

Unit Issue Request

Overview

The Warehouse Management module Unit Issue Request process provides the ability to request materiel for an entire unit. During this process, the Unit Custodian can select specific assets, ELMS can plan the picks, and both can create a pick plan.

After the requested materiel is staged, the Unit Custodian arrives at the warehouse, reviews and verifies the materiel issued, and accepts responsibility for the materiel by signing for the issue.

Navigation

MATERIEL MGMT > Unit Issue > Request > Unit Issue Request page

Procedures

Search for a Unit Issue Request

One or more of the Search Criteria fields can be entered to isolate the results. By default, all

results are displayed. Selecting Creset 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						
i Request Nbr	All		<i>i</i> Document Nbr	All		
i UIC	All		i UIC Custodian (RO)	All		
Requested Dt			Issue Status	All Open	•	
		Q Search	CReset			

2. Select

Q Search . The Unit Issue Request Search Results appears.

Unit Issue	Request ()	orid Options + 🕴 + Add	FERE V X DAMA III (la importangent 🖉 🔢 Im Prak	¥ 200 ¥	⊕ Pike ▼ (⊙ Ad														
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2. Select Sign . Choose one of the following signing options:











5. The Windows Save As pop-up appears, ready to save the selected form for printing.







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Μ	ATERIEL MGMT >	> Unit Issue > F	Reques	t > + Add > Add a Unit Issue I	Request page
DCE	edures				
dd a	Unit Issue R	equest			
	Instructions Unit Issue Request Request NDr	* Head Count		*Allowable Cond Cds	
	Instructions	* Head Count 1 * UIC Custodian (RO) Select an Item Master Issue List Select an Item Est Return Dt Include Outstanding Qty?		* Aliowable Cond Cds Ali Ali A. Svcbi(wio Quai) B - Svcbi(With Quai) C - Svcbi(Fri Issue) C - Svcbi(Fri Issue) C - Svcbi(Fri Issue) C - Unsvcbi(IcsWhod) E - Unsvcbi(IcsWhod) G	
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- **2.** Use **i** or **i** to assist with the UIC entry. *After entering the UIC, the UIC Custodian (RO) field becomes active.*
- **3.** Use **i** or **i** to select the Service Center.







- **4.** Verify the auto-generated Requested DT/TM field. If it is not correct, use the [□] to correct the Requested DT/TM, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
- **5.** Use to select the Owning DoDAAC.
- **6.** Use to choose the correct Head Count.
- **7.** Use **i** or **i** to assist with the UIC Custodian (RO) entry. *This is a 6 alphanumeric character field.*
- 8. Click to select the applicable Allowable COND CD: The first four check boxes are selected by default.

Attention

Once completed, the Allowable Condition Codes selected *cannot be removed*. Additional codes can be selected when editing the record.

9. Click Finish . The **Add** page closes, and the Unit Issue Request Results Grid appears, with the new request in the top row.







Update a Unit Issue Request Navigation / Edit 🔻 MATERIEL MGMT > Unit Issue > Request > \Box (desired record) > > Edit a Unit Issue Request page **Procedures Edit a Unit Issue Request** / Edit × Delete Click 🔲 to select the entry. *The Request is highlighted, and* 1. 1↓ Import/Export 🔒 Print O Cancel Request E Pick Sign @ Attachments (-) Activity become available. and / Edit Select 2. Header I Details Choose what to edit: either 3. , or







- **2.** Verify the UIC.
- **3.** Verify the Service Center.
- **4.** Update the Requested DT/TM, using or entering the date (MM/DD/YYYY) in the field provided.
- **5.** Update the Owning DoDAAC, using to select the desired code.
- **6.** Verify the Head Count.
- 7. Verify the Allowable COND CDs contains the appropriate \square or \square .
 - Select Next . The Unit Issue Heade

. The **Unit Issue Header Details** page displays.



8.





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9. Select on the left of the desired LIN/TAMCN row. *The details regarding the Assets within the Unit Issue appear.*

View the Asset Details

Select [•] on the left of the desired Assets row. *The details regarding the Stock Items within the Assets appear.*

Edit the Individual Fields

Select *in the applicable field to immediately edit that entry. The <i>in appears only in fields that allow editing.*

Delete an Asset



OR







OR

	0	No
Click	-	
page.		

. The **Cancel Request** pop-up window closes, returning to the Details

View the Inventory Quantities

Select \sum Inv Qtys . Extra columns appear in the grid, containing additional warehouse inventory amounts.

10. Select Finish. The **Update** page closes, and the Unit Issue Request Results Grid appears, with the revised request in the top row.







2. Select on the left of the desired LIN/TAMCN row. *The details regarding the Assets within the Unit Issue appear.*

View the Asset Details

Select [•] on the left of the desired Assets row. *The details regarding the Stock Items within the Assets appear.*

Edit the Individual Fields

Select *in the applicable field to immediately edit that entry. The <i>in appears only in fields that allow editing.*

Delete an Asset

elect	× Delete	. The De	elete Se
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	✓ Yes	Q No	









OR



View the Inventory Quantities

Select \sum Inv Qtys . Extra columns appear in the grid, containing additional warehouse inventory amounts.

3. Select Finish. The **Update** page closes, and the Unit Issue Request Results Grid appears, with the revised request in the top row.







Delete a Unit Issue Request Navigation × Delete MATERIEL MGMT > Unit Issue > Request > \Box (desired record) > > Delete Unit Issue Request pop-up window **Procedures Delete a Unit Issue Request** / Edit × Delete Click 🔲 to select the entry. *The Request is highlighted, and* 1. Print O Cancel Request 1↓ Import/Export E Pick Sign @ Attachments (-) Activity become available. and × Delete 2 Select . The **Delete Unit Issue Request** pop-up window appears. Delete Unit Issue Request \times Instructions - Delete Unit Issue Request -Are you sure you want to delete this Unit Issue Request and any associations? **History Remarks** × Delete O Cancel × Delete

3. Select

. The pop-up window closes and the Request is removed.







Import / Export a Unit Issue Request

Navigation

MATERIEL MGMT > Unit Issue > Request > (desired record) > Import the Tally Sheet / Export the Unit Issue Request pop-up windows

Procedures



1. Open the Master Issue List spreadsheet from the saved folder on the computer. *The Master Issue List spreadsheet opens in the appropriate program.*





			A01UI	202103400	0003			
TAMCN	NOMENCLATURE	SIZE	*N SN	MIL QTY	AUTH QTY	COND CD	REQ QTY	RO INITIALS
N/A	STOC	K ITEM	S					
N/A	SHOTGUN, 12 GAGE		1005000098870	0		A,B,C,D	1	
						SUBTOTAL	1	
N/A	ADDITIONAL	STOC	(ITEMS					

- 2. Enter the revised amounts in the REQ QTY column. *The Subtotal cell automatically adds the amounts entered in the REQ QTY column.*
- 3. Save the revised Tally Sheet. *Return to ELMS*.

Imp	ort a Tally Sheet				
1.	Click \square to select the entry. The Request is highlighted, and	× Delete	1	Edit 💌	,
	S Cancel Request 1↓ Import/Export ▼ 1. Pick ▼	Sign	•	Print	*
	Activity , and Attachments become available.		,		,
2.	Select The menu appears.				
3.	Select Import . The Import Tally Sheet pop-u	ıp window	ı appe	ears.	







	Import Tally Sheet	<
	Instructions	,
	Document File	
	Browse	
	Q Analyze Import Export	
	× Close Window	
4.	Select Browse The Windows Choose File to Upload pop-up window appear	ars.
5.	Choose the edited spreadsheet to attach, and select it.	
6.	Select Open . The Choose File to Upload pop-up window closes, and th name appears in the top file list.	e file
7.	Select Analyze . The Result pop-up appears, with the outcome of the review.	
	Result ×	
	1 records ready to be imported	
	VOK	
8.	Click . The Result pop-up closes.	







11.

✓ Ok

✓ Ok

windows close.

Click

. Both the **Import Tally Sheet** and the **Successfully Imported** pop-up





Add an Attachment to a Unit Issue Request

Navigation

MATERIEL MGMT > Unit Issue > Request > (desired record) > Attachments > Unit Issue Request Add Attachments pop-up window

Procedures

١dd	an Attachment to a Unit Issue Request			
1.	Click \square to select the entry. <i>The Request is highlighted, and</i>	/ Edit	•	× Delete
	S Cancel Request ↑↓ Import/Export ▼ 1. Pick ▼	/ Sign	•	🖶 Print 🔻
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2.	Select Attachments . The Attachments for Request NB	s r pop-up	o wind	dow appears.
	Instructions			•
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4.	Select Select . The Windows Choose File to Upload pop-up window appears	5.
5.	Choose the file to attach, and select it.	
6.	Select Open . The Choose File to Upload pop-up window closes, and the name appears in the top file list.	file
7.	Enter the DESC in the field provided. This is a 1024 alphanumeric character field.	
8.	Select Attach	







Attach Files		
Instructions		
* Attachment		
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Desc		
Primary	Attach	
Attachments:		
Name	Desc	
	× Close Window	

- 9. Repeat Steps 4 8 to attach multiple documents.
- 10. Select the desired in the Primary column. *The designated attachment,* •, *is the Primary Attachment.*
- 11. Select Close Window . The **Attach Files** pop-up window closes, and the file appears in the **Attachments for Request NBR** pop-up window.







Attachments for Return Nbr: A01RU2022140000001		×
Instructions		*
e		Attach
Puffin.png	■ ×	

Remove an Attachment

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A. Select the \times part of $\cong \times$ next to the desired document. *The Delete Attachment pop-up window appears.*

the prompts to download the attachment.

12. Select X. The Attachments for Request NBR pop-up window closes.



