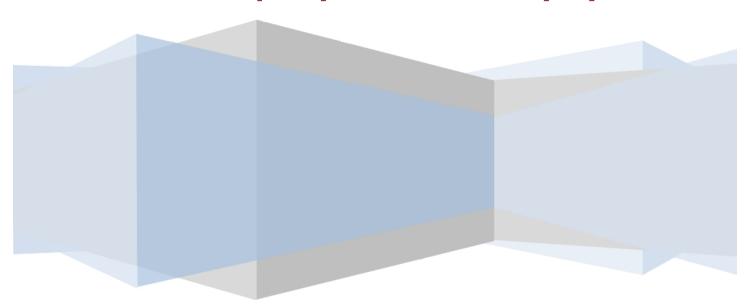# Integrated Materiel Management / Inventory Control Point

Defense Property Accountability System

Printed Manual

Version 01 Aug 2022

Welcome

Overview — DPAS

Welcome to the Defense Property Accountability System (DPAS) Materiel Management Help System.

The Defense Property Accountability System (DPAS) is a Department of Defense (DoD) property management system.

It is the Accountable Property System of Record (APSR) for over 20 DoD Agencies and Military Services.

This online system is administered by the Office of the Under Secretary of Defense for Acquisition, Technology and Logistics (OUSD AT&L), a branch of the Office of the Secretary of Defense (OSD).

Overview — Materiel Management Help

This online help is designed to provide access to detailed information and instructions about the various processes contained within the Materiel Management module.

The help topics provide assistance with all types of materiel management, including the requisition, inventory, and transactions of all stock items in the catalog.

Navigation

DPAS Materiel Mgmt Module > Any Process Page > Instructions Panel > Help

Related Topics

- Contact Us
- User Dashboard
- DPAS Materiel Management Overview
- DPAS Materiel Management Navigation
- DPAS Materiel Management Grid Options Overview
- Using DPAS Help Overview
- Using DPAS Help Toolbar
- Using DPAS Help Topics
- Using DPAS Help Menus

Defense Property Accountability System (DPAS) Materiel Mgmt Module

Welcome to the Defense Property Accountability System (DPAS) Materiel Mgmt Help System.

DPAS Summary

The Defense Property Accountability System (DPAS) is a Department of Defense (DoD) property management system.

It is the Accountable Property System of Record (APSR) for over 20 DoD Agencies and Military Services.
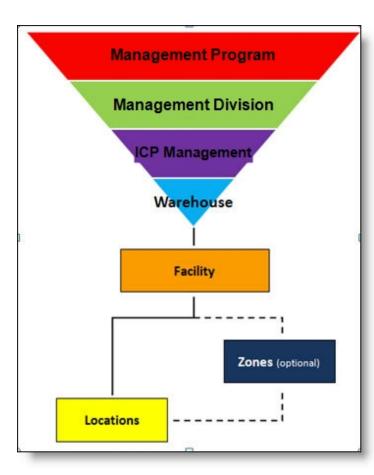
This online system is administered by the Office of the Under Secretary of Defense for Acquisition & Sustainment/Office of Assistant Secretary of Defense for Sustainment/Logistics (OUSD (A&S) / OASD Sustainment / Logistics), a branch of the Office of the Secretary of Defense (OSD).

Materiel Management Summary

The DPAS Materiel Mgmt module is designed to provide a single place that can control the inventories of numerous warehouses.

Materiel Management Structure

The Materiel Management module is set up in a three level tier system:

Management Program — displays all available Program Names, Program Descriptions, Agencies, and Banners
 — The top tier.
Management Division — displays all available Program Names, Division Names, and Division Descriptions
 — The second tier.
ICP Management — displays all available Division Names, ICP Names, ICP Descriptions, DoDAACs, RICs, Agency CDs, and Financial System Interfaces
 — The bottom tier.
Warehouse — created by the DPAS User Account Team
 — Where the users are associated.
Facility — created and maintained by the Warehouse Team
 — The highest level within a Warehouse. Can be associated to a Real Property Unique Identifier (RPUID). Some users can create, read, update, and delete them.
Zone — created and maintained by the Warehouse Team
 — The highest level within a Facility. Provides the capability to sub-divide a facility into smaller units.
(Optional - must be established if the Auto-Recommendation Location Store feature is utilized.)
Location — created and maintained by the Warehouse Team

— Identifies the position of assets by name, GPS coordinates, or Passive Radio Frequency Identification / Radio Frequency Identification (pRFID/RFID). Applies to both Containers (small items) and Larger Items (fork-lifts, vehicles. etc.).

Materiel Management Key Functions

There are several key functions within the ICP:

- **Catalog Management** — Different methods of managing all of the groups of materiel in the ICP
  - LIN/TAMCN
  - Stock Number
  - Stock Item
  - Stock Number Referral
  - Manufacturer Part Number

- **Materiel Management** — Different methods of managing individual assets
  - EOD Transactions
  - Requisition
  - Customer Requisition
  - Redistribution Order
  - Disposal Release Order
  - Physical Inventory
  - Logistics Reassignment
  - Intransit Review
  - Inventory Transaction Review
  - DLMS Transaction Review

- **Master Data Management** — Different methods of managing layers of an ICP
  - Program Management
  - Division Management
  - ICP Management
  - Item Manager
  - Customer Profile
  - Contractor
  - Contract
  - Appropriation
  - Document Number Range

- **Inquiries** — searching for specific assets within the ICP
  - Catalog
    - Stock Number Inquiry
    - Agency Stock Number Inquiry
  - Inventory Inquiry
  - Inventory Transaction Inquiry
  - Accounting Transaction Inquiry

- **History Inquiries** — searching for the historical entries regarding a specific item
  - Contractor
  - Contract

- **Report Manager** — Different ways to render reports
    ◦ Schedule Reports
    ◦ View Reports

Materiel Management User

Materiel Management is role-based, similar to all other DPAS modules.

User access is based on one or more roles, allowing for "need to know" and "separation of duty" access. In addition, a second level of security has been added through the use of Commodity Types. Warehouse users can only access equipment within their specified list(s) of assigned Commodity Types.

The security uses C.R.U.D. methodology:

- **Create**

- **Read (Inquiry)**

- **Update**

- **Delete**

Related Topics

- Welcome
- Contact Us
- DPAS Materiel Management Navigation Tips
- DPAS Materiel Management Navigation Grid Options Overview
- DPAS Materiel Management User Dashboard
- Using DPAS Help Overview
- Using DPAS Help Toolbar
- Using DPAS Help Topics
- Using DPAS Help Menus

Defense Property Accountability System (DPAS) Materiel Mgmt Module Navigation

Overview

This page describes the primary features found on the Materiel Mgmt pages:

- Blue Menu Bar
- Red Menu Bar
- Menu Bar
- Instructions
- Help
- Search Criteria
- Results Grid
- Standard Buttons

Additional information about DPAS can be found at the [DPAS Support Site](#).

Navigation

DPAS Materiel Mgmt Module > Any Process Page > Instructions > Help

Blue Menu Bar

The Blue Menu bar is at the very top of the page.

The item on the left side is:

- **DPAS logo** — Returns to the home page.

The items on the right side are:

- **Module Name** **Inventory Control Point** — Shows where the user is currently working. Opens to a drop-down list of available modules; select to open a different module.

- **Page Name** **DPAS ICP Home Page** — Shows which page is currently open.

Red Menu Bar

The Red Menu bar is directly below the Blue Menu bar.

The items on the left side are:

- **User ID** `User Id:` —
  Opens the **User Dashboard**. Shows the roles and permissions of the user.

- **ICP** `ICP:` —
  Opens the Active Tier pop-up window. Shows the ICPs available to the user.

The items on the right side are:

- **Home** `Home` —
  Opens the Home page.

- **Links** `Links` —
  Opens a list of hyperlinks the ICP has made available to the users.

- **Contact Us** `Contact Us` —
  Opens the DPAS Support Team Information, including phone #s and email addresses.

- **Log Out** `Log Out` —
  Ends the DPAS session.

Menu Bar

The Menu bar is between the Red Menu bar and the Process page. While each user's Menu Bar contains different items, they all work the same way to open a Process page. There are two methods to open a Process page: either the Menu item drop-down lists, or the Search field.

Use the Menu item drop-down lists

1. Hover the mouse over a Menu item drop-down list. *The drop-down list of the processes in that Menu item appears.*

2. Select a process from the drop-down list. *The Process page appears.*

Use the Search field

1. Select the down arrow in the Search field. *The complete list of all the Materiel Management processes appears.*

2. Select a process from the drop-down list. *The Process page appears.*

OR

1. Start entering characters in the Process name in the Search field.

> **Note**
>
> Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

2. Select a process from the drop-down list. *The Process page appears.*

Instructions

At the top of each Process page is a collapsed Instructions panel.

View the Instructions

- Select the Instructions bar. *The Instructions panel expands.*

- The Instructions panel assists with various options on the Process page:

Instructions

Select "Search" button to view Search Results page.
Select "Reset" button to clear data.
Select "Add" button to create a new record.
Select "Grid Options" button for additional actions.
Select "Edit" button to revise selected fields in record(s).
Select "Delete" button to remove record(s) from applicable tables.

Help

Within the Instructions panel is the Help icon .

View the Help System

- Select . *The Help System opens in a separate tab.*

- The Help System is context-specific, and opens to the Overview topic for the current Process page.
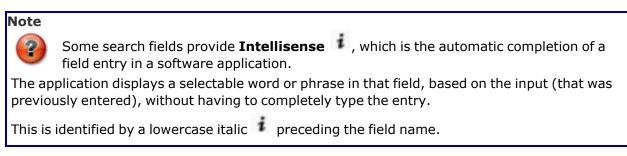
Search Criteria

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

Most Materiel Management Processes have a Search Criteria panel. *Use it to narrow the number of records in the Results Grid.*

Use the Search Criteria panel

1. Enter the available information in the fields.

2. Use the field assistance available:

    - Use the drop-down lists to select the field entry.

    - Start entering characters in the fields with *i* .

      > **Note**
      >
      > Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
      >
      > The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
      >
      > This is identified by a lowercase italic *i* preceding the field name.

    - Use ⋯ to open the Browse pop-up window.

3. Select 🔍 Search to perform the search.

Results Grid

Each Process page displays the corresponding data in a Results Grid.

Each Results Grid has basic properties that are always the same. *Those include:*

- **Title Bar —**

Stock Nbr	+ Add	⚙ Grid Options ▾

  Shows the name of the Process and the overall Results Grid buttons.

- **Column Header —**

| | | Stock Nbr ▲ | ▼ | Prev Stock Nbr | ▼ | Item Desc | ▼ | LIN/TAMCN ▲ | ▼ | Mgmt Cd | ▼ | Stock Item Cd | ▼ |

Shows the title of each column, along with the ability to sort and / or filter that column.

- **Individual Records —**

✎ Edit	✕ Delete	0004445552223...	NIKISKOTEST	A - Serial Number Managed	B - Part Nbr	ICCE	ICCE	G - Gen PP&E

Shows the rows of data in the Results Grid. The first few columns contain the buttons to work with each record, and the rest contain the data in that record.

Standard Buttons

Each Materiel Management process page has some basic buttons that are always the same. *Those include:*

Search Criteria

- **Search** Q Search —
  Searches the data within the process results grid.

- **Reset** ⟳ Reset —
  Erases the entered fields and starts over.

- **Scan CAC** Scan CAC —
  Opens the pop-up window containing the CAC field, ready for the scanned information.

Results Grid

- **Add** + Add —
  Creates a new record in the process results grid.

- **Import** Import —
  Adds bulk records to the process results grid.

- **Grid Options** Grid Options ▼ —
  Changes the way information appears in the Results Grid. See **Grid Options Overview** *for additional information.*

Individual Records

- **Edit** ✎ Edit —
  Revises a record in the process.

- **Delete** ✕ Delete —
  Erases a record in the process.

- **History** [🕐 History] —
  Opens the History pop-up window, and shows the past edits of the record in the process.

- **Labels** [▥ Labels] —
  Opens the Print Labels pop-up window, and prints the labels for that record in the process.

Related Topics

- [Welcome](#)
- [Contact Us](#)
- [DPAS Materiel Management Overview](#)
- [DPAS Materiel Management Navigation Grid Options Overview](#)
- [DPAS Materiel Management User Dashboard](#)
- [Using DPAS Help Overview](#)
- [Using DPAS Help Toolbar](#)
- [Using DPAS Help Topics](#)
- [Using DPAS Help Menus](#)

Defense Property Accountability System (DPAS) Materiel Management Module Grid Options

Overview

This page describes the features of the Grid Options within the Results Grid in the Materiel Management module:

- Clear Filters
- Columns
- Export
- My Queries

Navigation

DPAS Materiel Management Module > Any Process Page > Results Grid > Title Bar >

⚙ Grid Options ▼

| Stock Nbr | + Add | ⚙ Grid Options ▼ |

Grid Options

Select ⚙ Grid Options ▼ . The Grid Options drop-down menu appears:

⚙ Grid Options ▼
- ↻ Clear Filters
- ||| Columns ▸
- ↓ Export ▸
- ▼ My Queries

These options change the way information appears in the Results Grid. They include:

Clear Filters

Erases any filters used within the Results Grid columns.

⚙ Grid Options ▼
- ↻ Clear Filters
- ||| Columns ▸
- ↓ Export ▸
- ▼ My Queries
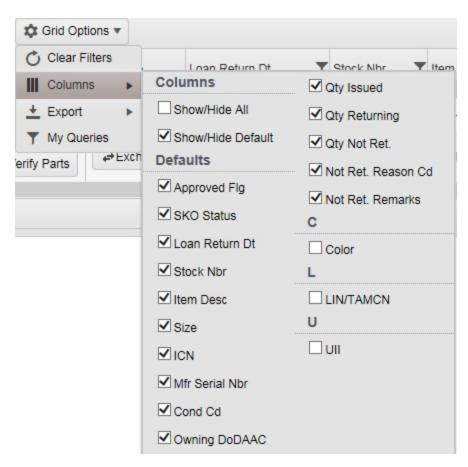
Columns

Changes what columns are viewed in the Results Grid.

Export

Saves the Results Grid in a different format.

The format choices are:

- **Excel** - editable spreadsheet

- **PDF** (Portable Document Format) - non-editable document

- **CSV** (Comma Separated Values) - editable text

My Queries

Reuses saved queries on the Results Grid.

Related Topics

- [Welcome](#)
- [Contact Us](#)
- [User Dashboard](#)
- [DPAS Materiel Management Overview](#)
- [DPAS Materiel Management Navigation](#)
- [Using DPAS Help Overview](#)
- [Using DPAS Help Toolbar](#)
- [Using DPAS Help Topics](#)
- [Using DPAS Help Menus](#)

LIN/TAMCN Overview

Overview

The Inventory Control Point / Materiel Management module Line Item Number (LIN) / Table of Authorized Materiel Control Number (TAMCN) process provides the ability to associate individual stock numbers into product family groups within a catalog. They are also used with authorizations and stocking levels.

Navigation

CATALOG MGMT > LIN/TAMCN > LIN/TAMCN page

Page Fields

The following fields display on the **LIN/TAMCN** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the LIN/TAMCN Search Results page.
526	Select "Reset" to clear the LIN/TAMCN Search Criteria.
527	Select "Grid Options" for additional actions to perform on the LIN/TAMCN data.
528	Select "Add" to create a new LIN/TAMCN record.
529	Select "Edit" to update the selected LIN/TAMCN record(s).
530	Select "Delete" to remove the selected LIN/TAMCN record(s).
531	Select "Attachments" to add or view an attached document to the selected LIN/TAMCN record(s).

Search Criteria

LIN/TAMCN

LIN/TAMCN Desc

Size Category

Status

LIN/TAMCN Results Grid

LIN/TAMCN

LIN/TAMCN Desc

Size Category

Status

Primary Attachment

Optional

Catalog Name Cd

Established By

Established Dt/Tm

Last Updated By

Last Transaction Dt/Tm

Program Id

Remarks

History Remarks
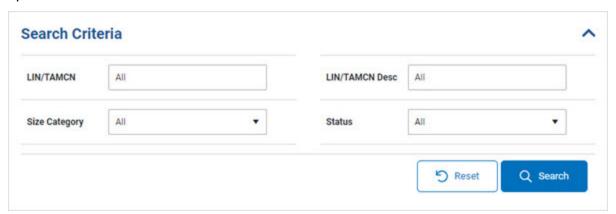
Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Search for a LIN/TAMCN Record
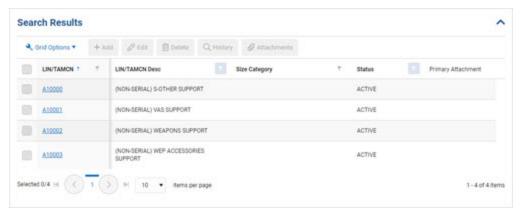
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [↺ Reset] *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:

- Enter the LIN/TAMCN, using i to assist with the entry. *This is a 10 alphanumeric character field.*

- Enter the LIN/TAMCN Desc, using 🛈 to assist with the entry. *This is a 64 alphanumeric character field.*

- Use ⌄ to select the Size Category.

- Use ⌄ to select the Status.

2. Select **Q Search**. *The Search Results appear.*

Add a LIN/TAMCN

Select **+ Add**. *The* ***Add a LIN/TAMCN*** *pop-up window appears.*

Update a LIN/TAMCN

1. Click ☐ to select the desired entry. *The LIN/TAMCN row is highlighted, and* **✏ Edit** *,* **🗑 Delete** *,* **Q History** *, and* **📎 Attachments** *become available.*

2. Select **✏ Edit**. *The* ***Update a LIN/TAMCN*** *pop-up window appears.*

Delete a LIN/TAMCN

1. Click ☐ to select the desired entry. *The LIN/TAMCN row is highlighted, and* **✏ Edit** *,* **🗑 Delete** *,* **Q History** *, and* **📎 Attachments** *become available.*

2. Select **🗑 Delete**. *The* ***Delete a LIN/TAMCN*** *pop-up window appears.*

View a LIN/TAMCN History

1. Click ☐ to select the desired entry. *The LIN/TAMCN row is highlighted, and* [✐ Edit] *,* [🗑 Delete] *,* [🔍 History] *, and* [📎 Attachments] *become available.*

2. Select [🔍 History]. *The* ***LIN/TAMCN History*** *pop-up window appears.*

Add an Attachment to a LIN/TAMCN

1. Click ☐ to select the desired entry. *The LIN/TAMCN row is highlighted, and* [✐ Edit] *,* [🗑 Delete] *,* [🔍 History] *, and* [📎 Attachments] *become available.*

2. Select [📎 Attachments]. *The* ***Add a LIN/TAMCN Attachment*** *pop-up window appears.*

View the Sᴛᴏᴄᴋ Nʙʀ Details

Select the LIN/TAMCN hyperlink. *The* ***Stock Nbr Details*** *pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a LIN/TAMCN
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN History
- Add an Attachment to a LIN/TAMCN Record
- View the LIN/TAMCN Stock Nbr Details

Add a LIN/TAMCN

Overview

The Line Item Number (LIN)/Table of Authorized Materiel Control Number (TAMCN) Add process provides the ability to create new LIN/TAMCN records.

Navigation

CATALOG MGMT > LIN/TAMCN > [+ Add] > Add LIN/TAMCN pop-up window

Page Fields

The following fields display on the **Add LIN/TAMCN** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

LIN/TAMCN Add

LIN/TAMCN *

LIN/TAMCN Desc *

Size Category

Status

Remarks

> Remarks
> History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips
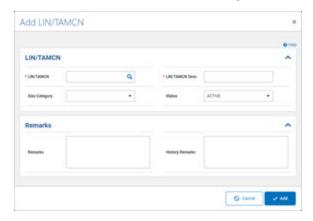
Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Add a LIN/TAMCN Record

*Selecting [⊘ Cancel] at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.*

1. Select [+ Add]. *The Add LIN/TAMCN pop-up window displays.*

2. Enter the LIN/TAMCN, or use [🔍] to browse for the entry. *This is a 10 alphanumeric character field.*

   [Line Item Number / Table of Authorized Material Control Number Browse help](#)

3. Enter the LIN/TAMCN DESC in the field provided. *This is a 250 alphanumeric character field.*

4. Use [⌄] to select the [Size Category](#).

5. Use [⌄] to select the [Status](#).

6. Select the Remarks [hyperlink](#). *The Remarks and History Remarks fields appear.*

   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

7. Select [✓ Add]. *The new LIN/TAMCN record is saved, and appears in the LIN/TAMCN results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alpha-	Invalid Characters Entered in the Remarks field.

numeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *LIN/TAMCN.* **13 — Mandatory Entry:** *LIN/TAMCN DESC.*	Missing Entry. Enter the appropriate information in the desired field.
2 — Invalid entry *LIN/TAMCN.*	Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.
463 — LIN/TAMCN already exists, cannot process an "Add".	Invalid Entry. Once a LIN/TAMCN is already created, it cannot be added again. Perform a search for the LIN/TAMCN first.
307 — DESC must be alphanumeric with supported special character(s) $, - , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- LIN/TAMCN Overview
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN History
- Add an Attachment to a LIN/TAMCN Record
- View the LIN/TAMCN Stock Nbr Details

Add Attachments to a LIN/TAMCN

Overview

The Line Item Number (LIN) / Table of Authorized Materiel Control Number (TAMCN) Add Attachments process provides the ability to attach documents to the LIN/TAMCN.

Navigation

CATALOG MGMT > LIN/TAMCN > [Q Search] > ☐ (desired record) > [🔗 Attachments]
> LIN/TAMCN Attachments pop-up window

Page Fields

The following fields display on the **LIN/TAMCN Attachments** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Add Attachments

Attachment Browse

Description

Procedures
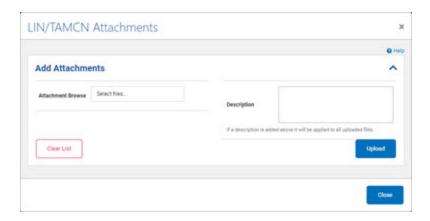
DPAS Navigation Helpful Tips

Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.
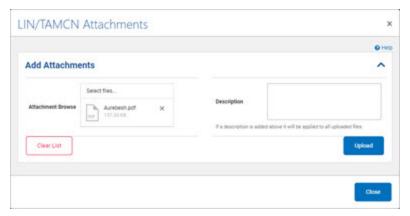
Attach a File to a LIN/TAMCN Record

Selecting [Close] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The LIN/TAMCN row is highlighted, and* [Q History] *and* [🔗 Attachments] *become available.*
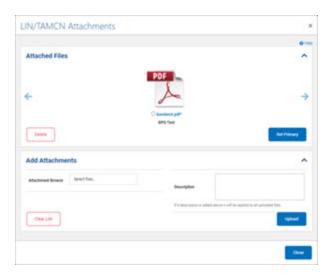
2. Select [🔗 Attachments]. *The* **LIN/TAMCN Attachments** *pop-up window appears.*

3. Select [Select files...]. *The Windows* **Choose File to Upload** *pop-up window appears.*

4. Choose the file to attach, and select it.

5. Select [Open]. *The* **Choose File to Upload** *pop-up window closes, and the thumbnail appears in the file list.*

6. Enter the Description in the field provided. *This is a 1024 alphanumeric character field, used for ALL the files.*

7. Select [Upload]. *The thumbnail appears in the top panel.*

8. Repeat Steps 3 - 7 to attach multiple documents.

9. Select ○ beneath the main attachment.

10. Select **Set Primary**. *The attachment is marked as the main attachment to the LIN/TAMCN.*

Remove an Attachment

A. Select ○ beneath the desired attachment.

B. Select **Delete**. *The attachment is removed permanently from the stock number.*

11. Select **Close**. *The **LIN/TAMCN Attachments** pop-up window closes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
349 — "Add Attachment" sup-	Invalid Entry. Only JPG, JPEG, GIF, and PDF files

ports only JPG, JPEG, GIF, and PDF files.	are supported, and no other file types are attach-able. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- [LIN/TAMCN Overview](#)
- [Add a LIN/TAMCN](#)
- [Update a LIN/TAMCN](#)
- [Delete a LIN/TAMCN](#)
- [View the LIN/TAMCN History](#)
- [View the LIN/TAMCN Stock Nbr Details](#)

Update a LIN/TAMCN

Overview

The Line Item Number (LIN)/Table of Authorized Materiel Control Number (TAMCN) Update process allows editing of LIN/TAMCN records.

Navigation

CATALOG MGMT > LIN/TAMCN > [Q Search] > ☐ (desired record) > [✎ Edit] > Edit LIN/TAMCN pop-up window

Page Fields

The following fields display on the **Edit LIN/TAMCN** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Edit LIN/TAMCN

LIN/TAMCN *

LIN/TAMCN Desc *

Size Category

Status *

Remarks

> Remarks
> History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips
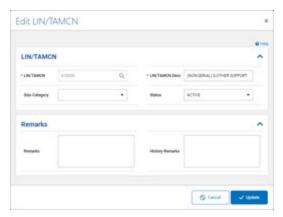
Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Update a LIN/TAMCN Record

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The LIN/TAMCN row is highlighted, and* [✎ Edit] *,*
   [🗑 Delete] *,* [🔍 History] *, and* [📎 Attachments] *become available.*

2. Select [✎ Edit]. *The **Edit LIN/TAMCN** pop-up window displays.*

3. *Verify the LIN/TAMCN.*

4. Update the LIN/TAMCN Desc, entering the revised description in the field provided. *This is a 250 alphanumeric character field.*

5. Update the Size Category, using [⌄] to select the desired category.

6. Update the Status, using [⌄] to select the desired state.

7. Select the Remarks panel. *The Remarks and History Remarks fields appear.*

   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

8. Select [✓ Update]. *The new LIN/TAMCN record is saved, and appears in the LIN/TAMCN results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

access.	
161 — Remarks must be alpha-numeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *LIN/TAMCN.*	
13 — Mandatory Entry: *LIN/TAMCN Desc.*	Missing Entry. Enter the appropriate information in the desired field.
2 — Invalid entry *LIN/TAMCN.*	Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.
307 — Desc must be alpha-numeric with supported special character(s) $, - , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alpha-numeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- LIN/TAMCN Overview
- Add a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN History
- Add an Attachment to a LIN/TAMCN Record
- View the LIN/TAMCN Stock Nbr Details

Delete a LIN/TAMCN

Overview

The Line Item Number (LIN)/Table of Authorized Materiel Control Number (TAMCN) Delete process allows removal of a LIN/TAMCN record.

Attention

A LIN/TAMCN **cannot** be deleted when:

- There are active Stock Number records utilizing that LIN/TAMCN
- There are active Authorization records utilizing that LIN/TAMCN
- There are active Master Issue Lists utilizing that LIN/TAMCN
- There are active Issue Line Item Records utilizing that LIN/TAMCN
- There are active Physical Inventory Records utilizing that LIN/TAMCN

Navigation

CATALOG MGMT > LIN/TAMCN > [Q Search] > ☐ (desired record) > [🗑 Delete] > Confirm Delete pop-up window

Page Fields

The following fields display on the **Confirm Delete** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Confirm Delete

History Remarks
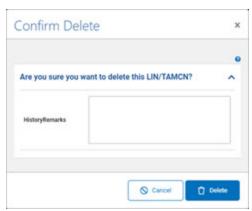
Procedure

DPAS Navigation Helpful Tips

Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Delete a LIN/TAMCN

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The LIN/TAMCN row is highlighted, and* [✎ Edit]*,*
[🗑 Delete]*,* [🔍 History]*, and* [📎 Attachments] *become available.*

2. Select [🗑 Delete]. *The* **Confirm Delete** *pop-up window appears.*

3. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

4. Select [🗑 Delete]. *The LIN/TAMCN row is removed from the the LIN/TAMCN results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
457 — Cannot delete, LIN/TAMCN is associated with stock number.	Invalid Deletion. Locate any Stock Numbers that are associated with this LIN/TAMCN. Either revise the Stock Number record, or revise the LIN/TAMCN record.
667 — LIN/TAMCN is asso-	Invalid Deletion. Locate any AUTH RECORD that is

ciated with AUTH RECORD(s); cannot delete.	associated with this LIN/TAMCN. Either revise the AUTH RECORD, or revise the LIN/TAMCN record.
xxxx - LIN/TAMCN cannot be deleted. Physical inventory selection record(s) exist for this LIN/TAMCN.	Invalid Deletion. Locate any Physical inventory selection record(s) that are associated with this LIN/TAMCN. Either revise the Physical inventory selection record(s), or revise the LIN/TAMCN record.

Related Topics

- LIN/TAMCN Overview
- Add a LIN/TAMCN
- Update a LIN/TAMCN
- View the LIN/TAMCN History
- Add an Attachment to a LIN/TAMCN Record
- View the LIN/TAMCN Stock Nbr Details

View the LIN/TAMCN History

Overview

The Line Item Number (LIN) / Table of Authorized Materiel Control Number (TAMCN) History process displays all of the previous transactions regarding a LIN/TAMCN Record.

Navigation

CATALOG MGMT > LIN/TAMCN > [Q Search] > ☐ (desired record) > [Q History]
> LIN/TAMCN History pop-up window

Page Fields

The following fields display on the **LIN/TAMCN History** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

LIN/TAMCN History Grid

LIN/TAMCN

LIN/TAMCN Desc

Operation

Last Transaction Dt/Tm

Last Updated By

Size Category

Optional

Established By

Established Dt/Tm

History Remarks

Program Id

Remarks

Status

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

View the LIN/TAMCN History

Selecting [Close] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The LIN/TAMCN row is highlighted, and* [✏ Edit] *,* [🗑 Delete] *,* [🔍 History] *, and* [📎 Attachments] *become available.*

2. Select [🔍 History]. *The* **LIN/TAMCN History** *pop-up window appears.*

   A. *Verify the LIN/TAMCN.*

   B. *Verify the LIN/TAMCN DESC.*

   C. *Verify the Operation.*

   D. *Verify the Last Transaction DT/TM.*

   E. *Verify the Last Updated By.*

   F. *Verify the Size Category.*

3. Select [Close]. *The* **LIN/TAMCN History** *pop-up window closes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

161 — Remarks must be alpha-numeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- LIN/TAMCN Overview
- Add a LIN/TAMCN
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- Add an Attachment to a LIN/TAMCN Record
- View the LIN/TAMCN Stock Nbr Details

View the LIN/TAMCN Sᴛᴏᴄᴋ Nʙʀ Details

Overview

The Line Item Number (LIN) / Table of Authorized Materiel Control Number (TAMCN) Stock Number Details process displays all of the stock numbers that make up a LIN/TAMCN Record.

Navigation

Cᴀᴛᴀʟᴏɢ Mɢᴍᴛ > LIN/TAMCN > [Q Search] > LIN/TAMCN hyperlink > Sᴛᴏᴄᴋ Nʙʀ Details pop-up window

Page Fields

The following fields display on the **Sᴛᴏᴄᴋ Nʙʀ Details** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

LIN/TAMCN Summary

LIN/TAMCN

LIN/TAMCN Desc

Search Results

Stock Nbr

Item Desc

Size

Color

Mgmt Cd

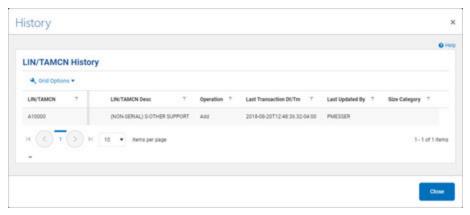Managing Shelf Life Cd

Procedures

DPAS Navigation Helpful Tips
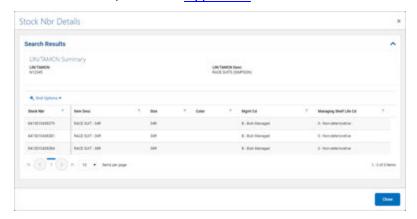
Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

View the LIN/TAMCN Details

Selecting [Close] *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the LIN/TAMCN hyperlink. *The STOCK NBR Details pop-up window appears.*

A. *Verify the LIN/TAMCN.*

B. *Verify the LIN/TAMCN DESC.*

C. *Verify the STOCK NBR.*

D. *Verify the ITEM DESC.*

E. *Verify the Size.*

F. *Verify the Color.*

G. *Verify the MGMT CD.*

H. *Verify the Managing Shelf Life CD.*

2. Select **Close** . *The STOCK NBR Details pop-up window closes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alpha-numeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- [LIN/TAMCN Overview](#)
- [Add a LIN/TAMCN](#)
- [Update a LIN/TAMCN](#)
- [Delete a LIN/TAMCN](#)
- [View the LIN/TAMCN History](#)
- [Add an Attachment to a LIN/TAMCN Record](#)

Stock Number Overview

Overview

The Inventory Control Point / Materiel Management module Stock Number process provides the ability to add, update, or delete a stock number record in the catalog.

Each Stock Number is unique to a specific catalog within each logistics program and can only be added once per catalog. The Stock Item is unique to the warehouse.

There are three types of stock numbers identified by the STOCK ITEM CD:

- **A - NSN** (National Stock Number)
  — from FEDLOG or TDMS or other DoD lists.
- **J - MCN** (Management Control Number)
  — created at the local level, when an NSN does not exist for that asset.
- **B - PART NBR** (Part Number)
  — created by either the manufacturer or the local level.

The Warehouse Management module interfaces with the DoD Federal Logistics Information Services (FLIS), and can interface with Enterprise Agency Catalogs (e.g., the United States Marine Corps Technical Data Management System - USMC TDMS). The FLIS allows the Warehouse Management module to access NSN data in the Federal Logistics Data (FEDLOG). The TDMS allows the Warehouse module to access NSN data in the Marine Corps standard catalog information.

The Line Item Number (LIN) / Table of Authorized Materiel Control Numbers (TAMCN) plays a key role in managing equipment. The LIN/TAMCN can be thought of as a Group ID. Stock numbers are grouped under one LIN/TAMCN. For example, when the Warehouse receives a LIN/TAMCN for equipment of various sizes, a Stock Number is assigned for each size.

> **Note**
>
> Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

Navigation

CATALOG MGMT > Stock Number > STOCK NBR page

Page Fields

The following fields display on the **STOCK NBR** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

525	Select "Search" to refresh the STOCK NBR Search Results page.
526	Select "Reset" to clear the STOCK NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the STOCK NBR data.
528	Select "Add" to create a new STOCK NBR record.
529	Select "Edit" to update the selected STOCK NBR record(s).
530	Select "Delete" to remove the selected STOCK NBR record(s).
531	Select "Attachments" to add or view an attached document to the selected STOCK NBR record(s).

Search Criteria Grid

Stock Nbr *i*

Item Desc *i*

LIN/TAMCN *i*

Stock Item Cd

Type Asset Cd

FSC *i*

Reportable Commodity Type

Mgmt Cd

Stock Number Grid Fields

Primary Attachment

Stock Nbr

Interface System Cd

Stock Item Cd

Item Desc

Mgmt Cd

LIN/TAMCN

FSC

CIIC

Type Asset Cd

Asset Category Cd

Shelf Life Cd

Security Commodity Type

[Reportable Commodity Type](#)

[Prev Stock Nbr](#)

[IT Device Cd](#)

[Accounting Req Cd](#)

[NIIN Sts Cd](#)

Optional

[Using Svc Cd](#)

[Established By](#)

[Established Dt/Tm](#)

[Last Updated By](#)

[Last Transaction Dt/Tm](#)

[Program Id](#)

[Remarks](#)

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).

Search for a Stock Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳ Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:

- Use **𝒊** or [🔍] to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help

View a List of Substitute Stock Numbers

1. Use [🔍] to browse for the STOCK NBR entry. *The **Stock Number Browse** pop-up window displays.*

2. Select the STOCK NBR hyperlink of the desired asset. *The **Substitute Stock Number Browse** pop-up window displays.*

3. Select the hyperlink next to the desired substitute asset. *The Substitute Stock Number appears in the STOCK NBR field.*

- Enter the ITEM DESC, using **𝒊** to assist with the entry. *This is a 256 alphanumeric character field.*

- Use **𝒊** or [🔍] to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

  Line Item Number / Table of Authorized Material Control Number Browse help

- Use ▾ to select the Stock Item Cd.
- Use ▾ to select the Type Asset Cd.
- Enter the FSC, using 🛈 to assist with the entry. *This is a 4 alphanumeric character field.*
- Use ▾ to select the Reportable Commodity Type.
- Use ▾ to select the Mgmt Cd.

2. Select **Q Search**. *The results display in the Search Results grid.*

Add a Stock Number

Select **+ Add**. *The **Add a Stock Number** page appears.*

Update a Stock Number
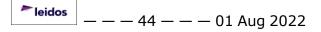
1. Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* **✐ Edit**, **✕ Delete**, **⬭ Attachments**, *and* **↻ Realign** *become available.*

2. Select **✐ Edit**. *The **Update a Stock Number** page appears.*

Delete a Stock Number

1. Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* **✐ Edit**, **✕ Delete**, **⬭ Attachments**, *and* **↻ Realign** *become available.*

2. Select **✕ Delete**. *The **Delete a Stock Number** pop-up window appears.*

Attach a Document to a Stock Number

1. Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* **✐ Edit**, **✕ Delete**, **⬭ Attachments**, *and* **↻ Realign** *become available.*

2. Select **🧷 Attach...**. *The **Add Attachments to a Stock Number** pop-up window appears.*

Realign an External Catalog Stock Number

1. Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* [🖉 Edit] *,* [✕ Delete] *,* [📎 Attachments] *, and* [🔄 Realign] *become available.*

2. Select [🔄 Realign] *. The* ***External Catalog Realignment*** *pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Stock Number
- Update a Stock Number
- Delete a Stock Number
- Add an Attachment to a Stock Number
- Realign a Stock Number
- Stock Item Overview
- Substitute Stock Number Overview
- LIN/TAMCN Overview

Add a Stock Number

Overview

The Stock Number Add process provides the ability to create a new stock number in the catalog.

> **Helpful Tip**
>
> Each Stock Number is unique to a specific catalog within each logistics program. A Stock Number can only be cataloged one time for each Site Catalog Name.

There are two tabs on the page to create a new stock number record. The tabs are:

1. **DPAS**
   — application specific information, which includes:

   - **Catalog Source**
     — where the number assigned comes from within the Federal government

   - **General**
     — additional details regarding the asset

   - **Add / Edit Remarks**
     — text fields for additional information regarding the asset

2. **Warehouse**
   — location specific information, which includes:

   - **Warehouse**
     — location details for the asset

   - **QC Inspection**
     — inspection type details for the asset

   - **Condition Code**
     — additional elements used to classify materiel for degree of serviceability, condition, and completeness of the item

> **Note**
>
> Some search fields provide **Intellisense** i , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic i preceding the field name.

Navigation

CATALOG MGMT > Stock Number > [+ Add] > Add STOCK NBR pop-up window

Page Fields

The following fields display on the **Add STOCK NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the STOCK NBR Search Results page.
526	Select "Reset" to clear the STOCK NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the STOCK NBR data.
528	Select "Add" to create a new STOCK NBR record.
529	Select "Edit" to update the selected STOCK NBR record(s).
530	Select "Delete" to remove the selected STOCK NBR record(s).
531	Select "Attachments" to add or view an attached document to the selected STOCK NBR record(s).

Catalog Source Panel

Stock Item Type *

Catalog Source *

Stock Number *

Item Desc *

FSC *

NCB Cd * (For MCN Only)

Item Nbr * (For MCN Only)

Sequence Nbr

General Panel

Prev Stock Nbr

Security Commodity Type *

Reportable Commodity Type *

Catalog Item Desc

Gender

Color

Size

LIN/TAMCN

NIIN

NIIN Sts Cd

Type Asset Cd *

Asset Category Cd *

AAC

Mgmt Cd *

UII Rqd?

UI *

Unit Price *

Qty per Unit Pack

Stocking UI *

UI Conversion Factor *

Stocking UI Price

Util Svc Life

Util Measure Cd

Managing Service Life in Months

Managing Shelf Life Cd *

Fdcry Deprn Mthd Cd *

Yr Svc Life *

Shelf Life Type

Expiration SLC (Mos)

CMC

LCC *

Chapter

Sply Cat Mat Cd

Mat Cat Cd

DODIC

ARC *

IT Device Cd

Dmil Cd *

CIIC *

CIC

Class Cd

Reportable Cd *

Recover Cd *

- [Precious Mtl Cd](#) *
- [Haz Mat Cd](#) *
- [ADPE ID Cd](#) *
- [Source of Supply RIC](#)
- [UIT Dsg](#)
- [Length (In)](#)
- [Width (In)](#)
- [Height (In)](#)
- [Unit Cube (Ft)](#)
- [Unit Weight (Lbs)](#)
- [Freight Description](#)

Add Edit Remarks Panel

- [Remarks](#)
- [History Remarks](#)

Warehouse Panel

- [Storage Requirement Cd](#) *
- [Temperature Controlled Cd](#)
- [Replenishment Start Dt](#)
- [Replenishment Stop Dt](#)
- [Stores Account Code](#)
- [ERRC Designator](#)
- [Secondary Serial Nbr Rqd?](#)
- [CAGE Rqd?](#)
- [Mfr Contract Rqd?](#)
- [Mfr Lot Rqd?](#)
- [Mfr Dt Rqd?](#)
- [SKO Stock Nbr?](#)
- [Returnable?](#)
- [Consumable?](#)
- [Expiration Dt?](#)
- [Meter Rqd?](#)
- [Hazardous?](#)
- [Radiation?](#)
- [Dehumidified?](#)
- [Launderable?](#)

QC/Inspection Panel

[Inspection Type Name](#)

[Inspection Action](#)

[Inspection Dates Required](#)

When Checked:

> [Active](#)
>
> [Use For Issued](#)
>
> [Schedule](#)
>
> [Default Interval](#)
>
> [Interval Unit](#)
>
> [Default Notification Window (Days)](#)

[Downgrade to Cond Cd](#)
[Inspection Interval Type](#)

Event Based Triggers

> [Received](#)
>
> [Returned](#)

Stock Number Inspections Grid

> [Inspection Type](#)
>
> [Inspection Action](#)
>
> [Inspection Schedule](#)
>
> [Active?](#)
>
> [Inspection Dates Required](#)
>
> [Interval](#)
>
> [Interval Unit](#)
>
> [Compliance Date](#)
>
> [Rescind Date](#)
>
> [Auto Creation Win in Days](#)
>
> [Use For Issued](#)
>
> [Downgrade To Cond Cd](#)
>
> [Event Triggers](#)

Condition Code Valuations

Displays only when Type Asset Cd is "O — Operating Materiel & Supplies"

[Svcbl (w/o Qual)](#)

Svcbl (With Qual)

Svcbl (Pri Issue)

Svcbl (Test/Mod)

Unsvcbl (Lim Rstr)

Unsvcbl (Repbl)

Unsvcbl (Incomp)

Unsvcbl (Condemned)

Suspndd (in Stk)

Suspndd (Returns)

Suspndd (Litigation)

Suspndd (in Work)

Suspndd (Ammo Emer)

Unsvcbl (Reclam)

Suspndd (Qual Def)

Suspndd (Reclam-Cond)

Unsvcbl (Scrap)

Svcbl (Ammo Train)

Unsvcbl (Waste Munition)

(*) Asterisk identifies mandatory fields.

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Add a Stock Number

Selecting [🚫 Cancel] *at any point of this procedure removes all revisions and closes the page. Selecting* [‹ Back] *retains the information and returns to the previous page.* **Bold** *numbered steps are required.*

1. Select [+ Add]. *The* **Add Stock Nbr** *pop-up window appears, open to the DPAS tab.*
2. Complete the Catalog Source panel.

A. Use ⏷ to select the Stock Item Type.
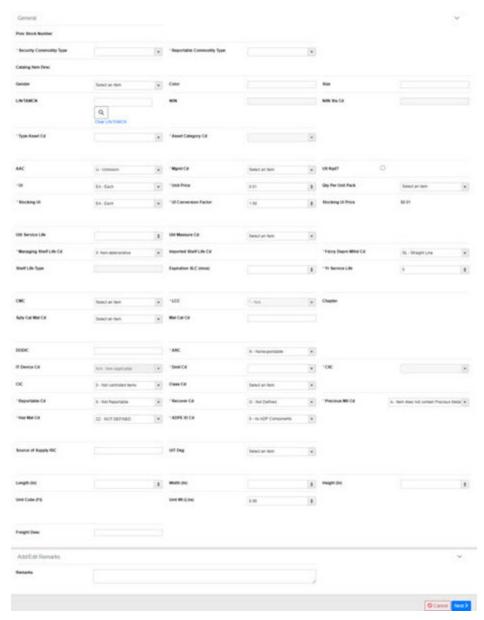
B. Use ⏷ to select the Catalog Source.

C. Enter the STOCK NBR, or use 🔍 to assist with the entry. *This is a 15 alphanumeric character field.*

> Stock Number Browse help

D. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

E. Enter the FSC, using 𝒊 to assist with the entry. *This is a 4 numeric character field.*

F. Use ⏷ to select the NCB Cd. *Mandatory For MCN Only*

G. Enter the ITEM NBR in the field provided. *This is a 3 alphanumeric character field, and Mandatory For MCN Only.*

H. Enter the Sequence NBR in the field provided. *This is a 25 numeric character field.*

I. Select Next > . *The **General** and **Add / Edit Remarks** panels appear.*

a. *The PREV STOCK NBR automatically populates and is not editable.*

b. Use [▼] to select the Security Commodity Type.

c. Use [▼] to select the Reportable Commodity Type.

d. *The Catalog ITEM DESC automatically populates and is not editable.*

e. Use [▼] to select the Gender.

f. Enter the Color in the field provided. *This is a 15 alphanumeric character field.*

g. Enter the Size the field provided. *This is a 15 alphanumeric character field.*

h. Enter the LIN/TAMCN, or use [🔍] to assist with the entry. *This is a 10 alpha-numeric character field.*

    [Line Item Number / Table of Authorized Material Control Number Browse help](#)

i. *The NIIN automatically populates and is not editable.*

j. *The NIIN Sᴛꜱ Cᴅ automatically populates and is not editable.*

k. Use [▾] to select the [Type Asset Cd](#).

l. Use [▾] to select the [Asset Category Cd](#).

m. Use [▾] to select the [AAC](#).

n. Use [▾] to select the [Mgmt Cd](#).

o. Click [☐] to select the UII Rꞯᴅ?. *This changes the UII field to required.*

p. Use [▾] to select the [UI](#).

q. Use [⇕] to choose the Unit Price.

r. Use [▾] to select the [Qty per Unit Pack](#).

s. Use [▾] to select the [Stocking UI](#).

t. Use [⇕] to choose the UI Conversion Factor.

u. *The Sᴛᴏᴄᴋɪɴɢ UI Price automatically populates and is not editable.*

v. Use [⇕] to choose the Uᴛɪʟ Sᴇʀᴠɪᴄᴇ Lɪꜰᴇ.

w. Use [▾] to select the [Util Measure Cd](#).

x. Use [▾] to select the [Managing Shelf Life Cd](#).

y. Use [▾] to select the [Fdcry Deprn Mthd Cd](#).

z. Use [⇕] to choose the Yʀ Sᴠᴄ Lɪꜰᴇ.

aa. *The Shelf Life Type automatically populates and is not editable.*

ab. Use [⇕] to choose the Expiration SLC (mos).

ac. Use [▾] to select the [CMC](#).

ad. Use [▾] to select the [LCC](#).

ae. *The Chapter automatically populates and is not editable.*

af. Use [▾] to select the [Sply Cat Mat Cd](#).

ag. Enter the MAT CAT CD in the field provided. *This is a 5 alphanumeric character field.*

ah. Enter the DODIC in the field provided. *This is a 4 alphanumeric character field.*

ai. Use ▼ to select the ARC.

aj. Use ▼ to select the IT Device Cd.

ak. Use ▼ to select the Dmil Cd.

al. Use ▼ to select the CIIC. *This field is accessible only after a DMIL CD is chosen.*

am. Use ▼ to select the CIC.

an. Use ▼ to select the Class Cd.

ao. Use ▼ to select the Reportable Cd.

ap. Use ▼ to select the Recover Cd.

aq. Use ▼ to select the Precious Mtl Cd.

ar. Use ▼ to select the Haz Mat Cd.

as. Use ▼ to select the ADPE ID Cd.

at. Enter the Source of Supply RIC in the field provided. *This is a 3 alphanumeric character field.*

au. Use ▼ to select the UIT Dsg.

av. Use ⬍ to choose the Length (In).

aw. Use ⬍ to choose the Width (In).

ax. Use ⬍ to choose the Height (In).

ay. *The Unit Pack Cube (Ft) field automatically calculates once the previous four fields are populated.*

az. Use ⬍ to choose the Unit Pack Weight (Lbs).

ba. Enter the Freight DESC in the field provided. *This is a 1024 alphanumeric character field.*

bb. Complete the **Add/Edit Remarks** panel.

1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

bc. Select [Next >]. *The **Warehouse** and **QC Inspection** panels appear.*

1. Use [▼] to select the Storage Requirement Cd.

2. Use [▼] to select the Temperature Controlled Cd.

3. Use [icon] to select the Replenishment Sᴛᴀʀᴛ Dᴛ, or enter the date (MM/DD/YYYY) in the field provided.

4. Use [icon] to select the Replenishment Stop Dᴛ, or enter the date (MM/DD/YYYY) in the field provided.

5. Use [icon] to select the [Stores Account Code](#).

6. Use [icon] to select the [ERRC Designator](#).

7. Click ☐ to select the Secondary Sᴇʀɪᴀʟ Nʙʀ Rǫᴅ?. *This includes it with the Stock Number.*

8. Click ☐ to select the CAGE Rǫᴅ?. *This includes it with the Stock Number.*

9. Click ☐ to select the Mғʀ Cᴏɴᴛʀᴀᴄᴛ Rǫᴅ?. *This includes it with the Stock Number.*

10. Click ☐ to select the Mғʀ Lᴏᴛ Rǫᴅ?. *This includes it with the Stock Number.*

11. Click ☐ to select the Mғʀ Dᴀᴛᴇ Rǫᴅ?. *This includes it with the Stock Number.*

12. Click ☐ to select the SKO Sᴛᴏᴄᴋ Nʙʀ?. *This includes it with the Stock Number.*

13. Click ☐ to select the Returnable?. *This includes it with the Stock Number.*

14. Click ☐ to select the Consumable?. *This includes it with the Stock Number.*

15. Click ☐ to select the Exᴘɪʀᴀᴛɪᴏɴ Dᴛ?. *This includes it with the Stock Number.*

16. Click ☐ to select the Meter Rǫᴅ?. *This includes it with the Stock Number.*

17. Click ☐ to select the Hazardous?. *This includes it with the Stock Number.*

18. Click ☐ to select the Radiation?. *This includes it with the Stock Number.*

19. Click ☐ to select the Dehumidified?. *This includes it with the Stock Number.*

20. Click ☐ to select the Launderable?. *This includes it with the Stock Number.*

21. Complete the **QC/Inspection** panel.

   Add an Inspection

   A. Use [icon] to select the [Inspection Type Name](#).

   B. *The Inspection Action field automatically populates and is not editable.*

      a. Click ☐ to select Inspection Dates Required. *The panel expands.*

         1. Click ☐ to select the Active schedule(s). *The schedule is required for that inspection.*

— — Add a Stock Number — —

    2. Select ⊙ Use For Issued. *The schedule is required for issued assets.*

    3. *The Schedule automatically populates and is not editable.*

    4. Use ⬍ to choose the Default Interval.

    5. Use ⬍ to choose the Interval Unit.

    6. Use ⬍ to choose the Default Notification Window (Days).

  b. *The Downgrade To Cond Cd automatically populates and is not editable.*

  c. *The Inspection Interval Type automatically populates and is not editable.*

  d. Complete the **Event Based Triggers** panel.

    1. Click ☐ to select Received. *The inspection is required when the asset is received.*

    2. Click ☐ to select Returned. *The inspection is required when the asset is returned.*

C. Select ⬇ Add to grid . *The Inspection appears in the Stock Number Inspections grid.*

Delete an Inspection

A. Click ☐ to select the inspection entry.

B. Select ✕ Delete . *The three scheduled inspection rows are deleted.*

22. Complete the **Condition Cd** panel.

Displays only when Type Asset Cd is "O — Operating Materiel & Supplies"

> **Helpful Tip**
>
> 💡 Percentage and Dollar values are an "Either / Or" choice; having an entry in one column clears the other column.
> The default setting is Condition "A" at 100% (disabling the Dollar amount).

A. Use ⬍ to choose the Svcbl (w/o Qual).

B. Use ⬍ to choose the Svcbl (With Qual).

C. Use ⬍ to choose the Svcbl (Pri Issue).

D. Use ⬍ to choose the Svcbl (Test/Mod).

E. Use ⬍ to choose the UNSVCBL (LIM RSTR).

F. Use ⬍ to choose the UNSVCBL (REPBL).

G. Use ⬍ to choose the UNSVCBL (INCOMP).

H. Use ⬍ to choose the UNSVCBL (CONDEMNED).

I. Use ⬍ to choose the SUSPNDD (IN STK).

J. Use ⬍ to choose the SUSPNDD (RETURNS).

K. Use ⬍ to choose the SUSPNDD (LITIGATION).

L. Use ⬍ to choose the SUSPNDD (IN WORK).

M. Use ⬍ to choose the SUSPNDD (AMMO EMER).

N. Use ⬍ to choose the UNSVCBL (RECLAM).

O. Use ⬍ to choose the SUSPNDD (QUAL DEF).

P. Use ⬍ to choose the SUSPNDD (RECLAM-COND).

Q. Use ⬍ to choose the UNSVCBL (SCRAP).

R. Use ⬍ to choose the SVCBL (AMMO TRAIN).

S. Use ⬍ to choose the UNSVCBL (WASTE MUNITION).

23. Select **Finish ✓**. *The new Stock Number appears in the Search Results grid in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alpha-numeric with supported special character(s) $, — , /, #, &,	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma,

comma, period, and space.

period, and space. Special characters like ! or @ are prohibited.

13 — Mandatory Entry: STOCK **N**BR**.**

13 — Mandatory Entry: ITEM **D**ESC**.**

13 — Mandatory Entry: FSC.

13 — Mandatory Entry: STOCK **I**TEM **C**D**.**

13 — Mandatory Entry: TYPE **A**SSET **C**D**.**

13 — Mandatory Entry: MGMT **C**D**.**

13 — Mandatory Entry: Security Commodity Type.

Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: Reportable Commodity Type.

13 — Mandatory Entry: ACC.

13 — Mandatory Entry: Unit Pack Price.

13 — Mandatory Entry: Managing Shelf Life Cd.

13 — Mandatory Entry: DMIL **C**D**.**

13 — Mandatory Entry: CIIC.

13 — Mandatory Entry: Storage Requirement Cd.

13 — Mandatory Entry: UTIL **S**VC **L**IFE **when U**TIL **M**EASURE **C**D **is provided..**

Missing Entry. If either UTIL SVC LIFE or UTIL MEASURE CD is entered, the other is mandatory.

13 — Mandatory Entry: UTIL **M**EASURE **C**D **when U**TIL **S**VC **L**IFE **is provided..**

92 — Entry must be numeric: *Unit Price*.

92 — Entry must be numeric: *Yʀ Sᴠᴄ Lɪꜰᴇ*.

92 — Entry must be numeric: *Uᴛɪʟ Sᴠᴄ Lɪꜰᴇ*.

92 — Entry must be numeric: *Length*.

Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.

92 — Entry must be numeric: *Width*.

92 — Entry must be numeric: *Height*.

92 — Entry must be numeric: *Unit Weight*.

92 — Entry must be numeric: *Unit Cube*.

44 — Input date must be <= system date.

Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.

18 — Date format should be MM/DD/YYYY with valid month/day combination.

Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

676 — Entry must be alpha-numeric.

Invalid Entry. The characters entered in the field include prohibited special characters. Enter alpha-numeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

487 — LIN/TAMCN record must be established.

Invalid Entry. LIN/TAMCN [🔍] displays the Line Item Number/ Table of Authorized Materiel Control Number (LIN/TAMCN established to provide another identifying number for a generic class of assets. Verify the LIN/TAMCN exists.

488 — Tʏᴘᴇ Dsɢ record(s) must be established prior to generating Intangible record.

Invalid Entry. The Intangible record cannot be established until the Tʏᴘᴇ Dsɢ record exists. Enter the Type Designation record(s) again.

xxxx — Stock Nbr already exists.	Invalid Entry. First Search for the Stock Number, using 𝒊 to assist with the entry. If it is not found, enter the number again.
253 — MCN Serial Nbr for Item Nbr has reached a value of 9999. Establish new Item Nbr.	Invalid Entry. The Item Nbr has reached the limit for that series. Enter a new Item Nbr.
295 — First position must be alpha; positions 2 - 3 must be numeric.	Invalid Entry. The Item Nbr field is not in the correct format. Enter a total of 3 characters in the correct format, where the **1st character** must be a **letter**, and the **2nd** and **3rd** must be **numbers**.

Related Topics

- Stock Number Overview
- Update a Stock Number
- Delete a Stock Number
- Add an Attachment to a Stock Number
- Realign a Stock Number

Update a Stock Number

Overview

The Stock Number Update process allows editing a stock number in the catalog.

> **Attention**
>
> ⚠️ **FEDLOG** generated data is not editable during the Update process.

There are two tabs on the page to update a stock number record. The tabs are:

1. **DPAS**
   — application specific information, which includes:

   - **Catalog Source**
     — where the number assigned comes from within the Federal government

   - **General**
     — additional details regarding the asset

   - **Add / Edit Remarks**
     — text fields for additional information regarding the asset

2. **Warehouse**
   — location specific information, which includes:

   - **Warehouse**
     — location details for the asset

   - **QC Inspection**
     — inspection type details for the asset

   - **Condition Code**
     — additional elements used to classify materiel for degree of serviceability, condition, and completeness of the item

> **Note**
>
> ❓ Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

Navigation

CATALOG MGMT > Stock Number > [🔍 Search] > ☐ (desired record) > [✏️ Edit] > Modify STOCK NBR pop-up window

Page Fields

The following fields display on the **Modify Stock Nbr** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the Stock Nbr Search Results page.
526	Select "Reset" to clear the Stock Nbr Search Criteria.
527	Select "Grid Options" for additional actions to perform on the Stock Nbr data.
528	Select "Add" to create a new Stock Nbr record.
529	Select "Edit" to update the selected Stock Nbr record(s).
530	Select "Delete" to remove the selected Stock Nbr record(s).
531	Select "Attachments" to add or view an attached document to the selected Stock Nbr record(s).

Catalog Source Panel

Stock Item Type *

Catalog Source *

Stock Number *

Item Desc *

FSC 𝒊 *

NCB Cd

Item Nbr

Sequence Nbr

General Panel

Prev Stock Nbr

Security Commodity Type *

Reportable Commodity Type *

Catalog Item Desc

UII Rqd?

Gender

Color

Size

LIN/TAMCN

NIIN

NIIN Sts Cd

Type Asset Cd *

Asset Category Cd *

AAC

Mgmt Cd *

UI *

Unit Price *

Qty per Unit Pack

Stocking UI *

UI Conversion Factor *

Stocking UI Price

Util Service Life

Util Measure Cd

Managing Shelf Life Cd *

Fdcry Deprn Mthd Cd *

Yr Svc Life *

Shelf Life Type

Expiration SLC (Mos)

CMC

LCC *

Chapter

Sply Cat Mat Cd

Mat Cat Cd

DODIC

ARC *

IT Device Cd

Dmil Cd *

CIIC *

CIC

Class Cd

Reportable Cd *

Recover Cd *

Precious Mtl Cd *

Haz Mat Cd *

ADPE ID Cd *

Source of Supply RIC

UIT Dsg

Length (In)

Width (In)

Height (In)

Unit Cube (Ft)

Unit Weight (Lbs)

Freight Desc

Add Edit Remarks Panel

Remarks

History Remarks

Warehouse Panel

Storage Requirement Cd *

Temperature Controlled Cd *

Replenishment Start Dt

Replenishment Stop Dt

Stores Account Code

ERRC Designator

Secondary Serial Nbr Rqd?

CAGE Rqd?

Mfr Contract Rqd?

Mfr Lot Rqd?

Mfr Dt Rqd?

SKO Stock Nbr?

Returnable?

Consumable?

Expiration Dt?

Meter Rqd?

Hazardous?

Radiation?

Dehumidified?

Launderable?

QC/Inspection Panel

[Inspection Type Name](#)

[Inspection Action](#)

[Inspection Dates Required](#)

When Checked:

[Active](#)

[Use For Issued](#)

[Schedule](#)

[Default Interval](#)

[Interval Unit](#)

[Default Notification Window (Days)](#)

[Downgrade to Cond Cd](#)
[Inspection Interval Type](#)

Event Based Triggers

[Received](#)

[Returned](#)

Stock Number Inspections Grid

[Inspection Type](#)

[Inspection Action](#)

[Inspection Schedule](#)

[Active?](#)

[Inspection Dates Required](#)

[Interval](#)

[Interval Unit](#)

[Compliance Date](#)

[Rescind Date](#)

[Auto Creation Win in Days](#)

[Use For Issued](#)

[Downgrade To Cond Cd](#)

[Event Triggers](#)

Condition Code Valuations

Displays only when TYPE ASSET CD is "O — Operating Materiel & Supplies"

[Svcbl (w/o Qual)](#)

Svcbl (With Qual)

Svcbl (Pri Issue)

Svcbl (Test/Mod)

Unsvcbl (Lim Rstr)

Unsvcbl (Repbl)

Unsvcbl (Incomp)

Unsvcbl (Condemned)

Suspndd (in Stk)

Suspndd (Returns)

Suspndd (Litigation)

Suspndd (in Work)

Suspndd (Ammo Emer)

Unsvcbl (Reclam)

Suspndd (Qual Def)

Suspndd (Reclam-Cond)

Unsvcbl (Scrap)

Svcbl (Ammo Train)

Unsvcbl (Waste Munition)

(*) Asterisk identifies mandatory fields.

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Update a Stock Number

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page. Selecting* [< Back] *retains the information and returns to the previous page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* [✎ Edit] *,* [✕ Delete] *,* [⊘ Attachments] *, and* [⟳ Realign] *become available.*

2. Select [✎ Edit]. *The* **Modify STOCK NBR** *pop-up window appears, open to the General panel.*

A. *Scroll up to view the Catalog Source panel.*

Catalog Source				
* Stock Item Type	A - NSN ▾	* Catalog Source	FLIS ▾	* Stock Number — 1005000107582 🔍
* Item Desc	CHUTE ASSEMBLY	* *i* FSC	1005 - Guns, thro	
NCB Cd	▾	Item Nbr		Sequence Nbr

   a. *Verify the Stock Item Type.*

   b. *Verify the Catalog Source.*

   c. *Verify the STOCK NBR.*

   d. *Verify the ITEM DESC.*

   e. *Verify the FSC.*

   f. *Verify the NCB Cd.*

   g. *Verify the ITEM NBR.*

   h. *Verify the Sequence NBR.*

B. *Verify the PREV STOCK NBR.*

C. Update the [Security Commodity Type](#), using ▼ to select the desired type.

D. Update the [Reportable Commodity Type](#), using ▼ to select the desired type.

E. *Verify the Catalog ITEM DESC.*

F. Verify the UII RQD? contains the appropriate ☐ or ☑. *This determines if the UII field is required.*

G. Update the [Gender](#), using ▼ to select the desired value.

H. Update the Color, entering the revised shade in the field provided. *This is a 15 alpha-numeric character field.*

I. Update the Size, entering the revised value in the field provided. *This is a 15 alphanumeric character field.*

J. Update the LIN/TAMCN, using [🔍] to browse for the revised identifier. *This is a 10 alpha-numeric character field.*

 [Line Item Number / Table of Authorized Material Control Number Browse help](#)

K. *Verify the NIIN.*

L. *Verify the NIIN Sts Cd.*

M. *Verify the Type Asset Cd.*

N. *Verify the Asset Category Cd.*

O. Update the [AAC](#), using [▾] to select the desired code.

P. Update the [Mgmt Cd](#), using [▾] to select the desired code.

Q. *Verify the UI.*

R. *Verify the Unit Price.*

S. *Verify the Qty per Unit Pack.*

T. Update the [Stocking UI](#), using [▾] to select the desired unit.

U. *Verify the UI Conversion Factor.*

V. *Verify the Stocking UI Price.*

W. Update the Util Service Life, using [⇅] to choose the revised amount.

X. Update the [Util Measure Cd](#), using [▾] to select the desired code.

Y. *Verify the Managing Shelf Life Cd.*

Z. Update the [Fdcry Deprn Mthd Cd](#), using [▾] to select the desired code.

AA. Update the Yr Svc Life, using [⇅] to choose the revised amount.

AB. *Verify the Shelf Life Type.*

AC. Update the Expiration SLC (mos), using [⇅] to choose the revised amount.

AD. Update the [CMC](#), using [▾] to select the desired code.

AE. Update the [LCC](#), using [▾] to select the desired code.

AF. *Verify the Chapter.*

AG. Update the [Sply Cat Mat Cd](#), using [▾] to select the desired code.

AH. Update the Mat Cat Cd, entering the revised code in the field provided. *This is a 5 alpha-numeric character field.*

AI. Update the DoDIC, entering the revised code in the field provided. *This is a 4 alpha-numeric character field.*

AJ. *Verify the ARC.*

AK. *Verify the IT Device Cd.*

AL. *Verify the Dmil Cd.*

AM. *Verify the CIIC.*

AN. *Verify the CIC.*

AO. Update the Class Cd, using [▼] to select the desired code.

AP. *Verify the Reportable Cd.*

AQ. *Verify the Recover Cd.*

AR. *Verify the Precious Mtl Cd.*

AS. *Verify the Haz Mat Cd.*

AT. *Verify the ADPE ID Cd.*

AU. *Verify the Source of Supply RIC.*

AV. Update the UIT Dsg, using [▼] to select the desired code.

AW. Update the Length (In), using [⇕] to choose the revised amount.

AX. Update the Width (In), using [⇕] to choose the revised amount.

AY. Update the Height (In), using [⇕] to choose the revised amount.

AZ. *Verify the Unit Pack Cube (Ft).*

BA. *Verify the Unit Pack Weight (Lbs).*

BB. Update the Freight Desc, entering the revised description in the field provided. *This is a 1024 alphanumeric character field.*

BC. Complete the **Add/Edit Remarks** panel.

    a. Update the Remarks, entering the revised explanation in the field provided. *This is a 1024 alphanumeric character field.*

    b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

BD.
Select [Finish ✔] to complete updating the stock number. *The **Modify Stock Nbr** pop-up window closes, and the revised stock number is at the top of the Search Results grid, highlighted in green.*

OR
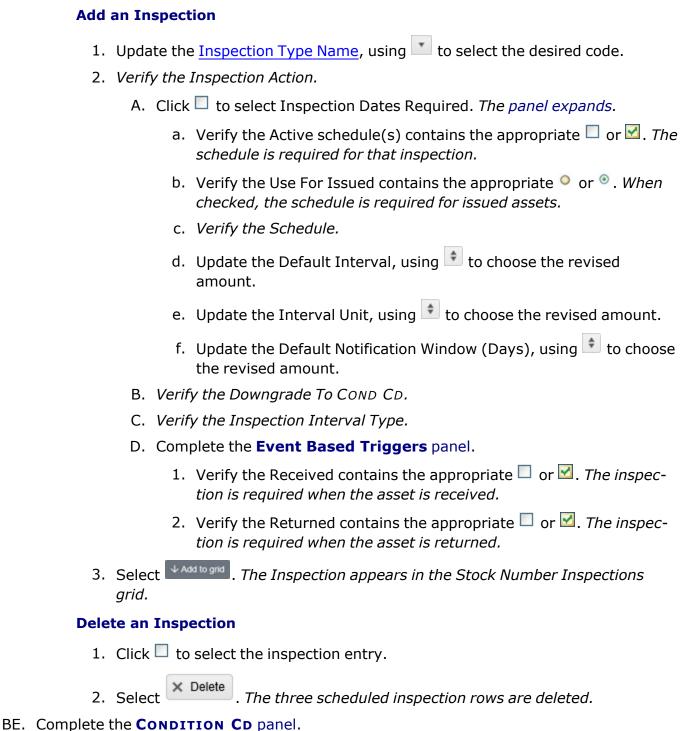
Select [Next ❯]. *The **Warehouse** and **QC Inspection** panels appear.*

a. Update the Storage Requirement Cd, using [▼] to select the desired code.

b. *Verify the Temperature Controlled Cᴅ.*

c. Update the Replenishment Sᴛᴀʀᴛ Dᴛ, using [📅] or entering the date (MM/DD/YYYY) in the field provided.

d. Update the Replenishment Stop DT, using ⬛ or entering the date (MM/DD/YYYY) in the field provided.

e. *Verify the Stores Account Code.*

f. Update the ERRC Designator, using ▾ to select the desired code.

g. Verify the Secondary SERIAL NBR RQD? contains the appropriate ☐ or ☑. *This includes it with the Stock Number.*

h. Verify the CAGE RQD? contains the appropriate ☐ or ☑. *This includes it with the Stock Number.*

i. Verify the MFR CONTRACT RQD? contains the appropriate ☐ or ☑. *This includes it with the Stock Number.*

j. Verify the MFR LOT RQD? contains the appropriate ☐ or ☑. *This includes it with the Stock Number.*

k. Verify the MFR DATE RQD? contains the appropriate ☐ or ☑. *This includes it with the Stock Number.*

l. Verify the SKO STOCK NBR? contains the appropriate ☐ or ☑. *This includes it with the Stock Number.*

m. Verify the Returnable? contains the appropriate ☐ or ☑. *This includes it with the Stock Number.*

n. Verify the Consumable? contains the appropriate ☐ or ☑. *This includes it with the Stock Number.*

o. Verify the EXPIRATION DT? contains the appropriate ☐ or ☑. *This includes it with the Stock Number.*

p. Verify the Meter RQD? contains the appropriate ☐ or ☑. *This includes it with the Stock Number.*

q. Verify the Hazardous? contains the appropriate ☐ or ☑. *This includes it with the Stock Number.*

r. Verify the Radiation? contains the appropriate ☐ or ☑. *This includes it with the Stock Number.*

s. Verify the Dehumidified? contains the appropriate ☐ or ☑. *This includes it with the Stock Number.*

t. Verify the Launderable? contains the appropriate ☐ or ☑. *This includes it with the Stock Number.*

u. Complete the **QC/Inspection** panel.

Add an Inspection

1. Update the Inspection Type Name, using ⬝ to select the desired code.
2. *Verify the Inspection Action.*

   A. Click ☐ to select Inspection Dates Required. *The panel expands.*

   a. Verify the Active schedule(s) contains the appropriate ☐ or ☑. *The schedule is required for that inspection.*

   b. Verify the Use For Issued contains the appropriate ○ or ◉ . *When checked, the schedule is required for issued assets.*

   c. *Verify the Schedule.*

   d. Update the Default Interval, using ⬍ to choose the revised amount.

   e. Update the Interval Unit, using ⬍ to choose the revised amount.

   f. Update the Default Notification Window (Days), using ⬍ to choose the revised amount.

   B. *Verify the Downgrade To COND CD.*

   C. *Verify the Inspection Interval Type.*

   D. Complete the **Event Based Triggers** panel.

   1. Verify the Received contains the appropriate ☐ or ☑. *The inspection is required when the asset is received.*

   2. Verify the Returned contains the appropriate ☐ or ☑. *The inspection is required when the asset is returned.*

3. Select ⬇ Add to grid . *The Inspection appears in the Stock Number Inspections grid.*

Delete an Inspection

1. Click ☐ to select the inspection entry.

2. Select ✕ Delete . *The three scheduled inspection rows are deleted.*

BE. Complete the **CONDITION CD** panel.

Displays only when TYPE ASSET CD is "O — Operating Materiel & Supplies"

> **Helpful Tip**
>
> Percentage and Dollar values are an "Either / Or" choice; having an entry in one column clears the other column.
> The default setting is Condition "A" at 100% (disabling the Dollar amount).

a. Update the Svcbl (w/o Qual), using ⬍ to choose the revised amount.

b. Update the Svcbl (With Qual), using ⬍ to choose the revised amount.

c. Update the Svcbl (Pri Issue), using ⬍ to choose the revised amount.

d. Update the Svcbl (Test/Mod), using ⬍ to choose the revised amount.

e. Update the Unsvcbl (Lim Rstr), using ⬍ to choose the revised amount.

f. Update the Unsvcbl (Repbl), using ⬍ to choose the revised amount.

g. Update the Unsvcbl (Incomp), using ⬍ to choose the revised amount.

h. Update the Unsvcbl (Condemned), using ⬍ to choose the revised amount.

i. Update the Suspndd (in Stk), using ⬍ to choose the revised amount.

j. Update the Suspndd (Returns), using ⬍ to choose the revised amount.

k. Update the Suspndd (Litigation), using ⬍ to choose the revised amount.

l. Update the Suspndd (in Work), using ⬍ to choose the revised amount.

m. Update the Suspndd (Ammo Emer), using ⬍ to choose the revised amount.

n. Update the Unsvcbl (Reclam), using ⬍ to choose the revised amount.

o. Update the Suspndd (Qual Def), using ⬍ to choose the revised amount.

p. Update the Suspndd (Reclam-Cond), using ⬍ to choose the revised amount.

q. Update the Unsvcbl (Scrap), using ⬍ to choose the revised amount.

r. Update the Svcbl (Ammo Train), using ⬍ to choose the revised amount.

s. Update the Unsvcbl (Waste Munition), using ⬍ to choose the revised amount.

3. Select **Finish ✔**. *The revised Stock Number appears in the Search Results grid in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *STOCK NBR*.	
13 — Mandatory Entry: *ITEM DESC*.	
13 — Mandatory Entry: *FSC*.	
13 — Mandatory Entry: *STOCK ITEM CD*.	
13 — Mandatory Entry: *TYPE ASSET CD*.	
13 — Mandatory Entry: *MGMT CD*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Security Commodity Type*.	
13 — Mandatory Entry: *Reportable Commodity Type*.	
13 — Mandatory Entry: *ACC*.	
13 — Mandatory Entry: *Unit Pack Price*.	
13 — Mandatory Entry: *Managing Shelf Life Cd*.	

13 — Mandatory Entry: D*MIL* C*D*.

13 — Mandatory Entry: *CIIC*.

13 — Mandatory Entry: *Storage Requirement Cd*.

13 — Mandatory Entry: U*TIL* S*VC* L*IFE* when U*TIL* M*EASURE* C*D* is provided..

Missing Entry. If either U*TIL* S*VC* L*IFE* or U*TIL* M*EASURE* C*D* is entered, the other is mandatory.

13 — Mandatory Entry: U*TIL* M*EASURE* C*D* when U*TIL* S*VC* L*IFE* is provided..

92 — Entry must be numeric: *Unit Price*.

92 — Entry must be numeric: Y*R* S*VC* L*IFE*.

92 — Entry must be numeric: U*TIL* S*VC* L*IFE*.

92 — Entry must be numeric: *Length*.

Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.

92 — Entry must be numeric: *Width*.

92 — Entry must be numeric: *Height*.

92 — Entry must be numeric: *Unit Weight*.

92 — Entry must be numeric: *Unit Cube*.

44 — Input date must be <= system date.

Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.

18 — Date format should be MM/DD/YYYY with valid month/day combination.

Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

676 — Entry must be alpha-

Invalid Entry. The characters entered in the field

numeric.	include prohibited special characters. Enter alpha-numeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
487 — LIN/TAMCN record must be established.	Invalid Entry. LIN/TAMCN ⬚ displays the Line Item Number/ Table of Authorized Materiel Control Number (LIN/TAMCN established to provide another identifying number for a generic class of assets. Verify the LIN/TAMCN exists.
252 — Must remove assets on hand to change the MGMT CD.	Invalid Entry. The STOCK NBR must not have any assets available in order to change the MGMT CD. Remove the assets first to continue.
488 — TYPE DSG record(s) must be established prior to generating Intangible record.	Invalid Entry. The Intangible record cannot be established until the TYPE DSG record exists. Enter the Type Designation record(s) again.
xxxx — STOCK NBR already exists.	Invalid Entry. First Search for the Stock Number, using 𝒊 to assist with the entry. If it is not found, enter the number again.
253 — MCN SERIAL NBR for ITEM NBR has reached a value of 9999. Establish new ITEM NBR.	Invalid Entry. The ITEM NBR has reached the limit for that series. Enter a new ITEM NBR.

Related Topics

- Stock Number Overview
- Add a Stock Number
- Delete a Stock Number
- Add an Attachment to a Stock Number
- Realign a Stock Number

Add Attachments to a Stock Number

Overview

The Stock Number Add Attachments process provides the ability to attach documents to the stock number in the catalog.

Navigation

CATALOG MGMT > Stock Number > [Q Search] > ☐ (desired record) > [@ Attachments] > STOCK NBR Attachments pop-up window

Page Fields

The following fields display on the **STOCK NBR Attachments** pop-up window. For more inform-ation on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

STOCK NBR Attachments

Description

Procedures

> **DPAS Navigation Helpful Tips**
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Attach a Document to a Stock Number Record

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page. Selecting* [‹ Back] *retains the information and returns to the previous page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* [✎ Edit] , [✕ Delete] , [@ Attachments] *, and* [↻ Realign] *become available.*

2. Select [@ Attachments] to add any additional files to the record. *The **STOCK NBR Attachments** pop-up window appears.*

Attachment Browse

| Select files... |

Description

| |

| × Close |

3. Select [Select files...]. *The Windows **Choose File to Upload** pop-up window appears.*

4. Choose the file to attach, and select it.

5. Select [Open]. *The **Choose File to Upload** pop-up window closes, and the file name appears in the Attachment Browse panel.*

6. Enter the Description in the field provided. *This is a 1024 alphanumeric character field.*

7. Select [Upload]. *The file uploads and attaches to the Stock Number.*

8. Repeat Steps 2 - 6 to attach multiple documents.

9. Select ⊙ beneath the main attachment.

10. Select [⊘ Set Primary]. *The attachment is marked as the main attachment to the stock number.*

Remove an Attachment

A. Select ⊙ beneath the main attachment.

B. Select [🗑 Delete]. *The attachment is removed permanently from the stock number.*

11. Select [× Close]. *The **STOCK NBR Attachments** pop-up window closes, and the file appears in the Attachments field Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria entered

search criteria or you do not have the appropriate security access.	do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- Stock Number Overview
- Add a Stock Number
- Update a Stock Number
- Delete a Stock Number
- Realign a Stock Number

Delete a Stock Number

Overview

The Stock Number Delete process allows removal of a stock number record from the catalog.

> **Attention**
>
> ⚠️ A Stock Number record **cannot be deleted** if the record is associated with any equipment records.

Navigation

CATALOG MGMT > Stock Number > [Q Search] > ☐ (desired record) > [✕ Delete] > Confirm Delete (Delete STOCK NBR) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete STOCK NBR)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Confirm Delete (Delete STOCK NBR)

History Remarks

Procedures

> **DPAS Navigation Helpful Tips**
>
> 💡 Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Delete a Stock Number

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page. Selecting* [‹ Back] *retains the information and returns to the previous page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* [✏ Edit] *,* [✕ Delete] *,* [📎 Attachments] *, and* [↻ Realign] *become available.*

2. Select [✕ Delete] *. The* **Confirm Delete (Delete STOCK NBR)** *pop-up window appears.*

3. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

4. Select [Delete]. *The **Stock Nbr Delete Results** pop-up window appears, stating which record(s) have failed, and which ones are removed from the database.*

5. Select [OK]. *The deleted record(s) are removed from the **Stock Nbr** grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
162 — Stock Nbr cannot be deleted. *Document record(s) exist for this Stock Nbr.*	
162 — Stock Nbr cannot be deleted. *Document Trans-action record(s) exist for this Stock Nbr.*	Invalid deletion. A Stock Number record cannot be deleted if the record is associated with any equipment records. Review the Stock Number again, and remove any remaining associated equipment so the Stock Nbr can be deleted.
162 — Stock Nbr cannot be deleted. *ICN record(s) exist for this Stock Nbr.*	
162 — Stock Nbr cannot be deleted. *Inventory Request record(s) exist for this Stock*	

NBR.

162 — STOCK NBR cannot be deleted. *Issue Line Item record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Location CONDITION CD Default record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Master Issue List record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Pick Detail record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Quality Control Header record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Return Detail record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Return Stage record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *SKO Detail record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *SKO Disassemble record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *SKO Header record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *SKO Planning record*

(s) exist for this S𝗍ock N𝖻𝗋.

162 — S𝗍ock N𝖻𝗋 cannot be deleted. *Stock Item record(s)* exist for this S𝗍ock N𝖻𝗋.

162 — S𝗍ock N𝖻𝗋 cannot be deleted. *Unit Issue Detail record(s)* exist for this S𝗍ock N𝖻𝗋.

162 — S𝗍ock N𝖻𝗋 cannot be deleted. *Unit Outstanding Items record(s)* exist for this S𝗍ock N𝖻𝗋.

162 — S𝗍ock N𝖻𝗋 cannot be deleted. *Unit Post Detail record(s)* exist for this S𝗍ock N𝖻𝗋.

162 — S𝗍ock N𝖻𝗋 cannot be deleted. *Unit Return Detail record(s)* exist for this S𝗍ock N𝖻𝗋.

Related Topics

- Stock Number Overview
- Add a Stock Number
- Update a Stock Number
- Add an Attachment to a Stock Number
- Realign a Stock Number

Realign a Stock Number

Overview

The Stock Number Realign process allows a Catalog Update process of a stock number record.

Navigation

CATALOG MGMT > Stock Number > [Q Search] > ☐ (desired record) > [↻ Realign] > External Catalog Realignment pop-up window

Page Fields

The following fields display on the **External Catalog Realignment** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

External Catalog Realignment

Stock Number

Interface

Externally Sourced Stock Nbrs

Stock Nbr

Item Desc

Stock Item Cd

Interface

Using Svc Cd

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).
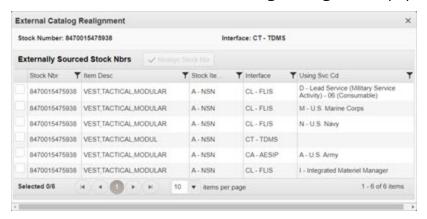
Realign a Stock Number

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold numbered steps are required.**

1. Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* [✎ Edit] *,* [✕ Delete] *,* [🖉 Attachments] *, and* [↻ Realign] *become available.*

2. Select [↻ Realign]. *The* **External Catalog Realignment** *pop-up window appears.*

3. *Verify the STOCK NBR.*

4. *Verify the Interface.*

5. Click ☐ to select the desired entry. *The row is highlighted and* [✓ Realign Stock Nbr] *becomes available.*

6. Select [✓ Realign Stock Nbr]. *The* **External Catalog Realignment** *pop-up window closes, and the revised Search Results row is highlighted in green, with the Interface System CD showing the new interface.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- [Stock Number Overview](#)
- [Add a Stock Number](#)
- [Update a Stock Number](#)
- [Delete a Stock Number](#)
- [Add an Attachment to a Stock Number](#)

Stock Item Overview

Overview

The Inventory Control Point / Materiel Management module Stock Item process provides the ability to view, add, update, and delete Stock Item records directly associated with an RSA.

> **Note**
>
> All Stock Item records **must** be associated with a CATALOG STOCK NBR record with a matching Catalog Name in the Logistics Program.

Stock Item records are created to establish attributes specific to an RSA. Those attributes may include:

- RSA
- Item Manager
- Minimum Stocking QTY
- Maximum Stocking QTY
- Freeze Code (Lookup)
- Reorder Point
- Reorder Method (Lookup)
- Minimum Order QTY
- Maximum Order QTY
- Replenishment Source (Lookup)

  - **R** - Requisition (New Procurement)
  - **W** - Warehouse Transfer (for RSAs)

Navigation

CATALOG MGMT > Stock Item > Stock Item page

Page Fields

The following fields display on the **Stock Item** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.

412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Reportable Commodity Type

LIN/TAMCN

Replenishment Source

Freeze Cd

Stock Nbr

Item Desc

DoDAAC

RSA Name

Stock Item Grid

RSA Name

Stock Nbr

Item Desc

LIN/TAMCN

DoDAAC

Freeze Cd

Inv Segment Cd

Optional

RSA DoDAAC

RSA RIC

Replenishment Source

Replenishment Start Dt

Replenishment End Dt

Min Stock Qty

Max Stock Qty

Reorder Point

Min Order Qty

Max Order Qty

Lead-time Months Used

Net Consumption Months Used

Reorder Method

> Min Safety Stock Pct
>
> Max Safety Stock Pct
>
> Avg Member Issue Qty
>
> LIN/TAMCN Desc
>
> Reportable Commodity Type
>
> Remarks
>
> Program Id
>
> Established By Dt/Tm
>
> Established By
>
> Last Transaction Dt/Tm
>
> Last Updated By

Stock Item Detail Grid

> Transaction Type Desc
>
> Quantity
>
> Unit Price
>
> Total Value

Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.
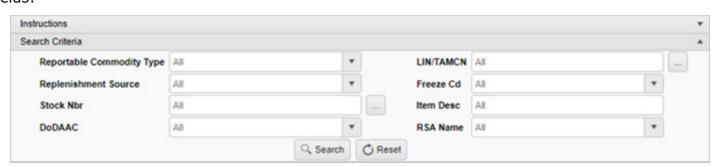
Search For a Stock Item

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

Instructions		
Search Criteria		
Reportable Commodity Type	All ▼	LIN/TAMCN	All ...
Replenishment Source	All ▼	Freeze Cd	All ▼
Stock Nbr	All ...	Item Desc	All
DoDAAC	All ▼	RSA Name	All ▼

🔍 Search   ⟳ Reset
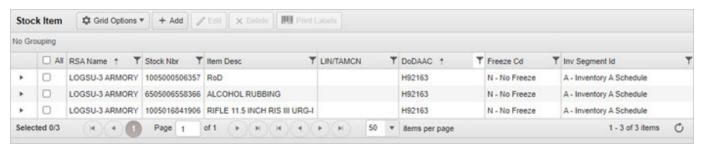
- Use ⬇ to select the [Reportable Commodity Type](#).

- Enter the LIN/TAMCN, or use … to browse for the entry. *This is a 10 alphanumeric character field.*

  [Line Item Number / Table of Authorized Material Control Number Browse help](#)

- Use ⬇ to select the [Replenishment Source](#).

- Use ⬇ to select the [Freeze Cd](#).

- Enter the STOCK NBR, or use … to browse for the entry. *This is a 15 alphanumeric character field.*

  [Stock Number Browse help](#)

- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

- Use ⬇ to select the [DoDAAC](#).

- Use ⬇ to select the [RSA Name](#).

2. Select 🔍 Search . *The results appear in the Stock Item Results Grid.*

	All	RSA Name ↑	Stock Nbr	Item Desc	LIN/TAMCN	DoDAAC ↑	Freeze Cd	Inv Segment Id
▶	☐	LOGSU-3 ARMORY	1005000506357	RoD		H92163	N - No Freeze	A - Inventory A Schedule
▶	☐	LOGSU-3 ARMORY	6505006558366	ALCOHOL RUBBING		H92163	N - No Freeze	A - Inventory A Schedule
▶	☐	LOGSU-3 ARMORY	1005016841906	RIFLE 11.5 INCH RIS III URG-I		H92163	N - No Freeze	A - Inventory A Schedule

Stock Item | ⚙ Grid Options ▼ | + Add | ✎ Edit | ✕ Delete | ▐▐▐ Print Labels

No Grouping

Selected 0/3   ◄◄ ◄ **1** Page 1 of 1 ► ►► ◄◄ ◄ ► ►►   50 ▼ items per page   1 - 3 of 3 items ↻

View the Stock Item Details

Select ▶. *The Stock Item Detail grid appears.*

Add a Stock Item

Select ➕ Add . *The **Add Stock Item** pop-up window appears.*

Update a Stock Item

1. Click ☐ to select the desired entry. *The Stock Item is highlighted, and* ✎ Edit , ✕ Delete , *and* ▐▐▐ Print Labels *become available.*

2. Select ☐ (desired record) > ✎ Edit . *The **Edit Stock Item** pop-up window appears.*

Delete a Stock Item

1. Click ☐ to select the desired entry. *The Stock Item is highlighted, and* [✎ Edit] *,* [✕ Delete] *,* *and* [▥ Print Labels] *become available.*

2. Select ☐ (desired record) > [✕ Delete] *. The* **Delete Stock Item** *pop-up window appears.*
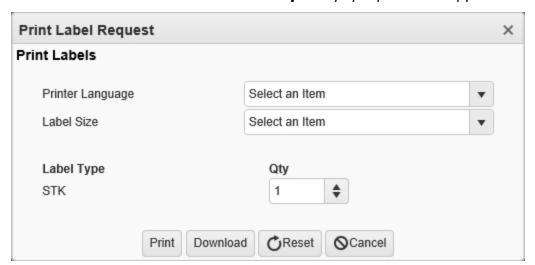
Print Stock Item Labels

Selecting [⟳ Reset] *at any point of this procedure returns all fields to the default setting. Selecting* [⊘ Cancel] *removes all revisions and closes the pop-up window.*

1. Click ☐ to select the desired entry. *The Stock Item is highlighted, and* [✎ Edit] *,* [✕ Delete] *,* *and* [▥ Print Labels] *become available.*

	All	RSA Name ↑	Stock Nbr	Item Desc	LIN/TAMCN	DoDAAC ↑	Freeze Cd	Inv Segment Id	
▶	☑	LOGSU-3 ARMORY	1005000506357	RoD		H92163	N - No Freeze	A - Inventory A Schedule	
▶	☐	LOGSU-3 ARMORY	6505006558366	ALCOHOL RUBBING		H92163	N - No Freeze	A - Inventory A Schedule	
▶	☐	LOGSU-3 ARMORY	1005016841906	RIFLE 11.5 INCH RIS III URG-I		H92163	N - No Freeze	A - Inventory A Schedule	

Stock Item | ⚙ Grid Options ▼ | + Add | ✎ Edit | ✕ Delete | ▥ Print Labels

No Grouping

Selected 1/3   Page 1 of 1   50 ▼ items per page   1 - 3 of 3 items

2. Select [▥ Print Labels] *. The* **Print Label Request** *pop-up window appears.*

Print Label Request   ✕

Print Labels

Printer Language   Select an Item ▼

Label Size   Select an Item ▼

Label Type   Qty

STK   1 ▲▼

[Print] [Download] [⟳ Reset] [⊘ Cancel]

3. Use [▼] to select the Printer Language.

4. Use [▼] to select the Label Size.

5. *The Label Type automatically populates and is not editable.*

6. Use ⇕ to choose the QTY.

7. Select Print to send the labels to the printer.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Stock Item
- Update a Stock Item
- Delete a Stock Item

Add a Stock Item

Overview

The Stock Item Add process provides the ability to create new Stock Item records directly associated with RSAs. If an RSA contains multiple DoDAACs for Stock Numbers, then a single Stock Item is created, with multiple replenishment plans of differing quantities.

Navigation

CATALOG MGMT > Stock Item > [+ Add] > Add Stock Item pop-up window

Page Fields

The following fields display on the **Add Stock Item** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Stock Item Tab

Stock Nbr *

RSA *

DoDAACs *

Inv Segment Cd *

Freeze Cd *

Add / Edit Remarks

    Remarks
    History Remarks

Replenishment Info Tab

Reorder Method

Replenishment Source

Replenishment Start Dt

Replenishment End Dt

Min Stock Qty

      Max Stock Qty

      Min Safety Stock Pct

      Max Safety Stock Pct

      Avg Member Issue Qty

      Min Order Qty

      Max Order Qty

      Reorder Point

      Lead-time Months Used

      Net Consumption Months Used

Thresholds Tab

      Transaction Type

      Thresholds Grid

          Transaction Type Desc

          Quantity

          Unit Price

          Total Value

(*) Asterisk identifies mandatory fields.

Procedures

> **DPAS Navigation Helpful Tips**
>
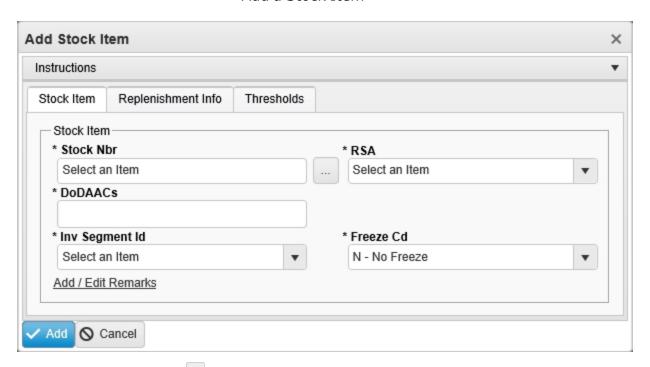> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Add a Stock Item

Selecting   ⊘ Cancel   *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select   + Add   . *The* **Add Stock Item** *pop-up window displays, with the Stock Item tab available.*

Add Stock Item   ✕

| Instructions   ▼ |

| Stock Item | Replenishment Info | Thresholds |

┌─ Stock Item ───┐
│ *** Stock Nbr**   *** RSA**   │
│ [Select an Item   ] [...]   [Select an Item ▼] │
│ *** DoDAACs**   │
│ [   ]   │
│ *** Inv Segment Id**   *** Freeze Cd**   │
│ [Select an Item   ▼]   [N - No Freeze   ▼] │
│ Add / Edit Remarks   │
└───┘

✓ Add   ⊘ Cancel

2. Enter the STOCK NBR, or use [...] to browse for the entry. *This is a 15 alphanumeric character field.*
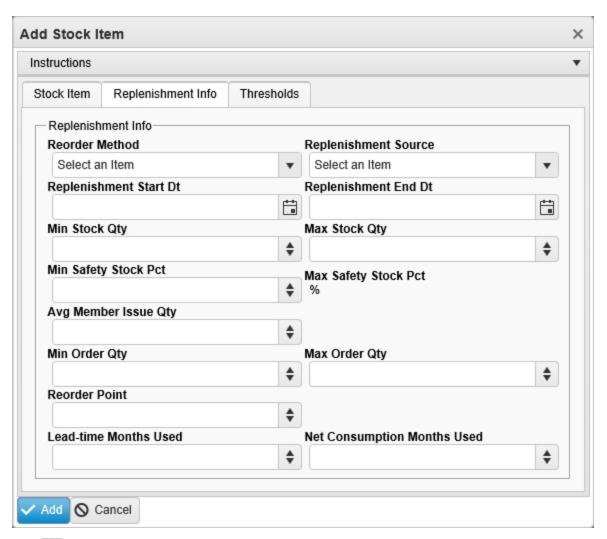
> Stock Number Browse help

3. Use ▼ to select the RSA.

4. Select the DoDAACs field to choose the DoDAAC from the list.

5. Use ▼ to select the Inv Segment Cd.

6. Use ▼ to select the Freeze Cd.

7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

8. Select ✓ Add . *The new Stock Item record is saved, and appears in the Stock Item results grid.*

   OR

   Select the Replenishment INFO tab to continue adding information.
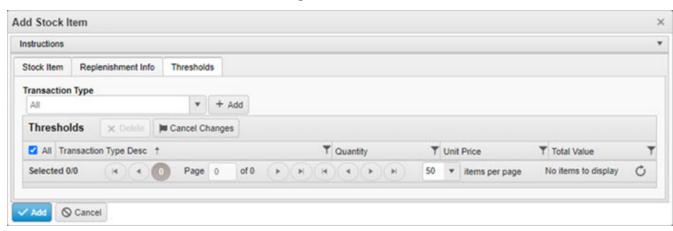
Add Stock Item ✕

Instructions ▼

| Stock Item | Replenishment Info | Thresholds |

Replenishment Info

Reorder Method
Select an Item ▼

Replenishment Source
Select an Item ▼

Replenishment Start Dt

Replenishment End Dt

Min Stock Qty

Max Stock Qty

Min Safety Stock Pct

Max Safety Stock Pct
%

Avg Member Issue Qty

Min Order Qty

Max Order Qty

Reorder Point

Lead-time Months Used

Net Consumption Months Used

✓ Add ⊘ Cancel

A. Use ▼ to select the Reorder Method.

B. Use ▼ to select the Replenishment Source.

C. Use 🗓 to select the Replenishment START DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Use 🗓 to select the Replenishment END DT, or enter the date (MM/DD/YYYY) in the field provided.

E. Use ⭥ to choose the MIN STOCK QTY.

F. Use ⭥ to choose the MAX STOCK QTY.

G. Use ⭥ to choose the MIN Safety Stock PCT.

H. *The MAX Safety Stock PCT automatically populates and is not editable.*

I. Use ⭥ to choose the AVG Member Issue QTY.

J. Use ⬍ to choose the MIN ORDER QTY.

K. Use ⬍ to choose the MAX ORDER QTY.

L. Use ⬍ to choose the Reorder Point.

M. Use ⬍ to choose the Lead-time Months Used.

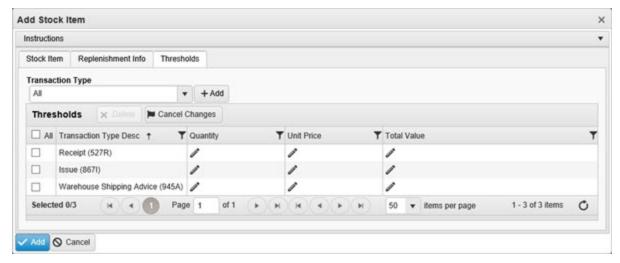N. Use ⬍ to choose the Net Consumption Months Used.

O. Select **✓ Add** . *The new Stock Item record is saved, and appears in the Stock Item grid.*

OR

Select the Thresholds tab to continue adding information.

a. Use ▼ to select the Transaction Type.

b. Select **+ Add** . *The Transaction Type appears in the Threshold Grid.*

Enter a Quantity Threshold

1. Click ✎ . *The cell becomes an editable field.*
2. Enter the Quantity Threshold for that Transaction Type.
3. Click away from the cell. *The cell returns to a read-only field.*

Enter a Unit Price Threshold

1. Click ✎ . *The cell becomes an editable field.*
2. Enter the Unit Price Threshold for that Transaction Type.
3. Click away from the cell. *The cell returns to a read-only field.*

Enter a Total Value Threshold

1. Click ✎ . *The cell becomes an editable field.*
2. Enter the Total Value Threshold for that Transaction Type.
3. Click away from the cell. *The cell returns to a read-only field.*

c. Select ✔ Add . *The new Stock Item record is saved, and appears in the Stock Item grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *Stock Number*. **13 — Mandatory Entry: *RSA*.** **13 — Mandatory Entry:**	Missing Entry. Enter the appropriate information in the desired field.

DoDAACs.

13 — Mandatory Entry: *Inv Segment Cd.*

13 — Mandatory Entry: *Freeze Cd.*

185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
1080 — Max Ord Qty cannot be <Min Ord Qty.	Invalid Entry. The Max Ord Qty must be more than the Min Ord Qty. Re-enter the order amount.
1081 — *Max Stock Qty* cannot be < 0.	
1082 — *Min Stock Qty* cannot be < 0.	
1083 — *Max Ord Qty* cannot be < 0.	Missing Entry. Enter an amount that is greater than zero in the desired field.
1084 — *Min Ord Qty* cannot be < 0.	
1085 — *Reorder Point* cannot be < 0.	
1095 — Reorder Point cannot be >Max Stock Qty.	Invalid Entry. The Reorder Point must be less than the Max Stock Qty. Re-enter the amount.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters..
1079 — Max Stock Qty cannot be <Min Stock Qty.	Invalid Entry. The Max Stock Qty must be more than the Min Stock Qty. Re-enter the quantity.
1086 — No Parent Warehouse exists for this Warehouse. Cannot select Warehouse Transfer as the Replenishment Source.	Invalid Entry. The Warehouse currently signed in does not have Parent Warehouse. Choose a different Replenishment Source.
1087 — Replenishment End Date cannot be earlier than Replenishment Start Date.	Invalid Date Entry. The Replenishment Start Date must be before the Replenishment End Date. Re—enter the date.

1088 — Replenishment Start Date cannot be earlier than Current Date.	Invalid Date Entry. The Replenishment Start Date must be after the Current Date. Re—enter the date.

Related Topics

- Stock Item Overview
- Update a Stock Item
- Delete a Stock Item

Update a Stock Item

Overview

The Stock Item Update process allows editing of Stock Item records directly associated with RSAs.

Navigation

CATALOG MGMT > Stock Item > ☐ (desired record) > [✏ Edit] > Edit Stock Items pop-up window

Page Fields

The following fields display on the **Edit Stock Items** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Stock Item Tab

Stock Nbr *

RSA *

DoDAACs *

Inv Segment Cd *

Freeze Cd *

Add / Edit Remarks

    Remarks
    History Remarks

Replenishment Info Tab

Reorder Method

Replenishment Source

Replenishment Start Dt

Replenishment End Dt

Min Stock Qty

Max Stock Qty

Min Safety Stock Pct

Max Safety Stock Pct

Avg Member Issue Qty

Min Order Qty

Max Order Qty

Reorder Point

Lead-time Months Used

Net Consumption Months Used

Thresholds Tab

Transaction Type

Thresholds Grid

Transaction Type Desc

Quantity

Unit Price

Total Value

(*) Asterisk identifies mandatory fields.

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Update a Stock Item

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*
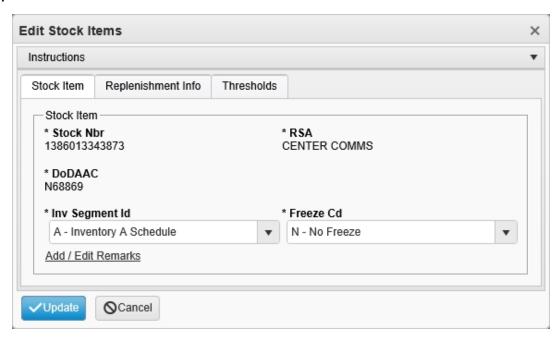
1. Click ☐ to select the desired entry. *The Stock Item is highlighted, and* Edit *,* Delete *, and* Print Labels *become available.*

	All	RSA Name ↑	Stock Nbr	Item Desc	LIN/TAMCN	DoDAAC ↑	Freeze Cd	Inv Segment Id	
▶	☑	LOGSU-3 ARMORY	1005000506357	RoD		H92163	N - No Freeze	A - Inventory A Schedule	
▶	☐	LOGSU-3 ARMORY	6505006558366	ALCOHOL RUBBING		H92163	N - No Freeze	A - Inventory A Schedule	
▶	☐	LOGSU-3 ARMORY	1005016841906	RIFLE 11.5 INCH RIS III URG-I		H92163	N - No Freeze	A - Inventory A Schedule	

Selected 1/3   Page 1 of 1   50 ▼ items per page   1 - 3 of 3 items

2. Select [✎ Edit]. *The **Edit Stock Items** pop-up window displays, with the Stock Item Tab available.*
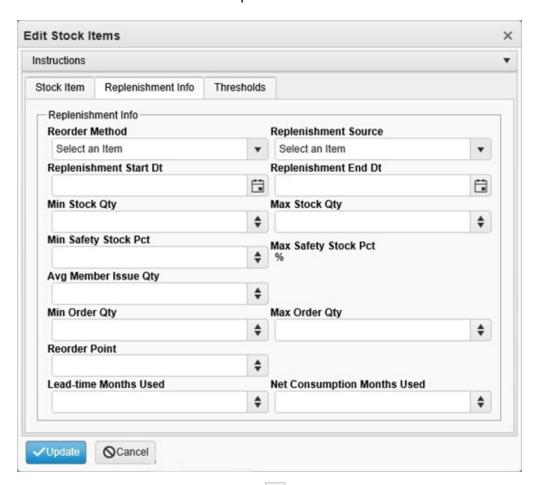

3. *Verify the* STOCK NBR.
4. *Verify the* RSA.
5. *Verify the* DODAAC.
6. Update the Inv Segment Cd, using [▼] to select the desired code.
7. Update the Freeze Cd, using [▼] to select the desired code.
8. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
   B. Update the History Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

   Select [✓ Update]. *The revised Stock Item record is saved, and reflected in the Stock Item grid.*
9.
   OR

   Select the Replenishment INFO tab to continue revising the information.

Edit Stock Items ✕

Instructions ▼

| Stock Item | Replenishment Info | Thresholds |

Replenishment Info

Reorder Method
[Select an Item ▼]

Replenishment Source
[Select an Item ▼]

Replenishment Start Dt
[📅]

Replenishment End Dt
[📅]

Min Stock Qty
[▲▼]

Max Stock Qty
[▲▼]

Min Safety Stock Pct
[▲▼]

Max Safety Stock Pct
[%   ]

Avg Member Issue Qty
[▲▼]

Min Order Qty
[▲▼]

Max Order Qty
[▲▼]

Reorder Point
[▲▼]

Lead-time Months Used
[▲▼]

Net Consumption Months Used
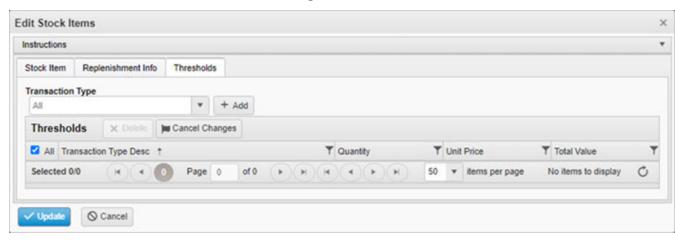[▲▼]

[✓Update]   [⊘Cancel]

A. Update the Reorder Method, using ▼ to select the desired type.

B. Update the Replenishment Source, using ▼ to select the desired type.

C. Update the Replenishment START DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

D. Update the Replenishment END DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

E. Update the MIN STOCK QTY, using ▲▼ to choose the revised quantity.

F. Update the MAX STOCK QTY, using ▲▼ to choose the revised quantity.

G. Update the MIN Safety Stock PCT, using ▲▼ to choose the revised percentage.

H. *Verify the MAX Safety Stock PCT.*

I. Update the AVG Member Issue QTY, using ▲▼ to choose the revised quantity.

J. Update the MIN ORDER QTY, using ▲▼ to choose the revised quantity.

K. Update the MAX ORDER QTY, using ⏷ to choose the revised quantity.

L. Update the Reorder Point, using ⏷ to choose the revised amount.

M. Update the Lead-time Months Used, using ⏷ to choose the revised time frame.

N. Update the Net Consumption Months Used, using ⏷ to choose the revised amount.

Select **✓ Update**. *The revised Stock Item record is saved, and reflected in the Stock Item grid.*

O.

OR

Select the Thresholds tab to continue revising the information.

Add a New Threshold

a. Update the Transaction Type, using ⏷ to select the desired type.

b. Select **+ Add**. *The Transaction Type appears in the Threshold Grid.*

c. Continue with the following steps to enter a specific threshold amount.

Edit a Quantity Threshold

a. Click ✎ . *The cell becomes an editable field.*

b. Update the Quantity Threshold, entering the revised amount in the field provided.

c. Click away from the cell. *The cell returns to a read-only field.*

Edit a Unit Price Threshold

a. Click ✏. *The cell becomes an editable field.*

b. Update the Unit Price Threshold, entering the revised amount in the field provided.

c. Click away from the cell. *The cell returns to a read-only field.*

Edit a Total Value Threshold

a. Click ✏. *The cell becomes an editable field.*

b. Update the Total Value Threshold, entering the revised amount in the field provided.

c. Click away from the cell. *The cell returns to a read-only field.*

P. Select ✓ Add . *The new Stock Item record is saved, and appears in the Stock Item grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *Stock Number*.	
13 — Mandatory Entry: *RSA*.	
13 — Mandatory Entry: *DoDAACs*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *INV SEGMENT CD*.	
**13 — Mandatory Entry: *FREEZE*	

CD.

185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
1080 — MAX ORD QTY cannot be < MIN ORD QTY.	Invalid Entry. The MAX ORD QTY must be more than the MIN ORD QTY. Re-enter the order amount.
1081 — *MAX STOCK QTY* cannot be < 0.	
1082 — *MIN STOCK QTY* cannot be < 0.	
1083 — *MAX ORD QTY* cannot be < 0.	Missing Entry. Enter an amount that is greater than zero in the desired field.
1084 — *MIN ORD QTY* cannot be < 0.	
1085 — *Reorder Point* cannot be < 0.	
1095 — Reorder Point cannot be > MAX STOCK QTY.	Invalid Entry. The Reorder Point must be less than the MAX STOCK QTY. Re-enter the amount.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters..
1079 — MAX STOCK QTY cannot be < MIN STOCK QTY.	Invalid Entry. The MAX STOCK QTY must be more than the MIN STOCK QTY. Re-enter the quantity.
1086 — No Parent Warehouse exists for this Warehouse. Cannot select Warehouse Transfer as the Replenishment Source.	Invalid Entry. The Warehouse currently signed in does not have Parent Warehouse. Choose a different Replenishment Source.
1087 — Replenishment End Date cannot be earlier than Replenishment Start Date.	Invalid Date Entry. The Replenishment Start Date must be before the Replenishment End Date. Re—enter the date.
1088 — Replenishment Start Date cannot be earlier than Current Date.	Invalid Date Entry. The Replenishment Start Date must be after the Current Date. Re—enter the date.

Related Topics

- [Stock Item Overview](#)
- [Add a Stock Item](#)
- [Delete a Stock Item](#)

Delete a Stock Item

Overview

The Stock Item Delete process allows removal of a Stock Item record.

Navigation

CATALOG MGMT > Stock Item > ☐ (desired record) > [✕ Delete] > Delete Stock Item pop-up window

Page Fields

The following fields display on the **Delete Stock Item** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Stock Item

History Remarks

Procedures
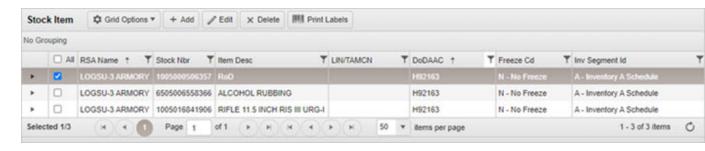
> **DPAS Navigation Helpful Tips**
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Delete a Stock Item

Selecting [⊘ Cancel] at any point of this procedure removes all revisions and closes the page.

1. Click ☐ to select the desired entry. *The Stock Item is highlighted, and [✎ Edit] , [✕ Delete] , and [|||| Print Labels] become available.*

— — Delete a Stock Item — —

2. Select ☒ Delete . *The **Delete Stock Item** pop-up window appears.*

3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

4. Select ☒ Delete . *The Stock Item is removed from the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

1051 — Stock Item has associated Inventory Master Records. Cannot Delete.	Invalid Deletion. A Stock Item cannot be deleted if there are any Inventory Master Records associated with it, or if there is any materiel attached to the associated Inventory Master Records. Review the Stock Item again, and remove any remaining associated Inventory Master Records so the Stock Item can be deleted.
xxxx — Stock Item has associated Issued Inventory Master Records. Cannot Delete.	Invalid Deletion. A Stock Item cannot be deleted if there are any Issued Inventory Master Records associated with it, or if there are any Issue Detail records with a Quantity value greater than '0' associated with the Stock Item. Review the Stock Item again, and remove any remaining associated Issued Inventory Master Records so the Stock Item can be deleted.
2143 — Stock Item has associated Due In records. Cannot delete.	Invalid Deletion. A Stock Item cannot be deleted if there are any Open Due In Records associated with it. Review the Stock Item again, and remove any remaining associated Due In Records so the Stock Item can be deleted.
2138 — Stock Item has associated Transaction Threshold Records. Cannot Delete.	Invalid Deletion. A Stock Item cannot be deleted if there are any Threshold Records associated with it. Review the Stock Item again, and remove any remaining associated Threshold Records so the Stock Item can be deleted.

Related Topics

- Stock Item Overview
- Add a Stock Item
- Update a Stock Item

Stock Number Referral Overview

Overview

The Inventory Control Point / Materiel Management module Stock Number Referral process provides the ability to view, create, or delete a list of one or more stock numbers that are used to auto-matically refer an incoming requisition (511R) to a specified RIC.

> **Note**
>
> Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

Navigation

CATALOG MGMT > Stock Number Referral > STOCK NBR Referral page

Page Fields

The following fields display on the **STOCK NBR Referral** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Stock Nbr *i*

Refer To RIC *i*

Established Dt/Tm From

Established Dt/Tm To

Referred STOCK NBRS Grid

Stock Nbr

Refer To RIC

Established Dt/Tm

Established By

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

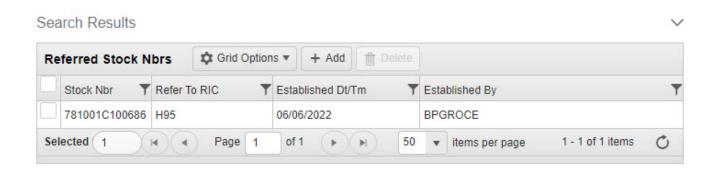### Search for a Stock Number Referral

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟲ Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:

- Use *i* or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

    Stock Number Browse help

- Enter the Refer To RIC, using *i* to assist with the entry. *This is a 3 alphanumeric character field.*

- Use 🗓 to select the ESTABLISHED DT/TM FROM, or enter the date (MM/DD/YYYY) in the field provided.

- Use 🗓 to select the ESTABLISHED DT/TM TO, or enter the date (MM/DD/YYYY) in the field provided.

2. Select **Q Search**. *The results display in the Search Results grid.*

Add a Stock Number Referral

Select **+ Add**. *The **Add a Stock Number Referral** page appears.*

Delete a Stock Number

1. Click ☐ to select the desired entry. *The* Sᴛᴏᴄᴋ Nʙʀ *is highlighted, and* **🗑 Delete** *becomes available.*

2. Select **🗑 Delete**. *The **Delete a Stock Number** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Stock Number Referral
- Delete a Stock Number Referral

Add a Stock Number Referral

Overview

The Stock Number Add Referral process provides the ability to create a new stock number referral for the incoming requisition.

> **Note**
>
> Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

Navigation

CATALOG MGMT > Stock Number Referral > [+ Add] > Add Referral pop-up window

Page Fields

The following fields display on the **Add Referral** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
473	Select "Next" button to continue.
486	Select the "Finish" button to complete the process and save all data.

Add Referral Grid

Stock Nbr *i* *

Refer To RIC *

(*) Asterisk identifies mandatory fields.

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).

Add a Stock Number Referral

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page. Selecting* [< Back] *retains the information and returns to the previous page.* **Bold** *numbered steps are required.*

1. Select [+ Add]. *The* **Add Referral** *pop-up window appears.*

   A. Use [i] or [...] to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

      [Stock Number Browse help](#)

   B. Enter the Refer To RIC in the field provided. *This is a 3 alphanumeric character field.*

2. Select [+ Add]. *The* **Add Referral** *pop-up window closes, and the new Stock Number Referral appears in the Search Results grid in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: STOCK NBR. **13 — Mandatory Entry: Refer To RIC.**	Missing Entry. Enter the appropriate information in the desired field.
968 — STOCK NBR does not	Invalid Entry. The STOCK NBR entered does not exist

exist. Notify Master Catalog POC for action.	in the catalog. Validate that the STOCK NBR and COLLATERAL STOCK NBR exists in the CATALOG STOCK NBR table for the Warehouse.
2167 — Stock Number is already being referred by this ICP.	Invalid Entry. The ICP already refers to the Stock Number. Enter a new Stock Number.
2168 — RIC entered does not exist.	Invalid Entry. The entered RIC does not exist in this ICP. Enter a new RIC.
xxxx — #### is an invalid stock number.	Invalid Entry. The entered Stock Number does not exist. Enter a new Stock Number.
676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alpha-numeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

- Stock Number Referral
- Delete a Stock Number Referral

Delete a Stock Number Referral

Overview

The Stock Number Referral Delete process allows removal of a stock number referral and dis-associates the STOCK NBR and the Refer To RIC.

Navigation

CATALOG MGMT > Stock Number Referral > [Q Search] > ☐ (desired record) > [🗑 Delete] > Delete Referral pop-up window

Page Fields

The following fields display on the **Delete Referral** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Referral
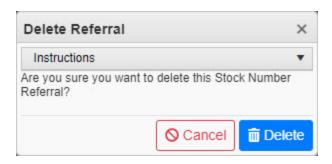
Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Delete a Stock Number Referral

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page. Selecting* [< Back] *retains the information and returns to the previous page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The STOCK NBR Referral is highlighted, and* [🗑 Delete] *becomes available.*

2. Select [🗑 Delete]. *The* **Delete Referral** *pop-up window appears.*

— — Delete a Stock Number Referral — —

3. Select . *The deleted referral is removed from the Referred STOCK NBR grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Stock Number Referral
- Add a Stock Number Referral

MANUFACTURER PART NBR

Overview

The Inventory Control Point/Materiel Management module Manufacturer Part Number process provides the ability to have a central reference to the CAGE, Manufacturer Name, Manufacturer Model Number, and Manufacturer Part Number. This process must have the stock number already existing in the catalog.

Navigation

CATALOG MGMT > MANUFACTURER PART NBR > MANUFACTURER PART NBR page

Page Fields

The following fields display on the **MANUFACTURER PART NBR** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the MANUFACTURER PART NBR Search Results.
526	Select "Reset" to clear the MANUFACTURER PART NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the MANUFACTURER PART NBR data.
528	Select "Add" to create a new MANUFACTURER PART NBR record.
529	Select "Edit" to update the selected MANUFACTURER PART NBR record(s).
530	Select "Delete" to remove the selected MANUFACTURER PART NBR record(s).

Search Criteria Grid

Stock Nbr

Mfr Name

Mfr Part Nbr

Mfr Model Nbr

UPC

Item Desc

CAGE Cd

FAST Reportable

Non Accountable

Search Results Grid

[All](#)

[Stock Nbr](#)

[Item Desc](#)

[CAGE Cd](#)

[Mfr Name](#)

[Mfr Model Nbr](#)

[Mfr Part Nbr](#)

[UPC](#)

Optional

[Active](#)

[Contract License Managed](#)

[Established By](#)

[Established Dt/Tm](#)

[FAST Reportable](#)

[History Remarks](#)

[Last Transaction Dt/Tm](#)

[Last Updated By](#)

[Non Accountable](#)

[Product Service Code](#)

[Program Id](#)

[Remarks](#)

[SNaP—IT Desc](#)

[SNaP—IT Id](#)

[Software Catalog Name](#)

[Software Management Type Code](#)

[System Name](#)

Procedures

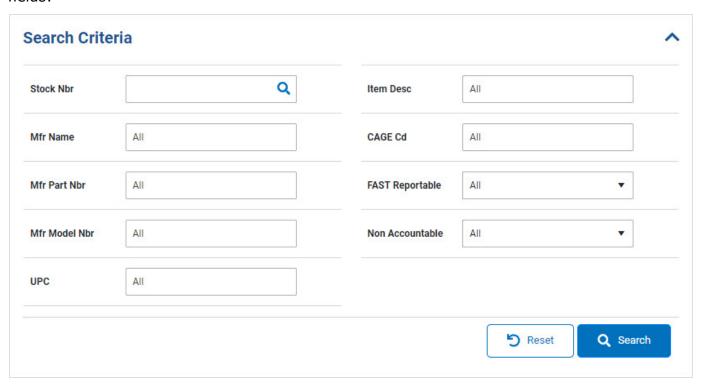> **DPAS Navigation Helpful Tips**
>
> Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).

Search for a MANUFACTURER PART NBR

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [🔄 Reset] *at any point of this procedure returns all fields to the default "All"*

setting.

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
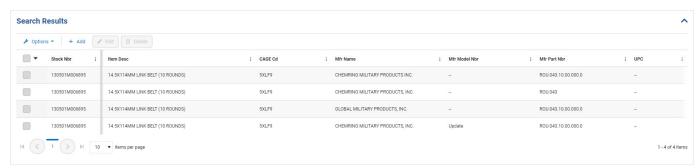

- Enter the Stock Number, or use 🔍 to browse for the entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help
- Enter the Mғʀ Nᴀᴍᴇ in the field provided. *This is a 36 alphanumeric character field.*
- Enter the Mғʀ Pᴀʀᴛ Nвʀ in the field provided. *This is a 35 alphanumeric character field.*
- Enter the Mғʀ Mᴏᴅᴇʟ Nвʀ in the field provided. *This is a 20 alphanumeric character field.*
- Enter the UPC in the field provided. *This is a 6 - 12 numeric character field.*
- Enter the Iᴛᴇᴍ Dᴇsᴄ in the field provided. *This is a 256 alphanumeric character field.*
- Enter the CAGE Cᴅin the field provided. *This is a 5 alphanumeric character field.*

- Use ▾ to select the FAST Reportable.

- Use ▾ to select the Non Accountable.

2. Select **Q Search** . *The results appear in the Search Results Grid below.*

	Stock Nbr	Item Desc	CAGE Cd	Mfr Name	Mfr Model Nbr	Mfr Part Nbr	UPC
☐	130501M006895	14.5X114MM LINK BELT (10 ROUNDS)	5XLF9	CHEMRING MILITARY PRODUCTS INC.	--	ROU.043.10.00.000.0	--
☐	130501M006895	14.5X114MM LINK BELT (10 ROUNDS)	5XLF9	CHEMRING MILITARY PRODUCTS, INC.	--	ROU.043	--
☐	130501M006895	14.5X114MM LINK BELT (10 ROUNDS)	5XLF9	GLOBAL MILITARY PRODUCTS, INC.	--	ROU.043.10.00.000.0	--
☐	130501M006895	14.5X114MM LINK BELT (10 ROUNDS)	5XLF9	CHEMRING MILITARY PRODUCTS, INC.	Update	ROU.043.10.00.000.0	--

Search Results — Options ▾ | + Add | ✎ Edit | 🗑 Delete — |◄ ◄ 1 ► ►| 10 ▾ items per page — 1 - 4 of 4 items

Add a MANUFACTURER PART NBR

Select **+ Add** . *The **Add Manufacturer Part Nbr** slide-out window appears.*

Update a MANUFACTURER PART NBR

1. Click ☐ to select the entry. *The MANUFACTURER PART NBR row is highlighted, and* ✎ **Edit** *and* 🗑 **Delete** *become available.*

2. Select ✎ **Edit** . *The **Update Manufacturer Part Nbr** slide-out window appears.*

Delete a MANUFACTURER PART NBR

1. Click ☐ to select the entry. *The MANUFACTURER PART NBR row is highlighted, and* ✎ **Edit** *and* 🗑 **Delete** *become available.*

2. Select 🗑 **Delete** . *The **Delete Manufacturer Part Nbr** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- [Add a Manufacturer Part Number](#)
- [Update a Manufacturer Part Number](#)
- [Delete a Manufacturer Part Number](#)

Add a MANUFACTURER PART NBR

Overview

The MANUFACTURER PART NBR Add process provides the ability to create new Manufacturer Part Numbers. These reference the CAGE, Manufacturer Name, Manufacturer Model Number, and Manufacturer Part Number to specific items.

Navigation

CATALOG MGMT > MANUFACTURER PART NBR > + Add > Add MANUFACTURER PART NBR slide-out window

Page Fields

The following fields display on the **Add MANUFACTURER PART NBR** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
562	Select "Cancel" to return to the previous page.
563	Select "Save" button to save the current selection.
132	To search for CAGE CD, see https://cage.dla.mil.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.

Manufacturer Information Grid

Stock Nbr *

Mfr Name *

Mfr Part Nbr

UPC

Status

Item Desc

Mfr Model Nbr

CAGE Cd

FAST Reportable

Non Accountable

Remarks Grid

Remarks

History Remarks

(*) Asterisk identifies mandatory fields.
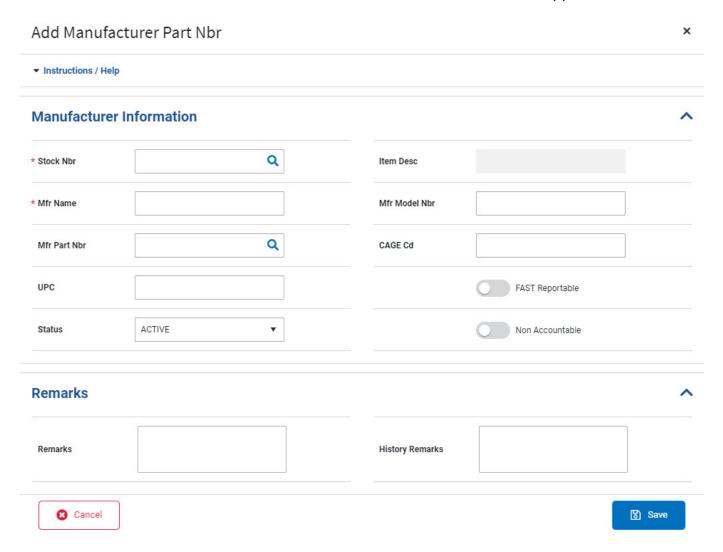
Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Add a MANUFACTURER PART NBR

Selecting [⊗ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select **+ Add** . *The* **Add MANUFACTURER PART NBR** *slide-out window appears.*

A. Enter the STOCK NBR, or use 🔍 to browse for the entry. *This is a 15 alphanumeric character field.*

   Stock Number Browse help

B. Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*

C. Enter the MFR PART NBR, or use 🔍 to browse for the entry. *This is a 35 alphanumeric character field.*

   External Manufacturer Part Number Browse help

D. Enter the UPC in the field provided. *This is a 6 - 12 numeric character field.*

E. Use ▾ to select the Status.

    F. *The ITEM DESC automatically populates once the STOCK NBR is entered, and is not editable.*

    G. Enter the MFR MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*

    H. Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*

    I. Click ⬤ to select the FAST Reportable. *This means the Manufacturer Part Number is associated with a FAST Reportable Vehicle.*

    J. Click ⬤ to select the Non Accountable. *This means the Manufacturer Part Number is Non Accountable.*

    K. *Enter the information in the Remarks panel.*

        a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

        b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

2. Select 🖫 Save . *The new Manufacturer Part Number appears at the top of the Search Results Grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: STOCK NBR. **13 — Mandatory Entry: MFR NAME.**	Missing Entry. Enter the appropriate information in the desired field.
204 — Invalid CAGE/ NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The

1st and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters.

For the NCAGE C_D, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the **5th character must be alphabetic** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")

Related Topics

- Manufacturer Part Number
- Update a Manufacturer Part Number
- Delete a Manufacturer Part Number

Update a MANUFACTURER PART NBR

Overview

The MANUFACTURER PART NBR Update process allows editing Manufacturer Part Number data referencing the CAGE, Manufacturer Name, Manufacturer Model Number, and Manufacturer Part Number to specific items.

Navigation

CATALOG MGMT > MFR PART NBR> ✏ Edit   > Edit MANUFACTURER PART NBR slide-out window

Page Fields

The following fields display on the **Edit MANUFACTURER PART NBR** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
562	Select "Cancel" to return to the previous page.
563	Select "Save" button to save the current selection.
132	To search for CAGE CD, see https://cage.dla.mil.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.

Manufacturer Information Grid

Stock Nbr *

Mfr Name *

Mfr Part Nbr

UPC

Status

Item Desc

Mfr Model Nbr

CAGE Cd

FAST Reportable

Non Accountable

Remarks Grid

Remarks

History Remarks

(*) Asterisk identifies mandatory fields.
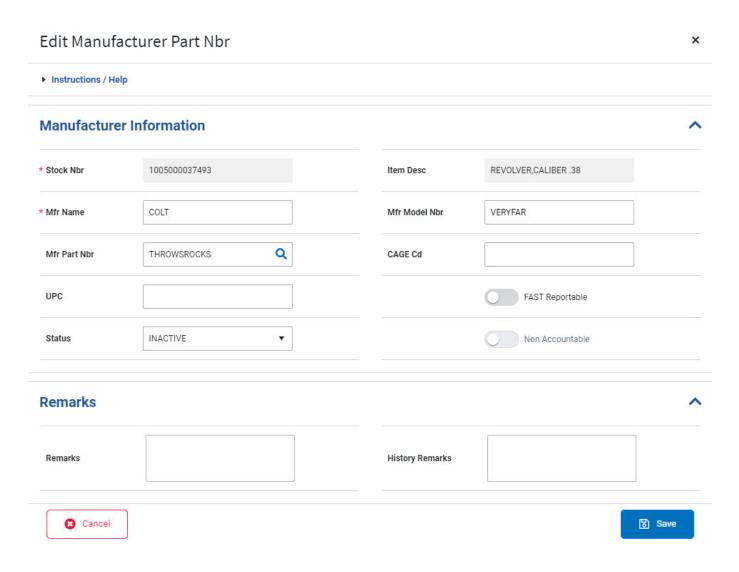
Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Update a MANUFACTURER PART NBR

Selecting [❌ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select ✏ Edit . *The **Edit MANUFACTURER PART NBR** slide-out window appears.*

Edit Manufacturer Part Nbr ✕

▶ Instructions / Help

Manufacturer Information ⌃

* Stock Nbr	1005000037493	Item Desc	REVOLVER,CALIBER .38
* Mfr Name	COLT	Mfr Model Nbr	VERYFAR
Mfr Part Nbr	THROWSROCKS 🔍	CAGE Cd	
UPC		⬤ FAST Reportable	
Status	INACTIVE ▼	⬤ Non Accountable	

Remarks ⌃

Remarks		History Remarks	

❌ Cancel   💾 Save

A. *Verify the STOCK NBR.*

B. Update the MFR NAME, entering the revised name in the field provided. *This is a 36 alpha-numeric character field.*

C. Update the MFR PART NBR, using 🔍 to browse for the revised identifier. *This is a 35 alpha-numeric character field.*

   External Manufacturer Part Number Browse help

D. Update the UPC, entering the revised code in the field provided. *This is a 6 - 12 numeric character field.*

E. Update the Status, using ▾ to select the desired activity level.

F. *Verify the ITEM DESC.*

G. Update the MFR MODEL NBR, entering the revised identifier in the field provided. *This is a 48 alphanumeric character field.*

H. Update the CAGE CD, entering the revised code in the field provided. *This is a 5 alpha-numeric character field.*

I. Verify the FAST Reportable contains the appropriate 🟢 or ⚪ . *This means the Manufacturer Part Number is associated with a FAST Reportable Vehicle.*

J. Verify the Non Accountable contains the appropriate 🟢 or ⚪ . *This means the Manufacturer Part Number is Non Accountable.*

K. *Enter the information in the Remarks panel.*

    a. Update the Remarks, entering the revised explanation in the field provided. *This is a 1024 alphanumeric character field.*

    b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

2. Select [💾 Save]. *The revised Manufacturer Part Number appears at the top of the Search Results Grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alpha-numeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: STOCK NBR. **13 — Mandatory Entry: MFR NAME.**	Missing Entry. Enter the appropriate information in the desired field.
204 — Invalid CAGE/ NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field.

For the CAGE C_D, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters.

For the NCAGE C_D, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")

Related Topics

- Manufacturer Part Number
- Add a Manufacturer Part Number
- Delete a Manufacturer Part Number

Delete a MANUFACTURER PART NBR

Overview

The MANUFACTURER PART NBR Delete process allows removal of a selected MFR PART NBR record.

> **Attention**
>
> ⚠️　A MFR PART NBR record **cannot be deleted** if the record is associated with any asset records.

Navigation

CATALOG MGMT > MFR PART NBR > 🗑 Delete > Delete MANUFACTURER PART NBR pop-up window

Page Fields

The following fields display on the **Delete MANUFACTURER PART NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
530	Select "Delete" to remove the selected MANUFACTURER PART NBR record(s).
14	Select "Cancel" button to return to previous page.

Manufacturer Information Grid

Stock Nbr

Mfr Name

Mfr Part Nbr

Item Desc

Mfr Model Nbr

CAGE Cd

Remarks Grid

History Remarks

Procedure

> **DPAS Navigation Helpful Tips**
>
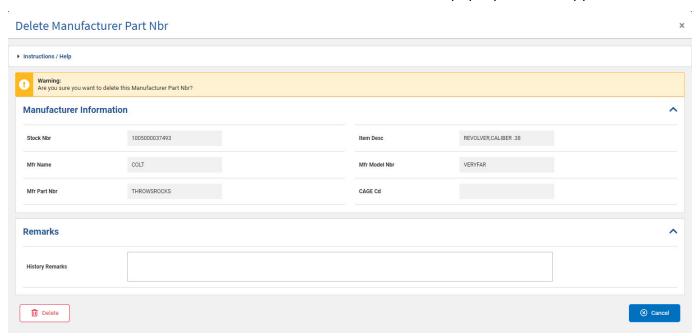> 💡　Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Delete a MFR PART NBR

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select 🗑 **Delete** *. The* **Delete MANUFACTURER PART NBR** *pop-up window appears.*

Delete Manufacturer Part Nbr   ×

▸ Instructions / Help

Warning:
Are you sure you want to delete this Manufacturer Part Nbr?

Manufacturer Information   ⌃

Stock Nbr	1005000037493	Item Desc	REVOLVER,CALIBER .38
Mfr Name	COLT	Mfr Model Nbr	VERYFAR
Mfr Part Nbr	THROWSROCKS	CAGE Cd	

Remarks   ⌃

History Remarks [   ]

[🗑 Delete]   [⊗ Cancel]

1. *Verify the STOCK NBR.*
2. *Verify the MFR NAME.*
3. *Verify the MFR PART NBR.*
4. *Verify the ITEM DESC.*
5. *Verify the MFR MODEL NBR.*
6. *Verify the CAGE CD.*
7. *Enter the information in the Remarks panel.*
   a. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

2. Select [🗑 Delete]. *The Manufacturer Part Number is removed from the Search Results Grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

161 — Remarks must be alpha-numeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
2159 — Cannot delete Manufacturer record with active Software Licenses.	Invalid Deletion. This Manufacturer Part Number record cannot be deleted if it is associated to any assets with current licenses. Review the record again, and remove any remaining associated information so the MFR PART NBR record can be deleted.
2417 — Cannot delete a Manufacturer Record associated to a Stock Number that is Stock Item Type = 'B.'	Invalid Deletion. This Manufacturer Part Number record cannot be deleted if it is associated to a Stock Number that is Stock Item Type B – PART NBR. Review the record again, and remove any remaining associated information so the MFR PART NBR record can be deleted.
2418 — Manufacturer Part Number cannot be Deleted. {0} Record(s) exist for this Manufacturer Part Number.	Invalid Deletion. This Manufacturer Part Number record cannot be deleted if it is associated to an Asset Master, Due-In, CIP Asset, or a File Reference. Review the record again, and remove any remaining associated information so the MFR PART NBR record can be deleted.
2419 — Manufacturer Part Number was not Deleted. Contact the DPAS CALL CENTER.	[Contact the DPAS Call Center](#)

Related Topics

- [Manufacturer Part Number](#)
- [Add a Manufacturer Part Number](#)
- [Update a Manufacturer Part Number](#)

End Of Day Transaction Counts

Overview

The Inventory Control Point / Materiel Management module End of Day Transaction Counts process provides the ability to display all DLMS transactions each day for each RSA.

Navigation

MATERIEL MGMT > EOD Transactions > End Of Day Counts page

Page Fields

The following fields display on the **End Of Day Counts** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.
493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
494	Select "Reset" button to clear the data. The Enterprise Rollup and Search Criteria are independent of each other.

Enterprise Rollup

Materiel Management Program

Materiel Management Division

Inventory Control Point

Search Criteria Grid

Document Nbr

Process Status

Transaction Creation Dt/Tm From

Transaction Creation Dt/Tm To

End Of Day Counts

All

Status

Set Type

CICP/RSA Name

Report Type Cd

Transaction Creation Dt/Tm

Processed Status

Doc Nbr

Doc Id

Optional

    ICP Name

    Division Name

    Program Name

    Error Message

    Error Response

    Error Response Detail

    Program Id

    Established By

    Established Dt/Tm

    Last Updated By

    Last Transaction Dt/Tm

    Supplementary Address

End Of Day Count Details

All

Status

Set Type

Transaction Category

Sent Qty

Received Qty

Suspended Qty

History Requested?

Optional

    Program Id

    Established By

    Established Dt/Tm

    Last Updated By

Last Transaction Dt/Tm
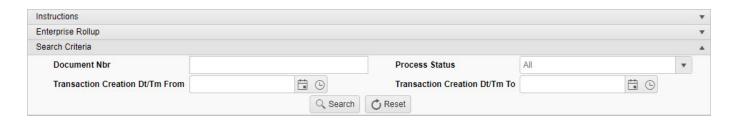
Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.
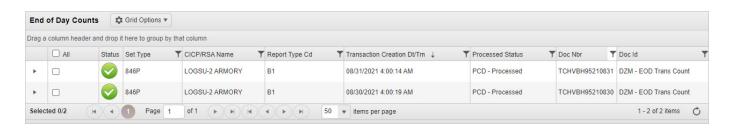
Search for an End Of Day Count

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [⟳ Reset] *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
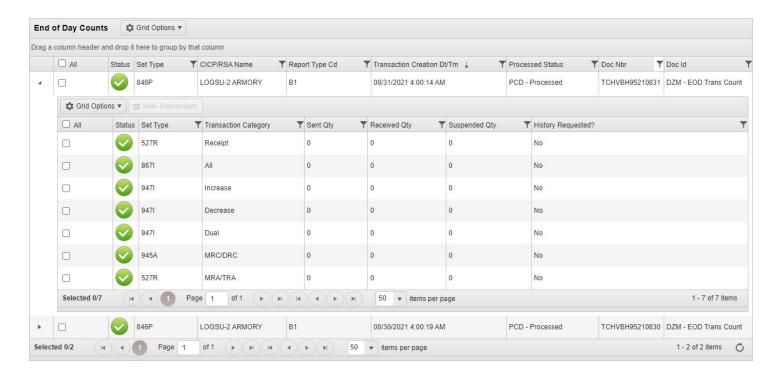
Instructions	▼
Enterprise Rollup	▼
Search Criteria	▲

Document Nbr		Process Status	All ▼
Transaction Creation Dt/Tm From	🗓 🕐	Transaction Creation Dt/Tm To	🗓 🕐

[🔍 Search] [⟳ Reset]

- Enter the DOCUMENT NBR in the field provided. *This is a 15 alphanumeric character field.*

- Use [▼] to select the Process Status.

- Use [🗓 🕐] to select the Transaction Creation DT/TM From, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.

- Use [🗓 🕐] to select the Transaction Creation DT/TM To, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.

2. Select [🔍 Search]. *The Search Results display.*

		Status	Set Type	CICP/RSA Name	Report Type Cd	Transaction Creation Dt/Tm ↓	Processed Status	Doc Nbr	Doc Id
▶	☐	✅	846P	LOGSU-2 ARMORY	B1	08/31/2021 4:00:14 AM	PCD - Processed	TCHVBH95210831	DZM - EOD Trans Count
▶	☐	✅	846P	LOGSU-2 ARMORY	B1	08/30/2021 4:00:19 AM	PCD - Processed	TCHVBH95210830	DZM - EOD Trans Count

End of Day Counts ⚙ Grid Options ▼

Drag a column header and drop it here to group by that column

☐ All

Selected 0/2 ⏮ ◀ 1 Page 1 of 1 ▶ ⏭ ⏮ ◀ ▶ ⏭ 50 ▼ items per page 1 - 2 of 2 items ⟳

View End of Day Count Details

Select ▶ next to the desired record. *The End of Day Count Details panel opens.*

	Status	Set Type	CICP/RSA Name	Report Type Cd	Transaction Creation Dt/Tm ↓	Processed Status	Doc Nbr	Doc Id
▲ ☐	✅	846P	LOGSU-2 ARMORY	B1	08/31/2021 4:00:14 AM	PCD - Processed	TCHVBH95210831	DZM - EOD Trans Count

End of Day Counts ⚙ Grid Options ▼

Drag a column header and drop it here to group by that column

☐ All

⚙ Grid Options ▼ ☰ View Transactions

	Status	Set Type	Transaction Category	Sent Qty	Received Qty	Suspended Qty	History Requested?
☐	✅	527R	Receipt	0	0	0	No
☐	✅	867I	All	0	0	0	No
☐	✅	947I	Increase	0	0	0	No
☐	✅	947I	Decrease	0	0	0	No
☐	✅	947I	Dual	0	0	0	No
☐	✅	945A	MRC/DRC	0	0	0	No
☐	✅	527R	MRA/TRA	0	0	0	No

Selected 0/7 Page 1 of 1 50 ▼ items per page 1 - 7 of 7 items

▶ ☐	✅	846P	LOGSU-2 ARMORY	B1	08/30/2021 4:00:19 AM	PCD - Processed	TCHVBH95210830	DZM - EOD Trans Count

Selected 0/2 Page 1 of 1 50 ▼ items per page 1 - 2 of 2 items ↻

View End of Day Count Detail Transactions

1. Click ☐ to select the desired entry. *The record is highlighted, and* ☰ View Transactions *becomes available.*

2. Select ☰ View Transactions. *The **DLMS Transaction Review** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- DLMS Transaction Overview

Requisition

Overview

The Inventory Control Point / Materiel Management module Requisition process provides the ability to add, update, cancel, print, review, or deny a Requisition request.

A Requisition record is a purchase request from a Warehouse. The warehouse sends the replenishment request to the Supply Technician at the ICP to be approved, denied, modified, or canceled. The approved Requisition request generates a Due-In for the warehouse and sends the request to the Source of Supply (SOS).

Note

Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Requisition > Requisition page

Page Fields

The following fields display on the **Requisition** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Warehouse *i*

Document Nbr

Stock Nbr

Status

Source of Supply RIC

Only Approvable

Approved Dt From

Approved Dt To

Required Delivery Dt From

Required Delivery Dt To

Established Dt/Tm From

Established Dt/Tm To

Requisitions Grid

Warehouse

Document Nbr

Status

Last Transaction Dt/Tm

Approved Dt

Stock Nbr

Item Desc

Unit Price

Requested Qty

Ext Requested Price

Approved Qty

Ext Approved Price

Source of Supply RIC

Required Delivery Dt

Supply Status Cd

Optional

Program Id

Established By

Established Dt/Tm

Last Updated By

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).

Search for a Requisition

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

   - Enter the Warehouse, using 🛈 to assist with the entry. *This is a 50 alphanumeric character field.*

   - Enter the DOCUMENT NBR in the field provided. *This is a 15 alphanumeric character field.*

   - Enter the STOCK NBR, using 🛈 to assist with the entry. *This is a 15 alphanumeric character field.*

   - Use ▾ to select the [Status](#).

   - Enter the Source of Supply RIC in the field provided. *This is a 3 alphanumeric character field.*

   - Click ☐ to select Only Approvable. *The returned results are only the ones that the Supply Technician can approve / deny.*

   - Use 📅 to select the APPROVED DT From, or enter the date (MM/DD/YYYY) in the field provided.

   - Use 📅 to select the APPROVED DT To, or enter the date (MM/DD/YYYY) in the field provided.

   - Use 📅 to select the REQUIRED DLVRY DT From, or enter the date (MM/DD/YYYY) in the field provided.

   - Use 📅 to select the REQUIRED DLVRY DT To, or enter the date (MM/DD/YYYY) in the field provided.

   - Use 📅 to select the ESTABLISHED DT/TM FROM, or enter the date (MM/DD/YYYY) in the field provided.

   - Use 📅 to select the ESTABLISHED DT/TM TO, or enter the date (MM/DD/YYYY) in the

field provided.

2. Select [🔍 Search] to display the search results.

Add a New Requisition

Select [+ Add]. *The **Add a Requisition** page appears.*

Update a Requisition

Select ☐ (desired record) > [✎ Edit]. *The **Update a Requisition** page appears.*

Cancel a Requisition

1. Click ☐ to select the desired entry. *The Requisition request is highlighted, and* [✎ Edit] ,
   [✕ Cancel] , [🖨 Print] , [👁 Review] , [⑦ Deny] , [? Inquire Status] , [⚠ Review Changes] , [🕘 Historical Activities] , *and*
   [☰ DLMS Transaction Log] *become available.*

2. Select [✕ Cancel]. *The Status changes to CN - Cancelled, and is removed from the Requisitions grid.*

Print a Requisition

Select ☐ (desired record) > [🖨 Print]. *The **Print a Requisition** page appears.*

Review a Requisition

Select ☐ (desired record) > [👁 Review]. *The **Review a Requisition** page appears.*

Deny a Requisition

Select ☐ (desired record) > [⑦ Deny]. *The **Deny a Requisition** page appears.*

Inquire About a Requisition Status

1. Click ☐ to select the desired entry. *The Requisition request is highlighted, and* [✎ Edit] ,
   [✕ Cancel] , [🖨 Print] , [👁 Review] , [⑦ Deny] , [? Inquire Status] , [⚠ Review Changes] , [🕘 Historical Activities] , *and*
   [☰ DLMS Transaction Log] *become available.*

2. Select [? Inquire Status]. *The 869F Order Status Inquiry is sent to the SoS.*

Review Changes to a Requisition

Select ☐ (desired record) > [⚠ Review Changes]. *The **Review Requisitions** page appears.*

View the Historical Activities of a Requisition

Select ☐ (desired record) > [Historical Activities] . *The **Historical Activities of a Requisition** page appears.*

View the DLMS Transaction Log of a Requisition

Select ☐ (desired record) > [DLMS Transaction Log] . *The **Requisition DLMS Transaction Log** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
347 — Date (From) must be <= Date (To).	Invalid Date Entry. The Date (To) must be after the Date (From). Re—enter the Date (To).

Related Topics

- Add a Requisition
- Update a Requisition
- Print a Requisition
- Review a Requisition
- Deny a Requisition
- View the Historical Activities of a Requisition
- View the Requisition DLMS Transaction Log

Add a Requisition

Overview

The Requisition Add process provides the ability to create a Requisition request.

> **Note**
>
> Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Requisition > [+ Add] > Add Requisition page

Page Fields

The following fields display on the **Add Requisition** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Requisition

Stock Nbr *i* *

Item Desc

UI

Qty per Unit Pack

Unit Price

Requested Qty *

Ext Requested Price

Warehouse *i* *

Required Delivery Dt *

Managed DoDAAC *i* *

Requested Cond Cd *i* *

Deliver Not Before Dt

Deliver No Later Than Dt

Document Nbr

Ship To

Bill To

Priority Cd *i*

Media Status Cd

Distribution Cd

Fund Cd

Project Cd

Advice Cd

Purpose Cd

(*) Asterisk identifies mandatory fields.

Procedure

> **DPAS Navigation Helpful Tips**
> Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).

Add a Requisition

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select [+ Add]. *The* **Add Requisition** *page displays.*

2. Use *i* or [...] to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

3. *The ITEM DESC automatically populates and is not editable.*

4. *The UI automatically populates and is not editable.*

5. *The QTY per Unit Pack automatically populates and is not editable.*

6. *The Unit Price automatically populates and is not editable.*

7. Use [⇕] to choose the correct REQUESTED QTY.

8. *The EXT REQUESTED PRICE automatically populates and is not editable.*

9. Use ⓘ to assist, or use ▾ to select the [Warehouse](#).

10. Use 🗓 to select the REQUIRED DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

11. Use ⓘ to assist, or use ▾ to select the [Managed DoDAAC](#).

12. Use ⓘ to assist, or use ▾ to select the [Requested Cond Cd](#).

13. Use 🗓 to select the Deliver Not Before DT, or enter the date (MM/DD/YYYY) in the field provided.

14. Use 🗓 to select the Deliver No Later Than DT, or enter the date (MM/DD/YYYY) in the field provided.

15. Enter the DOCUMENT NBR in the field provided. *This is a 15 alphanumeric character field.*

16. *The Ship To automatically populates and is not editable.*

17. Use ▾ to select the [Bill To](#).

18. Use ⓘ to assist, or use ▾ to select the [Priority Cd](#).

19. Enter the DISTRIBUTION CD in the field provided. *This is a 3 alphanumeric character field.*

20. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*

21. Enter the PROJECT CD in the field provided. *This is a 3 alphanumeric character field.*

22. Use ▾ to select the [Advice Cd](#).

23. Use ▾ to select the [Purpose Cd](#).

24. Select ✓ Finish . *The **Add Requisition** page closes, and the new Requisition record is at the top of the Requisitions grid, highlighted in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
347 — Date (From) must be <= Date (To).	Invalid Date Entry. The Date (To) must be after the Date (From). Re—enter the Date (To).

Related Topics

- [Requisition Overview](#)
- [Update a Requisition](#)
- [Review a Requisition](#)
- [Print a Requisition](#)
- [Deny a Requisition](#)
- [View the Historical Activities of a Requisition](#)
- [View the Requisition DLMS Transaction Log](#)

Update a Requisition

Overview

The Requisition Update process allows editing of a Requisition request.

> **Note**
>
> Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Requisition > ☐ (desired record) > [✎ Edit] > Update Requisition page

Page Fields

The following fields display on the **Update Requisition** page. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Update Requisition

[Stock Nbr](#) *i*
[Item Desc](#)
[UI](#)
[Qty per Unit Pack](#)
[Unit Price](#)
[Requested Qty](#)
[Ext Requested Price](#)
[Approved Qty](#) *
[Ext Approved Price](#)

Warehouse 𝒊

Required Delivery Dt *

Managed DoDAAC 𝒊

Requested Cond Cd 𝒊 *

Deliver Not Before Dt

Deliver No Later Than Dt

Document Nbr

Source of Supply RIC

Ship To

Bill To

Priority Cd 𝒊

Media Status Cd

Distribution Cd

Fund Cd

Project Cd

Advice Cd

Purpose Cd

(*) Asterisk identifies mandatory fields.

Procedures

> **DPAS Navigation Helpful Tips**
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Update a Requisition

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Requisition request is highlighted, and* ✎ Edit *,* ✕ Cancel *,* 🖨 Print *,* 👁 Review *,* ⑦ Deny *,* ? Inquire Status *,* ⚠ Review Changes *,* ↻ Historical Activities *, and* ☰ DLMS Transaction Log *become available.*

2. Select ✎ Edit *. The* **Update Requisition** *page displays.*

3. *Verify the STOCK NBR.*

4. *Verify the ITEM DESC.*

5. *Verify the UI.*

6. *Verify the QTY.*

7. *Verify the Unit Price.*

8. *Verify the REQUESTED QTY.*

9. *Verify the EXT REQUESTED PRICE.*

10. Update the APPROVED QTY, using [icon] to choose the revised amount.

11. *Verify the EXT APPROVED PRICE.*

12. *Verify the Warehouse.*

13. Update the REQUIRED DLVRY DT, using [icon] or entering the date (MM/DD/YYYY) in the field provided.

14. *Verify the Managed DoDAAC.*

15. Update the [Requested Cond Cd](#), using [icon] to assist, or [icon] to select the desired code.

16. Update the Deliver Not Before DT, using [icon] or entering the date (MM/DD/YYYY) in the field provided.

17. Update the Deliver No Later Than DT, using [icon] or entering the date (MM/DD/YYYY) in the field provided.

18. Update the DOCUMENT NBR, entering the revised number in the field provided. *This is a 15 alphanumeric character field.*

19. Update the Source of Supply RIC, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

20. Update the [Ship To](#), using [icon] to select the desired DoDAAC.

21. Update the [Bill To](#), using [icon] to select the desired source.

22. Update the [Priority Cd](#), using [icon] to assist, or [icon] to select the desired code.

23. *Verify the Media STATUS CD.*

24. Update the DISTRIBUTION CD, entering the revised code in the field provided. *This is a 3 alpha-numeric character field.*

25. Update the FUND CD, entering the revised code in the field provided. *This is a 2 alphanumeric character field.*

26. Update the PROJECT CD, entering the revised code in the field provided. *This is a 3 alpha-numeric character field.*

27. Update the Advice Cd, using ▾ to select the desired code.

28. Update the Purpose Cd, using ▾ to select the desired code.

29. Select ✓ Finish . *The **Update Requisition** page closes, and the revised Requisition record is highlighted.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
347 — Date (From) must be <= Date (To).	Invalid Date Entry. The Date (To) must be after the Date (From). Re—enter the Date (To).

Related Topics

- Requisition Overview
- Add a Requisition
- Print a Requisition
- Review a Requisition
- Deny a Requisition
- View the Historical Activities of a Requisition
- View the Requisition DLMS Transaction Log

Deny a Requisition

Overview

The Requisition Deny process provides the ability to reject a Requisition request.

> **Note**
>
> Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Requisition > ☐ (desired record) > ⑦ Deny > Deny Requisition pop-up window

Page Fields

The following fields display on the **Deny Requisition** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Deny Requisition

Reason for Denial

Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Deny the Requisition Request

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Requisition request is highlighted, and* [✎ Edit] *,* [✕ Cancel] *,* [🖶 Print] *,* [👁 Review] *,* [? Deny] *,* [? Inquire Status] *,* [⚠ Review Changes] *,* [↺ Historical Activities] *, and* [▤ DLMS Transaction Log] *become available.*

2. Select [? Deny] . *The* **Deny Requisition** *pop-up window displays.*

3. Enter the Reason for Denial in the field provided. *This is a 1024 alphanumeric character field.*

4. Select [✓ Deny] to save the denied Requisition request. *The* **Deny Requisition** *pop-up window closes, and the Requisition request is removed from the Requisitions grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
347 — Date (From) must be <= Date (To).	Invalid Date Entry. The Date (To) must be after the Date (From). Re—enter the Date (To).

Related Topics

- Requisition Overview
- Add a Requisition
- Update a Requisition
- Print a Requisition
- Review a Requisition
- View the Historical Activities of a Requisition
- View the Requisition DLMS Transaction Log

View the DLMS Transactions of the Requisition Request

Overview

The Requisition DLMS Transaction Log pop-up window displays all the details of the Requisition request.

> **Note**
>
> Some search fields provide **Intellisense** _i_ , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic _i_ preceding the field name.

Navigation

MATERIEL MGMT > Requisition > ☐ (desired record) > [DLMS Transaction Log] > DLMS Transaction Log pop-up window

Page Fields

The following fields display on the **DLMS Transaction Log** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Materiel Management Program

Materiel Management Division

Inventory Control Point

Search Criteria Grid

Direction

Process Status

Set Type

Category

Doc Nbr *i*

Document ID

Stock Nbr *i*

Proj Cd

Processed Dt/Tm From

Processed Dt/Tm To

DLMS Transactions Grid

All

Direction

Set Type

Trans Type Cd

Supply Status Cd

Processed Dt/Tm

Process Status

Doc Nbr

Document ID Desc

Suffix Cd

Report Type Cd

Stock Nbr

Qty

Cond Cd

Document ID

Message From

Message To

Optional

ICP Name

Materiel Management Division

Materiel Management Program

Action Cd

Advice Cd

Distribution Cd

Error Message

Error Response

Error Response Detail

Established By

Established Dt/Tm

From Cond Cd

Fund Cd

GFM Contract Nbr

Interface System Cd

Last Transaction Dt/Tm

Last Updated By

Mgmt Cd

Mode of Shipment

Owning DoDAAC

Price LAC

Price MAC

Price Std

Priority Cd

Proj Cd

Processed Dt

Program ID

SCAC

Shipment Reference Nbr

Signal Cd

Supplementary Address

TCN

Trans Set Sub-Type

UI

Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Search for a DLMS Transaction

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Click ☐ to select the desired entry. *The Requisition request is highlighted, and* [🖉 Edit] *,* [✕ Cancel] *,* [🖶 Print] *,* [👁 Review] *,* [? Deny] *,* [? Inquire Status] *,* [⚠ Review Changes] *,* [🕙 Historical Activities] *, and* [▦ DLMS Transaction Log] *become available.*

2. Select [▦ DLMS Transaction Log] . *The **DLMS Transaction Log** pop-up window displays.*

3. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

   - Use [▾] to select the Direction.

   - Use [▾] to select the Process Status.

   - Use [▾] to select the Set Type.

   - *The Category automatically populates and is not editable.*

   - *The DOC NBR automatically populates and is not editable.*

   - Use [▾] to select the Document ID.

   - Enter the STOCK NBR, using [ⓘ] to assist with the entry. *This is a 15 alphanumeric character field.*

   - Use [▾] to select the Project Cd.

   - Use [▦] to select the PROCESSED DT/TM FROM, or enter the date (MM/DD/YYYY) in the field provided.

   - Use [▦] to select the PROCESSED DT/TM TO, or enter the date (MM/DD/YYYY) in the field provided.

4. Select [🔍 Search] to display the search results.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
347 — Date (From) must be	Invalid Date Entry. The Date (To) must be after the

<= Date (To).   Date (From). Re—enter the Date (To).

Related Topics

- [Requisition Overview](#)
- [Add a Requisition](#)
- [Update a Requisition](#)
- [Print a Requisition](#)
- [Review a Requisition](#)
- [Deny a Requisition](#)
- [View the Historical Activities of a Requisition](#)

View the Historical Activities of the Requisition Request

Overview

The Requisition Historical Activities pop-up window displays all the details of the Requisition request. Any prices or price calculations on this pop-up window are based on the time of the change to the request (the reason for the entry), NOT based on the time the window is being viewed.

> **Note**
>
> Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Requisition > ☐ (desired record) > [Historical Activities] > ICP Requisition Historical Activities pop-up window

Page Fields

The following fields display on the **ICP Requisition Historical Activities** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Historical Activities Details

Document Nbr

Current Stock Nbr

Item Desc

Warehouse

Warehouse RIC

Warehouse DoDAAC

Source of Supply RIC

Signal Cd

Current Fund Cd

Current Requested Qty

Current Approved Qty

Current Outstanding Qty

Unit Price

Current Ext Requested Price

Current Ext Approved Price

Established Dt/Tm

Established By

Approved By

Historical Activities Grid

Status

Last Transaction Dt/Tm

Approved Dt

Required Delivery Dt

Fund Cd

Requested Qty

Ext Requested Price

Approved Qty

Ext Approved Price

Outstanding Qty

Established By

Last Updated By

Optional

Advice Cd

Distribution Cd

Last Followup Dt/Tm

Media Status Cd

Priority Cd

Project Cd

Purpose Cd

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

View the Requisition Request Historical Activities

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Requisition request is highlighted, and* [✏ Edit] ,
   [✕ Cancel] , [🖶 Print] , [👁 Review] , [⊘ Deny] , [? Inquire Status] , [⚠ Review Changes] , [↻ Historical Activities] *, and*
   [▤ DLMS Transaction Log] *become available.*

2. Select [↻ Historical Activities] . *The **ICP Requisition Historical Activities** pop-up window displays.*

3. *The details regarding the Requisition request automatically populate and are not editable.*
   A. *Verify the DOCUMENT NBR.*
   B. *Verify the Current STOCK NBR.*
   C. *Verify the ITEM DESC.*
   D. *Verify the Warehouse.*
   E. *Verify the Warehouse RIC.*
   F. *Verify the Warehouse DODAAC.*
   G. *Verify the Source of Supply RIC.*
   H. *Verify the Signal CD.*
   I. *Verify the Current FUND CD.*
   J. *Verify the Current RQSTD QTY.*
   K. *Verify the Current APPROVED QTY.*
   L. *Verify the Current OUTSTANDING QTY.*
   M. *Verify the Unit Price.*
   N. *Verify the Current EXT RQSTD PRICE.*
   O. *Verify the Current EXT APPVD PRICE.*
   P. *Verify the ESTBD DT/TM.*
   Q. *Verify the ESTBD BY.*
   R. *Verify the Approved By.*

4. Select ✕ to close the pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
347 — Date (From) must be <= Date (To).	Invalid Date Entry. The Date (To) must be after the Date (From). Re—enter the Date (To).

Related Topics

- Requisition Overview
- Add a Requisition
- Update a Requisition
- Print a Requisition
- Review a Requisition
- Deny a Requisition
- View the Requisition DLMS Transaction Log

Print a Requisition

Overview

The Requisition Print process provides the ability to print the [DW Form 10](#) for an approved Requisition.

> **Note**
>
> Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Requisition > ☐ (desired record) > 🖨 Print > Print a Requisition page

Page Fields

The following fields display on the **Print a Requisition** page. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

[Warehouse](#)

[Document Nbr](#)

[Stock Nbr](#)

[Status](#)

[Source of Supply RIC](#)

Only Approvable

Approved Dt From

Approved Dt To

Required Delivery Dt From

Required Delivery Dt To

Established Dt/Tm From

Established Dt/Tm To

Requisitions Grid

Warehouse

Document Nbr

Status

Last Transaction Dt/Tm

Approved Dt

Stock Nbr

Item Desc

Unit Price

Requested Qty

Ext Requested Price

Approved Qty

Ext Approved Price

Source of Supply RIC

Required Delivery Dt

Supply Status Cd

Optional

Program Id

Established By

Established Dt/Tm

Last Updated By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Print a Requisition

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Requisition request is highlighted, and* ✏ Edit , ✕ Cancel , 🖶 Print , 👁 Review , ⑦ Deny , ? Inquire Status , ⚠ Review Changes , 🕘 Historical Activities *, and* ☰ DLMS Transaction Log *become available.*

2. Select 🖶 Print .

3. A pop-up window appears after generating the DW Form 10. *Choose whether to:*

   - Open *has the PDF document appear, and is printable from here.*

   - Save ▾ *saves the PDF document, and is printable at a later time.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Requisition Overview
- Add a Requisition
- Update a Requisition
- Review a Requisition
- Deny a Requisition
- View the Historical Activities of a Requisition
- View the Requisition DLMS Transaction Log

Review a Requisition

Overview

The Requisition Review process provides the ability to review and approve a Requisition request. About half of the fields are editable before approval.

> **Note**
>
> Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Requisition > ☐ (desired record) > 👁 Review > Review Requisition pop-up window

Page Fields

The following fields display on the **Review Requisition** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Review

Document Nbr

Stock Nbr

Warehouse

Managed DoDAAC

Ship To *

Bill To *

Priority Cd *i* *

Signal Cd

Media Status Cd

Distribution Cd

Fund Cd *

Project Cd

[Advice Cd](#) *

[Purpose Cd](#)

[Approved Qty](#) *

[Requested Qty](#)

[Approved By](#)

(*) Asterisk identifies mandatory fields.

Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).

Review the Requisition Request

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold numbered steps are required.**

1. Click ☐ to select the desired entry. *The Requisition request is highlighted, and* ✎ Edit *,* ✕ Cancel *,* 🖶 Print *,* 👁 Review *,* ⓘ Deny *,* ❓ Inquire Status *,* ⚠ Review Changes *,* 🕤 Historical Activities *, and* ▤ DLMS Transaction Log *become available.*

2. Select 👁 Review *. The* **Review Requisition** *pop-up window displays.*

   Verify 3 the DOCUMENT NBR.

   > **Note**
   >
   > If the DOCUMENT NBR is not entered earlier, (Auto-Generate) shows in this field.

4. *Verify the* STOCK NBR.

5. *Verify the Warehouse.*

6. *Verify the Managed DODAAC.*

7. Update the [Ship To](#), using ▾ to select the desired DODAAC.

8. Update the [Bill To](#), using ▾ to select the desired source.

9. Update the [Priority Cd](#), using ⓘ to assist, or ▾ to select the desired code.

10. *Verify the* SIGNAL CD.

11. *Verify the Media* STATUS CD.

12. Update the DISTRIBUTION CD, entering the revised code in the field provided. *This is a 3 alpha-numeric character field.*

13. Update the FUND CD, entering the revised code in the field provided. *This is a 2 alphanumeric character field.*

14. Update the PROJECT CD, entering the revised code in the field provided. *This is a 3 alpha-numeric character field.*

15. Update the [Advice Cd], using ▾ to select the desired code.

16. Update the [Purpose Cd], using ▾ to select the desired code.

17. Update the APPROVED QTY, using ↕ to choose the revised amount.

18. *Verify the REQUESTED QTY.*

19. Update the Approved By, entering the revised identifier in the field provided. *This is an 8 alpha-numeric character field.*

20. Select ✓Approve . *The **Review Requisition** pop-up window closes, the Requisition status changes, and any required forms are automatically sent.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
347 — Date (From) must be <= Date (To).	Invalid Date Entry. The Date (To) must be after the Date (From). Re—enter the Date (To).

Related Topics

- [Requisition Overview](#)
- [Add a Requisition](#)
- [Update a Requisition](#)
- [Print a Requisition](#)
- [Deny a Requisition](#)
- [View the Historical Activities of a Requisition](#)
- [View the Requisition DLMS Transaction Log](#)

Customer Requisition Management

Overview

The Inventory Control Point / Materiel Management module Customer Requisition process provides the ability to add or review a Requisition request.

> **Note**
>
> ![icon] Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Customer Requisition > Customer Requisition page

Page Fields

The following fields display on the **Customer Requisition** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the Stock Nbr Search Results.
526	Select "Reset" to clear the Stock Nbr Search Criteria.
527	Select "Grid Options" for additional actions to perform on the Stock Nbr data.
528	Select "Add" to create a new Stock Nbr record.
529	Select "Edit" to update the selected Stock Nbr record(s).
530	Select "Delete" to remove the selected Stock Nbr record(s).
531	Select "Attachments" to add or view an attached document to the selected Stock Nbr record(s).

Search Criteria Grid

Doc Nbr *i*

Ordered By *i*

Priority Designator From

Stock Nbr *i*

Ship To *i*

Priority Designator To

Item Desc *i*

Doc Status Cd

Received Dt From

LIN/TAMCN *i*

Reportable Commodity Type

Received Dt To

Customer Requisition Grid

Req Stage

Doc Nbr

Suffix Cd

Stock Nbr

Item Desc

Ship To

Ordered By

Qty

RDD

UOI

Priority Designator

Optional

Doc Status

LIN/TAMCN

Reportable Commodity Type

Received Dt

Program

Procedures

> **DPAS Navigation Helpful Tips**
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Search for a Customer Requisition

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟲ Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

- Enter the Document Nbr, using 𝒊 to assist with the entry. *This is a 15 alphanumeric character field.*

- Enter the Ordered By, using 𝒊 to assist with the entry. *This is a 6 alphanumeric character field.*

- Use ▾ to select the Priority Designator From.

- Use 𝒊 or ⋯ to assist with the Stock Nbr entry. *This is a 15 alphanumeric character field.*
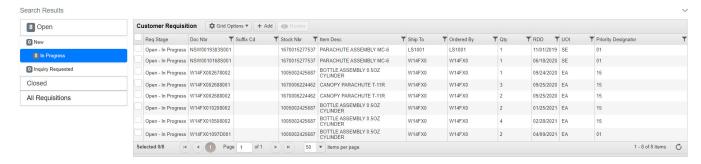
  Stock Number Browse help

- Enter the Ship To, using 𝒊 to assist with the entry. *This is a 6 alphanumeric character field.*

- Use ▾ to select the Priority Designator To.

- Enter the Item Desc, using 𝒊 to assist with the entry. *This is a 256 alphanumeric character field.*

- Use ▾ to select the Doc Status Cd.

- Use 📅 to select the Received Dt From, or enter the date (MM/DD/YYYY) in the field provided.

- Use 𝒊 or ⋯ to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

  Line Item Number / Table of Authorized Material Control Number Browse help

- Use ▾ to select the Reportable Commodity Type.

- Use 📅 to select the Received Dᴛ To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select [🔍 Search]. *The Search Results display.*

Add a Customer Requisition

Select [+ Add]. *The **Add a New Customer Requisition** page displays.*

Review a Customer Requisition

Select ☐ (desired record) > [👁 Review]. *The **Review a Customer Requisition** page displays.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
347 — Date (From) must be <= Date (To).	Invalid Date Entry. The Date (To) must be after the Date (From). Re—enter the Date (To).
2156 — Priority Designation (From) must be < or = Priority Designation (To).	Invalid Entry. Priority Designation (To) is less than Priority Designation (From). Re-enter the priorities.

Related Topics

- Add a Customer Requisition
- Review a Customer Requisition
- DLMS Transaction Overview

Add a New Customer Requisition

Overview

The Customer Requisition Add process provides the ability to create a new Customer Requisition request.

> **Note**
>
> ❓ Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

Navigation

Mᴀᴛᴇʀɪᴇʟ Mɢᴍᴛ > Customer Requisition > [+ Add] > New Customer Requisition page

Page Fields

The following fields display on the **New Customer Requisition** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
473	Select "Next" button to continue.
55	Select "Back" to return to previous page.
486	Select the "Finish" button to complete the process and save all data.

New Customer Requisition

1. Requisition Details

Ordered By (DoDAAC / RIC) *
Owning ICP (DoDAAC / RIC) *

Stock Nbr *i* *
Ship To (DoDAAC / RIC)

2. Order Information

Document Nbr

Stock Number

Quantity *

Required Delivery Date *

Status

Item Description

Unit Of Issue

Date Received *

Priority Designator *

Condition Code *

Unit Price

Deliver Not Before Dt

3. Item Details

Contract Number

Contract Line Item Number

Color

4. Requisition Codes

Advice Code

Project Code

Demand Code *

Media & Status Code *

Purpose Cd

Fund Cd *

Signal Code *

Distribution Code

Reason Code

5. Contract Details

Information Point of Contact

POC Name

Phone Number

Email

International Phone

DSN

Fax Number

Authorized Representative

POC Name

Phone Number

Email

International Phone

DSN

Fax Number

(*) Asterisk identifies mandatory fields.
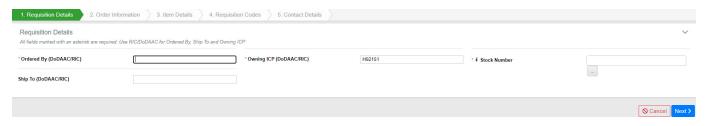
Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Add a Customer Requisition
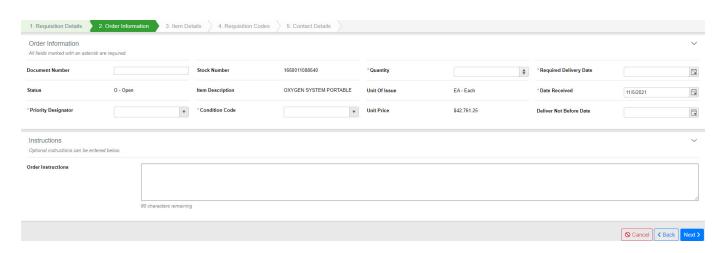
Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page. Selecting* [< Back] *retains the information and returns to the previous page.* **Bold** *numbered steps are required.*

1. Select [+ Add]. *The* **New Customer Requisition** *page displays, open to the Requisition Details step.*

| 1. Requisition Details | 2. Order Information | 3. Item Details | 4. Requisition Codes | 5. Contact Details |

Requisition Details
All fields marked with an asterisk are required. Use RIC/DoDAAC for Ordered By, Ship To and Owning ICP

| * Ordered By (DoDAAC/RIC) | | * Owning ICP (DoDAAC/RIC) | H92151 | * ℹ Stock Number | |
| Ship To (DoDAAC/RIC) | | | | | |

[⊘ Cancel] [Next >]
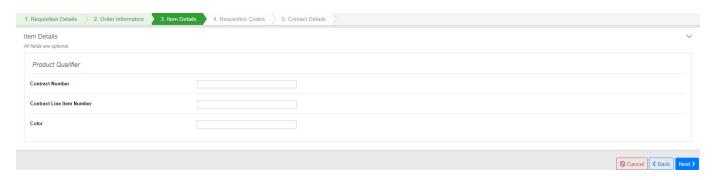
2. Enter the Ordered By (DODAAC / RIC) in the field provided. *This is a 6 alphanumeric character field.*

3. Enter the Owning ICP (DODAAC / RIC) in the field provided. *This is a 6 alphanumeric character field.*

4. Use ℹ or [...] to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

   Stock Number Browse help

5. Enter the Ship To (DODAAC / RIC) in the field provided. *This is a 6 alphanumeric character field.*

6. Select **Next >**. *The Order Information step appears.*
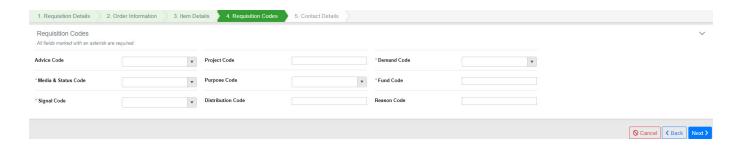
7. Enter the Document Number in the field provided. *This is a 15 alphanumeric character field.*

8. *The Stock Number automatically populates and is not editable.*

9. Use ⇕ to choose the Quantity.

10. Use 🗓 to select the Required Delivery Date, or enter the date (MM/DD/YYYY) in the field provided.

11. *The Status automatically populates and is not editable.*

12. *The Item Description automatically populates and is not editable.*

13. *The Unit of Issue automatically populates and is not editable.*

14. Use 🗓 to select the Date Received, or enter the date (MM/DD/YYYY) in the field provided.

15. Use ▾ to select the [Priority Designator](#).

16. Use ▾ to select the [Condition Code](#).

17. *The Unit Price automatically populates and is not editable.*

18. Use 🗓 to select the Deliver Not Before Date or enter the date (MM/DD/YYYY) in the field provided.

19. Select **Next >**. *The Item Details step appears.*
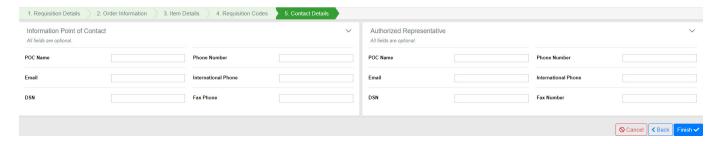
20. Enter the Contract Number in the field provided. *This is a 19 alphanumeric character field.*

21. Enter the Contract Line Item Number in the field provided. *This is a 4 alphanumeric character field.*

22. Enter the Color in the field provided. *This is a 15 alphanumeric character field.*

23. Select Next > . *The Requisition Codes step appears.*

24. Use ▾ to select the Advice Cd.

25. Enter the Project Code in the field provided. *This is a 3 alphanumeric character field.*

26. Use ▾ to select the Demand Code.

27. Use ▾ to select the Media & Status Code.

28. Use ▾ to select the Purpose Cd.

29. Enter the Fund Code in the field provided. *This is a 2 alphanumeric character field.*

30. Use ▾ to select the Signal Code.

31. Enter the Distribution Code in the field provided. *This is a 3 alphanumeric character field.*

32. Enter the Reason Code in the field provided. *This is a 3 alphanumeric character field.*

33. Select Next > . *The Contact Details step appears.*

— — Add a New Customer Requisition — —
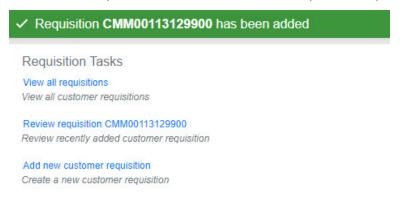
For the Information Point of Contact

   A. Enter the POC Name in the field provided. *This is a 25 alphanumeric character field.*

   B. Enter the Phone Number in the field provided. *This is a 25 alphanumeric character field.*

   C. Enter the E-MAIL in the field provided. *This is a 65 alphanumeric character field.*

   D. Enter the International Phone in the field provided. *This is a 25 alphanumeric character field.*

   E. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*

   F. Enter the FAX NUMBER in the field provided. *This is a 25 alphanumeric character field.*

For the Authorized Representative

   A. Enter the POC Name in the field provided. *This is a 25 alphanumeric character field.*

   B. Enter the Phone Number in the field provided. *This is a 25 alphanumeric character field.*

   C. Enter the E-MAIL in the field provided. *This is a 65 alphanumeric character field.*

   D. Enter the International Phone in the field provided. *This is a 25 alphanumeric character field.*

   E. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*

   F. Enter the FAX NUMBER in the field provided. *This is a 25 alphanumeric character field.*

34. Select **Finish ✓** to save the new Requisition record. *The **New Customer Requisition** page shows the Requisition Number and three options to proceed.*

- View All Requisitions returns to the **Customer Requisition Management** page.
- Review Requisition # advances to the **Customer Requisition Review** page.
- Add a New Customer Requisition returns to the Requisition Details step above.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Ordered By*.	
13 — Mandatory Entry: *Owning ICP*.	
13 — Mandatory Entry: *Stock Nbr*.	
13 — Mandatory Entry: *Quantity*.	
13 — Mandatory Entry: *Required Delivery Date*.	
13 — Mandatory Entry: *Date Received*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Priority Designator*.	
13 — Mandatory Entry: *Condition Code*.	
13 — Mandatory Entry: *Demand Code*.	
13 — Mandatory Entry: *Media and Status Code*.	
13 — Mandatory Entry: *Fund Code*.	
13 — Mandatory Entry: *Signal Code*.	

Related Topics

- [Customer Requisition Management](#)
- [Review a Customer Requisition](#)
- [DLMS Transaction Overview](#)

Review a Customer Requisition

Overview

The Customer Requisition Review process provides the ability to review and approve a Requisition request.

> **Note**
>
> Some search fields provide **Intellisense** i , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic i preceding the field name.

Navigation

MATERIEL MGMT > Customer Requisition > ☐ (desired record) > [👁 Review] > Customer Requisition Review page

Page Fields

The following fields display on the **Customer Requisition Review** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Details

Order Information

Document Nbr

Stock Number

Requested Quantity

Required Delivery Date

Date Received

Item Description

Priority Designator

Deliver Not Before Dt

[Status](#)
[Condition Code](#)
[Unit Price](#)
[Program](#)

Quantity Status

New

MRO

[Select](#)
[RSA DoDAAC](#)
[Owning DoDAAC](#)
[Condition Code](#)
[Quantity](#)

Backorder

[RSA DoDAAC](#) *
[Owning DoDAAC](#) *
[Condition Code](#) *
[Estimated Ship Date](#) *
[Select Quantity](#) *

In Progress

MRO

[RSA DoDAAC](#)
[Estimated Ship Date](#)
[Owning DoDAAC](#)
[Condition Code](#)
[Project Code](#)
[Select Quantity](#)
[Contract Number](#)
[Planned Quantity](#)
[Denied Quantity](#)
[Shipped Quantity](#)
[Canceled Quantity](#)

Backorder

[RSA DoDAAC](#)

[Owning DoDAAC](#)

[Condition Code](#)

[Estimated Ship Date](#)

[Backordered Quantity](#)

Closed

[RSA DoDAAC](#)

[Estimated Ship Date](#)

[Owning DoDAAC](#)

[Condition Code](#)

[Project Code](#)

[Select Quantity](#)

[Planned Quantity](#)

[Denied Quantity](#)

[Shipped Quantity](#)

[Canceled Quantity](#)

[TCN](#)

[Shipped Date](#)

Item Identification

[Contract Number](#)

[Contract Line Item Number](#)

[Color](#)

Requirements

[Advice Code](#)

[Project Code](#)

[Fund Cd](#)

[Order Instructions](#)

[Media & Status Code](#)

[Purpose Cd](#)

[Reason Code](#)

[Signal Code](#)

[Demand Code](#)

[Special Requirements](#)

Destination

Shipping Information

Ship To DoDAAC

Ship To RIC

Ship To Address

Billing Information

Bill To DoDAAC

Bill To RIC

Bill To Address

Contact Info

Ordered By Information

Ordered By DoDAAC

Ordered By RIC

Ordered By Address

Information Point of Contact

POC Name

Phone Number

Email

International Phone

DSN

Fax Number

Authorized Representative

POC Name

Phone Number

Email

International Phone

DSN

Fax Number

Named Entities

DoDAAC / RIC

Identifier Code

Receiving Status

History

DLMS Transaction Overview

(*) Asterisk identifies mandatory fields.

Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Review the Customer Requisition Request
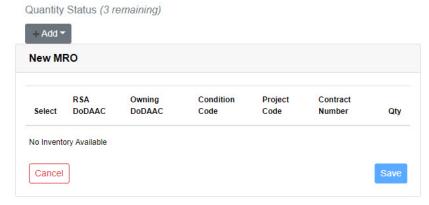
Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page. Selecting* [< Back] *retains the information and returns to the previous page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Customer Requisition request is highlighted, and* [👁 Review] *becomes available.*

2. Select [👁 Review]. *The* **Customer Requisition Review** *page appears.*

3. Select the Details tab.

    A. Select the Order Information panel.

Details	Destination	Contact Info	History		Action ▾

Order Information								⌄
Document Number	NSW0010168S001	Stock Number	1670015277537	Requested Quantity	1 SE	Required Delivery Date	06/18/2020	
Date Received	06/16/2020	Item Description	PARACHUTE ASSEMBLY MC-6	Priority Designator	01	Deliver Not Before		
Status	Open - In Progress	Condition Code	B - Svcbl(With Qual)	Unit Price	$4,596.00	Program		

   a. *Verify the DOCUMENT NBR.*

   b. *Verify the STOCK NBR.*

   c. *Verify the Requested Quantity.*

   d. *Verify the Required Delivery Date.*

   e. *Verify the Date Received.*

   f. *Verify the Item Description.*

   g. *Verify the Priority Designator.*

   h. *Verify the Deliver Not Before Date.*

    i. *Verify the Status.*

    j. *Verify the Condition Code.*

    k. *Verify the Unit Price.*

    l. *Verify the Program.*

B. Select the Quantity Status panel.

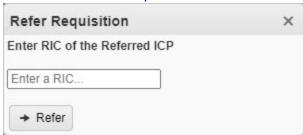- If the Req Stage is New:
  - And the inventory comes from an MRO:

Quantity Status *(3 remaining)*

+ Add ▾

New MRO

Select	RSA DoDAAC	Owning DoDAAC	Condition Code	Project Code	Contract Number	Qty

No Inventory Available

Cancel   Save

    a. *Verify the correct MRO rows are selected.*

    b. *Verify the RSA DoDAAC.*

    c. *Verify the Owning DoDAAC.*

    d. *Verify the Condition Code.*

    e. *Verify the Project Code.*

    f. *Verify the Contract Number.*

    g. *Verify the Quantity.*

  - And the inventory comes from a Backorder:

Quantity Status *(3 remaining)*

+ Add ▾

New Backorder

* RSA DoDAAC

* Owning DoDAAC

* Condition Code

* Estimated Ship Date

* Select Quantity

Cancel   Save

a. Use ▾ to select the RSA DoDAAC.

b. Use ▾ to select the Owning DoDAAC.

c. Use ▾ to select the Condition Code.

d. Use ▦ to select the Estimated Ship Date, or enter the date (MM/DD/YYYY) in the field provided.

e. Use ↕ to choose the Select Quantity.

f. Select Save . *The Backorder saves, and the panel changes to show the information.*

a. Select Action ▾ . *The Action dropdown appears.*

Choose Refer Requisition. *The **Refer Requisition** pop-up appears.*

Refer Requisition ✕

Enter RIC of the Referred ICP

Enter a RIC...

➔ Refer

○ Enter the RIC in the field provided.

○ Select ➔ Refer . *The requisition is removed from this ICP and sent to the new ICP.*
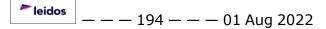
b.

OR
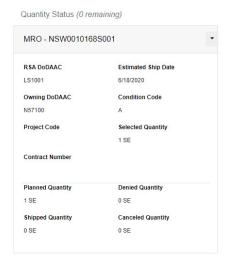
Choose Reject Requisition. *The **Reject Requisition** pop-up appears.*

Reject Requisition — ☐ ✕

Reject Requisition

Reject Code [   ] ▾

⊘ Reject
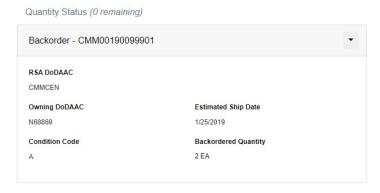
○ Use ▾ to select the Reject Code.

○ Select ⊘ Reject . *The requisition is changed to "Closed - Rejected".*

• If the Req Stage is In Process:

- And the requisition comes from an MRO:
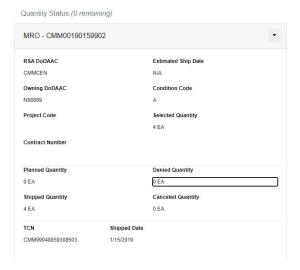
Quantity Status *(0 remaining)*

MRO - NSW0010168S001

RSA DoDAAC	**Estimated Ship Date**
LS1001	6/18/2020
Owning DoDAAC	**Condition Code**
N57100	A
Project Code	**Selected Quantity**
	1 SE
Contract Number	
Planned Quantity	**Denied Quantity**
1 SE	0 SE
Shipped Quantity	**Canceled Quantity**
0 SE	0 SE

   a. *Verify the RSA DoDAAC.*

   b. *Verify the Estimated Ship Date.*

   c. *Verify the Owning DoDAAC.*

   d. *Verify the Condition Code.*

   e. *Verify the Project Code.*

   f. *Verify the Selected Quantity.*

   g. *Verify the Contract Number.*

   h. *Verify the Planned Quantity.*

   i. *Verify the Denied Quantity.*

   j. *Verify the Shipped Quantity.*

   k. *Verify the Canceled Quantity.*

- And the requisition comes from a Backorder:

Quantity Status *(0 remaining)*

Backorder - CMM00190099901

RSA DoDAAC	
CMMCEN	
Owning DoDAAC	**Estimated Ship Date**
N68869	1/25/2019
Condition Code	**Backordered Quantity**
A	2 EA

   a. *Verify the RSA DoDAAC.*

   b. *Verify the Owning DoDAAC.*

    c. *Verify the Estimated Ship Date.*

    d. *Verify the Condition Code.*

    e. *Verify the Backordered Quantity.*

- If the Req Stage is Closed:

Quantity Status *(0 remaining)*

MRO - CMM00190159902

RSA DoDAAC	Estimated Ship Date
CMMCEN	N/A
Owning DoDAAC	Condition Code
N68869	A
Project Code	Selected Quantity
	4 EA
Contract Number	

Planned Quantity	Denied Quantity
0 EA	0 EA
Shipped Quantity	Canceled Quantity
4 EA	0 EA

TCN	Shipped Date
CMM99948859308503	1/15/2019

    a. *Verify the RSA DoDAAC.*

    b. *Verify the Estimated Ship Date.*

    c. *Verify the Owning DoDAAC.*

    d. *Verify the Condition Code.*

    e. *Verify the Project Code.*

    f. *Verify the Selected Quantity.*

    g. *Verify the Contract Number.*

    h. *Verify the Planned Quantity.*

    i. *Verify the Denied Quantity.*

    j. *Verify the Shipped Quantity.*

    k. *Verify the Canceled Quantity.*

    l. *Verify the TCN.*

    m. *Verify the Shipped Date.*

C. Select the Item Identification panel.

Item Identification

Product Qualifier

Contract Nbr

Contract Line Item Nbr

Color
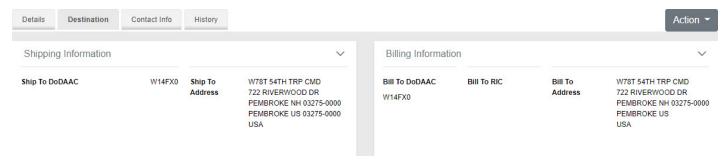
a. *Verify the CONTRACT NBR.*

b. *Verify the Contract Line Item NBR.*

c. *Verify the Color.*

D. Select the Requirements panel.

Requirements

Advice Code		**Project Code**		**Fund Code**	HS	**Order Instructions**	
Media & Status Code	0 - No Sts to RQNR or SUPADD O/T Mand Ship Sts to Ship To by DMS	**Purpose Code**		**Reason Code**		**Distribution Code**	
		Demand Code	A	**Special Requirements**		**PMR Sent To**	H9D
Signal Code	B - Supplementary Address (rp 45-50)						
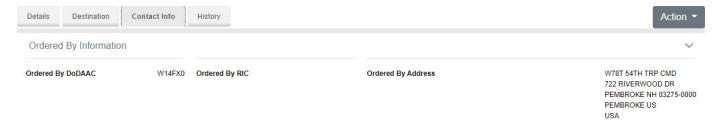
a. *Verify the Access Code.*

b. *Verify the Project Code.*

c. *Verify the Fund Code.*

d. *Verify the Order Instructions.*

e. *Verify the Media & Status Code.*

f. *Verify the Purpose Code.*

g. *Verify the Reason Code.*

h. *Verify the Signal Code.*

i. *Verify the Demand Code.*

j. *Verify the Special Requirements.*

4. Select the Destination tab.

Details	Destination	Contact Info	History		Action ▾

Shipping Information ⌄

Ship To DoDAAC	W14FX0	Ship To Address	W78T 54TH TRP CMD 722 RIVERWOOD DR PEMBROKE NH 03275-0000 PEMBROKE US 03275-0000 USA

Billing Information ⌄

Bill To DoDAAC	Bill To RIC	Bill To Address	W78T 54TH TRP CMD
W14FX0			722 RIVERWOOD DR PEMBROKE NH 03275-0000 PEMBROKE US USA

A. Select the Shipping Information.

   a. *Verify the Ship To DoDAAC.*

   b. *Verify the Ship To RIC.*

   c. *Verify the Ship To Address.*

B. Select the Billing Information.

   a. *Verify the Bill To DoDAAC.*

   b. *Verify the Bill To RIC.*

   c. *Verify the Bill To Address.*

5. Select the Contact Info tab.

A. Select the Ordered By Information panel.

Details	Destination	Contact Info	History		Action ▾

Ordered By Information ⌄

Ordered By DoDAAC	W14FX0	Ordered By RIC		Ordered By Address	W78T 54TH TRP CMD 722 RIVERWOOD DR PEMBROKE NH 03275-0000 PEMBROKE US USA

   a. *Verify the Ordered By DoDAAC.*

   b. *Verify the Ordered By RIC.*

   c. *Verify the Ordered By Address.*

B. Select the Information Point of Contact panel.

Information Point of Contact

POC Name

Phone
Number

Email

International
Phone

DSN

Fax
Number

    a. *Verify the POC Name.*

    b. *Verify the Phone Number.*

    c. *Verify the Email.*

    d. *Verify the International Phone.*

    e. *Verify the DSN.*

    f. *Verify the FAX Number.*

C. Select the Authorized Representative panel.

Authorized Representative

POC Name

Phone
Number

Email

International
Phone

DSN

Fax
Number

    a. *Verify the POC Name.*

    b. *Verify the Phone Number.*

    c. *Verify the Email.*

    d. *Verify the International Phone.*

    e. *Verify the DSN.*

    f. *Verify the FAX Number.*

D. Select the Named Entities panel.

DoDAAC/RIC	IdentifierCode	Receiving Status
W14FX0	ST	
W14FX0	OB	

Named Entities

a. *Verify the DoDAAC / RIC column.*

b. *Verify the Identifier Code column.*

c. *Verify the Receiving Status column.*

6. Select the History tab.

Select the Transactions panel to view the DLMS Transaction Overview for the requisition.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Customer Requisition Management
- Add a Customer Requisition
- DLMS Transaction Overview

Physical Inventory

Overview

The Inventory Control Point / Materiel Management module Physical Inventory process provides the ability to create, edit, cancel, reconcile, and view physical inventory requests and counts for a Contractor Inventory Control Point (CICP) / Remote Storage Activity (RSA). This process maintains accurate counts of equipment, shortages, and deficiencies.

There are many distinct aspects of a physical inventory:

Two modes (what to count):

- **SEG** – Inventory Segment Code
  — Sorts by Segment Codes (assigned to Stock Item entries at the Stock Number level)
- **STK** – Stock Number
  — Sorts by a specific LIN/TAMCN or STOCK NBR

Four types (methods of counting):

- **PLN** – Planned Only
  — A Physical Inventory that is not part of the 'planned' inventory for audit purposes, not required, but wanted. It does not have a scheduled date and is not released for execution.
- **SAP** – Scheduled Inventory, Planned
  — A Physical Inventory that is planned and required. All inventory must be counted within a single fiscal year, with certain stock numbers counted in each month. It has a scheduled date and is released for execution on that date.
- **SAR** – Scheduled Inventory, Random
  — A Physical Inventory that is not part of the 'planned' inventory for audit purposes. It is random due to unexpected circumstances. (For example, a tornado ran thru the warehouse on the west side of the base. Let's schedule an inventory count to make sure we account for everything and the resulting damages.) It has a scheduled date and is released for execution on that date.
- **IRL** – Immediate Release
  — A Physical Inventory that releases the count for execution immediately after creation.

Note

Some search fields provide **Intellisense** _i_ , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic _i_ preceding the field name.

Navigation

MATERIEL MGMT > Physical Inventory > Physical Inventory page

Page Fields

The following fields display on the **Physical Inventory** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria

Physical Inv Nbr

Status

Inv Segment Cd *i*

Stock Nbr *i*

RSA

Condition Cd

Release Dt From

Release Dt To

As of Dt From

As of Dt To

Physical Inventory Grid

Physical Inv Nbr

Status

Segment Cd

Release Dt

As Of Dt

Due Dt

Count Method Code Description

Optional

ICP Name

ICP DoDAAC

      [Remarks](#)

      [Program Id](#)

      [Established By Dt/Tm](#)

      [Established By](#)

      [Last Transaction Dt/Tm](#)

      [Last Updated By](#)

RSA – Details Grid

      [CICP/RSA Name](#)

      [DoDAAC](#)

      [RIC](#)

Catalog – Details Grid

      [LIN/TAMCN](#)

      [LIN/TAMCN Desc](#)

      [Stock Nbr](#)

      [Item Desc](#)

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).

Search for a Physical Inventory

One or more of the Search Criteria fields can be entered to isolate the results. By default, all Inventories are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

   - Enter the Physical Iɴᴠ Nʙʀ in the field provided. *This is 25 alphanumeric character field.*

   - Use ▾ to select the [Status](#).

   - Use ▾ to select the [Inv Segment Cd](#), using *i* to assist with the entry. *This is a 1 alphanumeric character field.*

   - Use *i* or ⋯ to assist with the Sᴛᴏᴄᴋ Nʙʀ entry. *This is a 15 alphanumeric character field.*

     [Stock Number Browse help](#)

- Use [▾] to select the RSA, or use [...] to browse for the entry. *This is a 1024 alphanumeric character field.*

    [Remote Storage Activity Browse help](#)

- Use [▾] to select the Condition Cd.

- Use [📅] to select the RELEASE DT From, or enter the date (MM/DD/YYYY) in the field provided.

- Use [📅] to select the RELEASE DT To, or enter the date (MM/DD/YYYY) in the field provided.

- Use [📅] to select the AS OF DT From, or enter the date (MM/DD/YYYY) in the field provided.

- Use [📅] to select the AS OF DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select [🔍 Search] to display results in the grid below.

Add a Physical Inventory

Select [+ Add] to display the **Add Physical Inventory** pop-up window.

Update a Physical Inventory

Select [✏ Edit] to display the **Update Physical Inventory** pop-up window.

Cancel a Physical Inventory

Select [🚫 Cancel] to display the **Cancel a Physical Inventory** pop-up window.

Reconcile a Physical Inventory

Select [☰ Reconcile] to display the **Reconcile Physical Inventory** pop-up window.
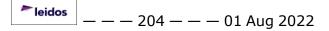
View the DLMS Transaction Log

Select [☰ DLMS Transaction Log] to display the **View a DLMS Transaction** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria entered

| **search criteria or you do not have the appropriate security access.** | do not exist or Incorrect security access. Enter different Search Criteria and try the Search again. |

Related Topics

- Add a Physical Inventory
- Update a Physical Inventory
- Reconcile a Physical Inventory
- Cancel a Physical Inventory
- View the Physical Inventory DLMS Transaction Log

Add a Physical Inventory

Overview

The Physical Inventory Add process provides the ability to create physical inventory requests and counts for a Contractor Inventory Control Point (CICP) / Remote Storage Activity (RSA).

> **Note**
>
> ❓ Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Physical Inventory > [+ Add] > Add Physical Inventory pop-up window

Page Fields

The following fields display on the **Add Physical Inventory** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Physical Inventory

Inventory Type Tab

Inv Mode *
Inv Release Type *
Release Dt
As Of Dt
Due Dt

RSA / Catalog Tab

Inventory Segment Code

RSA

Inv Segment Cd

Stock Number

RSA

LIN/TAMCN(s)

Stock Nbr(s)

Condition Codes Tab

All

A - Svcbl (w/o Qual)

B - Svcbl (With Qual)

C - Svcbl (Pri Issue)

D - Svcbl (Test/Mod)

E - Unsvcbl (Lim Rstr)

F - Unsvcbl (Repbl)

G - Unsvcbl (Incomp)

H - Unsvcbl (Condemned)

J - Suspndd (in Stk)

K - Suspndd (Returns)

L - Suspndd (Litigation)

M - Suspndd (in Work)

N - Suspndd (Ammo Emer)

P - Unsvcbl (Reclam)

Q - Suspndd (Qual Def)

R - Suspndd (Reclam-Cond)

S - Unsvcbl (Scrap)

T - Svcbl (Ammo Train)

V - Unsvcbl (Waste Munition)

X - Suspndd (Rep Dec Del)

Review Tab

Inv Mode

Inv Release Type

Release Dt

— — Add a Physical Inventory — —

<p style="text-align:center">As Of Dt</p>

<p style="text-align:center">Due Dt</p>

<p style="text-align:center">RSA</p>

<p style="text-align:center">LIN/TAMCN(s)</p>

<p style="text-align:center">Stock Nbr(s)</p>

<p style="text-align:center">Inv Segment Cd</p>

<p style="text-align:center">Condition Cd(s)</p>

<p style="text-align:center">Add / Edit Remarks</p>

<p style="text-align:center">Remarks</p>
<p style="text-align:center">History Remarks</p>

(*) Asterisk identifies mandatory fields.

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Add a Physical Inventory

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the pop-up window. Selecting* ‹ Back *returns to the previous tab.* **Bold** *numbered steps are required.*

1. From the MATERIEL MGMT menu, select Physical Inventory. *The* **Physical Inventory** *page displays.*

2. Select + Add . *The* **Add Physical Inventory** *pop-up window displays.*

3. Use ▾ to select the Inv Mode.

4. Use ▾ to select the Inv Release Type.

   • **PLN - Planned Only**

   A. Use 🗓 to select the RELEASE DT, or enter the date (MM/DD/YYYY) in the field provided.

   B. Use 🗓 to select the AS OF DT, or enter the date (MM/DD/YYYY) in the field provided.

   C. Use 🗓 to select the DUE DT, or enter the date (MM/DD/YYYY) in the field provided.

- **SAP - Scheduled Inventory, Planned**

    A. Update the Rᴇʟᴇᴀsᴇ Dᴛ, using 🗓 or entering the date (MM/DD/YYYY) in the field provided.

    B. Update the As Oꜰ Dᴛ, using 🗓 or entering the date (MM/DD/YYYY) in the field provided.

    C. Update the Dᴜᴇ Dᴛ, using 🗓 or entering the date (MM/DD/YYYY) in the field provided.

- **SAR - Scheduled Inventory, Random**

    A. Update the Rᴇʟᴇᴀsᴇ Dᴛ, using 🗓 or entering the date (MM/DD/YYYY) in the field provided.

    B. Update the As Oꜰ Dᴛ, using 🗓 or entering the date (MM/DD/YYYY) in the field provided.

    C. Update the Dᴜᴇ Dᴛ, using 🗓 or entering the date (MM/DD/YYYY) in the field provided.

- **IRL - Immediate Release**

    A. *The Rᴇʟᴇᴀsᴇ Dᴛ automatically populates and is not editable.*

    B. Update the As Oꜰ Dᴛ, using 🗓 or entering the date (MM/DD/YYYY) in the field provided.

    C. Update the Dᴜᴇ Dᴛ, using 🗓 or entering the date (MM/DD/YYYY) in the field provided.

5. Select **Next >** to advance to the RSA / Catalog tab.

    - **For SEG - Inv Segment Cd:**

        A. Select the RSA field to choose the facility from the list, or use ⋯ to browse for the entry.
            Remote Storage Activity Browse help

        B. Use ▾ to select the Inv Segment Cd.

    - **For STK - Stock Nbr:**

        A. Select the RSA field to choose the facility from the list, or use ⋯ to browse for the entry.
            Remote Storage Activity Browse help

Enter the LIN/TAMCN, or use ⬚ to browse for the entry. *This is a 10 alphanumeric character field.*

[Line Item Number / Table of Authorized Material Control Number Browse help](#)

B.

OR

Enter the STOCK NBR(s), or use ⬚ to browse for the entry. *This is a 15 alpha-numeric character field.*

[Stock Number Browse help](#)

6. Select **Next >** to advance to the Condition Codes tab.

   A. Verify the All selection contains the appropriate ✅ or ☐. *(All of the Condition Codes are the same. To select individual codes, continue to the next step.)*

   B. Verify the A — SVCBL (W/O QUAL) selection contains the appropriate ✅ or ☐. *(To include the selection, choose ✅. To remove the selection, choose ☐.)*

   C. Verify the B — SVCBL (WITH QUAL) selection contains the appropriate ✅ or ☐. *(To include the selection, choose ✅. To remove the selection, choose ☐.)*

   D. Verify the C — SVCBL (PRI ISSUE) selection contains the appropriate ✅ or ☐. *(To include the selection, choose ✅. To remove the selection, choose ☐.)*

   E. Verify the D — SVCBL (TEST/MOD) selection contains the appropriate ✅ or ☐. *(To include the selection, choose ✅. To remove the selection, choose ☐.)*

   F. Verify the E — UNSVCBL (LIM RSTR) selection contains the appropriate ✅ or ☐. *(To include the selection, choose ✅. To remove the selection, choose ☐.)*

   G. Verify the F — UNSVCBL (REPBL) selection contains the appropriate ✅ or ☐. *(To include the selection, choose ✅. To remove the selection, choose ☐.)*

   H. Verify the G — UNSVCBL (INCOMP) selection contains the appropriate ✅ or ☐. *(To include the selection, choose ✅. To remove the selection, choose ☐.)*

   I. Verify the H — UNSVCBL (CONDEMNED) selection contains the appropriate ✅ or ☐. *(To include the selection, choose ✅. To remove the selection, choose ☐.)*

   J. Verify the J — SUSPNDD (IN STK) selection contains the appropriate ✅ or ☐. *(To include the selection, choose ✅. To remove the selection, choose ☐.)*

   K. Verify the K — SUSPNDD (RETURNS) selection contains the appropriate ✅ or ☐. *(To include the selection, choose ✅. To remove the selection, choose ☐.)*

   L. Verify the L — SUSPNDD (LITIGATION) selection contains the appropriate ✅ or ☐. *(To include the selection, choose ✅. To remove the selection, choose ☐.)*

M. Verify the M — SUSPNDD (IN WORK) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

N. Verify the N — SUSPNDD (AMMO EMER) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

O. Verify the P — UNSVCBL (RECLAM) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

P. Verify the Q — SUSPNDD (QUAL DEF) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

Q. Verify the R — SUSPNDD (RECLAM-COND) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

R. Verify the S — UNSVCBL (SCRAP) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

S. Verify the T — SVCBL (AMMO TRAIN) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

T. Verify the V — UNSVCBL (WASTE MUNITION) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

U. Verify the X — SUSPNDD (REP DEC DEL) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

7. Select [Next >] to advance to the Review tab.

- *Verify the fields in the Inventory Type panel are correct.*
  - *Verify the INV Mode.*
  - *Verify the INV Release Type.*
  - *Verify the RELEASE DT.*
  - *Verify the AS OF DT.*
  - *Verify the DUE DT.*
- *Verify the fields in the RSA / Catalog panel are correct.*
  - *Verify the RSA(s).*
  - *Verify the LIN/TAMCN(s).*
  - *Verify the STOCK NBR(s).*
  - *Verify the Segment CD.*
- *Verify the fields in the Condition Codes panel are correct.*
  - *Verify the Condition CD(s)*
- Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

8. Select [✓ Add] to save the new Physical Inventory record.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
2010 — Fill out all fields before proceeding.	Missing Entry. All fields in the pop-up window are mandatory. Enter the appropriate information in the fields.
xxxx — No Stock Nbrs to inventory.	Invalid Entry. The combination of RSA / Segment Cd or RSA / LIN/TAMCN / Stock Nbr resulted in no inventory to count. Check the information again, and re-enter the RSA / Catalog fields.
xxxx — As Of Dt must be greater than Release Dt.	Invalid Date Entry. The Release Dt must be before the As Of Dt. Re-enter the date.
xxxx — Release Dt must be x days greater than current date.	Invalid Date Entry. Today must be before the Release Dt. Re-enter the date.
xxxx — Due Dt must be x days greater than Release Dt.	Invalid Date Entry. The Release Dt must be a certain number of days before the Due Dt. Re-enter the date.
xxxx — Due Dt must be greater than the As Of Dt.	Invalid Date Entry. The As Of Dt must be before the Due Dt. Re-enter the date.

Related Topics

- [Physical Inventory Overview](#)
- [Update a Physical Inventory](#)
- [Reconcile a Physical Inventory](#)
- [Cancel a Physical Inventory](#)
- [View the Physical Inventory DLMS Transaction Log](#)

Update a Physical Inventory

Overview

The Physical Inventory Update process allows editing physical inventory requests and counts for a Contractor Inventory Control Point (CICP) / Remote Storage Activity (RSA).

Attention

[Edit icon] is **only available** for inventories with the following statuses:
- **PL** – Planned
- **SC** – Scheduled

Navigation

Materiel Mgmt > Physical Inventory > ☐ (desired record) > [Edit] > Update Physical Inventory pop-up window

Page Fields

The following fields display on the **Update Physical Inventory** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Update Physical Inventory

Inventory Type Tab

Inv Mode *
Inv Release Type *
Release Dt
As Of Dt
Due Dt

RSA / Catalog Tab

Inventory Segment Code

RSA

Inv Segment Cd

Stock Number

RSA

LIN/TAMCN(s)

Stock Nbr(s)

Condition Codes Tab

All

A - Svcbl (w/o Qual)

B - Svcbl (With Qual)

C - Svcbl (Pri Issue)

D - Svcbl (Test/Mod)

E - Unsvcbl (Lim Rstr)

F - Unsvcbl (Repbl)

G - Unsvcbl (Incomp)

H - Unsvcbl (Condemned)

J - Suspndd (in Stk)

K - Suspndd (Returns)

L - Suspndd (Litigation)

M - Suspndd (in Work)

N - Suspndd (Ammo Emer)

P - Unsvcbl (Reclam)

Q - Suspndd (Qual Def)

R - Suspndd (Reclam-Cond)

S - Unsvcbl (Scrap)

T - Svcbl (Ammo Train)

V - Unsvcbl (Waste Munition)

X - Suspndd (Rep Dec Del)

Review Tab

Inv Mode

Inv Release Type

Release Dt

As Of Dt

Due Dt

RSA

LIN/TAMCN(s)

Stock Nbr(s)

Inv Segment Cd

Condition Cd(s)

Add / Edit Remarks

Remarks

History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Update a Physical Inventory

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the pop-up window. Selecting* [< Back] *returns to the previous tab.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Physical Inventory record is highlighted, and* [✎ Edit] *and* [⊘ Cancel] *become available.*

2. Select [✎ Edit]. *The* **Update Physical Inventory** *pop-up window displays.*

3. Update the Inv Mode, using [▼] to select the desired items of counting.

4. Update the Inv Release Type, using [▼] to select the desired method of counting.

  - **PLN - Planned Only**

    A. Update the RELEASE DT, using [📅] or entering the date (MM/DD/YYYY) in the field provided.

    B. Update the AS OF DT, using [📅] or entering the date (MM/DD/YYYY) in the field provided.

    C. Update the Dᴜᴇ Dᴛ, using 🗓 or entering the date (MM/DD/YYYY) in the field provided.

- **SAP - Scheduled Inventory, Planned**

    A. Update the Rᴇʟᴇᴀsᴇ Dᴛ, using 🗓 or entering the date (MM/DD/YYYY) in the field provided.

    B. Update the As Oғ Dᴛ, using 🗓 or entering the date (MM/DD/YYYY) in the field provided.

    C. Update the Dᴜᴇ Dᴛ, using 🗓 or entering the date (MM/DD/YYYY) in the field provided.

- **SAR - Scheduled Inventory, Random**

    A. Update the Rᴇʟᴇᴀsᴇ Dᴛ, using 🗓 or entering the date (MM/DD/YYYY) in the field provided.

    B. Update the As Oғ Dᴛ, using 🗓 or entering the date (MM/DD/YYYY) in the field provided.

    C. Update the Dᴜᴇ Dᴛ, using 🗓 or entering the date (MM/DD/YYYY) in the field provided.

- **IRL - Immediate Release**

    A. *The Rᴇʟᴇᴀsᴇ Dᴛ automatically populates and is not editable.*

    B. Update the As Oғ Dᴛ, using 🗓 or entering the date (MM/DD/YYYY) in the field provided.

    C. Update the Dᴜᴇ Dᴛ, using 🗓 or entering the date (MM/DD/YYYY) in the field provided.

5. Select [Next >] to advance to the RSA / Catalog tab.

- **For SEG - Inv Segment Cd:**

    A. Update the RSA(s) by:

       - Adding a RSA by selecting the field and choosing additional facility.

       - Deleting a RSA by selecting the ✕ on the facility entry.

       - Using […] to browse for the revised facility.

    B. Update the Inv Segment Cd, using [▾] to select the desired schedule.

- **For STK - Stock Nbr:**

      A. Update the RSA(s), using ⬚ to browse for the revised facility.

      B. Update the LIN/TAMCN, using ⬚ to browse for the revised identifier. *This is a 10 alphanumeric character field.*

           [Line Item Number / Table of Authorized Material Control Number Browse help](#)

      C.

       OR

       Update the STOCK NBR(s), using ⬚ to browse for the revised number. *This is a 15 alphanumeric character field.*

6. Select **Next >** to advance to the Condition Codes tab.

      A. Verify the All selection contains the appropriate ☑ or ☐. *(All of the Condition Codes are the same. To select individual codes, continue to the next step.)*

      B. Verify the A — SVCBL (W/O QUAL) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

      C. Verify the B — SVCBL (WITH QUAL) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

      D. Verify the C — SVCBL (PRI ISSUE) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

      E. Verify the D — SVCBL (TEST/MOD) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

      F. Verify the E — UNSVCBL (LIM RSTR) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

      G. Verify the F — UNSVCBL (REPBL) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

      H. Verify the G — UNSVCBL (INCOMP) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

      I. Verify the H — UNSVCBL (CONDEMNED) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

      J. Verify the J — SUSPNDD (IN STK) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

      K. Verify the K — SUSPNDD (RETURNS) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

      L. Verify the L — SUSPNDD (LITIGATION) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

M. Verify the M — SUSPNDD (IN WORK) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

N. Verify the N — SUSPNDD (AMMO EMER) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

O. Verify the P — UNSVCBL (RECLAM) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

P. Verify the Q — SUSPNDD (QUAL DEF) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

Q. Verify the R — SUSPNDD (RECLAM-COND) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

R. Verify the S — UNSVCBL (SCRAP) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

S. Verify the T — SVCBL (AMMO TRAIN) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

T. Verify the V — UNSVCBL (WASTE MUNITION) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

U. Verify the X — SUSPNDD (REP DEC DEL) selection contains the appropriate ☑ or ☐. *(To include the selection, choose ☑. To remove the selection, choose ☐.)*

7. Select **Next >** to advance to the Review tab.

- *Verify the fields in the Inventory Type panel are correct.*
    - *Verify the INV Mode.*
    - *Verify the INV Release Type.*
    - *Verify the RELEASE DT.*
    - *Verify the AS OF DT.*
    - *Verify the DUE DT.*
- *Verify the fields in the RSA / Catalog panel are correct.*
    - *Verify the RSA(s).*
    - *Verify the LIN/TAMCN(s).*
    - *Verify the STOCK NBR(s).*
    - *Verify the Segment CD.*
- *Verify the fields in the Condition Codes panel are correct.*
    - *Verify the Condition CD(s)*
- Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

— — Update a Physical Inventory — —

A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

8. Select [✓ Update] to save the revised Physical Inventory record.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
2010 — Fill out all fields before proceeding.	Missing Entry. All fields in the pop-up window are mandatory. Enter the appropriate information in the fields.
xxxx — No Stock Nbrs to inventory.	Invalid Entry. The combination of RSA / Segment Cd or RSA / LIN/TAMCN / Stock Nbr resulted in no inventory to count. Check the information again, and re-enter the RSA / Catalog fields.
xxxx — As Of Dt must be greater than Release Dt.	Invalid Date Entry. The Release Dt must be before the As Of Dt. Re-enter the date.
xxxx — Release Dt must be x days greater than current date.	Invalid Date Entry. Today must be before the Release Dt. Re-enter the date.
xxxx — Due Dt must be x days greater than Release Dt.	Invalid Date Entry. The Release Dt must be a certain number of days before the Due Dt. Re-enter the date.
xxxx — Due Dt must be greater than the As Of Dt.	Invalid Date Entry. The As Of Dt must be before the Due Dt. Re-enter the date.

Related Topics

- Physical Inventory Overview
- Add a Physical Inventory
- Reconcile a Physical Inventory
- Cancel a Physical Inventory

— — Update a Physical Inventory — —

- [View the Physical Inventory DLMS Transaction Log](#)

Cancel a Physical Inventory

Overview

The Physical Inventory Cancel process allows removal of physical inventory requests and counts for a Contractor Inventory Control Point (CICP) / Remote Storage Activity (RSA), while keeping the record available for later use.

> **Attention**
>
> ⊘ Cancel is **only available** for inventories with Open statuses:
> - **PL** — Planned
> - **SC** — Scheduled
> - **RE** — Released

Navigation

MATERIEL MGMT > Physical Inventory > ☐ (desired record) > ⊘ Cancel > Cancel Physical Inventory pop-up window

Page Fields

No Page Fields available for this process.

Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Cancel a Physical Inventory

Selecting ⊘ No *at any point of this procedure removes all revisions and closes the pop-up window.*

1. Click ☐ to select the desired entry. *The Physical Inventory record is highlighted, and* ✏ Edit *and* ⊘ Cancel *become available.*

2. Select ⊘ Cancel next to the desired entry. *The **Cancel Physical Inventory** pop-up window displays.*

3. Select ✓ Yes to process the cancellation.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Physical Inventory Overview
- Add a Physical Inventory
- Update a Physical Inventory
- Reconcile a Physical Inventory
- View the Physical Inventory DLMS Transaction Log

View the DLMS Transactions of the Physical Inventory Request

Overview

The Physical Inventory DLMS Transaction Log pop-up window displays all the details of the Physical Inventory request.

Attention

DLMS Transaction Log is **not available** when:

- none of the records are checked
- more than one record is checked
- the record has not been released yet; meaning the status is:
  - **PL** – Planned
  - **SC** – Scheduled
  - **CN** – Canceled (Depending upon **when** it was canceled.)

Note

Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Physical Inventory > ☐ (desired record) > DLMS Transaction Log > DLMS Transaction Log pop-up window

Page Fields

The following fields display on the **DLMS Transaction Log** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.

Search Criteria Grid

Direction

Set Type

Doc Nbr ℹ

Stock Nbr ℹ

Document ID

Proj Cd

Processed Dt/Tm From

Processed Dt/Tm To

Process Status

DLMS Transactions Grid

Direction

Set Type

Trans Type Cd

Processed Dt/Tm

Process Status

Doc Nbr

Doc ID Desc

Suffix Cd

Report Type Cd

Stock Nbr

Qty

Cond Cd

Document ID

Message From

Message To

Optional

Action Cd

Advice Cd

Distribution Cd

Error Message

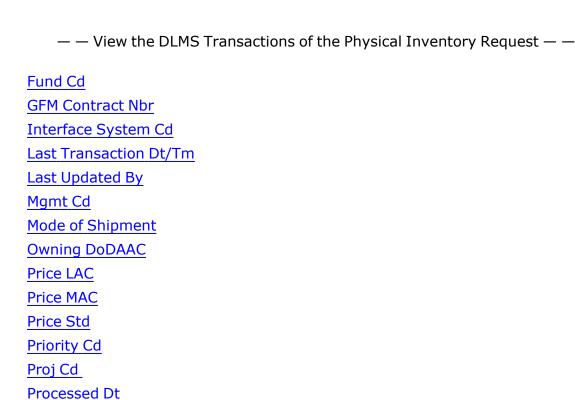Error Response

Error Response Detail

Established By

Established Dt/Tm

From Cond Cd

Fund Cd

GFM Contract Nbr

Interface System Cd

Last Transaction Dt/Tm

Last Updated By

Mgmt Cd

Mode of Shipment

Owning DoDAAC

Price LAC

Price MAC

Price Std

Priority Cd

Proj Cd

Processed Dt

Program ID

SCAC

Shipment Reference Nbr

Signal Cd

Supplementary Address

TCN

Trans Set Sub-Type

UI

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Search for a DLMS Transaction

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results

are displayed. Selecting [Reset] *at any point of this procedure returns all fields to the default "All" setting.*

1. Click ☐ to select the desired entry. *The Physical Inventory request is highlighted, and*

   [Cancel] , [Reconcile] , *and* [DLMS Transaction Log] *become available.*

2. Select [DLMS Transaction Log] . *The* **DLMS Transaction Log** *pop-up window displays.*

3. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

  - Use ⬚ to select the [Direction].

  - Use ⬚ to select the [Set Type].

  - *The DOC NBR automatically populates and is not editable.*

  - Use *i* or ⬚ to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  - Use ⬚ to select the [Document ID].

  - Use ⬚ to select the [Project Cd].

  - Use 🗓 to select the PROCESSED DT/TM FROM, or enter the date (MM/DD/YYYY) in the field provided.

  - Use 🗓 to select the PROCESSED DT/TM TO, or enter the date (MM/DD/YYYY) in the field provided.

  - Use ⬚ to select the [Process Status].

4. Select [🔍 Search] to display the search results.

View the DLMS Transaction Details

Select ☐ (desired record) > [View Details] to display the **View Details** pop-up window.

Reprocess the DLMS Transaction

1. Click ☐ to select the desired entry. *The DLMS Transaction record is highlighted, and* [↻ Reprocess] *,* [⊘ Reject] *, and* [✓ Resolve] *become available.*

2. Select [↻ Reprocess]. *The* **Reprocessing** *pop-up spinner appears for a moment, and the status changes to* **ARP** *— Awaiting Reprocess.*

> **Note**
> ❓ If there **is no** problem, the Process Status changes to **PCD** — Processed.
> If there **is a** problem, the Process Status changes to **SPD** — Suspended.

Reject the DLMS Transaction

Select ☐ (desired record) > [⊘ Reject] to display the **Reject Transaction(s)** pop-up window.

Resolve the DLMS Transaction

Select ☐ (desired record) > [✓ Resolve] to display the **Resolve Transaction(s)** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
347 — Date (From) must be <= Date (To).	Invalid Date Entry. The Date (To) must be after the Date (From). Re-enter the Date (To).

Related Topics

- Physical Inventory Overview
- Add a Physical Inventory
- Update a Physical Inventory
- Reconcile a Physical Inventory
- Cancel a Physical Inventory

Reconcile a Physical Inventory

Overview

The Physical Inventory Reconcile process reviews an inventory from a Contractor Inventory Control Point (CICP) / Remote Storage Activity (RSA) for any anomalies.

Attention

[Reconcile] is **only available** for inventories with the following statuses:

- **IP** - In Progress
  — At least one inventory ([846R]) was received, but not all of them.
- **RC** - Reconciled
  — All inventories ([846R]) were received. Either there were no discrepancies, or the ICP resolved all of them.
- **UR** - Unreconciled
  — All inventories ([846R]) were received. There is at least one discrepancy.

Navigation

MATERIEL MGMT > Physical Inventory > ☐ (desired record) > [Reconcile] > Physical Inventory Reconciliation pop-up window

Page Fields

The following fields display on the **Physical Inventory Reconciliation** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
xxxx	Select "Complete" to complete the physical inventory for the selected RSA or stock nbr(s).
xxxx	Select "Recount" to request a recount for the selected RSA or stock nbr(s).
xxxx	Select "Cancel" to cancel a physical inventory request for the selected RSA or stock nbr(s).
xxxx	Select "Show All" to display all counts received for the selected physical inventory request.
412	Select "Grid Options" button for additional actions.

Physical Inventory Information

Physical Inv Nbr

Status

Release Dt

As Of Dt

Due Dt

ICP

RSA(s)

LIN/TAMCN(s)

Stock Nbr(s)

Condition Cd(s)

Reconciliation Summary Grid

CICP/RSA Name

Stock Nbr

Item Desc

Managed DoDAAC

Discrepant Qty

Status

Optional

ICP Qty

RSA Qty

Remarks

Program Id

Established Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By

Reconciliation Details Grid

Stock Nbr

Item Desc

Condition Cd(s)

GFM Contract Nbr

Project Cd

Mgmt Cd

CIIC

Serial Nbr

Mfr Lot

        UII

        ICP Qty

        RSA Qty

        Discrepant Qty

        Price Difference

        Optional

                LIN/TAMCN

                LIN/TAMCN Desc

                Managed DoDAAC

                Count Dt/Tm

                Unit Price

                Remarks

                Program Id

                Established Dt/Tm

                Established By

                Last Transaction Dt/Tm

                Last Updated By

    Confirm Completion / Recount / Cancel

        Remarks

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Reconcile an Inventory

Selecting [ⓢ Close] *at any point of this procedure removes all revisions and closes the pop-up window.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Physical Inventory record is highlighted, and* [≣ Reconcile] *becomes available.*

2. Select [≣ Reconcile]. *The* **Physical Inventory Reconciliation** *pop-up window displays.*

3. *The details in the Physical Inventory Information panel automatically populate and are not editable.*

    A. *Verify the Physical Iɴᴠ Nʙʀ.*

    B. *Verify the Status.*

    C. *Verify the RELEASE DT.*

    D. *Verify the AS OF DT.*

    E. *Verify the DUE DT.*

    F. *Verify the ICP.*

    G. *Verify the RSA(s).*

    H. *Verify the LIN/TAMCN(s).*

    I. *Verify the STOCK NBR(s).*

    J. *Verify the CONDITION CD(s).*

4. *If there **are no** discrepancies, the Reconciliation Summary Grid appears empty.*

   *If there **are** discrepancies:*

   IP – In Progress

       A. *Verify the RSA Name(s). The Total Discrepant amount appears next to each RSA .*

       B. Select ▸ . *The STOCK NBR(s) for each CICP / RSA appears.*

       C. Select ▸ . *The CICP / RSA record(s) appears, with each STOCK NBR(s) separated by Managed DODAAC(s).*

       D. Select ▸ . *The Reconciliation Detail grid appears, with the Discrepant QTY and Price Difference in (Red).*

       E. Click ☐ to select the level (RSA or STOCK NBR) to reconcile. ✔ Complete , ⟳ Recount , *and* ⊘ Cancel *become available.*

   UR – Unreconciled

       A. *Verify the RSA Name(s). The Total Discrepant amount, if any, appears next to each RSA .*

       B. Select ▸ . *The STOCK NBR(s) for each CICP / RSA appears.*

       C. Select ▸ . *The CICP / RSA record(s) appears, with each STOCK NBR(s) separated by Managed DODAAC(s).*

   RC – Reconciled

   The details in the Reconciliation Summary Grid automatically populate and are not editable.

       A. *Verify the RSA Name(s). The Total Discrepant amount, if any, appears next to each RSA .*

       B. Select ▸ . *The STOCK NBR(s) for each CICP / RSA appears.*

       C. Select ▸ . *The CICP / RSA record(s) appears, with each STOCK NBR(s) separated by Managed DODAAC(s).*

    D. *Verify the STOCK NBR.*

    E. *Verify the ITEM DESC.*

    F. *Verify the Managed DODAAC.*

    G. *Verify the Discrepant QTY.*

    H. *Verify the Status.*

    I. Select ▸ . *The Reconciliation Detail grid appears, automatically populated and not editable.*

      a. *Verify the STOCK NBR.*

      b. *Verify the ITEM DESC.*

      c. *Verify the COND CD.*

      d. *Verify the GFM CONTRACT NBR.*

      e. *Verify the PRJ CD.*

      f. *Verify the MGMT CD.*

      g. *Verify the CIIC.*

      h. *Verify the SERIAL NBR.*

      i. *Verify the MFR LOT.*

      j. *Verify the UII.*

      k. *Verify the ICP QTY.*

      l. *Verify the RSA QTY.*

      m. *Verify the Discrepant QTY.*

      n. *Verify the Price Difference.*

5. Select [⊘ Close]. *The **Physical Inventory Reconciliation** pop-up window closes.*

Complete a Reconciliation

1. Select [✔ Complete]. *The **Confirm Completion** pop-up window appears.*

2. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

3. Select [✔ Complete Inventory]. *The Physical Inventory status changes to **RC** - Reconciled, and the Reconciliation status changes to **A** - Adjusted.*

4. Select [⊘ Close]. *The **Physical Inventory Reconciliation** pop-up window closes.*

Recount a Reconciliation

1. Select [↻ Recount]. *The **Confirm Recount** pop-up window appears.*

2. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

3. Select [✓ Recount Inventory] . *The Physical Inventory status changes to ???.*

4. Select [⊘ Close] . *The **Physical Inventory Reconciliation** pop-up window closes.*

Cancel a Reconciliation
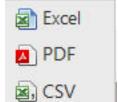
1. Select [⊘ Cancel] . *The **Confirm Cancel** pop-up window appears.*

2. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

3. Select [✓ Cancel Inventory] . *The Physical Inventory status changes to **RC** - Reconciled, and the Reconciliation status changes to **X** - Cancelled.*

4. Select [⊘ Close] . *The **Physical Inventory Reconciliation** pop-up window closes.*

View All Reconciliation Summaries

Select [⊤ Show All] . *All inventories appear in the Reconciliation Summary Grid.*

Export the Reconciliation Summary to a Printable Application

1. Click ☐ to select the desired entry. *The Physical Inventory record is highlighted, and* [☰ Reconcile] *becomes available.*

2. Select [☰ Reconcile] . *The **Physical Inventory Reconciliation** pop-up window displays.*

3. Select [⚙ Grid Options ▾] . *The Grid Options Menu appears.*

4. Select [⤓ Export ▶] . *The Export Options Menu appears.*

                                   📊 Excel

                                   📄 PDF

                                   📊 CSV

5. Select the printable format [   ] . *The procedure leaves the application based on the selection made.*

6. Follow the prompts provided by the computer.

7. Select [⊘ Close] . *The **Physical Inventory Reconciliation** pop-up window closes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors have been identified for this page.

Related Topics

- Physical Inventory Overview
- Add a Physical Inventory
- Update a Physical Inventory
- Cancel a Physical Inventory
- View the Physical Inventory DLMS Transaction Log

In Transit Viewer

Overview

The Inventory Control Point / Materiel Management module Intransit Viewer page displays all materiel that is shipped to the customer, but not yet received by the customer.

Note

Some search fields provide **Intellisense** i , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic i preceding the field name.

Navigation

MATERIEL MGMT > Intransit Review > Intransit Viewer page

Page Fields

The following fields display on the **Intransit Viewer** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria

Document Nbr

Status Cd

Stock Nbr

Stage Cd

Item Desc

RSA

Ship To

Date From

Date To

Intransit Viewer Results Grid

Status

Status Cd

Stage Cd

ICP

Ship From

Owning DoDAAC

Ship To

Document Nbr

Suffix Cd

Stock Nbr

Item Desc

RSA

Condition Cd

UI

Shipped Qty

Received Qty

Discrepant Qty

Intransit Qty

Shipped Dt

Days Intransit

Issue Type Cd

Mode of Shipment

Associated Intransit Confirmations

All

Trans Set Type

Transaction Dt

Received Dt

Acceptance Dt

Cond Cd

Shipped Qty

Received Qty

Discrepant Qty

Discrepant Reason

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Search for an Inventory In Transit

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [↻Reset] *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

   - Enter the DOCUMENT NBR in the field provided. *This is a 15 alphanumeric character field.*

   - Use [▼] to select the Status Cd.

   - Enter the STOCK NBR, or use [...] to browse for the entry. *This is a 15 alphanumeric character field.*

     Stock Number Browse help

   - Use [▼] to select the Stage Cd.

   - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

   - Use [▼] to select the RSA, or use [...] to browse for the entry. *This is a 1024 alphanumeric character field.*

     Remote Storage Activity Browse help

   - Enter the Ship To in the field provided. *This is a 6 alphanumeric character field.*

   - Use [📅] to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.

   - Use [📅] to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select [🔍 Search] to view the results in the Inventory Transaction Inquiry Grid.

Add an Associated Transit Confirmation

Select [+ Add]. *The **Add an Associated Transit Confirmation** pop-up appears.*

Delete an Associated Transit Confirmation

Select [✕ Delete] . *The **Delete Associated Transit Confirmation** pop-up appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
347 — Date (From) must be <= Date (To).	Invalid Date Entry. The Date (To) must be after the Date (From). Re-enter the Date (To).

Related Topics

- Add an Associated Transit Confirmation
- Delete an Associated Transit Confirmation

Add an Associated Transit Confirmation

Overview

The Associated Transit Confirmation Add process provides the ability to create a new Confirmation for an In Transit asset.

> **Note**
>
> Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Intransit Review > ▸ > + Add > Add Associated Transit Confirmations pop-up window

Page Fields

The following fields display on the **Add Associated Transit Confirmations** pop-up window. For more information on each field, select the appropriate hyperlink.

Add Associated Transit Confirmations

Received Dt *

Received Qty *

Discrepant Qty

Discrepant Reason

(*) Asterisk identifies mandatory fields.

Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Add an Associated Transit Confirmation

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold** numbered steps are required.*

1. Select [+ Add]. *The **Add Associated Transit Confirmations** pop-up window appears.*

2. **2.** Use [📅 🕐] to select the Received Dᴛ, or enter the date (MM/DD/YYYY HH:MM) in the field provided.

3. **3.** Enter the Received Qᴛʏ in the field provided. *This is a 10 numeric character field.*

4. Enter the Discrepant Qᴛʏ in the field provided. *This is a 10 numeric character field.*

5. Use [▾] to select the [Discrepant Reason](#).

6. Select [✓ Add]. *The **Add Associated Transit Confirmations** pop-up window closes, and the new confirmation appears in the Associated Intransit Confirmations grid in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- [In Transit Viewer](#)
- [Delete an Associated Transit Confirmation](#)

Delete an Associated Transit Confirmation

Overview

The Associated Transit Confirmation Delete process allows removal of a Confirmation for an In Transit asset.

> **Note**
>
> Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > Intransit Review > ▶ > ✕ Delete > Delete Associated Transit Confirmations pop-up window

Page Fields

The following fields display on the **Delete Associated Transit Confirmations** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Associated Transit Confirmations

History Remarks

Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Delete an Associated Transit Confirmation

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select [✕ Delete] . *The* **Delete Associated Transit Confirmations** *pop-up window appears.*

2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

3. Select [✕ Delete] . *The* **Delete Associated Transit Confirmations** *pop-up window closes, and the confirmation is removed from the Associated Intransit Confirmations grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alpha-numeric with supported special character(s) $, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — Received QTY cannot exceed Shipped QTY, report excess as Discrepant QTY.	Invalid Deletion. The Shipped Quantity must be less than the Total Received Quantity. Review the Quantity amounts again, and fix the amounts to include a Discrepant Quantity so the Associated Transit Confirmation can be deleted.

Related Topics

- In Transit Viewer
- Add an Associated Transit Confirmation

Inventory Transaction Viewer

Overview

The Inventory Control Point / Materiel Management module Inventory Transaction Viewer page displays the warehouse transactions that violate the threshold amounts for stock items within the warehouse. The stock item threshold amounts are determined when the stock item is initially set up. When the warehouse completes a transaction that goes over the threshold limit, the transaction appears in the Inventory Transaction Viewer results grid.

Navigation

MATERIEL MGMT> Inventory Transaction Review > Inventory Transaction Viewer page

Page Fields

The following fields display on the **Inventory Transaction Viewer** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.

Search Criteria

Status
Trans Set Type
Fund Cd
CICP/RSA

Document Nbr   *i*
Cond Cd

Stock Nbr   *i*
Reportable Commodity Type
Managed DoDAAC
Dt From
Dt To

Inventory Transaction Viewer Grid

Status

— — Inventory Transaction Viewer — —

Trans Set Type

Last Transaction Dt/Tm

Stock Nbr

Item Desc

Type Asset Cd

Document Nbr

CICP/RSA Name

Managed DoDAAC

Cond Cd

Cond Cd %

Qty

Qty By Cond Cd

Unit Cost

Prior MAC

Current MAC

Trans Value

XML

Optional

    Dlvry Order Nbr

    GFM Contract Nbr

    Non-DoD Contract Nbr

    Contractor

    Contractor DoDAAC

    Fund Cd

    LIN/TAMCN

    Project Cd

    Reportable Commodity Type

    Threshold Type

    Trans Set Sub Type

    Remarks

    Program ID

    Established Dt/Tm

    Established By

    Last Updated By

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).

Search for an Inventory Transaction

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

   - Use ▾ to select the [Status](#).
   - Use ▾ to select the [Trans Set Type](#).
   - Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*
   - Use ▾ to select the [CICP/RSA](#), or use … to browse for the entry.
   - Use *i* or … to assist with the DOCUMENT NBR entry. *This is a 15 alphanumeric character field.*
   - Use ▾ to select the [Cond Cd](#).
   - Use *i* or … to assist with the STOCK NBR entry.
   - Use ▾ to select the [Reportable Commodity Type](#).
   - Select the Managed DoDAAC field to choose the DoDAAC from the list.
   - Use 🗓 to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
   - Use 🗓 to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select 🔍Search to view the results in the Inventory Transaction Inquiry Grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria entered

search criteria or you do not have the appropriate security access.	do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- [Inventory Transaction Inquiry](#)

DLMS Transactions

Overview

The Inventory Control Point / Materiel Management module DLMS Transaction page displays all the incoming and outgoing DLMS transactions. The DLMS Transactions Results grid shows most of the details, whereas the View Details button shows the rest of the details. The XML file is available from the View Details button, as well as any error message regarding an uncompleted transaction. There are options available on handling an incomplete transaction, such as reprocessing, rejecting, or resolving the transaction.

> **Note**
>
> Some search fields provide **Intellisense** i , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic i preceding the field name.

Navigation

MATERIEL MGMT > DLMS Transaction Review> DLMS Transactions page

Page Fields

The following fields display on the **DLMS Transactions** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the STOCK NBR Search Results page.
526	Select "Reset" to clear the STOCK NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the STOCK NBR data.

Search Criteria Grid

Direction

Set Type

Doc Nbr i

Stock Nbr i

Document ID

[Proj Cd](#)

[Processed Dt/Tm From](#)

[Processed Dt/Tm To](#)

[Process Status](#)

DLMS Transactions Grid

[Direction](#)

[Set Type](#)

[Trans Type Cd](#)

[Processed Dt/Tm](#)

[Process Status](#)

[Doc Nbr](#)

[Doc ID Desc](#)

[Suffix Cd](#)

[Report Type Cd](#)

[Stock Nbr](#)

[Qty](#)

[Cond Cd](#)

[Document ID](#)

[Message From](#)

[Message To](#)

Optional

[Action Cd](#)

[Advice Cd](#)

[Distribution Cd](#)

[Error Message](#)

[Error Response](#)

[Error Response Detail](#)

[Established By](#)

[Established Dt/Tm](#)

[From Cond Cd](#)

[Fund Cd](#)

[GFM Contract Nbr](#)

[Interface System Cd](#)

[Last Transaction Dt/Tm](#)

[Last Updated By](#)

Mgmt Cd

Mode of Shipment

Owning DoDAAC

Price LAC

Price MAC

Price Std

Priority Cd

Proj Cd

Processed Dt

Program ID

SCAC

Shipment Reference Nbr

Signal Cd

Supplementary Address

TCN

Trans Set Sub-Type

UI

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Search for a DLMS Transaction

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset] *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

- Use ▼ to select the [Direction](#).

- Use ▼ to select the [Set Type](#).

- Use *i* or ... to assist with the DOC NBR entry. *This is a 15 alphanumeric character field.*

- Use *i* or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

- Use ▼ to select the [Document ID](#).

- Use ▼ to select the [Project Cd](#).

- Use 📅 to select the PROCESSED DT/TM FROM, or enter the date (MM/DD/YYYY) in the field provided.

- Use 📅 to select the PROCESSED DT/TM TO, or enter the date (MM/DD/YYYY) in the field provided.

- Use ▼ to select the [Process Status](#).

2. Select 🔍 Search. *The DLMS Transactions Search Results display.*

View the DLMS Transaction Details

1. Click ☐ to select the desired entry. *The DLMS Transaction record is highlighted, and* [🔍 View Details] , [↻ Reprocess] , [⊘ Reject] , *and* [✓ Resolve] *become available.*

2. Select [🔍 View Details] . *The **View Details** pop-up window appears.*

Reprocess the DLMS Transaction

1. Click ☐ to select the desired entry. *The DLMS Transaction record is highlighted, and* [🔍 View Details] , [↻ Reprocess] , [⊘ Reject] , *and* [✓ Resolve] *become available.*

2. Select [↻ Reprocess] . *The **Reprocessing** pop-up spinner appears for a moment, and the status changes to ARP - Awaiting Reprocess.*

> **Note**
>
> If there **is no** problem, the Process Status changes to PCD - Processed.
> If there **is a** problem, the Process Status changes to SPD - Suspended.

Reject the DLMS Transaction

1. Click ☐ to select the desired entry. *The DLMS Transaction record is highlighted, and* [🔍 View Details] , [↻ Reprocess] , [⊘ Reject] , *and* [✓ Resolve] *become available.*

2. Select [⊘ Reject] . *The **Reject Transaction(s)** pop-up window appears.*

Resolve the DLMS Transaction

1. Click ☐ to select the desired entry. *The DLMS Transaction record is highlighted, and* [🔍 View Details] , [↻ Reprocess] , [⊘ Reject] , *and* [✓ Resolve] *become available.*

2. Select [✓ Resolve] . *The **Resolve Transaction(s)** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

access.

Related Topics

- [View the DLMS Transaction Details](#)
- [Reject a DLMS Transaction](#)
- [Resolve a DLMS Transaction](#)
- View the Registry DLMS Transaction

Reject a DLMS Transaction

Overview

The DLMS Transaction Reject process allows dismissal of one or more DLMS transactions.

Navigation

MATERIEL MGMT > DLMS Transaction Review > ☐ (desired record) > [⊘ Reject] > Reject Transaction(s) pop-up window

Page Fields

The following fields display on the **Reject Transaction(s)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Reject Transaction(s)

Reject Advice Code *

Special Instructions

(*) Asterisk identifies mandatory fields.

Procedure

**DPAS Navigation Helpful Tips**

Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Reject a DLMS Transaction

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The DLMS Transaction record is highlighted, and* [🔍 View Details], [↻ Reprocess], [⊘ Reject], *and* [✓ Resolve] *become available.*

2. Select [⊘ Reject]. *The* **Reject Transaction(s)** *pop-up window appears.*

— — Reject a DLMS Transaction — —

3. Use [▾] to select the [Reject Advice Code](#).

4. Enter Special Instructions in the field provided. *This is a 1024 alphanumeric character field.*

5. Select [⊘ Reject]. *The **Rejecting** pop-up spinner appears for a moment, and the status changes to REJ - Rejected.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- [DLMS Transaction Overview](#)
- [View the DLMS Transaction Details](#)
- [Resolve a DLMS Transaction](#)
- View the Registry DLMS Transaction

Resolve a DLMS Transaction

Overview

The DLMS Transaction Resolve process provides the ability to save one or more DLMS transactions, ignoring the associated error and without completing the transaction processing.

Navigation

MATERIEL MGMT > DLMS Transaction Review > ☐ (desired record) > [✓ Resolve] > Resolve Transaction(s) pop-up window

Page Fields

The following fields display on the **Resolve Transaction(s)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Resolve Transaction(s)

Remarks

Procedure
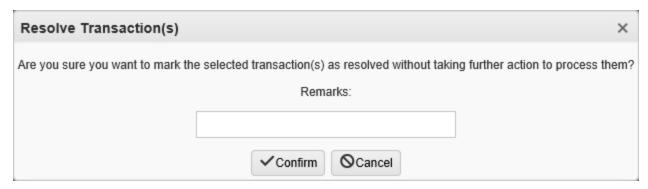
> **DPAS Navigation Helpful Tips**
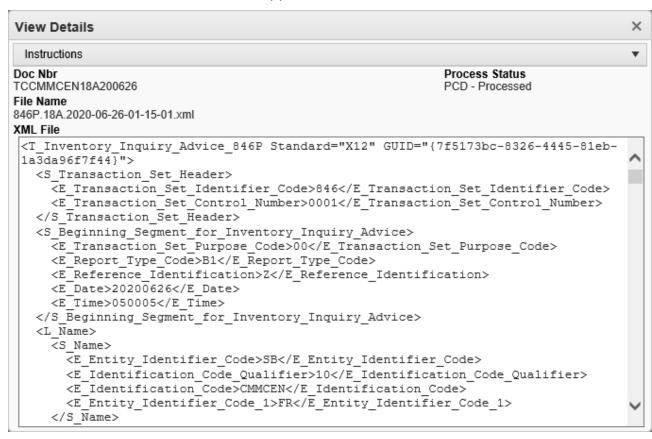> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Resolve a DLMS Transaction

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.*

1. Click ☐ to select the desired entry. *The DLMS Transaction record is highlighted, and* [🔍 View Details] *,* [↻ Reprocess] *,* [⊘ Reject] *, and* [✓ Resolve] *become available.*

2. Select [✓ Resolve]. *The* **Resolve Transaction(s)** *pop-up window appears.*

Resolve Transaction(s)   ✕

Are you sure you want to mark the selected transaction(s) as resolved without taking further action to process them?

Remarks:

[   ]

✓ Confirm   ⊘ Cancel

3. Enter the Remarks in the field provided. *This is a 60 alphanumeric character field.*

4. Select [✓ Confirm]. *The **Resolving** pop-up spinner appears for a moment, and the status changes to RES - Resolved.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- DLMS Transaction Overview
- View the DLMS Transaction Details
- Reject a DLMS Transaction
- View the Registry DLMS Transaction

View the DLMS Transaction Details

Overview

The DLMS Transaction View Details pop-up window displays the XML code of the DLMS transaction.

Navigation

MATERIEL MGMT > DLMS Transaction Review > ☐ (desired record) > [🔍 View Details] > View Details pop-up window

Page Fields

The following fields display on the **View Details** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

View Details

Inbound

Doc Nbr

Process Status

File Name

XML File

Outbound

Processing?

Delivered?

Recipient Address

XML File

Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

View the DLMS Transaction Details

Selecting [🚫 Cancel] *at any point of this procedure removes all revisions and closes the page.* ***Bold** numbered steps are required.*

1. Click ☐ to select the desired entry. *The DLMS Transaction record is highlighted, and* 🔍 View Details *,* ↻ Reprocess *,* ⊘ Reject *, and* ✓ Resolve *become available.*

2. Select 🔍 View Details *. The* **View Details** *pop-up window displays.*

   • *If this is an Inbound Process, these fields appear:*

   View Details   ✕

   | Instructions | ▼ |

   Doc Nbr   **Process Status**
   TCCMMCEN18A200626   PCD - Processed
   File Name
   846P.18A.2020-06-26-01-15-01.xml
   XML File

   ```
   <T_Inventory_Inquiry_Advice_846P Standard="X12" GUID="{7f5173bc-8326-4445-81eb-
   1a3da96f7f44}">
      <S_Transaction_Set_Header>
        <E_Transaction_Set_Identifier_Code>846</E_Transaction_Set_Identifier_Code>
        <E_Transaction_Set_Control_Number>0001</E_Transaction_Set_Control_Number>
      </S_Transaction_Set_Header>
      <S_Beginning_Segment_for_Inventory_Inquiry_Advice>
        <E_Transaction_Set_Purpose_Code>00</E_Transaction_Set_Purpose_Code>
        <E_Report_Type_Code>B1</E_Report_Type_Code>
        <E_Reference_Identification>Z</E_Reference_Identification>
        <E_Date>20200626</E_Date>
        <E_Time>050005</E_Time>
      </S_Beginning_Segment_for_Inventory_Inquiry_Advice>
      <L_Name>
        <S_Name>
          <E_Entity_Identifier_Code>SB</E_Entity_Identifier_Code>
          <E_Identification_Code_Qualifier>10</E_Identification_Code_Qualifier>
          <E_Identification_Code>CMMCEN</E_Identification_Code>
          <E_Entity_Identifier_Code_1>FR</E_Entity_Identifier_Code_1>
        </S_Name>
   ```

   A. *The Doc Nbr automatically populates and is not editable.*

   B. *The Process Status automatically populates and is not editable.*

   C. *The File Name automatically populates and is not editable.*

   D. *The XML File automatically populates and is not editable.*

   • *If this is an Outbound Process, these fields appear:*

A. *The Processing? automatically populates and is not editable.*

B. *The Delivered? automatically populates and is not editable.*

C. *The Recipient Address automatically populates and is not editable.*

D. *The XML File automatically populates and is not editable.*

3. Select ☒ to close the pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- DLMS Transaction Overview
- Reject a DLMS Transaction
- Resolve a DLMS Transaction
- View the Registry DLMS Transaction

Program Management

Overview

The Inventory Control Point / Materiel Management module Program Management process provides the ability to view or edit a Program. Materiel Management Programs are added or deleted through the data conversion process only.
The Materiel Management module is set up into three tiers:

- **Program Management**
  — displays all available Program Names, Program Descriptions, Agencies, and Banners.
- **Division Management**
  — displays all available Program Names, Division Names, and Division Descriptions.
- **ICP Management**
  — displays all available Division Names, ICP Names, ICP Descriptions, DoDAACs, RICs, Agency Cds, and Financial System Interfaces.

Navigation

MASTER DATA MGMT > Program Management > Program page

Page Fields

The following fields display on the **Program** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.
508	Select "View" to display a list of Managed DoDAACs.
21	Select "Add" button to create a new record.
17	Select "Edit" button to revise selected fields in record(s).

Program Grid

Name

Description

Agency

Banner

Optional

Contact Point

Address Line 1

Address Line 2

City

State

ZIP Cd

Phone Nbr

DSN Nbr

Email Address

FAX Nbr

Program Id

Established Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By

Remarks

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

View a Program

1. Navigate to the **Program Management** page.

2. View the default information in the Program Grid:

	Name ↑	Description	Agency	Banner
☐	WARCOM	NSWC Asset Management	E3 - US Special Operations Command	U - For Official Use Only

Selected 1   Page 1 of 1   50 ▼ items per page   1 - 1 of 1 items

- *The Name automatically populates and is not editable.*

- *The Description automatically populates and is not editable.*

- *The Agency automatically populates and is not editable.*

- *The Banner automatically populates and is not editable.*

3. Select ⚙ Grid Options ▼ . *The Grid Options expanded menu appears.*

4. Select ▌▌▌ Columns ▶ to view the optional information in the Program Grid:

- *The Contact Point automatically populates and is not editable.*
- *The Address Line 1 automatically populates and is not editable.*
- *The Address Line 2 automatically populates and is not editable.*
- *The City automatically populates and is not editable.*
- *The State automatically populates and is not editable.*
- *The ZIP CD automatically populates and is not editable.*
- *The PHONE NBR automatically populates and is not editable.*
- *The DSN NBR automatically populates and is not editable.*
- *The Email Address automatically populates and is not editable.*
- *The FAX NBR automatically populates and is not editable.*
- *The Program ID automatically populates and is not editable.*
- *The Established DT/TM automatically populates and is not editable.*
- *The Established By automatically populates and is not editable.*
- *The Last Transaction DT/TM automatically populates and is not editable.*
- *The Last Updated By automatically populates and is not editable.*
- *The Remarks automatically populates and is not editable.*

Update the Program

Select [Edit]. *The **Update Program** pop-up window appears.*

View the Division Management page

Select the Program Name hyperlink. *The **Division Management** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported spe-	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following per-

| cial character(s) $, — , /, #, &, comma, period, and space. | mitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited. |

Related Topics

- Update a Program
- Division Management Overview
- ICP Management Overview

Update a Program

Overview

The Program Management Update process allows editing of a Program. The program details and Point of Contact details are editable; the rest of the information is not.

Navigation

MASTER DATA MGMT > Program Management > ☐ (desired record) > ✎ Edit > Update Program pop-up window

Page Fields

The following fields display on the **Update Program** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
473	Select "Next" button to continue.
486	Select the "Finish" button to complete the process and save all data.

Program Grid Tab

Name
Description
Banner Cd
Banner Display *

POC Grid Tab

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City

Email Address

State

ZIP Cd

Add / Edit Remarks

Remarks

History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips
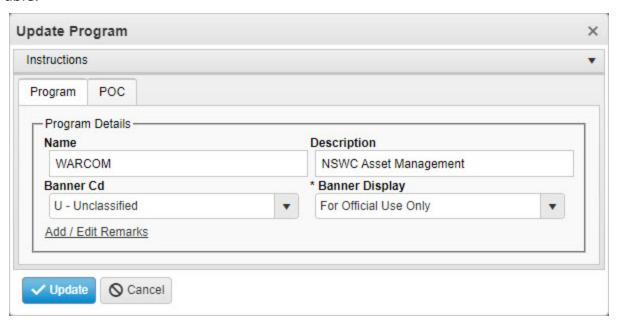
Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.
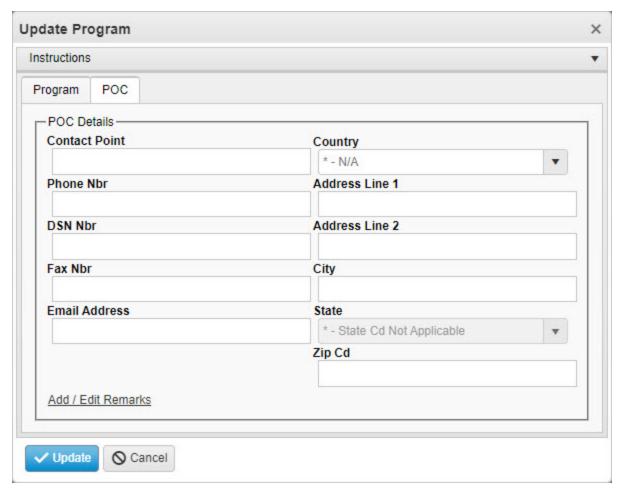
Update a Program

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Program is highlighted, and* [Edit] *becomes available.*

2. Select [Edit] . *The* **Update Program** *pop-up window displays, with the Program Tab available.*

Update Program   ✕

Instructions   ▼

| Program | POC |

┌─ Program Details ───┐
Name   **Description**

WARCOM   NSWC Asset Management

Banner Cd   * **Banner Display**

U - Unclassified   ▼   For Official Use Only   ▼

Add / Edit Remarks
└───┘

[✓ Update] [Ⓧ Cancel]

3. Update the Name, entering the revised program name in the field provided. *This is a 25 alpha-numeric character field.*

4. Update the Description, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*

5. Update the Banner Cd, using [▾] to select the desired code.

6. Update the Banner Display, using [▾] to select the desired code.

7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

    A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

    B. Update the History Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

8. Select the POC Tab.

Update Program   ✕

Instructions	▼

Program	POC

POC Details

Contact Point	Country
	* - N/A ▼
Phone Nbr	**Address Line 1**
DSN Nbr	**Address Line 2**
Fax Nbr	**City**
Email Address	**State**
	* - State Cd Not Applicable ▼
	Zip Cd

Add / Edit Remarks

[✓ Update] [⊘ Cancel]

    A. Update the Contact Point, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

    B. Update the Country, using [▾] to select the desired code.

    C. Update the PHONE NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

    D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

    E. Update the DSN NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

    F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

    G. Update the FAX NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

    H. Update the City, entering the revised information in the field provided. *This is a 25 alpha-numeric character field.*

    I. Update the Email Address, entering the revised information in the field provided. *This is a 80 alphanumeric character field.*

    J. Update the State, using ▼ to select the desired code.

    K. Update the ZIP CD, entering the revised information in the field provided. *This is a 10 alphanumeric character field.*

    L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

        a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

        b. Update the History Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

9. Select ✓ Update . *The **Update Program** pop-up window closes, and the revised record appears at the top of the grid in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alpha-numeric with supported special character(s) $, — , /, #, &,	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma,

comma, period, and space.	period, and space. Special characters like ! or @ are prohibited.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP Cᴅ is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Program Management Overview
- Division Management Overview
- ICP Management Overview

Division Management

Overview

The Inventory Control Point / Materiel Management module Division Management process provides the ability to view, create, edit, or delete a Division.
The Materiel Management module is set up into three tiers:

- **Program Management**
  — displays all available Program Names, Program Descriptions, Agencies, and Banners.
- **Division Management**
  — displays all available Program Names, Division Names, and Division Descriptions.
- **ICP Management**
  — displays all available Division Names, ICP Names, ICP Descriptions, DoDAACs, RICs, Agency Cds, and Financial System Interfaces.

Navigation

MASTER DATA MGMT > Division Management > Division page

Page Fields

The following fields display on the **Division** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.
508	Select "View" to display a list of Managed DoDAACs.
21	Select "Add" button to create a new record.
17	Select "Edit" button to revise selected fields in record(s).

Division

Program

Name

Description

Optional

Contact Point

Address Line 1

Address Line 2

City

State

ZIP Cd

Phone Nbr

DSN Nbr

Email Address

FAX Nbr

Program Id

Established Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By

Remarks

Procedures
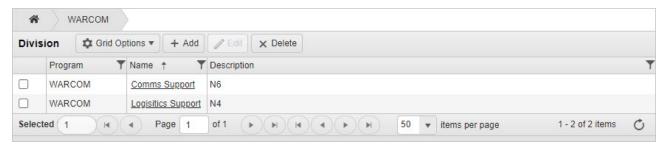
> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.
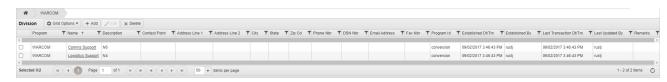
View a Division

1. Navigate to the **Division Management** page.

2. View the default information in the Division Grid:

- *The Program automatically populates and is not editable.*

- *The Name automatically populates and is not editable.*

- *The Description automatically populates and is not editable.*

3. Select ⚙ Grid Options ▾ . *The Grid Options expanded menu appears.*

4. Select ||| Columns ▸ to view the optional information in the Division Grid:

- *The Contact Point automatically populates and is not editable.*
- *The Address Line 1 automatically populates and is not editable.*
- *The Address Line 2 automatically populates and is not editable.*
- *The City automatically populates and is not editable.*
- *The State automatically populates and is not editable.*
- *The ZIP Cd automatically populates and is not editable.*
- *The Phone Nbr automatically populates and is not editable.*
- *The DSN Nbr automatically populates and is not editable.*
- *The Email Address automatically populates and is not editable.*
- *The FAX Nbr automatically populates and is not editable.*
- *The Program Id automatically populates and is not editable.*
- *The Established Dt/Tm automatically populates and is not editable.*
- *The Established By automatically populates and is not editable.*
- *The Last Transaction Dt/Tm automatically populates and is not editable.*
- *The Last Updated By automatically populates and is not editable.*
- *The Remarks automatically populates and is not editable.*

Add a Division

Select [+ Add]. *The **Add Division** pop-up window appears.*

Update the Division

Select [Edit]. *The **Update Division** pop-up window appears.*

Delete a Division

Select [× Delete]. *The **Delete Division** pop-up window appears.*

View the Program Management page

Select ⌂. *The **Program Management** page appears.*

View the ICP Management page

Select the Name hyperlink. *The **ICP Management** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Add a Division
- Update a Division
- Delete a Division
- Program Management Overview
- ICP Management Overview

Add a Division

Overview

The Division Management Add process provides the ability to create new Divisions within a Program.

Navigation

MASTER DATA MGMT > Division Management > [+ Add] > Add Division pop-up window

Page Fields

The following fields display on the **Add Division** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
313	DODAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Division Tab

Name *

Description *

Add / Edit Remarks

Remarks
History Remarks

POC Tab

Contact Point

Country

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

FAX Nbr

City

Email Address

State

ZIP Cd

Add / Edit Remarks

Remarks

History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Add a Division
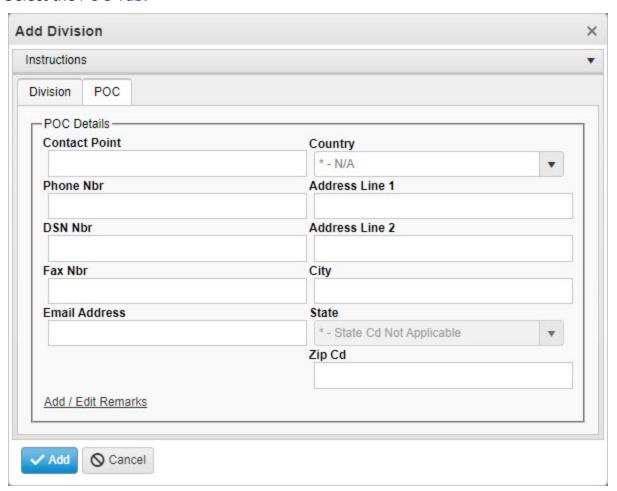
Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select ✛ Add . *The* **Add Division** *pop-up window displays, with the Division Tab available.*

Add Division	×
Instructions	▼

Division | POC

┌ Division Details ─────────────────────
* Name   * Description

[   ]   [   ]

Add / Edit Remarks

✔ Add   ⊘ Cancel

2. Enter the Name in the field provided. *This is a 25 alphanumeric character field.*

3. Enter the Description in the field provided. *This is a 125 alphanumeric character field.*

4. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

5. Select the POC Tab.

Add Division ✕

Instructions ▼

| Division | POC |

POC Details

Contact Point

Country
* - N/A ▼

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

Fax Nbr

City

Email Address

State
* - State Cd Not Applicable ▼

Zip Cd

Add / Edit Remarks

✓ Add   ⊘ Cancel

A. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*

B. Use ▾ to select the Country.

C. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

D. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

E. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

F. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

G. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

H. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

I. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*

J. Use ▾ to select the State.

K. Enter the ZIP C_D in the field provided. *This is a 10 alphanumeric character field.*

L. Select the Add/Edit Remarks [hyperlink](). *The Remarks and History Remarks fields appear.*

   a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

   b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

6. Select ✓ Add . *The **Add Division** pop-up window closes, and the new Division record appears at the top of the grid in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) —, +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP C_D is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- [Division Management Overview](#)
- [Update a Division](#)
- [Delete a Division](#)
- [Program Management Overview](#)
- [ICP Management Overview](#)

Delete a Division

Overview

The Division Management Delete process allows removal of a Division.

> **Note**
>
> Once a Division is deleted, the record is archived and viewable. The information and the reason for the deletion is retained.

Navigation

MASTER DATA MGMT > Division Management > ☐ (desired division) > [✕ Delete] > Delete Division pop-up window

Page Fields

The following fields display on the **Delete Division** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Division

History Remarks

Procedures
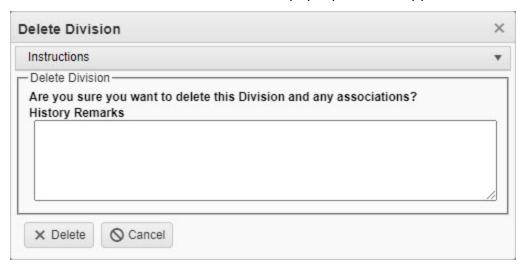
> **DPAS Navigation Helpful Tips**
>
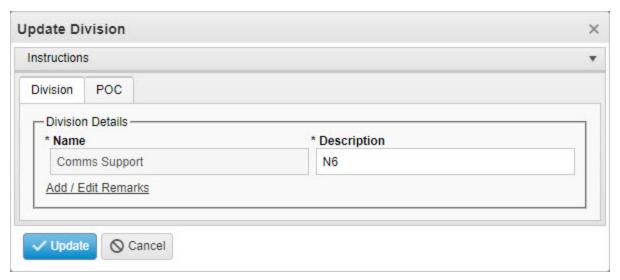> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.
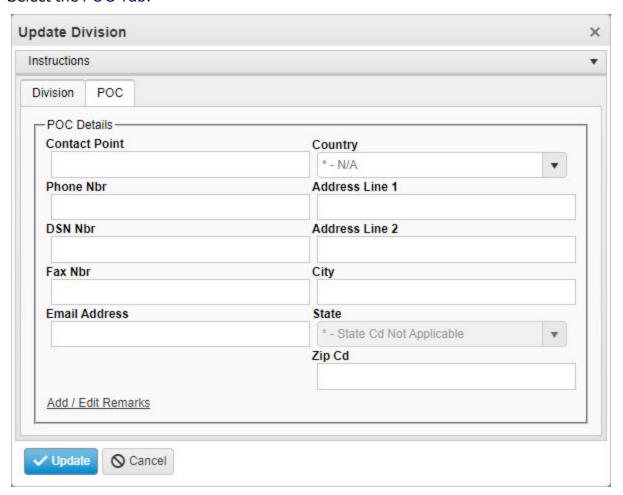
Delete a Division

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Division is highlighted, and* [✎ Edit] *and* [✕ Delete] *become available.*

2. Select ⎡ ✕ Delete ⎤ . *The **Delete Division** pop-up window appears.*

3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

4. Select ⎡ ✕ Delete ⎤ . *The **Delete Division** pop-up window closes, and the Division record is removed from the Division grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxx — Division cannot be deleted as it has associated ICPs.	Invalid Deletion. A Division cannot be deleted if there are any ICPs associated with it, or if there is any materiel attached to the associated ICPs. Review the Division again, and remove any remaining associated ICPs so the Division can be deleted.

Related Topics

- [Division Management Overview](#)
- [Add a Division](#)
- [Update a Division](#)
- [Program Management Overview](#)
- [ICP Management Overview](#)

Update a Division

Overview

The Division Management Update process allows editing of a Division. The Division Description and Point of Contact details are editable; the rest of the information is not.

Navigation

MASTER DATA MGMT > Division Management > ☐ (desired record) > [✎ Edit] > Update Division pop-up window

Page Fields

The following fields display on the **Update Division** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Division Tab

Name *

Description *

Add / Edit Remarks

    Remarks
    History Remarks

POC Tab

Contact Point

Country

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

FAX Nbr

[City](#)

[Email Address](#)

[State](#)

[ZIP Cd](#)

[Add / Edit Remarks](#)

[Remarks](#)
[History Remarks](#)

(*) Asterisk identifies mandatory fields.

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).

Update a Division

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold numbered steps are required.**

1. Click ☐ to select the desired entry. *The Division is highlighted, and* ✎ Edit *and* ✕ Delete *become available.*

2. Select ✎ Edit . *The* **Update Division** *pop-up window displays, with the Division Tab available.*

Update Division ✕

| Instructions | ▼ |

Division | POC

Division Details
* Name | * Description
Comms Support | N6
Add / Edit Remarks

✓ Update ⊘ Cancel
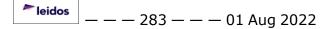
3. *The Name automatically populates and is not editable.*

4. Update the Description, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*

5. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

    A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

    B. Update the History Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

6. Select the POC Tab.

    A. Update the Contact Point, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

    B. Update the Country, using ▾ to select the desired code.

    C. Update the PHONE NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

    D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

E. Update the DSN N<small>BR</small>, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

G. Update the FAX N<small>BR</small>, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

H. Update the City, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

I. Update the Email Address, entering the revised information in the field provided. *This is a 80 alphanumeric character field.*

J. Update the State, using [▼] to select the desired code.

K. Update the ZIP C<small>D</small>, entering the revised information in the field provided. *This is a 10 alphanumeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

   b. Update the History Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

7. Select [✓ Update]. *The **Update Division** pop-up window closes, and the revised Division record appears at the top of the grid in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7

be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP Cᴅ is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Division Management Overview
- Add a Division
- Delete a Division
- Program Management Overview
- ICP Management Overview

Inventory Control Point Management

Overview

The Inventory Control Point / Materiel Management module Inventory Control Point (ICP) Management process provides the ability to view, create, edit, or delete an ICP header record, as well as view, create, edit, or delete a Contractor Inventory Control Point (CICP) / Remote Storage Activity (RSA).

The Materiel Management module is set up into three tiers:

- **Program Management**
  — displays all available Program Names, Program Descriptions, Agencies, and Banners.
- **Division Management**
  — displays all available Program Names, Division Names, and Division Descriptions.
- **ICP Management**
  — displays all available Division Names, ICP Names, ICP Descriptions, DoDAACs, RICs, Agency Cds, and Financial System Interfaces.

Navigation

MASTER DATA MGMT > ICP Management > ICP Management page

Page Fields

The following fields display on the **ICP Management** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.
508	Select "View" to display a list of Managed DoDAACs.
21	Select "Add" button to create a new record.
17	Select "Edit" button to revise selected fields in record(s).

ICP Management

Division
ICP Name
Description
ICP DoDAAC
ICP RIC
Agency Cd

Financial System Interface

Managed DoDAACs

[🔍 View]

    RSA

    DoDAAC

    RIC

Optional

    Contact Point

    Address Line 1

    Address Line 2

    City

    State

    ZIP Cd

    Phone Nbr

    DSN Nbr

    Email Address

    FAX Nbr

    Program Id

    Established Dt/Tm

    Established By

    Last Transaction Dt/Tm

    Last Updated By

    Remarks

RSA

CICP/RSA Type

CICP/RSA Name

CICP/RSA DoDAAC

CICP/RSA RIC

Optional

    Program Id

    Established Dt/Tm

    Established By

    Last Transaction Dt/Tm

Last Updated By

Remarks

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).

View an ICP Header Record
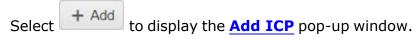
1. Navigate to the **ICP Management** page.
2. View the default information in the ICP Management Grid.

   - *The Division automatically populates and is not editable.*
   - *The ICP Name automatically populates and is not editable.*
   - *The ICP DoDAAC automatically populates and is not editable.*
   - *The ICP RIC automatically populates and is not editable.*
   - *The Agency Cd automatically populates and is not editable.*
   - *The Financial System Interface automatically populates and is not editable.*
   - Select [🔍 View]. *The **Managed DoDAACs** pop-up window appears.*
     - *The RSA automatically populates and is not editable.*
     - *The DoDAAC automatically populates and is not editable.*
     - *The RIC automatically populates and is not editable.*

3. Select [⚙ Grid Options ▼]. *The Grid Options expanded menu appears.*
4. Select [‖‖ Columns ▶]. *The optional information in the ICP Management Grid appears.*

   - *The Contact Point automatically populates and is not editable.*
   - *The Address Line 1 automatically populates and is not editable.*
   - *The Address Line 2 automatically populates and is not editable.*
   - *The City automatically populates and is not editable.*
   - *The State automatically populates and is not editable.*
   - *The ZIP Cd automatically populates and is not editable.*
   - *The Phone Nbr automatically populates and is not editable.*
   - *The DSN Nbr automatically populates and is not editable.*
   - *The Email Address automatically populates and is not editable.*

- *The FAX N<small>BR</small> automatically populates and is not editable.*
- *The Program I<small>D</small> automatically populates and is not editable.*
- *The Established D<small>T</small>/T<small>M</small> automatically populates and is not editable.*
- *The Established By automatically populates and is not editable.*
- *The Last Transaction D<small>T</small>/T<small>M</small> automatically populates and is not editable.*
- *The Last Updated By automatically populates and is not editable.*
- *The Remarks automatically populates and is not editable.*

View a CICP / RSA

1. Select ▸ next to the desired ICP entry. *The RSA grid appears.*
    - *The CICP/RSA Type automatically populates and is not editable.*
    - *The CICP/RSA Name automatically populates and is not editable.*
    - *The CICP/RSA D<small>O</small>DAAC automatically populates and is not editable.*
    - *The CICP/RSA RIC automatically populates and is not editable.*

2. Select [⚙ Grid Options ▼]. *The Grid Options expanded menu appears.*

3. Select [||| Columns ▸]. *The optional information in the RSA Grid appears.*
    - *The Program I<small>D</small> automatically populates and is not editable.*
    - *The Established D<small>T</small>/T<small>M</small> automatically populates and is not editable.*
    - *The Established By automatically populates and is not editable.*
    - *The Last Transaction D<small>T</small>/T<small>M</small> automatically populates and is not editable.*
    - *The Last Updated By automatically populates and is not editable.*
    - *The Remarks automatically populates and is not editable.*

Add an ICP Header Record

Select [+ Add] to display the **Add ICP** pop-up window.

Update an ICP Header Record

Select ☐ (desired record) > [✎ Edit] to display the **Update ICP** pop-up window.

Delete an ICP Header Record

Select ☐ (desired record) > [✕ Delete] to display the **Delete ICP** pop-up window.

Add a CICP / RSA

Select ▸ (desired record) > [+ Add] to display the **Add RSA** pop-up window.

Update a CICP / RSA

Select ▸ (desired record) > ☐ (desired record) > [✎ Edit] to display the **Update RSA** pop-up window.

Delete a CICP / RSA

Select ▸ (desired record) > ☐ (desired record) > [✕ Delete] to display the **Delete RSA** pop-up window.

View the Program Management page

Select ⌂ to display the **Program Management** page.

View the Division Management page

Select the Division hyperlink to display the **Division Management** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Add an ICP Header Record
- Update an ICP Header Record
- Delete an ICP Header Record
- Add a CICP/ RSA
- Update a CICP/ RSA
- Delete a CICP/ RSA
- Program Management Overview

- [Division Management Overview](#)

Add an ICP Header Record

Overview

The Inventory Control Point (ICP) Management Add process provides the ability to create new ICP Header Records within a Division.

Navigation

MASTER DATA MGMT > ICP Management > [+ Add] > Add ICP Management pop-up window

Page Fields

The following fields display on the **Add ICP Management** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
313	DODAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

ICPTab

ICP Name *

Description *

ICP DoDAAC *

ICP RIC

Financial System Interface *

Add / Edit Remarks

> Remarks
> History Remarks

POC Tab

Contact Point

Country

Phone Nbr

Address Line 1

DSN Nbr

[Address Line 2](#)

[FAX Nbr](#)

[City](#)

[Email Address](#)

[State](#)

[ZIP Cd](#)

[Add / Edit Remarks](#)

[Remarks](#)
[History Remarks](#)

Managed DoDAACs Tab

[DoDAAC](#)

[RIC](#)

(*) Asterisk identifies mandatory fields.

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).

Add an ICP Header Record

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select ➕ Add . *The* **Add ICP Management** *pop-up window displays, with the ICP Tab available.*

2. Enter the ICP Name in the field provided. *This is a 25 alphanumeric character field.*

3. Enter the Description in the field provided. *This is a 125 alphanumeric character field.*

4. Enter the ICP DoDAAC in the field provided. *This is a 6 alphanumeric character field.*

5. Enter the ICP RIC in the field provided. *This is a 3 alphanumeric character field.*

6. Use ▾ to select the [Financial System Interface](#).

7. Select the Add/Edit Remarks [hyperlink](#). *The Remarks and History Remarks fields appear.*

   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

8. Select the POC Tab.

   A. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*

   B. Use ⬚ to select the Country.

   C. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

   D. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

   E. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

   F. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

   G. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

   H. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

   I. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*

   J. Use ⬚ to select the State.

   K. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

   L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

     a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

     b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

9. Select the Managed DODAACs Tab.

Selecting 🚫 Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

   A. Select ＋ Add. *The ICP Managed DODAAC's grid expands, with empty fields available.*

   B. Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*

   C. Enter the RIC in the field provided. *This is a 3 alphanumeric character field.*

   D. Select ✓ Add to save the information and associate it to the ICP Header Record.

10. Select ✓ Add to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria entered

search criteria or you do not have the appropriate security access.	do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: *ICP Name*.	
13 - Mandatory Entry: *Description*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *ICP DoDAAC*.	
13 - Mandatory Entry: *Financial System Interface*.	
419 - Entry must be 6 pos alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters. Check the information again, and re-enter the DoDAAC.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 - ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- ICP Management Overview
- Update an ICP Header Record
- Delete an ICP Header Record

- [Add a CICP / RSA](#)
- [Update a CICP / RSA](#)
- [Delete a CICP / RSA](#)
- [Program Management Overview](#)
- [Division Management Overview](#)

Add a CICP / RSA

Overview

The Contractor Inventory Control Point (CICP) / Remote Storage Activity (RSA) Add process provides the ability to create new CICPs or RSAs within an ICP.

Navigation

MASTER DATA MGMT > ICP Management > ▸ (desired ICP) > [+ Add] > RSA pop-up window

Page Fields

The following fields display on the **RSA** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

CICP/RSA Tab

CICP / RSA Type *

CICP/RSA Name * / DPAS Warehouse

CICP / RSA DoDAAC 𝑖 *

CICP / RSA RIC

Require GFM Contract Nbr for DLMS Transactions

Materiel Will Be Reported At Detail Level

Materiel Will Be Reported By Location

Managed DoDAACs Tab

DoDAAC

RIC

[✎ Contracts]

Contract Nbr *

GFM Contract Nbr

Dlvry Order Nbr

Start Dt

Expiration Dt

Optional

Established By

Established Dt/Tm

History Remarks

Last Transaction Dt/Tm

Last Updated By

Program Id

Remarks

POC Tab

Contact Point

Country

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

FAX Nbr

City

Email Address

State

ZIP Cd

Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.
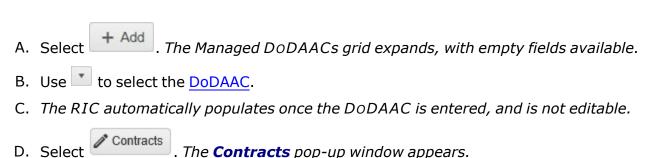
Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Add a CICP / RSA

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select ▶ next to the desired ICP entry. *The RSA grid appears.*

2. Select **+ Add** . *The **RSA** pop-up window displays, with the CICP/RSA Tab available.*

3. Use ▼ to select the CICP / RSA Type. The choices include:

   - **D - DPAS**

      A. Use ▼ to select the DPAS Warehouse, or use *i* to assist with the entry.

      B. *The CICP/RSA DoDAAC automatically populates and is not editable.*

      C. *The CICP/RSA RIC automatically populates and is not editable.*

      D. Click ☐ to select the Require GFM CONTRACT NBR for DLMS Transactions.

   - **E - External CICP**

      A. Enter the CICP / RSA Name in the field provided. *This is a 25 alphanumeric character field.*

      B. Enter the CICP / RSA DoDAAC, using *i* to assist with the entry. *This is a 6 alphanumeric character field.*

      C. Enter the CICP / RSA RIC in the field provided. *This is a 3 alphanumeric character field.*

      D. Click ☐ to select the Require GFM CONTRACT NBR for DLMS Transactions.

      E. Click ☐ to select the Materiel Will Be Reported At Detail Level.

      F. Click ☐ to select the Materiel Will Be Reported By Location.

   - **R - External RSA**

      A. Enter the CICP / RSA Name in the field provided. *This is a 25 alphanumeric character field.*

      B. Enter the CICP / RSA DoDAAC, using *i* to assist with the entry. *This is a 6 alphanumeric character field.*

      C. Enter the CICP / RSA RIC in the field provided. *This is a 3 alphanumeric character field.*

      D. Click ☐ to select the Require GFM CONTRACT NBR for DLMS Transactions.

      E. Click ☐ to select the Materiel Will Be Reported At Detail Level.

4. Select the Managed DoDAACs Tab.

Selecting **⚑ Cancel Changes** *at any point of this procedure removes all revisions and closes the grid.*

A. Select [+ Add] . *The Managed DoDAACs grid expands, with empty fields available.*

B. Use [▾] to select the DoDAAC.

C. *The RIC automatically populates once the DoDAAC is entered, and is not editable.*

D. Select [✏ Contracts] . *The* **Contracts** *pop-up window appears.*

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

    a. Use [▾] or [⋯] to select the desired Contract Nbr.

        Contract Number Browse help

    b. Select [✓ Add] . *The information appears in the Contracts grid.*

    c. Click [☐] to select the desired Contract. *The row is highlighted.*

    d. Select [✓ Update] . *The* **Contracts** *pop-up window closes, and the* **RSA** *pop-up window reappears.*

E. Select [✓ Add] to associate the DoDAAC to the CICP / RSA.

5. Select the POC Tab.

    A. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*

    B. Use [▾] to select the Country.

    C. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

    D. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

    E. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

    F. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

    G. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

    H. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

    I. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*

    J. Use [▾] to select the State.

    K. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

    L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

6. Select [✓ Update] to add the CICP / RSA to the ICP header record.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: *CICP/RSA Type*.	
13 - Mandatory Entry: *CICP/RSA Name*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *CICP/RSA DoDAAC*.	
13 - Mandatory Entry: *Contract Nbr*.	
419 - Entry must be 6 pos alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters. Check the information again, and re-enter the DoDAAC.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) —, +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 - ZIP Code is not in valid format (12345, 12345 - 1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- ICP Management Overview
- Add an ICP Header Record
- Update an ICP Header Record
- Delete an ICP Header Record
- Update a CICP / RSA
- Delete a CICP / RSA
- Program Management Overview
- Division Management Overview

Update an ICP

Overview

The Inventory Control Point (ICP) Management Update process allows editing of an ICP Header Record.

Navigation

> MASTER DATA MGMT > ICP Management > ☐ (desired ICP) > 〔✎ Edit〕 > Update ICP Management pop-up window

Page Fields

The following fields display on the **Update ICP Management** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
313	DODAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

ICP Tab

ICP Name *

Description *

ICP DoDAAC *

ICP RIC

Financial System Interface *

Add / Edit Remarks

> Remarks
> History Remarks

POC Tab

Contact Point

Country

Phone Nbr

Address Line 1

    DSN Nbr

    Address Line 2

    FAX Nbr

    City

    Email Address

    State

    ZIP Cd

    Add / Edit Remarks

        Remarks
        History Remarks

Managed DoDAACs Tab

    DoDAAC

    RIC

(*) Asterisk identifies mandatory fields.

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Update an ICP Header Record

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The ICP Header Record is highlighted, and* ✏ Edit *and* ✕ Delete *become available.*

2. Select ✏ Edit . *The* **Update ICP Management** *pop-up window displays, with the ICP Tab available.*

3. *Verify the ICP Name.*

4. Update the Description, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*

5. Update the ICP DoDAAC, entering the revised code in the field provided. *This is a 6 alpha-numeric character field.*

6. Update the ICP RIC, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

7. Update the [Financial System Interface](#), using ▾ to select the desired connection.

8. Select the Add/Edit Remarks [hyperlink](#). *The Remarks and History Remarks fields appear.*

    A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

    B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

9. Select the [POC Tab](#).

    A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

    B. Update the [Country](#), using ▾ to select the desired code.

    C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

    D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

    E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

    F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

    G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

    H. Update the City, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

    I. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

    J. Update the [State](#), using ▾ to select the desired code.

    K. Update the ZIP CD, entering the revised information in the field provided. *This is a 10 alphanumeric character field.*

    L. Select the Add/Edit Remarks [hyperlink](#). *The Remarks and History Remarks fields appear.*

        a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

        b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

10. Select the [Managed DoDAACs Tab](#).

A. *Verify the DoDAAC.*

B. *Verify the RIC.*

Delete the ICP Managed DoDAAC

a. Click ☐ to select the desired DoDAAC.

b. Select [× Delete] . *The Delete ICP Managed DoDAAC's pop-up window appears.*

c. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

d. Select [× Delete] to remove the DoDAAC from the ICP Header Record.

11. Select [✓ Update] to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, —, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: *ICP Name*.	
13 - Mandatory Entry: *Description*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *ICP DoDAAC*.	
13 - Mandatory Entry: *Financial System Interface*.	
419 - Entry must be 6 pos	Invalid Entry. The DoDAAC is a 6-position alpha-

alphanumeric except for alpha "I" or "O".	numeric entry, but not "I"; "O"; or special characters. Check the information again, and re-enter the DoDAAC.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 - ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- ICP Management Overview
- Add an ICP Header Record
- Delete an ICP Header Record
- Add a CICP / RSA
- Update a CICP / RSA
- Delete a CICP / RSA
- Program Management Overview
- Division Management Overview

Update a CICP / RSA

Overview

The Contractor Inventory Control Point (CICP) / Remote Storage Activity (RSA) Update process allows editing of a CICP or an RSA within an ICP.

Navigation

MASTER DATA MGMT > ICP Management > ▸ (desired ICP) > ☐ (desired RSA) > 🖉 Edit > Update RSA pop-up window

Page Fields

The following fields display on the **RSA** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

CICP/RSA Tab

CICP / RSA Type *

CICP/RSA Name * / DPAS Warehouse

CICP / RSA DoDAAC 🛈 *

CICP / RSA RIC

Require GFM Contract Nbr for DLMS Transactions

Materiel Will Be Reported At Detail Level

Materiel Will Be Reported By Location

Managed DoDAACs Tab

DoDAAC

RIC

🖉 Contracts

Contract Nbr *

GFM Contract Nbr

Dlvry Order Nbr

Start Dt

Expiration Dt

Optional

[Established By](#)

[Established Dt/Tm](#)

[History Remarks](#)

[Last Transaction Dt/Tm](#)

[Last Updated By](#)

[Program Id](#)

[Remarks](#)

POC Tab

[Contact Point](#)

[Country](#)

[Phone Nbr](#)

[Address Line 1](#)

[DSN Nbr](#)

[Address Line 2](#)

[FAX Nbr](#)

[City](#)

[Email Address](#)

[State](#)

[ZIP Cd](#)

[Add / Edit Remarks](#)

[Remarks](#)
[History Remarks](#)

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).

Update a CICP / RSA

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*
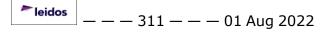
1. Select ▸ next to the desired ICP entry. *The RSA grid appears.*

2. Click ☐ to select the desired entry. *The CICP/RSA is highlighted, and* [✏ Edit] *and* [✕ Delete] *become available.*

3. Select [✏ Edit] . *The **RSA** pop-up window displays, with the CICP/RSA Tab available.*

4. Depending upon the CICP / RSA Type, the fields change:

   • **D - DPAS**

      A. *Verify the DPAS Warehouse.*

      B. *Verify the CICP/RSA DoDAAC.*

      C. *Verify the CICP/RSA RIC.*

      D. *Verify the Require GFM Contract Nbr for DLMS Transactions contains the appropriate ☑ or ☐ .*

   • **E - External CICP**

      A. Update the CICP / RSA Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

      B. *Verify the CICP / RSA DoDAAC.*

      C. *Verify the CICP / RSA RIC.*

      D. *Verify the Require GFM Contract Nbr for DLMS Transactions contains the appropriate ☑ or ☐ .*

      E. *Verify the Materiel Will Be Reported At Detail Level contains the appropriate ☑ or ☐ .*

      F. *Verify the Materiel Will Be Reported By Location contains the appropriate ☑ or ☐ .*

   • **R - External RSA**

      A. Update the CICP / RSA Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

      B. *Verify the CICP / RSA DoDAAC.*

      C. *Verify the CICP / RSA RIC.*

      D. *Verify the Require GFM Contract Nbr for DLMS Transactions contains the appropriate ☑ or ☐ .*

      E. *Verify the Materiel Will Be Reported At Detail Level contains the appropriate ☑ or ☐ .*

5. Select the Managed DoDAACs Tab.

   A. *Verify the DoDAAC.*

   B. *Verify the RIC.*

Delete the ICP Managed DoDAAC

    a. Click ☐ to select the desired DoDAAC.

    b. Select [✕ Delete]. *The* **Delete ICP Managed DoDAAC's** *pop-up window appears.*

    c. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

    d. Select [✕ Delete] to remove the DoDAAC from the ICP Header Record.

C. Select [✎ Contracts]. *The* **Contracts** *pop-up window appears.*

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

    a. Use [▾] or [⋯] to select the desired [Contract Nbr].

        [Contract Number Browse help]

    b. Select [✓ Add]. *The information appears in the Contracts grid.*

    c. Click ☐ to select the desired Contract. *The row is highlighted.*

    d. Select [✓ Update]. *The* **Contracts** *pop-up window closes, and the* **RSA** *pop-up window reappears.*

6. Select the [POC Tab].

    A. Update the Contact Point, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

    B. Update the [Country], using [▾] to select the desired code.

    C. Update the PHONE NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

    D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

    E. Update the DSN NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

    F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

    G. Update the FAX NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

    H. Update the City, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

I. Update the Email Address, entering the revised information in the field provided. *This is a 80 alphanumeric character field.*

J. Update the State, using ▼ to select the desired code.

K. Update the ZIP CᴅD, entering the revised information in the field provided. *This is a 10 alphanumeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

   b. Update the History Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

7. Select ✓ Update to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: *CICP/RSA Type*.	
13 - Mandatory Entry: *CICP/RSA Name*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *CICP/RSADᴏDAAC*.	
13 - Mandatory Entry: *Cᴏɴᴛʀᴀᴄᴛ Nʙʀ*.	
419 - Entry must be 6 pos alphanumeric except for alpha	Invalid Entry. The DᴏDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special char-

"I" or "O".	acters. Check the information again, and re-enter the DoDAAC.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 - ZIP Code is not in valid format (12345, 12345 - 1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- ICP Management Overview
- Add an ICP Header Record
- Update an ICP Header Record
- Delete an ICP Header Record
- Add a CICP / RSA
- Delete a CICP / RSA
- Program Management Overview
- Division Management Overview

Delete an ICP

Overview

The Inventory Control Point (ICP) Management Delete process allows removal of an ICP Header Record.

Navigation

MASTER DATA MGMT > ICP Management > ☐ (desired ICP) > [✕ Delete] > Delete ICP Management pop-up window

Page Fields

The following fields display on the **Delete ICP Management** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete ICP Management

History Remarks

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Delete an ICP Header Record

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.*

1. Click ☐ to select the desired entry. *The ICP Header Record is highlighted, and* [✐ Edit] *and* [✕ Delete] *become available.*

2. Select [✕ Delete]. *The **Delete ICP Management** pop-up window appears.*

3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

4. Select ☒ Delete to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- ICP Management Overview
- Add an ICP Header Record
- Update an ICP Header Record
- Add a CICP / RSA
- Update a CICP / RSA
- Delete a CICP / RSA
- Program Management Overview
- Division Management Overview

Delete an RSA

Overview

The Remote Storage Activity (RSA) Delete process allows removal of an RSA within an ICP.

Navigation

MASTER DATA MGMT > ICP Management > ▸ (desired ICP) > ☐ (desired RSA) > [✕ Delete] > Delete RSA pop-up window

Page Fields

The following fields display on the **Delete RSA** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete RSA

History Remarks

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Delete a Division

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.*

1. Select ▸ next to the desired ICP entry. *The RSA grid appears.*

2. Click ☐ to select the desired entry. *The RSA is highlighted, and* [✎ Edit] *and* [✕ Delete] *become available.*

3. Select [✕ Delete]. *The **Delete RSA** pop-up window appears.*

4. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

5. Select ⊠ Delete to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- ICP Management Overview
- Add an ICP Header Record
- Update an ICP Header Record
- Delete an ICP Header Record
- Add a CICP / RSA
- Update a CICP / RSA
- Program Management Overview
- Division Management Overview

Contractor

Overview

The Inventory Control Point / Materiel Management module Contractor process provides the ability to add, update or delete a Contractor record. The Contractor Record is stored at the Program Management level, and the one record is used throughout the Materiel Management and Warehouse Management modules. Therefore the records must be unique throughout DPAS.

Navigation

MASTER DATA MGMT > Contractor > Contractor page

> **Note**
>
> Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

Page Fields

The following fields display on the **Contractor** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DODAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Search Criteria Grid

[CAGE Cd](#) 𝒊

[DoDAAC](#) 𝒊

[Corporation Name](#) 𝒊

[Division Name](#) 𝒊

Contractor Grid

[Corporation Name](#)

[Division Name](#)

[CAGE Cd](#)

[DoDAAC](#)

Optional

    [Program Id](#)

    [Established Dt/Tm](#)

    [Established By](#)

    [Last Transaction Dt/Tm](#)

    [Last Updated By](#)

    [Contractor Remarks](#)

    [Contact Point](#)

    [Country](#)

    [Address Line 1](#)

    [Address Line 2](#)

    [City](#)

    [State](#)

    [ZIP Cd](#)

    [Phone Nbr](#)

    [DSN Nbr](#)

    [Email Address](#)

    [FAX Nbr](#)

    [POC Remarks](#)

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).

Search for a Contractor

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

   - Enter the CAGE Cᴅ, using 𝒊 to assist with the entry. *This is a 5 alphanumeric character field.*

   - Enter the DoDAAC, using 𝒊 to assist with the entry. *This is a 6 alphanumeric character field.*

   - Enter the Corporation Name, using 𝒊 to assist with the entry. *This is a 50 alphanumeric character field.*

   - Enter the Division Name, using 𝒊 to assist with the entry. *This is a 25 alphanumeric character field.*

2. Select Q Search to display the search results.

Add a New Contractor

Select + Add to display the **Add a Contractor** page.

Update a Contractor

Select ☐ (desired record) > ✎ Edit to display the **Update a Contractor** page.

Delete a Contractor

Select ☐ (desired record) > ✕ Delete to display the **Delete a Contractor** page.

View the History for a Contractor

Select ☐ (desired record) > ⟲ History to display the **History for Contractor** page.

View the Contracts Associated with a Contractor

Click the Contractor hyperlink to display the **Contract** page, listing out the associated contracts for this contractor.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Contractor
- Update a Contractor
- Delete a Contractor
- View the History for a Contractor

Add a Contractor

Overview

The Contractor Add process provides the ability to create new Contractor records. The Contractor Records are stored at the Program Management level, so the records must be unique throughout DPAS.

Navigation

Master Data Mgmt > Contractor > [+ Add] > Add Contractor pop-up window

Page Fields

The following fields display on the **Add Contractor** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
132	To search for CAGE Cd, see https://cage.dla.mil.
161	NCAGE Cd must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Contractor Tab

CAGE Cd *

DoDAAC

Corporation Name *

Division Name

Add / Edit Remarks

Remarks
History Remarks

POC tab

Contact Point

Country

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

FAX Nbr

City

E-Mail Address

State

ZIP Cd

Add / Edit Remarks

> Remarks
> History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Add a Contractor

Selecting [🚫 Cancel] *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select [+ Add]. *The* **Add Contractor** *pop-up window displays, with the Contractor Tab available.*

2. Enter the CAGE Cᴅ in the field provided. *This is a 5 alphanumeric character field.*

3. Enter the DᴏDAAC in the field provided. *This is a 6 alphanumeric character field.*

4. Enter the Corporation Name in the field provided. *This is a 50 alphanumeric character field.*

5. Enter the corporation's Division Name in the field provided. *This is a 25 alphanumeric character field.*

6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

7. Select [✓ Add]. *The new Contractor record is saved, and appears in the Contractor results grid.*

OR

Select the POC Tab.

A. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*

B. Use [▾] to select the Country.

C. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

D. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

E. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

F. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

G. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

H. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

I. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*

J. Use [▾] to select the State.

K. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

   b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

8. Select [✓ Add] to save the newly created Contractor.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

161 — Remarks must be alpha-numeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *CAGE Cᴅ*.	
13 — Mandatory Entry: *Corporation Name*.	Missing Entry. Enter the appropriate information in the desired field.
185 — Record already exists.	Invalid Entry. The CAGE Cᴅ already exists in this Program tier. Check the code again, and re-enter the field.
	Invalid Entry. The Dᴏ DAAC already exists in this Corporation. Check the code again, and re-enter the field.
204 — Invalid CAGE / NCAGE Cᴅ. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE Cᴅ field. For the CAGE Cᴅ, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE Cᴅ, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")
419 — DoDAAC entry must be 6-pos alphanumeric except for alpha "I" or "O".	Invalid Entry. The Dᴏ DAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP CD is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Update a Contractor

Overview

The Update a Contractor process allows editing of Contractor records. The Contractor Records are stored at the Program Management level, so the records must remain unique throughout DPAS.

Navigation

MASTER DATA MGMT > Contractor > ☐ (desired record) > ✎ Edit > Update Contractor pop-up window

Page Fields

The following fields display on the **Update Contractor** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DODAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Contractor Tab

CAGE Cd *
DoDAAC
Corporation Name *
Division Name
Add / Edit Remarks

Remarks
History Remarks

POC tab

Contact Point

Country

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

FAX Nbr

City

E-Mail Address

State

ZIP Cd

Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips
Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Update a Contractor

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Contractor is highlighted, and* [✎ Edit] *,* [✕ Delete] *, and* [⏱ History] *become available.*

2. Select [✎ Edit]. *The* **Update Contractor** *pop-up window displays, with the Contractor Tab available.*

3. Update the CAGE Cᴅ, entering the revised code in the field provided. *This is a 5 alphanumeric character field.*

4. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

5. Update the Corporation Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

6. Update the corporation's Division Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

8. Select the POC Tab.

   A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

   B. Update the Country, using ⏷ to select the desired code.

   C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

   D. Update the Address Line 1, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*

   E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

   F. Update the Address Line 2, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*

   G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

   H. Update the City, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

   I. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

   J. Update the State, using ⏷ to select the desired code.

   K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

   L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

      a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

      b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

9. Select ✓ Update to save the revisions to the Contractor record.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *CAGE CD*. **13 — Mandatory Entry: *Corporation Name*.**	Missing Entry. Enter the appropriate information in the desired field.
185 — Record already exists.	Invalid Entry. The CAGE CD already exists in this Program tier. Check the code again, and re-enter the field.
	Invalid Entry. The DODAAC already exists in this Corporation. Check the code again, and re-enter the field.
204 — Invalid CAGE / NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE CD, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is

	"A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")
419 — DoDAAC entry must be 6-pos alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6-position alpha-numeric entry, but not "I"; "O"; or special characters.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Contractor Overview
- Add a Contractor
- Delete a Contractor
- View the History for a Contractor

Delete a Contractor

Overview

The Contractor Delete process allows removal of a Contractor Record. The Contractor Records are stored at the Program Management level, so the records are removed throughout DPAS.

Navigation

MASTER DATA MGMT > Contractor > ☐ (desired record) > [✕ Delete] > Delete Contractor pop-up window

Page Fields

The following fields display on the **Delete Contractor** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Contractor

History Remarks

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Delete a Contractor

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Contractor is highlighted, and* [✎ Edit] *,* [✕ Delete] *, and* [⏱ History] *become available.*

2. Select [✕ Delete]. *The **Delete Contractor** pop-up window appears.*

3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

4. Select ☒ Delete to remove the Contractor record.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
545 - Open contracts exists, cannot delete selected Contractor.	Invalid Deletion. A Contractor record cannot be deleted if there is any open Contract still associated to that Contractor. Review the Contractor record again, and remove any remaining associated information so the Contractor can be deleted.

Related Topics

- [Contractor Overview](#)
- [Add a Contractor](#)
- [Update a Contractor](#)
- [View the History for a Contractor](#)

View the Contractor History

Overview

The Contractor History process displays all of the previous transactions regarding a Contractor Record. The Contractor Record is stored at the Program Management level, and the one record is used throughout the Materiel Management and Warehouse Management modules. Therefore the History shown is throughout DPAS.

Navigation

MASTER DATA MGMT > Contractor > ☐ (desired record) > [🕒 History] > History for Contractor pop-up window

Page Fields

The following fields display on the **History for Contractor** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Contractor History Grid

Operation

Last Transaction Dt/Tm

Last Updated By

Corporation Name

Division Name

CAGE Cd

DoDAAC

Optional

Program Id

Established Dt/Tm

Established By

Contractor Remarks

Contact Point

Country

Address Line 1

Address Line 2

City

State

ZIP Cd

Phone Nbr

DSN Nbr

Email Address

FAX Nbr

POC Remarks

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

View the Contractor History

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold numbered steps are required.**

1. Click ☐ to select the desired entry. *The Contractor is highlighted, and* ✎ Edit *,* ✕ Delete *, and* �womenHistory *become available.*

2. Select ⓞ History *next to the desired entry. The **History for Contractor** pop-up window appears.*

3. *The information regarding the contractor record automatically populates and is not editable.*

    A. *Verify the Operation.*

    B. *Verify the Last Transaction DT/TM.*

    C. *Verify the Last Updated By.*

    D. *Verify the Corporation Name.*

    E. *Verify the Division Name.*

    F. *Verify the CAGE CD.*

    G. *Verify the DoDAAC.*

4. Select ✕ to close the pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Contractor Overview
- Add a Contractor
- Update a Contractor
- Delete a Contractor

Contract

Overview

The Inventory Control Point / Materiel Management module Contract process provides the ability to view, add, update, or delete Contract information.

Contracts must be associated with a Contractor, and the Contractor information must be complete before any Contracts can be added.

The Contract Record is stored at the Program Management level, along with the Contractor Record. The one contract record is used throughout the Materiel Management and Warehouse Management modules, therefore the records must be unique throughout DPAS.

Navigation

MASTER DATA MGMT > Contract > Contract page

Page Fields

The following fields display on the **Contract** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
313	DODAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Search Criteria Grid

Contract Nbr

Contractor

Dlvry Order Nbr

Contract Desc

Contract Type Cd

[Start Dt](#)
[Expiration Dt](#)

Contract Results Grid

[Contractor](#)
[Contract Type Cd](#)
[Contract Nbr](#)
[Non-DoD Contract Nbr](#)
[Dlvry Order Nbr](#)
[Contract Desc](#)
[Start Dt](#)
[Expiration Dt](#)

Optional

Admin POC

[Contact Point](#)
[Phone Nbr](#)
[DSN Nbr](#)
[FAX Nbr](#)
[Email Address](#)
[Address Line 1](#)
[Address Line 2](#)
[City](#)
[State](#)
[ZIP Cd](#)
[Country](#)

Contract POC

[Contact Point](#)
[Phone Nbr](#)
[DSN Nbr](#)
[FAX Nbr](#)
[Email Address](#)
[Address Line 1](#)
[Address Line 2](#)
[City](#)
[State](#)

ZIP Cd

Country

Issuing POC

Contact Point

Phone Nbr

DSN Nbr

FAX Nbr

Email Address

Address Line 1

Address Line 2

City

State

ZIP Cd

Country

Property Admin POC

Contact Point

Phone Nbr

DSN Nbr

FAX Nbr

Email Address

Address Line 1

Address Line 2

City

State

ZIP Cd

Country

Remarks
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Associated Stock Numbers

Stock Nbr

Item Desc

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Search for a Contract

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

   - Enter the CONTRACT NBR in the field provided. *This is a 13 alphanumeric character field.*

   - Use ▾ to select the Contractor.

   - Enter the DLVY ORD NBR in the field provided. *This is a 4 alphanumeric character field.*

   - Enter the CONTRACT DESC in the field provided. *This is a 125 alphanumeric character field.*

   - Use ▾ to select the Contract Type Cd.

   - Use 📅 to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.

   - Use 📅 to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.

2. Select 🔍 Search to display the search results.
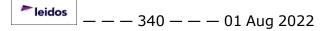
View the Associated Stock Numbers

1. Select ▶. *The Associated Stock Numbers Grid appears below the Contract record.*
2. *The STOCK NBR automatically populates and is not editable.*
3. *The ITEM DESC automatically populates and is not editable.*
4. Select ◢. *The Associated Stock Numbers Grid closes.*

Add a New Contract

Select ➕ Add to display the **Add a Contract** page.

Update a Contract

Select ☐ (desired record) > ✏ Edit to display the **Update a Contract** page.

Delete a Contract

Select ☐ (desired record) > [✕ Delete] to display the **Delete a Contract** page.

Copy a Contract

Select ☐ (desired record) > [⧉ Copy] to display the **Copy a Contract** page.

Add Attachments to a Contract

Select ☐ (desired record) > [📎 Attachments] to display the **Add Attachments to a Contract** page.

View the History for a Contract

Select ☐ (desired record) > [🕒 History] to display the **History for Contract** page.

View the Contractor Associated with a Contract

Select ⌂ to display the **Contractor** page, listing out the contractors associated with this Division.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Contract
- Update a Contract
- Delete a Contract
- Copy a Contract
- Add Attachments to a Contract
- View the History for a Contract

Add a Contract

Overview

The Contract Add process provides the ability to create new contract information for a contractor.

Navigation

MASTER DATA MGMT > Contract > [+ Add] > Add Contract pop-up window

Page Fields

The following fields display on the **Add Contract** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
313	DODAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
449	CONTRACT NBR consists of 13 POS: POS 1-6 = DODAAC, POS 7-8 numeric, POS 9 alpha except "I" or "O" and POS 10-13 alphanumeric.

Contract Info Tab

Contract Type Cd *

Contractor *

Contract Nbr *

Contract Desc

Dlvry Order Nbr

Start Dt

Expiration Dt

Manage Stock Nbrs

Add / Edit Remarks

 Remarks
 History Remarks

POC Info Tab

Contract POC

[Contact Point](#)

[Country](#)

[Phone Nbr](#)

[Address Line 1](#)

[DSN Nbr](#)

[Address Line 2](#)

[FAX Nbr](#)

[City](#)

[Email Address](#)

[State](#)

[ZIP Cd](#)

[Add / Edit Remarks](#)

> [Remarks](#)
> [History Remarks](#)

Admin POC

[DoDAAC](#)

[Contact Point](#)

[Country](#)

[Phone Nbr](#)

[Address Line 1](#)

[DSN Nbr](#)

[Address Line 2](#)

[FAX Nbr](#)

[City](#)

[Email Address](#)

[State](#)

[ZIP Cd](#)

[Add / Edit Remarks](#)

> [Remarks](#)
> [History Remarks](#)

Issuing POC

[DoDAAC](#)

[Contact Point](#)

[Country](#)

[Phone Nbr](#)

[Address Line 1](#)

[DSN Nbr](#)

[Address Line 2](#)

[FAX Nbr](#)

[City](#)

[Email Address](#)

[State](#)

[ZIP Cd](#)

[Add / Edit Remarks](#)

[Remarks](#)
[History Remarks](#)

Property Admin POC

[Contact Point](#)

[Country](#)

[Phone Nbr](#)

[Address Line 1](#)

[DSN Nbr](#)

[Address Line 2](#)

[FAX Nbr](#)

[City](#)

[Email Address](#)

[State](#)

[ZIP Cd](#)

[Add / Edit Remarks](#)

[Remarks](#)
[History Remarks](#)

Stock Numbers Tab

[Stock Nbr](#)

[Item Desc](#)

(*) Asterisk identifies mandatory fields.

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).

Add a Contract

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*
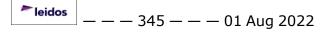
1. Select [+ Add]. *The* **Add Contract** *pop-up window displays, with the Contract Info Tab available.*

2. Use [▾] to select the [Contract Type Cd](#).

3. Use [▾] to select the [Contractor](#).

4. Enter the CONTRACT NBR in the field provided. *This is a 13 alphanumeric character field.*

5. Enter the CONTRACT DESC in the field provided. *This is a 125 alphanumeric character field.*

6. Enter the DLVY ORD NBR in the field provided. *This is a 4 alphanumeric character field.*

7. Use [📅] to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.

8. Use [📅] to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.

9. Click [☐] to select Manage STOCK NBRS. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*

   Selecting ✕ Cancel *from* [Process ▾] *at any point of this procedure removes the Stock Numbers from the grid.*

   A. Select the Stock Numbers tab. *The tab opens to the empty Associated Stock Numbers results grid.*

   B. Select [+ Add ▾]. *The Add drop-down menu appears.*

   #### Add an Individual STOCK NBR

   Selecting ⊘ Cancel *at any point of this procedure removes the row.*

a. Select [+ Add Stock Nbr]. *The Associated Stock Numbers grid expands, with an empty* STOCK NBR *field available.*

b. Enter the STOCK NBR, or use [...] to browse for the entry. *This is a 15 alphanumeric character field.*

   [Stock Number Browse help](#)

c. Click away from the STOCK NBR field.

d. Select [✓ Add]. *The new row is highlighted in green.*

Add Multiple STOCK NBRS

Selecting [⊘ Cancel] *at any point of this procedure closes the pop-up window.*

a. Select [🔍 Browse Stock Nbr(s)]. *The **STOCK NBR Browse** pop-up window appears, with the ability to search for multiple stock numbers, and the Available tab open.*

b. Select [✓ Select] in the desired STOCK NBR rows. *The rows dim when selected.*

c. Click the Selected Tab. *The chosen stock numbers appear in the Selected STOCK NBRS results grid.*

d. Select [✓ Take Selected]. *The **STOCK NBR Browse** pop-up window closes, and the list of stock numbers appear in the Associated Stock Numbers results grid.*

C. Select [Process ▾]. *The Process drop-down menu appears.*

D. Select [🖫 Save] to commit the stock numbers to the contract.

E. Select [✓ Add]. *The new Contract record is saved, and appears in the Contract results grid.*

10. Select the Add/Edit Remarks [hyperlink](#). *The Remarks and History Remarks fields appear.*

    A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

    B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

    Select [✓ Add]. *The new Contract record is saved, and appears in the Contract results grid.*

11.

    OR

    Enter the information in the [Contract POC Details](#) section.

A. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*

B. Use [▼] to select the Country.

C. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

D. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

E. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

F. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

G. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

H. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

I. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*

J. Use [▼] to select the State.

K. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

    a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

    b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select [✓ Add] . *The new Contract record is saved, and appears in the Contract results grid.*

M.

OR

Select the Admin POC Details section.

    a. Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*

    b. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*

    c. Use [▼] to select the Country.

    d. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

    e. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

    f. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

    g. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

    h. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

    i. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

j. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*

k. Use ⏷ to select the State.

l. Enter the ZIP Cᴅ in the field provided. *This is a 10 alphanumeric character field.*

m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select ✓ Add. *The new Contract record is saved, and appears in the Contract results grid.*

n.

OR

Select the Issuing POC Details section.

1. Enter the DᴏDAAC in the field provided. *This is a 6 alphanumeric character field.*

2. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*

3. Use ⏷ to select the Country.

4. Enter the Pʜᴏɴᴇ Nʙʀ in the field provided. *This is a 25 alphanumeric character field.*

5. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

6. Enter the DSN Nʙʀ in the field provided. *This is a 25 alphanumeric character field.*

7. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

8. Enter the FAX Nʙʀ in the field provided. *This is a 25 alphanumeric character field.*

9. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

10. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*

11. Use ⏷ to select the State.

12. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

13. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

    A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

    B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

    Select ✓ Add . *The new Contract record is saved, and appears in the Contract results grid.*

14.
    OR

    Select the Property Admin POC Details section.

    A. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*

    B. Use ▾ to select the Country.

    C. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

    D. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

    E. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

    F. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

    G. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

    H. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

    I. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*

    J. Use ▾ to select the State.

    K. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

    L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

a. Enter the Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

M. Select [✓ Add]. *The new Contract record is saved, and appears in the Contract results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alpha-numeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *CONTRACT TYPE CD*.	
13 — Mandatory Entry: *Contractor*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *CONTRACT NBR*.	
419 — DoDAAC entry must be 6 — POS alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6—position alpha-numeric entry, but not "I"; "O"; or special characters. Re—enter the DoDAAC.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address struc-	Invalid E-Mail Format Entered. Enter a minimum of 1

ture is incorrect.	alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP Cᴅ is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Contract Overview
- Update a Contract
- Delete a Contract
- Copy a Contract
- Add Attachments to a Contract
- View the History for a Contract

Add Attachments to a Contract

Overview

The Contract Add Attachments process provides the ability to attach documents to the contract information for a contractor.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) > [Attachments] > Attachments for CONTRACT NBR pop-up window

Page Fields

The following fields display on the **Attachments for CONTRACT NBR** page. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
513	The maximum file size is 10 MB.

Attachments for CONTRACT NBR

No Page Fields available for this page

Attach Files

[Desc](#)

[Primary](#)

[Name](#)

[Desc](#)

Procedures
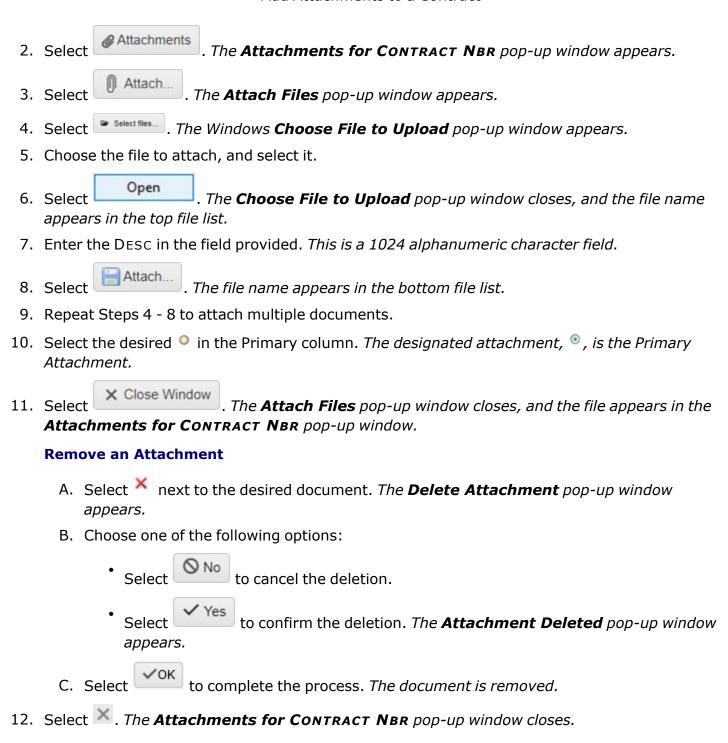
> **DPAS Navigation Helpful Tips**
>
> Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).

Attach a Document to a Contract

1. Click ☐ to select the desired entry. *The Contract is highlighted, and* [Edit], [✕ Delete], [Copy], [Attachments], *and* [History] *become available.*

2. Select [Attachments]. *The **Attachments for CONTRACT NBR** pop-up window appears.*

3. Select [Attach...]. *The **Attach Files** pop-up window appears.*

4. Select [Select files...]. *The Windows **Choose File to Upload** pop-up window appears.*

5. Choose the file to attach, and select it.

6. Select [Open]. *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*

7. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*

8. Select [Attach...]. *The file name appears in the bottom file list.*

9. Repeat Steps 4 - 8 to attach multiple documents.

10. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

11. Select [X Close Window]. *The **Attach Files** pop-up window closes, and the file appears in the **Attachments for CONTRACT NBR** pop-up window.*

Remove an Attachment

A. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

B. Choose one of the following options:

- Select [⊘ No] to cancel the deletion.

- Select [✓ Yes] to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

C. Select [✓ OK] to complete the process. *The document is removed.*

12. Select ✕. *The **Attachments for CONTRACT NBR** pop-up window closes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
1003 — Add Attachment supports only these file types: {0}	Invalid Entry. Only the listed files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of {x} for this file type. "Attachment" file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- Contract Overview
- Add a Contract
- Update a Contract
- Delete a Contract
- Copy a Contract
- View the History for a Contract

Copy a Contract

Overview

The Contract Copy process provides the ability to duplicate all the values in a contract, including POC and stock number associations. The DLVY ORDER NBR, START DT, and EXPIRATION DT fields are not duplicated and expect entries.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) > Copy > Add Contract pop-up window

Page Fields

The following fields display on the **Add Contract** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
449	CONTRACT NBR consists of 13 POS: POS 1-6 = DoDAAC, POS 7-8 numeric, POS 9 alpha except "I" or "O" and POS 10-13 alphanumeric.

Contract Info Tab

Contract Type Cd *
Contractor *
Contract Nbr *
Contract Desc
Dlvry Order Nbr
Start Dt
Expiration Dt
Manage Stock Nbrs
Add / Edit Remarks

Remarks
History Remarks

POC Info Tab

Contract POC

[Contact Point](#)

[Country](#)

[Phone Nbr](#)

[Address Line 1](#)

[DSN Nbr](#)

[Address Line 2](#)

[FAX Nbr](#)

[City](#)

[Email Address](#)

[State](#)

[ZIP Cd](#)

[Add / Edit Remarks](#)

[Remarks](#)
[History Remarks](#)

Admin POC

[DoDAAC](#)

[Contact Point](#)

[Country](#)

[Phone Nbr](#)

[Address Line 1](#)

[DSN Nbr](#)

[Address Line 2](#)

[FAX Nbr](#)

[City](#)

[Email Address](#)

[State](#)

[ZIP Cd](#)

[Add / Edit Remarks](#)

[Remarks](#)
[History Remarks](#)

— — Copy a Contract — —

Issuing POC

[DoDAAC](#)

[Contact Point](#)

[Country](#)

[Phone Nbr](#)

[Address Line 1](#)

[DSN Nbr](#)

[Address Line 2](#)

[FAX Nbr](#)

[City](#)

[Email Address](#)

[State](#)

[ZIP Cd](#)

[Add / Edit Remarks](#)

  [Remarks](#)
  [History Remarks](#)

Property Admin POC

[Contact Point](#)

[Country](#)

[Phone Nbr](#)

[Address Line 1](#)

[DSN Nbr](#)

[Address Line 2](#)

[FAX Nbr](#)

[City](#)

[Email Address](#)

[State](#)

[ZIP Cd](#)

[Add / Edit Remarks](#)

  [Remarks](#)
  [History Remarks](#)

Stock Numbers Tab

[Stock Nbr](#)

[Item Desc](#)

(*) Asterisk identifies mandatory fields.

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).

Copy a Contract

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Contract is highlighted, and* [✎ Edit] *,* [✕ Delete] *,* [⧉ Copy] *,* [⫴ Attachments] *, and* [⧗ History] *become available.*

2. Select [⧉ Copy]. *The* **Add Contract** *pop-up window displays, with the Contract Info Tab available.*

3. Update the [Contract Type Cd](#), using [▾] to select the desired code.

4. Update the [Contractor](#), using [▾] to select the desired company.

5. Update the CONTRACT NBR, entering the revised number in the field provided. *This is a 13 alphanumeric character field.*

6. Update the CONTRACT DESC, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*

7. Enter the new DLVY ORD NBR in the field provided. *This is a 4 alphanumeric character field.*

8. Use [▦] to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.

9. Use [▦] to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.

10. Click ☐ to select Manage STOCK NBRS. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*

    Selecting [✕ Cancel] *from* [Process ▾] *at any point of this procedure removes the Stock Numbers from the grid.*

    A. Select the Stock Numbers tab. *The tab opens to the Associated Stock Numbers results grid.*

B. Select + Add ▼ . *The Add drop-down menu appears.*

Add an Individual STOCK NBR

Selecting 🚫 Cancel *at any point of this procedure removes the row.*

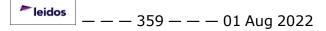   a. Select + Add Stock Nbr . *The Associated Stock Numbers grid expands, with an empty STOCK NBR field available.*

    b. Enter the STOCK NBR, or use … to browse for the entry.

    c. Click away from the STOCK NBR field.

    d. Select ✓ Add . *The new row is highlighted in green.*

Add Multiple STOCK NBRS

Selecting 🚫 Cancel *at any point of this procedure closes the pop-up window.*

    a. Select 🔍 Browse Stock Nbr(s) . *The **STOCK NBR Browse** pop-up window appears, with the ability to search for multiple stock numbers, and the Available tab open.*

    b. Select ✓ Select in the desired STOCK NBR rows. *The rows dim when selected.*

    c. Click the Selected Tab. *The chosen stock numbers appear in the Selected STOCK NBRS results grid.*

    d. Select ✓ Take Selected . *The **STOCK NBR Browse** pop-up window closes, and the list of stock numbers appear in the Associated Stock Numbers results grid.*

C. Select Process ▼ . *The Process drop-down menu appears.*

D. Select 💾 Save to commit the stock numbers to the contract.

E. Select ✓ Add . *The copied Contract record is saved, and appears in the Contract results grid.*

11. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

    A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

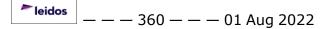   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select ✓ Add . *The copied Contract record is saved, and appears in the Contract results grid.*

12.

OR

Verify the information in the Contract POC Details section.

   A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

   B. Update the Country, using ▾ to select the desired code.

   C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

   D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

   E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

   F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

   G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

   H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

   I. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

   J. Update the State, using ▾ to select the desired code.

   K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

   L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

      a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

      b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

   Select ✓ Add . *The copied Contract record is saved, and appears in the Contract results grid.*

   M.

     OR

     Verify the information in the Admin POC Details section.

       a. Update the DODAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

b. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

c. Update the Country, using [▼] to select the desired code.

d. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

e. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

f. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

g. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

h. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

i. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

j. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

k. Update the State, using [▼] to select the desired code.

l. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   1. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

   2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

   Select [✓ Add]. *The copied Contract record is saved, and appears in the Contract results grid.*

n.
   OR

   Verify the information in the Issuing POC Details section.

   1. Update the DODAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

   2. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

3. Update the Country, using ▾ to select the desired code.

4. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

5. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

6. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

7. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

8. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

9. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

10. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

11. Update the State, using ▾ to select the desired code.

12. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

13. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

    A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

    B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

    Select ✓ Add . *The copied Contract record is saved, and appears in the Contract results grid.*

14.
    OR

    Verify the information in the Property Admin POC Details section.

    A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

    B. Update the Country, using ▾ to select the desired code.

    C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

E. Update the DSN Nʙʀ, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

G. Update the FAX Nʙʀ, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

I. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

J. Update the State, using ⬐ to select the desired code.

K. Update the ZIP Cᴅ, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   1. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

   2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

M. Select ✓ Add. *The copied Contract record is saved, and appears in the Contract results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Contract Overview
- Update a Contract
- Delete a Contract

- [Copy a Contract](#)
- [Add Attachments to a Contract](#)
- [View the History for a Contract](#)

Update a Contract

Overview

The Contract Update process allows editing of a contract from a contractor.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) > [✏ Edit] > Update Contract pop-up window

Page Fields

The following fields display on the **Update Contract** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
449	CONTRACT NBR consists of 13 POS: POS 1-6 = DoDAAC, POS 7-8 numeric, POS 9 alpha except "I" or "O" and POS 10-13 alphanumeric.

Contract Info Tab

Contract Type Cd *

Contractor *

Contract Nbr *

Contract Desc

Dlvry Order Nbr

Start Dt

Expiration Dt

Manage Stock Nbrs

Attachments

Add / Edit Remarks

Remarks
History Remarks

POC Info Tab

Contract POC

[Contact Point](#)

[Country](#)

[Phone Nbr](#)

[Address Line 1](#)

[DSN Nbr](#)

[Address Line 2](#)

[FAX Nbr](#)

[City](#)

[Email Address](#)

[State](#)

[ZIP Cd](#)

[Add / Edit Remarks](#)

    [Remarks](#)
    [History Remarks](#)

Admin POC

[DoDAAC](#)

[Contact Point](#)

[Country](#)

[Phone Nbr](#)

[Address Line 1](#)

[DSN Nbr](#)

[Address Line 2](#)

[FAX Nbr](#)

[City](#)

[Email Address](#)

[State](#)

[ZIP Cd](#)

[Add / Edit Remarks](#)

    [Remarks](#)
    [History Remarks](#)

Issuing POC

[DoDAAC](#)

[Contact Point](#)

[Country](#)

[Phone Nbr](#)

[Address Line 1](#)

[DSN Nbr](#)

[Address Line 2](#)

[FAX Nbr](#)

[City](#)

[Email Address](#)

[State](#)

[ZIP Cd](#)

[Add / Edit Remarks](#)

[Remarks](#)
[History Remarks](#)

Property Admin POC

[Contact Point](#)

[Country](#)

[Phone Nbr](#)

[Address Line 1](#)

[DSN Nbr](#)

[Address Line 2](#)

[FAX Nbr](#)

[City](#)

[Email Address](#)

[State](#)

[ZIP Cd](#)

[Add / Edit Remarks](#)

[Remarks](#)
[History Remarks](#)

Stock Numbers Tab

(*) Asterisk identifies mandatory fields.

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Update a Contract

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Contract is highlighted, and* ✏ Edit *,* ✕ Delete *,* ⧉ Copy *,* 📎 Attachments *, and* ⏱ History *become available.*

2. Select ✏ Edit *. The* **Update Contract** *pop-up window displays, with the Contract Info Tab available.*

3. Update the Contract Type Cd, using ▾ to select the desired code.

4. *Verify the Contractor.*

5. Update the CONTRACT NBR, entering the revised number in the field provided. *This is a 13 alpha-numeric character field.*

6. Update the CONTRACT DESC, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*

7. Update the DLVY ORD NBR, entering the revised number in the field provided. *This is a 4 alpha-numeric character field.*

8. Update the START DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

9. Update the EXPIRATION DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

10. Verify the Manage STOCK NBRS contains the appropriate ☑ or ☐ . *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*

    Selecting ✕ Cancel *from* Process ▾ *at any point of this procedure removes the Stock Numbers from the grid.*

A. Select the Stock Numbers tab. *The tab opens to the Associated Stock Numbers results grid.*

B. Select [+ Add ▼]. *The Add drop-down menu appears.*

Add an Individual STOCK NBR

Selecting [⊘ Cancel] *at any point of this procedure removes the row.*

    a. Select [+ Add Stock Nbr]. *The Associated Stock Numbers grid expands, with an empty STOCK NBR field available.*

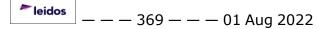   b. Enter the STOCK NBR, or use [...] to browse for the entry. *This is a 15 alphanumeric character field.*

       [Stock Number Browse help](#)

    c. Click away from the STOCK NBR field.

    d. Select [✓ Add]. *The new row is highlighted in green.*

Add Multiple STOCK NBRS

Selecting [⊘ Cancel] *at any point of this procedure closes the pop-up window.*

    a. Select [🔍 Browse Stock Nbr(s)]. *The **STOCK NBR Browse** pop-up window appears, with the ability to search for multiple stock numbers, and the Available tab open.*

    b. Select [✓ Select] in the desired STOCK NBR rows. *The rows dim when selected.*

    c. Click the Selected Tab. *The chosen stock numbers appear in the Selected STOCK NBRS results grid.*

    d. Select [✓ Take Selected]. *The **STOCK NBR Browse** pop-up window closes, and the list of stock numbers appear in the Associated Stock Numbers results grid.*

C. Select [Process ▼]. *The Process drop-down menu appears.*

D. Select [💾 Save] to commit the stock numbers to the contract.

E. Select [✓ Update]. *The revised Contract record is saved, and in the Contract results grid.*

11. Update the Attachments, using [📎 Attach...] to choose the revised files. *The **Attach Documents - Contract** pop-up window appears.*

12. Select the Add/Edit Remarks [hyperlink](#). *The Remarks and History Remarks fields appear.*

A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

13.

Select [✓ Update]. *The revised Contract record is saved, and in the Contract results grid.*

OR

Verify the information in the Contract POC Details section.

A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

B. Update the Country, using [▼] to select the desired code.

C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

I. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

J. Update the State, using [▼] to select the desired code.

K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

  a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

  b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

  Select [✓ Update]. *The revised Contract record is saved, and in the Contract results grid.*

M.

— — Update a Contract — —

OR

Verify the information in the Admin POC Details section.

a. Update the DODAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

b. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

c. Update the Country, using ▾ to select the desired code.

d. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

e. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

f. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

g. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

h. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

i. Update the City, entering the revised place in the field provided. *This is a 25 alpha-numeric character field.*

j. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

k. Update the State, using ▾ to select the desired code.

l. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

    1. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

    2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

    Select ✓ Update . *The revised Contract record is saved, and in the Contract results grid.*

n.

    OR

    Verify the information in the Issuing POC Details section.

1. Update the DODAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

2. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

3. Update the Country, using [▼] to select the desired code.

4. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

5. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

6. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

7. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

8. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

9. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

10. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

11. Update the State, using [▼] to select the desired code.

12. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

13. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

    A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

    B. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

    Select [✓ Update]. *The revised Contract record is saved, and in the Contract results grid.*

14.

    OR

    Verify the information in the Property Admin POC Details section.

    A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

B. Update the Country, using ⏷ to select the desired code.

C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

I. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

J. Update the State, using ⏷ to select the desired code.

K. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   a. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

   b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

M. Select ✓ Update . *The revised Contract record is saved, and in the Contract results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

161 — Remarks must be alpha-numeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: CONTRACT TYPE CD.	
13 — Mandatory Entry: Contractor.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: CONTRACT NBR.	
1003 — Add Attachment supports only these file types: {0}	Invalid Entry. Only the listed files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of {x} for this file type. "Attachment" file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
419 — DoDAAC entry must be 6 — POS alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6—position alphanumeric entry, but not "I"; "O"; or special characters. Re—enter the DoDAAC.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP CD is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Contract Overview
- Add a Contract

- [Delete a Contract](#)
- [Copy a Contract](#)
- [Add Attachments to a Contract](#)
- [View the History for a Contract](#)

Delete a Contract

Overview

The Contract Delete process allows removal of a contract from a contractor.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) > [✕ Delete] > Delete Contract pop-up window

Page Fields

The following fields display on the **Delete Contract** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Contract

History Remarks

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Delete a Contract

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* ***Bold** numbered steps are required.*

1. Click ☐ to select the desired entry. *The Contract is highlighted, and* [✎ Edit] *,* [✕ Delete] *,* [⧉ Copy] *,* [@ Attachments] *, and* [⧖ History] *become available.*

2. Select [✕ Delete] *. The **Delete Contract** pop-up window appears.*

3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

4. Select ☒ Delete to remove the Contract record.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
546 — Contract cannot be deleted. Stock Number(s) exists.	Invalid Deletion. A Contract record cannot be deleted if there are any Stock Numbers, RSAs, or Warranty's still associated to that Contract. Review the Contract record again, and remove any remaining associated information so the Contract can be deleted.
993 — Contract cannot be deleted. Contract is associated with one or more RSAs.	
498 — Contract cannot be deleted. Warranty record(s) exists.	

Related Topics

- Contract Overview
- Add a Contract
- Update a Contract
- Copy a Contract
- Add Attachments to a Contract
- View the History for a Contract

View the Contract History

Overview

The Contract History process displays all of the previous transactions regarding a Contract Record. The Contract Record is stored at the Program Management level, along with the Contractor Record. The one contract record is used throughout the Materiel Management and Warehouse Management modules, therefore the records must be unique throughout DPAS.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) > [History] > History for CONTRACT NBR pop-up window

Page Fields

The following fields display on the **History for CONTRACT NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Contract History Grid

Operation

Last Transaction Dt/Tm

Last Updated By

GFM Contractor Name

Contract Type Cd

Contract Nbr

Non-DOD Contract Nbr

Dlvry Order Nbr

Contract Desc

Start Dt

Expiration Dt

Optional

Admin POC

Contact Point

Phone Nbr

DSN Nbr

FAX Nbr

Email Address

Address Line 1

Address Line 2

City

State

ZIP Cd

Country

Contract POC

Contact Point

Phone Nbr

DSN Nbr

FAX Nbr

Email Address

Address Line 1

Address Line 2

City

State

ZIP Cd

Country

Issuing POC

Contact Point

Phone Nbr

DSN Nbr

FAX Nbr

Email Address

Address Line 1

Address Line 2

City

State

ZIP Cd

Country

Property Admin POC

Contact Point

> Phone Nbr
>
> DSN Nbr
>
> FAX Nbr
>
> Email Address
>
> Address Line 1
>
> Address Line 2
>
> City
>
> State
>
> ZIP Cd
>
> Country
>
> Remarks
> Program Id
> Established Dt/Tm
> Established By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

View the Contract History

Selecting 🚫 Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold numbered steps are required.**

1. Click ☐ to select the desired entry. *The Contract is highlighted, and* ✏️ Edit *,* ✕ Delete *,*
   📋 Copy *,* 📎 Attachments *, and* 🕐 History *become available.*

2. Select 🕐 History *next to the desired entry. The* **History for CONTRACT NBR** *pop-up window appears.*

3. *The information regarding the contract record automatically populates and is not editable.*

   A. *Verify the Operation.*

   B. *Verify the Last Transaction DT/TM.*

   C. *Verify the Last Updated By.*

   D. *Verify the GFM CONTRACTOR NAME.*

   E. *Verify the CONTRACT TYPE CD.*

F. *Verify the* CONTRACT NBR.

G. *Verify the* NON-DOD CONTRACT NBR.

H. *Verify the* DLVY ORD NBR.

I. *Verify the* CONTRACT DESC.

J. *Verify the* START DT.

K. *Verify the* EXPIRATION DT.

4. Select ⊠ to close the pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alpha-numeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Contract Overview
- Add a Contract
- Update a Contract
- Delete a Contract
- Copy a Contract
- Add Attachments to a Contract

Appropriation

Overview

The Inventory Control Point / Materiel Management module Appropriation process provides the ability to view, create, edit, or delete a record for funding and appropriation information.

Navigation

MASTER DATA MGMT > Appropriation > Appropriation page

> **Note**
>
> Some search fields provide **Intellisense** i , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic i preceding the field name.

Page Fields

The following fields display on the **Appropriation** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.
415	To expand a Header record's Detail records, Select the arrow on the left of the Header row.

Search Criteria Grid

Fund Cd

ASN i

Dept Cd

Project / Task

Appropriations Results Grid

Fund Cd

ASN

Intrf Sys Cd

Dept Cd

Program Yr

Basic Symbol

Subhead

Svcg Activity Cd

Project / Task

Cost Center

Object Class

Sub Object Class

Optional

Remarks

Program Id

Established Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Search for an Appropriation

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

   - Use ▾ to select the Fund Cd.

   - Enter the ASN, using 𝒊 to assist with the entry. *This is a 5 alphanumeric character field.*

- Use [▾] to select the <u>Dept Cd</u>.
- Enter the Project / Task in the field provided. *This is a 24 alphanumeric character field.*

2. Select [🔍 Search] to display the search results.

Add an Appropriation

Select [+ Add] to display the **Add an Appropriation** pop-up window.

Update an Appropriation

Select ☐ (desired record) > [✎ Edit] to display the **Update an Appropriation** pop-up window.

Delete an Appropriation

Select ☐ (desired record) > [✕ Delete] to display the **Delete an Appropriation** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add an Appropriation
- Delete an Appropriation
- Update an Appropriation

Add an Appropriation

Overview

The Appropriation Add process provides the ability to create new records for funding and appro-priation information.

Navigation

MASTER DATA MGMT > Appropriation > [+ Add] > Add Appropriations pop-up window

> **Note**
>
> Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

Page Fields

The following fields display on the **Add Appropriations** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Appropriations

Intrf Sys Cd *

Fund Cd *

ASN

Dept Cd *

Program Yr

Basic Symbol *i* *

Subhead

Project / Task

Svcg Activity Cd *

Type Fund Cd *
Cost Center
Object Class
Sub Object Class
Active
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Add an Appropriation

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select ＋ Add . *The **Add Appropriations** pop-up window displays.*

2. Use ▾ to select the Intrf Sys Cd.

3. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*

4. Enter the ASN in the field provided. *This is a 5 alphanumeric character field.*

5. Use ▾ to select the Dept Cd.

6. Enter the Program YR in the field provided. *This is a 4- or 8-numeric character field.*

7. Enter the Basic Symbol, using 𝒊 to assist with the entry. *This is a 4 alphanumeric character field.*

8. Enter the Subhead in the field provided. *This is a 4 alphanumeric character field.*

9. Enter the Project / Task in the field provided. *This is a 24 alphanumeric character field.*

10. Enter the SVCG ACTIVITY CD in the field provided. *This is a 2-6 alphanumeric character field.*

11. Use ▾ to select the Type Fund Cd.

12. Enter the Cost Center in the field provided. *This is a 16 alphanumeric character field.*

13. Enter the Object Class in the field provided. *This is a 2 alphanumeric character field.*

14. Enter the Sub Object Class in the field provided. *This is a 3 alphanumeric character field.*

15. Click ☐ to select Active. *The Appropriations record is marked as either Active ☑ or Inactive ☐.*

16. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

    A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

    B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

17. Select ✓ Add . *The new Appropriations record is saved, and appears in the Appropriations grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
320 - Entry exceeds maximum length.	Invalid Entry. There are too many characters entered. Reduce the number of characters in the field.
332 - ASN must be 5 positions, A-Z and / or 0-9.	Invalid Entry. The ASN is a 5-position alphanumeric entry. Enter the ASN again.
334 - Subhead must be 4 positions, A-Z and / or 0-9.	Invalid Entry. The Subhead is a 4-position alphanumeric entry. Enter the Subhead again.
335 - Svcg Activity Cd must be 2-6 positions, A-Z and / or 0-9.	Invalid Entry. The Svcg Activity Cd is a 2-6 -position alphanumeric entry. Enter the Svcg Activity Cd again.
337 - Basic Symbol must be 4 positions, A-Z and/or 0-9.	Invalid Entry. The Basic Symbol is a 4-position alphanumeric entry. Enter the Basic Symbol again.
377 - Format must be YYYY (One Yr funds) or YYYYYYYY	Invalid Entry. The Program Yr field must be either a 4-digit year (for single-year funds), or an 8-digit

(Multi Yʀ funds).	year span (for multiple year funds.) Enter the Program Yʀ field again.
2136 - Fᴜɴᴅ Cᴅ must be 2 positions, A-Z and / or 0-9.	Invalid Entry. The Fᴜɴᴅ Cᴅ is a 2-position alpha-numeric entry. Enter the Fᴜɴᴅ Cᴅ again.
xxxx - Invalid value entered for Basic Symbol.	Invalid Entry. The Basic Symbol is a 4-position numeric entry. Enter the Basic Symbol again.

Related Topics

- Appropriation
- Delete an Appropriation
- Update an Appropriation

Update an Appropriation

Overview

The Appropriation Update process allows editing of an Appropriations record for funding and appropriation information.

Navigation

MASTER DATA MGMT > Appropriation > ☐ (desired record) > 🖊 Edit > Update Appropriations pop-up window

> **Note**
>
> ❓ Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

Page Fields

The following fields display on the **Update Appropriations** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Update Appropriations

Intrf Sys Cd *

Fund Cd *

ASN

Dept Cd *

Program Yr

Basic Symbol *i* *

Subhead

Project / Task

> Svcg Activity Cd *
> Type Fund Cd *
> Cost Center
> Object Class
> Sub Object Class
> Active
> Add / Edit Remarks
>
> > Remarks
> > History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

> **DPAS Navigation Helpful Tips**
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Update an Appropriation

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Appropriations record is highlighted, and* [✎ Edit] *and* [✕ Delete] *become available.*

2. Select [✎ Edit]. *The* **Update Appropriations** *pop-up window appears.*

3. Update the Intrf Sys Cd, using [▾] to select the desired code.

4. Update the FUND CD, entering the revised code in the field provided. *This is a 2 alphanumeric character field.*

5. Update the ASN, entering the revised number in the field provided. *This is a 5 alphanumeric character field.*

6. Update the Dept Cd, using [▾] to select the desired code.

7. Update the Program YR, entering the revised year in the field provided. *This is a 4- or 8-numeric character field.*

8. Update the Basic Symbol, using 🛈 to assist with the revised entry. *This is a 4 alphanumeric character field.*

9. Update the Subhead, entering the revised suffix in the field provided. *This is a 4 alphanumeric character field.*

10. Update the Project / Task, entering the revised information in the field provided. *This is a 24 alphanumeric character field.*

11. Update the Svcg Activity Cd, entering the revised code in the field provided. *This is a 2-6 alphanumeric character field.*

12. Update the [Type Fund Cd](#), using ▾ to select the desired code.

13. Update the Cost Center, entering the revised information in the field provided. *This is a 16 alphanumeric character field.*

14. Update the Object Class, entering the revised information in the field provided. *This is a 2 alpha-numeric character field.*

15. Update the Sub Object Class, entering the revised information in the field provided. *This is a 3 alphanumeric character field.*

16. Verify the Active contains the appropriate ✓ or ☐. *What happens here???.*

17. Select the Add/Edit Remarks [hyperlink](#). *The Remarks and History Remarks fields appear.*

    A. Update the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

    B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

18. Select ✓ Update . *The revised Appropriations record is saved, and appears in the Appro-priations grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alpha-numeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
320 - Entry exceeds maximum	Invalid Entry. There are too many characters

length.	entered. Reduce the number of characters in the field.
332 - ASN must be 5 positions, A-Z and / or 0-9.	Invalid Entry. The ASN is a 5-position alphanumeric entry. Enter the ASN again.
334 - Subhead must be 4 positions, A-Z and / or 0-9.	Invalid Entry. The Subhead is a 4-position alphanumeric entry. Enter the Subhead again.
335 - Svcg Activity Cd must be 2-6 positions, A-Z and / or 0-9.	Invalid Entry. The Svcg Activity Cd is a 2-6 -position alphanumeric entry. Enter the Svcg Activity Cd again.
337 - Basic Symbol must be 4 positions, A-Z and/or 0-9.	Invalid Entry. The Basic Symbol is a 4-position alphanumeric entry. Enter the Basic Symbol again.
377 - Format must be YYYY (One Yr funds) or YYYYYYYY (Multi Yr funds).	Invalid Entry. The Program Yr field must be either a 4-digit year (for single-year funds), or an 8-digit year span (for multiple year funds.) Enter the Program Yr field again.
2136 - Fund Cd must be 2 positions, A-Z and / or 0-9.	Invalid Entry. The Fund Cd is a 2-position alphanumeric entry. Enter the Fund Cd again.
xxxx - Invalid value entered for Basic Symbol.	Invalid Entry. The Basic Symbol is a 4-position numeric entry. Enter the Basic Symbol again.

Related Topics

- Appropriation
- Add an Appropriation
- Delete an Appropriation

Delete an Appropriation

Overview

The Appropriation Delete process allows removal of an appropriation record.

Navigation

MASTER DATA MGMT > Appropriation > ☐ (desired record) > [✕ Delete] > Delete Appropriations pop-up window

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Note

Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Page Fields

The following fields display on the **Delete Appropriations** pop-up window. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Appropriations

[History Remarks](#)

Procedures

DPAS Navigation Helpful Tips

Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).

Delete an Appropriation

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Appropriations record is highlighted, and* ✎ Edit *and* ✕ Delete *become available.*

2. Select ✕ Delete . *The **Delete Appropriations** pop-up window appears.*

3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

4. Select ✕ Delete to remove the Appropriations record.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Appropriation
- Add an Appropriation
- Update an Appropriation

Document Number Range

Overview

The Inventory Control Point / Materiel Management module Document Number Range process provides the ability to add, update, or delete a range of serial numbers for documents. These number ranges are for assignment of document numbers, and each range is associated with a DoDAAC. The ranges can be from 0001 to 9999 and must not overlap. The Document Number is in the following format: DoDAAC + Julian Date + Serial Number.

Navigation

MASTER DATA MGMT > Document Number Range > Document Number Range page

Page Fields

The following fields display on the **Document Number Range** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Results Grid

DoDAAC

Range Desc

Begin Serial Nbr

End Serial Nbr

Document Type

Optional

Document Dt

Established By

Established Dt/Tm

Last Serial Nbr Assigned

Last Transaction Dt/Tm

Last Updated By

Program Id

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Add a Document Number Range

Select **+ Add** to display the **Add Document Nbr Range** pop-up window.

Update a Document Number Range

Select ☐ (desired record) > **✎ Edit** to display the **Update Document Nbr Range** pop-up window.

Delete a Document Number Range

Select ☐ (desired record) > **✕ Delete** to display the **Delete Document Nbr Range** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Document Number Range
- Update a Document Number Range
- Delete a Document Number Range

Add a Document Number Range

Overview

The Document Number Range Add process provides the ability to create a new range of serial numbers for a specific DoDAAC.

Navigation

MASTER DATA MGMT > Document Number Range > [+ Add] > Add DOCUMENT NBR Range pop-up window

Page Fields

The following fields display on the **Add DOCUMENT NBR Range** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
411	Select 'Check Values' button to verify that the range will be split correctly.

Add Range

DoDAAC *

Range Desc *

Begin Serial Nbr *

End Serial Nbr *

Document Type *

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Add a DOCUMENT NBR Range

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select [+ Add]. *The* **Add DOCUMENT NBR Range** *pop-up window displays, with the Add Range Tab available.*

2. *The DODAAC automatically populates and is not editable.*

3. Enter the Range DESC in the field provided. *This is a 125 alphanumeric character field.*

4. Enter the Begin SERIAL NBR in the field provided. *This is a 4 numeric character field.*

5. Enter the End SERIAL NBR in the field provided. *This is a 4 numeric character field.*

6. Use [▼] to select the [Document Type].

7. Select [✓ Add] to complete saving the Document Number Range.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 - Mandatory Entry: *Range DESC.*	
13 - Mandatory Entry: *Begin SERIAL NBR.*	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *End SERIAL NBR.*	
13 - Mandatory Entry: *Document Type.*	
1055 - Value must be an integer.	Invalid Entry. The Begin SERIAL NBR and End SERIAL NBR fields must be numeric. Re-enter the numbers.
194 - Entry must be > 0.	Invalid Entry. The amount must be 1 or larger. Enter a valid number.

163 - End Serial Nbr must be > Begin Serial Nbr.	Invalid Entry. The Begin Serial Nbr must be a smaller number than the End Serial Nbr. Enter a valid number.
491 – Serial Nbr already exists within a range on the Doc Nbr Range Table for DoDAAC.	Invalid Entry. The Serial Nbr entered already exists in this DoDAAC. Re-enter the Begin Serial Nbr and End Serial Nbr fields.
1115 - The Document Type provided was already assigned a range.	Invalid Entry. First Search for the Document Type. If it is not found, enter the document type again.

Related Topics

- Document Number Range Overview
- Update a Document Number Range
- Delete a Document Number Range

Update a Document Number Range

Overview

The Document Number Range Update process allows editing of a range of serial numbers for a specific DoDAAC.

Navigation

MASTER DATA MGMT > Document Number Range > ☐ (desired record) > [✎ Edit] > Update DOCUMENT NBR Range pop-up window

Page Fields

The following fields display on the **Update DOCUMENT NBR Range** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
411	Select 'Check Values' button to verify that the range will be split correctly.

Update Range Tab

DoDAAC *

Range Desc *

Begin Serial Nbr *

End Serial Nbr *

Document Type *

Split Range Tab

DoDAAC

Existing Range

Existing Range Desc

Existing Begin Serial Nbr

Existing End Serial Nbr

Existing Document Type

New Range

New Range Desc *

New Begin Serial Nbr *

New End Serial Nbr *

New Document Type

(*) Asterisk identifies mandatory fields.

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Update a DOCUMENT NBR Range

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The record is highlighted, and* ✏ Edit *and* ✕ Delete *become available.*

2. Select ✏ Edit . *The* **Update DOCUMENT NBR Range** *pop-up window displays, with the Update Range Tab available.*

3. *Verify the DoDAAC.*

4. Update the Range DESC, entering the revised description in the field provided. *This is a 125 alphanumeric character field.*

5. Update the Begin SERIAL NBR, entering the revised number in the field provided. *This is a 4 numeric character field.*

6. Update the End SERIAL NBR, entering the revised number in the field provided. *This is a 4 numeric character field.*

7. Update the Document Type, using ▾ to select the desired range type.

8. Select the Split Range tab.

   A. *Verify the DoDAAC in the DoDAAC panel.*

   B. *Verify the fields in the Existing Range panel:*
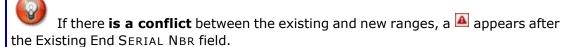
> **Note**
>
> These fields do not contain the original values entered during the Add a Document Number Range procedure. They reflect the updated information from the Update Range Tab.

a. *Verify the Existing Range DESC.*

b. *Verify the Existing Begin SERIAL NBR.*

c. *Verify the Existing End SERIAL NBR.*

> **Attention**
>
> If there **is a conflict** between the existing and new ranges, a ⚠ appears after the Existing End SERIAL NBR field.
>
> If there **is no conflict** between the existing and new ranges, a ☑ appears after the Existing End SERIAL NBR field.

d. *Verify the Existing Document Type.*

C. Update the fields in the New Range panel:

a. Enter the New Range DESC in the field provided. *This is a 125 alphanumeric character field.*

b. Enter the New Begin SERIAL NBR in the field provided. *This is a 4 numeric character field.*

c. Select ✓ Check Values . *The Existing End SERIAL NBR changes to match the New Begin SERIAL NBR.*

d. *Verify the New End SERIAL NBR.*

e. Use ▼ to select the New Document Type.

9. Select ✓ Update to save the revisions to the Document Number Range.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
**13 - Mandatory Entry: *Range*	Missing Entry. Enter the appropriate information in

Desc.	
13 - Mandatory Entry: ***Begin Serial Nbr.***	
13 - Mandatory Entry: ***End Serial Nbr.***	
13 - Mandatory Entry: ***Document Type.***	the desired field.
13 - Mandatory Entry: ***New Range Desc.***	
13 - Mandatory Entry: ***New Begin Serial Nbr.***	
1055 - Value must be an integer.	Invalid Entry. The Begin Serial Nbr and End Serial Nbr fields must be numeric. Re-enter the numbers.
194 - Entry must be > 0.	Invalid Entry. The amount must be 1 or larger. Enter a valid number.
163 - End Serial Nbr must be > Begin Serial Nbr.	Invalid Entry. The Begin Serial Nbr must be a smaller number than the End Serial Nbr. Enter a valid number.
491 – Serial Nbr already exists within a range on the Doc Nbr Range Table for DoDAAC.	Invalid Entry. The Serial Nbr entered already exists in this DoDAAC. Re-enter the Begin Serial Nbr and End Serial Nbr fields.
1115 - The Document Type provided was already assigned a range.	Invalid Entry. First Search for the Document Type. If it is not found, enter the document type again.

Related Topics

- [Document Number Range Overview](#)
- [Add a Document Number Range](#)
- [Delete a Document Number Range](#)

Delete a Document Number Range

Overview

The Document Number Range Delete process allows removal of a range of serial numbers for a specific DoDAAC.

Navigation

Master Data Mgmt > Document Number Range > ☐ (desired record) > [✕ Delete] > Delete Document Nbr Range pop-up window

Page Fields

The following fields display on the **Delete Document Nbr Range** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Document Nbr Range

History Remarks

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Delete a Document Nbr Range

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* ***Bold numbered steps are required.***

1. Click ☐ to select the desired entry. *The record is highlighted, and* [✎ Edit] *and* [✕ Delete] *become available.*

2. Select [✕ Delete]. *The **Delete Document Nbr Range** pop-up window displays.*

3. Select [✕ Delete] to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Document Number Range Overview
- Add a Document Number Range
- Update a Document Number Range

Search for a STOCK NBR

Overview

The Inventory Control Point / Materiel Management module STOCK NBR Inquiry process provides the ability to inquire about specific assets by STOCK NBR.

> **Note**
>
> ⓘ Some search fields provide **Intellisense** i , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic i preceding the field name.

Navigation

Inquiries > Catalog > STOCK NBR Inventory > STOCK NBR Inventory Inquiry page

Page Fields

The following fields display on the **STOCK NBR Inventory Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the STOCK NBR Search Results page.
526	Select "Reset" to clear the STOCK NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the STOCK NBR data.
528	Select "Add" to create a new STOCK NBR record.
529	Select "Edit" to update the selected STOCK NBR record(s).
530	Select "Delete" to remove the selected STOCK NBR record(s).
531	Select "Attachments" to add or view an attached document to the selected STOCK NBR record(s).
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.

162	CAGE Cᴅ must = 5 ᴘᴏꜱ, 1st and 5th must = numeric, remaining ᴘᴏꜱ must = alphanumeric except I and O.

Search Criteria Grid

Stock Nbr

Item Desc

LIN/TAMCN

Stock Item Cd

Type Asset Cd

FSC

Reportable Commodity Type

Mgmt Cd

Search Results Grid

Stock Nbr

Stock Item Cd

Item Desc

Mgmt Cd

LIN/TAMCN

FSC

CIIC

Type Asset Cd

Asset Category Cd

Shelf Life Cd

Security Commodity Type

Reportable Commodity Type

Prev Stock Nbr

IT Device Cd

Accounting Req Cd

NIIN Sts Cd

Optional

AAC

ADP Equipment Id

Air Force Budget Cd

Air Force Fund Cd

Air Force Mgmt Agrt Cd

Authorization Cd

CAGE required

CIC

CMC

Calibration Cd

Catalog Item Desc

Catalog LIN TAMCN

Class Cd

Color

Commodity Mgmt Cd

Consumable

DODIC

Dehumidified

Demil Cd

ERRC Designator Code

Equipment Group Cd

Equivalence

Established By

Established Dt/Tm

Fiduciary Depreciation Method

Freight Desc

Gender

Hazardous

Hazardous Materiel Cd

Height (In)

History Remarks

I&S Indicator

I&S jump to code

I&S order of use code

Imported Shelf Life Cd

Interface System Cd

Is Kit

Item Designator Nbr

Last Transaction Dt/Tm

Launderable

Length (In)

Logistics Control code

Lst Updtd By

MOE rule code

Managing Svc Life Months

Mat category Code

Meter Required

Mfr Contract Required

Mfr Dt Required

Mfr Lot Required

Min Percent Util

NIIN

Obj Percent Util

Override expiration date flg

Precious Metal Cd

Program ID

Qty per Pack Cd

Radiation

Recover Cd

Related NSN

Remarks

Replenishment Start Dt

Replenishment Stop Dt

Reportable Item Control Cd

Returnable?

Secondary Serial Nbr Rqd

Shelf life expiration months

Size

Source of Supply

Stocking UI Price

Stocking Unit of Issue Cd

Storage Requirement Cd

Stores Account Cd

Supply Category Materiel Cd

Temperature Control Code

UI Conversion Factor

UII Required

UIT dsg code

Unit Cube (Ft)

Unit Of Issue

Unit Price

Util Measure Cd

Util Svc Life

Width (In)

Year Svc Life

(*) Asterisk identifies mandatory fields.
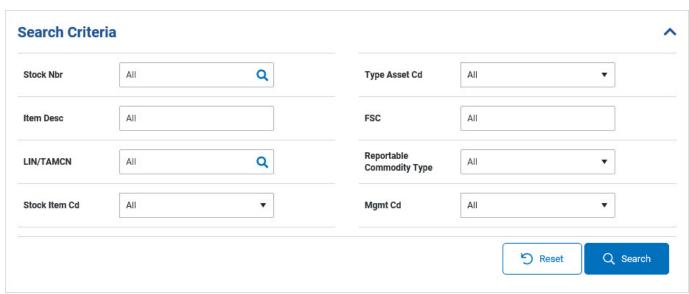
Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Search for a STOCK NBR

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting 🔄 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:

Search Criteria ⌃

Stock Nbr	All 🔍	Type Asset Cd	All ▾
Item Desc	All	FSC	All
LIN/TAMCN	All 🔍	Reportable Commodity Type	All ▾
Stock Item Cd	All ▾	Mgmt Cd	All ▾

🔄 Reset   🔍 Search

- Enter the STOCK NBR, or use 🔍 to browse for the entry. *This is a 15 alphanumeric character field.*

[Stock Number Browse help](#)

- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
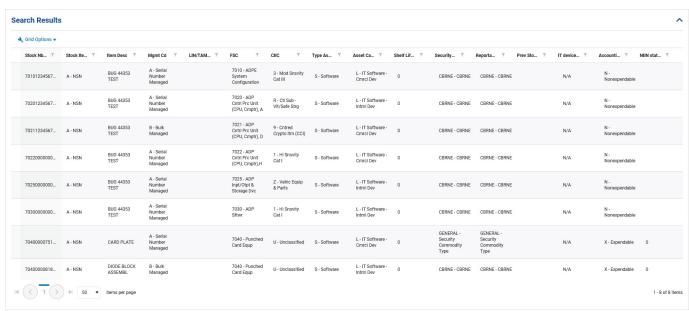
- Enter the LIN/TAMCN, or use [Q] to browse for the entry. *This is a 10 alphanumeric character field.*

   [LIN / TAMCN Browse help](#)

- Use [∨] to select the [Stock Item Cd](#).

- Use [∨] to select the [Type Asset Cd](#).

- Enter the FSC in the field provided. *This is a 4 numeric character field.*

- Use [∨] to select the [Reportable Commodity Type](#).

- Use [∨] to select the [Mgmt Cd](#).

2. Select **Q Search**. *Results appear in the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria entered

| **search criteria or you do not have the appropriate security access.** | do not exist or Incorrect security access. Enter different Search Criteria and try the Search again. |

Related Topics

- [Agency Stock Nbr Inquiry](#)
- [Inventory Inquiry](#)
- [Inventory Transaction Inquiry](#)
- [Accounting Transaction Inquiry](#)
- [Contract History Inquiry](#)
- [Contractor History Inquiry](#)

Search within an Agency Catalog for a Stock Number

Overview

The Inventory Control Point / Materiel Management module Agency Sᴛᴏᴄᴋ Nʙʀ Inquiry process provides the ability to inquire about specific assets by Agency Catalog.

> **Note**
>
> Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

Navigation

Inquiries > Catalog > Agency Sᴛᴏᴄᴋ Nʙʀ Inventory > Agency Sᴛᴏᴄᴋ Nʙʀ Inquiry page

Page Fields

The following fields display on the **Agency Sᴛᴏᴄᴋ Nʙʀ Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Catalog Selection

AEMM

FLIS

Search Criteria Grid

NIIN

Stock Nbr

Item Desc

Using Service Cd

FSC

CAGE Cd

Mfr Part Nbr

Mfr Name

Mfr Model Nbr

Source Of Supply

      UPC

Search Results Grid

    Stock Nbr

    NIIN

    Item Desc

    FSC

    CAGE Code

    Mfr Part Nbr

    Mfr Name

    Mfr Model Nbr

    Source Of Supply

    UPC

    Using Service Cd

    Optional

        Established By

        Established Dt/Tm

        Lst Updtd By

        Last Transaction Dt/Tm

        Program ID

        Remarks

(*) Asterisk identifies mandatory fields.

Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.
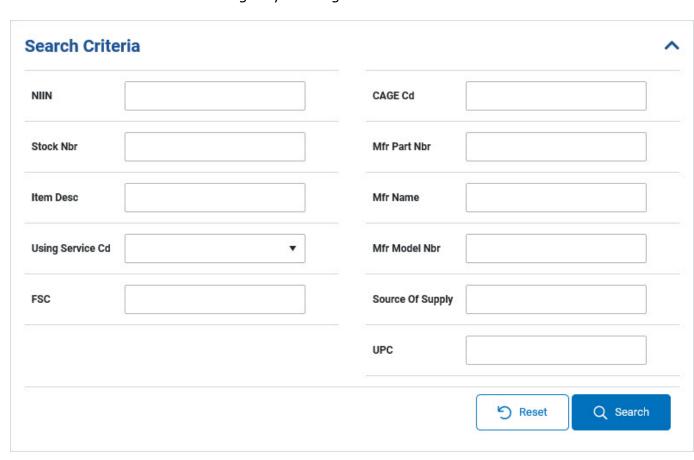
Search for an Agency Catalog

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [↺ Reset] *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Catalog section, choose which catalog to search.

-   Select ⊙ AEMM if the desired stock number is in that catalog. *The AEMM opens and is searchable.*

-   Select ⊙ FLIS if the desired stock number is in that catalog. *The FLIS opens and is searchable.*

2. Select [✓ Continue]. *The Search Criteria grid appears.*

3. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:

Search Criteria ︿

NIIN	[ ]	CAGE Cd	[ ]
Stock Nbr	[ ]	Mfr Part Nbr	[ ]
Item Desc	[ ]	Mfr Name	[ ]
Using Service Cd	[▼]	Mfr Model Nbr	[ ]
FSC	[ ]	Source Of Supply	[ ]
		UPC	[ ]

⟲ Reset   🔍 Search

- Enter the NIIN in the field provided. *This is a 7 numeric character field.*
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use [⌄] to select the [Using Service Cd](#).
- Enter the FSC in the field provided. *This is a 4 numeric character field.*
- Enter the CAGE CD in the field provided. *This is a 7 alphanumeric character field.*
- Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
- Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
- Enter the MFR MODEL NBR in the field provided. *This is a 20 alphanumeric character field.*
- Enter the Source Of Supply in the field provided. *This is a 3 alphanumeric character field.*
- Enter the UPC in the field provided. *This is a 12 numeric character field.*

4. Select 🔍 Search . *Results appear in the Search Results grid.*

Search Results ⌃

🔍 Grid Options ▾

Stock Nbr ↑	NIIN	Item Desc	FSC	CAGE Code	Mfr Part Nbr	Mfr Name	Mfr Model...	Source Of S...	UPC	Using Servi...
0001000000512		DISPLAY CASE, W/WO ADJ SHELVES W/WO P25	7210 - Household Furnishings	4A269	P254SS	CAL MIL PLASTICS PRODUCTS				A - U.S. Army
0001000000529		TEST STAND, JACK 8833 MALABAR	4920 - Acrft Maint & Rpr Shop Spclzd Equp	6R199	8833	MALABAR HYDRAULICS CO	8833			A - U.S. Army
0001000000545		VIDEO SYSTEM, ACCESSORIES MPEG-4 VBRICK	7035 - ADP Support Equp	1Q710	9140-4300-000	VBrick Systems Inc.	MPEG-4			A - U.S. Army
0001000000545		VIDEO SYSTEM, ACCESSORIES MPEG-4 VBRICK	7035 - ADP Support Equp	1Q710	9140-4300-000	VBrick Systems, Inc.	MPEG-4			A - U.S. Army
0001000000555		COMPRESSOR AIR DLT0406 COMPAIR	4310 - Compressors & Vacuum Pumps	KH054	DLT0406	COMPAIR INDUSTRIAL LTD	DLT0406			A - U.S. Army
0001000000557		TOOL KIT AIRCRAFT MAINTENANCE SNAP ON S	5180 - Sets, Kits, & Outfits Hand Tools	H3328	SNAP ON	SNAP-ON EUROPE HOLDING B.V.	SNAP ON			A - U.S. Army
0001000000610		TRUCK DUMP 99RD EUCLID	2320 - Trucks & Truck Tractors, Wheeled	0VW60	99RD	EUCLID INDUSTRIES INC	99RD			A - U.S. Army
0001000000619		NETWORK ROUTER CISCOAIRONET1100SERIES C	7025 - ADP Inpt/Otpt & Storage Dvc	00CE2	CISCOAIRONET1...	CISCO SYSTEMS INC	CISCOAIRONET1...			A - U.S. Army
0001000000639		CLIMBER STAIR, DUAL ACTION GRASP HA SM	7830 - Recreational & Gymnstc Equp	0GPM0	SM 7000PT	STAIRMASTER HEALTH FITNESS PRODUCT	SM 7000PT			A - U.S. Army
0001000000716		PORTABLE, LASER TRAINING SYSTEM BEAMHIT	6920 - Armament Training Devices	1M0B4	NO PART NUMBER	BEAMHIT L.L.C.	ALT C COURSE			A - U.S. Army

|◄ ◄ 1 2 3 4 5 6 7 8 9 10 ... ❯ ►| 10 ▾   items per page   1 - 10 of 7091491 items

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- [Stock Nbr Inquiry](#)
- [Inventory Inquiry](#)
- [Inventory Transaction Inquiry](#)
- [Accounting Transaction Inquiry](#)
- [Contract History Inquiry](#)
- [Contractor History Inquiry](#)

Inventory Inquiry

Overview

The Inventory Control Point / Materiel Management module Inventory Inquiry process provides the ability to view all the stock numbers managed by the ICP.

> **Note**
>
> ⓘ Some search fields provide **Intellisense** _i_ , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic _i_ preceding the field name.

Navigation

Inquiries > Inventory Inquiry > Inventory Inquiry page

Page Fields

The following fields display on the **Inventory Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria Grid

Stock Nbr _i_

Item Desc _i_

Owning DoDAAC _i_

RSA DoDAAC _i_

Cond Cd

Prj Cd *i*

Inventory Inquiry Grid

Stock Nbr

Item Desc

Managed DoDAAC

RSA

RSA ID

RSA DoDAAC

Cond Cd

Prj Cd

Stocking UI Price

MAC

Extended Price

Inventory Qty

Optional

    Inv Method

    Date Of Last Inventory

    Inv Ref Nbr

    GFM Contract Nbr

    Delivery Order Nbr

    GFM Contractor

    ERRC Designator

    Client

    Established Dt/Tm

    Established By

    Last Update Dt / Tm

    Last Updated By

    Program Id

    RSA RIC

    Source of Supply

    UI

    Qty per Unit Pack

    UI Conversion Factor

    Type Asset Cd

    Unit Pack Price

— — Inventory Inquiry — —

[LIN/TAMCN](#)

[LIN/TAMCN Desc](#)

[Size Category](#)

[Mgmt Cd](#)

[Stock Item Cd](#)

[Reportable Commodity Type](#)

[Reportable Commodity Type Desc](#)

[ARC](#)

[ADPE ID Cd](#)

[Class Cd](#)

[ACC](#)

[CMC](#)

[CIIC](#)

[CIC](#)

[Dmil Cd](#)

[FSC](#)

[Haz Mat Cd](#)

[LCC](#)

[Storage Requirement Cd](#)

[Precious Mtl Cd](#)

[Recover Cd](#)

[Reportable Cd](#)

[Managing Shelf Life Cd](#)

[Expiration SLC (Mos)](#)

[Stores Account Code](#)

[Supply Cat Mat Cd](#)

[Temperature Controlled Cd](#)

[Util Measure Cd](#)

[Size](#)

[Color](#)

[Yr Svc Life](#)

[Util Svc Life](#)

[DoDIC](#)

[NIIN](#)

[NIIN Sts Cd](#)

[Length (In)](#)

[Width (In)](#)

[Height (In)](#)

[Unit Pack Weight (Lbs)](#)

[Unit Pack Cube (Ft)](#)

[Returnable?](#)

[Mat Cat Cd](#)

[Chapter](#)

[Gender](#)

[SKO Stock Nbr?](#)

[Stocking UI](#)

[Catalog Shelf Life Cd](#)

[Consumable?](#)

[Item Designator Nbr](#)

[Catalog Item Desc](#)

[Catalog LIN/TAMCN](#)

[UII Rqd?](#)

[Launderable?](#)

Detail Inventory Grid

[Serial Nbr](#)

[Manufacturer Lot](#)

[UII](#)

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).
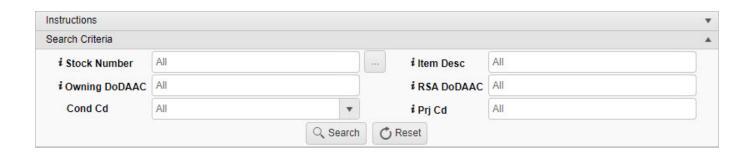
Search for an Inventory Inquiry

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

Instructions	▼
Search Criteria	▲

i **Stock Number**	All	...	*i* **Item Desc**	All
i **Owning DoDAAC**	All		*i* **RSA DoDAAC**	All
Cond Cd	All	▼	*i* **Prj Cd**	All

🔍 Search   ↻ Reset

- Use *i* or ⬚ to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help

- Enter the ITEM DESC, using *i* to assist with the entry. *This is a 256 alphanumeric character field.*

- Enter the Owning DODAAC, using *i* to assist with the entry. *This is a 6 alphanumeric character field.*

- Enter the RSA DODAAC, using *i* to assist with the entry. *This is a 6 alphanumeric character field.*

- Use ▼ to select the Cond Cd.

- Enter the PRJ CD, using *i* to assist with the entry. *This is a 3 alphanumeric character field.*

2. Select 🔍 Search to display the search results.

	Stock Nbr ↑	Item Desc	Managed DoDAAC	RSA	RSA ID	RSA DoDAAC	Cond Cd	Prj Cd	Stocking UI Price	MAC	Extended Price	Inventory Qty
▶	1005016841906	RIFLE 11.5 INCH RIS III URG-I	H92165	LOGSU-1 ARMORY		H92165	A - Svcbl(w/o Qual)		$700.00			64
▶	1005016841906	RIFLE 11.5 INCH RIS III URG-I	N00164	CRANE - SOFSA ASSETS		H92227	A - Svcbl(w/o Qual)		$700.00			1,375
◢	1005016841906	RIFLE 11.5 INCH RIS III URG-I	H92167	CENTER ARMORY		H92167	A - Svcbl(w/o Qual)		$700.00			13

Inventory Inquiry   ⚙ Grid Options ▼

No Grouping

⚙ Grid Options ▼

Serial Number ↑	Manufacturer Lot	UII	
0000400			
0000401			
0000402			

Selected 0/3   ⏮ ◀ ① Page 1 of 1 ▶ ⏭ ⏮ ◀ ▶ ⏭   50 ▼ items per page   1 - 13 of 13 items ↻

Selected 0/3   ⏮ ◀ ① Page 1 of 1 ▶ ⏭ ⏮ ◀ ▶ ⏭   50 ▼ items per page   1 - 3 of 3 items ↻

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Stock Nbr Inquiry
- Agency Stock Nbr Inquiry
- Inventory Transaction Inquiry
- Accounting Transaction Inquiry
- Contract History Inquiry
- Contractor History Inquiry

Inventory Transaction Inquiry

Overview

The Inventory Control Point / Materiel Management module Inventory Transaction Inquiry page displays all the transactions for stock items within the warehouse.

Navigation

Inquiries > Inventory Transaction Inquiry > Inventory Transaction Inquiry page

Page Fields

The following fields display on the **Inventory Transaction Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.

Search Criteria Grid

Status

Trans Set Type

Fund Cd

CICP/RSA

Document Nbr ℹ

Cond Cd

Stock Nbr ℹ

Reportable Commodity Type

Managed DoDAAC

Dt From

Dt To

Inventory Transaction Inquiry Grid

Status

Trans Set Type

Last Transaction Dt/Tm

Stock Nbr

Item Desc

Type Asset Cd

Document Nbr

CICP/RSA Name

Managed DoDAAC

Cond Cd

Cond Cd %

Qty

Qty By Cond Cd

Unit Cost

Prior MAC

Current MAC

Trans Value

XML

Optional

Dlvry Order Nbr

GFM Contract Nbr

Non-DoD Contract Nbr

Contractor

Contractor DoDAAC

Fund Cd

LIN/TAMCN

Project Cd

Reportable Commodity Type

Threshold Type

Trans Set Sub Type

Remarks

Program ID

Established Dt/Tm
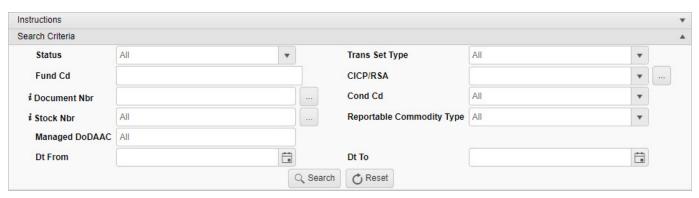
Established By

Last Updated By

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).

Search for an Inventory Transaction

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

Instructions				▼
Search Criteria				▲
Status	All ▼	**Trans Set Type**	All ▼	
Fund Cd		**CICP/RSA**	▼	...
ⓘ **Document Nbr**	...	**Cond Cd**	All ▼	
ⓘ **Stock Nbr**	All ...	**Reportable Commodity Type**	All ▼	
Managed DoDAAC	All			
Dt From	📅	**Dt To**	📅	
	🔍 Search ⟳ Reset			

- Use ▼ to select the [Status](#).

- Use ▼ to select the [Trans Set Type](#).

- Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*

- Use ▼ to select the [CICP/RSA](#), or use ... to browse for the entry.

    [Remote Storage Activity Browse help](#)

- Use ⓘ or ... to assist with the DOCUMENT NBR entry. *This is a 14 alphanumeric character field.*

    [Document Number Browse help](#)

- Use ▼ to select the [Cond Cd](#).

- Use ⓘ or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

    [Stock Number Browse help](#)

- Use ▼ to select the [Reportable Commodity Type](#).

- Enter the Managed DoDAAC in the field provided. *This is a 6 alphanumeric character field.*

- Use ⊞ to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.

- Use ⊞ to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select [🔍 Search] to view the results in the Inventory Transaction Inquiry Grid.

Status	Trans Set Type	Last Transaction Dt/Tm ↓	Stock Nbr	Item Desc	Type Asset Cd	Document Nbr	CICP/RSA Name	Managed DoDAAC	Cond Cd	Cond Cd %	Qty	Qty By Cond Cd	Unit Cost	Prior MAC	Current MAC	Trans Value	Xml
PN - Processed - Not Requiring Review	867I	08/15/2019 2:06:36 PM	1386013343873	BOOTS,DIVERS	G - Gen PP&E	CMMCT280245601	MCT-2 COMMS	N0031A	A - Svcbl(w/o Qual)		1	9,999	$70.00	$0.00	$0.00	$70.00	View Xml
PN - Processed - Not Requiring Review	867I	05/14/2019 4:00:08 PM	7510006802450	TAPE MASKING 1/2 INCH	O - Operating Materiel and supplies	CEN00183615601	CENTER	N68869	A - Svcbl(w/o Qual)		25	475	$2.66	$0.00	$0.00	$66.50	View Xml

Selected 0/2 | Page 1 of 1 | 50 items per page | 1 - 2 of 2 items

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Stock Nbr Inquiry
- Agency Stock Nbr Inquiry
- Inventory Inquiry
- Accounting Transaction Inquiry
- Contract History Inquiry
- Contractor History Inquiry

Accounting Transaction Inquiry

Overview

The Inventory Control Point / Materiel Management module Accounting Transaction Inquiry page displays all the transactions for stock items within the warehouse.

> **Note**
>
> Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

Navigation

Inquiries > Accounting Transaction Inquiry > Accounting Transaction Inquiry page

Page Fields

The following fields display on the **Accounting Transaction Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.

Search Criteria Grid

Trans Set Type

Fund Cd *i*

Dept Cd

Project / Task *i*

CICP/RSA

Document Nbr *i*

Cond Cd

Stock Nbr *i*

Reportable Commodity Type

Managed DoDAAC *i*

Dt From

Dt To

Accounting Transaction Inquiry Grid

Process Dt/Tm

Trans Set Type

Intrf Sys Cd

Fund Cd

Stock Nbr

Cond Cd

Document Nbr

ASN

Dept Cd

Program Yr

Basic Symbol

CICP/RSA

Managed DoDAAC

Subhead

Project / Task

Svcg Activity Cd

Cost Center

Object Class

Sub Object Class

Optional

Reportable Commodity Type

Type Fund Cd

Remarks

Program ID

Established Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By

Procedures
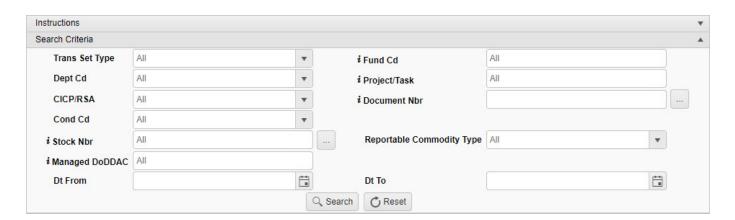
> **DPAS Navigation Helpful Tips**
>
> Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).

Search for an Accounting Transaction

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ↻Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

- Use ▼ to select the [Trans Set Type](#).

- Enter the FUND CD, using *i* to assist with the entry. *This is a 2 alphanumeric character field.*

- Use ▼ to select the [Dept Cd](#).

- Enter the Project / Task, using *i* to assist with the entry. *This is a 24 alphanumeric character field.*

- Use ▼ to select the [CICP/RSA](#).

- Use *i* or ... to assist with the DOCUMENT NBR entry. *This is a 14 alphanumeric character field.*

  [Document Number Browse help](#)

- Use ▼ to select the [Cond Cd](#).

— — Accounting Transaction Inquiry — —

- Use 𝒊 or ⋯ to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

    Stock Number Browse help

- Use ▾ to select the Reportable Commodity Type.

- Enter the Managed DODAAC, using 𝒊 to assist with the entry. *This is a 6 alphanumeric character field.*

- Use 📅 to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.

- Use 📅 to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select 🔍 Search to view the results in the Accounting Transaction Inquiry Grid.

Process Dt/Tm ↓	Trans Set Type	Intrf Sys Cd	Fund Cd	Stock Nbr	Cond Cd	Document Nbr	ASN	Dept Cd	Program Yr	Basic Symbol	CICP/RSA	Managed DoDDAC	Subhead	Project/Task	Svcg Activity Cd	Cost Center	Object Class	Sub Object Class
01/03/2020 12:56:36 PM	947I	AY	JT	1386013343873	A	CMMCT200031401		097		0836		MCT-2 COMMS	N0031A			DPAS		
01/03/2020 12:56:36 PM	947I	AY	JT	5820008923725	A	CMMCT200031402		097		0836		MCT-2 COMMS	N0031A			DPAS		

Selected 0/2   Page 1 of 1   50 ▾ items per page   1 - 2 of 2 items

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Stock Nbr Inquiry
- Agency Stock Nbr Inquiry
- Inventory Inquiry
- Inventory Transaction Inquiry
- Contract History Inquiry
- Contractor History Inquiry

Contractor History Inquiry

Overview

The Inventory Control Point / Materiel Management module Contractor History Inquiry page displays all the contractors available.

Note

Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

History Inquiries > Contractor > Contractor History page

Page Fields

The following fields display on the **Contractor History Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.
419	Some text entry fields provide Intellisense(i) which provides auto selection of existing entries.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.
132	To search for CAGE Cᴅ, see https://cage.dla.mil.
161	NCAGE Cᴅ must = 5 ᴘᴏs. When ᴘᴏs 1 = 0-9, ᴘᴏs 5 must = alpha but not I, O, or X. When ᴘᴏs 1 = A, ᴘᴏs 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When ᴘᴏs 1 = alpha, but not alpha O, ᴘᴏs 5 must = 0-9.
162	CAGE Cᴅ must = 5 ᴘᴏs, 1st and 5th must = numeric, remaining ᴘᴏs must = alphanumeric except I and O.
313	Dᴏ DAAC entry must be 6-ᴘᴏs alphanumeric except for alpha "I" or "O".

Search Criteria Grid

CAGE Cd 𝒊

DoDAAC 𝒊

Corporation Name 𝒊

Division Name 𝒊

Dt From

Dt To

User Id

Contractor History Grid

Operation

Last Transaction Dt/Tm

Last Updated By

Corporation Name

Division Name

CAGE Cd

DoDAAC

Optional

Program ID

Established Dt/Tm

Established By

Contractor Remarks

Contact Point

Country

Address Line 1

Address Line 2

City

State

ZIP Cd

Phone Nbr

DSN Nbr

Email Address

FAX Nbr

POC Remarks

Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).
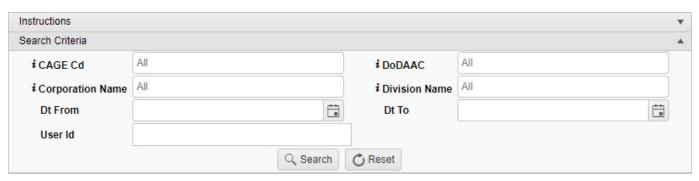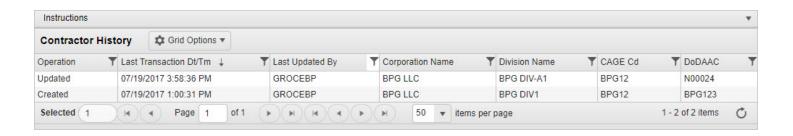
Search for a Contractor History

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

- Enter the CAGE CD, using *i* to assist with the entry. *This is a 5 alphanumeric character field.*

- Enter the DODAAC, using *i* to assist with the entry. *This is a 6 alphanumeric character field.*

- Enter the Corporation Name, using *i* to assist with the entry. *This is a 50 alphanumeric character field.*

- Enter the Division Name, using *i* to assist with the entry. *This is a 25 alphanumeric character field.*

- Use 📅 to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.

- Use 📅 to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.

- Enter the USER ID in the field provided. *This is an 8 alphanumeric character field.*

2. Select 🔍 Search to view the results in the Contractor History Inquiry Grid.

Operation	Last Transaction Dt/Tm ↓	Last Updated By	Corporation Name	Division Name	CAGE Cd	DoDAAC
Updated	07/19/2017 3:58:36 PM	GROCEBP	BPG LLC	BPG DIV-A1	BPG12	N00024
Created	07/19/2017 1:00:31 PM	GROCEBP	BPG LLC	BPG DIV1	BPG12	BPG123

Instructions

Contractor History ⚙ Grid Options ▼

Selected 1 | Page 1 of 1 | 50 ▼ items per page | 1 - 2 of 2 items

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Contract History Inquiry
- Stock Nbr Inquiry
- Agency Stock Nbr Inquiry
- Inventory Inquiry
- Inventory Transaction Inquiry
- Accounting Transaction Inquiry

Contract History Inquiry

Overview

The Inventory Control Point / Materiel Management module Contract History Inquiry page displays all the contracts available.

> **Note**
>
> Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

Navigation

History Inquiries > Contract > Contract History page

Page Fields

The following fields display on the **Contract History Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.
419	Some text entry fields provide Intellisense(i) which provides auto selection of existing entries.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.
132	To search for CAGE Cᴅ, see https://cage.dla.mil.
161	NCAGE Cᴅ must = 5 ᴘᴏѕ. When ᴘᴏѕ 1 = 0-9, ᴘᴏѕ 5 must = alpha but not I, O, or X. When ᴘᴏѕ 1 = A, ᴘᴏѕ 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When ᴘᴏѕ 1 = alpha, but not alpha O, ᴘᴏѕ 5 must = 0-9.
162	CAGE Cᴅ must = 5 ᴘᴏѕ, 1st and 5th must = numeric, remaining ᴘᴏѕ must = alphanumeric except I and O.
313	DᴏDAAC entry must be 6-ᴘᴏѕ alphanumeric except for alpha "I" or "O".

Search Criteria Grid

Contract Nbr

Contractor

Dlvry Order Nbr

Contract Desc

Contract Type Cd

Start Dt

Expiration Dt

Dt From

Dt To

User Id

Contract History Grid

Operation

Last Transaction Dt/Tm

Last Updated By

Contractor

Contract Type Cd

Contract Nbr

Non-DoD Contract Nbr

Dlvry Order Nbr

Contract Desc

Start Dt

Expiration Dt

Optional

Admin POC

Contact Point

Phone Nbr

DSN Nbr

FAX Nbr

Email Address

Address Line 1

Address Line 2

City

State

ZIP Cd

Country

Remarks

History Remarks

Contract POC

Contact Point

Phone Nbr

DSN Nbr

FAX Nbr

Email Address

Address Line 1

Address Line 2

City

State

ZIP Cd

Country

Remarks

History Remarks

Issuing POC

Contact Point

Phone Nbr

DSN Nbr

FAX Nbr

Email Address

Address Line 1

Address Line 2

City

State

ZIP Cd

Country

Remarks

History Remarks

Property Admin POC

Contact Point

[Phone Nbr](#)

[DSN Nbr](#)

[FAX Nbr](#)

[Email Address](#)

[Address Line 1](#)

[Address Line 2](#)

[City](#)

[State](#)

[ZIP Cd](#)

[Country](#)

[Remarks](#)

[History Remarks](#)

[Program ID](#)
[Established Dt/Tm](#)
[Established By](#)

Procedures

DPAS Navigation Helpful Tips

Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).

Search for a Contract History

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [⟳ Reset] *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

Instructions	▼
Search Criteria	▲

Contract Nbr	[ ]	**Contractor**	[All ▼]
Dlvry Order Nbr	[ ]		
Contract Desc	[ ]	**Contract Type Cd**	[All ▼]
Start Dt	[📅]	**Expiration Dt**	[📅]
Dt From	[📅]	**Dt To**	[📅]
User Id	[ ]		

[🔍 Search] [⟳ Reset]

- Enter the CONTRACT NBR in the field provided. *This is a 13 alphanumeric character field.*

- Use [▼] to select the Contractor.

- Enter the DLVY ORD NBR in the field provided. *This is a 4 alphanumeric character field.*

- Enter the CONTRACT DESC in the field provided. *This is a 125 alphanumeric character field.*

- Use [▼] to select the Contract Type Cd.

- Use [📅] to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.

- Use [📅] to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.

- Use [📅] to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.

- Use [📅] to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.

- Enter the USER ID in the field provided. *This is an 8 alphanumeric character field.*

2. Select [🔍 Search] to view the results in the Contract History Inquiry Grid.

Operation	Last Transaction Dt/Tm ↓	Last Updated By	Contractor	Contract Type Cd	Contract Nbr	Non-DoD Contract Nbr	Dlvry Order Nbr	Contract Desc	Start Dt	Expiration Dt
Created	07/14/2017 12:30:28 PM	TEEDJ	FAKE1 - FAKE LLC/MADE UP DIVISION	D - D - DoD	JT000799P2222			D - DoD	08/01/2018	
Deleted	07/14/2017 12:30:28 PM	TEEDJ	FAKE1 - FAKE LLC/MADE UP DIVISION	D - D - DoD	JT000799P2222			D - DoD	08/01/2018	
Deleted	07/14/2017 12:28:49 PM	TEEDJ	FAKE1 - FAKE LLC/MADE UP DIVISION	D - D - DoD	JT000799P2222		56	D - DoD	06/01/2017	06/01/2018
Updated	07/14/2017 12:28:49 PM	TEEDJ	FAKE1 - FAKE LLC/MADE UP DIVISION	D - D - DoD	JT000799P2222		56	D - DoD	06/01/2017	06/01/2018
Updated	07/14/2017 12:19:33 PM	TEEDJ	FAKE1 - FAKE LLC/MADE UP DIVISION	D - D - DoD	JT000799P2222			D - DoD	06/01/2017	06/01/2018
Created	07/14/2017 10:45:31 AM	TEEDJ	FAKE1 - FAKE LLC/MADE UP DIVISION	D - D - DoD	JT000799P2222			D - DoD	06/01/2017	06/01/2018
Created	07/12/2017 12:00:12 PM	GROCEBP	FAKE1 - FAKE LLC/MADE UP DIVISION	D - D - DoD	N0002498A7654			D - DoD	07/07/2017	07/13/2018

Selected 0/7 — Page 1 of 1 — 50 items per page — 1 - 7 of 7 items

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- [Contractor History Inquiry](#)
- [Stock Nbr Inquiry](#)
- [Agency Stock Nbr Inquiry](#)
- [Inventory Inquiry](#)
- [Inventory Transaction Inquiry](#)
- [Accounting Transaction Inquiry](#)

Schedule Reports

Overview

The Inventory Control Point / Materiel Management module Schedule Reports page displays all the defined reports available for scheduling.

Navigation

Reports Manager > Schedule Reports > Schedule Report Definitions page

Page Fields

The following fields display on the **Schedule Report Definitions** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Report Category

Report Type

Report / Form

Report Definitions Grid

All

Rpt Id

Rpt Name

Rpt Type

Rpt Category

Report Parameters

Submit / Schedule

Export File Format *

Schedule Dt/Tm

Sharing

Remarks

(*) Asterisk identifies mandatory fields.
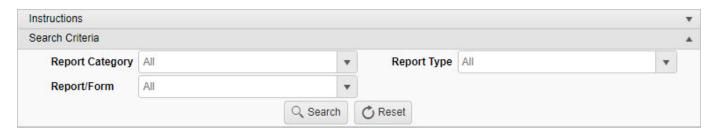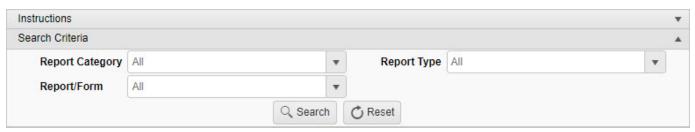
Procedure

DPAS Navigation Helpful Tips

Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.
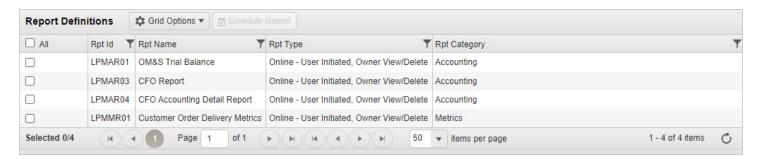
Search for a Report to Schedule

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:

Instructions	▼
Search Criteria	▲

Report Category	All ▼	Report Type	All ▼
Report/Form	All ▼		

🔍 Search   ⟳ Reset

- Use ▼ to select the Report Category.

- Use ▼ to select the Report Type.

- Use ▼ to select the Report / Form.

2. Select 🔍 Search to display the search results.

Report Definitions   ⚙ Grid Options ▼   ☑ Schedule Report

☐ All	Rpt Id ▼	Rpt Name ▼	Rpt Type ▼	Rpt Category ▼
☐	LPMAR01	OM&S Trial Balance	Online - User Initiated, Owner View/Delete	Accounting
☐	LPMAR03	CFO Report	Online - User Initiated, Owner View/Delete	Accounting
☐	LPMAR04	CFO Accounting Detail Report	Online - User Initiated, Owner View/Delete	Accounting
☐	LPMMR01	Customer Order Delivery Metrics	Online - User Initiated, Owner View/Delete	Metrics
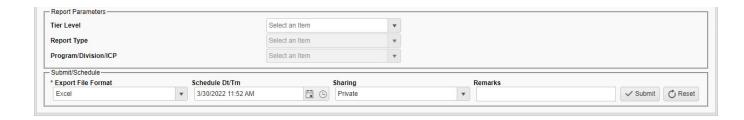
Selected 0/4 ⏮ ◀ ① Page 1 of 1 ▶ ⏭ ⏮ ◀ ▶ ⏭ 50 ▼ items per page 1 - 4 of 4 items ⟳

Schedule a Report

1. Click ☐ to select the desired Report. *The Report row is highlighted.*

2. Select ☑ Schedule Report. *Two additional panels appear beneath the Report Definitions panel.*

3. Enter the fields in the Report Parameters panel. *The fields depend upon the report chosen.*

4. Enter the fields in the Submit / Schedule panel.

   A. Use [▼] to select the Export File Format.

   B. Use [📅 🕐] to select the Schedule DT/TM, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.

   C. Use [▼] to select Sharing.

   D. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

5. Select [✓ Submit] . *The panels close and the report is scheduled.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- View Reports
- View Warehouse Reports
- Schedule Warehouse Reports
- Real Time Warehouse Reports

View Reports

Overview

The Inventory Control Point / Materiel Management module View Reports page displays all the available scheduled reports available for viewing.

Navigation

Reports Manager > View Reports > View Scheduled Reports page

Page Fields

The following fields display on the **View Scheduled Reports** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Report Category

Report Type

Report / Form

Scheduled Reports

All

Rpt Id

Is Private

Rpt Format

Rpt Name

Rpt Category

File Size

Scheduled Dt

Entered Dt

Completed Dt

Established By

Rpt Status

Remarks

Report Details

> Parameter
>
> Value

Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

View a Scheduled Report

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting **⟳ Reset** *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:

Instructions	▼
Search Criteria	▲

Report Category	All ▼	Report Type	All ▼
Report/Form	All ▼		

🔍 Search   ⟳ Reset

- Use ▼ to select the Report Category.

- Use ▼ to select the Report Type.

- Use ▼ to select the Report / Form.

2. Select 🔍 Search to display the search results.

	All	Rpt Id	Is Private	Rpt Format	Rpt Name	Rpt Category	File Size	Scheduled Dt	Entered Dt ↓	Completed Dt	Established By	Rpt Status	Remarks
▶	☐	LPMAR04	Yes	Excel	CFO Accounting Detail Report	Accounting	31.9KB	03/30/2022 12:15:00 PM	03/30/2022 12:15:17 PM	03/30/2022 12:15:19 PM	BPGROCE	Complete	
▶	☐	LPMAR03	Yes	Excel	CFO Report	Accounting	45KB	03/30/2022 12:13:00 PM	03/30/2022 12:15:00 PM	03/30/2022 12:15:57 PM	BPGROCE	Complete	
▶	☐	LPMAR01	Yes	Excel	OM&S Trial Balance	Accounting	0B	03/30/2022 12:13:00 PM	03/30/2022 12:13:48 PM		BPGROCE	Error	BPG Test

Scheduled Reports ⚙ Grid Options ▾ ✕ Delete 🖶 Print

Selected 0/3   Page 1 of 1   50 items per page   1 - 3 of 3 items
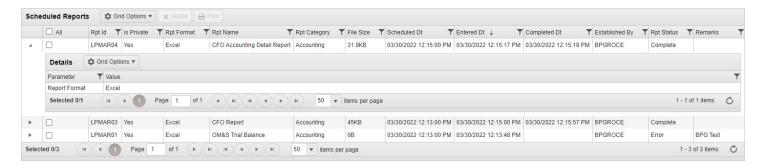
View an Existing Report

1. Click ☐ to select the desired Report. *The Report row is highlighted.*

2. Select [🖨 Print]. *The report is produced.*

3. Follow the prompts provided by the computer. *The report opens outside of DPAS.*

View Report Details

Click ▶ to open the details of the Report. *The Details grid appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- [Schedule Reports](#)
- View Warehouse Reports
- Schedule Warehouse Reports
- Real Time Warehouse Reports

Browse for a Real Property Asset

Overview

The Real Property Asset Browse pop-up window allows searching for RPUIDs by Facility Nʙʀ or Lᴀɴᴅ Aᴄǫ Tʀᴀᴄᴛ Iᴅs.

Navigation

DPAS Warehouse Module > *Vᴀʀɪᴏᴜs Pʀᴏᴄᴇᴅᴜʀᴀʟ Sᴛᴇᴘs* > […] > Asset Browse pop-up window

Page Fields

The following fields display on the **Asset Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Asset Search Criteria

RPSUID

Fac Nbr

Asset Code

Facility Name

Land Acq Tract Id

Asset Browse Results Grid

Select

RPUID

Fac Nbr

Facility Name

Land Acq Tract Id

Procedure

> **DPAS Navigation Helpful Tips**
>
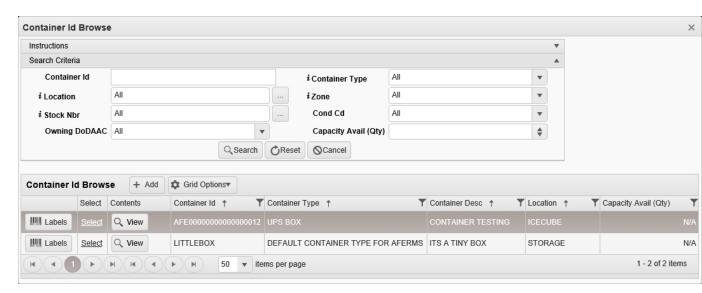> Click the following link to display Warehouse Navigation Tips.
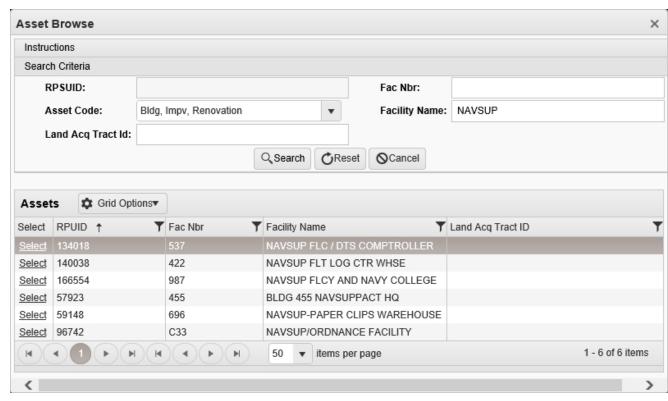
Browse for an Asset

One or more of the Search Criteria fields can be entered to isolate the results. By default, all res-

ults are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select ⬚ . *The* **Asset Browse** *pop-up window appears*.

Asset Browse				✕
Instructions				
Search Criteria				

RPSUID:		**Fac Nbr:**	
Asset Code:	Bldg, Impv, Renovation ▼	**Facility Name:**	NAVSUP
Land Acq Tract Id:			

   🔍 Search   ⟳ Reset   ⊘ Cancel

   Assets   ⚙ Grid Options▾

Select	RPUID ↑	▼ Fac Nbr	▼ Facility Name	▼ Land Acq Tract ID ▼
Select	134018	537	NAVSUP FLC / DTS COMPTROLLER	
Select	140038	422	NAVSUP FLT LOG CTR WHSE	
Select	166554	987	NAVSUP FLCY AND NAVY COLLEGE	
Select	57923	455	BLDG 455 NAVSUPPACT HQ	
Select	59148	696	NAVSUP-PAPER CLIPS WAREHOUSE	
Select	96742	C33	NAVSUP/ORDNANCE FACILITY	

   |◀ ◀ ① ▶ ▶| |◀ ◀ ▶ ▶| 50 ▼ items per page   1 - 6 of 6 items

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

   - *The RPSUID automatically populates and is not editable.*

   - Enter the Fᴀᴄ Nʙʀ in the field provided. *This is a 20 alphanumeric character field.*

   - Use ▼ to select the [Asset Code](#).

- Enter the Facility Name in the field provided. *This is a 30 numeric character field.*
- Enter the LAND ACQ TRACT ID in the field provided. *This is a 25 alphanumeric character field.*

3. Select [Search]. *Results display in the Assets Grid below.*

4. Choose the Select [hyperlink](#) next to the desired RPUID. *The pop-up window closes and the selected Facility NBR / LAND ACQ TRACT ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Facility

Browse for a CONTAINER ID

Overview

The CONTAINER ID Browse pop-up window allows searching for Containers in the specified Warehouse.

Navigation

> DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > ... > CONTAINER ID Browse pop-up window

Page Fields

The following fields display on the **CONTAINER ID Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record
21	Select "Add" button to create a new record.
434	Select "Print Labels" button to print Container Label(s).

CONTAINER ID Search Criteria

Container Id

Container Type *i*

Location *i*

Zone *i*

Stock Nbr *i*

Cond Cd

Owning DoDAAC

Capacity Avail (Qty)

CONTAINER ID Browse Results Grid

Labels

Select

Contents

Container Id

Container Type

Container Desc

Location

Capacity Avail (Qty)

Optional

Capacity (Qty)

Facility

Full % (Qty)

Mixed Cond

Mixed Lots

Mixed Stock Nbr

Remarks

Serial Nbr

Stock Nbr

Zone

Procedure

> **DPAS Navigation Helpful Tips**
> Click the following link to display Warehouse Navigation Tips.

Browse for a CONTAINER ID

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select ⬚ . *The CONTAINER ID Browse pop-up window appears*.

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

- Enter the CONTAINER ID in the field provided. *This is a 20 alphanumeric character field.*

- Use ▼ to select the [Container Type], using *i* to assist with the entry.

- Use *i* or ... to assist with the Location entry. *This is a 20 alphanumeric character field.*

  [Location Browse help]

- Use ▼ to select the [Zone], using *i* to assist with the entry.

- Use *i* or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  [Stock Number Browse help]

- Use ▼ to select the [Cond Cd].

- Use ▼ to select the [Owning DoDAAC].

- Use ⬍ to choose the Capacity Avail (Qty).

3. Select 🔍 Search to begin the query. *Results display in the CONTAINER ID Grid below.*

4. Choose the Select [hyperlink] next to the desired CONTAINER ID. *The pop-up window closes and the selected Container appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria entered

search criteria or you do not have the appropriate security access.	do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Container
- Disposition
- Expiring Items Inquiry
- ICN Inventory Inquiry
- Individual Item Return
- Individual Return
- Inventory Update - Manager
- Inventory Update - User
- Inspection
- Location Condition Code Default
- Materiel Movement - Pick
- Materiel Movement - Plan
- Physical Inventory
- Receiving
- SKO Assemble
- SKO Bulk Update
- SKO Disassemble
- Transportation - Pick
- Transportation - Plan
- Unit Issue Return
- Warehouse Transfer

Browse for a Contract Number

Overview

The Contract Number Browse pop-up window allows searching for stored contract numbers in the DPAS catalog.

Navigation

DPAS > *Various Procedural Steps* > [...] > Contract Browse pop-up window

Page Fields

The following fields display on the **Contract Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Contract Browse

GFM Contract Nbr

Contractor

Dlvry Order Nbr

Contract Desc

Contract Type Cd

Start Dt

Expiration Dt

Contract Results Grid

GFM Contract Nbr

Non-DoD Contract Nbr

Contract Desc

Contractor

Contract Type Cd

Dlvry Order Nbr

Start Dt

Expiration Dt

Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.
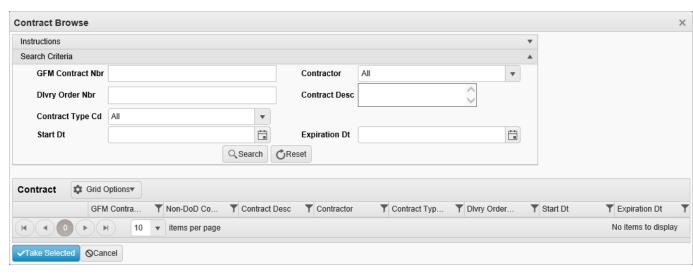
Browse for a Contract Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select ⬚. *The* **Contract Browse** *pop-up window appears*.

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

- Enter the GFM CONTRACT NBR in the field provided. *This is a 15 alphanumeric character field.*

- Use ▾ to select the Contractor.

- Enter the DLVY ORDER NBR in the field provided. *This is a 11 alphanumeric character field.*

- Enter the Contract DESC in the field provided. *This is a 1,024 alphanumeric character field.*

- Use ▾ to select the Contract Type Cd.

- Use 📅 to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.

- Use 🗓 to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.

3. Select ⌕ Search to begin the query. *Results display in the Contract Results Grid below.*

4. Click ☐ to select the desired contract. *The Contract record is highlighted.*

5. Select ✓Take Selected . *The pop-up window closes and the selected contract number appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- [ICP Management](#)
- SKO Disassemble
- [Inventory Selection](#)

Create a Pick Plan

Overview

The Warehouse Management module Create Pick Plan process provides the ability to create new allocations and distribute them.

> **Note**
>
> Some search fields provide **Intellisense** *i* , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic *i* preceding the field name.

Navigation

MATERIEL MGMT > *VARIOUS PROCEDURAL STEPS* > [🛒 Pick ▼] > [📋 Create Pick Plan]
> Create Pick Plan pop-up window

Page Fields

The following fields display on the **Create Pick Plan** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Create Pick Plan

Cost Center *i*

Personnel *i*

Staging Location *i*

Procedures
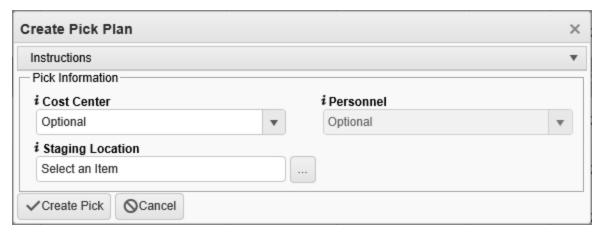
> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Warehouse Navigation Tips.

Create a Pick Plan

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select ☐ next to the desired request.

2. Select ⬛ Pick ▼ . *The Pick Menu appears.*

3. Select 📋 Create Pick Plan . *The **Create Pick Plan** pop-up window appears.*

Create Pick Plan	×
Instructions	▼

   Pick Information

   i **Cost Center**
   Optional ▼

   i **Personnel**
   Optional ▼

   i **Staging Location**
   Select an Item ...

   ✓Create Pick   ⊘Cancel

4. Use ▼ to select the Cost Center, or use *i* to assist with the entry. *This is a 25 alphanumeric character field.*

5. Use ▼ to select the Personnel, or use *i* to assist with the entry. *This is a 150 alphanumeric character field.*

6. Use *i* or ... to assist with the Staging Location entry. *This is a 20 alphanumeric character field.*

   Location Browse help

7. Select ✓Create Pick . *The new system-generated pick number appears in the Pick NBR column.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Unit Issue Request Overview

Browse for a Document Number

Overview

The Document Number Browse pop-up window allows searching for documents in the DPAS catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > 	 > DOCUMENT NBR Browse pop-up window

Page Fields

The following fields display on the **DOCUMENT NBR Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record
110	DOC NBR range must be established before processing.

Search Criteria

Document Nbr

Stock Nbr *i*

Status

DOCUMENT NBR Results Grid

Select

Document Nbr

Stock Nbr

Item Desc

From Warehouse

To Warehouse

Document Type

Ordered Qty

Procedure

<div style="border: 2px solid blue;">

DPAS Navigation Helpful Tips
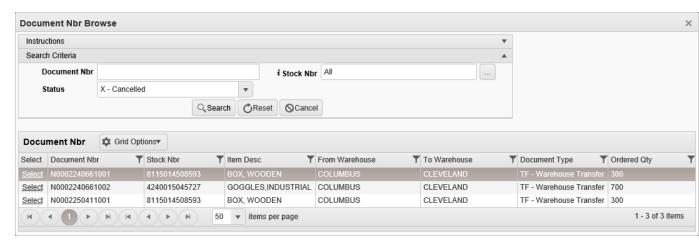
Click the following link to display Warehouse Navigation Tips.

</div>

Browse for a Document Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting ⊘Cancel *at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.*
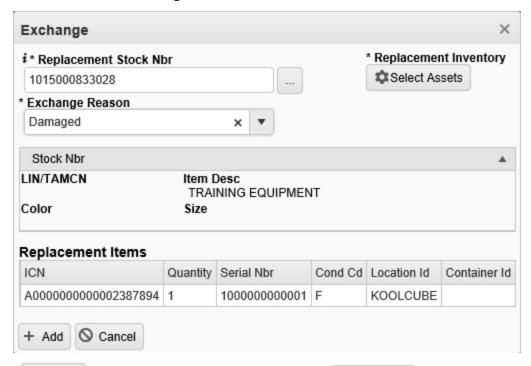
1. Select ⌷. *The* **DOCUMENT NBR Browse** *pop-up window appears.*

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

- Enter the Document NBR in the field provided. *This is a 14 alphanumeric character field.*

- Use **i** or ⌷ to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

   Stock Number Browse help

- Use ▾ to select the Status.

3. Select 🔍 Search. *Results display in the* DOCUMENT NBR *Grid.*

4. Choose the Select hyperlink next to the desired DOCUMENT NBR. *The* **DOCUMENT NBR Browse** *pop-up-up window closes and the selected* DOCUMENT NBR *appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
58 — Doc Nbr Range must be established for your UIC. Select Doc Nbr Range A/U/D to establish range.	Invalid Entry. A range of numbers must be created before assigning a document number. Create a document number range before proceeding.

Related Topics

- Warehouse Transfer
- Warehouse Issue
- Inventory Update - Manager
- QA / QC / Inspection (both Add and Update)

Browse for an Exchange

Overview

The Exchange Browse pop-up window allows searching for replacement assets in the DPAS catalog.

> **Note**
>
> Some search fields provide **Intellisense** i , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic i preceding the field name.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > ⏎Exchange > Exchange Browse pop-up window

Page Fields

The following fields display on the **Exchange Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Exchange

Replacement Stock Nbr i *

   Replacement Inventory *

Exchange Reason *

Stock Nbr

   LIN/TAMCN
   Item Desc
   Color
   Size

Replacement Items

   ICN
   Quantity

Serial Nbr

Cond Cd

Location Id

Container Id

Procedure
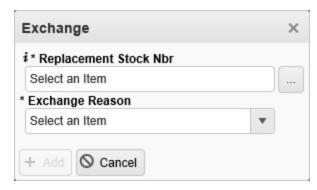
> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Warehouse Navigation Tips.

Browse for a Replacement Stock Number
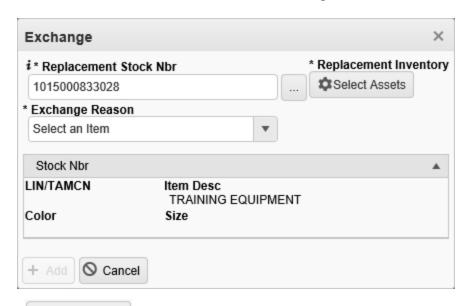
Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select ↩Exchange . *The* **Exchange Browse** *pop-up window appears.*

   Exchange ✕

   i * Replacement Stock Nbr

   Select an Item ...

   * Exchange Reason

   Select an Item ▼

   + Add   ⊘ Cancel

2. Use *i* or ... to assist with the REPLACEMENT STOCK NBR entry. *This is a 15 alpha-numeric character field. When the field is entered, additional fields appear.*

   Stock Number Browse help

3. Select [⚙ Select Assets]. *The **Inventory Selection Browse** pop-up window appears. When the field is entered, additional fields appear.*

4. **Use** [▾] to select the Exchange Reason.

5. Select [+ Add]. *The Exchange cell changes from* [⤺ Exchange] *to*

, and the replacement asset is ready to be exchanged. Once the return is completed, the new asset is issued.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add an Individual Return

Browse for an External Stock Number

Overview

The External Stock Number Browse pop-up window allows searching for assets outside the DPAS catalog.

Navigation

DPAS Warehouse Module > *Various Procedural Steps* > 🔍 > External STOCK NBR Browse pop-up window

Page Fields

The following fields display on the **External STOCK NBR Browse** pop-up window. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value

External STOCK NBR Browse

[Select Interface](#)
[Stock Item Type](#)
[Stock Nbr](#)
[USC](#)
[Item Desc](#)
[Manufacturer Name](#)
[FSC](#)
[Manufacturer Part Number](#)
[NIIN](#)
[Model Number](#)
[CAGE Code](#)

STOCK NBR Results Grid

[Select](#)
[USC](#)
[Item Desc](#)
[Manufacturer Part Number](#)
[FSC](#)
[NIIN](#)

ARC

Recover Cd

Dmil Cd

Optional

Manufacturer Part Number

Model Number

CAGE Code

Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Warehouse Navigation Tips.
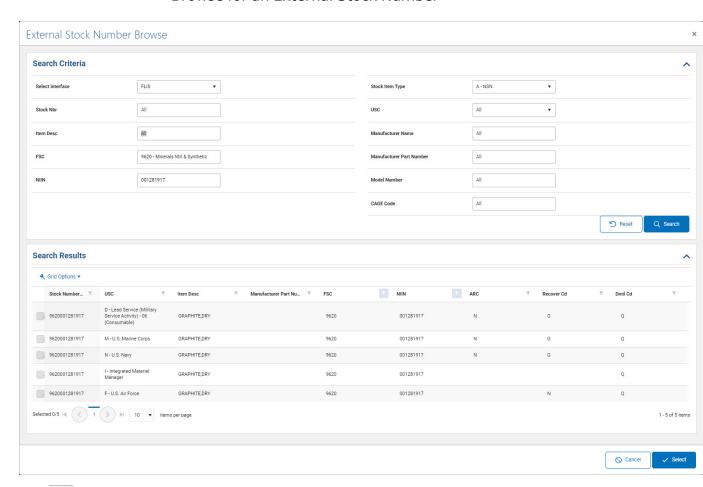
Browse for an External Stock Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟲ Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select 🔍. *The **External STOCK NBR Browse** pop-up window appears*.

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

- Use [dropdown] to select the Select Interface.

- Use [dropdown] to select the Stock Item Type.

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

- Use [dropdown] to select the USC.

- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

- Enter the Manufacturer Name in the field provided. *This is a 36 alphanumeric character field.*

- Enter the FSC in the field provided. *This is a 4 numeric character field.*

- Enter the Manufacturer Part Number in the field provided. *This is a 35 alphanumeric character field.*

- Enter the NIIN in the field provided. *This is a 9 numeric character field.*

- Enter the Model Number in the field provided. *This is a 20 alphanumeric character field.*

- Enter the CAGE Code in the field provided. *This is a 5 alphanumeric character field.*

3. Select [Q Search] to begin the query. *Results display in the STOCK NBR Grid below.*

4. Choose the Select check-box next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

ICP

- [Stock Item](#)
- [Contract](#)
- [DLMS Transaction](#)
- [Inventory Transaction Inquiry](#)
- [Inventory Transaction Viewer](#)
- [Physical Inventory](#)
- [Requisition](#)

Warehouse

- Collateral Item
- Equipment Type
- Mfr Part Nbr
- Shelf Life Extension
- SKO Catalog
- Stock Item
- Stock Number
- Substitute Stock Number
- Master Issue List
- Stock Nbr Inventory Inquiry
- Unit Issue Activity Inquiry
- Armory Issue
- Disposition
- Individual Issue
- Individual Item Return
- Individual Return
- Individual Reconciliation

- Inventory Update - ICN
- Inventory Update - Manager
- Inventory Update - User
- Maintenance Issue
- Materiel Release Order
- Physical Inventory
- Project Management
- QC Inspection
- Receiving
- Replenishment Review
- SKO Assemble
- SKO Disassemble
- Unit Issue Post-Post
- Unit Issue Return
- Warehouse Issue
- Warehouse Transfer
- Manage Stock Number Lists
- Container
- Location Condition Code Default
- Stock Item Individual Issue Location

Browse for an Inventory Control Number (ICN)

Overview

The Inventory Control Number (ICN) Browse pop-up window allows searching for assets in the DPAS catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > [...] > ICN Browse pop-up window

Page Fields

The following fields display on the **ICN Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

ICN Browse

Scan Barcode

ICN 🛈

Mfr CAGE 🛈

Mfr Contract Nbr

Mfr Dt

Mfr Lot Nbr

Serial Nbr 🛈

Shelf Life Expiration Dt

Stock Nbr

ICN Results Grid

Select

Labels

ICN

[Stock Nbr](#)

[Item Desc](#)

[In Service Dt](#)

[Mfr CAGE](#)

[Mfr Contract Nbr](#)

[Mfr Lot Nbr](#)

[Mfr Dt](#)

[Shelf Life Expiration Dt](#)

[Serial Nbr](#)

Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Warehouse Navigation Tips.
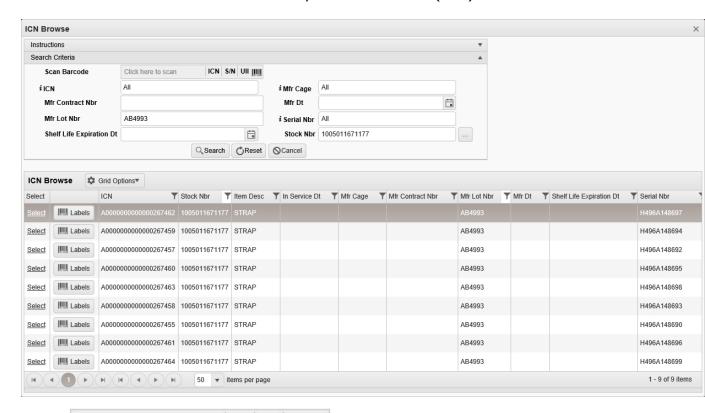
Browse for an Inventory Control Number (ICN)

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select ⬚. *The* **ICN Browse** *pop-up window appears*.

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

- Select . *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

- Enter the ICN, using to assist with the entry. *This is a 20 alphanumeric character field.*

- Enter the MFR CAGE, using to assist with the entry. *This is a 5 numeric character field.*

- Enter the MFR CONTRACT NBR in the field provided. *This is a 50 alphanumeric character field.*

- Use to select the MFR DATE, or enter the date (MM/DD/YYYY) in the field provided.

- Enter the MFR LOT NBR in the field provided. *This is a 50 alphanumeric character field.*

- Enter the SERIAL NBR, using to assist with the entry. *This is a 20 alphanumeric character field.*

- Use to select the Shelf Life Expiration DT, or enter the date (MM/DD/YYYY) in the field provided.

- Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help

3. Select [Search] to begin the query. *Results display in the ICN Browse Grid below.*

4. Choose the Select hyperlink next to the desired ICN. *The pop-up window closes and the selected ICN appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Allocation Management
- Inventory Update - ICN
- Individual Item Return
- Individual Return
- Inspection
- Inventory Selection
- Inventory Update - Manager
- Physical Inventory
- Receiving
- Individual Reconciliation
- SKO Assemble
- SKO Disassemble
- Unit Issue Activity Inquiry
- Inventory Update - User

Browse for a Real Property Installation

Overview

The Real Property Installation Browse pop-up window allows searching for installations in the specified physical area.

Navigation

DPAS Warehouse Module > *Various Procedural Steps* > [...] > Installation Browse pop-up window

Page Fields

The following fields display on the **Installation Browse** pop-up window. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Installation Search Criteria

[Country](#)
[State](#)
[ZIP Code](#)

Installation Browse Results Grid

[Select](#)
[Instl Nbr](#)
[Instl Name](#)
[Instl Svc Cd](#)
[Instl Close Dt](#)

Procedure

DPAS Navigation Helpful Tips
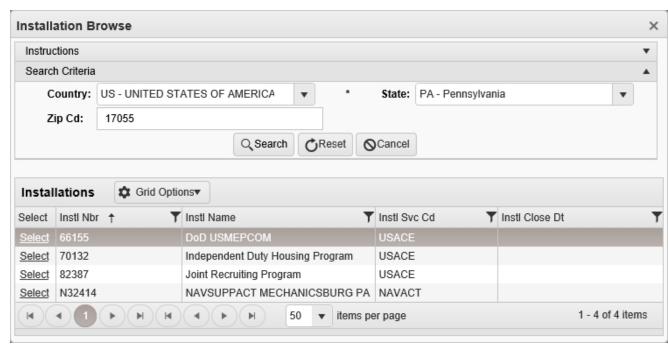
Click the following link to display Warehouse Navigation Tips.

Browse for an Installation

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting ⊘Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select ⬚ . *The* **Installation Browse** *pop-up window appears*.

Installation Browse				✕
Instructions				▼
Search Criteria				▲

Country: US - UNITED STATES OF AMERICA ▼ * **State:** PA - Pennsylvania ▼

Zip Cd: 17055

🔍Search   ⟳Reset   ⊘Cancel

Installations   ⚙ Grid Options▾

Select	Instl Nbr ↑	Instl Name ▼	Instl Svc Cd ▼	Instl Close Dt ▼
Select	66155	DoD USMEPCOM	USACE	
Select	70132	Independent Duty Housing Program	USACE	
Select	82387	Joint Recruiting Program	USACE	
Select	N32414	NAVSUPPACT MECHANICSBURG PA	NAVACT	

|◄ ◄ ① ► ►| |◄ ◄ ► ►| 50 ▼ items per page   1 - 4 of 4 items

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

   - Use ▾ to select the [Country].

   - Use ▾ to select the [State].

   - Enter the ZIP Cᴅ in the field provided. *This is a 10 numeric character field.*

3. Select 🔍 Search . *Results display in the Installation Grid below.*

4. Choose the Select hyperlink next to the desired Installation. *The pop-up window closes and the selected Installation appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Facility

Browse for an Internal Stock Number

Overview

The Internal Stock Number Browse pop-up window allows searching for assets in the DPAS catalog.

Navigation

DPAS Warehouse Module > *Various Procedural Steps* > 🔍 > Internal Stock Nbr Browse pop-up window

Page Fields

The following fields display on the **Internal Stock Nbr Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Internal Stock Nbr Browse

LIN/TAMCN

Item Desc

Stock Nbr

Reportable Commodity Type

Stock Nbr Results Grid

Select

Stock Nbr

Stock Item Cd

Item Desc

Mgmt Cd

LIN/TAMCN

FSC

CIIC

Type Asset Cd

Shelf Life Cd

Security Commodity Type

Reportable Commodity Type

Prev Stock Nbr

IT Device Cd

       [Accounting Req Cd](#)

       [NIIN Sts Cd](#)

Optional

       [Established By](#)

       [Established Date Time](#)

       [Lst Updtd By](#)

       [Lst Tran Dt Tm](#)

       [Program Id](#)

       [Remarks](#)
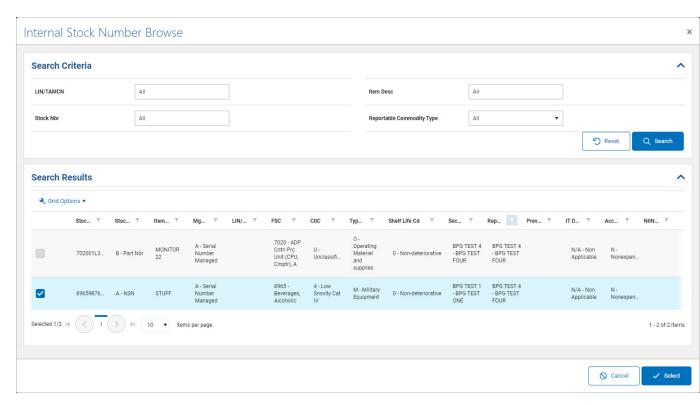
Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Warehouse Navigation Tips.

Browse for a Stock Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟲ Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select 🔍. *The* **Internal Stock Nbr Browse** *pop-up window appears.*

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*

- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

- Use [▾] to select the Reportable Commodity Type.

3. Select [🔍 Search] to begin the query. *Results display in the STOCK NBR Grid below.*

4. Choose the Select check-box next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

ICP

- [Stock Item](#)
- [Contract](#)
- [DLMS Transaction](#)
- [Inventory Transaction Inquiry](#)
- [Inventory Transaction Viewer](#)
- [Physical Inventory](#)
- [Requisition](#)

Warehouse

- Collateral Item
- Equipment Type
- Mfr Part Nbr
- Shelf Life Extension
- SKO Catalog
- Stock Item
- Stock Number
- Substitute Stock Number
- Master Issue List
- Stock Nbr Inventory Inquiry
- Unit Issue Activity Inquiry
- Armory Issue
- Disposition
- Individual Issue
- Individual Item Return
- Individual Return
- Individual Reconciliation
- Inventory Update - ICN
- Inventory Update - Manager
- Inventory Update - User
- Maintenance Issue
- Materiel Release Order
- Physical Inventory
- Project Management
- QC Inspection
- Receiving
- Replenishment Review
- SKO Assemble
- SKO Disassemble
- Unit Issue Post-Post
- Unit Issue Return
- Warehouse Issue
- Warehouse Transfer
- Manage Stock Number Lists

- Container
- Location Condition Code Default
- Stock Item Individual Issue Location

Browse for an Inventory Selection

Overview

The Inventory Selection Browse pop-up window allows choosing specified items from the warehouse.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > Select Items > Inventory Selection pop-up window

Page Fields

The following fields display on the **Inventory Selection** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
412	Select "Grid Options" button for additional actions.
36	Select "Delete" button to remove record(s) from applicable tables.
xxxx	Edit "Selected Qty" to move inventory to Selected Inventory grid.
xxxx	Click "Take Selected" to retrieve all Selected Inventory records.

Search Criteria Grid

Required to Search

Scan Barcode

Stock Nbr *i*

ICN *i*

Serial Nbr *i*

Location *i*

Container *i*

Item Desc

Additional Search Filters

[GFM Contract Nbr](#)

[Min Qty Rqd](#)

[Cond Cd](#)

[Mfr CAGE](#)

[Mfr Contract Nbr](#)

[Mfr Lot Nbr](#)

[Mfr Dt](#)

[Additional Info](#)

Available Inventory

[Total Qty](#)

[Stock Nbr Allocation Qty](#)

[Inventory Allocation Qty](#)

[Available Qty](#)

Inventory Selection

[All](#)

[Selected Qty](#)

[Qty](#)

[Reserved Qty](#)

[Available Qty](#)

[ICN](#)

[Serial Nbr](#)

[Shelf Life Expiration Dt](#)

[Service Life Expiration Dt](#)

[Expiration Dt](#)

[Mfr Dt](#)

[Mfr CAGE](#)

[Mfr Contract Nbr](#)

[Mfr Lot Nbr](#)

[Part Nbr](#)

[Cond Cd](#)

[Location Id](#)

[Container ID](#)

[Owning DoDAAC](#)

Prj Cd

Additional Info

Optional

Stock Nbr

Item Desc

Service Life Remaining

Shelf Life Remaining

Contract / Dlvry Ord Nbr

Meter Reading

Utilization Measure Code

Percent Utilization

Selected Inventory

Selected Qty

Qty

ICN

Serial Nbr

Shelf Life Remaining

Shelf Life Expiration Dt

Cond Cd

Owning DoDAAC

Prj Cd

Container ID

GFM Contract Nbr

Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Warehouse Navigation Tips.

Select Item(s) from Inventory

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results

are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All"*
setting.

1. Select [Select Items]. *The **Inventory Selection** pop-up window appears.*

2. In the Search Criteria box, narrow the results by entering one or more of the following fields:

   - Select [Click here to scan | ICN S/N UII ▐▌▐▌]. *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

   - Use *i* or […] to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

     [Stock Number Browse help](#)

   - Use *i* or […] to assist with the ICN entry. *This is a 20 alphanumeric character field.*

     [Inventory Control Number Browse help](#)

   - Enter the SERIAL NBR, using *i* to assist with the entry. *This is a 30 alphanumeric character field.*

- Use [i] or [...] to assist with the Location entry. *This is a 20 alphanumeric character field.*

  [Location Browse help](#)

- Use [i] or [...] to assist with the Container entry. *This is a 20 alphanumeric character field.*

  [Container Identification Browse help](#)

- Enter the ITEM DESC, using [i] to assist with the entry. *This is a 256 alphanumeric character field.*

- Use [▼] or [...] to select the desired [GFM Contract Nbr](#).

  [Contract Number Browse help](#)

- Use [⬍] to choose the correct MIN QTY RQD.

- Use [▼] to select the [Cond Cd](#).

• Enter the MFR CAGE in the field provided. *This is a 5 alphanumeric character field.*

• Enter the MFR CONTRACT NBR in the field provided. *This is a 19 alphanumeric character field.*

• Enter the MFR LOT NBR in the field provided. *This is a 20 alphanumeric character field.*

- Use [📅] to select the MFR DT, or enter the date (MM/DD/YYYY) in the field provided.

• Enter the Additional INFO in the field provided. *This is a 250 alphanumeric character field.*

3. Select [🔍 Search]. *The results display in the Inventory Selection grid.*

Review the Available Inventory

Selecting [⊘ Cancel] at any point of this procedure removes all revisions and closes the page. **Bold** *numbered steps are required.*

1. *The Total QTY automatically populates and is not editable.*

2. *The STOCK NBR Allocation QTY automatically populates and is not editable.*

3. *The Inventory Allocation QTY automatically populates and is not editable.*

4. *The Available QTY automatically populates and is not editable.*

> **Helpful Tip**
>
> 💡 The above numbers show how much inventory is in the warehouse. Use these numbers to determine how much to take from each specified Location in the Inventory Selection grid.

5. Choose which row to select for the amount of inventory required.

6. Select [✏]. *The Selected QTY cell changes from the [✏] to the [⬍].*

7. Use ⬍ to choose the correct Selected QTY. *Repeat until the amount required is completed.*

8. Select the Selected Inventory tab.

9. Review the amounts in the Selected QTY column.

10. Select ✓Take Selected . *The **Inventory Selection** pop-up window closes, and the chosen amounts of inventory appear in the screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx - You cannot pick more than the required amount.	Invalid Entry. The amount of items required for the pick must be less than the amount of items requested for the pick. Re-enter the amount to be picked.
xxxx - You require <x> but you have only picked <y>. Are you sure you want to continue?	Invalid Entry. The amount of items that was picked is less than the amount that is required. Re-enter the amount of items to pick.
xxxx - All selected assets must be associated to the same Contract / Delivery Order Number.	Invalid Entry. The items chosen are from different Contract Numbers / Delivery Order Numbers. Re-enter the items so they are from the same Contract or Delivery Order number.

Related Topics

- [Contract Number Browse](#)
- Disposition
- [Exchange Browse](#)
- [ICN Browse](#)
- Inspection
- Materiel Movement Pick
- QC / QA / Inspection
- Assemble an SKO
- Individual Issue
- Individual Return
- Maintenance Issue

- Materiel Release Order (MRO)
- Pick Plan
- Unit Issue
- Warehouse Transfer

Browse for a LIN/TAMCN

Overview

The LIN/TAMCN Browse pop-up window allows searching for LIN/TAMCNs in the FEDLOG catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > ⬜ > LIN/TAMCN Browse pop-up window

Page Fields

The following fields display on the **LIN/TAMCN Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

LIN/TAMCN Search Criteria

LIN/TAMCN *i*

LIN/TAMCN Desc *i*

Size Category

LIN/TAMCN Browse Results Grid

Select

LIN/TAMCN

LIN/TAMCN Desc

Size Category

Optional

Catalog Name Cd

Procedure

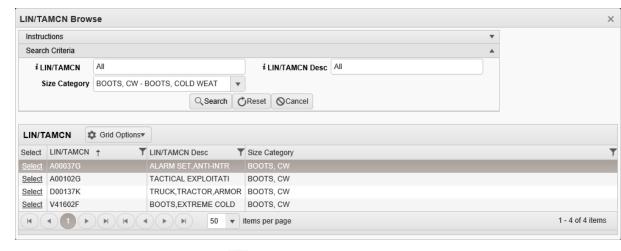> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Warehouse Navigation Tips.

Browse for a LIN/TAMCN

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [⟳Reset] *at any point of this procedure returns all fields to the default "All" setting.*

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.*

1. Select [...]. *The **LIN/TAMCN Browse** pop-up window appears.*

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

LIN/TAMCN Browse			✕
Instructions			▼
Search Criteria			▲

i **LIN/TAMCN**	All	*i* **LIN/TAMCN Desc**	All
Size Category	BOOTS, CW - BOOTS, COLD WEAT ▼		

[🔍 Search] [⟳ Reset] [⊘ Cancel]

LIN/TAMCN ⚙ Grid Options▾		
Select	LIN/TAMCN ↑ ▼	LIN/TAMCN Desc ▼	Size Category ▼
Select	A00037G	ALARM SET,ANTI-INTR	BOOTS, CW
Select	A00102G	TACTICAL EXPLOITATI	BOOTS, CW
Select	D00137K	TRUCK,TRACTOR,ARMOR	BOOTS, CW
Select	V41602F	BOOTS,EXTREME COLD	BOOTS, CW

|◄ ◄ ① ► ►| |◄ ◄ ► ►| 50 ▼ items per page   1 - 4 of 4 items

- Enter the LIN/TAMCN, using *i* to assist with the entry. *This is a 10 alpha-numeric character field.*

- Enter the LIN/TAMCN Desc, using *i* to assist with the entry. *This is a 1,024 alphanumeric character field.*

- Use [▼] to select the Size Category.

3. Select [🔍 Search] to begin the query. *Results display in the LIN/TAMCN Grid below.*

4. Choose the Select hyperlink next to the desired LIN/TAMCN. *The pop-up window closes and the selected LIN/TAMCN appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

ICP

- Stock Item
- Physical Inventory

Warehouse

- LIN/TAMCN
- Shelf Life Extension
- SKO Catalog
- Stock Item
- Stock Number
- Substitute Stock Number
- Master Issue List
- Authorization
- LIN/TAMCN Inventory Inquiry
- Stock Nbr Inventory Inquiry
- Disposition
- Inventory Update - ICN
- Inventory Update - Manager
- Inventory Update - User
- Physical Inventory
- Location Condition Code Default

Browse for a Location

Overview

The Location Browse pop-up window allows searching for Locations in the specified Warehouse.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > ☐ > Location Browse pop-up window

Page Fields

The following fields display on the **Location Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Location Search Criteria

Facility Nbr ℹ

Location Id

Location Desc

Location Type

Status

Dehumidified

Temperature Controlled

Outdoor

Hazardous

Freeze Location

Location Browse Results Grid

Select

Location Id

Location Desc

Location Type Cd

Freeze Location

Facility Nbr

Parent Location Id

Status

Floor

Bay

Aisle

Row

Rack

Inspection Schedule

Optional

Hazardous

Dehumidified

Temperature Controlled

Outdoor

GPS Longitude

GPS Latitude

RFID Coordinates

Weight Capacity

Cube Capacity

Height

Length

Width

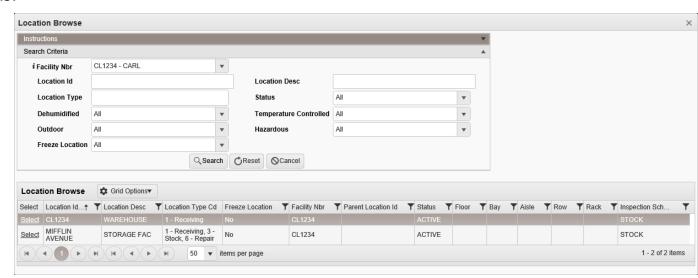Freeze Location

Procedure

> **DPAS Navigation Helpful Tips**
> Click the following link to display Warehouse Navigation Tips.

Browse for a Location

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset] *at any point of this procedure returns all fields to the default "All" setting.*

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select ⬚ . *The* **Location Browse** *pop-up window appears*.

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

- Use ▾ to select the Facility Nbr, or use 𝒊 to assist with the entry.

- Enter the Location ID in the field provided. *This is a 15 alphanumeric character field.*

- Enter the Location DESC in the field provided. *This is a 250 alphanumeric character field.*

- Enter the Location Type by selecting the field and choosing at least one type.

- Use ▾ to select the Status.

- Use ▾ to select if the location is Dehumidified.

- Use ▾ to select if the location is Temperature Controlled.

- Use ▾ to select if the location is Outdoor.

- Use ▾ to select if the location is Hazardous.

- Use ▾ to select if this is a Freeze Location.

3. Select ⌕ Search to begin the query. *Results display in the Location Grid below.*

4. Choose the Select hyperlink next to the desired Location. *The pop-up window closes and the selected Location appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Individual Return
- Individual Item Return
- Individual Reconciliation
- Inventory Update - Manager
- Inventory Update - User
- Materiel Movement - Pick
- Materiel Movement - Plan
- Physical Inventory
- QA / QC / Inspection
- Receiving
- SKO Assemble
- SKO Bulk Update
- SKO Disassemble
- Transportation - Pick
- Transportation - Plan
- Unit Issue Request
- Unit Issue Return
- Warehouse Transfer
- Container
- Location Condition Code Default
- Stock Item Individual Issue Location

Browse for a Master Issue List

Overview

The Master Issue List Browse pop-up window allows searching for Master Issue Lists in the DPAS catalog.

Navigation

DPAS Warehouse Module > *Various Procedural Steps* > [...] > Master Issue List Browse pop-up window

Page Fields

The following fields display on the **Master Issue List Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
412	Select "Grid Options" button for additional actions.
xxxx	Click "Select" to move a Master Issue List to the Selected list.
36	Select "Delete" button to remove record(s) from applicable tables.
xxxx	Click "Take Selected" to retrieve all Selected records and exit the browse.

Master Issue List Search Criteria

Desc *i*

Issue Type *i*

Available Master Issue List Results Grid

Select

Desc

Issue Type

Optional

Remarks

Established By

Established Dt/Tm

Last Updated By

Last Transaction Dt/Tm

Available Master Issue List Details Grid

LIN/TAMCN

Stock Nbr

Item Desc

Kit?

Qty

Occupation

Size Category

Size

Color

Optional

Established By

Established Dt/Tm

Last Updated By

Last Transaction Dt/Tm

Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Warehouse Navigation Tips.
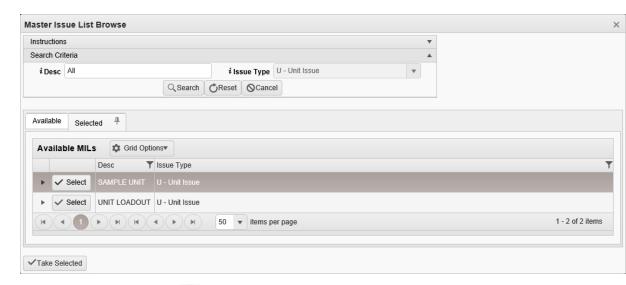
Browse for a Master Issue List

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select [...]. *The* **Master Issue List Browse** *pop-up window appears*.

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
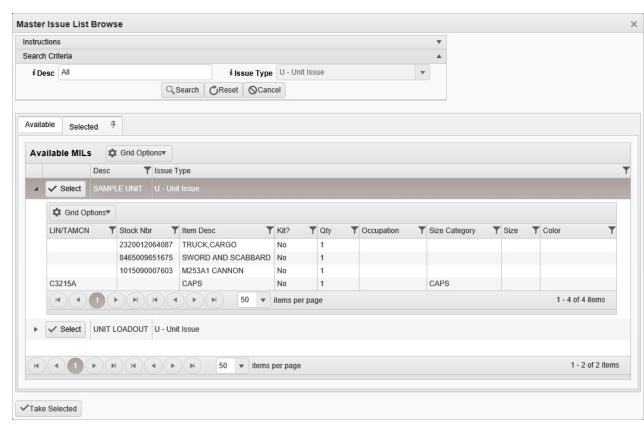
- Enter the DESC, using to assist with the entry. *This is a 250 alphanumeric character field.*

- Use to select the [Issue Type](#), or use to assist with the entry.

3. Select to begin the query. *Results display in the Available MILs Grid of the Available Tab.*

   Choose next to the desired MIL. *The MIL is dimmed, and appears in the Selected Tab.*

4.

   OR

   Select . *The assets within the MIL appear in the Details grid, and are not editable.*

5. Select the Selected Tab. *The list of chosen MILs appears in the Selected MILs grid.*

6. Select ✓Take Selected . *The pop-up window closes and the selected MIL appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Armory Issue
- Armory Return
- Individual Issue
- Individual Return
- Unit Issue Request

Browse for a Member Profile

Overview

The Member Profile Browse pop-up window allows searching for members associated with the current Logistics Program.

Navigation

DPAS Warehouse Module > *Various Procedural Steps* > [....] > Browse Member Profile pop-up window

Page Fields

The following fields display on the **Browse Member Profile** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Member Search Criteria

EDI PI

Last Name *i*

First Name *i*

Show Active

Member Profile Results Grid

Select

Last Name

First Name

Middle Initial

EDI PI

Valid EDI PI

Grade

Member Category Cd

Assigned UIC

Temporary Assigned UIC

Optional

Gender

Phone Nbr

DSN Nbr

Mobile Phone Nbr

Email Address

Expiration of Active Service

Remarks

Logistics Program

Interface System Cd

Program ID

Established Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By

Member

Procedure

> **DPAS Navigation Helpful Tips**
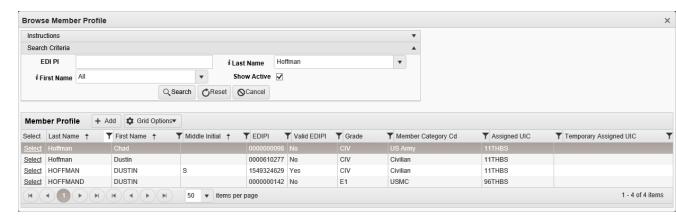> Click the following link to display Warehouse Navigation Tips.

Browse for a Member Profile

One or more of the Search Criteria fields can be entered to isolate the results. By default, all res-

ults are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select ⬚. *The **Browse Member Profile** pop-up window appears*.

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

— — Browse for a Member Profile — —

- Enter the EDI PI in the field provided. *This is a 10 numeric character field.*

- Use ▼ to select the Last Name, or use *i* to assist with the entry.

- Use ▼ to select the First Name, or use *i* to assist with the entry.

- Click ☐ to select the Show Active. *This ensures that only active members are displayed.*

3. Select 🔍 Search . *Results display in the Member Profile Grid below.*

4. Choose the Select hyperlink next to the desired Member. *The pop-up window closes and the selected Member Profile appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Individual Issue
- Individual Return
- Individual Reconciliation
- Inspection
- Location
- SKO Assemble
- Unit Issue Request
- Unit Issue Return

Browse for a Remote Storage Activity (RSA)

Overview

The Remote Storage Activity (RSA) Browse pop-up window allows searching for RSAs within the DODAAC.

Navigation

DPAS Materiel Management Module > *VARIOUS PROCEDURAL STEPS* > [...] > RSA Browse pop-up window

Page Fields

The following fields display on the **RSA Browse** pop-up window. For more information on each field, select the appropriate [hyperlink](#).

Instructions

The table below provides the list of instructions.

Number	Value

RSA Browse Results Grid

[Select](#)
[CICP/RSA Name](#)
[DoDAAC](#)
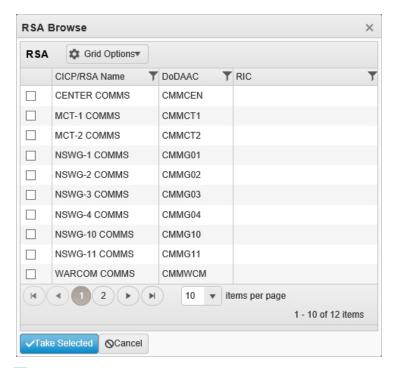[RIC](#)

Procedure

> **DPAS Navigation Helpful Tips**
> Click the following link to display [Inventory Control Point / Materiel Management Navigation Tips](#).

Browse for an RSA

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select [...]. *The* **RSA Browse** *pop-up window appears, with the list of CICP / RSA names and the encompassing DODAAC.*

2. Click ☐ to select the desired RSA. *The record is highlighted.*

3. Select **✓Take Selected**. *The pop-up window closes and the selected CICP / RSA appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Physical Inventory
- Intransit Viewer

Browse for a Real Property Site

Overview

The Real Property Site Browse pop-up window allows searching for Sites in the specified Installation.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > ▢ > Site Browse pop-up window

Page Fields

The following fields display on the **Site Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Site Search Criteria

Installation Nbr

Site Name

Site Browse Results Grid

Select

Site Name

RPSUID

Procedure

> **DPAS Navigation Helpful Tips**
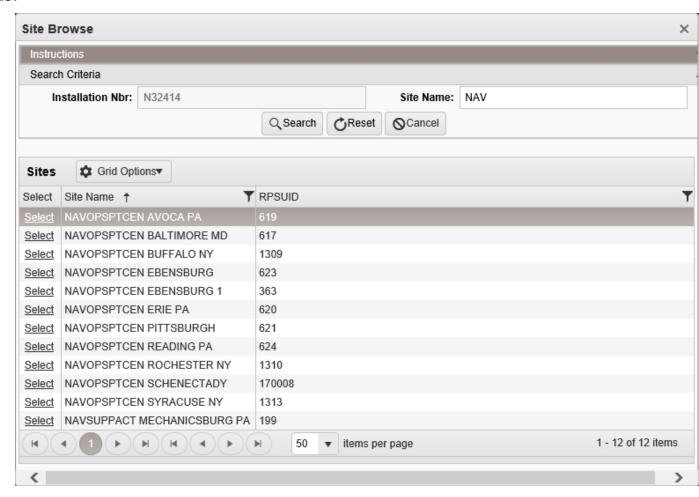> Click the following link to display Warehouse Navigation Tips.

Browse for a Site

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ↻Reset *at any point of this procedure returns all fields to the default "All"*

setting.

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select [···]. *The* **Site Browse** *pop-up window appears*.

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

Site Browse		✕
Instructions		
Search Criteria		

Installation Nbr: N32414   **Site Name:** NAV

[🔍 Search] [↻ Reset] [⊘ Cancel]

Sites   ⚙ Grid Options▾

Select	Site Name ↑	RPSUID
Select	NAVOPSPTCEN AVOCA PA	619
Select	NAVOPSPTCEN BALTIMORE MD	617
Select	NAVOPSPTCEN BUFFALO NY	1309
Select	NAVOPSPTCEN EBENSBURG	623
Select	NAVOPSPTCEN EBENSBURG 1	363
Select	NAVOPSPTCEN ERIE PA	620
Select	NAVOPSPTCEN PITTSBURGH	621
Select	NAVOPSPTCEN READING PA	624
Select	NAVOPSPTCEN ROCHESTER NY	1310
Select	NAVOPSPTCEN SCHENECTADY	170008
Select	NAVOPSPTCEN SYRACUSE NY	1313
Select	NAVSUPPACT MECHANICSBURG PA	199

|◀ ◀ ① ▶ ▶| |◀ ◀ ▶ ▶| 50 ▼ items per page   1 - 12 of 12 items

- *The Installation Nʙʀ automatically populates and is not editable.*

- Enter the Site Name in the field provided. *This is a 20 alphanumeric character field.*

3. Select [🔍 Search] to begin the query. *Results display in the Site Grid below.*

4. Choose the Select hyperlink next to the desired Location. *The pop-up window closes and the selected Site appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Facility

Browse for an SKO Inventory

Overview

The Sets Kits Outfits (SKO) Inventory Management Browse pop-up window allows verification of the components of a serialized kit.

Navigation

DPAS Warehouse Mgmt Module > *Various Procedural Steps* > **⚙ Verify Parts** >
SKO Inventory Management pop-up window

Page Fields

The following fields display on the **SKO Inventory Management** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
xxxx	Select a Stock Nbr to update the associated component.
xxxx	Disabled header Stock Nbrs are also components within the kit and may be edited at the detail level.
xxxx	Components with ✅ are items that are valid.
xxxx	Components with ❌ are items that are incomplete or unverified.
xxxx	Components with ⚠ contain changes that have not been applied.
xxxx	Components with ➕ are valid, incomplete, unverified or contain changes that have not been applied.
xxxx	Select the "Update" button to apply changes to the selected component.
xxxx	Select the "Reset" button to revert changes to the selected component.
xxxx	Select the "Finish" button to accepted all changes to the SKO inventory items and close the popup.
xxxx	Select the "Cancel" button to discard all changes made and close the popup.

SKO Inventory Management

View Attachments

All Components Grid

[LIN/TAMCN](#)

[Stock Nbr](#)

[Item Desc](#)

[Part Nbr](#)

[ICN](#)

[Serial Nbr](#)

[Cond Cd](#)

[Qty Issued](#)

[Qty Returning](#)

[Replaced Qty](#)

[Qty Not Ret.](#)

[Not Ret. Reason Cd](#)

[Verified](#)

Optional

[LIN/TAMCN Desc](#)

[Parent Stock Nbr](#)

[Parent ICN](#)

[Serialized](#)

[Required](#)

[Owning DoDAAC](#)

[Project Cd](#)

[Location](#)

[Container](#)

[Catalog Qty](#)

Component Details Panel

Catalog Panel

[Stock Nbr](#)

[Item Desc](#)

[Seralized](#)

[Required for Complete Kit](#)

Inventory Panel

[ICN](#) *

ICN Details Panel

[Serial Nbrs](#)

[Asset ID](#)

[Cond Cd](#) *

Return Details Panel

[Qty Issued](#)

[Qty Returning](#)

[Qty Not Returning](#)

[Not Ret. Reason Cd](#)

Procedures

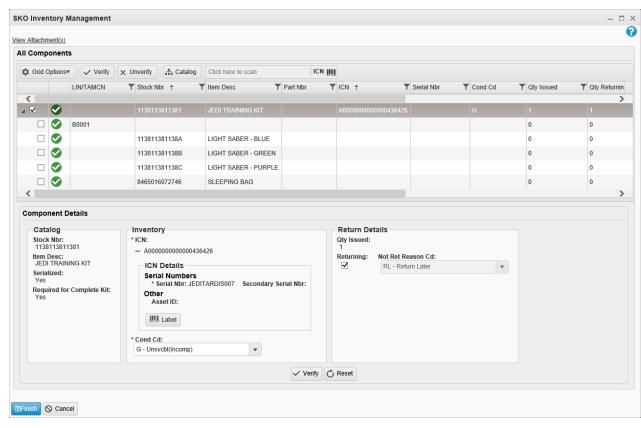> **DPAS Navigation Helpful Tips**
> Click the following link to display Warehouse Navigation Tips.

Verify the SKO

Selecting ⃠ Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select [⚙ Verify Parts]. *The **SKO Inventory Management** pop-up window appears.*

2. Select the View Attachments hyperlink to view any information relevant to this SKO.

3. Click ☐ to select the desired entry. *The SKO record is highlighted, and the Component Details panel appears beneath the All Components grid.*

4. *Verify the Catalog panel.*

   A. *Verify the STOCK NBR.*

   B. *Verify the ITEM DESC.*

   C. *Verify the Serialized field.*

   D. *Verify the Required for Complete Kit field.*

5. *Verify the Inventory panel.*

   A. Update the ICN, using […] to browse for the revised number. *This is a 20 alpha-numeric character field.*

      Inventory Control Number Browse help

   B. *Verify the Other details, like the ASSET ID.*

   C. Update the Cond Cd, using [▼] to select the desired code.

6. *Verify the Return Details panel.*

A. *Verify the QTY ISSUED.*

B. Update the QTY RETURNING, using ⬍ to choose the revised quantity.

C. *Verify the QTY Not Returning.*

   For each asset not being returned, specify the QTY Not Returning for each NOT RET REASON CD .

   a. Update the QTY RETURNING for RL — Return Later, using ⬍ to choose the revised quantity.

   b. Update the QTY RETURNING for CA — Command Authorized Loss, using ⬍ to choose the revised quantity.

   c. Update the QTY RETURNING for HA — HAZMAT/BIOMAT Damage, using ⬍ to choose the revised quantity.

   d. Update the QTY RETURNING for KI — KIA/MIA/WIA LOSS, using ⬍ to choose the revised quantity.

   e. Update the QTY RETURNING for LT — Left in Theatre, using ⬍ to choose the revised quantity.

   f. Update the QTY RETURNING for MD — Missing/Damaged Gear Statement, using ⬍ to choose the revised quantity.

   g. Update the QTY RETURNING for RD — Returned Different Size/SERIAL NBR, using ⬍ to choose the revised quantity.

   h. Update the QTY RETURNING for N6 — MDGS NAVMAC 6, using ⬍ to choose the revised quantity.

   i. Update the QTY RETURNING for CN — Consumed, using ⬍ to choose the revised quantity.

   j. Update the QTY RETURNING for RE — Returned Outside DPAS, using ⬍ to choose the revised quantity.

   k. Update the QTY RETURNING for GA — FLIPL [DD-FORM 200](#) /GOVT Authorized, using ⬍ to choose the revised quantity.

   l. Update the QTY RETURNING for GR — FLIPL [DD-FORM 200](#) /GOVT Reimbursed, using ⬍ to choose the revised quantity.

7. *Verify all of the information in the Individual Return Grid.*

8. *Verify the Individual Return records.*

9. Select [🖫Finish] . *The **SKO Inventory Management** pop-up window closes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — COND CD <COND CD> is invalid. (Item: ITEM DESC)	Invalid Entry. The STOCK NBR listed does not use the entered COND CD. Use ⬚ to choose the appropriate COND CD, and click Verify.
195 — SERIAL NBR contains invalid special characters.	Invalid Characters Entered in the Serial Number field. The field must have alphanumeric characters only. Re-enter the Serial Number.
1168 — Last Test Date cannot be > the Current Date.	Invalid Date Entry. The Last Test Date must be before the system date (Current Date). Re-enter the date.

Related Topics

- Assemble an SKO
- Update an SKO (Bulk)
- Disassemble an SKO Overview
- QA / QC / Inspection
- Update an SKO (Serial)
- Update an Individual Reconciliation — Return Details
- Individual Return

Browse for a Stock Number

Overview

The Stock Number Browse pop-up window allows searching for assets in the DPAS catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > ⬜ > STOCK NBR Browse pop-up window

Page Fields

The following fields display on the **STOCK NBR Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

STOCK NBR Browse

LIN/TAMCN 𝒊

Stock Nbr

Item Desc 𝒊

Size

Color

Reportable Commodity Type

STOCK NBR Results Grid

Select

LIN/TAMCN

Stock Nbr

Item Desc

Size

Color

Reportable Commodity Type

Optional

[Security Commodity Type](#)

[LIN/TAMCN Desc](#)

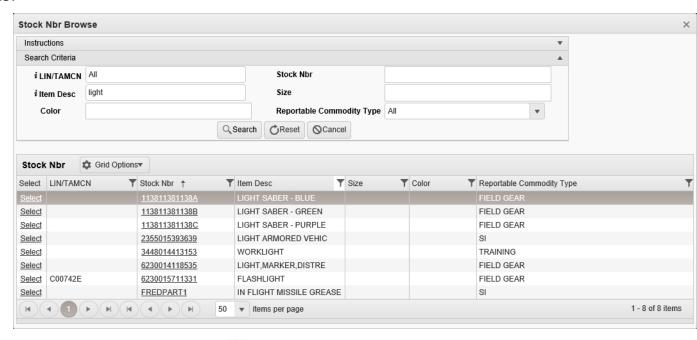[Mgmt Cd](#)

Procedure

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Warehouse Navigation Tips.

Browse for a Stock Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting ⊘ Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select ⋯. *The* **STOCK NBR Browse** *pop-up window appears*.

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

Stock Nbr Browse						✕
Instructions						▼
Search Criteria						▲

i LIN/TAMCN	All	Stock Nbr	
i Item Desc	light	Size	
Color		Reportable Commodity Type	All ▼

🔍 Search   ⟳Reset   ⊘Cancel

Stock Nbr   ⚙ Grid Options▾

Select	LIN/TAMCN	Stock Nbr ↑	Item Desc	Size	Color	Reportable Commodity Type
Select		113811381138A	LIGHT SABER - BLUE			FIELD GEAR
Select		113811381138B	LIGHT SABER - GREEN			FIELD GEAR
Select		113811381138C	LIGHT SABER - PURPLE			FIELD GEAR
Select		2355015393639	LIGHT ARMORED VEHIC			SI
Select		3448014413153	WORKLIGHT			TRAINING
Select		6230014118535	LIGHT,MARKER,DISTRE			FIELD GEAR
Select	C00742E	6230015711331	FLASHLIGHT			FIELD GEAR
Select		FREDPART1	IN FLIGHT MISSILE GREASE			SI

⏮ ◀ ① ▶ ⏭ ⏮ ◀ ▶ ⏭ 50 ▼ items per page   1 - 8 of 8 items

- Enter the LIN/TAMCN, using *i* to assist with the entry. *This is a 10 alphanumeric character field.*

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*

- Enter the Size in the field provided. *This is a 50 alphanumeric character field.*

- Enter the Color in the field provided. *This is a 15 alphanumeric character field.*

- Use to select the [Reportable Commodity Type](#).

3. Select to begin the query. *Results display in the STOCK NBR Grid below.*

   Choose the Select [hyperlink](#) next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

4.

   OR

   Choose the Stock Nbr [hyperlink](#). *The **Substitute Stock Number Browse** pop-up window displays.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

ICP

- [Stock Item](#)
- [Contract](#)
- [DLMS Transaction](#)
- [Inventory Transaction Inquiry](#)
- [Inventory Transaction Viewer](#)
- [Physical Inventory](#)
- [Requisition](#)

Warehouse

- Collateral Item
- Equipment Type
- Mfr Part Nbr
- Shelf Life Extension

- SKO Catalog
- Stock Item
- Stock Number
- Substitute Stock Number
- Master Issue List
- Stock Nbr Inventory Inquiry
- Unit Issue Activity Inquiry
- Armory Issue
- Disposition
- Individual Issue
- Individual Item Return
- Individual Return
- Individual Reconciliation
- Inventory Update - ICN
- Inventory Update - Manager
- Inventory Update - User
- Maintenance Issue
- Materiel Release Order
- Physical Inventory
- Project Management
- QC Inspection
- Receiving
- Replenishment Review
- SKO Assemble
- SKO Disassemble
- Unit Issue Post-Post
- Unit Issue Return
- Warehouse Issue
- Warehouse Transfer
- Manage Stock Number Lists
- Container
- Location Condition Code Default
- Stock Item Individual Issue Location

Browse for a Substitute Stock Number

Overview

The Substitute Stock Number Browse pop-up window allows searching for replacement assets in the DPAS catalog.

Navigation

DPAS Warehouse Module > *Various Procedural Steps* > [...] > Stock Nbr Browse > Stock Nbr hyperlink > Browse Substitute Stock Numbers pop-up window

Page Fields

The following fields display on the **Browse Substitute Stock Numbers** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
433	Click "Select" button to choose a record.

Substitute Stock Nbr Results Grid

Select
Compatibility %
Substitute Stock Nbr
Substitute Item Desc
Stock Item (Y/N)
Substitute Color
Substitute Size
Substitute Stocking UI
Substitute Price

Optional

Substitute LIN/TAMCN
Substitute Length (In)
Substitute Width (In)
Substitute Height (In)
Substitute Weight (Lbs)
Established By
Established Dt/Tm

Last Transaction Dt/Tm

Last Updated By

Program Id
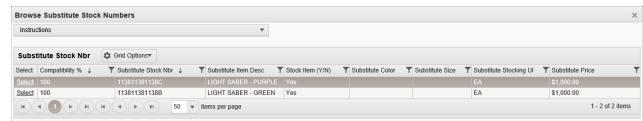
Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Browse for a Substitute Stock Number

Selecting [Ⓢ Cancel] *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select ⬚ . *The* **Browse Substitute Sᴛᴏᴄᴋ Nʙʀ** *pop-up window appears, with the list of replacement stock numbers available*.

Browse Substitute Stock Numbers								×
Instructions ▼								
Substitute Stock Nbr ⚙ Grid Options▼								
Select	Compatibility % ↓	▼ Substitute Stock Nbr ↓	▼ Substitute Item Desc	▼ Stock Item (Y/N)	▼ Substitute Color	▼ Substitute Size	▼ Substitute Stocking UI	▼ Substitute Price ▼
Select	100	113811381138C	LIGHT SABER - PURPLE	Yes			EA	$1,000.00
Select	100	113811381138B	LIGHT SABER - GREEN	Yes			EA	$1,000.00
⏮ ◀ ① ▶ ⏭ ⏮ ◀ ▶ ⏭ 50 ▼ items per page								1 - 2 of 2 items

2. Choose the Select hyperlink next to the desired Substitute Sᴛᴏᴄᴋ Nʙʀ. *The pop-up window closes and the selected Substitute Sᴛᴏᴄᴋ Nʙʀ appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Stock Number Browse
- Stock Number
- Add a Substitute Stock Number

Browse for a Unit Identification Code (UIC)

Overview

The Unit Identification Code (UIC) Browse pop-up window allows searching for units that contain members.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > [...] > UIC Browse pop-up window

Page Fields

The following fields display on the **UIC Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

UIC Browse

UIC

Account Name

UIC Results Grid

Select

UIC

UIC Name

Account Name

Parent UIC

Logistics Program Name

Warehouse Name

Status

Procedure
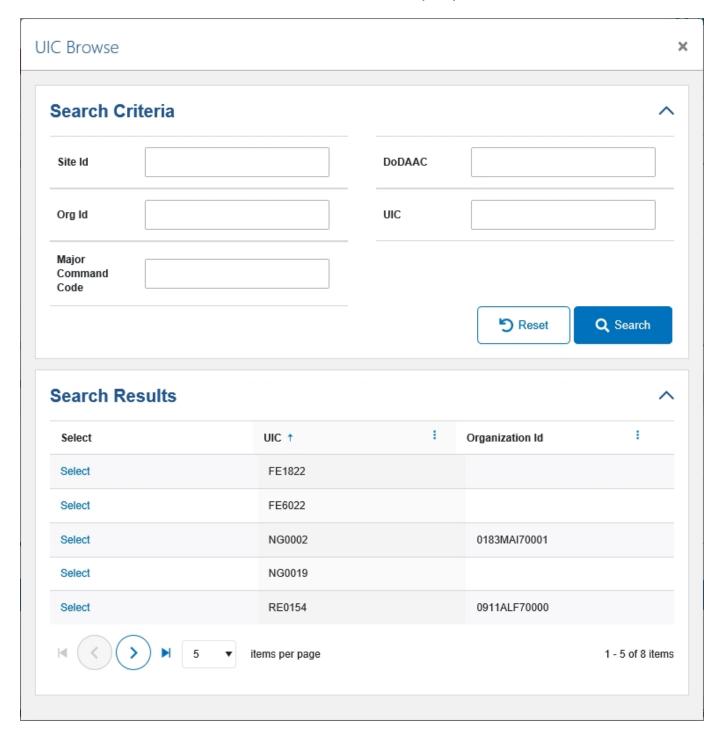

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Browse for a Unit Identification Code (UIC)

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [⟳Reset] *at any point of this procedure returns all fields to the default "All" setting.*

Selecting [⊘ Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select ⬚. *The* **UIC Browse** *pop-up window appears*.

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

UIC Browse ✕

Search Criteria ⌃

Site Id	[_____]	DoDAAC	[_____]
Org Id	[_____]	UIC	[_____]
Major Command Code	[_____]		

↺ Reset   🔍 Search

Search Results ⌃

Select	UIC ↑	⋮	Organization Id	⋮
Select	FE1822			
Select	FE6022			
Select	NG0002		0183MAI70001	
Select	NG0019			
Select	RE0154		0911ALF70000	

|◀ (<) (>) ▶| 5 ▼ items per page   1 - 5 of 8 items

- Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the Account Name in the field provided. *This is a 50 alphanumeric character field.*

3. Select 🔍 Search . *Results display in the Browse UIC Grid below.*

4. Choose the Select hyperlink next to the desired UIC. *The pop-up window closes and the selected UIC appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Inspection
- Individual Issue

User Dashboard

Overview

The Materiel Management module User Dashboard provides the ability to validate users logging in to the Materiel Management module. Access is controlled via PKI, through use of a Common Access Card (CAC). A log in and password is also used on an exception basis.
Returning users are automatically logged into the ICP last accessed. If the ICP no longer exists, or this is an initial log in, a screen appears to allow the selection of a viable ICP.

Navigation

USER ID > User Dashboard page

Page Fields

The following fields display on the **User Dashboard** page. For more information on each field, select the appropriate hyperlink.

Instructions

User Dashboard

The table below provides the list of instructions.

Number	Value

Change Active Tier

The table below provides the list of instructions.

Number	Value
xxxx	Select an access level.

Red User Info Bar

User Id

ICP

Change Active Tier

Search for Tier...

User Profile

User Id

IA Training Dt Lst

Days until IA Training Due

Phone Nbr

DSN Nbr

Email Address *

DPAS Access Tab

Level

Roles

Commodity Type

Training Status Tab

Curriculum Nbr

Curriculum Name

Curriculum Desc

Cmpltd Dt

(*) Asterisk identifies mandatory fields.
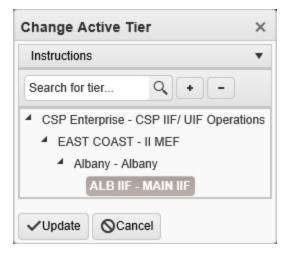
Procedures

> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point / Materiel Management Navigation Tips.

Change the Active Tier

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select the ICP hyperlink. *The* **Change Active Tier** *pop-up window appears, with the existing ICP highlighted.*

2. Use ▶ to select the different levels available to find the desired ICP.

3. Select [✓ Update] . *The **Change Active Tier** pop-up window closes, and the new ICP selection is saved.*
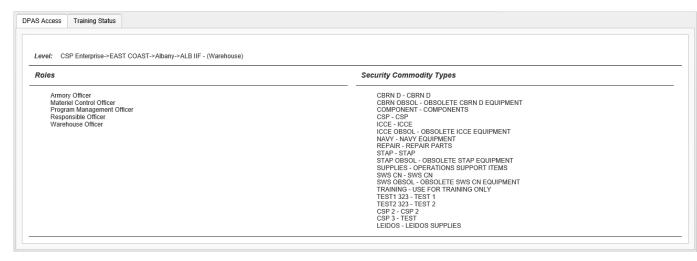
View the User Profile

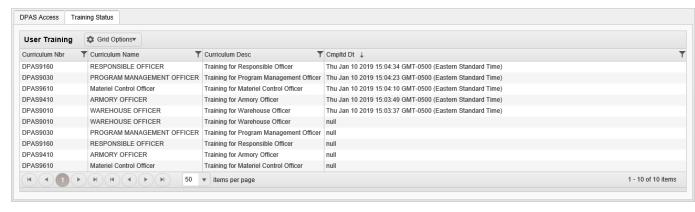1. Select the USER ID hyperlink. *The **User Dashboard** page appears, open to the DPAS Access tab.*

- *The USER ID automatically populates and is not editable.*
- *The IA Training DT LST automatically populates and is not editable.*
- *The Days until IA Training Due automatically populates and is not editable.*
- *The PHONE NBR automatically populates and is not editable.*
- *The DSN NBR automatically populates and is not editable.*
- *The E-MAIL Address automatically populates and is not editable.*

View the DPAS Access and Training Status

1. Select the DPAS Access tab.

- *The Level automatically populates and is not editable.*
- *The Roles automatically populates and is not editable.*
- *The Security Commodity Types automatically populates and is not editable.*

2. Select the Training Status tab.

- *The CURRICULUM NBR automatically populates and is not editable.*
- *The Curriculum Name automatically populates and is not editable.*
- *The Curriculum Description automatically populates and is not editable.*
- *The CMPLTD DT automatically populates and is not editable.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

Related Topics

- Welcome
- Contact Us
- DPAS Materiel Management Overview
- DPAS Materiel Management Grid Options Overview
- DPAS Materiel Management Navigation
- Using DPAS Help Overview
- Using DPAS Help Toolbar
- Using DPAS Help Topics
- Using DPAS Help Menus

Accessibility

The pages on the Defense Property Accountability System (DPAS) web-site are developed to be accessible to individuals with disabilities, in accordance with Section 508 of the Rehabilitation Act of 1973, as amended-29 U.S.C. § 794.

Specifically, the pages have been developed to comply with the following 508 web site accessibility requirements developed by the Architectural and Transportation Barriers Compliance Board (The Board) and published by the W3C as worldwide accessibility standards.

These requirements are based upon the Final Rule as Published in the Federal Register on December 21, 2000 at 36 CFR Part 1195 [Docket No. 2001-01] RIN 3014-AA25 and as published in The Board's on-line guide to the standards for Web-based Intranet and Internet Information and Applications (1194.22).

These requirements include the following:

A text equivalent for every non-text element shall be provided (e.g., via "alt," "longdesc," or in element content).

Equivalent alternatives for any multimedia presentation shall be synchronized with the present-ation.

Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.

Documents shall be organized so they are readable without requiring an associated style sheet.

Redundant text links shall be provided for each active region of a server-side image map.

Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

Row and column headers shall be identified for data tables.

Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.

Frames shall be titled with text that facilitates frame identification and navigation.

Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of these standards, when compliance cannot be accomplished in

any other way. The content of the text-only page shall be updated whenever the primary page changes.

When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

A method shall be provided that permits users to skip repetitive navigation links.

When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

If you have trouble using this site, report the issue to the point of contact listed on the Contact Us page.

Consent To Monitoring

This is a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

> The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

> At any time, the USG may inspect and seize data stored on this IS.

> Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

> This IS includes security measures (e.g., authentication and access controls) to protect USG interests — not for your personal benefit or privacy.

> Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants.
> Such communications and work product are private and confidential.
> See User Agreement for details.

External Link Disclaimer

The appearance of hyperlinks does not constitute endorsement by the Department of Defense (DoD) or the Defense Finance and Accounting Service (DFAS) of this Web site or the information, products or services contained therein.
For other than authorized activities such as military exchanges and Morale, Welfare and Recreation sites, the DoD and the DFAS does not exercise any editorial control over these locations.
All links are provided consistent with the Mission of the Defense Property Accountability System (DPAS).

Let us know about existing external links which you believe are inappropriate and about specific additional external links which you believe ought to be included.

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