



## Search for an Asset Disposition — Criteria

### Overview

The Property Accountability module Asset Disposition process provides the ability to get rid of assets which are no longer needed. This process disposes of both serial and bulk managed assets, as well as assets with components or improvements.

When the **Designate** check-box *is selected*, the following are the only valid Type Action codes:

- **DTNI — Turn-In**  
Return an asset to an intermediate activity and they decide how the asset will be disposed.
- **DTRO — Transfer Out - outside ELMS**  
Send an asset to an agency that does not use ELMS.
- **DSPL — Disposal**  
Return an asset directly to the DRMO without using an automated interface, or dispose of it locally.
- **DLNR — Loan Return**  
The asset was loaned to a UIC. This action type records the return of the property, the contact information and the condition of the asset.

When the **Designate** check-box *is not selected*, the following Type Action codes also display:

- **DLDD — Report of Survey / Lost, Damaged, Destroyed**  
The asset is no longer physically available because it was stolen, lost, or it was damaged or destroyed.
- **DSAL — Sales**  
The asset is sold. The action also records the condition of the asset, accounting and financial information and the contact information of the buyer.
- **DDNT — Donated**  
The contact information of the enterprise receiving the property, the condition of the property and the financial impact for the donating activity is recorded.
- **DAAR — AAR**  
The action records administrative disposal of property.
- **DIAJ — Inventory Adjustment**  
The asset was recorded as missing during an inventory, removed from the system and documented by this action.

When an asset is disposed, all components, improvements and ancillary costs are disposed of at the same time.





## Navigation

Asset Management > Disposition > Asset Disposition Search Criteria page

## Procedures

### Search for an Asset for Disposal

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





## Help Reference Guide

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

### Search Criteria

Designate

\*Type Action

Asset Id

Stock Nbr  

Serial Nbr

*i* Custodian Nbr  

*i* Loc  

Sub Loc

- Use  to select the Type Action.

2. Select . The **Asset Disposition Search Results** page opens.





## Help Reference Guide

A. Click  next to each desired asset to select the record.

Search Criteria

Designate NO	Asset Id —	Serial Nbr —	Loc —
Type Action TURN-IN	Stock Nbr 999912345678	Custodian Nbr —	Sub Loc —

Search Results

Select	Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvl Cd	Loc	Sub Loc	Lot Nbr	Suspt Loss Sts	Excs Actn	Non-Actn	Cptl	Activation Dt	Cptl Impv Activated	Cptl Cnpr Activated	Loan Cd	Ull Sts Cd	Ovng Cost Center	LIN/TAMCN	Fund Cd/ASN	Asset Cd
<input type="checkbox"/>	1	BROOKS000166	999912345678	1Z123556654564	COMMERCIAL VEHICLES	DMB001	EI	OUTSIDE STAGING			No	No	No	No		G	ARN	22344N - TEST	99/	G			
<input type="checkbox"/>	1	BROOKS000167	999912345678	1Z5566445554	COMMERCIAL VEHICLES	DMB001	EI	OUTSIDE STAGING			No	No	No	No		G	ARN	22344N - TEST	99/	G			
<input type="checkbox"/>	1	BROOKS000168	999912345678	1Z454544565454	COMMERCIAL VEHICLES	DMB001	EI	OUTSIDE STAGING			No	No	No	No		G	ART	22344N - TEST	99/	G			

Number to Display

Cancel Deselect All Select All Continue

### Helpful Tip



Select All

Deselect All

checks all assets on all pages.

Deselect All removes the check

marks from all assets on all pages.

B. Select Continue. The **Asset Disposition Selected Rows** page opens.



Defense Logistics Agency (DLA)  
Logistics Catalog and Data Solutions (LCDS)

Unclassified



## Selected Rows for Asset Disposition

### Navigation

Asset Management > Disposition > Search Criteria >  > Search Results >   
 (desired record) >  > Asset Disposition Selected Rows page

### Procedures

#### Review and Confirm Assets for Disposal

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

1. Review the asset for disposal.

Search Criteria

Designate NO	Asset Id —	Serial Nbr —	Loc —
Type Action TURN-IN	Stock Nbr 999912345678	Custodian Nbr —	Sub Loc —

Selected Row(s)

Qty	Disp Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvl Cd	Loc	Lot Nbr	Stgpt Loss Sts Cd	Exs Actn Cd	Non-Actb	Cptl	Activation Dt	Cptl Impv Activated	Cptl Cmpr Activated	Loan Cd	Ull Sts Cd	Owng Cost Center	LIN/TAMCN	Fund Cd/ASN	Intfr Sys Cd
1	<input type="text" value="1"/>	BROOKS000167	999912345678	1255566445654	COMMERCIAL VEHICLES	DMB001	EI	OUTSIDE STAGING				No	No				G	ARN	22344N-TEST	99/	AY	

#### Helpful Tip



For bulk records, the quantity must be entered for the record(s) for which the update applies. If no DISP QTY is entered, all records are updated.

2. Select  . The **Asset Disposition** page appears.





## Dispose of an Asset

### Navigation

Asset Management > Disposition > Search Criteria > **Search** > Search Results >   
(desired record) > **Continue** > Selected Rows > **Continue** > Asset Disposition — Disposition page

### Procedures

#### Dispose of an Asset

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





## Help Reference Guide

- Depending upon the Type Asset selected, different fields appear in the Disposition panel:

### Turn-In

Search Criteria

Designate NO	Asset Id —	Serial Nbr —	Loc —
Type Action TURN-IN	Stock Nbr 999912345678	Custodian Nbr —	Sub Loc —

Disposition

*Doc Nbr	<input type="text"/> 
RIC From (DODAAC/RIC)	<input type="text"/>
*Cond Cd	<input type="text"/> Select an item
*Fund Cd	<input type="text"/> Select an item
*Ship To Address	
*Ship To POC	<input type="text"/>
DSN	<input type="text"/>
*Phone Nbr	<input type="text"/>
FAX Nbr	<input type="text"/>
*E-Mail Address	<input type="text"/>
*Ship To (DODAAC/CAGE Cd)	<input type="text"/>
Ship To Name	<input type="text"/>
Ship To RIC	<input type="text"/>
*Address	<input type="text"/>
*City	<input type="text"/>
*State	<input type="text"/> Select an item
*ZIP Cd	<input type="text"/>
*Country Cd	<input type="text"/> Select an item
Shipment Dt	<input type="text"/> 
Est Shipment Dt	<input type="checkbox"/>
TCN	<input type="text"/>
Mode of Shipment	<input type="text"/> Select an item
*History Remarks	<input type="text"/>
Attachment	<input type="button" value="Add Attachment"/>
No Attachments Available	

- Enter the Doc NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*





- B.** Use  to select the Cond Cd.
- C.** Use  to select the Fund Cd.
- D.** Use  to browse for the Ship To Address.
- E.** Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*
- F.** Enter the PHONE NBR in the field provided. *This is a 19 numeric character field.*
- G.** Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*
- H.** Enter the CAGE Cd in the Ship To field provided. *This is a 5 alphanumeric character field.*
- I.** Enter the Address in the field provided. *This is a 35 alphanumeric character field.*
- J.** Enter the City in the field provided. *This is a 22 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.** Use  to select the Country Cd.
- N.** Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
- O.** Select . The **Attachment Add** page appears.





### Transfer Out - Outside ELMS

Search Criteria

Designate NO	Asset Id —	Serial Nbr —	Loc —
Type Action TRANSFER OUT - OUTSIDE DPAS	Stock Nbr —	Custodian Nbr —	Sub Loc —

Disposition

*Doc Nbr	<input type="text"/> 
RIC From (DODAAC/RIC)	<input type="text"/>
*Cond Cd	<input type="button" value="Select an item"/>
*Fund Cd	<input type="button" value="Select an item"/>
*Ship To Address	
*Ship To POC	<input type="text"/>
DSN	<input type="text"/>
*Phone Nbr	<input type="text"/>
FAX Nbr	<input type="text"/>
*E-Mail Address	<input type="text"/>
*Ship To (DODAAC/CAGE Cd)	<input type="text"/>
Ship To Name	<input type="text"/>
Ship To RIC	<input type="text"/>
*Address	<input type="text"/>
*City	<input type="text"/>
*State	<input type="button" value="Select an item"/>
*ZIP Cd	<input type="text"/>
*Country Cd	<input type="button" value="Select an item"/>
Shipment Dt	<input type="text"/> 
Ext Shipment Dt	<input type="checkbox"/>
TCN	<input type="text"/>
Mode of Shipment	<input type="button" value="Select an item"/>
*History Remarks	<input type="text"/>
Attachment	<input type="button" value="Add Attachment"/>
No Attachments Available	

**A.** Enter the Doc NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*

**B.** Use  to select the Cond Cd.





- C. Use  to select the Fund Cd.
- D. Use  to browse for the Ship To Address.
- E. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*
- F. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- G. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*
- H. Enter the CAGE Cd in the Ship To field provided. *This is a 5 alphanumeric character field.*
- I. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*
- J. Enter the City in the field provided. *This is a 22 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. Use  to select the Country Cd.
- N. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
- O. Select . The **Attachment Add** page appears.





### Disposal

Search Criteria

Designate NO	Asset Id —	Serial Nbr —	Loc —
Type Action DISPOSAL	Stock Nbr —	Custodian Nbr —	Sub Loc —

Disposition

*Doc Nbr	<input type="text"/> 
RIC From (DODAAC/RIC)	<input type="text"/>
*Retirement/Dspsl Dt	6/9/2023 
*Cond Cd	Select an Item 
*Fund Cd	Select an Item 
*Ship To Address	
*Ship To POC	<input type="text"/>
DSN	<input type="text"/>
*Phone Nbr	<input type="text"/>
FAX Nbr	<input type="text"/>
*E-Mail Address	<input type="text"/>
*Ship To (DODAAC/CAGE Cd)	<input type="text"/>
Ship To Name	<input type="text"/>
Ship To RIC	<input type="text"/>
*Address	<input type="text"/>
*City	<input type="text"/>
*State	Select an Item 
*ZIP Cd	<input type="text"/>
*Country Cd	Select an Item 
Shipment Dt	<input type="text"/> 
Est Shipment Dt	<input type="checkbox"/>
TCN	<input type="text"/>
Mode of Shipment	Select an Item 
*History Remarks	<input type="text"/>
Attachment	<input type="button" value="Add Attachment"/>
No Attachments Available	

**A.** Enter the Doc Nbr, or use  to browse for the number. *This is a 14 alphanumeric character field.*





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- B. Use  to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.
- C. Use  to select the Cond Cd.
- D. Use  to select the Fund Cd.
- E. Use  to browse for the Ship To Address.
- F. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*
- G. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- H. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*
- I. Enter the CAGE Cd in the Ship To field provided. *This is a 5 alphanumeric character field.*
- J. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*
- K. Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- L. Use  to select the State.
- M. Enter the ZIP Cd in the field provided. *This is a 10 alphanumeric character field.*
- N. Use  to select the Country Cd.
- O. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
- P. Select  **Add Attachment**. *The **Attachment Add** page appears.*





### Report of Survey / Lost, Damaged, Destroyed

Search Criteria

Designate NO	Asset Id	Serial Nbr	Loc
Type Action REPORT OF SURVEY / LOST, DAMAGED, DESTROYED		Stock Nbr	Custodian Nbr
		Sub Loc	

Disposition

*Doc Nbr	<input type="text"/>	
RIC From (DODAAC/RIC)	<input type="text"/>	
*Retirement/Dspst Dt	<input type="text" value="6/9/2023"/>	
*Cond Cd	<input type="button" value="Select an Item"/>	
*Fund Cd	<input type="button" value="Select an Item"/>	
*APO Address		
*APO POC	<input type="text"/>	
*DSN	<input type="text"/>	
*Phone Nbr	<input type="text"/>	
FAX Nbr	<input type="text"/>	
*E-Mail Address	<input type="text"/>	
<hr/> <hr/> <hr/>		
*Address	<input type="text"/>	
*City	<input type="text"/>	
*State	<input type="button" value="Select an Item"/>	
*ZIP Cd	<input type="text"/>	
*Country Cd	<input type="button" value="Select an Item"/>	
<hr/> <hr/> <hr/>		
*History Remarks	<input type="text"/>	
Attachment	<input type="button" value="Add Attachment"/>	
<hr/> <hr/> <hr/>		
No Attachments Available		

- A. Enter the Doc NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*
- B. Use to select the Retirement / Dspstl Dt, or enter the date (MM/DD/YYYY) in the field provided.
- C. Use to select the Cond Cd.





- D. Use  to select the Fund Cd.
- E. Use  to browse for the APO Address.
- F. Enter the APO POC in the field provided. *This is a 24 alphanumeric character field.*
- G. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*
- H. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- I. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*
- J. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*
- K. Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- L. Use  to select the State.
- M. Enter the ZIP Cd in the field provided. *This is a 10 alphanumeric character field.*
- N. Use  to select the Country Cd.
- O. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
- P. Select  **Add Attachment**. The **Attachment Add** page appears.





### Sales

Search Criteria

Designate NO	Asset Id --	Serial Nbr --	Loc --
Type Action SALES	Stock Nbr --	Custodian Nbr --	Sub Loc --

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Disposition

*Doc Nbr	<input type="text"/> 
RIC From (DODAAC/RIC)	<input type="text"/>
*Retirement/Dpsl Dt	6/12/2023 
*Cond Cd	<input type="button" value="Select an Item"/>
*Fund Cd	<input type="button" value="Select an Item"/>
*Ship To Address	
*Ship To POC	<input type="text"/>
DSN	<input type="text"/>
*Phone Nbr	<input type="text"/>
FAX Nbr	<input type="text"/>
*E-Mail Address	<input type="text"/>
*Ship To (DODAAC/CAGE Cd)	<input type="text"/>
Ship To Name	<input type="text"/>
Ship To RIC	<input type="text"/>
*Address	<input type="text"/>





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*City	<input type="text"/>
*State	<input type="text"/> Select an Item <input type="button" value="▼"/>
*ZIP Cd	<input type="text"/>
*Country Cd	<input type="text"/> Select an Item <input type="button" value="▼"/>
*Selling Price	<input type="text"/>
Shipment Dt	<input type="text"/> <input type="button" value="▼"/>
Est Shipment Dt	<input type="checkbox"/>
TCN	<input type="text"/>
Mode of Shipment	<input type="text"/> Select an Item <input type="button" value="▼"/>
*History Remarks	
Attachment	<input type="button" value="Add Attachment"/>
No Attachments Available	
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

- A. Enter the Doc NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*
- B. Use  to select the Retirement / DSSPL DT, or enter the date (MM/DD/YYYY) in the field provided.
- C. Use  to select the Cond Cd.
- D. Use  to select the Fund Cd.
- E. Use  to browse for the Ship To Address.
- F. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*
- G. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- H. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*
- I. Enter the CAGE Cd in the Ship To field provided. *This is a 5 alphanumeric character field.*
- J. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*





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- K. Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- L. Use  to select the State.
- M. Enter the ZIP Cd in the field provided. *This is a 10 alphanumeric character field.*
- N. Use  to select the Country Cd.
- O. Enter the Selling Price in the field provided. *This is a 15 numeric character field.*
- P. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
- Q. Select  **Add Attachment**. The **Attachment Add** page appears.





### Donated (Disposal)

Disposition

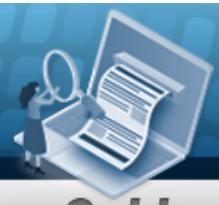
*Doc Nbr	<input type="text"/>	
RIC From (DODAAC/RIC)	<input type="text"/>	
*Retirement/Dpsl Dt	<input type="text" value="6/12/2023"/>	
*Cond Cd	<input type="text"/>	
*Fund Cd	<input type="text"/>	
*Ship To Address	<input type="text"/>	
*Ship To POC	<input type="text"/>	
DSN	<input type="text"/>	
*Phone Nbr	<input type="text"/>	
FAX Nbr	<input type="text"/>	
*E-Mail Address	<input type="text"/>	
*Ship To (DODAAC/CAGE Cd)	<input type="text"/>	
Ship To Name	<input type="text"/>	
Ship To RIC	<input type="text"/>	
*Address	<input type="text"/>	
*City	<input type="text"/>	
*State	<input type="text"/>	
*ZIP Cd	<input type="text"/>	
*Country Cd	<input type="text"/>	
Shipment Dt	<input type="text"/>	
Est Shipment Dt	<input type="checkbox"/>	
TCN	<input type="text"/>	
Mode of Shipment	<input type="text"/>	
*History Remarks	<input type="text"/>	
Attachment	<input type="button" value="Add Attachment"/>	
No Attachments Available		





- A. Enter the Doc NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*
- B. Use  to select the Retirement / DSSPL DT, or enter the date (MM/DD/YYYY) in the field provided.
- C. Use  to select the Cond Cd.
- D. Use  to select the Fund Cd.
- E. Use  to browse for the Ship To Address.
- F. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*
- G. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- H. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*
- I. Enter the CAGE Cd in the Ship To field provided. *This is a 5 alphanumeric character field.*
- J. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*
- K. Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- L. Use  to select the State.
- M. Enter the ZIP Cd in the field provided. *This is a 10 alphanumeric character field.*
- N. Use  to select the Country Cd.
- O. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
- P. Select . *The **Attachment Add** page appears.*





### Administrative Adjustment Report (AAR)

Search Criteria

Designate NO	Asset Id --	Serial Nbr --	Loc --
Type Action AAR	Stock Nbr --	Custodian Nbr --	Sub Loc --

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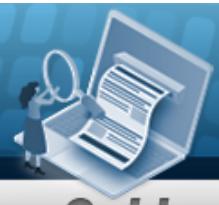
Disposition

*Doc Nbr	<input type="text"/> 
RIC From (DODAAC/RIC)	<input type="text"/>
*Retirement/Dspsl Dt	6/12/2023 
*Cond Cd	<input type="button" value="Select an Item"/>
*Fund Cd	<input type="button" value="Select an Item"/>
*History Remarks	
Attachment	<input type="button" value="Add Attachment"/>
No Attachments Available	

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- A. Enter the Doc Nbr, or use  to browse for the number. *This is a 14 alphanumeric character field.*
- B. Use  to select the Retirement / Dspsl Dt, or enter the date (MM/DD/YYYY) in the field provided.
- C. Use  to select the Cond Cd.
- D. Use  to select the Fund Cd.
- E. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
- F. Select . *The **Attachment Add** page appears.*





### Inventory Adj (Disposal)

Search Criteria

Designate NO	Asset Id --	Serial Nbr --	Loc --
Type Action INVENTORY ADJ (DISPOSAL)	Stock Nbr --	Custodian Nbr --	Sub Loc --

Disposition

*Doc Nbr	<input type="text"/> 
RIC From (DODAAC/RIC)	<input type="text"/>
*Retirement/Dpsl Dt	<input type="text"/> 
*Cond Cd	<input type="button" value="Select an Item"/>
*Fund Cd	<input type="button" value="Select an Item"/>
Inv Nbr	<input type="text"/>
*History Remarks	<input type="text"/>
Attachment	<input type="button" value="Add Attachment"/>
No Attachments Available	

- A. Enter the Doc Nbr, or use  to browse for the number. *This is a 14 alphanumeric character field.*
- B. Use  to select the Retirement / Dpsl Dt, or enter the date (MM/DD/YYYY) in the field provided.
- C. Use  to select the Cond Cd.
- D. Use  to select the Fund Cd.
- E. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
- F. Select . The **Attachment Add** page appears.





### Loan Return

Disposition

*Doc Nbr	<input type="text"/>	
RIC From (DODAAC/RIC)	<input type="text"/>	
*Cond Cd	<input type="button" value="Select an Item"/>	
*Ship To POC	<input type="text" value="SAM MILES"/>	
DSN	<input type="text"/>	
*Phone Nbr	<input type="text"/>	
FAX Nbr	<input type="text"/>	
*E-Mail Address	<input type="text"/>	
*Ship To (DODAAC/CAGE Cd)	<input type="text"/>	
Ship To Name	<input type="text" value="WIDGETS INTL"/>	
Ship To RIC	<input type="text"/>	
*Address	<input type="text" value="2698 DEEPHILL CIR"/>	
*City	<input type="text" value="DALLAS"/>	
*State	<input type="button" value="TX-Texas"/>	
*ZIP Cd	<input type="text" value="75233"/>	
*Country Cd	<input type="button" value="US-UNITED STATES OF AMERICA"/>	
Shipment Dt	<input type="text"/>	
Est Shipment Dt	<input type="checkbox"/>	
TCN	<input type="text"/>	
Mode of Shipment	<input type="button" value="Select an Item"/>	
*History Remarks	<input type="text"/>	
Attachment	<input type="button" value="Add Attachment"/>	
No Attachments Available		

**A.** Enter the Doc Nbr, or use  to browse for the number. *This is a 14 alphanumeric character field.*





- B. Use  to select the Cond Cd.
- C. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*
- D. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- E. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*
- F. Enter the CAGE Cd in the Ship To field provided. *This is a 5 alphanumeric character field.*
- G. Enter the Address in the field provided. *This is a 35 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 ZIP Cd in the field provided. *This is a 10 alphanumeric character field.*
- K. Use  to select the Country Cd.
- L. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
- M. Select  **Add Attachment**. The **Attachment Add** page appears.

2. Select  **Submit**. The **Asset Disposition Transaction Status** page appears.