



UIC

Overview

The Warehouse Management module Unit Identification Code (UIC) process provides the ability to add, update, and delete UIC records.

UICs are used to identify the organization that materiel is issued to with the expected return of the materiel once the deployment purpose of the Unit has been satisfied. The UIC is also be used to associate members who are individually issued materiel.

Navigation

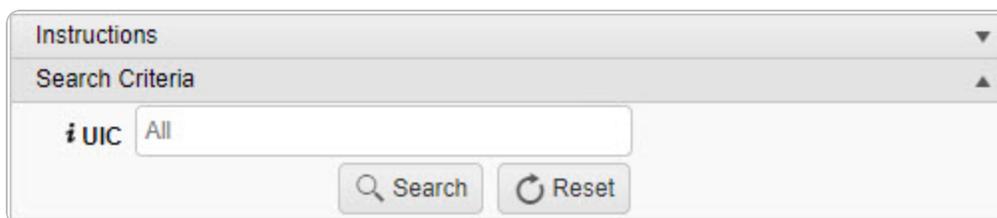
Customer MGMT > UIC > UIC page

Procedures

Search for a UIC

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. Enter the UIC/Account Name, using  to assist with entry. This is a 6 alphanumeric character field.



2. Select . Results appear in the Search Results grid.

UIC		+ Add	Grid Options	UIC ↑	UIC Name ↓	Account Name ↓	Parent UIC ↑	Status ↓	Organization Size ↓	Owning DoDAAC ↓	Contact Point ↓
			JMN123	CORUSCANT			ACTIVE				Pidge

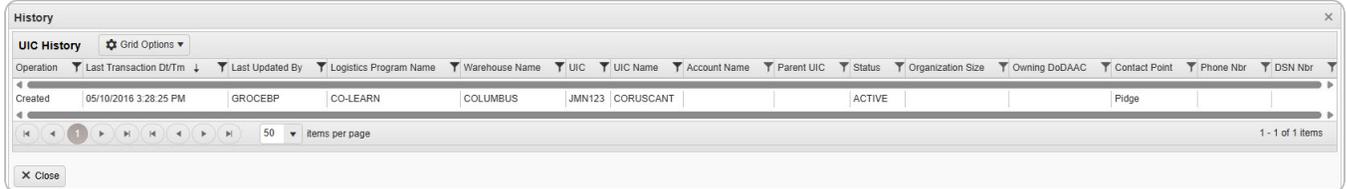
50 items per page 1 - 1 of 1 items





View a UIC Record History

Select  next to the desired record. *The **UIC History** pop-up window appears.*



The screenshot shows a 'History' pop-up window with a table of records. The table has the following columns: Operation, Last Transaction Dt/Tm, Last Updated By, Logistics Program Name, Warehouse Name, UIC, UIC Name, Account Name, Parent UIC, Status, Organization Size, Owning DoDAAC, Contact Point, Phone Nbr, and DSN Nbr. The first row of data is: Created, 05/10/2016 3:28:25 PM, GROCEBP, CO-LEARN, COLUMBUS, JMN123, CORUSCANT, ACTIVE, Pidge. The window also includes a 'Grid Options' dropdown, a '50 items per page' selector, and a 'Close' button.

Operation	Last Transaction Dt/Tm	Last Updated By	Logistics Program Name	Warehouse Name	UIC	UIC Name	Account Name	Parent UIC	Status	Organization Size	Owning DoDAAC	Contact Point	Phone Nbr	DSN Nbr
Created	05/10/2016 3:28:25 PM	GROCEBP	CO-LEARN	COLUMBUS	JMN123	CORUSCANT			ACTIVE			Pidge		





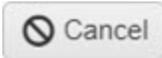
Add a UIC

Navigation

Customer MGMT > UIC > UIC >  > Add UIC pop-up window

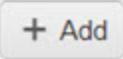
Procedures

Add a UIC

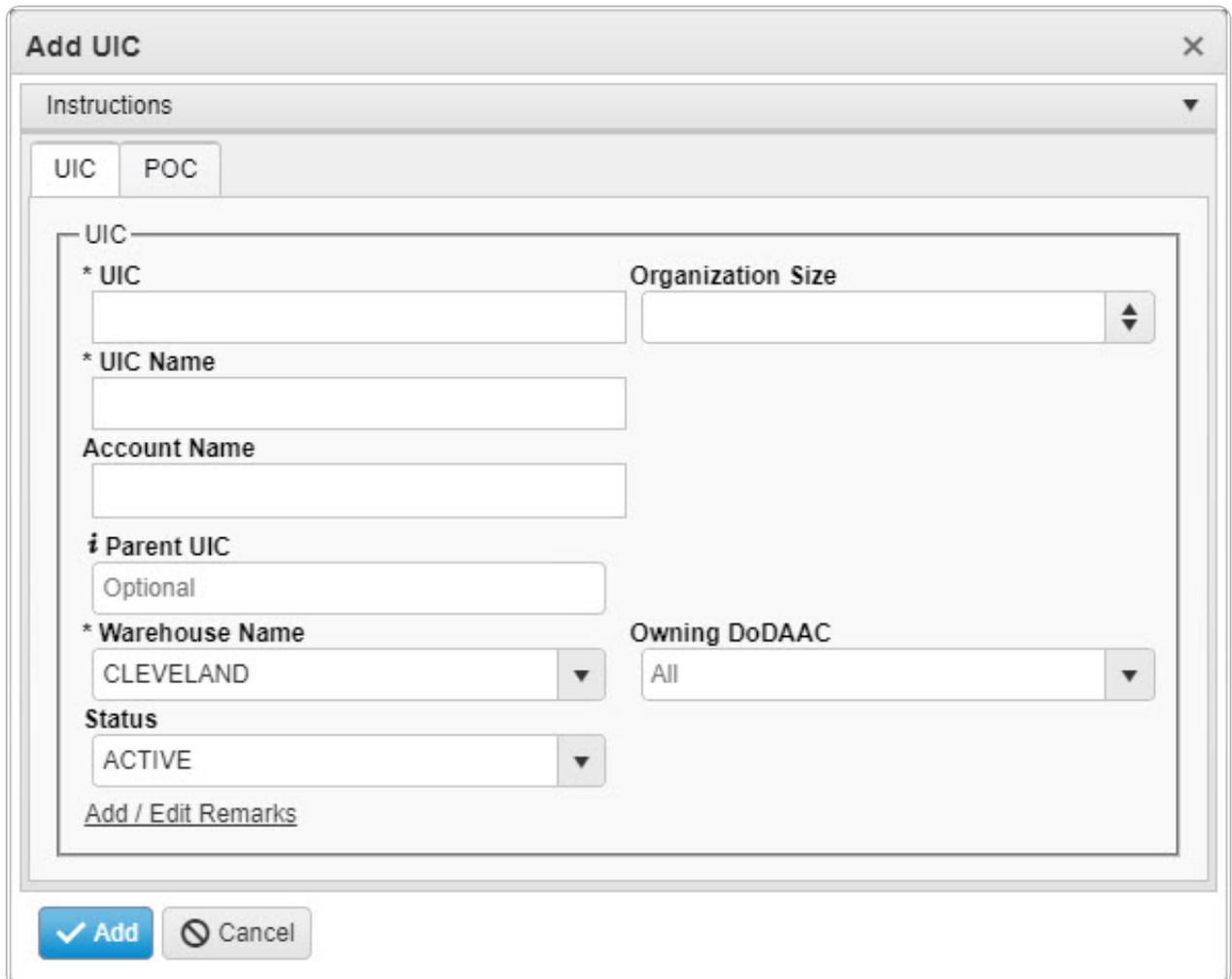
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.





1. Select . The **Add UIC** pop-up window appears.

On the UIC Tab



The screenshot shows the 'Add UIC' pop-up window. It has a title bar with 'Add UIC' and a close button. Below the title bar is a tabbed interface with 'UIC' and 'POC' tabs. The 'UIC' tab is active. The form contains the following fields:

- * UIC**: A text input field.
- Organization Size**: A dropdown menu.
- * UIC Name**: A text input field.
- Account Name**: A text input field.
- i Parent UIC**: A text input field with an information icon.
- * Warehouse Name**: A dropdown menu with 'CLEVELAND' selected.
- Owning DoDAAC**: A dropdown menu with 'All' selected.
- Status**: A dropdown menu with 'ACTIVE' selected.
- Add / Edit Remarks**: A link at the bottom of the form.

At the bottom of the window are two buttons: a blue 'Add' button with a checkmark and a grey 'Cancel' button with a circle and slash.

- A. Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
- B. Use  to choose the Organization Size.
- C. Enter the UIC Name in the field provided. *This is a 50 alphanumeric character field.*
- D. Enter the Account Name in the field provided. *This is a 25 alphanumeric character field.*
- E. Enter the Parent UIC, using  to assist with entry. *This is a 6 alphanumeric character field.*





- F. Use to select the Warehouse Name.
- G. Use to select the Owing DoDAAC.
- H. Use to select the Status.
- I. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*





On the POC Tab

Add UIC [X]

Instructions [v]

UIC | **POC**

POC Details

Contact Point	Country
<input type="text"/>	* - N/A [v]
Phone Nbr	Address Line 1
<input type="text"/>	<input type="text"/>
DSN Nbr	Address Line 2
<input type="text"/>	<input type="text"/>
Fax Nbr	City
<input type="text"/>	<input type="text"/>
Email Address	State
<input type="text"/>	* - State Code Not Applicable [v]
	Zip Cd
	<input type="text"/>

[Add / Edit Remarks](#)

- A. Enter the Contact Point in the field provided. *This is a 25 alphanumeric character field.*
- B. Use  to select the Country.
- C. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- D. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*
- E. Enter the DSN NBR in the field provided. *This is a 20 alphanumeric character field.*
- F. Enter the Address 2 in the field provided. *This is a 25 alphanumeric character field.*
- G. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
- H. Enter the City in the field provided. *This is a 25 alphanumeric character field.*





Help Reference Guide

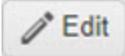
- I. Enter the E-MAIL in the field provided. *This is a 65 alphanumeric character field.*
 - J. Use to select the State.
 - K. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
 - L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
2. Select . *The new UIC appears in green at the top of the grid.*





Update a UIC

Navigation

Customer MGMT > UIC > UIC >  > Add UIC pop-up window

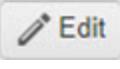
Procedures

Update a UIC

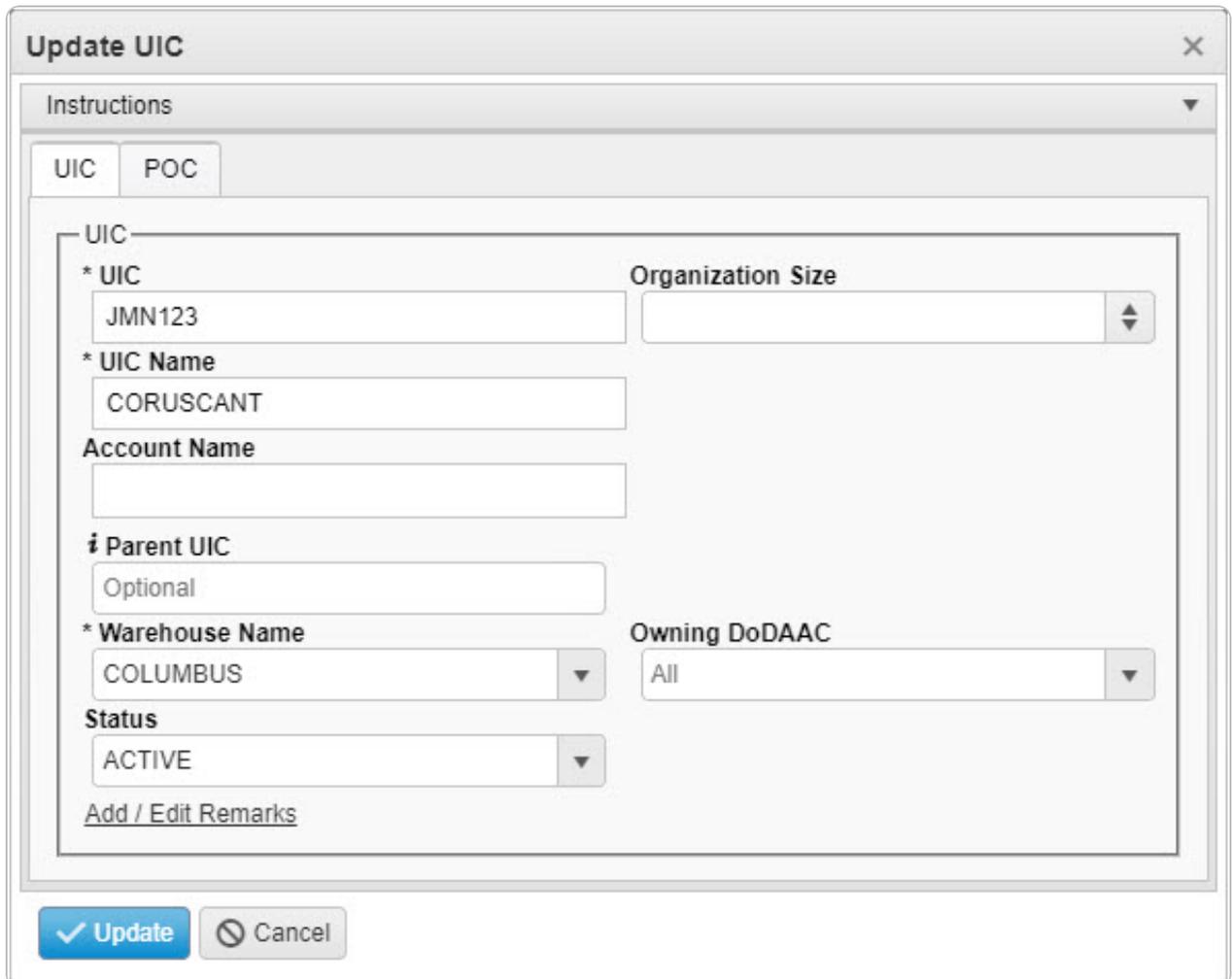
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.





1. Select . The **Update UIC** pop-up window appears.

On the UIC Tab



- A. Update the UIC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
- B. Update the Organization Size, using  to choose the revised amount.
- C. Update the UIC Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
- D. Update the Account Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*





- E. Update the Parent UIC, using  to assist with the revised code. *This is a 6 alphanumeric character field.*
- F. Update the Warehouse Name, using  to select the desired name.
- G. Update the Owning DoDAAC, using  to select the desired DoDAAC.
- H. Update the Status, using  to select the desired state.
- I. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*





On the POC Tab

Update UIC

Instructions

UIC **POC**

POC Details

Contact Point Pidge	Country US - UNITED STATES OF AMERICA
Phone Nbr	Address Line 1
DSN Nbr	Address Line 2
Fax Nbr	City
Email Address	State PA - Pennsylvania
	Zip Cd 17055

[Add / Edit Remarks](#)

- Update the Contact Point, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*
- Update the Country, using  to select the desired place.
- Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- Update the Address 1, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
- Update the DSN NBR, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*





Help Reference Guide

- F. Update the Address 2, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
 - G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
 - H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
 - I. Update the E-MAIL, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*
 - J. Update the State, using to select the desired place.
 - K. Update the ZIP Cd, entering the revised number in the field provided. *This is a 10 alphanumeric character field.*
 - L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
2. Select . *The revised UIC appears at the top of the grid.*





Delete a UIC

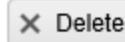
Navigation

Customer MGMT > UIC > UIC >  > Confirm Delete (Delete UIC) pop-up window

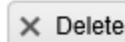
Procedures

Delete a UIC

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

1. Select  next to the desired record. The **Confirm Delete (Delete UIC)** pop-up window appears.



2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select . *The UIC is removed from the grid.*

