



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  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.

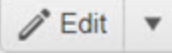

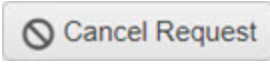
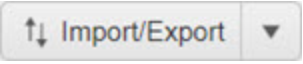
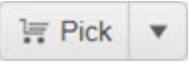
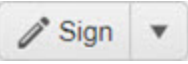

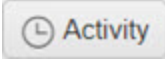

2. Select . The **Unit Issue Request Search Results** appears.

Request Nbr	UIC	UIC Custodian (RO)	Issue Status	Document Nbr	Issue Count	Issue Dt	Issue Containing Qty	Issue Requested	Alternate Cost Ctr	Cost Center	Personnel	Staging Location	Location Status	Prior Location	Unit Deployed	Currency/DODAC
1010004 2:40:32 PM	JAN10 - CORUSICANT	GRACE, POSE P (DISTRIBUTION)	P - In Process	DKAAC200890 1	1		No	No	AB.C.D						No	DKAAC
8890017 2:40:36 PM	FINANZ - ELEARNING	WAREHOUSE TRAINING	P - In Process	DKAAC200890 15	15		No	No	AB.C.D	WASHDC	STAFFORD	ACTIVE	No	No	DKAAC	
8890017 2:40:48 PM	BUSTAM - ALABAMA	COLE, JAMES (DISTRIBUTION)	P - In Process	DKAAC200891 5	5		No	No	AB.C.D	THE BEST CLASS	THE BEST CLASS	ACTIVE	No	No	DKAAC	
8100017 2:40:50 PM	WISCON - FED STE	SONG, JAMES (DISTRIBUTION)	P - In Process	DKAAC200891 10	10	09/10/07	No	No	AB.C.D	JACKSON, JAMES TRAINING CLASS	THE SWAMP	ACTIVE	No	No	DKAMP	
3390017 1:22:39 PM	MAWTEC - MAWTECH	MAWTECH, JFC (DISTRIBUTION)	P - In Process	DKAAC200890 1	1	08/07/07	No	No	AB.C.D	ALL - ALL			No	No	FLMST	
1210019 11:18:20 AM	NY104 - BLANKENH	NEURON, CELESTE (DISTRIBUTION)	P - In Process	DKAAC200890 1	1		No	No	AB.C.D				No	No	DKAAC	
1210019 11:18:19 AM	TS010 - BSM	MEWITT, BRYANT D (DISTRIBUTION)	P - In Process	DKAAC200890 1	1		No	No	AB.C.D	PK, PCK	21	ACTIVE	No	No	DKAAC	





Cancel a Unit Issue Request


1. Click to select the entry. *The Request is highlighted, and*   ,      ,  , and  become available.

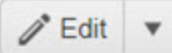
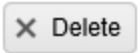
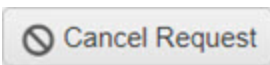
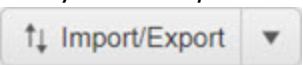
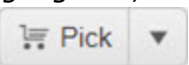
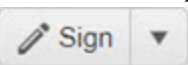
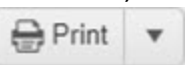
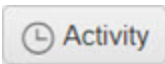

2. Select  . *The **Cancel Request** pop-up window appears.*

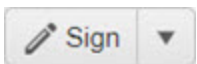


3. Select  . *The Unit Issue Request record is removed from the results grid.*

Signing a Unit Issue Request

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 Request is highlighted, and*   ,      ,  , and  become available.

2. Select  . *Choose one of the following signing options:*




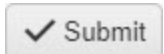


- A. Select . The **Signature Pad Form** pop-up window appears.
- a. Create a signature in the box using the mouse.




- 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.

- A. Select . The document is sent for printing.
- B. The custodian signs the printed document.

Note




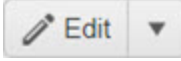
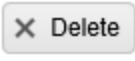
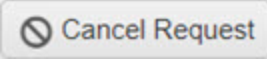

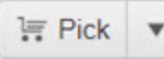
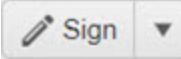

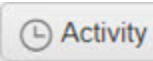




Scan the manually signed document(s) and attach to the issue in ELMS.





Print From an Unit Issue Request

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 Request 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 a Unit Issue Request





Navigation

MATERIEL MGMT > Unit Issue > Request >  > Add a Unit Issue Request page

Procedures

Add a Unit Issue Request






1. Select  . The **Unit Issue Request** page displays.

2. Use  or  to assist with the UIC entry. After entering the UIC, the UIC Custodian (RO) field becomes active.
3. Use  or  to select the Service Center.






Help Reference Guide

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 Owing DoDAAC.
6. Use  to choose the correct Head Count.
7. Use  or  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 . *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

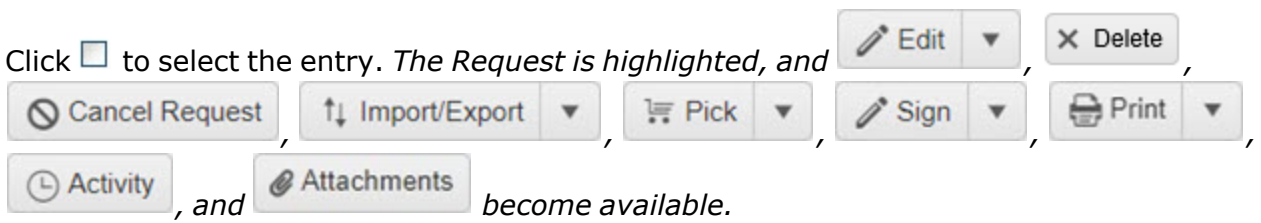
Navigation

MATERIEL MGMT > Unit Issue > Request > (desired record) >  Edit > Edit a Unit Issue Request page

Procedures

Edit a Unit Issue Request

1. Click to select the entry. *The Request is highlighted, and*



2. Select .



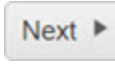
3. Choose what to edit: either , or .



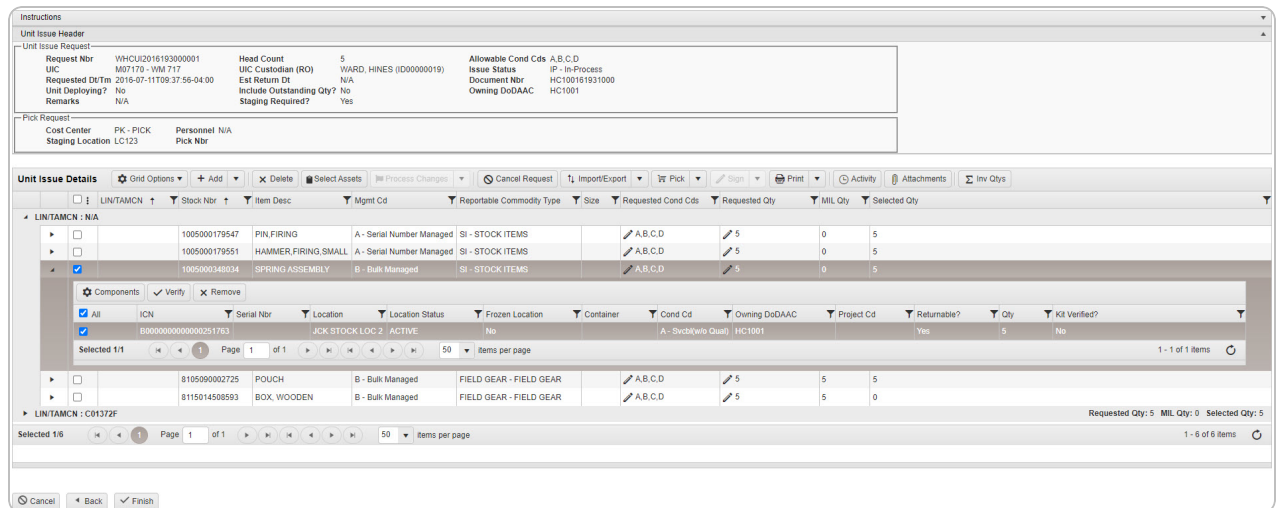



Edit The Header

1. Click  **Header** . The **Unit Issue Request** page displays.


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 Owing DoDAAC, using  to select the desired code.
6. Verify the Head Count.
7. Verify the Allowable COND CDS contains the appropriate or .
8. Select  . The **Unit Issue Header Details** page displays.








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

View the Asset Details

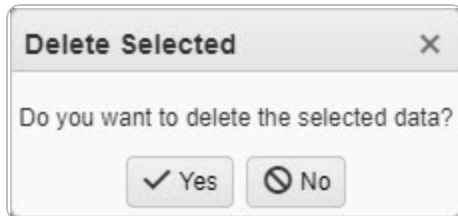
Select  on the left of the desired Assets row. *The details regarding the Stock Items within the Assets appear.*

Edit the Individual Fields

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

Delete an Asset

Select . *The **Delete Selected** pop-up window appears.*



- Click . *The Asset is removed from the Unit Issue.*

OR

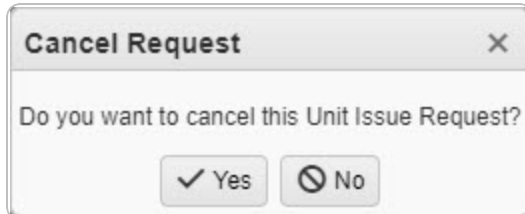




Click . The **Delete Selected** pop-up window closes, returning to the Details page.

Cancel the Issue

Select . The **Cancel Request** pop-up window opens.



- Click . The entire order is canceled.

OR

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

View the Inventory Quantities

Select . Extra columns appear in the grid, containing additional warehouse inventory amounts.

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





Edit the Details

1. Click **Details**. The **Unit Issue Details** page displays.

Unit Issue Header

Request Nbr	WHCUJ2016193000001	Head Count	5	Allowable Cond Cds	A,B,C,D
UIC	M07170 - VM 717	UIC Custodian (RO)	WARD, HINES (ID00000019)	Issue Status	IP - In-Process
Requested Dt/Tm	7/11/2016 9:37:56 AM	Est Return Dt	N/A	Document Nbr	HC100161931000
Unit Deploying?	No	Include Outstanding Qty?	No	Owning DoDAAC	HC1001
Remarks	N/A				
Staging Location	LC123	Personnel	N/A		

LIN/TAMCN	Stock Nbr	Item Desc	Mgmt Cd	Reportable Commodity Type	Size	Requested Cond Cds	Requested Qty	MIL Qty	Selected Qty																								
LIN/TAMCN : N/A																																	
	1005000179547	PIN FIRING	A - Serial Number Managed	SI - STOCK ITEMS		✓ A,B,C,D	5	0	5																								
	1005000179551	HAMMER FIRING, SMALL	A - Serial Number Managed	SI - STOCK ITEMS		✓ A,B,C,D	5	0	5																								
	1005000348034	SPRING ASSEMBLY	B - Bulk Managed	SI - STOCK ITEMS		✓ A,B,C,D	5	0	5																								
Selected 1/1 <table border="1"> <thead> <tr> <th>ICN</th> <th>Serial Nbr</th> <th>Location</th> <th>Location Status</th> <th>Frozen Location</th> <th>Container</th> <th>Cond Cd</th> <th>Owning DoDAAC</th> <th>Project Cd</th> <th>Returnable?</th> <th>Qty</th> <th>K2 Verified?</th> </tr> </thead> <tbody> <tr> <td>B0600000000000251763</td> <td></td> <td>JCK, STOCK LOC 2</td> <td>ACTIVE</td> <td>No</td> <td></td> <td>A - Dvckz(w/o Qual)</td> <td>HC1001</td> <td></td> <td>Yes</td> <td>5</td> <td>No</td> </tr> </tbody> </table>										ICN	Serial Nbr	Location	Location Status	Frozen Location	Container	Cond Cd	Owning DoDAAC	Project Cd	Returnable?	Qty	K2 Verified?	B0600000000000251763		JCK, STOCK LOC 2	ACTIVE	No		A - Dvckz(w/o Qual)	HC1001		Yes	5	No
ICN	Serial Nbr	Location	Location Status	Frozen Location	Container	Cond Cd	Owning DoDAAC	Project Cd	Returnable?	Qty	K2 Verified?																						
B0600000000000251763		JCK, STOCK LOC 2	ACTIVE	No		A - Dvckz(w/o Qual)	HC1001		Yes	5	No																						
	810500002725	POUCH	B - Bulk Managed	FIELD GEAR - FIELD GEAR		✓ A,B,C,D	5	5	5																								
	8115014508593	BOX, WOODEN	B - Bulk Managed	FIELD GEAR - FIELD GEAR		✓ A,B,C,D	5	5	0																								
LIN/TAMCN : C01372F																																	
	C01372F	8415015419430	JACKET COMBAT	B - Bulk Managed	PG - PERSONAL GEAR	MEDIUM	✓ A,B,C,D	5	0	5																							

Requested Qty: 5 MIL Qty: 0 Selected Qty: 5

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 appears only in fields that allow editing.

Delete an Asset

Select **Delete**. The **Delete Selected** pop-up window appears.

Delete Selected [X]

Do you want to delete the selected data?

Yes
 No





- Click Yes . The Asset is removed from the Unit Issue.

OR

- Click No . The **Delete Selected** pop-up window closes, returning to the Details page.

Cancel the Issue

- Select Cancel Request . The **Cancel Request** pop-up window opens.

- Click Yes . The entire order is canceled.

OR

- Click No . The **Cancel Request** pop-up window closes, returning to the Details page.

View the Inventory Quantities

- Select 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

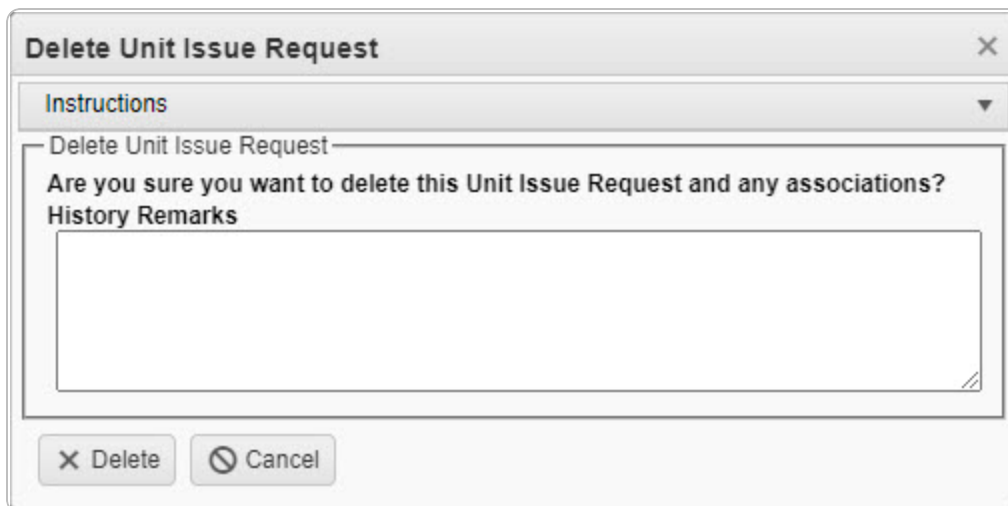
MATERIEL MGMT > Unit Issue > Request > (desired record) > > Delete Unit Issue Request pop-up window

Procedures

Delete a Unit Issue Request

1. Click to select the entry. *The Request is highlighted, and* *become available.*

2. Select . *The **Delete Unit Issue Request** pop-up window appears.*



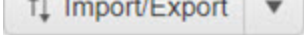
3. Select . *The pop-up window closes and the Request is removed.*





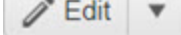
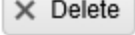
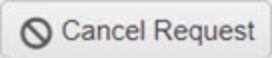
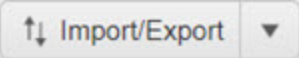
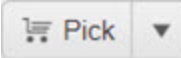
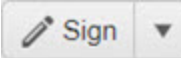

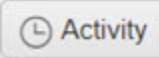

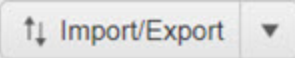
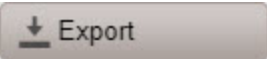
Import / Export a Unit Issue Request

Navigation

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

Procedures

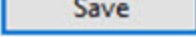
Export a Unit Issue Request's Master Issue List Spreadsheet

1. Click to select the entry. *The Request is highlighted, and*   ,  ,  ,  ,  ,  ,  , and  become available.
2. Select  . *The menu appears.*
3. Select  . *The **File Download** toast appears, and the Windows **Save As** pop-up window appears.*
4. Decide where on the computer to save the exported Master Issue List spreadsheet.

Note



The exported Master Issue List spreadsheet is also known as a Tally Sheet. The two names are used interchangeably.

5. Select  . *The Master Issue List spreadsheet is saved to the computer, ready to use.*

Edit the Tally Sheet

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



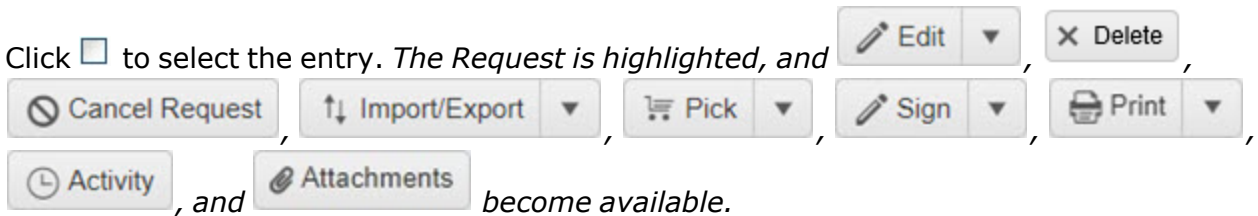


A01UI2021034000003								
TAMCN	NOMENCLATURE	SIZE	*NSN	MIL QTY	AUTH QTY	COND CD	REQ QTY	RO INITIALS
N/A	STOCK ITEMS							
N/A	SHOTGUN, 12 GAGE		1005000098870	0		A,B,C,D	1	
						SUBTOTAL	1	
N/A	ADDITIONAL STOCK ITEMS							

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.*

Import a Tally Sheet

1. Click to select the entry. *The Request is highlighted, and*


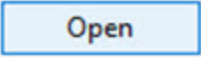
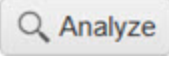


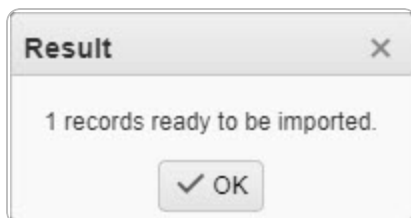
2. Select . *The menu appears.*

3. Select . *The **Import Tally Sheet** pop-up window appears.*





4. Select  . The Windows **Choose File to Upload** pop-up window appears.
5. Choose the edited spreadsheet to attach, and select it.
6. Select  . The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.
7. Select  . The **Result** pop-up appears, with the outcome of the review.

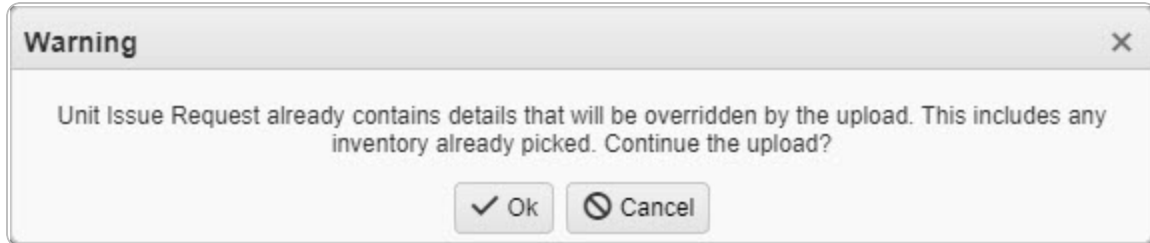



8. Click  . The **Result** pop-up closes.

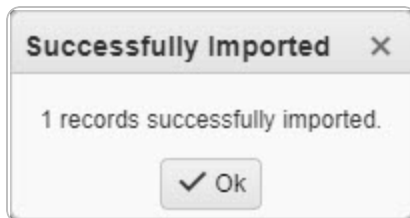




9. Select . A **Warning** pop-up window appears.



10. Click . The **Warning** pop-up window closes, and the **Successfully Imported** pop-up window appears.




11. Click . Both the **Import Tally Sheet** and the **Successfully Imported** pop-up windows close.






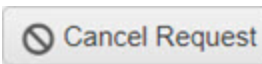
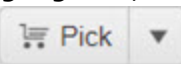
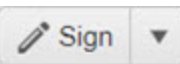
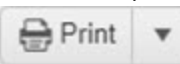
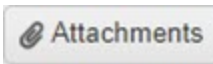
Add an Attachment to a Unit Issue Request

Navigation

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

Procedures

Add an Attachment to a Unit Issue Request

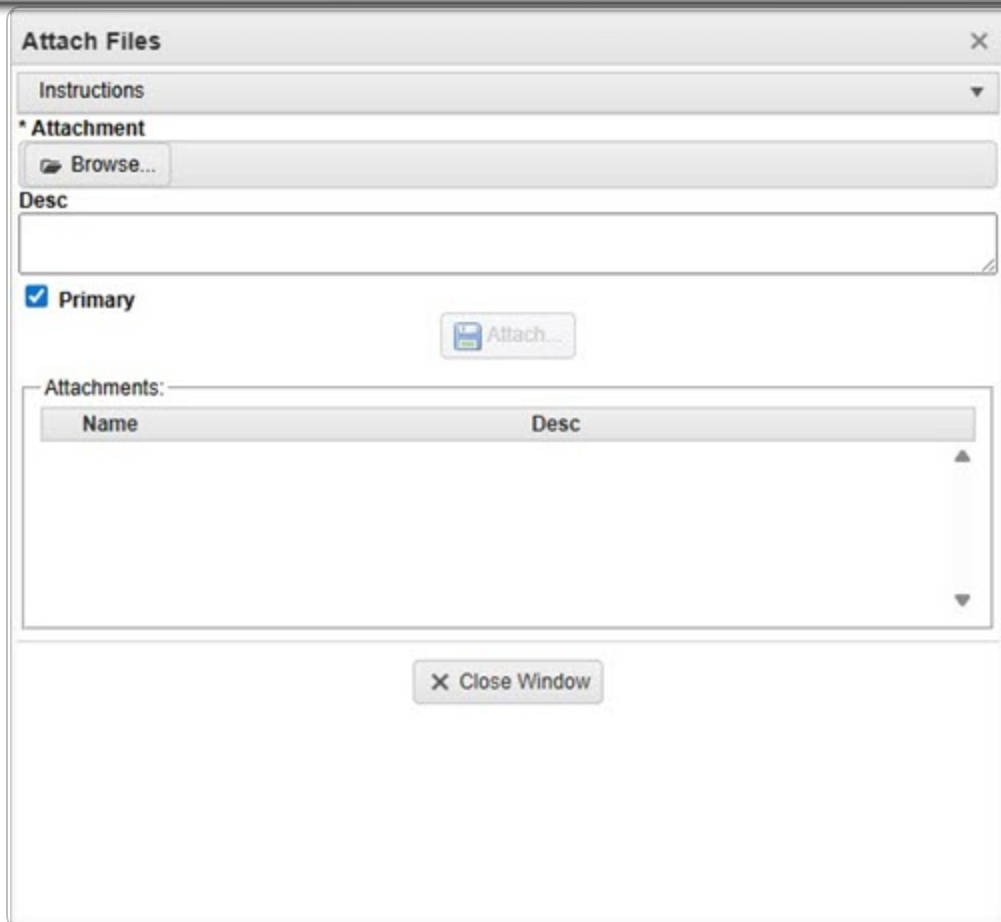
1. Click to select the entry. *The Request is highlighted, and*  Edit  Delete  Cancel Request  Import/Export  Pick  Sign  Print  Activity  Attachments *become available.*

2. Select  Attachments . *The **Attachments for Request NBR** pop-up window appears.*

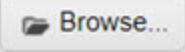
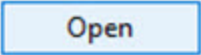
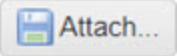


3. Select  Attach... . *The **Attach Files** pop-up window appears.*





The screenshot shows a window 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. Below that is a text field labeled "Desc". A checked checkbox labeled "Primary" is followed by an "Attach..." button. At the bottom of the window is a "Close Window" button. In the center of the window, there is a table with two columns: "Name" and "Desc". The table is currently empty.

4. Select  . The Windows **Choose File to Upload** pop-up window appears.
5. Choose the file to attach, and select it.
6. Select  . The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.
7. Enter the DESC in the field provided. *This is a 256 alphanumeric character field.*
8. Select  . The file name appears in the bottom file list.





Attach Files
✕


Instructions
▼

*** Attachment**

📁 Browse...

Desc



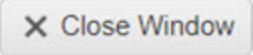
Primary

 Attach...

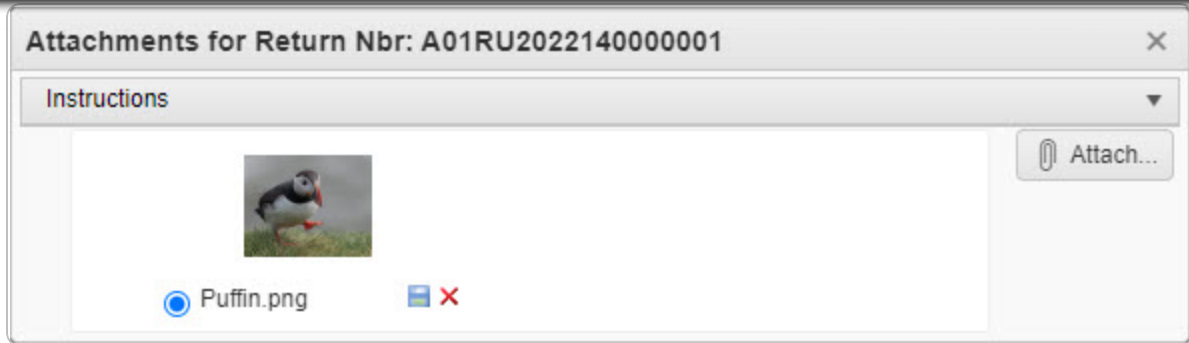
Attachments:

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




✕ Close Window

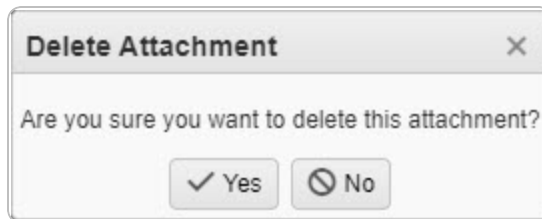
9. Repeat Steps 4 - 8 to attach multiple documents.
10. Select the desired  in the Primary column. *The designated attachment, , is the Primary Attachment.*
11. Select . *The **Attach Files** pop-up window closes, and the file appears in the **Attachments for Request NBR** pop-up window.*








Remove an Attachment

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



Note



Select the  part of   to save the attachment directly to the computer. Follow the prompts to download the attachment.

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

