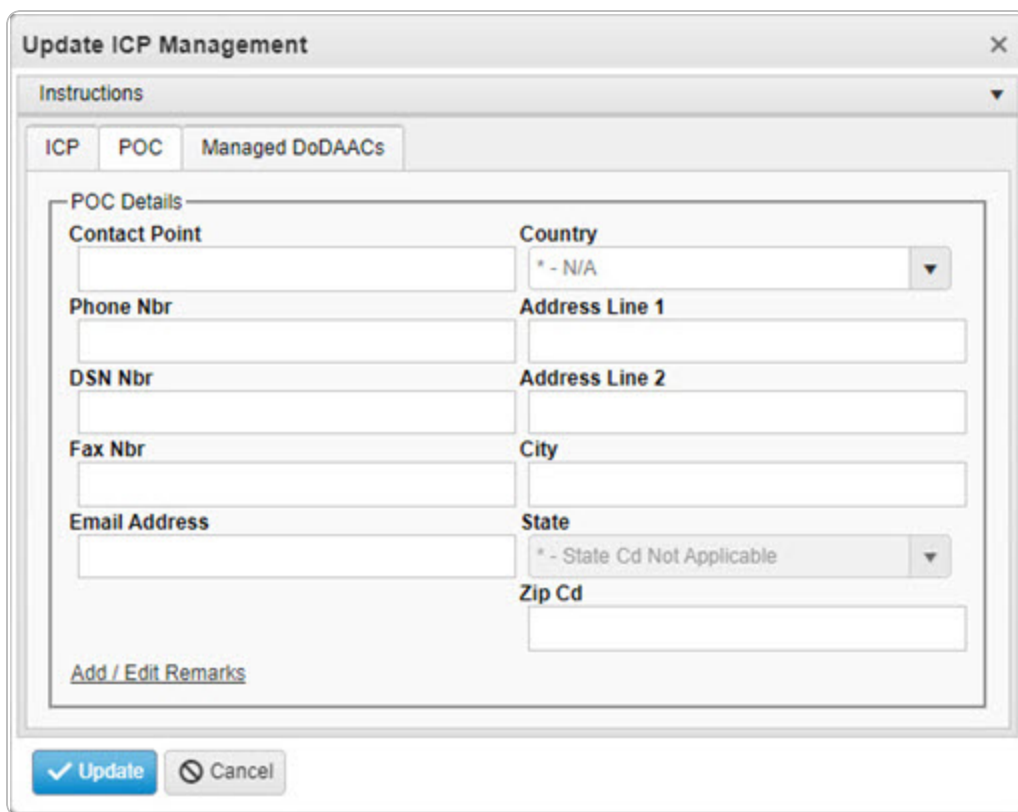
- Click to select the desired entry. *The ICP Header Record is highlighted, and  and  become available.*
- Select . *The **Update ICP Management** pop-up window displays, with the ICP Tab available.*



- Verify the ICP Name.
- Update the ICP DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
- Update the Description, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*



- D. Update the ICP RIC, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
 - E. 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.*
3. Select the POC Tab.



The screenshot shows a web application window titled "Update ICP Management". It has a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. There are three tabs: "ICP", "POC", and "Managed DoDAACs". The "POC" tab is selected. The main area is titled "POC Details" and contains several input fields:

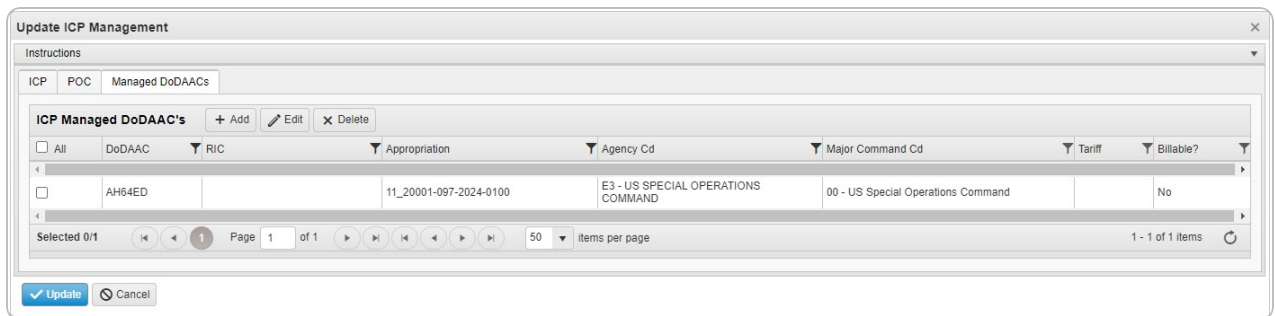
- Contact Point**: A text input field.
- Country**: A dropdown menu with the selected value "* - N/A".
- Phone Nbr**: A text input field.
- Address Line 1**: A text input field.
- DSN Nbr**: A text input field.
- Address Line 2**: A text input field.
- Fax Nbr**: A text input field.
- City**: A text 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 hyperlink labeled "Add / Edit Remarks". At the bottom of the dialog box are two buttons: "Update" (with a checkmark icon) and "Cancel" (with a close icon).

- A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
- B. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- C. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*





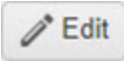
- D. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - E. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
 - F. Update the Country, using to select the desired code.
 - G. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
 - H. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
 - I. Update the City, entering the revised name in the field provided. *This is a 25 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.*
4. Select the Managed DoDAACs Tab.

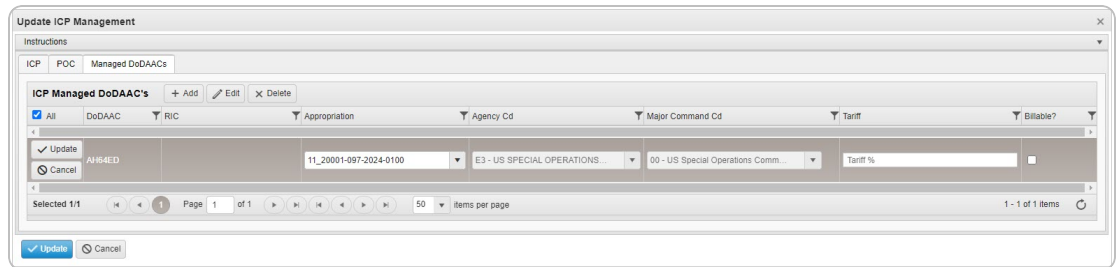



- A. *Verify the DoDAAC.*
- B. *Verify the RIC.*
- C. *Verify the Appropriation.*
- D. *Verify the AGENCY CD.*
- E. *Verify the MAJOR COMMAND CD.*

- F. Verify the Tariff.
- G. Verify the Billable?

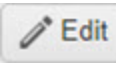


Update the ICP Managed DoDAAC

- a. Click to select the desired DoDAAC. *The ICP Managed DoDAAC is highlighted, and  and  become available.*
- b. Select . *The ICP Managed DoDAAC's grid expands, with editable fields available.*



- 1. Verify the DoDAAC.
- 2. Verify the RIC.
- 3. Update the Appropriation, using to select the desired code.
- 4. Verify the AGENCY CD.
- 5. Verify the MAJOR COMMAND CD.
- 6. Update the Tariff, entering the revised percentage in the field provided. *This is a 9 numeric character field.*
- 7. Verify the Billable? contains the appropriate or . *When checked, the DoDAAC is marked as Billable.*
- c. Select . *The revised DoDAAC is saved to the ICP Header Record.*

Delete the ICP Managed DoDAAC

- a. Click to select the desired DoDAAC. *The ICP Managed DoDAAC is highlighted, and  and  become available.*
- b. Select . *The **Delete ICP Managed DoDAAC's** pop-up window appears.*



X
Delete ICP Managed DoDAAC's

Instructions

Delete ICP Managed DoDAAC's

Are you sure you want to delete this ICP Managed DoDAAC's and any associations?

History Remarks

X Delete
Cancel

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

c. Select X Delete. *The DoDAAC is removed from the ICP Header Record.*

5. Select ✓ Update. *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 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: \$, -, /, #, &





Help Reference Guide

<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: 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>





Help Reference Guide

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

- ICP Management Overview
- Add 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





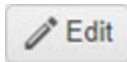
Update a CICIP / RSA

Overview

The Contractor Inventory Control Point (CICIP) / Remote Storage Activity (RSA) Update process allows editing of a CICIP or an RSA within an ICP.

Navigation

MASTER DATA MGMT > ICP Management > ▶ (desired ICP) > (desired RSA) >



> 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
--------	-------

CICIP/RSA Tab

CICIP / RSA Type *


DPAS

- CICIP/RSA DoDAAC * 
- DPAS Warehouse 
- CICIP/RSA RIC
- CICIP/RSA Name ID
- Require GFM Contract Nbr for DLMS Transactions






External CICP


- CICP/RSA DoDAAC * 
- CICP/RSA Name *
- CICP/RSA RIC
- CICP/RSA Name ID
- Require GFM Contract Nbr for DLMS Transactions
- Material Will Be Reported At Detail Level
- Material Will Be Reported By Location

External RSA

- CICP/RSA DoDAAC * 
- CICP/RSA Name *
- CICP/RSA RIC
- CICP/RSA Name ID
- Require GFM Contract Nbr for DLMS Transactions
- Material Will Be Reported At Detail Level

Managed DoDAACs Tab

- All
- DoDAAC
- RIC
- Appropriation

 Contracts

- Contract Nbr *
- All
- 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
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Country
Address Line 1
Address Line 2
City
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

(* Asterisk identifies mandatory fields.

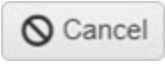
Procedures



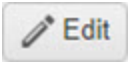
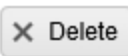

DPAS Navigation Helpful Tips



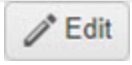
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Update a CICP / RSA

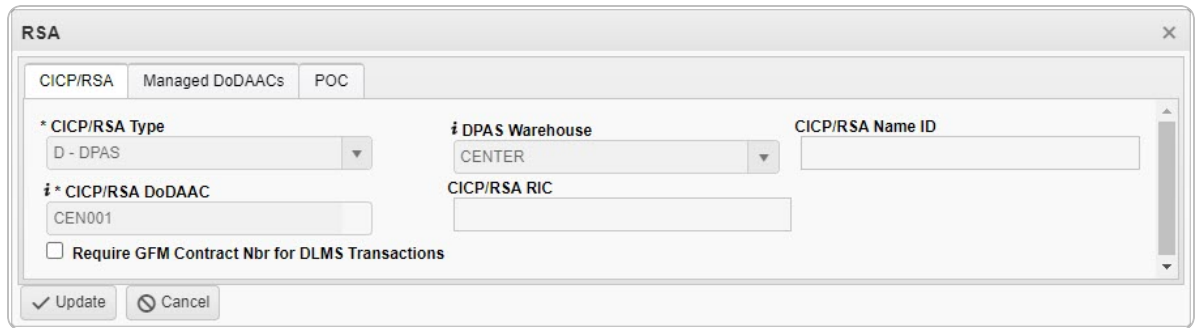
Selecting  at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

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.*



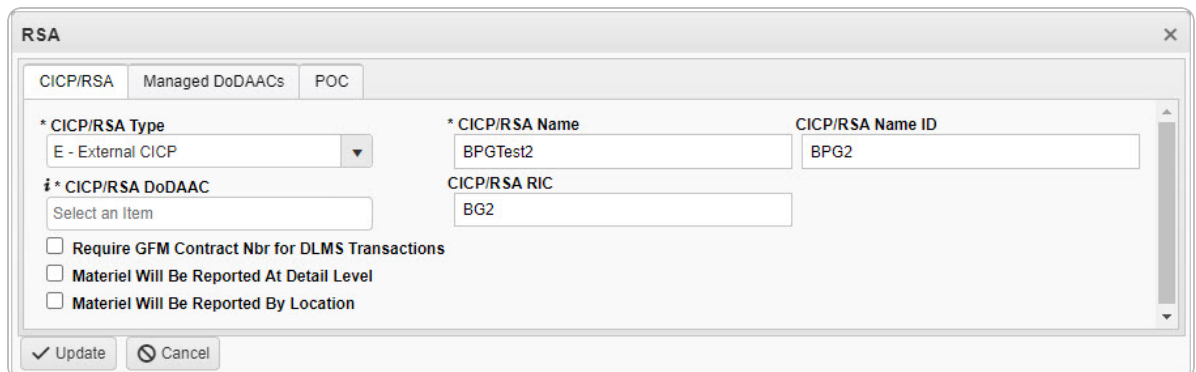
3. Select . The **RSA** pop-up window displays, with the CICP/RSA Tab available.
4. Depending upon the CICP / RSA Type, the fields change:


- **D - DPAS**



- A. Verify the CICP/RSA DoDAAC.
- B. Verify the DPAS Warehouse.
- C. Verify the CICP/RSA RIC.
- D. Verify the CICP / RSA Name ID.
- E. Verify the Require GFM CONTRACT NBR for DLMS Transactions contains the appropriate or . When checked, any DLMS transactions require a GFM CONTRACT NUMBER.

- **E - External CICP**

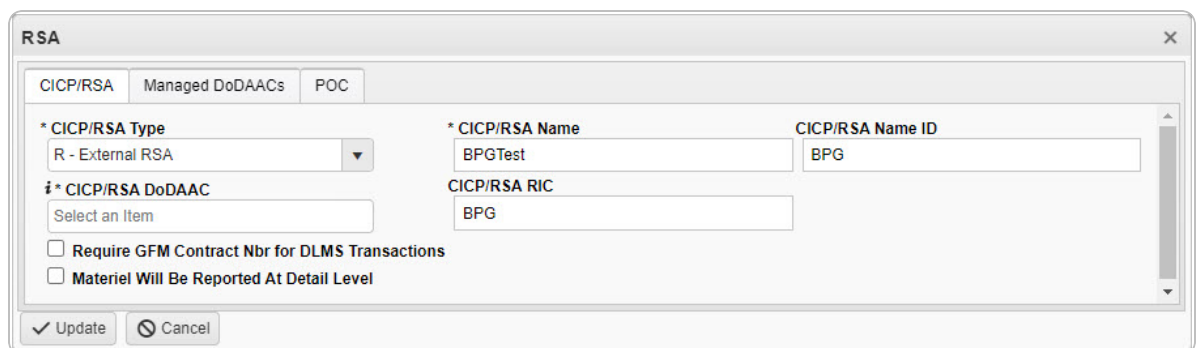


- A. Update the CICP / RSA DoDAAC, using  to assist with the revised DoDAAC. This is a 6 alphanumeric character field.
- B. Update the CICP / RSA Name, entering the revised name in the field provided. This is a 25 alphanumeric character field.



- C. Update the CICIP / RSA RIC, entering the revised RIC in the field provided. *This is a 3 alphanumeric character field.*
- D. Update the CICIP / RSA Name ID, entering the revised identifier in the field provided. *This is a 25 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 a window titled "RSA" with three tabs: "CICIP/RSA", "Managed DoDAACs", and "POC". The "CICIP/RSA" tab is active. It contains the following fields and controls:

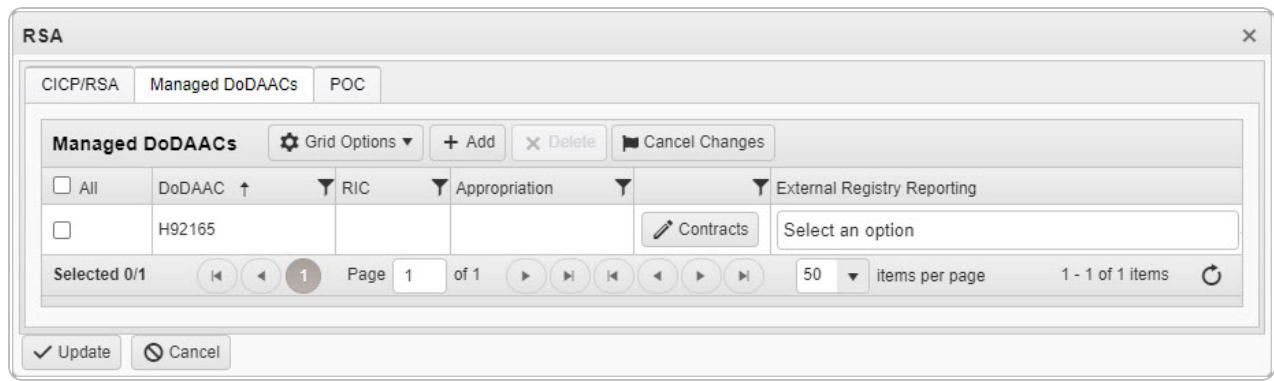
- * CICIP/RSA Type: A dropdown menu with "R - External RSA" selected.
- * CICIP/RSA Name: A text input field containing "BPGTest".
- CICIP/RSA Name ID: A text input field containing "BPG".
- ! * CICIP/RSA DoDAAC: A text input field with "Select an Item" as a placeholder.
- CICIP/RSA RIC: A text input field containing "BPG".
- Require GFM Contract Nbr for DLMS Transactions
- Materiel Will Be Reported At Detail Level

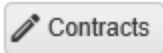
At the bottom of the window are two buttons: "Update" (with a checkmark icon) and "Cancel" (with a close icon).

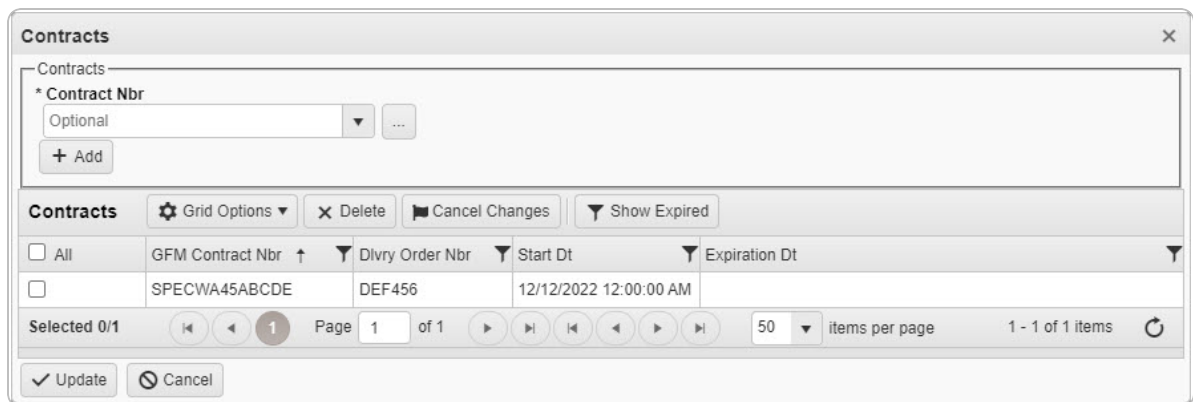
- A. Update the CICIP / RSA DoDAAC, using **i** to assist with the revised DoDAAC. *This is a 6 alphanumeric character field.*
- B. Update the CICIP / RSA Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*
- C. Update the CICIP / RSA RIC, entering the revised RIC in the field provided. *This is a 3 alphanumeric character field.*
- D. Update the CICIP / RSA Name ID, entering the revised identifier in the field provided. *This is a 25 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.




5. Select the Managed DoDAACs Tab.



- 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.

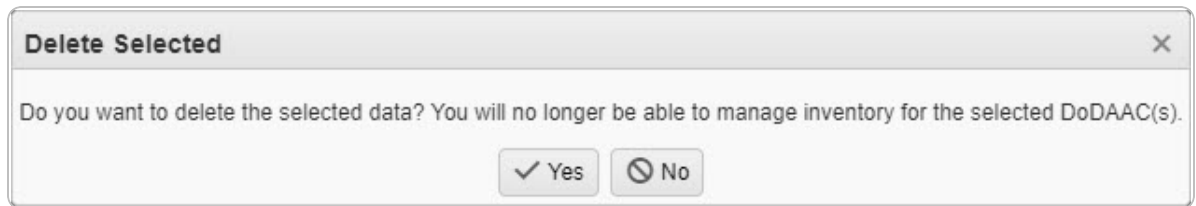
- a. Use  or  to select the desired Contract Nbr.
 Contract Number Browse help
- b. Select . The information appears in the Contracts grid.



Help Reference Guide

- 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. Select . *The DoDAAC is removed from the ICP Header Record.*
6. Select the POC Tab.





Help Reference Guide

RSA
✕

CICP/RSA
Managed DoDAACs
POC

POC Details

Contact Point BPG	Country US - UNITED STATES OF AMERICA ▼
Phone Nbr 555-1212	Address Line 1
DSN Nbr 867-5309	Address Line 2
Fax Nbr	City
Email Address	State NY - New York ▼
	Zip Cd 12345

[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 PHONE NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*
- C. Update the DSN NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*
- D. Update the FAX NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*
- E. Update the Email Address, entering the revised information in the field provided. *This is a 80 alphanumeric character field.*
- F. Update the Country, using to select the desired code.
- G. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- H. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- I. Update the City, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*





Help Reference Guide

- 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.*
7. Select . *The revised CICIP/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, 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: CICIP/RSA Type.	Missing Entry. Enter the appropriate information in the desired field.





Help Reference Guide

**13 – Mandatory Entry:
CICP/RSA Name.**

**13 – Mandatory Entry:
CICP/RSA DoDAAC.**

**13 – Mandatory Entry:
CONTRACT NBR.**

**419 – 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. Check the information again, and re-enter the DoDAAC.

**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
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 struc-
ture 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

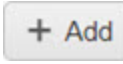



Assign a User

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

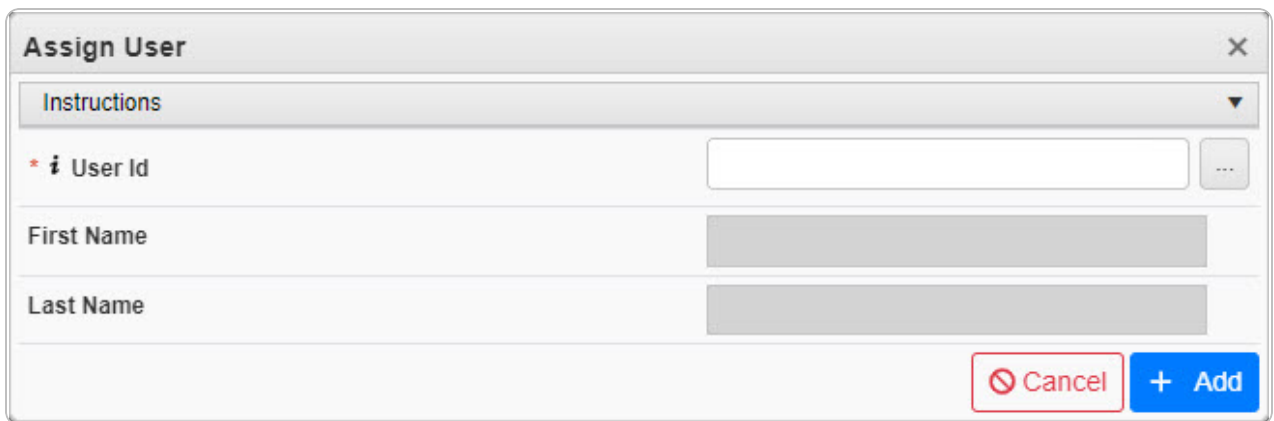





Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

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.*
5. 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.





Help Reference Guide

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 (MM/ICP) 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.





Help Reference Guide

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"/>	# Owning DoDAAC <input style="width: 90%;" type="text"/>
# Program Manager <input style="width: 90%;" type="text"/> 	# 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"/>
# Stock Nbr <input style="width: 90%;" type="text"/> 	

Reset
Search

- 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

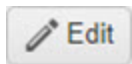
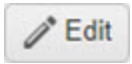
Program Name	Program Description	Acquisition Reason Cd	PM First Name	PM Last Name	PM Email	PM Phone	Rqn Prj Cd(s)
<input type="checkbox"/> HJS ExtTest Program NP ICP	HJS ExtTest Program NP ICP		PROGRAM	MANAGER			
<input type="checkbox"/> REGRESSION TEST 20220324							

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.



Help Reference Guide

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 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 ▼

<p>* Program Name <input style="width: 90%;" type="text" value="Program Name"/></p>	<p>Acquisition Reason Cd <input style="width: 90%;" type="text" value="Acquisition Reason Cd"/></p>
<p>Program Description <input style="width: 90%;" type="text" value="Program Description"/></p>	<p>Rqn Prj Cd(s) <input style="width: 90%;" type="text" value="Rqn Prj Cd(s) (comma-separated)"/></p>

Program Manager ▼

↺ Reset
Browse...

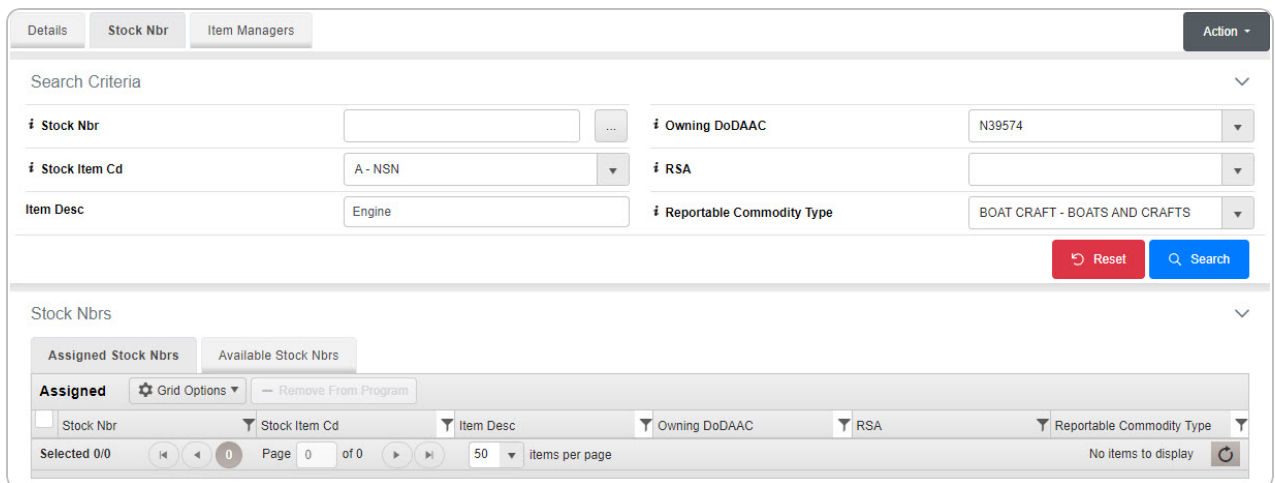
<p>First Name <input style="width: 90%;" type="text" value="First Name"/></p>	<p>Address Line 1 <input style="width: 90%;" type="text" value="Address Line 1"/></p>
<p>Last Name <input style="width: 90%;" type="text" value="Last Name"/></p>	<p>Address Line 2 <input style="width: 90%;" type="text" value="Address Line 2"/></p>
<p>Phone Nbr <input style="width: 90%;" type="text" value="Phone Nbr"/></p>	<p>City <input style="width: 90%;" type="text" value="City"/></p>
<p>Cell Phone Nbr <input style="width: 90%;" type="text" value="Cell Phone Nbr"/></p>	<p>State <input style="width: 90%;" type="text" value="State"/> ▼</p>
<p>DSN Nbr <input style="width: 90%;" type="text" value="DSN Nbr"/></p>	<p>Zip Cd <input style="width: 90%;" type="text" value="Zip Cd"/></p>
<p>Fax Nbr <input style="width: 90%;" type="text" value="Fax Nbr"/></p>	<p>Country <input style="width: 90%;" type="text" value="Country"/> ▼</p>
<p>Email Address <input style="width: 90%;" type="text" value="Email Address"/></p>	

✕ 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.*

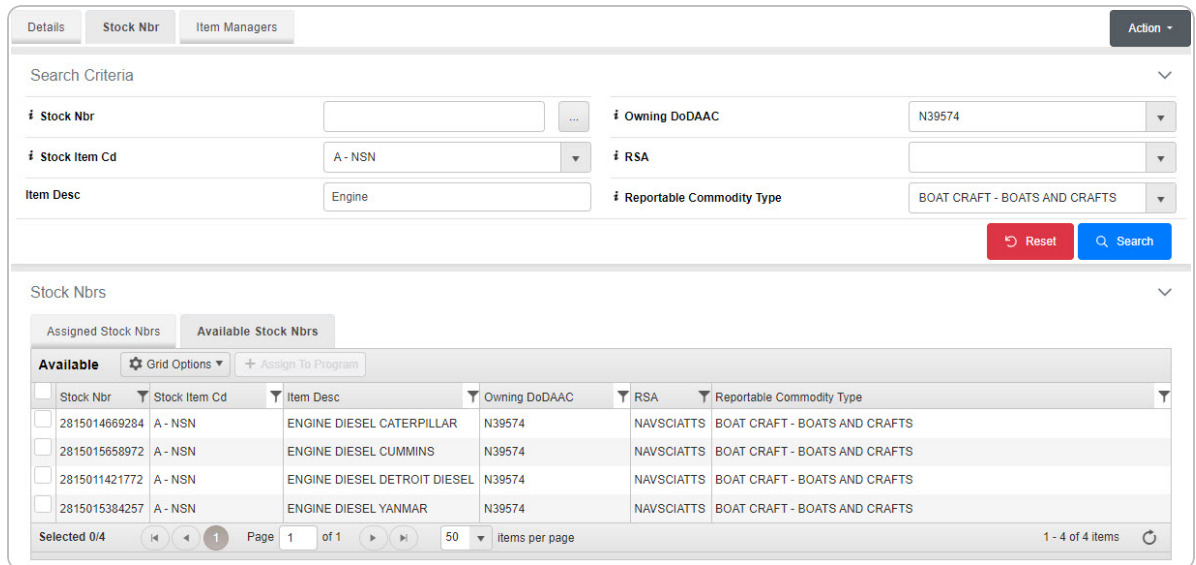
- F. Enter the FAX NBR in the field provided. *This is a 25 numeric character field.*
- G. Enter the E-MAIL Address in the field provided. *This is an 80 alphanumeric character field.*
- H. Enter the Address Line 1 in the field provided. *This is a 25 alphanumeric character field.*
- I. Enter the Address 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.



The screenshot shows the 'Stock Nbr' tab in the DPAS system. At the top, there are tabs for 'Details', 'Stock Nbr', and 'Item Managers', along with an 'Action' dropdown. Below this is a 'Search Criteria' section with several input fields: 'Stock Nbr' (empty), 'Stock Item Cd' (A - NSN), 'Item Desc' (Engine), 'Owning DoDAAC' (N39574), 'RSA' (empty), and 'Reportable Commodity Type' (BOAT CRAFT - BOATS AND CRAFTS). There are 'Reset' and 'Search' buttons. Below the search criteria is a 'Stock Nbrs' section with sub-tabs for 'Assigned Stock Nbrs' and 'Available Stock Nbrs'. The 'Assigned' sub-tab is active, showing a table with columns for 'Stock Nbr', 'Stock Item Cd', 'Item Desc', 'Owning DoDAAC', 'RSA', and 'Reportable Commodity Type'. The table is currently empty, displaying 'No items to display'. There are also 'Grid Options' and 'Remove From Program' buttons, and a pagination bar showing 'Page 0 of 0' and '50 items per page'.

A. Select the Available STOCK NBRs Tab. *The list of available stock numbers appears.*



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

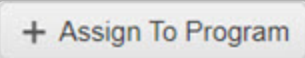
Assigned Stock Nbrs Available Stock Nbrs

Available Grid Options + Assign To Program

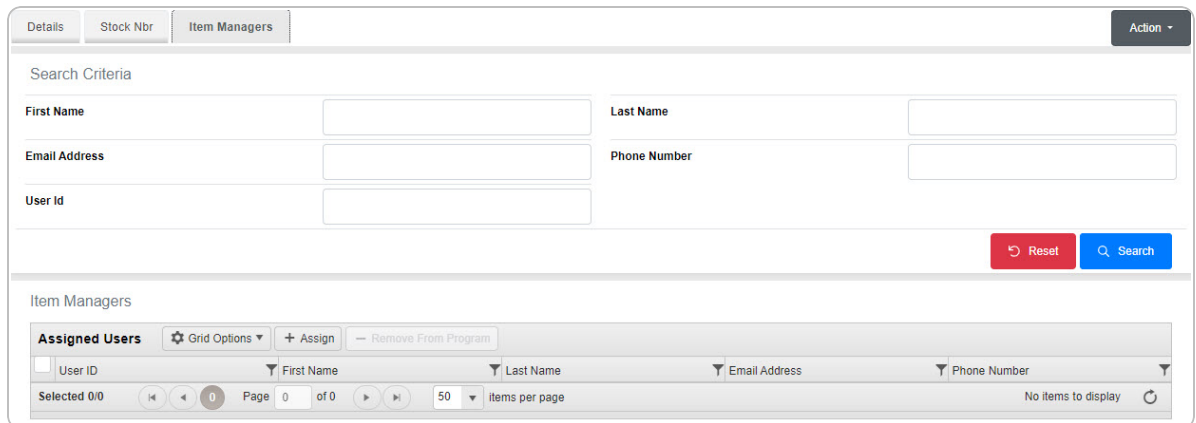
Stock Nbr	Stock Item Cd	Item Desc	Owning DoDAAC	RSA	Reportable Commodity Type
<input type="checkbox"/> 2815014669284	A - NSN	ENGINE DIESEL CATERPILLAR	N39574	NAVSCIATTS	BOAT CRAFT - BOATS AND CRAFTS
<input type="checkbox"/> 2815015658972	A - NSN	ENGINE DIESEL CUMMINS	N39574	NAVSCIATTS	BOAT CRAFT - BOATS 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 . *The highlighted STOCK NBRs are moved to the Assigned STOCK NBRs tab.*

D. Select the Item Managers tab. *The Search Criteria screen appears.*



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 . *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.	
13 – Mandatory Entry: ZIP Cd.	





<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 must be comma separated.</p>	<p>Invalid Entry. When adding multiple RQN PRJ CD (s), the individual codes must be separated by commas. Re-enter the multiple RQN PRJ CD(s).</p>





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
 Owing DoDAAC **i**
 RSA **i**
 Reportable Commodity Type **i**

STOCK NBRS Grid

All
 Stock Nbr
 Item Desc
 Owing DoDAAC
 RSA
 Reportable Commodity Type

Item Managers Tab

Search Criteria Grid

First Name
 Email Address
 User Id





Help Reference Guide

Last Name
Phone Nbr

Item Managers Grid

User Id
First Name
Last Name
Email Address
Phone Nbr

(* Asterisk identifies mandatory fields.


Procedures


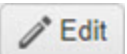
DPAS Navigation Helpful Tips



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.





Help Reference Guide

Details
Stock Nbr
Item Managers
Action

Program Details

*Program Name	BPOS	Acquisition Reason Cd	ABC
Program Description	BPO Test 5	Rqn Prj Cd(s)	DEF
		Program Status	Active

Program Manager

First Name	BPO	Address Line 1	123 ABC AVENUE
Last Name	TEST2	Address Line 2	Address Line 2
Phone Nbr	555-1212	City	SCHENECTADY
Cell Phone Nbr	555-1212	State	New York
OSN Nbr	555-1212	Zip Cd	12345
Fax Nbr	Fax Nbr	Country	UNITED STATES OF AMERICA
Email Address	ABC@DEF.COM		

Cancel
Reset
Browse
Save

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.*





Help Reference Guide

- 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

- A. Select the Available STOCK NBRs Tab. *The list of available stock numbers appears.*
- B. Click next to the desired STOCK NBRs. *The STOCK NBRs are highlighted.*
- C. Click . *The highlighted STOCK NBRs are moved to the Assigned STOCK NBRs tab.*

Delete a Stock Number

- A. Select the Assigned STOCK NBRs Tab. *The list of available stock numbers appears.*
 - B. Click next to the desired STOCK NBRs. *The STOCK NBRs are highlighted.*
 - C. 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

↻ Reset 🔍 Search

Item Managers

Assigned Users ⚙️ Grid Options ▾ + Assign — Remove From Program

<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 ⏪ ⏩ 1 Page 1 of 1 50 items per page 1 - 2 of 2 items 🔄

Add an Item Manager

- A. Select + Assign. 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 — Remove From Program. *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 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.





Help Reference Guide

13 – Mandatory Entry: *Program Name*.

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](#)




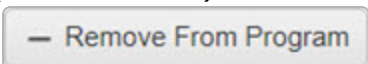


Remove a User

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

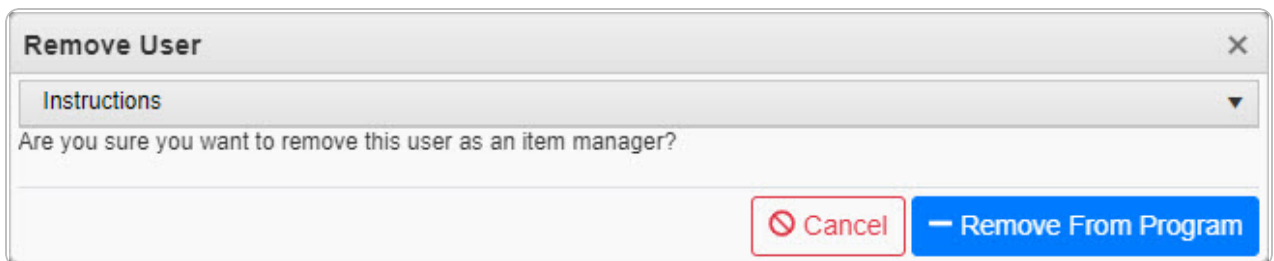


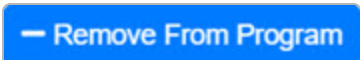
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

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 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](#)
- [Assign User](#)
- [User Browse](#)





Customer Profile Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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.





Help Reference Guide

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 **i**
 Customer Name
 Default Ship To
 POC Name
 Customer Id Type
 PMR Required
 Doc Nbr Range **i**

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

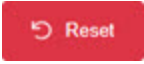
Procedures

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 ▼

ⓘ Customer Id <input style="width: 90%;" type="text"/>	Customer Id Type <input style="width: 90%;" type="text" value="All"/> ▼
Customer Name <input style="width: 90%;" type="text"/>	PMR Required <input style="width: 90%;" type="text" value="All"/> ▼
Default Ship To <input style="width: 90%;" type="text"/>	ⓘ Doc Nbr Range <input style="width: 90%;" type="text"/>
POC Name <input style="width: 90%;" type="text"/>	

↺ Reset
🔍 Search

- 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 ▼

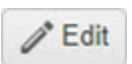
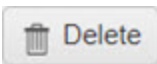
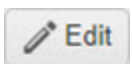
Customer Profiles				
<input type="checkbox"/>	Customer ID	Customer Name	PMR Required	Doc Nbr Range
<input type="checkbox"/>	W90800	TEST CUSTPROFILE	Yes	D001 - D999
<input type="checkbox"/>	W14FX0	54TH TROOP COMMAND	Yes	D001 - D999
<input type="checkbox"/>	H92171	NSW GROUP 2 LOGSU 2 ARMORY	Yes	H92171

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

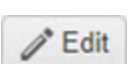

Add a Customer Profile

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  **Delete**. 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 (MM/ICP) 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

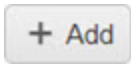


Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

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.





Help Reference Guide

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 **i** *
 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



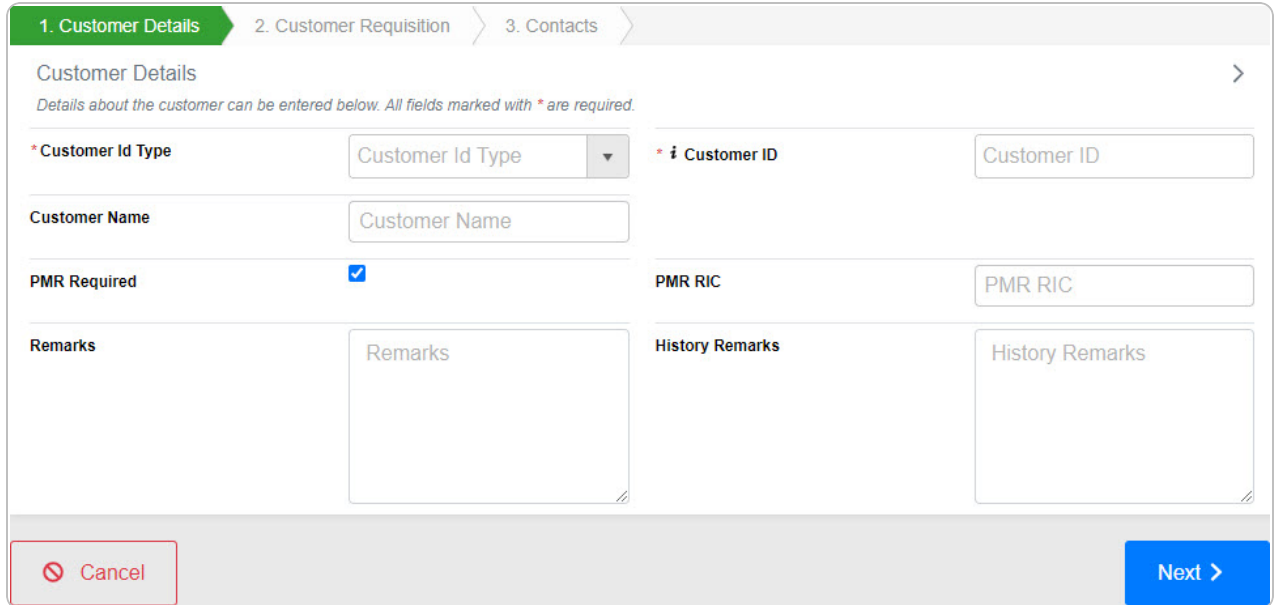
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.



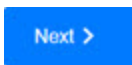
Add a Customer Profile

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.



Help Reference Guide

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	<input type="text" value="Required Delivery Date"/>
		<small>The default number of days that determines the Required Delivery Date.</small>	
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

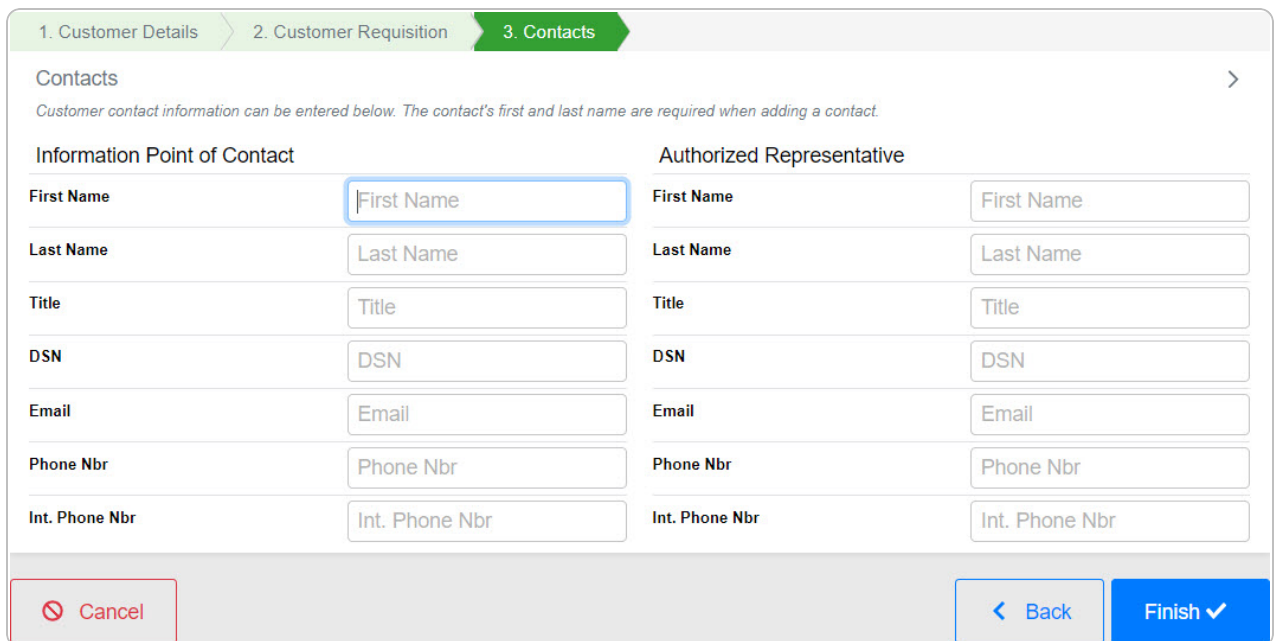
A Document Number Range with a document type of 'MC' must be established for the ICP before it can be selected here.

- 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.



- 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
-------	----------



Help Reference Guide

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.

2 — Invalid entry *Customer ID*.

Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.

13 — Mandatory Entry: *Customer ID Type*.

Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *Customer ID*.





Help Reference Guide

<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 specified Customer ID.</p>	<p>Invalid Entry. The Customer ID must be unique within the ICP. Either enter a different Customer ID or create a different Customer Profile.</p>
<p>xxxx — The specified Customer ID does not match any known DoDAACs or RICs.</p>	<p>Invalid Entry. The Customer ID needs to exist already in the DoDAACs or RICs within the ICP. Re-enter the Customer ID.</p>
<p>xxxx — The specified Ship To DoDAAC does not match any known DoDAACs.</p>	<p>Invalid Entry. The Ship To DoDAAC needs to exist already within the DoDAACs within the ICP. Re-enter the Ship To DoDAAC.</p>





Help Reference Guide

<p>xxxx — First Name is required when entering an Authorized Representative.</p>	<p>Missing Entry. An Authorized Representative entry requires a First Name. Enter the First Name.</p>
<p>xxxx — Last Name is required when entering an Authorized Representative.</p>	<p>Missing Entry. An Authorized Representative entry requires a Last Name. Enter the Last Name.</p>
<p>xxxx - PROJECT CD must be 3 characters.</p>	<p>Missing Entry. The PROJECT CD field is a 3 alpha-numeric character field. Enter the PROJECT CD.</p>

Related Topics

- [Customer Profile Overview](#)
- [Update 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 (MM/ICP) 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



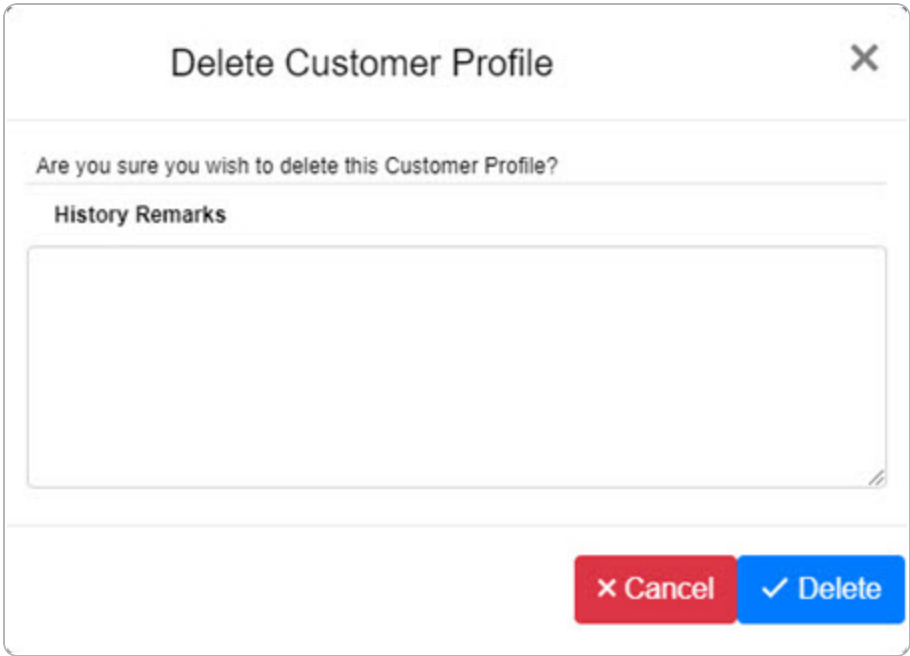
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

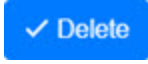


Delete a Customer Profile

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
-------	----------



Help Reference Guide

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

- Customer Profile Overview
- Add a Customer Profile
- Update 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 (MM/ICP) module.

Note

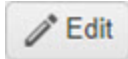


Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

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 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.





Help Reference Guide

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 **i** *
 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



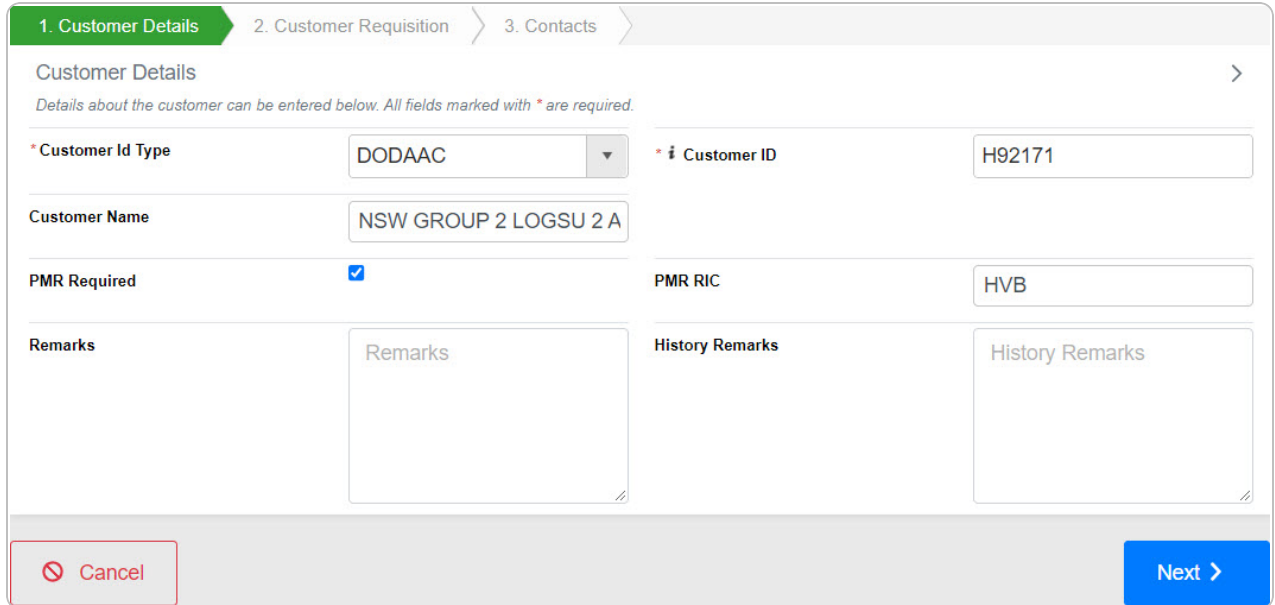
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Update a Customer Profile

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





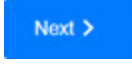
1. Select . The **Edit Customer Profile** page appears.



The screenshot shows the 'Edit Customer Profile' page with the following fields and values:

- Customer Details** (Active tab)
- Customer Id Type:** DODAAC
- Customer ID:** H92171
- Customer Name:** NSW GROUP 2 LOGSU 2 A
- PMR Required:**
- PMR RIC:** HVB
- Remarks:** Remarks
- History Remarks:** History Remarks

Buttons: **Cancel** (red), **Next >** (blue)

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 <small>The default number of days that determines the Required Delivery Date.</small>
Priority Designator	01 - F/AD I – UND A	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 Nbr	Contract Line Item 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

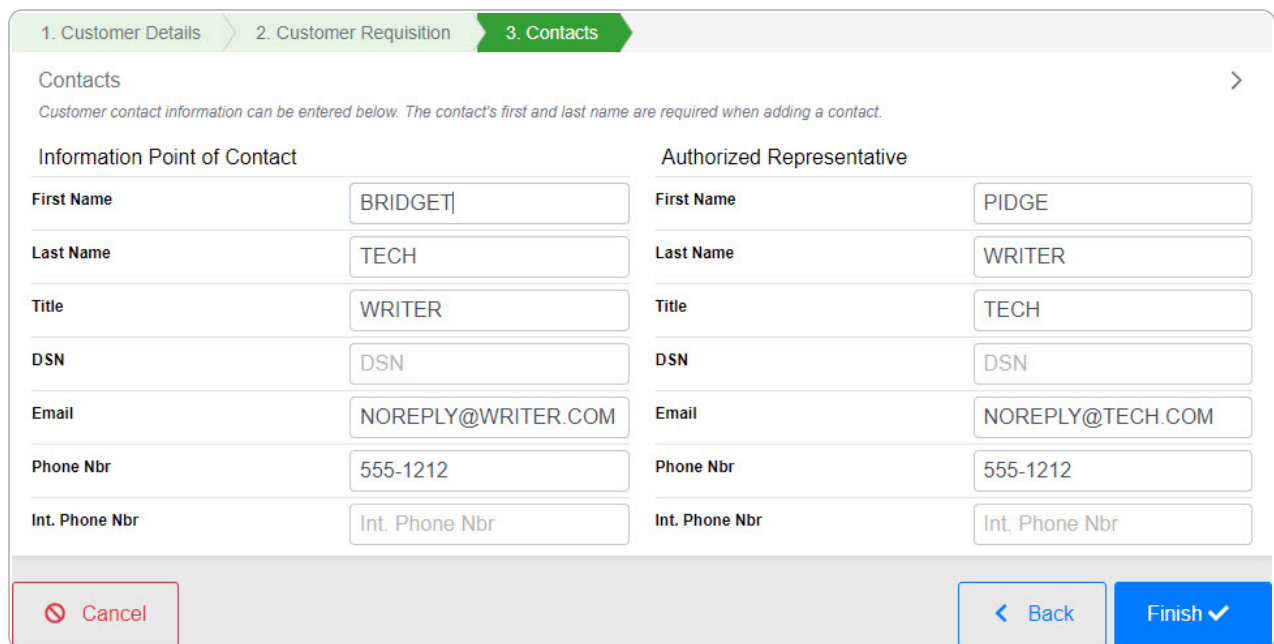
Document Nbr Range

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 with the following fields:

Information Point of Contact		Authorized Representative	
First Name	BRIDGET	First Name	PIDGE
Last Name	TECH	Last Name	WRITER
Title	WRITER	Title	TECH
DSN	DSN	DSN	DSN
Email	NOREPLY@WRITER.COM	Email	NOREPLY@TECH.COM
Phone Nbr	555-1212	Phone Nbr	555-1212
Int. Phone Nbr	Int. Phone Nbr	Int. Phone Nbr	Int. Phone Nbr

Navigation buttons: Cancel, Back, Finish ✓

- 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.*



Help Reference Guide

- 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 Finish ✓. *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
-------	----------





Help Reference Guide

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.

2 — Invalid entry *Customer ID*.

Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.

13 — Mandatory Entry: *Customer ID Type*.

Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *Customer ID*.





Help Reference Guide

<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 specified Customer ID.</p>	<p>Invalid Entry. The Customer ID must be unique within the ICP. Either enter a different Customer ID or create a different Customer Profile.</p>
<p>xxxx – The specified Customer ID does not match any known DoDAACs or RICs.</p>	<p>Invalid Entry. The Customer ID needs to exist already in the DoDAACs or RICs within the ICP. Re-enter the Customer ID.</p>
<p>xxxx – The specified Ship To DoDAAC does not match any known DoDAACs.</p>	<p>Invalid Entry. The Ship To DoDAAC needs to exist already within the DoDAACs within the ICP. Re-enter the Ship To DoDAAC.</p>





Help Reference Guide

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 alpha-numeric character field. Enter the PROJECT CD.

Related Topics

- [Customer Profile Overview](#)
- [Add a Customer Profile](#)
- [Delete a Customer Profile](#)





Contractor Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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** *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 > 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.





Help Reference Guide

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".

Search Criteria Grid

- CAGE Cd *i*
- DoDAAC *i*
- Corporation Name *i*
- Division Name *i*

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

i CAGE Cd **i** DoDAAC

i Corporation Name **i** Division Name

- 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.*

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

Add a New Contractor

Select . *The **Add a Contractor** pop-up window appears.*

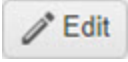
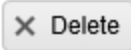
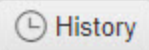

Update a Contractor

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.*

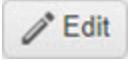
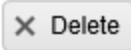
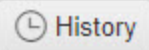
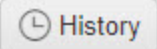




Delete a Contractor

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 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 Contractor
- Update a Contractor
- Delete a Contractor
- View the History for a Contractor



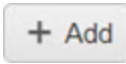


Add a Contractor

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 =





Help Reference Guide

	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".

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.*





Help Reference Guide

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.*

Select . *The new Contractor record is saved, and appears in the Contractor results grid.*

7.

OR

Select the POC Tab.

Add Contractor ✕

Instructions ▾

Contractor POC

POC Details

<p>Contact Point</p> <input style="width: 95%;" type="text"/>	<p>Country</p> <input style="width: 95%;" type="text" value="* - N/A"/> ▾
<p>Phone Nbr</p> <input style="width: 95%;" type="text"/>	<p>Address Line 1</p> <input style="width: 95%;" type="text"/>
<p>DSN Nbr</p> <input style="width: 95%;" type="text"/>	<p>Address Line 2</p> <input style="width: 95%;" type="text"/>
<p>Fax Nbr</p> <input style="width: 95%;" type="text"/>	<p>City</p> <input style="width: 95%;" type="text"/>
<p>Email Address</p> <input style="width: 95%;" type="text"/>	<p>State</p> <input style="width: 95%;" type="text" value="* - State Code Not Applicable"/> ▾
	<p>Zip Cd</p> <input style="width: 95%;" type="text"/>

[Add / Edit Remarks](#)





Help Reference Guide

- 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
-------	----------





Help Reference Guide

<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.</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>





Help Reference Guide

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.

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.





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





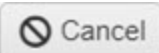
Procedures



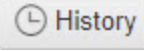

DPAS Navigation Helpful Tips

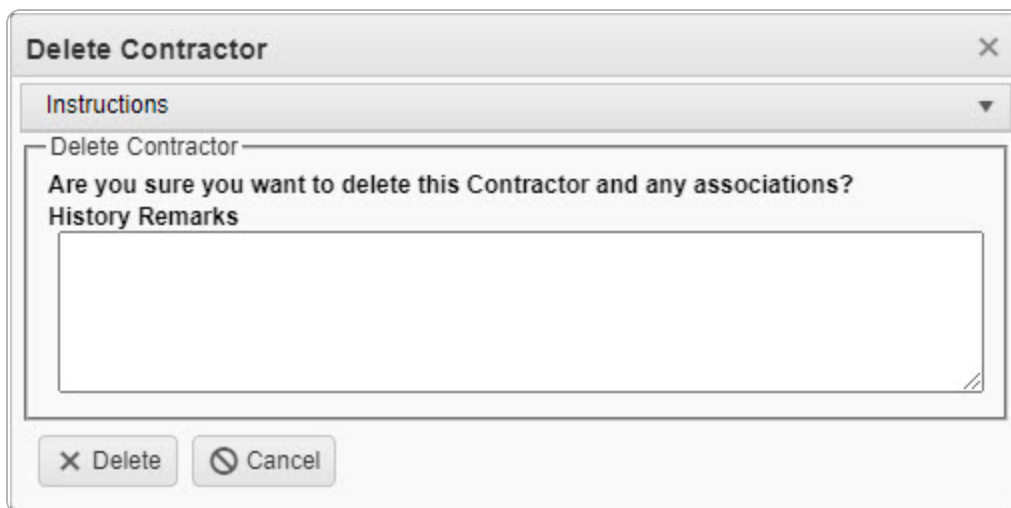



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

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



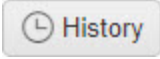


View the Contractor History

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

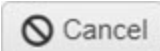
Procedures

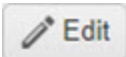

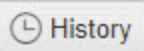
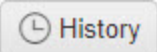
DPAS Navigation Helpful Tips



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.

- Click to select the desired entry. The Contractor is highlighted, and , , and  become available.
- 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 sup-	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following



Help Reference Guide

**ported special character(s)
\$, — , /, #, &, comma,
period, and space.**

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



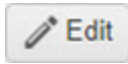


Update a Contractor

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) >  Edit > 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 .





Help Reference Guide

<p>161</p>	<p>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.</p>
<p>162</p>	<p>CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.</p>
<p>313</p>	<p>DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".</p>

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

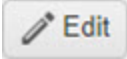
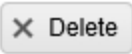
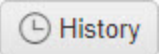
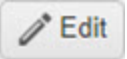
DPAS Navigation Helpful Tips



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.





Update Contractor ✕


Instructions ▾

Contractor POC

Contractor

* CAGE Cd 0KEJ0	DoDAAC Q10001
* Corporation Name LEIDOS INC.	Division Name DPAS GROUP

[Add / Edit Remarks](#)

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.*
8. Select . *The revised Contractor is saved, and the row appears green in the Contractor results grid.*

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](#)

✓ 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 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.*





Help Reference Guide

- 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.
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.





Help Reference Guide

<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 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>





Help Reference Guide

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





Contract Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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 .





Help Reference Guide

<p>161</p>	<p>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.</p>
<p>162</p>	<p>CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.</p>
<p>313</p>	<p>DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".</p>

Search Criteria Grid

- Contract Nbr
- Contractor
- Divry Order Nbr
- Contract Desc
- Contract Type Cd
- Start Dt
- Expiration Dt

Contract Results Grid

- Contractor
- Contract Type Cd
- Contract Nbr
- Non-DoD Contract Nbr
- Divry Order Nbr
- Contract Desc
- Start Dt
- Expiration Dt

Optional

Admin POC

Contact Point





Help Reference Guide

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





Help Reference Guide

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.

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



Instructions ▼

Search Criteria ▲

Contract Nbr <input style="width: 90%;" type="text"/>	Contractor <input style="width: 90%;" type="text" value="All"/>
Dlvry Order Nbr <input style="width: 90%;" type="text"/>	Contract Type Cd <input style="width: 90%;" type="text" value="All"/>
Contract Desc <input style="width: 90%;" type="text"/>	Expiration Dt <input style="width: 90%;" type="text"/>
Start Dt <input style="width: 90%;" 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.

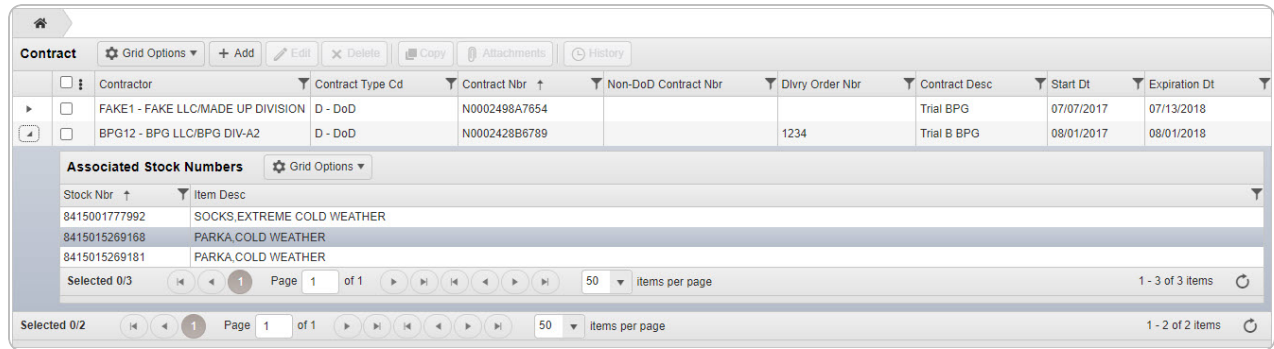
2. Select . *The Search Results appear.*


Contract Grid Options ▼ + Add Edit X Delete Copy Attachments History									
	Contractor	Contract Type Cd	Contract Nbr	Non-DoD Contract Nbr	Dlvry Order Nbr	Contract Desc	Start Dt	Expiration Dt	
▶	FAKE1 - FAKE LLC/MADE UP DIVISION	D - DoD	N0002498A7654			Trial BPG	07/07/2017	07/13/2018	
▶	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 50 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.


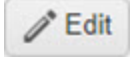


2. The STOCK NBR automatically populates and is not editable.
3. The ITEM DESC automatically populates and is not editable.
4. Select . The Associated Stock Numbers Grid closes.

Add a New Contract

1. Select . The **Add a Contract** pop-up window appears.

Update a Contract





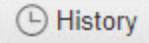
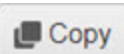
1. Click  to select the desired entry. The Contract row is highlighted, and , , , , and  become available.
2. Select . The **Update a Contract** pop-up window appears.

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.




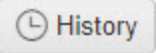
Copy a Contract

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
-------	----------





Help Reference Guide

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 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



Help Reference Guide

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





Help Reference Guide

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





Help Reference Guide

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.





✕

Add Contract





Instructions ▾

Contract Info POC Info Stock Numbers

Contract

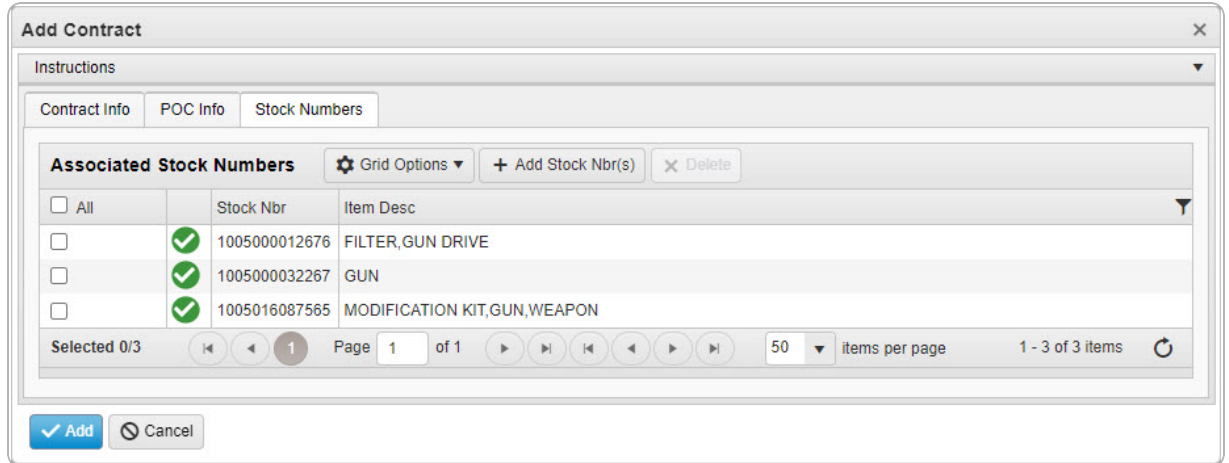
<p>* Contract Type Cd</p> <p>Select an Item ▾</p>	<p>* Contractor</p> <p>Select an Item ▾</p>
<p>* Contract Nbr</p> <input style="width: 100%;" type="text"/>	<p>Contract Desc</p> <input style="width: 100%; height: 20px;" type="text"/>
<p>Start Dt</p> <input style="width: 100%;" type="text"/>	<p>Divry Order Nbr</p> <input style="width: 100%;" type="text"/>
<p><input checked="" type="checkbox"/> Manage Stock Nbrs</p>	<p>Expiration Dt</p> <input style="width: 100%;" type="text"/>

[Add / Edit Remarks](#)

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 Contract

Instructions

Contract Info POC Info **Stock Numbers**

Associated Stock Numbers

<input type="checkbox"/> All		Stock Nbr	Item Desc
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1005000012676	FILTER, GUN DRIVE
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1005000032267	GUN
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1005016087565	MODIFICATION KIT, GUN, WEAPON

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

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.





Help Reference Guide

✕
Add Contract

Instructions ▾

Contract Info POC Info Stock Numbers

<div style="border: 1px solid gray; padding: 2px;"> Contract </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> Admin </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> Issuing </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> Property Admin </div>	<div style="border: 1px solid gray; padding: 5px;"> POC Details <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Contact Point</td> <td style="width: 50%;">Country</td> </tr> <tr> <td><input type="text"/></td> <td>* - N/A ▾</td> </tr> <tr> <td>Phone Nbr</td> <td>Address Line 1</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>DSN Nbr</td> <td>Address Line 2</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Fax Nbr</td> <td>City</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Email Address</td> <td>State</td> </tr> <tr> <td><input type="text"/></td> <td>* - State Cd Not Applicable ▾</td> </tr> <tr> <td></td> <td>Zip Cd</td> </tr> <tr> <td></td> <td><input type="text"/></td> </tr> </table> <p style="margin-top: 5px;">Add / Edit Remarks</p> </div>	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"/>
Contact Point	Country																								
<input type="text"/>	* - N/A ▾																								
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Fax Nbr	City																								
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Email Address	State																								
<input type="text"/>	* - State Cd Not Applicable ▾																								
	Zip Cd																								
	<input type="text"/>																								

✓ 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.*





Help Reference Guide

- 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.





Help Reference Guide

Add Contract
✕

Instructions

Contract Info
POC Info
Stock Numbers

<div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">Contract</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">Admin</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">Issuing</div> <div style="border: 1px solid gray; padding: 2px;">Property Admin</div>	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> Admin DoDAAC <input style="width: 100%; height: 20px;" type="text"/> </div> <div style="border: 1px solid gray; padding: 5px;"> POC Details <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid gray;">Contact Point</td> <td style="width: 50%; border-bottom: 1px solid gray;">Country</td> </tr> <tr> <td style="border-bottom: 1px solid gray;"><input style="width: 95%; height: 20px;" type="text"/></td> <td style="border-bottom: 1px solid gray;">* - N/A ▼</td> </tr> <tr> <td style="border-bottom: 1px solid gray;">Phone Nbr</td> <td style="border-bottom: 1px solid gray;">Address Line 1</td> </tr> <tr> <td style="border-bottom: 1px solid gray;"><input style="width: 95%; height: 20px;" type="text"/></td> <td style="border-bottom: 1px solid gray;"><input style="width: 95%; height: 20px;" type="text"/></td> </tr> <tr> <td style="border-bottom: 1px solid gray;">DSN Nbr</td> <td style="border-bottom: 1px solid gray;">Address Line 2</td> </tr> <tr> <td style="border-bottom: 1px solid gray;"><input style="width: 95%; height: 20px;" type="text"/></td> <td style="border-bottom: 1px solid gray;"><input style="width: 95%; height: 20px;" type="text"/></td> </tr> <tr> <td style="border-bottom: 1px solid gray;">Fax Nbr</td> <td style="border-bottom: 1px solid gray;">City</td> </tr> <tr> <td style="border-bottom: 1px solid gray;"><input style="width: 95%; height: 20px;" type="text"/></td> <td style="border-bottom: 1px solid gray;"><input style="width: 95%; height: 20px;" type="text"/></td> </tr> <tr> <td style="border-bottom: 1px solid gray;">Email Address</td> <td style="border-bottom: 1px solid gray;">State</td> </tr> <tr> <td style="border-bottom: 1px solid gray;"><input style="width: 95%; height: 20px;" type="text"/></td> <td style="border-bottom: 1px solid gray;">* - State Cd Not Applicable ▼</td> </tr> <tr> <td></td> <td style="border-bottom: 1px solid gray;">Zip Cd</td> </tr> <tr> <td></td> <td style="border-bottom: 1px solid gray;"><input style="width: 95%; height: 20px;" type="text"/></td> </tr> </table> <p style="margin-top: 5px;">Add / Edit Remarks</p> </div>	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"/>
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	Zip Cd																								
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✓ Add
⊘ Cancel

- 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.*





Help Reference Guide

- 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

<div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">Contract</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">Admin</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">Issuing</div> <div style="border: 1px solid gray; padding: 2px;">Property Admin</div>	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Issuing</p> <p>DoDAAC</p> <input style="width: 100%; height: 20px;" type="text"/> </div> <div style="border: 1px solid gray; padding: 5px;"> <p>POC Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Contact Point</td> <td style="width: 50%; padding: 2px;">Country</td> </tr> <tr> <td><input style="width: 95%; height: 20px;" type="text"/></td> <td>* - N/A ▼</td> </tr> <tr> <td style="padding: 2px;">Phone Nbr</td> <td style="padding: 2px;">Address Line 1</td> </tr> <tr> <td><input style="width: 95%; height: 20px;" type="text"/></td> <td><input style="width: 95%; height: 20px;" type="text"/></td> </tr> <tr> <td style="padding: 2px;">DSN Nbr</td> <td style="padding: 2px;">Address Line 2</td> </tr> <tr> <td><input style="width: 95%; height: 20px;" type="text"/></td> <td><input style="width: 95%; height: 20px;" type="text"/></td> </tr> <tr> <td style="padding: 2px;">Fax Nbr</td> <td style="padding: 2px;">City</td> </tr> <tr> <td><input style="width: 95%; height: 20px;" type="text"/></td> <td><input style="width: 95%; height: 20px;" type="text"/></td> </tr> <tr> <td style="padding: 2px;">Email Address</td> <td style="padding: 2px;">State</td> </tr> <tr> <td><input style="width: 95%; height: 20px;" type="text"/></td> <td>* - State Cd Not Applicable ▼</td> </tr> <tr> <td></td> <td style="padding: 2px;">Zip Cd</td> </tr> <tr> <td></td> <td><input style="width: 95%; height: 20px;" type="text"/></td> </tr> </table> <p style="margin-top: 5px;">Add / Edit Remarks</p> </div>	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"/>
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	Zip Cd																								
	<input style="width: 95%; height: 20px;" type="text"/>																								

✓ Add
✕ Cancel

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.*





Help Reference Guide

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.





Help Reference Guide

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](#)


✓ Add
⊗ Cancel

- 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 alpha-numeric character field.*
- J. Use to select the State.





Help Reference Guide

- 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.
13 – Mandatory Entry: CONTRACT TYPE CD.	Missing Entry. Enter the appropriate information in the desired field.





<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, 12345-1234, 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

- [Contract Overview](#)
- [Update a Contract](#)





Help Reference Guide

- Delete a Contract
- Copy a Contract
- Add Attachments
- View the History for a Contract



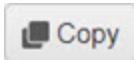


Copy a Contract

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".





Help Reference Guide

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
 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





Help Reference Guide

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

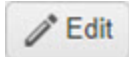
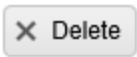
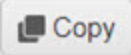
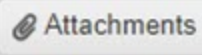
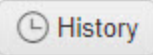
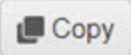
DPAS Navigation Helpful Tips



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.

- Click to select the desired entry. The Contract is highlighted, and , , , , and  become available.
- Select . The **Add Contract** pop-up window displays, with the Contract Info Tab available.





Add Contract
✕

Instructions ▾

Contract Info
POC Info
Stock Numbers

Contract

<p>* Contract Type Cd</p> <input style="width: 95%; border: 1px solid gray;" type="text" value="N - Non DoD"/> ▾	<p>* Contractor</p> <input style="width: 95%; border: 1px solid gray;" type="text" value="1BCD5 - BPG TEST"/> ▾
<p>* Contract Nbr</p> <input style="width: 95%; border: 1px solid gray;" type="text" value="SPECWA45ABCDE"/>	<p>Non-DoD Contract Nbr</p> <input style="width: 95%; border: 1px solid gray;" type="text" value="ABC123DEF456G"/>
<p>Contract Desc</p> <input style="width: 95%; border: 1px solid gray;" type="text" value="BPG Test"/>	<p>Divry Order Nbr</p> <input style="width: 95%; border: 1px solid gray;" type="text"/>
<p>Start Dt</p> <input style="width: 95%; border: 1px solid gray;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid gray;" type="button" value="📅"/>	<p>Expiration Dt</p> <input style="width: 95%; border: 1px solid gray;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid gray;" type="button" value="📅"/>

Manage Stock Nbrs

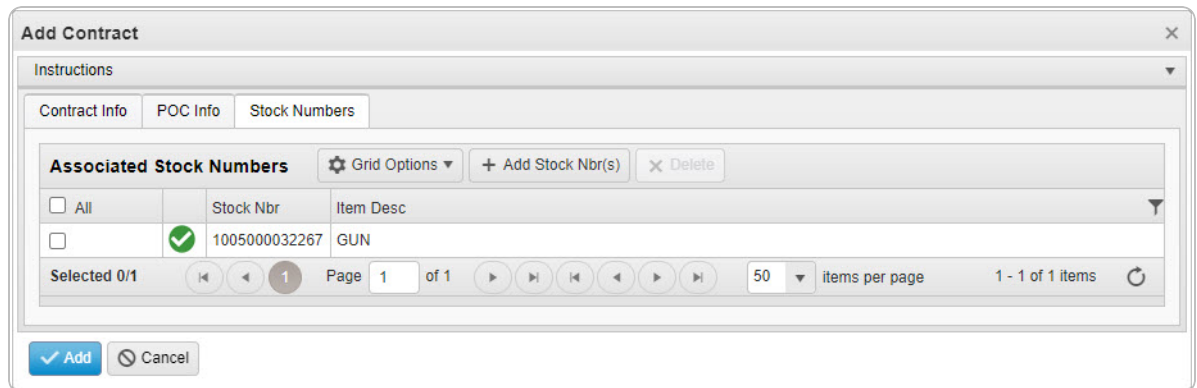
[Add / Edit Remarks](#)

✓ Add
⊘ Cancel

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 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.





Help Reference Guide

X
Add Contract

Instructions

Contract Info | POC Info | Stock Numbers

<div style="border-bottom: 1px solid gray; padding-bottom: 5px;">Contract</div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;">Admin</div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;">Issuing</div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;">Property Admin</div>	<div style="border-bottom: 1px solid gray; padding-bottom: 5px;">POC Details</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid gray; padding-bottom: 5px;"> Contact Point <input type="text" value="Pidge Contract"/> </td> <td style="width: 50%; border-bottom: 1px solid gray; padding-bottom: 5px;"> Country <input type="text" value="US - UNITED STATES OF AMERICA"/> </td> </tr> <tr> <td style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Phone Nbr <input type="text" value="555-1212"/> </td> <td style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Address Line 1 <input type="text" value="123 ABC Drive"/> </td> </tr> <tr> <td style="border-bottom: 1px solid gray; padding-bottom: 5px;"> DSN Nbr <input type="text" value="555-1221"/> </td> <td style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Address Line 2 <input type="text"/> </td> </tr> <tr> <td style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Fax Nbr <input type="text" value="555-1212"/> </td> <td style="border-bottom: 1px solid gray; padding-bottom: 5px;"> City <input type="text" value="Anywhere"/> </td> </tr> <tr> <td style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Email Address <input type="text" value="no-reply@nowhere.com"/> </td> <td style="border-bottom: 1px solid gray; padding-bottom: 5px;"> State <input type="text" value="NY - New York"/> </td> </tr> <tr> <td style="padding-bottom: 5px;"></td> <td style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Zip Cd <input type="text" value="12345"/> </td> </tr> </table> <p style="margin-top: 5px;">Add / Edit Remarks</p>	Contact Point <input type="text" value="Pidge Contract"/>	Country <input type="text" value="US - UNITED STATES OF AMERICA"/>	Phone Nbr <input type="text" value="555-1212"/>	Address Line 1 <input type="text" value="123 ABC Drive"/>	DSN Nbr <input type="text" value="555-1221"/>	Address Line 2 <input type="text"/>	Fax Nbr <input type="text" value="555-1212"/>	City <input type="text" value="Anywhere"/>	Email Address <input type="text" value="no-reply@nowhere.com"/>	State <input type="text" value="NY - New York"/>		Zip Cd <input type="text" value="12345"/>
Contact Point <input type="text" value="Pidge Contract"/>	Country <input type="text" value="US - UNITED STATES OF AMERICA"/>												
Phone Nbr <input type="text" value="555-1212"/>	Address Line 1 <input type="text" value="123 ABC Drive"/>												
DSN Nbr <input type="text" value="555-1221"/>	Address Line 2 <input type="text"/>												
Fax Nbr <input type="text" value="555-1212"/>	City <input type="text" value="Anywhere"/>												
Email Address <input type="text" value="no-reply@nowhere.com"/>	State <input 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.*

ODASD (Logistics)
under A&S Sustainment


469

DPAS Helpdesk
1-844-843-3727



Help Reference Guide

- 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

<ul style="list-style-type: none"> Contract Admin Issuing Property Admin 	<p>Admin</p> <p>DoDAAC</p> <input type="text" value="SPECWA"/> <p>POC Details</p> <p>Contact Point</p> <input type="text" value="Pidge Admin"/> Country <input type="text" value="US - UNITED STATES OF AMERICA"/> ▾ <p>Phone Nbr</p> <input type="text" value="555-1212"/> Address Line 1 <input type="text" value="123 ABC Avenue"/> <p>DSN Nbr</p> <input type="text" value="555-1212"/> Address Line 2 <input type="text"/> <p>Fax Nbr</p> <input type="text" value="555-1212"/> City <input type="text" value="Nowheresville"/> <p>Email Address</p> <input type="text" value="no-reply@no-reply.com"/> State <input type="text" value="NY - New York"/> ▾ <p>Zip Cd</p> <input type="text" value="12345"/> <p>Add / Edit Remarks</p>
--	---

- 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.*



Help Reference Guide

- 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.





X
Add Contract

Instructions

Contract Info | POC Info | Stock Numbers

<div style="border-bottom: 1px solid gray; padding-bottom: 5px;">Contract</div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;">Admin</div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;">Issuing</div> <div style="padding-bottom: 5px;">Property Admin</div>	<div style="border: 1px solid gray; padding: 5px;"> Issuing DoDAAC <input type="text" value="SPECWA"/> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> POC Details <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Contact Point</td> <td style="width: 50%;">Country</td> </tr> <tr> <td><input type="text" value="Pidge Issuing"/></td> <td><input 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 Place"/></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="Wherever"/></td> </tr> <tr> <td>Email Address</td> <td>State</td> </tr> <tr> <td><input type="text" value="nowhere@no-reply.com"/></td> <td><input 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> </div>	Contact Point	Country	<input type="text" value="Pidge Issuing"/>	<input 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 Place"/>	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="Wherever"/>	Email Address	State	<input type="text" value="nowhere@no-reply.com"/>	<input type="text" value="NY - New York"/>		Zip Cd		<input type="text" value="12345"/>
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	Zip Cd																								
	<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.*
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.*





Help Reference Guide

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 copied Contract record is saved, and appears in the Contract results grid.*

14.

OR

Verify the information in the Property Admin POC Details section.





x
Add Contract

Instructions

Contract Info | POC Info | Stock Numbers

<div style="border-bottom: 1px solid gray; padding-bottom: 5px;">Contract</div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;">Admin</div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;">Issuing</div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;">Property Admin</div>	<div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> POC Details </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid gray; padding-right: 5px;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Contact Point <input type="text" value="Pidge PA"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Phone Nbr <input type="text" value="555-1212"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> DSN Nbr <input type="text" value="555-1212"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Fax Nbr <input type="text" value="555-1212"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Email Address <input type="text" value="nobody@no-reply.com"/> </div> </td> <td style="width: 50%; padding: 5px;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Country <input type="text" value="US - UNITED STATES OF AMERICA"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Address Line 1 <input type="text" value="123 ABC Blvd"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Address Line 2 <input type="text"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> City <input type="text" value="Whoknows"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> State <input type="text" value="NY - New York"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Zip Cd <input type="text" value="12345"/> </div> </td> </tr> </table> <div style="padding-top: 5px;"> Add / Edit Remarks </div>	<div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Contact Point <input type="text" value="Pidge PA"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Phone Nbr <input type="text" value="555-1212"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> DSN Nbr <input type="text" value="555-1212"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Fax Nbr <input type="text" value="555-1212"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Email Address <input type="text" value="nobody@no-reply.com"/> </div>	<div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Country <input type="text" value="US - UNITED STATES OF AMERICA"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Address Line 1 <input type="text" value="123 ABC Blvd"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Address Line 2 <input type="text"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> City <input type="text" value="Whoknows"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> State <input type="text" value="NY - New York"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Zip Cd <input type="text" value="12345"/> </div>
<div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Contact Point <input type="text" value="Pidge PA"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Phone Nbr <input type="text" value="555-1212"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> DSN Nbr <input type="text" value="555-1212"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Fax Nbr <input type="text" value="555-1212"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Email Address <input type="text" value="nobody@no-reply.com"/> </div>	<div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Country <input type="text" value="US - UNITED STATES OF AMERICA"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Address Line 1 <input type="text" value="123 ABC Blvd"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Address Line 2 <input type="text"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> City <input type="text" value="Whoknows"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> State <input type="text" value="NY - New York"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Zip Cd <input type="text" value="12345"/> </div>		

Add
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.*





Help Reference Guide

- 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





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





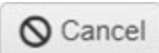
Procedures


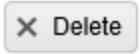

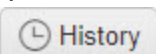
DPAS Navigation Helpful Tips

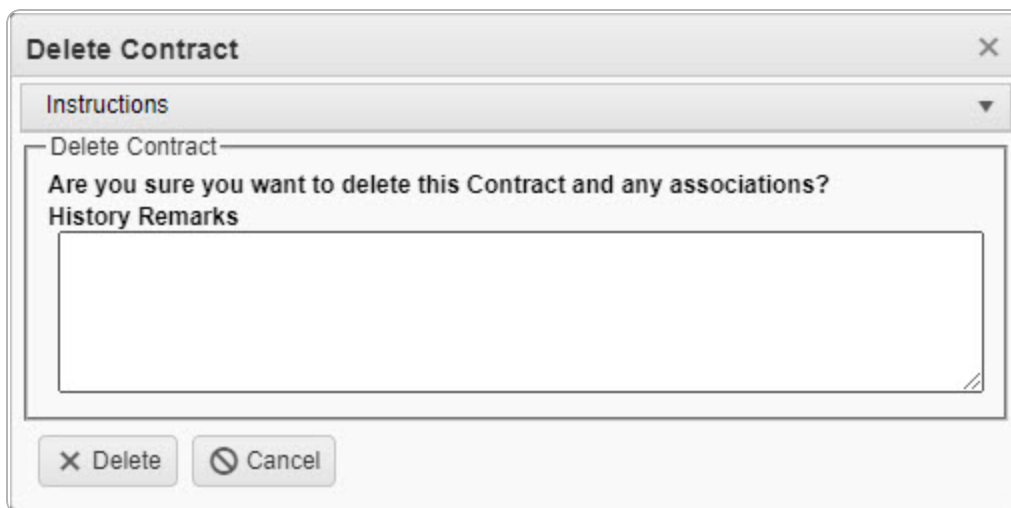



Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

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](#)



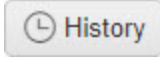


View the Contract History

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





Help Reference Guide

Divry 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





Help Reference Guide

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

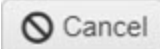
Procedures


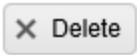
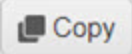

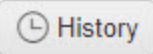
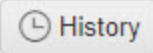
DPAS Navigation Helpful Tips



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

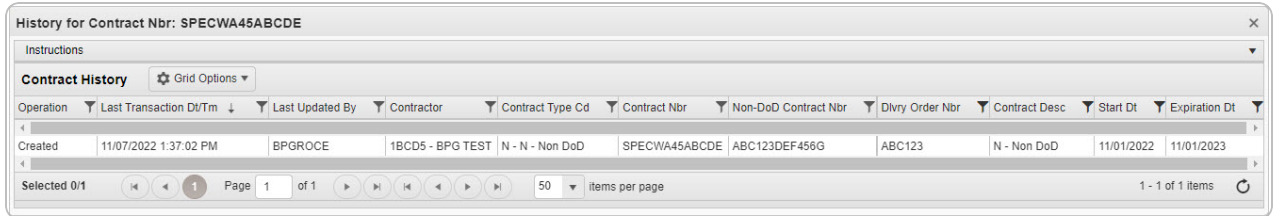
View the Contract History

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

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



- 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.



Help Reference Guide

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](#)



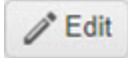


Update a Contract

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





Help Reference Guide

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





Help Reference Guide

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.

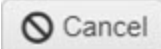
Procedures

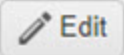
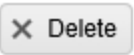
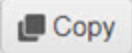

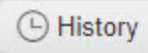

DPAS Navigation Helpful Tips



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.

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

*** Contract Nbr**

Contract Desc

Start Dt

Manage Stock Nbrs


*** Contractor**

Non-DoD Contract Nbr

Dlvry Order Nbr

Expiration Dt

Attachments




Puffin.png ✕

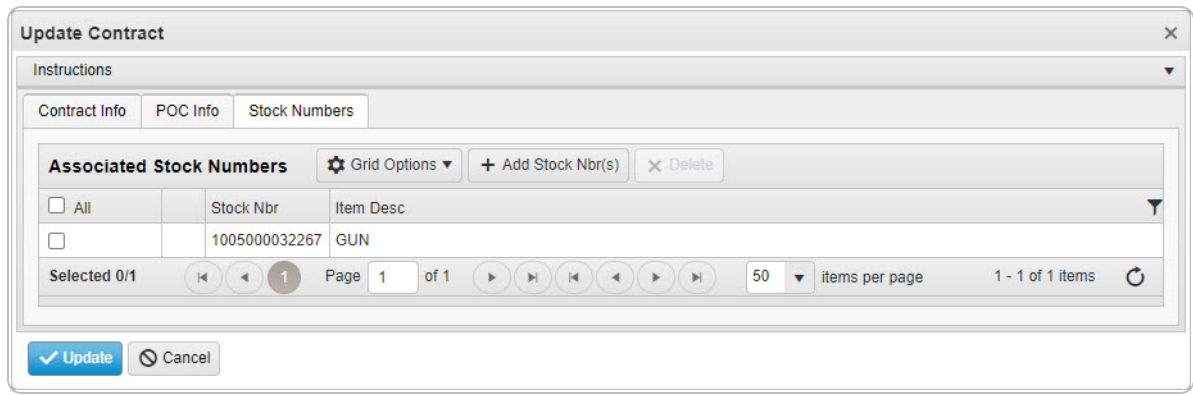
Attach...

[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.



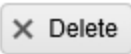

10. Update the EXPIRATION DT, using  or entering the date (MM/DD/YYYY) in the field provided.
11. Verify the **Manage STOCK NBRs** contains the appropriate or . *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*
 - A. Select the Stock Numbers tab. *The tab opens to the Associated Stock Numbers results grid.*

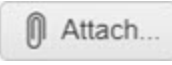


Add STOCK NBR(s)

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.*

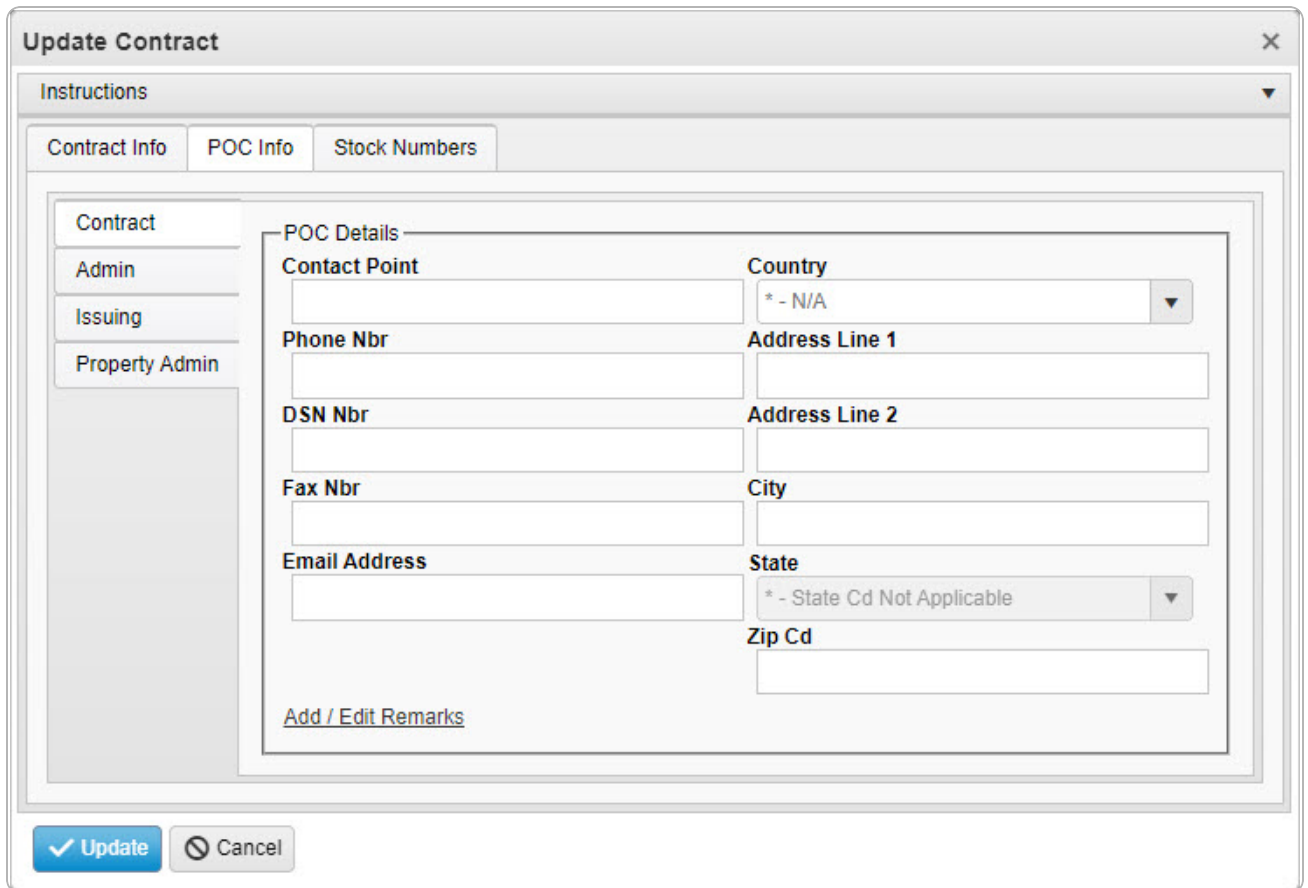
12. Update the Attachments, using  to choose the revised files. *The **Add an Attachment** pop-up window appears.*
13. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 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** *- 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](#)


 

- 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.*





Help Reference Guide

- 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 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

<div style="border-bottom: 1px solid gray; padding-bottom: 2px;">Contract</div> <div style="border-bottom: 1px solid gray; padding-bottom: 2px;">Admin</div> <div style="border-bottom: 1px solid gray; padding-bottom: 2px;">Issuing</div> <div style="border-bottom: 1px solid gray; padding-bottom: 2px;">Property Admin</div>	<div style="border-bottom: 1px solid gray; padding-bottom: 2px;">Admin</div> <div style="border-bottom: 1px solid gray; padding-bottom: 2px;">DoDAAC</div> <div style="border-bottom: 1px solid gray; padding-bottom: 2px;"> <input type="text"/> </div> <div style="border-bottom: 1px solid gray; padding-bottom: 2px;">POC Details</div> <div style="border-bottom: 1px solid gray; padding-bottom: 2px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid gray; padding-bottom: 2px;">Contact Point</td> <td style="width: 50%; border-bottom: 1px solid gray; padding-bottom: 2px;">Country</td> </tr> <tr> <td style="border-bottom: 1px solid gray; padding-bottom: 2px;"> <input type="text"/> </td> <td style="border-bottom: 1px solid gray; padding-bottom: 2px;"> <input type="text" value="* - N/A"/> </td> </tr> <tr> <td style="border-bottom: 1px solid gray; padding-bottom: 2px;">Phone Nbr</td> <td style="border-bottom: 1px solid gray; padding-bottom: 2px;">Address Line 1</td> </tr> <tr> <td style="border-bottom: 1px solid gray; padding-bottom: 2px;"> <input type="text"/> </td> <td style="border-bottom: 1px solid gray; padding-bottom: 2px;"> <input type="text"/> </td> </tr> <tr> <td style="border-bottom: 1px solid gray; padding-bottom: 2px;">DSN Nbr</td> <td style="border-bottom: 1px solid gray; padding-bottom: 2px;">Address Line 2</td> </tr> <tr> <td style="border-bottom: 1px solid gray; padding-bottom: 2px;"> <input type="text"/> </td> <td style="border-bottom: 1px solid gray; padding-bottom: 2px;"> <input type="text"/> </td> </tr> <tr> <td style="border-bottom: 1px solid gray; padding-bottom: 2px;">Fax Nbr</td> <td style="border-bottom: 1px solid gray; padding-bottom: 2px;">City</td> </tr> <tr> <td style="border-bottom: 1px solid gray; padding-bottom: 2px;"> <input type="text"/> </td> <td style="border-bottom: 1px solid gray; padding-bottom: 2px;"> <input type="text"/> </td> </tr> <tr> <td style="border-bottom: 1px solid gray; padding-bottom: 2px;">Email Address</td> <td style="border-bottom: 1px solid gray; padding-bottom: 2px;">State</td> </tr> <tr> <td style="border-bottom: 1px solid gray; padding-bottom: 2px;"> <input type="text"/> </td> <td style="border-bottom: 1px solid gray; padding-bottom: 2px;"> <input type="text" value="* - State Cd Not Applicable"/> </td> </tr> <tr> <td style="border-bottom: 1px solid gray; padding-bottom: 2px;"></td> <td style="border-bottom: 1px solid gray; padding-bottom: 2px;">Zip Cd</td> </tr> <tr> <td style="border-bottom: 1px solid gray; padding-bottom: 2px;"></td> <td style="border-bottom: 1px solid gray; padding-bottom: 2px;"> <input type="text"/> </td> </tr> </table> </div> <div style="padding-top: 5px;"> Add / Edit Remarks </div>	Contact Point	Country	<input type="text"/>	<input type="text" value="* - 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"/>	<input type="text" value="* - State Cd Not Applicable"/>		Zip Cd		<input type="text"/>
Contact Point	Country																								
<input type="text"/>	<input type="text" value="* - 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"/>	<input type="text" value="* - State Cd Not Applicable"/>																								
	Zip Cd																								
	<input type="text"/>																								

✓ Update
✕ Cancel


- 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.*





Help Reference Guide

- 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.





x

Update 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 style="width: 100%;" type="text"/>																								
	<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 style="width: 95%;" type="text"/></td> <td>* - N/A <input style="width: 50px;" type="text"/></td> </tr> <tr> <td>Phone Nbr</td> <td>Address Line 1</td> </tr> <tr> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>DSN Nbr</td> <td>Address Line 2</td> </tr> <tr> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Fax Nbr</td> <td>City</td> </tr> <tr> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td>Email Address</td> <td>State</td> </tr> <tr> <td><input style="width: 95%;" type="text"/></td> <td>* - State Cd Not Applicable <input style="width: 50px;" type="text"/></td> </tr> <tr> <td></td> <td>Zip Cd</td> </tr> <tr> <td></td> <td><input style="width: 95%;" type="text"/></td> </tr> </table> <p style="text-align: center;">Add / Edit Remarks</p>	Contact Point	Country	<input style="width: 95%;" type="text"/>	* - N/A <input style="width: 50px;" type="text"/>	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 <input style="width: 50px;" type="text"/>		Zip Cd		<input style="width: 95%;" type="text"/>
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Email Address	State																								
<input style="width: 95%;" type="text"/>	* - State Cd Not Applicable <input style="width: 50px;" type="text"/>																								
	Zip Cd																								
	<input style="width: 95%;" type="text"/>																								

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.*






Help Reference Guide

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.





x
Update Contract

Instructions

Contract Info POC Info Stock Numbers

Contract

Admin

Issuing

Property Admin

POC Details

Contact Point

Phone Nbr

DSN Nbr

Fax Nbr

Email Address

Country
* - N/A

Address Line 1

Address Line 2

City


State
* - State Cd Not Applicable

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.*



ODASD (Logistics)
under A&S Sustainment

498

DPAS Helpdesk
1-844-843-3727



- 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.
13 – Mandatory Entry: CONTRACT TYPE CD.	Missing Entry. Enter the appropriate information in the desired field.



Help Reference Guide

13 – Mandatory Entry: *Contractor*.

13 – Mandatory Entry: *CONTRACT NBR*.

1003 – Add Attachment supports only these file types: {0}

Invalid Entry. Only the listed files are supported, and no other file types are attachable. Attach a correctly formatted file.

1004 – Attachment file size exceeds the maximum of {x} for this file type. "Attachment" file size is {x}.

Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

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.

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 "."





Help Reference Guide

	(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](#)





Appropriation

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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.






Help Reference Guide

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

- Fund Cd
- Dept Cd
- ASN 
- Program / Project

Appropriations Results Grid

- All
- Fund Cd
- ASN
- Intrf Sys Cd
- Dept Cd
- Program Yr
- Main Account Cd
- Sub-Allocation
- Agency Accounting Identified Cd
- Program / Project
- Sub-Account Cd
- Active
- Department Transfer Cd
- Availability Type Cd

Optional

- Program Id
- Established Dt/Tm





Established By
Last Transaction Dt/Tm
Last Updated By


Procedures

DPAS Navigation Helpful Tips




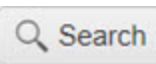


Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

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:.

- Use  to select the Fund Cd.
 - Use  to select the Dept Cd.
 - Enter the ASN, using  to assist with the entry. *This is a 5 alphanumeric character field.*
 - Enter the Project / Task in the field provided. *This is a 24 alphanumeric character field.*
- Select . *The Search Results appear.*




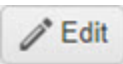
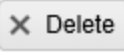

Appropriations													
All	Fund Cd	ASN	Intrf Sys Cd	Dept Cd	Program Year	Main Account Cd	Sub-Allocation	Agency Accounting Identifier Cd	Program/Project	Sub-Account Cd	Active	Department Transfer Cd	Availability Type Cd
<input type="checkbox"/>	68		AY	017		1810		ABC123		000	Yes		X
<input type="checkbox"/>	17		AY	017		0730		787888		000	Yes		X
<input type="checkbox"/>	11	20001	AF	097	2024	0100		123ga		000	Yes		
<input type="checkbox"/>	22		AY	097		0100		12345		000	Yes	097	X
<input type="checkbox"/>	22		AY	097	20242025	0100		12345		000	No	097	

Selected 0/5 | Page 1 of 1 | 50 items per page | 1 - 5 of 5 items




Add an Appropriation

Select . The **Add an Appropriation** pop-up window appears.

Update an Appropriation

- Click  to select the desired entry. *The Appropriations row is highlighted, and  and  become available.*
- Select . *The **Update an Appropriation** pop-up window appears.*

Delete an Appropriation

- Click  to select the desired entry. *The Appropriations row is highlighted, and  and  become available.*
- 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	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security



Help Reference Guide

have the appropriate security access.

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

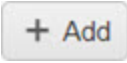


Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

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

Fund Cd *
 ASN
 Intra Sys Cd *
 Department Transfer Cd
 Department Cd *
 Program Year
 Availability Type Cd
 Active
 Type Fund Cd *
 Agency Accounting Identified Cd *
 Main Account Cd *
 Sub-Account Cd *
 Sub-Allocation
 Program / Project

(* 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 **Cancel** 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.

- A. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*
- B. Enter the ASN in the field provided. *This is a 5 alphanumeric character field.*
- C. Use  to select the Intrl Sys Cd.
- D. Use  to select the Department Transfer Cd.
- E. Use  to select the Department Cd.
- F. Enter the Program YR in the field provided. *This is a 4- or 8-numeric character field.*
- G. Use  to select the Availability Type Cd.
- H. Click to select Active. *The Appropriations record is marked as either Active or Inactive .*
- I. Use  to select the Type Fund Cd.
- J. Enter the Agency Accounting Identified Cd in the field provided. *This is a 2-6 alphanumeric character field.*
- K. Enter the Main Account Cd, using  to assist with the entry. *This is a 4 alphanumeric character field.*
- L. Enter the Sub-Account in the field provided. *This is a 4 alphanumeric character field.*
- M. Enter the Sub-Allocation in the field provided. *This is a 4 alphanumeric character field.*



Help Reference Guide

- N. Enter the Program / Project in the field provided. *This is a 24 alphanumeric character field.*
2. 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) \$, -, /, #, &, 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.





Help Reference Guide

<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>
<p>xxxx — Invalid value entered for Basic Symbol.</p>	<p>Invalid Entry. The Basic Symbol is a 4-position numeric entry. Enter the Basic Symbol again.</p>

Related Topics

- Appropriation
- Delete an Appropriation
- Update an Appropriation





Delete an Appropriation

Overview

The Appropriation Delete process allows removal of an appropriation record.

Navigation

MASTER DATA MGMT > Appropriation > (desired record) > > 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





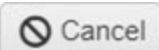
Procedures



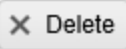

DPAS Navigation Helpful Tips

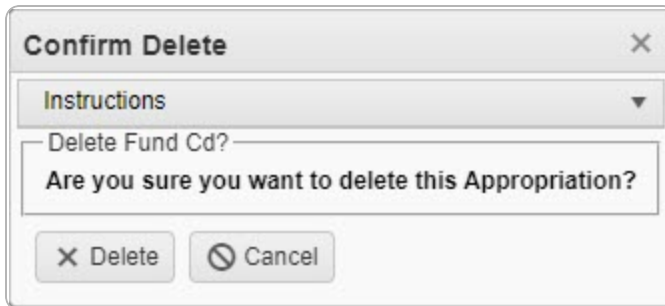


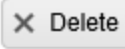
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

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.*



- 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
-------	----------





Help Reference Guide

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





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) >  > 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

- Fund Cd *
- ASN
- Intrf Sys Cd *
- Department Transfer Cd
- Department Cd *
- Program Year
- Availability Type Cd
- Active
- Type Fund Cd *
- Agency Accounting Identified Cd *
- Main Account Cd *
- Sub-Account Cd *
- Sub-Allocation
- Program / Project

(* Asterisk identifies mandatory fields.


Procedures



DPAS Navigation Helpful Tips



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

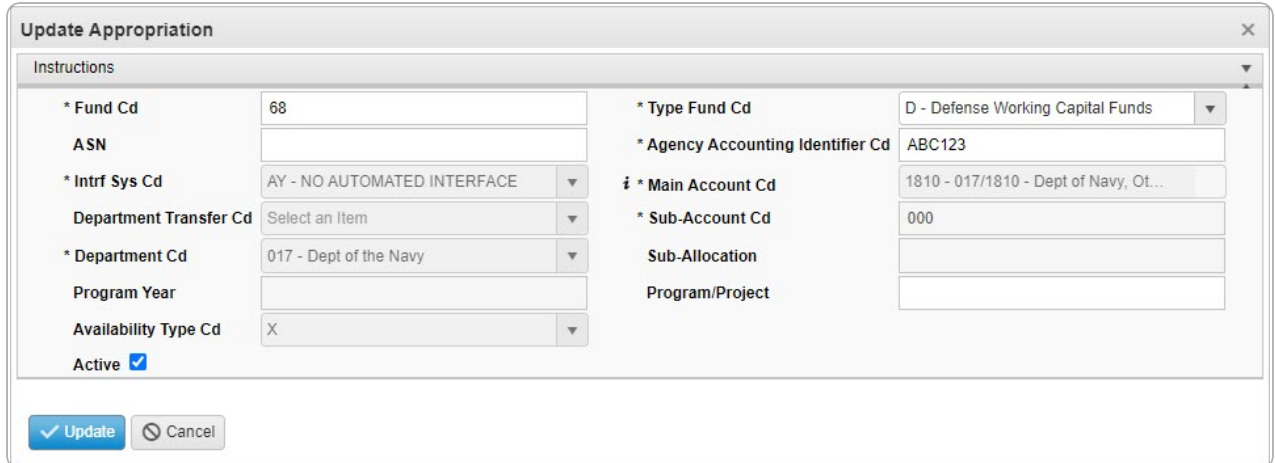
Update an Appropriation







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

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



2. Select . The **Update Appropriations** pop-up window appears.




- A. Update the FUND CD in the field provided. *This is a 2 alphanumeric character field.*
- B. Update the ASN in the field provided. *This is a 5 alphanumeric character field.*
- C. Update the Intrl Sys Cd, using  to select the desired code.
- D. Update the Department Transfer Cd, using  to select the desired code.
- E. Update the Department Cd, using  to select the desired code.
- F. Update the Program YR in the field provided. *This is a 4- or 8-numeric character field.*
- G. Update the Availability Type Cd, using  to select the desired code.
- H. Verify the Active contains the appropriate or . *The Appropriations record is marked as either Active or Inactive .*
- I. Update the Type Fund Cd, using  to select the desired code.
- J. Update the Agency Accounting Identified Cd in the field provided. *This is a 2-6 alphanumeric character field.*
- K. Update the Main Account Cd, using  to assist with the entry. *This is a 4 alphanumeric character field.*
- L. Update the Sub-Account in the field provided. *This is a 4 alphanumeric character field.*
- M. Update the Sub-Allocation in the field provided. *This is a 4 alphanumeric character field.*





Help Reference Guide

- N. Update the Program / Project in the field provided. *This is a 24 alphanumeric character field.*
3. 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.





Help Reference Guide

<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>
<p>xxxx — Invalid value entered for Basic Symbol.</p>	<p>Invalid Entry. The Basic Symbol is a 4-position numeric entry. Enter the Basic Symbol again.</p>

Related Topics

- Appropriation
- Add an Appropriation
- Delete an Appropriation





Document Number Range Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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:

DocDAAC	Range Desc	Begin Serial Nbr	End Serial Nbr	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	GROCEBP	12/15/2022 4:44:49 PM	1,000	12/15/2022 4:44:49 PM	GROCEBP	LPLGN03



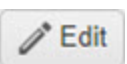
Page 1 of 1 | 50 items per page | 1 - 1 of 1 items

- 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
125 – No record(s) match	Invalid Entry. Results for the search criteria





Help Reference Guide

<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>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>1055 – Value must be an integer.</p>	<p>Invalid Entry. The Begin SERIAL NBR and End SERIAL NBR fields must be numeric. Re-enter the numbers.</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</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>DoDAAC.</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
- Update 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

X Delete

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





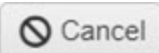
Procedures

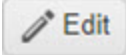
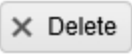
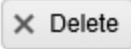
DPAS Navigation Helpful Tips

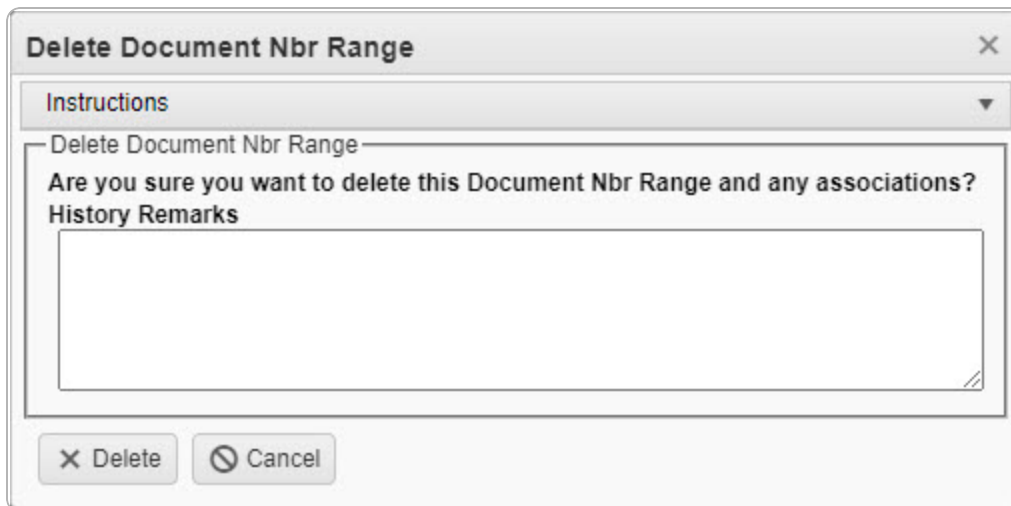


Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

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





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

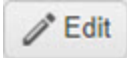
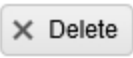


Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Update a DOCUMENT NBR Range



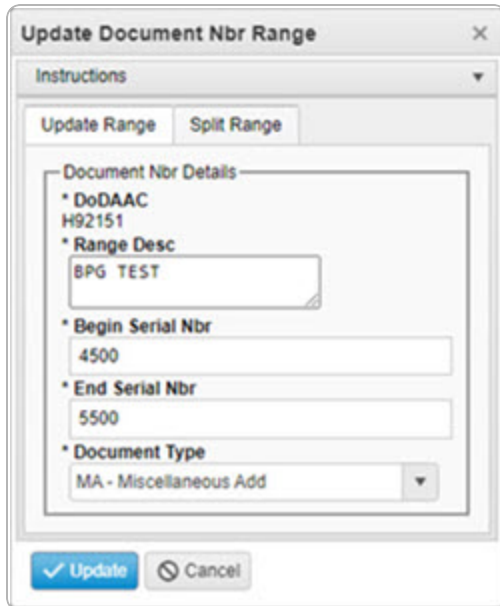
Selecting **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.


1. Click to select the desired entry. The record is highlighted, and  **Edit** and  **Delete** 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.





Update Document Nbr Range ✕

Instructions

Update Range Split Range

DoDAAC


H92151

Existing Range

The existing range will be updated with these values:

Existing Range Desc
BPG TEST

Existing Begin Serial Nbr
4500

Existing End Serial Nbr
5500 

Existing Document Type
MA - Miscellaneous Add

New Range

A new range will be added with these values:

* New Range Desc

* New Begin Serial Nbr

Check Values

* New End Serial Nbr
5500

New Document Type
Optional

- 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 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: Range DESC.	Missing Entry. Enter the appropriate information in the desired field.



<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>1055 – Value must be an integer.</p>	<p>Invalid Entry. The Begin SERIAL NBR and End SERIAL NBR fields must be numeric. Re-enter the numbers.</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>





Help Reference Guide

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
- Add a Document Number Range
- Delete a Document Number Range





Add an Operating Target

Overview

The Operating Target Add process provides the ability to create a new Operating Target record.

Navigation

Master Data MGMT > Operating Target > Operating Target Search > [+ Add](#) > Add Operating Target page

Page Fields

The following fields display on the **Add Operating Target** slide-out 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.
xxxx	Select "Save" button to save the record.
562	Select "Cancel" to return to the previous page.

Operating Target Information Panel

- OPTAR Name *
- Fiscal Year *
- DoDAAC
- Appropriation *





Help Reference Guide

Funding Cost Center *
Object Class Cd *
Budget Amount *
Active *

Remarks Panel

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 Operating Target

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



1. Select . The **Add Operating Target** slide-out window appears on the right.

Add Operating Target
✕

▶ [Instructions / Help](#)

Operating Target Information ^

<p>* OPTAR Name <input style="width: 90%;" type="text"/></p> <p>* Fiscal Year <input style="width: 90%;" type="text"/></p> <p>DoDAAC BROOKS</p> <p>* Appropriation Select an Item ▼</p>	<p>* Funding Cost Center <input style="width: 90%;" type="text"/> 🔍</p> <p>* Object Class Cd Select an Item ▼</p> <p>* Budget Amount \$0.00 ▲ ▼</p> <p>* <input checked="" type="checkbox"/> Active</p>
---	--


Remarks ^

<p>Remarks <input style="width: 90%;" type="text"/></p>	<p>History Remarks <input style="width: 90%;" type="text"/></p>
---	---

✕ Cancel
💾 Save

2. Complete the Operating Target Information panel.
 - A. Enter the OPTAR Name in the field provided. *This is a 60 alphanumeric character field.*
 - B. Enter the Fiscal Year in the field provided. *This is a 4 numeric character field.*
 - C. *The DoDAAC automatically populates and is not editable.*
 - D. Use ▼ to select the Appropriation.

Helpful Tip






 The Funding Cost Center field becomes available after the Appropriation is selected.

- E. Enter the Funding Cost Center, or use 🔍 to assist with the entry. *This is an 11 alphanumeric character field.*



Help Reference Guide

Cost Center Browse help

- F. Use  to select the Object Class Cd.
 - G. Use  to choose the Budget Amount.
 - H. Click  to select the Active. *When selected, indicates the Operating Target is currently active.*
3. Complete the Remarks panel.
- A. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
4. Select . *The slide-out windows closes and*
 *appears on the lower right-hand corner.*

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.





Help Reference Guide

13 – Mandatory Entry:
OPTAR Name.

13 – Mandatory Entry: *Fiscal Year.*

13 – Mandatory Entry:
DoDAAC.

13 – Mandatory Entry:
OBJECT CLASS Cd.

13 – Mandatory Entry:
Budget Amount.

13 – Mandatory Entry: *Active.*

350 – Must be alphanumeric with supported special characters \$, -, /, #, &, comma, period, and space.

320 – Entry exceeds maximum length.

Missing Entry. Enter the appropriate information in the desired field.

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.

Invalid Entry. There are too many characters entered. Reduce the number of characters in the field.





Help Reference Guide

<p>xxxx — Operating Target with given name, Cost Center, DoDAAC, and fiscal year already exists.</p>	<p>Invalid Entry. The entered information already exists. Re-enter the fields.</p>
<p>2344 — Fiscal Year must be greater than or equal to 2001.</p>	<p>Invalid Entry. The Fiscal Year is less than 2001. The Fiscal Year needs to be more or equal to 2001. Re-enter the Fiscal Year.</p>
<p>2345 — Fiscal Year must be less than or equal to 2999.</p>	<p>Invalid Entry. The Fiscal Year is more 2999. The Fiscal Year needs to be less or equal to 2999. Re-enter the Fiscal Year.</p>
<p>2 — Invalid Cost Center.</p>	<p>Invalid Entry. The Cost Center is invalid. Re-enter the Cost Center.</p>
<p>xxxx — Funding Cost Center does not exist.</p>	<p>Invalid Entry. The entered Funding Cost Center is not currently in the system. Enter a valid Funding Cost Center.</p>
<p>xxxx — Budget Amount must be greater than 0.</p>	<p>Invalid Entry. The entered Budget Amount is not more than 0. Enter a valid Budget Amount.</p>

Related Topics

- Search for an Operating Target
- Update an Operating Target
- View the Operating Target History





View the Operating Target History

Overview

The Operating Target History is view only and displays the history records of the Operating Target.

Navigation

Master Data MGMT > Operating Target > Search > > > > Operating Target History slide-out window

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Operating Target History Grid

- Last Updated Dt/Tm
- OPTAR Name
- DoDAAC
- Appropriation
- Budget Amount
- Funding Cost Center
- Object Class Cd
- Remaining Balance
- Allocated Amount
- Obligated Amount
- Fiscal Year



History Remarks

Optional

- Active
- Established By
- Established Dt/Tm
- Last Updatd By
- Operation
- Remarks


Procedures





DPAS Navigation Helpful Tips



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


View the Operating Target 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 entry. The **OPTAR Name** is highlighted, and  and  become available.
2. Select . The **Operating Target History** slide-out window appears.


Operating Target History ✕

▸ [Instructions / Help](#)

 Options ▾

Last Updated Dt/Tm	OPTAR Name	DoDAAC	Appropriation	Budget Amount	Fun
10/04/2024 05:19 PM	Test	BR00KS	12	\$1,200.00	ABC

Selected 0/1 ◀ 1 ▶ 10 items per page 1 - 1 of 1 items



Last Updated DT/Tm	OPTAR Name	DoDAAC	Appropriation	Budget Amount	Funding Cost Center	Object Class CD	Remaining Balance	Allocated Amount	Obligated Amount	Fiscal Year	History Remarks
10/04/2024 08:48 PM	Test	BROOKS	12	\$300.00	ABCOE	Rent, Communications, and Utilities (O/C 23)	\$300.00	\$0.00	\$0.00	2024	--
10/04/2024 02:19 PM	Test	BROOKS	12	\$1,200.00	ABCOE	Rent, Communications, and Utilities (O/C 23)	\$1,200.00	\$0.00	\$0.00	2024	--

1. *Verify the Last Updated DT/TM.*
2. *Verify the OPTAR Name.*
3. *Verify the DoDAAC.*
4. *Verify the Appropriation.*
5. *Verify the Budget Amount.*
6. *Verify the Funding Cost Center.*
7. *Verify the OBJECT CLASS CD.*
8. *Verify the Remaining Balance.*
9. *Verify the Allocated Amount.*
10. *Verify the Obligated Amount.*
11. *Verify the Fiscal Year.*
12. *Verify the History Remarks.*

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

- Search for an Operating Target
- Add an Operating Target
- Update an Operating Target



Operating Target Search

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Operating Target (OPTAR) process provides the ability to read, add, or update an Operating Target. The Operating Target is used for financial obligations and is selected for non-free Requisitions to track the funds utilized for a specific budget. Materiel Management/Inventory Control Point users must have the *Financial Manager* role for Read/Add/Update access.

Navigation

Master Data MGMT > Operating Target > Operating Target (OPTAR) Search page

Page Fields

The following fields display on the **Operating Target (OPTAR) Search** 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 Operating Target Search Results.
526	Select "Reset" to clear the Operating Target Search Criteria.
527	Select "Grid Options" for additional actions to perform on the Operating Target data.





Help Reference Guide

528

Select "Add" to create a new Operating Target record.

529

Select "Edit" to update the selected Operating Target record(s).

Search Criteria Grid

OPTAR Name
 DoDAAC
 Funding Cost Center
 Fiscal Year
 Object Class Cd
 Active

Search Results Grid

OPTAR Name
 Fiscal Year
 DoDAAC
 Funding Cost Center
 Budget Amount
 Remaining Balance
 Allocated Amount
 Obligated Amount
 Appropriation
 Active

Optional

Established By
 Established Dt/Tm
 Last Updated By
 Last Updated Dt/Tm
 Remarks




Procedures

DPAS Navigation Helpful Tips







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



Search for an Operating Target (OPTAR)


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

- Enter the OPTAR Name, using  to assist with the entry. *This is a 60 alphanumeric character field.*
- Use  to select the DoDAAC.
- Enter the Funding Cost Center, using  to assist with the entry. *This is a 11 alphanumeric character field.*
- Enter Fiscal Year, using  to assist with the entry. *This is a 4 numeric character field.*



- Use  to select the Object Class Cd.
- Use  to select the Active.

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

Search Results





OPTAR Name	Fiscal Year	DoDAAC	Funding Cost Center	Budget Amount	Remaining Balance	Allocated Amount	Obligated Amount	Appropriation	Active
Housing	2024	H92180	Test101	\$1,000,000.00	\$1,000,000.00	\$0.00	\$0.00	17	Yes
Housing	2024	H92180	cc911	\$500,000.00	\$500,000.00	\$0.00	\$0.00	17	Yes
Specwar Optar	2023	H92180	cc911	\$250,000.00	\$250,000.00	\$0.00	\$0.00	17	Yes
testgail	2024	H92180	cc911	\$1,000.00	\$1,000.00	\$0.00	\$0.00	17	Yes

Selected 0/4 | 10 items per page | 1 - 4 of 4 Items



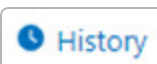
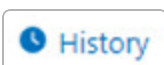
Add an Operating Target

Select . *The **Add Operating Target** page appears.*

Update an Operating Target

1. Click  to select the entry. *The OPTAR Name is highlighted, and  and  become available.*
2. Select . *The **Edit Operating Target** page appears.*

View the Operating Target History

1. Click  to select the entry. *The OPTAR Name is highlighted, and  and  become available.*
2. Select . *The **Operating Target History** 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.



Help Reference Guide

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 Operating Target
- Update an Operating Target
- View the Operating Target History





Update an Operating Target

Overview

The Operating Target Update process allows editing of the Operating Target record.

Navigation

Master Data MGMT > Operating Target > Operating Target Search > (desired record) >



> Edit Operating Target slide-out window

Page Fields

The following fields display on the **Edit Operating Target** slide-out 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.
xxxx	Select "Save" button to save the record.
562	Select "Cancel" to return to the previous page.

Operating Target Information Panel

- OPTAR Name *
- Fiscal Year *
- DoDAAC
- Appropriation *





Help Reference Guide

Funding Cost Center *
Object Class Cd *
Budget Amount *
Active *

Remarks Panel

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 Operating Target

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



1. Select . The **Edit Operating Target** slide-out window appears on the right.

Edit Operating Target
✕

[▶ Instructions / Help](#)

Operating Target Information ^

OPTAR Name <input style="width: 90%;" type="text" value="Test"/>	Budget Amount <input style="width: 90%;" type="text" value="\$1,200.00"/>
Fiscal Year <input style="width: 90%;" type="text" value="2024"/>	Revised Budget Amount <input style="width: 90%;" type="text"/>
DoDAAC <input style="width: 90%;" type="text" value="BR00KS"/>	Remaining Balance <input style="width: 90%;" type="text" value="\$1,200.00"/>
Appropriation <input style="width: 90%;" type="text" value="12"/>	Allocated Amount <input style="width: 90%;" type="text" value="\$0.00"/>
Funding Cost Center <input style="width: 90%;" type="text" value="ABCDE"/>	Obligated Amount <input style="width: 90%;" type="text" value="\$0.00"/>
Object Class Cd <input style="width: 90%;" type="text" value="Rent, Communications, and..."/>	<input checked="" type="checkbox"/> Active

Remarks ^

Remarks <input style="width: 90%;" type="text" value="Test"/>	History Remarks <input style="width: 90%;" type="text"/>
---	--







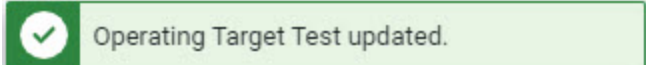
2. Update the Operating Target Information panel.
 - A. Update the OPTAR Name, entering the revised name in the field provided. *This is a 60 alphanumeric character field.*
 - B. Update the Fiscal Year, entering the revised year in the field provided. *This is a 4 numeric character field.*
 - C. Verify the DoDAAC.
 - D. Update the Appropriation, using ▼ to select the desired appropriation.



Helpful Tip



The Funding Cost Center field becomes available after the Appropriation is selected.

- E. Update the Funding Cost Center, using  to browse for the revised Funding Cost Center. *This is an 11 alphanumeric character field.*
 Cost Center Browse help
 - F. Update the Object Class Cd, using  to select the desired Object Class Code.
 - G. Update the Budget Amount, using  to choose the revised amount.
 - H. Verify the Active contains the appropriate  or . *When selected, indicates the Operating Target is currently active.*
3. *Update the Remarks panel.*
- A. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
4. Select . *The slide-out windows closes and*
 *appears on the lower right-hand corner.*

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





Help Reference Guide

<p>security access.</p>	<p>Search again.</p>
<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: <i>OPTARName.</i></p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 – Mandatory Entry: <i>Fiscal Year.</i></p>	
<p>13 – Mandatory Entry: <i>DoDAAC.</i></p>	
<p>13 – Mandatory Entry: <i>OBJECT CLASS CD.</i></p>	
<p>13 – Mandatory Entry: <i>Budget Amount.</i></p>	
<p>13 – Mandatory Entry: <i>Active.</i></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 fol-</p>
<p>350 – Must be alphanumeric with supported special characters \$, -, /, #, &, comma, period, and</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 fol-</p>





Help Reference Guide

<p>space.</p>	<p>lowing permitted special characters: \$, -, /, #, &, (,), 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>xxxx — Operating Target with given name, Cost Center, DoDAAC, and fiscal year already exists.</p>	<p>Invalid Entry. The entered information already exists. Re-enter the fields.</p>
<p>2344 — Fiscal Year must be greater than or equal to 2001.</p>	<p>Invalid Entry. The Fiscal Year is less than 2001. The Fiscal Year needs to be more or equal to 2001. Re-enter the Fiscal Year.</p>
<p>2345 — Fiscal Year must be less than or equal to 2999.</p>	<p>Invalid Entry. The Fiscal Year is more 2999. The Fiscal Year needs to be less or equal to 2999. Re-enter the Fiscal Year.</p>
<p>2 — Invalid Cost Center.</p>	<p>Invalid Entry. The Cost Center is invalid. Re-enter the Cost Center.</p>
<p>xxxx — Funding Cost Center does not exist.</p>	<p>Invalid Entry. The entered Funding Cost Center is not currently in the system. Enter a valid Funding Cost Center.</p>
<p>xxxx — Budget Amount must be greater than 0.</p>	<p>Invalid Entry. The entered Budget Amount is not more than 0. Enter a valid Budget Amount.</p>





Related Topics

- [Search for an Operating Target](#)
- [Add an Operating Target](#)
- [View the Operating Target History](#)





Inventory Inquiry

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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.





Help Reference Guide

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**
 Owning 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
 Mapping Shelf Life Cd





Help Reference Guide

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.

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

Instructions ▼

Search Criteria ▲

<p>i Stock Number <input style="width: 80%;" type="text" value="All"/> ...</p> <p>i Owing DoDAAC <input style="width: 80%;" type="text" value="All"/></p> <p>Cond Cd <input style="width: 80%;" type="text" value="All"/> ▼</p>	<p>i Item Desc <input style="width: 80%;" type="text" value="All"/></p> <p>i RSA DoDAAC <input style="width: 80%;" type="text" value="All"/></p> <p>i Prj Cd <input style="width: 80%;" type="text" value="All"/></p>
<input type="button" value="Search"/> <input type="button" value="Reset"/>	

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

Stock Number Browse
- Enter the ITEM DESC, using **i** to assist with the entry. *This is a 256 alphanumeric character field.*
- Enter the Owing DoDAAC, using **i** to assist with the entry. *This is a 6 alphanumeric character field.*
- Enter the RSA DoDAAC, using **i** to assist with the entry. *This is a 6 alphanumeric character field.*
- Use to select the Cond Cd.
- Enter the PRJ CD, using **i** to assist with the entry. *This is a 3 alphanumeric character field.*

- Select to display the search results.



Inventory Inquiry Grid Options

No Grouping

Stock Nbr	Item Desc	Managed DoDAAC	RSA	RSA ID	RSA DoDAAC	Cond Cd	Pri 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 - SOFSAASSETS		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

Grid Options

Serial Number	Manufacturer Lot	Ull
0000400		
0000401		
0000402		

Selected 0/3 Page 1 of 1 50 items per page 1 - 13 of 13 items

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

- 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 (MM/ICP) 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

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.

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

- 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
- Use or to assist with the DOCUMENT NBR entry. *This is a 14 alphanumeric character field.*
 Document Number Browse
- 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
- 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	CICP/RSA 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	1388913343873	BOOTS DIVERS	G - Gen PP&E	CMMCT280245601	MCT-2 COMMS	N0031A	A - Svcb(w/o Qual)		1	9,999	\$70.00	\$0.00	\$0.00	\$70.00	Unit Cost
PN - Processed - Not Requiring Review	8571	05/14/2019 4:00:08 PM	7510006802450	TAPE MASKING 1/2 INCH	O - Operating Material and supplies	CEN00183615601	CENTER	N68869	A - Svcb(w/o Qual)		25	475	\$2.66	\$0.00	\$0.00	\$66.50	Unit Cost

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
-------	----------



Help Reference Guide

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 (MM/ICP) 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

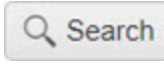
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

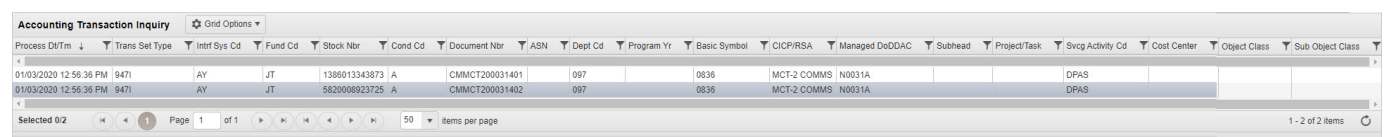
1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

- 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
- 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
- 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	CICP/RSA	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
-------	----------



Help Reference Guide

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





Search for a STOCK NBR

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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).





Help Reference Guide

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





Help Reference Guide

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 Agt 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





Help Reference Guide

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





Help Reference Guide

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:.





Help Reference Guide

Search Criteria ^

Stock Nbr <input style="border: 1px solid #ccc;" type="text" value="All"/> <input style="border: 1px solid #ccc; width: 20px; height: 20px; vertical-align: middle; margin-left: 5px;" type="button" value="Q"/>	Type Asset Cd <input style="border: 1px solid #ccc;" type="text" value="All"/> ▼
Item Desc <input style="border: 1px solid #ccc;" type="text" value="All"/>	FSC <input style="border: 1px solid #ccc;" type="text" value="All"/>
LIN/TAMCN <input style="border: 1px solid #ccc;" type="text" value="All"/> <input style="border: 1px solid #ccc; width: 20px; height: 20px; vertical-align: middle; margin-left: 5px;" type="button" value="Q"/>	Reportable Commodity Type <input style="border: 1px solid #ccc;" type="text" value="All"/> ▼
Stock Item Cd <input style="border: 1px solid #ccc;" type="text" value="All"/> ▼	Mgmt Cd <input style="border: 1px solid #ccc;" 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

- 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

- 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 Cd	Interface System Cd	Item Desc	Mgmt Cd	LN/TAMCN	FSC	ORC	Type Asset Cd	Asset Category Cd	Shall Life Cd	Security Commodity Type	Reportable Commodity Type	Prim Stock Nbr	IT device code	Accounting Req Cd	NIN data code
100000027492	A-NIN	CF-FELOS	REVOLVER CALIBER 38	A-Serial Number Managed		1005-Guns, through 30MM	4-Low Steady Cal IV	M-Military Equipment	A-Fighters/Jet/Co Aircraft	0	GEAR ISSUE-GEAR ISSUE	GEAR ISSUE-GEAR ISSUE		N/A	N-Nonoperable	5
100000027494	A-NIN	CF-FELOS	REVOLVER CALIBER 38	B-Bulk Managed		1005-Guns, through 30MM	4-Low Steady Cal IV	M-Military Equipment	E-Surface Control	0	AR-AR	AR-AR		N/A	N-Nonoperable	5
100000039287	A-NIN	CL-FLS	REVOLVER CALIBER 38 SPECIAL	A-Serial Number Managed		1005-Guns, through 30MM	4-Low Steady Cal IV	M-Military Equipment	0-Other MI Equip	0	ARMORY SER-ARMORY SERIAL	ARMORY SER-ARMORY SERIAL		N/A	N-Nonoperable	5

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 (MM/ICP) 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





Help Reference Guide

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.

Procedures

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:.





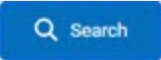
Help Reference Guide

Search Criteria ^

NIIN <input style="width: 90%;" type="text"/>	CAGE Cd <input style="width: 90%;" type="text"/>
Stock Nbr <input style="width: 90%;" type="text"/>	Mfr Part Nbr <input style="width: 90%;" type="text"/>
Item Desc <input style="width: 90%;" type="text"/>	Mfr Name <input style="width: 90%;" type="text"/>
Using Service Cd <input style="width: 90%;" type="text"/>	Mfr Model Nbr <input style="width: 90%;" type="text"/>
FSC <input style="width: 90%;" type="text"/>	Source Of Supply <input style="width: 90%;" type="text"/>
	UPC <input style="width: 90%;" 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





Contractor History Inquiry

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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.





Help Reference Guide

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

- CAGE Cd *i*
- DoDAAC *i*
- Corporation Name *i*
- Division Name *i*
- Dt From
- Dt To
- User Id

Contractor History Grid

- Operation
- Last Transaction Dt/Tm
- Last Updated By





Help Reference Guide

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.

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.



1. 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: 100%;" type="text" value="All"/></p> <p>i Corporation Name <input style="width: 100%;" type="text" value="All"/></p> <p>Dt From <input style="width: 100%;" type="text" value=""/></p> <p>User Id <input style="width: 100%;" type="text" value=""/></p>	<p>i DoDAAC <input style="width: 100%;" type="text" value="All"/></p> <p>i Division Name <input style="width: 100%;" type="text" value="All"/></p> <p>Dt To <input style="width: 100%;" 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.*

2. 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

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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.



Help Reference Guide

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 (MM/ICP) 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 .





Help Reference Guide

<p>161</p>	<p>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.</p>
<p>162</p>	<p>CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.</p>
<p>313</p>	<p>DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".</p>

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





Help Reference Guide

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.

1. 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 <input type="text"/>
Dlvry Order Nbr	<input type="text"/>	Contract Type Cd	All <input type="text"/>
Contract Desc	<input type="text"/>	Expiration Dt	<input type="text"/>
Start Dt	<input type="text"/>	Dt From	<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.

Instructions

Contract History

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	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

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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 (MM/ICP) 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.


Procedures

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.

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

Instructions ▼

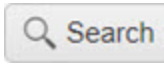
Search Criteria ▲

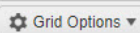
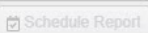
Report Category	<input type="text" value="All"/>	▼	Report Type	<input type="text" value="All"/>	▼
Report/Form	<input type="text" value="All"/>	▼			

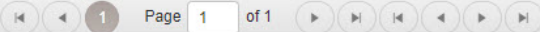
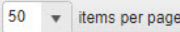

- Use to select the Report Category.
- Use to select the Report Type.



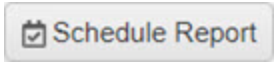
- Use  to select the Report / Form.






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




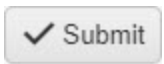
Selected 0/4  Page 1 of 1  50 items per page 1 - 4 of 4 items 

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	Select an Item 		
Report Type	Select an Item 		
Program/Division/ICP	Select an Item 		
Fiscal Year	2023		
Quarter	All 		

Submit/Schedule			
* Export File Format	Schedule Dt/Tm	Sharing	Remarks
Excel 	11/4/2022 10:57 AM  	Private 	<input type="text"/>
			<input type="button" value="Submit"/> <input type="button" value="Reset"/>

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 (MM/ICP) 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


Procedures

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:.









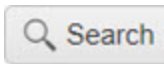
Instructions

Search Criteria

Report Name: All
 Report Category: All
 Report Type: All
 Report Status: All
 Private/Shared: All
 Report/Form: All

Search Reset

- 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 Grid Options Delete Print

<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 <table border="1" style="width: 100%;"> <tr> <td>Parameter</td> <td>Value</td> </tr> <tr> <td>Report Format</td> <td>Excel</td> </tr> <tr> <td colspan="2">Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items</td> </tr> </table>													Parameter	Value	Report Format	Excel	Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items	
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



Add Attachments

Overview

The Add Attachments process provides the ability to attach documents to a record.

Navigation

DPAS > *VARIOUS PROCEDURAL STEPS* > (desired record) >  Attachments > Attachments pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Attachments

Attachment Browse
Description

Procedures

DPAS Navigation Helpful Tips

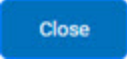





Click the following link to display DPAS Navigation Tips.

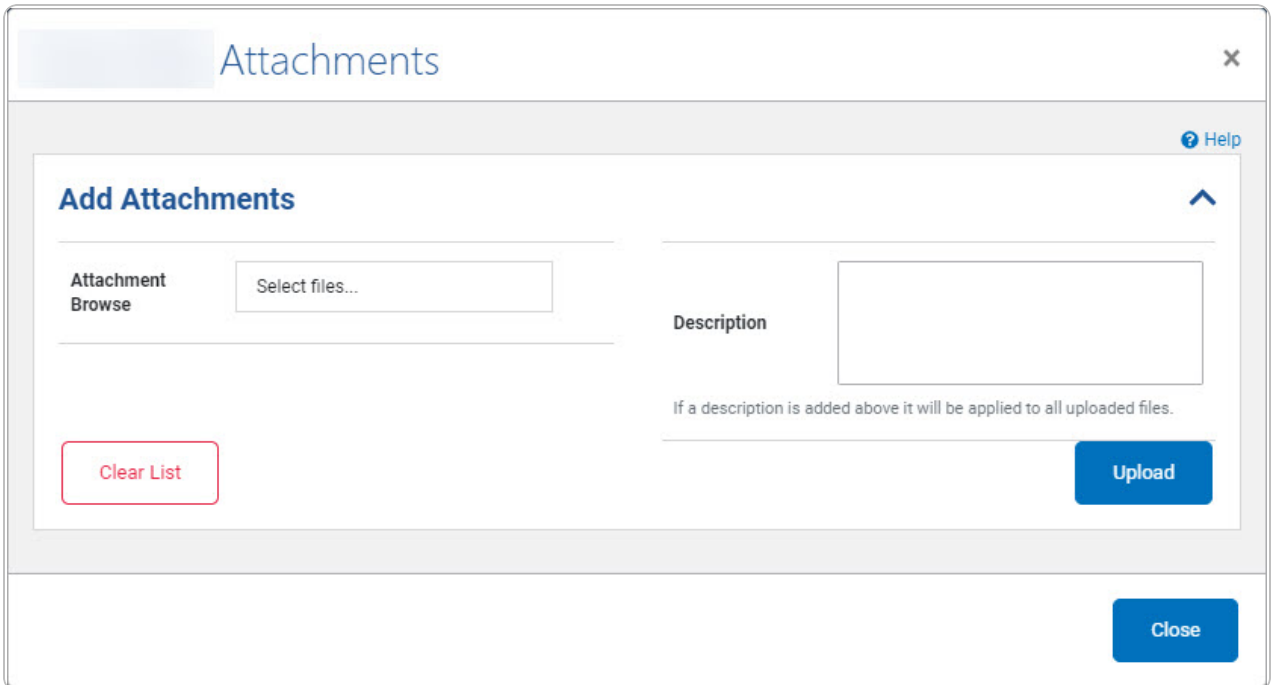


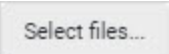
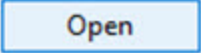


Attach a Document to a Record

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

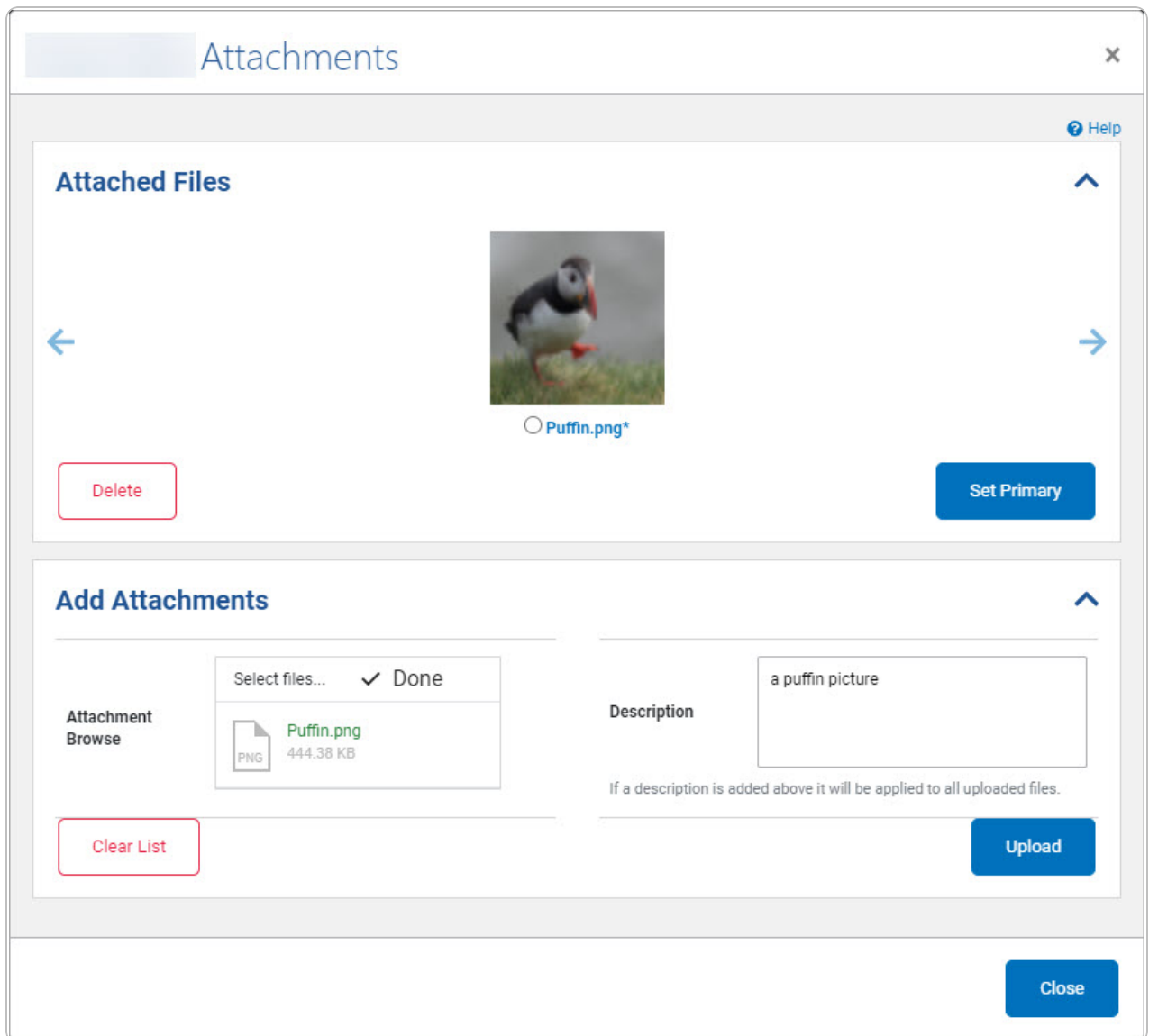
1. Click  to select the entry. The record is highlighted, and  becomes available.
2. Select  to add any additional files to the record. The **Attachments** pop-up window appears.



3. Select  within the Attachment Browse field. The Windows **Choose File to Upload** pop-up window appears.
4. Choose the file to attach, and select it.
5. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the Attachment Browse panel.
6. Enter the Description in the field provided. This is a 1024 alphanumeric character field.



7. Select **Upload**. The file uploads and appears in the Attached Files panel.


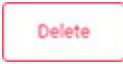
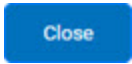


The screenshot shows a web interface for managing attachments. At the top, there's a title bar 'Attachments' with a close button. Below it is a 'Help' icon. The main area is divided into two sections: 'Attached Files' and 'Add Attachments'. In the 'Attached Files' section, a single image of a puffin is displayed with a radio button next to the label 'Puffin.png*'. Below the image are 'Delete' and 'Set Primary' buttons. The 'Add Attachments' section contains an 'Attachment Browse' area with a 'Select files...' button and a 'Done' button. A file list shows 'Puffin.png' (444.38 KB). To the right is a 'Description' text box with the text 'a puffin picture'. Below the description is a note: 'If a description is added above it will be applied to all uploaded files.' At the bottom of the 'Add Attachments' section are 'Clear List' and 'Upload' buttons. A 'Close' button is located at the bottom right of the entire window.

8. Repeat Steps 2 - 6 to attach multiple documents.
9. Select beneath the main attachment.
10. Select **Set Primary**. The attachment is marked as the main attachment to the record.



Remove an Attachment

- A. Select  beneath the desired attachment.
 - B. Select . *The attachment is removed permanently from the record.*
11. Select . *The **Attachments** pop-up window closes, and the file appears in the Attachments field 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 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.
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	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.



Help Reference Guide

<p>type. "Attachment" file size is (size).</p>	
<p>353 – Attachment file size exceeds the maximum of 1MB. The selected 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>

Related Topics

- [Stock Number Overview](#)
- [SKO Catalog Overview](#)





Browse for an Appropriation

Overview

The Appropriation Browse pop-up window allows searching for appropriation data.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Appropriation Browse pop-up window

Page Fields

The following fields display on the **Appropriation 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

Search By Grid

Dept Cd
Basic Symbol
Subhead
Program Yr
Program/Project

Saved Information Grid

Select
Dept Cd
Basic Symbol
Subhead
Program Yr



Program/Project

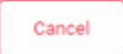
Procedures

DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

Browse for an Appropriation


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

1. Select . The **Appropriation Browse** pop-up window appears.

Appropriation close or Esc Key


Search By

Dept Cd	<input type="text" value="Select an Item"/>	Program Yr	<input type="text"/>
Basic Symbol	<input type="text"/>	Program/Project	<input type="text"/>
Subhead	<input type="text"/>		

- Use  to select the Dept Cd.
- Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*
- Enter the Subhead in the field provided. *This is a 4 alphanumeric character field.*
- Enter the Program YR in the field provided. *This is a 8 alphanumeric character field.*



- Enter the Program/Project in the field provided. *This is a 24 alphanumeric character field.*

2. Select . The results appear in the Search Results grid.

Select	Dept Cd	Basic Symbol	Subhead	Program Yr	Program/Project
Select	097	4930	7000	XXXXXXXX	0000000016200000000
Select	097	4930	7000	XXXXXXXX	0000000016300000000
Select	097	4930	7000	XXXXXXXX	0000000016400000000

3. Choose the Select hyperlink of the desired Appropriation row. *The **Appropriation Browse** pop-up window closes and the selected information appears in the APPN fields.*

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

- Appropriation



Assign Assets to a Maintenance Schedule

Overview

The Assign Assets to MAINT SCHEDULE pop-up window allows searching for a single asset or a range of assets.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Assign Assets to MAINT SCHEDULE pop-up window

Page Fields

The following fields display on the **Assign Assets to MAINT SCHEDULE** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Asset Id
 Site Id
 Maint Activity
 Stock Nbr
 Item Description
 Maint Group Id
 Asset UIC
 Serial Nbr
 Equipment Pool Id
 Cage Cd
 LIN/TAMCN
 Secondary Serial Number





Search Results Grid

Select
Asset Id
Stock Number
Serial Number
Item Description
Asset UIC
Maint Group Id
Maint Activity
Equipment Pool
Util Measure Cd

(*) Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

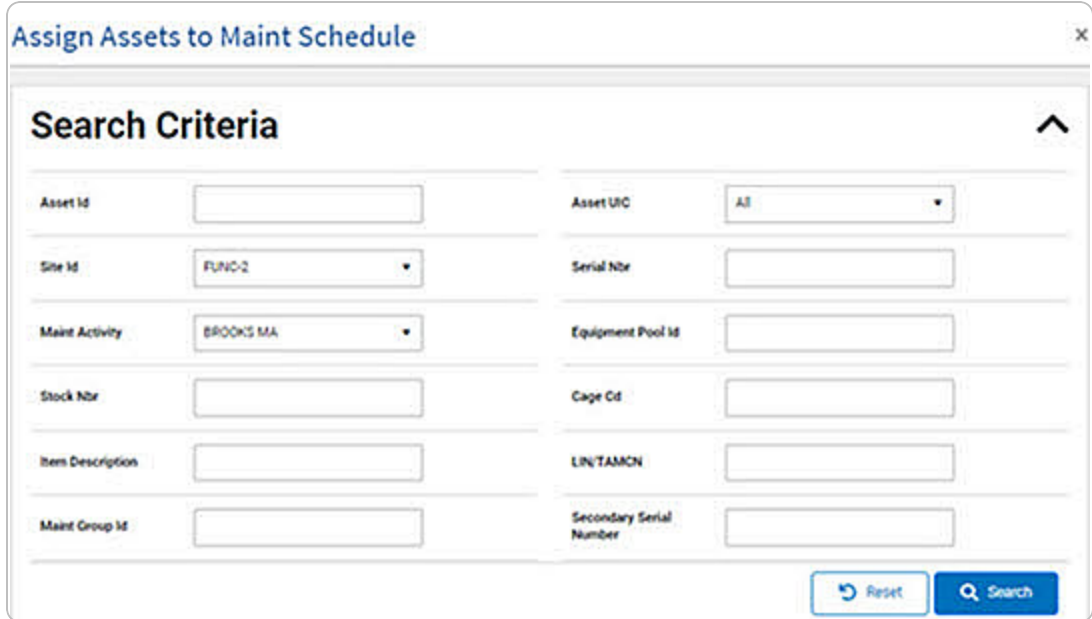
Assign Assets to a Maintenance Schedule

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. Select . The **Assign Assets to MAINT SCHEDULE** pop-up window appears.

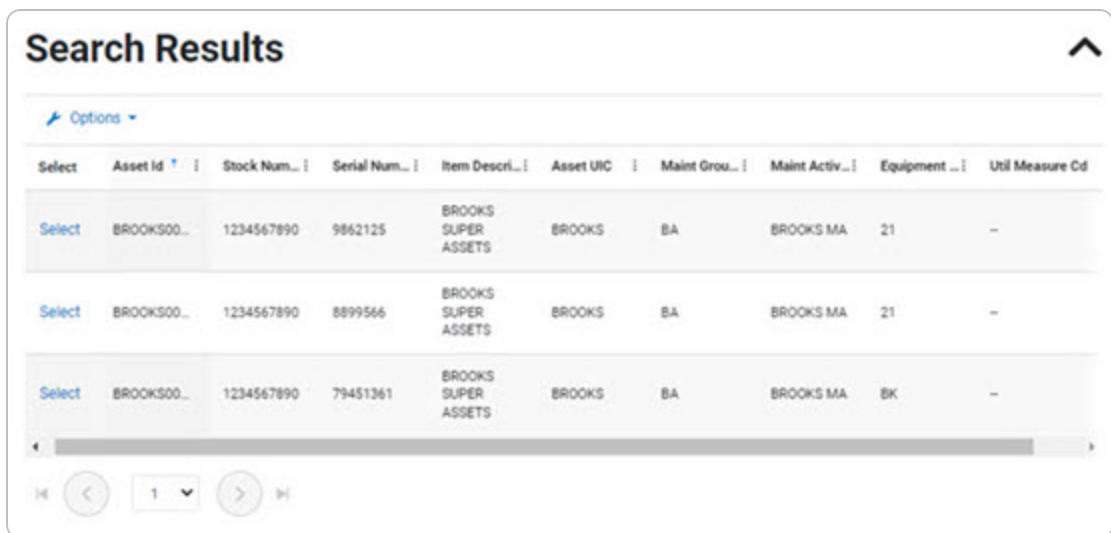


2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
 - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
 - Use ▼ to select the Site Id.
 - Use ▼ to select the Maint Activity.
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
 - Enter the Item Description in the field provided. *This is a 256 alphanumeric character field.*
 - Enter the MAINT GROUP ID in the field provided. *This is a 2 alphanumeric character field.*
 - Use ▼ to select the Asset UIC.
 - Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
 - Enter the EQUIPMENT POOL ID in the field provided. *This is a 2 alphanumeric character field.*



- Enter the CAGE Cd in the field provided. *This is a 5 alphanumeric character field.*
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*

3. Select . *Results display in the Search Results Grid.*



Select	Asset Id	Stock Num...	Serial Num...	Item Descri...	Asset UIC	Maint Grou...	Maint Activ...	Equipment ...	Util Measure Cd
Select	BROOKS00...	1234567890	9862125	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	21	--
Select	BROOKS00...	1234567890	8899566	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	21	--
Select	BROOKS00...	1234567890	79451361	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	BK	--

4. Choose the Select hyperlink next to the desired ASSET ID. *The pop-up window closes and the selected ASSET ID information 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
No Common Errors have been identified for this page.	



Related Topics

M&U

- Schedule Preventive Maintenance — Asset Assignment





Assign Assets to a Maintenance Schedule

Overview

The Assign Assets to MAINT SCHEDULE pop-up window allows searching for a single asset or a range of assets.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Assign Assets to MAINT SCHEDULE pop-up window

Page Fields

The following fields display on the **Assign Assets to MAINT SCHEDULE** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Asset Id
 Site Id
 Maint Activity
 Stock Nbr
 Item Description
 Maint Group Id
 Asset UIC
 Serial Nbr
 Equipment Pool Id
 Cage Cd
 LIN/TAMCN
 Secondary Serial Number





Search Results Grid

Available Tab

All
 Asset Id
 Stock Number
 Serial Number
 Item Description
 Asset UIC
 Maint Group Id
 Maint Activity
 Equipment Pool
 Util Measure Cd

Selected Tab

Remove
 Asset Id
 Stock Number
 Serial Number
 Item Description
 Asset UIC
 Maint Group Id
 Maint Activity
 Equipment Pool
 Util Measure Cd

(* Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips




Click the following link to display DPAS Navigation Tips.

Assign Assets to a Maintenance Schedule

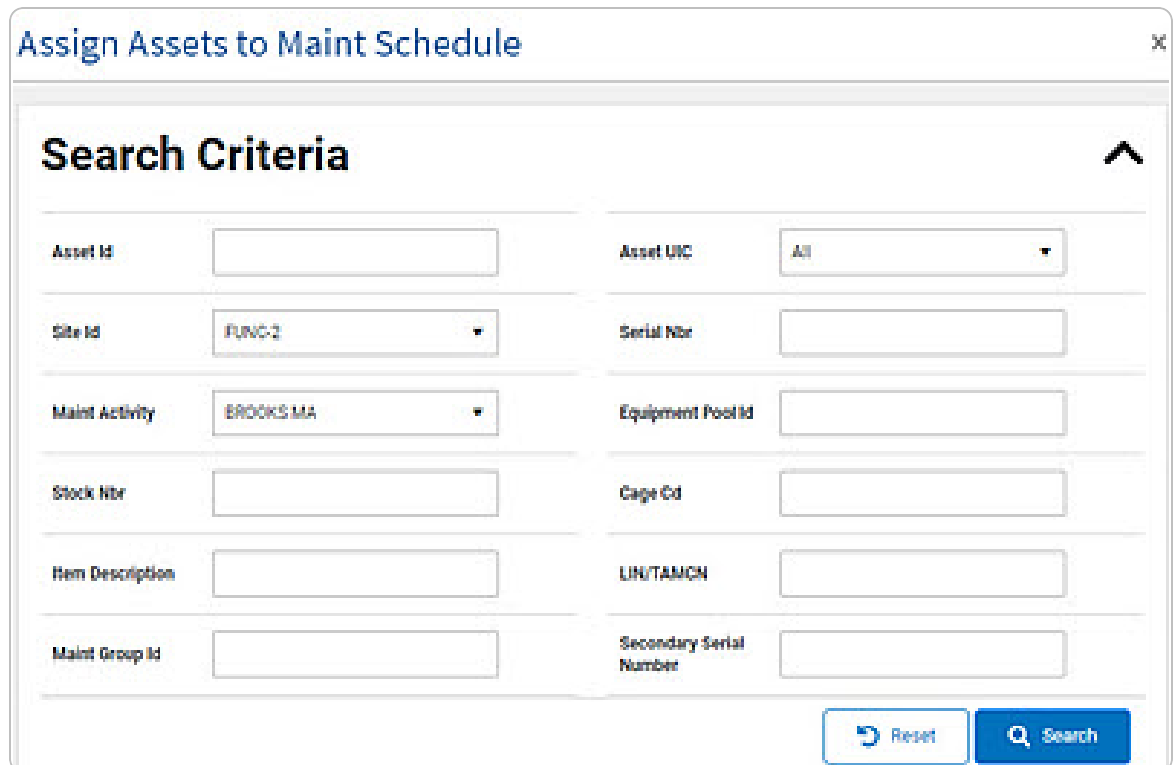
One or more of the Search Criteria fields can be entered to isolate the results. By

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



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

1. Select . The **Assign Assets to MAINT SCHEDULE** pop-up window appears.

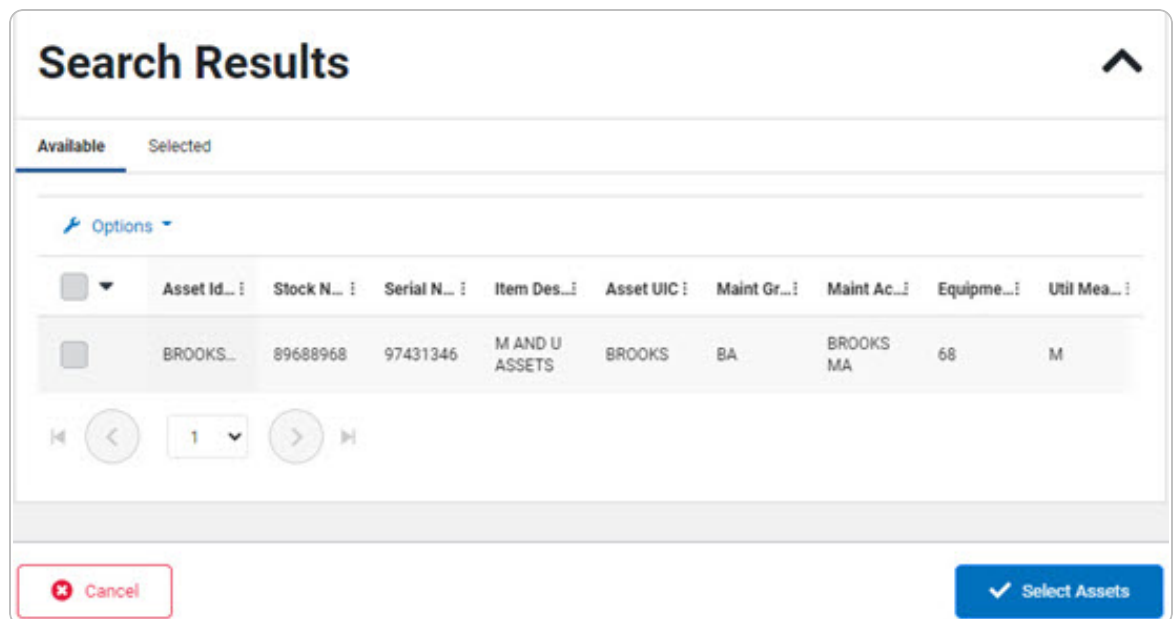


2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
 - Enter the **ASSET ID** in the field provided. *This is a 12 alphanumeric character field.*
 - Use ▼ to select the **Site Id**.
 - Use ▼ to select the **Maint Activity**.
 - Enter the **STOCK NBR** in the field provided. *This is a 15 alphanumeric character field.*
 - Enter the **Item Description** in the field provided. *This is a 256 alphanumeric character field.*
 - Enter the **MAINT GROUP ID** in the field provided. *This is a 2 alphanumeric character field.*



- Use to select the Asset UIC.
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the EQUIPMENT POOL ID in the field provided. *This is a 2 alphanumeric character field.*
- Enter the CAGE Cd in the field provided. *This is a 5 alphanumeric character field.*
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*

3. Select . Results display in the Search Results Grid.



Search Results

Available Selected

Options

<input type="checkbox"/>	Asset Id.:	Stock N.:	Serial N.:	Item Des.:	Asset UIC:	Maint Gr.:	Maint Ac.:	Equipme.:	Util Mea.:
<input type="checkbox"/>	BROOKS...	89688968	97431346	M AND U ASSETS	BROOKS	BA	BROOKS MA	68	M

1

Cancel Select Assets

4. Click to select the ASSET ID. *The ASSET ID is selected and appears.*

Select . *The **Asset Assignment to Maintenance Schedule** pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.*

5.

OR



Select the Selected Tab. *The selected ASSET ID appears for verification.*

Search Results ^

Available Selected

Options ▾

Remove	Asset Id	Stock Nu...	Serial N...	Item Des...	Asset UIC	Maint Gr...	Maint Ac...	Equipme...	Utili Mea...
Remove	BROOKS...	1234567...	8899566	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	21	--
Remove	BROOKS...	1234567...	79451361	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	BK	--

⏪ ⏩ 1 ⏪ ⏩

✖ Cancel
✔ Select Assets

- A. Select the Remove hyperlink. *The ASSET ID is removed from the Selected Search Results grid.*
6. Select ✔ Select Assets. *The **Asset Assignment to Maintenance Schedule** pop-up window closes and the selected ASSET ID appears in the previous screen 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
No Common Errors have been identified for this page.	



Related Topics

M&U

- Schedule Preventive Maintenance — Asset Assignment





Browse for an Asset Identifier

Overview

The Asset Identifier Browse pop-up window allows searching for a single asset or a range of assets.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > ASSET ID Browse pop-up window

Page Fields

The following fields display on the **ASSET 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
--------	-------

Search Criteria Grid

Asset Id
 Dispatched *
 Equip Pool
 Dispatched Cd
 Dispatch Unavl Cd
 Dispatch Ctgry
 Sub Ctgry
 Item Desc
 Stock Nbr
 Serial Nbr
 Secondary Serial Number





Search Results Grid

Select
 Asset Id
 Item Desc
 Utilization
 Dispatch Ctgry
 Sub Ctgry
 Dispatch Cd
 Dispatch Unavl Cd
 Equip Pool
 Stock Nbr
 Serial Nbr
 Secondary Serial Number
 Actual Issue Dt/Tm
 Est Return Dt/Tm
 Lst Util Rptd Dt
 Tot FY Util Qty
 Nbr of Passengers
 Nbr of Bags

(* Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

Browse for an Asset Identifier

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 ID Browse** pop-up window appears.

AssetId close or Esc Key

Asset Id <input style="width: 90%;" type="text"/>	Sub Ctgrly <input style="width: 90%;" type="text" value="Select an Item"/>
*Dispatched <input style="width: 90%;" type="text" value="Yes"/>	Item Desc <input style="width: 90%;" type="text"/>
Equip Pool <input style="width: 90%;" type="text" value="Select an Item"/>	Stock Nbr <input style="width: 90%;" type="text"/>
Dispatch Cd <input style="width: 90%;" type="text" value="Select an Item"/>	Serial Nbr <input style="width: 90%;" type="text"/>
Dispatch Unavl Cd <input style="width: 90%;" type="text" value="Select an Item"/>	Secondary Serial Number <input style="width: 90%;" type="text"/>
Dispatch Ctgrly <input style="width: 90%;" type="text" value="Select an Item"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>

2. In the Search By grid, narrow the results by entering one or more of the following optional fields:
 - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
 - Use  to select the Dispatched.
 - Use  to select the Equip Pool.
 - Use  to select the Dispatched Cd.
 - Use  to select the Dispatch Unavl Cd.
 - Use  to select the Dispatch Ctgrly.
 - Use  to select the Sub Ctgrly.
 - 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.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*

3. Select . Results display in the ASSET ID Results Grid below.

Select	Asset Id	Item Desc	Utilization	Dispatch Ctrgy	Sub Ctrgy	Dispatch Cd	Dispatch Unavl Cd	Equip Pool	Stock Nbr	Serial Nbr	Secondary Serial Number	Actual Issue Dt/Tm	Est Return Dt/Tm	Lst Util Rptd Dt	Tot FY Util Qty	Nbr of Passengers	Nbr of Bags
Select	101240090351	PICKUP TRUCK	12000	0012 - 0012	0012 - NEW ONE	A - Ad-Hoc	6 - N/A	68 - SAT 12	12481632640006	DM0003		06/01/2018 12:00 PM	06/30/2018 05:00 PM	3/18/2022 12:00:00 AM	0	2	2

4. Choose the Select hyperlink next to the desired ASSET ID. *The pop-up window closes and the selected ASSET 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
13 – Mandatory Entry: DISPATCHED.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

M&U

- Dispatch






Browse for an Attribute Template

Overview

The Attribute Template Browse pop-up window allows searching for the attribute templates and their descriptions that are available for the ACC.

Navigation

DPAS Property Accountability Module > *VARIOUS PROCEDURAL STEPS* >  > Attribute Template Browse pop-up window

Page Fields

The following fields display on the **Authorization 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
--------	-------

Attribute Template Search Criteria Grid

ACC
 Attribute Template Name
 Attribute Template Desc

Attribute Template Results Grid

Select
 Detail
 Attribute Template Name

Detail Grid

Attribute Template Name



Attribute Template Desc

Procedures


DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Browse for an Attribute Template

Selecting at any point of this procedure returns all fields to the default setting.

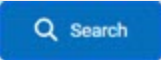
1. Select . The **Attribute Template Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

Attribute Template close or Esc Key

ACC	0-Other Mill Equip	Attribute Template Desc
Attribute Template Name	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

- Verify the ACC.
- Enter the Attribute Template Name in the field provided. *This is a 50 alphanumeric character field.*
- Enter the Attribute Template DESC in the field provided. *This is a 250 alphanumeric character field.*



3. Select . The results appear in the **Attribute Template Search Results** grid.

Attribute Template close or Esc Key

ACC: 0-Other Mil Equip Attribute Template Desc:

Attribute Template Name:

Select	Detail	Attribute Template Name
Select	Detail	2557882222 - aac 0
Select	Detail	Computer
Select	Detail	Generator
Select	Detail	jordan template

4. Choose the Detail hyperlink next to the desired Attribute Template. *The Detail panel appears.*

Attribute Template close or Esc Key

ACC	0-Other Mil Equip	Attribute Template Desc	<input type="text"/>
Attribute Template Name	<input type="text"/>		

Details

Attribute Name	Attribute Desc
wmj1118	test

Select	Detail	Attribute Template Name
Select	Detail	2557882222 - aac 0
Select	Detail	Computer
Select	Detail	Generator
Select	Detail	jordan template

- Choose the Select hyperlink next to the desired Attribute Template. *The pop-up window closes and the selected Attribute Template 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

PA

- Stock Number Mass Change Search Criteria





Select an Audit Field Name

Overview

The Audit Field Selection process provides the ability to select the audit field name to view associated records.

Navigation

DPAS > *VARIOUS PROCEDURAL STEPS* > Select Field Name hyperlink > Audit Field Selection pop-up window

Page Fields

The following fields display on the **Audit Field 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

Audit Field Selection Grid

Procedures

DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

Select an Audit Field Name

Cancel

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



1. Enter the Field Name, or use the hyperlink to select a Field Name. The **Audit Field Selection** pop-up window appears.

AuditFieldSelection close or Esc Key

Allowable Result ▼

Select

Cancel

2. Use ▼ to select the Field.
3. Click

Select

. The pop-up window closes, and the selected field name appears in the Field Names 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>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

- Audit Viewer Inquiry



Select an Audit Program

Overview

The Audit Program Selection process provides the ability to select the audit program to view associated records.

Navigation

DPAS > *VARIOUS PROCEDURAL STEPS* > Select Program Name hyperlink > Audit Program Selection pop-up window

Page Fields

The following fields display on the **Audit Program 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

Audit Program Selection Grid

Procedures

DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

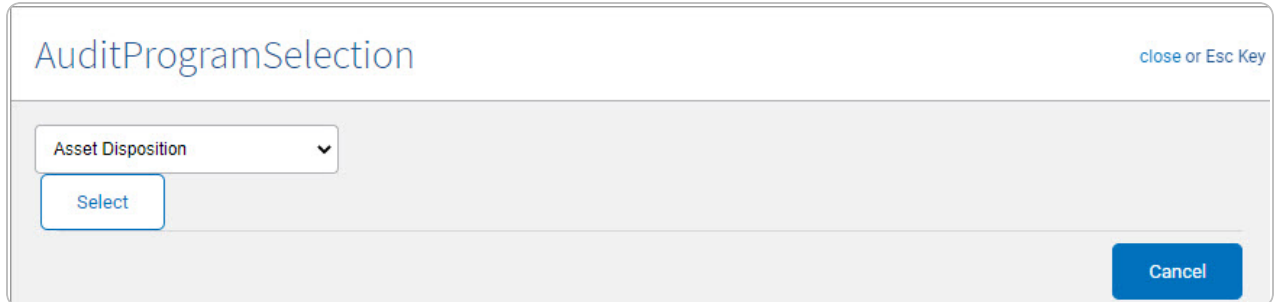
Select an Audit Program



Cancel

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



1. Enter the Program ID, or use the hyperlink to select a Program Name. The **Audit Program Selection** pop-up window appears.



2. Use  to select the Field.
3. Click . The pop-up window closes, and the selected audit program appears in the Programs 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

- Audit Viewer Inquiry




Browse for an Authorization

Overview

The Authorization Browse pop-up window allows searching for authorizations in the Force element.

Navigation

DPAS Force Systems Management Module > *VARIOUS PROCEDURAL STEPS* >  >
 Authorization Browse pop-up window

Page Fields

The following fields display on the **Authorization 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

Authorization Search Criteria

Authorization Type
 Authorization Id
 Platform
 Stock Number
 UTC
 Authorization Status

Authorization Results Grid

Select
 Authorization Id
 Authorization Desc





Platform


Procedures

DPAS Navigation Helpful Tips



Click the following link to display FSM Navigation Tips.

Browse for an Authorization

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 **Authorization Browse** pop-up window appears.

Authorization Browse
✕

Search Criteria

Authorization Type

Platform

UTC

Authorization Id

Stock Number

Authorization Status

Search Results

Select	Authorization Id	Authorization Desc	Platform
Select	1234	ABC123	
Select	JDLR01	Auth Stuff	CRK Platform
Select	jh0527c	test mix case	JHit2

items per page


1 - 3 of 3 items

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
 - Use ▼ to select the Authorization Type.
 - Use ▼ to select the Authorization Id.





Help Reference Guide

- Use ▼ to select the Platform.
 - Use ▼ to select the Stock Number.
 - Use ▼ to select the UTC.
 - Use ▼ to select the Authorization Status.
3. Select . *The results appear in the **Authorization Search Results** grid.*
 4. Choose the Select hyperlink next to the desired Authorization. *The pop-up window closes and the selected Authorization 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

FSM

- Authorization Management Overview
- Review Authorizations
- Apply Authorization
- Authorization Details





Browse for a CAGE Cd

Overview

The CAGE Master Browse pop-up window allows searching for CAGE codes.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > CAGE Master Browse pop-up window

Page Fields

The following fields display on the **CAGE Master 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

Search Criteria Grid

- CAGE Cd
- Contact Phone
- Physical Address Postal Cd
- Legal Business Name
- Physical Address State
- Status Code

Search Results Grid

- CAGE Cd
- Legal Business Name
- Doing Business As
- Division





Help Reference Guide

Status Code
 Status Description
 Business Established Date
 Source Data Last Update
 Expiry

Optional

Contact Email
 Contact Mobile
 Contact Name
 Contact Phone
 Contact Voice Ext
 Mail Address Line 2
 Mail City
 Mail Country
 Mail County
 Mail Postal Code
 Mail State
 Physical Address City
 Physical Address Country
 Physical Address Country Desc
 Physical Address County
 Physical Address Line 1
 Physical Address Line 2
 Physical Address PO Box
 Physical Address Postal Cd
 Physical Address Postal Ext
 Physical Address State


Procedures

DPAS Navigation Helpful Tips





Click the following link to display DPAS Navigation Tips.

Browse for a CAGE Cd

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. Use  to browse for the CAGE CD entry. The **CAGE Master Browse** pop-up window displays.

Cage Master Browse ✕

Search Criteria ^

CAGE Cd <input style="width: 90%;" type="text" value="All"/>	Legal Business Name <input style="width: 90%;" type="text" value="All"/>
Contact Phone <input style="width: 90%;" type="text" value="All"/>	Physical Address State <input style="width: 90%;" type="text" value="All"/>
Physical Address Postal Cd <input style="width: 90%;" type="text" value="All"/>	Status Code <input style="border-bottom: 1px solid #ccc;" type="text" value="All"/>


Search Results ^


i Please enter criteria and click Search

✕ Cancel


✓ Take Selected

2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
 - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
 - Enter the Contact Phone in the field provided. *This is a 25 alphanumeric character field.*
 - Enter the Physical Address Postal CD in the field provided. *This is a 10 alphanumeric character field.*
 - Enter the Legal Business Name in the field provided. *This is a 50 alphanumeric character field.*

- Enter the Physical Address in the field provided. *This is a 25 alphanumeric character field.*
- Use  to select the Status Code.

3. Select . The results appear in the **Search Results** grid.


Search Results ▲

 Options ▾

<input type="checkbox"/>	CAGE Cd	Legal Busin...	Doing Busin...	Division	Status Code	Status Desc...	Business Es...	Source Data...	Expiry
<input type="checkbox"/>	5R8A6	UNIFIED SCHOOL DISTRICT 254	BARBER COUNTY NORTH USD 254	--	N	Cancelled Without Replacement	10/09/2009 12:00 AM	01/30/2023 12:41 PM	01/30/2028 12:00 AM
<input type="checkbox"/>	J4376	MURAKAMI KOKI CO., LTD.	--	--	N	Cancelled Without Replacement	11/12/2020 12:00 AM	01/31/2023 01:01 PM	--
<input type="checkbox"/>	9FS16	HROBOWSKI, REAL ESTATE, JUNK REMOVAL CONSULTING TRANSPOR LLC	--	--	N	Cancelled Without Replacement	01/31/2023 12:00 AM	01/31/2023 08:28 PM	01/31/2023 12:00 AM

Selected 0/3 ◀ ▶ 10 items per page 1 - 3 of 3 items

✖ Cancel
✔ Take Selected

4. Click to select the CAGE Cd.
5. Select . The **CAGE Master Browse** pop-up window closes and the selected CAGE Cd appears in the previous screen in the CAGE Cd field.

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



Help Reference Guide

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

M&U

- Manufacturer Part Nbr

PA

- Manufacturer Part Nbr





Browse for a Contract Number

Overview

The Contract Number Browse process allows searching for stored contract numbers in the DPAS catalog.

Navigation

DPAS Modules > *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
--------	-------

Search By Grid

Contract Use Cd
CAGE Cd
Contract Nbr

Search Results Grid

Select
Contract Nbr
Contractor Name





Procedures

DPAS Navigation Helpful Tips



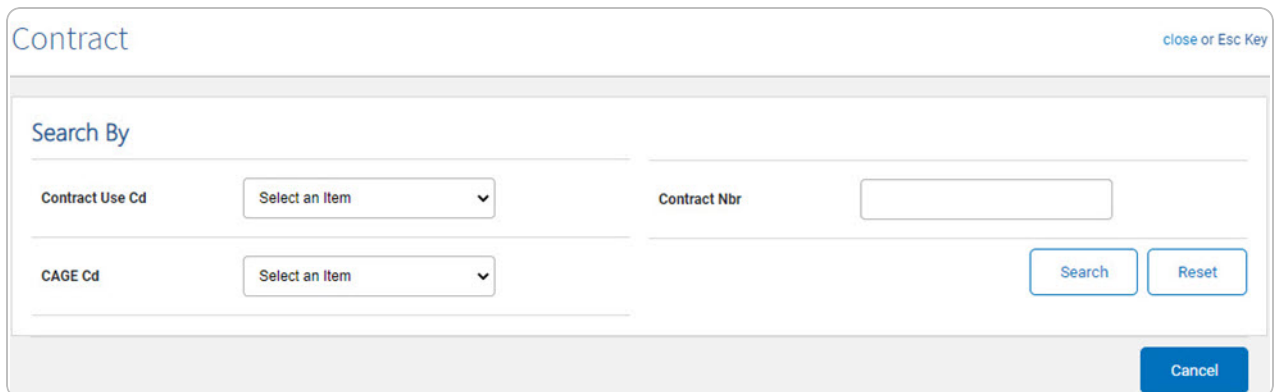
Click the following link to display DPAS Navigation Tips.



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.

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

1. Select . The **Contract Browse** pop-up window appears.



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:
 - Use  to select the Contract Use Cd.
 - Use  to select the CAGE Cd.
 - Enter the CONTRACT NBR in the field provided. *This is a 50 alphanumeric character field.*
3. Select . The results display in the Contract Search Results Grid below.



Contract close or Esc Key

Search By

Contract Use Cd <input type="text" value="Select an Item"/>	Contract Nbr <input type="text" value="12345678A0133"/>
CAGE Cd <input type="text" value="Select an Item"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>

Select	Contract Nbr	Contractor Name
Select	12345678A0133	ACME INC

- Click the Select hyperlink next to the desired contract. *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
<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

- Wrnty/Svc/Subscription - Terms/Cond




Browse for a Deferred Task/Parts

Overview

The Deferred Task/Parts pop-up window allows searching for deferred parts for an asset from the Warehouse Module.

Navigation

Maintenance > *VARIOUS PROCEDURAL STEPS* >  > Deferred Task/Parts pop-up window

Page Fields

The following fields display on the **Deferred Task/Parts** 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.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Deferred Parts Criteria

Deferred Parts Results Grid






Procedures


DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

Browse for Deferred Task/Parts







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 **Deferred Task/Parts Browse** pop-up window appears.



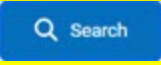

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

- Use  to select the Authorization Type.
- Use  to select the Authorization Id.
- Use  to select the Platform.
- Use  to select the Stock Number.
- Use  to select the UTC.
- Use  to select the Authorization Status.





Help Reference Guide

3. Select . The results appear in the **Authorization Search Results** grid.
4. Select . The **Deferred Task/Parts Browse** pop-up window closes and the selected entry appears in the Parts panel.
5. Choose the Select hyperlink next to the desired Authorization. The pop-up window closes and the selected Authorization 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

M&U

- Work Order

FSM

- Authorization Management Overview
- Review Authorizations
- Apply Authorization
- Authorization Details





Browse for a Dispatch Id

Overview

The Dispatch Id Browse pop-up window allows searching for dispatching assets in the DPAS catalog.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Dispatch Id Browse pop-up window

Page Fields

The following fields display on the **DISPATCH 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

Search By Grid

Dispatch Id
 Dispatch Sts Cd
 Dispatcher
 Dispatched To
 Equip Pool

Search Results Grid

Select
 Dispatch Id
 Dispatch Sts Cd
 Dispatcher
 Dispatched To





Dispatch Cd
 Equip Pool
 Asset Id
 Serial Nbr
 Secondary Serial Number
 UII

Procedures

DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

Browse for a Dispatch 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 **Dispatch Id Browse** pop-up window appears.

close or Esc Key






DispatchId

Search By

Dispatch Id <input style="width: 80%;" type="text"/>	Dispatched To <input style="width: 80%;" type="text" value="Select an Item"/>
Dispatch Sts Cd <input style="width: 80%;" type="text" value="Select an Item"/>	Equip Pool <input style="width: 80%;" type="text" value="Select an Item"/>
Dispatcher <input style="width: 80%;" type="text" value="Select an Item"/>	

2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.



- Enter the Dispatch ID in the field provided. *This is a 15 alphanumeric character field.*
 - Use  to select the Dispatch Sts Cd.
 - Use  to select the Dispatcher.
 - Use  to select the Dispatched To.
 - Use  to select the Equip Pool.
3. Select . *The Search Results display in the Dispatch ID Grid below.*

DispatchId close or Esc Key

Search By

Dispatch Id <input type="text" value="UP2019121900001"/>	Dispatched To <input type="text" value="Select an Item"/>
Dispatch Sts Cd <input type="text" value="Select an Item"/>	Equip Pool <input type="text" value="Select an Item"/>
Dispatcher <input type="text" value="Select an Item"/>	

Select	Dispatch Id	Dispatch Sts Cd	Dispatcher	Dispatched To	Dispatch Cd	Equip Pool	Asset Id	Serial Nbr	Secondary Serial Number	UII
Select	UP2019121900001	RQ - Requested		DJB - BRITT, DARRYL	A - Ad-Hoc	UP - UTOPIA PLANETIA	NCC17010018	NCC1764		

4. Click the Select hyperlink next to the desired Dispatch ID. *The pop-up window closes and the selected Dispatch 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.



Help Reference Guide

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.
409 – You have exceeded the browse limit of a 500 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 500 rows. Refine and re-enter the search criteria.
182 – Entry must be A – Z and/or 0 – 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

M&U

- Dispatch





Browse for an Equipment Category Code (ECC)

Overview

The ECC Browse pop-up window allows searching for ECCs in the eCatalog.

Navigation

DPAS eCatalog > *VARIOUS PROCEDURAL STEPS* >  > ECC Browse pop-up window

Page Fields

The following fields display on the **ECC 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

ECC Search Criteria

Equipment Class Cd

ECC Results Grid

Equip Control Cd
 Equip Control Desc
 Equip Control Detailed Desc

Procedures


DPAS Navigation Helpful Tips



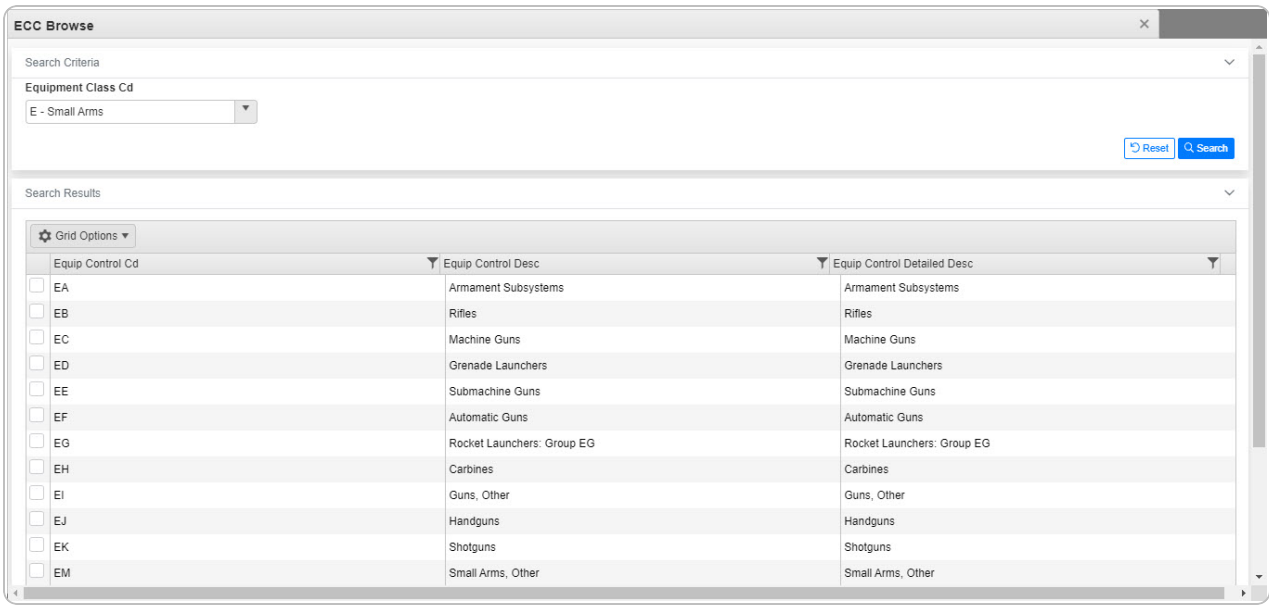
Click the following link to display PA Navigation Tips.


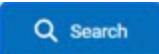



Browse for an ECC

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 **ECC Browse** pop-up window appears.



2. In the Search Criteria box, narrow the results by entering the following:
 - Use  to select the Equipment Class Cd.
3. Select . The results appear in the **ECC Search Results** grid.
4. Click to select the Equip Control Cd. This highlights the desired row.
5. Select . The desired Equipment Control Code appears in the ECC field 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.



Help Reference Guide

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

PA

- Add a Stock Number





Browse for an External LIN/TAMCN

Overview

The External LIN/TAMCN Browse process allows searching for an external LIN/TAMCN in the DPAS catalog.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > External LIN/TAMCN Browse pop-up window

Page Fields

The following fields display on the **External 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

Search Criteria Grid

Select Interface *
 LIN/TAMCN
 LIN/TAMCN Desc

Procedures

DPAS Navigation Helpful Tips





Click the following link to display DPAS 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 **EXTERNAL LIN/TAMCN Browse** pop-up window appears.


External LIN/TAMCN Browse ✕


Search Criteria ^

* Select Interface -- Select -- ▼


LIN/TAMCN Desc

LIN/TAMCN





Search Results ^





Please enter criteria and click Search

✕ Cancel

✓ Take Selected

2. In the Search By grid, narrow the results by entering one or more of the following optional fields:
 - Use ▼ to select the Select Interface.
 - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*



- Enter the LIN/TAMCN DESC in the field provided. *This is a 1024 alphanumeric character field.*
3. Select . *The results display in the Search Results Grid below.*
 4. Click  to select the LIN/TAMCN. *This highlights the desired row.*
 5. Click . *The desired LIN/TAMCN appears in the LIN/TAMCN field on 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 for the External Manufacturer Part Number

Overview

The External Manufacturer Part Number Browse pop-up window allows searching for manufacturer part numbers from a catalog. The availability of the external agency catalogs depend on the logged-in user.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > External Manufacturer Part Number Browse pop-up window

Page Fields

The following fields display on the **External Manufacturer Part Number 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

Search Criteria Grid

Interface System
 CAGE Cd
 Mfr Part Nbr
 Stock Nbr
 Mfr Name
 Mfr Model Nbr

Search Results Grid

Stock Nbr
 Item Desc
 Mfr Part Nbr



Mfr Name
Mfr Model Nbr
CAGE Cd

Procedures


DPAS Navigation Helpful Tips




Click the following link to display DPAS Navigation Tips.


Browse for an External Manufacturer Part Number

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

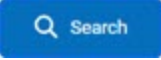
results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

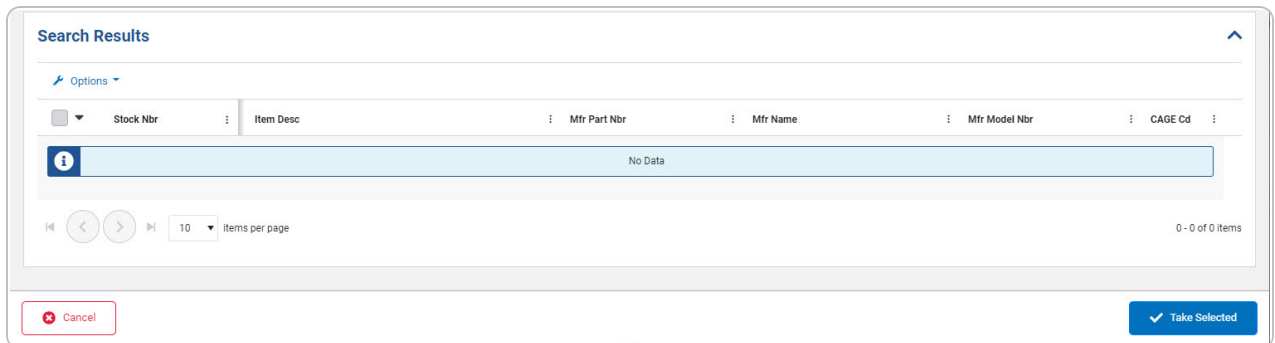
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.


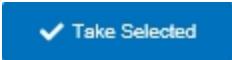
1. Select . The **External Manufacturer Part Number Browse** pop-up window appears.

2. In the Search Criteria box, narrow the results by entering the following:
 - Use  to select the Interface System.
 - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
 - Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
 - Enter the STOCK NBR in the field provided. *This is a 15 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 48 alphanumeric character field.*
3. Select . *The results appear in the **External Manufacturer Part Number Search Results** grid.*



4. Click  to select the External Manufacturer Part Number. *This highlights the desired row.*
5. Click . *The desired External Manufacturer Part Number appears in the MFR PART NBR field on 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

M&U

- Manufacturer Part Nbr





Browse for a FSM Authorization ID Browse

Overview

The FSM Authorization ID Browse pop-up window allows searching for authorization identifiers in the DPAS catalog.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > FSM Authorization ID Browse pop-up window

Page Fields

The following fields display on the **FSM Authorization 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

Search By Grid

- Authorization Type
- Platform
- Authorization ID
- Force Element
- Stock Nbr

Search Results Grid

- Select
- Authorization Type
- Platform
- Authorization ID
- Force Element



Stock Nbr


Procedures


DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

Browse for a FSM Authorization ID Browse

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.


1. Select . The **FSM Authorization ID Browse** pop-up window appears.


FSM Authorization ID Browse [close](#) or Esc Key

Search By

Authorization Type <input type="text" value="Select an Authorization Type..."/>	Force Element <input type="text" value="Enter at least 2 characters to see ..."/>
Platform <input type="text" value="Enter at least 2 characters to see ..."/>	Stock Nbr <input type="text" value="Enter at least 2 characters to see ..."/>
Authorization ID <input type="text" value="Enter at least 2 characters to see ..."/>	





Please enter search criteria.

A. Use  to select the Authorization Type.

B. Use  to select the Platform.





- C. Use  to select the Authorization ID.
 - D. Use  to select the Force Element.
 - E. Use  to select the Stock Nbr.
2. Select . *The Search Results display in the **FSM AuthorizationID** Grid below.*
 3. Click the Select hyperlink next to the desired FSM Authorization ID. *The pop-up window closes and the selected FSM Authorization 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

PA

- Report Manager Schedule Reports






Browse for the Internal Manufacturer Part Number

Overview

The Internal Manufacturer Part Number Browse pop-up window allows searching for manufacturer part numbers.

Navigation

Catalog > *VARIOUS PROCEDURAL STEPS* >  > Internal Manufacturer Part Number Browse pop-up window

Page Fields

The following fields display on the **Internal Manufacturer Part Number 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

Search Criteria Grid

CAGE Cd
 Manufacturer Part Nbr
 Stock Nbr
 Manufacturer Name
 Model Nbr

Search Results Grid

All
 Stock Nbr
 Manufacturer Part Nbr
 Manufacturer Name
 Model Nbr



CAGE Cd


Procedures


DPAS Navigation Helpful Tips



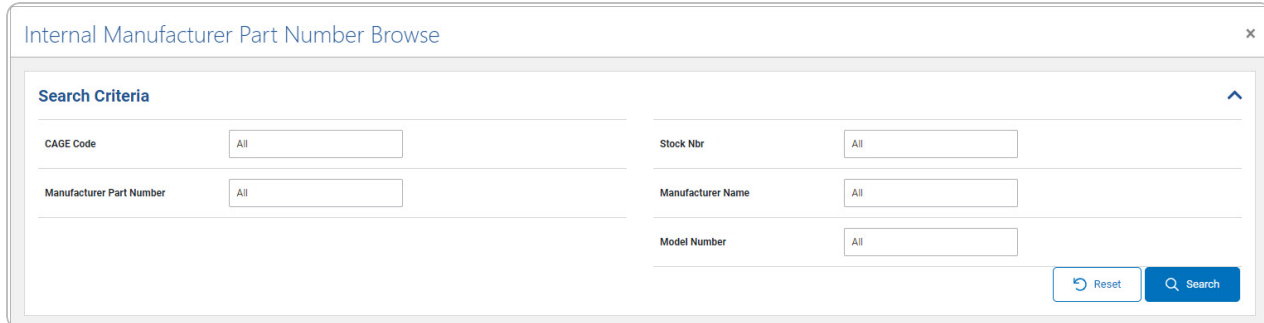
Click the following link to display DPAS Navigation Tips.

Browse for an Internal Manufacturer Part 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.

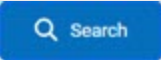
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

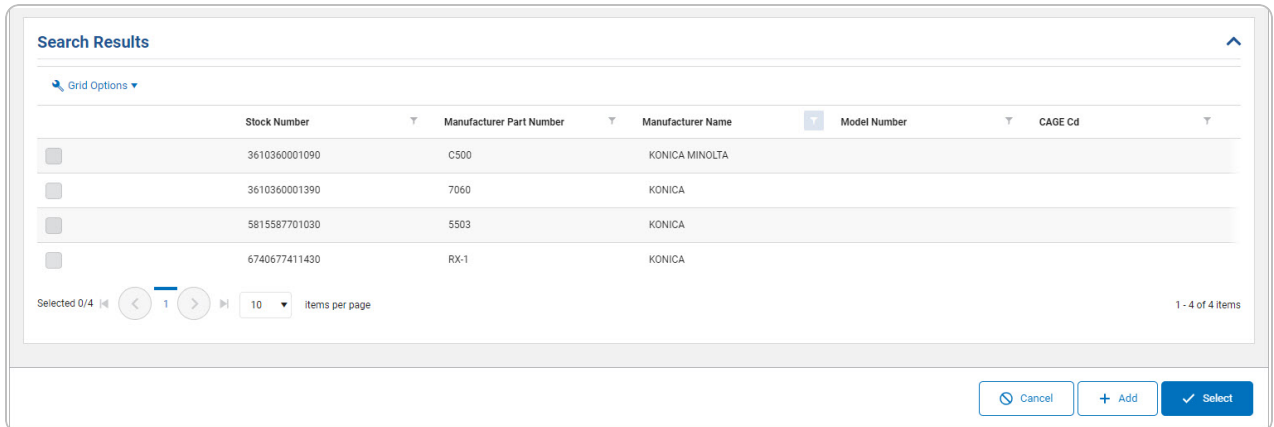
1. Select . The **Internal Manufacturer Part Number Browse** pop-up window appears.




2. In the Search Criteria box, narrow the results by entering the following:
 - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
 - Enter the MANUFACTURER PART NBR in the field provided. *This is a 35 alphanumeric character field.*
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
 - Enter the MANUFACTURER NAME in the field provided. *This is a 36 alphanumeric character field.*
 - Enter the MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*



3. Select . The results appear in the **Internal Manufacturer Part Number Search Results** grid.



Stock Number	Manufacturer Part Number	Manufacturer Name	Model Number	CAGE Cd
3610360001090	C500	KONICA MINOLTA		
3610360001390	7060	KONICA		
5815587701030	5503	KONICA		
6740677411430	RX-1	KONICA		

4. Click to select the Internal Manufacturer Part Number. This highlights the desired row.
5. Click . The desired Internal Manufacturer Part Number appears in the MFR PART NBR field on the previous screen.

Add a Manufacturer Part Number

- Select . The **Add a Manufacturer Part Number** 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

PA

- Pending Catalog Transaction





Browse for Internal Stock Number

Overview

The Internal Stock Number Browse pop-up window allows searching for stock number assets.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Internal Stock Number Browse pop-up window

Page Fields

The following fields display on the **Internal Stock Number 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

Search Criteria Grid

Stock Item Type
 Stock Nbr
 LIN/TAMCN
 Item Desc
 Reportable Commodity Type

Search Results Grid

Stock Number
 Stock Item Cd
 Item Desc
 Mgmt Cd
 LIN/TAMCN





Help Reference Guide

FSC
CIIC
Type Asset Cd
Shelf Life Cd
Security Commodity Type
Reportable Commodity Type
Prev Stock Nbr
IT Device Cd
Accounting Req Cd
NIIN Status Cd


Procedures


DPAS Navigation Helpful Tips




Click the following link to display DPAS Navigation Tips.

Browse for an Internal 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. Use  to browse for the Stock Number entry. The **Internal Stock Number Browse** pop-up window displays.



Internal Stock Number Browse x

Search Criteria ^

Stock Item Type <input style="width: 90%;" type="text" value="A - NSN"/>	Item Desc <input style="width: 90%;" type="text" value="All"/>
Stock Nbr <input style="width: 90%;" type="text" value="All"/>	Reportable Commodity Type <input style="width: 90%;" type="text" value="All"/>
LIN/TAMCN <input style="width: 90%;" type="text" value="All"/>	

Search Results ^

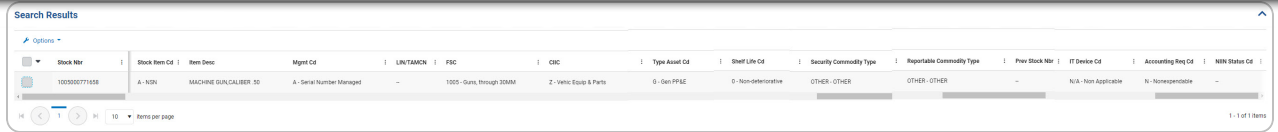
i Please enter criteria and click Search



✖ Cancel

✔ Take Selected

2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
 - Enter the Stock Item Type in the field provided. *This is a 1 alphanumeric character field.*
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
 - 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.*
 - Use to select the Reportable Commodity Type.

3. Select . *The results appear in the **Stock Number Results** grid.*



- Click  to select the Internal STOCK NBR.
- Select . The **Internal Stock Number Browse** pop-up window closes and the selected STOCK NBR appears in the previous screen in the STOCK NBR field.

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

M&U

- Manufacturer Part Nbr

PA

- Manufacturer Part Nbr





Browse for a Job Order Number

Overview

The Job Order Number Browse pop-up window allows searching for a Job Order Number in the DPAS catalog.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Job Order Number Browse pop-up window

Page Fields

The following fields display on the **Job Order Number 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

Search By Grid

Job Order Nbr ID
 Job Order Nbr Desc
 Reimbursable
 Effective Dt
 End Dt

Search Results Grid

Select
 Job Order Nbr ID
 Job Order Nbr Desc
 Effective Dt
 End Dt






Procedures

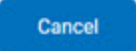
DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

Browse for a Job Order 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 **Job Order Number Browse** pop-up window appears.

JobOrderNumberBrowse close or Esc Key

Search By

Job Order Nbr ID <input style="width: 90%;" type="text"/>	Effective Dt <input style="width: 90%;" type="text"/>
Job Order Nbr Desc <input style="width: 90%;" type="text"/>	End Dt <input style="width: 90%;" type="text"/>
Reimbursable <input type="checkbox"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>

2. In the Search By grid, narrow the results by entering one or more of the following optional fields:
 - Enter the Job Order Number the field provided. *This is a 15 alphanumeric character field.*
 - Enter the JOB ORDER NBR DESC in the field provided. *This is a 256 alphanumeric character field.*
 - *The Reimbursable automatically populates and is not editable.*
 - Use  to select the Effective DT, or enter the date (MM/DD/YYYY) in the field provided.
 - Use  to select the End DT, or enter the date (MM/DD/YYYY) in the field provided.



3. Select . *The Search Results display in the Job Order Number Grid below.*

JobOrderNumberBrowse close or Esc Key

Search By

Job Order Nbr ID <input type="text"/>	Effective Dt <input type="text"/>
Job Order Nbr Desc <input type="text"/>	End Dt <input type="text"/>
Reimbursable <input type="checkbox"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>

Select	Job Order Nbr ID	Job Order Nbr Desc	Effective Dt	End Dt
Select	DDL12345679012	DDL123456789012	1/1/2022	12/31/2023

4. Click the Select hyperlink next to the desired Job Order Number. *The pop-up window closes and the selected Job Order 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

M&U

- Dispatch



Browse for a LIN/TAMCN

Overview

The LIN/TAMCN Browse process allows searching for a LIN/TAMCN in the DPAS catalog.

Navigation

DPAS Modules > *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
--------	-------

Search Criteria Grid

LIN/TAMCN
 LIN/TAMCN Desc
 Size Category
 Status

Search Results Grid

LIN/TAMCN
 LIN/TAMCN Desc
 Size Category
 Status

Optional

Catalog Name Code






Procedures


DPAS Navigation Helpful Tips



Click the following link to display DPAS 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.

LIN/TAMCN Browse
✕

Search Criteria ^

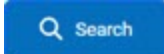
LIN/TAMCN <input style="width: 90%;" type="text" value="All"/>	Size Category <input style="width: 90%;" type="text" value="All"/>
LIN/TAMCN Desc <input style="width: 90%;" type="text" value="All"/>	Status <input style="width: 90%;" type="text" value="ACTIVE"/>

Search Results ^

 Grid Options ▾

	LIN/TAMCN	LIN/TAMCN DESC	Size Category	Status
Selected ◀ ▶ 0 ▶ 50 items per page				

No items to display

2. In the Search By grid, narrow the results by entering one or more of the following optional fields:
 - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
 - Enter the LIN/TAMCN DESC in the field provided. *This is a 1024 alphanumeric character field.*
 - Use ▾ to select the Size Category.
 - Use ▾ to select the Status.
3. Select . The results display in the Search Results Grid below.



Search Results ^

Grid Options ▾

	LIN/TAMCN ▾	LIN/TAMCN DESC... ▾	Size Category ▾	Status ▾
<input type="checkbox"/>	A21959	AGITATOR PAINT SHAKER TYPE 1/3 HP AC 115V 60C SGLE PH		ACTIVE

Selected 0/50 ◀ 1 2 3 4 ▶ 50 items per page 1 - 50 of 154 items

Cancel
Select

4. Click to select the LIN/TAMCN. *This highlights the desired row.*
5. Click Select. *The desired LIN/TAMCN appears in the LIN/TAMCN field on 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
<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

- Stock Number





Browse for a Maintenance Schedule

Overview

The Maintenance Schedule Browse pop-up window allows searching for a single maintenance or a range of maintenance schedules.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Maintenance Schedule Browse pop-up window

Page Fields

The following fields display on the **Maintenance Schedule 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

Search Criteria Grid

- Maint Schedule Id
- Maint Schedule Name
- Maint Schedule Desc
- Work Plan Name
- Maintenance Activity
- Occurrence
- Central Maint Sched

Search Results Grid


- Select
- Maint Sched Id
- Maint Sched Name




Maint Sched Desc
 Maint Activity
 Occurrence
 Recurring Method

(* Asterisk identifies mandatory fields.

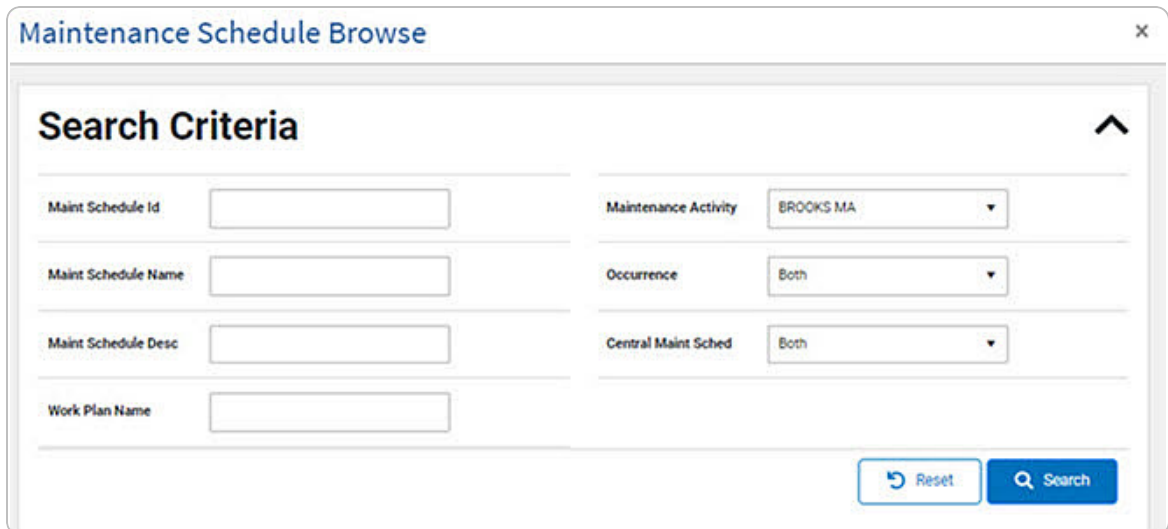
Procedures

DPAS Navigation Helpful Tips
 Click the following link to display DPAS Navigation Tips.

Browse for a Maintenance 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. Select . The **Maintenance Schedule Browse** pop-up window appears.



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
 - Enter the MAINT SCHEDULE ID in the field provided. *This is a 85 alphanumeric character field.*

- Enter the MAINT SCHED NAME in the field provided. *This is a 50 alphanumeric character field.*
- Enter the MAINT SCHED DESC in the field provided. *This is a 250 alphanumeric character field.*
- Enter the Work Plan Name in the field provided. *This is a 50 alphanumeric character field.*
- Use ▼ to select the Maintenance Activity.
- Use ▼ to select the Occurrence.
- Use ▼ to select the Central Maint Sched.

3. Select . *Results display in the Search Results Grid.*

Maintenance Schedule Browse

Search Criteria

Maint Schedule Id <input style="width: 90%;" type="text"/>	Maintenance Activity <input style="width: 90%;" type="text" value="BROOKS MA"/>
Maint Schedule Name <input style="width: 90%;" type="text" value="gfa RegTest 2022"/>	Occurrence <input style="width: 90%;" type="text" value="Both"/>
Maint Schedule Desc <input style="width: 90%;" type="text"/>	Central Maint Sched <input style="width: 90%;" type="text" value="Both"/>
Work Plan Name <input style="width: 90%;" type="text"/>	

Search Results

[Options](#)

Select	Maint Sched Id	Maint Sched Name	Maint Sched Desc	Maint Activity	Occurrence	Recurring Method
Select	AnotherforTest2726	gfa RegTest 2022	FUNC-2BROOKS MA714	BROOKS MA	Recurring	Every X Days



Help Reference Guide

4. Choose the Select hyperlink next to the desired MAINT SCHEDULE ID. *The pop-up window closes and the selected MAINT SCHEDULE ID information 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
No Common Errors have been identified for this page.	

Related Topics

M&U

- Schedule Preventive Maintenance - Asset Assignment





Browse for a Maintenance Schedule

Overview

The Maintenance Schedule Browse pop-up window allows searching for a single maintenance or a range of maintenance schedules.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Maintenance Schedule Browse pop-up window

Page Fields

The following fields display on the **Maintenance Schedule 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

Search Criteria Grid

- Maint Schedule Id
- Maint Schedule Name
- Maint Schedule Desc
- Work Plan Name
- Maintenance Activity
- Occurrence
- Central Maint Sched

Search Results Grid

Available Tab

Select





Help Reference Guide

Maint Sched Id
Maint Sched Name
Maint Sched Desc
Maint Activity
Occurrence
Recurring Method

Selected Tab

Remove
Maint Sched Id
Maint Sched Name
Maint Sched Desc
Maint Activity
Occurrence
Recurring Method

(*). Asterisk identifies mandatory fields.

Procedures


DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

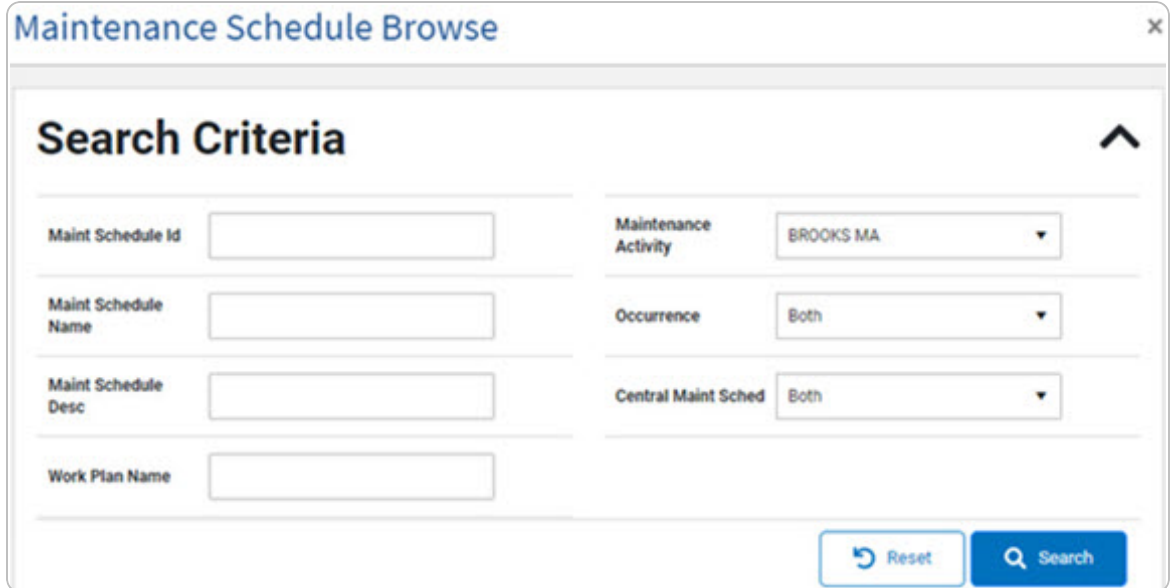
Browse for a Maintenance Schedule

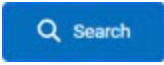
One or more of the Search Criteria fields can be entered to isolate the results. By

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



1. Select . The **Maintenance Schedule Browse** pop-up window appears.



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
 - Enter the MAINT SCHEDULE ID in the field provided. *This is a 85 alphanumeric character field.*
 - Enter the MAINT SCHED NAME in the field provided. *This is a 50 alphanumeric character field.*
 - Enter the MAINT SCHED DESC in the field provided. *This is a 250 alphanumeric character field.*
 - Enter the Work Plan Name in the field provided. *This is a 50 alphanumeric character field.*
 - Use ▼ to select the Maintenance Activity.
 - Use ▼ to select the Occurrence.
 - Use ▼ to select the Central Maint Sched.
3. Select . Results display in the Search Results Grid.





Search Results

Available Selected

Options

<input type="checkbox"/>	Maint Sched Id	Maint Sched Na...	Maint Sched Desc:	Maint Activity	Occurrence	Recurring Method:
<input type="checkbox"/>	AnotherforTest2...	Hugh Hunton Test 2	Hugh Hunton Test 2	BROOKS MA	Recurring	Every X Days

1

Cancel Select Schedules

4. Click to select the MAINT SCHEDULE ID. *The MAINT SCHEDULE ID is selected and appears.*

Select Select Schedules. *The **Asset Assignment to Maintenance Schedule** pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.*

5.

OR

Select the Selected Tab. *The selected MAINT SCHEDULE ID appears for verification.*





Search Results

Available **Selected**

Options


Remove	Maint Sched Id	Maint Sched Na...	Maint Sched Desc:	Maint Activity	Occurrence	Recurring Method:
Remove	AnotherforTest2...	BTRegress-22.2.2-64061	Regression test 64061	BROOKS MA	One Time	-
Remove	AnotherforTest2...	gfa RegTest 2022	FUNC-2BROOKS MA714	BROOKS MA	Recurring	Every X Days

1

Cancel

Select Schedules

A. Select the Remove hyperlink. The **MAINT SCHEDULE ID** is removed from the Selected Search Results grid.

6. Select . The **Maintenance Schedule Browse** pop-up window closes and the selected **MAINT SCHEDULE ID** appears in the previous screen 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
No Common Errors have been identified for this page.	





Related Topics

M&U

- Schedule Preventive Maintenance — Asset Assignment





Browse for a Manufacturer Part Number

Overview

The Manufacturer Part Number Browse pop-up window allows searching for manufacturer number information.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Manufacturer Part Number Browse pop-up window

Page Fields

The following fields display on the **Manufacturer Part Number 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

Search Criteria Grid

Manufacturer Name
 Manufacturer Model Number
 Manufacturer Part Number

Search Results Grid

Manufacturer Name
 Manufacturer Model Number
 Manufacturer Part Number
 CAGE Code
 FAST Reportable






Procedures


DPAS Navigation Helpful Tips




Click the following link to display DPAS Navigation Tips.

Browse for a Manufacturer Part 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. Use  to browse for the Manufacturer Part Number. The **Manufacturer Part Number Browse** pop-up window displays.

Manufacturer Part Number Browse x

Search Criteria ^

Manufacturer Name <input style="width: 90%;" type="text"/>	Manufacturer Part Number <input style="width: 90%;" type="text"/>
Manufacturer Model Number <input style="width: 90%;" type="text"/>	

Reset
 Search

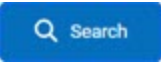
Search Results ^

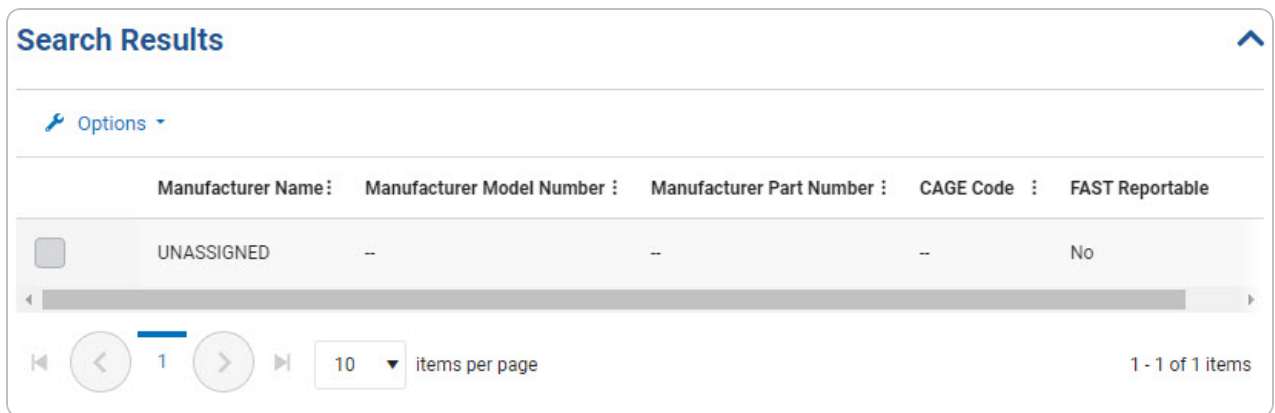
Please enter criteria and click Search



Cancel
 Take Selected



- In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
 - Enter the Manufacturer Name in the field provided. *This is a 36 alphanumeric character field.*
 - Enter the Manufacturer Model Number in the field provided. *This is a 48 alphanumeric character field.*
 - Enter the Manufacturer Part Number in the field provided. *This is a 35 alphanumeric character field.*

- Select . *The results appear in the search results grid.*



- Click  to select the Manufacturer Part Number.
- Select . *The **Manufacturer Part Number Browse** pop-up window closes and the selected manufacturer information appears in the previous screen in the Manufacturer Part Number field.*

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



Help Reference Guide

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

M&U

- Maintenance Asset Master





Add a Maintenance Attachment

Overview

The Maintenance Attachment Add process provides the ability to add a new attachment for an agreement between the government and a manufacturer to supply equipment, parts and/or services.

Navigation

Master Data > *VARIOUS PROCEDURAL STEPS* > [Add Attachment](#) > Maintenance Attachment Add page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Upload Grid

Contract Nbr
 File Path *
 Desc *
 Primary





Temporary Attachments Grid

Remove
Desc
Size
Type

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display M&U Navigation Tips.

Add a Maintenance Attachment

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Select [Add Attachment](#). The **Add a Maintenance Attachment** page appears.

Upload File

Contract Nbr	TESTTT44HELP2		
*File Path	Choose File No file chosen	*Desc	<div style="border: 1px solid #ccc; height: 40px;"></div>
		Primary	<input type="checkbox"/>

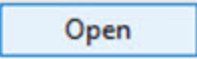

[Add](#)

Temporary Attachments

[Cancel](#) [Attach](#)

- A. The **CONTRACT NBR** automatically populates and is not editable.
- B. Select [Choose File](#) in the File Path field. The Windows **Choose File to Upload** pop-up window appears.
- C. Choose the file to attach, and select it.




- D. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the File Name field.
- E. Enter the DESC in the field provided. This is a 1024 alphanumeric character field.
- F. Click to select the Primary. This indicates which attachment the system should open first if there are multiple documents.
- G. Select . The file appears in the Temporary Attachments grid.

Temporary Attachments			
	Desc	Size	Type
Remove	Document 4 Test	17.68KB	DOCX

- H. Repeat Steps B-G to attach multiple documents.

Remove an Attachment

Select the Remove hyperlink next to the desired document. *The document is deleted from the grid.*

- 2. Select . The Attachment appears in the previous page under the Attachment(s) field.

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: FILE	Missing Entry. Enter the appropriate information



PATH.	
13 – Mandatory Entry: DESC.	in the desired field.
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.
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

M&U

- Add a Contract
- Update a Contract





Help Reference Guide

- View the Contract Attachment
- Delete a Contract





Browse for an Operator/Technician

Overview

The Operator/Technician Browse pop-up window allows searching of Operators/Technicians in the DPAS catalog.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Operator/Technician Browse pop-up window

Page Fields

The following fields display on the **Operator/Technician 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

Search By Grid

Opr/Tech Cd
Team Id

Search Results Grid

Select
Opr/Tech Cd
Opr/Tech Id
Last Name
First Name
Schedule
Start Time
End Time






Procedures

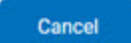
DPAS Navigation Helpful Tips



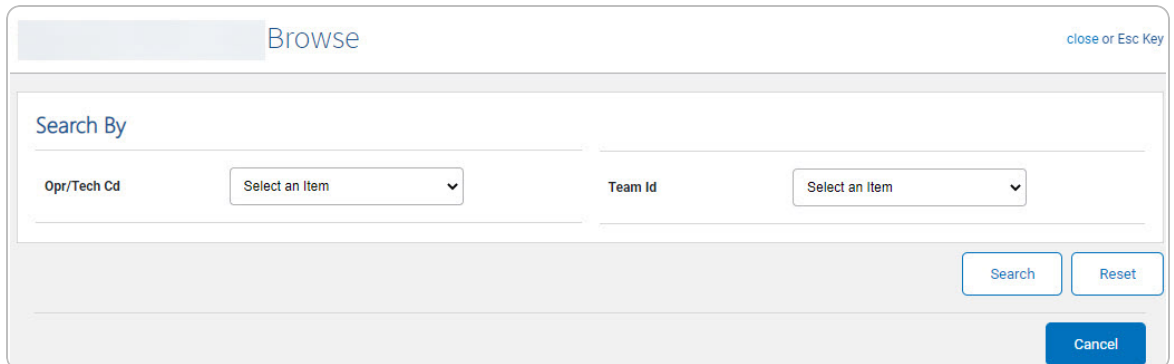
Click the following link to display DPAS Navigation Tips.

Browse for an Operator/Technician

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 **Operator/Technician Browse** pop-up window appears.



Note



The Dispatch To Browse and the Operator List Browse have the same fields as the Operator/Technician Browse.

2. In the Search By grid, narrow the results by entering one or more of the following optional fields:
 - Use  to select the Opr/Tech Cd.
 - Use  to select the Team Id.



3. Select . *The Search Results display in the Operator/Technician Grid below.*

Browse
close or Esc Key

Search By

Opr/Tech Cd

Team Id

Select	Opr/Tech Cd	Opr/Tech Id	Last Name	First Name	Schedule	Start Time	End Time
Select	O - Operator	DJB	BRITT	DARRYL			
Select	O - Operator	ABC123	KATELUZOS	BRENDA			
Select	O - Operator	AKEYS	KEYS	ABIGAIL			
Select	O - Operator	MILESCOT	MILEWSKI	SCOTT			
Select	O - Operator	OPERATOR2	OPERATOR2	USER2			

4. Click the Select hyperlink next to the desired Operator/Technician. *The pop-up window closes and the selected Operator/Technician 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
<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

M&U

- Dispatch





Browse for Points of Contact

Overview

The Points of Contact pop-up window allows searching for point of contact information.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* > [+ Add](#) > Points of Contact pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Contact

Search Results Grid

- Contact
- Phone
- Mobile Phone
- Email
- Maint Division
- Type
- Address
- City
- State



Zip Code
Country


Procedures


DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

Browse for Points of Contact

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. Use  to browse for the Point of Contact. The **Points of Contact** pop-up window displays.


Points of Contact

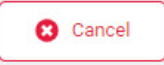
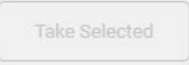
Search Criteria

Contact

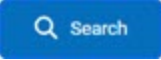
Search Results

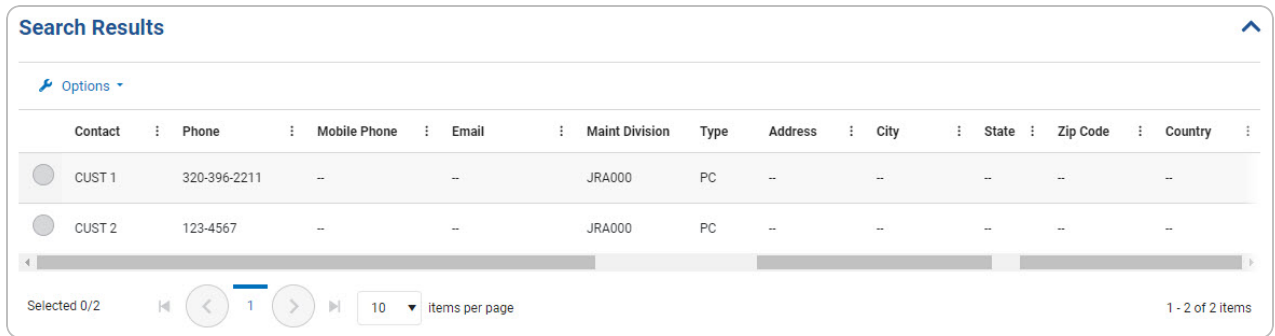
 Please enter criteria and click Search



- In the Search Criteria grid, narrow the results by entering the following optional field:
 - Enter the Contact in the field provided. *This is a 30 alphanumeric character field.*

- Select . *The results appear in the search results grid.*



- Click  to select the Contact.
- Select . *The **Points of Contact** pop-up window closes and the selected contact appears in the previous screen in the Point of Contact panel.*

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

M&U

- Work Order





Browse for a Signature Block

Overview

The Signature Block Browse pop-up window allows viewing of signature blocks. Signature blocks are added during the Agency Settings process.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Signature Block Browse pop-up window

Page Fields

The following fields display on the **Signature Block 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

Signature Block Detail Browse Grid

Signature Block Name

Procedures

DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.





Browse for a Signature Block

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

1. Select . The **Signature Block Browse** pop-up window appears.

SignatureBlock
close or Esc Key

Signature Block Detail Browse

Signature Block Name:

Test
1

- *Verify the Signature Block Name.*

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.





Help Reference Guide

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

- Request Custom Inventory





Browse for an SRD

Overview

The SRD Browse pop-up window allows searching for standard reporting designators.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > SRD Browse pop-up window

Page Fields

The following fields display on the **SRD 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

Search Criteria Grid

SRD
MICAP
Equipment Designator
Nomenclature

Search Results Grid

All
SRD
MICAP
Equipment Designator
Nomenclature






Procedures


DPAS Navigation Helpful Tips




Click the following link to display DPAS Navigation Tips.

Browse for an SRD

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.




1. Use  to browse for the SRD. *The **SRD Browse** pop-up window displays.*


SRD Browse ✕

Search Criteria ^

SRD <input style="width: 80%;" type="text"/>	Equipment Designator <input style="width: 80%;" type="text"/>
MICAP <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Both	Nomenclature <input style="width: 80%;" type="text"/>

Search Results ^

 Options ▾

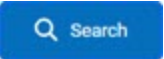
<input type="checkbox"/> SRD	<input type="checkbox"/> MICAP	<input type="checkbox"/> Equipment Designator	<input type="checkbox"/> Nomenclature
<div style="display: flex; align-items: center; justify-content: center;">  No Data </div>			

⏪ ⏩ ▾ ⏪ ⏩


✕ Cancel

✔ Take Selected





2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
 - Enter the SRD in the field provided. *This is a 3 alphanumeric character field.*
 - Click to select the MICAP. *This determines the MICAP status that will appear in the search results grid. The default is Both.*



- Enter the Equipment Designator in the field provided. *This is an alphanumeric character field.*
 - Enter the Nomenclature in the field provided. *This is an alphanumeric character field.*
3. Select . *The results appear in the **SRD Results** grid.*

Search Results ^

 Options ▾

	SRD		MICAP		Equipment Designator		Nomenclature
<input type="checkbox"/>	G14	:	No	:	CETS	:	CETS FOR F100, F111, F101 & TF34 4920015295801KV



1 ▾



4. Click to select the SRD.
5. Select . *The **SRD Browse** pop-up window closes and the selected SRD information appears in the previous screen in the SRD field.*

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

M&U

- Requisition





Browse for a Stock Number – Dispatch

Overview

The Stock Number Browse pop-up window allows searching for assets in the DPAS catalog.

Navigation

DPAS Modules > *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

Search By Grid

Stock Nbr
Item Desc
FSC

Additional Search Criteria Grid

LIN/TAMCN

Search Results Grid

Select
Stock Nbr
Item Desc
FSC
ECC
Owning DoDAAC





Ctlg Nm Cd
LIN/TAMCN


Procedures

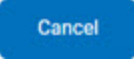
DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

Browse 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.

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. Select next to the desired Search By Criteria. Depending upon what is chosen:

Note



Only choose one of the three options. STOCK NBR is the default option.



- 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 1024 alphanumeric character field.*
 - Use  to select the FSC.
3. Enter any desired additional search criteria.
 - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
 4. Select . *The Search Results display in the STOCK NBR Grid below.*

StockNbr close or Esc Key

Search Criteria

<p>Search By</p> <p><input checked="" type="radio"/> Stock Nbr <input type="text" value="WMJ52013B"/></p> <p><input type="radio"/> Item Desc <input type="text"/></p> <p><input type="radio"/> FSC <input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="1005-Guns, through 30MM"/> ▼</p>	<p>Additional Search Criteria</p> <p>LIN/TAMCN <input type="text"/></p>
--	---

Select	Stock Nbr	Item Desc	FSC	ECC	Owning DODAAC	Ctlg Nm Cd
Select	WMJ52013B	TEST	1005	ZS		NAVY

5. Click the Select hyperlink 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
-------	----------



Help Reference Guide

<p>13 – Mandatory Entry: <i>STOCK NBR.</i></p>	<p>Missing Entry. Enter the appropriate information in the desired field.</p>
<p>13 – Mandatory Entry: <i>ITEM DESC.</i></p>	
<p>13 – Mandatory Entry: <i>FSC.</i></p>	<p>Invalid Entry. The ITEM DESC field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.</p>
<p>128 - To perform search, ITEM DESC must be three positions.</p>	
<p>208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.</p>	<p>Invalid Search Entry. The performed search returned more than 250 rows. Refine and re-enter the search criteria.</p>

Related Topics

M&U

- Dispatch Rate





Browse for a Stock Number – Utilization

Overview

The Stock Number Browse pop-up window allows searching for assets in the DPAS catalog.

Navigation

DPAS Modules > *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

Search By Grid

Stock Nbr
Item Desc
FSC

Additional Search Criteria Grid

LIN/TAMCN

Search Results Grid

Select
Stock Nbr
Item Desc
FSC
LIN/TAMCN
ECC





Util Measure Cd
Util Measure Desc
Util Meter


Procedures

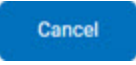
DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

Browse 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.


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. Select next to the desired Search By Criteria. Depending upon what is chosen:



Note



Only choose one of the three options. STOCK NBR is the default option.

- 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 1024 alphanumeric character field.*
 - Use  to select the FSC.
3. Enter any desired additional search criteria.
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
4. Select . *The Search Results display in the STOCK NBR Grid below.*

StockNbr close or Esc Key

Search Criteria

Search By Additional Search Criteria

Stock Nbr

Item Desc

FSC

Select	Stock Nbr	Item Desc	FSC	LIN/TAMCN	ECC	Util Measure Cd	Util Measure Desc	Util Meter
Select	234001X510267	VEHICLE UTILITY 4X2 GASOLINE	2340			M	Miles	Yes

5. Click the Select hyperlink 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.



Help Reference Guide

Error	Solution
13 – Mandatory Entry: STOCK NBR.	
13 – Mandatory Entry: ITEM DESC.	
13 – Mandatory Entry: FSC.	
128 - To perform search, ITEM DESC must be three positions.	Invalid Entry. The ITEM DESC field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re-enter the search criteria.

Related Topics

M&U

- Wnty/Svc/Subscription — Asset Assoc






Browse for Stock Number — FSM

Overview

The Stock Number Browse pop-up window allows searching for assets in the Force element.

Navigation

DPAS Force Systems Management Module > *VARIOUS PROCEDURAL STEPS* >  >
Stock Number Browse pop-up window

Page Fields

The following fields display on the **Stock Number 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

Stock Number Search Criteria

Stock Number
LIN/TAMCN
Item Desc
FSC

Stock Number Results Grid

Stock Number
Item Description






Procedures


DPAS Navigation Helpful Tips



Click the following link to display FSM 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.

1. Use  to browse for the Stock Number entry. The **Stock Number Browse** pop-up window displays.





Help Reference Guide

Stock Number Browse ✕

Search Criteria ^

Stock Number

LIN/TAMCN

Item Desc

FSC

1005 - Guns, through 30MM ▼

Reset

Search

Search Results ^

	Stock Number ↑	Item Description ⋮
Select	1005000032251	RIFLE,CALIBER .22
Select	1005000038646	LINK,CAM
Select	1005000100240	RIFLE,CALIBER .30
Select	1005000739399	TESTING STILL
Select	1005007265217	SHIM,TRUNNION BLOCK
Select	1005009193921	HOUSING ASSEMBLY GU
Select	1005011182640	PISTOL,9 MILLIMETER,SEMI-AUTOMATIC
Select	1005013197111	BARREL,AUTOMATIC GUN
Select	1005PDS192	MDFP

⏪
⏩
⏴
⏵
 items per page

1 - 9 of 9 items





Help Reference Guide

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
 - 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.*
 - Use to select the FSC.
3. Select . *The results appear in the **Stock Number Results** grid.*
4. 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.*

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

M&U

- Work Plan Detail - Parts

FSM

- Authorization Details
- Review Authorizations





Browse for a Technician

Overview

The Technician Browse pop-up window allows searching for the primary technician to perform the desired work assignment/order.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Technician Browse pop-up window

Page Fields

The following fields display on the **Technician 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

Search By Grid

Stock Nbr
Serial Nbr
Asset Id
Work Plan

Saved Information Grid

All
Select
Last Name
First Name
Assets Certs Missing



Work Plan Certs Missing

Procedures

DPAS Navigation Helpful Tips



Click the following link to display DPAS Navigation Tips.

Browse for a Technician

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

1. Select . The **Technician Browse** pop-up window appears.

Technician close or Esc Key

Search By

Stock Nbr	12481632640006	Serial Nbr	DM0003	Asset Id	101240090351	Work Plan	MONTHLYCHECK
All	Select	Last Name	First Name	Asset Certs Missing	Work Plan Certs Missing		
↳	Select	BROOKS	DAVE	2	-		
↳	Select	HARKLESS	BRIAN	1	-		
↳	Select	HEIDBREDER	C	0	-		
↳	Select	KATELUZOS	BRENDA	2	-		
↳	Select	OPERATOR	USER	2	-		
↳	Select	SAYED	AKO	0	-		
↳	Select	SAYED	AKO	2	-		

2. Verify the **STOCK NBR**.
3. Verify the **SERIAL NBR**.



Help Reference Guide

4. Verify the *ASSET ID*.
5. Verify the *Work Plan*.
6. Verify the *Saved Information Grid* of the desired Technician.
 - A. Verify the *Last Name*.
 - B. Verify the *First Name*.
 - C. Verify the *ASSET CERTS Missing*.
 - D. Verify the *WORK PLAN CERTS Missing*.
7. Choose the Select hyperlink of the desired Technician. The **Technician Browse** pop-up window closes and the selected name appears in the *Primary Tech* field.

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 Criteria to a Work Order
- Update a Work Order





Browse for the Type Designation

Overview

The Type Designation Browse pop-up window allows searching for the Type Designation and Acquisition program information.

Note



The TYPE DSG field only populates when M - Military is selected under the TYPE ASSET CD field.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Type Designation Browse pop-up window

Page Fields

The following fields display on the **Type Designation 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

Search Criteria Grid

Type Designator
Acq Program
Type Dsg Group

Search Results Grid

Type Dsg





Help Reference Guide

Type Dsg Group
Acq Program
Yrs Svc Life
Fdcry Deprn Method
Util Measure
Util Svc Life


Procedures

DPAS Navigation Helpful Tips



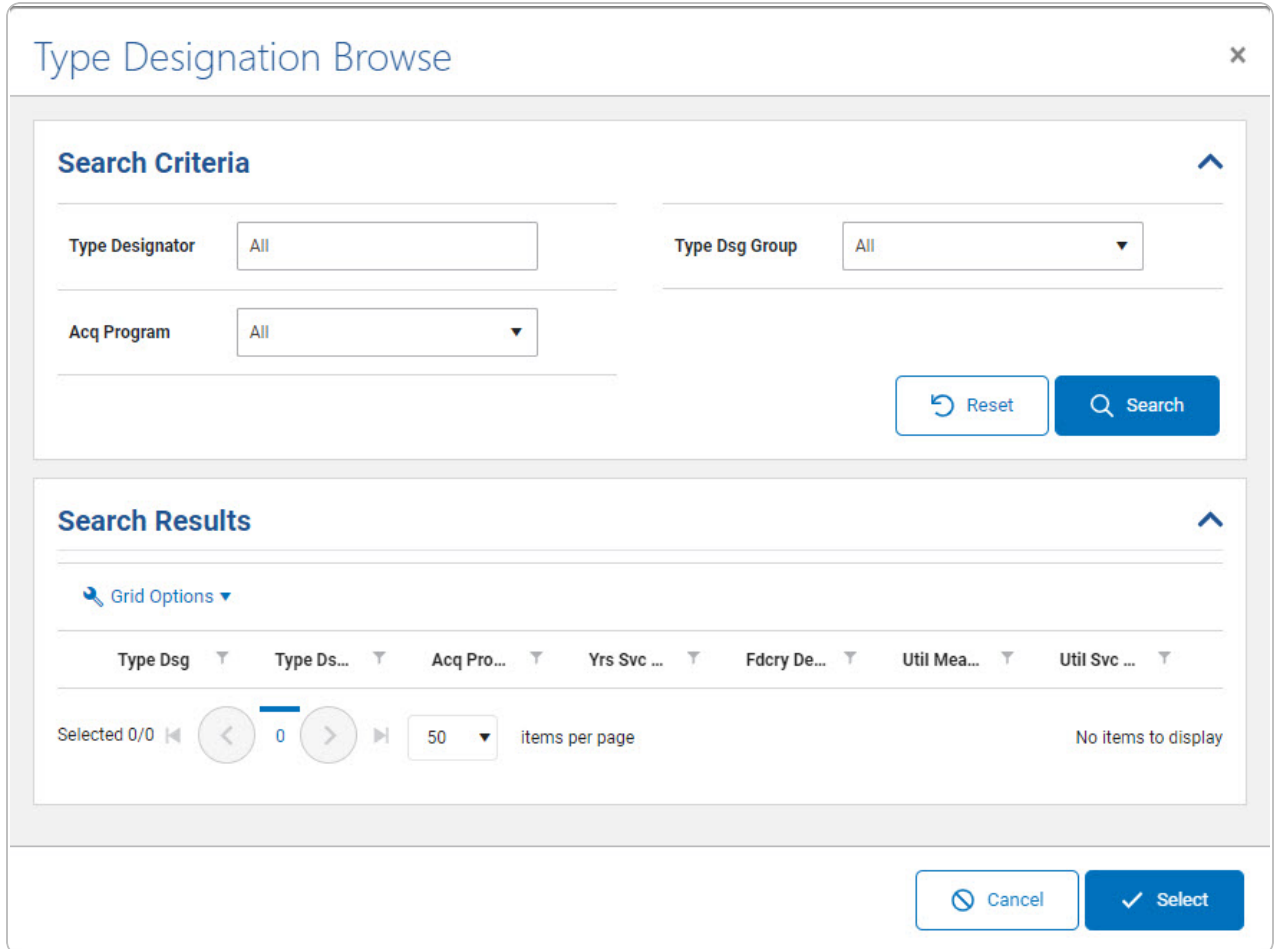
Click the following link to display DPAS Navigation Tips.

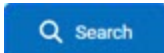
Browse for a Type Designation

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 **Type Designation Browse** pop-up window appears.





2. In the Search Criteria box, narrow the results by entering the following:
 - Enter the Type Designator in the field provided. *This is a 1024 alphanumeric character field.*
 - Use ▼ to select the Acq Program.
 - Use ▼ to select the Type Dsg Group.
3. Select . The results appear in the **Type Designation Search Results** grid.

Search Results

Grid Options ▾

Type Dsg	Type Dsg Group	Acq Program	Yrs Svc Life	Fdcry Deprn Method	Util Measure	Util Svc Life
<input type="checkbox"/> wmjtestd2-test TD	6001 - AIR DEFENSE SYSTEMS	ABRAMS - ABRAMS	4	AB	H	6000

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

- Click to select the Type Designation. *This highlights the desired row.*
- Click . *The desired Type Designation appears in the TYPE DSG field 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.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select 'update query' or 'delete inquiry' to modify the existing inquiry.
65 — No record(s) match	Invalid Entry. Results for the search criteria





Help Reference Guide

search criteria.

entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Stock Number






Browse for a Unit Identification Code (UIC)

Overview

The UIC Browse pop-up window allows searching for UICs in the Force element.

Navigation

DPAS Force Systems Management 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

UIC Search Criteria

Site Id
DoDAAC
Org Id
UIC
Major Command Code

UIC Results Grid

Select
UIC
Organization Id






Procedures

DPAS Navigation Helpful Tips



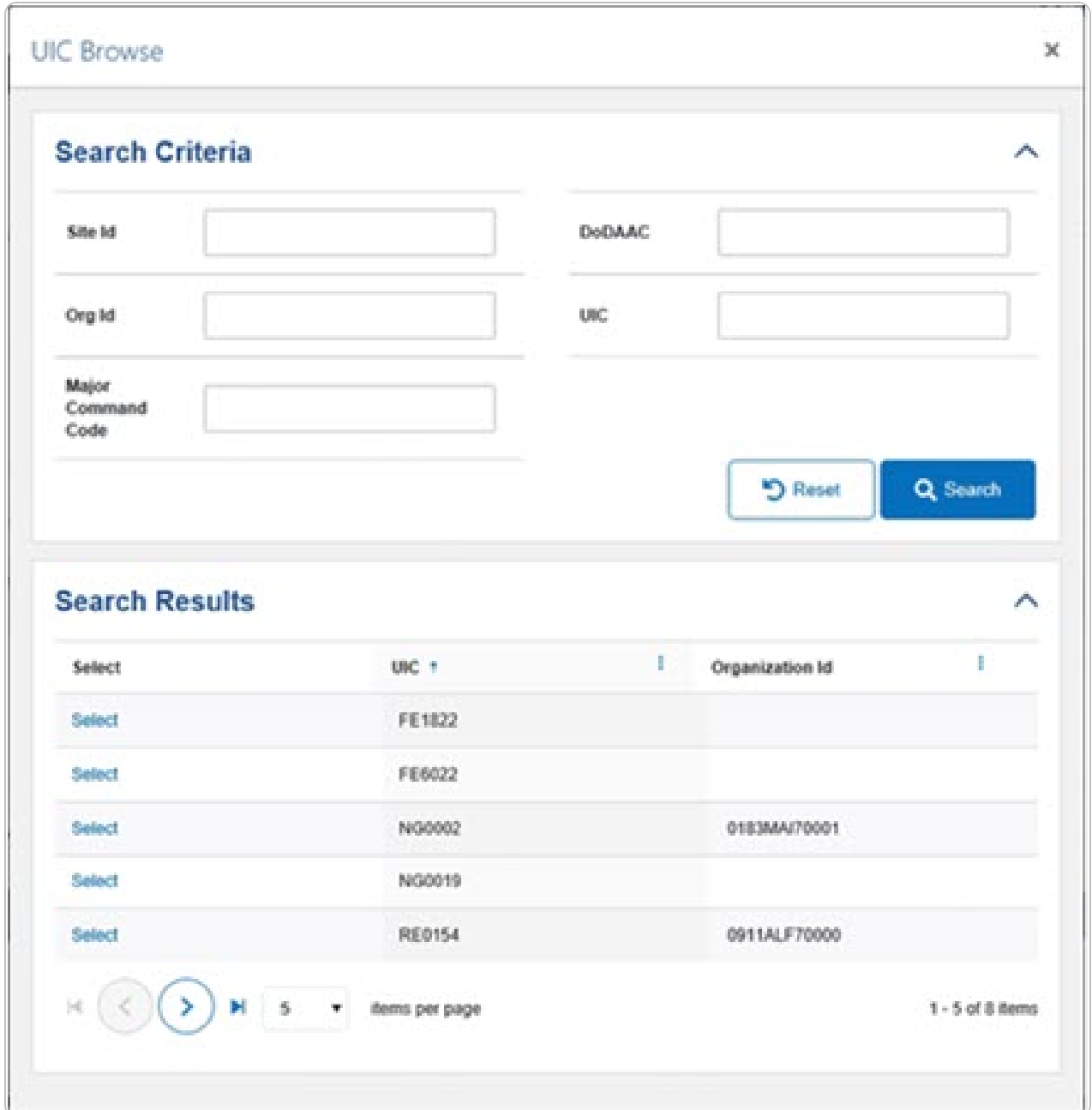
Click the following link to display FSM Navigation Tips.

Browse for a 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.



1. Select . The **UIC Browse** pop-up window appears.



UIC Browse

Search Criteria

Site Id D&DAAC

Org Id UIC

Major Command Code

Search Results

Select	UIC ↑	Organization Id
Select	FE1822	
Select	FE6022	
Select	NG0002	0183MA70001
Select	NG0019	
Select	RE0154	0911ALF70000

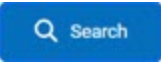
Items per page: 5 1 - 5 of 8 Items

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





Help Reference Guide

- Enter the SITE ID in the field provided. *This is a 3 alphanumeric character field.*
 - Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
 - Enter the ORG ID in the field provided. *This is a 30 alphanumeric character field.*
 - Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
 - Enter the Major Command Code in the field provided. *This is a 2 alphanumeric character field.*
3. Select . *The results appear in the **UIC Search Results** grid.*
 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

FSM

- Authorization Management Overview
- Authorization Management Details
- Review Authorizations
- Apply Authorization






Browse for a Unit Identification Code (UIC) Real Property (RP) Installation Code

Overview

The UIC RP Installation Code Browse pop-up window allows searching for a real property's installation code within a UIC.

Navigation

DPAS Property Accountability Module > *VARIOUS PROCEDURAL STEPS* >  > UIC RP Installation Code Browse pop-up window

Page Fields

The following fields display on the **UIC RP Installation Code 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

UIC RP Installation Code Search Criteria Grid

Component Code
Installation Code
Installation Name

UIC RP Installation Code Search Results Grid

Select
Installation Code
Component Code
Installation Name




Procedures

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Browse for an Installation Code

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 **UIC RP Installation Code Browse** pop-up window appears.

UIC RP Installation Code Browse

Component Code Installation Code

Installation Name

Please enter search criteria.

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
 - Enter the Component Code in the field provided. *This is a 7 alphanumeric character field.*
 - Enter the Installation Code in the field provided. *This is a 4 alphanumeric character field.*
 - Enter the Installation Name in the field provided. *This is a 100 alphanumeric character field.*
3. Select . The results appear in the **Search Results** grid.



UIC RP Installation Code Browse x

Component Code Installation Code

Installation Name

Select	Installation Code	ComponentCode	Installation Name
Select	CNBC	AFACT	BROOKS CITY AFB, SA

- Choose the Select hyperlink next to the desired Installation Code. *The pop-up window closes and the selected code 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

PA

- Add an Accountable UIC/UIC
- Update an Accountable UIC/UIC






Browse for a Warehouse Stock Number

Overview

The Warehouse Stock Number Browse pop-up window allows searching for assets in the Warehouse catalog.

Navigation

DPAS M&U Module > *VARIOUS PROCEDURAL STEPS* >  > Warehouse STOCK NBR Browse pop-up window

Page Fields

The following fields display on the **WAREHOUSE 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
--------	-------

Search By Grid

Stock Nbr
Item Desc
FSC

Additional Search Criteria Grid

LIN/TAMCN

Search Results Grid

Select
Stock Nbr
Item Desc
FSC





LIN/TAMCN

Procedures

DPAS Navigation Helpful Tips



Click the following link to display M&U Navigation Tips.

Browse for a Warehouse 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 **WAREHOUSE STOCK NBR Browse** pop-up window appears.

close or Esc Key

WarehouseStockNbrBrowse

Search By

<p><input checked="" type="radio"/> Stock Nbr <input style="width: 150px;" type="text"/></p> <p><input type="radio"/> Item Desc <input style="width: 150px;" type="text"/></p> <p><input type="radio"/> FSC <input style="width: 150px;" type="text" value="Select an Item"/></p>	<p>Additional Search Criteria</p> <p>LIN/TAMCN <input style="width: 150px;" type="text"/></p>
---	--



2. Select next to the desired Search By Criteria. Depending upon what is chosen:

Note



Only choose one of the three options. STOCK NBR is the default option.



- 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 1024 alphanumeric character field.*
 - Use  to select the FSC.
3. Enter any desired additional search criteria.
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
4. Select . *The Search Results display in the Warehouse STOCK NBR Grid below.*

WarehouseStockNbrBrowse close or Esc Key


Search By

Stock Nbr
Additional Search Criteria

Item Desc
LIN/TAMCN

FSC

Select	Stock Nbr	Item Desc	FSC	LIN/TAMCN
<input type="checkbox"/>	8440002210852	SUSPENDERS, TROUSERS, OD	8440	V43602F
<input type="checkbox"/>	8340015455869	ESS 305 W/ STOVEPIPE OPENING, GREEN	8340	C00452F

5. Select next to the desired STOCK NBR.
6. Select . *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.



Help Reference Guide

Error	Solution
13 – Mandatory Entry: STOCK NBR.	Missing Entry. Enter the appropriate information in the desired field.
13 – Mandatory Entry: ITEM DESC.	
13 – Mandatory Entry: FSC.	
13 – Mandatory Entry: LIN/TAMCN.	
128 - To perform search, ITEM DESC must be three positions.	Invalid Entry. The ITEM DESC field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re-enter the search criteria.

Related Topics

M&U

- Add a Work Plan Association
- Update a Work Plan Association






Browse for a Work Order

Overview

The Work Order Browse pop-up window allows searching for Work Orders that are associated with the user's Maintenance Activity.

Navigation

DPAS Maintenance Utilization Module > *VARIOUS PROCEDURAL STEPS* >  > Work Order Browse pop-up window

Page Fields

The following fields display on the **Work Order 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

Work Order — Search By Grid

Work Order Id
 Status Cd
 Priority Cd
 Estbd Dt From
 Estbd Dt To
 Asset Id
 Stock Nbr
 Serial Nbr
 Secondary Serial Number
 UII
 Doc Nbr





Help Reference Guide

Search Results Grid

Select
Work Order Id
Estbd Dt
Work Order Desc
Work Order Status
Work Order State
Priority Cd
Asset Id
Serial Nbr
Secondary Serial Number
UII
Item Desc
Doc Nbr

Procedures

DPAS Navigation Helpful Tips



Click the following link to display M&U Navigation Tips.

Browse for a Work Order

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 **Work Order** pop-up window appears.

WorkOrder close or Esc Key

Search By

Work Order Id <input type="text"/>	Stock Nbr <input type="text"/>
Status Cd <input type="text" value="Select an Item"/>	Serial Nbr <input type="text"/>
Priority Cd <input type="text" value="Select an Item"/>	Secondary Serial Number <input type="text"/>
Estbd Dt From <input type="text"/>	Ull <input type="text"/>
Estbd Dt To <input type="text"/>	Doc Nbr <input type="text"/>
Asset Id <input type="text"/>	

Note

 The WORK ORDER ID Browse and Using WORK ORDER ID Browse have the same fields as Work Order Browse.



Help Reference Guide

WorkOrderId

close or Esc Key

Search By

Work Order Id

Stock Nbr

Status Cd

Serial Nbr

Priority Cd

Secondary Serial Number

Estbd Dt From

Ull

Estbd Dt To

Doc Nbr

Asset Id

Search



Reset





Cancel



UsingWorkOrderId close or Esc Key

Search By

Work Order Id <input type="text"/>	Stock Nbr <input type="text"/>
Status Cd <input type="text" value="Select an Item"/>	Serial Nbr <input type="text"/>
Priority Cd <input type="text" value="Select an Item"/>	Secondary Serial Number <input type="text"/>
Estbd Dt From <input type="text"/> 	UII <input type="text"/>
Estbd Dt To <input type="text"/> 	Doc Nbr <input type="text"/>
Asset Id <input type="text"/>	

2. In the Work Order Search By box, narrow the results by entering one or more of the following optional fields:.
- Enter the WORK ORDER ID. *This is a 20 alphanumeric character field.*
 - Use  to select the Status Cd.
 - Use  to select the Priority Cd.
 - Use  to select the ESTBD DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
 - Use  to select the ESTBD DT To, or enter the date (MM/DD/YYYY) in the field provided.
 - Enter the ASSET ID. *This is a 12 alphanumeric character field.*
 - Enter the STOCK NBR. *This is a 15 alphanumeric character field.*
 - Enter the SERIAL NBR. *This is a 30 alphanumeric character field.*
 - Enter the Secondary Serial Number. *This is a 30 alphanumeric character field.*

- Enter the UII. *This is a 50 alphanumeric character field.*
 - Enter the DOC NBR. *This is a 14 alphanumeric character field.*
3. Select . *The results appear in the **Work Plan Search Results** grid.*

Select	Work Order Id	Estbd Dt	Work Order Desc	Work Order Status	Work Order State	Priority Cd	Asset Id	Serial Nbr	Secondary Serial Number	UII	Item Desc	Doc Nbr
Select	2019091800004	9/18/2019		O-Open		2-Urgent - 2 days	CAR4	CAR4			TRUCK,LIFT,FORK	
Select	2019091800005	9/18/2019		O-Open		2-Urgent - 2 days	CAR5	CAR5			TRUCK,LIFT,FORK	

4. Choose the Select hyperlink next to the desired WORK ORDER ID. *The pop-up window closes and the selected WORK ORDER 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.
XXX — ESTBD DT FROM Date cannot be > Current Date.	Invalid Date Entry. The Current Date cannot occur before the ESTBD DT FROM Date. Re—enter the date.
612 — Date format must be MM/DD/YYYY.	Invalid Date Entry. The date must following the MM/DD/YYYY format. Re—enter the date.



Help Reference Guide

<p>XXX — ESTBD DT To Date cannot be < Current Date.</p>	<p>Invalid Date Entry. The Current Date cannot occur after the ESTBD DT To Date. Re—enter the date.</p>
<p>408 — ASSET ID cannot contain special character(s).</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. Special characters like \$, ! or @ are prohibited.</p>
<p>82 — STOCK NBR must be alphanumeric with valid special character(s) \$, —, /, #, &, comma, and period.</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, and period. Special characters like ! or @ are prohibited.</p>
<p>195 — SERIAL NBR contains invalid special characters.</p>	<p>Invalid Entry. The field must have alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Re-enter the Serial Number.</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>682 — Invalid UII format. Pos 1 — 50 must be alphanumeric with pos 1 — 6</p>	<p>Invalid Entry. The UII must be at least 6 alphanumeric characters, and no more than 50 characters. Re-enter the UII.</p>





Help Reference Guide

<p>mandatory.</p>	
<p>409 – You have exceeded the browse limit of a 500 row display. Refine Search Criteria.</p>	<p>Invalid Search Entry. The performed search returned more than 500 rows. Refine and re—enter the search criteria.</p>
<p>142 – To perform "Search", data must be entered in one or more fields.</p>	<p>Invalid Search Entry. Enter at least one search criteria to perform a search. Refine and re—enter the search criteria.</p>
<p>94 – Select a record(s) to continue.</p>	<p>Missing Entry. <input type="button" value="Continue"/> was clicked without any records selected. Click <input type="checkbox"/> to select a record, then select <input type="button" value="Continue"/>.</p>
<p>714 – Selected rows exceeds 50 row maximum.</p>	<p>Invalid Entry. Too many rows are checked. Uncheck enough records so 50 or less are selected, then proceed.</p>

Related Topics

M&U

- Add Criteria to a Work Order
- Update a Work Order






Browse for a WORK ORDER ID

Overview

The WORK ORDER ID Browse pop-up window allows searching for WORK ORDER ID's that are associated with the user's Maintenance Activity.

Navigation

DPAS Maintenance Utilization Module > *VARIOUS PROCEDURAL STEPS* >  > WORK ORDER ID Browse pop-up window

Page Fields

The following fields display on the **WORK ORDER 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
--------	-------

Search Criteria Grid

Asset Id
 Work Order Status Code
 Has Assets

Has Assets Grid

All
 No
 Yes
 Work Order Id
 Stock Number
 NMC





NMC Grid

All
No
Yes

Search Results Grid

Select
Work Order ID
Work Order Status Code
Priority Code
Asset ID
Stock Number
Item Desc
Serial Number
Secondary Serial Number
Work Order Reason


Procedures


DPAS Navigation Helpful Tips



Click the following link to display M&U Navigation Tips.

Browse for a WORK ORDER 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 **WORK ORDER ID** pop-up window appears.




Work Order Id Browse x

Search Criteria ^


Asset Id <input style="width: 90%;" type="text"/> 	Work Order Id <input style="width: 90%;" type="text"/>
Work Order Status Code Select an Item ▼	Stock Number <input style="width: 90%;" type="text"/>
Has Assets <input checked="" type="radio"/> All <input type="radio"/> No <input type="radio"/> Yes	NMC <input checked="" type="radio"/> All <input type="radio"/> No <input type="radio"/> Yes

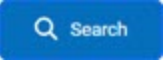
Search Results ^

 Please enter criteria and click Search

2. In the WORK ORDER ID Search Criteria box, narrow the results by entering one or more of the following optional fields:
 - Enter the ASSET ID. *This is a 12 alphanumeric character field.*
 - Use  to select the Work Order Status Code.
 - Select  Has Assets. *Determines whether the results includes or excludes work orders with assets.*
 - Enter the WORK ORDER ID, or use  to browse for the entry. *This is a 20 numeric character field.*

Work Order Browse help

- Enter the Stock Number. *This is a 15 alphanumeric character field.*
- Enter the WORK ORDER ID. *This is a 20 alphanumeric character field.*
- Select  NMC. *Determines whether the results includes or excludes work orders with NMC assets.*

3. Select . *The results appear in the **WORK ORDER ID Search Results** grid.*

Search Results

<input type="checkbox"/>	Work Order Id	Work Order Status Code	Priority Code	Asset ID	Stock Number	Item Desc	Serial Number	Secondary Serial Number	Work Order Reason
<input type="checkbox"/>	2020051100001	O - Open	5 - Routine 1 - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020051400001	O - Open	5 - Routine 1 - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020051500001	O - Open	5 - Routine 1 - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020051800001	O - Open	5 - Routine 1 - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020052100001	O - Open	5 - Routine 1 - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020052200001	O - Open	5 - Routine 1 - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020052400001	O - Open	5 - Routine 1 - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--
<input type="checkbox"/>	2020052500001	O - Open	5 - Routine 1 - 5 days	GSAVAN100006	231000A010001	GSA PASSENGER VAN	GSAVAN100006	--	--

Selected 0/10 1 2 3 4 5 ... 10 items per page

4. Click to select the WORK ORDER ID. *This highlights the desired row.*
5. Click . *The desired WORK ORDER ID appears in the WORK ORDER ID field on 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	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access.





Help Reference Guide

<p>not have the appropriate security access.</p>	<p>Enter different Search Criteria and try the Search again.</p>
<p>408 – ASSET ID cannot contain special character(s).</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. Special characters like \$, ! or @ are prohibited.</p>
<p>82 – STOCK NBR must be alphanumeric with valid special character(s) \$, -, /, #, &, comma, and period.</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, and period. Special characters like ! or @ are prohibited.</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>409 – You have exceeded the browse limit of a 500 row display. Refine Search Criteria.</p>	<p>Invalid Search Entry. The performed search returned more than 500 rows. Refine and re-enter the search criteria.</p>
<p>142 – To perform "Search", data must be entered in one or more fields.</p>	<p>Invalid Search Entry. Enter at least one search criteria to perform a search. Refine and re-enter the search criteria.</p>





Help Reference Guide

94 – Select a record(s) to continue.

Missing Entry. was clicked without any records selected. Click to select a record, then select .

714 – Selected rows exceeds 50 row maximum.

Invalid Entry. Too many rows are checked. Uncheck enough records so 50 or less are selected, then proceed.

Related Topics

M&U

- Search for a Work Order
- Update a Work Order





Browse for a Work Plan

Overview

The Work Plan Browse pop-up window allows searching for active Work Plans that are associated with the user's Maintenance Activity. This is for Work Plan Browse and Using WORK PLAN ID Browse.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > Work Plan Browse pop-up window

Page Fields

The following fields display on the **Work Plan 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

Search Criteria Grid

Plan Id
Plan Type Cd
Plan Name
Plan Selection

Search Results Grid

Select
Plan Id
Plan Type Cd
Plan Name
Plan Description
Activity Name





Public

Procedures

DPAS Navigation Helpful Tips



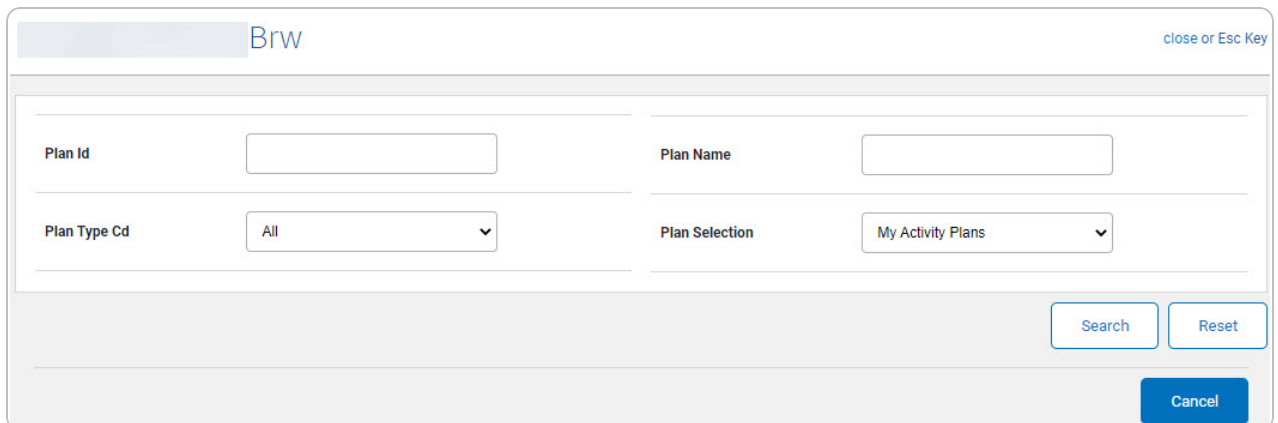
Click the following link to display DPAS Navigation Tips.

Browse for a Work 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.

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


1. Select . The **Work Plan Browse** pop-up window appears.





Note



This process is also used for Using Work Plan ID Browse.


2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:
 - Enter the PLAN ID *This is a 50 alphanumeric character field.*
 - Use  to select the Plan Type Cd.




- Enter the Plan Name *This is a 50 alphanumeric character field.*
 - Use  to select the Plan Selection.
3. Select . *The results appear in the **Work Plan Browse Search Results** grid.*

Brw
close or Esc Key

Plan Id

Plan Type Cd 

Plan Name

Plan Selection 

Select	Plan Id	Plan Type Cd	Plan Name	Plan Desc	Activity Name	Public
Select	ABCTEST2	ANTE - Analyze/Test	TEST	A TEST 7	BROOKS MA	No

4. Choose the Select hyperlink next to the desired PLAN ID. *The pop-up window closes and the selected Work Plan 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
<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

M&U

- Work Plan



Browse for a Work Plan Identifier

Overview

The Work Plan ID Browse pop-up window allows searching for active Work Plans that are associated with the user's Maintenance Activity.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* > [+ Add](#) > Select Work Plans pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

- Plan Id
- Plan Type Cd
- Plan Name
- Maintenance Activity
- Central Work Plan
- Plan Selection

Search Results Grid

- All
- Plan Id
- Plan Type



Help Reference Guide

Plan Name
Plan Description
Maint Activity
Public
Central Work Plan


Procedures

DPAS Navigation Helpful Tips



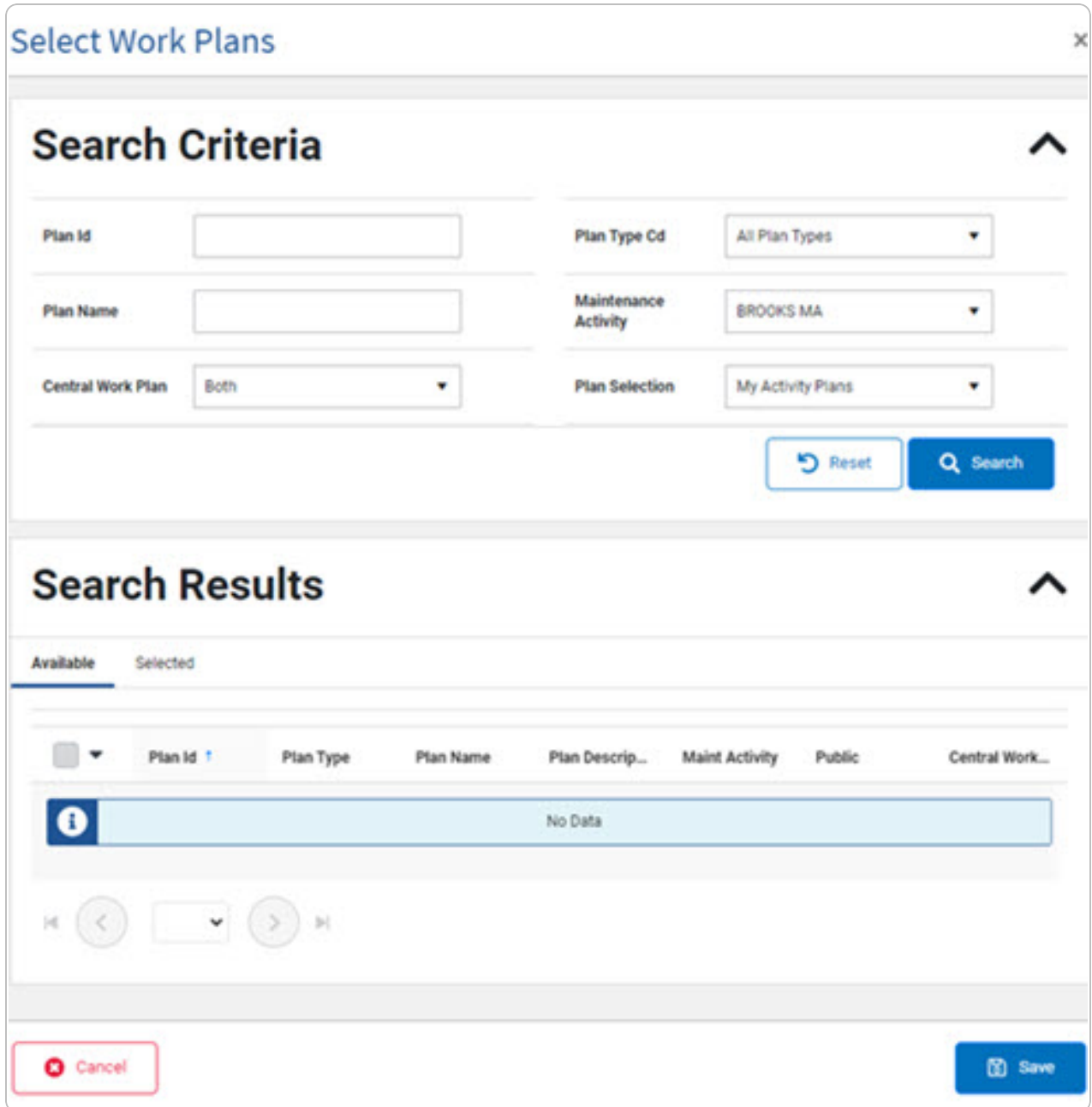
Click the following link to display DPAS Navigation Tips.

Browse for a Work Plan Identifier

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 **Select Work Plans** pop-up window appears.



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

- Enter the PLAN ID. *This is a 50 alphanumeric character field.*
- Enter the Plan Name. *This is a 50 alphanumeric character field.*
- Use ▼ to select the Central Work Plan.
- Use ▼ to select the Plan Type Cd.
- Use ▼ to select the Maintenance Activity.
- Use ▼ to select the Plan Selection.

3. Select . *The results appear in the **Work PLAN ID Search Results** grid under the Available tab.*

Select Work Plans

Search Criteria


Plan Id <input type="text" value="ABCTEST2"/>	Plan Type Cd <input type="text" value="All Plan Types"/>
Plan Name <input type="text"/>	Maintenance Activity <input type="text" value="BROOKS MA"/>
Central Work Plan <input type="text" value="Both"/>	Plan Selection <input type="text" value="My Activity Plans"/>


Search Results

Available
Selected

	Plan Id	Plan Type	Plan Name	Plan Description	Maint Activity	Public	Central Work Plan
<input type="checkbox"/>	ABCTEST2	ANTE - Analyze/Test	TEST	A TEST 7	BROOKS MA	No	Yes

10 items per page
1 - 1 of 1 items

4. Click  to select the PLAN ID.



- Select . The pop-up window closes and the selected PLAN ID appears in the previous screen.
5. **OR**

Select the Selected tab to view and remove the checked Work Plan Identifiers.


Search Results

Available Selected

Remove	Plan Id ↑	Plan Type	Plan Name	Plan Description	Maint Activity	Public	Central Work Plan
Remove	ABCTEST2	ANTE - Analyze/Test	TEST	A TEST 7	BROOKS MA	No	Yes
Remove	BLK	CSIS - COSIS	UPDATE TRUCK	PERIODIC	BROOKS MA	No	No
Remove	BROOKSPLAN1	PREV - Preventive Maintenance	PLANBROOKS1	BROOKSPLAN1	BROOKS MA	Yes	No

 1  10 items per page 1 - 3 of 3 items

✖ Cancel
Save

- A. Select the Remove hyperlink. The selected Work Plan Identifier is removed from the grid.
- B. Select . The pop-up window closes and the selected PLAN 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 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

M&U

- Schedule Preventive Maintenance






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 Browse Search Criteria

RPSUID
Asset Code
Land Acq Tract Id
Fac Nbr
Facility Name

Asset Browse Results Grid

Select
RPUID
Fac Nbr
Facility Name
Land Acq Tract Id


Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Browse for an Asset

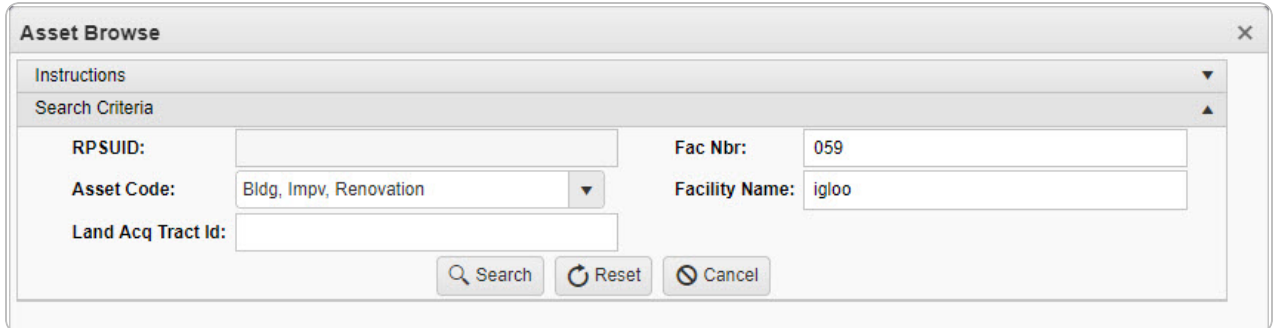
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.


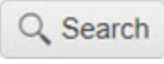
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.





1. Select . The **Asset Browse** pop-up window appears.



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.*
 - Use  to select the Asset Code.
 - Enter the LAND ACQ TRACT ID in the field provided. *This is a 25 alphanumeric character field.*
 - Enter the FAC NBR in the field provided. *This is a 20 alphanumeric character field.*
 - Enter the Facility Name in the field provided. *This is a 30 numeric character field.*
3. Select . Results display in the Assets Grid below.



Asset Browse x

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	204023	11059	42180 - IGLOO STR DEPOT	
Select	243455	3059	42280 - IGLOO STORAGE, INSTALLATION	
Select	353614	12059	42180 - IGLOO STR DEPOT	
Select	364832	P0059	IGLOO STORAGE	
Select	443612	2059	STOR, IGLOO	
Select	457529	37059	STOR, IGLOO	
Select	497954	11059	STOR, IGLOO	

items per page
 1 - 7 of 7 items

- 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
<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

- 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





Help Reference Guide

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
- Location **i**
- Stock Nbr **i**
- Owning DoDAAC
- Freeze Location
- Container Type **i**
- Cond Cd
- Capacity Avail (Qty)
- Location Status

CONTAINER ID Browse Results Grid

- Labels
- Select
- Contents
- Container Id
- Container Type
- Container Desc
- Location
- Location Status
- Freeze Location
- Capacity Avail (Qty)

Optional

- Capacity (Qty)
- Facility
- Full % (Qty)
- Mixed Cond
- Mixed Lots
- Mixed Stock Nbr
- Remarks




Serial Nbr
 Stock Nbr
 Zone


Print Label Request


Printer Language
 Label Size
 Label Type
 Qty

Procedures

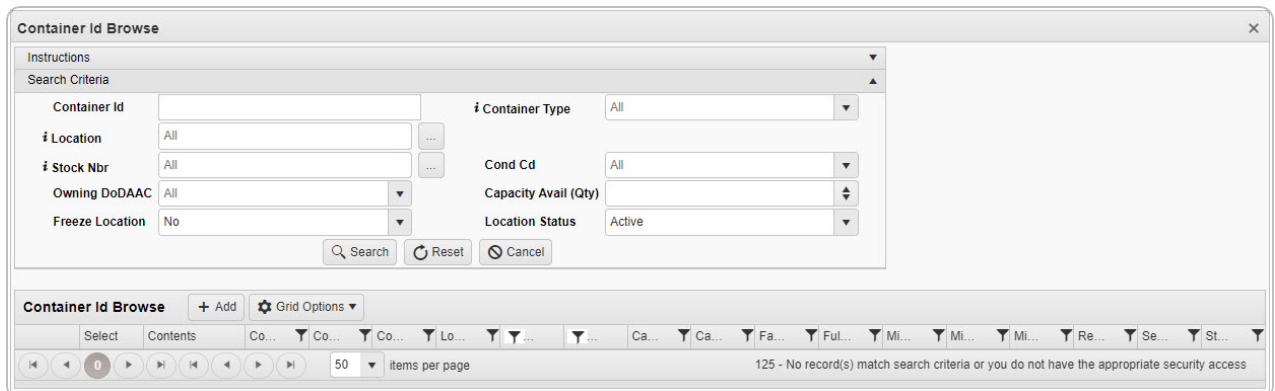
DPAS Navigation Helpful Tips
 Click the following link to display Warehouse Navigation Tips.

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:.

- Enter the CONTAINER ID in the field provided. *This is a 20 alphanumeric character field.*
- Use  or  to assist with the Location entry. *This is a 20 alphanumeric character field.*

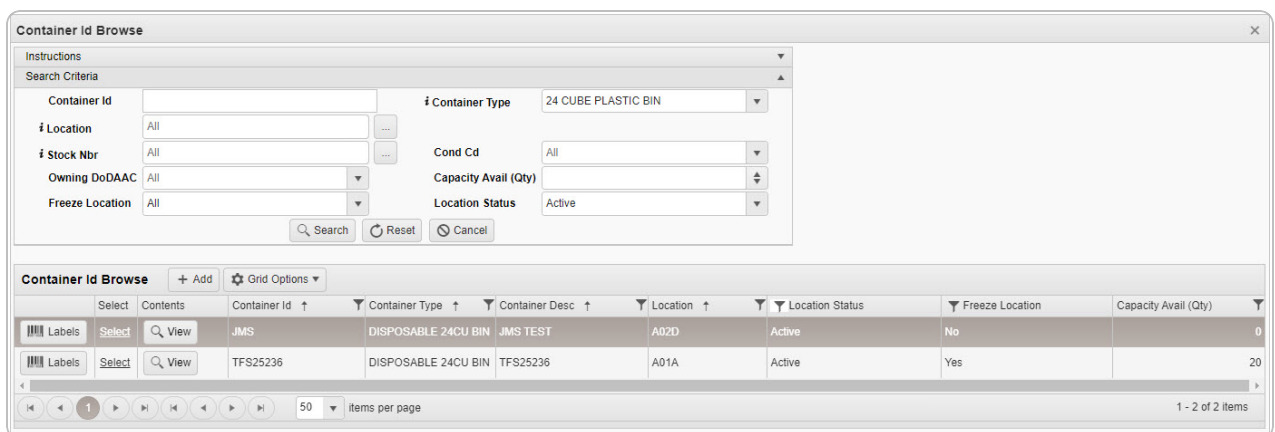
Location Browse help

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

Stock Number Browse help

- Use  to select the Owning DoDAAC.
- Use  to select the Freeze Location.
- Use  to select the Container Type, using  to assist with the entry.
- Use  to select the Cond Cd.
- Use  to choose the Capacity Avail (Qty).
- Use  to select the Location Status.





3. Select  to begin the query. *Results display in the CONTAINER ID Grid below.*



The screenshot shows the 'Container Id Browse' window. The search criteria are as follows:

Container Id		Container Type	24 CUBE PLASTIC BIN
Location	All	Cond Cd	All
Stock Nbr	All	Capacity Avail (Qty)	
Owning DoDAAC	All	Location Status	Active
Freeze Location	All		


The results grid below shows two items:

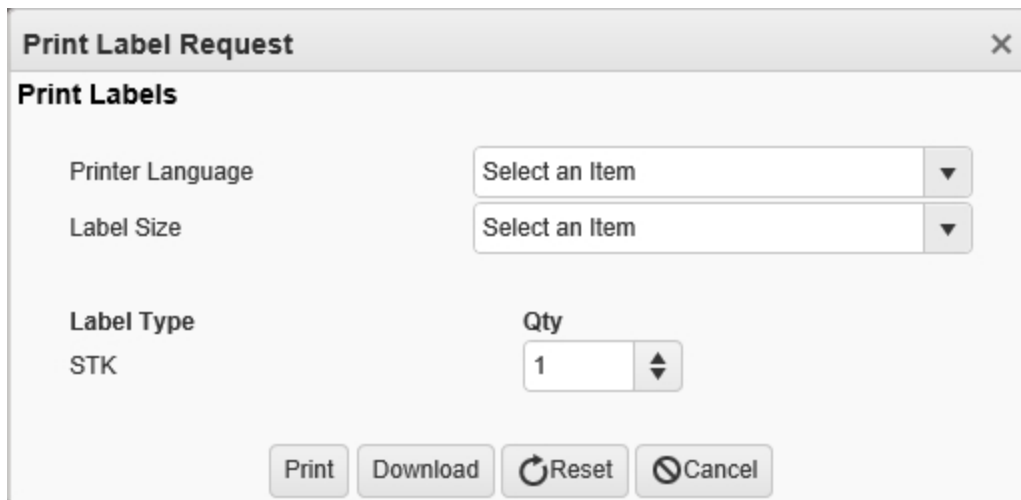
Select	Contents	Container Id	Container Type	Container Desc	Location	Location Status	Freeze Location	Capacity Avail (Qty)
 Select	 View	JMS	DISPOSABLE 24CU BIN	JMS TEST	A02D	Active	No	0
 Select	 View	TFS25236	DISPOSABLE 24CU BIN	TFS25236	A01A	Active	Yes	20

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.*



Print Container Labels

1. Select  **Labels** next to the desired container. *The **Print Label Request** pop-up window appears.*



Print Label Request [X]





Print Labels

Printer Language


Label Size

Label Type

Qty

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

View Container Details

1. Select  **View** in the desired Container record row. *The **Container Details** pop-up window appears.*



Container Details ✕

Container Id: COL000000000000000001 - STORAGE
 Location: 1017 - 336
 Zone: A&T - THE BORO

Capacity Detail

	Max	Current	% Capacity
Qty	0	18	N/A
Weight	0.00	0.00	N/A
Cube	0.00	0.00	N/A

Content Details ⚙ Grid Options ▾

Stock Nbr ↑	Item Desc	Cond Cd ↑	Prj Cd ↑	Owning DoDAAC ↑	On Hand Qty
5120013551734	WRENCH,TORQUE	A - Svcbl(w/o Qual)		HC1001	1
5120013551734	WRENCH,TORQUE	G - Unsvcb(Incomp)		HC1001	1
5120013551734	WRENCH,TORQUE	G - Unsvcb(Incomp)		HC1001	1
8465014456274	MODULAR SLEEP SYSTE	A - Svcbl(w/o Qual)		HC1001	15

50 items per page 1 - 4 of 4 items

2. Click . The **Container Details** 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.

Related Topics

- Container
- Disposition
- Expiring Items Inquiry
- ICN Inventory Inquiry
- Individual Item Return
- Individual Return
- Inventory Update - Manager



Help Reference Guide

- 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


Procedures

DPAS Navigation Helpful Tips



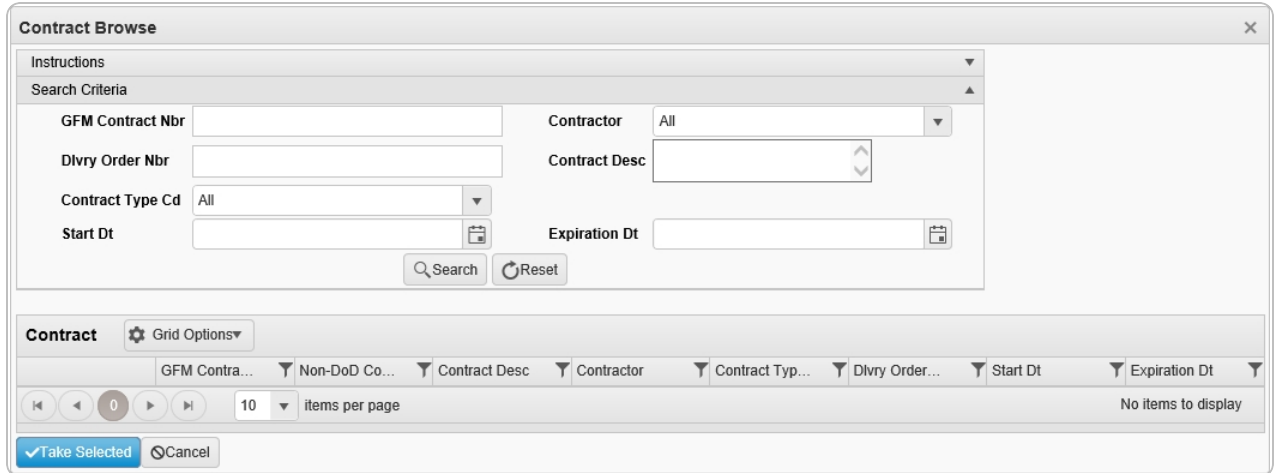
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.






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.*

- Click to select the desired contract. *The Contract record is highlighted.*
- 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.








Help Reference Guide

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

Create Pick Plan

Cost Center 
 Staging Location 
 Personnel 


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.





Help Reference Guide

Create Pick Plan
✕

Instructions ▾

Pick Information

i Cost Center

 ▾

i Personnel

 ▾

i Staging Location

 ...

4. Use to select the Cost Center, or use **i** to assist with the entry. *This is a 25 alphanumeric character field.*
5. Use **i** or to assist with the Staging Location entry. *This is a 20 alphanumeric character field.*
 Location Browse help
6. Use to select the Personnel, or use **i** to assist with the entry. *This is a 150 alphanumeric character field.*
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 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

- [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





Help Reference Guide

110

DOC NBR range must be established before processing.

Search Criteria

Document Nbr

Status

Stock Nbr 

DOCUMENT NBR Results Grid

Select

Document Nbr

Stock Nbr

Item Desc

From Warehouse

To Warehouse

Document Type

Ordered Qty


Procedures


DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

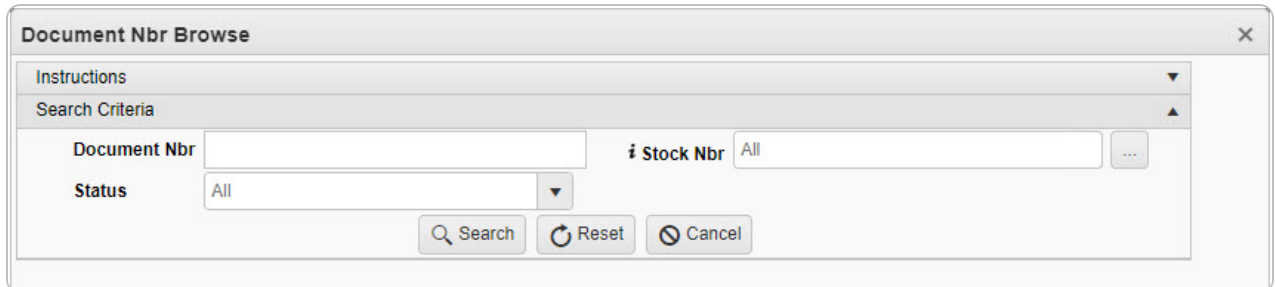
Browse for a Document Number

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.






Document Nbr Browse

Instructions

Search Criteria

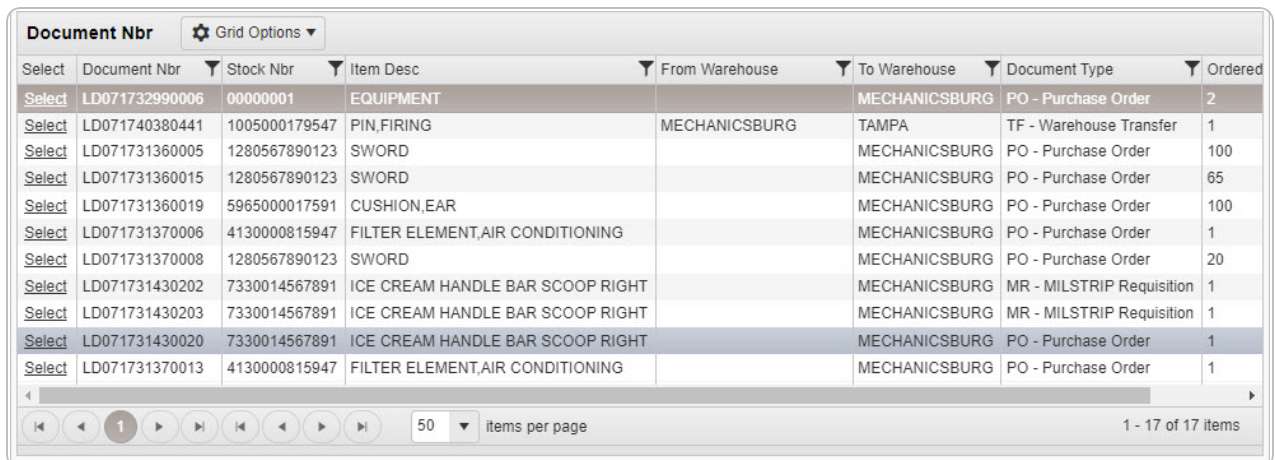
Document Nbr **i** Stock Nbr 

Status

2. 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 14 alphanumeric character field.*
 - Use  to select the Status.
 - Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

3. Select . Results display in the **DOCUMENT NBR Grid**.



Select	Document Nbr	Stock Nbr	Item Desc	From Warehouse	To Warehouse	Document Type	Ordered
Select	LD071732990006	00000001	EQUIPMENT		MECHANICSBURG	PO - Purchase Order	2
Select	LD071740380441	1005000179547	PIN,FIRING	MECHANICSBURG	TAMPA	TF - Warehouse Transfer	1
Select	LD071731360005	1280567890123	SWORD		MECHANICSBURG	PO - Purchase Order	100
Select	LD071731360015	1280567890123	SWORD		MECHANICSBURG	PO - Purchase Order	65
Select	LD071731360019	5965000017591	CUSHION,EAR		MECHANICSBURG	PO - Purchase Order	100
Select	LD071731370006	4130000815947	FILTER ELEMENT,AIR CONDITIONING		MECHANICSBURG	PO - Purchase Order	1
Select	LD071731370008	1280567890123	SWORD		MECHANICSBURG	PO - Purchase Order	20
Select	LD071731430202	7330014567891	ICE CREAM HANDLE BAR SCOOP RIGHT		MECHANICSBURG	MR - MILSTRIP Requisition	1
Select	LD071731430203	7330014567891	ICE CREAM HANDLE BAR SCOOP RIGHT		MECHANICSBURG	MR - MILSTRIP Requisition	1
Select	LD071731430020	7330014567891	ICE CREAM HANDLE BAR SCOOP RIGHT		MECHANICSBURG	PO - Purchase Order	1
Select	LD071731370013	4130000815947	FILTER ELEMENT,AIR CONDITIONING		MECHANICSBURG	PO - Purchase Order	1

50 items per page 1 - 17 of 17 items

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** *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

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > ↔ Exchange > 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 *i* *
 Exchange Reason *



Replacement Inventory *

Stock Nbr

LIN/TAMCN
 Color
 Item Desc
 Size

Replacement Items

ICN
 Quantity
 Serial Nbr
 Cond Cd
 Location Id
 Container Id


Procedures

DPAS Navigation Helpful Tips



Click the following link to display Warehouse Navigation Tips.

Browse for a Replacement Stock Number

Selecting  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.





- Use or to assist with the REPLACEMENT STOCK NBR entry. *This is a 15 alpha-numeric character field. When the field is entered, additional fields appear.*

Stock Number Browse help

Exchange X

i * Replacement Stock Nbr *** Replacement Inventory**

1015000833028 ... Select Assets

*** Exchange Reason**

Select an Item ▼

Stock Nbr	
LIN/TAMCN	Item Desc
Color	TRAINING EQUIPMENT
	Size

+ Add
⊘ Cancel

- Select Select Assets . The **Inventory Selection Browse** pop-up window appears. *When the field is entered, additional fields appear.*
- Use to select the Exchange Reason.





Help Reference Guide

Exchange
✕

*** Replacement Stock Nbr**

 ...

*** Replacement Inventory**

*** Exchange Reason**

Damaged ✕ ▼

Stock Nbr ▲

LIN/TAMCN	Item Desc
Color	Size
	TRAINING EQUIPMENT

Replacement Items

ICN	Quantity	Serial Nbr	Cond Cd	Location Id	Container Id
A00000000000002387894	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
<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 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
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.





Help Reference Guide

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.

External STOCK NBR Browse

Select Interface
 Stock Nbr
 Item Desc
 FSC
 NIIN
 Stock Item Type
 USC
 Manufacturer Name
 Manufacturer Part Number
 Model Number
 CAGE Code

STOCK NBR Results Grid

Select





Help Reference Guide

USC
Item Desc
Manufacturer Part Number
FSC
NIIN
ARC
Recover Cd
Dmil Cd

Optional

Manufacturer Part Number
Model Number
CAGE Code


Procedures


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.

Search Criteria ^

Select Interface <input style="width: 90%;" type="text" value="AESIP"/>	Stock Item Type <input style="width: 90%;" type="text" value="A - NSN"/>
Stock Nbr <input style="width: 90%;" type="text" value="All"/>	USC <input style="width: 90%;" type="text" value="All"/>
Item Desc <input style="width: 90%;" type="text" value="All"/>	Manufacturer Name <input style="width: 90%;" type="text" value="All"/>
FSC <input style="width: 90%;" type="text" value="All"/>	Manufacturer Part Number <input style="width: 90%;" type="text" value="All"/>
NIIN <input style="width: 90%;" type="text" value="All"/>	Model Number <input style="width: 90%;" type="text" value="All"/>
CAGE Code <input style="width: 90%;" type="text" value="All"/>	
<input type="button" value="Reset"/> <input style="background-color: #0070c0; color: white; padding: 5px 15px;" type="button" value="Search"/>	

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
 - 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 36 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.*


Search Results ▲

[Grid Options](#) ▼

Stock Number	USC	Item Desc	Manufact...	FSC	NIIN	ARC	Recover ...	Dmil Cd
<input type="checkbox"/> 2010013788884	A - U.S. Army	GEARCASE AND BEARING ASSEMBLY		2010	013788884			B
<input type="checkbox"/> 2010014644304	A - U.S. Army	GEARCASE AND BEARIN		2010	014644304			A
<input type="checkbox"/> 2805009222265	A - U.S. Army	GEARCASE AND BEARIN		2805	009222265			A

Selected 0/3 ◀ 1 ▶ 10 items per page 1 - 3 of 3 items

Cancel Select

4. Click to select the desired STOCK NBR. *The record is highlighted.*
5. Select . *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





Help Reference Guide

- 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 Contract Nbr

Mfr Lot Nbr

Shelf Life Expiration Dt

Mfr CAGE 

Mfr Dt

Serial Nbr 

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


Procedures

DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.


Browse for an Inventory Control Number (ICN)

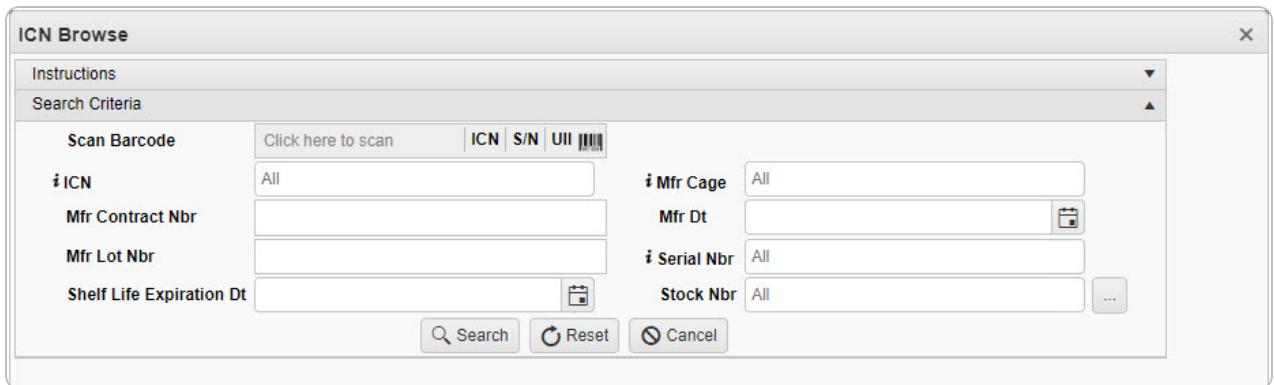
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

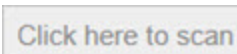










Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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:.



- 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.*



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	A0000000000001075122	01020304	01020304							A0000000000001075122
Select	Labels	A0000000000001076118	01020304	01020304							1234
Select	Labels	A0000000000001076130	01020304	01020304							1235

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





Help Reference Guide

- 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
ZIP Code
State

Installation Browse Results Grid

Select
Instl Nbr
Instl Name
Instl Svc Cd
Instl Close Dt


Procedures


DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

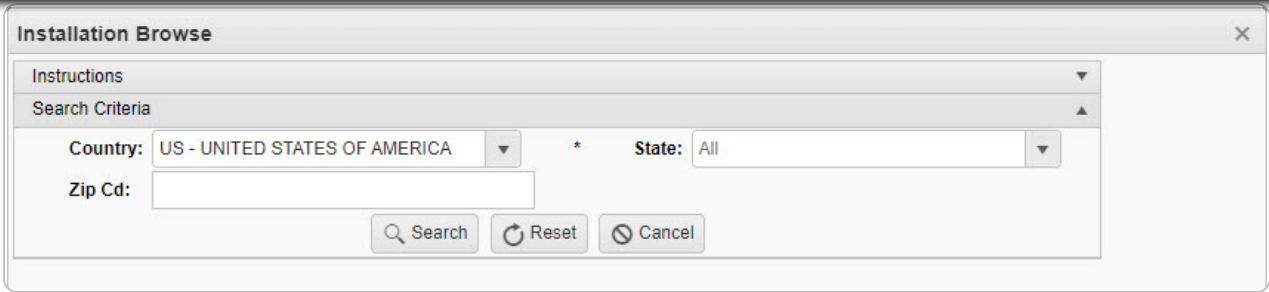
Browse for an Installation

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



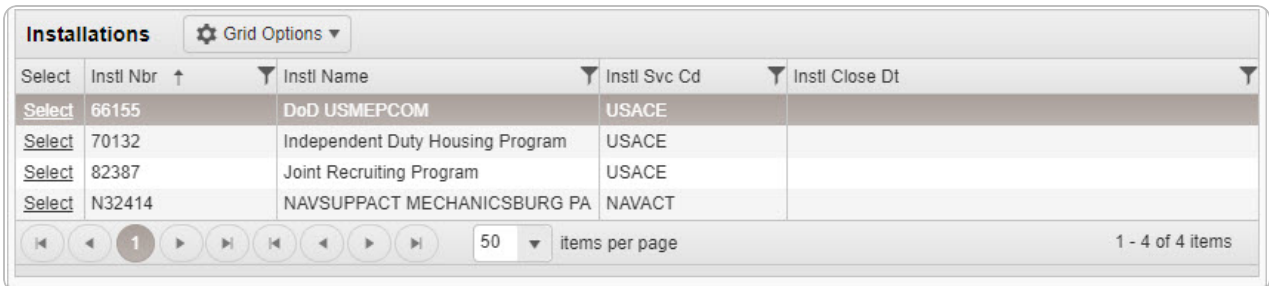


The 'Installation Browse' dialog box contains the following fields and controls:

- Instructions:** A dropdown menu.
- Search Criteria:**
 - Country:** A dropdown menu currently showing 'US - UNITED STATES OF AMERICA'.
 - State:** A dropdown menu currently showing 'All'.
 - Zip Cd:** An empty text input field.
- Buttons:** Search, Reset, and Cancel.

- Use  to select the Country.
- Enter the ZIP CD in the field provided. *This is a 10 numeric character field.*
- Use  to select the State.

3. Select  . Results display in the Installation Grid below.



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	NAVSUPPACT MECHANICSBURG PA	NAVACT	

Grid Options: 50 items per page, 1 - 4 of 4 items

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
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.





Help Reference Guide

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.

Internal STOCK NBR Browse

Stock Item Type

A - NSN

Stock Nbr
 LIN/TAMCN
 Item Desc
 Reportable Commodity Type

B - Part Nbr

Stock Nbr
 LIN/TAMCN
 CAGE Cd
 Mfr Model Nbr
 Item Desc
 Reportable Commodity Type





Help Reference Guide

Mfr Name
Mfr Part Nbr

J - MCN

Stock Nbr
LIN/TAMCN
Item Desc
Reportable Commodity Type

I - Intangible

Stock Nbr
LIN/TAMCN
Item Desc
Reportable Commodity Type

L - Local

Stock Nbr
LIN/TAMCN
Item Desc
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


Procedures


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:.
3. Use  to select the Stock Item Type.

A - NSN

Search Criteria ^

Stock Item Type <input style="width: 90%;" type="text" value="A - NSN"/>	Item Desc <input style="width: 90%;" type="text" value="All"/>
Stock Nbr <input style="width: 90%;" type="text" value="All"/>	Reportable Commodity Type <input style="width: 90%;" type="text" value="All"/>
LIN/TAMCN <input style="width: 90%;" type="text" value="All"/>	

- A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- B. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- C. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- D. Use  to select the Reportable Commodity Type.



B - Part Nbr

Search Criteria ^

Stock Item Type <input style="width: 90%;" type="text" value="B - Part Nbr"/>	Item Desc <input style="width: 90%;" type="text" value="All"/>
Stock Nbr <input style="width: 90%;" type="text" value="All"/>	Reportable Commodity Type <input style="width: 90%;" type="text" value="All"/>
LIN/TAMCN <input style="width: 90%;" type="text" value="All"/>	
CAGE Cd <input style="width: 90%;" type="text" value="All"/>	Mfr Name <input style="width: 90%;" type="text" value="All"/>
Mfr Model Nbr <input style="width: 90%;" type="text" value="All"/>	Mfr Part Nbr <input style="width: 90%;" type="text" value="All"/>

- A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- B. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- C. Enter the CAGE Code in the field provided. *This is a 5 alphanumeric character field.*
- D. Enter the MFR MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*
- E. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- F. Use to select the Reportable Commodity Type.
- G. Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
- H. Enter the MFR PART NBR in the field provided. *This is a 36 alphanumeric character field.*

J - MCN

Search Criteria ^

Stock Item Type <input style="width: 90%;" type="text" value="J - MCN"/>	Item Desc <input style="width: 90%;" type="text" value="All"/>
Stock Nbr <input style="width: 90%;" type="text" value="All"/>	Reportable Commodity Type <input style="width: 90%;" type="text" value="All"/>
LIN/TAMCN <input style="width: 90%;" type="text" value="All"/>	

- A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- B. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- C. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

D. Use to select the Reportable Commodity Type.

I - Intangible

Search Criteria ^

Stock Item Type <input style="width: 90%;" type="text" value="I - Intangible"/>	Item Desc <input style="width: 90%;" type="text" value="All"/>
Stock Nbr <input style="width: 90%;" type="text" value="All"/>	Reportable Commodity Type <input style="width: 90%;" type="text" value="All"/>
LIN/TAMCN <input style="width: 90%;" type="text" value="All"/>	

- A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- B. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- C. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- D. Use to select the Reportable Commodity Type.

L - Local

Search Criteria ^

Stock Item Type <input style="width: 90%;" type="text" value="L - Local"/>	Item Desc <input style="width: 90%;" type="text" value="All"/>
Stock Nbr <input style="width: 90%;" type="text" value="All"/>	Reportable Commodity Type <input style="width: 90%;" type="text" value="All"/>
LIN/TAMCN <input style="width: 90%;" type="text" value="All"/>	

- A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- B. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- C. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- D. Use to select the Reportable Commodity Type.

4. Select to begin the query. *Results display in the STOCK NBR Grid below.*

Search Results

Stock Nbr	Stock Item Cd	Item Desc	Mgmt Cd	LIN/TAMCN	FISC	CIC	Type Asset Cd	Shelf Life Cd	Security Commodity Type	Reportable Com...	Prev Stock Nbr	IT Device Cd	Accounting Req...	NBR Status Cd
491002229704	A-NDN	BORING MACHINE/ENGINE CYLINDER	A-Serial Number Managed		4910- MR Vhcl & Rpr Shop Special Equip	U-Unclassified	M-Military Equipment	0-Non-deteriorative	OTHER-OTHER	OTHER-OTHER		N/A-Non Applicable	N-Nonresponsible	0
491005473501	A-NDN	BORING MACHINE/ENGINE CYLINDER	A-Serial Number Managed		4910- MR Vhcl & Rpr Shop Special Equip	U-Unclassified	M-Military Equipment	0-Non-deteriorative	OTHER-OTHER	OTHER-OTHER		N/A-Non Applicable	N-Nonresponsible	0

Selected 0 of 2 items per page

1-2 of 2 items

Cancel Select

- Click to select the desired STOCK NBR. *The record is highlighted.*
- Select . *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 Selection

Overview

The Inventory Selection Browse pop-up window allows choosing specified items from the warehouse.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > [+ Add](#) > Inventory Select 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

Search Criteria Grid

Basic Search

Stock Nbr
Item Desc
Container
Location
ICN
Serial Nbr

Advanced Search (Expression Drop-Down)

GFM Contract Nbr
Min Qty Rqd





Help Reference Guide

Cond Cd
 Location Status
 Freeze Location
 Mfr CAGE
 Mfr Contract Nbr
 Mfr Lot Nbr
 Mfr Dt

Available Inventory

Total Qty
 Stock Nbr Allocation Qty
 Inventory Allocation Qty
 Available Qty

Inventory Selection

ICN
 Selected Qty
 Qty
 Reserved Qty
 Available Qty
 Stock Nbr
 Item Desc
 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
 Location Status
 Freeze Location
 Container ID
 Owning DoDAAC
 Prj Cd

Optional

Contract / Divry Ord Nbr
 Meter Reading





Help Reference Guide

Percent Utilization
Service Life Remaining
Shelf Life Remaining
Utilization Measure Code

Selected Inventory

Qty
ICN
Stock Nbr
Item Desc
Serial Nbr
Shelf Life Remaining
Expiration Dt
Cond Cd
Location Id
Owning DoDAAC
Prj Cd
Container ID
Location Status
Freeze Location
GFM Contract Nbr


Procedures

DPAS Navigation Helpful Tips



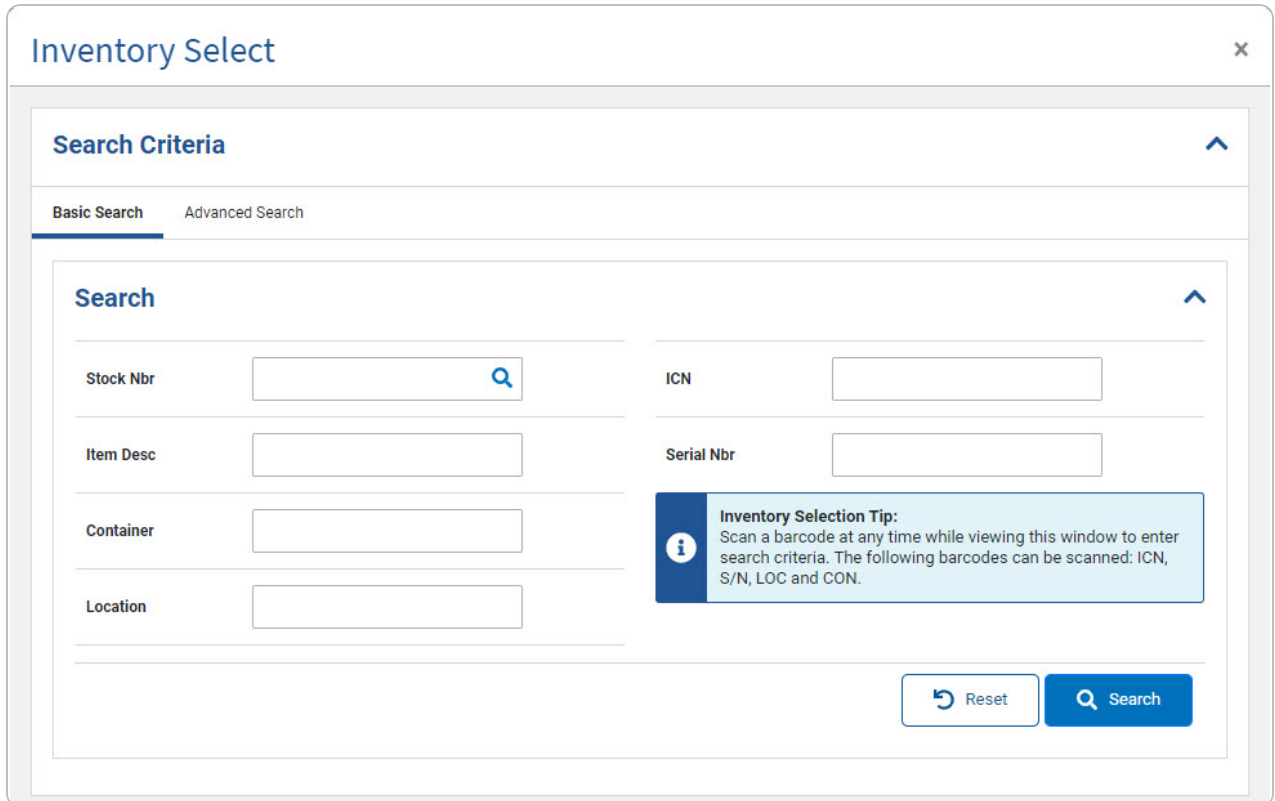
Click the following link to display Warehouse Navigation Tips.




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.



2. In the Search Criteria box, narrow the results by entering one or more of the following 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 in the field provided. *This is a 256 alphanumeric character field.*
 - Enter the Container in the field provided. *This is a 20 alphanumeric character field.*
 - Enter the Location in the field provided. *This is a 20 alphanumeric character field.*
 - Enter the ICN in the field provided. *This is a 20 alphanumeric character field.*
 - Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
 - *In The Advanced Search Tab:*
 - Select . The Boolean Expression sentence appears.

- Choose which Advanced Search item to search by.

3. Select . The results display in the Inventory Selection grid.

Search Results

Available Inventory Selected Inventory 0

Total Qty	Stock Nbr Allocation Qty	Inventory Allocation Qty	Available Qty
318	0	0	318

[Options](#)

<input type="checkbox"/>	ICN	Selected Qty	Qty	Reserved Qty	Available Qty	Stock Nbr
<input type="checkbox"/>	B0000000000007005621	<input type="text" value="0"/>	266	0	266	8465016007887
<input type="checkbox"/>	B0000000000007005621	<input type="text" value="0"/>	46	0	46	8465016007887
<input type="checkbox"/>	B0000000000007005621	<input type="text" value="0"/>	2	0	2	8465016007887
<input type="checkbox"/>	B0000000000007005621	<input type="text" value="0"/>	2	0	2	8465016007887
<input type="checkbox"/>	B0000000000007005621	<input type="text" value="0"/>	1	0	1	8465016007887
<input type="checkbox"/>	B0000000000007005621	<input type="text" value="0"/>	1	0	1	8465016007887

Selected 0/6 ◀ ▶ items per page 1 - 6 of 6 items

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.



Help Reference Guide

- The Available QTY automatically populates and is not editable.

Total Qty	Stock Nbr Allocation Qty	Inventory Allocation Qty	Available Qty
318	0	0	318

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.

- Choose which row to select for the amount of inventory required.
- Select . The Selected QTY cell changes from the to the .
- Use to choose the correct Selected QTY. Repeat until the amount required is completed.
- Select the Selected Inventory tab.

Search Results ^

Available Inventory **Selected Inventory** 1

Options ▾

Qty	ICN	Stock Nbr	Item Desc	Serial Nbr	Shelf Life Remaining
10	B0000000000007005...	8465016007887	HYDRATION POUCH	--	--

Selected 1/1 10 items per page NaN - NaN of items

✖ Cancel
Take Selected

- Review the amounts in the Selected QTY column.
- Select Take Selected. 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
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.
1116 – Scanned or entered numbers could not be validated.	Invalid Entry. The scanned barcode has an unknown prefix. Scan a corrected barcode.
xxxx - You cannot pick more than the required amount.	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.
xxxx - You require <x> but you have only picked <y>. Are you sure you want to continue?	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.
xxxx - All selected assets must be associated to the same Contract / Delivery Order Number.	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.





Related Topics

- Disposition





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* > [Select Items](#) > 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





Help Reference Guide

	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
 ICN
 Serial Nbr
 Location
 Container
 Item Desc

Advanced Search

GFM Contract Nbr
 Owing DoDAAC
 Min Qty Rqd
 Cond Cd
 Location Status
 Freeze Location
 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

Selected Qty
 Qty
 Reserved Qty
 Available Qty
 ICN
 Stock Nbr
 Item Desc
 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
 Location Status
 Freeze Location
 Container ID
 Owning DoDAAC
 Prj Cd
 Additional Info

Optional

Contract / Divry Ord Nbr
 Meter Reading
 Utilization Measure Code
 Percent Utilization
 Additional Info

Selected Inventory

Selected Qty
 Qty
 ICN
 Stock Nbr
 Item Desc
 Serial Nbr
 Shelf Life Remaining





Help Reference Guide

Shelf Life Expiration Dt
Cond Cd
Location Id
Owning DoDAAC
Prj Cd
Container ID
Location Status
Freeze Location
GFM Contract Nbr


Procedures

DPAS Navigation Helpful Tips



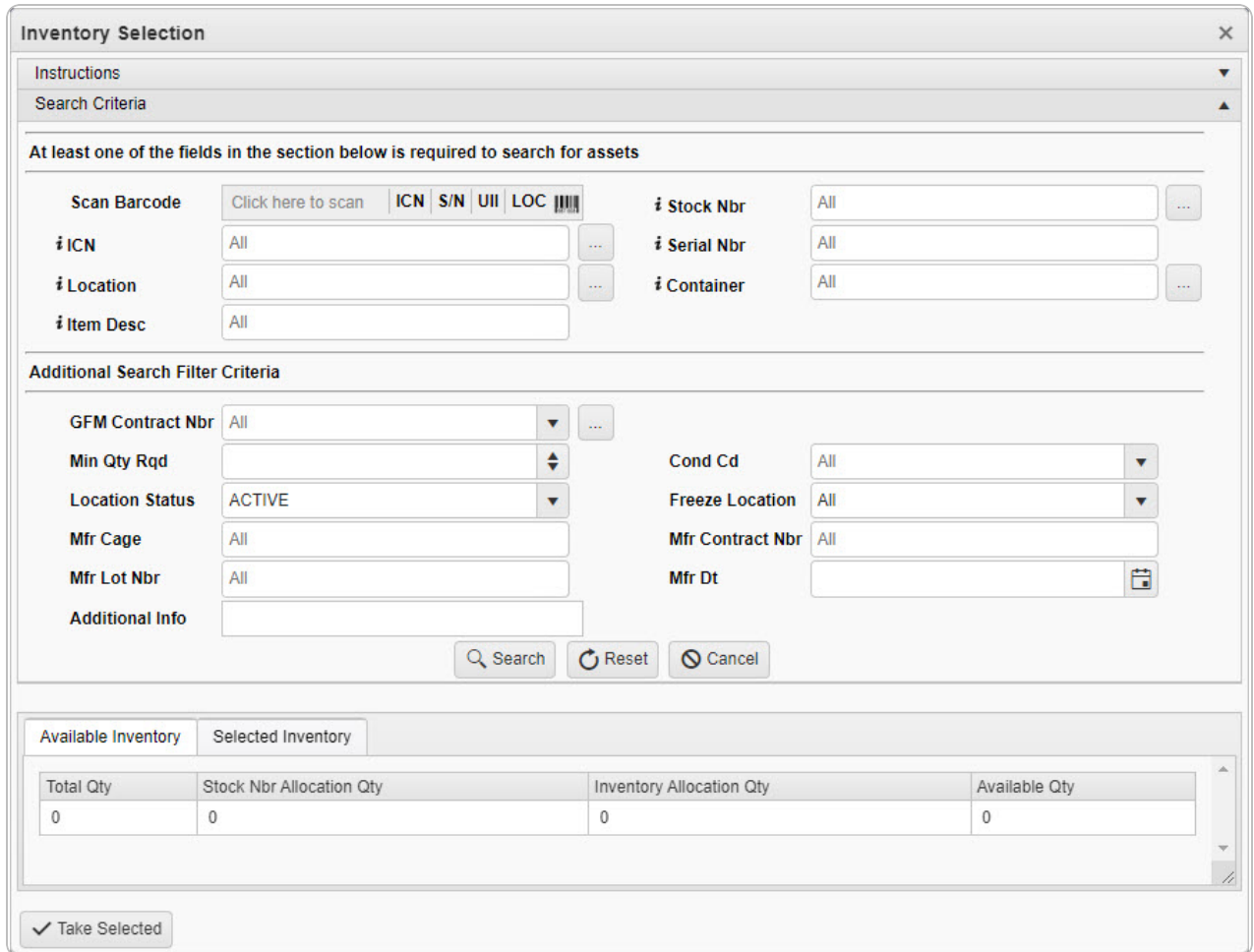
Click the following link to display Warehouse Navigation Tips.

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  Reset 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



Instructions



Search Criteria


At least one of the fields in the section below is required to search for assets

| ICN | S/N | UII | LOC 


 Stock Nbr 


 ICN  Serial Nbr


 Location  Container

 Item Desc

Additional Search Filter Criteria

 GFM Contract Nbr

 Min Qty Rqd

 Location Status

Mfr Cage


Mfr Lot Nbr

Additional Info

Cond Cd

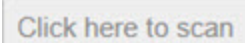
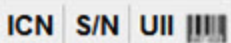


Freeze Location

Mfr Contract Nbr

 Mfr Dt

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



Help Reference Guide

- 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.*



Available Inventory		Selected Inventory	
Total Qty	Stock Nbr Allocation Qty	Inventory Allocation Qty	Available Qty
318	0	0	318


Inventory Selection										
<input type="checkbox"/> All	Selected Qty	Qty	Reserved Qty	Available Qty	ICN	Stock Nbr	Item Desc	Serial Nbr	Shelf Life Expiration Dt	Service Life Expiration Date
<input checked="" type="checkbox"/>	0	266	0	266	B0000000000007005621	8465016007887	HYDRATION POUCH			
<input type="checkbox"/>	0	46	0	46	B0000000000007005621	8465016007887	HYDRATION POUCH			
<input type="checkbox"/>	0	2	0	2	B0000000000007005621	8465016007887	HYDRATION POUCH			
<input type="checkbox"/>	0	2	0	2	B0000000000007005621	8465016007887	HYDRATION POUCH			
<input type="checkbox"/>	0	1	0	1	B0000000000007005621	8465016007887	HYDRATION POUCH			
<input type="checkbox"/>	0	1	0	1	B0000000000007005621	8465016007887	HYDRATION POUCH			

Total: 318

50 items per page 1 - 6 of 6 items

Take Selected


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.

Total Qty	Stock Nbr Allocation Qty	Inventory Allocation Qty	Available Qty
318	0	0	318

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.

Available Inventory		Selected Inventory											
	Selected Qty	Qty	ICN	Stock Nbr	Item Desc	Serial Nbr	Shelf Life Remaining	Shelf Life Expiration Dt	Cond Cd	Owning DoDAAC	Prj Cd	Container Id	Location Status
<input type="checkbox"/> Remove	10	266	B0000000000007005621	8465016007887	HYDRATION POUCH				A	M67750			Active

Take Selected

9. Review the amounts in the Selected QTY column.

10. Select Take Selected . 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
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.
1116 – Scanned or entered numbers could not be validated.	Invalid Entry. The scanned barcode has an unknown prefix. Scan a corrected barcode.
xxxx - You cannot pick more than the required amount.	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.
xxxx - You require <x> but	Invalid Entry. The amount of items that was





Help Reference Guide

you have only picked <y>. Are you sure you want to continue?

picked is less than the amount that is required. Re-enter the amount of items to pick.

xxxx - All selected assets must be associated to the same Contract / Delivery Order Number.

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.

Related Topics

- Contract Number Browse
- 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

LIN/TAMCN Search Criteria

LIN/TAMCN
 LIN/TAMCN Desc
 Size Category
 Status

LIN/TAMCN Browse Results Grid

Select
 LIN/TAMCN
 LIN/TAMCN Desc
 Size Category





Optional

Catalog Name Cd

Procedures

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:

Search Criteria ^


LIN/TAMCN <input style="width: 90%;" type="text" value="All"/>	Size Category <input style="border-bottom: 1px solid #ccc;" type="text" value="All"/>
LIN/TAMCN Desc <input style="width: 90%;" type="text" value="All"/>	Status <input style="border-bottom: 1px solid #ccc;" type="text" value="ACTIVE"/>

- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- Enter the LIN/TAMCN DESC in the field provided. *This is a 1,024 alphanumeric character field.*
- Use ▼ to select the Size Category.
- Use ▼ to select the Status.







3. Select  to begin the query. *Results display in the LIN/TAMCN Grid below.*


Search Results ^

 Grid Options ▾

	LIN/TAMCN	LIN/TAMCN DESC	Size Category	Status
<input type="checkbox"/>	D00137K	TRUCK,TRACTOR,ARMOR	BOOTS, CW	ACTIVE
<input type="checkbox"/>	V41602F	BOOTS,EXTREME COLD	BOOTS, CW	ACTIVE
<input type="checkbox"/>	A00102G	TACTICAL EXPLOITATI	BOOTS, CW	ACTIVE
<input type="checkbox"/>	A00037G	ALARM SET,ANTH-INTR	BOOTS, CW	ACTIVE

Selected 0/4  1  50 items per page 1 - 4 of 4 items

4. Click to select the desired LIN/TAMCN. *The record is highlighted.*
5. Select . *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 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

Warehouse

- LIN/TAMCN
- Stock Number






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


Procedures


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

Size Category

- Enter the LIN/TAMCN, using **i** to assist with the entry. *This is a 10 alphanumeric character field.*
- Use to select the Size Category.
- Enter the LIN/TAMCN DESC, using **i** to assist with the entry. *This is a 1,024 alphanumeric character field.*

3. Select to begin the query. *Results display in the LIN/TAMCN Grid below.*

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

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	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security



Help Reference Guide

have the appropriate security access.

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

Related Topics

ICP

- Stock Item
- Physical Inventory

Warehouse

- Shelf Life Extension
- SKO Catalog
- Stock Item
- 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 **i**
- Location Id **i**
- Location Type
- Dehumidified
- Outdoor
- Freeze Location
- Location Desc **i**
- Location Status
- Temperature Controlled
- Hazardous

Location Browse Results Grid

- Select
- Location Id
- Location Desc
- Location Type Cd
- Freeze Location
- Location Status
- Facility Nbr
- Parent Location Id
- 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


Procedures


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:.

- Use  to select the Facility Nbr, or use  to assist with the entry.
- Enter the Location ID, using  to assist with the entry. *This is a 15 alphanumeric character field.*
- Enter the Location Type by selecting the field and choosing at least one type.

- Use to select if the location is Dehumidified.
- Use to select if the location is Outdoor.
- Use to select if this is a Freeze Location.
- Enter the Location DESC, using  to assist with the entry. *This is a 250 alphanumeric character field.*
- Use to select the Location Status.
- Use to select if the location is Temperature Controlled.
- Use to select if the location is Hazardous.

3. Select  to begin the query. *Results display in the Location Grid below.*

Select	Location Id	Location Desc	Location Type Cd	Freeze Location	Location Status	Facility Nbr	Parent Location Id	Floor	Bay	Aisle	Row	Rack	Inspection Schedule
Select	HALLJ	COMPUTER ACCESSORIES	2 - Issue, 3 - Stock, 8 - Intransit	No	ACTIVE	99004							STOCK
Select	ROSIE2	ROSIE2	2 - Issue, 3 - Stock, 8 - Intransit	No	ACTIVE	MECH001							STOCK
Select	SHAWNEE 849	SHAWNEE 849	2 - Issue, 3 - Stock, 7 - Sort, 8 - Intransit	No	ACTIVE	MECH001		1	5	10	1	2	STOCK
Select	STACEY'S SPOT 123	SECURE MOBILE DEVICES	1 - Receiving, 2 - Issue, 3 - Stock, 8 - Intransit, 11 - Return, 12 - Disposal	No	ACTIVE	MECH001		1	4	3	2	6	STOCK
Select	TED LASSO	POSITIVITY	2 - Issue, 3 - Stock, 8 - Intransit	No	ACTIVE	MECH001		1	1	1	1	1	STOCK
Select	THE GOOD PLACE	TED DANSON	1 - Receiving, 2 - Issue, 3 - Stock, 8 - Intransit	No	ACTIVE	MECH001							STOCK

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.





Help Reference Guide

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


Procedures


DPAS Navigation Helpful Tips




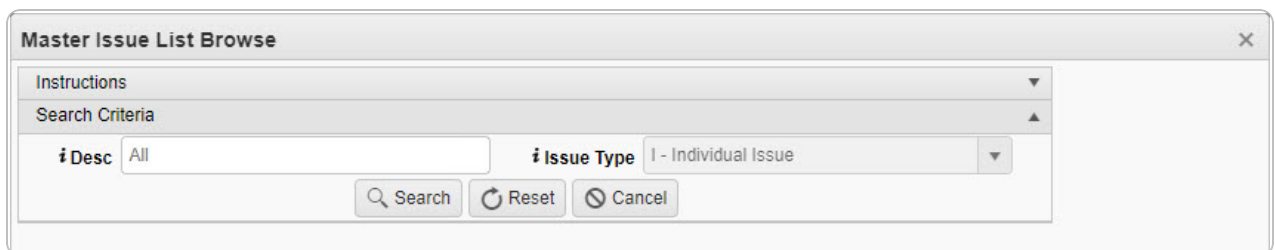
Click the following link to display Warehouse Navigation Tips.





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.

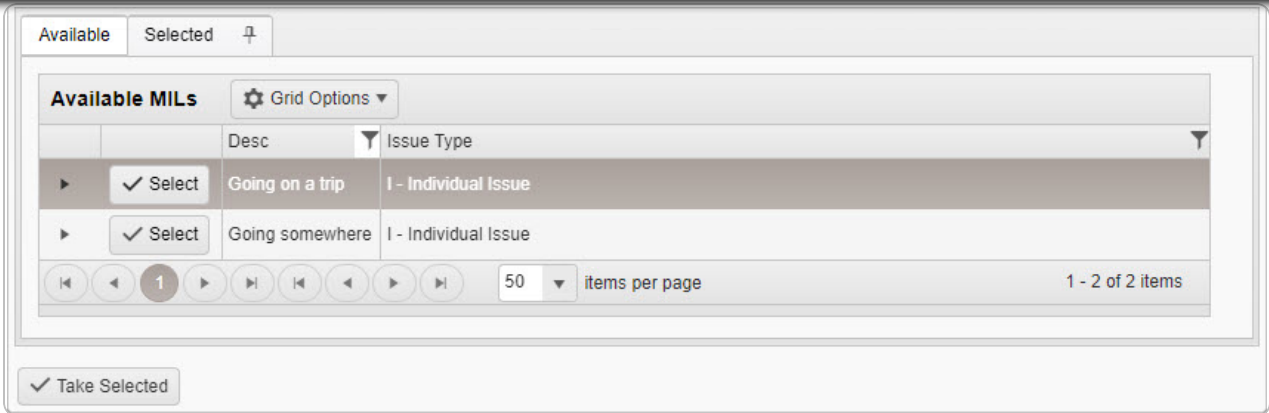
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

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:.



- Enter the DESC, using  to assist with the entry. *This is a 250 alphanumeric character field.*
 - Use  to select the Issue Type, or use  to assist with the entry.
3. Select  to begin the query. *Results display in the Available MILs Grid of the Available Tab.*



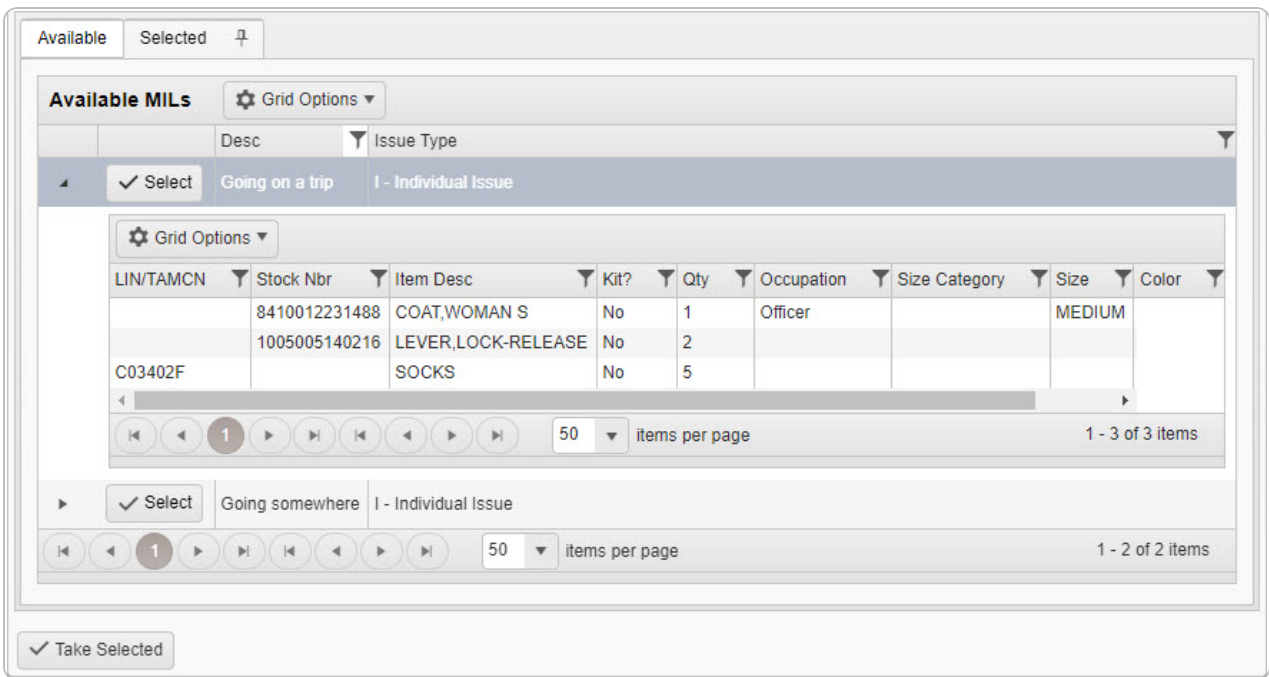


Choose next to the desired MIL. *The MIL is dimmed, and appears in the Selected Tab.*

4.

OR

Select . *The assets within the MIL appear in the Details grid, and are not editable.*



5. Select the Selected Tab. *The list of chosen MILs appears in the Selected MILs grid.*

6. 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 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

- 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
- First Name 
- Last 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

- Fit Preference
- Phone Nbr
- DSN Nbr
- Mobile Phone Nbr
- Email Address
- Assigned UIC
- Temporary Assigned UIC
- Expiration of Service
- Remarks
- Logistics Program
- Interface System Cd
- Program ID
- Established Dt/Tm
- Established By
- Last Transaction Dt/Tm
- Last Updated By
- Member






Procedures


DPAS Navigation Helpful Tips




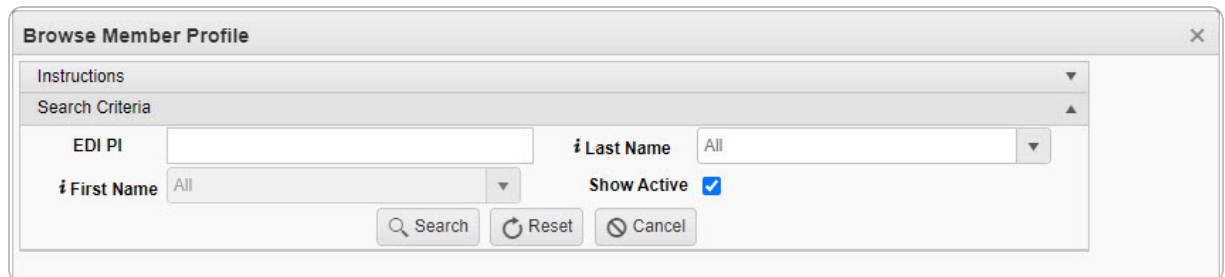
Click the following link to display Warehouse Navigation Tips.





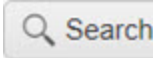
Browse for a Member Profile

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:.



- Enter the EDI PI in the field provided. *This is a 10 numeric character field.*
 - Use  to select the First Name, or use  to assist with the entry.
 - Use  to select the Last 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.



Select	Last Name ↑	First Name ↑	Middle Initial ↑	EDIPI	Valid EDIPI	Grade	Member Category Cd	Assigned UIC	Temporary Assigned UIC
Select	BAGGINS	BILBO		ID87655002	No	CIV	USN	000001	
Select	BAGGINS	BILBO		ID87655003	No	CIV	USN	000001	
Select	BAGGINS	FRODO		ID87654774	No	E3	Civilian	000001	

50 items per page 1 - 3 of 3 items

- 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

Procedures

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.

RSA Browse ✕

RSA ⚙️ Grid Options ▾

	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	

⏪ ⏩ 1 2 ⏪ ⏩

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.





Help Reference Guide

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

- 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


Procedures


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.

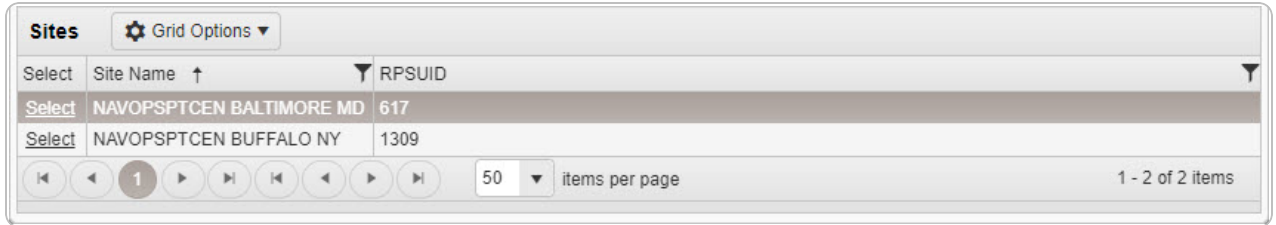
1. Select . The **Site Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

- 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 Real Property Site. *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.





Help Reference Guide

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

Select
 LIN/TAMCN
 Stock Nbr
 Item Desc
 Part Nbr
 ICN
 Serial Nbr
 Cond Cd
 Qty Issued
 Qty Returning





Help Reference Guide

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
 Manufacturer Dt
 Manufacturer Lot
 Manufacturer Contract
 Shelf Life Expiration Dt
 Secondary Serial Nbr

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.

The screenshot shows the 'SKO Inventory Management' window with a table of components. The table has columns for LIN/TAMCN, Stock Nbr, Item Desc, Part Nbr, ICN, Serial Nbr, Cond Cd, Qty Issued, and Qty R. The row for 'TENT SECTION' (LIN: 8340016278959) is highlighted.

LIN/TAMCN	Stock Nbr	Item Desc	Part Nbr	ICN	Serial Nbr	Cond Cd	Qty Issued	Qty R
V00232B	8340016208552	TENT, ARTIC, 15 MAN		B0000000000007004961		D	20	20
	8340016276265	FRAME,TENT					1	1
	8340016276269	FLY,TENT					1	1
	8340016276270	FLY,TENT					1	1
	8340016276272	TENT LINER					1	1
	8340016278209	REPAIR KIT,TENTAGE					1	1
	8340016278409	TENT LINER					1	1
	8340016278419	BAG,TENT FRAME PART					1	1
	8340016278959	TENT SECTION					1	1
	8340016279094	GROUND ANCHOR KIT					0	0
	5120015538742	MALLET, WOOD					0	0
	8105015320444	STAKE BAG ESS 305					0	0
	8340015333992	STAKE,HOLD-DOWN TEN					0	0
	8340015639937	12 INCH ALUMINIUM STAKE					0	0
	8340016340386	FRAME SECTION,TENT					1	1

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.





Help Reference Guide

Component Details

Catalog

Stock Nbr:
8340016276269

Item Desc:
FLY,TENT

Serialized:
No

Required for Complete Kit:
Yes

- 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.*

Inventory

ICN:

ICN Details

Other

Asset ID:

* Cond Cd:

- 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.*





Help Reference Guide

Return Details	
Qty Issued:	1
Qty Returning:	<input type="text" value="1"/>
Qty Not Returning:	0
Not Ret Reason Cd	Qty Not Returning
RL - Return Later	<input type="text" value="0"/>
CA - Command Authorized Loss	<input type="text" value="0"/>
HA - HAZMAT/BIOMAT Damage	<input type="text" value="0"/>
KI - KIA/MIA/WIA LOSS	<input type="text" value="0"/>
LT - Left in Theatre	<input type="text" value="0"/>
MD - Missing/Damaged Gear Statement	<input type="text" value="0"/>
RD - Returned Different Size/Serial Nbr	<input type="text" value="0"/>
N6 - MDGS NAVMAC 6	<input type="text" value="0"/>
CN - Consumed	<input type="text" value="0"/>
RE - Returned Outside DPAS	<input type="text" value="0"/>
GA - FLIPL DD-FORM 200/Govt Authorized	<input type="text" value="0"/>
GR - FLIPL DD-FORM 200/Govt Reimbursed	<input type="text" value="0"/>
PD - Paid	<input type="text" value="0"/>

- 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 to choose the revised quantity.
 - l. Update the QTY RETURNING for GR — FLIPL DD-FORM 200 /Govt Reimbursed, using to choose the revised quantity.
7. *Verify all of the information in the Individual Return Grid.*
 8. *Verify the Individual Return records.*
 9. Select . *The **SKO Inventory Management** 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
xxxx — COND CD <COND	Invalid Entry. The STOCK NBR listed does not



Help Reference Guide

**CD> is invalid. (Item: ITEM
DESC)**

use the entered COND CD. Use  to choose the appropriate COND CD, and click Verify.

**195 — SERIAL NBR contains
invalid special characters.**

Invalid Characters Entered in the Serial Number field. The field must have alphanumeric characters only. Re-enter the Serial Number.

1168 — Last Test Date cannot be > the Current Date.

Invalid Date Entry. The Last Test Date must be before the system date (Current Date). Re-enter the date.

Related Topics

- Assemble an SKO
- Update an SKO (Bulk)
- Disassemble an SKO Overview
- QA / QC / Inspection
- Update an SKO (Serial)
- Update an Individual Reconciliation — Return Details
- Individual Return






Browse for a Stock Number – Warehouse

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 
 Item Desc 
 Color
 Stock Nbr
 Size
 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


Procedures


DPAS Navigation Helpful Tips




Click the following link to display Warehouse Navigation Tips.

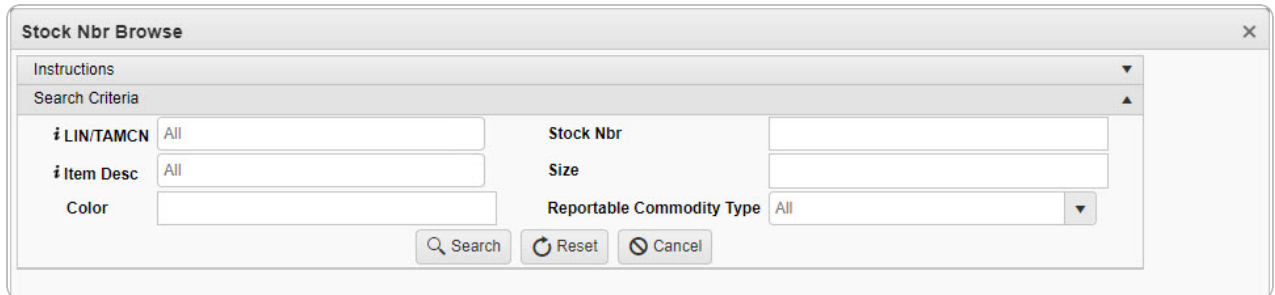
Browse for a Stock Number




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.

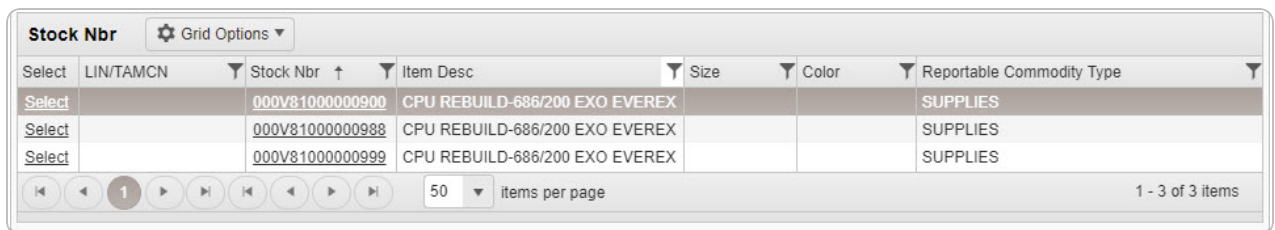


1. Select . The **STOCK NBR Browse** pop-up window appears.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



- Enter the LIN/TAMCN, using  to assist with the entry. *This is a 10 alphanumeric character field.*
- Enter the ITEM DESC, using  to assist with the entry. *This is a 256 alphanumeric character field.*
- Enter the Color in the field provided. *This is a 15 alphanumeric character field.*
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the Size in the field provided. *This is a 50 alphanumeric character field.*
- Use  to select the Reportable Commodity Type.

3. Select  to begin the query. *Results display in the STOCK NBR Grid below.*



Select	LIN/TAMCN	Stock Nbr	Item Desc	Size	Color	Reportable Commodity Type
Select		000V81000000900	CPU REBUILD-686/200 EXO EVEREX			SUPPLIES
Select		000V81000000988	CPU REBUILD-686/200 EXO EVEREX			SUPPLIES
Select		000V81000000999	CPU REBUILD-686/200 EXO EVEREX			SUPPLIES

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

MM/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





Help Reference Guide

- 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

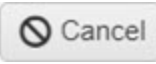
- Substitute LIN/TAMCN
- Substitute Length (In)
- Substitute Width (In)
- Substitute Height (In)
- Substitute Weight (Lbs)
- Established By
- Established Dt/Tm
- Last Transaction Dt/Tm
- Last Updated By
- Program Id

Procedures

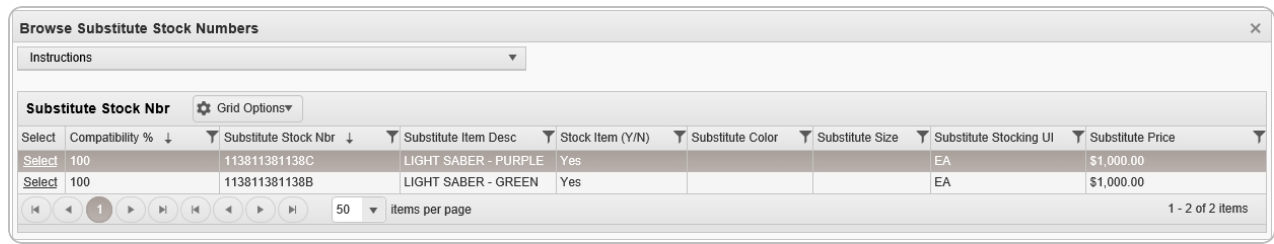
DPAS Navigation Helpful Tips

 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.



Help Reference Guide

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


Procedures


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 x

Search Criteria ^

Site Id <input type="text"/>	DoDAAC <input type="text"/>
Org Id <input type="text"/>	UIC <input type="text"/>
Major Command Code <input type="text"/>	

Search Results ^

Select	UIC ↑	Organization Id
Select	FE1822	
Select	FE6022	
Select	NG0002	0183MAI70001
Select	NG0019	
Select	RE0154	0911ALF70000

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.



Help Reference Guide

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

- Inspection
- Individual Issue






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

UIC Results Grid

- Select
- UIC
- UIC Name
- Parent UIC
- Logistics Program Name
- Warehouse Name
- Status


Procedures

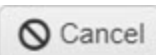
DPAS Navigation Helpful Tips




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:.



- Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*

3. Select  . *Results display in the Browse UIC Grid below.*

Select	UIC	UIC Name	Parent UIC	Logistics Program Name	Warehouse Name	Status
Select	CLE001	ASGARD		CO-LEARN	COLUMBUS	ACTIVE
Select	CLE003	TEAM CAP	CLE001	CO-LEARN	COLUMBUS	ACTIVE
Select	CLE004	TEAM IRON	CLE001	CO-LEARN	COLUMBUS	ACTIVE

Grid Options | 50 items per page | 1 - 3 of 3 items

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



Browse for a User

Overview

The User Browse pop-up window allows searching for a USER ID within the module.

Navigation

DPAS Modules > *VARIOUS PROCEDURAL STEPS* >  > User Browse pop-up window

Page Fields

The following fields display on the **User 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
--------	-------

User Browse Grid

User Id
First Name
Last Name
Phone Nbr
Email Address

Procedures


DPAS Navigation Helpful Tips



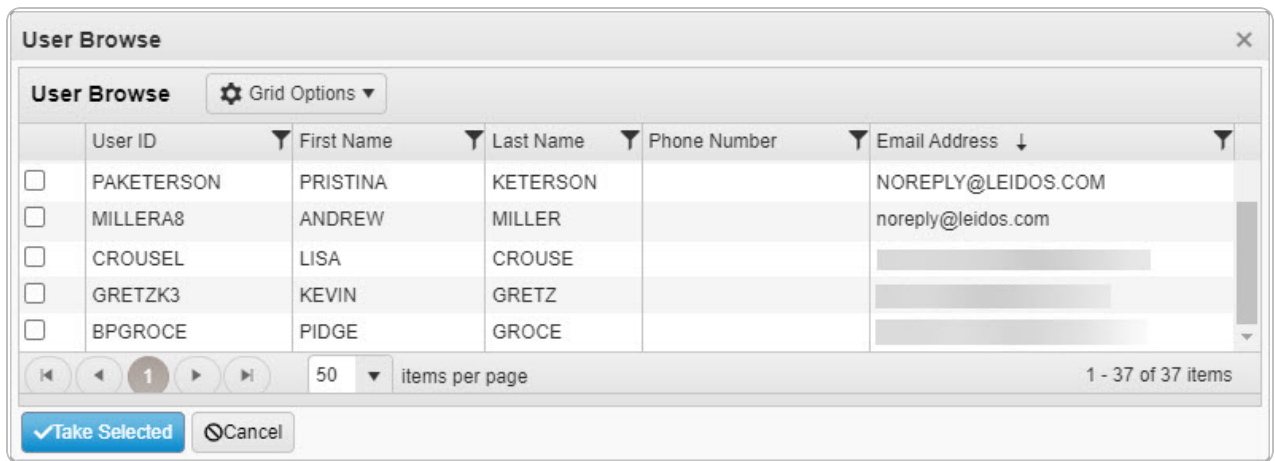
Click the following link to display DPAS Navigation Tips.




Browse for a User

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

1. Select . The **User Browse** pop-up window appears.



2. Click to select the User. The User record is highlighted.
3. Click . The **User Browse** pop-up window closes and the selected name 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

- [Item Manager Overview](#)





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

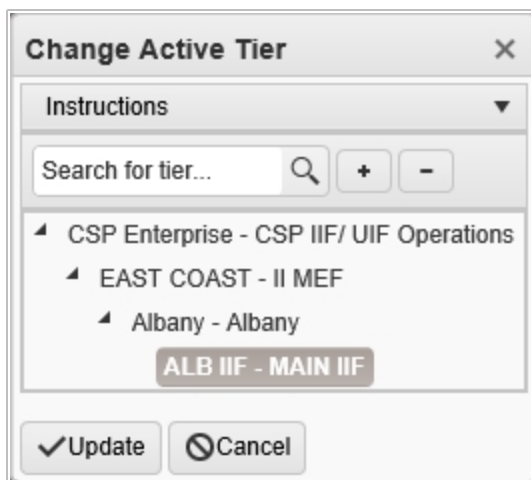




Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

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.



User Id: GROCEBP ICP: COMMS Home Links Contact Us Log Out

Catalog Mgmt Materiel Mgmt Master Data Mgmt Inquiries History Inquiries Report Manager Menu

GROCE, PIDGE

User Id	GROCEBP	Days until IA Training Due	365
IA Training Dt Lst		DSN Nbr	
Phone Nbr			
* Email Address	nouser@LEIDOS.COM		

- 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.

DPAS Access Training Status

Level: CSP Enterprise->EAST COAST->Albany->ALB IIF - (Warehouse)

Roles	Security Commodity Types
Armory Officer Materiel Control Officer Program Management Officer Responsible Officer Warehouse Officer	CBRN D - CBRN D CBRN OBSOL - OBSOLETE CBRN D EQUIPMENT COMPONENT - COMPONENTS CSP - CSP ICCE - ICCE ICCE OBSOL - OBSOLETE ICCE EQUIPMENT NAVY - NAVY EQUIPMENT REPAIR - REPAIR PARTS STAP - STAP STAP OBSOL - OBSOLETE STAP EQUIPMENT SUPPLIES - OPERATIONS SUPPORT ITEMS SWS CN - SWS CN SWS OBSOL - OBSOLETE SWS CN EQUIPMENT TRAINING - USE FOR TRAINING ONLY TEST1 323 - TEST 1 TEST2 323 - TEST 2 CSP 2 - CSP 2 CSP 3 - TEST LEIDOS - LEIDOS SUPPLIES

- 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.

DPAS Access Training Status

User Training Grid Options

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

50 items per page 1 - 10 of 10 items

- 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 Cmpltd 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 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

This is a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

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.

Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

This IS includes security measures (e.g., authentication and access controls) to protect USG interests — not for your personal benefit or privacy.

Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants.

Such communications and work product are private and confidential.
See User Agreement for details.





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.


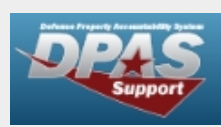


Contact Us

Contact Name

DPAS Support Team

POC

 Leidos, Inc.	 DPAS Support
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4530 Lena Drive, 2nd Floor; Mechanicsburg, PA 17055 USA

E-Mail Address

DPASSupport@Leidos.com

Toll-Free Phone Number:

Primary:

1-844-THE-DPAS

Alternate:

1-888-759-4851