



Adding an Address

1. To access the Address process, navigate to the **Master Data > Address** menu path.
2. Select your **UIC**.
3. Select the type of address. The most common types of addresses are Reporting, Destination, Loan CAGE, Loan DODAC, and Disposition-Transfer.
4. Select the **Add** button (or **Search** for updating or deleting).

Addresses identify a place assets are being sent or points of contact. Addresses must be created before processes such as loans, leases, excess and disposals can be completed.

Search Criteria

UIC

E10124

2

Address Type

DE-Destination

3

4

Add

Search

Reset

5

Add

*UIC	E10124	*Address Type	DE-Destination
CAGE Cd		POC	SK1 JOHN SMITH
DUNS		DSN	4301111
DODAAC	E10222	Phone Nbr	7176051111
*Activity Name	NAVSUP	FAX Nbr	
*Address 1	1632 CARLISLE PK	E-Mail Address	JOHN.SMITH@NAVY.MIL
Address 2		Holding POC	
*City	MECHANICSBURG	Holding Loc	
*State Cd	PA-Pennsylvania	Holding Sub Loc	
*ZIP Cd	44091	Holding DODAAC	
*Country Cd	US-UNITED STATES OF AMERICA	Transfer via WAWF	No

6

Add

Cancel

5. Enter all the mandatory address information and any other information required by your organization.
6. Complete the process.

