

DPAS Quick Reference Guide

Management Control Numbers

Creating Management Control Numbers

- 1. On the Stock Nbr Search Criteria page, select the **New MCN** button.
- Select the Item Nbr button that is displayed on the upper right-side of the page. The Item Nbr is locally-assigned and need not be unique across Web DPAS.



		2 Item Nbr	
Add			
*FSC	7020-ADP Cntrl Prc Unit (CPU, Cmptr), A 💙 *NCB Cd 00-United States	✓	
*Item Nbr			
Add Cancel			

- 3. Assign your **Item Nbr** (the first position MUST be alpha followed by two numbers).
- Add *Item Nbr 3 G55 Add Cancel

		ltem Nbr
Add		
*FSC	7020-ADP Cntrl Prc Unit (CPU, Cmptr), A States Cd 00-United States	
*Item Nbr	G55	
	Add Cancel	

- 5. Select the FSC for the Item Nbr added. The Item Nbr is not associated to a specific FSC.
- 6. Select the **NCB Cd**.

4. Select the Add button.

7. Select the **Add** button to complete the process.

You are returned to the Catalog Add page to add your new Stock Number with the MCN you just created. The last four digits of the **Stock Nbr** are automatically assigned; and are generated in consecutive order regardless of the **FSC** you use.



DPAS Call Center 1-844-843-3727

DPAS Website http://dpassupport.golearnportal.org