

Catalog Pending

- 1. Navigate to **Pndg Catalog Tran** from the **Catalog** menu.
- Select the checkbox for what you wish to view;
 Catalog Pending or Manufacturer Pending. You can also select both, if needed.
- 3. Select the **Search** button.



The Pending Catalog Transaction process is used to catalog records that are coming to you from outside sources. These are assets that have a Status Code of *CP* (Catalog Pending) or *MP* (Manufacturer Pending) or have missing or incomplete information on the receiving Agency's Catalog.

If you use the **Stock Number** or **Manufacturer** processes from the **Catalog** menu to add the stock number, the **Status Cd** will not be changed.

- 4. Select the asset(s) to Catalog. Multiple rows can be selected if all selected rows have the same **Doc Nbr** and **Stock Nbr** combination
- 5. Select the **Continue** button.

Search Crit	Search Criteria										
Catolog Pe	ending C	hecked		Manufacturer Pending							
Doc Nbr	Doc Nbr Stock Nbr										
Search	Search Results										
Select	<u>Status</u>	Doc Nbr	Stock Nbr	Item Desc	Non-Actbl	Mfr Name	Mfr Part Nbr	Mfr Model Nbr	CAGE Cd		
	CP	XP201901761001		SECRET WEAPON CANNOT TELL YOU	No						
	CP	TN001501624001		C-190	No						
	CP		0000-41150052	CASE, FRZ, COFFIN FRAM	No	FRAMEC					
	CP		361036EF61000	DIGIPATH/FREEFLOW	No	XEROX					
	CP		4SMA	SLICER MEAT DELI AUT	No	UNIVEX					
	CP		702501D000212	FY04 DELL 17 FLAT PA	No	DELL					
<u>1234</u> 5											
			Select Al	II Deselect All Continue	Ca	ncel					
			JUICULA	Descreet All Continue							





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Catalog Pending





Catalog Pending - Selected

In the example, CP was selected on the Search Criteria page

6. You must select the **Stock Nbr Browse (...)** button. The access to add a new stock number or assign the asset to an existing stock number exists in the **Stock Nbr** browse step.

Selected Rows - CP										
Doc Nbr	Stock Nbr	Item Desc	Non-Actbl	Mfr Name	Mfr Part Nbr	Mfr Model Nbr	CAGE Cd			
	702501D000212	FY04 DELL 17 FLAT PA	No	DELL						
Status		Catalog action	pending							
Stock Nbr		702501D0002	12							
Item Desc		FY04 DELL 1	7 FLAT PA							
Continue Cancel										

7. A stock number is required in this step. You can accept the pending stock number, search for a stock number or enter a new stock number in this window. Select the **Add** button.

\$	StkNbrBrw								
Ð	Instructions				_				
	٠	Stock Nbr	702501D000212						
	•	Item Desc	FY04 DELL 17 FLA						
	•	FSC	Select an Item	~					
	•	NIIN							
	Additional Search Criteria								
	LIN/TAMCN								
	Type Dsg		Select an Item	×					
	Acq Program N	ame	Select an Item	×					
		Search	Add	Reset					
	Cancel								





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Catalog Pending - Selected

- 8. Complete the **Catalog Add** page.
- 9. Select the Add button.

10.Select the **Close** button once the transaction completes.

Add							
Basic Agency A	ttributes						
*Stock Nbr	702501D000212	Prev Stock Nbr					
*Item Desc	LAPTOP	~					
*Cto als Itam Cd	1-MCN -	*	7025-ADD Inpt/Otpt & Storage Dvg	-			
*Slock liem Co	A-Serial Number Managed	*11	FA-Fach	-			
*Tune Accet Cd	C-Con DD&E	*UI		-			
*ACC		*Ville Plice	5	_			
Attributo(s) Tomplato		TT SVC LIIE	P				
*Author Cd	N-No Authorization						
Itil Svo Life		Util Massura Cd	Select an Item	-			
		Edeny Depre Mthd Cd	SI-Straight Line	-			
*Maint Gro Id	77 -Not Subject to Maint Momt			-			
Min Dercent IItil		Ohi Dercent IItil	0				
IT Device Cd	015A -LaptoCPUPenPro4Cpct1.06GHZ-2.4GHZ -	*Dmil Cd	A-NonMLI -Dmil Not Reg	.			
*///	U -Unclassified	*Reportable Cd	0-Not Reportable				
*ARC	N-Nonexpendable	Recover Cd	G-Not Defined	-			
	0-no ADP Components	Precious Mtl Cd	A-Item does not contain Precious Metal	-			
AAC	U-Unknown -	Shelf Life Cd	0-Non-deteriorative	•			
DODIC		Haz Mat Cd	ZZ-NOT DEFINED	•			
Unit Wt	0	Unit Cube	0	-			
NIIN Sts Cd		Calibration Cd	N-Not Applicable	•			
RIC							
Demostro			A				
Remarks			-				
Remarks	1						





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Catalog Pending - Selected Continued

11. When you return to the Stock Nbr Browse window, select the **Search** button.

12. Choose the **Select** hyperlink for your Stock Number.

	 St 	702501D0002	12											
	Item Desc					FY04 DELL 17	' FL	LA						
	● FSC					Select an Iten	n						~	
	NIIN													
Additional Search Criteria							_							
LIN/TA	MCN													
Type (Dsg					Select an Item								
Acq P	rogram Name					Select an Item								
		Search				Add					Res	et		
Select	lect Stock Nbr Item Desc Cd IT Dvc				Cd	U	I ARC	Recov Cd	CIIC	Type Dsg	LIN/TAMCN	Acq Program	1	
Select 702501D000212 LAPTOP A LaptpCPUPenPro4Cp 2.4GHZ				pct1.06GHZ-	E/	AN	G	U				L		

Once you are returned to the **Selected Rows** page, select the **Continue** button to process. DPAS will return to the **Selected Rows** for Manufacturer Pending.

Manufacturer Pending - Selected

MP was selected on the Search Criteria page or CP just completed

1. Select the Manufacturer Name Browse (...) button.

Selected Rows											
Doc Nbr	Stock Nbr		Item Desc	Non-Actbl Mfr Name Mfr Part Nb			Mfr Model Nbr	CAGE Cd			
	702501D000212	FY04 DE	ELL 17 FLAT PA	No							
Status Manufacturer Data Pending											
Mfr Name											
Mfr Part Nbr											
Mfr Model Nbr											
CAGE Cd											
]	Continue	Can	cel						





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close or Esc Key

Manufacturer Pending - Selected Continued

MfrPartNbrBrw

Search By

 Select the Add button. The Mfr Name is not required before selecting Add.

- 3. Enter the Manufacturer information.
- 4. Select the **Add** button.
- Select the Close button once the transaction processes.
- 6. Select the **Search** button.
- Choose the Select hyperlink next to the manufacturer.

You are returned to the **Selected Rows** page. From here you can select the **Continue** button to complete the process.







MfrPartNbrBrw			close or Esc H	Key
				^
Search By				
Mfr Name				
Mfr Model Nbr				
Mfr Part Nbr				
CAGE Cd				
Non Actbl				
Search	Add	Re	eset	
Select Mfr Name	Afr Model Nbr Mfr P	art NbrCAGE CdNon	Actbl	
Select DELL CORPORATION	06500	No		
				~

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