

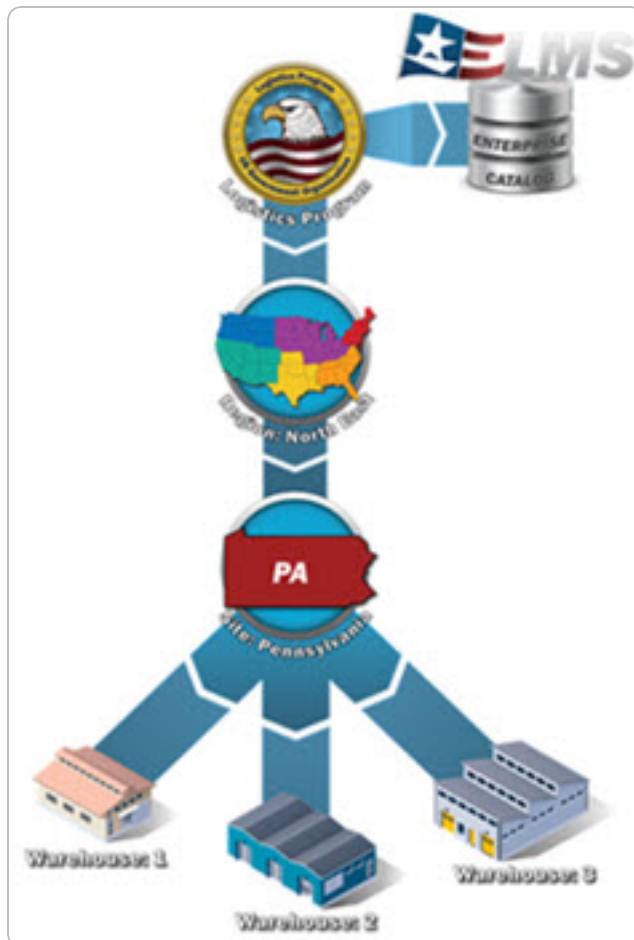


Warehouse

Overview

The Warehouse Management module Warehouse process resides at the bottom of the 4-tier Warehouse tree structure, below site, region and logistics program.

The following diagram illustrates the hierarchy defining the Warehouse Management Module. The items listed in the diagram (Logistics Program, Region, Site and Warehouse) are all created by the **ELMS User Account Management** team.



Navigation

MASTER DATA MGMT > Warehouse > Warehouse page





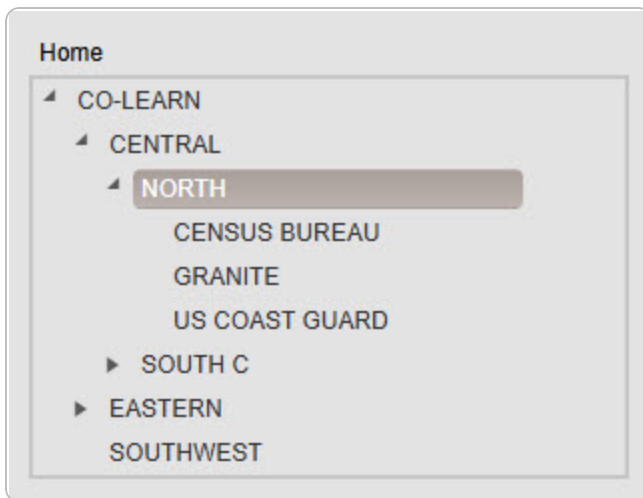
Procedures

Navigate the Warehouse Hierarchy

Back

Selecting retains all information and returns to the previous page. **Bold** numbered steps are required.

1. Select . The Warehouse grid appears on the left.



2. The Warehouse Search Results appears on the right.

Warehouse Name	Warehouse Desc	Warehouse Prefix	Reporting Interval	Reporting Unit	Auto-Generate within Days	Date of Month	Generate when individual has an open Physical Inventory	Inv By	Contact Point	Phone Nbr	CSN Nbr	Fax Nbr	Email Address
CENSUS BUREAU	CENSUS BUREAU CENTRAL PROCESSING CENTER	CBP	1	MONTHS	10		Yes		ICN	Uncle Sam			home@elms.com
GRANITE	GRANITE WAREHOUSE	GWA					No		ICN				
US COAST GUARD	UNITED STATES COAST GUARD	UCG					No		ICN				






Add a Warehouse

Navigation

MASTER DATA MGMT > Warehouse >  > Add Warehouse pop-up window

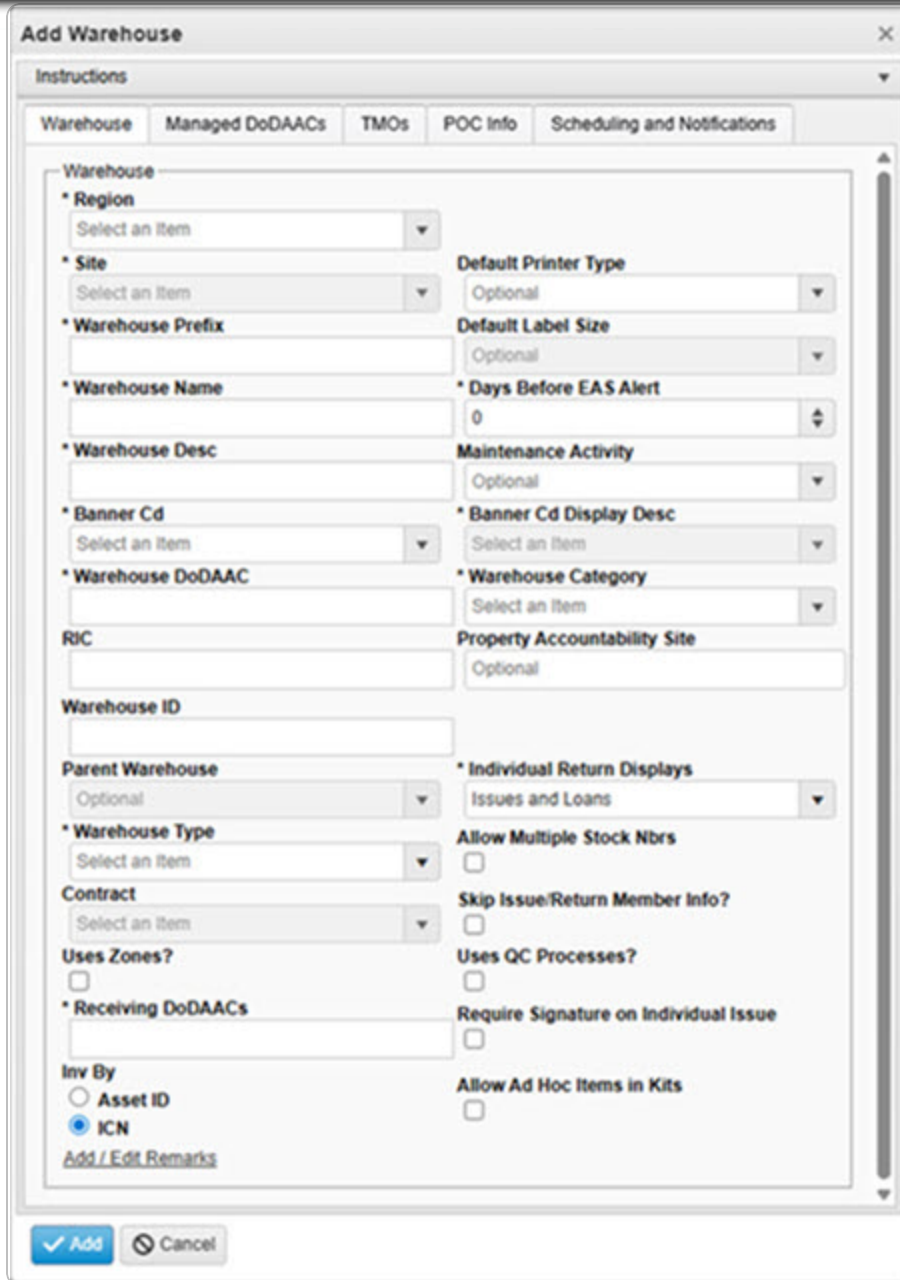
Procedures



Add a Warehouse

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

1. Select . The **Add Warehouse** pop-up window displays, with the Warehouse Tab available.












- A. Use  to select the Region.
- B. Use  to select the Site.
- C. Enter the Warehouse Prefix in the field provided. *This is a 3 alphanumeric character field.*





Help Reference Guide

- D.** Enter the Warehouse Name in the field provided. *This is a 25 alphanumeric character field.*
- E.** Enter the Warehouse DESC in the field provided. *This is a 1,025 alphanumeric character field.*
- F.** Use  to select the Banner Cd.
- G.** Enter the Warehouse DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- H.** Use  to select the Warehouse Type.
- I.** Enter the Receiving DoDAACs in the field provided. *This is a 6 alphanumeric character field.*
- J.** Use  to choose the Days Before EAS Alert.
- K.** Use  to select the Banner Cd Display Desc.
- L.** Use  to select the Warehouse Category.
- M.** Use  to select the Individual Return Displays.

Select . The **Add Warehouse** pop-up window closes, and the new warehouse is highlighted in green.

2.

OR

Select the Managed DoDAACs tab. The **Managed DoDAACs** tab appears.

Add Warehouse

Instructions

Warehouse | **Managed DoDAACs** | TMOs | POC Info | Scheduling and Notifications

Supported DoDAACs | Grid Options | + Add | X Delete | Cancel Changes

All	Owning DoDAAC	Item Manager	Item Management	ICP DoDAAC	ICP RIC	Default?	GFM Contract Nbr	Outbounding Options
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Selected 0/1 | Page 1 of 1 | 50 items per page | 1 - 1 of 1 items





- A. Select **Contracts** . The **Supported DoDAAC Contracts** pop-up window appears.

3. Select **Add** to complete updating the warehouse. The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.

OR

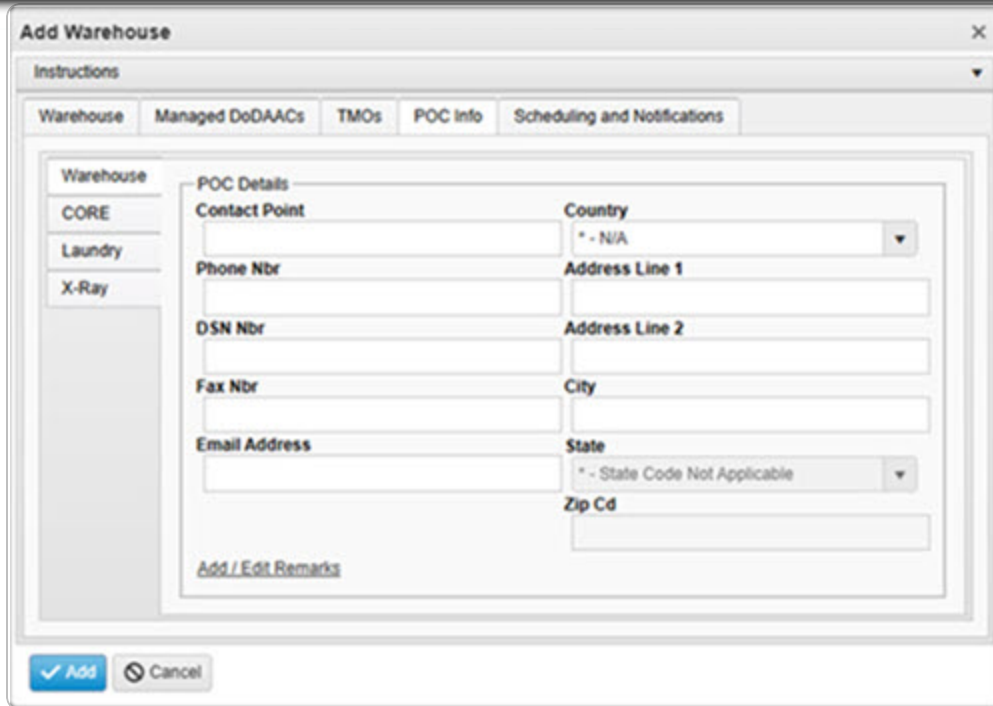
Select the TMOs tab. The **TMOs** tab appears.


4. Select **Add** to complete updating the warehouse. The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.

OR

Select the POC Info tab. The **POC Details** tab appears.





5. Select  to complete updating the warehouse. *The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.*

OR

Select the Scheduling and Notifications tab. *The **Scheduling and Notifications Details** tab appears.*





Add Warehouse

Instructions

Warehouse	Managed DoDAACs	TMOs	POC Info	Scheduling and Notifications
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Individual Physical Inventory Scheduling

Reporting Unit
Select an Item

Reporting Interval

Date of Month

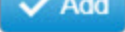
Auto-Generate within Days

Generate when Individual has an open Physical Inventory

Past Due Receipts

Past Due Receipt Notification

Days Past Estimated Delivery Date

6. Select . The new Warehouse record appears at the top of the Search Results grid, highlighted in green.






Update a Warehouse

Navigation

MASTER DATA MGMT > Warehouse >  > Update Warehouse pop-up window

Procedures

Update a Warehouse

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

1. Select . The **Update Warehouse** pop-up window displays, with the Warehouse Tab available.





Update Warehouse
✕

Instructions

Warehouse

Managed DoDAACs

TMOs

POC Info

Scheduling and Notifications



Warehouse

- * Region
SOUTHWEST
- * Site
FCSF FTW
- * Warehouse Prefix
W4N
- * Warehouse Name
CHESAPEAKE VA
- * Warehouse Desc
CHESAPEAKE VA
- * Banner Cd
U - Unclassified
- * Warehouse DoDAAC
184W1R
- RIC
- Warehouse ID
W4N
- Parent Warehouse
Optional
- * Warehouse Type
Government Owned Government ...
- Contract
Select an Item
- Uses Zones?
- * Receiving DoDAACs
184W1R
- Inv By
 Asset ID
 ICN

[Add / Edit Remarks](#)







- Default Printer Type
Optional
- Default Label Size
Optional
- * Days Before EAS Alert
0
- Maintenance Activity
Optional
- * Banner Cd Display Desc
UNCLASSIFIED
- * Warehouse Category
GW - General Warehouse
- Property Accountability Site
Optional
- * Individual Return Displays
Issues and Loans
- Allow Multiple Stock Nbrs
- Skip Issue/Return Member Info?
- Uses QC Processes?
- Require Signature on Individual Issue
- Allow Ad Hoc Items in Kits


✓ Update
✕ Cancel

- A. Update the Region, using  to select the desired place.
- B. Update the Site, using  to select the desired place.
- C. Update the Warehouse Prefix, entering the revised beginning in the field provided. *This is a 3 alphanumeric character field.*





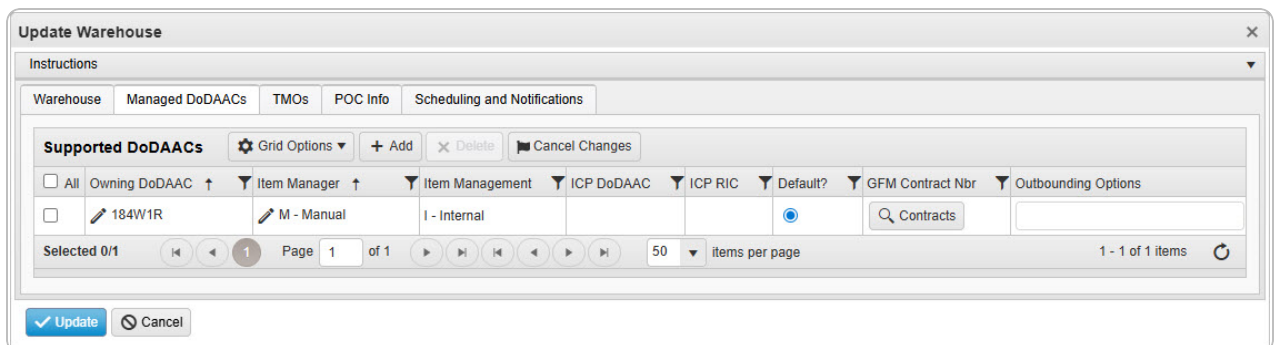
- D. Update the Warehouse Name, entering the revised identifier in the field provided. *This is a 25 alphanumeric character field.*
- E. Update the Warehouse DESC, entering the revised explanation in the field provided. *This is a 1,025 alphanumeric character field.*
- F. Update the Banner Cd, using  to select the desired code.
- G. Update the Warehouse DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
- H. Update the Warehouse Type, using  to select the desired kind.
- I. Update the Receiving DoDAACs, entering the revised codes in the field provided. *This is a 6 alphanumeric character field.*
- J. Update the Days Before EAS Alert, using  to choose the revised amount.
- K. Update the Banner Cd Display Desc, using  to select the desired explanation.
- L. Update the Warehouse Category, using  to select the desired type.
- M. Update the Individual Return Displays, using  to select the desired type.

Select  to complete updating the warehouse. *The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.*

2.

OR

Select the Managed DoDAACs tab. *The **Managed DoDAACs** tab appears.*



The screenshot shows the 'Update Warehouse' window with the 'Managed DoDAACs' tab active. It features a table with the following data:

Supported DoDAACs	Owning DoDAAC	Item Manager	Item Management	ICP DoDAAC	ICP RIC	Default?	GFM Contract Nbr	Outbouding Options
<input type="checkbox"/>	184W1R	M - Manual	I - Internal			<input checked="" type="radio"/>	Contracts	





A. Select **Contracts** . The **Supported DoDAAC Contracts** pop-up window appears.

<input type="checkbox"/> All	GFM Contract Nbr	Delivery Order Nbr	Start Dt ↑	Expiration Dt ↑
<input type="checkbox"/>	WBYA1234ABCDE		11/06/2018 12:00:00 AM	11/06/2019 12:00:00 AM

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Select **Update** to complete updating the warehouse. The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.

3.

OR

Select the TMOs tab. The **TMOs** tab appears.

<input type="checkbox"/> All	TMO RIC ↑	Contact Point	Phone Nbr	DSN Nbr	Fax Nbr	Email	Address Line 1	Address Line 2	City	State	Zip	Country	Default?
<input type="checkbox"/>	A2B	JOHN SMITH	623-555-1234			JOHN.SMITH@MAIL.MIL	123 MAIN STREET		GRANITE	MO	12345	US	<input type="radio"/>
<input type="checkbox"/>	NDN	JANE DOE	717-555-9876			JANE.DOE@MAIL.MIL	1020 FIRST AVENUE		CLEVELAND	OH	86753	US	<input checked="" type="radio"/>

Selected 0/2 | Page 1 of 1 | 50 items per page | 1 - 2 of 2 items

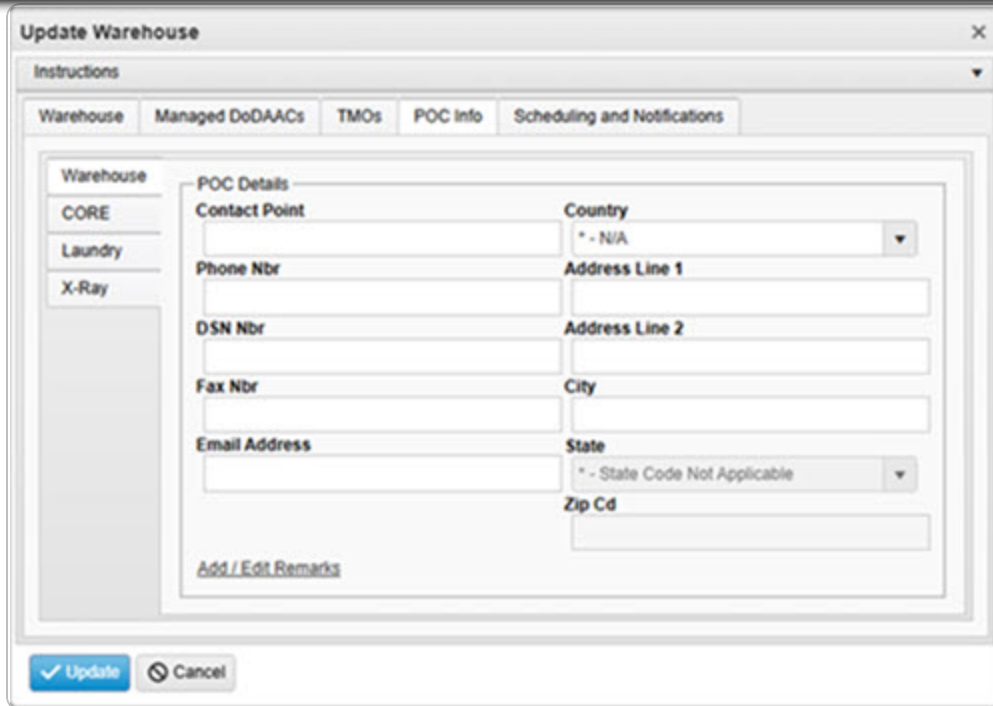
Select **Update** to complete updating the warehouse. The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.


4.

OR

Select the POC Info tab. The **POC Details** tab appears.



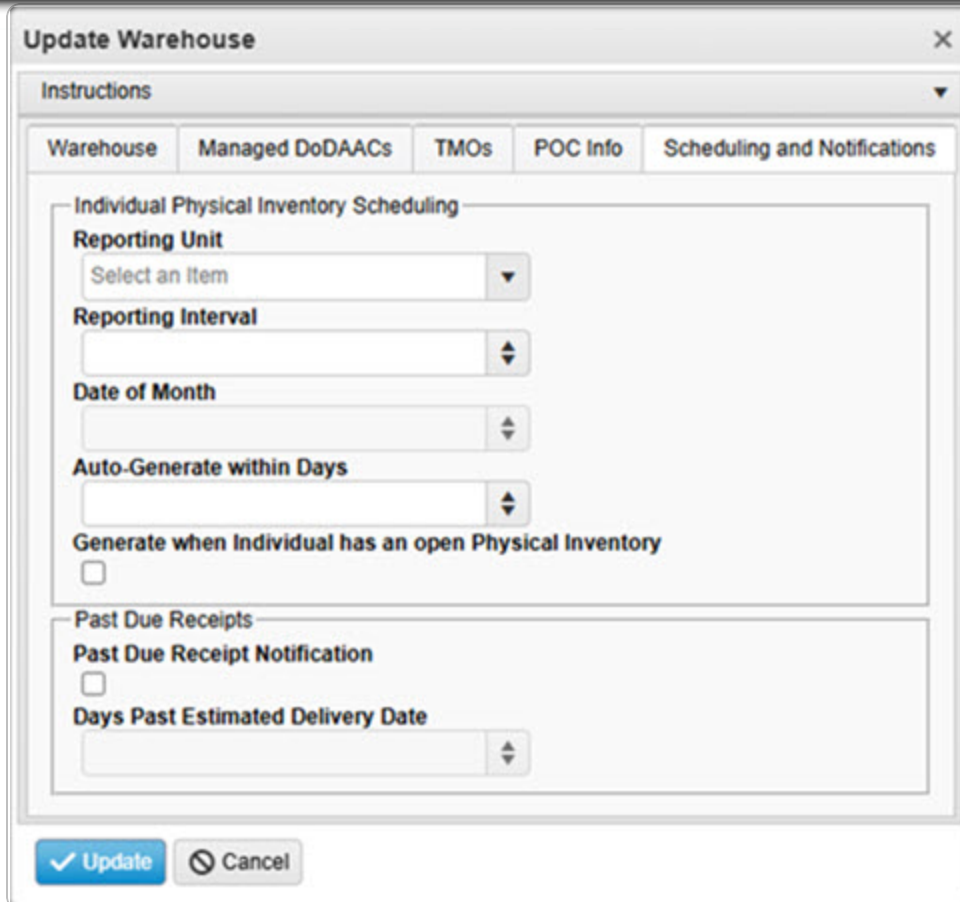


5. Select  to complete updating the warehouse. *The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.*


OR

Select the Scheduling and Notifications tab. *The **Scheduling and Notifications Details** tab appears.*





The screenshot shows a dialog box titled "Update Warehouse" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. Underneath are five tabs: "Warehouse", "Managed DoDAACs", "TMOs", "POC Info", and "Scheduling and Notifications". The "Scheduling and Notifications" tab is selected. The content area is divided into two sections. The first section, "Individual Physical Inventory Scheduling", contains: a "Reporting Unit" dropdown menu with "Select an Item" selected; a "Reporting Interval" spinner; a "Date of Month" spinner; an "Auto-Generate within Days" spinner; and a checkbox labeled "Generate when Individual has an open Physical Inventory" which is unchecked. The second section, "Past Due Receipts", contains: a checkbox labeled "Past Due Receipt Notification" which is unchecked; and a "Days Past Estimated Delivery Date" spinner. At the bottom of the dialog are two buttons: a blue "Update" button with a checkmark icon and a grey "Cancel" button with a circle and slash icon.

6. Select  to complete updating the warehouse. The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.



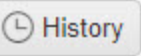


View a Warehouse History

Overview


The Warehouse History process allows viewing the past revisions to the Warehouse record.

Navigation

MASTER DATA MGMT > Warehouse >  History > Warehouse History pop-up window

Procedures

View the History of a Warehouse Record

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

1. Select  History. The **Warehouse History** pop-up window displays.

