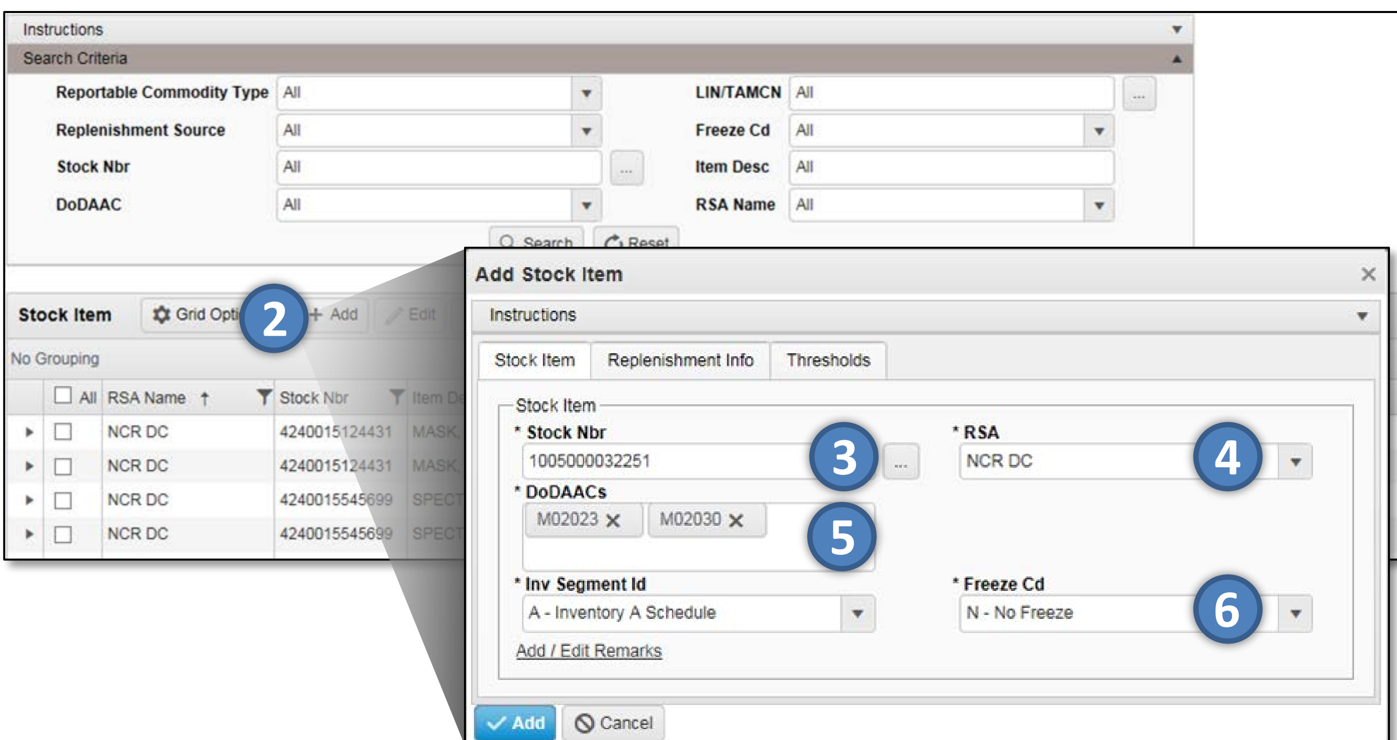
Adding a Stock Item

All **Stock Item** records must be associated with a **Catalog Stock Nbr** record with matching Catalog Name in the Logistics Program related to the **RSA** in which the Stock Item record is created.

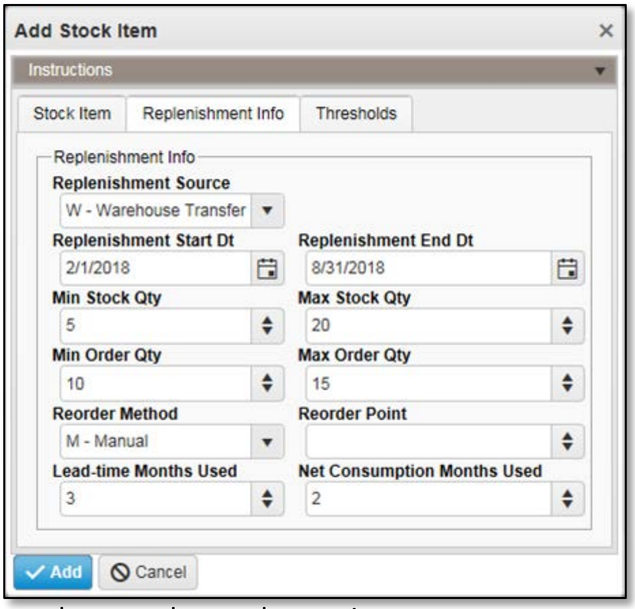
1. In the DPAS Materiel Management module, navigate to **Stock Item** from the **Catalog Mgmt** menu – The Results Grid displays a list of all currently available Stock Items.
2. Select the **Add** button – The **Add Stock Item** pop-up displays.
3. Select the **Stock Nbr Browse (…)** button to locate a Stock Number.
4. Select the Remote Storage Activity Name from the **RSA** drop-down list to indicate which Warehouse will use this Stock Number.
5. Enter/Select the Owning **DoDAACs**.
6. Select a freeze code from the **Freeze Cd** drop-down list to indicate restriction on replenishment and/or issues.
7. Enter other information as needed.



Replenishment Information

The **Reorder Point** cannot be greater than the **Max Stock Qty** (Maximum Stock Quantity), but can be equal to or less than the **Max Stock Qty.**

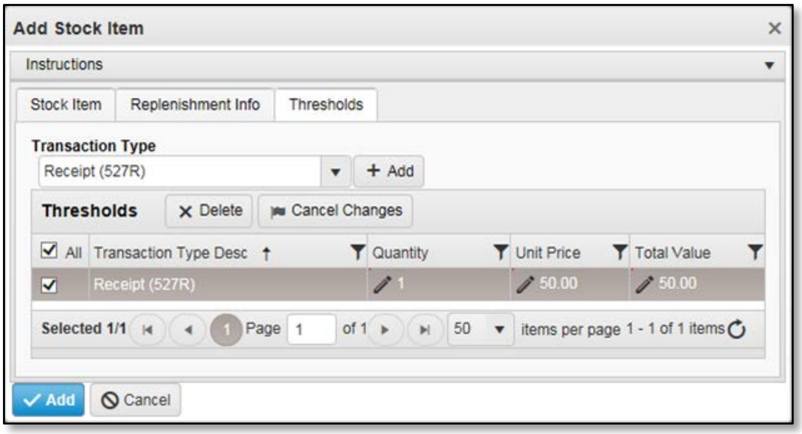
1. In the Add Stock Item pop-up, navigate to the **Replenishment Info** tab.
2. Select a source from the **Replenishment Source** drop-down list to indicate which origin of the stock will be used for refilling the inventory.
3. Select the start and end date for the replenishments.
4. Enter the stocking requirement levels by selecting a **Min Stock Qty** (Minimum Stock Quantity) and **Max Stock Qty** (Maximum Stock Quantity).
5. Enter the ordering logic by selecting a **Max Order Qty** (Maximum Order Quantity) and **Min Order Qty** (Minimum Order Quantity).
6. Define the reorder logic by selecting a **Reorder Method** and **Reorder Point**.
7. Select the lead-time setting for **Lead-time Months Used** to offset order-to-receipt time.
8. Enter a **Net Consumption Months Used** to take into account the past demand over time.



Thresholds

The **Thresholds** tab allows DLMS transactions to be reviewed at the stock item level on the Inventory Transaction Review.

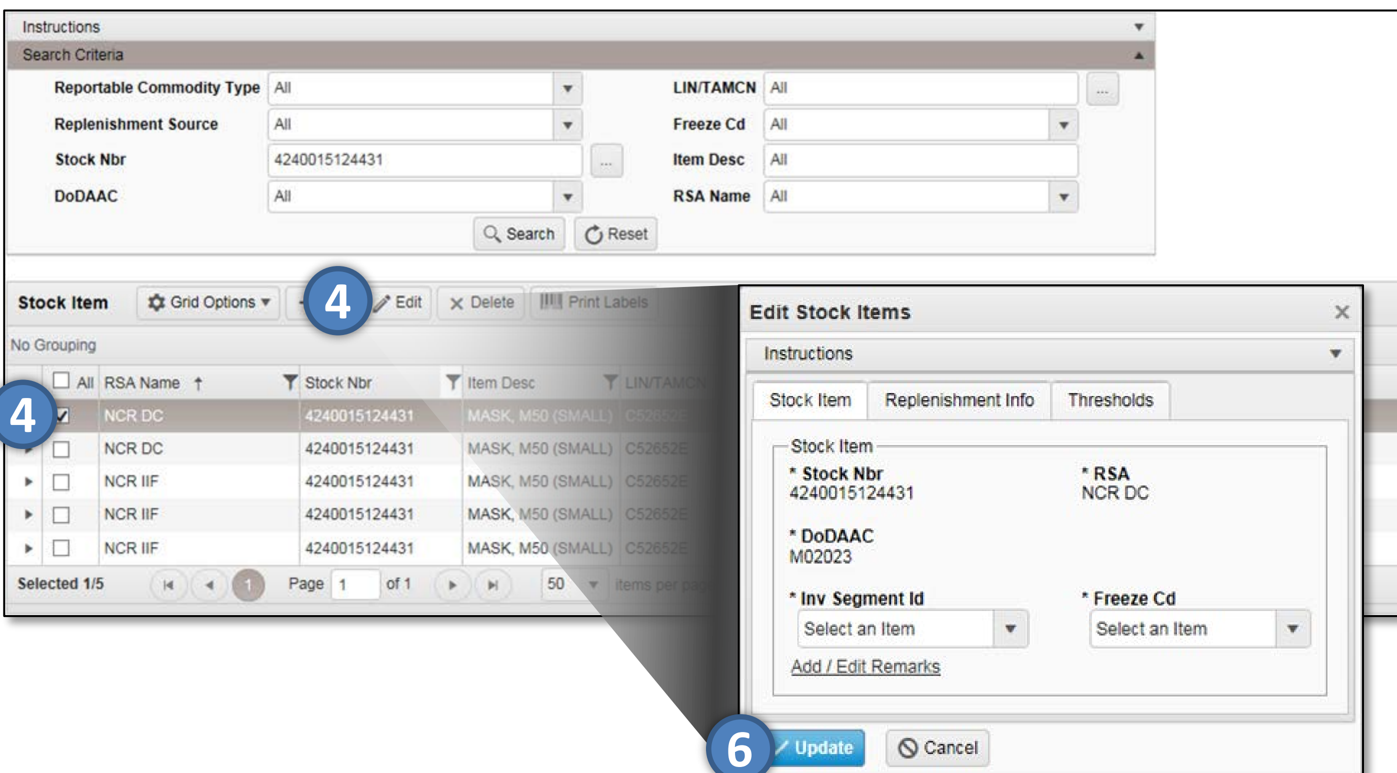
1. In the Add Stock Item pop-up, navigate to the **Threshold** tab.
2. Select a DLMS transaction from the **Transaction Type** drop-down list and select the **Add** button.
3. Enter the quantity threshold for that transaction type in the **Quantity** column.
4. Enter the unit price threshold for that transaction type in the **Unit Price** column.
5. Enter the total value threshold for that transaction type in the **Total Value** column.
6. Select the **Add** button to process the transaction – The new Stock Item displays highlighted at the top of the Results Grid.



Updating a Stock Item

Once a Stock Item record has been created for a Stock Number, the Stock Number, RSA, and DoDAAC values cannot be changed.

1. In the DPAS Materiel Management module, navigate to **Stock Item** from the **Catalog Mgmt** menu – The Results Grid displays a list of all currently available Stock Items.
2. Narrow the search for the Stock Item being updated by entering information into the Search Criteria area.
3. Select the **Search** button – The Stock Item displays at the top of the Results Grid.
4. Select the **Check Box** adjacent to the Stock Item and select the **Edit** button from the grid header – The **Edit Stock Items** pop-up displays.
5. Change data as needed.
6. Select the **Update** button to save the changes – The updated Stock Item displays highlighted at the top of the Results Grid.



Deleting a Stock Item

A **Stock Item** cannot be deleted if it is associated with an Inventory Master record, Issued Inventory Master record, or Due In record.

1. In the DPAS Materiel Management module, navigate to **Stock Item** from the **Catalog Mgmt** menu – The Results Grid displays a list of all currently available Stock Items.
2. Narrow the search for the Stock Item being updated by entering information into the Search Criteria area.
3. Select the **Search** button – The Stock Item displays at the top of the Results Grid.
4. Select the **Check Box** adjacent to the Stock Item.
5. Select the **Delete** button – The **Delete Stock Item** pop-up displays.
6. Enter optional **History Remarks**.
7. Select the **Delete** button – The Stock Item is removed from the Results Grid.