

Materiel Management / Inventory Control Point

Enterprise Logistics Management System



Printed Manual

Version 02 May 2025



ODASD (Logistics) under A&S Sustainment 1 Unclassified

ELMS Helpdesk 1-844-843-3727 ∦



Welcome

Overview — ELMS

Welcome to the Enterprise Logistics Management System (ELMS) Help System.

The Enterprise Logistics Management System (ELMS) is a Department of Defense (DoD) property management system.

It is the Accountable Property System of Record (APSR) for over 50 DoD Agencies and Military Services.

The ELMS program office is located within DLA Logistics Catalog and Data Solutions (LCDS), a Portfolio of the Information Operations of the Defense Logistics Agency. The ELMS PMO receives sponsorship from the Equipment Office, under the Office of the Assistant Secretary of Defense (OASD) for Sustainment / Logistics.

Overview — Materiel Management/Inventory Control Point 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

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



Related Topics

- Contact Us
- User Dashboard
- ELMS Materiel Management Overview
- ELMS Materiel Management Navigation



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- ELMS Materiel Management Grid Options Overview
- Using ELMS Help Overview
- Using ELMS Help Topics
- Using ELMS Help Menus

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Enterprise Logistics Management System (ELMS) MATERIEL MGMT Module

Welcome to the Enterprise Logistics Management System (ELMS) MATERIEL MGMT Help System.

ELMS Summary

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The Enterprise Logistics Management System (ELMS) is a Department of Defense (DoD) property management system.

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Materiel Management Summary

The ELMS 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 ELMS 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 Iden-



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tifier (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 MM/ICP:

 Catalog Management — Different methods of managing all of the groups of materiel in the MM/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 MM/ICP

- Program Management
- Division Management
- ICP Management
- Item Manager
- Customer Profile
- Contractor
- Contract
- Appropriation
- Document Number Range
- **Inquiries** Searching for specific assets within the MM/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 ELMS 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
- ELMS Materiel Management Navigation Tips
- ELMS Materiel Management Navigation Grid Options Overview
- ELMS Materiel Management User Dashboard
- Using ELMS Help Overview
- Using ELMS Help Topics
- Using ELMS Help Menus









Enterprise Logistics Management System (ELMS) MATERIEL MGMT Module Navigation

Overview

This page describes the primary features found on the MATERIEL MGMT pages:

- Blue Menu Bar ٠
- Red Menu Bar
- Menu Bar
- Instructions
- Help
- Search Criteria
- **Results Grid**
- Standard Buttons

Additional information about ELMS can be found at the ELMS Support Site.

Navigation

ELMS MATERIEL MGMT Module > Any Process Page > Instructions > Help





Blue Menu Bar

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

The item on the left side is:









The items on the right side are:

Inventory Control Point © Module Name

Shows where the user is currently working. Opens to a drop-down list of available modules; select to open a different module.

Physical Inventory

Shows which page is currently open.

Red Menu Bar

Page Name

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

The items on the left side are:



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 ELMS Support Team Information, including phone #s and email addresses.











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 fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

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:







?

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 CReset 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*.



Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.



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Shows how many records of data are in the Results Grid, and a way to access the additional pages.









Edit

Revises a record in the process.







Delete × Delete

Erases a record in the process.

Hi	ist	0	ry

B History

Opens the History pop-up window, and shows the past edits of the record in the process.

Labels

Opens the Print Labels pop-up window, and prints the labels for that record in the process.

Related Topics

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









Enterprise Logistics Management System (ELMS) 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

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

Cric Grid	l Optio	ons 🔻				
Stock Nbr	+ Add	🔅 Grid Options 🔻			~~~~	

Grid Options

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

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

Clear Filters

Erases any filters used within the Results Grid columns.









Columns

Changes what columns are viewed in the Results Grid.

Grid Options V		
🖒 Clear Filters	Loan Return Dt	Stock Nbr
Columns 🕨	Columns	Qty Issued
🛨 Export 🕨	Show/Hide All	Qty Returning
Y My Queries	Show/Hide Default	Qty Not Ret.
erify Parts	Defaults	Not Ret. Reason Cd
	Approved Flg	Not Ret. Remarks
	SKO Status	с
	Loan Return Dt	Color
	Stock Nbr	L
	Item Desc	LIN/TAMCN
	✓ Size	U
	✓ ICN	
	Mfr Serial Nbr	
	Cond Cd	
	Owning DoDAAC	

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
- ELMS Materiel Management Overview •
- **ELMS Materiel Management Navigation** •
- Using ELMS Help Overview •
- Using ELMS Help Topics
- Using ELMS Help Menus









LIN/TAMCN Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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











Procedures

ELMS Navigation Helpful Tips

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

IN/TAMCN	All	LIN/TAMCN Desc		
ize Category		Status	All	•

- 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 Q search . The Search Results appear.



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🔑 Optio	ns - + Add	🖋 Edit 🗎 🖻 Delete 🚺 🛛 History	Ø Attachments		
-	LIN/TAMCN :	LIN/TAMCN Desc	: Size Category	: Status	: Attachments
	A02812	TEST	-	ACTIVE	-
	A03195	TEST		ACTIVE	~
	TEST8922	test	VG056 GAITER, BOOT C/W, C	ACTIVE	-

Add	a LIN/TAMCN
Sele	ct + Add . The Add a LIN/TAMCN slide-out window appears.
Upd	ate a LIN/TAMCN
1.	Click to select the desired entry. The LIN/TAMCN row is highlighted, and Click Delete, Attachments become available.
2.	Select <i>Edit</i> . The Update a LIN/TAMCN slide-out window appears.
Dele	ete a LIN/TAMCN
1.	Click to select the desired entry. <i>The LIN/TAMCN row is highlighted, and</i> Click desired entry. <i>The LIN/TAMCN row is highlighted, and</i> Attachments become available.
2.	Select The Delete a LIN/TAMCN pop-up 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	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









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.

+ Add

Navigation

CATALOG MGMT > LIN/TAMCN >

> 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.

LIN/TAMCN Add

LIN/TAMCN * LIN/TAMCN Desc * Size Category Status Remarks

> Remarks History Remarks

(*) Asterisk identifies mandatory fields.









Procedures

1.

ELMS Navigation Helpful Tips

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

Add a LIN/TAMCN Record

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

Select **Hadd**. The **Add LIN/TAMCN** slide-out window displays.

Add LIN/TAMCN		×
Instructions / Help		
LIN/TAMCN		^
* LIN/TAMCN Q	* LIN/TAMCN Desc	
Size Category	* Status	
Remarks		^
Remarks	History Remarks	
Cancel		3 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

- **3.** Enter the LIN/TAMCN DESC in the field provided. *This is a 250 alphanumeric character field.*
- 4. Use \square 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.*
 - 😮 Save

Select . The new LIN/TAMCN record is saved, and appears in the LIN/TAMCN results grid.

Common Errors

7.

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	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.
161 — Remarks must be	Invalid Characters Entered in the Remarks field.
alphanumeric with sup-	Enter alphanumeric characters, or the following
ported special character(s)	permitted special characters: $, -, /, #, &,$
\$, -, /, #, &, comma,	comma, period, and space, with a max length of
period, and space, and max	256. Special characters like ! or @ are pro-
length of 256.	hibited.









13 — Mandatory Entry: LIN/TAMCN.	Missing Entry. Enter the appropriate information in the desired field.		
13 — Mandatory Entry: LIN/TAMCN Desc.			
2 — Invalid entry <i>LIN/TAMCN</i> .	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 cre- ated, it cannot be added again. Perform a search for the LIN/TAMCN first.		
307 — DESC must be alpha- numeric with supported spe- cial 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 fol- lowing permitted special characters: \$, -, /, #, &, comma, period, and space. Special char- acters 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





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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.



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

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

Navigation

CATALOG MGMT > LIN/TAMCN> firm Delete pop-up window



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

Q Search

Instructions

The table below provides the list of instructions.

Number Value				
Number Value				
	Nun	nber		

Confirm Delete

History Remarks





🔟 Delete

> Con-

(desired record) >





ELMS Navigation Helpful Tips

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

Help Reference Guide

Delete a LIN/TAMCN

Selecting 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 Click*, *Click*, *Click*
- 2. Select Delete . The **Confirm Delete** pop-up window appears.

Delete LIN/TAM	ICN		х
Instructions / Help			
Warning: Are you sure you war	nt to delete this LIN/TAMCN?		
LIN/TAMCN Infor	rmation		^
LIN/TAMCN	22344N	LIN/TAMCN Desc	D TEST
Remarks			^
History Remarks			
Delete			⊗ Cancel

- 3. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
- 4. Select . 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 secur- ity 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- ported special character(s) , -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro- hibited.
457 — Cannot delete, LIN/TAMCN is associated with stock number.	Invalid Deletion. Locate any Stock Numbers that are associated with this LIN/TAMCN. Either revise the Stock Number record, or revise the LIN/TAMCN record.
667— LIN/TAMCN is asso- ciated with Аитн 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 invent- ory selection record(s) exist	Invalid Deletion. Locate any Physical inventory selection record(s) that are associated with this LIN/TAMCN. Either revise the Physical invent-





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for this LIN/TAMCN.

ory 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







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



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.

ber

LIN/TAMCN History Grid

LIN/TAMCN LIN/TAMCN Desc Operation Last Transaction Dt/Tm Last Updated By Size Category

Optional

Established By Established Dt/Tm History Remarks Program Id









Remarks Status

Procedures

ELMS Navigation Helpful Tips

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

Help Reference Guide

View the LIN/TAMCN History

Selecting 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* <u>Click</u>, <u>Interview</u>, *and* <u>Click</u>, <u>Click</u>, *and* <u>Click</u>, <u>Click</u>, *and* <u>Click</u>, <u>Click</u>, *and* <u>Click</u>, <u>Clic</u>
- 2. Select . The **LIN/TAMCN History** slide-out window appears.

IN/TAMCN	l History					×
Instructions / He	яр					
≁ Options ▼						
LIN/TAMCN :	LIN/TAMCN Desc	Operation :	Last Updated By 🚦	Last Transaction Dt/Tm	: Size Category	: Status :
20001	Test	Added	CONNOLLYP1	04/01/2022 08:25 AM	77	ACTIVE
COO1	Test	Added items per page	CONNOLLYP1	04/01/2022 08:25 AM		ACTIVE

- A. Verify the LIN/TAMCN.
- B. Verify the LIN/TAMCN DESC.
- C. Verify the Operation.
- D. Verify the Last Transaction DT/TM.







- Verify the Last Updated By. Ε.
- F. Verify the Size Category.
- Select **Select**. The **LIN/TAMCN History** slide-out window closes. 3.

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- ity 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, and max length of 256. 	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro- hibited.

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 > 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.

er

LIN/TAMCN Summary

LIN/TAMCN LIN/TAMCN Desc

Search Results

Stock Nbr Item Desc Size Color Mgmt Cd Managing Shelf Life Cd








Procedures

ELMS Navigation Helpful Tips

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

View the LIN/TAMCN STOCK NBR Details

Selecting 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 Num	ck Numbers Details						×	
 Instructions / He 	lp							
🖋 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	
K < 1	> H 10	▼ items pe	er page					1 - 3 of 3 items
8 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.







2. Select Concerned. 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 secur- ity 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, and max length of 256. 	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro- hibited.

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







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



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.

nber

Edit LIN/TAMCN

LIN/TAMCN * LIN/TAMCN Desc * Size Category Status * Remarks

> Remarks History Remarks

(*) Asterisk identifies mandatory fields.









Procedures

ELMS Navigation Helpful Tips

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

Update a LIN/TAMCN Record

Selecting selecting 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 Click*, *Click*, *Click*
- 2. Select **Edit**. The **Edit LIN/TAMCN** slide-out window displays.

Edit LIN/TA	MCN			×
Instructions / He	lp			
LIN/TAMCN	CC001	* LIN/TAMCN Desc	Test	
Size Category		* Status	ACTIVE	T
Remarks				^
Remarks		History Remarks		
8 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 \square 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.*
 - 🗸 Update
- 8. Select . 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.
161 — Remarks must be	Invalid Characters Entered in the Remarks field.
alphanumeric with sup-	Enter alphanumeric characters, or the following
ported special character(s)	permitted special characters: $, -, /, #, &,$
, -, /, #, &, comma,	comma, period, and space, with a max length of
period, and space, and max	256. Special characters like ! or @ are pro-
length of 256.	hibited.
13 — Mandatory Entry: LIN/TAMCN.	Missing Entry. Enter the appropriate information in the desired field.



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13 — Mandatory Entry: LIN/TAMCN Desc.	
2 — Invalid entry <i>LIN/TAMCN</i> .	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 spe- cial 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 fol- lowing permitted special characters: \$, -, /, #, &, comma, period, and space. Special char- acters 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







Stock Number Overview

Overview

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

ELMS 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 fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.









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.

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.









Search Criteria Grid

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

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

ELMS Navigation Helpful Tips



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







i Stock Nbr	i Item Desc	i LIN/TAMCN
All	All	All Q
Stock Item Cd	Type Asset Cd	i FSC
All	All	All
Reportable Commodity	Mgmt Cd	
Туре	All	
All		1

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

Internal Stock Number Browse

- Use to select the Stock Item Cd.
- Use to select the Reportable Commodity Type.
- Enter the ITEM DESC, using *i* to assist with the entry. *This is a 256 alphanumeric character field.*
- Use V to select the Type Asset Cd.
- Use to select the Mgmt Cd.
- Use i or ^Q to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric char*acter field.

Line Item Number / Table of Authorized Materiel Control Number Browse

- Enter the FSC, using *i* to assist with the entry. *This is a 4 alphanumeric character field.*
- 2. Select

. The results display in the Search Results grid.



Q Search





Attachments

Search Results																							^
4, and operative +	nda 🖉 tick 📋 boleto 🖉 Allache	ents 🔘 Poulge																					
Primary Atlactment	Stock Nor 1 7 Interface System Dd - 1	Stock Ben Of T	Here Design T	Mgmt Cd T	UNITAMON T	F80 T	640	T Type Asset Gd	Acout Category Od T	Shelf Life Cel 7	Security Commodity Type	Reportable Commodity Type	Pres Stock Hitr - T	If Device Ld T	Accounting Req Ed. 1	NIN Status Cd. T	Exing Sec Cil. 7	Extensioned By T	Established 04.7m T	Let up the lay \top	Last Transaction (4/1m - 1	Program ID 7	Remarks 7
	125450M07123	R-FatNor	SMS TEST PART	A - Serial Number Managed		9999 - Misc Berra	z-Unclassifie	0 - Operating Materiel and supple	 Repair Parts & Components 	0-500 determine	TRANS - TRANSPORTATION	TRANS - TRANSPORTATION		AVA-NonApplicable	N - Nonexpercision			SLCATSM	04/05/2822111 55:55 AM	SLOATSIN	64/05/2022 11:55:55 KM	UPCINES	
	12345884976511123	8-Pathtr	TEST PART	A - Serial Number Managed		7526 - ABP Gret Prc Unit (CPU, Crepts), A	1 - Hi Smarthy G	et I. O - Operating Materiel and supplie	6 - Repair Parts & Components	0-Son detailantive	Openion-OPERATIONAL CONSUMABLES	Openie - OPERATIONAL CONSUMABLE		A.VNon.Applicable	N - Nonexpendadia			SLOATSH	03/17/2022/02/16/49 PM	SLOATSM	00/17/2022 82:10:40 PM	uPctNet	
	123457	Q-Part Nor	SMS TEST PART	2 A - Serial Number Managed		9999 - Misc Berra	a - Unclassifie	0 - Operating Material and supplie	6 - Repair Parts & Components	0-Son deteriorative	TRANS - TRANSPORTATION	TRANS - TRANSPORTATION		A/A - Non Applicable	N - Nonexpendades			SLG479H	04/05/282211 57:59 AM	SLO47SM	64/05/2022 11:57:53 AM	UPCINES	
	121457000	Q - Part Nor	TEST PART 2	A - Serial Number Managed		9999 - Milec Berra	a - Unclassifie	0 - Operating Material and supplie	0 - Repair Parts & Components	0-Son determine	TRANS - TRANSPORTATION	TRANS - TRANSPORTATION		5/4-Sol-Applicable	N - Nonespendable			SLG479H	04/05/282211 58/29 AM	SLO47SM	64/05/2022 11:59:29 AM	UPCINIES	
Severe of a local second se	41 () × 1 +	benns per page																					1-121 61941

Attach a Document to a Stock Number

- 1. Click to select the desired entry. *The STOCK NBR is highlighted, and becomes available.*
- 2. Select Attachments . 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

- Stock Item Overview
- LIN/TAMCN Overview







Stock Item Overview

Overview

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

Note

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

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

- RSA
- Item Manager
- Minimum Stocking QTY
- Maximum Stocking QTY
- Freeze Code (Lookup)
- Reorder Point
- Reorder Method (Lookup)
- Minimum Order QTY
- Maximum Order QTY
- Replenishment Source (Lookup)
 - **R** Requisition (New Procurement)
 - **W** Warehouse Transfer (for RSAs)

Navigation

CATALOG MGMT > Stock Item > Stock Item page

Page Fields

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







Instructions

The table below provides the list of instructions.

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

Search Criteria Grid

Reportable Commodity Type LIN/TAMCN Replenishment Source Freeze Cd Stock Nbr Item Desc DoDAAC RSA Name

Stock Item Grid

RSA Name Stock Nbr



50 Unclassified





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











Procedures

ELMS Navigation Helpful Tips

Click the following link to display Materiel Management/Inventory Control Point 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 CReset a the default "All" setting.

at any point of this procedure returns all fields to

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

nstructions							
Search Criteria							
Reportable Commodity Type	All		*	LIN/TAMCN	All		
Replenishment Source	All		*	Freeze Cd	All	*	
Stock Nbr	All			Item Desc	All		
DoDAAC	All		*	RSA Name	Al	*	
		Q Search	C	Reset			

- Use to select the Reportable Commodity Type.
- Enter the LIN/TAMCN, or use to browse for the entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse

- 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















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.

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

Related Topics

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







Add a Stock Item

Overview

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

Navigation

CATALOG MGMT > Stock Item >

+ Add > Add Stock Item pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Stock Item Tab

Stock Nbr * RSA * DoDAACs *







Inv Segment Cd * Freeze Cd * Add / Edit Remarks

> Remarks History Remarks

Replenishment Info Tab

Reorder Method Replenishment Source Replenishment Start Dt Replenishment End Dt Min Stock Qty Max Stock Qty Min Safety Stock Pct Max Safety Stock Pct Avg Member Issue Qty Min Order Qty Max Order Qty Reorder Point Lead-time Months Used Net Consumption Months Used

Thresholds Tab

Transaction Type

Thresholds Grid

Transaction Type Desc Quantity Unit Price Total Value

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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







Help Reference Guide





Sele page	Acting Cancel at any point of this procedure removes all revision e. Bold numbered steps are required. Select + Add. The Add Stock Item pop-up window displays, with	<i>is and closes the</i> h the Stock Item tab
ć	Add Stock Item	×
	Instructions	•
	Stock Item Replenishment Info Thresholds	
	Stock Item * Stock Nbr * RSA Select an Item * DoDAACs	•
	* Inv Segment Id * Freeze Cd	
	Select an Item N - No Freeze Add / Edit Remarks N - No Freeze N - No Freeze	•
	Add Cancel	

- Stock Number Browse
- **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 **b** 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.

Subcuons							
Stock Item	Replenishment Info	Thresholds					
Replenish	ment Info						
Reorder M	Method		Replenishment Source				
Select a	n Item	*	Select an Item				
Replenist	ment Start Dt		Replenishment End Dt				
		Ċ.		C.			
Min Stock	Qty		Max Stock Qty				
		\$		\$			
Min Safet	y Stock Pct		Max Safety Stock Pct				
		\$	%				
Avg Mem	ber Issue Qty						
		\$					
Min Order	r Qty		Max Order Qty				
		\$		\$			
Reorder F	Point			100000			
		\$					
Lead-time	Months Used		Net Consumption Months Used				
1		\$		\$			







- A. Use to select the Reorder Method.
- B. Use to select the Replenishment Source.
- C. Use let to select the Replenishment START DT, or enter the date (MM/DD/YYYY) in the field provided.
- D. Use is 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 it choose the AVG Member Issue QTY.
- J. Use it choose the MIN ORDER QTY.
- K. Use 💌 to choose the MAX ORDER QTY.
- L. Use to choose the Reorder Point.
- M. Use it 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.

0.

OR

Select the Thresholds tab to continue adding information.





tock Item	Replenishmen	Info	Threshold	s											
ransaction	Туре														
All			۳	+ Ad	d										
Thresho	Ids X Dek		Cancel Ch	anges											
	insaction Type De	sc †					Ŧ	Quan	tity		T	Unit	Price	Total Value	
All Tra					122.0					1000	100	-			

- a. Use to select the Transaction Type.
- b. Select + Add . The Transaction Type appears in the Threshold Grid.

d Stoc	k Item														
struction	ns														
stock Ite	m Rej	plenishment Inf	o Thresh	olds											
ransac	tion Type	Ð													
All				+ + A	bb										
Thres	holds	× Delete	Cancel	Changes											
IA 🗌	Transact	tion Type Desc	1 7	Quantit	y	T	Unit	Price		T	Tota	l Valu	Je		1
	Receipt	(527R)		1		1					1				
	Issue (86	571)		1		1 1									
_	Warehou	use Shipping Ar	tvice (945A)	1			1				1				
			-		Low-	1	VG	Va	100	1	60			1 - 2 of 2 itoms	A.

Enter a Quantity Threshold

- 1. Click *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 secur- ity 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- ported special character(s) \$, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro- hibited.
13 — Mandatory Entry: <i>Stock Number</i> .	Missing Entry. Enter the appropriate information
13 — Mandatory Entry: RSA.	





13 — Mandatory Entry: <i>DoDAACs</i> .	
13 — Mandatory Entry: <i>Inv</i> <i>Segment CD</i> .	
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 can- not be <min ord="" qty.<="" th=""><th>Invalid Entry. The MAX ORD QTY must be more than the MIN ORD QTY. Re-enter the order amount.</th></min>	Invalid Entry. The MAX ORD QTY must be more than the MIN ORD QTY. Re-enter the order amount.
1081 — <i>Мах Sтоск Qту</i> can- not be < 0.	
1082 — <i>Мім Sтоск Qту</i> can- not be < 0.	Missing Entry. Enter an amount that is greater
1083 — <i>Max Ord Qty</i> can- not be < 0.	than zero in the desired field.
1084 — <i>MIN ORD QTY</i> can- not be < 0.	









1085 — <i>Reorder Point</i> can- not be < 0.	
1095 — Reorder Point can- not 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 — Мах Sтоск Qту can- not be <Мім Sтоск Qту.	Invalid Entry. The MAX STOCK QTY must be more than the MIN STOCK QTY. Re-enter the quantity.
1086 — No Parent Ware- house exists for this Ware- house. 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





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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 > \Box (desired record) > \times Delete Stock Item popup window

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Delete Stock Item

History Remarks









Procedures

ELMS Navigation Helpful Tips

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

Delete a Stock Item

× Delete

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

1. Click \square to select the desired entry. *The Stock Item is highlighted, and*

Print Labels

/ Edit

Stor	k Item	Crid Options	• + Add 🥖	Edit X Dele	te IIII Print	Labels			
lo Gr	ouping								
		RSA Name † T	Stock Nbr	Item Desc	T	LIN/TAMON	DoDAAC †	T Freeze Cd	T Inv Segment Id
		LOGSU-3 ARMORY		RoD			H92163	N - No Freeze	A - Inventory A Schedule
٠		LOGSU-3 ARMORY	6505006558366	ALCOHOL RUB	BING		H92163	N - No Freeze	A - Inventory A Schedule

Select × Delete

. The **Delete Stock Item** pop-up window appears.

Delete Stock Item	×
Instructions	•
Delete Stock Item	
Are you sure you want to delete this Stock Item? History Remarks	
	\sim
	\sim
× Delete O Cancel	



2.



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

. The Stock Item is removed from the grid.

Common Errors

4.

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- ported special character(s) , -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro- hibited.
1051 — Stock Item has asso- ciated Inventory Master Records. Cannot Delete.	Invalid Deletion. A Stock Item cannot be deleted if there are any Inventory Master Records asso- ciated 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 asso- ciated Issued Inventory	Invalid Deletion. A Stock Item cannot be deleted







Master Records. Cannot Delete.	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 asso- ciated Due In records. Can- not 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 asso- ciated Transaction Threshold records. Cannot delete.	Invalid Deletion. A Stock Item cannot be deleted if there are any Threshold Records associated with it. Review the Stock Item again, and remove any remaining associated Threshold Records so the Stock Item can be deleted.	

Related Topics

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







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 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

ELMS Navigation Helpful Tips

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





Help Reference Guide



- >
 LOGSU-3 ARMORY
 6505006558366
 ALCOHOL RUBBING
 H92163
 N No Freeze
 A Inventory A Schedule

 >
 LOGSU-3 ARMORY
 1005016641906
 RIFLE 11.5 INCH RIS III URG-I
 H92163
 N No Freeze
 A Inventory A Schedule

 Selected 1/3
 H
 H
 H
 H
 H
 H
 H
 H
- 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 NI 13860133 * DoDAAC N68869	n br 43873 C		* RSA CENTER COMMS			
* Inv Segment Id			* Freeze Cd			
A - Inver	A - Inventory A Schedule		N - No Freeze	•		
Add / Edit Remarks						

3. Verify the STOCK NBR.



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- **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.*

Help Reference Guide

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.







	tems			^
structions				•
tock Item	Replenishment Info	Thresholds		
Replenish	nment Info			
Reorder I	Method		Replenishment Source	
Select a	an Item	•	Select an Item	•
Replenis	hment Start Dt		Replenishment End Dt	
		Ċ.		**
Min Stock	k Qty		Max Stock Qty	
		\$		\$
Min Safet	ty Stock Pct		Max Safety Stock Pct	
		\$	%	
Avg Mem	ber Issue Qty			
		\$		
Min Orde	r Qty		Max Order Qty	
		\$		\$
Reorder I	Point			
		\$		
Lead-time	e Months Used		Net Consumption Months Used	t
Lead-time	e Months Used	¢	Net Consumption Months Used	\$
Lead-time /Update Update	e Months Used	hod, using	Net Consumption Months Used	d type.
Lead-time Update Update	e Months Used	thod, using	Net Consumption Months Used to select the desire , using to select the	d type. desired type.
Lead-time Update Update Update Update (MM/D	e Months Used	hod, using ent Source ent START field provid	Net Consumption Months Used to select the desire , using to select the DT, using or entering ded.	d type. desired type. g the date
Lead-time Update Update Update (MM/D Update in the f	e Months Used	hod, using ent Source ent START field provic ent END D	Net Consumption Months Used to select the desire , using to select the DT, using or entering ded.	d type. desired type. g the date the date (MM/DD,





- F. Update the MAX STOCK QTY, using to choose the revised quantity.
- G. Update the MIN Safety Stock PCT, using to choose the revised percentage.
- H. Verify the MAX Safety Stock PCT.
- I. Update the AVG Member Issue QTY, using to choose the revised quantity.
- J. Update the MIN ORDER QTY, using to choose the revised quantity.
- K. Update the MAX ORDER QTY, using to choose the revised quantity.
- L. Update the Reorder Point, using to choose the revised amount.
- M. Update the Lead-time Months Used, using 🛄 to choose the revised time frame.
- N. Update the Net Consumption Months Used, using 🚺 to choose the revised amount.

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

0.

OR

Select the Thresholds tab to continue revising the information.

structions													
Stock Item	Replenishment Info	Threshol	ds										
ransaction All	Туре	Ŧ	+ A	dd									
Thrashal		In Cancel C	hanoes										
intesnor	us	pe conter c											
All Trai	nsaction Type Desc	1				Ŧ	Quant	lity	Ŧ	Unit	Price	Total Value	







Add a New Threshold to select the desired type. Update the Transaction Type, using a. + Add . The Transaction Type appears in the Threshold Grid. b. Select Continue with the following steps to enter a specific threshold amount. c. Edit a Quantity Threshold Click *The cell becomes an editable field.* a. Update the Quantity Threshold, entering the revised amount in the field b. provided. Click away from the cell. The cell returns to a read-only field. c. Edit a Unit Price Threshold Click 🧖 . The cell becomes an editable field. a. Update the Unit Price Threshold, entering the revised amount in the field b. provided. Click away from the cell. The cell returns to a read-only field. c. **Edit a Total Value Threshold** Click 🧖 . The cell becomes an editable field. а. Update the Total Value Threshold, entering the revised amount in the field b. provided. Click away from the cell. The cell returns to a read-only field. c.

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 secur- ity 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- ported special character(s) , -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro- hibited.			
13 — Mandatory Entry: <i>Stock Number</i> .				
13 — Mandatory Entry: RSA.				
13 — Mandatory Entry: <i>DoDAACs</i> .	Missing Entry. Enter the appropriate information in the desired field.			
13 — Mandatory Entry: <i>Inv</i> Segment CD.				
13 — Mandatory Entry: <i>Freeze CD</i> .				
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.			



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1080 — MAX ORD QTY can- not be < MIN ORD QTY.	Invalid Entry. The MAX ORD QTY must be more than the MIN ORD QTY. Re-enter the order amount.		
1081 — <i>Мах Sтоск Qту</i> can- not be < 0.			
1082 — <i>Мін Sтоск Qту</i> can- not be < 0.			
1083 — <i>MAX ORD QTY</i> can- not be < 0.	Missing Entry. Enter an amount that is greater than zero in the desired field.		
1084 — <i>MIN ORD QTY</i> can- not be < 0.			
1085 — <i>Reorder Point</i> can- not be < 0.			
1095 — Reorder Point can- not 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 — Мах Sтоск Qту can- not be < Min Stock Qту.	Invalid Entry. The MAX STOCK QTY must be more than the MIN STOCK QTY. Re-enter the quantity.		



ELMS Helpdesk



1086 — No Parent Ware- house exists for this Ware- house. 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	Invalid Date Entry. The Replenishment Start
Date cannot be earlier than	Date must be before the Replenishment End
Replenishment Start Date.	Date. Re—enter the date.
1088 — Replenishment Start	Invalid Date Entry. The Replenishment Start
Date cannot be earlier than	Date must be after the Current Date. Re—enter
Current Date.	the date.

Related Topics

- Stock Item Overview
- Add a Stock Item
- Delete a Stock Item







Stock Number Referral Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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 fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

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.

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 applic tables.	able









Search Criteria Grid

Stock Nbr Established Dt/Tm From Established Dt/Tm To Refer To RIC

Referred STOCK NBRS Grid

Stock Nbr Refer To RIC Established Dt/Tm Established By

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Materiel Management/Inventory Control Point 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 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			~
í Stock Nbr		i Refer To RIC	
Established Dt/Tm From	0		
Established Dt/Tm To	(C)		
			D Reset Q Search

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

Stock Number Browse





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 fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

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.

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

ELMS Navigation Helpful Tips

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

Add a Stock Number Referral

Selecting at any point of this procedure removes all revisions and closes the page. Selecting 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>i</i> Stock Nbr	
* Refer to RIC	
	Cancel + Add

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

Stock Number Browse

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







2. Select **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: <i>Sтоск Nbr</i> .	Missing Entry. Enter the appropriate information in the desired field.			
13 — Mandatory Entry: <i>Refer To RIC</i> .				
968 — Sтоск 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 alphanumeric. 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 disassociates the STOCK NBR and the Refer To RIC.

Navigation



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

ELMS Navigation Helpful Tips

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

Delete a Stock Number Referral

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

1. Click \Box to select the desired entry. The STOCK NBR Referral is highlighted, and

Delete becomes available.

Select Delete . The Delete Referral pop-up window appears.

Delete Referra	I	×
Instructions		
Are you sure you v Referral?	vant to delete this Stock Nu	mber

3. Select

2.

. 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.

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 Materiel Management/Inventory Control Point (MM/ICP) 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 Cri- teria.
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

ELMS Navigation Helpful Tips

()

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







Ν

		mon	p nererenee e	ANIMO .
lanufactu	rer Part Nbr			
Search Criteria				^
Stock Nbr	٩	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			
			D Reset	Q Search

Heln Peference

ido

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

Stock Number Browse

- 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.
- Select Q Search

. The results appear in the Search Results Grid below.



2.





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	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security





have the appropriate security access. access. Enter different Search Criteria and try the Search again.

Related Topics

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







Add a MANUFACTURER PART NBR

Overview

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

Navigation

CATALOG MGMT > MANUFACTURER PART NBR > Add 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.

562Select "Cancel" to return to the previous page.563Select "Save" button to save the current selection.132To search for CAGE CD, see https://cage.dla.mil.	Number	Value
563Select "Save" button to save the current selection.132To search for CAGE CD, see https://cage.dla.mil.	562	Select "Cancel" to return to the previous page.
132 To search for CAGE CD, see https://cage.dla.mil.	563	Select "Save" button to save the current selection.
	132	To search for CAGE CD, see https://cage.dla.mil.
162 CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.	162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.









161	

NCAGE CD must = 5 POS. When POS 1 = 0.9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.

Manufacturer Information Grid

Stock Nbr * Mfr Name * Mfr Part Nbr UPC Status Item Desc Mfr Model Nbr CAGE Cd FAST Reportable Non Accountable

Remarks Grid

Remarks History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

Add a MANUFACTURER PART NBR

Selecting 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.

 Instructions / Help 				
Manufacturer Informa	ion			
Stock Nbr	٩	Item Desc		
Mfr Name		Mfr Model Nbr		
Mfr Part Nor	۹	CAGE Cd		
uPC			FAST Reporta	Die
Status			Non Accounts	ble
emarks				
Remarks		History Remarks		
Remarks		History Remarks		

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

Stock Number Browse

- **B.** Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
- C. Enter the MFR PART NBR, or use ^Q to browse for the entry. *This is a 35 alpha-numeric character field.*

External Manufacturer Part Number Browse

- 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.*

😸 Save

2. Select Results Grid.

. The new Manufacturer Part Number appears at the top of the Search

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, and max 	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro-



100 Unclassified

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length of 256.	hibited.	
13— Mandatory Entry: <i>Sтоск Nвr</i> .	Missing Entry. Enter the appropriate information	
13 — Mandatory Entry: <i>MFR</i> <i>NAME</i> .	in the desired field.	
204 — Invalid CAGE/ NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The 1st and 5th must be numeric , and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or spe- cial 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"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")	

Related Topics

- Manufacturer Part Number
- Update 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.



Navigation

CATALOG MGMT > MFR PART NBR > 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.



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

Procedures

ELMS Navigation Helpful Tips

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

Delete a MFR PART NBR

O Cancel

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







- 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 sup- ported special character(s) , -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro- hibited.	
2159 — Cannot delete Man- ufacturer 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 asso- ciated information so the MFR PART NBR record can be deleted.	
2417 — Cannot delete a Man- ufacturer Record associated to a Stock Number that is Stock Item Type = 'B.'	Invalid Deletion. This Manufacturer Part Number record cannot be deleted if it is associated to a Stock Number that is Stock Item Type B – PART NBR. Review the record again, and remove any remaining associated information so the MFR PART NBR record can be deleted.	
2418 — Manufacturer Part Number cannot be Deleted. {0} Record(s) exist for this Manufacturer Part Number.	Invalid Deletion. This Manufacturer Part Number record cannot be deleted if it is associated to an Asset Master, Due-In, CIP Asset, or a File Reference. Review the record again, and remove any remaining associated information so the MFR PART NBR record can be deleted.	
2419 — Manufacturer Part Number was not Deleted.	Contact the ELMS Call Center	





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Contact the ELMS CALL CENTER.

Related Topics

- Manufacturer Part Number
- Add a Manufacturer Part Number
- Update a Manufacturer Part Number









Update a MANUFACTURER PART NBR

Overview

The MANUFACTURER PART NBR Update process allows editing Manufacturer Part Number data referencing the CAGE, Manufacturer Name, Manufacturer Model Number, and Manufacturer Part Number to specific items.

Navigation

CATALOG MGMT > MFR PART NBR > Edit 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.

562	Select "Cancel" to return to the previous page.
563	Select "Save" button to save the current selection.
132	To search for CAGE CD, see https://cage.dla.mil.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.









161	

NCAGE CD must = 5 POS. When POS 1 = 0.9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0.9.

Manufacturer Information Grid

Stock Nbr * Mfr Name * Mfr Part Nbr UPC Status Item Desc Mfr Model Nbr CAGE Cd FAST Reportable Non Accountable

Remarks Grid

Remarks History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

Update a MANUFACTURER PART NBR

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






1. Select

C Edit **MANUFACTURER PART NBR** slide-out window appears.

Instructions / He	¢			
Manufacture	r Information			
Stock Nbr	1005000037493	Item Desc	REVOLVER, CALIBER 38	
Mfr Name	cour	Mfr Model Nbr	VERYFAR	
Mfr Part Nbr	THROWSROCKS Q	CAGE Cd		
UPC			FAST Reportable	
Status	INACTIVE		Non Accountable	
Remarks				
Remarks		History Remarks		
			_	

- 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.*
- C. Update the MFR PART NBR, using ^Q to browse for the revised identifier. *This is a 35 alphanumeric character field.*

External Manufacturer Part Number Browse

- 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 O or O. *This means the Manufacturer Part Number is associated with a FAST Reportable Vehicle.*
- J. Verify the Non Accountable contains the appropriate O or O. *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.*

🕄 Save

2. Select . 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	Invalid Entry. Results for the search criteria
search criteria or you do	entered do not exist or Incorrect security access.
not have the appropriate	Enter different Search Criteria and try the Search
security access.	again.
161 — Remarks must be	Invalid Characters Entered in the Remarks field.
alphanumeric with sup-	Enter alphanumeric characters, or the following
ported special character(s)	permitted special characters: $, -, /, #, &,$
, -, /, #, &, comma,	comma, period, and space, with a max length of
period, and space, and max	256. Special characters like ! or @ are pro-
length of 256.	hibited.



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13 — Mandatory Entry: <i>Sтоск Nbr</i> . 13 — Mandatory Entry: <i>MFR</i> <i>NAME</i> .	Missing Entry. Enter the appropriate information in the desired field.
204 — Invalid CAGE/ NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The 1st and 5th must be numeric , and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or spe- cial 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"; "U"; "Q"; or "V"; "W"; "X"; "Y"; "Z")

Related Topics

- Manufacturer Part Number •
- Add a Manufacturer Part Number •
- Delete a Manufacturer Part Number •







Unclassified



End Of Day / End Of Month Inventory Balance

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module End Of Day / End of Month Inventory Balance process provides the ability to view inventory balances between the RSA and the ICP. It is a compilation of EOD Transactions for the month, making the overarching view easier.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

MATERIEL MGMT > EOD/EOM Inventory Balance > EOD/EOM Inventory Balance page

Page Fields

The following fields display on the **EOD/EOM Inventory Balance** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

umber

Search Criteria Grid

Reconciliation Type

Document Number 1

Stock Nbr i

Item Desc i







Managed DoDAAC Condition Code RSA Name Transaction Dt From Transaction Dt To History Requested

EOD/EOM Inventory Balance

All Status Stock Nbr Item Desc Doc Nbr Condition Code Managed DoDAAC Qty In Transit Qty On Hand Reported Qty RSA Name **RSA DoDAAC Transaction Date Time** Days Unreconciled Management Code Project Code GFM Contract Nbr **History Requested**

Optional

ICP Name Division Name Program Name Error Message Error Response Detail Program Id Established By Established Dt/Tm Last Updated By Last Transaction Dt/Tm Supplementary Address





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View XML

Doc Nbr File Name XML File Inbound File Statue Desc

Review Details

Remarks Attachments

Manual Reconciliation

Attachments Remarks

Request Transaction History

Attachments Remarks

Procedures

ELMS Navigation Helpful Tips

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

Search for an EOD/EOM Inventory Balance

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.

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







Reconciliation Type	End of Day	•	Condition Cd	•
i Document Number			RSA Name	•
i Stock Nbr			Transaction Dt From	
i Item Desc			Transaction Dt To	Ť.
i Managed DoDAAC			History Requested	× •

, Ilc

Use to select the Reconciliation Type.

- Enter the DOCUMENT NBR, using it to assist with the entry. *This is a 15 alpha-numeric character field.*
 - Use 🚺 or 🔤 to assist with the STOCK NBR entry.

Stock Number Browse

- Enter the ITEM DESC, using *i* to assist with the entry. *This is a 15 alphanumeric character field.*
- Enter the Managed DoDAAC, using *i* to assist with the entry. *This is a 15 alpha-numeric character field.*
- Use use to select the Condition Code.
- Use to select the RSA Name.
- Use is to select the Transaction DT From, or enter the date and time (MM/DD/YYYY) in the field provided.
- Use is to select the Transaction DT To, or enter the date and time (MM/DD/YYYY) in the field provided.
- Use 🚺 to select the History Requested.
- Select Search . The Search Results display.



2.





Doc Nbr	INDOUNDE	Ile StatusDesc
E	INIVATIVLE NOOD 1923 120 1	Processed
File Name		
	846R.YRI.2023-12-01-01-00-12.XMI	
	<t_inventory_inquiry_advice_846r guid="{39085e46
6d3b96828bf8}" standard="X12"><s_transaction_set_header> <e_transaction_set_identifier_code>846<e_transaction_set_control_number>0001</e_transaction_set_control_number></e_transaction_set_identifier_code></s_transaction_set_header><s_beginning_segment_for_inventory_ <e_transaction_set_purpose_code>00<e_report_type_code>LC</e_report_type_code> <e_reference_identification>Z</e_reference_identification></e_transaction_set_purpose_code></s_beginning_segment_for_inventory_ </t_inventory_inquiry_advice_846r>	e-7b0a-4319-be8d-
	<e_date>20231201</e_date> <e_time>060012</e_time> <e_action_code>Z</e_action_code> <l_name><s <e_entity_identifier_code>KA</e_entity_identifier_code></s </l_name>	_Name>
	<pre><e_identification_code_qualifier>M4</e_identification_code_qualifier>YRT <e_entity_identifier_code_1>TO</e_entity_identifier_code_1><s_name><e_entity_identifier_code>OW<td>r> ame> ifier_Code></td></e_entity_identifier_code></s_name></pre>	r> ame> ifier_Code>
XML File	<pre><e_identification_code_qualifier>10</e_identification_code_qualifier> <<e_identification_code>N00019</e_identification_code>< <_L_Name><s_name><e_entity_identifier_code>SB</e_entity_identifier_code>SB</s_name></pre>	> fier_Code>

- A. The Doc NBR automatically populates and is not editable.
- B. The File Name automatically populates and is not editable.
- C. The XML File automatically populates and is not editable.
- D. The Inbound File Status Description automatically populates and is not editable.
- 3. Select S. The View Details pop-up window closes.







Review . The Review Details pop-up window appears. 2. Select

- A. The Remarks automatically populates and is not editable.
- The Attachments automatically populates and is not editable. Β.
- Select . The View Details pop-up window closes. 3.

Reconcile the EOD/EOM Inventory Balance

Ν	The records.	and	C Request Histo	bu	ittons are only availab	le for unreconciled
1.	Select 🗹 next	to the desired	record. The Inv	ventor	y Balance is highligi	hted, and
	View Xml	Review	✓ Reconcile	, and	Request History	become available.
2.	Select Reco	ncile . The Ma	nual Reconcilia	tion p	op-up window appe	ars.



become available.



	Help Reference Guide
	Manual Reconciliation ×
	Attachments
	Choose Files No file chosen Remarks
	× Cancel Cancel
	A. Select Choose Files . The Windows Choose File to Upload pop-up window appears.
	 Choose the file to attach, and select it. C. Select Open . The Choose File to Upload pop-up window closes, and the file name appears in the Attachments field.
	D. Enter the Remarks in the field provided. <i>This is a 1024 alphanumeric character field.</i>
3.	Select Reconcile. The Manual Reconciliation pop-up window closes, and the record is saved in the Manually Reconciled menu next to the Search Results grid.
View	the Request History of the EOD/EOM Inventory Balance
1.	Select next to the desired record. <i>The Inventory Balance is highlighted, and</i>
	and hecome available

Select Request History . The Request Transaction History pop-up window appears.



2.





	Request Transaction History ×
	Are you sure you want to request history for the selected record(s)?
	Choose Files No file chosen
	Remarks
	× Cancel B Request History
Ļ	A. Select Choose Files . The Windows Choose File to Upload pop-up window appears.
E	3. Choose the file to attach, and select it.
C	C. Select Open . The Choose File to Upload pop-up window closes, and the file name appears in the Attachments field.
C	D. Enter the Remarks in the field provided. <i>This is a 1024 alphanumeric character field.</i>
	Select Request History . The Request Transaction History pop-up window closes, and History Requested for 1 records. ×

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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3.







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

DLMS Transaction Overview







End Of Day Transaction Counts

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module End of Day Transaction Counts process provides the ability to display all DLMS transactions each day for each RSA. The transactions are available per transaction or per DLMS type.

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 Enter- prise Rollup Criteria.
494	Select "Reset" button to clear the data. The Enterprise Rollup





and Search Criteria are independent of each other.

Enterprise Rollup

Materiel Management Program Materiel Management Division Inventory Control Point

Search Criteria Grid

Document Nbr Transaction Creation Dt/Tm From Matched Process Status 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 Detail Program Id Established By Established Dt/Tm Last Updated By









Last Transaction Dt/Tm Supplementary Address

End Of Day Count Details

All

Status Set Type Transaction Category Sent Qty Received Qty Suspended Qty

Optional

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

Procedures

ELMS Navigation Helpful Tips

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





Help Reference Guide



- Enter the DOCUMENT NBR in the field provided. *This is a 15 alphanumeric character field.*
- 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 use to select the Matched.
- Use 🚺 to select the Process Status.
- 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.

End	of Day Count	s X	Grid Options •							
Drag a	column header a	and drop	t here to group by th	at column						
		Status	Set Type	CICP/RSA Name	Report Type Cd	Transaction Creation Dt/Tm	Processed Status	Doc Nbr	Doc Id	٦
۲		\bigcirc	846P	SRT-1 SCT	B1	03/03/2025 6:00:05 AM	PCD - Processed	TCSR100350620001	DZM - EOD Trans Count	
Selec	ted 0/1		1 Page 1	of1 () H (H)	4 () H 100	 items per page 			1 - 1 of 1 items	C

View End of Day Count Details

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







-	JAII	Status	Set Type	T CICP/RSA Name	TH	Report Ty	pe Cd T	F Transaction Creation Dt/Tm	Processed Status	T DOC NDr T	Doc Id
C		\checkmark	846P	SRT-1 SCT	E	B1		03/03/2025 6:00:05 AM	PCD - Processed	TCSR100350620001	DZM - EOD Trans Co
(Grid Options										
	🗆 Ali	Statu	s Set Type 🔻	Transaction Category	Sent	Qty T	Received Qty	T Suspended Qty			
		\checkmark	527R	Receipt	0		0	0			
			8671	All	0		0	0			
		\checkmark	9471	Increase	0		0	0			
		Ø	9471	Decrease	0		0	0			
		0	9471	Dual	0		0	0			
		Ø	945A	MRC/DRC	0		0	0			
		\checkmark	527R	MRA/TRA	0		0	0			
	Selected 0/7			Page 1 of 1				50 v items per page			1 - 7 of 7 it



Common Errors

Select

2.

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

. The **DLMS Transaction Review** pop-up window appears.

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





Related Topics

• DLMS Transaction Overview







Requisition

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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 fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

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.

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.
хххх	Select the "Cancel" button to cancel the Requisition.
хххх	Select the "Print" button to print an Approved Requisition Report (DW10) for the approved items.
хххх	Select the "Review" button to review and approve the Requis- ition.
хххх	Select the "Deny" button to deny the Requisition.
хххх	Select the "Inquire Status" button to inquire the status of the Requisition from the SoS.
хххх	Select the "Review Changes" button to review and approve/deny any pending changes to the Requisition.
хххх	Select the "Historical Activities" button to view the changes that have been made to the Requisition.
xxxx	Select the "DLMS Transaction Log" button to view the DLMS transactions related to this Requisition.

Search Criteria Grid

Client RSA i







Stock Nbr Source of Supply RIC Approved Dt From Required Delivery Dt From Established Dt/Tm From Document Nbr Status Only Approvable Approved Dt To Required Delivery Dt To Established Dt/Tm To

Requisitions Grid

Client RSA Document Nbr Manual Doc Nbr Status Last Transaction Dt/Tm Approved Dt Shipped 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

Advice Cd Custodian Sub Custodian Priority Cd Project Cd Ship To Purpose Cd Media Status Cd Fund Cd Signal Cd





Unclassified





Program Id Established By Established Dt/Tm Last Updated By Reason For Denial Estimated Ship Dt

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Materiel Management/Inventory Control Point 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 C Reset the default "All" setting.

at any point of this procedure returns all fields to

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

Search Criteria				~
i Client RSA		Document Nbr		
i Stock Nbr	All	Status	All Open	
Source of Supply RIC		Only Approvable		
Approved Dt From	i (9)	Approved Dt To	ti ©	
Required Delivery Dt From		Required Delivery Dt To		
Established Dt/Tm From		Established Dt/Tm To		
Q Search C Reset				

- Enter the Client RSA, using *i* to assist with the entry. *This is a 50 alphanumeric character field.*
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse

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









Select

. The **Add a Requisition** page appears.



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ELMS Helpdesk

1-844-843-3727





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- ity 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



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• View the Requisition DLMS Transaction Log









Add a Requisition

Overview

The Requisition Add process provides the ability to create a Requisition request.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

MATERIEL MGMT > Requisition >

+ Add > Add Requisition page

Page Fields

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

Instructions

The table below provides the list of instructions.

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







Add Requisition

Stock Nbr i * UI Unit Price Requested Qty * Client RSA i * **Deliver Not Before Dt Document Nbr** Ship To Priority Cd 1 Fund Cd Media Status Cd Advice Cd Purpose Cd Item Desc Qty per Unit Pack **Ext Requested Price** Requested Cond Cd i

Required Delivery Dt Deliver No Later Than Dt

Signal Cd Distribution Cd Project Cd

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

Add a Requisition

O Cancel

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



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1.

+ Add

Help Reference Guide

Requisition Details			
* i Stock Nbr	Select an Item	Item Desc	
UI		Qty per Unit Pack	
Unit Price	\$0.00	Ext Requested Price	\$0.00
* Requested Qty	1 \$	i Requested Cond Cd	A - Svcbl((w/o Qual)
* i Client RSA	Search RSAs 🔹	Required Delivery Dt	**
Deliver Not Before Dt		Deliver No Later Than Dt	
Document Nbr			
Ship To	Select an Address	i Signal Cd	M - No billing required (free issue)
‡ Priority Cd	15 - F/AD V - UND C 🔹		
Fund Cd			
Media Status Cd	F	Distribution Cd	
Advice Cd	Select an Item	Project Cd	
Purpose Cd	Select an Item 👻		

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

Stock Number Browse

- B. The UI automatically populates and is not editable.
- C. The Unit Price automatically populates and is not editable.
- **D.** Use to choose the correct REQUESTED QTY.
- **E.** Use **i** to assist, or use **i** to select the Client RSA.
- F. Use to select the Deliver Not Before DT, or enter the date (MM/DD/YYYY) in the field provided.
- G. Enter the DOCUMENT NBR in the field provided. *This is a 15 alphanumeric character field.*
- H. The Ship To automatically populates and is not editable.
- I. Use or to assist with the Priority Cd entry.
- J. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field*.
- K. The Media Status CD automatically populates and is not editable.
- L. Use to select the Advice Cd.







- M. Use to select the Purpose Cd.
- N. The ITEM DESC automatically populates and is not editable.
- O. The QTY per Unit Pack automatically populates and is not editable.
- P. The EXT REQUESTED PRICE automatically populates and is not editable.
- Q. Use *i* or *i* to assist with the Requested Cond Cd entry.
- R. Use I to select the REQUIRED DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.
- S. Use select the Deliver No Later Than DT, or enter the date (MM/DD/YYYY) in the field provided.
- T. Use *i* or *i* to assist with the Signal Cd entry.
- U. Enter the DISTRIBUTION CD in the field provided. *This is a 3 alphanumeric character field.*
- V. Enter the PROJECT CD in the field provided. *This is a 3 alphanumeric character field*.
- 2. 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
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
- 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









Deny a Requisition

Overview

The Requisition Deny process provides the ability to reject a Requisition request.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

MATERIEL MGMT > Requisition > \Box (desired record) >	> Deny Requisition
pop-up window	

Donu

Page Fields

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

nstructions		
The table below	v provides the list of instructions.	
(
Number	Value	
Number	Value	

Deny Requisition

Reason for Denial *









Procedures

ELMS Navigation Helpful Tips

Click the following link to display Materiel Management/Inventory Control Point 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 Click construct the desired entry. *The Requisition request is highlighted, and*

S Historical Activities and E DLMS Transaction Log become available.	× Cancel	🖶 Print	Review	Deny	? Inquire Status
	3 Historica	I Activities		IS Transaction L	og become availab

Select . The **Deny Requisition** pop-up window displays.

eny Requisition	×
* Reason for Denial	
✓ Deny S Cancel	

- **A.** Enter the Reason for Denial in the field provided. *This is a 1024 alphanumeric character field.*
- 3. Select <u>Deny</u>. The **Deny Requisition** pop-up window closes, and the Requisition request is removed from the Requisitions grid.



2.





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- ity access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
347 — Date (From) must be <= Date (To).	Invalid Date Entry. The Date (To) must be after the Date (From). Re—enter the Date (To).

Related Topics

- Requisition Overview
- Add a Requisition
- Update a Requisition
- Print a Requisition
- Review a Requisition
- View the Historical Activities of a Requisition
- View the Requisition DLMS Transaction Log









View the DLMS Transactions of the Requisition Request

Overview

The Requisition DLMS Transaction Log pop-up window displays all the details of the Requisition request.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

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.

12 Select "Search" button to view Search Results page.		Number
	Results page.	12
13 Select "Reset" button to clear data.		13






412

Select "Grid Options" button for additional actions.

Enterprise Rollup

Materiel Management Program Materiel Management Division Inventory Control Point

Search Criteria Grid

Direction Set Type Doc Nbr Stock Nbr Processed Dt/Tm From Mfr Part Nbr Process Status Category Document ID Proj Cd Processed Dt/Tm To CAGE Cd

DLMS Transactions Grid

All

Direction Set Type Trans Type Cd Supply Status Cd Processed Dt/Tm Process Status Doc Nbr Document ID Desc Suffix Cd Report Type Cd Stock Nbr Qty









Cond Cd Document ID Message From Copy Address Message To

Optional

ICP Materiel Management Division Materiel Management Program Action Cd Advice Cd CAGE Cd Distribution Cd Error Message Error Response Error Response Detail Established By Established Dt/Tm Estimated Ship Dt From Cond Cd Fund Cd GFM Contract Nbr Interface System Cd Last Transaction Dt/Tm Last Updated By Mgmt Cd Mfr Part Nbr Mode of Shipment Owning DoDAAC Price LAC Price MAC Price Std Priority Cd Proj Cd Processed Dt Program ID Purpose Code Reject Advice Retry Count SCAC Shipment Reference Nbr Signal Cd









Supplementary Address TCN Trans Set Sub-Type UI

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Materiel Management/Inventory Control Point 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 *C* Reset at any point of this procedure returns all fields to the default "All" setting.

1. Click \Box to select the desired entry. *The Requisition request is highlighted, and*



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



2.



Edit

Help Reference Guide



insu uctions						*		
Enterprise Rollup								
Search Criteria						*		
Direction	All	*	Process Status	All	*			
Set Type	All	•	Category	All				
i Doc Nbr	H9215141441003		Document Id	All				
i Stock Nbr			Proj Cd	All	*			
Processed Dt/Tm F	rom	E ()	Processed Dt/Tm To		t C			
i Mfr Part Nbr	All		i CAGE Cd	All				
		Q Search	🖒 Reset					
DLMS Transactions	Grid Options	iew Details	rocess 🛛 🚫 Reject 🕽 🗸 Resolv					
	irection Type	۲ 🍸	Frans Type Cd T Supply S	tatus Cd	Processed Dt/Tm	Process Status	T Doc Nbr	Document Id Desc
							1001511111000	DWU - Due In MIL
	utbound 527D - Mate Receipt	rial Due-In and	DE		05/23/2024 1:15:00 PM	PCD - Processed	H9215141441003	Rqn DoD

- 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.*

Stock Number Browse

- Use to select the PROCESSED DT/TM FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the MFR PART NBR, using *i* to assist with the entry. *This is a 35 alpha-numeric character field.*
- Use to select the Process Status.
- The Category automatically populates and is not editable.
- Use 🚺 to select the Document ID.
- Use to select the Prj Cd.
- Use to select the PROCESSED DT/TM TO, or enter the date (MM/DD/YYYY) in the field provided.







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- ity 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









Historical Activities

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 fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

MATERIEL MGMT > Requisition > \Box (desired record) > 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.

lumber

Valu

Historical Activities Details

Document Nbr Client RSA









Source of Supply RIC Current Requested Qty Unit Price Established Dt/Tm Current Stock Nbr **Client RSA RIC** Signal Cd Current Approved Qty Current Ext Requested Price Established By Item Desc Client RSA DoDAAC Current Fund Cd Current Outstanding Qty Current Ext Approved Price Approved By

Historical Activities Grid

Status Last Transaction Dt/Tm Approved Dt **Required Delivery Dt** Fund Cd Requested Qty Ext Requested Price Approved Qty Ext Approved Price Outstanding Qty Established By Last Updated By

Optional

Advice Cd Distribution Cd Last Followup Dt/Tm Media Status Cd Priority Cd Project Cd Purpose Cd











Procedures

ELMS Navigation Helpful Tips

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

View the Requisition Request Historical Activities

O Cancel Selectina at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required. / Edit

Click 🔲 to select the desired entry. *The Requisition request is highlighted, and* 1.

× Ca	ncel	Print	0	Review	Deny Deny	1	Inquire Status
"D Hi	storical Act	livities	and		S Transaction L	og	<i>,</i> become available.
Coloct	3 Histo	rical Activ	vities	The TC	D. Doquisitis		Historical Activities population

2. Select . The ICP Requisition Historical Activities pop-up win-

dow displays.

110								•
H9215141441003		Current Stock Nbr	10050024256	687	Item Desc	BOTT	LE ASSEMBLY 0.50Z CYL	INDER
CENTER		Client RSA RIC			Client RSA DoDAAC	CEN0	D1	
SMS		Signal Cd	J		Current Fu	nd Cd 58		
1		Current Approved Qty	1		Current Outstandin	1 g Qty		
\$2.85		Current Ext Requested Price	\$2.85		Current Ext Approved F	\$2.85 Price		
5/23/2024 1:00:13 PM		Established By	CROUSEL		Approved E	3y CROU	SEL	
ns ▼	Approved Dt	T Required Delivery Dt	Fund Cd	Requested Qty	T Ext Requested Price	Approved Qty	Ext Approved Price	▼ Outs
05/23/2024 1:00:25 PM	05/23/2024		58	1	\$2.85	1	\$2.85	1
05/23/2024 1:00:25 PM 05/23/2024 1:00:25 PM	05/23/2024		58 58	1	\$2.85 \$2.85	1	\$2.85 \$0.00	1
	CENTER SMS 1 \$2.85 \$/23/2024 1:00:13 PM	CENTER SMS 1 \$2.85 5/23/2024 1:00:13 PM	N2-1514 Harloo3 Current Stock Nbr CENTER Client RSA RIC SMS signal Cd 1 Current Approved Qty \$2.85 Current Ext Requested Price 5/23/2024 1:00:13 PM Established By	CENTER Current Stock Nor 100002420 SMS Signal Cd J 1 Current Approved (dty) 1 \$2.85 Current Ext Requested Price \$2.85 5/23/2024 1:00:13 PM Established By CROUSEL	CENTER Current Stock Nbr 100002420037 SMS Signal Cd J 1 Current Approved Qty 1 \$2.85 Current Ext Requested Price \$2.85 5/23/2024 1:00:13 PM Established By CROUSEL	CENTER Current Stock Nbr 100002423007 Item Desc CENTER Client RSA RIC Client RSA RIC Client RSA SMS Signal Cd J Current Fur 1 Current Approved 1 Current Ext Requested Price \$2.85 5/23/2024 1:00:13 PM Established By CROUSEL Approved E	CENTER Current Stock Nbr 1000002423037 Item Desc DOT Item Desc SMS Client RSA RIC Client RSA RIC Client RSA C CENO SMS signal Cd J Current Fund Cd 58 1 Current Approved 1 Current Current Approved 1 Current Stock Nbr Current Fund Cd 58 \$2.85 Current Ext Requested Price \$2.85 Current Ext Requested Price \$2.85 Current Ext Approved By \$2.85 5/23/2024 1:00:13 PM Established By CROUSEL Approved By CROU	CENTER Current Stock Nbr 1000002423007 Item Desc Dof The Assemble 0.302 CFT CENTER Client RSA RIC Client RSA RIC Client RSA CEN001 SMS signal Cd J Current Fund Cd 58 1 Current Approved 1 Current Current Fund Cd 58 \$2.85 Current Ext Requested Price \$2.85 Current Ext Approved By \$2.85 5/23/2024 1:00:13 PM Established By CROUSEL Approved By CROUSEL



152 Unclassified





- A. Verify the DOCUMENT NBR.
- B. Verify the Client RSA.
- C. Verify the Source of Supply RIC.
- D. Verify the Current REQUESTED QTY.
- E. Verify the Unit Price.
- F. Verify the ESTABLISHED DT/TM.
- G. Verify the Current STOCK NBR.
- H. Verify the Client RSA RIC.
- I. Verify the Signal CD.
- J. Verify the Current APPROVED QTY.
- K. Verify the Current EXT REQUESTED PRICE.
- L. Verify the ESTABLISHED BY.
- M. Verify the ITEM DESC.
- N. Verify the Client RSA DoDAAC.
- O. Verify the Current FUND CD.
- P. Verify the Current OUTSTANDING QTY.
- Q. Verify the Current EXT APPROVED PRICE.
- R. Verify the Approved By.
- 3. Select \times 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
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
- Deny a Requisition
- View the Requisition DLMS Transaction Log







Print a Requisition

Overview

The Requisition Print process provides the ability to print the DW Form 10 for an approved Requisition.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

MATERIEL MGMT > Requisition > \Box (desired record) >	E Fint	> Print a Requisition
page		

D Drint

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 1 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





Unclassified





Required Delivery Dt Supply Status Cd
Optional
Program Id Established By Established Dt/Tm Last Updated By
Procedures
ELMS Navigation Helpful Tips Click the following link to display Materiel Management/Inventory Control Point 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.
 Click to select the desired entry. The Requisition request is highlighted, and Click Cancel Print Review Deny Inquire Status, Historical Activities, and DLMS Transaction Log become available.
2. Select . The content to ast appears, and then the constant to ast appears.
3. The Windows Save As pop-up window appears, after generating the DW Form 10. <i>Select</i>

to save the PDF document, and print at a later time.

Common Errors

Save

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





Help Reference Guide



Error

Solution

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

Related Topics

- Requisition Overview
- Add a Requisition
- Update a Requisition
- Review a Requisition
- Deny a Requisition
- View the Historical Activities of a Requisition
- View the Requisition DLMS Transaction Log







Review a Requisition

Overview

The Requisition Review process provides the ability to review and approve a Requisition request. About half of the fields are editable before approval.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

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.









Fund Cd * Advice Cd Approved Qty * Approved By Stock Nbr Managed DoDAAC Signal Cd * **Distribution Cd** Project Cd Purpose Cd **Requested Qty**

(*) Asterisk identifies mandatory fields.

Procedures

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

Review the Requisition Request

3 Historical Activities

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



DLMS Transaction Log

and





2.

become available.



	(Auto Concerto)			1240046220020	
Document Nbr	(Auto-Generate)		Stock Nbr	1240016239020	
Client RSA	LOGSU-1		Managed DoDAAC	N57100	
* Ship To	LS1001	•	* Signal Cd	М	
i Priority Cd	15 - F/AD V – UND C	Ŧ			
Media Status Cd	S		Distribution Cd		
*Fund Cd			Project Cd		
Advice Cd	Select an Item	•	Purpose Cd	All	
* Approved Qty	5	\$	Requested Qty	1	

A. Verify the DOCUMENT NBR.



B. Verify the Client RSA.

C. Update the Ship To, using to select the desired DoDAAC.

- D. Update the Priority Cd, using to assist, or to select the desired code.
- E. Verify the Media STATUS CD.
- **F.** Update the FUND CD, entering the revised code in the field provided. *This is a 2 alpha-numeric character field.*
- G. Update the Advice Cd, using to select the desired code.
- **H.** Update the APPROVED QTY, using to choose the revised amount.
- I. Update the Approved By, entering the revised identifier in the field provided. *This is* an 8 alphanumeric character field.





J.

Verify the STOCK NBR.

- K. Verify the Managed DoDAAC.
- L. Update the Signal Cd, using to select the desired code.
- M. Update the DISTRIBUTION CD, entering the revised code in the field provided. *This is* a 3 alphanumeric character field.

Help Reference Guide

- N. Update the PROJECT CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
- O. Update the Purpose Cd, using to select the desired code.
- P. Verify the REQUESTED QTY.
- 3. 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 secur- ity 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





ELMS Helpdesk 1-844-843-3727 🖉





Update a Requisition

Overview

The Requisition Update process allows editing of a Requisition request.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

MATERIEL MGMT > Requisition > \Box (desired record) >	> Update Requisition
page	

A 17 414

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.

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







Update Requisition

Stock Nbr i UI Unit Price **Requested Qty** Approved Qty Client RSA i Managed DoDAAC i **Deliver Not Before Dt Document Nbr** Ship To Priority Cd 1 Fund Cd Media Status Cd Advice Cd Purpose Cd Item Desc **Qty per Unit Pack Ext Requested Price**

Requested Cond Cd Ext Approved Price Required Delivery Dt Deliver No Later Than Dt

Signal Cd Distribution Cd Project Cd

Procedures

ELMS Navigation Helpful Tips

<u> ()</u>

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









- D. Verify the REQUESTED QTY.
- E. Update the APPROVED QTY, using to choose the revised amount.
- F. Verify the Client RSA.
- G. Verify the Managed DoDAAC.



Unclassified





- I. Update the DOCUMENT NBR, entering the revised number in the field provided. *This is a 15 alphanumeric character field.*
- J. Update the Ship To, using boots to select the desired DoDAAC.
- K. Update the Priority Cd, using it to assist, or it to select the desired code.
- L. Update the FUND CD, entering the revised code in the field provided. *This is a 2 alpha-numeric character field.*
- M. Verify the Media STATUS CD.
- N. Update the Advice Cd, using to select the desired code.
- O. Update the Purpose Cd, using to select the desired code.
- P. Verify the ITEM DESC.
- Q. Verify the QTY per Unit Pack.
- R. Verify the EXT REQUESTED PRICE.
- S. Update the Requested Cond Cd, using to assist, or to select the desired code.
- T. Verify the EXT APPROVED PRICE.
- U. Update the REQUIRED DLVRY DT, using or entering the date (MM/DD/YYYY) in the field provided.
- V. Update the Deliver No Later Than DT, using or entering the date (MM/DD/YYYY) in the field provided.
- W. Update the Source of Supply RIC, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
- X. Update the Signal Cd, using to select the desired source.
- Y. Update the DISTRIBUTION CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*





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

Help Reference Guide

3. Select Finish. The **Update Requisition** page closes, and the revised Requisition record is highlighted.

Common Errors

Z.

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- ity 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







Customer Requisition Management

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Customer Requisition process provides the ability to add or review a Requisition request.

Note

2

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

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.
528	Select "Add" to create a new Stock Nbr record.







527	Select "Grid Options" for additional actions to perform on the Stock Nbr data.
529	Select "Edit" to update the selected Stock Nbr record(s).
530	Select "Delete" to remove the selected Stock Nbr record(s).

Search Criteria Grid

Doc Nbr Stock Nbr Item Desc LIN/TAMCN Ordered By Ship To Doc Status Cd Reportable Commodity Type Priority Designator From Priority Designator To Received Dt From Received Dt To

Customer Requisition Search Results Grid

Req Stage Doc Nbr Suffix Cd Stock Nbr Item Desc Ship To CICP/RSA Name ID Ordered By Qty RDD UOI









Priority Designator Received Dt

Optional

Established Date Time Last Transaction Date Time Doc Status LIN/TAMCN Reportable Commodity Type Program Program Id Established By Last Updated By Purpose Cd

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Materiel Management/Inventory Control Point 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 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 Doc Nbr	i Ordered By		Priority Designat	or From
i Stock Nbr	i Ship To		Priority Designat	or To
i Item Desc	Doc Status Cd	All	* Received Dt From	a
i LIN/TAMCN	Reportable Con	nmodity Type All	* Received Dt To	
				う Reset Q Search

• Enter the DOC NBR, using *i* to assist with the entry. *This is a 15 alphanumeric character field.*









Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric char*acter field.

Stock Number Browse

- Enter the ITEM DESC, using it to assist with the entry. *This is a 256 alphanumeric character field.*
- Use or to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse

- Enter the Ordered By, using *i* to assist with the entry. *This is a 6 alphanumeric character field.*
- Enter the Ship To, using *i* to assist with the entry. *This is a 6 alphanumeric character field.*
- Use to select the Doc Status Cd.
- Use use to select the Reportable Commodity Type.
- Use to select the Priority Designator From.
- Use to select the Priority Designator To.
- Use is to select the Received DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Received D⊤ To, or enter the date (MM/DD/YYYY) in the field provided.
 - Q Search

. The Search Results display.



2.

Select





						_			_	_				
Search Results														
2 Open	Customer Reg	quisition	Grid Options •	+ Add @ Rev	view O Close									
2 New	Req Stage	Doc Nbr	T Suffix Cd	T Stock Nbr	T Item Desc	T Ship To	T CICP/RSA Name ID	T Ordered By	T Qty	T RDD	T UOI	Y Priority Designator	T Received Dt	
In Progress	Open - New	1023456789012	3	1005001752077	RING	ABC123		ABC123	2	02/28/20	025 EA	01	02/10/2025 4:50:	12
Inquiry Poquette	Open - New	1012345678910	2	201002S005920	ASSEMBLY, BELLOWS, GIMBA	L 123ABC		123ABC	2	03/31/20	025 EA	01	02/10/2025 5:14:	16
	Selected 0/2		Page 1	of1 (F)(H)	50 v items per page								1 - 2 of 2 items	
Closed														
Closed														
All Requisitions														
Select + Add	. The A	dd a	New	Custo	omer Req	uisi	tion pag	ge dis	play	'S.				-
≀eview a Cu	stomer	Red	quisi	tion										
Select 🗖 (des	red recor	·d) >	0	Review	. The Re	viev	v a Cus	tome	r R	equ	isiti	on pag	e dis-	

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	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
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).
2156 — Priority Designation	Invalid Entry. Priority Designation (To) is less
(From) must be < or = Pri-	than Priority Designation (From). Re-enter the
ority Designation (To).	priorities.





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Help Reference Guide



Related Topics

- Add a Customer Requisition ٠
- Review a Customer Requisition ٠
- **DLMS Transaction Overview** •







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Add a New Customer Requisition

Overview

The Customer Requisition Add process provides the ability to create a new Customer Requisition request.

Note

6

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

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.

 24 (*) Asterisk identifies mandatory fields. 14 Select "Cancel" button to return to previous page. 	Number	Value
14 Select "Cancel" button to return to previous page.	24	(*) Asterisk identifies mandatory fields.
	14	Select "Cancel" button to return to previous page.
473 Select "Next" button to continue.	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.

New Customer Requisition

1. Requisition Details

Ordered By (DoDAAC / RIC) * Ship To (DoDAAC / RIC) * Ship To RSA / ID Owning ICP (DoDAAC / RIC) * Stock Nbr *

2. Order Information

Document Nbr Status Priority Designator * Stock Number Item Description Condition Code * Quantity * Unit Of Issue Unit Of Issue Unit Price Required Delivery Date * Date Received * Deliver Not Before Dt

3. Item Details

Contract Number Contract Line Item Number Color

4. Requisition Codes

Advice Code Media & Status Code * Signal Code *





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Project Code Purpose Code Distribution Code Demand Code * Fund Cd * Reason Code

5. Contract Details

Information Point of Contact

POC Name Email DSN Phone Number International Phone Fax Number

Authorized Representative

POC Name Email DSN Phone Number International Phone Fax Number

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

Add a Customer Requisition

O Cancel

Selecting

d at any point of this procedure removes all revisions and closes the page.

Selecting <u>retains</u> the information and returns to the previous page. **Bold** numbered steps are required.







1. Select + Add . The **New Customer Requisition** page displays, open to the Requisition Details step.

1. Requisition Details 2. Order Informat	ion 👌 3. Item Details 👌 4. Requisition Codes	5. Contact Details			
Requisition Details All fields marked with an asterisk are required. Use R	IC/DoDAAC for Ordered By, Ship To and Owning ICP				~
*Ordered By (DoDAAC/RIC)		* Owning ICP (DoDAAC/RIC)	N00024	* i Stock Number	
* Ship To (DoDAAC/RIC)					
Ship To RSA / ID	•				
					Cancel Next

- **A.** Enter the Ordered By (DoDAAC / RIC) in the field provided. *This is a 6 alphanumeric character field.*
- **B.** Enter the Ship To (DoDAAC / RIC) in the field provided. *This is a 6 alphanumeric character field.*
- C. Enter the Ship To RSA / ID in the field provided. *This is a 3 alphanumeric character field.*
- **D.** Enter the Owning ICP (DoDAAC / RIC) in the field provided. *This is a 6 alpha-numeric character field.*
- **E.** Use **i** or **i** to assist with the STOCK NBR entry. *This is a 15 alphanumeric char*-*acter field.*

Stock Number Browse

2. Se

Select Next > . The Order Information step appears.

1. Requisition Details	2. Order Information 3. Item Details	4. Requisition Codes	5. Contact Details					
Order Information All fields marked with an asterisk	c are required.							~
Document Number	Using serial number range 1001-2000	Stock Number	201002S005920	* Quantity	1	* Required Delivery Date	3/31/2025	ä
	(e.g. 123ABC50412000)	Item Description	ASSEMBLY, BELLOWS, GIMBAL	Unit Of Issue	EA - Each	* Date Received	2/10/2025	Ē
Status	O - Open	* Condition Code	•	Unit Price	\$142.31	Deliver Not Before Date	2/28/2025	
* Priority Designator	×							
Instructions Optional instructions can be enter	ared below.							~
Order Instructions								
	80 characters remaining							/
							Cancel Ba	k Next









- A. Enter the Document Number in the field provided. *This is a 15 alphanumeric character field.*
- B. The Status automatically populates and is not editable.
- **C.** Use to select the Priority Designator.
- D. The Stock Number automatically populates and is not editable.
- E. The Item Description automatically populates and is not editable.
- **F.** Use to select the Condition Code.
- **G.** Use **to** choose the Quantity.
- H. The Unit of Issue automatically populates and is not editable.
- I. The Unit Price automatically populates and is not editable.
- J. Use I to select the Required Delivery Date, or enter the date (MM/DD/YYYY) in the field provided.
- **K.** Use **I** to select the Date Received, or enter the date (MM/DD/YYYY) in the field provided.
- L. Use loss to select the Deliver Not Before Date or enter the date (MM/DD/YYYY) in the field provided.
- M. Enter the Order Instructions in the field provided. *This is a 250 alphanumeric character field.*
- 3. Select Next >. The Item Details step appears.







- A. Enter the Contract Number in the field provided. *This is a 19 alphanumeric character field.*
- B. Enter the Contract Line Item Number in the field provided. *This is a 4 alphanumeric character field.*
- C. Enter the Color in the field provided. *This is a 15 alphanumeric character field.*
- 4. 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	e required.								\sim
Advice Code		Project Code		*Demand Code	R - Recurring Demand.	v			
* Media & Status Code	.	Purpose Code		*Fund Code					
* Signal Code	M - No billing required (free v	Distribution Code		Reason Code					
							O Cancel	< Back	Next >

- A. Use to select the Advice Cd.
- **B.** Use to select the Media & Status Code.
- **C.** Use to select the Signal Code.
- D. Enter the Project Code in the field provided. *This is a 3 alphanumeric character field*.








- E. Use to select the Purpose Code.
- F. Enter the Distribution Code in the field provided. *This is a 3 alphanumeric character field.*
- **G.** Use to select the Demand Code.
- **H.** Enter the Fund Code in the field provided. *This is a 2 alphanumeric character field.*
- I. Enter the Reason Code in the field provided. *This is a 3 alphanumeric character field.*

5. Select

Next > . The Contact Details step appears.

1. Requisition Details 2. Order	r Information 👌 3. Item Details	4. Requisition Codes 5. Co	ontact Details				
Information Point of Contact All fields are optional.			~	Authorized Repr All fields are optional.	resentative		~
POC Name		Phone Number		POC Name		Phone Number	
Email		International Phone		Email		International Phone	
DSN		Fax Phone		DSN		Fax Number	

A. 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.*

B. 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.*





6.



- View All Requisitions returns to the **Customer Requisition Management** page.
- Review Requisition # advances to the **Customer Requisition Review** page.
- Add new customer requisition returns to the **New Customer Requisition** 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
13 — Mandatory Entry:	Missing Entry. Enter the appropriate inform-







Ordered By.

ation in the desired field.









13 — Mandatory Entry: Ship To.

13 — Mandatory Entry: Owning ICP.

13 — Mandatory Entry: *Stock* Number.

13 — Mandatory Entry: Priority Designator.

13 — Mandatory Entry: Condition Code.

13 — Mandatory Entry: Quantity.

13 — Mandatory Entry: Required Delivery Date.

13 — Mandatory Entry: Date Received.

13 — Mandatory Entry: Media and Status Code.

13 — Mandatory Entry: Signal Code.











13 — Mandatory Entry: *Demand Code*.

13 — Mandatory Entry: *Fund Code*.

Related Topics

- Customer Requisition Management
- Review a Customer Requisition
- DLMS Transaction Overview







Review a Customer Requisition

Overview

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

Navigation

MATERIEL MGMT > Customer Requisition > \Box (desired record) >	Review	> Cus-
tomer 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 Date Received Status Stock Number









Item Description Condition Code Requested Quantity Priority Designator Unit Price Required Delivery Date Deliver Not Before Dt Program

Quantity Status

New

MRO

Select RSA Name RSA DoDAAC RSA ID Owning DoDAAC Condition Code Project Code Purpose Code Contract Number Available Qty Select Quantity *

Backorder

RSA DoDAAC * Owning DoDAAC * Condition Code * Estimated Ship Date * Select Quantity * Purpose Code Project Code

In Progress

MRO

RSA DoDAAC Condition Code Trans Account Code Estimated Ship Date









Project Code Owning DoDAAC Purpose Code Contract Number Stock Number Selected Quantity Planned Quantity Denied Quantity Shipped Quantity Canceled Quantity

Backorder

RSA DoDAAC Owning DoDAAC Condition Code Purpose Code Stock Number Estimated Ship Date Backordered Quantity Project Code

Closed

RSA DoDAAC Owning DoDAAC Project Code Contract Number Estimated Ship Date Condition Code Selected Quantity Stock Number Planned Quantity Shipped Quantity Denied Quantity Canceled Quantity TCN Shipped Date

Item Identification

Contract Number Contract Line Item Number Color





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Requirements

Advice Code Media & Status Code Signal Code Project Code Purpose Code Demand Code Fund Code Reason Code Special Requirements Order Instructions Distribution Code PMR Sent To

Destination

Shipping Information

Ship To DoDAAC 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 Email DSN Phone Number International Phone Fax Number







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Authorized Representative

POC Name Email DSN Phone Number International Phone Fax Number

Named Entities

DoDAAC / RIC Identifier Code Receiving Status

History

DLMS Transactions Grid

All Direction Set Type Trans Type Cd Processed Dt/Tm **Process Status** Doc Nbr Document ID Desc Suffix Cd Report Type Cd Stock Nbr Qty Cond Cd Document ID Message From Copy Address Message To

Optional

ICP Materiel Management Program Action Cd Advice Cd CAGE Cd Distribution Cd





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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 Mfr Part Nbr Mode of Shipment **Owning DoDAAC** Price LAC Price MAC Price Std Priority Cd Proj Cd Processed Dt Program ID **Reject Advice Retry Count** SCAC Supply Status Cd Shipment Reference Nbr Signal Cd Supplementary Address TCN Trans Set Sub-Type UI

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips



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









Review the Customer Requisition Request

Selecting selecting at any point of this procedure removes all revisions and closes the page. Selecting retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Click C to select the desired entry. *The Customer Requisition request is highlighted, and*

becomes available.

- 2. Select Review . The Customer Requisition Review page displays, open to the Details tab.
 - A. Select the **Order Information** panel.

Details Destination	n Contact Info	History				Action -
Order Information						~
Document Number	NSW0010168S001	Stock Number	1670015277537	Requested Quantity	1 SE	Required Delivery Date 06/18/2020
Date Received	06/16/2020	Item Description	PARACHUTE ASSEMBLY MC-6	Priority Designator	01	Deliver Not Before
Status	Open - In Progress	Condition Code	B - Svcbl(With Qual)	Unit Price	\$4,596.00	Program

- a. Verify the DOCUMENT NBR.
- b. Verify the Date Received.
- c. Verify the Status.
- d. Verify the Stock Number.
- e. Verify the Item Description.
- f. Verify the Condition Code.
- g. Verify the Requested Quantity.
- h. Verify the Priority Designator.
- i. Verify the Unit Price.
- j. Verify the Required Delivery Date.
- k. Verify the Deliver Not Before Date.
- I. Verify the Program.
- B. Select the **Quantity Status** panel.



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a. If the **Req Stage is New**:

I. And the **inventory comes from an MRO**:

Quantity S	Status (1 remaining)								
New MR	0								
Select	RSA Name	RSA DoDAAC	RSA ID	Owning DoDAAC	Condition Code	Project Code	Purpose Code	Contract Number	Available Qty
0	GRANITE	B90999		N00018	А				0
0	MIAMI	W91NTE		N00019	A				7
			* Sele	ect Quantity				1	*
Cancel									Save

- i. Select the desired row.
- ii. Verify the RSA Name.
- iii. Verify the RSA DoDAAC.
- iv. Verify the RSA ID.
- v. Verify the Owning DoDAAC.
- vi. Verify the Condition Code.
- vii. Verify the Project Code.
- viii. Verify the Purpose Code.
- ix. Verify the Contract Number.
- x. Verify the Available QTY.
- **xi.** Use to choose the Select Quantity.
- II. And the inventory comes from a Backorder:







		Help Reference Guide	
(Quantity Status (2 remaining)		
	+ Add - Substitution		
	New Backorder		
	*RSA DoDAAC		
	* Owning DoDAAC		
	* Condition Code	· · · · · · · · · · · · · · · · · · ·	
	* Estimated Ship Date		
	* Select Quantity	\$	
	Purpose Code	· ·	
	Project Code		
	Cancel	Save	
i.	Use to select th	e RSA DoDAAC.	
ii.	Use 🚺 to select th	e Owning DoDAAC.	
iii.	Use 🚺 to select th	e Condition Code.	
iv.	Use to select th the field provided.	e Estimated Ship Date, or enter the date (MM/DD/YYYY) ir	۱
v.	Use 🔹 to choose t	ne Select Quantity.	
vi.	Use 🔽 to select th	e Purpose Code.	
vii.	Enter the Project Co <i>field.</i>	de in the field provided. This is a 3 alphanumeric character	
viii.	Select Save . The lation.	Backorder saves, and the panel changes to show the inform [.]	-
11	the Keq Stage is In P	rogress:	



b.





I. And the requisition comes from an MRO:

Quantity Status (0 remaini	ing)				
MRO - HP000200871201	-В				•
RSA DoDAAC	Estimated S	hip Date	Owning DoDAAC	Contract Number	
B90999	3/30/2020		N00019		
Condition Code	Project Cod	9	Purpose Code	Stock Number	
А				1005000032251	
Trans Account Code					
Selected Quantity	Planned Quantity	Denied Quantity	Shipped Quantity	Canceled Quantity	
3 EA	3 EA	0 EA	0 EA	0 EA	

- i. Verify the RSA DoDAAC.
- ii. Verify the Condition Code.
- iii. Verify the TRANS Account Code.
- iv. Verify the Estimated Ship Date.
- v. Verify the Project Code.
- vi. Verify the Owning DoDAAC.
- vii. Verify the Purpose Code.
- viii. Verify the Contract Number.
- ix. Verify the Stock Number.
- x. Verify the Selected Quantity.
- xi. Verify the Planned Quantity.
- xii. Verify the Denied Quantity.
- xiii. Verify the Shipped Quantity.
- xiv. Verify the Canceled Quantity.
- II. And the requisition comes from a Backorder:









Quantity Status (0 remain	ing)	
Backorder - H92165226	4SMF3	•
RSA DoDAAC	Stock Number	
CEN001	1005000032251	
Owning DoDAAC	Estimated Ship Date	
N68869	9/27/2023	
Condition Code	Backordered Quantity	
A	1 EA	
Purpose Code	Project Code	
null	null	

- i. Verify the RSA DoDAAC.
- ii. Verify the Owning DoDAAC.
- iii. Verify the Condition Code.
- iv. Verify the Purpose Code.
- v. Verify the Stock Number.
- vi. Verify the Estimated Ship Date.
- vii. Verify the Backordered Quantity.
- viii. Verify the Project Code.
- c. If the **Req Stage is Closed**:







I. And the requisition comes from an MRO:

Quantity Status (0 remain	ning)				
MRO - HP00021070120	2				•
RSA DoDAAC W91NTE	Estimated 3/14/2021	Ship Date	Owning DoDAAC N00019	Contract Number	
Condition Code A	Project Co	ode	Purpose Code	Stock Number VA50096ISOXLG	
Trans Account Code					
Selected Quantity 30 BX	Planned Quantity 0 BX	Denied Quantity 0 BX	Shipped Quantity 30 BX	Canceled Quantity 0 BX	
TCN 44444444444444444		Shipped Date 3/11/2021			

- i. Verify the RSA DoDAAC.
- ii. Verify the Owning DoDAAC.
- iii. Verify the Project Code.
- iv. Verify the Contract Number.
- v. Verify the Estimated Ship Date.
- vi. Verify the Condition Code.
- vii. Verify the Selected Quantity.
- viii. Verify the Stock Number.
- ix. Verify the Planned Quantity.
- x. Verify the Shipped Quantity.
- xi. Verify the Denied Quantity.
- xii. Verify the Canceled Quantity.
- xiii. Verify the TCN.
- xiv. Verify the Shipped Date.

II. And the requisition comes from a Backorder:









Quantity Status (0 remaining	lg)	
Backorder - H9216522645	SMF3	•
RSA DoDAAC	Stock Number	
CEN001	1005000032251	
Owning DoDAAC	Estimated Ship Date	
N68869	9/27/2023	
Condition Code	Backordered Quantity	
A	1 EA	
Purpose Code	Project Code	
null	null	
null	null	

- i. Verify the RSA DoDAAC.
- ii. Verify the Owning DoDAAC.
- iii. Verify the Condition Code.
- iv. Verify the Purpose Code.
- v. Verify the Stock Number.
- vi. Verify the Estimated Ship Date.
- vii. Verify the Backordered Quantity.
- viii. Verify the Project Code.

d. Select the **Item Identification panel**.

Product Qualifier	
Contract Nbr	
Contract Line Item Nbr	
Color	







- I. Verify the CONTRACT NBR.
- II. Verify the Contract Line Item NBR.
- III. Verify the Color.

e. Select the **Requirements panel**.

Requirements							
Advice Code		Project Code		Fund Code	HS	Order Instruction	IS
Media & Status Code	0 - No Sts to RQNR or SUPADD O/T Mand	Purpose Code		Reason Code		Distribution Code	e
	Ship Sts to Ship To by DMS	Demand Code	A	Special Requirements		PMR Sent To	H9D
Signal Code	B - Supplementary Address (rp 45-50)						

- I. Verify the Access Code.
- II. Verify the Media & Status Code.
- III. Verify the Signal Code.
- IV. Verify the Project Code.
- V. Verify the Purpose Code.
- VI. Verify the Demand Code.
- VII. Verify the Fund Code.
- VIII. Verify the Reason Code.
 - IX. Verify the Special Requirements.
 - X. Verify the Order Instructions.
 - XI. Verify the Distribution Code.
- XII. Verify the PMR Sent To.
- C. Select the **Destination tab**.









Details Destin	ation Contact Info	History					Action -
Shipping Inform	ation		~	Billing Information			~
Ship To DoDAAC	W14FX0	Ship To Address	W78T 54TH TRP CMD 722 RIVERWOOD DR PEMBROKE NH 03275-0000 PEMBROKE US 03275-0000 USA	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.
 - I. Verify the Ship To DoDAAC.
 - II. Verify the Ship To Address.

b. Select the **Billing Information**.

- I. Verify the Bill To DoDAAC.
- II. Verify the Bill To RIC.
- III. Verify the Bill To Address.

D. Select the **Contact Info tab**.

a. Select the **Ordered By Information panel**.

Details	Destination	Contact Info	History		Action -
Ordered	d By Informatio	n			\sim
Ordered B	y DoDAAC	W14FX0	Ordered By RIC	Ordered By Address	W78T 54TH TRP CMD 722 RIVERWOOD DR PEMBROKE NH 03275-0000 PEMBROKE US USA

- I. Verify the Ordered By DoDAAC.
- II. Verify the Ordered By RIC.
- III. Verify the Ordered By Address.
- b. Select the **Information Point of Contact panel**.







POC Name	Phone	
	Number	
Email		
	International	
DSN	Phone	
	Fax	
	Number	

- I. Verify the POC Name.
- II. Verify the EMAIL.
- III. Verify the DSN.
- IV. Verify the Phone Number.
- V. Verify the International Phone.
- VI. Verify the FAX NUMBER.
- c. Select the **Authorized Representative panel**.

CT12214 P0. C229 P1. C219 C219 C219 C219 C219 C219 C219 C219		
POC Name	Phone	
	Number	
Email		
	International	
DSN	Phone	
	Fax	
	Number	







- I. Verify the POC Name.
- II. Verify the EMAIL.
- III. Verify the DSN.
- IV. Verify the Phone Number.
- V. Verify the International Phone.
- VI. Verify the FAX NUMBER.

d. Select the Named Entities panel.

DoDAAC/RIC	IdentifierCode	Receiving Status	
W14FX0	ST		
W14FX0	OB		

- I. Verify the DoDAAC / RIC column.
- II. Verify the Identifier Code column.
- III. Verify the Receiving Status column.
- E. Select the **History tab**.

Details	Destination	Contact	info History													Ac	tion *
Trans	actions																~
DLM	S Transactions	t Grid C	ptons • Q. View Details (👌 Reprocess) 🚫 Rep														
	🗆 Ali	Direction	T Set Type	Trans Type Cd	T Processed DVTm	Process Status	T Doc Nbr	T Document Id Desc	T Suffix Cd	T Report Type Cd	T Stock Nbr T Oty	T Cond Cd	T Document Id	T Message From	T Copy Address	T Message To	T
1	0	Outbound	870S - Order Status Report (Supply Status)		03/27/2020 1:15:00 PM	PCD - Processed	HP00020087120	AE8 - Suply Sts From DAAS To Svc/Ag	y A		1005000032251 1	A	AE8	YRT		N00019	
		Outbound	870S - Order Status Report (Supply Status)		03/27/2020 1:15:00 PM	PCD - Processed	HP00020087120	AE8 - Suply Sts From DAAS To Svc/Ag	y B		1005000032251 3	A	AE8	YRT		N00019	
		Outbound	940R - Warehouse Shipping Order (Material Release	e) NA	03/27/2020 1:15:00 PM	PCD - Processed	HP00020087120	1 A5A - MRO Dom NSN	в		1005000032251 3	A	A5A	YRT		N17	
4 Generation	Hel 0/3 H		Page 1 of 1 + H H + H	50 ¥ Rems per	page	-										1 - 3 of 3 items	C

- a. Review the Transactions grid.
 - *I.* Verify the Direction.
 - II. Verify the Set Type.
 - III. Verify the TRANS TYPE CD.
 - IV. Verify the Processed Dт/Тм.
 - V. Verify the Process Status.
 - VI. Verify the Doc NBR.
 - VII. Verify the Document IDDESC.
 - VIII. Verify the Suffix CD.



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- *IX.* Verify the Report Type CD.
- X. Verify the STOCK NBR.
- XI. Verify the QTY.
- XII. Verify the COND CD.
- XIII. Verify the Document ID.
- XIV. Verify the Message From.
- XV. Verify the Copy Address.
- XVI. Verify the Message To.
- F. Select the All Customer Requisitions hyperlink. *The Review Customer Requisition* page closes and returns to the Customer Requisition page.
 - Action -

3.

Select

- . The Action dropdown appears.
- A. Choose **Refer Requisition**. *The Refer Requisition pop-up appears.*

Refer Requisition	×
Enter RIC of the Referred ICP	
Enter a RIC	
> Defer	

- a. Enter the RIC in the field provided. *This is a 3 alphanumeric character field*.
- b. Select Refer . The requisition is removed from this ICP and sent to the new ICP.

OR

B. Choose **Reject Requisition**. *The Reject Requisition pop-up appears*.

Reject Requisition	- 🗆 ×
Reject Requisiti	on
Reject Code	•
⊗ Reject	







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	n identified for this page.

Related Topics

- Customer Requisition Management
- Add a Customer Requisition
- DLMS Transaction Overview



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Redistribution Order

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Redistribution Order process provides the ability to add or review any movement between Warehouses and/or RSAs.

Note

5

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

MATERIEL MGMT > Redistribution Order > Redistribution Order page

Page Fields

The following fields display on the **Redistribution Order** 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.
540	Select "Review" to view the selected record.

Search Criteria Grid

Doc Nbr i

Stock Nbr 🧃

Item Desc

LIN/TAMCN Dt Received Ship To Reportable Commodity Type

Redistribution Order Grid

All

Status Doc Nbr Stock Nbr Dt Received Ship To CICP/RSA Name ID Qty UOI Reportable Commodity Type

Optional

State Condition Code Deliver Not Before Dt Estabd By Estbd Dt/Tm LIN/TAMCN Media Status Cd Optional Shipping Address Used



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Priority Designator RDD Signal Cd Unit Price

Procedures

ELMS Navigation Helpful Tips

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

Search for a Redistribution Order

One or more of the Search Criteria fields can be entered to isolate the results. By default, all

results are displayed. Selecting the default "All" setting.

C Reset at any point of this procedure returns all fields to

Help Reference Guide

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

Search Criteria		~
i Doc Nbr	Dt Received	
i Stock Nbr	 ‡ Ship To	
i Item Desc	Reportable Commodity Type	All
i LIN/TAMCN		
		S Reset Q Search

- Enter the DOC NBR, using *i* to assist with the entry. *This is a 15 alphanumeric character field.*
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric char*acter field.

Stock Number Browse

- Enter the ITEM DESC, using it to assist with the entry. *This is a 256 alphanumeric character field.*
- Use **i** or **iii** to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse















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 Redistribution Order
- Review a Redistribution Order









Add a Redistribution Order

Overview

The Redistribution Order Add process provides the ability to create a new Redistribution Order.

Note

Some fields provide Intellisense, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

MATERIEL MGMT > Redistribution Order >

+ Add > New Redistribution Order page

Page Fields

The following fields display on the **New Redistribution Order** 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	Use "Back" button to return to previous page.
486	Select the "Finish" button to complete the process and save all data.

Redistribution Details Tab

Ship To (DoDAAC) * Owning ICP (DoDAAC) Stock Nbr * Select if providing a Shipping Address that differs from the Address on record Address Line 1 Address Line 2 Address Line 3 City State Postal Code Country

Order Information Tab

- Doc Number Status Priority Designator * Media & Status Code Stock Nbr Item Desc Condition Code * Signal Code Quantity * Unit Of Issue Unit Price Required Delivery Date * Date Received * Deliver Not Before Date Order Instructions
- (*) Asterisk identifies mandatory fields.



211 Unclassified







Procedures

ELMS Navigation Helpful Tips

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

Add a Redistribution Order

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

- 1. Select **T** Add . The **New Redistribution Order** page displays.
- 2. Select the Redistribution Details tab.

			1. Redistribution Details 2. Order Information				
				\sim			
select a DoDAAC	• Owning ICP (DoDAAC)	LD0717	* i Stock Number				
ptional Shipping Address for Receiving Warehouse							
		City					
		State		v			
		Postal Code					
		Country		v			
				© Cancel Next >			
	Select a DoDAAC	Select a DoDAAC	Select a DoDAAC •	Select a DoDAAC • • i Stock Number rehouse differs from the Address on record. City State Postal Code Country			

- **A.** Use to select the Ship To (DoDAAC).
- B. The OWNING ICP (DoDAAC) automatically populates and is not editable.
- **C.** Use **i** or **i** to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse







- D. Click U to select the Select if providing a Shipping Address that differs from the Address on record. *This makes the fields below editable.*
- E. Enter the Address Line 1 in the field provided. *This is a 25 alphanumeric character field.*
- F. Enter the Address Line 2 in the field provided. *This is a 25 alphanumeric character field.*
- G. Enter the Address Line 3 in the field provided. *This is a 25 alphanumeric character field.*
- H. Enter the City in the field provided. *This is a 22 alphanumeric character field*.
- I. Use to select the State.
- J. Enter the Postal Code in the field provided. *This is a 10 alphanumeric character field.*
- K. Use to select the Country.
- 3. Select Next . The Order Information tab displays.

1. Redistribution Details 2. Order Information						
Order Information All fields marked with an asterisk are requ	uired.					~
Doc Number		Stock Number	0001000445808	* Quantity		\$
Status	New	Item Description	COOL FANS INSTL/AF	Unit Of Issue	EA - Each	
* Priority Designator	15 - F/AD V - UND C 🔹	*Condition Code	•	Unit Price	\$1.00	
Media & Status Code	S - 100% Sply and Ship Sts to RQNR by DISN	Signal Code	M - No billing required (free issue)	* Required Delivery Date		**
				* Date Received	3/12/2025	
				Deliver Not Before Date		
Instructions Optional instructions can be entered belo	w.					~
Order Instructions	<u></u>					
	80 characters remaining					
					Cancel Cack	Finish 🗸

- A. Enter the DOC NUMBER in the field provided. *This is a 14 alphanumeric character field*.
- B. The Status automatically populates and is not editable.







- **C.** Use to select the Priority Designator.
- D. The Media & Status Code automatically populates and is not editable.
- E. The Stock Number automatically populates and is not editable.
- F. The Item Description automatically populates and is not editable.
- **G.** Use to select the Condition Code.
- H. The Signal Code automatically populates and is not editable.
- **I.** Use **to choose the Quantity**.
- J. The Unit of Issue automatically populates and is not editable.
- K. The Unit Price automatically populates and is not editable.
- L. Use is to select the Required Delivery Date, or enter the date (MM/DD/YYYY) in the field provided.
- **M.** Use Use to select the Date Received, or enter the date (MM/DD/YYYY) in the field provided.
- N. Use III to select the Deliver Not Before Date, or enter the date (MM/DD/YYYY) in the field provided.
- O. Enter the Order Instructions in the field provided. *This is an 80 alphanumeric character field.*



4. Select . The **New Redistribution Order** page closes, and the new Redistribution Order is at the top of the Redistribution Orders 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.

Solution







125 — No record(s) match search criteria or you do not have the appropriate secur- ity 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: <i>Ship</i> <i>To (DoDAAC)</i> .			
13— Mandatory Entry: <i>Sтоск Nbr</i> .			
13 — Mandatory Entry: <i>Pri-</i> ority Designator.			
13 — Mandatory Entry: <i>Condition Code</i> .	Missing Entry. Enter the appropriate information in the desired field.		
13 — Mandatory Entry: <i>Quantity</i> .			
13 — Mandatory Entry: <i>Required Delivery Date</i> .			
13 — Mandatory Entry: <i>Date Received</i> .			
14— Doc Nвr already exists.	Invalid Entry. First Search for the Document Number. If it is not found, enter the number again.		



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ELMS Helpdesk / 1-844-843-3727 //



18 — Date format should be MM/DD/YYYY with valid month/day combination. Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date.

Related Topics

- Redistribution Order
- Review a Redistribution Order





ELMS Helpdesk // 1-844-843-3727 //


Review a Redistribution Order

Overview

The Redistribution Order Review process provides the ability to review and approve a Redistribution Order.

Note

9

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

MATERIEL MGMT > Redistribution Order > \Box (desired record) >	Review	> Review
Redistribution Order page		

Page Fields

The following fields display on the **Review Redistribution Order** 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 Tab

Order Information

Document Number Date Received Status Stock Number Item Description Condition Code Requested Quantity Priority Designator Unit Price Required Delivery Date Deliver Not Before Program

Quantity Status - New MRO

Select RSA Name **RSA DoDAAC** RSA ID Owning DoDAAC Condition Code Project Code Purpose Code Contract Number Qty

Requirements

Advice Code Media Status Code Signal Code Project Code Purpose Code Demand Code Fund Code Reason Code Special Requirements Order Instructions Distribution Code PMR Sent To









Shipping Information

Ship To (DoDAAC) Ship To Address

History Tab

All

Direction Set Type Trans Type Cd Processed Dt/Tm **Process Status** Doc Nbr Document ID Desc Suffix Cd Report Type Cd Stock Nbr Qty Cond Cd Document ID Message From Copy Address Message To

Optional

ICP Materiel Management Division Materiel Management Program Action Cd Advice Cd CAGE Cd **Distribution Cd** Error Message **Error Response** Error Response Detail Established By Established Dt/Tm Estimated Ship Dt From Cond Cd Fund Cd GFM Contract Nbr Interface System Cd









Last Transaction Dt/Tm Last Updated By Mgmt Cd Mfr Part Nbr Mode of Shipment **Owning DoDAAC** Price LAC Price MAC Price Std Priority Cd Proj Cd Processed Dt Program ID Purpose Cd Reject Advice **Retry Count** SCAC Supply Status Cd Shipment Reference Nbr Signal Cd Supplementary Address TCN Trans Set Sub-Type UI

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

Review the Redistribution Order

1. Click \Box to select the desired entry. *The Redistribution Order is highlighted, and*

Review becomes available.





Help Reference Guide



2. Select Review . The **Review Redistribution Order** page displays, open to the Details tab.

A. Review the Order Information.

Redistribution Orde	er: LD071750719904							Action -
Order Information								\sim
Document Number	LD071750719904	Stock Number	PIDGEKIT	Requested Quantity	2 KT	Required Delivery Date	03/31/2025	
Date Received	03/13/2025	Item Description	BPG KIT	Priority Designator	15 - F/AD V - UND C	Deliver Not Before	03/17/2025	
Status	Open - New	Condition Code	A - Svcbl(w/o Qual)	Unit Price	\$500.00	Program		

- a. Verify the Document Number.
- b. Verify the Date Received.
- c. Verify the Status.
- d. Verify the Stock Number.
- e. Verify the Item Description.
- f. Verify the Condition Code.
- g. Verify the Requested Quantity.
- h. Verify the Priority Designator.
- i. Verify the Unit Price.
- j. Verify the Required Delivery Date.
- k. Verify the Deliver Not Before.
- I. Verify the Program.
- B. Review the Quantity Status.

Quantity S	tatus (2 remaining)								
New MR	o								
Select	RSA Name	RSA DoDAAC	RSA ID	Owning DoDAAC	Condition Code	Project Code	Purpose Code	Contract Number	Qty
No Inventory	Available								
Cancel									Save

- a. Verify the Select.
- b. Verify the RSA Name.
- c. Verify the RSA DoDAAC.







- d. Verify the RSA ID.
- e. Verify the OWNING DODAAC.
- f. Verify the Condition Code.
- g. Verify the Project Code.
- h. Verify the Purpose Code.
- i. Verify the Contract Number.
- j. Verify the QTY.

C. Review the Requirements.

\checkmark

- a. Verify the Advice Code.
- b. Verify the Media & Status Code.
- c. Verify the Signal Code.
- d. Verify the Project Code.
- e. Verify the Purpose Code.
- f. Verify the Demand Code.
- g. Verify the Fund Code.
- h. Verify the Reason Code.
- i. Verify the Special Requirements.
- j. Verify the Order Instructions.
- k. Verify the Distribution Code.
- I. Verify the PMR Sent To.
- D. Review the Shipping Information.

Shipping Information	~
Ship To DoDAAC LD	717 Ship To Address

- a. Verify the Ship To DoDAAC.
- b. Verify the Ship To Address.







Cancel Redis	tribution Order		×
*Quantity to Cancel	2	*	
	✓ Confirm Car	ncel	
I. Use to ch	oose the Quantity to Ca	ncel.	
II. Select	im Cancel . The redisre	ibution is changed to	o "Closed

3. Select the History tab.

Redist	ibution O	rder: LD	071750719904															
Details	History																A	ction •
Trans	ctions			1														~
DLM	All	S Direction	▼ Set Type	Trans Type Cd	Processed DI/Tm	T Process Status	T Doc Nor	T Document Id Desc	T Suffix Cd	T Report Type Cd	T Stock Nbr	▼ Qty	T Cond Cd	T Document Id	T Message From	T Copy Address	T Message To	Ŧ
		Outbound	527D - Material Due-Ir	n and Receipt DE	03/12/2025 7:11:00	PM PCD - Processed	LD0717507	9904 DWK - Due In Mtri Rei	ocation		PIDGEKIT	2	A	DWK	YRT		LD0717	
Select	d 01 (H		Page 1 of 1 (+	H(H(4)+)	50 🔻 items per page			per page									1 - 1 of 1 items	C
(—																		

- A. Review the Transactions grid.
 - a. Verify the Direction.
 - b. Verify the Set Type.
 - c. Verify the TRANS TYPE CD.
 - d. Verify the Processed DT/TM.
 - e. Verify the Process Status.
 - f. Verify the Doc NBR.
 - g. Verify the Document ID DESC.
 - h. Verify the Suffix CD.
 - *i.* Verify the Report Type CD.
 - j. Verify the STOCK NBR.



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- k. Verify the QTY.
- I. Verify the COND CD.
- *m.* Verify the Document ID.
- n. Verify the Message From.
- o. Verify the Copy Address.
- *p.* Verify the Message To.
- 4. Select the All Redistribution Orders hyperlink. *The Review Redistribution Order page closes and returns to the Redistribution Order page.*

Common Errors

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

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

Related Topics

- Redistribution Order
- Add a Redistribution Order







Disposal Release Order

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Disposal Release Order process provides the ability to move an ICP's materiel from the Warehouse to DLA for Disposal.

Note

Son

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

MATERIEL MGMT > Disposal Release Order > Disposal Release Order page

Page Fields

The following fields display on the **Disposal Release Order** 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.







540 Select "Review" to view the selected record.	

Search Criteria Grid

Doc Nbr Stock Nbr Item Desc LIN/TAMCN Dt Received From Dt Received To Ship To Reportable Commodity Type

Disposal Release Order Grid

All

Status Doc Nbr Stock Nbr Item Desc Ship To CICP/RSA Name ID Qty UOI Reportable Commodity Type Dt Received

Optional

Condition Code Deliver Not Before Dt DEMIL Code Disposal Auth Code Estabd By Estbd Dt/Tm









Last Updated By Last Update Dt/Tm LIN/TAMCN Management Code Media Status Cd Optional Shipping Address Used Priority Designator RDD Reason For Disposal Signal Cd Purpose Code State Unit Price PMR RIC

Procedures

ELMS Navigation Helpful Tips

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

Search for a Disposal Release Order

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.

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

Search Criteria		~
i Doc Nbr	Dt Received From	
i Stock Nbr	Dt Received To	
i Item Desc	i Ship To	
i LIN/TAMCN	 Reportable Commodity Type	All
		S Reset Q Search

• Enter the Doc NBR, using it to assist with the entry. *This is a 15 alphanumeric character field.*







erprise Logistics Management System	
Help Reference Gui	de
• Use i or to assist with the STOCK NBR entry. <i>This is a 15 alphanumeric clacter field</i> .	har
Stock Number Browse	
• Enter the ITEM DESC, using ^I to assist with the entry. <i>This is a 256 alphanume character field.</i>	eric
• Use or to assist with the LIN/TAMCN entry. <i>This is a 10 alphanumeric acter field.</i>	cha
Line Item Number / Table of Authorized Materiel Control Number Browse	
 Use to select the DT Received From, or enter the date (MM/DD/YYYY) in t field provided. 	he
 Use to select the DT Received To, or enter the date (MM/DD/YYYY) in the provided. 	fiel
• Enter the Ship To, using it to assist with the entry. <i>This is a 6 alphanumeric ch acter field.</i>	ar-
• Use 🚺 to select the Reportable Commodity Type.	
Select Search . The Disposal Release Orders Search Results appear.	
Search Results	
30 Open Disposal Release Orders Image: Grid Options Image: Commodily Type + Add Image: Commodily Type 7 New Status + Doc Nbr + T Stock Nbr T Item Desc T Ship To T CICP/RSA Name ID T Qty Uol T Reportable Commodity Type T Receive	ed
2] In Progress New HP000230741227 TYRDC13456 NUT sx1293 2 EA-Each BP0 TEST 1 - BP0 TEST 0 NE 03/15/20 0 New 100203148/R0156 ECATAIWAYS1324 WHATEVERY VOLUMANT TO BE W14/27 V 1 EA-Each BP0 TEST 1 - BP0 TEST 0 NE 03/15/20	:3
All Disposal Release Orders selected 0/2 (r) Page 1 of 1 (r) 10 T items per page 1 - 2 of 2 r	ems (
ld a New Disposal Release Order	
+ Add	







2. Select The Review a Disposal Release Order page appears.

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	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

- Add a Disposal Release Order
- Review a Disposal Release Order







Add a Disposal Release Order

Overview

The Disposal Release Order Add process provides the ability to create a new Redistribution Order.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

MATERIEL MGMT > Disposal Release Order >

> + Add

> New Disposal Release Order page

Page Fields

The following fields display on the **New Disposal Release Order** 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	Use "Back" button to return to previous page.
486	Select the "Finish" button to complete the process and save all data.

Disposal Release Order Details Tab

Ship To (DoDAAC) * Owning ICP (DoDAAC) Stock Nbr i * RSA Name / ID Send 527D Due In to Ship to DoDAAC Do Not Send 527D Due In Send 527D Due In to PMR RIC PMR RIC Select if providing a Shipping Address that differs from the Address on record Address Line 1 Address Line 2 Address Line 3 City State Postal Code Country

Order Information Tab

Doc Number Status Priority Designator * Stock Nbr Item Desc Condition Code * Quantity * Unit Of Issue Unit Price Required Delivery Date * Date Received * Deliver Not Before Date









Order Instructions

Disposal Release Codes Tab

Advice Code Media & Status Code * Signal Code * Project Code Purpose Code Distribution Code Demand Code * Fund Code * Reason Code Reason For Disposal * Management Code Disposal Auth Code * DEMIL Code

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

Add a Disposal Release Order

Selecting └

^{© cared} at any point of this procedure removes all revisions and closes the page.

Selecting retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Select Add . The **New Disposal Release Order** page displays, open to the Disposal Release Details tab.









bisposal Release	Order				
1. Disposal Release Details	2. Order Information 3	3. Disposal Release Codes			
Disposal Release Order D	etails				
All fields marked with an asterisk a	re required.				
* Ship To (DoDAAC)		Owning ICP (DoDAAC)	LD0717	* i Stock Number	
RSA Name / ID	Select an option	Ŧ			
Send 527D Due In to Ship to De	oDAAC				
O Do not send 527D Due In					
Send 527D Due In to PMR RIC					
DMR RIC					
Optional Shipping Address for Rec	eiving Warehouse ddress that differs from the Address or	n record.			
Address Line 1					
			City		
Address Line 2			City State		
Address Line 2 Address Line 3			City State Postal Code		
Address Line 2 Address Line 3			City State Postal Code Country		
Address Line 2 Address Line 3			City State Postal Code Country		

- **A.** Use to select the Ship To (DoDAAC).
- B. The OWNING ICP (DODAAC) automatically populates and is not editable.
- **C.** Use **i** or **i** to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse

- D. Use to select the RSA Name / ID.
- E. Click U to select the Send 527D Due In to Ship to DoDAAC. This makes the 527D transaction send to the DoDAAC of a ELMS Warehouse.
- F. Click U to select the Do Not Send 527D Due In. *This makes the 527D transaction not send anywhere.*
- G. Click U to select the Send 527D Due In to PMR RIC. *This makes the 527D transaction send to the PMR RIC address.*
- H. Enter the PMR RIC in the field provided. *This is a 3 alphanumeric character field*.









- I. Click U to select the Select if providing a Shipping Address that differs from the Address on record. *This makes the fields below editable.*
- J. Enter the Address Line 1 in the field provided. *This is a 25 alphanumeric character field.*
- K. Enter the Address Line 2 in the field provided. *This is a 25 alphanumeric character field.*
- L. Enter the Address Line 3 in the field provided. *This is a 25 alphanumeric character field.*
- M. Enter the City in the field provided. *This is a 22 alphanumeric character field*.
- N. Use to select the State.
- O. Enter the Postal Code in the field provided. *This is a 10 alphanumeric character field*.
- P. Use to select the Country.
- 2. Select Next . The Order Information tab displays.

New Disposal Rel	ease Order							
1. Disposal Release I	Details 2. Order Inf	formation 3. Disposal	Release Codes					
Order Information All fields marked with an	asterisk are required.							~
Doc Number		Stock Number	0001000445808	* Quantity		*Required Delivery Date		
Status	New	Item Description	COOL FANS INSTL./AF	Unit Of Issue	EA - Each	* Date Received	3/21/2025	
* Priority Designator		*Condition Code	•	Unit Price	\$1.00	Deliver Not Before Date		
Instructions Optional instructions can	be entered below.							~
Order Instructions								
	80 characters	s remaining						/
							ancel Back	Nevt >

- A. Enter the DOC NUMBER in the field provided. *This is a 14 alphanumeric character field*.
- B. The Status automatically populates and is not editable.
- **C.** Use to select the Priority Designator.









- D. The Stock Number automatically populates and is not editable.
- E. The Item Description automatically populates and is not editable.
- **F.** Use to select the Condition Code.
- **G.** Use to choose the Quantity.
- H. The Unit of Issue automatically populates and is not editable.
- I. The Unit Price automatically populates and is not editable.
- J. Use I to select the Required Delivery Date, or enter the date (MM/DD/YYYY) in the field provided.
- **K.** Use **I** to select the Date Received, or enter the date (MM/DD/YYYY) in the field provided.
- L. Use loss to select the Deliver Not Before Date, or enter the date (MM/DD/YYYY) in the field provided.
- M. Enter the Order Instructions in the field provided. *This is an 80 alphanumeric character field.*
- 3. Select Next >. The Disposal Release Codes tab displays.

	-						
odes terisk are required.							1
-	Project Code		* Demand Code		*		
•	Purpose Code		*Fund Code				
•	Distribution Code		Reason Code				
Release Codes							
	* *D	isposal Auth Code		*	DEMIL Code B - MLI -Dmil Not Req		
O - Not Hazar	dous 🔻						
	des terisk are required.	ides terisk are required. Project Code Purpose Code Distribution Code Release Codes O - Not Hazardous	ides terisk are required. image: project Code image: pr	ides terisk are required. i v Purpose Code v Distribution Code Release Codes	ides tensk are required. i Project Code Purpose Code i Purpose Code i Distribution Code Release Codes i <td>des tensk are required. Project Code Purpose Code Distribution Code Reason Code Release Codes O - Not Hazardous Distribution Code Distribution Code B - MLI - Dmil Not Req</td> <td>des tensk are required.</td>	des tensk are required. Project Code Purpose Code Distribution Code Reason Code Release Codes O - Not Hazardous Distribution Code Distribution Code B - MLI - Dmil Not Req	des tensk are required.









- A. Use to select the Advice Code.
- **B.** Use to select the Media & Status Code.
- **C.** Use to select the Signal Code.
- D. Enter the PROJECT CD in the field provided. *This is a 3 alphanumeric character field*.
- E. Use to select the Purpose Code.
- F. Enter the DISTRIBUTION CD in the field provided. *This is a 3 alphanumeric character field.*
- **G.** Use to select the Demand Code.
- **H.** Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field*.
- I. Enter the REASON CD in the field provided. *This is a 3 alphanumeric character field*.
- **J.** Use **b** to select the Reason for Disposal.
- K. Use to select the Management Cd.
- L. Use to select the Disposal Auth Code.
- M. The DEMIL CD automatically populates and is not editable.
- 4. Select Finish . The **New Disposal Release Order** page closes, and the new Disposal Release Orders 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	Invalid Entry. Results for the search criteria







search criteria or you do not have the appropriate secur- ity access.	entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: <i>Ship</i> <i>To (DoDAAC)</i> .	
13 — Mandatory Entry: <i>Sтоск Nbr</i> .	
13 — Mandatory Entry: <i>Pri-</i> ority Designator.	
13 — Mandatory Entry: <i>Condition Code</i> .	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: <i>Quantity</i> .	
13 — Mandatory Entry: <i>Required Delivery Date</i> .	
13 — Mandatory Entry: <i>Date Received</i> .	
14 — Doc NBR already exists.	Invalid Entry. First Search for the Document Number. If it is not found, enter the number again.









2321 — The specified {0} does not match any known {1}.

Invalid Entry. The PMR RIC entered is not valid. Re-enter the RIC.

18 — Date format should be MM/DD/YYYY with valid month/day combination. Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date.

Related Topics

- Disposal Release Order
- Review a Disposal Release Order







Review a Disposal Release Order

Overview

The Disposal Release Order Review process provides the ability to review and approve a Disposal Release Order.

Note

1

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

MATERIEL MGMT > Disposal Release Order > (desired record) > Review > Review Disposal Release Order page

Page Fields

The following fields display on the **Review Disposal Release Order** 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 Tab

Order Information

Document Number Date Received Status Stock Number Item Description Condition Code Requested Quantity Priority Designator Unit Price Required Delivery Date Deliver Not Before Program

Quantity Status - New MRO

RSA DoDAAC Condition Code Trans Account Code Estimated Ship Date Project Code Owning DoDAAC Purpose Code Contract Number Stock Number Selected Quantity Planned Quantity Denied Quantity Shipped Quantity Canceled Quantity

Requirements

Advice Code Media Status Code Signal Code Project Code Purpose Code Demand Code Fund Code Reason Code











Special Requirements Order Instructions Distribution Code PMR Sent To

Additional DRO Requirements

Reason For Disposal Disposal Auth Code DEMIL Code Management Code

Shipping Information

Ship To (DoDAAC) Ship To Address

History Tab

All

Direction Set Type Trans Type Cd Processed Dt/Tm **Process Status** Doc Nbr Document ID Desc Suffix Cd Report Type Cd Stock Nbr Qty Cond Cd Document ID Message From Copy Address Message To

Optional

ICP Materiel Management Division Materiel Management Program Action Cd Advice Cd CAGE Cd Distribution Cd









Error Message Error Response Error Response Detail Established By Established Dt/Tm Estimated Ship Dt From Cond Cd Fund Cd GFM Contract Nbr Interface System Cd Last Transaction Dt/Tm Last Updated By Mgmt Cd Mfr Part Nbr Mode of Shipment Owning DoDAAC Price LAC Price MAC Price Std Priority Cd Proj Cd Processed Dt Program ID Purpose Cd Reject Advice **Retry Count** SCAC Supply Status Cd Shipment Reference Nbr Signal Cd Supplementary Address TCN Trans Set Sub-Type UI

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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





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Selecting

Help Reference Guide

Review the Disposal Release Order

at any point of this procedure removes all revisions and closes the page.

Selecting retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Click Cli

becomes available.

- 2. Select Review . The **Review Disposal Release Order** page displays, open to the Details tab.
 - A. Review the Order Information.

Disposal Release	Order: HP000230	741219					12	
Details History							1	Action -
Order Information								\sim
Document Number	HP000230741219	Stock Number	253001TIM1911	Requested Quantity	3 EA	Required Delivery Date	03/17/2023	
Date Received	03/15/2023	Item Description	SHIELD	Priority Designator	15 - F/AD V - UND C	Deliver Not Before		
Status	Open - In Progress	Condition Code	H - Unsvcbl(Condemned)	Unit Price	\$1,911.00	Program		

- a. Verify the Document Number.
- b. Verify the Date Received.
- c. Verify the Status.
- d. Verify the Stock Number.
- e. Verify the Item Description.
- f. Verify the Condition Code.
- g. Verify the Requested Quantity.
- h. Verify the Priority Designator.
- i. Verify the Unit Price.
- j. Verify the Required Delivery Date.
- k. Verify the Deliver Not Before.
- I. Verify the Program.







B. Review the Quantity Status.

Quantity Status (C) remaining)				
MRO - HP00023	0741219				•
RSA DoDAAC	Estimate N/A	ed Ship Date	Owning DoDAAC N00019	Contract Number	
Condition Code	Project	Code	Purpose Code	Stock Number	
Trans Account Code					
	Planned Quantity	Denied Quantity	Shipped Quantity	Canceled Quantity	
Selected Quantity					

- a. Verify the RSA DoDAAC.
- b. Verify the Condition Code.
- c. Verify the TRANS Account Code.
- d. Verify the Estimated Ship Date.
- e. Verify the Project Code.
- f. Verify the OWNING DODAAC.
- g. Verify the Purpose Code.
- h. Verify the Contract Number.
- i. Verify the Stock Number.
- j. Verify the Selected Quantity.
- k. Verify the Planned Quantity.
- I. Verify the Denied Quantity.
- m. Verify the Shipped Quantity.
- n. Verify the Canceled Quantity.
- C. Review the Requirements.

Requirements								~
Advice Code		Project Code		Fund Code	99	Order Instructions	VERIFY SERIAL NUMBERS	
Media & Status Code	2 - Excpt Sply Sts to RQNR by DISN	Purpose Code		Reason Code		Distribution Code	9	
Signal Code	C - Addressee designated by the Fund Code	Demand Code	B - Nonrecurring Initial Issue Demand for POI.	Special Requirements	5	PMR Sent To	SVE	

- a. Verify the Advice Code.
- b. Verify the Media & Status Code.







- c. Verify the Signal Code.
- d. Verify the Project Code.
- e. Verify the Purpose Code.
- f. Verify the Demand Code.
- g. Verify the Fund Code.
- h. Verify the Reason Code.
- i. Verify the Special Requirements.
- j. Verify the Order Instructions.
- k. Verify the Distribution Code.
- I. Verify the PMR Sent To.
- D. Review the Additional DRO Requirements.

Additional DRO Red	quirements						~
Reason for Disposal	Q - Specification nonconformance	Disposal Auth Code	R - Items on this transaction have been reported to the ICP/IMM under MILSTRIP MRP procedures and are considered over the ICP/IMMs authorized retention levels.	DEMIL Code	F - MLI -Dmil	Management Code	O - Not Hazardous

- a. Verify the Reason for Disposal.
- b. Verify the Disposal AUTH Code.
- c. Verify the DEMIL CODE.
- *d.* Verify the Management Code.
- E. Review the Shipping Information.

Shipping Information		_		~
Ship To DoDAAC SX	X1293	Ship To Address	DLA DISPOSITION SVCS SESQUEHANNA BLDG 206 5450 CARLISLE PIKE MECHANICSBURG PA 17055-0788 USA	

- a. Verify the Ship To DoDAAC.
- b. Verify the Ship To Address.
- 3. Select the History tab.

Redistril	oution O	rder: LD	071750719904															
Details	History																Ac	tion +
Transac	ions																	~
DLMS 1	ransaction: All	s Direction	Options • Q View Dela • Set Type	Trans Type Cd	Resche	Y Process Status	T Doc Nbr	T Document Id Desc	Y Suffix Cd	T Report Type Cd	T Stock Nbr	▼ Qty	T Cond Cd	T Document Id	T Message From	T Copy Address	T Message To	Ŧ
		Outbound	527D - Material Due	In and Receipt DE	03/12/2025 7:11:00	PM PCD - Processed	LD07175071	19904 DWK - Due In Miri Rek	scation		PIDGEKIT	2	A	DWK	YRT		LD0717	
Selected	01 (H		Page 1 of 1 (+	(A)(A)(A)(A)(A)(A)(A)(A)(A)(A)(A)(A)(A)(50 👻 items per page			per page									1 - 1 of 1 items	o





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- A. Review the Transactions grid.
 - a. Verify the Direction.
 - b. Verify the Set Type.
 - c. Verify the TRANS TYPE CD.
 - d. Verify the Processed DT/TM.
 - e. Verify the Process Status.
 - f. Verify the Doc NBR.
 - g. Verify the Document ID DESC.
 - h. Verify the Suffix CD.
 - *i.* Verify the Report Type CD.
 - j. Verify the STOCK NBR.
 - k. Verify the QTY.
 - I. Verify the COND CD.
 - m. Verify the Document ID.
 - n. Verify the Message From.
 - o. Verify the Copy Address.
 - p. Verify the Message To.
 - Action -
- Select . The Action dropdown appears.
- a. Choose **Cancel Disposal Release Order**. *The Cancel Disposal Release Order pop-up appears.*





4.





5. Select the All Disposal Release Orders hyperlink. *The Review Disposal Release Order* page closes and returns to the Disposal Release Order page.

Common Errors

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

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

Related Topics

- Disposal Release Order
- Add a Disposal Release Order







Physical Inventory

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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:

Three 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
- SER Serial Number Sorts by a specific SERIAL NBR

Four types (methods of counting):

- **PLN** Planned Only • - A Physical Inventory that is not part of the 'planned' inventory for audit purposes, not required, but wanted. It does not have a scheduled date and is not released for execution.
- **SAP** Scheduled Inventory, Planned - A Physical Inventory that is planned and required. All inventory must be counted within a single fiscal year, with certain stock numbers counted in each month. It has a scheduled date and is released for execution on that date.
- **SAR** Scheduled Inventory, Random - A Physical Inventory that is not part of the 'planned' inventory for audit purposes. It is random due to unexpected circumstances. (For example, a tornado ran thru the warehouse on the west side of the base. Let's schedule an inventory count to make sure we account for everything and the resulting damages.) It has a scheduled date and is released for execution on that date.
- **IRL** Immediate Release - A Physical Inventory that releases the count for execution immediately after creation.











Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

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

Inv Segment Cd RSA Release Dt From As of Dt From Purpose Code Status Stock Nbr Condition Cd Release Dt To

Physical Inventory Grid

As of Dt To

All

Physical Inv Nbr Status Inv Segment Cd Release Dt As Of Dt Due Dt

Optional

Purpose Cd ICP Name ICP DoDAAC Remarks Program Id Established By Dt/Tm Established By Last Transaction Dt/Tm Last Updated By

RSA – Details Grid

CICP/RSA Name DoDAAC RIC











Catalog – Details Grid

LIN/TAMCN LIN/TAMCN Desc Stock Nbr Item Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Materiel Management/Inventory Control Point 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 *C* 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							
Physical Inv Nbr				Status	All Open	•	
i Inv Segment Cd	All	•		i Stock Nbr	All		
RSA		•		Condition Cd	All	•	
Release Dt From				Release Dt To			
As of Dt From				As of Dt To			
Purpose Cd	All	•					
		Q Sea	rch	C Reset			

- Enter the Physical INV NBR in the field provided. *This is 25 alphanumeric character field.*
- Use i or to select the Inv Segment Cd.
- Use to select the RSA, or use to browse for the entry. *This is a 1024 alpha-numeric character field.*





Remote Storage Activity Browse

- Use to select the RELEASE DT From, 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 Purpose Code.
- Use to select the Status.
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse

- Use 🚺 to select the Condition Cd.
- Use I to select the RELEASE DT To, 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 Q Search

. The results appear in the Physical Inventory Results Grid.

	Physical Inv Nbr	Status 📍	Inv Segment Cd	Release Dt 🕇	As of Dt	T Due Dt
•	SPECW031323174204964	RE - Released		03/13/2023	03/13/2023	03/28/2023
•	SPECW031023115442785	CN - Canceled		04/09/2023	04/10/2023	04/24/2023
•	SPECW022323163520990	CN - Canceled		04/14/2023	04/21/2023	05/05/2023

3. Select . The Details grid appears, open to the RSAs tab.






SPECW03132317420	4964 RE - Released		03/13/2023	03/13/2023	03/28/2023
SPECW03102311544					00.20.2020
	2785 CN - Canceled		04/09/2023	04/10/2023	04/24/2023
SAs Catalog					
CICP/RSA Name 🕇	T DoDAAC	T RIC			7
ALLON	FAL001				
H 1 1	of 1 () ()		50 🔹 items per page		1 - 1 of 1 items 🔿
	SAS Catalog ICP/RSA Name † ALLON	SAs Catalog ICP/RSA Name T DoDAAC ALLON FAL001 Id 1 Id 0f1	SAs Catalog ICP/RSA Name ↑ ▼ DoDAAC ▼ RIC ALLON FAL001	SAs Catalog ICP/RSA Name ↑ ▼ DoDAAC ▼ RIC ALLON FAL001 I 1 0f1 H I 0f1 H 4 DoDAAC	SAs Catalog ICP/RSA Name ↑ ▼ DoDAAC ▼ RIC ALLON FAL001 I 1 0f1 ▶ I 0f1 I 0f1

4. Select the Catalog tab. *The Details grid changes to the Catalog tab.*

	•	I Physical In	v Nbr 🛛 🝸	Status	Inv Segment Cd	T Rele	ase Dt †	Y As of Dt	T Due Dt
•		SPECW03	1323174204964	RE - Released		03/1	3/2023	03/13/2023	03/28/2023
		SPECW03	1023115442785	CN - Canceled		04/0	9/2023	04/10/2023	04/24/2023
	R	SAs Catalo	g						
	L	IN/TAMCN †	T LIN	/TAMCN Desc	▼ Stock Nbr ↑	T	Item Desc		T
	ŀ	(392321	PR	OTEINS	All				
		H (1	1 of	1 ()	H (I) H	50	▼ items per p	age	1 - 1 of 1 items 💍
	-								E. C.

Add a Physical Inventory

Select

+ Add . The Add Physical Inventory pop-up window appears.

Update a Physical Inventory

Select

. The **Update Physical Inventory** pop-up window appears.

Cancel a Physical Inventory

Edit

O Cancel

Select

. The **Cancel a Physical Inventory** pop-up window appears.



ODASD (Logistics) under A&S Sustainment 253

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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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	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).

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.

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 Purpose Cd

RSA / Catalog Tab

Inventory Segment Code

RSA Inv Segment Cd

Stock Number

RSA LIN/TAMCN(s) Stock Nbr(s)

Serial Nbr

RSA

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 Release Dt Due Dt Inv Release Type As Of Dt Purpose Cd RSA LIN/TAMCN(s) Inv Segment Cd Stock Nbr(s) Condition Cd(s) Add / Edit Remarks

> Remarks History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

Add a Physical Inventory

Selecting Cancel at any point of this procedure removes all revisions and closes the

page. Selecting retains the information and returns to the previous page. **Bold** numbered steps are required.







1. Select + Add

. The **Add Physical Inventory** pop-up window displays.

Instructions			
Inventory Type	٥	* Inv Mode	
RSA / Catalog	0	STK - Stock Nbr	
5		* Inv Release Type	
Condition Codes	Θ	Select an Item	
		Release Dt	
Review	0		
		As of Dt	
			÷.
		Due Dt	
			Ť.
		Purpose Cd	
		All	•
		O Ca	ncel Next >

- 2. Use to select the Inv Mode.
- **3.** 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.













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		^
Instructions		•
Inventory Type	Ð	R\$A(s)
RSA / Catalog	۲	All
Condition Codes	Θ	LIN/TAMCN(s)
Review	Θ	OR Stock Nbr(s)
A. Select the RS for the entry Remote S	SA fiel Storag	d to choose the facility from the list, or use to brows e Activity Browse
A. Select the RS for the entry Remote S Enter the LII <i>numeric chai</i> Line Item	SA fiel Storag N/TAM racter	d to choose the facility from the list, or use to brows e Activity Browse ICN, or use to browse for the entry. <i>This is a 10 alph</i> <i>field.</i> ber / Table of Authorized Materiel Control Number Browse
A. Select the RS for the entry Remote S Enter the LII <i>numeric chai</i> Line Item B. OR	SA fiel Storag N/TAM <i>racter</i> . n Numl	d to choose the facility from the list, or use to brows e Activity Browse ICN, or use to browse for the entry. <i>This is a 10 alph field.</i> ber / Table of Authorized Materiel Control Number Browse







Add Physical Inve	entory				>
Instructions					
Inventory Type	O	RSA(s)			
RSA / Catalog	٥	All			
Condition Codes	0				
Review	ø		O Cancel	< Back	Next >

A. Select the RSA field to choose the facility from the list, or use to browse for the entry.

Remote Storage Activity Browse

5. Select Next >

. The Condition Codes tab appears.









- A. Verify the All selection contains the appropriate \square or \square . (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 \square or \square . (To include the selection, choose \square .)
- C. Verify the B SVCBL (WITH QUAL) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- D. Verify the C SVCBL (PRI ISSUE) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- E. Verify the D SVCBL (TEST/MOD) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- G. Verify the F UNSVCBL (REPBL) selection contains the appropriate \square or \square . (To include the selection, choose \square .)







- H. Verify the G UNSVCBL (INCOMP) selection contains the appropriate \bowtie or \square . (To include the selection, choose \bowtie . To remove the selection, choose \square .)
- I. Verify the H UNSVCBL (CONDEMNED) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- J. Verify the J SUSPNDD (IN STK) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- K. Verify the K SUSPNDD (RETURNS) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- L. Verify the L SUSPNDD (LITIGATION) selection contains the appropriate \square or \square . (*To include the selection, choose* \square .)
- M. Verify the M SUSPNDD (IN WORK) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- N. Verify the N SUSPNDD (AMMO EMER) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- O. Verify the P UNSVCBL (RECLAM) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- P. Verify the Q SUSPNDD (QUAL DEF) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- R. Verify the S UNSVCBL (SCRAP) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- S. Verify the T SVCBL (AMMO TRAIN) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- T. Verify the V UNSVCBL (WASTE MUNITION) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- U. Verify the X SUSPNDD (REP DEC DEL) selection contains the appropriate \square or \square . (To include the selection, choose \square .)

6. Select Next . The Review tab appears.







nstructions	
nventory Type 👂	Inventory Type
RSA / Catalog 👂	Inv Mode Inv Release Type STK PLN
Condition Codes	Release Dt As of Dt
eview 👂	Due Dt Purpose Cd
	RSA / Catalog
	RSA(s) All
	Lin Tamcn(s) Stock Nbr(s) 781001C100686
	Inv Segment Cd
	Condition Codes
	Condition Cd(s) All
	Add / Edit Remarks
	Cancel / Back

- Verify the fields in the Inventory Type panel are correct.
 - Verify the INV Mode.
 - Verify the RELEASE DT.
 - Verify the DUE DT.
 - Verify the INV Release Type.
 - Verify the As OF DT.
 - Verify the Purpose CD.
- Verify the fields in the RSA / Catalog panel are correct.







- Verify the RSA(s).
- Verify the LIN/TAMCN(s).
- Verify the INV SEGMENT CD.
- Verify the STOCK NBR(s).
- 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.*



7. Select . The **Add Physical Inventory** pop-up window closes, and the new inventory appears in the Search Results grid in green.

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur- ity 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, and max 	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro-



266 Unclassified



length of 256.	hibited.
2010 — Fill out all fields before proceeding.	Missing Entry. All fields in the pop-up window are mandatory. Enter the appropriate inform- ation in the fields.
хххх — No Sтоск 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.
хххх — As Of DT must be greater than Release Dт.	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.
xxxx - Either Sтоск Nbrs, LIN/TAMCNs, Segment Code, or End of Day/Month must be specified, and only	Missing Entry. These fields are conditionally mandatory. Enter one of the requested items.



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one can be specified.

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).



Navigation

MATERIEL MGMT > Physical Inventory > \Box (desired record) > \checkmark Edit > Update Physical Inventory pop-up window

Page Fields

Instructions

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











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 Purpose Cd

RSA / Catalog Tab

Inventory Segment Code

RSA Inv Segment Cd

Stock Number

RSA

LIN/TAMCN(s) Stock Nbr(s)

Serial Nbr

RSA

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 Release Dt Due Dt Inv Release Type As Of Dt Purpose Cd RSA LIN/TAMCN(s) Inv Segment Cd Stock Nbr(s) Condition Cd(s) Add / Edit Remarks

> Remarks History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

Update a Physical Inventory

Cancel

Selecting at any point of this procedure removes all revisions and closes the pop-up window. Selecting







3.

Update the Inv Mode, using using to select the desired items of counting.















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 \bowtie on the facility entry.
 - Using 🛄 to browse for the revised facility.

Remote Storage Activity Browse

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. Remote Storage Activity Browse
- 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

C.

OR

Update the STOCK NBR(s), using to browse for the revised number. *This is a 15 alphanumeric character field.* Stock Number Browse

Next > to advance to the Condition Codes tab.



6.

Select







- A. Verify the All selection contains the appropriate \square or \square . (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 \square or \square . (To include the selection, choose \square .)
- C. Verify the B SVCBL (WITH QUAL) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- D. Verify the C SVCBL (PRI ISSUE) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- E. Verify the D SVCBL (TEST/MOD) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- F. Verify the E UNSVCBL (LIM RSTR) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- G. Verify the F UNSVCBL (REPBL) selection contains the appropriate \square or \square . (To include the selection, choose \square .)







- H. Verify the G UNSVCBL (INCOMP) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- I. Verify the H UNSVCBL (CONDEMNED) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- J. Verify the J SUSPNDD (IN STK) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- K. Verify the K SUSPNDD (RETURNS) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- L. Verify the L SUSPNDD (LITIGATION) selection contains the appropriate \square or \square . (*To include the selection, choose* \square .)
- M. Verify the M SUSPNDD (IN WORK) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- N. Verify the N SUSPNDD (AMMO EMER) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- O. Verify the P UNSVCBL (RECLAM) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- P. Verify the Q SUSPNDD (QUAL DEF) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- R. Verify the S UNSVCBL (SCRAP) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- S. Verify the T SVCBL (AMMO TRAIN) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- T. Verify the V UNSVCBL (WASTE MUNITION) selection contains the appropriate \square or \square . (To include the selection, choose \square .)
- U. Verify the X SUSPNDD (REP DEC DEL) selection contains the appropriate \square or \square . (To include the selection, choose \square .)

7. Select **Next** to advance to the Review tab.





Update Physical Inventor	ry			
Instructions				
Inventory Type RSA / Catalog Condition Codes	0 0 0	Inventory Type Inv Mode STK Release Dt 04/14/2023	Inv Release Type PLN As of Dt 04/21/2023	
Review	Ø	Due Dt 05/05/2023		
		RSA / Catalog RSA(s) FALLON Lin Tamcn(s) K292321 Inv Segment Cd Condition Codes Condition Cd(s) All Add / Edit Remarks Remarks	Stock Nbr(s)	
		History Remarks		
			O Cancel < Bac	k Update 🗸

- 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.

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- 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.*
 - ✓ Update
- 8. Select The **Update Physical Inventory** pop-up window closes, and the revised inventory appears in the Search Results grid.

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur- ity 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 inform-ation in the fields.







хххх — No Sтоск Nbrs to inventory.	Invalid Entry. The combination of RSA / Seg- ment CD or RSA / LIN/TAMCN / STOCK NBR res- ulted in no inventory to count. Check the information again, and re-enter the RSA / Cata- log fields.
хххх — 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.
хххх — Due Dт must be x days greater than Release Dт.	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.

Attentio	on
0	Scancel is only available for inventories with Open statuses:
0	PL — Planned
0	SC — Scheduled
0	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.

Procedures

ELMS Navigation Helpful Tips

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

Cancel a Physical Inventory

Selecting window.

 \bigotimes No at any point of this procedure removes all revisions and closes the pop-up







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 be	en identified for this page.

Related Topics

- Physical Inventory Overview
- Add a Physical Inventory
- Update a Physical Inventory
- Reconcile a Physical Inventory
- View the Physical Inventory DLMS Transaction Log









View the DLMS Transactions of the Physical Inventory Request

Overview

The Physical Inventory DLMS Transaction Log pop-up window displays all the details of the Physical Inventory request.

Attention



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.

Navigation

MATERIEL MGMT > Physical Inventory > (desired record) > DLMS Transaction Log

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.







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 Set Type Doc Nbr

Stock Nbr Processed Dt/Tm From

Mfr Part Nbr Process Status Category Document ID Proj Cd Processed Dt/Tm To CAGE Cd

DLMS Transactions Grid

All Direction Set Type Trans Type Cd Processed Dt/Tm Process Status



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Doc Nbr Document ID Desc Suffix Cd Report Type Cd Stock Nbr Qty Cond Cd Document ID Message From Copy Address Message To

Optional

ICP

Materiel Management Division Materiel Management Program Action Cd Advice Cd CAGE Cd Distribution Cd Error Message Error Response Error Response Detail Established By Established Dt/Tm Estimated Ship Dt From Cond Cd Fund Cd GFM Contract Nbr Interface System Cd Last Transaction Dt/Tm Last Updated By Mgmt Cd Mfr Part Nbr Mode of Shipment Owning DoDAAC Price LAC Price MAC Price Std Priority Cd Proj Cd Processed Dt Program ID











Purpose Code Reject Advice Retry Count SCAC Supply Status Cd Shipment Reference Nbr Signal Cd Supplementary Address TCN Trans Set Sub-Type UI

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Materiel Management/Inventory Control Point 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 at any point of this procedure returns all fields to the default "All" setting.

1. Click \Box to select the desired entry. *The Physical Inventory request is highlighted, and*









	tructions								*			
Ente	erprise Rollup											
Sea	arch Criteria											
	Direction	All		*	Process Stat	tus All			*			
	Set Type	All		•	Category	All			*			
i	Doc Nbr	SPEC	V042523171516744		Document Id	All			*			
i	Stock Nbr	All			Proj Cd	All			*			
	Processed Dt/Tm From		Ė	9	Processed D	t/Tm To		Ċ.	G			
i	Mfr Part Nbr	All			i CAGE Cd	All						
			Q Se	arch	C Reset							
DLN	MS Transactions	🗘 Grid	Q, Se Options ▼ (Q, View Details) (earch	Cess O Reject	Resolve						
DLN	MS Transactions	🗘 Grid	Q Se Options ▼ Q View Details (▼ Set Type	earch	Cess O Reject	Resolve	:d T	Processed Dt/Tm	▼ Pro	cess Status	T Doc Nbr	D
DLN	MS Transactions	Crid Grid	Q Se Options ▼ Q. View Details ((▼ Set Type	earch	Cess (Reject)	Resolve	:d ▼	Processed Dt/Tm	▼ Pro	cess Status	T Doc Nbr	D
DLN	MS Transactions	Grid Grid	Q Si Options ▼ Q. View Details (▼ Set Type 846R - Inventory Inquiry/Ad Request)	vice (Loca	Cess Correct	Resolve Trans Type C	d 🍸	Processed Dt/Tm 04/26/2023 8:10:00 AM	Y Pro	cess Status D - Processed	Doc Nbr SPECW042523171516744	D
DLN 4	MS Transactions	Crid tion und ound	Q Se Options ▼ Q View Details (▼ Set Type 846R - Inventory Inquiry/Ad Request) 846P - Inventory Inquiry/Ad	earch	Reset	G	d T	Processed DVTm 04/26/2023 8:10:00 AM 04/25/2023 5:30:00 PM	Pro PCI PCI	cess Status D - Processed D - Processed	Doc Nbr T SPECW042523171516744 SPECW042523171516744	D

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

Stock Number Browse

- Use to select the PROCESSED DT/TM FROM, or enter the date (MM/DD/YYYY HH:MM:SS) in the field provided.
- Enter the MFR PART NBR, using *i* to assist with the entry. *This is a 35 alpha-numeric character field.*
- Use to select the Process Status.
- The Category automatically populates and is not editable.
 - Use 🚺 to select the Document ID.







Select \square (desired record) >

. The **Reject Transaction(s)** pop-up window appears.






Resolve the DLMS Transaction

Select \Box (desired record) > *appears.*

✓ Resolve

. The **Resolve Transaction(s)** pop-up window

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur- ity 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



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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.



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 Val	ue
xxxx Sele	ect "Complete" to complete the physical inventory for the





	selected RSA or stock nbr(s).
хххх	Select "Recount" to request a recount for the selected RSA or stock nbr(s).
хххх	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 Release Dt ICP LIN/TAMCN(s) Status As Of Dt RSA(s) Stock Nbr(s) Purpose Cd Due Dt Condition Cd(s)

Reconciliation Summary Grid

CICP/RSA Name Stock Nbr Item Desc Managed DoDAAC Discrepant Qty Status



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Unclassified





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 Cond Cd GFM Contract Nbr Project Cd Purpose 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

ELMS Navigation Helpful Tips

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

Reconcile an Inventory

O Close

Selecting at any point of this procedure removes all revisions and closes the pop-up window. **Bold** numbered steps are required.

Click 🔲 to select the desired entry. *The Physical Inventory record is highlighted, and* 1.

i ≈ Reconcile

becomes available.

2. Select

i∃ Reconcile . The **Physical Inventory Reconciliation** pop-up window displays.

					-	
tatus UR - Unreconciled	Purpose Cd					
As of Dt 04/25/2023	Due Dt 05/10/2023					
≀SA(s) LOGSU-1						
tock Nbr(s) 1670014996154	Condition Cd(All	5)				
Grid Options	s 🔻 🛛 🗌 🗸 Comple	ete C Recount	cel Y Show All			
Name 🕇 🔻 St	tock Nbr † 🔻 🔻	Item Desc	Managed DoDAAC	T Discrepant Qty	▼ Status	
)iscrepant : 8						
014996154						
16	670014996154	CANOPY PARACHUTE MC-6	6 N57100	8		
			E0		10 12 USES	
	itatus UR - Unreconciled Vs of Dt 04/25/2023 (SA(s) LOGSU-1 Stock Nbr(s) 1670014996154 Crid Option Name † T S Discrepant : 8 D014996154	itatus Purpose Cd UR - Unreconciled UR Vs of Dt Due Dt 04/25/2023 05/10/2023 XSA(s) LOGSU-1 LOGSU-1 Stock Nbr(s) Condition Cd(state) 1670014996154 Name ↑ ▼ Stock Nbr ↑ ▼ Discrepant : 8 20014996154	itatus Purpose Cd UR - Unreconciled UR Variable Solution Due Dt 04/25/2023 05/10/2023 XSA(s) LOGSU-1 LOGSU-1 Stock Nbr(s) Condition Cd(s) 1670014996154 All Image: Complete Conceptore Name ↑ Stock Nbr ↑ Viscrepant : 8 1670014996154 1670014996154 CANOPY PARACHUTE MC-6	itatus Purpose Cd UR - Unreconciled UR Vs of Dt Due Dt 04/25/2023 05/10/2023 XSA(s) LOGSU-1 LOGSU-1 Stock Nbr(s) Condition Cd(s) 1670014996154 All ✓ Complete Image: Complete Image: Concel Vstock Nbr ↑ ✓ Item Desc Vanaged DoDAAC Discrepant : 8 D014996154 1670014996154	itaus Purpose Cd UR - Unreconciled UR Vs of Dt Due Dt 04/25/2023 05/10/2023 XSA(s) LOGSU-1 LOGSU-1 Stock Nbr(s) Condition Cd(s) 1670014996154 All ✓ Complete Or Recourt ♥ Cancel Y Stock Nbr ↑ ▼ Item Desc Y Managed DoDAAC ▼ Discrepant Qty Discrepant : 8 > 2014996154 1670014996154	itatus Purpose Cd UR - Unreconciled As of Dt Due Dt 04/25/2023 05/10/2023 (SA(s) LOGSU-1 Stock Nbr(s) Condition Cd(s) 1670014996154 All V Complete © Recourt © Cancel ▼ Show All Name ↑ ▼ Stock Nbr ↑ ▼ Item Desc ▼ Managed DoDAAC ▼ Discrepant Qty ▼ Status Discrepant : 8 D014996154 1670014996154 CANOPY PARACHUTE MC-6 N57100 8







- 3. The details in the Physical Inventory Information panel automatically populate and are not editable.
 - A. Verify the Physical INV NBR.
 - B. Verify the RELEASE DT.
 - C. Verify the ICP.
 - D. Verify the LIN/TAMCN(s).
 - E. Verify the Status.
 - F. Verify the As OF DT.
 - G. Verify the RSA(s).
 - H. Verify the STOCK NBR(s).
 - I. Verify the Purpose CD.
 - J. Verify the DUE DT.
 - K. Verify the CONDITION CD(s).
- 4. If there **are no** discrepancies, the Reconciliation Summary Grid appears empty. If there **are** discrepancies:

IP – In Progress

Test

- 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.

and Cancel become available.





✓ Complete

O Recount



UR – Unreconciled

Physical Inventory Reco	nciliation						-	□ >
Instructions								,
- Physical Inventory Informatio	n							
Physical Inv Nbr SPECW042523171516744	Status UR - Unreconcile	Purpose Cd						
Release Dt 04/25/2023	As of Dt 04/25/2023	Due Dt 05/10/2023						
ICP SPECWAR	RSA(s) LOGSU-1							
LIN/TAMCN(s)	Stock Nbr(s) 1670014996154	Condition Cd All	(s)					
Reconciliation Summar	y Grid Optio	ns 🔻 🛛 🗐 🗸 Comp	elete] 🙆 Recount] 🛇 Cance	Thow All			
CICP/R	SA Name 🕇 \Upsilon	Stock Nbr 🕴 🎙	Item Desc	T	Managed DoDAAC	T Discrepant Q	ty 🝸 Status	
A 🗌 RSA: LOGSU-1 Tot	al Discrepant : 8							
▲ □ Stock Nbr: 1	670014996154							
LOGSU	-1	1670014996154	CANOPY PARAC	HUTE MC-6	N57100	8		
Selected 0/1	Page 1	of 1 🕨	H)(H)(H)(H)		50 🔻 items per pa	ige	1 - 1 of 1 items	Ċ
	-							
O Close								

- 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.







Physical Inve	entory In	formation									
Physical Inv SPECW042	Nbr 5231715	516744 RC - R	econciled	Purpose Cd							
Release Dt 04/25/2023		As of D 04/25/2	023	Due Dt 05/10/2023							
ICP SPECWAR		RSA(s) LOGSU	i-1								
LIN/TAMCN((s)	Stock N 167001	b r(s) 4996154	Condition Cd(s) All							
Reconciliat	tion Su	mmary 🌣	Grid Option	s 🔻 🝸 Show All							
		CICP/RSA Name	t	Y Stock Nbr †	Item Desc	T Managed Do	DAAC T Discr	epant Qty 🛛 🝸 Sta	tus		
# RSA: LO	GSU-1	Total Discrepant :	3								
⊿ S	Stock Nb	r: 1670014996154									
		LOGSU-1		1670014996154	CANOPY PARACH	UTE MC-6 N57100	8	A -	Adjusted		
		Reconciliatio	n Detail	Grid Options 🔻							
		Stock Nhr +	▼ Ite	em Desc	Cond Cd	GFM Contract Nbr	T Project Cd	Purpose Cd	Y Mgmt Cd		Serial N
		Otook Hor I								U -	
		1670014996154	C/	ANOPY PARACHUTE MC-6	A - Svcbl(w/o Qual)				В	Unclassified	
		1670014996154 ()	Page	ANOPY PARACHUTE MC-6	A - Svcbl(w/o Qual)	50 v items per	page		B	Unclassified	1 items

- A. Verify the RSA Name(s). The Total Discrepant amount, if any, appears next to each RSA .
- B. Select * . The STOCK NBR(s) for each CICP / RSA appears.
- C. Select The CICP / RSA record(s) appears, with each STOCK NBR(s) separated by Managed DoDAAC(s).
- D. Verify the STOCK NBR.
- E. Verify the ITEM DESC.
- F. Verify the Managed DoDAAC.
- G. Verify the Discrepant QTY.
- H. Verify the Status.
- I. Select [•] . The Reconciliation Detail grid appears, automatically populated and not editable.
 - a. Verify the STOCK NBR.
 - b. Verify the ITEM DESC.
 - c. Verify the COND CD.
 - d. Verify the GFM CONTRACT NBR.







- e. Verify the Prj CD.
- f. Verify the Purpose CD.
- g. Verify the MGMT CD.
- h. Verify the CIIC.
- i. Verify the SERIAL NBR.
- j. Verify the MFR LOT.
- k. Verify the UII.
- I. Verify the ICP QTY.
- m. Verify the RSA QTY.
- n. Verify the Discrepant QTY.
- o. 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 <u>Complete Inventory</u>. The Physical Inventory status changes to **RC** Reconciled, and the Reconciliation status changes to **A** Adjusted.
 - Select O Close

Interstation of the second second test and the second sec

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.



4.













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







Intransit Viewer

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Intransit Viewer page displays all materiel that is shipped to the customer, but not yet received by the customer.

Navigation

MATERIEL MGMT > Intransit Review > Intransit Viewer page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).







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Select "Delete" button to remove record(s) from applicable tables.

Enterprise Rollup

Materiel Management Program Materiel Management Division Inventory Control Point

Search Criteria Grid

Document Nbr Stock Nbr Item Desc Date From CONUS/OCONUS Stage Cd RSA Ship To Date To

Intransit Viewer Results Grid

Status 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 CONUS/OCONUS

Optional

Materiel Management Division Materiel Management Program

Associated Intransit Confirmations Grid

All

Trans Set Type Transaction Dt Received Dt Acceptance Dt Cond Cd Shipped Qty Received Qty Discrepant Qty Discrepant Reason Remarks

Procedures

ELMS Navigation Helpful Tips

()

Click the following link to display Materiel Management/Inventory Control Point 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 CReset at any point of this procedure returns all fields to the default "All" setting.

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







Instructions					· · · · · · · · · · · · · · · · · · ·		
Enterprise Rollup							
Search Criteria							
Document Nbr				Stage Cd	IN - IN Transit		
Stock Nbr	All			RSA		*	
Item Desc				Ship To			
Date From				Date To		Ċ.	
CONUS/OCONUS	All	×					
		Q, Search	C	Reset			

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

Stock Number Browse

- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field*.
- Use is to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.
- Use 🚺 to select the CONUS/OCONUS.
- Use 🚺 to select the Stage Cd.
- Use to select the RSA, or use to browse for the entry. *This is a 1024 alpha-numeric character field*.

Remote Storage Activity Browse

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

Use **I** to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select Search . The Search Results appear.







Add an Attachment to an Associated Intransit Confirmation

Select Attachments . The Add an Attachment to Associated Intransit Confirmations

pop-up appears.

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur- ity 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 Intransit Confirmation
- Delete an Associated Intransit Confirmation
- Add an Attachment to an Intransit Confirmation









Add an Associated Intransit Confirmation

Overview

The Associated Intransit Confirmations Add process provides the ability to create a new Confirmation for an In Transit asset.

Navigation

MATERIEL MGMT > Intransit Review > > + Add > Add Associated Intransit Confirmations pop-up window

Page Fields

The following fields display on the **Add Associated Intransit 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
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Associated Intransit Confirmations

Received Dt Received Qty * Discrepant Qty



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Discrepant Reason Attachments Add / Edit Remarks

> Remarks History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

Add an Associated Intransit Confirmation

O Cancel

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

1. Select + Add . The Add Associated Intransit Confirmations pop-up window appears.







Instructions		
Received Dt		
2/22/2023		
* Received Qty		
1		
Discrepant Qty		
Discrepant Reason		
Select an Item	*	
Attachments		
		Atta
Add / Edit Remarks		

- **2.** Use **I** to select the Received DT, or enter the date (MM/DD/YYYY) in the field provided.
- **3.** Enter the Received QTY in the field provided. *This is a 10 numeric character field.*
- 4. Enter the Discrepant QTY in the field provided. *This is a 10 numeric character field.*
- 5. Use to select the Discrepant Reason.







And and a second se	tructions	T
* Atta	chment	
-	Browse	
Desc	1	
V P	Primary	E Attach
Att	achments:	
	Name	Desc
		A
		X Close Window
		A DIOCO TIMBON
	Proves	
1.	Select Browse	. The Windows Choose File to Upload pop-up window
).	Select Browse	. The Windows Choose File to Upload pop-up window
I.	Select Browse appears.	. The Windows Choose File to Upload pop-up window
I. D.	Select Browse appears. Choose the file to atta	. <i>The Windows Choose File to Upload pop-up window</i> ach, and select it.
1.).	Select Browse appears. Choose the file to atta	. <i>The Windows Choose File to Upload pop-up window</i> ach, and select it.
). 2.	Select Browse appears. Choose the file to atta Select Open	. <i>The Windows Choose File to Upload</i> pop-up window ach, and select it. . <i>The Choose File to Upload</i> pop-up window closes, a
). 2.	Select Browse appears. Choose the file to atta Select Open file name appears in a	. <i>The Windows Choose File to Upload</i> pop-up window ach, and select it. . <i>The Choose File to Upload</i> pop-up window closes, a the top of the window.
• • • •	Select Browse appears. Choose the file to atta Select Open file name appears in a Enter a description of character field	. <i>The Windows Choose File to Upload</i> pop-up window ach, and select it. . <i>The Choose File to Upload</i> pop-up window closes, a the top of the window. f the file in the DESC field provided. <i>This is a 1024 alphan</i>
). 2.	Select Browse appears. Choose the file to atta Select Open file name appears in a Enter a description of character field.	. <i>The Windows Choose File to Upload</i> pop-up window ach, and select it. . <i>The Choose File to Upload</i> pop-up window closes, a the top of the window. f the file in the DESC field provided. <i>This is a 1024 alphan</i>
I.). 2. 1.	Select Browse appears. Choose the file to atta Select Open file name appears in a Enter a description of character field.	. <i>The Windows Choose File to Upload</i> pop-up window ach, and select it. . <i>The Choose File to Upload</i> pop-up window closes, a the top of the window. If the file in the DESC field provided. <i>This is a 1024 alphan</i>



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- f. Repeat Steps 2 6 to attach multiple documents.
- g. Select the desired o in the Primary column. The designated attachment, o, is the Primary Attachment.

Remove an Attachment

- I. Select × next to the desired document. *The Delete Attachment pop-up win- dow appears.*
- II. Choose one of the following options:
 - Select No to cancel the deletion.
 - Select Yes to confirm the deletion. *The* **Attachment Deleted** popup window appears.
- III. Select to complete the process. *The document is removed.*

Note

Select the \exists part of $\exists \times$ to save the attachment directly to the computer. Follow the prompts to download the attachment.

- h. Select Close Window . The **Attachments** pop-up window closes, and the attachment(s) appears in the **Add Associated Intransit Confirmations** pop-up window.
- 7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- 8. Select + Add . The **Add Associated Intransit 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.







Related Topics

- In Transit Viewer
- Delete an Associated Transit Confirmation
- Add an Attachment to an Intransit Confirmation







Delete an Associated Intransit Confirmation

Overview

The Associated Intransit Confirmations Delete process allows removal of a Confirmation for an Intransit asset.

Navigation

MATERIEL MGMT > Intransit Review > > > Delete Associated Transit Confirmations pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Delete Associated Intransit Confirmations

History Remarks











Procedures

ELMS Navigation Helpful Tips

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

Delete an Associated Intransit Confirmation

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 Confirmation is highlighted, and* Attachments

become available.

2. Select Confirmations pop-up window appears.

nstructions	
Delete Associated Intran	sit Confirmations
Are you sure you want History Remarks	to delete this Associated Intransit Confirmations and any associations?

- 3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- 4. Select **Delete**. The **Delete Associated Intransit Confirmations** pop-up window closes, and the confirmation is removed from the Associated Intransit Confirmations grid.







Common Errors

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

Error	Solution
161 — Remarks must be alphanumeric with sup- ported special character(s) \$, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro- hibited.
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 Intransit Confirmation
- Add an Attachment to an Intransit Confirmation









Add an Attachment to an Intransit Confirmation

Overview

The Attachment Add process provides the ability to attach a file to a record.

Navigation

MATERIEL MGMT > Intransit Review > > Associated Intransit Confirmations > Attachments > Attach Files page

Page Fields

The following fields display on the **Attach Files (Associated Intransit Confirmations)** page. For more information on each field, select the appropriate hyperlink.

Instructions - Attach Files (Associated Intransit Confirmations)

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	The maximum file size is 10MB.

Instructions - Attach Files

The table below provides the list of instructions.

mber

Valu







404	"Add Attachment" supports only these file types: {0}
хххх	Click "Browse" button to select your attachment; enter a description(optional); and click "Attach". If multiple files uploaded, select a radio button for "Primary" attachment. When finished, click "Close Window" button. Click "X" to close popup.

Attach Files (Associated Intransit Confirmations)

Thumbnails Attach

Attach Files

Attachment * Desc Primary Name Desc

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Add an Attachment

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

1. Click C to select the desired entry. *The Confirmation is highlighted, and Delete and delete and become available.*



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- A. Verify the Attachments field.









	Attachments	¢
	Instructions	,
	* Attachment	
	🕞 Browse	
	Desc	31
	Primary	2
	Attachments:	٦
	Name Desc	
	· · · · · · · · · · · · · · · · · · ·	
		-
	× Close Window	
Α.	Select . The Windows Choose File to Upload pop-up window	
R	Choose the file to attach, and select it	
υ.		
C.	Select Open . The Choose File to Upload pop-up window closes, and the file name appears in the top of the window.	
D.	Enter the DESC in the field provided. This is a 1024 alphanumeric character field.	
	C Attach	
E.	Select . The file name appears in the bottom of the window.	









- F. Repeat Steps 2 6 to attach multiple documents.
- G. Select the desired [•] in the Primary column. *The designated attachment*, [•], *is the Primary Attachment.*

Remove an Attachment

- a. Select × next to the desired document. *The Delete Attachment pop-up window appears.*
- b. Choose one of the following options:



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	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.





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161 — Remarks must be alphanumeric with sup- ported special character(s) , -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro- hibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 — Attachment file size exceeds the maximum of 1 MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- In Transit Viewer
- Add an Associated Intransit Confirmation
- Delete an Associated Intransit Confirmation









Inventory Transaction Viewer

Overview

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

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

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 tables below provides the list of instructions.

Search Criteria

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.

Update Inventory Transaction Viewer

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

Search Criteria

Status Fund Cd

Document Nbr i

Stock Nbr Managed DoDAAC Dt From Trans Set Type CICP/RSA Cond Cd Reportable Commodity Type Purpose Cd Dt To

Inventory Transaction Viewer Grid

All Status Trans Set Type Last Transaction Dt/Tm Stock Nbr



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Item Desc Type Asset Cd Document Nbr CICP/RSA Name Managed DoDAAC Cond Cd Purpose 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

Update Inventory Transaction Viewer

Status * Attachments Add / Edit Remarks

> Remarks History Remarks



ODASD (Logistics) under A&S Sustainment 323

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(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Materiel Management/Inventory Control Point 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 Creset 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							
Status	All	•		Trans Set Type	All	•	
Fund Cd			Ì.	CICP/RSA		•	
i Document Nbr				Cond Cd	All	•	
i Stock Nbr	All			Reportable Commodity Type	All	•	
Managed DoDAAC	All			Purpose Cd	All	•	
Dt From		**		Dt To		**	
		C	Search	🖒 Reset			

- Use to select the Status.
- Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field*.
- Use or to assist with the DOCUMENT NBR entry. *This is a 15 alphanumeric character field.*

Document Number Browse

Use 🚺 or 🛄 to assist with the STOCK NBR entry.

Stock Number Browse

• Select the Managed DoDAAC field to choose the DoDAAC from the list.






Update an Inventory Transaction Viewer

- Click C to select the desired entry. *The Inventory Transaction record is highlighted, and Edit becomes available.*
- 2. Select **Edit**. The **Update Inventory Transaction Viewer** pop-up window displays.







Instructions	
* Status	
RR - Processed - Requiring Review	*
Attachments	
No attachments found	Attach
Add / Edit Remarks	
Vpdate O Cancel	
Update the Status, using	to select the desired option.
Attach	
Select . The At	t tach Files pop-up window appears.







Atta	ach Documents - Inventory Transaction	
Ins	structions	*
Atta	achment	
	Browse	
Desc		
Z 1	Primary	
-At	tachments:	
	Name Desc	*
		*
	× Close Window	
•	Close Window Select Browse . The Windows Choose File to Upload pop- appears.	up wind
•	Close Window Select Browse The Windows Choose File to Upload pop- appears. Choose the file to attach, and select it.	up wind
•	Close Window Select Browse The Windows Choose File to Upload popars. Choose the file to attach, and select it. Select Open . The Choose File to Upload pop-up window and the file name appears in the top of the window.	up wind
•	Select Browse Select Open . The Windows Choose File to Upload pop- appears. Choose the file to attach, and select it. Select Open . The Choose File to Upload pop-up window and the file name appears in the top of the window. Enter a description of the file in the DESC field provided. This is a sinumeric character field.	up wind ow close 1024 alp
•	Select Select Open . The Windows Choose File to Upload pop- appears. Choose the file to attach, and select it. Select Open . The Choose File to Upload pop-up window and the file name appears in the top of the window. Enter a description of the file in the DESC field provided. This is a sinumeric character field. Select . The file name appears in the bottom of the window.	up wind ow close 1024 alp vindow.







Remove an Attachment

- I. Select × next to the desired document. *The Delete Attachment pop-up window appears.*
- II. Choose one of the following options:
 - Select No to cancel the deletion.
 - Select to confirm the deletion. *The* **Attachment Deleted** *pop-up window appears.*
- III. Select to complete the process. *The document is removed.*

- Select Close Window. The **Attach Files** pop-up window closes, and the attachment(s) appears in the **Attachments for Issue NBR** pop-up window.
- C. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
- 3. Select Update . The revised Inventory Transaction Viewer record is saved, and appears in the Inventory Transaction Viewer Results Grid.

Common Errors

h.

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 Materiel Management/Inventory Control Point (MM/ICP) 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 fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

MATERIEL MGMT > DLMS Transaction Review> DLMS Transactions page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the STOCK NBR Search Results page.
526	Select "Reset" to clear the STOCK NBR Search Criteria.







527

Select "Grid Options" for additional actions to perform on the STOCK NBR data.

Enterprise Rollup

Materiel Management Program Materiel Management Division Inventory Control Point

Search Criteria Grid

Direction Set Type

Doc Nbr i

Stock Nbr Processed Dt/Tm From Mfr Part Nbr Process Status Category Document ID Proj Cd Processed Dt/Tm To

CAGE Cd i

DLMS Transactions Grid

All

Direction Set Type Trans Type Cd Processed Dt/Tm Process Status Doc Nbr Document ID Desc Suffix Cd Report Type Cd Stock Nbr





Unclassified





Qty Cond Cd Document ID Message From Copy Address Message To

Optional

ICP Materiel Management Program Action Cd Advice Cd CAGE 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 Mfr Part Nbr Mode of Shipment Owning DoDAAC Price LAC Price MAC Price Std Priority Cd Proj Cd Processed Dt Program ID Reject Advice **Retry Count** SCAC Supply Status Cd Shipment Reference Nbr Signal Cd Supplementary Address









TCN Trans Set Sub-Type UI

Procedures

ELMS Navigation Helpful Tips

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

Help Reference Guide

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 Creset 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:.

Enterprise Rollup							
Search Criteria							
Direction	All			Process Status	All		Ŧ
Set Type	All	•		Category	All		
i Doc Nbr				Document Id	All		
i Stock Nbr	All			Proj Cd	All		•
Processed Dt/Tm From	Ē	0		Processed Dt/Tm To		*** •	C
i Mfr Part Nbr	All			i CAGE Cd	All		
	QS	Search	C	Reset			

- Use to select the Set Type.
- Use i or to assist with the Doc NBR entry. *This is a 15 alphanumeric character field.*

Document Number Browse



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- **Help Reference Guide** Use i or to assist with the STOCK NBR entry. This is a 15 alphanumeric character field. Stock Number Browse Use 🔲 to select the PROCESSED DT/TM FROM, or enter the date (MM/DD/YYYY) in the field provided. Enter the MFR PART NBR, using it to assist with the entry. This is a 35 alphanumeric character field. to select the Process Status. Use to select the Category. Use
 - Use to select the Document ID.
 - to select the Proj Cd. Use
 - to select the PROCESSED DT/TM TO, or enter the date (MM/DD/YYYY) in Use the field provided.
 - Enter the CAGE CD, using *i* to assist with the entry. *This is a 5 alphanumeric char*acter field.
- 2. Select

. The DLMS Transactions Search Results display.

	Direction	▼ Set Type	Trans Type Cd	T Processed Dt/Tm	Y Process Status	T Doc Nbr	Document Id Desc	Y Suffix Cd	T Report Type Cd	T Stock Nbr T Qty	T Cond Cd	T Document Id	Y Message From	T Copy Address	T Message T
0	Outbound	848P - Inventory Inquiry/Advice (Physical Inventory Reques	0 0	03/13/2023 5:45:00 P	M PCD - Processed	SPECW03132317420496	54		тс	781001C100686 0			H95		HV2
	Outbound	846P - Inventory Inquiry/Advice (Physical Inventory Reques	0 0	03/13/2023 5:45:59 P	M PCD - Processed	SPECW03132317420496	54		TC	781001C100686 0			н95		HV6
	Outbound	846P - Inventory Inquiry/Advice (Physical Inventory Reques	0 G	03/13/2023 5:45:59 P	M PCD - Processed	SPECW03132317420496	54		TC	781001C100686 0			H95		HV8
	Outbound	846P - Inventory Inquiry/Advice (Physical Inventory Reques	0 G	03/13/2023 5:45:59 P	M PCD - Processed	SPECW03132317420496	54		TC	781001C100686 0			H95		HV7
	Outbound	845P - Inventory Inquiry/Advice (Physical Inventory Reques	0 G	03/13/2023 5:45:59 P	M PCD - Processed	SPECW03132317420496	54		TC	781001C100686 0			H95		HV3
	Outbound	846P - Inventory Inquiry/Advice (Physical Inventory Reques	0 G	03/13/2023 5:45:59 P	M PCD - Processed	SPECW03132317420496	54		TC	781001C100686 0			H95		HVB
	Outbound	846P - Inventory Inquiry/Advice (Physical Inventory Reques	0 G	03/13/2023 5:45:59 P	M PCD - Processed	SPECW03132317420496	54		TC	781001C100686 0			H95		HV4
	Outbound	845P - Inventory Inquiry/Advice (Physical Inventory Reques	t) G	03/13/2023 5:45:04 P	M PCD - Processed	SPECW03132317420496	54		TC	781001C100686 0			H95		NCF

View the DLMS Transaction Details

Q Search

1. Click L to select the desired entry. *The DLMS Transaction record is highlighted, and* Resolve Q View Details C Reprocess Reject become available. anc









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.

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 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 > \Box (desired record) > \bigotimes 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.

\bigcap	

Reject Transaction(s)

Reject Advice Code * Special Instructions

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips



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









Selecting Cancel	at any point of this procedure rem	noves all revisions and closes th
Click Click conselect to	the desired entry. The DLMS Trans	action record is highlighted, an
Q View Details	© Reprocess , © Reject , and	✓ Resolve become available.
Select Reject	. The Reject Transaction(s) pop	o-up window appears.
Reject Transactions	5	- = ×
Reject Transactions	;	- □ ×
Reject Transactions	etails	- □ × •
Reject Transactions Instructions Rejected Transaction I Reject Advice Code*	Details Select a Reject Advice Code	- □ × •
Reject Transactions Instructions Rejected Transaction I Reject Advice Code* Special Instructions	Select a Reject Advice Code	×

- **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 Select . 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.

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 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 Valu

Resolve Transaction(s)

Remarks

Procedures

ELMS Navigation Helpful Tips

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









Resol	esolve a DLMS Transaction								
Sele pag	ecting Cancel at any point of this procedure removes all revisions and closes the e.								
1.	Click to select the desired entry. <i>The DLMS Transaction record is highlighted, and</i> View Details, Reprocess, Reject, and Resolve become available.								
2.	2. Select 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 Remarks:									
	✓ Confirm OCancel								

- 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.							
No common errors have been identified for this page.								









Related Topics

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









View the DLMS Transaction Details

Overview

The DLMS Transaction View Details pop-up window displays the XML code of the DLMS transaction.

Navigation

MATERIEL MGMT > DLMS Transaction Review > (desired record) > View Details > View Details pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

er V

View Details Inbound Doc Nbr

File Name XML File Process Status

Outbound

Processing? Recipient Address XML File Delivered?





Unclassified







Procedures

ELMS Navigation Helpful Tips

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

View the DLMS Transaction Details

Sele	ecting O Cance	at any point of	this procedu	ire ren	noves all rev	visions and closes the				
pag	page. Bold numbered steps are required.									
1.	Click 🔲 to selec	t the desired entr	y. The DLMS	5 Tran	saction reco	rd is highlighted, and				
	Q View Details	C Reprocess	O Reject	, and	✓ Resolve	become available.				

2. Select **Q View Details** . *The View Details pop-up window displays.*







٠

Help Reference Guide

If this is an Inbound Process, these fields appear:.

View Details	×
Instructions	•
Doc Nbr Process Status TCCMMCEN18A200626 PCD - Processed	
File Name 846P.18A.2020-06-26-01-15-01.xml	
XML File	
<pre><t_inventory_inquiry_advice_846p guid="{7f5173bc-8326-4445-81eb-
1a3da96f7f44}" standard="X12"></t_inventory_inquiry_advice_846p></pre>	^
<pre></pre> <pre></pre> <pre></pre> <pre></pre> <pre> </pre>	~

- A. The Doc NBR automatically populates and is not editable.
- B. The File Name automatically populates and is not editable.
- C. The XML File automatically populates and is not editable.
- D. The Process Status automatically populates and is not editable.
- If this is an Outbound Process, these fields appear:.







View Details	×
Instructions	•
Processing? Delivered? No Yes	
Recipient Address SMS	
XML File	
<t_order_status_inquiry_869f standard="X12"> <s_transaction_set_header></s_transaction_set_header></t_order_status_inquiry_869f>	^
<pre><e_transaction_set_identifier_code>869</e_transaction_set_identifier_code> <e_transaction_set_control_number>0002</e_transaction_set_control_number> </pre>	
<s_beginning_segment_for_order_status_inquiry></s_beginning_segment_for_order_status_inquiry>	
<e_reference_identification>Z</e_reference_identification>	
<e_date>20200626</e_date>	
<e_order_item_code>PO</e_order_item_code>	
<e_time>040001</e_time>	
<pre><e_transaction_set_purpose_code>00</e_transaction_set_purpose_code></pre>	
<e_transaction_type_code>IN</e_transaction_type_code>	
<l hierarchical="" level=""></l>	
<s_hierarchical_level></s_hierarchical_level>	
<pre><e hierarchical="" id_number="">1</e></pre>	
<pre><e code="" hierarchical="" level="">V</e></pre>	
5 Hierarchical_Level	
<l name=""></l>	\sim
<5_Name>	

- A. The Processing? automatically populates and is not editable.
- B. The Recipient Address automatically populates and is not editable.
- C. The XML File automatically populates and is not editable.
- D. The Delivered? automatically populates and is not editable.
- 3. Select \times to close the pop-up window.

Common Errors

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

Error	Solution	
No common errors ha	ve been identified for this page.	







Related Topics

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









DLMS Transaction Reject Review

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module DLMS Transaction Reject Review page displays all the 824R Application Advice (Reject Advice).

Note

2

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

MATERIEL MGMT > DLMS Transaction Reject Review > DLMSTransaction Reject Review page

Page Fields

The following fields display on the **DLMS Transaction Reject Review** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

umber

Search Criteria Grid

Set Type Document Nbr Status Cd Stock Nbr Reject Cd Processed Dt/Tm From/To Mfr Part Nbr





Unclassified





CAGE Cd

DLMS Reject Transactions Grid

Trans Dt/Tm Doc Nbr Document Id Desc Stock Nbr Item Desc Qty UI Message From Process Status Reject Cd

Optional

CAGE Cd Mfr Part Nbr Remarks

Procedures

ELMS Navigation Helpful Tips

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

Search for a DLMS Transaction Reject Review

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.

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







Search Criteria					^
Set Type	824R - Application Advice (Reject #dv	Reject Cd	•		
Document Nbr		Processed Dt Fr/To	month/day/year	month/day/year	J
Status Cd		Mfr Part Nbr			
Stock Nbr		CAGE Cd			
				Q Search	්ට Reset

- Use to select the Set Type.
- 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 in the field provided. *This is a 15 alphanumeric character field*.
- Use to select the Reject Cd.
- Select the Processed Dt/Tm fields, the first one being the From date, the second one being the To date.
- Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field*.
- 2. Select
- . *The DLMS Transactions Reject Review Search Results display.*

Update the DLMS Transaction Reject Review

Q Search

- 1. Click cli
- 2. Select Update Status. *The Update Status 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

Update the Transaction Reject Review Status









Program Management

Overview

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

412 Select "Grid Options" button for additional actions.	
508 Select "View" to display a list of Managed DoDAACs.	







ĺ		
	21	Select "Add" button to create a new record.
	17	Select "Edit" button to revise selected fields in record(s).

Program Grid

Name Description Agency Banner

Optional

Contact Point Address Line 1 Address Line 2 City State ZIP Cd Phone Nbr DSN Nbr Email Address FAX Nbr Program Id Established Dt/Tm Established By Last Transaction Dt/Tm Last Updated By Remarks

Procedures

ELMS Navigation Helpful Tips

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









View	a P	rogram				
Sel pag nur 1.	ectin ge. Se mber View	electing ed steps a the defau	A t any point A Back are required. ult information in	t of this procedu the information a n the Program Gr	re removes all revisions and and returns to the previous _l id:	l closes the page. Bold
	Prog	gram 🔯 G	rid Options 🔻 🧪 Edit			
		Name †	T Description	T Agency	T Banner	T
		WARCOM	NSWC Asset Manag	ement E3 - US Special Ope	rations Command U - For Official Use Only	
	Selec	ted 1	Page 1	f1 (F) H (4	▶ ► 50 ▼ items per page	1 - 1 of 1 items 🔿
2.	• • Sele	The Des The Age The Ban ct Gri	cription automa incy automatical oner automatical d Options Th	<i>tically populates</i> <i>ly populates and</i> <i>ly populates and</i> <i>e Grid Options ex</i>	and is not editable. is not editable. is not editable. rpanded menu appears.	
3.	Sele		olumns 🕨 to v	iew the optional i	nformation in the Program	Grid:
	WARCON	M NSWC Asset Management E3	B - US Special Operations Command U - For Official Use Only	anna i riadancou chire i i ri Pauliesa chire zi i chy i T State i a	conversion 09/02/2017 3.46.15 PM n	ut] 09/02/2017 3:46:15 PM rust]
	Selected 0/1	The Corr	(F)			1 - 1 of 1 items 🖒
	•	ine Con	tact Point auton	atically populate	es and is not editable.	
	•	The Add	iress Line 1 auto	matically populat	tes and is not editable.	
	•	The Add	lress Line 2 auto	matically populat	tes 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.

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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.
161 — Remarks must be	Invalid Characters Entered in the Remarks field.
alphanumeric with sup-	Enter alphanumeric characters, or the following
ported special character(s)	permitted special characters: $, -, /, #, &,$
\$, — , /, #, &, comma,	comma, period, and space. Special characters
period, and space.	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

/ Edit MASTER DATA MGMT > Program Management > \Box (desired record) > > 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.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Program Grid Tab

Name Banner Cd Description









Banner Display *

POC Grid Tab

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Country
Address Line 1
Address Line 2
City
State
ZIP Cd
Add / Edit Remarks

Remarks **History Remarks**

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips



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

Update a Program

Selecting

O Cancel

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

- Edit Click 🔲 to select the desired entry. *The Program is highlighted, and* 1. becomes available.
- Edit . The **Update Program** pop-up window displays, with the Program Tab 2. Select available.







nstructions	j			
Program	POC			
Program	n Details		Description	
WAR	СОМ		NSWC Asset Management	
Banner	Cd		* Banner Display	
U - Ur	nclassified	•	Controlled Unclassified Information	-
Add / E	dit Remarks			

- A. Update the Name, entering the revised program name in the field provided. *This is a 25 alphanumeric character field.*
- B. Update the Banner Cd, using boost to select the desired code.
- C. Update the Description, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*
- **D.** Update the Banner Display, using to select the desired code.
- E. 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.*
- 3. Select the POC Tab.







Program POC		
POC Details Contact Point	Country	
	* - N/A	-
Phone Nbr	Address Line 1	
DSN Nbr	Address Line 2	
Fax Nbr	City	
Email Address	State	
	* - State Cd Not Applicable	*
	Zip Cd	
Add / Edit Remarks		

- A. Update the Contact Point, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- B. Update the PHONE NBR, entering the revised information in the field provided. *This is* a 25 alphanumeric character field.
- C. Update the DSN NBR, entering the revised information in the field provided. *This is a* 25 alphanumeric character field.
- D. Update the FAX NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*
- E. Update the Email Address, entering the revised information in the field provided. *This is a 80 alphanumeric character field.*
- F. Update the Country, using to select the desired code.








- G. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- H. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- I. Update the City, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*
- J. Update the State, using by 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.*
 - V Update
- 4. Select . 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 secur- ity 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





ELMS Helpdesk 1-844-843-3727 µ





ported special character(s) \$, — , /, #, &, comma, period, and space.	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 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 CD is not in valid format (12345, 12345- 1234, 12345 1234).	Invalid ZIP Code format entered. Enter a min- imum 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 Materiel Management/Inventory Control Point (MM/ICP) 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.
508	Select "View" to display a list of Managed DoDAACs.







21	Select "Add" button to create a new record.
17	Select "Edit" button to revise selected fields in record(s).

Division

Program Name Description

Optional

Contact Point Address Line 1 Address Line 2 City State ZIP Cd Phone Nbr DSN Nbr Email Address FAX Nbr Program Id Established Dt/Tm Established By Last Transaction Dt/Tm Last Updated By Remarks

Procedures

ELMS Navigation Helpful Tips

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









- 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.



365 Unclassified





- 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
 Click C to select the desired entry. The Division is highlighted, and Edit and become available.
2. Select Edit . The Update Division pop-up window appears.
Delete a Division
 Click C to select the desired entry. The Division is highlighted, and Edit and become available.
2. Select 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.
161 — Remarks must be	Invalid Characters Entered in the Remarks field.
alphanumeric with sup-	Enter alphanumeric characters, or the following
ported special character(s)	permitted special characters: $, -, /, #, &,$
\$, - , /, #, &, comma,	comma, period, and space. Special characters
period, and space.	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 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.

+ Add

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".







Division Tab

Name * Description * Add / Edit Remarks

> Remarks History Remarks

POC Tab

Contact Point Country Phone Nbr Address Line 1 DSN Nbr Address Line 2 FAX Nbr City Email Address State ZIP Cd Add / Edit Remarks

> Remarks History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

Add a Division

O Cancel

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





Unclassified





nstruction	S		
Division	POC		
Division	n Details	* Description	
Add / E	dit Remarks		

- **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.





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		

- 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.
161 — Remarks must be	Invalid Characters Entered in the Remarks field.
alphanumeric with sup-	Enter alphanumeric characters, or the following
ported special character(s)	permitted special characters: $, -, /, #, &,$
\$, — , /, #, &, comma,	comma, period, and space. Special characters
period, and space.	like ! or @ are prohibited.











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 CD is not in valid format (12345, 12345- 1234, 12345 1234).	Invalid ZIP Code format entered. Enter a min- imum 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









Update a Division

Overview

The Division Management Update process allows editing of a Division. The Division Description and Point of Contact details are editable; the rest of the information is not.

Navigation

MASTER DATA MGMT > Division Management > (desired record) > // Edit > Update Division pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
313	DoDAAC entry must be 6-pos alphanumeric except for alpha "I" or "O".







Division Tab

Name * Description * Add / Edit Remarks

> Remarks History Remarks

POC Tab

Contact Point Country Phone Nbr Address Line 1 DSN Nbr Address Line 2 FAX Nbr City Email Address State ZIP Cd Add / Edit Remarks

> Remarks History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

Update a Division

O Cancel

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





Unclassified





1. Click C to select the desired entry. The Division is highlighted, and C and A Delete

become available.

2. Select **Edit**. The **Update Division** pop-up window displays, with the Division Tab available.

nstructions		
Division POC		
Division Details	* Description]
Comms Support	N6	
Add / Edit Remarks		

- **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.







- POC Details			
	* - N/A	-	
Phone Nbr	Address Line 1 Address Line 2 City State		
DSN Nbr			
Fax Nbr			
Email Address			
	* - State Cd Not Applicable		
	Zip Cd	1	

- 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 by 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.*
 - V Update
- 7. Select **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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.
161 — Remarks must be	Invalid Characters Entered in the Remarks field.
alphanumeric with sup-	Enter alphanumeric characters, or the following





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ported special character(s) \$, — , /, #, &, comma, period, and space.	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 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 CD is not in valid format (12345, 12345- 1234, 12345 1234).	Invalid ZIP Code format entered. Enter a min- imum 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

2

MASTER DATA MGMT > Division Management > (desired division) > > Delete Division pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Delete Division

History Remarks









Procedures

ELMS Navigation Helpful Tips

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

Delete a Division

Se pa	electing Cancel at any point of this procedure removes all revisions a age. Bold numbered steps are required.	and closes the
1.	Click \square to select the desired entry. <i>The Division is highlighted, and</i>	and
	× Delete become available.	
2.	Select Clear Select . The Delete Division pop-up window appears.	
	Delete Division	<
	Instructions	r
	Delete Division	-
	Are you sure you want to delete this Division and any associations? History Remarks	

- 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 secur- ity 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.		

Related Topics

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









Inventory Control Point Management Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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, and AGENCY CDs.

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.

412 Select "Grid Options" button for additional actions.	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

Select Division ICP Name Description ICP DoDAAC ICP RIC Agency Cd Managed DoDAACs



RSA DoDAAC RIC Appropriation Agency Cd Major Command Cd Tariff Billable? External Registry Reporting

Optional

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











DSN Nbr Email Address FAX Nbr Program Id Established Dt/Tm Established By Last Transaction Dt/Tm Last Updated By Remarks

RSA

Select 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

ELMS Navigation Helpful Tips

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

View an ICP

Selecting Cancel at any point of this procedure removes all revisions and closes the

page. Selecting retains the information and returns to the previous page. **Bold** numbered steps are required.







1. View the default information in the ICP Management Grid.

CP	Manag	ement	🗘 Gri	d Options 🔻 📔 🕂 A	dd 🧪 Edit 🛛 🗙 De				
		Division	Ŧ	ICP Name	T Description	ICP DoDAAC †		Agency Cd	Managed DoDAACs
•		Comms Su	pport	COMMS	COMMS	CMM001		E3 - US Special Operations Command	Q View
•		Logisitics S	upport	SPECWAR	NAVSPECWAR	H92151	H95	E3 - US Special Operations Command	Q View

- The Division automatically populates and is not editable.
- The ICP Name automatically populates and is not editable.
- The Description 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.



Q View

. The **Managed DoDAACs** pop-up window appears.

Managed DoDAACs ×									
RSA †	T DoDAAC †	T RIC	T Appropriation	Agency Cd	Major Command Cd	Tariff	T Billable?	T External Registry Reporting	
AH64 Recon	AH64ED		11_20001-097-2024-0100	E3 - US SPECIAL OPERATIONS COMMAND	00 - US Special Operations Command		No		
BPG Test	AH64ED		11_20001-097-2024-0100	E3 - US SPECIAL OPERATIONS COMMAND	00 - US Special Operations Command		No		
CENTER	AH64ED		11_20001-097-2024-0100	E3 - US SPECIAL OPERATIONS COMMAND	00 - US Special Operations Command		No		
	1 Page 1	of 1		► 50 ▼ items per page				1 - 3 of 3 items	Ċ

- The RSA automatically populates and is not editable.
- The DoDAAC automatically populates and is not editable.
- The RIC automatically populates and is not editable.
- The Appropriation automatically populates and is not editable.
- The AGENCY CD automatically populates and is not editable.
- The MAJOR COMMAND CD automatically populates and is not editable.
- The Tariff automatically populates and is not editable.
- The Billable? automatically populates and is not editable.
- The External Registry Reporting automatically populates and is not editable.









View a CICP / RSA

Select [▶] next to the desired ICP entry. *The RSA grid appears.* 1.

RS	A	🗱 Grid Options 🔻	r 🛛 + Add 🖉 Edit 🖉 🗙	Delete Q, View Managed Dol		
	CICP/	RSA Type	T CICP/RSA Name	CICP/RSA Name ID	CICP/RSA DoDAAC ↑	CICP/RSA RIC
	D - DF	PAS	CENTER COMMS		CMMCEN	
	D - DF	PAS	MCT-1 COMMS		CMMCT1	
	D - DF	PAS	NSWG-11 COMMS		CMMG11	
	D - DF	PAS	WARCOM COMMS		CMMWCM	
M		1 1	of 1 I H H A	► ► 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.

Add an ICP Header Record

+ Add Select

. The **Add ICP Management** pop-up window appears.

Update an ICP Header Record

Edit * Click 🔲 to select the desired entry. *The ICPHeader Record is highlighted, and* 1. × Delete and

become available.

Edit The **Update ICP Management** pop-up window appears. 2. Select

Delete an ICP Header Record

Click 🔲 to select the desired entry. *The ICPHeader Record is highlighted, and* 1. × Delete become available. and





/ Edit









View the Program Management page

Select 🛣 . The **Program 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.

	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur- ity 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, and max length of 256. 	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro- hibited.

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





Unclassified





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".







ICP Tab

ICP Name * ICP DoDAAC * Description * ICP RIC Add / Edit Remarks

> Remarks History Remarks

POC Tab

Contact Point Phone Nbr DSN Nbr FAX Nbr Email Address Country Address Line 1 Address Line 2 City State ZIP Cd Add / Edit Remarks

> Remarks History Remarks

Managed DoDAACs Tab

- All DoDAAC RIC Appropriation Agency Cd Major Command Cd Tariff Billable?
- (*) Asterisk identifies mandatory fields.











Procedures

ELMS Navigation Helpful Tips

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

nstruc	tions			
ICP	POC	Managed DoDAACs		
- 10	P Details - CP Name		* Description	
* ICP DoDAAC ICP RIC		ICP RIC		
Ad	d / Edit R	emarks		

- **A.** Enter the ICP Name in the field provided. *This is a 25 alphanumeric character field.*
- **B.** Enter the ICP DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- **C.** Enter the Description in the field provided. *This is a 125 alphanumeric character field.*
- D. Enter the ICP RIC in the field provided. *This is a 3 alphanumeric character field*.
- E. 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.*
- 2. Select the POC Tab.

ICP	POC	Managed DoDAACs					
PO	C Details						
Con	tact Poi	int	Country				
			* - N/A				
Pho	ne Nbr		Address Line 1				
DSN Nbr			Address Line 2				
Fax	Nbr		City				
Ema	ail Addro	ess	State				
			* - State Cd Not Applicable	*			
			Zip Cd				
Add	I / Edit R	emarks	1.				

- A. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*
- B. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field*.
- C. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*
- D. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
- E. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*
- F. Use to select the Country.
- G. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*





- H. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*
- I. Enter the City in the field provided. *This is a 25 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.*
- 3. Select the Managed DoDAACs Tab.

netructions	5										
istructions											
CP POC	Managed DoDAACs										
ICP Manag	ed DoDAAC's + Add	Calit X Delete									
	DoDAAC	T RIC	Appropriation	1	Agency Cd	Ŧ	Major Command Cd		▼ Tariff	Ŧ	Billable?
<.											
🗸 Add	City DiDate	5-tu - Di0			Contract on New York		Coloris and Sources		7-28.01		_
O Cancel	Enter a DODAAC	Enter a RIC	Select Fund Code (Optional)	*	Select an item	•	Select an Item	•	Tariff %		
	ABC123	D45									Yes
Colocted 0/2	Rama									4.2	of 2 itoms /
Selected 0/2	Tage									1-2	or 2 ments
Add 🛇	Cancel										

- 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. The Appropriation automatically populates and is not editable.
 - d. The AGENCY CD automatically populates and is not editable.
 - e. The MAJOR COMMAND CD automatically populates and is not editable.
 - f. Enter the Tariff in the field provided. *This is a 9 numeric character field.*
 - g. Click cli







- B. Select **Control**. The ICP Header is saved, appears green in the row, and is associated to the ICP Header Record.
- 4. 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 secur- ity 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- ported special character(s) , -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro- hibited.			
13 — Mandatory Entry: <i>ICP</i> <i>Name</i> .				
13 — Mandatory Entry: <i>Description</i> .	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 alpha- numeric entry, but not "I"; "O"; or special char- acters. 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 CD is not in valid format (12345, 12345- 1234, 12345 1234).	Invalid ZIP Code format entered. Enter a min- imum of 5 numeric characters, with an optional 4 numeric character extension. Enter a new ZIP Code.
xxxx — The field ICP RIC must be a string with a min- imum length of 3 and a max- imum length of 3.	Invalid Entry. Enter 3 alphanumeric characters. Re-enter theICP RIC.





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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.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

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.





398 Unclassified





CICP/RSA RIC CICP/RSA Name ID Require GFM Contract Nbr for DLMS Transactions

External CICP

CICP/RSA DoDAAC * CICP/RSA Name * CICP/RSA RIC CICP/RSA Name ID Require GFM Contract Nbr for DLMS Transactions Materiel Will Be Reported At Detail Level Materiel Will Be Reported By Location

External RSA

CICP/RSA DoDAAC * CICP/RSA Name * CICP/RSA RIC CICP/RSA Name ID Require GFM Contract Nbr for DLMS Transactions Materiel Will Be Reported At Detail Level

Managed DoDAACs Tab

All DoDAAC RIC Appropriation

Contracts

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

External Registry Reporting

Optional

Established By Established Dt/Tm



ODASD (Logistics) under A&S Sustainment



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

POC Tab

Contact Point Phone Nbr DSN Nbr FAX Nbr Email Address Country Address Line 1 Address Line 2 City State ZIP Cd Add / Edit Remarks

> Remarks History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Materiel Management/Inventory Control Point 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 hext to the desired ICP entry. *The RSA grid appears.*
- 2. Select Add . The **RSA** pop-up window displays, with the CICP/RSA Tab available.







CICP/RSA	Managed DoDAACs	POC		
* CICP/RSA	Туре			*
Select an I	tem		•	
Require	GFM Contract Nbr for	DLMS	Transacti	ons 🗸
✓ Update	O Cancel			

- **3.** Use to select the CICP / RSA Type. *The choices include:*
 - D ELMS

ICP/RSA	Managed DoDAACs	POC				
CICP/RSA	Туре		i DPAS Warehouse		CICP/RSA Name ID	
D - DPAS		•	Select an Item	•		
* CICP/RS	A DoDAAC		CICP/RSA RIC			
Select an l	tem					
Require	GFM Contract Nbr for	DLMS Transa	ctions			

- **A.** The CICP/RSA DoDAAC automatically populates and is not editable.
- B. Use to select the ELMS Warehouse, or use it to assist with the entry.
- C. The CICP/RSA RIC automatically populates and is not editable.
- D. The CICP / RSA Name ID automatically populates and is not editable.
- E. Click to select the Require GFM CONTRACT NBR for DLMS Transactions. When checked, any DLMS transactions require a GFM CONTRACT NUMBER.
- E External CICP









CICP/RSA	Managed DoDAACs	POC			
* CICP/RSA	Туре		* CICP/RSA Name	CICP/RSA Name ID	
E - Extern	al CICP	•			
i * CICP/RS	SA DoDAAC		CICP/RSA RIC		
Select an	Item				
Require	e GFM Contract Nbr for	DLMS Transa	ctions		
Materie	el Will Be Reported At D	etail Level			
Materie	el Will Be Reported By L	ocation			

- **A.** Enter the CICP / RSA DODAAC, using *i* to assist with the entry. *This is a 6 alphanumeric character field.*
- **B.** Enter the CICP / RSA Name in the field provided. *This is a 25 alphanumeric character field.*
- C. Enter the CICP / RSA RIC in the field provided. *This is a 3 alphanumeric character field.*
- D. Enter the CICP / RSA Name ID in the field provided. *This is a 25 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 C 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 Click constrained 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

ICP/RSA	Managed DoDAACs	POC			
CICP/RSA	Type	100	* CICP/RSA Name	CICP/RSA Name ID	
R - Externa	al RSA				
* CICP/RS	A DoDAAC		CICP/RSA RIC		
Select an I	tem				
Require	GFM Contract Nbr for	DLMS Transa	ctions		
	I WIII BE Reported At D	etali Level			

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







- **B.** Enter the CICP / RSA Name in the field provided. *This is a 25 alphanumeric character field.*
- C. Enter the CICP / RSA RIC in the field provided. *This is a 3 alphanumeric character field.*
- D. Enter the CICP / RSA Name ID in the field provided. *This is a 25 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.

A					
CICP/RSA	Managed DoDAACs	POC			
Manage	d DoDAACs 🌣	Grid Options 🔻	+ Add X Delete	ancel Changes	
🗆 All	DoDAAC †	T RIC	▼ Appropriation ▼	T	External Registry Reporting
	AH64ED		11_20001-097-2024-0100	Contracts	Select an option
Selected	0/1	Page 1	of 1 Delta		50 vitems per page 1-1 of 1 items

- 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. The Appropriation automatically populates once the DoDAAC is entered, and is not editable.
- E. 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.







	Contracts					×	
	Contracts * Contract N Optional + Add	lbr	▼				
	Contracts	🗱 Grid Options 🔻 🗙 E	elete 📔 🖿 Cancel Ch	anges			
		GFM Contract Nbr 🕇 🍸	Divry Order Nbr	Start Dt 🛛 🝸 Exp	iration Dt	T	,
		SPECWA45ABCDE	DEF456	12/12/2022 12:00:00 AM			
	Selected 0/1	Page	e 1 of 1 🕨		50 🔻 items per page	1 - 1 of 1 items 🛛 🖒	
	✓ Update	O Cancel					
	a. Us	e 💌 or 🛄 to	select the o	desired Contract	Nbr.		
		Contract Numb	er Browse				
	b. Se	lect + Add . T	he informat	ion appears in th	ne Contracts grid.		
	c. Cli	ck 🔲 to select th	ne desired C	Contract. The row	v is highlighted.		
	d. Se <i>up</i>	lect Vpdate window reappea	. The Cont ars.	racts pop-up wi	ndow closes, and	the RSA pop-	
F.	Select th <i>choose.</i>	e External Regis	stry Reporti	ng field. A drop-o	down appears wit	h options to	

5. Select the POC Tab.







ICP/RSA	Managed DoDAACs	POC		
-POC Deta	ils			
Contact P	Point		Country	
			* - N/A	*
Phone Nt	r		Address Line 1	
DSN Nbr			Address Line 2	
Fax Nbr			City	
Email Add	dress		State	
1			* - State Cd Not Applicable	v
			Zip Cd	
Add / Edit	Remarks			

- A. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*
- B. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field*.
- C. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*
- D. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
- E. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*
- F. Use to select the Country.
- G. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*
- H. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*
- I. Enter the City in the field provided. *This is a 25 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.*





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- ity 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- ported special character(s) , -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro- hibited.
13 — Mandatory Entry: <i>CICP/RSA Type</i> .	Missing Entry. Enter the appropriate information
13 — Mandatory Entry: CICP/RSA Name.	in the desired field.





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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 char- acters. 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 min- imum 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









Delete an ICP Header Record

Overview

The Inventory Control Point (ICP) Management Delete process allows removal of an ICP Header Record.

Navigation

MASTER DATA MGMT > ICP Management > \Box (desired ICP) > \times Delete ICP Management pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Delete ICP Management

History Remarks









Procedures

ELMS Navigation Helpful Tips

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

Delete an ICP Header Record O Cancel Selectina at any point of this procedure removes all revisions and closes the page. / Edit Click 🔲 to select the desired entry. *The ICP Header Record is highlighted, and* 1. × Delete become available. and × Delete 2. Select . The **Delete ICP Management** pop-up window appears. Delete ICP Management × Instructions . Delete ICP Management Are you sure you want to delete this ICP Management and any associations? **History Remarks** × Delete O Cancel

- 3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- 4. Select Celete . The ICP Header 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 secur- ity 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, and max length of 256. 	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro- hibited.

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) > X 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

ELMS	Navigation	Helpful	Tips

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

Delete an RSA
Selecting Cancel at any point of this procedure removes all revisions and closes the page.
1. Select hext to the desired ICP entry. <i>The RSA grid appears.</i>
2. Click to select the desired entry. <i>The CICP/RSA is highlighted, and</i> Edit , Edit , Delete , and View Managed DoDAACs become available.
3. Select The Delete RSA pop-up window appears.
Delete RSA ×
Instructions 🔹
Delete RSA
Are you sure you want to delete this RSA and any associations? History Remarks
× Delete O Cancel

- 4. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- 5. Select The CICP/RSA 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 secur- ity 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, and max length of 256. 	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro- hibited.

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** •









Update an ICP Header Record

Overview

The Inventory Control Point (ICP) Management Update process allows editing of an ICP Header Record.

Navigation

MASTER DATA MGMT > ICP Management > \Box (desired ICP) > \checkmark 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.

24(*) Asterisk identifies mandatory fields.21Select "Add" button to create a new record.14Select "Cancel" button to return to previous page.313DoDAAC entry must be 6-Pos alphanumeric except for alpha "I"	Number	Value
21Select "Add" button to create a new record.14Select "Cancel" button to return to previous page.313DoDAAC entry must be 6-pos alphanumeric except for alpha "I"	24	(*) Asterisk identifies mandatory fields.
14Select "Cancel" button to return to previous page.313DoDAAC entry must be 6-pos alphanumeric except for alpha "I" or "O".	21	Select "Add" button to create a new record.
313 DoDAAC entry must be 6-pos alphanumeric except for alpha "I" or "O".	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 * ICP DoDAAC * Description * ICP RIC Add / Edit Remarks

> Remarks History Remarks

POC Tab

Contact Point Phone Nbr DSN Nbr FAX Nbr Email Address Country Address Line 1 Address Line 2 City State ZIP Cd Add / Edit Remarks

> Remarks History Remarks

Managed DoDAACs Tab

- All DoDAAC RIC Appropriation Agency Cd Major Command Cd Tariff Billable?
- (*) Asterisk identifies mandatory fields.











/ Edit

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Materiel Management/Inventory Control Point 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 Click control to select the desired entry. *The ICPHeader Record is highlighted, and*

and

× Delete become available.

2. Select **Cert** *Cell*. *The* **Update ICP Management** *pop-up window displays, with the ICP Tab available.*

nstructions				Ŧ
ICP	POC	Managed DoDAACs		
	P Details		* Description	
COMMS			COMMS	
* ICP DoDAAC		AC	ICP RIC	
0	CMM001			
Ad	d / Edit R	emarks		

- **A.** Verify the ICP Name.
- **B.** Update the ICP DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
- **C.** Update the Description, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*





- D. Update the ICP RIC, entering the revised code in the field provided. *This is a 3 alpha-numeric character field.*
- E. 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.*
- 3. Select the POC Tab.

structions			
CP POC Managed DoDAACs			
-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			

- A. Update the Contact Point, entering the revised name in the field provided. *This is a* 35 alphanumeric character field.
- B. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- C. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*





- D. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- E. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
- F. Update the Country, using by to select the desired code.
- G. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- H. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- I. Update the City, entering the revised name in the field provided. *This is a 25 alpha-numeric character field.*
- J. Update the State, using by 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.*
- 4. Select the Managed DoDAACs Tab.

ructions								
P POC	C Managed DoDA	ACs						
CP Man	aged DoDAAC's	+ Add 🧨 Edit 🗙 🛙	Delete					
IIA C	DoDAAC	T RIC	T Appropriation	▼ Agency Cd	Y Major Command Cd	Tariff	T Billable?	
	1		T.					
)	AH64ED		11_20001-097-2024-0100	COMMAND	00 - US Special Operations Command		No	
						1		ľ
elected 0	0/1 (N) (N)	Page 1 of 1	► (►) (► (►) (►) 50 ▼	items per page			1 - 1 of 1 items	

- A. Verify the DoDAAC.
- B. Verify the RIC.
- C. Verify the Appropriation.
- D. Verify the AGENCY CD.







- E. Verify the MAJOR COMMAND CD.
- F. Verify the Tariff.
- G. Verify the Billable?

Update the ICP Managed DoDAAC

a. Click 🔲 to select the desired DoDAAC. The ICP Managed DoDAAC is high-

	/ Edit		× De	lete		
lighted, and		and			become available.	

b. Select *Latt*. *The ICP Managed DoDAAC's grid expands, with editable fields available.*

ructions						
POC Managed DoDA	ACs					
CP Managed DoDAAC's	+ Add / Edit X Dele	te				
AII DoDAAC	T RIC	▼ Appropriation	T Agency Cd	T Major Command Cd	▼ Tariff	T Billable?
Cancel AH64ED		11_20001-097-2024-0100	E3 - US SPECIAL OPERATION	IS V 00 - US Special Operations Comm V	Tariff %	•
lected 1/1	Page 1 of 1		 items per page 			1 - 1 of 1 items

- 1. Verify the DoDAAC.
- 2. Verify the RIC.
- 3. Update the Appropriation, using to select the desired code.
- 4. Verify the AGENCY CD.
- 5. Verify the MAJOR COMMAND CD.
- 6. Update the Tariff, entering the revised percentage in the field provided. *This is a 9 numeric character field.*
- 7. Verify the Billable? contains the appropriate \checkmark or \square . When checked, the DoDAAC is marked as Billable.
- c. Select Update . The revised DoDAAC is saved to the ICP Header Record.

Delete the ICP Managed DoDAAC

a. Click 🔲 to select the desired DoDAAC. *The ICP Managed DoDAAC is high-*

lighted, and <u>Edit</u> and <u>X Delete</u> become available.







. The revised ICP Management record is saved.

Common Errors

Select

5.

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	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.









161 — Remarks must be alphanumeric with sup- ported special character(s) , -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro- hibited.
13 — Mandatory Entry: <i>ICP</i> <i>Nam</i> e.	
13 — Mandatory Entry: <i>Description</i> .	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: <i>ICP</i> <i>DoDAAC</i> .	
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 char- acters. 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-



422 Unclassified

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	bol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP CD is not in	Invalid ZIP Code format entered. Enter a min-
valid format (12345, 12345-	imum of 5 numeric characters, with an optional
1234, 12345 1234).	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.

CICP/RSA Tab

CICP / RSA Type *

ELMS

CICP/RSA DoDAAC * i

ELMS Warehouse CICP/RSA RIC CICP/RSA Name ID Require GFM Contract Nbr for DLMS Transactions









External CICP

CICP/RSA DoDAAC * CICP/RSA Name * CICP/RSA RIC CICP/RSA Name ID Require GFM Contract Nbr for DLMS Transactions Materiel Will Be Reported At Detail Level Materiel Will Be Reported By Location

External RSA

CICP/RSA DoDAAC * CICP/RSA Name * CICP/RSA RIC CICP/RSA Name ID Require GFM Contract Nbr for DLMS Transactions Materiel Will Be Reported At Detail Level

Managed DoDAACs Tab

All DoDAAC RIC Appropriation

Contracts

Contract Nbr * All 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



ODASD (Logistics) under A&S Sustainment 425 Unclassified

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Program Id Remarks

POC Tab

Contact Point Phone Nbr DSN Nbr FAX Nbr Email Address Country Address Line 1 Address Line 2 City State ZIP Cd Add / Edit Remarks

> Remarks **History Remarks**

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

Update a CICP / RSA

× Delete

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

Select hext to the desired ICP entry. *The RSA grid appears.* 1.

Q View Managed DoDAACs

Click 2.





and

426 Unclassified

become available.

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- 3. Select . The **RSA** pop-up window displays, with the CICP/RSA Tab available.
- 4. Depending upon the CICP / RSA Type, the fields change:
 - D ELMS

CICP/RSA	Managed DoDAACs	POC				
CICP/RSA	Туре		i DPAS Warehouse		CICP/RSA Name ID	
D - DPAS 🔻		CENTER	v			
* CICP/RS	A DoDAAC		CICP/RSA RIC			
CEN001						
Require	GFM Contract Nbr for	DLMS Transa	ctions			

- A. Verify the CICP/RSA DoDAAC.
- B. Verify the ELMSWarehouse.
- C. Verify the CICP/RSA RIC.
- D. Verify the CICP / RSA Name ID.
- E. Verify the Require GFM CONTRACT NBR for DLMS Transactions contains the appropriate ☑ or □. When checked, any DLMS transactions require a GFM CONTRACT NUMBER.
- E External CICP

CICP/RSA	Managed DoDAACs	POC			
CICP/RSA	Туре		* CICP/RSA Name	CICP/RSA Name ID	
E - Externa	al CICP	-	BPGTest2	BPG2	
* CICP/RS	A DoDAAC		CICP/RSA RIC		
Select an I	Item		BG2		
 Require Materie Materie 	e GFM Contract Nbr for el Will Be Reported At D el Will Be Reported By L	DLMS Transad etail Level .ocation	ctions		

- **A.** Update the CICP / RSA DODAAC, using *t* to assist with the revised DODAAC. *This is a 6 alphanumeric character field.*
- **B.** Update the CICP / RSA Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*







- C. Update the CICP / RSA RIC, entering the revised RIC in the field provided. *This is a 3 alphanumeric character field.*
- D. Update the CICP / RSA Name ID, entering the revised identifier in the field provided. *This is a 25 alphanumeric character field.*
- E. Verify the Require GFM CONTRACT NBR for DLMS Transactions contains the appropriate ☑ or □. When checked, any DLMS transactions require a GFM CONTRACT NUMBER.
- F. Verify the Materiel Will Be Reported At Detail Level contains the appropriate or □. When checked, the tracking is managed at the detail level, and not by the location.
- R External RSA

ICP/RSA	Managed DoDAACs	POC			
CICP/RSA	Туре		* CICP/RSA Name	CICP/RSA Name ID	
R - Externa	al RSA	•	BPGTest	BPG	
* CICP/RS	A DoDAAC		CICP/RSA RIC		
Select an I	tem		BPG		
Require	e GFM Contract Nbr for I Will Be Reported At D	DLMS Transac etail Level	tions		

- **A.** Update the CICP / RSA DODAAC, using to assist with the revised DODAAC. *This is a 6 alphanumeric character field.*
- **B.** Update the CICP / RSA Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*
- C. Update the CICP / RSA RIC, entering the revised RIC in the field provided. *This is a 3 alphanumeric character field.*
- D. Update the CICP / RSA Name ID, entering the revised identifier in the field provided. *This is a 25 alphanumeric character field.*
- E. Verify the Require GFM CONTRACT NBR for DLMS Transactions contains the appropriate ☑ or □. When checked, any DLMS transactions require a GFM CONTRACT NUMBER.







- F. Verify the Materiel Will Be Reported At Detail Level contains the appropriate or . When checked, the tracking is managed at the detail level, and not by the location.
- 5. Select the Managed DoDAACs Tab.

CICP/RSA	Managed DoDA	ACs F	POC								
Manageo	DoDAACs	🌣 Grid	Options 🔻) + /	Add X Dele	te 📔	Cancel Changes				
🗆 All	DoDAAC †	Ŧ	RIC	▼ A	opropriation	Ŧ	T	External Re	gistry Reporting		
	H92165						Contracts	Select an	option		
Selected 0	/1 (14) (4	0	Page 1	of	1 () H)(•	(+) (H)	50 🔻	items per page	1 - 1 of 1 items	Ċ

- A. Verify the DoDAAC.
- B. Verify the RIC.
- C. Verify the Appropriation.
- D. Select

Contracts . The **Contracts** pop-up window appears.

Contracts					>
Contracts — * Contract Nt Optional + Add	r	•			
Contracts	Grid Options • X De	lete 📔 Cancel Ch	anges 🛛 🍸 Show Expire	red	
	GFM Contract Nbr 🕇 🝸	Divry Order Nbr 🛛 🔻	Start Dt	Expiration Dt	
	SPECWA45ABCDE	DEF456	12/12/2022 12:00:00 AM	1	
Colooted 0/4	Page	1 of 1 🕨		▶ 50 ▼ items per page 1 - 1 of 1 items	Ċ

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

b. Select Add . The information appears in the Contracts grid.



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- d. Select Update . The **Contracts** pop-up window closes, and the **RSA** popup window reappears.
- E. Select the External Registry Reporting field. *A drop-down appears with options to choose.*

Delete the ICP Managed DoDAAC

De	elete Selected	×
Doy	you want to delete the selected data? You will no longer be able to manage inventory for the	e selected DoDAAC(s).
	✓ Yes 🛇 No	
a.	Click \square to select the desired DoDAAC.	
h	Select X Delete The Delete TCP Managed DoDAAC's por	-up window

- b. Select . The **Delete ICP Managed DoDAAC's** pop-up window appears.
- c. Select Yes. The DoDAAC is removed from the ICP Header Record.
- 6. Select the POC Tab.







ICP/RSA	Managed DoDAACs	POC			
-POC Deta	ils		AGE/INTED		
Contact P	oint		Country		
BPG			US - UNITED STATES OF AMERICA		
Phone Nb	r		Address Line 1		
555-121	2				
DSN Nbr			Address Line 2		
867-530	9				
Fax Nbr			City		
Email Add	iress		State		
			NY - New York	*	
			Zip Cd		
			12345		
Add / Edit	Remarks				

- A. Update the Contact Point, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- B. Update the PHONE NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*
- C. Update the DSN NBR, entering the revised information in the field provided. *This is a* 25 alphanumeric character field.
- D. Update the FAX NBR, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*
- E. Update the Email Address, entering the revised information in the field provided. *This is a 80 alphanumeric character field.*
- F. Update the Country, using by to select the desired code.
- G. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- H. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
- I. Update the City, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*







7. Select . The revised CICP/RSA record is saved.

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	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.
161 — Remarks must be	Invalid Characters Entered in the Remarks field.
alphanumeric with sup-	Enter alphanumeric characters, or the following
ported special character(s)	permitted special characters: $, -, /, #, &,$
, -, /, #, &, comma,	comma, period, and space, with a max length of
period, and space, and max	256. Special characters like ! or @ are pro-
length of 256.	hibited.
13 – Mandatory Entry: CICP/RSA Type.	Missing Entry. Enter the appropriate information in the desired field.



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13 — Mandatory Entry: CICP/RSA Name.	
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 char- acters. 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 min- imum of 5 numeric characters, with an optional 4 numeric character extension.



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- 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







Item Manager Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Item Manager process provides the ability to add or update a manager for the Program. A Program is created by creating a name, stock numbers, and an item manager.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

MASTER DATA MGMT > Item Manager > Item Manager page

Page Fields

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

Instructions

The table below provides the list of instructions.

	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.
1		

Item Manager Search Criteria Grid

Program Name

Program Manager i Acquisition Reason Cd

Stock Nbr i

Owning DoDAAC

Rqn Prj Cd **i** Show only Active Programs

Program Search Results Grid

Program Name Program Description Acquisition Reason Cd PM First Name PM Last Name PM Email PM Phone Rqn Prj Cd(s)

Optional

Program Status PM Cell Phone PM DSN Nbr PM Fax Nbr PM Country PM Address Line 1 PM Address Line 2



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PM City PM State PM Zip Code

Procedures

ELMS Navigation Helpful Tips

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

Help Reference Guide

Search for an Item Manager

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.

1. Open the Search Criteria box by selecting >, and narrow the results by entering one or more of the following optional fields:.

Search Criteria			\sim
Program Name		i Owning DoDAAC	•
i Program Manager	All	 i Rqn Prj Cd	.
Acquisition Reason Cd		Show only Active Programs	
i Stock Nbr			
			り Reset Q Search

- Enter the Program Name in the field provided. *This is a 20 alphanumeric character field.*
- Use or local to assist with the Program Manager entry. *This is a 100 alphanumeric character field.*

Contacts Browse

- Enter the Acquisition Reason Cd in the field provided. *This is a 3 alphanumeric character field.*
- Use or to assist with the STOCK NBR entry. This is a 15 alphanumeric character field.

Stock Number Browse







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.

- Add a Program Identifier
- Update a Program Identifier
- Assign User
- User Browse
- Remove User







Add a Program Identifier

Overview

The Program Identifier Add process provides the ability to create a new Program.

Navigation

MASTER DATA MGMT > Item Manager >

+ Add > Add Program Identifier page

Page Fields

The following fields display on the **Add Program Identifier** 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.

Program Details Grid

Program Name * Program Description Acquisition Reason Cd Rqn Prj Cd(s)





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Program Manager Grid

First Name Last Name Phone Nbr Cell Phone Nbr DSN Nbr Fax Nbr Email Address Address Line 1 Address Line 2 City State Zip Cd Country

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

Add a Program Identifier

8 Cancel

Selecting **Bold** numbered steps are required.









1. Select

+ Add . The **Add Program Identifier** page appears, open to the Details grid.

* Program Name	Program Name	Acquisition Reason Cd	Acquisition Reason Cd
Program Description	Program Description	Rqn Prj Cd(s)	Rqn Prj Cd(s) (comma-separated)
Program Manager			D Reset Browse
First Name	First Name	Address Line 1	Address Line 1
Last Name	Last Name	Address Line 2	Address Line 2
Phone Nbr	Phone Nbr	City	City
Cell Phone Nbr	Cell Phone Nbr	State	State
OSN Nbr	DSN Nbr	Zip Cd	Zip Cd
ax Nbr	Fax Nbr	Country	Country

- 2. Complete the Program Details grid.
 - **A.** Enter the Program Name in the field provided. *This is a 20 alphanumeric character field.*
 - B. Enter the Program Description in the field provided. *This is a 15 alphanumeric character field.*
 - C. Enter the Acquisition Reason CD in the field provided. *This is a 3 alphanumeric character field.*
 - D. Enter the RQN PRJ CD(s) in the field provided. *This is a 3 alphanumeric character field.*
- 3. Complete the Program Manager grid.
 - 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 PHONE NBR in the field provided. *This is a 19 numeric character field*.
 - D. Enter the Cell PHONE NBR in the field provided. *This is a 19 numeric character field.*
 - E. Enter the DSN NBR in the field provided. *This is an 8 numeric character field.*







- F. Enter the FAX NBR in the field provided. *This is a 25 numeric character field.*
- G. Enter the E-MAIL Address in the field provided. *This is an 80 alphanumeric character field.*
- H. Enter the Address Line 1 in the field provided. *This is a 25 alphanumeric character field.*
- I. Enter the Address Line 2 in the field provided. *This is a 25 alphanumeric character field.*
- J. Enter the City in the field provided. *This is a 22 alphanumeric character field*.
- K. Enter the ZIP CD in the field provided. *This is a 10 numeric character field.*
- L. Use to select the Country. *This must be chosen before the State becomes available.*
- M. Use to select the State.
- 4. Select Save . The **Add Program** page closes, and the STOCK NBR Tab page appears.

Details Stock Nbr Item Managers					Action -
Search Criteria					\sim
i Stock Nbr		i Owning DoDAAC		N39574	•
i Stock Item Cd	A - NSN	▼ i RSA			•
Item Desc	Engine	<i>i</i> Reportable Commodity	Туре	BOAT CRAFT - BOATS AND CRAFTS	•
				り Reset Q S	earch
Stock Nbrs					\sim
Assigned Stock Nbrs Available Stock Nbr	s				
Assigned 🔯 Grid Options 🔻 🗌 — Remove f	rom Program				
Stock Nbr T Stock Item C	d Titem Desc	Owning DoDAAC	T RSA	Reportable Commodity Ty	pe 🔻
Selected 0/0 (4 4 0 Page 0	of 0 🕞 🖌 50 👻 items per page	•		No items to display	C







A. Select the Available STOCK NBRS Tab. *The list of available stock numbers appears.*

etails)	Stock N	br Item Ma	inagers						Action
Search	Criteria								,
Stock	Nbr					# Owning DoDA	AC	N39574	
Stock	tem Cd			A - NSN		i RSA			
m Des	:			Engine		i Reportable Co	mmodity Type	BOAT CRAFT - BOATS AND CRAFTS	
tock Assig Availa	Nbrs ned Stock Ni ible 🌣	ors Availab Grid Options V	le Stock Nbrs + Assign To P						
Assig Availa Sto	Nbrs ned Stock Ni ible 🔯 ck Nbr 🍸	ors Availab Grid Options ▼ Stock Item Cd	ile Stock Nbrs + Assign To P T Item D	rogram BSC T	Owning DoDAAC	T RSA	Reportable Commodity Type		
tock Assig Availa Sto 28	Nbrs ned Stock Ni ble ck Nbr 5014669284	Grid Options Stock Item Cd A - NSN	+ Assign To P T Item D ENGIN	esc TESEL CATERPILLAR	Owning DoDAAC N39574	T RSA T	Reportable Commodity Type BOAT CRAFT - BOATS AND CRAFT	s	
Assig Availa Sto 28 28	NDrs ned Stock Ni ble ck Nbr 5014669284 5015658972	Grid Options Stock Item Cd A - NSN A - NSN	He Stock Nbrs + Assign To P T Item D ENGIN ENGIN	e diesel caterpillar E diesel caterpillar E diesel cummins	Owning DoDAAC N39574 N39574	T RSA T NAVSCIATTS NAVSCIATTS	Reportable Commodity Type BOAT CRAFT - BOATS AND CRAFT BOAT CRAFT - BOATS AND CRAFT	8 8	
tock Assig Availa Sto 28 28 28 28	Nbrs ned Stock Ni ble ck Nbr 5014669284 15015658972 15011421772	Grid Options Stock Item Cd A - NSN A - NSN A - NSN	He Stock Nbrs + Assign To P T Item D ENGIN ENGIN ENGIN	egram asc T E DIESEL CATERPILLAR E DIESEL CUMMINS E DIESEL DETROIT DIESEL	Owning DoDAAC N39574 N39574 N39574	T RSA T NAVSCIATTS NAVSCIATTS NAVSCIATTS	Reportable Commodity Type BOAT CRAFT - BOATS AND CRAFT BOAT CRAFT - BOATS AND CRAFT BOAT CRAFT - BOATS AND CRAFT	s s	
Assig Availa Sto 28 28 28 28 28	Nbrs ned Stock Ni ble ck Nbr 5014669284 5015658972 5011421772 5015384257	Grid Options Stock Item Cd A - NSN A - NSN A - NSN A - NSN	He Stock Nbrs + Assign To P T Item D ENGIN ENGIN ENGIN ENGIN	e diesel caterpillar e Diesel caterpillar e diesel cummins e diesel detroit diesel e diesel yanmar	Owning DoDAAC N39574 N39574 N39574 N39574 N39574	T RSA NAVSCIATTS NAVSCIATTS NAVSCIATTS NAVSCIATTS	Reportable Commodity Type BOAT CRAFT - BOATS AND CRAFT BOAT CRAFT - BOATS AND CRAFT BOAT CRAFT - BOATS AND CRAFT BOAT CRAFT - BOATS AND CRAFT	s s s	

- B. Click C next to the desired STOCK NBRS. The STOCK NBRS are highlighted.
- C. Click + Assign To Program . The highlighted STOCK NBRS are moved to the Assigned STOCK NBRS tab.
- D. Select the Item Managers tab. *The Search Criteria screen appears.*

Jetails	Stock Nbr	Item Managers							Action •
Search	Criteria								
irst Name							Last Name		
mail Addr	ess						Phone Number		
lser Id									
								් Reset	Q Search
Item Ma	nagers							5 Reset	Q Search
ltem Ma Assign	nagers ed Users	🕸 Grid Options 🔻	+ Assign	- Remove F				ා Reset	Q Search
Item Ma Assign	nagers ed Users ID	Grid Options •	+ Assign First Name	- Remove F	rom Program]	Last Name	T Email Address	C Reset	Q Search

I. The Assign User pop-up window appears.

E.

Select

OR







Select the All Programs hyperlink in the top left corner. *The Item Manager Over-view page appears.*

Common Errors

C

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- ity 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: <i>Pro- gram Name</i> .	
13 — Mandatory Entry: <i>First Nam</i> e.	
13 — Mandatory Entry: <i>Last Nam</i> e.	
13 — Mandatory Entry: <i>E-</i> <i>MAIL</i> .	Missing Entry. Enter the appropriate information
13 — Mandatory Entry: <i>Address Line 1</i> .	in the desired field.
13 — Mandatory Entry: <i>City</i>	
13 — Mandatory Entry: <i>State</i> .	
13 — Mandatory Entry: <i>ZIP</i> <i>CD</i> .	









13 — Mandatory Entry: <i>Country</i> .	
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.
37 — Entry must = A — Z and/or 0 — 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
2170 — Value must be 1 to 3 characters in length.	Invalid Entry. The field must contain at least one character, but no more than three characters. Re—enter the field.
2169 — The entered Acquis- ition Reason Code is being used by another Program.	Invalid Entry. The Acquisition Reason Code must be a unique value between all Programs asso- ciated with an ICP. Re-enter the Acquisition Reason Code.
2171 — Value must be 3 characters in length.	Invalid Entry. The field must be exactly three characters. Re-enter the field.
2172 — Multiple values must be comma separated.	Invalid Entry. When adding multiple RQN PRJ CD (s), the individual codes must be separated by commas. Re-enter the multiple RQN PRJ CD(s).





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- Item Manager Overview
- Update a Program Identifier
- Assign User
- User Browse
- Remove User









Assign a User

Overview

The Assign User process allows connecting a contact to a Program.

Navigation

Master Data Mgmt > Ite	m Manager >	+ Add	>	🕄 Save	> Add a Program Iden-
tifier Item Manager Tab >	+ Assign	> Assign U	ser	pop-up wir	ndow

Page Fields

The following fields display on the **Assign User** 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.

Assign User Grid

User Id * First Name Last Name











Procedures

ELMS Navigation Helpful Tips

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

Assign a User

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

1. Select + Assign . The **Assign User** pop-up window appears.

Assign User	×
Instructions	
* <i>i</i> User Id	
First Name	
Last Name	
	Cancel + Add

- 2. Use or to assist with the USER ID entry. *This is an 8 alphanumeric character field.* User Browse
- 3. Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*
- 4. Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*
- 5. Select + Add. The **Assign User** pop-up window closes and the selected name appears in the Assigned Users 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.

- Item Manager Overview
- Add a Program Identifier
- Update a Program Identifier
- User Browse
- Remove User









Update a Program Identifier

Overview

The Program Identifier Update process allows editing of Programs.

Navigation

MASTER DATA MGMT > Item Manager > (desired record) > Edit Program Identifier page

Page Fields

The following fields display on the **Edit Program Identifier** 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 Tab

Program Details Grid

Program Name * Program Description Acquisition Reason Cd Rqn Prj Cd(s) Program Status









Program Manager Grid

First Name Last Name Phone Nbr Cell Phone Nbr DSN Nbr Fax Nbr Email Address Address Line 1 Address Line 2 City State Zip Cd Country

STOCK NBR Tab

Search Criteria Grid

Stock Nbr i

Stock Item Cd i

Item Desc

Owning DoDAAC

rsa i

Reportable Commodity Type i

STOCK NBRS Grid

All Stock Nbr Item Desc Owning DoDAAC RSA Reportable Commodity Type

Item Managers Tab

Search Criteria Grid

First Name Email Address User Id





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Last Name Phone Nbr

Item Managers Grid

User Id First Name Last Name Email Address Phone Nbr

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

C C

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

Update a Program Identifier

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

- 1. Click Click construct the desired entry. *The record is highlighted, and construction becomes available.*
- 2. Select **Edit**. The **Update a Program Identifier** page appears, open to the Details tab.









Program Details			
*Program Name	8P05	Acquisition Reason Cd	ABC
Program Description	BPO Test 5	Rign Prj Cd(s)	DEF
		Program Status	Active
Program Manager			
			D Reset Browse
First Name	BPO	Address Line 1	123 ABC AVENUE
Last Name	TEST2	Address Line 2	Address Line 2
Phone Nbr	555-1212	City	SCHENECTADY
Cell Phone Nbr	555-1212	State	New York
O SN Nbr	555-1212	Zip Cd	12345
Fax Nbr	Fai No	Country	UNITED STATES OF AMERICA
Email Address	ABC BOES COM		

- 3. Complete the Program Details grid.
 - **A.** Update the Program Name, entering the revised name in the field provided. *This is a 20 alphanumeric character field.*
 - B. Update the Program Description, entering the revised description in the field provided. *This is a 15 alphanumeric character field.*
 - C. Update the Acquisition Reason CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
 - D. Update the RQN PRJ CD(s), entering the revised codes in the field provided. *This is a* 3 alphanumeric character field.
 - E. Verify the Program Status.
- 4. Complete the Program Manager grid.
 - A. Update the Program Description, entering the revised description in the field provided. *This is a 15 alphanumeric character field.*
 - B. Update the Acquisition Reason CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
 - C. Update the RQN PRJ CD(s), entering the revised codes in the field provided. *This is a 3 alphanumeric character field.*
 - D. Update the First Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*







- E. Update the Last Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
- F. Update the PHONE NBR, entering the revised number in the field provided. *This is a 19 numeric character field.*
- G. Update the Cell PHONE NBR, entering the revised number in the field provided. *This is a 19 numeric character field.*
- H. Update the DSN NBR, entering the revised number in the field provided. *This is an 8 numeric character field.*
- I. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*
- J. Update the E-MAIL Address, entering the revised address in the field provided. *This is an 80 alphanumeric character field.*
- K. Update the Address Line 1, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*
- L. Update the Address Line 2, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*
- M. Update the City, entering the revised place in the field provided. *This is a 22 alpha-numeric character field.*
- N. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 numeric character field.*
- O. Update the Country, using to select the desired place. *This must be chosen before the State becomes available.*
- P. Update the State, using to select the desired place.
- 5. Select the STOCK NBR Tab.







Details	Stock NI	r Item M	lanagers					
Search C	iteria							
i Stock Nbr						i Ownir	ng DoDAAC	
i Stock Item	Cd					• i RSA		
Item Desc						i Repor	table Commodity Type	
Stock Nb	s							う Reset Q
Stock Nbr	S I Stock N	ors Avai	lable Sto	ck Nbrs				5 Reset Q
Stock Nbr Assigne Assigned	S I Stock N	ors Avai Grid Options ▼	lable Sto	ck Nbrs				5 Reset Q
Stock Nbi Assigner Assigner	S I Stock N I 🔯	ors Avai Grid Options ▼ Stock Item Cd	lable Sto	ck Nbrs nove From Program Item Desc	T Owning DoDAAC	T RSA	Reportable Commodity Type	5 Reset Q
Stock Nbr Assigne Assigned Stock I 28150	S I Stock N I 🔯 I Ibr 🝸 5658972	ors Avai 3rid Options ▼ Stock Item Cd A - NSN	lable Sto	ck Nbrs nove From Program Item Desc ENGINE DIESEL CUMM	Owning DoDAAC INS N39574	T RSA T NAVSCIATTS	Reportable Commodity Type BOAT CRAFT - BOATS AND CRAFTS	5 Reset Q
Stock Nbr Assigner Stock 1 28150 28150	S I Stock N I 🔯 T 5658972 5384257	ors Avai 3rid Options ▼ Stock Item Cd A - NSN A - NSN	lable Sto (— Re	ck Nbrs nove From Program Item Desc ENGINE DIESEL CUMM ENGINE DIESEL YANM	V Owning DoDAAC IINS N39574 AR N39574	T RSA T NAVSCIATTS NAVSCIATTS	Reportable Commodity Type BOAT CRAFT - BOATS AND CRAFTS BOAT CRAFT - BOATS AND CRAFTS	5 Reset Q

Add a Stock Number

- A. Select the Available STOCK NBRS Tab. The list of available stock numbers appears.
- B. Click next to the desired STOCK NBRS. *The STOCK NBRS are highlighted.*
- C. Click + Assign To Program. The highlighted STOCK NBRS are moved to the Assigned STOCK NBRS tab.

Delete a Stock Number

- A. Select the Assigned STOCK NBRS Tab. The list of available stock numbers appears.
- B. Click next to the desired STOCK NBRS. *The STOCK NBRS are highlighted*.
- C. Click Remove From Program . The highlighted STOCK NBRS are moved to the Available STOCK NBRS tab.
- 6. Select the Item Managers tab.







	Nbr Item Mana	agers			
Search Criteria					
First Name				Last Name	
Email Address				Phone Number	
User Id					
					් Reset Q
Item Managers					5 Reset
Item Managers	s 🔯 Grid Option	ns 🔻 📔 🕂 Assign	Errom Program		5 Reset Q
Item Managers	s 🕼 Grid Option	ns ▼	T Email Address T Phon	e Number	5 Reset
Item Managers Assigned User User ID BPGROCE	s 🗘 Grid Option First Name PIDGE	ns ▼		e Number	5 Reset
Item Managers Assigned User User ID BPGROCE PAKETERSOI	s Grid Option F First Name PIDGE PRISTINA	ns • + Assign • Last Name GROCE KETERSON		e Number	5 Reset

Add an Item Manager

A. Select + Assign

. The **Assign User** pop-up window appears.

Delete an Item Manager

A. Click next to the desired Item Manager. *The Item Managers are highlighted.*

Click - Remove From Program

. The **Remove User** pop-up window appears.

7. Select the All Programs hyperlink in the top left corner. *The Item Manager Overview page appears.*

Common Errors

В.

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	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.





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13 — Mandatory Entry: *Program Name*. Missing Entry. Enter the appropriate information in the desired field.

- Item Manager Overview
- Add a Program Identifier
- Assign User
- User Browse
- Remove User









Remove a User

Overview

The Remove a User pop-up window allows deleting a contact from a Program.

Navigation

Master Data Mgмt > Item Manager > 🗆 (desired record) >	> Edit Program >
Item Managers Tab > \Box (desired record) >	- Remove From Program	> Remove User
pop-up window		

Page Fields

The following fields display on the **Remove User** 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.

Remove User Grid











Procedures

ELMS Navigation Helpful Tips

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

Remove a User

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

- 1. Select
- Remove From Program

The Remove User pop-up window appears.

Instructions		
Are you sure you want to remove this user as an item ma	nager?	
	O Cancel	- Remove From Prog

2. Select ted name is disassociated from the Assigned Users grid.

Common Errors

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

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







- Item Manager Overview
- Add a Program Identifier
- Update a Program Identifier
- Assign User
- User Browse









Customer Profile Overview

Overview

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

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.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable





tables.

Search Criteria

Customer Id Customer Profile Desc Customer Name PMR Required Default Ship To

Search Results

Customer Id Customer Profile Desc Customer Name PMR Required Default Ship To Established Date

Optional

Advice Cd Condition Cd Contract Line Item Nbr Contract Nbr Demand Cd **Distribution Cd** Established By Fund Cd Last Tran Date Last Updated By Media Status Cd Priority Cd Program Id Project Cd Purpose Cd Reason Cd Remarks **Req Delivery Date Days** Signal Cd













Procedures

ELMS Navigation Helpful Tips

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

Search for a Customer Profile



Selecting at any point of this procedure returns all fields to the default setting. **Bold** numbered steps are required.

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

Search Criteria	^
Customer ID	PMR Required v
Customer Profile Desc	Default Ship To
Customer Name	
	C Reset Q Search

- Enter the Customer ID in the field provided. *This is a 6 alphanumeric character field.*
- Enter the Customer Profile DESC.
- Enter the Customer Name in the field provided. *This is a 125 alphanumeric character field.*
- Use to select the PMR Required.
- Enter the Default Ship To in the field provided. *This is a 6 alphanumeric character field.*







2. Select

Q Search . The Search Results grid appears.

& Optio	ns • + Add	🖋 Edit Manage Customers 💼 🛙	Delete							
•	Customer ID :	Customer Profile Desc	:	Customer Name	:	PMR Required	:	Default Ship To	1	Established Date
	W14FX0	54TH TROOP COMMAND(W14FX0)		54TH TROOP COMMAND(W14FX0)		Yes		-		01/20/2021 02:40 PM
	W25G1Q	876 Motor Regxx		U S ARMY DEPOT LETTERKENNY		Yes		W25G1Q		09/12/2023 01:22 PM
	H92171	NSW GROUP 2 LOGSU 2 ARMORY		NSW GROUP 2 LOGSU 2 ARMORY		No		H92171		07/22/2021 06:23 PM
	W90800	TEST CUSTPROFILE		TEST CUSTPROFILE		Yes		W91199		10/28/2019 03:36 PM

Add a Customer Profile

Select + Add

The **New Customer Profile** slider appears.

Update a Customer Profile

- 1. Click C to select the desired entry. The Customer Profile is highlighted, and Delete become available.
 - Select <u>Edit</u>. The **Edit Customer Profile** slider appears.

Manage Customer Profiles

Manage Customers

Select

2.

. The **Manage Customer Browse** pop-up window appears.

Delete a Customer Profile

- 1. Click C to select the desired entry. *The Customer Profile is highlighted, and C 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

- Add a Customer Profile
- Update a Customer Profile
- Delete a Customer Profile
- Manage Customer Browse







Add a Customer Profile

Overview

The Customer Profile Add process provides the ability to create a new customer record in the Materiel Management/Inventory Control Point (MM/ICP) 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.

Navigation

	Q Search	+ Add	
MASTER DATA MGMT > Customer Profile >	>	>	> Add Customer Profile
slider			

Page Fields

The following fields display on the **Add Customer Profile** slider. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

er

Customer Details Grid

Customer Id * Customer Name Customer Profile Description * PMR Required PMR RIC Remarks

Customer Requisition Grid

Ship To DoDAAC * Required Delivery Date Days



ODASD (Logistics) under A&S Sustainment



Unclassified





Priority Designator * Signal Cd Advice Cd Media & Status Code * Distribution Cd Condition Cd * Fund Cd Demand Cd Purpose Cd Project Cd Reason Cd Contract Nbr Contract Line Item Nbr

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

ELMS Navigation Helpful Tips

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



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Add a Customer Profile Selecting Carcel at any point of this procede	ure removes all revisi	ions and closes the page.
Selecting retains the information	on and returns to the	previous page. Bold
numbered steps are required.		
1. Select + Add . The Add Customer Pro	file page appears.	
Add Customer Profile		×
Instructions / Help		
1. Customer Details 2. Customer Requisition 3. Contacts		
Customer Details Details about the customer profile can be entered below. All fields marked with a	an * are required	
* Customer ID Q	PMR RIC	
Customer Name	TEST	1
* Customer Profile Description		
PMR Required No		
Cancel		Next ->

- 2. Complete the Customer Details tab.
 - **A.** Use **(Q**) to select the Customer Id.
 - B. The Customer Name automatically appears when the Customer ID is entered.
 - **C.** Enter the Customer Profile Description in the field provided. *This is a 125 alpha-numeric character field.*
 - D. Enter the PMR Required in the field provided. *This is a 1 character Boolean field.*
 - E. Enter the PMR RIC in the field provided. *This is a 3 alphanumeric character field*.
 - F. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*







Instructions / Help					
1. Customer Details 🥏	2. Customer Requisition	3. Contacts			
Customer Requi	sition				
Default values for new ma	nual Customer Requisitions fron	n the customer can be s	elected below. All fields marked wi	th an * are required.	
* Ship to DoDAAC			* Condition Cd	-Select-	•
Required Delivery Date Days	0		Fund Cd		
* Priority Designator	-Select-	•	Demand Cd	-Select-	•
Signal Cd	-Select-	•	Purpose Cd	-Select-	•
Advice Cd	-Select-	•	Project Cd		
* Media & Status Cd	-Select-	•	Reason Cd		
Distribution Cd			Contract Nbr		
			Contract Line Item Nbr		

- **A.** Enter the Ship To DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- B. Enter the Required Delivery Date Days in the field provided. *This is a 3 numeric character field.*
- **C.** Use to select the Priority Designator.
- D. Use \checkmark to select the Signal Cd.
- E. Use \checkmark to select the Advice Cd.
- **F.** Use to select the Media & Status Code .



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- G. Enter the DISTRIBUTION CD in the field provided. *This is a 3 alphanumeric character field.*
- **H.** Use to select the Condition Cd.
- I. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*
- J. Use to select the Demand Cd.
- K. Use to select the Purpose Cd.
- L. Enter the PROJECT CD in the field provided. *This is a 3 alphanumeric character field*.
- M. Enter the REASON CD in the field provided. *This is a 3 alphanumeric character field*.
- N. Enter the CONTRACT NBR in the field provided. *This is a 50 alphanumeric character field.*
- O. Enter the Contract Line Item Number in the field provided. *This is a 4 alphanumeric character field.*

Next 🔶

. The Contacts tab appears.



4.

Select





			Help Referen	ice Gi
Add Custom	ner Profile			
Instructions / Hel	p			
1. Customer Details 🥊	2. Customer Requisition 🥥	3. Contacts		
Contact Deta Customer contact info	ils prmation can be entered below. The co	ntact's first and last nam	e are required when adding a contact.	
Information F	Point of Contact			
First Name			Email	
Last Name			Phone Nbr	
Title			Int. Phone Nbr	
DSN				
Authorized Re	epresentative			
First Name			Email	
Last Name			Phone Nbr	
Title			Int. Phone Nbr	
DSN				

- 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.

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- ity access	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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 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 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.
2 — Invalid entry <i>Customer</i> <i>ID</i> .	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: <i>Cus-</i> <i>tomer ID Type</i> .	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: <i>Cus-</i> tomer ID.	
1 — Record must exist.	Invalid Entry. The Record needs to match the entries. Re-enter the entry.







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.
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS 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- cified Customer ID.	Invalid Entry. The Customer ID must be unique within the ICP. Either enter a different Cus- tomer ID or create a different Customer Profile.
xxxx — The specified Cus- tomer 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	Missing Entry. An Authorized Representative
required when entering an	entry requires a Last Name. Enter the Last
Authorized Representative.	Name.
xxxx - PROJECT CD must be	Missing Entry. The PROJECT CD field is a 3 alpha-
3 characters.	numeric character field. Enter the PROJECT CD.

Related Topics

- Customer Profile Overview
- Update a Customer Profile
- Delete a Customer Profile
- Manage Customer Browse









> Manage

Manage Customers

Overview

The Manage Customers process allows searching for, creating, and editing the customer record to increase the accuracy of the data required to create a requisition.

Navigation

Manage Customer Profile > Q Search > Manage Customers Customer pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Search Criteria

DoDAAC RIC Customer Name PMR Required

Search Results

Select Customer Id Customer Name RIC PMR Required









PMR RIC

Add Customer

DoDAAC * Customer RIC PMR Required PMR RIC

Update Customer

DoDAAC Customer RIC PMR Required PMR RIC

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Manage Customers

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







- 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. Enter the Customer Name in the field provided. *This is a 125 alphanumeric character field.*
- D. Use to select the PMR Required.
- 2. Select Q Search . The Search Results grid appears.



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👂 Option	ns - Edit							
	Customer ID :	Customer Name	: RIC	:	PMR Required	:	PMR RIC	:
	W14FX0	54TH TROOP COMMAND(W14FX0)			Yes		WWH	
	W14FX0	W78T 54TH TRP CMD			Yes		WWH	
Selected 0/2		► 10 • items per page						1 - 2 of 2 item
- Add	Customer							

Add a Customer

1. Select + Add Customer

. The **Add Customer** pop-up window appears.

Customer Details		·
Dodaac	RIC	
Customer	PMR Required	
	PMR RIC	

- **A.** Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- B. The Customer automatically appears when the DoDAAC is entered.
- C. Enter the RIC in the field provided. *This is a 3 alphanumeric character field*.







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







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
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.
2 — Invalid entry <i>Customer</i> <i>Id</i> .	Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.
1 — Record must exist DoDAAC/RIC.	Invalid Entry. The Record needs to match the entries. Re-enter the entry.

Related Topics

- Customer Profile Overview
- Add a Customer Profile
- 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 Materiel Management/Inventory Control Point (MM/ICP) module.

Navigation

MASTER DATA MGMT > Customer Profile >

> Edit Customer Profile slider

Page Fields

The following fields display on the **Edit Customer Profile** slider. For more information on each field, select the appropriate hyperlink.

/ Edit

Instructions

The table below provides the list of instructions.

Number Value

Customer Details Grid

Customer Id * Customer Name Customer Profile Description * PMR Required PMR RIC Remarks

Customer Requisition Grid

Ship To DoDAAC * Required Delivery Date Days Priority Designator * Signal Cd





Unclassified





Advice Cd Media & Status Code * Distribution Cd Condition Cd * Fund Cd Demand Cd Purpose Cd Project Cd Reason Cd Contract Nbr Contract Line Item Nbr

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

ELMS Navigation Helpful Tips

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











Update a Custor	ner Profile			
Selecting Concel Selecting Concel Selecting Concel numbered steps a 1. Select Concel	at any point of this proced retains the informat are required. . The Edit Customer Pro	dure removes all ion and returns t ofile page appeal	revisions and clos o the previous pa rs.	ses the page. age. Bold
Edit Custome Instructions / Help 1. Customer Details	er Profile 2. Customer Requisition 3. Contacts			×
Customer Details about the custor	ails mer profile can be entered below. All fields marked with	h an * are required		
* Customer ID	W14FX0 Q	PMR RIC	WWH	
Customer Name	54TH TROOP COMMAND(W14FX0)		TEST1	
* Customer Profile Description	54TH TROOP COMMAND(W14FX0)	Remarks		
PMR Required	Yes			
(8) Cancel				Next >

- 2. Update the Customer Details tab.
 - **A.** Update the Customer Id, using **Q** to browse for the revised identifier.
 - B. Verify the Customer Name.
 - **C.** Update the Customer Profile Description, entering the revised explanation in the field provided. *This is a 125 alphanumeric character field.*
 - D. Update the PMR Required, entering the revised in the field provided. *This is a 1 character Boolean field.*
 - E. Update the PMRRIC, entering the revised code in the field provided. *This is a 3 alpha-numeric character field.*







- **A.** Update the Ship To DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
- B. Update the Required Delivery Date Days, entering the revised amount in the field provided. *This is a 3 numeric character field.*
- **C.** Update the Priority Designator, using 💌 to select the desired factors.
- D. Update the Signal Cd, using 🕐 to select the desired code.
- E. Update the Advice Cd, using 🕐 to select the desired code.







- **F.** Update the Media & Status Code, using 💌 to select the desired code.
- G. Update the DISTRIBUTION CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
- **H.** Update the Condition Cd, using to select the desired code.
- I. Update the FUND CD, entering the revised code in the field provided. *This is a 2 alpha-numeric character field.*
- J. Update the Demand Cd, using to select the desired code.
- K. Update the Purpose Cd, using 💌 to select the desired code.
- L. Update the PROJECT CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
- M. Update the REASON CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
- N. Update the CONTRACT NBR, entering the revised identifier in the field provided. *This is a 50 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.*
 - Next 🔶
 - . The Contacts tab appears.



4.

Select





Instructions / Help				
1. Customer Details 🥝	2. Customer Requisition 🥏	3. Contacts		
Contact Details	ation can be entered below. The co	ntact's first and last nar	ne are required when adding a contact.	
Information Po	int of Contact			
First Name	NAME		Email	
Last Name	NAME		Phone Nbr	
Title	TITLE		Int. Phone Nbr	
DSN				
Authorized Rep	resentative			
First Name			Email	
Last Name			Phone Nbr	
Title			Int. Phone Nbr	
DSN				

- 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.*

🗸 Finish

5. Select . 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.







125 — No record(s) match search criteria or you do not have the appropriate secur- ity 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 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.
2 — Invalid entry <i>Customer</i> <i>ID</i> .	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: <i>Cus-</i> tomer ID Type.	Missing Entry. Enter the appropriate information
13 — Mandatory Entry: <i>Cus-</i> tomer ID.	in the desired field.







1 — Record must exist.	Invalid Entry. The Record needs to match the entries. Re-enter the entry.
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.
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS 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- cified Customer ID.	Invalid Entry. The Customer ID must be unique within the ICP. Either enter a different Customer ID or create a different Customer Profile.
xxxx — The specified Cus- tomer 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.





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xxxx — First Name is	Missing Entry. An Authorized Representative
required when entering an	entry requires a First Name. Enter the First
Authorized Representative.	Name.
xxxx — Last Name is	Missing Entry. An Authorized Representative
required when entering an	entry requires a Last Name. Enter the Last
Authorized Representative.	Name.
xxxx — PROJECT CD must be	Missing Entry. The PROJECT CD field is a 3 alpha-
3 characters.	numeric character field. Enter the PROJECT CD.

Related Topics

- Customer Profile Overview
- Add a Customer Profile
- Delete a Customer Profile
- Manage Customer Browse







Delete a Customer Profile

Overview

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

Navigation

MASTER DATA MGMT > Customer Profile > 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

Procedures

ELMS Navigation Helpful Tips

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









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 sup-	Invalid Characters Entered in the Remarks field.
ported special character(s)	permitted special characters: $(-, /, #, &,)$
period, and space.	like ! or @ are prohibited.

Related Topics

- Customer Profile Overview
- Update a Customer Profile
- Delete a Customer Profile
- Manage Customer Browse









Contractor Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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 ELMS.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

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 👔

Contractor Grid

All

Corporation Name Division Name CAGE Cd DoDAAC

Optional

Program Id Established Dt/Tm



ODASD (Logistics) under A&S Sustainment



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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

ELMS Navigation Helpful Tips

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

Search for a Contractor

One or more of the Search Criteria fields can be entered to isolate the results. By default, all



at any point of this procedure returns all fields to

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

Instructions				
Search Criteria				
i CAGE Cd	All	i DoDAAC	All	
Corporation Name	All	i Division Name	All	
	Q Search	C Reset		

Enter the CAGE CD, using *i* to assist with the entry. *This is a 5 alphanumeric char*acter field.







OD un

ODASD (Logistics) under A&S Sustainment 498 Unclassified

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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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	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









> Add Contractor pop-up window

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 ELMS.

+ Add

Navigation

MASTER DATA MGMT > Contractor >

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS $1 = 0-9$, POS 5 must =







Contractor Tab

CAGE Cd * DoDAAC Corporation Name * Division Name Add / Edit Remarks

> Remarks History Remarks

POC tab

Contact Point Country Phone Nbr Address Line 1 DSN Nbr Address Line 2 FAX Nbr City E-Mail Address State ZIP Cd Add / Edit Remarks

Remarks



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Help Reference Guide



History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

EL	MS Navigation Helpful Tips Click the following link to display Materiel Management/Inventory Control Point Navigation Tips.
Add	a Contractor
Se pa	electing Cancel at any point of this procedure removes all revisions and closes the age. 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.

ontractor 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 Code Not Applicable 🔹
	Zip Cd
Add / Edit Remarks	





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Α.

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

Help Reference Guide

- B. Use to select the Country.
- C. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field*.
- D. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*
- E. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*
- F. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*
- G. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field*.
- H. Enter the City in the field provided. *This is a 25 alphanumeric character field.*
- I. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*
- J. Use to select the State.
- K. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field*.
- L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- 8. Select Add. 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.






125 — No record(s) match search criteria or you do not have the appropriate secur- ity 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		
13 — Mandatory Entry: <i>Cor-</i> <i>poration Name</i> .	in the desired field.		
185 — Record already exists.	Invalid Entry. The CAGE CD already exists in this Program tier. Check the code again, and re-enter the field.		
	Invalid Entry. The DoDAAC already exists in this Corporation. Check the code again, and re- enter the field.		
204 — Invalid CAGE 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.		





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



506 Unclassified





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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 ELMS.

Navigation

MASTER DATA MGMT > Contractor > \Box (desired record) >	> Update Contractor
pop-up window	

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
132	To search for CAGE CD, see https://cage.dla.mil.









161	NCAGE CD must = 5 POS. When POS $1 = 0.9$, POS 5 must = alpha but not I, O, or X. When POS $1 = A$, POS 5 must = 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 ZIP Cd Add / Edit Remarks











Remarks **History Remarks**

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

Update a Contractor

× Delete

Selecting	O Cancel	at any point of this procedure removes all revisions and closes the
page. Bolo	d numbered	l steps are required.

Click 1.



Help Reference Guide

 History become available. and

/ Edit . The **Update Contractor** pop-up window displays, with the Contractor 2. Select Tab available.







Instructions		
Contractor POC		
Contractor		
* CAGE Cd	DoDAAC	
0KEJ0	Q10001	
* Corporation Name	Division Name	
LEIDOS INC.	DPAS GROUP	
Add / Edit Remarks		

- **3.** Update the CAGE CD, entering the revised code in the field provided. *This is a 5 alpha-numeric character field.*
- 4. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alpha-numeric 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.*

V Update

Select . The revised Contractor is saved, and the row appears green in the Contractor results grid .

8.

OR

Select the POC Tab.







contractor POC	
-POC Details	
Contact Point	Country
BPG	US - UNITED STATES OF AMERICA
Phone Nbr	Address Line 1
555-1212	4640 E Trindle Rd
DSN Nbr	Address Line 2
Fax Nbr	City
	Camp Hill
Email Address	State
bpg@bpg.com	PA - Pennsylvania 🔻
	Zip Cd
	17011
Add / Edit Remarks	

- A. Update the Contact Point, entering the revised name in the field provided. *This is a* 35 alphanumeric character field.
- B. Update the Country, using to select the desired code.
- C. Update the PHONE NBR, entering the revised number in the field provided. *This is a* 25 alphanumeric character field.
- D. Update the Address Line 1, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*
- E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- F. Update the Address Line 2, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*







- G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
- H. Update the City, entering the revised name in the field provided. *This is a 25 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 by 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.*

V Update

9. Select . 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.
161 — Remarks must be	Invalid Characters Entered in the Remarks field.
alphanumeric with sup-	Enter alphanumeric characters, or the following





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ported special character(s) \$, — , /, #, &, comma, period, and space.	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: <i>Cor-</i> poration 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.		
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a min-	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a min- imum of 7 numeric characters, or the following		





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imum of 7 — pos, with sup- ported special characters(s) — , +, (), x, period and space.	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 CD is not in valid format (12345, 12345- 1234, 12345 1234).	Invalid ZIP Code format entered. Enter a min- imum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

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







Delete a Contractor

Overview

The Contractor Delete process allows removal of a Contractor Record. The Contractor Records are stored at the Program Management level, so the records are removed throughout ELMS.

Navigation

MASTER DATA MGMT > Contractor > \Box (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

ELMS Navigation Helpful Tips

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

Delete a Contractor

Selecting Cancel at any point of this procedure rem page. Bold numbered steps are required. Click to select the desired entry. The Contractor is Delete, and History become available.	noves all revisions and closes the shighlighted, and redit,
Select Contractor pop-up w	indow appears.
Delete Contractor	×
Instructions	•
Delete Contractor	
Are you sure you want to delete this Contractor and any asso History Remarks	ociations?

- 3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- 4. Select 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 secur- ity 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 selec- ted Contractor.	Invalid Deletion. A Contractor record cannot be deleted if there is any open Contract still asso- ciated to that Contractor. Review the Contractor record again, and remove any remaining asso- ciated information so the Contractor can be deleted.

Related Topics

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









View the Contractor History

Overview

The Contractor History process displays all of the previous transactions regarding a Contractor Record. The Contractor Record is stored at the Program Management level, and the one record is used throughout the Materiel Management and Warehouse Management modules. Therefore the History shown is throughout ELMS.

Navigation

MASTER DATA MGMT > Contractor > \Box (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.

ber

Contractor History Grid

Operation Last Transaction Dt/Tm Last Updated By Corporation Name Division Name CAGE Cd DoDAAC

Optional

Program Id



518 Unclassified





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

ELMS Navigation Helpful Tips

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

View the Contractor History



× Delete

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

Click \square to select the desired entry. *The Contractor is highlighted, and* 1.



() History become available. , and

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







History for 0	contractor	BPG LLC							×
Instructions									
Contractor	History	🗘 Grid Op	tions v						
Operation	Last Transa	action Dt/Tm	↓ T	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	

Help Reference G

- 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 \times . 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.
161 – Remarks must be	Invalid Characters Entered in the Remarks field.
alphanumeric with sup-	Enter alphanumeric characters, or the following





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ported special character(s) \$, - , /, #, &, comma, period, and space. 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 Materiel Management/Inventory Control Point (MM/ICP) 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 ELMS.

Navigation

MASTER DATA MGMT > Contract > Contract page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
132	To search for CAGE CD, see https://cage.dla.mil.









161	NCAGE CD must = 5 POS. When POS $1 = 0.9$, POS 5 must = alpha but not I, O, or X. When POS $1 = A$, POS 5 must = 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







Unclassified





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



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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

ELMS Navigation Helpful Tips

Click the following link to display Materiel Management/Inventory Control Point 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 CReset 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	•
Divry Order Nbr				
Contract Desc		Contract Type Cd	All	•
Start Dt	ti i	Expiration Dt		Ē

- Enter the CONTRACT NBR in the field provided. *This is a 13 alphanumeric character field.*
- Use 🚺 to s

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 is to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.
- 2. Select *Q* Search . *The Search Results appear.*

	ract	🗘 Grid Options 🔻 🕇 Add 🥒 Edi	t 🛛 🗙 Delete 📗 🔳 Copy	Attachments						
		Contractor	Contract Type Cd	Contract Nbr †	Y Non-DoD Contract Nbr	T Divry Order Nbr	T Contract Desc	T Start Dt	T Expiration Dt	Ŧ
•		FAKE1 - FAKE LLC/MADE UP DIVISION	D - DoD	N0002498A7654			Trial BPG	07/07/2017	07/13/2018	
•		BPG12 - BPG LLC/BPG DIV-A2	D - DoD	N0002428B6789		1234	Trial B BPG	08/01/2017	08/01/2018	
Select	ed 0/2	Page 1 of)) 50 y	items per page				1 - 2 of 2 items	Ċ







View the Associated Stock Numbers

Select 🕨 . The Associated Stock Numbers Grid appears below the Contract record. 1.

ntr	act	Crid Options	• + Add	/ Edit	X Delete	Copy	Attachments							
		Contractor		Ŧ	Contract Type Co	T	Contract Nbr †	▼ Non-DoD Contract Nbr	T Divry Order Nbr	T Co	ntract Desc	T Start D	t T Expiration D	t
Τ		FAKE1 - FAKE L	C/MADE UP D	IVISION	D - DoD		N0002498A7654			Tri	al BPG	07/07/2	07/13/2018	
		BPG12 - BPG LL	C/BPG DIV-A2		D - DoD		N0002428B6789		1234	Tri	al B BPG	08/01/2	08/01/2018	
	Ass	ociated Stock	Numbers	🗘 Grid	Options v									
	Stock	Nbr †	Item Desc											
	84150	001777992	SOCKS,EXT	REME CO	LD WEATHER									
	84150	15269168	PARKA,COLI	D WEATH	ER									
	84150	15269181	PARKA,COLI	D WEATH	ER									
	Selec	cted 0/3		Page	1 of 1 🕞			50 🔻 items per page					1 - 3 of 3 item:	5
	4.0/2	00	Daga	4			50	tema nar nara		-		_	1 2 of 2 iter	

- The STOCK NBR automatically populates and is not editable. 2.
- 3. The ITEM DESC automatically populates and is not editable.
- Select 🔼 . The Associated Stock Numbers Grid closes. 4.

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Add a	a New Contract
Selec	t + Add . The Add a Contract pop-up window appears.
Upda	te a Contract
1.	Click to select the desired entry. <i>The Contract row is highlighted, and Click</i> , <i>Edit</i> , <i>Click</i> , <i>C</i>
2.	Select Edit . The Update a Contract pop-up window appears.
Delet	e a Contract
1.	Click to select the desired entry. <i>The Contract row is highlighted, and</i> Edit , Delete , Copy , Attachments , and History become available.
2.	Select X Delete . The Delete a Contract pop-up window appears.
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Select 🌋 to display the **Contractor** page, listing out the contractors associated with this Division.

Common Errors

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

Error	Solution	









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

Related Topics

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









Add a Contract

Overview

The Contract Add process provides the ability to create new contract information for a contractor.

+ Add

Navigation

MASTER DATA MGMT > Contract >

> Add Contract pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
313	DoDAAC entry must be 6-pos alphanumeric except for alpha "I" or "O".
449	CONTRACT NBR consists of 13 POS: POS 1-6 = DODAAC, POS 7-8





numeric, POS 9 alpha except "I" or "O" and POS 10-13 alphanumeric.

Contract Info Tab

Contract Type Cd * Contractor * Contract Nbr * Contract Desc Dlvry Order Nbr Start Dt Expiration Dt Manage Stock Nbrs Add / Edit Remarks

> Remarks History Remarks

POC Info Tab

Contract POC

Contact Point Country Phone Nbr Address Line 1 DSN Nbr Address Line 2 FAX Nbr City Email Address State ZIP Cd Add / Edit Remarks

> Remarks History Remarks









Admin POC

DoDAAC Contact Point Country Phone Nbr Address Line 1 DSN Nbr Address Line 2 FAX Nbr City Email Address State ZIP Cd Add / Edit Remarks

> Remarks History Remarks

Issuing POC

DoDAAC Contact Point Country Phone Nbr Address Line 1 DSN Nbr Address Line 2 FAX Nbr City Email Address State ZIP Cd Add / Edit Remarks

> Remarks History Remarks

Property Admin POC

Contact Point Country Phone Nbr Address Line 1 DSN Nbr



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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

ELMS Navigation Helpful Tips

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

Add a Contract

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

+ Add . The **Add Contract** pop-up window displays, with the Contract Info Tab 1. Select available.







	· · · · ·		1		
Contract Info	POC Info	Stock Numbers			
- Contract					
* Contract T	fype Cd			* Contractor	
Select an I	Item			Select an Item	-
* Contract M	Nbr	11			
Start Dt				Expiration Dt	
Start Dt		Ê	•		***
Manage	Stock Nbrs				

- **2.** Use to select the Contract Type Cd. *If the type is Non-DoD, then the Non-DoD CONTRACT NBR field appears.*
- **3.** Use to select the Contractor.
- **4.** Enter the CONTRACT NBR in the field provided. *This is a 13 alphanumeric character field.*
- 5. Enter the CONTRACT DESC in the field provided. *This is a 125 alphanumeric character field*.
- 6. Enter the DLVY ORD NBR in the field provided. *This is a 4 alphanumeric character field*.
- 7. Use to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
- 8. Use let to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.
- 9. Click \Box 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 empty Associated Stock Numbers results grid.*

ontract Info	POC Ir	fo Stock Num	rs		
Associated	d Stock	Numbers	t Grid Options 🔻 🕇 Add Stock Nbr(s)		
		Stock Nbr	tem Desc		
		1005000012676	ILTER, GUN DRIVE		
	9	1005000032267	BUN		
	\bigcirc	1005016087565	ODIFICATION KIT, GUN, WEAPON		
Selected 0/3	(ge 1 of 1 () () () ()	▶ 50 ▼ items per page	1 - 3 of 3 items 🔿

Add Stock Nbr(s)

+ 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*
- b. Select Clete . 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.







Structions				
ontract Info	POC Info	Stock Numbers		
Contract	- PC	C Details		
Admin	Co	ntact Point	Country	
lesuing			* - N/A	-
	Ph	one Nbr	Address Line 1	
Froperty Au	DS	N Nbr	Address Line 2	
	Fa	x Nbr	City	
	Em	ail Address	State	
			* - State Cd Not Applicable	*
			Zip Cd	
	Ad	d / Edit Remarks		

- A. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*
- B. Use to select the Country.
- C. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field*.
- D. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*
- E. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*
- F. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*
- G. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
- H. Enter the City in the field provided. *This is a 25 alphanumeric character field*.
- I. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*









- J. Use to select the State.
- K. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field*.
- L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
 - a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
 - b. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select Add. The new Contract record is saved, and appears in the Contract results grid.

М.

OR

Select the Admin POC Details section.







1.02010-05038				
Contract Info	POC Info	Stock Numbers		
Contract	⊢ Ad	min		
Admin	Do	DAAC		
Issuing				
Property Adr	min PC Co	OC Details	Country	
			* - N/A	•
Ph		one Nbr	Address Line 1	
	DS	N Nbr	Address Line 2	
Fax N Email		x Nbr	City	
		nail Address	State	
			* - State Cd Not Applicable	•
			Zip Cd	
	Ad	d / Edit Remarks		

- a. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- b. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*
- c. Use to select the Country.
- d. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
- e. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*
- f. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*
- g. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*





- h. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
- i. Enter the City in the field provided. *This is a 25 alphanumeric character field.*
- j. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*
- k. Use to select the State.
- I. 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 char-acter field.*
 - 2. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric 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.







istructions				
Contract Info	POC Info	Stock Numbers		
Contract	-Iss	suing		
Admin	Do	DAAC		
Issuing				
Property Ad		DC Details		
	Co	ontact Point	Country	
			[* - N/A	•
	Ph	ione Nbr	Address Line 1	
	DS	SN Nbr	Address Line 2	
	Fa	x Nbr	City	
	En	nail Address	State	
			* - State Cd Not Applicable	*
			Zip Cd	
	Ad	ld / Edit Remarks		

- 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.*








- 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 alpha-numeric 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 doubling					
ontract Info	POC Info	Stock Numbers			
Contract	PC	OC Details			
Admin	Co	ntact Point	Country		
			* - N/A	•	
issuing	Ph	one Nbr	Address Line 1		
Property Ad	min				
	DS	N Nbr	Address Line 2	04	
	Fa	x Nbr	City		
	Em	nail Address	State		
			* - State Cd Not Applicable	•	
			Zip Cd		
	Ad	d / Edit Remarks			

- 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.
161 — Remarks must be	Invalid Characters Entered in the Remarks field.
alphanumeric with sup-	Enter alphanumeric characters, or the following
ported special character(s)	permitted special characters: $, -, /, #, &,$
\$, — , /, #, &, comma,	comma, period, and space. Special characters
period, and space.	like ! or @ are prohibited.
13 – Mandatory Entry: Contract Type CD.	Missing Entry. Enter the appropriate information in the desired field.







13 — Mandatory Entry: <i>Con-</i> <i>tractor</i> .	
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 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 CD is not in valid format (12345, 12345- 1234, 12345 1234).	Invalid ZIP Code format entered. Enter a min- imum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Contract Overview
- Update a Contract











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









-

Copy a Contract

Overview

The Contract Copy process provides the ability to duplicate all the values in a contract, including POC and stock number associations. The DLVY ORDER NBR, START DT, and EXPIRATION DT fields are not duplicated and expect entries.

Navigation

MASTER DATA MGMT > Contract > \Box (desired record) >	Сору	> 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.

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



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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

ELMS Navigation Helpful Tips

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

Copy a Contract

available.

Se pa	electing selecting	Cancel at any p umbered steps ar	ooint of this proo	cedure removes all rev	visions and closes the	
1.	Click 🗆 to	select the desire	ed entry. <i>The C</i>	ontract is highlighted,	and Edit , X Delete ,	
2.	Select	, Copy . The Add	, and I Contract pop [.]	up window displays, v	with the Contract Info Tab	







Contract Info	POC Info	Stock Numbers			
-Contract-					
* Contract T	ype Cd			* Contractor	
N - Non De	D		•	1BCD5 - BPG TEST	
* Contract N	lbr			Non-DoD Contract Nbr	
SPECWA	45ABCDE			ABC123DEF456G	
Contract De BPG Test	SC			Divry Order Nbr	
Start Dt				Expiration Dt	
					E
Manage	Stock Nbrs				

- **3.** Update the Contract Type Cd, using to select the desired code.
- **4.** Update the Contractor, using **b** 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 is 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.*

Contract Info	POC Ir	nfo Stock Num	bers						
Associate	d Stock	Numbers	🕸 Grid Options 🔻	+ Add Stock Nbr(s)	X Delete				
		Stock Nbr	Item Desc						
		1005000032267	GUN						
Selected 0/1	()		Page 1 of 1	() (H) (H) (4) (b) (b) (50 🔻 i	ems per page	1 - 1 of 1 items	C

Add Stock Nbr(s)

+ Add Stock Nbr(s)

The Stock Number Browse pop-up window appears.

Delete Stock NBR(s)

a. Click \Box 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 ir	n the Contract POC	Details section.
---------------------------	--------------------	------------------

Contract Info POC I		Stock Numbers			
Contract	E F	POC Details			
Admin	0	Contact Point	Country		
lecuing	_	Pidge Contract	US - UNITED STATES OF AMERICA	•	
issuing	F	Phone Nbr	Address Line 1 123 ABC Drive		
Property Ad	min	555-1212			
	0	SN Nbr	Address Line 2		
		555-1221			
	F	ax Nbr	City		
		555-1212	Anywhere		
	E	mail Address	State		
		no-reply@nowhere.com	NY - New York	•	
			Zip Cd		
			12345		
	4	Add / Edit Remarks			

- Update the Contact Point, entering the revised name in the field provided. This is a A. 35 alphanumeric character field.
- В. Update the Country, using by 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 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 by 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.*

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

М.

OR

Verify the information in the Admin POC Details section.







Contract Info	POC Info	Stock Numbers					
Contract							
Admin							
Issuing		SPECWA					
Property Adr		C Details					
	Co	ontact Point	Country				
	F	Pidge Admin	US - UNITED STATES OF AMERICA	•			
Ph		one Nbr	Address Line 1				
		555-1212	123 ABC Avenue				
	DS	DSN Nbr Address Line 2					
	Ę	555-1212					
	Fa	x Nbr	City				
	Ę	555-1212	Nowheresville				
	Em	nail Address	State				
	r	no-reply@no-reply.com	NY - New York				
			Zip Cd				
			12345				
	Ad	ld / Edit Remarks	1				

- 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.
- I. 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.







				_
Contract Info	POC Info	Stock Numbers		
Contract	_lee	uing		
Admin	_ Dol	DAAC		
/ comm	- s	PECWA		
Issuing				
Property Admir		C Details		
	Col	ntact Point	Country	
	P	ridge issuing	US - UNITED STATES OF AMERICA	•
	Pho	one Nbr	Address Line 1	
	5	55-1212	123 ABC Place	
	DS	N Nbr	Address Line 2	
	5	55-1212		
	Fax	(Nbr	City	
	5	55-1212	Wherever	
	Em	ail Address	State	
	n	owhere@no-reply.com	NY - New York	•
			Zip Cd	
			12345	
	Ad	d / Edit Remarks		

- 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.







ontract Info	POC Info	Stock Numbers		
Contract				
Admin	C	ntact Point	Country	
		Pidge PA	US - UNITED STATES OF AMERICA	•
issuing	Ph	one Nbr	Address Line 1	
Property Ad	min 5	555-1212	123 ABC Blvd	
	DS	N Nbr	Address Line 2	
	E	555-1212		
	Fa	x Nbr	City	
	Ę	555-1212	Whoknows	
	Em	nail Address	State	
	r	nobody@no-reply.com	NY - New York	•
			Zip Cd	
			12345	
	Ad	d / Edit Remarks		

- 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 by 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

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









Update a Contract

Overview

The Contract Update process allows editing of a contract from a contractor.

Navigation

MASTER DATA MGMT > Contract > (desired record) > Vpdate Contract popup window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
313	DoDAAC entry must be 6-pos alphanumeric except for alpha "I" or "O".
449	CONTRACT NBR consists of 13 POS: POS 1-6 = DODAAC, POS 7-8





numeric, POS 9 alpha except "I" or "O" and POS 10-13 alphanumeric.

Contract Info Tab

Contract Type Cd * Contractor * Contract Nbr * 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

> 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



ODASD (Logistics) under A&S Sustainment



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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

ELMS Navigation Helpful Tips

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

Update a Contract

Selecting Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required. 1. Click to select the desired entry. The Contract is highlighted, and Edit, × Delete, (Copy, Attachments, and History become available.

2. Select **Contract** pop-up window displays, with the Contract Info Tab available.









ontract Info	POC Info	Stock Numbers		
-Contract	Type Cd		* Contractor	
N - Non D	oD		1BCD5 - BPG TEST	
* Contract I	Nbr		Non-DoD Contract Nbr	
SPECWA	45ABCDE		ABC123DEF456G	
Contract De	esc		Divry Order Nbr	
BPG Test			ABC123	
Start Dt			Expiration Dt	
11/1/2022		Fi .	11/1/2023	Fi I
Attachment	Stock NDFS ts	g 🖹 🗙		Attach
Add / Edit R	emarks			

- **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.*
- 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 \square or \square . 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.*

structions										
ontract Info	POC Info	Stock Num	bers							
Associated	Stock N	lumbers	🗘 Grid Op	otions 🔻	+ Add St	ock Nbr(s)	X Delete			
	5	Stock Nbr	Item Des							
	1	005000032267	GUN							
Selected 0/1	(M		Page 1	of 1	() (H)		(H (A (50	items per page	1 - 1 of 1 items (

Add Stock Nbr(s)

+ Add Stock Nbr(s)

The **Stock Number Browse** pop-up window appears.

Delete STOCK NBR(s)

- a. Click C to select the desired entry. *The STOCK NBR is highlighted, and*
- b. Select **Control Processor** 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.*





acter field.

Update . The revised Contract is saved, and the row appears green in the Con-

tract results grid .

14.

OR

Select

Verify the information in the Contract POC Details section.

Contract Info	POC Info	Stock Numbers		
Sontract Into	FOCINIO	Stock Numbers		
Contract	-PC	DC Details		
Admin	Co	ontact Point	Country	
lecuina			* - N/A	•
	Ph	ione Nbr	Address Line 1	
Property Adm	nin			
	DS	SN Nbr	Address Line 2	
	Fa	x Nbr	City	
	En	nail Address	State	
			* - State Cd Not Applicable	*
			Zip Cd	
	Ac	dd / Edit Remarks		

- A. Update the Contact Point, entering the revised name in the field provided. This is a 35 alphanumeric character field.
- Update the Country, using to select the desired code. Β.
- 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 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.*

VUpdate

Select **Contract** is saved, and the row appears green in the Contract results grid .

М.

OR

Verify the information in the Admin POC Details section.







Contract Info	POC Info	Stock Numbers		
Contract	Ad	min		
Admin	Do	DAAC		
Issuing				
Property Ad		C Details		
	Co	ntact Point	Country	
			* - N/A	•
	Ph	one Nbr	Address Line 1	
	DS	N Nbr	Address Line 2	
	Fa	x Nbr	City	
	Em	nail Address	State	
			* - State Cd Not Applicable	
			Zip Cd	
	Ad	d / Edit Remarks		

- 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.
- I. 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.







istractions					
Contract Info	POC Info	Stock Numbers			
Contract	-lss	suing			
Admin	Do	DAAC			
Issuing					
Property Adm	in PC Co	DC Details	Country		
			(* - N/A	•	
	Ph	one Nbr	Address Line 1		
	DS	SN Nbr	Address Line 2		
	Fa	x Nbr	City		
	En	nail Address	State		
			* - State Cd Not Applicable		
			Zip Cd		
	Ad	ld / Edit Remarks			

- 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 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.







	· · · · ·	<u> </u>		
ontract Info	POC Info	Stock Numbers		
Contract	PC	OC Details		
Admin	Co	ntact Point	Country	
lecuina			* - N/A	•
Issuing	Ph	one Nbr	Address Line 1	
Property Ad	min			
	DS	N Nbr	Address Line 2	
	Fa	x Nbr	City	
	En	nail Address	State	
			* - State Cd Not Applicable	•
			Zip Cd	
	Ad	d / Edit Remarks		

- 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.
161 — Remarks must be	Invalid Characters Entered in the Remarks field.
alphanumeric with sup-	Enter alphanumeric characters, or the following
ported special character(s)	permitted special characters: $, -, /, #, &,$
\$, — , /, #, &, comma,	comma, period, and space. Special characters
period, and space.	like ! or @ are prohibited.
13 — Mandatory Entry: Contract Type Cd.	Missing Entry. Enter the appropriate information in the desired field.





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13 — Mandatory Entry: <i>Con-</i> <i>tractor</i> .	
13 — Mandatory Entry: Contract NBR.	
1003 — Add Attachment sup- ports 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 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 "."



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(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









Delete a Contract

Overview

The Contract Delete process allows removal of a contract from a contractor.

Navigation

MASTER DATA MGMT > Contract > \Box (desired record) > \checkmark Delete Contract popup 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

ELMS Navigation Helpful Tips

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

Delete a Contract

Selecting Cancel at any point of this procedure removes all page. Bold numbered steps are required.	revisions and closes the
1. Click to select the desired entry. <i>The Contract is highlight</i>	ed, and Edit , X Delete
2. Select Contract pop-up window app	ears.
Delete Contract	×
Instructions	•
Are you sure you want to delete this Contract and any associations? History Remarks	

- 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 secur- ity 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- ported 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.			
993 — Contract cannot be deleted. Contract is asso- ciated with one or more RSAs.	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		
498 — Contract cannot be deleted. Warranty record(s) exists.			





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- 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 ELMS.

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





Unclassified





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

ELMS Navigation Helpful Tips



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

View the Contract History

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

1. Click Copy Attachments History

and

2. Select History next to the desired entry. *The History for Contract NBR pop-up win- dow appears.*



become available.





3. The information regarding the contract record automatically populates and is not editable.

History for	Contract	Nbr: SPECWA45	ABCDE									×
Instructions												•
Contract H	listory	Grid Options 🔻										
Operation	Y Last Tran	isaction Dt/Tm ↓	▼ Last Updated By	Contractor	Contract Type Cd	T Contract Nbr	Non-DoD Contract Nbr	T Divry Order Nbr	▼ Contract Desc	▼ Start Dt	Expiration	Dt 📍
Created	11/07/202	22 1:37:02 PM	BPGROCE	1BCD5 - BPG TEST	N - N - Non DoD	SPECWA45ABCDE	ABC123DEF456G	ABC123	N - Non DoD	11/01/2022	11/01/2023	3
Selected 0/1	н	Page	1 of 1 🕨	H (H (H)(H)(H	▶ 50 ▼ ite	ems per page				1 -	1 of 1 items	C

- 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 \times . 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.

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

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







Appropriation

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Appropriation process provides the ability to view, create, edit, or delete a record for funding and appropriation information.

Note

6

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

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.

12 Select "Search" button to view Search Result	
	s 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

Fund Cd Dept Cd ASN Program / Project

Appropriations Results Grid

- All
- Fund Cd ASN Intrf Sys Cd Dept Cd Program Yr Main Account Cd Sub-Allocation Agency Accounting Identified Cd Program / Project Sub-Account Cd Active Department Transfer Cd Availability Type Cd

Optional

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







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Procedures

ELMS Navigation Helpful Tips

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

Search for an Appropriation

One or more of the Search Criteria fields can be entered to isolate the results. By default, all

Reset results are displayed. Selecting

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:.

structions					
earch Criteria	ĺ.				
Fund Cd	All		i ASN	All	
Dept Cd	All	*	Project/Task	All	
		Q Search	C Reset		

- to select the Fund Cd. Use
- Use to select the Dept Cd.
- Enter the ASN, using *i* to assist with the entry. *This is a 5 alphanumeric character* field.
- Enter the Project / Task in the field provided. *This is a 24 alphanumeric character* field.
- Q Search 2. Select The Search Results appear.

Fund Cd	ASN	T Intrf Sys Cd	T Dept Cd	T Program Year	Y Main Account Cd	▼ Sub-Allocation	Y Agency Accounting Identifier Cd	T Program/Project	T Sub-Account Cd	▼ Active	T Department Transfer Cd	Y Availability Type Cd
68		AY	017		1810		ABC123		000	Yes		х
17		AY	017		0730		787888		000	Yes		х
11	20001	AF	097	2024	0100		123gfa		000	Yes		
22		AY	097		0100		12345		000	Yes	097	х
22		AY	097	20242025	0100		12345		000	No	097	









Select . 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.

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.











- Add an Appropriation
- Delete an Appropriation
- Update an Appropriation







Add an Appropriation

Overview

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

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

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.

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







Add Appropriations

Fund Cd * ASN Intrf Sys Cd * Department Transfer Cd Department Cd * Program Year Availability Type Cd Active Type Fund Cd * Agency Accounting Identified Cd * Main Account Cd * Sub-Account Cd * Sub-Allocation Program / Project

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

Add an Appropriation

O Cancel

Selecting 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.

tructions					
* Fund Cd A SN			* Type Fund Cd * Agency Accounting Identifier Cd	Select an Item	•
* Intrf Sys Cd	Select an item	•	i * Main Account Cd	Select an Item	
Department Transfer Cd	Select an Item	•	* Sub-Account Cd	000	
* Department Cd	Select an Item	•	Sub-Allocation		
Program Year			Program/Project		
Availability Type Cd	х	•			
Active 🗹					

- **A.** Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field*.
- B. Enter the ASN in the field provided. *This is a 5 alphanumeric character field.*
- **C.** Use to select the Intrf Sys Cd.
- D. Use to select the Department Transfer Cd.
- **E.** Use **b** to select the Department Cd.
- F. Enter the Program YR in the field provided. *This is a 4- or 8-numeric character field*.
- G. Use to select the Availability Type Cd.
- H. Click \square to select Active. The Appropriations record is marked as either Active \square or Inactive \square .
- **I.** Use to select the Type Fund Cd.
- **J.** Enter the Agency Accounting Identified Cd in the field provided. *This is a 2-6 alpha-numeric character field.*
- **K.** Enter the Main Account Cd, using *i* to assist with the entry. *This is a 4 alpha-numeric character field.*
- L. Enter the Sub-Account in the field provided. *This is a 4 alphanumeric character field*.





- M. Enter the Sub-Allocation in the field provided. *This is a 4 alphanumeric character field.*
- N. Enter the Program / Project in the field provided. *This is a 24 alphanumeric character field.*
- 2. 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 secur- ity 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 max- imum length.	Invalid Entry. There are too many characters entered. Reduce the number of characters in the field.
332 — ASN must be 5 pos- itions, A-Z and / or 0-9.	Invalid Entry. The ASN is a 5-position alpha- numeric 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 alpha- numeric 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.

- Appropriation
- Delete an Appropriation
- Update an Appropriation









A = 14

Update an Appropriation

Overview

The Appropriation Update process allows editing of an Appropriations record for funding and appropriation information.

Note

1

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

MASTER DATA MGMT > Appropriation > \square (desired record) >	> Update Appro-
priations 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

Fund Cd * ASN Intrf Sys Cd * Department Transfer Cd Department Cd * Program Year Availability Type Cd Active Type Fund Cd * Agency Accounting Identified Cd * Main Account Cd * Sub-Account Cd * Sub-Allocation Program / Project

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

Update an Appropriation

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

1. Click Click construction to select the desired entry. *The Appropriations row is highlighted, and*

and × Delete

become available.

Select **Edit**. The **Update Appropriations** pop-up window appears.



2.









- N. Update the Program / Project in the field provided. *This is a 24 alphanumeric character field.*
- 3. Select Vpdate priations grid.

. The revised Appropriations record is saved, and appears in the Appro-

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- ity 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 max- imum length.	Invalid Entry. There are too many characters entered. Reduce the number of characters in the field.
332 – ASN must be 5 pos- itions, A-Z and / or 0-9.	Invalid Entry. The ASN is a 5-position alpha- numeric 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 alpha- numeric 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



599 Unclassified





Delete an Appropriation

Overview

The Appropriation Delete process allows removal of an appropriation record.

Navigation

MASTER DATA MGMT > Appropriation > (desired record) > > 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









Procedures

ELMS Navigation Helpful Tips

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

Delete an Appropriation

-

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

Click to select the desired entry. The Appropriations row is highlighted, and 1. and **X** Delete become available.

× Delete . The **Delete Appropriations** pop-up window appears. Select

Instructions		
Are you sur	e you want to delete this a	Appropriation?

Select **Control** Select 3.

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.

Solution	



2.





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.

- Appropriation
- Add an Appropriation
- Update an Appropriation









Document Number Range Overview

Overview

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

21 Select "Add" button to create a	
	a new record.
412 Select "Grid Options" button for	or additional actions.
17 Select "Edit" button to revise s	elected fields in record(s).
36 Select "Delete" button to remo tables.	ove record(s) from applicable







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

ELMS Navigation Helpful Tips

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

View a DOCUMENT NBR Range

1. View the DOCUMENT NBR Range grid.

Docu	ment Nbr Ra	nge	🗘 Grid	Options •	+ Add	1	Edit	×					
	DoDAAC	Range	Desc 🍸	Begin Seria	al Nbr 🕇	T	End S	erial	Nbr	T	Document Type		Т
	N00024	BPG TE	EST	1001			2000				MS - Miscellaneou	s	
	• 1	of	1 🕞	H		H		50	•	item	ns per page	1 - 1 of 1 items	Ċ

- 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.











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	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

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







Add a Document Number Range

Overview

The Document Number Range Add process provides the ability to create a new range of serial numbers for a specific DoDAAC.

Navigation

MASTER DATA MGMT > Document Number Range > + Add > Add DOCUMENT NBR Range pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

 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. 	Number	Value
21Select "Add" button to create a new record.14Select "Cancel" button to return to previous page.411Select 'Check Values' button to verify that the range will be split correctly.	24	(*) Asterisk identifies mandatory fields.
14Select "Cancel" button to return to previous page.411Select 'Check Values' button to verify that the range will be split correctly.	21	Select "Add" button to create a new record.
411 Select 'Check Values' button to verify that the range will be split correctly.	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

ELMS Navigation Helpful Tips

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







inisa ocuonis		
Add Range	Split Range	
Document	Nbr Details	
* DoDAAC H92151		
* Range D	esc	
* Begin Se	erial Nbr	
* End Seri	al Nbr	
* Docume	nt Type	
Select ar	n Item	Ŧ

- **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.

Error Solution	





Help Reference Guide



125 — No record(s) match search criteria or you do not have the appropriate secur- ity 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: <i>Range Desc</i> .	
13 — Mandatory Entry: Begin SerIAL NBR.	Missing Entry. Enter the appropriate information
13 — Mandatory Entry: <i>End</i> Serial NBR.	in the desired field.
13 — Mandatory Entry: <i>Docu-</i> <i>ment Type</i> .	
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	Invalid Entry. The SERIAL NBR entered already exists in this DoDAAC. Re-enter the Begin



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Doc NBR Range Table for DoDAAC.	SERIAL NBR and End SERIAL NBR fields.
1115 — The Document Type	Invalid Entry. First Search for the Document
provided was already	Type. If it is not found, enter the document type
assigned a range.	again.

- 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) > > 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

ELMS Navigation Helpful Tips

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

Update a DOCUMENT NBR Range

Selectina



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

* Edit 1. Click become available.









2. Select **Control**. The **Update Document NBR Range** pop-up window displays, with the Update Range Tab available.

Range	Split Range		
mont his			
DAAC 151 nge Desc	r Details		
TEST	1 Mbr		
00	INDI		
d Serial N	Nbr		
00			
cument 1	Type		
- Miscel	laneous Add		*
	151 nge Desc 5 TEST gin Seria 00 d Serial I 00 cument 1 A - Miscel	151 nge Desc 5 TEST gin Serial Nbr 00 d Serial Nbr 00 cument Type A - Miscellaneous Add	151 nge Desc 5 TEST gin Serial Nbr 00 d Serial Nbr 00 cument Type A - Miscellaneous Add

- **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.





pdate Range Split Range		
DoDAAC		
Existing Range	New Range	
The existing range will be updated with these values:	A new range will be added with these values:	
Existing Range Desc BPG TEST Existing Begin Serial Nbr	* New Range Desc * New Begin Serial Nbr	
4500	✓ Check Values	
Existing End Serial Nbr 5500	* New End Serial Nbr 5500 New Document Type	
Existing Document Type MA - Miscellaneous Add	Optional	
MA - Miscellaneous Add		

- A. Verify the DoDAAC in the DoDAAC panel.
- B. Verify the fields in the Existing Range panel:



- a. Verify the Existing Range DESC.
- b. Verify the Existing Begin SERIAL NBR.
- c. Verify the Existing End SERIAL NBR.

Attention

If there **is a conflict** between the existing and new ranges, a Appears after the Existing End SERIAL NBR field.







If there **is no conflict** between the existing and new ranges, a appears after the Existing End SERIAL NBR field.

- d. Verify the Existing Document Type.
- C. Update the fields in the New Range panel:
 - **a.** Enter the New Range DESC in the field provided. *This is a 125 alphanumeric character field.*
 - **b.** Enter the New Begin SERIAL NBR in the field provided. *This is a 4 numeric character field.*
 - c. Select Check Values . The Existing End SERIAL NBR changes to match the New Begin SERIAL NBR.
 - **d.** Verify the New End SERIAL NBR.
 - e. Use _____ to select the New Document Type.

Vpdate

Select **.** 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

9.

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- ity 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: <i>Range Desc</i> .	Missing Entry. Enter the appropriate information in the desired field.





13 — Mandatory Entry: Begin Serial NBR.	
13 — Mandatory Entry: <i>End</i> Serial Nbr.	
13 — Mandatory Entry: <i>Docu-</i> <i>ment Type</i> .	
13 — Mandatory Entry: <i>New Range Desc</i> .	
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.



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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





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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 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









× Delete

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Materiel Management/Inventory Control Point 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 Click control to select the desired entry. *The record is highlighted, and control to become available.*

Select × Delete

2.

. The **Delete Document NBR Range** pop-up window displays.

Instructions		
Delete Docume	ent Nbr Range	
Are you sure y	you want to delete this Documen	Nbr Range and any associations?
History Remai	TKS	
History Rema	rks	

- 3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- 4. Select Content Ner Range pop-up window closes, and the DOCUMENT NER 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 secur- ity 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







Cost Center Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Cost Center process provides the ability to create, update, or delete Cost Center records for accounting transactions. A Cost Center increases the accuracy of the data required when creating Operating Targets and Requisitions.

Navigation

MASTER DATA MGMT > Cost Center > Cost Center page

Page Fields

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

Instructions

The table below provides the list of instructions.

525	Select "Search" to refresh the Cost Center Search Results.
526	Select "Reset" to clear the Cost Center Search Criteria.
527	Select "Grid Options" for additional actions to perform on the Cost Center data.
528	Select "Add" to create a new Cost Center record.







529	Select "Edit" to update the selected Cost Center record(s).
530	Select "Delete" to remove the selected Cost Center record(s).

Search Criteria Grid

Organization Collection Cost Center Freeze Cd Owning Cost Center Funding Cost Center Deprn Cost Center

Cost Center Grid

All

Cost Center Cost Center Desc Organization Collection Freeze Cd Owning Cost Center Funding Cost Center Deprn Cost Center Interface System Cd Start Dt End Dt

Optional

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











Procedures

ELMS Navigation Helpful Tips

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

Search for a Cost Center

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.

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

Search Criteria				^
Organization Collection	All	Owning Cost Center	All	
Cost Center	All	Funding Cost Center	All	
Freeze Cd	All	Deprn Cost Center	All	
				C Reset Q Search

- Use 💌 to select the Organization Collection.
- Enter the Cost Center in the field provided. *This is a 25 alphanumeric character field.*
- Use 💌 to select the Freeze Cd.
- Use 💌 to select the Owning Cost Center.
- Use 💌 to select the Funding Cost Center.
- Use 💌 to select the Deprn Cost Center.





Enterpris	Enterprise Logistics Management System				
	Help Reference Guide				
2.	Click Search . The results appear in the Cost Center grid.				
	Search Results				
	Cost Center I Cost Center I Cost Center Center I Cost Center Center I Cost Center Center I Cost Cen				
	Outcome Outcome Call In the operation of the operat				
	Seected 02 H (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)				
Add Sele	a Cost Center Record				
Upd	ate a Cost Center Record				
Sele	ect Edit next to the desired record. <i>The Edit Cost Center pop-up window appears.</i>				
Dele	ete a Cost Center Record				
Sele	ect Delete next to the desired record. The Delete Cost Center 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	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

- Add a Cost Center
- Edit a Cost Center









Delete a Cost Center









Add a Cost Center

Overview

The Cost Center Add process provides the ability to create a Cost Center record. A Cost Center record is for accounting transactions like Operating Targets and Requisitions.

Navigation

MASTER DATA MGMT > Cost Center >

+ Add > Add Cost Center slider

Page Fields

The following fields display on the **Add Cost Center** slider. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

24 (*) Asterisk identifies mandatory fields.	
563 Select "Save" button to save the current selection.	
562 Select "Cancel" to return to the previous page.	

Add Cost Center Slider

Cost Center Information

Organization Collection * Cost Center *









Cost Center Desc * Start Dt End Dt Freeze Cd Owning Cost Center Funding Cost Center Deprn Cost Center

Remarks

Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips



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

Add a Cost Center

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









Add Cost Cent	er		>
Instructions / Help			
Cost Center Info	ormation		^
* Organization Collection	SPECWAR	•	Freeze Cd
* Cost Center			Owning Cost Center
* Cost Center Desc			Funding Cost Center
Start Dt	month/day/year	ti a	Deprn Cost Center
End Dt	month/day/year	Ē	

- **A.** Use to select the Organization Collection.
- **B.** Enter the Cost Center in the field provided. *This is a 25 alphanumeric character field.*
- **C.** Enter the Cost Center DESC in the field provided. *This is a 1,024 alphanumeric character field.*
- D. Use 💼 to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
- E. Use to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.
- F. Click to select the FREEZE CD. This determines if the Cost Center is frozen (
- G. Click to select the Owning Cost Center. *This determines if the Cost Center listed is the Owning Cost Center* () *or not* ().





- A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- 2. Select Save . The **Add Cost Center** slider closes, and the new Cost Center appears at the top of the Search Results grid highlighted in green.

Common Errors

Cancel

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

	Solution
161 — Remarks must be	Invalid Characters Entered in the Remarks field.
alphanumeric with sup-	Enter alphanumeric characters, or the following
ported special character(s)	permitted special characters: $, -, /, #, &,$
\$, — , /, #, &, comma,	comma, period, and space, with a max length of
period, and space, and max	256. Special characters like ! or @ are pro-
length of 256.	hibited.





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Save





350 — Must be alpha- numeric with supported spe- cial characters \$, — , /, #, &, 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 fol- lowing permitted special characters: \$, -, /, #, &, ;, comma, period, and space. Special char- acters like ! or @ are prohibited.	
13 — Mandatory Entry: Organization Collection.		
13 — Mandatory Entry: <i>Cost</i> <i>Center</i> .	Missing Entry. Enter the appropriate information in the desired field.	
13 — Mandatory Entry: <i>Cost</i> <i>Center DESC</i> .		
527 — END DT must be = or > START DT.	Invalid Date Entry. The START DT must be equal or less than the END DT. Re-enter the date.	
615 — Entry contains invalid special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Re-enter the entry.	
2151 — Cost Center already exists.	Invalid Entry. The Service attempted to be added already exists. Re-enter the new Service.	
2634 — This Cost Center was previously deleted. Do you want to reactivate?	Invalid Entry. The Cost Center entered is a duplicate of one that has been deleted pre- viously. Re-enter the Cost Center.	



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2191 — When END DT is entered, START DT is required. Invalid Date Entry. Both the Start Date and the End Date must be entered at the same time. Reenter both dates.

Related Topics

- Cost Center Overview
- Edit a Cost Center
- Delete a Cost Center





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Edit a Cost Center

Overview

The Cost Center Edit process allows updating a Cost Center record. A Cost Center record is for accounting transactions like Operating Targets and Requisitions.

/ Edit

Navigation

MASTER DATA MGMT > Cost Center >

> Edit Cost Center slider

Page Fields

The following fields display on the **Edit Cost Center** slider. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

24 (*) Asterisk identifies mandatory fields.	
563 Select "Save" button to save the current selection.	
562 Select "Cancel" to return to the previous page.	

Edit Cost Center Slider

Cost Center Information

Cost Center Cost Center Desc *







Start Dt End Dt Freeze Cd Owning Cost Center Funding Cost Center Deprn Cost Center

Remarks

Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

Update a Cost Center

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







- A. Verify the Cost Center.
- **B.** Update the Cost Center DESC, entering the revised explanation in the field provided. *This is a 1,024 alphanumeric character field.*
- C. Update the Start DT, using concerning the date (MM/DD/YYYY) in the field provided.
- D. Update the End DT, using i or entering the date (MM/DD/YYYY) in the field provided.
- E. Verify the FREEZE CD contains the appropriate or . *This determines if the Cost Center is frozen* () *or not* ().
- F. Verify the Owning Cost Center contains the appropriate or . *This determines if the Cost Center is the Owning Cost Center* () *or not* ().
- G. Verify the Funding Cost Center contains the appropriate or . *This determines if the Cost Center is the Funding Cost Center* () *or not* ().
- H. Verify the DEPRN COST CENTER contains the appropriate or . This determines if the Cost Center is the DEPRN Cost Center () or not ().





Remarks

Remarks		^
Remarks	BPG Test	
S Cancel]	🕄 Save

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

😮 Save

2. Select . The **Edit Cost Center** slider closes, and the revised Cost Center appears at the top of 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
161 — Remarks must be alphanumeric with sup- ported special character(s) , -, /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space, with a max length of 256. Special characters like ! or @ are pro- hibited.
350 — Must be alpha- numeric with supported spe- cial characters \$, — , /, #, &, 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 fol- lowing permitted special characters: \$, -, /, #, &, ;, comma, period, and space. Special char-



636 Unclassified

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	acters like ! or @ are prohibited.
13 — Mandatory Entry: <i>Cost</i> <i>Center DESC</i> .	Missing Entry. Enter the appropriate information in the desired field.
2191 — When END DT is entered, START DT is required.	Invalid Date Entry. Both the Start Date and the End Date must be entered at the same time. Re- enter both dates.
527 — END DT must be = or > START DT.	Invalid Date Entry. The START DT must be equal or less than the END DT. Re-enter the date.

Related Topics

- Cost Center Overview
- Add a Cost Center
- Delete a Cost Center







Delete a Cost Center

Overview

The Cost Center Delete process allows removal of a Cost Center record. A Cost Center record is for accounting transactions like Operating Targets and Requisitions.

Navigation

MASTER DATA MGMT > Cost Center >

> Delete Cost Center pop-up window

Page Fields

The following fields display on the **Delete Cost Center** 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 Cost Center record(s).
562	Select "Cancel" to return to the previous page.

Delete Cost Center Grid

Cost Center Information

Cost Center Cost Center Desc Start Dt End Dt Freeze Cd









Owning Cost Center Funding Cost Center Deprn Cost Center

Remarks

Remarks

Procedures

ELMS Navigation Helpful Tips

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

Delete a Cost Center

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

1. Select Delete next the desired record. *The Delete Cost Center pop-up window appears.*

Cost Center Information

Delete Cost Cer	nter	×
 Instructions / Help 		
() Warning: Are you sure you want t	to delete this Cost Center?	
Cost Center Inform	nation	^
Cost Center	100006	C Freeze Cd
Cost Center Desc	SPECCost	Owning Cost Center
Start Dt	02/03/2025 12:00 AM	Funding Cost Center
End Dt	04/30/2025 12:00 AM	Deprn Cost Center

- A. Verify the Cost Center.
- B. Verify the Cost Center DESC.
- C. Verify the Start D_{T} .
- D. Verify the End $D\tau$.



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Help Reference Guide



- E. Verify the FREEZE CD.
- F. Verify the Owning Cost Center.
- G. Verify the Funding Cost Center.
- H. Verify the DEPRN COST CENTER.

Remarks

Remarks		^
Remarks	BPG Test	
Cancel		👼 Delete

- A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
- 2. Select

. The pop-up window closes and the Cost Center is removed.

Common Errors

💼 Delete

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	Invalid Characters Entered in the Remarks field.
alphanumeric with sup-	Enter alphanumeric characters, or the following
ported special character(s)	permitted special characters: $, -, /, #, &,$
\$, — , /, #, &, comma,	comma, period, and space, with a max length of
period, and space, and max	256. Special characters like ! or @ are pro-
length of 256.	hibited.

Related Topics

- Cost Center Overview
- Add a Cost Center
- Edit a Cost Center





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Operating Target Search

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Operating Target (OPTAR) process provides the ability to read, add, or update an Operating Target. The Operating Target is used for financial obligations and is selected for non-free Requisitions to the track the funds utilized for a specific budget.

Materiel Management/Inventory Control Point users must have the *Financial Manager* role for Read/Add/Update access.

Navigation

Master Data MGMT > Operating Target > Operating Target (OPTAR) Search page

Page Fields

The following fields display on the **Operating Target (OPTAR) Search** 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 Operating Target Search Results.
526	Select "Reset" to clear the Operating Target Search Criteria.
527	Select "Grid Options" for additional actions to perform on the Operating Target data.







528	Select "Add" to create a new Operating Target record.
529	Select "Edit" to update the selected Operating Target record(s).

Search Criteria Grid

OPTAR Name DoDAAC Funding Cost Center Fiscal Year Object Class Cd Active

Search Results Grid

OPTAR Name Fiscal Year DoDAAC Funding Cost Center Budget Amount Remaining Balance Allocated Amount Obligated Amount Appropriation Active

Optional

Established By Established Dt/Tm Last Updated By Last Updated Dt/Tm Remarks









Unclassified





Procedures

ELMS Navigation Helpful Tips

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

Search for an Operating Target (OPTAR)

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.

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

Search Criteria								^
OPTAR Name	All			Fiscal Year	All			
DoDAAC	All			Object Class Cd	All	•		
Funding Cost Center	All			Active	All	•		
							D Reset	Search
Search Results								^
🖋 Options 🔹 🕂 Add 🖉 Edit	History							
OPTAR Name Fit	scal Year DoDAAC	Funding Cost Center	Budget Amount	Remaining Balance	Allocated Amount	Obligated Amount	Appropriation	Active
No Data								<u> </u>
4								× F
Selected 0/0 H H	10 🔻 items per page						0-0	of 0 items

- Enter the OPTAR Name, using *i* to assist with the entry. *This is a 60 alphanumeric character field.*
- Use To select the DoDAAC.
- Enter the Funding Cost Center, using it to assist with the entry. *This is a 11 alpha-numeric character field.*
- Enter Fiscal Year, using it to assist with the entry. *This is a 4 numeric character field.*







Common Errors

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







Error

Solution

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

Related Topics

- Add an Operating Target
- Update an Operating Target
- View the Operating Target History







Add an Operating Target

Overview

The Operating Target Add process provides the ability to create a new Operating Target record.

Navigation

Master Data MGMT > Operating Target > Operating Target Search > Add Operating Target page

Page Fields

The following fields display on the **Add Operating Target** slide-out 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.
хххх	Select "Save" button to save the record.
562	Select "Cancel" to return to the previous page.

Operating Target Information Panel

OPTAR Name * Fiscal Year * DoDAAC Appropriation *









Funding Cost Center * Object Class Cd * Budget Amount * Active *

Remarks Panel

Remarks **History Remarks**

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

Add an Operating Target

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







Help Reference Guide

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- 2. Complete the Operating Target Information panel.
 - **A.** Enter the OPTAR Name in the field provided. *This is a 60 alphanumeric character field.*
 - **B.** Enter the Fiscal Year in the field provided. *This is a 4 numeric character field.*
 - C. The DoDAAC automatically populates and is not editable.
 - **D.** Use * to select the Appropriation.

Helpful T	їр
selecte	The Funding Cost Center field becomes available after the Appropriation is d.

E. Enter the Funding Cost Center, or use ^Q to assist with the entry. *This is an 11 alpha-numeric character field.*



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Cost Center Browse

- **F.** Use ^{*} to select the Object Class Cd.
- **G.** Use To choose the Budget Amount.
- **H.** Click C
- 3. Complete the Remarks panel.
 - A. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*
 - B. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*



appears on the lower right-hand corner.

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: <i>OPTAR Name.</i>					
13 — Mandatory Entry: <i>Fis-</i> <i>cal Year</i> .					
13 — Mandatory Entry: <i>DoDAAC</i> .	Missing Entry. Enter the appropriate information				
13 — Mandatory Entry: <i>OBJECT CLASS CD</i> .	in the desired field.				
13 — Mandatory Entry: <i>Budget Amount</i> .					
13 — Mandatory Entry: <i>Act-</i> <i>ive</i> .					
350 — Must be alpha- numeric with supported spe- cial characters \$, — , /, #, &, 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 fol- lowing permitted special characters: $, -, /, #,$ &, (,), comma, period, and space. Special char- acters like ! or @ are prohibited.				
320 — Entry exceeds max- imum length.	Invalid Entry. There are too many characters entered. Reduce the number of characters in the field.				



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Help Reference Guide



xxxx — Operating Target with given name, Cost Center, DoDAAC, and fiscal year already exists.	Invalid Entry. The entered information already exists. Re-enter the fields.
2344 — Fiscal Year must be greater than or equal to 2001.	Invalid Entry. The Fiscal Year is less than 2001. The Fiscal Year needs to be more or equal to 2001. Re-enter the Fiscal Year.
2345 — Fiscal Year must be less than or equal to 2999.	Invalid Entry. The Fiscal Year is more 2999. The Fiscal Year needs to be less or equal to 2999. Re- enter the Fiscal Year.
2 — Invalid Cost Center.	Invalid Entry. The Cost Center is invalid. Re- enter the Cost Center.
xxxx — Funding Cost Center does not exist.	Invalid Entry. The entered Funding Cost Center is not currently in the system. Enter a valid Fund- ing Cost Center.
xxxx — Budget Amount must be greater than 0.	Invalid Entry. The entered Budget Amount is not more than 0. Enter a valid Budget Amount.

Related Topics

- Search for an Operating Target
- Update an Operating Target
- View the Operating Target History









Update an Operating Target

Overview

The Operating Target Update process allows editing of the Operating Target record.

Navigation

Master Data MGMT > Operating Target > Operating Target Search > (desired record) > Edit
 Sedit Operating Target slide-out window

Page Fields

The following fields display on the **Edit Operating Target** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

24 (*) Asterisk identifies mandatory fields	
xxxx Select "Save" button to save the record	I.
562 Select "Cancel" to return to the previou	is page.

Operating Target Information Panel

OPTAR Name * Fiscal Year * DoDAAC Appropriation *







Funding Cost Center * Object Class Cd * Budget Amount * Active *

Remarks Panel

Remarks History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

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

Update an Operating Target

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



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- 2. Update the Operating Target Information panel.
 - A. Update the OPTAR Name, entering the revised name in the field provided. *This is a 60 alphanumeric character field.*
 - B. Update the Fiscal Year, entering the revised year in the field provided. *This is a 4 numeric character field.*
 - C. Verify the DoDAAC.
 - D. Update the Appropriation, using * to select the desired appropriation.







Helpful Tip

The Funding Cost Center field becomes available after the Appropriation is selected.

Update the Funding Cost Center, using \bigcirc to browse for the revised Funding Cost E. Center. This is an 11 alphanumeric character field.

Cost Center Browse

- F. Update the Object Class Cd, using ^{*} to select the desired Object Class Code.
- Update the Budget Amount, using 🔹 to choose the revised amount. G.
- Verify the Active contains the appropriate **O** or **O** . *When selected, indicates* Н. the Operating Target is currently active.
- 3. Update the Remarks panel.
 - Α. Update the Remarks, entering the revised information in the field provided. This is a 256 alphanumeric character field.
 - Β. Enter the History Remarks in the field provided. This is a 256 alphanumeric character field.
- Save 4. Select . The slide-out windows closes and Operating Target Test updated.

appears on the lower right-hand corner.

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	entered do not exist or Incorrect security access.
not have the appropriate	Enter different Search Criteria and try the





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security access.	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: <i>OPTARName.</i>					
13 — Mandatory Entry: <i>Fis-</i> <i>cal Year</i> .	Missing Entry. Enter the appropriate information in the desired field.				
13 — Mandatory Entry: DoDAAC.					
13 — Mandatory Entry: <i>Object Class Cd</i> .					
13 — Mandatory Entry: <i>Budget Amount</i> .					
13 — Mandatory Entry: <i>Act-</i> <i>ive</i> .					
350 — Must be alpha- numeric with supported spe- cial characters \$, — , /, #, &, comma, period, and	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 fol-				



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space.	lowing permitted special characters: $, -, /, #, $ &, (,), comma, period, and space. Special char- acters like ! or @ are prohibited.
320 — Entry exceeds max- imum length.	Invalid Entry. There are too many characters entered. Reduce the number of characters in the field.
xxxx — Operating Target with given name, Cost Center, DoDAAC, and fiscal year already exists.	Invalid Entry. The entered information already exists. Re-enter the fields.
2344 — Fiscal Year must be greater than or equal to 2001.	Invalid Entry. The Fiscal Year is less than 2001. The Fiscal Year needs to be more or equal to 2001. Re-enter the Fiscal Year.
2345 — Fiscal Year must be less than or equal to 2999.	Invalid Entry. The Fiscal Year is more 2999. The Fiscal Year needs to be less or equal to 2999. Re- enter the Fiscal Year.
2 — Invalid Cost Center.	Invalid Entry. The Cost Center is invalid. Re- enter the Cost Center.
xxxx — Funding Cost Center does not exist.	Invalid Entry. The entered Funding Cost Center is not currently in the system. Enter a valid Fund- ing Cost Center.
xxxx — Budget Amount must be greater than 0.	Invalid Entry. The entered Budget Amount is not more than 0. Enter a valid Budget Amount.









Related Topics

- Search for an Operating Target
- Add an Operating Target
- View the Operating Target History









View the Operating Target History

Overview

The Operating Target History is view only and displays the history records of the Operating Target.

Navigation



Page Fields

The following fields display on the **Operating Target History** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

er

Operating Target History Grid

Last Updated Dt/Tm OPTAR Name DoDAAC Appropriation Budget Amount Funding Cost Center Object Class Cd Remaining Balance Allocated Amount Obligated Amount Fiscal Year









History Remarks

Optional

Active Established By Established Dt/Tm Last Updatd By Operation Remarks

Procedures

ELMS Navigation Helpful Tips

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

View the Operating Target History

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

1. Click to select the entry. *The OPTAR Name is highlighted, and determined and*

• History become available.

2. Select

History. The **Operating Target History** slide-out window appears.

Instructions / Help											
🖌 Options 🝷											
ast Updated Dt/Tm	+	:	OPTAR Name		:	DoDAAC	:	Appropriation	Budget Amount		Fun
0/04/2024 05:19 PN	1		Test			BROOKS		12	\$1,200.00		AB
											÷
Selected 0/1	H (4) 1		10	•	items per page				1 - 1 of	1 item:







		_	_		_		_														-
(Last Updated Dt/Tm 🕴	1	OPTAR Name	1	DoDAAC	÷	Appropriation	Budget Amount	1	Funding Cost Center	Object Class Cd	-	Remaining Balance	÷	Allocated Amount	ł.	Obligated Amount	i F	iscal Year	History Remarks	1
	10/04/2024 08:48 PM		Test		BROOKS		12	\$300.00		ABCDE	Rent, Communications, and Utilities (0/C 23)		\$300.00		\$0.00		\$0.00	2	024	-	^
	10/04/2024 05:19 PM		Test		BROOKS		12	\$1,200.00		ABCDE	Rent, Communications, and Utilities (0/C 23)		\$1,200.00		\$0.00		\$0.00	2	024	-	~
	4																				
	Selected 0/2		• н	10 🔻	items per page																1 - 2 of 2 items

Help Reference G

- 1. Verify the Last Updated DT/TM.
- 2. Verify the OPTAR Name.
- 3. Verify the DoDAAC.
- 4. *Verify the Appropriation.*
- 5. Verify the Budget Amount.
- 6. Verify the Funding Cost Center.
- 7. Verify the OBJECT CLASS CD.
- 8. Verify the Remaining Balance.
- 9. Verify the Allocated Amount.
- 10. Verify the Obligated Amount.
- 11. Verify the Fiscal Year.
- 12. Verify the History Remarks.

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	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

- Search for an Operating Target
- Add an Operating Target
- Update an Operating Target









Organization Collection Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Organization Collection process provides the ability to create or update Organization Collection records for accounting transactions, when appropriate.

There are two types of Organization Collections:

- Generic Collections

 entered and edited by a Financial Manager.
 - Defense Accounting Interface (DAI) Collections
 - imported and not editable.

Organization collections, both Generic and DAI, are created during either the creation of ICP, UIC, ICP Managed DoDAAC agencies, and Major Command updates.

Navigation

MASTER DATA MGMT > Organization Collection > Organization Collection page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Organization Collection Grid

Collection Name Active Tiers











Procedures

ELMS Navigation Helpful Tips

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

Organization Collection

Selecting

C Reset

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

DAI Collection

Bingo Support				^
Collection Name	Bingo Support	Tiers	WARCOM/Comms Support/Bingo Support	
	Active			
			S Reset	Save

- Verify the Collection Name.
- Verify the Active slider.
- Verify the Tiers.

Generic Collection

SPECWAR				^
Collection Name	SPECWAR Active	Tiers	WARCOM/Logisitics Support/SPECWAR	
			"D Reset	Save









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
2588 — Must be alpha- numeric with supported spe- cial characters "—", "&", " (", and ")".	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 fol- lowing permitted special characters: $-$, &, (, and). Special characters like ! or @ are pro- hibited.
13 — Mandatory Entry: <i>Col-</i> <i>lection Name</i> .	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

Cost Center Overview







Inventory Inquiry

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Inventory Inquiry process provides the ability to view all the stock numbers managed by the ICP.

Note

6

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Inquiries > Inventory Inquiry > Inventory Inquiry page

Page Fields

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

Instructions

The table below provides the list of instructions.

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







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

Search Criteria Grid

Stock Nbr Owning DoDAAC Cond Cd Purpose Cd Item Desc RSA DoDAAC Prj Cd

Inventory Inquiry Grid

Stock Nbr Item Desc Managed DoDAAC RSA RSA ID RSA DoDAAC Cond Cd Prj Cd Purpose Cd GFM Contract Nbr Stocking UI Price MAC Extended Price Inventory Total Qty Inventory Available Qty





ELMS 1-844





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 Chalf 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 Rad? Launderable?

Detail Inventory Grid

Serial Nbr Manufacturer Lot UII

Procedures

ELMS Navigation Helpful Tips

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

earch Criteria					
i Stock Number	All		i Item Desc	All	
<i>i</i> Owning DoDAAC	All		i RSA DoDAAC	All	
Cond Cd	All	•	i Prj Cd	All	
Purpose Cd	All	•			

• Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric char*acter field.

Stock Number Browse

- Enter the Owning DoDAAC, using *i* to assist with the entry. *This is a 6 alpha-numeric character field.*
- Use to select the Cond Cd.
- Use to select the Purpose Cd.
- Enter the ITEM DESC, using *i* to assist with the entry. *This is a 256 alphanumeric character field.*
- Enter the RSA DoDAAC, using it to assist with the entry. *This is a 6 alphanumeric character field.*







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

- Stock Nbr Inquiry ٠
- Agency Stock Nbr Inquiry •
- Inventory Transaction Inquiry
- Accounting Transaction Inquiry
- **Contract History Inquiry**
- **Contractor History Inquiry**







1 - 50 of 595 items



Inventory Transaction Inquiry

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Inventory Transaction Inquiry page displays all the transactions for stock items within the warehouse.

Note

6

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

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.









Enterprise Rollup

Materiel Management Program Materiel Management Division Inventory Control Point

Search Criteria Grid

Status

Fund Cd Document Nbr Stock Nbr Managed DoDAAC Dt From Trans Set Type CICP/RSA Cond Cd Reportable Commodity Type Purpose Cd 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 Purpose Cd Cond Cd % Qty Qty By Cond Cd Unit Cost Prior MAC Current MAC Trans Value









XML Latest Acquisition Cost **Extended Latest Acquisition Cost** Cost Valuation Method Code

Optional

Divry 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

ELMS Navigation Helpful Tips

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

Reset results are displayed. Selecting 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										
Status	All	Ŧ	Trans Set Type	All	•					
Fund Cd			CICP/RSA		•					
i Document Nbr			Cond Cd	All	•					
i Stock Nbr	All		Reportable Commod	dity Type All	•					
Managed DoDAAC	All		Purpose Cd	All	•					
Dt From		Ť.	Dt To		Ċ.					

- Use 🚺 to select the Status.
- Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*
- Use or to assist with the DOCUMENT NBR entry. *This is a 14 alphanumeric character field.*

Document Number Browse

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

Stock Number Browse

- 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 Trans Set Type.
 - Use to select the CICP/RSA, or use to browse for the entry.

Remote Storage Activity Browse

- Use to select the Cond Cd.
- Use _____ to select the Reportable Commodity Type.





Atterprise Logisti	LN ics Manageme	IS ent System	I	Ħ	Ħ	H	Ħ	ġ	H			
_	_	-	-	_	-	-	Не	lp F	Refe	erend	e Gu	ide
•	Use	to sele	ct the P	urpose (Cd.							
•	Use 🛱	to seled	ct the D	⊤ To, or	enter t	he dat	te (MM	I/DD,	ΎΥΥΥΥ) in the	field pr	ovided.
2. Sele	Q Se	arch	view th	e result	s in the	Inver	ntory T	ransa	ction	Inquiry	Grid.	
Inventory Transaction Inquiry © One One No Grauper State The Set Type Max The Set Type State Mit - Processed - Natl Reaging Revee S2R State Mit - Processed - Natl Reaging Revee S2R State Mit - Processed - Natl Reaging Revee S2R State Mit - Processed - Natl Reaging Revee State State	T Last Transaction DUTre T Book N 00000005 288 89 PM 0001000 001792025 3515 PM 0001000 001792025 15515 PM 001702025 5510 PM 001702025 15500 PM 004091	If Type Type 064177 SMARET M 064187 SMARET M 064197 SMARET M 1 SMARET M	e Asset Ed Y Document No Mittary Equipment L0071755170 Mittary Equipment HC10015070 Operating Mataries and W572CM687 Mittary Equipment W572CM687		A- 5vc8/ve A-5vc8/ve A-	00 Ed T Cond Ed %	T Gry T Gry By Cend Co 10 1,224 2 1,214 (2) 2,15 (2) 2,06	1 Y Unit Cost Y 95,490,99 95,490,99 510,99 50,91	Prior MAC T Current MAC 20.00 \$2.00 20.00 \$2.00 10.99 \$19.59 20.00 \$2.00	Trans Make Xer/ Letest Acc 94,000.00 Varex Xer/ 102,000.00 Varex Xer/ 021,000.00 Varex Xer/	gastion Cast Y Edended Latest Acquisition	n Cast Y, Cest Valuation Method Code Y

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	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security
have the appropriate secur- ity access.	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 Materiel Management/Inventory Control Point (MM/ICP) module Accounting Transaction Inquiry page displays all the transactions for stock items within the warehouse.

Note

6

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

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.

Enterprise Rollup

Program Division ICP

Search Criteria Grid

Stock Nbr Action Type CICP/RSA Document Nbr Managed DoDAAC Serial Number Date From Date To









Accounting Transaction Inquiry Grid

Process Dt/Tm Managed DoDAAC CICP/RSA Document Nbr Stock Nbr Intrf Event Nbr Intrf Asset Code Fund Cd UII Serial Nbr Item Desc Quantity Dollar Amt Tier Location

Optional

Accounting Classification Ref Nbr Accounting Report Nbr Accumulated Depreciation Amount Acquisition Dt Action Code Action Type Code Activation Dt Activity Code Agency Accounting Identifier Code Agency Desc Allotment Serial Number Asset Category Code Asset Code Asset ID Availability Type Code Condition Cd Contract Line Item Nbr Cost Center Cost Center ID Current Moving Avg Cost **Depreciation Period** Dept Regular Desc Dept Transfer Code Effective Date









Established By Established Dt/Tm Event Nbr Event Type Facility Name Facility Nbr Fiduciary Depreciation Method Code Heritage Asset Code **Improvement Nbr** Installation Name Installation Nbr Intrf System Cd Inventory Control Nbr Job Order Nbr Land Acquisition Tract ID Last Updated By Last Transaction Dt/Tm Lease Code LIN/TAMCN ID Loan Code Main Account Code Major Command Designation Code Major Demand Project ID Major Command Task ID Object Class **Obligation Document Nbr** Process Status Program Year Project Desc Project Nbr Purchase Order Nbr Real Property Quantity Real Property Site Name Real Property Site UID Record Type Code Remarks RPUID Salvage Value Amount Sub Account Code Sub Allocation Holder ID Sub Class Code Supplementary PIIN Task Code









Trading Debt Regular Code Trading Main Account Code Trading Partner Nbr Trading Sub Allocation Holder ID Transfer Type Cd Type Fund Cd Unit Cost Unit of Issue Code Updated Moving Avg Cost Utilization Measure Code Utilization Service Life Utilization Service Life Used

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Materiel Management/Inventory Control Point 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 CReset 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				^
Stock Nbr	All	Managed DoDAAC	All	•
Action Type	All	Serial Nbr	All	
CICP/RSA	Ан	Date From	month/day/year	
Document Nbr	All	Date To	month/day/year	
				C Reset Q Search

• Enter the STOCK NBR, using sto assist with the entry. *This is a 15 alphanumeric character field.*







Stock Number Browse

- Use vert to select the Action Type.
- Enter the CICP/RSA in the field provided. *This is a 25 alphanumeric character field.*
- Enter the DOCUMENT NBR in the field provided. *This is a 14 alphanumeric character field.*
- Use 💌 to select the Managed DoDAAC.
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field*.
- Use 💼 to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.
- Use 📴 to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.

Select Q Search

2.

. The Search Results appear in the Accounting Transaction Inquiry Grid.

Sear	Jearch Results												^		
	F topos -														
	Process Dt/Tm	Managed DoDAAC	CICP/RSA	Document Nbr	Stock Nbr	Intel Event Nor	Intrf Asset Code	Fund Code	i ui	Serial Nbr	i tem Desc	Quantity	Dollar Arnt	Tier Location	1
	03/18/2025 02:11 PM	W24JCM	US COAST GUARD	W57JCM50770203	RTM123	x822	0 - Operating Materiel and supplies	ж	-	-	TRUNKS MEDIUM	2	\$21.96	Co-Learn/D01/CoLearn	*
	10/30/2024 11:20 AM	W24JCM	US COAST GUARD	W57JCM43040202	RTM123	X822	0 - Operating Materiel and supplies	ж	-	-	TRUNKS MEDIUM	2	\$21.96	Co-Learn/D01/CoLearn	
	10/30/2024 10:40 AM	W24JCM	US COAST GUARD	W57JCM43040201	RTM123	X822	0 - Operating Materiel and supplies	ж	-	-	TRUNKS MEDIUM	2	\$21.98	Co-Learn/D01/CoLearn	
Select												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 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

- Stock Nbr Inquiry ٠
- Agency Stock Nbr Inquiry ٠
- Inventory Inquiry ٠
- Inventory Transaction Inquiry ٠
- Contract History Inquiry •
- Contractor History Inquiry •









Search for a STOCK NBR

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module STOCK NBR Inquiry process provides the ability to inquire about specific assets by STOCK NBR.

Note

2

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

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 Mfr Part Nbr Type Asset Cd FSC Reportable Commodity Type Mgmt Cd CAGE Cd









Search Results Grid

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 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

ELMS Navigation Helpful Tips

Click the following link to display Materiel Management/Inventory Control Point 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 at any point of this procedure returns all fields to the default "All" setting.

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







Search Criteria				^
Stock Nbr	All Q	Type Asset Cd	All	
Item Desc	All	FSC	All	
LIN/TAMCN	All Q	Reportable Commodity Type	All	
Stock Item Cd	All	Mgmt Cd	All	
Mfr Part Nbr	All	CAGE Cd	All	
			S Reset	Q Search

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

Stock Number Browse

- 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

- Use 📩 to select the Stock Item Cd.
- Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
- Use 💙 to select the Type Asset Cd.
- Enter the FSC in the field provided. *This is a 4 numeric character field.*
- Use $\stackrel{\checkmark}{\longrightarrow}$ to select the Reportable Commodity Type.
- Use 🞽 to select the Mgmt Cd.
- Enter the CAGE CD in the field provided. *This is a 7 alphanumeric character field*.

Q search . Results appear in the Search Results grid.



2.

Select





Stock Nor 1 T	Stock Rem Cd T	Interface System Cd $^{\rm T}$	Rem Desc T	Mgmt Cd T	LINTAMON T	MIT Part Har	Manufacturer T	Model Nor T	GAGE OF T	F90 T	610 T	Type Asset Od 🛛	Asset Catagory Cit	Shelf L. T	Security Commodity Type T	Reportable Commodily Type T Prev Stock Nor	IT device code \top	Accounting Req Ed \Upsilon
801112222	L-Local		LANAPPY BRO FAX	A - Serial Number Managed						1018 - Alcost, Faer Weg	9 - Cative Crysteller, (CD)	M - Military Equipment	0 - Other Mill Equip	0	378FF-MORE204FF	JORTEST - JORDAN TEST	N/4.	N - Nonexpendable
0001000000012	8-PatMir	CA - ARTIP	DEPLAY CASE, W/WO ADJ ID-ED/ES N/WO P28	E-Bulk Managed		P25455	CALMA, PLASTICE PRODUCTS		44289	7218 - Household Pumishings	U-Unclassified	M - Military Equipment	0 - Other Mill Equip	0	TRAINING - TRAINING EXAMPLE	TRANSC-TRANSCEAMPLE	N/4.	N-Ronespendable
0007000057078	0 - Part Nor	CA - AESP	MODENT MODIFICATION DEMODIFICIALISM INLAR PRIAZE	8 - Bulk Manaped	840.023	45353	MULTITECH	M73228A	00861	501 - Misc Communication Etype	Y-Constitut EstaParts	5-Software	L - IT Seffmane - Centri Dev	0	PO - PERSONAL CEAR	PO-PERSONAL GEAR	N.K.	N - Nonexpendable
0001000064317	8 - Part Nor	CA - ACSP	RPUS, NI CAURSENSIO SAMETT	A - Serial Number Managed		93° N H	EARIETT FREATING MANUFACTURING, INC	M90	08764	1005 - Ourie, Braugh 304Mil	2 - Meet Servity Cel II	M - Millery Equipment	0 - Other Mill Equip		WENPONE - WENPONS AND ACCESSORIES	WEAPONG- WEAPONE AND ACCESSORES	N.4.	N - Nonespendable

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	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

- 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 Materiel Management/Inventory Control Point (MM/ICP) module Agency STOCK NBR Inquiry process provides the ability to inquire about specific assets by Agency Catalog.

Note

0

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

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.

ber

Catalog Selection

AEMM FLIS TDMS

Search Criteria Grid

NIIN Stock Nbr



689 <u>Unclass</u>ified





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.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Materiel Management/Inventory Control Point 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 at any point of this procedure returns all fields to the default "All" setting.

1. In the Catalog section, choose which catalog to search.

atalog Selection		^
	AEMM	
Catalog Selection	FLIS	
	TDMS	

- 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.*
- Select TDMS if the desired stock number is in that catalog. *The TDMS opens and is searchable.*
- 2. Select

. The Search Criteria grid appears.

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



Continue





Search Criteria	^
NIIN	CAGE Cd
Stock Nbr	Mfr Part Nbr
Item Desc	Mfr Name
Using Service Cd	Mfr Model Nbr
FSC	Source Of Supply
	UPC
	C Reset Q Search

- Enter the NIIN in the field provided. *This is a 7 numeric character field.*
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field*.
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use 🞽 to select the Using Service Cd.
- Enter the FSC in the field provided. *This is a 4 numeric character field.*
- Enter the CAGE CD in the field provided. *This is a 7 alphanumeric character field*.
- Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
- Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
- Enter the MFR MODEL NBR in the field provided. *This is a 20 alphanumeric character field.*
- Enter the Source Of Supply in the field provided. *This is a 3 alphanumeric character field.*
- Enter the UPC in the field provided. *This is a 12 numeric character field.*
- 4. Select

. Results appear in the Search Results grid.



Q Search







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	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

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









Contractor History Inquiry

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Contractor History Inquiry page displays all the contractors available.

Note

5

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

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.

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 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 DoDAAC Corporation Name Division Name Dt From Dt To User Id

Contractor History Grid

Operation Last Transaction Dt/Tm Last Updated By



695 Unclassified





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

ELMS Navigation Helpful Tips

Click the following link to display Materiel Management/Inventory Control Point 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 CReset 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:.







User Id			
	Q Search	🖒 Reset	

Dt To

Ħ

- Enter the CAGE CD, using it 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 alpha-numeric 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 \square 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

Q Search to view the results in the Contractor History Inquiry Grid.

Contractor H	listory	Grid Options 🔻						
Operation	T Last T	ransaction Dt/Tm ↓	▼ Last Updated By	T	Corporation Name	Division Name	CAGE Cd	T 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

Common Errors

Dt From

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.

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







Contract History Inquiry

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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 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 Dt From Dt To User Id

Contract History Grid

Operation Last Transaction Dt/Tm Last Updated By Contractor Contract Type Cd Contract Nbr Non-DoD Contract Nbr Dlvry Order Nbr Contract Desc Start Dt Expiration Dt







Unclassified



Optional

Admin POC

Contact Point Phone Nbr DSN Nbr FAX Nbr Email Address Address Line 1 Address Line 2 City State ZIP Cd Country Remarks History Remarks

Contract POC

Contact Point Phone Nbr DSN Nbr FAX Nbr Email Address Address Line 1 Address Line 2 City State ZIP Cd Country Remarks History Remarks

Issuing POC

Contact Point Phone Nbr DSN Nbr FAX Nbr Email Address Address Line 1 Address Line 2 City State









ZIP Cd Country Remarks History Remarks

Property Admin POC

Contact Point Phone Nbr DSN Nbr FAX Nbr Email Address Address Line 1 Address Line 2 City State ZIP Cd Country Remarks History Remarks

Program ID Established Dt/Tm Established By

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Materiel Management/Inventory Control Point 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 the default "All" setting.

C Reset

at any point of this procedure returns all fields to

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	•
Divry Order Nbr				
Contract Desc		Contract Type Cd	All	*
Start Dt	**	Expiration Dt		(***)
Dt From	÷.	Dt To		*** •
User Id				
	Q Search	C 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 \square 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.







						neib	VCIC	CIIC	s Gu	IUC
Instructions										,
Contract Hi	story 🗘 Grid Options 🔻									
Operation	▼ Last Transaction Dt/Tm ↓	T Last Updated By	T Contractor	T Contract Type Cd	T Contract Nbr	Y Non-DoD Contract Nbr	T Divry Order Nbr	T Contract Desc	T Start Dt	T Expiration Dt
Created	07/14/2017 12:30:28 PM	TEEDJ	FAKE1 - FAKE LLC/MADE UP DIVISIO	N D - D - DoD	JT000799P2222			D - DoD	08/01/2018	
Deleted	07/14/2017 12:30:28 PM	TEEDJ	FAKE1 - FAKE LLC/MADE UP DIVISIO	N D - D - DoD	JT000799P2222			D - DoD	08/01/2018	
Deleted	07/14/2017 12:28:49 PM	TEEDJ	FAKE1 - FAKE LLC/MADE UP DIVISIO	N 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 DIVISIO	N 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 DIVISIO	N 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 DIVISIO	N 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 DIVISIO	N D - D - DoD	N0002498A7654			D - DoD	07/07/2017	07/13/2018
Selected 0/7	Page 1		 → → → 50 ▼ items per page 							1 - 7 of 7 items 🔿

Help Peference

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	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

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







Schedule Reports

Overview

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

Procedures

ELMS Navigation Helpful Tips



Click the following link to display Materiel Management/Inventory Control Point 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 Letter the default "All" setting.

O Reset

at any point of this procedure returns all fields to

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

Search Criteria Report Category All Report/Form All Search Criteria Report Type All Report Type All Report Type All Report Form All Report Form All							Instructions
Report Category All Report Type All Report/Form All Search C Reset							Search Criteria
Report/Form All		All	Report Type			y A	Report Category
Q Search C Reset						A	Report/Form
			🖒 Reset	arch	Q Se		
· · · · · · · · · · · · · · · · · · ·			🖒 Reset	arch	Q Se		
						.	•
Use to select the Report Category.				ory.	ect the Report Cate	to s	• Use 🚺 t







				Holp Pofer	
				пер кегеге	ence Guide
	• Use	to select the	Report / Form.		
	050				
2 c	alact Q	Search to displ	av the search results		
2. 3	select		ay the search results.		
		* and a man			
Report D	eminitions		Report		
	Rpt Id Y	Rpt Name	Rpt Type	Rpt Category	
	LPMAR03	CEO Report	Online - User Initiated, Owner View/Delete	Accounting	
	LPMAR04	CEO Accounting Detail Report	Online - User Initiated, Owner View/Delete	Accounting	
0	LPMMR01	Customer Order Delivery Metrics	Online - User Initiated, Owner View/Delete	Metrics	
		Page 1 of 1	N H H H D 50	v items per page	1 - 4 of 4 items (
Selected 0.	/4 (H) (H)				
Selected 0.	V4 (4 4				
Selected 0.	/4				
Selected 0.	ule a R	eport			
Selected 0.	ule a R	eport			
Selected 0.	ule a R	eport	ed Report. <i>The Report i</i>	row is highlighted.	
Selected 0.	ule a R	eport select the desire	ed Report. <i>The Report i</i>	row is highlighted.	
Selected 0. Sched 1. C 2. S	ule a R Click 🗆 to Select 🙋	eport select the desire Schedule Report	ed Report. <i>The Report i</i> . <i>Two additional panels</i>	row is highlighted. appear beneath the F	Report Definitions

Submit/Schedule * Export File Format Schedule Dt/Tm Excel 11/4/2022 10:57 AM	Sharing Private	¥	Remarks	✓ Submit O Reset
Quarter	All	•		
Fiscal Year	2023			
Program/Division/ICP	Select an Item			
Report Type	Select an Item	T		

- 3. Enter the fields in the Report Parameters panel. *The fields depend upon the report chosen.*
- 4. Enter the fields in the Submit / Schedule panel.
 - **A.** Use to select the Export File Format.
 - B. Use to select the Schedule DT/TM, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
 - C. Use to select Sharing.
 - D. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*







5. . The panels close and the report is scheduled. Select

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	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security
ity access.	the Search again.

- View Reports ٠
- View Warehouse Reports ٠
- Schedule Warehouse Reports •
- **Real Time Warehouse Reports**







View Reports

Overview

The Materiel Management/Inventory Control Point (MM/ICP) 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

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Materiel Management/Inventory Control Point 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 CReset 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:.







	Rpt Id	Is Private	Rpt Format	T Rpt Name	Rpt Category	▼ File Size	Y Scheduled Dt	T Entered Dt ↓	Completed Dt	Established By	▼ Rpt Status	T 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 PN	BPGROCE	Complete	
۲	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

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 ELMS*.

View Report Details

Click 🚩 to open the details of the Report. *The Details grid appears.*





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arne	ise Logis	tics Manage	ment Svs	tem								
	Top Logic	area manage	inchit oys									¥ >
								11 - 1	D - 6			
								негр і	keter	enc	e Gu	llae
_			10 - 10		_	_				_	_	_
Sche	eduled Reports	s 🔅 Grid Options 🔻	Delete	Pont								
Sche	eduled Reports	Rpt Id T Is Private	Rpt Format	Rpt Name	Rpt Category	▼ File Size	Y Scheduled Dt Y	Entered Dt 🗼 🍸	Completed Dt	Established By	TRpt Status	T Remarks
Sche	eduled Reports	S Grid Options V Rpt Id Y Is Private LPMAR04 Yes	▼ Rpt Format Excel	Rpt Name CFO Accounting Detail Report	Rpt Category Accounting	▼ File Size 31.9KB	Scheduled Dt 03/30/2022 12:15:00 PM	Entered Dt ↓ 7	Completed Dt	Established By BPGROCE	Rpt Status Complete	TRemarks
Sche	eduled Reports	s ✿ Grid Options ▼ Rpt Id ▼ Is Private LPMAR04 Yes ✿ Grid Options ▼	X Delete Rpt Format Excel	Rpt Name T CFO Accounting Detail Report	Rpt Category Accounting	▼ File Size 31.9KB	Scheduled Dt T 03/30/2022 12:15:00 PM	Entered Dt ↓ ¶ 03/30/2022 12:15:17 PM	Completed Dt	Established By BPGROCE	Rpt Status Complete	Remarks
Sche	eduled Reports	S Crid Options ▼ Rpt Id ▼ Is Private LPMAR04 Yes Crid Options ▼ ▼ Value	Rpt Format Excel	Rpt Name T CFO Accounting Detail Report	Rpt Category Accounting	▼ File Size 31.9KB	Scheduled Dt T 03/30/2022 12:15:00 PM	Entered Dt ↓ ¶ 03/30/2022 12:15:17 PM	Completed Dt	Established By BPGROCE	Rpt Status Complete	T Remarks
Sche	All Details Parameter Report Format	s Grid Options ▼ Rpt Id ▼ Is Private LPMAR04 Yes Grid Options ▼ ▼ Value Excel	Rpt Format Excel	Rpt Name CFO Accounting Detail Report	Rpt Category Accounting	File Size	Scheduled Dt T 03/30/2022 12:15:00 PM	Entered Dt J 3/30/2022 12:15:17 PM	Completed Dt T 03/30/2022 12:15:19 PM	Established By BPGROCE	Rpt Status Complete	T Remarks
Sche 4	All Details Parameter Report Format Selected 0/1	s trid Options ▼ Rpt Id ▼ Is Private LPMAR04 Yes triangle Grid Options ▼ ▼ Value Excel Id ● 1	X Delete Apt Format Excel Page 1 of 1	Rpt Name T CFO Accounting Detail Report 1	Rpt Category Accounting	 File Size 31.9KB items per page 	Scheduled Dt S	Entered Dt J 7	Completed Dt T 03/30/2022 12:15:19 PM	Established By BPGROCE	T Rpt Status Complete	Remarks I of 1 items
Sche	All Details Parameter Report Format Selected 0/1	S Crid Options ▼ Rpt Id ▼ Is Private LPMAR04 Yes Crid Options ▼ Value Excei (* ◆ 1 LPMAR03 Yes	X Deide 6 X Rpt Format Excel Page 1 of 1 Excel	Rpt Name T CFO Accounting Detail Report	Rpt Category Accounting H 50 Accounting	 File Size 31.9KB items per page 45KB 	Scheduled Dt T 03/30/2022 12:15:00 PM e 03/30/2022 12:13:00 PM	Entered Dt J 7 03/30/2022 12:15:17 PM	Completed Dt T 03/30/2022 12:15:19 PM 03/30/2022 12:15:57 PM	Established By BPGROCE	Rpt Status Complete	Remarks 1 of 1 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	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security
have the appropriate secur- ity access.	access. Enter different Search Criteria and try the Search again.

- Schedule Reports
- View Warehouse Reports
- Schedule Warehouse Reports
- Real Time Warehouse Reports







Add Attachments

Overview

The Add Attachments process provides the ability to attach documents to a record.

Navigation

ELMS > VARIOUS PROCEDURAL STEPS > (desired record) > Attachments > Attachments pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number		

Attachments

Attachment Browse Description

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.









Attach a Document to a Record

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

- 1. Click to select the entry. *The record is highlighted, and Attachments becomes available.*
- 2. Select Attachments to add any additional files to the record. *The* **Attachments** *pop-up window appears.*

/	Attachments		
Add Attachn	nents		⊙ ⊦ ∧
Attachment Browse	Select files	Description	
Clear List		If a description is added above it will be a	oplied to all uploaded files. Upload
			Close

- 3. Select files... within the Attachment Browse field. *The Windows Choose File to* **Upload** pop-up window appears.
- 4. Choose the file to attach, and select it.
- 5. Select Open . The **Choose File to Upload** pop-up window closes, and the file name appears in the Attachment Browse panel.
- 6. Enter the Description in the field provided. *This is a 1024 alphanumeric character field*.





7. Select

. The file uploads and appears in the Attached Files panel.

	Attachments		
			0
Attached F	iles		/
Delete		O Puffin.png*	
Add Attach	ments		Set Primary
Add Attach	Select files ✓ Done Puffin.png 444.38 KB	Description If a description is a	a puffin picture

- 8. Repeat Steps 2 6 to attach multiple documents.
- 9. Select ^Q beneath the main attachment.

10. Select Set Primary . The attachment is marked as the main attachment to the record.







Remove an Attachment

- A. Select ^O beneath the desired attachment.
- B. Select ______. The attachment is removed permanently from the record.
- 11. Select Close . The **Attachments** pop-up window closes, and the file appears in the Attachments field 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 secur- ity access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
 161 — Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space. 	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.









type. "Attachment" file size is (size).

353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.

Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

- Stock Number Overview
- SKO Catalog Overview









Browse for an Appropriation

Overview

The Appropriation Browse pop-up window allows searching for appropriation data.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > < > Appropriation Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

mber Valu

Search By Grid

Dept Cd Basic Symbol Subhead Program Yr Program/Project

Saved Information Grid

Select Dept Cd Basic Symbol Subhead Program Yr









Program/Project

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for an Appropriation

Cancel

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

1. Select ^Q. The **Appropriation Browse** pop-up window appears.

Appropriatio	on			close or Esc Key
Search By				
Dept Cd	Select an Item	~	Program Yr	
Basic Symbol			Program/Project	
Subhead				
				Reset Search
Cancel				

- Use to select the Dept Cd.
- Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*
- Enter the Subhead in the field provided. *This is a 4 alphanumeric character field*.
- Enter the Program YR in the field provided. *This is a 8 alphanumeric character field.*





- Enter the Program/Project in the field provided. *This is a 24 alphanumeric character field.*
- 2. Select Search . The results appear in the Search Results grid.

Select	Dept Cd	Basic Symbol	Subhead	Program Yr	Program/Project
<u>Select</u>	097	4930	7000	XXXXXXXX	00000001620000000
Select	097	4930	7000	XXXXXXXX	00000001630000000
Select	097	4930	7000	xxxxxxx	00000001640000000

3. Choose the Select hyperlink of the desired Appropriation row. *The* **Appropriation Browse** pop-up window closes and the selected information appears in the Appn fields.

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	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

Appropriation






Assign Assets to a Maintenance Schedule

Overview

The Assign Assets to MAINT SCHEDULE pop-up window allows searching for a single asset or a range of assets.

Navigation

ELMSModules > Various Procedural Steps > $^{\circ}$ > Assign Assets to Maint Schedule pop-up window

Page Fields

The following fields display on the **Assign Assets to MAINT SCHEDULE** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

r

Search Criteria Grid

Asset Id Site Id Maint Activity Stock Nbr Item Description Maint Group Id Asset UIC Serial Nbr Equipment Pool Id Cage Cd LIN/TAMCN Secondary Serial Number









Search Results Grid

Select Asset Id Stock Number Serial Number Item Description Asset UIC Maint Group Id Maint Activity Equipment Pool Util Measure Cd

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Assign Assets to a Maintenance Schedule

One or more of the Search Criteria fields can be entered to isolate the results. By

S Reset

default, all results are displayed. Selecting returns all fields to the default "All" setting.

at any point of this procedure



1. Select ^Q. The **Assign Assets to MAINT SCHEDULE** pop-up window appears.

Search (Criteria				^
Asset Id	[]	Asset UIC	A	
Site M	PUND2	•	Serial Nor		
Maint Activity	BROOKS MA	•]	Equipment Pool Id		
Stock Nbr			Cage Cd		
item Description	[UNTAMON		
Maint Group M	[1	Secondary Serial Number	1	(j)

- 2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
 - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
 - Use * to select the Site Id.
 - Use ^{*} to select the Maint Activity.
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric char*acter field.
 - Enter the Item Description in the field provided. *This is a 256 alphanumeric character field.*
 - Enter the MAINT GROUP ID in the field provided. *This is a 2 alphanumeric character field.*
 - Use * to select the Asset UIC.
 - Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
 - Enter the EQUIPMENT POOL ID in the field provided. *This is a 2 alphanumeric character field.*





- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 30 alpha-numeric character field.*
- 3. Select *Q search* . *Results display in the Search Results Grid*.

+ Opt	ions •								
elect	Asset Id 1	Stock Num_ 1	Serial Num 1	Item Descri_1	Asset UIC 1	Maint Grou i	Maint Activ_1	Equipment 1	Util Measure C
Select	BROOKSOD	1234567890	9862125	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	21	-
Select	BROOKSOO	1234567890	8899566	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	21	-
Select	BROOKS00_	1234567890	79451361	BROOKS SUPER ASSETS	BROOKS	BA	BROOKS MA	ВК	_

4. Choose the Select hyperlink next to the desired ASSET ID. *The pop-up window closes and the selected ASSET ID information 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.

No Common Errors have been identified for this page.		Solution	
	No Common Errors hav	ve been identified for this page	9.







Related Topics

M&U

• Schedule Preventive Maintenance — Asset Assignment









Assign Assets to a Maintenance Schedule

Overview

The Assign Assets to MAINT SCHEDULE pop-up window allows searching for a single asset or a range of assets.

Navigation

ELMSModules > Various Procedural Steps > $^{\circ}$ > Assign Assets to Maint Schedule pop-up window

Page Fields

The following fields display on the **Assign Assets to MAINT SCHEDULE** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

r

Search Criteria Grid

Asset Id Site Id Maint Activity Stock Nbr Item Description Maint Group Id Asset UIC Serial Nbr Equipment Pool Id Cage Cd LIN/TAMCN Secondary Serial Number









Search Results Grid

Available Tab

All

Asset Id Stock Number Serial Number **Item Description** Asset UIC Maint Group Id Maint Activity **Equipment Pool** Util Measure Cd

Selected Tab

Remove Asset Id Stock Number Serial Number Item Description Asset UIC Maint Group Id Maint Activity **Equipment Pool** Util Measure Cd

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Assign Assets to a Maintenance Schedule

One or more of the Search Criteria fields can be entered to isolate the results. By

S Reset default, all results are displayed. Selecting returns all fields to the default "All" setting.

at any point of this procedure

727 Unclassified





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

1. Select ^Q. The **Assign Assets to MAINT SCHEDULE** pop-up window appears.

Search	Criteria				
Loset Id			Asset UIC	All	•]
Site Id	FUNC-2	•	Serial Nbr		
Maint Activity	BROOKSMA	1 - 1 - 1	Equipment Pool Id		
Stock Nbr			Cage Cd		
ttem Description			UN/TAMON	[
Maint Group Id			Secondary Serial Number	1	

- 2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
 - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
 - Use 📩 to select the Site Id.
 - Use * to select the Maint Activity.
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
 - Enter the Item Description in the field provided. *This is a 256 alphanumeric character field.*
 - Enter the MAINT GROUP ID in the field provided. *This is a 2 alphanumeric character field.*







- Use 🎽 to select the Asset UIC.
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field*.
- Enter the EQUIPMENT POOL ID in the field provided. *This is a 2 alphanumeric character field.*
- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field*.
- Enter the Secondary Serial Number in the field provided. *This is a 30 alpha-numeric character field.*
- 3. Select ______. *Results display in the Search Results Grid.*

ailable	Selected								
P Option	Asset Id i	Stock N i	Serial N i	Item Desi	Asset UIC :	Maint Gr i	Maint Aci	Equipme!	Util Mea
	BROOKS	89688968	97431346	M AND U ASSETS	BROOKS	BA	BROOKS MA	68	м
• (<)	1 🗸	() н							

4. Click to select the ASSET ID. The ASSET ID is selected and appears.

Select Select Assets . The **Asset Assignment to Maintenance Schedule** pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.

5.

OR





Select the Selected Tab. *The selected* ASSET ID appears for verification.

- A. Select the Remove hyperlink. *The ASSET ID is removed from the Selected Search Results grid.*
- Select Select Assets

The Asset Assignment to Maintenance Schedule

pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.

Common Errors

6.

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.





Search Results Available Selected ▶ Options • Item Des...! Remove Asset Id E Stock Nu... Serial N., 1 Asset UIC I Maint Gr ... i Maint Ac...i Equipme_____: Util Mea... i BROOKS BROOKS BROOKS. 1234567_ 8899566 SUPER BROOKS 21 BA Remove MA ASSETS BROOKS BROOKS 79451361 1234567... SUPER BROOKS RK. BROOKS RA. Remove MA ASSETS ~ C Cancel Select Assets





Related Topics

M&U

• Schedule Preventive Maintenance — Asset Assignment









Browse for an Asset Identifier

Overview

The Asset Identifier Browse pop-up window allows searching for a single asset or a range of assets.

Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* > ^Q > ASSET ID Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Search Criteria Grid

Asset Id Dispatched * Equip Pool Dispatched Cd Dispatch Unavl Cd Dispatch Ctgry Sub Ctgry Item Desc Stock Nbr Serial Nbr Secondary Serial Number







Search Results Grid

Select Asset Id Item Desc Utilization Dispatch Ctgry Sub Ctgry **Dispatch Cd** Dispatch Unavl Cd Equip Pool Stock Nbr Serial Nbr Secondary Serial Number Actual Issue Dt/Tm Est Return Dt/Tm Lst Util Rptd Dt Tot FY Util Qty Nbr of Passengers Nbr of Bags

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for an Asset Identifier

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.

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







1. Select ^Q. The **Asset ID Browse** pop-up window appears.

seciu		
Asset Id		Sub Ctgry Select an Item 🗸
*Dispatched	Yes 🗸	Item Desc
Equip Pool	Select an Item	Stock Nbr
Dispatch Cd	Select an Item	Serial Nbr
Dispatch Unavl Cd	Select an Item 🗸	Secondary Serial Number
Dispatch Ctgry	Select an Item	Search Reset
		•

- 2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
 - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
 - Use to select the Dispatched.
 - Use 🞽 to select the Equip Pool.
 - Use to select the Dispatched Cd.
 - Use 💙 to select the Dispatch Unavl Cd.
 - Use to select the Dispatch Ctgry.
 - Use 💙 to select the Sub Ctgry.
 - 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.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field*.
- Enter the Secondary Serial Number in the field provided. *This is a 30 alpha-numeric character field.*
- 3. Select search. Results display in the ASSET ID Results Grid below.

Select	Asset Id	<u>Item</u> Desc	<u>Utilization</u>	<u>Dispatch</u> <u>Ctgry</u>	<u>Sub</u> <u>Ctgry</u>	<u>Dispatch</u> <u>Cd</u>	<u>Dispatch</u> <u>Unavl</u> <u>Cd</u>	<u>Equip</u> Pool	Stock Nbr	<u>Serial</u> Nbr	<u>Secondary</u> <u>Serial</u> <u>Number</u>	Actual Issue Dt/Tm	<u>Est Return</u> <u>Dt/Tm</u>	<u>Lst Util</u> <u>Rptd Dt</u>	<u>Tot</u> FY Util Qty	<u>Nbr of</u> Passengers	<u>Nbr</u> of Bags
<u>Select</u>	101240090351	PICKUP TRUCK	12000	0012 - 0012	0012 - NEW ONE	A - Ad- Hoc	6 - N/A	68 - SAT 12	12481632640006	DM0003		06/01/2018 12:00 PM	06/30/2018 05:00 PM	3/18/2022 12:00:00 AM	0	2	2
•																	Þ
																c	ancel

4. Choose the Select hyperlink next to the desired ASSET ID. *The pop-up window closes and the selected ASSET 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
13 — Mandatory Entry: DISPATCHED.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics









Browse for an Attribute Template

Overview

The Attribute Template Browse pop-up window allows searching for the attribute templates and their descriptions that are available for the ACC.

Navigation

ELMS Property Accountability Module > V_{ARIOUS} PROCEDURAL STEPS > \bigcirc > Attribute Template Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

nber

Attribute Template Search Criteria Grid

ACC Attribute Template Name Attribute Template Desc

Attribute Template Results Grid

Select Detail Attribute Template Name

Detail Grid

Attribute Template Name



736 Unclassified





Attribute Template Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Browse for an Attribute Template

Selecting

at any point of this procedure returns all fields to the default setting.

- 1. Select \mathbf{Q} . The **Attribute Template Browse** pop-up window appears.
- 2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

ACC	0-Other Mil Equip	Attribute Template Desc	
Attribute Templ Name	late		
			Reset

- Verify the ACC.
- Enter the Attribute Template Name in the field provided. *This is a 50 alphanumeric character field.*
- Enter the Attribute Template DESC in the field provided. *This is a 250 alphanumeric character field.*





3. Select

. The results appear in the Attribute Template Search Results grid.

Attribute Te	emplate			close or Esc Ke
ACC	0-Other Mil Equip		Attribute Template Desc	
Attribute Template Name				
				Reset Search
Select	Detail	Attribute	Template Name	
Select	<u>Detail</u>	25578822	22 - aac 0	
Select	Detail	Computer		
Select	Detail	Generator		
Select	Detail	jordan ten	nplate	
Cancel				

4. Choose the Detail hyperlink next to the desired Attribute Template. *The Detail panel appears.*







Attribute 7	Template		close or Esc K
ACC	0-Other Mil Equip	Attribute Template Desc	
Attribute Template Name)		
			Reset
Details			
Attribute Name		Attribute Desc	
wmj1118		test	
Select	Detail	Attribute Template Name	
<u>Select</u>	<u>Detail</u>	2557882222 - aac 0	
Select	Detail	Computer	
Select	Detail	Generator	
Select	Detail	jordan template	
Cancel			

5. Choose the Select hyperlink next to the desired Attribute Template. *The pop-up window closes and the selected Attribute Template appears in the previous screen.*







Common Errors

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

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

Related Topics

PA

• Stock Number Mass Change Search Criteria







Select an Audit Field Name

Overview

The Audit Field Selection process provides the ability to select the audit field name to view associated records.

Navigation

ELMS > VARIOUS PROCEDURAL STEPS > Select Field Name hyperlink > Audit Field Selection pop-up window

Page Fields

The following fields display on the Audit Field Selection pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	

Audit Field Selection Grid

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Select an Audit Field Name

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





ELMS Helpdesk 1-844-843-3727



1. Enter the Field Name, or use the hyperlink to select a Field Name. *The Audit Field Selection pop-up window appears.*

AuditFieldSelection	close or Esc Key
Allowable Result Select	
	Cancel

- 2. Use * to select the Field.
- 3. Click Select . The pop-up window closes, and the selected field name appears in the Field Names grid.

Common Errors

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

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

Related Topics

Audit Viewer Inquiry







Select an Audit Program

Overview

The Audit Program Selection process provides the ability to select the audit program to view associated records.

Navigation

ELMS > VARIOUS PROCEDURAL STEPS > Select Program Name hyperlink > Audit Program Selection pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number		
		_

Audit Program Selection Grid

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Select an Audit Program

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





ELMS Helpdesk 1-844-843-3727



1. Enter the Program ID, or use the hyperlink to select a Program Name. *The Audit Program Selection* pop-up window appears.

AuditProgramSelection	close or Esc Key
Asset Disposition Select	
	Cancel

- 2. Use * to select the Field.
- 3. Click Select . The pop-up window closes, and the selected audit program appears in the Programs grid.

Common Errors

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

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

Related Topics

Audit Viewer Inquiry





Browse for an Authorization

Overview

The Authorization Browse pop-up window allows searching for authorizations in the Force element.

Navigation

ELMS Force Systems Management Module > *VARIOUS PROCEDURAL STEPS* > \square > Authorization Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

nber

Authorization Search Criteria

Authorization Type Authorization Id Platform Stock Number UTC Authorization Status

Authorization Results Grid

Select Authorization Id Authorization Desc



ODASD (Logistics) under A&S Sustainment 745 Unclassified





Platform

Procedures

ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Browse for an Authorization

One or more of the Search Criteria fields can be entered to isolate the results. By default, all

D Reset results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.







Unclassified



1. Select

. The Authorization Browse pop-up window appears.

e cui on on	iteria			/
Authorization Type	Select an Authorization Type	Authorization Id	Select an Authorization Id	ation Id 🔹
Platform	Select a Platform	Stock Number	Select a Stock Number	٠
	Coloria UTC -	Authorization	Not Applied	
итс	Select a UTC	Status	D Reset Q Sea	irch
UTC Search Re Select	sults Authorization Id †	Authorization Desc	Platform	irch
UTC Search Re Select Select	Select a UIC Sults Authorization Id	Status Authorization Desc ABC123	Platform	irch
UTC Search Re Select Select Select	Select a UIC Select a UIC Authorization Id I234 JDLR01	Status Authorization Desc ABC123 Auth Stuff	Reset Q Sea Platform CRK Platform	I

- 2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
 - Use * to select the Authorization Type.
 - Use * to select the Authorization Id.







- Use * to select the Platform.
- Use ^{*} to select the Stock Number.
- ٠ Use ^{*} to select the UTC.
- Use ^{*} to select the Authorization Status.
- Q Search . The results appear in the **Authorization Search Results** grid. 3. Select
- 4. Choose the Select hyperlink next to the desired Authorization. *The pop-up window closes* and the selected Authorization 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

FSM

- Authorization Management Overview .
- **Review Authorizations**
- Apply Authorization
- Authorization Details







Unclassified



Browse for a CAGE CD

Overview

The CAGE Master Browse pop-up window allows searching for CAGE codes.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > < > CAGE Master Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

iber Valu

Search Criteria Grid

CAGE Cd Contact Phone Physical Address Postal Cd Legal Business Name Physical Address State Status Code

Search Results Grid

CAGE Cd Legal Business Name Doing Business As Division









Status Code Status Description Business Established Date Source Data Last Update Expiry

Optional

Contact Email Contact Mobile Contact Name Contact Phone Contact Voice Ext Mail Address Line 2 Mail Citv Mail Country Mail County Mail Postal Code Mail State Physical Address City Physical Address Country Physical Address Country Desc Physical Address County Physical Address Line 1 Physical Address Line 2 Physical Address PO Box Physical Address Postal Cd Physical Address Postal Ext Physical Address State

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a CAGE CD

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.







1. Use to browse for the CAGE CD entry. *The CAGE Master Browse pop-up window displays.*

age Maste	r Browse			
Search Criter	ria			^
CAGE Cd	All	Legal Business Name	All	
Contact Phone	All	Physical Address State	All	
Physical Address Postal Cd	All	Status Code	All	•
Search Resu	Its		5 Reset	Q Search
Please ente	er criteria and click Search			
Cancel				✓ Take Selected

- 2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
 - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field*.
 - Enter the Contact Phone in the field provided. *This is a 25 alphanumeric character field.*
 - Enter the Physical Address Postal CD in the field provided. *This is a 10 alphanumeric character field.*
 - Enter the Legal Business Name in the field provided. *This is a 50 alphanumeric character field.*





- Enter the Physical Address in the field provided. *This is a 25 alphanumeric character field*.
- Use ^{*} to select the Status Code.

Q Search

3. Select

٠

. The results appear in the **Search Results** grid.

🏓 Option	ns 🔻								
-	CAGE Cd :	Legal Busin i	Doing Busin!	Division :	Status Code 🗄	Status Desc:	Business Es?	Source Data!	Expiry
	5R8A6	UNIFIED SCHOOL DISTRICT 254	BARBER COUNTY NORTH USD 254		N	Cancelled Without Replacement	10/09/2009 12:00 AM	01/30/2023 12:41 PM	01/30/2028 12:00 AM
	J4376	MURAKAMI KOKI CO., LTD.	1771		Ν	Cancelled Without Replacement	11/12/2020 12:00 AM	01/31/2023 01:01 PM	200
	9FS16	HROBOWSKI, REAL ESTATE, JUNK REMOVAL CONSULTING TRANSPO LLC	-7-	Ţ	N	Cancelled Without Replacement	01/31/2023 12:00 AM	01/31/2023 08:28 PM	01/31/2023 12:00 AM
Selected 0/3			10 🔻 items	per page					1 - 3 of 3

- 4. Click to select the CAGE CD.
- 5. Select Take Selected . The **CAGE Master Browse** pop-up window closes and the selected CAGE CD appears in the previous screen in the CAGE CD field.

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.

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

M&U

Manufacturer Part Nbr

PA

• Manufacturer Part Nbr







Browse for a Contract Number

Overview

The Contract Number Browse process allows searching for stored contract numbers in the ELMScatalog.

Navigation

ELMS Modules > 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.

Search By Grid

Contract Use Cd CAGE Cd Contract Nbr

Search Results Grid

Select Contract Nbr **Contractor Name**









Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS 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 at any point of this procedure returns all fields to the default "All" setting.

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

1. Select \bigcirc . The **Contract Browse** pop-up window appears.

Contract					close or Esc F
Search By					
Contract Use Cd	Select an Item	~	Contract Nbr		
CAGE Cd	Select an Item	~		Search	Reset
					Cancel

- 2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
 - Use 🔛 to select the Contract Use Cd.
 - Use 🚺 to select the CAGE Cd.
 - Enter the CONTRACT NBR in the field provided. *This is a 50 alphanumeric character field.*
- 3. Select search. The results display in the Contract Search Results Grid below.







4. Click the Select hyperlink next to the desired contract. *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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

• Wrnty/Svc/Subscription - Terms/Cond






Browse for a Deferred Task/Parts

Overview

The Deferred Task/Parts pop-up window allows searching for deferred parts for an asset from the Warehouse Module.

Navigation

Maintenance > VARIOUS PROCEDURAL STEPS > < > Deferred Task/Parts pop-up window

Page Fields

The following fields display on the **Deferred Task/Parts** 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.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Deferred Parts Criteria

Deferred Parts Results Grid







Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for Deferred Task/Parts

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.

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

1. Select ^Q. The **Deferred Task/Parts Browse** pop-up window appears.

Deferred Task/Parts	×
Cancel	✓ Take Selected

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

- Use to select the Authorization Type.
- Use 🚺 to select the Authorization Id.
- Use to select the Platform.
- Use 🞽 to select the Stock Number.
- Use to select the UTC.
- Use 🚺 to select the Authorization Status.







5. Choose the Select hyperlink next to the desired Authorization. *The pop-up window closes and the selected Authorization 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

• Work Order

FSM

- Authorization Management Overview
- Review Authorizations
- Apply Authorization
- Authorization Details







Browse for a Dispatch ID

Overview

The Dispatch ID Browse pop-up window allows searching for dispatching assets in the ELMS catalog.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > < > Dispatch ID Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

mber Value

Search By Grid

Dispatch Id Dispatch Sts Cd Dispatcher Dispatched To Equip Pool

Search Results Grid

Select Dispatch Id Dispatch Sts Cd Dispatcher Dispatched To Dispatch Cd









Equip Pool Asset Id Serial Nbr Secondary Serial Number UII

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Dispatch ID

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.

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

1. Select ^Q. *The* **Dispatch ID Browse** pop-up window appears.

ispatchId					close or Esc
Search By					
Dispatch Id			Dispatched To	Select an Item	~
Dispatch Sts Cd	Select an Item	~	Equip Pool	Select an Item	~
Dispatcher	Select an Item	~			
					Search Reset
					Cancel

- 2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
 - Enter the Dispatch ID in the field provided. *This is a 15 alphanumeric character field.*



Help Reference Guide



3.

Help Reference Guide

•	Use 💙	to select the Dispatch Sts Cd.
•	Use 💙	to select the Dispatcher.
•	Use 💙	to select the Dispatched To.
•	Use 💙	to select the Equip Pool.
Sele	ct	. The Search Results display in the Dispatch ID Grid below.

Dispa	itchId								clo	se or Esc K
Searc	ch By									
Dispat	ch Id	UP2019121900	001		Di	spatched To	Select an Item	11	~	
Dispat	ch Sts Cd	Select an Item		~	Ec	quip Pool	Select an Item	10	~	
Dispat	cher	Select an Item		~						
									Search	Reset
Select	Dispatch Id	Dispatch Sts Cd	Dispatcher	Dispatched To	Dispatch Cd	Equip Pool	Asset Id	Serial Nbr	Secondary Serial Number	UII
<u>Select</u>	UP2019121900001	RQ - Requested		DJB - BRITT, DARRYL	A - Ad- Hoc	UP - UTOPIA PLANETIA	NCC17010018	NCC1764		
									Cano	cel

4. Click the Select hyperlink next to the desired Dispatch ID. *The pop-up window closes and the selected Dispatch 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.

Solution	







125 — No record(s) match search criteria or you do not have the appropriate secur- ity 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.
409 — You have exceeded the browse limit of a 500 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 500 rows. Refine and re— enter the search criteria.
182 — Entry must be A — Z and/or 0 — 9 with no embedded spaces or special characters.	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

M&U

• Dispatch









Browse for an Equipment Category Code (ECC)

Overview

The ECC Browse pop-up window allows searching for ECCs in the eCatalog.

Navigation

ELMS eCatalog > VARIOUS PROCEDURAL STEPS > 2 > ECC Browse pop-up window

Page Fields

The following fields display on the **ECC 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

ECC Search Criteria

Equipment Class Cd

ECC Results Grid

Equip Control Cd Equip Control Desc Equip Control Detailed Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.









Browse for an ECC

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.

1.

Select Se

C Browse			×
earch Criteria			
quipment Class Cd			
E - Small Arms			
			D Reset Q Search
arch Results			
-			
Grid Options 🔻			
Equip Control Cd	T Equip Control Desc	Equip Control Detailed Desc	T
EA	Armament Subsystems	Armament Subsystems	
EB	Rifles	Rifles	
EC	Machine Guns	Machine Guns	
ED	Grenade Launchers	Grenade Launchers	
EE	Submachine Guns	Submachine Guns	
EF	Automatic Guns	Automatic Guns	
EG	Rocket Launchers: Group EG	Rocket Launchers: Group EG	
ЕН	Carbines	Carbines	
EI	Guns, Other	Guns, Other	
EJ	Handguns	Handguns	
ЕК	Shotguns	Shotguns	

- 2. In the Search Criteria box, narrow the results by entering the following:.
 - Use to select the Equipment Class Cd.
- 3. Select . The results appear in the **ECC Search Results** grid.
- 4. Click \Box to select the Equip Control Cd. *This highlights the desired row.*
- 5. Select Select . The desired Equipment Control Code appears in the ECC field 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.







	- 11	0.1	

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

PA

• Add a Stock Number









Browse for an External LIN/TAMCN

Overview

The External LIN/TAMCN Browse process allows searching for an external LIN/TAMCN in the ELMS catalog.

Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > \bigcirc > External LIN/TAMCN Browse popup window

Page Fields

The following fields display on the **External 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.

er

Search Criteria Grid

Select Interface * LIN/TAMCN LIN/TAMCN Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS 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 at any point of this procedure returns all fields to the default "All" setting.

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

1. Select **Select**. *The* **EXTERNAL LIN/TAMCN Browse** pop-up window appears.

Search Crite	ria		
* Select Interface	Select	▼ LIN/TAMCN Des	sc
LIN/TAMCN			
			C Reset Q Search
	lts		
Search Resu			
Please enter	er criteria and click Search		

- 2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
 - Use * to select the Select Interface.
 - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*







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	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

• Stock Number









Browse for the External Manufacturer Part Number

Overview

The External Manufacturer Part Number Browse pop-up window allows searching for manufacturer part numbers from a catalog. The availability of the external agency catalogs depend on the logged-in user.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > \bigcirc > External Manufacturer Part Number Browse pop-up window

Page Fields

The following fields display on the **External Manufacturer Part Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

In	stru	cti	ons
			•

The table below provides the list of instructions.

ber

Search Criteria Grid

Interface System CAGE Cd Mfr Part Nbr Stock Nbr Mfr Name Mfr Model Nbr

Search Results Grid

Stock Nbr Item Desc Mfr Part Nbr



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Mfr Name

Mfr Model Nbr CAGE Cd

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for an External Manufacturer Part Number

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.

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

1. Select . The **External Manufacturer Part Number Browse** pop-up window appears.

Search Criteria			
Interface System	AESIP V	Stock Nbr	ПА
CAGE Cd	All	Mfr Name	All
Mfr Part Nbr	All	Mfr Model Nbr	All

- 2. In the Search Criteria box, narrow the results by entering the following:.
 - Use * to select the Interface System.
 - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field*.
 - Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
 - Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field*.



Help Reference Guide



- 4. Click to select the External Manufacturer Part Number. *This highlights the desired row.*
- 5. Click Take Selected . The desired External Manufacturer Part Number appears in the MFR PART NBR field on the previous screen.

Common Errors

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

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

Related Topics

M&U

Manufacturer Part Nbr









1-844-843-3727

Browse for a FSM Authorization ID Browse

Overview

The FSM Authorization ID Browse pop-up window allows searching for authorization identifiers in the ELMS catalog.

Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* > ^Q > FSM Authorization ID Browse popup window

Page Fields

The following fields display on the **FSM Authorization ID Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

under A&S Sustainment

	Number Value		
Se	arch By Grid		
	Authorization Type Platform Authorization ID Force Element Stock Nbr		
Sea	arch Results Grid		
	Select Authorization Type Platform Authorization ID Force Element		
ar 1977	ODASD (Logistics)	773 EI MS H eindesk	/

Unclassified



Stock Nbr

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a FSM Authorization ID Browse

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.

Selecting at any point of this procedure removes all revisions and closes the page.

1. Select ^Q. *The* **FSM Authorization ID Browse** pop-up window appears.

FS	M Authori	zation ID Browse		close or Esc Key
S	earch By			
	Authorization Type	Select an Authorization Type	Force Element	Enter at least 2 characters to see
	Platform	Enter at least 2 characters to see 💌	Stock Nbr	Enter at least 2 characters to see
	Authorization ID	Enter at least 2 characters to see 💌		
Please	enter search criteria.			Reset Search
C	lose			Take Selected
A.	Use 💙	to select the Authorizati	on Type.	
в.	Use 💙	to select the Platform.		



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- 2. Select . The Search Results display in the **FSM AuthorizationID** Grid below.
- 3. Click the Select hyperlink next to the desired FSM Authorization ID. *The pop-up* window closes and the selected FSM Authorization 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

PA

Report Manager Schedule Reports











Browse for the Internal Manufacturer Part Number

Overview

The Internal Manufacturer Part Number Browse pop-up window allows searching for manufacturer part numbers.

Navigation

Catalog > V_{ARIOUS} PROCEDURAL STEPS > \bigcirc > Internal Manufacturer Part Number Browse pop-up window

Page Fields

The following fields display on the **Internal Manufacturer Part Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

ber

Search Criteria Grid

CAGE Cd Manufacturer Part Nbr Stock Nbr Manufacturer Name Model Nbr

Search Results Grid

All Stock Nbr Manufacturer Part Nbr Manufacturer Name Model Nbr



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CAGE Cd

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for an Internal Manufacturer Part Number

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.

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

1. Select . The **Internal Manufacturer Part Number Browse** pop-up window appears.

Internal Manufacturer Part Number Browse				×
Search Criteria				^
CAGE Code All	Stock Nbr	All]	
Manufacturer Part Number	Manufacturer Name	All]	
	Model Number	All]	
			S Reset Q Search	h

- 2. In the Search Criteria box, narrow the results by entering the following:.
 - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
 - Enter the MANUFACTURER PART NBR in the field provided. *This is a 35 alphanumeric character field.*
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field*.
 - Enter the MANUFACTURER NAME in the field provided. *This is a 36 alphanumeric character field.*
 - Enter the MODEL NBR in the field provided. *This is a 48 alphanumeric character field*.







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	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.











Related Topics

PA

• Pending Catalog Transaction









Browse for Internal Stock Number

Overview

The Internal Stock Number Browse pop-up window allows searching for stock number assets.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > < > Internal Stock Number Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Search Criteria Grid

Stock Item Type Stock Nbr LIN/TAMCN Item Desc Reportable Commodity Type

Search Results Grid

Stock Number 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 Status Cd

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for an Internal Stock Number

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.

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

1. Use to browse for the Stock Number entry. *The Internal Stock Number Browse* pop-up window displays.







ocuren onter	ria			
Stock Item Type	A-NSN 👻	Item Desc	All]
Stock Nbr	All	Reportable Commodity Type	All]
LIN/TAMCN	All		B Reset	arch
			J neses Q de	arcm
Search Resu	Its			
Search Resul	ts r criteria and click Search			

- 2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
 - Enter the Stock Item Type in the field provided. *This is a 1 alphanumeric character field.*
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field*.
 - 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*.
 - Use ^{*} to select the Reportable Commodity Type.
- 3. Select

^Q search . The results appear in the **Stock Number Results** grid.







4. Click to select the Internal STOCK NBR.

5. Select Take Selected . The **Internal Stock Number Browse** pop-up window closes and the selected STOCK NBR appears in the previous screen in the STOCK NBR field.

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	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

	M&U				
--	-----	--	--	--	--

Manufacturer Part Nbr

PA

Manufacturer Part Nbr





Browse for a Job Order Number

Overview

The Job Order Number Browse pop-up window allows searching for a Job Order Number in the ELMS catalog.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > \bigcirc > Job Order Number Browse pop-up window

Page Fields

The following fields display on the **Job Order Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

er

Search By Grid

Job Order Nbr ID Job Order Nbr Desc Reimbursable Effective Dt End Dt

Search Results Grid

Select Job Order Nbr ID Job Order Nbr Desc Effective Dt End Dt



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Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Job Order Number

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.

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

1. Select ^Q. *The Job Order Number Browse pop-up window appears*.

JobOrderNumb	perBrowse		close or Esc Ke
Search By			
Job Order Nbr ID		Effective Dt	
Job Order Nbr Desc		End Dt	
Reimbursable			Search Reset
			Cancel

- 2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
 - Enter the Job Order Number the field provided. *This is a 15 alphanumeric character field.*
 - Enter the JOB ORDER NBR DESC in the field provided. *This is a 256 alpha-numeric character field.*
 - The Reimbursable automatically populates and is not editable.
 - Use In the Effective DT, or enter the date (MM/DD/YYYY) in the field provided.
 - Use I to select the End DT, or enter the date (MM/DD/YYYY) in the field provided.







3. Select search . The Search Results display in the Job Order Number Grid below.

earch By					
Job Order Nbr ID			Effective Dt		
Job Order Nbr Desc			End Dt		
Reimbursable					Search
Select	Job Order Nbr ID	Job Order Nbr Desc		Effective Dt	End Dt
Select	DDL12345679012	DDL123456789012		1/1/2022	12/31/2023

4. Click the Select hyperlink next to the desired Job Order Number. *The pop-up win- dow closes and the selected Job Order 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

M&U	

• Dispatch







Browse for a LIN/TAMCN

Overview

The LIN/TAMCN Browse process allows searching for a LIN/TAMCN in the ELMS catalog.

Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > \bigcirc > 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.

· Va

Search Criteria Grid

LIN/TAMCN LIN/TAMCN Desc Size Category Status

Search Results Grid

LIN/TAMCN LIN/TAMCN Desc Size Category Status

Optional

Catalog Name Code



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Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS 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

D Reset results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.

O Cancel Selecting 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.

LIN/TAMCN	All	Size Category	All	•
LIN/TAMCN Desc	All	Status	ACTIVE	•
earch Resul	lts			
Gearch Resul	lts •			
Grid Options	Its • LIN/TAMCN T L	IN/TAMCN DESC T Size C	ategory T State	IS T

- 2. In the Search By grid, 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 LIN/TAMCN DESC in the field provided. *This is a 1024 alphanumeric char*acter field.
 - Use * to select the Size Category.
 - Use 📩 to select the Status.

Select Q Search

. The results display in the Search Results Grid below.



3.







🔌 Grid Options	5 v		
	LIN/TAMCN	▼ LIN/TAMCN DESC ▼ Size Categ	ory T Status T
	A21959	AGITATOR PAINT SHAKER TYPE 1/3 HP AC 115V 60C SGLE PH	ACTIVE
Calested 0/50 Ld			
Selected 0/50 M		Su V Items per page	1 - 50 01 154 10

- 4. Click to select the LIN/TAMCN. *This highlights the desired row.*
- 5. Click Select . The desired LIN/TAMCN appears in the LIN/TAMCN field on the previous screen.

Common Errors

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

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

Related Topics

Stock Number









Browse for a Maintenance Schedule

Overview

The Maintenance Schedule Browse pop-up window allows searching for a single maintenance or a range of maintenance schedules.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > \bigcirc > Maintenance Schedule Browse popup window

Page Fields

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

Instructions

The table below provides the list of instructions.

ber

Search Criteria Grid

Maint Schedule Id Maint Schedule Name Maint Schedule Desc Work Plan Name Maintenance Activity Occurrence Central Maint Sched

Search Results Grid

Select Maint Sched Id Maint Sched Name



ODASD (Logistics) under A&S Sustainment 791 Unclassified

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Maint Sched Desc Maint Activity Occurrence Recurring Method

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Maintenance Schedule

One or more of the Search Criteria fields can be entered to isolate the results. By

default, all results are displayed. Selecting returns all fields to the default "All" setting.

	•)		Re	5.0	t.,	
	-					
_		_				_

at any point of this procedure

Help Reference Guide

1. Select ^Q. The **Maintenance Schedule Browse** pop-up window appears.

Search Criteria			-
Maint Schedule Id	Maintenance Activity	BROOKS MA	•
Maint Schedule Name	Occurrence	Both	•
Maint Schedule Desc	Central Maint Sched	Both	•
Work Plan Name			

- 2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields: .
 - Enter the MAINT SCHEDULE ID in the field provided. *This is a 85 alphanumeric character field.*








- Enter the MAINT SCHED NAME in the field provided. *This is a 50 alphanumeric character field.*
- Enter the MAINT SCHED DESC in the field provided. *This is a 250 alpha-numeric character field.*
- Enter the Work Plan Name in the field provided. *This is a 50 alphanumeric character field.*
- Use ^{*} to select the Maintenance Activity.
- Use ^{*} to select the Occurrence.
- Use ^{*} to select the Central Maint Sched.
- 3. Select <u>Q search</u>. *Results display in the Search Results Grid.*

/
g Method
lave





4. Choose the Select hyperlink next to the desired MAINT SCHEDULE ID. *The pop-up* window closes and the selected MAINT SCHEDULE ID information appears in the pre-vious 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.

	Solution
No Common Errors have been	identified for this page.

Related Topics

M&U

• Schedule Preventive Maintenance - Asset Assignment







Browse for a Maintenance Schedule

Overview

The Maintenance Schedule Browse pop-up window allows searching for a single maintenance or a range of maintenance schedules.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > \bigcirc > Maintenance Schedule Browse popup window

Page Fields

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

Instructions

The table below provides the list of instructions.

D I			

Search Criteria Grid

Maint Schedule Id Maint Schedule Name Maint Schedule Desc Work Plan Name Maintenance Activity Occurrence Central Maint Sched

Search Results Grid

Available Tab

Select



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Maint Sched Id Maint Sched Name Maint Sched Desc Maint Activity Occurrence Recurring Method

Selected Tab

Remove Maint Sched Id Maint Sched Name Maint Sched Desc Maint Activity Occurrence Recurring Method

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Maintenance Schedule

One or more of the Search Criteria fields can be entered to isolate the results. By

default, all results are displayed. Selecting returns all fields to the default "All" setting. S Reset

at any point of this procedure







1. Select ^Q. The **Maintenance Schedule Browse** pop-up window appears.

Search Criteria			5
Maint Schedule Id	Maintenance Activity	BROOKS MA	•
Maint Schedule Name	Occurrence	Both	
Maint Schedule Desc	Central Maint Sched	Both	2.
Work Plan Name			

- 2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
 - Enter the MAINT SCHEDULE ID in the field provided. *This is a 85 alphanumeric character field.*
 - Enter the MAINT SCHED NAME in the field provided. *This is a 50 alphanumeric character field.*
 - Enter the MAINT SCHED DESC in the field provided. *This is a 250 alpha-numeric character field.*
 - Enter the Work Plan Name in the field provided. *This is a 50 alphanumeric character field.*
 - Use 👗 to select the Maintenance Activity.
 - Use * to select the Occurrence.
 - Use 📩 to select the Central Maint Sched.
- 3. Select *Q search* . *Results display in the Search Results Grid*.







Searc	h Resul	ts					^
Available	Selected						
✤ Options	•						
	Maint Sched Id 1	Maint Sched Na i	Maint Sched Desci	Maint Activity	Occurrence	:	Recurring Method:
	AnotherforTest2_	Hugh Hunton Test 2	Hugh Hunton Test 2	BROOKS MA	Recurring		Every X Days
н (<)	1 •)) н					
8 Cancel						~	Select Schedules

4. Click to select the MAINT SCHEDULE ID. *The MAINT SCHEDULE ID is selected* and appears.

Select Schedule . The Asset Assignment to Maintenance Schedule pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.

5.

OR

Select the Selected Tab. The selected MAINT SCHEDULE ID appears for verification.







ailable	Selected						
✤ Option	ns 👻						
Remove	Maint Sched Id 🛛 :	Maint Sched Na !	Maint Sched Desc:	Maint Activity	Occurrence	:	Recurring Method
Remove	AnotherforTest2	BTRegress-22.2.2- 64061	Regression test 64061	BROOKS MA	One Time		-
Remove	AnotherforTest2_	gfa RegTest 2022	FUNC-2BROOKS MA714	BROOKS MA	Recurring		Every X Days
• 🔇	1 • >) H					
• 🔇	1 •) M					

Heln Peference

- A. Select the Remove hyperlink. *The MAINT SCHEDULE ID is removed from the Selected Search Results grid.*
- 6. Select Schedules. The Maintenance Schedule Browse pop-up window closes and the selected MAINT SCHEDULE ID appears in the previous screen in the Search Results grid.

Common Errors

	Solution				
No Common Errors have been identified for this page.					









Related Topics

M&U

• Schedule Preventive Maintenance — Asset Assignment









Browse for a Manufacturer Part Number

Overview

The Manufacturer Part Number Browse pop-up window allows searching for manufacturer number information.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > < > Manufacturer Part Number Browse pop-up window

Page Fields

The following fields display on the **Manufacturer Part Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

nber

Search Criteria Grid

Manufacturer Name Manufacturer Model Number Manufacturer Part Number

Search Results Grid

Manufacturer Name Manufacturer Model Number Manufacturer Part Number CAGE Code FAST Reportable









Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Manufacturer Part Number

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.

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

1. Use to browse for the Manufacturer Part Number. *The* **Manufacturer Part Number Browse** pop-up window displays.

Manufacturer Part Number Browse	:
Search Criteria	^
Manufacturer Name	Manufacturer Part Number
Manufacturer Model Number	
	C Reset Q Search
Search Results	^
Please enter criteria and click Search	
Cancel	✓ Take Selected









- Enter the Manufacturer Model Number in the field provided. *This is a 48 alpha-numeric character field.*
- Enter the Manufacturer Part Number in the field provided. *This is a 35 alphanumeric character field.*
- 3. Select

Q Search

. The results appear in the search results grid.

ns 🔹				
Manufacturer Name	Manufacturer Model Number :	Manufacturer Part Number :	CAGE Code	FAST Reportab
UNASSIGNED		<u>-21</u>	2.2	No

- 4. Click to select the Manufacturer Part Number.
- 5. Select Take Selected . The **Manufacturer Part Number Browse** pop-up window closes and the selected manufacturer information appears in the previous screen in the Manufacturer Part Number field.

Common Errors

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

M&U

Maintenance Asset Master









Add a Maintenance Attachment

Overview

The Maintenance Attachment Add process provides the ability to add a new attachment for an agreement between the government and a manufacturer to supply equipment, parts and/or services.

Navigation

Master Data > VARIOUS PROCEDURAL STEPS >	Add Attachment	> Maintenance Attach-
ment Add page		

Page Fields

The following fields display on the **Maintenance Attachment Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

mber Value

Upload Grid

Contract Nbr File Path * Desc * Primary











Temporary Attachments Grid

- Remove Desc Size Type
- (*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Maintenance Attachment

Selecting	Cancel	at any point of this procedure removes all revisions and closes the pag	е.
Bold num	bered	steps are required.	

- Add Attachment
- Sel 1.

Jpload File				
Contract Nbr	TESTTT44HELP2	*2		
*File Path	Choose File No file chosen	-Desc		li.
		Primary		
				Add
emporary Atta	chments			
			Cancel	Attach

- Α. The CONTRACT NBR automatically populates and is not editable.
- Select Choose File in the File Path field. The Windows Choose File to Upload pop-up В. window appears.
- C. Choose the file to attach, and select it.





Remove an Attachment

Select the Remove hyperlink next to the desired document. *The document is deleted from the grid.*

2. Select Attach . The Attachment appears in the previous page under the Attachment(s) field.

Common Errors

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur- ity 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: FILE	Missing Entry. Enter the appropriate information





Ратн.	
13 — Mandatory Entry: Desc.	in the desired field.
 161 — Remarks must be alphanumeric with supported special character(s) \$, -, /, #, &, comma, period, and space. 	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &,$ comma, period, and space. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 — Attachment file size exceeds the maximum of 1 MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

M&U

- Add a Contract
- Update a Contract



808 Unclassified







- View the Contract Attachment
- Delete a Contract









Browse for an Operator/Technician

Overview

The Operator/Technician Browse pop-up window allows searching of Operators/Technicians in the ELMS catalog.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > \bigcirc > Operator/Technician Browse popup window

Page Fields

The following fields display on the **Operator/Technician Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

er

Search By Grid

Opr/Tech Cd Team Id

Search Results Grid

Select Opr/Tech Cd Opr/Tech Id Last Name First Name Schedule Start Time End Time









Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for an Operator/Technician

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.

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

1. Select ^Q. *The* **Operator/Technician Browse** pop-up window appears.

	Browse				close or Esc
Search By					
Opr/Tech Cd	Select an Item	~	Team Id	Select an Item	~
					Search
					Cancel



The Dispatch To Browse and the Operator List Browse have the same fields as the Operator/Technician Browse.

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





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3. Select search . The Search Results display in the Operator/Technician Grid below.

close				Browse		
					п Ву	Search
Select an Item		Team Id	~	O - Operator	h Cd	Opr/Tech
Search						
Start Time End Time	Schedule	First Name	Last Name	Opr/Tech Id	Opr/Tech Cd	Select
		DARRYL	BRITT	DJB	0 - Operator	<u>Select</u>
		BRENDA	KATELUZOS	ABC123	0 - Operator	<u>Select</u>
		ABIGAIL	KEYS	AKEYS	0 - Operator	<u>Select</u>
		SCOTT	MILEWSKI	MILESCOT	0 - Operator	<u>Select</u>
		USER2	OPERATOR2	OPERATOR2	0 - Operator	Select

4. Click the Select hyperlink next to the desired Operator/Technician. *The pop-up window closes and the selected Operator/Technician appears in the previous screen.*

Common Errors

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











Related Topics

M&U

• Dispatch









Browse for Points of Contact

Overview

The Points of Contact pop-up window allows searching for point of contact information.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > + Add > Points of Contact pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Search Criteria Grid

Contact

Search Results Grid

Contact Phone Mobile Phone Email Maint Division Type Address City State







Zip Code Country

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for Points of Contact

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.

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

1. Use to browse for the Point of Contact. *The Points of Contact pop-up window displays.*

Points of Contact	×
Search Criteria	^
Contact	
	C Reset Q Search
Search Results	^
Please enter criteria and click Search	
Cancel	Take Selected







Help Reference Guide



- 2. In the Search Criteria grid, narrow the results by entering the following optional field:.
 - Enter the Contact in the field provided. *This is a 30 alphanumeric character field*.
- 3. Select

. The results appear in the search results grid.

۶ م	ptions •																		
	Contact	:	Phone	:	Mobile Phone	:	Email	:	Maint Division	Туре	Address	:	City	:	State :	Zip Code	:	Country	
0	CUST 1		320-396-2211		-				JRA000	PC			-					-	
	CUST 2		123-4567		-				JRA000	PC	-		-		-	-		-	

4. Click — to select the Contact.

Q Search

5. Select Take Selected . The **Points of Contact** pop-up window closes and the selected contact appears in the previous screen in the Point of Contact panel.

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

M&U

• Work Order





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Browse for a Signature Block

Overview

The Signature Block Browse pop-up window allows viewing of signature blocks. Signature blocks are added during the Agency Settings process.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > Signature Block Browse pop-up window

Page Fields

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

Instru	ctions

The table below provides the list of instructions.

umber

Signature Block Detail Browse Grid

Signature Block Name

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.









Browse for a Signature Block

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

1. Select . The **Signature Block Browse** pop-up window appears.

SignatureBlock	close or Esc Key
Signature Block Detail Browse	
Signature Block Name: 1	
Cancel	

• Verify the Signature Block Name.

Common Errors







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

Request Custom Inventory









Browse for an SRD

Overview

The SRD Browse pop-up window allows searching for standard reporting designators.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > < > SRD Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

er

Search Criteria Grid

SRD MICAP Equipment Designator Nomenclature

Search Results Grid

All SRD MICAP Equipment Designator Nomenclature









Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for an SRD

One or more of the Search Criteria fields can be entered to isolate the results. By default, all

D Reset results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.

Selecting st any point of this procedure removes all revisions and closes the page.









1. Use to browse for the SRD. *The SRD Browse pop-up window displays.*

	e	
Search Crite	eria	
SRD		Equipment Designator
	Yes	Nomenclature
MICAP	No	
	Soth	
Secret Deci	ulta	
Search Rest	ults	
Search Reso P Options - SRD	ults : MICAP	Equipment Designator E Nomenclature
Search Rest	ults : MICAP	Equipment Designator : Nomenclature :
Search Resi	IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Equipment Designator E Nomenclature E
Search Resu	IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Equipment Designator : Nomenclature : No Data

- 2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
 - Enter the SRD in the field provided. *This is a 3 alphanumeric character field*.
 - Click to select the MICAP. This determines the MICAP status that will appear in the search results grid. The default is Both.







- Enter the Equipment Designator in the field provided. *This is an alphanumeric character field.*
- Enter the Nomenclature in the field provided. *This is an alphanumeric character field.*
- 3. Select

. The results appear in the **SRD Results** grid.

options -						
SRD	:	MICAP	:	Equipment Designator :	Nomenclature	:
G14		No		CETS	CETS FOR F100, F111, F101 & TF34 4920015295801KV	
	1 • 6					
$\langle \rangle$	1 🗸 🔿) M				

4. Click to select the SRD.

Q Search

5. Select Take Selected . The **SRD Browse** pop-up window closes and the selected SRD information appears in the previous screen in the SRD field.

Common Errors

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









Related Topics

M&U

Requisition









Browse for a Stock Number — Dispatch

Overview

The Stock Number Browse pop-up window allows searching for assets in the ELMS catalog.

Navigation

ELMSModules > 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.

ber

Search By Grid

Stock Nbr Item Desc FSC

Additional Search Criteria Grid

LIN/TAMCN

Search Results Grid

Select Stock Nbr Item Desc FSC ECC Owning DoDAAC









Ctlg Nm Cd LIN/TAMCN

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse 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 at any point of this procedure returns all fields to the default "All" setting.

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

1. Select ^Q. The **STOCK NBR Browse** pop-up window appears.

StockN	lbr			close or Esc K
Search Search B	Criteria ^{By}		Additional Search C	Criteria
Search By	 Stock Nbr Item Desc FSC 	Select an item	LIN/TAMCN	
				Search Reset

2. Select \bigcirc next to the desired Search By Criteria. *Depending upon what* \bigcirc *is chosen:*





Help Reference Guide



- 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 1024 alphanumeric character field.*
- Use 💙 to select the FSC.
- 3. Enter any desired additional search criteria.
 - Enter the LIN/TAMCNin the field provided. *This is a 10 alphanumeric character field.*
- 4. Select search Results display in the STOCK NBR Grid below.

tockN	br						close or Es
Search	Criteria				Additional Sea	arch Criteria	
Search By	 Stock Nbr Item Desc FSC 	WMJ52013B	igh 30MM 🗸		LIN/TAMCN		
							Search Reset
elect	Stock Nb	r.	Item Desc	FSC	ECC	Owning DODAAC	Ctig Nm Cd
elect	WMJ520	13B	TEST	1005	ZS		NAVY
							Cancel

5. Click the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

Error	Solution





13 — Mandatory Entry: <i>Sтоск Nbr</i> .	Missing Entry. Enter the appropriate information in the desired field.			
13 — Mandatory Entry: <i>Iтем</i> Desc.				
13 — Mandatory Entry: FSC.				
128 - To perform search, ITEM DESC must be three positions.	Invalid Entry. The ITEM DESC field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.			
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re- enter the search criteria.			

Related Topics

M&U

• Dispatch Rate






Browse for a Stock Number — Utilization

Overview

The Stock Number Browse pop-up window allows searching for assets in the ELMS catalog.

Navigation

ELMSModules > 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

Search By Grid

Stock Nbr Item Desc FSC

Additional Search Criteria Grid

LIN/TAMCN

Search Results Grid

Select Stock Nbr Item Desc FSC LIN/TAMCN ECC









Util Measure Cd Util Measure Desc Util Meter

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse 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 at any point of this procedure returns all fields to the default "All" setting.

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

1. Select ^Q. The **STOCK NBR Browse** pop-up window appears.

Search	Criteria				
Search E	3y		Additional Search	Criteria	
Search By	 Stock Nbr Item Desc FSC 	Select an Item	 LIN/TAMCN		

2. Select $^{\bigcirc}$ next to the desired Search By Criteria. *Depending upon what* $^{\bigcirc}$ *is chosen:*





Help Reference Guide



Note

Only choose one of the three options. STOCK NBR is the default option.

- 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 1024 alphanumeric character field.*
- Use 💙 to select the FSC.
- 3. Enter any desired additional search criteria.
 - Enter the LIN/TAMCNin the field provided. *This is a 10 alphanumeric character field.*
- 4. Select Search . The Search Results display in the STOCK NBR Grid below.

earch	Criteria							
earch E	Зу			Additional	Search	Criteria		
	O Stock Nbr							
earch By	Item Desc	vehicle		LIN/TAMCN				
	O FSC	Select an Item 🗸						
							Search	Reset
ect	Stock Nbr	Item Desc	FSC	LIN/TAMCN	ECC	Util Measure Cd	Util Measure Desc	Util Meter
lect	234001X510267	VEHICLE UTILITY 4X2 GASOLINE	2340			м	Miles	Yes

5. Click the Select hyperlink 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	
13 — Mandatory Entry: <i>Stock Nbr</i> .		
13 — Mandatory Entry: <i>Iтем</i> Desc.	Missing Entry. Enter the appropriate information in the desired field.	
13 — Mandatory Entry: FSC.		
128 - To perform search, ITEM DESC must be three positions.	Invalid Entry. The ITEM DESC field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.	
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re- enter the search criteria.	

Related Topics

M&U

• Wrnty/Svc/Subscription — Asset Assoc









Browse for Stock Number – FSM

Overview

The Stock Number Browse pop-up window allows searching for assets in the Force element.

Navigation

ELMS Force Systems Management Module > *VARIOUS PROCEDURAL STEPS* > Stock Number Browse pop-up window

Page Fields

The following fields display on the **Stock Number 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

Stock Number Search Criteria

Stock Number LIN/TAMCN Item Desc FSC

Stock Number Results Grid

Stock Number Item Description









Procedures

ELMS Navigation Helpful Tips

Click the following link to display FSM 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 at any point of this procedure returns all fields to the default "All" setting.

1. Use to browse for the Stock Number entry. *The Stock Number Browse pop-up win- dow displays.*







Search	n Criteria			
Stock Nu	mber	LIN/TAMCN		
Item Des	c	FSC	1005 - Guns, through	30MM 🔻
			් Reset	Q Search
Searcl	n Results			
	Stock Number †	Item Descript	ion	1
Select	1005000032251	RIFLE,CALI	3ER .22	
Select	1005000038646	LINK,CAM		
Select	1005000100240	RIFLE,CALI	3ER .30	
Select	1005000739399	TESTING ST	TILL	
Select	1005007265217	SHIM, TRUN	NION BLOCK	
Select	1005009193921	HOUSING A	SSEMBLY GU	
Select	1005011182640	PISTOL,9 M	ILLIMETER, SEMI-AUTO	MATIC
Select	1005013197111	BARREL,AU	TOMATIC GUN	
	1005PDS192	MDFP		
Select				



ELMS Helpdesk



- 2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field*.
 - 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.*
 - Use 兰 to select the FSC.
- 3. Select
- Q search . The results appear in the **Stock Number Results** grid.
- 4. 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.

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	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

M&U

• Work Plan Detail - Parts

FSM

- Authorization Details
- Review Authorizations





Browse for a Technician

Overview

The Technician Browse pop-up window allows searching for the primary technician to perform the desired work assignment/order.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > < > Technician Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

ber

Search By Grid

Stock Nbr Serial Nbr Asset Id Work Plan

Saved Information Grid

All Select Last Name First Name Assets Certs Missing



ODASD (Logistics) under A&S Sustainment 837 Unclassified





Work Plan Certs Missing

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Technician

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

1.

Select . The **Technician Browse** pop-up window appears.

earch	n By					
Stock NI	br	12481632640006	Serial Nbr	DM0003 Asset Id	101240090351 Work Plan	MONTHLYCHECK
<u>.II</u>	Select	Last Name	First Name	Asset Certs Missing	Work Plan Certs Missing	
→	Select	BROOKS	DAVE	2		
•	<u>Select</u>	HARKLESS	BRIAN	1	÷	
÷	Select	HEIDBREDER	с	0	-	
•	Select	KATELUZOS	BRENDA	2	-	
÷	Select	OPERATOR	USER	2	-	
÷	Select	SAYED	АКО	0	-	
÷	Select	SAYED	АКО	2	-	

- 2. Verify the STOCK NBR.
- 3. Verify the SERIAL NBR.







- 4. Verify the ASSET ID.
- 5. Verify the Work Plan.
- 6. *Verify the Saved Information Grid of the desired Technician.*
 - A. Verify the Last Name.
 - B. Verify the First Name.
 - C. Verify the Asset Certs Missing.
 - D. Verify the WORK PLAN CERTS Missing.
- 7. Choose the Select hyperlink of the desired Technician. *The Technician Browse pop-up window closes and the selected name appears in the Primary Tech field.*

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 Criteria to a Work Order
- Update a Work Order









Browse for the Type Designation

Overview

The Type Designation Browse pop-up window allows searching for the Type Designation and Acquisition program information.

Note

The TYPE DSG field only populates when M - Military is selected under the TYPE ASSET CD field.

Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > ^{**Q**} > Type Designation Browse pop-up window

Page Fields

The following fields display on the **Type Designation 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 Search Criteria Grid Type Designator Acq Program Type Dsg Group Search Results Grid

Type Dsg









Type Dsg Group Acq Program Yrs Svc Life Fdcry Deprn Method Util Measure Util Svc Life

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Type Designation

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.









Select . The **Type Designation Browse** pop-up window appears.

	lid		
Type Designator	All	Type Dsg Group	•
Acq Program	All		
			C Reset Q Search
Coursh Deau	lto		10
Grid Options	•		
Grid Options	▼ ▼ ▼ Type Ds ▼ Acq Pro ▼	Yrs Svc 🍸 Fdcry De 🍸	Util Mea ▼ Util Svc ▼

- 2. In the Search Criteria box, narrow the results by entering the following:.
 - Enter the Type Designator in the field provided. *This is a 1024 alphanumeric character field.*
 - Use * to select the Acq Program.
 - Use * to select the Type Dsg Group.
- 3. Select

1.

. The results appear in the **Type Designation Search Results** grid.



Q Search



Enterprise Logistics Manage	MS oment System					
	_	_	Н	elp Refe	rence	Guide
Search Results	i					^
🔍 Grid Options 🔻						
Type Dsg	Type Dsg Group T	Acq Program	Yrs Svc Life	Fdcry Deprn Method 🍸	Util Measure 🍸	Util Svc Life
wmjtesttd2 - test TD	6001 - AIR DEFENSE SYSTEMS	ABRAMS - ABRAMS	4	AB	Н	6000
Selected 0/1	1 > > 50 v iter	ns per page				1 - 1 of 1 items
					Cancel	✓ Select

- 4. Click to select the Type Designation. *This highlights the desired row.*
- 5. Click Select . The desired Type Designation appears in the TYPE DSG field 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- ity 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.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already estab- lished. Re-enter the inquiry or select 'update query' or 'delete inquiry' to modify the existing inquiry.
65 — No record(s) match	Invalid Entry. Results for the search criteria







Related Topics

M&U

• Stock Number









Browse for a Unit Identification Code (UIC)

Overview

The UIC Browse pop-up window allows searching for UICs in the Force element.

Navigation

ELMS Force Systems Management Module > *VARIOUS PROCEDURAL STEPS* > \square > 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.

UIC Search Criteria

Site Id DoDAAC Org Id UIC Major Command Code

UIC Results Grid

Select UIC Organization Id







Procedures

ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Browse for a UIC

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.









- 1. Select
- **.** The **UIC Browse** pop-up window appears.

Search Criteria				/
Site Id		DoDAAC		
Org Id	g id			
Major Command Code			N Reed	O South
Search Results	184		Crossingling M	,
Search Results	UIC 1 FE1822	I	Organization Id	1
Select Select	UIC 1 FE1822 FE6022	I	Organization Id	I
Select Select Select Select	UIC 1 FE1822 FE6022 N00002	I	Organization Id 0183MA/70001	1
Select Select Select Select Select Select	UIC 1 FE1822 FE6022 N00002 NG0019	I	Organization Id 0183MAI/70001	1
Select Select Select Select Select Select Select	UIC 1 FE1822 FE6022 N00002 NG0019 RE0154	I	Organization Id 0183MA/70001 0911ALF70000	1

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









- Enter the SITE ID in the field provided. *This is a 3 alphanumeric character field*.
- Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field*.
- Enter the ORG ID in the field provided. *This is a 30 alphanumeric character field.*
- Enter the UIC in the field provided. *This is a 6 alphanumeric character field*.
- Enter the Major Command Code in the field provided. *This is a 2 alphanumeric character field.*
- 3. Select

Q Search . The results appear in the **UIC Search Results** grid.

4. Choose the Select hyperlink next to the desired UIC. *The pop-up window closes and the selected UIC appears in the previous screen.*

Common Errors

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

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

Related Topics

FSM

- Authorization Management Overview
- Authorization Management Details
- Review Authorizations
- Apply Authorization







Unclassified





Browse for a Unit Identification Code (UIC) Real Property (RP) Installation Code

Overview

The UIC RP Installation Code Browse pop-up window allows searching for a real property's installation code within a UIC.

Navigation

ELMS Property Accountability Module > *VARIOUS PROCEDURAL STEPS* > \square > UIC RP Installation Code Browse pop-up window

Page Fields

The following fields display on the **UIC RP Installation Code Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

- V

UIC RP Installation Code Search Criteria Grid

Component Code Installation Code Installation Name

UIC RP Installation Code Search Results Grid

Select Installation Code Component Code Installation Name









Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Browse for an Installation Code

One or more of the Search Criteria fields can be entered to isolate the results. By default, all

	5 Reset
results are displayed. Selecting L	at any point of this procedure returns all fields to the
default "All" setting.	

1. Select . The **UIC RP Installation Code Browse** pop-up window appears.

UIC RP Installat	ion Code Browse		×
Component Code	Use % for wildcard searches e.g. Abc%	Installation Code	Use % for wildcard searches e.g. Abc%
Installation Name	Use % for wildcard searches e.g. Abc%		
	Reset	Search	
Please enter search crite	ria.		
			Close

- 2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
 - Enter the Component Code in the field provided. *This is a 7 alphanumeric character field.*
 - Enter the Installation Code in the field provided. *This is a 4 alphanumeric character field.*
 - Enter the Installation Name in the field provided. *This is a 100 alphanumeric character field.*
- 3. Select Search . The results appear in the Search Results grid.







UIC RP Installati	on Code Browse			×
Component Code	Use % for wildcard searches e.g. Ab	c% Installation Code	Use % for wildcard searches e.g. Abc%	
Installation Name	Use % for wildcard searches e.g. Ab	c%		
		Reset Search		
Select	Installation Code	ComponentCode	Installation Name	
Select	CNBC	AFACT	BROOKS CITY AFB, SA	
			Cla	ose

4. Choose the Select hyperlink next to the desired Installation Code. *The pop-up window closes and the selected code 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.

Solution
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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Related Topics

PA

- Add an Accountable UIC/UIC
- Update an Accountable UIC/UIC









Browse for a Warehouse Stock Number

Overview

The Warehouse Stock Number Browse pop-up window allows searching for assets in the Warehouse catalog.

Navigation

ELMS M&U Module > *VARIOUS PROCEDURAL STEPS* > ^Q > Warehouse STOCK NBR Browse pop-up window

Page Fields

The following fields display on the **WAREHOUSE 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		
Sea	arch By Grid			
	Stock Nbr Item Desc FSC			
A	dditional Search C	riteria Grid		
	LIN/TAMCN			
Sea	rch Results G	rid		
	Select Stock Nbr Item Desc FSC			
07 445	00400 ////	4=\	853	



Unclassified





LIN/TAMCN

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Browse for a Warehouse Stock Number

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.

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

1. Select ^Q. The WAREHOUSE STOCK NBR Browse pop-up window appears.

WarehouseStockNbrBrowse	close or Esc Key
Search By	·
Stock Nbr	Additional Search Criteria
O Item Desc	LIN/TAMCN
O FSC Select an Item	
	Search Reset
	Cancel

2. Select \bigcirc next to the desired Search By Criteria. *Depending upon what* \bigcirc *is chosen:*









- 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 1024 alphanumeric character field.*
- Use to select the FSC.
- 3. Enter any desired additional search criteria.
 - Enter the LIN/TAMCNin the field provided. *This is a 10 alphanumeric character field.*
- 4. Select search . The Search Results display in the Warehouse STOCK NBR Grid below.

Search	Ву				
O Stock	Nbr		Additional Search Criter	ia	
● Item [Desc pen		LIN/TAMCN		
0 500	Select on Item				
O FSC	Select an Item	~			Search
O FSC (Select an Item	▼ Item Desc		FSC	Search Reset
FSC	Select an Item Stock Nbr 8440002210852	Item Desc SUSPENDERS, TROUS	ERS, OD	FSC 8440	Search Reset

- 5. Select \Box next to the desired Stock NBR.
- 6. Select . 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
13 — Mandatory Entry: <i>Sтоск Nbr</i> .	
13 — Mandatory Entry: <i>Iтем</i> Desc.	Missing Entry. Enter the appropriate information
13 — Mandatory Entry: FSC.	in the desired held.
13 — Mandatory Entry: <i>LIN/TAMCN</i> .	
128 - To perform search, ITEM DESC must be three positions.	Invalid Entry. The ITEM DESC field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re- enter the search criteria.

Related Topics

M&U

- Add a Work Plan Association
- Update a Work Plan Association









Browse for a Work Order

Overview

The Work Order Browse pop-up window allows searching for Work Orders that are associated with the user's Maintenance Activity.

Navigation

ELMS Maintenance Utilization Module > VARIOUS PROCEDURAL STEPS > < > Work Order Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

ber

Work Order — Search By Grid

Work Order Id Status Cd Priority Cd Estbd Dt From Estbd Dt To Asset Id Stock Nbr Serial Nbr Secondary Serial Number UII Doc Nbr









Search Results Grid

Select Work Order Id Estbd Dt Work Order Desc Work Order Status Work Order State Priority Cd Asset Id Serial Nbr Secondary Serial Number UII Item Desc Doc Nbr

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Browse for a Work Order

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.









1. Select ^Q. *The* **Work Order** pop-up window appears.

WorkOrder		close or Esc Ke
Search By		(
Work Order Id		Stock Nbr
Status Cd	Select an Item	Serial Nbr
Priority Cd	Select an Item	Secondary Serial Number
Estbd Dt From		VII
Estbd Dt To		Doc Nbr
Asset Id		
		Search
		Cancel

Note

The WORK ORDER ID Browse and Using WORK ORDER ID Browse have the same fields as Work Order Browse.







VorkOrderId				close o
Search By				
Work Order Id			Stock Nbr	
Status Cd	Select an Item	~	Serial Nbr	
Priority Cd	Select an Item	~	Secondary Serial Number	
Estbd Dt From			UII	
Estbd Dt To			Doc Nbr	
Asset Id				
				Search
				Cancel









Search By				
Work Order Id			Stock Nbr	
Status Cd	Select an Item	~	Serial Nbr	
Priority Cd	Select an Item	~	Secondary Serial Number	
Estbd Dt From			UII	
Estbd Dt To			Doc Nbr	
Asset Id				

- 2. In the Work Order Search By box, narrow the results by entering one or more of the following optional fields:.
 - Enter the WORK ORDER ID. This is a 20 alphanumeric character field.
 - Use To select the Status Cd.
 - Use to select the Priority Cd.
 - Use to select the ESTBD DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
 - Use to select the ESTBD DT TO, or enter the date (MM/DD/YYYY) in the field provided.
 - Enter the ASSET ID. *This is a 12 alphanumeric character field.*
 - Enter the STOCK NBR. *This is a 15 alphanumeric character field*.
 - Enter the SERIAL NBR. *This is a 30 alphanumeric character field.*
 - Enter the Secondary Serial Number. *This is a 30 alphanumeric character field.*







- Enter the UII. *This is a 50 alphanumeric character field*.
- Enter the Doc NBR. *This is a 14 alphanumeric character field*.
- 3. Select search . The results appear in the **Work Plan Search Results** grid.

Select	Work Order Id	Estbd Dt	Work Order Desc	Work Order Status	Work Order State	Priority Cd	Asset Id	Serial Nbr	Secondary Serial Number	UII	Item Desc	Doc Nbr
<u>Select</u>	2019091800004	9/18/2019		0-0pen		2-Urgent - 2 days	CAR4	CAR4			TRUCK,LIFT,FORK	
<u>Select</u>	2019091800005	9/18/2019		0-0pen		2-Urgent - 2 days	CAR5	CAR5			TRUCK,LIFT,FORK	
											Cano	cel

4. Choose the Select hyperlink next to the desired WORK ORDER ID. *The pop-up window closes and the selected WORK ORDER 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 secur- ity 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.
XXX — Esтво Dт From Date cannot be > Current Date.	Invalid Date Entry. The Current Date cannot occur before the ESTBD DT FROM Date. Re—enter the date.
612 — Date format must be MM/DD/YYYY.	Invalid Date Entry. The date must following the MM/DD/YYYY format. Re—enter the date.





XXX — ESTBD DT TO Date cannot be < Current Date.	Invalid Date Entry. The Current Date cannot occur after the ESTBD DT To Date. Re—enter the date.
408 — ASSET ID cannot con- tain special character(s).	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters. Special characters like \$, ! or @ are prohibited.
82 — Sтоск NBR must be alphanumeric with valid spe- cial character(s) \$, — , /, #, &, comma, and period.	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 fol- lowing permitted special characters: $, -, /, #$, &, comma, and period. Special characters like ! or @ are prohibited.
195 — SERIAL NBR contains invalid special characters.	Invalid Entry. The field must have alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Re-enter the Serial Number.
37 — Entry must = A — Z and/or 0 — 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
682 - Invalid UII format. Pos 1 - 50 must be alpha- numeric with Pos 1 - 6	Invalid Entry. The UII must be at least 6 alpha- numeric characters, and no more than 50 char- acters. Re-enter the UII.



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mandatory.	
409 — You have exceeded the browse limit of a 500 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 500 rows. Refine and re— enter the search criteria.
142 — To perform "Search", data must be entered in one or more fields.	Invalid Search Entry. Enter at least one search criteria to perform a search. Refine and re— enter the search criteria.
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click I to select a record, then select Continue.
714 — Selected rows exceeds 50 row maximum.	Invalid Entry. Too many rows are checked. Uncheck enough records so 50 or less are selec- ted, then proceed.

Related Topics

M&U

- Add Criteria to a Work Order
- Update a Work Order








Browse for a WORK ORDER ID

Overview

The WORK ORDER ID Browse pop-up window allows searching for WORK ORDER ID's that are associated with the user's Maintenance Activity.

Navigation

ELMS Maintenance Utilization Module > VARIOUS PROCEDURAL STEPS > < > WORK ORDER ID Browse pop-up window

Page Fields

The following fields display on the **WORK ORDER ID Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

er

Search Criteria Grid

Asset Id Work Order Status Code Has Assets

Has Assets Grid

All
No
Yes
Work Order Id
Stock Number
NMC







NMC Grid

All No Yes

Search Results Grid

Select Work Order ID Work Order Status Code Priority Code Asset ID Stock Number Item Desc Serial Number Secondary Serial Number Work Order Reason

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Browse for a WORK ORDER ID

One or more of the Search Criteria fields can be entered to isolate the results. By default, all

results are displayed. Selecting at any

at any point of this procedure returns all fields to

the default "All" setting.

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







- **Help Reference Guide**
- 1. Select ^Q. The **Work Order Id** pop-up window appears.

Search Criteri	a		
Asset Id	٩	Work Order Id	
Work Order Status Code	Select an Item	Stock Number	
Has Assets		NMC	
	Yes		Yes
			C Reset Q Search
Search Result	ts		
i Please enter	criteria and click Search		
Cancel			✓ Take S

- 2. In the WORK ORDER ID Search Criteria box, narrow the results by entering one or more of the following optional fields:.
 - Enter the ASSET ID. This is a 12 alphanumeric character field.
 - Use 💙 to select the Work Order Status Code.
 - Select Has Assets. Determines whether the results includes or excludes work orders with assets.
 - Enter the WORK ORDER ID, or use ^Q to browse for the entry. *This is a 20 numeric character field.*

Work Order Browse help







- 4. Click to select the WORK ORDER ID. *This highlights the desired row.*
- 5. Click Take Selected . The desired WORK ORDER ID appears in the WORK ORDER ID field on 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	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access.







not have the appropriate security access.	Enter different Search Criteria and try the Search again.
408 — ASSET ID cannot con- tain special character(s).	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters. Special characters like \$, ! or @ are prohibited.
82 — STOCK NBR must be alphanumeric with valid spe- cial character(s) \$, — , /, #, &, comma, and period.	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 fol- lowing permitted special characters: $, -, /, #$, &, comma, and period. Special characters like ! or @ are prohibited.
37 — Entry must = A — Z and/or 0 — 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
409 — You have exceeded the browse limit of a 500 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 500 rows. Refine and re— enter the search criteria.
142 — To perform "Search", data must be entered in one or more fields.	Invalid Search Entry. Enter at least one search criteria to perform a search. Refine and re— enter the search criteria.







94 — Select a record(s) to continue.	Missing Entry. continue was clicked without any records selected. Click continue to select a record, then select continue.
714 — Selected rows exceeds 50 row maximum.	Invalid Entry. Too many rows are checked. Uncheck enough records so 50 or less are selec- ted, then proceed.

Related Topics

M&U

- Search for a Work Order
- Update a Work Order









Browse for a Work Plan

Overview

The Work Plan Browse pop-up window allows searching for active Work Plans that are associated with the user's Maintenance Activity. This is for Work Plan Browse and Using WORK PLAN ID Browse.

Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > \bigcirc > Work Plan Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

er

Search Criteria Grid

Plan Id Plan Type Cd Plan Name Plan Selection

Search Results Grid

Select Plan Id Plan Type Cd Plan Name Plan Description Activity Name











Public

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Work Plan

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.

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

1. Select ^Q. The **Work Plan Browse** pop-up window appears.

	Brw		close or Esc K
Plan Id		Plan Name	
Plan Type Cd	All	Plan Selection	My Activity Plans
			Search
			Cancel
Note			

This process is also used for Using Work Plan ID Browse.

- 2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
 - Enter the PLAN ID This is a 50 alphanumeric character field.
 - Use to select the Plan Type Cd.



872 Unclassified





	E	3rw						close or Esc
Plan Id		abctest2		Plan Name	(
Plan Type Co	d	All		Plan Selection		My Activity Plans	~	
							Search	Reset
Select	<u>Plan Id</u>	<u>Plan Type Cd</u>	<u>Plan I</u>	Name	<u>Plan Desc</u>	Activity Name		<u>Public</u>
Select	ABCTEST2	ANTE - Analyze/Test	TEST		A TEST 7	BROOKS MA		No
								Cancel

4. Choose the Select hyperlink next to the desired PLAN ID. *The pop-up window closes and the selected Work Plan 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.











Related Topics

M&U

• Work Plan









Browse for a Work Plan Identifier

Overview

The Work Plan ID Browse pop-up window allows searching for active Work Plans that are associated with the user's Maintenance Activity.

Navigation

ELMS Modules > VARIOUS PROCEDURAL STEPS > + Add > Select Work Plans pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

ber

Search Criteria Grid

Plan Id Plan Type Cd Plan Name Maintenance Activity Central Work Plan Plan Selection

Search Results Grid

All Plan Id Plan Type



875 Unclassified





Plan Name Plan Description Maint Activity Public Central Work Plan

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Work Plan Identifier

One or more of the Search Criteria fields can be entered to isolate the results. By default, all

5 Reset

at any point of this procedure returns all fields to the

Help Reference Guide

results are displayed. Selecting default "All" setting.









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









- Enter the PLAN ID. This is a 50 alphanumeric character field.
- Enter the Plan Name. *This is a 50 alphanumeric character field*.
- Use * to select the Central Work Plan.
- Use * to select the Plan Type Cd.
- Use ^{*} to select the Maintenance Activity.
- Use * to select the Plan Selection.
- 3. Select Search . The results appear in the **Work PLAN ID Search Results** grid under the Available tab.

search	Criteria	3					
Plan Id	ABCT	EST2		Plan Type Cd	All Plan	Types	•
Plan Name				Maintenance Activi	BROOKS	i MA	•
100000	Dut		_	3 2 2 3 3			
Search	Result	S	•	Plan Selection	Ny Adu	ty Plans	Reset Q Search
Search	Result	S	•	Plan Selection	Ny Adu	ity Plans	Reset Q Search
Search	Result:	S Plan Type	• Plan Name	Plan Selection Plan Description	My Activity	Public	Reset Q Search Central Work Plan
Search vailable Plan ABC	Result:	S Plan Type ANTE - Analyze/Test	Plan Name TEST	Plan Selection Plan Description A TEST 7	My Add	Public No	Reset Q Search Central Work Plan Yes

4. Click to select the PLAN ID.





.

OR

Select the Selected tab to view and remove the checked Work Plan Identifiers.

vailable Selec	sted						
Remove	Plan Id †	Plan Type	Plan Name	Plan Description	Maint Activity	Public	Central Work Plan
Remove	ABCTEST2	ANTE - Analyze/Test	TEST	A TEST 7	BROOKS MA	No	Yes
Remove	BLK	CSIS - COSIS	UPDATE TRUCK	PERIODIC	BROOKS MA	No	No
Remove	BROOKSPLAN1	PREV - Preventive Maintenance	PLANBROOKS1	BROOKSPLAN1	BROOKS MA	Yes	No
۹ 🔇 ۱	> > 10 • it-	ems per page					1 - 3 of 3 item
😮 Cancel							ි ලී Save

- A. Select the Remove hyperlink. *The selected Work Plan Identifier is removed from the grid.*
- B. Select Save . The pop-up window closes and the selected PLAN 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try





Related Topics

M&U

• Schedule Preventive Maintenance









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

ELMS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > Set 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.

 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 	Number	Value
 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 	12	Select "Search" button to view Search Results page.
14 Select "Cancel" button to return to previous page. 417 Click the Select hyperlink or double-click a specific row to choose a record	13	Select "Reset" button to clear data.
417 Click the Select hyperlink or double-click a specific row to choose a record	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 Browse Search Criteria

RPSUID Asset Code Land Acq Tract Id Fac Nbr Facility Name

Asset Browse Results Grid

Select RPUID Fac Nbr Facility Name Land Acq Tract Id

Procedures

ELMS 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 CRESET at any point of this procedure returns all fields to the default "All" setting.

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







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

nstructions					•
Search Criteria					
RPSUID:			Fac Nbr:	059	
Asset Code:	Bldg, Impv, Renovation	•	Facility Name:	igloo	
Land Acq Tract Id:					

- 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.
 - Use to select the Asset Code.
 - Enter the LAND ACQ TRACT ID in the field provided. *This is a 25 alphanumeric character field.*
 - Enter the FAC NBR in the field provided. *This is a 20 alphanumeric character field*.
 - Enter the Facility Name in the field provided. *This is a 30 numeric character field.*
- 3. Select Search . *Results display in the Assets Grid below.*







Instru	ctions									
Searc	h Crite	eria								
R	PSUIE	D:						Fac Nbr:	059	
А	sset C	Code:	Bldg,	Impv, Rend	ovation		-	Facility Name:	igloo	
L	and A	cq Tract Id:	-							
						Q Search	C Reset	♦ Cancel		
Asse	ts	Grid Op	tions 1	•						
Asset Select	ts RPUI	🗘 Grid Op	tions \ F	Fac Nbr	T	Facility Name		T L	and Acq Tract ID	
Asset Select Select	ts RPUI 2040	Grid Op ID † 123	tions F f	Fac Nbr	Ţ	Facility Name 42180 - IGLOO	STR DEPO	T L	and Acq Tract ID	
Asset Select <u>Select</u> <u>Select</u>	ts RPUI 2040 2434	 Grid Op ID † 123 155 	tions F 1 3	Fac Nbr 11059 3059	Ţ	Facility Name 42180 - IGLOO 42280 - IGLOO	STR DEPO	T INSTALLATION	and Acq Tract ID	
Asset Select <u>Select</u> <u>Select</u>	ts RPUI 2040 2434 3536	Crid Op ID † 23 55 514	tions F f 1 3 1	Fac Nbr 11059 3059 12059	Ţ	Facility Name 42180 - IGLOO 42280 - IGLOO 42180 - IGLOO	STR DEPO STORAGE, STR DEPO	T , INSTALLATION T	and Acq Tract ID	
Asse Select Select Select Select Select	ts RPUI 2040 2434 3536 3648	Crid Op ID † 23 55 114 32	tions F f 1 3 1 F	Fac Nbr 11059 3059 12059 20059	T	Facility Name 42180 - IGLOO 42280 - IGLOO 42180 - IGLOO IGLOO STORA	STR DEPO STORAGE, STR DEPO GE	T INSTALLATION T	and Acq Tract ID	-
Asse Select Select Select Select Select Select	ts RPUI 2040 2434 3536 3648 4436	Grid Op 1D † 123 155 114 132 112	tions F F 1 3 1 F 2	Fac Nbr 11059 3059 12059 20059 2059	T	Facility Name 42180 - IGLOO 42280 - IGLOO 42180 - IGLOO IGLOO STORA STOR, IGLOO	STR DEPO STORAGE, STR DEPO GE	T INSTALLATION IT	and Acq Tract ID	
Asse Select Select Select Select Select Select Select	RPUI 2040 2434 3536 3648 4436 4575	Grid Op 1D † 123 155 114 132 112 129	tions	Tac Nbr 1059 1059 12059 2059 2059 2059 37059	T	Facility Name 42180 - IGLOO 42280 - IGLOO 42180 - IGLOO IGLOO STORA STOR, IGLOO STOR, IGLOO	STR DEPO STORAGE, STR DEPO GE	T L INSTALLATION T	and Acq Tract ID	

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

ELMS Warehouse Module > VARIOUS PROCEDURAL STEPS > > CONTAINER ID Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record







21	Select "Add" button to create a new record.
434	Select "Print Labels" button to print Container Label(s).

CONTAINER ID Search Criteria

Container Id Location

Stock Nbr Owning DoDAAC Freeze Location

Container Type Cond Cd Capacity Avail (Qty) Location Status

CONTAINER ID Browse Results Grid

Labels Select Contents Container Id Container Type Container Desc Location Location Status Freeze Location Capacity Avail (Qty)

Optional

Capacity (Qty) Facility Full % (Qty) Mixed Cond Mixed Lots Mixed Stock Nbr Remarks



ODASD (Logistics) under A&S Sustainment 886

Unclassified





Serial Nbr Stock Nbr Zone

Print Label Request

Printer Language Label Size Label Type Qty

Procedures

ELMS 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 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.

nstructions									•						
Search Criteria															
Container Id					i Container Type	All		•							
# Location	All														
i Stock Nbr	All				Cond Cd	All		•							
Owning DoDAAC	All				Capacity Avail (Qty)			\$							
Freeze Location	No		•		Location Status	Active		•							
		Q Searc	h	C Reset	O Cancel										
ontainer Id Brows	e + Add	Grid Options •													
Select C	ontents	Co T Co T C	Co	Y Lo	TT.T	Ca T Ca	TFa TI	Ful	Y Mi	Y Mi	T Mi	TRe	Y Se	Y St.	ē.,

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







- Enter the CONTAINER ID in the field provided. *This is a 20 alphanumeric character field.*
- Use i or to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

• Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric char*acter field.

Stock Number Browse help

- Use use to select the Owning DoDAAC.
- Use _____ to select the Freeze Location.
- Use to select the Container Type, using to assist with the entry.
- Use to select the Cond Cd.

Q Search

- Use 💌 to choose the Capacity Avail (Qty).
- Use 🗾 to select the Location Status.
- 3. Select

to begin the query. Results display in the CONTAINER ID Grid below.

Instructions						*			
Search Criteria									
Container Id			i Container	Type 24 CUBE PLAS	STIC BIN	v			
i Location	All								
i Stock Nbr	All		Cond Cd	All		•			
Owning DoDAAC	All		Capacity A	wail (Qty)		\$			
Freeze Location	All		Location 5	Status Active		Ŧ			
		Q Search	C Reset O Cancel						
	() (.								
Container Id Brows	e + Add Grid C	Options 🔻							
Container Id Brows	e + Add Containe	Options ▼ rld ↑ 】	Container Type 🕇 📍	Container Desc ↑	▼ Location ↑	ŢŢ	Location Status	▼ Freeze Location	Capacity Avail (Qty)
Container Id Brows Select	e + Add Containe Containe Q View JMS	Dptions ▼ rld ↑	Container Type †	Container Desc †	▼ Location ↑ A02D	T T Act	Location Status	▼ Freeze Location	Capacity Avail (Qty)
Container Id Brows Select IIII Labels Select IIII Labels Select	e + Add to Grid C Contents Containe Q View JMS Q View TFS2523	Dptions ▼ rid ↑ ¶ 16	Container Type † DISPOSABLE 24CU BIN DISPOSABLE 24CU BIN	Container Desc † JMS TEST	▼ Location ↑ A02D A01A	Y Y Act Act	' Location Status tive	Freeze Location	Capacity Avail (Qty)

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.*





Print	Container Labels	
1.	Select Labels next to the des	sired container. The Print Label Request pop-up win-
	Print Label Request	×
	Print Labels	
	Printer Language	Select an Item
	Label Size	Select an Item
	Label Time	Oth
	STK	1 ♦
	Print Download	d CReset OCancel
2.	Use to select the Printer Lang	guage.
3.	Use to select the Label Size.	
4.	The Label Type automatically pop	ulates and is not editable.
5.	Use 💼 to choose the QTY.	
6.	Select Print to send the labels to	o the printer.
View	Container Details	

1. Select View in the desired Container record row. *The Container Details* pop-up window appears.







Container Deta	ails								
Container Id: CO	L00000000000	0000001 - STO	RAGE						
Location: 1017 -	336								
Zone: A&T - THE	BORO								
Capacity Detai	I								
	Max	Current %	% Capacity						
Qty	0	18	N/A						
Weight	0.00	0.00	N/A						
morgin	0.00								
Cube	0.00	0.00	N/A						
Cube	0.00	0.00	N/A						
Cube Content Detai	0.00 0.00	0.00 d Options 🔻	N/A						
Cube Content Detai Stock Nbr	0.00 ils 🔅 Gri	0.00 d Options 💌	N/A ▼ Cond Cd ↑ ▼	PrjCd †	▼ 0	Dwning DoDAAC ↑	T (Dn Hand Qty	
Cube Content Detai Stock Nbr ↑ 5120013551734	0.00 0.00 ils C Gri T Item Desc WRENCH,T	0.00 d Options	N/A Cond Cd † ¥ A-Svcbl(w/o Qual)	PrjCd †	▼ O	Wining DoDAAC ↑	▼ (1	Dn Hand Qty	
Cube Content Detai Stock Nbr † 5120013551734 5120013551734	0.00 0.00 Ils C Gri T Item Desc WRENCH,T WRENCH,T	0.00 d Options ▼ ORQUE ORQUE	N/A ▼ Cond Cd ↑ ▼ A - Svcbl(w/o Qual) G - Unsvcbl(incomp)	PrjCd ↑	Т О Н Н	Dwning DoDAAC † IC1001 IC1001	▼ (1 1	Dn Hand Qty I	
Cube Content Detai Stock Nbr † 5120013551734 5120013551734 5120013551734	0.00 0.00 Is C Gri Item Desc WRENCH,T WRENCH,T WRENCH,T	0.00 d Options V ORQUE ORQUE ORQUE	N/A ▼ Cond Cd ↑ ▼ A - Svcbl(w/o Qual) G - Unsvcbl(incomp) G - Unsvcbl(incomp)	PrjCd †	т о н н	Dwning DoDAAC ↑ IC1001 IC1001 IC1001	▼ (1 1 1	Dn Hand Qty I	
Cube Content Detai Stock Nbr † 5120013551734 5120013551734 5120013551734 8465014456274	0.00 IIS C Gri VITEM Desc WRENCH,T WRENCH,T WRENCH,T MODULAR	0.00 d Options V ORQUE ORQUE ORQUE SLEEP SYSTE	N/A ▼ Cond Cd ↑ ▼ A - Svcbl(w/o Qual) G - Unsvcbl(incomp) G - Unsvcbl(incomp) E A - Svcbl(w/o Qual)	PrjCd †	Y 0 H H H	Dwning DoDAAC † IC1001 IC1001 IC1001 IC1001 IC1001	▼ (1 1 1	Dn Hand Qty I I I I5	

2. Click . The **Container Details** pop-up window closes.

Common Errors

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

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

Related Topics

- Container
- Disposition
- Expiring Items Inquiry
- ICN Inventory Inquiry
- Individual Item Return
- Individual Return
- Inventory Update Manager



ODASD (Logistics) under A&S Sustainment 890

Unclassified





- Inventory Update User
- Inspection
- Location Condition Code Default
- Materiel Movement Pick
- Materiel Movement Plan
- Physical Inventory
- Receiving
- SKO Assemble
- SKO Bulk Update
- SKO Disassemble
- Transportation Pick
- Transportation Plan
- Unit Issue Return
- Warehouse Transfer









Browse for a Contract Number

Overview

The Contract Number Browse pop-up window allows searching for stored contract numbers in the ELMS catalog.

Navigation

ELMS > 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

Procedures

ELMS Navigation Helpful Tips

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

C Reset

results are displayed. Selecting the default "All" setting.

at any point of this procedure returns all fields to







1. Select . The **Contract Browse** pop-up window appears.

ontract Browse							
Instructions							
Search Criteria							
GFM Contract Nbr			Contractor	All	•		
Divry Order Nbr			Contract Desc	\sim			
Contract Type Cd	All	•					
Start Dt			Expiration Dt				
		Q Search	Reset				
ontract 🔯 Grid G	Dptions▼						
GFN	I Contra 🝸 Non-DoD Co	T Contract Des	c 🝸 Contractor	T Contract Typ T Divry Orde		Start Dt	Expiration Dt
	10 v items per page						No items to displa
Take Selected OCar	ncel						

- 2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
 - Enter the GFM CONTRACT NBR in the field provided. *This is a 15 alphanumeric char*acter 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.*







Cor	tract Browse								×
Ins	tructions					•			
Se	arch Criteria								
	GFM Contract Nbr			Contractor	All	•			
	Divry Order Nbr			Contract Desc					
	Contract Type Cd	All	•						
	Start Dt			Expiration Dt	E	-			
			Q Search	C Reset					
Co	ntract 🔯 Grid C	options 🔻							
	GFM Contract Nbr	t	Y Non-DoD Contract Nbr	▼ Contract Desc	▼ Contractor ▼	Contract Type Cd	T Divry Order Nbr	▼ Start Dt	Expiration
•				Trial B BPG	BPG12 BPG LLC/BPG DIV-A2	D	1234	8/1/2017	8/1/2018
	N0002428B6789								0/1/2010
	N0002428B6789 N0002498A7654			Trial BPG	FAKE1 FAKE LLC/MADE UP DIVISION	D		7/7/2017	7/13/2018
	N0002428B6789			Trial BPG	FAKE1 FAKE LLC/MADE UP DIVISION	D		7/7/2017	7/13/2018
	N000242886789 N0002498A7654	10	▼ items per page	Trial BPG	FAKE1 FAKE LLC/MADE UP DIVISION	D		7/7/2017	7/13/2018 - 2 of 2 items
	N0002428B6789 N0002498A7654	10 cel	▼ items per page	Trial BPG	FAKE1 FAKE LLC/MADE UP DIVISION	D		7/7/2017	7/13/2018

4. Click \square 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

- ICP Management
- SKO Disassemble
- Inventory Selection







Unclassified



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 fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

MATERIEL MGMT > VAR.	IOUS PROCEDURAL STEPS >	Pick	•	>
Create Pick Plan	> Create Pick Plan pop-up w	/indow		

Page Fields

Instructions

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

The table belo	ow 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

Staging Location

Personnel i

Procedures

ELMS 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 at any point of this procedure returns all fields to the default "All" setting.

- 1. Select \square next to the desired request.
- 2. Select Pick . The Pick Menu appears.
- 3. Select
- . The **Create Pick Plan** pop-up window appears.









Instructions			
Pick Information			
i Cost Center		i Personnel	
Optional		Optional	-
i Staging Location			
Select an Item	. [

- 4. Use to select the Cost Center, or use to assist with the entry. *This is a 25 alpha-numeric character field.*
- 5. Use or to assist with the Staging Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

- 6. Use to select the Personnel, or use to assist with the entry. *This is a 150 alpha-numeric character field.*
- 7. Select Create Pick . The new system-generated pick number appears in the Pick NBR column.

Common Errors

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

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







Related Topics

• Unit Issue Request Overview









Create and Plan Pick

Overview

The Warehouse Management module Create and Plan Pick process provides the ability to create new Pick information and plan it out.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

MATERIEL MGMT > VARIO	OUS PROCEDURAL STEPS >	F Pick	۳	>
Ъ. Plan Picks	> Create and Plan Pick pop	-up wind	ow	

Page Fields

Instructions

The following fields display on the Create and Plan Pick pop-up window. For more information on each field, select the appropriate hyperlink.

The table belo	w 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

Staging Location

Personnel i

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Create and Plan Picks

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.

- 1. Select \square next to the desired request.
- 2. Select Pick . The Pick Menu appears.
- 3. Select 🖙 Plan Picks

. The **Create and Plan Pick** pop-up window appears.









Instructions			
Pick Information			
i Cost Center		i Personnel	
Optional		Optional	
i Staging Location			
45 - ROOM 45].		

- 4. Use to select the Cost Center, or use to assist with the entry. *This is a 25 alpha-numeric character field.*
- 5. Use or to assist with the Staging Location entry. *This is a 20 alphanumeric character field.*

Location Browse

- 6. Use to select the Personnel, or use to assist with the entry. *This is a 150 alpha-numeric character field.*
- 7. Select Create Pick . The new system-generated pick number appears in the Pick NBR column.

Common Errors

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

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





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 ELMS catalog.

Navigation

ELMS 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.

12 Select "S	earch" button to view Search Results page.
13 Select "R	eset" button to clear data.
14 Select "C	ancel" button to return to previous page.
417 Click the a record	Select hyperlink or double-click a specific row to choose







110

DOC NBR range must be established before processing.

Search Criteria

Document Nbr Status Stock Nbr

DOCUMENT NBR Results Grid

Select Document Nbr Stock Nbr Item Desc From Warehouse To Warehouse Document Type Ordered Qty

Procedures

ELMS 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 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.

Document Nbr i Stock Nbr All	structions			•
Document Nbr i Stock Nbr All	arch Criteria			
Status All	Document Nbr		i Stock Nbr All	
Status	Status	All	•	

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

Stock Number Browse help

3. Select Search . Results display in the DOCUMENT NBR Grid.

nt Nbr 32990006 40380441 31360005 31360015 31360019	Stock Nbr 00000001 1005000179547 1280567890123 1280567890123 5965000017591	Item Desc	From Warehouse	To Warehouse MECHANICSBURG TAMPA MECHANICSBURG MECHANICSBURG	PO - Purchase Order TF - Warehouse Transfer PO - Purchase Order PO - Purchase Order	Ordere 2 1 100
32990006 40380441 31360005 31360015 31360019	00000001 1005000179547 1280567890123 1280567890123 5965000017591	EQUIPMENT PIN,FIRING SWORD SWORD	MECHANICSBURG	MECHANICSBURG TAMPA MECHANICSBURG MECHANICSBURG	PO - Purchase Order TF - Warehouse Transfer PO - Purchase Order PO - Purchase Order	2 1 100
40380441 31360005 31360015 31360019	1005000179547 1280567890123 1280567890123 5965000017591	PIN,FIRING SWORD SWORD	MECHANICSBURG	TAMPA MECHANICSBURG MECHANICSBURG	TF - Warehouse Transfer PO - Purchase Order PO - Purchase Order	1 100
31360005 31360015 31360019	1280567890123 1280567890123 5965000017591	SWORD SWORD		MECHANICSBURG	PO - Purchase Order PO - Purchase Order	100
31360015 31360019	1280567890123 5965000017591	SWORD		MECHANICSBURG	PO - Purchase Order	
31360019	5965000017591					65
11270006		CUSHION,EAR		MECHANICSBURG	PO - Purchase Order	100
31370000	4130000815947	FILTER ELEMENT, AIR CONDITIONING		MECHANICSBURG	PO - Purchase Order	1
31370008	1280567890123	SWORD		MECHANICSBURG	PO - Purchase Order	20
31430202	7330014567891	ICE CREAM HANDLE BAR SCOOP RIGHT		MECHANICSBURG	MR - MILSTRIP Requisition	1
31430203	7330014567891	ICE CREAM HANDLE BAR SCOOP RIGHT		MECHANICSBURG	MR - MILSTRIP Requisition	1
31430020	7330014567891	ICE CREAM HANDLE BAR SCOOP RIGHT		MECHANICSBURG	PO - Purchase Order	1
31370013	4130000815947	FILTER ELEMENT, AIR CONDITIONING		MECHANICSBURG	PO - Purchase Order	1
		1	1.			
333	1430202 1430203 1430020 1370013	1430202 7330014567891 1430203 7330014567891 1430020 7330014567891 1370013 4130000815947	1430202 7330014567891 ICE CREAM HANDLE BAR SCOOP RIGHT 1430203 7330014567891 ICE CREAM HANDLE BAR SCOOP RIGHT 1430020 7330014567891 ICE CREAM HANDLE BAR SCOOP RIGHT 1370013 4130000815947 FILTER ELEMENT,AIR CONDITIONING ▶ ▶ ▶ ▶ ▶ ▶ ▶ 50 ▼ items per page	1430202 7330014567891 ICE CREAM HANDLE BAR SCOOP RIGHT 1430203 7330014567891 ICE CREAM HANDLE BAR SCOOP RIGHT 1430020 7330014567891 ICE CREAM HANDLE BAR SCOOP RIGHT 1370013 4130000815947 FILTER ELEMENT,AIR CONDITIONING ▶ ▶ ▶ ▶ 50 ▼ items per page	1430202 7330014567891 ICE CREAM HANDLE BAR SCOOP RIGHT MECHANICSBURG 1430203 7330014567891 ICE CREAM HANDLE BAR SCOOP RIGHT MECHANICSBURG 1430020 7330014567891 ICE CREAM HANDLE BAR SCOOP RIGHT MECHANICSBURG 1430020 7330014567891 ICE CREAM HANDLE BAR SCOOP RIGHT MECHANICSBURG 1370013 4130000815947 FILTER ELEMENT,AIR CONDITIONING MECHANICSBURG	1430202 7330014567891 ICE CREAM HANDLE BAR SCOOP RIGHT MECHANICSBURG MR - MILSTRIP Requisition 1430203 7330014567891 ICE CREAM HANDLE BAR SCOOP RIGHT MECHANICSBURG MR - MILSTRIP Requisition 1430204 7330014567891 ICE CREAM HANDLE BAR SCOOP RIGHT MECHANICSBURG PO - Purchase Order 1430020 7330014567891 ICE CREAM HANDLE BAR SCOOP RIGHT MECHANICSBURG PO - Purchase Order 1370013 4130000815947 FILTER ELEMENT,AIR CONDITIONING MECHANICSBURG PO - Purchase Order • • • • • • • 1 - 17 of 17

4. Choose the Select hyperlink next to the desired DOCUMENT NBR. The **DOCUMENT NBR Browse** pop-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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.
58 — Doc NBR Range must	Invalid Entry. A range of numbers must be cre-
be established for your UIC.	ated before assigning a document number.
Select Doc NBR Range	Create a document number range before pro-
A/U/D to establish range.	ceeding.

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 ELMS catalog.

Note

2

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

ELMS Warehouse Module > VARIOUS PROCEDURAL STEPS > Exchange > Exchange > Exchange

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 *
Exchange Reason *
Replacement Inventory *







Stock Nbr

LIN/TAMCN Color Item Desc Size

Replacement Items

ICN Quantity Serial Nbr Cond Cd Location Id Container Id

Procedures

ELMS Navigatior	n Helpful Tips	5
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Click the following link to display Warehouse Navigation Tips.

Browse for a Replacement Stock Number

O Cancel

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

1. Select

Exchange . The Exchange Browse pop-up window appears.

Exchange	×
<i>i</i> * Replacement Stock Nbr	
Select an Item	
* Exchange Reason	
Select an Item 🔹	
+ Add O Cancel	

2. Use **i** or **i** to assist with the REPLACEMENT STOCK NBR entry. *This is a 15 alphanumeric character field. When the field is entered, additional fields appear.*



909 Unclassified





Stock Number Browse help

Exchange		×
<i>i</i> * Replacement S 1015000833028	tock Nbr * Repla	cement Inventory ect Assets
* Exchange Reaso	1	
Select an Item	•	
Stock Nbr		
LIN/TAMCN Color	Item Desc TRAINING EQUIPMENT Size	
+ Add O Cano	el	

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

4. Use **I** to select the Exchange Reason.

Exchange					×
i* Replacement Stock N 1015000833028	br			* Replacemer	nt Inventory sets
* Exchange Reason					
Damaged		×			
Stock Nbr					
LIN/TAMCN Color	Item E TRAI Size	Desc NING EQUIPMEN	IT		
Replacement Items					
ICN	Quantity	Serial Nbr	Cond Cd	Location Id	Container Id
A000000000002387894	1	100000000001	F	KOOLCUBE	
+ Add O Cancel					







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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	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 ELMS catalog.

Navigation

ELMS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > ^Q > 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
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).
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.

External STOCK NBR Browse

Select Interface Stock Nbr Item Desc FSC NIIN Stock Item Type USC Manufacturer Name Manufacturer Part Number Model Number CAGE Code

STOCK NBR Results Grid

Select









USC Item Desc Manufacturer Part Number FSC NIIN ARC Recover Cd Dmil Cd

Optional

Manufacturer Part Number Model Number CAGE Code

Procedures

ELMS 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 at any point of this procedure returns all fields to the default "All" setting.

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







1. Select ^Q. The **External Stock Nbr Browse** pop-up window appears.

Select Interface	AESIP	• Stock	Item Type	A - NSN 🔻
Stock Nbr	All	USC		All
Item Desc	All	Manuf Name	acturer	All
FSC	All	Manuf Numbe	acturer Part er	All
NIIN	All	Model	Number	All
		CAGE	Code	All

- 2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
 - Use $\stackrel{\checkmark}{=}$ to select the Select Interface.
 - Use 兰 to select the Stock Item Type.
 - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field*.
 - Use $\stackrel{\checkmark}{_}$ 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 36 alphanumeric character field.*
 - Enter the NIIN in the field provided. *This is a 9 numeric character field.*





- 4. Click to select the desired STOCK NBR. *The record is highlighted.*
- 5. Select Select . 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.





ELMS Helpdesk 1-844-843-3727 🔏

O Cance

Select



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 ReconciliationInventory 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



ODASD (Logistics) under A&S Sustainment 917

Unclassified





- 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 ELMS catalog.

Navigation

ELMS 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.

 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 	Number	Value
 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 	12	Select "Search" button to view Search Results page.
14 Select "Cancel" button to return to previous page. 417 Click the Select hyperlink or double-click a specific row to choose a record	13	Select "Reset" button to clear data.
417 Click the Select hyperlink or double-click a specific row to choose a record	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 Contract Nbr Mfr Lot Nbr Shelf Life Expiration Dt Mfr CAGE Mfr Dt Serial Nbr 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

Procedures

ELMS 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 the default "All" setting.

C Reset

at any point of this procedure returns all fields to



920 Unclassified





Selecting 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.

Click here to scan

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

structions						
earch Criteria						
Scan Barcode	Click here to scan	S/N UII IIII				
# ICN	All		i Mfr Cage	All		
Mfr Contract Nbr			Mfr Dt		Ċ.	
Mfr Lot Nbr			i Serial Nbr	All		
Shelf Life Expiration Dt		**	Stock Nbr	All		
	Q Searc	h C Reset				

• Select

ICN S/N UII III

Select . Using the ELMS supported tethered scanner, scan the ELMS 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 it to assist with the entry. *This is a 20 alphanumeric character field.*







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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

- Allocation Management
- Individual Item Return
- Individual Return
- Inspection
- Inventory Selection
- Inventory Update Manager



922





- Physical Inventory
- Receiving
- Individual Reconciliation
- SKO Assemble
- SKO Disassemble
- Unit Issue Activity Inquiry
- Inventory Update User







Browse for a Real Property Installation

Overview

The Real Property Installation Browse pop-up window allows searching for installations in the specified physical area.

Navigation

ELMS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > ^[11] > 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.

 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 	Number	Value
 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 	12	Select "Search" button to view Search Results page.
14Select "Cancel" button to return to previous page.417Click the Select hyperlink or double-click a specific row to choose a record	13	Select "Reset" button to clear data.
417 Click the Select hyperlink or double-click a specific row to choose a record	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 ZIP Code State

Installation Browse Results Grid

Select Instl Nbr Instl Name Instl Svc Cd Instl Close Dt

Procedures

ELMS 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

C Reset results are displayed. Selecting at any point of this procedure returns all fields to the default "All" setting.

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

- Select . *The Installation Browse pop-up window appears*. 1.
- 2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.









	сапасіон ві	rowse							×
Ins	structions							*	
Se	earch Criteria								
	Country:	US - UNITED	STATES OF AMERICA	* State:	AII			•	
	Zip Cd:								
			Q Search	Cancel)				
	Use 🗆	to se	elect the Country.						
• • 3. Sele	Use Use	the ZIP to se Search	CD in the field prelect the State.	rovided. This is	s a 10 tion Gi	numeric ch rid below.	naracte	r field.	
• • 3. Sele	Enter Use ect	the ZIP to se Search	CD in the field prelect the State.	rovided. This i	s a 10 tion Gi	numeric ch rid below.	naracte	r field.	
• 3. Sele	Enter Use ect stallations ect Insti Nor	the ZIP to se Search	CD in the field pr elect the State. . <i>Results display i</i>	rovided. This is n the Installat	s a 10 tion Gi	numeric ch rid below.	naracte	r field.	
3. Sele	Enter Use ect stallations ect Insti Nbr ect 66155	the ZIP to se Search	CD in the field pr elect the State. . <i>Results display in</i> pptions • Inst Name DoD USMEPCOM	rovided. This is n the Installat	s a 10 rion Gi	numeric ch rid below.	naracte	r field.	۲
3. Sele Sele Sele	Enter Use ect stallations ect Insti Nbr ect 66155 ect 70132	the ZIP to se Search	CD in the field pr elect the State. . Results display in options • Insti Name DoD USMEPCOM Independent Duty Housing P	rovided. This is n the Installat Insti Svc Cd USACE rogram USACE	s a 10 tion Gr	numeric ch rid below.	naracte	r field.	
3. Sele Sele Sele Sele Sele	ect Use ect stallations ect Insti Nbr ect 66155 ect 70132 ect 82387	the ZIP to se Search	CD in the field pr elect the State. . Results display in options • Insti Name DoD USMEPCOM Independent Duty Housing P Joint Recruiting Program	rovided. This is n the Installat Vinsti Svc Cd USACE USACE USACE	s a 10 tion Gr	numeric ch	naracte.	r field.	

4. Choose the Select hyperlink next to the desired Installation. *The pop-up window closes and the selected Installation appears in the previous screen.*

Common Errors

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

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

Navigation

ELMS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > \bigcirc > 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
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).
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.

Internal STOCK NBR Browse

Stock Item Type

A - NSN

Stock Nbr LIN/TAMCN Item Desc Reportable Commodity Type

B - Part Nbr

Stock Nbr LIN/TAMCN CAGE Cd Mfr Model Nbr Item Desc Reportable Commodity Type









Mfr Name Mfr Part Nbr

J - MCN

Stock Nbr LIN/TAMCN Item Desc Reportable Commodity Type

I - Intangible

Stock Nbr LIN/TAMCN Item Desc Reportable Commodity Type

L - Local

Stock Nbr LIN/TAMCN Item Desc 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



ODASD (Logistics) under A&S Sustainment



Unclassified

ELMS Helpdesk 1 1-844-843-3727



Lst Updtd By Lst Tran Dt Tm Program Id Remarks

Procedures

ELMS 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 at any point of this procedure returns all fields to the default "All" setting.

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

- 1. Select ^Q. 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:.
- 3. Use \checkmark to select the Stock Item Type.

Search Criteria				^
Stock Item Type	A - NSN	Item Desc	All	
Stock Nbr	All	Reportable Commodity Type	All	
LIN/TAMCN	All			
				C Reset Q Search

- A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field*.
- B. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- C. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field*.
- D. Use \bowtie to select the Reportable Commodity Type.





B - Part Nbr

Search Criteria				^
Stock Item Type	B - Part Nbr 👻	Item Desc	All	
Stock Nbr	Âll.	Reportable Commodity Type	All	
LIN/TAMCN	All			
CAGE Cd	All	Mfr Name	All	
Mfr Model Nbr	All	Mfr Part Nbr	All	
				C Reset Q Search

- A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field*.
- B. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- C. Enter the CAGE Code in the field provided. *This is a 5 alphanumeric character field.*
- D. Enter the MFR MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*
- E. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field*.
- F. Use \bowtie to select the Reportable Commodity Type.
- G. Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
- H. Enter the MFR PART NBR in the field provided. *This is a 36 alphanumeric character field.*

J - MCN

earch Criteria	l i i i i i i i i i i i i i i i i i i i			3
Stock Item Type	J - MCN 💌	Item Desc	All	
Stock Nbr	All	Reportable Commodity Type	All]
LIN/TAMCN	All			
			S Rese	t Q Search

- A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- B. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- C. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field*.







D. Use \checkmark to select the Reportable Commodity Type.

I - Intangible

Search Criteria	l .			^
Stock Item Type	I - Intangible 🔻	Item Desc	All	
Stock Nbr	All	Reportable Commodity Type	All	
LIN/TAMCN	All			
			S Reset	Q Search

- A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- B. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- C. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field*.
- D. Use \bowtie to select the Reportable Commodity Type.

L - Local

earch Criteria	l.			
tock Item Type	L - Local	Item Desc	All	
ock Nbr	All	Reportable Commodity Type	All	
I/TAMCN	All			
			S Rese	t Q Searc

- A. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field*.
- B. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- C. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field*.
- D. Use \checkmark to select the Reportable Commodity Type.

Q search to begin the query. *Results display in the STOCK NBR Grid below.*



4.

Select





- 5. Click to select the desired STOCK NBR. *The record is highlighted*.
- 6. Select Select . 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

ICP

- Stock Item
- Contract
- DLMS Transaction
- Inventory Transaction Inquiry
- Inventory Transaction Viewer
- Physical Inventory
- Requisition



934





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 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

ELMS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > + Add > Inventory Select 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.

nber

Search Criteria Grid

Basic Search

Stock Nbr Item Desc Container Location ICN Serial Nbr

Advanced Search (Expression Drop-Down)

GFM Contract Nbr Min Qty Rqd








Cond Cd Location Status Freeze Location Mfr CAGE Mfr Contract Nbr Mfr Lot Nbr Mfr Dt

Available Inventory

Total Qty Stock Nbr Allocation Qty Inventory Allocation Qty Available Qty

Inventory Selection

ICN Selected Qty Qty Reserved Qty Available Qty Stock Nbr Item Desc 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 Location Status Freeze Location Container ID Owning DoDAAC Prj Cd

Optional

Contract / Dlvry Ord Nbr Meter Reading



ODASD (Logistics) under A&S Sustainment



ELMS Helpdesk 1-844-843-3727 µ



Percent Utilization Service Life Remaining Shelf Life Remaining Utilization Measure Code

Selected Inventory

Qty ICN Stock Nbr Item Desc Serial Nbr Shelf Life Remaining Expiration Dt Cond Cd Location Id Owning DoDAAC Prj Cd Container ID Location Status Freeze Location GFM Contract Nbr

Procedures

ELMS 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 at any point of this procedure returns all fields to the default "All" setting.







1. Select

earch Criteria			
sic Search Advanced Search			
Search			,
Stock Nbr	Q	ICN	
Item Desc		Serial Nbr	
Container		i Inventory Scan a bai search crit S/N. LOC a	Selection Tip: ccode at any time while viewing this window to enter teria. The following barcodes can be scanned: ICN, and CON.
Location			

- 2. In the Search Criteria box, narrow the results by entering one or more of the following fields:.
 - Use or to assist with the STOCK NBR 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 Container in the field provided. *This is a 20 alphanumeric character field*.
- Enter the Location in the field provided. *This is a 20 alphanumeric character field*.
- Enter the ICNin the field provided. *This is a 20 alphanumeric character field*.
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- In The Advanced Search Tab:

Select

. The Boolean Expression sentence appears.







⁺ Add . The **Inventory Selection** pop-up window appears.



Q Search

Help Reference Guide

- Choose which Advanced Search item to search by.
- 3. Select

. The results display in the Inventory Selection grid.

Total Qty	Stock Nbr Allocation Qty		nventory Allocation Qty		Available Qty			
318 🎤 Optic	u ons ▼		J		318			
-	ICN	:	Selected Qty		i Qty	Reserved Qty :	Available Qty :	Stock Nbr
	B000000000007005621		0	\$	266	0	266	8465016007887
	B000000000007005621		0	\$	46	0	46	8465016007887
	B000000000007005621		0	\$	2	0	2	8465016007887
	B000000000007005621		0	\$	2	0	2	8465016007887
	B000000000007005621		0	\$	1	0	1	8465016007887
	B000000000007005621		0	\$	1	0	1	8465016007887
Selected 0/	5 4 0 0	5	10 - itema per pe	200				1 6 of 6 ito

Review the Available Inventory

Selecting 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.

Total Qty	Stock Nbr Allocation Qty	Inventory Allocation Qty	Available Qty
318	0	0	318

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 \checkmark . The Selected QTY cell changes from the \checkmark to the
- 7. Use to choose the correct Selected QTY. *Repeat until the amount required is completed.*
- 8. Select the Selected Inventory tab.

Available Inventory	Select	ed Inventory	1								
🖌 Options 🔹											
Qty	: 1	CN	:	Stock Nbr	:	Item Desc	:	Serial Nbr	:	Shelf Life Remaining	:
10	E	300000000000	007005	8465016007887		HYDRATION POUC	сн	-		-	
€											
Selected 1/1	H ($\langle \rangle$	▶ 10	 items per pa 	age					NaN - NaN of	items

- 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 secur- ity 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.
1116 — Scanned or entered numbers could not be val- idated.	Invalid Entry. The scanned barcode has an unknown prefix. Scan a corrected barcode.
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?</y></x>	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 dif- ferent Contract Numbers / Delivery Order Num- bers. Re-enter the items so they are from the same Contract or Delivery Order number.











Related Topics

Disposition









Browse for an Inventory Selection

Overview

The Inventory Selection Browse pop-up window allows choosing specified items from the warehouse.

Navigation

ELMS Warehouse Module > VARIOUS PROCEDURAL STEPS > Select Items > Inventory Selection pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
412	Select "Grid Options" button for additional actions.
36	Select "Delete" button to remove record(s) from applicable







	tables.
xxxx	Edit "Selected Qty" to move inventory to Selected Inventory grid.
xxxx	Click "Take Selected" to retrieve all Selected Inventory records.

Search Criteria Grid

Required to Search

Scan Barcode Stock Nbr ICN Serial Nbr Location Container Item Desc

Advanced Search

GFM Contract Nbr Owning DoDAAC Min Qty Rqd Cond Cd Location Status Freeze Location Mfr CAGE Mfr Contract Nbr Mfr Lot Nbr Mfr Dt Additional Info

Available Inventory

Total Qty Stock Nbr Allocation Qty Inventory Allocation Qty Available Qty





Unclassified





Inventory Selection

Selected Qty Qty Reserved Qty Available Qty ICN Stock Nbr Item Desc 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 Location Status Freeze Location Container ID **Owning DoDAAC** Prj Cd Additional Info

Optional

Contract / Dlvry Ord Nbr Meter Reading Utilization Measure Code Percent Utilization Additional Info

Selected Inventory

Selected Qty Qty ICN Stock Nbr Item Desc Serial Nbr Shelf Life Remaining





Unclassified





Shelf Life Expiration Dt Cond Cd Location Id **Owning DoDAAC** Prj Cd Container ID Location Status Freeze Location GFM Contract Nbr

Procedures

ELMS 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

C Reset results are displayed. Selecting

at any point of this procedure returns all fields to

the default "All" setting.







Select Items

Help Reference Guide

1. Select

. The **Inventory Selection** pop-up window appears.

it least one of the fields in the section below is required to search for assets Scan Barcode Click here to scan ICN All I <t< th=""><th>nstructions</th><th></th><th></th><th></th><th></th><th></th><th></th></t<>	nstructions						
Iteast one of the fields in the section below is required to search for assets Scan Barcode i ICN All i ICN All i Location All i Location All i Location All i Item Desc All i Item Desc All Cond Cd All I Contract Nbr All <td< th=""><th>earch Criteria</th><th></th><th></th><th></th><th></th><th></th><th></th></td<>	earch Criteria						
Scan Barcode Click here to scan ICN S/N UII LOC III i Stock Nbr Ali i Location Ali i Serial Nbr Ali i Container Ali i tem Desc Ali i Container Ali i Container ditional Search Filter Criteria GFM Contract Nbr Ali I Min Qty Rqd Image: Container Ali Location Status ACTIVE Image: Contact Nbr Ali Mfr Cage Ali Image: Contact Nbr Ali Mfr Cage Ali Image: Contact Nbr Ali Mfr Lot Nbr Ali Image: Contact Nbr Ali Min Qty Selected Inventory Selected Inventory Selected Inventory Total Qty 0 0 0	least one of the fiel	ds in the section below	v is required to s	earch for	assets		
i ICN All i Serial Nbr All i Location All i Container All i Item Desc All i Container All Iditional Search Filter Criteria Cond Cd All Min Qty Rqd Cond Cd All	Scan Barcode	Click here to scan	ICN S/N UII		i Stock Nbr	All	
i Location All i Item Desc All item Desc Cond Cd item Desc All item Desc Cond Cd item Desc Cond Cd <td># ICN</td> <td>All</td> <td></td> <td></td> <td>··· i Serial Nbr</td> <td>All</td> <td></td>	# ICN	All			··· i Serial Nbr	All	
i ttem Desc All Iditional Search Filter Criteria GFM Contract Nbr Min Qty Rqd Location Status ACTIVE Mfr Cage All Mfr Cage All Mfr Lot Nbr All Mfr Lot Nbr Additional Info Search Reset Search Cancel Total Qty 0 O	i Location	All			i Container	All	
Iditional Search Filter Criteria GFM Contract Nbr All Min Qty Rqd Cond Cd All Cond Cd All Cond Cd All Cond Cd All Freeze Location All Mfr Cage All Mfr Cage All Mfr Contract Nbr All Mfr Dt Cond Cd All Cond Cond Cond Cond Cond Cond Cond Con	i Item Desc	All					
GFM Contract Nbr All ▼ Min Qty Rqd ◆ Cond Cd All ▼ Location Status ACTIVE ▼ Freeze Location All ▼ Mfr Cage All Mfr Contract Nbr All ▼ ▼ Mfr Lot Nbr All Mfr Dt Image: Search © Reset © Cancel Additional Info ▼ Search © Reset © Cancel twailable Inventory Selected Inventory Inventory Allocation Qty Available Qty 0 0 0 0 0	Iditional Search Filt	er Criteria					
Min Qty Rqd Cond Cd Ali Location Status ACTIVE Freeze Location Mfr Cage Ali Mfr Contract Nbr Mfr Lot Nbr Ali Mfr Contract Nbr Additional Info Search Reset Wailable Inventory Selected Inventory Selected Inventory Total Qty Stock Nbr Allocation Qty Inventory Allocation Qty 0 0 0	GFM Contract Nb	or All		•			
Location Status ACTIVE ▼ Freeze Location All ▼ Mfr Cage All Mfr Contract Nbr All Mfr Contract Nbr All Image: Contract Nbr Image: Contract Nbr All Image: Contract Nbr Image: C	Min Qty Rqd			\$	Cond Cd	All	•
Mfr Cage All Mfr Contract Nbr All Mfr Lot Nbr All Mfr Dt Image: Contract Nbr Additional Info Q Search Q Reset Q Cancel	Location Status	ACTIVE			Freeze Location	All	•
Mfr Lot Nbr All Mfr Dt Additional Info Q. Search Cancel Q. Search Cancel	Mfr Cage	All			Mfr Contract Nbr	All	
Additional Info Q Search C Reset C Cancel Additional Info Additional Info Reset C Cancel Available Inventory Selected Inventory Total Qty Stock Nbr Allocation Qty 0 0 0 0 0 0	Mfr Lot Nbr	All			Mfr Dt		Ċ.
Q Search C Reset C Cancel Available Inventory Selected Inventory Vertication Qty Available Qty Total Qty Stock Nbr Allocation Qty Inventory Allocation Qty Available Qty 0 0 0 0	Additional Info						
Available Inventory Selected Inventory Total Qty Stock Nbr Allocation Qty Inventory Allocation Qty Available Qty 0 0 0 0 0			Q, Se	earch	Cancel		
Total Qty Stock Nbr Allocation Qty Inventory Allocation Qty Available Qty 0 0 0 0	vailable Inventory	Selected Inventory					
O O	Total Otv	Stock Nbr Allocation Ob	r		Inventory Allocation Oty	Δva	ilable Otv
	0	0			0	0	induit city
						194. 197	

- 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 IIII. Using the ELMS supported tethered scanner, scan the ELMS 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



Unclassified













Total Q	ty	Stock	Nbr Allocation Qty			Inventory Allocation	on Qty	Available Qty 318			
318		0				0					
Inver	tory Selection	‡ G	rid Options 🔻								
	Selected Qty	Qty	Reserved Qty	▼ Available Qty	T ICN	Stock Nbr	Item Desc	Serial Nbr	T Shelf Life Expiration D	t 🔻 Service Life Expiration Date	Ŧ
	/ 0						HYDRATION POUCH				
	<i>▶</i> 0	46	0	46	B0000000000007005621	8465016007887	HYDRATION POUCH				
	a* 0	2	0	2	B0000000000007005621	8465016007887	HYDRATION POUCH				
	<i>▶</i> 0	2	0	2	B000000000007005621	8465016007887	HYDRATION POUCH				
	e* 0	1	0	1	B000000000007005621	8465016007887	HYDRATION POUCH				
	<i>▶</i> 0	1	0	1	B000000000007005621	8465016007887	HYDRATION POUCH				
<u>C</u>		Total:									
H)(50 🔻 items	per page					1 - 6 of 6 iter	ns

Review the Available Inventory

•••

Selecting	at any point of this procedure removes all revisions and closes the
page. Bold numbered	l 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 \checkmark . The Selected QTY cell changes from the \checkmark to the 💼
- 7. Use to choose the correct Selected QTY. *Repeat until the amount required is completed.*







8. Select the Selected Inventory tab.

	Selected Qty	Qty	ICN	Stock Nbr	Item Desc	Serial Nbr	Shelf Life Remaining	Shelf Life Expiration Dt	Cond Cd	Owning DoDAAC	Prj Cd	Container Id	Location Statu
× Remove	10	266	B0000000000007005621	8465016007887	HYDRATION POUCH				A	M67750			Active
	1	ć.				<u></u>							1

9. Review the amounts in the Selected QTY 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 secur- ity 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.
1116 — Scanned or entered numbers could not be val- idated.	Invalid Entry. The scanned barcode has an unknown prefix. Scan a corrected barcode.
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</x>	Invalid Entry. The amount of items that was





^{10.} Select Take Selected . The **Inventory Selection** pop-up window closes, and the chosen amounts of inventory appear in the screen.





you have only picked <y>. Are you sure you want to continue?

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**
- Exchange Browse
- **ICN Browse** ٠
- Inspection
- Materiel Movement Pick
- QC / QA / Inspection
- Assemble an SKO
- Individual Issue
- Individual Return
- Maintenance Issue
- Materiel Release Order (MRO)
- Pick Plan
- Unit Issue
- Warehouse Transfer









Browse for a LIN/TAMCN

Overview

The LIN/TAMCN Browse pop-up window allows searching for LIN/TAMCNs in the FEDLOG catalog.

Navigation

ELMS Warehouse Module > VARIOUS PROCEDURAL STEPS > \bigcirc > 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.

ber

LIN/TAMCN Search Criteria

LIN/TAMCN LIN/TAMCN Desc Size Category Status

LIN/TAMCN Browse Results Grid

Select LIN/TAMCN LIN/TAMCN Desc Size Category





Unclassified





Optional

Catalog Name Cd

Procedures

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

- 1. Select ^Q. 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:.

Search Criteria					^
LIN/TAMCN	All	Size Category	All	•	
LIN/TAMCN Desc	All	Status	ACTIVE	•	
				5 Reset	Q Search

- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- Enter the LIN/TAMCN DESC in the field provided. *This is a 1,024 alphanumeric char*acter field.
- Use * to select the Size Category.
- Use ^{*} to select the Status.







4. Click to select the desired LIN/TAMCN. *The record is highlighted.*

5. Select Select . 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.











Related Topics

Warehouse

- LIN/TAMCN
- Stock Number









Browse for a LIN/TAMCN

Overview

The LIN/TAMCN Browse pop-up window allows searching for LIN/TAMCNs in the FEDLOG catalog.

Navigation

ELMS 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.

 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 	Number	Value
 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 	12	Select "Search" button to view Search Results page.
14Select "Cancel" button to return to previous page.417Click the Select hyperlink or double-click a specific row to choose a record	13	Select "Reset" button to clear data.
417 Click the Select hyperlink or double-click a specific row to choose a record	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

Procedures

ELMS 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 Creset 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:.







Search Criteria	
	*
i LIN/TAMCN All i LIN/TAMCN Desc All	
Size Category All	

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

to select the Size Category.

- Enter the LIN/TAMCN DESC, using it to assist with the entry. *This is a 1,024 alpha-numeric character field.*
- 3. Select Search to begin the query. *Results display in the LIN/TAMCN Grid below.*

LIN/T	AMCN	Grid Option	s 🔻		
Select	LIN/TAMCI	N † 🔻	LIN/TAMCN Desc	Size Category	
Select	A00037G		ALARM SET, ANTI-INTR	BOOTS, CW	
Select	A00102G		TACTICAL EXPLOITATI	BOOTS, CW	
Select	D00137K		TRUCK, TRACTOR, ARMOR	BOOTS, CW	
Select	V41602F		BOOTS, EXTREME COLD	BOOTS, CW	
			< >>> 50 <	items per page	1 - 4 of 4 items

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	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security





Use



have the appropriate security access. access. Enter different Search Criteria and try the Search again.

Related Topics

ICP

- Stock Item
- Physical Inventory

Warehouse

- Shelf Life Extension
- SKO Catalog
- Stock Item
- Substitute Stock Number
- Master Issue List
- Authorization
- LIN/TAMCN Inventory Inquiry
- Stock Nbr Inventory Inquiry
- Disposition
- Inventory Update Manager
- Inventory Update User
- Physical Inventory
- Location Condition Code Default









Browse for a Location

Overview

The Location Browse pop-up window allows searching for Locations in the specified Warehouse.

Navigation

ELMS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > \square > Location Browse popup 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 Location Id Location Type Dehumidified Outdoor Freeze Location Location Desc Location Status Temperature Controlled Hazardous

Location Browse Results Grid

Select Location Id Location Desc Location Type Cd Freeze Location Location Status Facility Nbr Parent Location Id Floor Bay Aisle Row Rack Inspection Schedule

Optional

Hazardous Dehumidified Temperature Controlled Outdoor GPS Longitude GPS Latitude RFID Coordinates Weight Capacity Cube Capacity Height





Unclassified





Length Width

Procedures

ELMS 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 Creset 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:.

structions					*
earch Criteria					*
i Facility Nbr	All				
i Location Id	All		<i>i</i> Location Desc	All	
Location Type	Issue X		Location Status	ACTIVE	•
Dehumidified	All		Temperature Controlled	All	•
Outdoor	All		Hazardous	All	•
Freeze Location	No				
	Q Sear	rch	C Reset O Cancel		

• Use

Use to select the Facility Nbr, or use *i* to assist with the entry.

• Enter the Location ID, using it to assist with the entry. *This is a 15 alphanumeric character field.*



Help Reference Guide



- Enter the Location Type by selecting the field and choosing at least one type.
- Use to select if the location is Dehumidified.
 - Use to select if the location is Outdoor.
- Use to select if this is a Freeze Location.
- Enter the Location DESC, using *i* to assist with the entry. *This is a 250 alpha-numeric character field.*
- Use 🚺 to select the Location Status.
 - Use use to select if the location is Temperature Controlled.
 - Use to select if the location is Hazardous.
- 3. Select Search to begin the query. *Results display in the Location Grid below.*

Loca	Location Browse t Grid Options *												
Select	Location Id †	▼ Location Desc ▼	Location Type Cd	Freeze Location	T Location Status	Facility Nbr	Parent Location Id	T Floor	▼ Bay	T Alsle	T Row	T Rack	T Inspection Schedule
Select													STOCK
Select	ROSIE2	ROSIE2	2 - Issue, 3 - Stock, 8 - Intransit	No	ACTIVE	MECH001							STOCK
Select	Intel SHAWINEE 849 SHAWINEE 849 2 - Issue, 3 - Stock, 7 - Sort, 8 - Intransit No ACTIVE MECH001 1 5 10 1 2 STOCK												
Select	STACEYS SPOT 1	23 SECURE MOBILE DEVICES	1 - Receiving, 2 - Issue, 3 - Stock, 8 - Intransit, 11 - Return, 12 - Disposal	No	ACTIVE	MECH001		1	4	3	2	6	STOCK
Select	TED LASSO	POSITIVITY	2 - Issue, 3 - Stock, 8 - Intransit	No	ACTIVE	MECH001		1	1	1	1	1	STOCK
Select	THE GOOD PLAC	E TED DANSON	1 - Receiving, 2 - Issue, 3 - Stock, 8 - Intransit	No	ACTIVE	MECH001							STOCK
<													
()	x + 0 > x + 0 > 2 = 1 mm per page 1-6 d 6 temp												

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.











have the appropriate security access. access. Enter different Search Criteria and try the Search again.

Related Topics

- Individual Return
- Individual Item Return
- Individual Reconciliation
- Inventory Update Manager
- Inventory Update User
- Materiel Movement Pick
- Materiel Movement Plan
- Physical Inventory
- QA / QC / Inspection
- Receiving
- SKO Assemble
- SKO Bulk Update
- SKO Disassemble
- Transportation Pick
- Transportation Plan
- Unit Issue Request
- Unit Issue Return
- Warehouse Transfer
- Container
- Location Condition Code Default
- Stock Item Individual Issue Location







Browse for a Master Issue List

Overview

The Master Issue List Browse pop-up window allows searching for Master Issue Lists in the ELMS catalog.

Navigation

ELMS 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.

 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. 	Number	Value
13Select "Reset" button to clear data.14Select "Cancel" button to return to previous page.412Select "Grid Options" button for additional actions.	12	Select "Search" button to view Search Results page.
14Select "Cancel" button to return to previous page.412Select "Grid Options" button for additional actions.	13	Select "Reset" button to clear data.
412 Select "Grid Options" button for additional actions.	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.	xxxx	Click "Select" to move a Master Issue List to the Selected list.







36	Select "Delete" button to remove record(s) from applicable tables.
xxxx	Click "Take Selected" to retrieve all Selected records and exit the browse.

Master Issue List Search Criteria

Desc i

Issue Type *i*

Available Master Issue List Results Grid

Select Desc Issue Type

Optional

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

Available Master Issue List Details Grid

LIN/TAMCN Stock Nbr Item Desc Kit? Qty Occupation Size Category Size Color









Optional

Established By Established Dt/Tm Last Updated By Last Transaction Dt/Tm

Procedures

ELMS 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 Letter the default "All" setting.

C Reset

at any point of this procedure returns all fields to

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:.

Master Iss	sue List Brow	se				×
Instruction	s				*	
Search Cri	iteria					
i Desc	All		i Iss	ue Type I - Individual Issue	•	
		Q Search	C Reset	O Cancel		

- Enter the DESC, using *i* to assist with the entry. *This is a 250 alphanumeric character field.*
- Use 🚺 to select the Issue Type, or use 🧯 to assist with the entry.







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

Desc Issue Type Select Going on a trip Select Going somewhere I - Individual Issue	Availa	ble MILs	Grid Options		
Select Going on a trip I - Individual Issue Select Going somewhere I - Individual Issue			Desc 7	Issue Type	T
Select Going somewhere I - Individual Issue	•	✓ Select	Going on a trip	I - Individual Issue	
50 1.2 45 2 4 1 2 4 5 2 4 1 2 4 5 2 4 1 2 4 5 2 4 1 2 4 5 2 4 5 2 4 1 2 4 5 2 4 5 2 4 1 2 4 5 2 4 5 2 4 1 2 4 5 2 4 5 2 4 1 2 4 5 2 4	•	✓ Select	Going somewhere	I - Individual Issue	
A A D F F A A F F F D D V Items per page 1-2 012 Items	H)(► ► 50 ▼ items per page	1 - 2 of 2 items

Choose rext to the desired MIL. *The MIL is dimmed, and appears in the Selected Tab.*

4.

OR

Select 🚬 . The assets within the MIL appear in the Details grid, and are not editable.

Avai	lable MILS	Grid Options *							
		Desc 🝸 Is	sue Type						
	Select Going on a trip I - Individual Issue								
	Grid Op	otions 🔻							
	LIN/TAMCN	T Stock Nbr	Item Desc 🛛 🔻	Kit?	Qty 🔻	Occupation	Y Size Category	▼ Size ▼ Co	olor
		8410012231488	COAT, WOMAN S	No	1	Officer		MEDIUM	
		1005005140216	LEVER,LOCK-RELEASE	No	2				
	C03402F		SOCKS	No	5				
	•							•	
			() () () (50	▼ item	s per page			1 - 3 of 3	items
	. Select	Going somewhere	Individual Issue						
-	• • • • • • • • • • • • • • • • • • • •	Conny Somewhere							
I ($(\mathbf{H})(\mathbf{H})(\mathbf{A})(\mathbf{A})$	▶ 50 ▼ item	ns per pag	e			1 - 2 of 2	2 item

5. Select the Selected Tab. *The list of chosen MILs appears in the Selected MILs grid.*







6. Select . 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
ity access.	the Search again.

Related Topics

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







Browse for a Member Profile

Overview

The Member Profile Browse pop-up window allows searching for members associated with the current Logistics Program.

Navigation

ELMS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > Showse 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.

12Select "Search" button to view Search Results page.13Select "Reset" button to clear data.14Select "Cancel" button to return to previous page.417Click the Select hyperlink or double-click a specific row to choose a record	Number	Value
13Select "Reset" button to clear data.14Select "Cancel" button to return to previous page.417Click the Select hyperlink or double-click a specific row to choose a record	12	Select "Search" button to view Search Results page.
14Select "Cancel" button to return to previous page.417Click the Select hyperlink or double-click a specific row to choose a record	13	Select "Reset" button to clear data.
417 Click the Select hyperlink or double-click a specific row to choose a record	14	Select "Cancel" button to return to previous page.
	417	Click the Select hyperlink or double-click a specific row to choose a record









Member Search Criteria

EDI PI

First Name

Last Name 🚺

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

Fit Preference Phone Nbr DSN Nbr Mobile Phone Nbr Email Address Assigned UIC Temporary Assigned UIC Expiration of Service Remarks Logistics Program Interface System Cd Program ID Established Dt/Tm Established By Last Transaction Dt/Tm Last Updated By Member








Procedures

ELMS 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 *CReset* 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 Membe	er Profile							
Instructions							*	
Search Criteria								
EDI PI				i	Last Name	All	•	
i First Name	All		•		Show Active			
		Q Search	OF	Reset	♦ Cancel			

• Enter the EDI PI in the field provided. *This is a 10 numeric character field.*

Use 🚺 to select the First Name, or use 🔹 to assist with the entry.

- Use use to select the Last Name, or use to assist with the entry.
- Click \Box 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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	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

ELMS Materiel Management Module > *VARIOUS PROCEDURAL STEPS* > SA 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.

nber

RSA Browse Results Grid

Select CICP/RSA Name DoDAAC RIC

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Materiel Management/Inventory Control Point 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	Grid Options		
	CICP/RSA Name	T DODAAC T 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	
M		► 10 ▼ items per page	
		1 - 10 of 12	items

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

3. Select Take Selected . The pop-up window closes and the selected CICP / RSA appears in the previous screen.

Common Errors

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





Help Reference Guide



Error

Solution

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

Related Topics

- Physical Inventory
- Intransit Viewer









Browse for a Real Property Site

Overview

The Real Property Site Browse pop-up window allows searching for Sites in the specified Installation.

Navigation

ELMS 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.

 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 	Number	Value
 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 	12	Select "Search" button to view Search Results page.
14 Select "Cancel" button to return to previous page. 417 Click the Select hyperlink or double-click a specific row to choose a record	13	Select "Reset" button to clear data.
417 Click the Select hyperlink or double-click a specific row to choose a record	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

Procedures

ELMS 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 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:.

te Browse						
nstructions					•	
Search Criteria						
Installation Nbr:	N32414			Site Name:		
		Q Search	C Reset	♦ Cancel		

- The Installation NBR automatically populates and is not editable.
- Enter the Site Name in the field provided. *This is a 20 alphanumeric character field*.





4. Choose the Select hyperlink next to the desired Real Property Site. *The pop-up window closes and the selected Site appears in the previous screen.*

Common Errors

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

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

ELMS 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
хххх	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 $^{oldsymbol{\otimes}}$ are items that are incomplete or unverified.







хххх	Components with 👎 contain changes that have not been applied.
хххх	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.
хххх	Select the "Reset" button to revert changes to the selected component.
хххх	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

Select LIN/TAMCN Stock Nbr Item Desc Part Nbr ICN Serial Nbr Cond Cd Qty Issued Qty Returning





Unclassified





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 Manufacturer Dt Manufacturer Lot Manufacturer Contract Shelf Life Expiration Dt Secondary Serial Nbr

Component Details Panel

Catalog Panel

Stock Nbr Item Desc Seralized Required for Complete Kit

Inventory Panel

ICN *

ICN Details Panel

Serial Nbrs Asset ID

Cond Cd *

Return Details Panel

Qty Issued Qty Returning



ODASD (Logistics) under A&S Sustainment 983

Unclassified

ELMS Helpdesk 1 1-844-843-3727



Qty Not Returning Not Ret. Reason Cd

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Verify the SKO

1.

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

	X	Verify	P
Select	<u> </u>	-	

. The **SKO Inventory Management** pop-up window appears.

Help Reference Guide

II Components										
		((1011					
Grid Options V	✓ Verify	× Unverify	- Catalog	Click here to scan						
	LIN/TAMCN	▼ Stock	Nbr 🕇	T Item Desc	Y Part Nbr		Serial Nbr	T Cond Cd	T Qty Issued	T Qty F
	V00232B	8340	016208552	TENT, ARTIC, 15 MAN		B000000000007004961		D	20	20
		83400	016276265	FRAME, TENT					1	1
		83400	016276269	FLY,TENT					1	1
		83400	016276270	FLY,TENT					1	1
		83400	016276272	TENT LINER					1	1
		8340	016278209	REPAIR KIT, TENTAGE					1	1
		83400	016278409	TENT LINER					1	1
		83400	016278419	BAG, TENT FRAME PART					1	1
Image:		83400	016278959	TENT SECTION					1	1
↓ □ 🔮		83400	016279094	GROUND ANCHOR KIT					0	0
		5120	015538742	MALLET, WOOD					0	0
		81050	015320444	STAKE BAG ESS 305					0	0
		83400	015333992	STAKE, HOLD-DOWN TEN					0	0
		83400	015639937	12 INCH ALUMINIUM STAKI	E				0	0
		83400	016340386	FRAME SECTION, TENT					1	1

- 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.







Component Details

Catalog Stock Nbr: 8340016276269 Item Desc: FLY,TENT Serialized: No Required for Complete Kit: Yes

- 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.

-	Select an Item	
1	CN Details	
C	Asset ID:	
	✓ Update ICN	
Co	ond Cd:	

A. Update the ICN, using to browse for the revised number. *This is a 20 alpha-numeric character field.*

Inventory Control Number Browse help

- B. Verify the Other details, like the ASSET ID.
- **C.** Update the Cond Cd, using to select the desired code.
- 6. Verify the Return Details panel.







Qty Issue	ed:			
Qty Retu	rning:	Qtv Not Returnin	na:	
1	\$	0		
Not Ret F	Reason Cd		Qty Not R	Returning
RL - Ret	urn Later		0	\$
CA - Cor	nmand Author	ized Loss	0	\$
HA - HA	ZMAT/BIOMAT	Damage	0	\$
KI - KIA/	MIA/WIA LOS	S	0	\$
LT - Left	in Theatre		0	\$
MD - Mis	sing/Damage	d Gear Statement	0	\$
RD - Ret	urned Differen	t Size/Serial Nbr	0	\$
N6 - MD	GS NAVMAC	6	0	\$
CN - Cor	nsumed		0	\$
RE - Ret	urned Outside	DPAS	0	\$
GA - FLI	PL DD-FORM	200/Govt Authorized	0	\$
GR - FLI	PL DD-FORM	200/Govt Reimbursed	0	\$
PD - Pai	d		0	\$

- 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.







9. Select Finish

It is the SKO Inventory Management pop-up window closes.



7.

8.



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
хххх — Cond Cd <cond Cd> is invalid. (Item: Iтем Desc)</cond 	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 char-acters only. Re-enter the Serial Number.
1168 — Last Test Date can- not 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 – Warehouse

Overview

The Stock Number Browse pop-up window allows searching for assets in the ELMS catalog.

Navigation

ELMS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > STOCK NBR Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record









STOCK NBR Browse

- LIN/TAMCN i
- Item Desc Color Stock Nbr Size 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

Procedures

ELMS 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	C Reset	at any point of this procedure returns all fields to
the default "All" setting.		

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







- 1. Select . The **Stock NBR Browse** pop-up window appears.
- 2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

structions							•
earch Criteria							
i LIN/TAMCN	All		Stock NI	ЭГ			
i Item Desc	All		Size				
Color			Reportal	ole Commodity Type	All	•	
		Q Search	C Reset	O Cancel			

- Enter the LIN/TAMCN, using *i* to assist with the entry. *This is a 10 alphanumeric character field.*
- Enter the ITEM DESC, using it to assist with the entry. *This is a 256 alphanumeric character field.*
- Enter the Color in the field provided. *This is a 15 alphanumeric character field.*
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field*.
- Enter the Size in the field provided. *This is a 50 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.*

Select	LIN/TAMCN	Stock Nbr 🕇 🍸	Item Desc	Size	▼ Color	T	Reportable Commodity Type
Select		000V8100000900	CPU REBUILD-686/200 EXO EVEREX	¢			SUPPLIES
Select		000V8100000988	CPU REBUILD-686/200 EXO EVEREX	<			SUPPLIES
Select		000V8100000999	CPU REBUILD-686/200 EXO EVERE>	(SUPPLIES

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	Invalid Entry. Results for the search criteria
search criteria or you do not	entered do not exist or Incorrect security
have the appropriate secur-	access. Enter different Search Criteria and try
ity access.	the Search again.

Related Topics

MM/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 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 ELMScatalog.

Navigation

ELMS Warehouse Module > VARIOUS PROCEDURAL STEPS > > STOCK NBR Browse > STOCK NBR hyperlink > Browse Substitute Stock Numbers pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
433	Click "Select" button to choose a record.

Substitute STOCK NBR Results Grid

Select Compatibility % Substitute Stock Nbr Substitute Item Desc Stock Item (Y/N) Substitute Color Substitute Size Substitute Stocking UI Substitute Price









Optional

Substitute LIN/TAMCN Substitute Length (In) Substitute Width (In) Substitute Height (In) Substitute Weight (Lbs) Established By Established Dt/Tm Last Transaction Dt/Tm Last Updated By Program Id

Procedures

ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Browse for a Substitute Stock Number

Selectina



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

1. Select . The Browse Substitute Stock NBR pop-up window appears, with the list of replacement stock numbers available.

Brows	se Substitute Stocl	k Nu	mbers								×
Instru	ctions					Ψ					
Subs	titute Stock Nbr	\$	Grid Options*								
Select	Compatibility % ↓	T	Substitute Stock	Nbr ↓	. T	Substitute Item Desc	T Stock Item (Y/N)	T Substitute Color	T Substitute Size	Substitute Stocking UI	▼ Substitute Price ▼
Select	100		113811381138C			LIGHT SABER - PURPLE	Yes			EA	\$1,000.00
Select	100		113811381138B			LIGHT SABER - GREEN	Yes			EA	\$1,000.00
()		M)		50	▼ it	ems per page					1 - 2 of 2 items

2. Choose the Select hyperlink next to the desired Substitute STOCK NBR. The pop-up window closes and the selected Substitute 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

- 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

ELMS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > \bigcirc > 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

Procedures

ELMS 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 at any point of this procedure returns all fields to the default "All" setting.

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

- 1. Select ^Q. 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:.







Search Cri	teria				^
Site Id			DoDAAC		
Org Id			UIC		
Major Command Code					
				"D Reset	Q Search
Search Re	sults			"D Reset	Q Search
Search Res	sults	UIC 1	- E	Crganization Id	Q Search
Search Res Select	sults	URC 1 FE1822	1.	Organization Id	Q Search
Search Res Select Select Select	sults	UIC 1 FE1822 FE6022	Ĩ.	Organization Id	Q Search
Select Select Select Select	sults	UIC 1 FE1822 FE6022 NG0002	1	Organization 1d 0183MA/70001	Q Search
Select Select Select Select Select Select	sults	UIC 1 FE1822 FE6022 NG0002 NG0019	12	Organization Id 0183MA/70001	Q Search

- Enter the UIC in the field provided. *This is a 6 alphanumeric character field*. ٠
- Enter the Account Name in the field provided. *This is a 50 alphanumeric character* • field.
- Q Search Select 3.
 - . Results display in the Browse UIC Grid below.
- 4. Choose the Select hyperlink next to the desired UIC. The pop-up window closes and the selected UIC appears in the previous screen.

Common Errors

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







Error

Solution

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

Related Topics

- Inspection
- Individual Issue











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

ELMS 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.

 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 	Number	Value
 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 	12	Select "Search" button to view Search Results page.
14Select "Cancel" button to return to previous page.417Click the Select hyperlink or double-click a specific row to choose a record	13	Select "Reset" button to clear data.
417 Click the Select hyperlink or double-click a specific row to choose a record	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

UIC Results Grid

Select UIC UIC Name Parent UIC Logistics Program Name Warehouse Name Status

Procedures

ELMS 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 Creset 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:.

rowse				
nstructions				•
Search Criteria				
UIC				
	Q Search	C Reset	O Cancel	







4. Choose the Select hyperlink next to the desired UIC. *The pop-up window closes and the selected UIC appears in the previous screen.*

Common Errors

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

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

Related Topics

- Inspection
- Individual Issue



1003 Unclassified





Browse for a User

Overview

The User Browse pop-up window allows searching for a USER ID within the module.

Navigation

ELMSModules > VARIOUS PROCEDURAL STEPS > User Browse pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

ber Value

User Browse Grid

User Id First Name Last Name Phone Nbr Email Address

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.











Brows	owse for a User										
Sele pag	e <i>cting</i> e. B	g O Car old numb	ered s The Us	t any point teps are re er Browse	of t quii e po	his proce red. pp-up win	dure remove dow appears.	s all r	evisions an	d closes	the
	User	Browse									×
	User Brow		vse 🔯 Grid Options 🔻								
		User ID	T	First Name	Ŧ	Last Name	Y Phone Number	Ŧ	Email Address	Ļ	Ŧ
		PAKETERSO	N	PRISTINA		KETERSON			NOREPLY@LEI	DOS.COM	
		MILLERA8		ANDREW		MILLER			noreply@leidos.	com	
		CROUSEL		LISA		CROUSE					
		GRETZK3		KEVIN		GRETZ					
		BPGROCE		PIDGE		GROCE					v
	H	•		50 v item	s per	page				1 - 37	of 37 items
	✓Ta	ke Selected	OCancel)	o por	hala					

- 2. Click to select the User. *The User record is highlighted.*
- 3. Click Take Selected. The **User Browse** pop-up window closes and the selected name appears in the previous screen.

Common Errors

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

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





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Related Topics

• Item Manager Overview





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User Dashboard

Overview

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





Help Reference Guide



Change Active Tier

The table below provides the list of instructions.

Number	Value
хххх	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 *

ELMS Access Tab

Level Roles Commodity Type

Training Status Tab

- Curriculum Nbr Curriculum Name Curriculum Desc Cmpltd Dt
- (*) Asterisk identifies mandatory fields.



1008 Unclassified






Procedures

ELMS Navigation Helpful Tips

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

Change the Active Tier



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

Select the ICP hyperlink. The Change Active Tier pop-up window appears, with the exist-1. ing ICP highlighted.

Change Active Tier	×			
Instructions	۳			
Search for tier Q + -				
CSP Enterprise - CSP IIF/ UIF Operations				
EAST COAST - II MEF				
 Albany - Albany 				
ALB IIF - MAIN IIF				
✓Update OCancel				

- to select the different levels available to find the desired ICP. 2. Use 🎴
- Jpdate 3. Select . The **Change Active Tier** pop-up window closes, and the new ICP selection is saved.

View the User Profile

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









	_	_	_	_			He	elp	Refe	rence	e G	iuid	е	
User Id: GROCEBP	ICP: COMMS									Home	Links	Contact Us	Log Out	
Catalog Mgmt 🔻 🛛 N	Nateriel Mgmt 🔻 🛛	Master Data Mgmt 🔻	Inquiries 🔻	History Inquiries v	Report Mana	ger 🔻				् Menu			•	
GROCE, P	PIDGE													
User Id	GROCEE	BP												
IA Training Dt Lst	t			Days until Due	IA Training	365								
Phone Nbr		51500.0014		D SN Nbr										
* Email Address	nouser@l	LEIDOS.COM											J	

- 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 ELMS Access and Training Status

1. Select the ELMS Access tab.

DPAS Access Training Status Level: CSP Enterprise->EAST COAST->Albany->ALB IIF - (Warehouse)		
Roles	Security Commodity Types	
Armory Officer Materiel Control Officer Program Management Officer Responsible Officer Warehouse Officer	CBRN D - CBRN D CBRN 0850L - OBSOLETE CBRN D EQUIPMENT COMPONENT - COMPONENTS CSP - CSP ICCE - ICCE ICCE 0850L - 0890LETE ICCE EQUIPMENT NAVY - NAVY EQUIPMENT REPAIR. REPAIR PARTS STAP 0850L - 0880LETE STAP EQUIPMENT SUPPLIES - OPERATIONS SUPPORT ITEMS SWS 0850L - 0850LETE SWS CN EQUIPMENT TRAINING - USE FOR TRAINING ONLY TEST1 323 - TEST 1 TEST1 233 - TEST 1 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.
- 2. Select the Training Status tab.









User Training	Crid Options			
Curriculum Nbr	T Curriculum Name	Curriculum Desc	Cmpltd Dt \downarrow	
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	

- 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 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.





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Related Topics

- Welcome
- Contact Us
- ELMS Materiel Management Overview
- ELMS Materiel Management Grid Options Overview
- ELMS Materiel Management Navigation
- Using ELMS Help Overview
- Using ELMS Help Topics
- Using ELMS Help Menus





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Help Reference Guide



Accessibility

The pages on the Enterprise Logistics Management System (ELMS) 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 (I).

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 Enterprise Logistics Management System (ELMS).

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.



1016 Unclassified





Contact Us

Contact Name

ELMS Support Team

POC



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