



# Search for an Address — Criteria

## Overview

The Property Accountability module Address process provides the ability to locate and manage the addresses already created or to add a new address. They are used to define locations and Points of Contact (POC) for later use in ELMS.

## Navigation

Master Data > Address > Address Search Criteria page

## Procedures

### Search for an Address

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.

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

#### Search Criteria

UIC	<input type="text" value="BROOKS"/>
Address Type	<input type="text" value="Select an Item"/>

- Update the UIC, using  to select the desired identifier.
2. Select . The **Address Search Results** page appears.





## Help Reference Guide

### Search Criteria

**UIC**  
BROOKS

**Address Type**  
LD

### Search Results

Number to Display  ▼

Update	Delete	UIC	Address Type	POC	Activity Name	CAGE Cd	DUNS	DODAAC	Holding POC	Holding DODAAC
<a href="#">Update</a>	<a href="#">Delete</a>	BROOKS	Loan - DODAAC		BOBALOUVILLE			ABCDEF		
<a href="#">Update</a>	<a href="#">Delete</a>	BROOKS	Loan - DODAAC		LOANED			X0ANED		
<a href="#">Update</a>	<a href="#">Delete</a>	BROOKS	Loan - DODAAC		MARK01			MARK01		
<a href="#">Update</a>	<a href="#">Delete</a>	BROOKS	Loan - DODAAC		PIDGE TEST DODAAC BL			AAGGKK		
<a href="#">Update</a>	<a href="#">Delete</a>	BROOKS	Loan - DODAAC		TOOELE AD FSA UT			467847		
<a href="#">Update</a>	<a href="#">Delete</a>	BROOKS	Loan - DODAAC		W4KLNK			W4MCA5		

Cancel

Add





# Add an Address

## Navigation

Master Data > Address > Search Criteria >  > Address Add page

## Procedures

### Add an Address

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

1. Use  to select the Address Type.
2. Select . The **Address Add** page appears.

### Add

*UIC	BROOKS	*Address Type	LD-Loan - DODAAC
CAGE Cd	<input type="text"/>	POC	<input type="text"/>
DUNS	<input type="text"/>	DSN	<input type="text"/>
DODAAC	<input type="text"/>	Phone Nbr	<input type="text"/>
*Activity Name	<input type="text"/>	FAX Nbr	<input type="text"/>
*Address 1	<input type="text"/>	E-Mail Address	<input type="text"/>





## Help Reference Guide

Address 2	<input type="text"/>	Holding POC	<input type="text"/>
*City	<input type="text"/>	Holding Loc	<input type="text"/>
*State Cd	<input type="text" value="v"/>	Holding Sub Loc	<input type="text"/>
*ZIP Cd	<input type="text"/>	Holding DODAAC	<input type="text"/>
*Country Cd	<input type="text" value="v"/>	Transfer via	<input type="text" value="v"/>
RIC	<input type="text"/>		

- A. *The UIC automatically populates and is not editable.*
- B. Enter the CAGE Cd in the field provided. *This is a 5 alphanumeric character field.*

**Note**



The CAGE Cd **OR** the DoDAAC is mandatory.

- C. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- D. Enter the Activity Name in the field provided. *This is a 50 alphanumeric character field.*
- E. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*
- F. Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- G. Use  to select the State Cd.
- H. Enter the ZIP Code in the field provided. *This is a 10 alphanumeric character field.*
- I. Use  to select the Country Cd.
- J. *The Address Type automatically populates and is not editable.*





K. Use  to select the Transfer via.

**Note**



The Transfer via field becomes editable when the Address Type is DE - Destination, LD-Loan - DoDAAC, or TD-Disposition - Transfer. For all other Address Types, the field is read-only. When DE - Destination or TD-Disposition - Transfer is the Address Type, additional fields appear when the Transfer via is set to DAAS. When No or PIEE is selected as the Transfer via, no additional fields appear.

- **DAAS**

**Add**

*UIC <span style="float: right;">BROOKS</span>	*Address Type <span style="float: right;">TD-Disposition - Transfer</span>
CAGE Cd <input style="width: 90%;" type="text"/>	POC <input style="width: 90%;" type="text"/>
DUNS <input style="width: 90%;" type="text"/>	DSN <input style="width: 90%;" type="text"/>
DODAAC <input style="width: 90%;" type="text"/>	Phone Nbr <input style="width: 90%;" type="text"/>
*Activity Name <input style="width: 90%;" type="text"/>	FAX Nbr <input style="width: 90%;" type="text"/>
*Address 1 <input style="width: 90%;" type="text"/>	E-Mail Address <input style="width: 90%;" type="text"/>

Address 2 <input style="width: 90%;" type="text"/>	Holding POC <input style="width: 90%;" type="text"/>
*City <input style="width: 90%;" type="text"/>	Holding Loc <input style="width: 90%;" type="text"/>
*State Cd <input style="width: 90%;" type="text"/>	Holding Sub Loc <input style="width: 90%;" type="text"/>
*ZIP Cd <input style="width: 90%;" type="text"/>	Holding DODAAC <input style="width: 90%;" type="text"/>
*Country Cd <input style="width: 90%;" type="text"/>	Transfer via <input style="width: 90%;" type="text" value="DAAS"/>
RIC <input style="width: 90%;" type="text"/>	527D Due In/PMR Advice <input type="checkbox"/>
	856S Shipment Status Advice <input type="checkbox"/>
	940R Request for Shipment Advice <input type="checkbox"/>

A. Click  to select the 527D Due In/PMR Advice. *When selected, indicates the DLMS transaction is via a due-in advice. The 940R Request for Shipment Advice field is disabled.*





### Note



When DAAS is selected as the Transfer via, the DoDAAC field is mandatory. The 940R and 856S options can be selected at the same time. The 527D and 856S options can be selected at the same time.

- B. Click  to select the 856S Shipment Advice. *When selected, indicates the DLMS transaction is via a shipment advice.*
  - C. Click  to select the 940R Request for Shipment Advice. *When selected, indicates the DLMS transaction is via a request for shipment. The 527D Due In/PMR Advice field is disabled.*
3. Select . The **Address Transaction Status** page appears.





# Update an Address

## Navigation

Master Data > Address > Search Criteria >  > Search Results > Update hyperlink > Address Update page

## Procedures

### Update an Address

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

1. Select the Update hyperlink. The **Address Update** page appears.

### Update

<b>*UIC</b>	BROOKS	<b>*Address Type</b>	LD-Loan - DODAAC
<b>CAGE Cd</b>	<input type="text"/>	<b>POC</b>	<input type="text"/>
<b>DUNS</b>	<input type="text"/>	<b>DSN</b>	<input type="text"/>
<b>DODAAC</b>	AAGGKK	<b>Phone Nbr</b>	<input type="text"/>
<b>*Activity Name</b>	PIDGE TEST DODAAC BLK001	<b>FAX Nbr</b>	<input type="text"/>
<b>*Address 1</b>	4640 TRINDLE ROAD	<b>E-Mail Address</b>	<input type="text"/>





## Help Reference Guide

Address 2	<input type="text"/>	Holding POC	<input type="text"/>
*City	<input type="text" value="CAMP HILL"/>	Holding Loc	<input type="text"/>
*State Cd	<input type="text" value="PA-Pennsylvania"/> ▼	Holding Sub Loc	<input type="text"/>
*ZIP Cd	<input type="text" value="17011"/>	Holding DODAAC	<input type="text"/>
*Country Cd	<input type="text" value="US-UNITED STATES OF AMERICA"/> ▼	Transfer via	<input type="text" value="PIEE"/> ▼
RIC	<input type="text"/>		

- A. Verify the UIC.
- B. Update the CAGE Cd, entering the revised code in the field provided. *This is a 5 alphanumeric character field.*

**Note**



The CAGE Cd **OR** the DoDAAC is mandatory.

- C. Update the DoDAAC, entering the revised identifier in the field provided. *This is a 6 alphanumeric character field.*
- D. Update the Activity Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
- E. Update the Address 1, entering the revised street in the field provided. *This is a 25 alphanumeric character field.*
- F. Update the City, entering the revised place in the field provided. *This is a 22 alphanumeric character field.*
- G. Update the State Cd, using ▼ to select the desired state.





- H. Update the ZIP Code, entering the revised identifier in the field provided. *This is a 10 alphanumeric character field.*
- I. Update the Country Cd, using  to select the desired country.
- J. *Verify the Address Type.*

**Note**

 The Holding fields are only editable when the Address Type = RE - Reporting.

Holding POC	<input type="text"/>
Holding Loc	<input type="text"/>
Holding Sub Loc	<input type="text"/>
Holding DODAAC	<input type="text"/>
Transfer via	No

- K. Update the Transfer via, using  to select the desired method.

**Note**

 The Transfer via field becomes editable when the Address Type is DE - Destination, LD-Loan - DODAAC, or TD-Disposition - Transfer. For all other Address Types, the field is read-only. When DE - Destination or TD-Disposition - Transfer is the Address Type, additional fields appear when the Transfer via is set to DAAS. When No or PIEE is selected as the Transfer via, no additional fields appear.

- DAAS





## Help Reference Guide

**Update**

*UIC	BROOKS	*Address Type	TD-Disposition - Transfer
CAGE Cd	<input type="text" value="ABCDE"/>	POC	<input type="text" value="TEST"/>
DUNS	<input type="text"/>	DSN	<input type="text"/>
DODAAC	<input type="text"/>	Phone Nbr	<input type="text" value="000-000-0000"/>
*Activity Name	<input type="text" value="TEST"/>	FAX Nbr	<input type="text"/>
*Address 1	<input type="text" value="123 A ROAD"/>	E-Mail Address	<input type="text"/>

  

Address 2	<input type="text"/>	Holding POC	<input type="text"/>
*City	<input type="text" value="TEST"/>	Holding Loc	<input type="text"/>
*State Cd	<input type="text" value="OH-Ohio"/>	Holding Sub Loc	<input type="text"/>
*ZIP Cd	<input type="text" value="55555"/>	Holding DODAAC	<input type="text"/>
*Country Cd	<input type="text" value="US-UNITED STATES OF AMERICA"/>	Transfer via	<input type="text" value="DAAS"/>
RIC	<input type="text" value="A12"/>	527D Due In/PMR Advice	<input checked="" type="checkbox"/>
		856S Shipment Status Advice	<input checked="" type="checkbox"/>
		940R Request for Shipment Advice	<input type="checkbox"/>

- A. Verify the 527D Due In/PMR Advice contains the appropriate  or . When selected, indicates the DLMS transaction is via a due-in advice. The 940R Request for Shipment Advice field is disabled.

**Note**



When DAAS is selected as the Transfer via, the DoDAAC field is mandatory. The 940R and 856S options can be selected at the same time. The 527D and 856S options can be selected at the same time.

- B. Verify the 856S Shipment Advice contains the appropriate  or . When selected, indicates the DLMS transaction is via a shipment advice.
- C. Verify the 940R Request for Shipment Advice contains the appropriate  or . When selected, indicates the DLMS transaction is via a request for shipment. The 527D Due In/PMR Advice field is disabled.

2. Select  . The **Address Transaction Status** page appears.





# Delete an Address

## Navigation

Master Data > Address > Search Criteria >  > Search Results > Delete hyperlink > Address Delete page

## Procedures

### Delete an Address

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

1. Select the Delete hyperlink. The **Address Delete** page appears.

Delete

*UIC	BROOKS	*Address Type	TD-Disposition - Transfer
CAGE Cd	ABCDE	POC	TEST
DUNS		DSN	
DODAAC	ABCDEF	Phone Nbr	000-000-0000
*Activity Name	TEST	FAX Nbr	
*Address 1	123 A ROAD	E-Mail Address	





## Help Reference Guide

Address 2		Holding POC	
*City	TEST	Holding Loc	
*State Cd	OH-Ohio	Holding Sub Loc	
*ZIP Cd	55555	Holding DODAAC	
*Country Cd	US-UNITED STATES OF AMERICA	Transfer via	DAAS
RIC	<input type="text" value="A12"/>	527D Due In/PMR Advice	<input checked="" type="checkbox"/>
		856S Shipment Status Advice	<input checked="" type="checkbox"/>
		940R Request for Shipment Advice	<input type="checkbox"/>

- A. *Verify the UIC.*
  - B. *Verify the Activity Name.*
  - C. *Verify the Address 1.*
  - D. *Verify the City.*
  - E. *Verify the STATE CD.*
  - F. *Verify the ZIP Code.*
  - G. *Verify the COUNTRY CD.*
  - H. *Verify the Address Type.*
  - I. *Verify the Transfer via.*
    - DAAS
      - A. *Verify the 527D Due In/PMR Advice.*
      - B. *Verify the 856S Shipment Advice.*
      - C. *Verify the 940R Request for Shipment Advice.*
2. Select  . The **Address Transaction Status** page appears.

