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

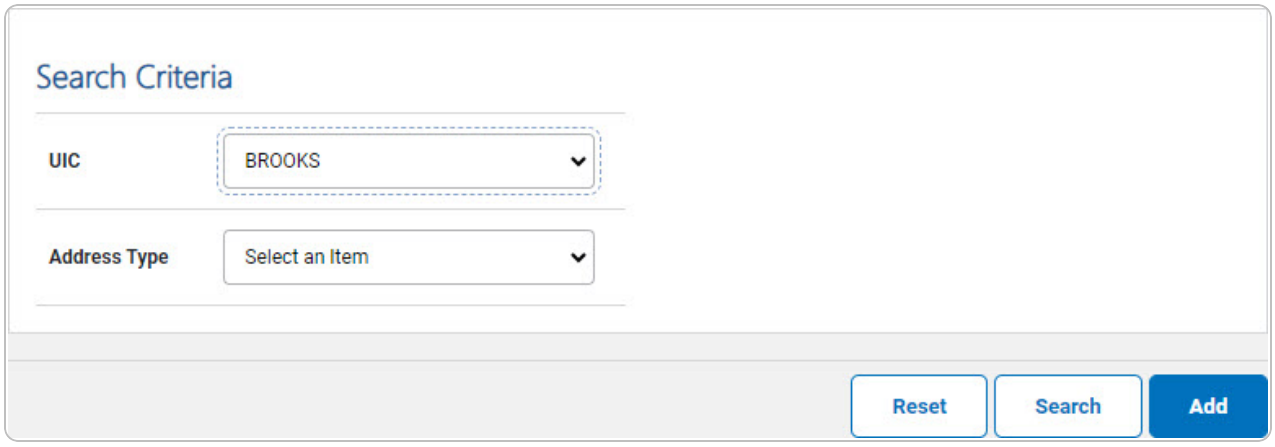
Master Data > Address > Address Search Criteria page

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 Reset *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.



   - Update the UIC, using ⌄ to select the desired identifier.

2. Select Search. *The **Address Search Results** page appears.*

Search Criteria

UIC
BROOKS

Address Type
LD

Search Results

Number to Display: 10

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

Cancel Add

Add an Address

Navigation

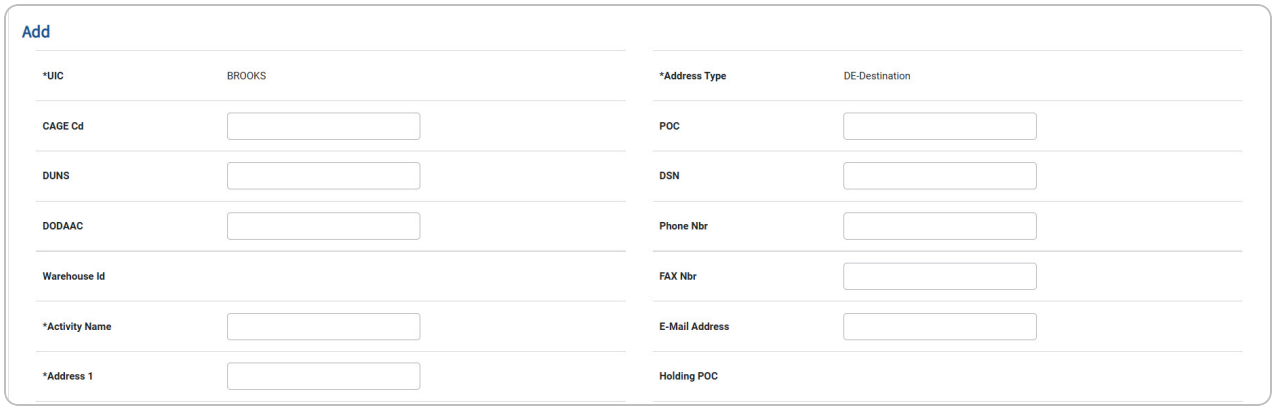
Master Data > Address > Search Criteria > Add > Address Add page

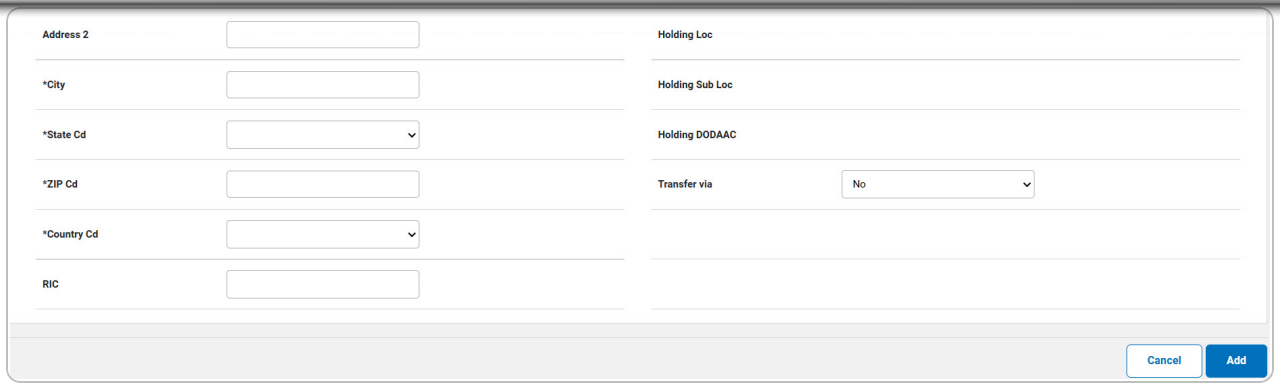
Procedures

Add an Address

Selecting Cancel *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 Add. *The* ***Address Add*** *page appears.*





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.*

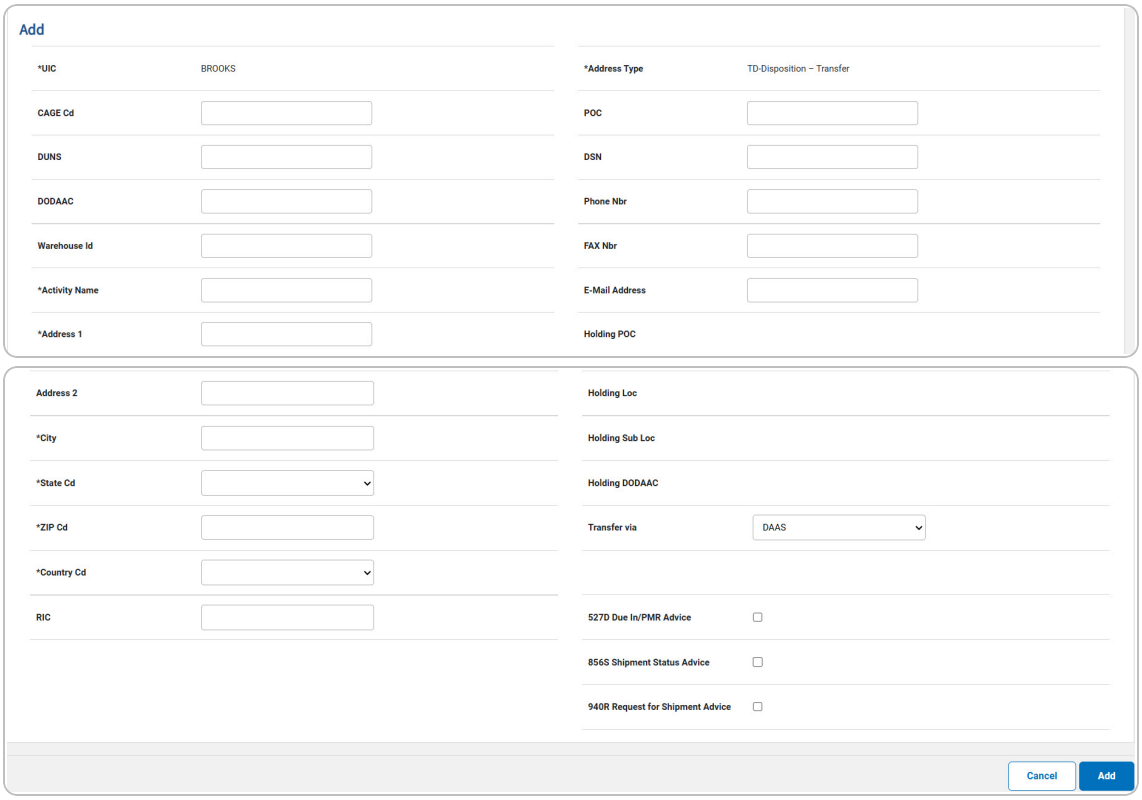
I. Use ⌄ to select the Country Cd.

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



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 Add. *The **Address Transaction Status** page appears.*

Update an Address

Navigation

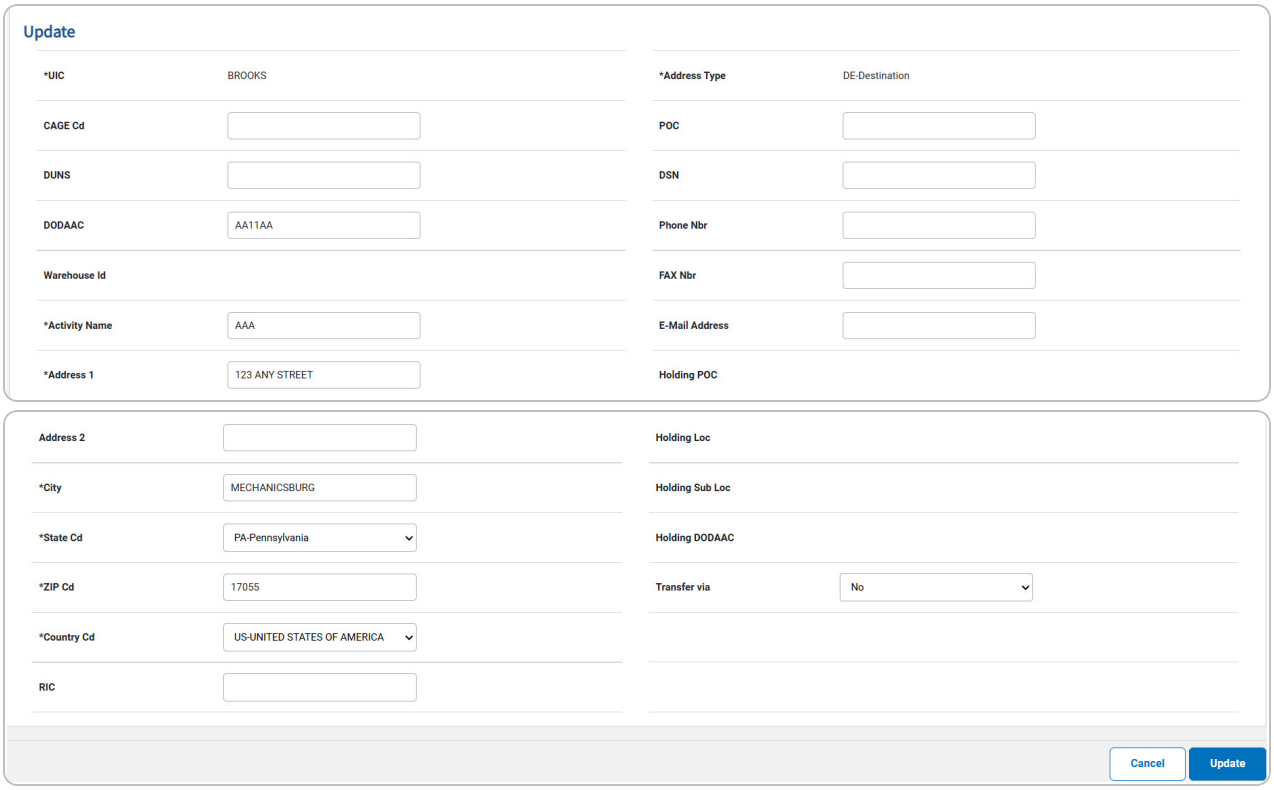
Master Data > Address > Search Criteria > Search > Search Results > Update hyperlink > Address Update page

Procedures

Update an Address

Selecting Cancel *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.*



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 alpha-numeric character field.*

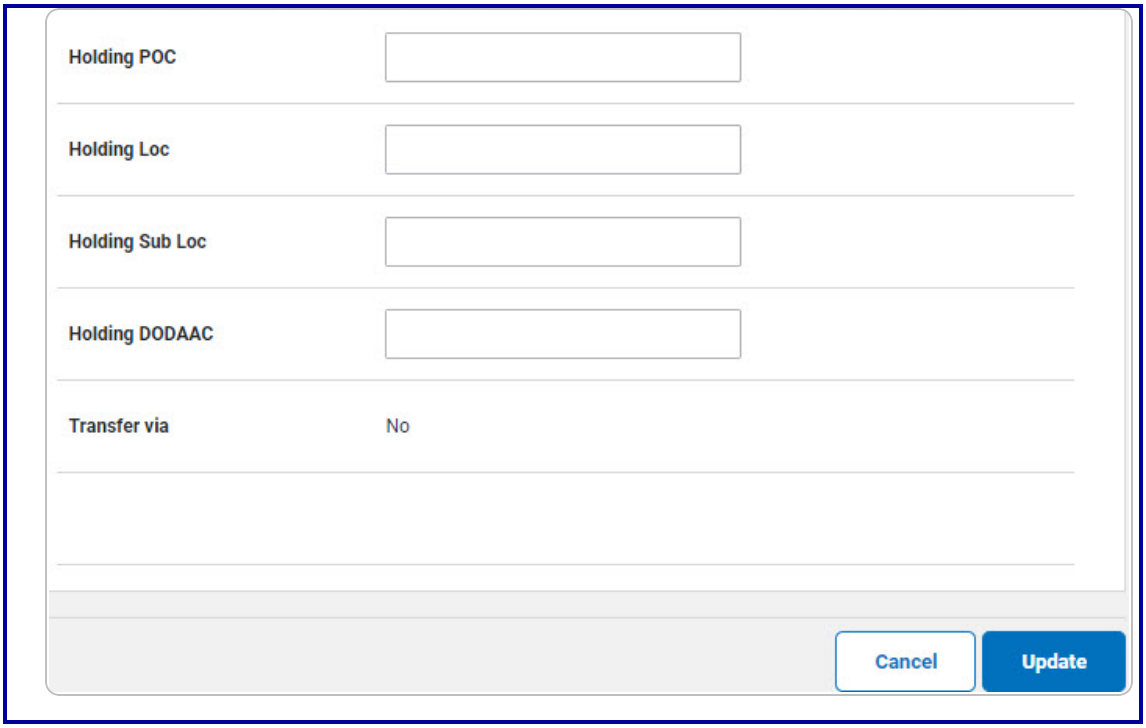
G. Update the State Cd, using ⌄ to select the desired state.

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.

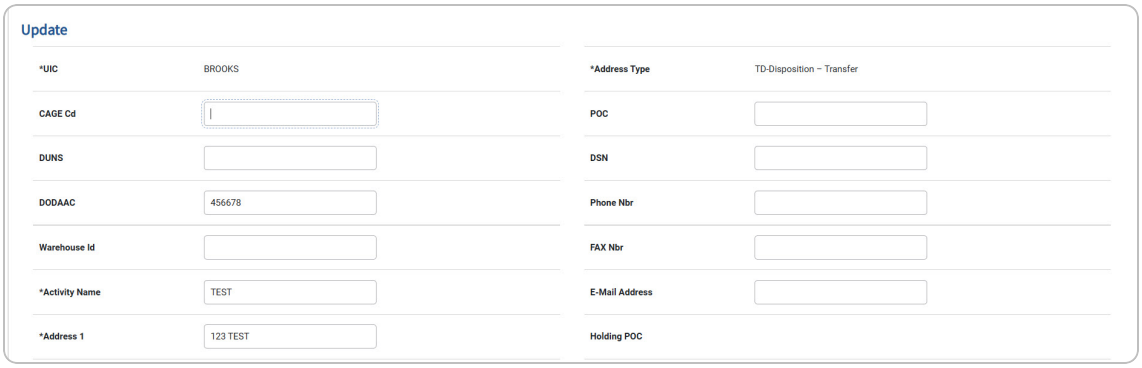


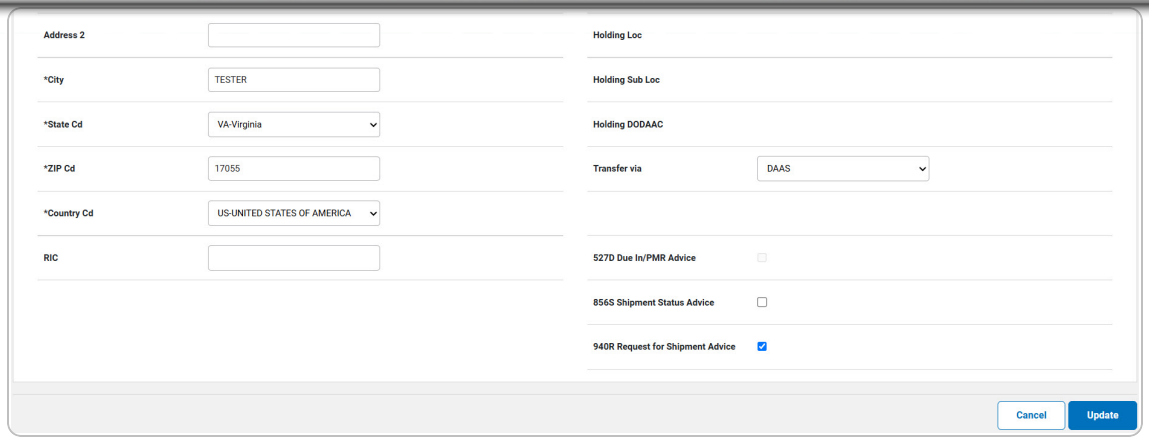
K. Update the Transfer via, using ⌄ to select the desired method.

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





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 Update. *The **Address Transaction Status** page appears.*

Delete an Address

Navigation

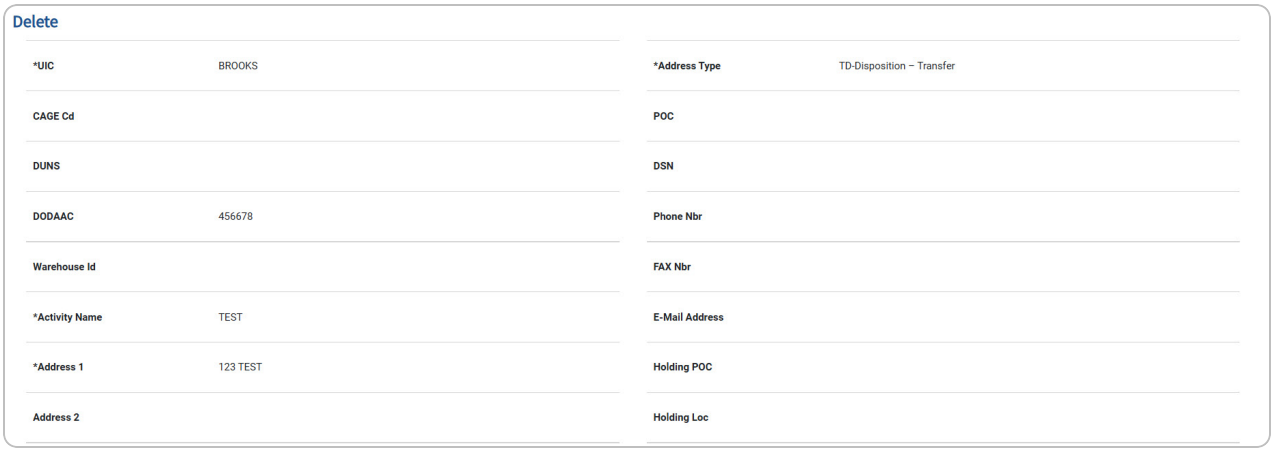
Master Data > Address > Search Criteria > Search > Search Results > Delete hyperlink > Address Delete page

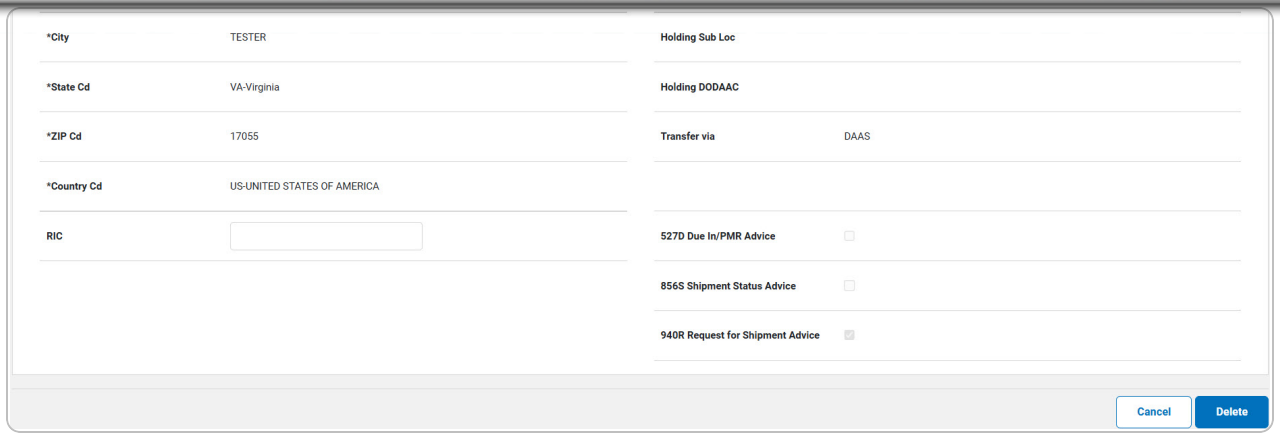
Procedures

Delete an Address

Selecting Cancel *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.*





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 Delete. *The **Address Transaction Status** page appears.*