



## Receiving

### Overview

The Warehouse Management module Receiving process provides the ability to accept items into a Warehouse. Warehouse personnel can use the automated "wizard" to receive the materiel, process from a due-in record, or create a new receipt record with noted discrepancies. This process tracks the overall receiving status to meet the DoD objective of marking every unique item with a Unique Item Identifier (UII), and also establishes the Inventory Control Number (ICN) for the equipment.


If items are canceled or marked discrepant at any time during the receiving process for a Warehouse Transfer, both the losing and gaining warehouses must negotiate how to handle the inventory adjustments.

### Navigation

MATERIEL MGMT > Receiving > Receiving page

### Procedures

#### Search for a Receiving Document

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 box, narrow the results by entering one of the following optional fields.

Instructions

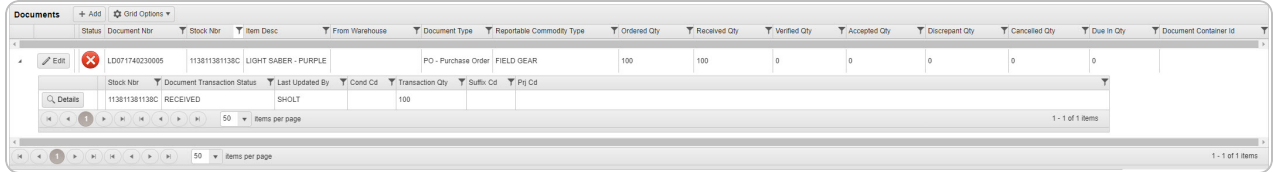
Search Criteria

Document Nbr	<input type="text"/>	# Stock Nbr	All	...
Document Type	All	# Item Desc	All	
Document Status	O - Open	Requisition Prj Cd	<input type="text"/>	
Serial Number	<input type="text"/>	# Shipment Ref Nbr	All	





2. Select . The results display in the Documents grid.



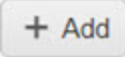
Status	Document Nbr	Stock Nbr	Item Desc	From Warehouse	Document Type	Reportable Commodity Type	Ordered Qty	Received Qty	Verified Qty	Accepted Qty	Discrepant Qty	Cancelled Qty	Due In Qty	Document Container Id
	LD071740230005	113811381138C	LIGHT SABER - PURPLE		PO - Purchase Order	FIELD GEAR	100	100	0	0	0	0		
Details		113811381138C	RECEIVED	SHOLT	100									






## Add a Receiving Document

### Navigation

MATERIEL MGMT > Receiving >  > Add Documents pop-up window



### Procedures

#### Create a Due In

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

1. Select . The **Add Documents Page 1** pop-up window displays.




2. Using  in the I Want To... field, select Create Due In.
3. Using  in the Document Type field, select the kind of receiving document (due-in) required. The choices include:

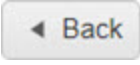


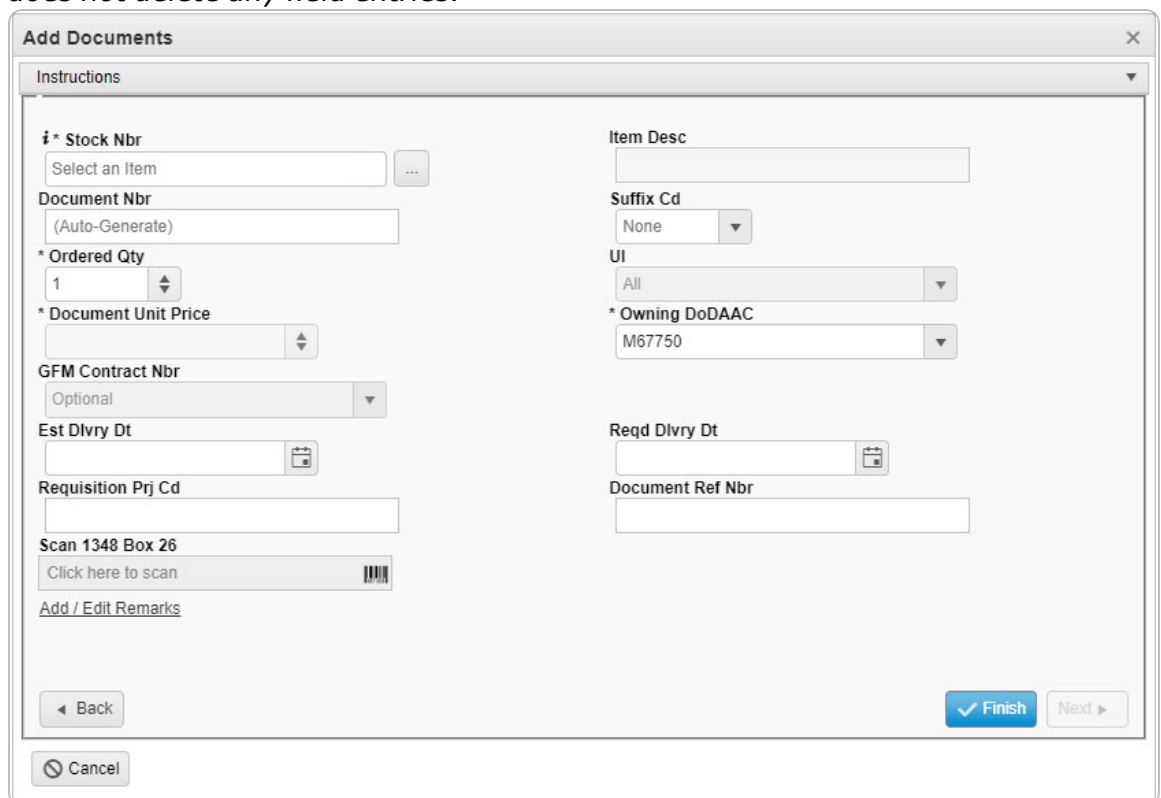




- **MR - MILSTRIP Requisition**


A. Using  in the Document Sub Type field, select the kind of MILSTRIP requisition document required.


B. Select . *The **Add Documents Page 2** pop-up window displays.*

Selecting  at any point after this step returns to the previous page, and does not delete any field entries.




a. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*


b. Use  to choose the correct Ordered QTY.

c. Use  to confirm the correct Document Unit Price.



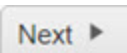


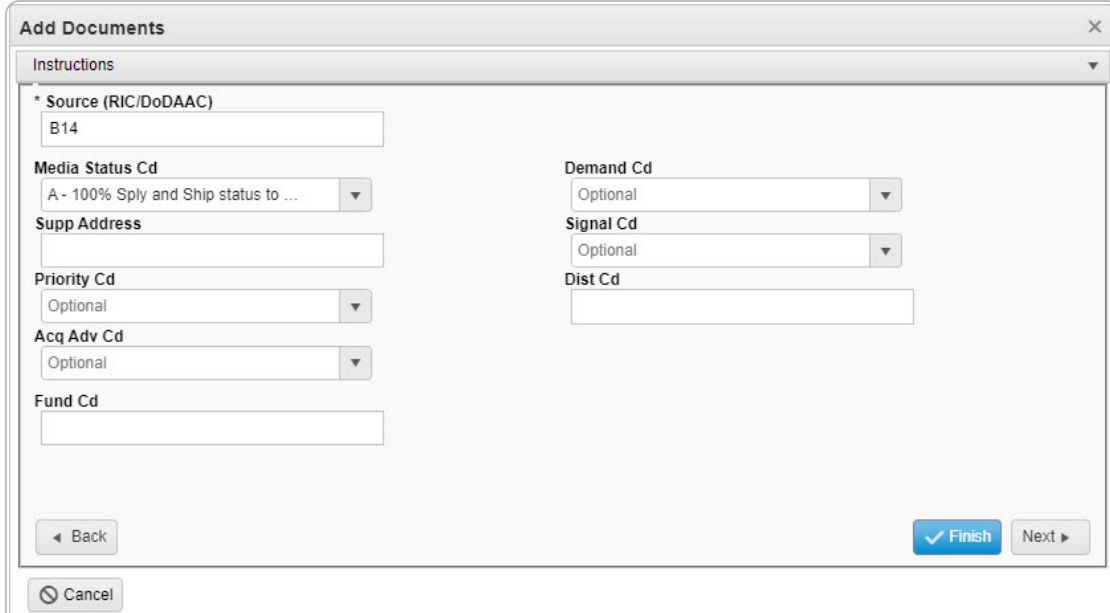
- d. Use  to confirm the desired Owing DoDAAC.
1. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*
  2. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*


Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

e.

**OR**

Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*



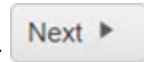
1. Enter the Source (RIC/DoDAAC) in the field provided. *This is a 3 alphanumeric character field.*
2. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the*

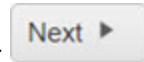




Documents grid, highlighted in green.

**OR**



Select  to continue adding information. The **Add Documents Page 4** pop-up window displays **only for Serial items**.

**Add Documents** [X]

Instructions

**i Stock Nbr**

**i ICN**  
 ...

**Serial Nbr**

**i Mfr CAGE**  
 ...

**Purpose Cd**

**Cond Cd**

**Suffix Cd**

**i Utl Status**

**Secondary Serial Nbr**

**Prj Cd**





## Help Reference Guide

**Serial Nbr Search**

Click here to scan

**Serial Nbr Search**

Ordered Items

**Ordered Items**
⚙ Grid Options
✕ Remove
✎ Edit
📄 Apply

<input type="checkbox"/>	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mf
<input type="checkbox"/>	0001000064317	RIFLE, .50 CALIBER M90 BARRETT	00013	A			

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

Show Items in QC

Print Labels When Finished

◀ Back
✔ Finish

⏪ Cancel

- A. Enter the SERIAL NBR in the field provided. *This is a 30 alpha-numeric character field.*
- B. Select to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

### • PO - Purchase Order

- A. Using in the Document Sub Type field, select the kind of Purchase Order requisition document required.
  - B. Select . *The **Add Documents Page 2** pop-up window displays.*
- Selecting at any point after this step returns to the previous page, and does not delete any field entries.





**Add Documents** ✕


Instructions ▼


<p><b>i*</b> Stock Nbr  <input type="text" value="5965014435490"/> ...</p> <p>Cont/PO Nbr  <input type="text"/></p> <p>Document Nbr  <input type="text" value="(Auto-Generate)"/></p> <p>* Ordered Qty  <input type="text" value="1"/> ▼▲</p> <p>* Document Unit Price  <input type="text" value="\$30.00"/> ▼▲</p> <p>GFM Contract Nbr  <input type="text" value="Optional"/> ▼</p> <p>Est Dlvry Dt  <input type="text"/> 📅</p> <p>Requisition Prj Cd  <input type="text"/></p> <p>Scan 1348 Box 26  <input type="text" value="Click here to scan"/> 📄</p> <p><a href="#">Add / Edit Remarks</a></p>	<p>Item Desc  <input type="text" value="CABLE,MICROPHONE"/></p> <p>CLIN  <input type="text"/></p> <p>Suffix Cd  <input type="text" value="None"/> ▼</p> <p>UI  <input type="text" value="EA - Each"/> ▼</p> <p>* Owing DoDAAC  <input type="text" value="M67750"/> ▼</p> <p>Reqd Dlvry Dt  <input type="text"/> 📅</p> <p>Document Ref Nbr  <input type="text"/></p>
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◀ Back
✔ Finish


⊗ Cancel

a. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

b. Use  to choose the correct Ordered QTY.

c. Use  to choose the correct Document Unit Price.

d. Use  to select the desired Owing DoDAAC.

Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

e.

**OR**





**Next** ▶

Select **Next** ▶ to continue adding information. The **Add Documents Page 3** pop-up window displays **only for Serial items**.

**Add Documents** [Close]

Instructions

**Stock Nbr**  
0001000064317

**ICN**  
A0000000000000629984

**Serial Nbr**  
00012

**Mfr CAGE**  
Optional

**Purpose Cd**  
None

**Cond Cd**  
A - Svcb(w/o Qual)

**Suffix Cd**

**UII Status**  
Optional

**Secondary Serial Nbr**

**Prj Cd**  
None

Add to Ordered Grid




**Serial Nbr Search**

**Ordered Items**

<input type="checkbox"/>	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Mfr Lot Nbr	Mfr Contract	Secondary Serial Nbr
<input type="checkbox"/>	0001000064317	RIFLE, .50 CALIBER M90 BARRETT	00012	A						

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

Show Items in QC   
Print Labels When Finished

1. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
2. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
3. Select  to process the document. The **Add Documents** pop-up win-

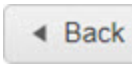


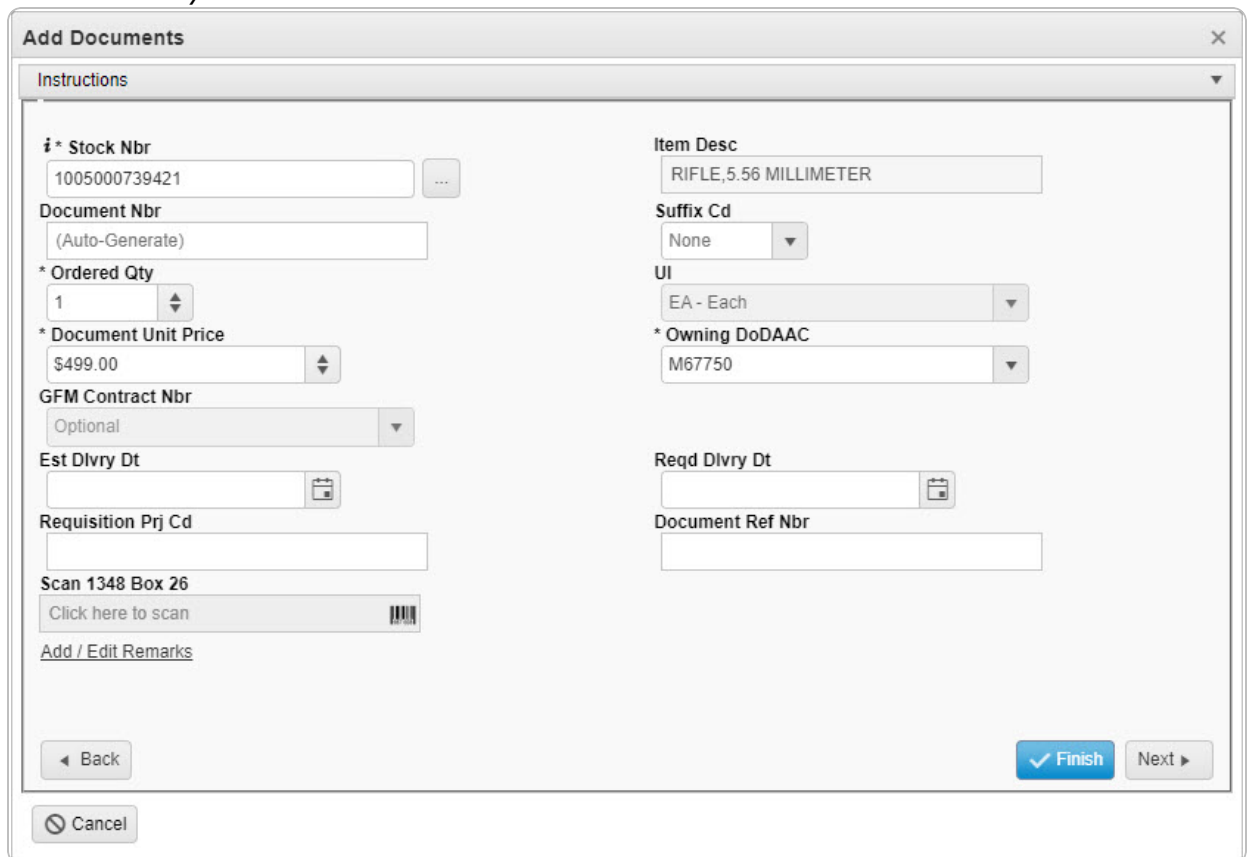






dow closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.

- **TE - Transfer From External**

A. Select . The **Add Documents Page 2** pop-up window displays.


Selecting  at any point after this step returns to the previous page, and does not delete any field entries.




- Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
- Use  to choose the correct Ordered QTY.
- Use  to choose the correct Document Unit Price.



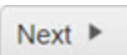


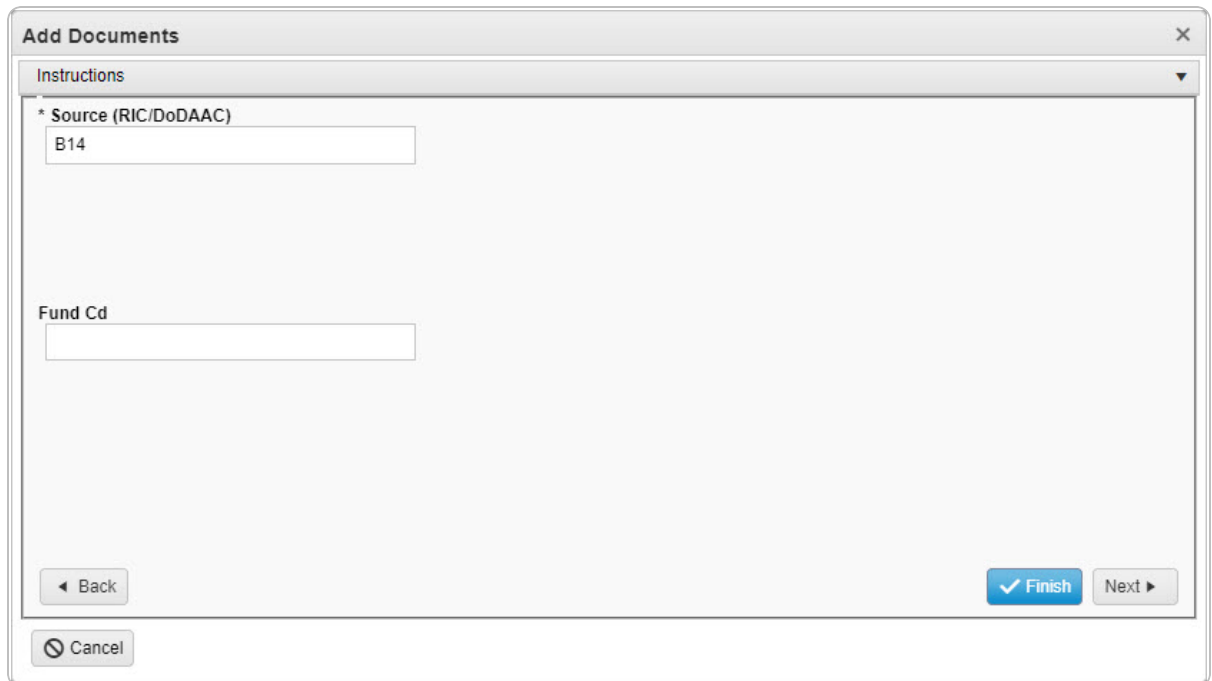
- d. Use  to select the desired Owning DoDAAC.

Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*


e.

**OR**

Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*



1. Enter the Source (RIC/DoDAAC) in the field provided. *This is a 3 alphanumeric character field.*


Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

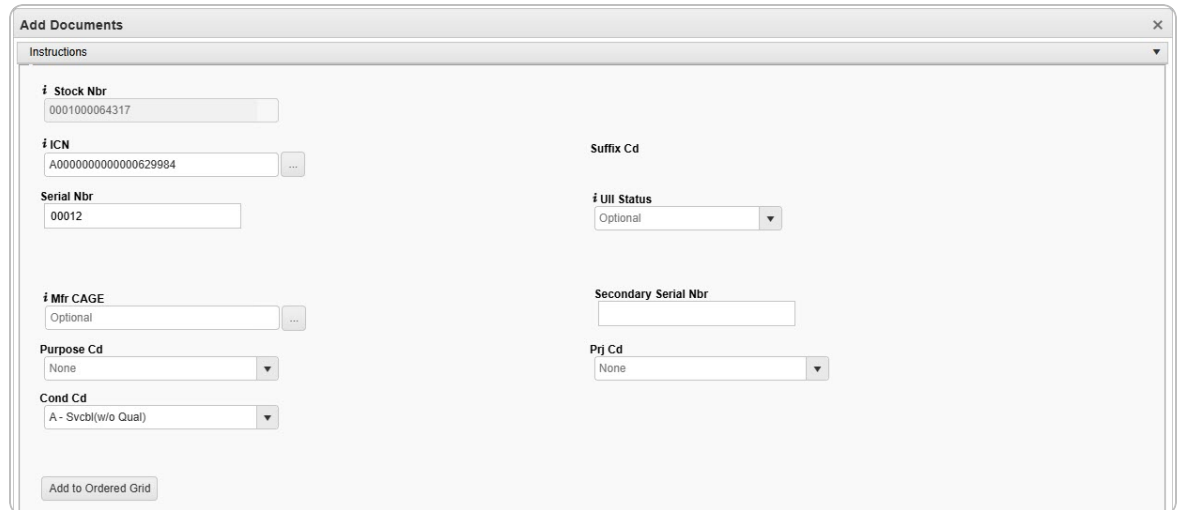
2.

**OR**





Select  to continue adding information. *The **Add Documents Page 4** pop-up window displays.*



**Add Documents**

Instructions

**i Stock Nbr**  
0001000064317

**i ICN**  
A0000000000000629984

**Serial Nbr**  
00012

**i Mfr CAGE**  
Optional

**Purpose Cd**  
None

**Cond Cd**  
A - Svcb(w/o Qual)

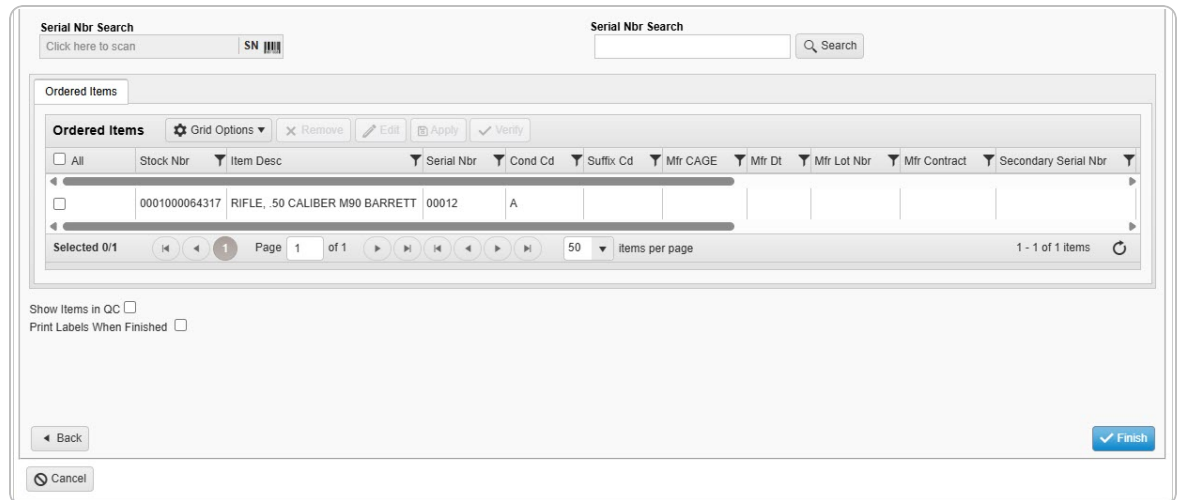
**Suffix Cd**


**i Utl Status**  
Optional


**Secondary Serial Nbr**

**Prj Cd**  
None






Add to Ordered Grid



**Serial Nbr Search**  
Click here to scan SN 

**Serial Nbr Search**  
 




Ordered Items




**Ordered Items**     

<input type="checkbox"/> All	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Mfr Lot Nbr	Mfr Contract	Secondary Serial Nbr
<input type="checkbox"/>	0001000064317	RIFLE, .50 CALIBER M90 BARRETT	00012	A						

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

Show Items in QC   
Print Labels When Finished


1. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
2. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
3. Select  to process the document. *The **Add Documents** pop-up win-*







dow closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.

### Receive / Accept


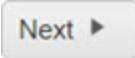
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

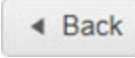
1. Select . The **Add Documents Page 1** pop-up window displays.



2. Using  in the I Want To... field, select Receive / Accept.
3. Using  in the Document Type field, select the kind of receiving document required. The choices include:

- **MR - MILSTRIP Requisition**

- A. Using  in the Document Sub Type field, select the kind of MILSTRIP receiving document required.
- B. Select . The **Add Documents Page 2** pop-up window displays.

Selecting  at any point after this step returns to the previous page, and does not delete any field entries.






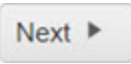




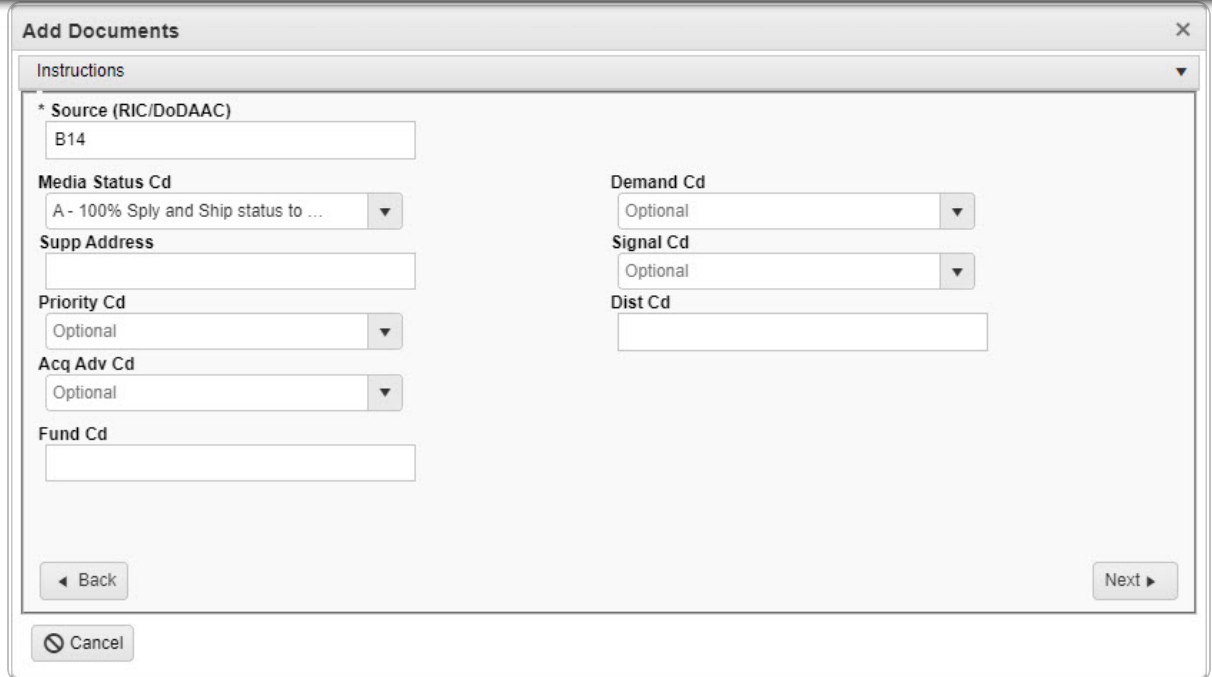
**Add Documents** ✕

Instructions ▼

<p><b>i* Stock Nbr</b>  <input type="text" value="Select an Item"/> ...</p> <p><b>Document Nbr</b>  <input type="text" value="(Auto-Generate)"/></p> <p><b>* Ordered Qty</b>  <input type="text" value="1"/> ▼▲</p> <p><b>* Document Unit Price</b>  <input type="text" value=""/> ▼▲</p> <p><b>GFM Contract Nbr</b>  <input type="text" value="Optional"/> ▼</p> <p><b>Est Dlvry Dt</b>  <input type="text" value=""/> 📅</p> <p><b>Requisition Prj Cd</b>  <input type="text" value=""/></p> <p><b>Scan 1348 Box 26</b>  <input type="text" value="Click here to scan"/> 📄</p> <p><a href="#">Add / Edit Remarks</a></p> <p style="text-align: center;">◀ Back <span style="float: right;">Next ▶</span></p> <p style="text-align: center;">⊗ Cancel</p>	<p><b>Item Desc</b>  <input type="text" value=""/></p> <p><b>Suffix Cd</b>  <input type="text" value="None"/> ▼</p> <p><b>UI</b>  <input type="text" value="All"/> ▼</p> <p><b>* Owing DoDAAC</b>  <input type="text" value="M67750"/> ▼</p> <p><b>Reqd Dlvry Dt</b>  <input type="text" value=""/> 📅</p> <p><b>Document Ref Nbr</b>  <input type="text" value=""/></p>
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- a. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
- b. Use  to choose the correct Ordered QTY.
- c. Use  to choose the correct Document Unit Price.
- d. Use  to select the desired Owing DoDAAC.
- e. Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*






The screenshot shows a window titled "Add Documents" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a dropdown arrow. The main area contains several input fields and dropdown menus:

- \* Source (RIC/DoDAAC): Text input field containing "B14".
- Media Status Cd: Dropdown menu with "A - 100% Sply and Ship status to ...".
- Supp Address: Text input field.
- Priority Cd: Dropdown menu with "Optional".
- Acq Adv Cd: Dropdown menu with "Optional".
- Fund Cd: Text input field.
- Demand Cd: Dropdown menu with "Optional".
- Signal Cd: Dropdown menu with "Optional".
- Dist Cd: Text input field.

At the bottom of the window, there are three buttons: "Back" (with a left arrow), "Next" (with a right arrow), and "Cancel" (with a circle and slash icon).

1. Enter the Source (RIC/DoDAAC) in the field provided. *This is a 3 alphanumeric character field.*
2. Select  to continue adding information. *The **Add Documents Page 4** pop-up window displays.*





## Help Reference Guide





**Add Documents** ✕


Instructions

<p>* Received By BPGROCE</p> <p>* Received Qty 1</p> <p>! * Location Id Select an Item</p> <p>Previously Received Qty 0</p>	<p>* Received Dt 9/12/2024 2:18 PM</p> <p>Suffix Cd</p> <p>Due In Qty 1</p>
---	---

◀ Back

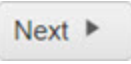
Next ▶

- A. Update the Received By field by entering the correct identification in the field provided. *This is an 25 alphanumeric character field.*
- B. Update the Received QTY field by using  to choose the correct quantity.
- C. Use  or  to assist with the LOCATION ID entry. *This is a 15 alphanumeric character field.*
- D. Update the Received DT by using  or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

E.

**OR**

Select  to continue adding information. *The **Add Documents Page 5** pop-up window displays.*





**Add Documents** X

Instructions

<p><b>* Stock Nbr</b> 0001000064317</p> <p><b>† ICN</b> A0000000000000629979</p> <p><b>* Serial Nbr</b> 00007 <input type="checkbox"/> Generate</p> <p><b>*Last ANNUAL2 Date</b> 4/23/2026</p> <p><b>Last POST INSPECTION Date</b></p> <p><b>† Mfr CAGE</b> Optional</p> <p><b>Purpose Cd</b> None</p> <p><b>* Cond Cd</b> A - Svcbl(w/o Qual)</p> <p><b>* Verified By</b> GROCEBP</p> <p><input type="button" value="Add to Verified Grid"/></p>	<p><b>Qty to Verify</b> 1</p> <p><b>Suffix Cd</b></p> <p><b>† UII Status</b> ART - Recorded and Tag...</p> <p><b>* UII</b> ABC123 <b>UII Scan 1348 Box 26</b> <input type="button" value="Click here to scan"/> </p> <p><b>*Next ANNUAL2 Date</b> 4/23/2027</p> <p><b>Next POST INSPECTION Date</b></p> <p><b>Secondary Serial Nbr</b></p> <p><b>Prj Cd</b> None</p> <p><b>† Container Id</b> Optional</p> <p><b>* Verified Dt</b> 4/23/2026 1:18 PM</p>
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Ordered Items | **Verified Items**

<input type="checkbox"/> All	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Mfr Lot Nbr	Mfr Contract	Secondary Serial Nbr
<input type="checkbox"/>	0001000064317	RIFLE, .50 CALIBER M90 BARRETT	00007	A						

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




Show Items in QC   
Print Labels When Finished


- a. Update the STOCK NBR, using or to enter the revised number. *This is a 15 alphanumeric character field.*
- b. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
- c. Update the Cond Cd, using to select the desired code.





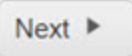
## Help Reference Guide

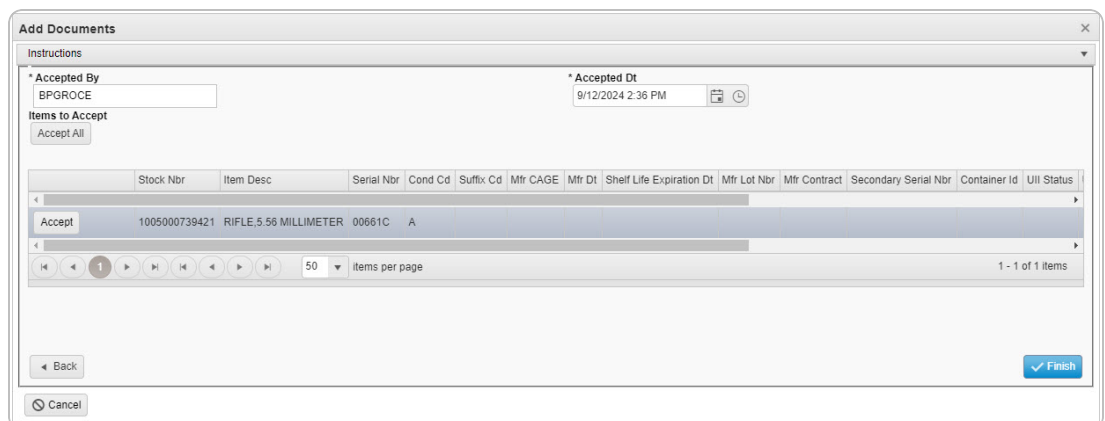
- d. Update the Verified QTY field by using  to choose the correct quantity. **Only displays when the item is Bulk managed.**
- e. Update the Verified By, entering the revised USER ID in the field provided. *This is an 8 alphanumeric character field.*
- f. Update the Verified DT field by using  to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- g. Select  to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*


Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

h.

**OR**

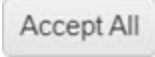

Select  to continue adding information. *The **Add Documents Page 6** pop-up window displays.*




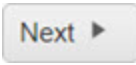
1. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
2. Update the Accepted DT field by using  to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

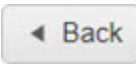




3. Select . *The status in the grid changes from Verified to Accepted.*
4. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

### • PO - Purchase Order

- A. Using  in the Document Sub Type field, select the kind of Purchase Order receiving document required.
- B. Select . *The **Add Documents Page 2** pop-up window displays.*

Selecting  at any point after this step returns to the previous page, and does not delete any field entries.








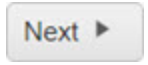


**Add Documents** ✕

Instructions ▼

<p><b>i*</b> Stock Nbr  <input type="text" value="Select an Item"/> ...</p> <p>Cont/PO Nbr  <input type="text"/></p> <p>Document Nbr  <input type="text" value="(Auto-Generate)"/></p> <p>* Ordered Qty  <input type="text" value="1"/> ▼▲</p> <p>* Document Unit Price  <input type="text"/> ▼▲</p> <p>GFM Contract Nbr  <input type="text" value="Optional"/> ▼</p> <p>Est Dlvry Dt  <input type="text"/> 📅</p> <p>Requisition Prj Cd  <input type="text"/></p> <p>Scan 1348 Box 26  <input type="text" value="Click here to scan"/> 📄</p> <p><a href="#">Add / Edit Remarks</a></p> <p style="text-align: center;">◀ Back <span style="float: right;">Next ▶</span></p>	<p>Item Desc  <input type="text"/></p> <p>CLIN  <input type="text"/></p> <p>Suffix Cd  <input type="text" value="None"/> ▼</p> <p>UI  <input type="text" value="All"/> ▼</p> <p>* Owing DoDAAC  <input type="text" value="M67750"/> ▼</p> <p>Reqd Dlvry Dt  <input type="text"/> 📅</p> <p>Document Ref Nbr  <input type="text"/></p>
--	--

⊘ Cancel

- a. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
- b. Use  to choose the correct Ordered QTY.
- c. Use  to choose the correct Document Unit Price.
- d. Use  to select the desired Owing DoDAAC.
- e. Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*





## Help Reference Guide

Add Documents
✕

Instructions

<p>* Received By  <input type="text" value="BPGROCE"/></p> <p>* Received Qty  <input type="text" value="1"/></p> <p>i * Location Id  <input type="text" value="Select an Item"/> ...</p> <p>Previously Received Qty            0</p>	<p>* Received Dt  <input type="text" value="9/12/2024 2:47 PM"/> </p> <p>Suffix Cd  <input type="text"/></p> <p>Due In Qty            1</p>
--	---

◀ Back
✔ Finish
Next ▶

⊘ Cancel

1. Update the Received By field by entering the correct identification in the field provided. *This is an 25 alphanumeric character field.*
2. Update the Received QTY field by using to choose the correct quantity.
3. Use or to assist with the Location ID entry. *This is a 15 alphanumeric character field.*
4. Update the Received DT field by using to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

Select to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

5.

**OR**

Select to continue adding information. *The **Add Documents Page 4** pop-up window displays.*





**Add Documents** [Close]

Instructions

<p><b># Stock Nbr</b> 0001000064317</p> <p><b># ICN</b> A0000000000000629976</p> <p><b>* Serial Nbr</b> 00004 <input type="checkbox"/> Generate</p> <p><b>*Last ANNUAL2 Date</b> 4/22/2026</p> <p><b>Last POST INSPECTION Date</b></p> <p><b># Mfr CAGE</b> Optional</p> <p><b>Purpose Cd</b> None</p> <p><b>* Cond Cd</b> A - Svcb(w/o Qual)</p> <p><b>* Verified By</b> GROCEBP</p> <p><input type="button" value="Add to Verified Grid"/></p>	<p><b>Qty to Verify</b> 1</p> <p><b>Suffix Cd</b></p> <p><b># UII Status</b> ART - Recorded and Tag...</p> <p><b>* UII</b> ABC123 <b>Uii Scan 1348 Box 26</b> <input type="button" value="Click here to scan"/> </p> <p><b>*Next ANNUAL2 Date</b> 4/22/2027</p> <p><b>Next POST INSPECTION Date</b></p> <p><b>Secondary Serial Nbr</b></p> <p><b>Prj Cd</b> None</p> <p><b># Container Id</b> Optional</p> <p><b>* Verified Dt</b> 4/23/2026 1:29 PM</p>
--	--

Ordered Items | **Verified Items**

All  
  Grid Options  
  Remove  
  Edit  
  Apply  
  Send To QC  
  K8 Components

Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Mfr Lot Nbr	Mfr Contract	Secondary Serial Nbr
0001000064317	RIFLE, .50 CALIBER M90 BARRETT	00004	A						





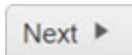
Selected 0/1   Page 1 of 1   50 items per page   1 - 1 of 1 items

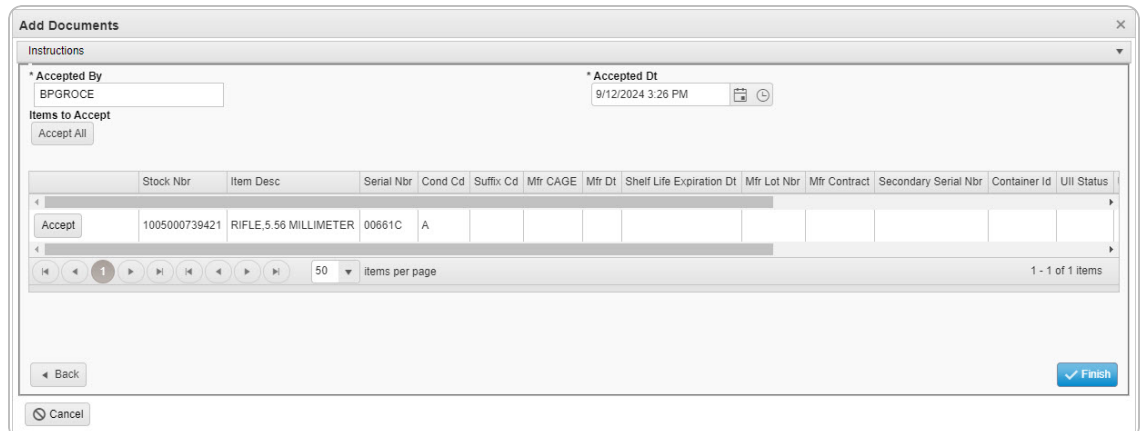
Show Items in QC    Print Labels When Finished



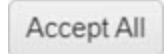

- A. Update the STOCK NBR, using or to enter the revised number. *This is a 15 alphanumeric character field.*
- B. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
- C. Update the Cond Cd, using to select the desired code.





- D. Update the Verified QTY field by using  to choose the correct quantity. **Only displays when the item is Bulk managed.**
- E. Update the Verified By, entering the revised USER ID in the field provided. *This is an 8 alphanumeric character field.*
- F. Update the Verified DT field by using   to correct the date or by entering the date and time (MM/DD/YYYYHH:MM) in the field provided.
- G. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*
- OR**
- Select  to continue adding information. *The **Add Documents Page 5** pop-up window displays.*



- a. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
- b. Update the Accepted DT field by using   to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- c. Select . *The status in the grid changes from Verified to Accepted.*
- d. Select  to process the document. *The **Add Documents** pop-up*



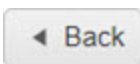


window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.


- **TE - Transfer From External**


A. The Document Sub Type field is shaded and cannot be edited.

B. Select . The **Add Documents Page 2** pop-up window displays.

Selecting  at any point after this step returns to the previous page, and does not delete any field entries.


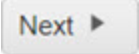
a. Use  or  to assist with the STOCK NBR entry. This is a 15 alphanumeric character field.

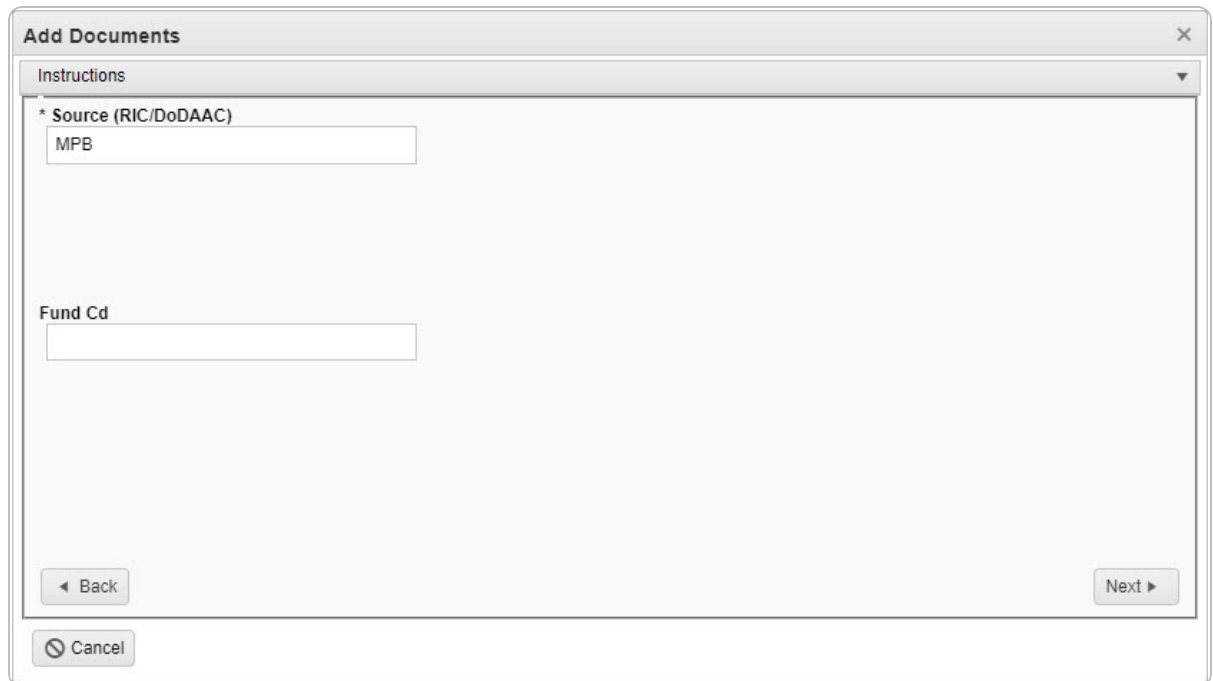
b. Use  to choose the correct Ordered QTY.

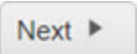
c. Use  to choose the Document Unit Price.





- d. Use  to select the desired Owning DoDAAC.
- e. Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*



1. Enter the Source (RIC/DoDAAC) in the field provided. *This is a 3 alphanumeric character field.*
2. Select  to continue adding information. *The **Add Documents Page 4** pop-up window displays.*





## Help Reference Guide





**Add Documents** ✕


Instructions ▼

<p><b>* Received By</b> BPGROCE <input style="width: 150px;" type="text"/></p> <p><b>* Received Qty</b> 1 <input style="width: 30px;" type="text"/></p> <p><b>* Location Id</b> Select an Item <input style="width: 150px;" type="text"/> <input style="width: 20px;" type="button" value="..."/></p> <p>Previously Received Qty 0</p>	<p><b>* Received Dt</b> 9/12/2024 3:42 PM <input style="width: 40px;" type="button" value="📅"/> <input style="width: 20px;" type="button" value="🕒"/></p> <p><b>Suffix Cd</b> <input style="width: 50px;" type="text"/></p> <p><b>Due In Qty</b> 1</p>
--	--

◀ Back
✔ Finish
Next ▶

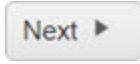
⊘ Cancel

- A. Update the Received By, entering the correct identification in the field provided. *This is an 25 alphanumeric character field.*
- B. Update the Received QTY field by using  to choose the correct quantity.
- C. Use  or  to assist with the Location ID entry. *This is a 15 alphanumeric character field.*
- D. Update the Received DT field by using  to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

E.

**OR**

Select  to continue adding information. *The **Add Documents Page 5** pop-up window displays.*





**Add Documents** ✕

Instructions

<p><b>* Stock Nbr</b> 0001000064317</p> <p><b>† ICN</b> A0000000000000629978</p> <p><b>* Serial Nbr</b> 00006 <input type="checkbox"/> Generate</p> <p><b>*Last ANNUAL2 Date</b> 4/22/2026</p> <p><b>Last POST INSPECTION Date</b></p> <p><b>† Mfr CAGE</b> Optional</p> <p><b>Purpose Cd</b> None</p> <p><b>* Cond Cd</b> A - Svcb(w/o Qual)</p> <p><b>* Verified By</b> GROCEBP</p> <p><input type="button" value="Add to Verified Grid"/></p>	<p><b>Qty to Verify</b> 1</p> <p><b>Suffix Cd</b></p> <p><b>‡ UII Status</b> ART - Recorded and Tag...</p> <p><b>* UII</b> ABC123 <b>UII Scan 1348 Box 26</b> <input type="button" value="Click here to scan"/> </p> <p><b>*Next ANNUAL2 Date</b> 4/22/2027</p> <p><b>Next POST INSPECTION Date</b></p> <p><b>Secondary Serial Nbr</b></p> <p><b>Prj Cd</b> None</p> <p><b>‡ Container Id</b> Optional</p> <p><b>* Verified Dt</b> 4/23/2026 1:35 PM</p>
--	--

Ordered Items | **Verified Items**

<input type="checkbox"/> All	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Mfr Lot Nbr	Mfr Contract	Secondary Serial Nbr
<input type="checkbox"/>	0001000064317	RIFLE, .50 CALIBER M90 BARRETT	00006	A						

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




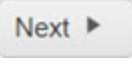
Show Items in QC   
Print Labels When Finished

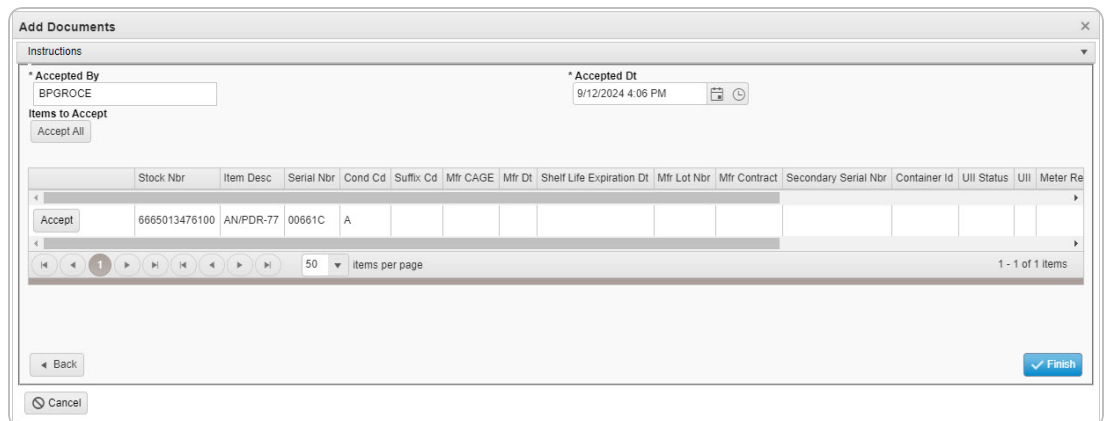
- a. Update the STOCK NBR, using or to assist with the revised number. *This is a 15 alphanumeric character field.*
- b. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
- c. Update the Cond Cd, using to select the desired code.


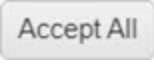





## Help Reference Guide

- d. Update the Verified QTY field by using  to choose the correct quantity. **Only displays when the item is Bulk managed.**
  - e. Update the Verified By, entering the revised USER ID in the field provided. *This is an 8 alphanumeric character field.*
  - f. Update the Verified DT field by using  to correct the date or by entering the date and time (MM/DD/YYYYHH:MM) in the field provided.
  - g. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*
- OR**
- Select  to continue adding information. *The **Add Documents Page 6** pop-up window displays.*




1. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
2. Update the Accepted DT field by using  to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
3. Select . *The status in the grid changes from Verified to Accepted.*
4. Select  to process the document. *The **Add Documents** pop-*







up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.

### Manage Discrepancies


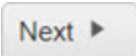
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

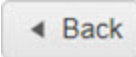
1. Select . The **Add Documents Page 1** pop-up window displays.



2. Using  in the I Want To... field, select Manage Discrepancies.
3. Using  in the Document Type field, select the kind of discrepancy document required. The choices include:

- **MR - MILSTRIP Requisition**

- A. Using  in the Document Sub Type field, select the kind of MILSTRIP discrepancy document required.
- B. Select . The **Add Documents Page 2** pop-up window displays.

Selecting  at any point after this step returns to the previous page, and does not delete any field entries.






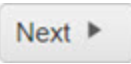




**Add Documents** ✕

Instructions ▼

<p><b>i* Stock Nbr</b>  <input type="text" value="Select an Item"/> ...</p> <p><b>Document Nbr</b>  <input type="text" value="(Auto-Generate)"/></p> <p><b>* Ordered Qty</b>  <input type="text" value="1"/> ▼▲</p> <p><b>* Document Unit Price</b>  <input type="text" value=""/> ▼▲</p> <p><b>GFM Contract Nbr</b>  <input type="text" value="Optional"/> ▼</p> <p><b>Est Dlvry Dt</b>  <input type="text" value=""/> 📅</p> <p><b>Requisition Prj Cd</b>  <input type="text" value=""/></p> <p><b>Scan 1348 Box 26</b>  <input type="text" value="Click here to scan"/> 📄</p> <p><a href="#">Add / Edit Remarks</a></p>	<p><b>Item Desc</b>  <input type="text" value=""/></p> <p><b>Suffix Cd</b>  <input type="text" value="None"/> ▼</p> <p><b>UI</b>  <input type="text" value="All"/> ▼</p> <p><b>* Owing DoDAAC</b>  <input type="text" value="M67750"/> ▼</p> <p><b>Reqd Dlvry Dt</b>  <input type="text" value=""/> 📅</p> <p><b>Document Ref Nbr</b>  <input type="text" value=""/></p>
---	---

- a. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
- b. Use  to choose the correct Ordered QTY.
- c. Use  to choose the Document Unit Price.
- d. Use  to select the desired Owing DoDAAC.
- e. Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*





✕
Add Documents

Instructions
▼

**\* Source (RIC/DoDAAC)**

**Media Status Cd**

**Supp Address**

**Priority Cd**

**Acq Adv Cd**

**Fund Cd**

**Demand Cd**

**Signal Cd**

**Dist Cd**

◀ Back
Next ▶

⊘ Cancel

1. Enter the Source (RIC/DoDAAC) in the field provided. *This is a 3 alphanumeric character field.*
2. Select Next ▶ to continue adding information. *The **Add Documents Page 4** pop-up window displays.*

✕
Add Documents

Instructions
▼

**#\* Stock Nbr**

**#ICN**

**Serial Nbr**

**AL Cd**

**Cond Cd**

**\* Received Qty**

**\* Discrepant Reason**

**Suffix Cd**

**Ull**

**Ull Status**

Add to Grid

	Stock Nbr	Item Desc	Serial Nbr	Mfr CAGE	Mfr Lot Nbr	Mfr Contract	Mfr Dt	In Service Dt	Cond Cd	Suffix Cd	Discrepant Reason	Qty
Remove	6665013476100	AN/PDR-77	00661C						A		Shipped Short	1







1 - 1 of 1 items

◀ Back
✔ Finish


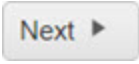
⊘ Cancel





- A. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
- B. Use  to select the desired Discrepant Reason.
- C. Update the Received QTY field by using  to choose the correct quantity.
- D. Select . *The received appears in the Discrepancies grid.*
- E. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

### • Purchase Order

- A. Using  in the Document Sub Type field, select the kind of Purchase Order discrepancy document required.
- B. Select . *The **Add Documents Page 2** pop-up window displays.*

Selecting  at any point after this step returns to the previous page, and does not delete any field entries.








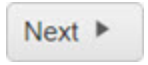


**Add Documents** ✕

Instructions ▼

<p><b>i*</b> Stock Nbr  <input type="text" value="Select an Item"/> ...</p> <p>Cont/PO Nbr  <input type="text"/></p> <p>Document Nbr  <input type="text" value="(Auto-Generate)"/></p> <p>* Ordered Qty  <input type="text" value="1"/> ▼▲</p> <p>* Document Unit Price  <input type="text"/> ▼▲</p> <p>GFM Contract Nbr  <input type="text" value="Optional"/> ▼</p> <p>Est Dlvry Dt  <input type="text"/> 📅</p> <p>Requisition Prj Cd  <input type="text"/></p> <p>Scan 1348 Box 26  <input type="text" value="Click here to scan"/> 📄</p> <p><a href="#">Add / Edit Remarks</a></p> <p style="text-align: center;">◀ Back <span style="float: right;">Next ▶</span></p>	<p>Item Desc  <input type="text"/></p> <p>CLIN  <input type="text"/></p> <p>Suffix Cd  <input type="text" value="None"/> ▼</p> <p>UI  <input type="text" value="All"/> ▼</p> <p>* Owing DoDAAC  <input type="text" value="M67750"/> ▼</p> <p>Reqd Dlvry Dt  <input type="text"/> 📅</p> <p>Document Ref Nbr  <input type="text"/></p>
--	--

⊗ Cancel

- a. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
- b. Use  to choose the correct Ordered QTY.
- c. Use  to choose the Document Unit Price.
- d. Use  to select the desired Owing DoDAAC.
- e. Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*





**Add Documents** [Close]

Instructions







<p><b># Stock Nbr</b> 6665013476100 [Info] [More]</p> <p><b># ICN</b> Optional [More]</p> <p><b>Serial Nbr</b> 00661C</p> <p><b>AL Cd</b> Optional [Down Arrow]</p> <p><b>Cond Cd</b> A - Svcbl(w/o Qual) [Down Arrow]</p> <p><b>* Received Qty</b> 1 [Up/Down Arrow]</p> <p>[Add to Grid]</p>	<p><b>* Discrepant Reason</b> Incorrect Item [Down Arrow]</p> <p><b>Suffix Cd</b> [Text Box]</p> <p><b>Ull</b> [Text Box]</p> <p><b>Ull Status</b> Optional [Down Arrow]</p>
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Discrepancies												
	Stock Nbr	Item Desc	Serial Nbr	Mfr CAGE	Mfr Lot Nbr	Mfr Contract	Mfr Dt	In Service Dt	Cond Cd	Suffix Cd	Discrepant Reason	Qty
Remove	6665013476100	AN/PDR-77	00661C						A		Incorrect Item	1

1 - 1 of 1 items

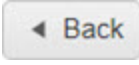
[Back] [Finish]

[Cancel]

1. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
2. Use  to select the desired Discrepant Reason.
3. Update the Received QTY field by using  to choose the correct quantity.
4. Select . *The received asset appears in the Discrepancies grid.*
5. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

• **Transfer From External**

- A. Select . *The **Add Documents Page 2** pop-up window displays.*

Selecting  at any point after this step returns to the previous page, and does not delete any field entries.








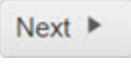


**Add Documents** ✕

Instructions ▼

<p><b>i*</b> Stock Nbr  <input type="text" value="Select an Item"/> ...</p> <p>Document Nbr  <input type="text" value="(Auto-Generate)"/></p> <p>* Ordered Qty  <input type="text" value="1"/> ▼▲</p> <p>* Document Unit Price  <input type="text"/></p> <p>GFM Contract Nbr  <input type="text" value="Optional"/> ▼</p> <p>Est Dlvry Dt  <input type="text"/> 📅</p> <p>Requisition Prj Cd  <input type="text"/></p> <p>Scan 1348 Box 26  <input type="text" value="Click here to scan"/> 📄</p> <p><a href="#">Add / Edit Remarks</a></p> <p style="text-align: center;">◀ Back <span style="float: right;">Next ▶</span></p>	<p>Item Desc  <input type="text"/></p> <p>Suffix Cd  <input type="text" value="None"/> ▼</p> <p>UI  <input type="text" value="All"/> ▼</p> <p>* Owning DoDAAC  <input type="text" value="M67750"/> ▼</p> <p>Reqd Dlvry Dt  <input type="text"/> 📅</p> <p>Document Ref Nbr  <input type="text"/></p>
--	---

⊘ Cancel

- a. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
- b. Use  to choose the correct Ordered QTY.
- c. If the Document Unit Price field does not automatically populate, use  to choose the correct price.
- d. Use  to select the desired Owning DoDAAC.
- e. Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*





✕
Add Documents

▼
Instructions

**\* Source (RIC/DoDAAC)**

**Fund Cd**

◀ Back
Next ▶

⊘ Cancel

1. Enter the Source (RIC/DoDAAC) in the field provided. *This is a 3 alphanumeric character field.*
2. Select Next ▶ to continue adding information. *The **Add Documents Page 4** pop-up window displays.*

✕
Add Documents

▼
Instructions

**#\* Stock Nbr**  
6665013476100 ...

**#ICN**  
Optional ...

**Serial Nbr**  
00661C

**AL Cd**  
Optional ▼

**Cond Cd**  
A - Svcbl(w/o Qual) ▼

**\* Received Qty**  
1

Add to Grid

**\* Discrepant Reason**  
Missing Item ▼

**Suffix Cd**

**Ull**

**Ull Status**  
Optional ▼

	Stock Nbr	Item Desc	Serial Nbr	Mfr CAGE	Mfr Lot Nbr	Mfr Contract	Mfr Dt	In Service Dt	Cond Cd	Suffix Cd	Discrepant Reason	Qty
Remove	6665013476100	AN/PDR-77	00661C						A		Missing Item	1







1 - 1 of 1 items

◀ Back
✔ Finish


⊘ Cancel






1. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
2. Use  to select the desired Discrepant Reason.
3. Update the Received QTY, using  to choose the revised amount.
4. Select . *The received asset appears in the Discrepancies grid.*
5. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

### Create Miscellaneous Items

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



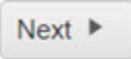
- A. Select . The **Add Documents Page 1** pop-up window displays.

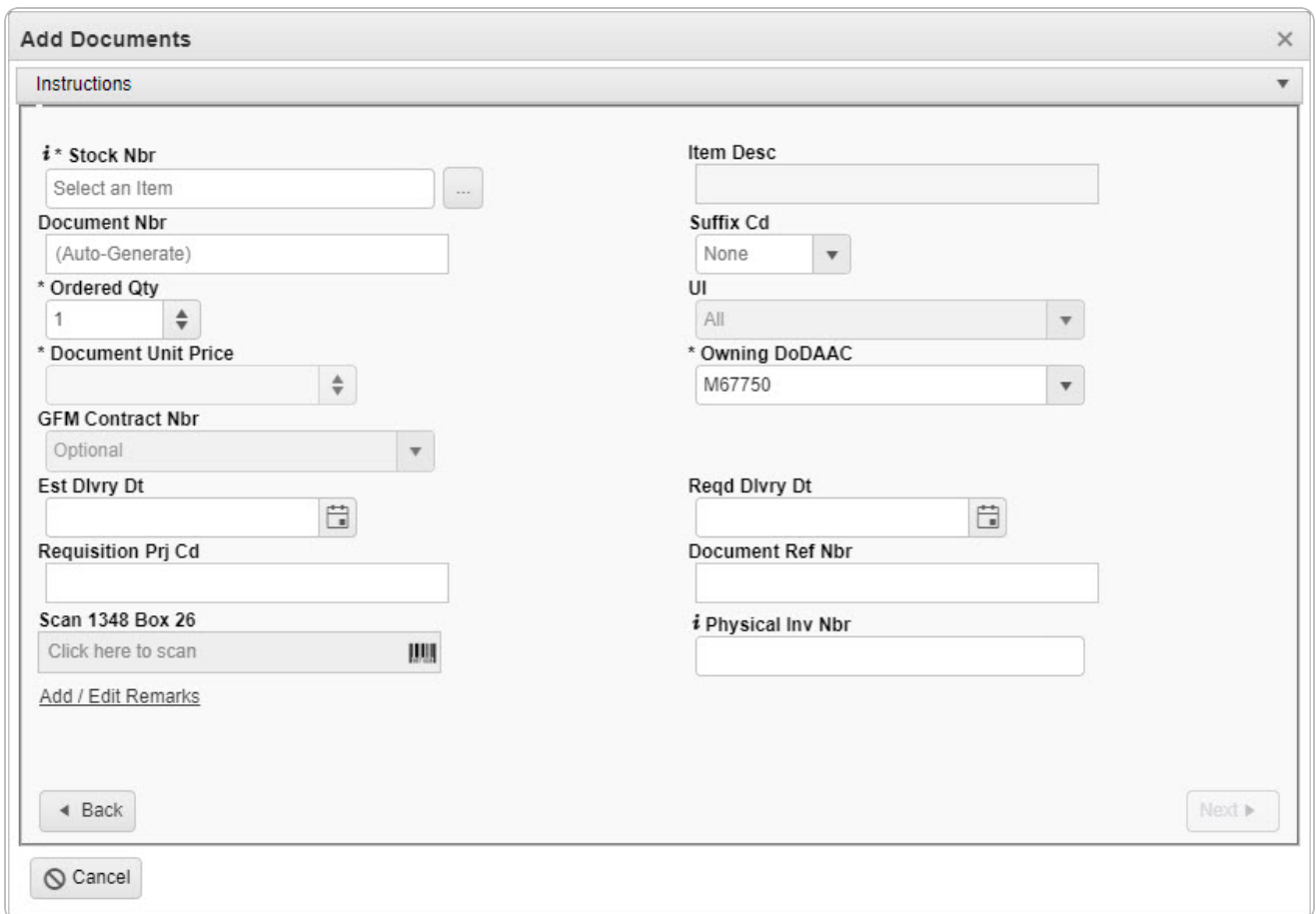






- B. Using  in the I Want To... field, select Miscellaneous Add.






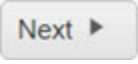
- C. Using  in the Document Type field, select the MA - Miscellaneous Add document.
- D. Using  in the Document Sub Type field, select the kind of miscellaneous document required.
- E. Select . The **Add Documents Page 2** pop-up window displays.



- a. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
- b. Use  to choose the correct Ordered QTY.
- c. Use  to choose the correct Document Unit Price.














- d. Use  to select the desired Owning DoDAAC.
- e. Select  to continue adding information. *The **Add Documents Page 3** pop-up window displays.*







**Add Documents** ✕

Instructions ▼

<p><b>* Received By</b>  <input type="text" value="BPGROCE"/></p> <p><b>* Received Qty</b>  <input type="text" value="1"/> </p> <p><b>i* Location Id</b>  <input type="text" value="Select an Item"/>  </p> <p>Previously Received Qty 0</p>	<p><b>* Received Dt</b>  <input type="text" value="9/13/2024 11:18 AM"/>  </p> <p><b>Suffix Cd</b>  <input type="text"/></p> <p><b>Due In Qty</b> 1</p>
---	---



1. Update the Received By field by entering the correct identification in the field provided. *This is an 25 alphanumeric character field.*
  2. Update the Received QTY, using  to choose the revised amount.
  3. Use  or  to assist with the Location ID entry. *This is a 15 alphanumeric character field.*
  4. Update the Received DT, using   or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*
- 5.





**OR**

Next ▶

Select **Next ▶** to continue adding information. *The **Add Documents Page 4** pop-up window displays.*

**Add Documents** [Close]

Instructions

<p><b>* Stock Nbr</b> 0001000064317</p> <p><b># ICN</b> A0000000000000629976</p> <p><b>* Serial Nbr</b> 00004 <input type="checkbox"/> Generate</p> <p><b>*Last ANNUAL2 Date</b> 4/22/2026</p> <p><b>Last POST INSPECTION Date</b></p> <p><b># Mfr CAGE</b> Optional</p> <p><b>Purpose Cd</b> None</p> <p><b>* Cond Cd</b> A - Svcb(w/o Qual)</p> <p><b>* Verified By</b> GROCEBP</p> <p><input type="button" value="Add to Verified Grid"/></p>	<p><b>Qty to Verify</b> 1</p> <p><b>Suffix Cd</b></p> <p><b># UII Status</b> ART - Recorded and Tag...</p> <p><b>* UII</b> ABC123 <b>Uii Scan 1348 Box 26</b> <input type="button" value="Click here to scan"/> </p> <p><b>*Next ANNUAL2 Date</b> 4/22/2027</p> <p><b>Next POST INSPECTION Date</b></p> <p><b>Secondary Serial Nbr</b></p> <p><b>Prj Cd</b> None</p> <p><b># Container Id</b> Optional</p> <p><b>* Verified Dt</b> 4/23/2026 1:48 PM</p>
--	--

Ordered Items | **Verified Items**

All  
  Stock Nbr  
  Item Desc  
  Serial Nbr  
  Cond Cd  
  Suffix Cd  
  Mfr CAGE  
  Mfr Dt  
  Mfr Lot Nbr  
  Mfr Contract  
  Secondary Serial Nbr

All	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Mfr Lot Nbr	Mfr Contract	Secondary Serial Nbr
<input type="checkbox"/>	0001000064317	RIFLE, .50 CALIBER M90 BARRETT	00004	A						






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


Show Items in QC  
  Print Labels When Finished



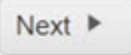


## Help Reference Guide

- A. Update the STOCK NBR, using  or  to enter the revised number. *This is a 15 alphanumeric character field.*
- B. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
- C. Update the Cond Cd, using  to select the desired code.
- D. Update the Verified By, entering the revised USER ID in the field provided. *This is an 8 alphanumeric character field.*
- E. Update the Verified Dt, using   or entering the date and time (MM/DD/YYYYHH:MM) in the field provided.

Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

- F. **OR**




Select  to continue adding information. *The **Add Documents Page 5** pop-up window displays.*

Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Shelf Life Expiration Dt	Mfr Lot Nbr	Mfr Contract	Secondary Serial Nbr	Container Id	UUI Status	UUI	Meter Re
Accept	6665013476100	AN/PDR-77	00661C	A										

- A. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*





- B. Update the Accepted DT, using   or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- C. Select  to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*






## Update a Receiving Document


### Navigation

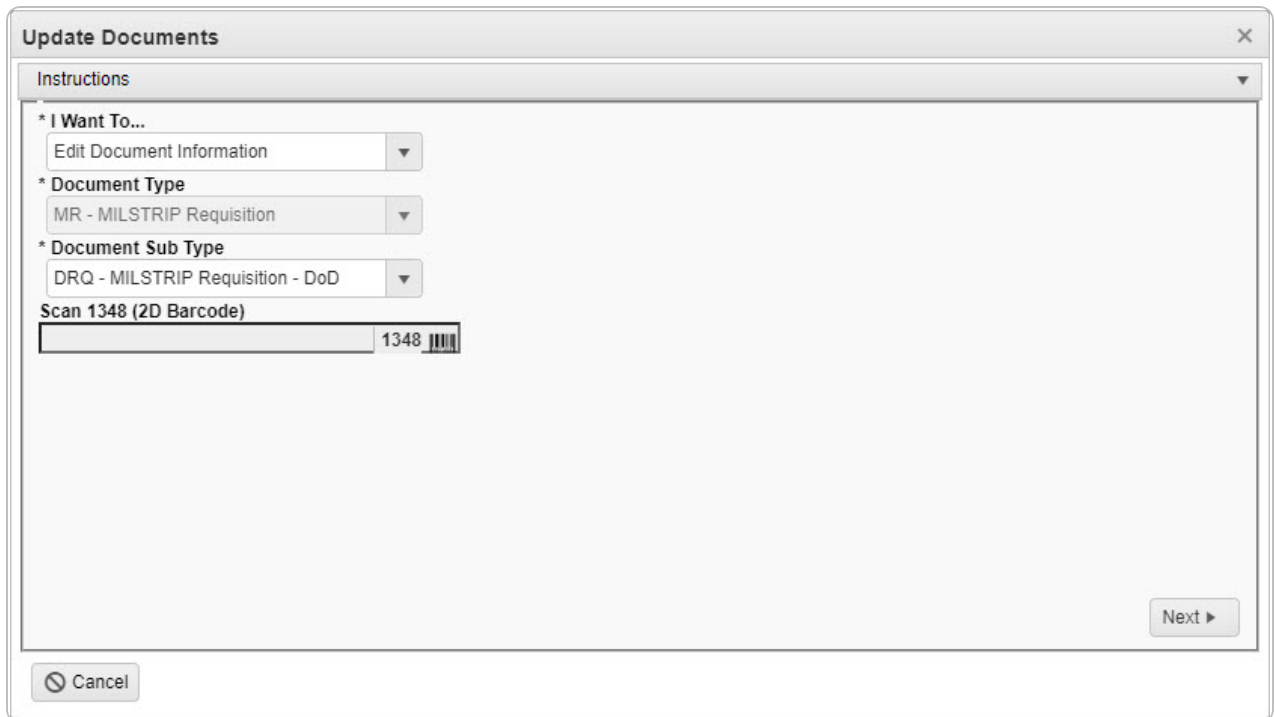
MATERIEL MGMT > Receiving >  > Update Documents pop-up window

### Procedures


#### Update Document Information

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


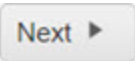
1. Select  next to the desired Document record. The **Update Documents Page 1** pop-up window displays.





2. Using  in the I Want To... field, select Edit Document Information.  
*The Document Type field is shaded and cannot be changed from the document type of the chosen record.*
3. There are 4 types of documents to edit:




- **MR - MILSTRIP Requisition**


- A. Update the Document Sub Type, using  to select the desired MILSTRIP requisition document.
- B. Select . The **Update Documents Page 2** pop-up window displays.

- a. Update the STOCK NBR, using  or  to assist with the revised number. *This is a 15 alphanumeric character field.*



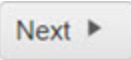


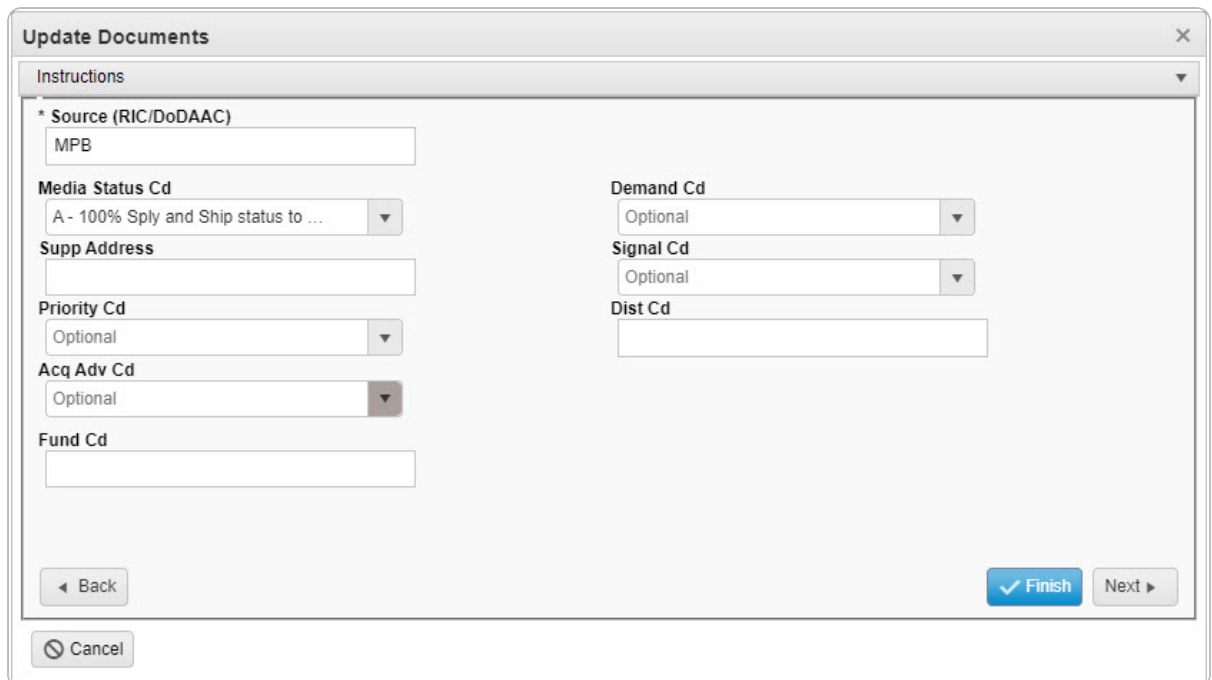
- b. Update the Ordered QTY, using  to choose the revised amount.
- c. Update the Document Unit Price, using  to choose the revised price.
- d. Update the Owning DoDAAC, using  to select the desired code.

Select  to update the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*


e.

**OR**

Select  to continue adding information. *The **Update Documents Page 3** pop-up window displays.*



1. Update the Source (RIC/DoDAAC) in the field provided. *This is a 3 alpha-numeric character field.*

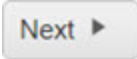
Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

2.





OR

Select  to continue adding information. The **Update Documents Page 4** pop-up window displays **only for Serial items**.

**Update Documents** [Close]

Instructions

<b>i Stock Nbr</b> <input type="text" value="0001000064317"/>	
<b>i ICN</b> <input type="text" value="Optional"/> ...	<b>Suffix Cd</b>
<b>Serial Nbr</b> <input type="text"/>	<b>i Ull Status</b> <input type="text" value="NDT - Not Determined"/> ▼
<b>i Mfr CAGE</b> <input type="text" value="Optional"/> ...	<b>Secondary Serial Nbr</b> <input type="text"/>
<b>Purpose Cd</b> <input type="text" value="None"/> ▼	<b>Prj Cd</b> <input type="text" value="None"/> ▼
<b>Cond Cd</b> <input type="text" value="A - Svcbl(w/o Qual)"/> ▼	





**Serial Nbr Search**

Click here to scan

**Serial Nbr Search**

**Ordered Items**

**Ordered Items**

<input type="checkbox"/>	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr
<input type="checkbox"/>	0001000064317	RIFLE, .50 CALIBER M90 BARRETT	00006	A		

Selected 0/1Page 1 of 1

items per page
 1 - 1 of 1 items

Show Items in QC

Print Labels When Finished

- A. Update the SERIAL NBR, entering the revised identifier in the field provided. *This is a 30 alphanumeric character field.*
- B. Select to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

### • PO - Purchase Order

- A. Update the Document Sub Type, using to select the kind of Purchase Order requisition document required.
- B. Select . *The **Update Documents Page 2** pop-up window displays.*





**Update Documents** ✕

Instructions ▼

<p><b>i*</b> Stock Nbr  <input type="text" value="6665013476100"/> ...</p> <p>Cont/PO Nbr  <input type="text"/></p> <p>Document Nbr  <input type="text" value="M6775042573000"/></p> <p>* Ordered Qty  <input type="text" value="1"/> ▼▲</p> <p>* Document Unit Price  <input type="text" value="\$4,312.00"/> ▼▲</p> <p>GFM Contract Nbr  <input type="text" value="Optional"/> ▼</p> <p>Est Dlvry Dt  <input type="text"/> 📅</p> <p>Requisition Prj Cd  <input type="text"/></p> <p>Scan 1348 Box 26  <input type="text" value="Click here to scan"/> 📄</p> <p><a href="#">Add / Edit Remarks</a></p>	<p>Item Desc  <input type="text" value="AN/PDR-77"/></p> <p>CLIN  <input type="text"/></p> <p>Suffix Cd  <input type="text" value="None"/> ▼</p> <p>UI  <input type="text" value="EA - Each"/> ▼</p> <p>* Owning DoDAAC  <input type="text" value="M67750"/> ▼</p> <p>Reqd Dlvry Dt  <input type="text"/> 📅</p> <p>Document Ref Nbr  <input type="text"/></p>
---	---

a. Update the STOCK NBR, using or to assist with the revised number. *This is a 15 alphanumeric character field.*

b. Update the Ordered QTY, using to choose the revised amount.

c. Update the Document Unit Price, using to choose the revised price.

Select to update the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

d.

**OR**





Next ▶

Select **Next ▶** to continue adding information. The **Update Documents Page 3** pop-up window displays.

**Update Documents** [Close]

Instructions

**i Stock Nbr**

**i ICN**  ... **Suffix Cd**

**Serial Nbr**

**i Mfr CAGE**  ... **Secondary Serial Nbr**

**Purpose Cd**  ▼ **Prj Cd**  ▼

**Cond Cd**  
 ▼





Add to Ordered Grid

Serial Nbr Search  Serial Nbr Search

Click here to scan  SN

Ordered Items

Ordered Items

<input type="checkbox"/> All	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	M
<input type="checkbox"/>	76103548902		F88BFABA28FF4148A29E642DC4234B	A			

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

Show Items in QC   
Print Labels When Finished

1. Verify the STOCK NBR.
2. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
3. Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

• **TE - Transfer From External**

- A. The Document Sub Type field is shaded and cannot be edited.
- B. Select  . The **Update Documents Page 2** pop-up window displays.





✕
Update Documents


Instructions


<p><b>i*</b> Stock Nbr  <input type="text" value="6665013476100"/> ...</p> <p>Document Nbr  <input type="text" value="M6775042574000"/></p> <p>* Ordered Qty  <input type="text" value="1"/> ▲▼</p> <p>* Document Unit Price  <input type="text" value="\$4,312.00"/> ▲▼</p> <p>GFM Contract Nbr  <input type="text" value="Optional"/> ▼</p> <p>Est Dlvry Dt  <input type="text"/> 📅</p> <p>Requisition Prj Cd  <input type="text"/></p> <p>Scan 1348 Box 26  <input type="text" value="Click here to scan"/> 📄</p> <p><a href="#">Add / Edit Remarks</a></p>	<p>Item Desc  <input type="text" value="AN/PDR-77"/></p> <p>Suffix Cd  <input type="text" value="None"/> ▼</p> <p>UI  <input type="text" value="EA - Each"/> ▼</p> <p>* Owing DoDAAC  <input type="text" value="M67750"/> ▼</p> <p>Reqd Dlvry Dt  <input type="text"/> 📅</p> <p>Document Ref Nbr  <input type="text"/></p>
--	---

◀ Back
✔ Finish
Next ▶


⊘ Cancel

a. Update the STOCK NBR, using  or  to assist with the revised number. *This is a 15 alphanumeric character field.*

b. Update the Ordered QTY, using  to choose the revised amount.

c. Update the Document Unit Price, using  to choose the revised price.

d. Update the Owing DoDAAC, using  to select the desired code.

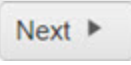
Select  to update the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

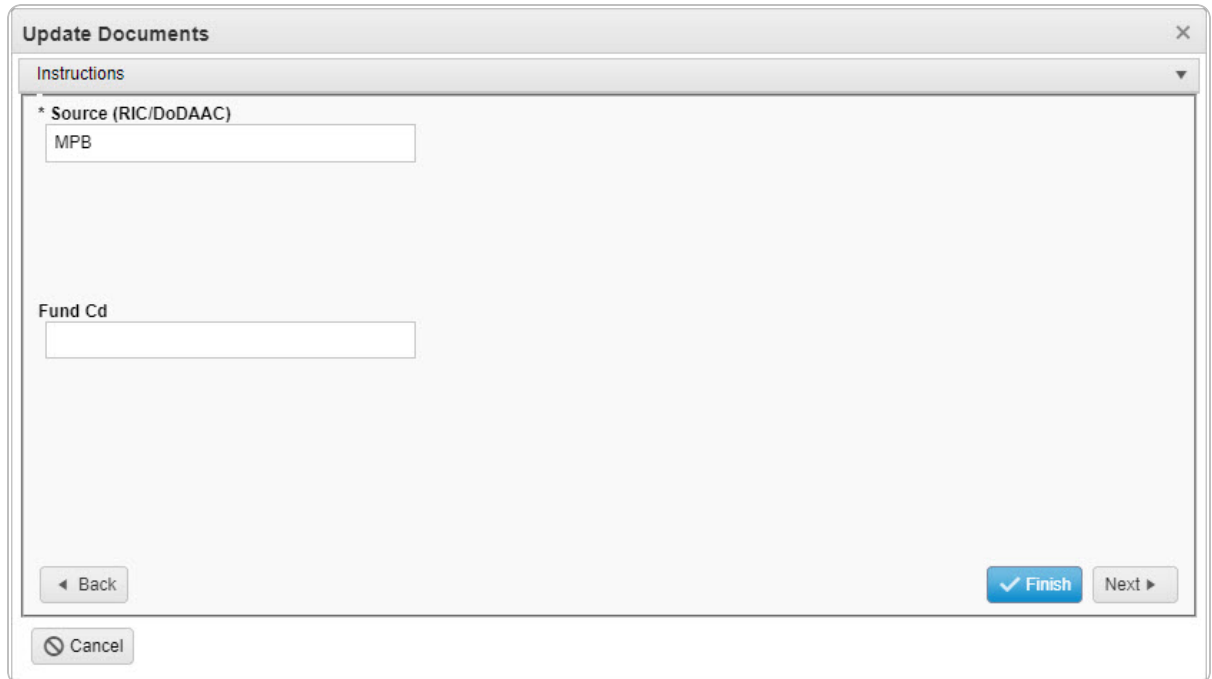
e.

**OR**






Select  to continue adding information. The **Update Documents Page 3** pop-up window displays.

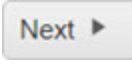


1. Update the Source (RIC/DoDAAC) in the field provided. *This is a 3 alpha-numeric character field.*

Select  to update the document. The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.

2.

**OR**

Select  to continue adding information. The **Update Documents Page 4** pop-up window displays.





## Help Reference Guide

**Update Documents** ✕

Instructions ▼

**i Stock Nbr**

**i ICN**  ... **Suffix Cd**

**Serial Nbr**

**i Mfr CAGE**  ... **Secondary Serial Nbr**

**Purpose Cd**  ▼ **Prj Cd**  ▼

**Cond Cd**  
 ▼

**Serial Nbr Search**

**Serial Nbr Search**

Ordered Items

**Ordered Items**


<input type="checkbox"/> All	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE
<input type="checkbox"/>	LAPTOP100		0BD80F37E07148A6A43CCF3DCBC4FA	A		

Selected 0/1 ◀ ▶ 1 Page 1 of 1 ◀ ▶ 50 items per page 1 - 1 of 1 items

Show Items in QC   
 Print Labels When Finished


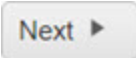




- A. Verify the *STOCK NBR.*
- B. Update the *SERIAL NBR*, entering the revised number in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
- C. Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

### • MA - Miscellaneous Add



- A. Update the Document Sub Type, using  to select the desired Miscellaneous Add code.
- B. Select . *The **Update Documents Page 2** pop-up window displays.*





**Update Documents** ✕

Instructions ▼

<p><b>i</b> * Stock Nbr  <input type="text" value="1005000739421"/> ...</p> <p>Document Nbr  <input type="text" value="M6775042602000"/></p> <p>* Ordered Qty  <input type="text" value="1"/> ▼▲</p> <p>* Document Unit Price  <input type="text" value="\$499.00"/> ▼▲</p> <p>GFM Contract Nbr  <input type="text" value="Optional"/> ▼</p> <p>Est Dlvry Dt  <input type="text"/> 📅</p> <p>Requisition Prj Cd  <input type="text"/></p> <p>Scan 1348 Box 26  <input type="text" value="Click here to scan"/> 📄</p> <p><a href="#">Add / Edit Remarks</a></p> <p style="text-align: left;">◀ Back</p>	<p>Item Desc  <input type="text" value="RIFLE,5.56 MILLIMETER"/></p> <p>Suffix Cd  <input type="text" value="None"/> ▼</p> <p>UI  <input type="text" value="EA - Each"/> ▼</p> <p>* Owing DoDAAC  <input type="text" value="M67750"/> ▼</p> <p>Reqd Dlvry Dt  <input type="text"/> 📅</p> <p>Document Ref Nbr  <input type="text"/></p> <p><b>i</b> Physical Inv Nbr  <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="✔ Finish"/> <input type="button" value="Next ▶"/> </p>
---	---

a. Update the STOCK NBR, using or to assist with the revised number. *This is a 15 alphanumeric character field.*

b. Update the Ordered QTY, using to choose the revised amount.

c. Update the Document Unit Price, using to choose the revised price.

d. Update the Owing DoDAAC, using to select the desired code.


Select to update the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

e.

**OR**





Select  to continue adding information. The **Update Documents Page 3** pop-up window displays.

**Update Documents** [Close]

Instructions

**i Stock Nbr**

**i ICN**  ... **Suffix Cd**

**Serial Nbr**

**i Mfr CAGE**  ... **Secondary Serial Nbr**


**Purpose Cd**  ▾ **Prj Cd**  ▾

**Cond Cd**  
 ▾





Add to Ordered Grid

Serial Nbr Search   

Serial Nbr Search

Ordered Items

Ordered Items

<input type="checkbox"/> All	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Mfr Lot Nbr
<input type="checkbox"/>	113811381138A		MB201609	G				

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

Show Items in QC   
Print Labels When Finished

1. Verify the STOCK NBR.
2. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
3. Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*


### Update a Receive / Accept Document

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 Document record. *The **Update Documents Page 1** pop-up window displays.*






2. Using  in the I Want To... field, select Receive / Accept.

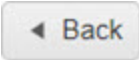
*The Document Type field is shaded, and cannot be changed from the document type of the chosen record.*

3.

There are 4 types of documents to edit:

- **MR - MILSTRIP Requisition**

A. Update the Document Sub Type, using  to select the desired MILSTRIP requisition document.

*Selecting  at any point after this step returns to the previous page, and does not delete any field entries.*





✕
Update Documents

Instructions

<p><b>i</b> * Stock Nbr  <input type="text" value="6665013476100"/> ...</p> <p>Document Nbr  <input type="text" value="M6775042571003"/></p> <p>* Ordered Qty  <input type="text" value="1"/> ▾</p> <p>* Document Unit Price  <input type="text" value="\$4,312.00"/> ▾</p> <p>GFM Contract Nbr  <input type="text" value="Optional"/> ▾</p> <p>Est Dlvry Dt  <input type="text"/> 📅</p> <p>Requisition Prj Cd  <input type="text"/></p> <p>Scan 1348 Box 26  <input type="text" value="Click here to scan"/> 📄</p> <p><a href="#">Add / Edit Remarks</a></p>	<p>Item Desc  <input type="text" value="AN/PDR-77"/></p> <p>Suffix Cd  <input type="text" value="None"/> ▾</p> <p>UI  <input type="text" value="EA - Each"/> ▾</p> <p>* Owning DoDAAC  <input type="text" value="M67750"/> ▾</p> <p>Reqd Dlvry Dt  <input type="text"/> 📅</p> <p>Document Ref Nbr  <input type="text"/></p>
---	--

◀ Back
Next ▶

⊗ Cancel

- a. Update the STOCK NBR, using or to assist with the revised number. *This is a 15 alphanumeric character field.*
- b. Update the Ordered QTY, using to choose the revised amount.
- c. Update the Document Unit Price, using to choose the revised price.
- d. Update the Owning DoDAAC, using to select the desired code.
- e. Select to continue adding information. *The **Update Documents Page 3** pop-up window displays.*





**Update Documents** [X]

Instructions [v]

\* Source (RIC/DoDAAC)

Media Status Cd  
A - 100% Sply and Ship status to ... [v]

Supp Address

Priority Cd  
Optional [v]

Acq Adv Cd  
Optional [v]

Fund Cd

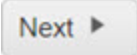
Demand Cd  
Optional [v]

Signal Cd  
Optional [v]

Dist Cd

[< Back] [Next >]

[Cancel]

1. Update the Source (RIC/DoDAAC) in the field provided. *This is a 3 alpha-numeric character field.*
2. Select  to continue adding information. *The **Update Documents Page 4** pop-up window displays.*





**Update Documents** ✕

**Instructions** ▾

<p><b>* Received By</b> BPGROCE <input style="width: 150px;" type="text"/></p> <p><b>* Received Qty</b> 1 <input style="width: 30px;" type="text"/></p> <p><b>* Location Id</b> Select an Item <input style="width: 150px;" type="text"/> <input style="width: 20px;" type="button" value="..."/></p> <p>Previously Received Qty 0</p>	<p><b>* Received Dt</b> 9/17/2024 11:35 AM <input style="width: 40px;" type="button" value="📅"/> <input style="width: 20px;" type="button" value="🕒"/></p> <p><b>Suffix Cd</b> <input style="width: 50px;" type="text"/></p> <p><b>Due In Qty</b> 1</p>
--	---

◀ Back
✔ Finish
Next ▶

⊘ Cancel

**A.** Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*

**B.** Update the Received QTY, using  to choose the revised amount.

**C.** Use  or  to assist with the LOCATION ID entry. *This is a 15 alphanumeric character field.*

**D.** Update the Received DT by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

**E.**

**OR**

Select  to continue adding information. *The **Update Documents Page 5** pop-up window displays.*





## Help Reference Guide

**Update Documents** ✕



Instructions ▼

<p><b>i * Stock Nbr</b>  <input type="text" value="0001000064317"/></p> <p><b>i ICN</b>  <input type="text" value="A0000000000000629973"/> ...</p> <p><b>* Serial Nbr</b>  <input type="text" value="00001"/>  <input type="checkbox"/> Generate</p> <p><b>*Last ANNUAL2 Date</b>  <input type="text" value="4/22/2026"/> </p> <p><b>Last POST INSPECTION Date</b>  <input type="text"/> </p> <p><b>i Mfr CAGE</b>  <input type="text" value="Optional"/> ...</p> <p><b>Purpose Cd</b>  <input type="text" value="None"/> ▼</p> <p><b>* Cond Cd</b>  <input type="text" value="A - Svcbl(w/o Qual)"/> ▼</p>	<p><b>Qty to Verify</b>            1</p> <p><b>Suffix Cd</b></p> <p><b>i Uii Status</b>  <input type="text" value="ART - Recorded and Tag..."/> ▼</p> <p><b>* Uii</b>  <input type="text" value="ABC123"/>  <b>Uii Scan 1348 Box 26</b>  <input type="text" value="Click here to scan"/> </p> <p><b>*Next ANNUAL2 Date</b>  <input type="text" value="4/22/2027"/> </p> <p><b>Next POST INSPECTION Date</b>  <input type="text"/> </p> <p><b>Secondary Serial Nbr</b>  <input type="text"/></p> <p><b>Prj Cd</b>  <input type="text" value="None"/> ▼</p> <p><b>i Container Id</b>  <input type="text" value="Optional"/> ...</p>
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## Help Reference Guide

\* Verified By:       \* Verified Dt:   

Ordered Items    Verified Items




**Verified Items**     Grid Options     Remove     Edit     Apply     Send To QC     Kit Components

<input type="checkbox"/>	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Mfr Lot Nbr
<input type="checkbox"/>	0001000064317	RIFLE, .50 CALIBER M90 BARRETT	00001	A				

Selected 0/1      **1**    Page  of 1          items per page    1 - 1 of 1 items    

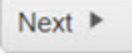
Show Items in QC   
Print Labels When Finished

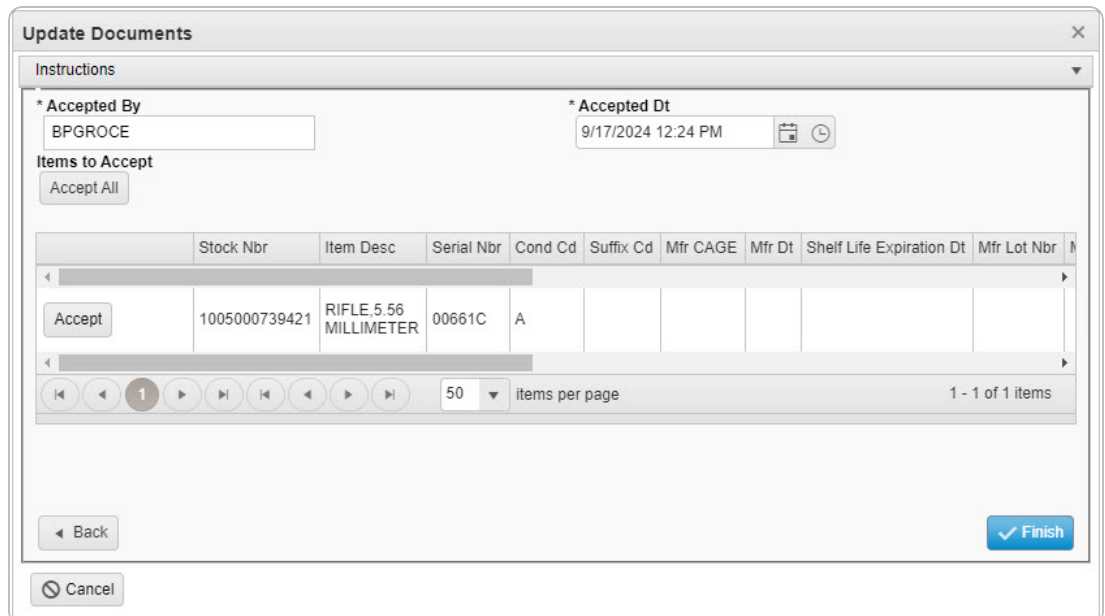
      




- a. Verify the *STOCK NBR*.
- b. Update the *SERIAL NBR*, entering the revised number in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
- c. Update the Verified *QTY* field by using  to choose the revised quantity. ***Only displays when the item is Bulk managed.***
- d. Update the Verified *By*, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*
- e. Update the Verified *DT* by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- f. Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*  
**OR**




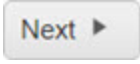


Select  to continue adding information. *The **Update Documents Page 6** pop-up window displays.*



1. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
2. Update the Accepted DT by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
3. Select . *The status in the grid changes from Verified to Accepted.*
4. Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

### • PO - Purchase Order

- A. Update the Document Sub Type, using  to select the desired code.
- B. Select . *The **Update Documents Page 2** pop-up window displays.*





















Selecting  at any point after this step returns to the previous page, and does not delete any field entries.






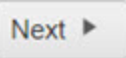
✕
Update Documents

Instructions

<p><b>* Stock Nbr</b>  <input type="text" value="6665013476100"/>  </p> <p><b>Cont/PO Nbr</b>  <input type="text"/></p> <p><b>Document Nbr</b>  <input type="text" value="M6775042573000"/></p> <p><b>* Ordered Qty</b>  <input type="text" value="1"/>  </p> <p><b>* Document Unit Price</b>  <input type="text" value="\$4,312.00"/>  </p> <p><b>GFM Contract Nbr</b>  <input type="text" value="Optional"/> </p> <p><b>Est Dlvry Dt</b>  <input type="text"/> </p> <p><b>Requisition Prj Cd</b>  <input type="text"/></p> <p><b>Scan 1348 Box 26</b>  <input type="text" value="Click here to scan"/> </p> <p><u>Add / Edit Remarks</u></p>	<p><b>Item Desc</b>  <input type="text" value="AN/PDR-77"/></p> <p><b>CLIN</b>  <input type="text"/></p> <p><b>Suffix Cd</b>  <input type="text" value="None"/> </p> <p><b>UI</b>  <input type="text" value="EA - Each"/> </p> <p><b>* Owing DoDAAC</b>  <input type="text" value="M67750"/> </p> <p><b>Reqd Dlvry Dt</b>  <input type="text"/> </p> <p><b>Document Ref Nbr</b>  <input type="text"/></p>
---	---



- a. Update the STOCK NBR, using  or  to assist with the revised number. *This is a 15 alphanumeric character field.*
- b. Update the Ordered QTY, using  to choose the revised amount.
- c. Update the Document Unit Price by using  to choose the correct price.
- d. Update the Owing DoDAAC, using  to select the desired code.
- e. Select  to continue adding information. *The **Update Documents Page 3** pop-up window displays.*





## Help Reference Guide





✕
Update Documents


**Instructions**

<p><b>* Received By</b>  <input style="width: 100%;" type="text" value="BPGROCE"/></p> <p><b>* Received Qty</b>  <input style="width: 50%;" type="text" value="1"/> <span style="font-size: small;">▼▲</span></p> <p><b>i * Location Id</b>  <input style="width: 100%;" type="text" value="Select an Item"/> <span style="font-size: small;">...</span></p> <p><b>Previously Received Qty</b>  0</p>	<p><b>* Received Dt</b>  <input style="width: 100%;" type="text" value="9/17/2024 12:54 PM"/> <span style="font-size: small;">📅 ⌚</span></p> <p><b>Suffix Cd</b>  <input style="width: 100%;" type="text"/></p> <p><b>Due In Qty</b>  1</p>
---	---

◀ Back
✔ Finish
Next ▶

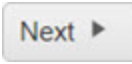
⊘ Cancel

1. Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*
2. Update the Received QTY, using  to choose the revised amount.
3. Update the Location ID, using  or  to enter the revised identifier. *This is a 15 alphanumeric character field.*
4. Verify the Previously Received QTY.
5. Update the Received DT by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

Select  to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

6.

**OR**

Select  to continue adding information. *The **Update Documents Page 4** pop-up window displays.*





**Update Documents** [Close]

Instructions [Dropdown]

<b>i * Stock Nbr</b> <input type="text" value="76103548902"/>	<b>Qty to Verify</b> <input type="text" value="1"/>
<b>i ICN</b> <input type="text" value="Optional"/> [...]	<b>Suffix Cd</b>
<b>* Serial Nbr</b> <input type="text"/> <input type="checkbox"/> Generate	
<b>i Mfr CAGE</b> <input type="text" value="Optional"/> [...]	<b>Secondary Serial Nbr</b> <input type="text"/>
<b>Purpose Cd</b> <input type="text" value="None"/> [Dropdown]	<b>Prj Cd</b> <input type="text" value="None"/> [Dropdown]
<b>* Cond Cd</b> <input type="text" value="A - Svcbl(w/o Qual)"/> [Dropdown]	<b>i Container Id</b> <input type="text" value="Optional"/> [...]





## Help Reference Guide

\* Verified By:       \* Verified Dt:

Ordered Items    **Verified Items**

**Verified Items**    Grid Options    Remove    Edit    Apply    Send To QC    Kit Components

<input type="checkbox"/> All	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd
<input type="checkbox"/>	76103548902	VERSION 11B	F4698310638746FF8AA68ECA93A31D	A	
<input type="checkbox"/>	76103548902	VERSION 11B	737FC88F2A974350879CCDED916DFF	A	

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

Show Items in QC   
Print Labels When Finished






      

- A. Update the STOCK NBR, using or to assist with the revised number. *This is a 15 alphanumeric character field.*
- B. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
- C. Update the Cond Cd, using to select the desired code.
- D. Update the Verified By, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*
- E. Update the Verified QTY field by using to choose the correct quantity. ***Only displays when the item is Bulk managed.***







## Help Reference Guide

- F. Update the Verified DT field by using   to correct the date or by entering the date and time (MM/DD/YYYYHH:MM) in the field provided.
- G. Select  to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*
- H. Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*
- OR**
- Select  to continue adding information. *The **Update Documents Page 5** pop-up window displays.*


**Update Documents** ✕



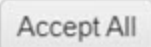
Instructions

\* Accepted By  \* Accepted Dt   

Items to Accept


	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Shelf Life Expiration Dt	Mfr Lot Nbr
<input type="button" value="Accept"/>	1005000739421	RIFLE,5.56 MILLIMETER	00531C	A					


50 items per page
1 - 1 of 1 items

- a. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
- b. Update the Accepted DT by using   or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- c. Select . *The status in the grid changes from Verified to Accepted.*

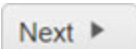


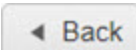


- d. Select  to process the document. The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.

- **TE - Transfer From External**



- A. The Document Sub Type field is shaded and cannot be edited.
- B. Select . The **Update Documents Page 2** pop-up window displays.

Selecting  at any point after this step returns to the previous page, and does not delete any field entries.











Update Documents
✕

Instructions

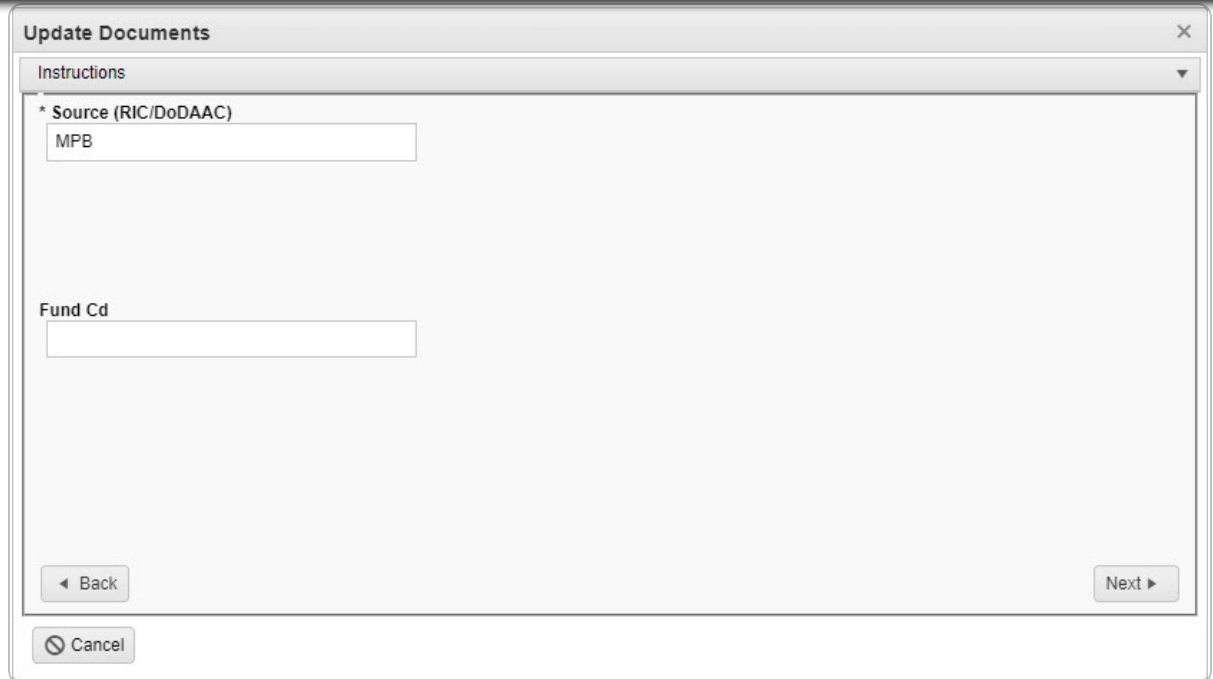
<p><b>i</b> * Stock Nbr  <input type="text" value="6665013476100"/> ...</p> <p>Document Nbr  <input type="text" value="M6775042574000"/></p> <p>* Ordered Qty  <input type="text" value="1"/> ▲▼</p> <p>* Document Unit Price  <input type="text" value="\$4,312.00"/> ▲▼</p> <p>GFM Contract Nbr  <input type="text" value="Optional"/> ▼</p> <p>Est Dlvry Dt  <input type="text"/> 📅</p> <p>Requisition Prj Cd  <input type="text"/></p> <p>Scan 1348 Box 26  <input type="text" value="Click here to scan"/> 📄</p> <p><a href="#">Add / Edit Remarks</a></p>	<p>Item Desc  <input type="text" value="AN/PDR-77"/></p> <p>Suffix Cd  <input type="text" value="None"/> ▼</p> <p>UI  <input type="text" value="EA - Each"/> ▼</p> <p>* Owning DoDAAC  <input type="text" value="M67750"/> ▼</p> <p>Reqd Dlvry Dt  <input type="text"/> 📅</p> <p>Document Ref Nbr  <input type="text"/></p>
---	--

◀ Back
Next ▶

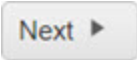
⊗ Cancel

- a. Update the STOCK NBR, using  or  to assist with the revised number. *This is a 15 alphanumeric character field.*
- b. Update the Ordered QTY, using  to choose the revised amount.
- c. Update the Document Unit Price, using  to choose the revised price.
- d. Update the Owning DoDAAC, using  to select the desired code.
- e. Select  to continue adding information. *The **Update Documents Page 3** pop-up window displays.*





The screenshot shows a window titled "Update Documents" with a close button (X) in the top right corner. Below the title bar is a tab labeled "Instructions". The main content area contains two text input fields. The first field is labeled "\* Source (RIC/DoDAAC)" and contains the text "MPB". The second field is labeled "Fund Cd" and is currently empty. At the bottom of the window, there are three buttons: "Back" with a left-pointing arrow, "Next" with a right-pointing arrow, and "Cancel" with a circular icon containing a diagonal slash.

1. Update the Source (RIC/DoDAAC) in the field provided. *This is a 3 alpha-numeric character field.*
2. Select  to continue adding information. *The **Update Documents Page 4** pop-up window displays.*





✕
Update Documents

▼
Instructions

<p><b>* Received By</b> BPGROCE</p> <p><b>* Received Qty</b> 0</p> <p><b>* Location Id</b> A04D</p> <p>Previously Received Qty 1</p>	<p><b>* Received Dt</b> 9/13/2024 3:27 PM</p> <p><b>Suffix Cd</b></p> <p>Due In Qty 0</p>
--	---


◀ Back
✔ Finish
Next ▶


⊘ Cancel

**A.** Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*

**B.** Update the Received QTY, using  to choose the revised amount.

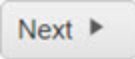
**C.** *Verify the Location ID.*

**D.** Update the Received DT by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

Select  to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

**E.**

**OR**

Select  to continue adding information. *The **Update Documents Page 5** pop-up window displays.*





## Help Reference Guide

**Update Documents** ✕

Instructions ▼

<p><b>i * Stock Nbr</b>  <input type="text" value="LAPTOP100"/></p> <p><b>i ICN</b>  <input type="text" value="A000000000000971826"/> ...</p> <p><b>* Serial Nbr</b>  <input type="text" value="B417837CC9104A589697DAF603B0"/>  <input type="checkbox"/> Generate</p> <p><b>i Mfr CAGE</b>  <input type="text" value="Optional"/> ...</p> <p><b>Purpose Cd</b>  <input type="text" value="None"/> ▼</p> <p><b>* Cond Cd</b>  <input type="text" value="A - Svcbl(w/o Qual)"/> ▼</p>	<p><b>Qty to Verify</b>  <input type="text" value="1"/></p> <p><b>Suffix Cd</b>  <input type="text" value=""/></p> <p><b>Secondary Serial Nbr</b>  <input type="text" value=""/></p> <p><b>Prj Cd</b>  <input type="text" value="None"/> ▼</p> <p><b>i Container Id</b>  <input type="text" value="Optional"/> ...</p>
--	--

**\* Verified By**  **\* Verified Dt**

Ordered Items Verified Items

**Verified Items** ⚙ Grid Options ✕ Remove ✎ Edit 📄 Apply 📦 Send To QC 👤 Kit Components

<input type="checkbox"/>	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE
<input type="checkbox"/>	LAPTOP100	HP LAPTOP	B417837CC9104A589697DAF603B06D	A		






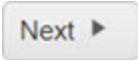
Selected 0/1 ◀ ▶ 1 Page 1 of 1 ◀ ▶ 50 items per page 1 - 1 of 1 items

Show Items in QC   
 Print Labels When Finished





## Help Reference Guide

- a. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
  - b. Update the Cond Cd, using  to select the desired code.
  - c. Update the Verified QTY field by using  to choose the revised quantity. **Only displays when the item is Bulk managed.**
  - d. Update the Verified By, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*
  - e. Update the Verified DT field by using  to correct the date or by entering the date and time (MM/DD/YYYYHH:MM) in the field provided.
  - f. Select  to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*
  - g. Select  to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*
- OR**
- Select  to continue adding information. *The **Update Documents Page 6** pop-up window displays.*





**Update Documents** ✕

Instructions ▼

\* Accepted By  \* Accepted Dt

Items to Accept

	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Shelf Life Expiration Dt	Mfr Lot Nbr	Mfr
Accept	6665013476100	AN/PDR-77	00531C	A						

50 items per page
1 - 1 of 1 items

1. Update the Accepted By field. If it is not correct, enter the Accepted By USER ID in the field provided.
2. Update the Accepted DT by using to correct the date, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
3. Select  . *The status in the grid changes from Verified to Accepted.*
4. Select  to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*


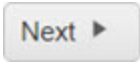
• **MA - Miscellaneous Add**

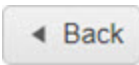




The screenshot shows a window titled "Update Documents" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a downward arrow. The main area contains the following fields and buttons:

- \* I Want To...: A dropdown menu with "Receive / Accept" selected.
- \* Document Type: A dropdown menu with "MA - Miscellaneous Add" selected.
- \* Document Sub Type: A dropdown menu with "MAA - Physical Count" selected.
- Scan 1348 (2D Barcode): A text input field containing "1348" and a barcode icon.
- Labels: A button with a barcode icon.
- Print 1348: A button with a printer icon.
- Next ►: A button in the bottom right corner.
- Cancel: A button with a circular arrow icon in the bottom left corner.

- A. Update the Document Sub Type, using  to select the desired code.
- B. Select . The **Update Documents Page 2** pop-up window displays.

Selecting  at any point after this step returns to the previous page, and does not delete any field entries.





✕
Update Documents

Instructions

<p><b>i</b> * Stock Nbr  <input type="text" value="1005000739421"/> ...</p> <p>Document Nbr  <input type="text" value="M6775042602000"/></p> <p>* Ordered Qty  <input type="text" value="1"/> ▾</p> <p>* Document Unit Price  <input type="text" value="\$499.00"/> ▾</p> <p>GFM Contract Nbr  <input type="text" value="Optional"/> ▾</p> <p>Est Dlvry Dt  <input type="text"/> 📅</p> <p>Requisition Prj Cd  <input type="text"/></p> <p>Scan 1348 Box 26  <input type="text" value="Click here to scan"/> 📄</p> <p><a href="#">Add / Edit Remarks</a></p>	<p>Item Desc  <input type="text" value="RIFLE,5.56 MILLIMETER"/></p> <p>Suffix Cd  <input type="text" value="None"/> ▾</p> <p>UI  <input type="text" value="EA - Each"/> ▾</p> <p>* Owning DoDAAC  <input type="text" value="M67750"/> ▾</p> <p>Reqd Dlvry Dt  <input type="text"/> 📅</p> <p>Document Ref Nbr  <input type="text"/></p> <p><b>i</b> Physical Inv Nbr  <input type="text"/></p>
---	---

- a. Update the STOCK NBR, using or to assist with the revised number. *This is a 15 alphanumeric character field.*
- b. Update the Ordered QTY, using to choose the revised amount.
- c. Update the Document Unit Price, using to choose the revised price.
- d. Update the Owning DoDAAC, using to select the desired code.
- e. Select to continue adding information. *The **Update Documents Page 3** pop-up window displays.*





## Help Reference Guide

✕
Update Documents

Instructions
▼

<p><b>* Received By</b>  <input type="text" value="BPGROCE"/></p> <p><b>* Received Qty</b>  <input type="text" value="0"/></p> <p><b>i * Location Id</b>  <input type="text" value="A02D"/> <input type="button" value="..."/></p> <p><b>Previously Received Qty</b>            1</p>	<p><b>* Received Dt</b>  <input type="text" value="9/16/2024 4:46 PM"/> <input type="button" value="📅"/> <input type="button" value="🕒"/></p> <p><b>Suffix Cd</b>  <input type="text"/></p> <p><b>Due In Qty</b>            0</p>
---	---

1. Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*
2. Update the Received QTY, using  to choose the revised amount.
3. Use  or  to assist with the LOCATION ID entry. *This is a 15 alphanumeric character field.*
4. Update the Received DT by using   or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

Select  to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

5.

**OR**

Select  to continue adding information. *The **Update Documents Page 4** pop-up window displays.*





## Help Reference Guide

**Update Documents** ✕

Instructions ▼

<p><b>† * Stock Nbr</b>  <input type="text" value="113811381138B"/></p> <p><b>† ICN</b>  <input type="text" value="A0000000000000528378"/> ...</p> <p><b>* Serial Nbr</b>  <input type="text" value="CH654321"/>  <input type="checkbox"/> <b>Generate</b></p> <p><b>*Last COSIS Date</b>  <input type="text" value="4/15/2026"/> </p> <p><b>*Last MAINTENANCE Date</b>  <input type="text" value="4/22/2026"/> </p> <p><b>*Last TEST Date</b>  <input type="text" value="4/20/2026"/> </p> <p><b>*Last CALIBRATION Date</b>  <input type="text" value="4/22/2026"/> </p> <p><b>† Mfr CAGE</b>  <input type="text" value="Optional"/> ...</p> <p><b>Purpose Cd</b>  <input type="text" value="None"/> ▼</p> <p><b>* Cond Cd</b>  <input type="text" value="A - Svcbl(w/o Qual)"/> ▼</p>	<p><b>Qty to Verify</b>  <input type="text" value="0"/></p> <p><b>Suffix Cd</b></p> <p><b>Next COSIS Date</b>  <input type="text" value="5/1/2026"/> </p> <p><b>Next MAINTENANCE Date</b>  <input type="text" value="5/29/2026"/> </p> <p><b>Next TEST Date</b>  <input type="text" value="7/20/2026"/> </p> <p><b>Next CALIBRATION Date</b>  <input type="text" value="12/23/2026"/> </p> <p><b>Secondary Serial Nbr</b>  <input type="text"/></p> <p><b>Prj Cd</b>  <input type="text" value="None"/> ▼</p> <p><b>† Container Id</b>  <input type="text" value="Optional"/> ...</p>
---	---





## Help Reference Guide

\* Verified By: GROCEBP

\* Verified Dt: 4/23/2026 3:28 PM

Add to Verified Grid

Ordered Items | Verified Items

**Verified Items**   Grid Options   Remove   Edit   Apply   Send To QC   Kit Components

<input type="checkbox"/> All	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE
<input type="checkbox"/>	113811381138B	LIGHT SABER - GREEN	123ABC	A		




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

Show Items in QC

Print Labels When Finished


Back   Finish   Next


Cancel

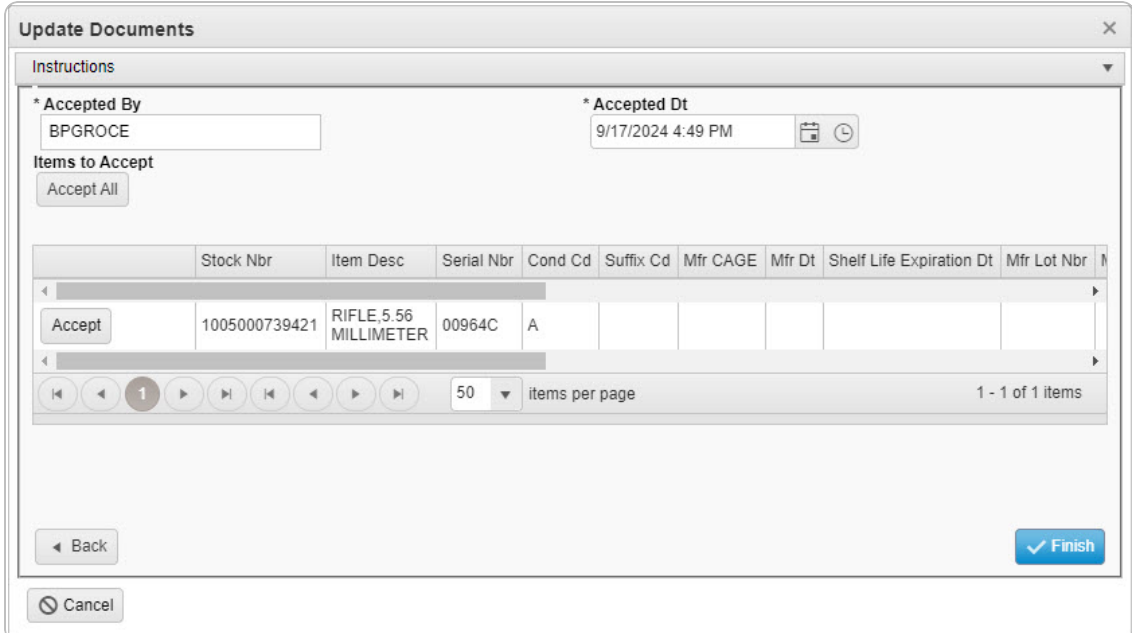
- A. Verify the *STOCK NBR*.
- B. Update the *SERIAL NBR*, entering the revised number in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
- C. Update the Verified *QTY* field by using  to choose the revised quantity. **Only displays when the item is Bulk managed.**
- D. Update the Verified *By*, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*
- E. *Any User-Defined Fields appear here.*
- F. Update the Verified *DT* by using  or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.
- G. Select  to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*





- Select  to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*
- H.
- OR**

Select  to continue adding information. *The **Update Documents Page 5** pop-up window displays.*



**Update Documents**

Instructions



\* Accepted By: BPGROCE

\* Accepted Dt: 9/17/2024 4:49 PM

Items to Accept:

	Stock Nbr	Item Desc	Serial Nbr	Cond Cd	Suffix Cd	Mfr CAGE	Mfr Dt	Shelf Life Expiration Dt	Mfr Lot Nbr	M
<input type="button" value="Accept"/>	1005000739421	RIFLE, 5.56 MILLIMETER	00964C	A						


50 items per page 1 - 1 of 1 items


- Update the Accepted By field. If it is not correct, enter the Accepted By USER ID in the field provided.
- Update the Accepted DT by using  to correct the date, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
- Select . *The status in the grid changes from Verified to Accepted.*
- Select  to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

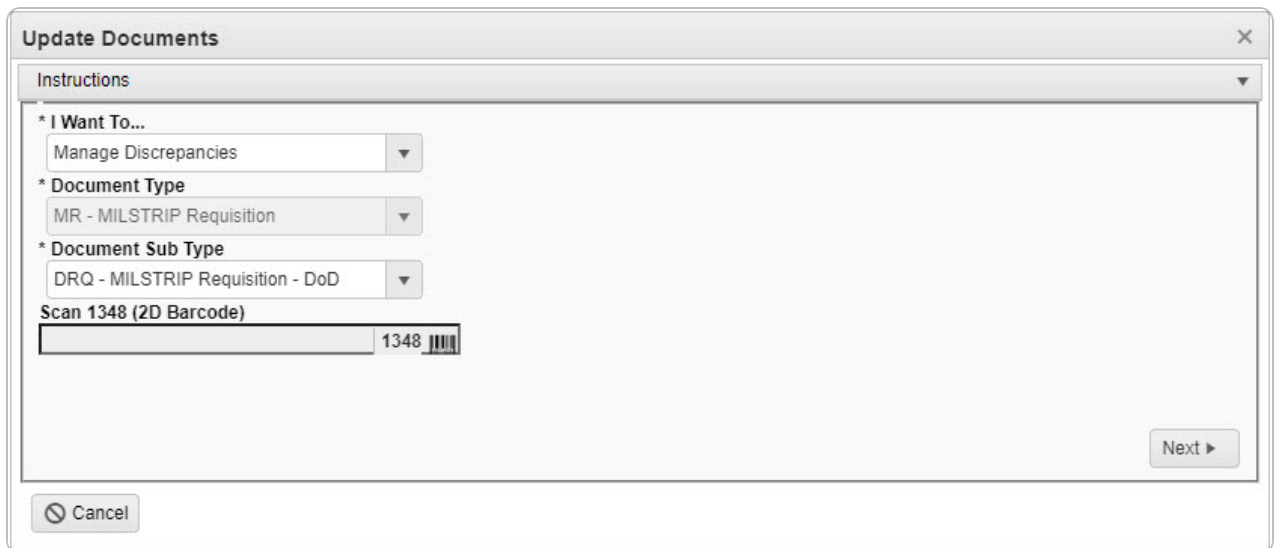





## Update a Manage Discrepancies Document

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

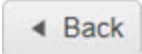
1. Select  next to the desired Document record. The **Update Documents Page 1** pop-up window displays.




2. Using  in the I Want To... field, select Manage Discrepancies.  
*The Document Type field is shaded, and cannot be changed from the document type of the chosen record.*

3. There are 4 types of documents to edit:

- **MR - MILSTRIP Requisition**

Selecting  at any point after this step returns to the previous page, and does not delete any field entries.

- A. Update the Document Sub Type, using  to select the desired MILSTRIP requisition document.

- B. Select . The **Update Documents Page 2** pop-up window displays.





**Update Documents** ✕

Instructions

<p><b>i * Stock Nbr</b>  <input type="text" value="6665013476100"/> ...</p> <p><b>Document Nbr</b>  <input type="text" value="M6775042571003"/></p> <p><b>* Ordered Qty</b>  <input type="text" value="1"/> ▾</p> <p><b>* Document Unit Price</b>  <input type="text" value="\$4,312.00"/> ▾</p> <p><b>GFM Contract Nbr</b>  <input type="text" value="Optional"/> ▾</p> <p><b>Est Dlvry Dt</b>  <input type="text"/> 📅</p> <p><b>Requisition Prj Cd</b>  <input type="text"/></p> <p><b>Scan 1348 Box 26</b>  <input type="button" value="Click here to scan"/> 📄</p> <p><a href="#">Add / Edit Remarks</a></p>	<p><b>Item Desc</b>  <input type="text" value="AN/PDR-77"/></p> <p><b>Suffix Cd</b>  <input type="text" value="None"/> ▾</p> <p><b>UI</b>  <input type="text" value="EA - Each"/> ▾</p> <p><b>* Owning DoDAAC</b>  <input type="text" value="M67750"/> ▾</p> <p><b>Reqd Dlvry Dt</b>  <input type="text"/> 📅</p> <p><b>Document Ref Nbr</b>  <input type="text"/></p>
--	---

a. Update the STOCK NBR, using or to assist with the revised number. *This is a 15 alphanumeric character field.*

b. Update the Ordered QTY, using to choose the revised amount.

c. Update the Document Unit Price, using to choose the revised price.

d. Update the Owning DoDAAC, using to select the desired code.

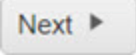
Select to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

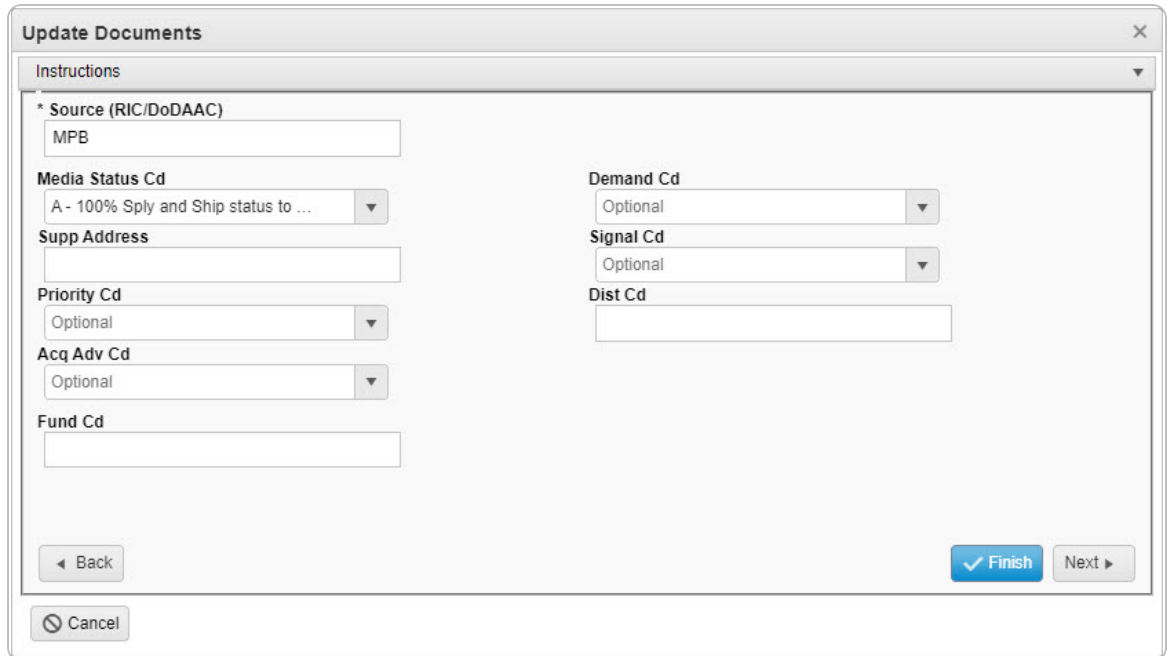
e.

**OR**






Select  to continue adding information. The **Update Documents Page 3** pop-up window displays.




1. Update the Source (RIC/DoDAAC) in the field provided. *This is a 3 alphanumeric character field.*

Select  to process the document. The **Update Documents** pop-up window closes, and the Document is highlighted in green.

2.

**OR**

Select  to continue adding information. The **Update Documents Page 4** pop-up window displays.





**Update Documents** [Close]

Instructions

**\* Stock Nbr**  
6665013476100 [...]

**\* Discrepant Reason**  
Select an Item [v]

**\* ICN**  
Optional [...]

**Suffix Cd**  
[ ]

**Serial Nbr**  
[ ]

**UII**  
[ ]

**AL Cd**  
Optional [v]

**UII Status**  
Optional [v]

**Cond Cd**  
A - Svcbl(w/o Qual) [v]

**\* Received Qty**  
1 [ ]

[Add to Grid]

	Stock Nbr	Item Desc	Serial Nbr	Mfr CAGE	Mfr Lot Nbr	Mfr Contract	Mfr Dt	In Service Dt	Cond Cd	Suffix Cd	Discrepant Reason	Qty
[Remove]	6665013476100	AN/PDR-77	00692C						A		Damaged	1

1 - 1 of 1 Items

[Back] [Finish]

[Cancel]

- A. Update the STOCK NBR, using or to assist with the revised number. *This is a 15 alphanumeric character field.*
- B. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
- C. Update the Received QTY field by using to choose the revised amount.
- D. Use to select the desired Discrepant Reason.
- E. Select . *The incorrect asset appears in the Discrepancies grid.*
- F. Select to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

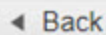
### • PO - Purchase Order

- A. Update the Document Sub Type, using to select the desired code.
- B. Select . *The **Update Documents Page 2** pop-up window displays.*












◀ Back


Selecting  at any point after this step returns to the previous page, and does not delete any field entries.







**Update Documents** ✕

Instructions ▾

<p><b>i * Stock Nbr</b>  <input type="text" value="6665013476100"/>  </p> <p><b>Cont/PO Nbr</b>  <input type="text"/></p> <p><b>Document Nbr</b>  <input type="text" value="M6775042573001"/></p> <p><b>* Ordered Qty</b>  <input type="text" value="1"/> </p> <p><b>* Document Unit Price</b>  <input type="text" value="\$4,312.00"/> </p> <p><b>GFM Contract Nbr</b>  <input type="text" value="Optional"/> ▾</p> <p><b>Est Divry Dt</b>  <input type="text"/> </p> <p><b>Requisition Prj Cd</b>  <input type="text"/></p> <p><b>Scan 1348 Box 26</b>  <input type="text" value="Click here to scan"/> </p> <p><a href="#">Add / Edit Remarks</a></p>	<p><b>Item Desc</b>  <input type="text" value="AN/PDR-77"/></p> <p><b>CLIN</b>  <input type="text"/></p> <p><b>Suffix Cd</b>  <input type="text" value="None"/> ▾</p> <p><b>UI</b>  <input type="text" value="EA - Each"/> ▾</p> <p><b>* Owing DoDAAC</b>  <input type="text" value="M67750"/> ▾</p> <p><b>Reqd Divry Dt</b>  <input type="text"/> </p> <p><b>Document Ref Nbr</b>  <input type="text"/></p>
--	---

◀ Back
✔ Finish
Next ▶

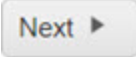
 Cancel

- a. Update the STOCK NBR, using  or  to assist with the revised number. *This is a 15 alphanumeric character field.*
  - b. Update the Ordered QTY, using  to choose the revised amount.
  - c. Update the Document Unit Price by using  to choose the correct price.
  - d. Update the Owing DoDAAC, using  to select the desired code.
- Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*
- e.








OR

Select  to continue adding information. *The **Update Documents Page 3** pop-up window displays.*


**Update Documents** [Close]


**Instructions**


**# Stock Nbr**  
6665013476100  


**# ICN**  
Optional 


**Serial Nbr**

**AL Cd**  
Optional 

**Cond Cd**  
A - Svcb(w/o Qual) 


**\* Received Qty**  
1 




**\* Discrepant Reason**  
Select an Item 


**Suffix Cd**


**Ull**


**Ull Status**  
Optional 






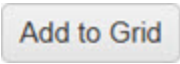
Discrepancies												
	Stock Nbr	Item Desc	Serial Nbr	Mfr CAGE	Mfr Lot Nbr	Mfr Contract	Mfr Dt	In Service Dt	Cond Cd	Suffix Cd	Discrepant Reason	Qty
	6665013476100	AN/PDR-77	00661C						A		Excess	1

1 - 1 of 1 Items








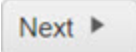
1. Update the STOCK NBR, using  or  to assist with the revised number. *This is a 15 alphanumeric character field.*
2. Use  to select the desired Discrepant Reason.
3. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field. **Only displays when the item is Serially managed.***
4. Update the Received QTY field by using  to choose the revised amount.
5. Use  to select the desired Discrepant Reason.
6. Select . *The incorrect asset appears in the Discrepancies grid.*

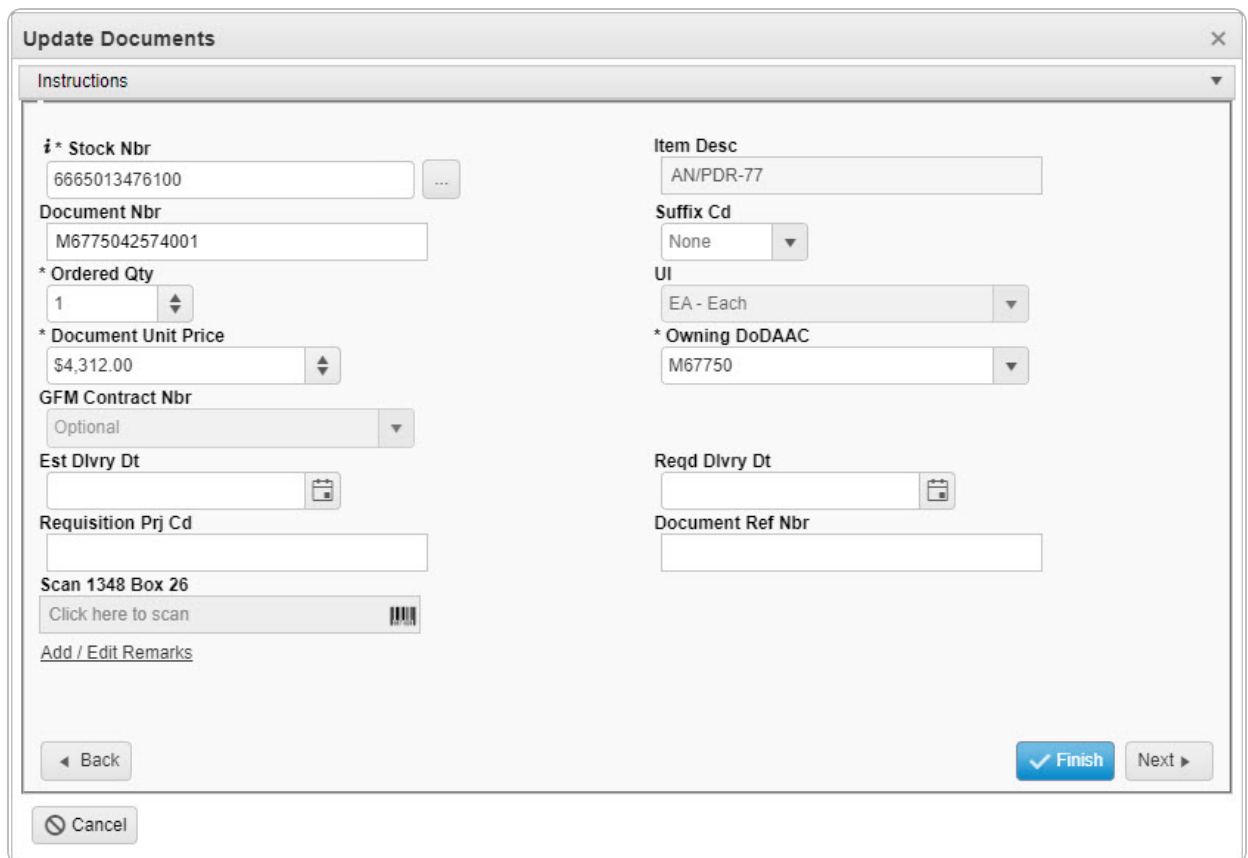








7. Select  to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

- **TE - Transfer From External**

- A. *The Document Sub Type field is shaded and cannot be edited.*
- B. Select . *The **Update Documents Page 2** pop-up window displays.*




- a. Update the STOCK NBR, using  or  to assist with the revised number. *This is a 15 alphanumeric character field.*
- b. Update the Ordered QTY, using  to choose the revised amount.
- c. Update the Document Unit Price, using  to choose the revised price.






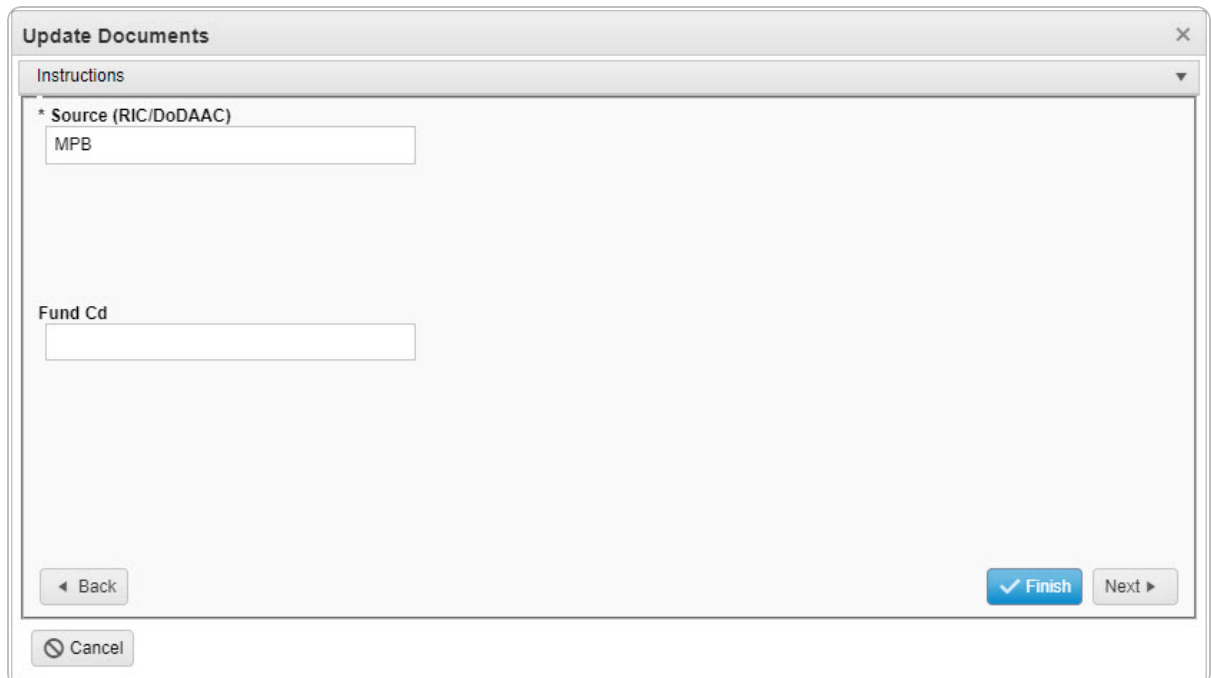
- d. Update the Owning DoDAAC, using  to select the desired code.


Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

e.

**OR**

Select  to continue adding information. *The **Update Documents Page 3** pop-up window displays.*



1. Update the Source (RIC/DoDAAC) in the field provided. *This is a 3 alpha-numeric character field.*
2. Select  to continue adding information. *The **Update Documents Page 4** pop-up window displays.*





**Update Documents** [Close]

Instructions

# Stock Nbr  [Info] [More]

# ICN  [More]

Serial Nbr

AL Cd

Cond Cd

\* Received Qty  [Up] [Down]

\* Discrepant Reason

Suffix Cd





Ull

Ull Status

Remove	Stock Nbr	Item Desc	Serial Nbr	Mfr CAGE	Mfr Lot Nbr	Mfr Contract	Mfr Dt	In Service Dt	Cond Cd	Suffix Cd	Discrepant Reason	Qty
<input type="button" value="Remove"/>	6665013476100	AN/PDR-77	00531C						A		Incorrect Item	1

1 - 1 of 1 items

[Back]


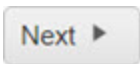
1. Update the STOCK NBR, using  or  to assist with the revised number. *This is a 15 alphanumeric character field.*
2. Update the Received QTY field by using  to choose the revised amount.
3. Use  to select the desired Discrepant Reason.
4. Select . *The incorrect asset appears in the Discrepancies grid.*
5. Select  to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

- **MA - Miscellaneous Add**





The screenshot shows a window titled "Update Documents" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a downward arrow. The main area contains three dropdown menus: "\* I Want To..." with "Manage Discrepancies" selected, "\* Document Type" with "MA - Miscellaneous Add" selected, and "\* Document Sub Type" with "MAA - Physical Count" selected. Below these is a "Scan 1348 (2D Barcode)" field containing the number "1348" and a barcode icon. There are two buttons: "Labels" (with a barcode icon) and "Print 1348" (with a printer icon). At the bottom right is a "Next >" button, and at the bottom left is a "Cancel" button.

- A. Update the Document Sub Type, using  to select the desired Miscellaneous Add code.
- B. Select . The **Update Documents Page 2** pop-up window displays.











**Update Documents** ✕

Instructions ▼

<p><b>i</b> * Stock Nbr  <input type="text" value="1005000739421"/> ...</p> <p>Document Nbr  <input type="text" value="M6775042602000"/></p> <p>* Ordered Qty  <input type="text" value="1"/> ▼▲</p> <p>* Document Unit Price  <input type="text" value="\$499.00"/> ▼▲</p> <p>GFM Contract Nbr  <input type="text" value="Optional"/> ▼</p> <p>Est Dlvry Dt  <input type="text"/> 📅</p> <p>Requisition Prj Cd  <input type="text"/></p> <p>Scan 1348 Box 26  <input type="text" value="Click here to scan"/> 📄</p> <p><a href="#">Add / Edit Remarks</a></p>	<p>Item Desc  <input type="text" value="RIFLE,5.56 MILLIMETER"/></p> <p>Suffix Cd  <input type="text" value="None"/> ▼</p> <p>UI  <input type="text" value="EA - Each"/> ▼</p> <p>* Owing DoDAAC  <input type="text" value="M67750"/> ▼</p> <p>Reqd Dlvry Dt  <input type="text"/> 📅</p> <p>Document Ref Nbr  <input type="text"/></p> <p><b>i</b> Physical Inv Nbr  <input type="text"/></p>
---	--

◀ Back
✔ Finish
Next ▶

⊗ Cancel

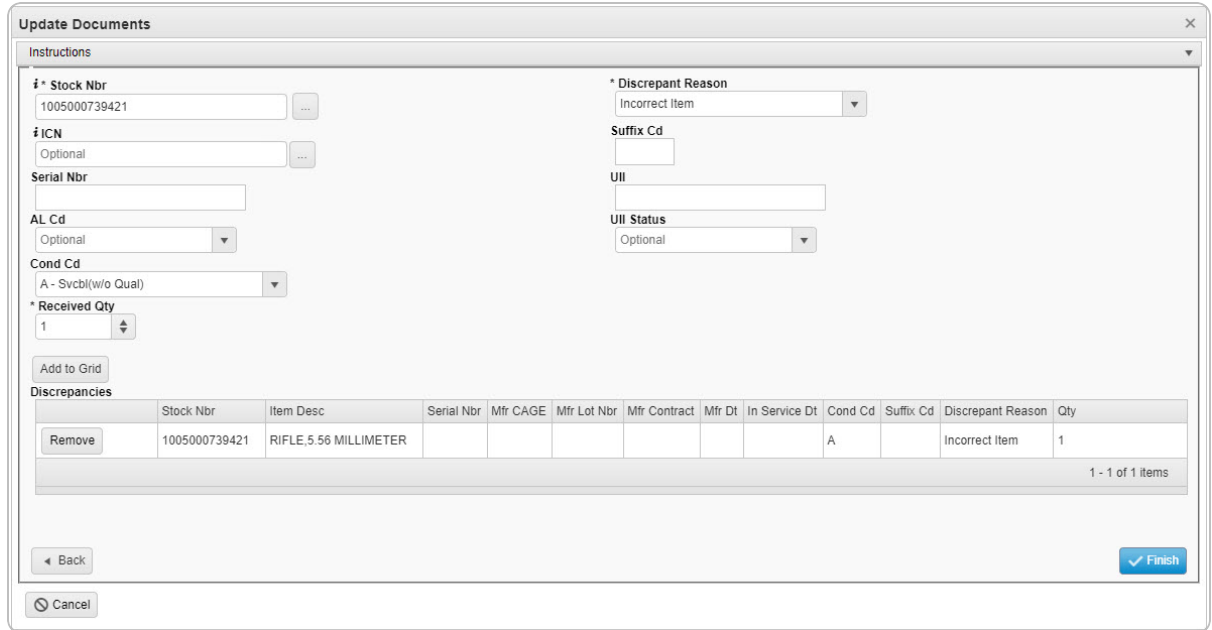
- a. Update the STOCK NBR, using  or  to assist with the revised number. *This is a 15 alphanumeric character field.*
  - b. Update the Ordered QTY, using  to choose the revised amount.
  - c. Update the Document Unit Price, using  to choose the revised price.
  - d. Update the Owing DoDAAC, using  to select the desired code.
- Select  to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*
- e. **OR**









**Next** ▶


Select **Next** ▶ to continue adding information. The **Update Documents Page 3** pop-up window displays.



	Stock Nbr	Item Desc	Serial Nbr	Mfr CAGE	Mfr Lot Nbr	Mfr Contract	Mfr Dt	In Service Dt	Cond Cd	Suffix Cd	Discrepant Reason	Qty
Remove	1005000739421	RIFLE,5.56 MILLIMETER							A		Incorrect Item	1

1. Update the STOCK NBR, using  or  to assist with the revised number. This is a 15 alphanumeric character field.
2. Update the Received QTY field by using  to choose the revised amount.
3. Use  to select the desired Discrepant Reason.
4. Select **Add to Grid**. The incorrect asset appears in the Discrepancies grid.
5. Select **Finish** to process the document. The **Update Documents** pop-up window closes, and the Document is highlighted in green.

## Cancel / Close a Document


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

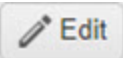






### Note




The I Want To... menu shows *Cancel Document* when the Document Status shows a green checkmark . It shows *Close Document* when there is no icon for the Document Status.

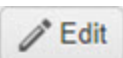
1. Select  next to the desired Document record. *The **Update Documents Page 1** pop-up window displays.*




2. Using  in the I Want To... field, select Cancel / Close Document.
3. Select  to complete the document. *The **Update Documents** pop-up window closes, and the Document is removed from the grid.*

## Manage Attachments



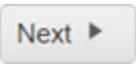
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  next to the desired Document record. *The **Update Documents Page 1** pop-up window displays.*



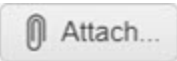



The screenshot shows a window titled "Update Documents" with a close button (X) in the top right corner. Below the title bar is a section labeled "Instructions" with a downward arrow. The main area contains three dropdown menus: "\* I Want To..." with "Manage Attachments" selected, "\* Document Type" with "MR - MILSTRIP Requisition" selected, and "\* Document Sub Type" with "DRQ - MILSTRIP Requisition - DoD" selected. Below these is a field labeled "Scan 1348 (2D Barcode)" containing the number "1348" and a barcode. At the bottom right is a "Next >" button, and at the bottom left is a "Cancel" button.

2. Use  in the I Want To... field to select Manage Attachments.
3. Update the Document Sub Type, using  to select the desired code.
4. Select . The **Update Documents Page 2** pop-up window displays, with the list of completed Attachments in the field.





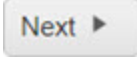
5. Select  to continue adding attachments. *The **Attach Documents – Document** pop-up window displays.*
6. Select  to process the attachments. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*






# Add Attachments to a Receiving Record


## Navigation

MATERIEL MGMT > Receiving >  > Update Documents > Manage Attachments >  >  > Attach Documents — Document pop-up window

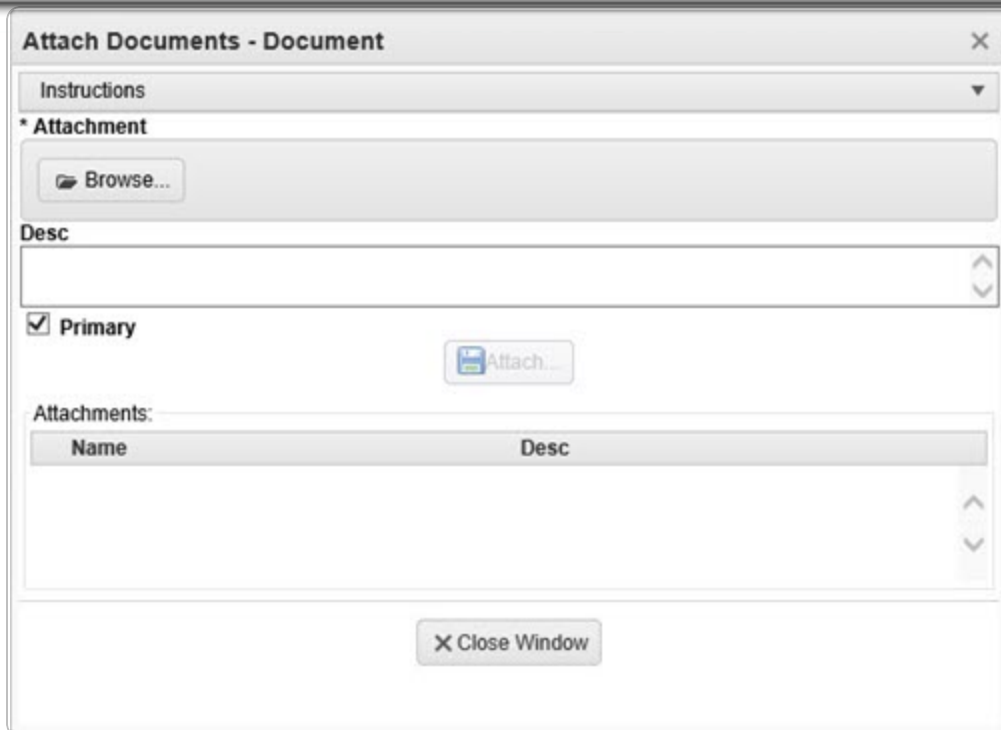
## Procedures

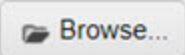
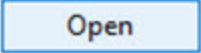



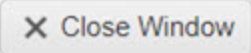
### Attach a Document to a Receiving Record

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

1. Select  to add any additional files to the record. The **Attach Documents — Document** pop-up window appears.



2. Select  . The Windows **Choose File to Upload** pop-up window appears.
3. Choose the file to attach, and select it.
4. Select  . The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.
5. Select  . The file name appears in the bottom of the window.
6. Repeat Steps 2 - 6 to attach multiple documents.
7. Select the desired  in the Primary column. The designated attachment,  , is the Primary Attachment.
8. Select  . The **Attach Documents – Document** pop-up window closes, and the file appears in the Manage Attachments page of the **Update Documents** pop-up window.

