



Creating Management Control Numbers

1. On the Stock Nbr Search Criteria page, select the **New MCN** button.
2. 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.

3. Assign your **Item Nbr** (the first position MUST be alpha followed by two numbers).
4. Select the **Add** button.

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

