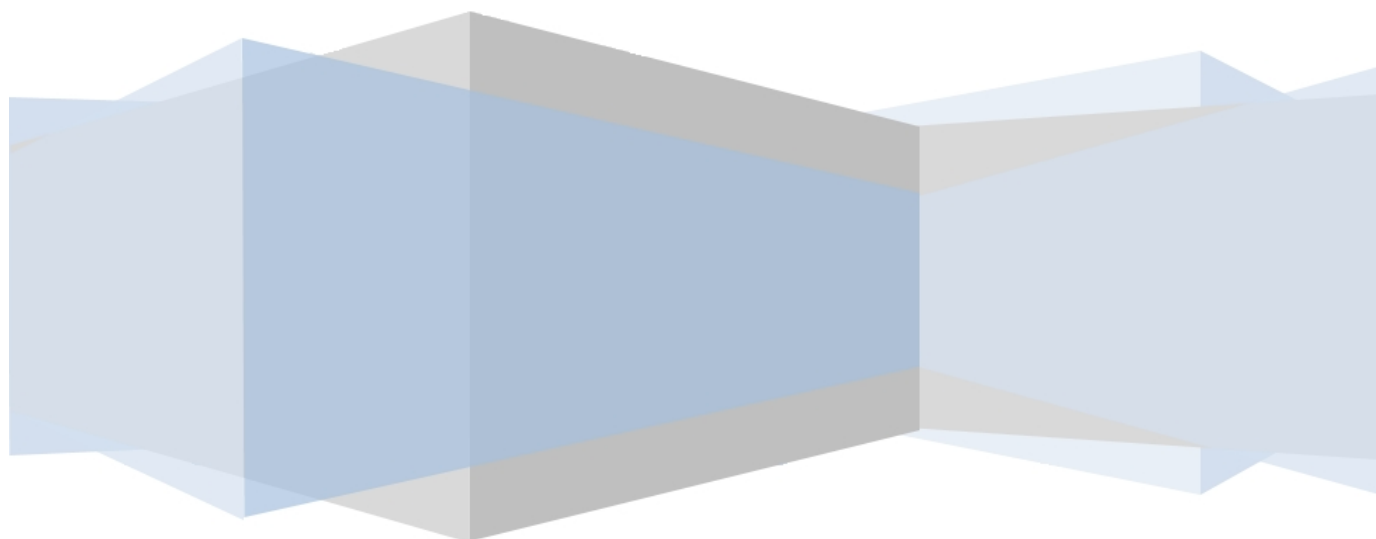# Integrated Materiel Management / Inventory Control Point

## Defense Property Accountability System

## Printed Manual

**Version 30 Jan 2023**

# Welcome

## Overview — DPAS

Welcome to the Defense Property Accountability System (DPAS) Inventory Control Point (ICP) / Materiel Management (MM) Help 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 — Inventory Control Point/Materiel Management Help

This online help is designed to provide access to detailed information and instructions about the various processes contained within the ICP / MM 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. The topics also assist with managing large-ticket items, issues, and assets, in any DoD environment.

## Navigation

DPAS Inventory Control Point (ICP) / Materiel Management (MM) Module > Any Process

Page > Instructions Panel > Help

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.

## 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:
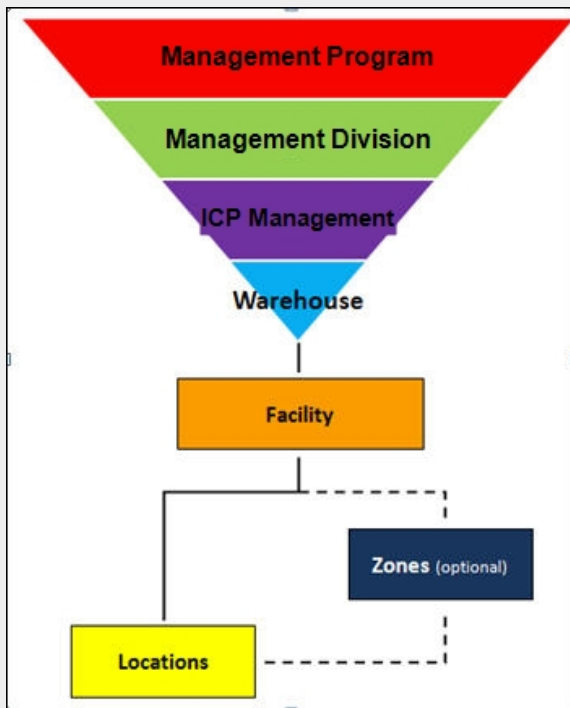
**Management Program** — displays all available Program Names, Program Descriptions, Agencies, and Banners
 — The top tier.

**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 (forklifts, 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

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# 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

| 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. |
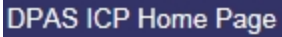
## Blue Menu Bar

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.  Click on 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.
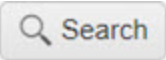
    > **Note**
    >
    > Some search fields provide **Intellisense** _i_ , which is the automatic completion of a field entry in a software application.
    >
    > The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely 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*  *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 | ▼ |
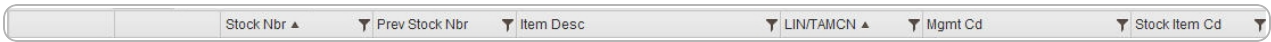
*Shows the title of each column, along with the ability to sort and / or filter that column.*

- **Individual Records —**

| ✎ Edit | ✕ Delete | 0004445552223... | | NIKISKOTEST | | A - Serial Number Managed | B - Part Nbr | ICCE | ICCE | G - Gen PP&E |
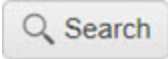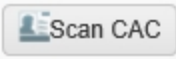
*Shows the rows of data in the Results Grid. The first few columns contain the buttons to work with each record, and the rest contain the data in that record.*
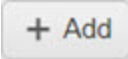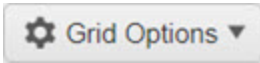
# Standard Buttons

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

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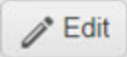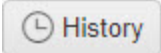
- **Search**  Q Search  —
  *Searches the data within the process results grid.*

- **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** $\boxed{\text{🖉 Edit}}$ —
  *Revises a record in the process.*

- **Delete** $\boxed{\times \text{ Delete}}$ —
  *Erases a record in the process.*

- **History** $\boxed{\text{🕘 History}}$ —
  *Opens the History pop-up window, and shows the past edits of the record in the process.*

- **Labels** $\boxed{\text{▥ Labels}}$ —
  *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
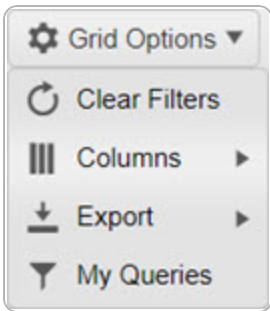
These options change the way information appears in the Results Grid. They include:

### Clear Filters

Erases any filters used within the Results Grid columns.

⚙ Grid Options ▼

⟳ Clear Filters

▥ Columns ▶

⬇ Export ▶
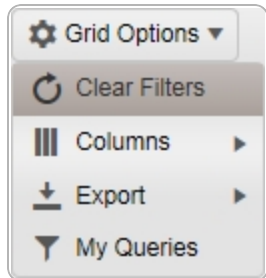
▽ My Queries

## Columns

Changes what columns are viewed in the Results Grid.

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**Export**

Saves the Results Grid in a different format.
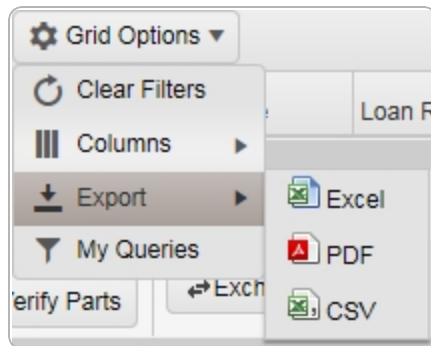
The format choices are:

- **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.
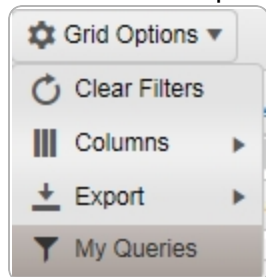


# Related Topics

- 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

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# 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:.

**Search Criteria**

| | |
|---|---|
| LIN/TAMCN | All |
| LIN/TAMCN Desc | |
| Size Category | |
| Status | All |

[↺ Reset] [🔍 Search]

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

- Enter the LIN/TAMCN DESC, using 𝒊 to assist with the entry. *This is a 64 alpha-numeric character field.*

- Use ⌄ to select the Size Category.

- Use ⌄ to select the Status.

2.	Select [ 🔍 Search ]. *The Search Results appear.*

**Search Results** ⌃

Options ▾ | + Add | ✎ Edit | 🗑 Delete | ⓘ History

| ☐ ▾ | LIN/TAMCN ⋮ | LIN/TAMCN Desc ⋮ | Size Category ↓ ⋮ | Status ⋮ | Primary Attachment |
|---|---|---|---|---|---|
| ☐ | D00599 | TEST | TEST CONN0302 | ACTIVE | -- |
| ☐ | TAC0302 | TEST | TEST CONN0302 | ACTIVE | -- |
| ☐ | RR001 | TEST | CRU-80/P FILTER SET | ACTIVE | -- |
| ☐ | T35238 | TEST | COVERALLS, CHEMICAL | ACTIVE | -- |
| ☐ | T92889 | test | -- | ACTIVE | -- |
| ☐ | DDD | TEST | -- | INACTIVE | -- |
| ☐ | CVR000 | TEST | -- | ACTIVE | -- |

⏮ ⓦ 1 ⏩ ⏭   10 ▾ items per page                                    1 - 7 of 7 items

---

## Add a LIN/TAMCN

Select [ + Add ]. *The **Add a LIN/TAMCN** slide-out window appears.*

## Update 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 [ ✎ Edit ]. *The **Update a LIN/TAMCN** slide-out window appears.*

## Delete 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 🗑 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** slide-out 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** slide-out window appears.*

## View the STOCK NBR Details

Select the LIN/TAMCN hyperlink. *The **Stock Nbr Details** slide-out 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
- View the LIN/TAMCN Stock Nbr Details

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# 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 slide-out window

## Page Fields

The following fields display on the **Add LIN/TAMCN** slide-out 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** *slide-out window displays.*

---

**Add LIN/TAMCN**                                                    ✕

▸ **Instructions / Help**

**LIN/TAMCN**                                                        ⌃

\* LIN/TAMCN   [                🔍 ]        \* LIN/TAMCN Desc   [                    ]

Size Category   [                    ]        \* Status   [ ACTIVE            ▾ ]

**Remarks**                                                          ⌃

Remarks   [                    ]        History Remarks   [                    ]

[ ✖ Cancel ]                                              [ 🖫 Save ]

---

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 Materiel Control Number Browse help

3.   Enter the LIN/TAMCN Dᴇsᴄ 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 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.*

7.   Select [💾 Save]. *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 alphanumeric with supported special character(s)** | Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, |

| | |
|---|---|
| **$, — , /, #, &, comma, period, and space.** | comma, period, and space. Special characters like ! or @ are prohibited. |
| **13 — Mandatory Entry:** *LIN/TAMCN.* | Missing Entry. Enter the appropriate information in the desired field. |
| **13 — Mandatory Entry:** *LIN/TAMCN DESC.* | |
| **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
- View the LIN/TAMCN Stock Nbr Details

ODASD (Logistics)
under A&S Sustainment

DPAS Helpdesk
1-844-843-3727

# 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 slide-out window

## Page Fields

The following fields display on the **Edit LIN/TAMCN** slide-out 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** *slide-out window displays.*

Edit LIN/TAMCN                                                    ✕

▸ Instructions / Help

| LIN/TAMCN | CC001 | * LIN/TAMCN Desc | Test |
| Size Category | | * Status | ACTIVE ▼ |

**Remarks**                                                        ⌃

| Remarks | | History Remarks | |

[ ⊗ Cancel ]                                            [ 🖫 Save ]

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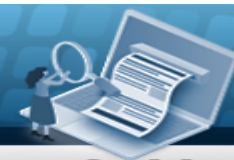
4. Update the LIN/TAMCN DESC, entering the revised description in the field provided. *This is a 250 alphanumeric character field.*

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 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:** *LIN/TAMCN.* | Missing Entry. Enter the appropriate information in the desired field. |
| **13 — Mandatory Entry:** *LIN/TAMCN DESC.* | |
| **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 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
- Add a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN History
- Add an Attachment
- View the LIN/TAMCN Stock Nbr Details

# Delete a LIN/TAMCN

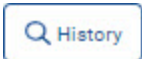## Overview

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:<br>• There are active Stock Number records utilizing that LIN/TAMCN<br>• There are active Authorization records utilizing that LIN/TAMCN<br>• There are active Master Issue Lists utilizing that LIN/TAMCN<br>• There are active Issue Line Item Records utilizing that LIN/TAMCN<br>• There are active Physical Inventory Records utilizing that LIN/TAMCN |

## Navigation

CATALOG MGMT > LIN/TAMCN > [ 🔍 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.*

---

Delete LIN/TAMCN                                                                            ✕

▸ **Instructions / Help**

⚠ **Warning:**
Are you sure you want to delete this LIN/TAMCN?

**LIN/TAMCN Information**                                                                    ⌃

LIN/TAMCN        22344N                      LIN/TAMCN Desc        TEST

**Remarks**                                                                                 ⌃

History Remarks   [                                                              ]

[ 🗑 Delete ]                                                              [ ⊗ Cancel ]

---

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 associated with AUTH RECORD(s); cannot delete.** | Invalid Deletion. Locate any AUTH RECORD that is 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
- View the LIN/TAMCN Stock Nbr Details

DPAS
Defense Property Accountability System

# 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 slide-out window

## Page Fields

The following fields display on the **LIN/TAMCN History** slide-out 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

ODASD (Logistics)
under A&S Sustainment

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1-844-843-3727

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* [ 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 [ History ]. *The* **LIN/TAMCN History** *slide-out window appears.*

**LIN/TAMCN History**                                                    ✕

▸ **Instructions / Help**

🔧 Options ▾

| LIN/TAMCN | LIN/TAMCN Desc | Operation | Last Updated By | Last Transaction Dt/Tm | Size Category | Status |
|---|---|---|---|---|---|---|
| CC001 | Test | Added | CONNOLLYP1 | 04/01/2022 08:25 AM | -- | ACTIVE |

|◀ ◀ 1 ▶ ▶| 10 ▾ items per page          1 - 1 of 1 items

[ ❌ Cancel ]

A. *Verify the LIN/TAMCN.*

B. *Verify the LIN/TAMCN Dᴇꜱᴄ.*

C. *Verify the Operation.*

D. *Verify the Last Transaction Dᴛ/Tᴍ.*

E. *Verify the Last Updated By.*

F. *Verify the Size Category.*

3. Select [ ⊗ Cancel ] . *The **LIN/TAMCN History** slide-out 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. |

# Related Topics

- LIN/TAMCN Overview
- Add a LIN/TAMCN
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- Add an Attachment

- View the LIN/TAMCN Stock Nbr Details

# View the LIN/TAMCN Stock Nbr 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

CATALOG MGMT > LIN/TAMCN > [ Q Search ] > LIN/TAMCN hyperlink > STOCK NBR Details slide-out window

## Page Fields

The following fields display on the **STOCK NBR Details** slide-out 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 STOCK NBR Details

*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 hyperlink. *The* **STOCK NBR Details** *slide-out window appears.*

### Stock Numbers Details ✕

▸ Instructions / Help

🔧 Options ▾

| Stock Nbr | Item Desc | Size | Color | Mgmt Cd | Managing Shelf Life Cd |
|---|---|---|---|---|---|
| 8415010438379 | RACE SUIT - 34R | 34R | -- | B - Bulk Managed | 0 - Non-deteriorative |
| 8415010438381 | RACE SUIT - 36R | 36R | -- | B - Bulk Managed | 0 - Non-deteriorative |
| 8415010438384 | RACE SUIT - 38R | 38R | -- | B - Bulk Managed | 0 - Non-deteriorative |

◁ ‹ 1 › ▷   10 ▾ items per page                    1 - 3 of 3 items

❌ Cancel

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 [ ⊗ Cancel ]. *The **STOCK NBR Details** slide-out 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. |

# 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

## 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 five 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.
- **I - Intangible** (Intangible)
  — created for Software and other stock that has no physical presence.
- **L - Local** (Local)
  — created at the local level, when the MCN does not fit the required form for the asset.

DPAS 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 ICP / MM module to access NSN data in the Federal Logistics Data (FEDLOG). The TDMS allows the ICP / MM 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). |
| --- | --- |
| **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 = alpha-numeric 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. |

## Search Criteria Grid

Stock Nbr  *i*
Stock Item Cd
Reportable Commodity Type
Item Desc  *i*
Type Asset Cd
Mgmt Cd
LIN/TAMCN  *i*
FSC  *i*

## 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
Lst Updtd 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 ![search] to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

      Internal Stock Number Browse help

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

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

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

- Use ⌄ to select the Stock Item Cd.

- Use ⌄ to select the Type Asset Cd.

- Enter the FSC, using ![i] 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 ![Search] . *The results display in the Search Results grid.*

## Attach a Document to a Stock Number

1.  Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and*  *becomes available.*

2.  Select . *The **Add Attachments** 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

- Stock Item Overview
- LIN/TAMCN Overview

DPAS Helpdesk
1-844-843-3727

## 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.

Help Reference Guide

## 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
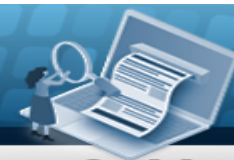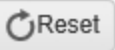
Unit Price
Total Value

# 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:.



- 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 Materiel 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 |

Selected 0/3 — 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
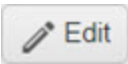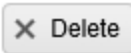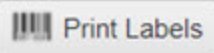
Select + Add . *The **Add Stock Item** pop-up window appears.*

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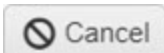
1. Click ☐ to select the desired entry. *The Stock Item is highlighted, and* ✏ Edit *,* ✕ Delete *, and* ▐▐ Print Labels *become available.*

2. Select ☐ (desired record) > ✏ Edit . *The **Edit Stock Item** pop-up window appears.*
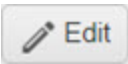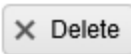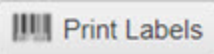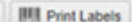
## Delete a Stock Item

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 secur-** | Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try |

Help Reference Guide

| | |
|---|---|
| **ity access.** | the Search again. |

## Related Topics

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

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1-844-843-3727

# 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 *

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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.*

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

8.

   **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.
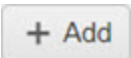
E.   Use ⬍ to choose the MIN STOCK QTY.

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.

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

O.

**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: *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
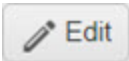
- Stock Item Overview
- Update a Stock Item
- Delete a Stock Item

Help Reference Guide

# 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 |

   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 ✏ Edit . *The* **Edit Stock Items** *pop-up window displays, with the Stock Item Tab available.*

**Edit Stock Items**                                         ✕

Instructions                                                 ▼

Stock Item    Replenishment Info    Thresholds

┌─ Stock Item ──────────────────────────────────────────────┐
│  * Stock Nbr                    * RSA                       │
│  1386013343873                  CENTER COMMS                │
│                                                            │
│  * DoDAAC                                                  │
│  N68869                                                    │
│                                                            │
│  * Inv Segment Id               * Freeze Cd                │
│  ┌──────────────────────┬───┐   ┌──────────────────┬───┐   │
│  │ A - Inventory A Schedule │ ▼ │  │ N - No Freeze    │ ▼ │   │
│  └──────────────────────┴───┘   └──────────────────┴───┘   │
│  Add / Edit Remarks                                        │
└────────────────────────────────────────────────────────────┘

  ✔Update    ⊘Cancel

**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.

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.
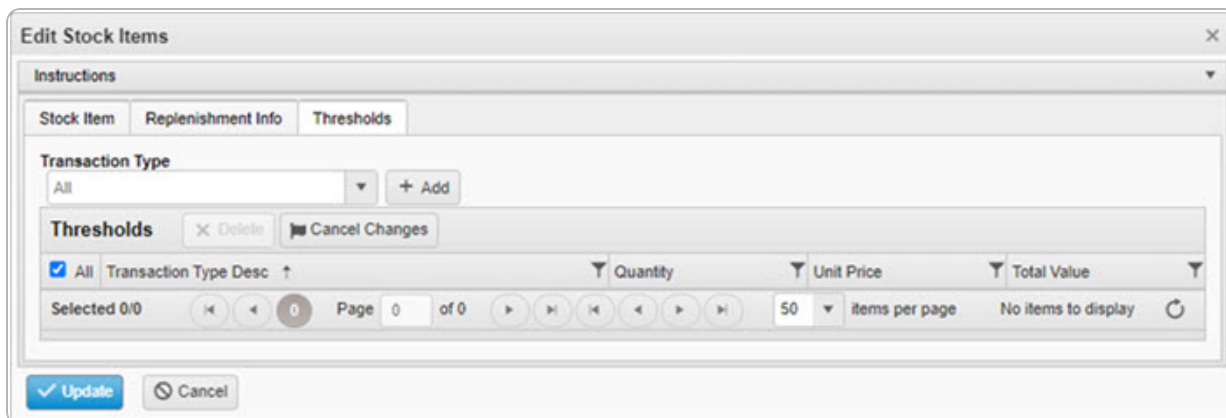
H.    *Verify the MAX Safety Stock PCT.*

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.

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

**OR**
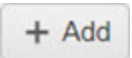
Select the Thresholds tab to continue revising the information.



**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.

Help Reference Guide

### 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.** | Missing Entry. Enter an amount that is greater than zero in the desired field. |
| **1082 — *MIN STOCK QTY* cannot be < 0.** | |
| **1083 — *MAX ORD QTY* cannot be < 0.** | |
| **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 Ware-** | Invalid Entry. The Warehouse currently signed in does not have Parent Warehouse. Choose a |

| | |
|---|---|
| **house. Cannot select Warehouse Transfer as the Replenishment Source.** | 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
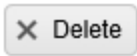
- Stock Item Overview
- Add a Stock Item
- Delete a Stock Item

# 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

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## 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.*



2. Select [ ✕ Delete ] . *The **Delete Stock Item** pop-up window appears.*

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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 sup-** | Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following |

| | |
|---|---|
| **ported special character(s) $, —, /, #, &, comma, period, and space.** | 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** | Invalid Deletion. A Stock Item cannot be deleted if there are any Threshold Records associated with it. Review the Stock Item again, and |

| | |
|---|---|
| **delete.** | 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 automatically 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.
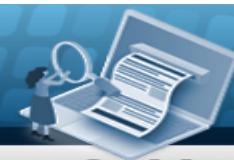
| Number | Value |
|--------|-------|
| **21** | Select "Add" button to create a new record. |

| | |
|---|---|
| **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*
Established Dt/Tm From
Established Dt/Tm To

Refer To RIC  *i*

## 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:.

**Help Reference Guide**



- Use 🛈 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 🛈 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 [🔍 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. |

| **21** | Select "Add" button to create a new record. |
| **14** | Select "Cancel" button to return to previous page. |

## 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.*

   | Add Referral | × |
   |---|---|
   | Instructions | ▼ |
   | * **i** Stock Nbr | [_____] [...] |
   | * Refer to RIC | [_____] |
   | | ⊘ Cancel   + Add |

   **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.** | Missing Entry. Enter the appropriate information in the desired field. |
| **13 — Mandatory Entry: Refer To RIC.** | |

| **968 — STOCK NBR does not exist. Notify Master Catalog POC for action.** | Invalid Entry. The STOCK NBR entered does not exist 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 alphanumeric (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
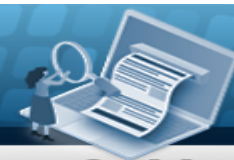
## Procedures

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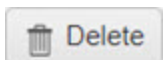
2. Select [🗑 Delete]. *The **Delete Referral** pop-up window appears.*
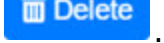
**Delete Referral**                    ✕

Instructions                          ▼

Are you sure you want to delete this Stock Number Referral?

[⊘ Cancel]   [🗑 Delete]

3. Select [🗑 Delete]. *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

## 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:.

## Manufacturer Part Nbr

### Search Criteria

| | | | | |
|---|---|---|---|---|
| Stock Nbr | | 🔍 | Item Desc | All |
| Mfr Name | All | | CAGE Cd | All |
| Mfr Part Nbr | All | | FAST Reportable | All ▾ |
| Mfr Model Nbr | All | | Non Accountable | All ▾ |
| UPC | All | | | |

↺ Reset      🔍 Search

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

    Stock Number Browse help

- Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
- Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
- Enter the MFR MODEL NBR 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 ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Enter the CAGE CDin the field provided. *This is a 5 alphanumeric character field.*
- Use ▾ to select the FAST Reportable.
- Use ▾ to select the Non Accountable.

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

## 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

DPAS

Help Reference Guide

# 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 |

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| | |
|---|---|
| | 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 = alpha-numeric 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.

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## 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.*

| Add Manufacturer Part Nbr | ✕ |
|---|---|

▾ Instructions / Help

**Manufacturer Information** ⌃

| * Stock Nbr | [ 🔍 ] | Item Desc | |
| * Mfr Name | [ ] | Mfr Model Nbr | [ ] |
| Mfr Part Nbr | [ 🔍 ] | CAGE Cd | [ ] |
| UPC | [ ] | ⬤ FAST Reportable | |
| Status | ACTIVE ▾ | ⬤ Non Accountable | |

**Remarks** ⌃

| Remarks | [ ] | History Remarks | [ ] |

[ ⊘ Cancel ]   [ 💾 Save ]

   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 alpha-numeric 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.** | Missing Entry. Enter the appropriate information in the desired field. |
| **13 — Mandatory Entry: MFR NAME.** | |
| **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") |
| --- | --- |

## Related Topics

- Manufacturer Part Number
- Update a Manufacturer Part Number
- Delete a Manufacturer Part Number

Help Reference Guide

# 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 |

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| | |
|---|---|
| | 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 = alpha-numeric 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.*



A.   *Verify the STOCK NBR.*

B.   Update the MFR NAME, entering the revised name in the field provided. *This is a 36 alphanumeric character field.*

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C. Update the MFR PART NBR, using 🔍 to browse for the revised identifier. *This is a 35 alphanumeric 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 alphanumeric 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 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.** | Missing Entry. Enter the appropriate information in the desired field. |
| **13 — Mandatory Entry: MFR NAME.** | |
| **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 |

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| | 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.*

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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

   A.   *Verify the STOCK NBR.*

   B.   *Verify the MFR NAME.*

   C.   *Verify the MFR PART NBR.*

   D.   *Verify the ITEM DESC.*

   E.   *Verify the MFR MODEL NBR.*

   F.   *Verify the CAGE CD.*

   G.   *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 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. |
| **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** | Contact the DPAS Call Center |

**Number was not Deleted. Contact the DPAS Cᴀʟʟ Cᴇɴᴛᴇʀ.**

## 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. |

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| 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

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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:.

- 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.*



## View End of Day Count Details

Select ▸ next to the desired record. *The End of Day Count Details panel opens.*

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## 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** | Invalid Entry. Results for the search criteria |

| | |
|---|---|
| **search criteria or you do not have the appropriate security access.** | 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 |
| --- | --- |

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| 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  *i*
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

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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 𝒊 to assist with the entry. *This is a 50 alphanumeric character field.*

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- Enter the DOCUMENT NBR in the field provided. *This is a 15 alphanumeric character field.*

- Enter the STOCK NBR, using 𝒊 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
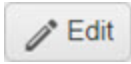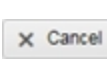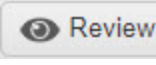
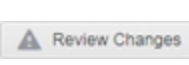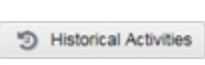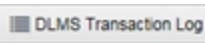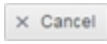Select ➕ Add . *The **Add a Requisition** page appears.*

## 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] , [? 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

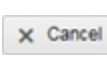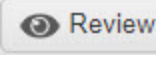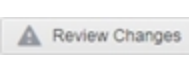Select ☐ (desired record) > [🖨 Print] . *The **Print a Requisition** page appears.*
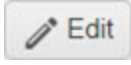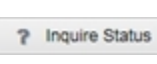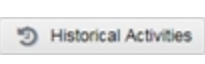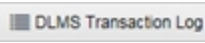
## Review a Requisition

Select ☐ (desired record) > [👁 Review] . *The **Review a Requisition** page appears.*

## Deny a Requisition

Select ☐ (desired record) > [? 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] , [? 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.*

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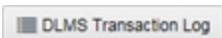
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## Review Changes to a Requisition

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

DPAS
Defense Property Accountability System

# 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. |

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| 14 | Select "Cancel" button to return to previous page. |
|---|---|

## Add Requisition

Stock Nbr  *
Item Desc
UI
Qty per Unit Pack
Unit Price
Requested Qty  *
Ext Requested Price

Warehouse  *
Required Delivery Dt  *

Managed DoDAAC  *

Requested Cond Cd  *
Deliver Not Before Dt
Deliver No Later Than Dt
Document Nbr
Ship To
Bill To

Priority Cd
Media Status Cd
Distribution Cd
Fund Cd
Project Cd
Advice Cd
Purpose Cd

(*) Asterisk identifies mandatory fields.

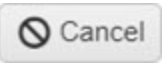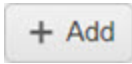ODASD (Logistics)
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# Procedure

> **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** *i* 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** *i* to assist, or use ▾ to select the Managed DoDAAC.

12. **Use** *i* 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 𝒊 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

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Help Reference Guide

# Update a Requisition

## Overview

The Requisition Update process allows editing of a Requisition request.
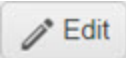
**Note**

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.

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# 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 ⬍ to choose the revised amount.

11. *Verify the EXT APPROVED PRICE.*

12. *Verify the Warehouse.*

**13.** Update the REQUIRED DLVRY DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

14. *Verify the Managed DoDAAC.*

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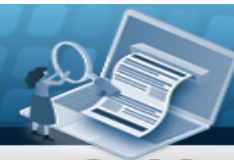
15. Update the Requested Cond Cd, using $i$ to assist, or $\blacktriangledown$ to select the desired code.

16. Update the Deliver Not Before DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

17. Update the Deliver No Later Than DT, using 📅 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 $\blacktriangledown$ to select the desired DoDAAC.

21. Update the Bill To, using $\blacktriangledown$ to select the desired source.

22. Update the Priority Cd, using $i$ to assist, or $\blacktriangledown$ 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 alphanumeric 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 alphanumeric character field.*

27. Update the Advice Cd, using $\blacktriangledown$ to select the desired code.

28. Update the Purpose Cd, using $\blacktriangledown$ 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

DPAS

Defense Property Accountability System

Help Reference Guide

# 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
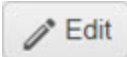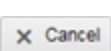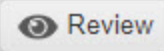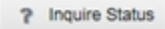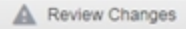
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# Procedure

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

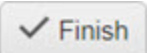## Deny the Requisition Request

*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 secur-** | Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try |

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| | |
|---|---|
| **ity access.** | 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

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# 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

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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.*

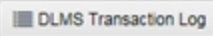1. Click ☐ to select the desired entry. *The Requisition request is highlighted, and* **✎ Edit**, **✗ Cancel**, **🖶 Print**, **👁 Review**, **⟲ Deny**, **? Inquire Status**, **⚠ Review Changes**, **↺ Historical Activities**, *and* **▤ DLMS Transaction Log** *become available.*

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 Nʙʀ automatically populates and is not editable.*

   - Use ▾ to select the Document ID.

   - Enter the Sᴛᴏᴄᴋ Nʙʀ, using **𝒊** to assist with the entry. *This is a 15 alphanumeric character field.*

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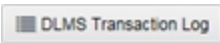
> **Note**
>
> Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the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

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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.*

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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

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- Review a Requisition
- Deny a Requisition
- View the Requisition DLMS Transaction Log

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# 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** $i$ , 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) > 🖨 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  *i*
Document Nbr

Stock Nbr  *i*
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
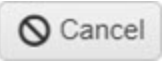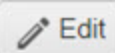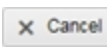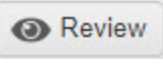
# Procedures

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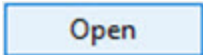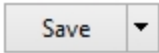
Click the following link to display Inventory Control Point/Materiel Management Navigation Tips.

## 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:*

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- **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

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# 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.
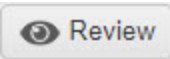
## Navigation

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  *
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.
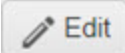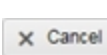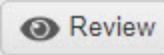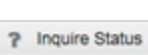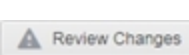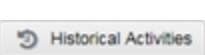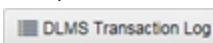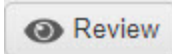
# Procedure

**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.*

3. *Verify the DOCUMENT NBR.*

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> **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 *i* 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 alphanumeric character field.*

13. Update the FUND CD, entering the revised code in the field provided. *This is a 2 alpha-numeric 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 alphanumeric 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**

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  ℹ️

Ordered By  ℹ️
Priority Designator From

Stock Nbr  ℹ️

Ship To  ℹ️
Priority Designator To

Item Desc  ℹ️
Doc Status Cd
Received Dt From

LIN/TAMCN  ℹ️
Reportable Commodity Type
Received Dt To

## Customer Requisition Grid

Req Stage
Doc Nbr

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Suffix Cd
Stock Nbr
Item Desc
Ship To
Ordered By
Qty
RDD
UOI
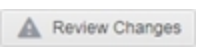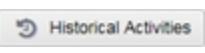Priority Designator

**Optional**

Doc Status
LIN/TAMCN
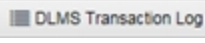Reportable Commodity Type
Received Dt
Program

# 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:.

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- Enter the DOCUMENT NBR, using ![i] to assist with the entry. *This is a 15 alpha-numeric character field.*

- Enter the Ordered By, using ![i] to assist with the entry. *This is a 6 alphanumeric character field.*

- Use ![dropdown] to select the Priority Designator From.

- Use ![i] or ![browse] 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 ![dropdown] 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 ![dropdown] to select the Doc Status Cd.

- Use ![calendar] to select the Received DT From, or enter the date (MM/DD/YYYY) in the field provided.

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

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

- Use ![dropdown] to select the Reportable Commodity Type.

- Use ![calendar] to select the Received DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select ![Search button]. *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). |

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| **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

MATERIEL MGMT > 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  *
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

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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.

**DPAS** — Defense Property Accountability System

**Help Reference Guide**

## 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.*



**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 🛈 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 [icon] to choose the Quantity.

**10.** Use [icon] 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 [icon] to select the Date Received, or enter the date (MM/DD/YYYY) in the field provided.

**15.** Use [icon] to select the Priority Designator.

**16.** Use [icon] to select the Condition Code.

17. *The Unit Price automatically populates and is not editable.*

18. Use [icon] 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.*

| 1. Requisition Details | 2. Order Information | 3. Item Details | 4. Requisition Codes | 5. Contact Details |

Item Details

*All fields are optional.*

**Product Qualifier**

Contract Number

Contract Line Item Number

Color

⊘ Cancel   ‹ Back   Next ›

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.*

| 1. Requisition Details | 2. Order Information | 3. Item Details | 4. Requisition Codes | 5. Contact Details |

Requisition Codes

*All fields marked with an asterisk are required.*

Advice Code        Project Code        * Demand Code

* Media & Status Code        Purpose Code        * Fund Code

* Signal Code        Distribution Code        Reason Code

⊘ Cancel   ‹ Back   Next ›

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.*

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32. Enter the Reason Code in the field provided. *This is a 3 alphanumeric character field.*

33. Select [Next >]. *The Contact Details step appears.*



**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.*

✓ Requisition **CMM00113129900** has been added

Requisition Tasks

View all requisitions
View all customer requisitions

Review requisition CMM00113129900
Review recently added customer requisition

Add new customer requisition
Create a new customer requisition

- 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*. | Missing Entry. Enter the appropriate information in the desired field. |
| 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*.

**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
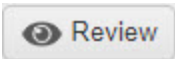
DPAS

# Review a Customer Requisition

## Overview

The Customer Requisition Review process provides the ability to review and approve a Requisition request.

## 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

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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

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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

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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

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Receiving Status

> **History**

DLMS Transaction Overview

(*) Asterisk identifies mandatory fields.
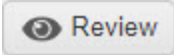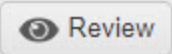
# Procedure

> **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 | |

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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**:



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.*

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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.*

b. Choose **Refer Requisition**. *The **Refer Requisition** pop-up appears.*
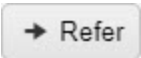
Refer Requisition                    ✕

Enter RIC of the Referred ICP

[ Enter a RIC... ]

➜ Refer

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○   Enter the RIC in the field provided.

○   Select **→ Refer** . *The requisition is removed from this ICP and sent to the new ICP.*

   **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**:

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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**.

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**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 W14FX0 | Bill To RIC | Bill To Address | W78T 54TH TRP CMD 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**.
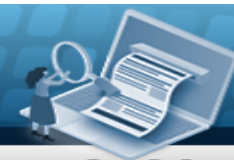
**Information Point of Contact** ˅

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 | |

a. *Verify the DᴏDAAC / 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

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# 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.

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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.

# 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

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**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 INV NBR in the field provided. *This is 25 alphanumeric character field.*

   - Use ▾ to select the Status.

   - Use ▾ to select the Inv Segment Cd, using 🛈 to assist with the entry. *This is a 1 alphanumeric character field.*

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

     Stock Number Browse help
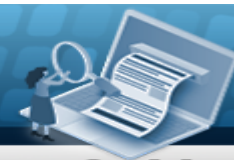
- Use ▼ to select the RSA, or use ⋯ to browse for the entry. *This is a 1024 alpha-numeric character field.*

  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.

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## 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 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 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.
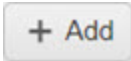
## Navigation

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
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.

## 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 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 DUE DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

- **SAR - Scheduled Inventory, Random**

  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 Due Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

- **IRL - Immediate Release**

  A. *The Release Dt automatically populates and is not editable.*

  B. Update the As Of Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

  C. Update the Due Dt, 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 alpha-numeric character field.*
     Line Item Number / Table of Authorized Materiel 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 ☐.)*

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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** | Invalid Date Entry. The RELEASE DT must be |

| greater than RELEASE DT. | 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).
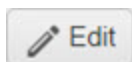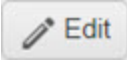
> **Attention**
>
> 🔆 ✎ Edit    is **only available** for inventories with the following statuses:
> - **PL** – Planned
> - **SC** – Scheduled

## 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)

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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.

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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 DUE DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

- **SAP - Scheduled Inventory, Planned**

   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 DUE DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

- **SAR - Scheduled Inventory, Random**

   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 DUE DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

- **IRL - Immediate Release**

  A.    *The RELEASE DT automatically populates and is not editable.*

  B.    Update the AS OF DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

  C.    Update the DUE DT, 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 Materiel 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.*
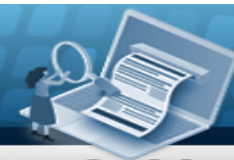
6.    Select [Next >] to advance to the Condition Codes tab.

  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.*

      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
- 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.*

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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

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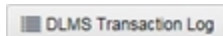
# View the DLMS Transactions of the Physical Inventory Request

## 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

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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

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## 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.

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| 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 |
| --- | --- |

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| 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.*
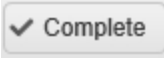
1. Click ☐ to select the desired entry. *The Physical Inventory record is highlighted, and* ⊞ Reconcile *becomes available.*

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 INV NBR.*

   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 Q*TY.

      H.     *Verify the Status.*

      I.     Select ▸ . *The Reconciliation Detail grid appears, automatically populated and not editable.*

          a.     *Verify the S*TOCK N*BR.*

          b.     *Verify the I*TEM D*ESC.*

          c.     *Verify the C*OND C*D.*

          d.     *Verify the GFM C*ONTRACT N*BR.*

          e.     *Verify the P*RJ C*D.*

          f.     *Verify the M*GMT C*D.*

          g.     *Verify the CIIC.*

          h.     *Verify the S*ERIAL N*BR.*

          i.     *Verify the M*FR L*OT.*

          j.     *Verify the UII.*

          k.     *Verify the ICP Q*TY.

          l.     *Verify the RSA Q*TY.

          m.     *Verify the Discrepant Q*TY.

          n.     *Verify the Price Difference.*

5.     Select [⊘ Close] . *The **Physical Inventory Reconciliation** pop-up window closes.*
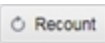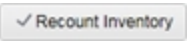
## Complete a Reconciliation

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.*

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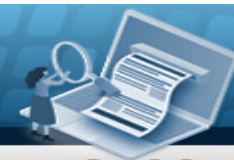
## Recount a Reconciliation

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.*
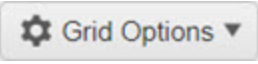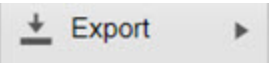
## Cancel a Reconciliation

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.*
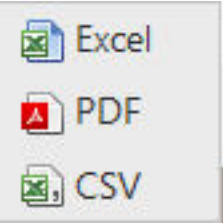
5. Select the printable format [image]. *The procedure leaves the application based on the selection made.*

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

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# 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. |

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| | |
|---|---|
| **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.*

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# 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. Use [🗓 ⏰] to select the Received Dᴛ, or enter the date (MM/DD/YYYY HH:MM) in the field provided.

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.** | |

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# 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. |

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| 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.

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| Error | Solution |
|---|---|
| **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. |
| **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

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# 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
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 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

- 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 S\ᴛᴏᴄᴋ Nʙʀ Search Results page. |
|-----|---------------------------------------------------------------|
| 526 | Select "Reset" to clear the Sᴛᴏᴄᴋ Nʙʀ Search Criteria. |
| 527 | Select "Grid Options" for additional actions to perform on the Sᴛᴏᴄᴋ Nʙʀ 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

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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

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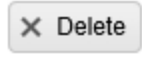
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# Procedure

> **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:.

| Instructions | | | | ▼ |
| --- | --- | --- | --- | --- |
| Enterprise Rollup | | | | ▼ |
| Search Criteria | | | | ▲ |
| Direction | All ▼ | | Process Status | All ▼ |
| Set Type | All ▼ | | Category | All ▼ |
| *i* Doc Nbr | | ... | Document Id | All ▼ |
| *i* Stock Nbr | All | ... | Proj Cd | All ▼ |
| Processed Dt/Tm From | | 🗓 🕑 | Processed Dt/Tm To | 🗓 🕑 |
| | 🔍 Search | ⟳ Reset | | |

- 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 [icon] to select the PROCESSED DT/TM FROM, or enter the date (MM/DD/YYYY) in the field provided.

- Use [icon] to select the PROCESSED DT/TM TO, or enter the date (MM/DD/YYYY) in the field provided.

- Use [icon] to select the Process Status.

2. Select [Search]. *The DLMS Transactions Search Results display.*



## View the DLMS Transaction Details

1. Click [checkbox] 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 [checkbox] 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.*

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> **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 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. |

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## 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.
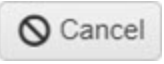
## Procedure

**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 Transactions | – ▢ ✕ |
|---|---|
| Instructions | ▼ |

Rejected Transaction Details

Reject Advice Code*   Select a Reject Advice Code   ▼

Special Instructions

⊘ Reject

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.

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| 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.

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## 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.** | |

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## Related Topics

- DLMS Transaction Overview
- View the DLMS Transaction Details
- Reject a DLMS Transaction
- View the Registry DLMS Transaction

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# 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?

Help Reference Guide

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.*

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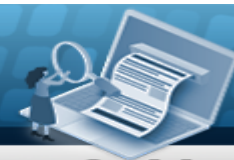
- *If this is an Inbound Process, these fields appear:*



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:*

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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 |
| --- | --- |

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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

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# 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. |

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| | |
|---|---|
| **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

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# Procedures

**DPAS Navigation Helpful Tips**

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

## View a Program

1. *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.*

2. Select **⚙ Grid Options ▼**. *The Grid Options expanded menu appears.*

3. Select **▤ Columns ▶** to view the optional information in the Program Grid:

   | Name ↑ | Description | Agency | Banner | 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 |
   |---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
   | WARCOM | NSWC Asset Management | E3 - US Special Operations Command | U - For Official Use Only | | | | | | | | | | | conversion | 09/02/2017 3:46:15 PM | rustj | 09/02/2017 3:46:15 PM | rustj | |

   Selected 0/1 | Page 1 of 1 | 50 items per page | 1 - 1 of 1 items

   - *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 Nʙʀ automatically populates and is not editable.*

- *The E-Mᴀɪʟ Address automatically populates and is not editable.*

- *The FAX Nʙʀ automatically populates and is not editable.*

- *The Program Iᴅ automatically populates and is not editable.*

- *The Established Dᴛ/Tᴍ automatically populates and is not editable.*

- *The Established By automatically populates and is not editable.*

- *The Last Transaction Dᴛ/Tᴍ 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 sup-** | Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following |

| **ported special character(s) $, ─ , /, #, &, comma, period, and space.** | permitted 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**
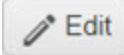
Click the following link to display Inventory Control Point/Materiel Management Navigation Tips.

## Update a Program

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

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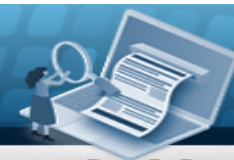
1. Click ☐ to select the desired entry. *The Program is highlighted, and* [✎ Edit] *becomes available.*

2. Select [✎ Edit]. *The **Update Program** pop-up window displays, with the Program Tab available.*

**Update Program** ✕

Instructions ▼

| Program | POC |
|---------|-----|

Program Details

Name
WARCOM

Description
NSWC Asset Management

Banner Cd
U - Unclassified ▼

* Banner Display
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 alphanumeric 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.

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.*

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G.	Update the FAX Nʙʀ, 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 Cᴅ, 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** | Invalid Characters Entered in the Remarks field. |

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| | |
|---|---|
| **alphanumeric 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. |
| **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

## 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 Codes, 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. |

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| | |
|---|---|
| **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

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# Procedures

**DPAS Navigation Helpful Tips**

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

## View a Division

1. View the default information in the Division Grid:



- The Program automatically populates and is not editable.

- The Name automatically populates and is not editable.

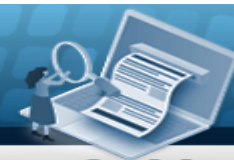- The Description automatically populates and is not editable.

2. Select **Grid Options ▼**. The Grid Options expanded menu appears.

3. 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 E-MAIL 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.*
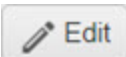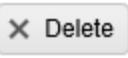
## Add a Division

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

## Update the Division

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 appears.*

## Delete a Division

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.*

## 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". |

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## 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.

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## 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.*

**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.

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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 [✓ 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 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
- Update a Division
- Delete a Division
- Program Management Overview
- ICP Management Overview

DPAS

Help Reference Guide

# 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". |

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## 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

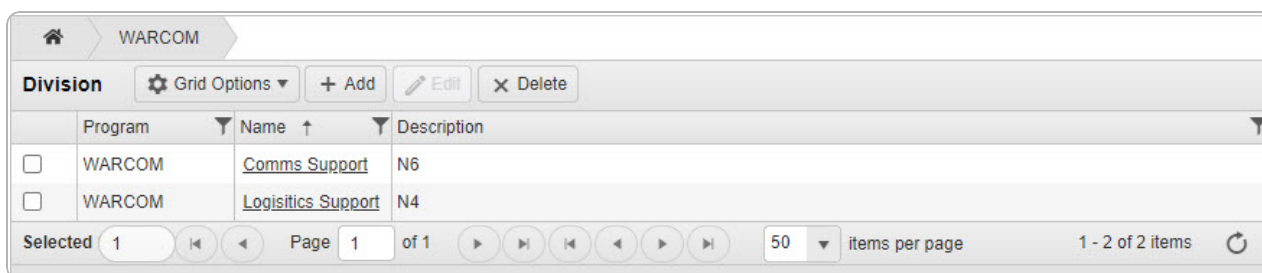(*) Asterisk identifies mandatory fields.

# 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.

## Update 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

✔ 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 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 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.*

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** | Invalid Characters Entered in the Remarks field. |

| | |
|---|---|
| **alphanumeric 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. |
| **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

- Division Management Overview
- Add 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. |

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## 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.*

| Delete Division | ✕ |
| --- | --- |
| Instructions | ▼ |
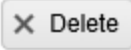
┌─ Delete Division ──────────────────────────
Are you sure you want to delete this Division and any associations?
History Remarks

[ text area ]

✕ Delete    ⊘ Cancel

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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. |
| **xxxx — 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. |

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# Related Topics

- Division Management Overview
- Add a Division
- Update a Division
- Program Management Overview
- ICP Management Overview

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# Inventory Control Point Management Overview

## 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
> Managed DoDAACs

🔍 View

> > RSA
> > DoDAAC
> > RIC
> > Appropriation
> > Tariff
> > Billable?
> > External Registry Reporting

**Optional**

> Contact Point
> Address Line 1
> Address Line 2
> City
> State
> ZIP Cd
> Phone Nbr
> DSN Nbr

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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 Name ID
CICP/RSA DoDAAC
CICP/RSA RIC

#### Optional

Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By
Remarks

# Procedures
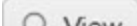
**DPAS Navigation Helpful Tips**

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

## View an ICP

1. *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 [ Q 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.*

2. Select [⚙ Grid Options ▼]. *The Grid Options expanded menu appears.*

3. 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 Cᴅ automatically populates and is not editable.*

- *The Pʜᴏɴᴇ Nʙʀ automatically populates and is not editable.*

- *The DSN Nʙʀ automatically populates and is not editable.*

- *The E-Mᴀɪʟ Address automatically populates and is not editable.*

- *The FAX Nʙʀ automatically populates and is not editable.*

- *The Program Iᴅ automatically populates and is not editable.*

- *The Established Dᴛ/Tᴍ automatically populates and is not editable.*

- *The Established By automatically populates and is not editable.*

- *The Last Transaction Dᴛ/Tᴍ 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.*

| | CICP/RSA Type | CICP/RSA Name | CICP/RSA Name ID | CICP/RSA DoDAAC ↑ | CICP/RSA RIC |
|---|---|---|---|---|---|
| ☐ | D - DPAS | CENTER COMMS | | CMMCEN | |
| ☐ | D - DPAS | MCT-1 COMMS | | CMMCT1 | |
| ☐ | D - DPAS | NSWG-11 COMMS | | CMMG11 | |
| ☐ | D - DPAS | WARCOM COMMS | | CMMWCM | |

RSA — Grid Options ▼ — + Add — Edit — × Delete — View Managed DoDAACs

1 of 1 — 50 items per page

- *The CICP/RSA Type automatically populates and is not editable.*
- *The CICP/RSA Name automatically populates and is not editable.*
- *The CICP/RSA Name ID automatically populates and is not editable.*
- *The CICP/RSA DoDAAC 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.*

| | CICP/RSA Type | CICP/RSA Name | CICP/RSA Name ID | CICP/RSA DoDAAC ↑ | CICP/RSA RIC | Program Id | Established Dt/Tm | Established By | Last Transaction Dt/Tm | Last Updated By | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | D - DPAS | CENTER COMMS | | CMMCEN | | Conversion | 09/02/2017 3:51:40 PM | rustj | 09/02/2017 3:51:40 PM | rustj | |
| ☐ | D - DPAS | MCT-1 COMMS | | CMMCT1 | | Conversion | 09/02/2017 3:51:40 PM | rustj | 09/02/2017 3:51:40 PM | rustj | |
| ☐ | D - DPAS | NSWG-11 COMMS | | CMMG11 | | Conversion | 09/02/2017 3:51:40 PM | rustj | 09/02/2017 3:51:40 PM | rustj | |
| ☐ | D - DPAS | WARCOM COMMS | | CMMWCM | | Conversion | 09/02/2017 3:51:40 PM | rustj | 09/02/2017 3:51:40 PM | rustj | |

Page 1 of 1 — 50 items per page
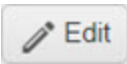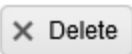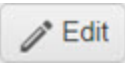
- *The Program ID automatically populates and is not editable.*
- *The Established DT/TM automatically populates and is not editable.*
- *The Established By automatically populates and is not editable.*
- *The Last Transaction DT/TM automatically populates and is not editable.*
- *The Last Updated By automatically populates and is not editable.*
- *The Remarks automatically populates and is not editable.*
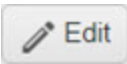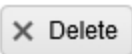
## Add an ICP Header Record
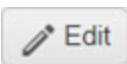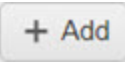
Select **+ Add** . *The **Add ICP Management** pop-up window appears.*

## Update an ICP Header Record

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 appears.*

## Delete an ICP Header Record
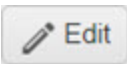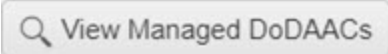
1. Click ☐ to select the desired entry. *The ICP Header Record is highlighted, and* **✎ Edit** *and* **✗ Delete** *become available.*

2. Select **✗ Delete** . *The **Delete ICP** pop-up window appears.*

## Add a CICP / RSA

1. Click ☐ to select the desired entry. *The CICP/RSA is highlighted, and* **✎ Edit** *,* **✗ Delete** *, and* **🔍 View Managed DoDAACs** *become available.*

2. Select **+ Add** . *The **Add RSA** pop-up window appears.*

## Update a CICP / RSA

1. Click ☐ to select the desired entry. *The CICP/RSA is highlighted, and* **✎ Edit** *,* **✗ Delete** *, and* **🔍 View Managed DoDAACs** *become available.*

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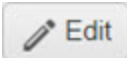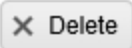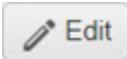
2. Select [Edit]. *The Update RSA pop-up window appears.*

## Delete a CICP / RSA

1. Click ☐ to select the desired entry. *The CICP/RSA is highlighted, and* [Edit] , [X Delete] , *and* [View Managed DoDAACs] *become available.*

2. Select [X Delete]. *The Delete RSA pop-up window appears.*

## View the Managed DoDAACs

1. Click ☐ to select the desired entry. *The CICP/RSA is highlighted, and* [Edit] , [X Delete] , *and* [View Managed DoDAACs] *become available.*

2. Select [View Managed DoDAACs]. *A single line of the Managed DoDAACs pop-up window appears.*

## 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 |
| --- | --- |
| | |

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| | |
|---|---|
| **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
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
Fund Cd
Tariff
Billable?

(*) Asterisk identifies mandatory fields.

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# 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.*

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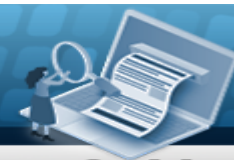
5. Enter the ICP RIC in the field provided. *This is a 3 alphanumeric character field.*

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 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.

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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 the Managed DoDAACs Tab.
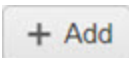
A. Select [+ Add]. *The ICP Managed DoDAAC's grid expands, with empty fields available.*

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

    b. Enter the RIC in the field provided. *This is a 3 alphanumeric character field.*

    c. Use [▼] to select the Fund Cd.

    d. Enter the Tariff in the field provided. *This is a 9 numeric character field.*

    e. Click [ ] to select the Billable? *When checked, the DoDAAC is marked as Billable.*

B. Select [✓ Add]. *The ICP Header is saved, appears green in the row, and is associated to the ICP Header Record.*

9. Select [✓ Add]. *The new ICP Management record is saved, and appears in the ICP Management 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)** | Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, |

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| | |
|---|---|
| **$, — , /, #, &, comma, period, and space.** | 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*. | |
| **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 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

- 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 *

**DPAS**

DPAS Warehouse
CICP/RSA DoDAAC
CICP/RSA RIC

**External CICP**

CICP/RSA Name
CICP/RSA Name ID

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CICP/RSA DoDAAC
CICP/RSA RIC
Materiel Will Be Reported At Detail Level
Materiel Will Be Reported By Location

**External RSA**

CICP/RSA Name
CICP/RSA Name ID
CICP/RSA DoDAAC
CICP/RSA RIC
Materiel Will Be Reported At Detail Level

Require GFM Contract Nbr for DLMS Transactions

## Managed DoDAACs Tab

DoDAAC
RIC
Appropriation
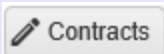
🖉 Contracts

Contract Nbr *
GFM Contract Nbr
Dlvry Order Nbr
Start Dt
Expiration Dt

External Registry Reporting

**Optional**

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

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## 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.
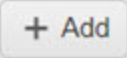
# Procedures

**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.*

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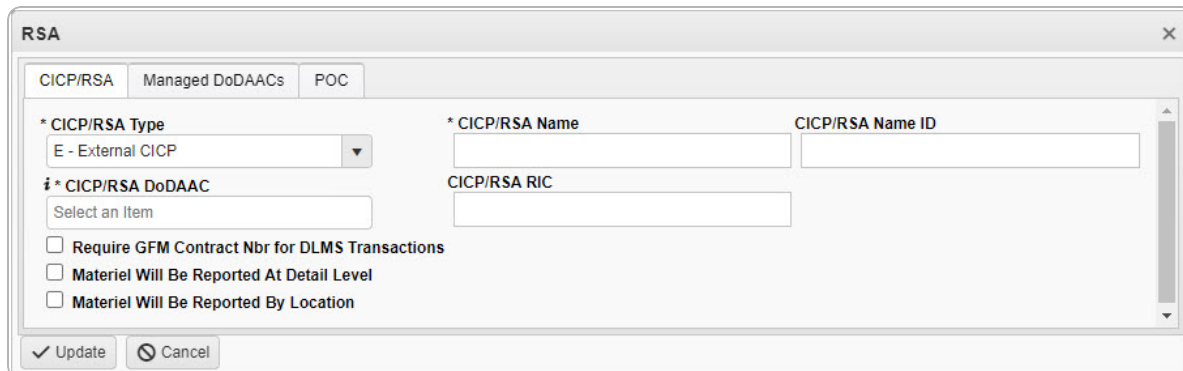
**3.** Use the dropdown to select the CICP / RSA Type. The choices include:

- **D - DPAS**



A. Use the dropdown to select the DPAS Warehouse, or use the info icon 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.*

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D.    Click ☐ to select the Require GFM CONTRACT NBR for DLMS Transactions.
*When checked, any DLMS transactions require a GFM CONTRACT NUMBER.*

- **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 Name ID in the field provided. *This is a xx alphanumeric character field.*

**C.**    Enter the CICP / RSA DoDAAC, using 🛈 to assist with the entry. *This is a 6 alphanumeric character field.*

D.    Enter the CICP / RSA RIC in the field provided. *This is a 3 alphanumeric character field.*

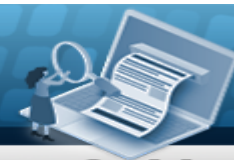E.    Click ☐ to select the Require GFM CONTRACT NBR for DLMS Transactions. *When checked, any DLMS transactions require a GFM CONTRACT NUMBER.*

F.    Click ☐ to select the Materiel Will Be Reported At Detail Level. *When checked, the tracking is managed at the detail level, and not by the location.*

G.    Click ☐ to select the Materiel Will Be Reported By Location. *When checked, the tracking is managed by the location, and not at the detail level.*

- **R - External RSA**

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**A.** Enter the CICP / RSA Name in the field provided. *This is a 25 alphanumeric character field.*

**B.** Enter the CICP / RSA Name ID in the field provided. *This is a xx alphanumeric character field.*

**C.** Enter the CICP / RSA DoDAAC, using ⓘ to assist with the entry. *This is a 6 alphanumeric character field.*

**D.** Enter the CICP / RSA RIC in the field provided. *This is a 3 alphanumeric character field.*

**E.** Click ☐ to select the Require GFM CONTRACT NBR for DLMS Transactions. *When checked, any DLMS transactions require a GFM CONTRACT NUMBER.*

**F.** Click ☐ to select the Materiel Will Be Reported At Detail Level. *When checked, the tracking is managed at the detail level, and not by the location.*

4. Select the Managed DoDAACs Tab.

*Selecting* [🏴 Cancel Changes] *at any point of this procedure removes all revisions and closes the grid.*
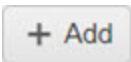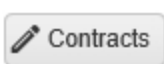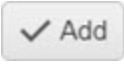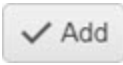
A. Select [+ Add]. *The Managed DoDAACs grid expands, with empty fields available.*

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 alpha-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 min-imum of 7 — pos, with sup-ported special characters(s) — , +, ( ), x, period and space.** | Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a min-imum 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-ture is incorrect.** | Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) sym-bol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric |

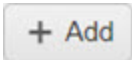| | character. |
|---|---|
| **1124 - ZIP Code is not in valid format (12345, 12345 - 1234, 12345 1234).** | Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension. |

## 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

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# 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 alphanumeric 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.

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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.
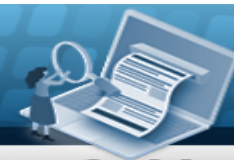
A. *Verify the DoDAAC.*

B. *Verify the RIC.*

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**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*** | Missing Entry. Enter the appropriate information |

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| | |
|---|---|
| *Name*. | |
| **13 - Mandatory Entry:** *Description*. | |
| **13 - Mandatory Entry:** *ICP DoDAAC*. | in the desired field. |
| **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 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

- 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
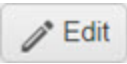- Program Management Overview
- Division Management Overview

# 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.
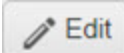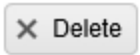
# Procedures

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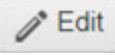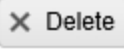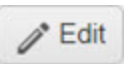>
> Click the following link to display Inventory Control Point/Materiel Management Navigation Tips.

## 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.*
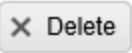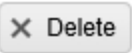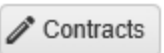
2. Click ☐ to select the desired entry. *The CICP/RSA is highlighted, and* 🖊 Edit , ✕ Delete *, and* 🔍 View Managed DoDAACs *become available.*

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.*

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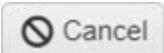
D. *Verify the Require GFM CONTRACT NBR for DLMS Transactions contains the appropriate* ☑ *or* ☐ *.*

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 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.*

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*.** | Missing Entry. Enter the appropriate information in the desired field. |
| **13 - Mandatory Entry: *CICP/RSA Name*.** | |

| | |
|---|---|
| **13 - Mandatory Entry:** *CICP/RSADoDAAC.* | |
| **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 alpha-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 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

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Help Reference Guide

# 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

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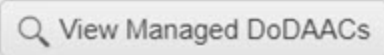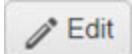
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# Procedures

**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
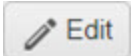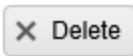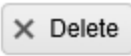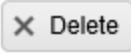
**DPAS Navigation Helpful Tips**

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

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# Customer Profile Overview

## Overview

The Inventory Control Point/Materiel Management module Customer Profile process provides the ability to create, update, or delete a detailed DoDAAC, RIC, or MAPAC record. The Customer Profile record contains the information necessary to increase the accuracy of the data required to create a 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

MASTER DATA MGMT > Customer Profile > Customer Profile page

## Page Fields

The following fields display on the **Customer Profile** 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. |

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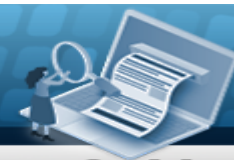
| 13 | Select "Reset" button to clear data. |
|-----|--------------------------------------|
| 21 | Select "Add" button to create a new record. |
| 412 | Select "Grid Options" button for additional actions. |
| 17 | Select "Edit" button to revise selected fields in record(s). |
| 36 | Select "Delete" button to remove record(s) from applicable tables. |

## Search Criteria Grid

Customer Id  *i*
Customer Name
Default Ship To
POC Name
Customer Id Type
PMR Required

Doc Nbr Range  *i*

## Customer Profiles Grid

Customer Id
Customer Name
PMR Required
Default Ship To
Doc Nbr Range

### Optional

Established By
Established On
Priority Designator Cd

Condition Cd
Advice Cd
Demand Cd
Distribution Cd
Project Cd
Signal Cd
Media Status Cd
Fund Cd
Purpose Cd
Reason Cd
RIC

# Procedures

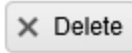**DPAS Navigation Helpful Tips**

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

## Search for a Customer Profile

*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:.

Search Criteria

| | | |
|---|---|---|
| *i* Customer Id | | Customer Id Type — All |
| Customer Name | | PMR Required — All |
| Default Ship To | | *i* Doc Nbr Range |
| POC Name | | |

Reset    Search

- Enter the Customer ID, using ℹ to assist with the entry. *This is a 6 alphanumeric character field.*
- Enter the Customer Name in the field provided. *This is a 125 alphanumeric character field.*
- Enter the Default Ship To in the field provided. *This is a 6 alphanumeric character field.*
- Enter the POC Name in the field provided. *This is a 25 alphanumeric character field.*
- Use ▾ to select the Customer Id Type.
- Use ▾ to select the PMR Required.
- Enter the DOC NBR Range, using ℹ to assist with the entry. *This is a 21 alpha-numeric character field.*

2. Select [Q Search]. *The Search Results grid appears.*

| | Customer ID | Customer Name | PMR Required | Default Ship To | Doc Nbr Range |
|---|---|---|---|---|---|
| ☐ | W90800 | TEST CUSTPROFILE | Yes | W91199 | D001 - D999 |
| ☐ | W14FX0 | 54TH TROOP COMMAND | Yes | | D001 - D999 |
| ☐ | H92171 | NSW GROUP 2 LOGSU 2 ARMORY | Yes | H92171 | |
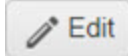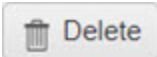
Selected 1    Page 1 of 1    50 ▾ items per page    1 - 3 of 3 items

## Add a Customer Profile
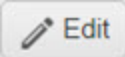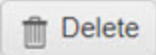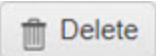
Select [+ Add]. *The **New Customer Profile** page appears.*

## Update a Customer Profile

1. Click ☐ to select the desired entry. *The Customer Profile is highlighted, and [Edit] and [Delete] become available.*

2. Select [Edit]. *The Edit Customer Profile page appears.*

## Delete a Customer Profile

1. Click ☐ to select the desired entry. *The Customer Profile is highlighted, and* [Edit] *and* [Delete] *become available.*

2. Select [Delete]. *The Delete Customer Profile 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. |
| **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 Customer Profile
- Update a Customer Profile
- Delete a Customer Profile

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# Add a Customer Profile

## Overview

The Customer Profile Add process provides the ability to create a new customer record in the Inventory Control Point/Materiel Management module. The created Customer Profile is specific to the ICP in which it's created, and only one can be created per DoDAAC per 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

MASTER DATA MGMT > Customer Profile > [ + Add ] > New Customer Profile page

## Page Fields

The following fields display on the **New Customer Profile** 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. |

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| | |
|---|---|
| **383** | Select Cancel button to return to Search Results page. |
| **473** | Select "Next" button to continue. |
| **55** | Use "Back" button to return to previous page. |
| **486** | Select the "Finish" button to complete the process and save all data. |

## Customer Details Grid

Customer Id Type *
Customer Name
PMR Required
Remarks

Customer Id  𝒊  *
History Remarks

## Customer Requisition Grid

Ship To DoDAAC
Priority Designator
Advice Cd
Distribution Cd
Fund Cd
Purpose Cd
Reason Cd
Contract Nbr
Required Delivery Date
Signal Cd
Media & Status Code
Condition Cd
Demand Cd
Project Cd

Contract Line Item Nbr

**Document Nbr Range Grid**

Document Nbr Range

## Contacts Grid

**Information Point of Contact Grid**

First Name
Last Name
Title
DSN
Email
Phone Nbr
Int. Phone Nbr

**Authorized Representative Grid**

First Name
Last Name
Title
DSN
Email
Phone Nbr
Int. Phone Nbr

(*) Asterisk identifies mandatory fields.

# Procedures

**DPAS Navigation Helpful Tips**

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

## Add a Customer Profile

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

1. Select [+ Add]. *The **New Customer Profile** page appears.*



2. *Complete the Customer Details tab.*

   **A.** Use [▾] to select the Customer Id Type.

   **B.** Enter the Customer Name in the field provided. *This is a 125 alphanumeric character field.*

   **C.** Click ☐ to select the PMR Required. *When checked, the PMR RIC field appears.*

   a. Enter the PMR RIC in the field provided. *This is a 3 alphanumeric character field.*

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

   **E.** Enter the Customer ID, using *i* to assist with the entry. *This is a 6 alphanumeric character field.*

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

3. Select [Next >]. *The Customer Requisition tab appears.*

A. Enter the Ship To DoDAAC in the field provided. *This is a 6 alphanumeric character field.*

B. Use [▼] to select the Priority Designator.

C. Use [▼] to select the Advice Cd.

D. Enter the DISTRIBUTION CD in the field provided. *This is a 3 alphanumeric character field.*

E. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*

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F. Use ▼ to select the Purpose Cd.

G. Enter the REASON CD in the field provided. *This is a 3 alphanumeric character field.*

H. Enter the CONTRACT NBR in the field provided. *This is a 50 alphanumeric character field.*

I. Use ⬍ to choose the Required Delivery Date.

J. Use ▼ to select the Signal Cd.

K. Use ▼ to select the Media & Status Code .

L. Use ▼ to select the Condition Cd.

M. Use ▼ to select the Demand Cd.

N. Enter the PROJECT CD in the field provided. *This is a 3 alphanumeric character field.*

O. Enter the Contract Line Item Number in the field provided. *This is a 4 alphanumeric character field.*

P. Use ▼ to select the Document Nbr Range.

4. Select **Next >** . The Contacts tab appears.

A.    *Enter the Information Point of Contact information.*

a.    Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*

b.    Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*

c.    Enter the Title in the field provided. *This is a 50 alphanumeric character field.*

d.    Enter the DSN in the field provided. *This is an 8 alphanumeric character field.*

e.    Enter the EMAIL in the field provided. *This is an 80 alphanumeric character field.*

f.    Enter the Phone Number in the field provided. *This is a 19 alphanumeric character field.*

g.    Enter the INT. Phone Number in the field provided. *This is a 19 alphanumeric character field.*

B.    *Enter the Authorized Representative information.*

a.    Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*

b.    Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*

c.    Enter the Title in the field provided. *This is a 50 alphanumeric character field.*

d.    Enter the DSN in the field provided. *This is an 8 alphanumeric character field.*

e.    Enter the E-MAIL Address in the field provided. *This is an 80 alphanumeric character field.*

f.    Enter the Phone Number in the field provided. *This is a 19 alphanumeric character field.*

g.    Enter the INT. Phone Number in the field provided. *This is a 19 alphanumeric character field.*

5.    Select  Finish ✓ . *The new Customer Profile record is saved, and appears in the Customer Profiles grid.*

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# 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. |
| **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. |

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| | |
|---|---|
| **2 — Invalid entry *Customer ID*.** | Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format. |
| **13 — Mandatory Entry: *Customer ID Type*.** | Missing Entry. Enter the appropriate information in the desired field. |
| **13 — Mandatory Entry: *Customer ID*.** | |
| **1 — Record must exist.** | Invalid Entry. The Record needs to match the entries. Re-enter the entry. |
| **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. |
| **83 — Unexpected error encountered, contact DPAS Call Center for assistance.** | Contact the DPAS Call Center. |
| **xxxx — The Customer ID is not valid for the selected Customer ID Type.** | Invalid Entry. The Customer ID Type needs to match the Customer ID. Re-enter the Customer ID. |
| **xxxx — A Customer Profile already exists for the spe-** | Invalid Entry. The Customer ID must be unique within the ICP. Either enter a different Cus- |

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| | |
|---|---|
| **cified Customer ID.** | tomer ID or create a different Customer Profile. |
| **xxxx — The specified Customer ID does not match any known DoDAACs or RICs.** | Invalid Entry. The Customer ID needs to exist already in the DoDAACs or RICs within the ICP. Re-enter the Customer ID. |
| **xxxx — The specified Ship To DoDAAC does not match any known DoDAACs.** | Invalid Entry. The Ship To DoDAAC needs to exist already within the DoDAACs within the ICP. Re-enter the Ship To DoDAAC. |
| **xxxx — First Name is required when entering an Authorized Representative.** | Missing Entry. An Authorized Representative entry requires a First Name. Enter the First Name. |
| **xxxx — Last Name is required when entering an Authorized Representative.** | Missing Entry. An Authorized Representative entry requires a Last Name. Enter the Last Name. |
| **xxxx - PROJECT CD must be 3 characters.** | Missing Entry. The PROJECT CD field is a 3 alpha-numeric character field. Enter the PROJECT CD. |

## Related Topics

- Customer Profile Overview
- Update a Customer Profile
- Delete a Customer Profile

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# Update a Customer Profile

## Overview

The Customer Profile Update process allows the editing of a customer record in the Inventory Control Point/Materiel Management module.

> **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.
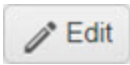
## Navigation

MASTER DATA MGMT > Customer Profile > [✎ Edit] > Edit Customer Profile page

## Page Fields

The following fields display on the **Edit Customer Profile** 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. |

| | |
|---|---|
| **383** | Select Cancel button to return to Search Results page. |
| **473** | Select "Next" button to continue. |
| **55** | Use "Back" button to return to previous page. |
| **486** | Select the "Finish" button to complete the process and save all data. |

## Customer Details Grid

Customer Id Type *
Customer Name
PMR Required
Remarks
Customer Id 🛈 *
History Remarks

## Customer Requisition Grid

Ship To DoDAAC
Priority Designator
Advice Cd
Distribution Cd
Fund Cd
Purpose Cd
Reason Cd
Contract Nbr
Required Delivery Date
Signal Cd
Media & Status Code
Condition Cd
Demand Cd
Project Cd

Contract Line Item Nbr

**Document Nbr Range Grid**

Document Nbr Range

## Contacts Grid

**Information Point of Contact Grid**

First Name
Last Name
Title
DSN
Email
Phone Nbr
Int. Phone Nbr

**Authorized Representative Grid**

First Name
Last Name
Title
DSN
Email
Phone Nbr
Int. Phone Nbr

(*) Asterisk identifies mandatory fields.

# Procedures

**DPAS Navigation Helpful Tips**

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

## Update a Customer Profile

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 Customer Profile** page appears.*

    | 1. Customer Details | 2. Customer Requisition | 3. Contacts |
    |---|---|---|

    **Customer Details**

    *Details about the customer can be entered below. All fields marked with * are required.*

    | * Customer Id Type | DODAAC ▼ | * ⓘ Customer ID | H92171 |
    |---|---|---|---|
    | Customer Name | NSW GROUP 2 LOGSU 2 A | | |
    | PMR Required | ☑ | PMR RIC | HVB |
    | Remarks | Remarks | History Remarks | History Remarks |

    🚫 Cancel                                                        Next ❯

2.  *Update the Customer Details tab.*

    **A.**    Update the Customer Id Type, using [▼] to select the desired identifier.

    B.    Update the Customer Name, entering the revised name in the field provided. *This is a 125 alphanumeric character field.*

    C.    Verify the PMR Required contains the appropriate ☑ or ☐. *When checked, the PMR RIC field appears.*

    a.    Update the PMR RIC, entering the revised RIC in the field provided. *This is a 3 alphanumeric character field.*

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

    **E.**    Update the Customer ID, using ⓘ to assist with the revised identifier. *This is a 6 alphanumeric character field.*

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

3.  Select [Next ❯]. The Customer Requisition tab appears.

A. Update the Ship To DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

B. Update the Priority Designator, using [▼] to select the desired code.

C. Update the Advice Cd, using [▼] to select the desired code.

D. Update the DISTRIBUTION CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

E. Update the FUND CD, entering the revised code in the field provided. *This is a 2 alpha-numeric character field.*

F. Update the Purpose Cd, using [▼] to select the desired code.

G. Update the REASON CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

H. Update the CONTRACT NBR, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*

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I.     Update the Required Delivery Date, using ⬍ to choose the revised amount.

J.     Update the Signal Cd, using ▾ to select the desired code.

K.     Update the Media & Status Code, using ▾ to select the desired code.

L.     Update the Condition Cd, using ▾ to select the desired code.

M.    Update the Demand Cd, using ▾ to select the desired code.

N.     Update the PROJECT CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

O.     Update the Contract Line Item Number, entering the revised identifier in the field provided. *This is a 4 alphanumeric character field.*

P.     Update the Document Nbr Range, using ▾ to select the desired range.

4.   Select **Next >**. The Contacts tab appears.

| 1. Customer Details | 2. Customer Requisition | 3. Contacts |
|---|---|---|

**Contacts**
Customer contact information can be entered below. The contact's first and last name are required when adding a contact.

| Information Point of Contact | | Authorized Representative | |
|---|---|---|---|
| **First Name** | BRIDGET | **First Name** | PIDGE |
| **Last Name** | TECH | **Last Name** | WRITER |
| **Title** | WRITER | **Title** | TECH |
| **DSN** | DSN | **DSN** | DSN |
| **Email** | NOREPLY@WRITER.COM | **Email** | NOREPLY@TECH.COM |
| **Phone Nbr** | 555-1212 | **Phone Nbr** | 555-1212 |
| **Int. Phone Nbr** | Int. Phone Nbr | **Int. Phone Nbr** | Int. Phone Nbr |

🚫 Cancel          ‹ Back          Finish ✔
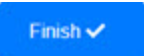
A.     *Update the Information Point of Contact information.*

   a.   Update the First Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

     b.    Update the Last Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

     c.    Update the Title, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*

     d.    Update the DSN, entering the revised number in the field provided. *This is an 8 numeric character field.*

     e.    Update the EMAIL, entering the revised address in the field provided. *This is an 80 alphanumeric character field.*

     f.    Update the Phone Number, entering the revised number in the field provided. *This is a 19 numeric character field.*

     g.    Update the INT. Phone Number, entering the revised number in the field provided. *This is a 19 alphanumeric character field.*

B.    *Update the Authorized Representative information.*

     a.    Update the First Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

     b.    Update the Last Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

     c.    Update the Title, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*

     d.    Update the DSN, entering the revised number in the field provided. *This is an 8 numeric character field.*

     e.    Update the E-MAIL Address, entering the revised address in the field provided. *This is an 80 alphanumeric character field.*

     f.    Update the Phone Number, entering the revised number in the field provided. *This is a 19 numeric character field.*

     g.    Update the INT. Phone Number, entering the revised number in the field provided. *This is a 19 alphanumeric character field.*

5.    Select [ Finish ✔ ]. *The revised Customer Profile is saved, and the row appears green in the Customer Profiles 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. |
| **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. |

| | |
|---|---|
| **2 — Invalid entry *Customer ID*.** | Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format. |
| **13 — Mandatory Entry: *Customer ID Type*.** | Missing Entry. Enter the appropriate information in the desired field. |
| **13 — Mandatory Entry: *Customer ID*.** | |
| **1 — Record must exist.** | Invalid Entry. The Record needs to match the entries. Re-enter the entry. |
| **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. |
| **83 — Unexpected error encountered, contact DPAS Call Center for assistance.** | Contact the DPAS Call Center. |
| **xxxx — The Customer ID is not valid for the selected Customer ID Type.** | Invalid Entry. The Customer ID Type needs to match the Customer ID. Re-enter the Customer ID. |
| **xxxx — A Customer Profile already exists for the spe-** | Invalid Entry. The Customer ID must be unique within the ICP. Either enter a different Cus- |

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| | |
|---|---|
| **cified Customer ID.** | tomer ID or create a different Customer Profile. |
| **xxxx — The specified Customer ID does not match any known DoDAACs or RICs.** | Invalid Entry. The Customer ID needs to exist already in the DoDAACs or RICs within the ICP. Re-enter the Customer ID. |
| **xxxx — The specified Ship To DoDAAC does not match any known DoDAACs.** | Invalid Entry. The Ship To DoDAAC needs to exist already within the DoDAACs within the ICP. Re-enter the Ship To DoDAAC. |
| **xxxx — First Name is required when entering an Authorized Representative.** | Missing Entry. An Authorized Representative entry requires a First Name. Enter the First Name. |
| **xxxx — Last Name is required when entering an Authorized Representative.** | Missing Entry. An Authorized Representative entry requires a Last Name. Enter the Last Name. |
| **xxxx — PROJECT CD must be 3 characters.** | Missing Entry. The PROJECT CD field is a 3 alpha-numeric character field. Enter the PROJECT CD. |

## Related Topics

- Customer Profile Overview
- Add a Customer Profile
- Delete a Customer Profile

# Delete a Customer Profile

## Overview

The Customer Profile Delete process allows the removal of a customer record in the Inventory Control Point/Materiel Management module.

## Navigation

MASTER DATA MGMT > Customer Profile > [ 🗑 Delete ] > Delete Customer Profile pop-up window

## Page Fields

The following fields display on the **Delete Customer 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 |
|--------|-------|
|        |       |

### Delete Customer Profile Grid

History Remarks

## Procedures

**DPAS Navigation Helpful Tips**

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

## Delete a Customer Profile
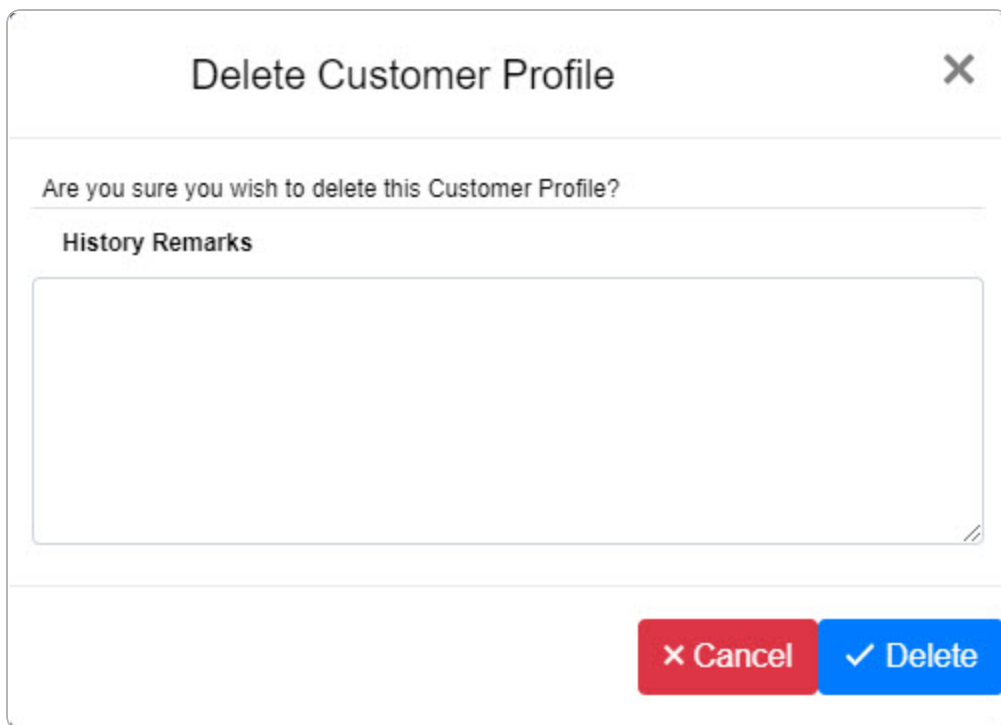
*Selecting* **× Cancel** *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

1.  Select 🗑 Delete . *The **Delete Customer Profile** pop-up window appears.*



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

3.  Select ✓ Delete . *The record is removed from the Customer Profiles 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.

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| Error | Solution |
|---|---|
| **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

- Customer Profile Overview
- Add a Customer Profile
- Update a Customer Profile

# Contractor Overview

## 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.

> **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

MASTER DATA MGMT > Contractor > Contractor page

## 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 = alpha-numeric 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

All
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:.

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- 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.*

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



## Add a New Contractor

Select **+ Add**. *The **Add a Contractor** pop-up window appears.*
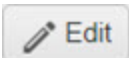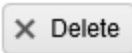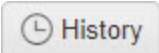
## Update a Contractor

1. Click ☐ to select the desired entry. *The Contractor is highlighted, and* **Edit** , **X Delete** *, and* **History** *become available.*

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2. Select [Edit] . *The **Update a Contractor** pop-up window appears.*

## Delete a Contractor

1. Click ☐ to select the desired entry. *The Contractor is highlighted, and* [Edit] , [X Delete] , *and* [History] *become available.*

2. Select [X Delete] . *The **Delete a Contractor** pop-up window appears.*

## View the History for a Contractor

1. Click ☐ to select the desired entry. *The Contractor is highlighted, and* [Edit] , [X Delete] , *and* [History] *become available.*

2. Select [History] . *The **History for Contractor** pop-up window appears.*

## View the Contracts Associated with a Contractor

Select the Contractor hyperlink. *The **Contract** page appears, 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 secur-** | Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try |

| ity access. | the Search again. |
| --- | --- |

## Related Topics

- Add a Contractor
- Update a Contractor
- Delete a Contractor
- View the History for a Contractor

DPAS — Defense Property Accountability System

Help Reference Guide
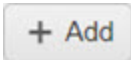
# Add a Contractor

## 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. |

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| | |
|---|---|
| **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 = alpha-numeric 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

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

3. Enter the DODAAC 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.*

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

7.

**OR**

Select the POC Tab.

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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.*

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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]. *The new Contractor record is saved, and appears in the Contractor 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:** *CAGE CD*. | Missing Entry. Enter the appropriate information in the desired field. |
| **13 — Mandatory Entry:** *Corporation Name*. | |
| **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 CD. Must be 5 pos, first and fifth = numeric, remaining pos = alphanumeric.** | Invalid Entry. The CAGE CD is a 5—position entry. The first and fifth positions must be numeric. The remaining positions are alphanumeric. Re-enter the CAGE CD. |
| **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. |
| **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** | 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 |

| | |
|---|---|
| **space.** | 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. |

# 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 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 = alpha-numeric 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** | DᴏDAAC entry must be 6-ᴘᴏs 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

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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 CD, 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.*

Select [✓ Update]. *The revised Contractor is saved, and the row appears green in the Contractor results grid .*

8.

    **OR**

    Select the POC Tab.

DPAS — Defense Property Accountability System

**Update Contractor** ✕

Instructions ▼

Contractor | **POC**

**POC Details**

| Field | Value |
|---|---|
| Contact Point | BPG |
| Phone Nbr | 555-1212 |
| DSN Nbr | |
| Fax Nbr | |
| Email Address | bpg@bpg.com |

| Field | Value |
|---|---|
| Country | US - UNITED STATES OF AMERICA ▼ |
| Address Line 1 | 4640 E Trindle Rd |
| Address Line 2 | |
| City | Camp Hill |
| State | PA - Pennsylvania ▼ |
| Zip Cd | 17011 |

Add / Edit Remarks

✓ Update   ⊘ Cancel

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.*

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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 alpha-numeric 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 alpha-numeric 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]. *The revised Contractor is saved, and the row appears green in the Contractor 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** | Invalid Characters Entered in the Remarks field. |

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| | |
|---|---|
| **alphanumeric 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: *CAGE CD*.** | Missing Entry. Enter the appropriate information in the desired field. |
| **13 — Mandatory Entry: *Corporation Name*.** | |
| **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 CD. Must be 5 pos, first and fifth = numeric, remaining pos = alphanumeric.** | Invalid Entry. The CAGE CD is a 5—position entry. The first and fifth positions must be numeric. The remaining positions are alpha-numeric. Re-enter the CAGE CD. |
| **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. |

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| | |
|---|---|
| **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

- Contractor Overview
- Add a Contractor
- Delete a Contractor
- View the History for a Contractor

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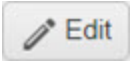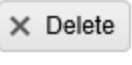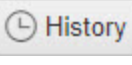
> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point/Materiel Management Navigation Tips.

## 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.*

| Delete Contractor | ✕ |
|---|---|
| Instructions | ▼ |
| ┌─ Delete Contractor ─────────────────────────────── |
| Are you sure you want to delete this Contractor and any associations? |
| History Remarks |
| [                                                   ] |
| ✕ Delete    ⊘ Cancel |

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

4.  Select ✕ Delete *. The Contractor record is removed.*

# 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

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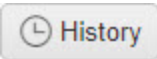
# View the Contractor History

## 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
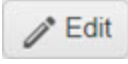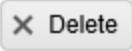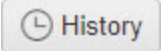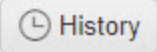
# Procedures

**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* 🕐 History *become available.*

2. Select 🕐 History *next to the desired entry. The* **History for Contractor** *pop-up window appears.*

| History for Contractor BPG LLC | | | | | | | ✕ |
|---|---|---|---|---|---|---|---|
| Instructions | | | | | | | ▼ |
| **Contractor History**   ⚙ Grid Options ▼ | | | | | | | |
| Operation ▼ | Last Transaction Dt/Tm ↓ ▼ | Last Updated By ▼ | Corporation Name ▼ | Division Name ▼ | CAGE Cd ▼ | DoDAAC | ▼ |
| Updated | 01/15/2019 2:17:21 PM | TEEDJ | BPG LLC | BPG DIV-A2 | BPG12 | N00024 | |
| 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 | |
| Selected 0/3   ⏮ ◀ ① Page 1 of 1 ▶ ⏭   ⏮ ◀ ▶ ⏭   50 ▼ items per page   1 - 3 of 3 items ↻ | | | | | | | |

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 ✕ . *The Contractor 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. |

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| | |
|---|---|
| **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

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# Contract Overview

## 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. |

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| 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 = alpha-numeric 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

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**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. *The Search Results appear.*

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## 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.*
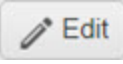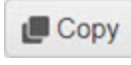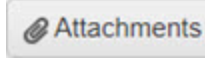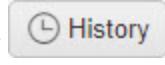
## Add a New Contract

Select + Add . *The **Add a Contract** pop-up window appears.*

## Update a Contract

1. Click ☐ to select the desired entry. *The Contract row is highlighted, and* 🖉 Edit *,* ✕ Delete *,* 🗒 Copy *,* 🖉 Attachments *, and* 🕐 History *become available.*

2. Select 🖉 Edit . *The **Update a Contract** pop-up window appears.*

## Delete a Contract

1. Click ☐ to select the desired entry. *The Contract row is highlighted, and* 🖉 Edit *,* ✕ Delete *,* 🗒 Copy *,* 🖉 Attachments *, and* 🕐 History *become available.*

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2. Select ☒ Delete . *The **Delete a Contract** pop-up window appears.*

## Copy a Contract

1. Click ☐ to select the desired entry. *The Contract row is highlighted, and* ✎ Edit ,
   ☒ Delete , 🗐 Copy , 📎 Attachments *, and* 🕓 History *become available.*
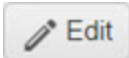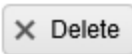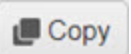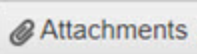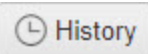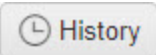
2. Select 🗐 Copy . *The **Copy a Contract** pop-up window appears.*

## Add Attachments to a Contract

1. Click ☐ to select the desired entry. *The Contract row is highlighted, and* ✎ Edit ,
   ☒ Delete , 🗐 Copy , 📎 Attachments *, and* 🕓 History *become available.*

2. Select 📎 Attachments . *The **Add Attachments to a Contract** pop-up window appears.*

## View the History for a Contract

1. Click ☐ to select the desired entry. *The Contract row is highlighted, and* ✎ Edit ,
   ☒ Delete , 🗐 Copy , 📎 Attachments *, and* 🕓 History *become available.*

2. Select 🕓 History . *The **History for Contract Nbr** pop-up window appears.*

## 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.

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| 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
- View the History for a Contract

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# 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 alpha-numeric. |
|---------|---|

## 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.*

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**2.** Use [dropdown icon] to select the Contract Type Cd. *If the type is Non-DoD, then the Non-DoD CONTRACT NBR field appears.*

**3.** Use [dropdown icon] 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 [calendar icon] to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.

8. Use [calendar icon] to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.

9. Click [checkbox] to select **Manage STOCK NBRS**. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*

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A. Select the Stock Numbers tab. *The tab opens to the empty Associated Stock Numbers results grid.*



**Add STOCK NBR(s)**

Select **+ Add Stock Nbr(s)**. *The **Stock Number Browse** pop-up window appears.*

**Delete STOCK NBR(s)**

a. Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* **✕ Delete** *becomes available.*

b. Select **✕ Delete**. *The STOCK NBR is removed from the pop-up window.*

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.

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A.  Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*

B.  Use [dropdown] 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.*

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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 CD 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 POINT OF CONTACT Details section.

1. Enter the DoDAAC 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 PHONE NBR 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 NBR 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.*

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8. Enter the FAX NBR 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 alpha-numeric character field.*

B. Use ▼ to select the Country.

C. Enter the PHONE NBR in the field provided. *This is a 25 alpha-numeric character field.*

D. Enter the Address Line 1 in the field provided. *This is a 35 alpha-numeric 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 alpha-numeric 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 alpha-numeric 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 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:** *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 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-** | Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional |

| | |
|---|---|
| **1234, 12345 1234).** | 4 numeric character extension. |

## Related Topics

- Contract Overview
- Update a Contract
- Delete a Contract
- Copy a Contract
- Add Attachments
- View the History for a Contract

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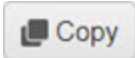
# Copy a Contract

## 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 alpha-numeric. |

## Contract Info Tab

Contract Type Cd *
Contractor *
Contract Nbr *
Non-DoD 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

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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.

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## 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.*

**Add Contract** ✕

Instructions ▼

Contract Info | POC Info | Stock Numbers

─ Contract ─

\* Contract Type Cd
N - Non DoD ▼

\* Contractor
1BCD5 - BPG TEST ▼

\* Contract Nbr
SPECWA45ABCDE

Non-DoD Contract Nbr
ABC123DEF456G

Contract Desc
BPG Test

Dlvry Order Nbr

Start Dt 📅

Expiration Dt 📅

☑ Manage Stock Nbrs

Add / Edit Remarks

✓ Add   ⊘ Cancel

**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 Non-DoD CONTRACT NBR, entering the revised information in the field provided. *This is a 13 alphanumeric character field.*

7. Update the CONTRACT DESC, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*

8. Enter the new DLVY ORD NBR in the field provided. *This is a 4 alphanumeric character field.*

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

10. Use 📅 to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.

11. Click ☐ to select Manage STOCK NBRS. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*

    A. Select the Stock Numbers tab. *The tab opens to the Associated Stock Numbers results grid.*



**Add STOCK NBR(S)**

Select ⊕ Add Stock Nbr(s) . *The **Stock Number Browse** pop-up window appears.*

**Delete STOCK NBR(s)**

a.    Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and*
⊠ Delete *becomes available.*

b.    Select ⊠ Delete . *The STOCK NBR is removed from the pop-up window.*

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.*

Select ✓ Add . *The copied Contract record is saved, and appears in the Contract results grid.*

13.

**OR**

Verify the information in the Contract POC Details section.

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DPAS
Defense Property Accountability System

**Add Contract** ✕

Instructions ▼

Contract Info | POC Info | Stock Numbers

Contract
Admin
Issuing
Property Admin

POC Details

**Contact Point**
Pidge Contract

**Phone Nbr**
555-1212

**DSN Nbr**
555-1221

**Fax Nbr**
555-1212

**Email Address**
no-reply@nowhere.com

**Country**
US - UNITED STATES OF AMERICA ▼

**Address Line 1**
123 ABC Drive

**Address Line 2**

**City**
Anywhere

**State**
NY - New York ▼

**Zip Cd**
12345

Add / Edit Remarks

✓ Add | ⊘ Cancel

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.*

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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.

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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.*
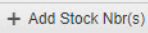
c.    Update the Country, using [▼] to select the desired code.

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 alpha-numeric 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.

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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.

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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.*

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

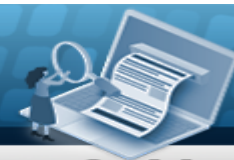     2.     Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

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

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- View the History for a Contract

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# 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". |

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| | |
|---|---|
| **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 alpha-numeric. |

## Contract Info Tab

Contract Type Cd *
Contractor *
Contract Nbr *
Non-DoD 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

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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.

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## 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.*

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**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 alphanumeric character field.*

6. Update the Non-DoD CONTRACT NBR, entering the revised information in the field provided. *This is a 13 alphanumeric character field.*

7. Update the CONTRACT DESC, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*

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8.    Update the DLVY ORD NBR, entering the revised number in the field provided. *This is a 4 alphanumeric character field.*

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

10.    Update the EXPIRATION DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

11.    Verify the **Manage STOCK NBRS** contains the appropriate ✅ or ☐. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*

    A.    Select the Stock Numbers tab. *The tab opens to the Associated Stock Numbers results grid.*



**Add STOCK NBR(s)**

Select ＋ Add Stock Nbr(s). *The **Stock Number Browse** pop-up window appears.*

**Delete STOCK NBR(s)**

    a.    Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* ✕ Delete *becomes available.*

    b.    Select ✕ Delete. *The STOCK NBR is removed from the pop-up window.*

12.    Update the Attachments, using 📎 Attach... to choose the revised files. *The **Add an Attachment** pop-up window appears.*

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 [✓ Update]. *The revised Contract is saved, and the row appears green in the Contract results grid .*

14.

**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.*

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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 is saved, and the row appears green 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 alpha-numeric character field.*

   Select [✓ Update]. *The revised Contract is saved, and the row appears green 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.*

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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 [ ✓ Update ] . *The revised Contract is saved, and the row appears green in the Contract results grid .*

14.

**OR**

Verify the information in the Property Admin POC Details section.

## Update Contract

Instructions

Contract Info  POC Info  Stock Numbers

| Contract |
| Admin |
| Issuing |
| Property Admin |

**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 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 is saved, and the row appears green 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 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:** *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** | 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 |

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| | |
|---|---|
| **space.** | 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
- View the History for a Contract

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DPAS

Help Reference Guide

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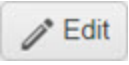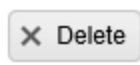
> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point/Materiel Management Navigation Tips.

## 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.*

   | Delete Contract | ✕ |
   | --- | --- |
   | Instructions | ▼ |

   ─ Delete Contract ─

   Are you sure you want to delete this Contract and any associations?
   **History Remarks**

   [text field]

   ✕ Delete    🚫 Cancel

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

4. Select ✕ Delete . *The Contract record is removed.*

# 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
- View the History for a Contract
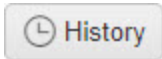
# View the Contract History

## 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 |
|--------|-------|
| **412** | Select "Grid Options" button for additional actions. |

### 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

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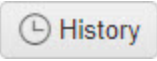
Click the following link to display Inventory Control Point/Materiel Management Navigation Tips.

## View the Contract History

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

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1. Click ☐ to select the desired entry. *The Contract is highlighted, and* [Edit], [× Delete], [Copy], [Attachments], *and* [History] *become available.*
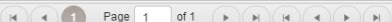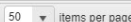
2. Select [History] *next to the desired entry. The **History for CONTRACT NBR** pop-up window appears.*

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 Contractor.*

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 ×. *The Contract 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.

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| 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

- Contract Overview
- Add a Contract
- Update a Contract
- Delete a Contract
- Copy a Contract
- Add Attachments

## Appropriation Overview

## 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.

> **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

MASTER DATA MGMT > Appropriation > Appropriation page

## 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.
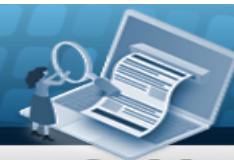
| Number | Value |
|--------|-------|
| 12 | Select "Search" button to view Search Results page. |
| 13 | Select "Reset" button to clear data. |

| 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
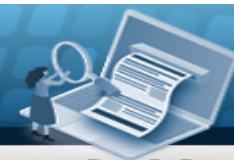
Major Command Code and Description

**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* <span>⟳Reset</span> *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 Dept Cd.

- Enter the Project / Task in the field provided. *This is a 24 alphanumeric character field.*

2. Select ![Search]. *The Search Results appear.*



## Add an Appropriation

Select ![+ Add]. *The **Add an Appropriation** pop-up window appears.*

## Update an Appropriation

1. Click ☐ to select the desired entry. *The Appropriations row is highlighted, and* ![Edit] *and* ![Delete] *become available.*

2. Select ![Edit]. *The **Update an Appropriation** pop-up window appears.*

## Delete an Appropriation

1. Click ☐ to select the desired entry. *The Appropriations row is highlighted, and* ![Edit] *and* ![Delete] *become available.*

2. Select ![Delete]. *The **Delete an Appropriation** 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.

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| 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

ODASD (Logistics)
under A&S Sustainment

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DPAS
Defense Property Accountability System

# Add an Appropriation

## Overview

The Appropriation Add process provides the ability to create new records for funding and appropriation information.

> **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

MASTER DATA MGMT > Appropriation > [ + Add ] > Add Appropriations pop-up window

## 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.
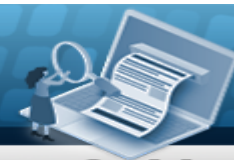
| Number | Value |
|--------|-------|
| **24** | (*) Asterisk identifies mandatory fields. |

| | |
|---|---|
| **21** | Select "Add" button to create a new record. |
| **14** | Select "Cancel" button to return to previous page. |

**Add Appropriations**

Intrf Sys Cd *
Major Command *
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.

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**ODASD (Logistics)
under A&S Sustainment**

**DPAS Helpdesk
1-844-843-3727**

DPAS — Defense Property Accountability System

Help Reference Guide

# 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.** Use ▾ to select the Major Command.

**4.** Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*

5. Enter the ASN in the field provided. *This is a 5 alphanumeric character field.*

**6.** Use ▾ to select the Dept Cd.

7. Enter the Program YR in the field provided. *This is a 4- or 8-numeric character field.*

**8.** Enter the Basic Symbol, using 𝒊 to assist with the entry. *This is a 4 alphanumeric character field.*

9. Enter the SUBHEAD in the field provided. *This is a 4 alphanumeric character field.*

10. Enter the Project / Task in the field provided. *This is a 24 alphanumeric character field.*
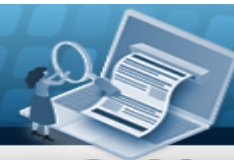
11. Enter the Svcg Activity Cd in the field provided. *This is a 2-6 alphanumeric character field.*

12. Use [▼] to select the Type Fund Cd.

13. Enter the Cost Center in the field provided. *This is a 16 alphanumeric character field.*

14. Enter the Object Class in the field provided. *This is a 2 alphanumeric character field.*

15. Enter the Sub Object Class in the field provided. *This is a 3 alphanumeric character field.*

16. Click ☐ to select Active. *The Appropriations record is marked as either Active ☑ or Inactive ☐ .*

17. 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.*

18. 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)** | Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, |

| | |
|---|---|
| **$, — , /, #, &, comma, period, and space.** | 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 (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
- Delete an Appropriation
- Update an Appropriation

ODASD (Logistics)
under A&S Sustainment

DPAS Helpdesk
1-844-843-3727

# Update an Appropriation

## Overview

The Appropriation Update process allows editing of an Appropriations record for funding and appropriation information.
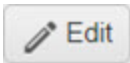
> **Note**
>
> Some search fields provide **Intellisense** $i$ , which is the automatic completion of a field entry in a software application.
>
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic $i$ preceding the field name.

## Navigation

MASTER DATA MGMT > Appropriation > ☐ (desired record) > Edit > Update Appropriations pop-up window

## 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 *
Major Command *
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
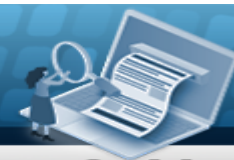　　History Remarks

(*) Asterisk identifies mandatory fields.

# Procedures

**DPAS Navigation Helpful Tips**

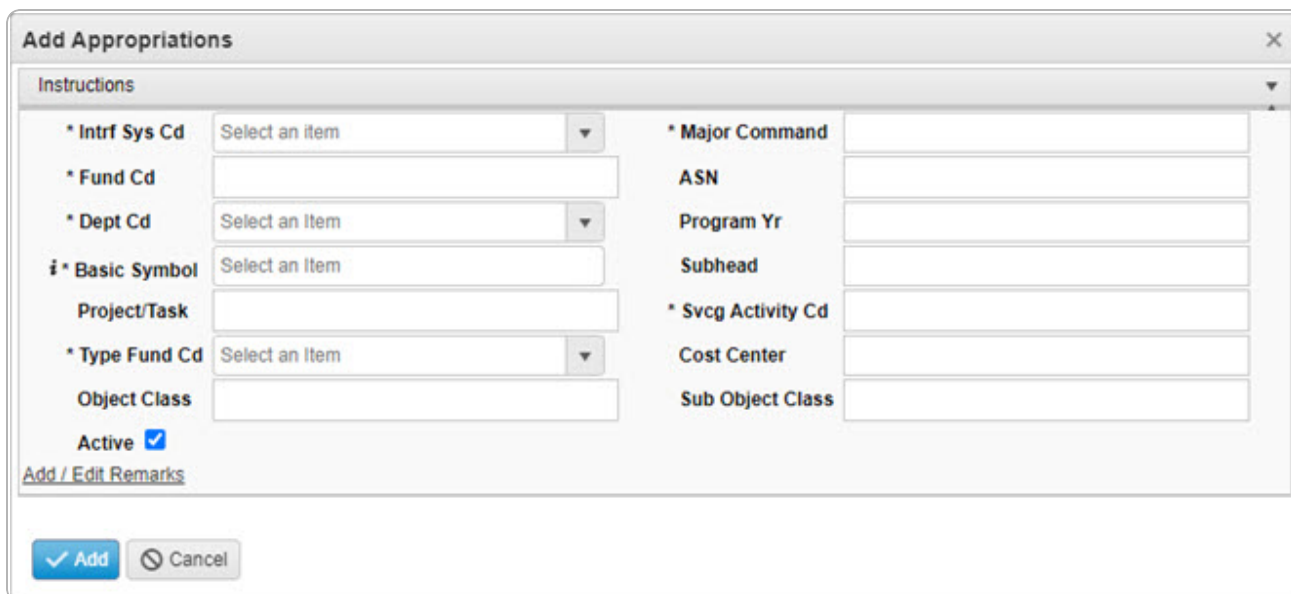Click the following link to display Inventory Control Point/Materiel Management Navigation Tips.

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## 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 row 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 Major Command, using ▼ to select the desired code.

**5.** Update the FUND CD, entering the revised code in the field provided. *This is a 2 alpha-numeric character field.*

6. Update the ASN, entering the revised number in the field provided. *This is a 5 alpha-numeric character field.*

**7.** Update the Dept Cd, using ▼ to select the desired code.

8. Update the Program YR, entering the revised year in the field provided. *This is a 4- or 8-numeric character field.*

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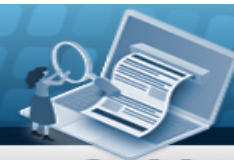
9.  Update the Basic Symbol, using ℹ️ to assist with the revised entry. *This is a 4 alpha-numeric character field.*

10. Update the SUBHEAD, entering the revised suffix in the field provided. *This is a 4 alpha-numeric character field.*

11. Update the Project / Task, entering the revised information in the field provided. *This is a 24 alphanumeric character field.*

**12.** Update the SVCG ACTIVITY CD, entering the revised code in the field provided. *This is a 2-6 alphanumeric character field.*

**13.** Update the Type Fund Cd, using ▼ to select the desired code.

14. Update the Cost Center, entering the revised information in the field provided. *This is a 16 alphanumeric character field.*

15. Update the Object Class, entering the revised information in the field provided. *This is a 2 alphanumeric character field.*

16. Update the SUB Object Class, entering the revised information in the field provided. *This is a 3 alphanumeric character field.*

17. Verify the Active contains the appropriate ☑ or ☐. *Determines if the appropriation record is active ☑ or not ☐.*

18. 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.*

19. Select ✔ Update . *The revised 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.

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| 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 (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 alpha-numeric 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

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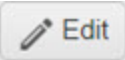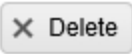
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# Procedures
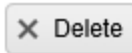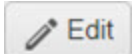
> **DPAS Navigation Helpful Tips**
>
> Click the following link to display Inventory Control Point/Materiel Management Navigation Tips.

## 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 row is highlighted, and* ✎ Edit *and* ✕ Delete *become available.*

2. Select ✕ Delete . *The* **Delete Appropriations** *pop-up window appears.*
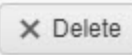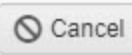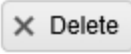
   | Delete Appropriations | ✕ |
   |---|---|
   | Instructions | ▼ |

   ─ Delete Appropriations ─

   Are you sure you want to delete this Appropriations and any associations?
   History Remarks

   ✕ Delete    ⊘ Cancel

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

4. Select ✕ Delete . *The Appropriations record is removed from the Results grid.*

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# 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

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# Document Number Range Overview

## 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 NBR Range > DOCUMENT NBR Range page

## Page Fields

The following fields display on the **DOCUMENT NBR 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.

## DOCUMENT NBR Range 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.

## View a DOCUMENT NBR Range

1. *View the DOCUMENT NBR Range grid.*

| | DoDAAC | Range Desc | Begin Serial Nbr ↑ | End Serial Nbr | Document Type |
|---|---|---|---|---|---|
| ☐ | N00024 | BPG TEST | 1001 | 2000 | MS - Miscellaneous |

Document Nbr Range · Grid Options ▼ · + Add · Edit · Delete
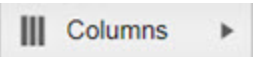
◄◄ ◄ 1 / 1 of 1 ► ►► ◄◄ ◄ ► ►► 50 ▼ items per page 1 - 1 of 1 items ↻

- *The DODAAC automatically populates and is not editable.*

- *The Range DESC automatically populates and is not editable.*

- *The Begin SERIAL NBR automatically populates and is not editable.*

- *The End SERIAL NBR automatically populates and is not editable.*

- *The Document Type automatically populates and is not editable.*

2. Select **⚙ Grid Options ▾** . *The Grid Options expanded menu appears.*

3. Select **⫿⫿⫿ Columns ▸** to view the optional information in the Program Grid:

| | DoDAAC | Range Desc | Begin Serial Nbr | End Serial Nbr | Document Type | Document Dt | Established By | Established Dt/Tm | Last Serial Nbr Assigned | Last Transaction Dt/Tm | Last Updated By | Program Id |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | N00024 | BPG TEST | 1001 | 2000 | MS - Miscellaneous | 12/15/2022 | GROCEBP | 12/15/2022 4:44:49 PM | 1,000 | 12/15/2022 4:44:49 PM | GROCEBP | LPGLN03 |
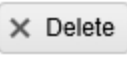
- *The Document DT automatically populates and is not editable.*

- *The Established By automatically populates and is not editable.*

- *The Established DT/TM automatically populates and is not editable.*

- *The Last SERIAL NBR Assigned 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 PROGRAM ID automatically populates and is not editable.*

## Add a Document Number Range

Select **+ Add** . *The **Add Document Nbr Range** pop-up window appears.*
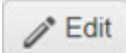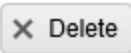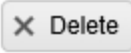
## Update a Document Number Range

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 appears.*

## Delete a Document Number Range

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 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 Document Number Range
- Update a Document Number Range
- Delete a Document Number Range

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# 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 Grid

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.*

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## Add Document Nbr Range

**Instructions** ▼

| Add Range | Split Range |

**Document Nbr Details**

\* **DoDAAC**
H92151

\* **Range Desc**

\* **Begin Serial Nbr**

\* **End Serial Nbr**

\* **Document Type**
Select an Item ▼

✓ Add    ⊘ Cancel

**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 . *The **Add DOCUMENT NBR Range** pop-up window closes, and the new DOCUMENT NBR Range 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.

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| 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*.** | Missing Entry. Enter the appropriate information in the desired field. |
| **13 — Mandatory Entry: *Begin Serial Nbr*.** | |
| **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
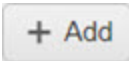- Update a Document Number Range
- Delete a Document Number Range

# 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.*

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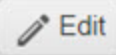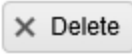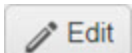
1. Click ☐ to select the desired entry. *The record is highlighted, and* 🖊 Edit *and* ✕ Delete *become available.*

2. Select 🖊 Edit . *The* **Update DOCUMENT NBR Range** *pop-up window displays, with the Update Range Tab available.*

   **Update Document Nbr Range**                                ✕

   Instructions                                                  ▼

   | Update Range | Split Range |

   ┌─ Document Nbr Details ─────────────────
   │ * DoDAAC
   │ H92151
   │ * Range Desc
   │ ┌───────────────────────────────────┐
   │ │ BPG TEST                           │
   │ │                                    │
   │ └───────────────────────────────────┘
   │ * Begin Serial Nbr
   │ ┌───────────────────────────────────┐
   │ │ 4500                               │
   │ └───────────────────────────────────┘
   │ * End Serial Nbr
   │ ┌───────────────────────────────────┐
   │ │ 5500                               │
   │ └───────────────────────────────────┘
   │ * Document Type
   │ ┌──────────────────────────────┬───┐
   │ │ MA - Miscellaneous Add       │ ▼ │
   │ └──────────────────────────────┴───┘
   └────────────────────────────────────────

   ✓ Update    ⊘ Cancel

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.

Update Document Nbr Range                                                          ✕

Instructions                                                                        ▼

| Update Range | Split Range |

┌─ DoDAAC ──────────────────────────────────────────────────────────────────┐
│     H92151                                                                   │
└─────────────────────────────────────────────────────────────────────────────┘

┌─ Existing Range ─────────────────────────┐  ┌─ New Range ──────────────────────────┐
│ The existing range will be updated with  │  │ A new range will be added with these │
│ these values:                             │  │ values:                              │
│ Existing Range Desc                       │  │ * New Range Desc                     │
│  BPG TEST                                 │  │  ┌──────────────────────────────┐    │
│                                           │  │  │                              │    │
│                                           │  │  └──────────────────────────────┘    │
│                                           │  │ * New Begin Serial Nbr               │
│ Existing Begin Serial Nbr                 │  │  ┌──────────────────────────────┐    │
│  4500                                     │  │  │                              │    │
│                                           │  │  └──────────────────────────────┘    │
│                                           │  │  ┌ ✓ Check Values ┐                  │
│                                           │  │  * New End Serial Nbr                │
│ Existing End Serial Nbr                   │  │   5500                               │
│  5500  ⚠                                  │  │  New Document Type                   │
│                                           │  │  ┌──────────────────────────┬──┐     │
│                                           │  │  │ Optional                 │▼ │     │
│ Existing Document Type                    │  │  └──────────────────────────┴──┘     │
│  MA - Miscellaneous Add                   │  │                                      │
└───────────────────────────────────────────┘  └──────────────────────────────────────┘

┌ ✓ Update ┐  ┌ ⊘ Cancel ┐

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 Dᴇsᴄ.*

b.    *Verify the Existing Begin Sᴇʀɪᴀʟ Nʙʀ.*

c.    *Verify the Existing End Sᴇʀɪᴀʟ Nʙʀ.*

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> **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 . *The **Update DOCUMENT NBR Range** pop-up window closes, and the revised DOCUMENT NBR Range 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 secur-** | Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try |

| | |
|---|---|
| **ity access.** | the Search again. |
| **13 — Mandatory Entry:** *Range DESC.* | Missing Entry. Enter the appropriate information in the desired field. |
| **13 — Mandatory Entry:** *Begin SERIAL NBR.* | |
| **13 — Mandatory Entry:** *End SERIAL NBR.* | |
| **13 — Mandatory Entry:** *Document Type.* | |
| **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. |

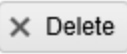### Delete DOCUMENT NBR Range Grid
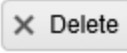
History Remarks
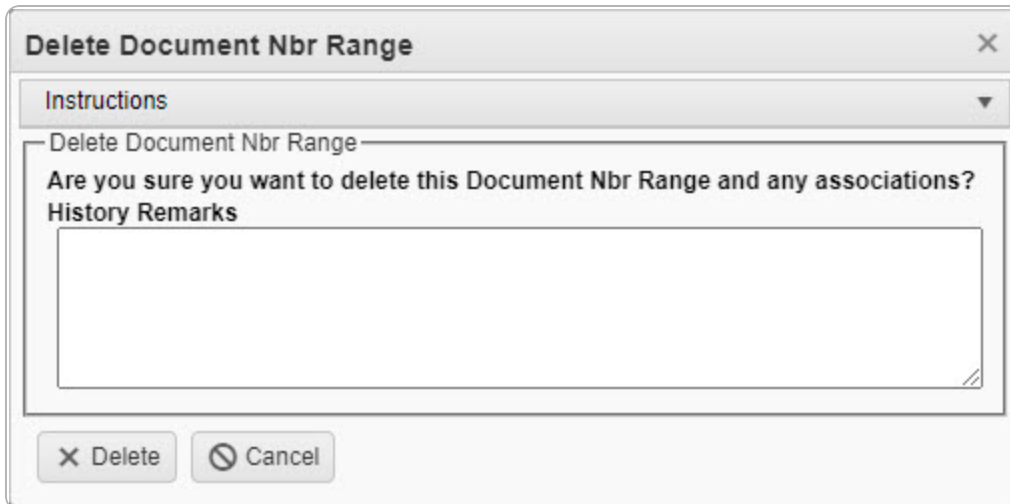
# Procedures

> **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.*

    | Delete Document Nbr Range | ✕ |
    | --- | --- |
    | Instructions | ▼ |

    ┌─ Delete Document Nbr Range ───────────────
    Are you sure you want to delete this Document Nbr Range and any associations?
    History Remarks
    ┌─────────────────────────────────────┐
    │                                     │
    │                                     │
    │                                     │
    │                                     │
    └─────────────────────────────────────┘

    ✕ Delete    ⊘ Cancel

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

4.  Select ✕ Delete . *The* **Delete DOCUMENT NBR Range** *pop-up window closes, and the* DOCUMENT NBR *Range record 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. |

# Related Topics

- Document Number Range Overview
- Add a Document Number Range
- Update a Document Number Range

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Help Reference Guide

# 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.

## Navigation

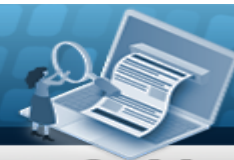Inquiries > Catalog > STOCK NBR Inventory > STOCK NBR Inventory Inquiry page

## 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 = alpha-numeric 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. |

## 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

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Interface System 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 Status 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
Maint Group
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:.

- 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 [🔍] to browse for the entry. *This is a 10 alpha-numeric 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 [🔍 Search]. *Results appear in the Search Results grid.*

**Search Results**

| Stock Nbr | Stock Item Cd | Interface System 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 code | Accounting Req Cd | NIIN status code |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1005000037493 | A - NSN | CF - FEDLOG | REVOLVER,CALIBER .38 | | A - Serial Number Managed | | 1005 - Guns, through 30MM | 4 - Low Snsvty Cat IV | M - Military Equipment | A - Fighters/Attck Aircraft | 0 | GEAR ISSUE - GEAR ISSUE | GEAR ISSUE - GEAR ISSUE | N/A | | N - Nonexpendable | 6 |
| 1005000037494 | A - NSN | CF - FEDLOG | REVOLVER,CALIBER .38 | | B - Bulk Managed | | 1005 - Guns, through 30MM | 4 - Low Snsvty Cat IV | M - Military Equipment | E - Surface Combat | 0 | AIR - AIR | AIR - AIR | N/A | | N - Nonexpendable | 6 |
| 1005000039937 | A - NSN | CL - FLIS | REVOLVER,CALIBER .38 SPECIAL | | A - Serial Number Managed | | 1005 - Guns, through 30MM | 4 - Low Snsvty Cat IV | M - Military Equipment | 0 - Other Mil Equip | 0 | ARMORY SER - ARMORY SERIAL | ARMORY SER - ARMORY SERIAL | N/A | | N - Nonexpendable | 6 |

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

- 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 STOCK NBR 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 STOCK NBR Inventory > Agency STOCK NBR Inquiry page

## Page Fields

The following fields display on the **Agency STOCK NBR 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

DPAS — Defense Property Accountability System

## 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.

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# 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.

**Catalog Selection**

Catalog Selection
- ○ AEMM
- ○ FLIS

[✓ Continue]

- 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:.

- 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 [ Q 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 Nbr | Source Of Supply | UPC | Using Service Code |
|---|---|---|---|---|---|---|---|---|---|---|
| 1005000012676 | 000012676 | FILTER,GUN DRIVE | 1005 - Guns, through 30MM | | | | | SMS | | D - Lead Service (Military Service Activity) - 06 (Consumable) |
| 1005000012676 | 000012676 | FILTER,GUN DRIVE | 1005 - Guns, through 30MM | | | | | SMS | | N - U.S. Navy |
| 1005000012676 | 000012676 | FILTER,GUN DRIVE | 1005 - Guns, through 30MM | | | | | SMS | | I - Integrated Materiel Manager |
| 1005000012676 | 000012676 | FILTER,GUN DRIVE | 1005 - Guns, through 30MM | | | | | SMS | | F - U.S. Air Force |

|◄ ◄ 1 ► ►| 10 ▼ items per page                                                        1 - 4 of 4 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

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# 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. |

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| | |
|---|---|
| **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
GFM Contract Nbr
Stocking UI Price
MAC
Extended Price

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Inventory Qty

**Optional**

Inv Method
Date Of Last Inventory
Inv Ref 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
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 ⓘ 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 |

⚙ Grid Options ▼

| Serial Number ↑ | Manufacturer Lot | UII |
|---|---|---|
| 0000400 | | |
| 0000401 | | |
| 0000402 | | |

Selected 0/3    Page 1 of 1    50 items per page    1 - 13 of 13 items

Selected 0/3    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.

> **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 Transaction Inquiry > Inventory Transaction Inquiry page
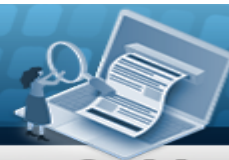
## Page Fields

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

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**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.

    Remote Storage Activity Browse help

- 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.

- 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 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   Q Search   to view the results in the Inventory Transaction Inquiry Grid.

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# 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:.
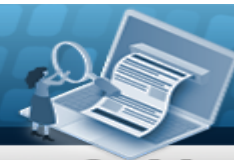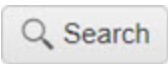
- Use the dropdown to select the Trans Set Type.

- Enter the FUND CD, using the info icon to assist with the entry. *This is a 2 alphanumeric character field.*

- Use the dropdown to select the Dept Cd.

- Enter the Project / Task, using the info icon to assist with the entry. *This is a 24 alphanumeric character field.*

- Use the dropdown to select the CICP/RSA.

- Use the info icon or browse button to assist with the DOCUMENT NBR entry. *This is a 14 alphanumeric character field.*

  Document Number Browse help

- Use the dropdown to select the Cond Cd.

- Use the info icon or browse button to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help

- Use the dropdown to select the Reportable Commodity Type.

- Enter the Managed DoDAAC, using the info icon to assist with the entry. *This is a 6 alphanumeric character field.*

- Use the calendar icon to select the DT From, or enter the date (MM/DD/YYYY) in the field

provided.

- Use 📅 to select the Dᴛ 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.

| Accounting Transaction Inquiry | ⚙ Grid Options ▾ | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 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   |◀ ◀ 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

- Stock Nbr Inquiry
- Agency Stock Nbr Inquiry
- Inventory Inquiry
- Inventory Transaction Inquiry
- Contract History Inquiry
- Contractor History Inquiry

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# 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 | DᴏDAAC 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*

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**⟳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* CAGE Cd | All | *i* DoDAAC | All |
|---|---|---|---|
| *i* Corporation Name | All | *i* Division Name | All |
| Dt From | 📅 | Dt To | 📅 |
| User Id | | | |

🔍 Search    ⟳ Reset

- 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.

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| Instructions | | | | | | | ▼ |
|---|---|---|---|---|---|---|---|

**Contractor History** · ⚙ Grid Options ▼

| 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 | |

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.

## 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 ᴘᴏs. When ᴘᴏs 1 = 0-9, ᴘᴏs 5 must = alpha but not I, O, or X. When ᴘᴏs 1 = A, ᴘᴏs 5 must = alpha-numeric 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 | DᴏDAAC entry must be 6-ᴘᴏs 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

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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

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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

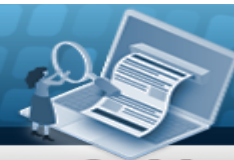Program ID
Established Dt/Tm
Established By

# 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

DPAS

Help Reference Guide

# 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:.

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- Use ▼ to select the Report Category.

- Use ▼ to select the Report Type.

- Use ▼ to select the Report / Form.

2. Select **Q Search** to display the search results.



---

## 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.*

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4.  Enter the fields in the Submit / Schedule panel.

    **A.**  Use [▼] to select the Export File Format.

    B.  Use [🖫 🕓] to select the Schedule Dт/Tм, 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

DPAS (Defense Property Accountability System)

# 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 Name
Report Category
Report Type
Report Status
Private/Shared
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 Name | All ▼ | Report Category | All ▼ |
| Report Type | All ▼ | Report Status | All ▼ |
| Private/Shared | All ▼ | Report/Form | All ▼ |

🔍 Search    ↻ Reset

- Use ▼ to select the Report Name.

- Use ▼ to select the Report Category.

- Use ▼ to select the Report Type.

- Use ▼ to select the Report Status.

- Use ▼ to select the Private/Shared.

- Use ▼ to select the Report/Form.

2. Select 🔍 Search to display the search results.

**Scheduled Reports** ⚙ Grid Options ▼   ✕ Delete   🖨 Print

| 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 |

Selected 0/3   |◄ ◄ 1 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.*

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## 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

DPAS
Defense Property Accountability System

# Browse for a Real Property Asset

## Overview

The Real Property Asset Browse pop-up window allows searching for RPUIDs by Facility NBR or LAND ACQ TRACT IDs.

## Navigation

DPAS Warehouse Module > VARIOUS PROCEDURAL STEPS > [ ... ] > 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
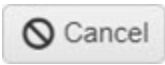RPUID
Fac Nbr
Facility Name
Land Acq Tract Id

# 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 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.*

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1. Select ⬚ . *The **Asset Browse** pop-up window appears*.



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 FAC NBR 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 |

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| 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

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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:

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- 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 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

- 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

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# 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:

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- 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.*
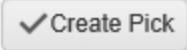
4. Use ▾ to select the Cost Center, or use **i** to assist with the entry. *This is a 25 alpha-numeric character field.*

5. Use ▾ to select the Personnel, or use **i** to assist with the entry. *This is a 150 alpha-numeric 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 Nʙʀ 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. |

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# 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 |

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| **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

**DPAS Navigation Helpful Tips**

Click the following link to display Warehouse Navigation Tips.

## 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**
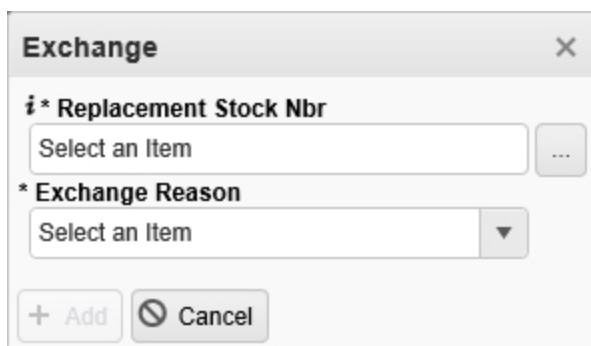
Click the following link to display Warehouse Navigation Tips.

### 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.*

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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. **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

   **Exchange** ✕

   *i* * Replacement Stock Nbr          * Replacement Inventory

   [ 1015000833028 ] [ ... ]  [ ⚙ Select Assets ]

   * Exchange Reason

   [ Select an Item ▼ ]

   | Stock Nbr | ▲ |
   |---|---|
   | LIN/TAMCN | Item Desc |
   | | TRAINING EQUIPMENT |
   | Color | Size |

   [ + Add ] [ ⊘ Cancel ]

3. Select ⚙Select Assets . *The **Inventory Selection Browse** pop-up window appears. When the field is entered, additional fields appear.*

4. **4.** Use [▼] to select the Exchange Reason.

5. Select ![+ Add] . *The Exchange cell changes from* ![↩ Exchange] *to*

![Reason: DM - Damaged | ↩ Exchange | ⊘ Cancel]

*, 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 secur-** | Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try |

| | |
|---|---|
| **ity access.** | 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

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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.*

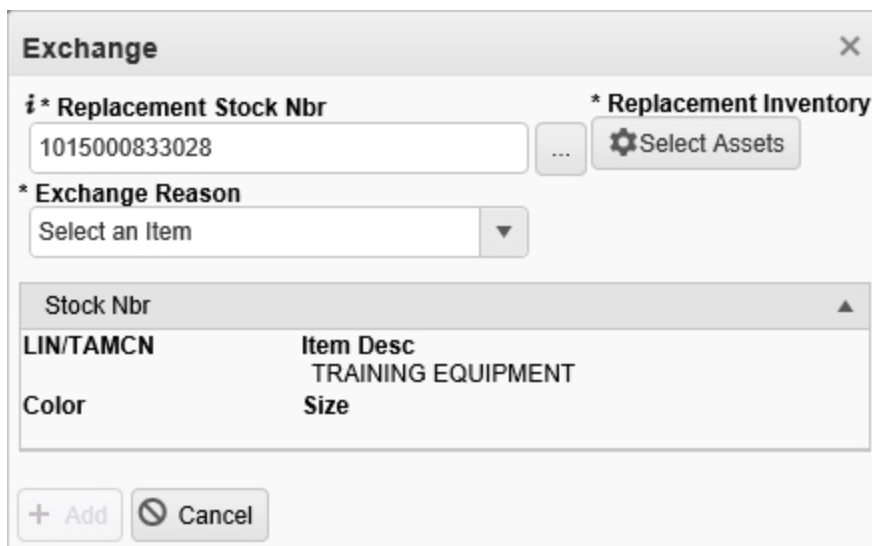1. Select 🔍 . *The **External STOCK NBR Browse** pop-up window appears*.

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

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- 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*

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*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:

| ICN Browse | | | | | | | | | ✕ |
|---|---|---|---|---|---|---|---|---|---|
| Instructions | | | | | | | | | ▼ |
| Search Criteria | | | | | | | | | ▲ |

| Scan Barcode | Click here to scan | ICN S/N UII ‖‖‖ |
|---|---|---|
| ℹ ICN | All | ℹ Mfr Cage | All |
| Mfr Contract Nbr | | Mfr Dt | |
| Mfr Lot Nbr | AB4993 | ℹ Serial Nbr | All |
| Shelf Life Expiration Dt | | Stock Nbr | 1005011671177 [...] |

🔍 Search    ↻ Reset    ⊘ Cancel

| ICN Browse | ⚙ Grid Options▼ | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Select | | ICN ▼ | Stock Nbr ▼ | Item Desc ▼ | In Service Dt ▼ | Mfr Cage ▼ | Mfr Contract Nbr ▼ | Mfr Lot Nbr ▼ | Mfr Dt ▼ | Shelf Life Expiration Dt ▼ | Serial Nbr ▼ |
| Select | ‖‖ Labels | A0000000000000267462 | 1005011671177 | STRAP | | | | AB4993 | | | H496A148697 |
| Select | ‖‖ Labels | A0000000000000267459 | 1005011671177 | STRAP | | | | AB4993 | | | H496A148694 |
| Select | ‖‖ Labels | A0000000000000267457 | 1005011671177 | STRAP | | | | AB4993 | | | H496A148692 |
| Select | ‖‖ Labels | A0000000000000267460 | 1005011671177 | STRAP | | | | AB4993 | | | H496A148695 |
| Select | ‖‖ Labels | A0000000000000267463 | 1005011671177 | STRAP | | | | AB4993 | | | H496A148698 |
| Select | ‖‖ Labels | A0000000000000267458 | 1005011671177 | STRAP | | | | AB4993 | | | H496A148693 |
| Select | ‖‖ Labels | A0000000000000267455 | 1005011671177 | STRAP | | | | AB4993 | | | H496A148690 |
| Select | ‖‖ Labels | A0000000000000267461 | 1005011671177 | STRAP | | | | AB4993 | | | H496A148696 |
| Select | ‖‖ Labels | A0000000000000267464 | 1005011671177 | STRAP | | | | AB4993 | | | H496A148699 |
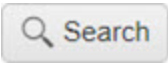
⏮ ◀ 1 ▶ ⏭  ⏮ ◀ ▶ ⏭    50 ▼ items per page    1 - 9 of 9 items

- 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.*

- Enter the ICN, using ℹ to assist with the entry. *This is a 20 alphanumeric character field.*

- Enter the MFR CAGE, using ℹ 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 𝒊 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. |

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## 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

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# 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.*

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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 | |
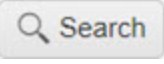
⏮ ◀ ① ▶ ⏭  ⏮ ◀ ▶ ⏭  50 ▼ items per page  1 - 4 of 4 items

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.

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| 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.*

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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. |

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| 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

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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

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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.*

**Inventory Selection** ✕

| Instructions | ▼ |
|---|---|
| Search Criteria | ▲ |

At least one of the fields in the section below is required to search for assets

| Scan Barcode | ICN S/N UII LOC ‖‖‖ | *i* Stock Nbr | All | ... |
|---|---|---|---|---|
| *i* ICN | All ... | *i* Serial Nbr | All | |
| *i* Location | All ... | *i* Container | All | ... |
| *i* Item Desc | All | | | |

**Additional Search Filter Criteria**

| GFM Contract Nbr | All ▼ ... | | |
|---|---|---|---|
| Min Qty Rqd | ⬍ | Cond Cd | All ▼ |
| Mfr Cage | All | Mfr Contract Nbr | All |
| Mfr Lot Nbr | All | Mfr Dt | 🗓 |
| Additional Info | | | |

🔍 Search   ↺ Reset   ⊘ Cancel

| Available Inventory | Selected Inventory |
|---|---|

| Total Qty | Stock Nbr Allocation Qty | Inventory Allocation Qty | Available Qty |
|---|---|---|---|
| 0 | 0 | 0 | 0 |

✓ Take Selected

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 🛈 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.*

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### 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

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# 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:

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- Enter the LIN/TAMCN, using $i$ to assist with the entry. *This is a 10 alphanumeric 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 secur-** | Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try |

| | |
|---|---|
| **ity access.** | 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

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# 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

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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:

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- 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

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# 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

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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:

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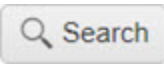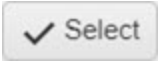
- Enter the DESC, using 𝒊 to assist with the entry. *This is a 250 alpha-numeric character field.*

- Use ▾ to select the Issue Type, or use 𝒊 to assist with the entry.

3. Select ⌕ Search to begin the query. *Results display in the Available MILs Grid of the Available Tab.*

4. Choose ✔ Select next to the desired MIL. *The MIL is dimmed, and appears in the Selected Tab.*

   **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 secur-** | Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try |

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| ity access. | the Search again. |
|---|---|

## Related Topics

- Armory Issue
- Armory Return
- Individual Issue
- Individual Return
- Unit Issue Request

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# 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 |

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## 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 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* **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:
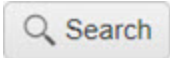
| Browse Member Profile | | | | | | | | ✕ |
|---|---|---|---|---|---|---|---|---|
| Instructions | | | | | | | | ▼ |
| Search Criteria | | | | | | | | ▲ |
| EDI PI | | | *i* Last Name | Hoffman | ▼ | | | |
| *i* First Name | All | ▼ | Show Active | ☑ | | | | |
| | | 🔍Search | ⟳Reset | ⊘Cancel | | | | |

| | Member Profile | + Add | ⚙ Grid Options▼ | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Select | Last Name ↑ | ▼ First Name ↑ | ▼ Middle Initial ↑ | ▼ EDIPI | ▼ Valid EDIPI | ▼ Grade | ▼ Member Category Cd | ▼ Assigned UIC | ▼ Temporary Assigned UIC | ▼ |
| Select | Hoffman | Chad | | 0000000098 | No | CIV | US Army | 11THBS | | |
| Select | Hoffman | Dustin | | 0000610277 | No | CIV | Civilian | 11THBS | | |
| Select | HOFFMAN | DUSTIN | S | 1549324629 | Yes | CIV | Civilian | 11THBS | | |
| Select | HOFFMAND | DUSTIN | | 0000000142 | No | E1 | USMC | 96THBS | | |
| ⏮ ◀ 1 ▶ ⏭ ⏮ ◀ ▶ ⏭ | 50 ▼ items per page | | | | | | | | 1 - 4 of 4 items | |

- 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

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## 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.*

| RSA Browse | | | ✕ |
|---|---|---|---|
| **RSA** ⚙ Grid Options▼ | | | |
| ☐ CICP/RSA Name ▼ | DoDAAC ▼ | RIC ▼ | |
| ☐ CENTER COMMS | CMMCEN | | |
| ☐ MCT-1 COMMS | CMMCT1 | | |
| ☐ MCT-2 COMMS | CMMCT2 | | |
| ☐ NSWG-1 COMMS | CMMG01 | | |
| ☐ NSWG-2 COMMS | CMMG02 | | |
| ☐ NSWG-3 COMMS | CMMG03 | | |
| ☐ NSWG-4 COMMS | CMMG04 | | |
| ☐ NSWG-10 COMMS | CMMG10 | | |
| ☐ NSWG-11 COMMS | CMMG11 | | |
| ☐ WARCOM COMMS | CMMWCM | | |

|◄ ◄ **1** 2 ► ►|  10 ▼ items per page

1 - 10 of 12 items

✔Take Selected   ⊘Cancel

2. Click ☐ to select the desired RSA. *The record is highlighted.*

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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

DPAS

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# 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:

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- *The Installation NBR 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.

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| 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

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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 *

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**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 alphanumeric 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 . *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

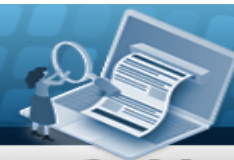DPAS Warehouse Module > *Various Procedural Steps* > ⬚ > Stock Nbr Browse pop-up window

## 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 |

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## STOCK NBR Browse

LIN/TAMCN ℹ️
Stock Nbr

Item Desc ℹ️
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.*

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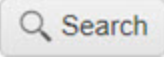
- Enter the LIN/TAMCN, using *i* to assist with the entry. *This is a 10 alphanumeric character field.*

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

- Enter the ITEM DESC, using *i* 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 🔍 Search 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

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- 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

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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*.



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.*

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# 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:

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- 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.

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| 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 Inventory Control Point (ICP) / Materiel Management (MM) 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.

The ICP / MM Dashboard displays both a Message of the Day and a Pending Tasks menu. The menu contains:

- Counts of outstanding Physical Inventory items,
- DLMS Transactions,
- In-Transit Shipments,
- EOD Transactions,
- EOD/EOM Inventory,
- Logistics Reassignment.

Click any of the categories to show outstanding work items in order to complete them.

## 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

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## 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.*

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## View the User Profile

1. Select the USER ID hyperlink. *The **User Dashboard** page appears, open to the DPAS Access tab.*

| User Id: GROCEBP ICP: COMMS | | | | | | Home | Links | Contact Us | Log Out |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Catalog Mgmt ▾ | Materiel Mgmt ▾ | Master Data Mgmt ▾ | Inquiries ▾ | History Inquiries ▾ | Report Manager ▾ | | Menu | | |

**GROCE, PIDGE**

| User Id | GROCEBP | | |
| --- | --- | --- | --- |
| IA Training Dt Lst | | Days until IA Training Due | 365 |
| Phone Nbr | | DSN Nbr | |
| * Email Address | nouser@LEIDOS.COM | | |

- *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.

| DPAS Access | Training Status |
| --- | --- |

**Level:** CSP Enterprise->EAST COAST->Albany->ALB IIF - (Warehouse)

| Roles | Security Commodity Types |
| --- | --- |
| Armory Officer | CBRN D - CBRN D |
| Materiel Control Officer | CBRN OBSOL - OBSOLETE CBRN D EQUIPMENT |
| Program Management Officer | COMPONENT - COMPONENTS |
| Responsible Officer | CSP - CSP |
| Warehouse Officer | ICCE - ICCE |
| | ICCE OBSOL - OBSOLETE ICCE EQUIPMENT |
| | NAVY - NAVY EQUIPMENT |
| | REPAIR - REPAIR PARTS |
| | STAP - STAP |
| | STAP OBSOL - OBSOLETE STAP EQUIPMENT |
| | SUPPLIES - OPERATIONS SUPPORT ITEMS |
| | SWS CN - SWS CN |
| | SWS OBSOL - OBSOLETE SWS CN EQUIPMENT |
| | TRAINING - USE FOR TRAINING ONLY |
| | TEST1 323 - TEST 1 |
| | TEST2 323 - TEST 2 |
| | CSP 2 - CSP 2 |
| | CSP 3 - TEST |
| | LEIDOS - LEIDOS SUPPLIES |

- *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.*

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2. Select the Training Status tab.

| DPAS Access | Training Status | | | |
|---|---|---|---|---|

**User Training** ⚙ Grid Options▼

| Curriculum Nbr | Curriculum Name | Curriculum Desc | Cmpltd Dt ↓ |
|---|---|---|---|
| DPAS9160 | RESPONSIBLE OFFICER | Training for Responsible Officer | Thu Jan 10 2019 15:04:34 GMT-0500 (Eastern Standard Time) |
| DPAS9030 | PROGRAM MANAGEMENT OFFICER | Training for Program Management Officer | Thu Jan 10 2019 15:04:23 GMT-0500 (Eastern Standard Time) |
| DPAS9610 | Materiel Control Officer | Training for Materiel Control Officer | Thu Jan 10 2019 15:04:10 GMT-0500 (Eastern Standard Time) |
| DPAS9410 | ARMORY OFFICER | Training for Armory Officer | Thu Jan 10 2019 15:03:49 GMT-0500 (Eastern Standard Time) |
| DPAS9010 | WAREHOUSE OFFICER | Training for Warehouse Officer | Thu Jan 10 2019 15:03:37 GMT-0500 (Eastern Standard Time) |
| DPAS9010 | WAREHOUSE OFFICER | Training for Warehouse Officer | null |
| DPAS9030 | PROGRAM MANAGEMENT OFFICER | Training for Program Management Officer | null |
| DPAS9160 | RESPONSIBLE OFFICER | Training for Responsible Officer | null |
| DPAS9410 | ARMORY OFFICER | Training for Armory Officer | null |
| DPAS9610 | Materiel Control Officer | Training for Materiel Control Officer | null |

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- *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) sym- |

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bol, 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

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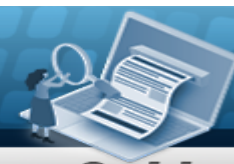
# Accessibility

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 presentation.

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.
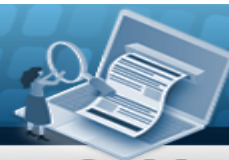
# Consent To Monitoring

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.

ODASD (Logistics)
under A&S Sustainment

— 666 —
— 30 Jan 2023 —

DPAS Helpdesk
1-844-843-3727

# Contact Us

## Contact Name

DPAS Support Team

## POC

Leidos, Inc.

DPAS Support

## Address

4530 Lena Drive, 2nd Floor; Mechanicsburg, PA 17055 USA

## E-Mail Address

DPASSupport@Leidos.com

## Toll-Free Phone Number:

**Primary:**

1-844-THE-DPAS

**Alternate:**

1-888-759-4851