



Unit Issue Post-Post

Overview


The Warehouse Module Unit Issue Post-Post process provides the ability to add an item to a Unit Issue list without issuing the materiel. This accounts for items that are issued to a unit but do not appear on the unit's outstanding issue list. The process also allows editing and deleting entries, viewing details, adding attachments, printing forms, and canceling a Unit Issue Post-Post request.

Navigation

MATERIEL MGMT > Unit Issue > Post-Post > Unit Issue Post-Post page

Procedures

Search for a Unit Issue Post-Post

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



The screenshot shows a search form with the following fields: "i * UIC" with a dropdown menu set to "All", "i UIC Custodian (RO)" with a dropdown menu set to "All", and a "CAC" field with a barcode icon. A "Go" button is located at the bottom right of the form.

2. Select . The Search Criteria appears.



The screenshot shows the search form after clicking the "Go" button. The "Search Criteria" section is expanded, showing "i Stock Nbr" with a dropdown menu set to "All", "i ICN" with a dropdown menu set to "All", and a "Serial Nbr" field. "Search" and "Reset" buttons are located at the bottom of the form.



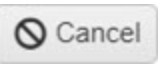


3. Select  . The *Unit Issue Post-Post Search Results* appears.

All	Qty	Primary Attachment	Stock Nbr	Item Desc	Mgmt Cd	Size	ICN	Serial Nbr	CAGE Cd	Mfr Contract Nbr	Mfr Lot Nbr	Mfr Dt
<input type="checkbox"/>	1		1005000699358	SAFETY,SMALL ARMS	A - Serial Number Managed							
<input type="checkbox"/>	1		8415015419430	JACKET,COMBAT	B - Bulk Managed	MEDIUM	B0000000000000008458					

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

Add a Unit Issue Post-Post

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

1. Select  . The **Add Post-Post Items** pop-up window appears.


Add Post-Post Items ✕

* Stock Nbr
 ...

ICN
 ...

* Qty

Add / Edit Remarks

2. Enter the STOCK NBR, or use  to browse for the entry. *This is a 15 alphanumeric character field.*

Note



For Serialized items, the SERIAL NBR field appears.





Add Post-Post Items ✕

* Stock Nbr
 ...

ICN
 ...

Serial Nbr

* Qty
 ▾

Add / Edit Remarks

For Bulk items, the QTY field remains.

Add Post-Post Items ✕

* Stock Nbr
 ...

ICN
 ...

* Qty
 ▾

Add / Edit Remarks

Note



For Serialized items, if either the ICN or the SERIAL NBR fields are entered, the QTY field is removed.





Add Post-Post Items
✕

* Stock Nbr
 ...

ICN
 ...

Serial Nbr

Add / Edit Remarks

✓ Add
⊘ Cancel

3. Use to enter the QTY.
4. Select . The **Add Post-Post Items** pop-up window closes, and the entry appears at the top of the Post-Post Items grid in green.

Update a Serialized Unit Issue Post-Post

1. Click to select the entry(s). The Post-Post is highlighted, and , , , , , , and become available.
2. Select . The **Update Post-Post Items** pop-up window appears.








Update Post-Post Items
✕

*** Stock Nbr**
 ...

ICN
 ...

Serial Nbr

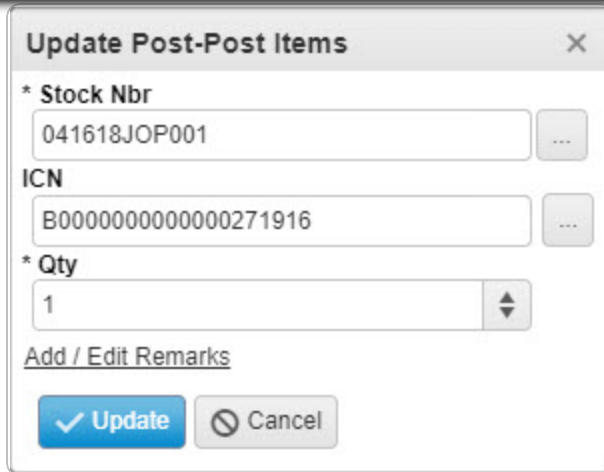
Add / Edit Remarks




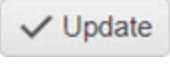
3. Update the STOCK NBR, using  to browse for the revised number. *This is a 15 alphanumeric character field.*
4. Update the ICN, using  to browse for the revised number. *This is a 20 alphanumeric character field.*
5. Select . *The pop-up window closes with the entry updated.*

Update a Bulk Unit Issue Post-Post

1. Click to select the entry(s). *The Post-Post is highlighted, and  Edit*,  Delete,  Cancel Post-Post,  Sign,  Print,  Activity, and  Attachments become available.
2. Select . *The **Update Post-Post Items** pop-up window appears.*

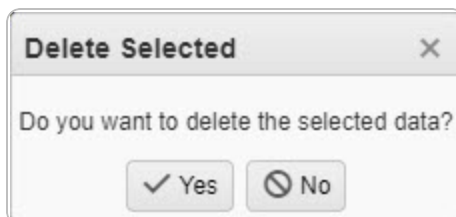


3. Update the STOCK NBR, using  to browse for the revised number. *This is a 15 alphanumeric character field.*
4. Update the ICN, using  to browse for the revised number. *This is a 20 alphanumeric character field.*
5. Update the QTY, using  to choose the new quantity.
6. Select . *The pop-up window closes with the entry updated.*

Delete a Post-Post Item

1. Click to select the entry(s). *The Post-Post is highlighted, and  Edit,  Delete,  Cancel Post-Post,  Sign,  Print,  Activity, and  Attachments become available.*
2. Select . *The **Delete Selected** dialog box appears.*






3. Select . The pop-up window closes and the Post-Post is removed.

Cancel a Unit Issue Post-Post Record

1. Click to select the entry(s). The Post-Post is highlighted, and  ,  ,  ,  ,  ,  , and  become available.

2. Select  . The **Cancel Post-Post** pop-up window appears.



3. Select . The pop-up window closes and the Post-Post is cancelled.

Signing a Unit Issue Post-Post Record

1. Click to select the entry(s). The Post-Post is highlighted, and  ,  ,  ,  ,  ,  , and  become available.

2. Select  . The **Unit Post-Post Signature Options** pop-up window appears.



3. Choose one of the following signing options:








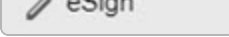
Note



If a Custodian has not been assigned at the time of signing, the **Edit Custodian** pop-up window appears.



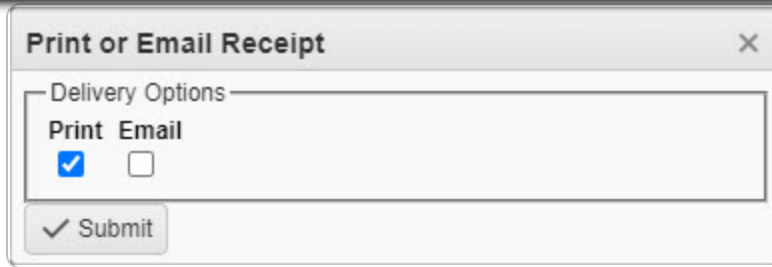
1. Use  or  to assist with the UIC Custodian (RO) entry. *This is a 50 alphanumeric character field.*
2. Select . *The Custodian appears in the grid.*

- A. Select . The **Signature Pad Form** pop-up window appears.
- a. Create a signature in the box using the mouse.



- b. Select . The **Print or Email Receipt** pop-window appears.





- c. Select the delivery option. The appears in the appropriate option.
 - d. Click . The **Print or Email Receipt** pop-window closes, and the signed receipt is sent.
- B. Select . The **Print** pop-up window appears.





Help Reference Guide

REQ NBR: WHCUI2022138000001



ENTERPRISE LOGISTICS
MANAGEMENT SYSTEM

WAREHOUSE: COLUMBUS
UNIT ISSUE RECEIPT
UIC: JMN123 - CORUSCANT

DT/TM PRINTED: 5/21/2026 10:50:42 AM
DT/TM ISSUED: 05/21/2026

COMMODITY TYPE: WH TRAINING CLASS

LIN/TAMCN	ITEM DESC	ICN	CAGE	MFR DT	ISSUE QTY	UNIT COST
STOCK NBR (SKO)	IDN	COND CD	CNTRCT	EXP DT	RETURNABLE	EXT COST
SERIAL NBR		SIZE	LOT NBR			
		COLOR				
	BATTLE SWORD	B0000000000000274941			1	\$0.01
000999888777					Yes	\$0.01
WH TRAINING CLASS TOTALS:					Items/Kits: 1	\$0.01
					Components:	
GRAND TOTALS:					Items/Kits: 1	\$0.01
					Components:	



I acknowledge and accept full custody and responsibility for all listed equipment and understand that failure to return these items may result in fiscal liability and/or actions in accordance with the UCMJ.



05/21/2026
Dt
PIDGE P GROCE , ID12345678

SKO TYPE CODES
MG: MANAGED
UM: UNMANAGED

DW FORM 04U, FEB 2016 UNCLASSIFIED

- A. Select  . The document is sent for printing.
- B. Click  in the top right corner of the window. The **Print** pop-up window closes.



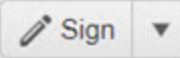


Note



Scan the manually signed document(s) and attach to the issue in ELMS.

Print From an Unit Issue Post-Post Record

1. Click to select the entry(s). *The Post-Post is highlighted, and*  , ,  , , and  become available.
2. Click . *The Print drop down appears.*
3.  appears. *It is replaced by* .
4. *The **Windows Save As** pop-up appears, ready to save the form chosen for printing.*






Add an Attachment to a Unit Issue Post-Post

Navigation

MATERIEL MGMT > Unit Issue > Post-Post > (desired record) >  > Attachments for Request NBR pop-up window

Procedures

Add an Attachment to a Unit Issue Post-Post record

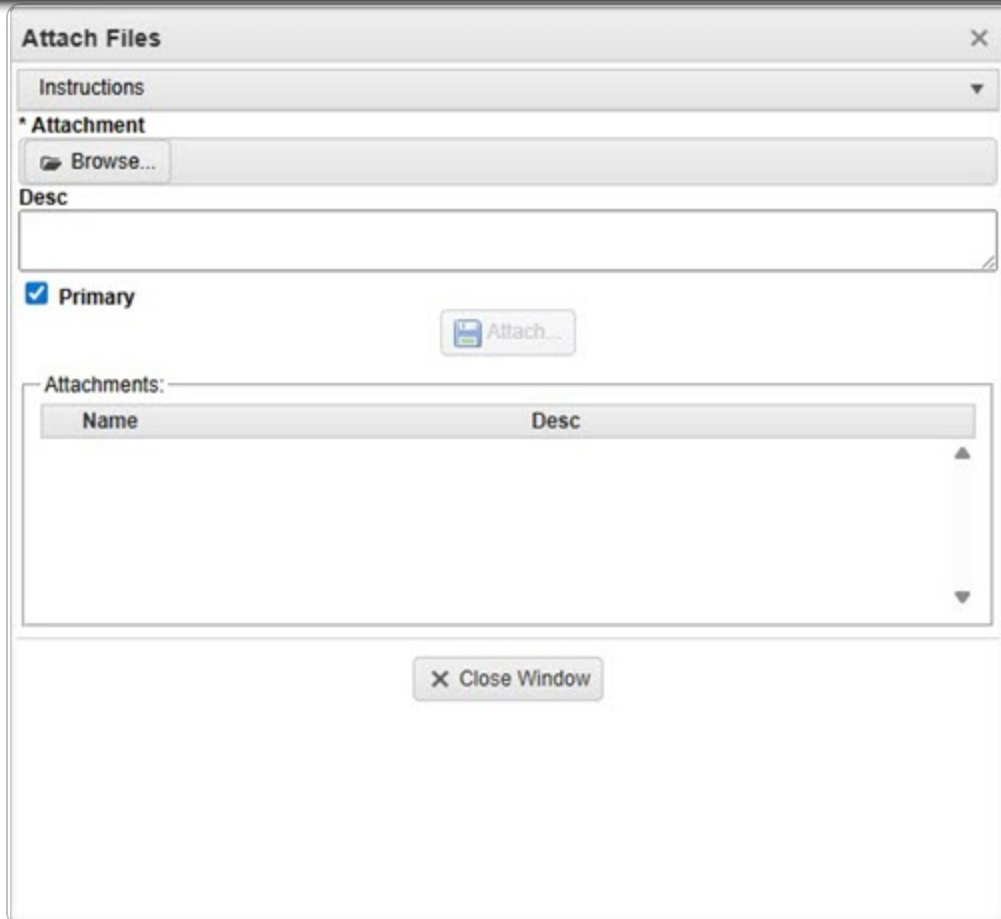
Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click to select the entry. The Post-Post item is highlighted, and , , , , , , and  become available.
2. Select . The **Attachments for Request NBR** pop-up window appears.

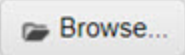



3. Select . The **Attach Files** pop-up window appears.





The screenshot shows a dialog box titled "Attach Files" with a close button (X) in the top right corner. Below the title bar is a dropdown menu labeled "Instructions". Underneath is a section labeled "* Attachment" containing a "Browse..." button with a folder icon. Below that is a text input field labeled "Desc". A checked checkbox labeled "Primary" is followed by an "Attach..." button with a document icon. At the bottom of the dialog is a table with the heading "Attachments:" and two columns: "Name" and "Desc". The table is currently empty. A "Close Window" button is located at the bottom center of the dialog.

4. Select  . The Windows **Choose File to Upload** pop-up window appears.
5. Select  . The file name appears in the bottom file list.






Attach Files ✕


Instructions ▼

* Attachment

 Browse...

Desc

Primary

 Attach...

Attachments:

Name	Desc	
<input checked="" type="radio"/> <u>Puffin.png</u>	Puffin Picture	✕

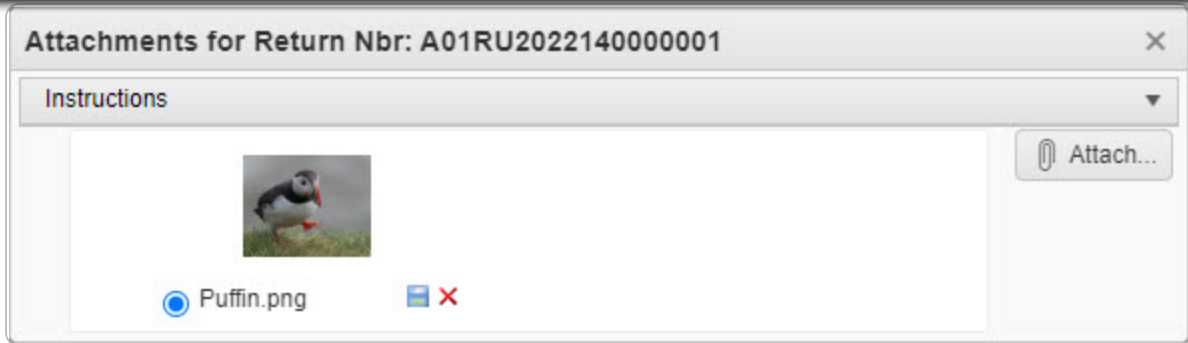
✕ Close Window

- Repeat Steps 2 - 6 to attach multiple documents.
- Click ✕ Close Window. The **Attach Files** pop-up window closes, and the file appears in the **Attachments for Return NBR** pop-up window.





Help Reference Guide



8. Select . The **Attachments for Request NBR** pop-up window closes.

