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

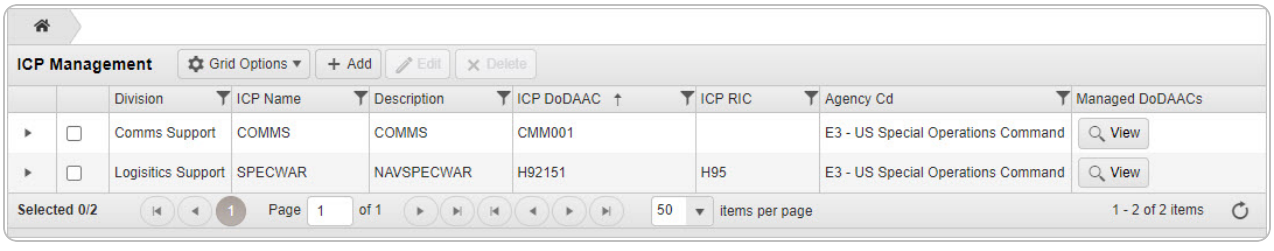
Master Data Mgmt > ICP Management > ICP Management page

Procedures

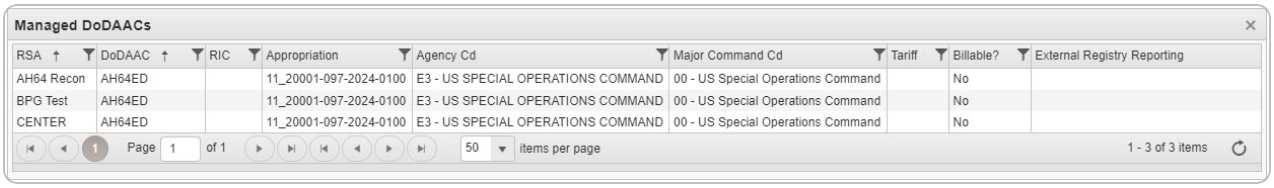
View an ICP

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.*

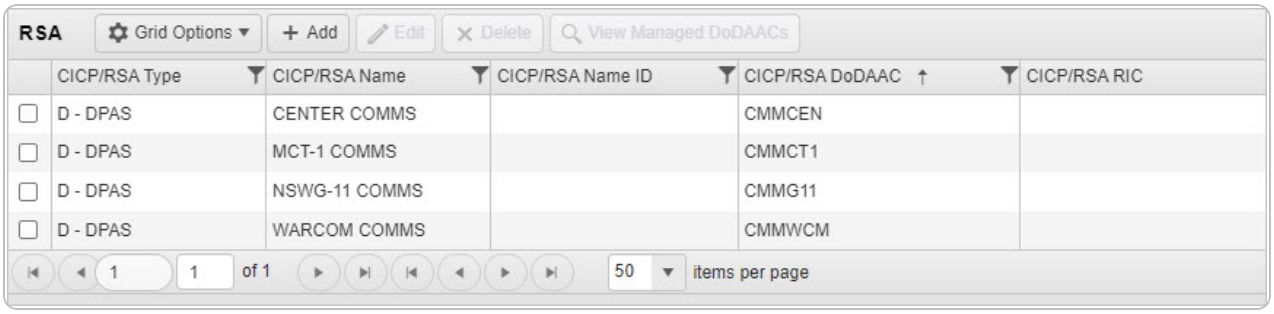


2. Select View. *The **Managed DoDAACs** pop-up window appears.*



View a CICP / RSA

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



Add an ICP Header Record

Navigation

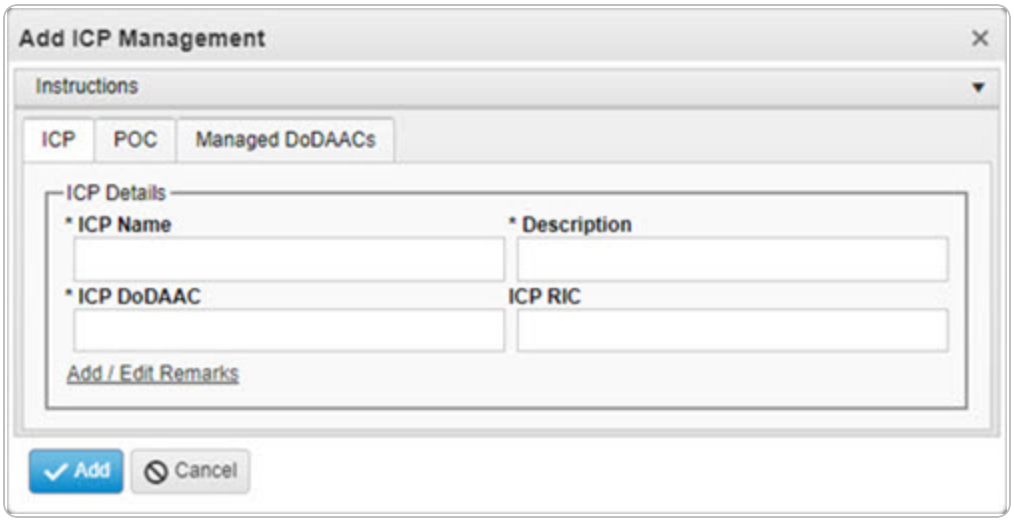
MASTER DATA MGMT > ICP Management > + Add > Add ICP Management pop-up window

Procedures

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.*

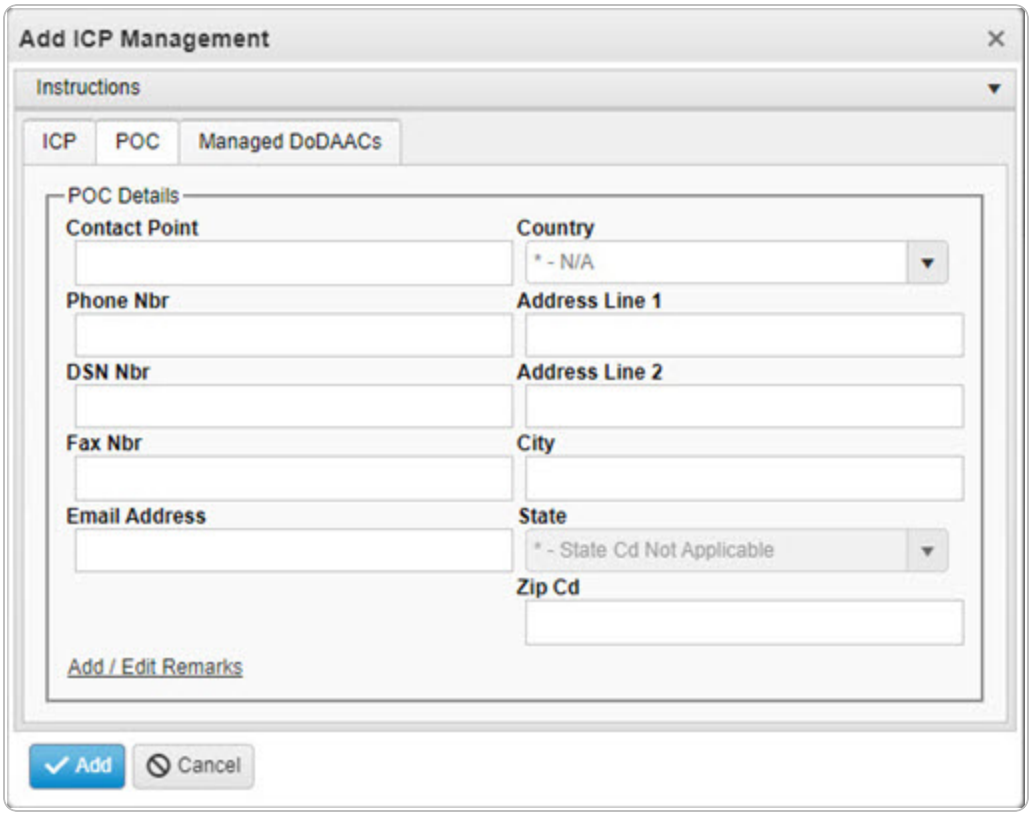


A. Enter the ICP Name in the field provided. *This is a 25 alphanumeric character field.*

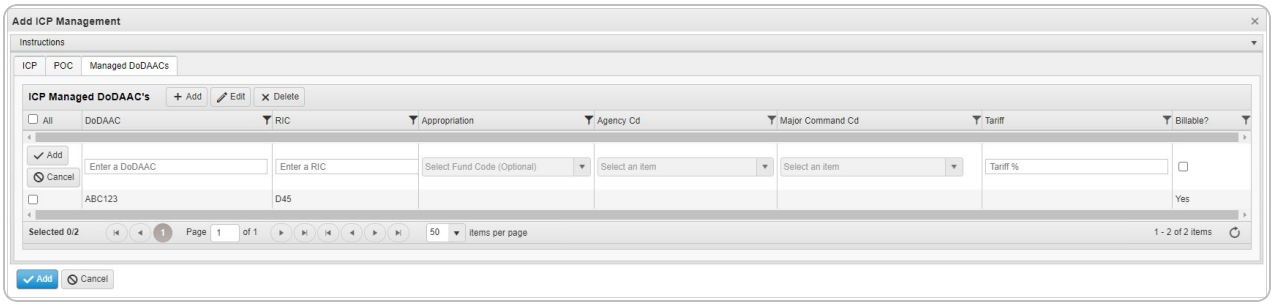
B. Enter the ICP DODAAC in the field provided. *This is a 6 alphanumeric character field.*

C. Enter the Description in the field provided. *This is a 125 alphanumeric character field.*

2. Select the POC Tab.



3. Select the Managed DoDAACs Tab.



A. Select + Add. *The ICP Managed DoDAAC's grid expands, with empty fields available.*

B. Select ✓ Add. *The ICP Header is saved, appears green in the row, and is associated to the ICP Header Record.*

4. Select 

. *The new ICP Management record is saved, and appears in the ICP Management Grid in green.*

Update an ICP Header Record

Navigation

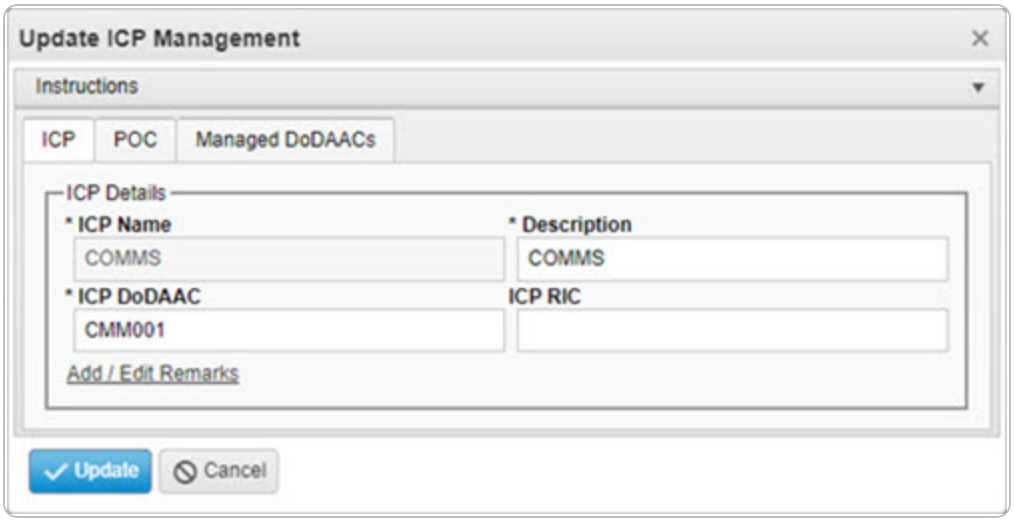
MASTER DATA MGMT > ICP Management > ☐ (desired ICP) > Edit > Update ICP Management pop-up window

Procedures

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 ICP Header 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.*

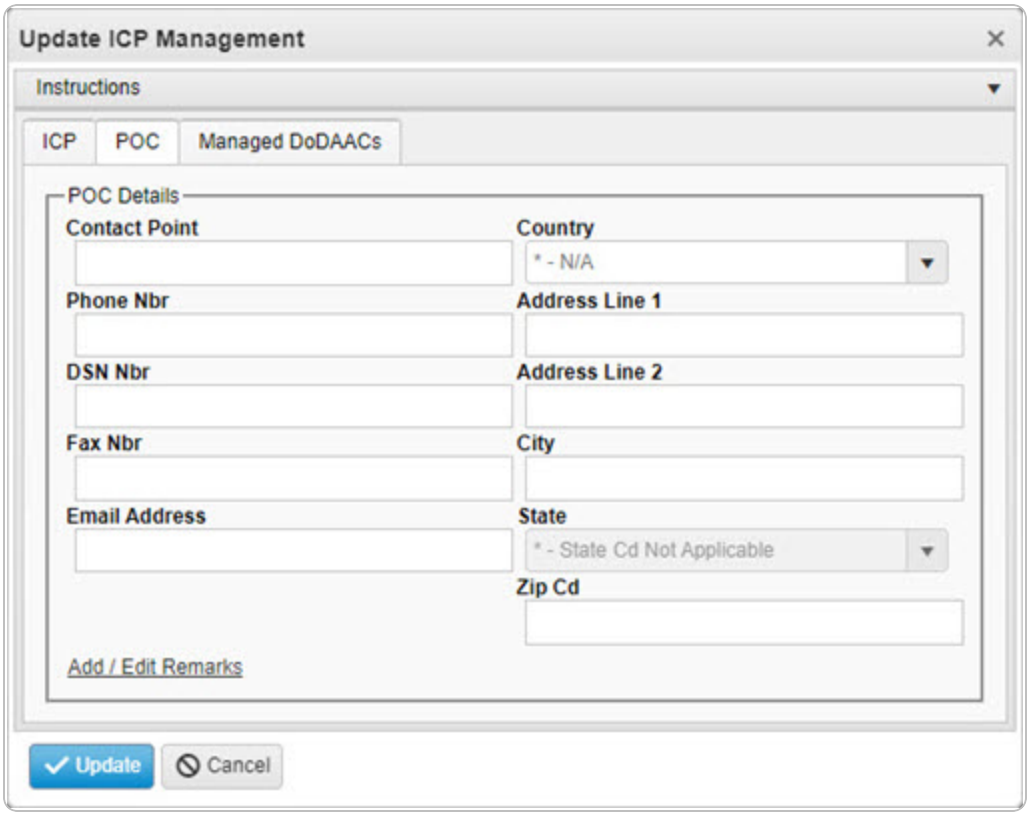


A. *Verify the ICP Name.*

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.*

3. Select the POC Tab.



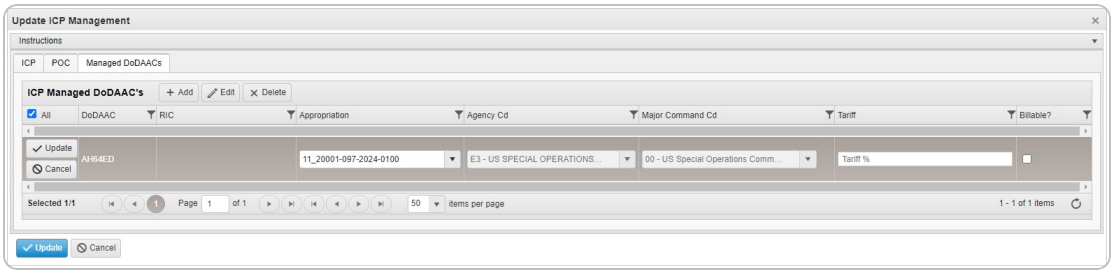
4. Select the Managed DoDAACs Tab.



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.*

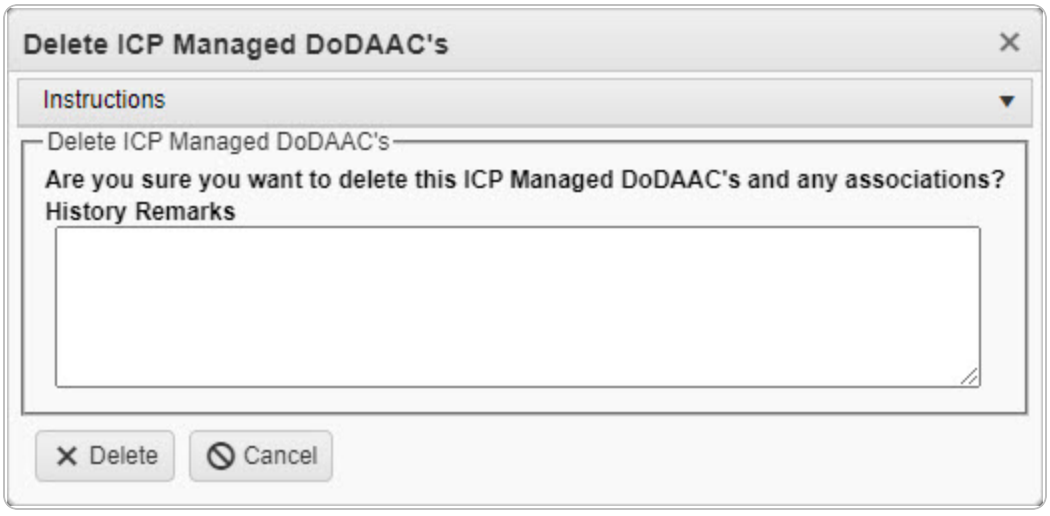


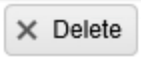
c. Select Update. *The revised DoDAAC is saved to the ICP Header Record.*

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.*



c. Select 

. *The DoDAAC is removed from the ICP Header Record.*

5. Select 

. *The revised ICP Management record is saved.*

Delete an ICP Header Record

Navigation

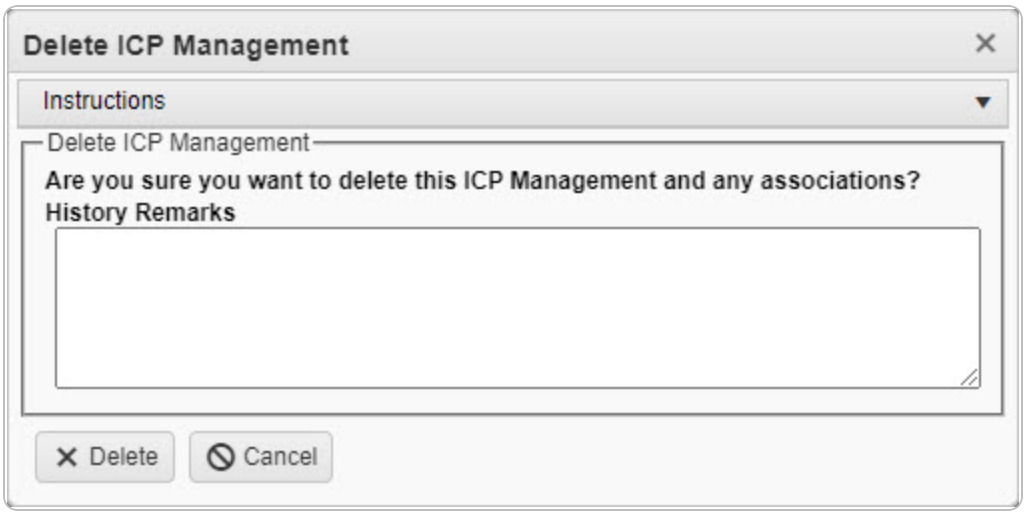
MASTER DATA MGMT > ICP Management > ☐ (desired ICP) > ✕ Delete > Delete ICP Management pop-up window

Procedures

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. Select ✕ Delete. *The ICP Header Record is removed.*

Add a CICP / RSA

Navigation

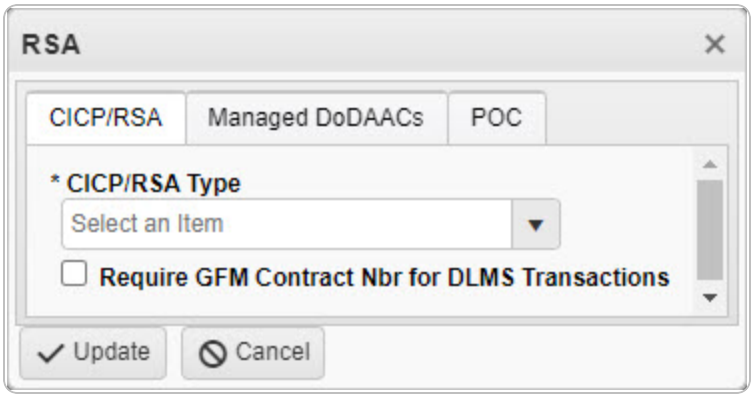
MASTER DATA MGMT > ICP Management > ▸ (desired ICP) > + Add > RSA pop-up window

Procedures

Add a CICP / RSA

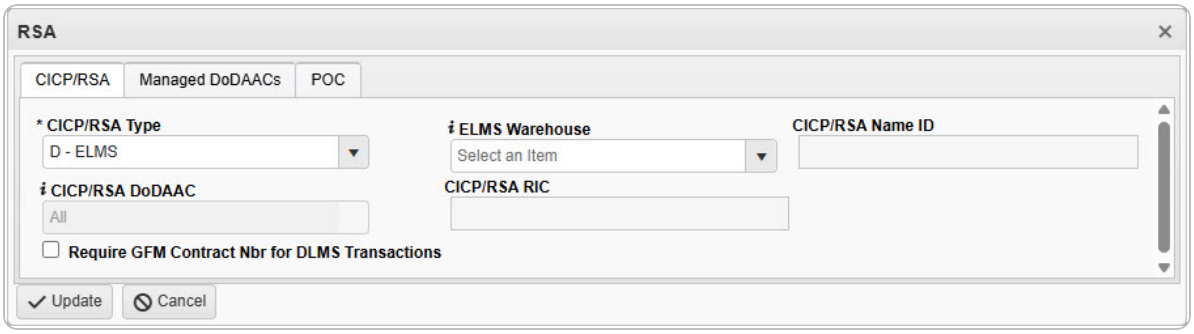
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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.*



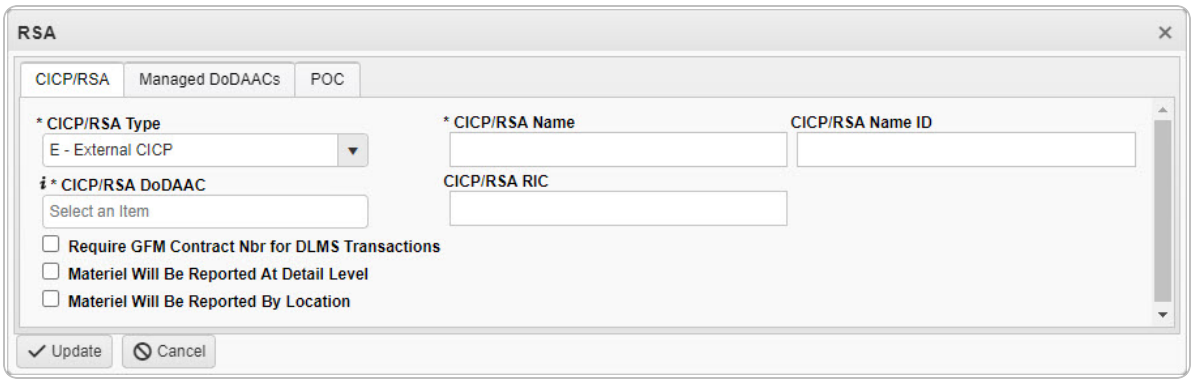
3. Use ▾ to select the CICP / RSA Type. *The choices include:*

- **D - ELMS**



A. *The CICP/RSA DoDAAC automatically populates and is not editable.*

- **E - External CICP**

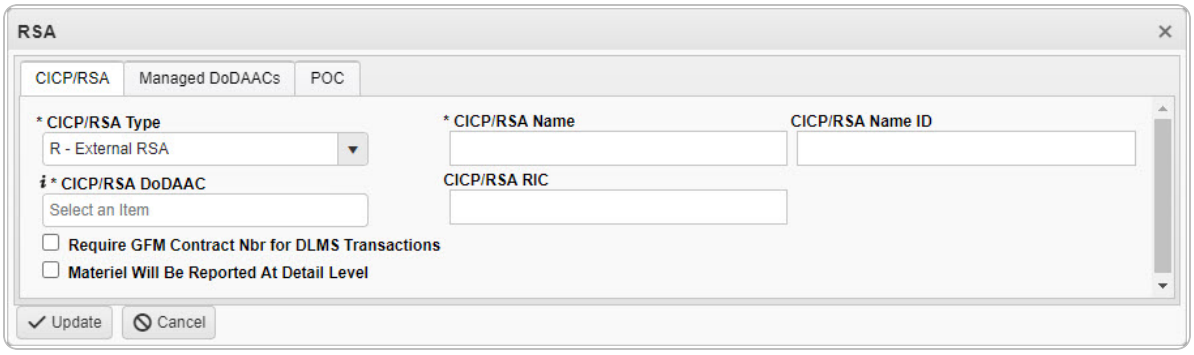


A. Enter the CICP / RSA DoDAAC, using ℹ to assist with the entry. *This is a 6 alphanumeric character field.*

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.*

- **R - External RSA**



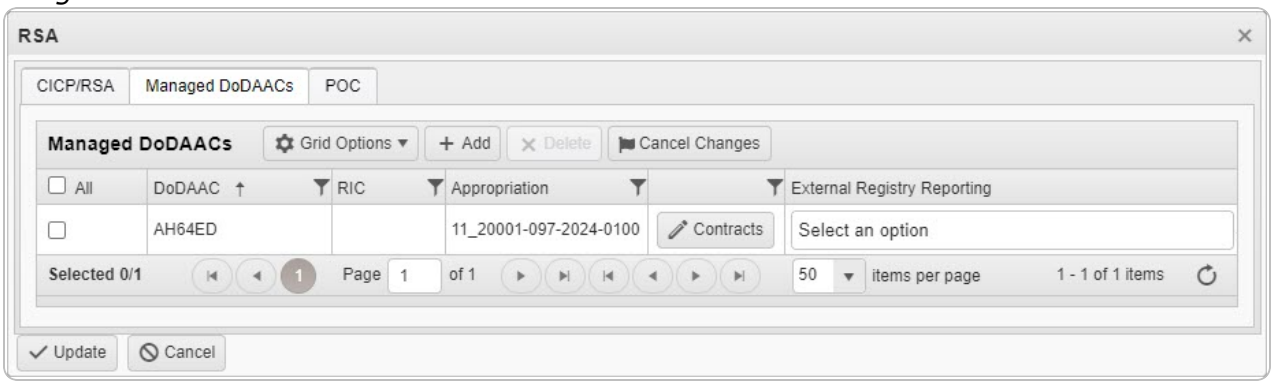
A. Enter the CICP / RSA DoDAAC, using ℹ to assist with the entry. *This is a 6 alphanumeric character field.*

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.*

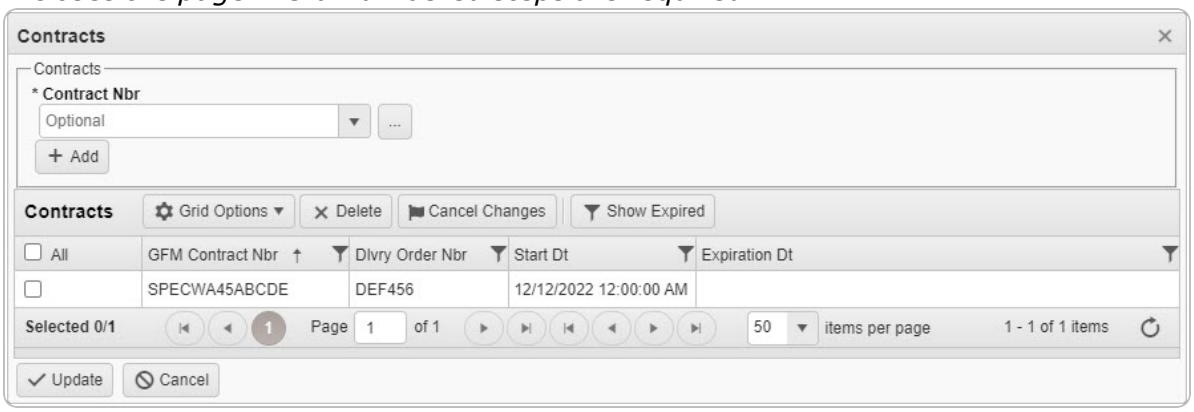
4. Select the Managed DoDAACs Tab.

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



A. 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.

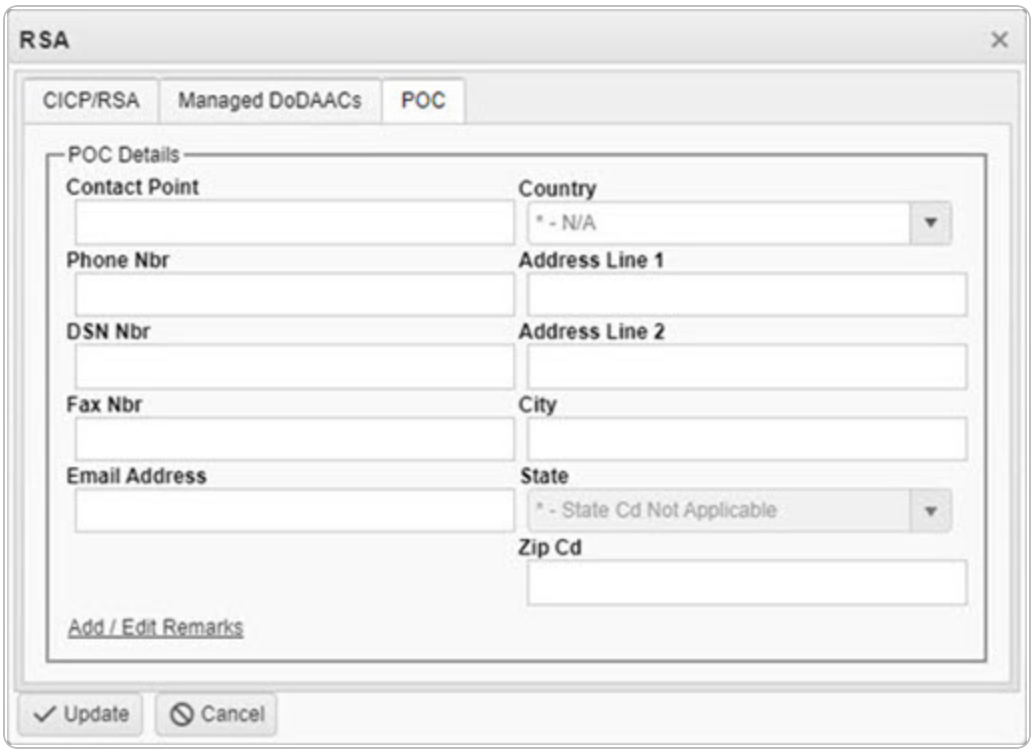
b. Select + Add. *The information appears in the Contracts grid.*

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.*

B. Select the External Registry Reporting field. *A drop-down appears with options to choose.*

5. Select the POC Tab.



6. Select ✓ Update. *The CICP / RSA is added to the ICP header record.*

Update a CICP / RSA

Navigation

MASTER DATA MGMT > ICP Management > ▸ (desired ICP) > ☐ (desired RSA) > Edit > Update RSA pop-up window

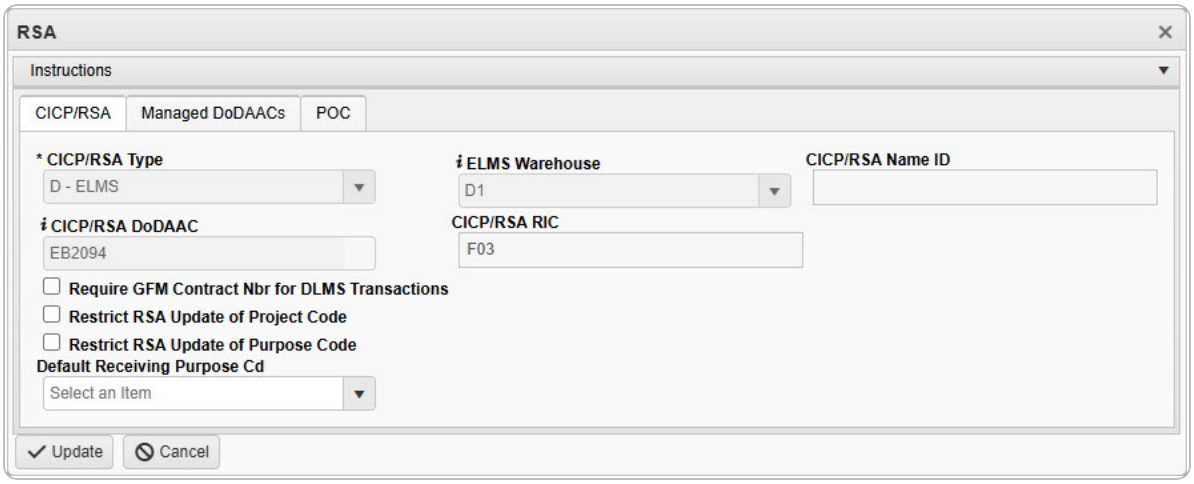
Procedures

Update a CICP / RSA

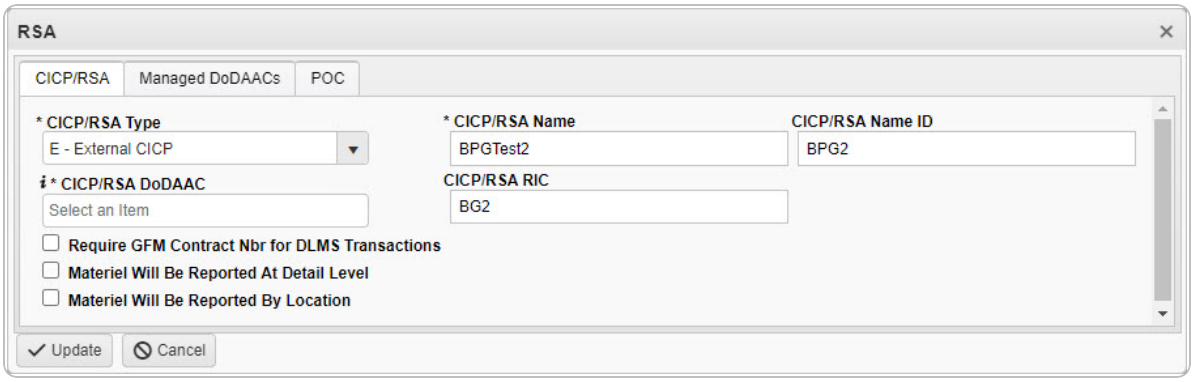
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

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**



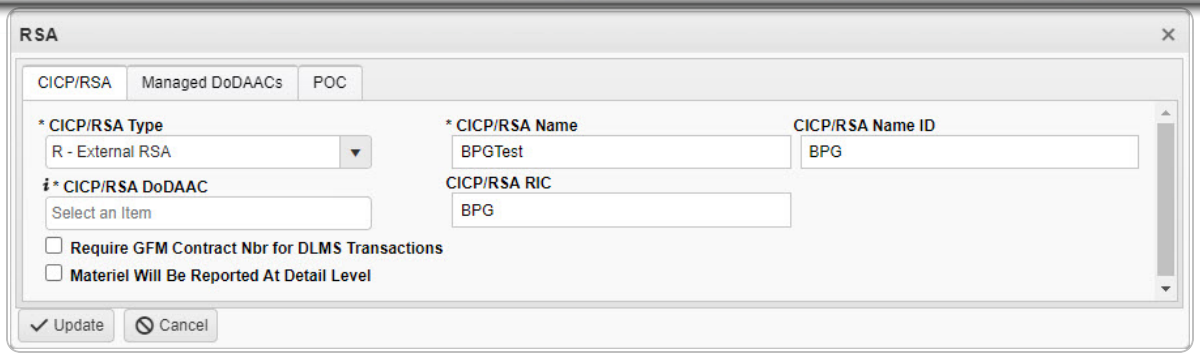
- **E - External CICP**



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.*

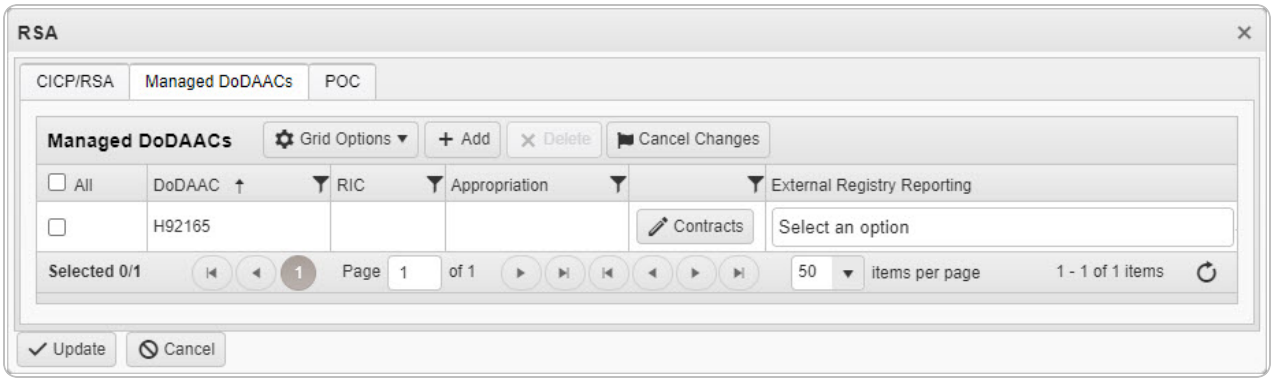
- **R - External RSA**



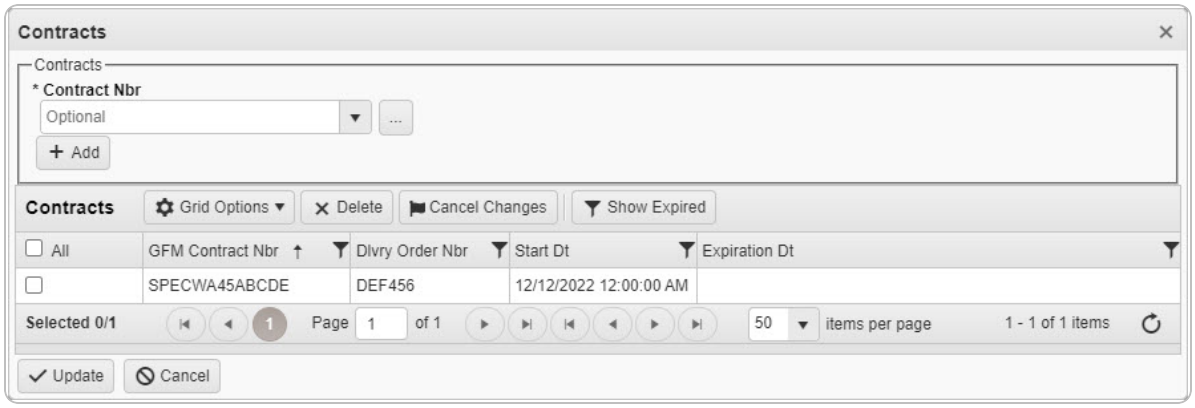
A. Update the CICP / RSA DoDAAC, using ℹ to assist with the revised DoDAAC. *This is a 6 alphanumeric character field.*

B. Update the CICP / RSA Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

5. Select the Managed DoDAACs Tab.



A. 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.

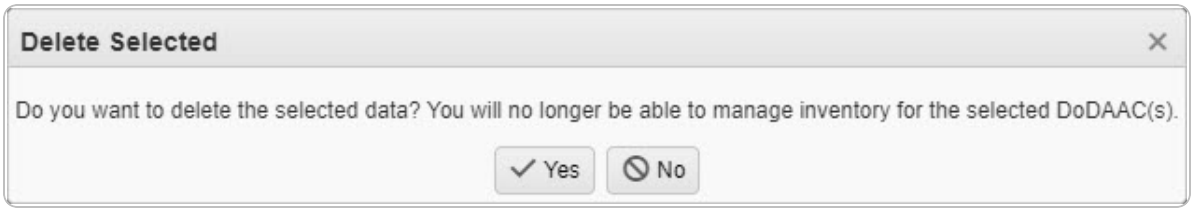
b. Select + Add. *The information appears in the Contracts grid.*

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.*

B. Select the External Registry Reporting field. *A drop-down appears with options to choose.*

Delete the ICP Managed DoDAAC

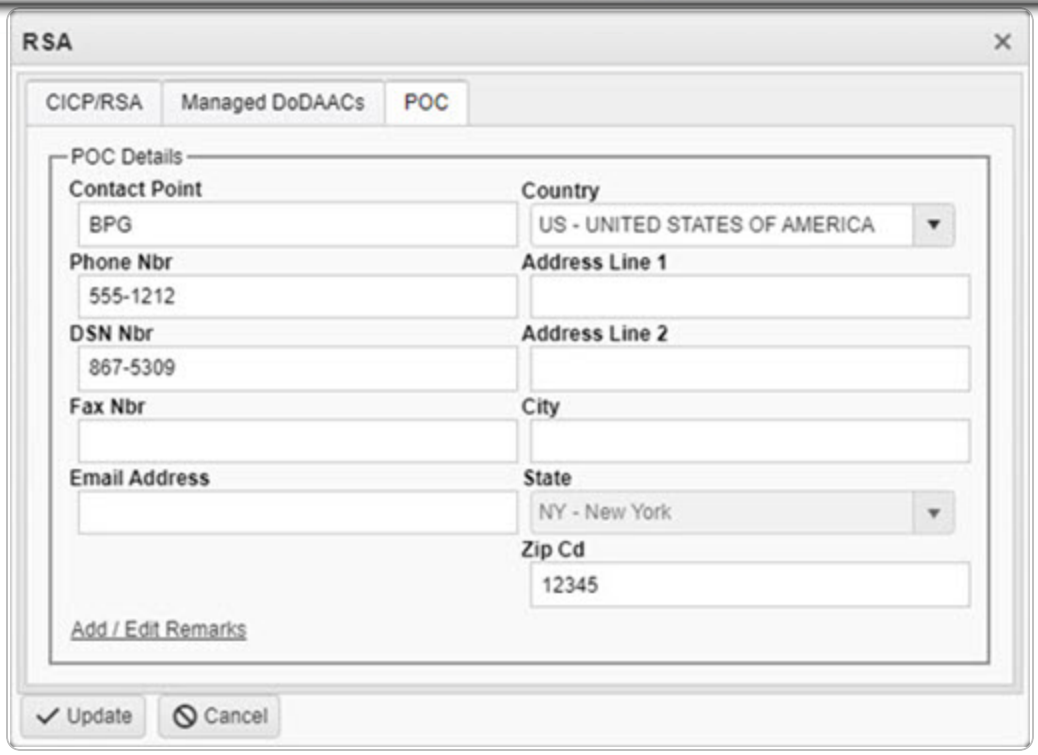


a. Click ☐ to select the desired DoDAAC.

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.



7. Select Update. *The revised CICP/RSA record is saved.*

Delete an RSA

Navigation

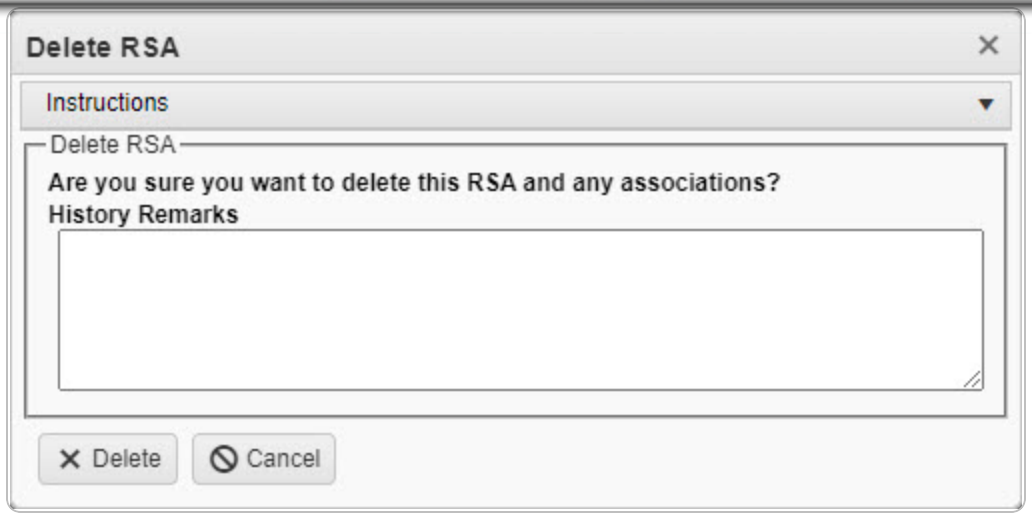
MASTER DATA MGMT > ICP Management > ▸ (desired ICP) > ☐ (desired RSA) > ✕ Delete > Delete RSA pop-up window

Procedures

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. Select Delete *The CICP/RSA is removed.*