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.
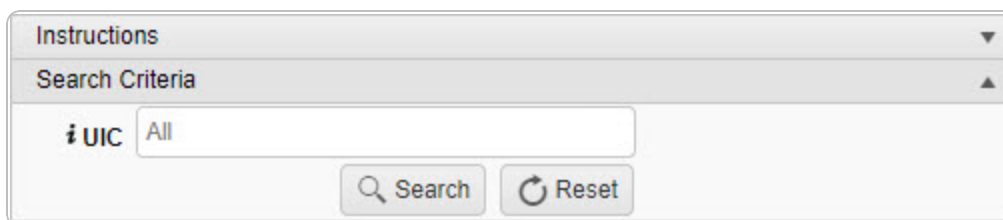
Navigation

Customer MGMT > UIC > UIC > 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 ↻ Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

Instructions	▼
Search Criteria	▲
𝒊 UIC All	
Search Reset	

2. Select Search . *The results display in the UIC Grid.*

UIC	+ Add	⚙ Grid Options ▼									
			UIC ↑	UIC Name	Account Name	Parent UIC ↑	Status	Organization Size	Owning DoDAAC	Contact Point	
✎ Edit	✕ Delete	⊙ History	JMN123	CORUSCANT			ACTIVE			Pidge	
⊮ ◀ 1 ▶ ⊯ ⊮ ◀ ▶ ⊯		50 ▼ items per page								1 - 1 of 1 items	

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1-844-843-3727

Unclassified

View a UIC Record History

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

History														×
UIC History	⚙ Grid Options ▾													
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		

⊮ ◀ **1** ▶ ⊯ ⊮ ◀ ▶ ⊯	50 ▾ items per page	1 - 1 of 1 items

✕ Close

Add a UIC

Navigation

Customer Mɢᴍᴛ > UIC > UIC > [+ Add] > Add UIC pop-up window

Procedures

Add a UIC

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 UIC** pop-up window appears.*

The UIC Tab

Add UIC ✕

Instructions ▼

| UIC | POC |

— UIC —

* UIC
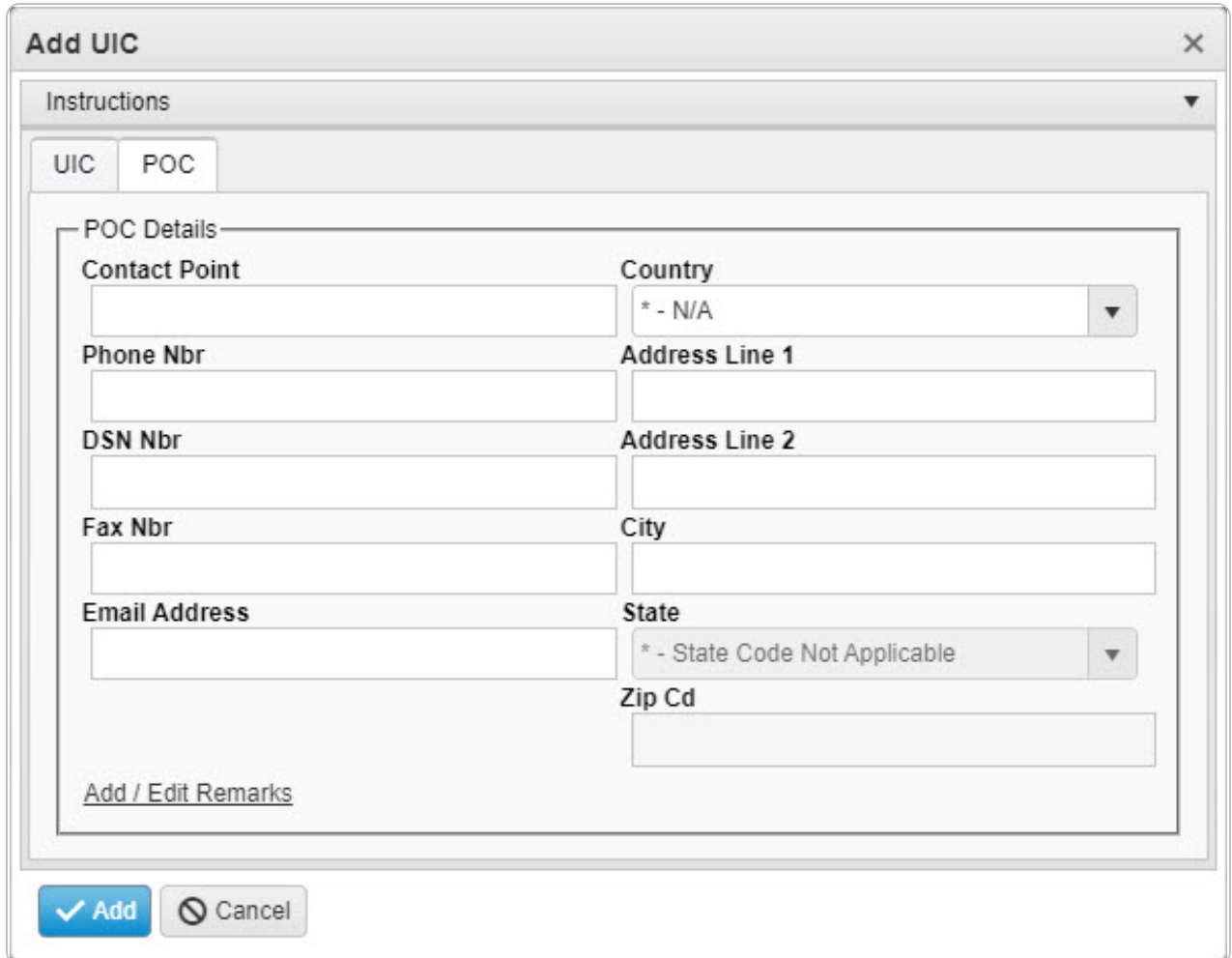
Organization Size ⬍

* UIC Name

Account Name

i Parent UIC

Optional

* Warehouse Name ▼

CLEVELAND

Owning DoDAAC ▼

All

Status ▼

ACTIVE

Add / Edit Remarks

✓ Add   ⊘ Cancel

A. Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*

B. Enter the UIC Name in the field provided. *This is a 50 alphanumeric character field.*

C. Use ▼ to select the Warehouse Name.

The POC Tab

Add UIC   ✕

Instructions ▼

UIC   POC

POC Details

Contact Point

Country

* - N/A ▼

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

Fax Nbr

City

Email Address

State

* - State Code Not Applicable ▼

Zip Cd

Add / Edit Remarks

✔ Add   ⊘ Cancel
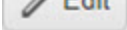
2.   Select ✔ Add . *The new UIC appears in green at the top of the grid.*

Update a UIC

Navigation

Customer MGMT > UIC > UIC > [✏ Edit] > Add UIC pop-up window

Procedures

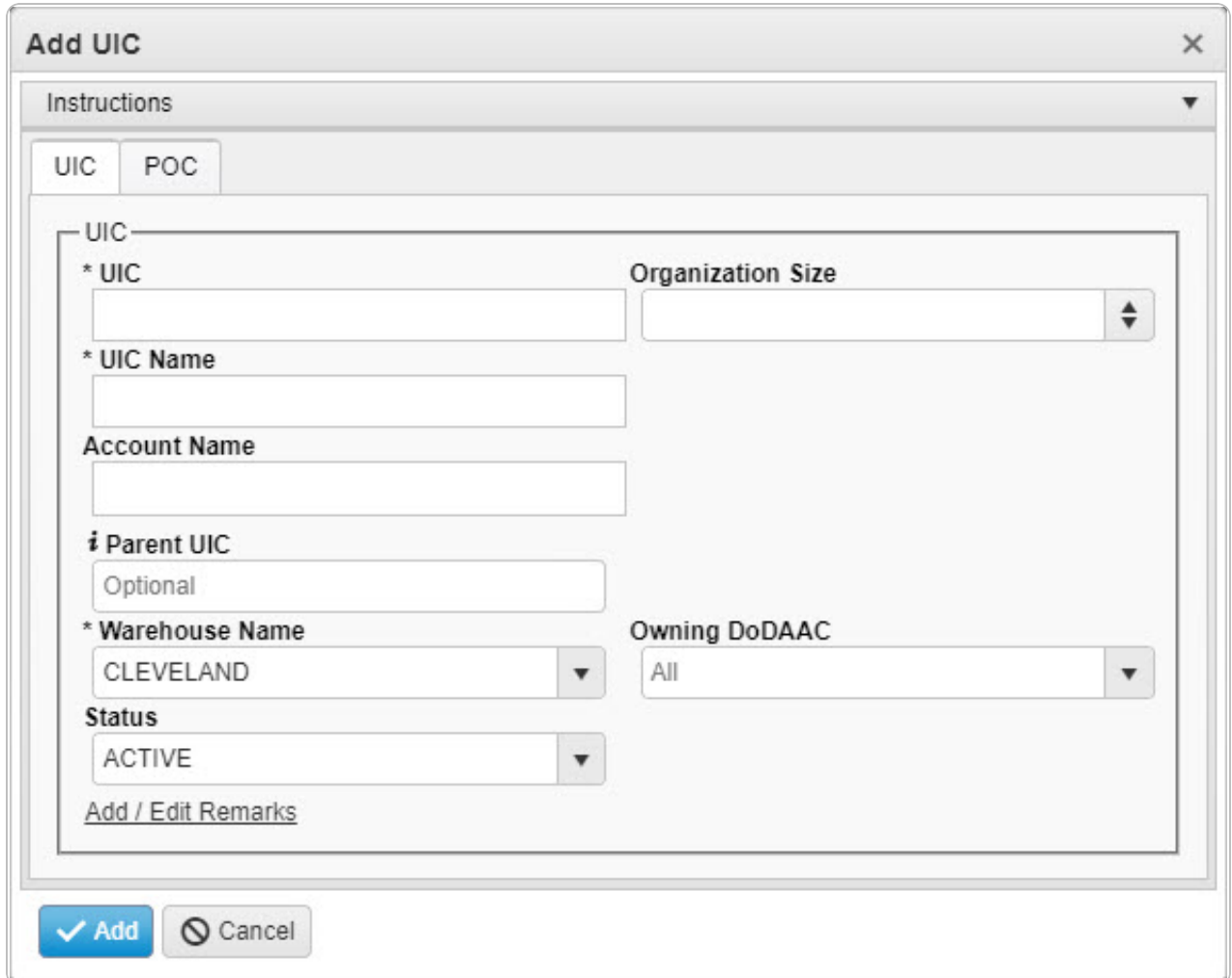### Update a UIC

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

1. Select [✎ Edit] . *The **Update UIC** pop-up window appears.*

    The UIC Tab

    Update UIC ✕

    | Instructions ▼ |

    | UIC | POC |

    UIC

    * UIC
    > JMN123

    Organization Size
    > [   ] ⬍

    * UIC Name
    > CORUSCANT

    Account Name
    > [   ]

    i Parent UIC
    > Optional

    * Warehouse Name
    > COLUMBUS ▼

    Owning DoDAAC
    > All ▼

    Status
    > ACTIVE ▼

    Add / Edit Remarks

    [✓ Update] [⊘ Cancel]

    A. Update the UIC, entering the revised code in the field provided. *This is a 6 alpha-numeric character field.*

    B. Update the UIC Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

    C. Update the Warehouse Name, using [▼] to select the desired name.

The POC Tab

Update UIC   ✕

Instructions   ▼

| UIC | POC |

┌─ POC Details ───┐
│ Contact Point   Country   │
│ ┌──────────────────────────┐   ┌──────────────────────────┐ ▼ │
│ │ Pidge   │   │ 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   ⊘ Cancel

2.   Select [✓ Update]. *The revised UIC appears at the top of the grid.*

Delete a UIC

Navigation

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

Procedures

Delete a UIC

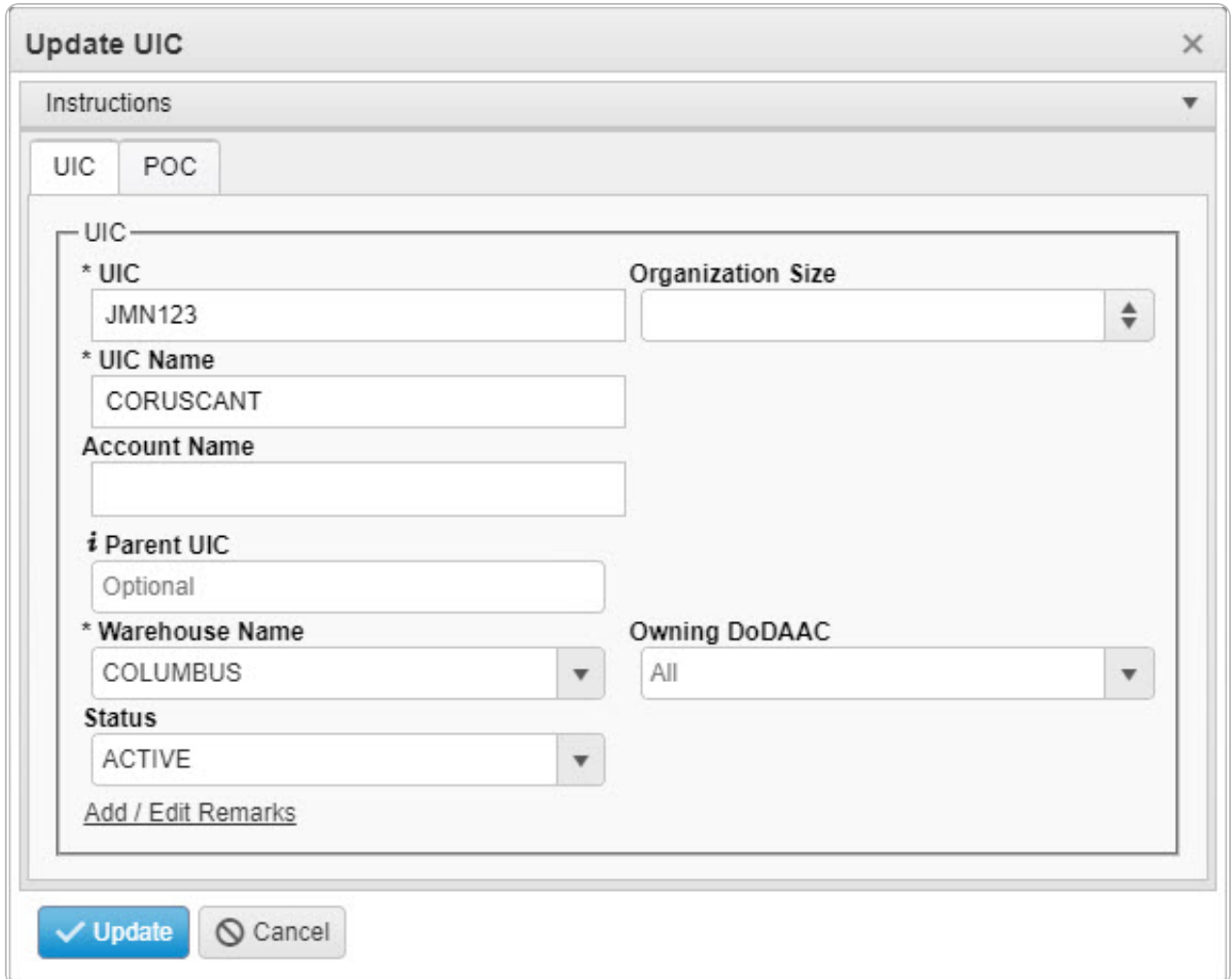*Selecting* ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*
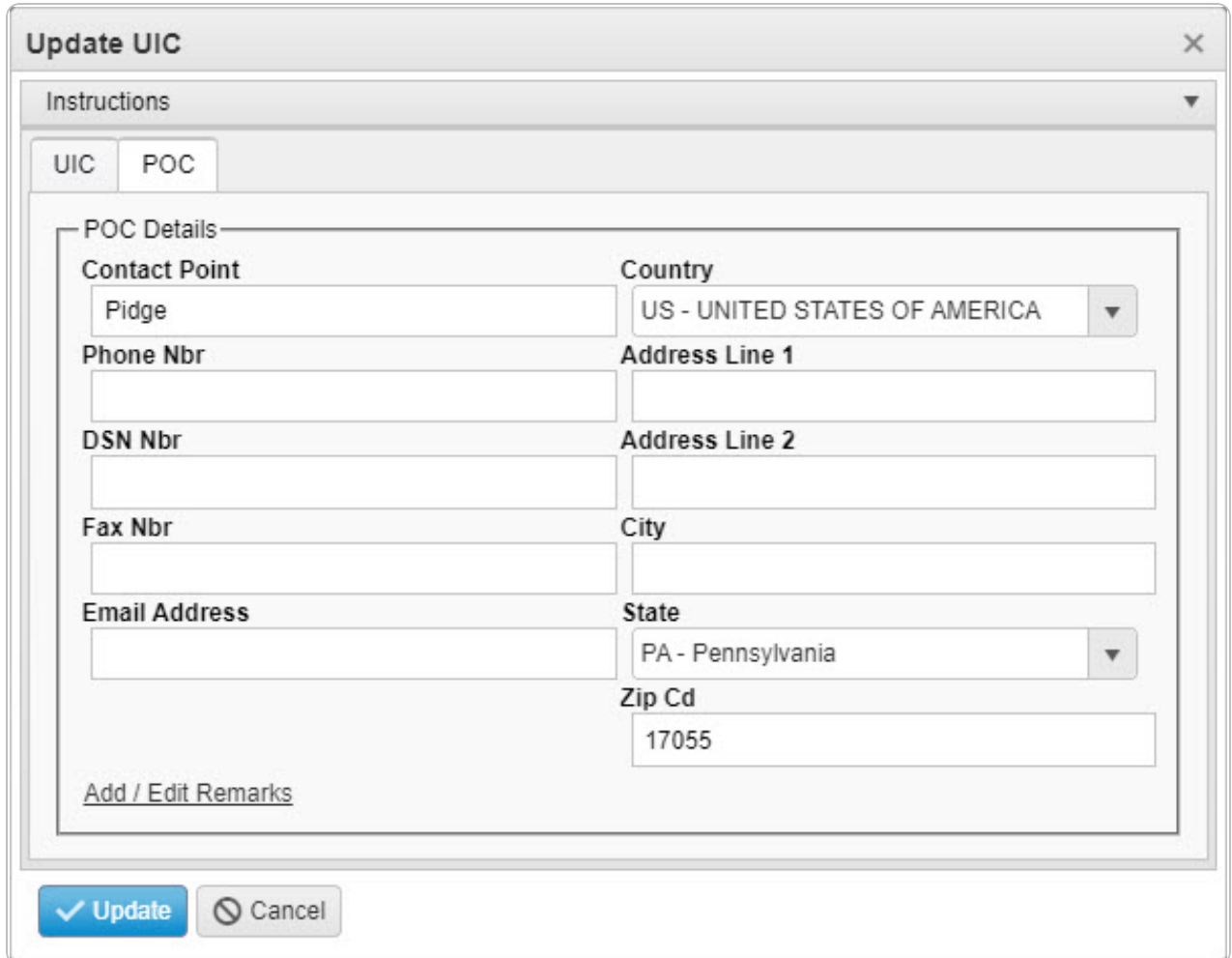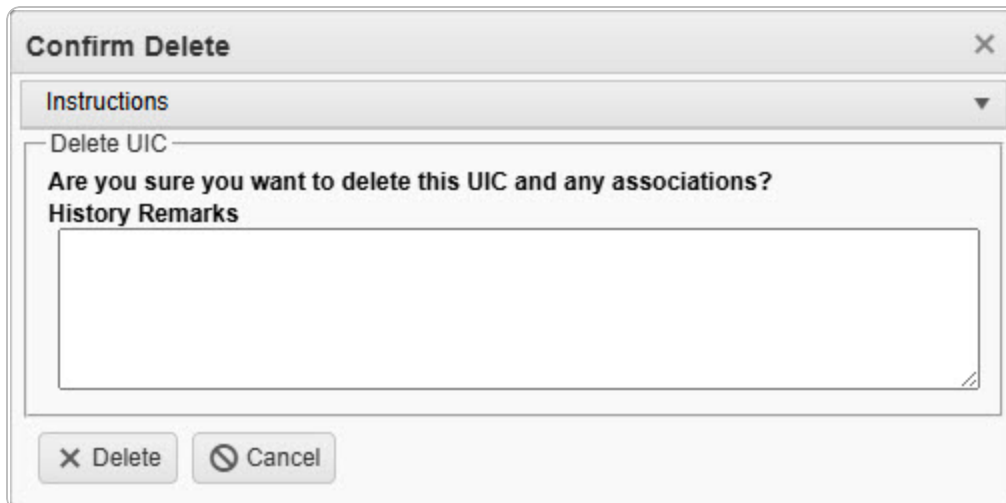
1. Select ☒ Delete next to the desired record. *The* ***Confirm Delete (Delete UIC)*** *pop-up window appears.*

Confirm Delete	✕
Instructions	▼

   ─ Delete UIC ─
   Are you sure you want to delete this UIC and any associations?
   History Remarks

   ☒ Delete   ⊘ Cancel

2. Select ☒ Delete . *The* ***Confirm Delete (Delete UIC)*** *pop-up window closes, is removed from the grid.*

Unclassified