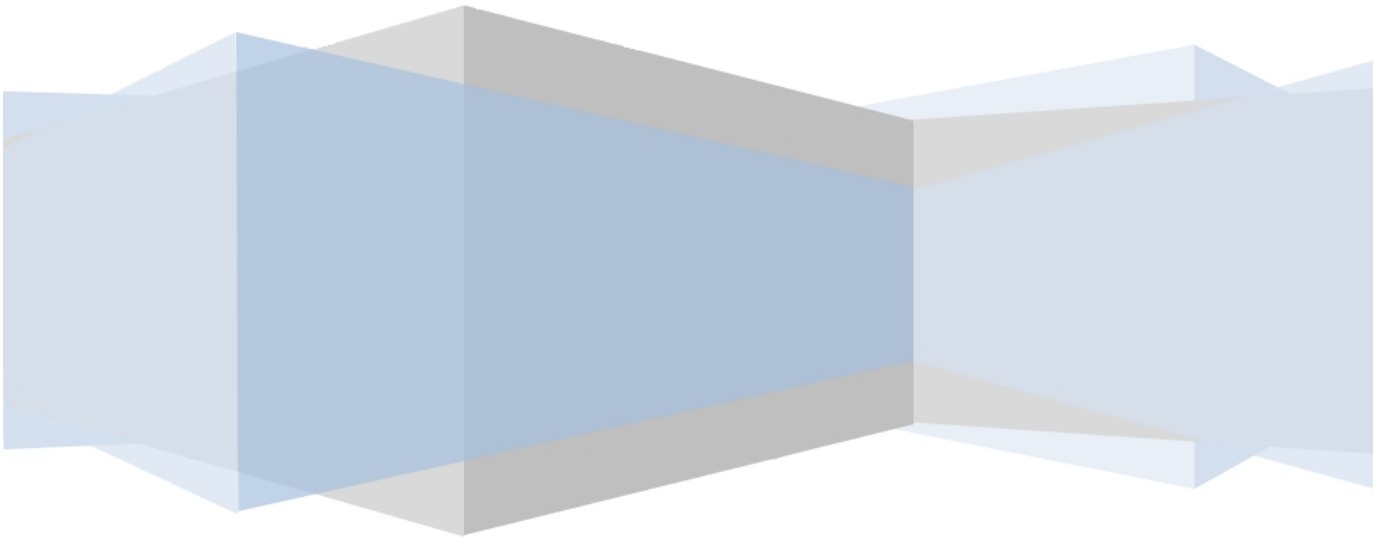
Materiel Management / Inventory Control Point

Enterprise Logistics Management System



Printed Manual

Version 02 Jun 2025

Welcome

Overview — ELMS

Welcome to the Enterprise Logistics Management System (ELMS) Help System.
The Enterprise Logistics Management System (ELMS) 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 ELMS program office is located within DLA Logistics Catalog and Data Solutions (LCDS), a Portfolio of the Information Operations of the Defense Logistics Agency. The ELMS 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

ELMS Inventory Control Point (ICP) / Materiel Management (MM) Module > Any Process Page > Instructions Panel > Help

Related Topics

- Contact Us
- User Dashboard
- ELMS Materiel Management Overview
- ELMS Materiel Management Navigation

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

Version 02 Jun 2025

Enterprise Logistics Management System (ELMS) MATERIEL MGMT Module

Welcome to the Enterprise Logistics Management System (ELMS) MATERIEL MGMT Help System.

ELMS Summary

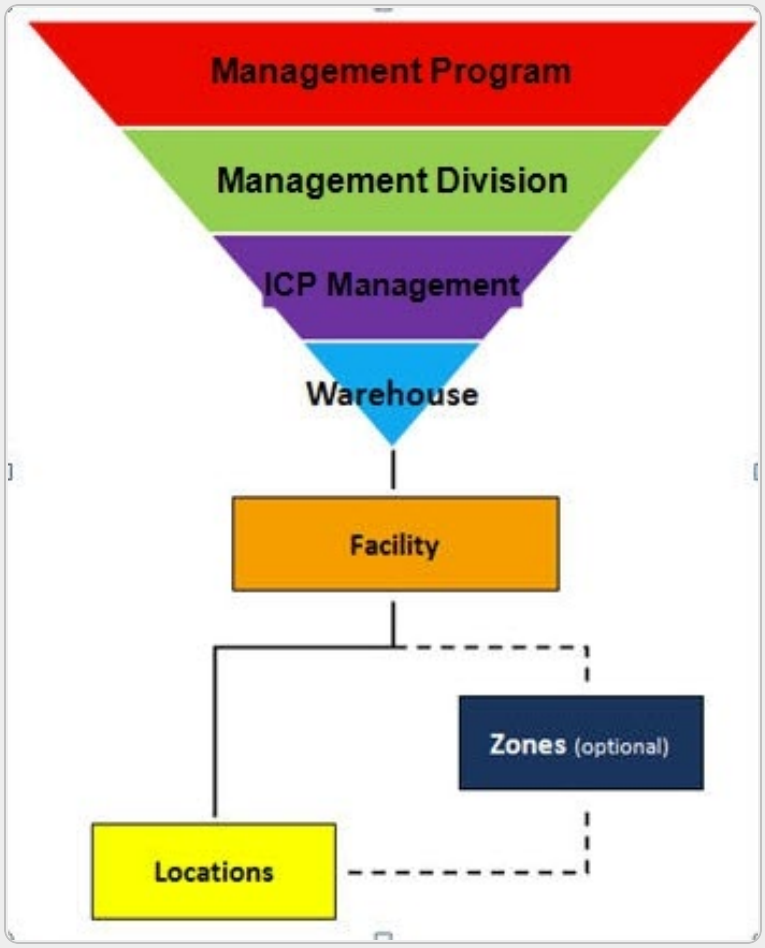
Welcome to the Enterprise Logistics Management System (ELMS) Help System.
The Enterprise Logistics Management System (ELMS) is a Department of Defense (DOD) property management system.
It is the Accountable Property System of Record (APSR) for over 50 DOD Agencies and Military Services.
The ELMSprogram office is located within DLA Logistics Catalog and Data Solutions (LCDS), a Portfolio of the Information Operations of the Defense Logistics Agency. The ELMSPMO receives sponsorship from the Equipment Office, under the Office of the Assistant Secretary of Defense (OASD) for Sustainment / Logistics.

Materiel Management Summary

The ELMS 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 ELMS 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 Iden-

	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.).

Materiel Management Key Functions

There are several key functions within the MM/ICP:

- **Catalog Management** — Different methods of managing all of the groups of materiel in the MM/ICP

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

- **Materiel Management** — Different methods of managing individual assets
  - EOD Transactions
  - Requisition
  - Customer Requisition
  - Redistribution Order
  - Disposal Release Order
  - Physical Inventory
  - Logistics Reassignment
  - Intransit Review
  - Inventory Transaction Review
  - DLMS Transaction Review

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

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

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

- **Report Manager** — Different ways to render reports

- Schedule Reports
- View Reports

Materiel Management User

Materiel Management is role-based, similar to all other ELMS 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
- ELMS Materiel Management Navigation Tips
- ELMS Materiel Management Navigation Grid Options Overview
- ELMS Materiel Management User Dashboard
- Using ELMS Help Overview
- Using ELMS Help Topics
- Using ELMS Help Menus

Enterprise Logistics Management System (ELMS)
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 ELMS can be found at the ELMS Support Site.

Navigation

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

Blue Menu Bar

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

The item on the left side is:

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

The items on the right side are:

- **Module Name**

—
Shows where the user is currently working. Opens to a drop-down list of available modules; select to open a different module.

- **Page Name**

—
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**

—
Opens the **User Dashboard**. Shows the roles and permissions of the user.

- **ICP**

—
Opens the Active Tier pop-up window. Shows the ICPs available to the user.

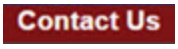
The items on the right side are:

- **Home**

—
Opens the Home page.

- **Links**

—
Opens a list of hyperlinks the ICP has made available to the users.

- **Contact Us** 

—
Opens the ELMS Support Team Information, including phone #s and email addresses.

- **Log Out**

—
Ends the ELMS 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 fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

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

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

Instructions

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

View the Instructions

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

Help

Within the Instructions panel is the Help icon .

View the Help System

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

Search Criteria

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *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 fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

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

- Use ... to open the Browse pop-up window.

3. Select Search 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.

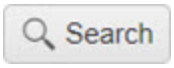
- **Bottom Scroll —**

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

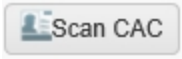
Standard Buttons

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

Search Criteria

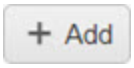
- **Search** 

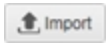
—
Searches the data within the process results grid.
- **Reset**

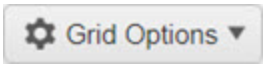
—
Erases the entered fields and starts over.
- **Scan CAC** 

—
Opens the pop-up window containing the CAC field, ready for the scanned information.

Results Grid

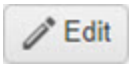
- **Add** 

—
Creates a new record in the process results grid.
- **Import** 

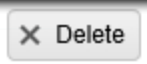
—
Adds bulk records to the process results grid.
- **Grid Options** 

—
*Changes the way information appears in the Results Grid. See **Grid Options Overview** for additional information.*

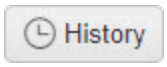
Individual Records

- **Edit** 

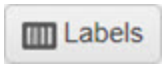
—
Revises a record in the process.

- **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
- ELMS Materiel Management Overview
- ELMS Materiel Management Navigation Grid Options Overview
- ELMS Materiel Management User Dashboard
- Using ELMS Help Overview
- Using ELMS Help Topics
- Using ELMS Help Menus

Enterprise Logistics Management System (ELMS) Materiel Management Module Grid Options

Overview

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

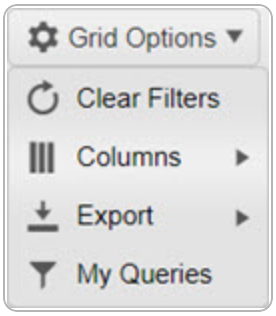
- Clear Filters
- Columns
- Export
- My Queries

Navigation

ELMS Materiel Management Module > Any Process Page > Results Grid > Title Bar > Grid Options

Grid Options

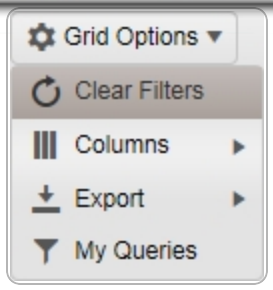
Select Grid Options. The Grid Options drop-down menu appears:



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

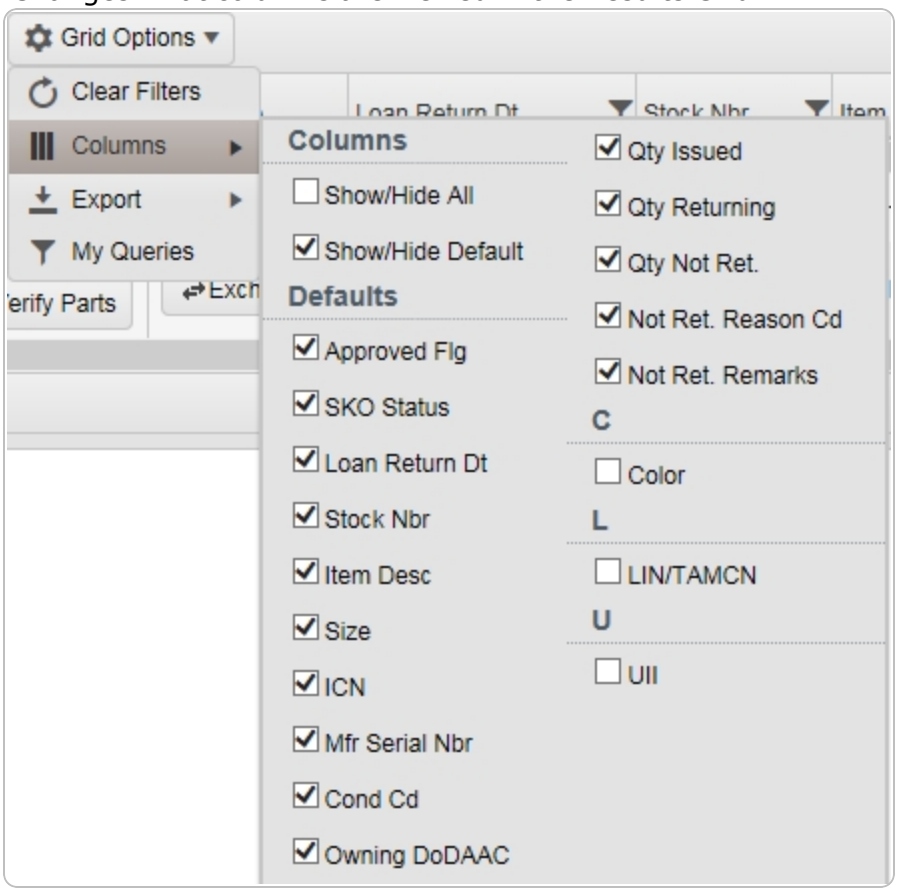
Clear Filters

Erases any filters used within the Results Grid columns.



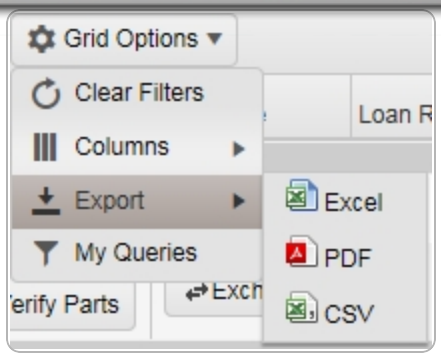
Columns

Changes what columns are viewed in the Results Grid.



Export

Saves the Results Grid in a different format.

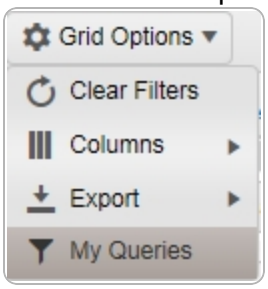


The format choices are:

- **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
- ELMS Materiel Management Overview
- ELMS Materiel Management Navigation
- Using ELMS Help Overview
- Using ELMS Help Topics
- Using ELMS 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.

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

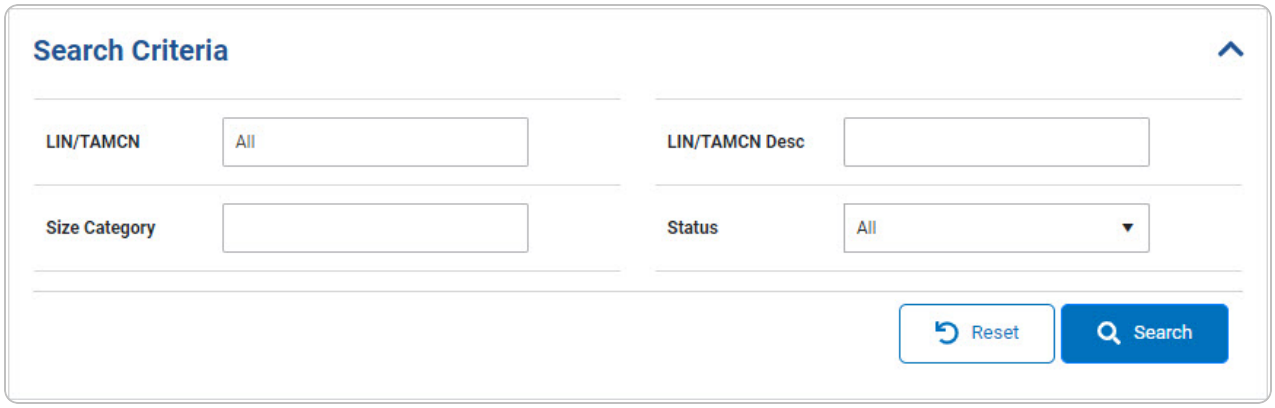
ELMS Navigation Helpful Tips

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

Search for a LIN/TAMCN Record

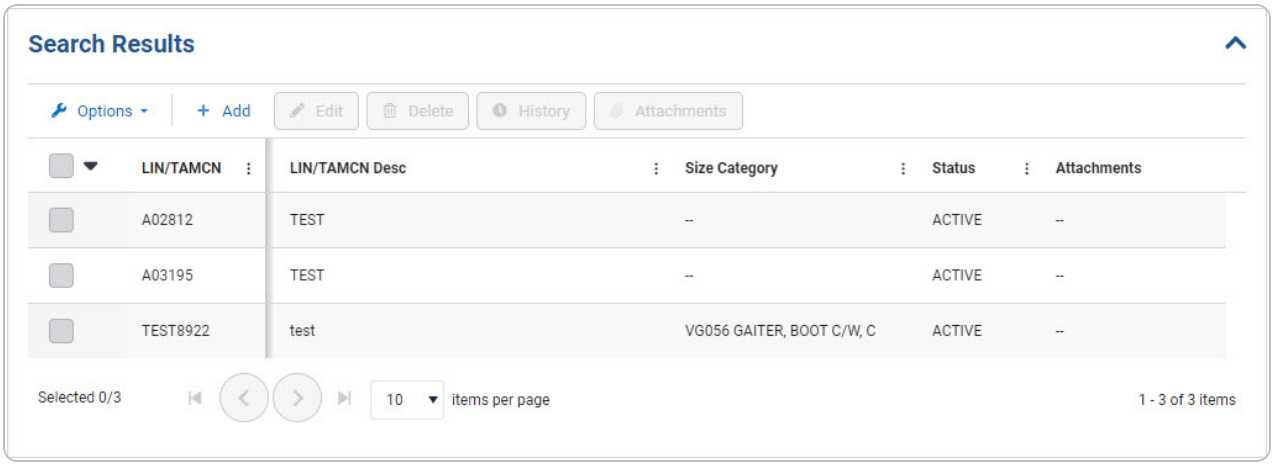
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



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

2. Select Search. *The Search Results appear.*



Add a LIN/TAMCN

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

Update a LIN/TAMCN

1. Click ☐ to select the desired entry. *The LIN/TAMCN row is highlighted, and* [Edit], [Delete], [History], *and* [Attachments] *become available.*
2. Select [Edit]. *The **Update a LIN/TAMCN** slide-out window appears.*

Delete a LIN/TAMCN

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

View the Stock Nbr Details

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

Common Errors

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

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

Related Topics

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

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

Add a LIN/TAMCN

Overview

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

Navigation

CATALOG MGMT > LIN/TAMCN > > Add 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

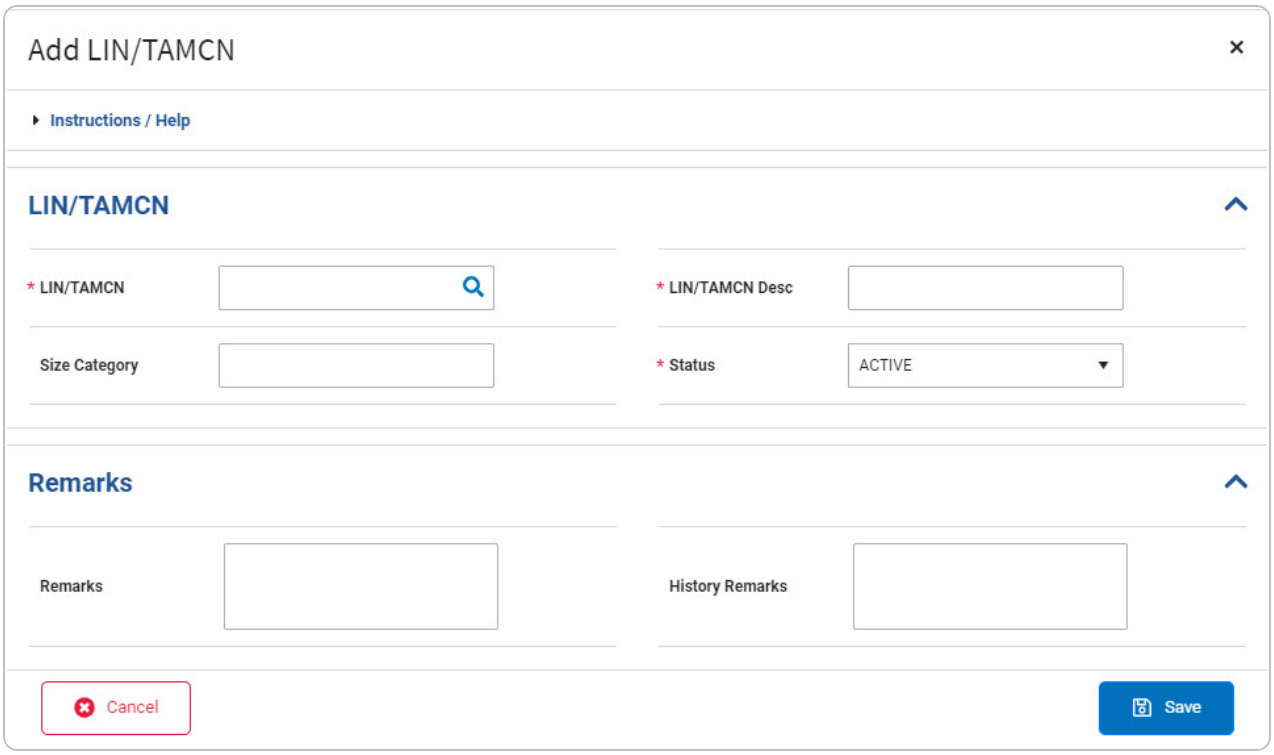
ELMS Navigation Helpful Tips

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

Add a LIN/TAMCN Record

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

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



2. Enter the LIN/TAMCN, or use to browse for the entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse

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 Save. *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.
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.
463 — LIN/TAMCN already exists, cannot process an "Add".	Invalid Entry. Once a LIN/TAMCN is already created, it cannot be added again. Perform a search for the LIN/TAMCN first.
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
- 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> Search > (desired record) > Delete > 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

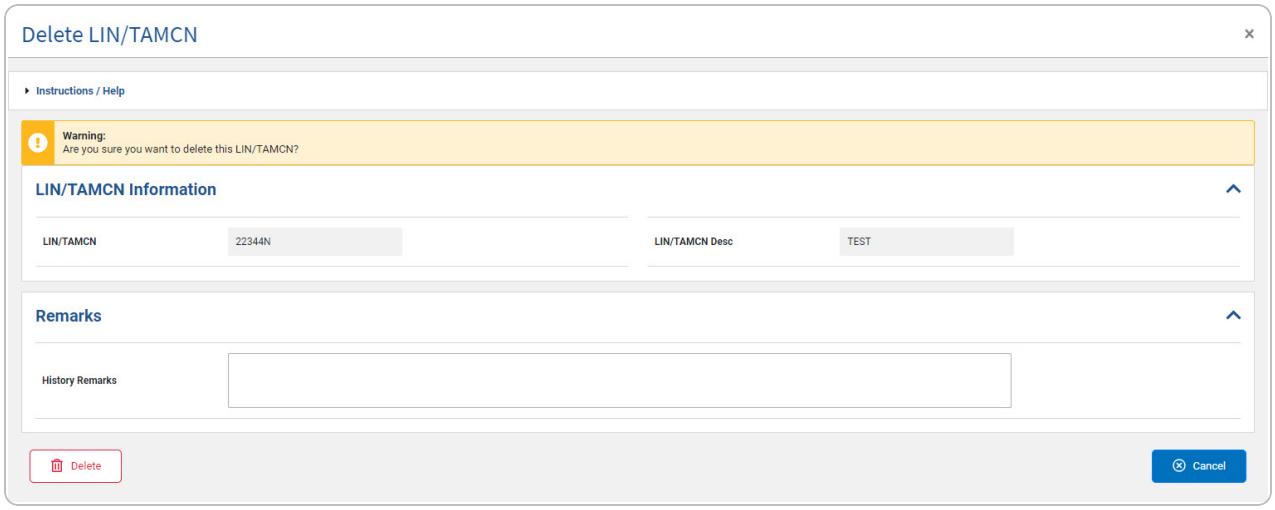
ELMS Navigation Helpful Tips

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

Delete a LIN/TAMCN

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 LIN/TAMCN row is highlighted, and* Edit, Delete, History, *and* Attachments *become available.*
2. Select Delete. *The* ***Confirm Delete*** *pop-up window appears.*



3. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
4. Select Delete. *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-

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 > Search > (desired record) > History > 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

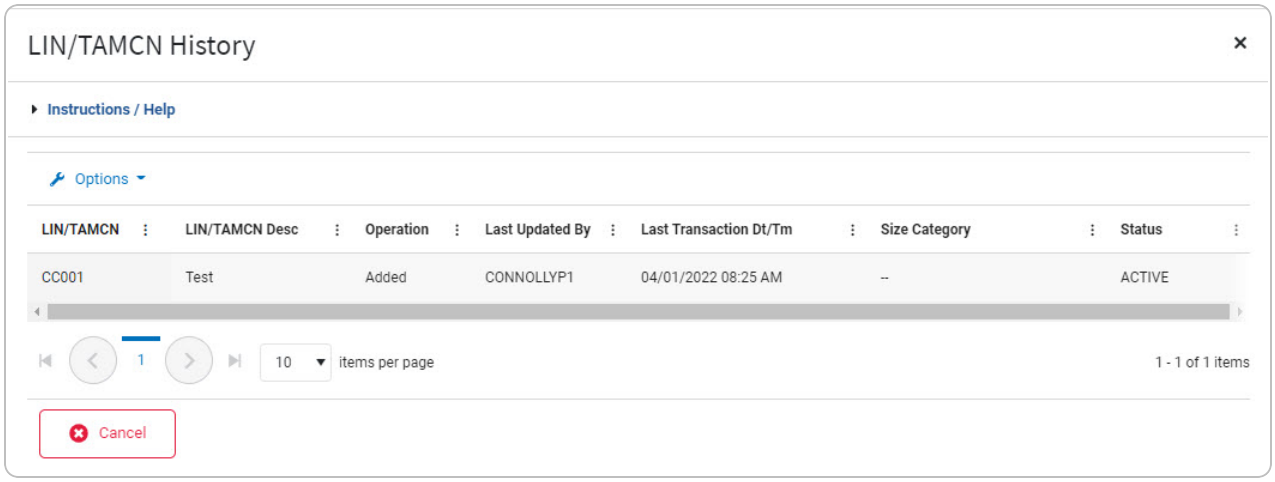
ELMS Navigation Helpful Tips

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

View the LIN/TAMCN History

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 LIN/TAMCN row is highlighted, and* Edit, Delete, History, *and* Attachments *become available.*
2. Select History. *The* ***LIN/TAMCN History*** *slide-out window appears.*



A. *Verify the LIN/TAMCN.*
B. *Verify the LIN/TAMCN DESC.*
C. *Verify the Operation.*
D. *Verify the Last Transaction DT/TM.*

E. *Verify the Last Updated By.*

F. *Verify the Size Category.*

3. Select Cancel. *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

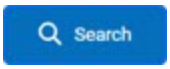
- LIN/TAMCN Overview
- Add a LIN/TAMCN
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- Add an Attachment
- View the LIN/TAMCN Stock Nbr Details

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

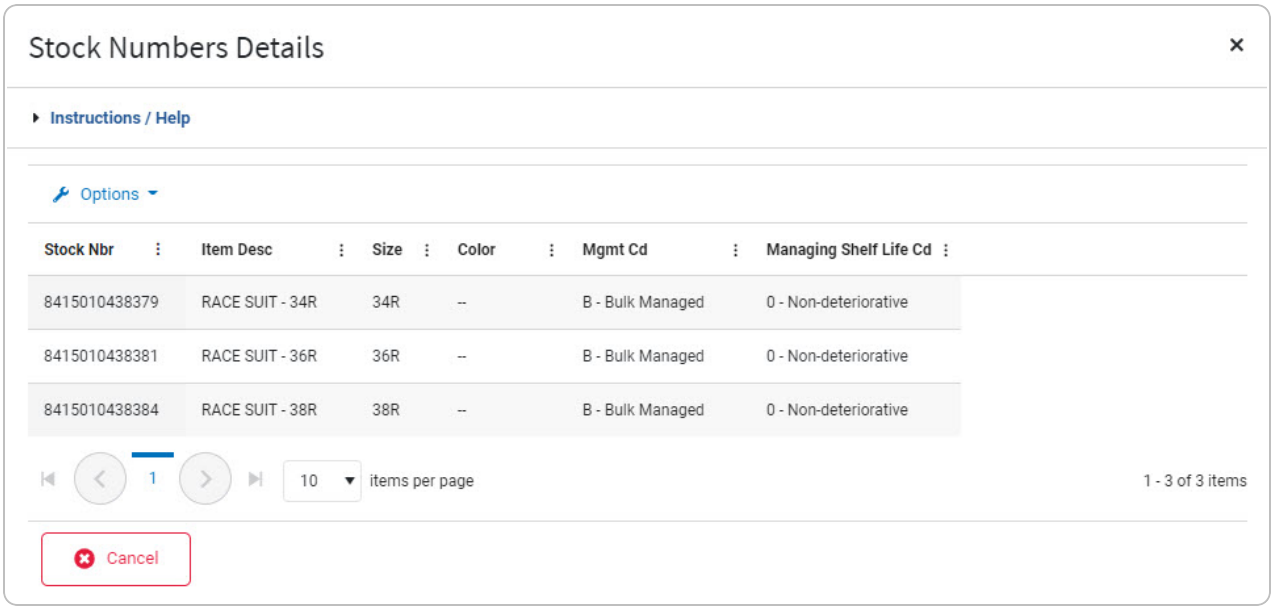
ELMS Navigation Helpful Tips

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

View the LIN/TAMCN Stock Nbr Details

Selecting Cancel *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.*



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 Cancel. *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

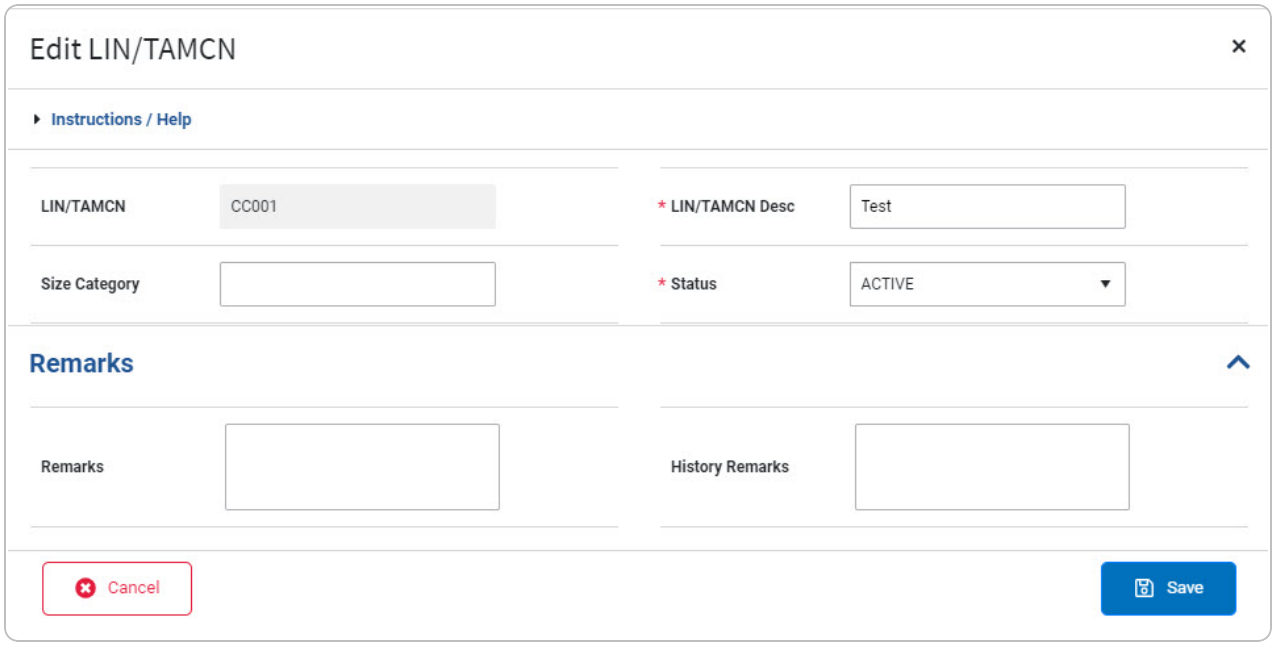
ELMS Navigation Helpful Tips

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

Update a LIN/TAMCN Record

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 LIN/TAMCN row is highlighted, and* Edit, Delete, History, *and* Attachments *become available.*
2. Select Edit. *The* ***Edit LIN/TAMCN*** *slide-out window displays.*



3. *Verify the LIN/TAMCN.*
4. Update the LIN/TAMCN DESC, entering the revised description in the field provided. *This is a 250 alphanumeric character field.*

5. Update the Size Category, using to select the desired category.
6. Update the Status, using to select the desired state.
7. Select the Remarks panel. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
8. Select Update. *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.

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 alpha-numeric 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.

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

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

Navigation

CATALOG MGMT > Stock Number > STOCK NBR page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the STOCK NBR Search Results page.
526	Select "Reset" to clear the STOCK NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the STOCK NBR data.
528	Select "Add" to create a new STOCK NBR record.
529	Select "Edit" to update the selected STOCK NBR record(s).
530	Select "Delete" to remove the selected STOCK NBR record(s).
531	Select "Attachments" to add or view an attached document to the selected STOCK NBR record(s).
132	To search for CAGE CD, see https://cage.dla.mil.

161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

Search Criteria Grid

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

Stock Number Grid Fields

Primary Attachment
Stock Nbr
Interface System Cd
Stock Item Cd
Item Desc
Mgmt Cd
LIN/TAMCN
FSC
CIIC
Type Asset Cd
Asset Category Cd
Shelf Life Cd
Security Commodity Type
Reportable Commodity Type
Prev Stock Nbr

IT Device Cd
Accounting Req Cd
NIIN Sts Cd

Optional

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

Procedures

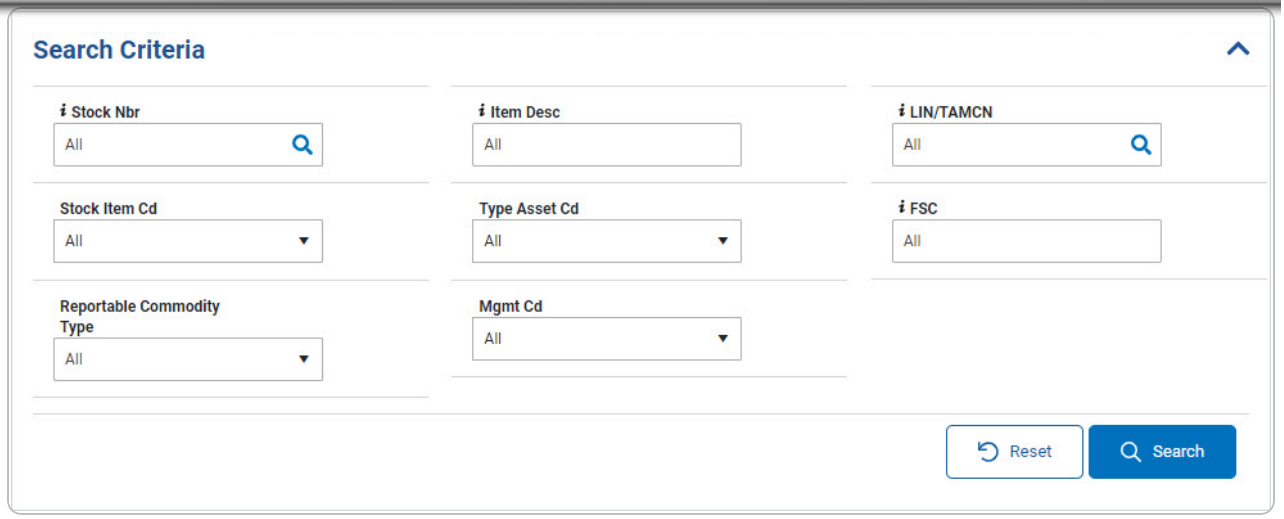
ELMS Navigation Helpful Tips

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 Reset *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:.



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

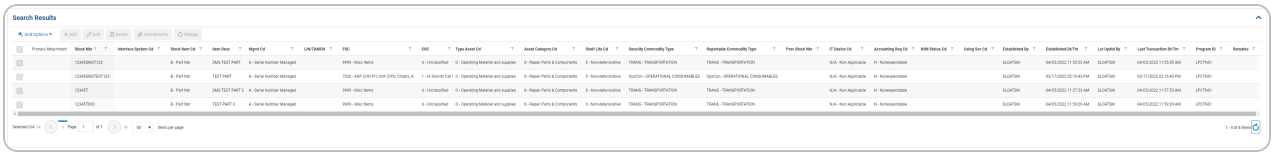
  Internal Stock Number Browse

- Use to select the Stock Item Cd.
- Use to select the Reportable Commodity Type.
- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*
- Use to select the Type Asset Cd.
- Use to select the Mgmt Cd.
- 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

- Enter the FSC, using to assist with the entry. *This is a 4 alphanumeric character field.*

2. Select Search. *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* Attachments *becomes available.*
2. Select Attachments. *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

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

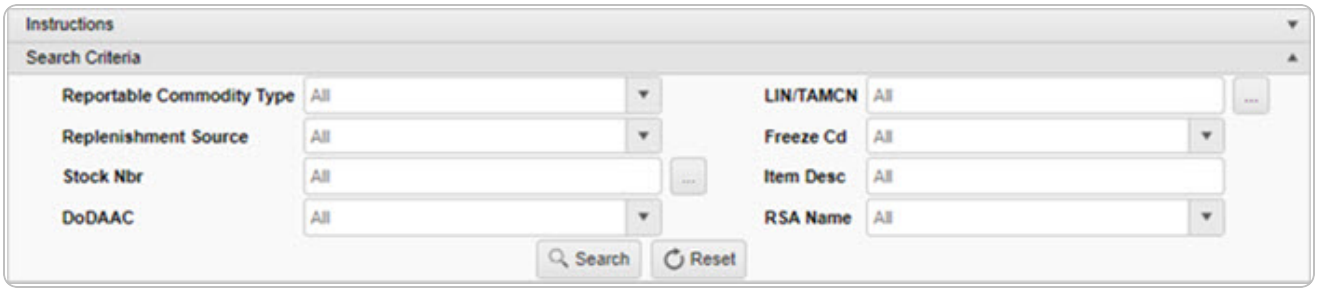
ELMS Navigation Helpful Tips

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



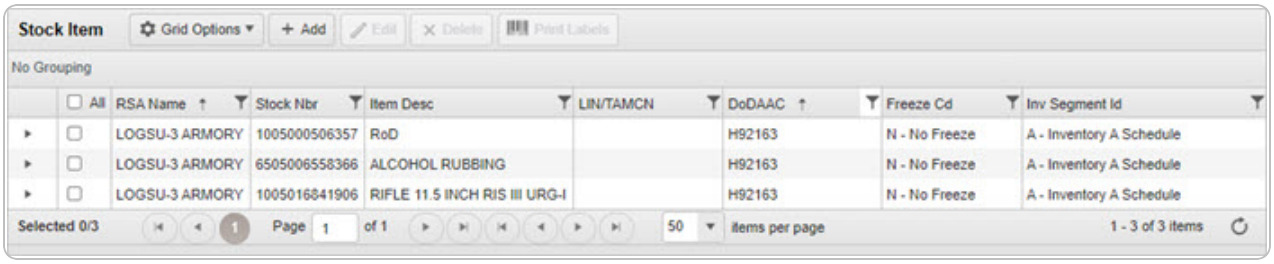
- Use ▼ to select the Reportable Commodity Type.
- Enter the LIN/TAMCN, or use ... to browse for the entry. *This is a 10 alphanumeric character field.*

  Line Item Number / Table of Authorized Materiel Control Number Browse
- 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.*



View the Stock Item Details

Select ▶. *The Stock Item Detail grid appears.*

Add a Stock Item

Select + Add. *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* Edit, Delete, *and* Print Labels *become available.*
2. Select ☐ (desired record) > Edit. *The **Edit Stock Item** pop-up window appears.*

Delete a Stock Item

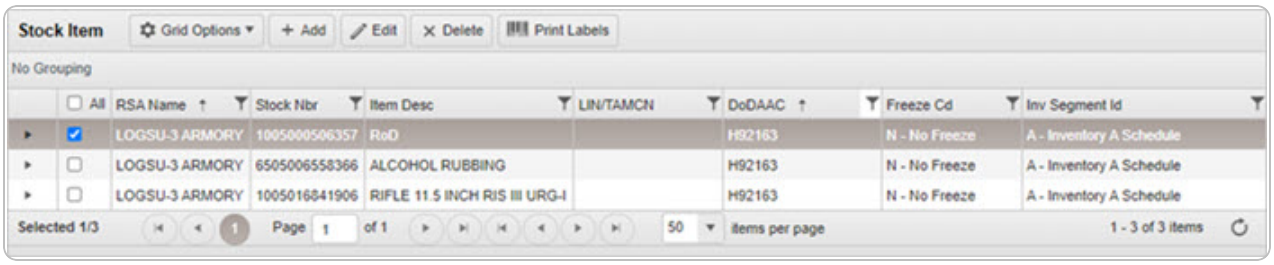
1. Click ☐ to select the desired entry. *The Stock Item is highlighted, and* Edit, Delete, *and* Print Labels *become available.*

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

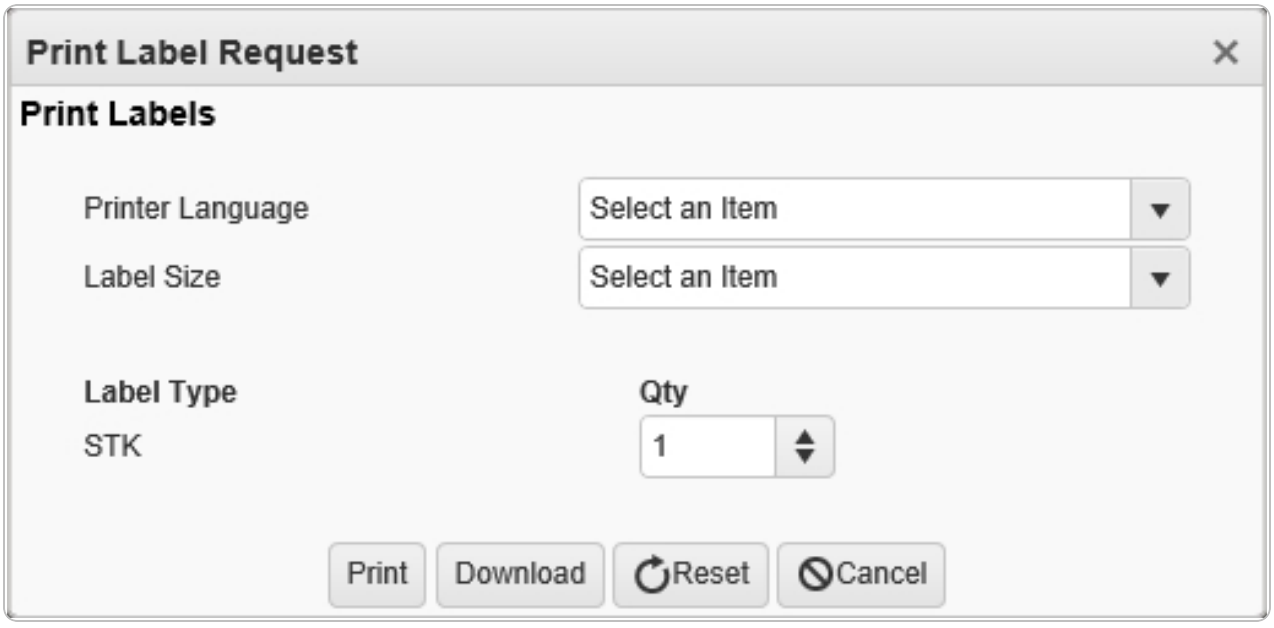
Print Stock Item Labels

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

1. Click ☐ to select the desired entry. *The Stock Item is highlighted, and* Edit, Delete, *and* Print Labels *become available.*



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



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

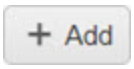
- Add a Stock Item
- Update a Stock Item
- Delete a Stock Item

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 *

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

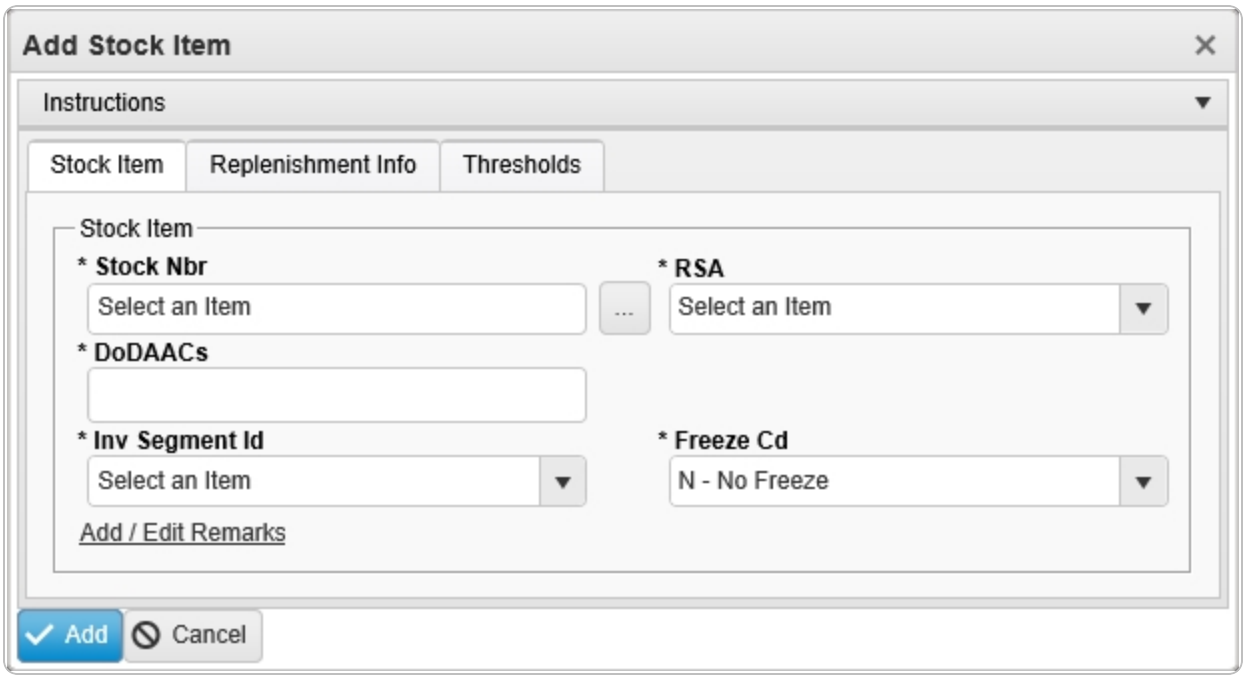
ELMS Navigation Helpful Tips

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

Add a Stock Item

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

1. Select + Add. *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.*

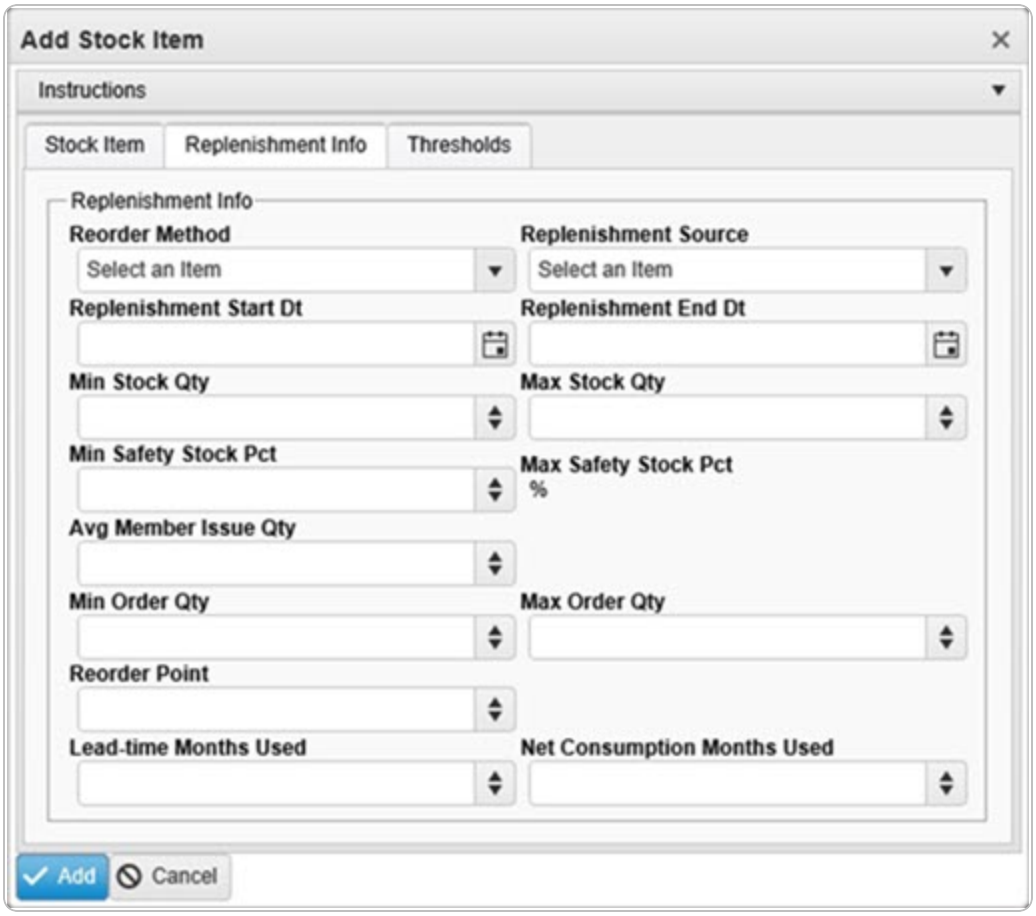
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

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

   Select Add. *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.



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.

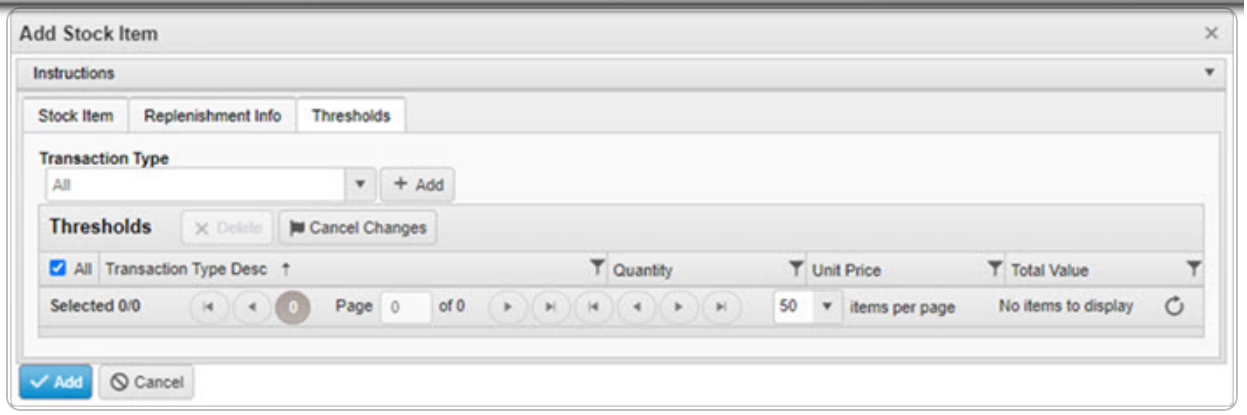
N. Use to choose the Net Consumption Months Used.

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

O.

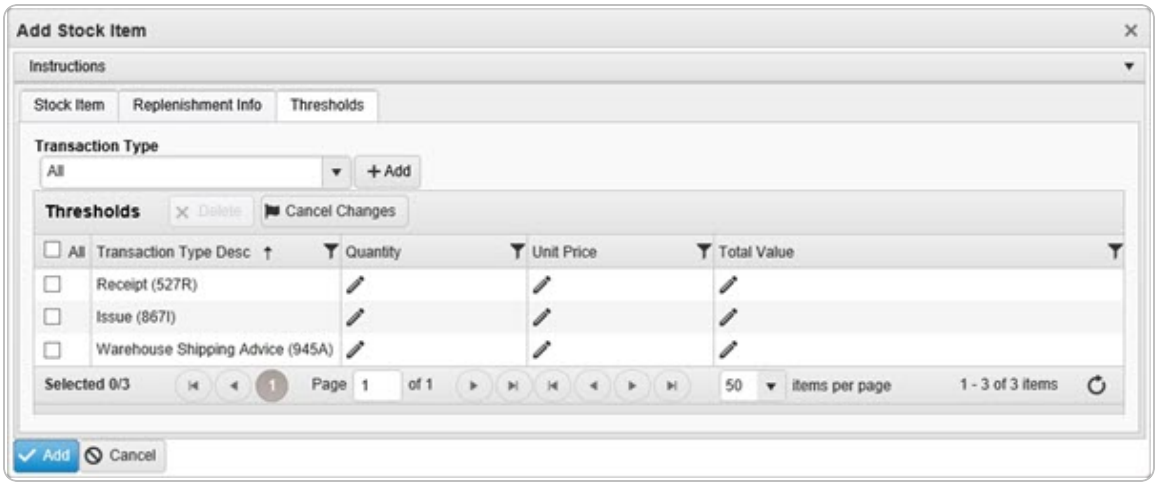
OR

Select the Thresholds tab to continue adding information.



a. Use ▼ to select the Transaction Type.

b. Select + Add. *The Transaction Type appears in the Threshold Grid.*



Enter a Quantity Threshold

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

Enter a Unit Price Threshold

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

Enter a Total Value Threshold

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

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

Common Errors

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

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

13 — Mandatory Entry: *DoDAACs*.	
13 — Mandatory Entry: *Inv Segment Cd*.	
13 — Mandatory Entry: *Freeze Cd*.	
185 — Record already 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.	Missing Entry. Enter an amount that is greater than zero in the desired field.
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 numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters..
1079 — MAX STOCK QTY cannot be <MIN STOCK QTY.	Invalid Entry. The MAX STOCK QTY must be more than the MIN STOCK QTY. Re-enter the quantity.
1086 — No Parent Warehouse exists for this Warehouse. Cannot select Warehouse Transfer as the Replenishment Source.	Invalid Entry. The Warehouse currently signed in does not have Parent Warehouse. Choose a different Replenishment Source.
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
- 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 > 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

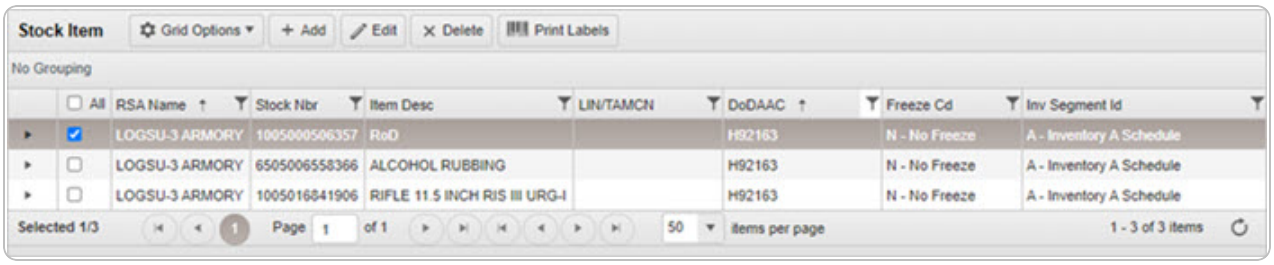
ELMS Navigation Helpful Tips

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

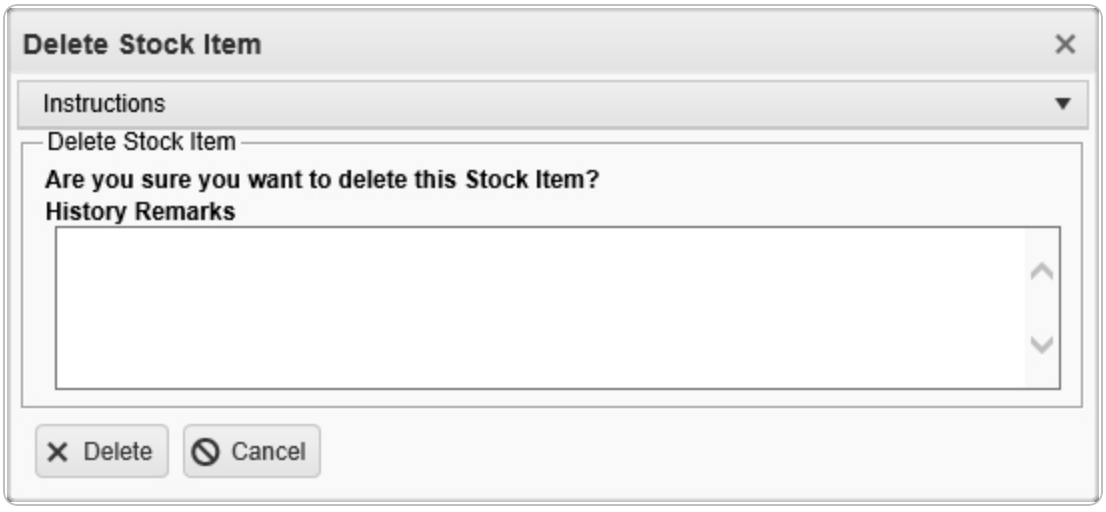
Delete a Stock Item

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

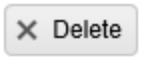
1. Click ☐ to select the desired entry. *The Stock Item is highlighted, and* Edit, Delete, *and* Print Labels *become available.*



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



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

Master Records. Cannot Delete.	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.
2143 — Stock Item has associated Due In records. Cannot delete.	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.
2138 — Stock Item has associated Transaction Threshold records. Cannot delete.	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.

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 *

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

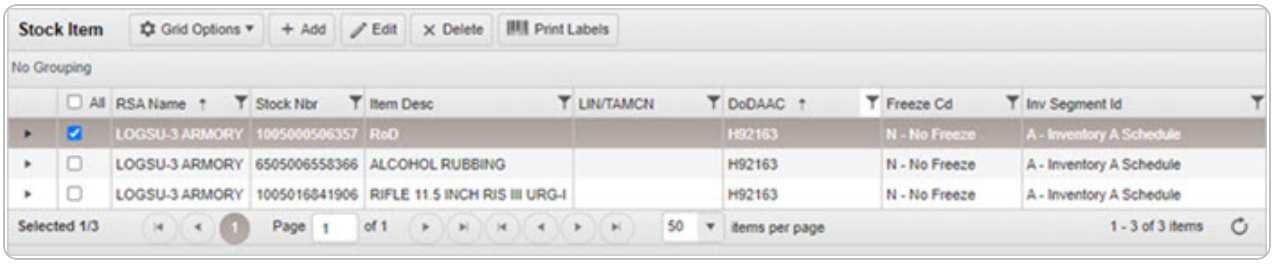
ELMS Navigation Helpful Tips

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

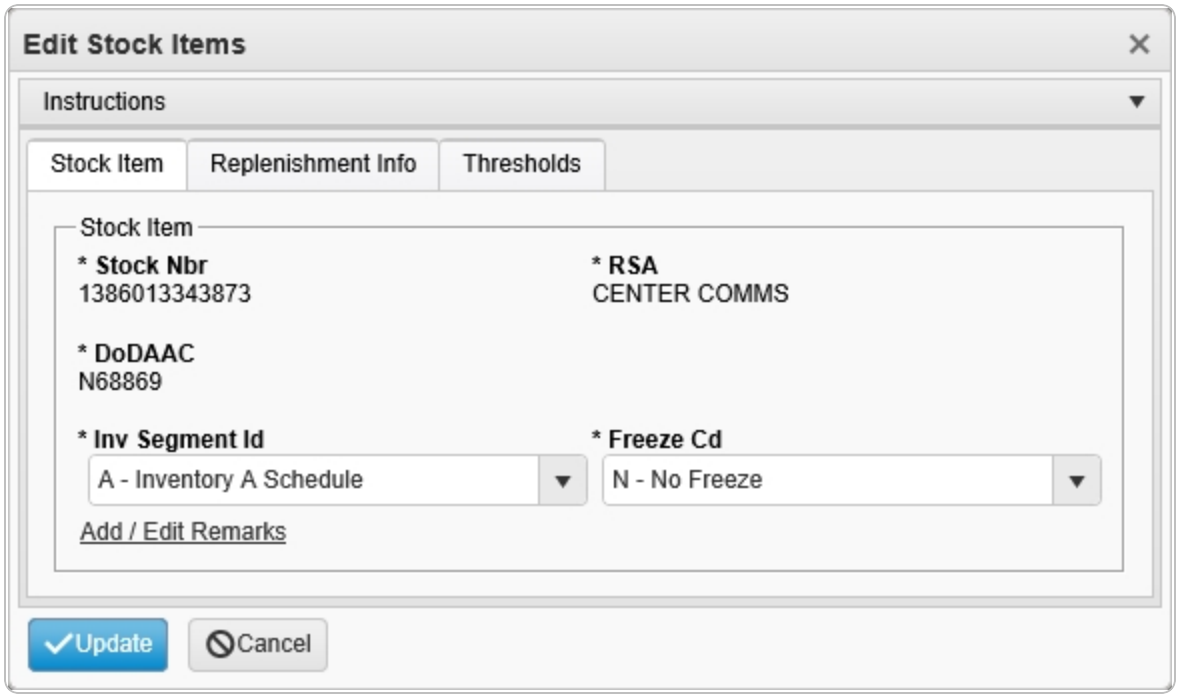
Update a Stock Item

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 Stock Item is highlighted, and* Edit, Delete, *and* Print Labels *become available.*



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



3. *Verify the* STOCK NBR.

4. *Verify the RSA.*

5. *Verify the DoDAAC.*

6. Update the Inv Segment Cd, using to select the desired code.

7. Update the Freeze Cd, using to select the desired code.

8. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

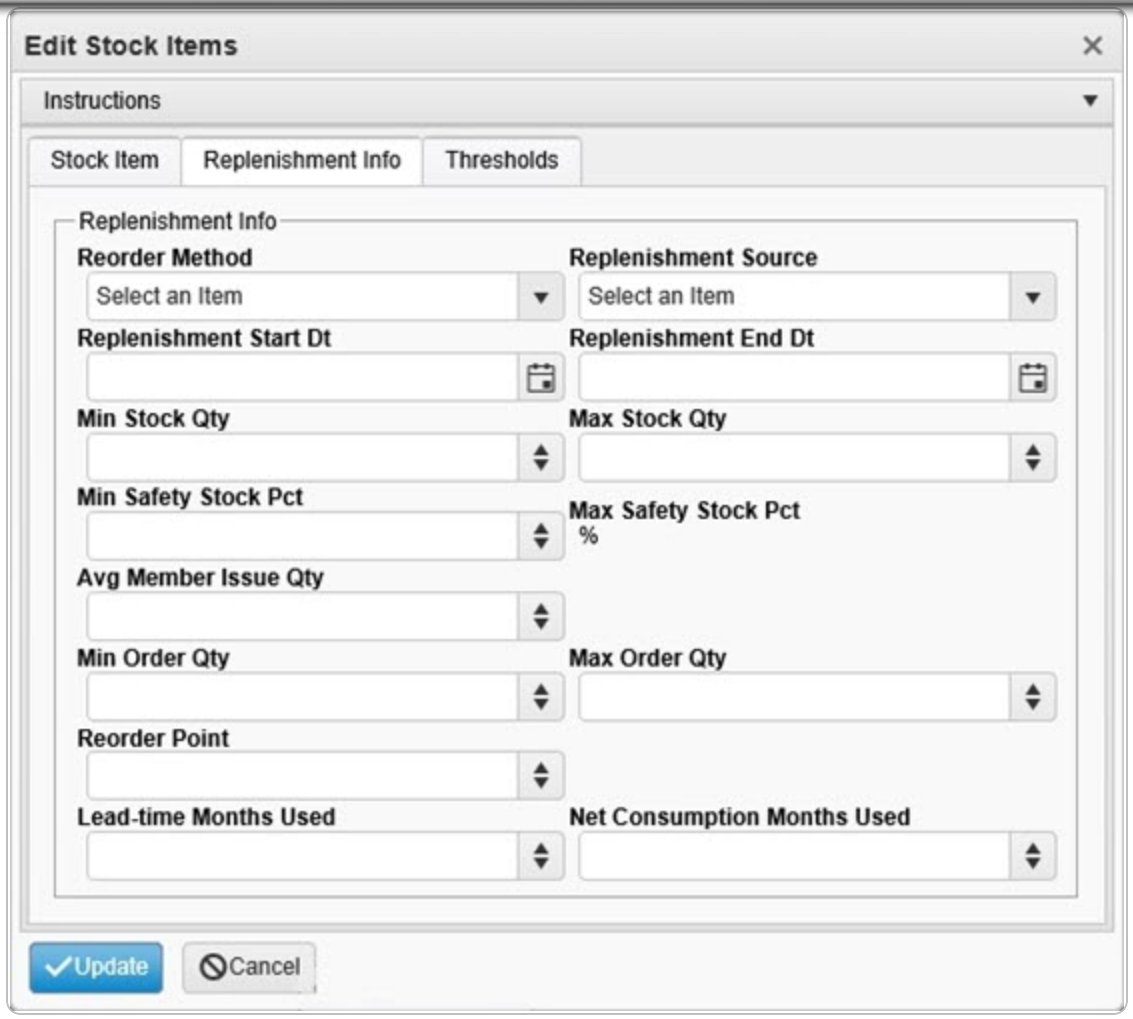
   B. Update the History Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

   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.



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.

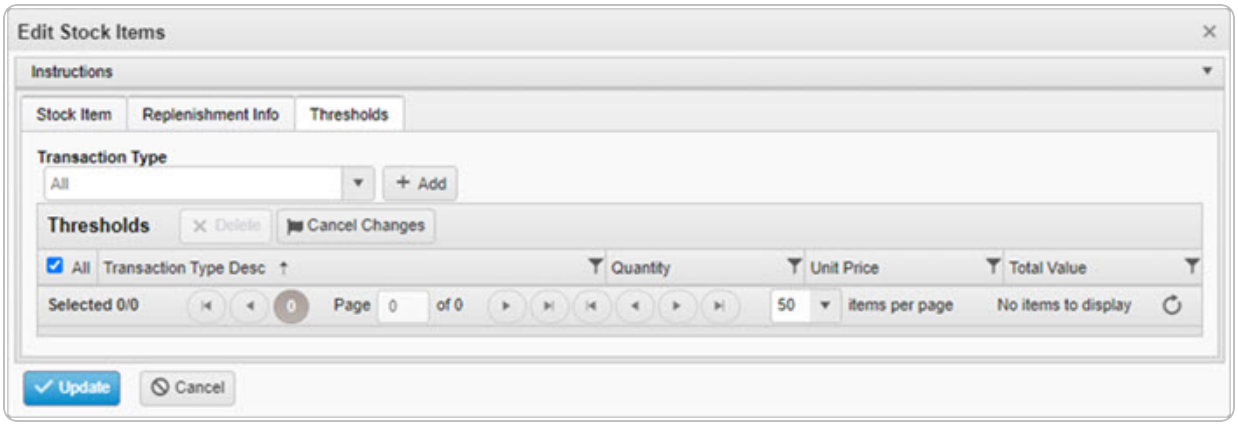
N. Update the Net Consumption Months Used, using to choose the revised amount.

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

O.

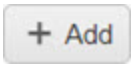
OR

Select the Thresholds tab to continue revising the information.



Add a New Threshold

a. Update the Transaction Type, using to select the desired type.

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

c. Continue with the following steps to enter a specific threshold amount.

Edit a Quantity Threshold

a. Click . *The cell becomes an editable field.*

b. Update the Quantity Threshold, entering the revised amount in the field provided.

c. Click away from the cell. *The cell returns to a read-only field.*

Edit a Unit Price Threshold

a. Click . *The cell becomes an editable field.*

b. Update the Unit Price Threshold, entering the revised amount in the field provided.

c. Click away from the cell. *The cell returns to a read-only field.*

Edit a Total Value Threshold

a. Click . *The cell becomes an editable field.*

b. Update the Total Value Threshold, entering the revised amount in the field provided.

c. Click away from the cell. *The cell returns to a read-only field.*

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

Common Errors

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

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *Stock Number*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *RSA*.	
13 — Mandatory Entry: *DoDAACs*.	
13 — Mandatory Entry: *Inv Segment Cd*.	
13 — Mandatory Entry: *Freeze Cd*.	
185 — Record already 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.	Missing Entry. Enter an amount that is greater than zero in the desired field.
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 numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters..
1079 — MAX STOCK QTY cannot be < MIN STOCK QTY.	Invalid Entry. The MAX STOCK QTY must be more than the MIN STOCK QTY. Re-enter the quantity.

1086 — No Parent Warehouse exists for this Warehouse. Cannot select Warehouse Transfer as the Replenishment Source.	Invalid Entry. The Warehouse currently signed in does not have Parent Warehouse. Choose a different Replenishment Source.
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 fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

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

Navigation

CATALOG MGMT > Stock Number Referral > STOCK NBR Referral page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

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

Referred Stock Nbrs Grid

Stock Nbr
Refer To RIC
Established Dt/Tm
Established By

Procedures

ELMS 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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

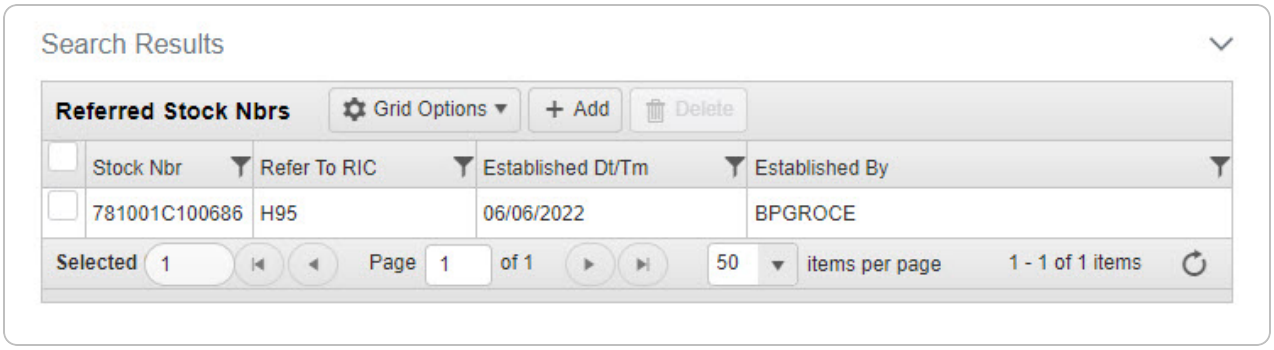
1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.

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

Stock Number Browse

- Enter the Refer To RIC, using ℹ 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 Search. *The results display in the Search Results grid.*



Add a Stock Number Referral

Select + Add. *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* Delete *becomes available.*
2. Select Delete. *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 fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

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

Navigation

CATALOG MGMT > Stock Number Referral > + Add > 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

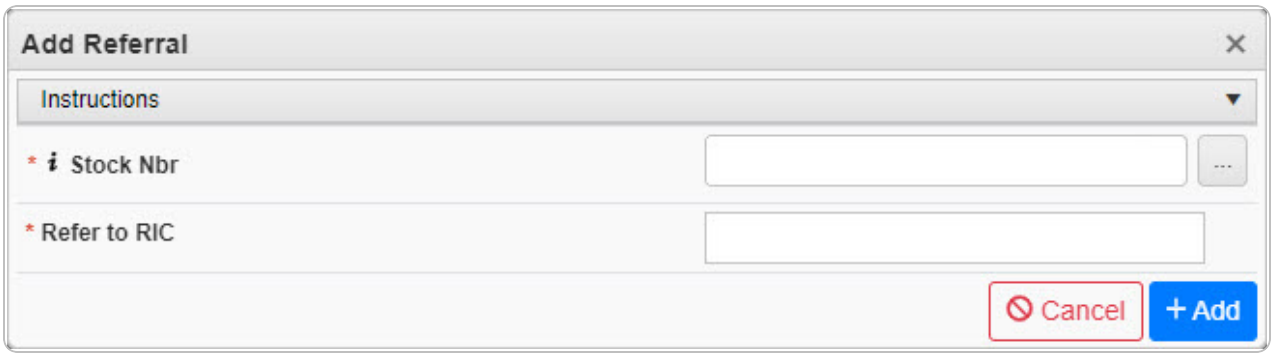
ELMS Navigation Helpful Tips

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

Add a Stock Number Referral

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

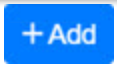
1. Select + Add. *The* ***Add Referral*** *pop-up window appears.*



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 

. *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.

676 — Entry must be alpha-numeric.	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 dis-associates the STOCK NBR and the Refer To RIC.

Navigation

CATALOG MGMT > Stock Number Referral > Search > ☐ (desired record) > Delete > 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

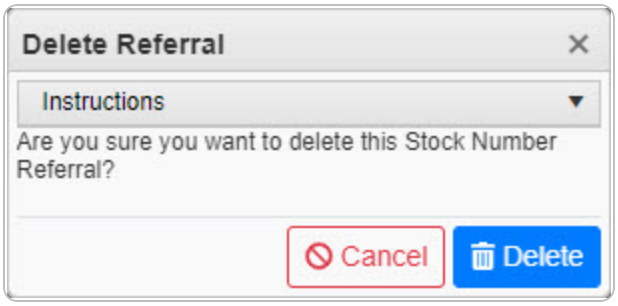
ELMS Navigation Helpful Tips

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

Delete a Stock Number Referral

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Back *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* Delete *becomes available.*
2. Select Delete. *The* ***Delete Referral*** *pop-up window appears.*



3. Select Delete. *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.

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

Search Criteria Grid

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

Search Results Grid

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

Optional

Active
Contract License Managed
Established By
Established Dt/Tm
FAST Reportable

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

Procedures

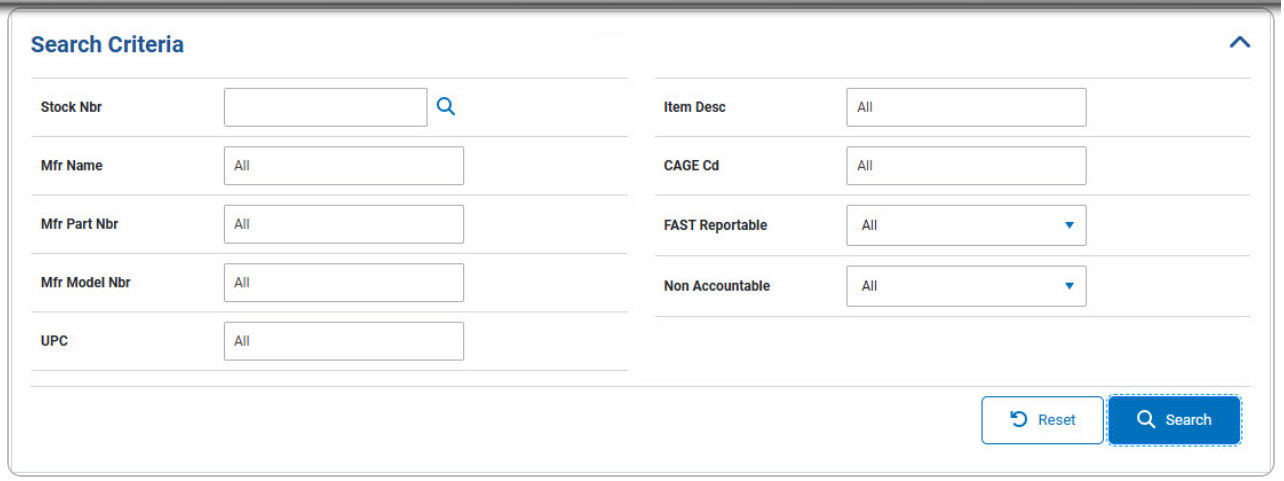
ELMS Navigation Helpful Tips

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

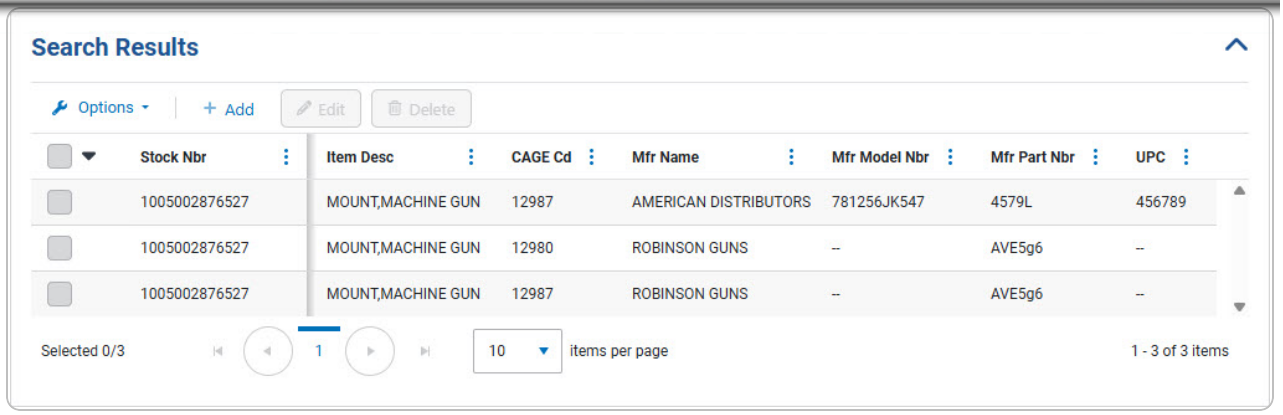
1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



- Enter the Stock Number, or use to browse for the entry. *This is a 15 alpha-numeric 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 CDin the field provided. *This is a 5 alphanumeric character field.*
- Use to select the FAST Reportable.
- Use to select the Non Accountable.

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



Add a Manufacturer Part Nbr

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

Update a Manufacturer Part Nbr

1. Click ☐ to select the entry. *The Manufacturer Part Nbr row is highlighted, and* Edit *and* Delete *become available.*
2. Select Edit. *The **Update Manufacturer Part Nbr** slide-out window appears.*

Delete a Manufacturer Part Nbr

1. Click ☐ to select the entry. *The Manufacturer Part Nbr row is highlighted, and* Edit *and* Delete *become available.*
2. Select Delete. *The **Delete Manufacturer Part Nbr** pop-up window appears.*

Common Errors

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

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

Related Topics

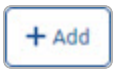
- Add a Manufacturer Part Number
- Update a Manufacturer Part Number
- Delete a Manufacturer Part Number

Add a Manufacturer Part Nbr

Overview

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

Navigation

Catalog Mgmt > Manufacturer Part Nbr > 

> Add Manufacturer Part Nbr slide-out window

Page Fields

The following fields display on the **Add Manufacturer Part Nbr** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

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

161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = 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

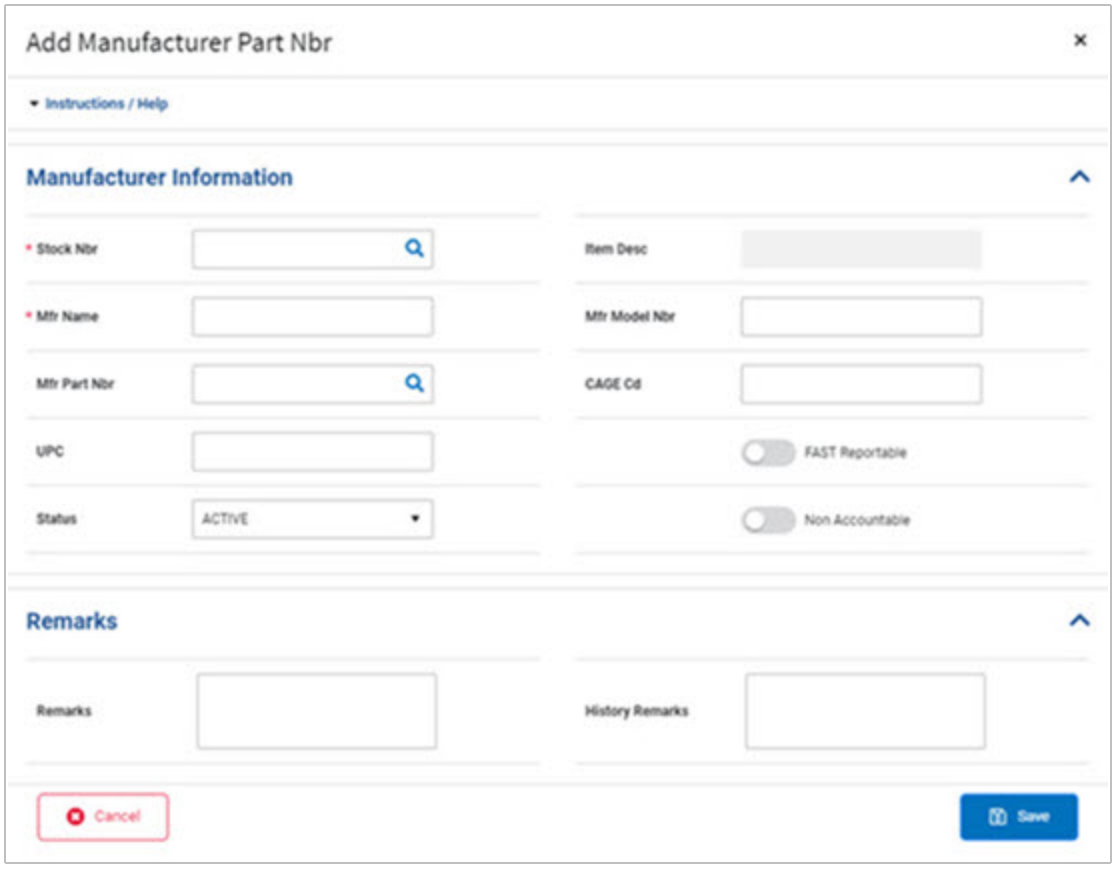
ELMS Navigation Helpful Tips

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

Add a MANUFACTURER PART NBR

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

1. Select + Add. *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 alpha-numeric 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.*

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-

length of 256.	hibited.
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
- 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 > 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

ELMS Navigation Helpful Tips

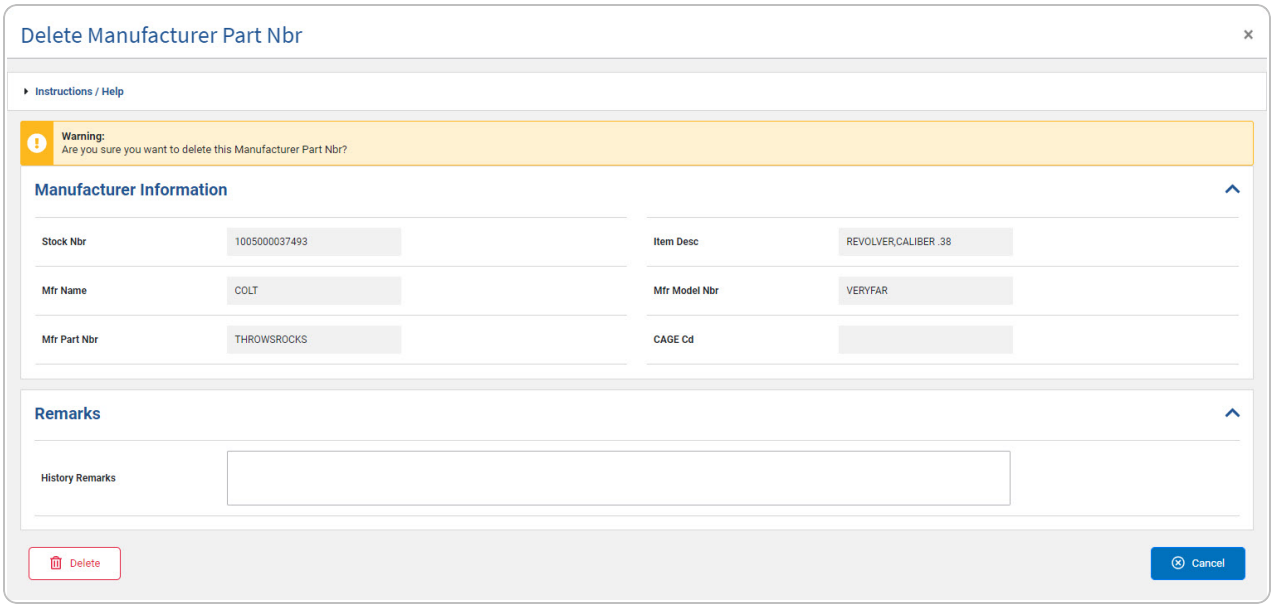
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

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



A. *Verify the STOCK NBR.*

B. *Verify the MFR NAME.*

C. *Verify the MFR PART NBR.*

D. *Verify the ITEM DESC.*

E. *Verify the MFR MODEL NBR.*

F. *Verify the CAGE CD.*

G. *Enter the information in the Remarks panel.*

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

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

Common Errors

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

Error	Solution
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.
2159 — Cannot delete Manufacturer record with active Software Licenses.	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.
2417 — Cannot delete a Manufacturer Record associated to a Stock Number that is Stock Item Type = 'B.'	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.
2418 — Manufacturer Part Number cannot be Deleted. {0} Record(s) exist for this Manufacturer Part Number.	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.
2419 — Manufacturer Part Number was not Deleted.	Contact the ELMS Call Center

Contact the ELMS 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.

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

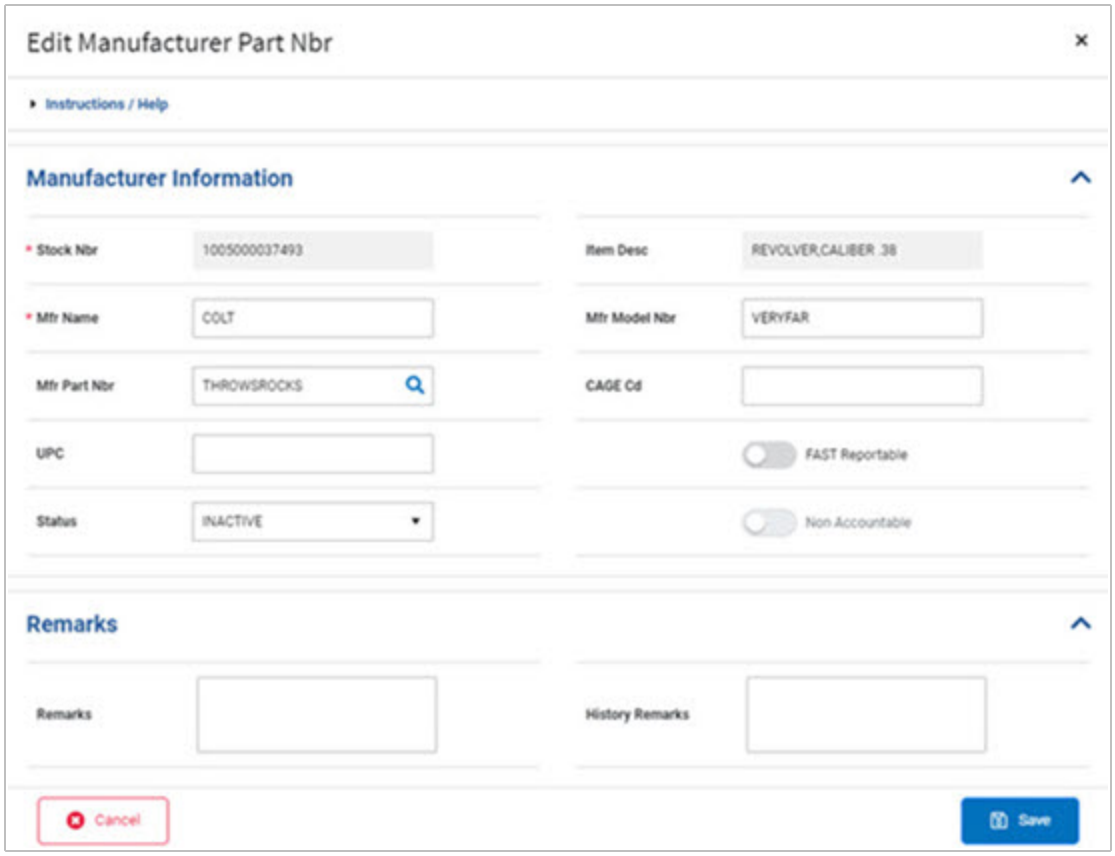
ELMS Navigation Helpful Tips

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

Update a MANUFACTURER PART NBR

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

1. Select Edit. *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.*

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 Save. *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 / End Of Month Inventory Balance

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module End Of Day / End of Month Inventory Balance process provides the ability to view inventory balances between the RSA and the ICP. It is a compilation of EOD Transactions for the month, making the overarching view easier.

Note

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

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

Navigation

MATERIEL MGMT > EOD/EOM Inventory Balance > EOD/EOM Inventory Balance page

Page Fields

The following fields display on the **EOD/EOM Inventory Balance** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Reconciliation Type

Document Number

Stock Nbr

Item Desc

Managed DoDAAC
Condition Code
RSA Name
Transaction Dt From
Transaction Dt To
History Requested

EOD/EOM Inventory Balance

All
Status
Stock Nbr
Item Desc
Doc Nbr
Condition Code
Managed DoDAAC
Qty In Transit
Qty On Hand
Reported Qty
RSA Name
RSA DoDAAC
Transaction Date Time
Days Unreconciled
Management Code
Project Code
GFM Contract Nbr
History Requested

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

View XML

Doc Nbr
File Name
XML File
Inbound File Statue Desc

Review Details

Remarks
Attachments

Manual Reconciliation

Attachments
Remarks

Request Transaction History

Attachments
Remarks

Procedures

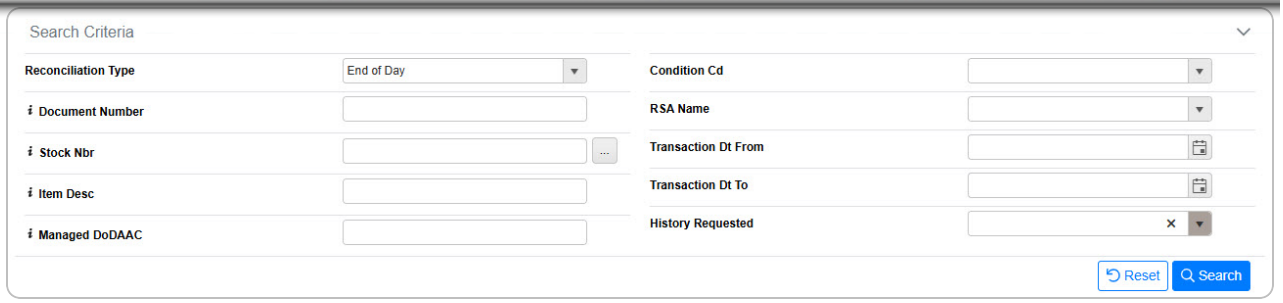
ELMS Navigation Helpful Tips

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

Search for an EOD/EOM Inventory Balance

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



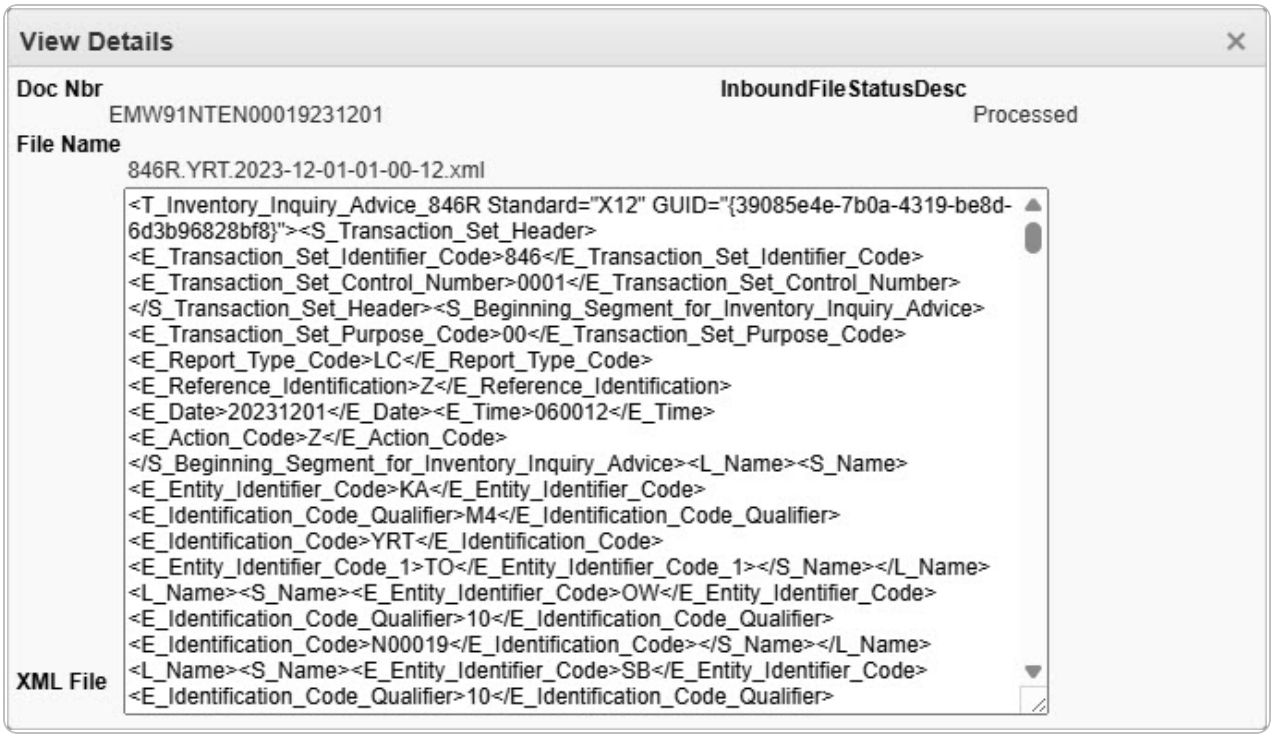
- Use to select the Reconciliation Type.
- Enter the DOCUMENT NBR, using to assist with the entry. *This is a 15 alpha-numeric character field.*
- Use or to assist with the STOCK NBR entry.

  Stock Number Browse
- Enter the ITEM DESC, using to assist with the entry. *This is a 15 alphanumeric character field.*
- Enter the Managed DODAAC, using to assist with the entry. *This is a 15 alpha-numeric character field.*
- Use to select the Condition Code.
- Use to select the RSA Name.
- Use to select the Transaction DT From, or enter the date and time (MM/DD/YYYY) in the field provided.
- Use to select the Transaction DT To, or enter the date and time (MM/DD/YYYY) in the field provided.
- Use to select the History Requested.

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

View the XML of the EOD/EOM Inventory Balance

1. Select ☑ next to the desired record. *The Inventory Balance is highlighted, and* View Xml, Review, Reconcile, *and* Request History *become available.*
2. Select View Xml. *The View Details pop-up window appears.*



A. *The DOC NBR automatically populates and is not editable.*
B. *The File Name automatically populates and is not editable.*
C. *The XML File automatically populates and is not editable.*
D. *The Inbound File Status Description automatically populates and is not editable.*

3. Select ☒. *The View Details pop-up window closes.*

Review the EOD/EOM Inventory Balance

1. Select ☑ next to the desired record. *The Inventory Balance is highlighted, and* View Xml, Review, Reconcile, *and* Request History *become available.*
2. Select Review. *The Review Details pop-up window appears.*

   A. *The Remarks automatically populates and is not editable.*
   B. *The Attachments automatically populates and is not editable.*

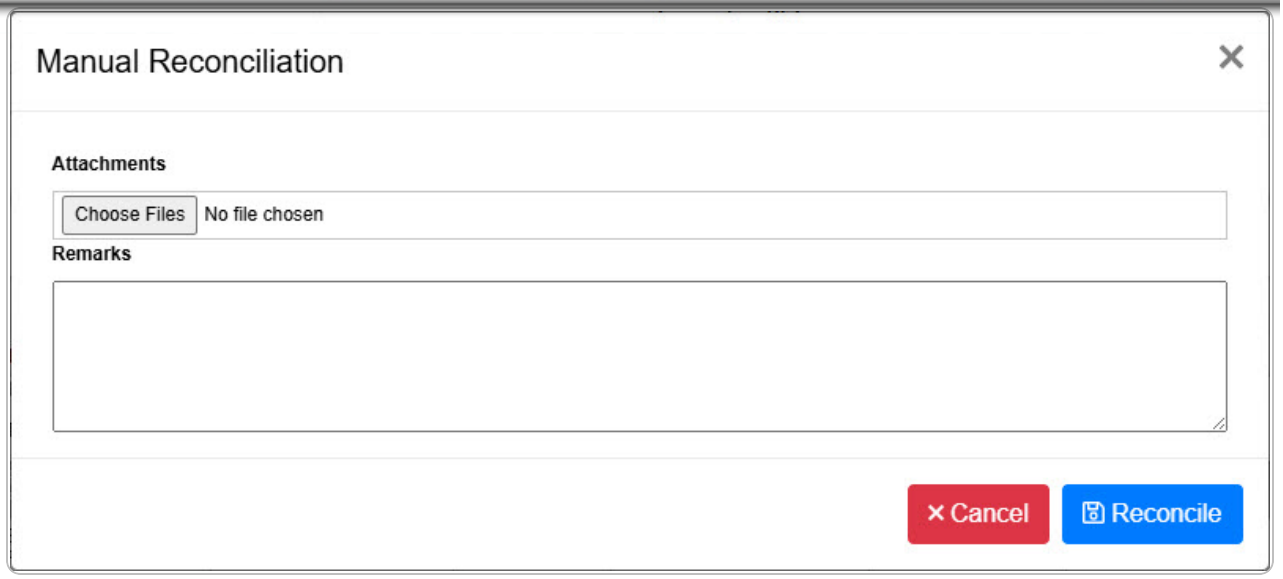
3. Select ✕. *The View Details pop-up window closes.*

Reconcile the EOD/EOM Inventory Balance

Note

The Reconcile and Request History buttons are only available for unreconciled records.

1. Select ☑ next to the desired record. *The Inventory Balance is highlighted, and* View Xml, Review, Reconcile, *and* Request History *become available.*
2. Select Reconcile. *The Manual Reconciliation pop-up window appears.*



A. Select Choose Files. *The Windows **Choose File to Upload** pop-up window appears.*

B. Choose the file to attach, and select it.

C. Select Open. *The **Choose File to Upload** pop-up window closes, and the file name appears in the Attachments field.*

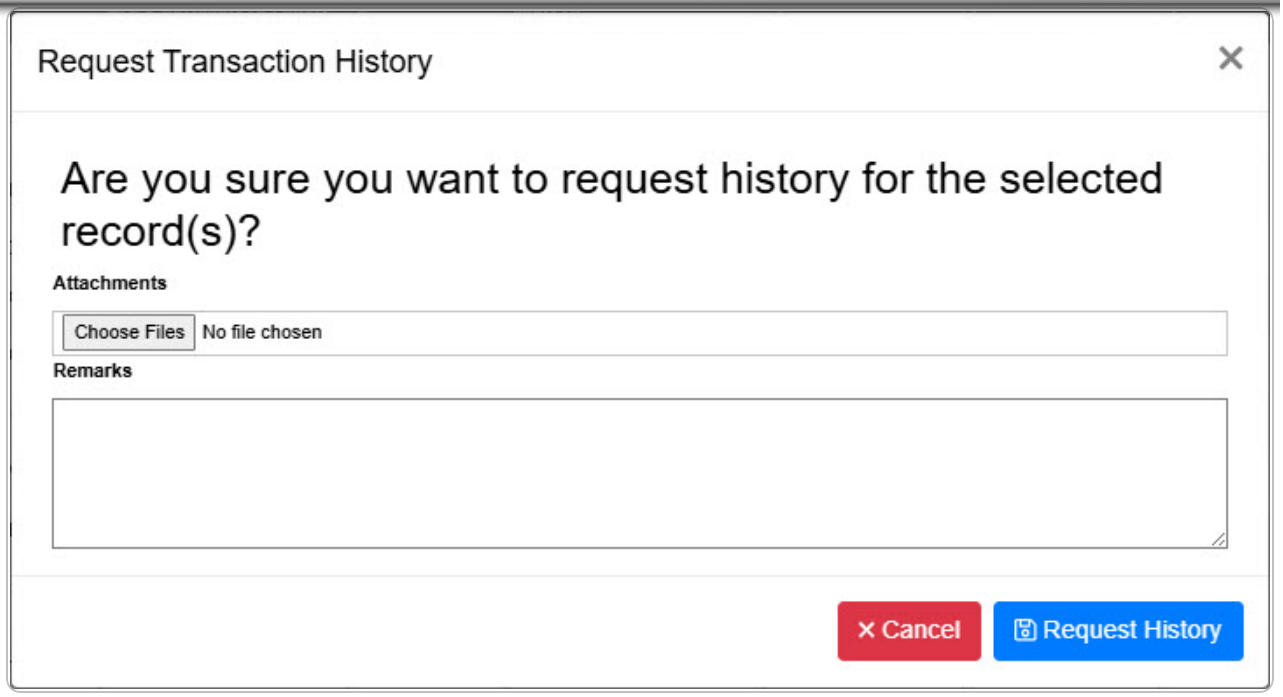
D. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

3. Select Reconcile. *The Manual Reconciliation pop-up window closes, and the record is saved in the Manually Reconciled menu next to the Search Results grid.*

View the Request History of the EOD/EOM Inventory Balance

1. Select ☑ next to the desired record. *The Inventory Balance is highlighted, and* View Xml, Review, Reconcile, *and* Request History *become available.*

2. Select Request History. *The Request Transaction History pop-up window appears.*



A. Select Choose Files. *The Windows **Choose File to Upload** pop-up window appears.*

B. Choose the file to attach, and select it.

C. Select Open. *The **Choose File to Upload** pop-up window closes, and the file name appears in the Attachments field.*

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

3. Select Request History. *The Request Transaction History pop-up window closes, and* History Requested for 1 records. × *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

- DLMS Transaction Overview

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. The transactions are available per transaction or per DLMS type.

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
Transaction Creation Dt/Tm From
Matched
Process Status
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

Optional

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

Procedures

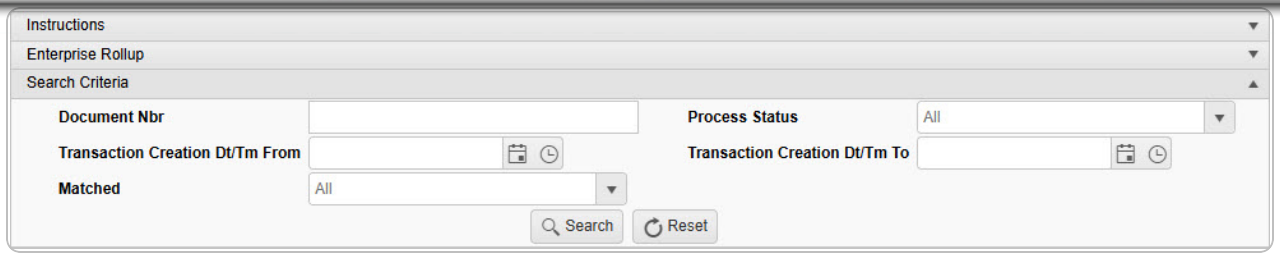
ELMS Navigation Helpful Tips

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

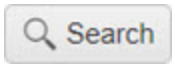
Search for an End Of Day Count

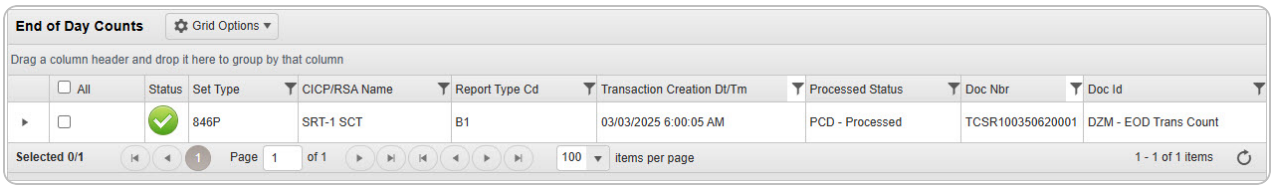
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



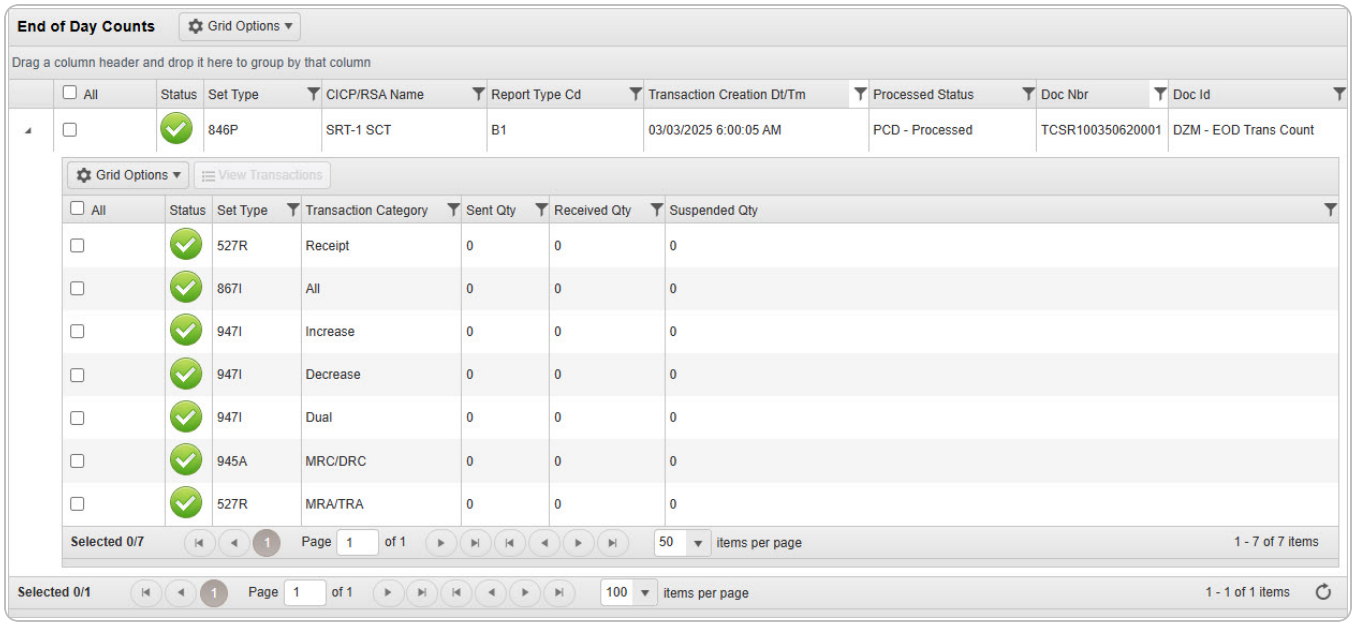
- Enter the DOCUMENT NBR in the field provided. *This is a 15 alphanumeric character field.*
- Use to select the Transaction Creation DT/TM From, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
- Use to select the Matched.
- Use to select the Process Status.
- Use to select the Transaction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



View End of Day Count Details

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



View End of Day Count Detail Transactions

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

Common Errors

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

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

ity access.	the Search again.

Related Topics

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

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

Navigation

MATERIEL MGMT > Requisition > Requisition page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
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
Estimated Ship Dt

Procedures

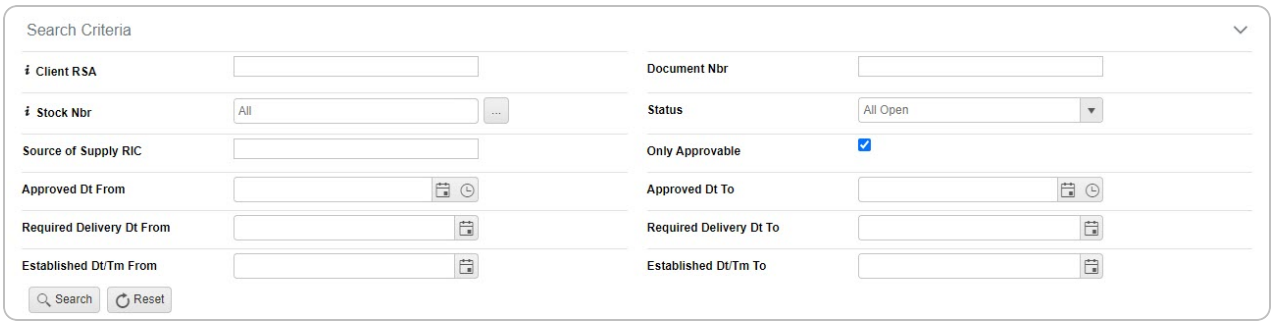
ELMS Navigation Helpful Tips

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

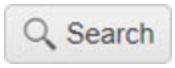
1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

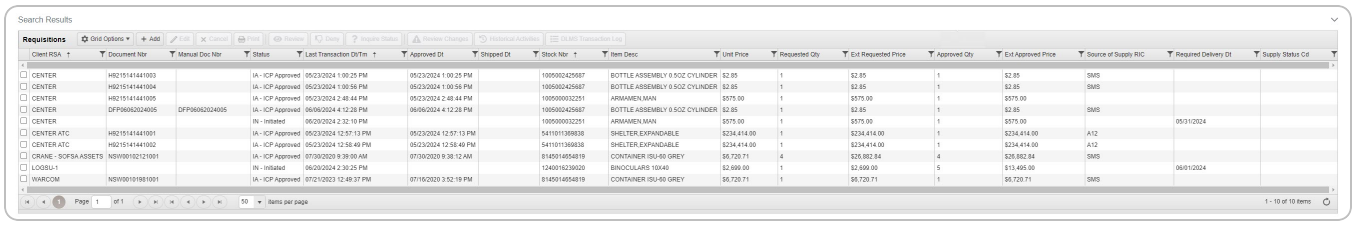


- Enter the Client RSA, using ℹ to assist with the entry. *This is a 50 alphanumeric character field.*
- Use ℹ or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

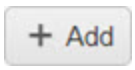
  Stock Number Browse
- Enter the Source of Supply RIC in the field provided. *This is a 3 alphanumeric character field.*

- Use to select the APPROVED DT From, or enter the date and time (MM/DD/YYYY HH:MM) 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 HH:MM) 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.



Add a New Requisition

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

Update a Requisition

1. Click ☐ to select the desired entry. *The Requisition request is highlighted, and* Edit, Cancel, Print, Review, Deny, Inquire Status, Historical Activities, *and* DLMS Transaction Log *become available.*
2. Select Edit. *The* ***Update a Requisition*** *page appears.*

Cancel a Requisition

1. Click ☐ to select the desired entry. *The Requisition request is highlighted, and* Edit, Cancel, Print, Review, Deny, Inquire Status, Historical Activities, *and* DLMS Transaction Log *become available.*
2. Select Cancel. *The Status changes to CN - Cancelled, and is removed from the Requisitions grid.*

Print a Requisition

1. Click ☐ to select the desired entry. *The Requisition request is highlighted, and* Edit, Cancel, Print, Review, Deny, Inquire Status, Historical Activities, *and* DLMS Transaction Log *become available.*
2. Select Print. *The* ***Print a Requisition*** *page appears.*

Review a Requisition

1. Click ☐ to select the desired entry. *The Requisition request is highlighted, and* Edit, Cancel, Print, Review, Deny, Inquire Status, Historical Activities, *and* DLMS Transaction Log *become available.*
2. Select Review. *The* ***Review a Requisition*** *page appears.*

Deny a Requisition

1. Click ☐ to select the desired entry. *The Requisition request is highlighted, and* Edit, Cancel, Print, Review, Deny, Inquire Status, Historical Activities, *and* DLMS Transaction Log *become available.*
2. Select Deny. *The* ***Deny a Requisition*** *page appears.*

Inquire About a Requisition Status

1. Click ☐ to select the desired entry. *The Requisition request is highlighted, and* Edit, Cancel, Print, Review, Deny, Inquire Status, Historical Activities, *and* DLMS Transaction Log *become available.*
2. Select Inquire Status. *The* ***869F Order Status Inquiry*** *is sent to the SoS.*

View the Historical Activities of a Requisition

1. Click ☐ to select the desired entry. *The Requisition request is highlighted, and* Edit, Cancel, Print, Review, Deny, Inquire Status, Historical Activities, *and* DLMS Transaction Log *become available.*

2. Select Historical Activities. *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* Edit, Cancel, Print, Review, Deny, Inquire Status, Historical Activities, *and* DLMS Transaction Log *become available.*
2. Select DLMS Transaction Log. *The **Requisition DLMS Transaction Log** page appears.*

Common Errors

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

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

Related Topics

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

- View the Requisition DLMS Transaction Log

Add a Requisition

Overview

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

Note

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

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

Navigation

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

(*) Asterisk identifies mandatory fields.

Procedures

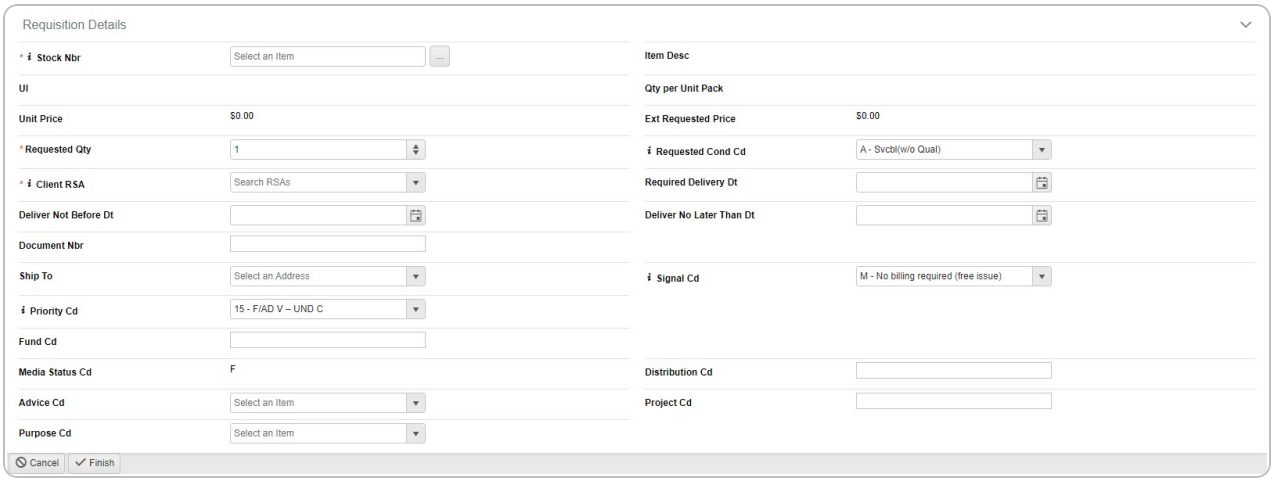
ELMS Navigation Helpful Tips

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 + Add. *The **Add Requisition** page displays.*



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

Stock Number Browse

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 or to assist with the Priority Cd entry.

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.*

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 or to assist with the Requested Cond Cd entry.

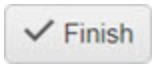
R. Use to select the REQUIRED DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

S. Use to select the Deliver No Later Than DT, or enter the date (MM/DD/YYYY) in the field provided.

T. Use or to assist with the Signal Cd entry.

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

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

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

ELMS Navigation Helpful Tips

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

Deny the Requisition Request

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 Requisition request is highlighted, and* Edit, Cancel, Print, Review, Deny, Inquire Status, Historical Activities, *and* DLMS Transaction Log *become available.*

2. Select Deny. *The* ***Deny Requisition*** *pop-up window displays.*

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

3. Select Deny. *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 fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

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

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.
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
Stock Nbr
Processed Dt/Tm From
Mfr Part Nbr
Process Status
Category
Document ID
Proj Cd
Processed Dt/Tm To
CAGE Cd

DLMS Transactions Grid

All
Direction
Set Type
Trans Type Cd
Supply Status Cd
Processed Dt/Tm
Process Status
Doc Nbr
Document ID Desc
Suffix Cd
Report Type Cd
Stock Nbr
Qty

Cond Cd
Document ID
Message From
Copy Address
Message To

Optional

ICP
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
Purpose Code
Reject Advice
Retry Count
SCAC
Shipment Reference Nbr
Signal Cd

Supplementary Address
TCN
Trans Set Sub-Type
UI

Procedures

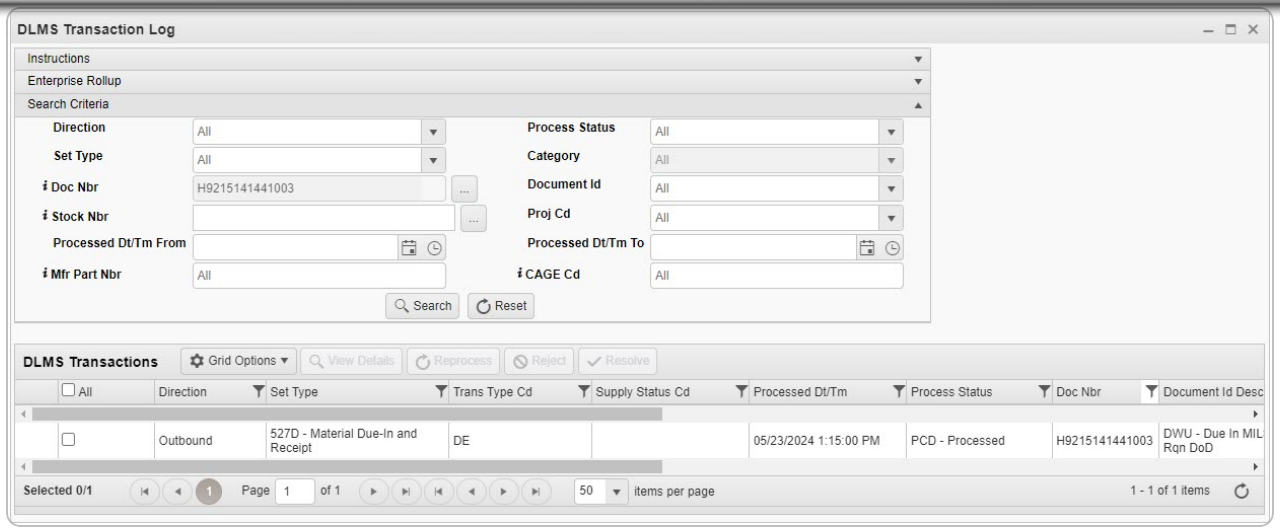
ELMS Navigation Helpful Tips

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Click ☐ to select the desired entry. *The Requisition request is highlighted, and* Edit, Cancel, Print, Review, Deny, Inquire Status, Historical Activities, *and* DLMS Transaction Log *become available.*
2. Select DLMS Transaction Log. *The **DLMS Transaction Log** pop-up window displays.*
3. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

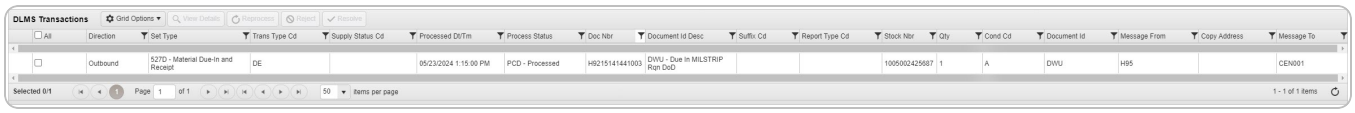


- Use ▼ to select the Direction.
- Use ▼ to select the Set Type.
- *The DOC NBR automatically populates and is not editable.*
- Use ℹ or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse
- 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 ℹ 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 Prj 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 i to assist with the entry. *This is a 5 alphanumeric character field.*

4. Select Search 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 fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

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

Navigation

MATERIEL MGMT > Requisition > ☐ (desired record) > Historical Activities > 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

ELMS Navigation Helpful Tips

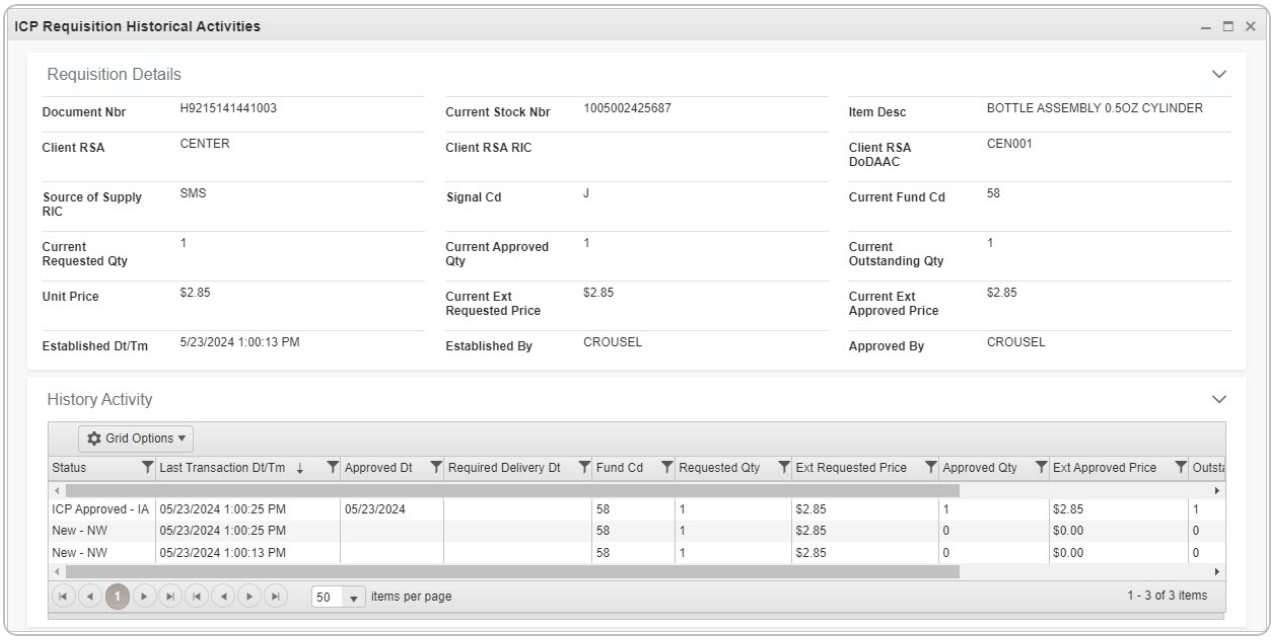
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

View the Requisition Request Historical Activities

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 Requisition request is highlighted, and* Edit, Cancel, Print, Review, Deny, Inquire Status, Historical Activities, *and* DLMS Transaction Log *become available.*

2. Select Historical Activities. *The* ***ICP Requisition Historical Activities*** *pop-up window displays.*



A. *Verify the DOCUMENT NBR.*
B. *Verify the Client RSA.*
C. *Verify the Source of Supply RIC.*
D. *Verify the Current REQUESTED QTY.*
E. *Verify the Unit Price.*
F. *Verify the ESTABLISHED DT/TM.*
G. *Verify the Current STOCK NBR.*
H. *Verify the Client RSA RIC.*
I. *Verify the Signal CD.*
J. *Verify the Current APPROVED QTY.*
K. *Verify the Current EXT REQUESTED PRICE.*
L. *Verify the ESTABLISHED BY.*
M. *Verify the ITEM DESC.*
N. *Verify the Client RSA DODAAC.*
O. *Verify the Current FUND CD.*
P. *Verify the Current OUTSTANDING QTY.*
Q. *Verify the Current EXT APPROVED PRICE.*
R. *Verify the Approved By.*

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

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.

412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Warehouse
Document Nbr
Stock Nbr
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

ELMS Navigation Helpful Tips

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

Print a Requisition

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 Requisition request is highlighted, and* Edit, Cancel, Print, Review, Deny, Inquire Status, Historical Activities, *and* DLMS Transaction Log *become available.*
2. Select Print. *The* *toast appears, and then the* *toast appears.*
3. The **Windows Save As** pop-up window appears, after generating the DW Form 10. *Select* Save *to save the PDF document, and print 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 fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

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

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
Client RSA
Ship To *
Priority Cd
Media Status Cd

Fund Cd *
Advice Cd
Approved Qty *
Approved By
Stock Nbr
Managed DoDAAC
Signal Cd *
Distribution Cd
Project Cd
Purpose Cd
Requested Qty

(*) Asterisk identifies mandatory fields.

Procedures

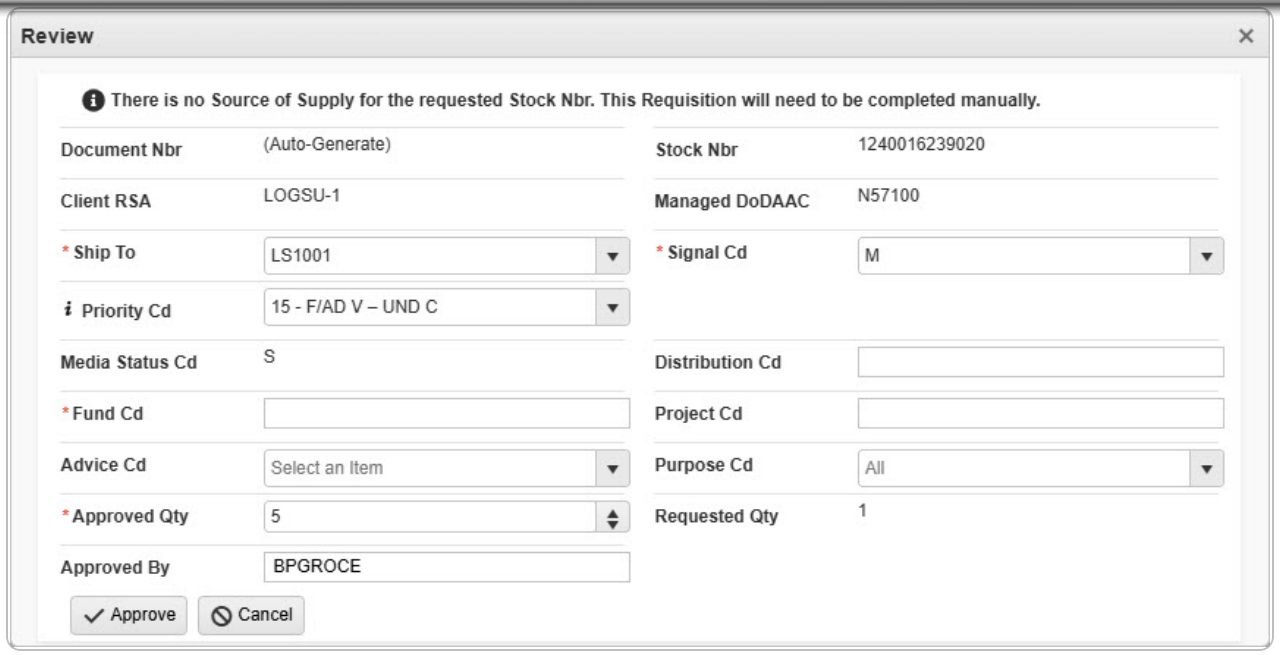
ELMS Navigation Helpful Tips

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

Review the Requisition Request

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 Requisition request is highlighted, and* Edit, Cancel, Print, Review, Deny, Inquire Status, Historical Activities, *and* DLMS Transaction Log *become available.*
2. Select Review. *The* ***Review Requisition*** *pop-up window displays.*



A. *Verify the DOCUMENT NBR.*

Note

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

B. *Verify the Client RSA.*

C. Update the Ship To, using to select the desired DODAAC.

D. Update the Priority Cd, using to assist, or to select the desired code.

E. *Verify the Media STATUS CD.*

F. Update the FUND CD, entering the revised code in the field provided. *This is a 2 alpha-numeric character field.*

G. Update the Advice Cd, using to select the desired code.

H. Update the APPROVED QTY, using to choose the revised amount.

I. Update the Approved By, entering the revised identifier in the field provided. *This is an 8 alphanumeric character field.*

J. *Verify the STOCK NBR.*

K. *Verify the Managed DODAAC.*

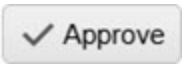
L. Update the Signal Cd, using to select the desired code.

M. Update the DISTRIBUTION CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

N. Update the PROJECT CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

O. Update the Purpose Cd, using to select the desired code.

P. *Verify the REQUESTED QTY.*

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

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

Navigation

MATERIEL MGMT > Requisition > ☐ (desired record) > Edit > 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.
14	Select "Cancel" button to return to previous page.
486	Select the "Finish" button to complete the process and save all data.

Update Requisition

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

Procedures

ELMS Navigation Helpful Tips

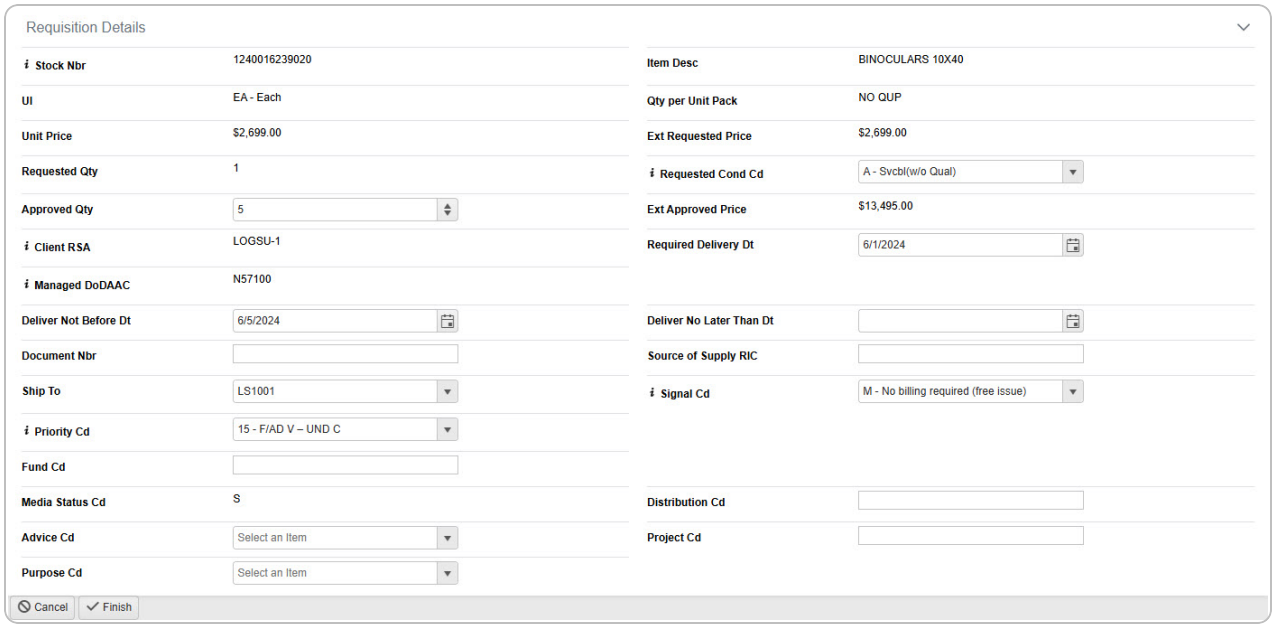
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Update a Requisition

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 Requisition request is highlighted, and* Edit, Cancel, Print, Review, Deny, Inquire Status, Historical Activities, *and* DLMS Transaction Log *become available.*

2. Select Edit. *The* ***Update Requisition*** *page displays.*



A. *Verify the STOCK NBR.*

B. *Verify the UI.*

C. *Verify the Unit Price.*

D. *Verify the REQUESTED QTY.*

E. Update the APPROVED QTY, using ▲▼ to choose the revised amount.

F. *Verify the Client RSA.*

G. *Verify the Managed DODAAC.*

H. Update the Deliver Not Before DT, using or entering the date (MM/DD/YYYY) in the field provided.

I. Update the DOCUMENT NBR, entering the revised number in the field provided. *This is a 15 alphanumeric character field.*

J. Update the Ship To, using to select the desired DODAAC.

K. Update the Priority Cd, using to assist, or to select the desired code.

L. Update the FUND CD, entering the revised code in the field provided. *This is a 2 alpha-numeric character field.*

M. *Verify the Media STATUS CD.*

N. Update the Advice Cd, using to select the desired code.

O. Update the Purpose Cd, using to select the desired code.

P. *Verify the ITEM DESC.*

Q. *Verify the QTY per Unit Pack.*

R. *Verify the EXT REQUESTED PRICE.*

S. Update the Requested Cond Cd, using to assist, or to select the desired code.

T. *Verify the EXT APPROVED PRICE.*

U. Update the REQUIRED DLVRY DT, using or entering the date (MM/DD/YYYY) in the field provided.

V. Update the Deliver No Later Than DT, using or entering the date (MM/DD/YYYY) in the field provided.

W. Update the Source of Supply RIC, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

X. Update the Signal Cd, using to select the desired source.

Y. Update the DISTRIBUTION CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

Z. Update the PROJECT CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

3. Select Finish. *The **Update Requisition** page closes, and the revised Requisition record is highlighted.*

Common Errors

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

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

Related Topics

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

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

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

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.
528	Select "Add" to create a new Stock Nbr record.

527	Select "Grid Options" for additional actions to perform on the Stock Nbr data.
529	Select "Edit" to update the selected Stock Nbr record(s).
530	Select "Delete" to remove the selected Stock Nbr record(s).

Search Criteria Grid

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

Customer Requisition Search Results Grid

Req Stage
Doc Nbr
Suffix Cd
Stock Nbr
Item Desc
Ship To
CICP/RSA Name ID
Ordered By
Qty
RDD
UOI

Priority Designator
Received Dt

Optional

Established Date Time
Last Transaction Date Time
Doc Status
LIN/TAMCN
Reportable Commodity Type
Program
Program Id
Established By
Last Updated By
Purpose Cd

Procedures

ELMS 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 Reset *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 DOC NBR, using i to assist with the entry. *This is a 15 alphanumeric character field.*

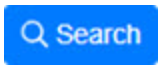
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

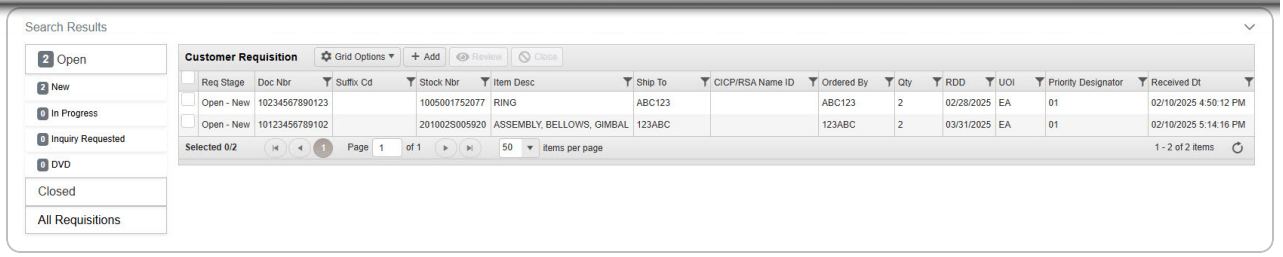
  Stock Number Browse

- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*
- 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

- Enter the Ordered By, using to assist with the entry. *This is a 6 alphanumeric character field.*
- Enter the Ship To, using to assist with the entry. *This is a 6 alphanumeric character field.*
- Use to select the Doc Status Cd.
- Use to select the Reportable Commodity Type.
- Use to select the Priority Designator From.
- Use to select the Priority Designator To.
- Use to select the Received DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Received DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select  . *The Search Results display.*



Add a Customer Requisition

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

Review a Customer Requisition

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

Common Errors

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

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

Related Topics

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

Add a New Customer Requisition

Overview

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

Note

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

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

Navigation

MATERIEL MGMT > Customer Requisition > + Add > 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	Use "Back" button 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) *
Ship To (DoDAAC / RIC) *
Ship To RSA / ID
Owning ICP (DoDAAC / RIC) *
Stock Nbr *

2. Order Information

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

3. Item Details

Contract Number
Contract Line Item Number
Color

4. Requisition Codes

Advice Code
Media & Status Code *
Signal Code *

Project Code
Purpose Code
Distribution Code
Demand Code *
Fund Cd *
Reason Code

5. Contract Details

Information Point of Contact

POC Name
Email
DSN
Phone Number
International Phone
Fax Number

Authorized Representative

POC Name
Email
DSN
Phone Number
International Phone
Fax Number

(*) Asterisk identifies mandatory fields.

Procedures

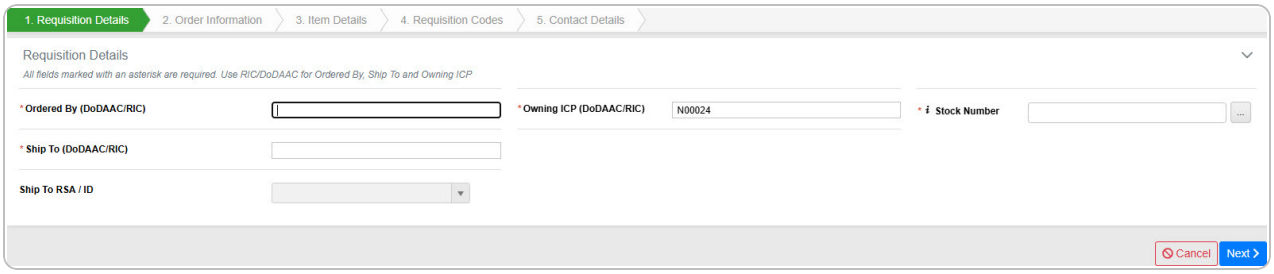
ELMS Navigation Helpful Tips

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

Add a Customer Requisition

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

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



A. Enter the Ordered By (DoDAAC / RIC) in the field provided. *This is a 6 alphanumeric character field.*

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

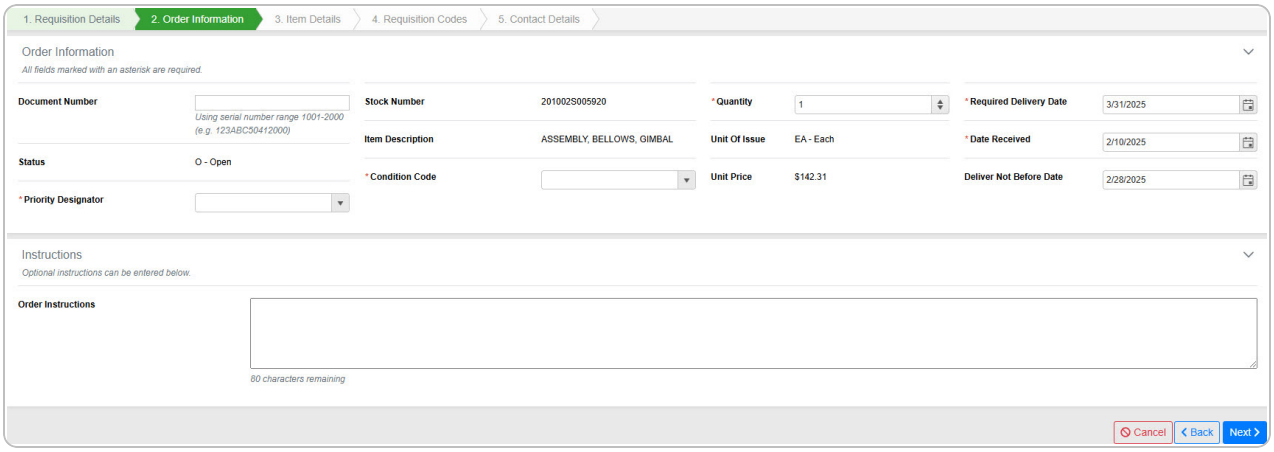
C. Enter the Ship To RSA / ID in the field provided. *This is a 3 alphanumeric character field.*

D. Enter the Owning ICP (DoDAAC / RIC) in the field provided. *This is a 6 alpha-numeric character field.*

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

Stock Number Browse

2. Select Next >. *The Order Information step appears.*



A. Enter the Document Number in the field provided. *This is a 15 alphanumeric character field.*

B. *The Status automatically populates and is not editable.*

C. Use to select the Priority Designator.

D. *The Stock Number automatically populates and is not editable.*

E. *The Item Description automatically populates and is not editable.*

F. Use to select the Condition Code.

G. Use to choose the Quantity.

H. *The Unit of Issue automatically populates and is not editable.*

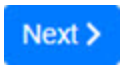
I. *The Unit Price automatically populates and is not editable.*

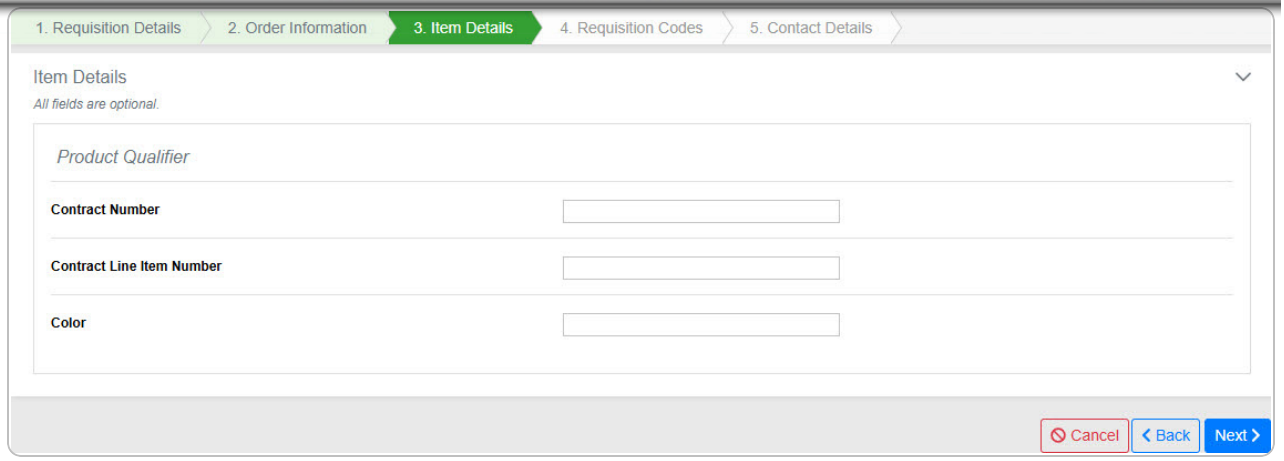
J. Use to select the Required Delivery Date, or enter the date (MM/DD/YYYY) in the field provided.

K. Use to select the Date Received, or enter the date (MM/DD/YYYY) in the field provided.

L. Use to select the Deliver Not Before Date or enter the date (MM/DD/YYYY) in the field provided.

M. Enter the Order Instructions in the field provided. *This is a 250 alphanumeric character field.*

3. Select  . *The Item Details step appears.*

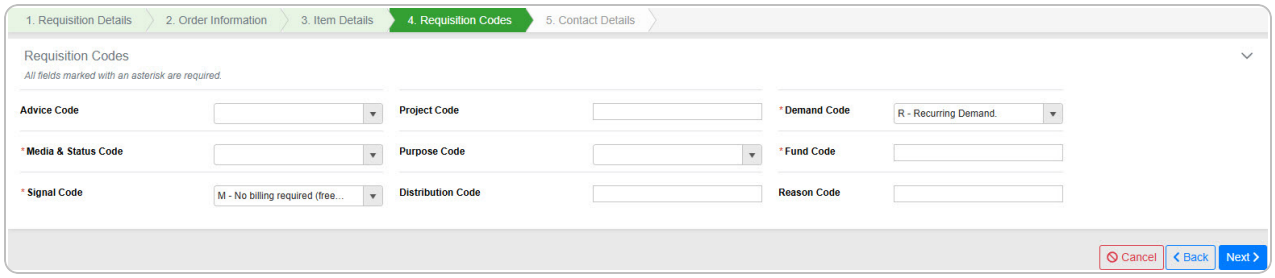


A. Enter the Contract Number in the field provided. *This is a 19 alphanumeric character field.*

B. Enter the Contract Line Item Number in the field provided. *This is a 4 alphanumeric character field.*

C. Enter the Color in the field provided. *This is a 15 alphanumeric character field.*

4. Select Next >. *The Requisition Codes step appears.*



A. Use ▼ to select the Advice Cd.

B. Use ▼ to select the Media & Status Code.

C. Use ▼ to select the Signal Code.

D. Enter the Project Code in the field provided. *This is a 3 alphanumeric character field.*

E. Use to select the Purpose Code.

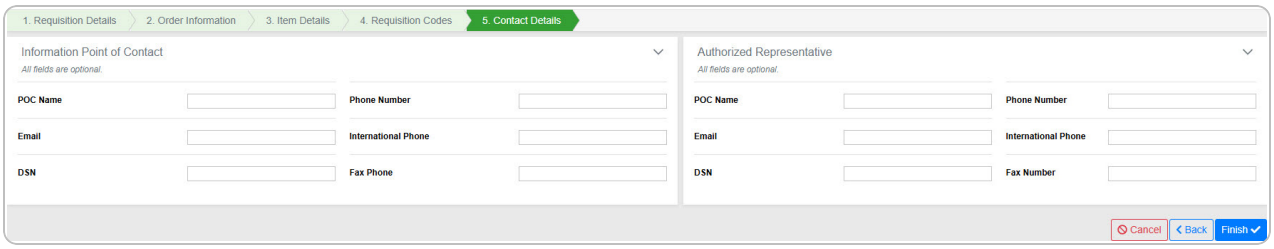
F. Enter the Distribution Code in the field provided. *This is a 3 alphanumeric character field.*

G. Use to select the Demand Code.

H. Enter the Fund Code in the field provided. *This is a 2 alphanumeric character field.*

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

5. Select Next >. *The Contact Details step appears.*



A. **For the Information Point of Contact**

a. Enter the POC Name in the field provided. *This is a 25 alphanumeric character field.*

b. Enter the Phone Number in the field provided. *This is a 25 alphanumeric character field.*

c. Enter the E-MAIL in the field provided. *This is a 65 alphanumeric character field.*

d. Enter the International Phone in the field provided. *This is a 25 alphanumeric character field.*

e. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*

f. Enter the FAX NUMBER in the field provided. *This is a 25 alphanumeric character field.*

B. **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.*

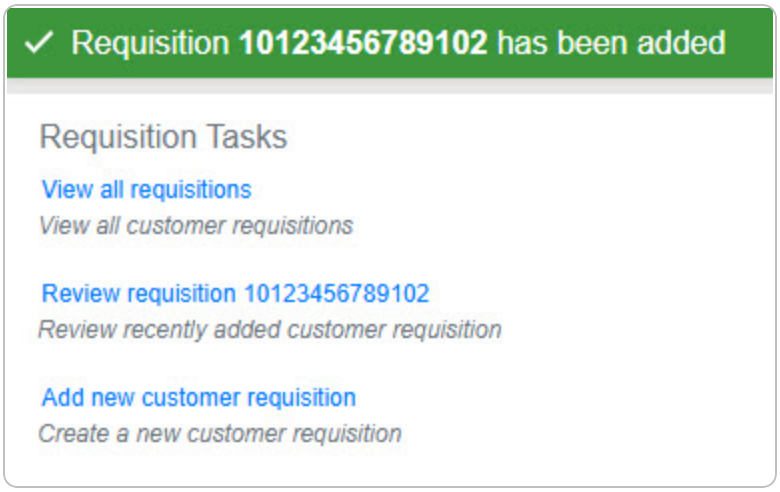
d. Enter the International Phone in the field provided. *This is a 25 alphanumeric character field.*

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.*

6. Select

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



- View All Requisitions returns to the **Customer Requisition Management** page.
- Review Requisition # advances to the **Customer Requisition Review** page.
- Add new customer requisition returns to the **New Customer Requisition** page.

Common Errors

The 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:	Missing Entry. Enter the appropriate inform-

***Ordered By*.**	ation in the desired field.

13 — Mandatory Entry: *Ship To*.	
13 — Mandatory Entry: *Owning ICP*.	
13 — Mandatory Entry: *Stock Number*.	
13 — Mandatory Entry: *Priority Designator*.	
13 — Mandatory Entry: *Condition Code*.	
13 — Mandatory Entry: *Quantity*.	
13 — Mandatory Entry: *Required Delivery Date*.	
13 — Mandatory Entry: *Date Received*.	
13 — Mandatory Entry: *Media and Status Code*.	
13 — Mandatory Entry: *Signal Code*.	

13 — Mandatory Entry: *Demand Code*.	
13 — Mandatory Entry: *Fund Code*.	

Related Topics

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

Review a Customer Requisition

Overview

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Details

Order Information

Document Nbr
Date Received
Status
Stock Number

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

Quantity Status

New

MRO

Select
RSA Name
RSA DoDAAC
RSA ID
Owning DoDAAC
Condition Code
Project Code
Purpose Code
Contract Number
Available Qty
Select Quantity *

Backorder

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

In Progress

MRO

RSA DoDAAC
Condition Code
Trans Account Code
Estimated Ship Date

Project Code
Owning DoDAAC
Purpose Code
Contract Number
Stock Number
Selected Quantity
Planned Quantity
Denied Quantity
Shipped Quantity
Canceled Quantity

Backorder

RSA DoDAAC
Owning DoDAAC
Condition Code
Purpose Code
Stock Number
Estimated Ship Date
Backordered Quantity
Project Code

Closed

RSA DoDAAC
Owning DoDAAC
Project Code
Contract Number
Estimated Ship Date
Condition Code
Selected Quantity
Stock Number
Planned Quantity
Shipped Quantity
Denied Quantity
Canceled Quantity
TCN
Shipped Date

Item Identification

Contract Number
Contract Line Item Number
Color

Requirements

Advice Code
Media & Status Code
Signal Code
Project Code
Purpose Code
Demand Code
Fund Code
Reason Code
Special Requirements
Order Instructions
Distribution Code
PMR Sent To

Destination

Shipping Information

Ship To DoDAAC
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
Email
DSN
Phone Number
International Phone
Fax Number

Authorized Representative

POC Name
Email
DSN
Phone Number
International Phone
Fax Number

Named Entities

DoDAAC / RIC
Identifier Code
Receiving Status

History

DLMS Transactions Grid

All
Direction
Set Type
Trans Type Cd
Processed Dt/Tm
Process Status
Doc Nbr
Document ID Desc
Suffix Cd
Report Type Cd
Stock Nbr
Qty
Cond Cd
Document ID
Message From
Copy Address
Message To

Optional

ICP
Materiel Management Program
Action Cd
Advice Cd
CAGE Cd
Distribution Cd

Error Message
Error Response
Error Response Detail
Established By
Established Dt/Tm
From Cond Cd
Fund Cd
GFM Contract Nbr
Interface System Cd
Last Transaction Dt/Tm
Last Updated By
Mgmt Cd
Mfr Part Nbr
Mode of Shipment
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

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

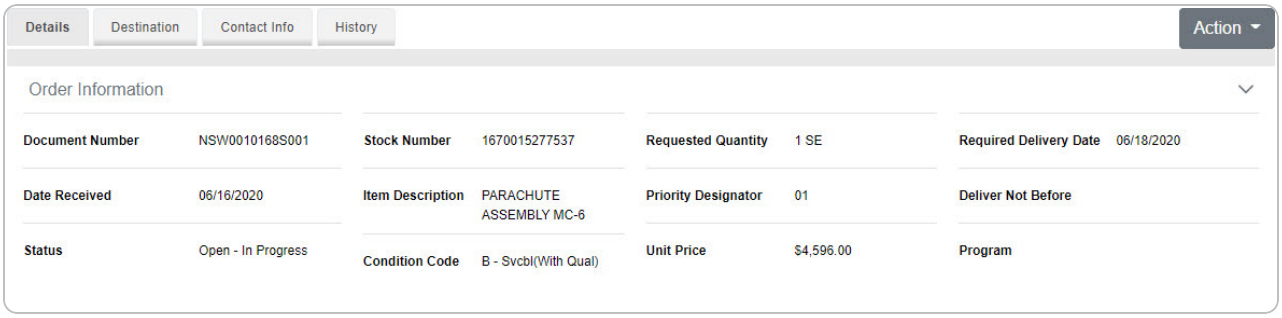
Review the Customer Requisition Request

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Back *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* Review *becomes available.*

2. Select Review. *The* ***Customer Requisition Review*** *page displays, open to the Details tab.*

   A. Select the **Order Information** panel.

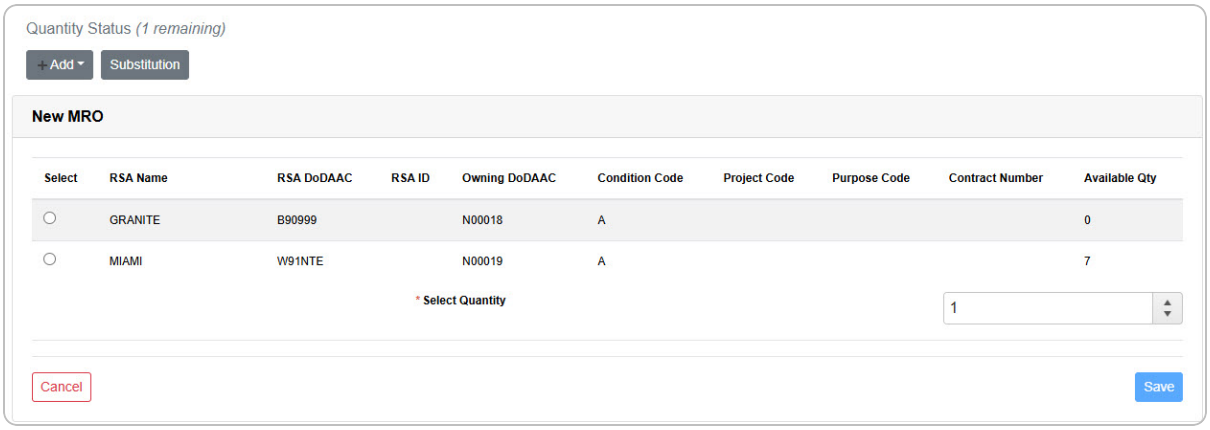


   a. *Verify the DOCUMENT NBR.*
   b. *Verify the Date Received.*
   c. *Verify the Status.*
   d. *Verify the Stock Number.*
   e. *Verify the Item Description.*
   f. *Verify the Condition Code.*
   g. *Verify the Requested Quantity.*
   h. *Verify the Priority Designator.*
   i. *Verify the Unit Price.*
   j. *Verify the Required Delivery Date.*
   k. *Verify the Deliver Not Before Date.*
   l. *Verify the Program.*

   B. Select the **Quantity Status** panel.

a. If the **Req Stage is New**:

I. And the **inventory comes from an MRO**:



i. Select the desired row.

ii. *Verify the RSA Name.*

iii. *Verify the RSA DoDAAC.*

iv. *Verify the RSA ID.*

v. *Verify the Owning DoDAAC.*

vi. *Verify the Condition Code.*

vii. *Verify the Project Code.*

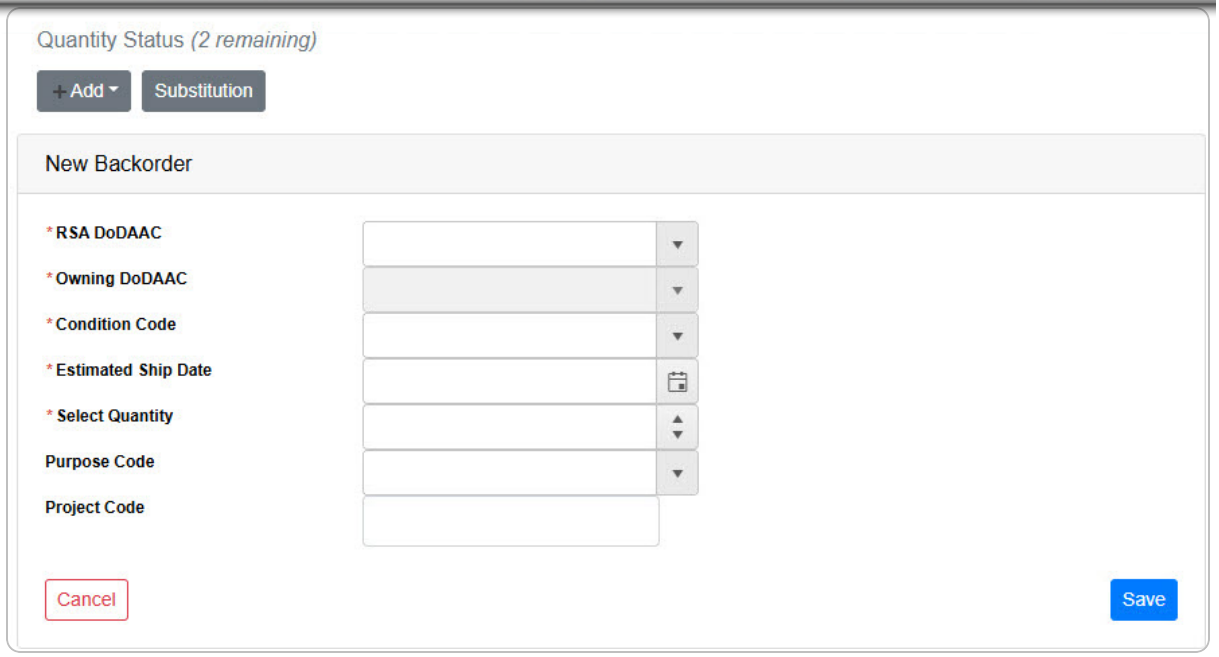
viii. *Verify the Purpose Code.*

ix. *Verify the Contract Number.*

x. *Verify the Available QTY.*

xi. Use to choose the Select Quantity.

II. And the **inventory comes from a Backorder**:



i. Use ▼ to select the RSA DoDAAC.

ii. Use ▼ to select the Owning DoDAAC.

iii. Use ▼ to select the Condition Code.

iv. Use 📅 to select the Estimated Ship Date, or enter the date (MM/DD/YYYY) in the field provided.

v. Use ▲▼ to choose the Select Quantity.

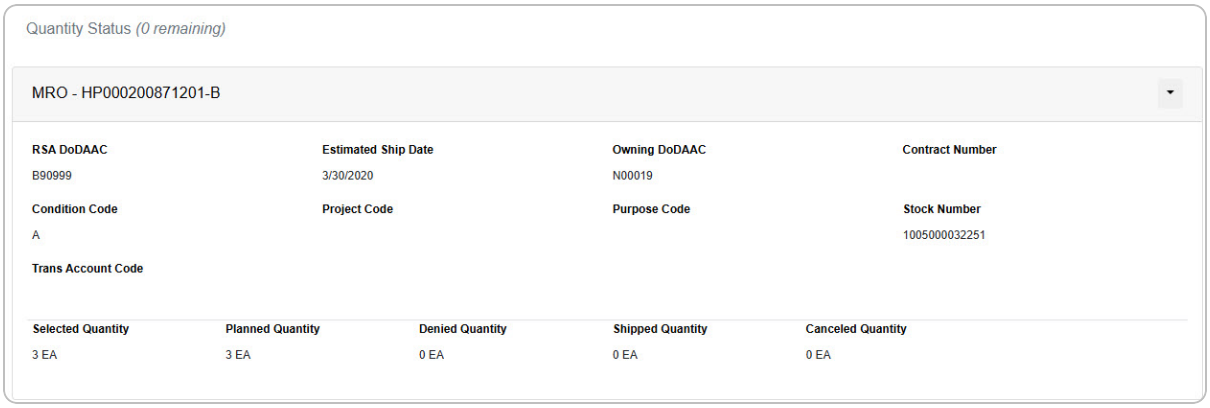
vi. Use ▼ to select the Purpose Code.

vii. Enter the Project Code in the field provided. *This is a 3 alphanumeric character field.*

viii. Select Save. *The Backorder saves, and the panel changes to show the information.*

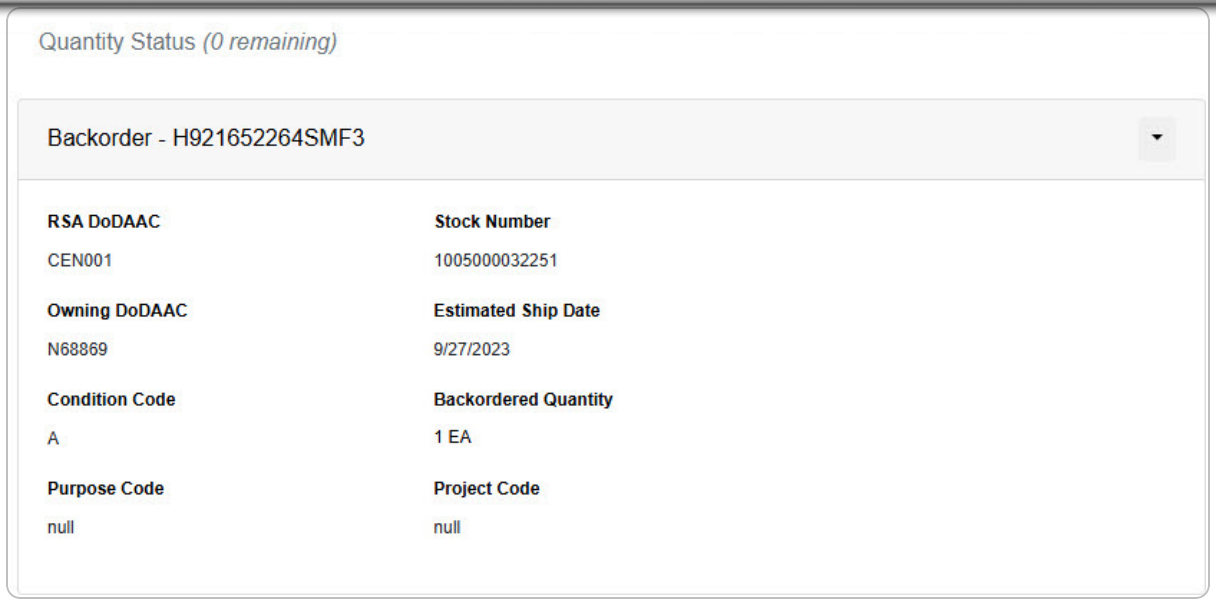
b. If the **Req Stage is In Progress**:

I. And the **requisition comes from an MRO**:



i. *Verify the RSA DoDAAC.*
ii. *Verify the Condition Code.*
iii. *Verify the TRANS Account Code.*
iv. *Verify the Estimated Ship Date.*
v. *Verify the Project Code.*
vi. *Verify the Owning DoDAAC.*
vii. *Verify the Purpose Code.*
viii. *Verify the Contract Number.*
ix. *Verify the Stock Number.*
x. *Verify the Selected Quantity.*
xi. *Verify the Planned Quantity.*
xii. *Verify the Denied Quantity.*
xiii. *Verify the Shipped Quantity.*
xiv. *Verify the Canceled Quantity.*

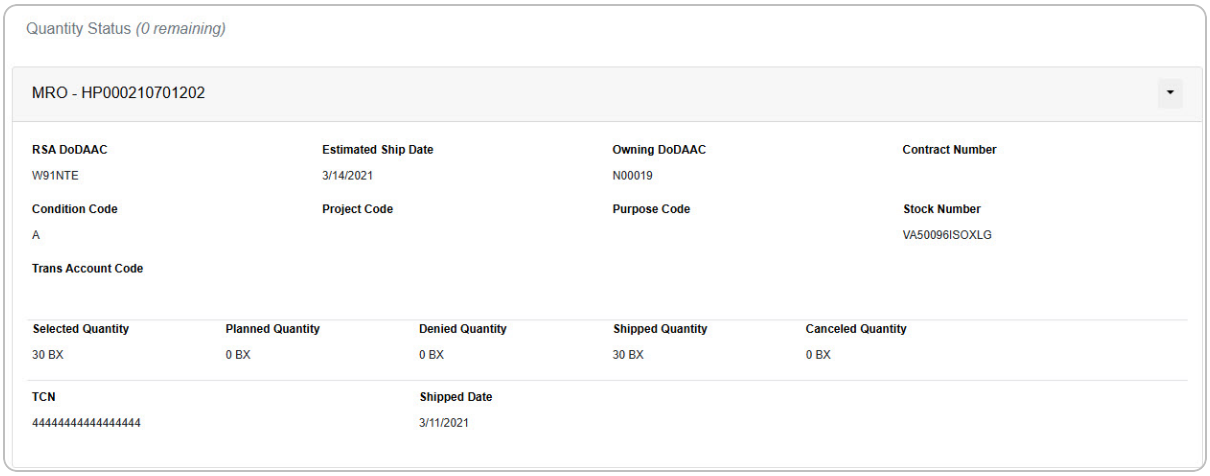
II. And the **requisition comes from a Backorder**:



i. *Verify the RSA DoDAAC.*
ii. *Verify the Owning DoDAAC.*
iii. *Verify the Condition Code.*
iv. *Verify the Purpose Code.*
v. *Verify the Stock Number.*
vi. *Verify the Estimated Ship Date.*
vii. *Verify the Backordered Quantity.*
viii. *Verify the Project Code.*

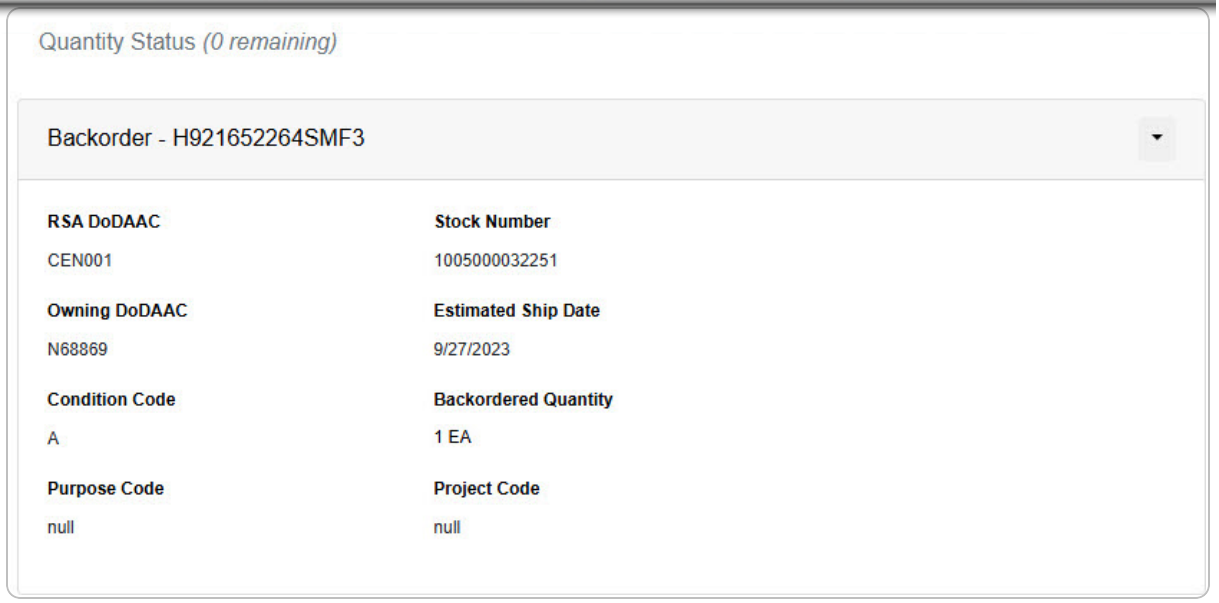
c. If the **Req Stage is Closed**:

I. And the **requisition comes from an MRO:**



i. *Verify the RSA DoDAAC.*
ii. *Verify the Owning DoDAAC.*
iii. *Verify the Project Code.*
iv. *Verify the Contract Number.*
v. *Verify the Estimated Ship Date.*
vi. *Verify the Condition Code.*
vii. *Verify the Selected Quantity.*
viii. *Verify the Stock Number.*
ix. *Verify the Planned Quantity.*
x. *Verify the Shipped Quantity.*
xi. *Verify the Denied Quantity.*
xii. *Verify the Canceled Quantity.*
xiii. *Verify the TCN.*
xiv. *Verify the Shipped Date.*

II. And the **requisition comes from a Backorder:**



i. *Verify the RSA DoDAAC.*
ii. *Verify the Owning DoDAAC.*
iii. *Verify the Condition Code.*
iv. *Verify the Purpose Code.*
v. *Verify the Stock Number.*
vi. *Verify the Estimated Ship Date.*
vii. *Verify the Backordered Quantity.*
viii. *Verify the Project Code.*

d. Select the **Item Identification panel**.

I. *Verify the CONTRACT NBR.*

II. *Verify the Contract Line Item NBR.*

III. *Verify the Color.*

e. Select the **Requirements panel**.

I. *Verify the Access Code.*

II. *Verify the Media & Status Code.*

III. *Verify the Signal Code.*

IV. *Verify the Project Code.*

V. *Verify the Purpose Code.*

VI. *Verify the Demand Code.*

VII. *Verify the Fund Code.*

VIII. *Verify the Reason Code.*

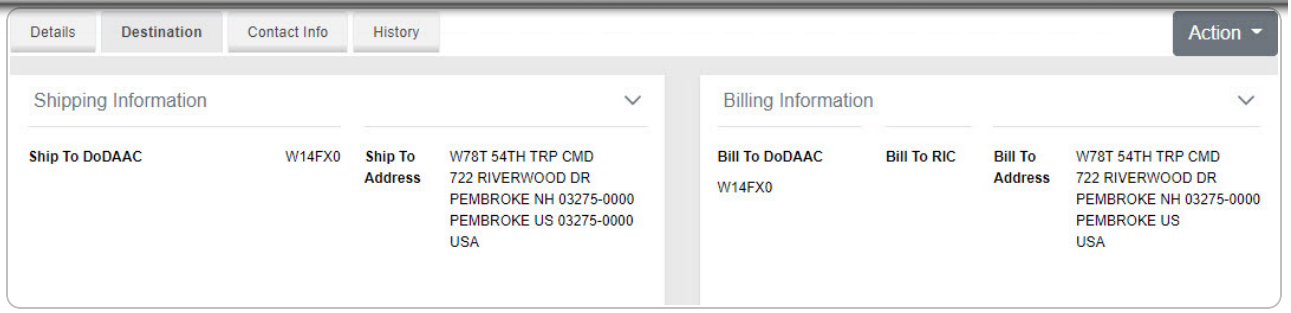
IX. *Verify the Special Requirements.*

X. *Verify the Order Instructions.*

XI. *Verify the Distribution Code.*

XII. *Verify the PMR Sent To.*

C. Select the **Destination tab**.



a. Select the **Shipping Information**.

I. *Verify the Ship To DoDAAC.*

II. *Verify the Ship To Address.*

b. Select the **Billing Information**.

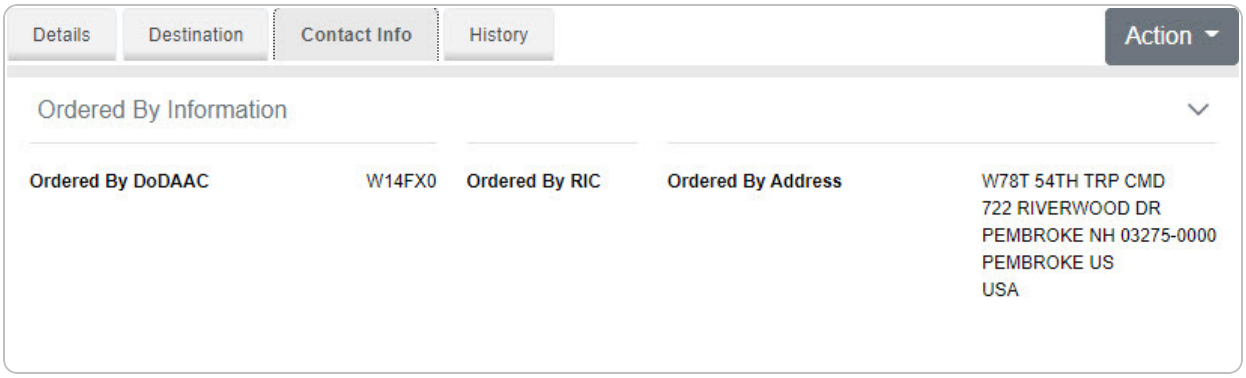
I. *Verify the Bill To DoDAAC.*

II. *Verify the Bill To RIC.*

III. *Verify the Bill To Address.*

D. Select the **Contact Info tab**.

a. Select the **Ordered By Information panel**.

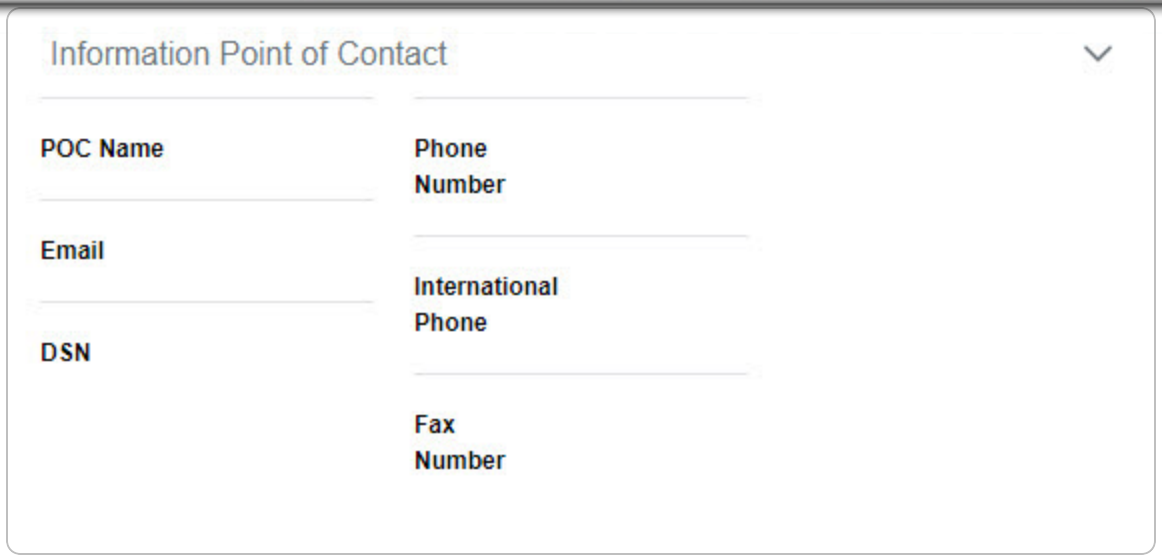


I. *Verify the Ordered By DoDAAC.*

II. *Verify the Ordered By RIC.*

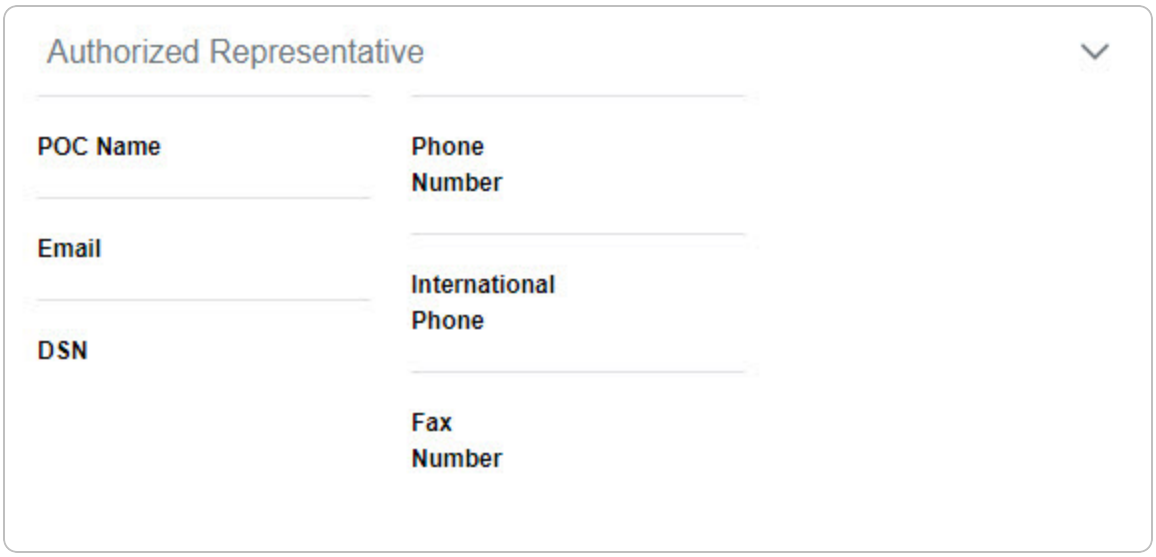
III. *Verify the Ordered By Address.*

b. Select the **Information Point of Contact panel**.



I. *Verify the POC Name.*
II. *Verify the EMAIL.*
III. *Verify the DSN.*
IV. *Verify the Phone Number.*
V. *Verify the International Phone.*
VI. *Verify the FAX NUMBER.*

c. Select the **Authorized Representative panel**.



I. *Verify the POC Name.*

II. *Verify the EMAIL.*

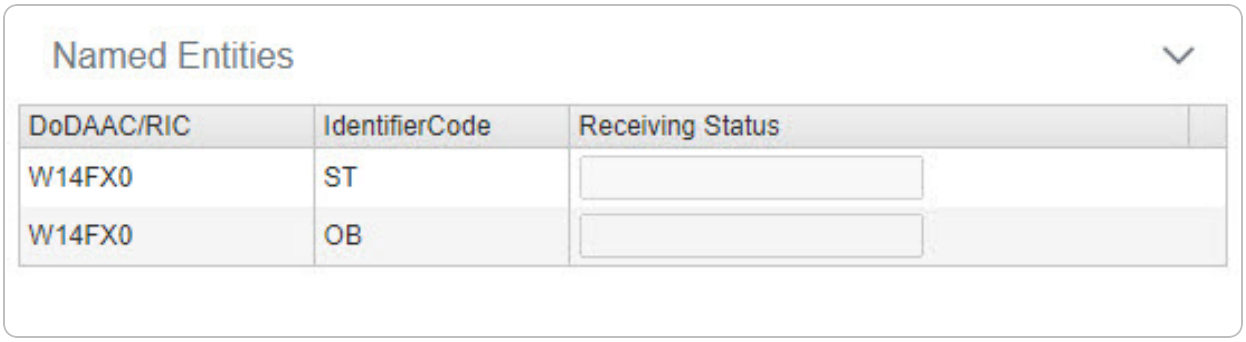
III. *Verify the DSN.*

IV. *Verify the Phone Number.*

V. *Verify the International Phone.*

VI. *Verify the FAX NUMBER.*

d. Select the **Named Entities panel**.

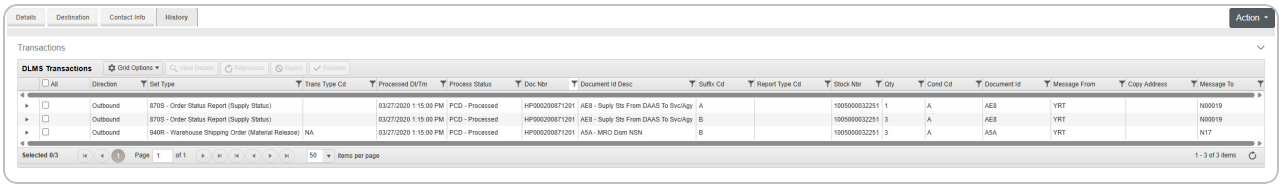


I. *Verify the DODAAC / RIC column.*

II. *Verify the Identifier Code column.*

III. *Verify the Receiving Status column.*

E. Select the **History tab**.



a. Review the Transactions grid.

I. Verify the Direction.

II. Verify the Set Type.

III. Verify the TRANS TYPE CD.

IV. Verify the Processed DT/TM.

V. Verify the Process Status.

VI. Verify the DOC NBR.

VII. Verify the Document IDDESC.

VIII. Verify the Suffix CD.

IX. *Verify the Report Type CD.*

X. *Verify the STOCK NBR.*

XI. *Verify the QTY.*

XII. *Verify the COND CD.*

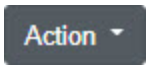
XIII. *Verify the Document ID.*

XIV. *Verify the Message From.*

XV. *Verify the Copy Address.*

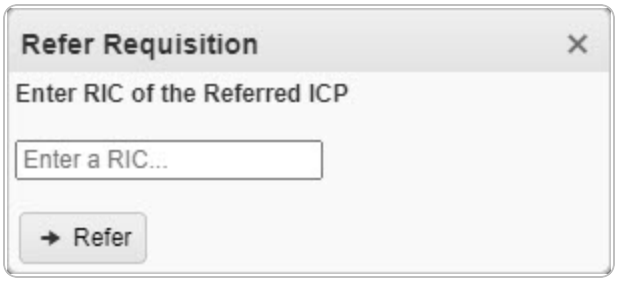
XVI. *Verify the Message To.*

F. Select the All Customer Requisitions hyperlink. *The **Review Customer Requisition** page closes and returns to the Customer Requisition page.*

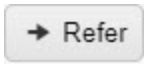
3. Select 

. *The Action dropdown appears.*

A. Choose **Refer Requisition**. *The **Refer Requisition** pop-up appears.*



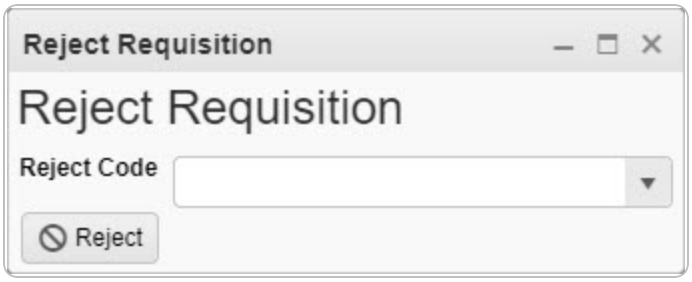
a. Enter the RIC in the field provided. *This is a 3 alphanumeric character field.*

b. Select 

. *The requisition is removed from this ICP and sent to the new ICP.*

OR

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



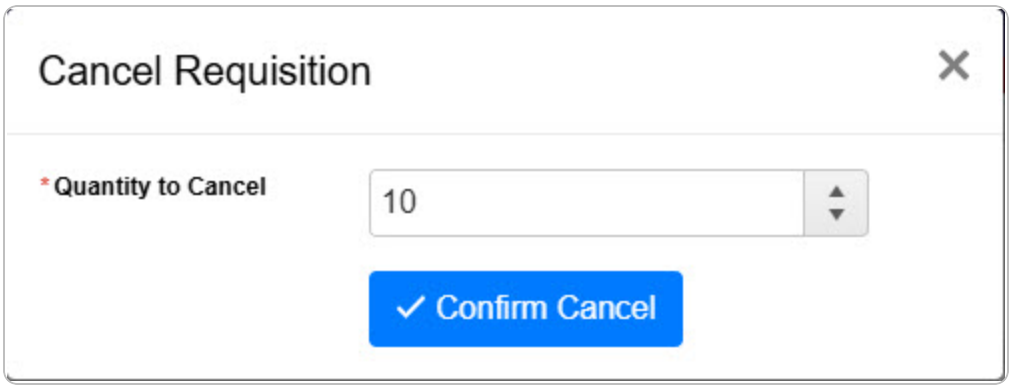
a. Use to select the Reject Code.

b. Select

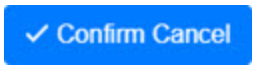
. *The requisition is changed to "Closed - Rejected".*

OR

C. Choose **Cancel Requisition**. *The **Cancel Requisition** pop-up appears.*



a. Use to choose the Quantity to Cancel.

b. Select 

. *The requisition is changed to "Closed - Canceled".*

Common Errors

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

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

Related Topics

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

Redistribution Order

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Redistribution Order process provides the ability to add or review any movement between Warehouses and/or RSAs.

Note

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

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

Navigation

MATERIEL MGMT > Redistribution Order > Redistribution Order page

Page Fields

The following fields display on the **Redistribution Order** 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.
540	Select "Review" to view the selected record.

Search Criteria Grid

Doc Nbr
Stock Nbr
Item Desc
LIN/TAMCN
Dt Received
Ship To
Reportable Commodity Type

Redistribution Order Grid

All
Status
Doc Nbr
Stock Nbr
Dt Received
Ship To
CICP/RSA Name ID
Qty
UOI
Reportable Commodity Type

Optional

State
Condition Code
Deliver Not Before Dt
Estabd By
Estbd Dt/Tm
LIN/TAMCN
Media Status Cd
Optional Shipping Address Used

Priority Designator
RDD
Signal Cd
Unit Price

Procedures

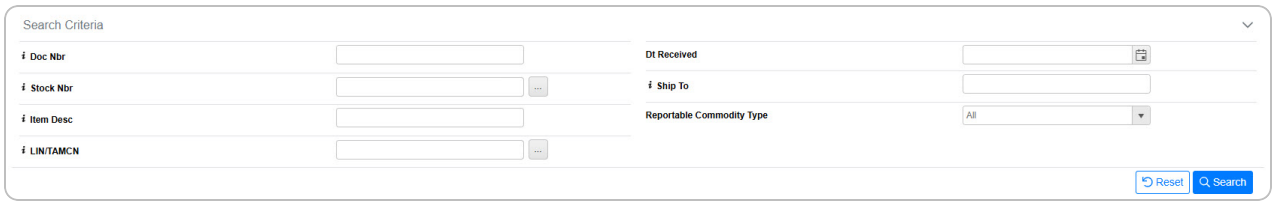
ELMS Navigation Helpful Tips

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

Search for a Redistribution Order

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

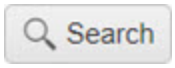


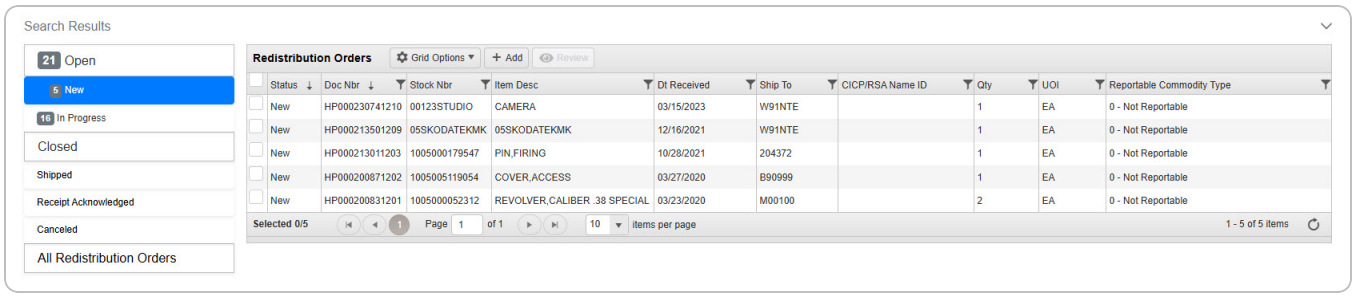
- Enter the DOC NBR, using i to assist with the entry. *This is a 15 alphanumeric character field.*
- Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  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.*

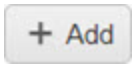
  Line Item Number / Table of Authorized Materiel Control Number Browse

- Use to select the DT Received, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the Ship To, using to assist with the entry. *This is a 6 alphanumeric character field.*
- Use to select the Reportable Commodity Type.

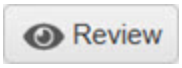
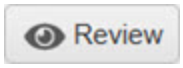
2. Select  . *The Redistribution Orders Search Results appear.*



Add a New Redistribution Order

Select  . *The **Add a Redistribution Order** page appears.*

Review Changes to a Redistribution Order

1. Click to select the desired entry. *The Redistribution Order is highlighted, and*  *becomes available.*
2. Select  . *The **Review a Redistribution Order** page appears.*

Common Errors

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

Error	Solution

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

Related Topics

- Add a Redistribution Order
- Review a Redistribution Order

Add a Redistribution Order

Overview

The Redistribution Order Add process provides the ability to create a new Redistribution Order.

Note

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

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

Navigation

MATERIEL MGMT > Redistribution Order > + Add > New Redistribution Order page

Page Fields

The following fields display on the **New Redistribution Order** 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	Use "Back" button to return to previous page.
486	Select the "Finish" button to complete the process and save all data.

Redistribution Details Tab

Ship To (DoDAAC) *
Owning ICP (DoDAAC)
Stock Nbr *
Select if providing a Shipping Address that differs from the Address on record
Address Line 1
Address Line 2
Address Line 3
City
State
Postal Code
Country

Order Information Tab

Doc Number
Status
Priority Designator *
Media & Status Code
Stock Nbr
Item Desc
Condition Code *
Signal Code
Quantity *
Unit Of Issue
Unit Price
Required Delivery Date *
Date Received *
Deliver Not Before Date
Order Instructions

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

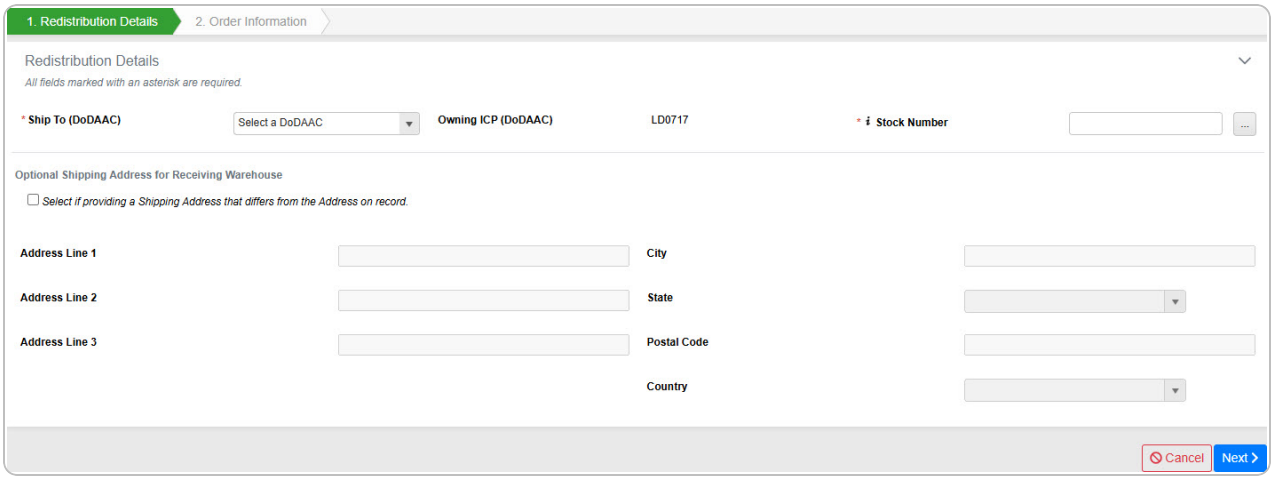
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Add a Redistribution Order

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

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

1. Select + Add. *The* ***New Redistribution Order*** *page displays.*
2. Select the Redistribution Details tab.



A. Use ▼ to select the Ship To (DoDAAC).

B. *The* OWNING *ICP (*DODAAC*) automatically populates and is not editable.*

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

Stock Number Browse

D. Click ☐ to select the Select if providing a Shipping Address that differs from the Address on record. *This makes the fields below editable.*

E. Enter the Address Line 1 in the field provided. *This is a 25 alphanumeric character field.*

F. Enter the Address Line 2 in the field provided. *This is a 25 alphanumeric character field.*

G. Enter the Address Line 3 in the field provided. *This is a 25 alphanumeric character field.*

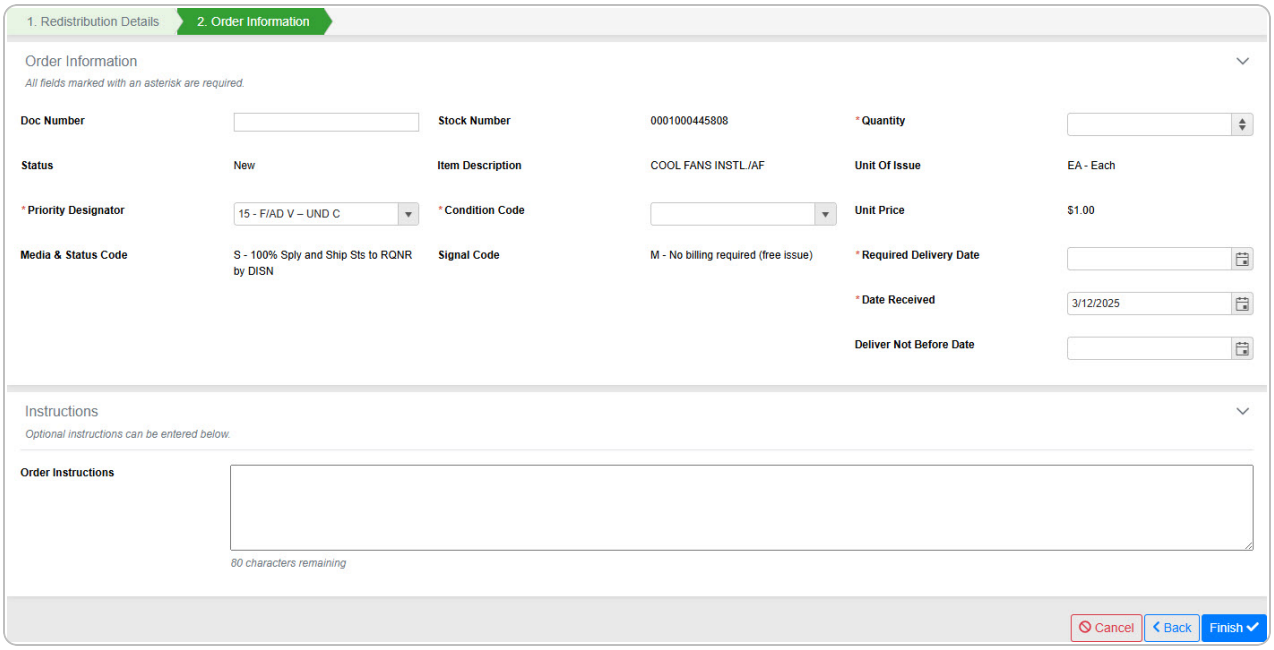
H. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

I. Use ▼ to select the State.

J. Enter the Postal Code in the field provided. *This is a 10 alphanumeric character field.*

K. Use ▼ to select the Country.

3. Select Next >. *The Order Information tab displays.*



A. Enter the DOC NUMBER in the field provided. *This is a 14 alphanumeric character field.*

B. *The Status automatically populates and is not editable.*

C. Use to select the Priority Designator.

D. *The Media & Status Code automatically populates and is not editable.*

E. *The Stock Number automatically populates and is not editable.*

F. *The Item Description automatically populates and is not editable.*

G. Use to select the Condition Code.

H. *The Signal Code automatically populates and is not editable.*

I. Use to choose the Quantity.

J. *The Unit of Issue automatically populates and is not editable.*

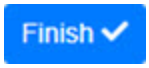
K. *The Unit Price automatically populates and is not editable.*

L. Use to select the Required Delivery Date, or enter the date (MM/DD/YYYY) in the field provided.

M. Use to select the Date Received, or enter the date (MM/DD/YYYY) in the field provided.

N. Use to select the Deliver Not Before Date, or enter the date (MM/DD/YYYY) in the field provided.

O. Enter the Order Instructions in the field provided. *This is an 80 alphanumeric character field.*

4. Select 

. *The **New Redistribution Order** page closes, and the new Redistribution Order is at the top of the Redistribution Orders 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.
13 — Mandatory Entry: *Ship To (DoDAAC)*.	
13 — Mandatory Entry: *Stock Nbr*.	
13 — Mandatory Entry: *Priority Designator*.	
13 — Mandatory Entry: *Condition Code*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Quantity*.	
13 — Mandatory Entry: *Required Delivery Date*.	
13 — Mandatory Entry: *Date Received*.	
14 — Doc Nbr already exists.	Invalid Entry. First Search for the Document Number. If it is not found, enter the number again.

18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date.

Related Topics

- Redistribution Order
- Review a Redistribution Order

Review a Redistribution Order

Overview

The Redistribution Order Review process provides the ability to review and approve a Redistribution Order.

Note

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

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

Navigation

MATERIEL MGMT > Redistribution Order > ☐ (desired record) > Review > Review Redistribution Order page

Page Fields

The following fields display on the **Review Redistribution Order** 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

Order Information

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

Quantity Status - New MRO

Select
RSA Name
RSA DoDAAC
RSA ID
Owning DoDAAC
Condition Code
Project Code
Purpose Code
Contract Number
Qty

Requirements

Advice Code
Media Status Code
Signal Code
Project Code
Purpose Code
Demand Code
Fund Code
Reason Code
Special Requirements
Order Instructions
Distribution Code
PMR Sent To

Shipping Information

Ship To (DoDAAC)
Ship To Address

History Tab

All
Direction
Set Type
Trans Type Cd
Processed Dt/Tm
Process Status
Doc Nbr
Document ID Desc
Suffix Cd
Report Type Cd
Stock Nbr
Qty
Cond Cd
Document ID
Message From
Copy Address
Message To

Optional

ICP
Materiel Management 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
Purpose Cd
Reject Advice
Retry Count
SCAC
Supply Status Cd
Shipment Reference Nbr
Signal Cd
Supplementary Address
TCN
Trans Set Sub-Type
UI

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

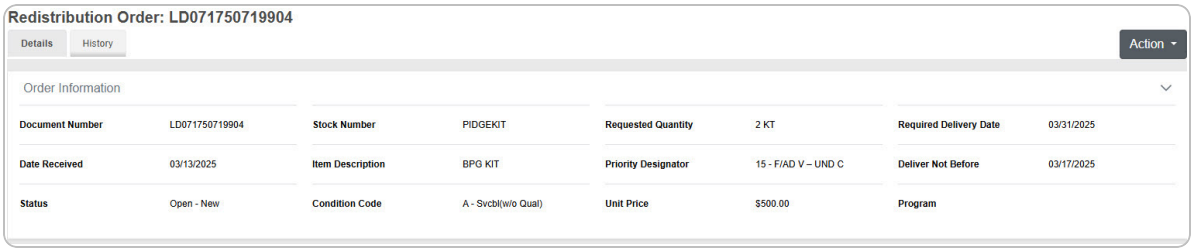
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Review the Redistribution Order

1. Click ☐ to select the desired entry. *The Redistribution Order is highlighted, and* Review *becomes available.*

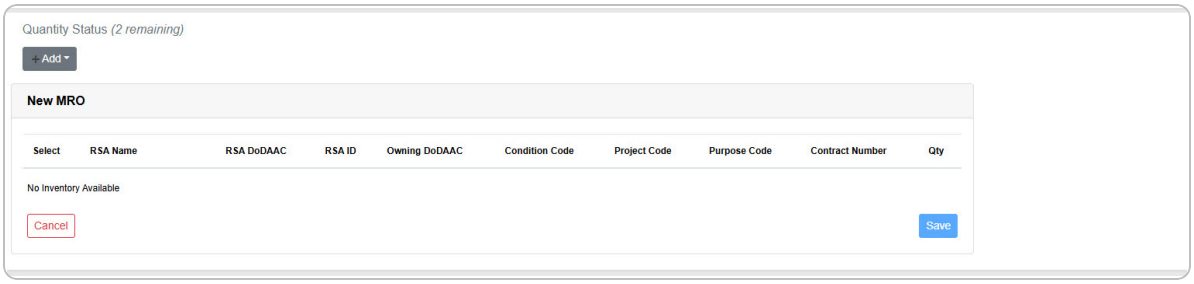
2. Select Review. *The **Review Redistribution Order** page displays, open to the Details tab.*

A. Review the Order Information.



a. *Verify the Document Number.*
b. *Verify the Date Received.*
c. *Verify the Status.*
d. *Verify the Stock Number.*
e. *Verify the Item Description.*
f. *Verify the Condition Code.*
g. *Verify the Requested Quantity.*
h. *Verify the Priority Designator.*
i. *Verify the Unit Price.*
j. *Verify the Required Delivery Date.*
k. *Verify the Deliver Not Before.*
l. *Verify the Program.*

B. Review the Quantity Status.



a. *Verify the Select.*
b. *Verify the RSA Name.*
c. *Verify the RSA DoDAAC.*

d. *Verify the RSA ID.*

e. *Verify the OWNING DODAAC.*

f. *Verify the Condition Code.*

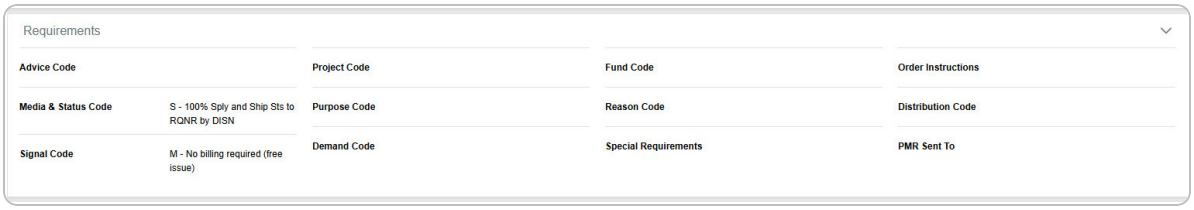
g. *Verify the Project Code.*

h. *Verify the Purpose Code.*

i. *Verify the Contract Number.*

j. *Verify the QTY.*

C. Review the Requirements.



a. *Verify the Advice Code.*

b. *Verify the Media & Status Code.*

c. *Verify the Signal Code.*

d. *Verify the Project Code.*

e. *Verify the Purpose Code.*

f. *Verify the Demand Code.*

g. *Verify the Fund Code.*

h. *Verify the Reason Code.*

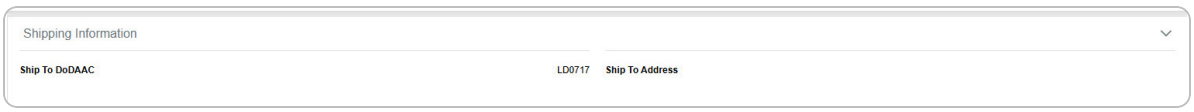
i. *Verify the Special Requirements.*

j. *Verify the Order Instructions.*

k. *Verify the Distribution Code.*

l. *Verify the PMR Sent To.*

D. Review the Shipping Information.

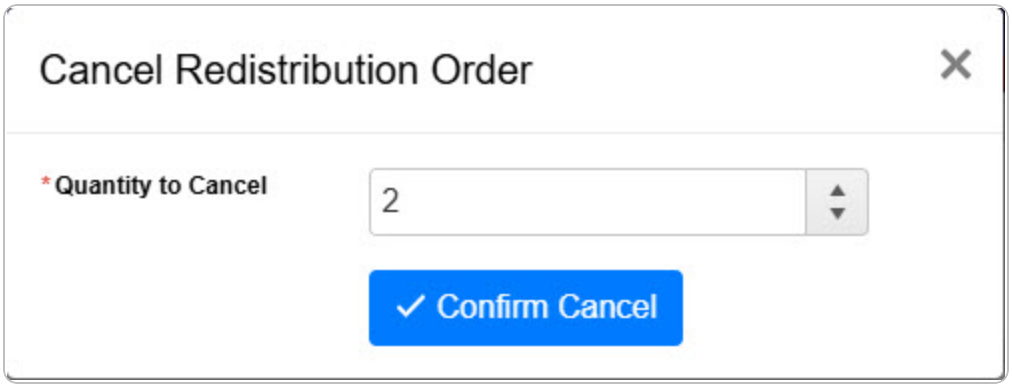


a. *Verify the Ship To DODAAC.*

b. *Verify the Ship To Address.*

E. Select Action. *The Action dropdown appears.*

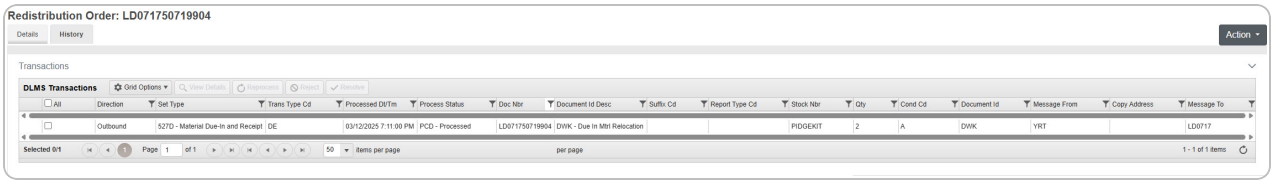
a. Choose **Cancel Requisition**. *The **Cancel Requisition** pop-up appears.*



I. Use ▲▼ to choose the Quantity to Cancel.

II. Select Confirm Cancel. *The redisreibution is changed to "Closed - Canceled".*

3. Select the History tab.



A. Review the Transactions grid.

a. Verify the Direction.

b. Verify the Set Type.

c. Verify the Trans Type Cd.

d. Verify the Processed Dt/Tm.

e. Verify the Process Status.

f. Verify the Doc Nbr.

g. Verify the Document Id Desc.

h. Verify the Suffix Cd.

i. Verify the Report Type Cd.

j. Verify the Stock Nbr.

k. *Verify the QTY.*

l. *Verify the COND CD.*

m. *Verify the Document ID.*

n. *Verify the Message From.*

o. *Verify the Copy Address.*

p. *Verify the Message To.*

4. Select the All Redistribution Orders hyperlink. *The **Review Redistribution Order** page closes and returns to the Redistribution Order page.*

Common Errors

The 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

- Redistribution Order
- Add a Redistribution Order

Disposal Release Order

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Disposal Release Order process provides the ability to move an ICP's materiel from the Warehouse to DLA for Disposal.

Note

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

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

Navigation

MATERIEL MGMT > Disposal Release Order > Disposal Release Order page

Page Fields

The following fields display on the **Disposal Release Order** 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.
540	Select "Review" to view the selected record.

Search Criteria Grid

Doc Nbr
Stock Nbr
Item Desc
LIN/TAMCN
Dt Received From
Dt Received To
Ship To
Reportable Commodity Type

Disposal Release Order Grid

All
Status
Doc Nbr
Stock Nbr
Item Desc
Ship To
CICP/RSA Name ID
Qty
UOI
Reportable Commodity Type
Dt Received

Optional

Condition Code
Deliver Not Before Dt
DEMIL Code
Disposal Auth Code
Estabd By
Estbd Dt/Tm

Last Updated By
Last Update Dt/Tm
LIN/TAMCN
Management Code
Media Status Cd
Optional Shipping Address Used
Priority Designator
RDD
Reason For Disposal
Signal Cd
Purpose Code
State
Unit Price
PMR RIC

Procedures

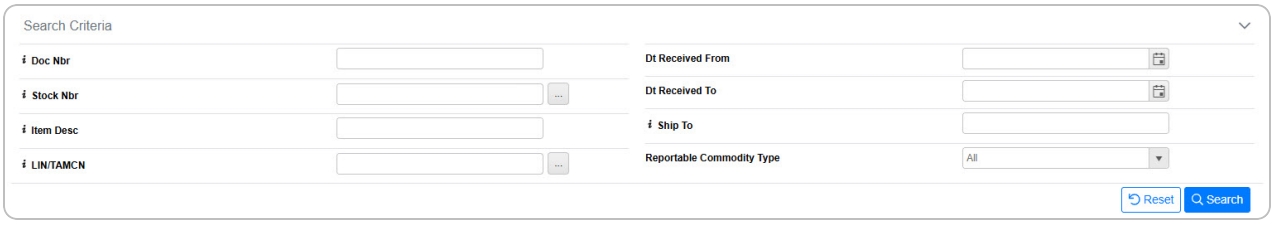
ELMS Navigation Helpful Tips

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

Search for a Disposal Release Order

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



- Enter the DOC NBR, using i to assist with the entry. *This is a 15 alphanumeric character field.*

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

  Stock Number Browse

- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*

- 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

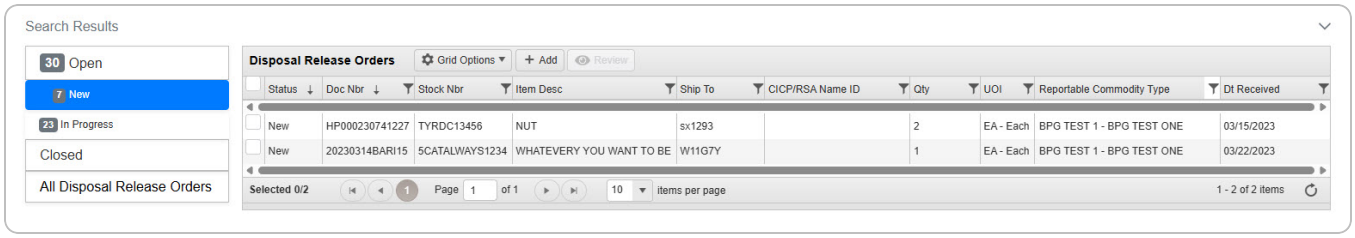
- Use to select the DT Received From, or enter the date (MM/DD/YYYY) in the field provided.

- Use to select the DT Received To, or enter the date (MM/DD/YYYY) in the field provided.

- Enter the Ship To, using to assist with the entry. *This is a 6 alphanumeric character field.*

- Use to select the Reportable Commodity Type.

2. Select Search. *The Disposal Release Orders Search Results appear.*



Add a New Disposal Release Order

Select + Add. *The **Add a Disposal Release Order** page appears.*

Review Changes to a Disposal Release Order

1. Click ☐ to select the desired entry. *The Redistribution Order is highlighted, and* Review *becomes available.*
2. Select Review. *The* ***Review a Disposal Release Order*** *page appears.*

Common Errors

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

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

Related Topics

- Add a Disposal Release Order
- Review a Disposal Release Order

Add a Disposal Release Order

Overview

The Disposal Release Order Add process provides the ability to create a new Redistribution Order.

Note

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

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

Navigation

MATERIEL MGMT > Disposal Release Order > + Add > New Disposal Release Order page

Page Fields

The following fields display on the **New Disposal Release Order** 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	Use "Back" button to return to previous page.
486	Select the "Finish" button to complete the process and save all data.

Disposal Release Order Details Tab

Ship To (DoDAAC) *
Owning ICP (DoDAAC)
Stock Nbr *
RSA Name / ID
Send 527D Due In to Ship to DoDAAC
Do Not Send 527D Due In
Send 527D Due In to PMR RIC
PMR RIC
Select if providing a Shipping Address that differs from the Address on record
Address Line 1
Address Line 2
Address Line 3
City
State
Postal Code
Country

Order Information Tab

Doc Number
Status
Priority Designator *
Stock Nbr
Item Desc
Condition Code *
Quantity *
Unit Of Issue
Unit Price
Required Delivery Date *
Date Received *
Deliver Not Before Date

Order Instructions

Disposal Release Codes Tab

Advice Code
Media & Status Code *
Signal Code *
Project Code
Purpose Code
Distribution Code
Demand Code *
Fund Code *
Reason Code
Reason For Disposal *
Management Code
Disposal Auth Code *
DEMIL Code

(*) Asterisk identifies mandatory fields.

Procedures

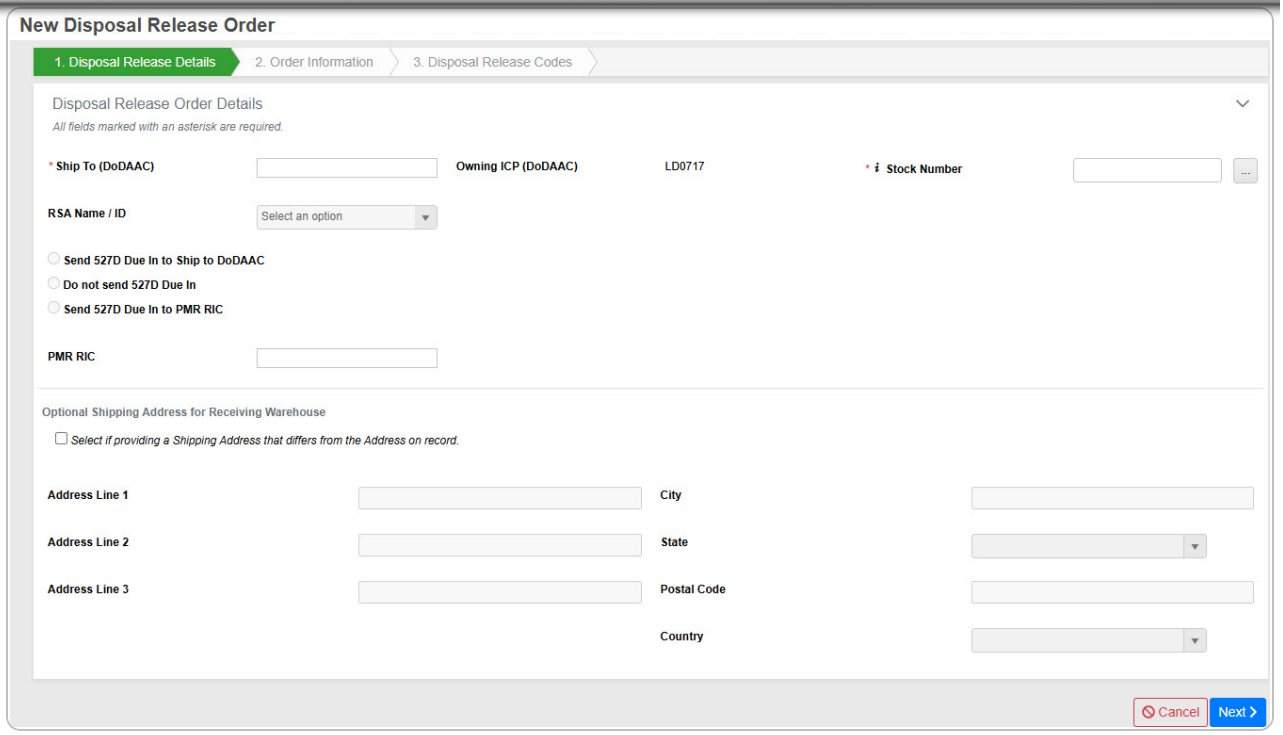
ELMS Navigation Helpful Tips

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

Add a Disposal Release Order

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

1. Select + Add. *The* ***New Disposal Release Order*** *page displays, open to the Disposal Release Details tab.*



A. Use ▼ to select the Ship To (DoDAAC).

B. *The OWNING ICP (DODAAC) automatically populates and is not editable.*

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

Stock Number Browse

D. Use ▼ to select the RSA Name / ID.

E. Click ☐ to select the Send 527D Due In to Ship to DODAAC. *This makes the 527D transaction send to the DODAAC of a ELMS Warehouse.*

F. Click ☐ to select the Do Not Send 527D Due In. *This makes the 527D transaction not send anywhere.*

G. Click ☐ to select the Send 527D Due In to PMR RIC. *This makes the 527D transaction send to the PMR RIC address.*

H. Enter the PMR RIC in the field provided. *This is a 3 alphanumeric character field.*

I. Click ☐ to select the Select if providing a Shipping Address that differs from the Address on record. *This makes the fields below editable.*

J. Enter the Address Line 1 in the field provided. *This is a 25 alphanumeric character field.*

K. Enter the Address Line 2 in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the Address Line 3 in the field provided. *This is a 25 alphanumeric character field.*

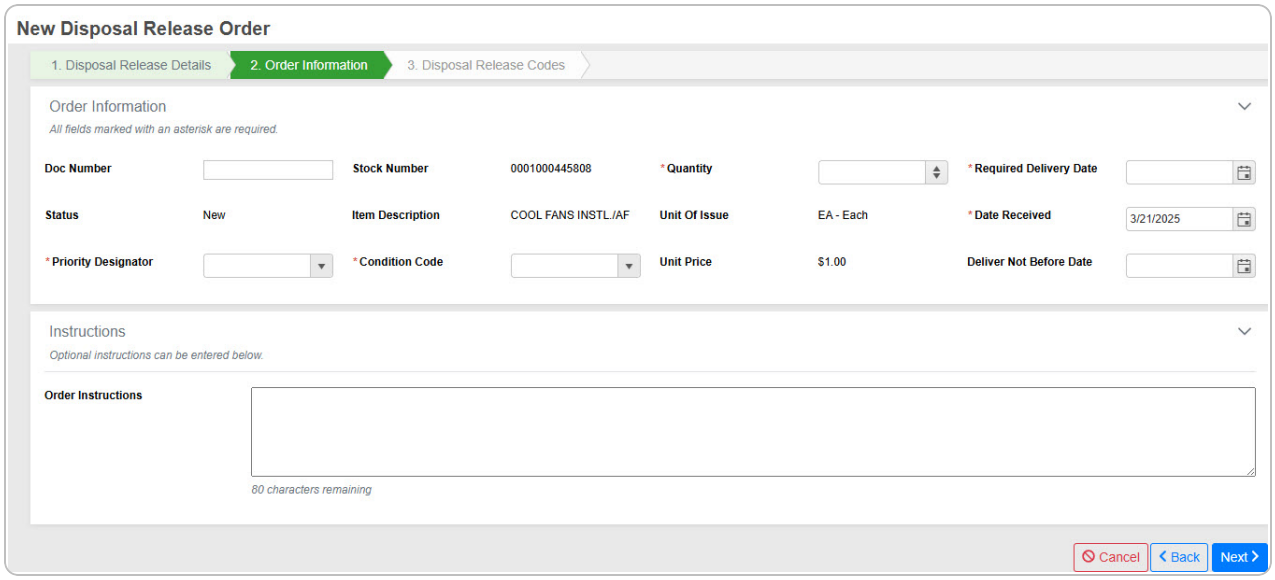
M. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

N. Use ▼ to select the State.

O. Enter the Postal Code in the field provided. *This is a 10 alphanumeric character field.*

P. Use ▼ to select the Country.

2. Select Next >. *The Order Information tab displays.*



A. Enter the DOC NUMBER in the field provided. *This is a 14 alphanumeric character field.*

B. *The Status automatically populates and is not editable.*

C. Use ▼ to select the Priority Designator.

D. *The Stock Number automatically populates and is not editable.*

E. *The Item Description automatically populates and is not editable.*

F. Use ▼ to select the Condition Code.

G. Use ▲▼ to choose the Quantity.

H. *The Unit of Issue automatically populates and is not editable.*

I. *The Unit Price automatically populates and is not editable.*

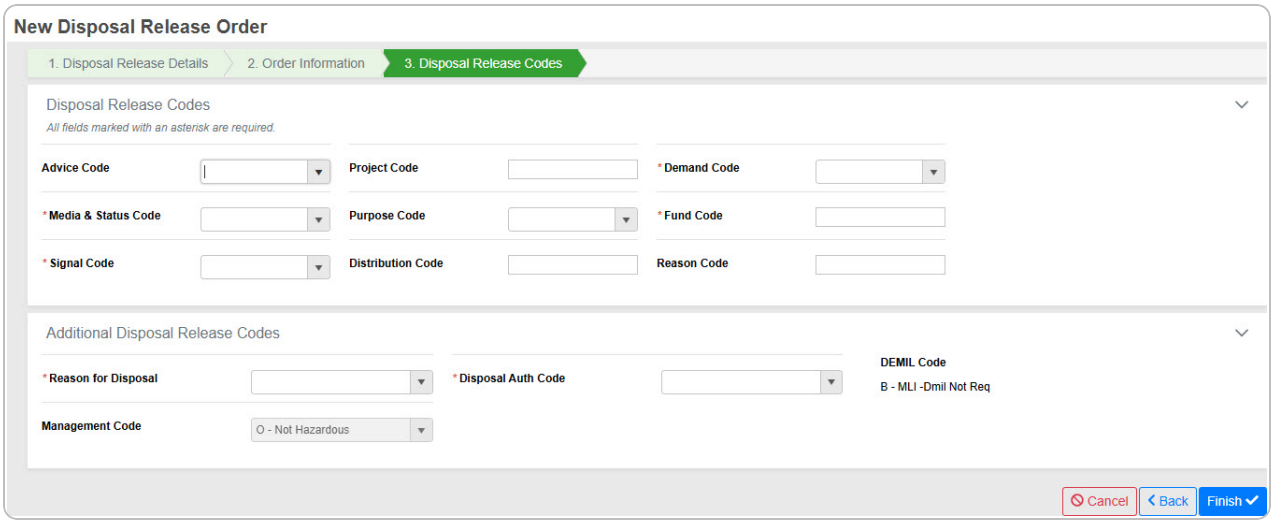
J. Use 📅 to select the Required Delivery Date, or enter the date (MM/DD/YYYY) in the field provided.

K. Use 📅 to select the Date Received, or enter the date (MM/DD/YYYY) in the field provided.

L. Use 📅 to select the Deliver Not Before Date, or enter the date (MM/DD/YYYY) in the field provided.

M. Enter the Order Instructions in the field provided. *This is an 80 alphanumeric character field.*

3. Select Next >. *The Disposal Release Codes tab displays.*



A. Use to select the Advice Code.

B. Use to select the Media & Status Code.

C. Use to select the Signal Code.

D. Enter the PROJECT CD in the field provided. *This is a 3 alphanumeric character field.*

E. Use to select the Purpose Code.

F. Enter the DISTRIBUTION CD in the field provided. *This is a 3 alphanumeric character field.*

G. Use to select the Demand Code.

H. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*

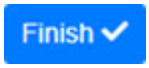
I. Enter the REASON CD in the field provided. *This is a 3 alphanumeric character field.*

J. Use to select the Reason for Disposal.

K. Use to select the Management Cd.

L. Use to select the Disposal Auth Code.

M. *The DEMIL CD automatically populates and is not editable.*

4. Select  . *The **New Disposal Release Order** page closes, and the new Disposal Release Order is at the top of the Disposal Release Orders 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	Invalid Entry. Results for the search criteria

search criteria or you do not have the appropriate security access.	entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *Ship To (DoDAAC)*.	
13 — Mandatory Entry: *Stock Nbr*.	
13 — Mandatory Entry: *Priority Designator*.	
13 — Mandatory Entry: *Condition Code*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Quantity*.	
13 — Mandatory Entry: *Required Delivery Date*.	
13 — Mandatory Entry: *Date Received*.	
14 — Doc Nbr already exists.	Invalid Entry. First Search for the Document Number. If it is not found, enter the number again.

2321 — The specified {0} does not match any known {1}.	Invalid Entry. The PMR RIC entered is not valid. Re-enter the RIC.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date.

Related Topics

- Disposal Release Order
- Review a Disposal Release Order

Review a Disposal Release Order

Overview

The Disposal Release Order Review process provides the ability to review and approve a Disposal Release Order.

Note

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

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

Navigation

MATERIEL MGMT > Disposal Release Order > ☐ (desired record) > Review > Review Disposal Release Order page

Page Fields

The following fields display on the **Review Disposal Release Order** 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

Order Information

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

Quantity Status - New MRO

RSA DoDAAC
Condition Code
Trans Account Code
Estimated Ship Date
Project Code
Owning DoDAAC
Purpose Code
Contract Number
Stock Number
Selected Quantity
Planned Quantity
Denied Quantity
Shipped Quantity
Canceled Quantity

Requirements

Advice Code
Media Status Code
Signal Code
Project Code
Purpose Code
Demand Code
Fund Code
Reason Code

Special Requirements
Order Instructions
Distribution Code
PMR Sent To

Additional DRO Requirements

Reason For Disposal
Disposal Auth Code
DEMIL Code
Management Code

Shipping Information

Ship To (DoDAAC)
Ship To Address

History Tab

All
Direction
Set Type
Trans Type Cd
Processed Dt/Tm
Process Status
Doc Nbr
Document ID Desc
Suffix Cd
Report Type Cd
Stock Nbr
Qty
Cond Cd
Document ID
Message From
Copy Address
Message To

Optional

ICP
Materiel Management 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
Purpose Cd
Reject Advice
Retry Count
SCAC
Supply Status Cd
Shipment Reference Nbr
Signal Cd
Supplementary Address
TCN
Trans Set Sub-Type
UI

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

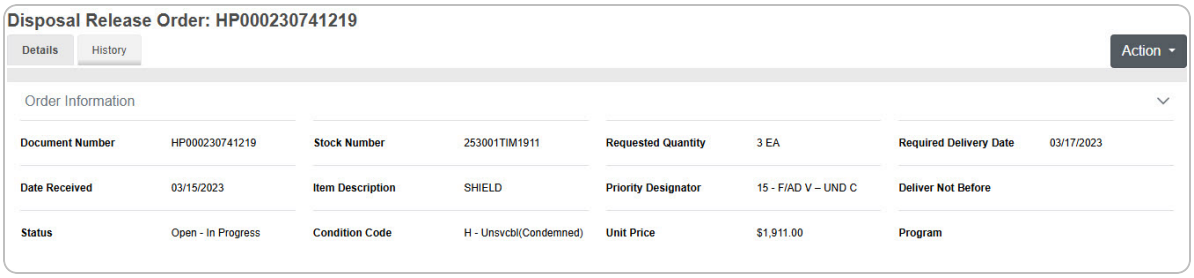
Review the Disposal Release Order

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

1. Click ☐ to select the desired entry. *The Disposal Release Order is highlighted, and* Review *becomes available.*

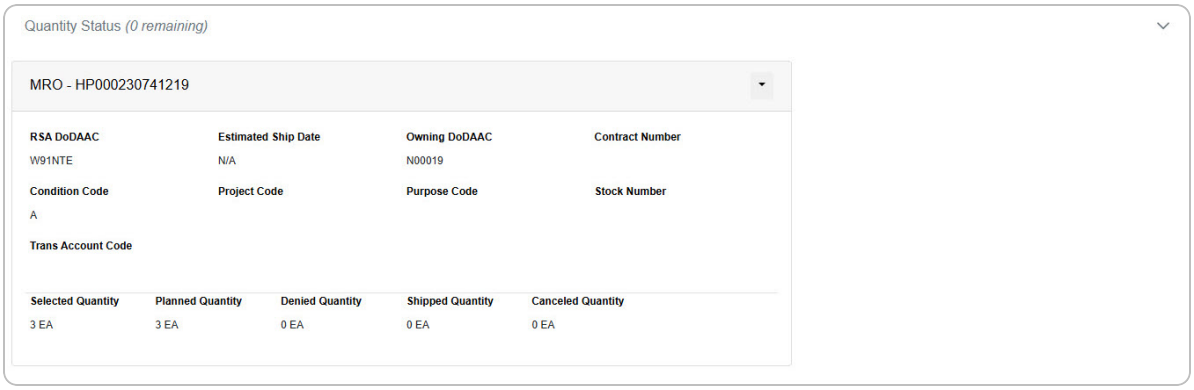
2. Select Review. *The* ***Review Disposal Release Order*** *page displays, open to the Details tab.*

   A. Review the Order Information.



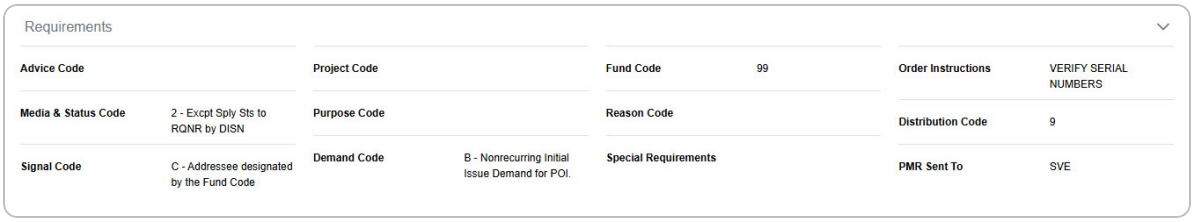
   a. *Verify the Document Number.*
   b. *Verify the Date Received.*
   c. *Verify the Status.*
   d. *Verify the Stock Number.*
   e. *Verify the Item Description.*
   f. *Verify the Condition Code.*
   g. *Verify the Requested Quantity.*
   h. *Verify the Priority Designator.*
   i. *Verify the Unit Price.*
   j. *Verify the Required Delivery Date.*
   k. *Verify the Deliver Not Before.*
   l. *Verify the Program.*

B. Review the Quantity Status.



a. *Verify the RSA DoDAAC.*
b. *Verify the Condition Code.*
c. *Verify the TRANS Account Code.*
d. *Verify the Estimated Ship Date.*
e. *Verify the Project Code.*
f. *Verify the OWNING DoDAAC.*
g. *Verify the Purpose Code.*
h. *Verify the Contract Number.*
i. *Verify the Stock Number.*
j. *Verify the Selected Quantity.*
k. *Verify the Planned Quantity.*
l. *Verify the Denied Quantity.*
m. *Verify the Shipped Quantity.*
n. *Verify the Canceled Quantity.*

C. Review the Requirements.



a. *Verify the Advice Code.*
b. *Verify the Media & Status Code.*

c. *Verify the Signal Code.*

d. *Verify the Project Code.*

e. *Verify the Purpose Code.*

f. *Verify the Demand Code.*

g. *Verify the Fund Code.*

h. *Verify the Reason Code.*

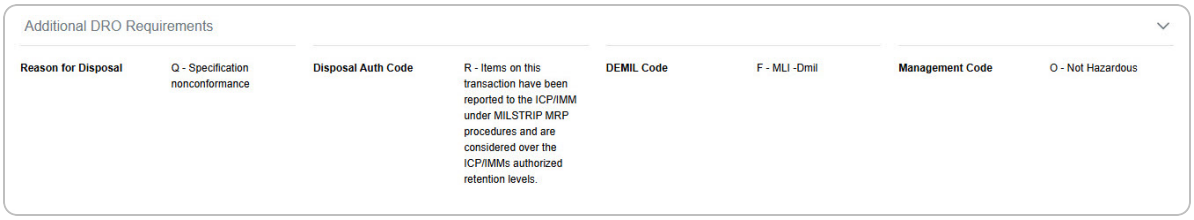
i. *Verify the Special Requirements.*

j. *Verify the Order Instructions.*

k. *Verify the Distribution Code.*

l. *Verify the PMR Sent To.*

D. Review the Additional DRO Requirements.



a. Verify the Reason for Disposal.

b. Verify the Disposal AUTH Code.

c. Verify the DEMIL CODE.

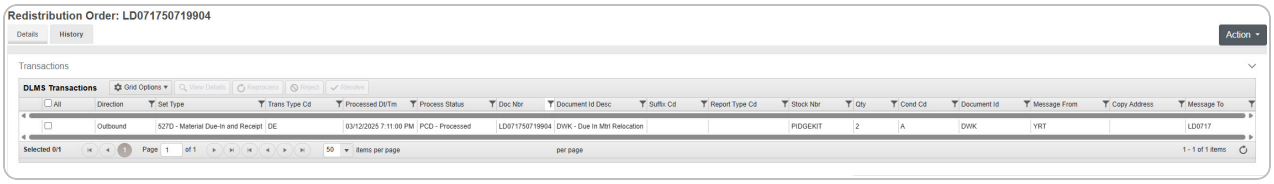
d. Verify the Management Code.

E. Review the Shipping Information.

a. *Verify the Ship To DODAAC.*

b. *Verify the Ship To Address.*

3. Select the History tab.



A. Review the Transactions grid.

a. Verify the Direction.

b. Verify the Set Type.

c. Verify the TRANS TYPE CD.

d. Verify the Processed DT/TM.

e. Verify the Process Status.

f. Verify the DOC NBR.

g. Verify the Document ID DESC.

h. Verify the Suffix CD.

i. Verify the Report Type CD.

j. Verify the STOCK NBR.

k. Verify the QTY.

l. Verify the COND CD.

m. Verify the Document ID.

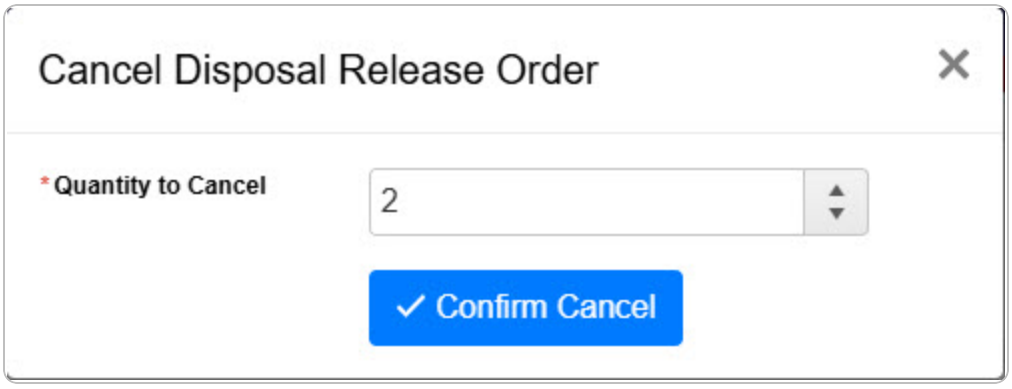
n. Verify the Message From.

o. Verify the Copy Address.

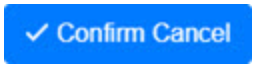
p. Verify the Message To.

4. Select Action. *The Action dropdown appears.*

a. Choose **Cancel Disposal Release Order**. *The **Cancel Disposal Release Order** pop-up appears.*



I. Use to choose the Quantity to Cancel.

II. Select 

. *The release order is changed to "Closed - Canceled".*

5. Select the All Disposal Release Orders hyperlink. *The **Review Disposal Release Order** page closes and returns to the Disposal Release Order page.*

Common Errors

The 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

- Disposal Release Order
- Add a Disposal Release Order

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 ware-house 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 fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

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

Navigation

MATERIEL MGMT > Physical Inventory > Physical Inventory page

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Search Criteria

Physical Inv Nbr
Inv Segment Cd
RSA
Release Dt From
As of Dt From
Purpose Code
Status
Stock Nbr
Condition Cd
Release Dt To
As of Dt To

Physical Inventory Grid

All
Physical Inv Nbr
Status
Inv Segment Cd
Release Dt
As Of Dt
Due Dt

Optional

Purpose Cd
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

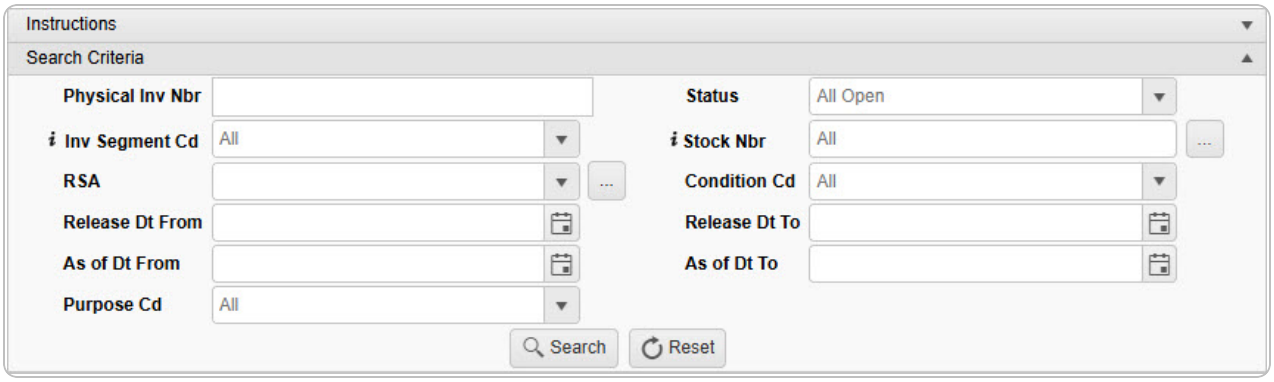
ELMS Navigation Helpful Tips

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



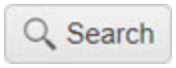
- Enter the Physical INV NBR in the field provided. *This is 25 alphanumeric character field.*
- Use i or ▼ to select the Inv Segment Cd.
- Use ▼ to select the RSA, or use ... to browse for the entry. *This is a 1024 alpha-numeric character field.*

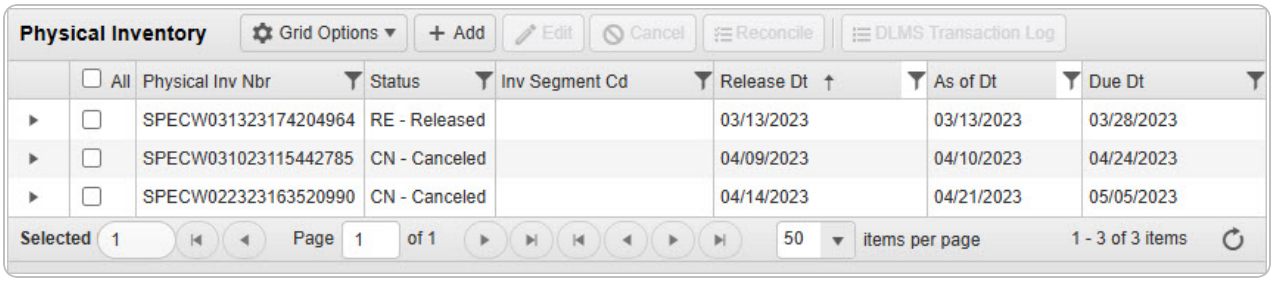
Remote Storage Activity Browse

- Use to select the RELEASE DT From, 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 Purpose Code.
- Use to select the Status.
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

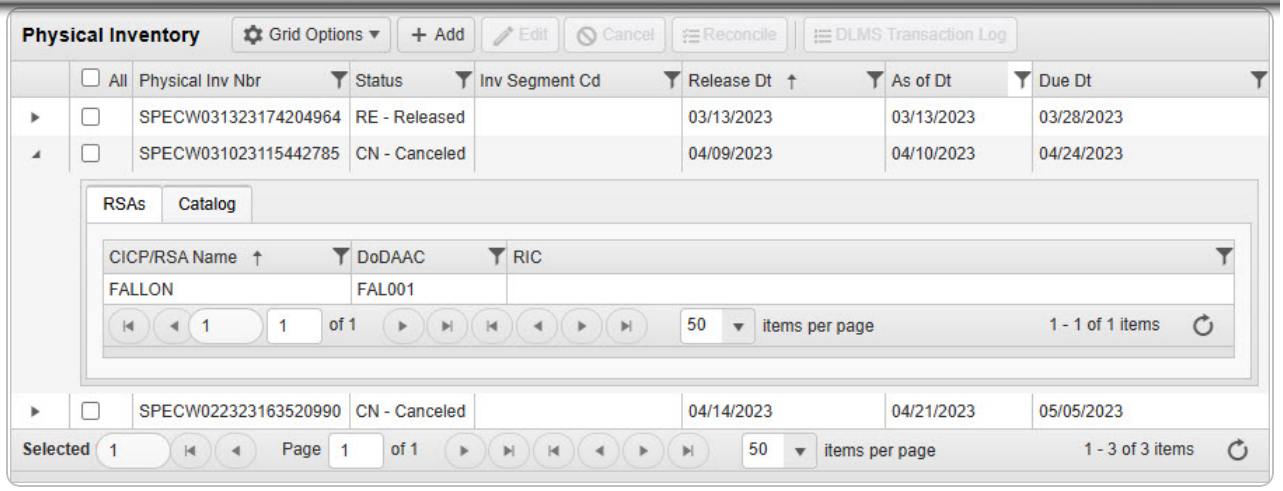
Stock Number Browse

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

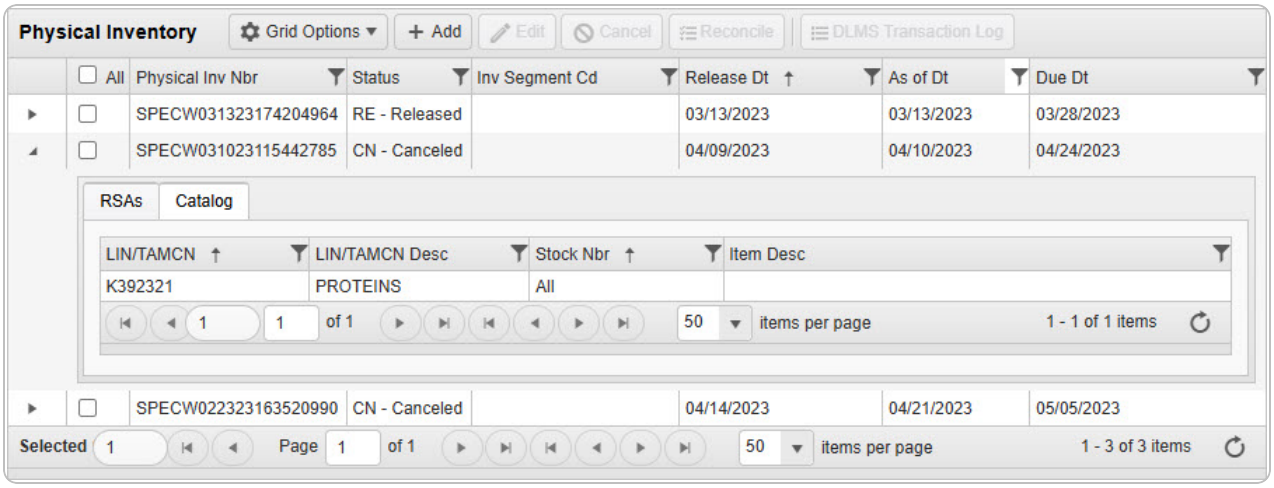
2. Select  . *The results appear in the Physical Inventory Results Grid.*



3. Select . *The Details grid appears, open to the RSAs tab.*



4. Select the Catalog tab. *The Details grid changes to the Catalog tab.*



Add a Physical Inventory

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

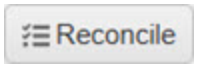
Update a Physical Inventory

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

Cancel a Physical Inventory

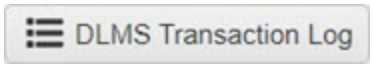
Select Cancel. *The **Cancel a Physical Inventory** pop-up window appears.*

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 > Add Physical Inventory pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Add Physical Inventory

Inventory Type Tab

Inv Mode *

Inv Release Type *
Release Dt
As Of Dt
Due Dt
Purpose Cd

RSA / Catalog Tab

Inventory Segment Code

RSA
Inv Segment Cd

Stock Number

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

Serial Nbr

RSA

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

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

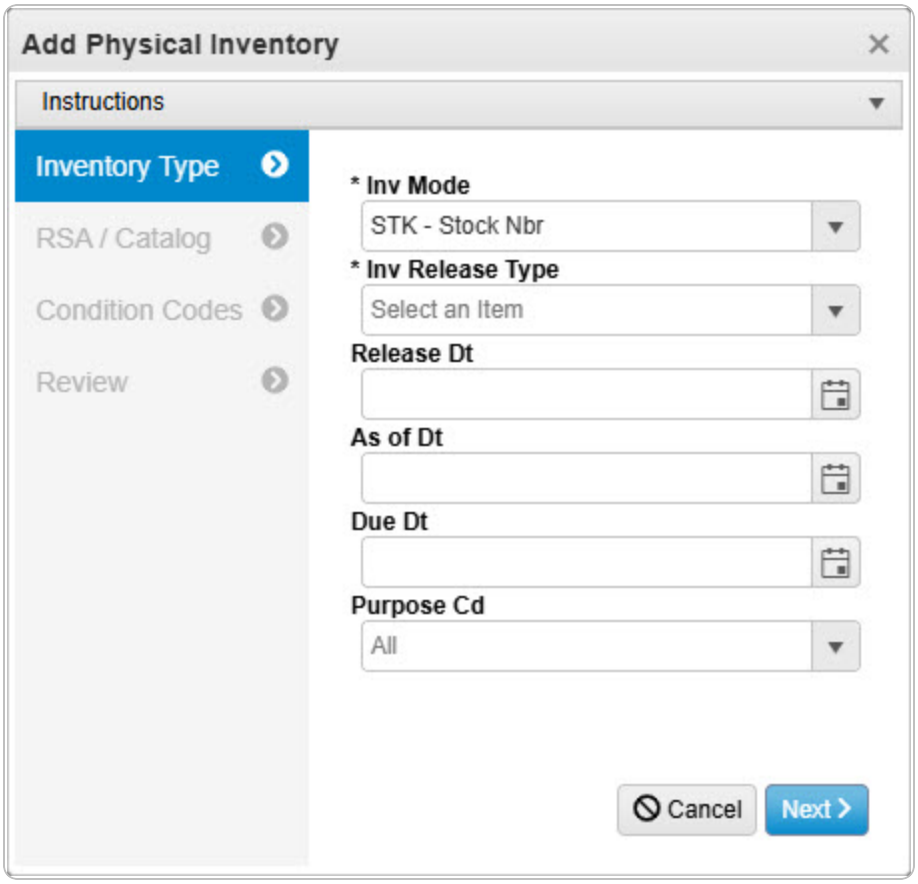
ELMS Navigation Helpful Tips

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

Add a Physical Inventory

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

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



2. Use ▼ to select the Inv Mode.

3. Use ▼ to select the Inv Release Type.

- **PLN - Planned Only**

A. Use 📅 to select the RELEASE DT, or enter the date (MM/DD/YYYY) in the field provided.

B. Use 📅 to select the AS OF DT, or enter the date (MM/DD/YYYY) in the field provided.

C. Use to select the DUE DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Use to select the Purpose Code.

- **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.

D. Use to select the Purpose Code.

- **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.

D. Use to select the Purpose Code.

- **IRL - Immediate Release**

A. *The RELEASE DT automatically populates and is not editable.*

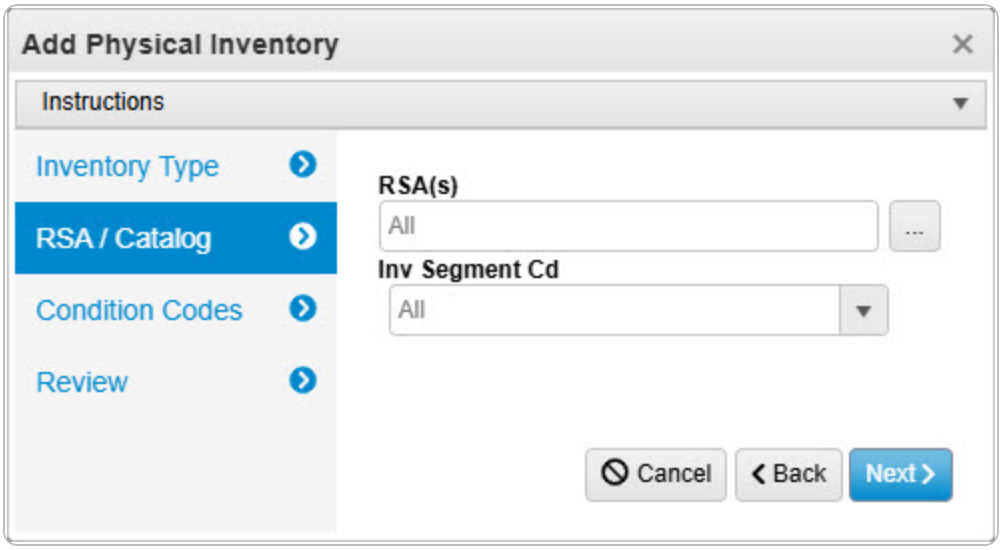
B. Update the AS OF DT, using or entering the date (MM/DD/YYYY) in the field provided.

C. Update the DUE DT, using or entering the date (MM/DD/YYYY) in the field provided.

D. Use to select the Purpose Code.

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

- **For SEG - Inv Segment Cd:**

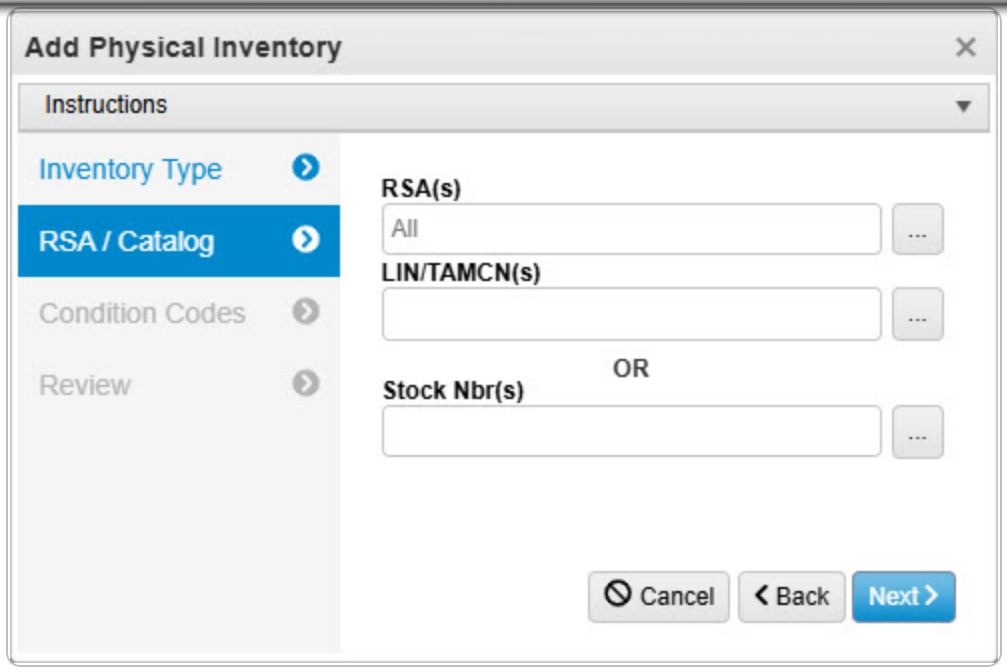


A. Select the RSA field to choose the facility from the list, or use ... to browse for the entry.

Remote Storage Activity Browse

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

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

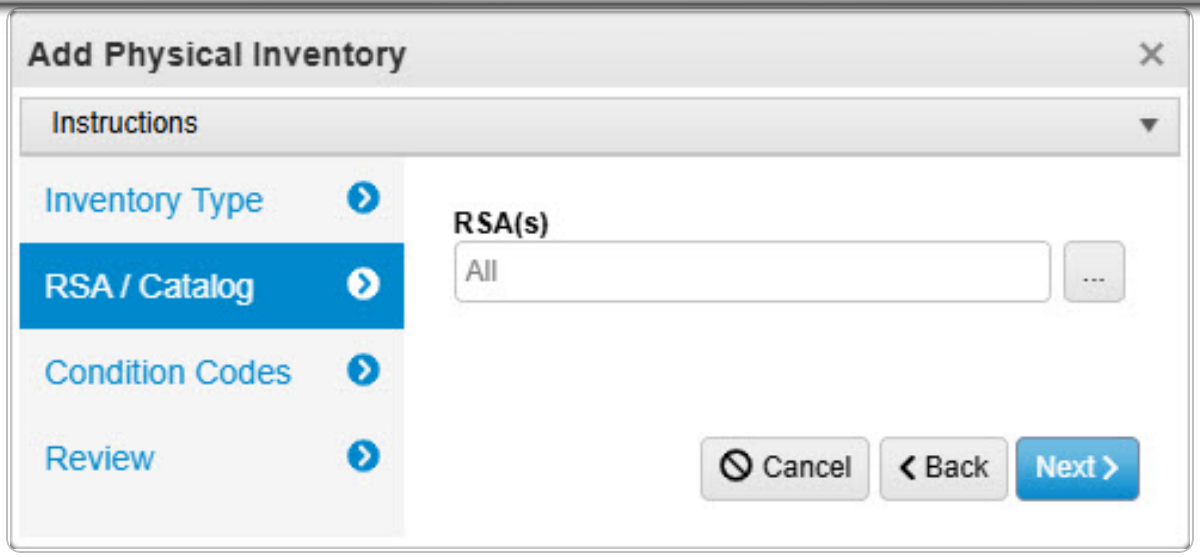
B.

OR

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

Stock Number Browse

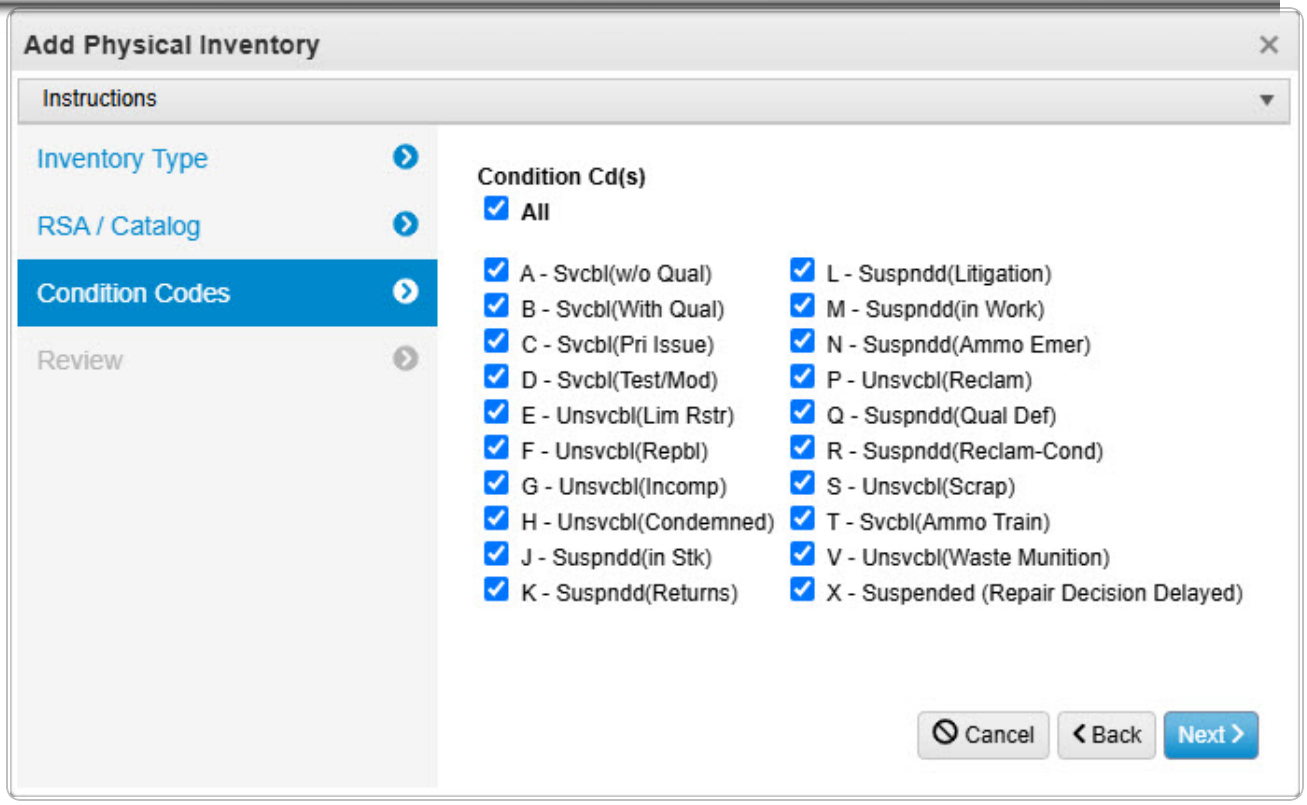
- **For SER - Serial Number:**



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

Remote Storage Activity Browse

5. Select Next. *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 ☐.)*

D. Verify the C — SVCBL (PRI ISSUE) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

E. Verify the D — SVCBL (TEST/MOD) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

F. Verify the E — UNSVCBL (LIM RSTR) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

G. Verify the F — UNSVCBL (REPBL) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

H. Verify the G — UNSVCBL (INCOMP) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

I. Verify the H — UNSVCBL (CONDEMNED) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

J. Verify the J — SUSPNDD (IN STK) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

K. Verify the K — SUSPNDD (RETURNS) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

L. Verify the L — SUSPNDD (LITIGATION) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

M. Verify the M — SUSPNDD (IN WORK) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

N. Verify the N — SUSPNDD (AMMO EMER) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

O. Verify the P — UNSVCBL (RECLAM) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

P. Verify the Q — SUSPNDD (QUAL DEF) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

Q. Verify the R — SUSPNDD (RECLAM-COND) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

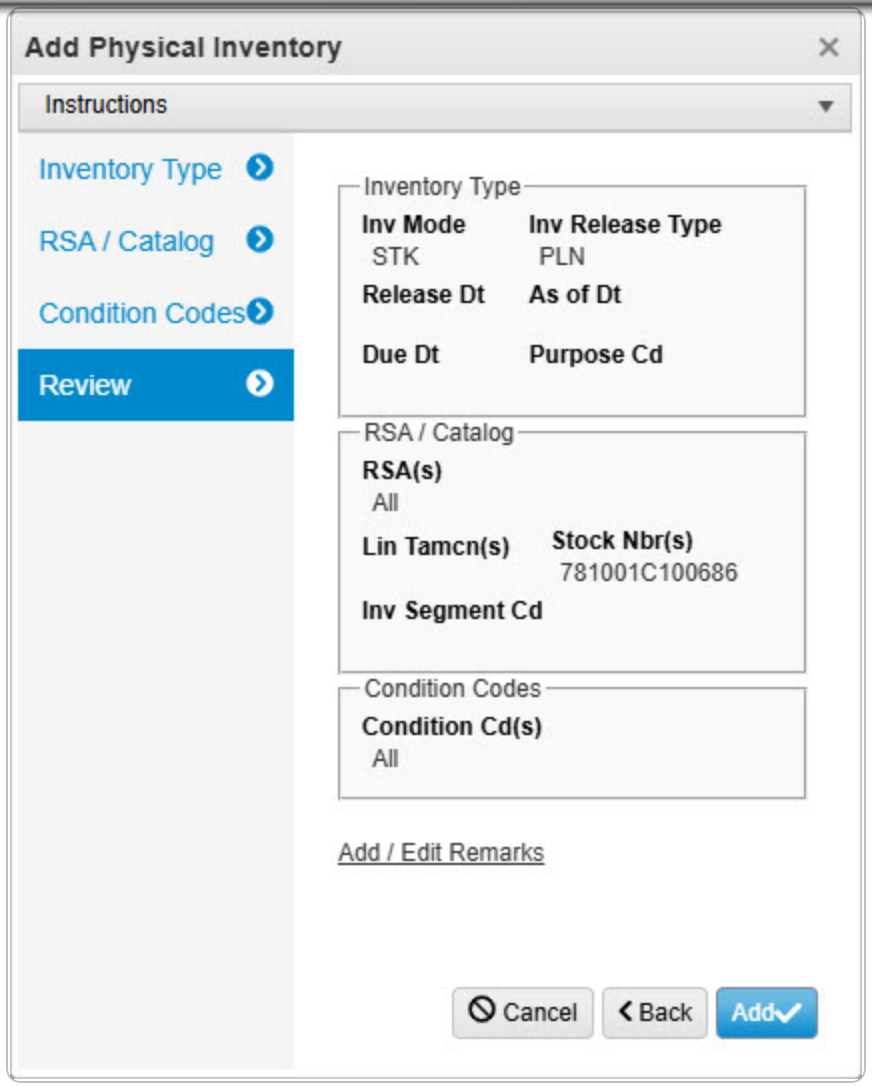
R. Verify the S — UNSVCBL (SCRAP) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

S. Verify the T — SVCBL (AMMO TRAIN) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

T. Verify the V — UNSVCBL (WASTE MUNITION) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

U. Verify the X — SUSPNDD (REP DEC DEL) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

6. Select Next >. *The Review tab appears.*



- *Verify the fields in the Inventory Type panel are correct.*
  - *Verify the INV Mode.*
  - *Verify the RELEASE DT.*
  - *Verify the DUE DT.*
  - *Verify the INV Release Type.*
  - *Verify the AS OF DT.*
  - *Verify the Purpose CD.*
- *Verify the fields in the RSA / Catalog panel are correct.*

- *Verify the RSA(s).*
- *Verify the LIN/TAMCN(s).*
- *Verify the INV SEGMENT CD.*
- *Verify the STOCK NBR(s).*

- *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, 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-

length of 256.	hibited.
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.
xxxx — No Stock Nbrs to inventory.	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.
xxxx — As Of Dt must be greater than Release Dt.	Invalid Date Entry. The Release Dt must be before the As Of Dt. Re-enter the date.
xxxx — Release Dt must be x days greater than current date.	Invalid Date Entry. Today must be before the Release Dt. Re-enter the date.
xxxx — Due Dt must be x days greater than Release Dt.	Invalid Date Entry. The Release Dt must be a certain number of days before the Due Dt. Re-enter the date.
xxxx — Due Dt must be greater than the As Of Dt.	Invalid Date Entry. The As Of Dt must be before the Due Dt. Re-enter the date.
xxxx - Either Stock Nbrs, LIN/TAMCNs, Segment Code, or End of Day/Month must be specified, and only	Missing Entry. These fields are conditionally mandatory. Enter one of the requested items.

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

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

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

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

Navigation

MATERIEL MGMT > Physical Inventory > ☐ (desired record) > Edit > 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
Purpose Cd

RSA / Catalog Tab

Inventory Segment Code

RSA
Inv Segment Cd

Stock Number

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

Serial Nbr

RSA

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

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

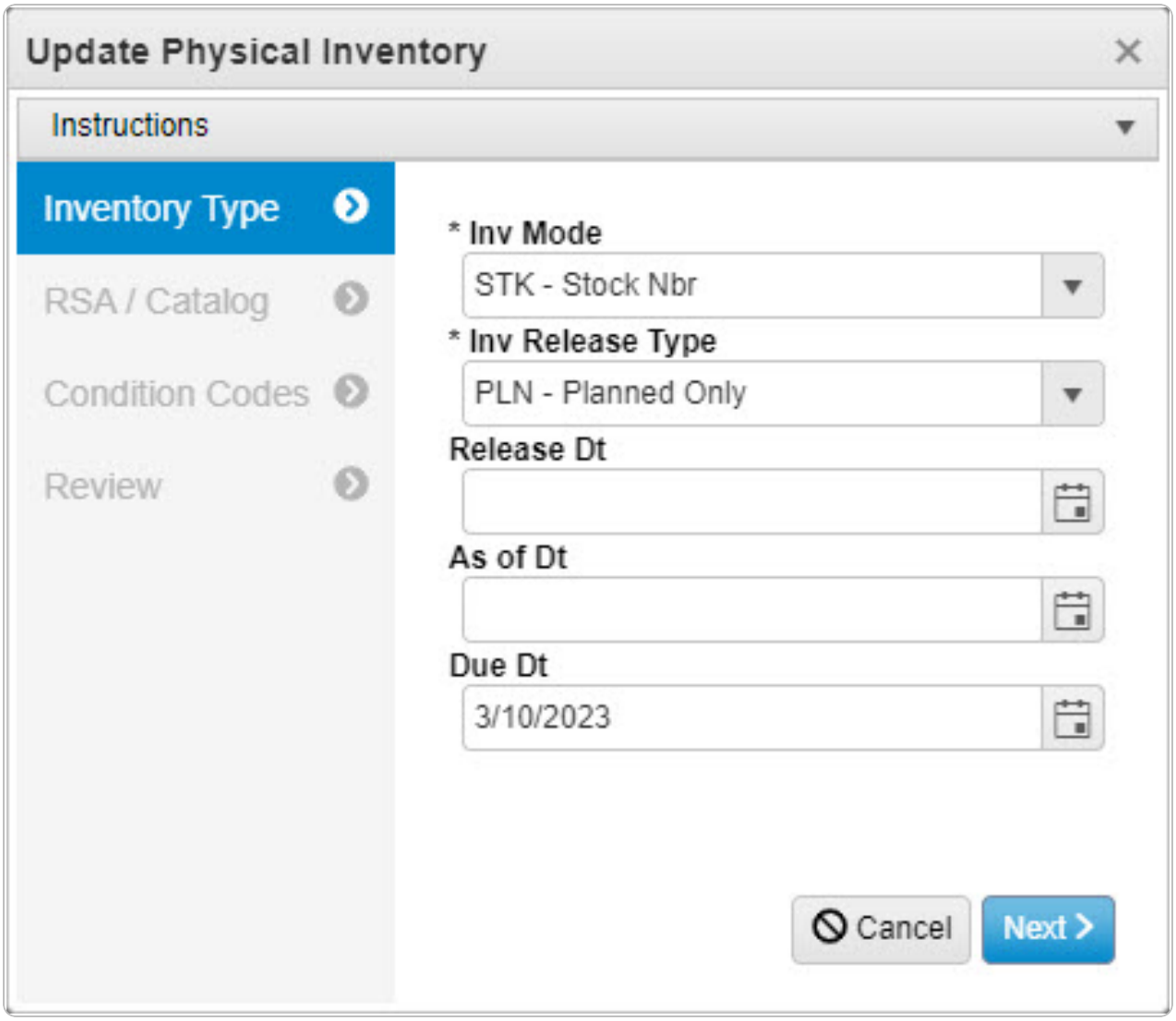
Update a Physical Inventory

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 *and* Cancel *become available.*

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



3. Update the Inv Mode, using ▼ to select the desired items of counting.

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

- **PLN - Planned Only**

  A. Update the RELEASE DT, using or entering the date (MM/DD/YYYY) in the field provided.

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

  C. Update the DUE DT, using or entering the date (MM/DD/YYYY) in the field provided.

- **SAP - Scheduled Inventory, Planned**

  A. Update the RELEASE DT, using or entering the date (MM/DD/YYYY) in the field provided.

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

  C. Update the DUE DT, using or entering the date (MM/DD/YYYY) in the field provided.

- **SAR - Scheduled Inventory, Random**

  A. Update the RELEASE DT, using or entering the date (MM/DD/YYYY) in the field provided.

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

  C. Update the DUE DT, using or entering the date (MM/DD/YYYY) in the field provided.

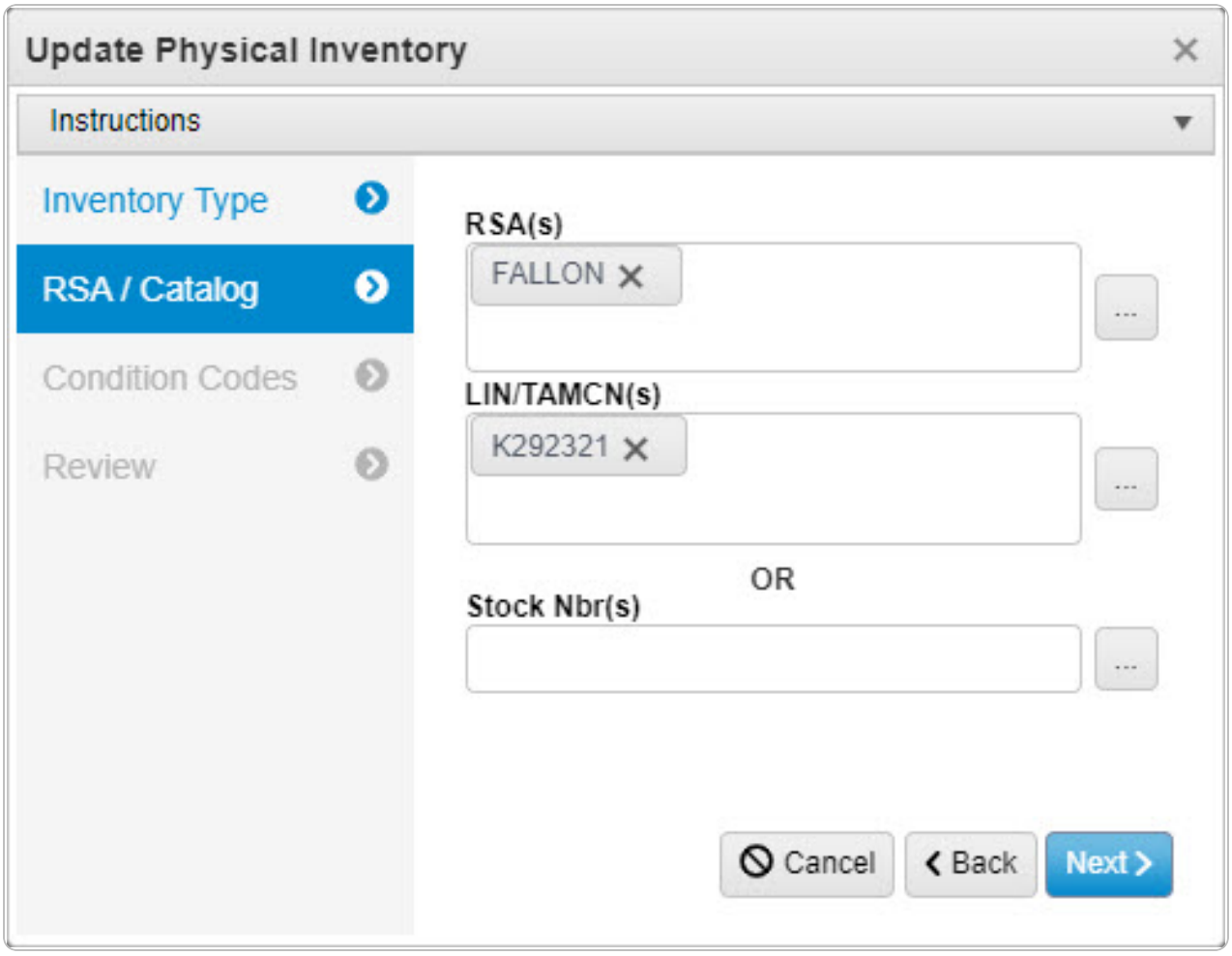
- **IRL - Immediate Release**

A. *The RELEASE DT automatically populates and is not editable.*

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

C. Update the DUE DT, using or entering the date (MM/DD/YYYY) in the field provided.

5. Select Next >. *The RSA / Catalog tab appears.*



- **For SEG - Inv Segment Cd:**

  A. Update the RSA(s) by:

  - Adding a RSA by selecting the field and choosing additional facility.
  - Deleting a RSA by selecting the ✕ on the facility entry.
  - Using ... to browse for the revised facility.

    Remote Storage Activity Browse

  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

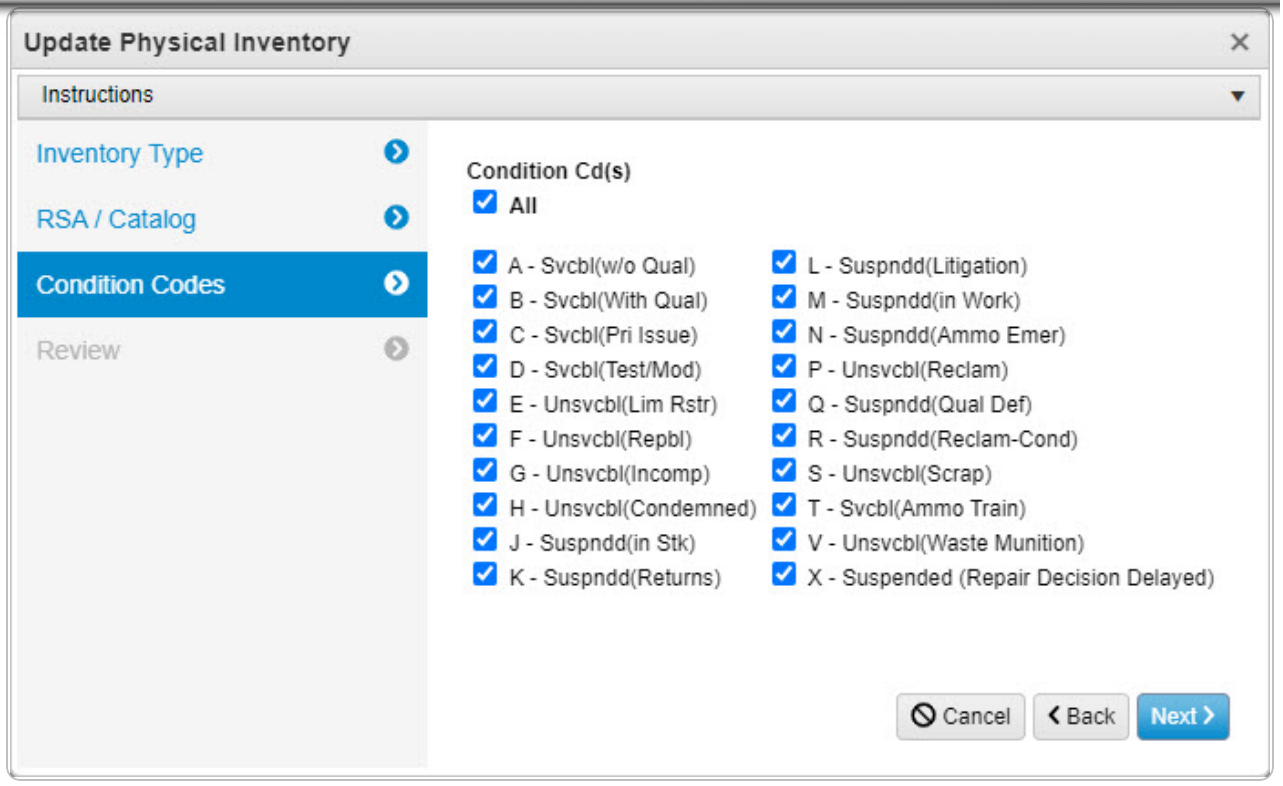
  C.

  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 Next > 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.)*

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

C. Verify the B — SVCBL (WITH QUAL) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

D. Verify the C — SVCBL (PRI ISSUE) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

E. Verify the D — SVCBL (TEST/MOD) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

F. Verify the E — UNSVCBL (LIM RSTR) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

G. Verify the F — UNSVCBL (REPBL) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

H. Verify the G — UNSVCBL (INCOMP) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

I. Verify the H — UNSVCBL (CONDEMNED) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

J. Verify the J — SUSPNDD (IN STK) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

K. Verify the K — SUSPNDD (RETURNS) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

L. Verify the L — SUSPNDD (LITIGATION) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

M. Verify the M — SUSPNDD (IN WORK) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

N. Verify the N — SUSPNDD (AMMO EMER) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

O. Verify the P — UNSVCBL (RECLAM) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

P. Verify the Q — SUSPNDD (QUAL DEF) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

Q. Verify the R — SUSPNDD (RECLAM-COND) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

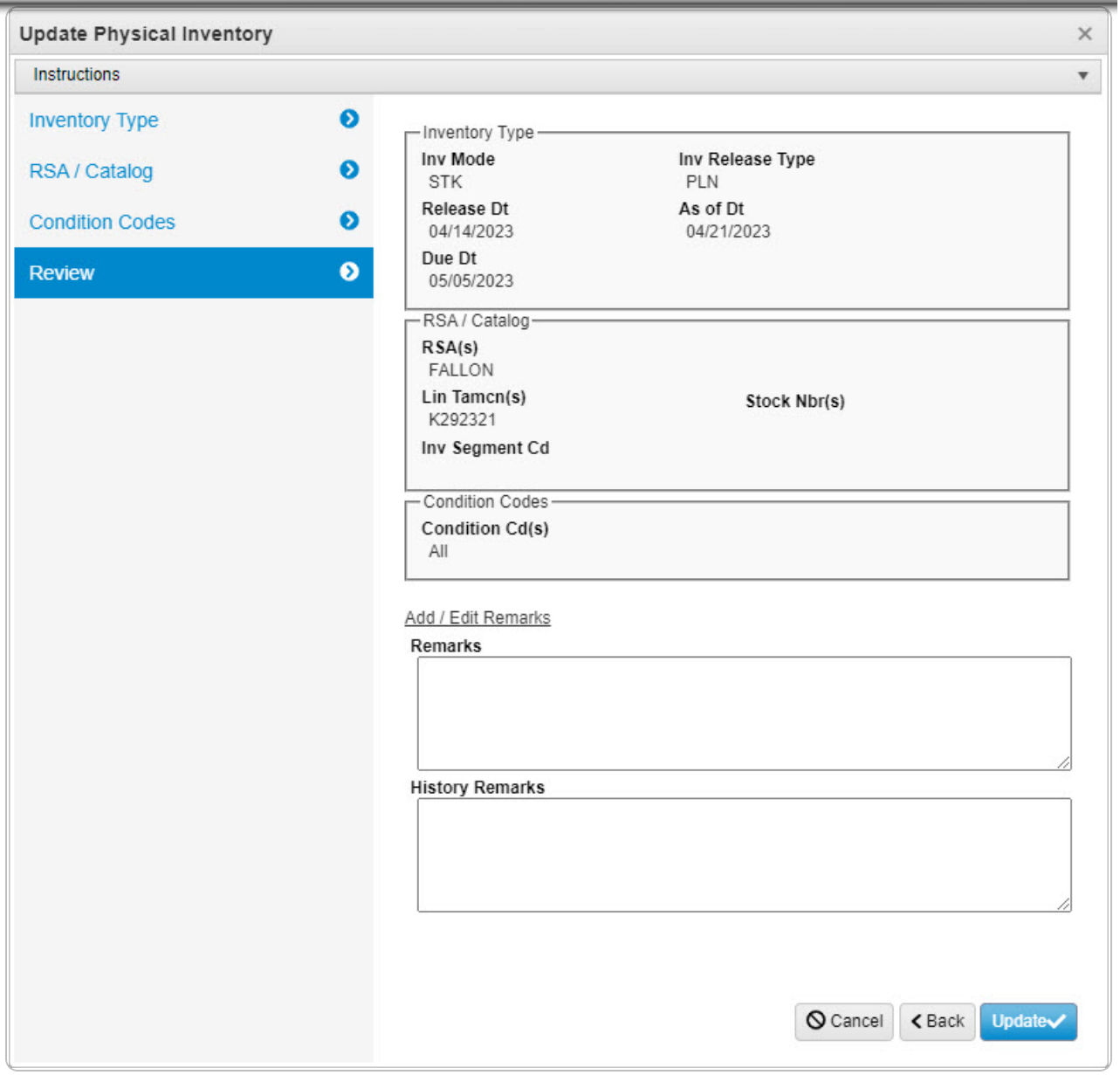
R. Verify the S — UNSVCBL (SCRAP) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

S. Verify the T — SVCBL (AMMO TRAIN) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

T. Verify the V — UNSVCBL (WASTE MUNITION) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

U. Verify the X — SUSPNDD (REP DEC DEL) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

7. Select Next > to advance to the Review tab.



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

- *Verify the fields in the RSA / Catalog panel are correct.*
  - *Verify the RSA(s).*
  - *Verify the LIN/TAMCN(s).*
  - *Verify the STOCK NBR(s).*
  - *Verify the Segment CD.*
- *Verify the fields in the Condition Codes panel are correct.*
  - *Verify the Condition CD(s)*
- Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

  A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

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

8. Select ✓ Update *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.

xxxx — No Stock Nbrs to inventory.	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.
xxxx — As Of Dt must be greater than Release Dt.	Invalid Date Entry. The Release Dt must be before the As Of Dt. Re-enter the date.
xxxx — Release Dt must be x days greater than current date.	Invalid Date Entry. Today must be before the Release Dt. Re-enter the date.
xxxx — Due Dt must be x days greater than Release Dt.	Invalid Date Entry. The Release Dt must be a certain number of days before the Due Dt. Re-enter the date.
xxxx — Due Dt must be greater than the As Of Dt.	Invalid Date Entry. The As Of Dt must be before the Due Dt. Re-enter the date.

Related Topics

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

Cancel a Physical Inventory

Overview

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

Attention

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

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

Navigation

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

Page Fields

No Page Fields available for this process.

Procedures

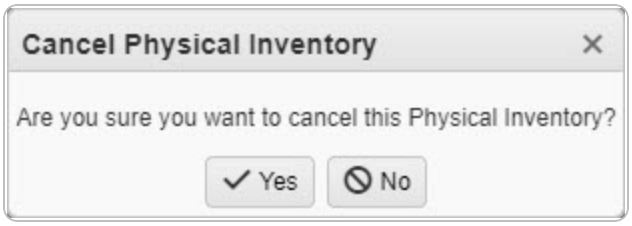
ELMS Navigation Helpful Tips

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

Cancel a Physical Inventory

Selecting No *at any point of this procedure removes all revisions and closes the pop-up window.*

1. Click ☐ to select the desired entry. *The Physical Inventory record is highlighted, and* Edit, Cancel, *and* DLMS Transaction Log *become available.*
2. Select Cancel next to the desired entry. *The* ***Cancel Physical Inventory*** *pop-up window displays.*



3. Select Yes 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

DLMS Transaction Log 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

Note

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

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

Navigation

MATERIEL MGMT > Physical Inventory > ☐ (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.
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
Stock Nbr
Processed Dt/Tm From
Mfr Part Nbr
Process Status
Category
Document ID
Proj Cd
Processed Dt/Tm To
CAGE Cd

DLMS Transactions Grid

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

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

Optional

ICP
Materiel Management 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

Purpose Code
Reject Advice
Retry Count
SCAC
Supply Status Cd
Shipment Reference Nbr
Signal Cd
Supplementary Address
TCN
Trans Set Sub-Type
UI

Procedures

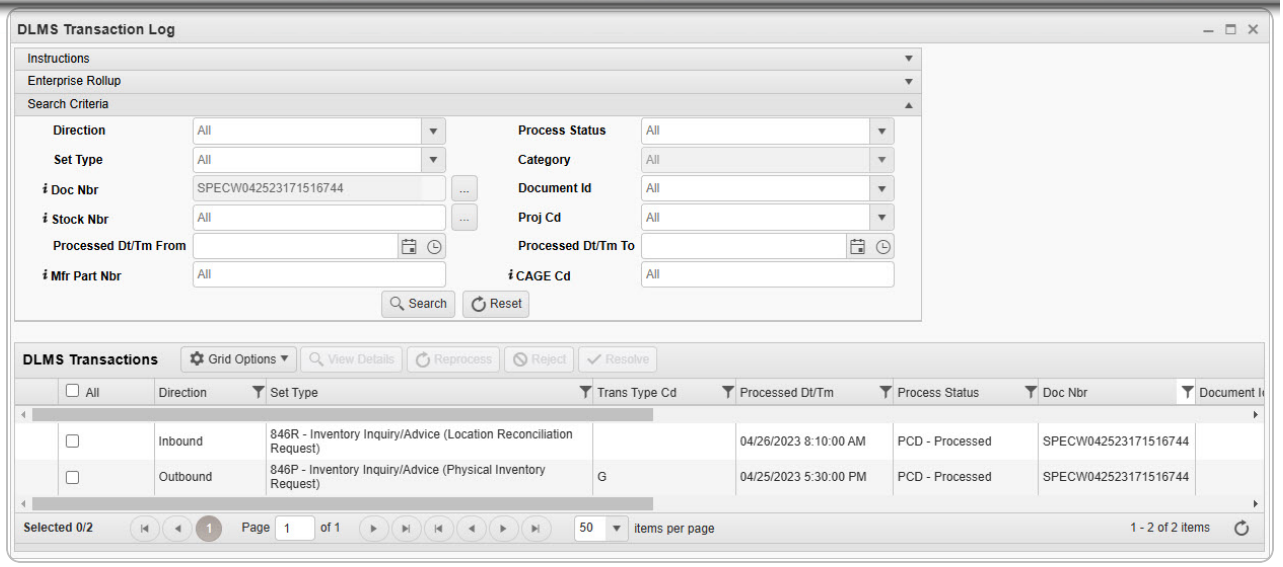
ELMS Navigation Helpful Tips

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Click ☐ to select the desired entry. *The Physical Inventory request is highlighted, and* Cancel, Reconcile, *and* DLMS Transaction Log *become available.*
2. Select DLMS Transaction Log. *The* ***DLMS Transaction Log*** *pop-up window displays.*

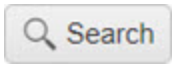


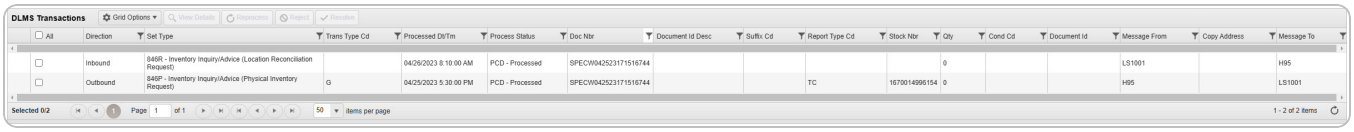
3. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

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

  Stock Number Browse
- Use 📅 🕒 to select the PROCESSED DT/TM FROM, or enter the date (MM/DD/YYYY HH:MM:SS) in the field provided.
- Enter the MFR PART NBR, using ℹ 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 Proj Cd.
- Use to select the PROCESSED DT/TM TO, or enter the date (MM/DD/YYYY HH:MM:SS) in the field provided.
- Enter the CAGE CD, using to assist with the entry. *This is a 5 alphanumeric character field.*

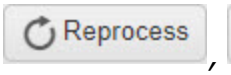
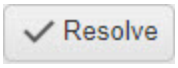
4. Select  . *The results appear in the DLMS Transactions Grid.*

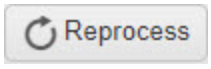


View the DLMS Transaction Details

Select ☐ (desired record) > . *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

Select ☐ (desired record) > . *The **Reject Transaction(s)** pop-up window appears.*

Resolve the DLMS Transaction

Select ☐ (desired record) > Resolve. *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.
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

Reconcile 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) > Reconcile > Physical Inventory Reconciliation pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
xxxx	Select "Complete" to complete the physical inventory for the

	selected RSA or stock nbr(s).
xxxx	Select "Recount" to request a recount for the selected RSA or stock nbr(s).
xxxx	Select "Cancel" to cancel a physical inventory request for the selected RSA or stock nbr(s).
xxxx	Select "Show All" to display all counts received for the selected physical inventory request.
412	Select "Grid Options" button for additional actions.

Physical Inventory Information

Physical Inv Nbr
Release Dt
ICP
LIN/TAMCN(s)
Status
As Of Dt
RSA(s)
Stock Nbr(s)
Purpose Cd
Due Dt
Condition Cd(s)

Reconciliation Summary Grid

CICP/RSA Name
Stock Nbr
Item Desc
Managed DoDAAC
Discrepant Qty
Status

Optional

ICP Qty
RSA Qty
Remarks
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Reconciliation Details Grid

Stock Nbr
Item Desc
Cond Cd
GFM Contract Nbr
Project Cd
Purpose 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

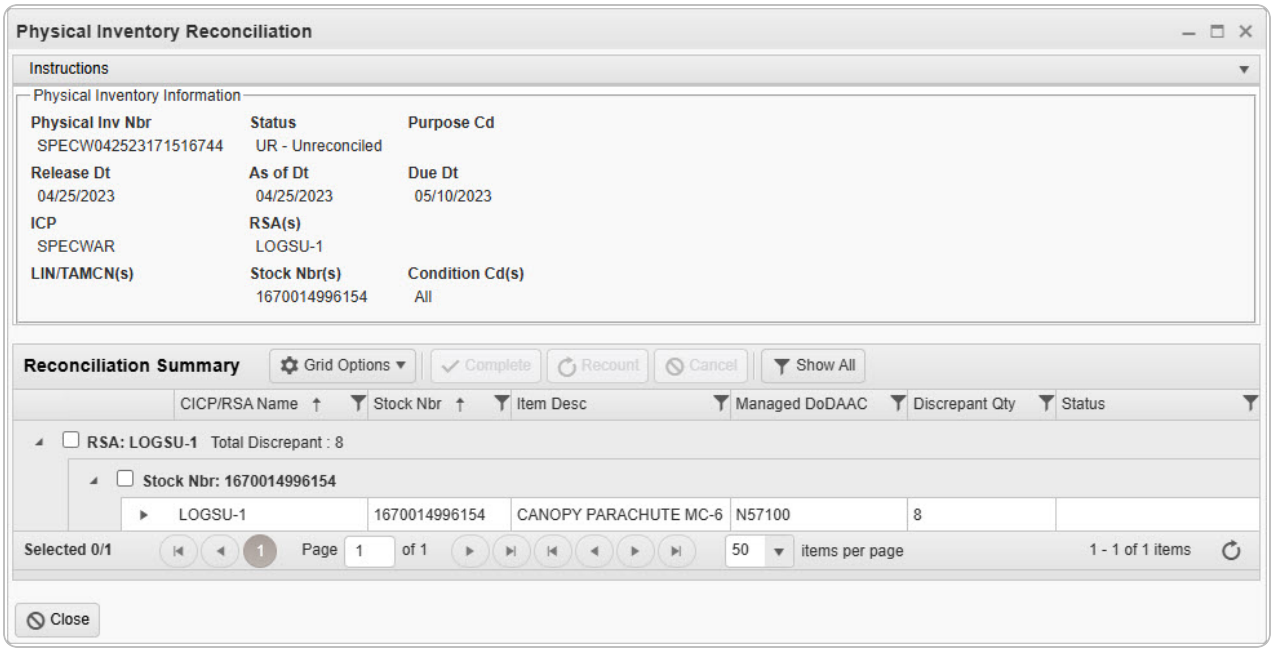
ELMS Navigation Helpful Tips

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

Reconcile an Inventory

Selecting Close *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* Reconcile *becomes available.*
2. Select Reconcile. *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 RELEASE DT.*
   C. *Verify the ICP.*
   D. *Verify the LIN/TAMCN(s).*
   E. *Verify the Status.*
   F. *Verify the AS OF DT.*
   G. *Verify the RSA(s).*
   H. *Verify the STOCK NBR(s).*
   I. *Verify the Purpose CD.*
   J. *Verify the DUE DT.*
   K. *Verify the CONDITION CD(s).*
4. *If there **are no** discrepancies, the Reconciliation Summary Grid appears empty.*
   *If there **are** discrepancies:*

IP – In Progress

Test

A. *Verify the RSA Name(s). The Total Discrepant amount appears next to each RSA .*

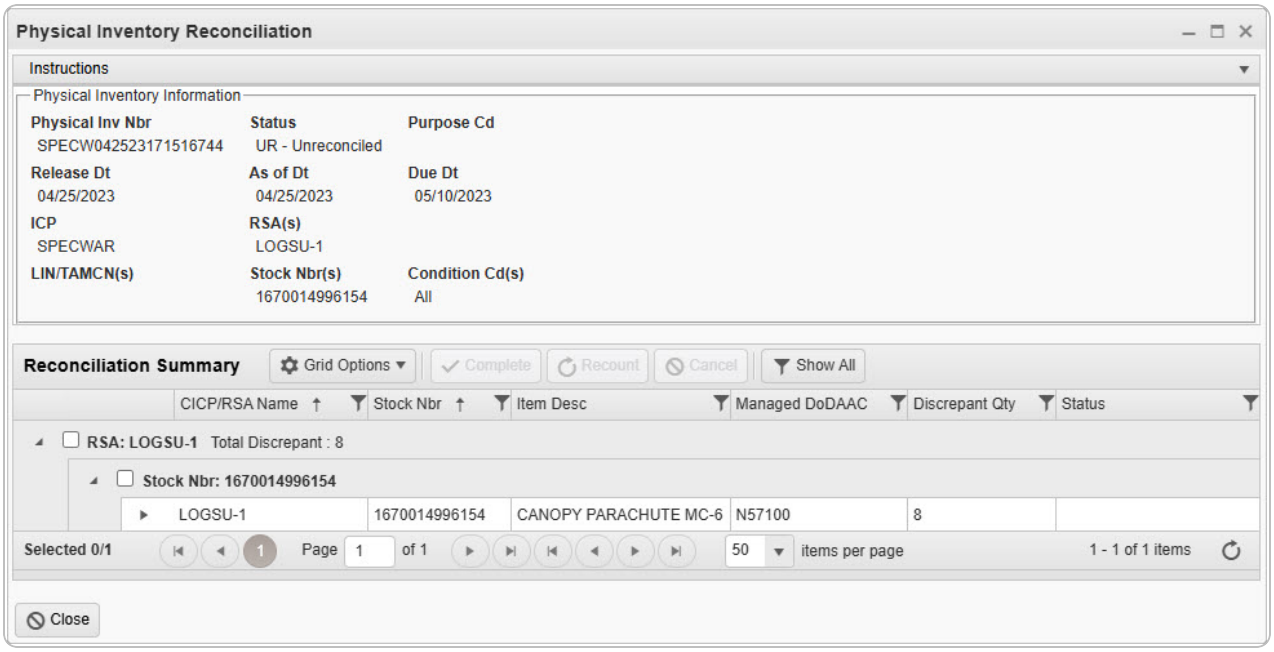
B. Select ▸ . *The STOCK NBR(s) for each CICP / RSA appears.*

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. Complete , Recount , and Cancel *become available.*

UR – Unreconciled



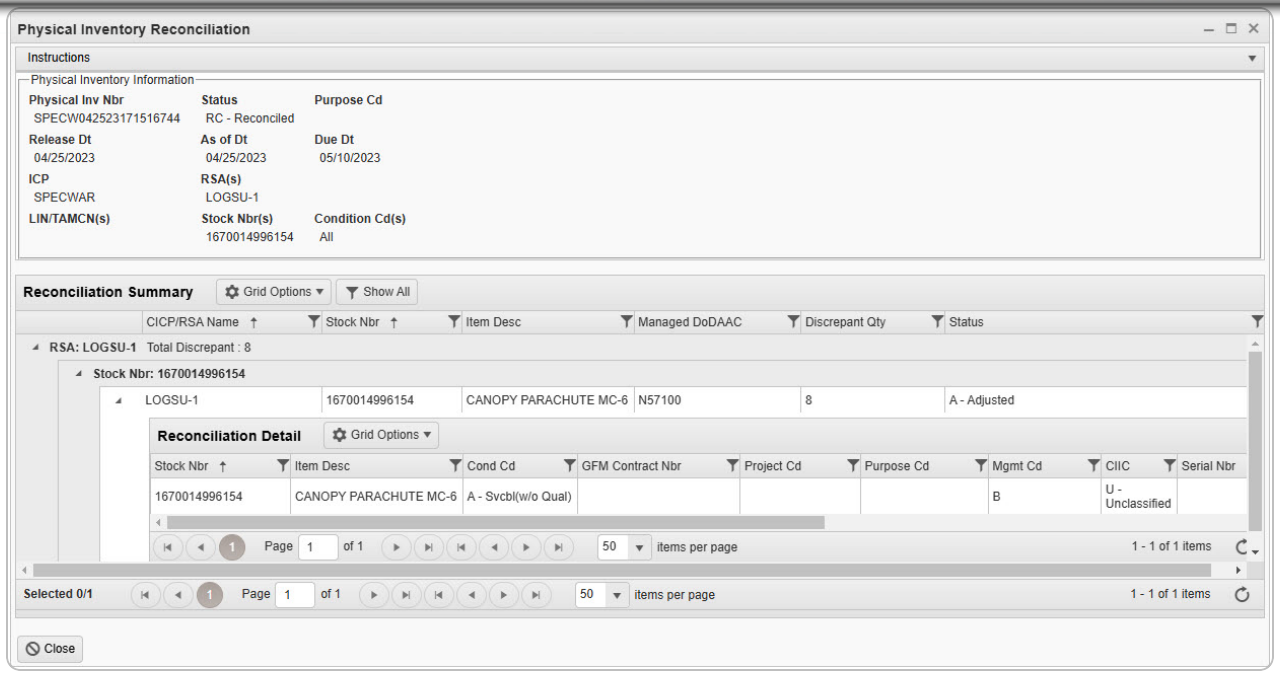
A. *Verify the RSA Name(s). The Total Discrepant amount, if any, appears next to each RSA .*

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.*

   c. *Verify the COND CD.*

   d. *Verify the GFM CONTRACT NBR.*

e. *Verify the PRJ CD.*
f. *Verify the Purpose CD.*
g. *Verify the MGMT CD.*
h. *Verify the CIIC.*
i. *Verify the SERIAL NBR.*
j. *Verify the MFR LOT.*
k. *Verify the UII.*
l. *Verify the ICP QTY.*
m. *Verify the RSA QTY.*
n. *Verify the Discrepant QTY.*
o. *Verify the Price Difference.*

5. Select Close. *The **Physical Inventory Reconciliation** pop-up window closes.*

Complete a Reconciliation

1. Select Complete. *The **Confirm Completion** pop-up window appears.*
2. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select Complete Inventory. *The Physical Inventory status changes to **RC** - Reconciled, and the Reconciliation status changes to **A** - Adjusted.*
4. Select Close. *The **Physical Inventory Reconciliation** pop-up window closes.*

Recount a Reconciliation

1. Select Recount. *The **Confirm Recount** pop-up window appears.*
2. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select Recount Inventory. *The Physical Inventory status changes to ???.*
4. Select Close. *The **Physical Inventory Reconciliation** pop-up window closes.*

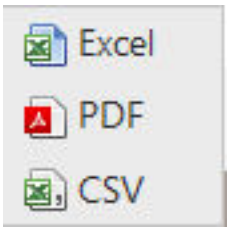
Cancel a Reconciliation

1. Select Cancel. *The **Confirm Cancel** pop-up window appears.*
2. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select Cancel Inventory. *The Physical Inventory status changes to **RC** - Reconciled, and the Reconciliation status changes to **X** - Cancelled.*
4. Select Close. *The **Physical Inventory Reconciliation** pop-up window closes.*

View All Reconciliation Summaries

Select Show All. *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* Reconcile *becomes available.*
2. Select Reconcile. *The **Physical Inventory Reconciliation** pop-up window displays.*
3. Select Grid Options. *The Grid Options Menu appears.*
4. Select Export. *The Export Options Menu appears.*
5. Select the printable format 

. *The procedure leaves the application based on the selection made.*
6. Follow the prompts provided by the computer.
7. Select Close. *The **Physical Inventory Reconciliation** pop-up window closes.*

Common Errors

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

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

Related Topics

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

Intransit 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
Stock Nbr
Item Desc
Date From
CONUS/OCONUS
Stage Cd
RSA
Ship To
Date To

Intransit Viewer Results Grid

Status
Stage Cd
ICP
Ship From
Owning DoDAAC
Ship To
Document Nbr
Suffix Cd
Stock Nbr
Item Desc
RSA
Condition Cd
UI
Shipped Qty
Received Qty
Discrepant Qty

Intransit Qty
Shipped Dt
Days Intransit
Issue Type Cd
Mode of Shipment
CONUS/OCONUS

Optional

Materiel Management Division
Materiel 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

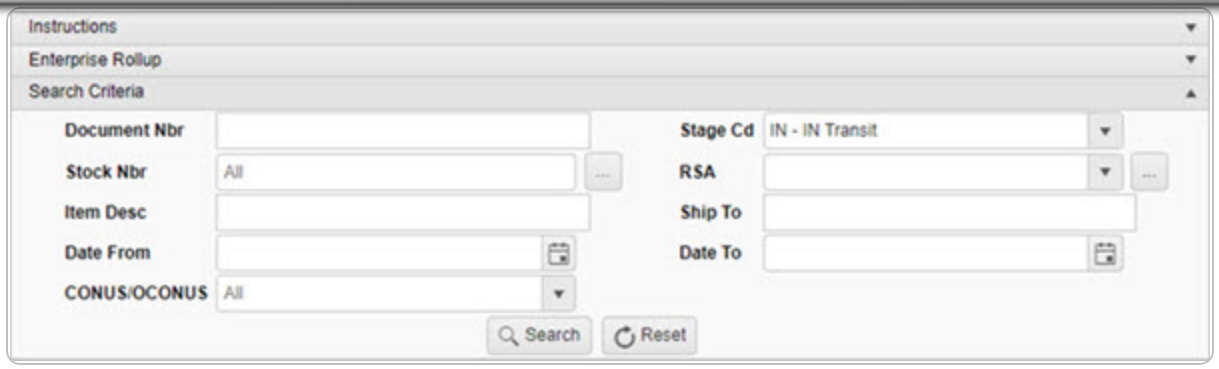
ELMS Navigation Helpful Tips

Click the following link to display Materiel 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 Reset *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:.

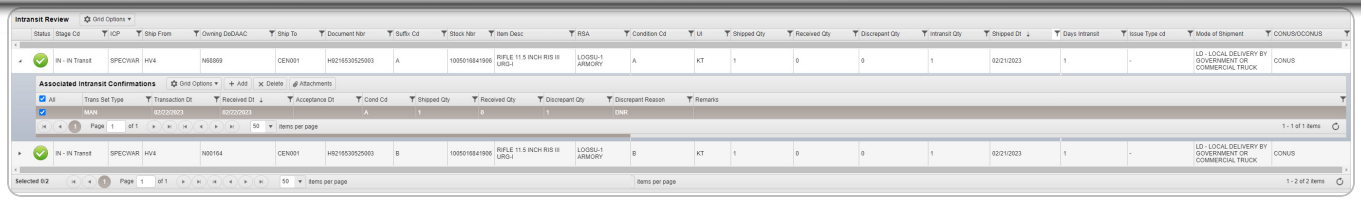


- Enter the DOCUMENT NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use the calendar to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.
- Use the dropdown to select the CONUS/OCONUS.
- Use the dropdown to select the Stage Cd.
- Use the dropdown to select the RSA, or use ... to browse for the entry. *This is a 1024 alpha-numeric character field.*

  Remote Storage Activity Browse
- Enter the Ship To in the field provided. *This is a 6 alphanumeric character field.*
- Use the calendar to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select Search. *The Search Results appear.*



Add an Associated Intransit Confirmation

Select + Add. *The **Add Associated Intransit Confirmations** pop-up appears.*

Delete an Associated Intransit Confirmation

Select ✕ Delete. *The **Delete Associated Intransit Confirmations** pop-up appears.*

Add an Attachment to an Associated Intransit Confirmation

Select Attachments. *The **Add an Attachment to Associated Intransit Confirmations** 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 Intransit Confirmation
- Delete an Associated Intransit Confirmation
- Add an Attachment to an Intransit Confirmation

Add an Associated Intransit Confirmation

Overview

The Associated Intransit Confirmations Add process provides the ability to create a new Confirmation for an In Transit asset.

Navigation

MATERIEL MGMT > Intransit Review > ▸ > + Add > Add Associated Intransit Confirmations pop-up window

Page Fields

The following fields display on the **Add Associated Intransit 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 Intransit Confirmations

Received Dt
Received Qty *
Discrepant Qty

Discrepant Reason
Attachments
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

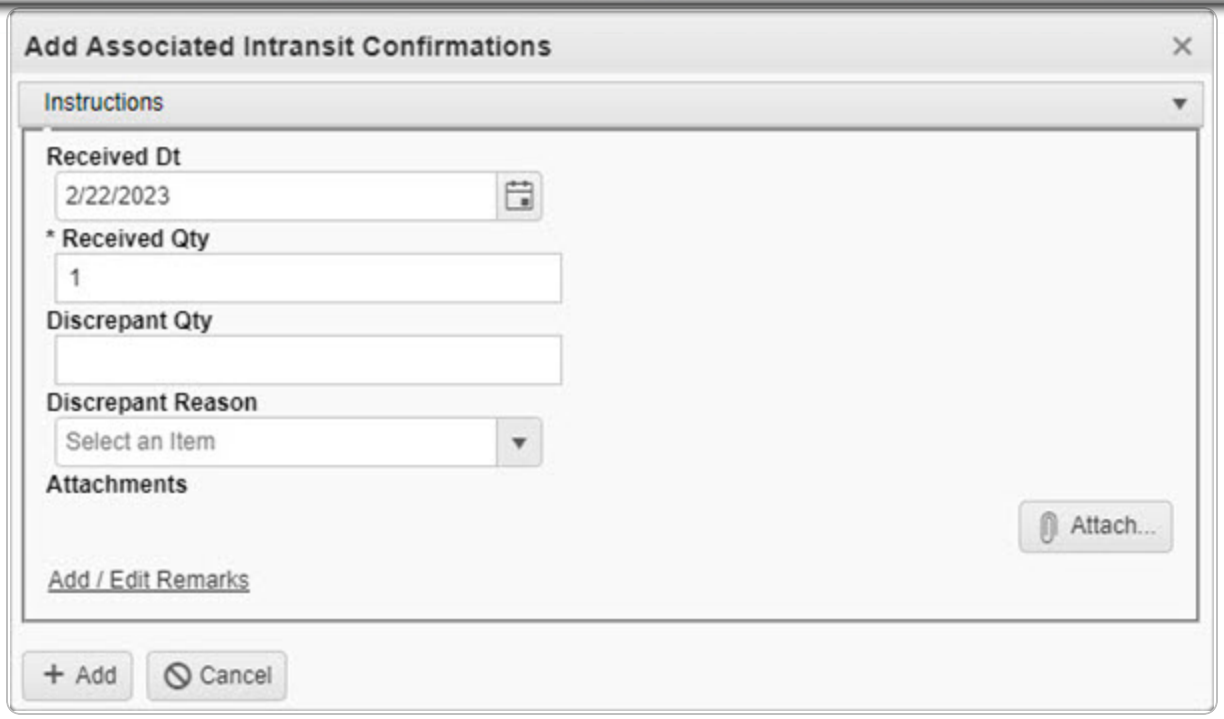
ELMS Navigation Helpful Tips

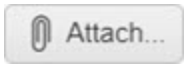
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

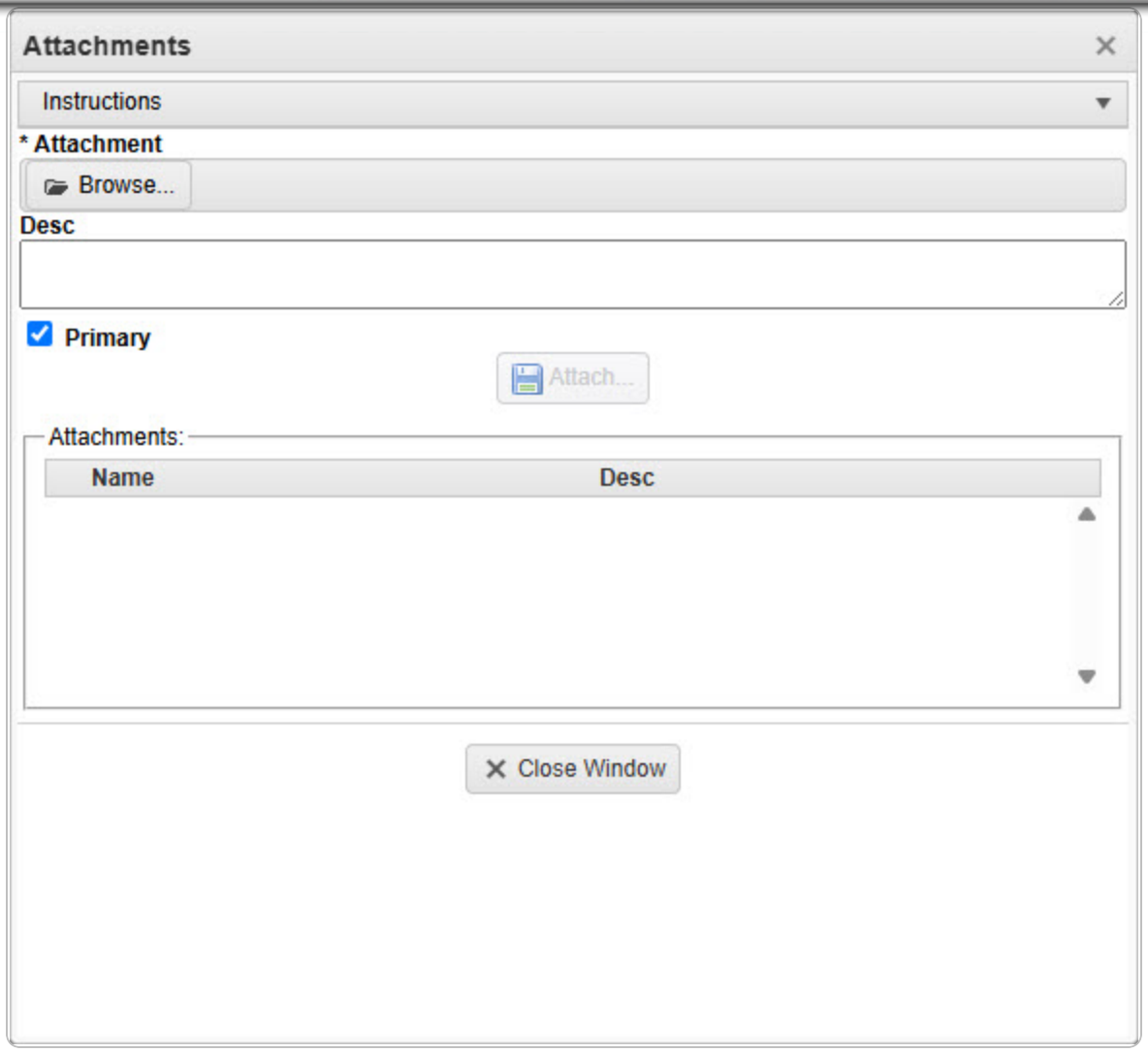
Add an Associated Intransit Confirmation

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

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



2. Use to select the Received DT, or enter the date (MM/DD/YYYY) 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 **Attachments** pop-up window appears.*



a. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*

b. Choose the file to attach, and select it.

c. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.*

d. Enter a description of the file in the DESC field provided. *This is a 1024 alphanumeric character field.*

e. Select Attach... . *The file name appears in the bottom of the window.*

f. Repeat Steps 2 - 6 to attach multiple documents.

g. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

Remove an Attachment

I. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

II. Choose one of the following options:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

III. Select OK 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.

h. Select Close Window. *The **Attachments** pop-up window closes, and the attachment(s) appears in the **Add Associated Intransit Confirmations** pop-up window.*

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 + Add. *The **Add Associated Intransit 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 Confirmation

Delete an Associated Intransit Confirmation

Overview

The Associated Intransit Confirmations Delete process allows removal of a Confirmation for an Intransit asset.

Navigation

MATERIEL MGMT > Intransit Review > ▸ > ✕ Delete > Delete Associated Transit Confirmations pop-up window

Page Fields

The following fields display on the **Delete Associated Intransit 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 Intransit Confirmations

History Remarks

Procedures

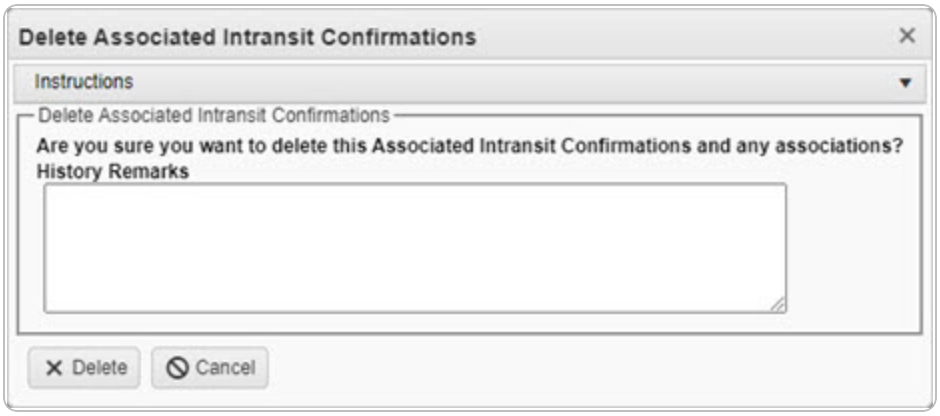
ELMS Navigation Helpful Tips

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

Delete an Associated Intransit Confirmation

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 Confirmation is highlighted, and* Delete *and* Attachments *become available.*
2. Select Delete. *The* ***Delete Associated Intransit Confirmations*** *pop-up window appears.*



3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select Delete. *The* ***Delete Associated Intransit Confirmations*** *pop-up window closes, and the confirmation is removed from the Associated Intransit Confirmations grid.*

Common Errors

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

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx — Received QTY cannot exceed Shipped QTY, report excess as Discrepant QTY.	Invalid Deletion. The Shipped Quantity must be less than the Total Received Quantity. Review the Quantity amounts again, and fix the amounts to include a Discrepant Quantity so the Associated Transit Confirmation can be deleted.

Related Topics

- In Transit Viewer
- Add an Associated Intransit Confirmation
- Add an Attachment to an Intransit Confirmation

Add an Attachment to an Intransit Confirmation

Overview

The Attachment Add process provides the ability to attach a file to a record.

Navigation

MATERIEL MGMT > Intransit Review > > Associated Intransit Confirmations > Attachments > Attach Files page

Page Fields

The following fields display on the **Attach Files (Associated Intransit Confirmations)** page. For more information on each field, select the appropriate hyperlink.

Instructions - Attach Files (Associated Intransit Confirmations)

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	The maximum file size is 10MB.

Instructions - Attach Files

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.

Attach Files (Associated Intransit Confirmations)

Thumbnails
Attach

Attach Files

Attachment *
Desc
Primary
Name
Desc

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Add an Attachment

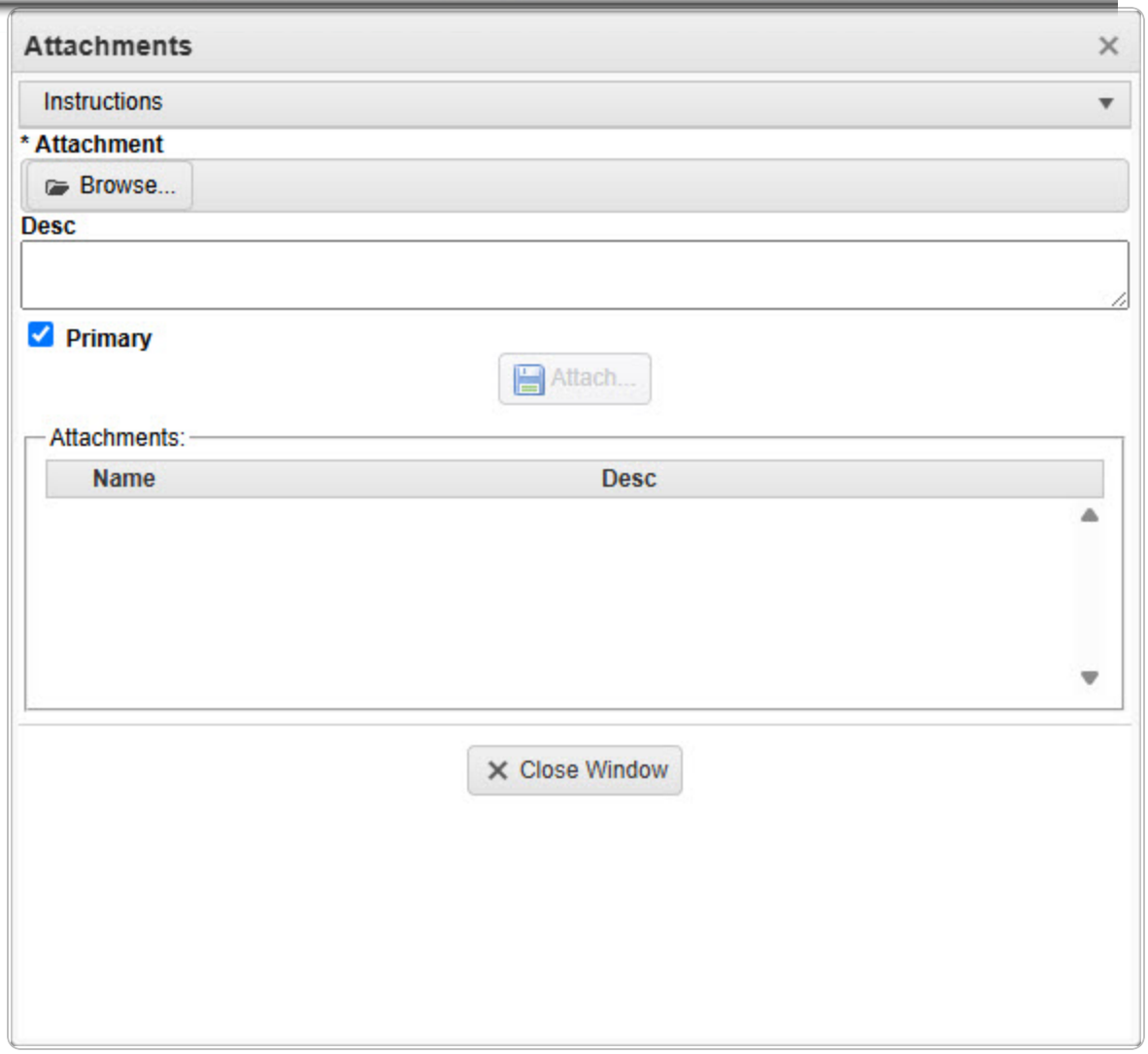
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Confirmation is highlighted, and* Delete *and* Attachments *become available.*

2. Select Attachments. *The **Attach Files (Associated Intransit Confirmations)** pop-up window appears.*

A. *Verify the Attachments field.*

3. Select Attach... . *The **Attach Files** pop-up window appears.*



A. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*

B. Choose the file to attach, and select it.

C. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.*

D. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*

E. Select Attach... . *The file name appears in the bottom of the window.*

F. Repeat Steps 2 - 6 to attach multiple documents.

G. 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 No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

c. Select OK 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.

4. Select ✕ Close Window. *The **Attach Files** pop-up window closes, and the file appears in the **Attach Files (Associated Intransit Confirmations)**pop-up window.*

Common Errors

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

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

161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 — Attachment file size exceeds the maximum of 1 MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- In Transit Viewer
- Add an Associated Intransit Confirmation
- Delete an Associated Intransit 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 fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

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

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 tables below provides the list of instructions.

Search Criteria

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.

Update Inventory Transaction Viewer

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

Search Criteria

Status
Fund Cd
Document Nbr
Stock Nbr
Managed DoDAAC
Dt From
Trans Set Type
CICP/RSA
Cond Cd
Reportable Commodity Type
Purpose Cd
Dt To

Inventory Transaction Viewer Grid

All
Status
Trans Set Type
Last Transaction Dt/Tm
Stock Nbr

Item Desc
Type Asset Cd
Document Nbr
CICP/RSA Name
Managed DoDAAC
Cond Cd
Purpose Cd
Cond Cd %
Qty
Qty By Cond Cd
Unit Cost
Prior MAC
Current MAC
Trans Value
XML

Optional

Dlvry Order Nbr
GFM Contract Nbr
Non-DoD Contract Nbr
Contractor
Contractor DoDAAC
Fund Cd
LIN/TAMCN
Project Cd
Reportable Commodity Type
Threshold Type
Trans Set Sub Type
Remarks
Program ID
Established Dt/Tm
Established By
Last Updated By

Update Inventory Transaction Viewer

Status *
Attachments
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

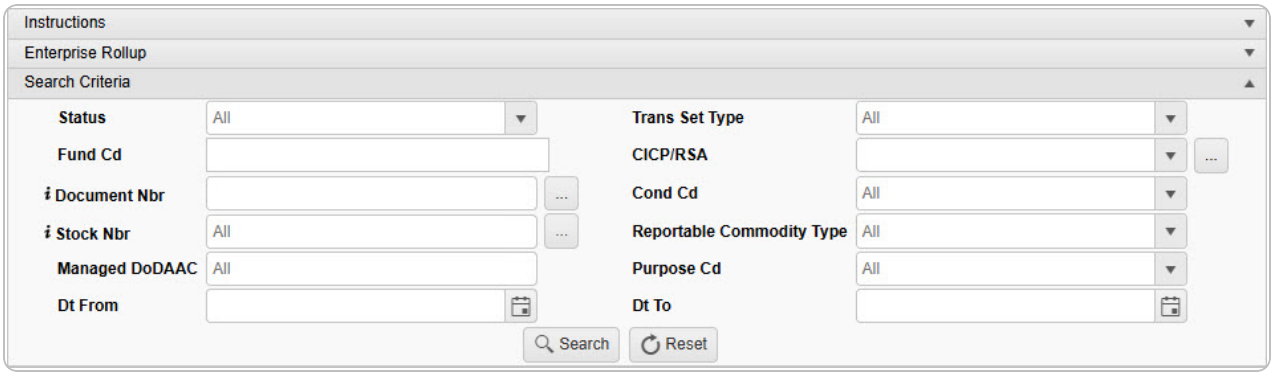
ELMS Navigation Helpful Tips

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 Reset *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 Status.
- Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*
- Use or to assist with the DOCUMENT NBR entry. *This is a 15 alphanumeric character field.*

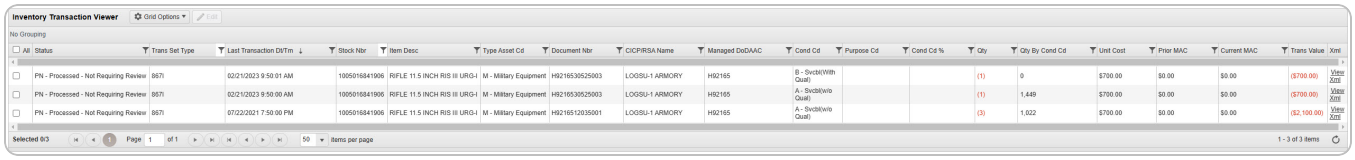
  Document Number Browse
- Use or to assist with the STOCK NBR entry.

  Stock Number Browse
- 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 Trans Set Type.
- Use to select the CICP/RSA, or use ... to browse for the entry.

  Remote Storage Activity Browse
- Use to select the Cond Cd.
- Use to select the Reportable Commodity Type.
- Use to select the Purpose Code.
- Use to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select Search. *The results appear in the Inventory Transaction Viewer Results Grid.*

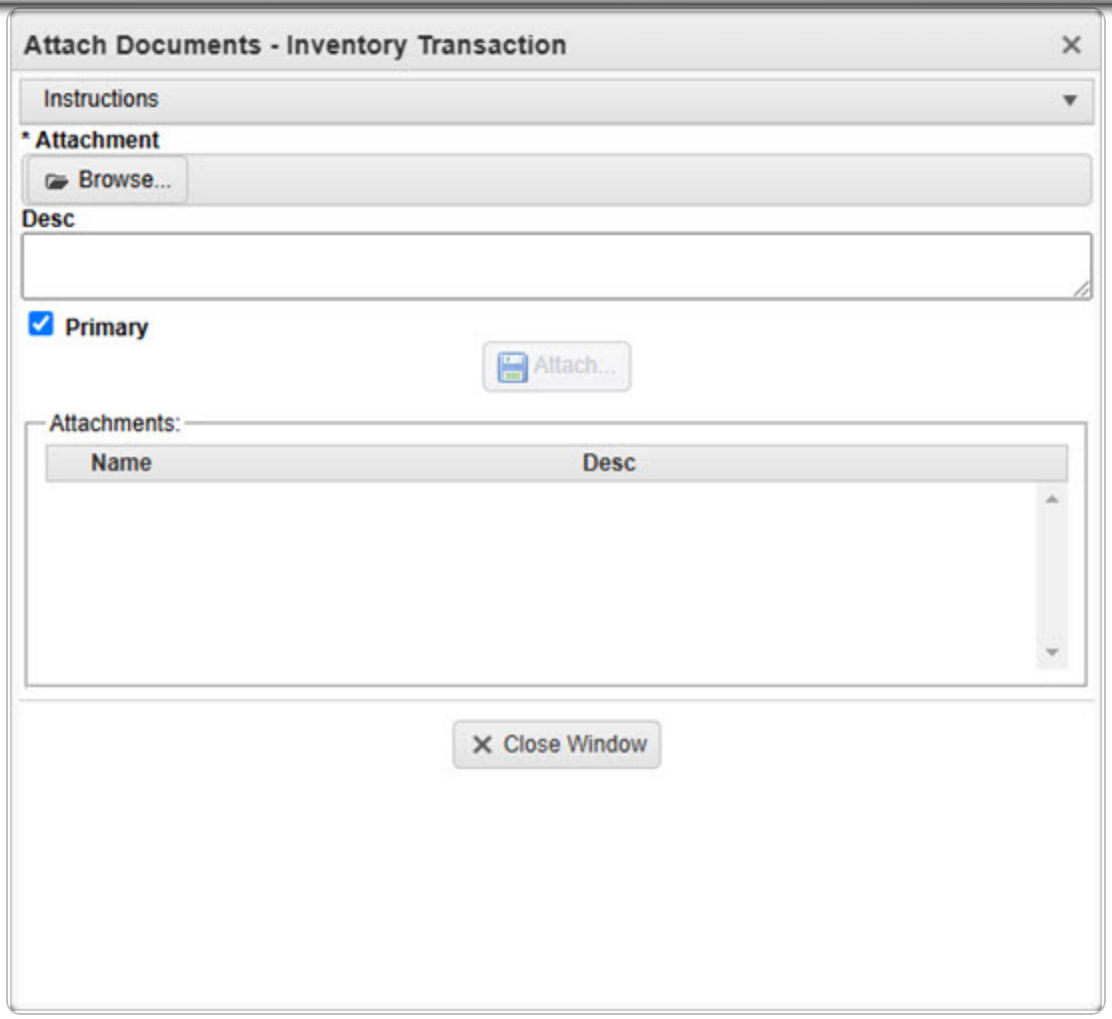


Update an Inventory Transaction Viewer

1. Click ☐ to select the desired entry. *The Inventory Transaction record is highlighted, and* Edit *becomes available.*
2. Select Edit. *The **Update Inventory Transaction Viewer** pop-up window displays.*

A. Update the Status, using ▼ to select the desired option.

B. Select Attach... . *The **Attach Files** pop-up window appears.*



a. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*

b. Choose the file to attach, and select it.

c. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.*

d. Enter a description of the file in the DESC field provided. *This is a 1024 alpha-numeric character field.*

e. Select Attach... . *The file name appears in the bottom of the window.*

f. Repeat Steps 2 - 6 to attach multiple documents.

g. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

Remove an Attachment

I. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

II. Choose one of the following options:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

III. Select OK 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.

h. Select ✕ Close Window. *The **Attach Files** pop-up window closes, and the attachment(s) appears in the **Attachments for Issue NBR** pop-up window.*

C. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

a. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

b. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

3. Select ✓ Update. *The revised Inventory Transaction Viewer record is saved, and appears in the Inventory Transaction Viewer 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

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

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

Navigation

MATERIEL MGMT > DLMS Transaction Review> DLMS Transactions page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the STOCK NBR Search Results page.
526	Select "Reset" to clear the STOCK NBR Search Criteria.

527	Select "Grid Options" for additional actions to perform on the STOCK NBR data.

Enterprise Rollup

Materiel Management Program
Materiel Management Division
Inventory Control Point

Search Criteria Grid

Direction
Set Type
Doc Nbr
Stock Nbr
Processed Dt/Tm From
Mfr Part Nbr
Process Status
Category
Document ID
Proj Cd
Processed Dt/Tm To
CAGE Cd

DLMS Transactions Grid

All
Direction
Set Type
Trans Type Cd
Processed Dt/Tm
Process Status
Doc Nbr
Document ID Desc
Suffix Cd
Report Type Cd
Stock Nbr

Qty
Cond Cd
Document ID
Message From
Copy Address
Message To

Optional

ICP
Materiel Management Program
Action Cd
Advice Cd
CAGE Cd
Distribution Cd
Error Message
Error Response
Error Response Detail
Established By
Established Dt/Tm
From Cond Cd
Fund Cd
GFM Contract Nbr
Interface System Cd
Last Transaction Dt/Tm
Last Updated By
Mgmt Cd
Mfr Part Nbr
Mode of Shipment
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

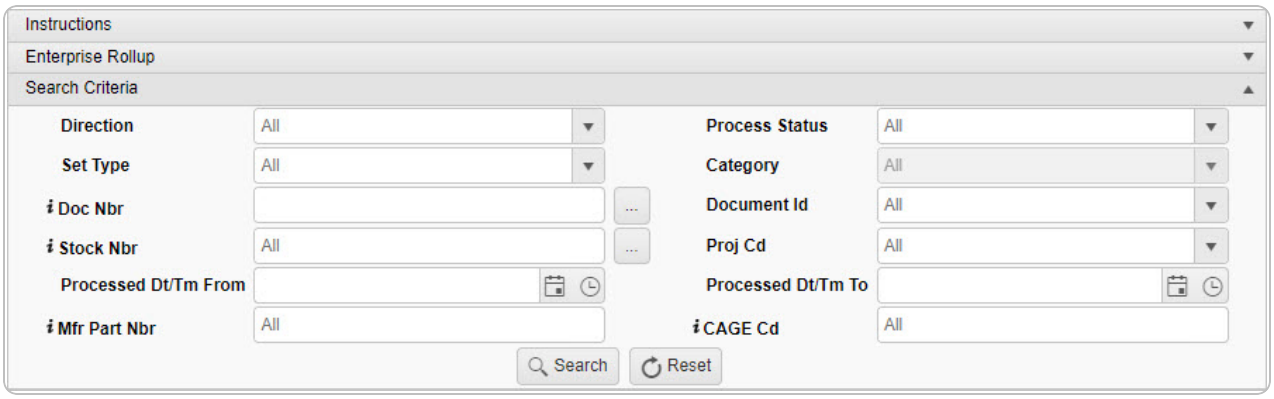
ELMS Navigation Helpful Tips

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 Reset *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.*

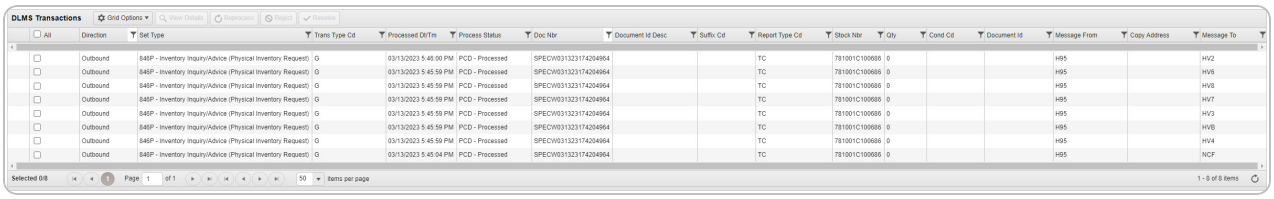
  Document Number Browse

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

  Stock Number Browse

- 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.
- Use to select the Category.
- Use to select the Document ID.
- Use to select the Proj 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.*

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



View the DLMS Transaction Details

1. Click to select the desired entry. *The DLMS Transaction record is highlighted, and* View Details, Reprocess, Reject, *and* Resolve *become available.*

2. Select View Details. *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* View Details, Reprocess, Reject, *and* Resolve *become available.*
2. Select Reprocess. *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* View Details, Reprocess, Reject, *and* Resolve *become available.*
2. Select Reject. *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* View Details, Reprocess, Reject, *and* Resolve *become available.*
2. Select Resolve. *The **Resolve Transaction(s)** pop-up window appears.*

Common Errors

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

Error	Solution

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

Related Topics

- View the DLMS Transaction Details
- Reject a DLMS Transaction
- Resolve a DLMS Transaction
- View the Registry DLMS Transaction

Reject a DLMS Transaction

Overview

The DLMS Transaction Reject process allows dismissal of one or more DLMS transactions.

Navigation

MATERIEL MGMT > DLMS Transaction Review > ☐ (desired record) > Reject > Reject Transaction(s) pop-up window

Page Fields

The following fields display on the **Reject Transaction(s)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Reject Transaction(s)

Reject Advice Code *
Special Instructions

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

Reject a DLMS Transaction

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 DLMS Transaction record is highlighted, and* View Details, Reprocess, Reject, *and* Resolve *become available.*
2. Select Reject. *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 Reject. *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 > 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

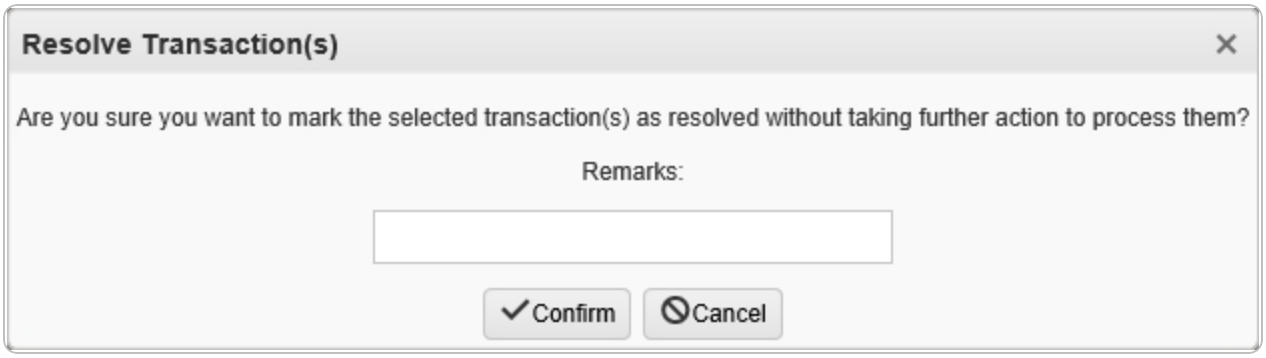
ELMS Navigation Helpful Tips

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

Resolve a DLMS Transaction

Selecting Cancel *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* View Details, Reprocess, Reject, *and* Resolve *become available.*
2. Select Resolve. *The* ***Resolve Transaction(s)*** *pop-up window appears.*



3. Enter the Remarks in the field provided. *This is a 60 alphanumeric character field.*
4. Select Confirm. *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
File Name
XML File
Process Status

Outbound

Processing?
Recipient Address
XML File
Delivered?

Procedures

ELMS Navigation Helpful Tips

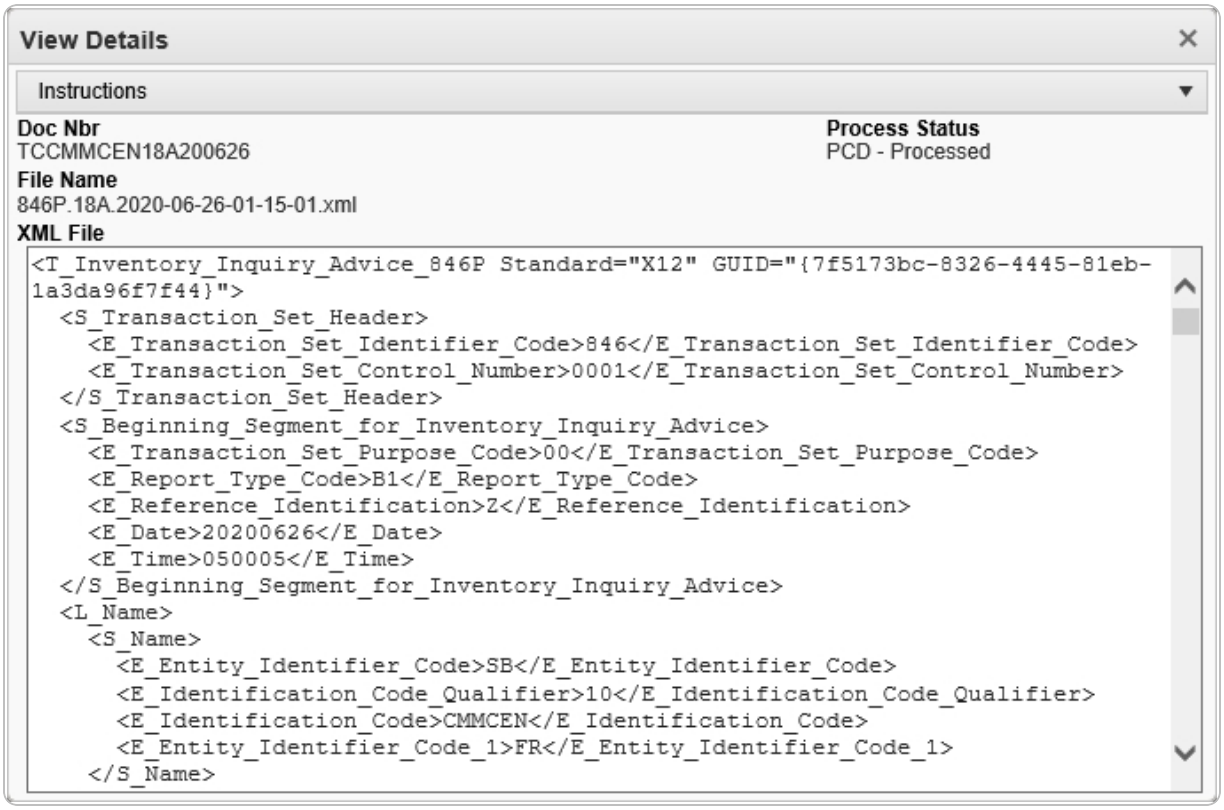
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

View the DLMS Transaction Details

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 DLMS Transaction record is highlighted, and* View Details, Reprocess, Reject, *and* Resolve *become available.*
2. Select View Details. *The* ***View Details*** *pop-up window displays.*

- *If this is an Inbound Process, these fields appear:.*



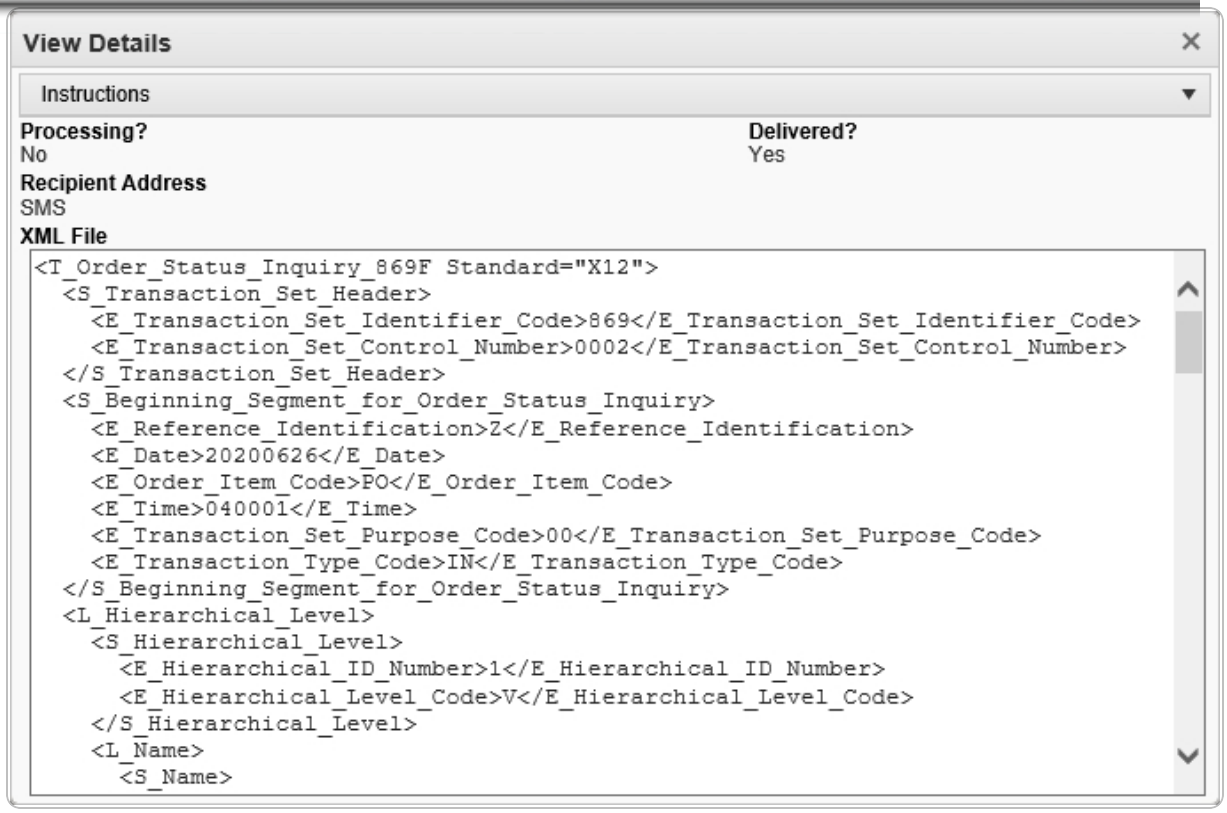
A. *The DOC NBR automatically populates and is not editable.*

B. *The File Name automatically populates and is not editable.*

C. *The XML File automatically populates and is not editable.*

D. *The Process Status automatically populates and is not editable.*

- *If this is an Outbound Process, these fields appear:.*



A. *The Processing? automatically populates and is not editable.*

B. *The Recipient Address automatically populates and is not editable.*

C. *The XML File automatically populates and is not editable.*

D. *The Delivered? 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

DLMS Transaction Reject Review

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module DLMS Transaction Reject Review page displays all the 824R Application Advice (Reject Advice).

Note

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

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

Navigation

MATERIEL MGMT > DLMS Transaction Reject Review > DLMSTransaction Reject Review page

Page Fields

The following fields display on the **DLMS Transaction Reject Review** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Set Type
Document Nbr
Status Cd
Stock Nbr
Reject Cd
Processed Dt/Tm From/To
Mfr Part Nbr

CAGE Cd

DLMS Reject Transactions Grid

Trans Dt/Tm
Doc Nbr
Document Id Desc
Stock Nbr
Item Desc
Qty
UI
Message From
Process Status
Reject Cd

Optional

CAGE Cd
Mfr Part Nbr
Remarks

Procedures

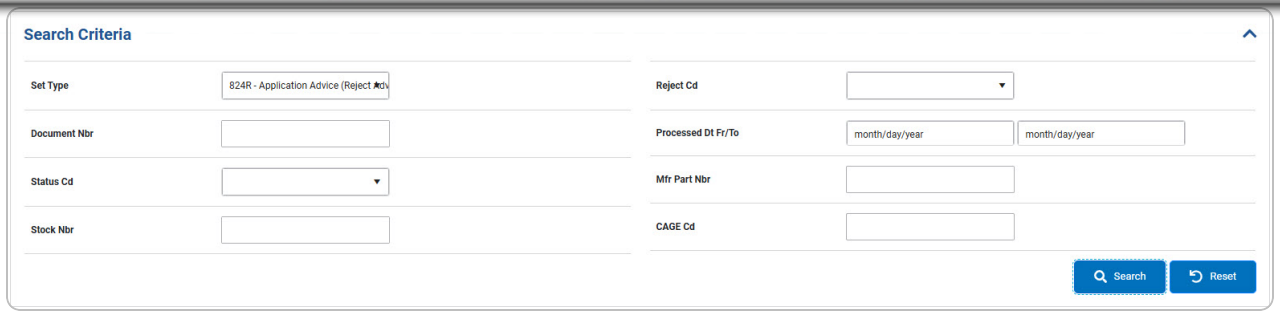
ELMS Navigation Helpful Tips

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

Search for a DLMS Transaction Reject Review

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



- Use ⌄ to select the Set Type.
- Enter the DOCUMENT NBR in the field provided. *This is a 15 alphanumeric character field.*
- Use ⌄ to select the Status Cd.
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Use ⌄ to select the Reject Cd.
- Select the Processed Dt/Tm fields, the first one being the From date, the second one being the To date.
- Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*

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

Update the DLMS Transaction Reject Review

1. Click ☐ to select the desired entry. *The DLMS Transaction Reject Review record is highlighted, and Update Status becomes available.*
2. Select Update Status. *The Update Status 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

- Update the Transaction Reject Review Status

Materiel Returns

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Materiel Returns process provides the ability to create, edit, cancel, respond to, or view the request to return any materiel to the UIC/DoDAAC of the original issuer.

Note

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

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

Navigation

Materiel Mgmt > Materiel Returns > Materiel Returns page

Page Fields

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

Search Criteria Grid

Request Number
Stock Number
Item Description
Condition Code
Materiel Owner
Mfr Part Nbr

Materiel Returns Results Grid

All
Request Number
Status
Stock Number
Item Desc
Mfr Part Nbr
Cond Cd

Project Cd
Materiel Owner
Quantity
Unit Of Issue
Last Transaction Dt/Tm

Optional

Established By
Established Dt/Tm
Last Updated By
Program Id

Work Queue Grid

All
Awaiting Approval
Canceled or Denied
Approved
Awaiting Source of Supply
In Progress
Complete

Procedures

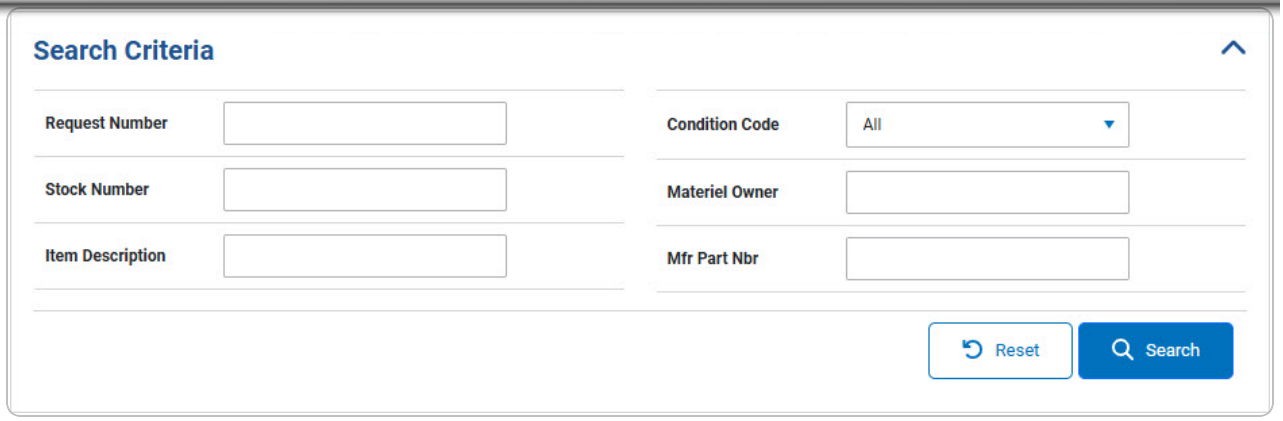
ELMS Navigation Helpful Tips

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

Search for a Materiel Return

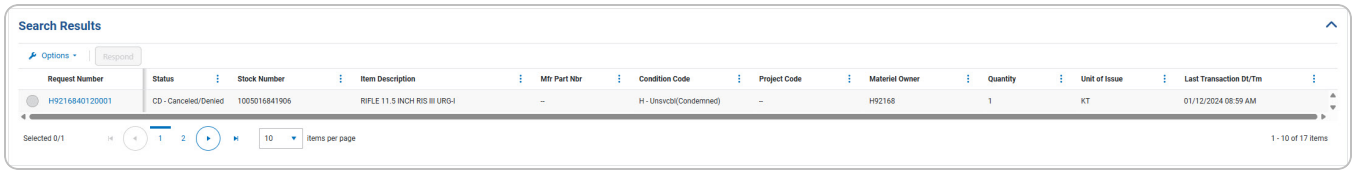
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- Enter the Request Number in the field provided. *This is an 18 alphanumeric character field.*
- Enter the Stock Number 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.*
- Use ▼ to select the Condition Code.
- Enter the Materiel Owner in the field provided. *This is a 6 alphanumeric character field.*
- Enter the MFR PART NBR in the field provided. *This is a 33 alphanumeric character field.*

2. Select Search. *The results display in the Materiel Returns grid.*



Respond to a Materiel Return

Select Respond. *The **Request a Materiel Return ID** drawer appears.*

View the Materiel Return

Select the Stock Number hyperlink. *The **View a Materiel Return Details** drawer 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.
xxxx — Please enter criteria and click Search.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Request a Materiel Return ID
- View a Materiel Return Details

Respond to a Materiel Returns

Overview

The Materiel Returns Respond process provides the ability to approve, reject, dispose, or relocate a request to return any materiel to the UIC/DoDAAC of the original issuer.

Note

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

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

There are four types of Response Actions:

- **AP — Approve**
- **RJ — Reject**
- **DP — Dispose**
- **RL — Relocate**

Navigation

MATERIEL MGMT > Materiel Returns > Search > (desired record) > Respond > Request {request number} drawer

Page Fields

The following fields display on the **Request {request number}** drawer. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Summary

Request Status
Next Approver

Response History

Date Received
Response
Ship To
Quantity
Status
Transaction Status
Warehouse Name / ID
Disposal Auth Code
Approval Group Name
Responder
Last Tranaction Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

Respond to a Materiel Return

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

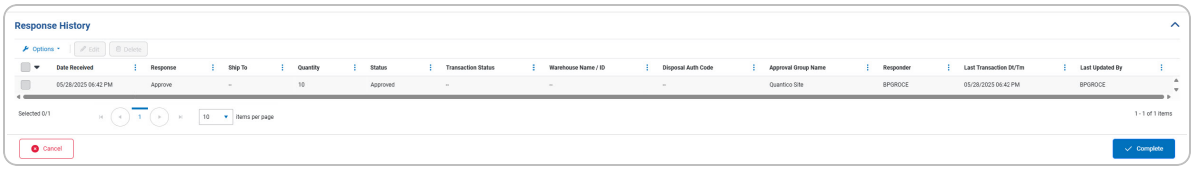
1. Select next to the desired entry. *appears, and the* Respond *button appears.*
2. Select Respond next to the desired entry. *The* ***Request {request number}*** *drawer appears.*

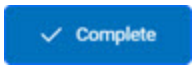
A. View the **Summary** grid.

a. *Verify the Request Status.*

A. *Verify the Next Approver.*

B. View the **Response History** grid.



3. Select 

. *The **Request {request number}** drawer closes, and the revised Request record 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.
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and	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-

space.	lowing permitted special characters: $, —, /, #, &, (,), comma, period, and space. Special characters like ! or @ are prohibited.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.

Related Topics

- Materiel Returns
- View a Materiel Return Details

View a Materiel Return Details

Overview

The Materiel Returns View Details process is view only and displays the request to return any materiel to the UIC/DoDAAC of the original issuer.

Navigation

MATERIEL MGMT > Materiel Returns > Search > Request Number hyperlink > View Materiel Return drawer

Page Fields

The following fields display on the **View Materiel Return** drawer. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Return Header Information

Request Number
Status
Stock Number
Mfr Part Nbr
Item Description
Quantity
Unit Of Issue
Condition Code
Owning DoDAAC
Reason For Disposal *
DEMIL Code
Remarks

Additional Fields

Project Code
Advice Code
Media and Status Code
Signal Code
Priority Code
Demand Code
Fund Code

Procedures

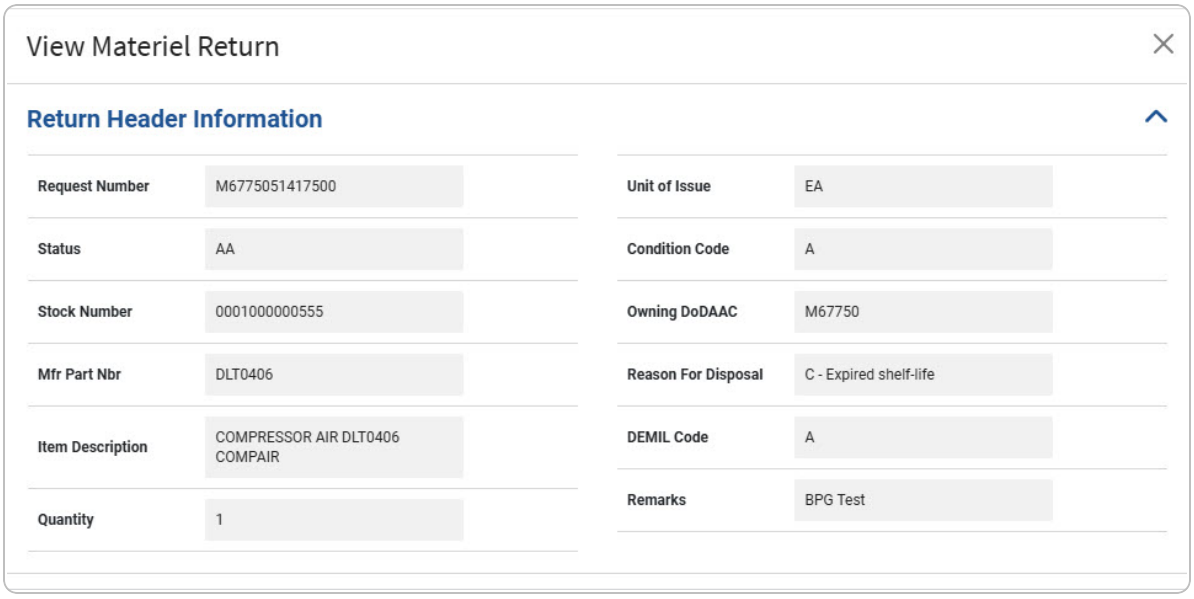
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Materiel Return

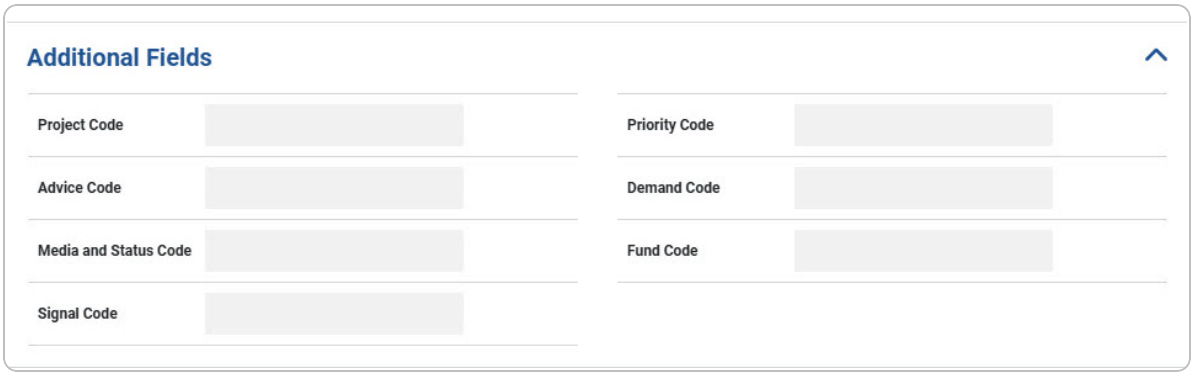
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Request Number hyperlink. *The **View Materiel Return** drawer appears.*
   A. *View the Return Header Information.*



a. *Verify the Request Number.*
b. *Verify the Status.*
c. *Verify the STOCK NBR.*
d. *Verify the MFR PART NBR.*
e. *Verify the Item Description.*
f. *Verify the Quantity.*
g. *Verify the Unit Of Issue.*
h. *Verify the Condition Code.*
i. *Verify the Owning DODAAC.*
j. *Verify the Reason For Disposal.*
k. *Verify the DEMIL CODE.*
l. *Verify the Remarks.*

B. *View the **Additional Fields Grid**.*



a. *Verify the Project Code.*
b. *Verify the Advice Code.*
c. *Verify the Media and Status Code.*
d. *Verify the Signal Code.*
e. *Verify the Priority Code.*
f. *Verify the Demand Code.*
g. *Verify the Fund Code.*

2. Select . *The **View Materiel Return** drawer 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

- Materiel Returns
- Request a Materiel Return ID

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.

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

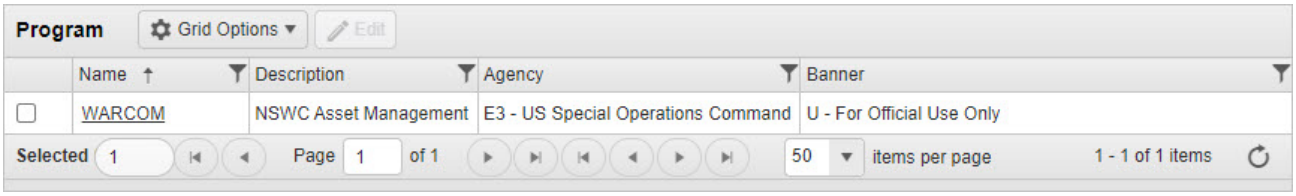
ELMS Navigation Helpful Tips

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

View a Program

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

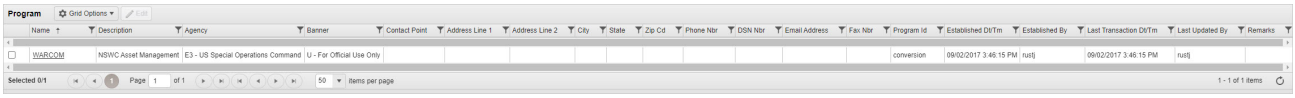
1. *View the default information in the Program Grid:*



- *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 Grid Options. *The Grid Options expanded menu appears.*

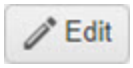
3. Select Columns to view the optional information in the Program Grid:



- *The Contact Point automatically populates and is not editable.*
- *The Address Line 1 automatically populates and is not editable.*
- *The Address Line 2 automatically populates and is not editable.*
- *The City automatically populates and is not editable.*
- *The State automatically populates and is not editable.*
- *The ZIP CD automatically populates and is not editable.*
- *The PHONE NBR automatically populates and is not editable.*
- *The DSN NBR automatically populates and is not editable.*
- *The E-MAIL Address automatically populates and is not editable.*
- *The FAX NBR automatically populates and is not editable.*

- *The Program ID automatically populates and is not editable.*
- *The Established DT/TM automatically populates and is not editable.*
- *The Established By automatically populates and is not editable.*
- *The Last Transaction DT/TM automatically populates and is not editable.*
- *The Last Updated By automatically populates and is not editable.*
- *The Remarks automatically populates and is not editable.*

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

Program Grid Tab

Name
Banner Cd
Description

Banner Display *

POC Grid 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

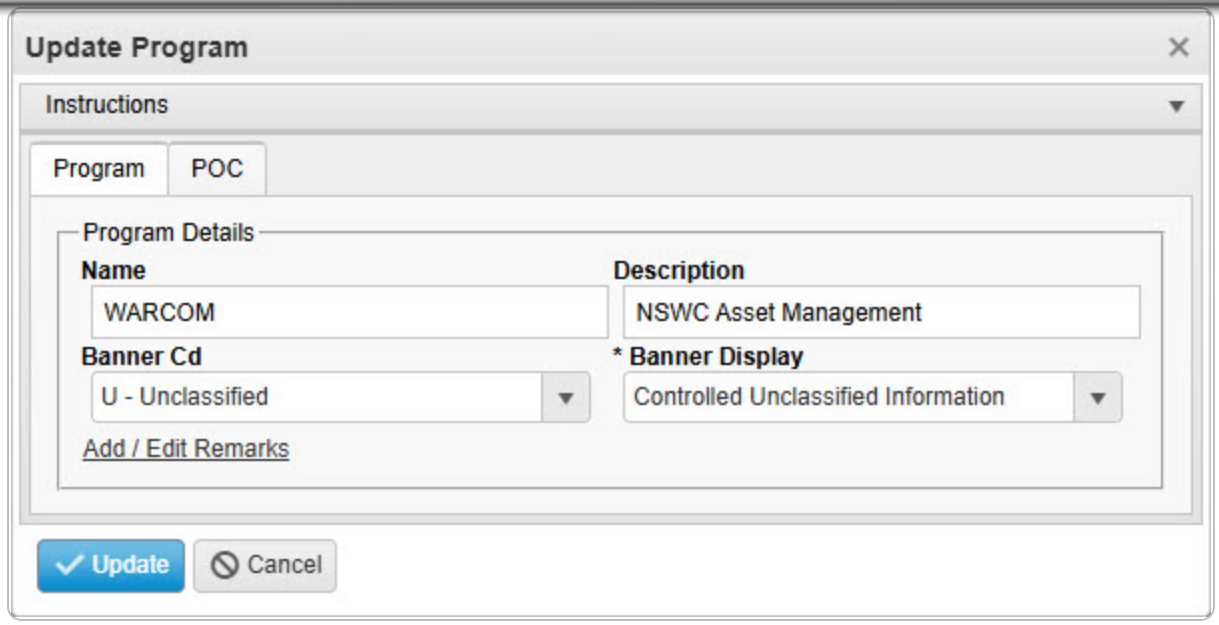
ELMS Navigation Helpful Tips

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



A. Update the Name, entering the revised program name in the field provided. *This is a 25 alphanumeric character field.*

B. Update the Banner Cd, using ▼ to select the desired code.

C. Update the Description, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*

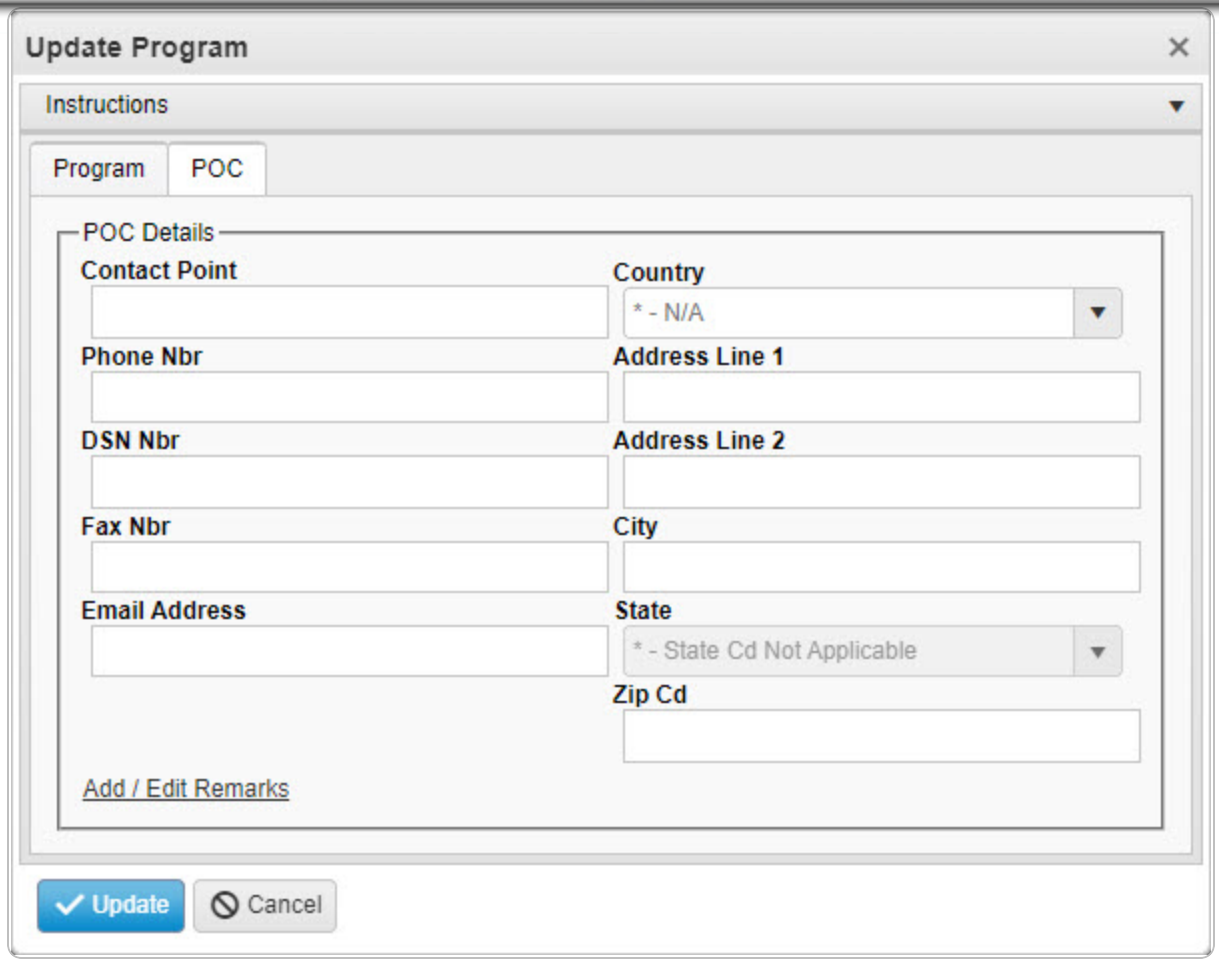
D. Update the Banner Display, using ▼ to select the desired code.

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. Update the History Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

3. Select the POC Tab.



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.*

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.*

4. 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 sup-	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following

ported special character(s) $, — , /, #, &, comma, period, and space.	permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- 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.

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

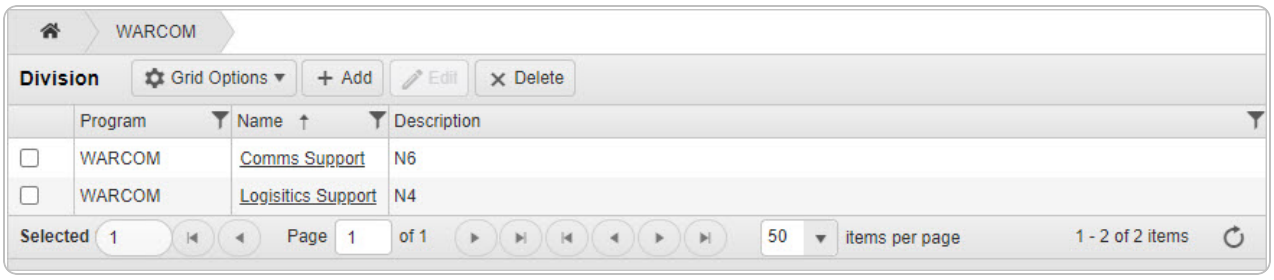
ELMS Navigation Helpful Tips

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

View a Division

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

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 Grid Options. *The Grid Options expanded menu appears.*

3. Select Columns to view the optional information in the Program Grid:

- *The Contact Point automatically populates and is not editable.*
- *The Address Line 1 automatically populates and is not editable.*
- *The Address Line 2 automatically populates and is not editable.*
- *The City automatically populates and is not editable.*
- *The State automatically populates and is not editable.*
- *The ZIP CD automatically populates and is not editable.*
- *The PHONE NBR automatically populates and is not editable.*
- *The DSN NBR automatically populates and is not editable.*
- *The E-MAIL Address automatically populates and is not editable.*

- *The FAX NBR automatically populates and is not editable.*
- *The Program ID automatically populates and is not editable.*
- *The Established DT/TM automatically populates and is not editable.*
- *The Established By automatically populates and is not editable.*
- *The Last Transaction DT/TM automatically populates and is not editable.*
- *The Last Updated By automatically populates and is not editable.*
- *The Remarks automatically populates and is not editable.*

Add a Division

Select + Add. *The **Add Division** pop-up window appears.*

Update the Division

1. Click ☐ to select the desired entry. *The Division is highlighted, and* Edit *and* × Delete *become available.*
2. Select Edit. *The **Update Division** pop-up window appears.*

Delete a Division

1. Click ☐ to select the desired entry. *The Division is highlighted, and* Edit *and* × Delete *become available.*
2. Select × Delete. *The **Delete Division** pop-up window appears.*

View the Program Management page

Select . *The **Program Management** page appears.*

View the ICP Management page

Select the Name hyperlink. *The **ICP Management** page appears.*

Common Errors

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

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

Related Topics

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

Add a Division

Overview

The Division Management Add process provides the ability to create new Divisions within a Program.

Navigation

MASTER DATA MGMT > Division Management > + Add > 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

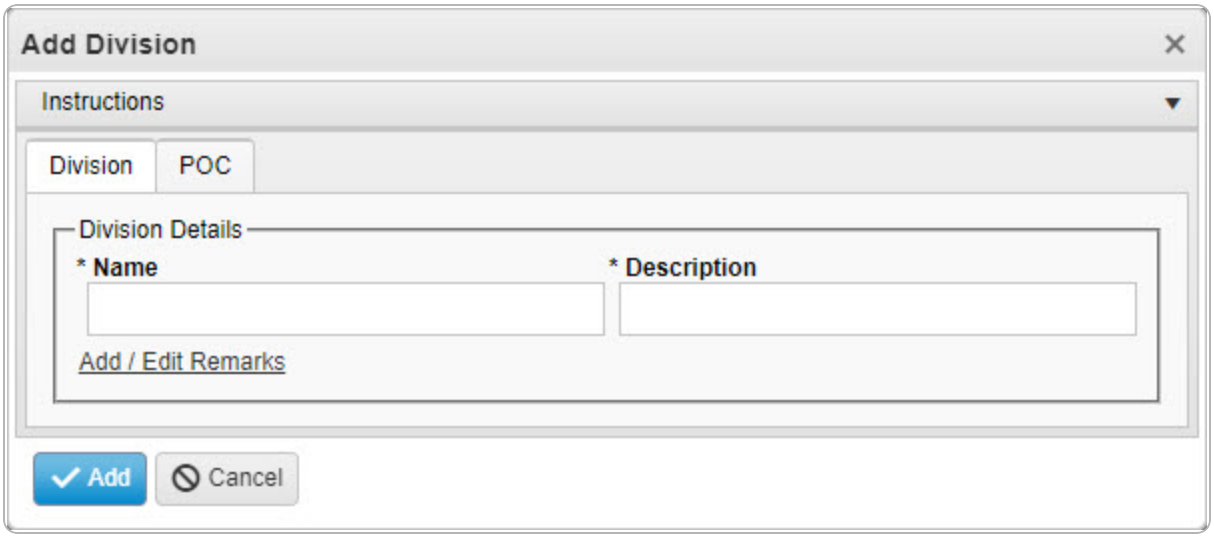
ELMS Navigation Helpful Tips

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

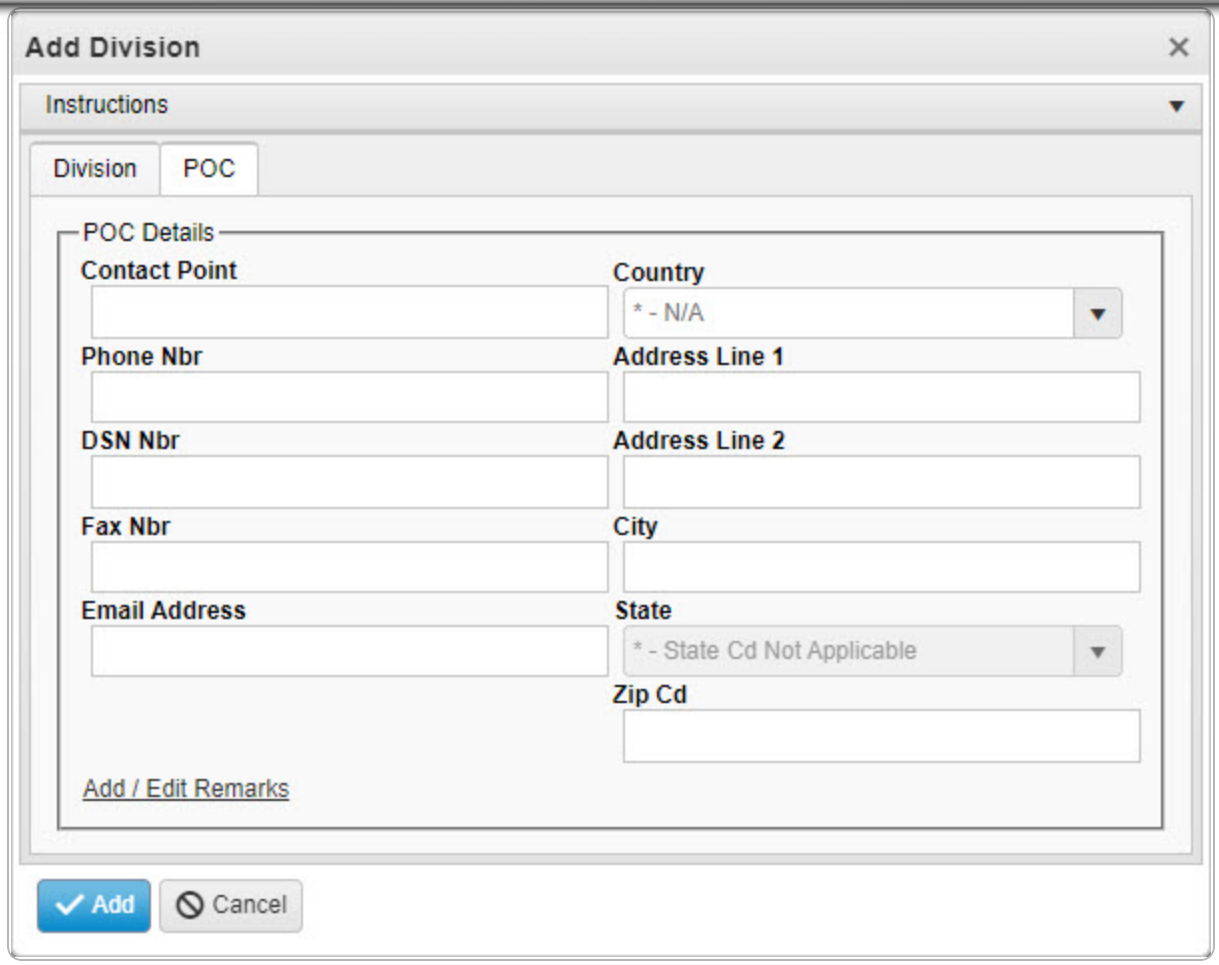
Add a Division

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

1. Select + Add. *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.



A. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*

B. Use to select the Country.

C. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

D. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

E. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

F. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

G. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

H. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

I. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*

J. Use to select the State.

K. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

6. Select

. *The **Add Division** pop-up window closes, and the new Division record appears at the top of the grid in green.*

Common Errors

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

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

761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

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

Update a Division

Overview

The Division Management Update process allows editing of a Division. The Division Description and Point of Contact details are editable; the rest of the information is not.

Navigation

MASTER DATA MGMT > Division Management > ☐ (desired record) > Edit > 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

ELMS Navigation Helpful Tips

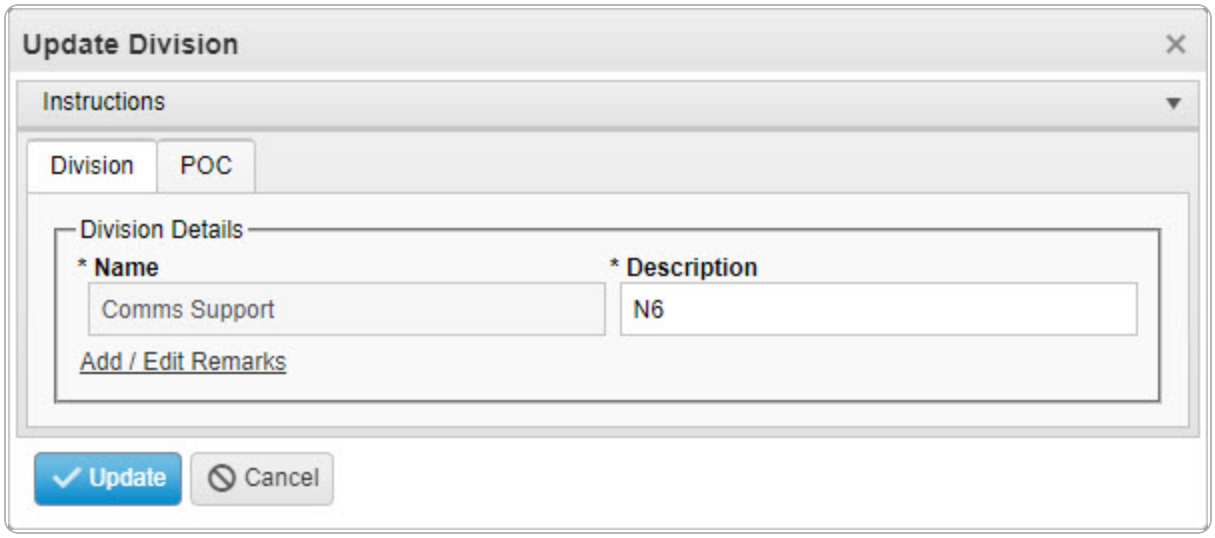
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Update a Division

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

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

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



3. *The Name automatically populates and is not editable.*

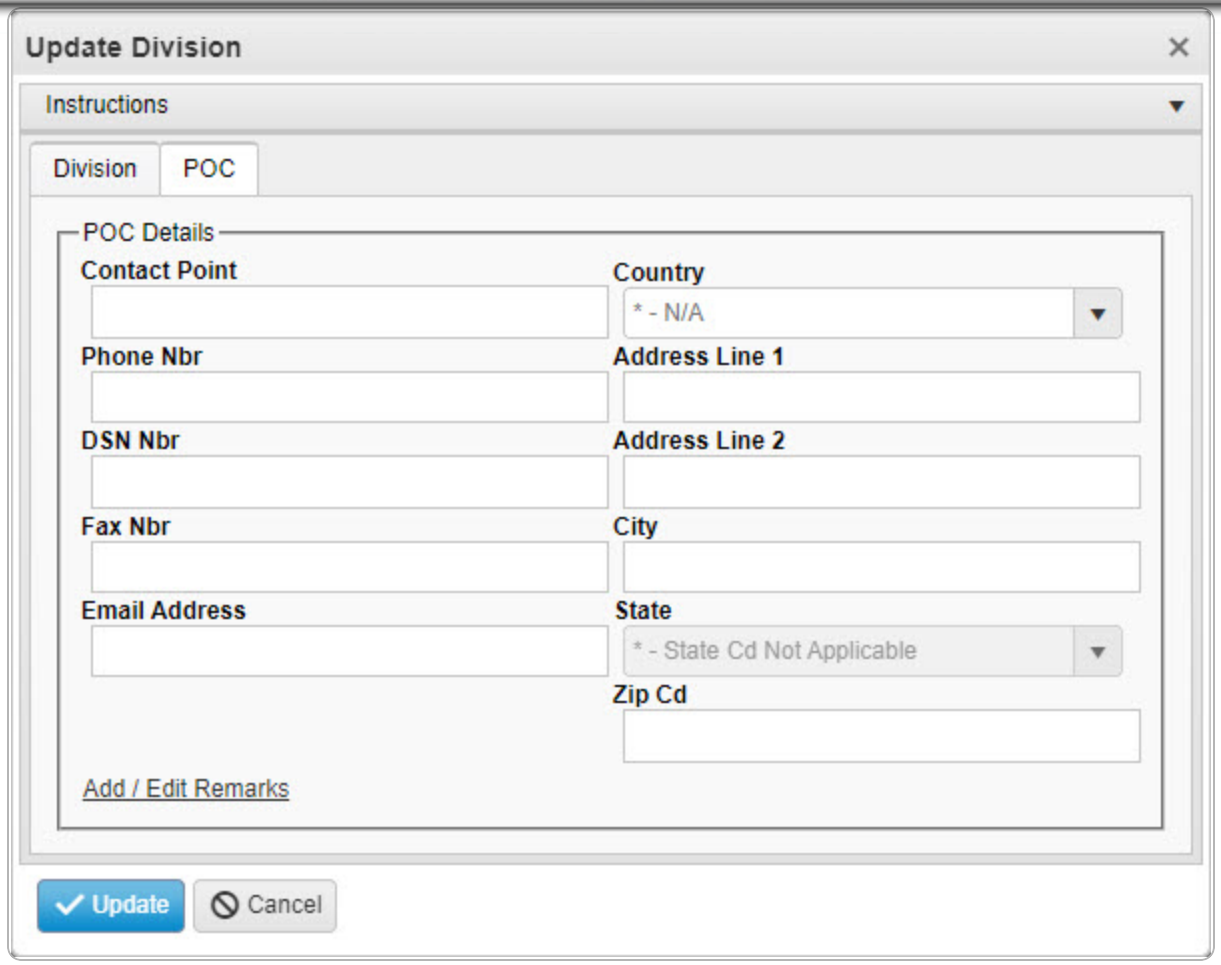
4. Update the Description, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*

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.



A. Update the Contact Point, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

B. Update the Country, using ▼ to select the desired code.

C. Update the PHONE NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

E. Update the DSN NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

G. Update the FAX NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

H. Update the City, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

I. Update the Email Address, entering the revised information in the field provided. *This is a 80 alphanumeric character field.*

J. Update the State, using to select the desired code.

K. Update the ZIP CD, entering the revised information in the field provided. *This is a 10 alphanumeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

b. Update the History Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

7. Select

. *The **Update Division** pop-up window closes, and the revised Division record appears at the top of the grid in green.*

Common Errors

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

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

ported special character(s) $, — , /, #, &, comma, period, and space.	permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

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

Delete a Division

Overview

The Division Management Delete process allows removal of a Division.

Note

Once a Division is deleted, the record is archived and viewable. The information and the reason for the deletion is retained.

Navigation

MASTER DATA MGMT > Division Management > ☐ (desired division) > ✕ Delete > 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

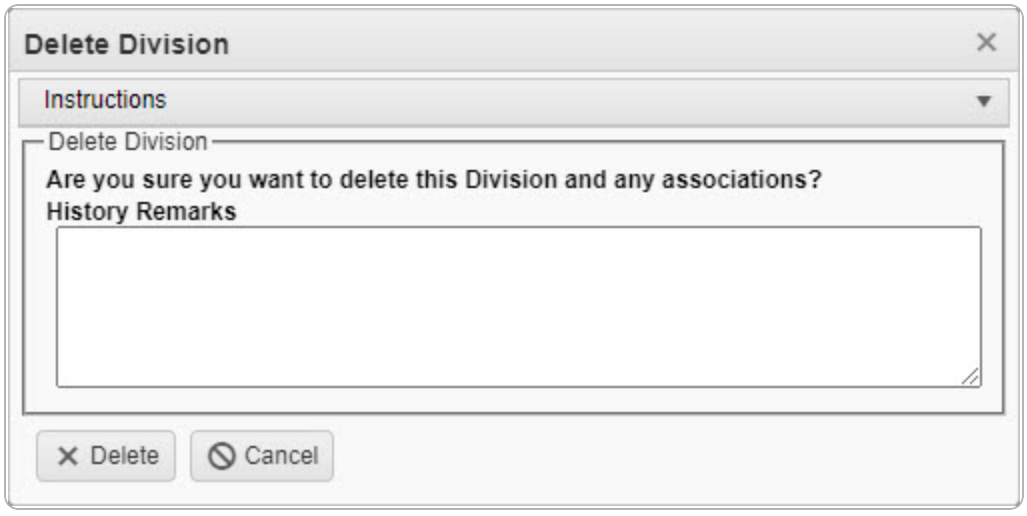
ELMS Navigation Helpful Tips

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

Delete a Division

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 Division is highlighted, and* Edit *and* Delete *become available.*
2. Select Delete. *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 Delete. *The* ***Delete Division*** *pop-up window closes, and the Division record is removed from the Division grid.*

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — Division cannot be deleted as it has associated ICPs.	Invalid Deletion. A Division cannot be deleted if there are any ICPs associated with it, or if there is any materiel attached to the associated ICPs. Review the Division again, and remove any remaining associated ICPs so the Division can be deleted.

Related Topics

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

Inventory Control Point Management Overview

Overview

The Materiel Management/Inventory Control Point (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.

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

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

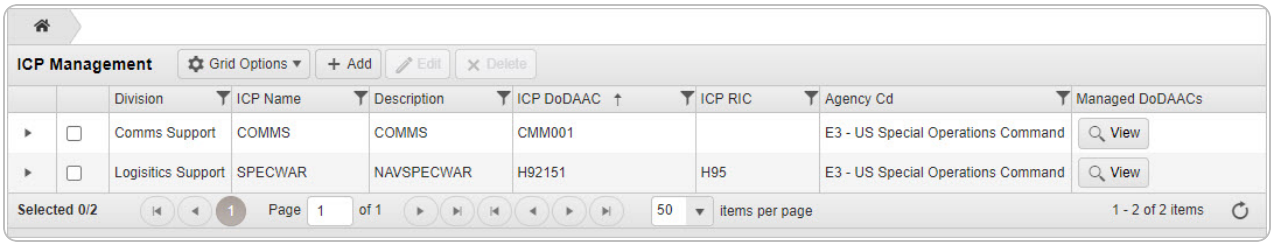
ELMS Navigation Helpful Tips

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

View an ICP

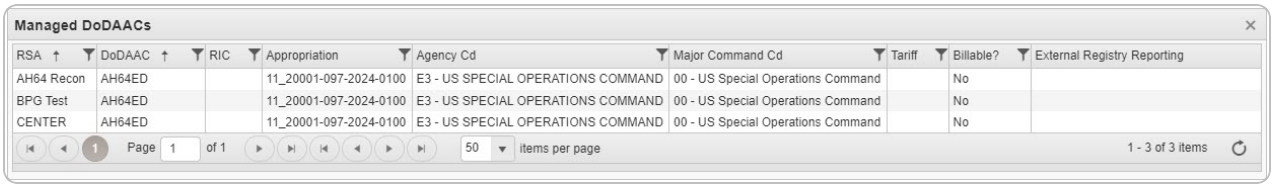
Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Back *retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

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



- *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.*

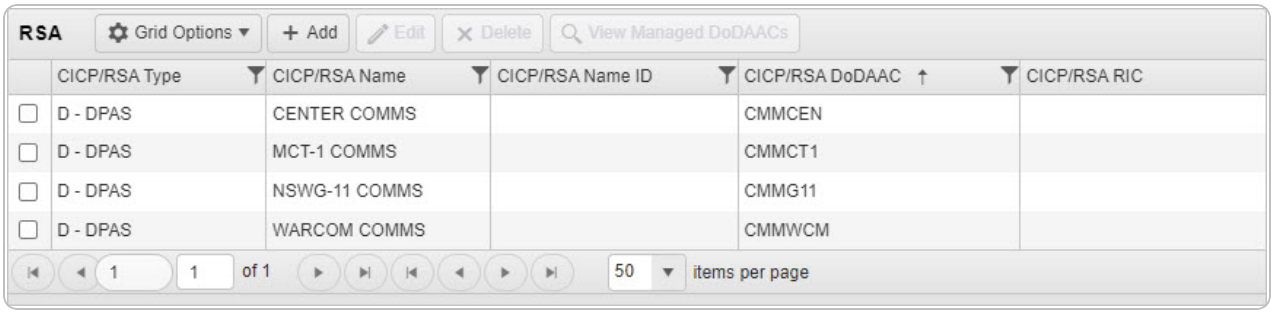
2. Select View. *The **Managed DoDAACs** pop-up window appears.*



- *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.*



- *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 + Add. *The **Add ICP Management** pop-up window appears.*

Update an ICP Header Record

1. Click ☐ to select the desired entry. *The ICPHeader Record is highlighted, and* Edit *and* Delete *become available.*
2. Select Edit. *The **Update ICP Management** pop-up window appears.*

Delete an ICP Header Record

1. Click ☐ to select the desired entry. *The ICPHeader Record is highlighted, and* Edit *and* Delete *become available.*

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

Add a CICP / RSA

1. Click ☐ to select the desired entry. *The CICP/RSA is highlighted, and* Edit, Delete, *and* View Managed DoDAACs *become available.*
2. Select Add. *The **Add RSA** pop-up window appears.*

Update a CICP / RSA

1. Click ☐ to select the desired entry. *The CICP/RSA is highlighted, and* Edit, Delete, *and* View Managed DoDAACs *become available.*
2. Select Edit. *The **Update RSA** pop-up window appears.*

Delete a CICP / RSA

1. Click ☐ to select the desired entry. *The CICP/RSA is highlighted, and* Edit, Delete, *and* View Managed DoDAACs *become available.*
2. Select Delete. *The **Delete RSA** pop-up window appears.*

View the Managed DoDAACs

1. Click ☐ to select the desired entry. *The CICP/RSA is highlighted, and* Edit, Delete, *and* View Managed DoDAACs *become available.*
2. Select View Managed DoDAACs. *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 > 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

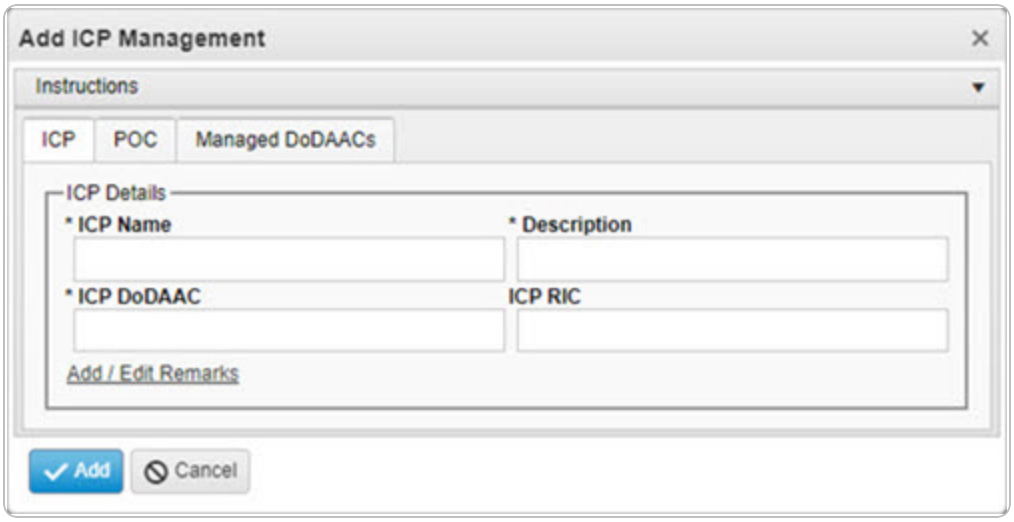
ELMS Navigation Helpful Tips

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

Add an ICP Header Record

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

1. Select + Add. *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.*

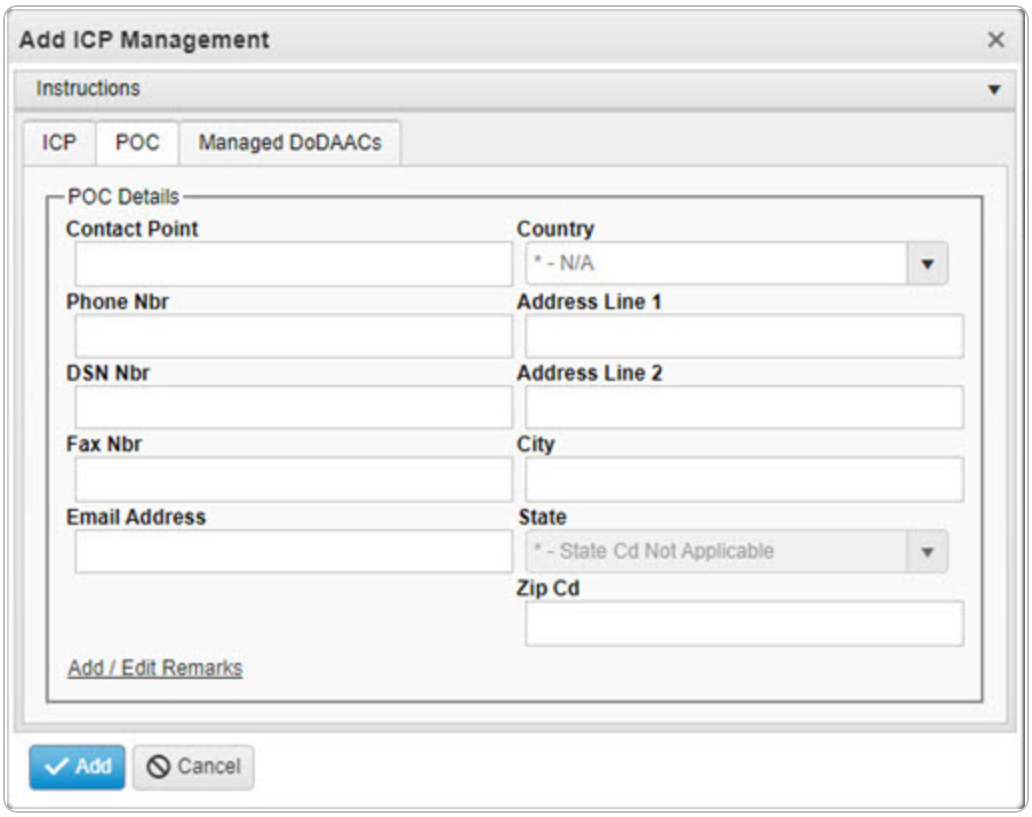
D. Enter the ICP RIC in the field provided. *This is a 3 alphanumeric character field.*

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.

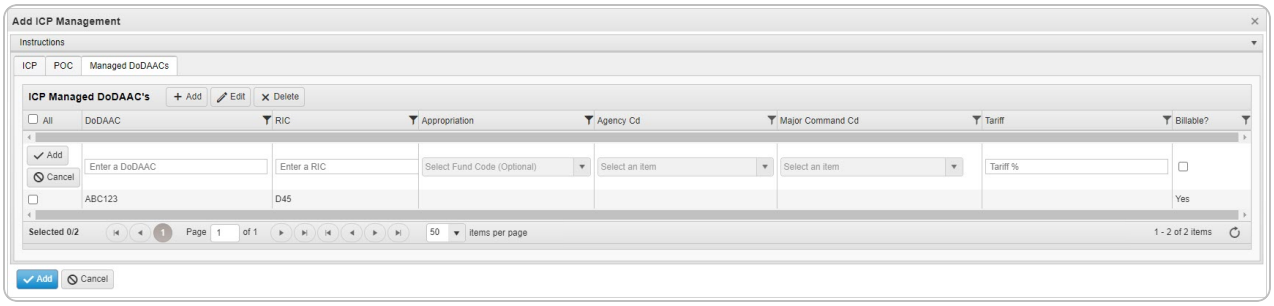
K. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

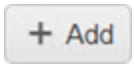
L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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 Add. *The ICP Header is saved, appears green in the row, and is associated to the ICP Header Record.*

4. Select Add. *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 alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6-position alpha-numeric 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 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. Enter a new ZIP Code.
xxxx — The field ICP RIC must be a string with a minimum length of 3 and a maximum length of 3.	Invalid Entry. Enter 3 alphanumeric characters. Re-enter theICP RIC.

Related Topics

- ICP Management Overview
- 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 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 fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

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

Navigation

MASTER DATA MGMT > ICP Management > (desired ICP) > + Add > 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 *

ELMS

CICP/RSA DoDAAC *

ELMS 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

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

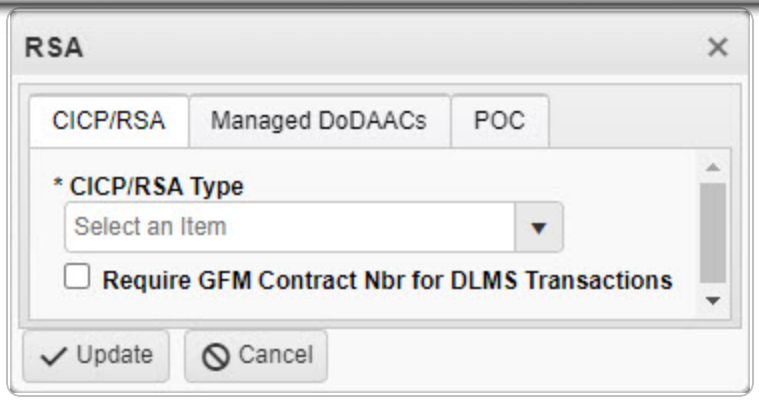
ELMS Navigation Helpful Tips

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

Add a CICP / RSA

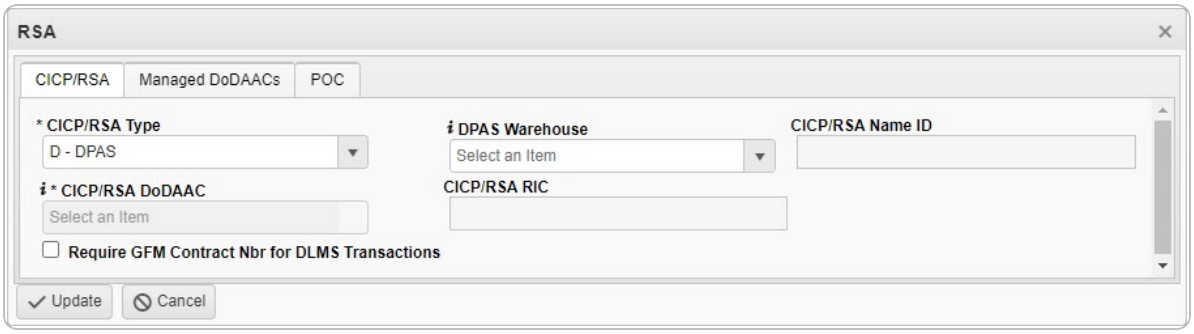
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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



3. Use ▼ to select the CICP / RSA Type. *The choices include:*

- **D - ELMS**



A. *The CICP/RSA DoDAAC automatically populates and is not editable.*

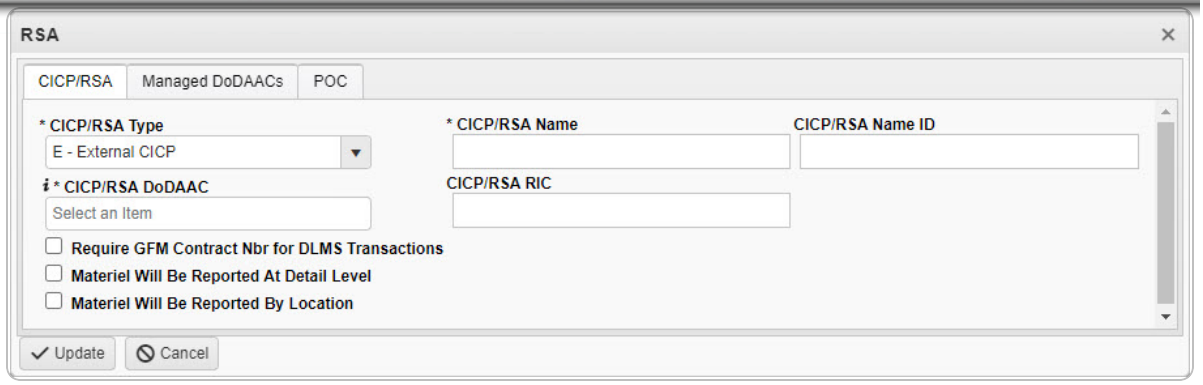
B. Use ▼ to select the ELMS Warehouse, or use i to assist with the entry.

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 ℹ 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.*

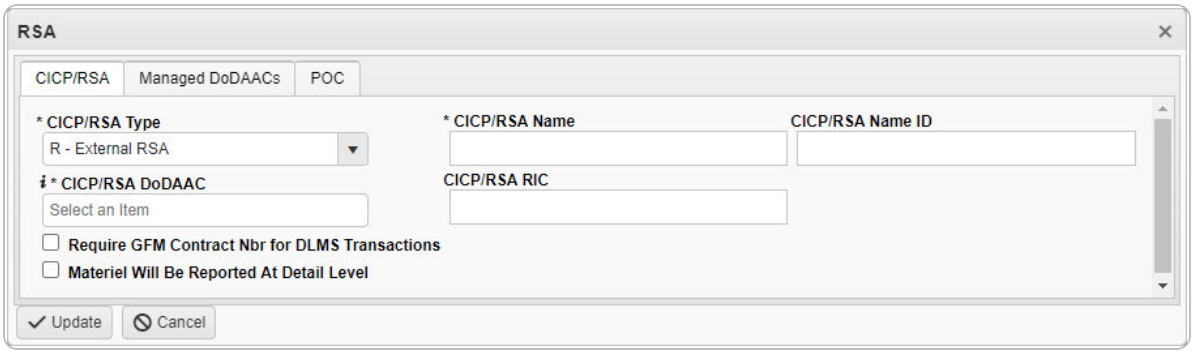
D. Enter the CICP / RSA Name ID in the field provided. *This is a 25 alphanumeric character field.*

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 ℹ 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.*

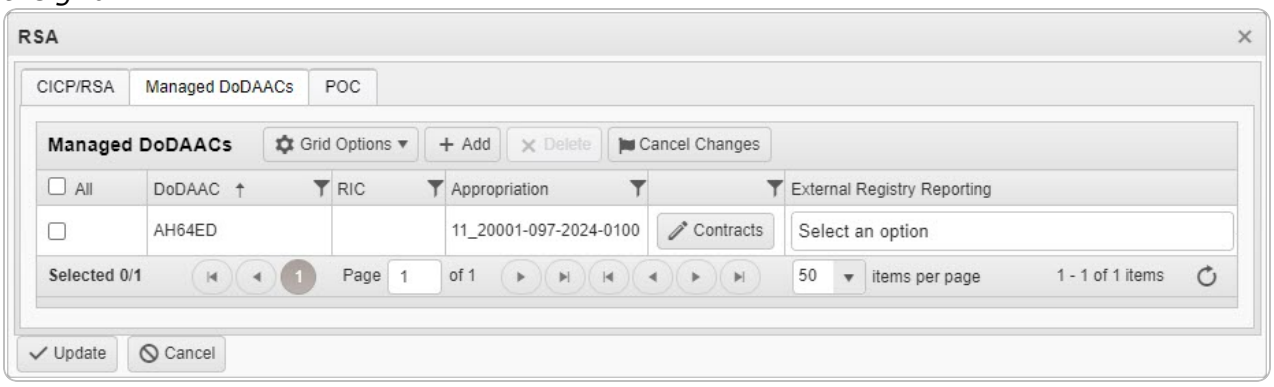
D. Enter the CICP / RSA Name ID in the field provided. *This is a 25 alphanumeric character field.*

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 Cancel Changes *at any point of this procedure removes all revisions and closes the grid.*



A. Select + Add. *The Managed DODAACs grid expands, with empty fields available.*

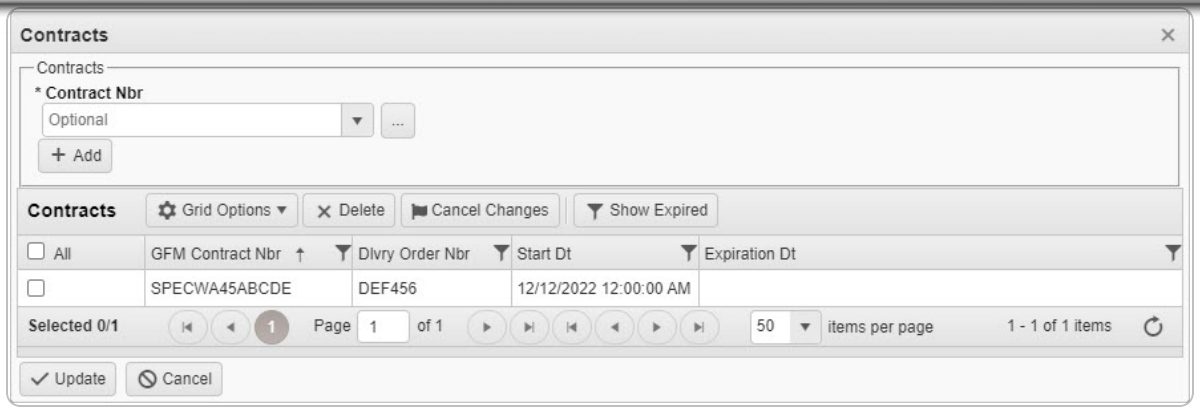
B. Use ▼ to select the DoDAAC.

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 Contracts. *The **Contracts** pop-up window appears.*

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



a. Use ▼ or ... to select the desired Contract Nbr.

Contract Number Browse

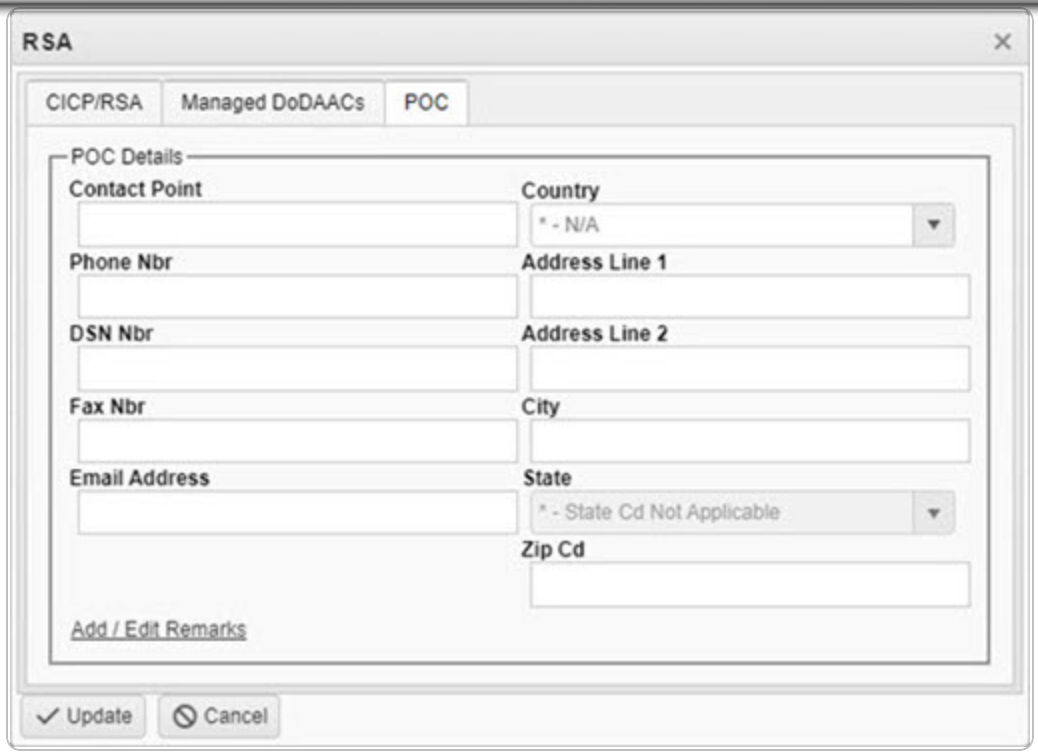
b. Select + Add. *The information appears in the Contracts grid.*

c. Click ☐ to select the desired Contract. *The row is highlighted.*

d. Select ✓ Update. *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.



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.*

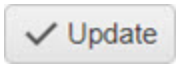
J. Use ▼ to select the State.

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.*

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*.	

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 alpha-numeric 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 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 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 > 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

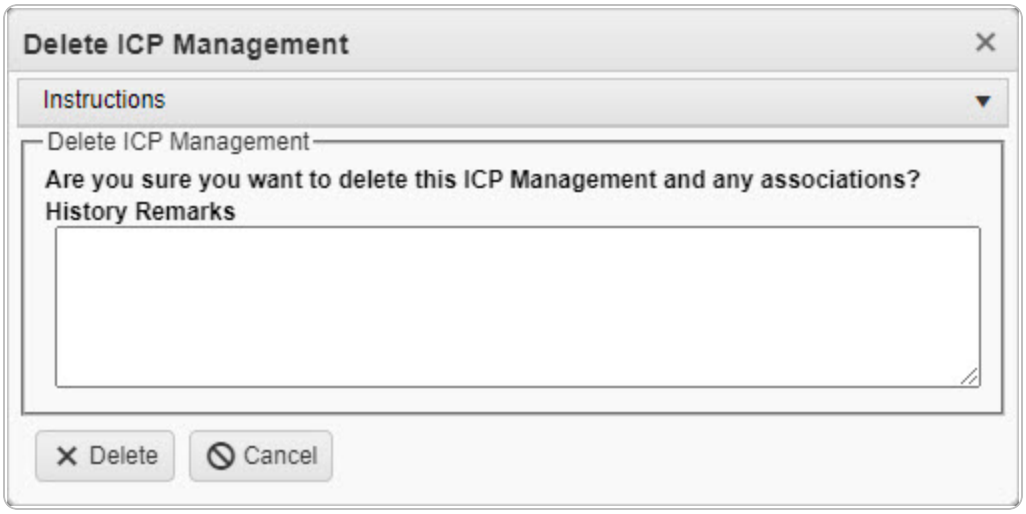
ELMS Navigation Helpful Tips

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

Delete an ICP Header Record

Selecting Cancel *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* Edit *and* Delete *become available.*
2. Select Delete. *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 Delete. *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 > 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

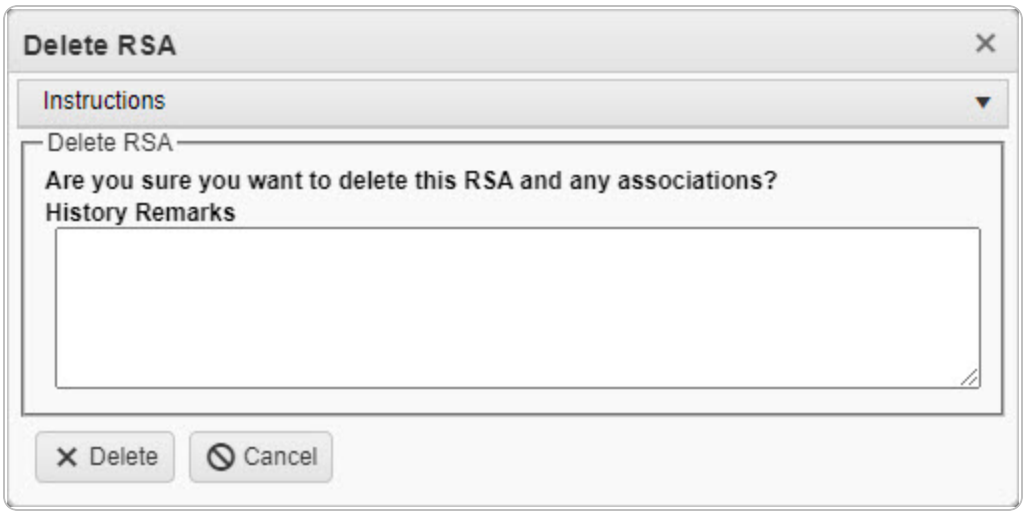
ELMS Navigation Helpful Tips

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

Delete an RSA

Selecting Cancel *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* Edit, Delete, *and* View Managed DoDAACs *become available.*
3. Select Delete. *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 Delete *The CICP/RSA is removed.*

Common Errors

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

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

Related Topics

- ICP Management Overview
- Add an ICP Header Record
- Update an ICP Header Record
- Delete an ICP Header Record
- Add a CICP / RSA
- Update a CICP / RSA
- Program Management Overview
- Division Management Overview

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) > Edit > 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

ELMS Navigation Helpful Tips

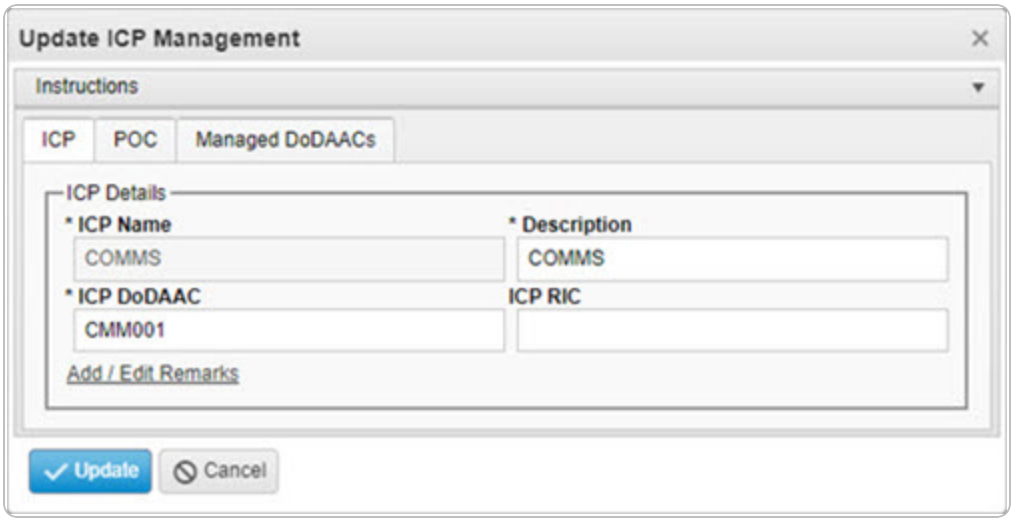
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Update an ICP Header Record

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 ICPHeader Record is highlighted, and* Edit *and* Delete *become available.*

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



A. *Verify the ICP Name.*

B. Update the ICP DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

C. Update the Description, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*

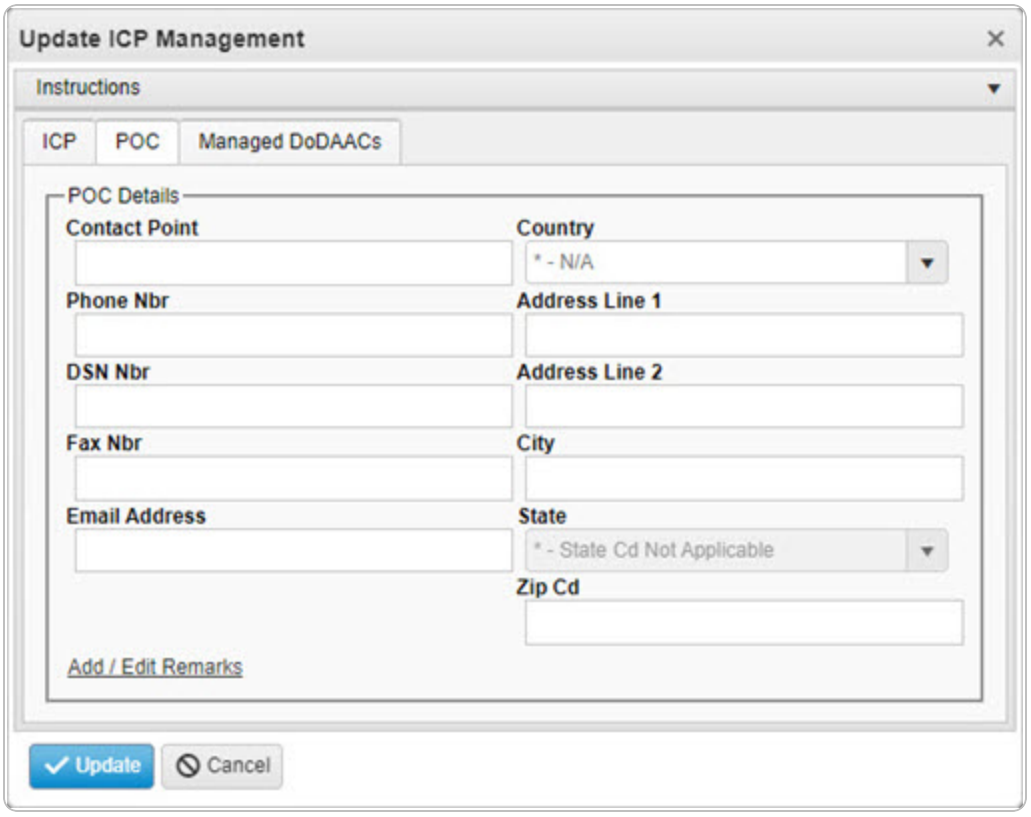
D. Update the ICP RIC, entering the revised code in the field provided. *This is a 3 alpha-numeric character field.*

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.



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 alpha-numeric character field.*

J. Update the State, using to select the desired code.

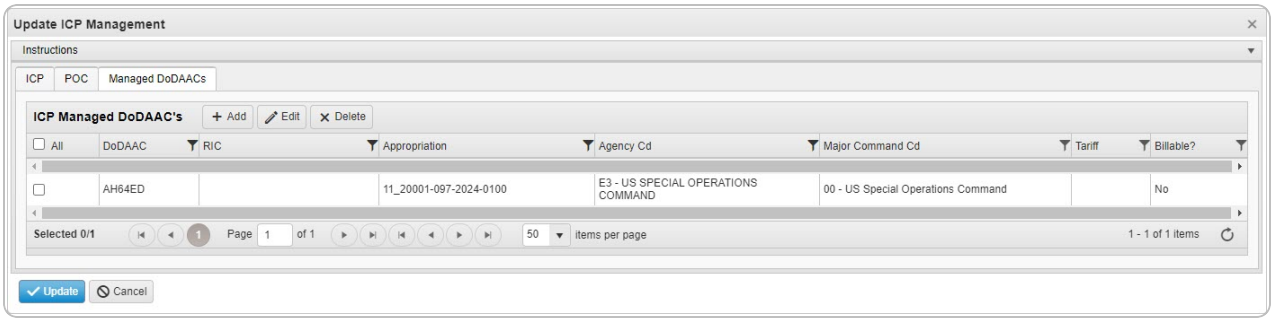
K. Update the ZIP CD, entering the revised information in the field provided. *This is a 10 alphanumeric character field.*

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.*

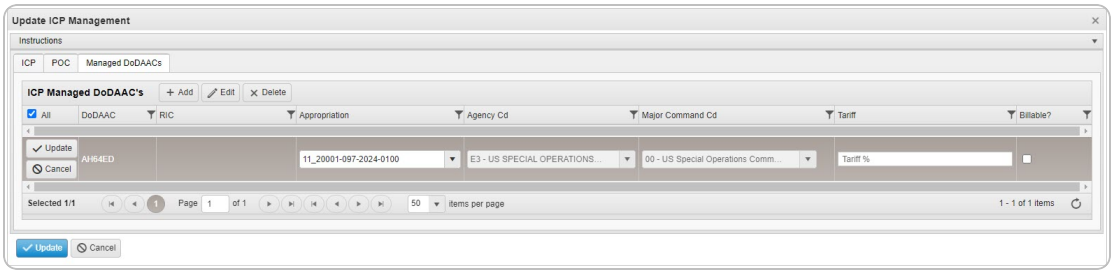
F. *Verify the Tariff.*

G. *Verify the Billable?*

Update the ICP Managed DoDAAC

a. Click ☐ to select the desired DoDAAC. *The ICP Managed DoDAAC is highlighted, and* Edit *and* Delete *become available.*

b. Select Edit. *The ICP Managed DoDAAC's grid expands, with editable fields available.*



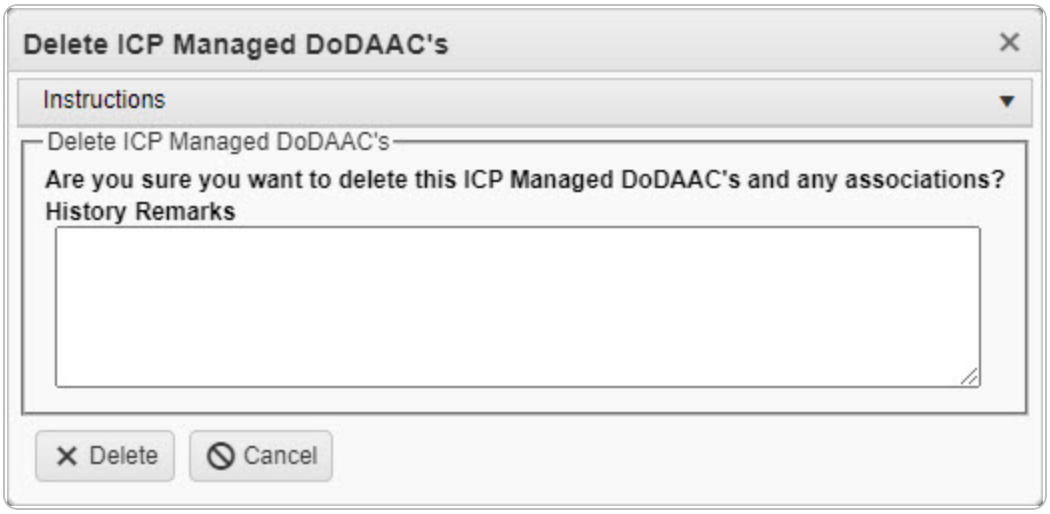
1. *Verify the DoDAAC.*
2. *Verify the RIC.*
3. Update the Appropriation, using ▼ to select the desired code.
4. *Verify the AGENCY CD.*
5. *Verify the MAJOR COMMAND CD.*
6. Update the Tariff, entering the revised percentage in the field provided. *This is a 9 numeric character field.*
7. Verify the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

c. Select Update. *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* Edit *and* Delete *become available.*

b. Select Delete. *The **Delete ICP Managed DoDAAC's** pop-up window appears.*



1. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

c. Select 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) $, — , /, #, &, 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 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 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) sym-

	bol, 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

- ICP Management Overview
- Add an ICP Header Record
- Delete an ICP Header Record
- Add a CICP / RSA
- Update a CICP / RSA
- Delete a CICP / RSA
- Program Management Overview
- Division Management Overview

Update a CICP / RSA

Overview

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

Navigation

MASTER DATA MGMT > ICP Management > ▸ (desired ICP) > ☐ (desired RSA) > Edit > Update RSA pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

CICP/RSA Tab

CICP / RSA Type *

ELMS

CICP/RSA DoDAAC * ℹ

ELMS Warehouse ℹ
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

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

ELMS Navigation Helpful Tips

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

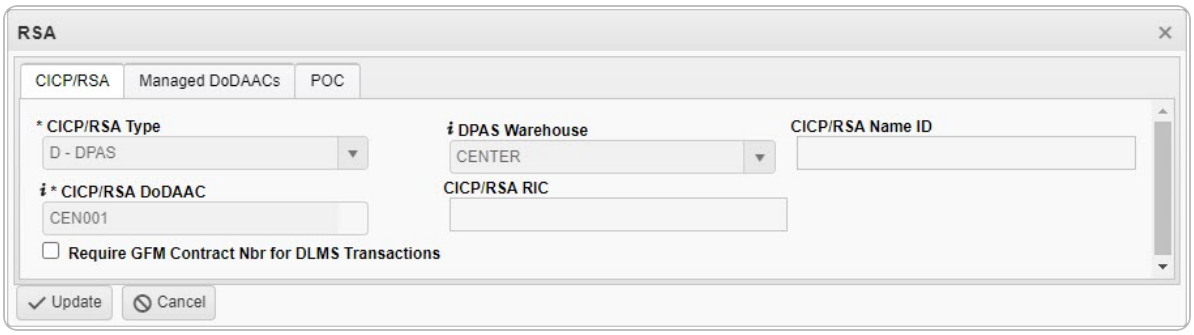
Update a CICP / RSA

Selecting Cancel *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* Edit, Delete, *and* View Managed DoDAACs *become available.*

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

- **D - ELMS**



A. *Verify the CICP/RSA DoDAAC.*

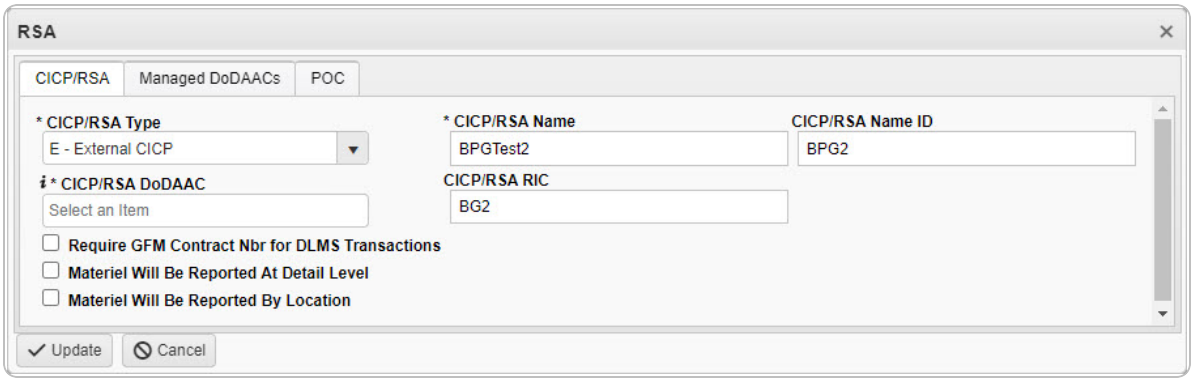
B. *Verify the ELMSWarehouse.*

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 ℹ 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 CICP / RSA RIC, entering the revised RIC in the field provided. *This is a 3 alphanumeric character field.*

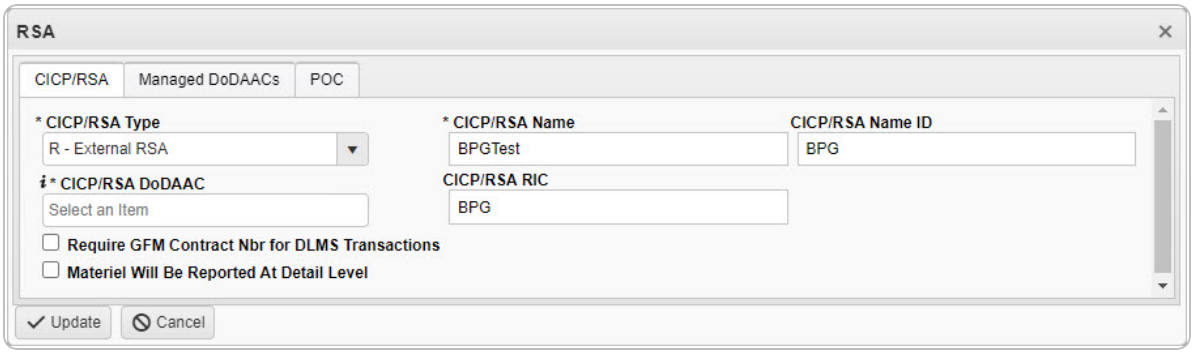
D. Update the CICP / RSA Name ID, entering the revised identifier in the field provided. *This is a 25 alphanumeric character field.*

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**



A. Update the CICP / RSA DODAAC, using ℹ 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.*

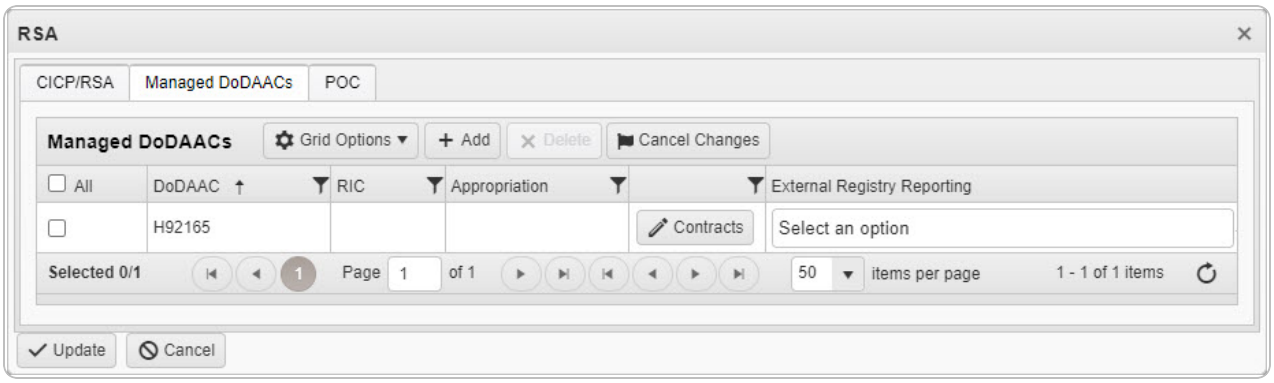
C. Update the CICP / RSA RIC, entering the revised RIC in the field provided. *This is a 3 alphanumeric character field.*

D. Update the CICP / 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.

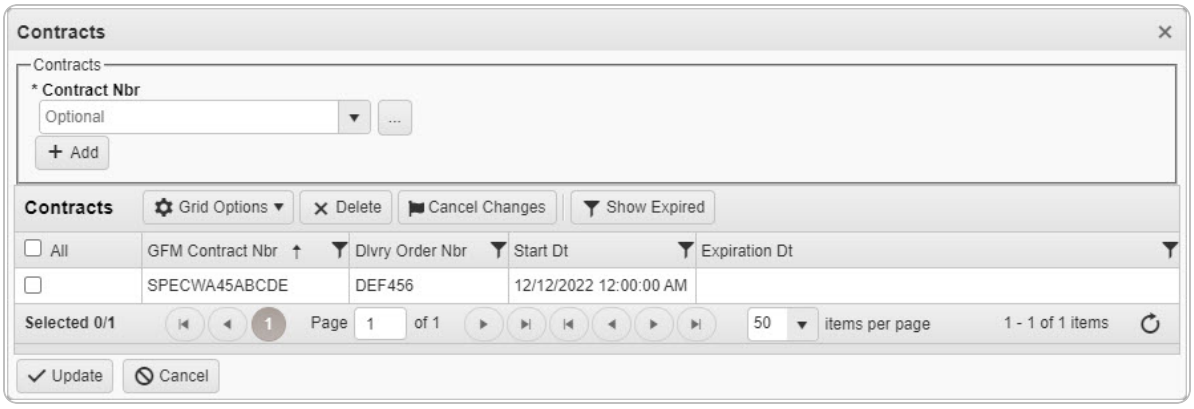


A. *Verify the DoDAAC.*

B. *Verify the RIC.*

C. *Verify the Appropriation.*

D. Select Contracts. *The **Contracts** pop-up window appears.*



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

a. Use ▼ or ... to select the desired Contract Nbr.

Contract Number Browse

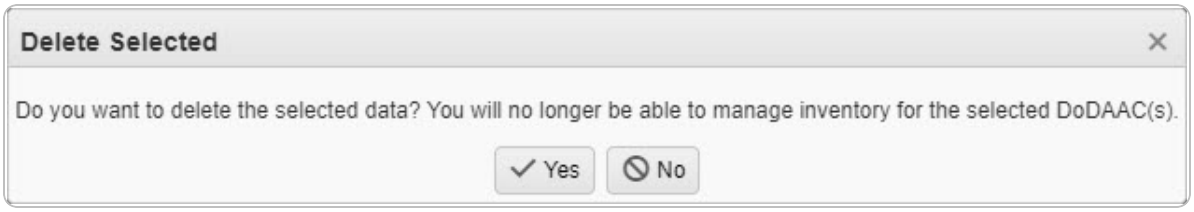
b. Select + Add. *The information appears in the Contracts grid.*

c. Click ☐ to select the desired Contract. *The row is highlighted.*

d. Select ✓ Update. *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

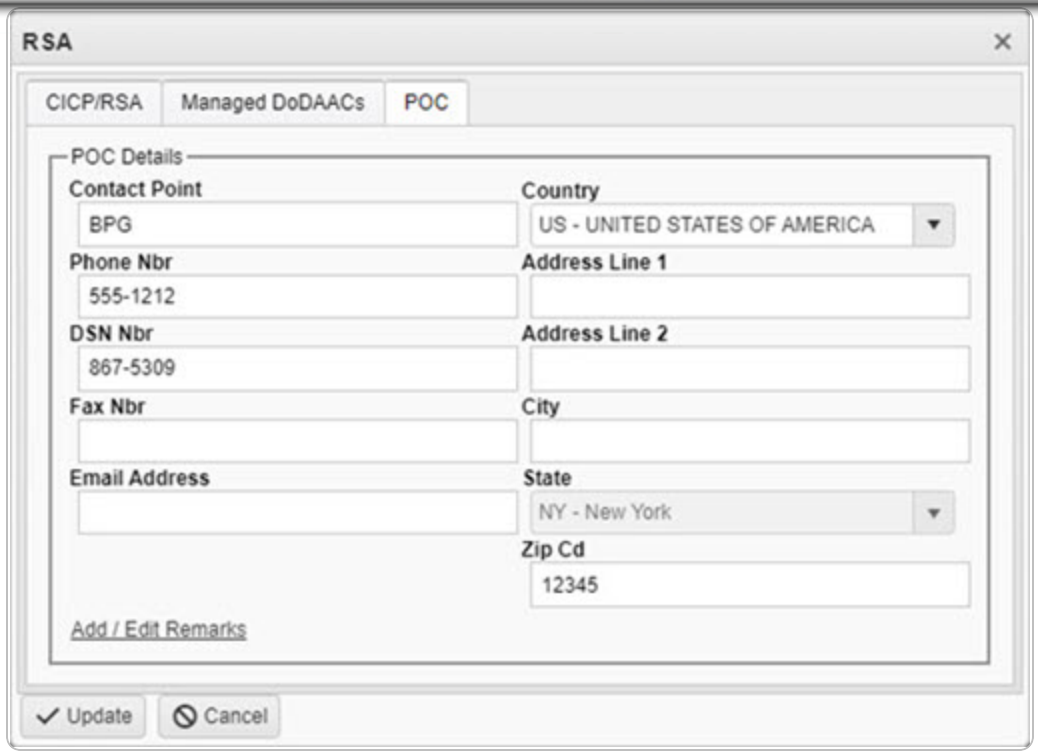


a. Click ☐ to select the desired DoDAAC.

b. Select ✕ Delete. *The **Delete ICP Managed DoDAAC's** pop-up window appears.*

c. Select ✓ Yes. *The DoDAAC is removed from the ICP Header Record.*

6. Select the POC Tab.



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.*

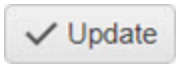
J. Update the State, using to select the desired code.

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 CICP/RSA record is saved.*

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, 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*.	
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 alpha-numeric 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 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 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

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

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

Navigation

MASTER DATA MGMT > Item Manager > Item Manager page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.

412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Item Manager Search Criteria Grid

Program Name
Program Manager
Acquisition Reason Cd
Stock Nbr
Owning DoDAAC
Rqn Prj Cd
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

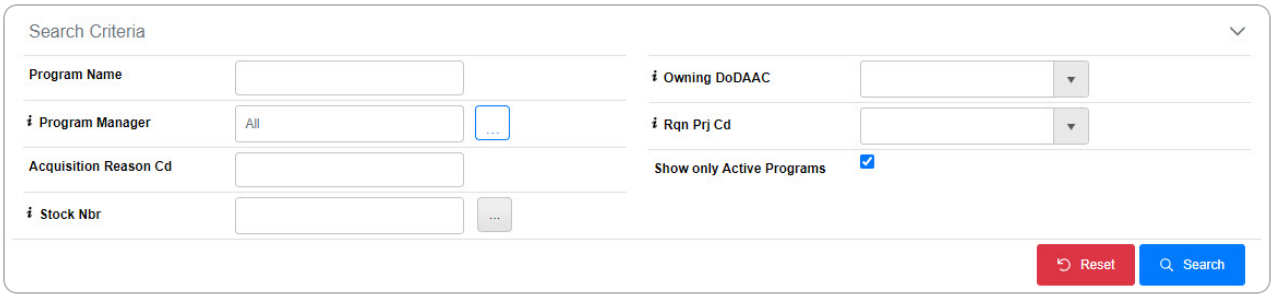
ELMS Navigation Helpful Tips

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



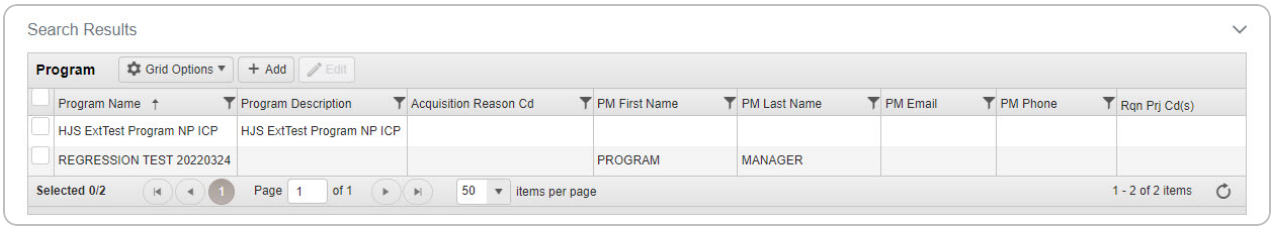
- Enter the Program Name in the field provided. *This is a 20 alphanumeric character field.*
- Use or to assist with the Program Manager entry. *This is a 100 alphanumeric character field.*

  Contacts Browse
- 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

- Use or to select the Owning 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 Search. *The Programs appear in the Search Results grid.*



Add a Program

Select + Add. *The **Add Program** page appears.*

Update a Program

1. Click to select the desired entry. *The record is highlighted, and* Edit *becomes available.*
2. Select Edit. *The **Edit Program** page appears.*

Common Errors

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

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

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

Related Topics

- 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 > 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

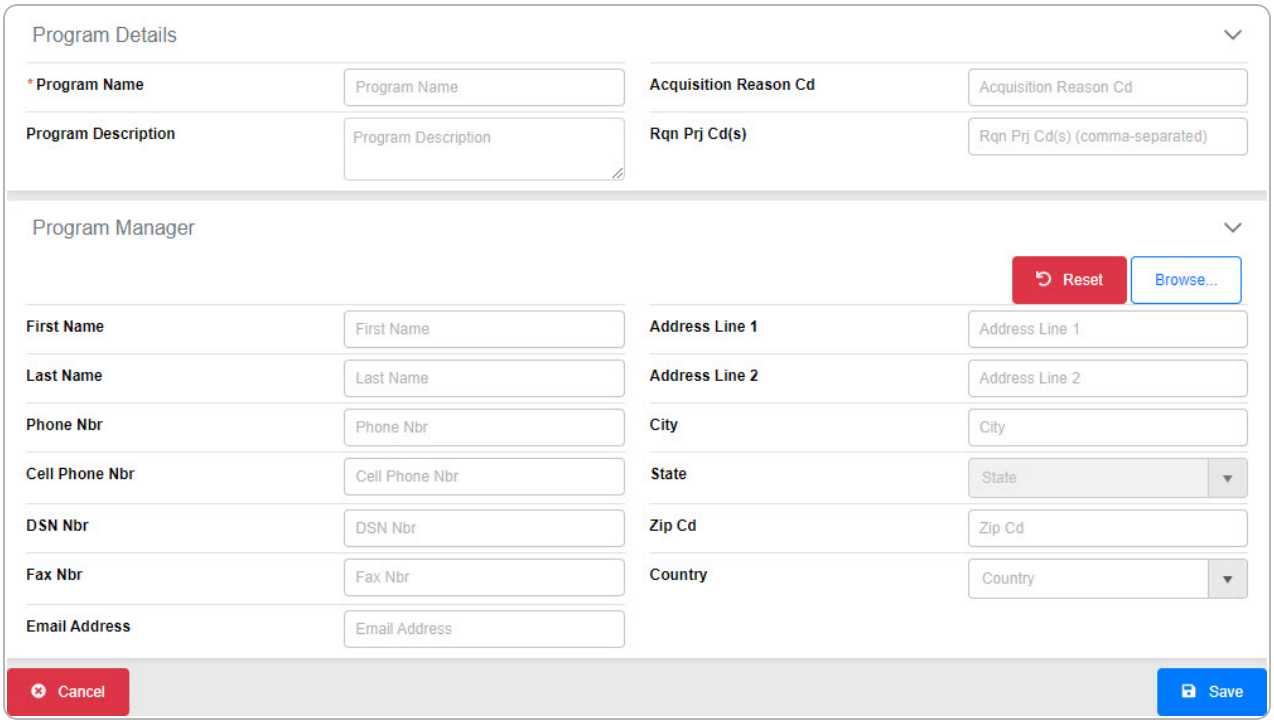
ELMS Navigation Helpful Tips

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

Add a Program Identifier

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

1. Select + Add. *The **Add Program Identifier** page appears, open to the Details grid.*



2. Complete the Program Details grid.
   - **A.** Enter the Program Name in the field provided. *This is a 20 alphanumeric character field.*
   - B. Enter the Program Description in the field provided. *This is a 15 alphanumeric character field.*
   - C. Enter the Acquisition Reason CD in the field provided. *This is a 3 alphanumeric character field.*
   - D. Enter the RQN PRJ CD(s) in the field provided. *This is a 3 alphanumeric character field.*
3. Complete the Program Manager grid.
   - A. Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*
   - B. Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*
   - C. Enter the PHONE NBR in the field provided. *This is a 19 numeric character field.*
   - D. Enter the Cell PHONE NBR in the field provided. *This is a 19 numeric character field.*
   - E. Enter the DSN NBR in the field provided. *This is an 8 numeric character field.*

F. Enter the FAX NBR in the field provided. *This is a 25 numeric character field.*

G. Enter the E-MAIL Address in the field provided. *This is an 80 alphanumeric character field.*

H. Enter the Address Line 1 in the field provided. *This is a 25 alphanumeric character field.*

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

J. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

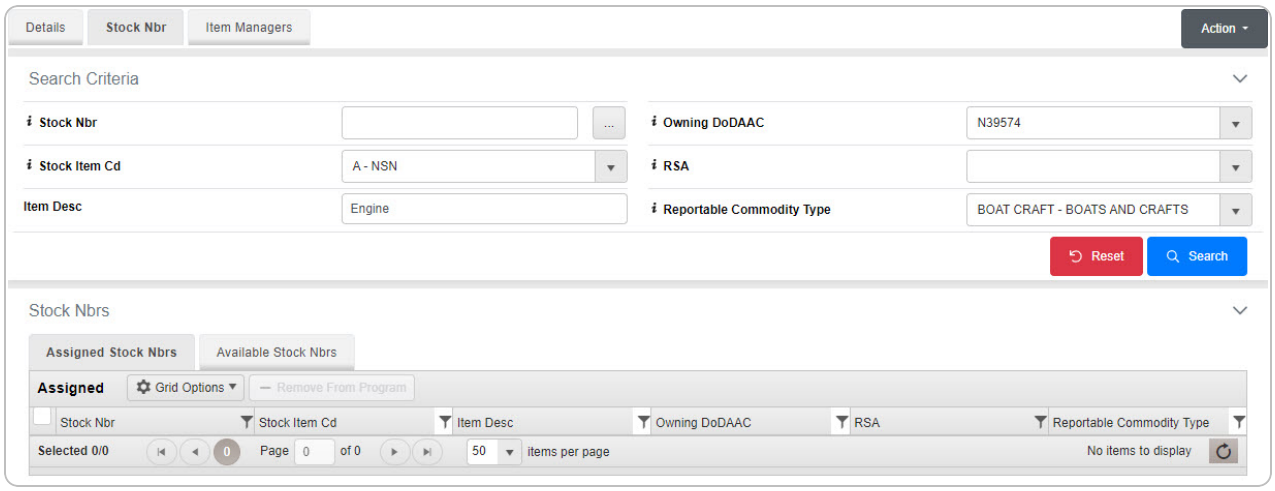
K. Enter the ZIP CD in the field provided. *This is a 10 numeric character field.*

L. Use to select the Country. *This must be chosen before the State becomes available.*

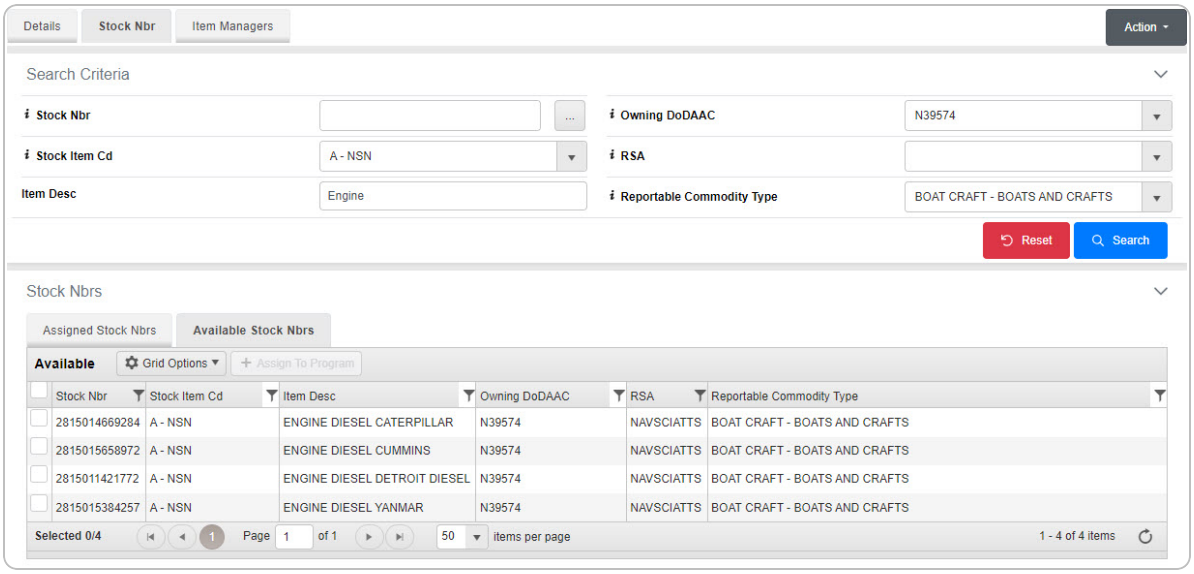
M. Use to select the State.

4. Select

. *The **Add Program** page closes, and the STOCK NBR Tab page appears.*



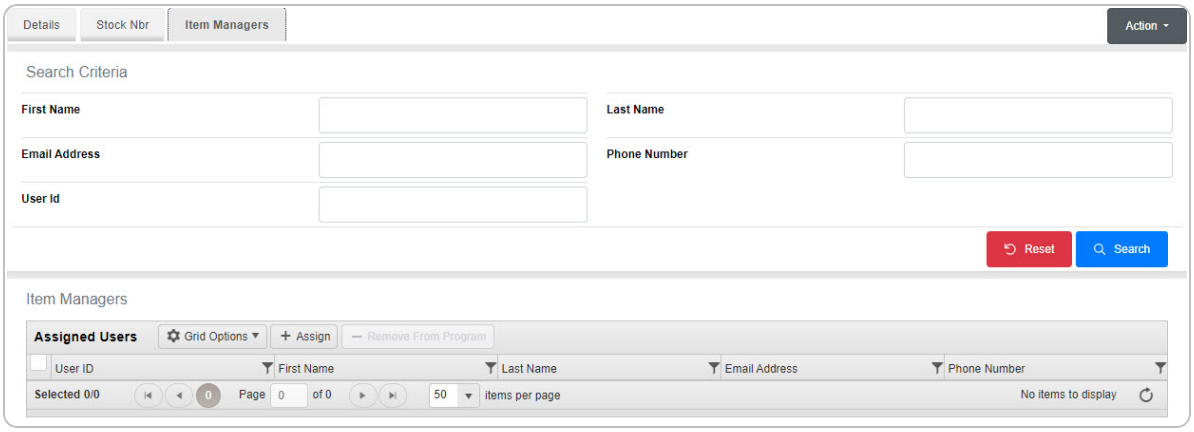
A. Select the Available STOCK NBRS Tab. *The list of available stock numbers appears.*



B. Click ☐ next to the desired STOCK NBRS. *The STOCK NBRS are highlighted.*

C. Click + Assign To Program. *The highlighted STOCK NBRS are moved to the Assigned STOCK NBRS tab.*

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



Select + Assign. *The **Assign User** pop-up window appears.*

E.

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*.	

13 — Mandatory Entry: *Country*.	
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.
37 — Entry must = A — Z and/or 0 — 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
2170 — Value must be 1 to 3 characters in length.	Invalid Entry. The field must contain at least one character, but no more than three characters. Re—enter the field.
2169 — The entered Acquisition Reason Code is being used by another Program.	Invalid Entry. The Acquisition Reason Code must be a unique value between all Programs associated with an ICP. Re-enter the Acquisition Reason Code.
2171 — Value must be 3 characters in length.	Invalid Entry. The field must be exactly three characters. Re-enter the field.
2172 — Multiple values must be comma separated.	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).

Related Topics

- Item Manager Overview
- Update a Program Identifier
- Assign User
- User Browse
- Remove User

Assign a User

Overview

The Assign User process allows connecting a contact to a Program.

Navigation

MASTER DATA MGMT > Item Manager > + Add > Save > Add a Program Identifier Item Manager Tab > + Assign > 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

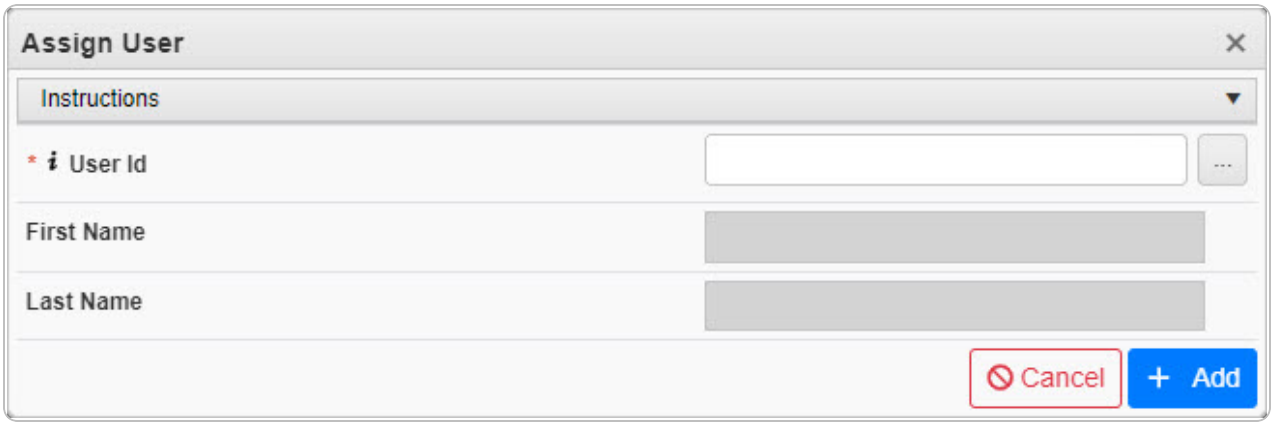
ELMS Navigation Helpful Tips

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

Assign a User

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

1. Select + Assign. *The **Assign User** pop-up window appears.*



2. Use i or ... to assist with the USER ID entry. *This is an 8 alphanumeric character field.*

User Browse

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 + Add. *The **Assign User** pop-up window closes and the selected name appears in the Assigned Users grid.*

Common Errors

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

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

Related Topics

- Item Manager Overview
- Add a Program Identifier
- Update a Program Identifier
- User Browse
- Remove User

Update a Program Identifier

Overview

The Program Identifier Update process allows editing of Programs.

Navigation

MASTER DATA MGMT > Item Manager > ☐ (desired record) > Edit > 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
Stock Item Cd
Item Desc
Owning DoDAAC
RSA
Reportable Commodity Type

Stock Nbrs Grid

All
Stock Nbr
Item Desc
Owning DoDAAC
RSA
Reportable Commodity Type

Item Managers Tab

Search Criteria Grid

First Name
Email Address
User Id

Last Name
Phone Nbr

Item Managers Grid

User Id
First Name
Last Name
Email Address
Phone Nbr

(*) Asterisk identifies mandatory fields.

Procedures

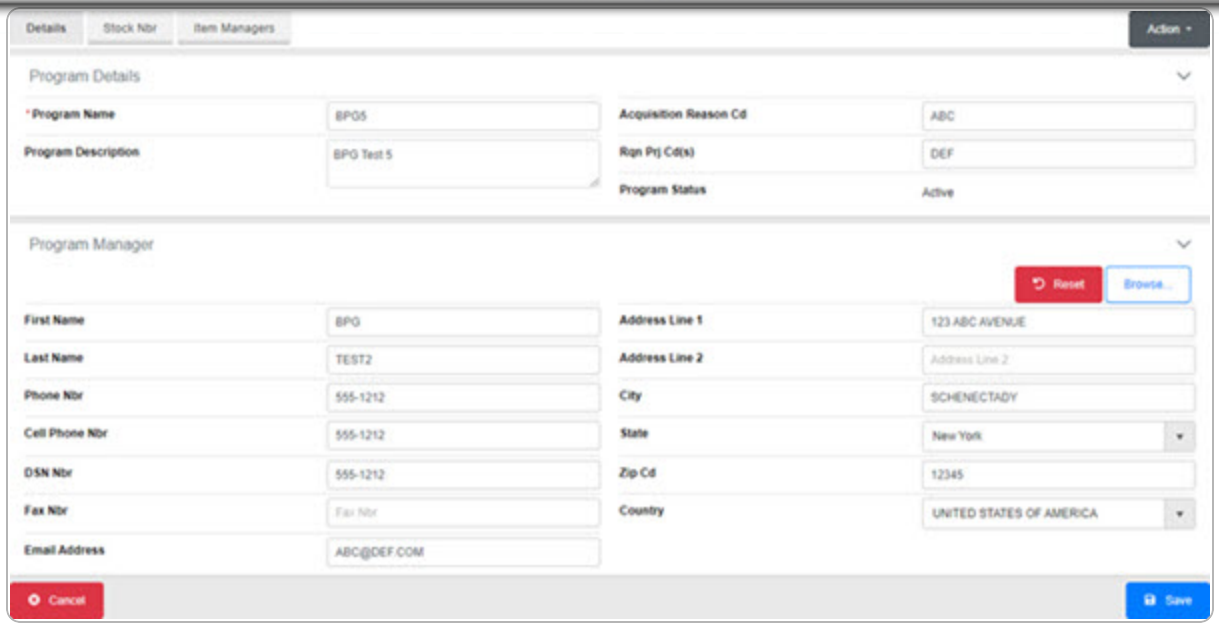
ELMS Navigation Helpful Tips

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

Update a Program Identifier

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 *becomes available.*
2. Select Edit. *The* ***Update a Program Identifier*** *page appears, open to the Details tab.*



3. Complete the Program Details grid.

   A. Update the Program Name, entering the revised name in the field provided. *This is a 20 alphanumeric character field.*

   B. Update the Program Description, entering the revised description in the field provided. *This is a 15 alphanumeric character field.*

   C. Update the Acquisition Reason CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

   D. Update the RQN PRJ CD(s), entering the revised codes in the field provided. *This is a 3 alphanumeric character field.*

   E. Verify the Program Status.

4. Complete the Program Manager grid.

   A. Update the Program Description, entering the revised description in the field provided. *This is a 15 alphanumeric character field.*

   B. Update the Acquisition Reason CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

   C. Update the RQN PRJ CD(s), entering the revised codes in the field provided. *This is a 3 alphanumeric character field.*

   D. Update the First Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

E. Update the Last Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

F. Update the PHONE NBR, entering the revised number in the field provided. *This is a 19 numeric character field.*

G. Update the Cell PHONE NBR, entering the revised number in the field provided. *This is a 19 numeric character field.*

H. Update the DSN NBR, entering the revised number in the field provided. *This is an 8 numeric character field.*

I. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*

J. Update the E-MAIL Address, entering the revised address in the field provided. *This is an 80 alphanumeric character field.*

K. Update the Address Line 1, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*

L. Update the Address Line 2, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*

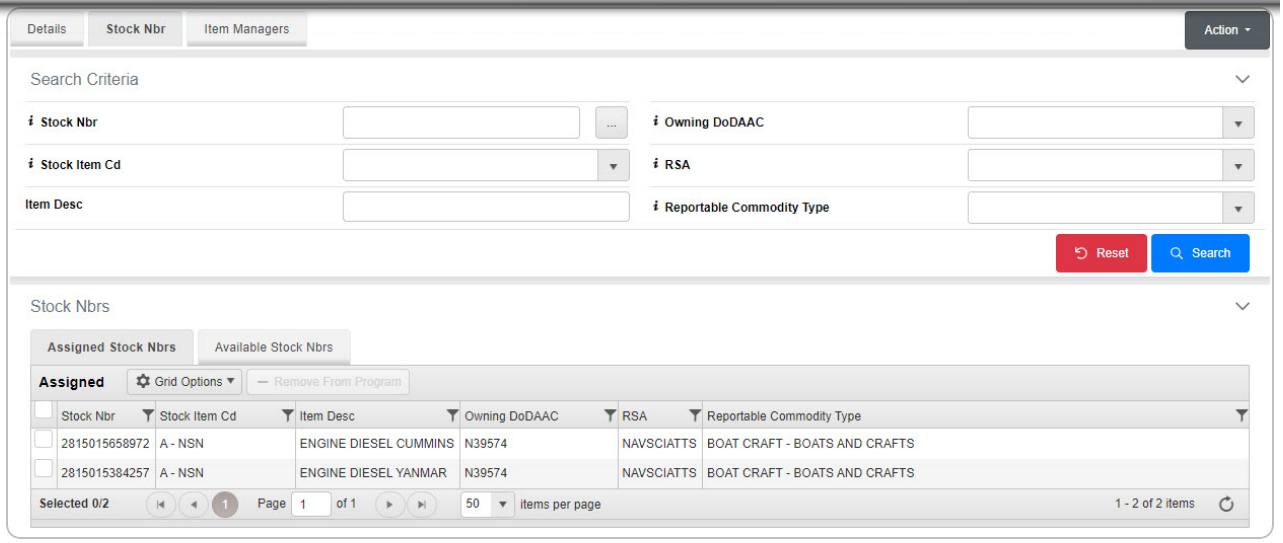
M. Update the City, entering the revised place in the field provided. *This is a 22 alpha-numeric character field.*

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.



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 + Assign To Program. *The highlighted STOCK NBRS are moved to the Assigned STOCK NBRS tab.*

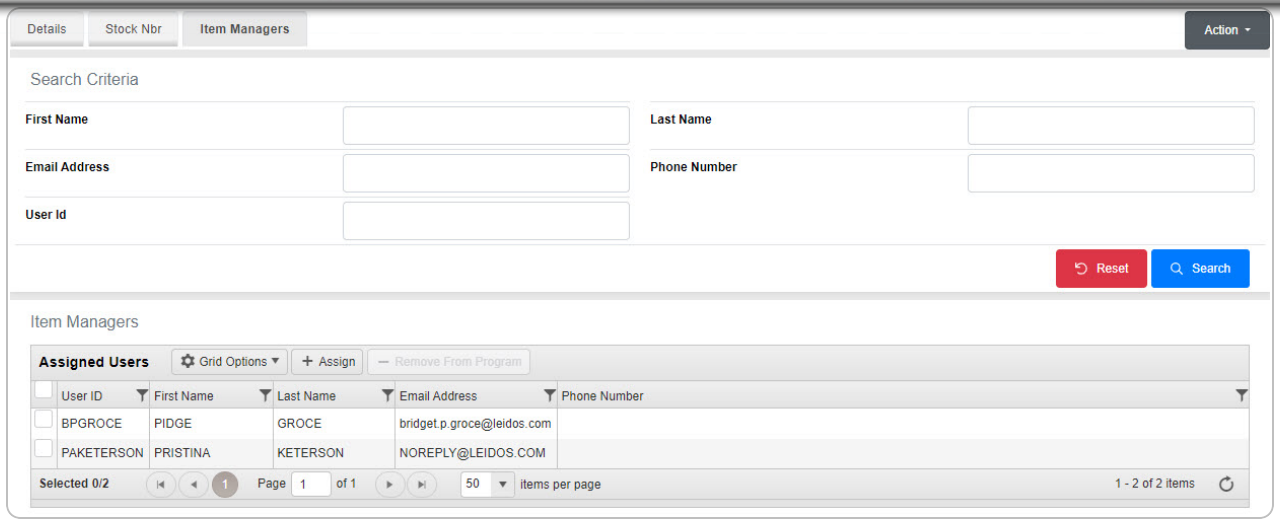
Delete a Stock Number

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 – Remove From Program. *The highlighted STOCK NBRS are moved to the Available STOCK NBRS tab.*

6. Select the Item Managers tab.



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.

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 > Edit Program > Item Managers Tab > ☐ (desired record) > – Remove From Program > 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

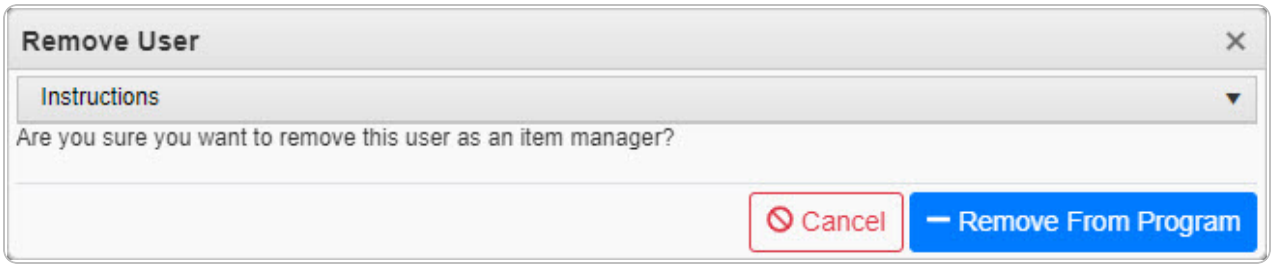
ELMS Navigation Helpful Tips

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

Remove a User

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

1. Select — Remove From Program. *The **Remove User** pop-up window appears.*



2. Select — Remove From Program. *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.

Navigation

MASTER DATA MGMT > Customer Profile > Customer Profile page

Page Fields

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

Instructions

The table below provides the list of instructions.

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

	tables.

Search Criteria

Customer Id
Customer Profile Desc
Customer Name
PMR Required
Default Ship To

Search Results

Customer Id
Customer Profile Desc
Customer Name
PMR Required
Default Ship To
Established Date

Optional

Advice Cd
Condition Cd
Contract Line Item Nbr
Contract Nbr
Demand Cd
Distribution Cd
Established By
Fund Cd
Last Tran Date
Last Updated By
Media Status Cd
Priority Cd
Program Id
Project Cd
Purpose Cd
Reason Cd
Remarks
Req Delivery Date Days
Signal Cd

Procedures

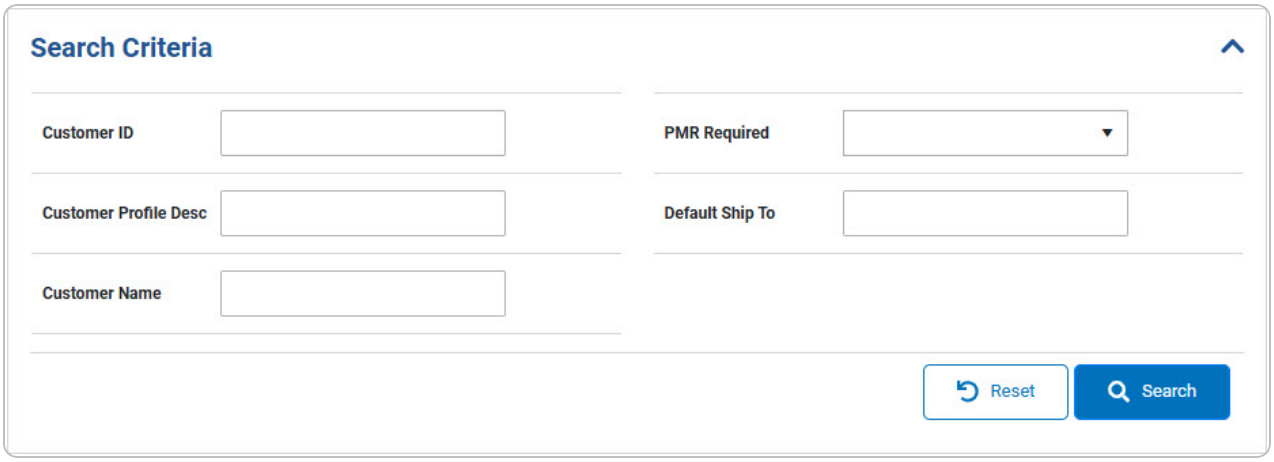
ELMS Navigation Helpful Tips

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

Search for a Customer Profile

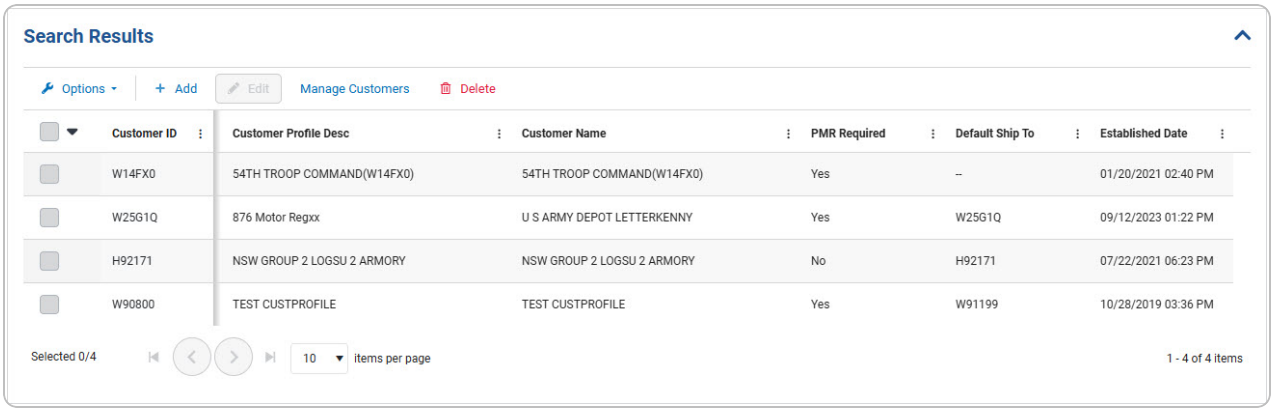
Selecting Reset *at any point of this procedure returns all fields to the default setting.* ***Bold*** *numbered steps are required.*

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



- Enter the Customer ID in the field provided. *This is a 6 alphanumeric character field.*
- Enter the Customer Profile DESC.
- Enter the Customer Name in the field provided. *This is a 125 alphanumeric character field.*
- Use to select the PMR Required.
- Enter the Default Ship To in the field provided. *This is a 6 alphanumeric character field.*

2. Select Search. *The Search Results grid appears.*



Add a Customer Profile

Select Add. *The **New Customer Profile** slider appears.*

Update a Customer Profile

1. Click ☐ to select the desired entry. *The Customer Profile is highlighted, and* Edit *and* Delete *become available.*
2. Select Edit. *The **Edit Customer Profile** slider appears.*

Manage Customer Profiles

Select Manage Customers. *The **Manage Customer Browse** pop-up window appears.*

Delete a Customer Profile

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

Related Topics

- Add a Customer Profile
- Update a Customer Profile
- Delete a Customer Profile
- Manage Customer Browse

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.

Navigation

MASTER DATA MGMT > Customer Profile > Search > Add > Add Customer Profile slider

Page Fields

The following fields display on the **Add Customer Profile** slider. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Customer Details Grid

Customer Id *
Customer Name
Customer Profile Description *
PMR Required
PMR RIC
Remarks

Customer Requisition Grid

Ship To DoDAAC *
Required Delivery Date Days

Priority Designator *
Signal Cd
Advice Cd
Media & Status Code *
Distribution Cd
Condition Cd *
Fund Cd
Demand Cd
Purpose Cd
Project Cd
Reason Cd
Contract Nbr
Contract Line Item Nbr

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

ELMS Navigation Helpful Tips

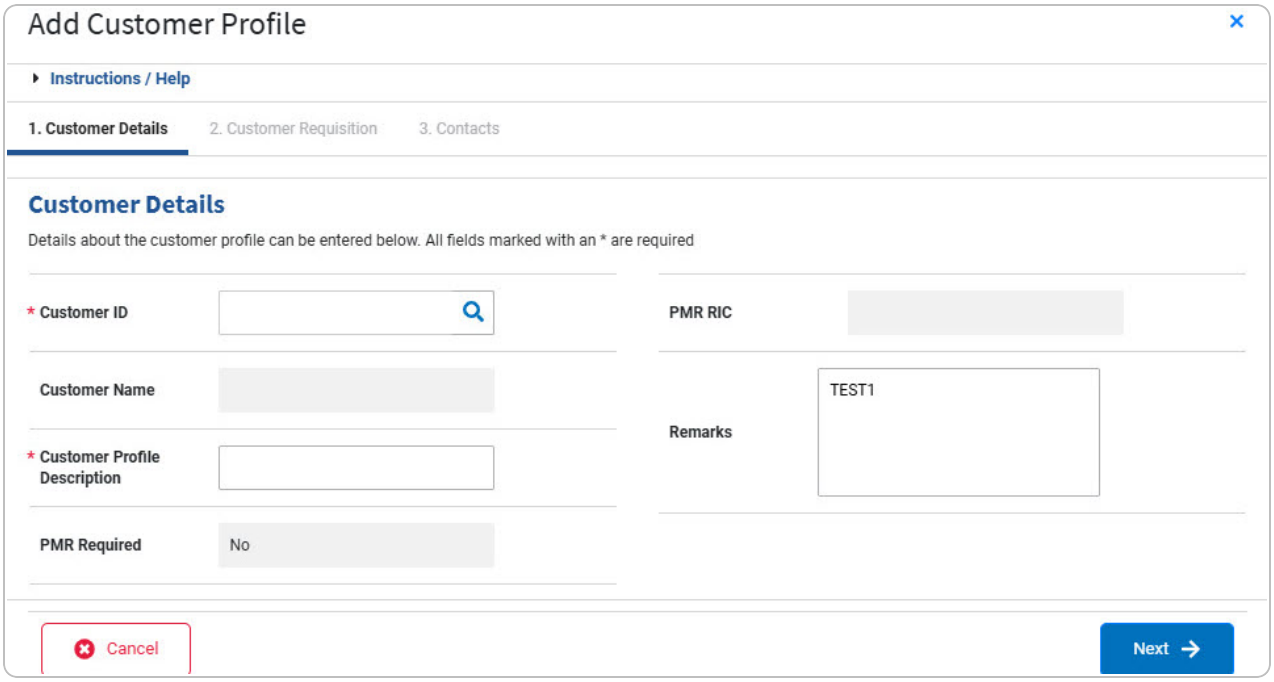
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Add a Customer Profile

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

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

1. Select + Add. *The* ***Add Customer Profile*** *page appears.*



2. *Complete the Customer Details tab.*

   A. Use to select the Customer Id.

   B. *The Customer Name automatically appears when the Customer ID is entered.*

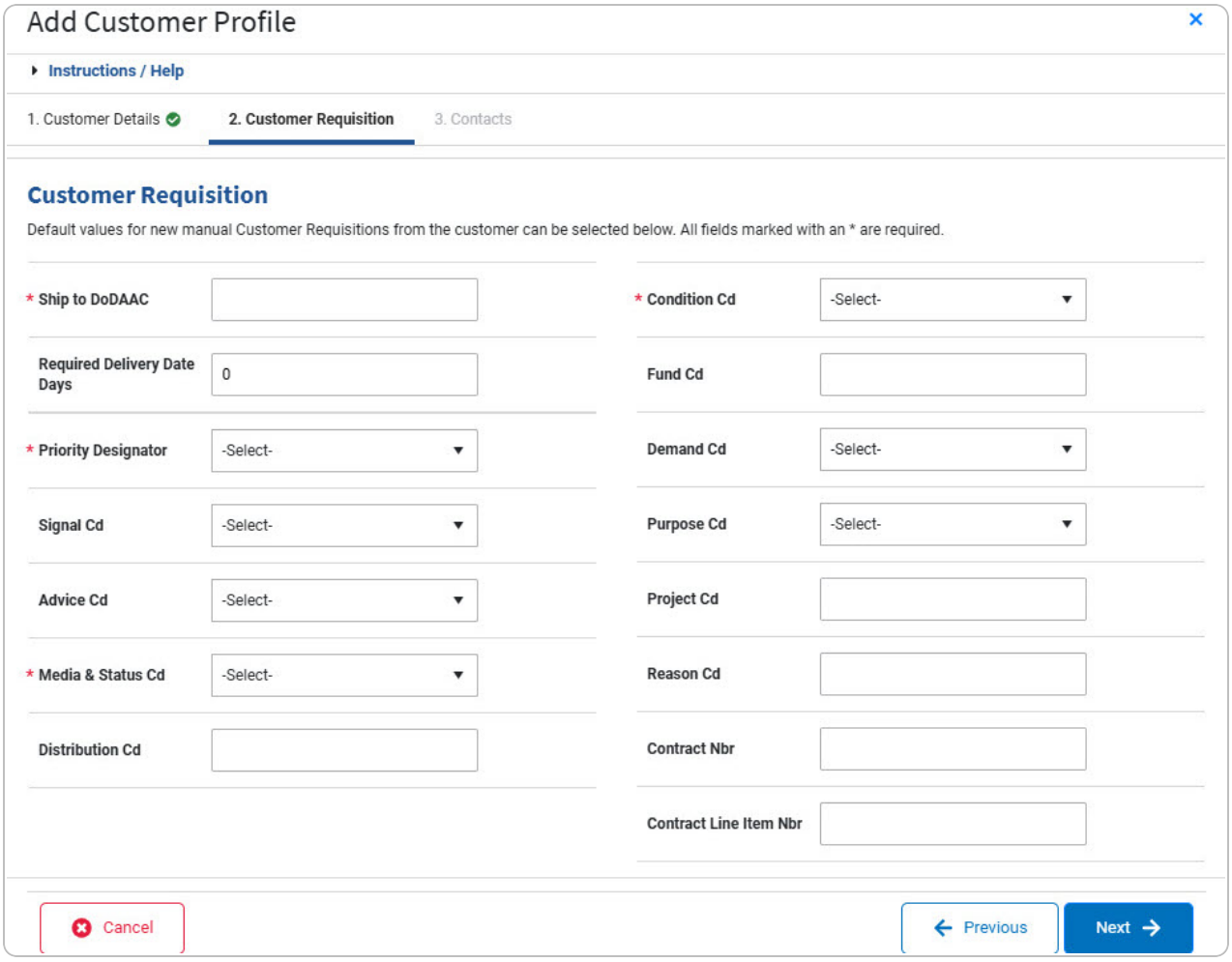
   C. Enter the Customer Profile Description in the field provided. *This is a 125 alpha-numeric character field.*

   D. Enter the PMR Required in the field provided. *This is a 1 character Boolean field.*

   E. Enter the PMR RIC in the field provided. *This is a 3 alphanumeric character field.*

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

3. Select Next →. *The Customer Requisition tab appears.*



A. Enter the Ship To DoDAAC in the field provided. *This is a 6 alphanumeric character field.*

B. Enter the Required Delivery Date Days in the field provided. *This is a 3 numeric character field.*

C. Use ▾ to select the Priority Designator.

D. Use ▾ to select the Signal Cd.

E. Use ▾ to select the Advice Cd.

F. Use ▾ to select the Media & Status Code .

G. Enter the DISTRIBUTION CD in the field provided. *This is a 3 alphanumeric character field.*

H. Use ▾ to select the Condition Cd.

I. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*

J. Use ▾ to select the Demand Cd.

K. Use ▾ to select the Purpose Cd.

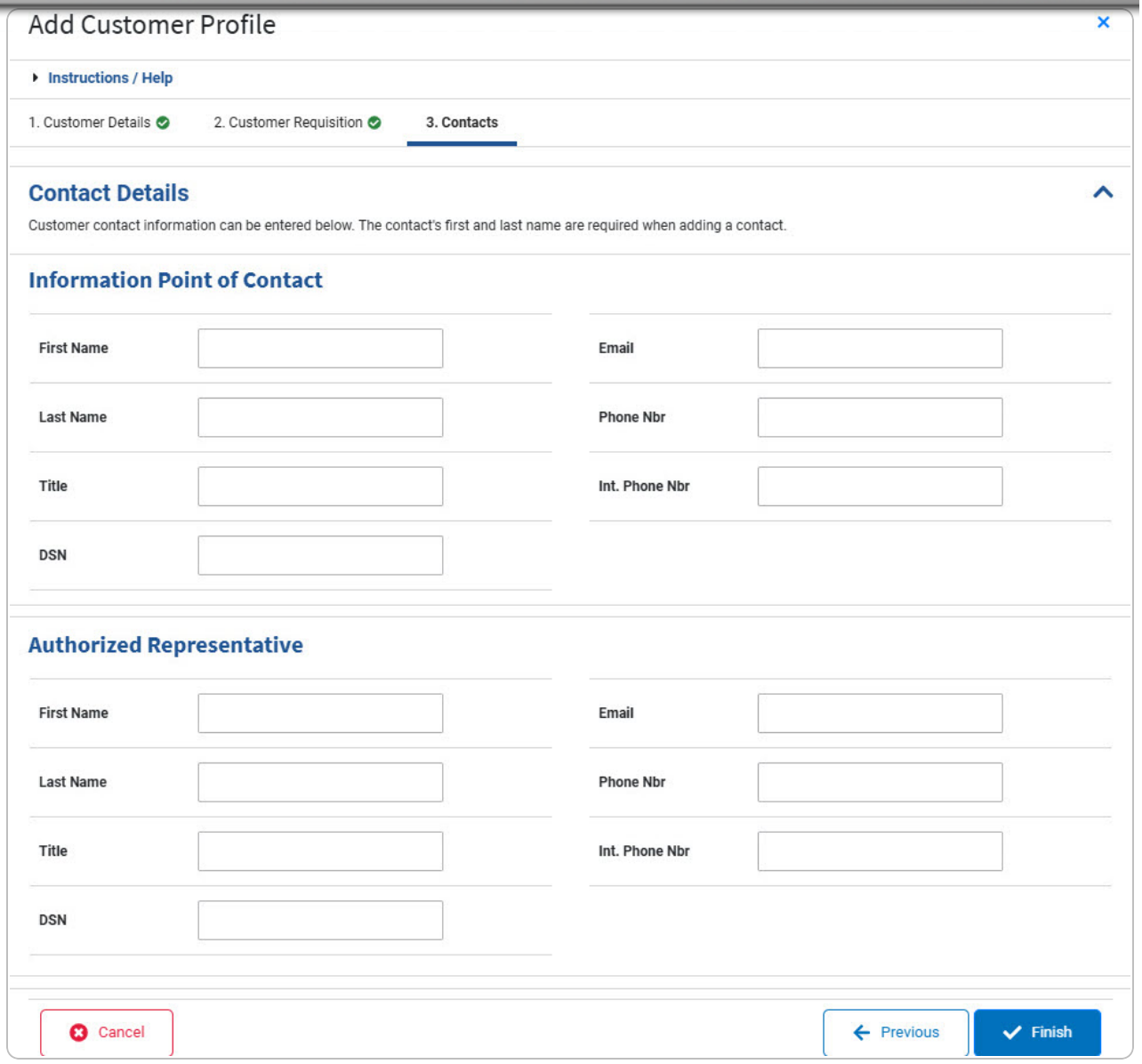
L. Enter the PROJECT CD in the field provided. *This is a 3 alphanumeric character field.*

M. Enter the REASON CD in the field provided. *This is a 3 alphanumeric character field.*

N. Enter the CONTRACT NBR in the field provided. *This is a 50 alphanumeric character field.*

O. Enter the Contract Line Item Number in the field provided. *This is a 4 alphanumeric character field.*

4. Select Next →. *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 Finish. *The new Customer Profile record is saved, and appears in the Customer Profiles grid.*

Common Errors

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

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

161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
419 — DoDAAC entry must be 6 — pos alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6—position alphanumeric entry, but not "I"; "O"; or special characters. Re—enter the DoDAAC.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
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*.	
1 — Record must exist.	Invalid Entry. The Record needs to match the entries. Re-enter the entry.

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.
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.
xxxx — The Customer ID is not valid for the selected Customer ID Type.	Invalid Entry. The Customer ID Type needs to match the Customer ID. Re-enter the Customer ID.
xxxx — A Customer Profile already exists for the specified Customer ID.	Invalid Entry. The Customer ID must be unique within the ICP. Either enter a different Customer ID or create a different Customer Profile.
xxxx — The specified Customer ID does not match any known DoDAACs or RICs.	Invalid Entry. The Customer ID needs to exist already in the DoDAACs or RICs within the ICP. Re-enter the Customer ID.
xxxx — The specified Ship To DoDAAC does not match any known DoDAACs.	Invalid Entry. The Ship To DoDAAC needs to exist already within the DoDAACs within the ICP. Re-enter the Ship To DoDAAC.
xxxx — First Name is required when entering an Authorized Representative.	Missing Entry. An Authorized Representative entry requires a First Name. Enter the First Name.

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

Related Topics

- Customer Profile Overview
- Update a Customer Profile
- Delete a Customer Profile
- Manage Customer Browse

Manage Customers

Overview

The Manage Customers process allows searching for, creating, and editing the customer record to increase the accuracy of the data required to create a requisition.

Navigation

MASTER DATA MGMT > Customer Profile > Search > Manage Customers > Manage Customer pop-up window

Page Fields

The following fields display on the **Manage Customer** 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

DoDAAC
RIC
Customer Name
PMR Required

Search Results

Select
Customer Id
Customer Name
RIC
PMR Required

PMR RIC

Add Customer

DoDAAC *
Customer
RIC
PMR Required
PMR RIC

Update Customer

DoDAAC
Customer
RIC
PMR Required
PMR RIC

(*) Asterisk identifies mandatory fields.

Procedures

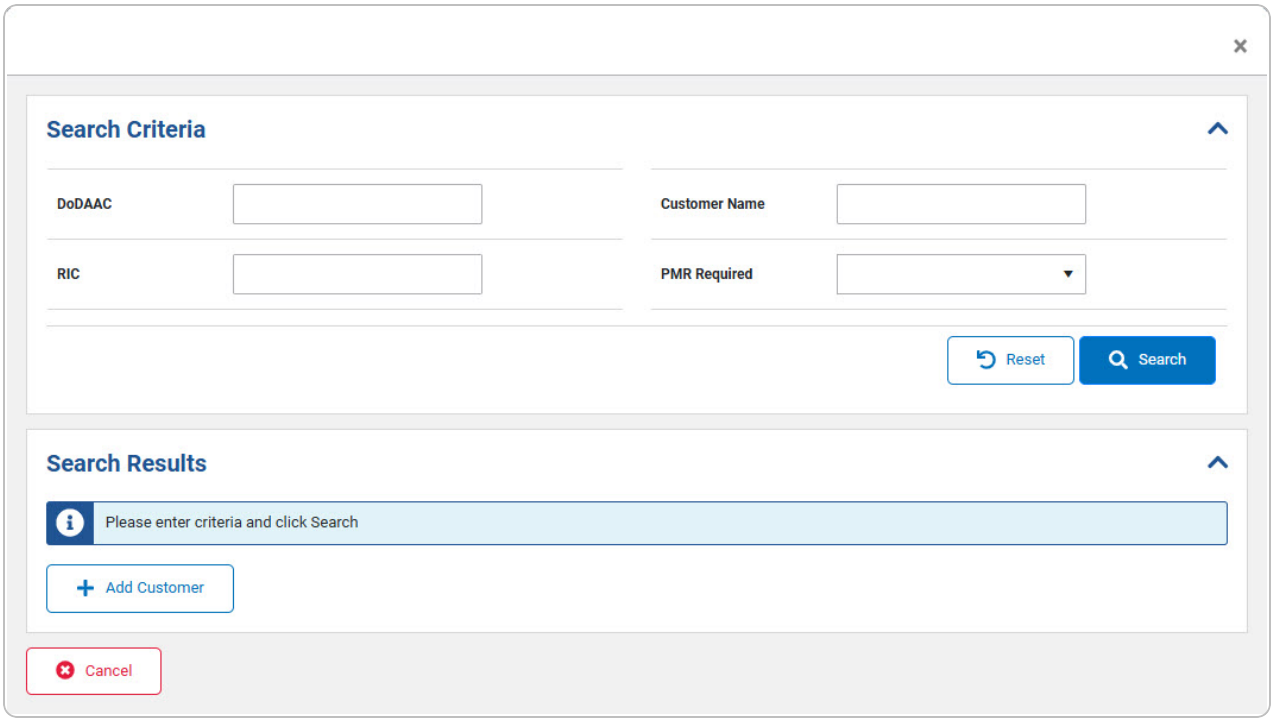
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Manage Customers

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

1. Select Manage Customers. *The **Manage Customers** pop-up window appears.*



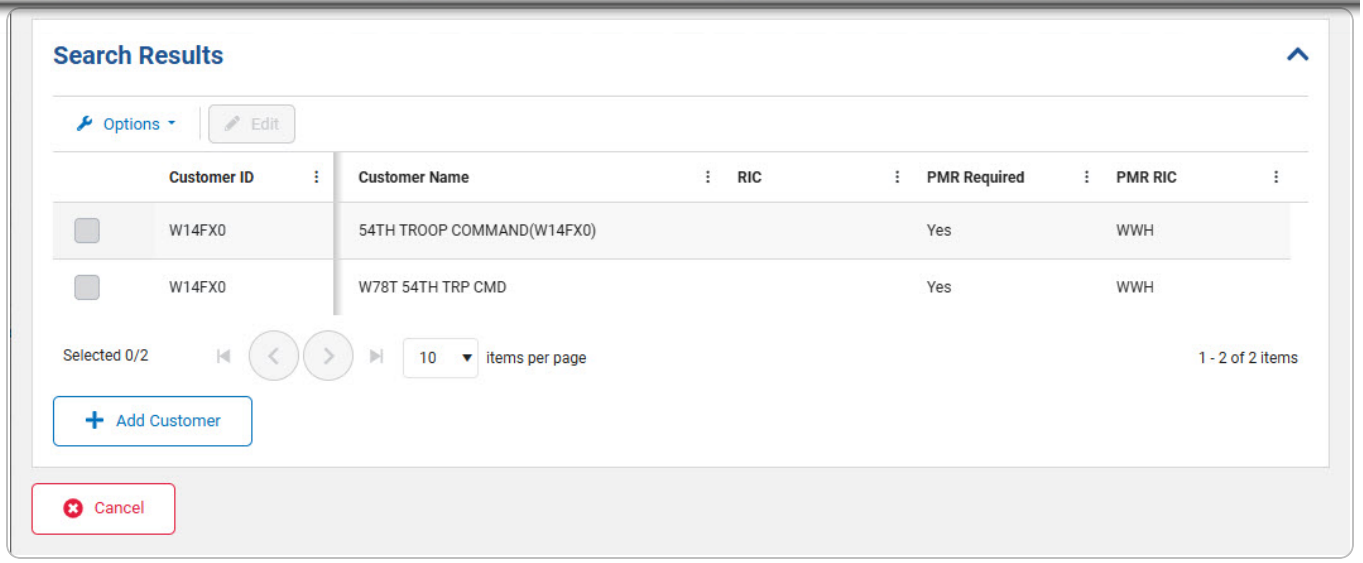
A. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*

B. Enter the RIC in the field provided. *This is a 3 alphanumeric character field.*

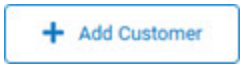
C. Enter the Customer Name in the field provided. *This is a 125 alphanumeric character field.*

D. Use ▾ to select the PMR Required.

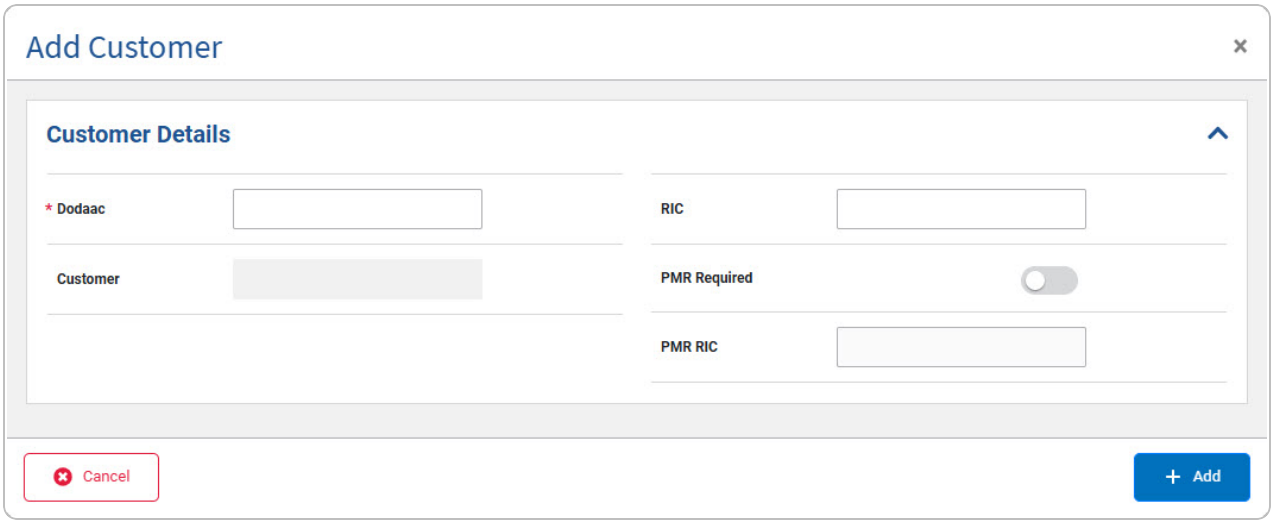
2. Select Search. *The Search Results grid appears.*



Add a Customer

1. Select 

. *The **Add Customer** pop-up window appears.*



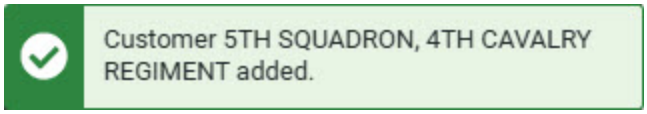
A. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*

B. *The Customer automatically appears when the DoDAAC is entered.*

C. Enter the RIC in the field provided. *This is a 3 alphanumeric character field.*

D. Click to select the PMR Required. *This makes the PMR RIC mandatory.*

E. Enter the PMR RIC in the field provided. *This is a 3 alphanumeric character field.*

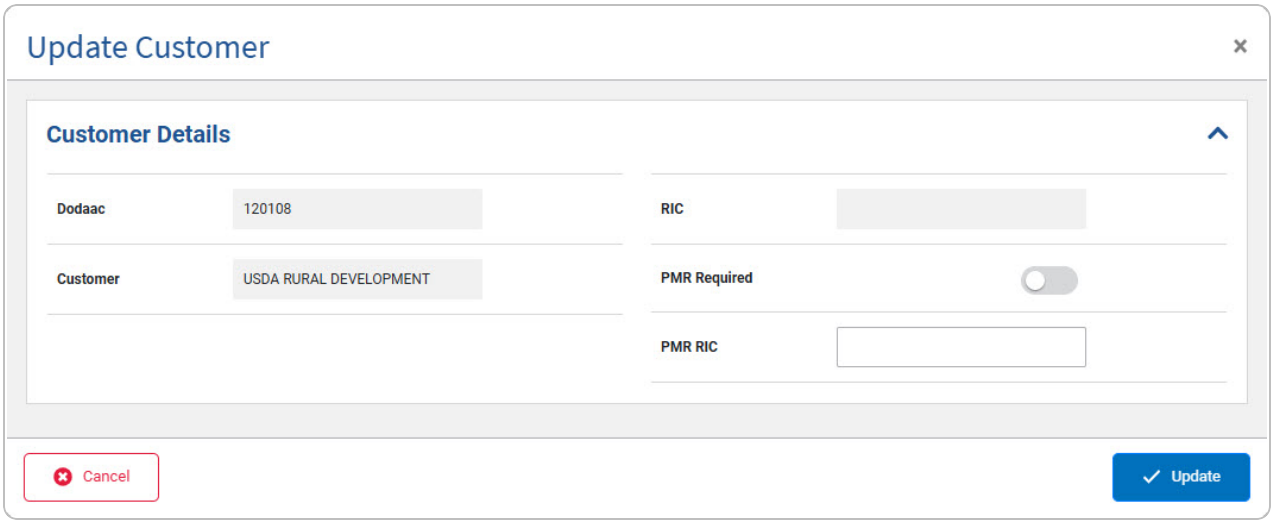
2. Select . 

appears.

Edit a Customer

1. Click ☐ to select the desired entry. *The Customer record is highlighted, and* *becomes available.*

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



A. *Verify the DoDAAC.*

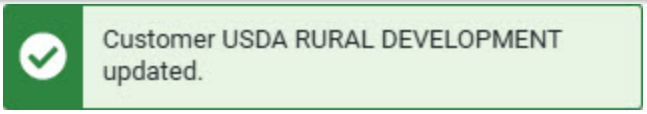
B. *Verify the Customer.*

C. *Verify the RIC.*

D. Verify the PMR Required contains the appropriate or . *This makes the PMR RIC mandatory.*

E. Update the PMR RIC, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

3. Select

. 

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
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.
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.
1 — Record must exist *DoDAAC/RIC*.	Invalid Entry. The Record needs to match the entries. Re-enter the entry.

Related Topics

- Customer Profile Overview
- Add a Customer Profile
- Update a Customer Profile
- Delete a Customer Profile

Update a Customer Profile

Overview

The Customer Profile Update process allows the editing of a customer record in the Materiel Management/Inventory Control Point (MM/ICP) module.

Navigation

MASTER DATA MGMT > Customer Profile > Edit > Edit Customer Profile slider

Page Fields

The following fields display on the **Edit Customer Profile** slider. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Customer Details Grid

Customer Id *
Customer Name
Customer Profile Description *
PMR Required
PMR RIC
Remarks

Customer Requisition Grid

Ship To DoDAAC *
Required Delivery Date Days
Priority Designator *
Signal Cd

Advice Cd
Media & Status Code *
Distribution Cd
Condition Cd *
Fund Cd
Demand Cd
Purpose Cd
Project Cd
Reason Cd
Contract Nbr
Contract Line Item Nbr

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

ELMS Navigation Helpful Tips

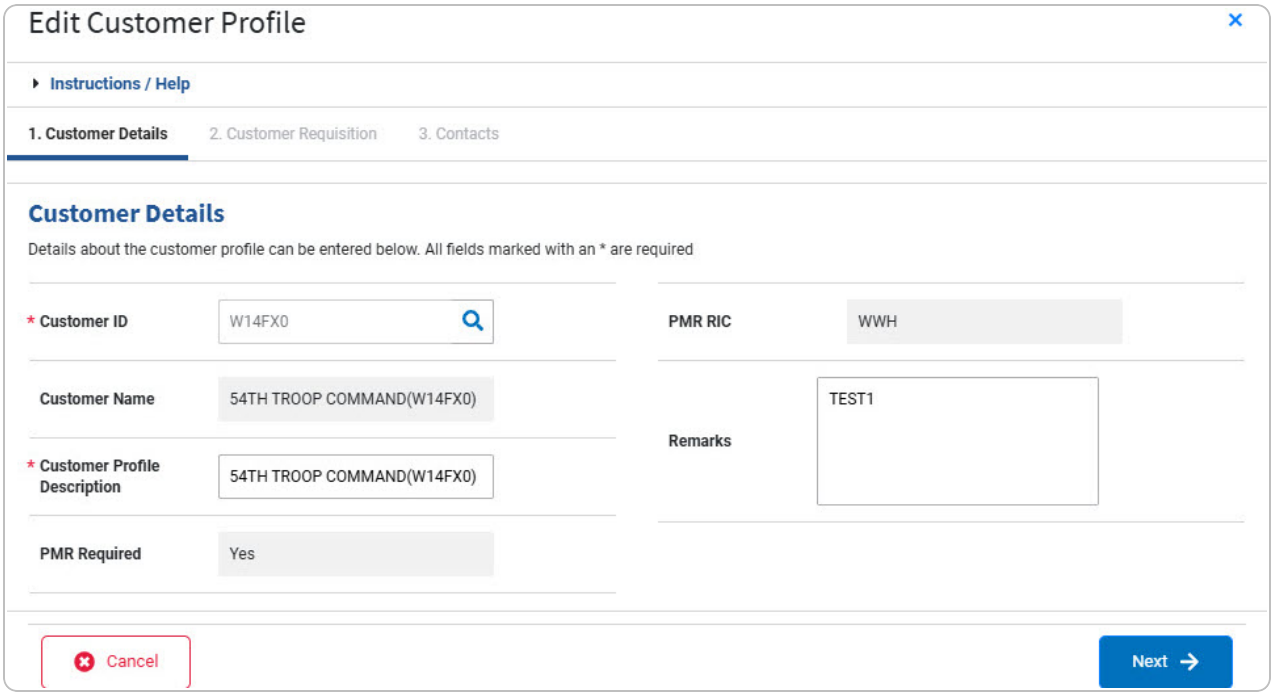
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Update a Customer Profile

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

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

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



2. *Update the Customer Details tab.*

   A. Update the Customer Id, using to browse for the revised identifier.

   B. *Verify the Customer Name.*

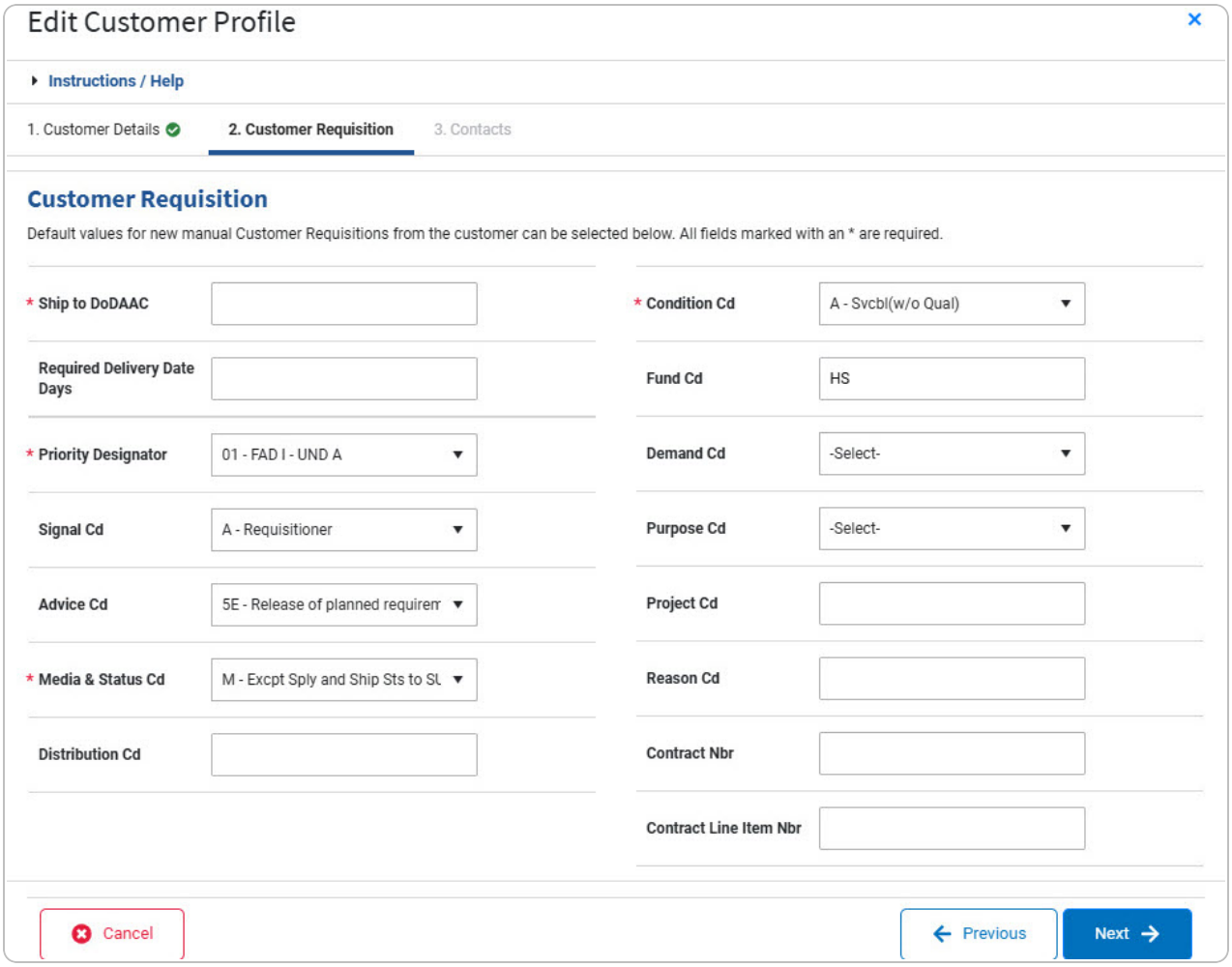
   C. Update the Customer Profile Description, entering the revised explanation in the field provided. *This is a 125 alphanumeric character field.*

   D. Update the PMR Required, entering the revised in the field provided. *This is a 1 character Boolean field.*

   E. Update the PMRRIC, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

F. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

3. Select Next →. *The Customer Requisition tab appears.*



A. Update the Ship To DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

B. Update the Required Delivery Date Days, entering the revised amount in the field provided. *This is a 3 numeric character field.*

C. Update the Priority Designator, using ▾ to select the desired factors.

D. Update the Signal Cd, using ▾ to select the desired code.

E. Update the Advice Cd, using ▾ to select the desired code.

F. Update the Media & Status Code, using to select the desired code.

G. Update the DISTRIBUTION CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

H. Update the Condition Cd, using to select the desired code.

I. Update the FUND CD, entering the revised code in the field provided. *This is a 2 alpha-numeric character field.*

J. Update the Demand Cd, using to select the desired code.

K. Update the Purpose Cd, using to select the desired code.

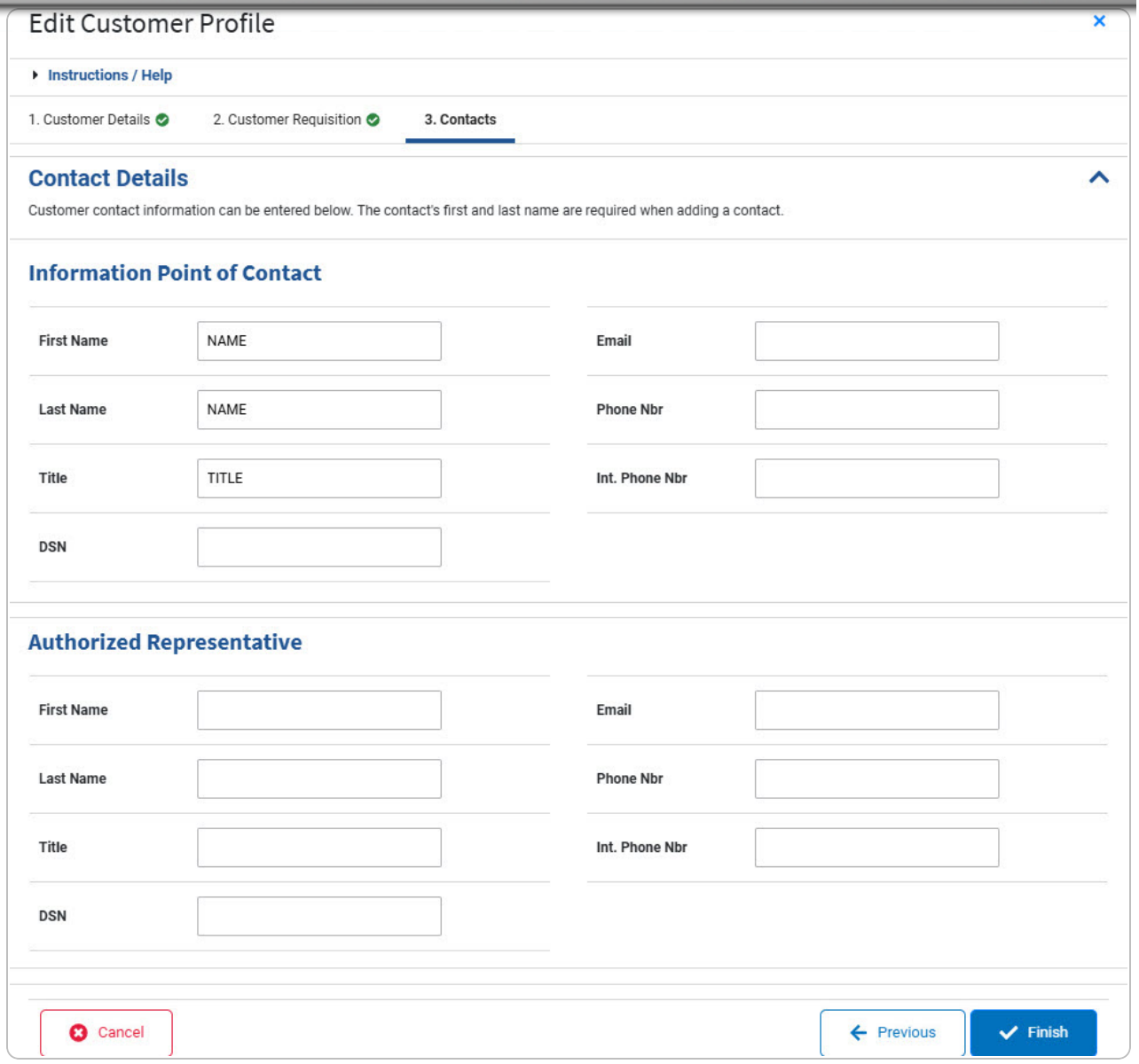
L. Update the PROJECT CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

M. Update the REASON CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

N. Update the CONTRACT NBR, entering the revised identifier in the field provided. *This is a 50 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.*

4. Select Next →. *The Contacts tab appears.*



A. *Update the Information Point of Contact information.*

   a. Update the First Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

   b. Update the Last Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

   c. Update the Title, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*

d. Update the DSN, entering the revised number in the field provided. *This is an 8 numeric character field.*

e. Update the EMAIL, entering the revised address in the field provided. *This is an 80 alphanumeric character field.*

f. Update the Phone Number, entering the revised number in the field provided. *This is a 19 numeric character field.*

g. Update the INT. Phone Number, entering the revised number in the field provided. *This is a 19 alphanumeric character field.*

B. *Update the Authorized Representative information.*

a. Update the First Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

b. Update the Last Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

c. Update the Title, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*

d. Update the DSN, entering the revised number in the field provided. *This is an 8 numeric character field.*

e. Update the E-MAIL Address, entering the revised address in the field provided. *This is an 80 alphanumeric character field.*

f. Update the Phone Number, entering the revised number in the field provided. *This is a 19 numeric character field.*

g. Update the INT. Phone Number, entering the revised number in the field provided. *This is a 19 alphanumeric character field.*

5. Select

. *The revised Customer Profile is saved, and the row appears green in the Customer Profiles grid .*

Common Errors

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

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
419 — DoDAAC entry must be 6 — pos alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6—position alphanumeric entry, but not "I"; "O"; or special characters. Re—enter the DoDAAC.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
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*.	

1 — Record must exist.	Invalid Entry. The Record needs to match the entries. Re-enter the entry.
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.
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.
xxxx — The Customer ID is not valid for the selected Customer ID Type.	Invalid Entry. The Customer ID Type needs to match the Customer ID. Re-enter the Customer ID.
xxxx — A Customer Profile already exists for the specified Customer ID.	Invalid Entry. The Customer ID must be unique within the ICP. Either enter a different Customer ID or create a different Customer Profile.
xxxx — The specified Customer ID does not match any known DoDAACs or RICs.	Invalid Entry. The Customer ID needs to exist already in the DoDAACs or RICs within the ICP. Re-enter the Customer ID.
xxxx — The specified Ship To DoDAAC does not match any known DoDAACs.	Invalid Entry. The Ship To DoDAAC needs to exist already within the DoDAACs within the ICP. Re-enter the Ship To DoDAAC.

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

Related Topics

- Customer Profile Overview
- Add a Customer Profile
- Delete a Customer Profile
- Manage Customer Browse

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

Procedures

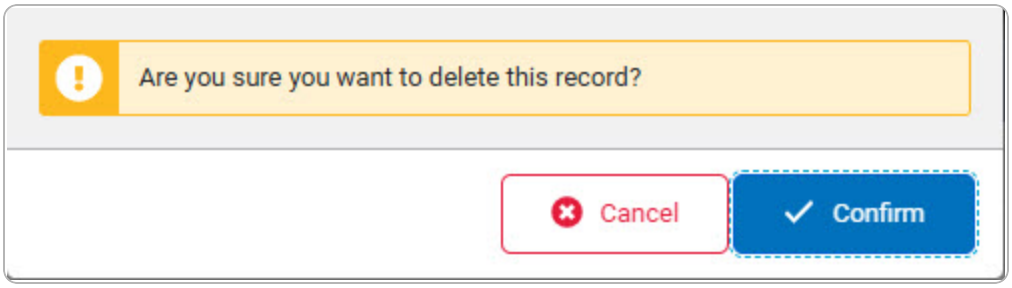
ELMS Navigation Helpful Tips

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

Delete a Customer Profile

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

1. Select Delete. *The* ***Delete Customer Profile*** *pop-up window appears.*



2. Select Confirm. *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
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
- Update a Customer Profile
- Delete a Customer Profile
- Manage Customer Browse

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 ELMS.

Note

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

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

Navigation

MASTER DATA MGMT > Contractor > Contractor page

Page Fields

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

Instructions

The table below provides the list of instructions.

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

14	Select "Cancel" button to return to previous page.
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DODAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Search Criteria Grid

CAGE Cd
DoDAAC
Corporation Name
Division Name

Contractor Grid

All
Corporation Name
Division Name
CAGE Cd
DoDAAC

Optional

Program Id
Established Dt/Tm

Established By
Last Transaction Dt/Tm
Last Updated By
Contractor Remarks
Contact Point
Country
Address Line 1
Address Line 2
City
State
ZIP Cd
Phone Nbr
DSN Nbr
Email Address
FAX Nbr
POC Remarks

Procedures

ELMS Navigation Helpful Tips

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

Search for a Contractor

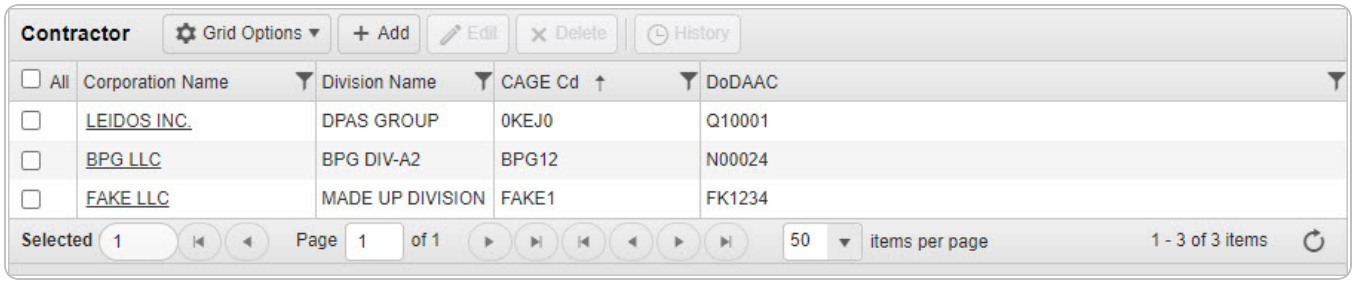
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

- Enter the 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 Search. *The Search Results appear.*



Add a New Contractor

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

Update a Contractor

1. Click ☐ to select the desired entry. *The Contractor is highlighted, and* Edit, Delete, *and* History *become available.*
2. Select Edit. *The **Update a Contractor** pop-up window appears.*

Delete a Contractor

1. Click ☐ to select the desired entry. *The Contractor is highlighted, and* Edit, Delete, *and* History *become available.*
2. Select Delete. *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* Edit, Delete, *and* History *become available.*
2. Select History. *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 ELMS.

Navigation

MASTER DATA MGMT > Contractor > + Add > Add Contractor pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must =

	alpha but not I, O, or X. When POS 1 = A, POS 5 must = 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

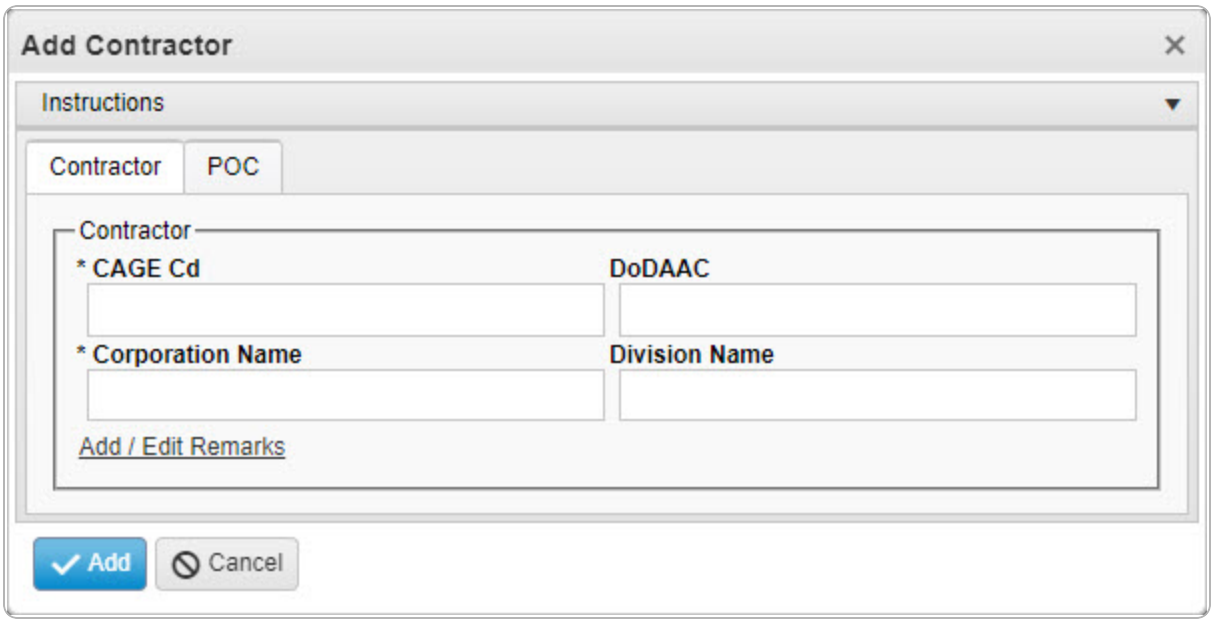
ELMS Navigation Helpful Tips

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

Add a Contractor

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

1. Select + Add . *The* ***Add Contractor*** *pop-up window displays, with the Contractor Tab available.*

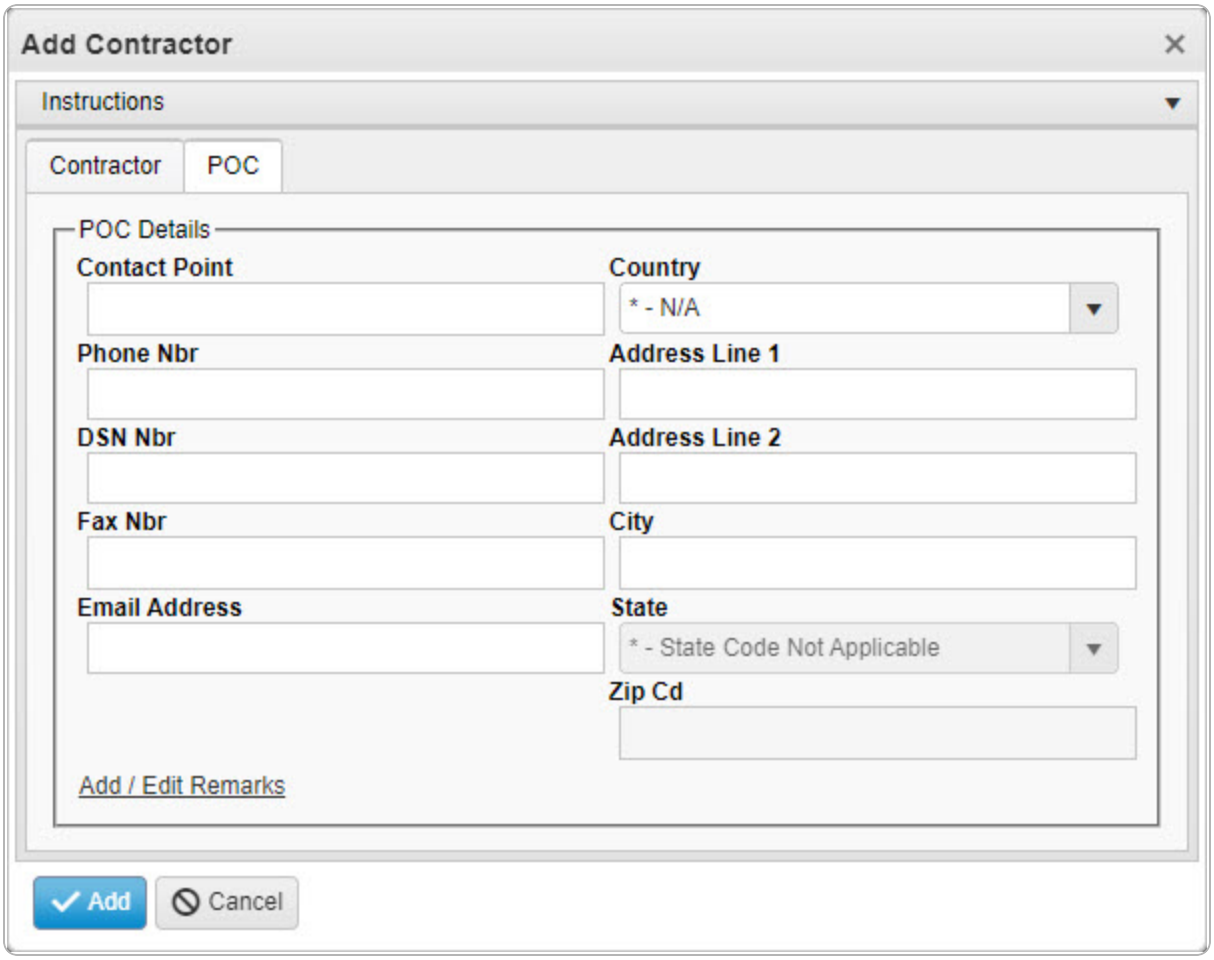


2. Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
3. Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*
4. Enter the Corporation Name in the field provided. *This is a 50 alphanumeric character field.*

5. Enter the corporation's Division Name in the field provided. *This is a 25 alphanumeric character field.*
6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

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

   Select the POC Tab.



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

Common Errors

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

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *CAGE Cd*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Corporation Name*.	
185 — Record already exists.	Invalid Entry. The CAGE Cd already exists in this Program tier. Check the code again, and re-enter the field.
	Invalid Entry. The DoDAAC already exists in this Corporation. Check the code again, and re-enter the field.
204 — Invalid CAGE Cd. Must be 5 pos, first and fifth = numeric, remaining pos = alphanumeric.	Invalid Entry. The CAGE Cd is a 5—position entry. The first and fifth positions must be numeric. The remaining positions are alpha-numeric. Re-enter the CAGE Cd.

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.

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 ELMS.

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.

161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DODAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

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

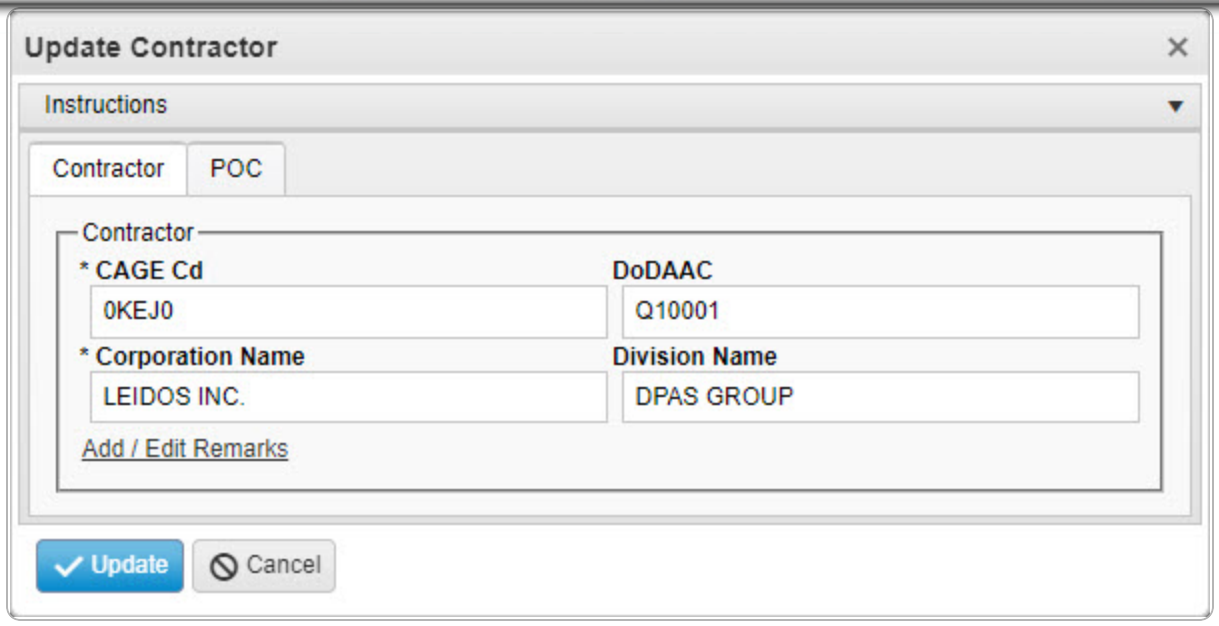
ELMS Navigation Helpful Tips

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

Update a Contractor

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 Contractor is highlighted, and* Edit, Delete, *and* History *become available.*
2. Select Edit. *The* ***Update Contractor*** *pop-up window displays, with the Contractor Tab available.*



3. Update the CAGE CD, entering the revised code in the field provided. *This is a 5 alpha-numeric character field.*

4. Update the DODAAC, entering the revised code in the field provided. *This is a 6 alpha-numeric character field.*

5. Update the Corporation Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

6. Update the corporation's Division Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

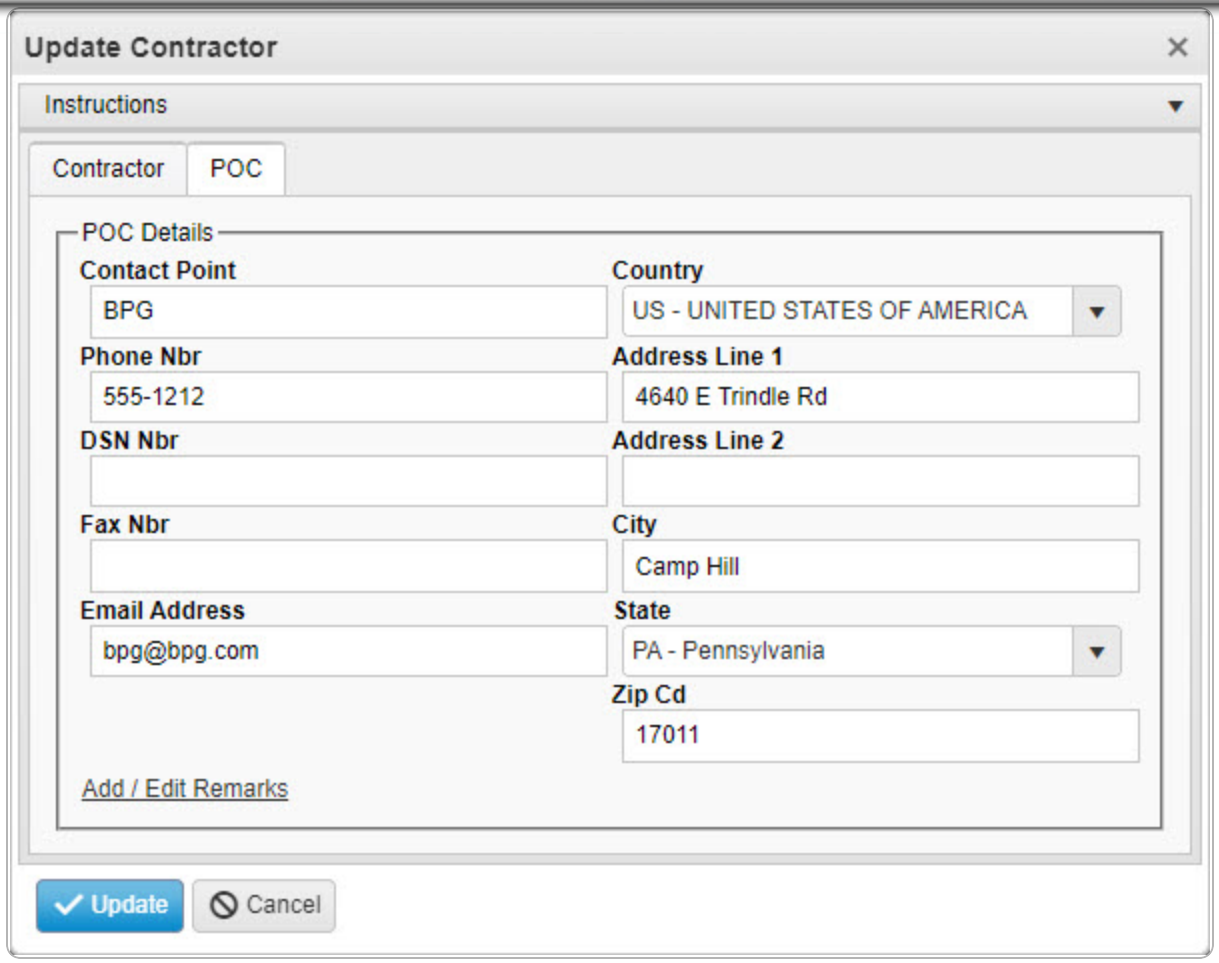
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

   Select

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

8. **OR**

   Select the POC Tab.



A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

B. Update the Country, using ▼ to select the desired code.

C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

D. Update the Address Line 1, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*

E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

F. Update the Address Line 2, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*

G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

H. Update the City, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

I. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

J. Update the State, using to select the desired code.

K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

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

9. Select

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

Common Errors

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

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

ported special character(s) $, — , /, #, &, comma, period, and space.	permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *CAGE Cd*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Corporation Name*.	
185 — Record already exists.	Invalid Entry. The CAGE Cd already exists in this Program tier. Check the code again, and re-enter the field.
	Invalid Entry. The DoDAAC already exists in this Corporation. Check the code again, and re-enter the field.
204 — Invalid CAGE Cd. Must be 5 pos, first and fifth = numeric, remaining pos = alphanumeric.	Invalid Entry. The CAGE Cd is a 5—position entry. The first and fifth positions must be numeric. The remaining positions are alpha-numeric. Re-enter the CAGE Cd.
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 min-	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a min-imum of 7 numeric characters, or the following

imum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Contractor Overview
- Add a Contractor
- Delete a Contractor
- View the History for a Contractor

Delete a Contractor

Overview

The Contractor Delete process allows removal of a Contractor Record. The Contractor Records are stored at the Program Management level, so the records are removed throughout ELMS.

Navigation

MASTER DATA MGMT > Contractor > ☐ (desired record) > ✕ Delete > 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

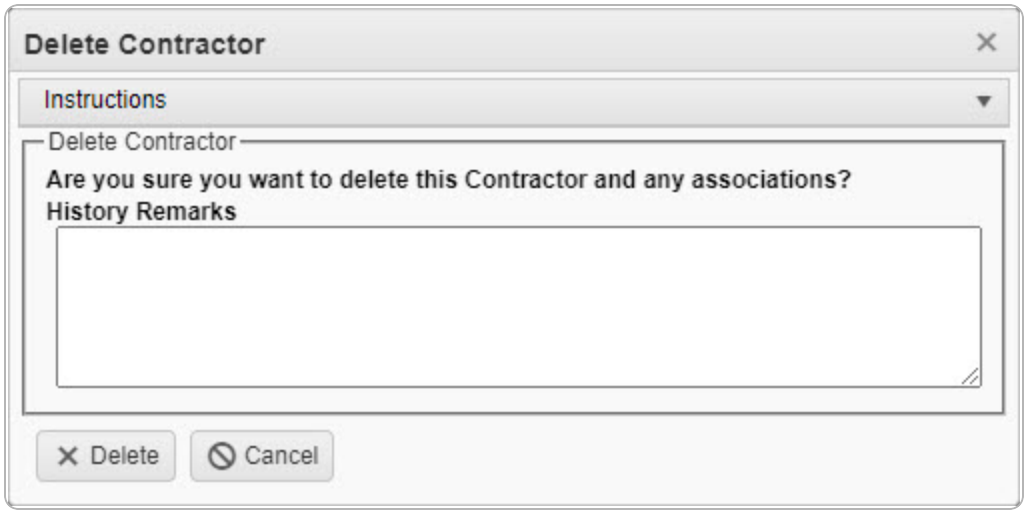
ELMS Navigation Helpful Tips

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

Delete a Contractor

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 Contractor is highlighted, and* Edit, Delete, *and* History *become available.*
2. Select Delete. *The* ***Delete Contractor*** *pop-up window appears.*



3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select Delete. *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 ELMS.

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

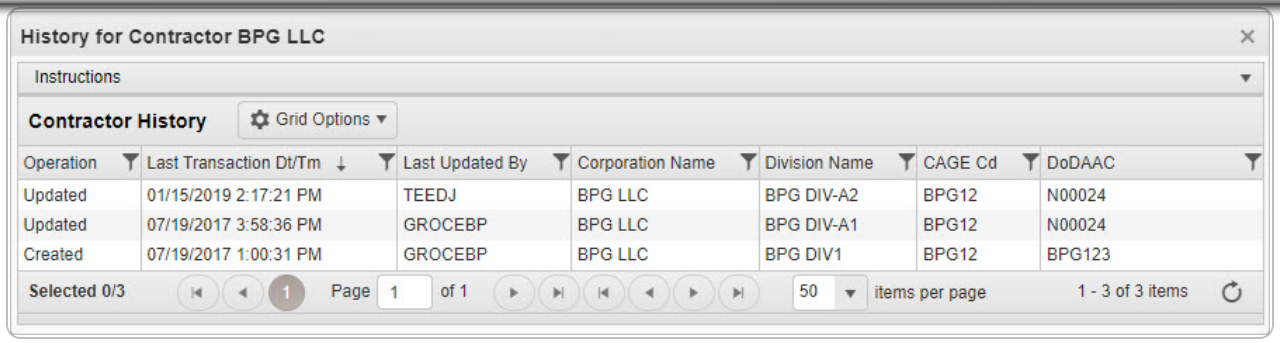
ELMS Navigation Helpful Tips

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

View the Contractor History

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 Contractor is highlighted, and* Edit, Delete, *and* History *become available.*
2. Select History next to the desired entry. *The* ***History for Contractor*** *pop-up window appears.*



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

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

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 ELMS.

Navigation

MASTER DATA MGMT > Contract > Contract page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
132	To search for CAGE CD, see https://cage.dla.mil.

161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DODAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Search Criteria Grid

Contract Nbr
Contractor
Dlvry Order Nbr
Contract Desc
Contract Type Cd
Start Dt
Expiration Dt

Contract Results Grid

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

Optional

Admin POC

Contact Point

Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Contract POC

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

Issuing POC

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

Property Admin POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr

Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

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

Associated Stock Numbers

Stock Nbr
Item Desc

Procedures

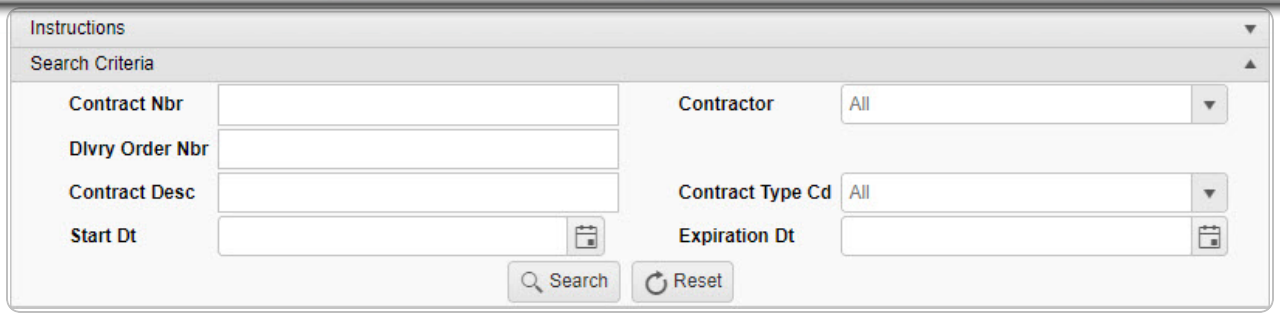
ELMS Navigation Helpful Tips

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

Search for a Contract

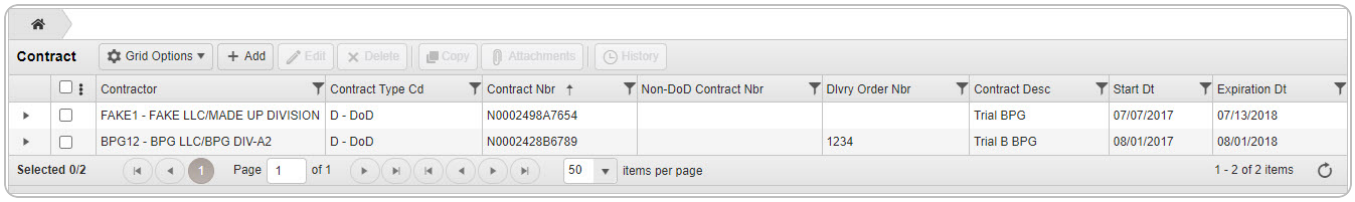
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



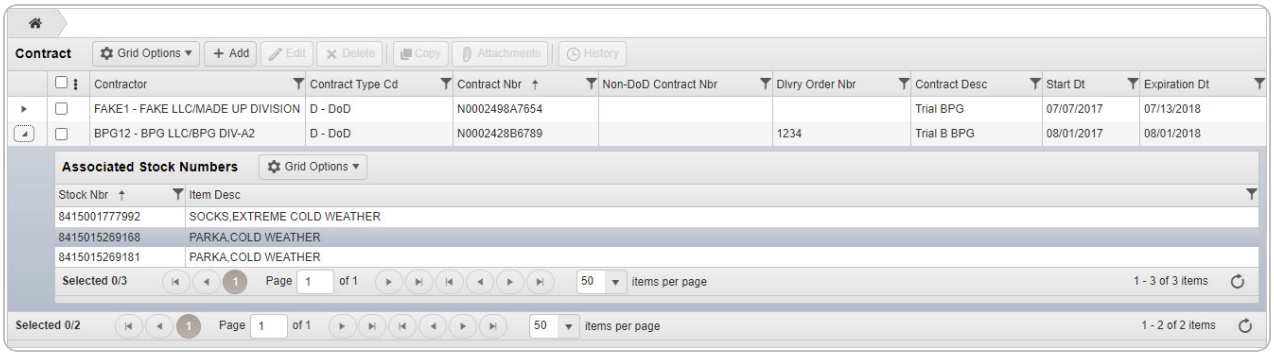
- Enter the CONTRACT NBR in the field provided. *This is a 13 alphanumeric character field.*
- Use ▼ to select the Contractor.
- Enter the DLVY ORD NBR in the field provided. *This is a 4 alphanumeric character field.*
- Enter the CONTRACT DESC in the field provided. *This is a 125 alphanumeric character 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 Search. *The Search Results appear.*



View the Associated Stock Numbers

1. Select ▶. *The Associated Stock Numbers Grid appears below the Contract record.*



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

Add a New Contract

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

Update a Contract

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

Delete a Contract

1. Click ☐ to select the desired entry. *The Contract row is highlighted, and* Edit, Delete, Copy, Attachments, *and* History *become available.*
2. Select Delete. *The **Delete a Contract** pop-up window appears.*

Copy a Contract

1. Click ☐ to select the desired entry. *The Contract row is highlighted, and* Edit, Delete, Copy, Attachments, *and* History *become available.*
2. Select Copy. *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* Edit, Delete, Copy, Attachments, *and* History *become available.*
2. Select Attachments. *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* Edit, Delete, Copy, Attachments, *and* History *become available.*
2. Select History. *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

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 > Add Contract pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
313	DODAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
449	CONTRACT NBR consists of 13 POS: POS 1-6 = DODAAC, POS 7-8

	numeric, POS 9 alpha except "I" or "O" and POS 10-13 alpha-numeric.

Contract Info Tab

Contract Type Cd *
Contractor *
Contract Nbr *
Contract Desc
Dlvry Order Nbr
Start Dt
Expiration Dt
Manage Stock Nbrs
Add / Edit Remarks

Remarks
History Remarks

POC Info Tab

Contract POC

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

Remarks
History Remarks

Admin POC

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

Remarks
History Remarks

Issuing POC

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

Remarks
History Remarks

Property Admin POC

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2

FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Stock Numbers Tab

Stock Nbr
Item Desc

(*) Asterisk identifies mandatory fields.

Procedures

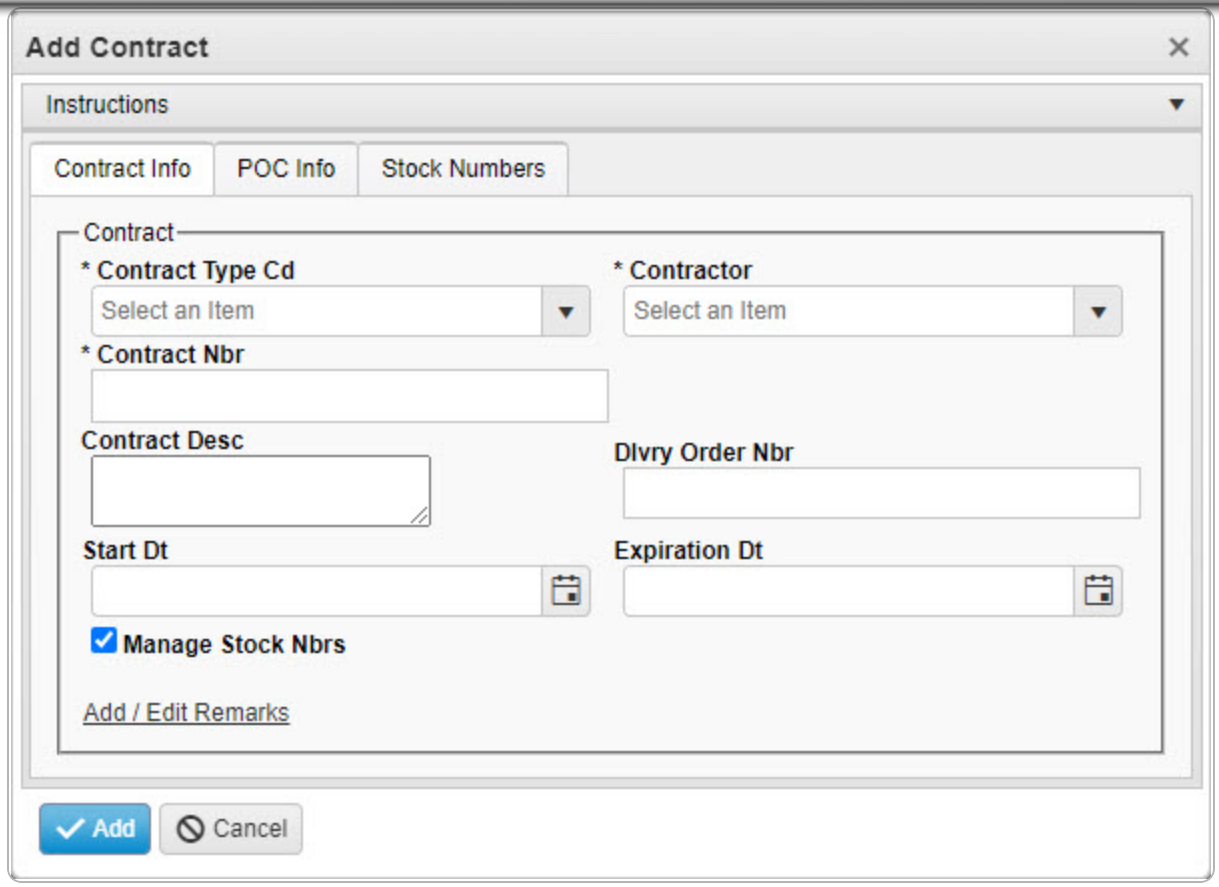
ELMS Navigation Helpful Tips

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

Add a Contract

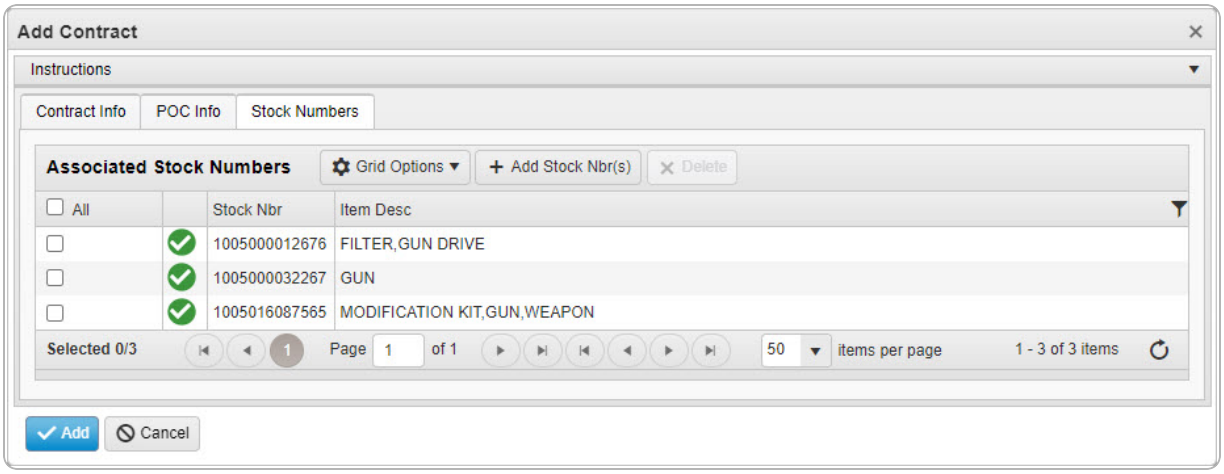
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select + Add . *The* ***Add Contract*** *pop-up window displays, with the Contract Info Tab available.*



2. Use ▼ to select the Contract Type Cd. *If the type is Non-DoD, then the Non-DoD CONTRACT NBR field appears.*
3. Use ▼ to select the Contractor.
4. Enter the CONTRACT NBR in the field provided. *This is a 13 alphanumeric character field.*
5. Enter the CONTRACT DESC in the field provided. *This is a 125 alphanumeric character field.*
6. Enter the DLVY ORD NBR in the field provided. *This is a 4 alphanumeric character field.*
7. Use 📅 to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
8. Use 📅 to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.
9. Click ☐ to select **Manage STOCK NBRS**. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*

A. Select the Stock Numbers tab. *The tab opens to the empty Associated Stock Numbers results grid.*



Add Stock Nbr(s)

Select + Add Stock Nbr(s). *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* ✕ Delete *becomes available.*

b. Select ✕ Delete. *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.*

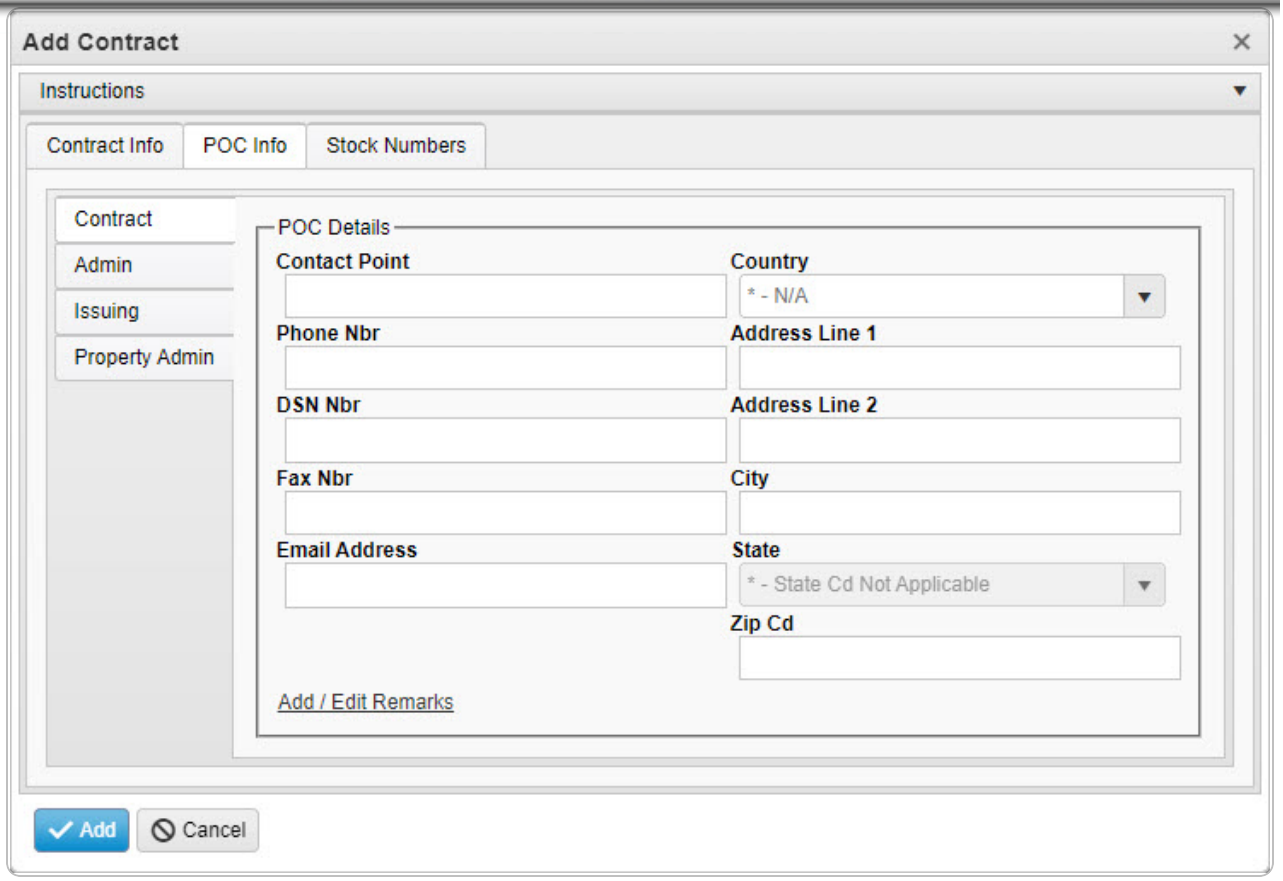
B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select ✓ Add. *The new Contract record is saved, and appears in the Contract results grid.*

11.

OR

Enter the information in the Contract POC Details section.



A. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*

B. Use to select the Country.

C. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

D. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

E. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

F. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

G. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

H. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

I. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*

J. Use to select the State.

K. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

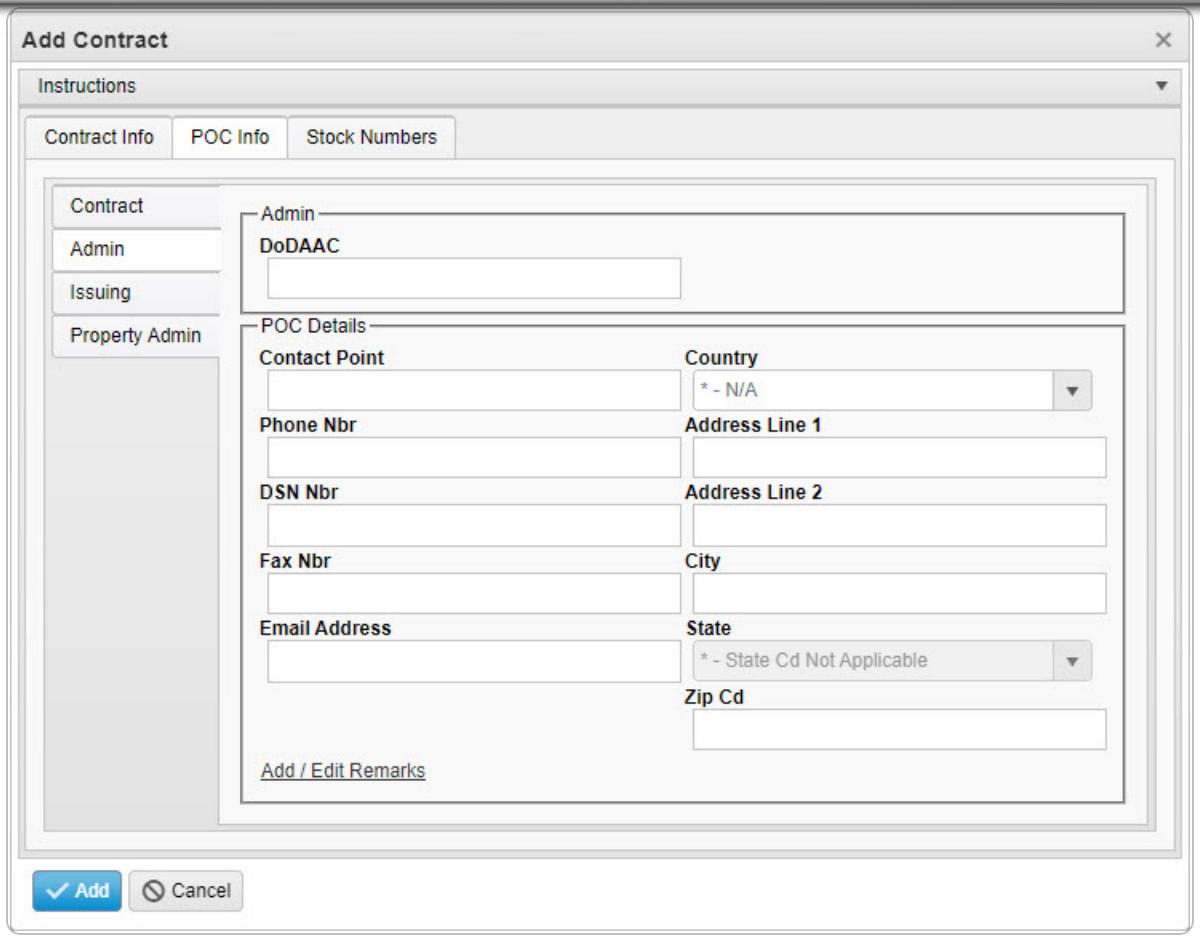
   Select

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

M.

OR

Select the Admin POC Details section.



a. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*

b. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*

c. Use to select the Country.

d. Enter the Phone Nbr in the field provided. *This is a 25 alphanumeric character field.*

e. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

f. Enter the DSN Nbr in the field provided. *This is a 25 alphanumeric character field.*

g. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

h. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

i. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

j. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*

k. Use to select the State.

l. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

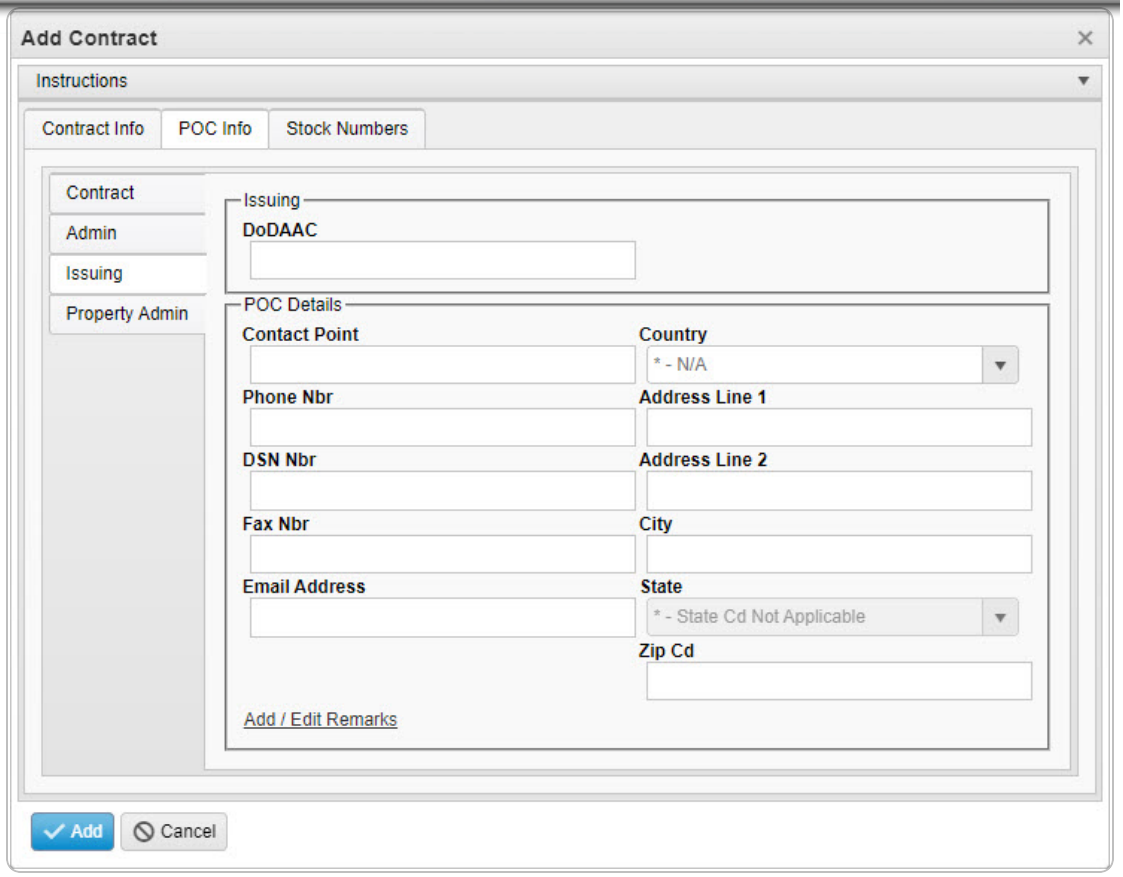
Select

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

n.

OR

Select the Issuing POINT OF CONTACT Details section.



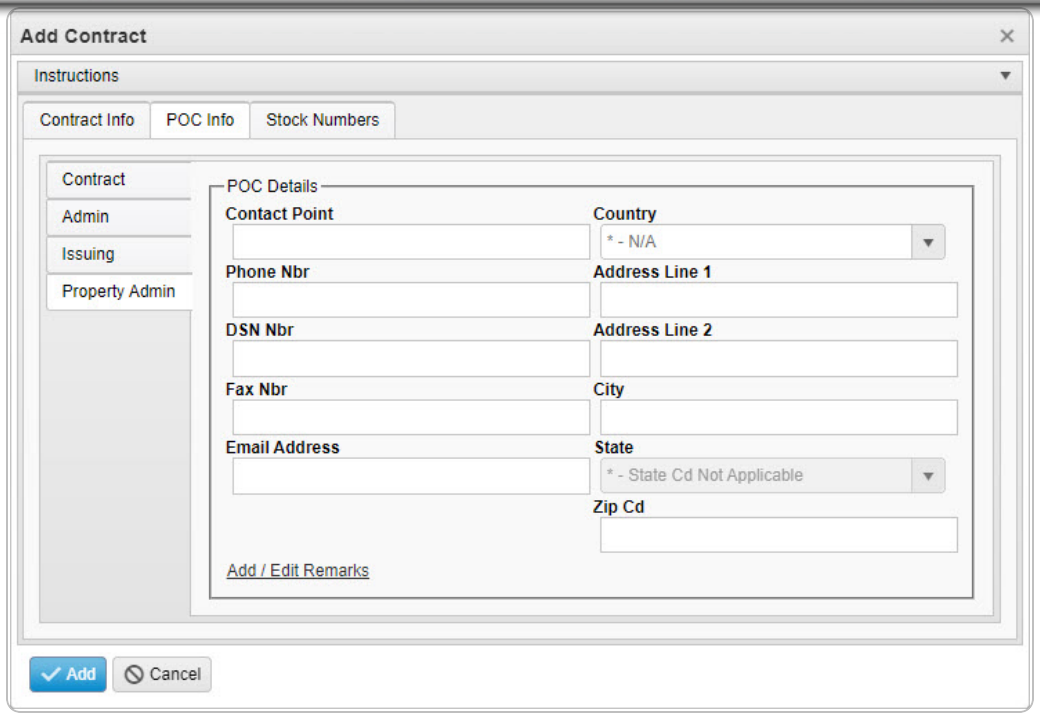
1. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
2. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*
3. Use ▼ to select the Country.
4. Enter the Phone Nbr in the field provided. *This is a 25 alphanumeric character field.*
5. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*
6. Enter the DSN Nbr in the field provided. *This is a 25 alphanumeric character field.*
7. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

8. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
9. Enter the City in the field provided. *This is a 25 alphanumeric character field.*
10. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*
11. Use to select the State.
12. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
13. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
    B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

    Select

. *The new Contract record is saved, and appears in the Contract results grid.*
14. **OR**

    Select the Property Admin POC Details section.



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.

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 alpha-numeric 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.

13 — Mandatory Entry: *Contractor*.	
13 — Mandatory Entry: *CONTRACT NBR*.	
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 "." (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
- Update a Contract

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

Copy a Contract

Overview

The Contract Copy process provides the ability to duplicate all the values in a contract, including POC and stock number associations. The DLVY ORDER NBR, START DT, and EXPIRATION DT fields are not duplicated and expect entries.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) > Copy > Add Contract pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
313	DODAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

449	CONTRACT NBR consists of 13 POS: POS 1-6 = DODAAC, POS 7-8 numeric, POS 9 alpha except "I" or "O" and POS 10-13 alpha-numeric.

Contract Info Tab

Contract Type Cd *
Contractor *
Contract Nbr *
Non-DoD Contract Nbr
Contract Desc
Dlvry Order Nbr
Start Dt
Expiration Dt
Manage Stock Nbrs
Add / Edit Remarks

Remarks
History Remarks

POC Info Tab

Contract POC

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

Remarks
History Remarks

Admin POC

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

Remarks
History Remarks

Issuing POC

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

Remarks
History Remarks

Property Admin POC

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2

FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Stock Numbers Tab

Stock Nbr
Item Desc

(*) Asterisk identifies mandatory fields.

Procedures

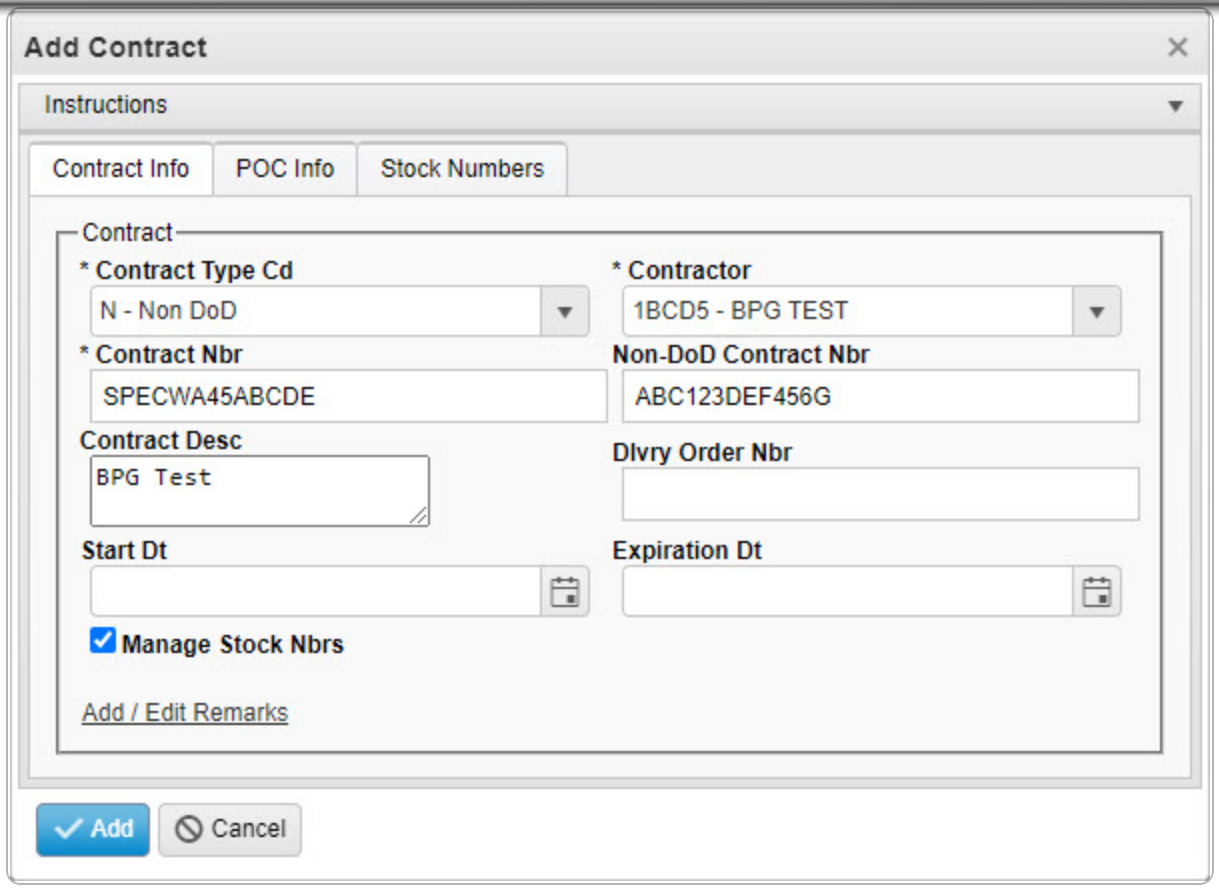
ELMS Navigation Helpful Tips

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

Copy a Contract

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 Contract is highlighted, and* Edit, Delete, Copy, Attachments, *and* History *become available.*
2. Select Copy. *The* ***Add Contract*** *pop-up window displays, with the Contract Info Tab available.*

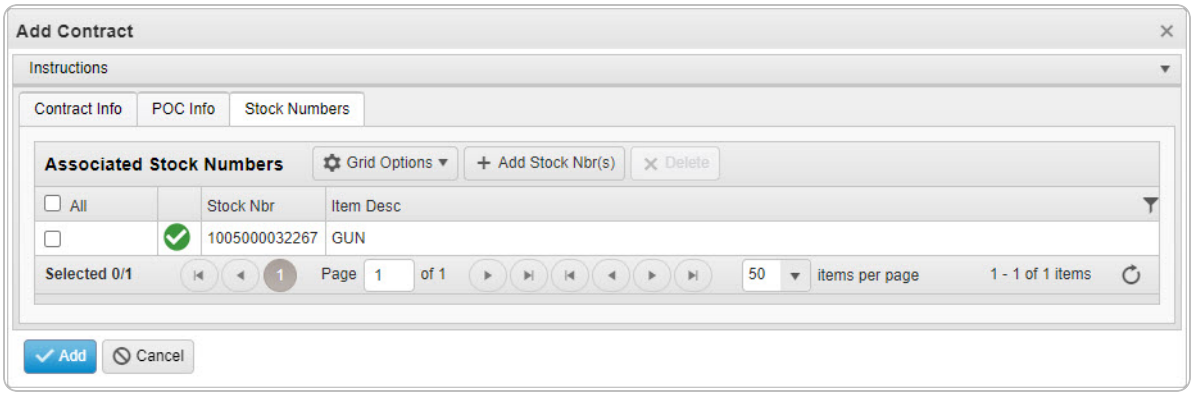


3. Update the Contract Type Cd, using ▼ to select the desired code.
4. Update the Contractor, using ▼ to select the desired company.
5. Update the CONTRACT NBR, entering the revised number in the field provided. *This is a 13 alphanumeric character field.*
6. Update the Non-DoD CONTRACT NBR, entering the revised information in the field provided. *This is a 13 alphanumeric character field.*
7. Update the CONTRACT DESC, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*
8. Enter the new DLVY ORD NBR in the field provided. *This is a 4 alphanumeric character field.*
9. Use 📅 to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.

10. Use to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.

11. Click ☐ to select Manage STOCK NBRS. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*

    A. Select the Stock Numbers tab. *The tab opens to the Associated Stock Numbers results grid.*



Add STOCK NBR(s)

Select + Add Stock Nbr(s) . *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* × Delete *becomes available.*

b. Select × Delete . *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.*

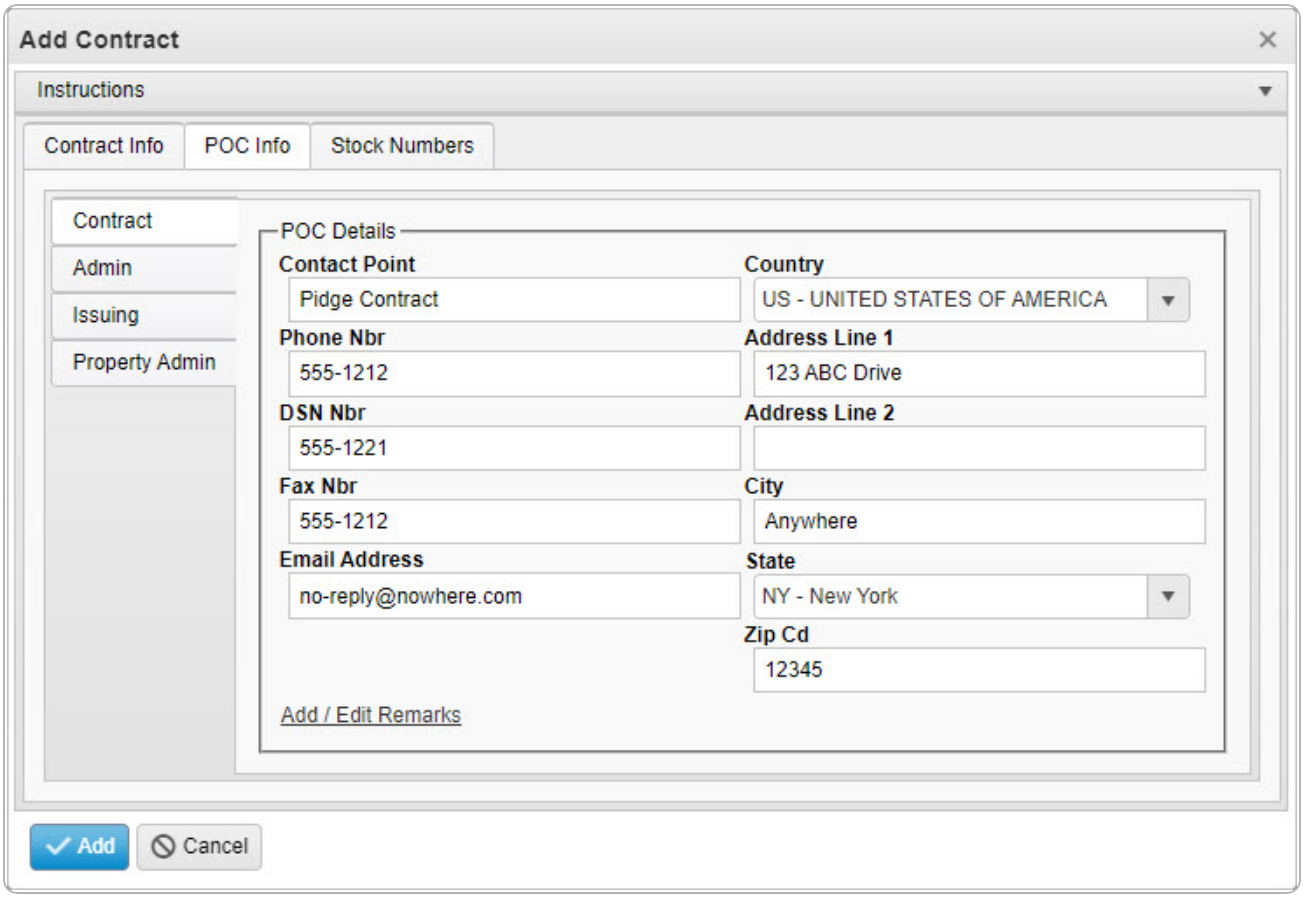
    B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select ✓ Add . *The copied Contract record is saved, and appears in the Contract results grid.*

13.

OR

Verify the information in the Contract POC Details section.



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 alpha-numeric 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 alpha-numeric 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.*

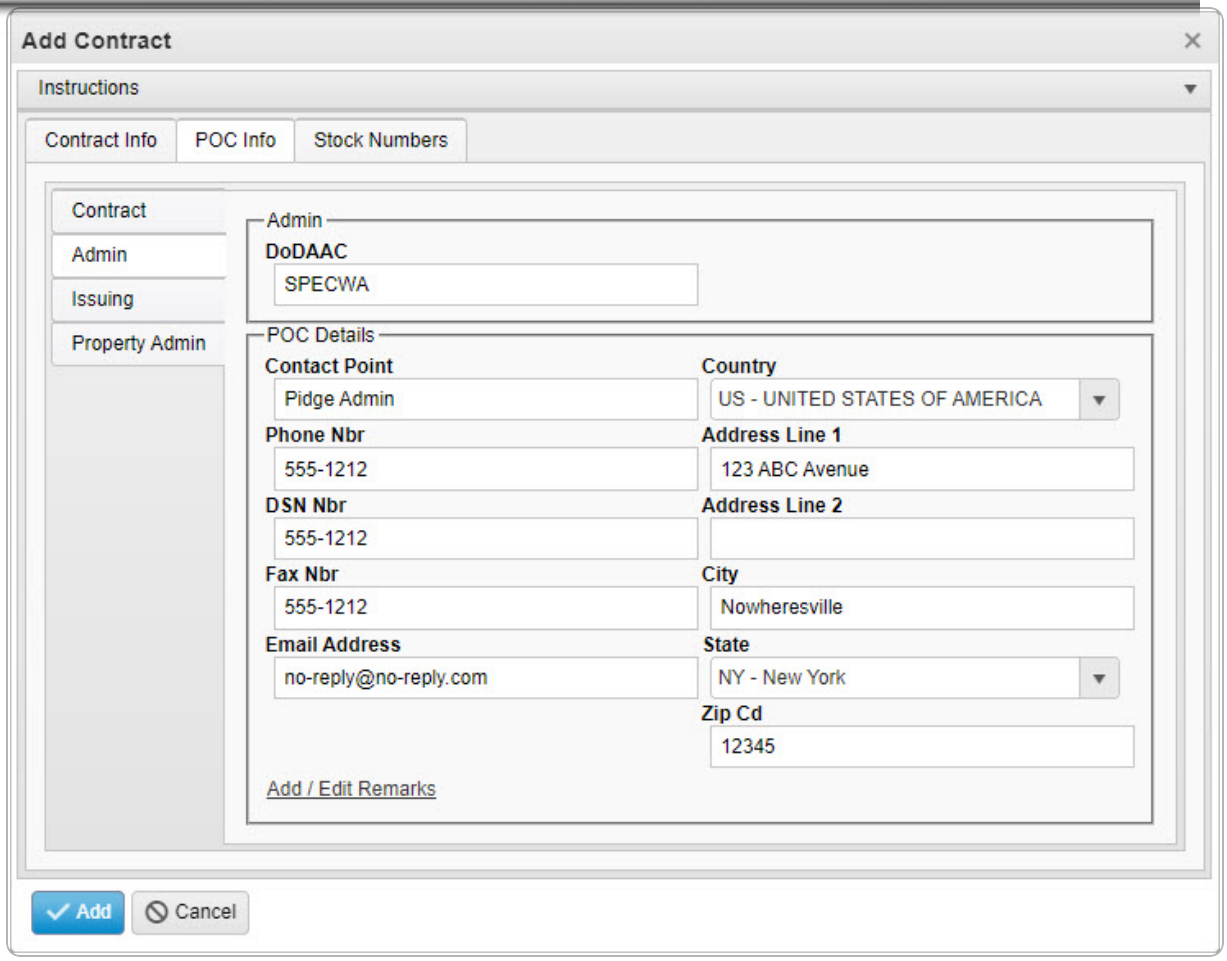
   Select

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

M.

OR

Verify the information in the Admin POC Details section.



a. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

b. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

c. Update the Country, using to select the desired code.

d. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

e. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

f. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

g. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

h. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

i. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

j. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

k. Update the State, using to select the desired code.

l. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

1. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

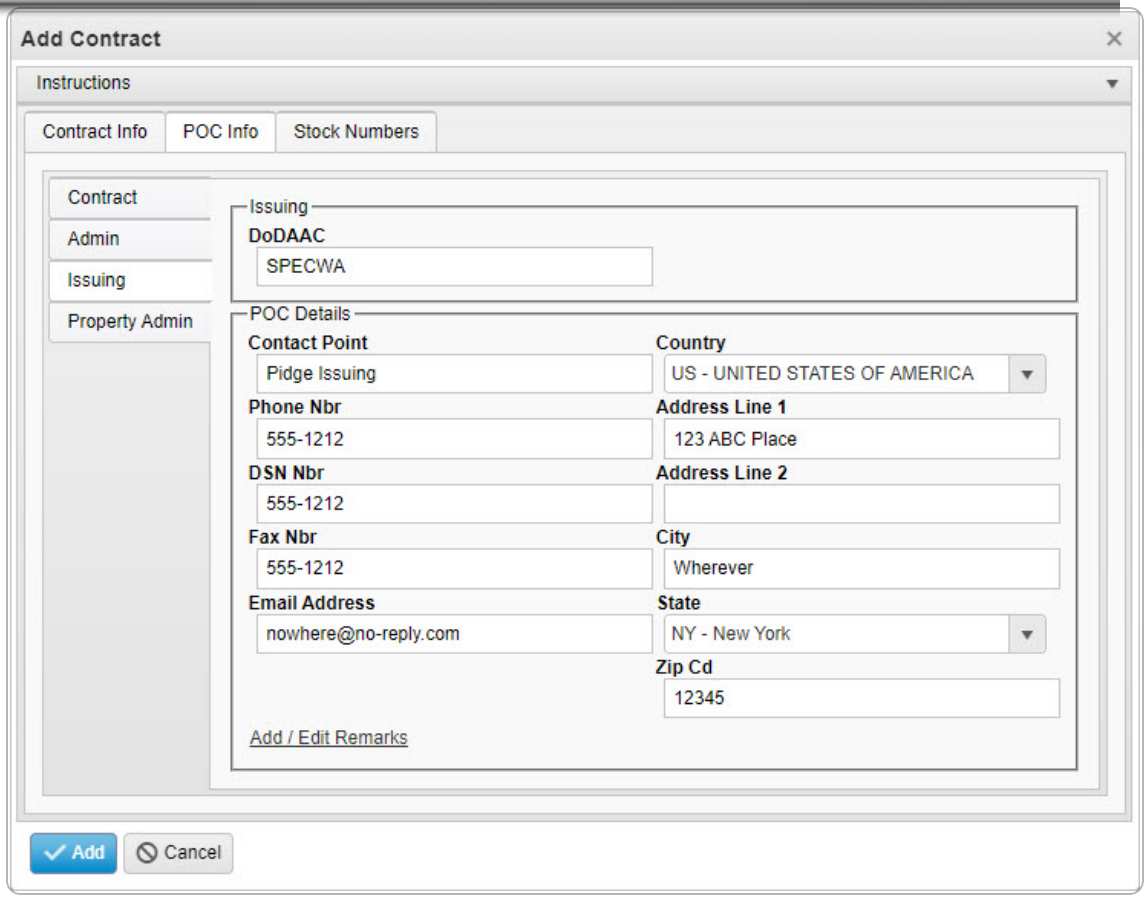
Select

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

n.

OR

Verify the information in the Issuing POC Details section.



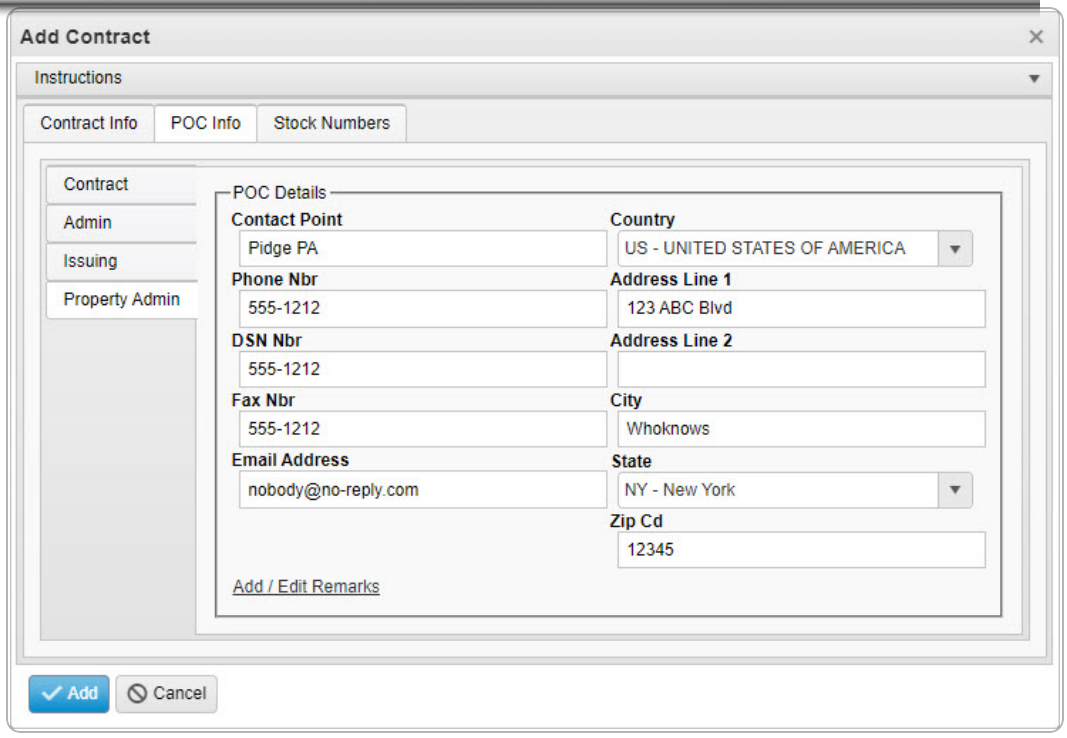
1. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
2. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
3. Update the Country, using to select the desired code.
4. Update the Phone Nbr, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
5. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
6. Update the DSN Nbr, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
7. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

8. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
9. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
10. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
11. Update the State, using to select the desired code.
12. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
13. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
    B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

    Select

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

    Verify the information in the Property Admin POC Details section.



A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

B. Update the Country, using to select the desired code.

C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

I. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

J. Update the State, using to select the desired code.

K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

1. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

M. Select

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

Common Errors

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

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

Related Topics

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

Update a Contract

Overview

The Contract Update process allows editing of a contract from a contractor.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) > Edit > Update Contract pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
313	DODAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
449	CONTRACT NBR consists of 13 POS: POS 1-6 = DODAAC, POS 7-8

	numeric, POS 9 alpha except "I" or "O" and POS 10-13 alpha-numeric.

Contract Info Tab

Contract Type Cd *
Contractor *
Contract Nbr *
Non-DoD Contract Nbr
Contract Desc
Dlvry Order Nbr
Start Dt
Expiration Dt
Manage Stock Nbrs
Attachments
Add / Edit Remarks

Remarks
History Remarks

POC Info Tab

Contract POC

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

Remarks
History Remarks

Admin POC

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

Remarks
History Remarks

Issuing POC

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

Remarks
History Remarks

Property Admin POC

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2

FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Stock Numbers Tab

Stock Nbr
Item Desc

(*) Asterisk identifies mandatory fields.

Procedures

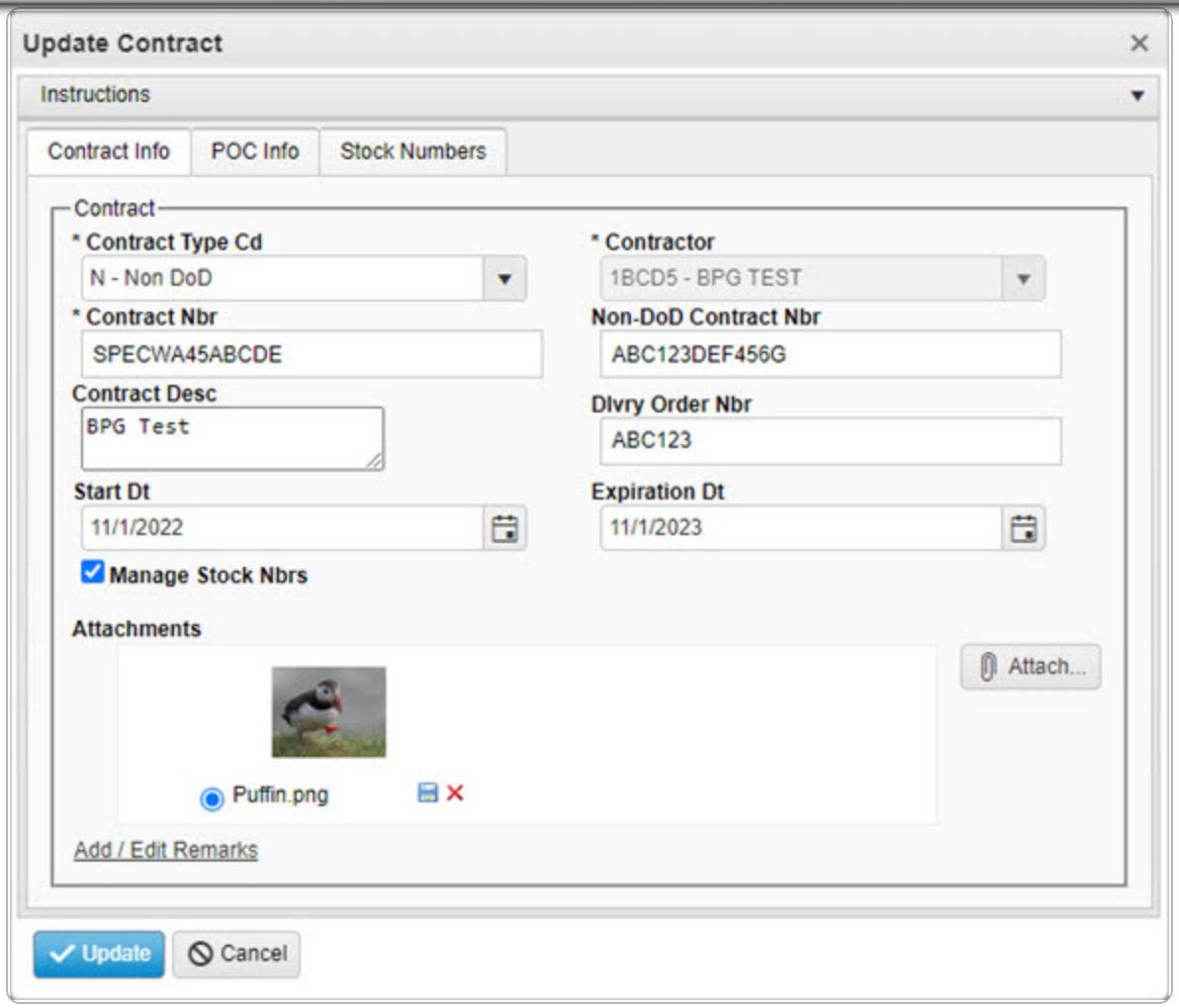
ELMS Navigation Helpful Tips

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

Update a Contract

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 Contract is highlighted, and* Edit, Delete, Copy, Attachments, *and* History *become available.*
2. Select Edit. *The* ***Update Contract*** *pop-up window displays, with the Contract Info Tab available.*



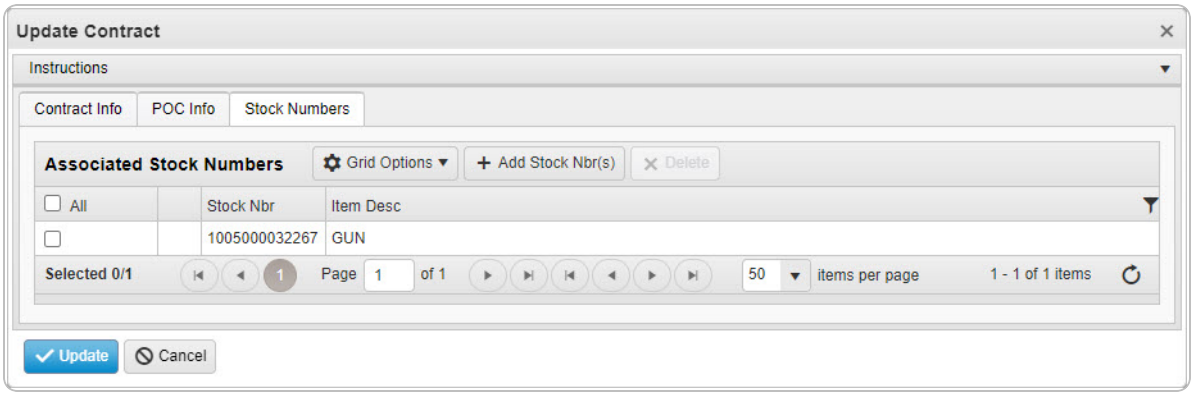
3. Update the Contract Type Cd, using ▼ to select the desired code.
4. *Verify the Contractor.*
5. Update the CONTRACT NBR, entering the revised number in the field provided. *This is a 13 alphanumeric character field.*
6. Update the Non-DoD CONTRACT NBR, entering the revised information in the field 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 + Add Stock Nbr(s). *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* ✕ Delete *becomes available.*

b. Select ✕ Delete. *The STOCK NBR is removed from the pop-up window.*

12. Update the Attachments, using Attach... 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.*

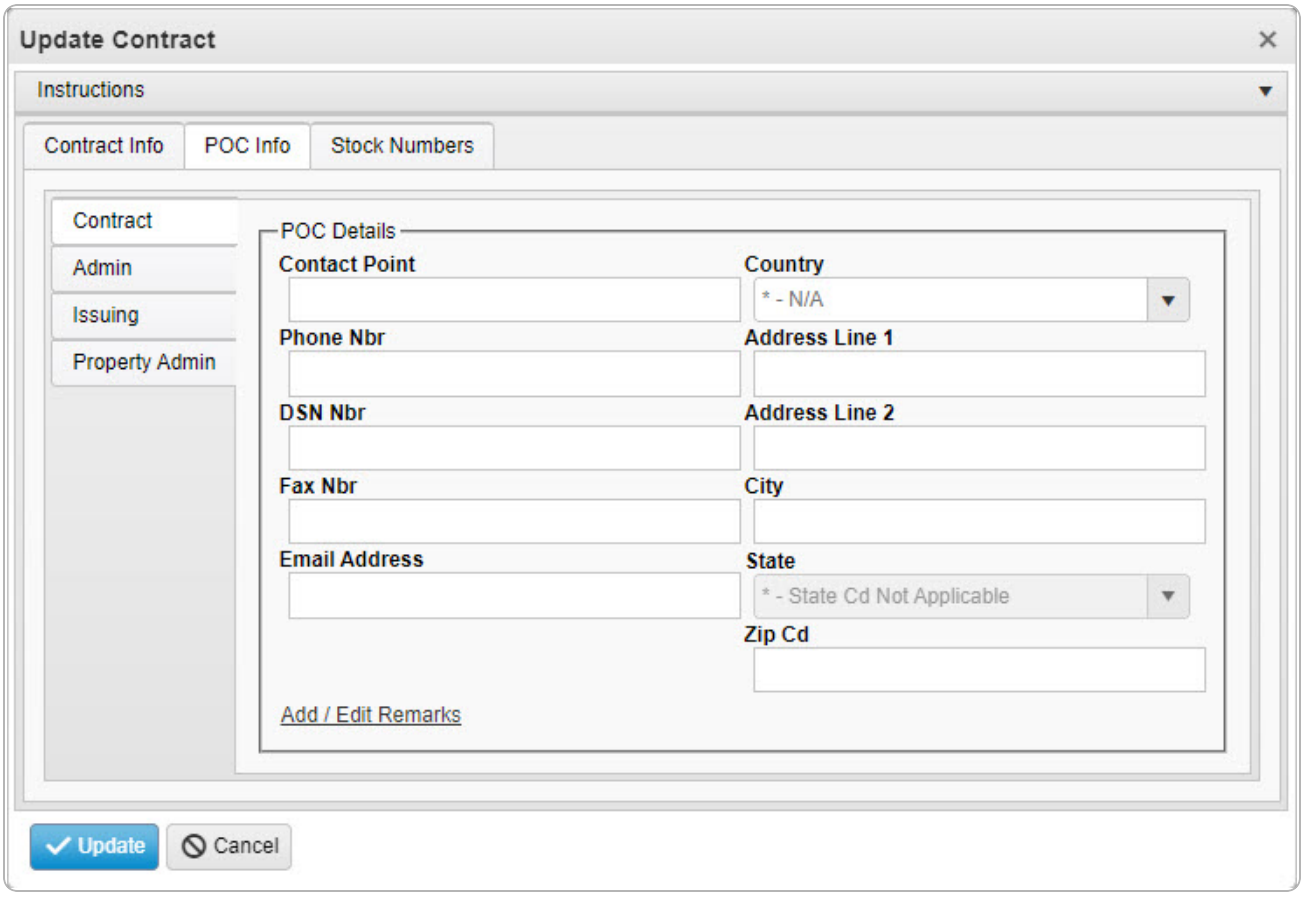
    A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

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

Select Update. *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.



A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

B. Update the Country, using ▼ to select the desired code.

C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

I. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

J. Update the State, using to select the desired code.

K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

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

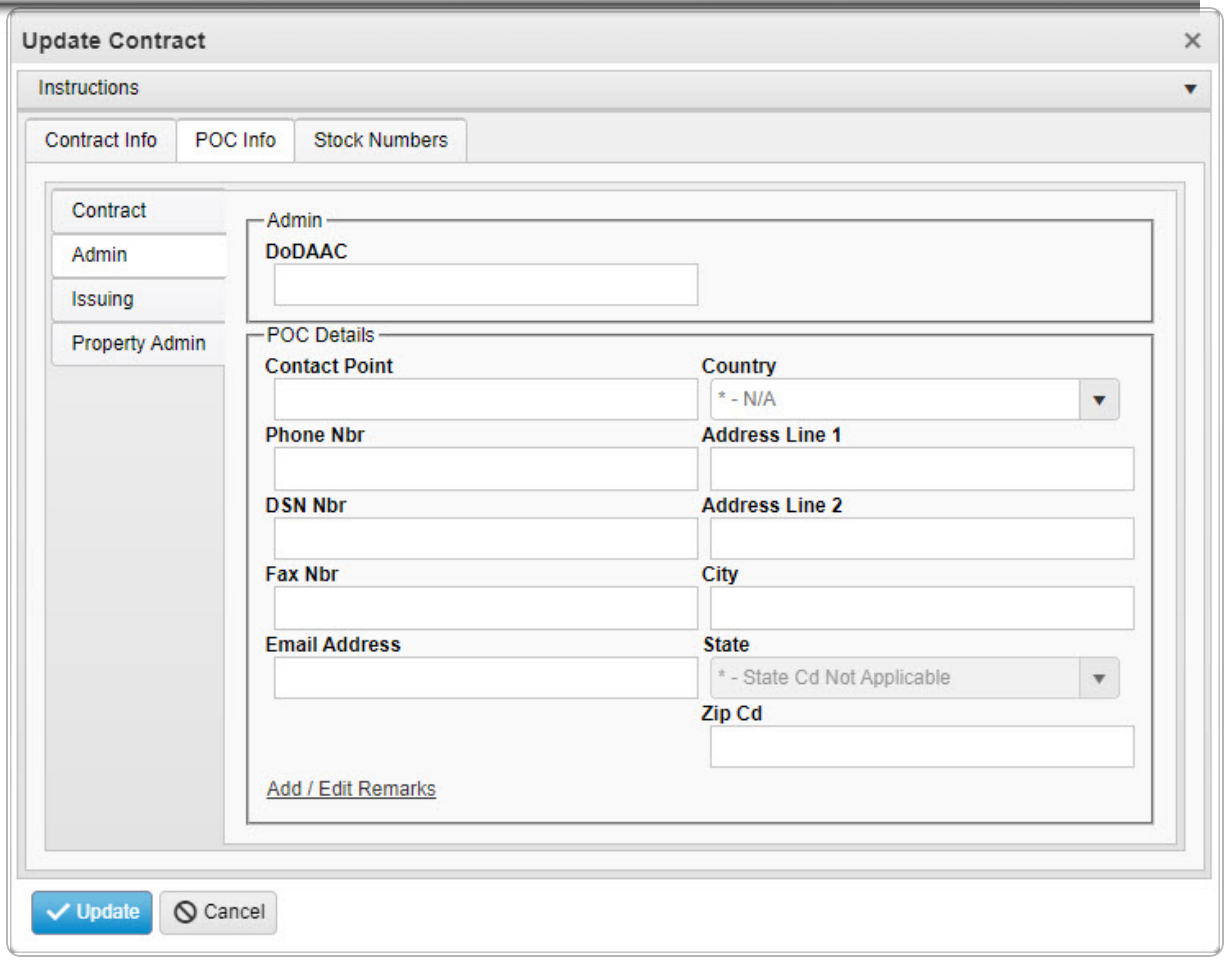
   Select

. *The 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.



a. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

b. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

c. Update the Country, using ▼ to select the desired code.

d. Update the Phone Nbr, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

e. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

f. Update the DSN Nbr, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

g. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

h. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

i. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

j. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

k. Update the State, using to select the desired code.

l. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

1. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

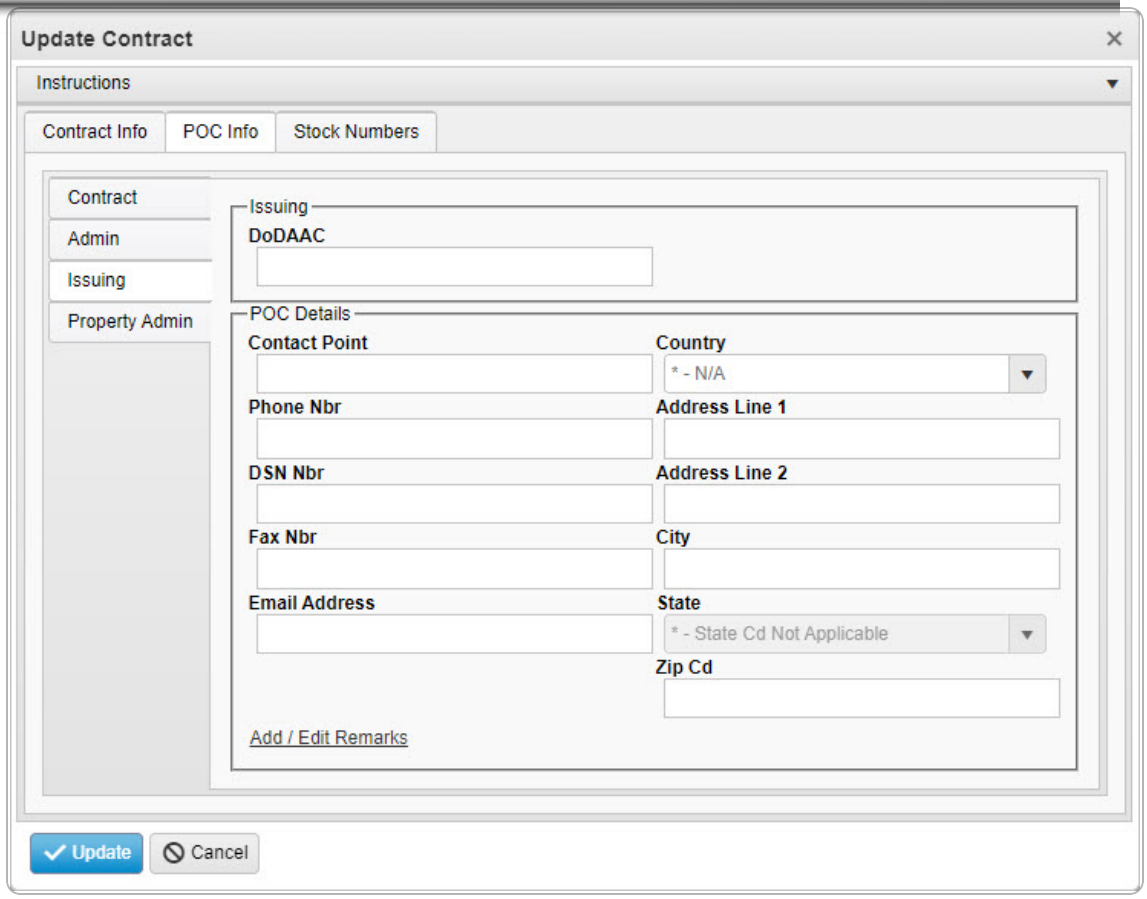
Select

. *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.



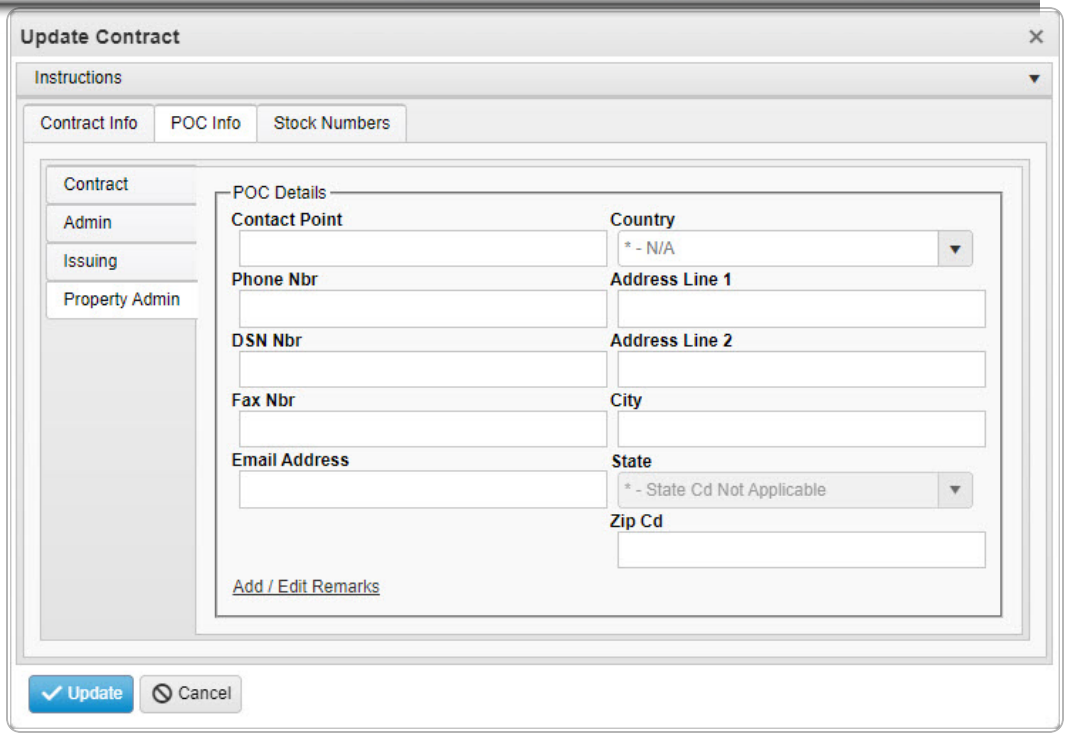
1. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
2. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
3. Update the Country, using to select the desired code.
4. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
5. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
6. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
7. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

8. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
9. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
10. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
11. Update the State, using to select the desired code.
12. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
13. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
    B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

    Select

. *The revised Contract is saved, and the row appears green in the Contract results grid .*
14. **OR**

    Verify the information in the Property Admin POC Details section.



A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

B. Update the Country, using to select the desired code.

C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

I. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

J. Update the State, using to select the desired code.

K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

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

M. Select

. *The revised Contract is saved, and the row appears green in the Contract results grid .*

Common Errors

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

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

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 "."

	(period) symbol, and at least 1 alphanumeric character.
1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

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

Delete a Contract

Overview

The Contract Delete process allows removal of a contract from a contractor.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) > ✕ Delete > 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

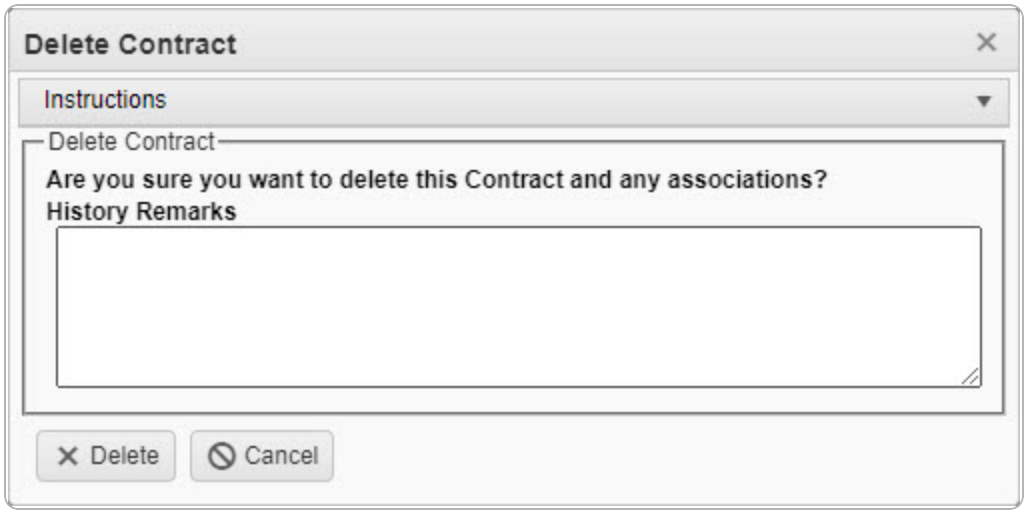
ELMS Navigation Helpful Tips

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

Delete a Contract

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 Contract is highlighted, and* Edit, Delete, Copy, Attachments, *and* History *become available.*
2. Select Delete. *The* ***Delete Contract*** *pop-up window appears.*



3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select Delete. *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 ELMS.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) > History > History for CONTRACT NBR pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.

Contract History Grid

Operation
Last Transaction Dt/Tm
Last Updated By
Contractor
Contract Type Cd
Contract Nbr
Non-DoD Contract Nbr

Dlvry Order Nbr
Contract Desc
Start Dt
Expiration Dt

Optional

Admin POC

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

Contract POC

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

Issuing POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City

State
ZIP Cd
Country

Property Admin POC

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

Remarks
Program Id
Established Dt/Tm
Established By

Procedures

ELMS Navigation Helpful Tips

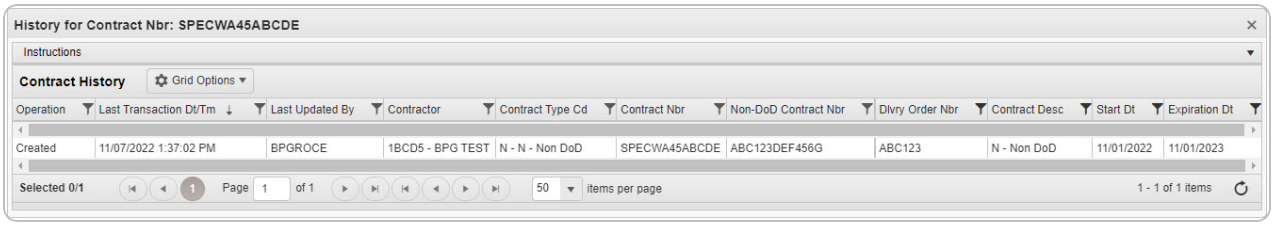
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

View the Contract History

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 Contract is highlighted, and* Edit, Delete, Copy, Attachments, *and* History *become available.*
2. Select History 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.

161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Contract Overview
- Add a Contract
- Update a Contract
- Delete a Contract
- Copy a Contract
- Add Attachments

Appropriation

Overview

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

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

Navigation

MASTER DATA MGMT > Appropriation > Appropriation page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.

412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

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

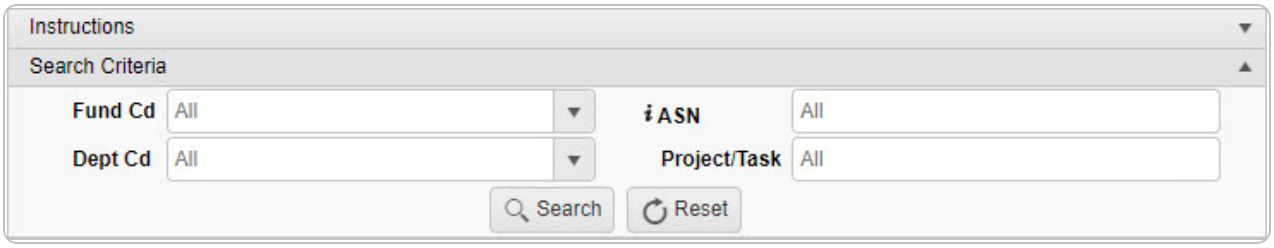
ELMS Navigation Helpful Tips

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

Search for an Appropriation

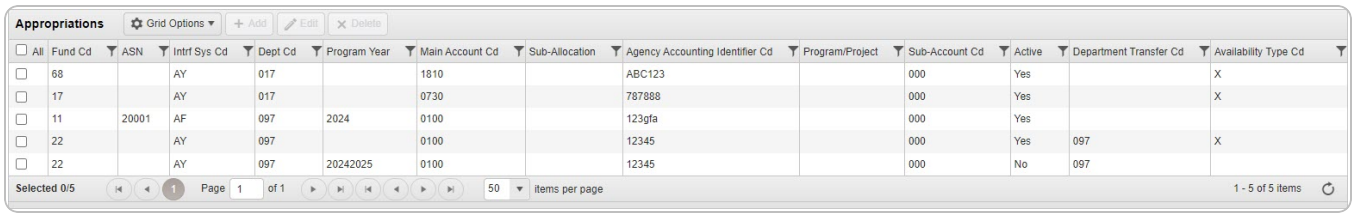
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- Use ▼ to select the Fund Cd.
- Use ▼ to select the Dept Cd.
- Enter the ASN, using i 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.*

2. Select Search. *The Search Results appear.*



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
☐	68		AY	017		1810		ABC123		000	Yes		X
☐	17		AY	017		0730		787888		000	Yes		X
☐	11	20001	AF	097	2024	0100		123gfa		000	Yes		
☐	22		AY	097		0100		12345		000	Yes	097	X
☐	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 + Add. *The **Add an Appropriation** pop-up window appears.*

Update an Appropriation

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

Delete an Appropriation

1. Click ☐ to select the desired entry. *The Appropriations row is highlighted, and* Edit *and* ✕ Delete *become available.*
2. Select ✕ Delete. *The **Delete an Appropriation** pop-up window appears.*

Common Errors

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

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

Related Topics

- Add an Appropriation
- Delete an Appropriation
- Update an Appropriation

Add an Appropriation

Overview

The Appropriation Add process provides the ability to create new records for funding and appropriation information.

Note

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

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

Navigation

MASTER DATA MGMT > Appropriation > + Add > 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
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

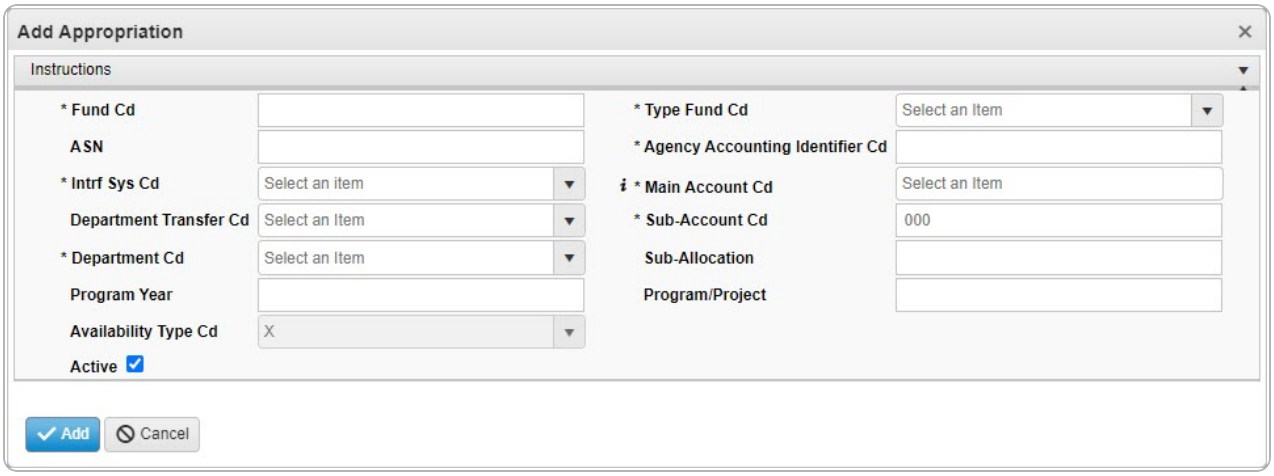
ELMS Navigation Helpful Tips

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 + Add. *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 Intrf 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 alpha-numeric character field.*

K. Enter the Main Account Cd, using ℹ to assist with the entry. *This is a 4 alpha-numeric 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.*

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 alpha-numeric entry. Enter the Subhead again.
335 — SVCG ACTIVITY CD must be 2-6 positions, A-Z and / or 0-9.	Invalid Entry. The SVCG ACTIVITY CD is a 2-6 -position alphanumeric entry. Enter the SVCG ACTIVITY CD again.
337 — Basic Symbol must be 4 positions, A-Z and/or 0-9.	Invalid Entry. The Basic Symbol is a 4-position alphanumeric entry. Enter the Basic Symbol again.
377 — Format must be YYYY (One YR funds) or YYYYYYYY (Multi YR funds).	Invalid Entry. The Program YR field must be either a 4-digit year (for single-year funds), or an 8-digit year span (for multiple year funds.) Enter the Program YR field again.
2136 — FUND CD must be 2 positions, A-Z and / or 0-9.	Invalid Entry. The FUND CD is a 2-position alpha-numeric entry. Enter the FUND CD again.
xxxx — Invalid value entered for Basic Symbol.	Invalid Entry. The Basic Symbol is a 4-position numeric entry. Enter the Basic Symbol again.

Related Topics

- Appropriation
- Delete an Appropriation
- Update an Appropriation

Update an Appropriation

Overview

The Appropriation Update process allows editing of an Appropriations record for funding and appropriation information.

Note

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

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

Navigation

MASTER DATA MGMT > Appropriation > ☐ (desired record) > Edit > Update Appropriations pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Update Appropriations

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

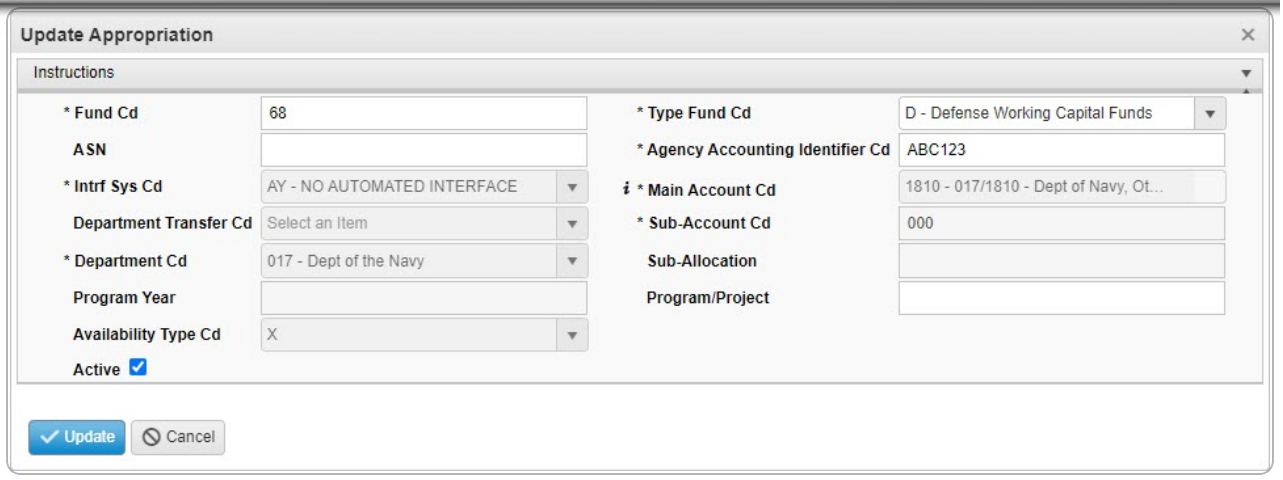
ELMS Navigation Helpful Tips

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

Update an Appropriation

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 Appropriations row is highlighted, and* Edit *and* Delete *become available.*
2. Select Edit. *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 Intrf 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 alpha-numeric character field.*

K. Update the Main Account Cd, using ℹ to assist with the entry. *This is a 4 alpha-numeric 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.*

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

3. Select Update. *The revised Appropriations record is saved, and appears in the Appropriations grid.*

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
320 — Entry exceeds maximum length.	Invalid Entry. There are too many characters entered. Reduce the number of characters in the field.
332 — ASN must be 5 positions, A-Z and / or 0-9.	Invalid Entry. The ASN is a 5-position alphanumeric entry. Enter the ASN again.
334 — Subhead must be 4 positions, A-Z and / or 0-9.	Invalid Entry. The Subhead is a 4-position alphanumeric entry. Enter the Subhead again.

335 — SVCG ACTIVITY CD must be 2-6 positions, A-Z and / or 0-9.	Invalid Entry. The SVCG ACTIVITY CD is a 2-6 - position alphanumeric entry. Enter the SVCG ACTIVITY CD again.
337 — Basic Symbol must be 4 positions, A-Z and/or 0-9.	Invalid Entry. The Basic Symbol is a 4-position alphanumeric entry. Enter the Basic Symbol again.
377 — Format must be YYYY (One YR funds) or YYYYYYYY (Multi YR funds).	Invalid Entry. The Program YR field must be either a 4-digit year (for single-year funds), or an 8-digit year span (for multiple year funds.) Enter the Program YR field again.
2136 — FUND CD must be 2 positions, A-Z and / or 0-9.	Invalid Entry. The FUND CD is a 2-position alpha-numeric entry. Enter the FUND CD again.
xxxx — Invalid value entered for Basic Symbol.	Invalid Entry. The Basic Symbol is a 4-position numeric entry. Enter the Basic Symbol again.

Related Topics

- Appropriation
- Add an Appropriation
- Delete an Appropriation

Delete an Appropriation

Overview

The Appropriation Delete process allows removal of an appropriation record.

Navigation

MASTER DATA MGMT > Appropriation > ☐ (desired record) > ✕ Delete > Delete Appropriations pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Delete Appropriations

History Remarks

Procedures

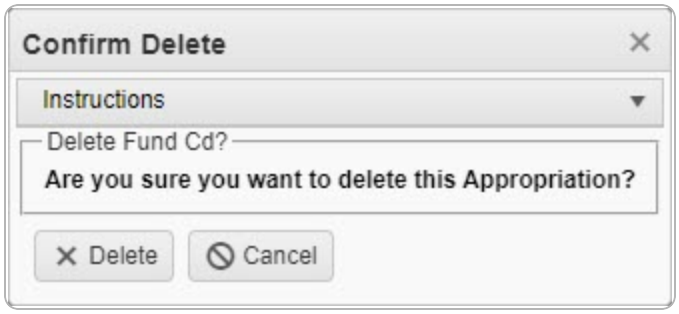
ELMS Navigation Helpful Tips

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

Delete an Appropriation

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 Appropriations row is highlighted, and* Edit *and* Delete *become available.*
2. Select Delete. *The* ***Delete Appropriations*** *pop-up window appears.*



3. Select Delete. *The Appropriations record is removed from the Results grid.*

Common Errors

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

Error	Solution

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

Related Topics

- Appropriation
- Add an Appropriation
- Update an Appropriation

Document Number Range Overview

Overview

The Materiel Management/Inventory Control Point (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

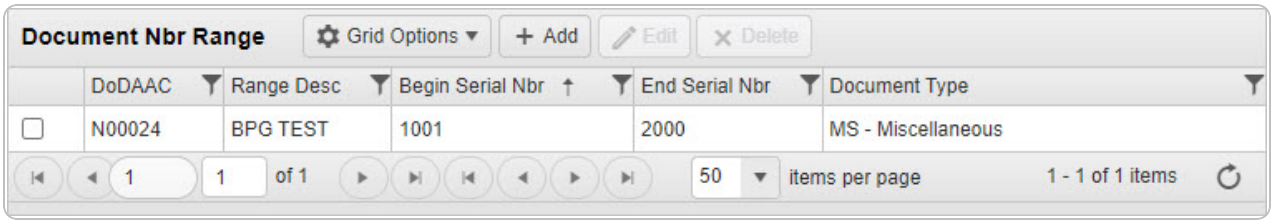
Procedures

ELMS Navigation Helpful Tips

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

View a Document Nbr Range

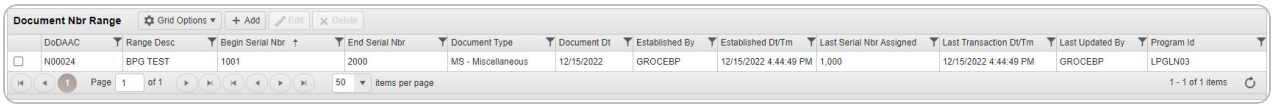
1. *View the Document Nbr Range grid.*



- *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 Grid Options. *The Grid Options expanded menu appears.*

3. Select Columns to view the optional information in the Program Grid:



- *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 + Add. *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* Edit *and* Delete *become available.*

2. Select Edit. *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* Edit *and* Delete *become available.*

2. Select Delete. *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 > 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

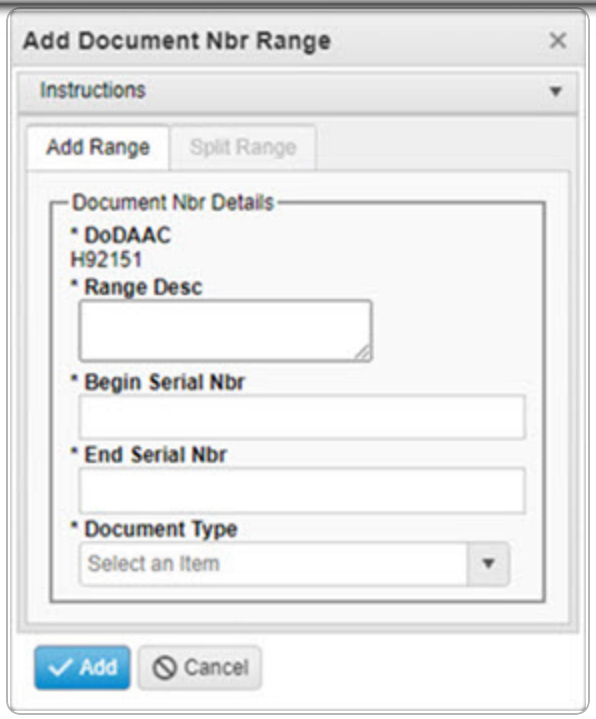
ELMS Navigation Helpful Tips

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

Add 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. Select + Add. *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 Add. *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 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.
13 — Mandatory Entry: *Begin SERIAL NBR*.	
13 — Mandatory Entry: *End SERIAL NBR*.	
13 — Mandatory Entry: *Document Type*.	
1055 — Value must be an integer.	Invalid Entry. The Begin SERIAL NBR and End SERIAL NBR fields must be numeric. Re-enter the numbers.
194 — Entry must be > 0.	Invalid Entry. The amount must be 1 or larger. Enter a valid number.
163 — End SERIAL NBR must be > Begin SERIAL NBR.	Invalid Entry. The Begin SERIAL NBR must be a smaller number than the End SERIAL NBR. Enter a valid number.
491 — SERIAL NBR already exists within a range on the	Invalid Entry. The SERIAL NBR entered already exists in this DODAAC. Re-enter the Begin

Doc Nbr Range Table for DoDAAC.	Serial Nbr and End Serial Nbr fields.
1115 — The Document Type provided was already assigned a range.	Invalid Entry. First Search for the Document Type. If it is not found, enter the document type again.

Related Topics

- Document Number Range Overview
- Update a Document Number Range
- Delete a Document Number Range

Update a Document Number Range

Overview

The Document Number Range Update process allows editing of a range of serial numbers for a specific DoDAAC.

Navigation

MASTER DATA MGMT > Document Number Range > ☐ (desired record) > Edit > 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

ELMS Navigation Helpful Tips

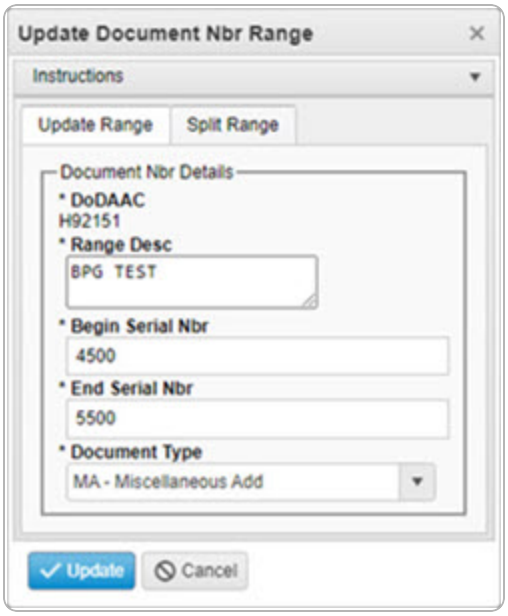
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Update a Document Nbr Range

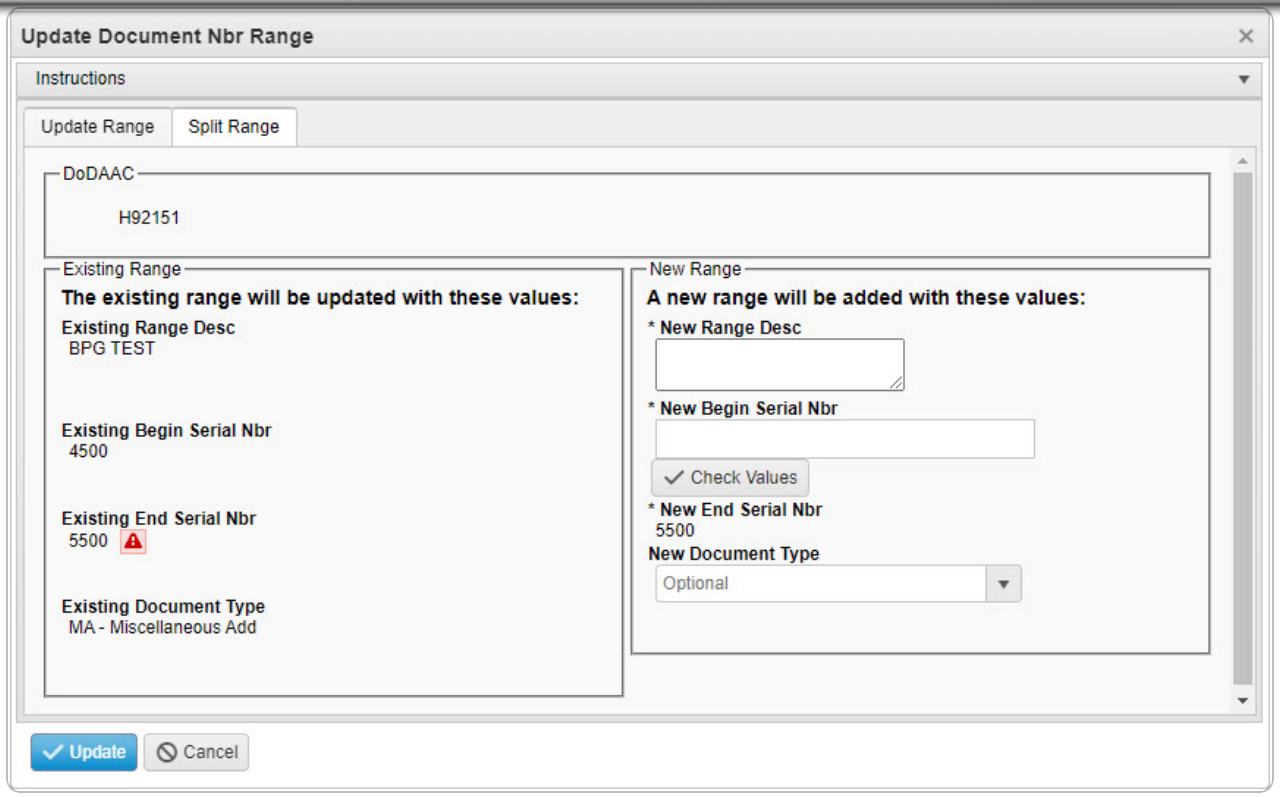
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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

2. Select Edit. *The **Update DOCUMENT NBR Range** pop-up window displays, with the Update Range Tab available.*



3. *Verify the DoDAAC.*
4. Update the Range DESC, entering the revised description in the field provided. *This is a 125 alphanumeric character field.*
5. Update the Begin SERIAL NBR, entering the revised number in the field provided. *This is a 4 numeric character field.*
6. Update the End SERIAL NBR, entering the revised number in the field provided. *This is a 4 numeric character field.*
7. Update the Document Type, using ▼ to select the desired range type.
8. Select the Split Range tab.



A. *Verify the DoDAAC in the DoDAAC panel.*

B. *Verify the fields in the Existing Range panel:*

Note

These fields do not contain the original values entered during the Add a Document Number Range procedure. They reflect the updated information from the Update Range Tab.

a. *Verify the Existing Range DESC.*

b. *Verify the Existing Begin SERIAL NBR.*

c. *Verify the Existing End SERIAL NBR.*

Attention

If there **is a conflict** between the existing and new ranges, a appears after the Existing End SERIAL NBR field.

If there **is no conflict** between the existing and new ranges, a ☑ appears after the Existing End SERIAL NBR field.

d. *Verify the Existing Document Type.*

C. Update the fields in the New Range panel:

a. Enter the New Range DESC in the field provided. *This is a 125 alphanumeric character field.*

b. Enter the New Begin SERIAL NBR in the field provided. *This is a 4 numeric character field.*

c. Select Check Values. *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 Update. *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.

13 — Mandatory Entry: *Begin SERIAL NBR*.	
13 — Mandatory Entry: *End SERIAL NBR*.	
13 — Mandatory Entry: *Document Type*.	
13 — Mandatory Entry: *New Range DESC*.	
13 — Mandatory Entry: *New Begin SERIAL NBR*.	
1055 — Value must be an integer.	Invalid Entry. The Begin SERIAL NBR and End SERIAL NBR fields must be numeric. Re-enter the numbers.
194 — Entry must be > 0.	Invalid Entry. The amount must be 1 or larger. Enter a valid number.
163 — End SERIAL NBR must be > Begin SERIAL NBR.	Invalid Entry. The Begin SERIAL NBR must be a smaller number than the End SERIAL NBR. Enter a valid number.
491 — SERIAL NBR already exists within a range on the DOC NBR Range Table for DODAAC.	Invalid Entry. The SERIAL NBR entered already exists in this DODAAC. Re-enter the Begin SERIAL NBR and End SERIAL NBR fields.

1115 — The Document Type provided was already assigned a range.	Invalid Entry. First Search for the Document Type. If it is not found, enter the document type again.

Related Topics

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

Delete a Document Number Range

Overview

The Document Number Range Delete process allows removal of a range of serial numbers for a specific DoDAAC.

Navigation

MASTER DATA MGMT > Document Number Range > ☐ (desired record) > ✕ Delete > Delete DOCUMENT NBR Range pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Delete DOCUMENT NBR Range Grid

History Remarks

Procedures

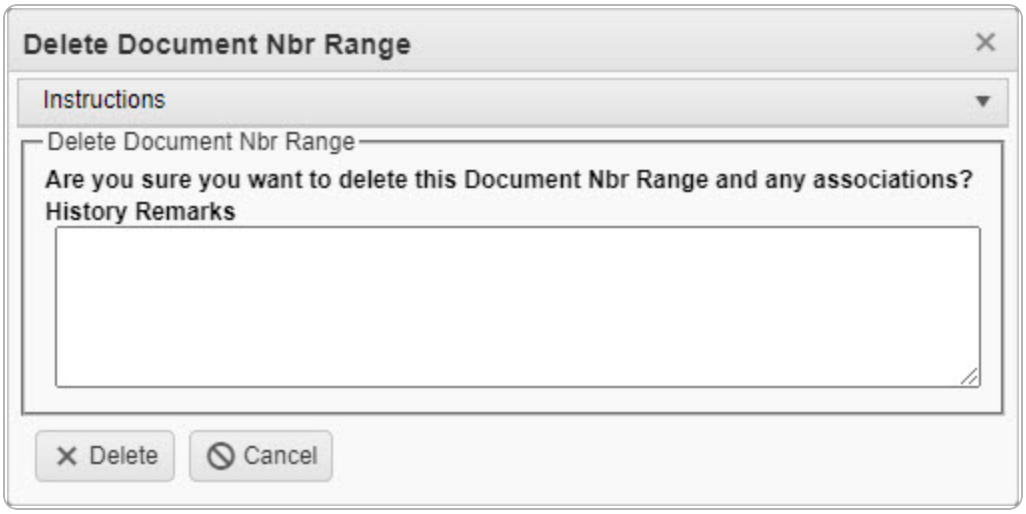
ELMS Navigation Helpful Tips

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

Delete 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 Delete. *The* ***Delete DOCUMENT NBR Range*** *pop-up window displays.*



3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select Delete. *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

Cost Center Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Cost Center process provides the ability to create, update, or delete Cost Center records for accounting transactions. A Cost Center increases the accuracy of the data required when creating Operating Targets and Requisitions.

Navigation

MASTER DATA MGMT > Cost Center > Cost Center page

Page Fields

The following fields display on the **Cost Center** 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 Cost Center Search Results.
526	Select "Reset" to clear the Cost Center Search Criteria.
527	Select "Grid Options" for additional actions to perform on the Cost Center data.
528	Select "Add" to create a new Cost Center record.

529	Select "Edit" to update the selected Cost Center record(s).
530	Select "Delete" to remove the selected Cost Center record(s).

Search Criteria Grid

Organization Collection
Cost Center
Freeze Cd
Owning Cost Center
Funding Cost Center
Deprn Cost Center

Cost Center Grid

All
Cost Center
Cost Center Desc
Organization Collection
Freeze Cd
Owning Cost Center
Funding Cost Center
Deprn Cost Center
Interface System Cd
Start Dt
End Dt

Optional

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

Procedures

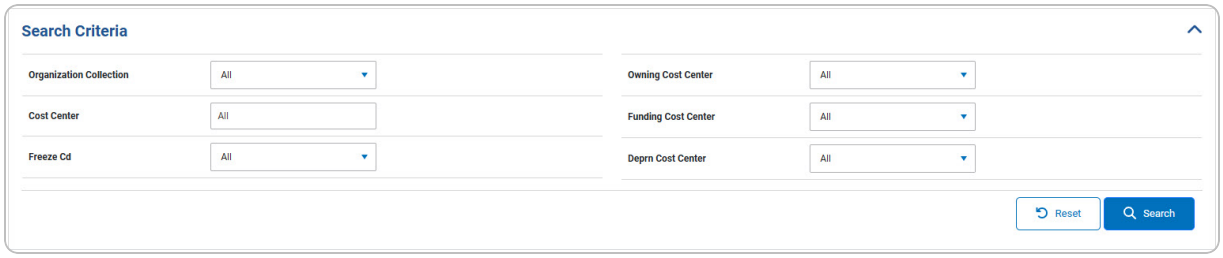
ELMS Navigation Helpful Tips

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

Search for a Cost Center

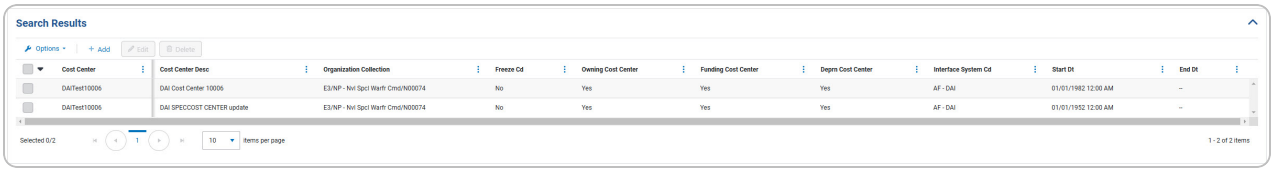
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- Use ▼ to select the Organization Collection.
- Enter the Cost Center in the field provided. *This is a 25 alphanumeric character field.*
- Use ▼ to select the Freeze Cd.
- Use ▼ to select the Owning Cost Center.
- Use ▼ to select the Funding Cost Center.
- Use ▼ to select the Deprn Cost Center.

2. Click Search. *The results appear in the Cost Center grid.*



Add a Cost Center Record

Select Add. *The **Add Cost Center** slider appears.*

Update a Cost Center Record

Select Edit next to the desired record. *The **Edit Cost Center** pop-up window appears.*

Delete a Cost Center Record

Select Delete next to the desired record. *The **Delete Cost Center** 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 Cost Center
- Edit a Cost Center

- Delete a Cost Center

Add a Cost Center

Overview

The Cost Center Add process provides the ability to create a Cost Center record. A Cost Center record is for accounting transactions like Operating Targets and Requisitions.

Navigation

MASTER DATA MGMT > Cost Center > + Add > Add Cost Center slider

Page Fields

The following fields display on the **Add Cost Center** slider. 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.
563	Select "Save" button to save the current selection.
562	Select "Cancel" to return to the previous page.

Add Cost Center Slider

Cost Center Information

Organization Collection *
Cost Center *

Cost Center Desc *
Start Dt
End Dt
Freeze Cd
Owning Cost Center
Funding Cost Center
Deprn Cost Center

Remarks

Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

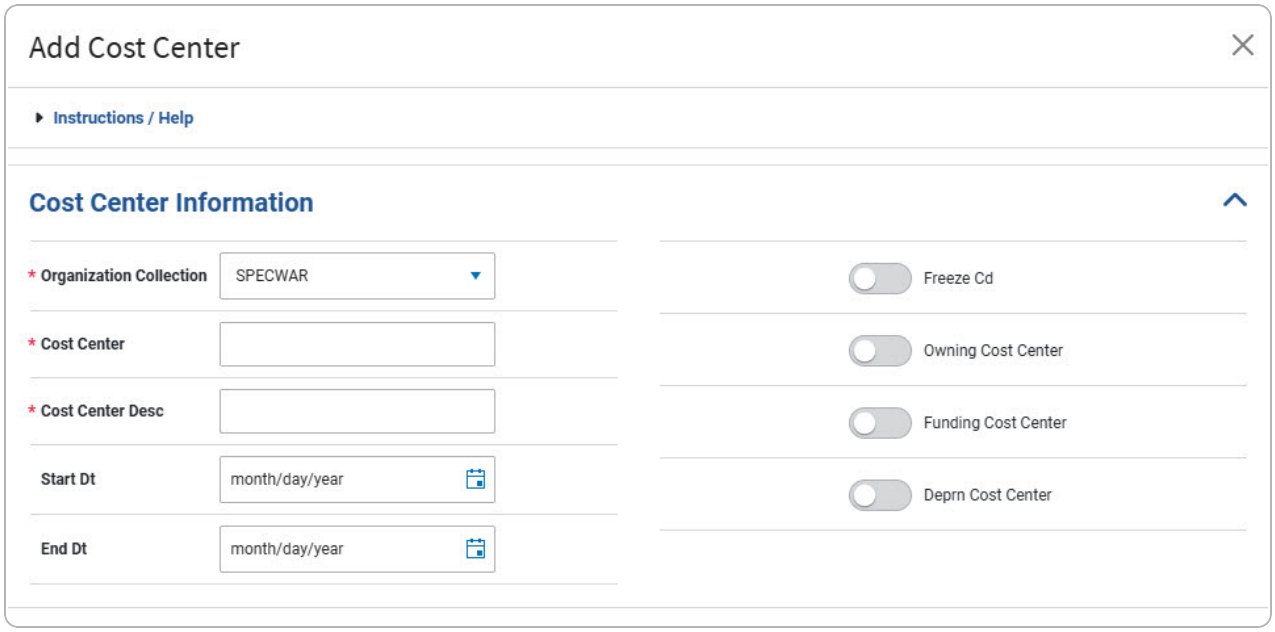
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Add a Cost Center

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

1. Select + Add to create a Cost Center. *The **Add Cost Center** pop-up window appears.*

Cost Center Information



A. Use ▼ to select the Organization Collection.

B. Enter the Cost Center in the field provided. *This is a 25 alphanumeric character field.*

C. Enter the Cost Center DESC in the field provided. *This is a 1,024 alphanumeric character field.*

D. Use 📅 to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.

E. Use 📅 to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.

F. Click ○ to select the FREEZE CD. *This determines if the Cost Center is frozen (●) or not (○).*

G. Click ○ to select the Owning Cost Center. *This determines if the Cost Center listed is the Owning Cost Center (●) or not (○).*

H. Click to select the Funding Cost Center. *This determines if the Cost Center listed is the Funding Cost Center ( ) or not ( ).*

I. Click to select the DEPRN COST CENTER. *This determines if the Cost Center listed is the DEPRN Cost Center ( ) or not ( ).*

Remarks

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

2. Select Save. *The **Add Cost Center** slider closes, and the new Cost Center appears at the top of the Search Results 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
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.

350 — Must be alpha-numeric with supported special characters $, — , /, #, &, 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.
13 — Mandatory Entry: *Organization Collection*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Cost Center*.	
13 — Mandatory Entry: *Cost Center Desc*.	
527 — End Dt must be = or > Start Dt.	Invalid Date Entry. The Start Dt must be equal or less than the End Dt. Re-enter the date.
615 — Entry contains invalid special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Re-enter the entry.
2151 — Cost Center already exists.	Invalid Entry. The Service attempted to be added already exists. Re-enter the new Service.
2634 — This Cost Center was previously deleted. Do you want to reactivate?	Invalid Entry. The Cost Center entered is a duplicate of one that has been deleted previously. Re-enter the Cost Center.

2191 — When END DT is entered, START DT is required.	Invalid Date Entry. Both the Start Date and the End Date must be entered at the same time. Re-enter both dates.

Related Topics

- Cost Center Overview
- Edit a Cost Center
- Delete a Cost Center

Edit a Cost Center

Overview

The Cost Center Edit process allows updating a Cost Center record. A Cost Center record is for accounting transactions like Operating Targets and Requisitions.

Navigation

MASTER DATA MGMT > Cost Center > Edit > Edit Cost Center slider

Page Fields

The following fields display on the **Edit Cost Center** slider. 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.
563	Select "Save" button to save the current selection.
562	Select "Cancel" to return to the previous page.

Edit Cost Center Slider

Cost Center Information

Cost Center
Cost Center Desc *

Start Dt
End Dt
Freeze Cd
Owning Cost Center
Funding Cost Center
Deprn Cost Center

Remarks

Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

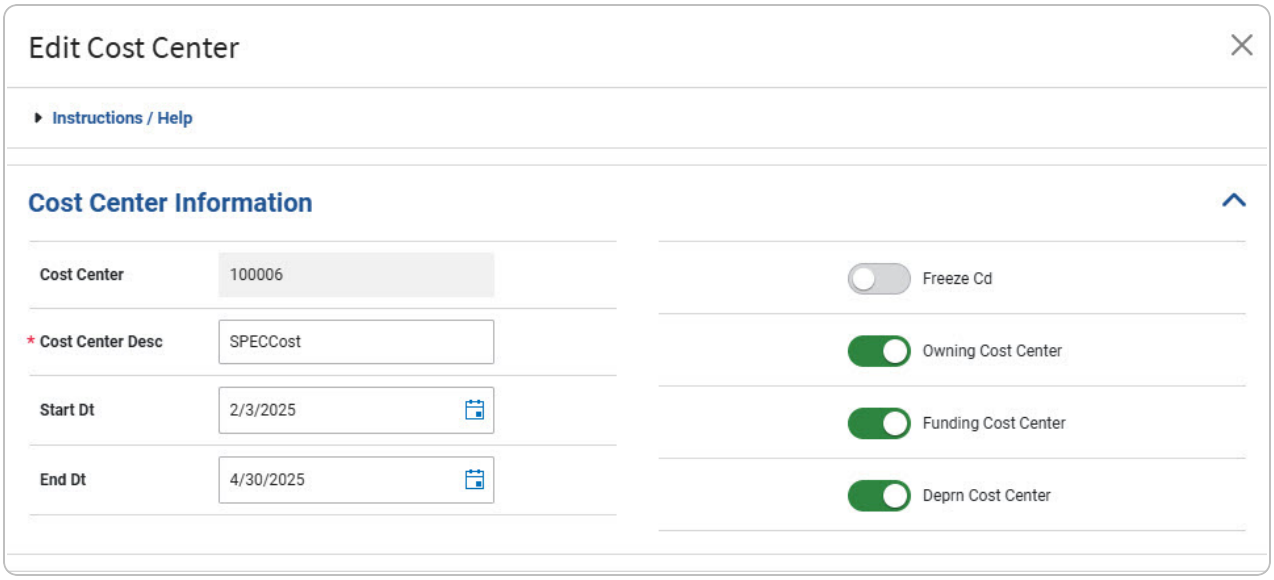
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Update a Cost Center

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

1. Select Edit next to the desired record. *The **Edit Cost Center** slider appears.*

Cost Center Information



A. *Verify the Cost Center.*

B. Update the Cost Center DESC, entering the revised explanation in the field provided. *This is a 1,024 alphanumeric character field.*

C. Update the Start DT, using or entering the date (MM/DD/YYYY) in the field provided.

D. Update the End DT, using or entering the date (MM/DD/YYYY) in the field provided.

E. Verify the FREEZE CD contains the appropriate or . *This determines if the Cost Center is frozen ( ) or not ( ).*

F. Verify the Owning Cost Center contains the appropriate or . *This determines if the Cost Center is the Owning Cost Center ( ) or not ( ).*

G. Verify the Funding Cost Center contains the appropriate or . *This determines if the Cost Center is the Funding Cost Center ( ) or not ( ).*

H. Verify the DEPRN COST CENTER contains the appropriate or . *This determines if the Cost Center is the DEPRN Cost Center ( ) or not ( ).*

Remarks

A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*

2. Select

. *The **Edit Cost Center** slider closes, and the revised Cost Center appears at the top of 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
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.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, 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 char-

	acters like ! or @ are prohibited.
13 — Mandatory Entry: *Cost Center DESC*.	Missing Entry. Enter the appropriate information in the desired field.
2191 — When END DT is entered, START DT is required.	Invalid Date Entry. Both the Start Date and the End Date must be entered at the same time. Re-enter both dates.
527 — END DT must be = or > START DT.	Invalid Date Entry. The START DT must be equal or less than the END DT. Re-enter the date.

Related Topics

- Cost Center Overview
- Add a Cost Center
- Delete a Cost Center

Delete a Cost Center

Overview

The Cost Center Delete process allows removal of a Cost Center record. A Cost Center record is for accounting transactions like Operating Targets and Requisitions.

Navigation

MASTER DATA MGMT > Cost Center > Delete > Delete Cost Center pop-up window

Page Fields

The following fields display on the **Delete Cost Center** 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 Cost Center record(s).
562	Select "Cancel" to return to the previous page.

Delete Cost Center Grid

Cost Center Information

Cost Center
Cost Center Desc
Start Dt
End Dt
Freeze Cd

Owning Cost Center
Funding Cost Center
Deprn Cost Center

Remarks

Remarks

Procedures

ELMS Navigation Helpful Tips

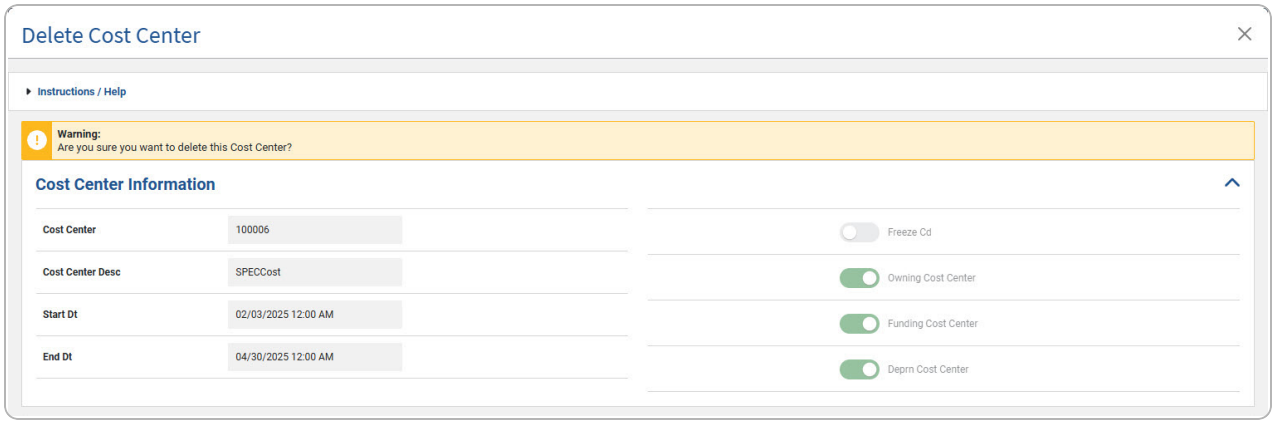
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

Delete a Cost Center

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

1. Select Delete next the desired record. *The* ***Delete Cost Center*** *pop-up window appears.*

Cost Center Information



A. *Verify the Cost Center.*
B. *Verify the Cost Center DESC.*
C. *Verify the Start DT.*
D. *Verify the End DT.*

E. *Verify the FREEZE CD.*

F. *Verify the Owning Cost Center.*

G. *Verify the Funding Cost Center.*

H. *Verify the DEPRN COST CENTER.*

Remarks

A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*

2. Select Delete. *The pop-up window closes and the Cost Center 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
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

- Cost Center Overview
- Add a Cost Center
- Edit a Cost Center

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 the 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.

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

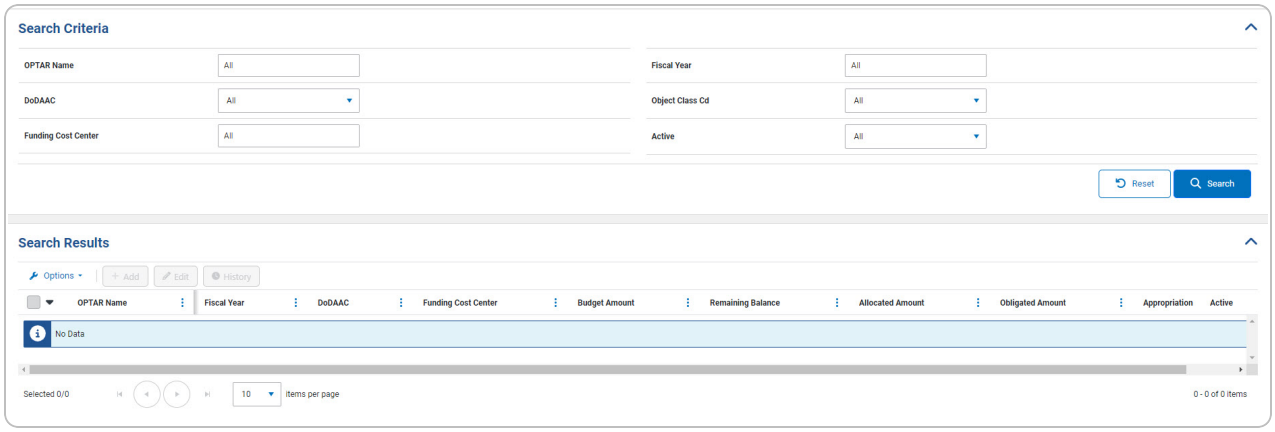
ELMS Navigation Helpful Tips

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

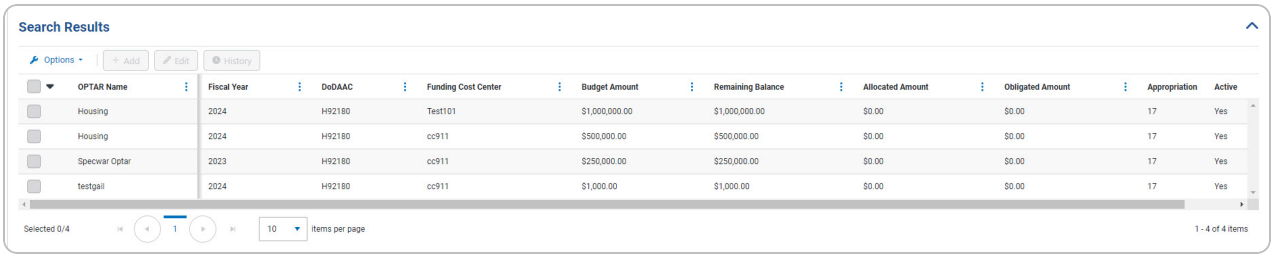
1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.



- 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 alpha-numeric 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 Search. *The results display in the Search Results grid.*



Add an Operating Target

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

Update an Operating Target

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

View the Operating Target History

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

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

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 *

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

Remarks Panel

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

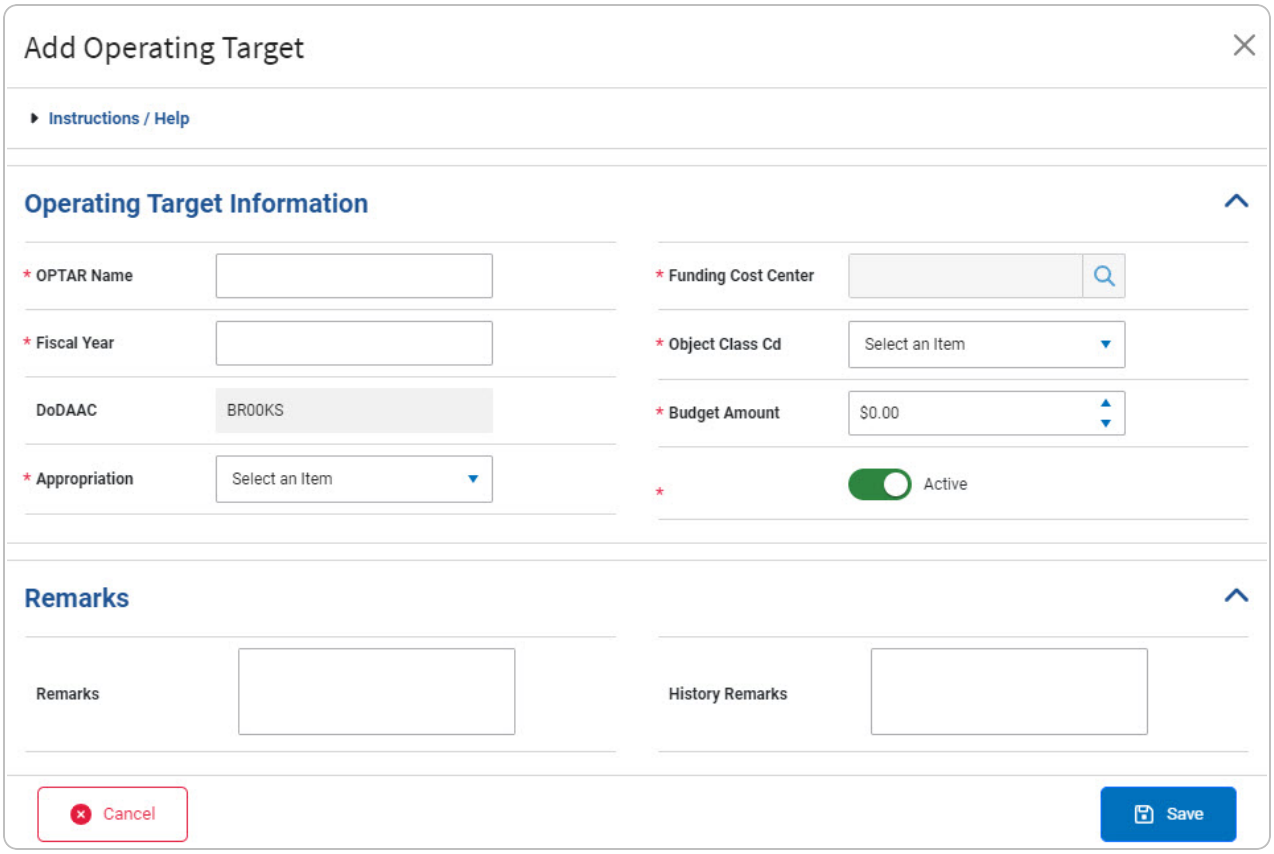
ELMS Navigation Helpful Tips

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

Add an Operating Target

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

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



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 alpha-numeric character field.*

Cost Center Browse

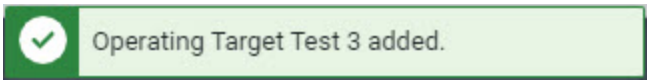
F. Use ▾ to select the Object Class Cd.

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.

13 — Mandatory Entry: *OPTAR Name.*	Missing Entry. Enter the appropriate information in the desired field.
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.	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.
320 — Entry exceeds maximum length.	Invalid Entry. There are too many characters entered. Reduce the number of characters in the field.

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

Related Topics

- Search for 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 > 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 *

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

Remarks Panel

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

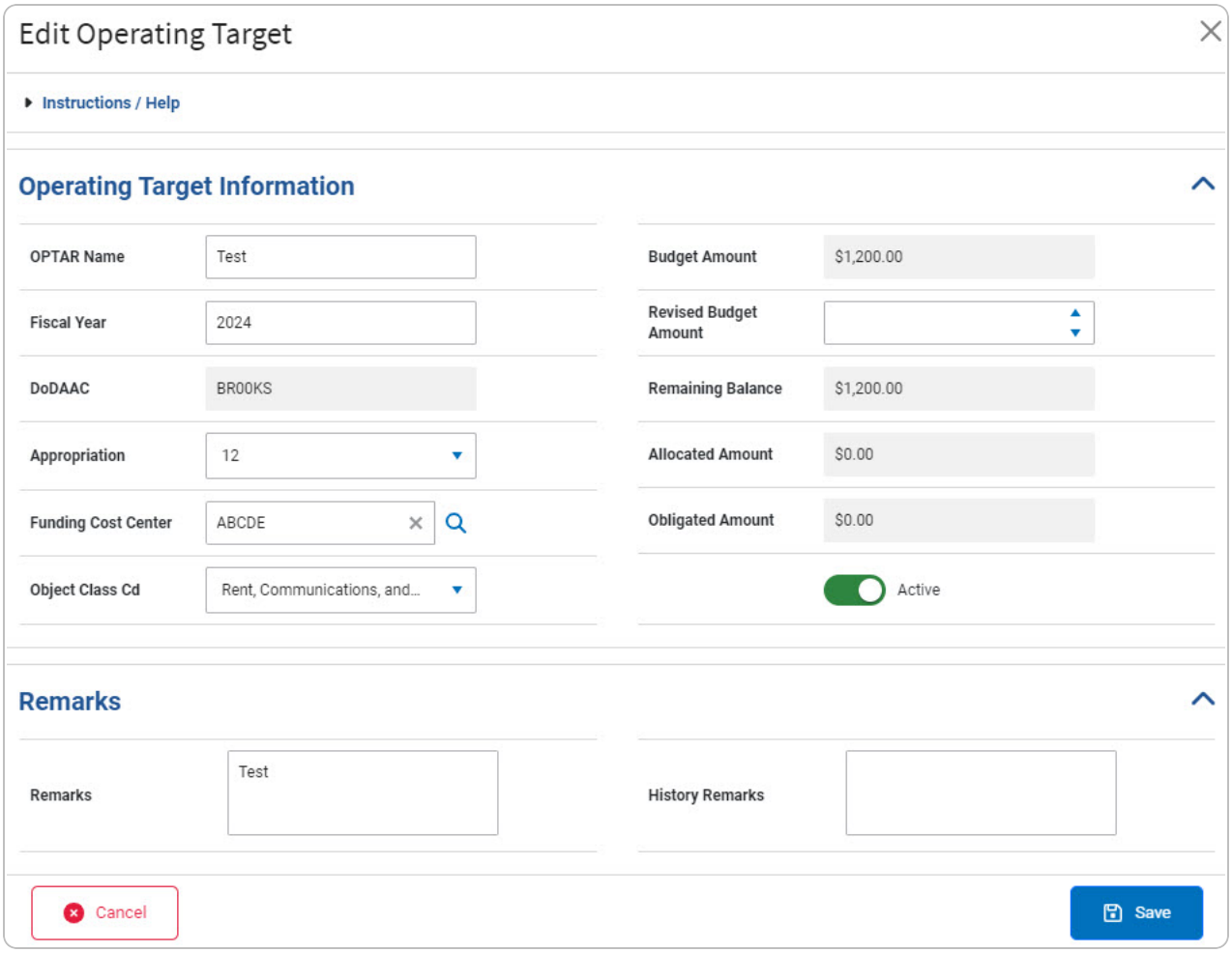
ELMS Navigation Helpful Tips

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

Update an Operating Target

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

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



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

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.

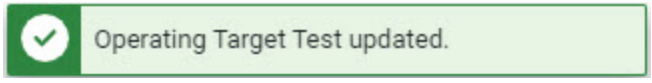
H. Verify the Active contains the appropriate or . *When selected, indicates the Operating Target is currently active.*

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 Save. *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

security access.	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: *OPTARName.*	Missing Entry. Enter the appropriate information in the desired field.
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	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-

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

Related Topics

- Search for an Operating Target
- Add 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 > Search > (desired record) > History > 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

ELMS Navigation Helpful Tips

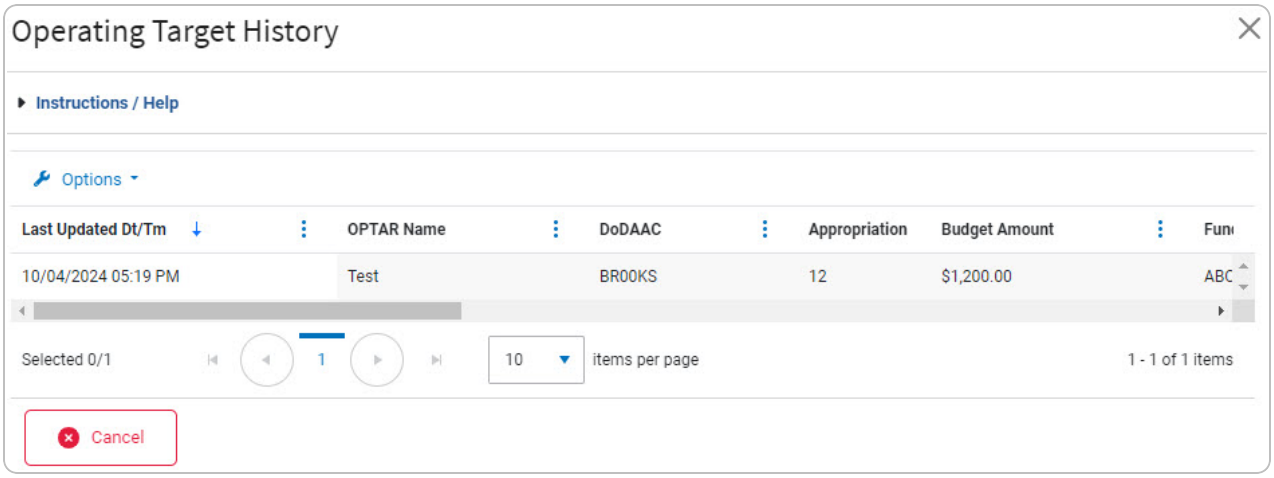
Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.

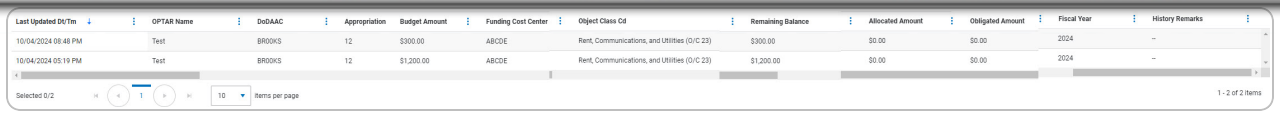
View the Operating Target History

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 entry. *The OPTAR Name is highlighted, and* Edit *and* History *become available.*

2. Select History. *The* ***Operating Target History*** *slide-out window appears.*





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

Organization Collection Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Organization Collection process provides the ability to create or update Organization Collection records for accounting transactions, when appropriate.
There are two types of Organization Collections:

- **Generic Collections** — entered and edited by a Financial Manager.
- **Defense Accounting Interface (DAI) Collections** — imported and not editable.

Organization collections, both Generic and DAI, are created during either the creation of ICP, UIC, ICP Managed DoDAAC agencies, and Major Command updates.

Navigation

MASTER DATA MGMT > Organization Collection > Organization Collection page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Organization Collection Grid

Collection Name
Active
Tiers

Procedures

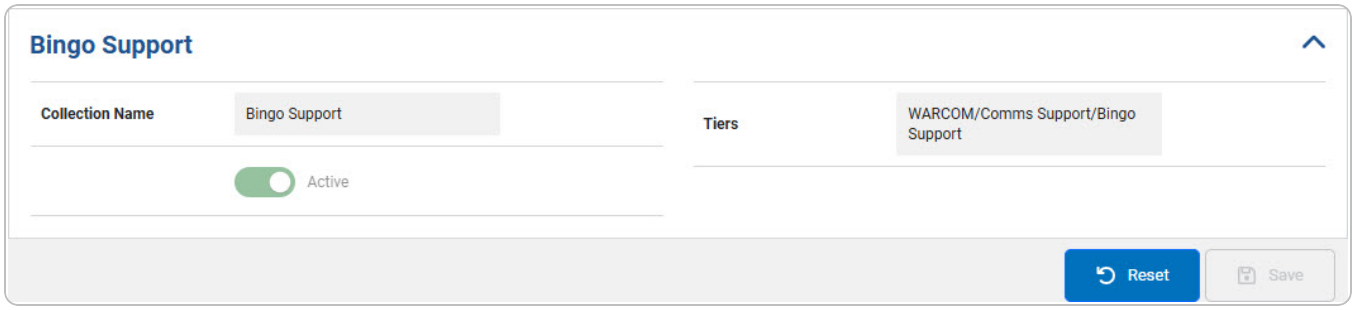
ELMS Navigation Helpful Tips

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

Organization Collection

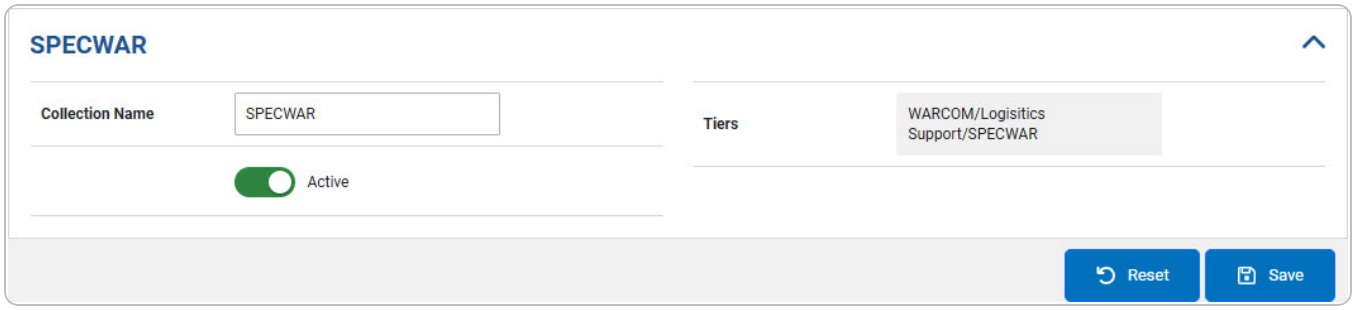
Selecting Reset *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

DAI Collection



- *Verify the Collection Name.*
- *Verify the Active slider.*
- *Verify the Tiers.*

Generic Collection



- Update the Collection Name. *This is a 128 alphanumeric character field.*
- Verify the Active contains the appropriate or . *This determines if the Generic Collection is the Active (* *) or not (* *).*
- *Verify the Tiers.*

Select

. *The revised Organization Collection 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
2588 — Must be alpha-numeric with supported special characters "—", "&", "(", and ")".	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: —, &, (, and). Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *Collection Name*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Cost Center Overview

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

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

Navigation

Inquiries > Inventory Inquiry > Inventory Inquiry page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.

412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Stock Nbr
Owning DoDAAC
Cond Cd
Purpose Cd
Item Desc
RSA DoDAAC
Prj Cd

Inventory Inquiry Grid

Stock Nbr
Item Desc
Managed DoDAAC
RSA
RSA ID
RSA DoDAAC
Cond Cd
Prj Cd
Purpose Cd
GFM Contract Nbr
Stocking UI Price
MAC
Extended Price
Inventory Total Qty
Inventory Available Qty

Optional

Inv Method
Date Of Last Inventory
Inv Ref Nbr
Delivery Order Nbr
GFM Contractor
ERRC Designator
Client
Established Dt/Tm
Established By
Last Update Dt / Tm
Last Updated By
Program Id
RSA RIC
Source of Supply
UI
Qty per Unit Pack
UI Conversion Factor
Type Asset Cd
Unit Pack Price
LIN/TAMCN
LIN/TAMCN Desc
Size Category
Mgmt Cd
Stock Item Cd
Reportable Commodity Type
Reportable Commodity Type Desc
ARC
ADPE ID Cd
Class Cd
ACC
CMC
CIIC
CIC
Dmil Cd
FSC
Haz Mat Cd
LCC
Storage Requirement Cd
Precious Mtl Cd
Recover Cd
Reportable Cd
Managing Shelf Life Cd

Expiration SLC (Mos)
Stores Account Code
Supply Cat Mat Cd
Temperature Controlled Cd
Util Measure Cd
Size
Color
Yr Svc Life
Util Svc Life
DoDIC
NIIN
NIIN Sts Cd
Length (In)
Width (In)
Height (In)
Unit Pack Weight (Lbs)
Unit Pack Cube (Ft)
Returnable?
Mat Cat Cd
Chapter
Gender
SKO Stock Nbr?
Stocking UI
Catalog Shelf Life Cd
Consumable?
Item Designator Nbr
Catalog Item Desc
Catalog LIN/TAMCN
UII Rqd?
Launderable?

Detail Inventory Grid

Serial Nbr
Manufacturer Lot
UII

Procedures

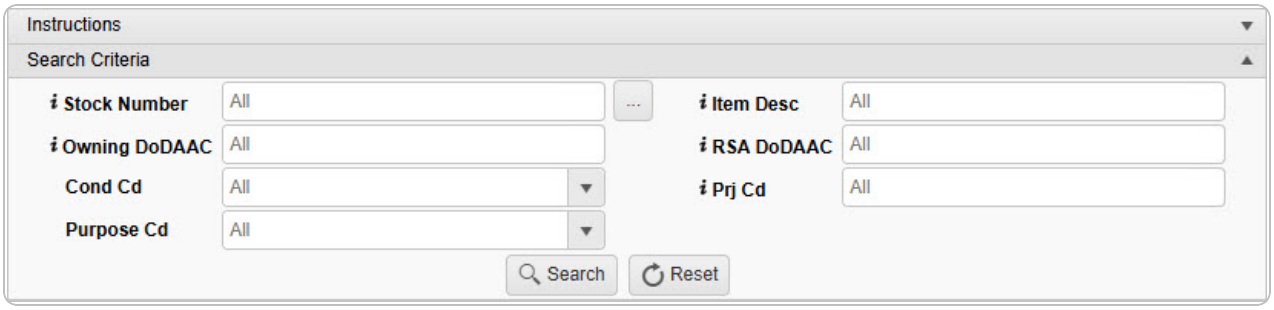
ELMS Navigation Helpful Tips

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 Reset *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:.

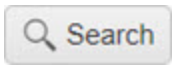


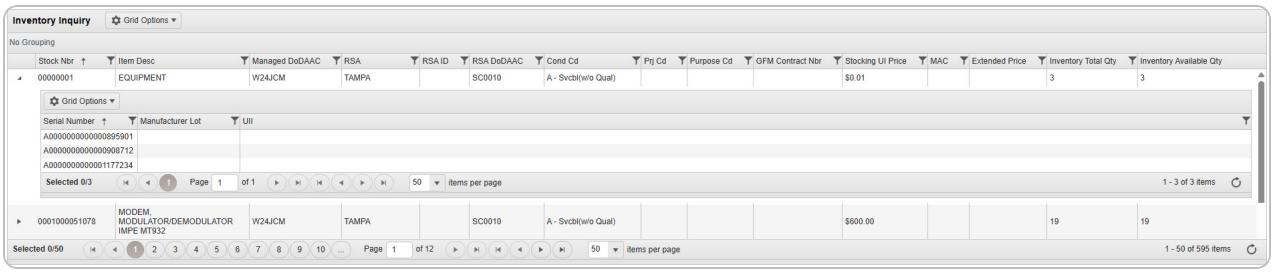
- Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse

- Enter the Owning DODAAC, using i to assist with the entry. *This is a 6 alphanumeric character field.*
- Use ▼ to select the Cond Cd.
- Use ▼ to select the Purpose Cd.
- Enter the ITEM DESC, using i to assist with the entry. *This is a 256 alphanumeric character field.*
- Enter the RSA DODAAC, using i to assist with the entry. *This is a 6 alphanumeric character field.*

- Enter the PRJ CD, using to assist with the entry. *This is a 3 alphanumeric character field.*

2. 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.

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

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

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.

Enterprise Rollup

Materiel Management Program
Materiel Management Division
Inventory Control Point

Search Criteria Grid

Status
Fund Cd
Document Nbr
Stock Nbr
Managed DoDAAC
Dt From
Trans Set Type
CICP/RSA
Cond Cd
Reportable Commodity Type
Purpose Cd
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
Purpose Cd
Cond Cd %
Qty
Qty By Cond Cd
Unit Cost
Prior MAC
Current MAC
Trans Value

XML
Latest Acquisition Cost
Extended Latest Acquisition Cost
Cost Valuation Method Code

Optional

Dlvry Order Nbr
GFM Contract Nbr
Non-DoD Contract Nbr
Contractor
Contractor DoDAAC
Fund Cd
LIN/TAMCN
Project Cd
Reportable Commodity Type
Threshold Type
Trans Set Sub Type
Remarks
Program ID
Established Dt/Tm
Established By
Last Updated By

Procedures

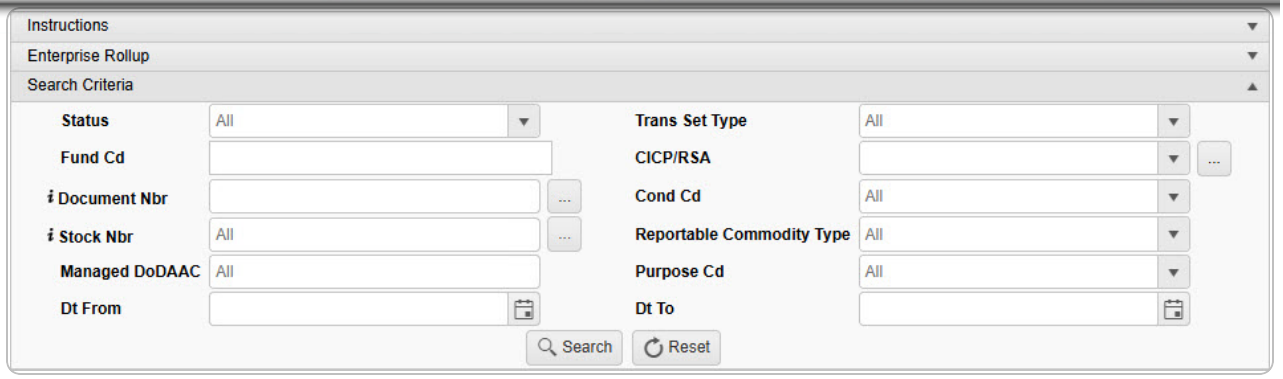
ELMS Navigation Helpful Tips

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 Reset *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:.



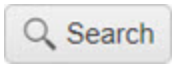
- Use to select the Status.
- Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*
- Use or to assist with the DOCUMENT NBR entry. *This is a 14 alphanumeric character field.*

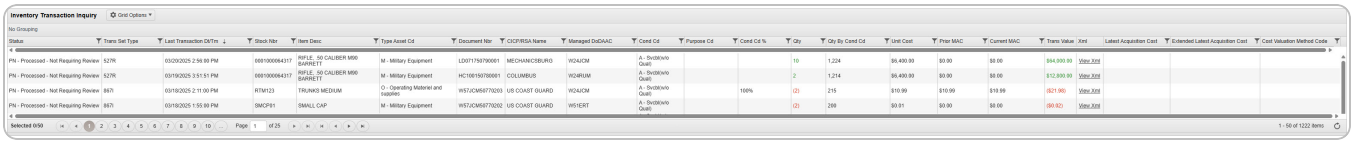
  Document Number Browse
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse
- 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 Trans Set Type.
- Use to select the CICP/RSA, or use to browse for the entry.

  Remote Storage Activity Browse
- Use to select the Cond Cd.
- Use to select the Reportable Commodity Type.

- Use to select the Purpose Cd.
- 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.



Common Errors

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

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

Related Topics

- Stock Nbr Inquiry
- Agency Stock Nbr Inquiry
- Inventory Inquiry
- Accounting Transaction Inquiry
- Contract History Inquiry
- Contractor History Inquiry

Accounting Transaction Inquiry

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Accounting Transaction Inquiry page displays all the transactions for stock items within the warehouse.

Note

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

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

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.

Enterprise Rollup

Program
Division
ICP

Search Criteria Grid

Stock Nbr
Action Type
CICP/RSA
Document Nbr
Managed DoDAAC
Serial Number
Date From
Date To

Accounting Transaction Inquiry Grid

Process Dt/Tm
Managed DoDAAC
CICP/RSA
Document Nbr
Stock Nbr
Intrf Event Nbr
Intrf Asset Code
Fund Cd
UII
Serial Nbr
Item Desc
Quantity
Dollar Amt
Tier Location

Optional

Accounting Classification Ref Nbr
Accounting Report Nbr
Accumulated Depreciation Amount
Acquisition Dt
Action Code
Action Type Code
Activation Dt
Activity Code
Agency Accounting Identifier Code
Agency Desc
Allotment Serial Number
Asset Category Code
Asset Code
Asset ID
Availability Type Code
Condition Cd
Contract Line Item Nbr
Cost Center
Cost Center ID
Current Moving Avg Cost
Depreciation Period
Dept Regular Desc
Dept Transfer Code
Effective Date

Established By
Established Dt/Tm
Event Nbr
Event Type
Facility Name
Facility Nbr
Fiduciary Depreciation Method Code
Heritage Asset Code
Improvement Nbr
Installation Name
Installation Nbr
Intrf System Cd
Inventory Control Nbr
Job Order Nbr
Land Acquisition Tract ID
Last Updated By
Last Transaction Dt/Tm
Lease Code
LIN/TAMCN ID
Loan Code
Main Account Code
Major Command Designation Code
Major Demand Project ID
Major Command Task ID
Object Class
Obligation Document Nbr
Process Status
Program Year
Project Desc
Project Nbr
Purchase Order Nbr
Real Property Quantity
Real Property Site Name
Real Property Site UID
Record Type Code
Remarks
RPUID
Salvage Value Amount
Sub Account Code
Sub Allocation Holder ID
Sub Class Code
Supplementary PIIN
Task Code

Trading Debt Regular Code
Trading Main Account Code
Trading Partner Nbr
Trading Sub Allocation Holder ID
Transfer Type Cd
Type Fund Cd
Unit Cost
Unit of Issue Code
Updated Moving Avg Cost
Utilization Measure Code
Utilization Service Life
Utilization Service Life Used

Procedures

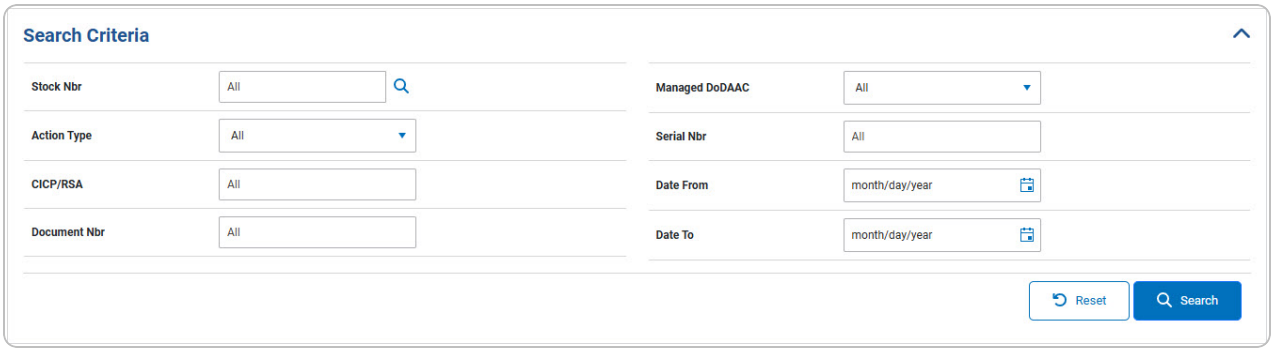
ELMS Navigation Helpful Tips

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 Reset *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:.

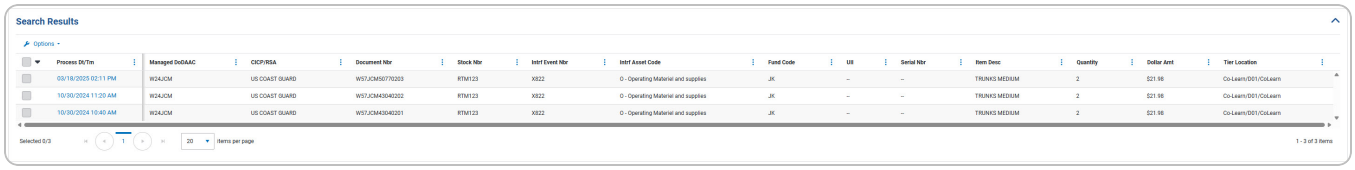


- Enter the STOCK NBR, using to assist with the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse

- Use to select the Action Type.
- Enter the CICP/RSA in the field provided. *This is a 25 alphanumeric character field.*
- Enter the DOCUMENT NBR in the field provided. *This is a 14 alphanumeric character field.*
- Use to select the Managed DoDAAC.
- Enter the SERIAL NBR in the field provided. *This is a 30 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.

2. Select Search. *The Search Results appear in the Accounting Transaction Inquiry 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

- 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.

Note

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

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

Navigation

Inquiries > Catalog > STOCK NBR Inventory > STOCK NBR Inventory Inquiry page

Page Fields

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

Instructions

The table below provides the list of instructions.

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

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

Search Criteria Grid

Stock Nbr
Item Desc
LIN/TAMCN
Stock Item Cd
Mfr Part Nbr
Type Asset Cd
FSC
Reportable Commodity Type
Mgmt Cd
CAGE Cd

Search Results Grid

Stock Nbr
Stock Item Cd
Interface System Cd
Item Desc
Mgmt Cd
LIN/TAMCN
FSC
CIIC
Type Asset Cd
Asset Category Cd
Shelf Life Cd
Security Commodity Type
Reportable Commodity Type
Prev Stock Nbr
IT Device Cd
Accounting Req Cd
NIIN Status Cd

Optional

AAC
ADP Equipment Id
Air Force Budget Cd
Air Force Fund Cd
Air Force Mgmt Agrt Cd
Authorization Cd
CAGE required
CIC
CMC
Calibration Cd
Catalog Item Desc
Catalog LIN TAMCN
Class Cd
Color
Commodity Mgmt Cd
Consumable
DODIC
Dehumidified
Demil Cd
ERRC Designator Code
Equipment Group Cd

Equivalence
Established By
Established Dt/Tm
Fiduciary Depreciation Method
Freight Desc
Gender
Hazardous
Hazardous Materiel Cd
Height (In)
History Remarks
I&S Indicator
I&S jump to code
I&S order of use code
Imported Shelf Life Cd
Interface System Cd
Is Kit
Item Designator Nbr
Last Transaction Dt/Tm
Launderable
Length (In)
Logistics Control code
Lst Updtd By
MOE rule code
Maint Group
Managing Svc Life Months
Mat category Code
Meter Required
Mfr Contract Required
Mfr Dt Required
Mfr Lot Required
Min Percent Util
NIIN
Obj Percent Util
Override expiration date flg
Precious Metal Cd
Program ID
Qty per Pack Cd
Radiation
Recover Cd
Related NSN
Remarks
Replenishment Start Dt
Replenishment Stop Dt

Reportable Item Control Cd
Returnable?
Secondary Serial Nbr Rqd
Shelf life expiration months
Size
Source of Supply
Stocking UI Price
Stocking Unit of Issue Cd
Storage Requirement Cd
Stores Account Cd
Supply Category Materiel Cd
Temperature Control Code
UI Conversion Factor
UII Required
UIT dsg code
Unit Cube (Ft)
Unit Of Issue
Unit Price
Util Measure Cd
Util Svc Life
Width (In)
Year Svc Life

(*) Asterisk identifies mandatory fields.

Procedures

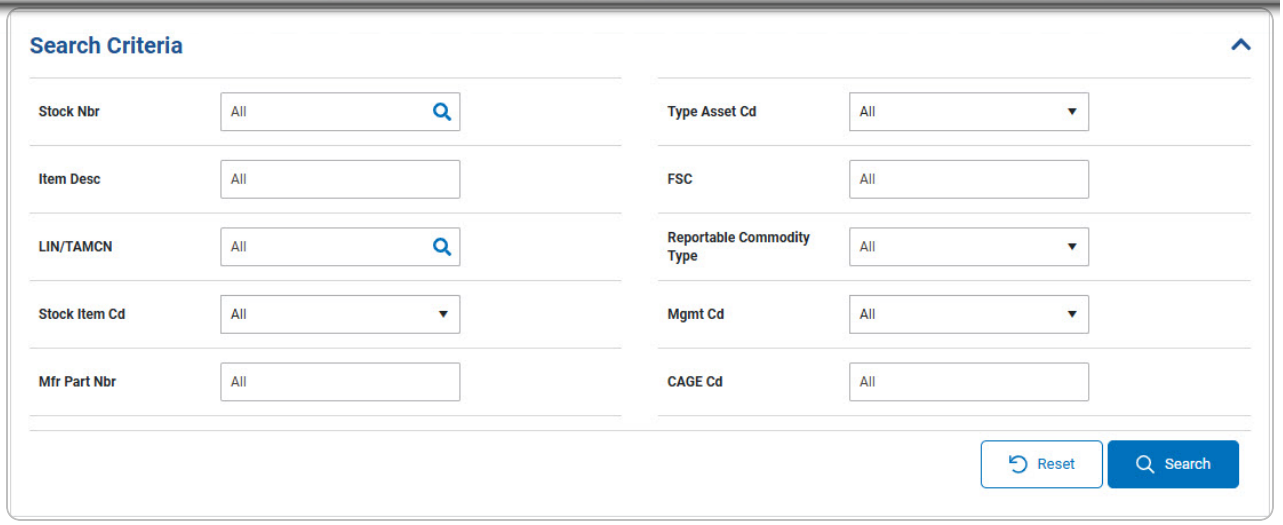
ELMS Navigation Helpful Tips

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

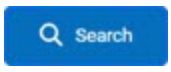
1. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:.

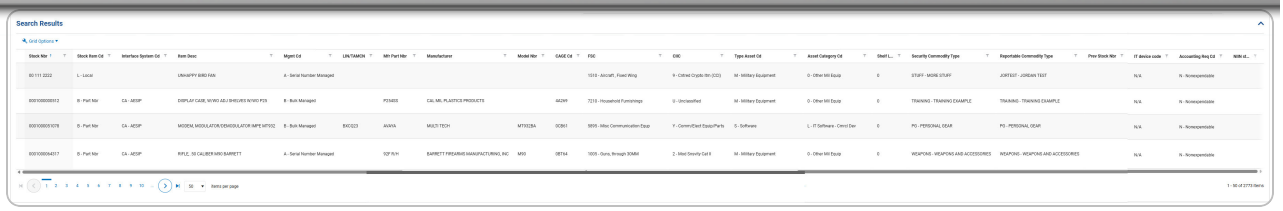


- Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*

  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 alpha-numeric character field.*

  LIN / TAMCN Browse
- Use to select the Stock Item Cd.
- Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
- 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.
- Enter the CAGE CD in the field provided. *This is a 7 alphanumeric character field.*

2. Select  . *Results appear 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.

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

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

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
TDMS

Search Criteria Grid

NIIN
Stock Nbr

Item Desc
Using Service Cd
FSC
CAGE Cd
Mfr Part Nbr
Mfr Name
Mfr Model Nbr
Source Of Supply
UPC

Search Results Grid

Stock Nbr
NIIN
Item Desc
FSC
CAGE Code
Mfr Part Nbr
Mfr Name
Mfr Model Nbr
Source Of Supply
UPC
Using Service Cd

Optional

Established By
Established Dt/Tm
Lst Updtd By
Last Transaction Dt/Tm
Program ID
Remarks

(*) Asterisk identifies mandatory fields.

Procedures

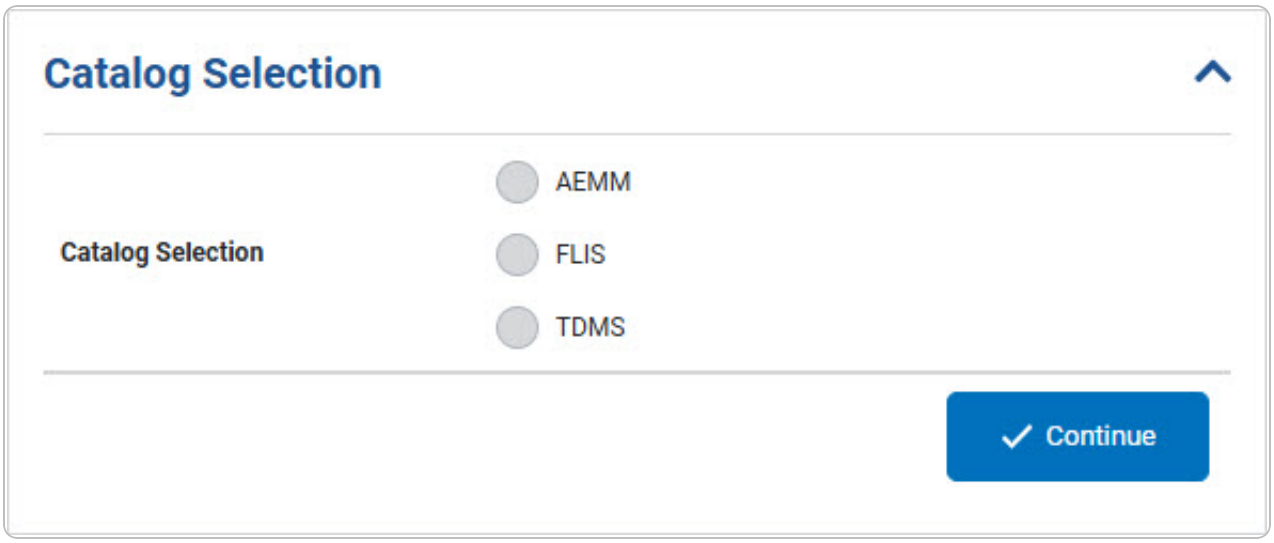
ELMS Navigation Helpful Tips

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

Search for an Agency Catalog

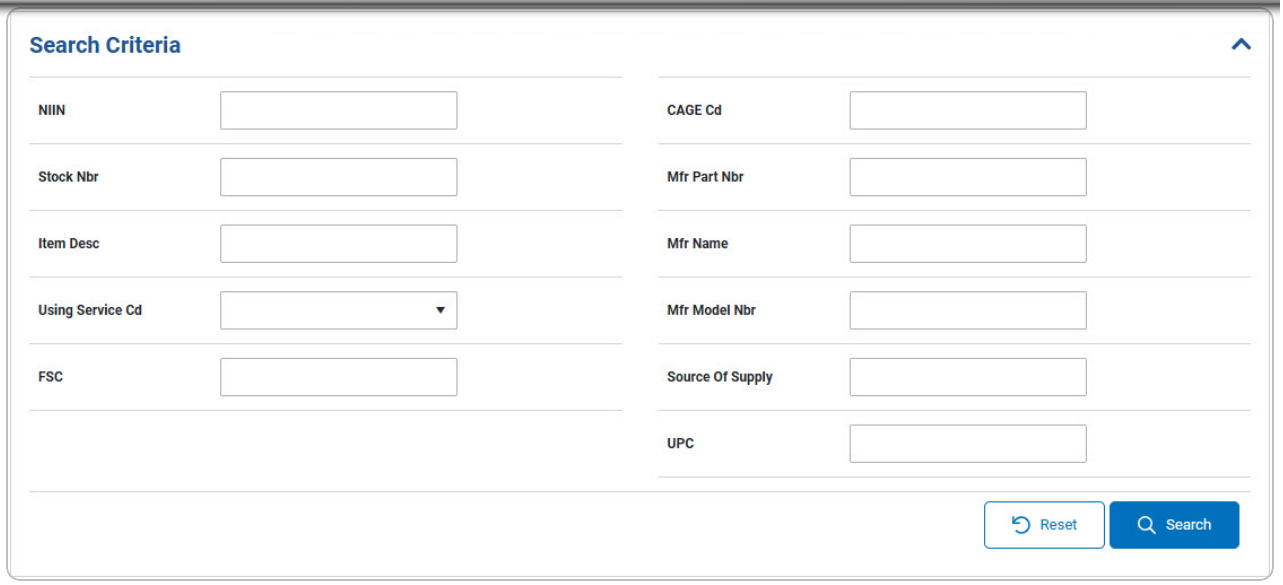
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Catalog section, choose which catalog to search.



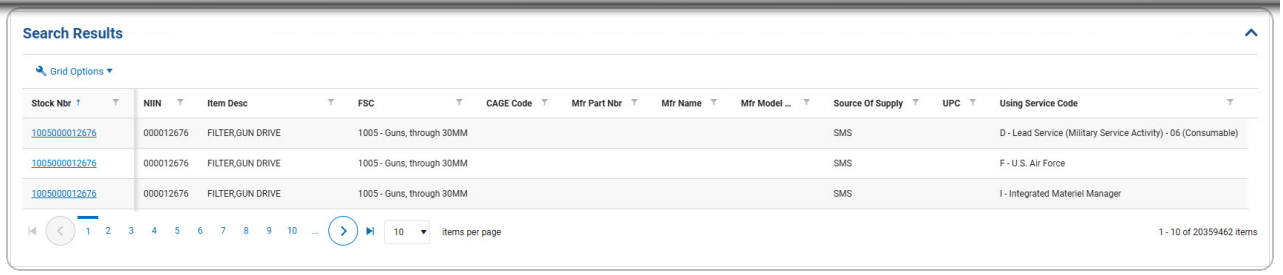
- Select AEMM if the desired stock number is in that catalog. *The AEMM opens and is searchable.*
- Select FLIS if the desired stock number is in that catalog. *The FLIS opens and is searchable.*
- Select TDMS if the desired stock number is in that catalog. *The TDMS opens and is searchable.*

2. Select Continue. *The Search Criteria grid appears.*
3. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:.



- 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 Search. *Results appear 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.

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

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

Navigation

History Inquiries > Contractor > Contractor History page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.
419	Some text entry fields provide Intellisense(i) which provides auto selection of existing entries.

13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DODAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Search Criteria Grid

CAGE Cd
DoDAAC
Corporation Name
Division Name
Dt From
Dt To
User Id

Contractor History Grid

Operation
Last Transaction Dt/Tm
Last Updated By

Corporation Name
Division Name
CAGE Cd
DoDAAC

Optional

Program ID
Established Dt/Tm
Established By
Contractor Remarks
Contact Point
Country
Address Line 1
Address Line 2
City
State
ZIP Cd
Phone Nbr
DSN Nbr
Email Address
FAX Nbr
POC Remarks

Procedures

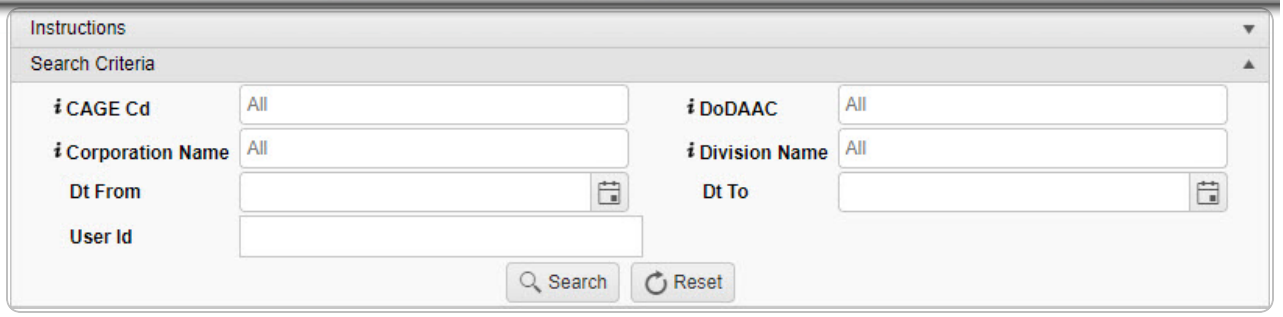
ELMS Navigation Helpful Tips

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

Search for a Contractor History

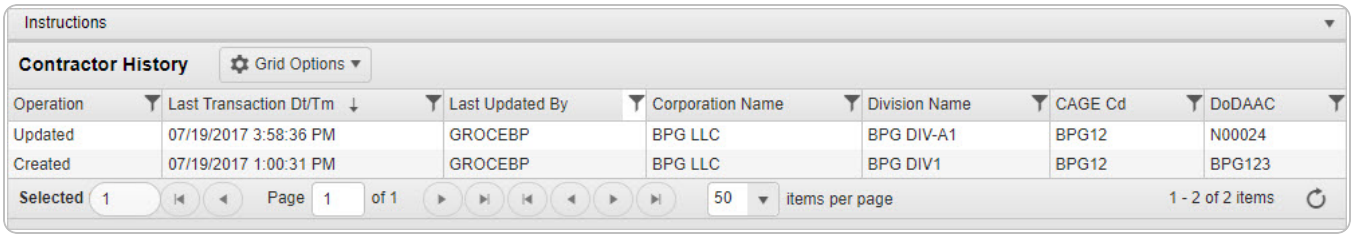
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- Enter the 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 the calendar to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use the calendar 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 Search to view the results in the Contractor History Inquiry 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 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.

161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DODAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Search Criteria Grid

Contract Nbr
Contractor
Dlvry Order Nbr
Contract Desc
Contract Type Cd
Start Dt
Expiration Dt
Dt From
Dt To
User Id

Contract History Grid

Operation
Last Transaction Dt/Tm
Last Updated By
Contractor
Contract Type Cd
Contract Nbr
Non-DoD Contract Nbr
Dlvry Order Nbr
Contract Desc
Start Dt
Expiration Dt

Optional

Admin POC

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

Contract POC

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

Issuing POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State

ZIP Cd
Country
Remarks
History Remarks

Property Admin POC

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

Program ID
Established Dt/Tm
Established By

Procedures

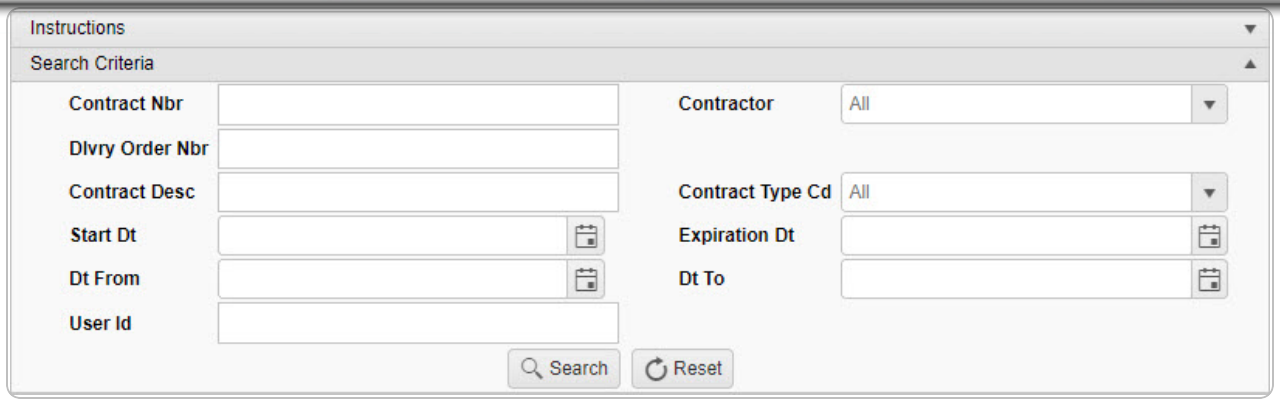
ELMS Navigation Helpful Tips

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

Search for a Contract History

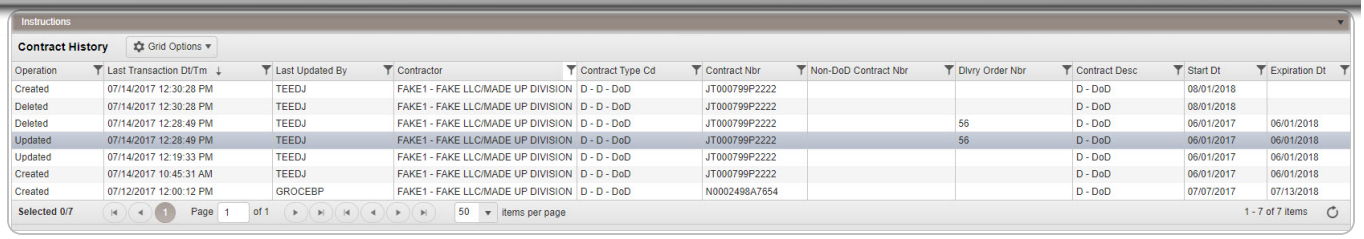
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- Enter the 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 Search to view the results in the Contract History Inquiry 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

- 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

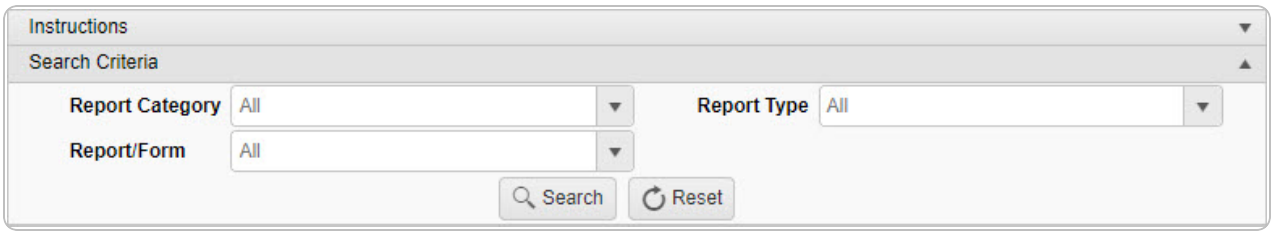
ELMS Navigation Helpful Tips

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

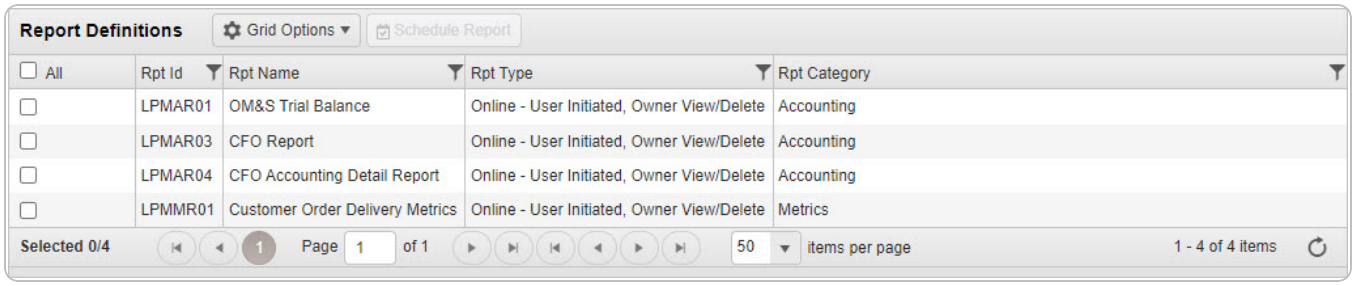
1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.



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

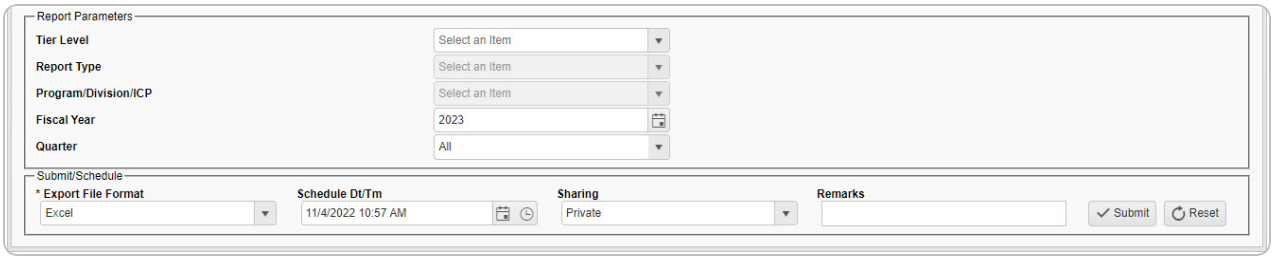
- Use ▼ to select the Report / Form.

2. Select Search to display the search results.



Schedule a Report

1. Click ☐ to select the desired Report. *The Report row is highlighted.*
2. Select Schedule Report. *Two additional panels appear beneath the Report Definitions panel.*



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 Submit. *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

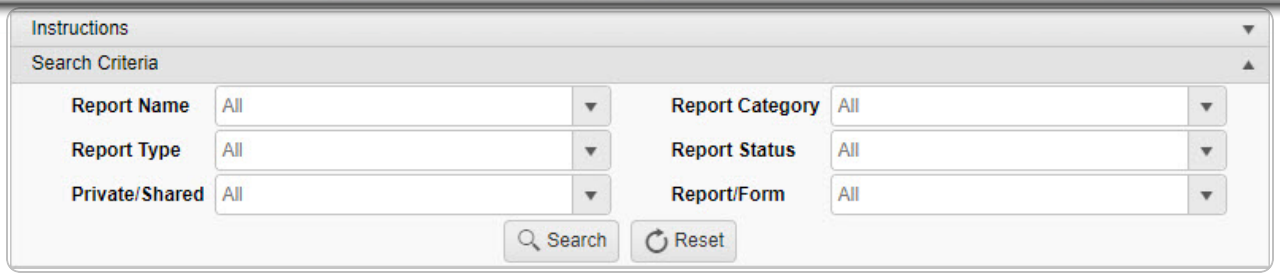
ELMS Navigation Helpful Tips

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

View a Scheduled Report

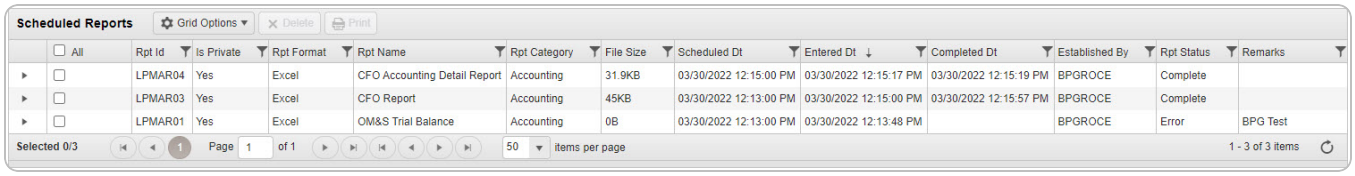
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- 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 Search to display the search results.

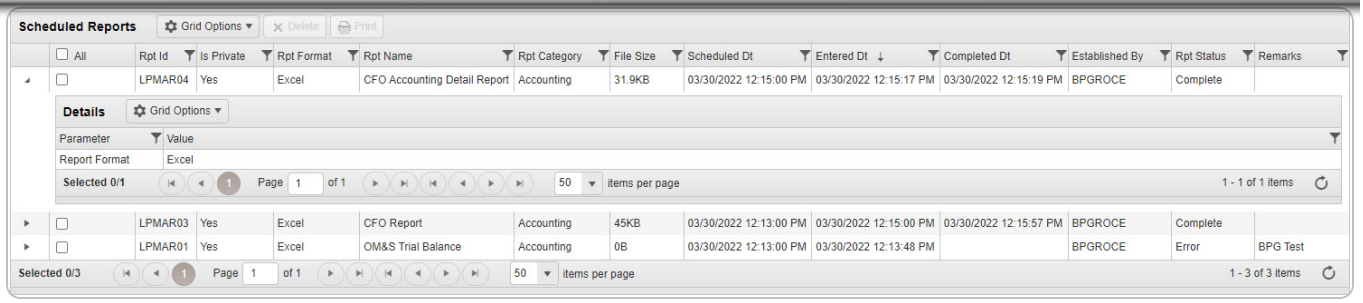


View an Existing Report

1. Click ☐ to select the desired Report. *The Report row is highlighted.*
2. Select Print. *The report is produced.*
3. Follow the prompts provided by the computer. *The report opens outside of ELMS.*

View Report Details

Click ▶ to open the details of the Report. *The Details grid 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

- 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

ELMS > *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

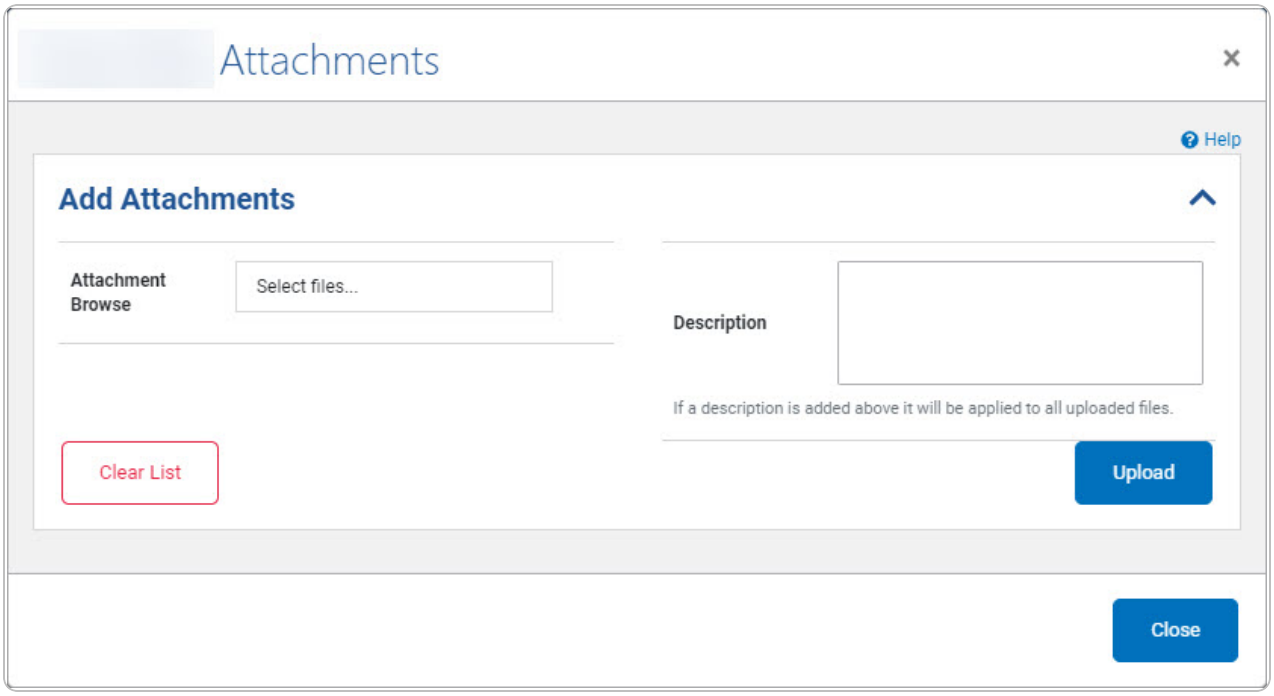
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Attach a Document to a Record

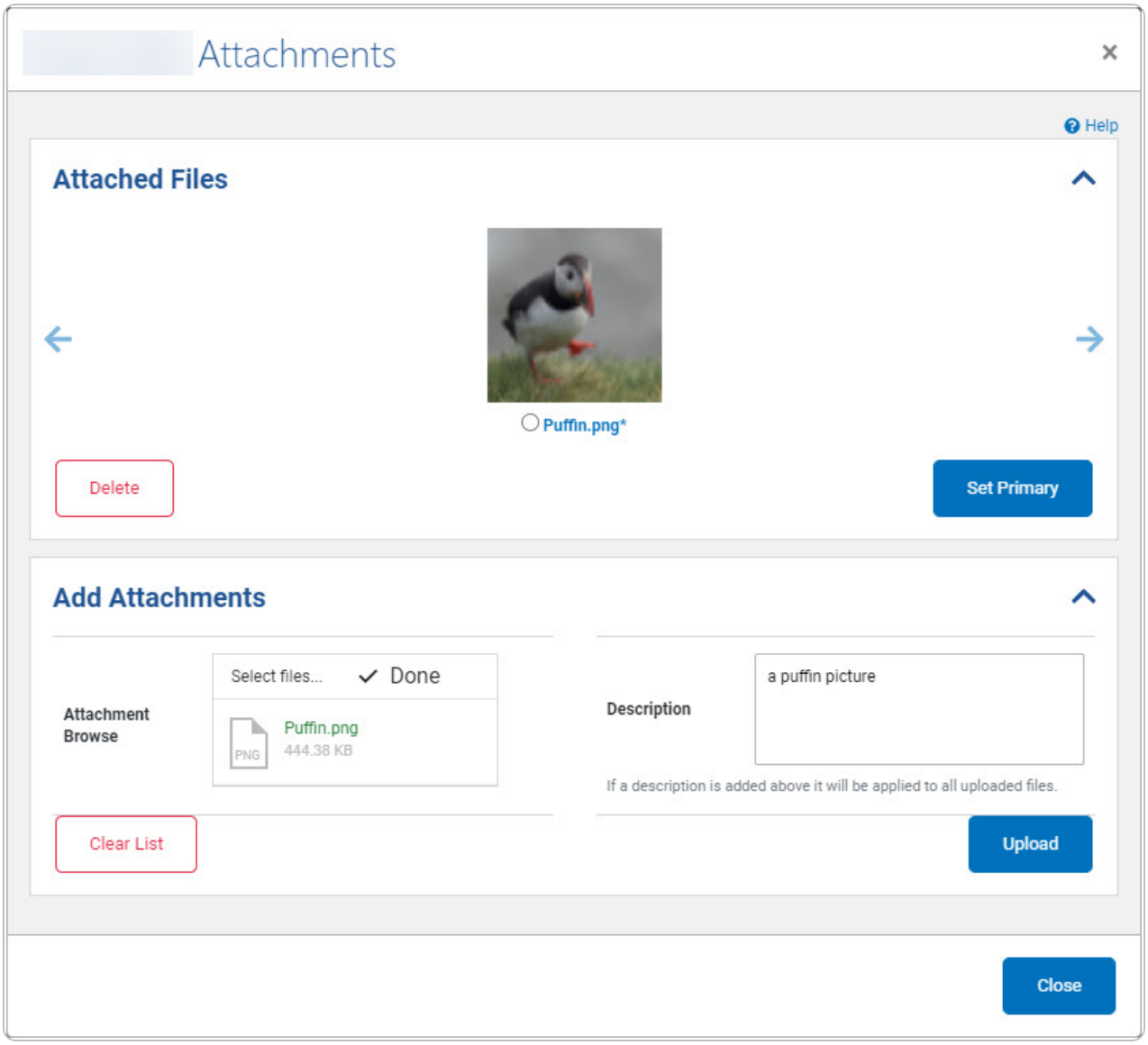
Selecting Close *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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



3. Select Select files... 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 Open. *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.*



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 Delete. *The attachment is removed permanently from the record.*

11. Select Close. *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.

type. "Attachment" file size is (size).	
353 — Attachment file size exceeds the maximum of 1MB. 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

- Stock Number Overview
- SKO Catalog Overview

Browse for an Appropriation

Overview

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

Navigation

ELMSModules > *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

Procedures

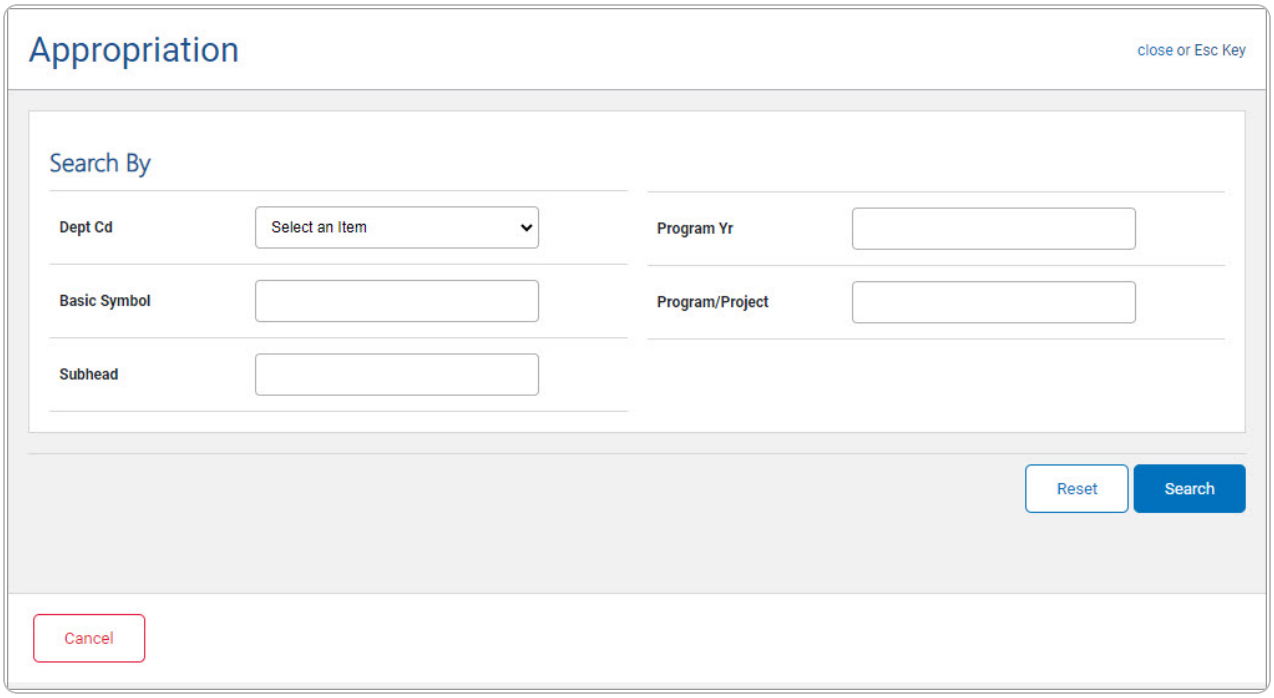
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for 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* ***Appropriation Browse*** *pop-up window appears.*



- 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 Search. 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

ELMSModules > *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

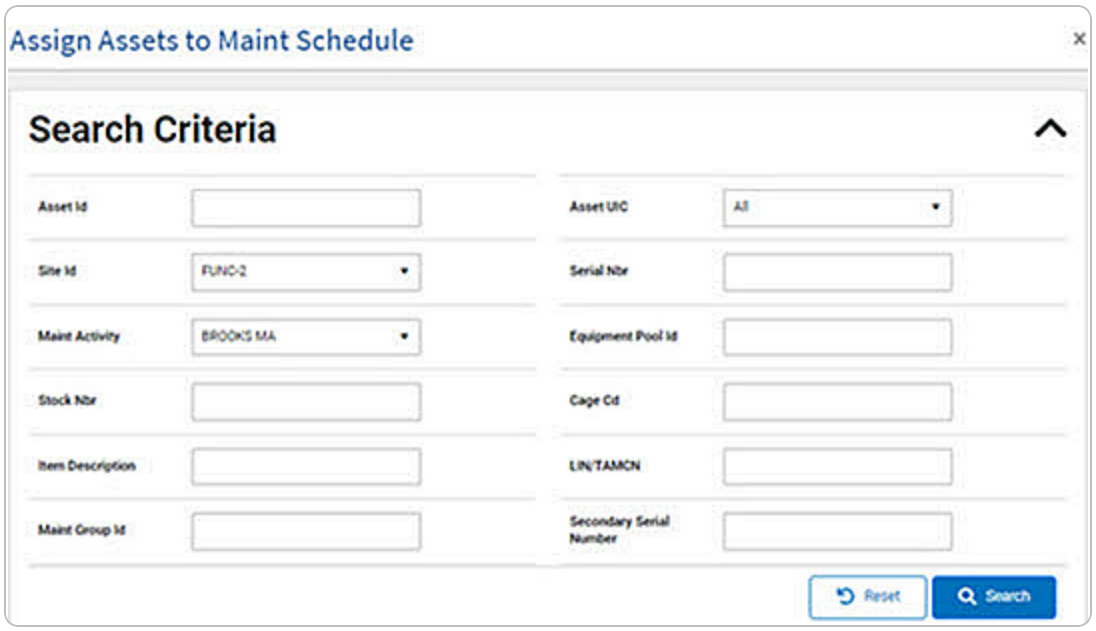
ELMS Navigation Helpful Tips

Click the following link to display ELMS 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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

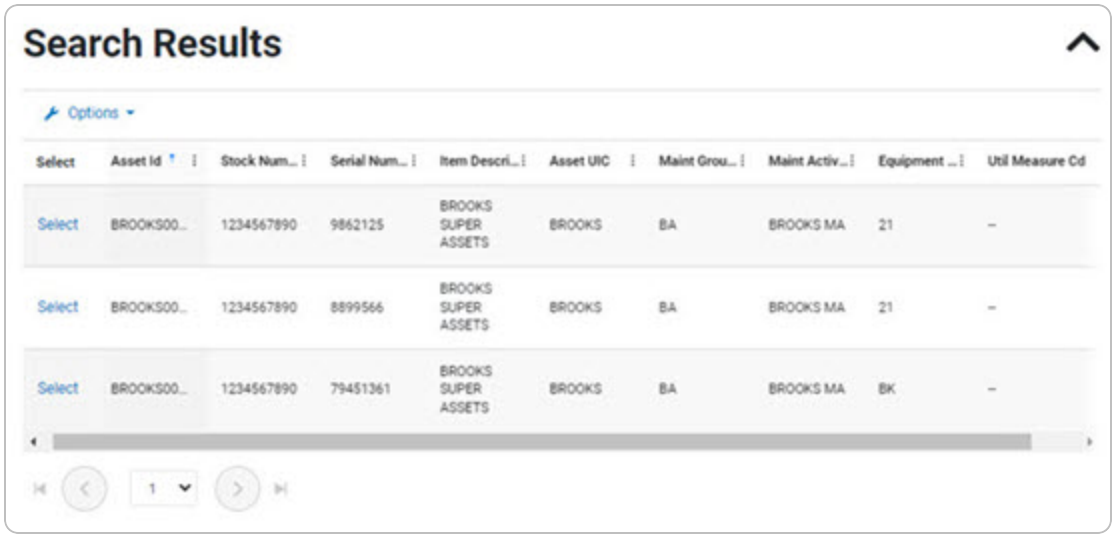
1. Select . *The **Assign Assets to MAINT SCHEDULE** pop-up window appears*.



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



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

ELMSModules > *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

ELMS Navigation Helpful Tips

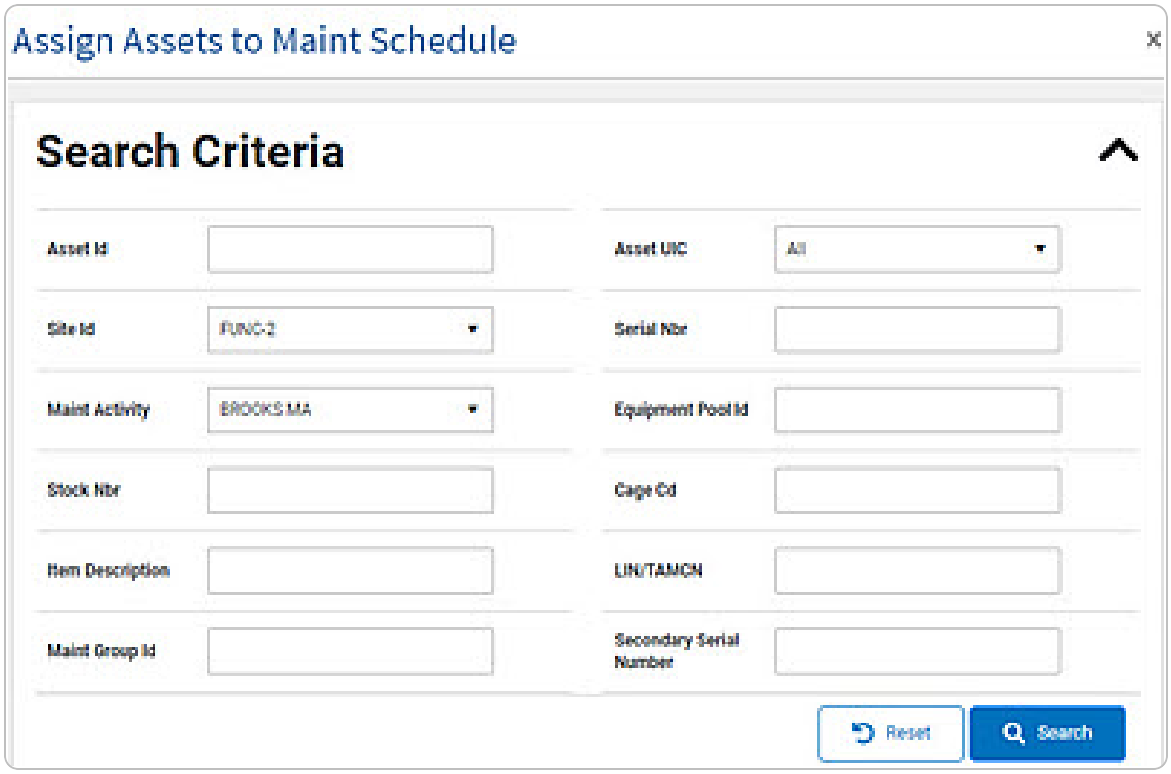
Click the following link to display ELMS Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

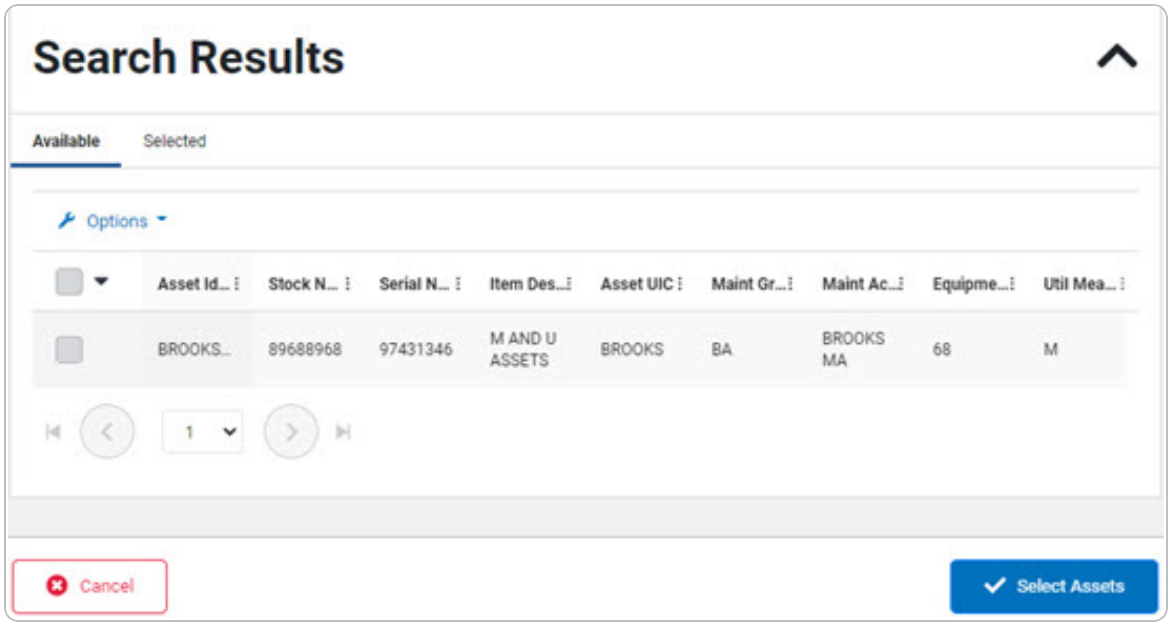
1. Select . *The* ***Assign Assets to MAINT SCHEDULE*** *pop-up window appears.*



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

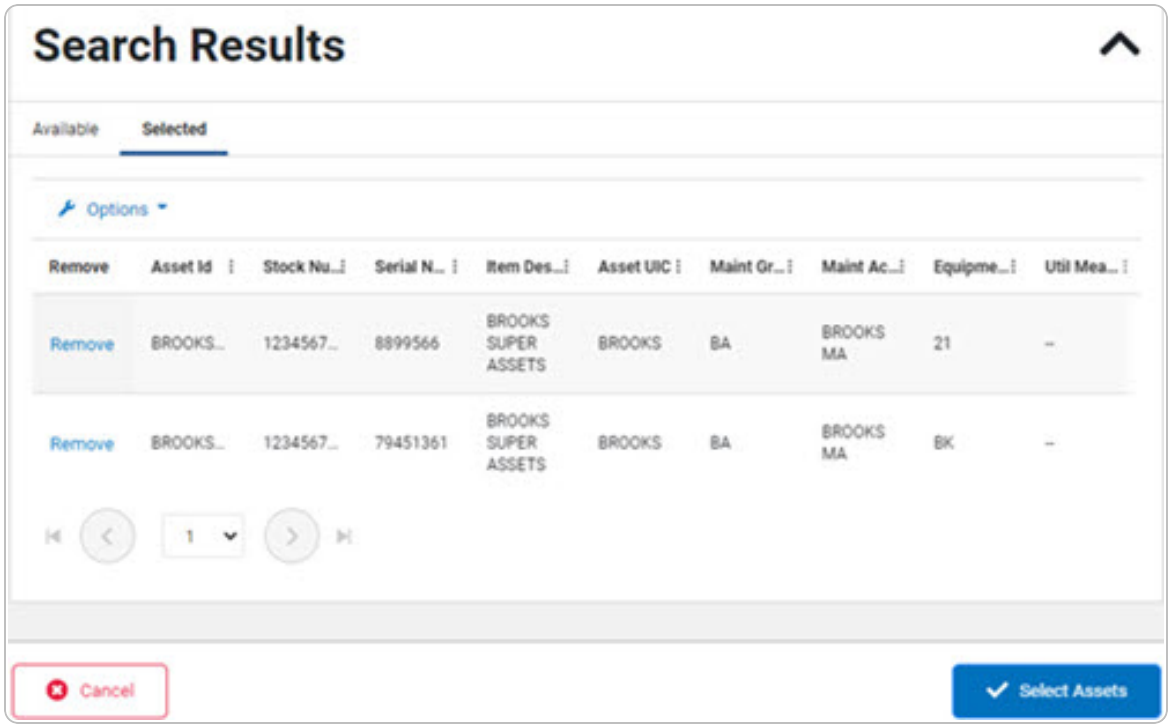


4. Click ☐ to select the ASSET ID. *The ASSET ID is selected and* ☑ *appears.*

   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.*

5. **OR**

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



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

6. 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.*

Common Errors

The 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

ELMSModules > *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

ELMS Navigation Helpful Tips

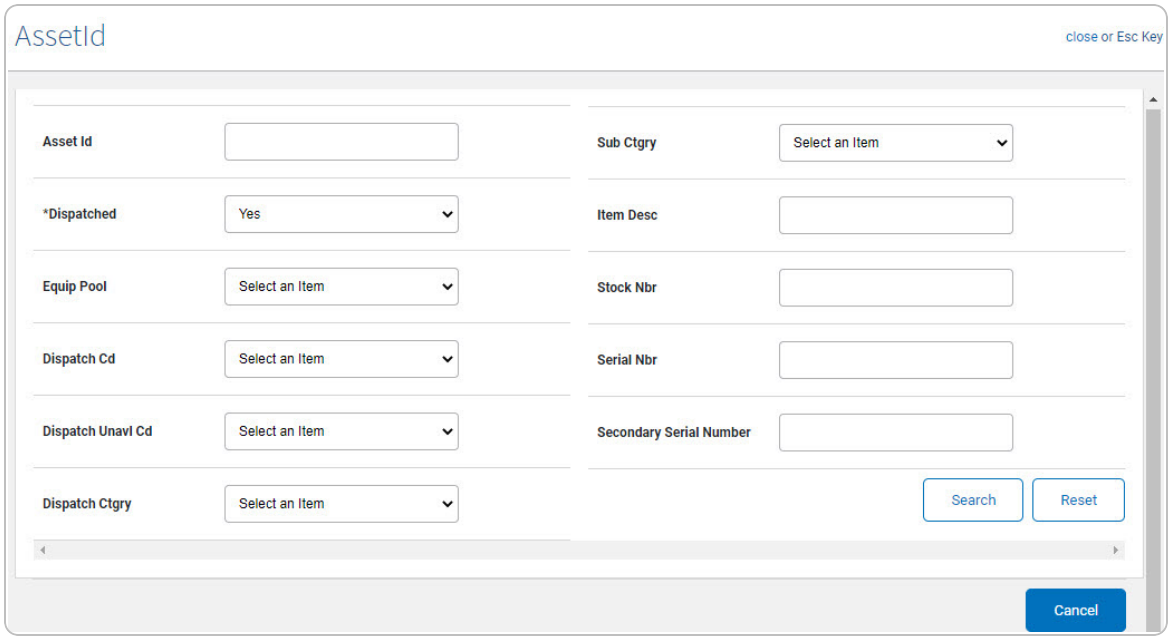
Click the following link to display ELMS Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

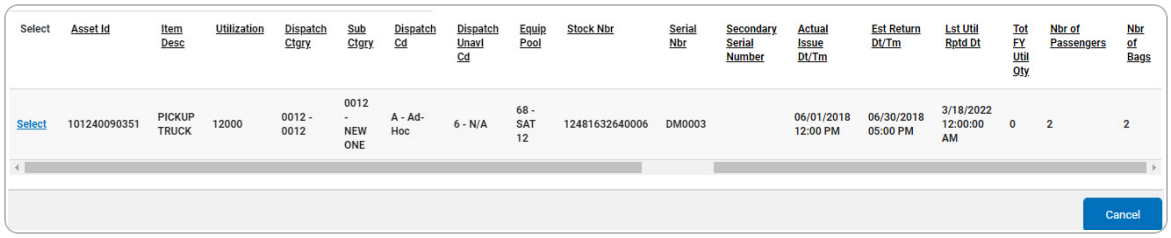
1. Select . *The **ASSET ID Browse** pop-up window appears*.



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 Ctgry.
   - Use to select the Sub Ctgry.
   - 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 Search. *Results display in the ASSET ID Results Grid below.*



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

ELMS 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

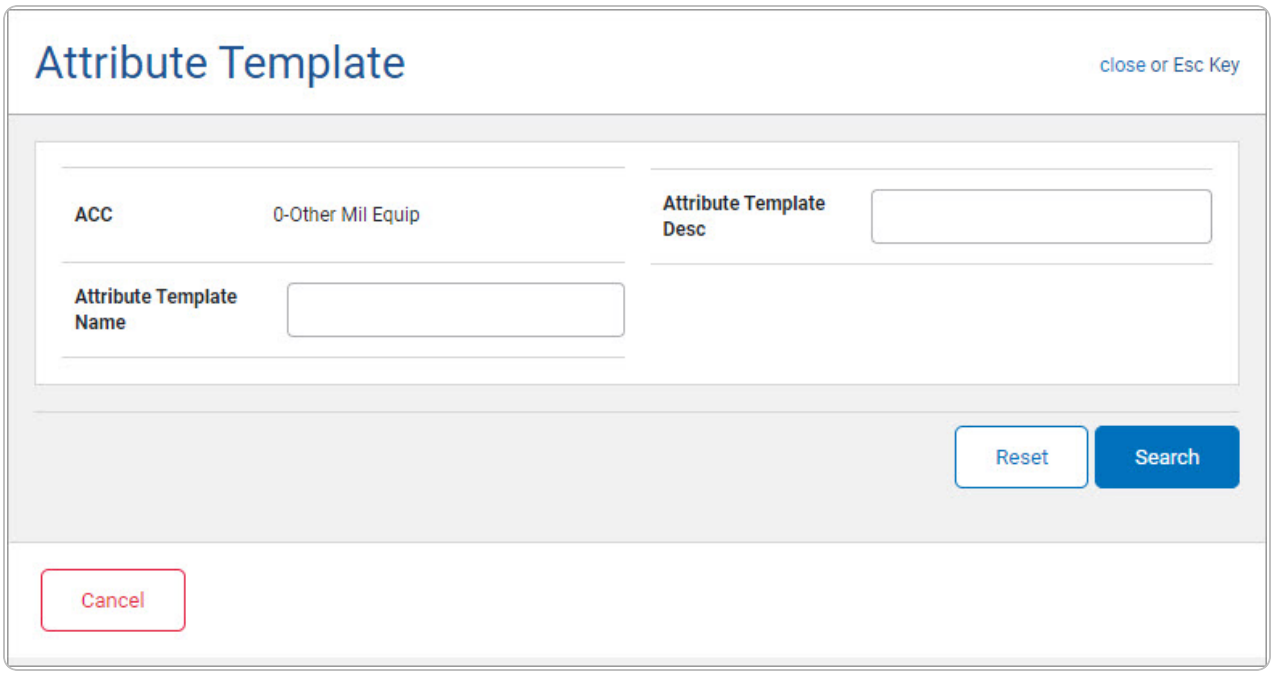
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Browse for an Attribute Template

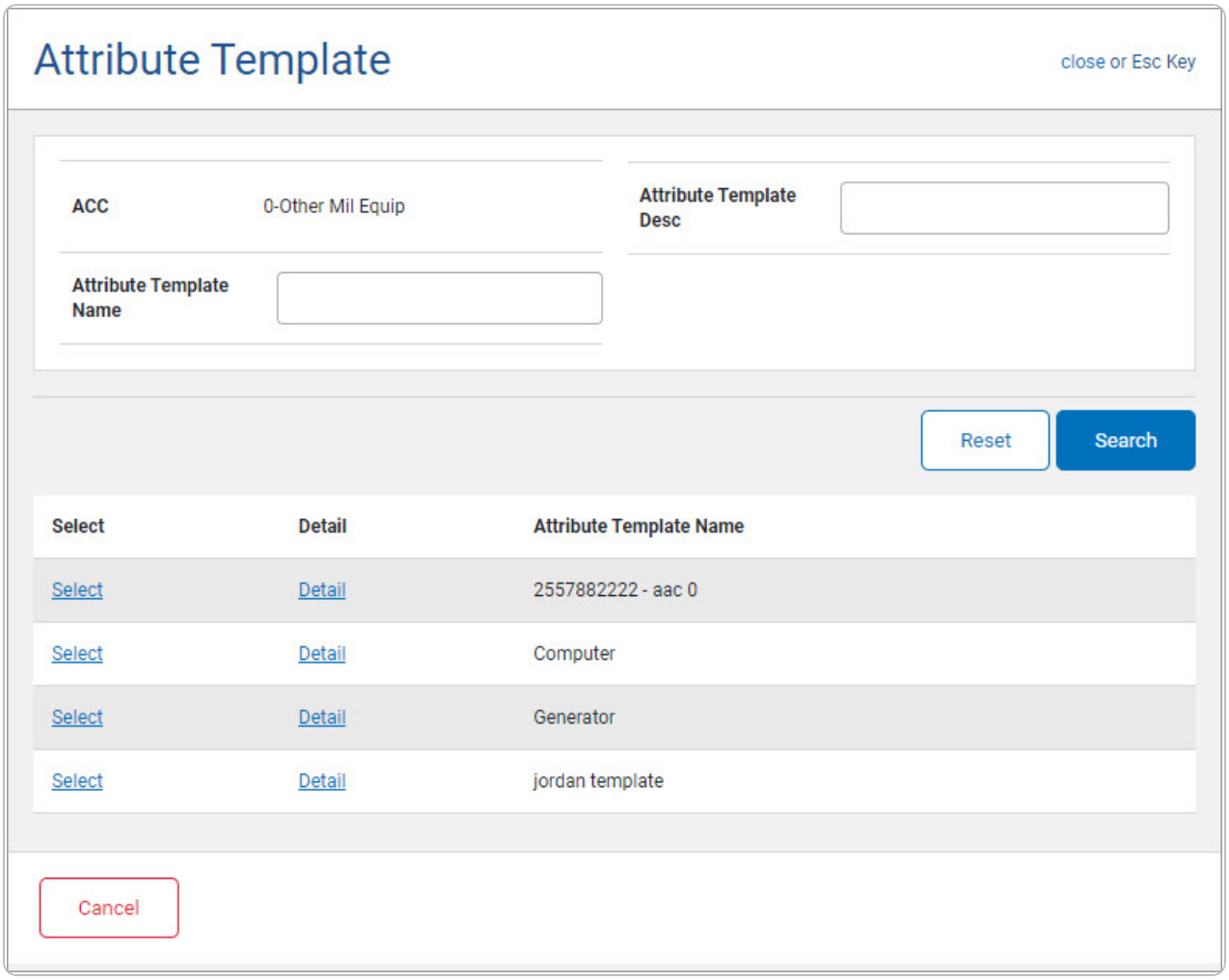
Selecting Reset *at any point of this procedure returns all fields to the default setting.*

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:.

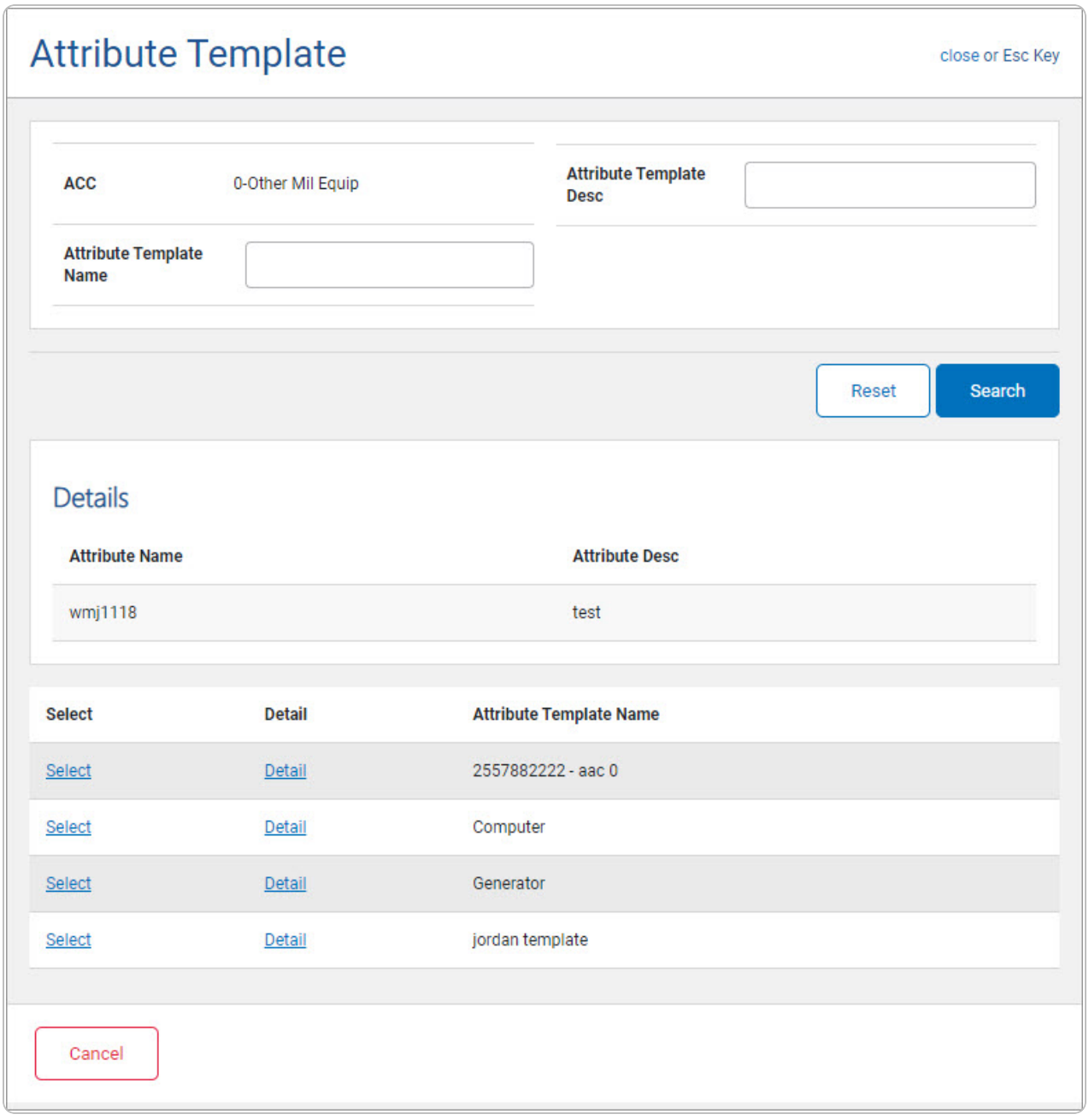


- *Verify the ACC.*
- Enter the Attribute Template Name in the field provided. *This is a 50 alphanumeric character field.*
- Enter the Attribute Template DESC in the field provided. *This is a 250 alphanumeric character field.*

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



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



5. 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

ELMS > *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

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Select an Audit Field Name

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.*

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
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

Select an Audit Program

Overview

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

Navigation

ELMS > *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

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Select an Audit Program

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 Select. *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

ELMS 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

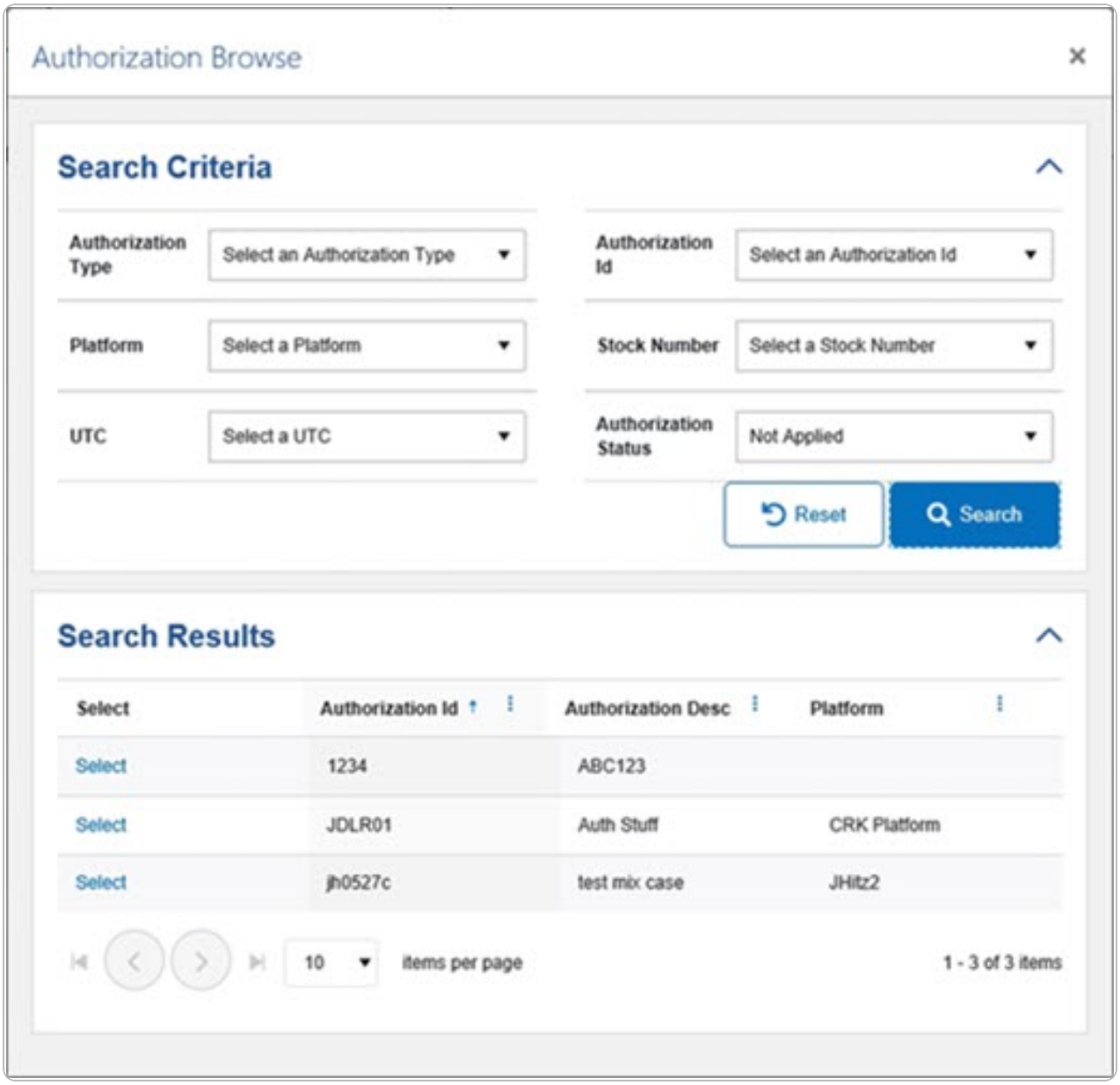
ELMS Navigation Helpful Tips

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select . *The **Authorization 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.

3. Select Search. *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

ELMSModules > *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

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

ELMS Navigation Helpful Tips

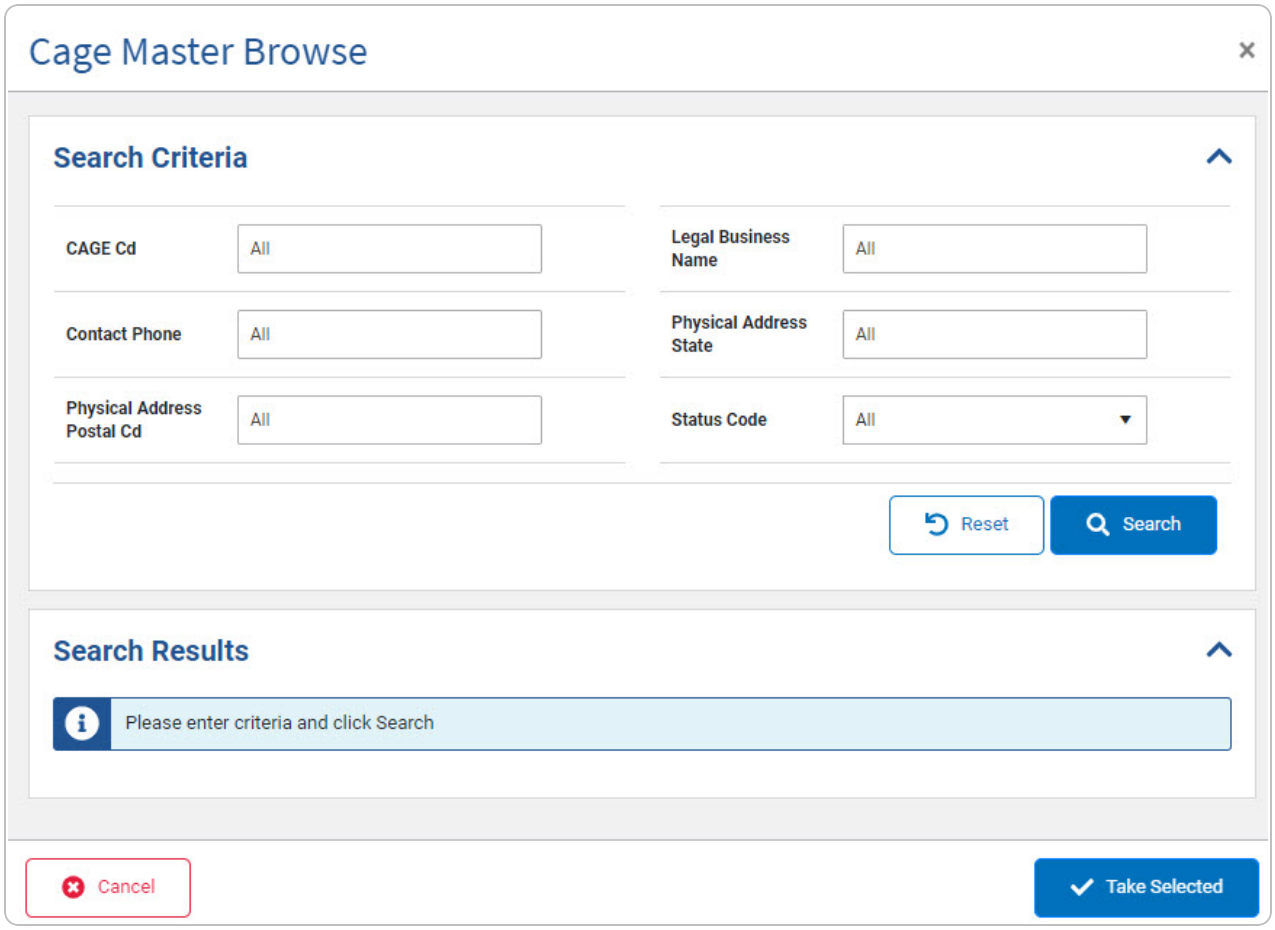
Click the following link to display ELMS Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

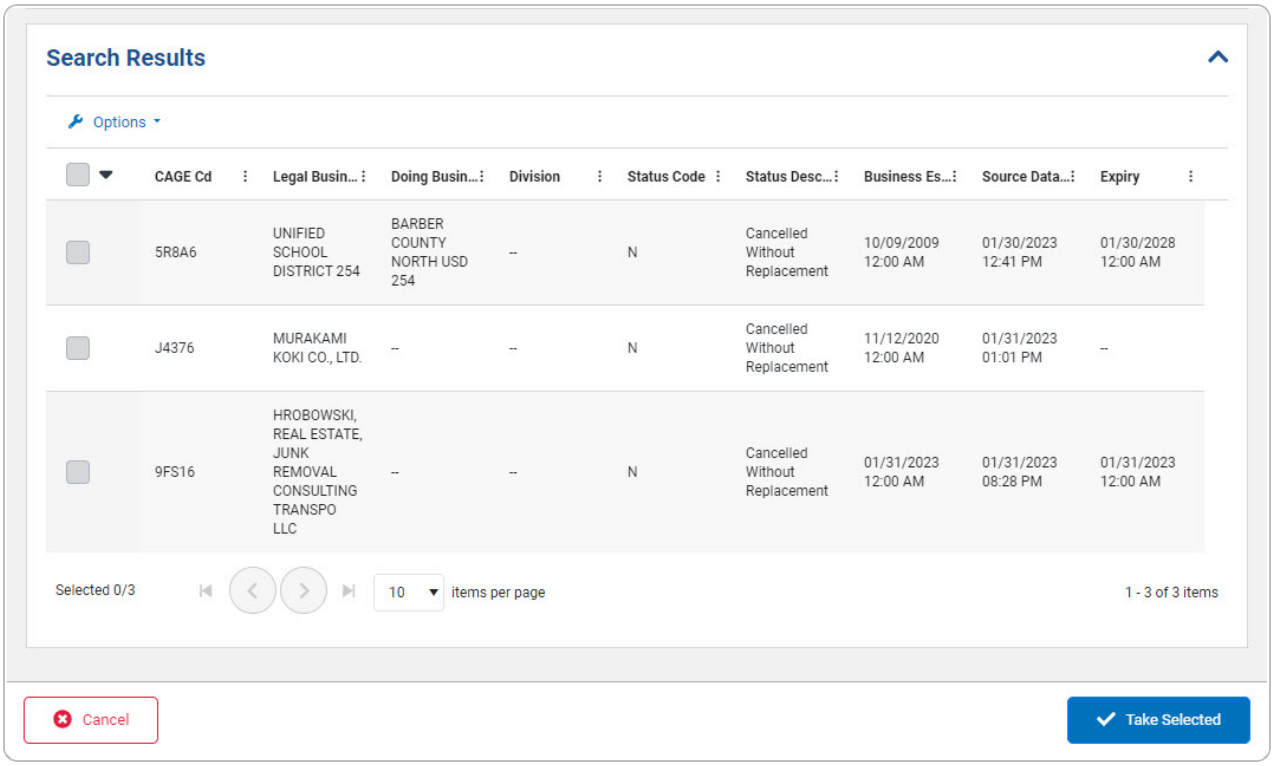
1. Use to browse for the CAGE CD entry. *The* ***CAGE Master Browse*** *pop-up window displays.*



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



4. Click ☐ to select the CAGE Cd.

5. Select Take Selected. *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

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 ELMScatalog.

Navigation

ELMS 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

ELMS Navigation Helpful Tips

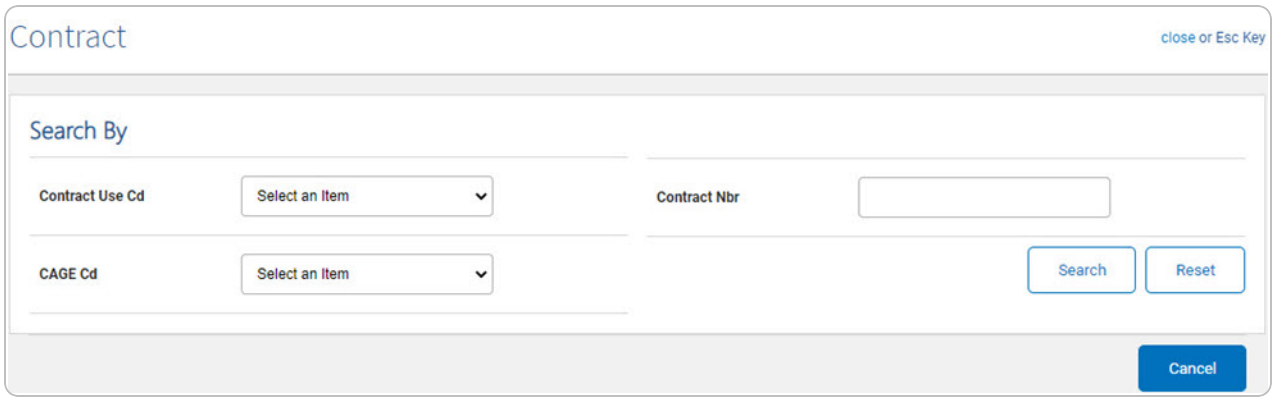
Click the following link to display ELMS Navigation Tips.

Browse for a Contract Number

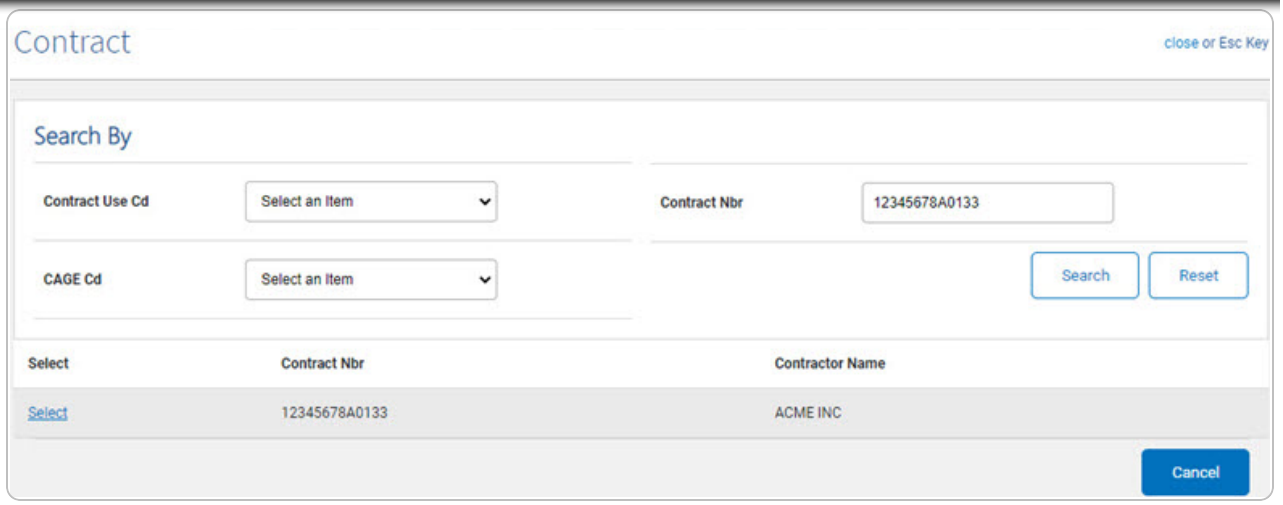
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *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 Search. *The results display in the Contract Search Results Grid below.*



4. 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
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

- 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

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

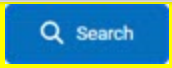
Browse for Deferred Task/Parts

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

Selecting Cancel *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.

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 ELMS catalog.

Navigation

ELMSModules > *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

ELMS Navigation Helpful Tips

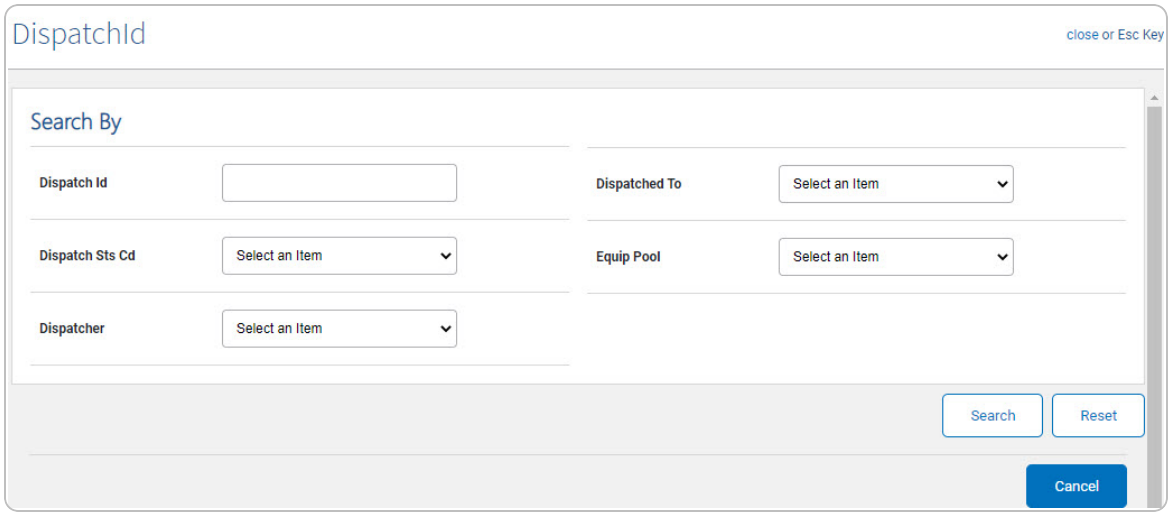
Click the following link to display ELMS Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

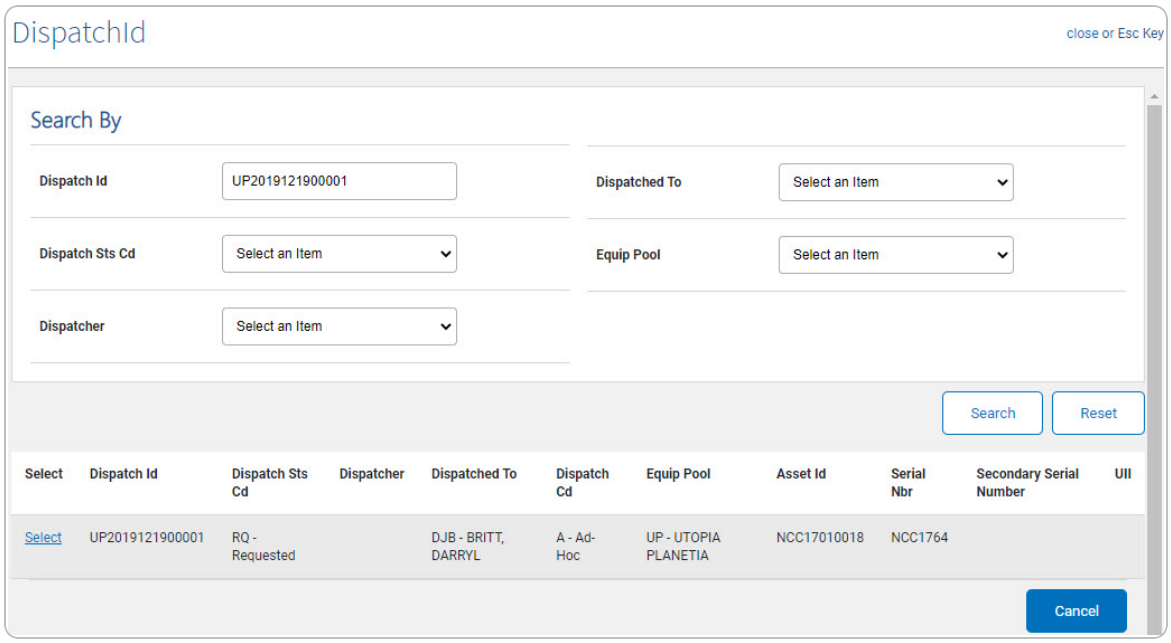
1. Select . *The* ***Dispatch ID Browse*** *pop-up window appears*.



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 Search. *The Search Results display in the Dispatch ID Grid below.*



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.

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

ELMS 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

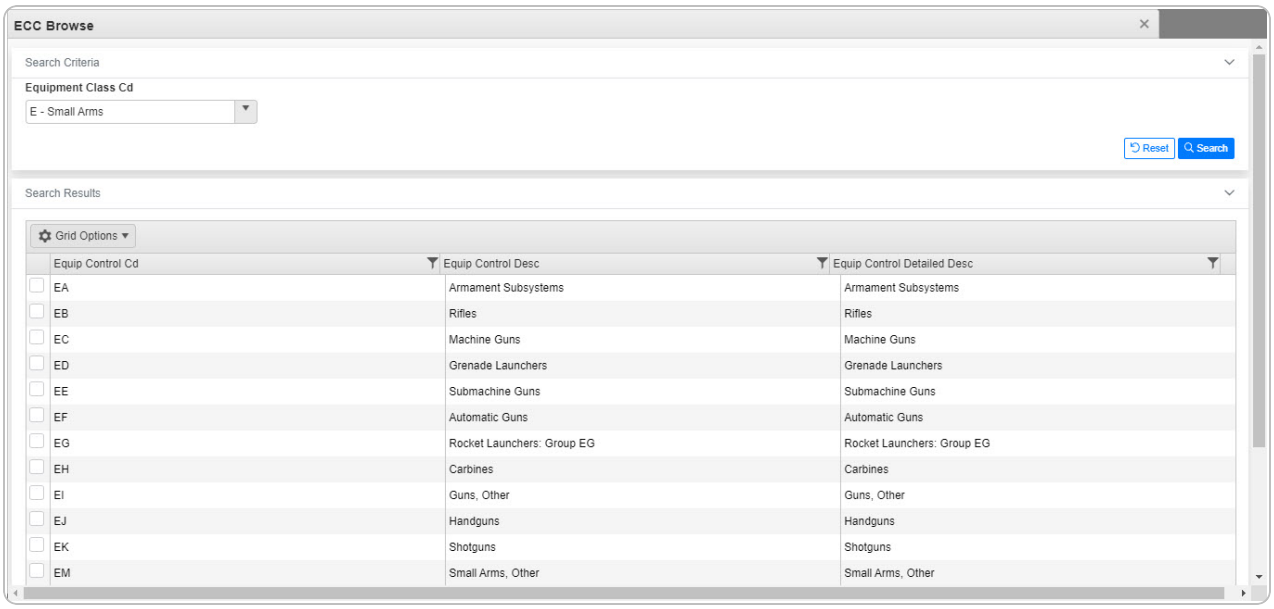
ELMS Navigation Helpful Tips

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 Reset *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 Search. *The results appear in the **ECC Search Results** grid.*
4. Click ☐ to select the Equip Control Cd. *This highlights the desired row.*
5. Select ✓ 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.

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 ELMScatalog.

Navigation

ELMS 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

ELMS Navigation Helpful Tips

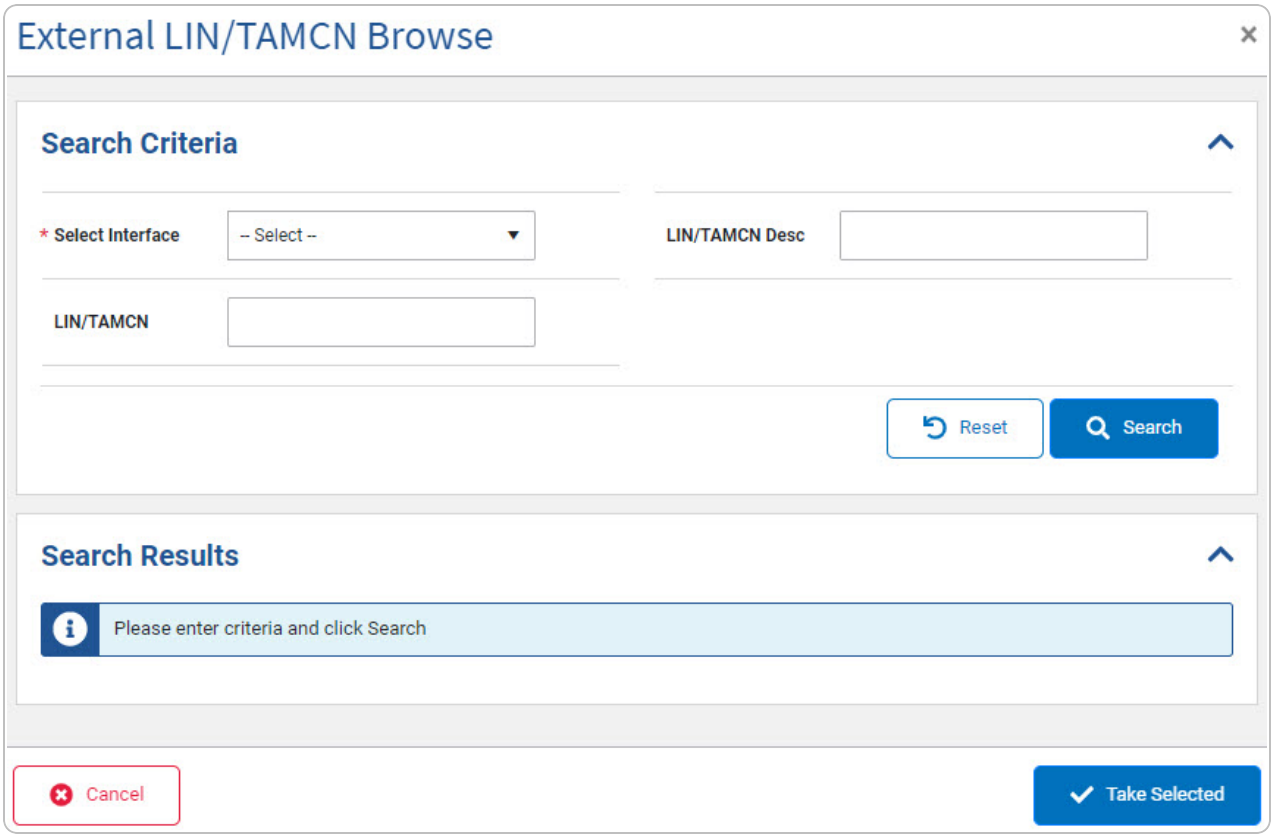
Click the following link to display ELMS Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *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.*



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 Search. *The results display in the Search Results Grid below.*
4. Click to select the LIN/TAMCN. *This highlights the desired row.*
5. Click Take Selected. *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

ELMSModules > *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

ELMS Navigation Helpful Tips

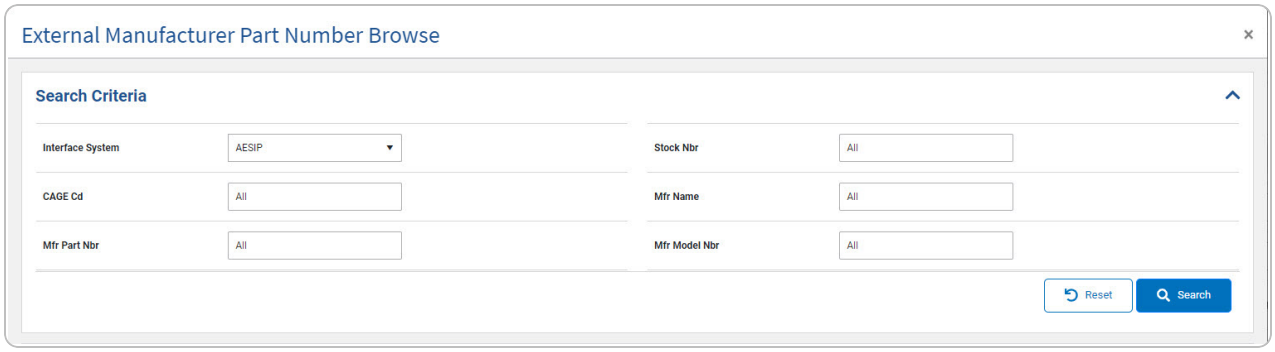
Click the following link to display ELMS Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

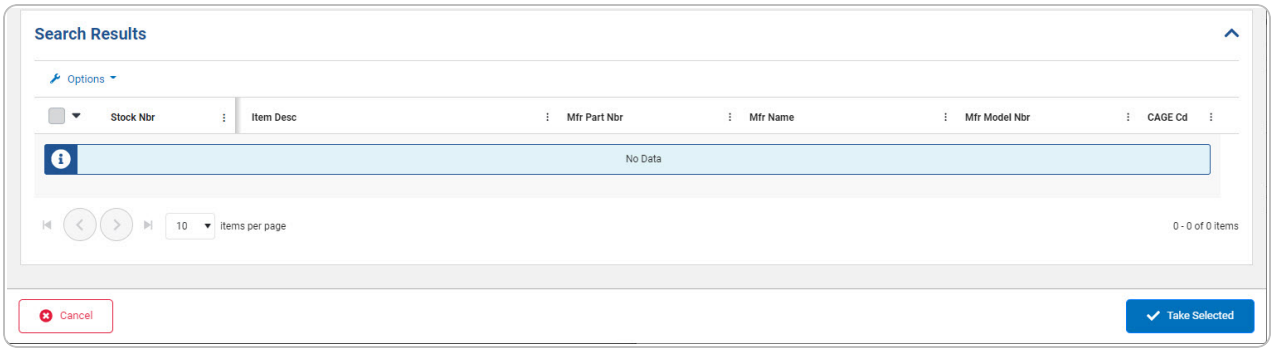
1. Select . *The **External Manufacturer Part Number Browse** pop-up window appears.*



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 Search. *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 Take Selected. *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 ELMS catalog.

Navigation

ELMSModules > *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

ELMS Navigation Helpful Tips

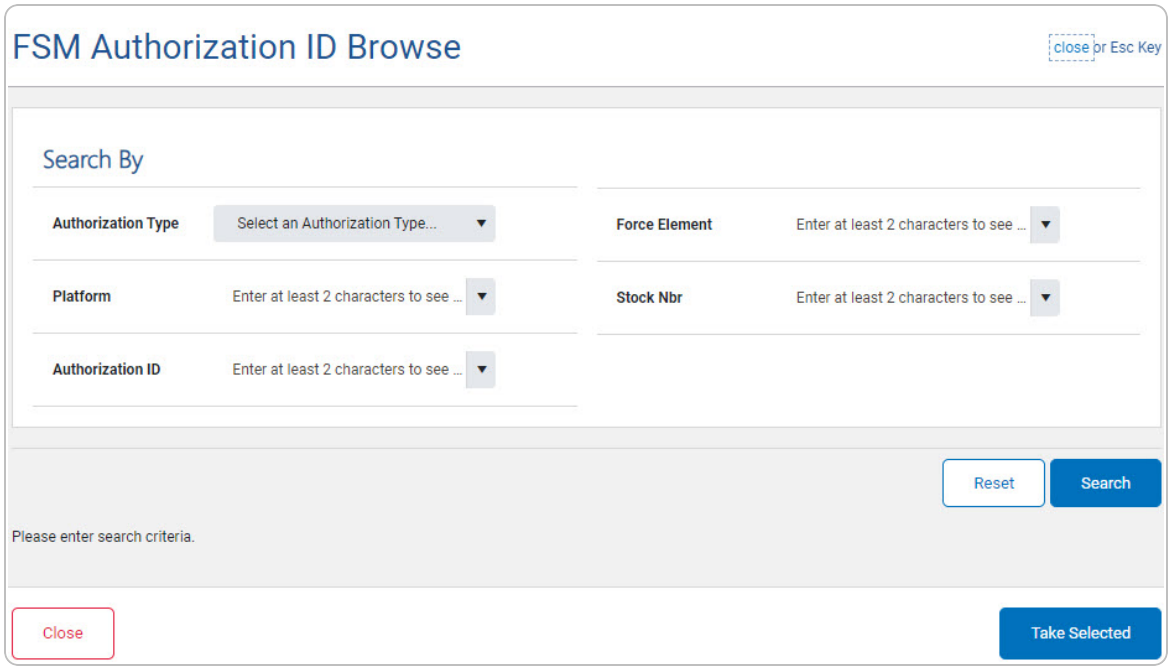
Click the following link to display ELMS Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

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



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 Search. *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

ELMS Navigation Helpful Tips

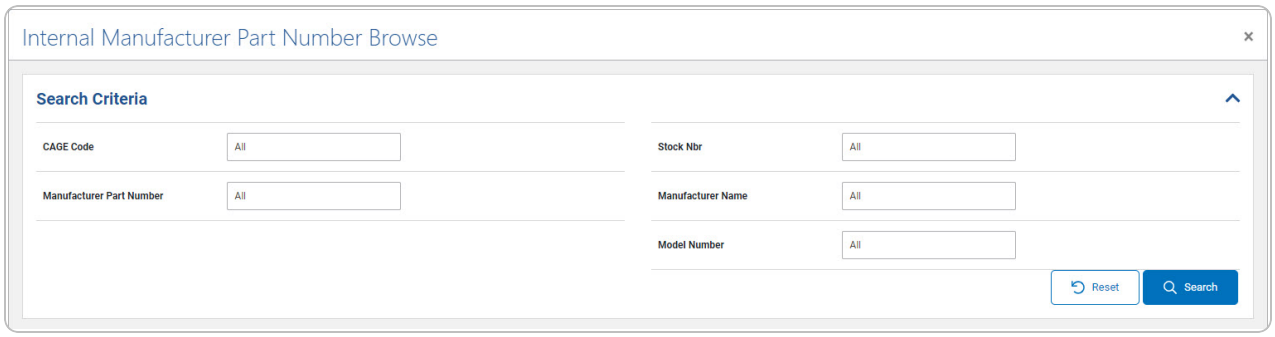
Click the following link to display ELMS Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

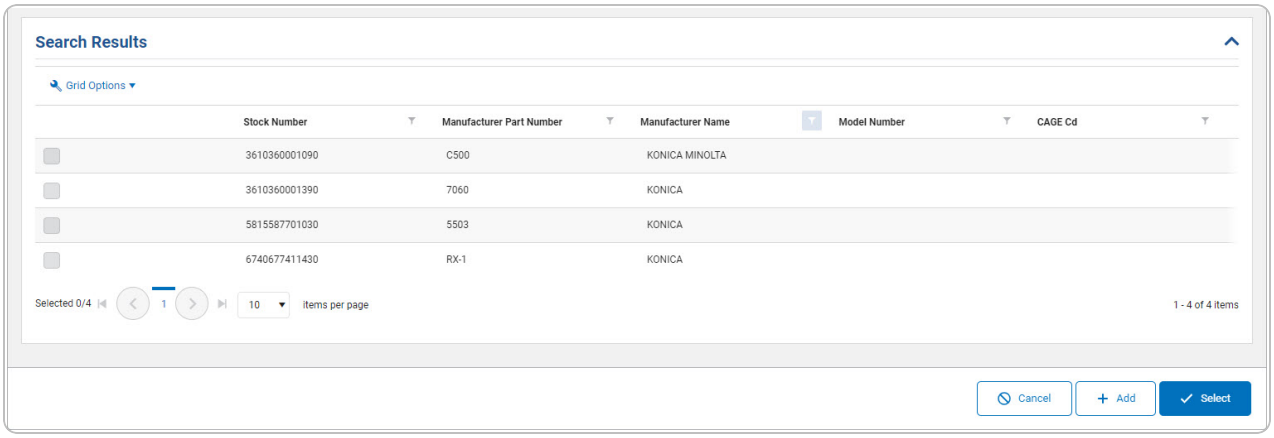
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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



4. Click to select the Internal Manufacturer Part Number. *This highlights the desired row.*

5. Click Select. *The desired Internal Manufacturer Part Number appears in the MFR PART NBR field on the previous screen.*

Add a Manufacturer Part Number

Select + Add. *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

ELMSModules > *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

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

ELMS Navigation Helpful Tips

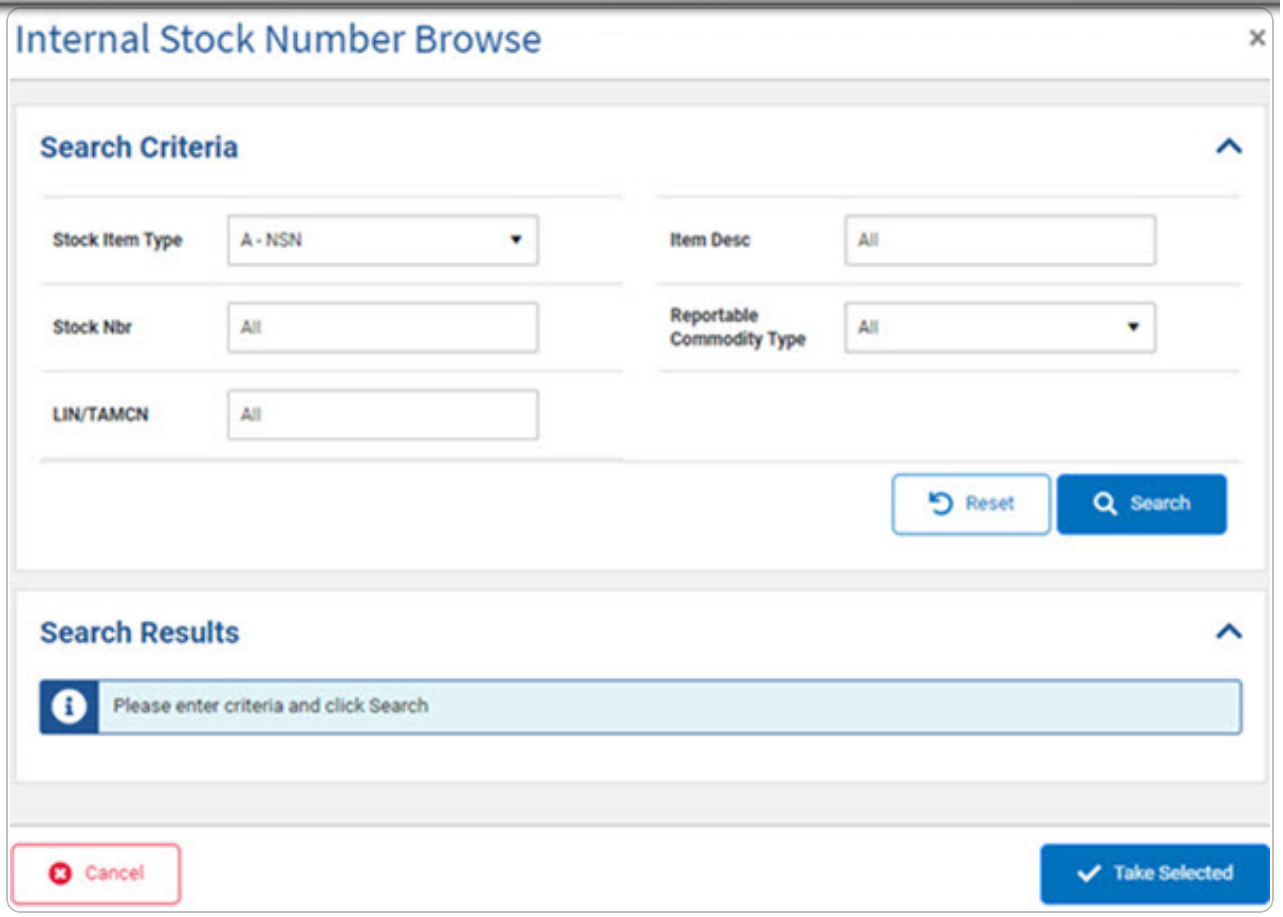
Click the following link to display ELMS Navigation Tips.

Browse for an Internal Stock Number

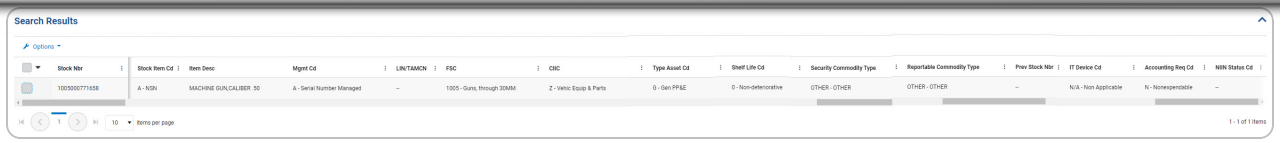
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *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.*



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 Search. *The results appear in the **Stock Number Results** grid.*



4. Click to select the Internal STOCK NBR.

5. 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 ELMS catalog.

Navigation

ELMSModules > *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

ELMS Navigation Helpful Tips

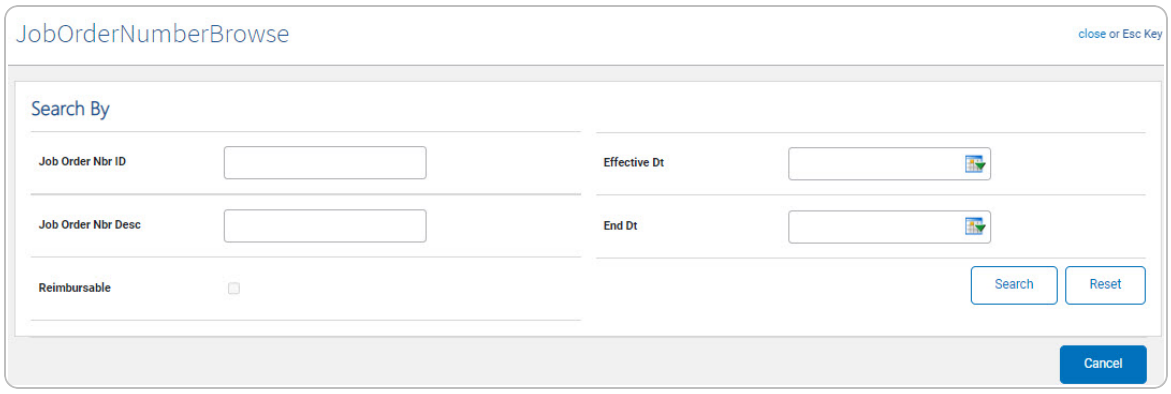
Click the following link to display ELMS Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

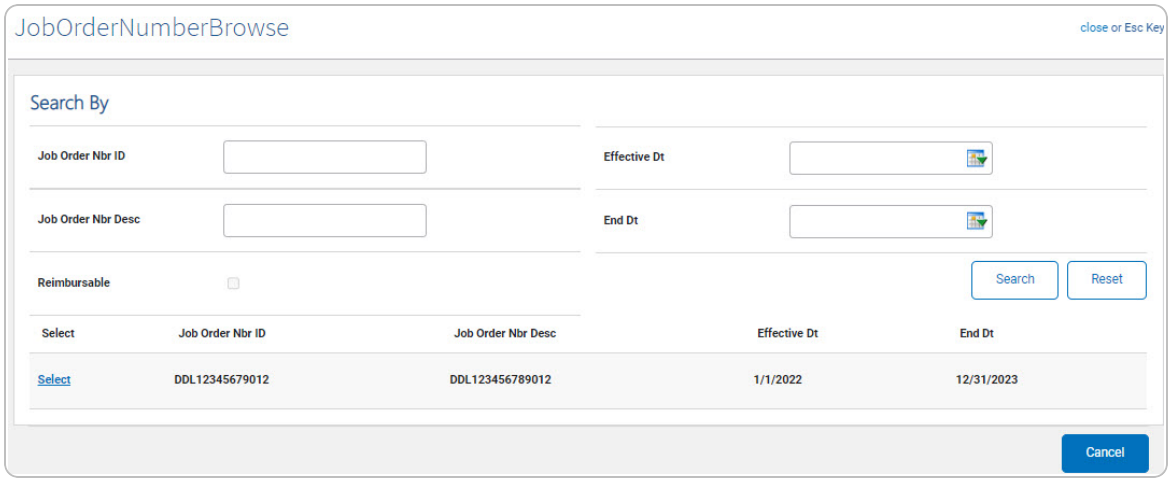
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***Job Order Number Browse*** *pop-up window appears*.



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 alpha-numeric 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 Search. *The Search Results display in the Job Order Number Grid below.*



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 ELMScatalog.

Navigation

ELMS 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

ELMS Navigation Helpful Tips

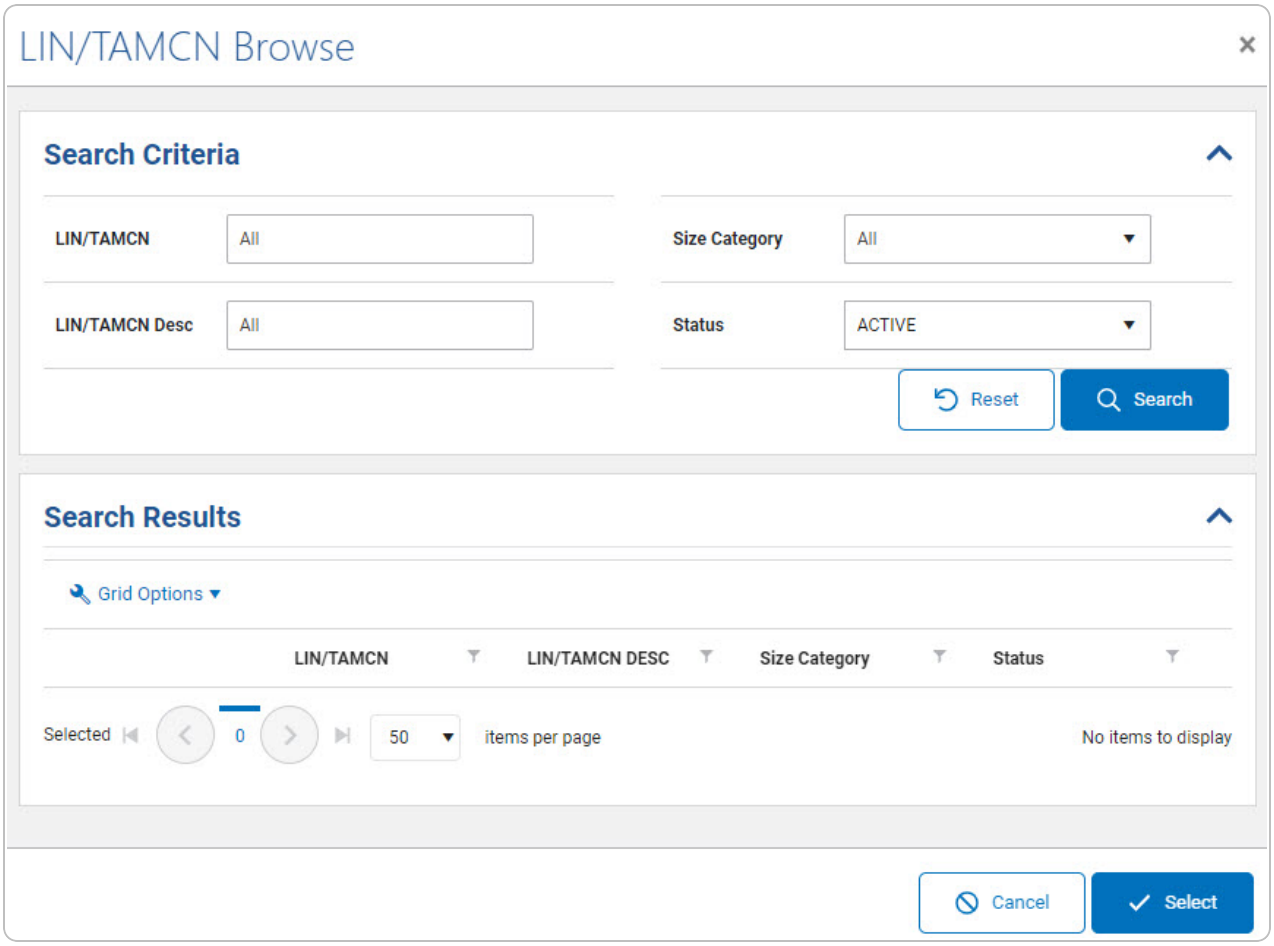
Click the following link to display ELMS Navigation Tips.

Browse for a LIN/TAMCN

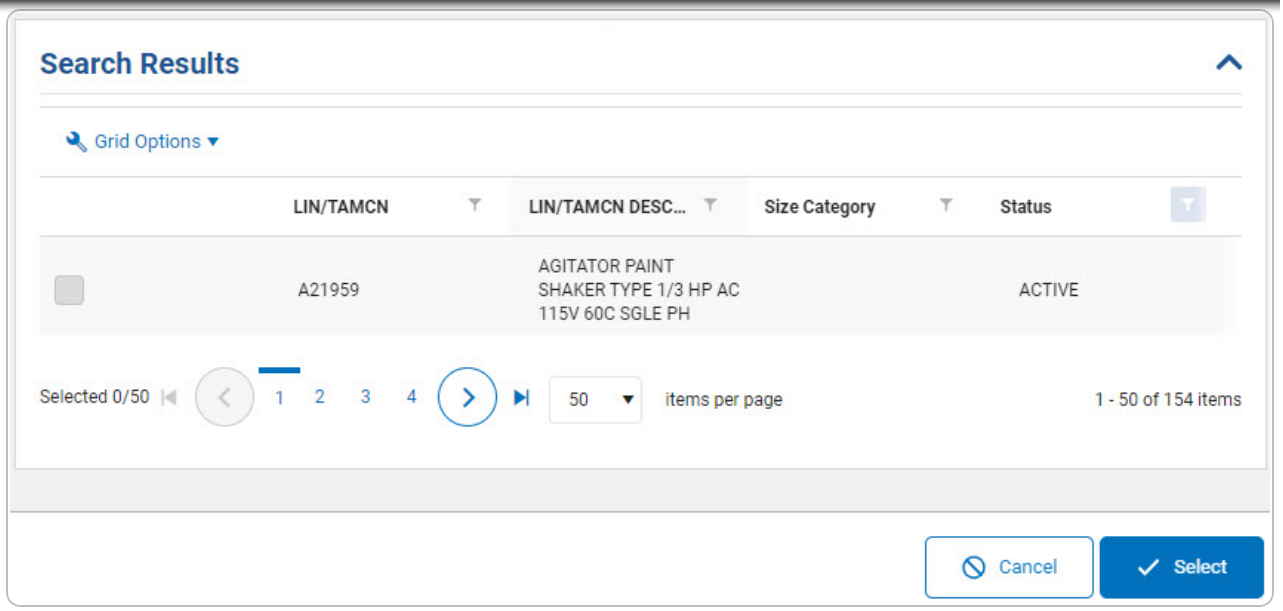
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *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 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 Search. *The results display in the Search Results Grid below.*



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
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 a Maintenance Schedule

Overview

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

Navigation

ELMSModules > *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

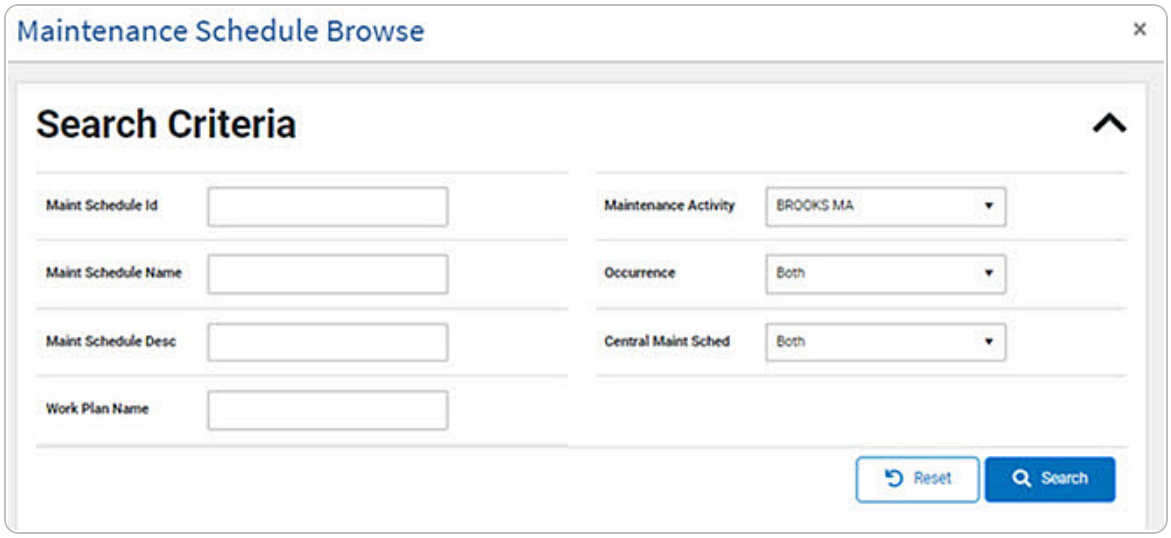
ELMS Navigation Helpful Tips

Click the following link to display ELMS 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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

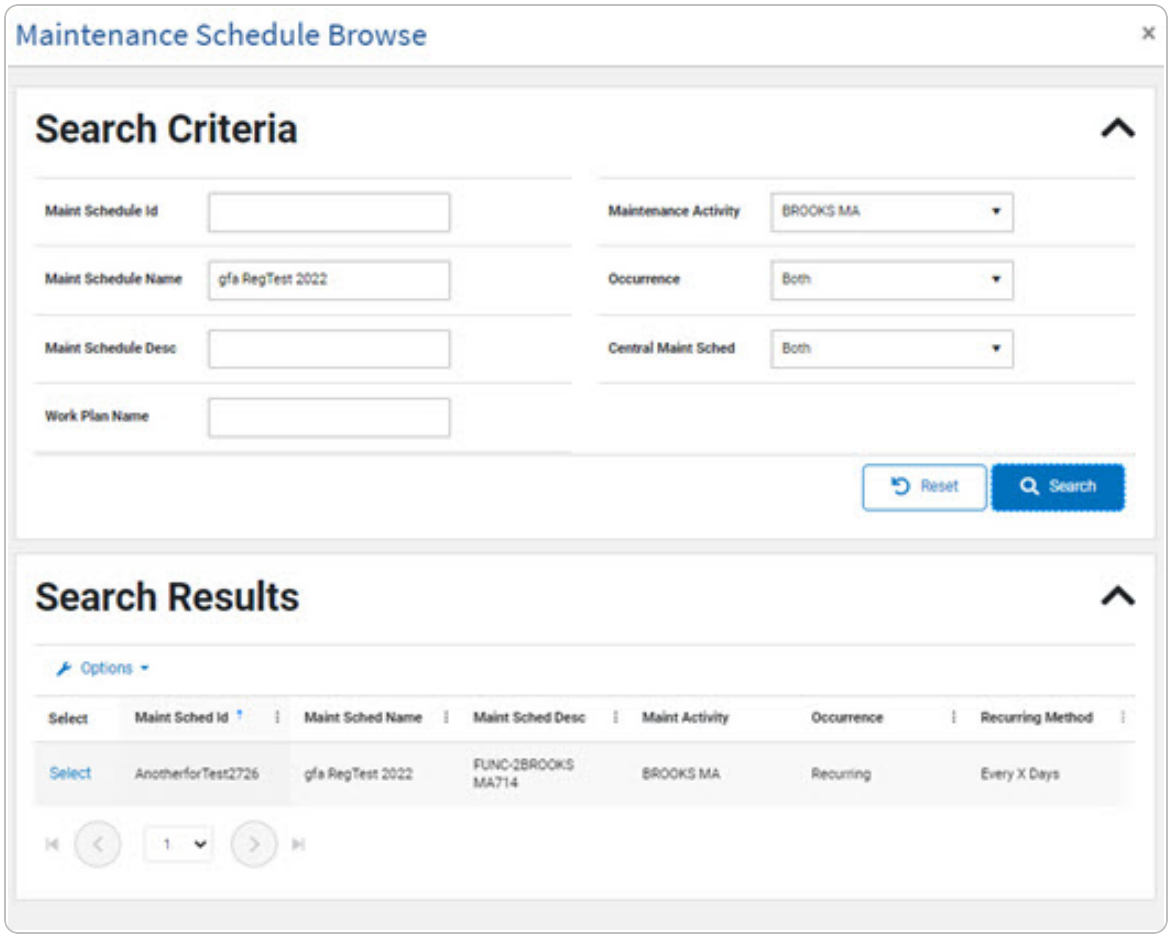
1. Select . *The **Maintenance Schedule Browse** pop-up window appears.*



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 alpha-numeric 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 Search. *Results display in the Search Results Grid.*



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

ELMSModules > *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

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

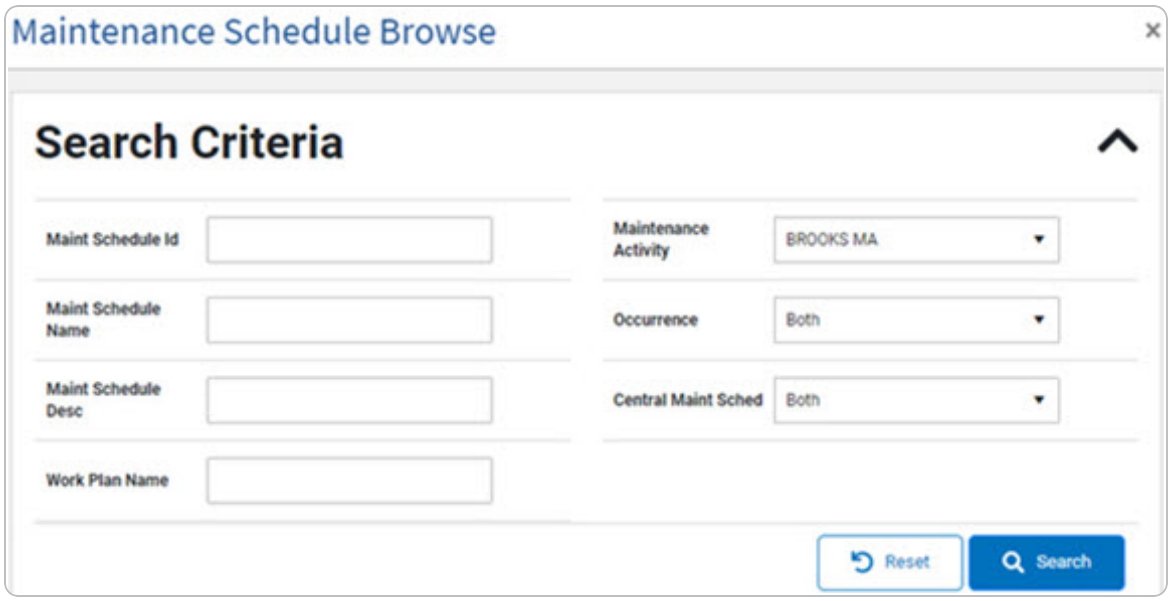
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

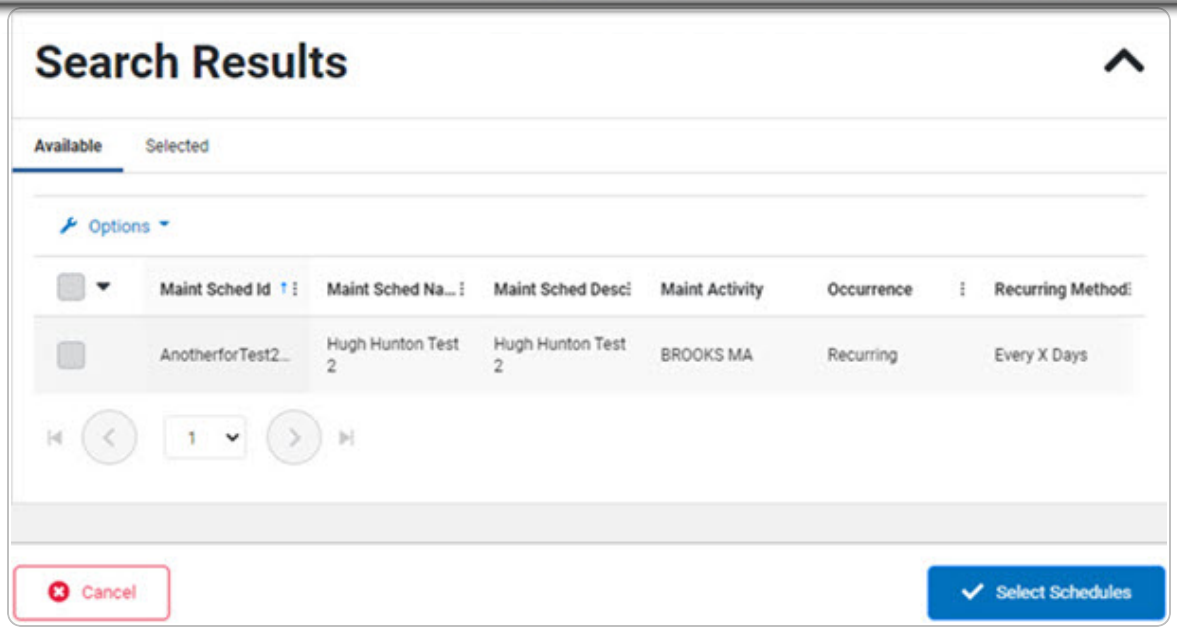
Browse for a Maintenance Schedule

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *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 Search. *Results display in the Search Results Grid.*

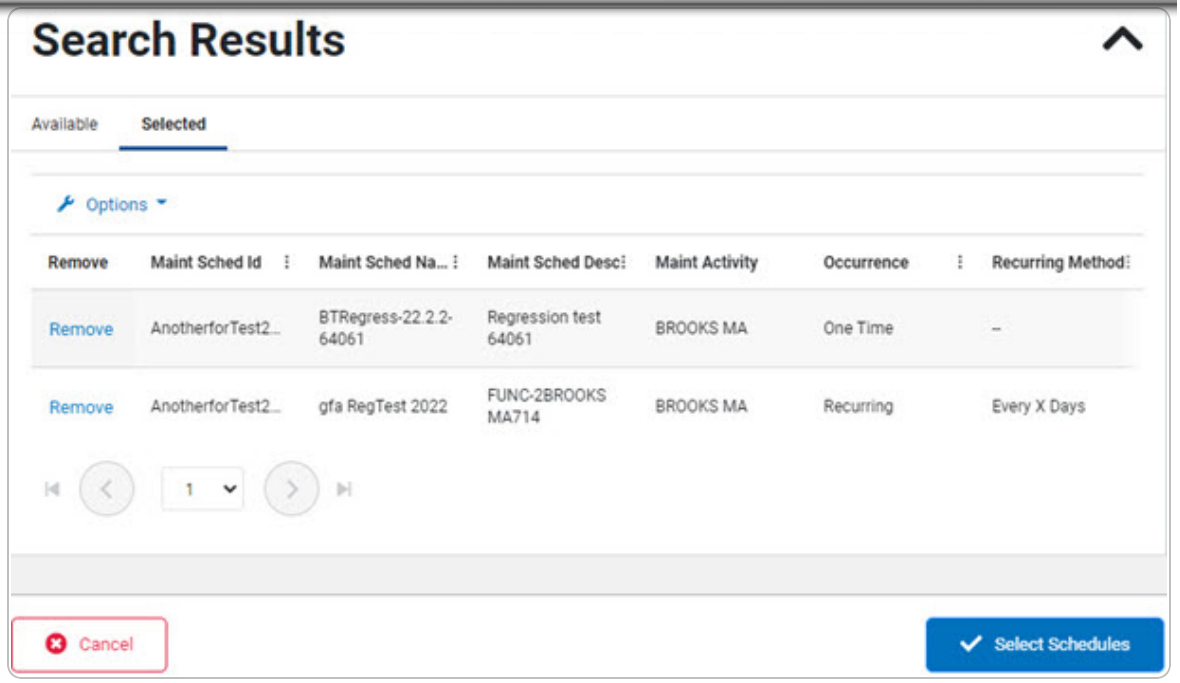


4. Click ☐ to select the MAINT SCHEDULE ID. *The MAINT SCHEDULE ID is selected and* ☑ *appears.*

   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.*



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

ELMSModules > *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

ELMS Navigation Helpful Tips

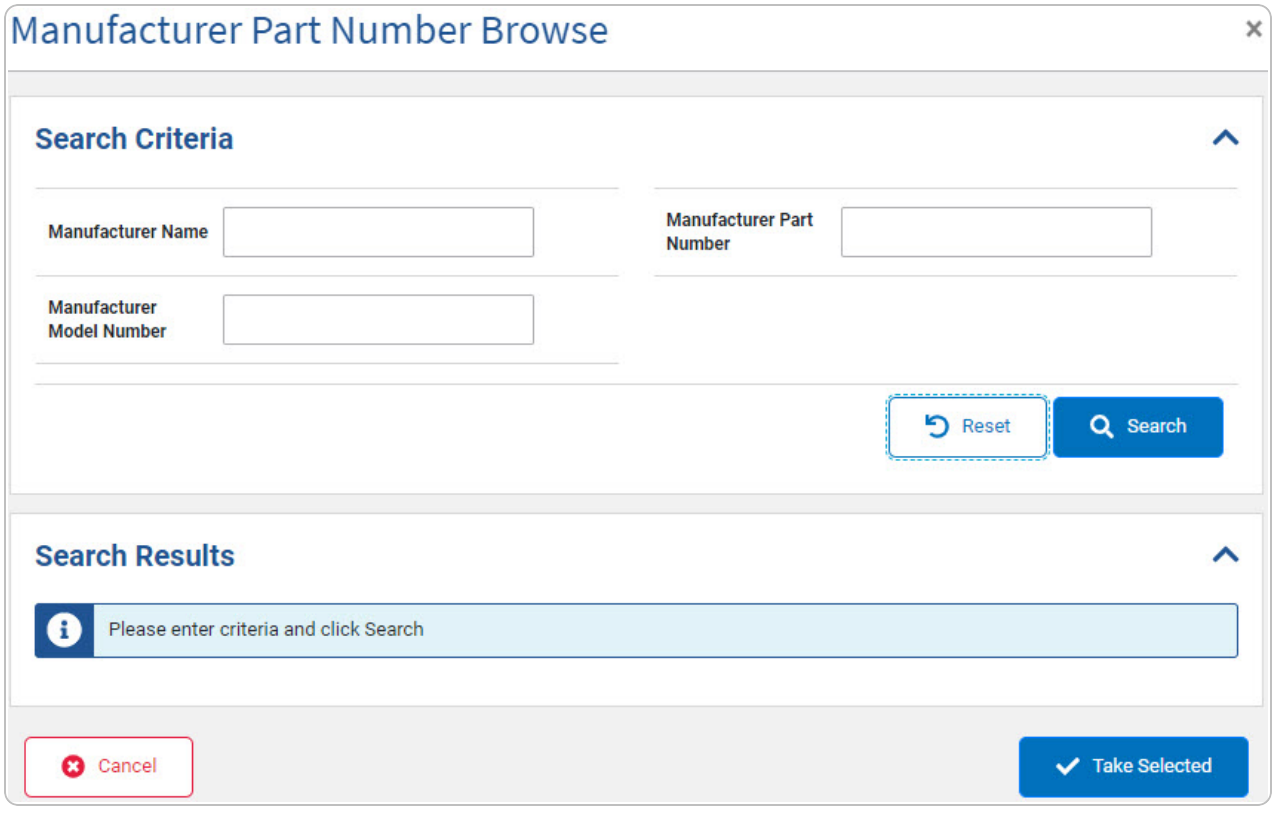
Click the following link to display ELMS Navigation Tips.

Browse for a Manufacturer Part Number

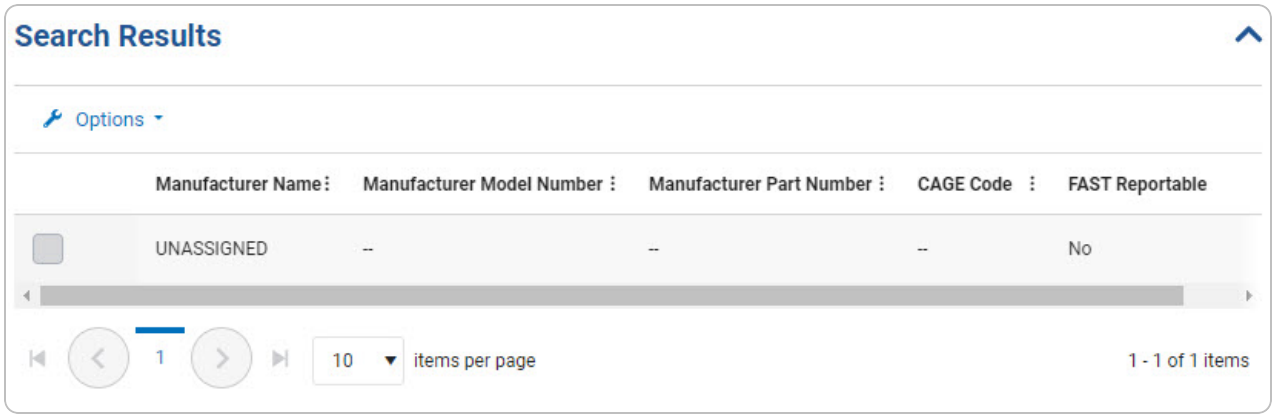
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *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.*



2. 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.*
3. Select Search. *The results appear in the search results grid.*



4. Click to select the Manufacturer Part Number.
5. Select Take Selected. *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

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

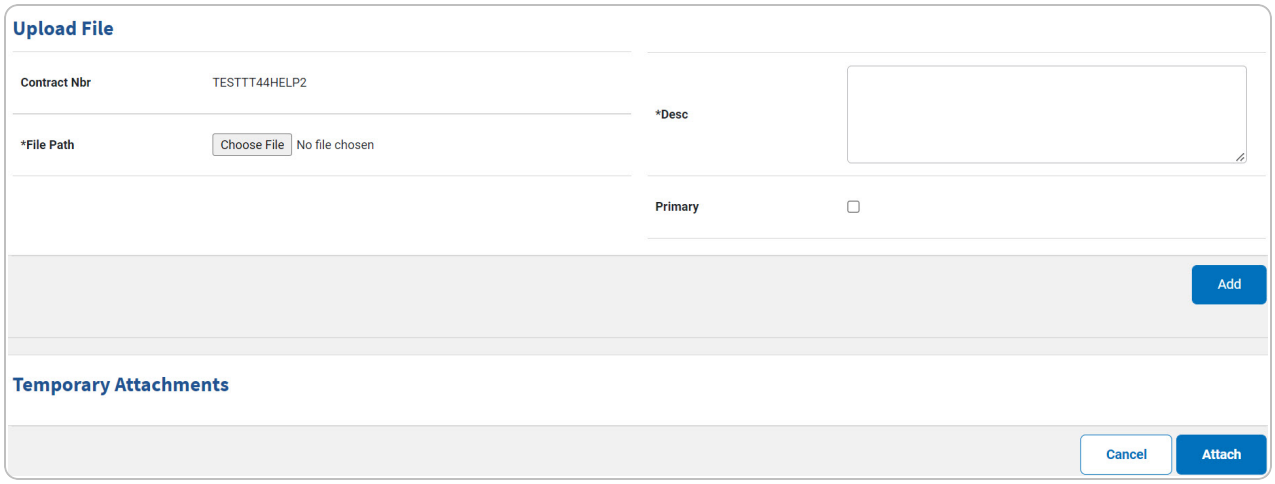
ELMS Navigation Helpful Tips

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.*



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 Open. *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 Add. *The file appears in the Temporary Attachments grid.*

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 Attach. *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*.**	in the desired field.
13 — Mandatory Entry: *DESC*.	
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

- 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 ELMS catalog.

Navigation

ELMSModules > *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

ELMS Navigation Helpful Tips

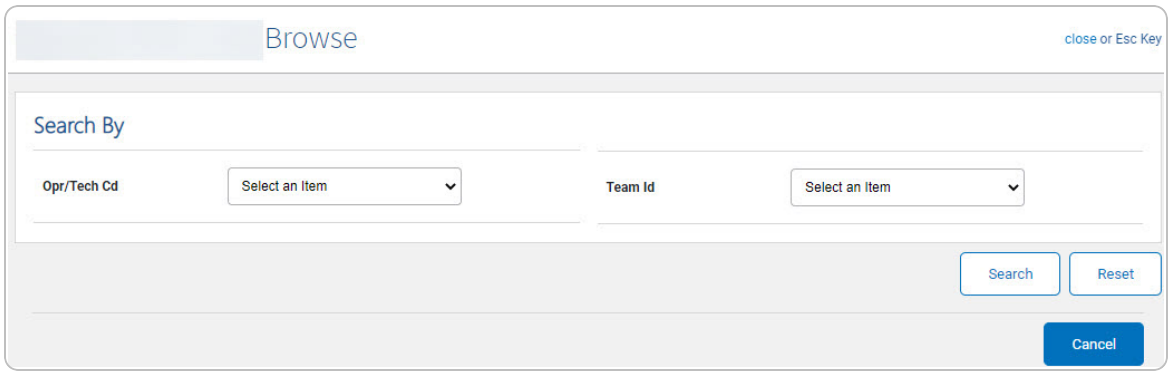
Click the following link to display ELMS Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *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.*



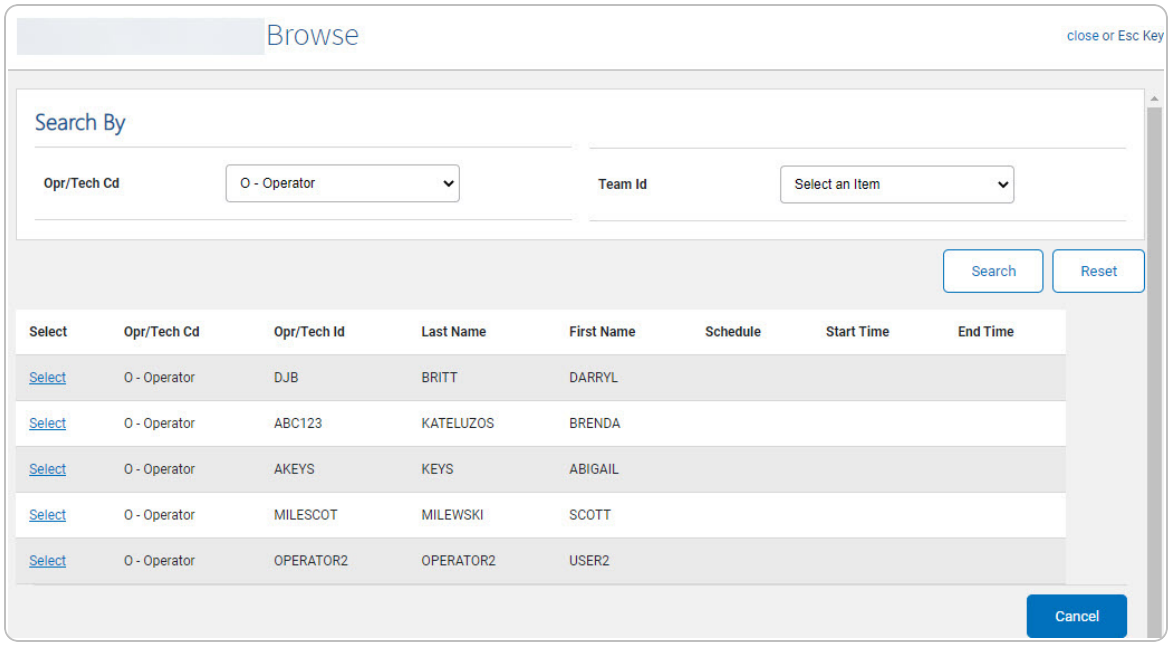
Note

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 Search. *The Search Results display in the Operator/Technician Grid below.*



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
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 Points of Contact

Overview

The Points of Contact pop-up window allows searching for point of contact information.

Navigation

ELMSModules > *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

ELMS Navigation Helpful Tips

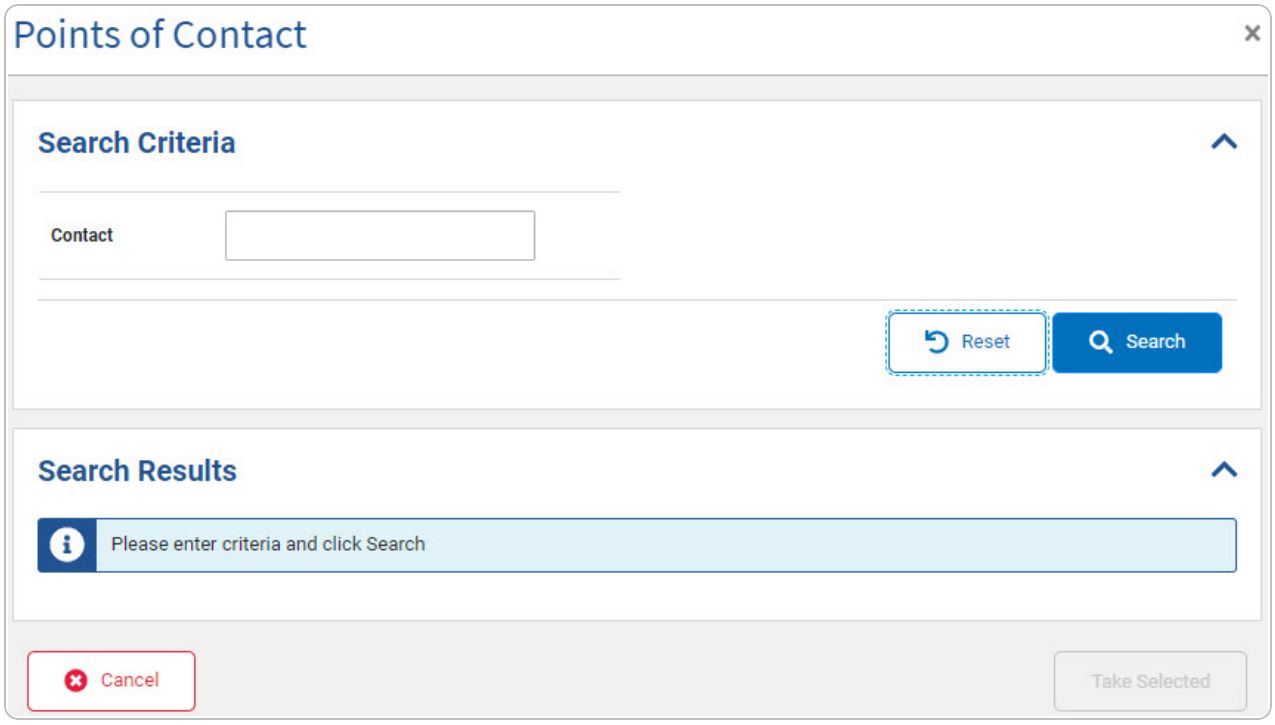
Click the following link to display ELMS Navigation Tips.

Browse for Points of Contact

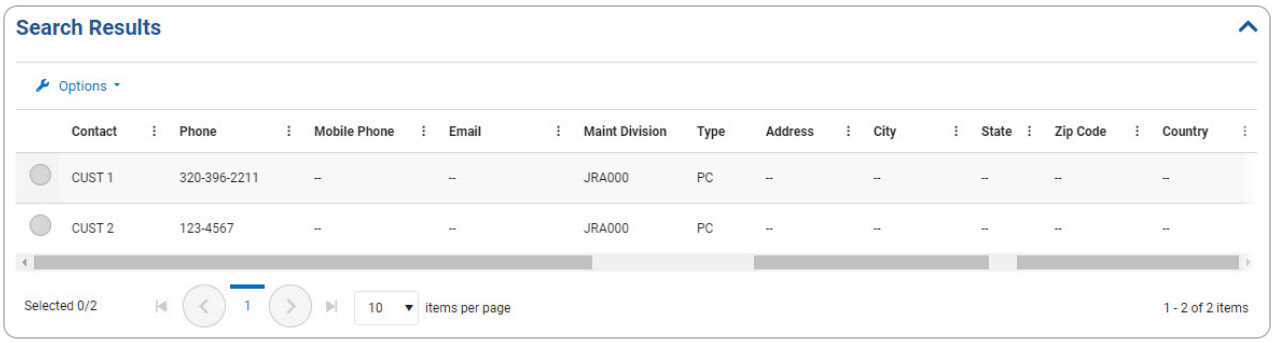
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

1. Use + Add to browse for the Point of Contact. *The* ***Points of Contact*** *pop-up window displays.*



2. 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.*
3. Select Search. *The results appear in the search results grid.*



4. Click to select the Contact.
5. Select Take Selected. *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

ELMSModules > *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

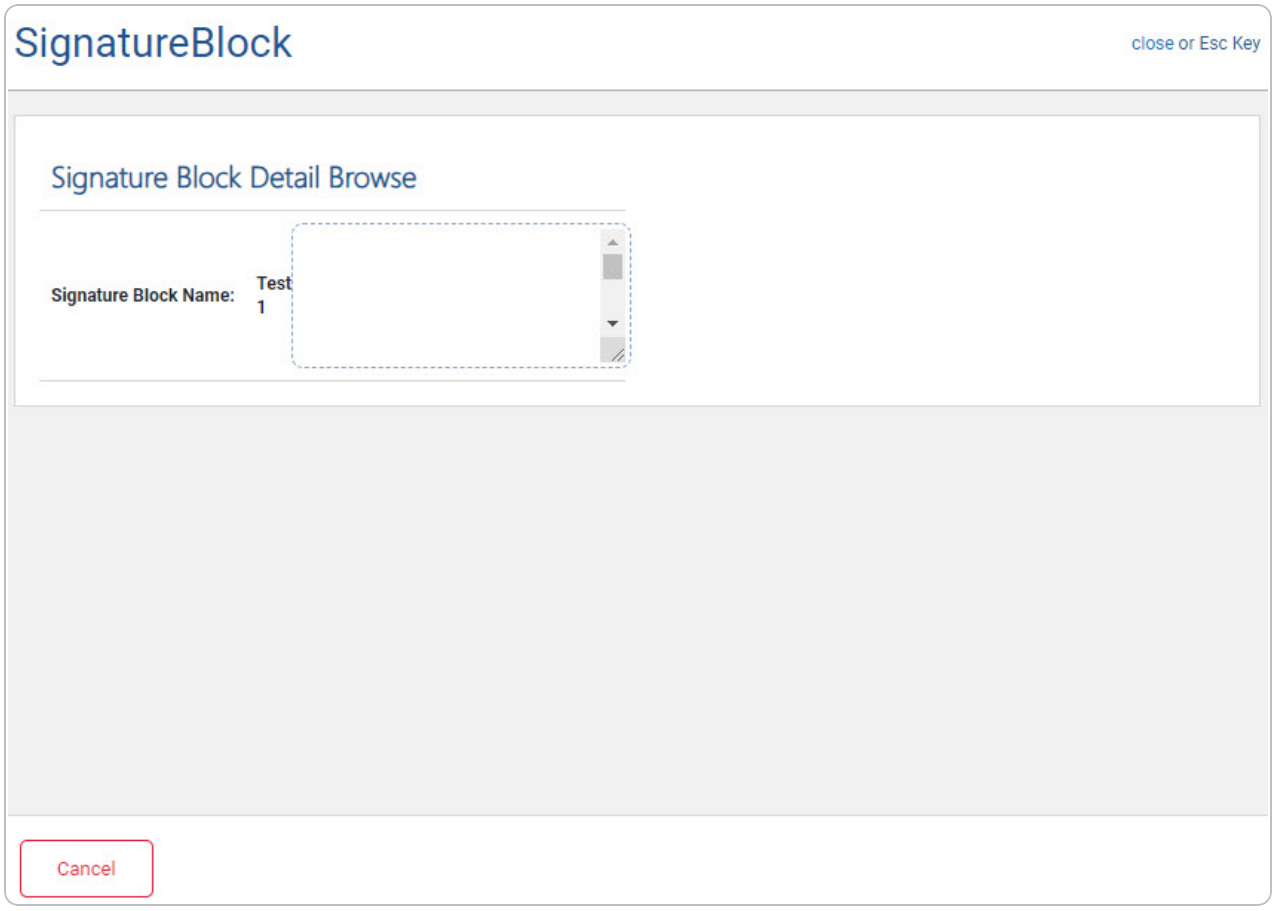
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Signature Block

Selecting Cancel *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*.



- *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.

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

ELMSModules > *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

ELMS Navigation Helpful Tips

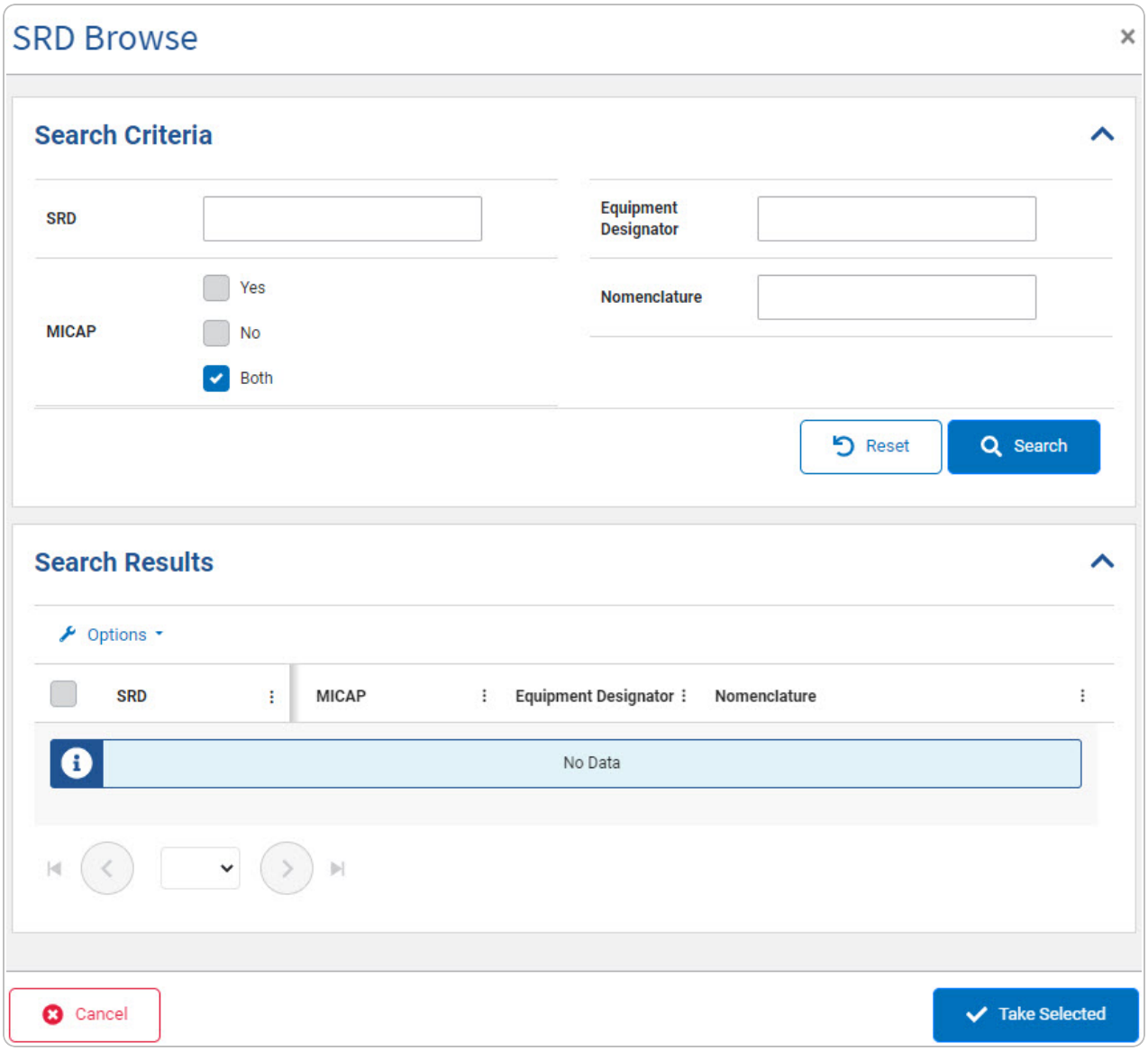
Click the following link to display ELMS Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

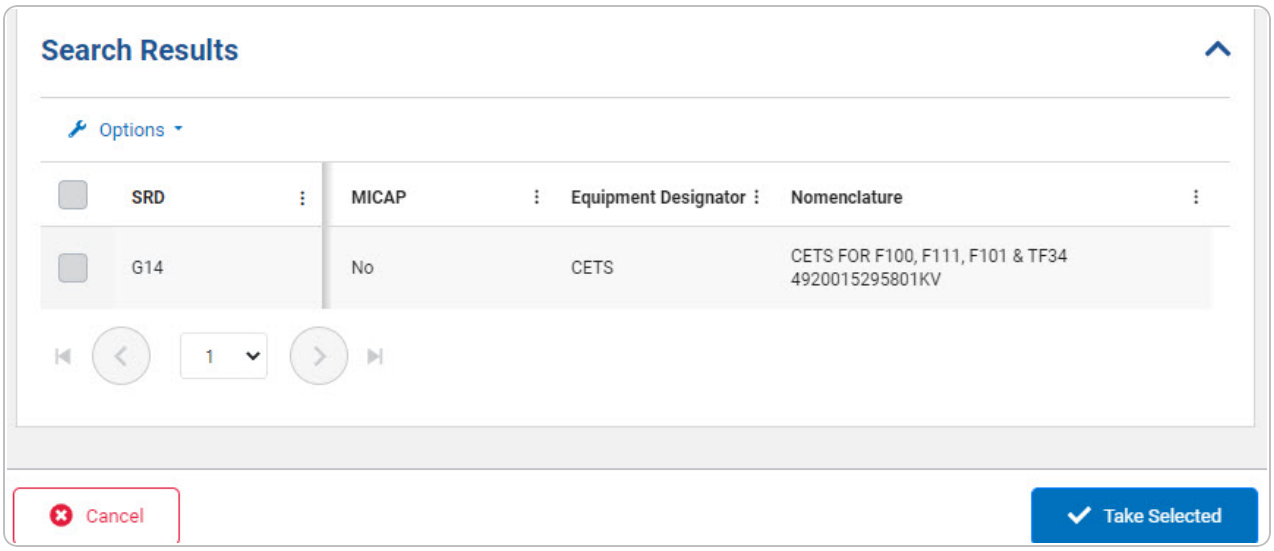
1. Use to browse for the SRD. *The **SRD Browse** pop-up window displays.*



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 Search. *The results appear in the **SRD Results** grid.*



4. Click to select the SRD.

5. Select Take Selected. *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
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

- Requisition

Browse for a Stock Number — Dispatch

Overview

The Stock Number Browse pop-up window allows searching for assets in the ELMS catalog.

Navigation

ELMSModules > *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

ELMS Navigation Helpful Tips

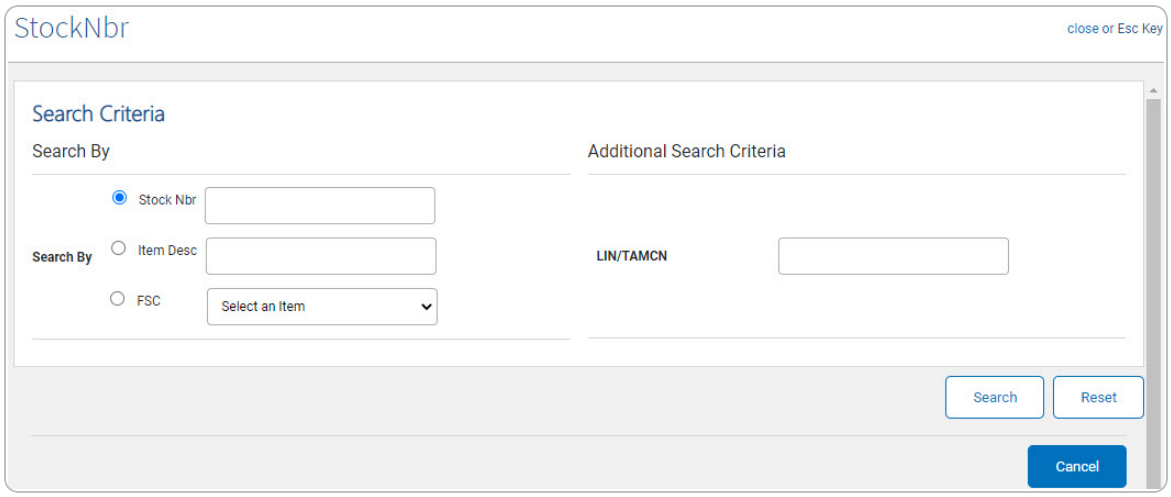
Click the following link to display ELMS Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *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.*



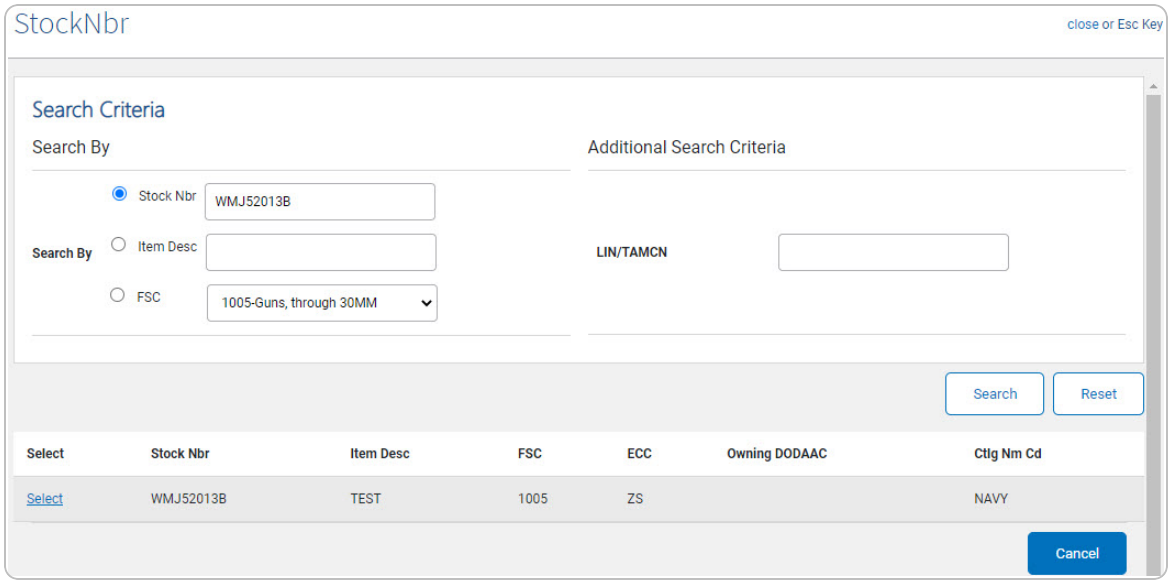
2. Select ○ next to the desired Search By Criteria. *Depending upon what* ○ *is chosen:*

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/TAMCNin the field provided. *This is a 10 alphanumeric character field.*
4. Select Search. *The Search Results display in the STOCK NBR Grid below.*



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

13 — Mandatory Entry: *STOCK NBR*.	Missing Entry. Enter the appropriate information in the desired field.
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

- Dispatch Rate

Browse for a Stock Number — Utilization

Overview

The Stock Number Browse pop-up window allows searching for assets in the ELMS catalog.

Navigation

ELMSModules > *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

ELMS Navigation Helpful Tips

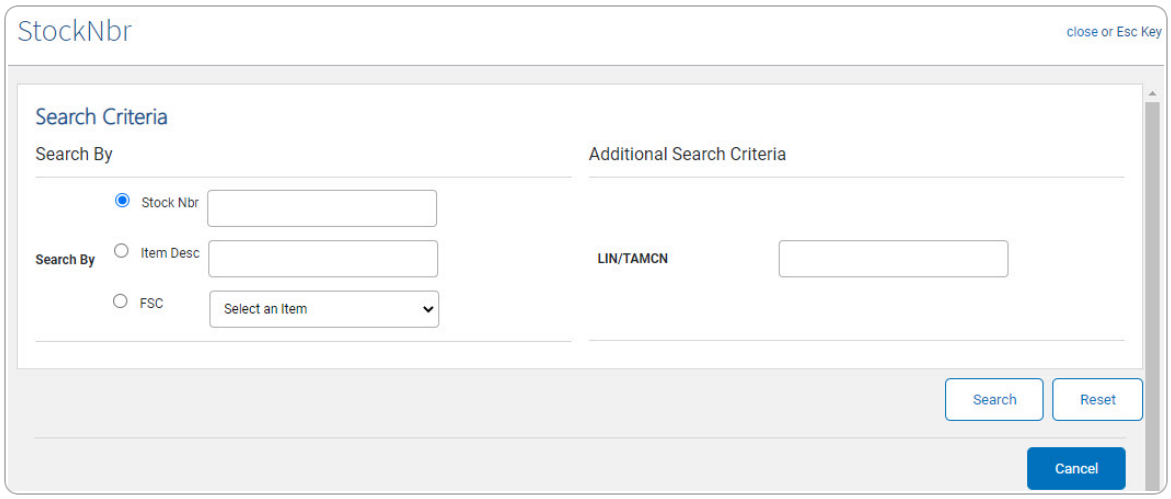
Click the following link to display ELMS Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *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.*



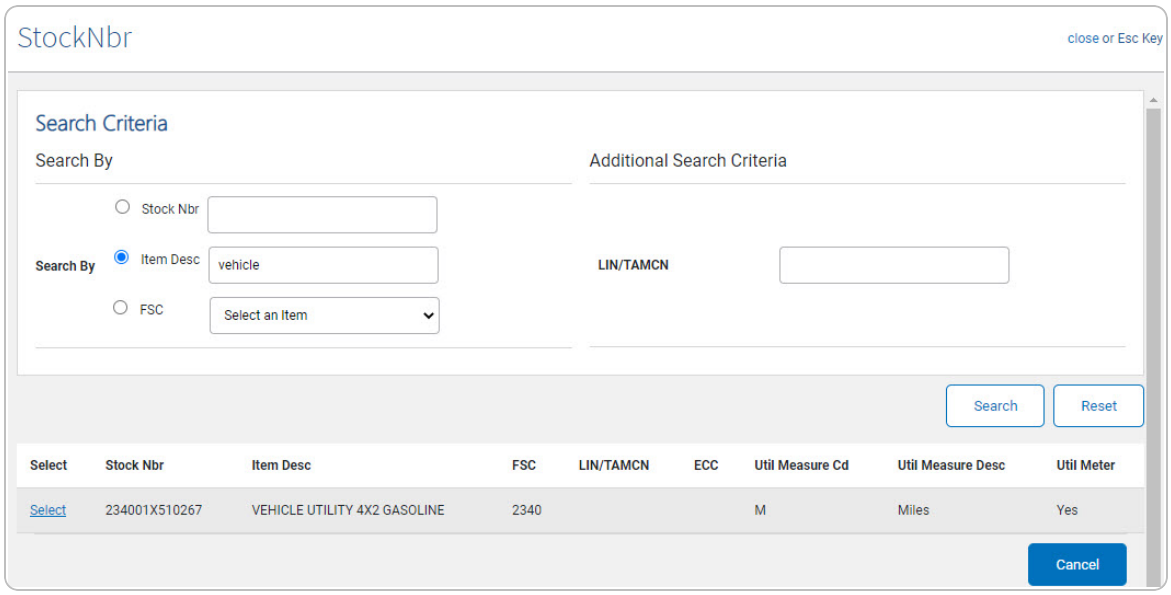
2. Select ○ next to the desired Search By Criteria. *Depending upon what* ○ *is chosen:*

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/TAMCNin the field provided. *This is a 10 alphanumeric character field.*
4. Select Search. *The Search Results display in the STOCK NBR Grid below.*



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
13 — Mandatory Entry: *STOCK NBR*.	Missing Entry. Enter the appropriate information in the desired field.
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

- Wrnty/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

ELMS 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

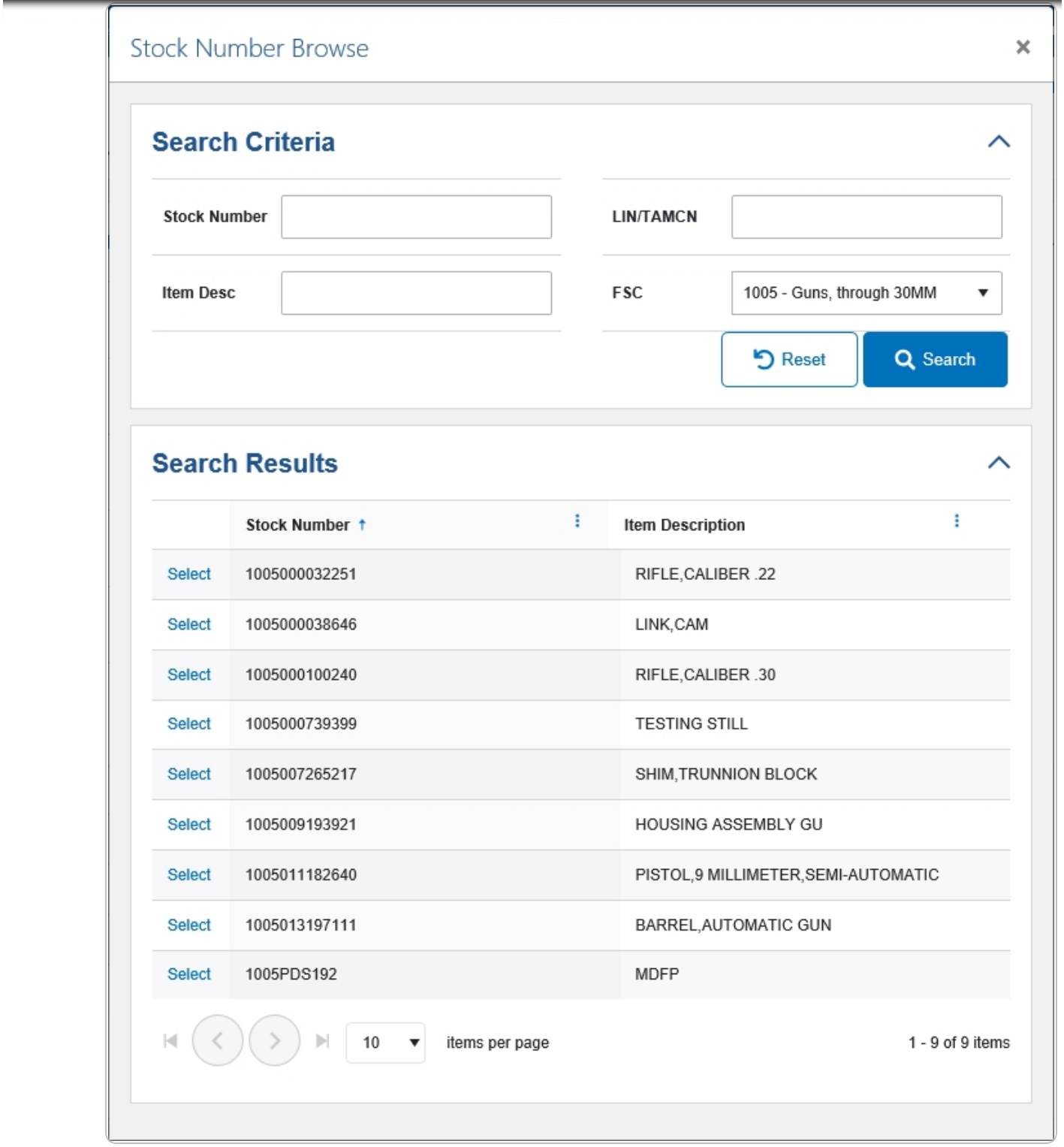
ELMS Navigation Helpful Tips

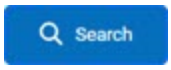
Click the following link to display FSM Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Use the search icon to browse for the Stock Number entry. *The* ***Stock Number Browse*** *pop-up window displays.*


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
10
items per page
1 - 9 of 9 items

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

ELMSModules > *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

Procedures

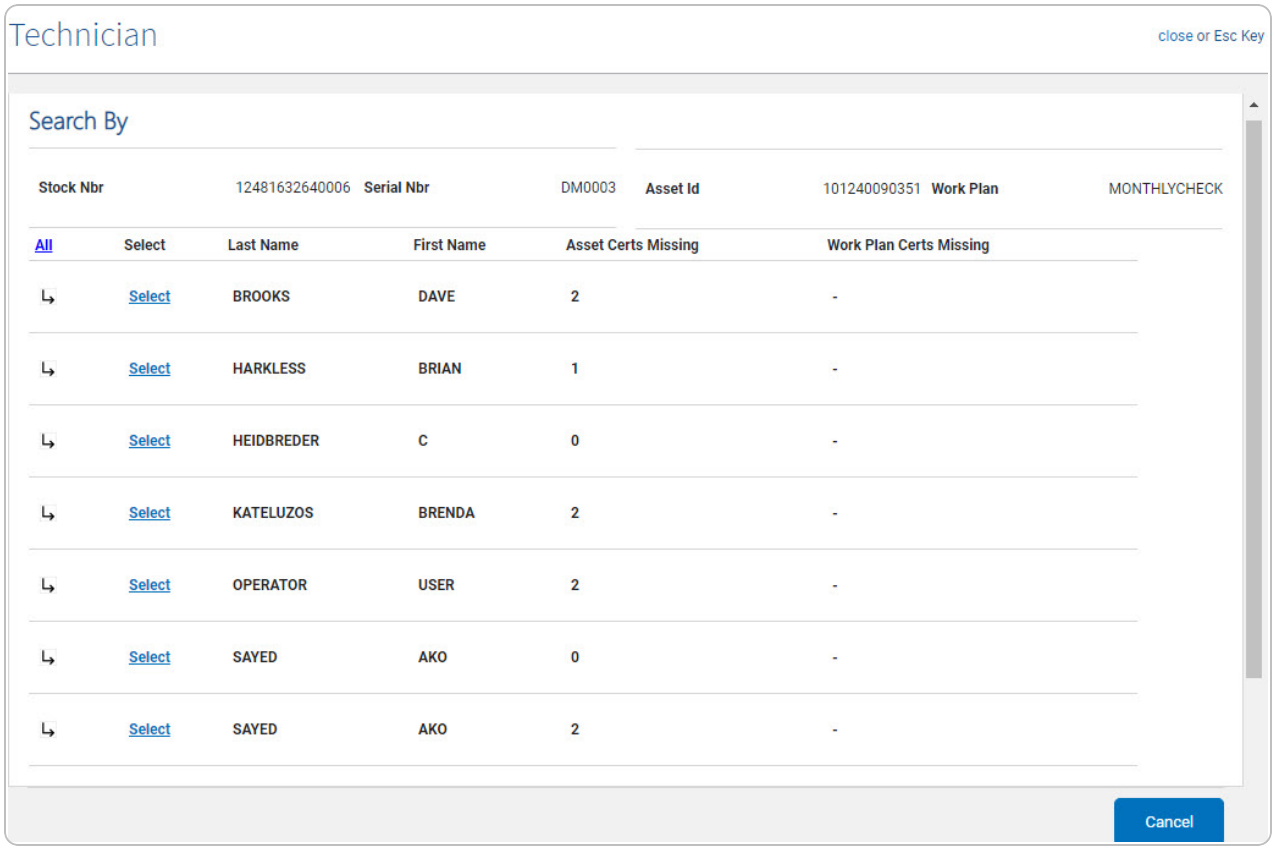
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Technician

Selecting Cancel *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.*



2. *Verify the STOCK NBR.*
3. *Verify the SERIAL NBR.*

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

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

ELMS 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

Type Dsg Group
Acq Program
Yrs Svc Life
Fdcry Deprn Method
Util Measure
Util Svc Life

Procedures

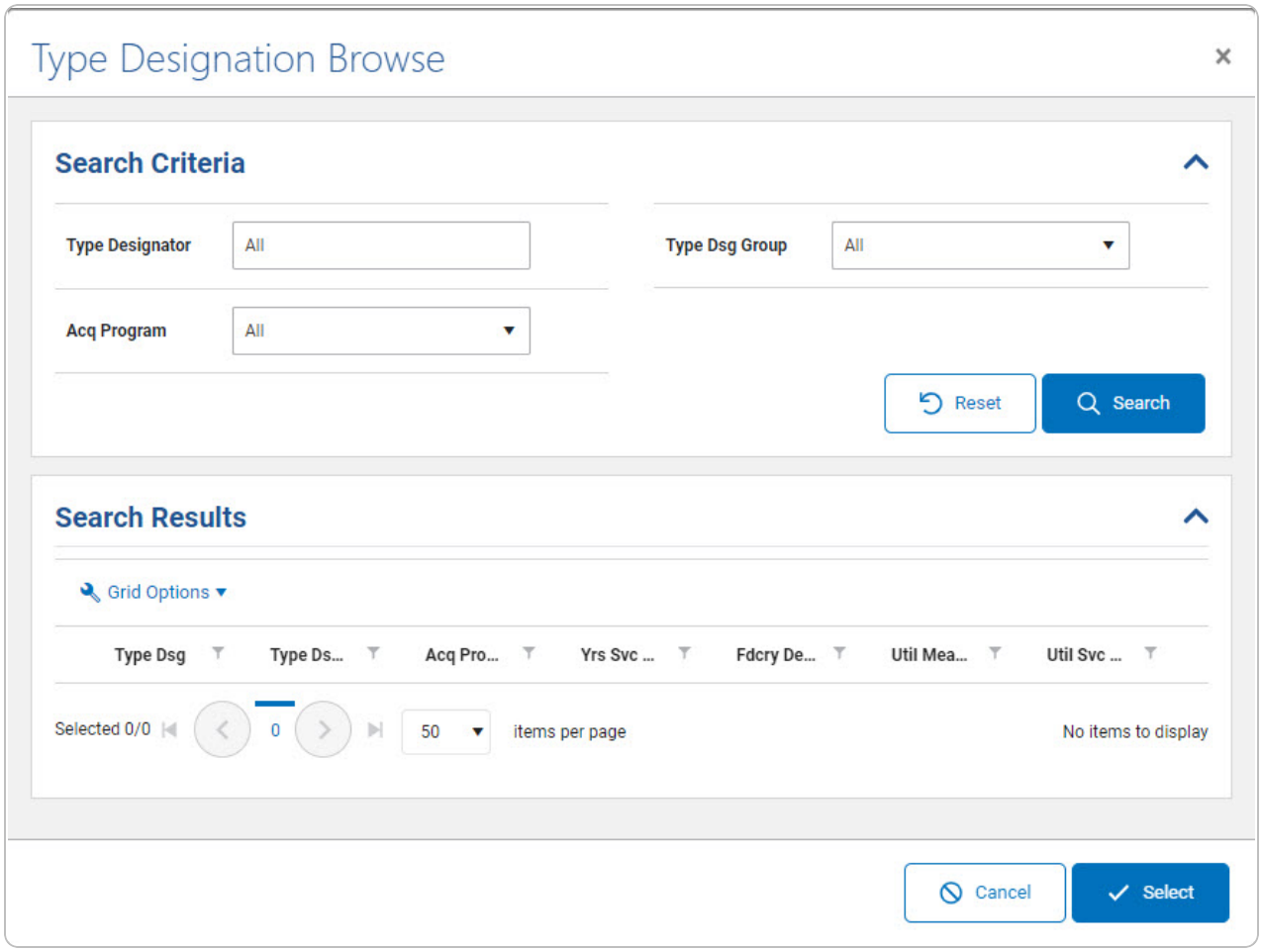
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

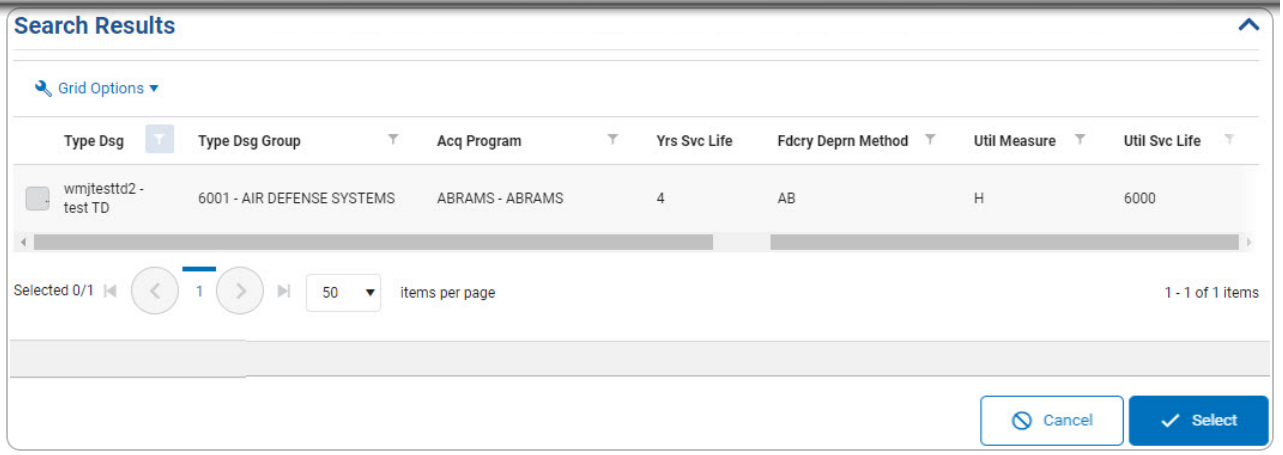
Browse for a Type Designation

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *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.*



4. Click ☐ to select the Type Designation. *This highlights the desired row.*

5. Click Select. *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

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

ELMS 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

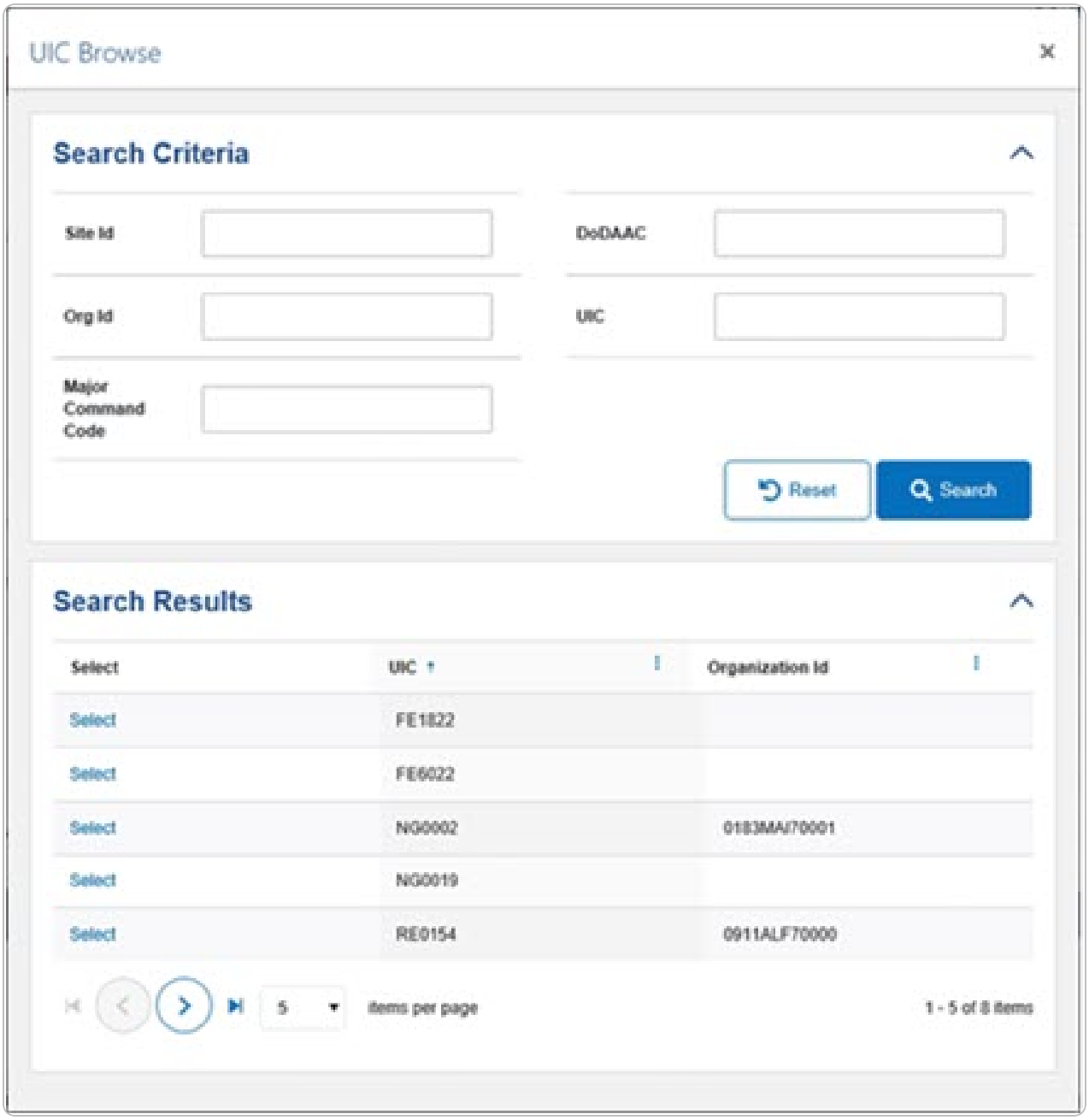
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Browse for a UIC

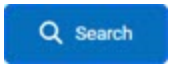
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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 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

ELMS 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

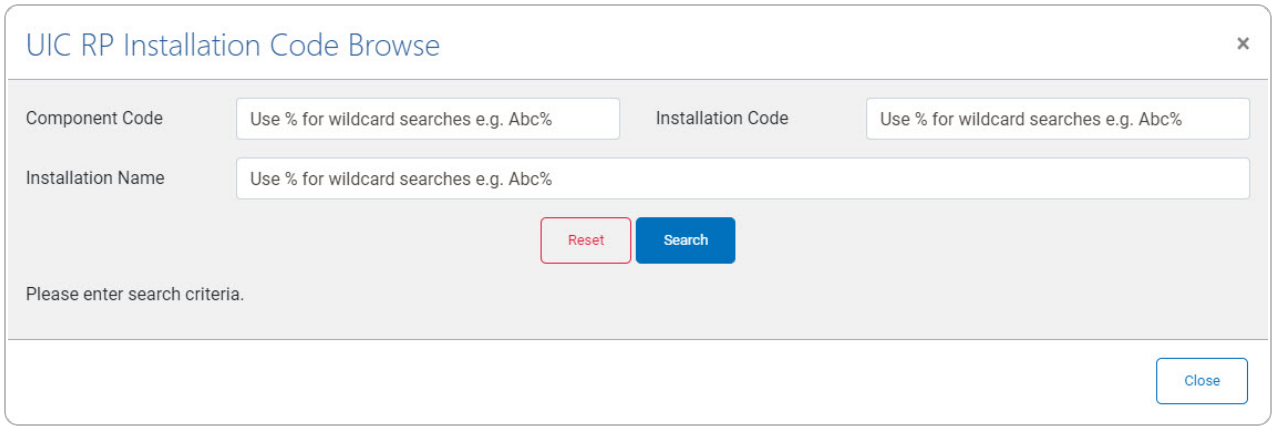
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

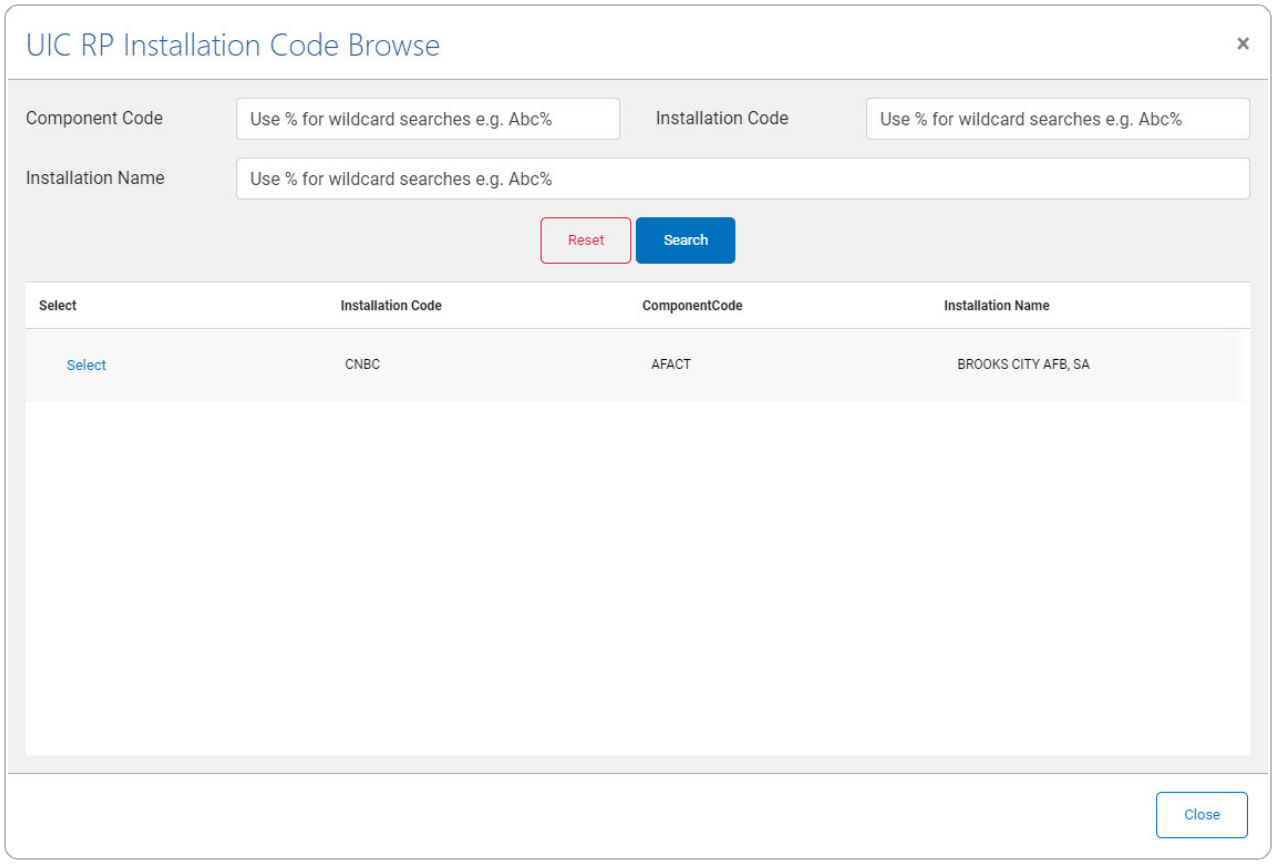
Browse for an Installation Code

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *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.*



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



4. 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

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

ELMS 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

ELMS Navigation Helpful Tips

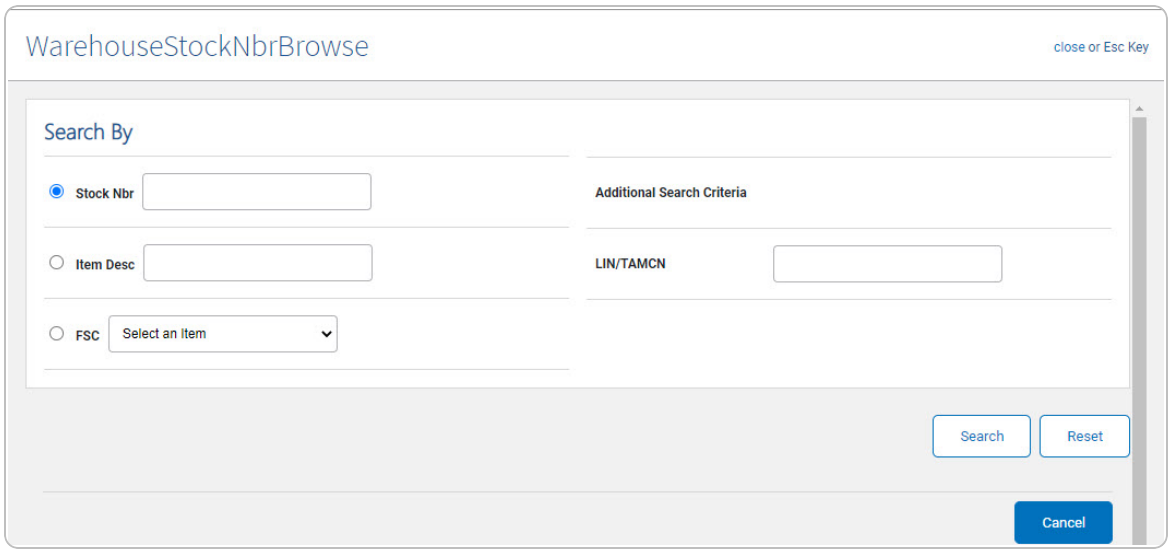
Click the following link to display M&U Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *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.*



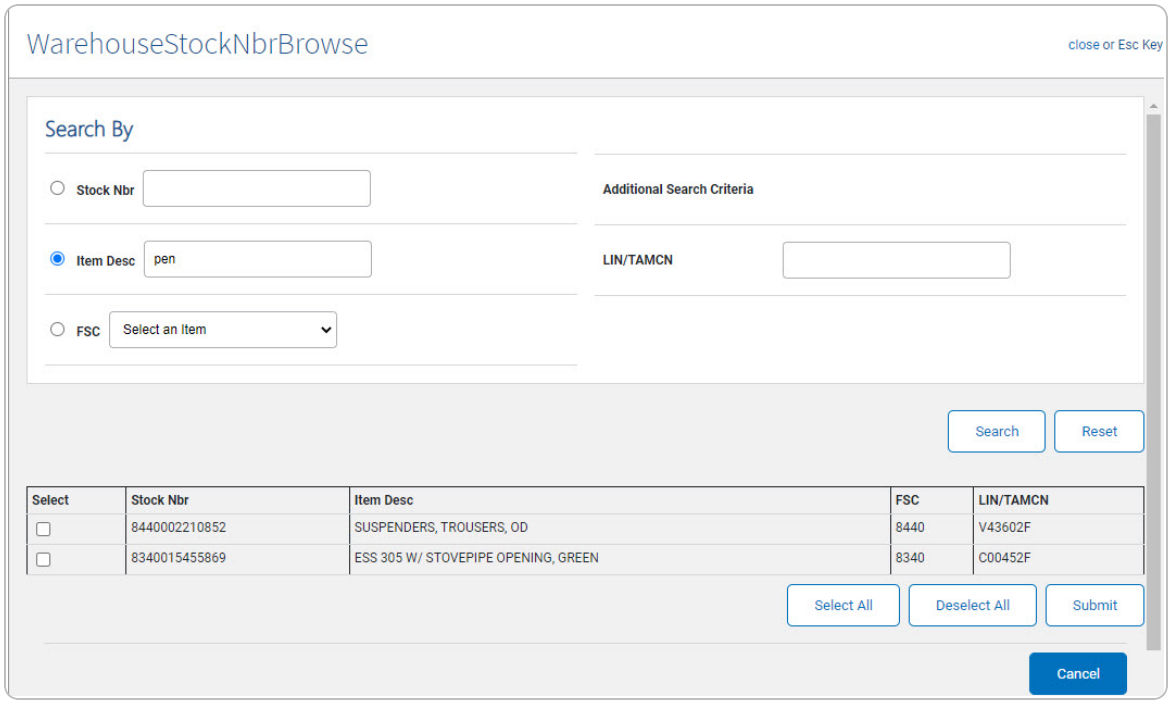
2. Select ○ next to the desired Search By Criteria. *Depending upon what* ○ *is chosen:*

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/TAMCNin the field provided. *This is a 10 alphanumeric character field.*
4. Select Search. *The Search Results display in the Warehouse STOCK NBR Grid below.*



5. Select ☐ next to the desired STOCK NBR.
6. Select Submit. *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
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

ELMS 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

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

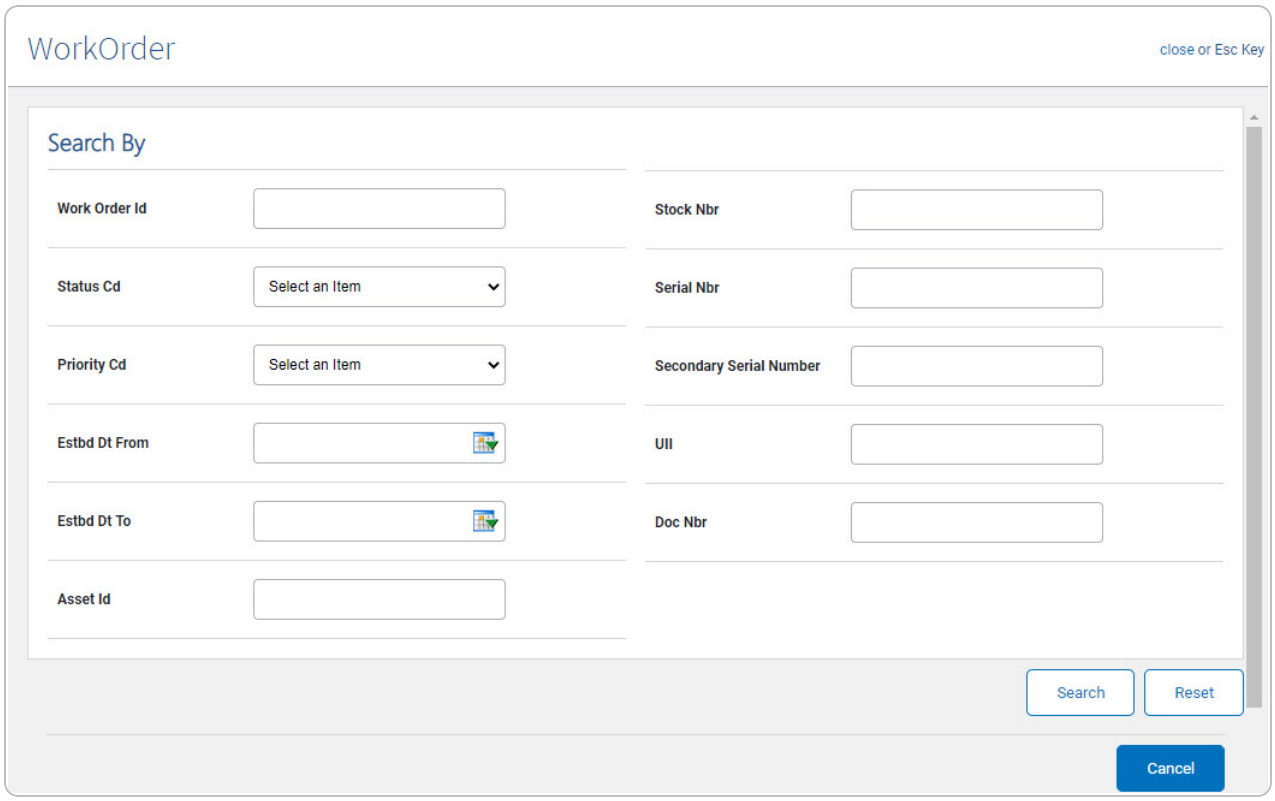
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Browse for a Work Order

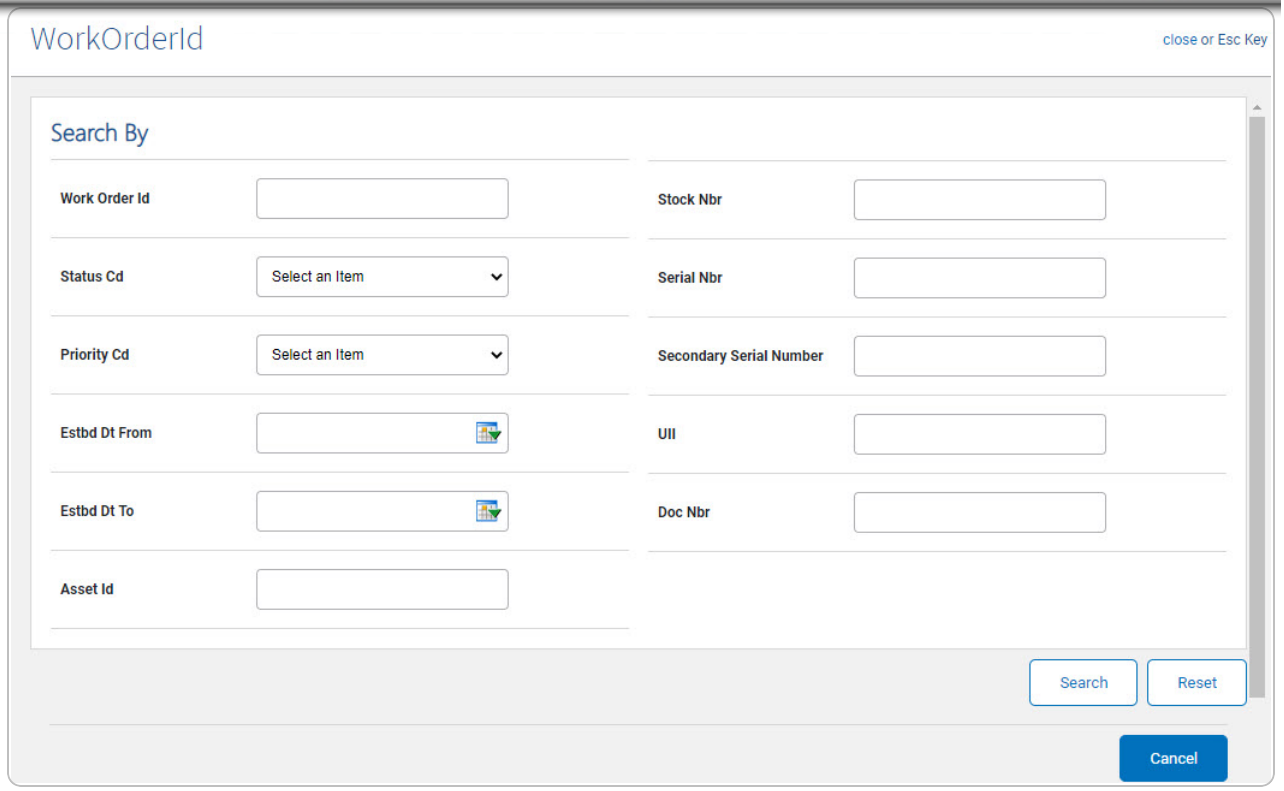
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

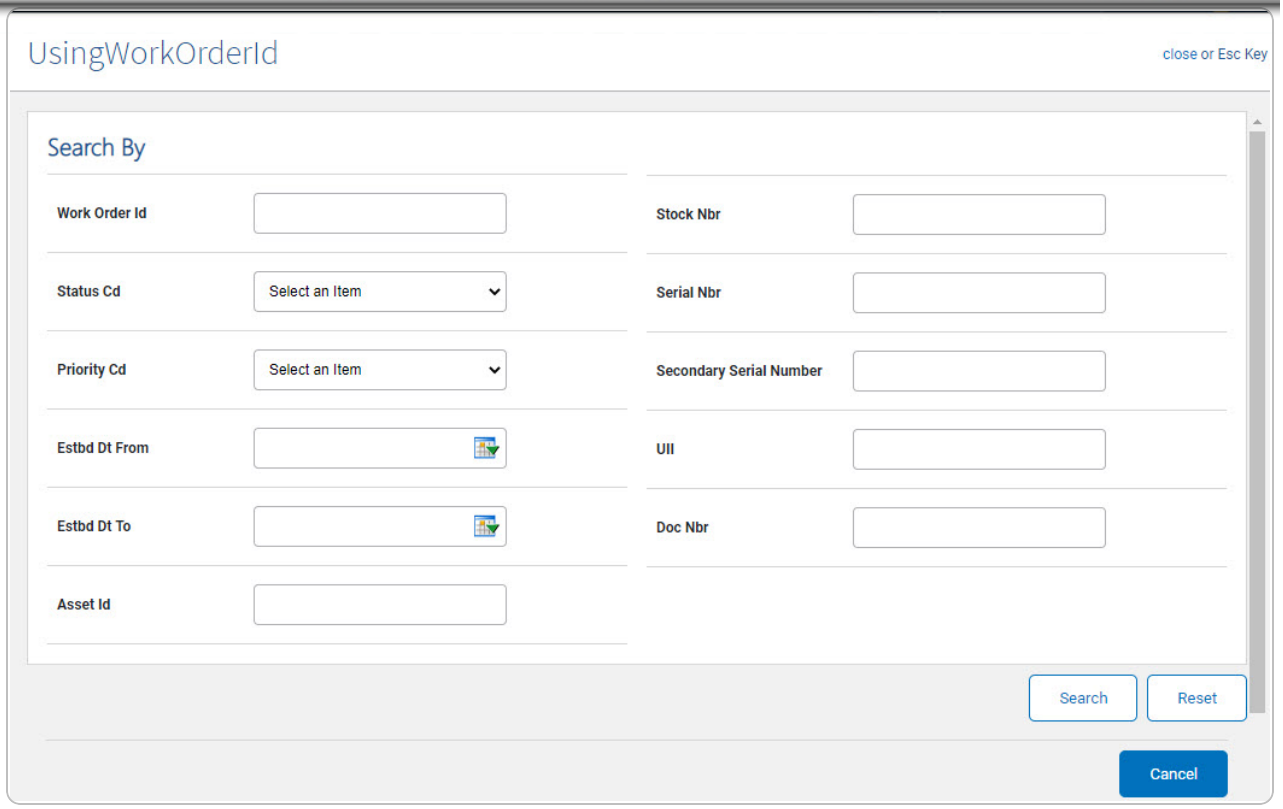
1. Select . *The **Work Order** pop-up window appears*.



Note

The WORK ORDER ID Browse and Using WORK ORDER ID Browse have the same fields as Work Order Browse.


WorkOrderId
close or Esc Key
Search By
Work Order Id
Stock Nbr
Status Cd
Select an Item
Serial Nbr
Priority Cd
Select an Item
Secondary Serial Number
Estbd Dt From
UII
Estbd Dt To
Doc Nbr
Asset Id
Search
Reset
Cancel



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 Search. *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	

Cancel

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.

XXX — ESTBD DT TO Date cannot be < Current Date.	Invalid Date Entry. The Current Date cannot occur after the ESTBD DT TO Date. Re—enter the date.
408 — ASSET ID cannot contain special character(s).	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.
82 — STOCK NBR must be alphanumeric with valid special character(s) $, — , /, #, &, comma, and period.	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.
195 — SERIAL NBR contains invalid special characters.	Invalid Entry. The field must have alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Re-enter the Serial Number.
37 — Entry must = A — Z and/or 0 — 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
682 — Invalid UII format. POS 1 — 50 must be alphanumeric with POS 1 — 6	Invalid Entry. The UII must be at least 6 alphanumeric characters, and no more than 50 characters. Re-enter the UII.

mandatory.	
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.
142 — To perform "Search", data must be entered in one or more fields.	Invalid Search Entry. Enter at least one search criteria to perform a search. Refine and re—enter the search criteria.
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.
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

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

ELMS 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

ELMS Navigation Helpful Tips

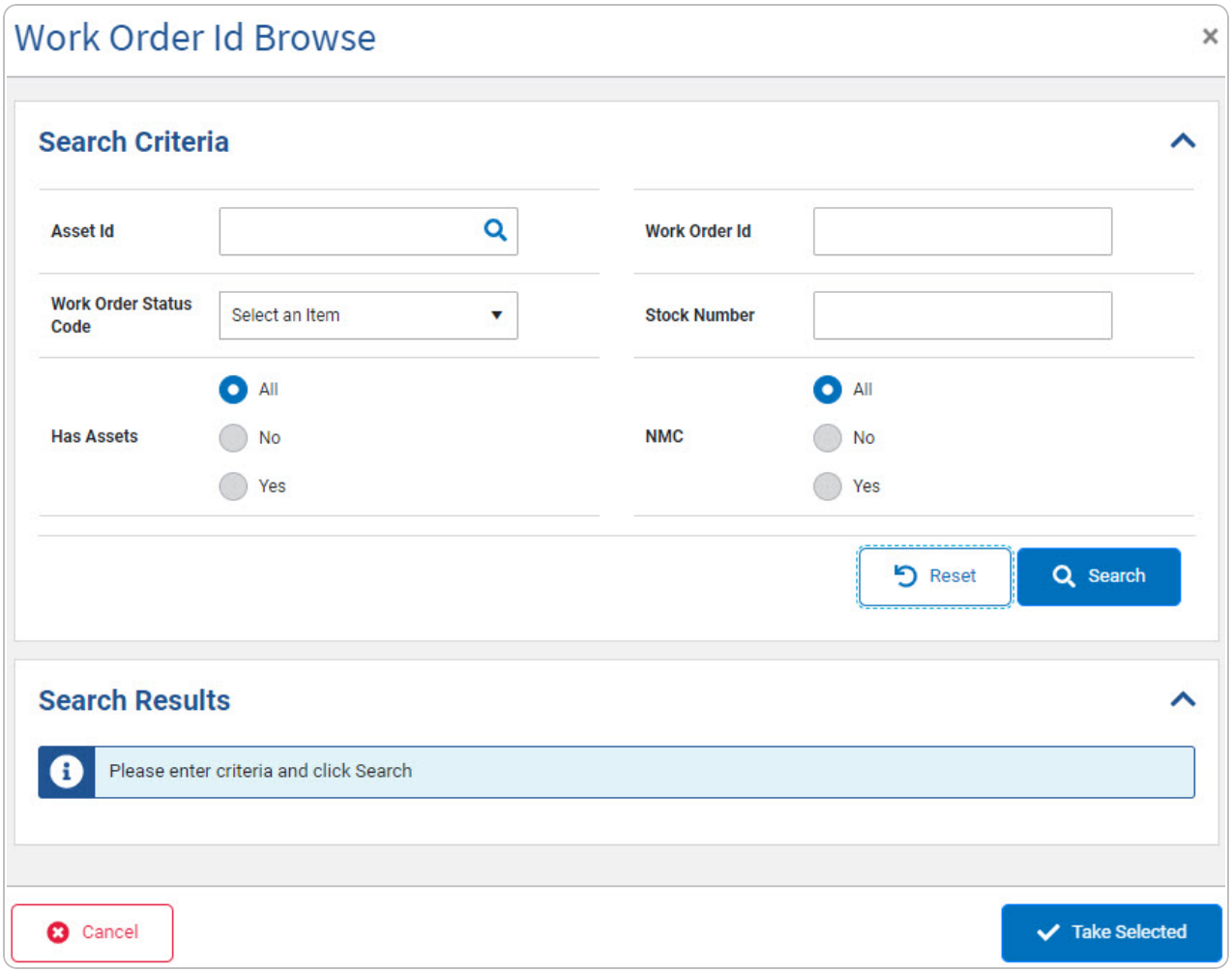
Click the following link to display M&U Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *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*.



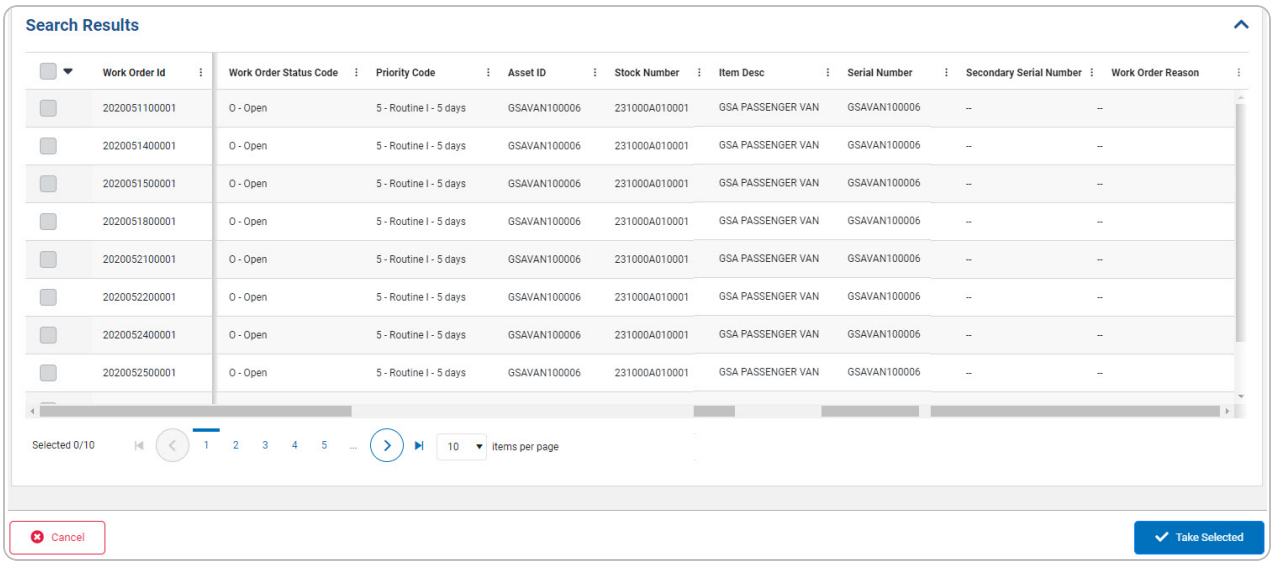
2. In the WORK ORDER ID Search Criteria box, narrow the results by entering one or more of the following optional fields:.

- 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 Search. *The results appear in the **WORK ORDER ID Search Results** grid.*



4. Click to select the WORK ORDER ID. *This highlights the desired row.*

5. Click Take Selected. *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.

not have the appropriate security access.	Enter different Search Criteria and try the Search again.
408 — ASSET ID cannot contain special character(s).	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.
82 — STOCK NBR must be alphanumeric with valid special character(s) $, — , /, #, &, comma, and period.	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.
37 — Entry must = A — Z and/or 0 — 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
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.
142 — To perform "Search", data must be entered in one or more fields.	Invalid Search Entry. Enter at least one search criteria to perform a search. Refine and re—enter the search criteria.

94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.
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

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

ELMS 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

Procedures

ELMS Navigation Helpful Tips

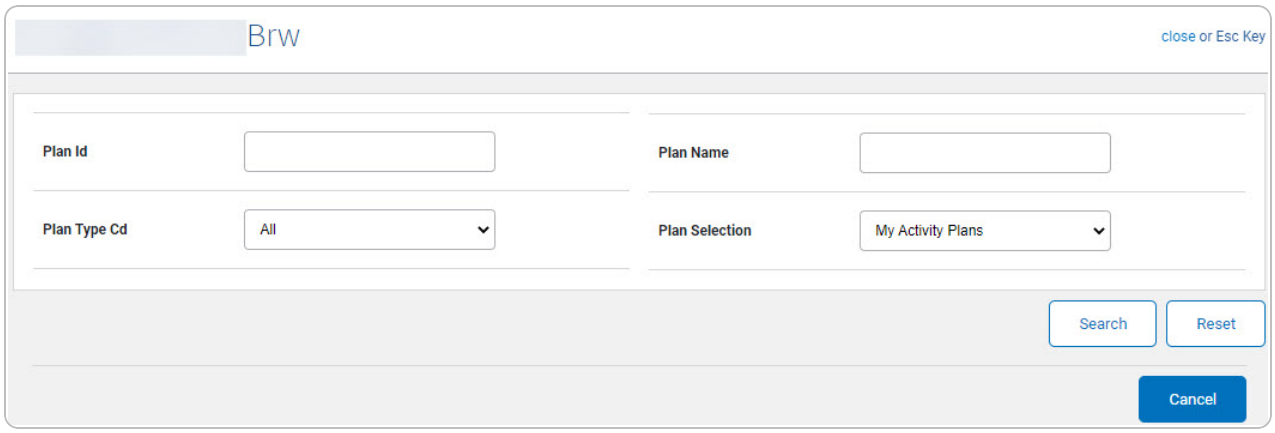
Click the following link to display ELMS Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *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*.



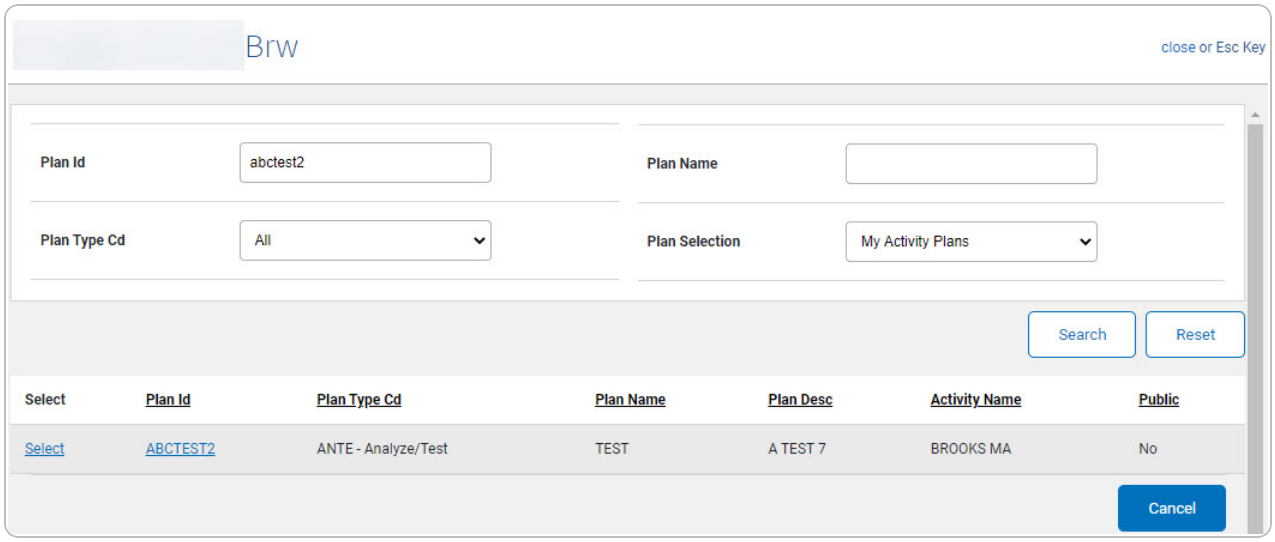
Note

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 Search. *The results appear in the* ***Work Plan Browse Search Results*** *grid.*



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
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

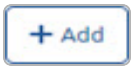
- Work Plan

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

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > 

> 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

Plan Name
Plan Description
Maint Activity
Public
Central Work Plan

Procedures

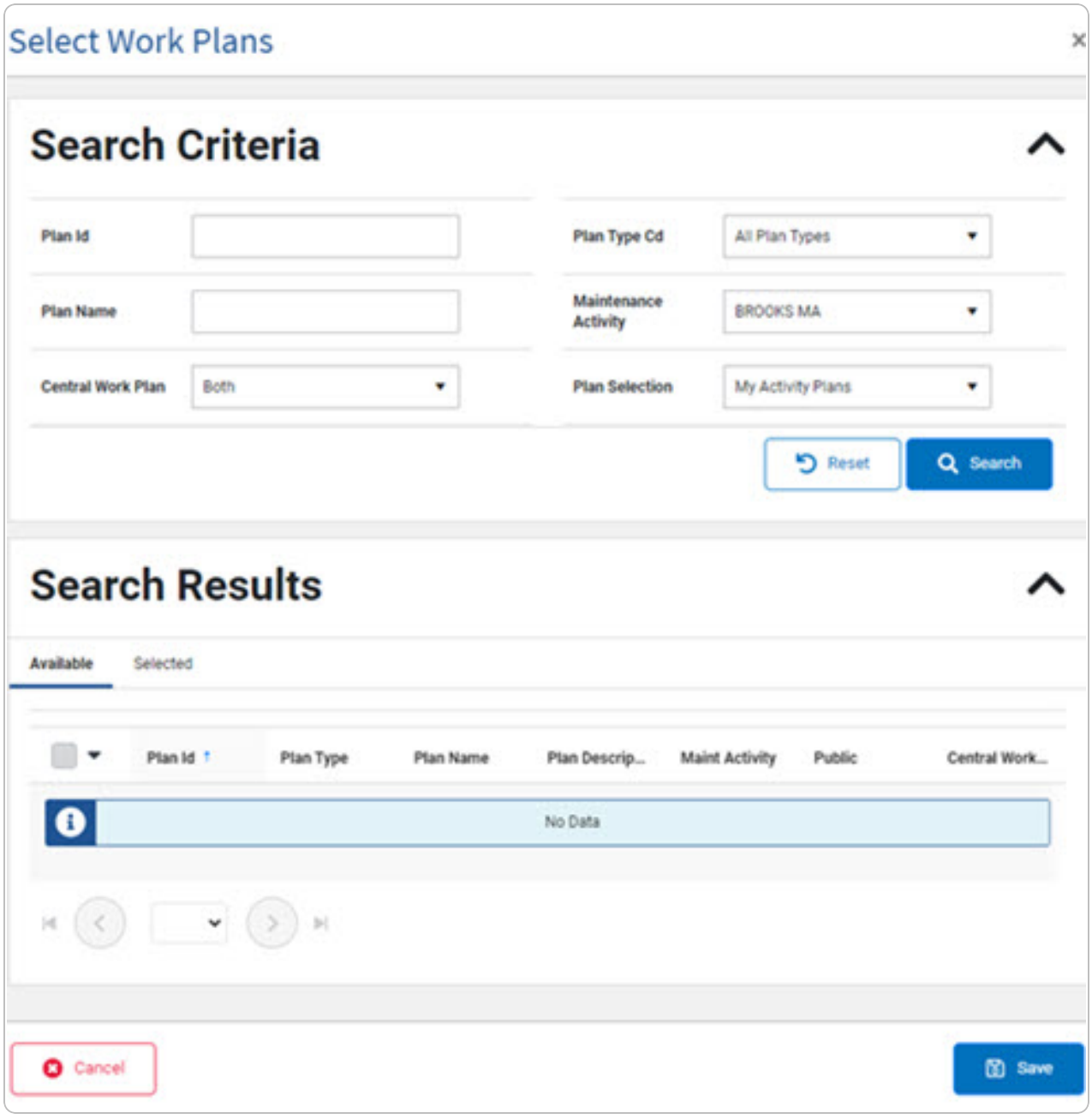
ELMS Navigation Helpful Tips

Click the following link to display ELMS 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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

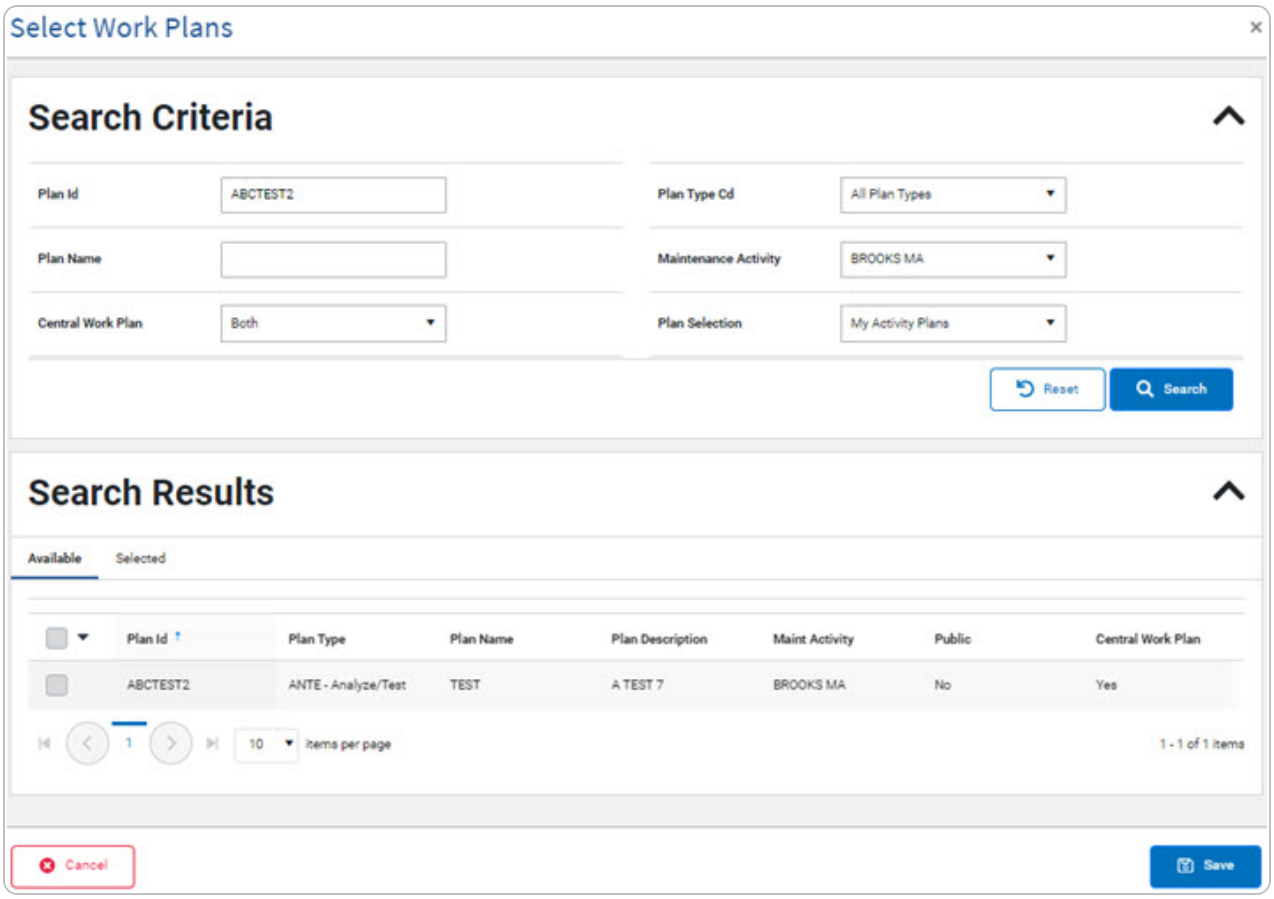
1. Select + Add. *The **Select Work Plans** pop-up window appears*.



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 Search. *The results appear in the **Work PLAN ID Search Results** grid under the Available tab.*



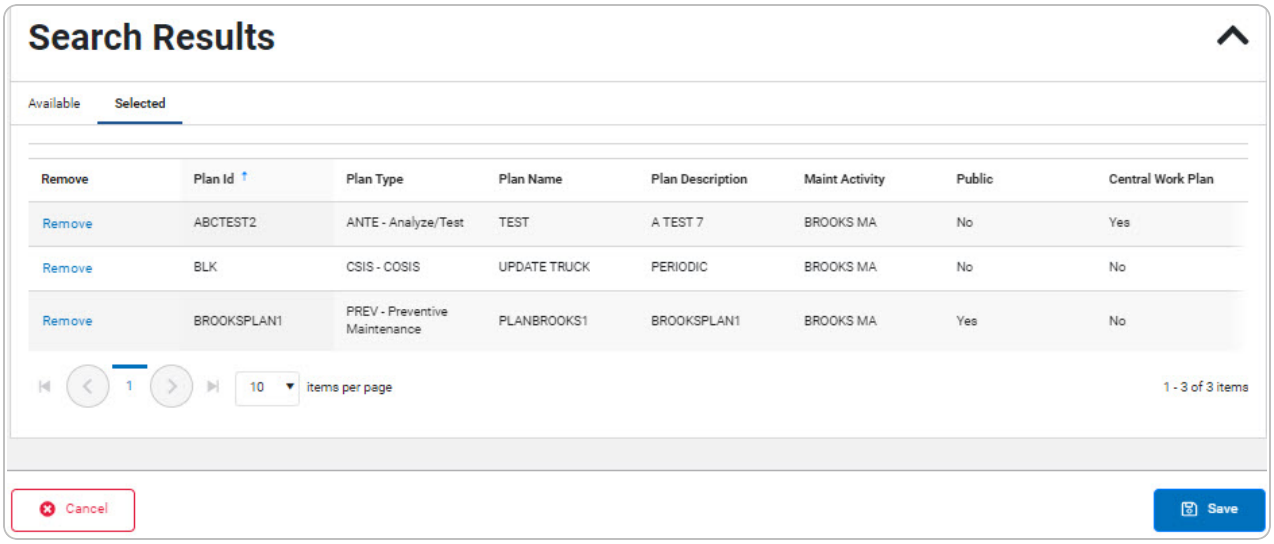
4. Click ☐ to select the PLAN ID.

Select Save. *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.



A. Select the Remove hyperlink. *The selected Work Plan Identifier is removed from the grid.*

B. Select Save. *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

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

ELMS 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

ELMS Navigation Helpful Tips

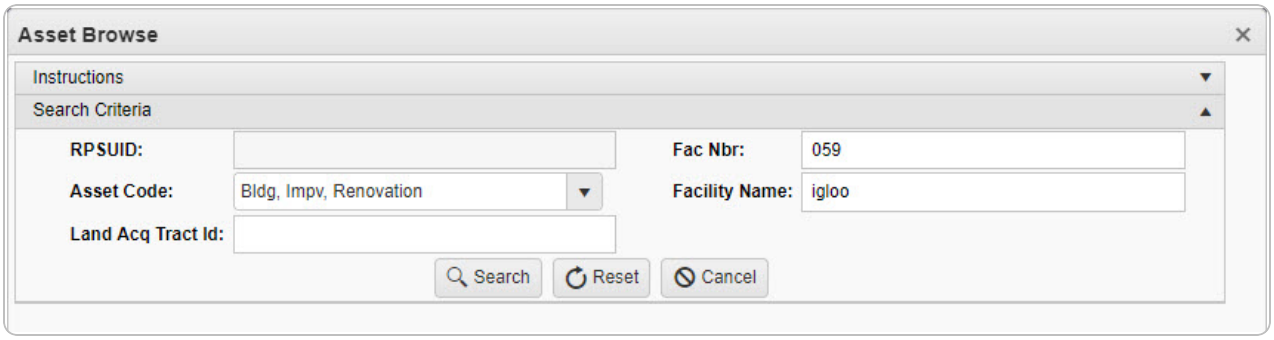
Click the following link to display Warehouse Navigation Tips.

Browse for an Asset

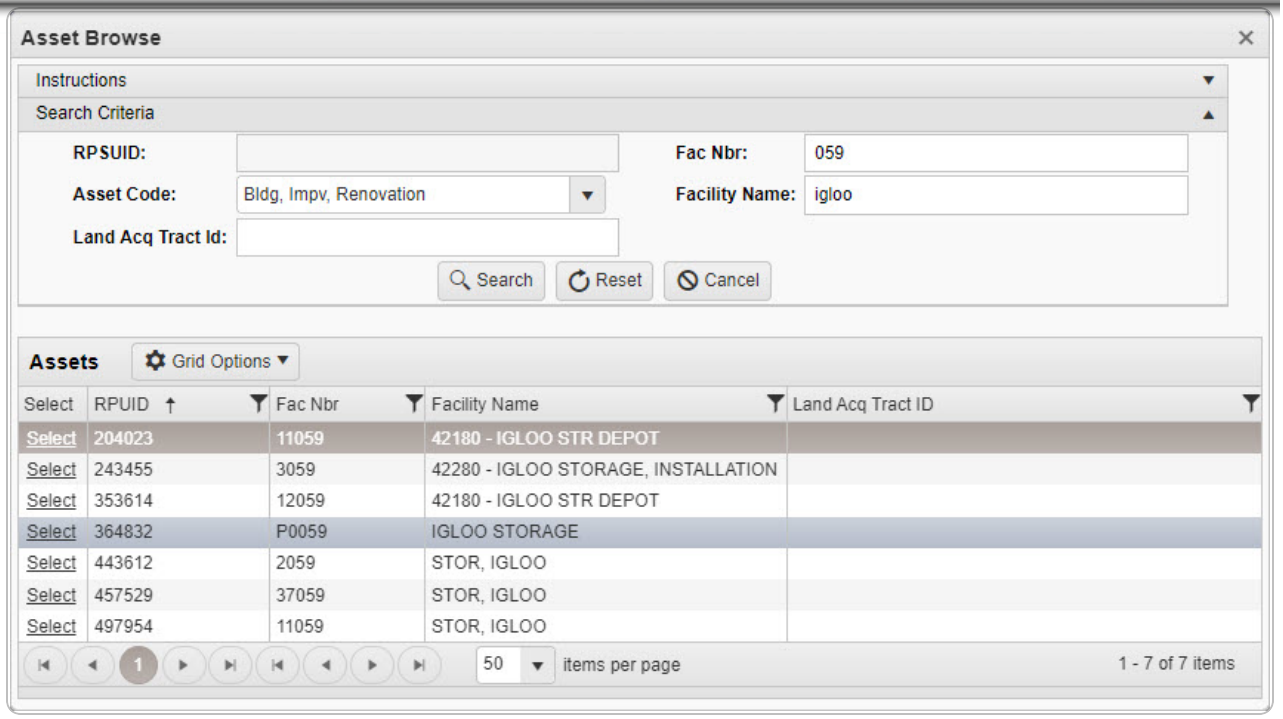
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *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 Search . *Results display in the Assets Grid below.*



4. Choose the Select hyperlink next to the desired RPUID. *The pop-up window closes and the selected Facility NBR / LAND ACQ TRACT ID appears in the previous screen.*

Common Errors

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

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

Related Topics

- Facility

Browse for a Container Id

Overview

The Container Id Browse pop-up window allows searching for Containers in the specified Warehouse.

Navigation

ELMS Warehouse Module > *Various Procedural Steps* > > Container Id Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

21	Select "Add" button to create a new record.
434	Select "Print Labels" button to print Container Label(s).

Container Id Search Criteria

Container Id
Location
Stock Nbr
Owning DoDAAC
Freeze Location
Container Type
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

ELMS Navigation Helpful Tips

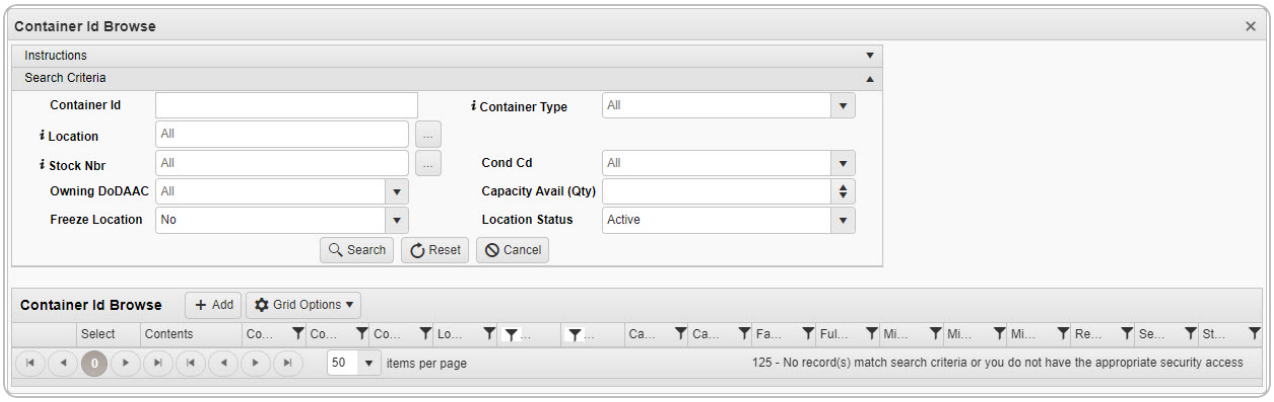
Click the following link to display Warehouse Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *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.*



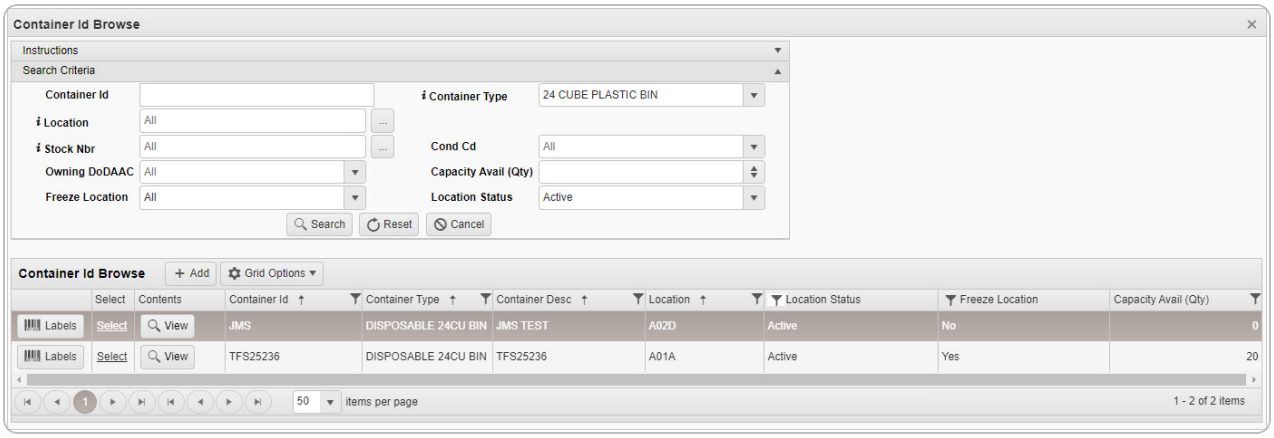
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

- 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.

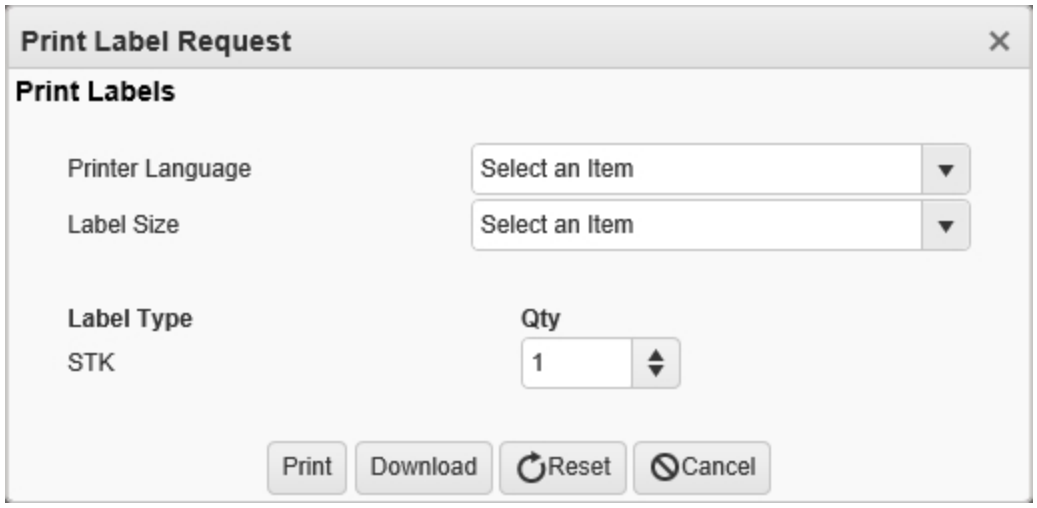
3. Select Search to begin the query. *Results display in the CONTAINER ID Grid below.*



4. Choose the Select hyperlink next to the desired CONTAINER ID. *The pop-up window closes and the selected Container appears in the previous screen.*

Print Container Labels

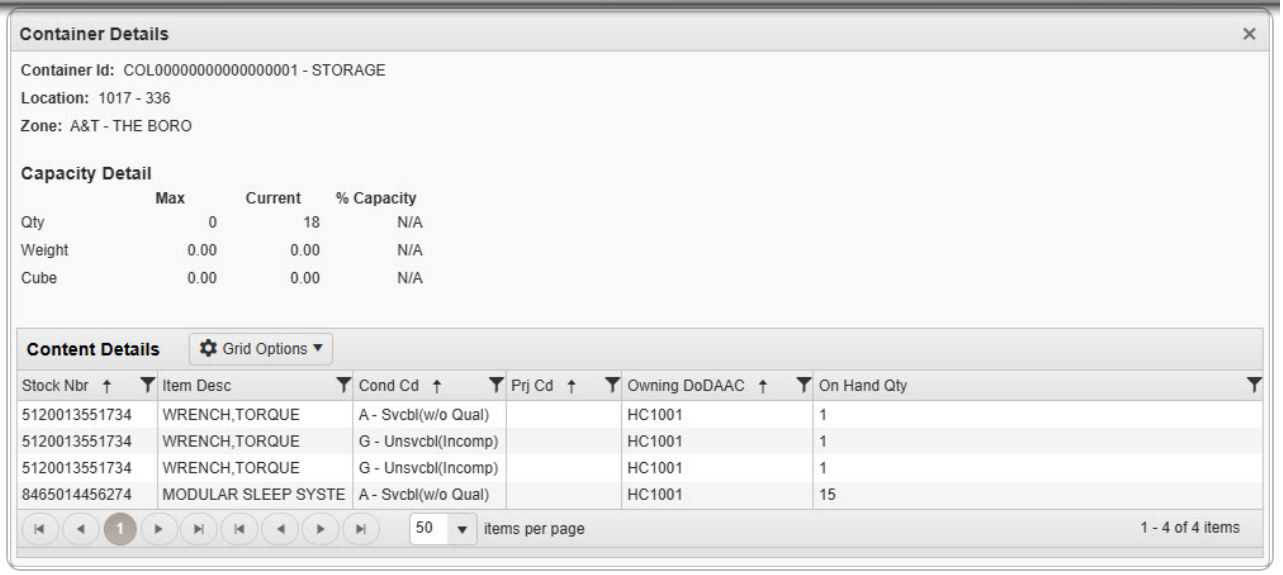
1. Select Labels next to the desired container. *The **Print Label Request** pop-up window appears.*



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 Print 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.*



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

- 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 ELMScatalog.

Navigation

ELMS > *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

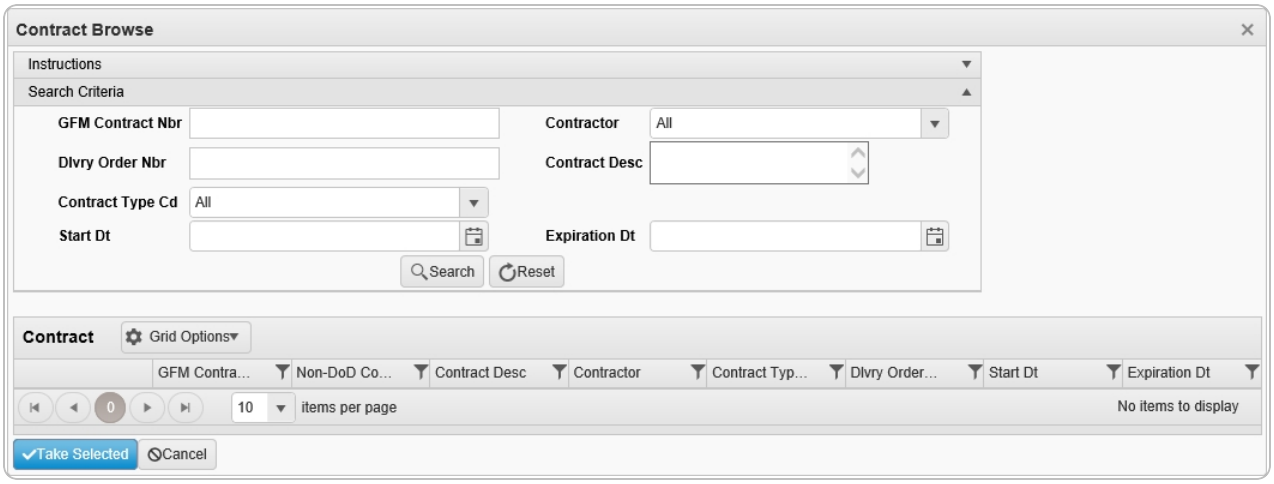
ELMS Navigation Helpful Tips

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

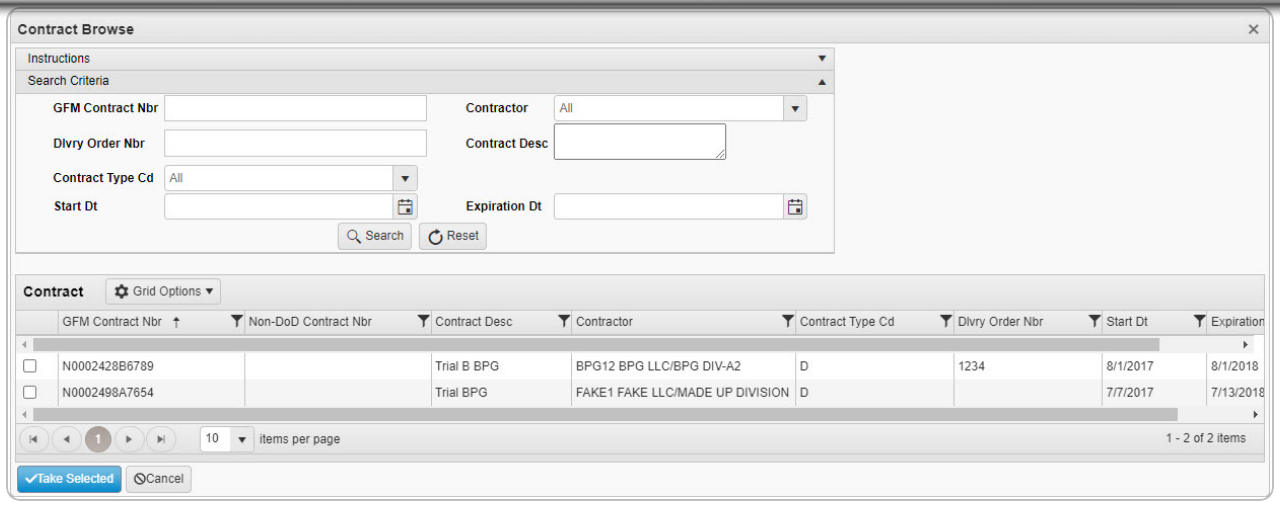
Browse for a Contract Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *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 Search to begin the query. *Results display in the Contract Results Grid below.*



4. Click ☐ to select the desired contract. *The Contract record is highlighted.*

5. Select ✔Take Selected. *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 fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

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

Navigation

MATERIEL MGMT > *VARIOUS PROCEDURAL STEPS* > Pick > Create Pick Plan > Create Pick Plan pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

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

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

Create Pick Plan

Cost Center
Staging Location
Personnel

Procedures

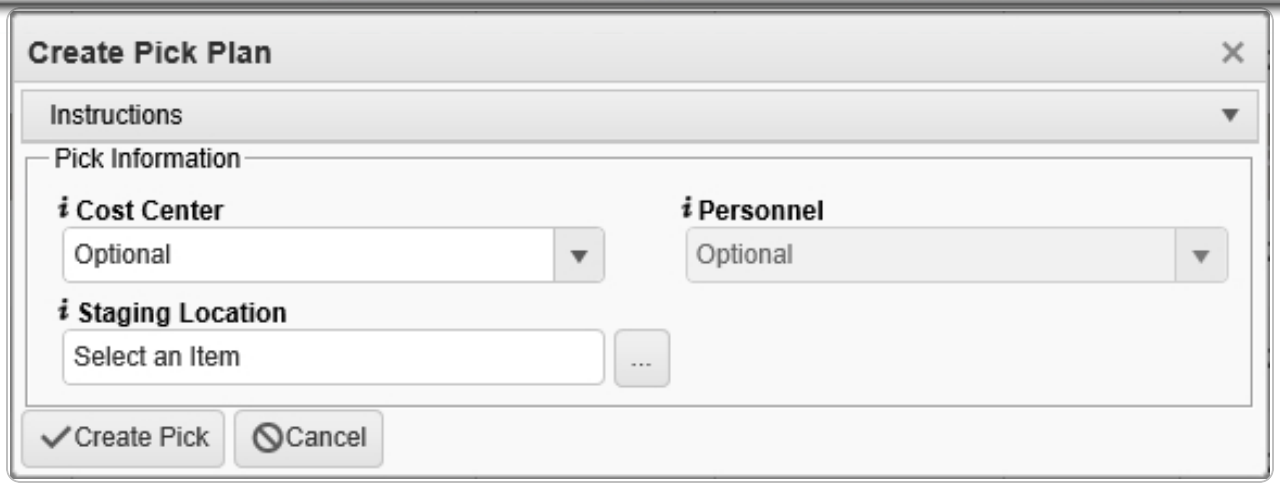
ELMS Navigation Helpful Tips

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select ☐ next to the desired request.
2. Select Pick. *The Pick Menu appears.*
3. Select Create Pick Plan. *The **Create Pick Plan** pop-up window appears.*



4. Use ▼ to select the Cost Center, or use ℹ to assist with the entry. *This is a 25 alpha-numeric 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 alpha-numeric character field.*

7. Select Create Pick. *The new system-generated pick number appears in the Pick NBR column.*

Common Errors

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

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

ity access.	the Search again.

Related Topics

- Unit Issue Request Overview

Create and Plan Pick

Overview

The Warehouse Management module Create and Plan Pick process provides the ability to create new Pick information and plan it out.

Note

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

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

Navigation

MATERIEL MGMT > *VARIOUS PROCEDURAL STEPS* > Pick > Plan Picks > Create and Plan Pick pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

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

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

Create Pick Plan

Cost Center
Staging Location
Personnel

Procedures

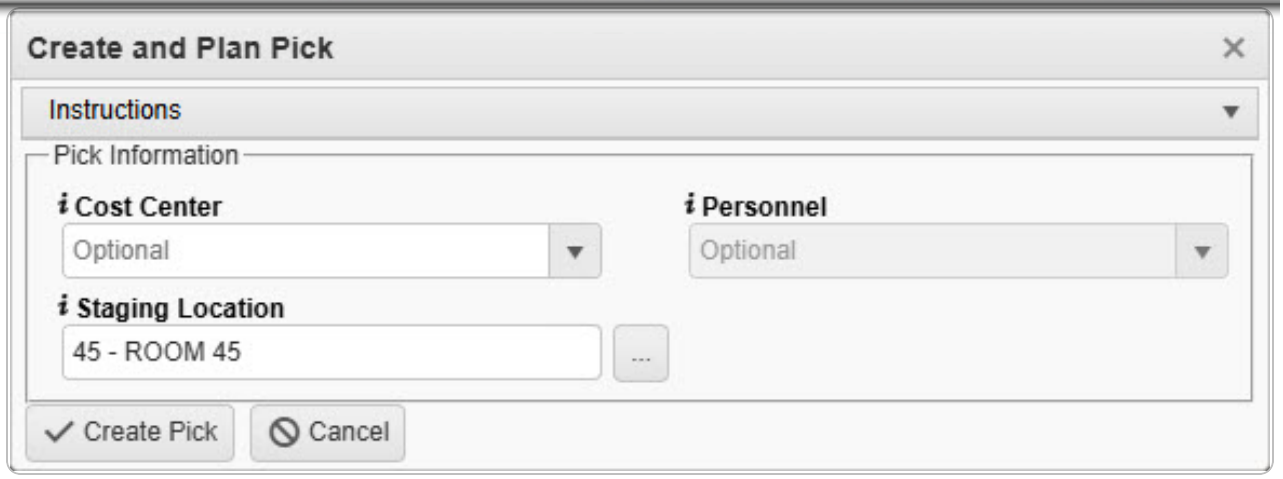
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Create and Plan Picks

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 ☐ next to the desired request.
2. Select Pick. *The Pick Menu appears.*
3. Select Plan Picks. *The* ***Create and Plan Pick*** *pop-up window appears.*



4. Use ▼ to select the Cost Center, or use ℹ to assist with the entry. *This is a 25 alpha-numeric character field.*

5. Use ℹ or ... to assist with the Staging Location entry. *This is a 20 alphanumeric character field.*

   Location Browse

6. Use ▼ to select the Personnel, or use ℹ to assist with the entry. *This is a 150 alpha-numeric character field.*

7. Select Create Pick. *The new system-generated pick number appears in the Pick NBR column.*

Common Errors

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

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

ity access.	the Search again.

Related Topics

- Unit Issue Request Overview

Browse for a Document Number

Overview

The Document Number Browse pop-up window allows searching for documents in the ELMS catalog.

Navigation

ELMS Warehouse Module > *Various Procedural Steps* > ... > Document Nbr Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

110	DOC NBR range must be established before processing.

Search Criteria

Document Nbr
Status
Stock Nbr

DOCUMENT NBR Results Grid

Select
Document Nbr
Stock Nbr
Item Desc
From Warehouse
To Warehouse
Document Type
Ordered Qty

Procedures

ELMS Navigation Helpful Tips

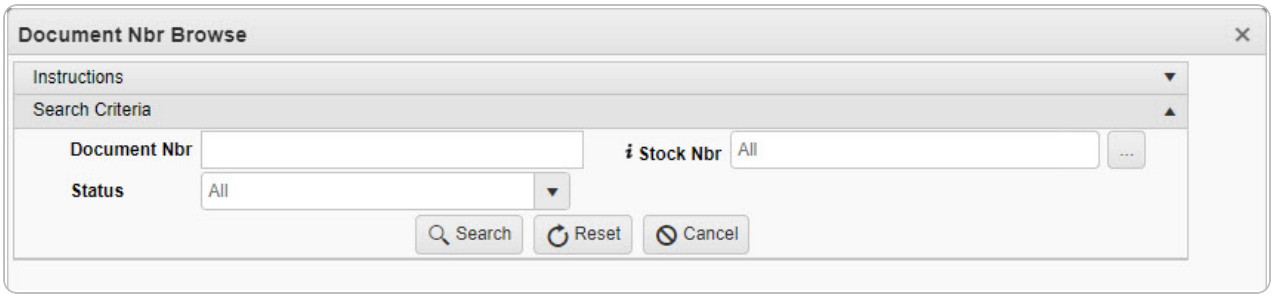
Click the following link to display Warehouse Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

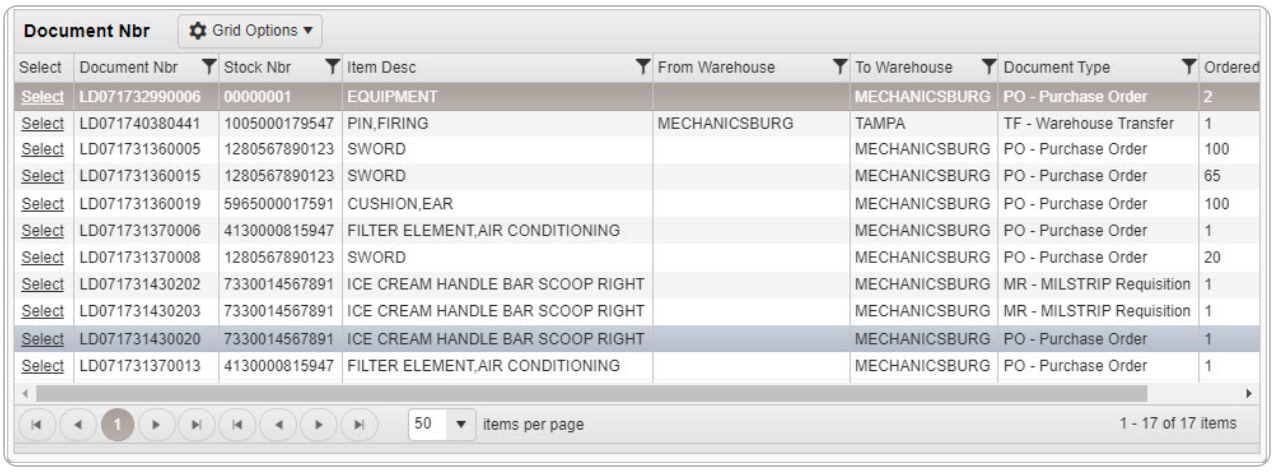
1. Select ... . *The **DOCUMENT NBR Browse** pop-up window appears.*



2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
   - Enter the Document NBR in the field provided. *This is a 14 alphanumeric character field.*
   - Use ▼ to select the Status.
   - Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

     Stock Number Browse help

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



4. Choose the Select hyperlink next to the desired DOCUMENT NBR. *The **DOCUMENT NBR Browse** pop-up window closes and the selected DOCUMENT NBR appears in the previous screen.*

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
58 — Doc Nbr Range must be established for your UIC. Select Doc Nbr Range A/U/D to establish range.	Invalid Entry. A range of numbers must be created before assigning a document number. Create a document number range before proceeding.

Related Topics

- Warehouse Transfer
- Warehouse Issue
- Inventory Update - Manager
- QA / QC / Inspection (both Add and Update)

Browse for an Exchange

Overview

The Exchange Browse pop-up window allows searching for replacement assets in the ELMS catalog.

Note

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

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

Navigation

ELMS 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 *
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

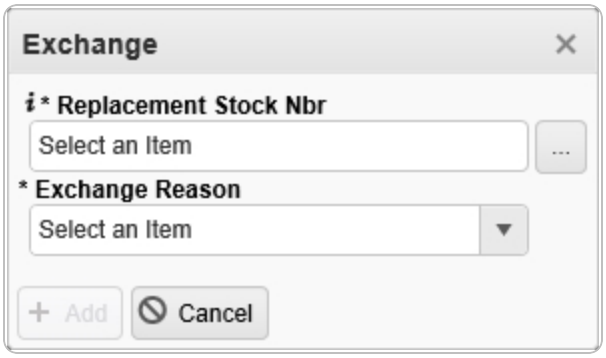
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Browse for a Replacement Stock Number

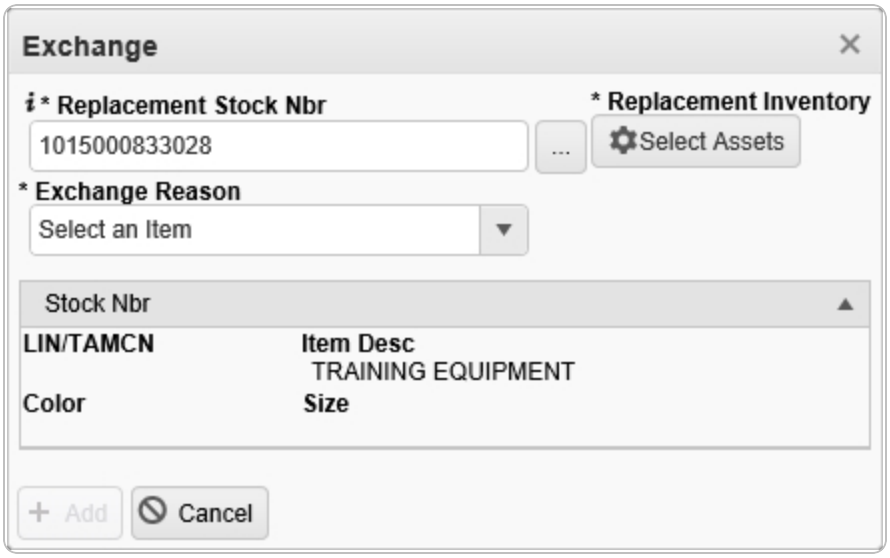
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

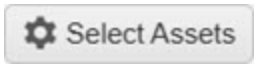
1. Select Exchange. *The* ***Exchange Browse*** *pop-up window appears.*



2. Use i 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.*

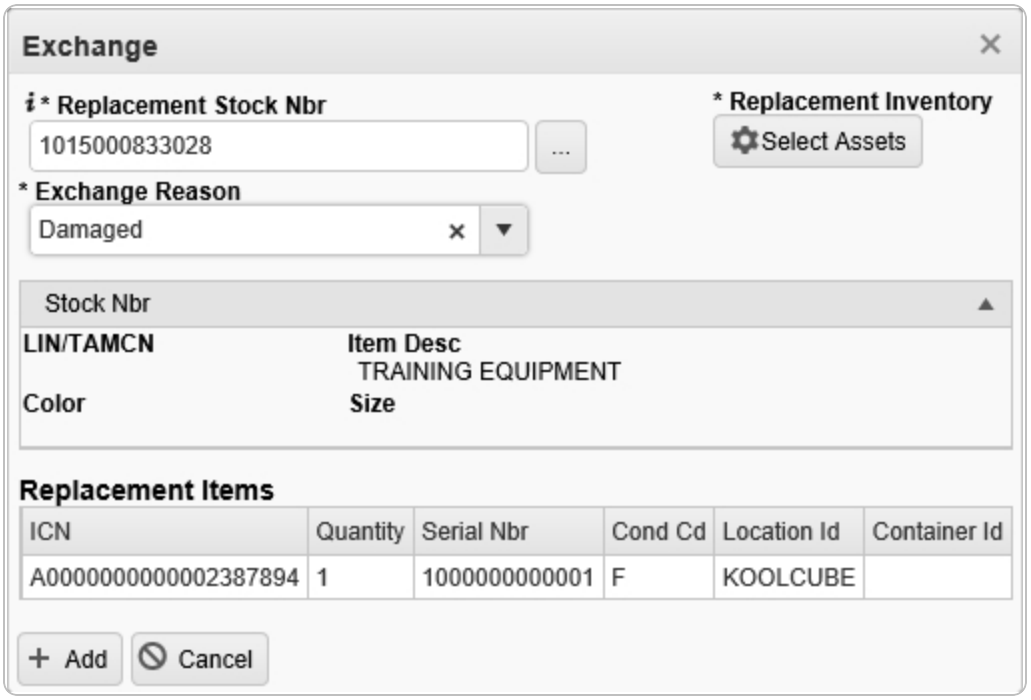
Stock Number Browse help



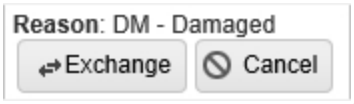
3. Select 

. *The **Inventory Selection Browse** pop-up window appears. When the field is entered, additional fields appear.*

4. Use to select the Exchange Reason.



5. Select + Add. *The Exchange cell changes from* ⇄Exchange *to*



, and the replacement asset is ready to be exchanged. Once the return is completed, the new asset is issued.

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate 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 Individual Return

Browse for an External Stock Number

Overview

The External Stock Number Browse pop-up window allows searching for assets outside the ELMScatalog.

Navigation

ELMS 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.

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

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

USC
Item Desc
Manufacturer Part Number
FSC
NIIN
ARC
Recover Cd
Dmil Cd

Optional

Manufacturer Part Number
Model Number
CAGE Code

Procedures

ELMS Navigation Helpful Tips

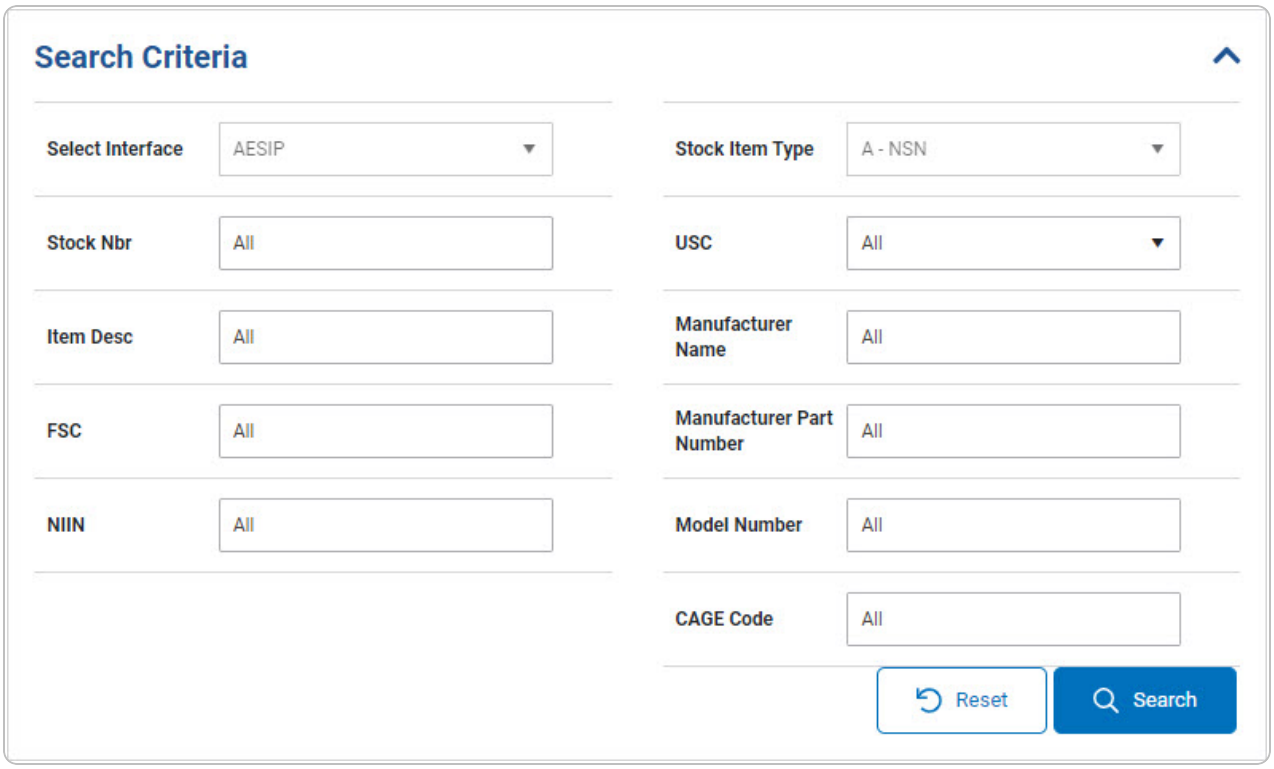
Click the following link to display Warehouse Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

1. Select . *The **External Stock Nbr Browse** pop-up window appears.*

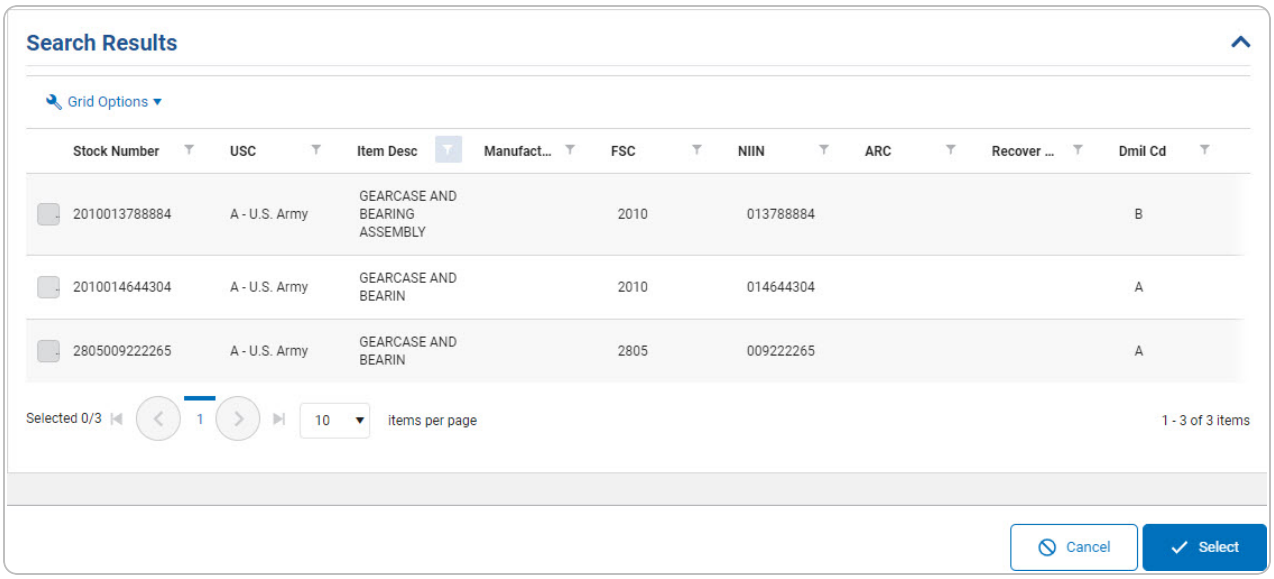


2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

- 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 Search to begin the query. *Results display in the STOCK NBR Grid below.*



4. Click to select the desired STOCK NBR. *The record is highlighted.*

5. Select 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 ReconciliationInventory Update - Manager
- Inventory Update - User
- Maintenance Issue
- Materiel Release Order
- Physical Inventory
- Project Management
- QC Inspection
- Receiving
- Replenishment Review
- SKO Assemble
- SKO Disassemble
- Unit Issue Post-Post

- Unit Issue Return
- Warehouse Issue
- Warehouse Transfer
- Manage Stock Number Lists
- Container
- Location Condition Code Default
- Stock Item Individual Issue Location

Browse for an Inventory Control Number (ICN)

Overview

The Inventory Control Number (ICN) Browse pop-up window allows searching for assets in the ELMScatalog.

Navigation

ELMS 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

ELMS Navigation Helpful Tips

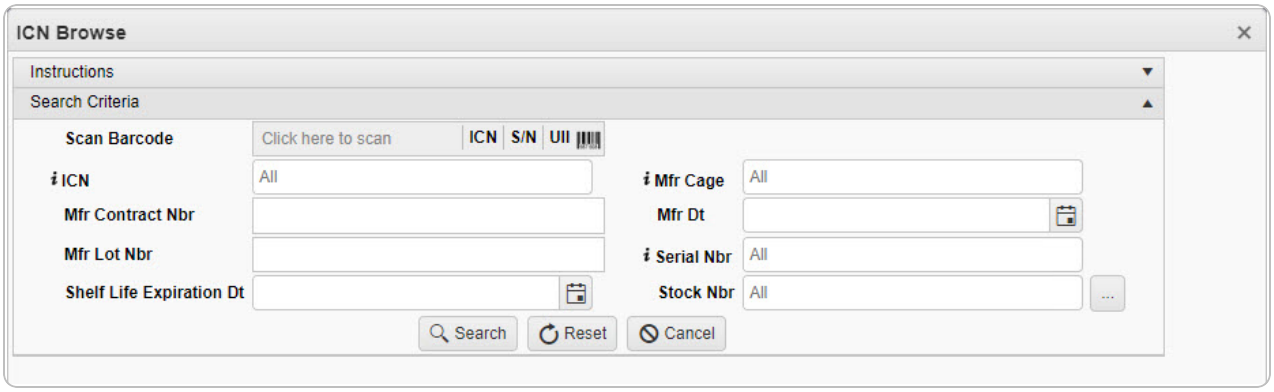
Click the following link to display Warehouse Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

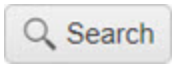
1. Select ... . *The* ***ICN Browse*** *pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



- Select Click here to scan ICN S/N UII . *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
- Enter the ICN, using i to assist with the entry. *This is a 20 alphanumeric character field.*
- Enter the MFR CAGE, using i 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 i to assist with the entry. *This is a 20 alphanumeric character field.*

- Use to select the Shelf Life Expiration DT, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help

3. Select  to begin the query. *Results display in the ICN Browse Grid below.*

4. Choose the Select hyperlink next to the desired ICN. *The pop-up window closes and the selected ICN appears in the previous screen.*

Common Errors

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

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

Related Topics

- Allocation Management
- Individual Item Return
- Individual Return
- Inspection
- Inventory Selection
- Inventory Update - Manager

- Physical Inventory
- Receiving
- Individual Reconciliation
- SKO Assemble
- SKO Disassemble
- Unit Issue Activity Inquiry
- Inventory Update - User

Browse for a Real Property Installation

Overview

The Real Property Installation Browse pop-up window allows searching for installations in the specified physical area.

Navigation

ELMS 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

ELMS Navigation Helpful Tips

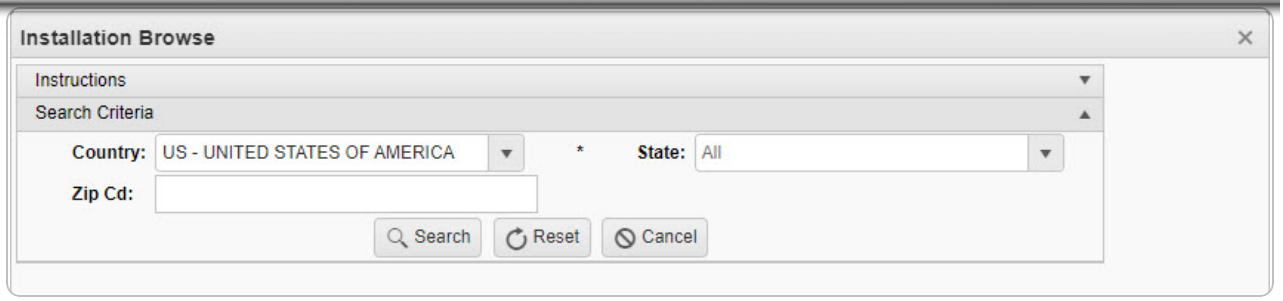
Click the following link to display Warehouse Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

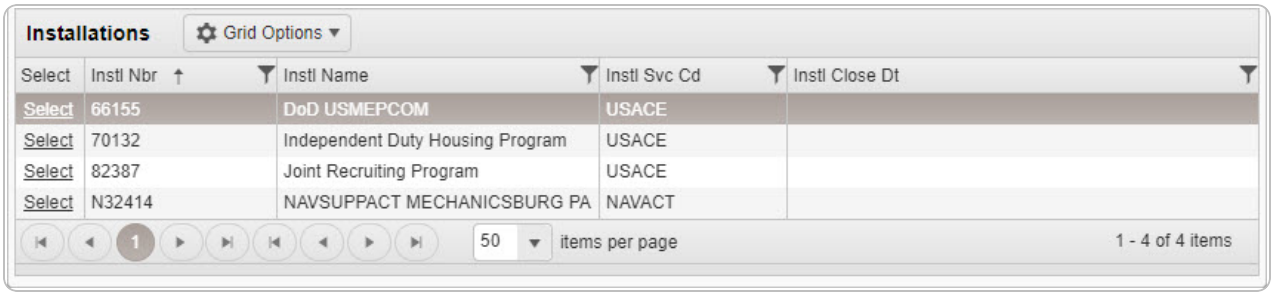
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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:.



- 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 Search. *Results display in the Installation Grid below.*



4. Choose the Select hyperlink next to the desired Installation. *The pop-up window closes and the selected Installation appears in the previous screen.*

Common Errors

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

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

Related Topics

- Facility

Browse for an Internal Stock Number

Overview

The Internal Stock Number Browse pop-up window allows searching for assets in the ELMScatalog.

Navigation

ELMS 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.

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

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

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

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

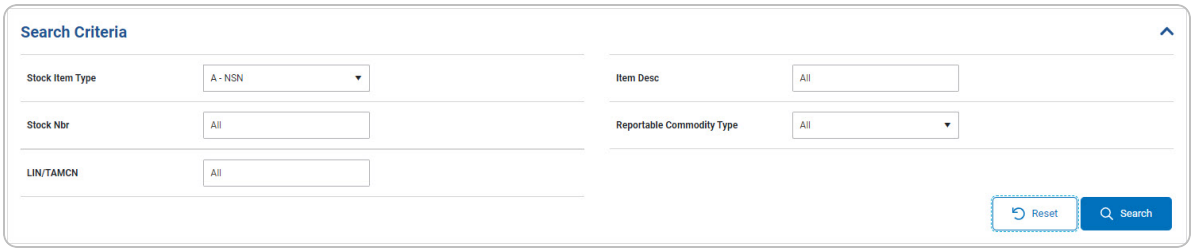
Browse for a Stock Number

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

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

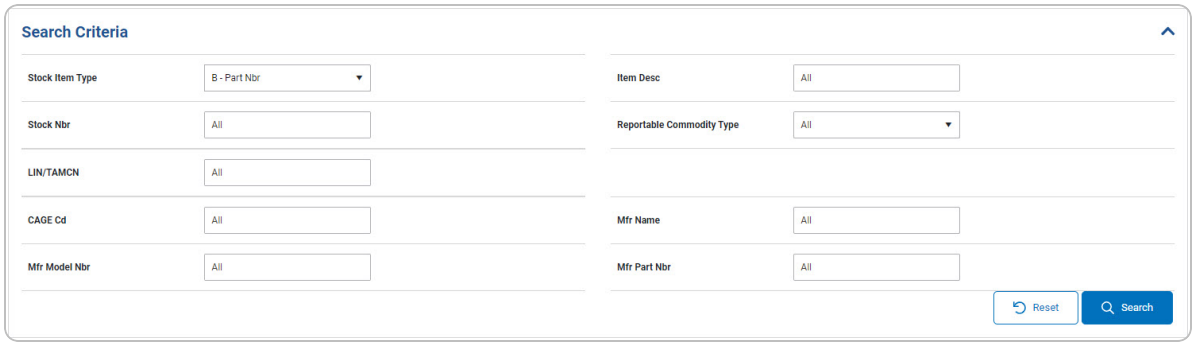
1. Select . *The* ***Internal Stock Nbr Browse*** *pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
3. Use to select the Stock Item Type.

A - NSN



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



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.*

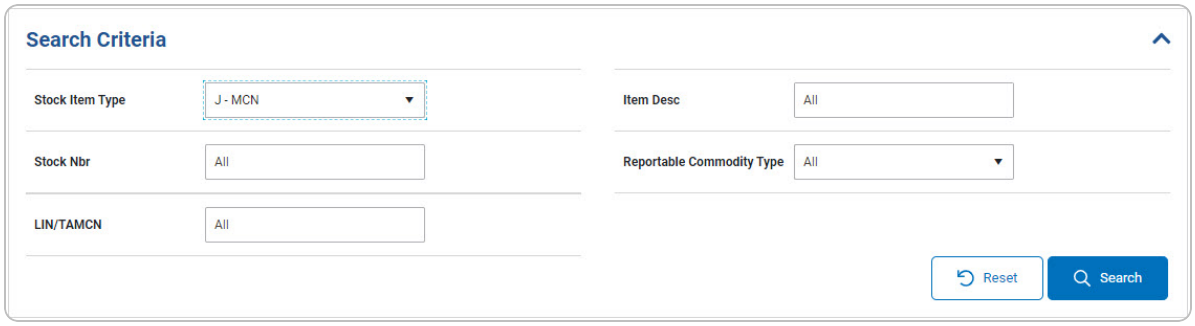
E. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

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



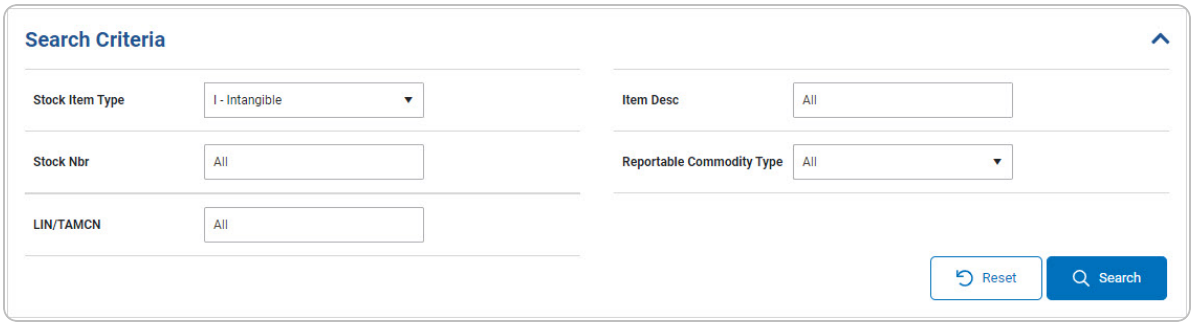
A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

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



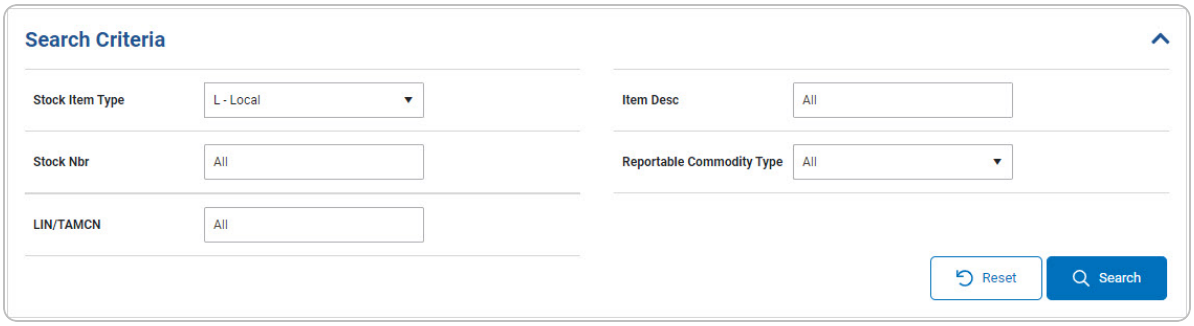
A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

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



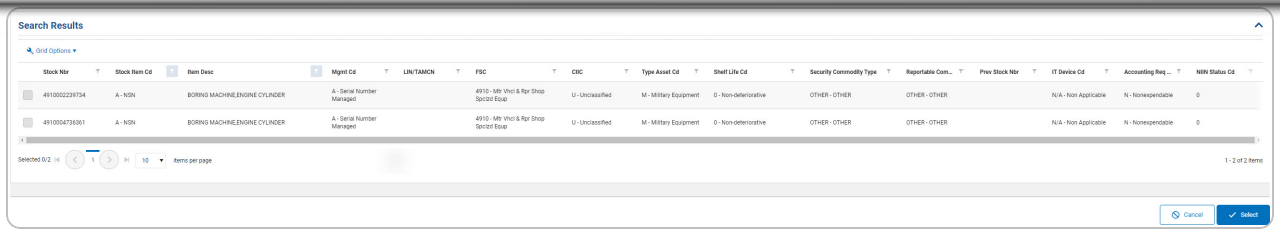
A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

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 Search to begin the query. *Results display in the STOCK NBR Grid below.*



5. Click ☐ to select the desired STOCK NBR. *The record is highlighted.*

6. Select ✓ 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 - 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

ELMS Warehouse Module > *VARIOUS PROCEDURAL STEPS* >

> 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

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 / Dlvry Ord Nbr
Meter Reading

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

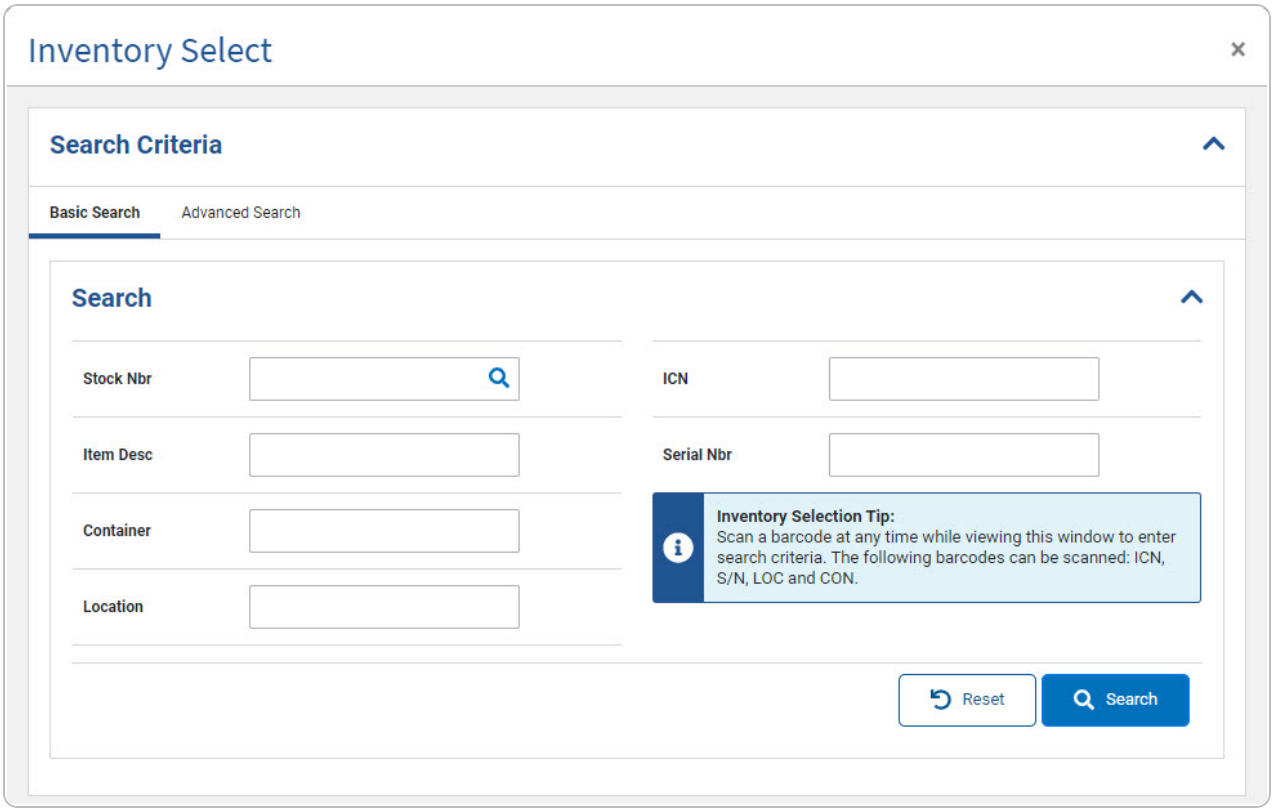
ELMS Navigation Helpful Tips

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 + Add. *The **Inventory Selection** pop-up window appears.*



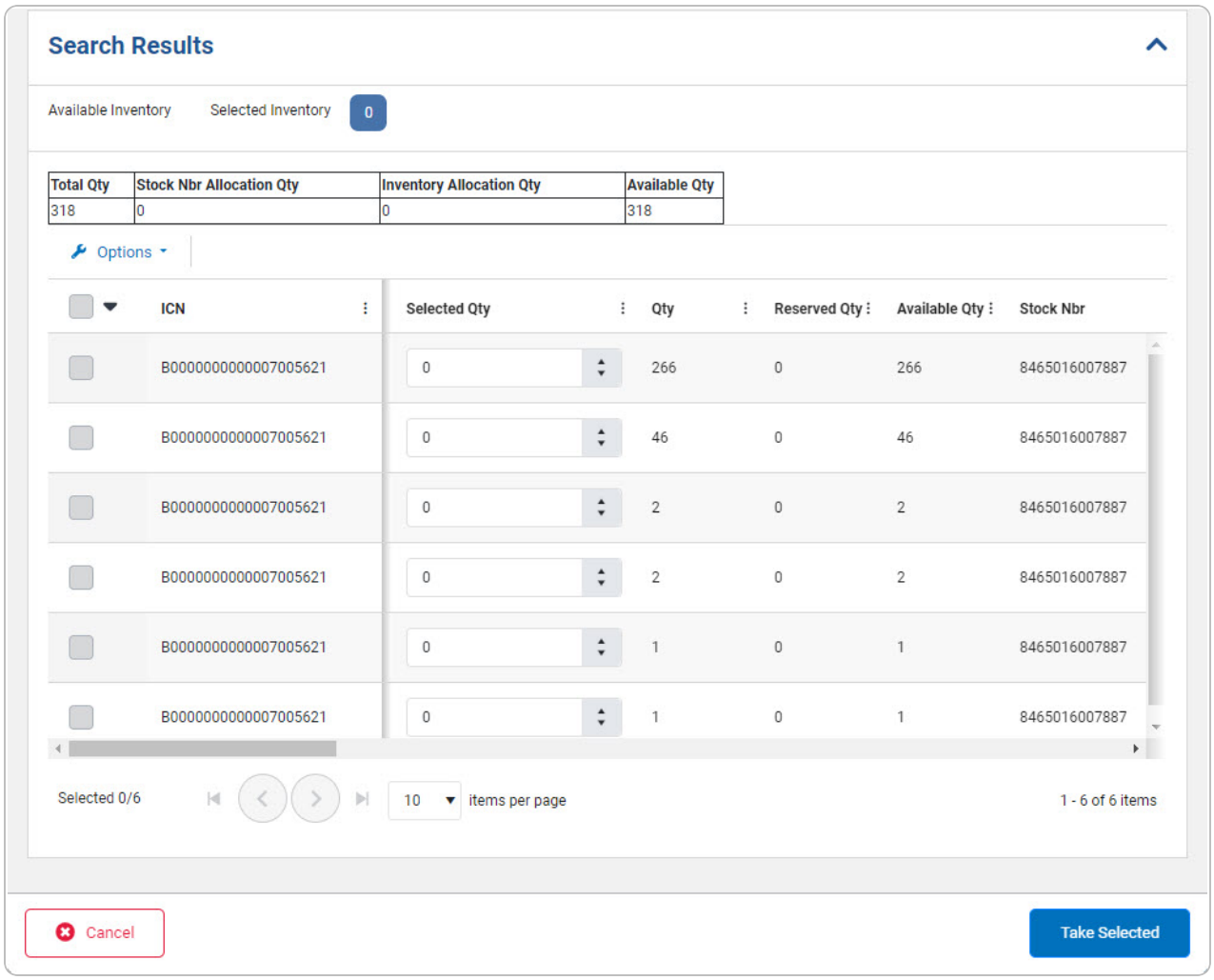
2. In the Search Criteria box, narrow the results by entering one or more of the following fields:.

- 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 ICNin 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 Add Expression. *The Boolean Expression sentence appears.*

- Choose which Advanced Search item to search by.

3. Select Search. *The results display in the Inventory Selection grid.*



Review the Available Inventory

Selecting Cancel *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.*

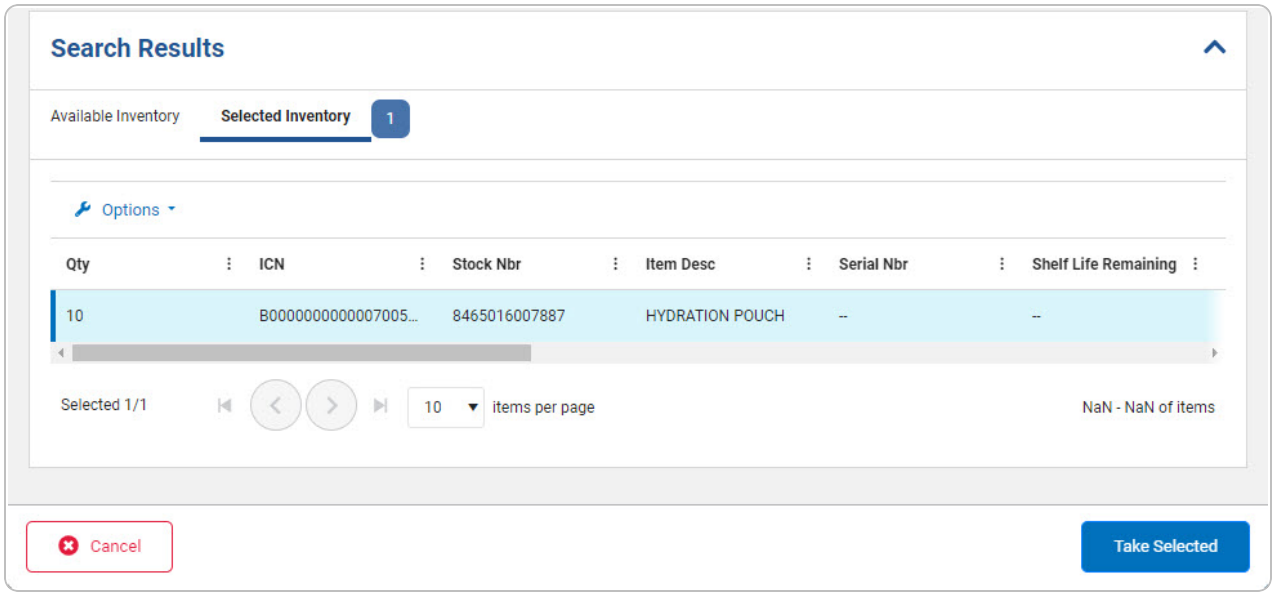
4. *The Available QTY automatically populates and is not editable.*

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.



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 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

ELMS 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

	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
Owning 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 / Dlvry 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

Shelf Life Expiration Dt
Cond Cd
Location Id
Owning DoDAAC
Prj Cd
Container ID
Location Status
Freeze Location
GFM Contract Nbr

Procedures

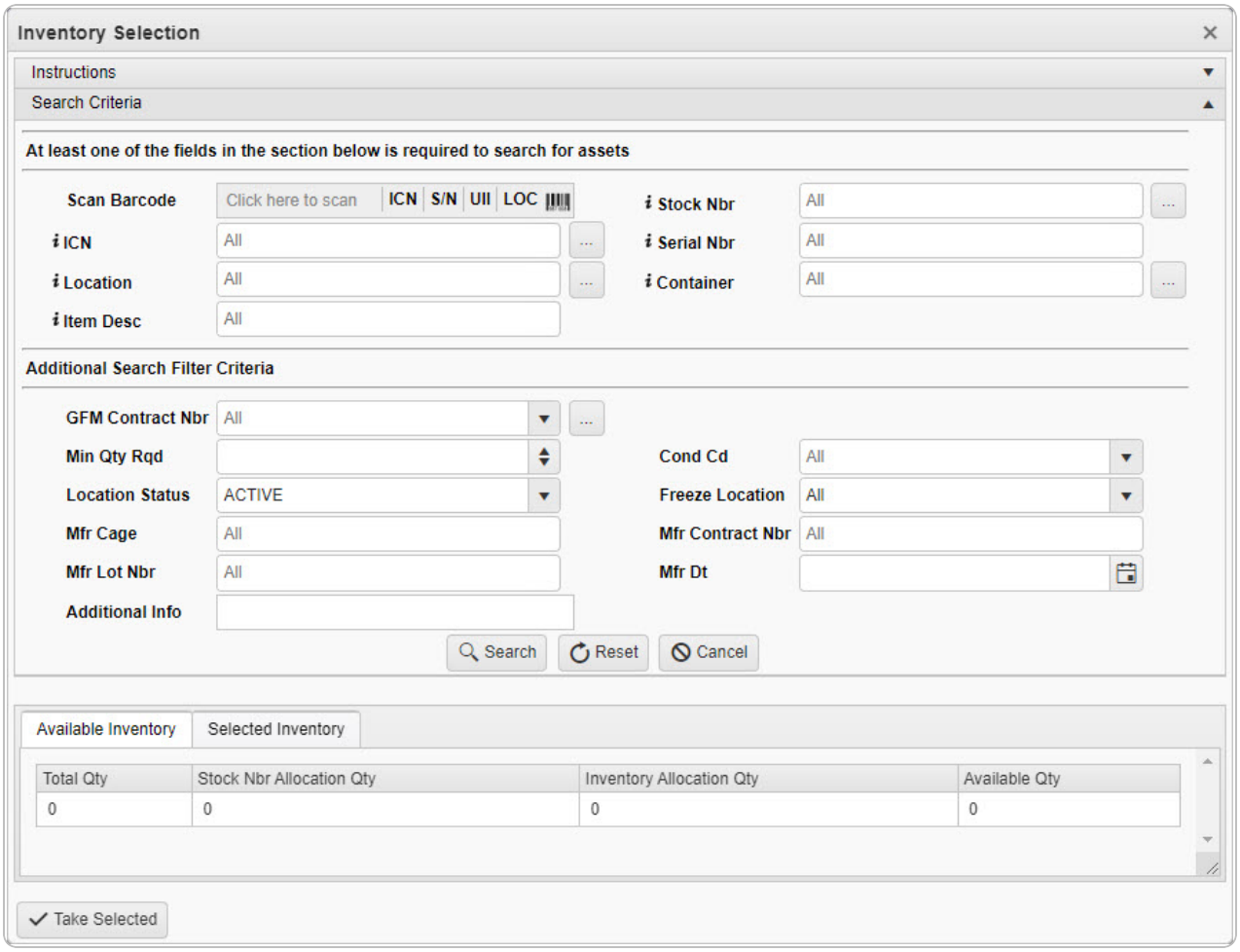
ELMS Navigation Helpful Tips

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 Select Items. *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:.

- Select Click here to scan ICN S/N UII. *Using the ELMS supported tethered scanner, scan the ELMS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
- Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help

- Use or to assist with the ICN entry. *This is a 20 alphanumeric character field.*

  Inventory Control Number Browse help

- Enter the SERIAL NBR, using to assist with the entry. *This is a 30 alphanumeric character field.*
- Use or to assist with the Location entry. *This is a 20 alphanumeric character field.*

  Location Browse help

- Use or to assist with the Container entry. *This is a 20 alphanumeric character field.*

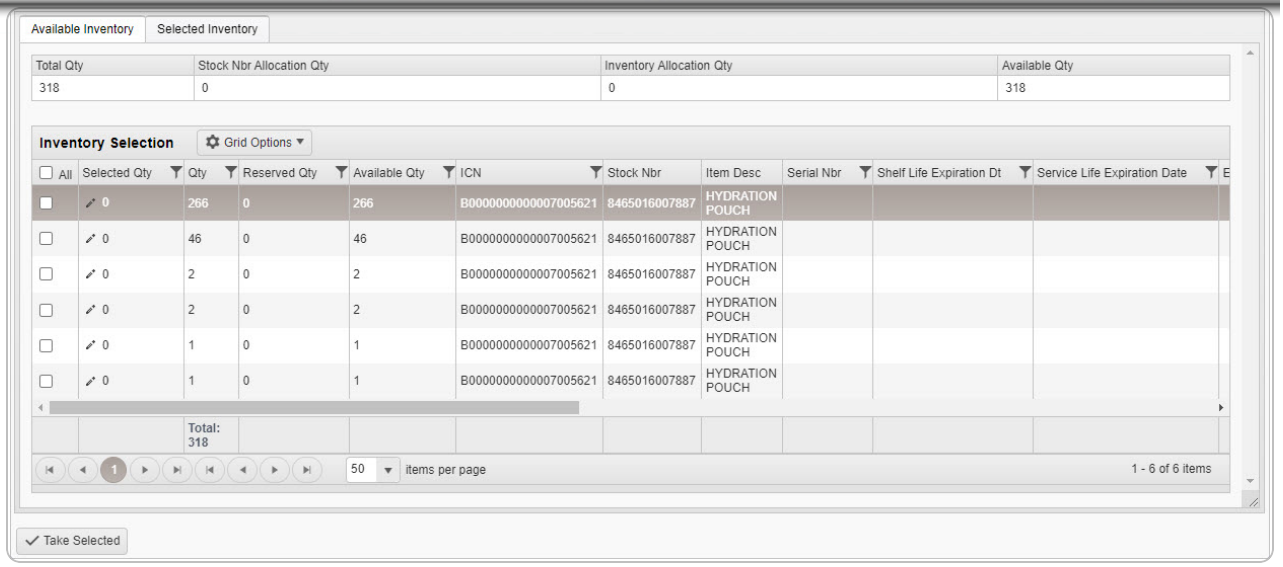
  Container Identification Browse help

- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*
- Use or to select the desired GFM Contract Nbr.

  Contract Number Browse help

- Use to choose the correct MIN QTY RQD.
- Use to select the Cond Cd.
- Enter the MFR CAGE in the field provided. *This is a 5 alphanumeric character field.*
- Enter the MFR CONTRACT NBR in the field provided. *This is a 19 alphanumeric character field.*
- Enter the MFR LOT NBR in the field provided. *This is a 20 alphanumeric character field.*
- Use to select the MFR DT, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the Additional INFO in the field provided. *This is a 250 alphanumeric character field.*

3. Select Search. *The results display in the Inventory Selection grid.*



Review the Available Inventory

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

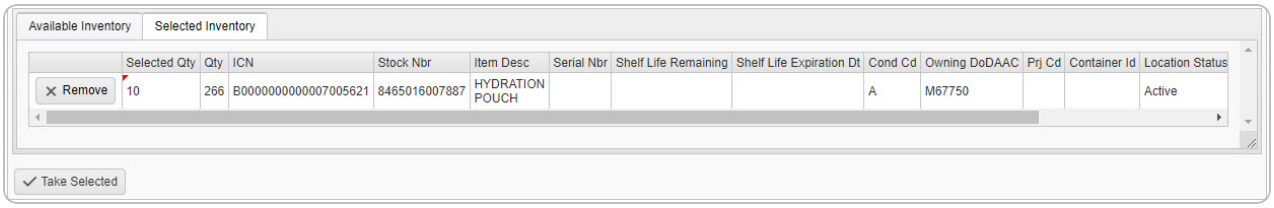
1. *The Total QTY automatically populates and is not editable.*
2. *The STOCK NBR Allocation QTY automatically populates and is not editable.*
3. *The Inventory Allocation QTY automatically populates and is not editable.*
4. *The Available QTY automatically populates and is not editable.*

Helpful Tip

The above numbers show how much inventory is in the warehouse. Use these numbers to determine how much to take from each specified Location in the Inventory Selection grid.

5. Choose which row to select for the amount of inventory required.
6. Select . *The Selected QTY cell changes from the to the .*
7. Use to choose the correct Selected QTY. *Repeat until the amount required is completed.*

8. Select the Selected Inventory tab.



9. Review the amounts in the Selected QTY column.

10. Select 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

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

ELMS 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

ELMS Navigation Helpful Tips

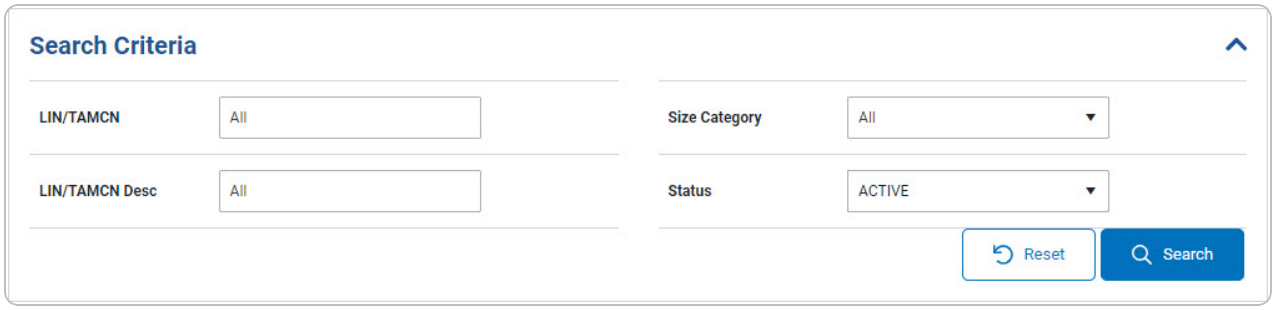
Click the following link to display Warehouse Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

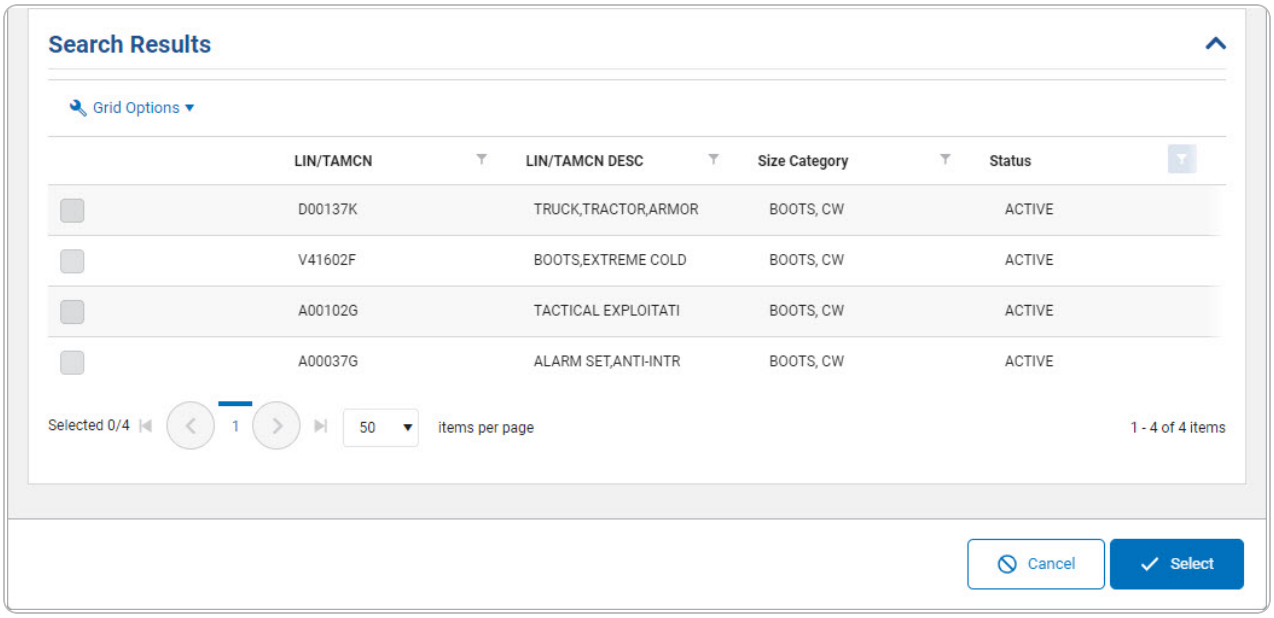
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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:.



- 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 Search to begin the query. *Results display in the LIN/TAMCN Grid below.*



4. Click to select the desired LIN/TAMCN. *The record is highlighted.*

5. Select 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

ELMS 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

ELMS Navigation Helpful Tips

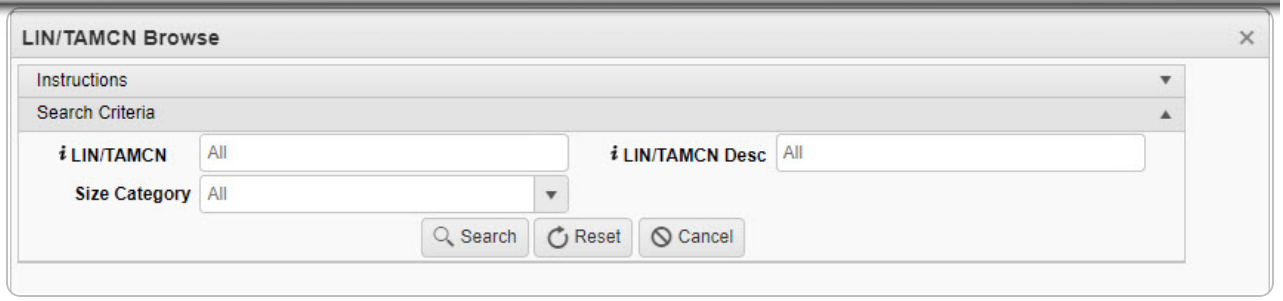
Click the following link to display Warehouse Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

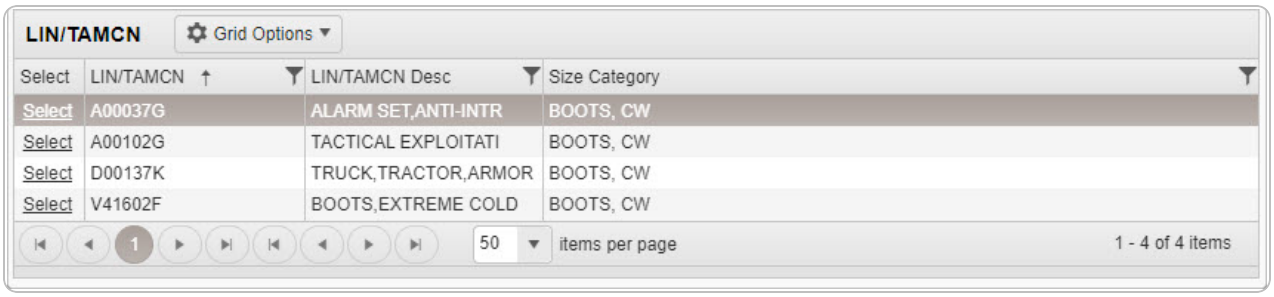
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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:.



- 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 alpha-numeric character field.*

3. Select Search to begin the query. *Results display in the LIN/TAMCN Grid below.*



4. Choose the Select hyperlink next to the desired LIN/TAMCN. *The pop-up window closes and the selected LIN/TAMCN appears in the previous screen.*

Common Errors

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

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

have the appropriate security access.	access. Enter different Search Criteria and try the Search again.

Related Topics

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 - 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

ELMS Warehouse Module > *Various Procedural Steps* > > Location Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Location Search Criteria

Facility Nbr
Location Id
Location Type
Dehumidified
Outdoor
Freeze Location
Location Desc
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

ELMS Navigation Helpful Tips

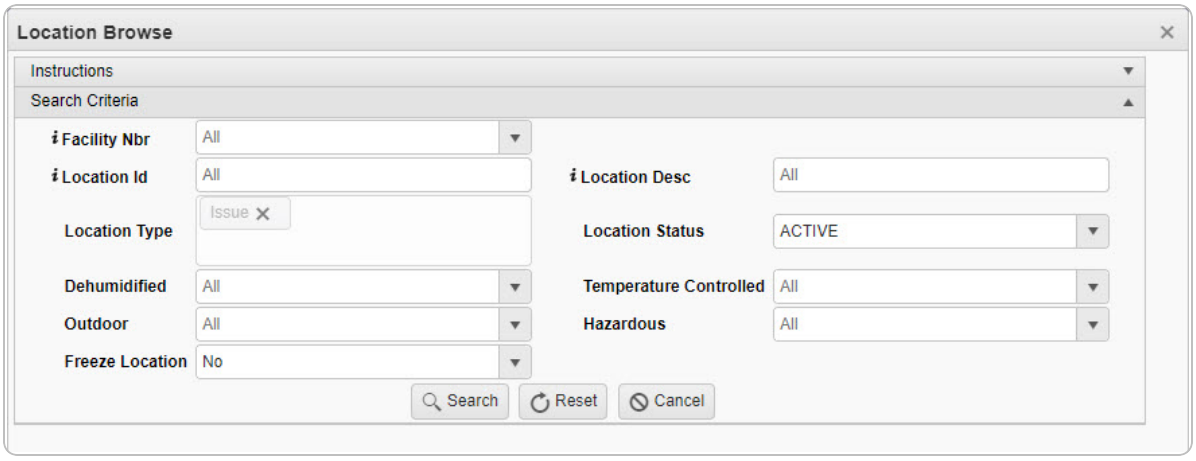
Click the following link to display Warehouse Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

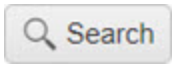
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

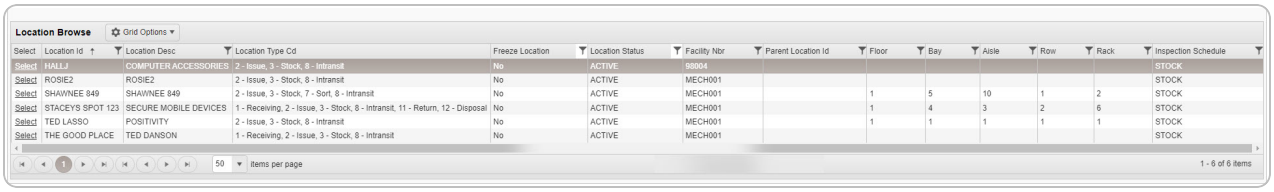
1. Select ... . *The* ***Location Browse*** *pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.



- Use ▼ to select the Facility Nbr, or use i to assist with the entry.
- Enter the Location ID, using i 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 alpha-numeric 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.*



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

have the appropriate security access.	access. Enter different Search Criteria and try the Search again.

Related Topics

- 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 ELMScatalog.

Navigation

ELMS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > > Master Issue List Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
412	Select "Grid Options" button for additional actions.
xxxx	Click "Select" to move a Master Issue List to the Selected list.

36	Select "Delete" button to remove record(s) from applicable tables.
xxxx	Click "Take Selected" to retrieve all Selected records and exit the browse.

Master Issue List Search Criteria

Desc

Issue Type

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

ELMS Navigation Helpful Tips

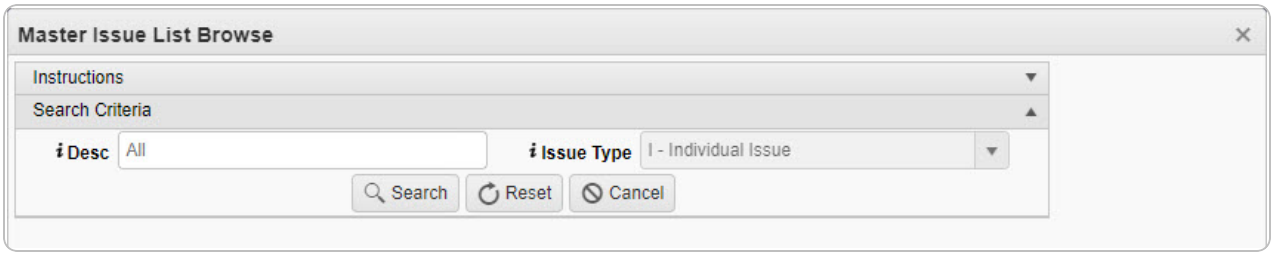
Click the following link to display Warehouse Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

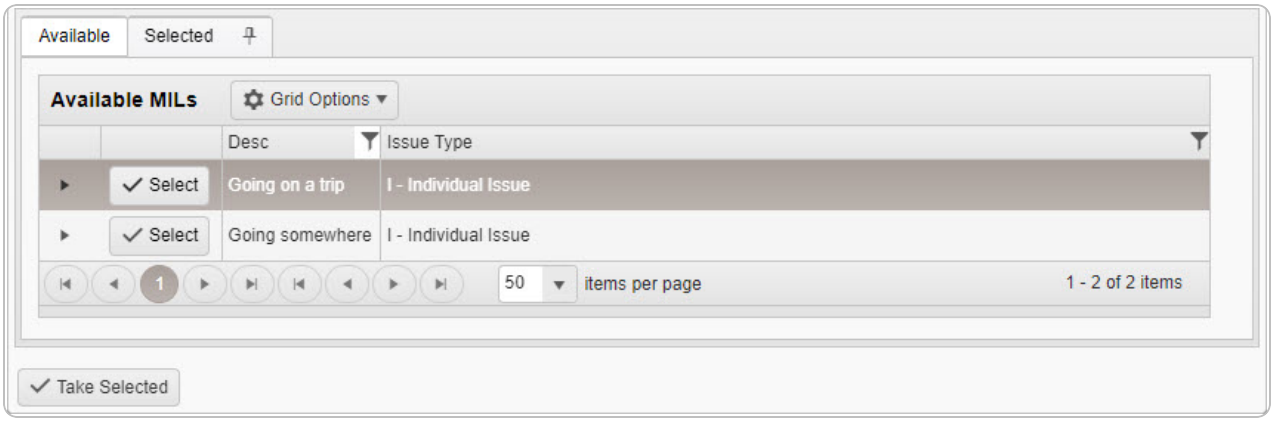
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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 i to assist with the entry. *This is a 250 alphanumeric character field.*
- Use ▼ to select the Issue Type, or use i to assist with the entry.

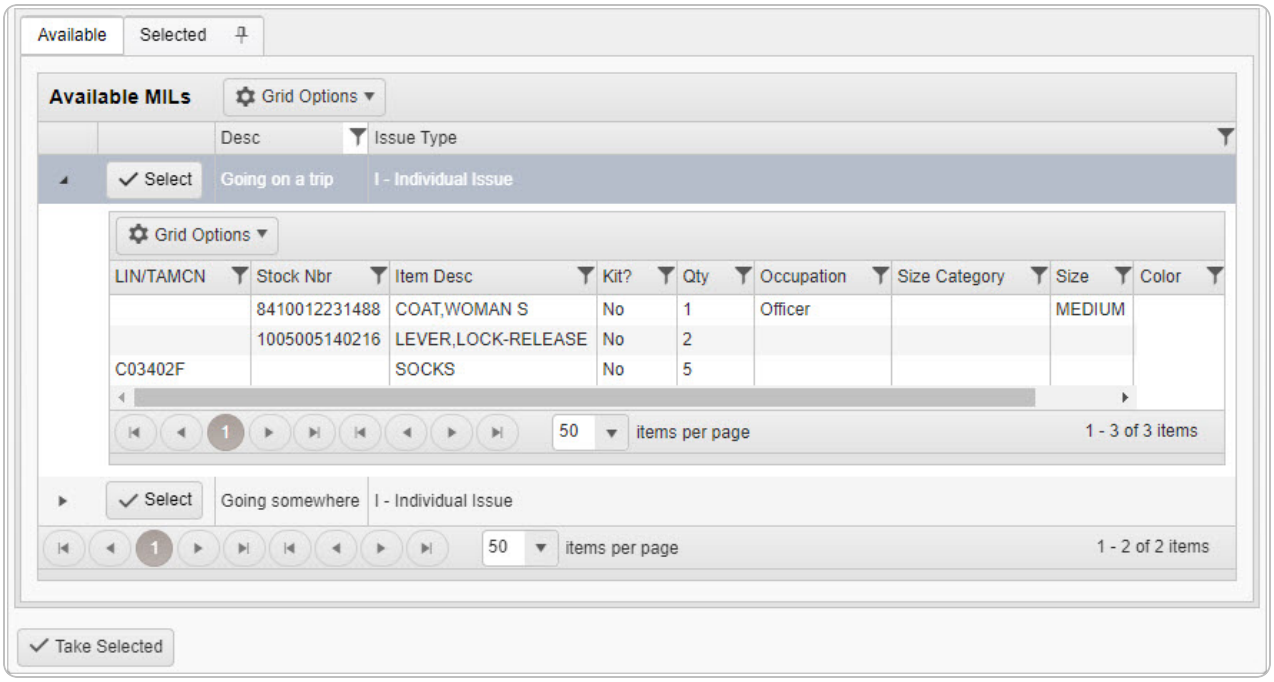
3. Select Search to begin the query. *Results display in the Available MILs Grid of the Available Tab.*



Choose Select next to the desired MIL. *The MIL is dimmed, and appears in the Selected Tab.*

4. **OR**

Select ▶. *The assets within the MIL appear in the Details grid, and are not editable.*



5. Select the Selected Tab. *The list of chosen MILs appears in the Selected MILs grid.*

6. Select ✓Take Selected. *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

ELMS 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

ELMS Navigation Helpful Tips

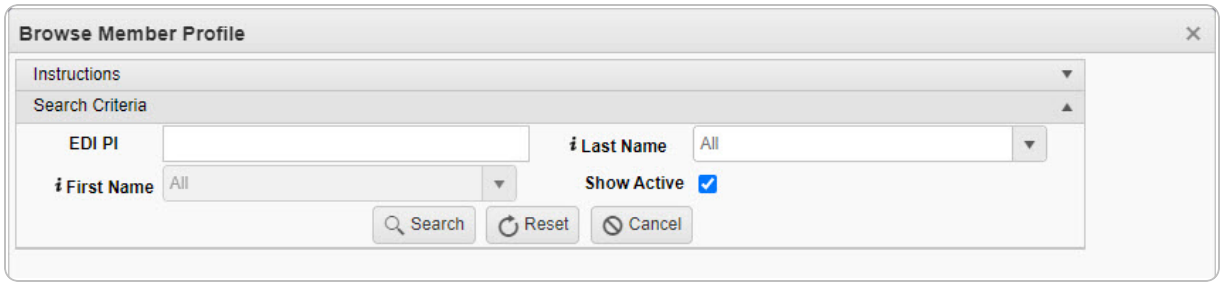
Click the following link to display Warehouse Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

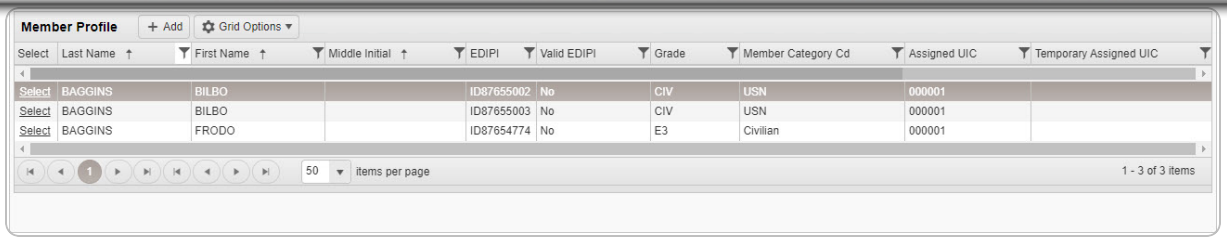
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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 i to assist with the entry.
- Use ▼ to select the Last Name, or use i to assist with the entry.
- Click ☐ to select the Show Active. *This ensures that only active members are displayed.*

3. Select Search . *Results display in the Member Profile Grid below.*



4. Choose the Select hyperlink next to the desired Member. *The pop-up window closes and the selected Member Profile appears in the previous screen.*

Common Errors

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

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

Related Topics

- Individual Issue
- Individual Return
- Individual Reconciliation
- Inspection
- Location
- SKO Assemble
- Unit Issue Request
- Unit Issue Return

Browse for a Remote Storage Activity (RSA)

Overview

The Remote Storage Activity (RSA) Browse pop-up window allows searching for RSAs within the DoDAAC.

Navigation

ELMS 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

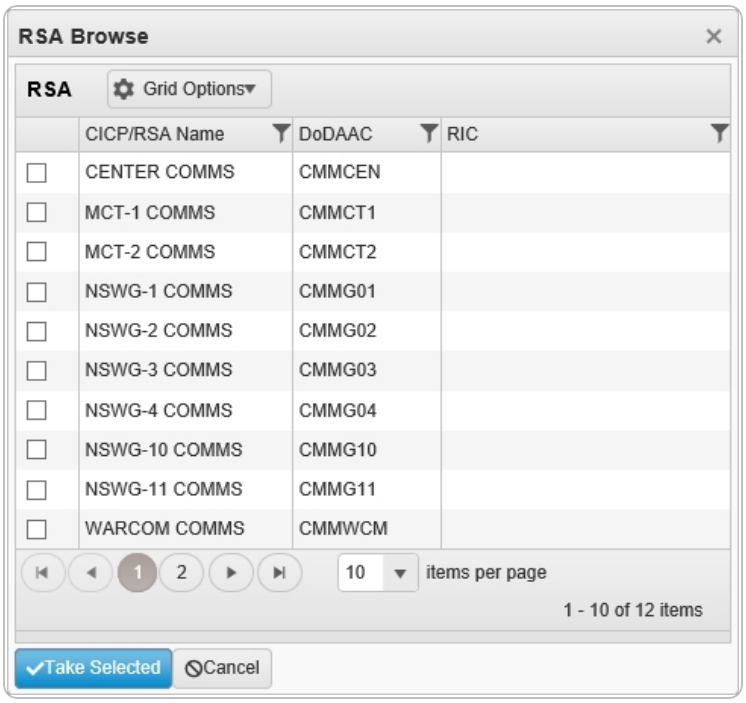
ELMS Navigation Helpful Tips

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

Browse for an RSA

Selecting Cancel *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.*



2. Click ☐ to select the desired RSA. *The record is highlighted.*

3. Select Take Selected . *The pop-up window closes and the selected CICP / RSA appears in the previous screen.*

Common Errors

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

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

Related Topics

- Physical Inventory
- Intransit Viewer

Browse for a Real Property Site

Overview

The Real Property Site Browse pop-up window allows searching for Sites in the specified Installation.

Navigation

ELMS 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

ELMS Navigation Helpful Tips

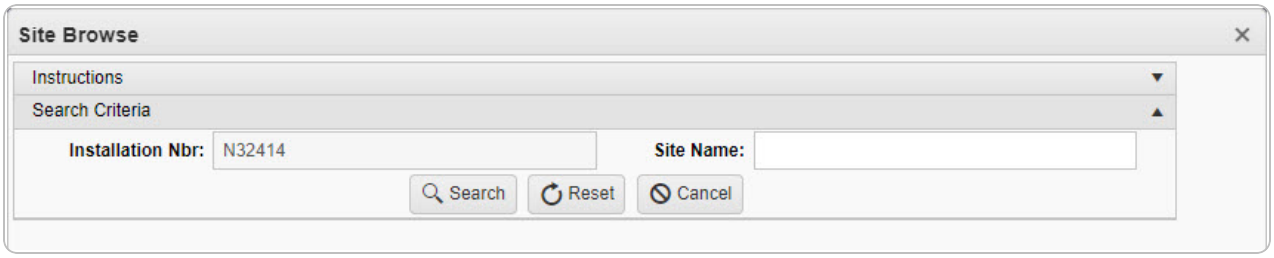
Click the following link to display Warehouse Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

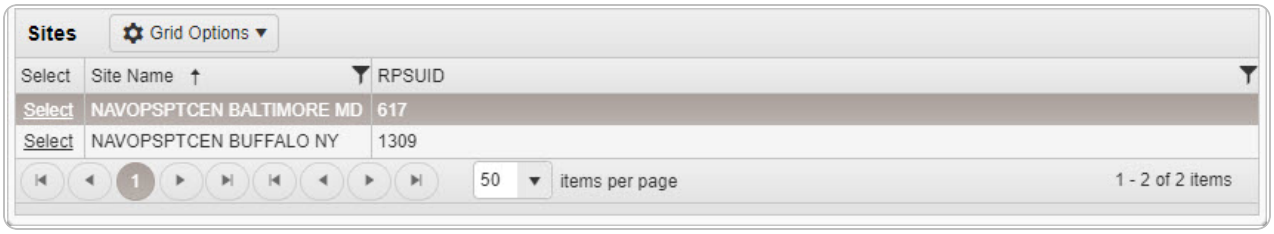
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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 Search 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

ELMS WAREHOUSE MGMT Module > *VARIOUS PROCEDURAL STEPS* > Verify Parts > SKO Inventory Management pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
xxxx	Select a Stock Nbr to update the associated component.
xxxx	Disabled header Stock Nbrs are also components within the kit and may be edited at the detail level.
xxxx	Components with are items that are valid.
xxxx	Components with are items that are incomplete or unverified.

xxxx	Components with ! contain changes that have not been applied.
xxxx	Components with + are valid, incomplete, unverified or contain changes that have not been applied.
xxxx	Select the "Update" button to apply changes to the selected component.
xxxx	Select the "Reset" button to revert changes to the selected component.
xxxx	Select the "Finish" button to accepted all changes to the SKO inventory items and close the popup.
xxxx	Select the "Cancel" button to discard all changes made and close the popup.

SKO Inventory Management

View Attachments

All Components Grid

Select
LIN/TAMCN
Stock Nbr
Item Desc
Part Nbr
ICN
Serial Nbr
Cond Cd
Qty Issued
Qty Returning

Replaced Qty
Qty Not Ret.
Not Ret. Reason Cd
Verified

Optional

LIN/TAMCN Desc
Parent Stock Nbr
Parent ICN
Serialized
Required
Owning DoDAAC
Project Cd
Location
Container
Catalog Qty
Manufacturer Dt
Manufacturer Lot
Manufacturer Contract
Shelf Life Expiration Dt
Secondary Serial Nbr

Component Details Panel

Catalog Panel

Stock Nbr
Item Desc
Seralized
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

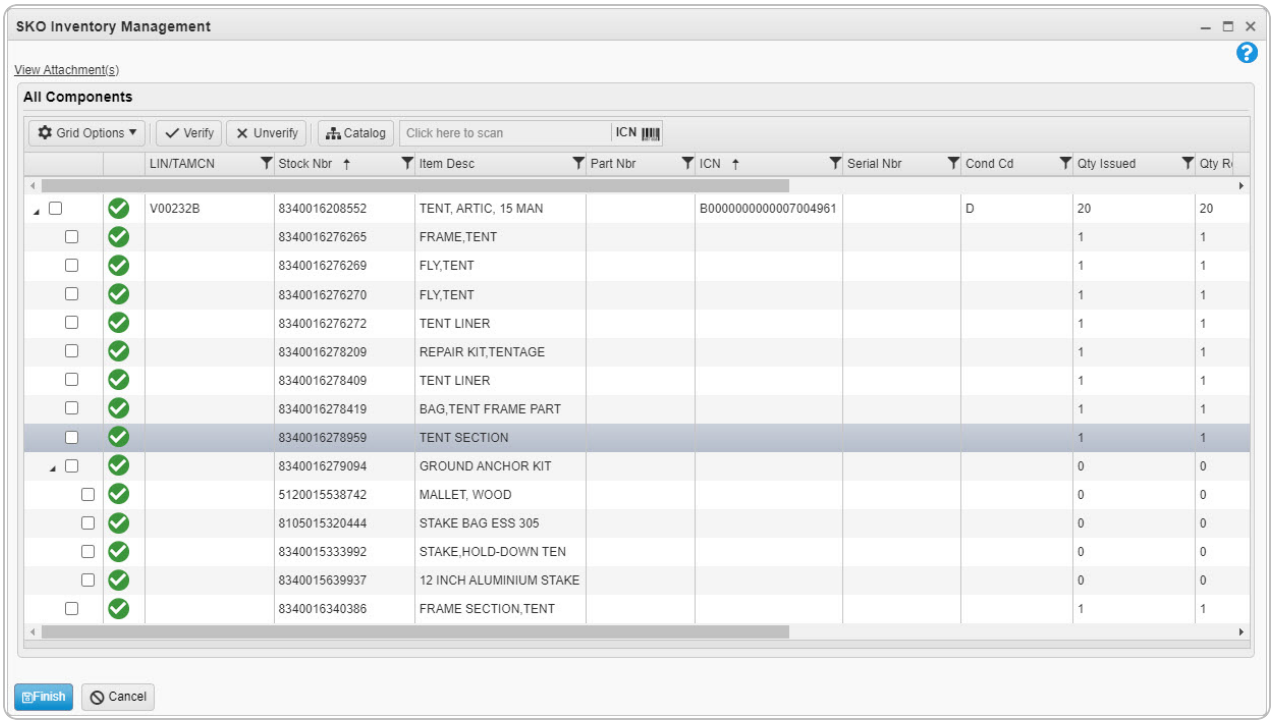
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

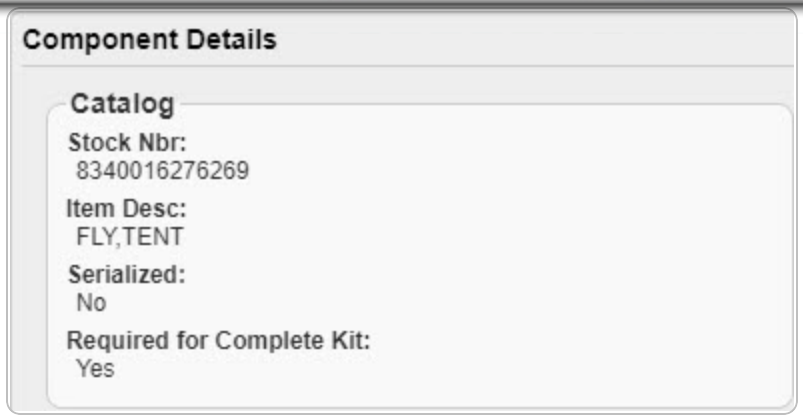
Verify the SKO

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

1. Select Verify Parts. *The* ***SKO Inventory Management*** *pop-up window appears.*



2. Select the View Attachments hyperlink to view any information relevant to this SKO.
3. Click ☐ to select the desired entry. *The SKO record is highlighted, and the Component Details panel appears beneath the All Components grid.*
4. *Verify the Catalog panel.*



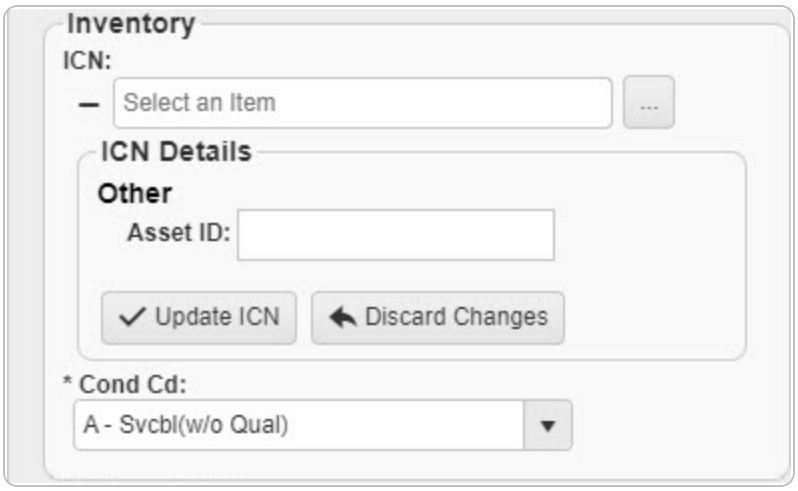
A. *Verify the STOCK NBR.*

B. *Verify the ITEM DESC.*

C. *Verify the Serialized field.*

D. *Verify the Required for Complete Kit field.*

5. *Verify the Inventory panel.*



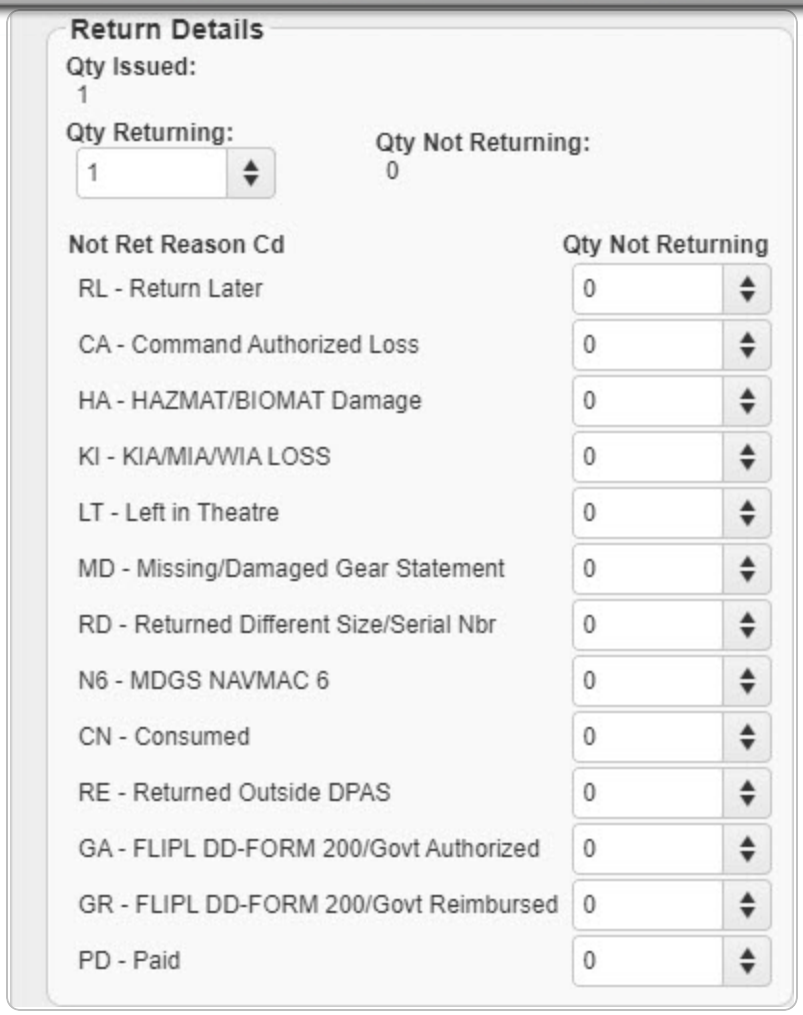
A. Update the ICN, using ... to browse for the revised number.*This is a 20 alpha-numeric character field.*

Inventory Control Number Browse help

B. *Verify the Other details, like the ASSET ID.*

C. Update the Cond Cd, using ▼ to select the desired code.

6. *Verify the Return Details panel.*



A. *Verify the QTY ISSUED.*

B. Update the QTY RETURNING, using to choose the revised quantity.

C. *Verify the QTY Not Returning.*
For each asset not being returned, specify the QTY Not Returning for each NOT RET REASON CD.

   a. Update the QTY RETURNING for RL — Return Later, using to choose the revised quantity.

   b. Update the QTY RETURNING for CA — Command Authorized Loss, using to choose the revised quantity.

c. Update the QTY RETURNING for HA — HAZMAT/BIOMAT Damage, using to choose the revised quantity.

d. Update the QTY RETURNING for KI — KIA/MIA/WIA LOSS, using to choose the revised quantity.

e. Update the QTY RETURNING for LT — Left in Theatre, using to choose the revised quantity.

f. Update the QTY RETURNING for MD — Missing/Damaged Gear Statement, using to choose the revised quantity.

g. Update the QTY RETURNING for RD — Returned Different Size/SERIAL NBR, using to choose the revised quantity.

h. Update the QTY RETURNING for N6 — MDGS NAVMAC 6, using to choose the revised quantity.

i. Update the QTY RETURNING for CN — Consumed, using to choose the revised quantity.

j. Update the QTY RETURNING for RE — Returned Outside ELMS, 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 Finish. *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 CD> is invalid. (Item: ITEM DESC)	Invalid Entry. The STOCK NBR listed does not 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 ELMScatalog.

Navigation

ELMS 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

ELMS Navigation Helpful Tips

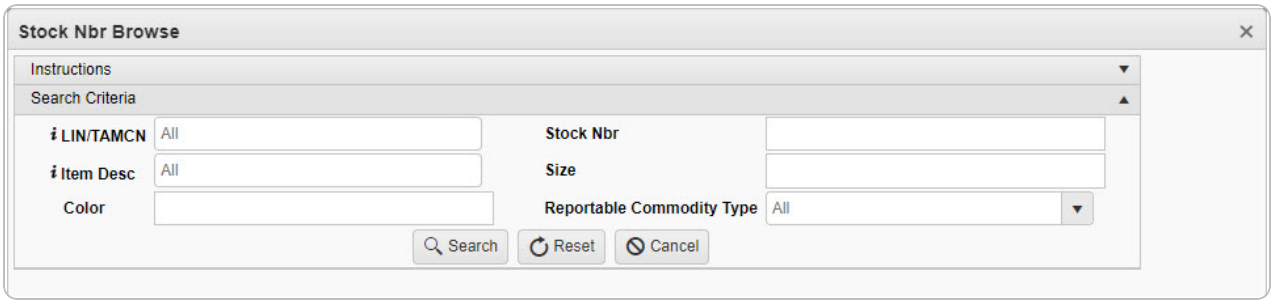
Click the following link to display Warehouse Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

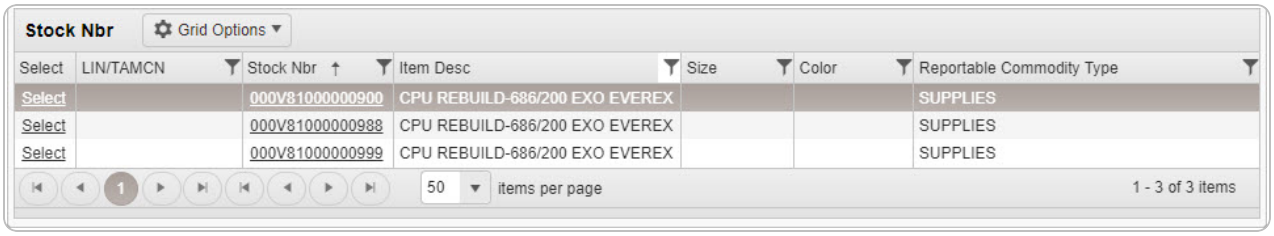
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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 i to assist with the entry. *This is a 10 alphanumeric character field.*
- Enter the ITEM DESC, using i 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 Search to begin the query. *Results display in the STOCK NBR Grid below.*



Choose the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

4. **OR**

Choose the Stock Nbr hyperlink. *The **Substitute Stock Number Browse** pop-up window displays.*

Common Errors

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

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

Related Topics

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

- Disposition
- Individual Issue
- Individual Item Return
- Individual Return
- Individual Reconciliation
- 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 ELMScatalog.

Navigation

ELMS 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

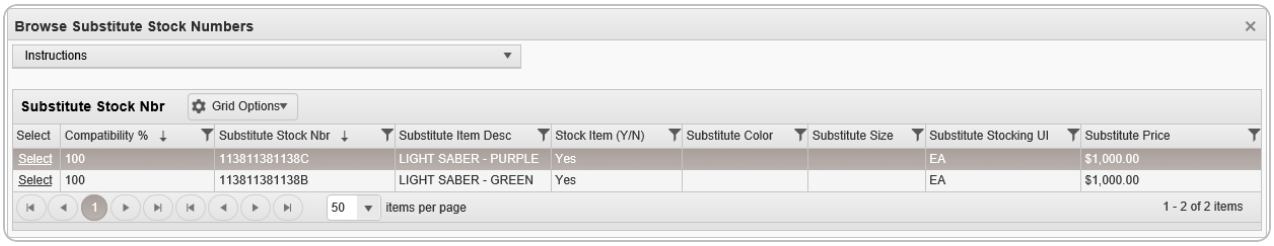
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Browse for a Substitute Stock Number

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

1. Select ... . *The* ***Browse Substitute STOCK NBR*** *pop-up window appears, with the list of replacement stock numbers available*.



2. Choose the Select hyperlink next to the desired Substitute STOCK NBR. *The pop-up window closes and the selected Substitute STOCK NBR appears in the previous screen.*

Common Errors

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

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

Related Topics

- Stock Number Browse
- Stock Number
- Add a Substitute Stock Number

Browse for a Unit Identification Code (UIC)

Overview

The Unit Identification Code (UIC) Browse pop-up window allows searching for units that contain members.

Navigation

ELMS 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

ELMS Navigation Helpful Tips

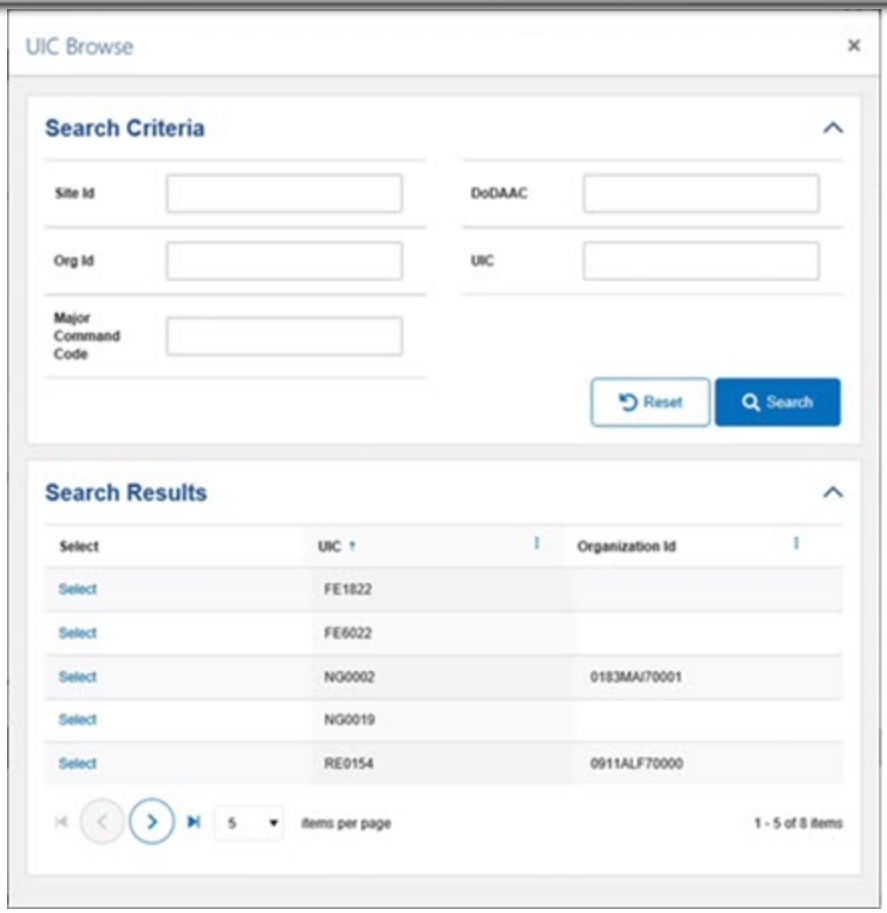
Click the following link to display Warehouse Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *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.*
- Enter the Account Name in the field provided. *This is a 50 alphanumeric character field.*

3. Select Search. *Results display in the Browse UIC Grid below.*
4. Choose the Select hyperlink next to the desired UIC. *The pop-up window closes and the selected UIC appears in the previous screen.*

Common Errors

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

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

Related Topics

- Inspection
- Individual Issue

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

ELMS 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

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Browse for a Unit Identification Code (UIC)

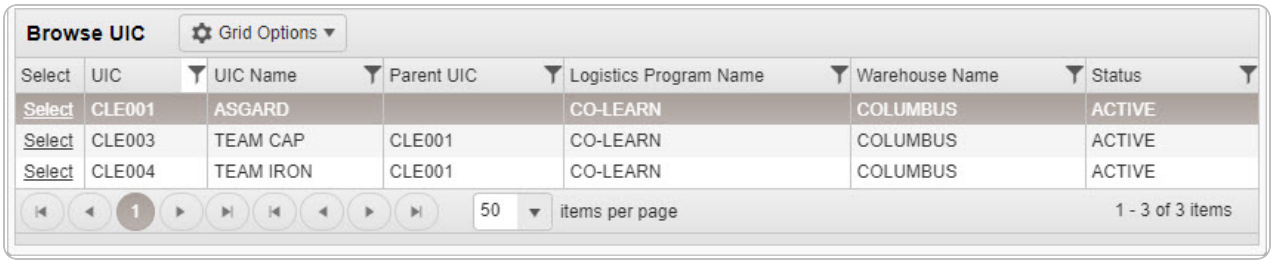
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *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 Search. *Results display in the Browse UIC Grid below.*



4. Choose the Select hyperlink next to the desired UIC. *The pop-up window closes and the selected UIC appears in the previous screen.*

Common Errors

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

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

Related Topics

- Inspection
- Individual Issue

Browse for a User

Overview

The User Browse pop-up window allows searching for a USER ID within the module.

Navigation

ELMSModules > *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

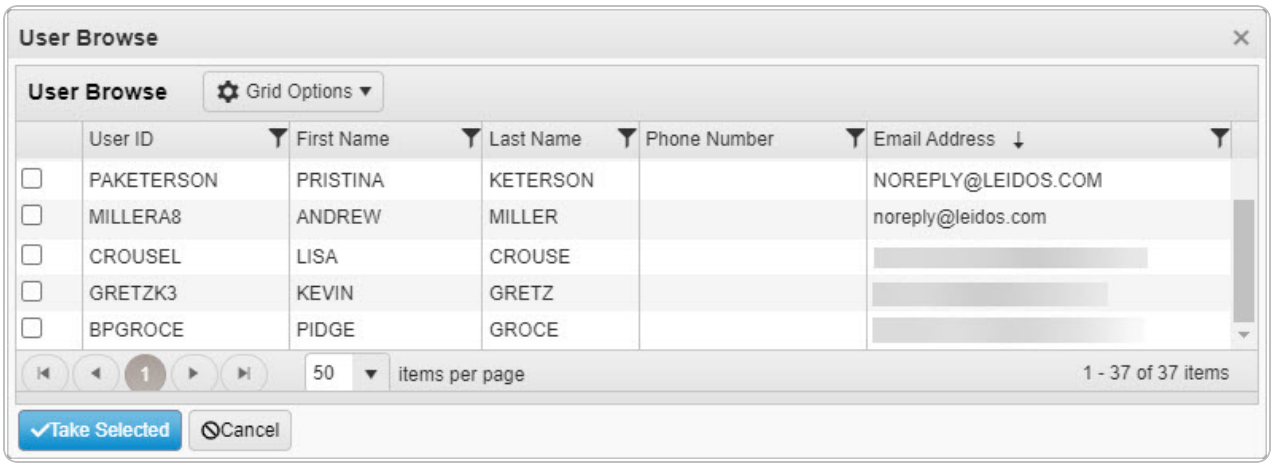
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a User

Selecting Cancel *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 Take Selected . *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 Materiel Management/Inventory Control Point (MM/ICP) 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 *

ELMS Access Tab

Level
Roles
Commodity Type

Training Status Tab

Curriculum Nbr
Curriculum Name
Curriculum Desc
Cmpltd Dt

(*) Asterisk identifies mandatory fields.

Procedures

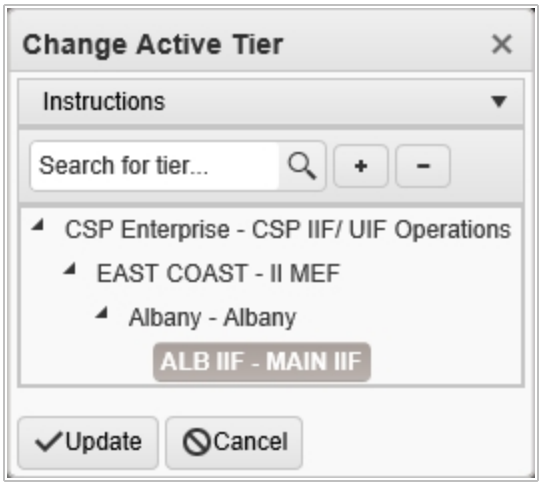
ELMS Navigation Helpful Tips

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

Change the Active Tier

Selecting Cancel *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 Update. *The* ***Change Active Tier*** *pop-up window closes, and the new ICP selection is saved.*

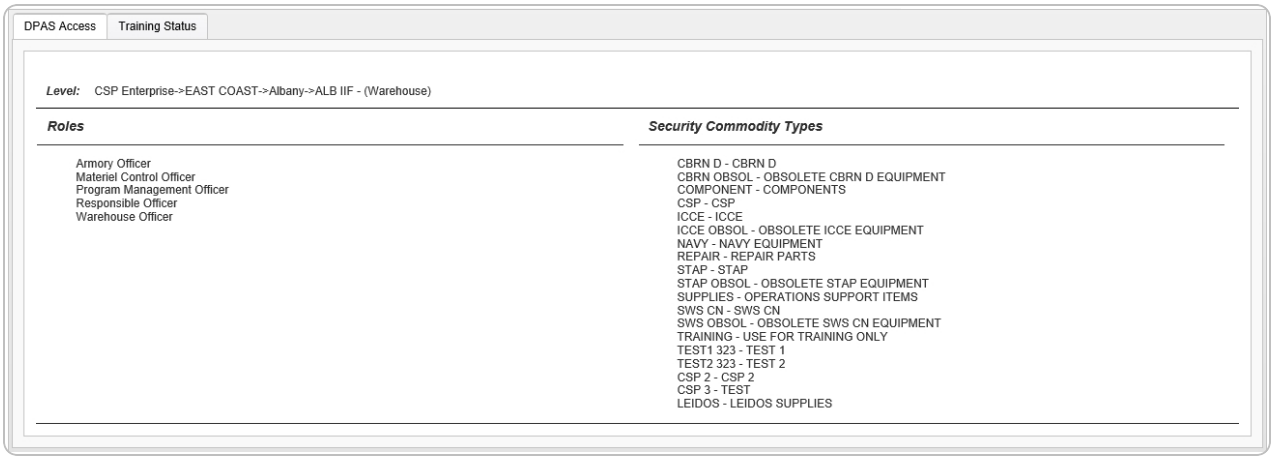
View the User Profile

1. Select the USER ID hyperlink. *The* ***User Dashboard*** *page appears, open to the ELMS Access tab.*

- *The USER ID automatically populates and is not editable.*
- *The IA Training DT LST automatically populates and is not editable.*
- *The Days until IA Training Due automatically populates and is not editable.*
- *The PHONE NBR automatically populates and is not editable.*
- *The DSN NBR automatically populates and is not editable.*
- *The E-MAIL Address automatically populates and is not editable.*

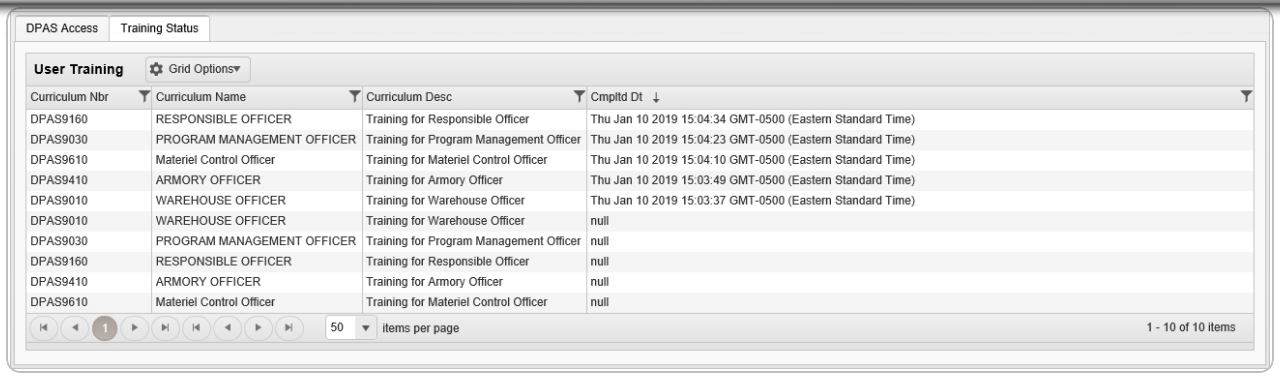
View the ELMS Access and Training Status

1. Select the ELMS Access tab.



- *The Level automatically populates and is not editable.*
- *The Roles automatically populates and is not editable.*
- *The Security Commodity Types automatically populates and is not editable.*

2. Select the Training Status tab.



- *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
- ELMS Materiel Management Overview
- ELMS Materiel Management Grid Options Overview
- ELMS Materiel Management Navigation
- Using ELMS Help Overview
- Using ELMS Help Topics
- Using ELMS Help Menus

Accessibility

The pages on the Enterprise Logistics Management System (ELMS) 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 Enterprise Logistics Management System (ELMS).

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

ELMS Support Team

POC

Leidos, Inc.

ELMS Support

Address

4530 Lena Drive, 2nd Floor; Mechanicsburg, PA 17055 USA

E-Mail Address

ELMSSupport@Leidos.com

Toll-Free Phone Number:

Primary:

1-844-843-3727

Alternate:

1-888-759-4851