



Data Import Utility

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Data Import Utility process provides the ability to upload or update Data Import records.

Navigation

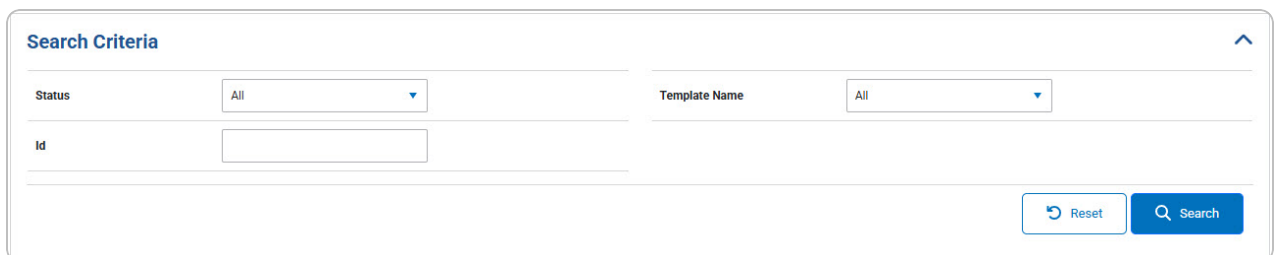
MASTER DATA MGMT > Data Import Utility > Data Import Utility page

Procedures

Data Import Utility

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

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



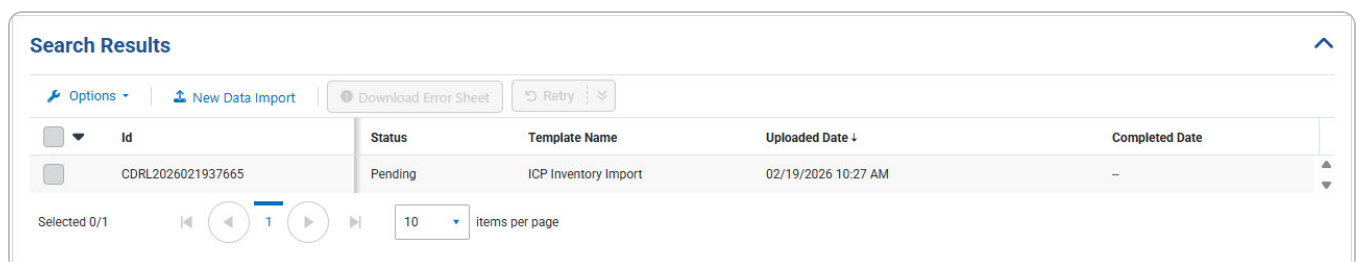
Search Criteria

Status: All Template Name: All

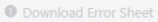
Id:

2. Select . The Search Results appear.



Search Results

☐	Id	Status	Template Name	Uploaded Date ↓	Completed Date
☐	CDRL2026021937665	Pending	ICP Inventory Import	02/19/2026 10:27 AM	-

Selected 0/1   1   10 items per page





Import a New Data Import

Navigation

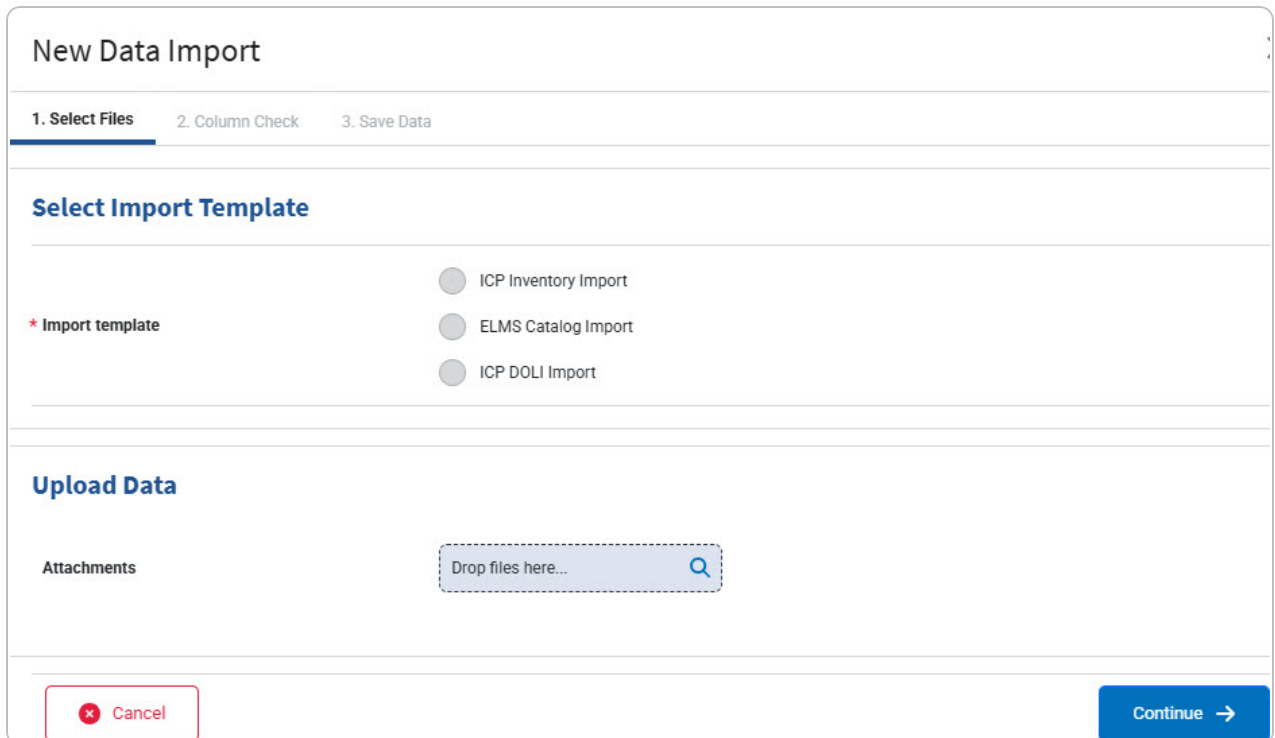
MASTER DATA MGMT > Data Import Utility >  > New Data Import slide-out window

Procedures

New Data Import

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

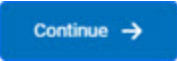
1. Select . The **New Data Import** slide-out window opens.



The screenshot shows the 'New Data Import' slide-out window. It has a title bar 'New Data Import' and three tabs: '1. Select Files', '2. Column Check', and '3. Save Data'. The '1. Select Files' tab is active. Below the tabs is a section titled 'Select Import Template' with a label '* Import template' and three radio button options: 'ICP Inventory Import', 'ELMS Catalog Import', and 'ICP DOLI Import'. Below this is a section titled 'Upload Data' with a label 'Attachments' and a dashed box containing the text 'Drop files here...' and a magnifying glass icon. At the bottom left is a 'Cancel' button with a red 'x' icon, and at the bottom right is a 'Continue' button with a right arrow icon.





2. Select . The Column Check screen appears.

Note



The items that appear in the drop down menus depend upon the uploaded spreadsheet. The header of each column is what appears in the drop down menus. Each column listed must match a specific column from the uploaded file.

ICP Inventory Import

New Data Import

1. Select Files

2. Column Check

3. Save Data

Select a worksheet

Select a worksheet

☒ Sheet1

Sheet1 Column Mappings

* Property Type

* Site DODAAC

* (NSN) National Stock number

* Manufacturer Part Number

* CAGE Code

* Condition Code

Condition Code

Contract Number

Contract Number

Storage Bin

* Date of last Inventory

Serial Number

Serial Number

Unique Item Identifier

Unit Acquisition Cost

Quantity

Cancel

Back

Continue





Help Reference Guide

- A. Use to select the Property Type.
- B. Use to select the Site DoDAAC.
- C. Use to select the (NSN) National Stock Number.
- D. Use to select the Manufacturer Part Number.
- E. Use to select the CAGE Code.
- F. Use to select the Condition Code.
- G. Use to select the Date of Last Inventory.





ELMS Catalog Import

New Data Import

1. Select Files  2. Column Check  3. Save Data

Select a worksheet

* Select a worksheet ☒ Sheet1

Sheet1 Column Mappings

Stock Number	Stock Number	Dehumidified Flag	
* Item Description	Item Description	DODIC	
CAGE Code		ERRC Designator	
Manufacturer Part Number		Expiration Shelf Life Code	
Manufacturer Model Number		Gender Code	
* Manufacturer Name		Hazardous Required	
ADPE Id Code		Height In Inches	
ARC		Length In Inches	
* Asset Category Financial Code		LIN/TAMCN Id	
* CIIC		Meter Required	
* Demilitarization Code		Manufacturer Contract Required	





Help Reference Guide

Fiduciary Depr Method Cd		Manufacturer Lot Required	
* Federal Supply Class		NIIN	
Hazmat Code		NIIN STS Code	
LCC		Quantity Per Unit Pack	
* Management Code		Radiation Required	
Precious Metal Code		Replenishment End Date	
Recover Code		Replenishment Start Date	
* Reportable Commodity Type Id		Returnable Flag	
* Reportable Item Control Code		Secondary Serial Nbr Rqd	
* Security Commodity Type Id		Size	
Shelf Life Code		Source of Supply	
Storage Requirement Code		Stocking UI	
* Stock Item Code		Stores Account Code	
* Type Asset Code		Temperature Controlled Code	
UI Code		Unit Cube	
Unit Price		Unit Weight In Pounds	
Years Service Life		Utilization Measure Code	
CAGE Required		Utilization Service Life	
CIC		Width In Inches	
Color			





- A. Use to select the Item Description.
- B. Use to select the Manufacturer Name.
- C. Use to select the Asset Category Financial Code.
- D. Use to select the CIIC.
- E. Use to select the Demilitarization Code.
- F. Use to select the Federal Supply Class.
- G. Use to select the Management Code.
- H. Use to select the Reportable Commodity Type Id.
- I. Use to select the Reportable Item Control Code.
- J. Use to select the Security Commodity Type Id.
- K. Use to select the Stock Item Code.
- L. Use to select the Type Asset Code.





ICP DOLI Import

New Data Import

1. Select Files  2. Column Check  3. Save Data

Select a worksheet

* Select a worksheet ☒ Sheet1

Sheet1 Column Mappings

* Site DODAAC		* Storage Bin	
* (NSN) National Stock number		* Date of last Inventory	
* Manufacturer Part Number		Serial Number	Serial Number
* CAGE Code		Unique Item Identifier	
* Condition Code	Condition Code	Quantity	
* Contract Number	Contract Number		

 Cancel

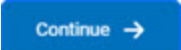
 Back

Continue 

- A. Use to select the Site DoDAAC.
- B. Use to select the (NSN) National Stock Number.
- C. Use to select the Manufacturer Part Number.
- D. Use to select the CAGE Code.
- E. Use to select the Condition Code.
- F. Use to select the Contract Number.





- G. Use  to select the Storage Bin.
- H. Use  to select the Date of Last Inventory.
3. Select . *The Import saves, returns to the **Data Import Utility** page, and appears in the Search Results grid in green.*





Edit a Data Import

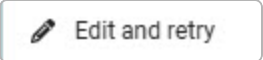
Navigation

MASTER DATA MGMT > Data Import Utility > ☐ (desired record) >  |  > New Data Import slide-out window

Procedures

New Data Import

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

1. Select ☐ to select the desired entry. *The record is highlighted, and becomes available.*  | 
2. Choose . The **New Data Import** slide-out window opens.

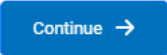
New Data Import

1. Select Files 2. Column Check 3. Save Data

Select Import Template

Upload Data

 BPG Test.xlsx
Format: Microsoft Excel Format (.xlsx)
Size: 13624 kb





3. Select . The Column Check screen appears.

Note



The items that appear in the drop down menus depend upon the uploaded spreadsheet. The header of each column is what appears in the drop down menus. Each column listed must match a specific column from the uploaded file.

ICP Inventory Import

New Data Import

1. Select Files

2. Column Check

3. Save Data

Select a worksheet

* Select a worksheet

☒ Sheet1

Sheet1 Column Mappings

* Property Type

Location

* Site DODAAC

Physical Inventory Number

* (NSN) National Stock number

Stock Number

* Manufacturer Part Number

Item Identifier

* CAGE Code

RFID

* Condition Code

Condition Code

Contract Number

Contract Number

Storage Bin

Sub Location

* Date of last Inventory

Updated Date

Serial Number

Serial Number

Unique Item Identifier

UII

Unit Acquisition Cost

Quantity

Expected Quantity

Cancel

Back

Continue

- A. Update the Property Type, using  to select the desired entry.

- B. Update the Site DoDAAC, using  to select the desired entry.





Help Reference Guide

- C.** Update the (NSN) National Stock Number, using to select the desired entry.
- D.** Update the Manufacturer Part Number, using to select the desired entry.
- E.** Update the CAGE Code, using to select the desired entry.
- F.** Update the Condition Code, using to select the desired entry.
- G.** Update the Date of Last Inventory, using to select the desired entry.





ELMS Catalog Import

New Data Import

1. Select Files  2. Column Check  3. Save Data

Select a worksheet

* Select a worksheet ☒ Sheet1

Sheet1 Column Mappings

Stock Number	Stock Number	Dehumidified Flag	
* Item Description	Item Description	DODIC	
CAGE Code		ERRC Designator	
Manufacturer Part Number		Expiration Shelf Life Code	
Manufacturer Model Number		Gender Code	
* Manufacturer Name	Physical Inventory Number	Hazardous Required	
ADPE Id Code		Height In Inches	
ARC		Length In Inches	
* Asset Category Financial Code	Item Identifier	LIN/TAMCN Id	
* CIIC	UII	Meter Required	
* Demilitarization Code	Expected Quantity	Manufacturer Contract Required	





Help Reference Guide

Fiduciary Depr Method Cd		Manufacturer Lot Required	
* Federal Supply Class	Counted Quantity	NIIN	
Hazmat Code		NIIN STS Code	
LCC		Quantity Per Unit Pack	
* Management Code	Count By	Radiation Required	
Precious Metal Code		Replenishment End Date	
Recover Code		Replenishment Start Date	
* Reportable Commodity Type Id	Location	Returnable Flag	
* Reportable Item Control Code	Sub Location	Secondary Serial Nbr Rqd	
* Security Commodity Type Id	Notes	Size	

Shelf Life Code		Source of Supply	
Storage Requirement Code		Stocking UI	
* Stock Item Code	GPS	Stores Account Code	
* Type Asset Code	RFID	Temperature Controlled Code	
UI Code		Unit Cube	
Unit Price		Unit Weight In Pounds	
Years Service Life		Utilization Measure Code	
CAGE Required		Utilization Service Life	
CIC		Width In Inches	
Color			





- A.** Update the Item Description, using to select the desired entry.
- B.** Update the Manufacturer Name, using to select the desired entry.
- C.** Update the Asset Category Financial Code, using to select the desired entry.
- D.** Update the CIIC, using to select the desired entry.
- E.** Update the Demilitarization Code, using to select the desired entry.
- F.** Update the Federal Supply Class, using to select the desired entry.
- G.** Update the Management Code, using to select the desired entry.
- H.** Update the Reportable Commodity Type Id, using to select the desired entry.
- I.** Update the Reportable Item Control Code, using to select the desired entry.
- J.** Update the Security Commodity Type Id, using to select the desired entry.
- K.** Update the Stock Item Code, using to select the desired entry.
- L.** Update the Type Asset Code, using to select the desired entry.





ICP DOLI Import

New Data Import

1. Select Files

2. Column Check

3. Save Data

Select a worksheet

Select a worksheet

Sheet1

Sheet1 Column Mappings

* Site DODAAC

Physical Inventory Number

* (NSN) National Stock number

Stock Number

* Manufacturer Part Number

Item Identifier

* CAGE Code

RFID

* Condition Code

Condition Code

* Contract Number

Contract Number

* Storage Bin

Sub Location

* Date of last Inventory

Updated Date

Serial Number

Serial Number

Unique Item Identifier

UII

Quantity

Counted Quantity

Cancel

Back

Continue

- A. Update the Site DoDAAC, using  to select the desired entry.
- B. Update the (NSN) National Stock Number, using  to select the desired entry.
- C. Update the Manufacturer Part Number, using  to select the desired entry.
- D. Update the CAGE Code, using  to select the desired entry.
- E. Update the Condition Code, using  to select the desired entry.
- F. Update the Contract Number, using  to select the desired entry.





- G.** Update the Storage Bin, using  to select the desired entry.
- H.** Update the Date of Last Inventory, using  to select the desired entry.
4. Select . *The Import saves, returns to the **Data Import Utility** page, and appears in the Search Results grid.*

