DPAS — Defense Property Accountability System

Adding a Substitute Stock Number

The **Substitute Stock Number** process resides within the DPAS Catalog. Substitute Stock Numbers are used when the requested stock number is not available. Management has the responsibility to approve substitutes before they are created in the Catalog.

1. In the DPAS Warehouse Management module, navigate to **Substitute Stock Number** from the **Catalog Mgmt** menu - The Results Grid displays a list of all currently available Substitute Stock Numbers.

2. Select the **Add** button - The **Add Substitute Stock Nbr** pop-up displays.

3. Select the **Stock Nbr Browse (…)** button – The **Stock Nbr Browse** pop-up displays.

4. Enter Stock Number or Item Description.

5. Select the **Search** button – All stock numbers which match display in the Results Grid.

6. Choose the **Select** hyperlink beside the stock number for which the substitute is being created – The **Add Substitute Stock Nbr** pop-up redisplays with the fields populated from the information on the Catalog for the chosen Stock Number.

The Stock Number must already exist on the Catalog.

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DPAS Call Center
1-844-843-3727

DPAS Website
http://dpassupport.golearnportal.org

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Defense Property Accountability System

Adding a Substitute Stock Number (Cont'd)

> The Substitute Stock Number must already exist on the Catalog.

7. Select the **Substitute Stock Nbr Browse (...)** button – The **Substitute Stock Nbr Browse** pop-up displays.

8. Enter Stock Number or Item Description.

9. Select the **Search** button – All stock numbers which match display in the Results Grid.

10. Choose the **Select** hyperlink beside the Substitute Stock Number which is being created – The **Add Substitute Stock Nbr** pop-up redisplays with the fields populated from the information on the Catalog for the chosen Substitute Stock Number.

11. Change the **Compatibility Percent (%)**, **Inverse Compatibility %**, or use the optional **Add / Edit Remarks** hyperlink to add a comment in the **Remarks** and/or **History Remarks** fields if necessary.

12. Select the **Add** button - The newly added Substitute Stock Number displays in the Results Grid.

- The Compatibility % is defined to be how compatible the Substitute Stock Number is with the Stock Number. An Inverse record can be created at the same time.
- If an Inverse Compatibility % is not entered, someone searching for Substitute Stock Number will not see a Compatibility % for the Stock Number.

Add Substitute Stock Nbr ✕

Instructions ▼

Substitute Stock Nbr

Substitute Stock Nbr Details

* *i* Stock Nbr
8465016072746 [...]

* *i* Substitute Stock Nbr
8465013056991 ⑦ [...]

Item Desc		Substitute Item Desc	
SLEEPING BAG		SLEEPING BAG	
LIN/TAMCN	LIN/TAMCN Desc	LIN/TAMCN	Substitute LIN/TAMCN Desc
V00202F	SLEEPING BAG	V00202F	SLEEPING BAG
Color	Size	Substitute Color	Substitute Size
Length (In)	Width (In)	Substitute Length (In)	Substitute Width (In)
Height (In)	Weight (Lbs)	Substitute Height (In)	Substitute Weight (Lbs)
Attachments		Attachments	
No attachments found		No attachments found	

* Compatibility %
100 ▲▼

Inverse Compatibility %
0 ▲▼

Add / Edit Remarks

⑫ ✓ Add ⊘ Cancel

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Updating a Substitute Stock Number

- Only the **Compatibility** and **Remarks** fields can be updated.
- If changes need to be made to the Stock Number they must be done in the Catalog.

1. In the DPAS Warehouse Management module, navigate to **Substitute Stock Number** from the **Catalog Mgmt** menu - The Results Grid displays a list of all currently available Substitute Stock Numbers.

2. Select the Expansion Arrow beside the Stock Number to update - The Stock Number information displays.

3. Select the **Edit** button – The **Substitute Stock Nbr Update** pop-up displays.

4. Select the optional **Add / Edit Remarks** hyperlink to add a comment regarding the update in the **Remarks** and/or **History Remarks** fields.

5. Select the **Update** button - The updated Substitute Stock Number displays in the Results Grid.

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Deleting a Substitute Stock Number

1. In the DPAS Warehouse Management module, navigate to **Substitute Stock Number** from the **Catalog Mgmt** menu - The Results Grid displays a list of all currently available Substitute Stock Numbers.

2. Select the Expansion Arrow beside the stock number to delete - The stock number information displays.

3. Select the **Delete** button - The **Confirm Delete** pop-up displays.

4. Enter optional **History Remarks**.

5. Select the **Delete** button and the transaction is processed - The deleted Stock Number Substitution no longer displays in the Results Grid.

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