



Data Import Utility

Overview

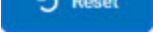
The Materiel Management/Inventory Control Point (MM/ICP) module Data Import Utility process provides the ability to upload or update Data Import records.

Navigation

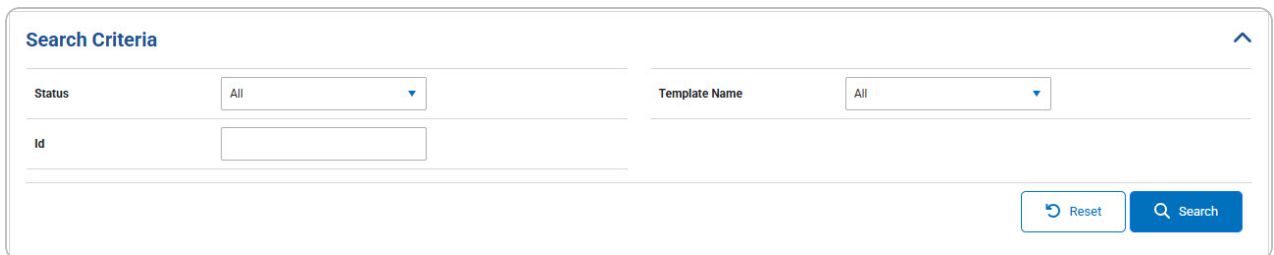
MASTER DATA MGMT > Data Import Utility > Data Import Utility page

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.

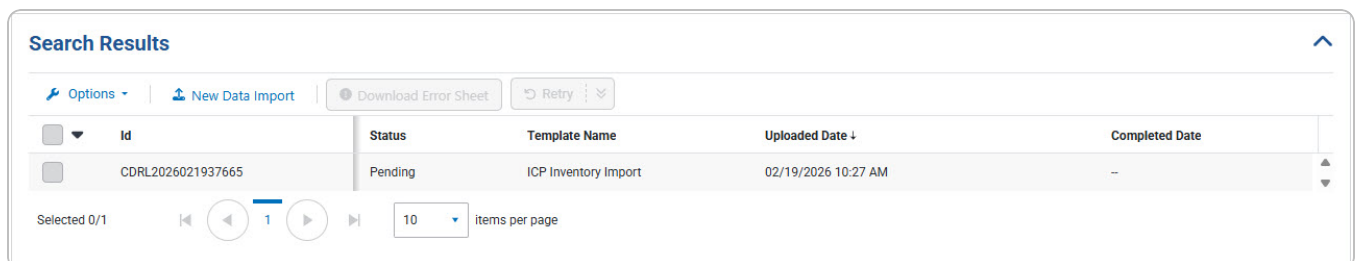


The screenshot shows a 'Search Criteria' form with the following fields:

- Status: All (dropdown)
- Template Name: All (dropdown)
- Id: (text input)


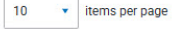
Buttons:  

2. Select . The Search Results appear.



The screenshot shows a 'Search Results' table with the following data:

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


Navigation: Selected 0/1,  1  10 items per page






Import a New Data Import

Navigation

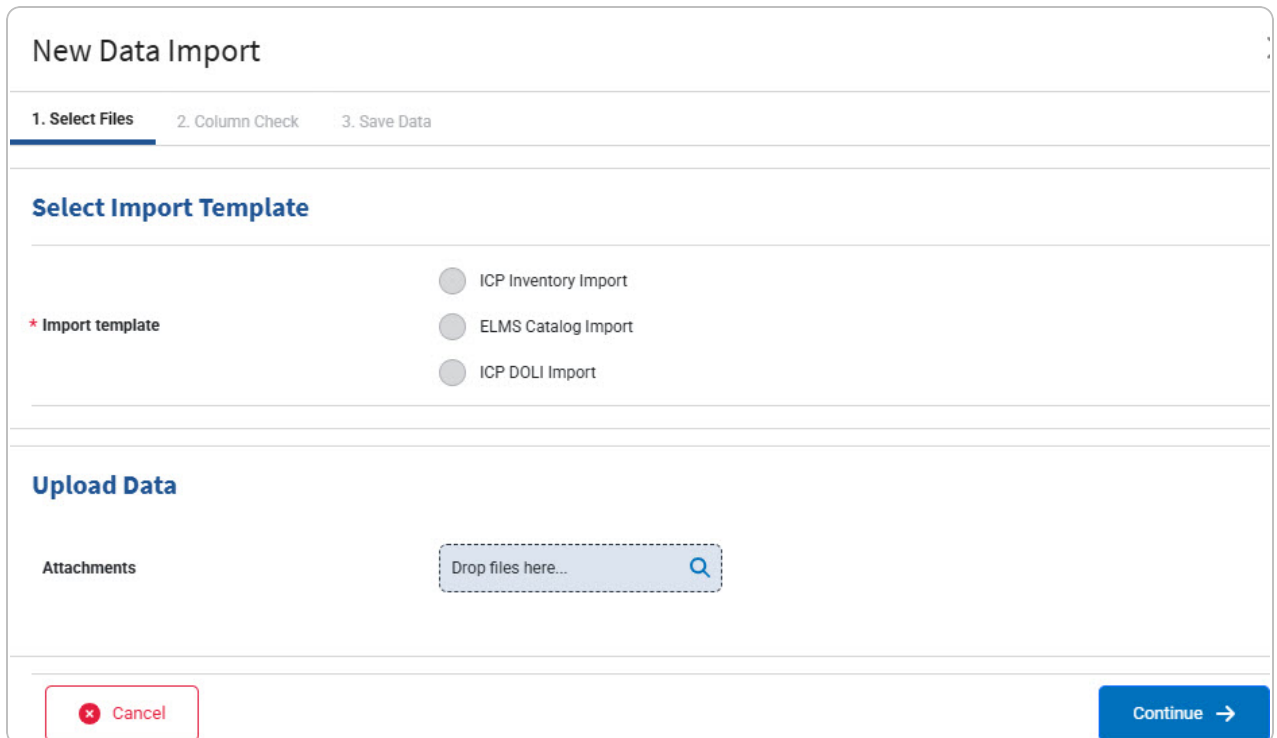
MASTER DATA MGMT > Data Import Utility >  > New Data Import drawer

Procedures

New Data Import

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

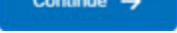
1. Select . The **New Data Import** drawer opens.



The screenshot shows the 'New Data Import' drawer interface. At the top, it has the title 'New Data Import' and three steps: '1. Select Files', '2. Column Check', and '3. Save Data'. The first step is active. Below this is the 'Select Import Template' section, which includes a label '* Import template' and three radio button options: 'ICP Inventory Import', 'ELMS Catalog Import', and 'ICP DOLI Import'. The 'ELMS Catalog Import' option is selected. Below this is the 'Upload Data' section, which includes a label 'Attachments' and a dashed box with the text 'Drop files here...' and a magnifying glass icon. At the bottom of the drawer, there are two buttons: a red 'Cancel' button on the left and a blue 'Continue' button on the right.





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	<input type="text"/>	Storage Bin	<input type="text"/>
* Site DODAAC	<input type="text"/>	* Date of last Inventory	<input type="text"/>
* (NSN) National Stock number	<input type="text"/>	Serial Number	Serial Number <input type="text"/>
* Manufacturer Part Number	<input type="text"/>	Unique Item Identifier	<input type="text"/>
* CAGE Code	<input type="text"/>	Unit Acquisition Cost	<input type="text"/>
* Condition Code	Condition Code <input type="text"/>	Quantity	<input type="text"/>
Contract Number	Contract Number <input type="text"/>		





- 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 <input style="width: 100%;" type="text" value="Stock Number"/>	Dehumidified Flag <input style="width: 100%;" type="text"/>
* Item Description <input style="width: 100%;" type="text" value="Item Description"/>	DODIC <input style="width: 100%;" type="text"/>
CAGE Code <input style="width: 100%;" type="text"/>	ERRC Designator <input style="width: 100%;" type="text"/>
Manufacturer Part Number <input style="width: 100%;" type="text"/>	Expiration Shelf Life Code <input style="width: 100%;" type="text"/>
Manufacturer Model Number <input style="width: 100%;" type="text"/>	Gender Code <input style="width: 100%;" type="text"/>
* Manufacturer Name <input style="width: 100%;" type="text"/>	Hazardous Required <input style="width: 100%;" type="text"/>
ADPE Id Code <input style="width: 100%;" type="text"/>	Height In Inches <input style="width: 100%;" type="text"/>
ARC <input style="width: 100%;" type="text"/>	Length In Inches <input style="width: 100%;" type="text"/>
* Asset Category Financial Code <input style="width: 100%;" type="text"/>	LIN/TAMCN Id <input style="width: 100%;" type="text"/>
* CIIC <input style="width: 100%;" type="text"/>	Meter Required <input style="width: 100%;" type="text"/>
* Demilitarization Code <input style="width: 100%;" type="text"/>	Manufacturer Contract Required <input style="width: 100%;" type="text"/>





Help Reference Guide

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





- 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	<input type="text"/>	* Storage Bin	<input type="text"/>
* (NSN) National Stock number	<input type="text"/>	* Date of last Inventory	<input type="text"/>
* Manufacturer Part Number	<input type="text"/>	Serial Number	Serial Number
* CAGE Code	<input type="text"/>	Unique Item Identifier	<input type="text"/>
* Condition Code	Condition Code	Quantity	<input type="text"/>
* Contract Number	Contract Number		

- 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.





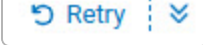
- G.** Use to select the Storage Bin.
- H.** Use to select the Date of Last Inventory.
3. Select . *The Import saves, returns to the **Data Import Utility** page, and appears in the Search Results grid in green.*






Edit a Data Import


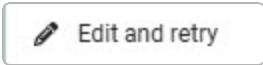
Navigation

MASTER DATA MGMT > Data Import Utility > (desired record) >  > New Data Import drawer

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** drawer opens.*


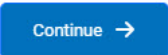
New Data Import

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

Select Import Template

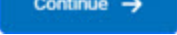
Upload Data

 **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 ^

<p>* Property Type <input style="width: 100%;" type="text" value="Location"/></p> <p>* Site DODAAC <input style="width: 100%;" type="text" value="Physical Inventory Number"/></p> <p>* (NSN) National Stock number <input style="width: 100%;" type="text" value="Stock Number"/></p> <p>* Manufacturer Part Number <input style="width: 100%;" type="text" value="Item Identifier"/></p> <p>* CAGE Code <input style="width: 100%;" type="text" value="RFID"/></p> <p>* Condition Code <input style="width: 100%;" type="text" value="Condition Code"/></p> <p>Contract Number <input style="width: 100%;" type="text" value="Contract Number"/></p>	<p>Storage Bin <input style="width: 100%;" type="text" value="Sub Location"/></p> <p>* Date of last Inventory <input style="width: 100%;" type="text" value="Updated Date"/></p> <p>Serial Number <input style="width: 100%;" type="text" value="Serial Number"/></p> <p>Unique Item Identifier <input style="width: 100%;" type="text" value="UII"/></p> <p>Unit Acquisition Cost <input style="width: 100%;" type="text"/></p> <p>Quantity <input style="width: 100%;" type="text" value="Expected Quantity"/></p>
--	--

✕ 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 ^

<table border="0" style="width: 100%;"> <tr><td>Stock Number</td><td><input type="text" value="Stock Number"/></td></tr> <tr><td>* Item Description</td><td><input type="text" value="Item Description"/></td></tr> <tr><td>CAGE Code</td><td><input type="text"/></td></tr> <tr><td>Manufacturer Part Number</td><td><input type="text"/></td></tr> <tr><td>Manufacturer Model Number</td><td><input type="text"/></td></tr> <tr><td>* Manufacturer Name</td><td><input type="text" value="Physical Inventory Number"/></td></tr> <tr><td>ADPE Id Code</td><td><input type="text"/></td></tr> <tr><td>ARC</td><td><input type="text"/></td></tr> <tr><td>* Asset Category Financial Code</td><td><input type="text" value="Item Identifier"/></td></tr> <tr><td>* CIIC</td><td><input type="text" value="UII"/></td></tr> <tr><td>* Demilitarization Code</td><td><input type="text" value="Expected Quantity"/></td></tr> </table>	Stock Number	<input type="text" value="Stock Number"/>	* Item Description	<input type="text" value="Item Description"/>	CAGE Code	<input type="text"/>	Manufacturer Part Number	<input type="text"/>	Manufacturer Model Number	<input type="text"/>	* Manufacturer Name	<input type="text" value="Physical Inventory Number"/>	ADPE Id Code	<input type="text"/>	ARC	<input type="text"/>	* Asset Category Financial Code	<input type="text" value="Item Identifier"/>	* CIIC	<input type="text" value="UII"/>	* Demilitarization Code	<input type="text" value="Expected Quantity"/>	<table border="0" style="width: 100%;"> <tr><td>Dehumidified Flag</td><td><input type="text"/></td></tr> <tr><td>DODIC</td><td><input type="text"/></td></tr> <tr><td>ERRC Designator</td><td><input type="text"/></td></tr> <tr><td>Expiration Shelf Life Code</td><td><input type="text"/></td></tr> <tr><td>Gender Code</td><td><input type="text"/></td></tr> <tr><td>Hazardous Required</td><td><input type="text"/></td></tr> <tr><td>Height In Inches</td><td><input type="text"/></td></tr> <tr><td>Length In Inches</td><td><input type="text"/></td></tr> <tr><td>LIN/TAMCN Id</td><td><input type="text"/></td></tr> <tr><td>Meter Required</td><td><input type="text"/></td></tr> <tr><td>Manufacturer Contract Required</td><td><input type="text"/></td></tr> </table>	Dehumidified Flag	<input type="text"/>	DODIC	<input type="text"/>	ERRC Designator	<input type="text"/>	Expiration Shelf Life Code	<input type="text"/>	Gender Code	<input type="text"/>	Hazardous Required	<input type="text"/>	Height In Inches	<input type="text"/>	Length In Inches	<input type="text"/>	LIN/TAMCN Id	<input type="text"/>	Meter Required	<input type="text"/>	Manufacturer Contract Required	<input type="text"/>
Stock Number	<input type="text" value="Stock Number"/>																																												
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Manufacturer Part Number	<input type="text"/>																																												
Manufacturer Model Number	<input type="text"/>																																												
* Manufacturer Name	<input type="text" value="Physical Inventory Number"/>																																												
ADPE Id Code	<input type="text"/>																																												
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* Asset Category Financial Code	<input type="text" value="Item Identifier"/>																																												
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Help Reference Guide

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





- 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	* Storage Bin	Sub Location
* (NSN) National Stock number	Stock Number	* Date of last Inventory	Updated Date
* Manufacturer Part Number	Item Identifier	Serial Number	Serial Number
* CAGE Code	RFID	Unique Item Identifier	UII
* Condition Code	Condition Code	Quantity	Counted Quantity
* Contract Number	Contract Number		

- 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.*

