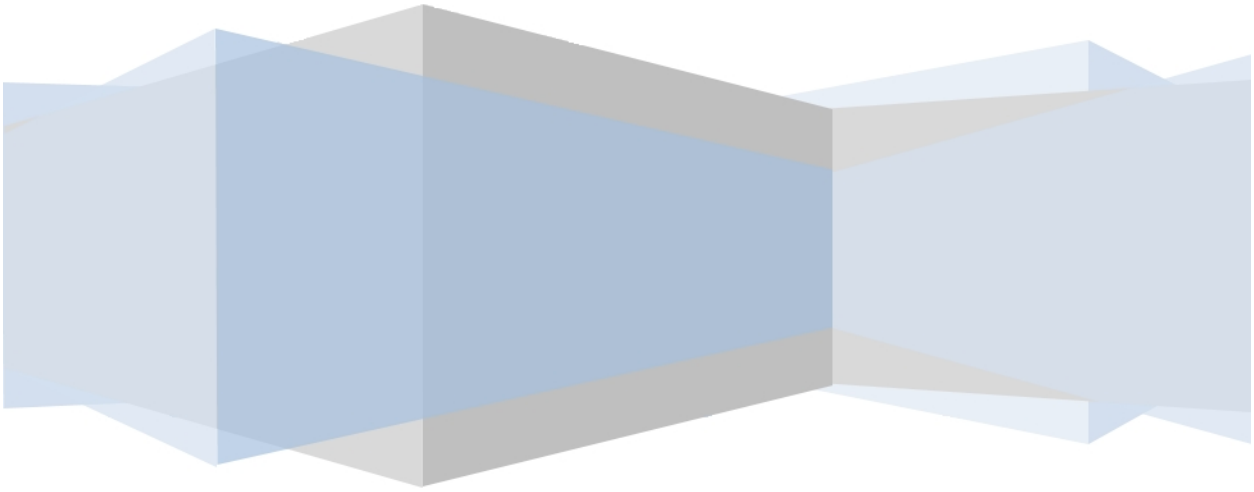
Warehouse Management

Defense Property Accountability System



Printed Manual

Version 26 Jul 2021

Welcome

Overview — DPAS

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

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

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

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

Overview — Warehouse Help

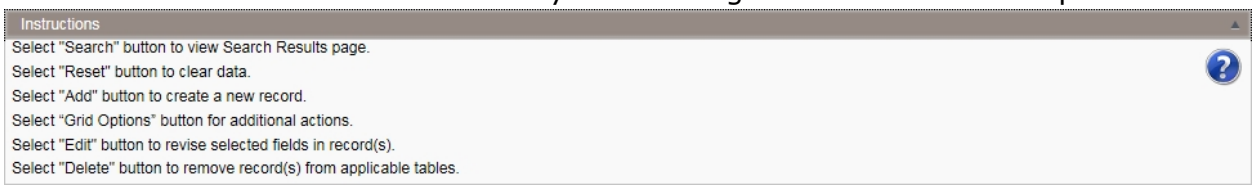
This online help is designed to provide access to detailed information and instructions about the various processes contained within the Warehouse Management module.

The help topics provide assistance with managing equipment receipts, issues, and returns for individuals, units, and armories, in a warehouse environment.

In addition, relevant topics address managing both serialized and bulk equipment types, as well as providing restocking notifications when available stock reaches a minimum threshold.

Navigation

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



Related Topics

- Contact Us
- Warehouse Overview
- Warehouse Navigation Tips
- Warehouse Navigation Grid Options Overview
- Using DPAS Help Overview
- Using DPAS Help Toolbar
- Using DPAS Help Topics
- Using DPAS Help Menus

Defense Property Accountability System (DPAS) Warehouse Mgmt Module Navigation

Overview

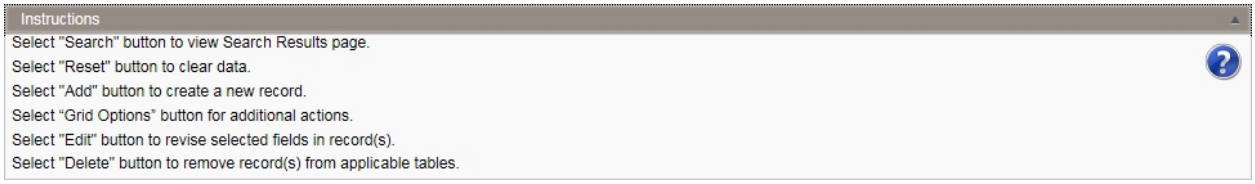
This page describes the primary features found on the Warehouse pages:

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

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

Navigation

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



Blue Menu Bar

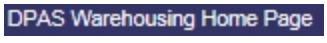
The Blue Menu bar is at the very top of the page.

The item on the left side is:

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

The items on the right side are:

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

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

Red Menu Bar

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

The items on the left side are:

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

- **Warehouse** Warehouse: —
  Opens the Active Tier pop-up window. Shows the Warehouses available to the user.

- **Open Warehouse Actions** Open Warehouse Actions (1190) —
  Opens the Home page. Shows the opening lists that have the assignments for the user.

The items on the right side are:

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

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

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

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

Menu Bar

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

Use the Menu item drop-down lists

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

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

Use the Search field

1. Select the down arrow in the Search field. *The complete list of all the Warehouse 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. *Using Intellisense, the Process names with those characters appear.*

   Note

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

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

   This is identified by a lowercase italic preceding the field name.

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:

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

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

Use the Search Criteria panel

1. Enter the available information in the fields.
2. Use the field assistance available:
   - Use the drop-down lists to select the field entry.
   - Start entering characters in the fields with i.

     Note

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

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

     This is identified by a lowercase italic i preceding the field name.
   - Use ... to open the Browse pop-up window.
3. Select Search to perform the search, or select Reset to clear the fields.

Results Grid

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

Each Results Grid has basic properties that are always the same.

Those include:

- **Title Bar —**

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

- **Column Header —**

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

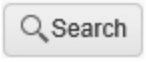
- **Individual Records —**

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

Standard Buttons

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

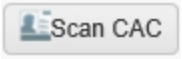
Search Criteria

- **Search** 

—
Searches the data within the process results grid.

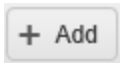
- **Reset**

—
Erases the entered fields and starts over.

- **Scan CAC** 

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

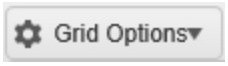
Results Grid

- **Add** 

—
Creates a new record in the process results grid.

- **Import**

—
Adds bulk records to the process results grid.

- **Grid Options** 

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

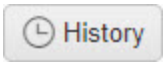
Individual Records

- **Edit**

—
Revises a record in the process.

- **Delete**

—
Erases a record in the process.

- **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
- Warehouse Overview
- Warehouse Navigation Grid Options Overview
- Using DPAS Help Overview
- Using DPAS Help Toolbar
- Using DPAS Help Topics
- Using DPAS Help Menus

User Dashboard

Overview

The Warehouse Management module User Dashboard provides the ability to validate users logging in to the Warehouse 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 Warehouse last accessed. If the Warehouse no longer exists, or this is an initial log in, a screen appears to allow the selection of a viable Warehouse.

Navigation

My DPAS > Account Info > User Dashboard page

Page Fields

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

Instructions

User Dashboard

The table below provides the list of instructions.

Number	Value

Change Active Tier

The table below provides the list of instructions.

Number	Value
xxxx	Select an access level.

Red User Info Bar

User Id

Warehouse

Open Warehouse Actions

Change Active Tier

Search for Tier...

User Profile

User Id

IA Training Dt Lst

Days until IA Training Due

Phone Nbr

DSN Nbr

Email Address *

DPAS Access Tab

Level

Roles

Security Commodity Types

Training Status Tab

Curriculum Nbr

Curriculum Name

Curriculum Desc

Cmpltd Dt

(*) Asterisk identifies mandatory fields.

Procedures

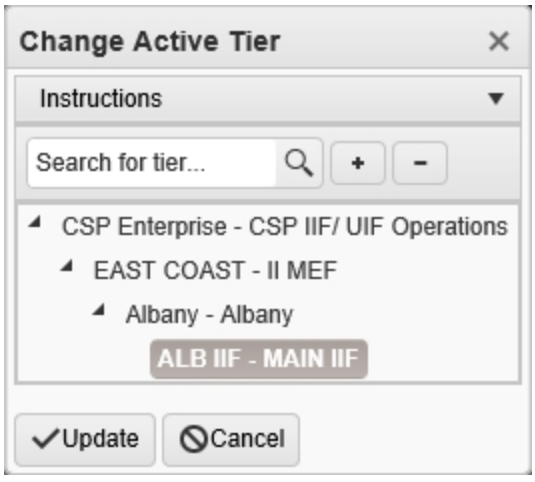
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Change the Active Tier

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

1. Select the Warehouse hyperlink. *The* ***Change Active Tier*** *pop-up window appears, with the existing Warehouse highlighted.*



2. Use ▸ to select the different levels available to find the desired Warehouse.
3. Select Update. *The **Change Active Tier** pop-up window closes, and the new Warehouse selection is saved.*

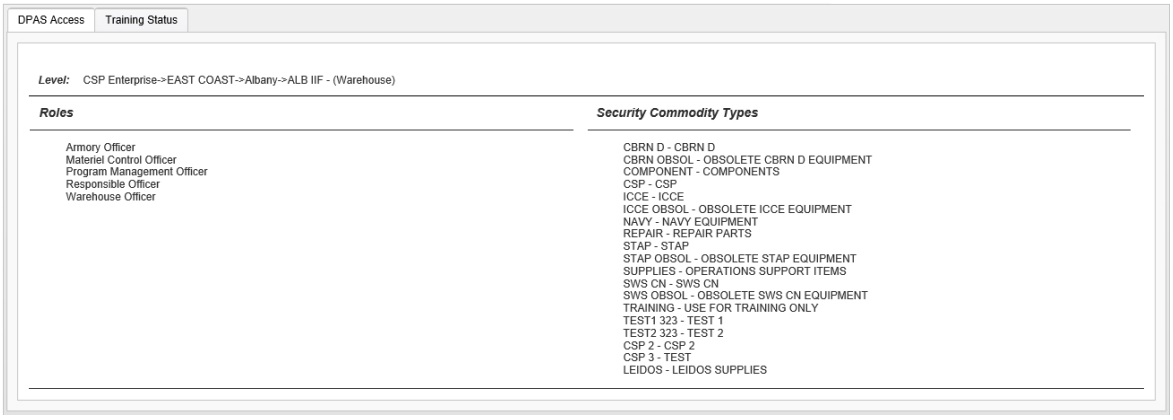
View the User Profile

1. Select Account Info. *The **User Dashboard** page appears, open to the DPAS Access tab.*

- *The USER ID automatically populates and is not editable.*
- *The IA Training DT LST automatically populates and is not editable.*
- *The Days until IA Training Due automatically populates and is not editable.*
- *The PHONE NBR automatically populates and is not editable.*
- *The DSN NBR automatically populates and is not editable.*
- *The E-MAIL Address automatically populates and is not editable.*

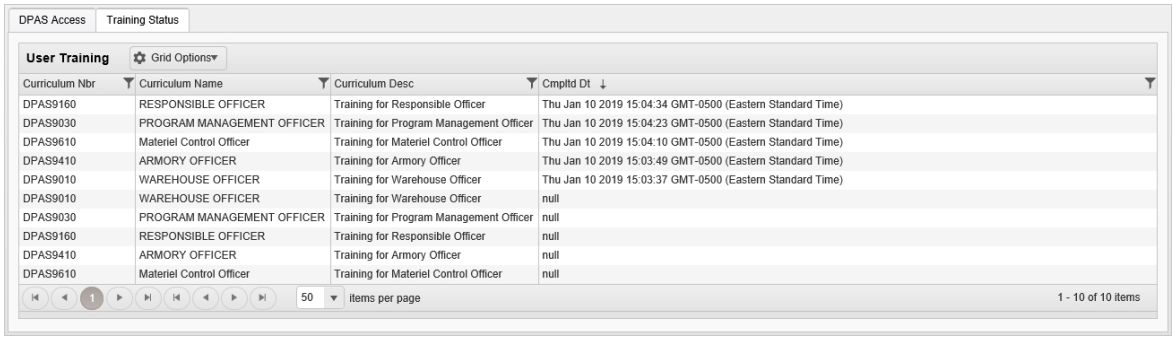
View the DPAS Access and Training Status

1. Select the DPAS Access tab.



- *The Level automatically populates and is not editable.*
- *The Roles automatically populates and is not editable.*
- *The Security Commodity Types automatically populates and is not editable.*

2. Select the Training Status tab.



- *The CURRICULUM NBR automatically populates and is not editable.*
- *The Curriculum Name automatically populates and is not editable.*
- *The Curriculum Description automatically populates and is not editable.*
- *The CMPLTD DT automatically populates and is not editable.*

Common Errors

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

Error	Solution
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

Related Topics

- DPAS Warehouse Overview
- DPAS Warehouse Navigation
- DPAS Warehouse Navigation Grid Options Overview

Manage Stock Number Lists

Overview

The Warehouse Management module Manage Stock Number Lists process provides the ability to create, update, and delete lists that are used for custom reporting. Stock Number Lists are managed and shared at different Enterprise Levels such as Logistics Program, Region, Site and Warehouse.

Sharing a Stock Number List allows other personnel access to the list within levels (Logistics Program, Region, Site, and Warehouse) of the Logistics Program.

- If the list is shared, elements below the selected level have access to the list. *For example, a list shared at the Region level allows access at that level and elements directly beneath the Region. Other Regions and their lower levels do not have access.*
- If the list is not shared, it is accessible locally only to the list creator.

Attention

Only the list creator can edit (update or share) the list.

Navigation

My DPAS > Manage Lists > Stock NBR Lists

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.
498	Select "View" button to display the list's contents shared by another user.

Stock Number List Grid Fields

List Nm

Is Shared?

Share Lvl

Owning User Nm

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Stock Number List

Select + Add. *The **Add Stock Nbr List** pop-up window appears.*

Update a Stock Number List

Select Edit next to the desired STOCK NBR List. *The **Update Stock Nbr List** pop-up window appears.*

Delete a Stock Number List

Select × Delete next to the desired STOCK NBR List. *The **Confirm Delete** 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
No Common Errors have been identified for this page.	

Related Topics

- Add a Stock Number List
- Update a Stock Number List
- Delete a Stock Number List

Add a Stock Number List

The Add a Stock Number List process provides the ability to create Stock Number Lists for custom reporting. This process also allows the sharing at a selected level.

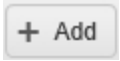
Sharing a Stock Number List allows other personnel access to the list within levels (Logistics Program, Region, Site, and Warehouse) of the Logistics Program.

- If the list is shared, elements below the selected level have access to the list. *For example, a list shared at the Region level allows access at that level and elements directly beneath the Region. Other Regions and their levels below do not have access.*
- If the list is not shared, it is accessible locally only to the list creator..

Attention

Only the list creator can edit (update or share) the list.

Navigation

My DPAS > Manage Lists > STOCK NBR Lists > 

> Add STOCK NBR List pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
495	Select "Add to List" to add the Record ID and its Description on the Grid Display.
412	Select "Grid Options" button for additional actions.
36	Select "Delete" button to remove record(s) from applicable tables.

Add Stock Number List

List Nm *

Is Shared?

Share Lvl

Stock Nbrs

STOCK NBRS Grid

Stock Nbr

Item Desc

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Stock Number List

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

1. Select + Add to create a STOCK NBR List. *The* ***Add STOCK NBR List*** *pop-up window appears.*
2. Enter the List NM in the field provided. *This is a 500 alphanumeric character field.*
3. Click 'Is Shared?' ☐ to allow access to the STOCK NBR Lists.

   If 'Is Shared?' is selected (☑), use ▾ to select the Share Lvl.
4. Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alpha-numeric character field.*
5. Select Add to List to add the STOCK NBR to the STOCK NBRS Grid. *The STOCK NBR appears in the grid provided.*

   If an incorrect STOCK NBR is added, select ✕ Delete *to remove the STOCK NBR from the grid.*
6. Repeat steps 4 and 5 to add more STOCK NBRS to the STOCK NBRS Grid.
7. Select ✓ Add. *The* ***Add STOCK NBR List*** *pop-up window closes, and the entry appears in the STOCK NBR List 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.
13 - Mandatory Entry: *List Nm*.	Missing Entry. Enter the appropriate information in the desired field.
Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Stock Number List Overview
- Update a Stock Number List
- Delete a Stock Number List

Delete a Stock Number List

The Delete a Stock Number List process allows the removal of Stock Number Lists no longer used for custom reporting.

Attention

Only the list creator can edit (update or share) the list.

Navigation

My DPAS > Manage Lists > STOCK NBR Lists > Delete > Confirm Delete Delete STOCK NBR List pop-up window

Page Fields

The following fields display on the **Confirm Delete Delete STOCK NBR List** 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.

Are you sure you want to delete this Stock Nbr List?

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Stock Number List

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

1. Select Delete next to the desired STOCK NBR List. *The* ***Confirm Delete Delete STOCK NBR List*** *pop-up window appears.*
2. Select Delete. *The* ***Confirm Delete Delete STOCK NBR List*** *pop-up window closes, and the entry is removed from the STOCK NBR List Grid.*

Common Errors

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

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

Related Topics

- Stock Number List Overview
- Add a Stock Number List
- Update a Stock Number List

Update a Stock Number List

The Update a Stock Number List process allows editing Stock Number Lists. This process also allows sharing at a selected level.

Sharing a Stock Number List allows other personnel access to the list within levels (Logistics Program, Region, Site, and Warehouse) of the Logistics Program.

- If the list is shared, elements below the selected level have access to the list. *For example, a list shared at the Region level allows access at that level and elements directly beneath the Region. Other Regions and their levels below do not have access.*
- If the list is not shared, it is accessible locally only to the list creator..

Attention

Only the list creator can edit (update or share) the list.

Navigation

My DPAS > Manage Lists > STOCK NBR Lists >

> Edit STOCK NBR List pop-up window

Page Fields

The following fields display on the **Edit STOCK NBR List** 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.
495	Select "Add to List" to add the Record ID and its Description on the Grid Display.
412	Select "Grid Options" button for additional actions.
36	Select "Delete" button to remove record(s) from applicable tables.

Edit Stock Nbr List

List Nm *

Is Shared?

Share Lvl

Stock Nbrs

Stock Nbrs Grid

Stock Nbr

Item Desc

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Stock Number List

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

1. Select Edit next to the desired Stock Nbr List. *The* ***Edit Stock Nbr List*** *pop-up window appears*.
2. Update the List Nm, entering the revised name in the field provided. *This is a 500 alphanumeric character field.*
3. Verify the 'Is Shared?' contains the appropriate ☐ or ☑ to allow access to the Stock Nbr Lists.

   If 'Is Shared?' selected (☑), update the Share Lvl, using ▾ to select the desired level.
4. Update the Stock Nbr, using ... to browse for the revised number. *This is a 15 alphanumeric character field.*
5. Select Add to List to add the revised Stock Nbr to the Stock Nbrs Grid. *The Stock Nbr appears in the grid provided.*

   If an incorrect Stock Nbr is added, select ✕ Delete *to remove the Stock Nbr from the grid.*
6. Repeat steps 4 and 5 to add more Stock Nbrs to the Stock Nbrs Grid.

7. Select

. *The **Edit STOCK NBR List** pop-up window closes, and the entry appears in the STOCK NBR List 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.
13 - Mandatory Entry: *List NM*.	Missing Entry. Enter the appropriate information in the desired field.
Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Stock Number List Overview
- Add a Stock Number List
- Delete a Stock Number List

LIN/TAMCN Overview

Overview

The WAREHOUSE MGMT 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.

Search Criteria

LIN/TAMCN

LIN/TAMCN Desc

Size Category

Status

LIN/TAMCN Results Grid

Primary Attachment

LIN/TAMCN

LIN/TAMCN Desc

Size Category

Status

Optional

Remarks

Program Id

Established Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a LIN/TAMCN Record

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

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:
   - Enter the LIN/TAMCN, using i to assist with the entry.
   - Enter the LIN/TAMCN DESC, using i to assist with the entry.
   - Use ▾ to select the Size Category.
   - Use ▾ to select the Status.
2. Select Search to display the search results.

Add a LIN/TAMCN

Select + Add to display the **Add a LIN/TAMCN** pop-up window.

Update a LIN/TAMCN

Select Edit in the desired LIN/TAMCN row to display the **Update a LIN/TAMCN** pop-up window.

Delete a LIN/TAMCN

Select × Delete in the desired LIN/TAMCN row to display the **Delete a LIN/TAMCN** pop-up window.

View a LIN/TAMCN History

Select History in the desired LIN/TAMCN row to display the **LIN/TAMCN History** pop-up window.

Common Errors

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

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

Related Topics

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

Add a LIN/TAMCN

Overview

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

Navigation

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

Page Fields

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

LIN/TAMCN Add

LIN/TAMCN *

LIN/TAMCN Desc *

Size Category

Status *

Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a LIN/TAMCN Record

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

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

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

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

3. Enter the LIN/TAMCN DESC in the field provided. *This is a 250 alphanumeric character field.*
4. Use ▾ to select the Size Category.
5. Use ▾ to select the Status.
6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
7. Select Add. *The new LIN/TAMCN record is saved, and appears in the LIN/TAMCN results grid.*

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *LIN/TAMCN.*	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *LIN/TAMCN DESC.*	
2 — Invalid entry *LIN/TAMCN*.	Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.

463 — LIN/TAMCN already exists, cannot process an "Add".	Invalid Entry. Once a LIN/TAMCN is already created, it cannot be added again. Perform a search for the LIN/TAMCN first.
307 — DESC must be alphanumeric with supported special character (s) $, - , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

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

Add Attachments to a LIN/TAMCN

Overview

The LIN/TAMCN Add Attachments process provides the ability to attach documents to the LIN/TAMCN.

Navigation

CATALOG MGMT > LIN/TAMCN >

> (desired record) >

> LIN/TAMCN Attachments pop-up window

Page Fields

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

Add Attachments

Desc

Primary

Name

Desc

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

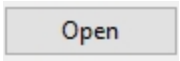
Attach a Document to a LIN/TAMCN Record

Selecting

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

1. Select

. *The* ***Attach Documents — LIN/TAMCN*** *pop-up window appears.*
2. Select

. *The Windows* ***Choose File to Upload*** *pop-up window appears.*
3. Choose the file to attach, and select it.
4. Select 

. *The* ***Choose File to Upload*** *pop-up window closes, and the file name appears in the top file list.*
5. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*

6. Select Attach... . *The file name appears in the bottom file list.*
7. Repeat Steps 2 - 6 to attach multiple documents.
8. 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:

   - Select No to cancel the deletion.
   - Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

   C. Select OK to complete the process. *The document is removed.*

9. Select ✕ Close Window . *The **Attach Documents — LIN/TAMCN** pop-up window closes, and the file appears in the Attachments field of the **Update a LIN/TAMCN** pop-up window.*

Common Errors

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

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

GIF, and PDF files.	types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- LIN/TAMCN Overview
- Add a LIN/TAMCN
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN History

Delete a LIN/TAMCN

Overview

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

Attention

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

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

Navigation

CATALOG MGMT > LIN/TAMCN > Delete > Confirm Delete (Delete LIN/TAMCN) pop-up window

Page Fields

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

Confirm Delete (Delete LIN/TAMCN)

History Remarks

Procedure

DPAS Navigation Helpful Tips

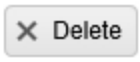
Click the following link to display Warehouse Navigation Tips.

Delete a LIN/TAMCN

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

1. Select Delete next to the desired record. *The* ***Confirm Delete (Delete LIN/TAMCN)*** *pop-up window appears.*
2. Enter comments in the History Remarks field. *This is a 1024 alphanumeric char-*

acter field.

3. Select 

to process the transaction.

Common Errors

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

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

Related Topics

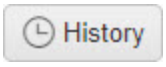
- LIN/TAMCN Overview
- Add a LIN/TAMCN
- Update a LIN/TAMCN
- View the LIN/TAMCN History
- Add an Attachment to a LIN/TAMCN Record

View the LIN/TAMCN History

Overview

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

Navigation

CATALOG MGMT > LIN/TAMCN > 

> LIN/TAMCN History pop-up window

Page Fields

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

LIN/TAMCN History Grid

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

Optional

Status
Remarks
History Remarks
Program Id
Established Dt/Tm
Established By

Procedures

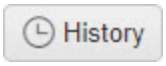
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

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. Select 

next to the desired entry. *The **LIN/TAMCN History** pop-up window appears.*
2. *The information regarding the LIN/TAMCN 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 LIN/TAMCN.*
    E. *Verify the LIN/TAMCN DESC.*
    F. *Verify the Size Category.*
3. Select

. *The pop-up window closes.*

Common Errors

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

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

Related Topics

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

Update a LIN/TAMCN

Overview

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

Navigation

CATALOG MGMT > LIN/TAMCN > Edit > Update LIN/TAMCN pop-up window

Page Fields

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

LIN/TAMCN Update

LIN/TAMCN *

LIN/TAMCN Desc *

Size Category

Status *

Attachments

Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a LIN/TAMCN Record

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

1. Select Edit. *The* ***Update LIN/TAMCN*** *pop-up window displays.*
2. *Verify the LIN/TAMCN.*
3. Update the LIN/TAMCN DESC, entering the revised description in the field provided. *This is a 250 alphanumeric character field.*

4. Update the Size Category, using ▾ to select the desired category.
5. *Verify the Status.*
6. Update the Attachments, using Attach... to choose the revised files. *The **Attach Documents - LIN/TAMCN** pop-up window appears.*
7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
8. Select Add. *The new LIN/TAMCN record is saved, and appears in the LIN/TAMCN results grid.*

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *LIN/TAMCN.*	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *LIN/TAMCN DESC.*	
2 — Invalid entry *LIN/TAMCN*.	Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.

307 — DESC must be alphanumeric with supported special character (s) $, - , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

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

Stock Number Overview

Overview

The Warehouse Management module Stock Number process provides the ability to add, update, or delete a stock number record in the catalog.
Each Stock Number is unique to a specific catalog within each logistics program and can only be added once per catalog. The Stock Item is unique to the warehouse.
There are three types of stock numbers identified by the STOCK ITEM CD:

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

The Warehouse Management module interfaces with the DOD Federal Logistics Information Services (FLIS), and can interface with Enterprise Agency Catalogs (e.g., the United States Marine Corps Technical Data Management System - USMC TDMS). The FLIS allows the Warehouse Management module to access NSN data in the Federal Logistics Data (FEDLOG). The TDMS allows the Warehouse module to access NSN data in the Marine Corps standard catalog information.
The Line Item Number (LIN) / Table of Authorized Materiel Control Numbers (TAMCN) plays a key role in managing equipment. The LIN/TAMCN can be thought of as a Group ID. Stock numbers are grouped under one LIN/TAMCN. For example, when the Warehouse receives a LIN/TAMCN for equipment of various sizes, a Stock Number is assigned for each size.

Note

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

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

This is identified by a lowercase italic *i* preceding the field name.

Navigation

CATALOG MGMT > Stock Number > STOCK NBR page

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Search Criteria Grid

Stock Nbr

Item Desc

LIN/TAMCN

Stock Item Cd

Type Asset Cd

FSC

Reportable Commodity Type

Mgmt Cd

Stock Number Grid Fields

Primary Attachment

Stock Nbr

Stock Item Cd

Item Desc

Mgmt Cd

LIN/TAMCN

FSC

CIIC

Type Asset Cd

Asset Category Cd
Shelf Life Cd
Security Commodity Type
Reportable Commodity Type
Prev Stock Nbr
IT Device Cd
Accounting Req Cd
NIIN Sts Cd

Optional

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

Procedures

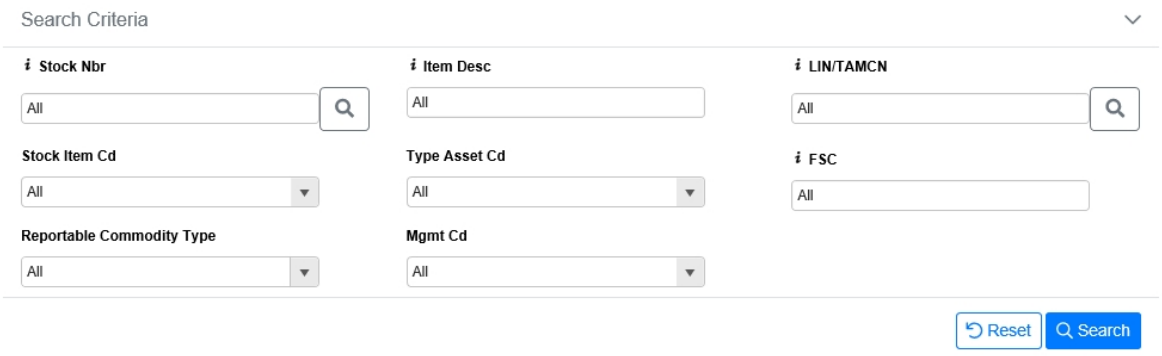
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Stock Number

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

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

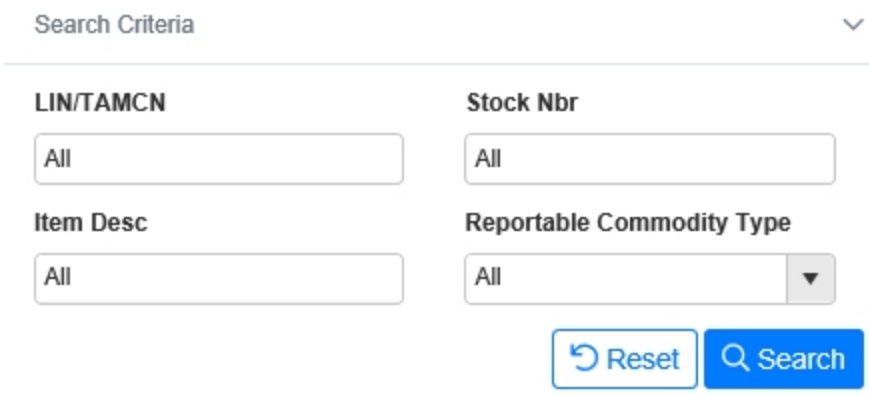


- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

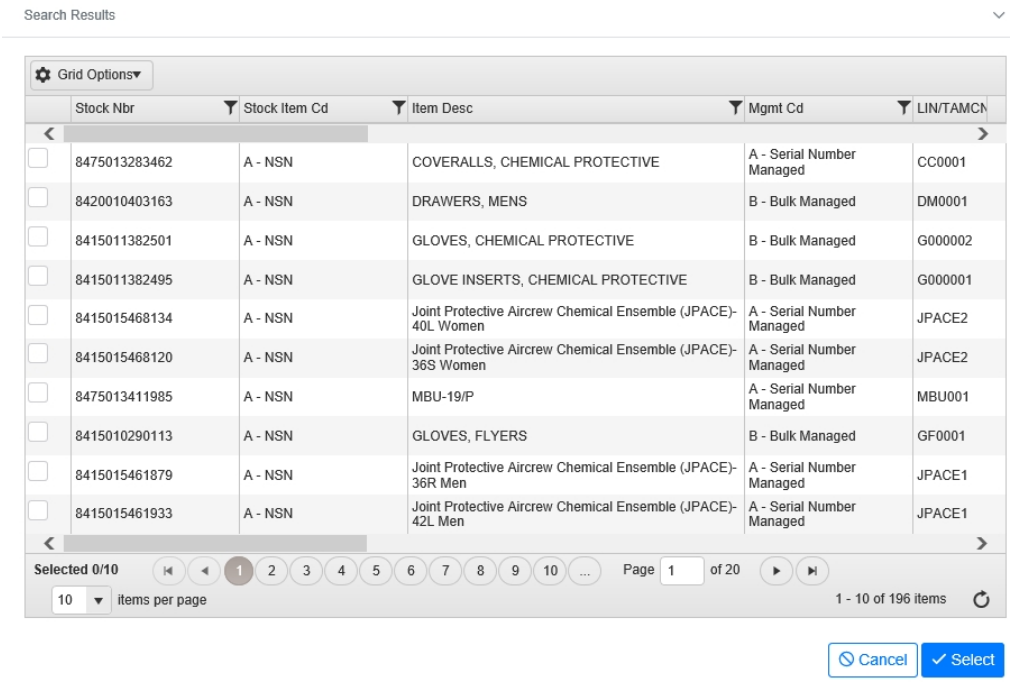
  Stock Number Browse help

View a List of Substitute Stock Numbers

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



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



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

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

  Line Item Number / Table of Authorized Material Control Number Browse help
- Use to select the Stock Item Cd.
- Use to select the Type Asset Cd.
- Enter the FSC, using to assist with the entry. *This is a 4 alphanumeric character field.*
- Use to select the Reportable Commodity Type.
- Use to select the Mgmt Cd.

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

Add a Stock Number

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

Update a Stock Number

1. Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* Edit, Delete, *and* Attachments *become available.*
2. Select Edit. *The **Update a Stock Number** page appears.*

Delete a Stock Number

1. Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* Edit, Delete, *and* Attachments *become available.*
2. Select Delete. *The **Delete a Stock Number** page appears.*

Attach a Document to a Stock Number

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

become available.

2. Select

. *The **Add Attachments to a Stock Number** page appears.*

Common Errors

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

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

Related Topics

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

Add a Stock Number

Overview

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

Helpful Tip

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

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

1. **DPAS**
   — application specific information, which includes:
   - **Catalog Source**
     — where the number assigned comes from within the Federal government
   - **General**
     — additional details regarding the asset
   - **Add / Edit Remarks**
     — text fields for additional information regarding the asset
2. **Warehouse**
   — location specific information, which includes:
   - **Warehouse**
     — location details for the asset
   - **QC Inspection**
     — inspection type details for the asset
   - **Condition Code**
     — additional elements used to classify materiel for degree of serviceability, condition, and completeness of the item

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Catalog Source Panel

Stock Item Type *
Catalog Source *
Stock Number *
Item Desc *
FSC *
NCB Cd * (For MCN Only)
Item Nbr * (For MCN Only)
Sequence Nbr

General Panel

Prev Stock Nbr
Security Commodity Type *
Reportable Commodity Type *
Catalog Item Desc
UII Rqd?
Gender
Color

Size
LIN/TAMCN
NIIN
NIIN Sts Cd
Type Asset Cd *
Asset Category Cd *
AAC
Mgmt Cd *
UI *
Unit Price *
Qty per Unit Pack
Stocking UI *
UI Conversion Factor *
Stocking UI Price
Util Svc Life
Util Measure Cd
Managing Service Life in Months
Managing Shelf Life Cd *
Fdcry Deprn Mthd Cd *
Yr Svc Life *
Shelf Life Type
Expiration SLC (Mos)
CMC
LCC *
Chapter
Sply Cat Mat Cd
Mat Cat Cd
DODIC
ARC *
IT Device Cd
Dmil Cd *
CIIC *
CIC
Class Cd
Reportable Cd *
Recover Cd *

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

Add Edit Remarks Panel

- Remarks
- History Remarks

Warehouse Panel

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

QC/Inspection Panel

Inspection Type Name

Inspection Action

Inspection Dates Required

When Checked:

Active

Use For Issued

Schedule

Default Interval

Interval Unit

Default Notification Window (Days)

Downgrade to Cond Cd
Inspection Interval Type

Event Based Triggers

Received

Returned

Stock Number Inspections Grid

Inspection Type

Inspection Action

Inspection Schedule

Active?

Inspection Dates Required

Interval

Interval Unit

Compliance Date

Rescind Date

Auto Creation Win in Days

Use For Issued

Downgrade To Cond Cd

Event Triggers

Condition Code Valuations

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

Svcbl (w/o Qual)

Svcbl (With Qual)
Svcbl (Pri Issue)
Svcbl (Test/Mod)
Unsvcbl (Lim Rstr)
Unsvcbl (Repbl)
Unsvcbl (Incomp)
Unsvcbl (Condemned)
Suspndd (in Stk)
Suspndd (Returns)
Suspndd (Litigation)
Suspndd (in Work)
Suspndd (Ammo Emer)
Unsvcbl (Reclam)
Suspndd (Qual Def)
Suspndd (Reclam-Cond)
Unsvcbl (Scrap)
Svcbl (Ammo Train)
Unsvcbl (Waste Munition)

(*) Asterisk identifies mandatory fields.

Procedures

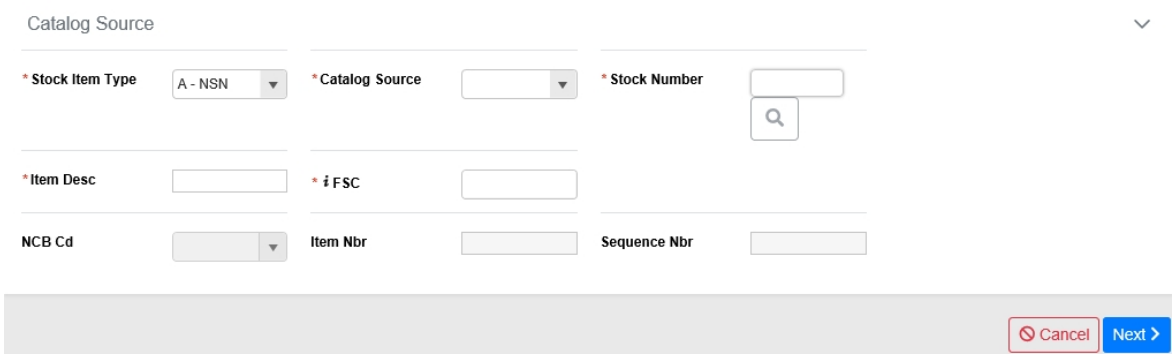
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Stock Number

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

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



A. Use to select the Stock Item Type.

B. Use to select the Catalog Source.

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

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

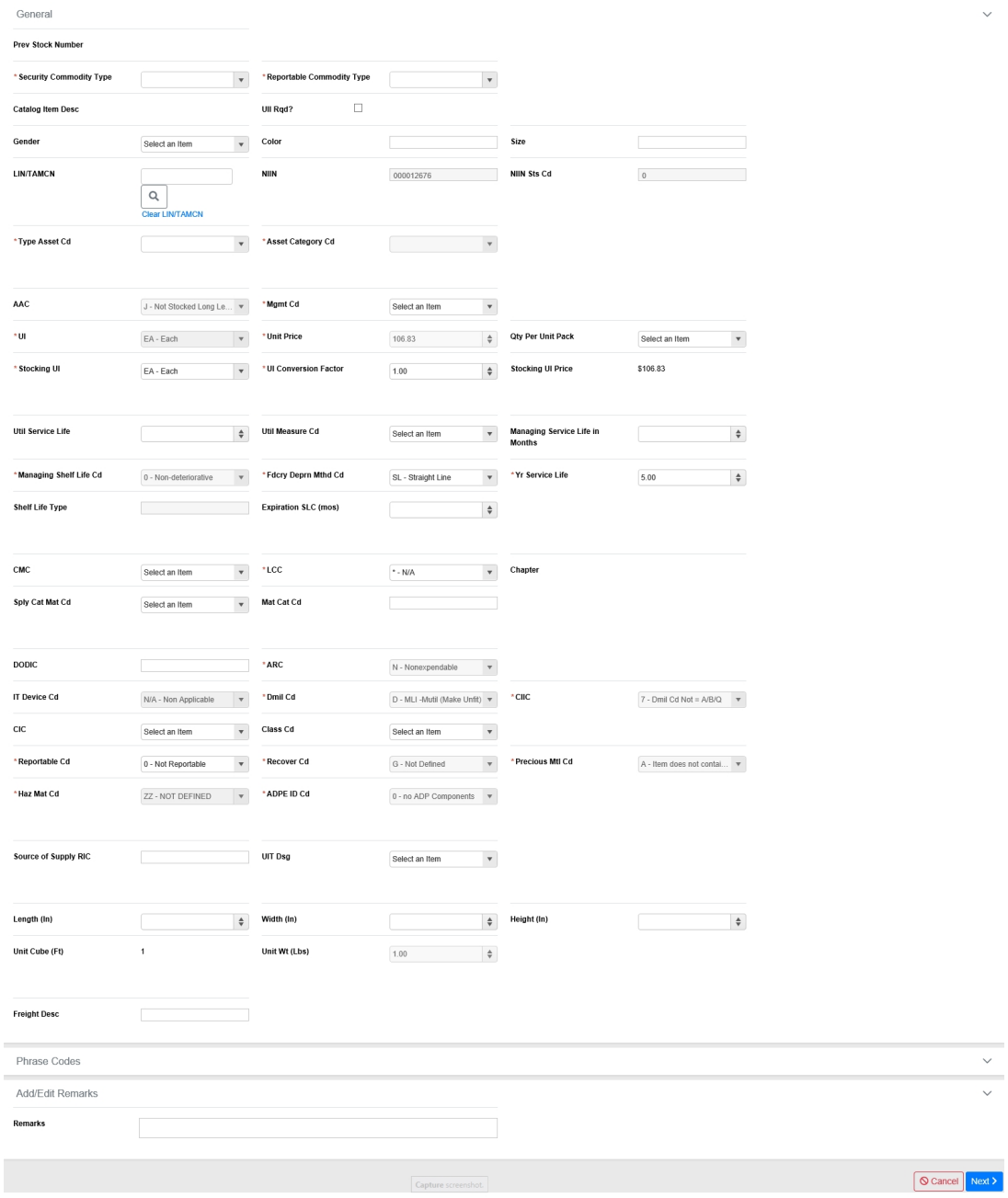
E. Enter the FSC, using to assist with the entry. *This is a 4 numeric character field.*

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

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

H. Enter the Sequence NBR in the field provided.

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



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

b. Use ▼ to select the Security Commodity Type.

c. Use ▼ to select the Reportable Commodity Type.

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

e. Click ☐ to select the UII RQD?. *This changes the UII field to required.*

f. Use ▼ to select the Gender.

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

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

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

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

k. *The NIIN STS CD automatically populates and is not editable.*

l. Use to select the Type Asset Cd.

m. Use to select the Asset Category Cd.

n. Use to select the AAC.

o. Use to select the Mgmt Cd.

p. Use to select the UI.

q. Use to choose the Unit Price.

r. Use to select the Qty per Unit Pack.

s. Use to select the Stocking UI.

t. Use to choose the UI Conversion Factor.

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

v. Use to choose the UTIL SERVICE LIFE.

w. Use to select the Util Measure Cd.

x. Use to select the Managing Shelf Life Cd.

y. Use to select the Fdcry Deprn Mthd Cd.

z. Use to choose the YR SVC LIFE.

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

ab. Use to choose the Expiration SLC (mos).

ac. Use to select the CMC.

ad. Use to select the LCC.

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

af. Use to select the Sply Cat Mat Cd.

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

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

ai. Use to select the ARC.

aj. Use to select the IT Device Cd.

ak. Use to select the Dmil Cd.

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

am. Use to select the CIC.

an. Use to select the Class Cd.

ao. Use to select the Reportable Cd.

ap. Use to select the Recover Cd.

aq. Use to select the Precious Mtl Cd.

ar. Use to select the Haz Mat Cd.

as. Use to select the ADPE ID Cd.

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

au. Use to select the UIT Dsg.

av. Use to choose the Length (In).

aw. Use to choose the Width (In).

ax. Use to choose the Height (In).

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

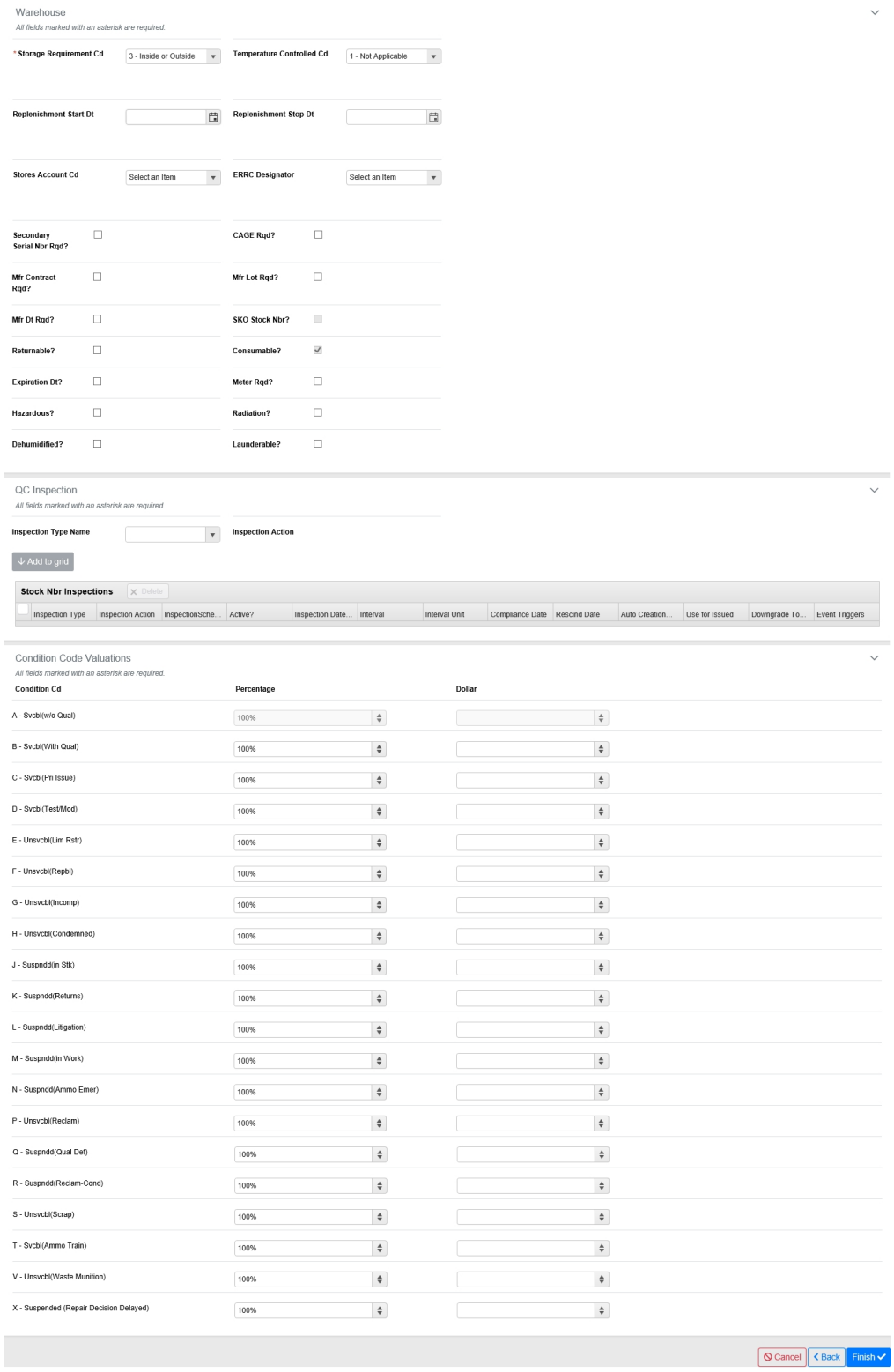
az. Use to choose the Unit Pack Weight (Lbs).

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

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

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

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



1. Use ▼ to select the Storage Requirement Cd.
2. Use ▼ to select the Temperature Controlled Cd.

3. Use to select the Replenishment START DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Use to select the Replenishment Stop DT, or enter the date (MM/DD/YYYY) in the field provided.
5. Use to select the Stores Account Code.
6. Use to select the ERRC Designator.
7. Click ☐ to select the Secondary SERIAL NBR RQD?. *This includes it with the Stock Number.*
8. Click ☐ to select the CAGE RQD?. *This includes it with the Stock Number.*
9. Click ☐ to select the MFR CONTRACT RQD?. *This includes it with the Stock Number.*
10. Click ☐ to select the MFR LOT RQD?. *This includes it with the Stock Number.*
11. Click ☐ to select the MFR DATE RQD?. *This includes it with the Stock Number.*
12. Click ☐ to select the SKO STOCK NBR?. *This includes it with the Stock Number.*
13. Click ☐ to select the Returnable?. *This includes it with the Stock Number.*
14. Click ☐ to select the Consumable?. *This includes it with the Stock Number.*
15. Click ☐ to select the EXPIRATION DT?. *This includes it with the Stock Number.*
16. Click ☐ to select the Meter RQD?. *This includes it with the Stock Number.*
17. Click ☐ to select the Hazardous?. *This includes it with the Stock Number.*
18. Click ☐ to select the Radiation?. *This includes it with the Stock Number.*
19. Click ☐ to select the Dehumidified?. *This includes it with the Stock Number.*
20. Click ☐ to select the Launderable?. *This includes it with the Stock Number.*

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

    Add an Inspection

    A. Use ▾ to select the Inspection Type Name.

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

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

            1. Click ☐ to select the Active schedule(s). *The schedule is required for that inspection.*
            2. Select ○ Use For Issued. *The schedule is required for issued assets.*
            3. *The Schedule automatically populates and is not editable.*
            4. Use ▲▼ to choose the Default Interval.
            5. Use ▲▼ to choose the Interval Unit.
            6. Use ▲▼ to choose the Default Notification Window (Days).

        b. *The Downgrade To COND CD automatically populates and is not editable.*

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

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

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

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

    Delete an Inspection

    A. Click ☐ to select the inspection entry.

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

22. Complete the **CONDITION CD** panel.

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

Helpful Tip

Percentage and Dollar values are an "Either / Or" choice; having an entry in one column clears the other column.

The default setting is Condition "A" at 100% (disabling the Dollar amount).

A. Use to choose the SVCBL (W/O QUAL).

B. Use to choose the SVCBL (WITH QUAL).

C. Use to choose the SVCBL (PRI ISSUE).

D. Use to choose the SVCBL (TEST/MOD).

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

F. Use to choose the UNSVCBL (REPBL).

G. Use to choose the UNSVCBL (INCOMP).

H. Use to choose the UNSVCBL (CONDEMNED).

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

J. Use to choose the SUSPNDD (RETURNS).

K. Use to choose the SUSPNDD (LITIGATION).

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

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

N. Use to choose the UNSVCBL (RECLAM).

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

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

Q. Use to choose the UNSVCBL (SCRAP).

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

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

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

Common Errors

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

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

ACC	
13 - Mandatory Entry: ***Unit Pack Price***	
13 - Mandatory Entry: ***Managing Shelf Life Cd***	
13 - Mandatory Entry: ***DMIL CD***	
13 - Mandatory Entry: ***CIIC***	
13 - Mandatory Entry: ***Storage Requirement Cd***	
13 - Mandatory Entry: ***UTIL SVC LIFE when UTIL MEASURE CD is provided.***	Missing Entry. If either UTIL SVC LIFE or UTIL MEASURE CD is entered, the other is mandatory.
13 - Mandatory Entry: ***UTIL MEASURE CD when UTIL SVC LIFE is provided.***	
xxxx - Must be numeric: ***Unit Price*.**	
xxxx - Must be numeric: ***YR SVC LIFE*.**	
xxxx - Must be numeric: ***UTIL SVC LIFE*.**	
xxxx - Must be numeric: ***Length*.**	Invalid Entry. Select to insert a number in the desired field.
xxxx - Must be numeric: ***Width*.**	
xxxx - Must be numeric: ***Height*.**	
xxxx - Must be numeric: ***Unit Weight*.**	
xxxx - Must be numeric: ***Unit Cube*.**	

44 - Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
676 - Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
487 - LIN/TAMCN record must be established.	Invalid Entry. LIN/TAMCN displays the Line Item Number/ Table of Authorized Materiel Control Number (LIN/TAMCN established to provide another identifying number for a generic class of assets. Verify the LIN/TAMCN exists.
488 - TYPE DSG record(s) must be established prior to generating Intangible record.	Invalid Entry. The Intangible record cannot be established until the TYPE DSG record exists. Enter the Type Designation record(s) again.
xxxx - STOCK NBR already exists.	Invalid Entry. First Search for the Stock Number, using to assist with the entry. If it is not found, enter the number again.
253 - MCN SERIAL NBR for ITEM NBR has reached a value of 9999. Establish new ITEM NBR.	Invalid Entry. The ITEM NBR has reached the limit for that series. Enter a new ITEM NBR.
295 - First position must be alpha; positions 2 - 3 must be numeric.	Invalid Entry. The ITEM NBR field is not in the correct format. Enter a total of 3 characters in the correct format, where the **1st character** must be a **letter**, and the **2nd** and **3rd** must be **numbers**.

Related Topics

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

- Delete a Stock Number

Add Attachments to a Stock Number

Overview

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

Navigation

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

Page Fields

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

STOCK NBR Attachments

Description

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Stock Number Record

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

1. Select Attachments to add any additional files to the record. *The* ***STOCK NBR Attachments*** *pop-up window appears.*

2. Select Select files... . *The Windows **Choose File to Upload** pop-up window appears.*
3. Choose the file to attach, and select it.
4. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the Attachment Browse panel.*
5. Enter the Description in the field provided. *This is a 1024 alphanumeric character field.*
6. Select Upload . *The file uploads and attaches to the Stock Number.*
7. Repeat Steps 2 - 6 to attach multiple documents.
8. Select ○ beneath the main attachment.
9. Select Set Primary . *The attachment is marked as the main attachment to the stock number.*

   Remove an Attachment

   A. Select ○ beneath the main attachment.

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

10. Select Close . *The **Stock Nbr Attachments** pop-up window closes, and the file appears in the Attachments field Search Results grid.*

Common Errors

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

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

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

Related Topics

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

Delete a Stock Number

Overview

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

Attention

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

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Confirm Delete (Delete STOCK NBR)

History Remarks

Procedures

DPAS Navigation Helpful Tips

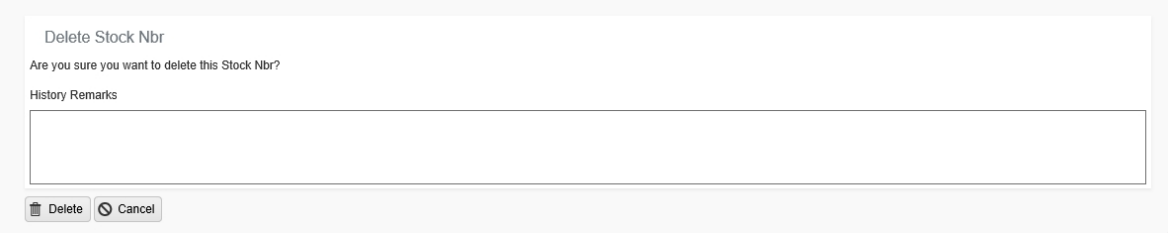
Click the following link to display Warehouse Navigation Tips.

Delete a Stock Number

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

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

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



3. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
4. Select Delete. *The **STOCK NBR Delete Results** pop-up window appears, stating which record(s) have failed, and which ones are removed from the database.*
5. Select OK. *The deleted record(s) are removed from the STOCK NBR grid.*

Common Errors

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

Error	Solution
162 — STOCK NBR cannot be deleted. *Document record(s)* exist for this STOCK NBR. **162 — STOCK NBR cannot be deleted. *Document Transaction record(s)* exist for this STOCK NBR.** **162 — STOCK NBR cannot be deleted. *ICN record(s)* exist for this STOCK NBR.** **162 — STOCK NBR cannot be deleted. *Inventory Request record(s)* exist for this STOCK NBR.** **162 — STOCK NBR cannot be deleted. *Issue Line Item record(s)* exist for**	Invalid deletion. A STOCK NUMBER record cannot be deleted if the record is associated with any equipment records. Review the Stock Number again, and remove any remaining associated equipment so the STOCK NBR can be deleted.

this STOCK NBR.

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

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

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

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

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

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

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

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

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

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

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

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

162 — STOCK NBR cannot be deleted. *Unit Out-standing Items record(s)* exist for this STOCK NBR.

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

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

Related Topics

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

Update a Stock Number

Overview

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

Attention

FEDLOG generated data is not editable during the Update process.

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

1. **DPAS**
   — application specific information, which includes:
   - **Catalog Source**
     — where the number assigned comes from within the Federal government
   - **General**
     — additional details regarding the asset
   - **Add / Edit Remarks**
     — text fields for additional information regarding the asset
2. **Warehouse**
   — location specific information, which includes:
   - **Warehouse**
     — location details for the asset
   - **QC Inspection**
     — inspection type details for the asset
   - **Condition Code**
     — additional elements used to classify materiel for degree of serviceability, condition, and completeness of the item

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Catalog Source Panel

Stock Item Type *

Catalog Source *

Stock Number *

Item Desc *

FSC *

NCB Cd

Item Nbr

Sequence Nbr

General Panel

Prev Stock Nbr

Security Commodity Type *

Reportable Commodity Type *

Catalog Item Desc

UII Rqd?

Gender

Color

Size
LIN/TAMCN
NIIN
NIIN Sts Cd
Type Asset Cd *
Asset Category Cd *
AAC
Mgmt Cd *
UI *
Unit Price *
Qty per Unit Pack
Stocking UI *
UI Conversion Factor *
Stocking UI Price
Util Service Life
Util Measure Cd
Managing Shelf Life Cd *
Fdcry Deprn Mthd Cd *
Yr Svc Life *
Shelf Life Type
Expiration SLC (Mos)
CMC
LCC *
Chapter
Sply Cat Mat Cd
Mat Cat Cd
DODIC
ARC *
IT Device Cd
Dmil Cd *
CIIC *
CIC
Class Cd
Reportable Cd *
Recover Cd *
Precious Mtl Cd *

Haz Mat Cd *
ADPE ID Cd *
Source of Supply RIC
UIT Dsg
Length (In)
Width (In)
Height (In)
Unit Cube (Ft)
Unit Weight (Lbs)
Freight Desc

Add Edit Remarks Panel

Remarks
History Remarks

Warehouse Panel

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

QC/Inspection Panel

Inspection Type Name

Inspection Action

Inspection Dates Required

When Checked:

Active

Use For Issued

Schedule

Default Interval

Interval Unit

Default Notification Window (Days)

Downgrade to Cond Cd
Inspection Interval Type

Event Based Triggers

Received

Returned

Stock Number Inspections Grid

Inspection Type

Inspection Action

Inspection Schedule

Active?

Inspection Dates Required

Interval

Interval Unit

Compliance Date

Rescind Date

Auto Creation Win in Days

Use For Issued

Downgrade To Cond Cd

Event Triggers

Condition Code Valuations

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

Svcbl (w/o Qual)

Svcbl (With Qual)
Svcbl (Pri Issue)
Svcbl (Test/Mod)
Unsvcbl (Lim Rstr)
Unsvcbl (Repbl)
Unsvcbl (Incomp)
Unsvcbl (Condemned)
Suspndd (in Stk)
Suspndd (Returns)
Suspndd (Litigation)
Suspndd (in Work)
Suspndd (Ammo Emer)
Unsvcbl (Reclam)
Suspndd (Qual Def)
Suspndd (Reclam-Cond)
Unsvcbl (Scrap)
Svcbl (Ammo Train)
Unsvcbl (Waste Munition)

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Stock Number

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

1. Click ☐ to select the desired entry. *The* STOCK NBR *is highlighted, and* Edit, Delete, *and* Attachments *become available.*
2. Select Edit. *The* ***Modify STOCK NBR*** *pop-up window appears, open to the General panel.*

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

a. *Verify the Stock Item Type.*

b. *Verify the Catalog Source.*

c. *Verify the STOCK NBR.*

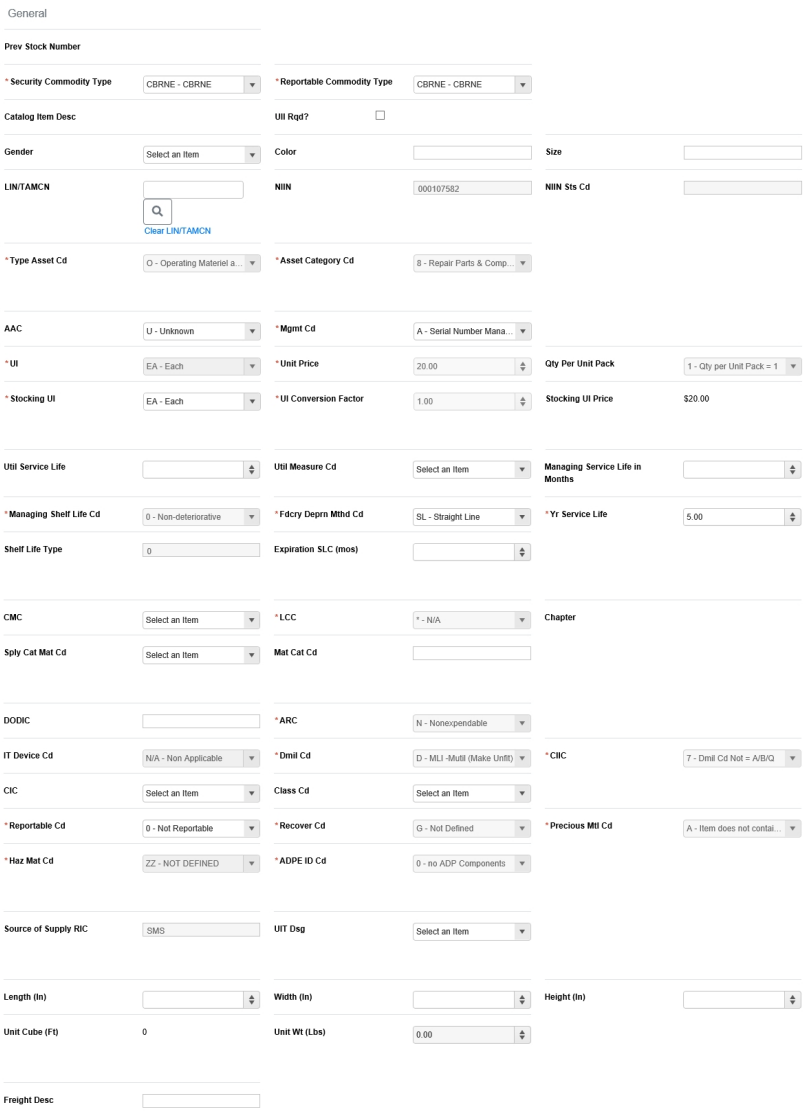
d. *Verify the ITEM DESC.*

e. *Verify the FSC.*

f. *Verify the NCB Cd.*

g. *Verify the ITEM NBR.*

h. *Verify the Sequence NBR.*



B. *Verify the PREV STOCK NBR.*

C. Update the Security Commodity Type, using ▾ to select the desired type.

D. Update the Reportable Commodity Type, using ▾ to select the desired type.

E. *Verify the Catalog ITEM DESC.*

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

G. Update the Gender, using ▾ to select the desired value.

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

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

J. Update the LIN/TAMCN, using to browse for the revised identifier. *This is a 10 alphanumeric character field.*

K. *Verify the NIIN.*

L. *Verify the NIIN STS CD.*

M. *Verify the TYPE ASSET CD.*

N. *Verify the Asset Category CD.*

O. Update the AAC, using to select the desired code.

P. Update the Mgmt Cd, using to select the desired code.

Q. *Verify the UI.*

R. *Verify the Unit Price.*

S. *Verify the QTY per Unit Pack.*

T. Update the Stocking UI, using to select the desired unit.

U. *Verify the UI Conversion Factor.*

V. *Verify the STOCKING UI Price.*

W. Update the UTIL SERVICE LIFE, using to choose the revised amount.

X. Update the Util Measure Cd, using to select the desired code.

Y. *Verify the Managing Shelf Life CD.*

Z. Update the Fdcry Deprn Mthd Cd, using to select the desired code.

AA. Update the YR SVC LIFE, using to choose the revised amount.

AB. *Verify the Shelf Life Type.*

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

AD. Update the CMC, using to select the desired code.

AE. Update the LCC, using to select the desired code.

AF. *Verify the Chapter.*

AG. Update the Sply Cat Mat Cd, using to select the desired code.

AH. Update the MAT CAT CD, entering the revised code in the field provided. *This is a 5 alphanumeric character field.*

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

AJ. *Verify the ARC.*

AK. *Verify the IT Device Cd.*

AL. *Verify the Dmil Cd.*

AM. *Verify the CIIC.*

AN. *Verify the CIC.*

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

AP. *Verify the Reportable Cd.*

AQ. *Verify the Recover Cd.*

AR. *Verify the Precious Mtl Cd.*

AS. *Verify the Haz Mat Cd.*

AT. *Verify the ADPE ID Cd.*

AU. *Verify the Source of Supply RIC.*

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

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

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

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

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

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

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

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

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

b. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

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

BD.

OR

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

a. Update the Storage Requirement Cd, using ▾ to select the desired code.

b. *Verify the Temperature Controlled Cd.*

c. Update the Replenishment Start Dt, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

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

e. *Verify the Stores Account Code.*

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

g. Verify the Secondary Serial Nbr Rqd? contains the appropriate ☐ or ☑. *This includes it with the Stock Number.*

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

i. Verify the Mfr Contract Rqd? contains the appropriate ☐ or ☑. *This includes it with the Stock Number.*

j. Verify the Mfr Lot Rqd? contains the appropriate ☐ or ☑. *This includes it with the Stock Number.*

k. Verify the Mfr Date Rqd? contains the appropriate ☐ or ☑. *This includes it with the Stock Number.*

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

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

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

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

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

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

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

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

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

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

Add an Inspection

1. Update the Inspection Type Name, using ▾ to select the desired code.
2. *Verify the Inspection Action.*
   A. Click ☐ to select Inspection Dates Required. *The panel expands.*
      a. Verify the Active schedule(s) contains the appropriate ☐ or ☑. *The schedule is required for that inspection.*
      b. Verify the Use For Issued contains the appropriate ○ or ◉ . *When checked, the schedule is required for issued assets.*
      c. *Verify the Schedule.*
      d. Update the Default Interval, using ⇕ to choose the revised amount.
      e. Update the Interval Unit, using ⇕ to choose the revised amount.
      f. Update the Default Notification Window (Days), using ⇕ to choose the revised amount.
   B. *Verify the Downgrade To COND CD.*
   C. *Verify the Inspection Interval Type.*
   D. Complete the **Event Based Triggers** panel.
      1. Verify the Received contains the appropriate ☐ or ☑. *The inspection is required when the asset is received.*
      2. Verify the Returned contains the appropriate ☐ or ☑ . *The inspection is required when the asset is returned.*
3. Select ↓ Add to grid. *The Inspection appears in the Stock Number Inspections grid.*

Delete an Inspection

1. Click ☐ to select the inspection entry.
2. Select ✕ Delete. *The three scheduled inspection rows are deleted.*

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

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

Helpful Tip

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

a. Update the SVCBL (W/O QUAL), using ⇕ to choose the revised amount.

b. Update the SVCBL (WITH QUAL), using ⇕ to choose the revised amount.

c. Update the SVCBL (PRI ISSUE), using ⇕ to choose the revised amount.

d. Update the SVCBL (TEST/MOD), using ⇕ to choose the revised amount.

e. Update the UNSVCBL (LIM RSTR), using ⇕ to choose the revised amount.

f. Update the UNSVCBL (REPBL), using ⇕ to choose the revised amount.

g. Update the UNSVCBL (INCOMP), using ⇕ to choose the revised amount.

h. Update the UNSVCBL (CONDEMNED), using ⇕ to choose the revised amount.

i. Update the SUSPNDD (IN STK), using ⇕ to choose the revised amount.

j. Update the SUSPNDD (RETURNS), using ⇕ to choose the revised amount.

k. Update the SUSPNDD (LITIGATION), using to choose the revised amount.

l. Update the SUSPNDD (IN WORK), using to choose the revised amount.

m. Update the SUSPNDD (AMMO EMER), using to choose the revised amount.

n. Update the UNSVCBL (RECLAM), using to choose the revised amount.

o. Update the SUSPNDD (QUAL DEF), using to choose the revised amount.

p. Update the SUSPNDD (RECLAM-COND), using to choose the revised amount.

q. Update the UNSVCBL (SCRAP), using to choose the revised amount.

r. Update the SVCBL (AMMO TRAIN), using to choose the revised amount.

s. Update the UNSVCBL (WASTE MUNITION), using to choose the revised amount.

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

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 - Mandatory Entry: *STOCK NBR*	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry:	

ITEM DESC	
13 - Mandatory Entry: ***FSC***	
13 - Mandatory Entry: ***STOCK ITEM CD***	
13 - Mandatory Entry: ***TYPE ASSET CD***	
13 - Mandatory Entry: ***MGMT CD***	
13 - Mandatory Entry: ***Security Commodity Type***	
13 - Mandatory Entry: ***Reportable Commodity Type***	
13 - Mandatory Entry: ***ACC***	
13 - Mandatory Entry: ***Unit Pack Price***	
13 - Mandatory Entry: ***Managing Shelf Life Cd***	
13 - Mandatory Entry: ***DMIL CD***	
13 - Mandatory Entry: ***CIIC***	
13 - Mandatory Entry: ***Storage Requirement Cd***	
13 - Mandatory Entry: ***UTIL SVC LIFE when UTIL MEASURE CD is provided.***	Missing Entry. If either UTIL SVC LIFE or UTIL MEASURE CD is entered, the other is mandatory.
13 - Mandatory Entry: ***UTIL MEASURE CD when UTIL SVC LIFE is provided.***	
92 — Must be numeric:	Invalid Entry. The characters entered in the

***Unit Price*.**	
92 — Must be numeric: *Yr Svc Life*.	
92 — Must be numeric: *Util Svc Life*.	
92 — Must be numeric: *Length*.	field include letters. Enter numeric (“0” through “9”) characters.
92 — Must be numeric: *Width*.	
92 — Must be numeric: *Height*.	
92 — Must be numeric: *Unit Weight*.	
92 — Must be numeric: *Unit Cube*.	
44 - Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
676 - Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic “A” through “Z”, numeric “0” through “9”) characters.
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.
487 - LIN/TAMCN record must be established.	Invalid Entry. LIN/TAMCN displays the Line Item Number/ Table of Authorized Materiel Control Number (LIN/TAMCN established to provide another identifying

	number for a generic class of assets. Verify the LIN/TAMCN exists.
252 - Must remove assets on hand to change the MGMT CD.	Invalid Entry. The STOCK NBR must not have any assets available in order to change the MGMT CD. Remove the assets first to continue.
488 - TYPE DSG record(s) must be established prior to generating Intangible record.	Invalid Entry. The Intangible record cannot be established until the TYPE DSG record exists. Enter the Type Designation record(s) again.
xxxx - STOCK NBR already exists.	Invalid Entry. First Search for the Stock Number, using i to assist with the entry. If it is not found, enter the number again.
253 - MCN SERIAL NBR for ITEM NBR has reached a value of 9999. Establish new ITEM NBR.	Invalid Entry. The ITEM NBR has reached the limit for that series. Enter a new ITEM NBR.

Related Topics

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

Stock Item

Overview

The Warehouse Management module Stock Item process provides the ability to add, update, delete, and review the history of Stock Item records directly associated with a Warehouse within a specific Logistics Program. If a Warehouse contains multiple DoDAACs for Stock Numbers, then users can create a Stock Item with multiple entries for differing quantities.
Stock Items records are created so that attributes specific to a Warehouse can be established. These attributes allow for the:

- Regulating of Stocking Quantity
- Enabling the ability to issue stock and prevent stock issues
- Managing of Replenishment Settings

Note

All Stock Item records must be associated with a Catalog Stock Nbr record with a matching Catalog Name in the Logistics Program.

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

Stock Item Grid Fields

- All
- Stock Nbr
- Item Desc
- LIN/TAMCN
- DoDAAC
- Freeze Cd
- Inv Segment Cd
- Default Return Cond Cd

Optional

- 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 Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Print Label Request

Printer Language
Label Size
Label Type
Qty

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search For a Stock Item

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

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Use ▾ to select the Reportable Commodity Type.
   - Enter the LIN/TAMCN, or use … to browse for the entry. *This is a 10 alphanumeric character field.*
   - 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.*
   - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
   - Use ▾ to select the DoDAAC.
2. Select Search. *The Search Results are displayed in the Stock Item grid.*

Add a Stock Item

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

Edit a Stock Item

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

Delete a Stock Item

Select ☐ (desired record) > ✕ Delete. *The **Confirm Delete** pop-up window appears.*

Print Stock Item Labels

Select Cancel *to exit to the previous window, or* Reset *to clear selected options.*

1. Click ☐ to select the desired entry. *The Stock Item is highlighted, and* Edit, ✕ Delete, *and* Print Labels *become available.*
2. Select Print Labels. *The **Print Label Request** pop-up window appears.*
3. Use ▾ to select the Printer Language.
4. Use ▾ to select the Label Size.
5. Use ▾ to select the Label Type.
6. Use ▲▼ to choose the QTY.
7. Select Print to complete the transaction.

Common Errors

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

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

alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a Stock Item
- Edit 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 a Warehouse within a specific Logistics Program. When adding a Stock Item, users must have access to the Security Commodity Type set when the Stock Number was added, or the Stock Number will not be available for selection. If a Warehouse contains multiple DoDAACs for Stock Numbers, then users can create a single Stock Item with multiple replenishment plans of differing quantities.

Note

All Stock Item records must be associated with a Catalog Stock Nbr record with a matching Catalog Name in the Logistics Program.

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 *

DoDAACs *

Inv Segment Cd *

Freeze Cd *

Add / Edit Remarks

Remarks
History Remarks

Default Return Cond Cd

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

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Stock Item

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

1. Select + Add. *The* ***Add Stock Item*** *pop-up window appears, open to the Stock Item tab.*

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

Stock Number Browse help

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

4. Use ▾ to select the Inv Segment Cd.

5. Use to select the Freeze Cd.

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 1,024 alphanumeric character field.*
    b. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
7. Use to select the Default Return Cond Cd.
8. Select the Replenishment INFO tab.
    A. Use to select the Reorder Method.
    B. Use to select the Replenishment Source.
    C. Use to select the Replenishment START DT, or enter the date (MM/DD/YYYY) in the field provided.
    D. Use to select the Replenishment END DT, or enter the date (MM/DD/YYYY) in the field provided.
    E. Use to choose the MIN STOCK QTY.
    F. Use to choose the MAX STOCK QTY.
    G. Use to choose the MIN Safety Stock PCT.
    H. *The MAX Safety Stock PCT automatically populates and is not editable.*
    I. Use to choose the AVG Member Issue QTY.
    J. Use to choose the MIN ORDER QTY.
    K. Use to choose the MAX ORDER QTY.
    L. Use to choose the Reorder Point.
    M. Use to choose the Lead-time Months Used.
    N. Use to choose the Net Consumption Months Used.
9. Select Add. *The new Stock Item appears in green 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 supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory entry: *Stock Number*.	Missing Entry. Enter the appropriate information in the desired field.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
1082 — MIN STOCK QTY cannot be < 0.	
1081 — MAX STOCK QTY cannot be < 0.	
1084 — MIN ORD QTY cannot be < 0.	Missing Entry. Enter an amount that is greater than zero in the desired field.
1083 — MAX ORD QTY cannot be < 0.	
1085 — Reorder Point cannot be < 0.	
1095 — Reorder Point cannot be > MAX STOCK QTY.	Invalid Entry. The Reorder Point must be less than the MAX STOCK QTY. Re-enter the amount.
1086 — No Parent Warehouse exists for this Warehouse. Cannot select Warehouse Transfer as the Replenishment Source.	Invalid Entry. The Warehouse currently signed in does not have Parent Warehouse. Choose a different Replenishment Source.
1079 — MAX STOCK QTY cannot be < MIN STOCK	Invalid Entry. The MAX STOCK QTY must be more than the MIN STOCK QTY. Re-enter the

QTY.	quantity.
1080 — MAX ORD QTY cannot be < MIN ORD QTY.	Invalid Entry. The MAX ORD QTY must be more than the MIN ORD QTY. Re-enter the order amount.
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.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters..

Related Topics

- Stock Item Overview
- Edit a Stock Item
- Delete a Stock Item

Delete a Stock Item

Overview

The Stock Item Delete process allows the removal of a Stock Item record from the Warehouse in which the Stock Item record is associated.
In order for the record to be deleted, the Stock Item record must meet two criteria:

- Not have any Inventory Master records with a STOCK NBR quantity greater than '0'.
- Not have any open "Due In" records for the associated STOCK NBR.

It is important to remember that other Warehouses may use the selected Stock Item. This process deletes the record from the Warehouse that the user is logged into at the time.

Navigation

Catalog MGMT > Stock Item > ☐ (desired record) > ✕ Delete > Confirm Delete (Delete Stock Item) pop-up window

Page Fields

The following fields display on the **Confirm Delete (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.

Confirm Delete (Delete Stock Item)

History Remarks

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Stock Item

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

1. Select Delete. *The* ***Confirm Delete (Delete Stock Item)*** *pop-up window appears.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select Delete. *The Stock Item is removed from the grid.*

Common Errors

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

Error	Solution
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
1051 — Stock Item has associated Inventory Master Records. Cannot Delete.	Invalid Deletion. A Stock Item cannot be deleted if there are any Inventory Master Records associated with it, or if there is any materiel attached to the associated Inventory Master Records. Review the Stock Item again, and remove any remaining associated Inventory Master Records so the Stock Item can be deleted.
2143 — Stock Item has associated Due In records. Cannot delete.	Invalid Deletion. A Stock Item cannot be deleted if there are any Open Due In Records associated with it. Review the Stock Item again, and remove any remaining associated Due In Records so the Stock Item can be deleted.

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 that are directly associated with a specific Warehouse within a specific Logistics Program.

Navigation

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

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Stock Item Tab

Stock Nbr *

DoDAAC *

Inv Segment Cd *

Freeze Cd *

Add / Edit Remarks

Remarks
History Remarks

Default Return Cond Cd

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

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Edit a Stock Item

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

1. Click ☐ to select the desired entry. *The Stock Item is highlighted, and* Edit, Delete *, and* Print Labels *become available.*
2. Select Edit. *The* ***Edit Stock Items*** *pop-up window appears, open to the Stock Item tab.*
3. *Verify the STOCK NBR.*
4. *Verify the DODAAC.*
5. Update the Inv Segment Cd, using ▾ to select the desired code.
6. Update the Freeze Cd, using ▾ to select the desired code.
7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   a. Update the Remarks, entering the revised comments 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 alpha-numeric character field.*

8. Update the Default Return Cond Cd.

   Select

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

9. **OR**

   Select the Replenishment INFO tab to continue revising the information.

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

   B. Update the Replenishment Source, using to select the desired kind.

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

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

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

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

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

   H. *Verify the MAX Safety Stock PCT.*

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

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

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

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

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

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

10. Select

. *The revised Stock Item 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 supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory entry: *Stock Number*.	Missing Entry. Enter the appropriate information in the desired field.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
1082 — MIN STOCK QTY cannot be < 0.	
1081 — MAX STOCK QTY cannot be < 0.	
1084 — MIN ORD QTY cannot be < 0.	Missing Entry. Enter an amount that is greater than zero in the desired field.
1083 — MAX ORD QTY cannot be < 0.	
1085 — Reorder Point cannot be < 0.	
1095 — Reorder Point cannot be > MAX STOCK QTY.	Invalid Entry. The Reorder Point must be less than the MAX STOCK QTY. Re-enter the amount.
1086 — No Parent Warehouse exists for this Warehouse. Cannot select Warehouse Transfer as the Replenishment Source.	Invalid Entry. The Warehouse currently signed in does not have Parent Warehouse. Choose a different Replenishment Source.
1079 — MAX STOCK QTY cannot be < MIN STOCK	Invalid Entry. The MAX STOCK QTY must be more than the MIN STOCK QTY. Re-enter the

QTY.	quantity.
1080 — MAX ORD QTY cannot be < MIN ORD QTY.	Invalid Entry. The MAX ORD QTY must be more than the MIN ORD QTY. Re-enter the order amount.
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.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters..

Related Topics

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

Collateral Item

Overview

The Warehouse Module Collateral Item process provides the ability to associate one or more collateral items with its Parent Item (STOCK NBR), which integrates into the responsibility of maintaining the User Catalog that is associated with the Logistics Program.
The process views what items are associated with another item. For example, when someone requests to be issued skis, the warehouse clerk would use this process to view what collateral items may need to be issued to outfit the requester such as boots, poles, bindings, etc.
In addition, the data created by this process is used to create a subordinate issue when the USMC requisition received from SCS contains a Marine Corps specific ADVICE CD, 4A, 4C or 4N.
For example: when the Warehouse Management Module receives a requisition (940R NA "A5_") to issue a Radar Antenna System (Parent STOCK NBR) and the requisition contains the Advice Cd of "4A", "4C" or "4N", the background process reads the Collateral Item table by associating the REQUISITION STOCK NBR to the PARENT STOCK NBR. If a match is found, the process creates a Subordinate Issue (Pick) for each of the COLLATERAL STOCK NBR(s) identified to the PARENT STOCK NBR.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

CATALOG MGMT > Collateral Item > Collateral Item page

Page Fields

The following fields display on the **Collateral Item** 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.
415	To expand a Header record's Detail records, Select the arrow on the left of the Header row.
408	Enter at least one "Detail" row when a "Master" row is entered.
416	Select "Save Changes" button to process all changes made to Detail records

Search Criteria Grid

Stock Nbr

Item Desc

Collateral Stock Nbr

Collateral Item Desc

Collateral Item Grid

Stock Nbr
Item Desc
Mgmt Cd
Primary Attachment
Remarks

Optional

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

Collateral Stock Item Grid

Collateral Stock Nbr
Collateral Item Desc
Collateral Mgmt Cd
Collateral Stocking UI
Collateral Qty

Optional

Established By

Last Updated By
LIN/TAMCN
Program Id

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Collateral Item

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

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

     Stock Number Browse help
   - Enter the ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*
   - Use or to assist with the COLLATERAL STOCK NBR entry. *This is a 15 alphanumeric character field.*

     Stock Number Browse help
   - Enter the COLLATERAL ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*
2. Select Search. *The Search Results are displayed in the Collateral Item grid.*

Add a Collateral Item Record

Select + Add. *The **Add Collateral Item** pop-up window appears.*

Add a COLLATERAL STOCK NBR

1. Click next to the desired Collateral Item record. *The record expands to display the COLLATERAL STOCK NBR entries.*
2. Select + Add. *A new blank row appears, to insert a new entry.*

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

   Note
   If an incorrect COLLATERAL STOCK NBR is selected, use ... again to browse and select the correct COLLATERAL STOCK NBR.

4. Select ✎ to change the default quantity in the Collateral QTY column. *Enter the new quantity, or use ⇕ to change the quantity.*
5. Repeat steps 2 - 4 to add multiple entries.
6. Select ✓ Save Changes. to complete the transaction.

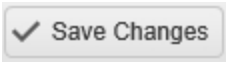
Update a COLLATERAL STOCK NBR

1. Click ▸ next to the desired Collateral Item record. *The record expands to display the COLLATERAL STOCK NBR entries.*
2. Select ✎ under the Collateral QTY column to change the quantity. *The field changes to allow entry.*
3. Enter a value in the field provided, or use ⇕ to change the quantity under the Collateral QTY column.
4. Select ✓ Save Changes to complete the transaction.

Delete a COLLATERAL STOCK NBR

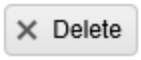
1. Click ▸ next to the desired Collateral Item record. The record expands to display the COLLATERAL STOCK NBR entries.
2. Select ✕ Mark Deleted to display the **Confirm Delete** pop-up window.

   Selecting ⊘ Cancel *ends the procedure and closes the Confirm Delete pop-up window.*
3. Enter comments (alphanumeric characters) in the History Remarks field. *This is an optional step.*
4. Select ✕ Delete to add the request to the Collateral Item record. The pop-up window closes and the entry is grayed out.

5. Select 

to complete the transaction. Entries marked for deletion are removed from the Collateral Item record.

Delete a Collateral Item Record

Select 

next to the desired Collateral Item record to display the Delete Collateral Item pop-up window.

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
273 - STOCK NBR is mandatory for an add.	Missing Entry. The STOCK NBR must be entered. The STOCK NBR field is a 15 character alphanumeric field.
48 - QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
1030 - STOCK NBR cannot be the same as the Master STOCK NBR.	Invalid Entry. The COLLATERAL STOCK NBR cannot be the same as the STOCK NBR. Re-enter the COLLATERAL STOCK NBR.
968 - STOCK NBR does not exist. Notify Master Catalog POC for action.	Invalid Entry. The STOCK NBR entered does not exist in the catalog. Validate that the STOCK NBR and COLLATERAL STOCK NBR exists in the CATALOG STOCK NBR table for the Warehouse.
1028 - STOCK NBR already exists on the	Invalid Entry. The STOCK NBR and COLLATERAL STOCK NBR combination

detail. Remove and save detail record before proceeding.	already exists. Review the information and try again.
xxxx - Wild-card is not permitted.	Remove the wildcard (%).

Related Topics

- Collateral Item Add
- Collateral Item Delete

Add a Collateral Item

Overview

The Collateral Item Add process provides the ability to add one or more collateral items with its Parent Item (STOCK NBR).

Navigation

CATALOG MGMT > Collateral Item >

> Add Collateral Item pop-up window

Page Fields

The following fields display on the **Add Collateral 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.

Add Collateral Item

Stock Nbr *

Collateral Stock Nbr *

Item Desc

Collateral Item Desc

Mgmt Cd

Collateral Mgmt Cd

Collateral Stocking UI

Collateral Qty *

Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Collateral Item

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

1. Select + Add. *The* ***Add Collateral Item*** *pop-up window appears.*
2. Enter the STOCK NBR, or use ... to browse for the entry. *The ITEM DESC and MGMT CD automatically populate.*

   Stock Number Browse help
3. Enter the COLLATERAL STOCK NBR, or use ... to browse for the entry. *The COLLATERAL ITEM DESC, COLLATERAL MGMT CD, and COLLATERAL STOCKING UI automatically populate.*

   Stock Number Browse help
4. Enter a value in the Collateral QTY field provided, or use ▲▼ to change the quantity.
5. 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.*
6. Select ✓ Add. *The new Collateral Item record is added to the top of the Collateral Item 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
161 — Remarks must be alphanumeric with sup-	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the

ported special character (s) $, — , /, #, &, comma, period, and space.	following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
273 - STOCK NBR is mandatory for an add.	Missing Entry. The STOCK NBR must be entered. The STOCK NBR field is a 15 character alphanumeric field.
48 - QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
1030 - STOCK NBR cannot be the same as the Master STOCK NBR.	Invalid Entry. The COLLATERAL STOCK NBR cannot be the same as the STOCK NBR. Re-enter the COLLATERAL STOCK NBR.
968 - STOCK NBR does not exist. Notify Master Catalog POC for action.	Invalid Entry. The STOCK NBR entered does not exist in the catalog. Validate that the STOCK NBR and COLLATERAL STOCK NBR exists in the CATALOG STOCK NBR table for the Warehouse.
1028 - STOCK NBR already exists on the detail. Remove and save detail record before proceeding.	Invalid Entry. The STOCK NBR and COLLATERAL STOCK NBR combination already exists. Review the information and try again.
xxxx - Wild-card is not permitted.	Remove the wildcard (%).

Related Topics

- Collateral Item
- Collateral Item Delete

Delete a Collateral Item

Overview

The Collateral Item Delete process provides the ability to remove a Collateral Item record.

Navigation

CATALOG MGMT > Collateral Item > (desired record) > Delete > Confirm Delete (Delete Collateral Item) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Collateral 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.

Confirm Delete (Delete Collateral Item)

History Remarks

Procedures

DPAS Navigation Helpful Tips

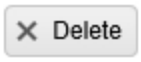
Click the following link to display Warehouse Navigation Tips.

To Delete a Collateral Item

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

1. Select Delete *The* ***Confirm Delete (Delete Collateral Item)*** *pop-up window appears.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric char-*

acter field.

3. Select 

. *The Collateral Item is removed from the grid.*

Common Errors

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

Error	Solution
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 - Wild-card is not permitted.	Remove the wildcard (%).

Related Topics

- Collateral Item
- Collateral Item Add

SUBSTITUTE STOCK NBR

Overview

The Warehouse Management module Substitute Stock Number process provides the ability to establish a stock number substitute program. The process can be used to cross reference one or more substitute stock numbers that can replace with some or all the capabilities of the substituted item.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

CATALOG MGMT > SUBSTITUTE STOCK NBR > SUBSTITUTE STOCK NBR page

Page Fields

The following fields display on the **SUBSTITUTE STOCK NBR** 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

Item Desc

LIN/TAMCN

Substitute Stock Nbr Grid

Stock Nbr

Item Desc

Optional

Primary Attachment

Color

Reportable Commodity Type

Height (In)

Length (In)

LIN/TAMCN

LIN/TAMCN Desc

Mgmt Cd

Size

Stocking UI

UI

Unit Price

Weight (Lbs)

Width (In)

Substitute Stock Nbr Detail Grid

Edit

Delete

Substitute Stock Nbr

Substitute Item Desc

Compatibility %

Optional

Primary Attachment

Established By

Established Dt/Tm

Last Transaction Dt/Tm

Last Updated By

Program Id

Substitute Color

Substitute Commodity Type

Substitute Height (In)

Substitute Length (In)
Substitute LIN/TAMCN
Substitute LIN/TAMCN Desc
Substitute Mgmt Cd
Substitute Size
Substitute Stocking UI
Substitute UI
Substitute Price
Substitute Weight (Lbs)
Substitute Width (In)

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a SUBSTITUTE STOCK NBR

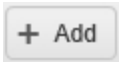
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional 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.*
   - Use or to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

     Line Item Number / Table of Authorized Material Control Number Browse help
2. Select Search. *The Search Results are displayed in the SUBSTITUTE STOCK NBR grid.*

Add a Substitute Stock Nbr

Select 

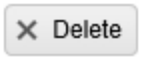
. *The **Add a Substitute Stock Nbr** pop-up window appears.*

Update a Substitute Stock Nbr

1. Select next to the desired Stock Nbr.
2. Select

. *The **Update a Substitute Stock Nbr** pop-up window appears.*

Delete a Substitute Stock Nbr

1. Select next to the desired Stock Nbr.
2. Select 

. *The **Delete a Substitute Stock Nbr** pop-up window appears.*

Common Errors

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

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

Related Topics

- Add a Substitute Stock Number
- Update a Substitute Stock Number
- Delete a Substitute Stock Number

Add a Substitute Stock Nbr

Overview

The Substitute Stock Nbr Add process provides the ability to create new Stock Nbr Substitute programs. The process is used to cross reference one or more Substitute Stock Numbers that can work with some or all the capabilities of the item being substituted.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

Catalog Mgmt > Substitute Stock Nbr > + Add > Add Substitute Stock Nbr pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
446	Enter Compatibility % as a whole number between 0 to 100 either by inserting in textbox or clicking up/down scrolling.

Substitute Stock Nbr

Stock Nbr *

Item Desc
LIN/TAMCN
LIN/TAMCN Desc
Color

Size
Length (In)
Width (In)
Height (In)
Weight (Lbs)
Attachments

Substitute Stock Nbr *

Substitute Item Desc
Substitute LIN/TAMCN
Substitute LIN/TAMCN Desc
Substitute Color
Substitute Size
Substitute Length (In)
Substitute Width (In)
Substitute Height (In)
Substitute Weight (Lbs)
Attachments

Compatibility % *
Inverse Compatibility % *
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Substitute Stock Number

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

1. Select + Add. *The* ***Add Substitute Stock Nbr*** *pop-up window appears.*

2. Use or to assist with the REPLACEMENT STOCK NBR entry. *This is a 15 alphanumeric character field. When the field is entered, additional fields appear.*

Stock Number Browse help

A. *The ITEM DESC automatically populates and is not editable.*
B. *The LIN/TAMCN automatically populates and is not editable.*
C. *The LIN/TAMCN DESC automatically populates and is not editable.*
D. *The Color automatically populates and is not editable.*
E. *The Size automatically populates and is not editable.*
F. *The Length (IN) automatically populates and is not editable.*
G. *The Width (IN) automatically populates and is not editable.*
H. *The Height (IN) automatically populates and is not editable.*
I. *The Weight (LBS) automatically populates and is not editable.*
J. *The Attachments Viewer automatically populates and is not editable.*

3. Use or to assist with the SUBSTITUTE STOCK NBR entry. *This is a 15 alpha-numeric character field. When the field is entered, additional fields appear.*

Substitute Stock Number Browse help

A. *The Substitute ITEM DESC automatically populates and is not editable.*
B. *The Substitute LIN/TAMCN automatically populates and is not editable.*
C. *The Substitute LIN/TAMCN DESC automatically populates and is not editable.*
D. *The Substitute Color automatically populates and is not editable.*
E. *The Substitute Size automatically populates and is not editable.*
F. *The Substitute Length (IN) automatically populates and is not editable.*
G. *The Substitute Width (IN) automatically populates and is not editable.*
H. *The Substitute Height (IN) automatically populates and is not editable.*
I. *The Substitute Weight (LBS) automatically populates and is not editable.*
J. *The Attachments Viewer automatically populates and is not editable.*

4. Use to choose the COMPATABILITY %.

5. Use to choose the INVERSE COMPATIBILITY %.

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 1,024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1,024 alpha-numeric character field.*

7. Select

. *The new SUBSTITUTE STOCK NBR 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
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: STOCK NBR / SUBSTITUTE STOCK NBR.	Missing Entry. Enter the appropriate information in the desired field.
487 — LIN/TAMCN record must be established.	Invalid Entry. LIN/TAMCN displays the Line Item Number/ Table of Authorized Materiel Control Number (LIN/TAMCN established to provide another identifying number for a generic class of assets. Verify the LIN/TAMCN exists.
1150 — STOCK NBR and SUBSTITUTE STOCK NBR cannot be same.	Invalid Entry. The STOCK NBR and SUBSTITUTE STOCK NBR are the same STOCK NBR. Re-enter the SUBSTITUTE STOCK NBR.
1151 — STOCK NBR / SUBSTITUTE STOCK NBR cross reference already exist.	Invalid Entry. STOCK NBR / SUBSTITUTE STOCK NBR cross reference and STOCK NBR and SUBSTITUTE STOCK NBR combination already exists. Re-enter the SUBSTITUTE STOCK NBR.
116 — STOCK NBR already exists.	Invalid Entry. First Search for the Stock Number. If it is not found, enter the number

	again.
xxxx — Compatibility Percentage should be smaller than or equal to 100.	Invalid Entry. Compatibility Percentage should be smaller than or equal to 100.
xxxx — Inverse Compatibility Percentage should be smaller than or equal to 100.	Invalid Entry. Inverse Compatibility Percentage should be smaller than or equal to 100.

Related Topics

- Substitute Stock Number
- Update a Substitute Stock Number
- Delete a Substitute Stock Number

Delete a Substitute Stock Nbr

Overview

The Substitute Stock Nbr Delete process allows removal of the selected Substitute Stock Number record.

Navigation

Catalog Mgmt > Substitue Stock Nbr > (desired record) > Delete > Confirm Delete (Delete Substitute Stock Nbr) pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Confirm Delete (Delete Substitute Stock Nbr)

History Remarks

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Substitute Stock Number

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

1. Click to select the desired Stock Nbr. *The Substitute Stock Nbr grid appears, and* Edit *and* Delete *are available.*

2. Select Delete. *The **Confirm Delete (Delete SUBSTITUTE STOCK NBR)** pop-up window appears.*
3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select Delete. *The SUBSTITUTE STOCK NBR 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
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

- Substitute Stock Number
- Add a Substitute Stock Number
- Update a Substitute Stock Number

Update a Substitute Stock Nbr

Overview

The Substitute Stock Nbr Update process allows editing of Stock Nbr Substitute programs. The process is used to cross reference one or more Substitute Stock Numbers that can work with some or all the capabilities of the item being substituted.

Navigation

Catalog Mgmt > Substitute Stock Nbr > (desired record) > Edit > Update Substitute Stock Nbr pop-up window

Page Fields

The following fields display on the **Update Substitute Stock Nbr** pop-up window. For more information on each field, click 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.
446	Enter Compatibility % as a whole number between 0 to 100 either by inserting in textbox or clicking up/down scrolling.

Substitute Stock Nbr

Stock Nbr

Substitute Stock Nbr

Item Desc

Substitute Item Desc

LIN/TAMCN

LIN/TAMCN Description

Substitute LIN/TAMCN

Substitute LIN/TAMCN Desc

Color

Size

Substitute Color

Substitute Size

Length (In)
Width (In)
Substitute Length (In)
Substitute Width (In)
Height (In)
Weight (lbs)
Substitute Height (In)
Substitute Weight (Lbs)
Attachments
Attachments
Compatibility % *
Inverse Compatibility % *
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Substitute Stock Number

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

1. Click ▸ to select the desired STOCK NBR. *The SUBSTITUTE STOCK NBR grid appears, and* Edit *and* Delete *are available.*
2. Select Edit. *The* ***Update SUBSTITUTE STOCK NBR*** *pop-up window appears.*
3. *Verify the STOCK NBR.*
4. *Verify the SUBSTITUTE STOCK NBR.*
5. *Verify the ITEM DESC.*
6. *Verify the Substitute ITEM DESC.*
7. *Verify the LIN/TAMCN.*

8. *Verify the LIN/TAMCN DESC.*
9. *Verify the Substitute LIN/TAMCN.*
10. *Verify the Substitute LIN/TAMCN DESC.*
11. *Verify the Color.*
12. *Verify the Size.*
13. *Verify the Substitute Color.*
14. *Verify the Substitute Size.*
15. *Verify the Length (IN).*
16. *Verify the Width (IN).*
17. *Verify the Substitute Length (IN).*
18. *Verify the Substitute Width (IN).*
19. *Verify the Height (IN).*
20. *Verify the Weight (LBS).*
21. *Verify the Substitute Height (IN).*
22. *Verify the Substitute Weight (LBS).*
23. *Verify the Attachments within the STOCK NBR Viewer.*
24. *Verify the Attachments within the SUBSTITUTE STOCK NBR Viewer.*
25. Update the COMPATABILITY %, using to choose a revised percentage.
26. Update the INVERSE COMPATIBILITY %, using to choose a revised percentage.
27. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    A. Update the Remarks, entering the revised comments 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.*
28. Select

. *The revised SUBSTITUTE STOCK NBR appears in 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)	Invalid Entry. Results for the search criteria

match 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.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: STOCK NBR / SUBSTITUTE STOCK NBR.	Missing Entry. Enter the appropriate information in the desired field.
487 — LIN/TAMCN record must be established.	Invalid Entry. LIN/TAMCN ... displays the Line Item Number/ Table of Authorized Materiel Control Number (LIN/TAMCN established to provide another identifying number for a generic class of assets. Verify the LIN/TAMCN exists.
1150 — STOCK NBR and SUBSTITUTE STOCK NBR cannot be same.	Invalid Entry. The STOCK NBR and SUBSTITUTE STOCK NBR are the same STOCK NBR. Re-enter the SUBSTITUTE STOCK NBR.
1151 — STOCK NBR / SUBSTITUTE STOCK NBR cross reference already exist.	Invalid Entry. STOCK NBR / SUBSTITUTE STOCK NBR cross reference and STOCK NBR and SUBSTITUTE STOCK NBR combination already exists. Re-enter the SUBSTITUTE STOCK NBR.
116 — STOCK NBR already exists.	Invalid Entry. First Search for the Stock Number. If it is not found, enter the number again.
xxxx — Compatibility Percentage should be smaller than or equal to 100.	Invalid Entry. Compatibility Percentage should be smaller than or equal to 100.
xxxx — Inverse Compatibility Percentage should be smaller than or equal to 100 Increase value Decrease value.	Invalid Entry. Inverse Compatibility Percentage should be smaller than or equal to 100 Increase value Decrease value.

Related Topics

- Substitute Stock Number
- Add a Substitute Stock Number
- Delete a Substitute Stock Number

SKO Catalog

Overview

The SKO Catalog process provides the ability to create and manage custom Sets, Kits, and Outfits (SKOs) records within an Enterprise Catalog. SKO records are commonly referred to as "Kits". Kits are identified by a stock number, which is set up first in the Stock Number Catalog. Once created, the Kit's stock number is used within the SKO Catalog process as the Kit Header. The SKO record includes the components that make up the kit as well as the stock number that identifies the kit as a whole. Users can also determine how to manage the kit within the warehouse once it is assembled.
Once the SKO has been established using the SKO Catalog, the SKO Assemble process is used to assemble the kits as they are needed.

Navigation

CATALOG MGMT > SKO Catalog > SKO Catalog page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.
488	To print, first check the box for the desired row(s), then select the print button.
415	To expand a Header record’s Detail records, Select the arrow on the left of the Header row.
416	Select "Save Changes" button to process all changes made to Detail records
14	Select "Cancel" button to return to previous page.
169	Click "Thumbnail" to enlarge.

Search Criteria

- Stock Nbr
- Item Desc
- SKO Type
- Serially Managed

SKO Catalog Grid

- Details
- Edit
- Delete
- Print
- Stock Nbr
- Item Desc
- SKO Type
- Serially Managed
- Comp of Kit
- Return As Kit
- Verify Parts Return
- Verify Parts Issue
- Store Components Together
- Nbr Kits In Progress
- Primary Attachment
- Remarks

Optional

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

SKO Component Grid

- Stock Nbr
- LIN/TAMCN
- Item Desc
- Stocking UI
- Managed Shelf Life Type

Managed Shelf Life Cd
Kit Managing Shelf Life Cd
Cal/Maint/Inspect/Test At Parent Unit
Rqd For Complete Kit?
Serially Managed
Required Qty
Display Order

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search For a SKO Entry

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

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Enter the STOCK NBR, or use ... to browse for the entry. *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 SKO Type.
   - Use ▾ to select Serially Managed.
2. Select Search. *The Search Results are displayed in the SKO Catalog grid.*

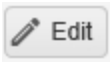
View the SKO Catalog Record Details

Select ▸ next to the desired SKO Catalog record. *The SKO Component Details grid appears.*

Add a SKO Catalog Record

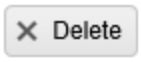
Select + Add at the top of the SKO Catalog Grid. *The **Add SKO Catalog** pop-up window appears.*

Update a SKO Catalog Record

Select 

next to the desired SKO Catalog record. *The **Update SKO Catalog** pop-up window appears.*

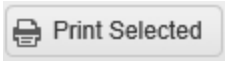
Delete a SKO Catalog Record

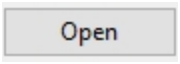
Select 

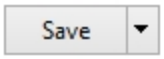
next to the desired SKO Catalog record. *The **Confirm Delete** pop-up window appears.*

Print SKO Catalog Details

The DW Form 08 provides details on the selected SKO Catalog record.

1. Click ☐ to select the desired SKO Catalog record. *A* ☑ *appears.*
2. Select 

on the SKO Catalog grid.
3. A pop-up window appears after generating the DW Form 08. *Choose whether to:*
   - 

has the PDF document appear, and is printable from here.
   - 

saves the PDF document, and is printable at a later time.

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
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.
1162 — Invalid value entered for Stock Number. Must be a SKO Stock Number with a valid	Invalid STOCK NBR Entered. The STOCK NBR must be part of the SKO and be linked to a valid Stock Item. Type the STOCK NBR

Stock Item.	again, using to assist with the entry.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

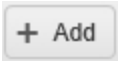
- Add a SKO Catalog
- Update a SKO Catalog
- Delete a SKO Catalog
- Stock Number Overview

Add SKO Catalog

Overview

The SKO Catalog Add provides the ability to create new Kit records. The procedure begins by assigning a Stock Number as the Kit Header. From there, associate either LIN/TAMCN items or other stock numbers as SKO components. The Add SKO Catalog process is used to define the overall name of the SKO and details what pieces of equipment are included.
Once created, the Set Kit Outfit Assemble process (accessed from the MATERIEL MGMT menu) can be used to assemble the kits as they are needed.

Navigation

CATALOG MGMT > SKO Catalog > 

> Add SKO Catalog pop-up window

Page Fields

The following fields display on the **Add SKO Catalog** 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 SKO Catalog

Stock Nbr
Item Desc
Comp of Kit
SKO Type *
Return As Kit
Verify Parts Return
Verify Parts Issue
Store Components Together

SKO Components List

Update
Mark Deleted

Stock Nbr
LIN/TAMCN
Item Desc
Stocking UI
Managed Shelf Life Type
Managed Shelf Life Cd
Kit Managing Shelf Life Cd
Cal/Maint/Inspect/Test At Parent Unit
Rqd For Complete Kit?
Required Qty
Display Order

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a SKO Catalog Record

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

1. Select + Add at the top of the SKO Catalog Grid. *The* ***Add SKO Catalog*** *pop-up window appears.*
2. Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alpha-numeric character field.*
3. *The ITEM DESC automatically populates once the STOCK NBR is entered, and is not editable.*
4. Click ☐ to select the COMP of Kit. *This designates the stock number as an independent component of the kit. Leaving this unchecked indicates that the Stock Number of the Kit Header is not an independent item and only exists when the kit components are assembled.*
5. Use ▾ to select the SKO Type.
6. Click ☐ to select the Return As Kit. *This designates the kit returns to the warehouse as assembled inventory.*

7. Click ☐ to select the Verify Parts Return. *This requires that the components of the kit are verified by authorized personnel upon return to the warehouse.*
8. Click ☐ to select the Verify Parts Issue. *The components of the kit are verified by authorized personnel upon issue from the warehouse.*
9. Click ☐ to select the Store Components Together. *This requires that the components of the kit are stored in the same location as the kit.*

10. Select + Add to add an item to the SKO Component List.

OR

Select ✕ Mark Deleted *in front of the SKO Component record to remove it from the SKO Component List. The Confirm Delete — Delete SKO Detail pop-up window appears.*

A.

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

ITEM DESC, Stocking UI, Managed Shelf Life Type, and Managed Shelf Life Code automatically populate.

OR

Enter the LIN/TAMCN(s), or use ... to browse for the entry. *This is a 10 alphanumeric character field.*
The ITEM DESC automatically populates.

Attention

Once a LIN/TAMCN component is added, the LIN/TAMCN field for that record includes the *Exclude STOCK NBRS* hyperlink.

Selecting this hyperlink displays the **Include/Exclude STOCK NBRS** pop-up window.

The window displays all stock numbers associated to this LIN/TAMCN and allows for excluding specific stock numbers from being assembled into the kit.

To exclude a specific stock number, deselect the Include ☑ of the desired entry.

Select ✓ Update to complete the transaction.

B. Click ☐ to select the CAL/MAINT/INSPECT/TEST at Parent Unit. *This ignores the stock number's interval value.*

C. Click ☑ to deselect the RQD for Complete Kit. *This designates the component as an optional component.*

D. Enter the Required QTY in the field provided. *This is a 25 numeric character field.*

E. Enter the Display Order in the field provided. *This is a 9 numeric character field.*

F. Select Update in front of the SKO Component record. *The new SKO Component record appears in the grid.*

G. Repeat Steps A-F to add more components to the SKO Component List.

11. 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.*

12. Select Add. *The **Add SKO Catalog** pop-up window closes, and the new SKO appears in the grid.*

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
1162 — Invalid value entered for Stock Number. Must be a SKO Stock Number with a valid	Invalid STOCK NBR Entered. The STOCK NBR must be part of the SKO and be linked to a valid Stock Item. Type the STOCK NBR

Stock Item.	again, using to assist with the entry.
82 — STOCK NBR must be alphanumeric with valid special 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 following permitted special characters: $, —, /, #, &, comma, and period. Special characters like ! or @ are prohibited.
502 — STOCK NBR must be added to the Catalog Table.	Invalid Entry. The Stock Number entered is not in the catalog. Check to make sure the Stock Number is in the catalog, and re—enter the number.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
1028 — STOCK NBR already exists on the detail. Remove and save detail record before proceeding.	Invalid Entry. The STOCK NBR and COLLATERAL STOCK NBR combination already exists. Review the information and try again.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- SKO Catalog Overview
- Edit a SKO Catalog
- Delete a SKO Catalog
- Sets Kits and Outfits Assemble Overview

Delete SKO Catalog

Overview

The Delete SKO Catalog process allows the removal of a SKO record from the Catalog. In order to delete a SKO record, the system cannot have the record in a status of "Assembly Pending". Users must complete assembly of a SKO kit prior to deleting the record.
If a SKO record exists in inventory, the SKO cannot be deleted.

Navigation

CATALOG MGMT > SKO Catalog > Delete > Confirm Delete (Delete SKO Catalog) pop-up window

Page Fields

The following fields display on the Confirm Delete (Delete SKO Catalog) 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.

Confirm Delete (Delete SKO Catalog)

History Remarks

Procedure

DPAS Navigation Helpful Tips

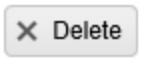
Click the following link to display Warehouse Navigation Tips.

Delete a SKO Catalog:

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

1. Select Delete on the row of the desired SKO Catalog. *The* ***Confirm Delete (Delete SKO Catalog)*** *pop-up window appears.*

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

3. Select 

. *The **Confirm Delete (Delete SKO Catalog)** pop-up window closes, and the SKO 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
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.
162 — STOCK NBR cannot be deleted. Asset record (s) exists.	Invalid Deletion. A STOCK NUMBER record cannot be deleted if the record is associated with any equipment records. Review the Stock Number again, and remove any remaining associated equipment so the STOCK NBR can be deleted.
1161 — A build record already exists for this catalog. The stock number cannot be modified or deleted.	Invalid Entry. STOCK NBR currently exists in the SKO Build, and cannot be modified or deleted. Revise the SKO Catalog record, and try again.
xxxx - SKO Catalog record cannot be deleted. *Assembly Pending Records* exist for this SKO Catalog record.	Invalid Deletion. The SKO Catalog record cannot be deleted if the record is associated with Assembly Pending records. Review the SKO Catalog record again, and either complete the kit, or remove it from the Assembly Pending record so the SKO Catalog record can be deleted.
xxxx - SKO Catalog record cannot be deleted. Inventory or verified transactions exist for Stock NBR ####. Please	Invalid Deletion. The SKO Catalog record cannot be deleted if the record is associated with inventory or a verified transaction for the Stock NBR. Review the SKO Catalog record again, and remove any remaining

remove them or contact DPAS Help Desk to resolve inventory.	associated inventory or transactions so the SKO Catalog record can be deleted. If this does not work, Contact the DPAS Call Center.

Related Topics

- SKO Catalog Overview
- Add a SKO Catalog
- Update a SKO Catalog

Update SKO Catalog

Overview

The SKO Catalog Update process allows editing of SKO Catalog records. This includes modifying certain aspects of the Kit Header, adding new components to the SKO Component List, editing existing components, or deleting components. Also, any records with an "Assembly Pending" status cannot be updated until after the assembly is complete.

Attention

Once a SKO Catalog record has been added to the SKO Catalog results grid, the Header Stock Number and SKO Type can not be changed. If this information is inaccurate, the SKO Catalog record needs to be deleted and then re-added with the proper information.

Navigation

CATALOG MGMT > SKO Catalog > Edit > Update SKOCatalog pop-up window

Page Fields

The following fields display on the **Update SKO Catalog** 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.

Update SKO Catalog

Stock Nbr

Item Desc

Comp of Kit

SKO Type *

Return As Kit

Verify Parts Return

Verify Parts Issue

Store Components Together

SKO Components List

- Edit
- Mark Deleted
- Stock Nbr
- LIN/TAMCN
- Item Desc
- Stocking UI
- Managed Shelf Life Type
- Managed Shelf Life Cd
- Kit Managing Shelf Life Cd
- Cal/Maint/Inspect/Test At Parent Unit
- Rqd For Complete Kit?
- Required Qty
- Display Order

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a SKO Catalog Record

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

1. Select Edit next to the desired SKO Catalog record. *The* ***Update SKO Catalog*** *pop-up window appears.*
2. *Verify the* *Stock Nbr.*
3. *Verify the* *Item Desc.*
4. *Verify the* *Comp of Kit.*
5. *Verify the SKO Type.*
6. Verify the Return As Kit contains the appropriate ☐ or ☑. *This designates the kit returns to the warehouse as assembled inventory. Leaving this unchecked indicates that the kit is disassembled and returned as individual components upon return.*

7. Verify the Verify Parts Return contains the appropriate ☐ or ☑. *This requires that the components of the kit are verified by authorized personnel upon return to the warehouse. Leaving this unchecked indicates that this is optional.*
8. Verify the Verify Parts Issue contains the appropriate ☐ or ☑. *The components of the kit are verified by authorized personnel upon issue from the warehouse. Leaving this unchecked indicates that this is optional.*
9. *Verify the Store Components Together.*

   Select + Add to add an item to the SKO Component List.
10. **OR**

    Select ✕ Mark Deleted *in front of the SKO Component record to remove it from the SKO Component List. The Confirm Delete — Delete SKO Detail pop-up window appears.*

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

    ITEM DESC, Stocking UI, Managed Shelf Life Type, and Managed Shelf Life Code automatically populate.

    A. **OR**

    Enter the LIN/TAMCN(s), or use ... to browse for the entry. *This is a 10 alphanumeric character field.*
    The ITEM DESC automatically populates.

    B. **Attention**

    Once a LIN/TAMCN component is added, the LIN/TAMCN field for that record includes the *Exclude STOCK NBRS*hyperlink.

    Selecting this hyperlink displays the **Include/Exclude STOCK NBRS** pop-up window.

    The window displays all stock numbers associated to this LIN/TAMCN and allows for excluding specific stock numbers from being assembled into the kit.

    To exclude a specific stock number, deselect the Include ☑ of the desired entry.

    Select ✓ Update to complete the transaction.

    C. Click ☐ to select the CAL/MAINT/INSPECT/TEST at Parent Unit. *This ignores the stock number's interval value. Calibration, maintenance, inspection,*

and/or testing defaults to the kit header stock number. Leaving this unchecked indicates the stock number's original value manages this interval.

D. Click ☑ to deselect the RQD for Complete Kit. *This designates the component as an optional component. Leaving this checked indicates that the component needs to be assembled into the kit in order to for the kit to be considered complete.*

E. Enter the Required QTY in the field provided. *This is a 25 numeric character field.*

F. Enter the Display Order in the field provided. *This is a 9 numeric character field.*

G. Select ✓ Update in front of the SKO Component record. *The new SKO Component record appears in the grid.*

H. Repeat Steps A-F to add more components to the SKO Component List.

11. Select ✓ Edit to update the desired SKO Component record.

Update the STOCK NBR, using ... to browse for the revised number. *This is a 15 alphanumeric character field.*

ITEM DESC, Stocking UI, Managed Shelf Life Type, and Managed Shelf Life Code automatically populate.

A.

OR

Update the LIN/TAMCN(s), using ... to browse for the revised number. *This is a 10 alphanumeric character field.*
The ITEM DESC automatically populates.

B. Verify the CAL/MAINT/INSPECT/TEST at Parent Unit contains the appropriate ☐ or ☑. *This ignores the stock number's interval value. Calibration, maintenance, inspection, and/or testing defaults to the kit header stock number. Leaving this unchecked indicates the stock number's original value manages this interval.*

C. Verify the RQD for Complete Kit contains the appropriate ☐ or ☑. *This designates the component as an optional component. Leaving this checked indicates that the component needs to be assembled into the kit in order to for the kit to be considered complete.*

D. Update the Required QTY, entering the revised amount in the field provided. *This is a 25 numeric character field.*

E. Update the Display Order, entering the revised order in the field provided. *This is a 9 numeric character field.*

F. Select Update in front of the SKO Component record. *The revised SKO Component record appears in the grid.*

12. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
    B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
13. Select Update. *The **Update SKO Catalog** pop-up window closes, and the revised SKO appears in the grid.*

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
1162 — Invalid value entered for Stock Number. Must be a SKO Stock Number with a valid Stock Item.	Invalid STOCK NBR Entered. The STOCK NBR must be part of the SKO and be linked to a valid Stock Item. Type the STOCK NBR again, using i to assist with the entry.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- SKO Catalog Overview
- Add a SKO Catalog
- Delete a SKO Catalog
- Sets Kits and Outfits Assemble Overview

Commodity Type

Overview

The Warehouse Management module Commodity Type process provides the ability to group Stock Numbers at the Enterprise Catalog level, while limiting user access to specific assets based upon the Commodity Type.
The Commodity Types are created from the Catalog menu and must be built before they can be used in defining Stock Numbers and establishing user access restrictions. This group capability is unique to Warehouse Management Module.

Helpful Tip

The search criteria grid is not available on this page. The filters in the Grid Display will be used to search and filter for records.

Navigation

CATALOG MGMT > Commodity Type > Commodity Type page

Page Fields

The following fields display on the **Commodity Type** page. For more information on each field, click the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

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

Commodity Type Grid

Edit
Delete
Commodity Type
Keep on original warehouse inventory on unit transfer?
Commodity Type Desc
Reporting Interval
Reporting Unit

Auto-Generate within Days

Date of Month

Remarks

Optional

Generate when Unit has an Open Physical Inventory?

Program Id

Established Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Commodity Type

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

Update a Commodity Type

Select Edit. *The **Update a Commodity Type** pop-up window appears.*

Delete a Commodity Type

Select × Delete. *The **Delete a Commodity Type** pop-up window appears.*

Common Errors

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

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

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

Related Topics

- Add a Commodity Type
- Update a Commodity Type
- Delete a Commodity Type

Add a Commodity Type

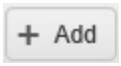
Overview

The Commodity Type Add page provides you the ability to create Commodity Types. The Commodity Type provides a method to group Stock Numbers at the Enterprise Catalog Level. This group capability is unique to the Warehouse Management Module and provides the capability to limit user access to specific assets based upon the Commodity Type.

Note

The Commodity Type must be unique within the chosen Catalog.

Navigation

CATALOG MGMT > Commodity Type > 

> Add Commodity Type pop-up window

Page Fields

The following fields display on the **Add a Commodity Type** 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 Commodity Type

Commodity Type Tab

Commodity Type *

Commodity Type Desc *

Keep on original warehouse inventory on unit transfer?

Add / Edit Remarks

Remarks
History Remarks

Unit Physical Inventory Scheduling Tab

Reporting Unit
Reporting Interval
Date of Month
Auto-Generate within Days
Generate when Unit has an Open Physical Inventory

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Commodity Type

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 a Commodity Type*** *pop-up window appears, open to the* Commodity Type *tab.*
2. Enter the Commodity Type in the field provided. *This is a 10 alphanumeric character field.*
3. Enter the Commodity Type DESC in the field provided. *This is a 125 alphanumeric character field.*
4. Click ☐ to select the Keep on original warehouse inventory on unit transfer?. *This requires the unit transfer to stay in the same warehouse.*
5. 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 the Unit Physical Inventory Scheduling tab.
7. Use ▾ to select the Reporting Unit.
8. Use ⇕ to choose the Reporting Interval.

9. Use to choose the Date of Month.
10. Use to choose the Auto-Generate within Days.
11. Click ☐ to select the Generate when Unit has an Open Physical Inventory. *This determines whether inventory requests are generated regardless of other open requests.*
12. Click Add. *The new Commodity Type appears in green 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
13 — Mandatory Entry: *Commodity Type*.	Commodity Type is up to 10 alphanumeric characters with limited special characters. Supported special characters $, -, /, #, &, comma, period and space.
13 — Mandatory Entry: *Commodity Type Desc*.	Commodity Type Description is up to 125 alphanumeric characters with limited special characters. Supported special characters $, -, /, #, &, comma, period and space.
350 — Must be alpha-numeric with supported special 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 following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the 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.

Related Topics

- Commodity Type
- Update a Commodity Type
- Delete a Commodity Type

Delete a Commodity Type

Overview

The Commodity Type Delete process allows removal of a Commodity Type record.

Navigation

CATALOG MGMT > Commodity Type > Delete > Confirm Delete (Delete Commodity Type) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Commodity Type)** pop-up window. For more information on each field, click 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.

Confirm Delete (Delete Commodity Type)

History Remarks

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Commodity Type

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

1. Select Delete. *The* ***Confirm Delete (Delete Commodity Type)*** *pop-up window appears.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric char-*

acter field.

3. Click

. *The Commodity Type 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
350 — Must be alpha-numeric with supported special 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 following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
1034 — Delete invalid. Commodity Type is associated with one or more Users.	Invalid Deletion. The Commodity Type cannot be deleted when there is one or more Users attached to the Commodity Type. Remove the Users and try again.
1033 — Delete invalid. Commodity Type is associated with one or more STOCK NBRS.	Invalid Deletion. The Commodity Type cannot be deleted when there is one or more STOCK NBRS attached to the Commodity Type. Remove the STOCK NBRS and try again.

Related Topics

- Commodity Type
- Add a Commodity Type
- Update a Commodity Type

Update a Commodity Type

Overview

The Commodity Type Update process allows editing of a Commodity Type record. The Commodity Type provides a method to group Stock Numbers at the Enterprise Catalog Level. This group capability is unique to the Warehouse Management Module and provides the capability to limit user access to specific assets based upon the Commodity Type.

Note

The Commodity Type must be unique within the chosen Catalog.

Navigation

CATALOG MGMT > Commodity Type > Edit > Update Community Type pop-up window

Page Fields

The following fields are displayed on the **Update a Commodity Type** pop-up window. For more information on each field, click 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.

Update Commodity Type

Commodity Type Tab

Commodity Type *

Commodity Type Desc *

Keep on original warehouse inventory on unit transfer?

Add / Edit Remarks

Remarks
History Remarks

Unit Physical Inventory Scheduling Tab

Reporting Unit
Reporting Interval
Date of Month
Auto-Generate within Days
Generate when Unit has an Open Physical Inventory

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Commodity Type

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

1. Select Edit. *The* ***Update a Commodity Type*** *pop-up window appears, open to the* Commodity Type *tab.*
2. Update the Commodity Type, entering the revised type in the field provided. *This is a 10 alphanumeric character field.*
3. Update the Commodity Type DESC, entering the revised description in the field provided. *This is a 125 alphanumeric character field.*
4. Verify the Keep on original warehouse inventory on unit transfer? contains the appropriate ☐ or ☑. *This requires the unit transfer to stay in the same warehouse.*
5. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Update the Remarks, entering the revised comments 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 the Unit Physical Inventory Scheduling tab.
7. Update the Reporting Unit, using ▾ to select the desired measurement of time.

8. Update the Reporting Interval, using to choose the revised time frame.
9. Update the Date of Month, using to choose the revised day.
10. Update the Auto-Generate within Days, using to choose the revised amount.
11. Verify the Generate when Unit has an Open Physical Inventory contains the appropriate ☐ or ☑. *This determines whether inventory requests are generated regardless of other open requests.*
12. Click

. *The revised Commodity Type 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
13 — Mandatory Entry: *Commodity Type*.	Commodity Type is up to 10 alphanumeric characters with limited special characters. Supported special characters $, -, /, #, &, comma, period and space.
13 — Mandatory Entry: *Commodity Type Desc*.	Commodity Type Description is up to 125 alphanumeric characters with limited special characters. Supported special characters $, -, /, #, &, comma, period and space.
350 — Must be alpha-numeric with supported special 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 following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the 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.

1035 — Update invalid. Commodity Type is associated with one or more STOCK NBRS.	Invalid Edit. The Commodity Type cannot be updated when there is one or more STOCK NBRS attached to the Commodity Type. Remove the STOCK NBRS and try again.
1036 — Update invalid. Commodity Type is associated with one or more Users.	Invalid Edit. The Commodity Type cannot be updated when there is one or more Users attached to the Commodity Type. Remove the Users and try again.

Related Topics

- Commodity Type
- Add a Commodity Type
- Delete a Commodity Type

Container Type

Overview

Container Types are used to define the specific use of containers and how each container type behaves in relation to how it is stowed. Information is recorded about the container such as the quantity of items within the container based upon its dimensions. They also have attribute characteristics including dimensional and volume information. A Container Type must be built before they can be used in defining individual Containers.

Note

Containers are created to store bulk or serialized inventory items. A container can be assigned a location in a warehouse, a storage yard, aboard transportation, or in the field. Both **bulk** and **serialized items** can be stored in one or more containers. A container can contain one or more stock numbers.There are non-expendable, expendable and durable container types. Warehousing operations spend a great deal of money procuring durable containers, so they must be tracked as an asset. A container may or may not have a serial number and/or UII, but in essence becomes serialized with the assignment of a CONTAINER ID.

Container Types are created from the **Catalog Mgmt** menu and must be built before they can be used in defining individual Containers.

Helpful Tip

The search criteria box is not available on this page. The filters in the Grid Display will be used to search and filter for records.

Navigation

CATALOG MGMT > Container Type > Container Type page

Page Fields

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

Search Criteria

Container Type

Container Type Desc

Stock Nbr

Status

Permanent

Serial Ctld

Container Type Grid

- Container Type
- Container Type Desc
- Stock Nbr
- Permanent
- Serial Ctld
- Length (In)
- Width (In)
- Height (In)
- Tare Wt (Lbs)
- Capacity (Lbs)
- Capacity (Cu Ft)
- Capacity (Qty)
- Status

(*) Asterisk identifies mandatory fields.

Procedures

Helpful Tip

Select the following link to display Warehouse Navigation Tips.

To Add a Container Type:

1. Select + Add to display the Add page to create a new record.
2. Choose Cancel to return to previous page.

To Update or Delete a Container Type:

1. Select Edit to modify a record or Delete to remove a record.
2. Choose Cancel to return to previous page.

Common Errors

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

Error	Solution

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

Related Topics

- Container Type Add
- Container Type Update
- Container Type Delete

Add a Container Type

Overview

The purpose of this process is to provide you the capability to create a Container Type. Container Types are used to define the specific use of containers and how each specific container type behaves in relation to stowage and placing a quantity of items within the container based upon its dimensions. Additionally, Container Types contain attribute characteristics of each container including dimensional and volume information.

Navigation

CATALOG MGMT > Container Type > Container Type Add pop-up window

Page Fields

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

Add Container Type

Container Type *
Container Type Desc *
Permanent
Stock Nbr
Status *
Serial Ctld
Length (Inches)
Width (Inches)
Height (Inches)
Tare Wt (Lbs)
Capacity (Lbs)
Capacity (Cu Ft)
Capacity (Qty)
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

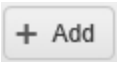
Procedures

Helpful Tip

Select the following link to display Warehouse Navigation Tips.

Add a Container Type

1. The Container Type is a mandatory field. You can enter up to 20 characters, with supported special character(s) $, -, /, #, &, comma, period and space.
2. Enter the CONTAINER TYPE DESC with valid alphanumeric characters. You can enter up to 125 characters with supported special character(s) are: $, -, /, #, &, comma, period and space.
3. Select the Permanent check box if the Container Type is to be permanent. A STOCK NBR must be specified.
4. Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alpha-numeric character field.*
5. Your options for Status are Active or Inactive. The default is Active. You are only allowed to change from Active to Inactive if the container type does not exist in the Container table. The status cannot be deactivated.
6. Select the Serial CTLD check box if the Container Type is controlled by serial numbers.
7. Enter the Length, Width and Height in inches. The format for the fields are decimal(10, 2) or use .
8. The Tare WT is entered in pounds and allows you to enter the total weight of the container. The format for the fields are decimal(10, 2) or use .
9. Capacity (LBS) is entered in pounds and allows you to enter the maximum weight the container supports. The format for the fields are decimal(10, 2) or use .
10. Capacity (CU FT) is display only and system calculated based on the (Length x Width x Height)/1728
11. Enter the Capacity (QTY) or use .
12. 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.*

13. Select  to process the transaction or to return to previous 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
Container Type - mandatory entry.	Container Type is mandatory and the format can be up to 20 characters with supported special character(s) $, -, /, #, &, comma, period and space.
CONTAINER TYPE DESC - mandatory entry.	Container Type is mandatory and the format can be up to 125 characters with supported special character(s) are: $, -, /, #, &, comma, period and space.
Status - mandatory entry.	For the Status field you options are Active or Inactive.
Permanent - mandatory entry.	The Permanent field is a check box and if the Container Type is to be permanent, a STOCK NBR must be specified.
SERIAL CLTD - mandatory entry.	The SERIAL CLTD is a check box and is checked if the Container Type is controlled by serial numbers.
CONTAINER TYPE DESC must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period and space.	Enter a Container Type Description that is alphanumeric with supported special character(s) $, -, /, #, &, comma, period and space.
Container Type is entered with a wildcard %, display – Wildcard is not permitted.	Container Type can not be entered with a wildcard %.
1001 — Container Type already exists, cannot process an 'Add'.	Container Type entered already exists. Re-enter a new Container Type up to 20 characters, with supported special character(s) $, -, /, #, &, comma, period and space.

1148 — Serial Number Controlled cannot be changed to 'Yes' as current container records assigned this container type exist that do not contain serial numbers.	Serial Number Controlled cannot be changed to **Yes** as current Container Records exist that do not contain Serial Numbers with this Container Type.
1149 — Container Type cannot be deactivated. Container(s) exist with this Container Type.	Container Type cannot be deactivated. Container(s) exist with this Container Type. Verify record selected.
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.

Container Type Delete

Overview

On the Confirm Delete Pop-up you can remove a selected Container Type record.

Attention

You cannot delete a Container Type if there are associated Container records.

Navigation

CATALOG MGMT > Container Type > Delete page

Page Fields

The following fields display on the **Container Type Delete** page. For more information on each field, select the appropriate hyperlink.

* History Remarks

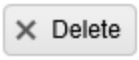
(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Container Type

1. The History Remarks is mandatory and can provide further documentation for the delete action. History Remarks must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period and space.
2. Select 

to process the delete action or

to return to previous 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
1002 — Container Type cannot be deleted. Container(s) exist for this container type.	Verify record selected for deletion.

Mandatory Entry: History Remarks.	History Remarks is mandatory and must be alpha-numeric with supported special character(s) $, -, /, #, &, comma, period and space.

Related Topics

- Container Type
- Container Type Add
- Container Type Update

Container Type Update

Overview

The purpose of this process is to provide you the capability to update a Container Type. Container Types are used to define the specific use of containers and how each specific container type behaves in relation to stowage and placing a quantity of items within the container based upon its dimensions. Additionally, Container Types contain attribute characteristics of each container including dimensional and volume information.

Navigation

CATALOG MGMT > Container Type > Update page

Page Fields

The following fields display on the **Container Type Update** page. For more information on each field, select the appropriate hyperlink.

Update Container Type

Container Type *
Container Type Desc *
Permanent
Stock Nbr
Status *
*Serial Ctld
Length (Inches)
Width (Inches)
Height (Inches)
Tare Wt (Lbs)
Capacity (Lbs)
Capacity (Cu Ft)
Capacity (Qty)
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

Helpful Tip

Select the following link to display Warehouse Navigation Tips.

Update a Container Type

Helpful Tip

- The Container Type value cannot be changed. If the Container Type was created in error, it must be deleted and the correct Container Type added.
- The Permanent and STOCK NBR cannot be changed if it has an associated container.
- The SERIAL CLTD can be unchecked even if Container records exist with the associated Container Type, however; it cannot be checked if Container records exist with an associated Container Type and if there is at least one Container record where the SERIAL NBR value is blank/null.
- The Status cannot be changed from Active to Inactive if the Container Type is associated with a Container.

1. The Container Type is a mandatory field. You can enter up to 20 characters, with supported special character(s) $, -, /, #, &, comma, period and space.
2. Enter the CONTAINER TYPE DESC with valid alphanumeric characters. You can enter up to 125 characters with supported special character(s) are: $, -, /, #, &, comma, period and space.
3. Select the Permanent check box if the Container Type is to be permanent. A STOCK NBR must be specified.
4. Update the STOCK NBR, or use ... to browse for the revised entry. *This is a 15 alphanumeric character field.*
5. Your options for Status are Active or Inactive. The default is Active. You are only allowed to change from Active to Inactive if the container type does not exist in the Container table. The status cannot be deactivated.
6. Select the Serial CTLD check box if the Container Type is controlled by serial numbers.
7. Enter the Length, Width and Height in inches. The format for the fields are decimal(10, 2) or use ▲▼.
8. The Tare WT is entered in pounds. The format for the fields are decimal(10, 2) or use ▲▼.
9. Capacity (LBS) is entered in pounds. The format for the fields are decimal(10, 2) or use ▲▼.
10. Capacity (CU FT) is display only and system calculated based on the (Length x Width x Height)/1728
11. Enter the Capacity (QTY) or use ▲▼.

12. 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.*
13. Select + Add to process the transaction or Cancel to return to previous 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
Container Type - mandatory entry.	Container Type is mandatory and the format can be up to 20 characters with supported special character(s) $, -, /, #, &, comma, period and space.
CONTAINER TYPE DESC - mandatory entry.	Container Type is mandatory and the format can be up to 125 characters with supported special character(s) are: $, -, /, #, &, comma, period and space.
Status - mandatory entry.	For the Status field you options are Active or Inactive.
Permanent - mandatory entry.	The Permanent field is a check box and if the Container Type is to be permanent, a STOCK NBR must be specified.
SERIAL CLTD - mandatory entry.	The SERIAL CLTD is a check box and is checked if the Container Type is controlled by serial numbers.
CONTAINER TYPE DESC must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period and space.	Enter a Container Type Description that is alphanumeric with supported special character(s) $, -, /, #, &, comma, period and space.
Container Type is entered with a wildcard %, display –	Container Type can not be entered with a wildcard %.

Wildcard is not permitted.	
1001 — Container Type already exists, cannot process an 'Add'.	Container Type entered already exists. Re-enter a new Container Type up to 20 characters, with supported special character(s) $, -, /, #, &, comma, period and space.
1148 — Serial Number Controlled cannot be changed to 'Yes' as current container records assigned this container type exist that do not contain serial numbers.	Serial Number Controlled cannot be changed to **Yes** as current Container Records exist that do not contain Serial Numbers with this Container Type.
1149 — Container Type cannot be deactivated. Container(s) exist with this Container Type.	Container Type cannot be deactivated. Container(s) exist with this Container Type. Verify record selected.
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

- Container Type
- Container Type Add
- Container Type Delete

Size Category

Overview

The purpose of this process is to provide you the capability to add, update and delete a Size Category. Each item of gear that can be issued in more than one size will be classified under a size category.

Note

An example of a **Size Category** that could be added is **Boots, HW**. The Description of **Boots, HW** might be entered as **BOOTS, HOT WEATHER** . The Size Category will appear on the individual issue screen and be associated with a Line Item Number/Table of Authorized Materiel Control Number (LIN/TAMCN).

Navigation

CATALOG MGMT > Size Category > Size Category page

Page Fields

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

Size Category

Size Category Desc

Catalog Name Cd

Remarks

Program Id

Established By Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By

Procedures

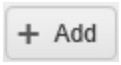
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

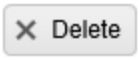
Search a Size Category

1. Select Grid Options to customize your search criteria for a Size Category record.
2. Choose Home to return to the main menu.

To Add, Update or Delete a Size Category:

1. Select 

to display the Add page to create a new record.
2. To modify Size Category, choose

or 

to remove the record.
3. Choose

to return to previous page.

Common Errors

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

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

Related Topics

- Size Category Add
- Size Category Update
- Size Category Delete

Size Category Add

Overview

The purpose of this process is to provide you the capability to add a Size Category. Each item of gear that can be issued in more than one size will be classified under a size category.

Navigation

CATALOG MGMT > Size Category > Add page

Page Fields

The following fields display on the Size Category Add page. For more information on each field, click the appropriate link.

*Size Category

*Size Category Desc

Remarks

History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

To Add a Size Category:

1. Enter the Size Category. This field is mandatory and the format is 25-position alphanumeric characters with supported special characters $, -, /, #, &, ;, comma, period and space.
2. The SIZE CATEGORY DESC is a mandatory field. You can enter data in the format of 25-position alphanumeric characters with supported special characters $, -, /, #, &, ;, comma, period and space.
3. To enter Remarks or History Remarks, select the Add/Edit Remarks hyperlink to provide additional information. You can enter up to 1024 characters. When entered, the valid characters are alphabetic A through Z, numeric 0 through 9, and special characters "$", "-", "/", "#", "&", "," (comma), "." (period) and " " (space).
4. Select

to process the transaction or

to return to previous 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

Size Category - mandatory entry field.	The Size Category must be entered. This field is a 25-position alphanumeric with supported special characters $, -, /, #, &, ;, comma, period and space.
SIZE CATEGORY DESC - mandatory entry field.	The Size Category Description must be entered. This field is a 25-position alphanumeric with supported special characters $, -, /, #, &, ;, comma, period and space.
Record already exists.	A matching Size Category exists on Size Category Table.
Remarks must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period and space.	Remarks and History Remarks can be up to 1024 alphanumeric with supported special characters $, -, /, #, &, comma, period and space.

Related Topics

- Size Category
- Size Category Update
- Size Category Delete

Size Category Delete

Overview

The purpose of this process is to provide you the capability to delete a Size Category.

Navigation

CATALOG MGMT > Size Category > Delete page

Page Fields

The following fields display on the Size Category Delete page. For more information on each field, click the appropriate link.

History Remarks

Procedures

To Delete a Size Category:

1. Enter Remarks in the History Remarks field. The Remarks and History Remarks fields are optional and are limited to 1024 characters. When entered, the valid characters are alphabetic "A" through "Z", numeric "0" through "9", and special characters "$", "-", "/", "#", "&", "," (comma), "." (period) and " " (space).
2. Select Delete to process the transaction or Cancel to return to previous 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
History Remarks must be alphanumeric with supported special characters $, -, /, #, &, comma, period and space.	History Remarks - Optional, Textbox (1024) Validation "$", "-", "/", "#", "&", "," (comma), "." (period) and " " (space). Remarks must be alphanumeric with supported special characters $, -, /, #, &, comma, period and space.

Related Topics

- Size Category
- Size Category Add
- Size Category Update

Size Category Update

Overview

The purpose of this process is to provide you the capability to update a Size Category.

Navigation

CATALOG MGMT > Size Category > Update page

Page Fields

The following fields display on the Size Category Update page. For more information on each field, click the appropriate link.

*Size Category

*Size Category Desc

Remarks

History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

To Update a Size Category:

1. The Size Category is mandatory and the format is up to 25-position alphanumeric characters with supported special characters $, -, /, #, &, ;, comma, period and space.
2. To update the SIZE CATEGORY DESC, enter up to 25-position alphanumeric characters with supported special characters $, -, /, #, &, ;, comma, period and space. This field is mandatory.
3. To enter Remarks or History Remarks, select the Add/Edit Remarks hyperlink to provide additional information. You can enter up to 1024 characters. When entered, the valid characters are alphabetic A through Z, numeric 0 through 9, and special characters "$", "-", "/", "#", "&", "," (comma), "." (period) and " " (space).
4. Select Update to process the transaction or Cancel to return to previous 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
Size Category - mandatory	The Size Category must be entered. This field

entry field.	is a 25-position alphanumeric with supported special characters $, -, /, #, &, ;, comma, period and space.
SIZE CATEGORY DESC - mandatory entry field.	The Size Category Description must be entered. This field is a 25-position alphanumeric with supported special characters $, -, /, #, &, ;, comma, period and space.
Record already exists.	A matching Size Category exists on Size Category Table.
Remarks must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period and space.	Remarks and History Remarks can be up to 1024 alphanumeric with supported special characters $, -, /, #, &, comma, period and space.
History Remarks must be alphanumeric with supported special characters $, -, /, #, &, comma, period and space.	History Remarks - Optional, Textbox (1024) Validation “$”, “-“, “/”, “#”, “&”, “,” (comma), “.” (period) and “ “ (space). Remarks "must be alphanumeric with supported special characters $, -, /, #, &, comma, period and space.

Related Topics

- Size Category
- Size Category Add
- Size Category Delete

Equipment Type

Overview

The Warehouse Management module Equipment Type process provides the ability to add, update, or delete an equipment type in the catalog. The Equipment Type associates the personnel's sizes and issued assets to their Member Profile.

Navigation

CATALOG MGMT > Equipment Type > Equipment Type page

Page Fields

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

Search Criteria Grid

Equipment Type

Desc

Equipment Type Grid Fields

Equipment Type

Desc

Optional

Program Id

Established Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By

Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an Equipment Type

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

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Enter the Equipment Type in the field provided.
   - Enter the DESC in the field provided.
2. Select Search to begin the query. *Results display in the Equipment Type Grid below.*

Add an Equipment Type

Select + Add to display the **Add Equipment Type** pop-up window.

Update an Equipment Type

1. Click ☐ next to the desired entry. ☑ *appears.*
2. Select Edit to display the **Update Equipment Type** pop-up window.

Delete an Equipment Type

1. Click ☐ next to the desired entry. ☑ *appears.*
2. Select × Delete to display either the **Delete Equipment Type** pop-up window or the **Confirm Delete** pop-up window.

Common Errors

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

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

Related Topics

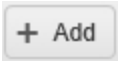
- Add an Equipment Type
- Update an Equipment Type
- Delete an Equipment Type

Add an Equipment Type

Overview

The Equipment Type Add process provides the ability to create a new equipment type in the catalog.

Navigation

CATALOG MGMT > Equipment Type > 

> Add Equipment Type pop-up window

Page Fields

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

Equipment Type Tab

Equipment Type *

Desc *

Add / Edit Remarks

Remarks
History Remarks

Required Equipment Tab

Stock Nbr

Item Description

Additional Attributes Tab

Attribute Name

Data Type

Attributes

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add an Equipment Type

Selecting

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

1. Select + Add. *The **Add Equipment Type** pop-up window displays.*
2. Complete the Equipment Type Tab.
   - **A.** Enter the Equipment Type in the field provided.
   - **B.** Enter the DESC in the field provided.
   - C. Select the Add / Edit Remarks hyperlink. *The Remarks and History Remark fields appear.*
   - D. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   - E. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. **Select the Required Equipment Tab.**
   - A. Select + Add. *A new entry appears in the SKO Headers grid.*
   - B. Enter the STOCK NBR, or use ... to browse for the entry. *Only associated SKO catalog stock numbers are permitted.*

     Stock Number Browse help
   - C. Select ✓ Add. *The Item Description automatically populates in the grid.*
   - D. Repeat Steps A - C to add more STOCK NBRS.

Attention

A SKO can only be assigned to a single equipment type. If a SKO is assigned to a second equipment type, it is removed from the first equipment type automatically.

4. **Select the Additional Attributes Tab.**
   - A. Enter the Attribute Name in the field provided, or use ▾ to select an existing Attribute.
   - B. Use ▾ to select the Data Type.
   - C. Select + Add. *The Attribute appears in the Attributes section below.*
   - D. Repeat Steps A - C to add more Attributes.
5. Select ✓ Add to process the transaction.

Common Errors

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

Error	Solution
125 — No record(s) match 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: *Equipment Type*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *DESC*.	
1162 - Invalid value entered for STOCK NBR. Must be a SKO STOCK NBR with a valid STK ITEM.	Invalid entry. The STOCK NBR is missing or invalid. Enter a valid STOCK NBR.
Attribute *Attribute Name* already exists with data type *Data Type*.	Invalid entry. The Attribute Name was already used for this Equipment Type, and cannot be used again with a different Data Type. Enter a different Attribute Name.
Equipment Type of type: *Equipment Type Name* already exists in catalog.	Invalid Entry. The Equipment Type Name and DESC entered for the Equipment Type already exists. Check the information again, and re-enter the value.

Related Topics

- Equipment Type Overview
- Update an Equipment Type
- Delete an Equipment Type

Delete an Equipment Type

Overview

The Equipment Type Delete process allows removal of an equipment type record from the catalog.

Attention

An Equipment Type record cannot be deleted if the record is associated with any SKO Headers.

Navigation

CATALOG MGMT > Equipment Type > Delete > Confirm Delete **or** Delete Equipment Type pop-up window

Page Fields

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

Delete Equipment Type

History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete an Equipment Type

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

1. Click ☐ next to the desired entry. ☑ *appears.*
2. Select Delete.

   If the Equipment Type record ***has no*** *SKO Header associations, the* ***Delete Equipment Type*** *pop-up window appears.*

   If the Equipment Type record ***has*** *SKO Header associations, the* ***Confirm Delete*** *pop-up window appears.*

Select Yes to display the **Delete Equipment Type** pop-up window.

OR

Select No to cancel the deletion and close the pop-up window.

3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select Delete to process the transaction.

Common Errors

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

Error	Solution
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

- Equipment Type Overview
- Add an Equipment Type
- Update an Equipment Type

Update an Equipment Type

Overview

The Equipment Type Update process allows editing an equipment type in the catalog.

Navigation

CATALOG MGMT > Equipment Type > Edit > Update Equipment Type pop-up window

Page Fields

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

Equipment Type Tab

Equipment Type *

Desc *

Add / Edit Remarks

Remarks
History Remarks

Required Equipment Tab

Stock Nbr

Item Description

Additional Attributes Tab

Attribute Name

Data Type

Attributes

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update an Equipment Type

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

1. Click ☐ next to the desired entry. ☑ *appears.*
2. Select Edit. *The* ***Update Equipment Type*** *pop-up window displays.*
3. Update the Equipment Type Tab.
   - **A.** Update the Equipment Type, entering the revised type in the field provided.
   - **B.** Update the DESC, entering the revised description in the field provided.
   - C. Click the Add / Edit Remarks hyperlink. *The Remarks and History Remark fields appear.*
   - D. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
   - E. Update the History Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
4. **Select the Required Equipment Tab.**

Attention

A SKO can be added or deleted from the SKO Headers grid, it cannot be modified.

Add a SKO

A. Select + Add. *A new entry appears in the SKO Headers grid.*

B. Enter the STOCK NBR of the SKO, or use ... to browse for the entry. *Only associated SKO catalog stock numbers are permitted.*

C. Select ✓ Add. *The Item Description automatically populates in the grid.*

D. Repeat Steps A - C to add more STOCK NBRS.

Note

A SKO can only be assigned to a single equipment type. If a SKO is assigned to a second equipment type, it is removed from the first equipment type automatically.

Remove a SKO

A. Click ☐ next to the desired entry. ☑ *appears.*

B. Select ✕ Delete. *The STOCK NBR entry is removed.*

5. **Select the Additional Attributes Tab.**

Add an Attribute

A. Enter the Attribute Name in the field provided, or use to select an existing Attribute.

B. Use to select the Data Type.

C. Select + Add. *The Attribute appears in the Attributes section below.*

D. Repeat Steps A - C to add more Attributes.

Edit the Data Type of an Attribute

Update the Data Type, using to select the desired type.

Remove an Attribute

Click next to the desired Attribute. *The Attribute is removed.*

6. Select ✓ Update to process the transaction.

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: *Equipment Type*. **13 - Mandatory Entry: *DESC*.**	Missing Entry. Enter the appropriate information in the desired field.
1162 - Invalid value entered for STOCK NBR.	Invalid entry. The STOCK NBR is missing or invalid. Enter a valid STOCK NBR.

Must be a SKO STOCK NBR with a valid STK ITEM.	
Attribute *Attribute Name* already exists with data type *Data Type*.	Invalid entry. The Attribute Name was already used for this Equipment Type, and cannot be used again with a different Data Type. Enter a different Attribute Name.
Equipment Type of type: *Equipment Type Name* already exists in catalog.	Invalid Entry. The Equipment Type Name and DESC entered for the Equipment Type already exists. Check the information again, and re-enter the value.

Related Topics

- Equipment Type Overview
- Add an Equipment Type
- Delete an Equipment Type

Shelf Life Extension

Overview

The Warehouse Management Module Shelf Life Extension process provides the ability to input and maintain records of Shelf Life Extension Notifications that have been officially received based on Shelf Life Extension testing on specific Shelf Life managed items. These records are used in a background process to:

- Update expiration dates on Inventory Control Number records
- Update Condition Codes on Inventory Master records
- Validate allowable Condition Codes that can be selected during the Receiving, Unit Returns, Individual Returns, and Warehouse Transfer (receipts) processes
- Determine the applicable Expiration Date value when an Inventory Control Number record is created

Shelf Life Extension Notifications / Shelf Life Failed Testing Notifications are typically obtained from one or more of the following official sources:

- Joint Acquisition Knowledge System (J.A.C.K.S.)
- Joint Equipment Assessment Program (JEAP)
- Joint Program Executive Office for Chemical and Biological Defense (JPEO – CBD)
- DoD Shelf-Life Extension System (SLES)
- U.S. Army testing laboratories
- U.S. Army Research, Development and Engineering Command (REDCOM)
- Naval Messages
- Other Official Agency or Program Office Notifications

Note

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

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

This is identified by a lowercase italic *i* preceding the field name.

Navigation

CATALOG MGMT > Shelf Life Extension > Shelf Life Extension page

Page Fields

The following fields display on the Shelf Life Extension page. For more information on each field, select the appropriate hyperlink.

Shelf Life Extension Search Criteria

LIN/TAMCN *i*

Stock Nbr

Mfr Contract

Mfr Lot

Mfr Date From

Mfr Date To

Extended Flg

Failed Flg

Shelf Life Extension Grid

LIN/TAMCN

Stock Nbr

Mfr Contract

Mfr Lot

Mfr Dt

Expiration Dt

Last Test Dt

Extended Flg

Failed Flg

Inspected By

Established Dt/Tm

Last Transaction Dt/Tm

Established By (Optional)

Procedures

DPAS Navigation Helpful Tips

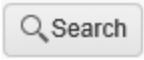
Click the following link to display Warehouse Navigation Tips.

Search for an Shelf Life Extension

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

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

- Use or to assist with the LIN/TAMCN entry. *This is a 10 alpha-numeric character field.*
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
- Enter the MFR CONTRACT in the field provided.
- Enter the MFR LOT in the field provided.
- Use to select the MFR DT From.
- Use to select the MFR DT To.
- Use to select the Extended FLG.
- Use to select the Failed FLG.

2. Click  to display search results in the Shelf Life Extension grid.

Add a Shelf Life Extension

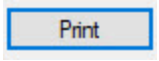
Select to open the **Add Shelf Life Extension** pop-up window.

Update a Shelf Life Extension

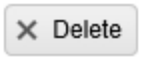
Select to open the **Update Shelf Life Extension** pop-up window.

Print Shelf Life Extension Labels

1. Select next to the desired record. *The **Print Label Request** window appears.*

   From the Print Label Request window, select *to exit to the previous window, or* *to clear selected options.*
2. Use to select the Printer Language.
3. Use to select the Label Size.
4. Use or manually enter the number in the QTY field for the number of copies to print.
5. Select  to complete the transaction.

Delete a Shelf Life Extension

Select 

to open the **Confirm Delete** pop-up window.

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a Shelf Life Extension
- Update a Shelf Life Extension
- Delete a Shelf Life Extension

Add a Shelf Life Extension

Overview

The Add a Shelf Life Extension process provides the ability to create Shelf Life Extension records.

Navigation

CATALOG MGMT > Shelf Life Extension > + Add > Add Shelf Life Extension pop-up window

Page Fields

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

Add Shelf Life Extension

LIN/TAMCN
Stock Nbr
Mfr Contract
Mfr Lot
Mfr Dt *
Expiration Dt *
Last Test Dt
Inspected By *
Extended Flg
Failed Flg

(*) Asterisk identifies mandatory fields.

Procedure

Add a Shelf Life Extension

Selecting Cancel *at any point of this procedure deletes all entries and closes the window.*

1. Select + Add to create a Shelf Life Extension record. *The **Add Shelf Life Extension** pop-up window displays.*
2. Choose one of the following, mandatory options:
   - Enter the LIN/TAMCN(s), or use ... to browse for the entry. *This is a 10 alphanumeric character field.*

OR

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

3. Enter the MFR CONTRACT in the field provided.
4. Enter the MFR LOTin the field provided.
5. Use to select the MFR DT, or enter the date (MM/DD/YYYY) in the field provided. *The default date is set to the system date. This field is mandatory.*
6. Use to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided. *The default date is set to the system date. This field is mandatory.*

Note

The **Expiration Date** is sometimes listed on the official Shelf Life Extension Notification as the **Next Test Date**.

7. Use to select the Last Test DT, or enter the date (MM/DD/YYYY) in the field provided.
8. Enter the responsible personnel in the Inspected By field. *This field is mandatory.*
9. Use to select the Extended FLG. *The default is set to Yes.*
10. Use to select the Failed FLG. *The default is set to No*.
11. Select Add to process the transaction.

Common Errors

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

Error	Solution
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
1164 - An existing record shows this Lot FAILED. Cannot add a record, if this Lot did not fail, update the existing record.	Invalid Entry. There is an existing Shelf Life Extension record for Stock Number selected. Double-check the existing record.

13 - Mandatory Entry: *LIN / TAMCN* or *STOCK NBR*.	
13 - Mandatory Entry: *Inspected By*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *MFR LOT*.	
13 - Mandatory Entry: *Expiration Date*.	
1165 - MFR DATE cannot be >= the Current Date.	Invalid Date Entry. The System Date must be before the MFR DATE. Enter a valid date.
1166 - Expiration Date entered cannot be < the Calculated Expiration Date based on the MFR DATE selected.	Invalid Date Entry. Calculated Expiration Date must be after the Expiration Date, based on the MFR DATE selected. Enter a valid date.
1167 - Record already exists with an Expiration Date of {0}. If the Expiration Date was revised, update existing record.	Invalid Entry. There is an existing Shelf Life Extension record that matches the Shelf Life Extension record being added. Double-check the existing record.
1168 - Last Test Date cannot be > the Current Date.	Invalid Date Entry. The Last Test Date must be before the system date (Current Date). Re-enter the date.
2094 - Must be alphanumeric with supported special 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 following permitted special characters: $, -, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Shelf Life Extension Overview
- Update a Shelf Life Extension
- Delete a Shelf Life Extension

Delete a Shelf Life Extension

Overview

The Delete a Shelf Life Extension process allows removal of Shelf Life Extension records.

Helpful Tip

If a Shelf Life Extension record has a previous record stored in the application's History table, the early record can be restored. The Reset feature allows users to restore a previously created Shelf Life Extension record. This option is only available when a record has been stored in the History table.

Navigation

CATALOG MGMT > Shelf Life Extension> Delete > Confirm Delete pop-up window

Page Fields

No Page Field items available for this process.

Procedure

Delete a Shelf Life Extension

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

1. Select Delete next the desired record. *The* ***Confirm Delete*** *pop-up window appears.*
2. If the record has previously stored data, choose one of the following:
   - Select Reset to restore the previously created record.

     OR
   - Proceed to Step 3
3. Select Delete to process the delete action or Cancel to return to previous 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
No Common Errors have been identified for this page.	

Related Topics

- Shelf Life Extension Overview
- Add a Shelf Life Extension
- Update a Shelf Life Extension

Update a Shelf Life Extension

Overview

The Update Shelf Life Extension process allows editing of a Shelf Life Extension record.

Navigation

CATALOG MGMT > Shelf Life Extension >

> Update Shelf Life Extension pop-up window

Page Fields

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

Add Shelf Life Extension

Stock Nbr (Read Only)
Mfr Contract (Read Only)
Mfr Lot (Read Only)
Mfr Dt (Read Only)
Expiration Dt *
Last Test Dt
Inspected By *
Extended Flg (Read Only)
Failed Flg

(*) Asterisk identifies mandatory fields.

Procedure

Update a Shelf Life Extension

Selecting

at any point of this procedure deletes all entries and closes the window.

1. Select

to update a Shelf Life Extension record. *The **Update Shelf Life Extension** pop-up window displays.*

   The following fields are ready only during the update process:

   - LIN/TAMCN
   - STOCK NBR
   - MFR CONTRACT
   - MFR LOT

- MFR DT
- Extended FLG

2. Use to modify the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided. *This field is mandatory.*

Note
The **Expiration Date** is sometimes listed on the official Shelf Life Extension Notification as the **Next Test Date**.

3. Use to modify the Last Test DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Select the Inspected By field to change the responsible personnel. *This field is mandatory.*
5. Use to modify the Failed FLG.
6. Select Update to process the transaction.

Common Errors

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

Error	Solution
13 - Mandatory Entry: *Inspected By*. **13 - Mandatory Entry: *Expiration Date*.**	Missing Entry. Enter the appropriate information in the desired field.
1166 - Expiration Date entered cannot be < the Calculated Expiration Date based on the MFR DATE selected.	Invalid Date Entry. Calculated Expiration Date must be after the Expiration Date, based on the MFR DATE selected. Enter a valid date.
1168 - Last Test Date cannot be > the Current Date.	Invalid Date Entry. The Last Test Date must be before the system date (Current Date). Re-enter the date.
2094 - Must be alpha-numeric with supported special characters $, -, /,	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through

#, &, ;, (,), comma, period, and space.	"Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Shelf Life Extension Overview
- Add a Shelf Life Extension
- Delete a Shelf Life Extension

Delete the Inspection Result

Overview

The Inspection Result Delete process allows removal of an Inspection Result record that has either not yet been added or is being edited.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

Catalog MGMT > Inspection / Action > *VARIOUS PROCEDURAL STEPS* >

Inspection Results > ☐ (desired record) > Delete > Delete Inspection Result pop-up window

Page Fields

The following fields display on the **Delete Inspection Result** 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 Inspection Result

History Remarks

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete an Inspection Result

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 Inspection Result is highlighted, and* Edit *and* Delete *become available.*
2. Select Delete. *The* ***Delete Inspection Result*** *pop-up window appears.*
3. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
4. Select Delete. *The Inspection Result 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
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 - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Inspection / Action Overview
- Add an Inspection / Action
- Update an Inspection / Action
- Delete an Inspection / Action

Inspection Type / Action

Overview

The Warehouse Management module Inspection Type / Action Process provides the ability to create and manage Inspection Type records used in conjunction with QC/Inspection process. Inspection Types outline the condition of items, the frequency of inspections, and the different result statuses of the inspection. Also, Inspection Types can be assigned to Stock Number records for consistent management.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

Catalog MGMT > Inspection / Action > Inspection Type page

Page Fields

The following fields display on the **Inspection Type / Action** 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

Inspection Type Name

Inspection Action

Default Interval

Inspection Interval Unit
Deployed
Downgrade To Cond Cd
One-Time

Inspection Grid

Inspection Type Name
Event Triggers
Inspection Action
Downgrade To Cond Cd
Read Only Inspection
One-Time
Compliance Date
Rescind Date

Optional

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

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Inspection Type Record

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

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Enter the Inspection Type Name in the field provided. *This is a 50 alpha-numeric character field.*
   - Use ▾ to select the Inspection Action.

- Enter the Default Interval in the field provided. *This is a 4 numeric character field.*
- Use ▾ to select the Inspection Interval Unit.
- Use ▾ to select the Deployed.
- Use ▾ to select the Downgrade To Cond Cd.
- Use ▾ to select the One-Time.

2. Click Search. *The results display in the Inspection Search Results grid.*

Add an Inspection Type Record

Select + Add. *The **Add Inspection** pop-up window appears.*

Update an Inspection Type Record

1. Click ☐ to select the desired entry. *The Inspection Type is highlighted, and* Edit *and* ✕ Delete *become available.*
2. Select Edit. *The **Update Inspection** pop-up window appears.*

Delete an Inspection Type Record

1. Click ☐ to select the desired entry. *The Inspection Type is highlighted, and* Edit *and* ✕ Delete *become available.*
2. Select ✕ Delete. *The **Delete Inspection** pop-up window appears.*

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a

valid entry.

Related Topics

- Add an Inspection / Action
- Delete an Inspection Result
- Update an Inspection / Action
- Delete an Inspection / Action
- QC/Inspection
- Stock Number

Add an Inspection Type / Action

Overview

The Inspection Type/Action Add process provides the ability to create and manage Inspection Type records. They outline the condition of items, the frequency of inspections, and the different result statuses of the inspection. Inspection Types are assigned to Stock Number records for the QC/Inspection process.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

Catalog MGMT > Inspection/Action > + Add > Add Inspection pop-up window

Page Fields

The following fields display on the **Add Inspection** 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.
528	Select "Add" to create a new STOCK NBR record.
14	Select "Cancel" button to return to previous page.

Inspection Type Tab

Inspection Type Name *

Inspection Action

Interval

Active
Schedule Type
Use for Issues
Default Interval
Inspection Interval Unit

Default Notification Window

Downgrade To Cond Cd

Event Triggers

Received
Returned

One-Time

Compliance Date
Rescind Date
Downgrade To Cond Cd

Add / Edit Remarks

Remarks
History Remarks

Inspection Results Tab

Inspection Result Code

Inspection Result Description

Display Order

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add an Inspection Type Record

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

1. Select + Add to create an Inspection record. *The* ***Add Inspection*** *pop-up window appears.*
2. Enter the Inspection Type Name in the field provided. *This is a 50 alphanumeric character field.*
3. Use ▾ to select the Inspection Action.

4. Select Interval if the inspection is recurring. *The fields appear to enter the recurring Inspection information.*
    A. Click in the Active column. *This selects the desired Scheduled Type.*
    B. *The Schedule Types automatically populate and are not editable.*
    C. Select Use For Issues for the desired Schedule Type. *This determines which one to use for issued inspections.*
    D. *The Default Interval automatically populates and is not editable.*
    E. *The Inspection Interval Unit automatically populates and is not editable.*
    F. *The Default Notification Window automatically populates and is not editable.*
    G. Use to select the Downgrade To Cond Cd.
    H. Click to select Received. *The inspection is required when the asset is received.*
    I. Click to select Returned. *The inspection is required when the asset is returned.*
    J. 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 alpha-numeric character field.*
5. Select One-Time if the inspection is done only once. *The fields appear to enter the single Inspection information.*
    A. Use to select the Compliance Date, or enter the date (MM/DD/YYYY) in the field provided.
    B. Use to select the Rescind Date, or enter the date (MM/DD/YYYY) in the field provided.
    C. Use to select the Downgrade To Cond Cd.
    D. 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 alpha-numeric character field.*
6. Select the Inspection Results tab.

A. Select + Add to add an Inspection Result Code. *An empty entry appears in the Inspection Result grid.*

B. Use ▾ to select the Inspection Result Code.

C. Enter the Inspection Result Description in the field provided. *This is a 50 alphanumeric character field.*

D. Enter the Display Order in the field provided. *This is a 50 numeric character field.*

Helpful Tip

To update the Inspection Result entry:

1. Highlight the row.
2. Select Edit.
3. Revise the entry, using steps B through D above.

Helpful Tip

To remove the Inspection Result entry:

1. Highlight the row.
2. Select Delete. *The **Delete Inspection Result** pop-up window appears.*

7. Select Add. *The pop-up window closes, and the new Inspection Type 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
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:	Missing Entry. Enter the appropriate inform-

***Inspection Type Name*.**	ation in the desired field.
13 — Mandatory entry: *Inspection Action*.	Missing Entry. Select the appropriate information in the desired field.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Inspection / Action Overview
- Delete an Inspection Result
- Update an Inspection / Action
- Delete an Inspection / Action

Delete an Inspection Type / Action

Overview

The Inspection Type/Action Delete process allows the removal of an Inspection Type record from the associated Warehouse.
In order for the record to be deleted, the Inspection Type record cannot have an open action (a QC/Inspection request) assigned to it, or stock number associated to it.

Navigation

Catalog MGMT > Inspection/Action > ☐ (desired record) > ✕ Delete > Delete Inspection pop-up window

Page Fields

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

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 Inspection

History Remarks

Procedure

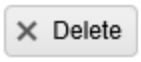
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete an Inspection Type

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 Inspection Type is highlighted, and* ✎ Edit *and* ✕ Delete *become available.*
2. Select ✕ Delete. *The* ***Delete Inspection*** *pop-up window appears.*

3. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
4. Select 

. *The Inspection Type 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
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.
2127 — Cannot delete, Inspection Type is in use.	Invalid Deletion. Locate any Stock Numbers that are associated to this Inspection Type. Either revise the Stock Number record, or revise the Inspection Type record.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Inspection/Action Overview
- Add an Inspection/Action
- Delete an Inspection Result
- Update an Inspection/Action

Update an Inspection Type / Action

Overview

The Inspection Type/Action Update process allows editing of Inspection Type records.

Navigation

Catalog MGMT > Inspection/Action > ☐ (desired record) > Edit > Update Inspection pop-up window

Page Fields

The following fields display on the **Update Inspection** 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.
528	Select "Add" to create a new STOCK NBR record.
14	Select "Cancel" button to return to previous page.

Inspection Type Tab

Inspection Type Name *

Inspection Action

Interval

Active
Schedule Type
Use for Issues
Default Interval
Inspection Interval Unit
Default Notification Window
Downgrade To Cond Cd
Event Triggers

Received
Returned

One-Time

Compliance Date

Rescind Date

Downgrade To Cond Cd

Add / Edit Remarks

Remarks
History Remarks

Inspection Results Tab

Inspection Result Code

Inspection Result Description

Display Order

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update an Inspection Record

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

1. Click ☐ to select the desired entry. *The Inspection Type is highlighted, and* Edit *and* Delete *become available.*
2. Select Edit. *The* ***Update Inspection*** *pop-up window appears.*
3. Update the Inspection Type Name, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*
4. Update the Inspection Action, using ▾ to select the desired type.
5. Verify the ○ Interval fields. *The fields are for entering the recurring Inspection information.*
   A. Verify the Active column contains the appropriate ☑ or ☐. *This selects the desired Scheduled Type.*
   B. *Verify the Schedule Types.*
   C. Verify the Use For Issues contains the appropriate ◉ or ○ for the desired Schedule Type. *This determines which one to use for issued inspections.*

D. *Verify the Default Interval.*

E. *Verify the Inspection Interval Unit.*

F. *Verify the Default Notification Window.*

G. Update the Downgrade To Cond Cd, using to select the desired code.

H. Verify Received contains the appropriate or . *The inspection is required when the asset is received.*

I. Verify Returned contains the appropriate or . *The inspection is required when the asset is returned.*

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

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

   B. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

6. Verify the One-Time fields. *The fields are for entering the single Inspection information.*

   A. Update the Compliance Date, using or entering the date (MM/DD/YYYY) in the field provided.

   B. Update the Rescind Date, using or entering the date (MM/DD/YYYY) in the field provided.

   C. Update the Downgrade To Cond Cd, using to select the desired code.

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

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

      B. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

7. Select the Inspection Results tab.

   A. Select + Add to add an Inspection Result Code. *An empty entry appears in the Inspection Result grid.*

   B. Use to select the Inspection Result Code.

   C. Enter the Inspection Result Description in the field provided. *This is a 50 alphanumeric character field.*

D. Enter the Display Order in the field provided. *This is a 50 numeric character field.*

Helpful Tip

To update the Inspection Result entry:

1. Highlight the row.
2. Select Edit.
3. Revise the entry, using steps B through D above.

Helpful Tip

To remove the Inspection Result entry:

1. Highlight the row.
2. Select Delete. *The **Delete Inspection Result** pop-up window appears.*

8. Select Update. *The pop-up window closes, and the revised Inspection Type 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
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: *Inspection Type Name*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory entry: *Inspection Action*.	Missing Entry. Select the appropriate information in the desired field.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.

Related Topics

- Inspection/Action Overview
- Add an Inspection/Action
- Delete an Inspection Result
- Delete an Inspection / Action

MFR PART NBR

Overview

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

Navigation

CATALOG MGMT > MFR PART NBR > MFR PART NBR page

Page Fields

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

Search Criteria Grid

Stock Nbr
Mfr Name
CAGE Cd
UPC

MFR PART NBR Search Results Grid

Stock Nbr
Item Desc
CAGE Cd
Mfr Name
Mfr Part Nbr
Mfr Model Nbr
UPC

Optional:

LIN/TAMCN
Mgmt Cd
Reportable Commodity Type Desc
Security Commodity Type Desc
Stock Item Cd
Type Asset Cd
Remarks
Program Id
Established By

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

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a MFR PART NBR

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

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alphanumeric character field.*
   - Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
   - Enter the CAGE CDin the field provided. *This is a 5 alphanumeric character field.*
   - Enter the UPC in the field provided. *This is a 6 - 12 numeric character field.*
2. Select Search to begin the query. *Results display in the MFR PART NBR Grid below.*

Add a MFR PART NBR

Select + Add to display the **Add Mfr Part Nbr** pop-up window.

Update a MFR PART NBR

Select Edit on the desired MFR PART NBR to display the **Update Mfr Part Nbr** pop-up window.

Delete a MFR PART NBR

Select × Delete on the desired MFR PART NBR to display the **Delete Mfr Part Nbr** pop-up window.

Common Errors

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

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

Related Topics

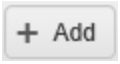
- Add a Manufacturer Part Number
- Update a Manufacturer Part Number
- Delete a Manufacturer Part Number

Add a Mfr Part Nbr

Overview

The Add a Mfr Part Nbr 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 > Mfr Part Nbr > 

> Add Mfr Part Nbr pop-up window

Page Fields

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

Add Mfr Part Nbr

Stock Nbr *
CAGE Cd *
Mfr Name *
Mfr Part Nbr
Mfr Model Nbr
UPC
Add / Edit Remarks

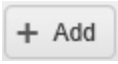
(*) Asterisk identifies mandatory fields.

Procedure

Add a Mfr Part Nbr

Selecting

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

1. Select 

to display the **Add Mfr Part Nbr** pop-up window.
2. Enter the mandatory fields:
   - Enter the Stock Nbr, or use

to browse for the entry. *This is a 15 alphanumeric character field.*

     Stock Number Browse help
   - Enter the CAGE Cd in the field provided. *This is a 5 alphanumeric character field.*

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

3. Enter the optional fields:
   - 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 48 alphanumeric character field.*
   - Enter the UPC in the field provided. *This is a 6 - 12 numeric character field.*
   - Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
     - Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
     - Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select

to process the transaction.

Common Errors

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

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

13 - Mandatory Entry: *MFR PART NBR*.	Missing Entry. If CAGE CD is populated, then MFR PART NBR is required. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *MFR MODEL NBR*.	Missing Entry. If MFR NAME is populated, then MFR MODEL NBR is required. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *UPC*.	Missing Entry. If MFR NAME is populated, then UPC is required. Enter the appropriate information in the desired field.
204 - Invalid CAGE/ NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE CD, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")

Related Topics

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

Delete a MFR PART NBR

Overview

The Delete a MFR PART NBR process allows removal of a selected MFR PART NBR record.

Attention

A MFR PART NBR record **cannot be deleted** if the record is associated with any asset records.

Navigation

CATALOG MGMT > MFR PART NBR > Delete > Confirm Delete (Delete MFR PART NBR) pop-up window

Page Fields

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

Confirm Delete (Delete MFR PART NBR)

History Remarks

Procedure

Delete a MFR PART NBR

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

1. Select Delete next to the desired MFR PART NBR record. *The **Confirm Delete (Delete MFR PART NBR)** pop-up window appears.*
2. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
3. Select Delete to process the transaction.

Common Errors

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

Error	Solution
161 — Remarks must be	Invalid Characters Entered in the Remarks

alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx - MFR PART NBR cannot be deleted. *Asset record(s)* exist for this MFR PART NBR.	Invalid Deletion. A MFR PART NBR record cannot be deleted if the record is associated with any asset records. Review the MFR PART NBR again, and remove any remaining associated assets, so the MFR PART NBR can be deleted.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

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

Update a MFR PART NBR

Overview

The Update a MFR PART NBR process allows updating 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>

> Update MFR PART NBR pop-up window

Page Fields

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

Update MFR PART NBR

Stock Nbr *
CAGE Cd *
Mfr Name *
Mfr Part Nbr
Mfr Model Nbr
UPC
Add / Edit Remarks

(*) Asterisk identifies mandatory fields.

Procedure

Update a MFR PART NBR

Selecting

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

1. Select

to display the **Update MFR PART NBR** pop-up window.
2. Verify the mandatory fields:
   - Update the STOCK NBR, using

to browse for the revised number.
   - Update the CAGE CD in the field provided. *This is a 5 character field.*
   - Update the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
3. Verify the optional fields:

- Verify the default MFR PART NBR in the field provided. *This is a 35 alpha-numeric character field.*
- Verify the default MFR MODEL NBRin the field provided. *This is a 48 alpha-numeric character field.*
- Verify the default UPCin the field provided. *This is a 6 - 12 numeric character field.*
- Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
  - Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
  - Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

4. Select

to process the transaction.

Common Errors

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

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

	priate information in the desired field.
13 - Mandatory Entry: *MFR MODEL NBR*.	Missing Entry. If MFR NAME is populated, then MFR MODEL NBR is required. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *UPC*.	Missing Entry. If MFR NAME is populated, then UPC is required. Enter the appropriate information in the desired field.
204 - Invalid CAGE/ NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE CD, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")

Related Topics

- Manufacturer Part Number Overview
- Add a Manufacturer Part Number
- Delete a Manufacturer Part Number

Receiving

Overview

The Warehouse Management module Receiving process provides the ability to accept items into a Warehouse. Warehouse personnel can use the automated "wizard" to receive the materiel, process from a due-in record, or create a new receipt record with noted discrepancies. This process tracks the overall receiving status to meet the DoD objective of marking every unique item with a Unique Item Identifier (UII), and also establishes the Inventory Control Number (ICN) for the equipment.
If items are canceled or marked discrepant at any time during the receiving process for a Warehouse Transfer, both the losing and gaining warehouses must negotiate how to handle the inventory adjustments.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Receiving > Receiving page

Page Fields

The following fields display on the **Receiving** 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).

Search Criteria Grid

Document Nbr

Stock Nbr

Document Type

Item Desc

Document Status

Requisition Prj Cd

Serial Number

Shipment Ref Nbr

Documents Grid

Edit

Status

Document Nbr

Stock Nbr

Item Desc

From Warehouse

Document Type

Reportable Commodity Type

Ordered Qty

Received Qty

Verified Qty

Accepted Qty

Discrepant Qty

Canceled Qty

Due In Qty

Document Container Id

Optional

Work Order

Document Ref Nbr

Security Commodity Type

Shipment Reference Nbr

GFM Contract Nbr

Document Sub Type

Manually Generated

ARC

Calibration Cd

CIC

CIIC
CLIN
Cntr/PO Nbr
Color
Reportable Commodity Type Desc
Security Commodity Type Desc
Conversion Factor
Demand Cd
Dist Cd
Dlvry Ord Nbr
Dmil Cd
Document Id
Document Status
Document Unit Price
Established Dt/Tm
Established By
Est Dlvry Dt
Fund Cd
Haz Mat Cd
Hazardous
Height (in)
Last Transaction Dt/Tm
Last Updated By
Length (in)
LIN/TAMCN
LIN/TAMCN Desc
Logistics Program
Media Status Cd
Mgmt Cd
Program Id
Precious Mtl Cd
Priority Cd
Qty per Unit Pack
Rqd Dlvry Dt
Recovered Cd
Region

- Remarks
- Reportable Cd
- Requisition Prj Cd
- Shelf Life Cd
- Signal Cd
- Site
- Size
- Source of Supply RIC
- Stock Item Cd
- Stores Account Cd
- Supp Address
- To Warehouse
- Type Asset Cd
- Stocking UI
- UI
- Unit Cube (Ft)
- Stocking Unit Price
- Unit Weight (lbs)
- Width (in)

Document Details Grid

- Stock Nbr
- Document Transaction Status
- Last Updated By
- Cond Cd
- Transaction Qty
- Suffix Cd
- Prj Cd

Transaction Details Grid

- Stock Nbr
- ICN
- Serial Nbr
- Cond Cd
- Suffix Cd
- Location Id
- Container ID

Prj Cd
Owning DoDAAC
GFM Contract Nbr
Transaction Qty
Document Transaction Status
Discrepant Reason
Work Order Nbr
Last Updated By
Last Transaction Dt/Tm

Optional

UII
UII Status
Mfr CAGE
Mfr Contract
Mfr Lot Nbr
Mfr Dt
Shelf Life Expiration Dt
Received By
Received Dt
Verified By
Verified Dt
Accepted By
Accepted Dt

Procedures

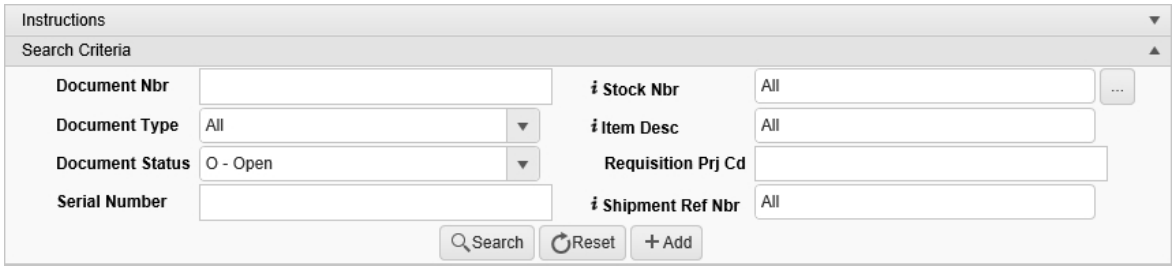
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Receiving Document

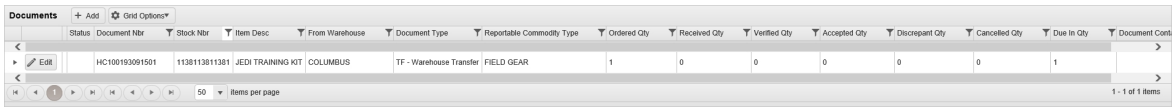
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- Enter the DOCUMENT NBR in the field provided. *This is a 14 alphanumeric character field.*
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
- Use to select the desired Document Type.
- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alpha-numeric character field.*
- Use to select the desired Document Status.
- Enter the Requisition PRJ CD in the field provided. *This is a 3 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the Shipment REF NBR, using to assist with the entry. *This is a 15 alphanumeric character field.*

2. Select Search. *The results display in the Documents grid.*



Add a Receiving Document

Select Add. *The **Add Documents** pop-up window appears.*

Update a Receiving Document

Select Edit. *The **Update Documents** pop-up window appears.*

View the Transaction Details

1. Select next to the desired document. *The row expands to show the Document Details Grid.*

2. Select Details next to the desired item. *The **Transaction Details** pop-up window appears.*
3. Click ✕ in the top right corner to close the **Transaction Details** pop-up window.

Common Errors

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

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

Related Topics

- Add a Receiving Document
- Update a Receiving Document
- Add Attachments to a Receiving Document

Add a Receiving Document

Overview

The Receiving Add process provides the ability to create new documents and accept new items into a Warehouse. The new materiel is recorded into the Warehouse system through the "I Want To..." wizard.

Attention

In the Verification screen are many fields that are user-defined. They occur between the SERIAL NBR and the COND CD fields.
They are not explained here, but are mentioned as "User-Defined Fields".

There are four types of documents to create:

- **Create Due In**
  — When a warehouse runs out of inventory and requires notification of the order
- **Receive / Accept**
  — When a warehouse receives the requested inventory correctly, without previously creating a Due In
- **Manage Discrepancies**
  — When a warehouse receives the requested inventory incorrectly (incorrect quantity, incorrect condition code, etc.), without previously creating a Due In
- **Miscellaneous Add**
  — When a warehouse needs to correct the existing inventory data

Note

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Receiving > + Add > Add Documents pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Page 1

I Want To... *
Document Type *
Document Sub Type *
Scan 1348 (2D Barcode)

Page 2

Stock Nbr *
Item Desc
Cont/PO Nbr (Purchase Order)
CLIN (Purchase Order)
Document Nbr
Suffix Cd (Receive, Manage, & Misc)
Ordered Qty *
UI
Document Unit Price *
Owning DoDAAC *
GFM Contract Nbr
Est Dlvry Dt
Rqd Dlvry Dt
Requisition Prj Cd
Document Ref Nbr
Scan 1348 Box 26
Add / Edit Remarks

Remarks
History Remarks

Page 3

(MILSTRIP)

Source of Supply RIC (conditional)
Media Status Cd
Demand Cd
Supp Address
Signal Cd
Priority Cd
Dist Cd
Acq Adv Cd
Fund Cd

(Create Serial PO)

Stock Nbr
ICN
Suffix Cd
Serial Nbr
User-Defined Fields
Cond Cd

Ordered Items Grid

All
Stock Nbr
Serial Nbr
Cond Cd
Suffix Cd
Mfr CAGE
Mfr Dt
Mfr Lot Nbr
Mfr Contract
Secondary Serial Nbr
Container Id
Verified By
Verified Dt
Qty

Optional

UII
Meter Reading
In Service Dt
UII Status
Shelf Life Expiration Dt

Show Items In QC
Print Labels When Finished

(Receive PO & TE & Misc)

Received By *
Received Dt *
Received Qty *
Suffix Cd
Location Id *
Previously Received Qty
Due In Qty

(Manage PO & TE)

Stock Nbr *
Discrepant Reason
ICN
Suffix Cd
Serial Nbr
User-Defined Fields
Cond Cd *
Received Qty *

Page 4

Create MILSTRIP

Stock Nbr
ICN
Suffix Cd
Serial Nbr

User-Defined Fields

Cond Cd

Auto Verify Bulk Components

Inspections Required

Ordered Items Grid

All

Stock Nbr

Serial Nbr

Cond Cd

Suffix Cd

Mfr CAGE

Mfr Dt

Mfr Lot Nbr

Mfr Contract

Secondary Serial Nbr

Container Id

Verified By

Verified Dt

Qty

Optional

UII

Meter Reading

In Service Dt

UII Status

Shelf Life Expiration Dt

Show Items In QC

Print Labels When Finished

(Receive MILSTRIP)

Received By *

Received Dt *

Received Qty *

Suffix Cd

Location Id *

Previously Received Qty

Due In Qty

(Receive PO & TE & Misc)

Stock Nbr *

Qty to Verify

ICN

Suffix Cd

Serial Nbr (Serial)

User-Defined Fields

Cond Cd *

Container ID

Verified Qty * (Bulk)

Verified By *

Verified Dt *

Verified Items Grid

Stock Nbr

Serial Nbr

Cond Cd

Suffix Cd

Mfr CAGE

Mfr Dt

Mfr Lot Nbr

Mfr Contract

Secondary Serial Nbr

Container Id

Verified By

Verified Dt

Qty

Send to QC

Status

Optional

Shelf Life Expiration Dt

UII Status

UII

Meter Reading
In Service Dt
Inspections Required?
ICN

(Manage MILSTRIP)

Stock Nbr *
Discrepant Reason *
ICN
Suffix Cd
Serial Nbr *
User-Defined Fields
Cond Cd *
Received Qty *

Page 5

(Receive MILSTRIP)

Stock Nbr *
Qty to Verify
ICN
Suffix Cd
User-Defined Fields
Cond Cd *
Container ID
Verified Qty * (Bulk)
Verified By *
Verified Dt *

(Receive PO & TE & Misc)

Accepted By *
Accepted Dt *

Page 6

(Receive MILSTRIP)

Accepted By *
Accepted Dt *

(*) Asterisk identifies mandatory fields.

Procedures

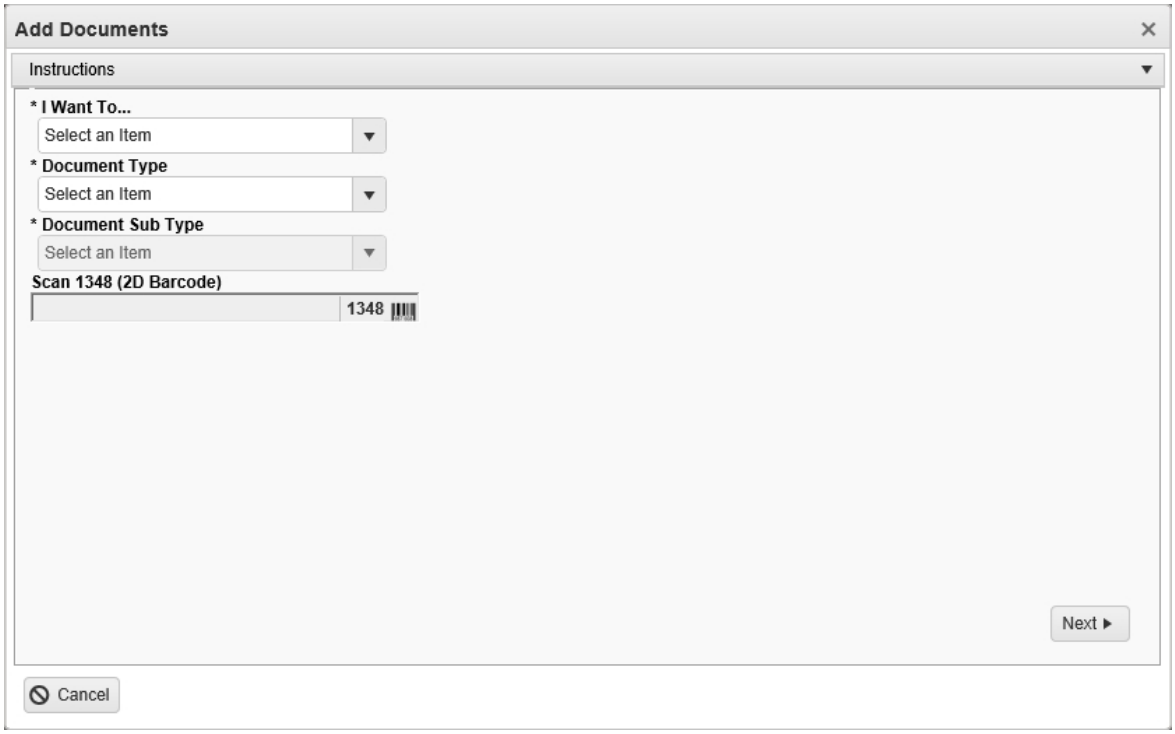
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Create a Due In

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 Documents Page 1*** *pop-up window displays.*



2. Using ▾ in the I Want To... field, select Create Due In.
3. Using ▾ in the Document Type field, select the kind of receiving document (due-in) required. The choices include:

- **MR - MILSTRIP Requisition**

A. Using in the Document Sub Type field, select the kind of requisition document required.

B. Select Next ▸. *The **Add Documents Page 2** pop-up window displays.*

Selecting ◂ Back *at any point after this step returns to the previous page, and does not delete any field entries.*

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

Stock Number Browse help

b. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*

c. *The DOCUMENT NBR field automatically generates, once the document is finished.*

d. Use ▲▼ to choose the correct Ordered QTY.

e. *The UI field automatically populates, once the STOCK NBR is entered.*

f. Use ▲▼ to confirm the correct Document Unit Price.

g. Use ▾ to confirm the desired Owning DoDAAC.

h. *If available,* Use ▾ to select the desired GFM Contract Nbr.

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

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

k. Enter the Requisition PRJ CD in the field provided. *This is a 3 alpha-numeric character field.*

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

m. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*

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

Select Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

o.

OR

Select Next ▸ to continue adding information. *The **Add Documents Page 3** pop-up window displays.*

1. Enter the Source of Supply RIC in the field provided. *This is a 3 alphanumeric character field.* ***Only displays when the item has a Doc Sub Type of either 'DRQ', 'NRQ', 'RUR', or 'RSR'.***
2. Use ▾ to confirm the desired Media Status Cd.
3. Use ▾ to select the desired Demand Cd.
4. Enter the SUPP Address in the field provided. *This is a 35 alpha-numeric character field.*
5. Use ▾ to select the desired Signal Cd.
6. Use ▾ to select the desired Priority Cd.
7. Enter the DIST CD in the field provided. *This is a 3 alphanumeric character field.*
8. Use ▾ to select the desired Acq Adv Cd.
9. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*

   Select Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

10. **OR**

    Select Next ▸ to continue adding information. *The **Add Documents Page 4** pop-up window displays **only for Serial items**.*

A. Update the STOCK NBR, using or to enter the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

B. Update the ICN, using or to enter the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

C. *The Suffix CD field automatically populates, and is not editable.*

D. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

E. *Any User-Defined Fields appear here.*

F. Update the Cond Cd, using to select the desired code.

G. Use or to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

H. Update the Verified By, entering the revised USER ID in the field provided. *This is an 8 alphanumeric character field.*

I. Update the Verified DT field by using to correct the date or by entering the date and time (MM/DD/YYYYHH:MM) in the field provided.

J. Select

to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

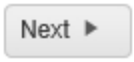
K. Click to select the Show Items In QC. *This specifies that an inspection is required.*

L. Click to select the Print Labels When Finished. *This specifies that labels are required.*

M. Select

to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

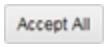
OR

Select 

to continue adding information. *The **Add Documents Page 5** pop-up window displays.*

a. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*

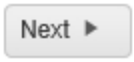
b. Update the Accepted DT field by using to correct the date or by entering the date and time (MM/DD/YYYYHH:MM) in the field provided.

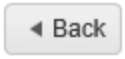
c. Select  . *The status in the grid changes from Verified to Accepted.*

d. Select to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

- **PO - Purchase Order**

A. Using in the Document Sub Type field, select the kind of requisition document required:

B. Select  . *The **Add Documents Page 2** pop-up window displays.*

Selecting  *at any point after this step returns to the previous page, and does not delete any field entries.*

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

Stock Number Browse help

b. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*

c. Enter the CONT/PO NBR in the field provided. *This is a 13 alphanumeric character field.*

d. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*

e. *The DOCUMENT NBR field automatically generates, once the document is finished.*

f. Use to choose the correct Ordered QTY.

g. *The UI field automatically populates, once the STOCK NBR is entered.*

h. Use to choose the correct Document Unit Price.

i. Use to select the desired Owning DoDAAC.

j. *If available,* Use to select the desired GFM Contract Nbr.

k. Use to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

l. Use to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

m. Enter the Requisition PRJ CD in the field provided. *This is a 3 alpha-numeric character field.*

n. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alpha-numeric character field.*

o. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*

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

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

Select Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

q. **OR**

Select Next ▸ to continue adding information. *The **Add Documents Page 3** pop-up window displays **only for Serial items**.*

1. Update the STOCK NBR, using or to enter the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

2. Update the ICN, using or to enter the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

3. *The Suffix CD field automatically populates, and is not editable.*

4. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

5. *Any User-Defined Fields appear here.*
6. Update the Cond Cd, using ▾ to select the desired code.
7. Select Add to Ordered Grid to apply this item to the document. *The ordered asset appears in the Ordered Items grid.*
8. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The SERIAL NBR Search automatically populates.*
9. Enter the SERIAL NBR to search for in the field provided. *This is a 30 alphanumeric character field.*

   Select Search. *Any ordered items with that serial number appears.*
10. Click ☐ to select the Show Items In QC. *This specifies that an inspection is required.*
11. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*

- **TE - Transfer From External**

A. *The Document Sub Type field is shaded and cannot be edited.*

B. Select Next ▸. *The **Add Documents Page 2** pop-up window displays.*

Selecting ◂ Back *at any point after this step returns to the previous page, and does not delete any field entries.*

a. Update the STOCK NBR, using ℹ or ... to enter the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*

c. *The DOCUMENT NBR field automatically generates, once the document is finished.*

d. Use ▲▼ to choose the correct Ordered QTY.

e. *The UI field automatically populates, once the STOCK NBR is entered.*

f. Use ▲▼ to choose the correct Document Unit Price.

g. Use ▾ to select the desired Owning DoDAAC.

h. *If available,* Use ▾ to select the desired GFM Contract Nbr.

i. Use to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

j. Use to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

k. Enter the Requisition PRJ CD in the field provided. *This is a 3 alpha-numeric character field.*

l. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alpha-numeric character field.*

m. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*

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

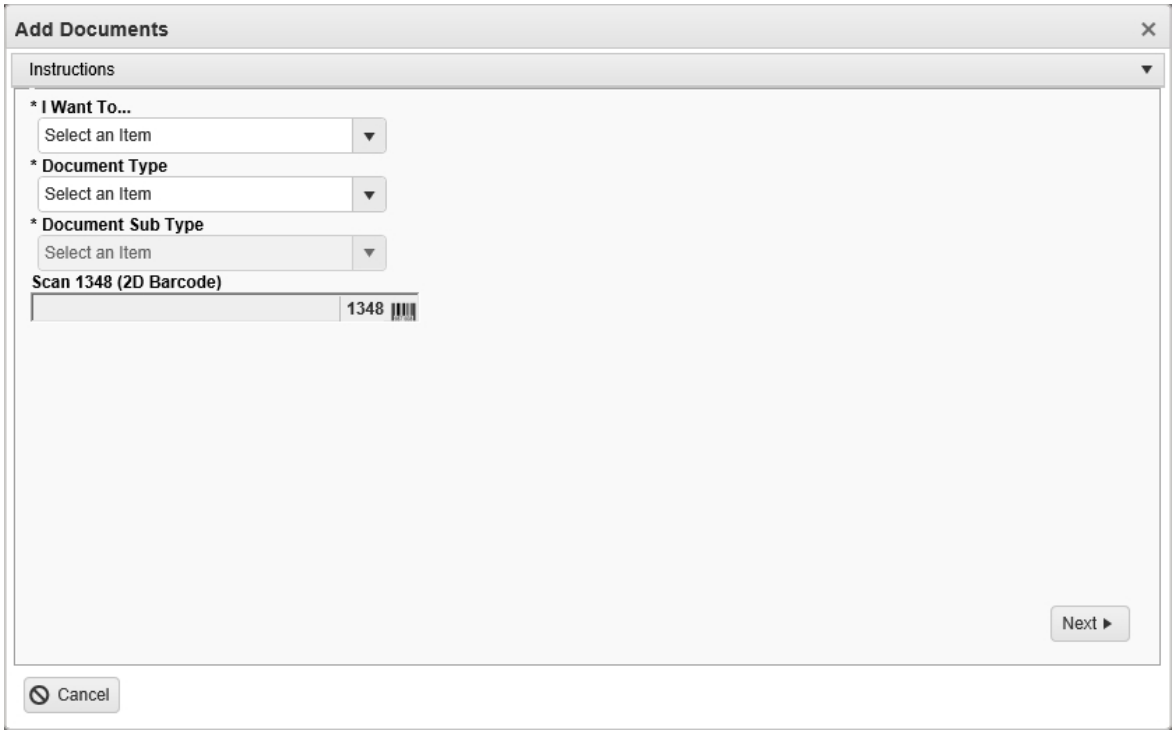
   1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   2. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

o. Select Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

Receive / Accept

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 Documents Page 1** pop-up window displays.*



2. Using ▼ in the I Want To... field, select Receive / Accept.
3. Using ▼ in the Document Type field, select the kind of receiving document required. The choices include:

- **MR - MILSTRIP Requisition**

A. Using ▼ in the Document Sub Type field, select the kind of receiving document required.

B. Select Next ▶. *The **Add Documents Page 2** pop-up window displays.*

Selecting ◀ Back *at any point after this step returns to the previous page, and does not delete any field entries.*

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

Stock Number Browse help

b. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*

c. *The DOCUMENT NBR field automatically generates, once the document is finished.*

d. Use to select the desired Suffix Cd.

e. Use to choose the correct Ordered QTY.

f. *The UI field automatically populates, once the STOCK NBR is entered.*

g. Use to choose the correct Document Unit Price.

h. Use to select the desired Owning DoDAAC.

i. *If available,* Use to select the desired GFM Contract Nbr.

j. Use to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

k. Use to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

l. Enter the Requisition PRJ CDin the field provided. *This is a 3 alphanumeric character field.*

m. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alpha-numeric character field.*

n. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*

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

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

p. Select Next ▸ to continue adding information. *The **Add Documents Page 3** pop-up window displays.*

1. Enter the Source of Supply RIC in the field provided. *This is a 3 alpha-numeric character field.*
2. Use to select the desired Media Status Cd.
3. Use to select the desired Demand Cd.
4. Enter the SUPP Address in the field provided. *This is a 35 alphanumeric character field.*
5. Use to select the desired Signal Cd.

6. Use to select the desired Priority Cd.
7. Enter the DIST CD in the field provided. *This is a 3 alphanumeric character field.*
8. Use to select the desired Acq Adv Cd.
9. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*
10. Select Next ▸ to continue adding information. *The **Add Documents Page 4** pop-up window displays.*

A. Update the Received By field by entering the correct identification in the field provided. *This is an 25 alphanumeric character field.*

B. Update the Received DT by using or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

C. Update the Received QTY field by using to choose the correct quantity.

D. *The Suffix CD field automatically populates, and is not editable.*

E. Use or to assist with the LOCATION ID entry. *This is a 15 alphanumeric character field.*

Location Browse help

F. The Previously Received QTY field automatically populates, and is not editable.

G. The Due In QTY field automatically populates, and is not editable.

Select ✓Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

H.

OR

Select Next ▸ to continue adding information. *The **Add Documents Page 5** pop-up window displays.*

a. Update the STOCK NBR, using or to enter the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. *The QTY to Verify field automatically populates, and is not editable.*

c. Update the ICN, using or to enter the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

d. *The Suffix CD field automatically populates, and is not editable.*

e. Enter the SERIAL NBR in the field provided. *This is a 30 alpha-numeric character field.* ***Only displays when the item is Serially managed.***

f. *Any User-Defined Fields appear here.*

g. Update the Cond Cd, using to select the desired code.

h. Use or to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

i. Update the Verified QTY field by using to choose the correct quantity. ***Only displays when the item is Bulk managed.***

j. Update the Verified By, entering the revised USER ID in the field provided. *This is an 8 alphanumeric character field.*

k. Update the Verified DT field by using to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

I. Select

to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

J. Click to select the Show Items In QC. *This specifies that an inspection is required.*

K. Click to select the Print Labels When Finished. *This specifies that labels are required.*

Select

to process the document. *The* ***Add Documents*** *pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

L.

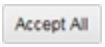
OR

Select

to continue adding information. *The* ***Add Documents Page 6*** *pop-up window displays.*

a. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*

b. Update the Accepted DT field by using to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

c. Select 

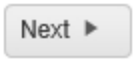
. *The status in the grid changes from Verified to Accepted.*

d. Select

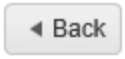
to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

- **PO - Purchase Order**

A. Using in the Document Sub Type field, select the kind of receiving document required.

B. Select 

. *The **Add Documents Page 2** pop-up window displays.*

Selecting 

at any point after this step returns to the previous page, and does not delete any field entries.

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

Stock Number Browse help

b. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*

c. Enter the CONT/PO NBR in the field provided. *This is a 13 alphanumeric character field.*

d. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*

e. *The DOCUMENT NBR field automatically generates, once the document is finished.*

f. Use to select the desired Suffix Cd.

g. Use to choose the correct Ordered QTY.

h. *The UI field automatically populates, once the STOCK NBR is entered.*

i. Use to choose the correct Document Unit Price.

j. Use to select the desired Owning DoDAAC.

k. *If available,* Use to select the desired GFM Contract Nbr.

l. Use to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

m. Use to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

n. Enter the Requisition PRJ CD in the field provided. *This is a 3 alpha-numeric character field.*

o. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alpha-numeric character field.*

p. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*

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

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

r. Select Next ▸ to continue adding information. *The **Add Documents Page 3** pop-up window displays.*

1. Update the Received By field by entering the correct identification in the field provided. *This is an 25 alphanumeric character field.*

2. Update the Received DT field by using to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

3. Update the Received QTY field by using to choose the correct quant-ity.

4. *The Suffix CD field automatically populates, and is not editable.*

5. Use or to assist with the Location ID entry. *This is a 15 alpha-numeric character field.*

Location Browse help

6. *The Previously Received QTY field automatically populates, and is not editable.*

7. *The Due In QTY field automatically populates, and is not editable.*

Select Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

8. **OR**

   Select Next ▸ to continue adding information. *The **Add Documents Page 4** pop-up window displays.*

   A. Update the STOCK NBR, using ℹ or … to enter the revised number. *This is a 15 alphanumeric character field.*

   Stock Number Browse help

   B. *The QTY to Verify field automatically populates, and is not editable.*

   C. Update the ICN, using ℹ or … to enter the revised number. *This is a 20 alphanumeric character field.*

   Inventory Control Number Browse help

   D. *The Suffix CD field automatically populates, and is not editable.*

   E. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

   F. *Any User-Defined Fields appear here.*

   G. Update the Cond Cd, using ▾ to select the desired code.

   H. Use ℹ or … to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

   Container Identification Browse help

   I. Update the Verified QTY field by using ▲▼ to choose the correct quantity. ***Only displays when the item is Bulk managed.***

   J. Update the Verified By, entering the revised USER ID in the field provided. *This is an 8 alphanumeric character field.*

   K. Update the Verified DT field by using 📅 🕒 to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

   L. Select Add to Verified Grid to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

M. Click ☐ to select the Show Items In QC. *This specifies that an inspection is required.*

N. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*

O. Select Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

OR

Select Next ▸ to continue adding information. *The **Add Documents Page 5** pop-up window displays.*

a. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*

b. Update the Accepted DT field by using 📅 🕒 to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

c. Select Accept All. *The status in the grid changes from Verified to Accepted.*

d. Select Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

- **TE - Transfer From External**

A. *The Document Sub Type field is shaded and cannot be edited.*

B. Select Next ▸. *The **Add Documents Page 2** pop-up window displays.*

Selecting ◂ Back *at any point after this step returns to the previous page, and does not delete any field entries.*

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

Stock Number Browse help

b. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*

c. *The DOCUMENT NBR field automatically generates, once the document is finished.*

d. Use to select the desired Suffix Cd.

e. Use to choose the correct Ordered QTY.

f. *The UI field automatically populates, once the STOCK NBR is entered.*

g. Use to choose the Document Unit Price.

h. Use to select the desired Owning DoDAAC.

i. *If available,* Use to select the desired GFM Contract Nbr.

j. Use to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

k. Use to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

l. Enter the Requisition PRJ CD in the field provided. *This is a 3 alpha-numeric character field.*

m. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alpha-numeric character field.*

n. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*

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

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

p. Select Next ▸ to continue adding information. *The **Add Documents Page 3** pop-up window displays.*

1. Update the Received By, entering the correct identification in the field provided. *This is an 25 alphanumeric character field.*

2. Update the Received DT field by using to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

3. Update the Received QTY field by using to choose the correct quant-ity.

4. *The Suffix CD field automatically populates, and is not editable.*

5. Use or to assist with the Location ID entry. *This is a 15 alpha-numeric character field.*

Location Browse help

6. *The Previously Received QTY field automatically populates, and is not editable.*
7. *The Due In QTY field automatically populates, and is not editable.*

Select

to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

8.

OR

Select

to continue adding information. *The **Add Documents Page 4** pop-up window displays.*

A. Update the STOCK NBR, using or to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

B. *The QTY to Verify field automatically populates, and is not editable.*

C. Update the ICN, using or to enter the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

D. *The Suffix CD field automatically populates, and is not editable.*

E. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

F. *Any User-Defined Fields appear here.*

G. Update the Cond Cd, using to select the desired code.

H. Use or to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

I. Update the Verified QTY field by using to choose the correct quantity. ***Only displays when the item is Bulk managed.***

J. Update the Verified By, entering the revised USER ID in the field provided. *This is an 8 alphanumeric character field.*

K. Update the Verified DT field by using to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

L. Select

to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

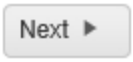
M. Click ☐ to select the Show Items In QC. *This specifies that an inspection is required.*

N. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*

O. Select

to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

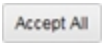
OR

Select 

to continue adding information. *The **Add Documents Page 5** pop-up window displays.*

a. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*

b. Update the Accepted DT field by using to correct the date or by entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

c. Select 

. *The status in the grid changes from Verified to Accepted.*

d. Select

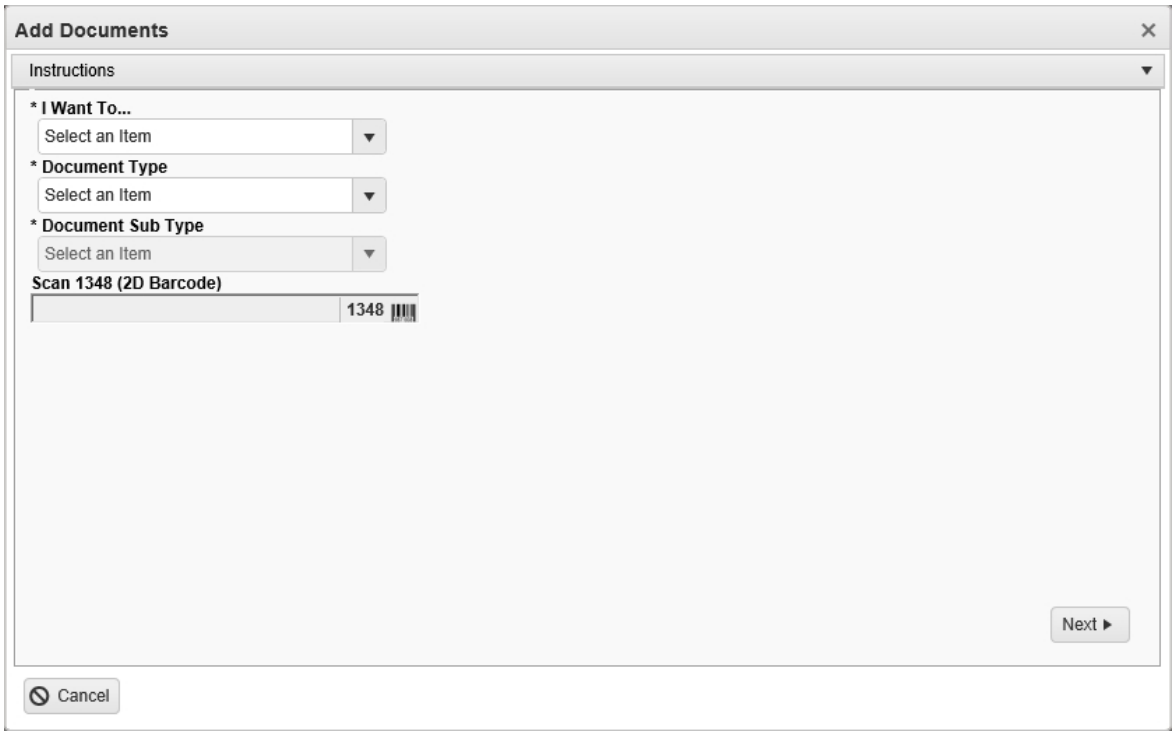
to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

Manage Discrepancies

Selecting

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

1. Select + Add. *The **Add Documents Page 1** pop-up window displays.*



2. Using ▼ in the I Want To... field, select Manage Discrepancies.
3. Using ▼ in the Document Type field, select the kind of discrepancy document required. The choices include:

- **MR - MILSTRIP Requisition**

A. Using ▼ in the Document Sub Type field, select the kind of discrepancy document required.

B. Select Next ▶. *The **Add Documents Page 2** pop-up window displays.*

Selecting ◀ Back *at any point after this step returns to the previous page, and does not delete any field entries.*

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

Stock Number Browse help

b. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*

c. *The DOCUMENT NBR field automatically generates, once the document is finished.*

d. Use to select the desired Suffix Cd.

e. Use to choose the correct Ordered QTY.

f. *The UI field automatically populates, once the STOCK NBR is entered.*

g. Use to choose the Document Unit Price.

h. Use to select the desired Owning DoDAAC.

i. *If available,* Use to select the desired GFM Contract Nbr.

j. Use to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

k. Use to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

l. Enter the Requisition PRJ CD in the field provided. *This is a 3 alpha-numeric character field.*

m. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alpha-numeric character field.*

n. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*

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

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

p. Select Next ▸ to continue adding information. *The **Add Documents Page 3** pop-up window displays.*

1. Enter the Source of Supply RIC in the field provided. *This is a 3 alpha-numeric character field.*
2. Use to select the desired Media Status Cd.
3. Use to select the desired Demand Cd.
4. Enter the SUPP Address in the field provided. *This is a 35 alphanumeric character field.*
5. Use to select the desired Signal Cd.

6. Use to select the desired Priority Cd.
7. Enter the DIST CD in the field provided. *This is a 3 alphanumeric character field.*
8. Use to select the desired Acq Adv Cd.
9. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*
10. Select Next ▸ to continue adding information. *The **Add Documents Page 4** pop-up window displays.*

A. Update the STOCK NBR, using or to enter the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

B. Use to select the desired Discrepant Reason.

C. Use or to assist with the ICN entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

D. Enter the Suffix CD in the field provided.

E. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

F. *Any User-Defined Fields appear here.*

G. Update the Cond Cd, using to select the desired code.

H. Update the Received QTY field by using to choose the correct quantity.

I. Select ✓ Add To Grid. *The received and verified asset appears in the Verified Items grid.*

J. Select ✓Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

- **Purchase Order**

A. Using in the Document Sub Type field, select the kind of discrepancy document required.

B. Select Next ▸. *The **Add Documents Page 2** pop-up window displays.*

Selecting ◂ Back *at any point after this step returns to the previous page, and does not delete any field entries.*

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

Stock Number Browse help

b. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*

c. Enter the CONT/PO NBR in the field provided. *This is a 13 alphanumeric character field.*

d. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*

e. *The DOCUMENT NBR field automatically generates, once the document is finished.*

f. Use ▾ to select the desired Suffix Cd.

g. Use ▲▼ to choose the correct Ordered QTY.

h. *The UI field automatically populates, once the STOCK NBR is entered.*

i. Use ▲▼ to choose the Document Unit Price.

j. Use ▾ to select the desired Owning DoDAAC.

k. *If available,* Use ▾ to select the desired GFM Contract Nbr.

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

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

n. Enter the Requisition PRJ CD in the field provided. *This is a 3 alpha-numeric character field.*

o. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alpha-numeric character field.*

p. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*

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

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

r. Select Next ▸ to continue adding information. *The **Add Documents Page 3** pop-up window displays.*

1. Update the STOCK NBR, using ℹ or ... to enter the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

2. Use ▾ to select the desired Discrepant Reason.

3. Use ℹ or ... to assist with the ICN entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

4. Update the Suffix CD field by entering the correct code in the field provided.
5. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***
6. *Any User-Defined Fields appear here.*
7. Update the Cond Cd, using ▾ to select the desired code.
8. Update the Received QTY field by using ▲▼ to choose the correct quantity.
9. Select ✓ Add To Grid. *The received and verified asset appears in the Verified Items grid.*
10. Select ✓Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

- **Transfer From External**

A. *The Document Sub Type field is shaded and cannot be edited.*

B. Select Next ▸. *The **Add Documents Page 2** pop-up window displays.*

Selecting ◂ Back at any point after this step returns to the previous page, and does not delete any field entries.

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

Stock Number Browse help

b. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*

c. *The DOCUMENT NBR field automatically generates, once the document is finished.*

d. Use to select the desired Suffix Cd.

e. Use to choose the correct Ordered QTY.

f. *The UI field automatically populates, once the STOCK NBR is entered.*

g. If the Document Unit Price field does not automatically populate, use to choose the correct price.

h. Use to select the desired Owning DoDAAC.

i. *If available,* Use to select the desired GFM Contract Nbr.

j. Use to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

k. Use to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

l. Enter the Requisition PRJ CD in the field provided. *This is a 3 alpha-numeric character field.*

m. Enter the DOCUMENT REF NBR in the field provided. *This is a 15 alpha-numeric character field.*

n. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*

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

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

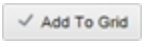
p. Select

to continue adding information. *The **Add Documents Page 3** pop-up window displays.*

1. Update the STOCK NBR, using or to enter the revised number. *This is a 15 alphanumeric character field.*

   Stock Number Browse help

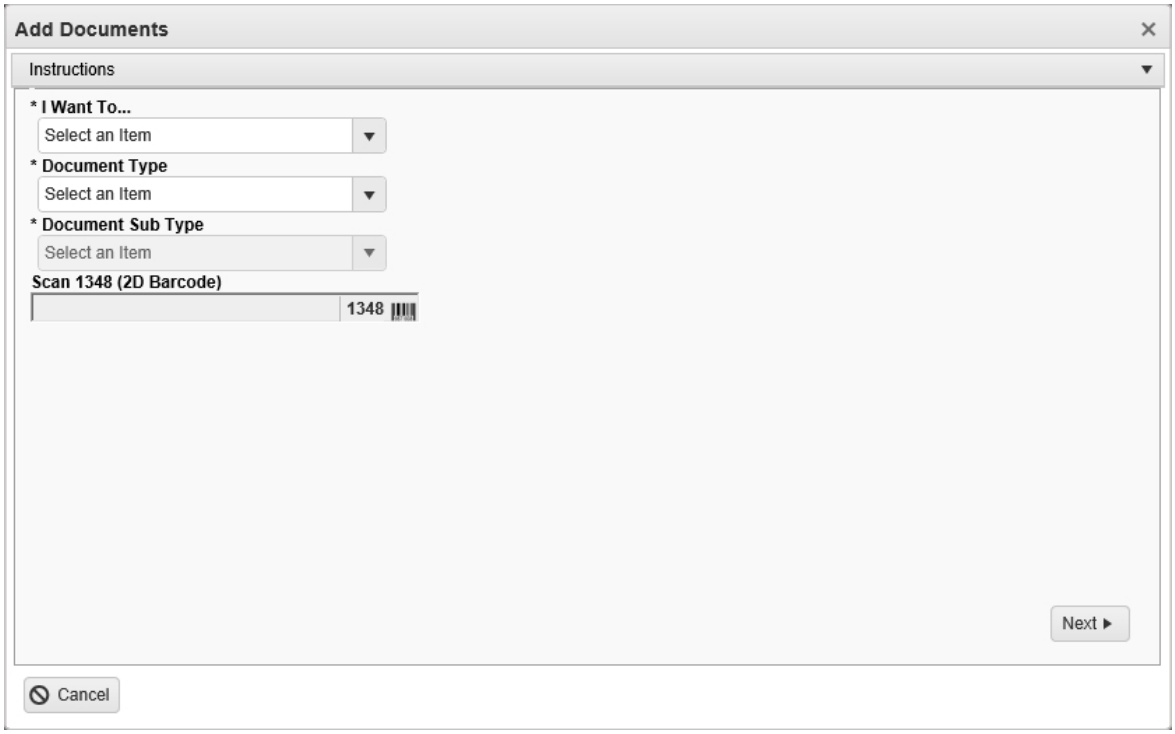
2. Use to select the desired Discrepant Reason.
3. Use or to assist with the ICN entry. *This is a 20 alphanumeric character field.*

   Inventory Control Number Browse help
4. Update the Suffix CD field by entering the correct code in the field provided.
5. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***
6. *Any User-Defined Fields appear here.*
7. Update the Cond Cd, using to select the desired code.
8. Update the Received QTY, using to choose the revised amount.
9. Select  . *The received and verified asset appears in the Verified Items grid.*
10. Select to process the document. *The* ***Add Documents*** *pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

Create Miscellaneous Items

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

A. Select + Add. *The **Add Documents Page 1** pop-up window displays.*



B. Using ▾ in the I Want To... field, select Miscellaneous Add.

C. Using ▾ in the Document Type field, select the MA - Miscellaneous Add document.

D. Using ▾ in the Document Sub Type field, select the kind of miscellaneous document required.

E. Select Next ▸. *The **Add Documents Page 2** pop-up window displays.*

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

Stock Number Browse help

b. *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*

c. *The DOCUMENT NBR field automatically generates, once the document is finished.*

d. Use ▾ to select the desired Suffix Cd.

e. Use ▲▼ to choose the correct Ordered QTY.

f. *The UI field automatically populates, once the STOCK NBR is entered.*

g. Use to choose the correct Document Unit Price.

h. Use to select the desired Owning DoDAAC.

i. *If available,* Use to select the desired GFM Contract Nbr.

j. Use to select the EST DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

k. Use to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.

l. Enter the Requisition PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

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

n. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*

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

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

p. Select Next ▸ to continue adding information. *The **Add Documents Page 3** pop-up window displays.*

1. Update the Received By field by entering the correct identification in the field provided. *This is an 25 alphanumeric character field.*

2. Update the Received DT, using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

3. Update the Received QTY, using to choose the revised amount.

4. *The Suffix CD field automatically populates, and is not editable.*

5. Use or to assist with the Location ID entry. *This is a 15 alphanumeric character field.*

Location Browse help

6. *The Previously Received QTY field automatically populates, and is not editable.*

7. *The Due In QTY field automatically populates, and is not editable.*

Select Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

8. **OR**

   Select Next ▸ to continue adding information. *The **Add Documents Page 4** pop-up window displays.*

A. Update the STOCK NBR, using i or ... to enter the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

B. *The QTY to Verify field automatically populates, and is not editable.*

C. Use i or ... to assist with the ICN entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

D. *The Suffix CD field automatically populates, and is not editable.*

E. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

F. *Any User-Defined Fields appear here.*

G. Update the Cond Cd, using ▾ to select the desired code.

H. Use i or ... to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

I. Update the Verified By, entering the revised USER ID in the field provided. *This is an 8 alphanumeric character field.*

J. Update the Verified DT, using 📅 🕒 or entering the date and time (MM/DD/YYYYHH:MM) in the field provided.

K. Select Add to Verified Grid. *The received and verified asset appears in the Verified Items grid.*

L. Click ☐ to select the Show Items In QC. *This specifies that an inspection is required.*

M. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*

Select Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

N.

OR

Select Next ▸ to continue adding information. *The **Add Documents Page 5** pop-up window displays.*

A. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*

B. Update the Accepted DT, using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

C. Select Accept All. *The status in the grid changes from Verified to Accepted.*

D. Select Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
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.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, ;, comma, period,	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through

and space.	"Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
2113 — Document cannot be closed until the Expected QTY = Accepted QTY + ship short discrepancies or until all non - ship short discrepancies are resolved.	Invalid Entry. The document is not able to be Canceled or Closed. Check for any items that have been received but not yet verified and accepted.
13 - Mandatory entry: *I Want To…*.	
13 - Mandatory entry: *Document Type*.	
13 - Mandatory entry: *Document Sub Type*.	
13 - Mandatory entry: *Stock Number*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory entry: *Order QTY*.	
13 - Mandatory entry: *Owning DODAAC*.	
13 - Mandatory entry: *Document Unit Price*.	
14 — DOC NBR already exists.	Invalid Entry. First Search for the Document Number. If it is not found, enter the number again.
2034 — The Stock Number on the Document Transaction records must be the same or a valid substitute of the Stock Number on the Document.	Invalid Entry. The Stock Number must either match the current Document, or be a valid Substitute. Re-enter the Stock Number.
1108 — STOCK NBR must	Invalid Entry. The Stock Number entered is

be a Stock Item for this Warehouse.	not a Stock Item in the receiving warehouse. Check to make sure the Stock Item is in the warehouse, and re-enter the number.
48 — QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
2049 — Estimated Delivery Date cannot be more than 10 days before the current date.	Invalid Date Entry. The Required Delivery Date must be less than ten (10) days prior to the current date. Re-enter the date.
2050 — Required Delivery Date cannot be more than 10 days before the current date.	Invalid Date Entry. The Required Delivery Date must be less than ten (10) days prior to the system (current) date. Re-enter the date.
492 — Invalid CLIN. First 2 - POS must be alphanumeric not to exceed 4 alphanumeric positions.	Invalid Entry. The first two positions of the CLIN must be alphanumeric. Re-enter the CLIN.
2041 - Invalid UII STATUS CD, UII exists.	Invalid Entry. The UII STATUS CD is not "R" and the UII is not blank. Re-scan the UII.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1168 - Last Test Date cannot be > the Current Date.	Invalid Date Entry. The Last Test Date must be before the system date (Current Date). Re-enter the date.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.
513 - LAST MAINT DT must be = or < System Date.	Invalid Date Entry. The LAST MAINT DT must be either the system date or earlier. Re-enter the date.
2114 — Expected QTY for each item must be >= the Received QTY for that item.	Invalid Entry. The Received Quantity must be the same or smaller than the Expected Quantity. Enter a valid number.
2099 — Received QTY must be >= Verified QTY	Invalid Entry. The Verified Quantity must be the same or smaller than the Received

for Each Suffix in the Document. **2032 — Received QTY must be >= Verified QTY.**	Quantity. Enter a valid number.
2033 — Verified QTY must be >= Accepted QTY.	Invalid Entry. The Accepted Quantity must be the same or smaller than the Verified Quantity. Enter a valid number.
1113 — Accepted By must be blank when Receiving.	Invalid Entry. When a document is being received, it is not yet accepted. Therefore there cannot be an entry in the Accepted By field. Delete that entry.
195 — SERIAL NBR contains invalid special characters.	Invalid Characters Entered in the Serial Number field. The field must have alphanumeric characters only. Re-enter the Serial Number.
117 — STOCK NBR SERIAL NBR combination already exists.	Invalid Entry. The item entered already exists in the inventory. Re-enter the Stock Number or Serial Number.
553 - CONTRACT NBR consists of 13 POS: POS 1-6 =DODAAC, POS 7-8 and 10-13 numeric, POS 9 alpha and DODAAC alphanumeric, except for "I" or "O".	Invalid Characters entered in the Contract Number field. The field must have 13 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10-13 must be numbers.
1055 - Value must be an Integer.	Invalid Entry. The field must be numeric. Re-enter the field.
1152 - To generate a Document Number, you must first add a Document Number Range.	Invalid Entry. There is no Document Number Range. Refer to the Warehouse Administrator, and add an applicable document range.
2096 — The Owning DODAAC does not exist in the DODAAF.	Invalid Entry. The Address Code of the owner of the warehouse is not in the Address File. Re-enter the DODAAC.
xxxx — Cannot insert multiple items with the same serial number.	Invalid Entry. The item entered is the same as one already on the grid. Re-enter the Serial Number.

2040 — Verify at least one item to proceed.	Invalid Entry. There are no items in the Verified Items grid. Verify at least one item to proceed.
xxxx — Source of Supply must contain a valid RIC.	Invalid Entry. There has to be a correct RIC for the listed Source of Supply. Re-enter the Source of Supply.
xxxx — At least one of the following fields is required to add an ordered item: UII, SERIAL NBR, LOT NBR.	Invalid Entry. There are missing fields in the Ordered Items grid. Enter at least one of the listed items to proceed.
xxxx — This item is not a stock item for this Owning DODAAC. Items cannot be verified or accepted until they are added as stock items.	Invalid Entry. This STOCK NBR is not a valid Stock Item within this DODAAC. Re-enter the STOCK NBR.

Related Topics

- Receiving Document Overview
- Update a Receiving Document
- Add Attachments to a Receiving Document

Add Attachments to a Receiving Record

Overview

The Receiving Add Attachments process provides the ability to attach documents to the receiving record.

Navigation

MATERIEL MGMT > Receiving >

> Update Documents > Manage Attachments >

>

> Attach Documents — Document pop-up window

Page Fields

The following fields display on the **Attach Documents — Document** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	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 Documents — Document

Attachment

Desc

Primary

Name

Desc

Procedures

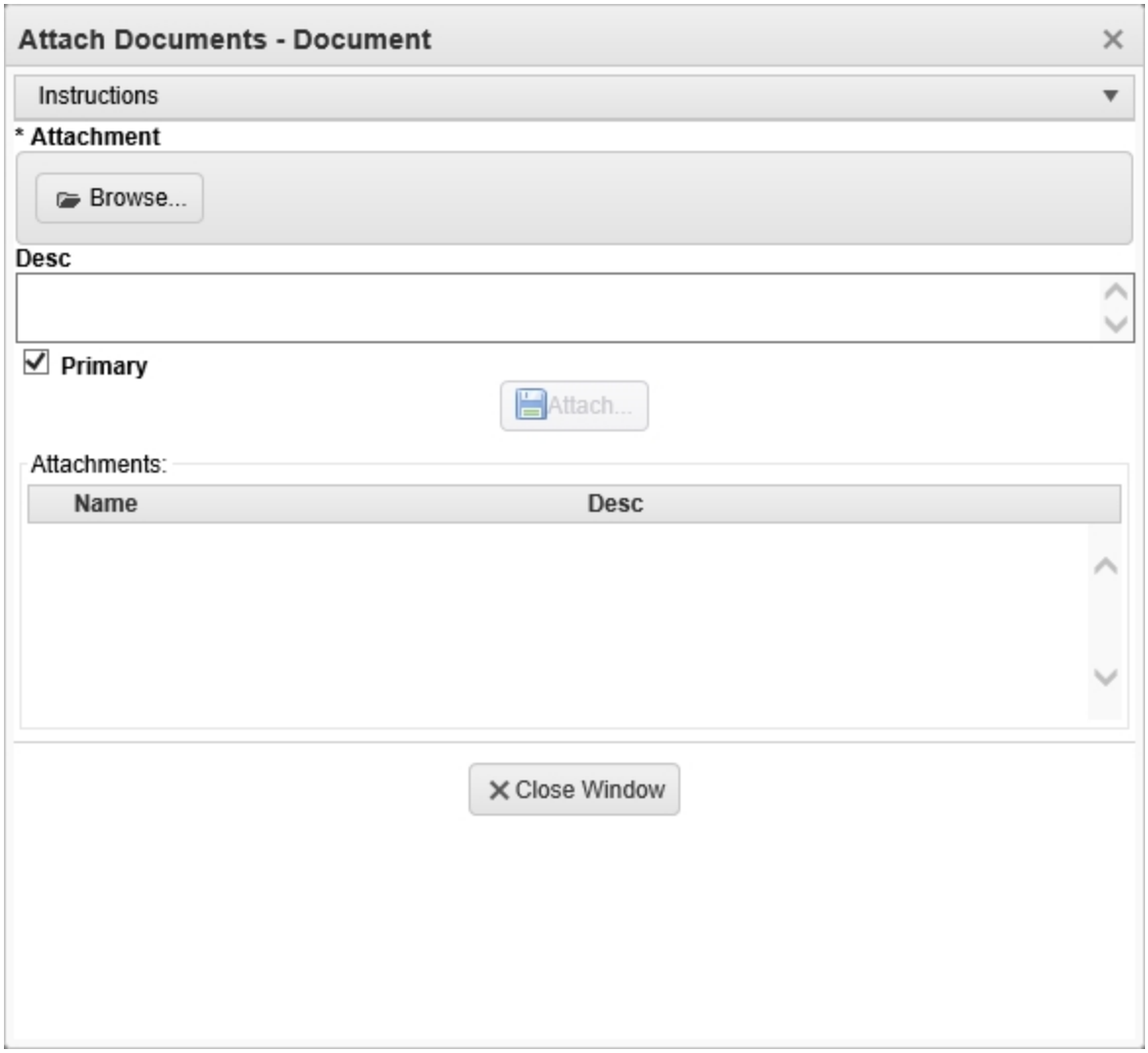
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Receiving Record

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

1. Select Attach... to add any additional files to the record. *The* ***Attach Documents — Document*** *pop-up window appears.*



2. Select Browse... . *The Windows* ***Choose File to Upload*** *pop-up window appears.*
3. Choose the file to attach, and select it.
4. Select Open . *The* ***Choose File to Upload*** *pop-up window closes, and the file name appears in the top of the window.*

5. Enter a description of the file in the DESC field provided. *This is a 1024 alpha-numeric character field.*
6. Select Attach... . *The file name appears in the bottom of the window.*
7. Repeat Steps 2 - 6 to attach multiple documents.
8. 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:

   - Select No to cancel the deletion.
   - Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

   C. Select OK to complete the process. *The document is removed.*

9. Select ✕ Close Window . *The **Attach Documents — Document** pop-up window closes, and the file appears in the Attachments field of the **Update Documents** pop-up window.*

Common Errors

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

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

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

Related Topics

- Receiving Document Overview
- Add a Receiving Document
- Update a Receiving Document

Update a Receiving Document

Overview

The Receiving Update process allows editing of documents and items into a Warehouse. The Warehouse Clerk can use the automated "wizard" to revise the information about the materiel.

Attention

In the Verification screen are many fields that are user-defined. They occur between the SERIAL NBR and the COND CD fields.

They are not explained here, but are mentioned as "User-Defined Fields".

There are six ways to edit each of the four types of documents:

- **Edit Document Information**
  — Make revisions to the receiving document's details.
- **Receive / Accept**
  — A warehouse receives the requested inventory correctly.
- **Manage Discrepancies**
  — A warehouse receives the requested inventory incorrectly (incorrect quantity, incorrect condition code, etc.).
- **Cancel Document**
  — The document was entered, but is no longer needed.
- **Close Document**
  — One amount of inventory was requested, but a different (lesser) amount was received. The document is complete, with no additional inventory received against it.
- **Manage Attachments**
  — A warehouse needs to attach a file to the document, for further explanation.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Receiving > > Update Documents pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

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

Page 1

I Want To... *

Document Type *

Document Sub Type *

Scan 1348 (2D Barcode)

Page 2

Stock Nbr *

Item Desc

Cont/PO Nbr (Purchase Order)

CLIN (Purchase Order)

Document Nbr

Suffix Cd (Receive, Manage, & Misc)

Ordered Qty *

UI

Document Unit Price *

Owning DoDAAC *

GFM Contract Nbr

Est Dlvry Dt

Rqd Dlvry Dt

Requisition Prj Cd

Document Ref Nbr
Scan 1348 Box 26
Add / Edit Remarks

Remarks
History Remarks

Page 3

(MILSTRIP)

Source of Supply RIC (conditional)
Media Status Cd
Demand Cd
Supp Address
Signal Cd
Priority Cd
Dist Cd
Acq Adv Cd
Fund Cd

(PO & TE & Misc Receive / Accept)

Received By *
Received Dt *
Received Qty *
Suffix Cd
Location Id *
Previously Received Qty
Due In Qty

(PO & TE & Misc Manage Discrepancies)

Stock Nbr *
Discrepant Reason *
ICN
Suffix Cd
Cond Cd *
Received Qty *

Page 4

(MILSTRIP Receive / Accept)

Received By *
Received Dt *
Received Qty *
Suffix Cd
Location Id *
Previously Received Qty
Due In Qty

(MILSTRIP Manage Discrepancies)

Stock Nbr *
Discrepant Reason *
ICN
Suffix Cd
User-Defined Fields
Cond Cd *
Received Qty *

(PO & TE & Misc Receive / Accept)

Stock Nbr *
Qty to Verify
ICN
Suffix Cd
Serial Nbr (Serial)
User-Defined Fields
Cond Cd *
Container ID
Verified Qty * (Bulk)
Verified By *
Verified Dt *

Page 5

(MILSTRIP Receive / Accept)

Stock Nbr *
Qty to Verify
ICN
Suffix Cd
Serial Nbr (Serial)
User-Defined Fields
Cond Cd *
Container ID
Verified Qty * (Bulk)
Verified By *
Verified Dt *

(PO & TE & Misc)

Accepted By *
Accepted Dt *

Page 6

(MILSTRIP)

Accepted By *
Accepted Dt *

(*) Asterisk identifies mandatory fields.

Procedures

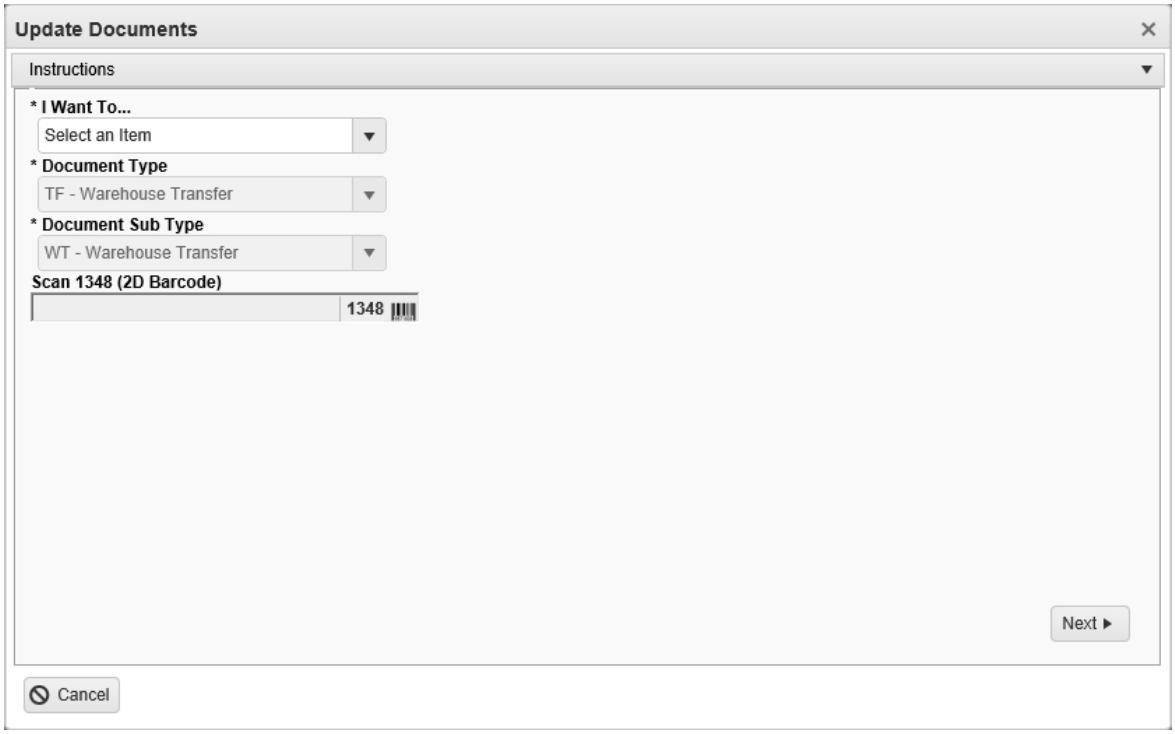
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update Document Information

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

1. Select Edit next to the desired Document record. *The* ***Update Documents Page 1*** *pop-up window displays.*



2. Using ▾ in the I Want To... field, select Edit Document Information.

   The Document Type field is shaded and cannot be changed from the document type of the chosen record.

3. There are 4 types of documents to edit:

   - **MR - MILSTRIP Requisition**

     A. Update the Document Sub Type, using ▾ to select the desired code.

     B. Select Next ▸. *The **Update Documents Page 2** pop-up window displays.*

     a. Update the STOCK NBR, using ℹ or ... to assist with the revised number. *This is a 15 alphanumeric character field.*

     Stock Number Browse help

     b. *Verify the ITEM DESC.*

     c. Update the DOCUMENT NBR, entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

     d. Update the Ordered QTY, using ▲▼ to choose the revised amount.

     e. *Verify the UI.*

     f. Update the Document Unit Price, using ▲▼ to choose the revised price.

g. Update the Owning DoDAAC, using to select the desired code.

h. *Verify the GFM CONTRACT NBR.*

i. Update the EST DLVRY DT, using or entering the date (MM/DD/YYYY) in the field provided.

j. Update the RQD DLVRY DT, using or entering the date (MM/DD/YYYY)in the field provided.

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

l. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

m. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*

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

1. Update the Remarks, entering the revised comments 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 Finish to update the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

o.

OR

Select Next ▸ to continue adding information. *The **Update Documents Page 3** pop-up window displays.*

1. Update the Source of Supply RIC, entering the revised code in the field provided. *This is a 3 alphanumeric character field.* ***Only displays when the item has a Doc Sub Type of either 'DRQ', 'NRQ', 'RUR', or 'RSR'.***
2. Update the Media Status Cd, using to select the correct code.
3. Update the Demand Cd, using to select the correct code.
4. Update the SUPP Address, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*
5. Update the Signal Cd, using to select the correct code.

6. Update the Priority Cd, using to select the correct code.
7. Update the Dist Cd, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
8. Update the Acq Adv Cd, using to select the correct code.
9. Update the Fund Cd, entering the revised code in the field provided. *This is a 2 alphanumeric character field.*
10. Select Finish to update the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

- **PO - Purchase Order**

A. Update the Document Sub Type, using to select the desired code.

B. Select Next ▸. *The **Update Documents Page 2** pop-up window displays.*

a. Use or to assist with the Stock Nbr entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. *Verify the Item Desc.*

c. Update the Cont/PO Nbr, entering the revised identifier in the field provided. *This is a 13 alphanumeric character field.*

d. Update the CLIN, entering the revised identifier in the field provided. *This is a 4 alphanumeric character field.*

e. Update the Document Nbr, entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

f. Update the Ordered Qty, using to choose the revised amount.

g. *Verify the UI.*

h. Update the Document Unit Price, using to choose the revised price.

i. Update the Owning DoDAAC, using to select the desired code.

j. *Verify the GFM Contract Nbr.*

k. Update the Est Dlvry Dt, using or entering the date (MM/DD/YYYY) in the field provided.

l. Update the Rqd Dlvry Dt, using or entering the date (MM/DD/YYYY) in the field provided.

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

n. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

o. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*

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

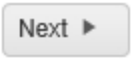
1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select

to update the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

q.

OR

Select 

to continue adding information. *The **Update Documents Page 3** pop-up window displays.*

1. Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*

2. Update the Received DT by using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

3. Update the Received QTY, using to choose the revised amount.

4. *Verify the Suffix CD.*

5. Update the LOCATION ID, using or to assist with the revised identifier. *This is a 15 alphanumeric character field.*

Location Browse help

6. *Verify the Previously Received QTY.*

7. *Verify the Due In QTY.*

Select

to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

8.

OR

Select Next ▸ to continue adding information. *The **Update Documents Page 4** pop-up window displays.*

A. Update the STOCK NBR, using ℹ or … to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

B. *Verify the QTY to Verify.*

C. Update the ICN, using ℹ or … to assist with the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

D. *Verify the Suffix CD.*

E. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

F. *Any User-Defined Fields appear here.*

G. Update the Cond Cd, using ▾ to select the desired code.

H. Update the CONTAINER ID, using ℹ or … to assist with the revised entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

I. Update the Verified QTY field by using ▲▼ to choose the revised quantity. ***Only displays when the item is Bulk managed.***

J. Update the Verified By, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*

K. Update the Verified DT by using 📅 🕒 or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

L. Select Add to Verified Grid to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

M. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*

N. Select ✓Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

OR

Select Next ▸ to continue adding information. *The **Add Documents Page 6** pop-up window displays.*

a. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*

b. Update the Accepted DT by using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

c. Select Accept All. *The status in the grid changes from Verified to Accepted.*

d. Select ✓Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

- **TE - Transfer From External**

A. *The Document Sub Type field is shaded and cannot be edited.*

B. Select Next ▸. *The **Update Documents Page 2** pop-up window displays.*

a. Update the STOCK NBR, using or to assist with the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

b. *Verify the ITEM DESC.*

c. Update the DOCUMENT NBR, entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

d. Update the Ordered QTY, using to choose the revised amount.

e. *Verify the UI.*

f. Update the Document Unit Price, using to choose the revised price.

g. Update the Owning DoDAAC, using to select the desired code.

h. *Verify the GFM CONTRACT NBR.*

i. Update the EST DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

j. Update the RQD DLVRY DT by using or entering the date (MM/DD/YYYY)in the field provided.

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

l. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

m. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*

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

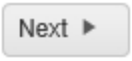
1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select

to update the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

o.

OR

Select 

to continue adding information. *The **Update Documents Page 3** pop-up window displays.*

1. Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*

2. Update the Received DT by using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

3. Update the Received QTY, using to choose the revised amount.

4. *Verify the Suffix CD.*

5. Update the LOCATION ID, using or to assist with the revised place. *This is a 15 alphanumeric character field.*

Location Browse help

6. *Verify the Previously Received QTY.*

7. *Verify the Due In QTY.*

Select

to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

8.

OR

Select Next ▸ to continue adding information. *The **Update Documents Page 4** pop-up window displays.*

A. Update the STOCK NBR, using or to enter the revised number. *This is a 15 alphanumeric character field.*

B. *Verify the QTY to Verify.*

C. Update the ICN, using or to enter the revised number. *This is a 20 alphanumeric character field.*

D. *Verify the Suffix CD.*

E. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

F. *Any User-Defined Fields appear here.*

G. Update the Cond Cd, using to select the desired code.

H. Update the CONTAINER ID, using or to enter the revised identifier. *This is a 20 alphanumeric character field.*

I. Update the Verified QTY field by using to choose the revised quantity. ***Only displays when the item is Bulk managed.***

J. Update the Verified By, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*

K. Update the Verified DT by using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

L. Select Add to Verified Grid to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

M. Click to select the Print Labels When Finished. *This specifies that labels are required.*

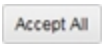
N. Select ✓Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

OR

Select Next ▸ to continue adding information. *The **Add Documents Page 6** pop-up window displays.*

a. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*

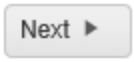
b. Update the Accepted DT by using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

c. Select  . *The status in the grid changes from Verified to Accepted.*

d. Select to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

- **MA - Miscellaneous Add**

A. Update the Document Sub Type, using to select the desired code.

B. Select  . *The **Update Documents Page 2** pop-up window displays.*

a. Update the STOCK NBR, using or to enter the revised number. *This is a 15 alphanumeric character field.*

b. *Verify the ITEM DESC.*

c. Update the DOCUMENT NBR, entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

d. Update the Ordered QTY, using to choose the revised amount.

e. *Verify the UI.*

f. Update the Document Unit Price, using to choose the revised price.

g. Update the Owning DoDAAC, using to select the desired code.

h. *Verify the GFM CONTRACT NBR.*

i. Update the EST DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

j. Update the RQD DLVRY DT by using or entering the date (MM/DD/YYYY)in the field provided.

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

l. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

m. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*

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

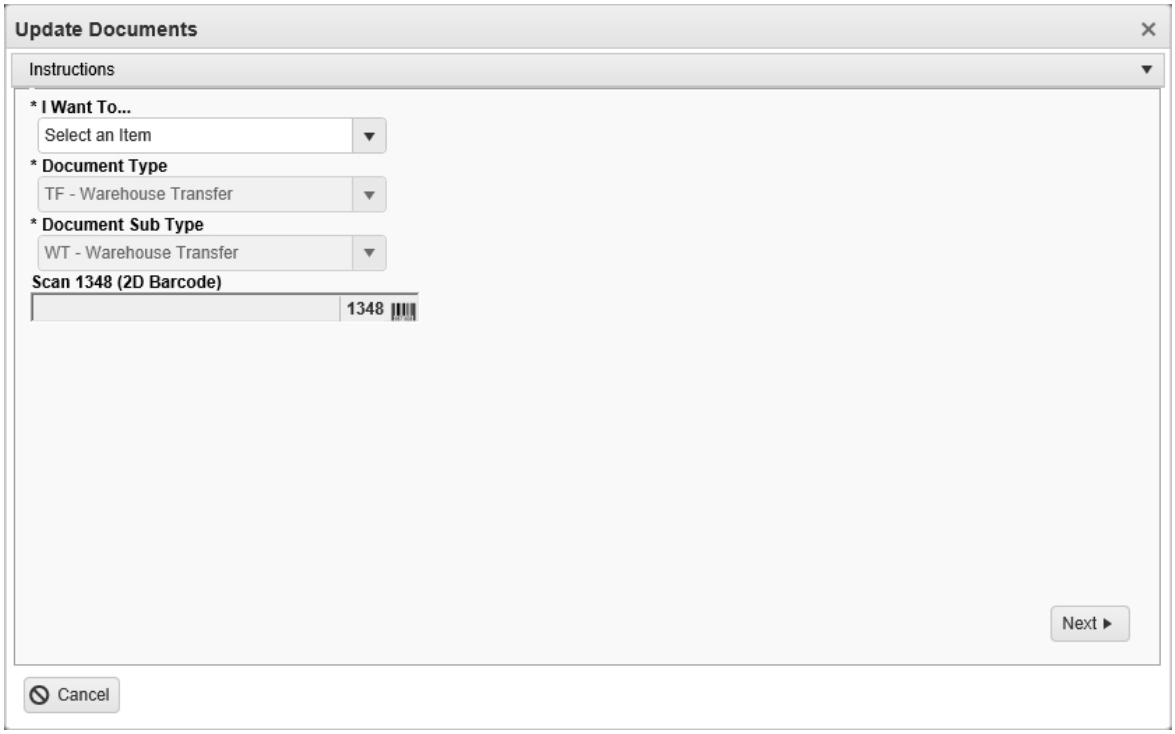
   1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
   2. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

o. Select Finish to update the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

Update a Receive / Accept Document

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

1. Select Edit next to the desired Document record. *The **Update Documents Page 1** pop-up window displays.*



2. Using ▾ in the I Want To... field, select Receive / Accept.

The Document Type field is shaded, and cannot be changed from the document type of the chosen record.

3. There are 4 types of documents to edit:

- **MR - MILSTRIP Requisition**

A. Update the Document Sub Type, using ▾ to select the desired code.

B. Select Next ▸. *The **Update Documents Page 2** pop-up window displays.*

Selecting ◂ Back at any point after this step returns to the previous page, and does not delete any field entries.

a. Update the STOCK NBR, using ℹ or … to enter the revised number. *This is a 15 alphanumeric character field.*

b. *Verify the ITEM DESC.*

c. Update the DOCUMENT NBR, entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

d. Update the Suffix Cd, using ▾ to select the desired code.

e. Update the Ordered QTY, using ▲▼ to choose the revised amount.

f. *Verify the UI.*

g. Update the Document Unit Price, using ▲▼ to choose the revised price.

h. Update the Owning DoDAAC, using ▾ to select the desired code.

i. *Verify the GFM CONTRACT NBR.*

j. Update the EST DLVRY DT by using 📅 or entering the date (MM/DD/YYYY) in the field provided.

k. Update the RQD DLVRY DT by using 📅 or entering the date (MM/DD/YYYY)in the field provided.

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

m. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

n. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*

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

1. Update the Remarks, entering the revised comments 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.*

p. Select Next ▸ to continue adding information. *The **Update Documents Page 3** pop-up window displays.*

1. Update the Source of Supply RIC, entering the revised code in the field provided. *This is a 3 alphanumeric character field.* ***Only displays when the item has a Doc Sub Type of either 'DRQ', 'NRQ', 'RUR', or 'RSR'.***

2. Update the Media Status Cd, using ▾ to select the correct code.
3. Update the Demand Cd, using ▾ to select the correct code.
4. Update the SUPP Address, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*
5. Update the Signal Cd, using ▾ to select the correct code.
6. Update the Priority Cd, using ▾ to select the correct code.
7. Update the Dist CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
8. Update the Acq Adv Cd, using ▾ to select the correct code.
9. Update the FUND CD, entering the revised code in the field provided. *This is a 2 alphanumeric character field.*
10. Select Next ▸ to continue adding information. *The **Update Documents Page 4** pop-up window displays.*

A. Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*

B. Update the Received DT by using 📅 🕒 or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

C. Update the Received QTY, using ▲▼ to choose the revised amount.

D. *Verify the Suffix CD.*

E. Update the Location ID, using 𝒊 or … to enter the revised identifier. *This is a 15 alphanumeric character field.*

F. *Verify the Previously Received QTY.*

G. *Verify the Due In QTY.*

Select Finish to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

H. **OR**

Select Next ▸ to continue adding information. *The **Update Documents Page 5** pop-up window displays.*

A. Update the STOCK NBR, using ℹ or ... to enter the revised number. *This is a 15 alphanumeric character field.*

B. *Verify the QTY to Verify.*

C. Update the ICN, using ℹ or ... to enter the revised number. *This is a 20 alphanumeric character field.*

D. *Verify the Suffix CD.*

E. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

F. *Any User-Defined Fields appear here.*

G. Update the Cond Cd, using ▾ to select the desired code.

H. Update the CONTAINER ID, using ℹ or ... to enter the revised identifier. *This is a 20 alphanumeric character field.*

I. Update the Verified QTY field by using ▲▼ to choose the revised quantity. ***Only displays when the item is Bulk managed.***

J. Update the Verified By, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*

K. Update the Verified DT by using 📅 🕒 or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

L. Select Add to Verified Grid to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

M. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*

N. Select Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

OR

Select Next ▸ to continue adding information. *The **Add Documents Page 6** pop-up window displays.*

a. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*

b. Update the Accepted DT by using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

c. Select Accept All. *The status in the grid changes from Verified to Accepted.*

d. Select Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

- **PO - Purchase Order**

A. Update the Document Sub Type, using to select the desired code.

B. Select Next ▸. *The **Update Documents Page 2** pop-up window displays.*

Selecting ◂ Back at any point after this step returns to the previous page, and does not delete any field entries.

a. Update the STOCK NBR, using or to enter the revised number. *This is a 15 alphanumeric character field.*

b. *Verify the ITEM DESC.*

c. Update the CONT/PO NBR, entering the revised identifier in the field provided. *This is a 13 alphanumeric character field.*

d. Update the CLIN, entering the revised identifier in the field provided. *This is a 4 alphanumeric character field.*

e. Update the DOCUMENT NBR by entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

f. Update the Suffix Cd, using to select the desired code.

g. Update the Ordered QTY, using to choose the revised amount.

h. *Verify the UI.*

i. Update the Document Unit Price by using to choose the correct price.

j. Update the Owning DoDAAC, using to select the desired code.

k. *Verify the GFM CONTRACT NBR.*

l. Update the EST DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

m. Update the REQD DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

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

o. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

p. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*

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

1. Update the Remarks, entering the revised comments 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.*

r. Select Next ▸ to continue adding information. *The **Update Documents Page 3** pop-up window displays.*

1. Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*

2. Update the Received DT by using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

3. Update the Received QTY, using to choose the revised amount.

4. *Verify the Suffix CD.*

5. Update the Location ID, using or to enter the revised identifier. *This is a 15 alphanumeric character field.*

6. *Verify the Previously Received QTY.*

7. *Verify the Due In QTY.*

   Select Finish to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

8. **OR**

   Select Next ▸ to continue adding information. *The **Update Documents Page 4** pop-up window displays.*

   A. Update the STOCK NBR, using ℹ or ... to enter the revised number. *This is a 15 alphanumeric character field.*

   B. *Verify the QTY to Verify.*

   C. Update the ICN, using ℹ or ... to enter the revised number. *This is a 20 alphanumeric character field.*

   D. *Verify the Suffix CD.*

   E. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

   F. *Any User-Defined Fields appear here.*

   G. Update the Cond Cd, using ▾ to select the desired code.

   H. Update the CONTAINER ID, using ℹ or ... to enter the revised identifier. *This is a 20 alphanumeric character field.*

   I. Update the Verified QTY field by using ▲▼ to choose the revised quantity. ***Only displays when the item is Bulk managed.***

   J. Update the Verified By, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*

   K. Update the Verified DT by using 📅 🕒 or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

   L. Select Add to Verified Grid to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

   M. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*

   N. Select Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top*

of the Documents grid, highlighted in green.

OR

Select Next ▸ to continue adding information. *The **Add Documents Page 5** pop-up window displays.*

a. Update the Accepted By, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*

b. Update the Accepted DT by using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

c. Select Accept All. *The status in the grid changes from Verified to Accepted.*

d. Select Finish to process the document. *The **Add Documents** pop-up window closes, and the new Receiving Document is at the top of the Documents grid, highlighted in green.*

- **TE - Transfer From External**

A. *The Document Sub Type field is shaded and cannot be edited.*

B. Select Next ▸. *The **Update Documents Page 2** pop-up window displays.*

Selecting ◂ Back *at any point after this step returns to the previous page, and does not delete any field entries.*

a. Update the STOCK NBR, using or to enter the revised number. *This is a 15 alphanumeric character field.*

b. *Verify the ITEM DESC.*

c. Update the DOCUMENT NBR by entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

d. Update the Suffix Cd, using to select the desired code.

e. Update the Ordered QTY, using to choose the revised amount.

f. *Verify the UI.*

g. Update the Document Unit Price, using to choose the revised price.

h. Update the Owning DoDAAC, using to select the desired code.

i. *Verify the GFM CONTRACT NBR.*

j. Update the EST DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

k. Update the REQD DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

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

m. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

n. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*

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

   1. Update the Remarks, entering the revised comments 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.*

p. Select

to continue adding information. *The **Update Documents Page 3** pop-up window displays.*

1. Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*

2. Update the Received DT by using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

3. Update the Received QTY, using to choose the revised amount.

4. *Verify the Suffix CD.*

5. Update the Location ID, using or to enter the revised identifier. *This is a 15 alphanumeric character field.*

6. *Verify the Previously Received QTY.*

7. *Verify the Due In QTY.*

   Select

to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

8. **OR**

Select Next ▸ to continue adding information. *The **Update Documents Page 4** pop-up window displays.*

A. Update the STOCK NBR, using ℹ or ... to enter the revised number. *This is a 15 alphanumeric character field.*

B. *Verify the QTY to Verify.*

C. Update the ICN, using ℹ or ... to enter the revised number. *This is a 20 alphanumeric character field.*

D. *Verify the Suffix CD.*

E. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

F. *Any User-Defined Fields appear here.*

G. Update the Cond Cd, using ▾ to select the desired code.

H. Update the CONTAINER ID, using ℹ or ... to enter the revised identifier. *This is a 20 alphanumeric character field.*

I. Update the Verified QTY field by using ▲▼ to choose the revised quantity. ***Only displays when the item is Bulk managed.***

J. Update the Verified By, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*

K. Update the Verified DT by using 📅🕒 or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

L. Select Add to Verified Grid to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

M. Click ☐ to select the Print Labels When Finished. *This specifies that labels are required.*

Select ✓Finish to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

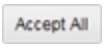
N.

OR

Select Next ▸ to continue adding information. *The **Update Documents Page 5** pop-up window displays.*

A. Update the Accepted By field. If it is not correct, enter the Accepted By USER ID in the field provided.

B. Update the Accepted DT by using to correct the date, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.

C. Select 

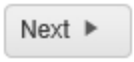
. *The status in the grid changes from Verified to Accepted.*

D. Select

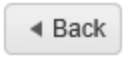
to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

- **MA - Miscellaneous Add**

A. Update the Document Sub Type, using to select the desired code.

B. Select 

. *The **Update Documents Page 2** pop-up window displays.*

Selecting 

at any point after this step returns to the previous page, and does not delete any field entries.

a. Update the STOCK NBR, using or to enter the revised number. *This is a 15 alphanumeric character field.*

b. *Verify the ITEM DESC.*

c. Update the DOCUMENT NBR by entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

d. Update the Suffix Cd, using to select the desired code.

e. Update the Ordered QTY, using to choose the revised amount.

f. *Verify the UI.*

g. Update the Document Unit Price, using to choose the revised price.

h. Update the Owning DoDAAC, using to select the desired code.

i. *Verify the GFM CONTRACT NBR.*

j. Update the EST DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

k. Update the REQD DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

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

m. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

n. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*

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

1. Update the Remarks, entering the revised comments 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.*

p. Select

to continue adding information. *The **Update Documents Page 3** pop-up window displays.*

1. Update the Received By, entering the revised identifier in the field provided. *This is an 25 alphanumeric character field.*

2. Update the Received DT by using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

3. Update the Received QTY, using to choose the revised amount.

4. *Verify the Suffix CD.*

5. Update the Location ID, using or to enter the revised identifier. *This is a 15 alphanumeric character field.*

6. *Verify the Previously Received QTY.*

7. *Verify the Due In QTY.*

Select

to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

8.

OR

Select

to continue adding information. *The **Update Documents Page 4** pop-up window displays.*

A. Update the STOCK NBR, using or to enter the revised number. *This is a 15 alphanumeric character field.*

B. *Verify the QTY to Verify.*

C. Update the ICN, using or to enter the revised number. *This is a 20 alphanumeric character field.*

D. *Verify the Suffix CD.*

E. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.* ***Only displays when the item is Serially managed.***

F. *Any User-Defined Fields appear here.*

G. Update the Cond Cd, using to select the desired code.

H. Update the CONTAINER ID, using or to enter the revised identifier. *This is a 20 alphanumeric character field.*

I. Update the Verified QTY field by using to choose the revised quantity. ***Only displays when the item is Bulk managed.***

J. Update the Verified By, entering the revised identification in the field provided. *This is an 25 alphanumeric character field.*

K. Update the Verified DT by using or entering the date and time (MM/DD/YYYY HH:MM) in the field provided.

L. Select

to apply this item to the document. *The received and verified asset appears in the Verified Items grid.*

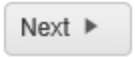
M. Click to select the Print Labels When Finished. *This specifies that labels are required.*

Select

to process the document. *The* ***Update Documents*** *pop-up window closes, and the Document is highlighted in green.*

N.

OR

Select 

to continue adding information. *The* ***Update Documents Page 5*** *pop-up window displays.*

A. Update the Accepted By field. If it is not correct, enter the Accepted By USER ID in the field provided.

B. Update the Accepted DT by using to correct the date, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.

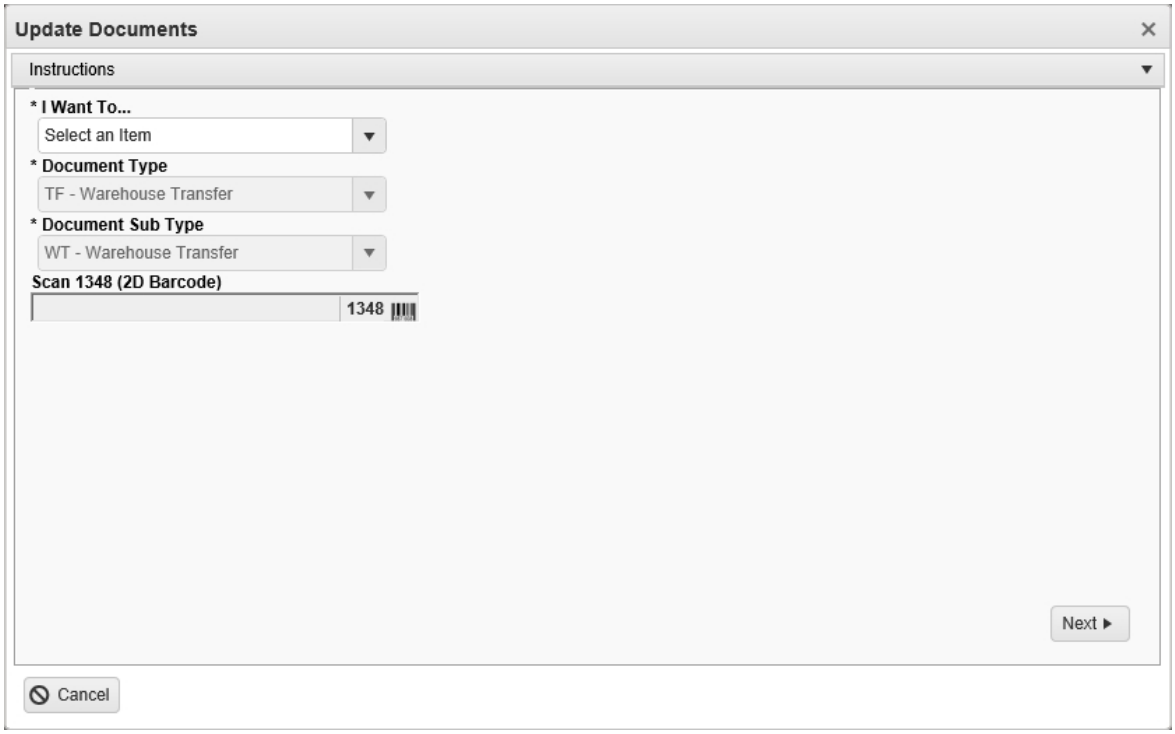
C. Select Accept All. *The status in the grid changes from Verified to Accepted.*

D. Select Finish to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

Update a Manage Discrepancies Document

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

1. Select Edit next to the desired Document record. *The **Update Documents Page 1** pop-up window displays.*



2. Using ▾ in the I Want To... field, select Manage Discrepancies.

The Document Type field is shaded, and cannot be changed from the document type of the chosen record.

3. There are 4 types of documents to edit:

- **MR - MILSTRIP Requisition**

Selecting Back at any point after this step returns to the previous page, and does not delete any field entries.

A. Update the Document Sub Type, using to select the desired code.

B. Select Next. *The **Update Documents Page 2** pop-up window displays.*

a. Update the STOCK NBR, using or to enter the revised number. *This is a 15 alphanumeric character field.*

b. *Verify the ITEM DESC.*

c. Update the DOCUMENT NBR by entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

d. Update the Suffix Cd, using to select the desired code.

e. Update the Ordered QTY, using to choose the revised amount.

f. *Verify the UI.*

g. Update the Document Unit Price, using to choose the revised price.

h. Update the Owning DoDAAC, using to select the desired code.

i. *Verify the GFM CONTRACT NBR.*

j. Update the EST DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

k. Update the REQD DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

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

m. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

n. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*

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

1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select Finish to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

p. **OR**

Select Next ▸ to continue adding information. *The **Update Documents Page 3** pop-up window displays.*

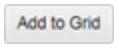
1. Update the Source of Supply RIC, entering the revised code in the field provided. *This is a 3 alphanumeric character field.* ***Only displays when the item has a Doc Sub Type of either 'DRQ', 'NRQ', 'RUR', or 'RSR'.***
2. Update the Media Status Cd, using ▾ to select the correct code.
3. Update the Demand Cd, using ▾ to select the correct code.
4. Update the SUPP Address, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*
5. Update the Signal Cd, using ▾ to select the correct code.
6. Update the Priority Cd, using ▾ to select the correct code.
7. Update the Dist CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
8. Update the Acq Adv Cd, using ▾ to select the correct code.
9. Update the FUND CD, entering the revised code in the field provided. *This is a 2 alphanumeric character field.*

   Select Finish to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

10. **OR**

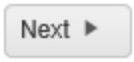
    Select Next ▸ to continue adding information. *The **Update Documents Page 4** pop-up window displays.*

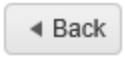
    1. Update the STOCK NBR, using ℹ or ... to enter the revised number. *This is a 15 alphanumeric character field.*
    2. Use ▾ to select the desired Discrepant Reason.

3. Update the ICN, using or to enter the revised number. *This is a 20 alphanumeric character field.*
4. Update the Suffix CD, entering the correct code in the field provided. *This is a 1 alphanumeric character field.*
5. *Any User-Defined Fields appear here.*
6. Update the Cond Cd, using to select the desired code.
7. Update the Received QTY field by using to choose the revised amount.
8. Select  . *The incorrect asset appears in the Discrepancies grid.*
9. Select to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

- **PO - Purchase Order**

A. Update the Document Sub Type, using to select the desired code.

B. Select  . *The **Update Documents Page 2** pop-up window displays.*

Selecting  *at any point after this step returns to the previous page, and does not delete any field entries.*

a. Update the STOCK NBR, using or to enter the revised number. *This is a 15 alphanumeric character field.*

b. *Verify the ITEM DESC.*

c. Update the CONT/PO NBR, entering the revised identifier in the field provided. *This is a 13 alphanumeric character field.*

d. Update the CLIN, entering the revised identifier in the field provided. *This is a 4 alphanumeric character field.*

e. Update the DOCUMENT NBR by entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

f. Update the Suffix Cd, using to select the desired code.

g. Update the Ordered QTY, using to choose the revised amount.

h. *Verify the UI.*

i. Update the Document Unit Price by using to choose the correct price.

j. Update the Owning DoDAAC, using to select the desired code.

k. *Verify the GFM CONTRACT NBR.*

l. Update the EST DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

m. Update the REQD DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

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

o. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

p. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*

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

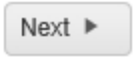
1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select

to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

r.

OR

Select 

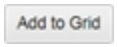
to continue adding information. *The **Update Documents Page 3** pop-up window displays.*

1. Update the STOCK NBR, using or to enter the revised number. *This is a 15 alphanumeric character field.*

2. Use to select the desired Discrepant Reason.

3. Update the ICN, using or to enter the revised number. *This is a 20 alphanumeric character field.*

4. Update the Suffix CD, entering the correct code in the field provided. *This is a 1 alphanumeric character field.*

5. *Any User-Defined Fields appear here.*
6. Update the Cond Cd, using to select the desired code.
7. Update the Received QTY field by using to choose the revised amount.
8. Select  . *The incorrect asset appears in the Discrepancies grid.*
9. Select to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

- **TE - Transfer From External**

A. *The Document Sub Type field is shaded and cannot be edited.*

B. Select . *The **Update Documents Page 2** pop-up window displays.*

a. Update the STOCK NBR, using or to enter the revised number. *This is a 15 alphanumeric character field.*

b. *Verify the ITEM DESC.*

c. Update the DOCUMENT NBR by entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

d. Update the Suffix Cd, using to select the desired code.

e. Update the Ordered QTY, using to choose the revised amount.

f. *Verify the UI.*

g. Update the Document Unit Price, using to choose the revised price.

h. Update the Owning DoDAAC, using to select the desired code.

i. *Verify the GFM CONTRACT NBR.*

j. Update the EST DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

k. Update the REQD DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

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

m. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

n. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*

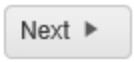
o. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

1. Update the Remarks, entering the revised comments 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

to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

p. **OR**

Select 

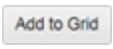
to continue adding information. *The **Update Documents Page 3** pop-up window displays.*

1. Update the STOCK NBR, using or to enter the revised number. *This is a 15 alphanumeric character field.*

2. Use to select the desired Discrepant Reason.

3. Update the ICN, using or to enter the revised number. *This is a 20 alphanumeric character field.*
4. Update the Suffix CD, entering the correct code in the field provided. *This is a 1 alphanumeric character field.*
5. *Any User-Defined Fields appear here.*
6. Update the Cond Cd, using to select the desired code.

7. Update the Received QTY field by using to choose the revised amount.

8. Select 

. *The incorrect asset appears in the Discrepancies grid.*

9. Select

to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

- **MA - Miscellaneous Add**

A. Update the Document Sub Type, using to select the desired code.

B. Select Next ▸. *The **Update Documents Page 2** pop-up window displays.*

a. Update the STOCK NBR, using or to enter the revised number. *This is a 15 alphanumeric character field.*

b. *Verify the ITEM DESC.*

c. Update the DOCUMENT NBR by entering the revised identifier in the field provided. *This is a 14 alphanumeric character field.*

d. Update the Suffix Cd, using to select the desired code.

e. Update the Ordered QTY, using to choose the revised amount.

f. *Verify the UI.*

g. Update the Document Unit Price, using to choose the revised price.

h. Update the Owning DoDAAC, using to select the desired code.

i. *Verify the GFM CONTRACT NBR.*

j. Update the EST DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

k. Update the REQD DLVRY DT by using or entering the date (MM/DD/YYYY) in the field provided.

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

m. Update the DOCUMENT REF NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

n. Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*

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

1. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select Finish to process the document. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

p. **OR**

Select Next ▸ to continue adding information. *The **Update Documents Page 3** pop-up window displays.*

1. Update the STOCK NBR, using i or ... to enter the revised number. *This is a 15 alphanumeric character field.*
2. Use ▾ to select the desired Discrepant Reason.
3. Update the ICN, using i or ... to enter the revised number. *This is a 20 alphanumeric character field.*
4. Update the Suffix CD, entering the correct code in the field provided. *This is a 1 alphanumeric character field.*
5. *Any User-Defined Fields appear here.*
6. Update the Cond Cd, using ▾ to select the desired code.
7. Update the Received QTY field by using ▲▼ to choose the revised amount.
8. Select Add to Grid. *The incorrect asset appears in the Discrepancies grid.*
9. Select Finish to process the document. *The **Update Documents** pop-up window closes, and the Document is highlighted in green.*

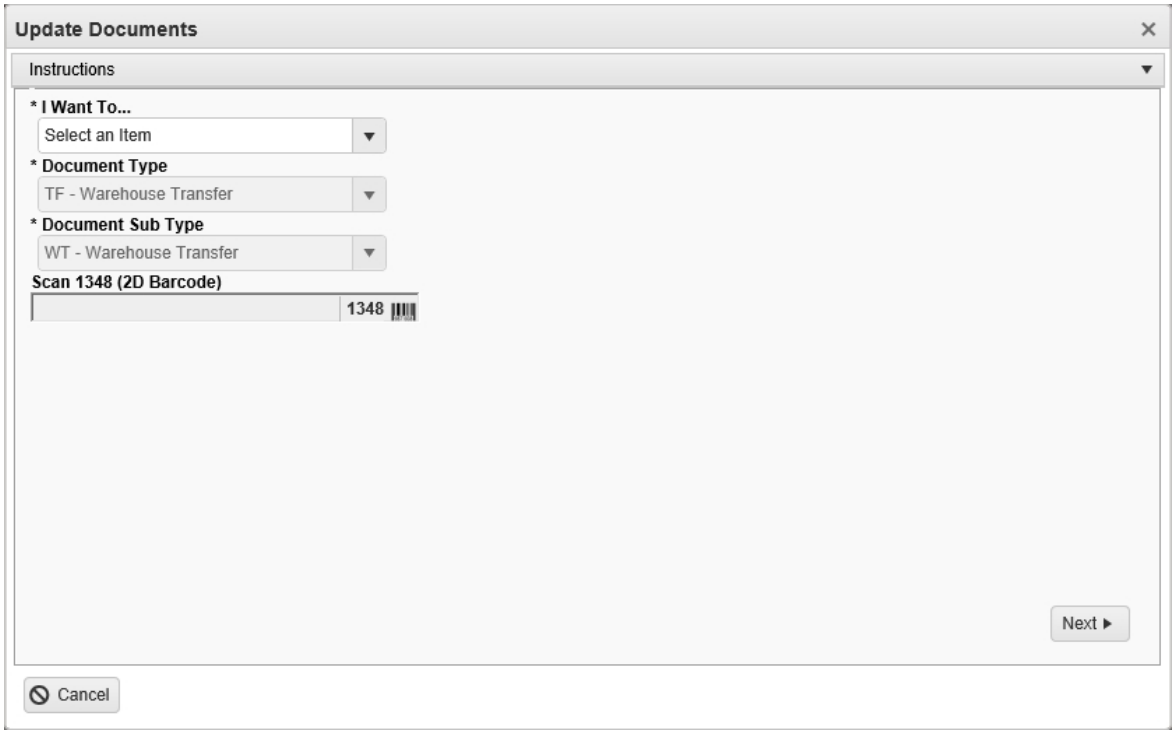
Cancel / Close a Document

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

Note

The I Want To... menu shows *Cancel Document* when the Document Status shows a green checkmark ✓. It shows *Close Document* when there is no icon for the Document Status.

1. Select Edit next to the desired Document record. *The **Update Documents Page 1** pop-up window displays.*



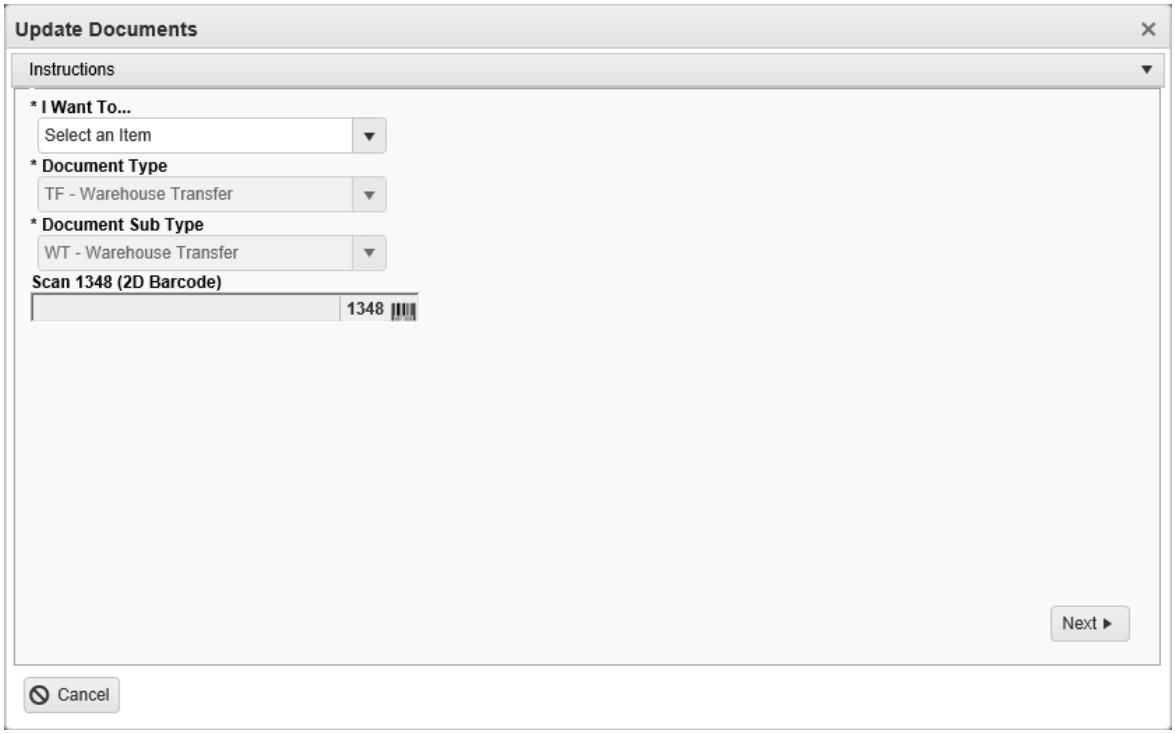
2. Using ▾ in the I Want To... field, select Cancel / Close Document.

3. Select ✓Finish to complete the document. *The **Update Documents** pop-up window closes, and the Document is removed from the grid.*

Manage Attachments

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

1. Select ✎ Edit next to the desired Document record. *The **Update Documents Page 1** pop-up window displays.*



2. Use ▾ in the I Want To... field to select Manage Attachments.
3. *The Document Type field is shaded, and cannot be changed from the document type of the chosen record.*
4. Update the Document Sub Type, using ▾ to select the desired code.
5. Select Next ▸. *The **Update Documents Page 2** pop-up window displays, with the list of completed Attachments in the field.*
6. Select Attach... to continue adding attachments. *The **Attach Documents — Document** pop-up window displays.*
7. Select ✓ Finish to process the attachments. *The **Update Documents** pop-up window closes, and the revised Document is highlighted in green.*

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

you do not have the appropriate security access.	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.
2113 — Document cannot be closed until the Expected QTY= Accepted QTY+ ship short discrepancies or until all non - ship short discrepancies are resolved.	Invalid Entry. The document is not able to be Canceled or Closed. Check for any items that have been received but not yet verified and accepted.
13 - Mandatory entry: *I Want To…*.	
13 - Mandatory entry: *Document Type*.	
13 - Mandatory entry: *Document Sub Type*.	
13 - Mandatory entry: *Stock Number*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory entry: *Order QTY*.	
13 - Mandatory entry: *Owning DODAAC*.	
13 - Mandatory entry: *Document Unit Price*.	
14 — DOC NBR already exists.	Invalid Entry. First Search for the Document Number. If it is not found, enter the number again.
2034 — The Stock Number on the Document Transaction records must be the same or a valid	Invalid Entry. The Stock Number must either match the current Document, or be a valid Substitute. Re-enter the Stock Number.

substitute of the Stock Number on the Document.	
1108 — STOCK NBR must be a Stock Item for this Warehouse.	Invalid Entry. The Stock Number entered is not a Stock Item in the receiving warehouse. Check to make sure the Stock Item is in the warehouse, and re-enter the number.
48 — QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
2049 — Estimated Delivery Date cannot be more than 10 days before the current date.	Invalid Date Entry. The Required Delivery Date must be less than ten (10) days prior to the current date. Re-enter the date.
2096 — The Owning DODAAC does not exist in the DODAAF.	Invalid Entry. The Address Code of the owner of the warehouse is not in the Address File. Re-enter the DODAAC.
2050 — Required Delivery Date cannot be more than 10 days before the current date.	Invalid Date Entry. The Required Delivery Date must be less than ten (10) days prior to the system (current) date. Re-enter the date.
492 — Invalid CLIN. First 2 - POS must be alphanumeric not to exceed 4 alphanumeric positions.	Invalid Entry. The first two positions of the CLIN must be alphanumeric. Re-enter the CLIN.
2041 - Invalid UII STATUS CD, UII exists.	Invalid Entry. The UII STATUS CD is not "R" and the UII is not blank. Re-scan the UII.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1168 - Last Test Date cannot be > the Current Date.	Invalid Date Entry. The Last Test Date must be before the system date (Current Date). Re-enter the date.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.
513 - LAST MAINT DT must be = or < System	Invalid Date Entry. The LAST MAINT DT must be either the system date or earlier. Re-

Date.	enter the date.
2114 — Expected QTY for each item must be >= the Received QTY for that item.	Invalid Entry. The Received Quantity must be the same or smaller than the Expected Quantity. Enter a valid number.
2099 — Received QTY must be >= Verified QTY for Each Suffix in the Document. **2032 — Received QTY must be >= Verified QTY.**	Invalid Entry. The Verified Quantity must be the same or smaller than the Received Quantity. Enter a valid number.
2033 — Verified QTY must be >= Accepted QTY.	Invalid Entry. The Accepted Quantity must be the same or smaller than the Verified Quantity. Enter a valid number.
1113 — Accepted By must be blank when Receiving.	Invalid Entry. When a document is being received, it is not yet accepted. Therefore there cannot be an entry in the Accepted By field. Delete that entry.
195 — SERIAL NBR contains invalid special characters.	Invalid Characters Entered in the Serial Number field. The field must have alphanumeric characters only. Re-enter the Serial Number.
117 — STOCK NBRSERIAL NBR combination already exists.	Invalid Entry. The item entered already exists in the inventory. Re-enter the Stock Number or Serial Number.
553 - CONTRACT NBR consists of 13 POS: POS 1-6 =DODAAC, POS 7-8 and 10-13 numeric, POS 9 alpha and DODAAC alphanumeric, except for "I" or "O".	Invalid Characters entered in the Contract Number field. The field must have 13 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10-13 must be numbers.
xxxx - Cannot insert multiple items with the same serial number.	Invalid Entry. The item entered is the same as one already on the grid. Re-enter the Serial Number.
1055 - Value must be an Integer.	Invalid Entry. The field must be numeric. Re-enter the field.

xxxx - Verify at least one transaction to proceed.	Invalid Entry. There are no items in the Verified Items grid. Verify at least one item to proceed.
1152 - To generate a Document Number, you must first add a Document Number Range.	Invalid Entry. There is no Document Number Range. Refer to the Warehouse Administrator, and add an applicable document range.

Related Topics

- Receiving Document Overview
- Add a Receiving Document
- Add Attachments to a Receiving Document

Materiel Release Order

Overview

The Warehouse Management module Materiel Release Order (MRO) process provides the ability to create, edit, or remove a materiel movement plan, materiel movement pick, transportation plan, and a transportation pick. This process also sends materiel through Maintenance and Utilization (M&U) and / or Quality Control (QC); and releases it to the new location.
Materiel Release Orders (MROs) are Due Out orders. Orders being issued must be assigned to the DoDAAC used in the Owning DoDAAC.
The MROs can be added either manually in DPAS by Warehouse Personnel, *or* through an interface from an Inventory Control Point (ICP) / External Item Manager. *No matter the method of the MRO addition, it is always processed the same way.*

Note

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

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

This is identified by a lowercase italic i preceding the field name.

Navigation

MATERIEL MGMT > Materiel Release Order > Materiel Release Order page

Page Fields

The following fields display on the **Materiel 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.
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

- Document Nbr
- Stock Nbr
- Doc Status Cd
- Doc Stage Cd
- Print Status
- Shipped Dt From
- Shipped Dt To

Materiel Release Order Grid

- Edit
- Delete
- Message Log

Message Log Pop-Up Window

- Doc Nbr
- Suffix Cd
- Message To RIC
- Message To DoDAAC
- Qty
- Stock Nbr
- Cond Cd
- Unit of Issue
- Unit Price
- Purpose Cd
- DIC
- Media Status Cd
- Demand Cd
- Shipping Address
- Supplemental Address
- Signal Cd
- Fund Cd
- Dist Cd
- Requisition Prj Cd
- Priority Cd
- Reqd Dlvry Dt

- Special Instructions
- Advice Cd
- Contract PO Nbr
- Contract Line Item Nbr
- Dlvry Order Nbr
- Expected Dlvry Dt
- Planned Issue Dt
- Estimated Shipping Dt
- Shipment Hold Cd
- Shipment Hold Desc
- Status Cd
- Remarks
- History Remarks
- Program Id
- Established Dt/Tm
- Last Transaction Dt/Tm
- Error Messages

Create Picks
Print 1348
Issue Type Cd
Doc Type Cd
RDD
Priority Cd
Doc Nbr
Suffix Cd
Stock Nbr
Doc Stage Cd
Item Desc
UOI
Expected Qty
Denied Qty
Owning DoDAAC
Cond Cd
Shipping Address (DoDAAC or MAPAC)
Ship To Address Type
TMO RIC
TAC
TAC Address
Remarks

Optional

- Doc Status Cd
- Primary Attachment
- Released By
- Released To
- Released Dt
- Advice Cd
- Special Instructions
- DIC
- Dist Cd
- Established By
- Established By Dt/Tm
- Fund Cd
- Last Transaction Dt/Tm
- Last Updated By
- Manually Created
- Media Status Cd
- Purpose Cd
- Requisition Prj Cd
- Originating RIC
- Signal Cd
- Color
- Unit Price

Materiel Release Order Details Grid

- All
- Pick Nbr
- Suffix Cd
- Collateral?
- Status Cd
- Pick Hdr Status
- Pick Detail Status
- QC Status
- Maintenance Status Cd
- Stock Nbr
- Item Desc

Stocking UOI
ICN
Serial Nbr
Qty
Cond Cd
Owning DoDAAC
Project Cd
Quality Control Nbr
Work Order Request Id
Shipped By
Shipped Dt/Tm
TCN
Transportation Method
Additional Info
Remarks

Optional

Bill of Lading
Tracking Nbr
Established By
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By
Mgmt Cd
Program Id
Unit Price
GFM Contract Nbr

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Materiel Release Order

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

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Enter the DOCUMENT NBR, using to assist with the entry. *This is a 14 alphanumeric character field.*
   - Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
   - Use to select the Doc Status Cd.
   - Use to select the Doc Stage Cd.
   - Use to select the Print Status.
   - Use to select the SHIPPED DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
   - Use to select the SHIPPED DT TO, or enter the date (MM/DD/YYYY) in the field provided.
2. Select Search. *The results display in the Materiel Release Order grid.*

Add a Materiel Release Order

Select + Add. *The **Add Materiel Release Order** pop-up window appears.*

Update a Materiel Release Order

Select Edit. *The **Update Materiel Release Order** pop-up window appears.*

Delete a Materiel Release Order

Select ✕ Delete. *The **Delete Materiel Release Order** pop-up window appears.*

View the Message Log

1. Select Message Log. *The **MRO Message Log** pop-up window appears.*

   Helpful Tip

   Manually entered MROs also display this pop-up window. However, no information is available, regardless of prior transactions processed on the order.

2. Select . *The **MRO Message Log** pop-up window closes.*

Pick a Materiel Release Order

Select Create Picks. *A Pick Plan is automatically created for the MRO.*

View the Materiel Release Order Pick

1. Select ▸ next to the record with the created pick. *The MRO Details Results grid opens.*
2. Select View Pick. *The **Pick Plan** pop-up window appears.*
3. Select the Pick Nbr hyperlink. *The **Materiel Movement Plan** page appears.*

   OR

   Click ×. *The **Pick Plan** pop-up window closes.*

Print or Save a DD 1348

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

Helpful Tip

When the DD Form 1348-1A – Issue Release / Receipt Document is available for an MRO request, a checkbox appears in the Print 1348 column of the Results Grid.

The Print 1348 checkbox is pre-checked when the MRO **has** been picked and the DD Form 1348-1A **has not** been printed.

1. Select ☐ in the **Print 1348** column of the desired Materiel Release Order. *A* ☑ *appears.*
2. Select Print 1348.
3. A pop-up window appears after generating the DD Form 1348-1A. *Choose whether to:*
   - Open has the PDF document appear, and is printable from here.
   - Save saves the PDF document, and is printable at a later time.

Common Errors

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

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

Related Topics

- Add a Materiel Release Order
- Update a Materiel Release Order
- Delete a Materiel Release Order
- Add Attachments to a Materiel Release Order

Add a Materiel Release Order

Overview

The Materiel Release Order (MRO) Add process provides the ability to create a new materiel movement plan, materiel movement pick, transportation plan, and a transportation pick; as well as send materiel through Maintenance and Utilization (M&U) and / or Quality Control (QC); and be released to the new location.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Materiel Release Order > + Add > Add Materiel Release Order pop-up window

Page Fields

The following fields display on the **Add Materiel Release Order** 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.

Document Tab

Issue Type Cd

Doc Status Cd *

Doc Stage Cd *

Doc Nbr

Suffix Cd

Stock Nbr *

Expected Qty *

Originating DoDAAC *
Originating RIC
Cond Cd *
Requisition Prj Cd
Color
RDD
Special Instructions
Add / Edit Remarks

Remarks
History Remarks

Destination Tab

Ship To Address Type *
Shipping Address (DoDAAC or MAPAC) *
TAC Address
Address Line 1
Address Line 2
Address Line 3
City
State/Province
Postal Cd
Country

Advice Cd Tab

Advice Cd
Collateral Requested
Main Item
Partial Shipment

Additional Cds Tab

Media Status Cd
Signal Cd
Priority Cd
Demand Cd
Purpose Cd
Order Instructions
Fund Cd

Dist Cd

Process Flow Tab

Requires M&U

Requires QC

Prep for Shipment Cd

Cost Center

Process Flow Grid

Stock Nbr

Qty

Owning DoDAAC

Project Cd

Cond Cd

Suffix Cd

Collateral?

Pick From Loc

ICN

Serial Nbr

Additional Info

Dest Loc Type

Pick Nbr

Pick Detail Status

Assigned Picker

Pick Desc

Pick Priority

Pick Must Be Done By

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add an MRO

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 Materiel Release Order*** *pop-up window displays, open to the Document tab.*
2. **Complete the Document tab.**
   A. Use ▾ to select the Issue Type Cd.
   B. *The DOC STATUS CD automatically populates and is not editable.*
   C. *The DOC STAGE CD automatically populates and is not editable.*
   D. *The DOC NBR field automatically generates once the procedure is finished.*
   E. Enter the SUFFIX CD in the field provided. *This is a 1 alphanumeric character field.*
   F. Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 numeric character field. The Originating DODAAC field becomes editable.*
   G. Use ▲▼ to choose the EXPECTED QTY.
   H. Use ▾ to select the Originating DoDAAC. *The Originating RIC field becomes editable.*
   I. Use ▾ to select the Originating RIC.
   J. Use ▾ to select the Cond Cd.
   K. Enter the REQUISITION PROJ CD in the field provided. *This is a 3 alphanumeric character field.*
   L. Enter the Color in the field provided. *This is a 15 alphanumeric character field.*
   M. Use 📅 to select the RDD, or enter the date (MM/DD/YYYY) in the field provided.
   N. Enter Special Instructions in the field provided. *This is a 1024 alphanumeric character field.*
   O. 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 alpha-numeric character field.*

3. Select the Destination tab.

A. Use ▾ to select the Ship To Address Type. *For MAPAC and DoDAAC, the Shipping Address field becomes mandatory.*

For MAPAC or DoDAAC

a. Enter the DoDAAC or MAPAC in the Shipping Address field provided. *Available addresses populate in the TAC Address field.*

b. Select the desired address. *The address populates in the fields below.*

B. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

C. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

D. Enter the Address Line 3 in the field provided. *This is a 35 alphanumeric character field.*

E. Enter the City in the field provided.*This is a 35 alphanumeric character field.*

F. Use ▾ to select the State / Province.

G. Enter the Postal Cd in the field provided. *This is a 10 alphanumeric character field.*

H. Use ▾ to select the Country.

4. **Select the Advice Cd tab.**

Choose ○ to answer the Do you have an Advice Cd? field.

- Yes
  - Use ▾ to select the Advice Cd.
  - The full text appears in the text box below. Continue on to Step 5.
- No
  - Choose ○ to answer the Is collateral requested? field.
    - Yes
      - → Choose ○ to answer the Is main item needed? field.
      - → Click the desired radio button. Continue on to Step 5.
    - No
      - → Choose ○ to answer the Is partial shipment allowed? field.
      - → Click the desired radio button. Continue on to Step 5.

5. **Select the Additional Codes tab.**

   A. Use ▾ to select the Media Status Cd.

   B. Use ▾ to select the Signal Cd.

   C. Use ▾ to select the Priority Cd.

   D. Use ▾ to select the Demand Cd.

   E. Use ▾ to select the Purpose Cd.

   F. Enter the Order Instructions in the field provided. *This is a 250 alpha-numeric character field.*

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

   H. Enter the DIST CD in the field provided. *This is a 3 alphanumeric character field.*

6. **Select the Process Flow tab.**

   A. Click ☐ to select the Requires M&U field. *The record is sent to M&U, and the PREP FOR SHIPMENT CD field appears.*

   B. Click ☑ to *de-select* the Requires QC field. *This removes the check (☐) and does not create a QC Request.*

   C. Use ℹ or ▾ to assist with the Prep for Shipment Cd entry.

   D. Use ▾ to select the Cost Center.

   E. **Update the Process Flow grid.**

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

      a. Select Edit next to the desired asset. *The following fields become editable.*

      b. **Select an ICN**

         1. Select Select Assets. *The **Inventory Selection** pop-up window appears, and the available ICNs appear below in the Inventory Selection Grid.*

         2. Click ☐ next to the desired record(s).

3. Select Take Selected. *The pop-up window closes, and the ICN field populates with the selected assets.*

c. Enter the Assigned Picker in the field provided. *This is a 1024 alpha-numeric character field.*

d. Use to choose the Pick Priority. *This is a 1 numeric character field.*

e. Use to select the Pick Must Be Done By, or enter the date and time (MM/DD/YYYYHH:MM) in the field provided.

f. Select Update. *The asset is updated, and the row becomes static.*

7. Select Add. *The **Add Materiel Release Order** pop-up window closes, and the MRO is completed.*

Common Errors

The table below provides a list 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.
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..
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special char-	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

acters(s) — , +, ( ), x, period and space.	
419 — DoDAAC entry must be 6-pos alpha-numeric except for alpha I or O.	Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
2051 — A Collateral Item must be added for Stock Nbr xxx.	Invalid Entry. The MRO requires a collateral issue. Fix the stock number, then edit the MRO.

Related Topics

- Materiel Release Order Overview
- Update a Materiel Release Order
- Add Attachments to a Materiel Release Order
- Delete a Materiel Release Order

Add Attachments to a Materiel Release Order

Overview

The Materiel Release Order (MRO) Add Attachments process provides the ability to attach documents to the MRO.

Navigation

MATERIEL MGMT > Materiel Release Order >

> Update Materiel Release Order > Document Tab >

> 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	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	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.

Attachments

Attachment

Desc

Primary

Name

Desc

Procedures

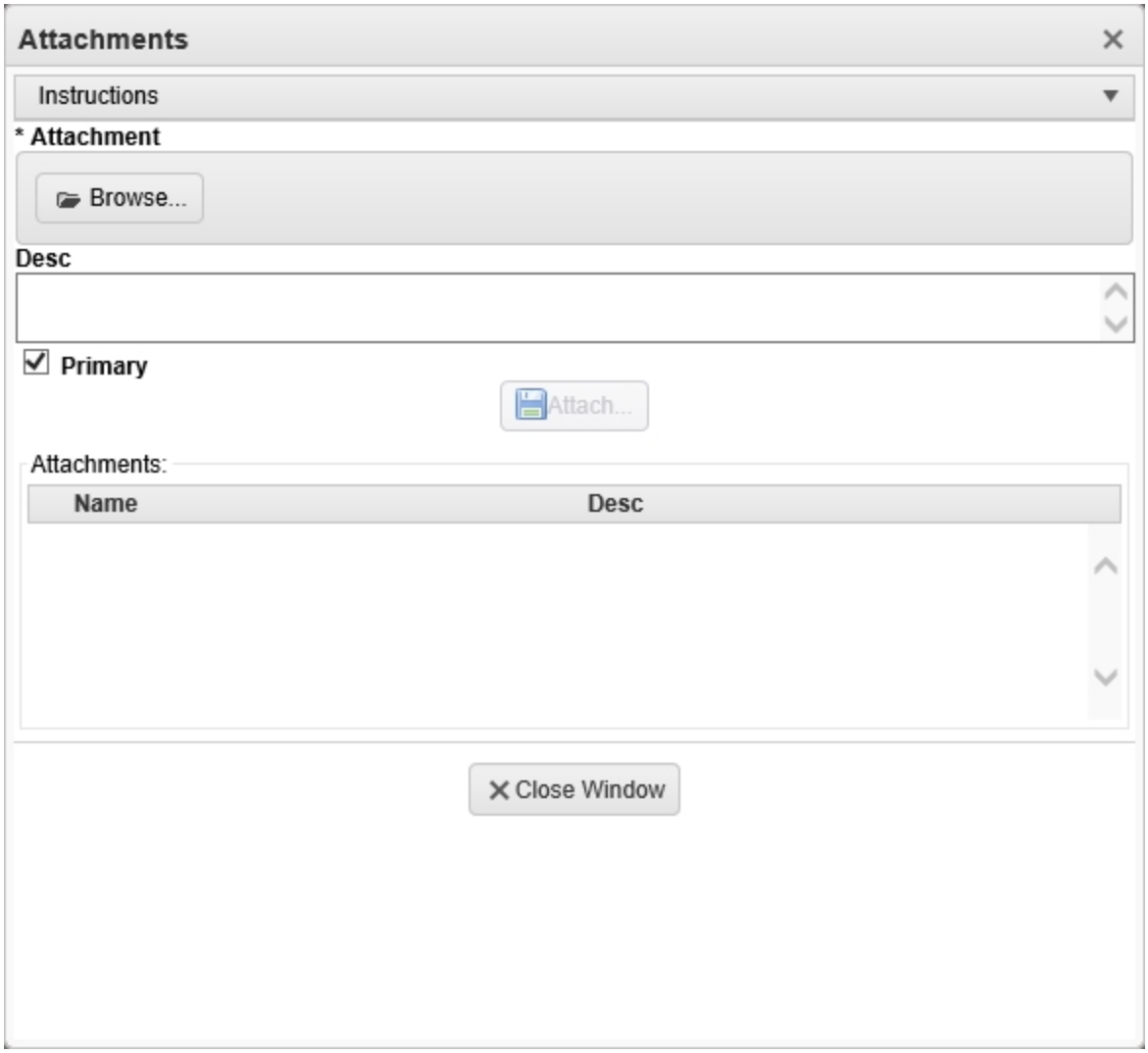
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Attach a Document to an MRO

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

1. Select Attach... to add any additional files to the record. *The* ***Attachments*** *pop-up window appears.*



2. Select Browse... . *The Windows* ***Choose File to Upload*** *pop-up window appears.*
3. Choose the file to attach, and select it.
4. Select Open . *The* ***Choose File to Upload*** *pop-up window closes, and the file name appears in the top file list.*

5. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
6. Select Attach... . *The file name appears in the bottom of the window.*
7. Repeat Steps 2 - 6 to attach multiple documents.
8. 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:

   - Select No to cancel the deletion.
   - Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

   C. Select OK . *The **Delete Attachment** pop-up window closes, and the document is removed.*

9. Select Close Window . *The **Attachments** pop-up window closes, and the attachment(s) appears in the Attachments 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.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

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

Related Topics

- Materiel Release Order Overview
- Add a Materiel Release Order
- Update a Materiel Release Order
- Delete a Materiel Release Order

Delete a Materiel Release Order

Overview

The Materiel Release Order (MRO) Delete process allows removal of a Materiel Release Order.

Helpful Tip

A manually added MRO **can be deleted** so long as the MRO has *not yet* shipped (reached the SH status). However, an MRO **cannot be deleted** if it was added through an interface from an ICP / External Item Manager.

Navigation

MATERIEL MGMT > Materiel Release Order > Delete > Confirm Delete (Delete Materiel Release Order and ALL associated transactions) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Materiel Release Order and ALL associated transactions)** 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.

Confirm Delete (Delete Materiel Release Order and ALL associated transactions)

History Remarks

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Materiel Release Order

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

1. Select Delete next to the desired entry. *The* ***Confirm Delete (Delete Materiel Release Order and ALL associated transactions)*** *pop-up window appears.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Click Delete. *The Materiel Release Order is removed from the grid.*

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
2092 — MRO cannot be deleted.	Invalid Deletion. An MRO cannot be deleted if it was received through an interface from an ICP / External Item Manager. Check the MRO again, and if it is from the ICP, contact them to delete the MRO. Invalid Deletion. An MRO cannot be deleted if it is not in certain stages. If the MRO is in the NW (New); RR (Ready for Release); RE (Released); or CN (Canceled) statuses, it can be deleted. If the MRO is in the PK (Picking); QC (Qual-

	ity Control); MN (M&U); or SH (Shipped) statuses, it cannot be deleted. To delete the MRO at the PK, QC, or MN status, cancel that process first. Return the item back to the storage location. Then the MRO can be deleted.

Related Topics

- Materiel Release Order Overview
- Add a Materiel Release Order
- Update a Materiel Release Order
- Add Attachments to a Materiel Release Order

Update a Materiel Release Order

Overview

The Materiel Release Order (MRO) Update process allows editing of a materiel movement plan, materiel movement pick, transportation plan, and a transportation pick; as well as send materiel through Maintenance and Utilization (M&U) and / or Quality Control (QC); and be released to the new location.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Materiel Release Order > Edit > Update Materiel Release Order pop-up window

Page Fields

The following fields display on the **Update Materiel Release Order** 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.

Document Tab

All Statuses

Issue Type Cd

Doc Status Cd *

Doc Stage Cd *

RR - Ready For Release and CN - Cancelled Document Stage Codes

☐ Release

Released By *
Released To *
Released Dt *

RE - Released and SH - Shipped Document Stage Codes

☐ Release

Released By *
Released To *
Released Dt *

☐ Ship

TCN *
Transportation Method *
Shipped By *
Shipped Dt *

PS - Partially Shipped Document Stage Codes

☐ Release

Released By *
Released To *
Released Dt *

Doc Nbr *
Suffix Cd
Stock Nbr *
Expected Qty *
Originating DoDAAC *
Originating RIC
Cond Cd *
Requisition Prj Cd
Color
RDD
Special Instructions
Attachments
Add / Edit Remarks

Remarks
History Remarks

Destination Tab

- Ship To Address Type *
- Shipping Address (DoDAAC or MAPAC) *
- TAC Address
- Address Line 1
- Address Line 2
- Address Line 3
- City
- State/Province
- Postal Cd
- Country

Advice Code Tab

- Advice Cd

Additional Codes Tab

- Media Status Cd
- Signal Cd
- Priority Cd
- Demand Cd
- Purpose Cd
- Order Instructions
- Fund Cd
- Dist Cd

Process Flow Tab

- Requires M&U
- Requires QC
- Prep for Shipment Cd
- Cost Ctr

Process Flow Grid

- Stock Nbr
- Qty
- Owning DoDAAC
- Project Cd
- Cond Cd
- Suffix Cd

Collateral?
Pick From Loc
ICN
Serial Nbr
Additional Info
Dest Loc Type
Pick Nbr
Pick Detail Status
Assigned Picker
Pick Desc
Pick Priority
Pick Must Be Done By

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update an MRO

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

1. Select Edit next to the desired MRO record. *The* ***Update Materiel Release Order*** *pop-up window displays.*
2. **Update the Document tab.**
   A. Update the Issue Type Cd, using ▾ to select the desired code.
   B. *Verify the Doc Status Cd.*
   C. *Verify the Doc Stage Cd.*
   D. Verify the Release contains the appropriate ☐ or ☑. *Once the MRO Status reaches RR (Ready for Release), the Release checkbox appears. Once the Release checkbox is checked, additional fields appear.*
      a. Enter the Released By in the field provided. *This is a 250 alphanumeric character field.*

b. Enter the Released To in the field provided.*This is a 250 alphanumeric character field.*

c. Use to select the RELEASED DT, or enter the date (MM/DD/YYYY) in the field provided.

E. Verify the Ship contains the appropriate ☐ or ☑. *Once the MRO Status reaches RE (Released), the Ship checkbox appears. Once the Ship checkbox is checked, additional fields appear.*

a. Enter the TCN in the field provided. *This is a 17 alphanumeric character field.*

b. Use to select the Transportation Method.

c. Enter the Shipped By in the field provided. *This is a 250 alphanumeric character field.*

d. Use to select the SHIPPED DT, or enter the date (MM/DD/YYYY) in the field provided.

F. Update the DOC NBR, entering the revised number in the field provided. *This is a 14 alphanumeric character field. Once the DOC STAGE CD reaches RE - Released, DOC NBR is no longer editable.*

G. *Verify the SUFFIX CD.*

H. *Verify the STOCK NBR.*

I. Update the EXPECTED QTY, using to choose the revised quantity.

J. *Verify the Originating DoDAAC.*

K. *Verify the Originating RIC.*

L. *Verify the Cond Cd.*

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

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

O. Update the RDD, using or entering the date (MM/DD/YYYY) in the field provided.

P. Update the Special Instructions, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

Q. Select

. *The **Attachments** pop-up window appears to add any additional files to the record.*

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

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

b. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

3. Select the Destination tab.

A. Update the Ship To Address Type, using to select the desired type. *For MAPAC and DoDAAC, the Shipping Address field becomes mandatory.*

For MAPAC or DoDAAC

a. Enter the DoDAAC or MAPACin the Shipping Address field provided. *Available addresses populate in the TAC Address field.*

b. Select the desired address. *The address populates in the fields below.*

B. Update the Address Line 1, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*

C. Update the Address Line 2, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*

D. Update the Address Line 3, entering the revised address in the field provided. *This is a 35 alphanumeric character field.*

E. Update the City, entering the revised city in the field provided.*This is a 35 alphanumeric character field.*

F. Update the State / Province, using to select desired state.

G. Update the Postal Cd, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

H. Update the Country, using to select the desired country..

4. **Select the Advice Cd tab.**

Verify the Advice Cd.

5. **Select the Additional Codes tab.**

A. Update the Media Status Cd, using to select the desired code.

B. Update the Signal Cd, using to select the desired code.

C. Update the Priority Cd, using to select the desired code.

D. Update the Demand Cd, using to select the desired code.

E. Update the Purpose Cd, using to select the desired code.

F. Update the FUND CD, entering the revised code in the field provided. *This is a 2 alphanumeric character field.*

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

6. **Select the Process Flow tab.**

A. Verify the Requires M&U field contains the appropriate ☑ or ☐. *When selected, the record is sent to M&U, and the PREP FOR SHIPMENT CD field appears.*

B. Verify the Requires QC field contains the appropriate ☑ or ☐. *When selected, a QC Request is created.*

C. Update the Prep for Shipment Cd, using ℹ or ▾ to select the desired code.

D. Update the Cost Center, using ▾ to select the desired identifier.

E. **Update the Process Flow grid**

a. Select Edit next to the desired asset.

b. **Select an ICN**

1. Select Select Assets to open the **Inventory Selection** pop-up window. *The available ICNs appear below in the Inventory Selection Grid.*

2. Click ☐ next to the desired record(s).

3. Select Take Selected. *The pop-up window closes, and the ICN field populates with the selected assets.*

c. Update the Assigned Picker, entering the revised personnel in the field provided. *This is a 1024 alphanumeric character field.*

d. Update the Pick Priority, using ▲▼ to choose the revised number. *This is a 1 numeric character field.*

e. Update the Pick Must Be Done By, using 📅 🕒 or enter the date and time (MM/DD/YYYYHH:MM) in the field provided.

f. Select Update *The asset is updated, and the row becomes static.*

7. Select Update. *The **Update Materiel Release Order** pop-up window closes, and the revised MRO is completed.*

Common Errors

The table below provides a list 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.
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..
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
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.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.

2051 — A Collateral Item must be added for Stock Nbr xxx.	Invalid Entry. The MRO requires a collateral issue. Fix the stock number, then edit the MRO.

Related Topics

- Materiel Release Order Overview
- Add a Materiel Release Order
- Delete a Materiel Release Order
- Add Attachments to a Materiel Release Order

Disposition

Overview

The Warehouse Management module Disposition process provides the ability to create, edit, and cancel Disposition records for assets that are damaged beyond repair, no longer valid issue items for deployment, and in excess of need.

There are varying levels of approval:

- Requested
- Warehouse Manager (1st level of approval)
- COR (2nd level of approval)
- Disposed

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Disposition > Disposition page

Page Fields

The following fields display on the **Disposition** 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

- Disposition Type
- Disposition Status
- Dt From
- Dt To
- LIN/TAMCN
- LIN/TAMCN Desc
- Stock Nbr
- Item Desc
- Document Nbr

Disposition Grid

- Edit
- Print 1348
- Dispose
- Document Nbr
- Stock Nbr
- Item Desc
- Disposition Type
- Disposition Status
- Disposition Qty

Optional

- Primary Attachment
- ARC
- CIC
- CIIC
- Color
- Reportable Commodity Type
- Reportable Commodity Type Desc
- Security Commodity Type
- Security Commodity Type Desc
- Demand Cd
- Disposal Dt
- Dmil Dt
- Disposition Reason

Document Id
Established Dt/Tm
Established By
Fund Cd
Haz Mat Cd
Issue UI
Last Transaction Dt/Tm
Last Updated By
LIN/TAMCN
LIN/TAMCN Desc
Media Status Cd
Mgmt Cd
Program Id
Precious Mtl Cd
Priority Cd
Qty per Unit Pack
Reqd Dlvry Dt
Recover Cd
Remarks
Reportable Cd
RIC From
Managed Shelf Life Cd
Catalog Shelf Life Cd
Signal Cd
Size
Source of Supply
Stock Item Cd
Stores Account Cd
Supp Address
Type Asset Cd
UI
Warehouse To
Unit Price
Container ID

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Disposition

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

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Use to select the Disposition Type.
   - Use to select the Disposition Status.
   - Use to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
   - Use to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.
   - Use or to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*
   - Enter the LIN/TAMCN DESC, using to assist with the entry. *This is a 64 alphanumeric character field.*
   - Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
   - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
   - Enter the DOCUMENT NBR in the field provided. *This is a 14 alphanumeric character field.*
2. Select Search. *The results display in the Disposition grid.*

Add a Disposition

Select + Add. *The **Add Disposition** pop-up window appears.*

Update a Disposition

Select

. *The **Update Disposition** pop-up window appears.*

Dispose of an Item

Select

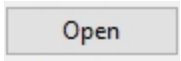
next to the desired record. *The transaction processes and the Disposition Status updates to S - Disposed.*

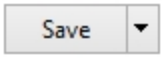
Print a Disposition

The DD Form 1348-1A provides details on the selected Disposition record.

1. Select

next to the desired record.
2. A pop-up window appears after generating the DD Form 1348-1A. *Choose whether to:*

- 

has the PDF document appear, and is printable from here.
- 

saves the PDF document, and is printable at a later time.

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
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 - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a Disposition
- Update a Disposition

- Add an Attachment to a Disposition
- Warehouse Transfer Overview

Add a Disposition

Overview

The Add Disposition process provides the ability to create new Disposition records for assets that are damaged beyond repair, no longer valid issue items for deployment, and in excess of need. When equipment is selected in a Disposition record, it is allocated to be disposed of and cannot be selected by any other process in DPAS, such as Issue or SKO.
There are two disposition types:

- **Local Disposals**
  — Disposed of via incinerator or trash
- **Excess**
  — Sent to DLA Disposition Services for disposal or redistribution

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Disposition > + Add > Add Disposition pop-up window

Page Fields

The following fields display on the **Add Disposition** 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.
468	Use the Select Items button to search for Inventory.

Add Disposition

Disposition Type *

E - Excess Type

Disposal Activity *
RIC From *
Available Dt *

Document Nbr
Disposition Reason *
Excess/Unusable Dt
Remarks
Stock Nbr
Item Desc
Container ID

Selected Item Grid

ICN
Serial Nbr
Shelf Life Remaining
Qty
Location
Container
Owning DoDAAC
GFM Contract Nbr
Prj Cd
Cond Cd

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Disposition

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 Disposition*** *pop-up window appears.*
2. Use ▾ to select the desired Disposition Type:

L - Local Disposal:

proceed to step 3.

E -Excess:

A. Use to select the Disposal Activity.

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

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

D. Proceed to step 3.

3. *The DOCUMENT NBR field is automatically populated.*

4. Use to select the Disposition Reason.

5. Use to select the Excess/Unusable DT, or enter the date (MM/DD/YYYY) in the field provided.

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

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

   Stock Number Browse help

   A. *The ITEM DESC field automatically populates.*

   B. Select Select Items. *The **Inventory Selection** pop-up window appears.*

7. **OR**

   Enter the CONTAINER ID, or use to browse for the entry. *This is a 20 alphanumeric character field.*

   Container Identification Browse help

8. Select Add. *The new Disposition 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)	Invalid Entry. Results for the search criteria

match 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.
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: *Disposition Type*.	
13 - Mandatory Entry: *Disposition Reason*.	
13 - Mandatory Entry: *DSPSL DT*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Disposal Activity*.	
13 - Mandatory Entry: *RIC From*.	
13 - Mandatory Entry: *AVAIL DT*.	
44 - Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1177 - Date must be >= System Date and <= System Date plus 1 year.	Invalid Date Entry. The date must be either greater than or equal to the system date, and less than or equal to one year from today. Re-enter the date.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
1158 - You must select a National Stock Number for ICP Returns. Either select another stock number or change the dis-	Invalid Entry. ICP returns require an NSN. Enter another stock number, or change the Disposition Type.

position type.	
1176 - At least one item must be selected for disposition.	Invalid Entry. The Disposition QTY must be greater than zero. Re-enter the QTY.
xxxx - You must choose either a stock number or a container.	Invalid Entry. Either the CONTAINER ID or the STOCK NBR must be entered - **Not Both**. Choose one and delete the other.

Related Topics

- Disposition Overview
- Edit a Disposition
- Add an Attachment to a Disposition

Add Attachments to a Disposition Record

Overview

The Disposition Add Attachments process provides the ability to attach documents to the disposition record.

Navigation

MATERIEL MGMT > Disposition > Edit > Update Disposition > Attach... > Attach Documents — Disposition pop-up window

Page Fields

The following fields display on the **Attach Documents — Disposition** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	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 Documents — Disposition

Attachment

Desc

Primary

Name

Desc

Procedures

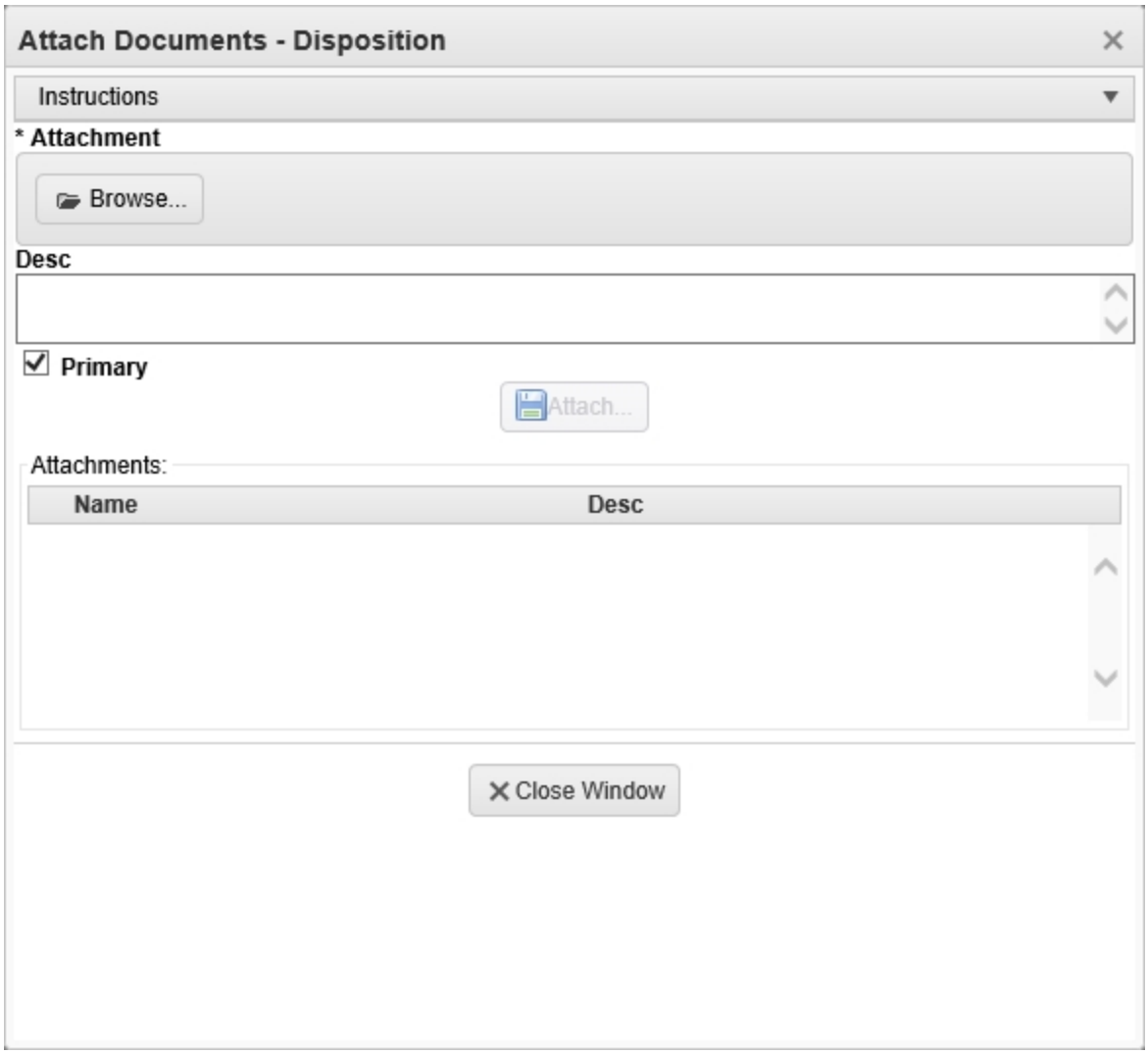
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Disposition Record

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

1. Select Attach... . *The **Attach Documents - Disposition** pop-up window appears.*



2. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
3. Choose the file to attach, and select it.
4. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.*
5. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
6. Select Attach... . *The file name appears in the bottom of the window.*
7. Repeat Steps 2 - 6 to attach multiple documents.

8. 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:

      - Select No to cancel the deletion.
      - Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

   C. Select OK to complete the process. *The document is removed.*

9. Select ✕ Close Window. *The **Attach Documents — Disposition** pop-up window closes, and the file appears in the Attachments field of the **Update a Disposition** pop-up window.*

Common Errors

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

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

size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Reduce the file size and attach the file again.
353 - Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- Disposition Overview
- Add a Disposition
- Edit a Disposition

Update a Disposition

Overview

The Update Disposition process allows editing of Disposition records for assets that are damaged beyond repair, no longer valid issue items for deployment, and in excess of need. When equipment is selected in a Disposition record, it is allocated to be disposed of and cannot be selected by any other process in DPAS, such as Issue or SKO.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Disposition > Edit > Update Disposition pop-up window

Page Fields

The following fields display on the **Update Disposition** 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.
468	Use the Select Items button to search for Inventory.

Update Disposition

Disposition Status

Disposition Qty

Disposition Type

E - Excess Type

Disposal Activity *

RIC From *

Available Dt

Document Nbr
Disposition Reason *
Excess/Unusable Dt
Attachments
Remarks

Stock Number Disposition

Stock Nbr

Item Desc

Selected Item Grid

Edit

Delete

ICN

Serial Nbr

Shelf Life Remaining

Qty

Location

Container

Owning DoDAAC

GFM Contract Nbr

Prj Cd

Cond Cd

Container Disposition

Container ID

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Edit a Disposition

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

1. Select Edit. *The **Update Disposition** pop-up window displays.*
2. *Verify the Disposition Status.*
3. *Verify the Disposition QTY.*
4. *Verify the Disposition Type. It is either:*

   L - Local Disposal

   proceed to step 5.

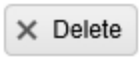
   E -Excess

   A. Update the Disposal Activity, using to select the desired placement.
   B. Update the RIC From, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*
   C. Update the AVAIL DT, using or entering the date (MM/DD/YYYY) in the field provided.
   D. Proceed to step 5.
5. *Verify the DOCUMENT NBR.*
6. Update the Disposition Reason, using to select the desired explanation.
7. Update the Excess/Unusable DT, using or entering the date (MM/DD/YYYY) in the field provided.
8. Select Attach... *The Attachments pop-up window appears to add any additional files to the record.*
9. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
10. Select Update. *The revised Disposition record appears in the grid.*

Edit the Disposition Inventory

1. Select Edit next to the desired entry. *The **Edit Disposition Inventory** pop-up window appears.*
2. Use to choose the correct QTY. *The QTY must be equal to or less than the Available QTY.*
3. Select Update. *The **Edit Disposition Inventory** pop-up window closes, and the Disposition QTY is updated.*

Delete the Disposition Inventory

1. Select 

next to the desired entry. *The record automatically disappears.*
2. Select

. *The **Edit Disposition Inventory** pop-up window closes, and the Disposition QTY is updated.*

Add an Attachment to a Disposition

Select

. *The **Attach Documents - Disposition** pop-up window appears.*

Common Errors

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

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

44 - Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1177 - Date must be >= System Date and <= System Date plus 1 year.	Invalid Date Entry. The date must be either greater than or equal to the system date, and less than or equal to one year from today. Re-enter the date.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
1158 - You must select a National Stock Number for ICP Returns. Either select another stock number or change the disposition type.	Invalid Entry. ICP returns require an NSN. Enter another stock number, or change the Disposition Type.
1176 - At least one item must be selected for disposition.	Invalid Entry. The Disposition QTY must be greater than zero. Re-enter the QTY.

Related Topics

- Disposition Overview
- Add a Disposition
- Add an Attachment to a Disposition

Warehouse Transfer

Overview

The Warehouse Management module Warehouse Transfer process provides the ability to identify and transfer materiel from one warehouse to another within the same Logistics Program. Transfers between warehouses that are not within the same Logistics Program must be accomplished using the Materiel Release Order process.
The Warehouse Transfer process is an integrated part of asset replenishment between two Warehouses in a Logistics Program. This process can be triggered when items are identified for replenishment and the stock item indicates Transfer as the method of replenishment from the Requesting warehouse. The Requesting warehouse must have a Parent Warehouse specified in the MASTER DATA MGMT > Warehouse menu option. Also, the Stock Item(s) must have Replenishment Source set to W - Warehouse Transfer. The Supplying Warehouse can approve or deny requests and manage the approval and shipment of the requested items. Included in this process is the ability to initiate a transfer from the Supplying Warehouse.
Supplying Warehouses have several options when handling requests from Requesting Warehouses:

- **Full Allocation**
  — All the requested items are designated for delivery to the requesting warehouse
- **Partial Allocation**
  — Partial delivery of requested equipment or a back-order occurs because the on-hand quantity is insufficient to meet the request
- **Denial of Transfer**
  — None of the assets will be delivered

This process is not used for inter-Warehouse movement of equipment.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Warehouse Transfer > Warehouse Transfer page

Page Fields

The following fields display on the **Warehouse Transfer** 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.
21	Select "Add" button to create a new record.
17	Select "Edit" button to revise selected fields in record(s).
xxxx	Select "Ship" button to mark a document as shipped.
xxxx	Select "Print 1348" button to print form DD1348.

Search Criteria Grid

Document Nbr

Stock Nbr

Item Desc

Warehouse To

Reportable Commodity Type

Document Status

Shipment Ref Nbr

Warehouse Transfer Request Grid

All

To Warehouse

Document Nbr

Shipment Ref Nbr

Stock Nbr

Item Desc

Ordered Qty

Approved Qty

Denied Qty

BackOrder Qty

Shipped Qty

Processing Status

Optional

- LIN/TAMCN
- Container ID
- Priority Cd
- Document Status
- Security Commodity Type
- Reportable Commodity Type
- Document Type
- Mgmt Cd
- Stocking UI
- Stocking Unit Price
- Last Transaction Dt/Tm
- Last Updated By
- Established By
- Established Dt/Tm

Expanded Request Grid

- Document Transaction Status
- Last Updated By
- Serial Nbr
- Cond Cd
- Transaction Qty
- Mfr CAGE
- Mfr Contract
- Mfr Lot Nbr
- Mfr Dt
- Suffix Cd
- Pick Nbr
- Pick Status
- ICN

(*) Asterisk identifies mandatory fields.

Procedures

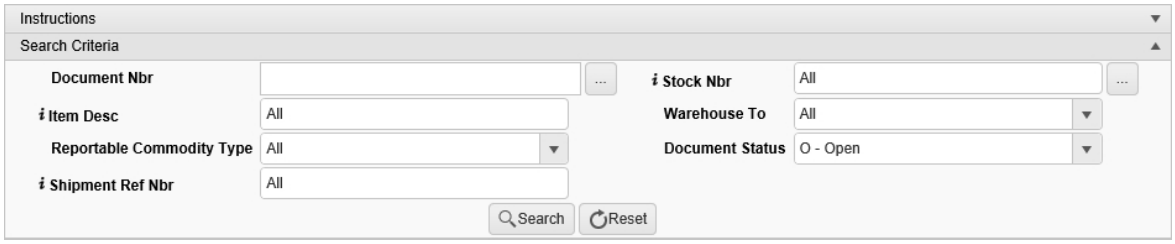
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Warehouse Transfer

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

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



- Enter the Document NBR, or use ... to browse for the entry. *This is a 14 alphanumeric character field.*

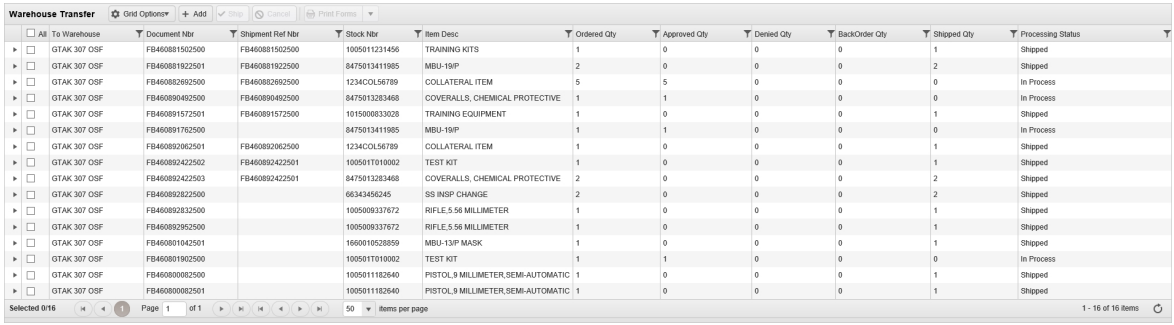
  Document Number Browse help

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

  Stock Number Browse help

- Enter the ITEM DESC, using i to assist with the entry. *This is a 256 alphanumeric character field.*
- Use ▼ to select the Warehouse To.
- Use ▼ to select the Reportable Commodity Type.
- Use ▼ to select the Document Status field.
- Enter the Shipment REF NBR, using i to assist with the entry. *This is a 14 alphanumeric character field.*

2. Select Search. *The results display in the Warehouse Transfer grid.*



Approve a Warehouse Transfer Request

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

1. Click ▶ next to the desired Request record to expand and display the Request details.
2. Select Edit. *The* ***Warehouse Transfer Approval*** *pop-up window appears.*
3. Use ▼ to change the default entry on the Store Pick at Location or Container field.

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

   Location Browse help
4. **OR**

   Enter the Staging Container, or usr ... to browse for the entry. *This is a 20 alpha-numeric character field.*

   Container Identification Browse help
5. Use ▼ to select the desired COND CD.
6. Use ▲▼ to revise the APPROVED QTY. *The APPROVED QTY defaults to the Ordered QTY.*

Helpful Tip

When approving a partial quantity, a pop-up message displays to verify the partial transfer. Select Yes to complete the approval, or Cancel to return to the **Warehouse Transfer Approval** pop-up window.

7. Select Update to process the transaction. *The **Warehouse Transfer Approval** pop-up window closes, and the Transfer Request displays new information. The Processing Status changes to "In Process", the Document Transaction Status changes to "APPROVED", and the Pick Status changes to "Pick Planned Created". A system generated Pick Number is created.*

Deny a Warehouse Transfer Request

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

1. Click ▸ on the left of the Request record to expand and display the Request details.
2. Select Edit. *The **Warehouse Transfer Approval** pop-up window appears.*
3. Use ⇕ to change the APPROVED QTY to zero.
4. Select Update to process the transaction. *The **Warehouse Transfer Approval** pop-up window closes, and the updated record shows the Document Transaction Status of DENIED.*

Add a Warehouse Transfer Request

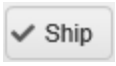
Select + Add. *The **Add Warehouse Transfer** pop-window appears.*

Print a Transfer Document

1. Click ☐ to select the desired entry. *The Warehouse Transfer record is highlighted, and* Ship, Cancel, *and* Print Forms *become available.*
2. Select Print Forms. *The **Print a Warehouse Transfer** page appears.*

Ship a Transfer Request

1. Click ☐ to select the desired entry. *The Warehouse Transfer record is highlighted, and* Ship, Cancel, *and* Print Forms *become available.*

2. Select 

. *The **Ship Warehouse Transfer** pop-up window appears.*

Common Errors

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

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

Related Topics

- Add a Warehouse Transfer
- Ship a Warehouse Transfer
- Print a Warehouse Transfer
- Warehouse Overview
- Stock Item Overview
- Pick Plan Overview
- Materiel Release Order Overview

Add a Warehouse Transfer

Overview

The Warehouse Transfer Add process provides the ability to create a new Warehouse Transfer Record.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Warehouse Transfer > + Add > Add Warehouse Transfer pop-up window

Page Fields

The following fields display on the **Add Warehouse Transfer** 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 Warehouse Transfer

To Warehouse *

Expected Delivery Date *

Owning DoDAAC *

Remarks

Inventory Items Grid

All

Stock Nbr

Item Desc

ICN
Serial Nbr
Shelf Life Remaining
Qty
Available Qty
Location
Container
Owning DoDAAC
GFM Contract Nbr
Prj Cd
Cond Cd

Procedure

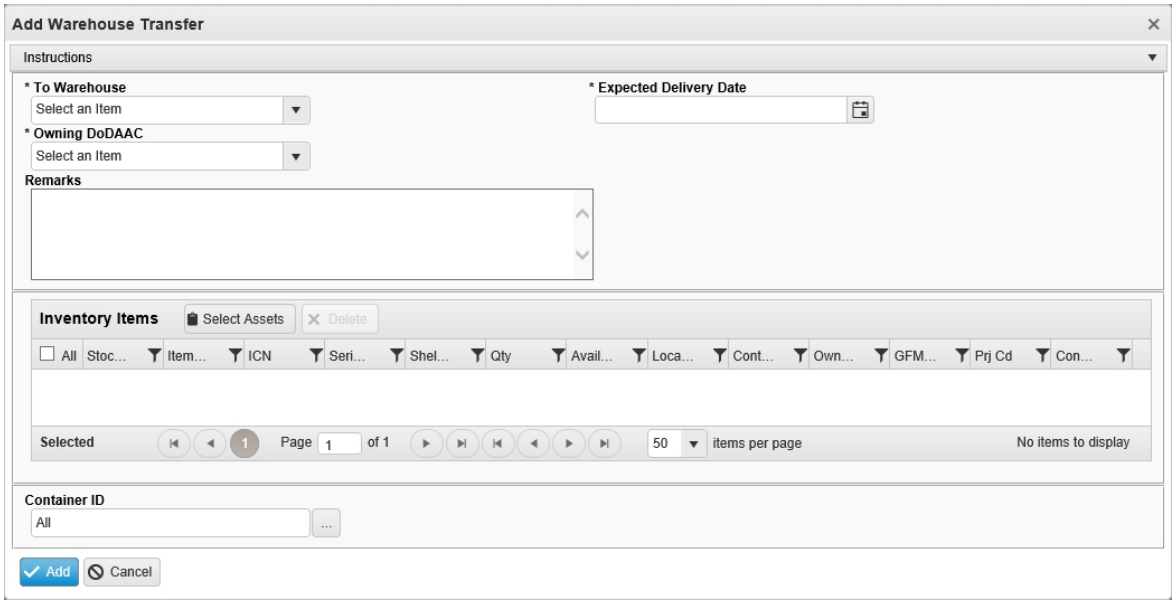
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Warehouse Transfer Request

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 Warehouse Transfer*** *pop-window appears.*



2. Use ▾ to select the To Warehouse.

3. Use to select the Expected Delivery Date, or enter the date (MM/DD/YYYY) in the field provided.
4. Use to select the Owning DoDAAC.
5. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
6. Click Select Assets. *The **Inventory Selection** pop-window appears.*
7. Enter the CONTAINER ID, or use to browse for the entry. *This is a 20 alpha-numeric character field.*

   Container Identification Browse help
8. Select Add. *The **Add Warehouse Transfer** pop-window closes, and the record appears at the top of the Warehouse Transfer Request grid, highlighted in green.*

Common Errors

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

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

- Warehouse Transfer Overview
- Ship a Warehouse Transfer
- Print a Warehouse Transfer

Print a Warehouse Transfer

Overview

The Warehouse Transfer Print process provides the ability to print shipping forms.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Requisition > (desired record) > Print Forms > Print a Warehouse Transfer page

Page Fields

The following fields display on the **Print a Warehouse Transfer** 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.
21	Select "Add" button to create a new record.
17	Select "Edit" button to revise selected fields in record(s).
xxxx	Select "Ship" button to mark a document as shipped.
xxxx	Select "Print 1348" button to print form DD1348.

Search Criteria Grid

Document Nbr

Stock Nbr

Item Desc

Warehouse To

Reportable Commodity Type
Document Status
Shipment Ref Nbr

Warehouse Transfer Request Grid

All
To Warehouse
Document Nbr
Shipment Ref Nbr
Stock Nbr
Item Desc
Ordered Qty
Approved Qty
Denied Qty
BackOrder Qty
Shipped Qty
Processing Status

Optional

LIN/TAMCN
Container ID
Priority Cd
Document Status
Security Commodity Type
Reportable Commodity Type
Document Type
Mgmt Cd
Stocking UI
Stocking Unit Price
Last Transaction Dt/Tm
Last Updated By
Established By
Established Dt/Tm

Expanded Request Grid

Document Transaction Status
Last Updated By

Cond Cd
Transaction Qty
Suffix Cd
Pick Nbr
Pick Status

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Print a Warehouse Transfer

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 Warehouse Transfer record is highlighted, and* Ship, Cancel, *and* Print Forms *become available.*
2. Select Print Forms.
3. Select the form to print: **DD Form 1348** or **DD Form 1149**.
4. A pop-up window appears after generating the form. *Choose whether to:*
   - Open has the PDF document appear, and is printable from here.
   - Save saves the PDF document, and is printable at a later time.

Common Errors

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

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

Related Topics

- Warehouse Transfer Overview
- Add a Warehouse Transfer
- Ship a Warehouse Transfer

Ship a Warehouse Transfer

Overview

The Warehouse Transfer Ship process provides the ability to initiate the shipping of the items listed.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Warehouse Transfer > ☐ (desired record) > ✔ Ship > Ship Warehouse Transfer pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
xxxx	Choose a shipment location or container for the Warehoue Transfer via the browse control.
14	Select "Cancel" button to return to previous page.

Ship Document

Ship In Location or Container *

New Location / New Container

(*) Asterisk identifies mandatory fields.

Procedure

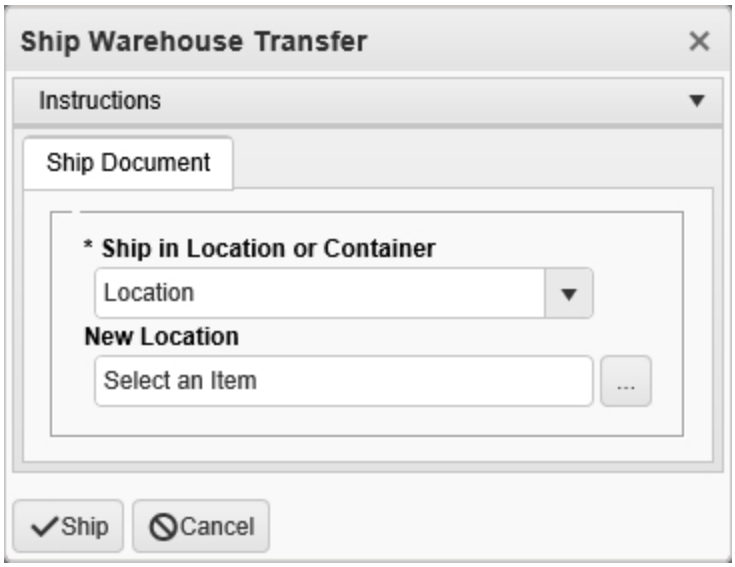
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Review the Requisition Request

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

1. Click ☐ to select the desired entry. *The Warehouse Transfer record is highlighted, and* Ship, Cancel, *and* Print Forms *become available.*
2. Select Ship. *The* ***Ship Warehouse Transfer*** *pop-up window appears.*



3. Use ▾ to select the Ship In Location or Container. *Depending upon the selection, the following field changes.*

   Enter the New Location, or use … to browse for the entry. *This is a 15 alpha-numeric character field.*
   Location Browse help
4. **OR**

   Enter the New Container, or use … to browse for the entry. *This is a 20 alpha-numeric character field.*
   Container Identification Browse help
5. Select Ship. *The* ***Ship Warehouse Transfer*** *pop-up window closes. The Processing Status for the request changes to "Shipped" and the Document Transaction Status changes to "IN TRANSIT".*

Common Errors

The table below provides a list 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.
1120 — Entered 'APPROVED QTY' and 'Back-Order QTY' is < 'Requested QTY' and will become a Partial transfer. Click Yes to continue and Cancel to close and return.	Invalid Entry. The Requested QTY must be more than the APPROVED QTY and Back-Order QTY combined. Either select Yes for a Partial Transfer or Cancel to fix the numbers.
1121 — Entered 'APPROVED QTY' and 'Back-Order QTY' exceed 'AVAIL QTY' and will initiate a Backorder in excess of that ordered. Click Yes to continue and Cancel to close and return.	Invalid Entry. The AVAIL QTY must be more than the APPROVED QTY and BackOrder QTY combined. Either select Yes for a Backorder or Cancel to fix the numbers.

Related Topics

- Warehouse Transfer Overview
- Add a Warehouse Transfer
- Print a Warehouse Transfer

Materiel Movement Plan

Overview

The Materiel Movement Pick Plan process provides the ability to create, initiate, cancel, and edit existing Pick requests, as well as assign personnel. Pick Plan requests identify what assets are moved and where they are moved .
Also, the Pick Plan procedure is embedded in other Warehouse processes such as:

- Unit Issue
- Set Kit Outfit
- Warehouse Transfer

The Materiel Movement procedure is divided into two processes:

- **Plan**
  — Used to identify specific items to pick
- **Pick**
  — Records what was physically moved based on the Pick Plan

Note
Pick Selections can be performed on Automatic Identification Technology (AIT) devices (PDCDs). Any picks which have been previously downloaded to an AIT device cannot be edited via the online Pick process because they have been assigned to be performed from the scanner. Once they have been completed on the scanner, the information is then uploaded back to the Warehouse Management Module and the Plan closed.

Allocated assets already reserved by the picking process of another pick plan can not be selected into a current pick plan.

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Materiel Movement> Plan > Materiel Movement Plan page

Page Fields

The following fields display on the Pick Plan page. For more information on each field, select the appropriate hyperlink.

Search Criteria Grid

- Pick Nbr
- Pick Desc
- Pick Type
- Pick Status
- Display Closed Statuses
- Cost Center
- Assigned To

Search Results Grid

- Pick Nbr
- Pick Desc
- Stock Nbr Picks
- Inventory Picks
- Container Picks
- Pick Type
- Pick Status
- Cost Center
- Assigned To
- Priority
- Rqd Pick By Dt/Tm

Optional

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

Stock Nbr Picks Section

- Stock Nbr
- Item Desc
- Mgmt Code
- Include Pick
- Status
- Location
- Container

Cond Cd
Requested Qty
Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type

Optional

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

Inventory Picks Sections

ICN
Stock Nbr
Item Desc
Serial Nbr
Pick Order
Status
Location
Container
Cond Cd
Requested Qty
Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type
Parent ICN

Optional

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

Container Picks Section

Container *
Change Destination
To Location Type
To Location

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Pick Plan

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

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Enter the desired number in the PICK NBR in the field provided.
   - Enter a description of the Pick in the PICK DESC field.
   - Use to select the desired Pick Type.
   - Use to select the desired status in the Pick Status field.
   - Select the Display Closed Statuses to display records with a "Closed" status.
   - Use to select the desired Cost Center in the field provided.
   - If a Cost Center is assigned, use to select the desired personnel in the

Assigned To field.

2. Click Search to display search results in the Materiel Movement Plan grid.

Add a Pick Plan Record

Select + Add to advance to the Add Pick Plan page.

Update a Pick Plan Record

Selecting ◂ Back *closes the procedure, and returns to the* ***Materiel Movement Plan*** *page, without any changes.*

1. Select ▸ Plan next to the desired record. The screen advances to the **Materiel Movement Plan Details** page.
2. Perform one or more of the following:

Update the Pick Plan Selected Section

A. Select Edit in the Pick Plan Selected section. The panel changes, and certain fields become editable.

Selecting Cancel *from this point on removes the new entries and closes the window.*

B. Verify or revise the Cost Center field. If it is not correct, review and use ▾ to modify the Cost Center if necessary.

C. Review and use ▲▼ to adjust the Priority number. *This is a mandatory field.*

D. Use ▾ to designate personnel in the Assigned To field. *This is only available when a Cost Center is selected.*

E. Use 📅 🕒 or enter a date and time (MM/DD/YYYYHH:MM) in the RQD PICK BY DT/TMRqd Pick by Dt field. *Entry must be greater than today's date.*

F. Describe the Pick record in the Pick DESC field. This field is a mandatory. *Users can enter up to 1024 alphanumeric characters in the field provided.*

G. Select ✓ Update to process the transaction .

Update STOCK NBRS Picks

A. Select next to the desired entry. The Update STOCK NBRS Picks pop-up window appears.

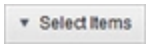
Selecting *from this point on removes the new entries and closes the pop-up window.*

B. Enter the Location, or use to browse for the entry.

C. Enter the Container, or use to browse for the entry.

D. If the Location contains multiple Location Type CDS, use to assign the Location Type CDS.

E. Select to process the transaction.

F. Click  to assign assets to the pick record. *This step is mandatory if the STOCK NBR is Bulk Managed.*

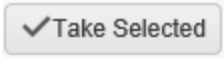
   A. The **Inventory Selection** pop-up window appears.

   B. Choose the option:

      A. Click to select all assets from a single entry.

      OR

      B. Place the cursor in the Selected Quantity field, and enter the desired number to take from the entry.

   C. Select  to apply the selected assets to the pick record. The pop-up window closes, and the selected assets are assigned to the record.

Update an Inventory Pick

A. Select next to the desired entry. The **Update Inventory Picks** pop-up window appears.

Selecting *from this point on removes the new entries and closes the pop-up window.*

B. Enter the Location, or use to browse for the entry.

C. Enter the Container, or use to browse for the entry.

D. If the Location contains multiple Location Type CDs, use ▾ to assign the Location Type CDs.

E. Select ✓ Update to process the transaction.

Update Container Picks

A. Select ✎ Edit next to the desired entry. The **Update Container Picks** pop-up window appears.

Selecting ⊘ Cancel *from this point on removes the new entries and closes the pop-up window.*

B. Enter the Location, or use ... to browse for the entry.

C. If the Location contains multiple Location Type CDs, use ▾ to assign the Location Type CDs.

D. Select ✓ Update to process the transaction.

Attention

When dealing with multiple entries from multiple locations, users can perform a Mass Edit. Select the desired entries by checking ☐ for each entry in the grid (use the "All" ☐ at the top to select all). To assign entries to one location or container, use ... to browse and select a location in the To Location field, or use ... to browse and select a container in the To Container field. Users may also manually enter the location or container in the respective fields. Once the data is entered, select ✓ Update Selected to process the request.

3. Select ◂ Back to return to the **Manage Plan** page.

Initiate a Pick Plan

1. Select ▸ Plan next to the desired record.
2. Insure the desired location or container is assigned in the To Location or To Container field.
3. Click ✓ Mark as Planned . The **Continue to Next Status** pop-up window appears.

Attention

When selecting Mark as Planned, no further edits to the picks are allowed. In order to proceed, the Pick Plan must satisfy the following rules:

- All stock number picks for serialized stock numbers must have a "From" location or container specified (but not both). These stock number picks optionally may be converted into inventory picks, instead.
- All stock number picks for bulk stock numbers must be converted to inventory picks.

4. Select Yes to complete the process or No to return to the **Plan Detail** page. *If "Yes" is selected, the pop-up window disappears and the **Pick Updated** pop-up window appears.*
5. Click OK to confirm. The pop-up window closes and the main page returns to the **Materiel Movement Plan** page. *The status of the Pick Plan is now "PL - Pick Planned".*

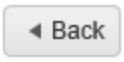
Edit a Pick Plan

The system allows users to edit the Pick Plan Selected section of Pick Plan Records with a status of "PK - Full", "PT - Partial Pick", or "PL - Pick Planned".

1. In the Search Criteria, select the Display Closed Statuses ☐ to display records with a "Closed" status. A ☑ appears.
2. Select Search to display search results in the Materiel Movement Plan grid.
3. Select Edit next to the desired record. *The **Materiel Movement Plan Details** page appears.*

   Selecting Cancel *from this point on removes the new entries and closes the window.*
4. Select Edit in the Pick Plan Selected section.
5. Review and use ▾ to modify the Cost Center.
6. Review and use ⇕ to adjust the Priority number. *This is a mandatory field.*
7. Use ▾ to designate personnel in the Assigned To field. *This is only available when a Cost Center is selected.*

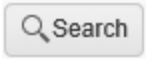
8. Use or enter a date and time (MM/DD/YYYYHH:MM) in the Rqd Pick by Dt field. *Entry must be greater than today's date.*
9. Describe the Pick record in the Pick DESC field. *This field is a mandatory.*
10. Select

to process the transaction.
11. Choose 

to return to the **Materiel Movement Plan** page.

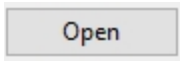
Print a Pick Plan List

If a Pick Plan record has a status of "PL - Pick Planned", users can print the **Pick List** report.

1. In the Search Criteria, select the Display Closed Statuses ☐ to display records with a "Closed" status. A ☑ appears.
2. Select 

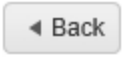
to display search results in the Materiel Movement Plan grid.
3. Select

next to the desired record to advance to the **Materiel Movement Plan Details** page.
4. Click

. A dialog box appears at the bottom of the window with the following options:
   - 

puts the document into Adobe Reader. Users can print from here.
   -

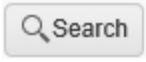
allows users to save the document and print at a later time.
   -

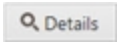
closes the dialog box and returns users to the **Plan Detail** page. Users can also press the on the right to close the dialog box.
5. Choose 

to return to the **Materiel Movement Plan** page.

Display the Pick Plan Details

The system allows users to view the details of Pick Plan Records with a status of "CP - Complete, Full Pick" or "CN - Cancelled".

1. In the Search Criteria, select the Display Closed Statuses ☐ to display records with a "Closed" status. A ☑ appears.
2. Select 

to display search results in the Materiel Movement Plan grid.
3. Select 

next to the desired record to display the Details page.

Note

The Details displays the read only details of the Pick Plan. The screen shows the Pick Plan Selected section and the current inventory picks along with the status of the pick. The page has four sections:

- **Pick Plan Selected Section**

  shows the Details of the Pick Plan including the Pick Number, Pick Description, Pick Type, Pick Status, Priority, Assigned To, Cost Center, and Required Pick By Date. It also includes a summation of the request types (Stock Number and Inventory).

- **Stock Nbrs Picks Grid Section** (soft picks)

  specifies the Stock Number, Condition Code, Owning DODAAC, and Project Code of the assets being picked. This type of pick does not correlate to a specific item in the warehouse.

- **Inventory Picks Grid Section** (hard picks)

  specifies the ICN, Condition Code, Owning DODAAC, Project code and Location/Container of the assets being picked. This type of pick correlates directly to a specific item in the warehouse.

- **Container Picks Grid Section** (hard picks)

  specifies the Container Id. This type of pick correlates directly to a specific container within the warehouse.

4. Choose Back to return to the previous page.

Cancel a Pick Plan

1. Select Plan next to the desired record to advance to the **Materiel Movement Plan Details** page.
2. Select Cancel Pick Plan between the Pick Plan Selected and Inventory Picks sections. The **Cancel Pick Plan** pop-up window appears.
3. *Click* Yes *to cancel the Pick Plan or* No *to return to the* ***Materiel Movement Plan Details*** *page.*
4. Select OK to confirm. The pop-up window closes, and the main page returns to the **Materiel Movement Plan** page.

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
xxxx - For a Receipt-Stow Pick Type, you must first create one of the following Location Types: Stock, Individual Issue, or Issue.	Invalid Entry. The Warehouse does not contain the appropriate location types. Contact the Warehouse Manager to create location types of "3 – Stock" or "9 - Individual Issue" or "2 – Issue", then re-enter the Pick.
13 - Mandatory Entry: *Cost Center*.	
13 - Mandatory Entry: *Pick Desc*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Priority*.	

Related Topics

- Add a Materiel Movement Plan
- Materiel Movement Pick

Materiel Movement Plan Add

Overview

The Materiel Movement Pick Plan Add process provides the ability to add a Pick Plan Request. These requests designate what assets are to be moved and where. Allocated assets already reserved by the picking process of another Pick Plan can not be selected into the current Pick Plan being generated.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Materiel Movement> Plan > + Add > Materiel Movement Plan page

Page Fields

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

Pick Planning tab

Pick Nbr (Auto-Generated)

Pick Status (Auto-Determined)

Pick Type

Cost Center

Assigned To

Priority *

Rqd Pick by Dt

Pick Desc *

What type of picks should be added? *

- Stock Nbr Picks
- Inventory Picks
- Container Picks

Stock Nbr Picks Section

Stock Nbr

Item Desc

Mgmt Code
Include Pick
Status
Location
Container
Cond Cd
Requested Qty
Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type

Optional

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

Inventory Picks Sections

ICN
Stock Nbr
Item Desc
Serial Nbr
Pick Order
Status
Location
Container
Cond Cd
Requested Qty
Planned Qty
To Location
To Container
To Location Type

Owning DoDAAC
Prj Cd
Inv Type
Parent ICN

Optional

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

Container Picks Section

Container *
Change Destination
To Location Type
To Location

(*) Asterisk identifies a mandatory field

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

To Add a Pick Plan Record

Selecting Cancel *closes the add procedure and is not added to the Materiel Movement Plan results grid.*

1. Select + Add. The page advances to display the **Pick Plan Header** panel.
2. Use to select a desired Cost Center if necessary in the field provided.
3. Use to select a desired personnel if necessary in the Assigned To field.
4. Enter a value (1-10) or use to enter the Priority number. *This is a mandatory field.*
5. Use or enter a date and time (MM/DD/YYYYHH:MM) in the RQD PICK BY DT/TM field. *Entry must be greater than today's date.*

6. Describe the request along with instructions in the PICK DESC field. This field is a mandatory. *Users can enter up to 1024 alphanumeric characters in the field provided.*
7. Deselect ☑ to remove the desired type from the listed types of pick details. At least one type is mandatory. *By default, all types are selected for the request.*
   - **Stock Nbr Picks**
   - **Inventory Picks**
   - **Container Picks**
8. Select Next ▸ to continue. *The first Pick Details type selected appears.*

STOCK NBR Picks

1. Select Add/Update Picks to enter items into the Selected STOCK NBR Picks. The **Inventory Selection** pop-up window appears.
   A. Users can narrow results by selecting fields in the Search Criteria section. *Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*
      - STOCK NBR
      - MIN QTY RQD
      - Location
      - COND CD
      - Additional INFO

   B. Select Search to view the results in the Inventory Selection grid.
   C. Select ☐ next to the desired entry to choose the entire quantity. ☑ appears.
      If selecting less than the entire quantity, click in the Selected QTY field on the desired entry. Enter a value equal to or less than the Available QTY, or use ▲▼ to adjust the quantity for selection.
   D. Repeat steps A-C if moving more than one STOCK NBR.
   E. Click Take Selected to add the inventory to the request. The **Inventory Selection** window closes, and the quantity is added to the request.

Note

If an entry is selected in error, select Delete to remove the entry from the Selected STOCK NBR Picks.

2. Select ☐ of the desired entries to change the destination check row (s) under "Change Destination" to apply destination changes.
3. Use ▾ in the To Location Type field to assign a type of location.
4. Enter the To Location field, or use ... to browse for the entry. *This is a 25 alphanumeric character field.*

   Location Browse help
5. Enter the To Container, or use ... to browse for the entry. *This is a 25 alpha-numeric character field.*

   Container Identification Browse help
6. Select ✓ Set Destination to apply the destination changes in the Selected STOCK NBR Picks grid.

Attention

If a To Location or To Container are not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

7. Choose one of the following options:
   - Next ▸ to continue to the next step
   - ◂ Back to return to the previous step
   - ✓ Finish to complete the process and save all items

Inventory Picks

1. Select ⚙ Add/Update Picks to add items to the Selected Inventory Picks. The **Inventory Selection** window appears.
   A. Users can narrow results by selecting fields in the Search Criteria section. *Selecting* ↻ Reset *at any point of this procedure returns all fields to the default "All" setting.*

- STOCK NBR
- ICN
- MIN QTY RQD
- Location
- COND CD
- SERIAL NBR
- MFR CAGE
- MFR CONTRACTNBR
- MFR LOTNBR
- MFR DATE
- Additional INFO

B. Select Search to view the results in the Inventory Selection grid.

C. Select ☐ next to the desired entry to choose the entire quantity. ☑ appears.

If selecting less than the entire quantity, click in the Selected QTY field on the desired entry. Enter a value equal to or less than the Available QTY, or use ▲▼ to adjust the quantity for selection.

D. If moving more than one inventory item, repeat steps A-C.

E. Click ✓Take Selected to add the inventory to the request. The **Inventory Selection** pop-up window closes, and the inventory quantity is added to the request.

Note

If an entry is selected in error, select ✕ Delete to remove the entry from the Selected Inventory Picks.

2. Select ☐ of the desired entries to change the destination.
3. Use ▼ in the To Location Type field to assign a type of location.
4. Enter the To Location field, or use ... to browse for the entry. *This is a 25 alphanumeric character field.*

   Location Browse help

5. Enter the To Container, or use ... to browse for the entry. *This is a 25 alphanumeric character field.*

   Container Identification Browse help

6. Select ✓ Set Destination to apply the destination changes.

> **Attention**
> If a To Location or To Container is not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

7. Choose one of the following options:
   - Next ▸ to continue to the next step
   - ◂ Back to return to the previous step
   - ✓ Finish to complete the process and save all items

Container Picks

1. Enter the To Container, or use ... to browse for the entry.
2. Select to add the Container to the Container Picks.

> **Note**
> If an entry is selected in error, select ✕ Delete to remove the entry from the Selected Inventory Picks.

3. If moving more than one container, repeat steps 1 and 2.
4. Select ☐ of the desired entries to change the destination.
5. Use ▾ in the To Location Type field to assign a type of location.
6. Enter the To Location field, or use ... to browse for the entry. *This is a 25 alphanumeric character field.*

   Location Browse help
7. Select ✓ Set Destination to apply the destination changes.

> **Attention**
> If a To Location is not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

8. Choose one of the following options:

- Next ▸ to continue to the next step
- ◂ Back to return to the previous step
- ✓ Finish to complete the process and save all items

Review and Finish

1. Review the Pick Plan and associated details on the Pick Plan Header tab, STOCK NBR Picks tab, Inventory Picks tab, and Container Picks tab.
2. Choose one of the following options:
   - ◂ Back to return to the previous step
   - ✓ Finish to complete the process and save all items

9. Once the review of the pick type details is completed, the screen returns to the Materiel Movement Pick screen. The new Pick Plan record appears at the top of the Materiel Movement Pick grid.

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
13 - Mandatory Entry: *Cost Center*.	Missing Entry. Enter the appropriate information in the desired field.

13 - Mandatory Entry:
***Pick Desc*.**

13 - Mandatory Entry: *Priority*.

Related Topics

- Materiel Movement Plan
- Materiel Movement Pick

Update a Materiel Movement Container Pick

Overview

The Materiel Movement Container Pick Update process allows editing of pick planning, allocation, and picking of assets in a Pick Plan record.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Materiel Movement > Pick > Search > Pick (desired record) > Edit (desired record) > Update Inventory Picks pop-up window

Page Fields

The following fields display on the **Update Container Picks** 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.

Update Container Picks

Container

To Location

Status

To Location Type

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update Container Picks

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

1. Select Pick next to the desired record. *The* ***Materiel Movement Pick Details*** *page appears.*
2. Select Edit next to the desired entry. *The* ***Update Container Picks*** *pop-up window appears.*
3. *Verify the Container.*
4. Update the To Location field, using i or ... to assist with the revised location. *This is a 25 alphanumeric character field.*

   Location Browse help
5. *Verify the Status.*
6. *Verify the To Location Type.*
7. Select Update. *The* ***Update Container Picks*** *pop-up window closes, and the revised Pick appears in the Container Picks grid in green.*

Common Errors

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

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

(s) $, — , /, #, &, comma, period, and space.	/, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Materiel Movement Plan
- Materiel Movement Pick
- Add a Materiel Movement Plan
- Materiel Movement Closed Pick Details
- Materiel Movement Open Pick Details
- Update Stock Nbr Picks
- Update Inventory Picks

Update a Materiel Movement Inventory Pick

Overview

The Materiel Movement Inventory Pick Update process allows editing of pick planning, allocation, and picking of assets in a Pick Plan record.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Materiel Movement > Pick > Search > Pick (desired record) > Edit (desired record) > Update Inventory Picks pop-up window

Page Fields

The following fields display on the **Update Inventory Picks** 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.

Update Inventory Picks

ICN
Serial Nbr
Stock Nbr
Cond Cd
Location
Container
Owning DoDAAC
Prj Cd

Requested Qty *
Planned Qty *
Status
Picked Qty *
To Location
To Container
To Location Type

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips
Click the following link to display Warehouse Navigation Tips.

Update Inventory Picks

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

1. Select Pick next to the desired record. *The* ***Materiel Movement Pick Details*** *page appears.*
2. Select Edit next to the desired entry. *The* ***Update Inventory Picks*** *pop-up window appears.*
3. *Verify the ICN.*
4. *Verify the SERIAL NBR.*
5. *Verify the STOCK NBR.*
6. *Verify the COND CD.*
7. *Verify the Location.*
8. *Verify the Container.*
9. *Verify the OWNING DODAAC.*
10. *Verify the PRJ CD.*
11. *Verify the Requested QTY.*
12. *Verify the Planned QTY.*
13. *Verify the Status.*

14. Update the Picked QTY field, using to choose the revised amount.
15. Update the To Location field, using or to assist with the revised location. *This is a 25 alphanumeric character field.*

    Location Browse help
16. Update the To Container field, using or to assist with the revised identification. *This is a 25 alphanumeric character field.*

    Container Identification Browse help
17. *Verify the To Location Type.*
18. Select

. *The **Update Inventory Picks** pop-up window closes, and the revised Pick appears in the Inventory Picks grid in green.*

Common Errors

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

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

Related Topics

- Materiel Movement Plan
- Materiel Movement Pick
- Add a Materiel Movement Plan
- Materiel Movement Closed Pick Details
- Materiel Movement Open Pick Details
- Update Stock Nbr Picks
- Update Container Picks

Materiel Movement Pick

Overview

The Warehouse Management module Materiel Movement Pick process provides the ability to manage the pick planning, allocation, and picking of assets in a Pick Plan record. The process tracks in the system what is physically picked from the warehouse, when the pick plan is executed, and where the assets are located upon completion of the Pick record.

Note

A Pick Plan is downloadable to an Automatic Identification Technology (AIT) hand held device (scanner).

The AIT device performs picks and automatically records the items as they are being picked, temporarily marking the items as in-transit while the pick is happening, and then marking them as moved to their final destinations when completed.

The hand held Picking application attempts to close the pick plan when it is completed. Any picks that were previously downloaded to an AIT device are not editable on the computer prior to syncing, because the picks are still on the hand held device.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Materiel Movement > Pick > Materiel Movement Pick page

Page Fields

The following fields display on the **Materiel Movement Pick** 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.
471	Select "Pick" button to edit the details of the Pick Plan.

470	Select "Details" button to view a read only screen of the Pick Plan.

Search Criteria Grid

Pick Nbr

Pick Desc

Pick Type

Pick Status

Display Closed Statuses

Cost Center

Assigned To

Search Results Grid

Pick

Pick Nbr

Pick Desc

Stock Nbr Picks

Inventory Picks

Container Picks

Pick Type

Pick Status

Cost Center

Assigned To

Priority

Rqd Pick By Dt/Tm

Optional

Program Id

Established Dt/Tm

Established By

Last Tran Dt/Tm

Last Updated By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

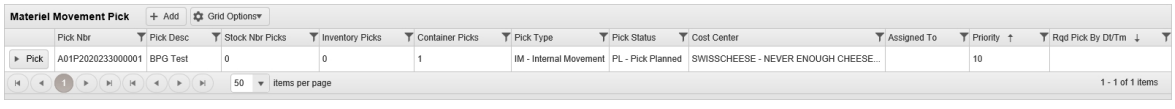
Search for a Materiel Movement Pick Record

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

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

   - Enter the PICK NBR, using i to assist with the entry. *This is a 17 alpha-numeric character field.*
   - Enter the PICK DESC, using i to assist with the entry. *This is a 1,024 alpha-numeric character field.*
   - Use ▼ to select the Pick Type.
   - Use ▼ to select the Pick Status.
   - Click ☐ to select the Display Closed Statuses. *This specifies that any records with a "Closed" status are also displayed.*
   - Use ▼ to select the Cost Center. *Once the Cost Center is selected, Assigned To becomes available.*
   - Use ▼ to select the Assigned To.

2. Select Search. *The results display in the Materiel Movement Pick grid.*

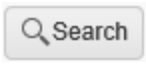


Add a Materiel Movement Pick Record

Select

. *The **Add a Materiel Movement Pick** page appears.*

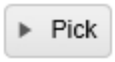
Display a Closed Materiel Movement Pick Details

1. In the Search Criteria, click ☐ to select the Display Closed Statuses. *This specifies that any records with a "Closed" status are also displayed.*
2. Select 

. *The results display in the Materiel Movement Pick grid.*
3. Select

next to the desired record. *The **Materiel Movement Closed Pick Details** page appears.*

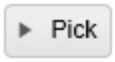
Update Stock Nbr Picks

1. Select 

next to the desired record. *The **Materiel Movement Open Pick Details** page appears.*
2. Select

next to the desired entry. *The **Update Stock Nbr Picks** pop-up window appears.*

Update Inventory Picks

1. Select 

next to the desired record. *The **Materiel Movement Open Pick Details** page appears.*
2. Select

next to the desired entry. *The **Update Inventory Picks** pop-up window appears.*

Update Container Picks

1. Select

next to the desired record. *The **Materiel Movement Open Pick Details** page appears.*
2. Select

next to the desired entry. *The **Update Container Picks** pop-up window appears.*

Mass Update the To Location / To Container

1. Select

next to the desired record. *The **Materiel Movement Open Pick Details** page appears.*
2. Determine which entries require a Determine which entries require a mass movement..

Initiate a Materiel Movement Pick

1. Select Pick next to the desired record. *The **Materiel Movement Open Pick Details** page appears.*
2. Click Pick All. *The **Pick Updated** pop-up window appears.*
3. Select OK. *The pop-up window closes, and the status of applicable entries change to "PK - Full Pick".*
4. Choose Back to return to the previous page.

Complete a Materiel Movement Pick

1. Select Pick next to the desired record. *The **Materiel Movement Open Pick Details** page appears.*
2. Select Complete Pick. *The **Continue to Next Status** pop-up window appears.*
3. Click Yes to complete the Pick, or No to close the window and return to the **Materiel Movement Pick Details** page. "Yes" generates the **Pick Updated** pop-up window.

Attention

If all assets are not selected in the Materiel Movement Pick record (i.e. the Picked QTY for an entry is zero and the entry status is "NP - Not Picked"), the **Continue to Next Status** pop-up window states that selecting Yes designates the record with a "Complete - Partially Picked" status. In cases where partial picks are not allowed, the pick item should be excluded from the pick prior to completing the pick.

4. Select OK. *The pop-up window closes and returns to the **Materiel Movement Pick** page.*

Print a Materiel Movement Pick List

1. Select Pick next to the desired record. *The **Materiel Movement Open Pick Details** page appears.*
2. Click Print. *A dialog box appears at the bottom of the window with the following options:*

- Open has the PDF document appear, and is printable from here.
- Save saves the PDF document, and is printable at a later time.
- Cancel closes the dialog box and returns to the **Pick Detail** page.

3. Choose Back to return to previous page.

Cancel a Materiel Movement Pick

1. Select Pick next to the desired record. *The **Materiel Movement Open Pick Details** page appears.*
2. Select Cancel Pick Plan. *The **Cancel Pick Plan** pop-up window appears.*
3. Click Yes to cancel the Pick, or No to close the pop- up window and return to the **Materiel Movement Pick Details** page. "Yes" generates the **Pick Updated** pop-up window.
4. Select OK. *The pop-up window closes and returns to the **Materiel Movement Pick** page.*

Common Errors

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

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

xxxx - Cannot complete the pick for pick nbr " {0}", because the pick plan contains open stock nbr picks.	Invalid Entry. The pick cannot be completed. Fix the open picks and try again.

Related Topics

- Materiel Movement Plan
- Add a Materiel Movement Plan
- Materiel Movement Closed Pick Details
- Materiel Movement Open Pick Details
- Update Stock Nbr Picks
- Update Inventory Picks
- Update Container Picks

Add a Materiel Movement Pick

Overview

The Materiel Movement Pick Add process provides the ability to create a Pick Plan record.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Materiel Movement > Pick > + Add > Add a Materiel Movement Pick page

Page Fields

The following fields display on the **Add a Materiel Movement Pick** 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.

Pick Plan Header

Pick Nbr

Pick Status

Pick Type

Cost Center

Assigned To

Priority *
Rqd Pick By Dt/Tm
Pick Desc *
Stock Nbr Picks
Inventory Picks
Container Picks

Stock Nbr Picks

Add / Update Picks

Selected Stock Nbr Picks

Change Destination
Stock Nbr
Cond Cd
Owning DoDAAC
Prj Cd
Location
Container
Requested Qty
To Location Type
To Location
To Container

Destination

To Location Type
To Location
To Container

Inventory Picks

Add / Update Picks

Selected Inventory Nbr Picks

Change Destination
Stock Nbr
ICN
Serial Nbr
Cond Cd
Owning DoDAAC
Prj Cd

Location
Container
Requested Qty
To Location Type
To Location
To Container

Destination

To Location Type
To Location
To Container

Container Picks

Container *

Container Picks

Change Destination
Container
To Location Type
To Location

Destination

To Location Type
To Location

Review and Finalize

Pick Plan Header Tab

Pick Nbr
Pick Status
Pick Type
Cost Center
Assigned To
Priority
Rqd Pick By Dt/Tm
Pick Desc

Stock Nbr Picks Tab

Stock Nbr

Cond Cd
Owning DoDAAC
Prj Cd
Location
Container
Requested Qty
To Location Type
To Location
To Container

Inventory Picks Tab

ICN
Cond Cd
Owning DoDAAC
Prj Cd
Location
Container
Requested Qty
To Location Type
To Location
To Container

Container Picks

Container
To Location Type
To Location

Procedures

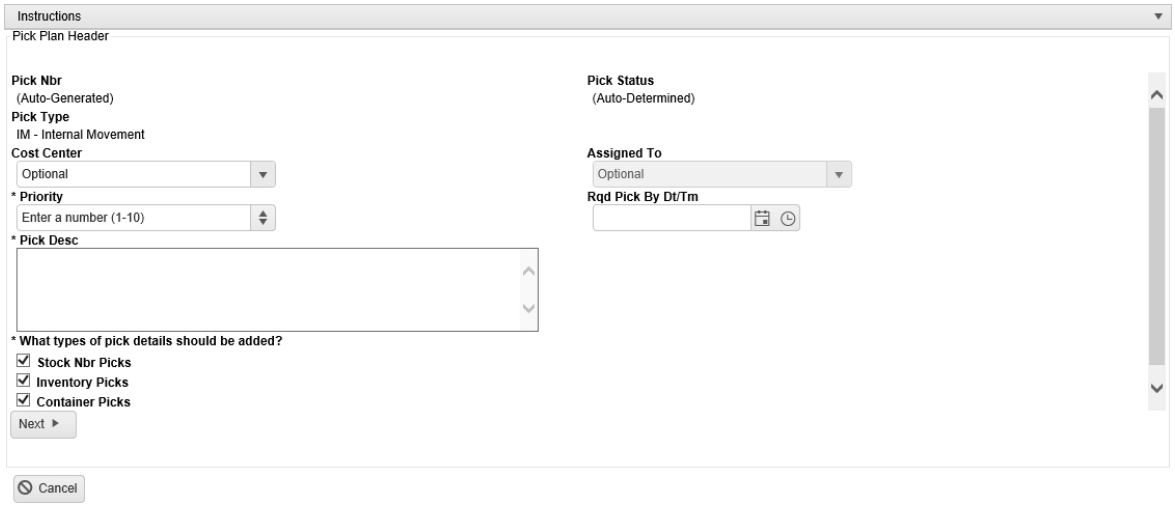
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Materiel Movement Pick Record

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

1. Select + Add to add a request. *The **Materiel Movement Pick Add** pop-up window appears.*

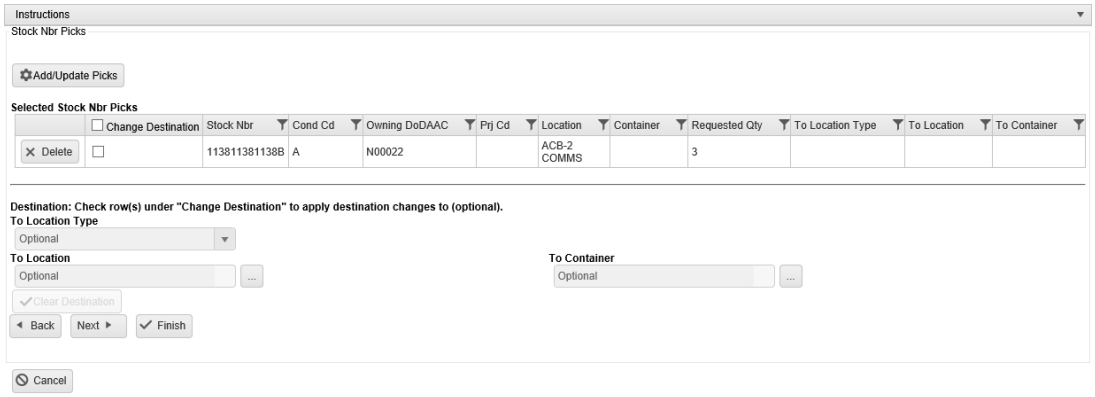


2. *The PICK NBR automatically populates and is not editable.*
3. *The Pick Status automatically populates and is not editable.*
4. *The Pick Type automatically populates and is not editable.*
5. Use ▼ to select the Cost Center.
6. Use ▼ to select the Assigned To.
7. Use ▲▼ to choose the Priority.
8. Use 📅 to select the RQD PICK BY DT/TM, or enter the date and time (MM/DD/YYYYHH:MM) in the field provided.
9. Enter the Pick DESC in the field provided. *This is a 1024 alphanumeric character field.*
10. Deselect ☑ to remove the desired type from the listed types of pick details. *By default, all types are selected for the request. At least **one** type is mandatory.*
11. Select Next ▶ to continue. *The first Pick Details type selected appears.*

STOCK NBR Picks

A. Select ⚙ Add/Update Picks. *The **Inventory Selection** pop-up window appears.*

B. *The selected STOCK NBRS appear in the Selected STOCK NBR Picks grid.*



C. Repeat step A to add more STOCK NBRS to the grid.

Note

Select Delete to remove an incorrect STOCK NBR entry from the grid.

Change the Destination of a STOCK NBR

a. Click ☐ to select the STOCK NBR. *The remaining fields are changed to active.*

b. Use ▾ to select the To Location Type.

c. Enter the To Location field, or use ... to browse for the entry. *This is a 25 alphanumeric character field.*

Location Browse help

d. Enter the To Container, or use ... to browse for the entry. *This is a 25 alphanumeric character field.*

Container Identification Browse help

e. Select Set Destination. *The fields return to read only, and the revisions are added to the Selected STOCK NBR Picks grid.*

Attention

If a To Location or To Container are not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

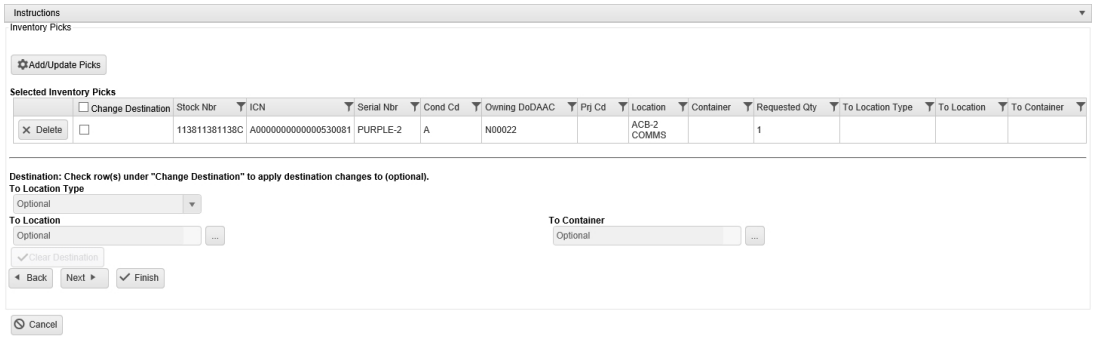
D. Choose one of the following options:

- Select Next ▸. *The next step appears.*
- Select ◂ Back. *The previous step appears.*
- Select ✓ Finish. *The **Materiel Movement Pick Add** pop-up window closes, and the Pick is added to the top of the Materiel Movement Pick grid.*

Inventory Picks

A. Select ⚙ Add/Update Picks. *The **Inventory Selection** pop-up window appears.*

B. *The selected inventory appears in the Selected Inventory Picks grid.*



C. Repeat step A to add more Inventories to the grid.

> **Note**
> Select ✕ Delete to remove any incorrect inventory entry from the grid.

Change the Destination of Inventory

a. Click ☐ to select the Inventory. *The remaining fields are changed to active.*

b. Use ▾ to select the To Location Type.

c. Enter the To Location field, or use ... to browse for the entry. *This is a 25 alphanumeric character field.*

Location Browse help

d. Enter the To Container, or use ... to browse for the entry. *This is a 25 alphanumeric character field.*

Container Identification Browse help

e. Select Set Destination. *The fields return to read only, and the revisions are added to the Selected Inventory Picks grid.*

Attention

If a To Location or To Container is not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

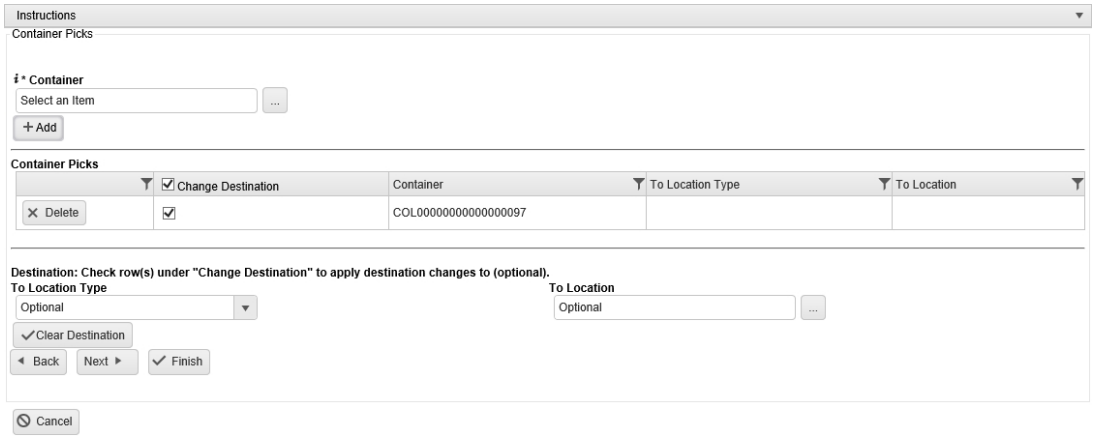
D. Choose one of the following options:

- Select Next. *The next step appears.*
- Select Back. *The previous step appears.*
- Select Finish. *The **Materiel Movement Pick Add** pop-up window closes, and the Pick is added to the top of the Materiel Movement Pick grid.*

Container Picks

A. Use i or ... to assist with the Container entry. *This is a 25 alphanumeric character field.*

B. Select + Add. *The Container appears in the Container Picks grid.*



C. If moving more than one container, repeat steps 1 and 2.

Note

If an entry is selected in error, select Delete to remove the entry from the Container Picks.

Change the Destination of a Container

a. Click ☐ to select the Container. *The remaining fields are changed to active.*

b. Use ▾ to select the To Location Type.

c. Enter the To Location field, or use ... to browse for the entry. *This is a 25 alphanumeric character field.*

Location Browse help

d. Select ✓ Set Destination. *The fields return to read only, and the revisions are added to the Container Picks grid.*

Attention

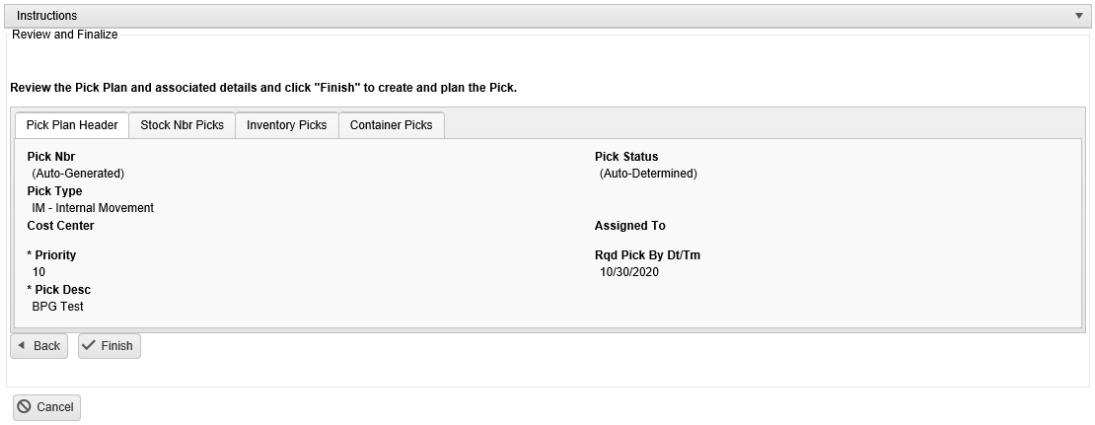
If a To Location is not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

D. Choose one of the following options:

- Select Next ▶. *The next step appears.*
- Select ◀ Back. *The previous step appears.*
- Select ✓ Finish. *The **Materiel Movement Pick Add** pop-up window closes, and the Pick is added to the top of the Materiel Movement Pick grid.*

Review and Finish

A. Review the Pick Plan using the following tabs:



a. **Pick Plan Header**

1. *Verify the PICK NBR.*
2. *Verify the Pick Status.*
3. *Verify the Pick Type.*
4. *Verify the Cost Center.*
5. *Verify the Assigned To.*
6. *Verify the Priority.*
7. *Verify the RQD PICK BY DT/TM.*
8. *Verify the Pick DESC.*

b. **STOCK NBR Picks**

1. *Verify the STOCK NBR.*
2. *Verify the COND CD.*
3. *Verify the Owning DODAAC.*
4. *Verify the Location.*
5. *Verify the Container.*
6. *Verify the Requested QTY.*
7. *Verify the To Location Type.*
8. *Verify the To Location.*
9. *Verify the To Container.*

c. **Inventory Picks**

1. *Verify the ICN.*
2. *Verify the COND CD.*
3. *Verify the Owning DODAAC.*
4. *Verify the PRJ CD.*
5. *Verify the Location.*
6. *Verify the Container.*
7. *Verify the Requested QTY.*
8. *Verify the To Location Type.*
9. *Verify the To Location.*
10. *Verify the To Container.*

d. **Container Picks**

1. *Verify the Container.*
2. *Verify the To Location Type.*
3. *Verify the To Location.*

B. Choose one of the following options:

- Select Back. *The previous step appears.*
- Select Finish. *The **Materiel Movement Pick Add** pop-up window closes, and the Pick is added to the top of the Materiel Movement Pick grid.*

12. *The **Materiel Movement Pick Add** pop-up window closes, and the Pick is added to the top of the Materiel Movement Pick grid.*

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx - Attempted to create one or more STOCK NBR picks with a requested qty that exceeds the available qty.	Invalid Entry. There is not enough of the STOCK NBR chosen to fill the pick amount. Choose a different STOCK NBR.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Materiel Movement Plan
- Materiel Movement Pick
- Materiel Movement Closed Pick Details
- Materiel Movement Open Pick Details
- Update Stock Nbr Picks
- Update Inventory Picks
- Update Container Picks

View the Materiel Movement Pick Details — for Closed Picks

Overview

The Materiel Movement Pick Details provides the ability to view the details of the read-only Pick Plan record.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Materiel Movement > Pick > Display Closed Statuses > Search > Details > Materiel Movement Pick Details — for Closed Picks page

Page Fields

The following fields display on the **Materiel Movement Pick Details — for Closed Picks** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.
55	Use "Back" button to return to previous page.
465	"Print" will be displayed when the Pick Status = "Pick Planned" and when selected, will export the pick plan to a .PDF file for printing.

Pick Plan Selected

Pick Nbr

Cost Center

Priority *

Pick Status

Assigned To

Rqd Pick By Dt/Tm
Pick Type
Pick Desc *

Stock Nbr Picks Grid

Select Items
Stock Nbr
Item Desc
Mgmt Cd
Include Pick
Status
Location
Container
Cond Cd
Requested Qty
Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type

Optional

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

Inventory Picks Grid

ICN
Stock Nbr
Item Desc
Serial Nbr
Pick Order
Status
Location

Container
Cond Cd
Requested Qty
Planned Qty
To Location
To Container
To Location Type
Owning DoDAAC
Prj Cd
Inv Type
Parent ICN

Optional

Program Id
Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By
GFM Contract Nbr

Container Picks Grid

Status
Container
To Location
To Location Type

Optional

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

(*) Asterisk identifies mandatory fields.

Procedures

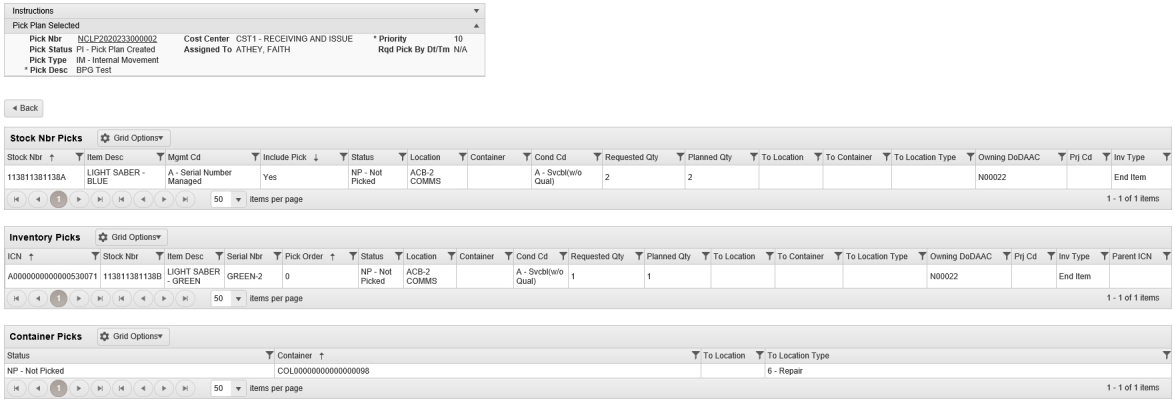
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Display a Closed Materiel Movement Pick Details

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

1. In the Search Criteria, click ☐ to select the Display Closed Statuses. *This specifies that any records with a "Closed" status are also displayed.*
2. Select Search. *The results display in the Materiel Movement Pick grid.*
3. Select Details next to the desired record. *The Materiel Movement Pick Details page appears.*



4. View the Pick Plan Selected Panel.
   A. *Verify the PICK NBR.*
   B. *Verify the Cost Center.*
   C. *Verify the Priority.*
   D. *Verify the Pick Status.*
   E. *Verify the Assigned To.*
   F. *Verify the RQD PICK BY DT/TM.*
   G. *Verify the Pick Type.*
   H. *Verify the PICK DESC.*

Note

The Pick Plan selected determines the results grids available.
There may be one grid showing, two grids showing, or all three grids showing.

5. View the Stock Nbr Picks Grid.
    A. *Verify the Select Items.*
    B. *Verify the STOCK NBR.*
    C. *Verify the ITEM DESC.*
    D. *Verify the MGMT CD.*
    E. *Verify the Include Pick.*
    F. *Verify the Status.*
    G. *Verify the Location.*
    H. *Verify the Container.*
    I. *Verify the COND CD.*
    J. *Verify the REQUESTED QTY.*
    K. *Verify the Planned Qty.*
    L. *Verify the To Location.*
    M. *Verify the To Container.*
    N. *Verify the To Location Type.*
    O. *Verify the OWNING DODAAC.*
    P. *Verify the PRJ CD.*
    Q. *Verify the INV TYPE.*
    R. View the optional grid columns.
        a. *Verify the Program ID.*
        b. *Verify the ESTABLISHED DT/TM.*
        c. *Verify the ESTABLISHED BY.*
        d. *Verify the Last Transaction DT/TM.*
        e. *Verify the LAST UPDATED BY.*
6. View the Inventory Picks Grid.
    A. *Verify the ICN.*
    B. *Verify the STOCK NBR.*
    C. *Verify the ITEM DESC.*
    D. *Verify the Serial Nbr.*

E. *Verify the Pick Order.*
F. *Verify the Status.*
G. *Verify the Location.*
H. *Verify the Container.*
I. *Verify the COND CD.*
J. *Verify the REQUESTED QTY.*
K. *Verify the Planned Qty.*
L. *Verify the To Location.*
M. *Verify the To Container.*
N. *Verify the To Location Type.*
O. *Verify the OWNING DODAAC.*
P. *Verify the PRJ CD.*
Q. *Verify the INV TYPE.*
R. *Verify the Parent ICN.*
S. View the optional grid columns.
    a. *Verify the Program ID.*
    b. *Verify the ESTABLISHED DT/TM.*
    c. *Verify the ESTABLISHED BY.*
    d. *Verify the Last Transaction DT/TM.*
    e. *Verify the LAST UPDATED BY.*
    f. *Verify the GFM CONTRACT NBR.*

7. View the Container Picks Grid.
    A. *Verify the Status.*
    B. *Verify the Container.*
    C. *Verify the To Location.*
    D. *Verify the To Location Type.*
    E. View the optional grid columns.
        a. *Verify the Program ID.*
        b. *Verify the ESTABLISHED DT/TM.*
        c. *Verify the ESTABLISHED BY.*
        d. *Verify the Last Transaction DT/TM.*
        e. *Verify the LAST UPDATED BY.*

8. Choose ◂ Back to return to the previous page.

Common Errors

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

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

Related Topics

- Materiel Movement Plan
- Materiel Movement Pick
- Add a Materiel Movement Plan
- Materiel Movement Open Pick Details
- Update Stock Nbr Picks
- Update Inventory Picks
- Update Container Picks

View the Materiel Movement Pick Details — for Open Picks

Overview

The Materiel Movement Pick Details provides the ability to view the details of the read-only Pick Plan record.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Materiel Movement > Pick > Search > Pick (desired record) > Materiel Movement Pick Details — for Open Picks page

Page Fields

The following fields display on the **Materiel Movement Pick Details — for Open Picks** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.
55	Use "Back" button to return to previous page.
461	Select "Complete Pick" to update the status to the next appropriate status.
462	Select "Cancel Pick Plan" to cancel the current Pick Plan and free up any allocations reserved by the Pick Plan.
463	"Select Assets" will allow you to select specific inventory records and quantities to include in the pick.
465	"Print" will be displayed when the Pick Status = "Pick Planned" and when selected, will export the pick plan to a .PDF file for printing.
xxx	To assign multiple picks to a common destination, select the

desired pick(s) using the checkbox (or All) and enter the destination using the mass edit To Location/ To Container.

Pick Plan Selected

- Pick Nbr
- Cost Center
- Priority *
- Pick Status
- Assigned To
- Rqd Pick By Dt/Tm
- Pick Type
- Pick Desc *

Stock Nbr Picks Grid

- Select Items
- Stock Nbr
- Item Desc
- Mgmt Cd
- Include Pick
- Status
- Location
- Container
- Cond Cd
- Requested Qty
- Planned Qty
- To Location
- To Container
- To Location Type
- Owning DoDAAC
- Prj Cd
- Inv Type

Optional

- Program Id
- Established Dt/Tm
- Established By
- Last Tran Dt/Tm

- Last Updated By

Inventory Picks Grid

- ICN
- Stock Nbr
- Item Desc
- Serial Nbr
- Pick Order
- Status
- Location
- Container
- Cond Cd
- Requested Qty
- Planned Qty
- To Location
- To Container
- To Location Type
- Owning DoDAAC
- Prj Cd
- Inv Type
- Parent ICN

Optional

- Program Id
- Established Dt/Tm
- Established By
- Last Tran Dt/Tm
- Last Updated By
- GFM Contract Nbr

Container Picks Grid

- Status
- Container
- To Location
- To Location Type

Optional

- Program Id

Established Dt/Tm
Established By
Last Tran Dt/Tm
Last Updated By

Mass Edit Location or Container

To Location
To Container

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips
Click the following link to display Warehouse Navigation Tips.

Display an Open Materiel Movement Pick Details

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

1. Select Search. *The results display in the Materiel Movement Pick grid.*
2. Select Pick next to the desired record. *The* ***Materiel Movement Pick Details — for Open Picks*** *page appears.*
3. View the Pick Plan Selected Panel.
   A. *Verify the PICK NBR.*
   B. *Verify the Cost Center.*
   C. *Verify the Priority.*
   D. *Verify the Pick Status.*
   E. *Verify the Assigned To.*
   F. *Verify the RQD PICK BY DT/TM.*
   G. *Verify the Pick Type.*
   H. *Verify the PICK DESC.*

Note

The Pick Plan selected determines the results grids available.
There may be one grid showing, two grids showing, or all three grids showing.

4. In the STOCK NBR Picks panel, select Edit next to the desired entry. *The **Update Stock Nbr Picks** pop-up window appears.*
5. In the Inventory Picks panel, select Edit next to the desired entry. *The **Update Inventory Picks** pop-up window appears.*
6. In the Container Picks panel, select Edit next to the desired entry. *The **Update Container Picks** pop-up window appears.*
7. Determine which entries require a mass movement.
   A. Click ☐ to select the desired entry(ies) in the respective grids. *To select all entries in the grid, click ☐ All at the top of the grid.*
   B. Choose one or both of the following steps:
      a. Update the To Location field, using ... to browse for the revised location.

         Location Browse help

         OR

      b. Update the To Container, using ... to browse for the revised ID.

         Container Identification Browse help

   C. Select ✓ Update Selected. *The new destination appears in the respective grids.*
8. Choose ◂ Back to return to the previous page.

Common Errors

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

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

161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Materiel Movement Plan
- Materiel Movement Pick
- Add a Materiel Movement Plan
- Materiel Movement Closed Pick Details
- Update Stock Nbr Picks
- Update Inventory Picks
- Update Container Picks

Update a Materiel Movement Stock Number Pick

Overview

The Materiel Movement Stock Number Pick Update process allows editing of pick planning, allocation, and picking of assets in a Pick Plan record.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Materiel Movement > Pick > Search > Pick (desired record) > Edit (desired record) > Update STOCK NBR Picks pop-up window

Page Fields

The following fields display on the **Update STOCK NBR Picks** 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.

Update STOCK NBR Picks

Stock Nbr

Cond Cd

Location

Container

Owning DoDAAC

Prj Cd

Requested Qty *

Planned Qty *

Status
Include Pick
To Location
To Container
To Location Type

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update Stock Nbr Picks

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

1. Select Pick next to the desired record. *The* ***Materiel Movement Pick Details*** *page appears.*
2. Select Edit next to the desired entry. *The* ***Update Stock Nbr Picks*** *pop-up window appears.*
3. *Verify the Stock Nbr.*
4. *Verify the Cond Cd.*
5. *Verify the Location.*
6. *Verify the Container.*
7. *Verify the Owning DoDAAC.*
8. *Verify the Prj Cd.*
9. *Verify the Requested Qty.*
10. *Verify the Planned Qty.*
11. *Verify the Status.*
12. Verify the Include Pick contains the appropriate ☐ or ☑. *This determines if the stock number is part of this pick.*

Attention

Selecting Update after deselecting the "Include Pick" decreases the "Planned QTY" to zero. The entry is no longer part of the pick. The Pick record cannot be reverted back to before the edit was made.

13. Update the To Location field, using i or ... to assist with the revised location. *This is a 25 alphanumeric character field.*

    Location Browse help

14. Update the To Container field, using i or ... to assist with the revised identification. *This is a 25 alphanumeric character field.*

    Container Identification Browse help

15. *Verify the To Location Type.*

16. Select Update. *The **Update STOCK NBR Picks** pop-up window closes, and the revised Pick appears in the STOCK NBR Picks grid in green.*

Common Errors

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

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

Related Topics

- Materiel Movement Plan
- Materiel Movement Pick
- Add a Materiel Movement Plan

- Materiel Movement Closed Pick Details
- Materiel Movement Open Pick Details
- Update Inventory Picks
- Update Container Picks

Transportation Pick Plan

Overview

The Transportation Pick Plan process provides the ability to create, initiate, cancel, and edit existing requests, as well as assign personnel. This process manages requests that require special handling equipment and / or personnel with specific certification, by assigning Cost Centers associated with the "Transportation" Work Type. Transportation Pick Plan Requests are formal, managed actions that are non-typical warehouse actions.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Transportation > Plan > Transportation Plan page

Page Fields

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

Search Criteria

Pick Nbr

Pick Desc

Pick Type

Pick Status

Display Closed Statuses

Cost Center

Assigned To

Transportation Planning Grid

Pick Nbr

Pick Desc

Stock Nbr Picks

Inventory Picks

Container Picks

Pick Type

Pick Status
Cost Center
Assigned To
Priority
Rqd Pick by Dt/Tm

Optional

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

(*) Asterisk identifies a mandatory field

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Transportation Pick Plan

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

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Enter the desired number in the PICK NBR in the field provided.
   - Enter a description of the Pick in the PICK DESC field.
   - Use ▾ to select the desired Pick Type.
   - Use ▾ to select the desired status in the Pick Status field.
   - Select the Display Closed Statuses ☐ to display records with a "Closed" status.
   - Use ▾ to select the desired Cost Center in the field provided.
   - If a Cost Center is assigned, use ▾ to select the desired personnel in the

Assigned To field.

2. Click Search to display search results in the Materiel Movement Plan grid.

Add a Transportation Pick Plan Record

Select + Add to advance to the Add Transportation Plan page.

Update a Transportation Pick Plan Record

Selecting ◂ Back *closes the edit procedure without any changes.*

1. Select ▸ Plan next to the desired record. The screen advances to the **Transportation Plan Details** page.
2. Perform one or more of the following:

Update the Pick Plan Selected Panel

A. Select Edit in the Pick Plan Selected panel. The panel expands for editing.

Selecting Cancel *from this point on removes the new entries and closes the pop-up window.*

B. Review and use ▾ to modify the Cost Center.

Attention

If the Cost Center is removed by clicking ✕ and the changes are saved, the record no longer registers as a Transportation Plan Record. It now registers as a Materiel Movement Plan Record.

C. Review and use ▲▼ to adjust the Priority number. *This is a mandatory field.*

D. Use ▾ to designate personnel in the Assigned To field. *This is only available when a Cost Center is selected.*

E. Use 📅 🕒 or enter a date and time (MM/DD/YYYY HH:MM) in the Rqd Pick by Dt field. *Entry must be greater than today's date.*

F. Describe the Pick record in the Pick DESC field. *This is a mandatory 1024 alphanumeric character field. The following permitted supported special characters: $, -, /, #, &, comma, period, and space are also allowed.*

G. Select ✓ Update to process the transaction or Cancel to undo changes.

Update Stock Nbr Picks

A. Select next to the desired entry. The **Update Stock Nbr Picks** pop-up window appears.

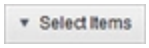
Selecting *from this point on removes the new entries and closes the pop-up window.*

B. Enter the Location, or use to browse for the entry.

C. Enter the Container, or use to browse for the entry.

D. If the Location contains multiple Location Type Cds, use to assign the Location Type Cds.

E. Select to process the transaction.

F. Click  to assign assets to the pick record. *This step is mandatory if the Stock Nbr is Bulk Managed.*

A. The **Inventory Selection** pop-up window appears.

B. Choose either:

A. Click to select all assets from a single entry.

OR

B. Select in the Selected Quantity field, and enter the desired number to take from the entry.

C. Select to apply the selected assets to the pick record. The pop-up window closes. The selected assets are assigned to the record.

Update an Inventory Pick

A. Select next to the desired entry. The **Update Inventory Picks** pop-up window appears.

Selecting *from this point on removes the new entries and closes the pop-up window.*

B. Enter the To Location, or use to browse for the entry.

C. Enter the Container, or use to browse for the entry.

D. If the Location contains multiple Location Type CD, use ▾ to assign the Location Type CD.

E. Select ✓ Update to process the transaction.

Update Container Picks

A. Select ✎ Edit next to the desired entry. The **Update Container Picks** pop-up window appears.

Selecting ⊘ Cancel *from this point on removes the new entries and closes the window.*

B. Enter the To Location, or use ... to browse for the entry.

C. If the Location contains multiple Location Type CD, use ▾ to assign the Location Type CD.

D. Select ✓ Update to process the transaction.

Attention

When dealing with multiple entries from multiple locations, users can perform a Mass Edit. Select the desired entries by checking ☐ individually, or use the "All" ☐ at the top of the grid to select all the entries. To assign entries to one location or container, use ... to browse and select a location in the To Location field, or use ... to browse and select a container in the To Container field. Users may also manually enter the location or container in the respective fields. Once the data is entered, select ✓ Update Selected to process the request.

3. Select ◂ Back to return to the **Transportation Plan Records** page.

Initiate a Transportation Pick Plan

1. Select ▸ Plan next to the desired record. The screen advances to the **Transportation Plan Details** page. Select ▸ Plan to the left of the desired record.
2. Insure the desired location or container is assigned in the To Location or To Container field.
3. Click ✓ Mark as Planned. The **Continue to Next Status** pop-up window appears.

Attention

When selecting Mark as Planned, no further edits to the picks are allowed. In order to proceed, the Pick Plan must satisfy the following rules:

- All stock number picks for serialized stock numbers must have a "From" location or container specified (but not both). These stock number picks optionally may be converted into inventory picks, instead.
- All stock number picks for bulk stock numbers must be converted to inventory picks.

4. Select Yes to complete the process, or No to close the window and return to the **Transport Detail** page. If "Yes" is selected, the pop-up window disappears and the **Pick Updated** pop-up window appears.
5. Click OK to confirm. The pop-up window closes and the **Transportation Plan** page returns. *The status of the Transportation Pick Plan is now "PL - Pick Planned".*

Edit a Transportation Pick Plan

The system allows users to edit the Pick Plan Selected section of Transportation Plan Records with a status of "PK - Full", "PT - Partial Pick", or "PL - Pick Planned".

1. In the Search Criteria, select the Display Closed Statuses ☐ to display records with a "Closed" status. A ☑ appears.
2. Select Search to display search results in the Transportation Plan grid.
3. Select Edit next to the desired record to advance to the **Transportation Plan Details** page.

   Selecting Cancel *from this point on removes the new entries and closes the window.*
4. Select Edit in the **Pick Plan Selected** section.
5. Review and use ▾ to modify the Cost Center.

Attention

If the Cost Center is removed by clicking and the changes saved, the record no longer registers as a Transportation Plan Record. It now registers as a Materiel Movement Plan Record.

6. Verify the default Priority number. Review and use to adjust the Priority number. *This is a mandatory field.*
7. Use to designate personnel in the Assigned To field. *This is only available when a Cost Center is selected.*
8. Use or enter a date and time (MM/DD/YYYYHH:MM) in the RQD PICK BY DT/TM field. *Entry must be greater than today's date.*
9. Describe the Pick record in the Pick DESC field. *This field is mandatory.*
10. Select Update to process the transaction.
11. Choose Back to return to previous page.

Print a Transportation Pick Plan List

If a Transportation Pick Plan record has a status of "PL - Pick Planned", users can print the **Pick List** report.

1. In the Search Criteria, select the Display Closed Statuses to display records with a "Closed" status. A appears.
2. Select Search to display search results in the Transportation Plan grid.
3. Select Edit next to the desired record to advance to the **Transport Detail** page.
4. Click Print . A dialog box appears at the bottom of the window with the following options:
   - Open puts the document into Adobe Reader. Users can print from here.
   - Save allows users to save the document and print at a later time.
   - Cancel closes the dialog box and returns users to the **Transport Detail**

page. Users can also press the ✕ on the right to close the dialog box.

5. Choose ◂ Back to return to the previous page.

Display a Transportation Plan Details

The system allows users to view the details of Transportation Plan Records with a status of "CP - Complete, Full Pick", "AT - Awaiting Transportation", or "CN - Cancelled".

1. In the Search Criteria, select the Display Closed Statuses ☐ to display records with a "Closed" status. A ☑ appears.
2. Select Search to display search results in the Transportation Plan grid.
3. Select Details next to the desired record to display the Details page.

Note

The Details displays the read only details of the Transportation Plan. The screen shows the Pick Plan Selected section and the current inventory picks along with the status of the pick. The page has four sections:

- **Pick Plan Selected Section**

  shows the Details of the Pick Plan including the Pick Number, Pick Description, Pick Type, Pick Status, Priority, Assigned To, Cost Center, and Required Pick By Date. It also includes a summation of the request types (Stock Number and Inventory).

- **STOCK NBRS Picks Grid Section** (soft picks)

  specifies the Stock Number, Condition Code, Owning DODAAC, and Project Code of the assets being picked. This type of pick does not correlate to a specific item in the warehouse.

- **Inventory Picks Grid Section** (hard picks)

  specifies the ICN, Condition Code, Owning DODAAC, Project code and Location/Container of the assets being picked. This type of pick correlates directly to a specific item in the warehouse.

- **Container Picks Grid Section** (hard picks)

  specifies the Container ID. This type of pick correlates directly to a specific container within the warehouse.

4. Choose ◂ Back to return to the previous page.

Cancel a Transportation Pick Plan

1. Select ▶ Plan next to the desired record to advance to the **Transportation Plan Details** page.
2. Select × Cancel Pick Plan between the Pick Plan Selected and Inventory Picks sections. The **Cancel Pick Plan** pop-up window appears.
3. Click ✓Yes to cancel the Pick Plan or ⊘No to close the window and return to the **Transportation Plan Details** page. "Yes" generates the **Pick Updated** pop-up window.
4. Select ✓OK to confirm. The pop-up window closes, and the main page returns to the **Transportation Plan** page.

Common Errors

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

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

Related Topics

- Add a Transportation Plan
- Cost Center

Transportation Pick Plan Add

Overview

Transportation Pick Plan Add process provides the ability to add a Transportation Pick Plan Request. These requests are formal managed actions that are non-typical warehouse actions and require special handling equipment and / or personnel with specific certification.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Transportation > Plan > + Add > Transportation Pick Plan page

Page Fields

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

Pick Planning tab

Pick Nbr (Auto-Generated)

Pick Status (Auto-Determined)

Pick Type

Cost Center

Assigned To

Priority *

Rqd Pick by Dt

Pick Desc *

What type of picks should be added? *
Stock Nbr Picks

Inventory Picks

Container Picks

Stock Nbr Picks Section

Stock Nbr

Item Desc

- Mgmt Code
- Include Pick
- Status
- Location
- Container
- Cond Cd
- Requested Qty
- Planned Qty
- To Location
- To Container
- To Location Type
- Owning DODAAC
- Prj Cd
- Inv Type

Optional

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

Inventory Picks Sections

- ICN
- Stock Nbr
- Item Desc
- Serial Nbr
- Pick Order
- Status
- Location
- Container
- Cond Cd
- Requested Qty
- Planned Qty
- To Location
- To Container
- To Location Type

Owning DODAAC
Prj Cd
Inv Type
Parent ICN

Optional

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

Container Picks Section

Container *
Change Destination
To Location Type
To Location

(*) Asterisk identifies a mandatory field

Procedure

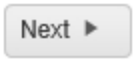
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

To Add a Transportation Request:

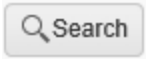
Selecting Cancel *closes the add procedure. The request is not added to the Transportation Plan results grid.*

1. Select + Add. *The **Pick Plan Header** panel appears.*
2. Use to select the desired Cost Center in the field provided. *This field is mandatory.*
3. Use to select the desired personnel in the Assigned To field.
4. Enter a value (1-10) or use to enter the Priority number. *This is a mandatory field.*

5. Use or enter a date and time (MM/DD/YYYYHH:MM) in the RQD PICK BY DT/TM field. *Entry must be greater than today's date.*
6. Describe the request along with instructions in the Pick DESC field. This field is a mandatory. *Users can enter up up to 1024 alphanumeric characters in the field provided.*
7. Deselect to remove the desired type from the listed types of pick details. At least one type is mandatory. *By default, all types are selected for the request.*
   - **Stock Nbr Picks**
   - **Inventory Picks**
   - **Container Picks**
8. Select  to continue. *The first Pick Details type selected appears.*

STOCK NBR Picks

1. Select to enter items into the Selected STOCK NBR Picks. The **Inventory Selection** window appears.
   A. Users can narrow results by selecting fields in the Search Criteria section. *Selecting* *at any point of this procedure returns all fields to the default "All" setting.*
      - STOCK NBR
      - MIN QTY RQD
      - Location
      - COND CD
      - Additional INFO

   B. Select  to view the results in the Inventory Selection grid.
   C. Select next to the desired entry to choose the entire quantity. appears.
      If selecting less than the entire quantity, click in the Selected QTY field on the desired entry. Enter a value equal to or less than the Available QTY, or use *to adjust the quantity for selection.*
   D. Repeat steps A-C if moving more than one STOCK NBR.
   E. Click to add the inventory to the request. The **Inventory Selection** window closes, and the quantity is added to the

request.

Note

If an entry is selected in error, select Delete to remove the entry from the Selected STOCK NBR Picks.

2. Select ☐ of the desired entries to change the destination check row (s) under "Change Destination" to apply destination changes.
3. Use ▾ in the To Location Type field to assign a type of location.
4. Enter the To Location field, or use ... to browse for the entry. *This is a 25 alphanumeric character field.*

   Location Browse help
5. Enter the To Container, or use ... to browse for the entry. *This is a 25 alpha-numeric character field.*

   Container Identification Browse help
6. Select ✓ Set Destination to apply the destination changes.

Attention

If a To Location or To Container are not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Transportation Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

7. Choose one of the following options:
   - Next ▸ to continue to the next step
   - ◂ Back to return to the previous step
   - ✓ Finish to complete the process and save all items

Inventory Picks

1. Select ⚙ Add/Update Picks to add items to the Selected Inventory Picks. The **Inventory Selection** window appears.
   A. Users can narrow results by selecting fields in the Search Criteria section. *Selecting* ↻ Reset *at any point of this procedure returns all fields to the default "All" setting.*

- STOCK NBR
- ICN
- MIN QTY RQD
- Location
- COND CD
- SERIAL NBR
- MFR CAGE
- MFR CONTRACTNBR
- MFR LOTNBR
- MFR DATE
- Additional INFO

B. Select Search to view the results in the Inventory Selection grid.

C. Select ☐ next to the desired entry to choose the entire quantity. ☑ appears.

If selecting less than the entire quantity, click in the Selected QTY field on the desired entry. Enter a value equal to or less than the Available QTY, or use ▲▼ to adjust the quantity for selection.

D. If moving more than one inventory item, repeat steps A-C.

E. Click ✓Take Selected to add the inventory to the request. The **Inventory Selection** pop-up window closes, and the quantity is added to the request.

Note

If an entry is selected in error, select ✕ Delete to remove the entry from the Selected Inventory Picks.

2. Select ☐ of the desired entries to change the destination check row (s) under "Change Destination" to apply destination changes.
3. Use ▼ in the To Location Type field to assign a type of location.
4. Enter the To Location field, or use ... to browse for the entry. *This is a 25 alphanumeric character field.*

   Location Browse help
5. Enter the To Container, or use ... to browse for the entry. *This is a 25 alphanumeric character field.*

Container Identification Browse help

6. Select ✓ Set Destination to apply the destination changes.

Attention

If a To Location or To Container isnot assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Transportation Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

7. Choose one of the following options:
   - Next ▸ to continue to the next step
   - ◂ Back to return to the previous step
   - ✓ Finish to complete the process and save all items

Container Picks

1. Enter the Container, or use ... to browse for the entry.
2. Select to add the Container to the Container Picks.

Note

If an entry is selected in error, select ✕ Delete to remove the entry from the Selected Inventory Picks.

3. If moving more than one container, repeat steps 1 and 2.
4. Select ☐ of the desired entries to change the destination check row (s) under "Change Destination" to apply destination changes.
5. Use ▾ in the To Location Type field to assign a type of location.
6. Enter the To Location field, or use ... to browse for the entry. *This is a 25 alphanumeric character field.*

   Location Browse help
7. Select ✓ Set Destination to apply the destination changes.

Attention

If a To Location is not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the

Transportation Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

8. Choose one of the following options:
   - Next ▸ to continue to the next step
   - ◂ Back to return to the previous step
   - ✓ Finish to complete the process and save all items

Review and Finish

1. Review the Pick Plan and associated details on the Pick Plan Header tab, Stock NBRPicks tab, Inventory Picks tab, and Container Picks tab.
2. Choose one of the following options:
   - ◂ Back to return to the previous step
   - ✓ Finish to complete the process and save all items

9. Upon completion of the pick type details and review, the screen returns to the Transportation Pick screen. The new Pick Plan record appears at the top of the Transportation Pick grid.

Common Errors

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

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

permitted.	not allowed. Remove the (%) and enter a valid entry.
13 - Mandatory Entry: *Cost Center*.	
13 - Mandatory Entry: *PICK DESC*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Priority*.	

Related Topics

- Transportation Plan
- Transportation Pick

Transportation Pick

Overview

The Transportation Pick process provides the ability to manage the pick planning, allocation, and picking of assets in a Transportation Plan record. The process tracks in the system what is physically picked from the warehouse, when the pick plan is executed, which Cost Center is responsible, and where the assets are located upon completion of the Pick record.

Note

A Transportation Pick Plan can be downloaded to an Automatic Identification Technology (AIT) hand held device (scanners). The AIT device performs picks and automatically records the items as they are being picked, temporarily marking the items as in-transit while the pick is happening, and then marking them as moved to their final destinations when completed. Both the online and the hand held Picking application attempt to close the pick plan when complete. Any picks that have been previously downloaded to an AIT device cannot be edited online, because they have been assigned to be performed from the hand held device.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Transportation > Pick > Transportation Pick page

Page Fields

The following fields display on the Transportation Pick page. For more information on each field, select the appropriate hyperlink.

Search Criteria Grid

Pick Nbr

Pick Desc

Pick Type

Pick Status

Display Closed Statuses

Cost Center

Assigned To

Search Results Grid

Pick Nbr

Pick Desc

Stock Nbr Picks

Inventory Picks

Container Picks

Pick Type

Pick Status

Cost Center

Assigned To

Priority

Rqd Pick By Dt / Tm

Optional

Program Id

Established By Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Transportation Pick Record

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

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Enter the desired number in the PICK NBR in the field provided.
   - Enter a description of the Pick in the PICK DESC field.
   - Use ▾ to select the desired Pick Type.

- Use to select the desired status in the Pick Status field.
- Select the Display Closed Statuses to display records with a "Closed" status.
- Use to select the desired Cost Center in the field provided.
- If a Cost Center is assigned, use to select the desired personnel in the Assigned To field.

2. Click Search to display search results in the Materiel Movement Pick grid.

Add a Transportation Pick Record

Selecting Cancel *closes the procedure, and returns to the* ***Transportation Pick*** *page without any changes.* The request is not added to the Transportation Pick results grid.

1. Select + Add to add a request. *The* ***Transportation Pick Add*** *page appears.*
2. Use to select the desired Cost Center in the field provided.

> **Attention**
> Although this field is optional, a Cost Center of the "Transport" type must be selected in order for the Request to register as a Transportation Pick Plan record when completed. If a Cost Center other than "Transport" is selected, the Request registers as a Materiel Movement Pick Plan record when completed.

3. Use to select the desired personnel in the Assigned To field.
4. Enter a value (1-10) or use to enter the Priority number. *This is a mandatory field.*
5. Use or enter a date and time (MM/DD/YYYYHH:MM) in the Rqd Pick by Dt field. *Entry must be greater than today's date.*
6. Describe the request along with instructions in the Pick DESC field. This field is a mandatory. *Users can enter up to 1024 alphanumeric characters in the field provided.*
7. Deselect to remove the desired type from the listed types of pick details. At least one type is mandatory. *By default, all types are selected for the request.*
   - **Stock Nbr Picks**
   - **Inventory Picks**
   - **Container Picks**

8. Select Next ▸ to continue. *The first Pick Details type selected appears.*

STOCK NBR Picks

1. Select Add/Update Picks to enter items into the Selected STOCK NBR Picks. The **Inventory Selection** window appears.
   A. Users can narrow results by selecting fields in the Search Criteria section. *Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*
      - STOCK NBR
      - MIN QTY RQD
      - Location
      - COND CD
      - Additional INFO
   B. Select Search to view the results in the Inventory Selection grid.
   C. Select ☐ next to the desired entry to choose the entire quantity. ☑ appears.
      If selecting less than the entire quantity, click in the Selected QTY field on the desired entry. Enter a value equal to or less than the Available QTY, or use ▲▼ to adjust the quantity for selection.
   D. Repeat steps A-C if moving more than one STOCK NBR.
   E. Click Take Selected to add the inventory to the request. The **Inventory Selection** window closes, and the quantity is added to the request.

Note
If an entry is selected in error, select ✕ Delete to remove the entry from the Selected STOCK NBR Picks.

2. Select ☐ of the desired entries to change the destination check row (s) under "Change Destination" to apply destination changes.
3. Use ▾ in the To Location Type field to assign a type of location.
4. Enter the To Location, or use … to browse for the entry.

5. Enter the To Container, or use [...] to browse for the entry.
6. Select [Set Destination] to apply the destination changes.

> **Attention**
>
> If a To Location or To Container are not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Transportation Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

7. Choose one of the following options:
   - [Next ▸] to continue to the next step
   - [◂ Back] to return to the previous step
   - [✓ Finish] to complete the process and save all items

Inventory Picks

1. Select [Add/Update Picks] to add items to the Selected Inventory Picks. The **Inventory Selection** pop-up window appears.
   A. Users can narrow results by selecting fields in the Search Criteria section. *Selecting* [Reset] *at any point of this procedure returns all fields to the default "All" setting.*
      - Stock Nbr
      - ICN
      - Min Qty Rqd
      - Location
      - Cond Cd
      - Serial Nbr
      - Mfr CAGE
      - Mfr ContractNbr
      - Mfr LotNbr
      - Mfr Date
      - Additional Info
   B. Select [Search] to view the results in the Inventory Selection grid.

C. Select ☐ on the left side of the desired entry to choose the entire quantity. ☑ appears.

If selecting less than the entire quantity, click in the Selected QTY field on the desired entry. Enter a value equal to or less than the Available QTY, or use ▲▼ to adjust the quantity for selection.

D. If moving more than one inventory item, repeat steps A-C.

E. Click ✓Take Selected to add the inventory to the request. The **Inventory Selection** window closes, and the quantity is added to the request.

Note

If an entry is selected in error, select ✕ Delete to remove the entry from the Selected Inventory Picks.

2. Select ☐ of the desired entries to change the destination check row (s) under "Change Destination" to apply destination changes.
3. Use ▼ in the To Location Type field to assign a type of location.
4. Enter the To Location, or use ... to browse for the entry.
5. Enter the To Container, or use ... to browse for the entry.
6. Select ✓Set Destination to apply the destination changes.

Attention

If a To Location or To Container isnot assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Transportation Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

7. Choose one of the following options:
   - Next ▶ to continue to the next step
   - ◀ Back to return to the previous step
   - ✓ Finish to complete the process and save all items

Container Picks

1. Enter the Container, or use ... to browse for the entry.
2. Select to add the Container to the Container Picks.

   Note
   If an entry is selected in error, select Delete to remove the entry from the Selected Inventory Picks.

3. If moving more than one container, repeat steps 1 and 2.
4. Select ☐ of the desired entries to change the destination.
5. Use ▾ in the To Location Type field to assign a type of location.
6. Enter the To Location, or use ... to browse for the entry.
7. Select Set Destination to apply the destination changes.

   Attention
   If a To Location is not assigned at the time of creation, the Pick Status is "PI - Pick Plan Created". A destination must be assigned before the Transportation Pick Plan can be implemented (Pick Status of "PL - Pick Planned").

8. Choose one of the following options:
   - Next ▸ to continue to the next step
   - ◂ Back to return to the previous step
   - ✓ Finish to complete the process and save all items

Review and Finish

1. Review the Pick Plan and associated details on the Pick Plan Header tab, Stock NBRPicks tab, Inventory Picks tab, and Container Picks tab.
2. Choose one of the following options:
   - ◂ Back to return to the previous step
   - ✓ Finish to complete the process and save all items

9. Upon completion of the pick type details and review, the screen returns to the Transportation Pick screen. The new Pick Plan record appears at the top of the Transportation Pick grid.

Display a Transportation Pick Details

The system allows users to view the details of Transportation Pick Records with a status of "CP - Complete, Full Pick" or "CN - Cancelled".

1. In the Search Criteria, select the Display Closed Statuses ☐ to display records with a "Closed" status. A ☑ appears.
2. Select Search to display search results in the Transportation Pick grid.
3. Select Details next to f the desired record to display the Details page.

Note

The Details displays the read only details of the Pick Plan. The screen shows the Pick Plan Selected section and the current inventory picks along with the status of the pick. The page has four sections:

- **Pick Plan Selected Section**

  shows the Details of the Pick Plan including the Pick Number, Pick Description, Pick Type, Pick Status, Priority, Assigned To, Cost Center, and Required Pick By Date. It also includes a summation of the request types (Stock Number and Inventory).

- **STOCK NBRS Picks Grid Section** (soft picks)

  specifies the Stock Number, Condition Code, Owning DODAAC, and Project Code of the assets being picked. This type of pick does not correlate to a specific item in the warehouse.

- **Inventory Picks Grid Section** (hard picks)

  specifies the ICN, Condition Code, Owning DODAAC, Project code and Location/Container of the assets being picked. This type of pick correlates directly to a specific item in the warehouse.

- **Container Picks Grid Section** (hard picks)

  specifies the Container ID. This type of pick correlates directly to a specific container within the warehouse.

4. Choose Back to return to previous page.

Update Stock Nbr Picks

1. Select Pick next to f the desired record to advance to the **Transportation Pick Details** page.

2. Choose Edit next to the desired entry to update an entry's destination. The **Update Stock Nbr Picks** pop-up window appears.

   Selecting Cancel *from this point on removes the new entries and closes the pop-up window.*

3. To remove the record from the pick, uncheck ☑ in the "Include Pick" field.

> **Attention**
>
> Selecting Update after deselecting the "Include Pick" decreases the "Planned Qty" to zero. The entry is no longer part of the pick. The Pick record cannot be reverted back to before the edit was made.

4. Update the To Location, or use ... to browse for the revised place.
5. Update the To Container, or use ... to browse for the revised place.
6. Select Update to process the transaction. The **Update Stock Nbr Picks** pop-up window closes.
7. Choose Select Items to select specific inventory records and quantities to include in the pick. The **Inventory Selection** pop-up window appears.
8. Select ☐ next to the desired entry to choose the entire quantity. ☑ appears.

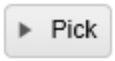
   If selecting less than the entire quantity, click in the Selected Qty field on the desired entry. Enter a value equal to or less than the Available Qty, or use ▲▼ to adjust the quantity for selection.

9. Click Take Selected to process the transaction. *Selecting* ✕ *in the top right corner of the window closes the window without applying the edits.*

> **Attention**
>
> When a specific quantity of inventory is selected, and Take Selected is chosen, the Requested Qty and Planned Qty on the current Stock Nbr Pick record is reduced accordingly. A record is created (or merged to an existing matching record) under Inventory Picks with the ICN, Condition Code, Owning DODAAC, Prj Cd, Location/Container, and Quantity chosen.

10. Choose Back to return to the previous page.

Update Inventory Picks

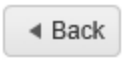
1. Select 

next to the desired record to advance to the **Transportation Pick Details** page.
2. Choose

next to the desired entry to update an entry's destination. The **Update Inventory Picks** pop-up window appears.

   Selecting

from this point on removes the new entries and closes the pop-up window.
3. Enter the To Location, or use to browse for the entry.
4. Enter the To Container, or use to browse for the entry.
5. Select

to process the transaction. The **Update Inventory Picks** pop-up window closes.
6. Choose 

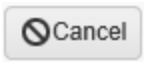
to return to previous page.

Update Container Picks

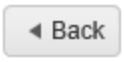
1. Select

next to the desired record to advance to the **Transportation Pick Details** page.
2. Choose

next to the desired entry to update an entry's destination. The **Update Container Picks** pop-up window appears.

   Selecting 

from this point on removes the new entries and closes the pop-up window.
3. Update the To Location, or use to browse for the revised place.
4. Select

to process the transaction. The **Update Inventory Picks** pop-up window closes.
5. Choose 

to return to the previous page.

Mass Update the To Location / To Container

The Mass Edit Location or Container section of the **Transportion Pick Details** page allows users to change the destination of the Pick record.

1. Select Pick next to the desired record to advance to the **Transportation Pick Details** page.
2. Click ☐ of the desired entry or entries in the grid. *To select all entries in the grid, click* ☐ *All at the top of the grid.*
3. Choose one or both of the following steps:
   - Enter the To Location, or use ... to browse for the entry.

     OR
   - Enter the To Container, or use ... to browse for the entry.
4. Select ✓ Update Selected to process the transaction. The new destination appears in the respective grid section.
5. Choose ◂ Back to return to previous page.

Initiate a Transportation Pick

With all Pick entries properly assigned a destination, this procedure acknowledges the items have been picked from their current locations or containers.

1. Select ▸ Pick on the left of the desired record to advance to the **Transportation Pick Details** page.
2. Click ✓ Pick All to process the transaction. The **Pick Updated** pop-up window appears.
3. Click ✓OK. The pop-up window closes, and the status of applicable entries changes to "PK - Full Pick".
4. Choose ◂ Back to return to the previous page.

Complete a Transportation Pick

This procedure acknowledges that the items from a Pick record have moved to their new location and / or container.

1. Select ▸ Pick next to the desired record to advance to the **Transportation Pick Details** page.
2. Select ✓ Complete Pick to complete the process. The **Continue to Next Status** pop-up window appears.

3. Click Yes to complete the Pick or No to return to the **Transportation Pick Details** page. "Yes" generates the **Pick Updated** pop-up window.

> **Attention**
>
> If all assets are not selected in the Transportation Pick record (i.e. the Picked QTY for an entry is zero and the entry status is "NP - Not Picked"), the **Continue to Next Status** pop-up window states that selecting Yes designates the record with a "Complete - Partially Picked" status. In cases where partial picks are not allowed, the pick item should be excluded from the pick prior to completing the pick.

4. Select OK to confirm. The pop-up window closes and the main page returns to the **Transportation Pick** page.

Print a Transportation Pick List

1. Select Pick next to the desired record to advance to the **Transportation Pick Details** page.
2. Click Print . A dialog box appears at the bottom of the window with the following options
   - Open puts the document into Adobe Reader. Users can print from here.
   - Save allows users to save the document and print at a later time.
   - Cancel closes the dialog box and returns users to the **Transport Pick Detail** page. Users can also press the ✕ on the right to close the dialog box.
3. Choose Back to return to previous page.

Cancel a Transportation Pick

1. Select Pick next to the desired record to advance to the **Transportation Pick Details** page.
2. Select Cancel Pick Plan to remove the Transportation Pick. The **Cancel Pick Plan** pop-up window appears.

3. Click Yes to cancel the Pick or No to return to the **Transportation Pick Details** page. "Yes" generates the **Pick Updated** pop-up window.
4. Select OK to confirm. The pop-up window closes and the main page returns to the **Transportation Pick** page.

Common Errors

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

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

Related Topics

- Transportation Plan
- Add a Transportation Plan

Add a Quality Control / Quality Assurance / Inspection

Overview

The QC/QA/Inspection Add process provides the ability to create QC/QA/Inspection Requests.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

Materiel MGMT > QC/QA/Inspection > QC/QA/Inspection page > + Add > Add QC/QA/Inspection Results pop-up window

Page Fields

The following fields display on the **Add QC/QA/Inspection Results** 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 QC/QA/Inspection Results

Stock Nbr *

Inspection Type *

Cost Center *

Document Nbr

Personnel

QC/QA Inspector (depending upon the Inspection Type)

Instructions

Planned Start Dt
Select Inventory
Scan Barcode
Select from Issued Items

Select Inventory

All
ICN
Serial Nbr
Location
Container
Cond Cd
Owning DoDAAC
Prj Cd
Qty

Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies a mandatory field.

Procedure

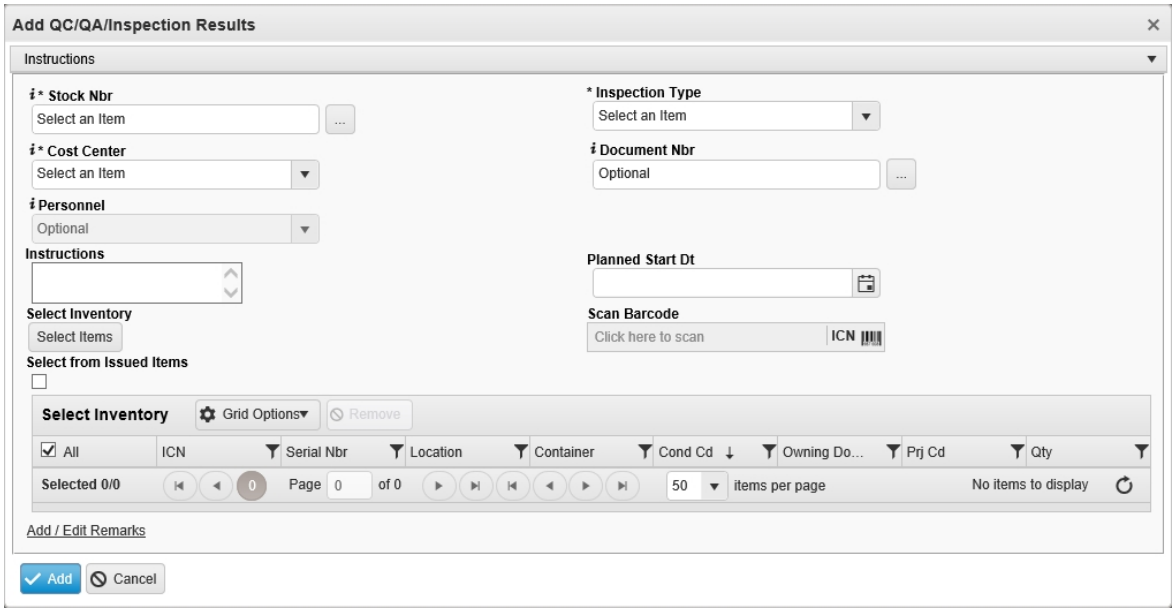
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a QC/Inspection Request

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 QC/QA/Inspection Results*** *pop-up window appears.*



2. Update the STOCK NBR, using or to assist with the revised number. *This is a 15 alphanumeric character field.*

   Stock Number Browse help

3. Use to select the Inspection Type. *Depending upon the type, the QC/QA Inspector field appears.*

4. Use to select the Cost Center, or enter the center name, using to assist with the entry. *This is an 25 alphanumeric character field.*

5. Use or to assist with the DOCUMENT NBR entry. *This is a 14 alphanumeric character field.*

   Document Number Browse help

6. Use to select the Personnel, or enter the name, using to assist with the entry. *This is an 25 alphanumeric character field.*

7. Use to select the QC/QA Inspector, or enter the name, using to assist with the entry. *This is a 150 alphanumeric character field.*

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

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

10. Select Select Items. *The **Inventory Selection Browse** pop-up window appears.*

11. Use the DPAS supported tethered scanner to scan the DPAS generated ICN bar-code, serial number bar-code, or UII associated with the asset. *The Scan Bar-*

Code automatically populates.

12. Click ☐ to select the Select from Issued Items. *This marks whether to include assets that are already out in the field (checked) or only assets currently in the warehouse (unchecked).*
13. Click 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.*
14. Select Add. *The **Add QC/QA/Inspection Results** pop-up window closes, and the new record appears at the top of the QC/QA/Inspection Results Grid in green.*

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx - No items selected for Quality Control	Missing Entry. No items are selected. Select Select Items and choose an item.
48 - QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
13 - Mandatory Entry: *Cost Center*.	Missing Entry. Enter the appropriate information in the desired field.
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..
xxxx - Entry must be >= System Date/Time.	Invalid Date Entry. The Planned Start Dt must be either the system (current) date or

	later. Re-enter the date and time.
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 - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- QC/QA/Inspection Overview
- Add an Attachment to an QC/QA/Inspection
- Update a QC/QA/Inspection

Add Attachments to a QC/QA/Inspection

Overview

The QC/QA/Inspection Add Attachments process provides the ability to attach documents to the inspection.

Navigation

Materiel MGMT > QC/QA/Inspection > *VARIOUS PROCEDURAL STEPS* > Attach Documents - Quality Control Header pop-up window

Page Fields

The following fields display on the **Attach Documents - Quality Control Header** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions - Attach Files

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 Documents - Quality Control Header

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	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

Thumbnails

Attach

Attach Documents - Quality Control Header

Attachment

Desc

Primary
Name
Desc

Procedures

DPAS Navigation Helpful Tips

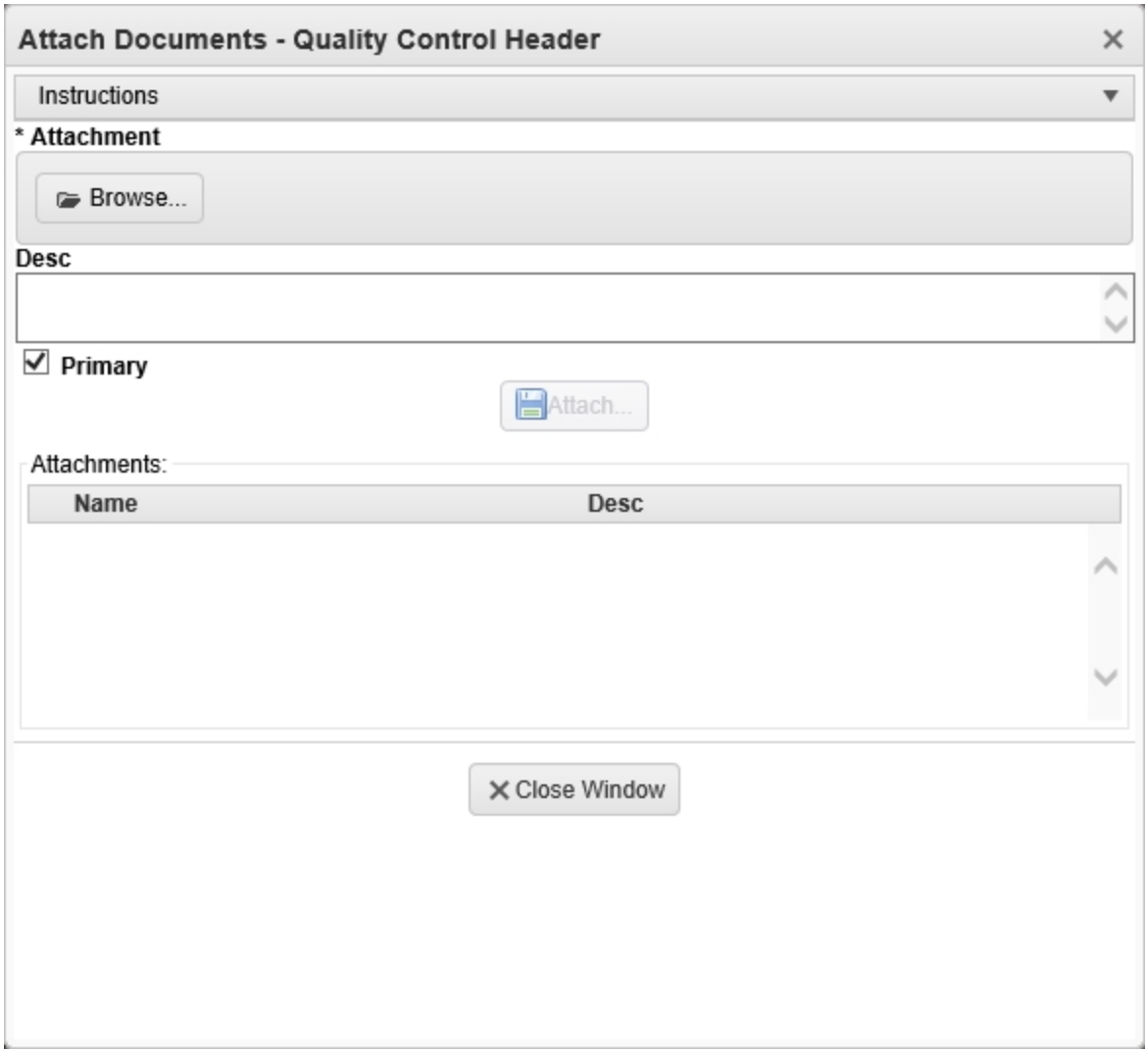
Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Quality Control Header

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

1. Select Attachments to add any additional files to the record. *The* ***Attach Files*** *pop-up window appears.*

2. Select Attach... to add any additional files to the record. *The* ***Attach Documents — Quality Control Header*** *pop-up window appears.*



3. Select Browse... . *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 top of the window.*
6. Enter a description of the file in the DESC field provided. *This is a 1024 alpha-numeric character field.*
7. Select Attach... . *The file name appears in the bottom of the window.*
8. Repeat Steps 2 - 6 to attach multiple documents.
9. 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:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

C. Select OK to complete the process. *The document is removed.*

10. Select Close Window. *The **Attach Documents — Quality Control Header** pop-up window closes, and the file appears in the Primary Attachment field of the Results grid.*

Common Errors

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

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

for this file 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.

Related Topics

- QC/QA/Inspection Overview
- Add a QC/QA/Inspection
- Update a QC/QA/Inspection

Quality Control / Quality Assurance / Inspection

Overview

The Warehouse Management module QC/QA/Inspection Process provides the ability to create and manage QC/QA/Inspection Requests. Requests can come from other Warehouse processes, or they can be created from the QC/Inspection page. After a request is created and/or managed, the QC/QA/Inspection Manager assigns the request to a Cost Center and possibly to an individual to perform the task.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

Materiel MGMT > QC/QA/Inspection > QC/QA/Inspection page

Page Fields

The following fields display on the **QC/QA/Inspection** 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

Scan Barcode

QC/QA/Inspection Nbr

ICN

QC/QA/Inspection Status

Stock Nbr

Cost Center

Document Nbr

Reportable Commodity Type

Personnel

Serial Nbr

Inspection Type

Post M&U

Location

QC/QA/Inspection Assoc Nbr

QC/QA/Inspection Results Grid

All

Work Order

Primary Attachment

Status

QC/QA/Inspection Status

QC/QA/Inspection Nbr

Inspection Type

Post M&U

QC/QA/Inspection Assoc Nbr

Document Nbr

Stock Nbr

Item Desc

End Item Qty

Component Qty

Cost Center

QC/QA Inspector

Personnel

Planned Start Dt

Optional

History Remarks

Instructions

Receipt Dt/Tm

Receipt Type
Remarks
Reportable Commodity Type
Security Commodity Type
Work End Dt
Work Start Dt
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

QC/QA/Inspection Details Grid

Detail Status
ICN
Serial Nbr
Qty
Cond Cd
Preservation Lvl
Work Order Nbr
Location
Container
Result
Last Insp Dt
Next Insp Dt
Inspected By
Remarks

Assign a Request

Cost Center *
Personnel
Planned Start Dt
Instructions

Complete QC/QA/Inspection

Work Start Dt
Work End Dt
Remarks

Instructions

QC/QA/Inspection Details

- All
- Stock Nbr
- Item Desc
- Serial Nbr
- Cond Cd
- Bulk Kit Id
- Location
- Inspection Interval
- Container
- Owning DoDAAC
- Prj Cd
- Qty
- Result
- ICN
- Last Insp Dt
- Next Insp Dt
- Send To M&U
- Preservation Lvl
- Meter Reading
- Percent Utilization
- Inspected By
- Manufactured Dt
- Manufacturer Contract
- Manufacturer Lot
- Shelf Life Expiration Dt
- Secondary Serial Nbr
- In Service Dt
- Service Life Expiration Dt

Optional

- LIN/TAMCN
- Inv Type
- Parent ICN
- Parent Stock Nbr

Special Instructions

Apply Changes To Details

Inspection Result *
Special Instructions
Inspected By
Cond Cd

Split QC/QA/Inspection Details

QC Result
QC Split Amount
Cond Cd
Location
Last {Insp Type} Dt *
Next {Insp Type} Dt *

Procedures

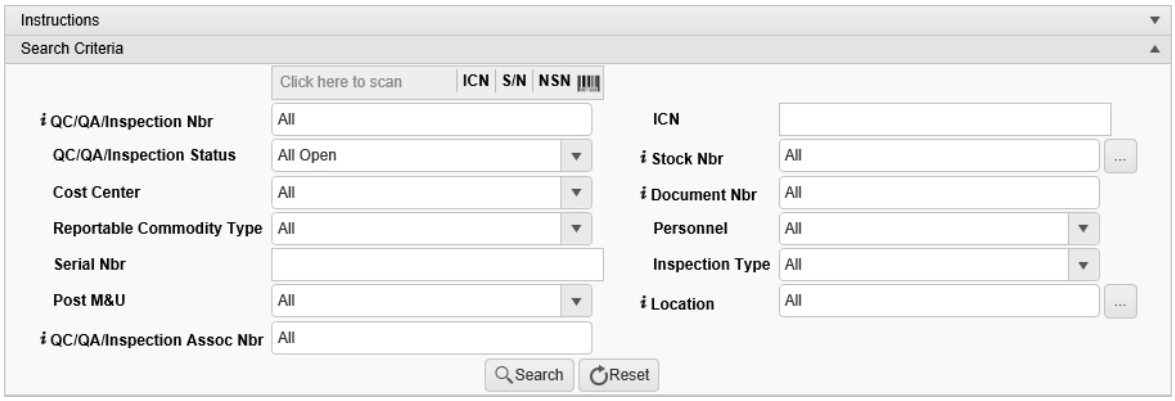
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a QC/QA/Inspection Request

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

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

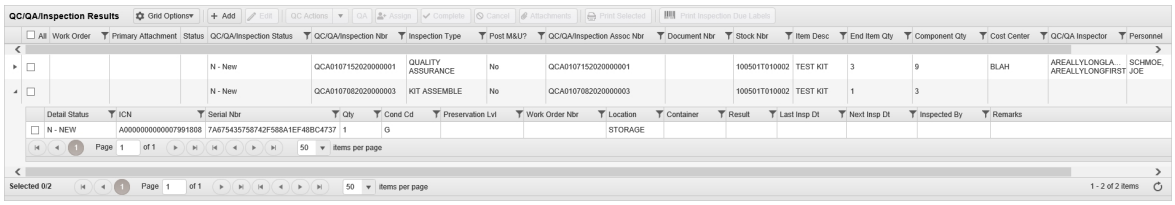


- Use the DPAS supported tethered scanner to scan the DPAS generated ICN bar-code, serial number bar-code, or UII associated with the asset. *The Scan Bar-Code automatically populates.*
- Enter the QC/QA/Inspection NBR, using to assist with the entry. *This is a 20 alphanumeric character field.*
- Enter the ICN in the field provided. *This is a 20 alphanumeric character field.*
- Use to select the QC/QA/Inspection Status.
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help
- Use to select the Cost Center.
- Enter the DOCUMENT NBR, using to assist with the entry. *This is a 14 alphanumeric character field.*
- Use to select the Reportable Commodity Type.
- Use to select the Personnel.
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use to select the Inspection Type.
- Use to select the Post M&U.
- Use or to assist with the Location entry. *This is a 20 alphanumeric character field.*

  Location Browse help
- Enter the QC/QA/Inspection ASSOC NBR, using to assist with the entry. *This is a 20 alphanumeric character field.*

2. Select Search. *The results display in the QC/QA/Inspection Results grid.*



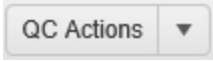
Add a QC/QA/Inspection Request

Select

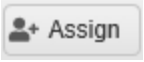
. *The **Add QC / QA / Inspection Results** pop-up window appears.*

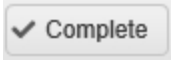
Update a QC/QA/Inspection Request

1. Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and*

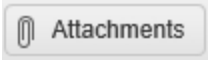
, 

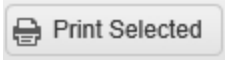
,

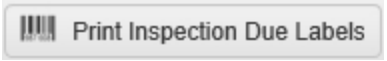
, 

, 

,

, 

, 

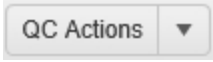
, *and* 

become available.
2. Select

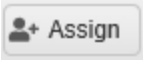
. *The **Update QC / QA / Inspection Results** pop-up window appears.*

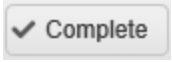
Perform a QC

1. Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and*

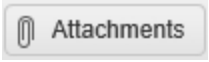
, 

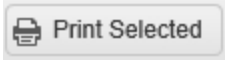
,

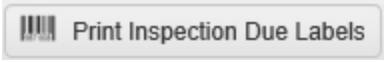
, 

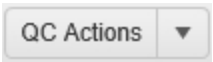
, 

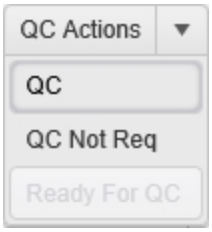
,

, 

, 

, *and* 

become available.
2. Select 

. *The menu opens* 

.
3. Select

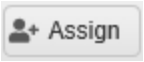
. *The QC/QA/Inspection Completion Status changes to N-New; the Inspection Type changes to Quality Assurance, and the record changes to green.*

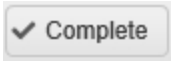
Mark a record as Not Requiring a QC

1. Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and*

,

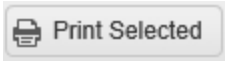
,

, 

, 

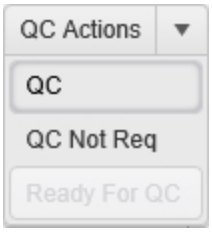
,

,

, 

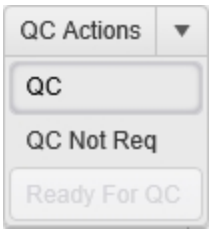
, *and*

become available.

2. Select QC Actions. *The menu opens* 

.
3. Select QC Not Req. *The QC/QA/Inspection Completion Status changes to N-New; the Inspection Type changes to Quality Assurance, and the record changes to green.*

Mark a record as Ready for a QC

1. Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and* Edit, QC Actions, QA, Assign, Complete, Cancel, Attachments, Print Selected, *and* Print Inspection Due Labels *become available.*
2. Select QC Actions. *The menu opens* 

.
3. Select Ready For QC. *The QC/QA/Inspection Completion Status changes to N-New; the Inspection Type changes to Quality Assurance, and the record changes to green.*

Perform a QA

1. Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and* Edit, QC Actions, QA, Assign, Complete, Cancel, Attachments, Print Selected, *and* Print Inspection Due Labels *become available.*
2. Select QA. *The QC/QA/Inspection Completion Status changes to N-New; the Inspection Type changes to Quality Assurance, and the record changes to green.*

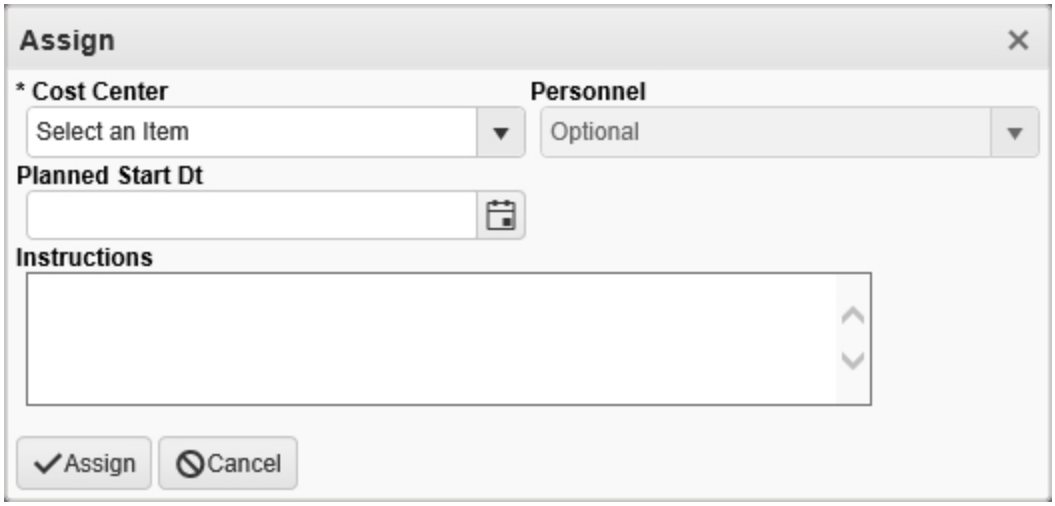
Assign a QC/QA/Inspection Request

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

Note

The Assign button only appears when the QC/QA/Inspection Completion Status is **N-New** or **R-Released**.

1. Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and* Edit, QC Actions, QA, Assign, Complete, Cancel, Attachments, Print Selected, *and* Print Inspection Due Labels *become available.*
2. Select Assign. *The **Assign** pop-up window appears.*



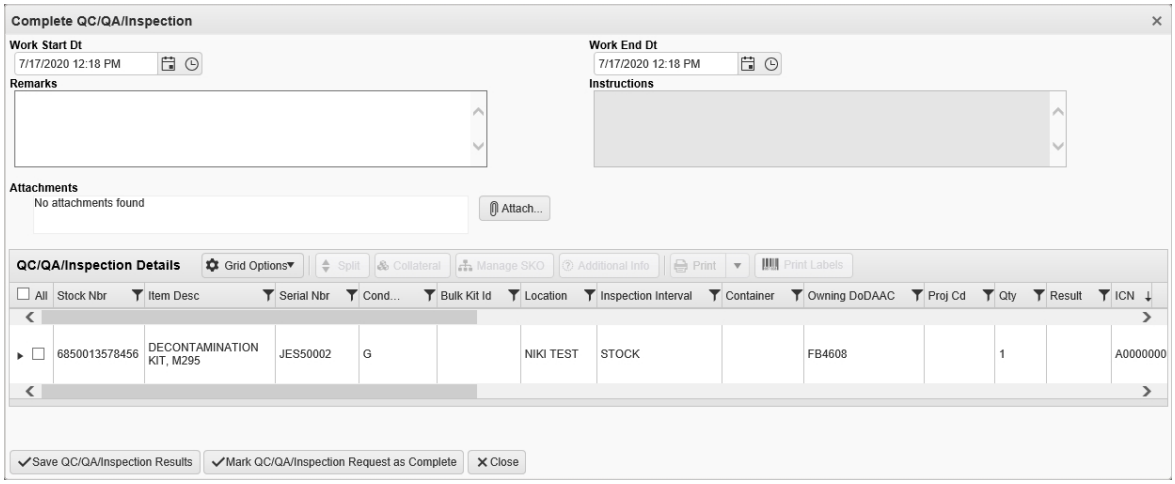
3. Use to select the Cost Center.
4. Use to select the Personnel.
5. Use to select the Planned START DT, or enter the date (MM/DD/YYYY) in the field provided.
6. Enter the Instructions in the field provided. *This is a 1024 alphanumeric character field.*
7. Select Assign. *The **Assign** pop-up window closes and the QC/QA/Inspection Status changes to either L- Relook or R-Released.*

Complete a QC/QA/Inspection Request

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

1. Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and* Edit, QC Actions, QA, Assign, Complete, Cancel, Attachments, Print Selected, *and* Print Inspection Due Labels *become available.*

2. Select Complete. *The* ***Complete QC/QA/Inspection*** *pop-up window appears.*



3. Use to select the Work START DT, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.

4. Use to select the Work END DT, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.

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

6. *The Instructions automatically populate and are not editable.*

7. Attach a document to the QC/QA/Inspection record.

   Select Attach... *The* ***Attach Documents - Quality Control Header*** *pop-up window appears.*

8. Select Split. *The* ***Split QC/QA/Inspection Details*** *pop-up window appears.*

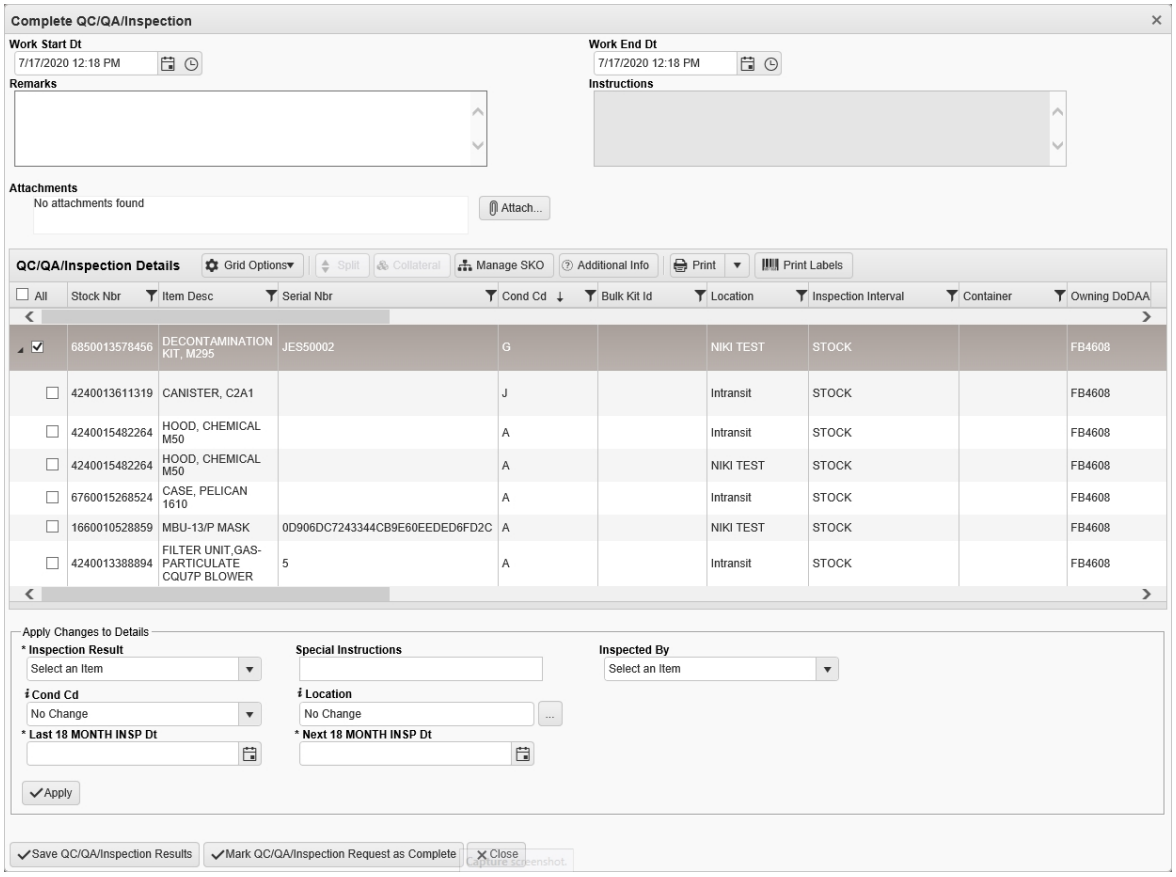
   A. Use to select the QC Result.

   B. Use to choose the QC Split Amount.

   C. Use to select the Cond Cd.

D. Select OK. *The record is divided into two records - one with the specified amount and the other with the rest of the original amount.*

9. Select Collateral.
10. Select Manage SKO. *The **SKO Inventory Management** pop-up window appears.*
11. Select Additional Info.
12. Select .
13. Print labels for QC/QA/Inspection items.
    A. Click ☐ to select the desired QC/QA/Inspection Detail. *The QC/QA/Inspection Detail is highlighted, and* Split, *Collateral,* Manage SKO, Additional Info, , *and* Print Labels *become available.*
    B. Select Print Labels. *The **Print Label Request** pop-up window appears.*
    C. Use ▾ to select the Printer Language.
    D. Use ▾ to select the Label Size.
    E. Click ☐ to select Include RFID.
    F. *Verify the Label Type.*
    G. Use ▲▼ to choose the QTY.
    H. Select Print. *The **Windows Print** pop-up window appears.*
    I. Select Print. *The **Windows Print** pop-up window closes, and the labels print out from the specified printer.*
14. Click ☐ to select the desired QC/QA/Inspection Detail record. *The Apply Changes to Details panel appears.*



A. Use ▾ to select the Inspection Result.

B. Enter the Special Instructions in the field provided. *This is a 1024 alpha-numeric character field.*

C. Use ▾ to select the Inspected By.

D. Use ▾ to select the Cond Cd, or enter the code, using ℹ to assist with the entry. *This is a 1 alphanumeric character field.*

E. Use ℹ or ... to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

F. Use 📅 to select the Last {Inspection Type} DT for each inspection type listed, or enter the date (MM/DD/YYYY) in the field provided.

G. Use 📅 to select the Next {Inspection Type} DT for each inspection type listed, or enter the date (MM/DD/YYYY) in the field provided.

H. Select ✓Apply. *The updated information is reflected in the Details record.*

15. Choose one of the following options:

- Select Save QC/Inpsection Results. *The record is saved and the rows in QC/Inspection Detail grid are updated with the Next Inspection Dᴛ and the QC Results. The request status remains as is.*

> **Attention**
>
> When a QC/Inspection Request is generated from the Receiving process, there are two possible outcomes:
>
> - If a detail record passes, then an acceptance receipt is sent back to the Receiving record. The item(s) is placed into inventory and the Receiving record is completed.
> - If a detail record fails, then a discrepancy is sent back and attached to the Receiving record.
>
> *See Receiving for further information.*

OR

- Select Mark QC/Inpsection Request as Complete. *The request status is changed to Complete.*

Cancel a QC/QA/Inspection Request

Canceling a QC/Inspection record cancels the QC/Inspection Request while retaining the records information (for future use).

1. Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and* Edit, QC Actions, QA, Assign, Complete, Cancel, Attachments, Print Selected, *and* Print Inspection Due Labels *become available.*
2. Select Cancel. *The* ***Confirm Cancel*** *pop-up window appears.*

   Select Yes. *The QC/QA/Inspection is canceled.*
3. **OR**

   Select No. *The pop-up window closes and returns to the* ***QC/QA/Inspection*** *page without any changes.*

Print QC/QA/Inspection Reports

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 QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and* Edit, QC Actions, QA, Assign, Complete, Cancel, Attachments, Print Selected, *and* Print Inspection Due Labels *become available.*
2. Select Print Selected. *The* ***Print Form*** *pop-up window appears.*
3. Choose ○ for the desired form:
   - DW Form 15 — Quality Control Inspection
   - DD Form 1348 — (MRO QC Types Only)
4. Select Print.
5. A pop-up window appears after generating the desired form. *Choose whether to:*
   - Open has the PDF document appear, and is printable from here.
   - Save saves the PDF document, and is printable at a later time.

Note
Scan the signed document to attach it to the record.

Print Labels for QC/QA/Inspection items

A. Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and* Edit, QC Actions, QA, Assign, Complete, Cancel, Attachments, Print Selected, *and* Print Inspection Due Labels *become available.*

B. Select Print Inspection Due Labels. *The* ***Print Label Request*** *pop-up window appears.*

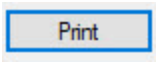
C. Use ▾ to select the Printer Language.

D. Use ▾ to select the Label Size.

E. *Verify the Label Type.*

F. Use ▲▼ to choose the QTY.

G. Click ☐ to select the desired Inspection Label. *The type of inspection checked is the type of label printed.*

H. Select 

. *The **Windows Print** pop-up window appears.*

I. Select

. *The **Windows Print** pop-up window closes, and the labels print out from the specified printer.*

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
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 - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a QC/QA/Inspection
- Add an Attachment to an QC/QA/Inspection
- Update a QC/QA/Inspection

Update a Quality Control / Quality Assurance / Inspection

Overview

The QC/QA/Inspection Update process allows editing of QC/QA/Inspection records.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

Materiel MGMT > QC/QA/Inspection > Edit > Update QC/Inspection pop-up window

Page Fields

The following fields display on the **Update QC/QA/Inspection Results** 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 QC/QA/Inspection Results

Stock Nbr *

Inspection Type *

Cost Center *

Document Nbr

Personnel

QC/QA Inspector (depending upon the Inspection Type)

Instructions

Planned Start Dt

Select Inventory (depending upon the Inspection Status)

Scan Barcode

Select from Issued Items (depending upon the Inspection Status)

Select Inventory

All

ICN

Serial Nbr

Location

Container

Cond Cd

Owning DoDAAC

Prj Cd

Qty

Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies a mandatory field.

Procedure

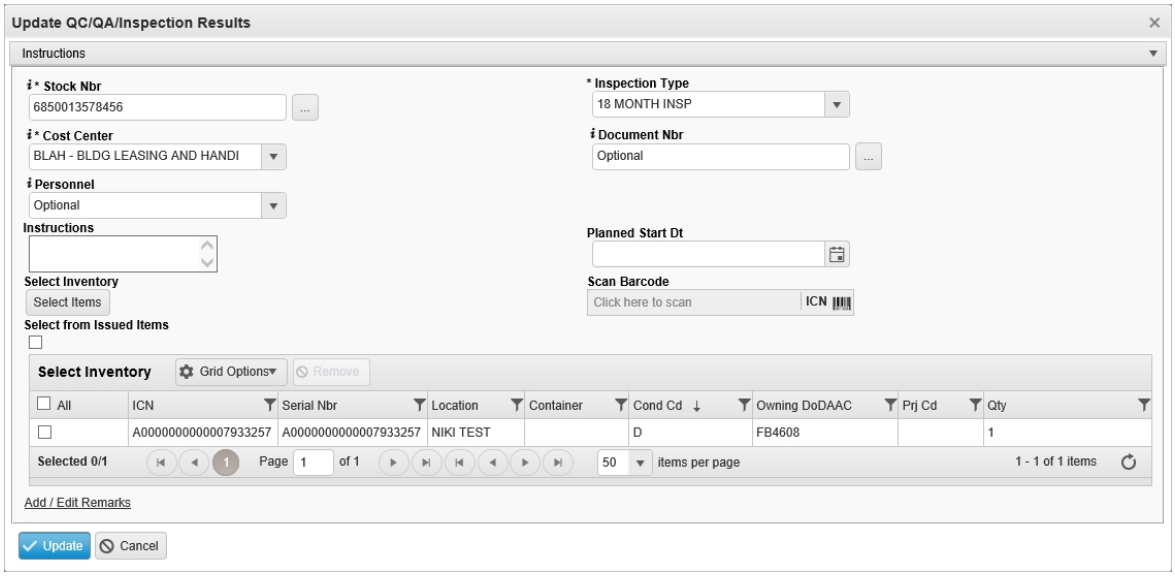
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a QC/Inspection Request

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

1. Click ☐ to select the desired QC/QA/Inspection. *The QC/QA/Inspection is highlighted, and* Edit, QC Actions, QA, Assign, Complete, Cancel, Attachments, Print Selected, *and* Print Inspection Due Labels *become available.*
2. Select Edit. *The* ***Update QC/Inspection*** *pop-up window appears.*



3. Update the STOCK NBR, using ℹ or … to assist with the revised number. *This is a 15 alphanumeric character field.*

   Stock Number Browse help

4. Update the Inspection Type, using ▼ to select the desired type.

5. Update the Cost Center, using ▼ to select the desired name, or enter the revised name, using ℹ to assist with the entry. *This is an 25 alphanumeric character field.*

6. Update the DOCUMENT NBR, using ℹ or … to assist with the revised number. *This is a 14 alphanumeric character field.*

   Document Number Browse help

7. Update the Personnel, using ▼ to select the desired name, or enter the revised name, using ℹ to assist with the entry. *This is an 25 alphanumeric character field.*

8. Update the QC/QA Inspector, using ▼ to select the desired name, or enter the name, using ℹ to assist with the entry. *This is a 150 alphanumeric character field.*

9. Update the Instructions, entering the revised directions in the field provided. *This is a 1024 alphanumeric character field.*

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

11. Select Select Items. *The **Inventory Selection Browse** pop-up window appears.*

12. Use the DPAS supported tethered scanner to scan the DPAS generated ICN bar-code, serial number bar-code, or UII associated with the asset. *The Scan Bar-Code automatically populates.*
13. Verify the Select from Issued Items contains the appropriate ☑ or ☐. *This marks whether to include assets that are already out in the field (checked) or only assets currently in the warehouse (unchecked).*
14. Click the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    A. Update the Remarks, entering the revised comments 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.*
15. Select Update. *The **Update QC/QA/Inspection Results** pop-up window closes, and the edited record appears in green.*

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx - No items selected for Quality Control.	Missing Entry. No items are selected. Select Select Items and choose an item.
48 - QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
13 - Mandatory Entry: *Cost Center*.	Missing Entry. Enter the appropriate information in the desired field.
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..
xxxx - Entry must be >=	Invalid Date Entry. The Planned Start Dt

System Date/Time.	must be either the system (current) date or later. Re-enter the date and time.
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 - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- QC/QA/Inspection Overview
- Add a QC/QA/Inspection
- Add an Attachment to an QC/QA/Inspection

Maintenance Issue

Overview

The Warehouse Management module Maintenance Issue process provides the ability to pick and issue requested supplies for maintenance activities, to update existing requests, to cancel requests for supplies from the Warehouse module, or to create a back-order request for supplies. Maintenance Issue Requests can be generated from the Warehouse module or from the M&U module.
Maintenance Issue requests have three different statuses:

- **RQ - Requested**
  — the request is initially created. Requests with a back-order remain in this status, but the status of Maintenance Issue Detail (STK NBRS) will display BO - Backorder Requested.
- **IS - Issued**
  — the request was signed with the Requested QTY matching the Picked QTY.
- **CN - Canceled**
  — the request has been canceled.

Maintenance Issue Requests generated from DPAS M&U cannot be canceled from DPAS Warehouse.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > MAINT ISSUE > Maintenance Issue page

Page Fields

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

Maintenance Issue Search Criteria

Document Nbr

Work Order Nbr

Maint Activity

Ordered By

- Stock Nbr
- Status
- Requested Date From
- Requested Date To
- Completed Date From
- Completed Date To

Maintenance Issue Results Grid

- Primary Attachment
- Request Nbr
- Status
- Maintenance Activity
- Work Order
- Requested Date
- Expected Completion Date

Optional

- Completed Date
- Document Nbr(s)
- Stock Nbr(s)
- Established By
- Established Dt/Tm
- History Remarks
- Last Transaction Dt/Tm
- Last Updated By
- Program Id
- Remarks

Maintenance Issue Record Detail

- Stock Nbr
- Item Desc
- Requested Qty
- Picked Qty
- Document Nbr
- Expected Completion Date
- Status

Optional

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

Procedures

DPAS Navigation Helpful Tips

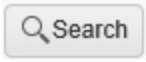
Click the following link to display Warehouse Navigation Tips.

Search Maintenance Issues

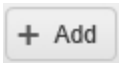
One or more of the Search Criteria fields can be entered to isolate the results. By default, all "Open" status Maintenance Issue Requests are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Use or to assist with the Document NBR entry.
   - Enter the Work Order NBR, using to assist with the entry.
   - Use to select the Maint Activity, or use to assist with the entry.
   - Enter the Ordered By, using to assist with the entry.
   - Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
   - Use to select the Status.
   - Use to enter the Requested Date From or enter the data (MM/DD/YYYYHH:MM) in the field provided.
   - Use to enter the Requested Date To or enter the data (MM/DD/YYYYHH:MM) in the field provided.
   - Use to enter the Completed Date From or enter the data (MM/DD/YYYYHH:MM) in the field provided.

- Use to enter the Completed Date To or enter the data (MM/DD/YYYYHH:MM) in the field provided.

2. Select  to view the results in the Maintenance Issue Requests grid.

Add a Maintenance Issue Request

Select  to display the **Add a Maintenance Issue Request** pop-up window.

Update a Maintenance Issue Request

Select to display the **Update a Maintenance Issue Request** pop-up window.

Sign a Maintenance Issue Request

Select to display the **Sign a Maintenance Issue Request** menu.

Attach a Document to a Maintenance Issue Request

Select to display the **Attach a Document** pop-up window.

Cancel a Maintenance Issue Request

Note

Maintenance Issue Requests generated from DPAS M&U **cannot** be canceled from DPAS Warehouse.

Select to display the **Cancel a Maintenance Issue Request** pop-up window.

Common Errors

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

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

ported special character (s) $, — , /, #, &, comma, period, and space.	following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a Maintenance Issue Request
- Update a Maintenance Issue Request
- Cancel a Maintenance Issue Request
- Attach a Document to a Maintenance Issue Request
- Sign a Maintenance Issue Request
- Stock Number Overview
- Materiel Movement Plan
- Materiel Movement Pick

Add a Maintenance Issue

Overview

The Maintenance Issue Add process provides the ability to pick and issue requested supplies for maintenance activities.
Maintenance Issue requests have three different statuses:

- **RQ - Requested**
  — the request is initially created. Requests with a back-order remain in this status, but the status of Maintenance Issue Detail (STK NBRS) will display BO - Backorder Requested.
- **IS - Issued**
  — the request was signed with the Requested QTY matching the Picked QTY.
- **CN - Canceled**
  — the request has been canceled.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > MAINT ISSUE > + Add > Add a Maintenance Issue pop-up window

Page Fields

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

Header Information

Request Nbr
Requested Date *
Maintenance Activity *
Work Order
Owning DoDAAC *
Expected Completion Date

Details

Stock Nbr
Item Desc

Requested Qty
Document Nbr
Expected Completion Date
Status
Add / Edit Remarks

Remarks
History Remarks

Optional

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

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Maintenance Issue Request

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

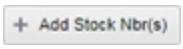
1. Select + Add. *The* ***Add Request Header Information and Add Request Details*** *page opens.*
2. *The Request Nbr automatically populates and is not editable.*
3. *The Requested Date automatically populates and is not editable.*
4. Use ▾ to select the Maintenance Activity.
5. Enter the Work Order in the field provided.
6. Use ▾ to select the Owning DoDAAC.

7. Use to enter an Expected Completion Date, or enter the date (MM/DD/YYYY HH:MM) in the field provided.

   Select

. *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*

8. **OR**

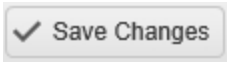
   Select 

. *The **Stock Nbr Browse** pop-up window appears, to manually add assets to the maintenance issue record.*

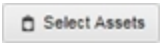
9. Select the ☐ next to the desired entry to select the entire quantity. ☑ appears.

   If selecting less than the entire quantity, click the *on the desired entry and manually enter the quantity in the field provided.*

10. Click 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.*

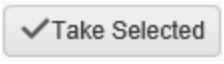
11. Select 

to save items to the Add Request Details section. *Status in the Stock Numbers grid changes to "RQ - Requested".*

12. Highlight the desired entry on the Stock Number grid and select 

to assign assets to the request. *The **Inventory Selection** pop-up window appears.*

13. Select the ☐ on the left side of the desired entry to select the entire quantity. ☑ *appears.*

14. Click 

to apply the selected assets to the request. *The **Inventory Selection** window closes, and the status in the Stock Numbers grid changes to "PK - Picked".*

15. Repeat Steps 11-14 for each entry in the Stock Numbers grid.

16. Select

to process the transaction. *The page returns to the Maintenance Issue grid with the addition at the top and with a system-generated Request NBR.*

Common Errors

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

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

Related Topics

- Maintenance Issue Request Overview
- Update a Maintenance Issue Request
- Cancel a Maintenance Issue Request
- Attach a Document to a Maintenance Issue Request
- Sign a Maintenance Issue Request
- Stock Number Overview
- Materiel Movement Plan
- Materiel Movement Pick

Attach a Document to a Maintenance Issue Record

Overview

The Maintenance Issue Attach a Document process provides the ability to have a document become a part of the record.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > MAINT ISSUE > Maintenance Issue > Attachments > Attach a Document pop-up window

Page Fields

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

Maintenance Issue Search Criteria

Document Nbr

Work Order Nbr

Maint Activity

Ordered By

Stock Nbr

Status

Requested Date From

Requested Date To

Completed Date From

Completed Date To

Maintenance Issue Results Grid

Primary Attachment

Request Nbr

Status
Maintenance Activity
Work Order
Requested Date
Expected Completion Date

Optional

Completed Date
Document Nbr(s)
Stock Nbr(s)
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Maintenance Issue Record Detail

Stock Nbr
Item Desc
Requested Qty
Picked Qty
Document Nbr
Expected Completion Date
Status

Optional

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

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Maintenance Issue Request

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

1. Select ☐ next to the desired request. ☑ appears.
2. Select Attachments on the top of the Maintenance Issue grid. The **Attachments For...** pop-up window appears.
3. Click Attach... . A second **Attach Files** pop-up window appears.
4. Click Select files... to search for and select the desired file to attach.
5. Enter a description of the file in the Description field. *This allows a max of 1024 alphanumeric characters.*
6. If adding more than one file, highlight the designated file and check the Primary ☐ . *The highlighted file is primary on the list of attachments.*
7. Select Attach... . The attachment appears in the Attachments field below. *If attaching more than one file, repeat Steps 3-5.*
8. Select Close Window when finished. The first **Attach Files** window now displays the attached files.
9. Click ✕ in the top, right corner to close the window and return to the Maintenance Issue grid.

Note

To delete an attachment, select the ✕ or ✕ next to the desired file. A prompt appears to delete the attachment. Selecting Yes deletes the file. Selecting No keeps the file attached. Also, Users can change the primary attachment by selecting the ○ next to the desired attachment. An alert notifies users that the selected file is now the primary attachment. Click OK to close the alert.

Common Errors

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

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

Related Topics

- Maintenance Issue Request Overview
- Add a Maintenance Issue Request
- Update a Maintenance Issue Request
- Cancel a Maintenance Issue Request
- Sign a Maintenance Issue Request
- Stock Number Overview
- Materiel Movement Plan
- Materiel Movement Pick

Cancel a Maintenance Issue

Overview

The Maintenance Issue Cancel process provides the ability to cancel requests for supplies from the Warehouse module.
Maintenance Issue Requests generated from DPAS M&U cannot be canceled from DPAS Warehouse.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > MAINT ISSUE > Cancel > Cancel a Maintenance Issue pop-up window

Page Fields

The following fields display on the **Cancel a Maintenance Issue** pop-up window. For more information on each field, select the appropriate hyperlink.

Maintenance Issue Search Criteria

Document Nbr

Work Order Nbr

Maint Activity

Ordered By

Stock Nbr

Status

Requested Date From

Requested Date To

Completed Date From

Completed Date To

Maintenance Issue Results Grid

Primary Attachment

Request Nbr
Status
Maintenance Activity
Work Order
Requested Date
Expected Completion Date

Optional

Completed Date
Document Nbr(s)
Stock Nbr(s)
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Maintenance Issue Record Detail

Stock Nbr
Item Desc
Requested Qty
Picked Qty
Document Nbr
Expected Completion Date
Status

Optional

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

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Cancel a Maintenance Issue Request

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

Note

Maintenance Issue Requests generated from DPAS M&U cannot be canceled from DPAS Warehouse.

1. Select ☐ next to the desired request. ☑ appears.
2. Click Cancel . The **Cancel Maintenance Issue** pop-up window appears.
3. Select Yes to complete canceling the request, or select No to return to the previous page. *Users can also press the* × *on the right to close the dialog box.*

Common Errors

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

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

Related Topics

- Maintenance Issue Request Overview
- Add a Maintenance Issue Request
- Update a Maintenance Issue Request
- Attach a Document to a Maintenance Issue Request
- Sign a Maintenance Issue Request
- Stock Number Overview
- Materiel Movement Plan
- Materiel Movement Pick

Sign a Maintenance Issue

Overview

The Maintenance Issue process provides the ability to sign and complete a Maintenance Issue transaction.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > MAINT ISSUE >

> Sign a Maintenance Issue pop-up window

Page Fields

The following fields display on the **Sign a Maintenance Issue** pop-up window. For more information on each field, select the appropriate hyperlink.

Maintenance Issue Search Criteria

Document Nbr

Work Order Nbr

Maint Activity

Ordered By

Stock Nbr

Status

Requested Date From

Requested Date To

Completed Date From

Completed Date To

Maintenance Issue Results Grid

Primary Attachment

Request Nbr

Status
Maintenance Activity
Work Order
Requested Date
Expected Completion Date

Optional

Completed Date
Document Nbr(s)
Stock Nbr(s)
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Maintenance Issue Record Detail

Stock Nbr
Item Desc
Requested Qty
Picked Qty
Document Nbr
Expected Completion Date
Status

Optional

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

Procedures

Sign a Maintenance Issue Request

Upon completion of the signing procedure, the status of the request changes to "IS - Issued".

Attention

If the Requested QTY does not match the Picked QTY at the time of signing, a **Maintenance Issue Partially Picked** pop-up window appears. Select Issue As Is to continue with the request as is, or select Issue and Create Backorder to process the issue and create a back-order for the request (the Record Detail Status changes to "BO - Backorder Requested"). Selecting Cancel closes the window and returns to the previous page.

1. Select ☐ next to the desired request. ☑ appears.
2. Select Sign from the Maintenance Issue grid. Three signing options appear for signing and completing the Maintenance Issue Request. *Selecting the* Cancel *or the* ✕ *in the top right of any pop-up window closes that window and returns the user to the previous window.*
   - Select eSign to display the **Insert CAC** pop-up window.
     1. Insert the CAC. *Please wait several seconds for the reader to recognize the card.*
     2. Select OK to continue. The **Windows Security - Select a Certificate** pop-up window appears.
     3. Select the appropriate certificate and click OK. The **ActivClient Login** pop-up window appears.
     4. Enter the CAC Personal Identification Number in the PIN field and click OK. The **eSign Complete** pop-window appears.
        - If the *PIN* is entered incorrectly, select Cancel and reattempt by clicking eSign.
        - If the *PIN* is entered incorrectly three times, the *CAC* locks. *Contact an administrator to unlock it.*

5. Select OK and the **Windows Security - Select a Certificate** pop-up window appears.
6. Select the desired certificate and click OK. The signature page appears in a new browser window along with the **Print** dialog box.
7. Select Print to print the certificate.

- Select Sign with Signature Pad to display the **Signature Pad Form** window. *An authorized Signature Pad must be connected to continue with this process.*
  1. Use the stylus to sign the Signature Pad.
  2. Select Accept to confirm the signature.
     - Selecting Clear removes the signature to reattempt.
     - Selecting Cancel closes the window and returns to the previous page.
- Select Manual Sign to display a **Print** dialog box for the DDForm 1150.pdf. Users have the following options:
  - Open puts the document into Adobe Reader. *Users can print the document from here.*
  - Save saves the document for printing at a later time.
  - Cancel or ✕ closes the dialog box and returns users to the **Maintenance Issue** page.

Note

Users can scan the manually signed document(s) and attach to the designated request. See **Attach a Document to a Maintenance Issue Request** procedure.

Common Errors

The table below provides a list 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	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

you do not have the appropriate security access.	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 - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Maintenance Issue Request Overview
- Add a Maintenance Issue Request
- Update a Maintenance Issue Request
- Cancel a Maintenance Issue Request
- Attach a Document to a Maintenance Issue Request
- Stock Number Overview
- Materiel Movement Plan
- Materiel Movement Pick

Update a Maintenance Issue

Overview

The Maintenance Issue Update process provides the ability to edit existing requests.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > MAINT ISSUE > Edit > Update a Maintenance Issue pop-up window

Page Fields

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

Maintenance Issue Search Criteria

Document Nbr

Work Order Nbr

Maint Activity

Ordered By

Stock Nbr

Status

Requested Date From

Requested Date To

Completed Date From

Completed Date To

Maintenance Issue Results Grid

Primary Attachment

Request Nbr

Status

Maintenance Activity
Work Order
Requested Date
Expected Completion Date

Optional

Completed Date
Document Nbr(s)
Stock Nbr(s)
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Maintenance Issue Record Detail

Stock Nbr
Item Desc
Requested Qty
Picked Qty
Document Nbr
Expected Completion Date
Status

Optional

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

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Maintenance Issue Request

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

1. Select ☐ next to the desired request. ☑ *appears.*
2. Click Edit to update the desired request. *The screen changes to the Request Header Information and Request Details sections.*
3. Use to update the Expected Completion Date, or enter the data (MM/DD/YYYYHH:MM) in the field provided.

   Select Click here to scan ICN S/N UII. *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
4. **OR**

   Select + Add Stock Nbr(s). *The* ***Stock Nbr Browse*** *pop-up window appears, to manually add assets to the maintenance issue record.*
5. For entries with a status of "RQ - Requested" or "BO - Backorder Requested", perform the following:
   A. Highlight the desired entry on the Stock Number grid and select Select Assets to assign assets to the request. The **Inventory Selection** pop-up window appears.
   B. Select ☐ next to the desired entry to select the entire quantity. ☑ appears.
   C. Click ✓Take Selected to apply the selected assets to the request. The **Inventory Selection** window closes. *Status in the Stock Numbers grid changes to "PK - Picked"..*
6. Select ✓ Finish to process the update.

Common Errors

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

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

Related Topics

- Maintenance Issue Request Overview
- Add a Maintenance Issue Request
- Cancel a Maintenance Issue Request
- Attach a Document to a Maintenance Issue Request
- Sign a Maintenance Issue Request
- Stock Number Overview
- Materiel Movement Plan
- Materiel Movement Pick

Individual Issue

Overview

The Warehouse Management module Individual Issue process provides the ability to search existing issues and begin the process of issuing equipment and personal gear to a member. Users can also track those items from the time of issue until it is returned.

Helpful Tip

A member's CAC can streamline the Individual Issue process.

When the member first arrives, scanning the CAC performs the search automatically.

If the member is in the system and has a previous issue, the system displays the previous issue. If the member is in the system with no previous issue, the system automatically initiates an Individual Issue.

Finally, if the member is new, the system then initiates the Add Member Profile and subsequent Individual Issue.

The Warehouse Module also offers Quick Issue. A Quick Issue allows members to pick their assets before an issue is created. Like shopping at a grocery store, members pick their assets and then bring them to the DPAS agent for issue. The agent scans the ICN barcodes with a DPAS supported tethered scanner, and the issue is complete.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

Materiel MGMT> Individual > Issue > Individual Issue page

Page Fields

The following fields display on the **Individual Issue** 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.

420	Select "Scan CAC" to use CAC data for search.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
442	Select "Edit" button in expanded section to edit existing Individual Issue.
443	Select "New" button in expanded section to initiate Individual Issue same commodity.

Search Criteria

Member

Issue Nbr

EDI PI

UIC

CAC

Individual Issue Grid

Attachments

New / Edit

View

Last Name

First Name

Middle Initial

EDI PI

UIC

Last Issue Dt

Last Issue Nbr

Loan Return Dt

Last Warehouse

Stock Number Qty

Total Qty

Status

Optional

Secondary Id

Class Year

Duty Status
Valid CAC
Pay Grade
Expiration of Active Service

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

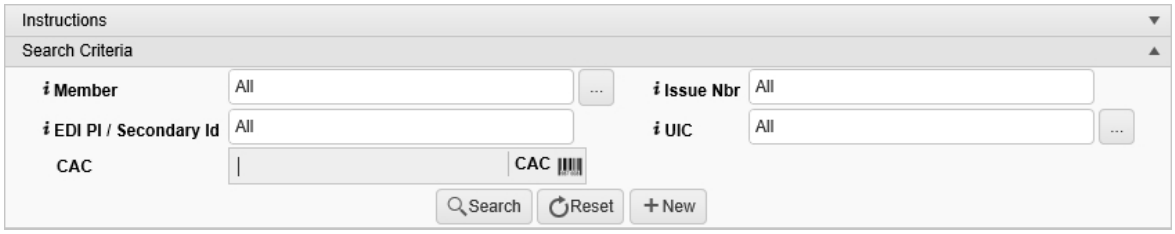
Search for An Individual Issue

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.*

Note

If using a CAC, select the CAC field and scan the member's CAC with a DPAS supported tethered scanner. Otherwise, follow these steps:

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



- Use i or ... to assist with the Member entry. *This is a 50 alphanumeric character field.*

  Member Profile Browse help

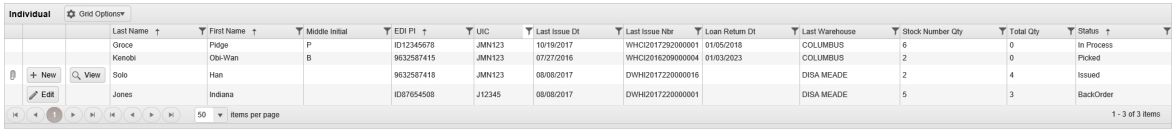
- Enter the Issue NBR, using i to assist with the entry. *This is a 14 alphanumeric character field.*

- Enter the EDI PI, using i to assist with the entry. *This is a 10 alphanumeric character field.*

- Use i or ... to assist with the UIC entry. *This is a 6 alphanumeric character field.*

  UIC Browse help

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



Create a First-time Issue for a New Member (without a CAC)

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

Note

Before creating an issue, perform a search for the member (Last Name, First Name) to ensure the system does not show a record.

1. Select + New . *The* ***Enter the EDI PI*** *pop-up window appears.*

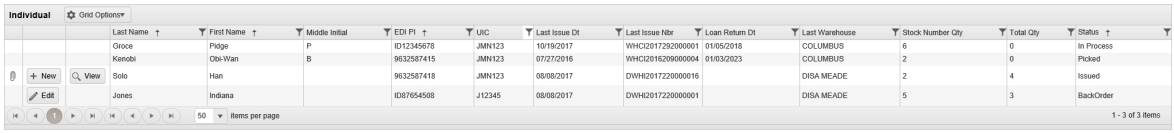
2. Select OK . *The* ***Add Member Profile*** *pop-up window appears, with the* ***Browse Member Profile*** *pop-up window in the background.*
3. Enter the member information.
4. Select Add . *The* ***Individual Issue*** *page appears..*

Create an Issue for an Existing Member (without a CAC)

1. Use i or ... to assist with the Member entry. *This is a 50 alphanumeric character field.*

   Member Profile Browse help

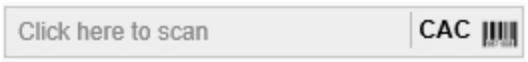
2. Select Search . *The results display in the Individual Results grid.*



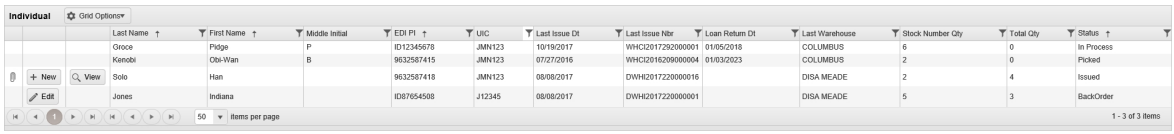
3. Select + New next to the member's record. *The **Individual Issue** page appears.*

Create an Issue From Scanning the Member's CAC

1. Scan the CAC's barcode with a USB Tethered Scanner. *The EDI PI appears in the CAC field.*



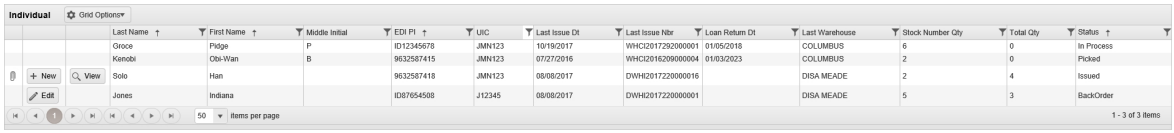
2. Select Search . *The results display in the Individual Results grid.*



3. Select + New next to the member's record. *The **Add an Individual Issue** screen appears.*

Update an Individual Issue

1. Select Search . *The results display in the Individual Results grid.*



2. Select Edit next to the member's record. *The **Add an Individual Issue** screen appears.*

Common Errors

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

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

access.

Related Topics

- Individual Issue
- Add an Attachment to an Individual Issue
- Individual Issue Member
- Add Member Profile
- Master Issue List

Add an Individual Issue

Overview

The Individual Issue Add process provides the ability to create an issue of equipment and personal gear to a member. Users can also track those items from the time of issue until it is returned.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

Materiel MGMT> Individual > Issue > + New > Individual Issue Member page

Page Fields

The following fields display on the **Individual Issue Member** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).
427	Select 'Add' to initiate a new Individual issue.
422	Select 'Save and Continue' to transition to next status during Individ Issue.
412	Select "Grid Options" button for additional actions.
55	Use "Back" button to return to previous page.
458	Select 'Print' to print Pick List and Individual Issue Receipt.
426	Some action buttons below will become active as Individual Issue progresses.
437	Delete is not a valid option – change value to zero to adjust as option.
428	Click 'Select Assets' button to manually select inventory by

	serial number.
489	Use 'Scan ICN' control to select inventory by scanning ICN bar-code.
429	"Alert" highlights situations that need user attention.
445	Warehouse QTY excludes Issue LOCQTY, Required QTY may be changed from initiate to picked status.

Individual Issue Member

Last, First M
Phone Nbr
EDI PI
DSN Nbr
Pay Grade
Mobile Phone Nbr
UIC *
Email Address
Temp Assigned UIC
Loan Return Dt
Master Issue Lists
Include Previous Issued Qty in Calculation
Secondary Id
Cash Issue
Class Year
Duty Status

Individual Issue Grid

SKO Status
Issue Status
LIN/TAMCN
Stock Nbr
Size
Item Desc
Available Qty
Required Qty
Prior Issued Qty

Pending Issue Qty

Optional

Color
Mgmt Cd
Picked Quantity
Issued Qty
BackOrder Qty
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Process an Individual Issue

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

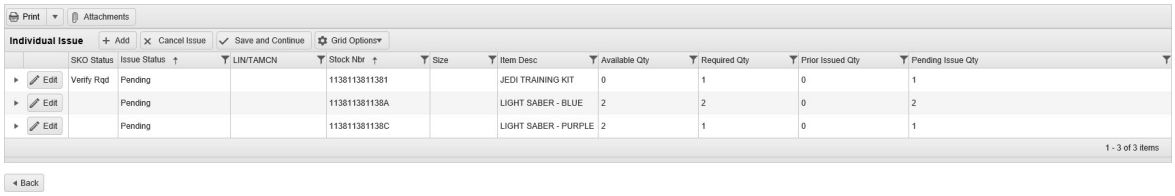
1. Verify the information on the **Individual Issue Member** page.

Note

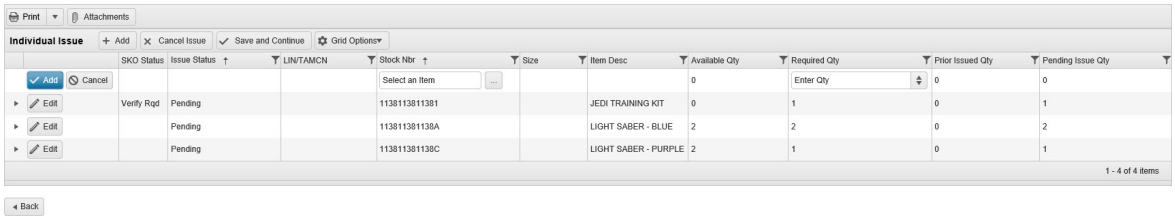
Click ... in the Master Issue List field to search and add desired lists. If a Master Issue List contains sized items, the Size Categories subsection appears in the Individual Issue Member section. Use ▾ for each item to select appropriate size.

Master Issue List Browse help

2. Select Update. *The Individual Issue grid appears.*



3. Select + Add. *A new row appears at the top of the grid to add an asset to the issue.*



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

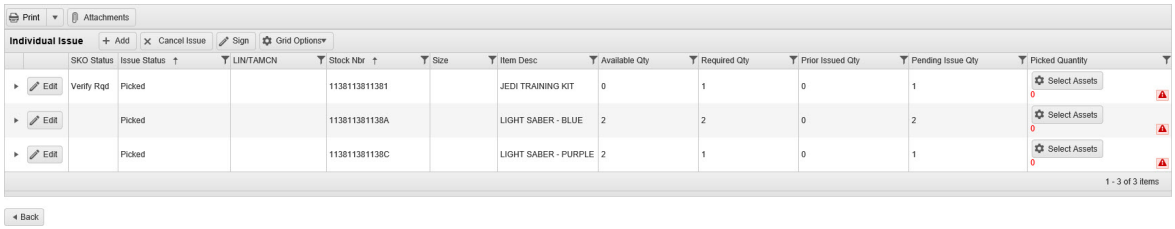
   Stock Number Browse help

5. Use the ▲▼ to choose the REQUIRED QTY.

6. Select ✓ Add at the beginning of the row. *The asset is added to the issue and highlighted in green.*

7. Repeat steps 3 through 6 until all desired assets are added.

8. Select ✓ Save and Continue. *The items save and the grid fields change.*



9. For certain stock numbers, ⚙ Select Assets appears in the Picked QTY column. *The **Inventory Selection** pop-up window appears.*

10. Select ✎ Sign. *The **Individual Issue Electronic Signature** pop-up window appears.*

11. Select 🖶 Print ▼. *The available forms for printing appear.*

    - DW Form 02 — Pick List (PDF)
    - DW Form 04I — Return Receipt (HTML)
    - DW Form 04I — Return Receipt (HTML)
    - DW Form 05I — Outstanding Returnable Items
    - DW Form 05T — Outstanding Returnable Loans

Process a Quick Issue

1. Verify the information on the **Individual Issue Member** page.
2. Select Update. *The Individual Issue grid appears, and the status of the Individual Issue goes to "Picked".*
3. Select Click here to scan ICN S/N UII. *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the grid.*
4. Repeat step 3 for all assets.
5. Select Sign. *The **Individual Issue Electronic Signature** pop-up window appears.*

Signing an Individual Issue

There are two options to sign and complete the Individual Issue.

- eSign displays the **Insert CAC** pop-up window. *Please wait several seconds for the reader to recognize the card.*
  1. Select OK to continue. *The **Windows Security - Select a Certificate** pop-up window appears.*
  2. Select the appropriate certificate.
  3. Select OK. *The **ActivClient Login** pop-up window appears.*
  4. Have the member enter the CAC PIN and click OK. *The **eSign Complete** pop-window appears.*

Note

- If the PIN is entered incorrectly, select Cancel and reattempt by clicking eSign.

- If the PIN is entered incorrectly three times, the CAC permissions are locked out of the DPAS system.

- Manual Sign displays the document pop-up window.

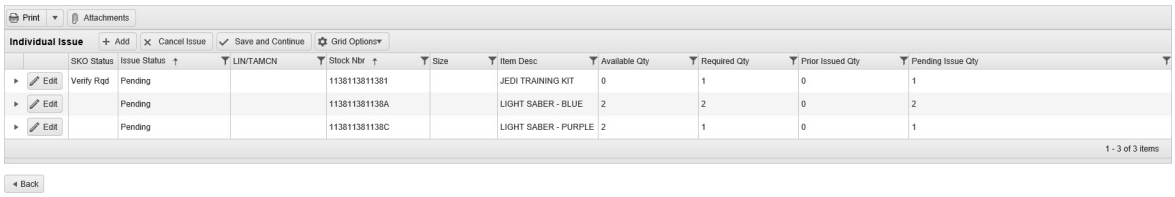
  Select Print. *The document prints, and the member needs to manually sign the document.*

Note

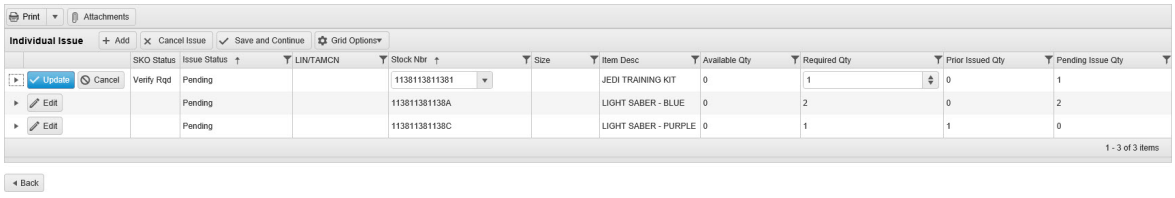
Once the document is signed, scan it in and attach it to the issue, using **Add Attachment to Individual Issue**.

Update an Asset in an Individual Issue

1. Select Edit next to the member's record. *The **Add an Individual Issue** screen appears.*



2. Select Edit next to the item's record. Edit *changes into* Update *and* Cancel.



3. Update the STOCK NBR, using ... to browse for the revised identifier. *This is a 15 alphanumeric character field.*

   Stock Number Browse help

4. Update the REQUIRED QTY, using ▲▼ to choose the revised amount.

5. Select Update. *The asset is revised and highlighted in green.*

Attach a Document to an Issue

Select

. *The **Add Attachment to Individual Issue** 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
xxxx - Your access has been denied. No active Member Profile was found for the EDI PI. If you believe this is in error, verify your URL. If the URL is correct, contact your issuing facility for assistance.	This error appears when the CAC is not inserted into the reader as the user is attempting to sign the issue by selecting the *eSign* feature. Ensure the CAC is firmly inserted into the reader and attempt again. If the error continues, the CAC may be damaged. The member must replace it.

Related Topics

- Individual Issue
- Add an Attachment to an Individual Issue
- Individual Issue Member
- Add Member Profile
- Master Issue List

Update a Member for an Individual Issue

Overview

The Individual Issue Member process provides the ability to edit a member.

Navigation

MATERIEL MGMT > Individual > Issue > Search > New > Individual Issue Member page

Page Fields

The following fields display on the **Individual Issue Member** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).
427	Select 'Add' to initiate a new Individual issue.
422	Select 'Save and Continue' to transition to next status during Individ Issue.
412	Select "Grid Options" button for additional actions.
55	Use "Back" button to return to previous page.
458	Select 'Print' to print Pick List and Individual Issue Receipt.
426	Some action buttons below will become active as Individual Issue progresses.
437	Delete is not a valid option – change value to zero to adjust as option.
428	Click 'Select Assets' button to manually select inventory by serial number.
489	Use 'Scan ICN' control to select inventory by scanning ICN bar-code.
429	"Alert" highlights situations that need user attention.
445	Warehouse QTY excludes Issue LOC QTY, Required QTY may be changed from initiate to picked status.

Individual Issue Member

Last, First M
Phone Nbr
EDI PI
DSN Nbr
Pay Grade
Mobile Phone Nbr
UIC *
Email Address
Temp Assigned UIC
Loan Return Dt
Master Issue Lists
Include Previous Issued Qty in Calculation
Service Center
Secondary Id
Cash Issue
Class Year
Duty Status

Procedures

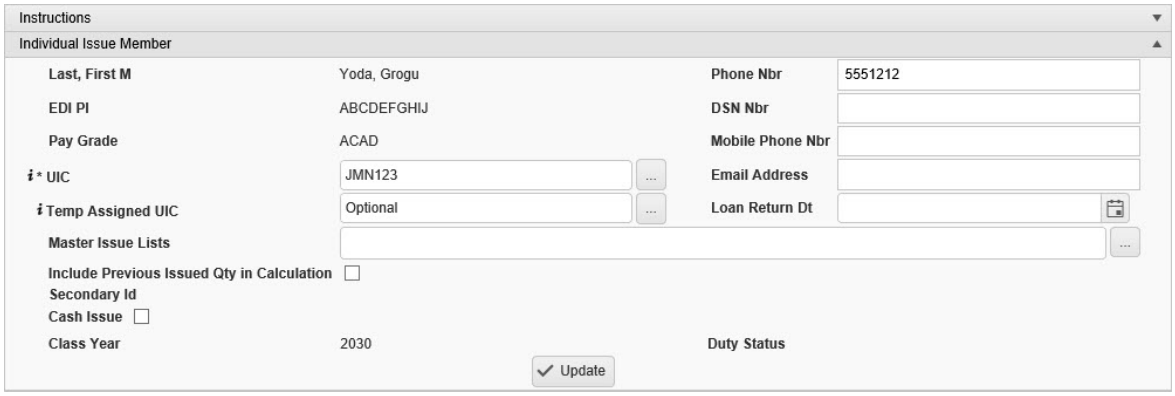
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Member for an Issue

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

1. Select + New next to the desired record. *The* ***Individual Issue Member*** *page appears.*



2. *The Last, First M automatically populates and is not editable.*
3. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
4. *The EDI PI automatically populates and is not editable.*
5. Enter the DSN NBR in the field provided. *This is a 20 alphanumeric character field.*
6. *The Pay Grade automatically populates and is not editable.*
7. Enter the Mobile PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
8. Use ℹ or ... to assist with the UIC entry. *This is a 6 alphanumeric character field.*

   UIC Browse help
9. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*
10. Use ℹ or ... to assist with the TEMP ASSIGNED UIC entry. *This is a 6 alphanumeric character field.*

    UIC Browse help
11. Use 📅 to select the Loan RETURN DT, or enter the date (MM/DD/YYYY) in the field provided.
12. Enter the Master Issue List, or use ... to browse for the entry. *This is a 250 alphanumeric character field.*

    Master Issue List Browse help
13. Click ☐ to select the Include Previous Issued Qty in Calculation. *Anything already issued to the member is added to the newly issued items.*
14. *The Secondary ID automatically populates and is not editable.*

15. Enter the Service Center, using i to assist with the entry. *This is a 100 alpha-numeric character field.*

> **Note**
> The Service Center field is only used when the Warehouse utilizes the Appointment Scheduler option in the Calendar Management menu item.

16. Click ☐ to select the Cash Issue. *The inventory is excluded from the Member Sales Review page, and the transactions are not billed to the member.*
17. *The Class Year automatically populates and is not editable.*
18. *The Duty Status automatically populates and is not editable.*

> **Note**
> The Class Year and Duty Status fields are only used when the Member attends the Air Force Academy and has a Pay Grade is "ACAD – Cadet", "PREP – Prep", or "STAFF – Perm party".

19. Select ✓ Update. *The **Add an Individual Issue** screen appears.*

Common Errors

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

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

Related Topics

- Individual Issue
- Add an Individual Issue
- Add an Attachment to an Individual Issue

Add Attachments to an Individual Issue

Overview

The Individual Issue Add Attachments process provides the ability to attach documents to the issue of equipment and personal gear to a member.

Navigation

MATERIEL MGMT > Individual > Issue > Search > Edit > Attachments > Attachments for Issue NBR pop-up window

Page Fields

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

Instructions - Attachments for Issue NBR

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.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	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.

Attachments for Issue NBR

Attachments

Attach Files

Attachment

Desc

Primary

Name

Desc

Procedures

DPAS Navigation Helpful Tips

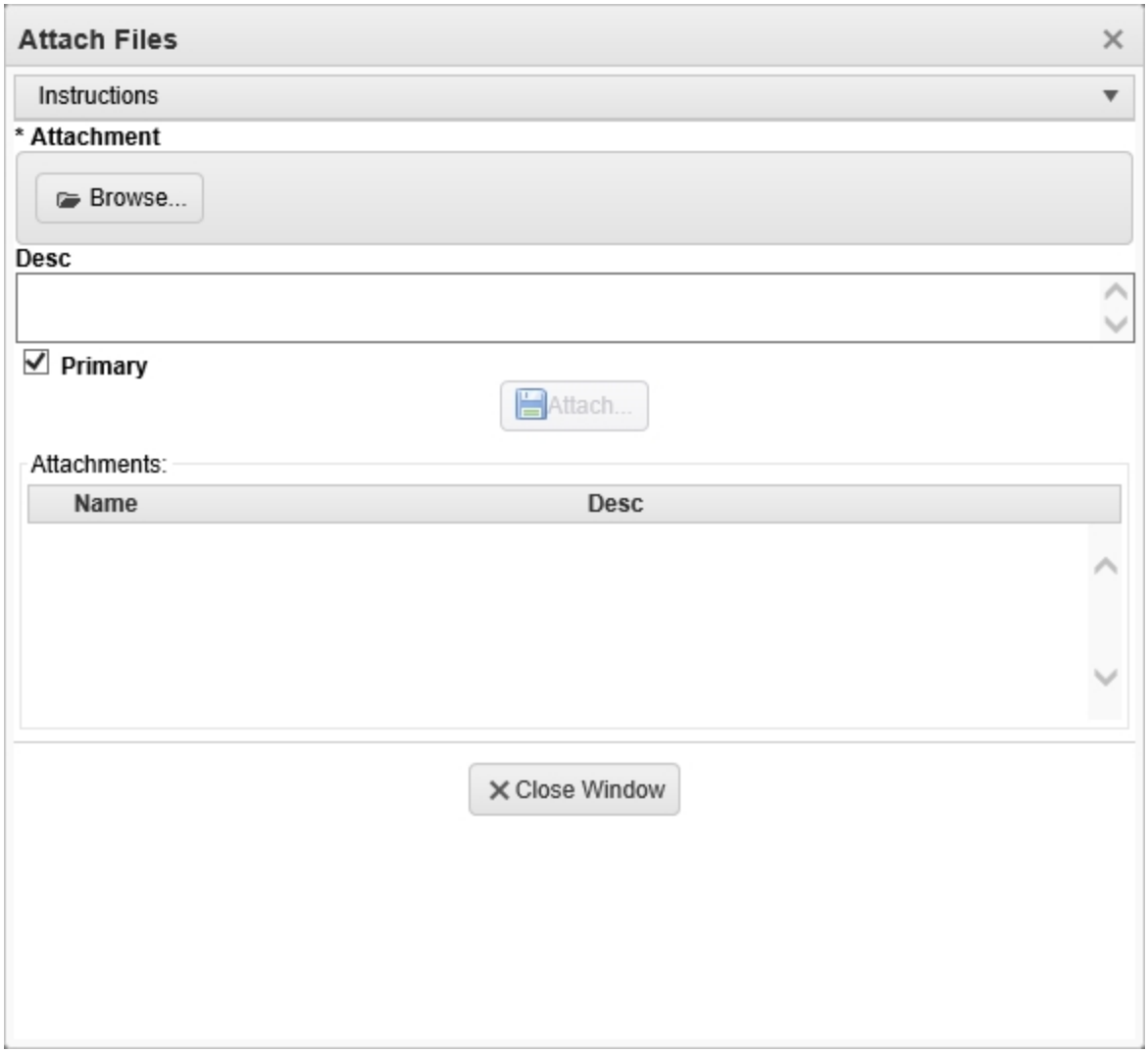
Click the following link to display Warehouse Navigation Tips.

Attach a Document to an Issue

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

1. Select Attachments to add any additional files to the record. *The* ***Attachments for Issue Nbr*** *pop-up window appears.*

2. Select Attach... to add any additional files to the record. *The* ***Attach Files*** *pop-up window appears.*



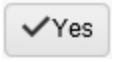
3. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
4. Choose the file to attach, and select it.
5. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top of the window.*
6. Enter a description of the file in the DESC field provided. *This is a 1024 alpha-numeric character field.*
7. Select Attach... . *The file name appears in the bottom of the window.*
8. Repeat Steps 2 - 6 to attach multiple documents.
9. 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:

- Select

to cancel the deletion.
- Select 

to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

C. Select

to complete the process. *The document is removed.*

Note

Select the part of to save the attachment directly to the computer. Follow the prompts to download the attachment.

10. Select

. *The **Attach Files** pop-up window closes, and the attachment(s) appears in the **Attachments for Issue NBR** pop-up window.*

Common Errors

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

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

1004 - Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 - Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- Individual Issue
- Individual Issue Member
- Add an Individual Issue

Add an Individual Return

Overview

The Individual Return Add process provides the ability to create a new returning equipment record to the warehouse by service members, civilians, foreign military members and contractors.

Navigation

Materiel MGMT> Individual > Return > Search > Return > Individual Return page

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
479	Select Add button to return an item that was not issued.
480	Select Edit button to edit record fields such as COND CD, Location Id or QTY NOT RET. and REASON CD.
481	Select Sign button to allow member to enter electronic /manual signature and complete return.
482	Select Split button to credit member with a return item that differs from issued item.
483	Select Print button to generate Return Receipt or Outstanding Returnable Items list.
484	Select check box to return an item; unchecked items will not be returned.
485	Select "All" check-box to select / deselect all check-boxes.
412	Select "Grid Options" button for additional actions.
55	Use "Back" button to return to previous page.

Individual Return Member

Last, First M

Phone Nbr

EDI PI
DSN Nbr
Pay Grade
Mobile Phone Nbr
UIC
Email Address
Temp Assigned UIC
Secondary Id
Class Year
Duty Status

Exists

Return Number
Status
Scan Barcode

Individual Return Grid

All
Edit
All Missing / Damaged
SKO Status
Exchange
Loan Return Dt
Stock Nbr
Item Desc
Size
ICN
Mfr Serial Nbr
Cond Cd
Location Id
Container Id
Owning DoDAAC
Qty Rqd
Qty Issued
Qty Returning
Qty Not Ret.

Not Ret. Reason Cd

Not Ret. Remarks

Optional

LIN/TAMCN

Color

UII

Mfr Lot Nbr

Mfr Dt

Mfr Contract

Procedures

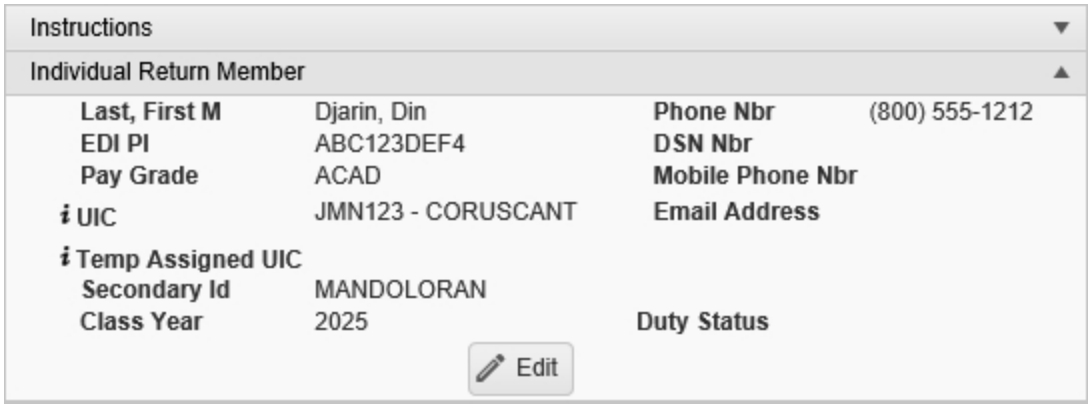
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add an Individual Return for Items Issued to a Member

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

1. Select ▸ Return next to the member's record. *The* ***Add an Individual Return*** *screen appears.*
2. Review the Individual Return Member panel.



A. *The Last, First M automatically populates and is not editable.*
B. *The PHONE NBR automatically populates and is not editable.*
C. *The EDI PI automatically populates and is not editable.*
D. *The DSN NBR automatically populates and is not editable.*

E. *The Pay Grade automatically populates and is not editable.*

F. *The Mobile PHONE NBR automatically populates and is not editable.*

G. *The UIC automatically populates and is not editable.*

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

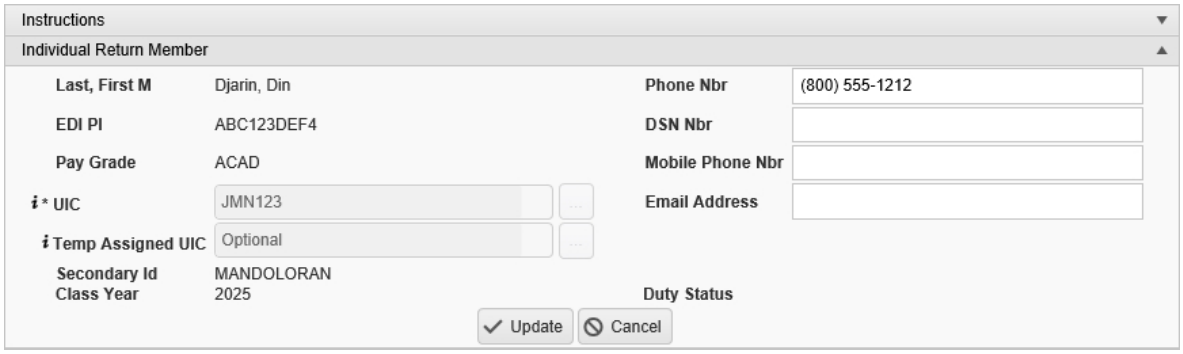
I. *The TEMP ASSIGNED UIC automatically populates and is not editable.*

J. *The Secondary ID automatically populates and is not editable.*

K. *The Class Year automatically populates and is not editable.*

L. *The Duty Status automatically populates and is not editable.*

M. If any of these fields are not correct, select Edit. *Some of the fields become editable.*



a. *The Last, First M automatically populates and is not editable.*

b. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

c. *The EDI PI automatically populates and is not editable.*

d. Enter the DSN NBR in the field provided. *This is a 20 alphanumeric character field.*

e. *The Pay Grade automatically populates and is not editable.*

f. Enter the Mobile PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

g. *The UIC automatically populates and is not editable.*

h. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*

i. *The TEMP ASSIGNED UIC automatically populates and is not editable.*

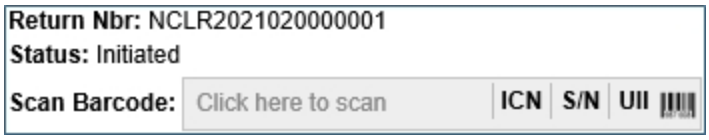
j. *The Secondary ID automatically populates and is not editable.*

k. *The Class Year automatically populates and is not editable.*

l. *The Duty Status automatically populates and is not editable.*

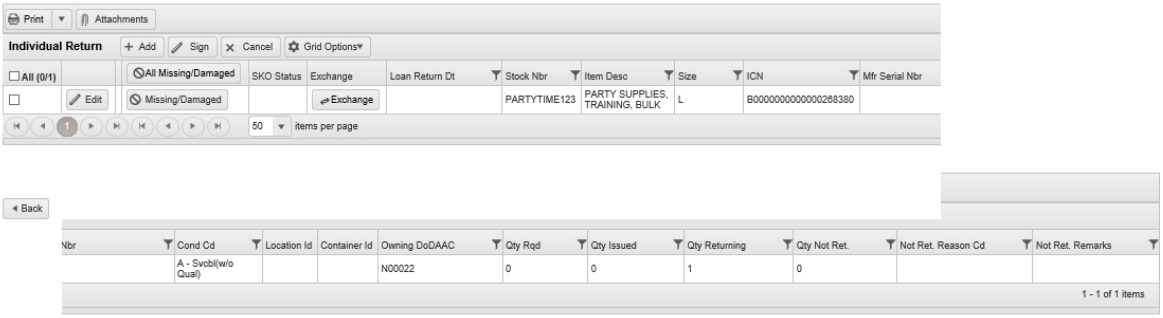
m. Select

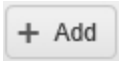
. *The editable fields close, and the revised information is saved.*



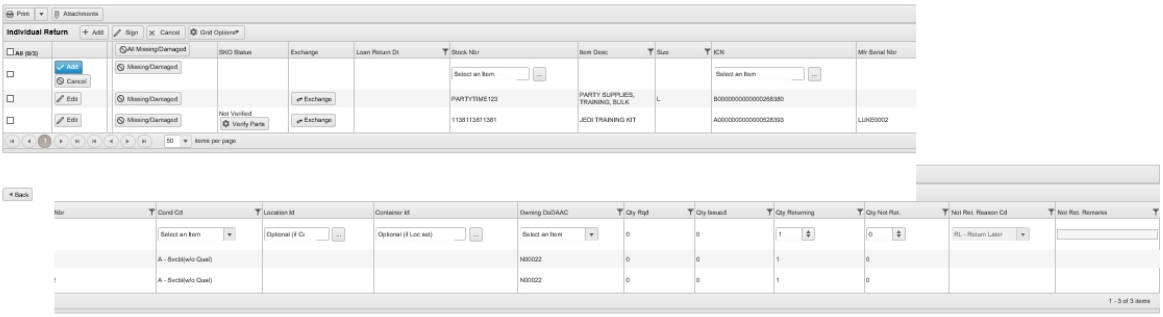
3. *The RETURN NBR automatically populates and is not editable.*
4. *The Status automatically populates and is not editable.*
5. Select

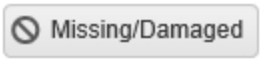
. *Using the DPAS supported tethered scanner, scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset to automatically add it to the Individual Return grid.*



6. Select 

. *A new row opens, with some of the fields open for editing.*



7. *Leave* 

alone until the other fields are populated.
8. *The SKO Status automatically populates and is not editable.*
9. *The Exchange automatically populates and is not editable.*
10. *The Loan Return Date automatically populates and is not editable.*
11. Enter the STOCK NBR, or use to browse for the identifier. *This is a 15 alpha-numeric character field.*

Stock Number Browse help

12. *The ITEM DESC automatically populates and is not editable.*
13. *The Size automatically populates and is not editable.*
14. Enter the ICN, or use ... to browse for the revised number. *This is a 20 alpha-numeric character field.*

    Inventory Control Number Browse help
15. *The MFR SERIAL NBR automatically populates and is not editable.*
16. Use ▼ to select the Cond Cd.
17. Enter the LOCATION ID, or use ... to browse for the place. *This is a 20 alpha-numeric character field.*

    Location Browse help
18. Enter the CONTAINER ID, or use ... to browse for the place. *This is a 25 alpha-numeric character field.*

    Container Identification Browse help
19. Use ▼ to select the Owning DoDAAC.
20. *The QTY RQD automatically populates and is not editable.*
21. *The QTY ISSUED automatically populates and is not editable.*
22. Use ▲▼ to choose the QTY RETURNING.
23. Use ▲▼ to choose the QTY NOT RET.. *When this is above 0, the next field becomes editable.*
24. Use ▼ to select the Not Ret. Reason Cd.

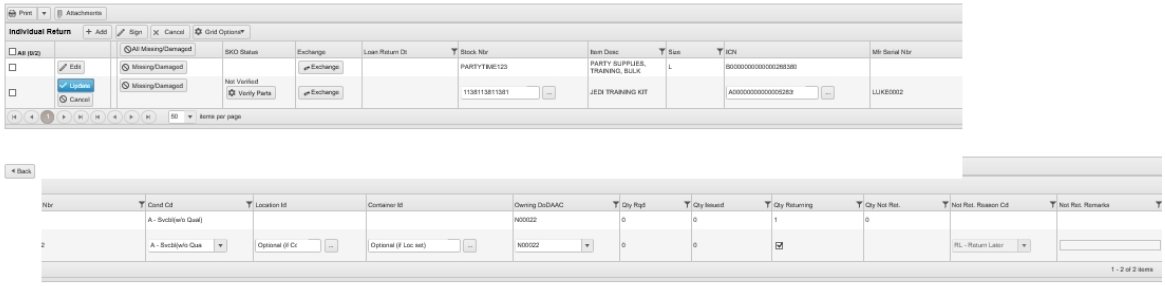
Note

If the item cannot be returned for whatever reason, either choose "MD - Missing/Damaged Gear Statement" **OR** select Missing/Damaged. They both do the same thing.

25. Enter the NOT RET. REMARKS in the field provided. *This is a 1,024 alphanumeric character field.*
26. Select Add. *The new Individual Return Item appears in green at the top of the grid.*

Update an Individual Return for Items Issued to a Member

1. Select Edit. *The row opens, with some of the fields open for editing.*



2. Select Missing/Damaged. *The NOT RET. REASON CD field changes to "MD - Missing/Damaged Gear Statement".*
3. *Verify the SKO Status.*

> **Note**
>
> If the item is a single asset, the field is blank.
>
> If the item is a kit, the Verify Parts button appears. Select Verify Parts to open the SKO Inventory Management Browse pop-up window.

4. Select Exchange. *The **Exchange Browse** pop-up window appears.*

> **Note**
>
> Once the exchange is completed, the Exchange cell changes from Exchange to Reason: DM - Damaged Exchange Cancel. Once the return is completed, the new asset is issued.

5. *Verify the Loan Return Date.*
6. Update the STOCK NBR, using ... to browse for the revised number. *This is a 15 alphanumeric character field.*

   Stock Number Browse help
7. *Verify the ITEM DESC.*
8. *Verify the Size.*

9. Update the ICN, using … to browse for the revised number. *This is a 20 alpha-numeric character field.*

   Inventory Control Number Browse help

10. *Verify the MFR SERIAL NBR.*
11. Update the Cond Cd, using ▾ to select the desired code.
12. Update the LOCATION ID, using … to browse for the revised place. *This is a 20 alphanumeric character field.*

    Location Browse help

13. Update the CONTAINER ID, using … to browse for the revised place. *This is a 25 alphanumeric character field.*

    Container Identification Browse help

14. Update the Owning DoDAAC, using ▾ to select the desired code.
15. *Verify the QTY RQD.*
16. *Verify the QTY ISSUED.*
17. Update the QTY RETURNING, using ▲▼ to choose the revised amount.
18. Update the QTY NOT RET., using ▲▼ to choose the revised amount.
19. Update the Not Ret. Reason Cd, using ▾ to select the desired code.
20. Update the NOT RET. REMARKS, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*
21. Select Update. *The revised Individual Return Item appears in green 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
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

- Search for an Individual Return — Criteria
- Add an Attachment to an Individual Return

Add Attachments to an Individual Return

Overview

The Individual Return Add Attachments process provides the ability to attach documents to the return of equipment and personal gear to a member.

Navigation

MATERIEL MGMT > Individual > Return > Search > Return > Attachments > Attachments for Return NBR pop-up window

Page Fields

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

Instructions - Attachments for Return NBR

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.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	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.

Attachments for Return NBR

Attachments

Attach Files

Attachment *

Desc

Primary
Name
Desc

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

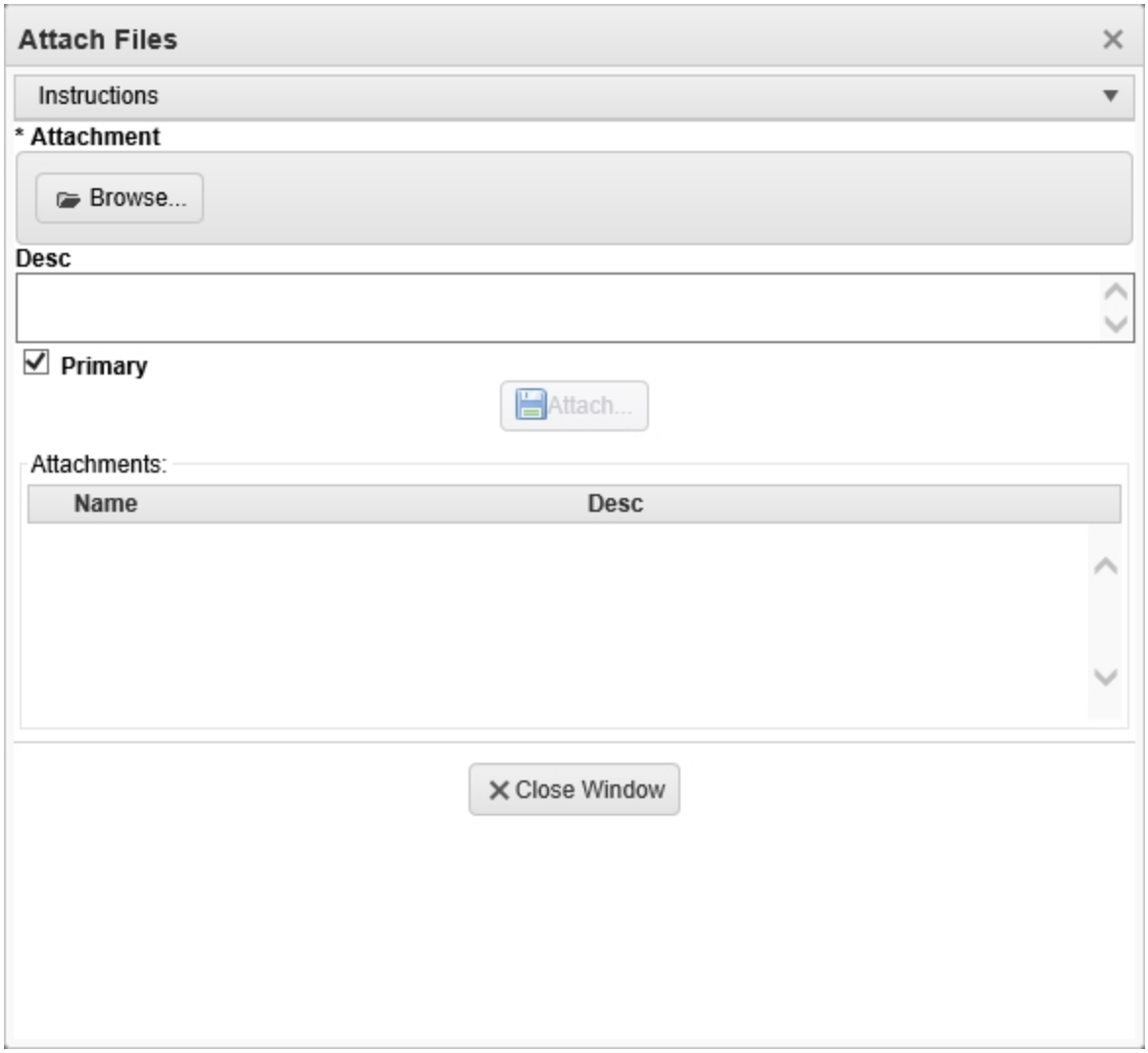
Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Return

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

1. Select Attachments to add any additional files to the record. *The* ***Attachments for Return Nbr*** *pop-up window appears.*

2. Select Attach... to add any additional files to the record. *The* ***Attach Files*** *pop-up window appears.*



3. Select Browse... . *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 top of the window.*
6. Enter a description of the file in the DESC field provided. *This is a 1024 alpha-numeric character field.*
7. Select Attach... . *The file name appears in the bottom of the window.*
8. Repeat Steps 2 - 6 to attach multiple documents.
9. 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:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

C. Select OK to complete the process. *The document is removed.*

Note

Select the 💾 part of 💾 ✕ to save the attachment directly to the computer. Follow the prompts to download the attachment.

10. Select ✕ Close Window. *The **Attach Files** pop-up window closes, and the attachment(s) appears in the **Attachments for Return NBR** pop-up window.*

Common Errors

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

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

1004 - Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 - Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- Search for an Individual Return — Criteria
- Add an Individual Return

Individual Return by Member

Overview

The Warehouse Management module Individual Return by Member process provides the ability to create or edit returning equipment record to the warehouse by service members, civilians, foreign military members and contractors.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

Materiel MGMT> Individual > Individual Return Member page

Page Fields

The following fields display on the **Individual Return Member** 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.
420	Select "Scan CAC" to use CAC data for search.
412	Select "Grid Options" button for additional actions.

Search Criteria

Member

EDI PI / Secondary Id

UIC

CAC

Individual Return Member Grid

Attachment

Return

View
Last Name
First Name
Middle Initial
EDI PI
Pay Grade
UIC
Last Issue Dt
Last Issue Nbr
Last Warehouse
Return Status

Optional

Secondary Id
Class Year
Duty Status
Expiration of Active Service

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

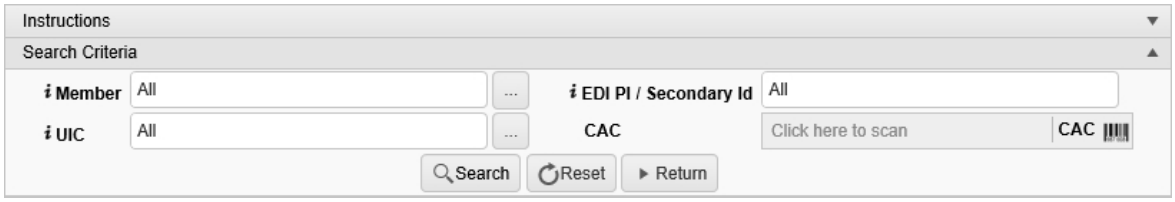
Search for An Individual Return by Member

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.*

Note

If using a CAC, select the CAC field and scan the member's CAC with a DPAS supported tethered scanner. Otherwise, follow these steps:

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



- Use ℹ or ... to assist with the Member entry. *This is a 50 alphanumeric character field.*

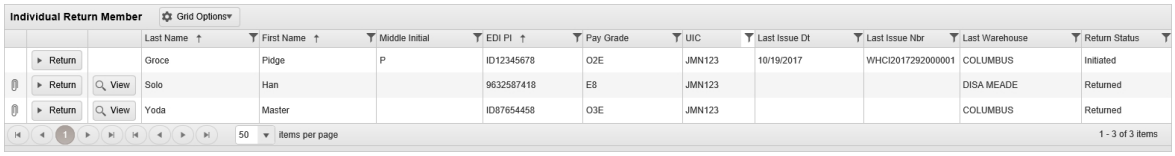
  Member Profile Browse help

- Enter the EDI PI or Secondary ID, using ℹ to assist with the entry. *This is a 10 alphanumeric character field.*

- Use ℹ or ... to assist with the UIC entry. *This is a 6 alphanumeric character field.*

  UIC Browse help

2. Click Search . *The results display in the Individual Return Member grid.*



Create a First-time Return for a New Member (without a CAC)

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

Note

Before creating a Return, perform a search for the member (Last Name, First Name) to insure the system does not show a record.

1. Select ▶ Return . *The* ***Enter the EDI PI*** *pop-up window appears.*

2. Click OK . *The **Add Member Profile** pop-up window appears, with the **Browse Member Profile** pop-up window in the background.*
3. Enter the member information (see Add Member Profile).
4. Select Add to add member's information to the system. *The **Add an Individual Return** screen appears.*

Create a Return for an Existing Member (without a CAC)

1. Use i or ... to assist with the Member entry. *This is a 50 alphanumeric character field.*

   Member Profile Browse help
2. Click Search . *The results display in the Individual Return Member grid.*
3. Select Return next to the member's record. *The **Add an Individual Return** screen appears.*

Create a Return From Scanning the Member's CAC

1. Scan the CAC's barcode with a USB Tethered Scanner. *The EDI PI appears in the CAC field.*

2. Click Search . *The results display in the Individual Return Member grid.*
3. Select Return next to the member's record. *The **Add an Individual Return** screen appears.*

Common Errors

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

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

Related Topics

- Add an Individual Return
- Add an Attachment to an Individual Return

Return an Individual Item

Overview

The Warehouse Management module Individual Item Return process provides the ability to return a serially managed item when the issued member is not known. The member returning the item does not need to be the member that had the item issued. The returned item is removed from the issued member's Outstanding Items.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Individual > Item Return> Individual Item Return

Page Fields

The following fields display on the **Individual Item Return** 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.

Add Item Return

ICN

Stock Nbr *

Serial Nbr *

Location

Container

Cond Cd Returned

Item Return Grid

Stock Nbr

Item Description
Serial Nbr
ICN
Member
Cond Cd Returned
Location
Container

Optional

Owning DoDAAC
UIC

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Process an Individual Item Return

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

Helpful Tip

The Individual Item Return process provides the ability to scan the DPAS generated ICN barcode, serial number barcode, or UII with a USB Tethered Scanner. Ensure the cursor is in the Scan Barcode field. Scanning the barcode queries all records associated.

1. In the Add Item Return box, perform one of the following:

   A. Use i or ... to assist with the ICN entry. *This is a 20 alphanumeric character field.*

      Inventory Control Number Browse help

   B. *The STOCK NBR automatically populates.*

   C. *The SERIAL NBR automatically populates.*

   OR

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

Stock Number Browse help

B. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

2. Choose one of the following:

- Use ℹ or ... to assist with the Location entry. *This is a 20 alphanumeric character field.*

  Location Browse help

  OR

- Use ℹ or ... to assist with the Container entry. *This is a 20 alphanumeric character field.*

  Container Identification Browse help

3. Use ▾ to select the Cond Cd Returned.
4. Select Add to Grid. *The item appears below in the Item Return Grid.*
5. Repeat Steps 1-4 if multiple items are returned.

Remove an item from the Item Return Grid

A. Select the ☐ next to the desired entry. ☑ *appears.*

B. Select × Remove. *The entry is removed from the Item Return Grid.*

Complete Returned Items of a Single Member

A. Select ✎ Sign & Return. *The **Item Return Electronic Signature** pop-up window appears.*

B. Choose one of the two signature methods:

- ✎ eSign **displays the Insert CAC pop-up window.**

  a. Insert the member's CAC. *Please wait several seconds for the reader to recognize the card.*

  b. Select ✓ OK to continue. *The **Windows Security - Select a Certificate** pop-up window appears.*

c. Select the appropriate certificate and click OK. *The **ActivClient Login** pop-up window appears.*

d. Have the member enter the CAC Personal Identification Number in the PIN field.

e. Click OK. *The **eSign Complete** pop-window appears.*

- If the *PIN* is entered incorrectly, select Cancel and reattempt by clicking eSign.
- If the *PIN* is entered incorrectly three times, the *CAC* permissions are locked out of the DPAS system.

f. Select OK. *The **Windows Security - Select a Certificate** pop-up window appears.*

g. Select the desired certificate and click OK. *The signature page appears in a new browser window along with the **Print** dialog box.*

h. Select Print to print the certificate.

- Manual Sign **displays the pop-up window of the document for printing and a Print dialog box.**

a. Select Print to print the document. *The **Print** pop-up window closes.*

b. The member manually signs the printed document.

c. Select ✕ in the top right corner of the document pop-up window.

Complete Returned Items of Multiple Members

A. Select the ☐ next to the desired entries. ☑ *appears.*

B. Select Return. *The entries are returned and removed from the Item Return Grid.*

Helpful Tip

If the member has a valid email address in the Member Profile, DPAS automatically emails the member an alert that the issued item has been returned.

Common Errors

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

Error	Solution
13 - Mandatory Entry: *STOCK NBR*	
13 - Mandatory Entry: *SERIAL NBR*	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Location or Container*	
xxxx - Item exists at [*Site*]. Please contact [*Person's Name*] at [*Email Address*]	Invalid Entry. The item entered already exists in the inventory. Duplicate items are not allowed. Re-confirm STOCK NBR, SERIAL NBR, or ICN and re-enter the data.
xxxx - Outstanding record could not be found.	Invalid Entry. The item cannot be returned because it has not been issued. Re-confirm STOCK NBR, SERIAL NBR, or ICN and re-enter the data.
xxxx - Cannot return multiple items with the same serial number.	Invalid Entry. The Serial Number already exists in the inventory, and cannot be duplicated. Re-confirm SERIAL NBR and re-enter the data.

Related Topics

- Individual Issue Overview
- Individual Return Overview

Individual Reconciliation

Overview

The Warehouse Management module Individual Reconciliation process provides the ability to reconcile outstanding Individual Issues on a monthly, quarterly, or yearly basis. The Responsible Officer (RO) can either perform the reconciliation in real-time, or use the DW Form 20I for manual entry.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Individual > Reconciliation > Individual Reconciliation page

Page Fields

The following fields display on the **Individual Reconciliation** 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

Member

UIC

Reconciliation Status

EDI PI

Last Reconciliation (From)
Last Reconciliation (To)
Reconciliation Due (From)
Reconciliation Due (To)

Individual Reconciliation Grid

Primary Attachment
Last Name
First Name
Middle Initial
EDI PI
UIC
Reconciliation Status
Last Reconciliation Dt/Tm
Form Signed Date
Reconciliation Due Dt
Days Since Reconciled
Override Reason

Optional

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

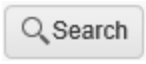
Procedures

DPAS Navigation Helpful Tips

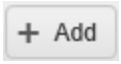
Click the following link to display Warehouse Navigation Tips.

Search for an Individual Reconciliation

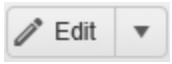
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Use or to assist with the Member entry. *This is a 25 alphanumeric character field.*
   - Use or to assist with the UIC entry. *This is a 6 alphanumeric character field.*
   - Use to select the Reconciliation Status.
   - Enter the EDI PI in the field provided. *This is a 10 alphanumeric character field.*
   - Use to select the Last Reconciliation (From), or enter the date (MM/DD/YYYY) in the field provided.
   - Use to select the Last Reconciliation (To), or enter the date (MM/DD/YYYY) in the field provided.
   - Use to select the Reconciliation Due (From), or enter the date (MM/DD/YYYY) in the field provided.
   - Use to select the Reconciliation Due (To), or enter the date (MM/DD/YYYY) in the field provided.
2. Select  to display the search results.

Add an Individual Reconciliation

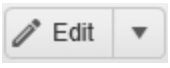
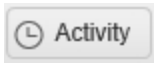
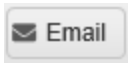
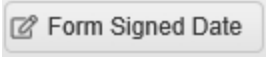
Select  to display the **Add Individual Reconciliations** pop-up window.

Update an Individual Reconciliation

Select (desired record) >  to display the **Edit** menu.

Cancel an Individual Reconciliation

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

1. Click to select the desired entry. *The Reconciliation is highlighted, and*  , , ,  , ,  , *and*  *become available.*

2. Select Edit. *The **Edit** drop-down menu appears.*
3. Select Cancel Reconciliation. *The **Cancel Reconciliation** pop-up window appears.*
4. Select Yes. *The Reconciliation is removed, and a green **Reconciliation successfully canceled** pop-up window appears.*

Sign an Individual Reconciliation

Select ☐ (desired record) > Sign to display the **Sign** menu.

Print a Form for an Individual Reconciliation

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Print. *The **Print** drop-down menu appears.*
3. Select the desired form:
   - DW Form 12I — Individual Return Receipt
   - DW Form 04I — Individual Issue Receipt
   - DW Form 05I — Individual Returnable Items
   - DW Form 20I — Individual Physical Inventory Report
4. A pop-up window appears after generating the desired form. *Choose whether to:*
   - Open has the PDF document appear, and is printable from here.
   - Save saves the PDF document, and is printable at a later time.

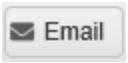
View the Individual Reconciliation Activity

Select ☐ (desired record) > Activity to display the **Individual Reconciliation Activity** pop-up window.

Attach a File to an Individual Reconciliation

Select ☐ (desired record) > Attachments to display the **Reconciliation Attachments For:** pop-up window.

Email an Individual Reconciliation Record

Select ☐ (desired record) > 

to display the **Send Email Notification** pop-up window.

Date the Signing of an Individual Reconciliation Record

Select ☐ (desired record) >

to display the **Inventory Form Signed Date** pop-up window.

Common Errors

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

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

Related Topics

- Add Individual Reconciliations
- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record
- Individual Issue Overview
- Individual Return Overview
- Item Return Overview

View the Individual Reconciliation Activity

Overview

The Individual Reconciliation Activity View process allows viewing the reconciliation details for a transaction.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Individual > Reconciliation > Activity > Individual Reconciliation Activity pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.

Search Criteria

Inquiry Type *

Issue / Return Type

EDI PI

Member

UIC

Reportable Commodity Type

Issue / Return Nbr

Issue / Return Activity Grid

Issue Type
Issued Dt
Issue Nbr
EDI PI
Member / Custodian
UIC
LIN/TAMCN
Stock Nbr
Item Desc
Item Designator Nbr
Size
Color
Serial Nbr
Qty Issued
Qty Outstanding
Unit Price
Condition Cd

Optional

ICN
Returnable?
Reportable Commodity Type
Logistics Program
Region
Site
Warehouse
CAGE
Contract Nbr
Established By
Expiration Dt
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By
Lot Nbr
Mfr Dt

Pay Grade
Program ID
UII

Issue / Return Detail Grid

Return Type
Returned Dt
Return Nbr
EDI PI
Member / Custodian
UIC
LIN/TAMCN
Stock Nbr
Item Desc
Item Designator Nbr
Size
Color
Serial Nbr
Qty Returned
Qty Not Ret.
Unit Price
Condition Cd
ICN
Not Ret. Reason Cd

Optional

Reportable Commodity Type
CAGE
Contract Nbr
Established By
Expiration Dt
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By
Lot Nbr
Mfr Dt
Pay Grade

Program ID

UII

(*) Asterisk identifies mandatory fields.

Procedures

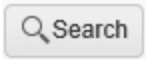
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an Individual Reconciliation Activity

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.* ***Bold*** *steps are required.*

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Activity. *The* ***Individual Reconciliation Activity*** *pop-up window appears.*
3. In the Search Criteria box, narrow the results by entering one or more of the following fields:
   - Update the Inquiry Type, using ▾ to select the desired type.
   - Update the Issue / Return Type, using ▾ to select the desired type.
   - Update the EDI PI, using ℹ to assist with the revised identifier. *This is a 10 alphanumeric character field.*
   - Update the Member, using ℹ or … to assist with the revised name. *This is a 25 alphanumeric character field.*
   - Update the UIC, using ℹ or … to assist with the revised code. *This is a 6 alphanumeric character field.*
   - Use ▾ to select the Reportable Commodity Type.
   - Update the Issue / Return Nbr, entering the revised number in the field provided. *This is a 10 alphanumeric character field.*

4. Select  to display the search results.
5. Select when finished reviewing the Reconciliation Activity. The window closes and returns to the **Individual Reconciliation** page.

Common Errors

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

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

Related Topics

- Individual Reconciliation Overview
- Add Individual Reconciliations
- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record

Add an Individual Reconciliation

Overview

The Individual Reconciliation Add process provides the ability to create new reconciliations regarding individual issues.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Individual > Reconciliation > + Add > Add Individual Reconciliations pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Add Individual Reconciliations

Member

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

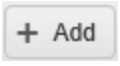
Click the following link to display Warehouse Navigation Tips.

Add an Individual Reconciliation

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

1. Select

. *The **Add Individual Reconciliations** pop-up window appears.*
2. Use or to assist with the Member entry. *This is a 50 alphanumeric character field.*

   Member Profile Browse help
3. Select 

to create the new reconciliation. *The **Add Individual Reconciliations** pop-up window closes, and the new Reconciliation record appears in the grid.*

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx - There are reconciliations already in process for the given member.	Invalid Entry. The Member entered has a reconciliation record existing. Enter a different Member.

Related Topics

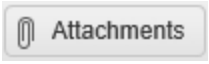
- Individual Reconciliation Overview
- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record

Attach a File to an Individual Reconciliation

Overview

The Individual Reconciliation Add Attachments process provides the ability to attach documents to the reconciliation information for an individual issue.

Navigation

MATERIEL MGMT > Individual > Reconciliation > ☐ (desired record) > 

> Reconciliation Attachments pop-up window

Page Fields

The following fields display on the **Reconciliation Attachments for Member NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions - Reconciliation Attachments for Member NBR

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.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	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.

Reconciliation Attachments for Member NBR

Attachments

Attach Files

Attachment

Desc

Primary
Name
Desc

Procedures

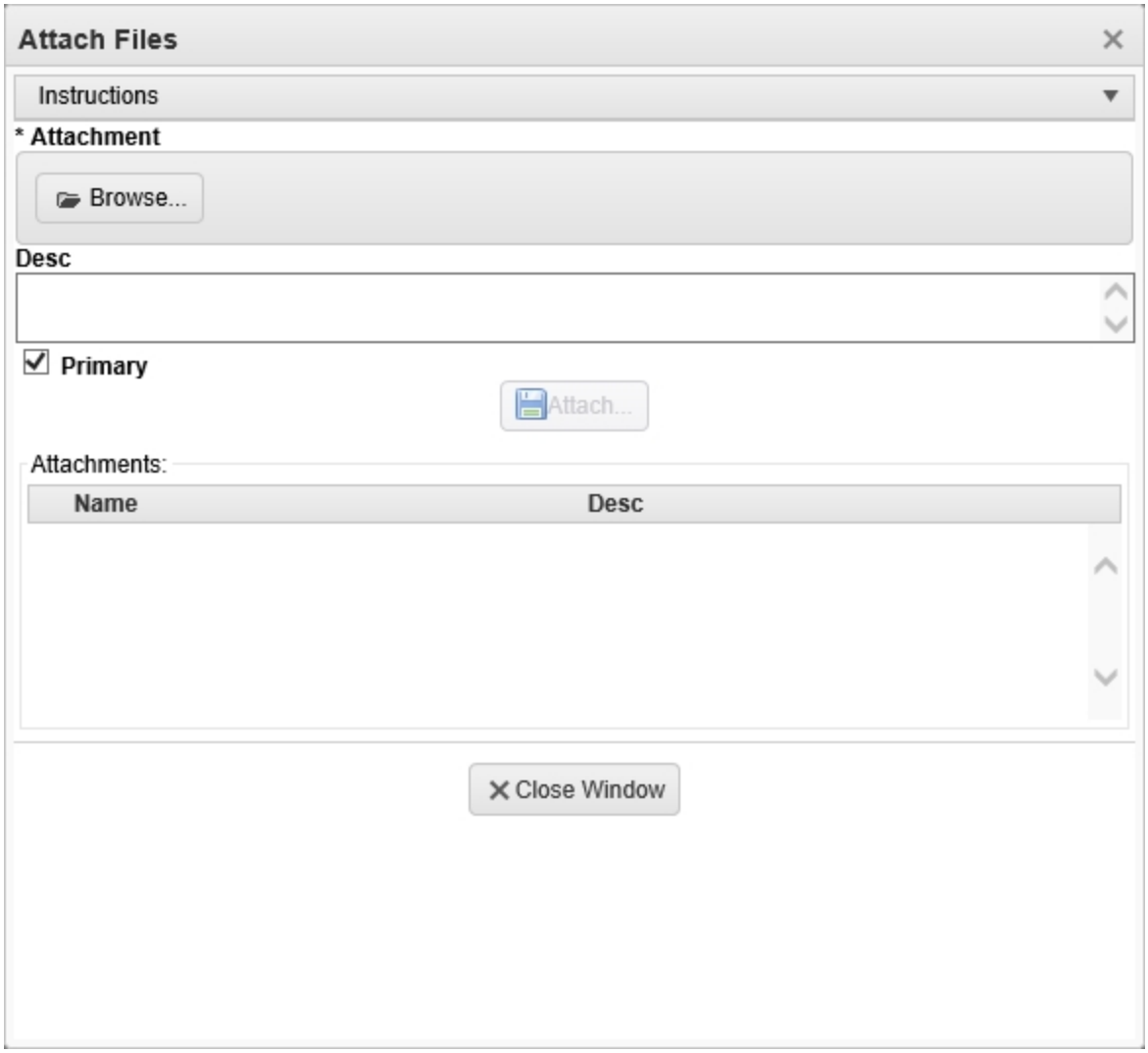
DPAS Navigation Helpful Tips
Click the following link to display Warehouse Navigation Tips.

Attach a File to an Individual Reconciliation

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 Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Attachments. *The* ***Reconciliation Attachments for Member NBR*** *pop-up window appears.*

3. Select Attach... . *The* ***Attach Files*** *pop-up window appears.*



4. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
5. Choose the file to attach, and select it.
6. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*
7. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
8. Select Attach... . *The file name appears in the bottom file list.*
9. Repeat Steps 4 - 8 to attach multiple documents.
10. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

11. Select Close Window. *The **Attach Files** pop-up window closes, and the file appears in the **Reconciliation Attachments for Member NBR** pop-up window.*

Remove an Attachment

A. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

B. Choose one of the following options:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

C. Select OK to complete the process. *The document is removed.*

Note

Select the 💾 part of 💾✕ to save the attachment directly to the computer. Follow the prompts to download the attachment.

12. Select ✕. *The **Reconciliation Attachments for Member NBR** pop-up window closes.*

Common Errors

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

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

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 {max size} for this file type. "Attachment" file size is {file size}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 - Attachment file size exceeds the maximum of 1MB. The selected file size is {file size}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- Individual Reconciliation Overview
- Add Individual Reconciliations
- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- View the Individual Reconciliation Activity
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record

E-MAIL an Individual Reconciliation Record

Overview

The Individual Reconciliation E-MAIL process provides the ability to send the DW Form 20I to the address associated with the member, regarding the reconciliation of that member's individual issues.

Navigation

MATERIEL MGMT > Individual > Reconciliation > ☐ (desired record) > Email > Send E-MAIL Notification pop-up window

Page Fields

The following fields display on the **Send E-MAIL Notification** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Send E-MAIL Notification

Email Address

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Send E-MAIL Notification for an Individual Reconciliation

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 Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Email. *The* ***Send E-MAIL Notification*** *pop-up window appears.*

If there ***are no*** *email addresses available:*

Note

The Send Email Notification pop-up window shows "Please enter an email address and click send. To save an address to this Individual's account, please navigate to the Member Profile page."

Enter the E-MAIL address in the field provided.

*If there **are** email addresses available:*

Note

The Send Email Notification pop-up window shows "It may take up to 15 minutes for email notifications to be received. Only POCs with a valid email address, listed below, will receive a notification."

Verify the E-MAIL address.

3. Select Send to send the new email. *The **Send E-MAIL Notification** pop-up window closes, and the Reconciliation Status changes to E - Emailed.*

Common Errors

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

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

Related Topics

- Individual Reconciliation Overview
- Add Individual Reconciliations
- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Date the Signing of an Individual Reconciliation Record

Date the Signing of an Individual Reconciliation Form

Overview

The Individual Reconciliation Form Signing Date process provides the ability to assign a specific date to one or more manually signed form(s).

Navigation

MATERIEL MGMT > Individual > Reconciliation > ☐ (desired record) > Form Signed Date > Inventory Form Signed Date pop-up window

Page Fields

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

Instructions

The table below provides the list of instructions.

Number	Value

Inventory Form Signed Date

Signed Date

Procedures

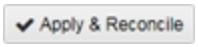
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Specify the Signed Date for an Individual Reconciliation

Bold *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Form Signed Date. *The* ***Inventory Form Signed Date*** *pop-up window appears.*
3. **Use** to select the Signed Date, or enter the date (MM/DD/YYYY) in the field provided.

Select 

. *The **Confirm Form Signed Date & Manual Reconcile** pop-up window appears.*

Note

The Signed Date is applied as the "Form Signed Date" to the selected Individual Issue, and is considered Reconciled on the current (system) date.

The Reconciliation Status changes to R - Reconciled.

4. **OR**

Select

. *The **Confirm Signed Date** pop-up window appears.*

Note

The Signed Date is applied as the "Form Signed Date" to the selected Individual Issue.

The Reconciliation Status **does not** change.

Common Errors

The table below provides a list 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.
Please enter a valid date no greater than today.	Invalid Date Entry. The date must be either the system (current) date or before. Re-enter the date.

Related Topics

- Individual Reconciliation Overview
- Add Individual Reconciliations
- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record

Sign an Individual Reconciliation

Overview

The Individual Reconciliation Signing process provides the ability to sign the appropriate form for the reconciliation.

Navigation

MATERIEL MGMT > Individual > Reconciliation > ☐ (desired record) > Sign > Sign Individual Reconciliation drop-down menu

Page Fields

The following fields display on the **Sign Individual Reconciliation** drop-down menu. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Sign Individual Reconciliation

Signed Date

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Specify the Signed Date for an Individual Reconciliation

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Sign. *The Sign drop down menu appears.*
3. Select eSign.
   A. *The **Insert CAC** pop-up window appears.*
   B. Insert the custodian's CAC. *Wait several seconds for the reader to recognize the card.*

C. Select OK to continue. *The **Windows Security - Select a Certificate** pop-up window appears.*

D. Select the appropriate certificate and click OK. *The **ActivClient Login** pop-up window appears.*

E. The custodian enters the CAC Personal Identification Number in the PIN field and clicks OK. *The eSign Complete pop-window appears.*

- *If the PIN is entered incorrectly, select Cancel and reattempt by clicking eSign.*
- *If the PIN is entered incorrectly three times, the CAC locks.*

F. Select OK. *The **Windows Security - Select a Certificate** pop-up window appears.*

G. Select the desired certificate and click OK. *The signature page appears in a new browser window along with the **Print** dialog box.*

H. Select Print to print the certificate.

4. Select Sign with Signature Pad.

A. *The Signature Pad Form window appears. An authorized Signature Pad must be connected to continue with this process.*

B. Authorized personnel uses the stylus to sign the Signature Pad.

C. Select Accept to confirm the signature. *The pop-up window closes, and the DW 12 generates for printing.*

Helpful Tip

When using the authorized Signature Pad, the following options are available:

- Select Clear to erase the signature and reattempt.
- Select Cancel to close the window and return to the previous page.

5. Select Manual Sign.

The Individual Reconciliation Record status automatically changes to Reconciled.

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx - Please enter a valid date no greater than today.	Invalid Date Entry. The date must be either the system (current) date or before. Re-enter the date.

Related Topics

- Individual Reconciliation Overview
- Add Individual Reconciliations
- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record

Update an Individual Reconciliation

Overview

The Individual Reconciliation Update process allows editing of reconciliations regarding individual issues.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Individual > Reconciliation > (desired record) > Edit > Edit Individual Reconciliation drop-down menu

Page Fields

The following fields display on the **Edit Individual Reconciliation** drop-down menu and the subsequent pages. 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.

Edit > Header (Reconciliation Header)

UIC

Member

Last Reconciliation Dt/Tm

Reconciliation Due Dt

Override Reconciliation Due Date

Form Signed Date

Add / Edit Remarks

Remarks
History Remarks

Edit > Post-Post Details **(Reconciliation Post-Post Details)**

Stock Nbr

ICN

Serial Nbr

Post-Post Items Results Grid

Qty
Stock Nbr
Item Desc
Mgmt Cd
Size
ICN
Serial Nbr
Mfr Dt
CAGE Cd
Mfr Contract Nbr
Mfr Lot Nbr

Optional

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

Add Post-Post Items

Stock Nbr *
ICN
Qty *
Add / Edit Remarks

Remarks

History Remarks

Update Post-Post Items

Stock Nbr *

ICN

Qty *

Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update an Individual Reconciliation

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 Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Edit. *The Edit drop-down menu appears.*
3. Select Header. *The* ***Reconciliation Header*** *pop-up window appears.*
   A. *Verify the UIC.*
   B. *Verify the Member.*
   C. *Verify the Last Reconciliation DT/TM.*
   D. *Verify the Reconciliation DUE DT.*
   E. Use to select the Override Reconciliation Due Date, or enter the date (MM/DD/YYYY) in the field provided.

F. Use to select the Form Signed Date, or enter the date (MM/DD/YYYY) in the field provided.

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

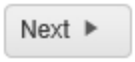
   a. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

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

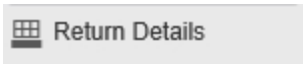
   Select

to process the header. *The **Reconciliation Header** pop-up window closes, and the revised Reconciliation remains highlighted.*

H. **OR**

   Select 

to continue adding information. *The **Reconciliation Return Details** pop-up window appears.*

4. Select 

. *The **Reconciliation Return Details** pop-up window appears.*

5. Select

. *The **Reconciliation Post-Post Details** pop-up window appears.*

6. Select

to process the reconciliation. *The pop-up window closes, and the revised Reconciliation remains highlighted.*

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx - There are reconciliations already in process for the given	Invalid Entry. The Member entered has a reconciliation record existing. Enter a different Member.

member.

Related Topics

- Individual Reconciliation Overview
- Add an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record

Update an Individual Reconciliation — Post-Post Details

Overview

The Individual Reconciliation Update process allows editing of reconciliations regarding individual issues.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Individual > Reconciliation > ☐ (desired record) > Edit > Edit Individual Reconciliation drop-down menu > Post-Post Details > Individual Reconciliation Post-Post Details page

Page Fields

The following fields display on the **Individual Reconciliation Post-Post Details** drop-down menu and the subsequent pages. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
516	A PDF reader is required for Manual Sign.
517	Select "Calculate Min/Max STOCK QTY" button to create a new record.
518	Select a record and select "Calculate Min/Max STOCK QTY" button to revise selected fields in record(s).
513	The maximum file size is 1MB.
523	Select "Calculate" button to create a new record.
514	A CAC Reader is required for eSign.

Edit > **(Reconciliation Post-Post Details)**

Stock Nbr

ICN

Serial Nbr

Post-Post Items Results Grid

Qty
Stock Nbr
Item Desc
Mgmt Cd
Size
ICN
Serial Nbr
Mfr Dt
CAGE Cd
Mfr Contract Nbr
Mfr Lot Nbr

Optional

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

Add Post-Post Items

Stock Nbr *
ICN
Qty *
Add / Edit Remarks

Remarks
History Remarks

Update Post-Post Items

Stock Nbr *
ICN
Qty *
Add / Edit Remarks

Remarks
History Remarks

Individual Reconciliation Activity

Inquiry Type *
Issue / Return Type
From Dt *
To Dt
EDI PI
Member
UIC
Reportable Commodity Type
Stock Nbr
Item Desc
Issue / Return Nbr

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update the Individual Reconciliation Post-Post Details

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

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*

2. Select Edit. *The Edit drop-down menu appears.*
3. Select Post-Post Details. *The* ***Reconciliation Post-Post Details*** *pop-up window appears.*

   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.*

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

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

        Stock Number Browse help
      - Use or to assist with the ICN entry. *This is a 20 alphanumeric character field.*

        Inventory Control Number Browse help
      - Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

   B. Select Search to display the search results.

   C. Select Add. *The* ***Add Post-Post Items*** *pop-up window appears.*

      OR

      Click to select the desired entry. *The Post-Post record is highlighted, and* Edit, Delete, Print, *and* Activity *become available.*

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

      Stock Number Browse help

      b. *The ICN field automatically populates and is not editable.*

      c. Use to choose the QTY.

      d. 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.*

e. Select Add. *The **Add Post-Post Items** pop-up window closes, and the new item appears at the top of the grid, highlighted in green.*

a. Select Edit. *The **Update Post-Post Items** pop-up window appears.*

b. Update the STOCK NBR, using ... to browse for the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

c. Update the ICN, using ... to browse for the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

d. Update the QTY, using ▲▼ to choose the revised amount.

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.*

f. Select Update. *The **Update Post-Post Items** pop-up window closes, and the edited item appears at the top of the grid, highlighted in green.*

a. Select Delete. *The **Delete Selected** pop-up window appears.*

b. Select Yes. *The **Delete Selected** pop-up window closes, and the item is removed from the grid.*

a. Select Activity. *The **Individual Reconciliation Activity** pop-up window appears.*

b. Use ▼ to select the Inquiry Type.

c. Use ▼ to select the Issue / Return Type.

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

e. Use to select the To DT, or enter the date (MM/DD/YYYY) in the field provided.

f. Enter the EDI PI, using to assist with the entry. *This is a 10 alpha-numeric character field.*

g. Use or to assist with the Member entry. *This is a 50 alpha-numeric character field.*

Member Profile Browse help

h. Use or to assist with the UIC entry. *This is a 6 alphanumeric character field.*

UIC Browse help

i. Use to select the Reportable Commodity Type.

j. Use or to assist with the STOCK NBR entry. *This is a 15 alpha-numeric character field.*

Stock Number Browse help

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

l. Enter the Issue / RETURN NBR in the field provided. *This is a 10 alpha-numeric character field.*

m. Select Search. *The search results display for the **Reconciliation Activity** page.*

4. Select Finish to process the reconciliation. *The **Reconciliation Post-Post Details** pop-up window closes, and the revised Reconciliation remains high-lighted.*

Common Errors

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

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

xxxx - There are reconciliations already in process for the given member.	Invalid Entry. The Member entered has a reconciliation record existing. Enter a different Member.

Related Topics

- Individual Reconciliation Overview
- Add an Individual Reconciliation
- Update an Individual Reconciliation
- Update the Return Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record

Update an Individual Reconciliation — Return Details

Overview

The Individual Reconciliation Update process allows editing of reconciliations regarding individual issues.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Individual > Reconciliation > ☐ (desired record) > Edit > Edit Individual Reconciliation drop-down menu > Return Details > Individual Reconciliation Return Details page

Page Fields

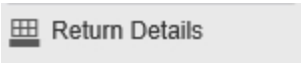
The following fields display on the **Individual Reconciliation Return Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
479	Select Add button to return an item that was not issued.
480	Select Edit button to edit record fields such as COND CD, Location Id or QTY NOT RET. and REASON CD.
481	Select Sign button to allow member to enter electronic /manual signature and complete return.
482	Select Split button to credit member with a return item that differs from issued item.
483	Select Print button to generate Return Receipt or Outstanding Returnable Items list.
484	Select check box to return an item; unchecked items will not be returned.

485	Select "All" checkbox to select/deselect all checkboxes.
412	Select "Grid Options" button for additional actions.
55	Select "Back" to return to previous page.

Edit > 

(Reconciliation Return Details)

Last, First M
Phone Nbr
EDI PI
DSN Nbr
Pay Grade
Mobile Phone Nbr
UIC
Email Address
Temp Assigned UIC

Exists

- Return Nbr
- Status
- Scan Barcode

Individual Return Grid

- Edit
- Split
- All Missing / Damaged
- SKO Status
- Exchange
- Loan Return Dt
- Stock Nbr
- Item Desc
- Size
- ICN
- Mfr Serial Nbr
- Cond Cd
- Location Id
- Container Id

Owning DoDAAC
Qty Rqd
Qty Issued
Qty Returning
Qty Not Ret.
Not Ret. Reason Cd
Not Ret. Remarks

Optional

LIN/TAMCN
Color
UII

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update the Individual Reconciliation Return Details

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

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Edit. *The Edit drop-down menu appears.*
3. Select Return Details. *The* ***Reconciliation Return Details*** *pop-up window appears.*
4. *Verify the Individual Return Member panel.*
   A. *Verify the Last Name, First Name, and Middle Initial of the Member.*
   B. *Verify the PHONE NBR.*
   C. *Verify the EDI PI.*

D. *Verify the DSN NBR.*

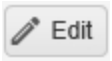
E. *Verify the Pay Grade.*

F. *Verify the Mobile PHONE NBR.*

G. *Verify the UIC.*

H. *Verify the E-MAIL Address.*

I. *Verify the TEMP ASSIGNED UIC.*

J. Select 

to revise certain fields. *These fields become editable:*

   a. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

   b. Update the DSN NBR, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*

   c. Update the Mobile PHONE NBR, entering the revised number in the field provided. *This is a 23 alphanumeric character field.*

   d. Update the E-MAIL Address, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*

K. *Verify the RETURN NBR.*

L. *Verify the Status.*

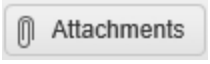
M. Select

to scan the returned asset's bar-code.

N. Select

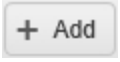
. *The available forms for printing appear.*

- DW Form 12I — Return Receipt (HTML)
- DW Form 12I — Return Receipt (PDF)
- DW Form 05I — Outstanding Returnable Items
- DW Form 05T — Outstanding Returnable Loans

O. Select 

. *The **Attachments** pop-up window appears.*

5. *Verify all of the information in the Individual Return Grid.*

A. Select 

. *A new row appears in the Individual Return grid.*

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

Stock Number Browse help

b. Enter the ICN, or use ... to browse for the entry. *This is a 20 alpha-numeric character field.*

Inventory Control Number Browse help

c. Use ▾ to select the Cond Cd.

d. Enter the Location ID, or use ... to browse for the entry. *This is a 15 alphanumeric character field.*

Location Browse help

e. Use ▾ to select the Owning DoDAAC.

f. Use ▲▼ to choose the QTY Returning.

g. Use ▲▼ to choose the QTY NOT RET.

h. Select Add to create the new return.

B. Click ☐ to select the desired entry.

C. Select Sign. *The **Individual Return Electronic Signature** pop-up window appears.*

- Select eSign.

a. *The **Insert CAC** pop-up window appears.*

b. Insert the custodian's CAC. *Wait several seconds for the reader to recognize the card.*

c. Select OK to continue. *The **Windows Security - Select a Certificate** pop-up window appears.*

d. Select the appropriate certificate and click OK. *The **ActivClient Login** pop-up window appears.*

e. The custodian enters the CAC Personal Identification Number in the PIN field and clicks OK. *The eSign Complete pop-window appears.*

- *If the PIN is entered incorrectly, select Cancel and reattempt by clicking eSign.*

- *If the PIN is entered incorrectly three times, the CAC locks.*

f. Select OK. *The **Windows Security - Select a Certificate** pop-up window appears.*

g. Select the desired certificate and click OK. *The signature page appears in a new browser window along with the **Print** dialog box.*

h. Select Print to print the certificate.

- Select Sig Pad Sign

a. *The Signature Pad Form window appears. An authorized Signature Pad must be connected to continue with this process.*

b. Authorized personnel uses the stylus to sign the Signature Pad.

c. Select Accept to confirm the signature. *The pop-up window closes, and the DW Form 12I (PDF) generates for printing.*

Helpful Tip

When using the authorized Signature Pad, the following options are available:

- Select Clear to erase the signature and reattempt.
- Select Cancel to close the window and return to the previous page.

- Select Manual Sign.

The Adobe Acrobat Reader window appears with the DW Form 12I (HTML) available for printing.

Note

Scan the signed document to attach it to the record.

OR

D. Select Cancel. *The **Cancel Return** pop-up window appears.*

Select Yes. *The return is removed from the Individual Return grid.*

6. *Verify the Individual Return records.*

   A. Select to revise certain fields. *These fields become editable:*

      a. Update the STOCK NBR, using to browse for the revised number. *This is a 15 alphanumeric character field.*

      Stock Number Browse help

      b. Update the ICN, using to browse for the revised number. *This is a 20 alphanumeric character field.*

      Inventory Control Number Browse help

      c. Update the Cond Cd, using to select the desired code.

      d. Update the Location ID, using to browse for the revised identification. *This is a 15 alphanumeric character field.*

      Location Browse help

      e. Update the Owning DoDAAC, using to select the desired code. *This is a 6 alphanumeric character field.*

      f. Update the QTY Returning, using to choose the revised amount.

      g. Update the QTY NOT RET., using to choose the revised amount.

      h. Select to save the return.

   B. Select to break the SKO into individual pieces. *The row becomes two rows, with the bottom row remaining the same as the original, and the top row becoming editable:*

      a. Update the STOCK NBR, using to browse for the revised number. *This is a 15 alphanumeric character field.*

      Stock Number Browse help

      b. Update the ICN, using to browse for the revised number. *This is a 20 alphanumeric character field.*

      Inventory Control Number Browse help

      c. Update the Cond Cd, using to select the desired code.

      d. Update the Location ID, using to browse for the revised identification. *This is a 15 alphanumeric character field.*

      Location Browse help

e. Update the Owning DoDAAC, using to select the desired code. *This is a 6 alphanumeric character field.*

f. Update the QTY Returning, using to choose the revised amount.

g. Update the QTY NOT RET., using to choose the revised amount.

h. Select Update to save the new return.

C. Select Missing/Damaged. *The QTY NOT RET. automatically changes to 1, and the Not RET. REASON CD automatically changes to RL - Return Later.*

D. Select Verify Parts. *The **SKO Inventory Management** pop-up window appears.*

E. Select Exchange.

Select Finish to process the details. *The **Reconciliation Return Details** pop-up window closes, and the revised Reconciliation remains highlighted.*

7. **OR**

Select Next ▸ to continue adding information. *The **Reconciliation Update Post-Post Details** pop-up window appears.*

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx - There are reconciliations already in process for the given member.	Invalid Entry. The Member entered has a reconciliation record existing. Enter a different Member.
xxxx - STOCK NBR: <	Invalid Entry. The Return does not have a

STOCK NBR> - ICN: <ICN> - You must choose either a Location or Container.	Location or Container assigned to it. Choose a Location or a Container for the Return, and click Sign again.
xxxx - An error occurred validating the return.	Invalid Entry. The Return could not be signed and validated. Double-check the return and click Sign again.

Related Topics

- Individual Reconciliation Overview
- Add an Individual Reconciliation
- Update an Individual Reconciliation
- Update the Post-Post Details of an Individual Reconciliation
- Sign an Individual Reconciliation
- View the Individual Reconciliation Activity
- Attach a File to an Individual Reconciliation
- Email an Individual Reconciliation Record
- Date the Signing of an Individual Reconciliation Record

Unit Issue Request

Overview

The Warehouse Management module Unit Issue Request process provides the ability to request materiel for an entire unit. During this process, the Unit Custodian can select specific assets, DPAS can plan the picks, and both can create a pick plan.
After the requested materiel is staged, the Unit Custodian arrives at the warehouse, reviews and verifies the materiel issued, and accepts responsibility for the materiel by signing for the issue.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Unit Issue > Request > Unit Issue Request page

Page Fields

The following fields display on the Unit Issue Request 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

Request Nbr

Document Nbr

UIC

UIC Custodian (RO)

Requested Dt/Tm

Issue Status

Unit Issue Request Grid

All

Alerts

Primary Attachment

Requested Dt/Tm

UIC

UIC Custodian (RO)

Issue Status

Request Nbr

Pick Nbr

Document Nbr

Head Count

Est Return Dt

Include Outstanding Qty?

Staging Required?

Allowable Cond Cds

Cost Center

Personnel

Staging Location

Unit Deploying?

Owning DoDAAC

Optional

Established By

Established Dt/Tm

History Remarks

Last Transaction Dt/Tm

Last Updated By

Program Id

Remarks

Procedures

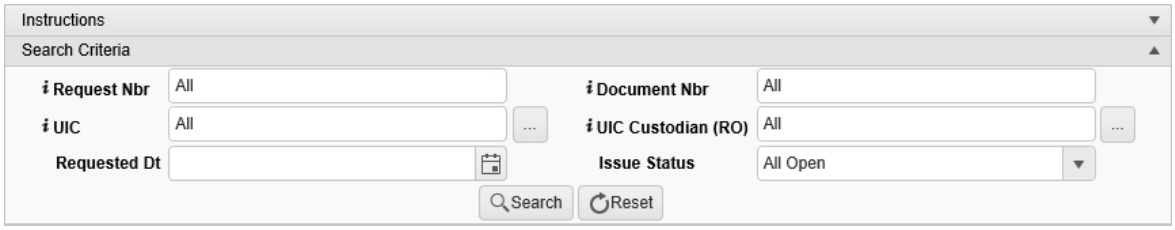
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Unit Issue Request

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

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



   - Enter the Request NBR, using to assist with the entry. *This is an 18 alphanumeric character field.*
   - Enter the DOCUMENT NBR, using to assist with the entry. *This is a 14 alphanumeric character field.*
   - Use or to assist with the UIC entry. *This is a 6 alphanumeric character field.*

     UIC Browse help
   - Use or to assist with the UIC Custodian (RO) entry. *This is a 50 alphanumeric character field.*

     Member Profile Browse
   - Use to select the Requested Date, or enter the date (MM/DD/YYYY) in the field provided.
   - Use to select the desired Issue Status.

2. Select Search to display the search results.

Print From an Unit Issue Request

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

1. Select ☐ next to the desired request. *A* ☑ *appears.*
2. Click Print ▾. *Choose which report to print:*
   - DW 04U - Issue Receipt (HTML)
   - DW 04U - Issue Receipt (PDF)
   - DW 05UA - Outstanding Items (PDF)
   - DW 05UC - Outstanding Items for RO (PDF)
   - DD Form 1348-1A Unit Issue Document
3. A pop-up window appears after generating the desired report. *Choose whether to:*
   - Open has the PDF document appear, and is printable from here.
   - Save ▾ saves the PDF document, and is printable at a later time.

Generate a Pick

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

1. Select ☐ next to the desired request.
2. Select Pick ▾, and choose Create Pick Plan. *The* ***Create Pick Plan*** *pop-up window appears.*

Verify Kit Components

Selecting Cancel *or* ✕ *in the top right of any pop-up window closes the window and returns to the previous screen.*

1. Select ☐ next to the desired request.
2. Select Edit ▾, and choose Details.
3. Select the ▶ on the left-hand side of the desired kit. *The Kit Details grid appears.*
4. Confirm the components of the kit.

   If the components *are not* correct:

- Select Components. *The **SKO Inventory** pop-up window appears.*
- Update the kit components from that window.

If the components *are* correct:

- Select Verify.

5. Select Finish.

Signing a Unit Issue Request

Selecting Cancel or ✕ in the top right of any pop-up window closes the window and returns to the previous screen.

1. Select ☐ next to the desired request.
2. Select Sign. Three signing options appear, for completing the Unit Issue Request.

Attention

If a custodian or Responsible Officer (RO) has not been assigned at the time of signing, an **Edit Custodian** pop-up window appears. Enter the name, or use ... to search for the applicable name assigned to the UIC. Select Update to assign.

- Selecting eSign displays the **Insert CAC** pop-up window.
  A. Insert the custodian's CAC. *Please wait several seconds for the reader to recognize the card.*
  B. Select OK to continue. *The **Windows Security - Select a Certificate** pop-up window appears.*
  C. Select the appropriate certificate and click OK. *The **ActivClient Login** pop-up window appears.*
  D. Have the custodian enter the CAC Personal Identification Number in the PIN field.
  E. Click OK. *The **eSign Complete** pop-window appears.*

  If the PIN is entered incorrectly once:

  - Select Cancel and try again, by clicking eSign.

If the PIN is entered incorrectly three times:

- The CAC locks, and an administrator must be contacted.

F. Select OK and the **Windows Security - Select a Certificate** pop-up window appears.

G. Select the desired certificate and click OK . *The signature page appears in a new browser window along with the **Print** pop-up window.*

H. Select Print to print the certificate.

- Selecting Sign with Signature Pad displays the **Signature Pad Form** window. *An authorized Signature Pad must be connected to continue with this process.*
  A. The custodian uses the stylus to sign the Signature Pad.
  B. Select Accept to confirm the signature.
     - Selecting Clear erases the signature. *The custodian can try to sign again.*
     - Selecting Cancel closes the window and returns the previous page.
- Selecting Manual Sign displays a pop-up window of the document for printing and a **Print** pop-up window.
  A. Select Print to print the document.
  B. The custodian signs the printed document.
  C. Click in the top right corner of the document window to close and return to the previous page.

Note

Users can scan the manually signed document(s) and attach to the issue in DPAS. See Attach a Document to an Issue procedure.

Add a Unit Issue Request

Select + Add to display the **Add a Unit Issue Request** page.

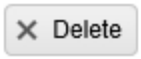
Import a Unit Issue Request

Select Import to display the **Import / Export a Unit Issue Request** page.

Edit a Unit Issue Request

Select Edit to display the **Edit a Unit Issue Request** page.

Delete a Unit Issue Request

Select 

to display the **Delete a Unit Issue Request** page.

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx - STOCK NBR Picks - Selected location type does not exist in this warehouse: 2 - Issue.	Invalid Entry. The Staging Location chosen does not exist in this Warehouse. Enter a new location to put the completed pick, either by using , or by using to assist with the entry.

Related Topics

- Add a Unit Issue Request
- Add an Attachment to a Unit Issue Request
- Update a Unit Issue Request
- Import / Export a Unit Issue Request
- Delete a Unit Issue Request
- Unit Issue Return
- Unit Issue Reconciliation
- Unit Issue Post-Post
- Unit Transfer

Add a Unit Issue Request

Overview

Add a Unit Issue Request provides the ability to request materiel for an entire unit. During this process, the Unit Custodian can select specific assets, DPAScan plan the picks, and then can create a pick plan.
After the materiel is staged, the Unit Custodian arrives at the warehouse, reviews and verifies the materiel issued, and accepts responsibility for the materiel by signing for the issue.

Navigation

MATERIEL MGMT > Unit Issue > Request > + Add > Add a Unit Issue Request page

Note

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

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

This is identified by a lowercase italic preceding the field name.

Page Fields

The following fields display on the Add a Unit Issue Request page. For more information on each field, select the appropriate hyperlink.

Unit Issue Request

Request Nbr

Head Count *

UIC *

UIC Custodian (RO) *

Master Issue List

Requested Dt/Tm *

Est Return Dt

Unit Deploying?

Include Outstanding Qty?

Owning DoDAAC *

Allowable Cond Cds *

Pick Request

Cost Center

Personnel

Staging Location

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Unit Issue Request

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

1. Select + Add. *The **Unit Issue Request** page displays.*
2. Enter the Request NBR in the field provided. *This is a 35 alphanumeric character field.* If the field is left blank, it is auto-populated.
3. Use to choose the correct Head Count.
4. Use or to assist with the UIC entry. *After entering the UIC, the UIC Custodian (RO) field becomes active*.

   UIC Browse help
5. Use or to assist with the the UIC Custodian (RO) entry. *This is a 6 alphanumeric character field.*

   UIC Browse help
6. Using or to assist with the pre-existing Master Issue List.

   Master Issue List Browse help
7. Verify the auto-generated Requested DT/TM field. If it is not correct, use the to correct the Requested DT/TM, or enter the date and time (MM/DD/YYYY HH:MM) in the field provided.
8. Use the to select the EST Return DT, or enter the date (MM/DD/YYYY) in the field provided.
9. Select the Unit Deploying? if the unit is deploying; otherwise leave it empty ( ).

10. Select the Include Outstanding QTY? ☑ to ensure that the number of Outstanding Items are included in the request; otherwise leave it empty (☐).
11. Use ▾ to select the Owning DODAAC.
12. Select the ☑ next to the applicable Allowable COND CD: *The first four check boxes are selected by default*

    - ☑ 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)
    - ☐ R — SUSPNDD (RECLAM-COND)
    - ☐ S — UNSVCBL (SCRAP)

Attention

Once completed, the Allowable Condition Codes selected *cannot be removed*. Additional codes can be selected when editing the record.

13. Use ▾ to select the Cost Center. *After entering or selecting the Cost Center, the Personnel field becomes active.*
14. Enter the name of the Personnel using a handheld device to perform the pick, using ℹ to assist with the entry.
15. Use ℹ or … to assist with the Staging Location entry. *This is a 15 alphanumeric character field.*

    Location Browse help

16. Click Finish. *The **Add** page closes, and the Unit Issue Request Results Grid appears, with the new request in the top row.*

Add an Attachment to a Unit Issue Request

Select Attachments to display the **Add an Attachment to a Unit Issue Request** pop-up window.

Common Errors

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

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

Related Topics

- Unit Issue Request Overview
- Add an Attachment to a Unit Issue Request
- Update a Unit Issue Request
- Import / Export a Unit Issue Request
- Delete a Unit Issue Request

Add an Attachment to a Unit Issue Request

Overview

The Unit Issue Request Add Attachments process provides the ability to attach documents to the materiel request for an entire unit.

Navigation

MATERIEL MGMT > Unit Issue > Request > ☐ (desired record) > Attachments > Attachments for Request NBR pop-up window

Page Fields

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

Instructions - Attachments for Request NBR

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.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	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.

Attachments for Request NBR

Thumbnails

Attach

Attach Files

Attachment

Desc

Primary
Name
Desc

Procedures

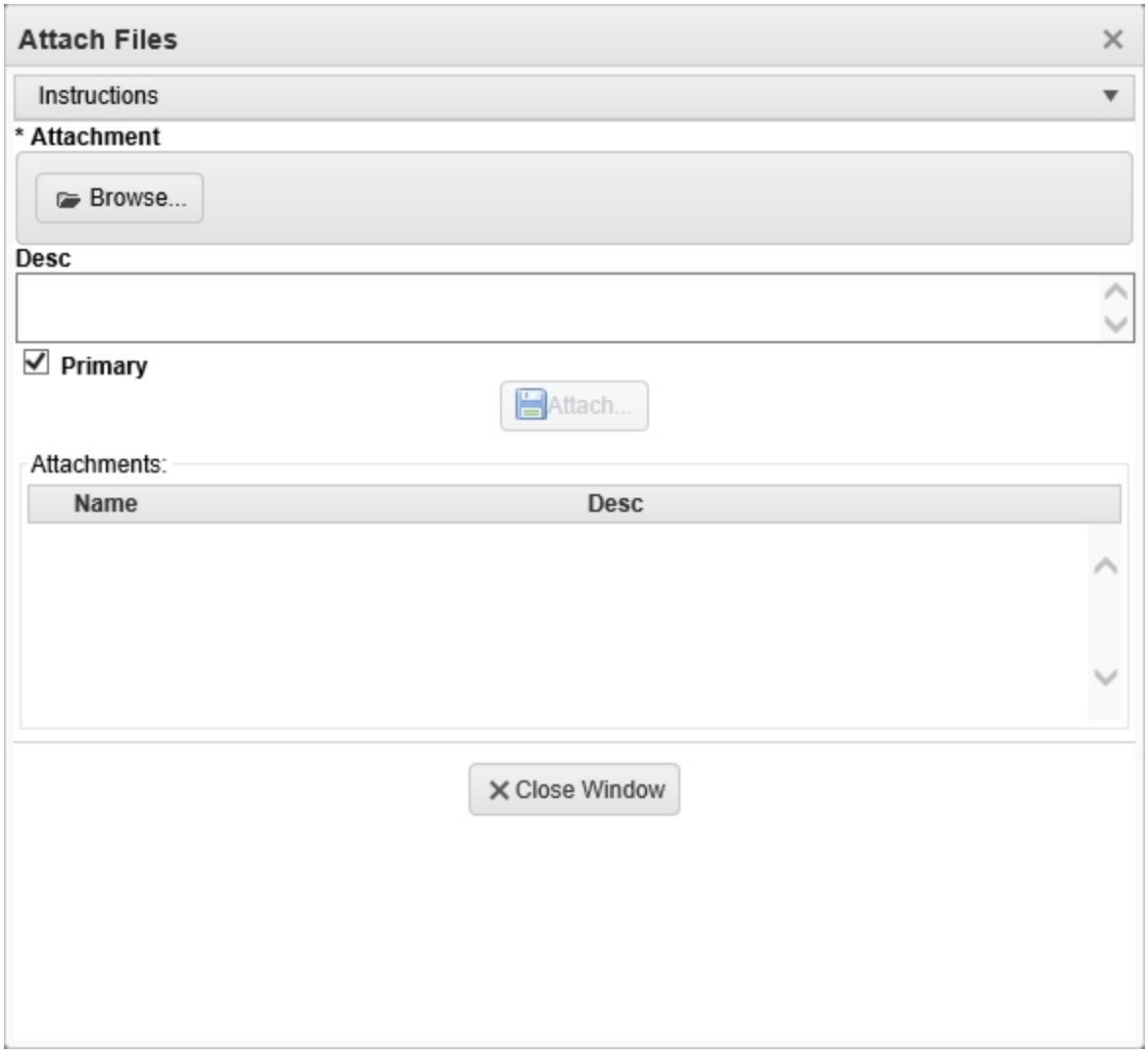
DPAS Navigation Helpful Tips
Click the following link to display Warehouse Navigation Tips.

Add an Attachment to a Unit Issue Request

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

1. Click ☐ to select the desired entry. *The Request is highlighted, and* Edit, Cancel Request, Import/Export, Pick, Sign, Print, Activity, *and* Attachments *become available.*
2. Select Attachments. *The* ***Attachments for Request Nbr*** *pop-up window appears.*

3. Select Attach... . *The* ***Attach Files*** *pop-up window appears.*



4. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
5. Choose the file to attach, and select it.
6. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*
7. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
8. Select Attach... . *The file name appears in the bottom file list.*
9. Repeat Steps 4 - 8 to attach multiple documents.
10. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

11. Select Close Window. *The **Attach Files** pop-up window closes, and the file appears in the **Attachments for Request NBR** pop-up window.*

    Remove an Attachment

    A. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

    B. Choose one of the following options:

    - Select No to cancel the deletion.
    - Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

    C. Select OK to complete the process. *The document is removed.*

12. Select ✕. *The **Attachments for Request NBR** pop-up window closes.*

Common Errors

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

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

imum of (Size from table) for this file type. "Attach-ment" 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.

Related Topics

- Unit Issue Request Overview
- Add a Unit Issue Request
- Update a Unit Issue Request
- Import / Export a Unit Issue Request
- Delete a Unit Issue Request

Delete a Unit Issue Request

Overview

Delete a Unit Issue Request allows removal of a request for an entire unit.

Navigation

MATERIEL MGMT > Unit Issue > Request > Delete > Delete Unit Issue Request pop-up window

Page Fields

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

Delete Unit Issue Request

History Remarks

Procedures

Delete a Unit Issue Request

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

1. Select ☐ next to the desired request. *The request becomes highlighted.*
2. Select Delete from the Unit Issue Request grid. *The **Delete Unit Issue Request** pop-up window appears.*
3. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field. Use alphanumeric characters along with approved special characters, "$", "-", "/", "#", "&", comma, semicolon, period, and space to provide desired comments.*
4. Select Delete to process the transaction.

Common Errors

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

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

appropriate security access.	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

- Unit Issue Request Overview
- Add a Unit Issue Request
- Add an Attachment to a Unit Issue Request
- Update a Unit Issue Request
- Import / Export a Unit Issue Request

Import / Export a Unit Issue Request

Overview

The Import / Export a Unit Issue Request provides the ability to create large requests and upload the information, or get a large request downloaded.
After the materiel is staged, the Unit Custodian arrives at the warehouse, reviews and verifies the materiel issued, and accepts responsibility for the materiel by signing for the issue.

Attention

The import process supports **only** Excel files:
.xls and **.xlsx**

Navigation

MATERIEL MGMT > Unit Issue > Request > Import/Export > Import the Tally Sheet / Export the Unit Issue Request pages

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

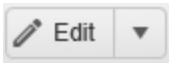
Import a Tally Sheet

The Tally Sheet is the exported Master Issue List spreadsheet, with the quantities of each item requested in the Req Qty column.

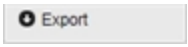
1. Select ☐ next to the desired Unit Issue Request.
2. Select Import/Export, and choose Import. *The **Import Tally Sheet** pop-up window appears.*
3. Select Browse... *The Windows **Choose File to Upload** pop-up window appears.*
4. Choose the file to attach, and select it.
5. Click Open. *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*
6. Select Analyze. *The screen dims and the cursor becomes a wait symbol.*
   *A **Warning** pop-up window appears, with an alert that everything will be*

overwritten.

7. Click to close the **Warning** pop-up window. *The **Result** pop-up appears, with the outcome of the review.*
8. Click to close the **Result** pop-up window.
9. Select . *Another **Warning** pop-up window appears, with the alert that everything will be overwritten.*
10. Click to close the **Warning** pop-up window.
11. Click to close the **Successfully Imported** pop-up window.

To view the imported information, select  *and choose* .

Export a Unit Issue Request

1. Select next to the desired Unit Issue Request.
2. Select , and choose  . *The **File Download** pop-up window appears.*
3. Select .

The Unit Issue Request information is now in a spreadsheet, ready for use.

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx - Invalid columns found.	Invalid entry. The spreadsheet file is not ready for import, it contains extra information that cannot be imported into the Request. Delete the extra columns and try the Import process again.

xxxx - No data found to be imported.	Invalid entry. The spreadsheet file is not ready for import, it does not contain any quantity information. Enter the quantity information in the spreadsheet and try the Import again.

Related Topics

- Unit Issue Request Overview
- Add a Unit Issue Request
- Add an Attachment to a Unit Issue Request
- Delete a Unit Issue Request
- Update a Unit Issue Request
- Master Issue List

Update a Unit Issue Request

Overview

The Update a Unit Issue Request process allows editing of a request for materiel for an entire unit. During this process, the Unit Custodian can revise specific assets, DPAS can plan the picks, and then can create a new pick plan.
After the materiel is staged, the Unit Custodian arrives at the warehouse, reviews and verifies the materiel issued, and accepts responsibility for the materiel by signing for the issue.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Unit Issue > Request > ☐ (desired record) > Edit > Edit a Unit Issue Request page

Page Fields

The following fields display on the **Edit a Unit Issue Request** page. For more information on each field, select the appropriate hyperlink.

Unit Issue Request

Request Nbr

Head Count *

UIC *

UIC Custodian (RO) *

Master Issue List

Requested Dt/Tm *

Est Return Dt

Unit Deploying?

Include Outstanding Qty?

Owning DoDAAC *

Allowable Cond Cds *

Pick Request

Cost Center

Personnel

Staging Location

Unit Issue Details

LIN/TAMCN
Stock Nbr
Item Desc
Mgmt Cd
Reportable Commodity Type
Size
Requested Cond Cds
Requested Qty
MIL Qty
Selected Qty
Alloc Qty (Inv Qtys)
Avail Qty (Inv Qtys)
On Hand Qty (Inv Qtys)

Optional

Alloc Qty
Avail Qty
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
On Hand Qty
Program Id
Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Edit a Unit Issue Request

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

1. Select ☐ next to the desired request.
2. Select Edit ▾.
3. Choose what to edit: either Header, or Details.

Edit The Header

1. Click Header. *The **Unit Issue Request** page displays.*
2. *The Request NBR, Head Count, and UIC fields are for review only, and cannot be edited.*
3. Update the UIC Custodian (RO), using ℹ or … to assist with the revised custodian.

   UIC Browse help
4. Update the Master Issue List, using ℹ or … to assist with the revised list.

   Master Issue List Browse help
5. Update the Requested DT/TM, using 📅 or entering the date (MM/DD/YYYY) in the field provided.
6. Update the EST Return DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided..
7. Update the Unit Deploying? ☑ for a request where the UIC is deploying; otherwise leave empty (☐).
8. Verify the default Include Outstanding QTY? to insure that the number of Outstanding Items are included in the request; otherwise leave empty (☐).
9. Update the Owning DoDAAC, using ▾ to select the desired code.
10. Update the Allowable COND CDS: *Once selected, the Allowable COND CDS **cannot be removed**. Additional codes **can be added** when editing the record, but **cannot be removed**.*
11. Update the Cost Center. *After entering the Cost Center, the Personnel field becomes active.*
12. Update the Personnel using a handheld device to perform the pick, using ℹ to assist with the entry.
13. Update the Staging Location, using ℹ or … to assist with the entry.

    Location Browse help

14. Select Finish. *The **Add** page closes, and the Unit Issue Request Results Grid appears, with the revised request in the top row.*

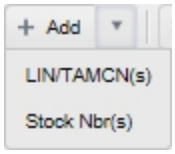
Edit the Details

1. Click Details. *The **Unit Issue Details** page displays.*
2. Select ▶ on the left of the desired row. *The details regarding the issue appear.*

Edit the Individual Fields

Select ✎ in the applicable field to immediately edit that entry. (The ✎ appears only in fields that allow editing.)

Add an Asset

Select + Add to open the 

.

- Click LIN/TAMCN(s). *The **LIN / TAMCN Browse** pop-up window appears.*
- Click Stock Nbr(s). *The **Stock Nbr Browse** pop-up window appears.*

Cancel the Issue

Select Cancel Request to open the **Cancel Request** pop-up window.

- Click Yes. *The entire order is canceled.*
- Click No. *The **Cancel Request** pop-up window closes, returning to the Details page.*

View the Issue's Activity

Select Activity. *The **Unit Issue Activity** pop-up window appears.*

View the Issue's Attachments

Select Attachments. *The **Add an Attachment to a Unit Issue Request** pop-up window appears.*

View the Inventory Quantities

Select Σ Inv Qtys. ***Extra columns** appear in the grid, containing additional warehouse inventory amounts.*

Common Errors

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

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

Related Topics

- Unit Issue Request Overview
- Add a Unit Issue Request
- Add an Attachment to a Unit Issue Request
- Import / Export a Unit Issue Request
- Delete a Unit Issue Request

Unit Issue Return

Overview

The Warehouse module Unit Issue Return process provides the ability to return items to a warehouse issued to a unit, to update outstanding items, to add items to an outstanding issue list, to verify SKOs, to add attachments to a return, and to print return forms.
The Unit Issue Return offers two toggle-button features:

- Stock Nbr Rollup - rolls the same stock numbers up into one entry.
- Include Components - includes any returnable components of a SKO. When activated, the columns INV TYPE, Is Kit, Is Managed Kit, and PARENT STOCK NBR are available.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Unit Issue > Return > Unit Issue Return page

Page Fields

The following fields display on the **Unit Issue Return** page. For more information on each field, select the appropriate hyperlink.

UIC Info

UIC *
Custodian
CAC

Search Criteria

Stock Nbr
ICN
Serial Nbr
Reportable Commodity Type
Scan Barcode

Outstanding Items Grid

- Issued Qty
- Outstanding Qty
- Unprocessed Qty
- Returning Qty
- Not Returning Qty
- Not Ret. Reason Cd
- Stock Nbr
- Item Desc
- Mgmt Cd
- Reportable Commodity Type
- Size
- ICN
- Serial Nbr
- CAGE Cd
- Mfr Contract Nbr
- Mfr Dt
- Mfr Lot Nbr
- Cond Cd
- Owning DoDAAC
- Location
- Container
- Remarks

Optional

- Inv Type
- Is Kit
- Is Managed Kit
- Parent Stock Nbr
- Primary Attachment
- Parent ICN
- Established By
- Established Dt/Tm
- History Remarks
- Last Transaction Dt/Tm
- Last Updated By

Program Id

Pending Return Items Grid

Issued Qty
Outstanding Qty
Returning Qty
Not Returning Qty
Not Ret. Reason Cd
Stock Nbr
Item Desc
Mgmt Cd
Reportable Commodity Type
Size
ICN
Serial Nbr
CAGE Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Cond Cd
Owning DoDAAC
Location
Container
Remarks

Optional

Inv Type
Kit Verified?
Components Returning
Is Managed Kit
Parent Stock Nbr
Primary Attachment
Parent ICN
Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm

Last Updated By

Program Id

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Initiate a Unit Issue Return

A Unit Issue Return begins with a search for Outstanding Items assigned to a UIC. ***Bold*** *numbered steps are required.*

Helpful Tip

DPAS defaults to the CAC field allowing a Tethered USB Barcode Scanner to scan the custodian's CAC. Any records assigned to the custodian appear in the Search Results below.

1. Use or to assist with the UIC entry. *This is a 6 alphanumeric character field.*

   UIC Browse help

2. Use or to assist with the Custodian entry. *This is a 50 alphanumeric character field.*

   Member Profile Browse

3. Select Go. *The Search Criteria and Outstanding Items sections appear.*

Search Outstanding Items

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

   Helpful Tip

   The UIC Issue Return process provides the ability to scan theDPAS generated ICN barcode, serial number barcode, or UII with a USB Teathered Scanner. Ensure

the cursor is in the Scan Barcode field. Scanning the barcode queries all records associated.

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

  Stock Number Browse help
- Use or to assist with the ICN entry. *This is a 20 alphanumeric character field.*

  Inventory Control Number Browse help
- Enter the SERIAL NBR in the field provided.
- Use to select the Reportable Commodity Type.

2. Select Search. *Results display below in the Outstanding or Pending Grid depending on the status.*

View Unit Issue Activity

The Unit Issue Activity feature provides information associated with the UICwithout leaving the Unit Issue Return process.

1. Select ☐ next to the desired entry. ☑ *appears.*
2. Select Activity. *The **Unit Issue Activity** pop-up window appears.*
3. Select ✕ when finished reviewing. *The window closes and returns to the **Unit Issue Return** page.*

Add an Item to the Unit Issue Return

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

1. Select + Add. *The **Add Details** page appears.*
2. **Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.***

   Stock Number Browse help
3. **Enter the ICN, or use to browse for the entry. *This is a 20 alphanumeric character field.***

   Inventory Control Number Browse help

4. Enter the Location, or use ... to browse for the entry. *This field is required if Container is not set.*

   Location Browse help

5. Enter the Container, or use ... to browse for the entry. *This field is required if Location is not set.*

   Container Identification Browse help

6. Use ▼ to select the Cond Cd. *This field is required if the item is being returned.*
7. Use ▼ to select the Owning DODAAC. *This field is required if the item is not being returned.*
8. Use ▲▼ to enter the RETURNING QTY.
9. Use ▲▼ to enter the NOT RETURNING QTY.
10. Use ▼ to select the Not Ret. Reason Cd. *This field is required if Not Returning QTY is greater than 0.*
11. Select ☐ next to the Apply to Outstanding Item field if a greater quantity of the item is being returned than what was issued.
12. Select ✓ Add To Grid. *The entry appears in the Working Return Items grid.*
13. Repeat steps 2 through 12 for multiple items.
14. 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.*
15. Select ✓ Finish. *The page returns to **Unit Issue Return**. The returning item(s) appears on the Pending tab.*

Update a Unit Issue Return Item

1. Select the RETURNING QTY or NOT RETURNING QTY field (depending on the update) on the desired entry.
2. Use ▲▼ to enter the quantity.

   If the amount returning is less than the ISSUED QTY, the remaining quantity must be entered in the NOT RETURNING QTY field.

Attention

When a quantity is entered in the Not Returning QTY, the system requires a reason for the items not returned. Use to select the Not Ret. Reason Cd.

3. Use of Process Changes to choose an option:
   - Save updates the entry. *The entry moves to the Pending tab.*
   - Cancel removes any updates from the entry.

Process Multiple Outstanding Items

1. Select ☐ next to the desired entries. ☑ *appears next to each entry.*

Helpful Tip

DPAS provides to assist with selecting entries. Located in the header of the Select column, click , and choose one of the following options:

- All
- None
- No Location/Container
- All Kits
- Managed Kits
- Unmanaged Kits

☑ appears next to each applicable entry.

2. Select Edit. *The **Batch Edit Details** page appears.*
3. Enter the Location, or use to browse for the entry. *This field is required if Container is not set.*

   Location Browse help
4. Enter the Container, or use to browse for the entry. *This field is required if Location is not set.*

   Container Identification Browse help
5. Use to select the Cond Cd. *This field is required if the item is being returned.*
6. Use to select the Owning DODAAC. *This field is required if the item is not being returned.*

7. Select one of the options in the Return Qty Options field.
    - No Change (No change to the Issued, Outstanding, or Unprocessed quantities.)
    - Return All (All Outstanding quantities are returned and moved to the Pending tab upon completion.)
    - Return None (All Outstanding quantities are not returned)

    Attention

    When "Return None" is selected, the NOT RET. REASON CD field appears. Use to select the Not Ret. Reason Cd.

8. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
    B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
9. Select Finish. *The page returns to the **Unit Issue Return**. The returning item(s) appears on the Pending tab.*

Verify a Kit

For the kits requiring verification, follow these steps after performing a physical verification.

1. Select next to the desired entry. *appears.*

    Helpful Tip

    Select Include Components to view the components of a selected item. Toggling this button displays the columns INV TYPE, Is Kit, Is Managed Kit, and PARENT STOCK NBR.

2. Enter the number of items to return in the Returning QTY field.
3. Select Edit. *The **Edit Details** page displays.*
4. Perform one of the following options:
    - Enter the Location, or use to browse for the entry. *This field is required if Container is not set.*

        Location Browse help

- Enter the Container, or use ... to browse for the entry. *This field is required if Location is not set.*

  Container Identification Browse help

5. Select Add To Grid to include the item in the Working Return Items grid.
6. Check ☐ on the desired item in the Working Return Items grid.
7. Select Components to display the **Return/Not Return Components** pop-up window.

   Selecting Cancel *removes any changes and closes the window, returning the user to the previous page.*
8. Choose the appropriate status for each item listed. The three status options are:
   - No Change
   - Return
   - Not Return

   Attention

   If Not Return is selected, users must provide a reason. Use ▾ to select the appropriate reason for not returning.
9. Select Update to confirm. *The **Return/Not Return Components** pop-up window closes.*
10. Select Finish. *The page returns to the **Unit Issue Return**. The returning item (s) appears on the Pending tab.*

Attach a Document to a Unit Issue Return Record

Select Attachments to display the **Add an Attachment to a Unit Issue Return** pop-up window.

Print From an Unit Issue Return

1. Select ☐ next to the desired record. ☑ *appears.*
2. Select Print ▾ to choose the available documents for printing.
   - DW 12 - Return Receipt (HTML)
   - DW 12 - Return Receipt (PDF)
   - DW 05U - Outstanding Items (PDF)

- DW 05UC - Outstanding Items for RO (PDF)

3. *The Adobe Acrobat Reader window appears with the document available for printing.*

Sign a Unit Issue Return

1. Select ☐ next to the desired record. ☑ *appears.*
2. Select ▾ of Sign ▾. Three signing options are available:

Attention

If a custodian or Responsible Officer (RO) has not been assigned at the time of signing, the **Edit Custodian** pop-up window appears. Enter the name, or use ... to search for the applicable name assigned to the UIC. Select Update to assign.

- Select eSign.
  A. *The **Insert CAC** pop-up window appears.*
  B. Insert the custodian's CAC. *Wait several seconds for the reader to recognize the card.*
  C. Select OK to continue. *The **Windows Security - Select a Certificate** pop-up window appears.*
  D. Select the appropriate certificate and click OK. *The **ActivClient Login** pop-up window appears.*
  E. The custodian enters the CAC Personal Identification Number in the PIN field and clicks OK. *The eSign Complete pop-window appears.*
     - *If the PIN is entered incorrectly, select Cancel and reattempt by clicking eSign.*
     - *If the PIN is entered incorrectly three times, the CAC locks.*
  F. Select OK. *The **Windows Security - Select a Certificate** pop-up window appears.*

G. Select the desired certificate and click OK. *The signature page appears in a new browser window along with the **Print** dialog box.*

H. Select Print to print the certificate.

- Select Sign with Signature Pad.

A. *The Signature Pad Form window appears. An authorized Signature Pad must be connected to continue with this process.*

B. Authorized personnel uses the stylus to sign the Signature Pad.

C. Select Accept to confirm the signature. *The pop-up window closes, and the DW 12 generates for printing.*

Helpful Tip

When using the authorized Signature Pad, the following options are available:

- Select Clear to erase the signature and reattempt.
- Select Cancel to close the window and return to the previous page.

- Select Manual Sign. *The Adobe Acrobat Reader window appears with the DW 12 form available for printing.*

Note

Scan the signed document to attach it to the record.

Cancel a Unit Issue Return

1. Select ☐ next to the desired record. ☑ *appears.*
2. Select Cancel Return to advance to the **Cancel Return** pop-up window.
3. Choose one of two options:
   - Yes cancels the Pending Return.
   - No keeps the entry's Status as is and closes the pop-up window.

Common Errors

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

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: *STOCK NBR*.	Missing Entry. Enter the appropriate information in the desired field.
xxxx - No UICselected. Please select a UICto continue.	Missing Entry. Enter the appropriate information in the desired field.
xxxx - Access has been denied. No active Member Profile was found for the EDI PI. If this is in error, verify URL. If the URL is correct, contact issuing facility for assistance.	Invalid Common Access Card (CAC). The CAC is not inserted into the reader as the user is attempting to sign the issue by selecting the *eSign* feature. Ensure the CAC is firmly inserted into the reader and attempt again. If the error continues, the CAC may be damaged. The member must replace it.

Related Topics

- Add an Attachment to a Unit Issue Return
- Unit Issue Request
- Unit Issue Reconciliation
- Unit Issue Post-Post
- Unit Transfer

Add an Attachment to a Unit Issue Return

Overview

The Unit Issue Return Add Attachments process provides the ability to attach documents to returned items to a warehouse.

Navigation

MATERIEL MGMT > Unit Issue > Return > ☐ (desired record) > Attachments > Attachments for Return NBR pop-up window

Page Fields

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

Instructions - Attachments for Return NBR

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.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	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.

Attachments for Return NBR

Thumbnails

Attach

Attach Files

Attachment

Desc

Primary
Name
Desc

Procedures

DPAS Navigation Helpful Tips

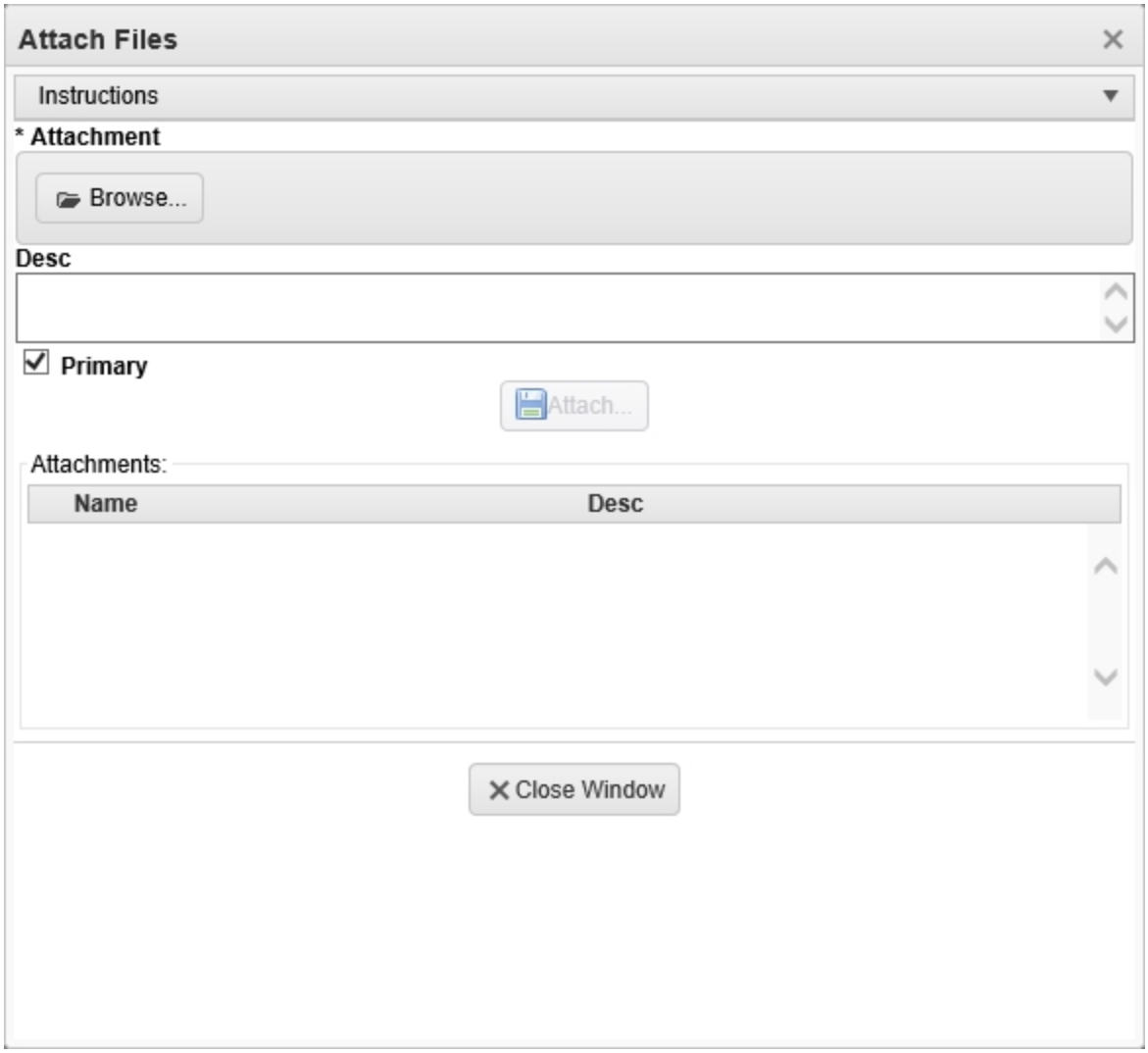
Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Unit Issue Return Record

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

1. Select ☐ next to the desired record. *The Return is highlighted, and* Edit, Process Changes, Verify Kit, Cancel Return, Stock Nbr Rollup, Include Components, Filter Kit, Activity, *and* Attachments *become available.*
2. Select Attachments. *The* ***Attachments for Return Nbr*** *pop-up window appears.*

3. Select Attach... *The* ***Attach Files*** *pop-up window appears.*



4. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
5. Choose the file to attach, and select it.
6. Click Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*
7. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
8. Select Attach... . *The file name appears in the bottom file list.*
9. Repeat Steps 4 - 8 to attach multiple documents.
10. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

11. Click Close Window. *The **Attach Files** pop-up window closes, and the file appears in the **Attachments for Return NBR** pop-up window.*

    Remove an Attachment

    A. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

    B. Choose one of the following options:

    - Select No to cancel the deletion.
    - Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

    C. Select OK to complete the process. *The document is removed.*

12. Select ✕. *The **Attachments for Return NBR** pop-up window closes and returns to the **Unit Issue Return** page.*

Common Errors

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

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

size exceeds the maximum of (Size from table) for this file 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.

Related Topics

- Unit Issue Return
- Unit Issue Request
- Unit Issue Reconciliation
- Unit Issue Post-Post
- Unit Transfer

Unit Issue Reconciliation

Overview

The Unit Issue Reconciliation process provides the ability to reconcile outstanding unit issues with responsible officers on a time-incremented basis. From this page, users can edit reconciliations, add items to a reconciliation, add attachments, export forms, sign verified reconciliations, and cancel a reconciliation.
Reconciliation edits are made at the Header, Return Details and Post-Post Details levels. Editing the Header allows changes to the UIC Custodian or overrides to the reconciliation due date. Users edit Return Details to add items or to change item details such as returning or not returning stock number quantities, ICN, Location or Container. At the Post-Post Details level, editing allows adding items to a selected reconciliation request.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Unit Issue > Reconciliation > Unit Reconciliation page

Page Fields

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

Search Criteria Grid

UIC

UIC Custodian (RO)

Reportable Commodity Type

Reconciliation Status

Last Reconciliation (From)

Last Reconciliation (To)

Reconciliation Due (From)

Reconciliation Due (To)

Unit Reconciliation Grid Fields

Primary Attachment

UIC

Reportable Commodity Type Desc
UIC Custodian (RO)
Reconciliation Status
Last Reconciliation Dt/Tm
Reconciliation Due Dt
Override Reason

Optional

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

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Unit Reconciliation

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

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Use or to assist with the UIC entry. *This is a 6 alphanumeric character field.*

     UIC Browse help
   - Use or to assist with the the UIC Custodian (RO) entry. *This is a 6 alphanumeric character field.*

     UIC Browse help
   - Use to choose the Reportable Commodity Type.
   - Use to choose the Reconciliation Status.

- Use to select the Last Reconciliation (From), or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Last Reconciliation (To), or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Reconciliation Due (From), or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Reconciliation Due (To), or enter the date (MM/DD/YYYY) in the field provided.

2. Select Search to view results in the Unit Reconciliation grid below.

View Reconciliation Activity

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Activity. *The* ***Unit Issue Activity*** *pop-up window appears.*
3. Select ✕ when finished reviewing the Unit Issue Activity. *The window closes and returns to the* ***Unit Reconciliation*** *page.*

Edit Unit Issue Reconciliation Request

Edit Header Information

Selecting Cancel *at any time removes any edits and returns users to the Unit Reconciliation grid.*

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select the ▾ of Edit and choose Header from the options. *The* ***Reconciliation Header*** *page appears.*
3. If changing the Reconciliation Due date, use the to select the desired date for the Override Reconciliation Due Date or manually enter it (MM/DD/YYYY) in the

field provided.

Enter an Override Reason in field provided. *This field is mandatory.*

4. Click the "Add/Edit Remarks" hyperlink to display the Remarks and History Remarks section. Users can enter up to 1024 alphanumeric characters in each field.
5. Select

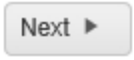
to complete the transaction. The screen returns to the Unit Reconciliation grid screen.

   OR

   Select

to move on to the Return Details. The **Reconciliation Return Details** page appears.

Edit Return Details

Follow these steps to perform functions on the Return Details level. *If users selected* 

*from the **Reconciliation Header** page, proceed to step three.*

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and*

,

and become available.
2. Select

and choose Return Details from the options. *The **Reconciliation Return Details** page appears.*
3. Complete one of the following:
   - Enter the name of the Custodian field or use the ... to search for a custodian. *Leaving this field at the default "All" returns all possible custodians assigned to the UIC.*

     -OR-
   - Select the CAC field and scan the custodian's CAC.
4. Select

. The Search Criteria and Outstanding Items sections appear.

5. Click here to search Outstanding Items.

> **Attention**
>
> Users can search for serially managed items that contain the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. Click in the Scan Barcode field to place the cursor there. Scan the barcode mentioned above using the DPAS supported tethered scanner.

6. Click here to add an item to the Outstanding Items grid.
7. Click here to update a row in the Outstanding Items grid.
8. Click here to process multiple Outstanding Items.
9. Click here to verify kits.
10. Choose one of three options:
    - Select Back to return to the **Reconciliation Header** page.
    - Select Finish to complete the transaction. The screen returns to the **Unit Reconciliation** page.
    - Select Next to move on to the Post-Post Details. The **Reconciliation Post-Post Details** page appears.

Edit Unit Reconciliation Post-Post Details

Follow these steps to perform functions on the Post-Post Details level. *If users selected* Next *from the **Reconciliation Return Details** page, proceed to step three.*

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select the ▾ of Edit and choose Post-Post Details from the options. The **Reconciliation Post-Post Details** page appears.
3. Complete one of the following:
    - Enter the name for the UICCustodian (RO) field or use the … to search for a custodian. *Leaving this field at the default "All" returns all possible custodians assigned to the UIC.*

-OR-

- Select the CAC field and scan the custodian's CAC.

4. Select the Go . The Search Criteria and Post-Post Items sections appear.
5. Click here to search Post-Post Items.
6. Click here to add a Post-Post Item.
7. Click here to edit a Post-Post Item.
8. Click here to delete a Post-Post Item.
9. Click here to print Post-Post forms.
10. Choose one of two options:
    - Select Back to return to the **Reconciliation Return Details** page.
    - Select Finish to complete the transaction. The screen returns to the Unit Reconciliation grid screen.

Export a Reconciliation

The DW Form 05UA, Unit Returnable Items, contains the following: UIC, Primary Custodian, Reportable Commodity Type, Reconciliation Due Date, and Outstanding Issued Materiel Details.

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Click Export from the Unit Reconciliation grid. The **File Download** dialog window appears at the bottom of the screen.
3. Users have three options:
    - Select Open to open the document as a Microsoft spreadsheet.
    - Select Save to choose either Save, Save As, or Save and Open.
    - Select Cancel or ✕ to close the dialog window and return to the Unit Reconciliation grid.

Add an Attachment to a Reconciliation

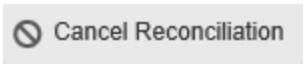
Select

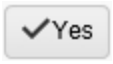
to display the **Add an Attachment to a Unit Issue Reconciliation** pop-up window.

Cancel a Reconciliation

1. Click ☐ to select the desired entry. *The Reconciliation is highlighted, and*

,

and become available.
2. Click the 

on the Unit Reconciliation grid to cancel the desired reconciliation. The **Cancel Reconciliation** pop-up window appears.
3. Select the 

to complete canceling the request, or select the

to return to the previous page. *Users can also press the* *on the right to close the dialog box.*

Common Errors

The table below provides a list 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: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.
xxxx - Access has been denied. No active Member	This error appears when the CAC is not inserted into the reader as the user is attempting

Profile was found for the EDI PI. If this is in error, verify URL. If the URL is correct, contact issuing facility for assistance.	to sign the issue by selecting the *eSign* feature. Ensure the CAC is firmly inserted into the reader and attempt again. If the error continues, the CAC may be damaged. The member must replace it.

Related Topics

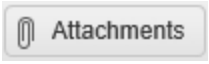
- Add an Attachment to the Unit Issue Reconciliation
- Unit Issue Request
- Unit Return
- Unit Issue Post-Post
- Unit Transfer

Add Attachments to a Unit Issue Reconciliation

Overview

The Unit Issue Reconciliation Add Attachments process provides the ability to attach documents to the reconciliations as they are being completed.

Navigation

MATERIEL MGMT > Unit Issue > Reconciliation > ☐ (desired record) > 

> Reconciliation Attachments for UIC / Commodity pop-up window

Page Fields

The following fields display on the **Reconciliation Attachments for UIC / Commodity** page. For more information on each field, select the appropriate hyperlink.

Instructions - Reconciliation Attachments for UIC

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.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	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.

Reconciliation Attachments for UIC / Commodity

Attachments

Attach Files

Attachment

Desc

Primary
Name
Desc

Procedures

DPAS Navigation Helpful Tips

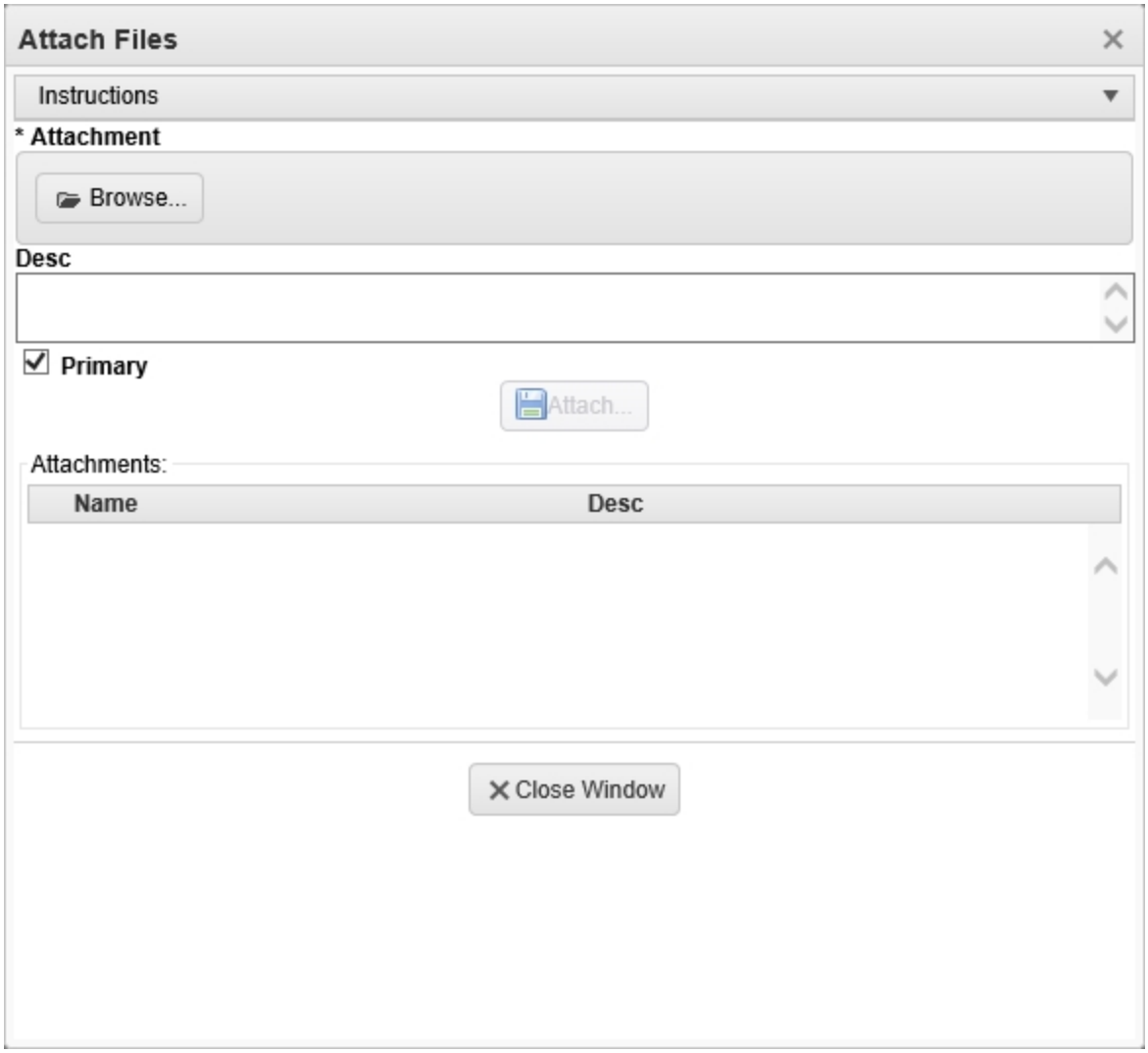
Click the following link to display Warehouse Navigation Tips.

Add an Attachment to a Reconciliation

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 Reconciliation is highlighted, and* Edit, Sign, Print, Activity, Attachments, Email, *and* Form Signed Date *become available.*
2. Select Attachments. *The* ***Reconciliation Attachments for UIC: / Commodity:*** *pop-up window appears.*

3. Select Attach... . *The* ***Attach Files*** *pop-up window appears.*



4. Select Browse... *The Windows **Choose File to Upload** pop-up window appears.*.
5. Choose the file to attach, and select it.
6. Select Open. *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*
7. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
8. Select Attach... *The file name appears in the bottom file list.*
9. Repeat Steps 4 - 8 to attach multiple documents.
10. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

11. Select Close Window. *The **Attach Files** pop-up window closes, and the file appears in the **Reconciliation Attachments for UIC: / Commodity:** pop-up window.*

    Remove an Attachment

    A. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

    B. Choose one of the following options:

    - Select No to cancel the deletion.
    - Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

    C. Select OK to complete the process. *The document is removed.*

    Note
    Select the 💾 part of 💾✕ to save the attachment directly to the computer. Follow the prompts to download the attachment.

12. Select ✕. *The **Reconciliation Attachments for UIC: / Commodity:** pop-up window closes.*

Common Errors

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

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

349 - "Add Attachment" 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 {max size} for this file type. "Attachment" file size is {file size}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 - Attachment file size exceeds the maximum of 1MB. The selected file size is {file size}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- Unit Issue Reconciliation
- Unit Issue Request
- Unit Return
- Unit Issue Post-Post
- Unit Transfer

Unit Issue Post-Post

Overview

The Warehouse Module Unit Issue Post-Post process provides the ability to add an item to a Unit Issue list without issuing the materiel. This accounts for items that are issued to a unit but do not appear on the unit's outstanding issue list. The process also allows editing and deleting entries, viewing details, adding attachments, printing forms, and canceling a Unit Issue Post-Post request.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Unit Issue > Post-Post

Page Fields

The following fields display on the **Unit Issue Post-Post** page. For more information on each field, select the appropriate hyperlink.

UIC Info

UIC *

UIC Custodian (RO)

CAC

Search Criteria

Stock Nbr

ICN

Serial Nbr

Post-Post Items Grid

Qty

Primary Attachment

Stock Nbr

Item Desc

Mgmt Cd

Size

ICN
Serial Nbr
CAGE Cd
Mfr Contract Nbr
Mfr Lot Nbr
Mfr Dt

Optional

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

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Unit Issue Post-Post

*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. **Bold** numbered steps are required.*

1. Use or to assist with the UIC entry.
2. Use or to assist with the UIC Custodian (RO) entry.
3. Select the CAC field to scan the card.
4. Select . *The Search Criteria panel and Post-Post Items grid appear.*

Search Post-Post Items

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:
   - Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
   - Use or to assist with the ICN entry. *This is a 20 alphanumeric character field.*
   - Enter the SERIAL NBR in the field provided.
2. Select Search. *Results display below in the Post-Post Grid.*

View Unit Issue Activity

The Unit Issue Activity feature provides information associated with the UIC without leaving the Unit Issue Post-Post process.

1. Select ☐ next to the desired entry. ☑ *appears.*
2. Select Activity. *The **Unit Issue Activity** pop-up window appears.*
3. Select ✕ when finished reviewing. *The window closes and returns to the **Unit Issue Post-Post** page.*

Add a Serial Number Managed Item

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

1. Select + Add. The **Add Post-Post Items** pop-up window appears.

2. Enter the STOCK NBR, or use ... to browse for the entry. *The SERIAL NBR field appears.*

3. Enter the ICN, or use ... to browse for the entry. *If the ICN is entered, the QTY field disappears.*
4. Enter the SERIAL NBR in the field provided. *If the SERIAL NBR is entered, the QTY field disappears.*

5. Use ▲▼ to enter the QTY.

Attention

When the QTY is greater than one, the UIC has multiple items where the serial numbers are unknown. Recording the serial numbers can be performed here (updating prior to signing), in Unit Issue Reconciliation, or in Unit Issue Return.

6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
7. Select Add. *The pop-up window closes, and the entry appears at the top of the Post-Post Items Grid.*

Add a Bulk Managed Item

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

1. Select + Add. The **Add Post-Post Items** pop-up window appears.
2. Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alphanumeric character field.*
3. Enter the ICN, or use ... to browse for the entry. *This is a 20 alphanumeric character field.*
4. Use ▲▼ to enter the QTY.
5. 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 pop-up window closes, and the entry appears at the top of the Post-Post Items Grid.*

Update a Serial Number Managed Item

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

1. Select ☐ next to the desired record. ☑ *appears.*
2. Select Edit. *The* ***Update Post-Post Items*** *pop-up window appears.*
3. Update the STOCK NBR, using ... to browse for the new number.
4. Update the ICN, using ... to browse for the new number. *If the ICN is entered, the QTY field disappears.*
5. Update the SERIAL NBR, entering the new number in the field provided. *If the SERIAL NBR is entered, the QTY field disappears.*
6. Update the QTY, using ▲▼ to choose the new quantity.

> **Attention**
>
> When the QTY is greater than one, the UIC has multiple items where the serial numbers are unknown. Recording the serial numbers can be performed here (updating prior to signing), in Unit Issue Reconciliation, or in Unit Issue Return.

7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
8. Select Update. *The pop-up window closes with the entry updated.*

Update a Bulk Managed Item

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

1. Select ☐ next to the desired record. ☑ *appears.*
2. Select Edit. *The* ***Update Post-Post Items*** *pop-up window appears.*
3. Update the STOCK NBR, using ... to browse for the new number.
4. Update the ICN, using ... to browse for the new number.
5. Update the QTY, using ▲▼ to choose the new quantity.
6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

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

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

7. Select Update. *The pop-up window closes with the entry updated.*

Delete a Post-Post Item

1. Select ☐ next to the desired record. ☑ *appears.*
2. Select Delete. The **Delete Selected** dialog box appears.
3. Choose one of two options:
   - Yes removes the item from the list.
   - No keeps the item on the list.

Attach a Document to a Unit Issue Post-Post Record

Select Attachments to display the **Add an Attachment to a Unit Issue Post-Post** pop-up window.

Print From an Unit Issue Post-Post Record

1. Select ▾ of Print ▾ to choose the available documents:
   - DW 04U - Issue Receipt (HTML)
   - DW 04U - Issue Receipt (PDF)
   - DW 05UA - Outstanding Items (PDF)
   - DW 05UC - Outstanding Items for RO (PDF)
2. Choose one of the following options:
   - Open displays the document in Adobe Acrobat Reader for printing.
   - Save ▾ provides the ability to save the document and print.
   - Cancel closes the dialog box.

Sign a Unit Issue Post-Post Record

1. Select ▾ of Sign ▾. Three signing options are available:

Attention

If a custodian or Responsible Officer (RO) has not been assigned at the time of signing, the **Edit Custodian** pop-up window appears. Enter the name, or use ... to search for the applicable name assigned to the UIC. Select Update to assign.

- Select eSign.
  A. *The **Insert CAC** pop-up window appears.*
  B. Insert the custodian's CAC. *Wait several seconds for the reader to recognize the card.*
  C. Select OK to continue. *The **Windows Security - Select a Certificate** pop-up window appears.*
  D. Select the appropriate certificate and click OK. *The **ActivClient Login** pop-up window appears.*
  E. The custodian enters the CAC Personal Identification Number in the PIN field and clicks OK. *The eSign Complete pop-window appears.*
     - *If the PIN is entered incorrectly, select Cancel and reattempt by clicking eSign.*
     - *If the PIN is entered incorrectly three times, the CAC locks.*
  F. Select OK. *The **Windows Security - Select a Certificate** pop-up window appears.*
  G. Select the desired certificate and click OK. *The signature page appears in a new browser window along with the **Print** dialog box.*
  H. Select Print to print the certificate.
- Select Sign with Signature Pad.

A. *The Signature Pad Form window appears. An authorized Signature Pad must be connected to continue with this process.*

B. Authorized personnel uses the stylus to sign the Signature Pad.

C. Select ✓ Accept to confirm the signature. *The pop-up window closes, and the "DW 04U" generates for printing.*

Helpful Tip

When using the authorized Signature Pad, the following options are available:

- Select Clear to erase the signature and reattempt.
- Select Cancel to close the window and return to the previous page.

- Select ✓ Manual Sign. *The Adobe Acrobat Reader window appears with the "DW 04U" form available for printing.*

Note

Scan the signed document to attach it to the record.

Cancel a Unit Issue Post-Post Record

1. Select ⊘ Cancel Post-Post to cancel a pending Post-Post request. The **Cancel Post-Post** pop-up window appears.
2. Choose one of two options:
   - ✓Yes cancels the Post-Post record.
   - ⊘No keeps the record's Status as is and closes the pop-up window.

Common Errors

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

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

161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: *STOCK NBR*.	Missing Entry. Enter the appropriate information in the desired field.
xxxx - No UICselected. Please select a UICto continue.	Missing Entry. Enter the appropriate information in the desired field.
xxxx - Access has been denied. No active Member Profile was found for the EDI PI. If this is in error, verify URL. If the URL is correct, contact issuing facility for assistance.	Invalid Common Access Card (CAC). The CAC is not inserted into the reader as the user is attempting to sign the issue by selecting the *eSign* feature. Ensure the CAC is firmly inserted into the reader and attempt again. If the error continues, the CAC may be damaged. The member must replace it.

Related Topics

- Add an Attachment to a Unit Issue Post-Post
- Unit Issue Request
- Unit Issue Return
- Unit Issue Reconciliation
- Unit Transfer

Add an Attachment to a Unit Issue Post-Post

Overview

The Unit Issue Post-Post Add Attachments process provides the ability to attach documents to the item added to a Unit Issue list without issuing the materiel.

Navigation

MATERIEL MGMT > Unit Issue > Post-Post > ☐ (desired record) >

> Attachments for Request NBR pop-up window

Page Fields

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

Instructions - Attachments for Request NBR

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.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	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.

Attachments for Request NBR

Thumbnails

Attach

Attach Files

Attachment

Desc

Primary
Name
Desc

Procedures

DPAS Navigation Helpful Tips

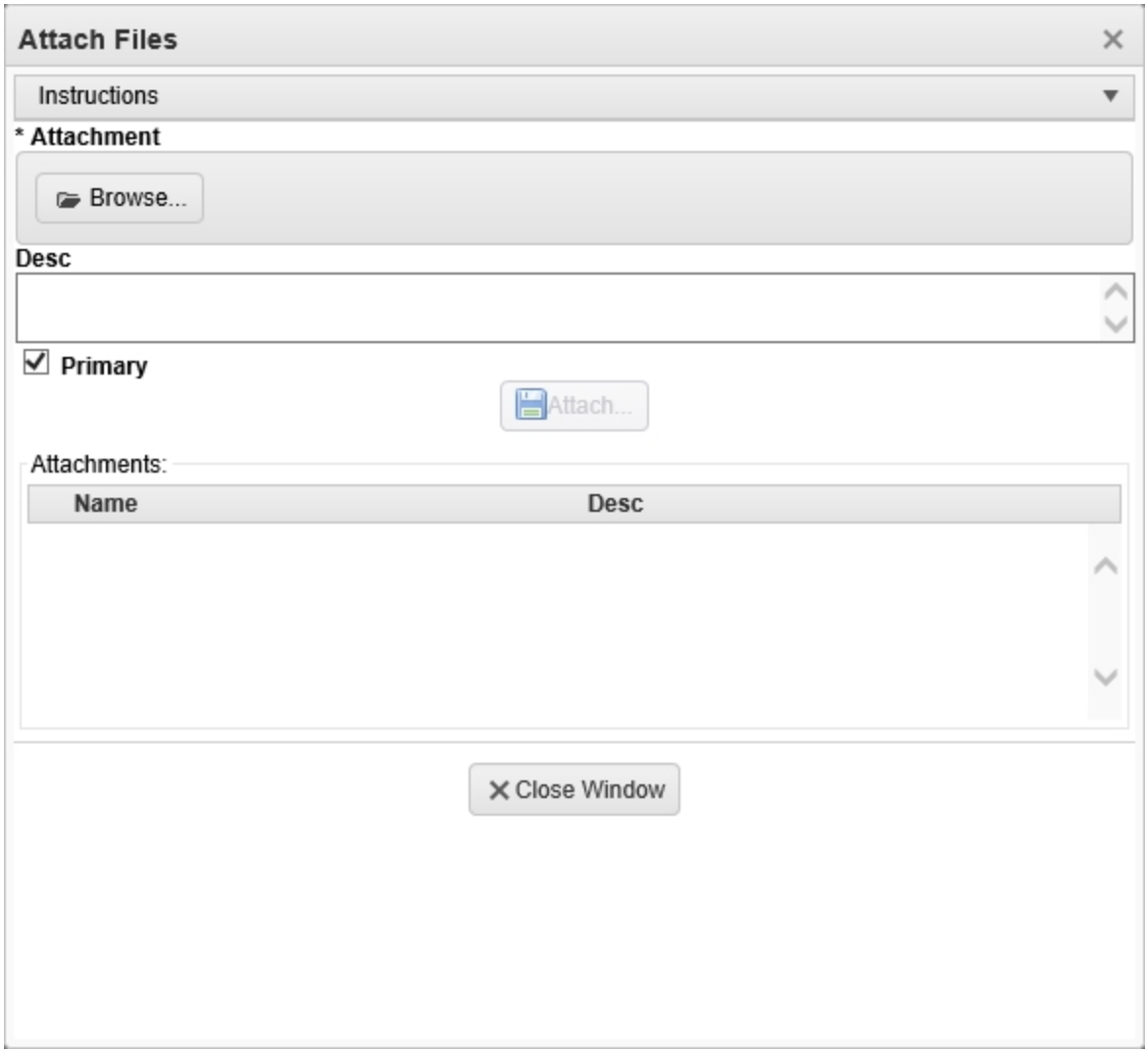
Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Unit Issue Post-Post Record

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

1. Click ☐ to select the desired entry. *The Post-Post item is highlighted, and* Edit, Delete, Cancel Request, Sign, Print, Activity, *and* Attachments *become available.*
2. Select Attachments. *The* ***Attachments for Request Nbr*** *pop-up window appears.*

3. Select Attach... . *The* ***Attach Files*** *pop-up window appears.*



4. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
5. Choose the file to attach, and select it.
6. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*
7. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
8. Select Attach... . *The file name appears in the bottom file list.*
9. Repeat Steps 4 - 8 to attach multiple documents.
10. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

11. Select Close Window. *The **Attach Files** pop-up window closes, and the file appears in the **Attachments for Request NBR** pop-up window.*

    Remove an Attachment

    A. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

    B. Choose one of the following options:

    - Select No to cancel the deletion.
    - Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

    C. Select OK to complete the process. *The document is removed.*

    Note

    Select the 💾 part of 💾✕ to save the attachment directly to the computer. Follow the prompts to download the attachment.

12. Select ✕. *The **Attachments for Request NBR** pop-up window closes.*

Common Errors

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

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

GIF, and PDF files.	types are attachable. Attach a correctly formatted file.
1004 - Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 - Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- Unit Issue Post-Post
- Unit Issue Request
- Unit Issue Return
- Unit Issue Reconciliation
- Unit Transfer

Unit Transfer

Overview

The Warehouse Management Module Unit Transfer process provides the ability to transfer accountability of issued materiel from one unit to another unit, unit / account, or individual. The process also allows viewing and creating Unit Transfer records.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Unit Issue > Unit Transfer page

Page Fields

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

Search Criteria

Transfer Number

To Individual

From UIC

To UIC

From Custodian

To Custodian

Reportable Commodity Type

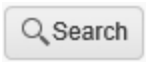
Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Unit Transfer

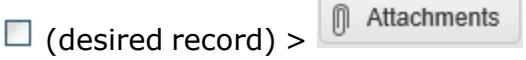
One or more of the Search Criteria fields can be entered to isolate the results. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Enter the Transfer Number in the field provided. *This is a 15 alphanumeric character field.*
   - Enter the To Individual in the field provided. *This is a 100 alphanumeric character field.*
   - Use or to assist with the From UIC entry.
   - Use or to assist with the To UIC entry.
   - Use or to assist with the From Custodian entry.
   - Use or to assist with the To Custodian entry.
   - Use to select the Reportable Commodity Type.
2. Select  to display the search results.

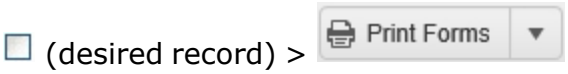
Add a Unit Transfer

Select to display the **Add a Unit Transfer** pop-up window.

Attach a File to a Unit Transfer

Select  (desired record) > to display the **Attach Files** pop-up window.

Print a Form for a Unit Transfer

Select  (desired record) > to display the **Print Forms** menu.

Common Errors

The table below provides a list 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.	Results for the search criteria entered do not exist; Incorrect Logistics Program is logged into; or Incorrect security access.

Related Topics

- Add a Unit Transfer
- Attach a File to a Unit Transfer
- Print a Form for a Unit Transfer
- Unit Issue Request
- Unit Issue Return
- Unit Issue Reconciliation
- Unit Issue Post-Post

Add a Unit Transfer

Overview

The Unit Transfer Add process provides the ability to create a new Unit Transfer record.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Unit Issue > Unit Transfer > + Add > Add Unit Transfer pop-up window

Page Fields

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

Transfer From

From UIC *

Reportable Commodity Type *

From Custodian *

Transfer To

To UIC

To Custodian

To Individual

Outstanding Items Grid

Stock Nbr

Item Description

Serial Nbr

Owning DoDAAC

Kit?

Outstanding Qty

Cond Cd

Selected Items Grid

Stock Nbr

Item Description
Serial Nbr
Owning DoDAAC
Kit?
Outstanding Qty
Transfer Qty
Cond Cd

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Unit Transfer

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 Unit Transfer*** *pop-up window appears.*
2. Use ▾ to select the From UIC.
3. Use ▾ to select the Reportable Commodity Type.

> **Note**
> If the From UIC chosen **does not** have a Primary Custodian for the chosen Reportable Commodity Type, the **No Primary Custodian** pop-up window appears.
>
> Click ✓OK to close the window and return to the **Add Unit Transfer** window. Choose a different combination that has a Primary Custodian assigned.

4. *The From Custodian field automatically populates once the previous two fields are entered, and the available materiel appears in the Outstanding Items grid.*
5. Complete the Transfer To panel:
   A. Use ▾ to select the To UIC.

   AND

   B. Use ▾ to select the To Custodian.

   OR

   A. Enter the To Individual, or use ... to browse for the entry.
6. Click ☐ to select the desired asset. *The Stock Number record is highlighted and* ✓ Select *becomes available.*

> **Note**
> Click ☐ **All** in the header row to select the entire list of assets.

7. Select ✓ Select. *The asset is removed from the Outstanding Items grid and appears in the Selected Items grid.*
8. Repeat steps 6 and 7 until the Selected Items grid contains all the desired assets for transferring.

9. Select in the Transfer Qty field. *The field becomes editable to revise the transferring quantity.*
10. Select Sign and Finish. *The* ***Unit Transfer Signature Options*** *pop-up window appears.*

    Select Sign with Signature Pad. *The* ***Signature Pad Form*** *pop-up window appears.*

    A. Using the authorized signature pad and stylus, the custodian signs the signature pad. *The signature appears in the pop-up window, ready for verification.*

    B. Select Accept. *The* ***Signature Pad Form*** *pop-up window closes.*
11. **OR**

    Select Manual Sign.
    The ***Print or E-MAIL Receipt*** *pop-up window appears.*

    Click Print. *The HTML form appears, ready to send to the selected printer.*
12. **OR**

    A. Click E-MAIL. *The E-MAIL Address field appears.*

    B. Enter the E-MAIL Address in the field provided. *This is an 80 alphanumeric character field.*
13. Select Submit. *The new Unit Transfer 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 search criteria or you do not have the appropriate security access.	Results for the search criteria entered do not exist; Incorrect Logistics Program is logged into; or Incorrect security access.
13 - Mandatory entry: *From UIC*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory entry: *Reportable Commodity Type*.	

13 - Mandatory entry: *From Custodian*.	
xxxx - Either To UIC / Custodian or To Individual must be specified.	Missing Entry. Either the To Individual field must be entered, or both of the To UIC and the To Custodian fields must be entered. Use ▾ to select the desired recipient.
xxxx - There is no Primary Custodian set up for the selected UIC and Commodity Type. A Transfer cannot be completed.	Invalid Entry. The Commodity Type and UIC combination do not have a Primary Custodian. Select a different Commodity Type and UIC combination that has at least one Primary Custodian assigned to it.
xxxx - Error getting Primary Custodian info.	There was an issue retrieving the information from the server. Contact the DPAS Call Center.
xxxx - At least one item must be selected to transfer.	Missing Entry. Sign and Finish was selected before moving the asset(s) to the Selected Items grid. Make sure there is at least one asset in the Selected Items grid before clicking Sign and Finish.
xxxx - Transfer must be to a UIC / Custodian or an Individual Member, not both.	Invalid Entry. Either the To Individual field must be entered, **OR** both the To UIC and the To Custodian fields must be entered, **NOT** all three. Remove one of the recipient fields.
xxxx - To and From Custodian cannot be the same.	Invalid Entry. The Transfer From UIC / Custodian entered matches the Transfer To UIC / Custodian. Choose a different UIC / Custodian.
xxxx - Selected Custodian is not valid for the UIC and Commodity Type.	Invalid Entry. The Commodity Type and UIC combination are not owned by the chosen Custodian. Select a different Commodity Type and UIC combination, or choose a Primary Custodian assigned to the current combination.
xxxx - Outstanding Inventory Item not found.	Invalid Entry. The asset does not exist in the UIC. Use ... to search for an existing asset.

Related Topics

- Unit Transfer
- Attach a File to a Unit Transfer
- Print the Form for a Unit Transfer
- Unit Issue Request
- Unit Issue Return
- Unit Issue Reconciliation
- Unit Issue Post-Post

Attach a File to a Unit Transfer

Overview

The Unit Transfer Attachment process provides the ability to have a file become a permanent part of a Unit Transfer record.

Note

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

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

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Unit Issue > Unit Transfer > (desired record) > Attachments > Attach Files pop-up window

Page Fields

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

Instructions - Attach Files

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.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	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

- Thumbnails
- Attach

Attach Files

- Attachment
- Desc
- Primary
- Name
- Desc

Procedures

DPAS Navigation Helpful Tips

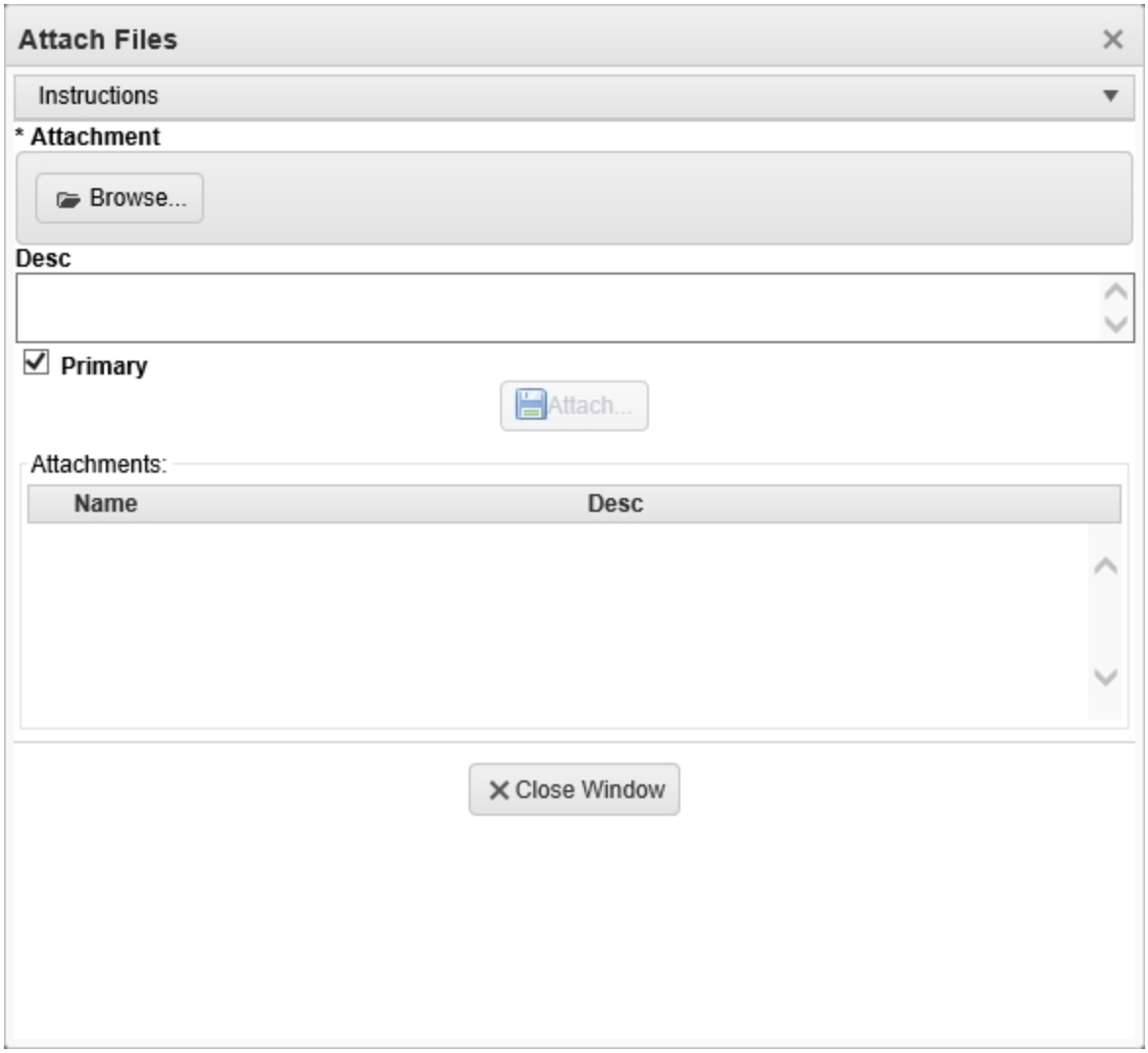
Click the following link to display Warehouse Navigation Tips.

Attach a New File to the Unit Transfer record

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

1. Select Attachments. *The* ***Attach Files*** *pop-up window appears.*

2. Select Attach... . *The* ***Attach Files*** *pop-up window appears.*



3. Select Select files... . *The Windows **Choose File to Upload** pop-up window appears.*
4. Choose the file to attach, and select it.
5. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the Attachment list.*
6. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
7. Select Attach... . *The file name appears in the Attachments: panel.*
8. Repeat Steps 2 - 6 to attach multiple documents.
9. 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:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

C. Select OK to complete the process. *The document is removed.*

10. Select Close Window. *The **Attach Files** pop-up window closes, and the file appears in the Primary Attachment field of the 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
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.
1009 - One attachment must be designated as the "Primary" attachment.	Invalid Entry. None of the attachments have ◉ next to it. Choose which attachment is the primary attachment, and select ○.
xxxx - The file was unable to be saved.	Invalid Entry. There was a problem while saving the file. Fix the issue and save the file again.
xxxx - An internal issue occurred preventing the storage of {x}.	Invalid Entry. The file was not saved correctly. Fix the problem and save the file again.

Related Topics

- Unit Transfer
- Add a Unit Transfer

- Print the Form for a Unit Transfer
- Unit Issue Request
- Unit Issue Return
- Unit Issue Reconciliation
- Unit Issue Post-Post

Print a Form for a Unit Transfer

Overview

The Unit Transfer Print Forms process provides the ability to print the receipt for the transfer.

Note

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

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Unit Issue > Unit Transfer > ☐ > Print Forms

Page Fields

The following fields display on the **Print Forms** menu. For more information on each field, select the appropriate hyperlink.

Print Forms

DW 04U - Unit Issue Receipt (HTML)

DW 04U - Unit Issue Receipt (PDF)

DW 04I - Individual Issue Receipt (HTML)

DW 04I - Individual Issue Receipt (PDF)

DW 12U - Unit Return Receipt (HTML)

DW 12U - Unit Return Receipt (PDF)

Print or Email Receipt

Print

Email

Email Address

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Print a Unit Transfer Form

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ next to the desired transfer record.
2. Select Print Forms. *The sub-menu appears, listing the available receipts.*
3. Select the desired receipt. *The* ***Print or E-MAIL Receipt*** *pop-up window appears.*

   Click ☐ Print. *The form is ready to send to the selected printer.*
4. **OR**

   A. Click ☐ E-MAIL. *The E-MAIL Address field appears.*

   B. Enter the E-MAIL Address in the field provided. *This is an 80 alphanumeric character field.*
5. Select Submit. *The receipt is saved and available.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx - Please select a delivery method.	Missing Entry. A check box must be selected before clicking Submit. Click one check box and select Submit.
xxxx - E-MAIL Address is required if delivery method is email.	Missing Entry. The ☐ E-MAIL was checked without entering an E-MAIL address. Enter an E-MAIL address and select Submit.

323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
xxxx - Cannot print Unit Issue Receipt unless the transfer was to a unit.	Invalid Entry. An incorrect form button was selected. Choose the correct form from the drop-down menu.
xxxx - Cannot print Individual Issue Receipt unless the transfer was to an Individual.	Invalid Entry. An incorrect form button was selected. Choose the correct form from the drop-down menu.
xxxx - Print Failed. An error occurred while generating the file.	Invalid Entry. An HTML report cannot be emailed. Either choose ☐ Print or choose the PDF document for emailing.

Related Topics

- Unit Transfer
- Add a Unit Transfer
- Attach a File to a Unit Transfer
- Unit Issue Request
- Unit Issue Return
- Unit Issue Reconciliation
- Unit Issue Post-Post

Armory Issue

Overview

The Armory Issue provides the ability to process an issue of specific equipment and personal gear to a member. Users can also track those items from the time of issue until it is returned. The Armory Issue functions in much the same way as an Individual Issue, but with the added functionality of being able to remember historically issued ICN's for each member. This makes it easier to re-issue the same ICN to the same member during future issues.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Materiel MGMT> Armory > Issue > Armory Issue page

Page Fields

The following fields display on the **Armory Issue** 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.
420	Select "Scan CAC" to use CAC data for search.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
442	Select "Edit" button in expanded section to edit existing Individual Issue.
443	Select "New" button in expanded section to initiate Individual Issue same commodity.

Search Criteria

UIC *

Temp Assigned UIC

Master Issue Lists

Include Previous Issued Qty in Calculation

Phone Nbr

DSN Nbr

Mobile Phone Nbr

Email Address

Loan Return Dt

Armory Issue Grid (Default)

Issue NBR (Located above the grid)

Status (Located above the grid)

Scan Barcode (Located above the grid)

SKO Status

Issue Status

LIN/TAMCN

Stock NBR

Size

Item DESC

Available QTY

Required QTY

Prior Issued QTY

Pending Issue QTY

Picked Quantity

Grid Optional

Color

Mgmt CD

Established DT/TM

Established By

Last Transaction DT/TM

Last Updated By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Helpful Tip

When an Armory Issue is in the **Picked** status, users can add an asset to that issue automatically. If a member has authorization to select their assets and the asset has a DPAS generated ICN barcode, a serial number barcode, or a UII assigned to it, then users can scan this barcode. With the cursor in the Scan Barcode field (located above the Armory Issue grid), scanning the barcode adds the asset automatically to the top of the Armory Issue grid and pick the applicable inventory record in relation to the barcode that was scanned. With the item added to the Armory Issue, users continue with the procedure.

Process an Armory Issue

Note

Selecting Cancel Issue at any point of this procedure opens the **Cancel Issue** pop-up window. Click Yes to cancel the issue. Click No or in the top right corner of the pop-up window to return to the **Armory** page.

Whether this is a first-time issue, an issue to a new or pre-existing member, or an issue from scanning the CAC, this procedure continues the processing of an Armory Issue.

1. On the Individual Issue Member section, verify that the member's information is correct and make necessary updates. *While the UIC is required and assigned during the Add Member Profile procedure, it can be reassigned here. The UIC determines applicable Master Issue Lists.*

   Note

   Click ... in the Master Issue List field to search and add desired lists. If a Master Issue List contains sized items, the Size Categories subsection appears in the Individual Issue Member section. Use for each item to select appropriate size.

   Master Issue List Browse help

2. Click Update . The Armory Issue grid appears. *If a Master Issue List is added, each associated stock number displays on the Armory Issue grid.*

3. Select + Add to add an asset to the issue. The entry appears at the top of the grid.
4. Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alpha-numeric character field.*

   Stock Number Browse help
5. Use ▲▼ to enter a count in the Required Qty field or manually enter the number in the field provided.
6. Click ✓ Add at the beginning of the row. The asset is added to the issue and highlighted in green.

   Selecting ⊘ Cancel *removes the added entry from the Armory Issue grid.*
7. **For a Re-Issue:**

   A. Click ▶ to expand the Stock Number selection.

   B. Check the Issue ☐ to re-issue the same asset. A ☑ appears.

   C. Select ✓ Save Changes to assign the serially managed asset to the issue.
8. Repeat steps 3 through 7 until all desired assets are added.
9. Click 🖶 Print ▼ and select DW 02 - Pick List. *See Printing From an Armory Issue.*

   At this point, the member picks the items from the Armory Issue. The member returns when finished to verify quantities picked to quantities assigned. Any deficiencies are recorded in the Picked Quantity column.

   Helpful Tip

   Use ◀ Back to return to the Armory Grid while the member conducts the pick if there is other business to attend to. Select ✎ Edit on the Armory Issue entry to return to the Armory Issue Grid of the member and proceed with the issue procedure.
10. Complete the following steps for serially managed assets.

    A. Click ⚙ Select Assets in the Picked QTY column. The **Inventory Selection** pop-up window appears.

    B. Check ☐ in the Select All column next to the desired inventory. The Selected QTY column updates and displays the new quantity.

C. Select Take Selected . The count updates in the Picked Quantity column of the item.

Note

For issues with managed and serialized SKO stock numbers, "Not Verified (expand to verify)" may appear in the SKO Status column. Click ▸ at the beginning of the row. Select Verify Parts to verify the individual items, or select [Verify All] to verify all items. Users also have the option to expand the All SKO Details section, click Edit . Select Finish to complete.

D. Repeat steps 'A' through 'C' for each Select Assets button on the Armory Issue grid.

11. Click Sign in the **Armory Issue** grid. The **Armory Issue Electronic Signature** pop-up window appears. *See Signing an Armory Issue.*

    Note: Any deficiencies produces a **Process BackOrder** dialog box. Select Yes to generate the BackOrder and continue. Select No to return to the Armory Issue page.

The Armory Issue is complete.

Process a Quick Issue

Follow these steps to complete the Quick Issue process. Users scan the selected items using the DPAS supported tethered scanner.

1. From the Individual Issue Member section, verify member information.
2. Leave the Master Issue List field blank, and select Update . The Armory Issue grid appears, and the status of the Armory Issue goes to "Picked".
3. Ensure the cursor is in the **Scan Barcode** field (located above the Armory Issue grid).
4. Scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset.

   Scanning the barcode adds the asset automatically to the top of the Armory Issue grid and picks the applicable inventory record in relation to what was scanned.
5. Repeat steps 3 and 4 for all assets.

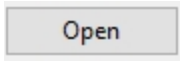
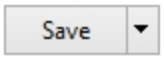
6. Click in the **Armory Issue** section. The **Armory Issue Electronic Signature** pop-up window appears. See Signing an Armory Issue.

Print From an Armory Issue

Depending on the status of the Armory Issue, the system provides these reports to print:

- DW 02 - Pick List
- DW 041 - Issue Receipt (HTML)
- DW 041 - Issue Receipt (PDF)
- DW 04T - Temp Loan Receipt (HTML)
- DW 04T - Temp Loan Receipt (PDF)
- DW 05I - Outstanding Returnable Items
- DW 05T - Outstanding Returnable Loans

Follow these steps to print documents from an Armory Issue.

1. Click and select the document to print. A dialog box appears at the bottom of the window asking whether to Open or Save the document.
2. Users have the following options:
   -  puts the document into Adobe Reader. Users can print from here.
   -  allows users to save the document and print at a later time.
   - closes the dialog box and returns users to the Armory Issue page. Users can also press on the right to close the dialog box.

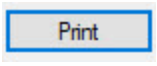
Sign an Armory Issue

Upon completion of the signing procedure, the status of the request changes to "IS - Issued".

1. Select next to the desired request. A appears.
2. Select from the Armory Issue grid. Three signing options appear for signing and completing the Armory Issue. *Selecting* *or* *in the top right of any pop-up window closes that window and returns the user to the previous window.*
   - Select eSign to display the **Insert CAC** pop-up window.
     1. Insert the CAC. *Please wait several seconds for the reader to recognize the card.*

2. Select OK to continue. The **Windows Security - Select a Certificate** pop-up window appears.
3. Select the appropriate certificate and click OK. The **ActivClient Login** pop-up window appears.
4. Enter the CAC Personal Identification Number in the PIN field and click OK. The **eSign Complete** pop-window appears.
    - If the *PIN* is entered incorrectly, select Cancel and reattempt by clicking eSign.
    - If the *PIN* is entered incorrectly three times, the *CAC* locks. *Contact an administrator to unlock it.*
5. Select OK and the **Windows Security - Select a Certificate** pop-up window appears.
6. Select the desired certificate and click OK. The signature page appears in a new browser window along with the **Print** dialog box.
7. Select Print to print the certificate.

- Select Sign with Signature Pad to display the **Signature Pad Form** window. *An authorized Signature Pad must be connected to continue with this process.*
    1. Use the stylus to sign the Signature Pad.
    2. Select Accept to confirm the signature.
        - Selecting Clear removes the signature to reattempt.
        - Selecting Cancel closes the window and returns to the previous page.
- Select Manual Sign to display a pop-up window of the document for printing and a **Print** dialog box:
    1. Select Print to print the document and have the member manually sign the printed document.
    2. Selecting Cancel closes the **Print** dialog window. *The document window remains for printing,*



appears in the top left corner, or for closing, *appears in the top right corner.*

Note

Users can scan the manually signed document(s) and attach to the designated request. See Attach a Document to an Issue procedure.

Attach a Document to an Issue

Select

to display the **Add Attachment to Armory Issue** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Armory Issue Search
- Add an Attachment to an Armory Issue
- Add a Member Profile

Add an Attachment to an Armory Issue

Overview

The Armory Issue Add Attachments process provides the ability to attach documents to the issue of specific equipment and personal gear to a member.

Navigation

MATERIEL MGMT> Armory > Issue > Search > Edit > Attachments > Attachments for Issue NBR pop-up window

Page Fields

The following fields display on the **Attachments for Issue NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions - Attachments for Issue NBR

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.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	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.

Attachments for Issue NBR

Thumbnails

Attach

Attach Files

Attachment

Desc

Primary

Name

Desc

Procedures

DPAS Navigation Helpful Tips

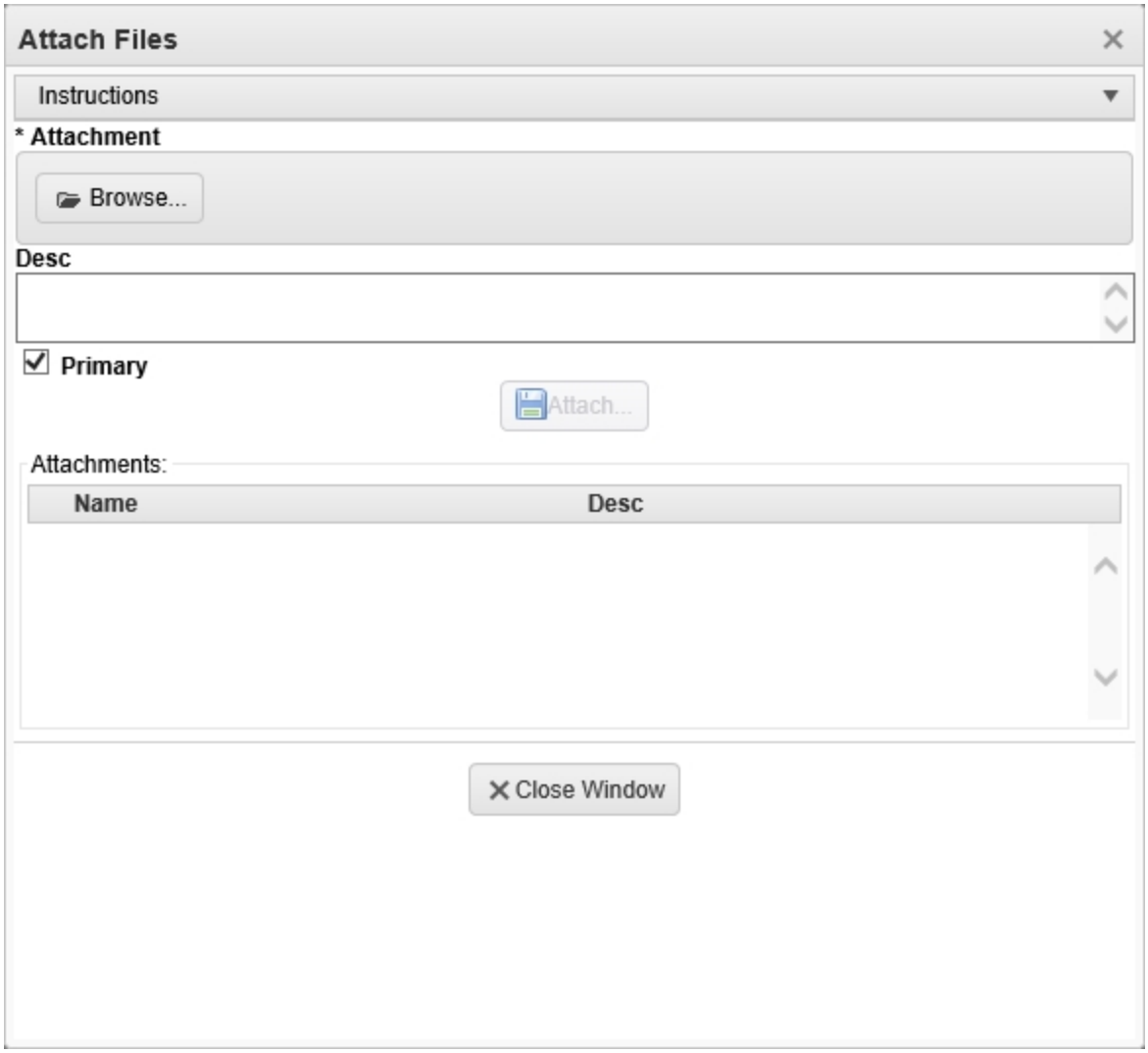
Click the following link to display Warehouse Navigation Tips.

Attach a Document to an Issue

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Attachments to add any additional files to the record. *The* ***Attachments for Issue Nbr*** *pop-up window appears.*

2. Select Attach... . *The* ***Attach Files*** *pop-up window appears.*



3. Select Browse... . *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 top of the window.*
6. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
7. Select Attach... . *The file name appears in the bottom of the window.*
8. Repeat Steps 2 - 6 to attach multiple documents.
9. 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:

- Select No to cancel the deletion.
- Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

C. Select OK to complete the process. *The document is removed.*

10. Select Close Window. *The **Attach Files** pop-up window closes, and the attachment(s) appears in the **Attachments for Issue NBR** pop-up window.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
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. "Attach-	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

ment" 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.

Related Topics

- Armory Issue Search
- Armory Issue
- Add a Member Profile

Armory Issue Search

Overview

The Armory Issue Search provides the abilities to search existing issues and to begin the process of issuing equipment and gear.
The Armory Issue process is a form of the Individual Issue process which is specifically designed for use in an Armory environment, or any environment where it is important for a member to be issued the exact same piece of inventory on a consistent basis. The Armory Issue functions in much the same way as an Individual Issue, but with the added functionality of being able to remember historically issued ICN's for each member. This makes it easier to re-issue the same ICN to the same member during future issues.

Helpful Tip

A member's CAC can streamline the Armory Issue process. When the member first arrives, scanning the CAC performs the search automatically. If the member is in the system and has a previous issue, the system displays the previous issue. If the member is in the system with no previous issue, the system automatically initiates an Armory Issue. Finally, if the member is new, the system then initiates the Add Member Profile and subsequent Armory Issue.

The Armory Issue process uses six different statuses, or phases, to track the progress of an issue.

STATUS	DESCRIPTION
Issued	a completed issue; all assets have been assigned to the member
Canceled	an issue initiated and no longer needed
Exchange	an issue where the member has exchanged previously issued assets
In Process	an issue initiated but no assets have been picked
Picked	the member has picked assets and the user has recorded what was picked; if all assets are picked, the Sign procedure moves the issue to Issued status; if some assets are not picked, the Sign procedure moves the issue to Backorder
Backorder	following the Picked status, an issue where some assets were not available for issue

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

Materiel MGMT> Armory > Issue

Page Fields

Search Criteria

Member

Issue NBR

EDI PI

UIC

CAC

Armory Grid (Default)

Last Name

First Name

Middle Initial

EDI PI

UIC

Last Issue Dt

Last Issue NBR

Loan Return DT

Last Warehouse

Items

Status

Grid Optional

Valid CAC

Pay Grade

Expiration of Active Service

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for An Armory Issue

One or more of the Search Criteria fields can be entered to isolate the results. By default, all "Open" records are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Enter the member's name (last name, first name) in the Member field or use ... to search for and select a Member.
   - If searching for an existing Armory Issue, enter the number in the Issue NBR field.
   - Enter the member's EDI PI in the EDI PI field.
   - Enter the desired UIC in the UIC field or use ... to browse and select a UIC.
2. Click Search . Results display below in the **Armory Grid**.

Helpful Tip

If using a CAC, select the **CAC** field and scan the member's CAC.

Create a First-time Issue for a New Member (without a CAC)

Before creating an issue, perform a search for the member (Last Name, First Name) to insure the system does not show a record.

1. Select + New in the Search Criteria section. The **Enter EDI PI Number** pop-up window appears.
2. Click OK . The **Add Member Profile** pop-up window appears with a listing of current Members in the background.

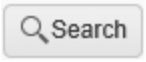
   Selecting Cancel *closes the window and returns to the Armory Issue Search page.*
3. Enter the member information (see Add Member Profile).

4. Select to add member's information to the system. The screen proceeds to the Armory Issue procedure.

Note

Selecting closes the Add Member Profile window. The Member Profile listing page remains. Selecting the in the top, right corner returns the Armory Issue Search page.

Create an Issue or Re-Issue for an Existing Member (without a CAC)

1. Enter the Member's name(last, first) in the Search Criteria section.
2. Click  . The member's prior issue appears in the Armory Grid.
3. Select on the left of a member's previous issue or from the Search Criteria section. The screen proceeds to the Armory Issue procedure.

Attention

If the existing member does not appear in the Armory Grid, select in the Search Criteria section. The screen advances to the **Individual Issue Member** section.

Verify and update the information if necessary. Select the to advance to the **Armory Issue** page.

Create an Issue or Re-Issue From Scanning the Member's CAC

Whether the member is new to the system, had previous issues, or is a first-time issue, scanning the CAC automatically advances the system to the appropriate function.

1. Scan the member's CAC. The system advances depending on options below:

Note

If members do not have their CAC to scan, select from the Search Criteria Section. Enter the EDI PI and select . The system advances to the appropriate page.

- *If the member is not in the system, the Add Member Profile pop-up window appears with the Last Name, First Name, Middle Name, and EDI PI entered.* Enter the remaining information (see Add Member Profile), and select .

- *If the member is in the system and has a previous issue, the Search Results grid displays the previous issue(s).* Users have the options to View, Edit, or New depending on the status of the displayed issue(s).
- *If the member is in the system but has not had a previous issue, the screen proceeds to the Armory Issue procedure.*

2. The screen proceeds to the Armory Issue procedure.

View, Edit, or Cancel an Armory Issue

After an issue is created, there are different functions users can perform. These functions are based on the status of the Armory Issue. The following are the various functions available after searching the issues. (see Search for an Armory Issue).

- Selecting View next to the desired issue (status is *Issued*) displays the **Armory Issue** page. Users can view the assets assigned to the issue. While viewing the issue, users can attach documents or print reports concerning the Armory Issue.
- Selecting Edit next to the desired issue (status is *Picked*, *BackOrder*, or *In Process*) displays the **Armory Issue** page. The Edit feature allows users to perform the same steps found in the Process an Armory Issue procedure.
- To cancel an issue -

1. Select Edit next to the desired issue on the Armory Issue Search Results grid. The **Armory Grid** appears.
2. Select × Cancel Issue on the Armory Grid. The **Cancel Issue** pop-up window appears.

- Click Yes to cancel the issue.
- Click No or the × in the top right corner of the pop-up window to return to the **Armory Issue** page.

Create a Quick Issue

1. Select New from the Search Criteria section. The **Enter EDI PI Number** pop-up window appears.
2. Enter the member's EDI PI number in the field provided. *If the member does not have an EDI PI, leave the field blank.*

3. Select

. The screen advances to the Armory Issue Member page. If the EDI PI field is left blank, users must complete the Add Member Profile before advancing to the Armory Issue page.
4. See Process a Quick Issue.

Attach a Document to an Issue

Select

to display the **Add Attachment to Armory Issue** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Armory Issue
- Add an Attachment to an Armory Issue
- Add Member Profile

Armory Return

Overview

Armory gear is returned to the warehouse by service members, civilians, foreign military members and contractors. In order to close out an issue, each returnable item must be returned to a Warehouse within the Logistics Program.
You will be able to scan an individual's CAC card or enter the members name to search for their member profile record which will be used to display a list of issue records. The issue records will only be displayed if they contain an issue quantity greater than zero, and will be grouped by commodity type and by warehouse. You can select the appropriate issue list to display the issued items.

Navigation

Materiel MGMT> Armory> Return Page

Page Fields

The following fields display on the Armory Returns page. For more information on each field, select the appropriate hyperlink.

Armory Returns Transfer Grid

Last Name
First Name
Middle Initial
EDI PI
Pay Grade
UIC
Last Issue Dt
Last Issue Nbr
Last Warehouse
Return Status
Expiration Of Active Service

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Process an Armory Return

1. Select Return to return stock numbers or View to view returned stock numbers.
2. Member information must be updated before a return can be processed.
3. Enter the UIC, or use ... to browse for the entry. *This is a 6 alphanumeric character field.*

   UIC Browse help
4. Enter the Temp Assigned UIC, or use ... to browse for the entry. *This is a 6 alphanumeric character field.*

   UIC Browse help
5. Enter the PHONE NBR, DSN NBR and Mobile PHONE NBR are optional. Field format is 25 alphanumeric characters and will allow "-", ".", "+", "( )", and "x" to identify extension.
6. Enter the E-mail Address is an optional field. The format consist of a minimum of an alphanumeric character before an @ symbol then at least one character followed by a period followed by at least one alphanumeric character.
7. Enter the Master Issue List, or use ... to browse for the entry.

   Master Issue List Browse help
8. Select Update to continue.
9. To change the member select Back.
10. By default the All check box is selected which will return all items issued to the member. Remove the check mark if member is returning specific items.
11. Check mark the stock number the member is returning or scan the barcode of the item being returned.
12. Select Edit update the available fields:

- STOCK NBR
- ICN
- COND CD
- Location ID
- Container ID
- PRJ CD
- Owning DODAAC
- QTY Returned
- QTY Not RET.

- Not RET. Reason Cd
- Not RET. Remarks.

11. Select ✓Mark Updated to continue processing the Armory Return.

Helpful Tip

If no updates are made select ✓Mark Updated as ◂ Back and ⊘Cancel will return you to the Armory Return Search Criteria page.

11. Select + Add to add a stock number not included in the original issue that the member is returning, Sign to display the Armory Return Electronic Signature pop-up.
12. If you have two CAC readers and are able to scan the member's CAC select eSign, otherwise select ✓Manual Sign to save the Armory Return, or ⊘Cancel to return to the Armory Return.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Armory Return Search
- Add an Attachment to an Armory Return

Add Attachments to an Armory Return

Overview

The Armory Return Add Attachments process provides the ability to attach documents to the return of equipment and personal gear to a member.

Navigation

MATERIEL MGMT > Armory > Return > Search > Edit > Attachments > Attachments for Return NBR pop-up window

Page Fields

The following fields display on the **Attachments for Return NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Attachments for Return NBR

Attachments

Attach Files

Desc

Primary

Name

Desc

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Attach a Document to an Return

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Attachments to add any additional files to the record. *The* ***Attachments for Return NBR*** *pop-up window appears.*
2. Select Attach... to add any additional files to the record. *The* ***Attach Files*** *pop-up window appears.*
3. Select Browse.... *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 top of the window.*
6. Enter a description of the file in the DESC field provided. *This is a 1024 alpha-numeric character field.*
7. Select Attach... . *The file name appears in the bottom of the window.*
8. Repeat Steps 2 - 6 to attach multiple documents.
9. 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:

   - Select No to cancel the deletion.
   - Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

   C. Select OK to complete the process. *The document is removed.*

10. Select Close Window. *The **Attach Files** pop-up window closes, and the attachment(s) appears in the **Attachments for Return NBR** pop-up window.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be	Invalid Characters Entered in the Remarks

alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
349 - "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 - Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 - Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- Armory Return Search
- Armory Return

Armory Return Search

Overview

Armory gear is returned to the warehouse by service members, civilians, foreign military members and contractors. In order to close out an issue, each returnable item must be returned to a Warehouse within the Logistics Program.
You will be able to scan an individual's CAC card or enter the members name to search for their member profile record which will be used to display a list of issue records. The issue records will only be displayed if they contain an issue quantity greater than zero, and will be grouped by commodity type and by warehouse. You can select the appropriate issue list to display the issued items.

Navigation

Materiel MGMT> Armory> Return > Search Page

Page Fields

The following fields display on the Armory Return Search page. For more information on each field, select the appropriate hyperlink.

Armory Returns Search Criteria

Member

EDI PI

UIC

CAC=

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

To Search for An Armory Return:

1. Scan a Common Access Card (CAC) into the CAC field and the Last Name, First Name, Middle Initial fields will populate. If you do not have a CAC to scan enter the Electronic Data Interchange Personal Identifier (EDI PI) and the return(s) for that individual will be displayed.
2. To filter the number of rows returned without a CAC or EDI PI enter a Member or UIC or use ... and click 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.

Related Topics

- Armory Return
- Add an Attachment to an Armory Return

Warehouse Issue

Overview

The Warehouse Management module Warehouse Issue process provides the ability to issue assets immediately out of a warehouse's inventory. Warehouse Issue records are assigned to a Cost Center that can function like a commercial Point of Sale. Containers can be issued with all assets within the Container assigned to the Cost Center. The process also provides Backorder tracking to monitor inventory replenishment.
Documents (depending on the status of the Warehouse Issue record) available for printing are:

- DD FORM 1149
- Warehouse Issue Pick List

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Warehouse Issue > Warehouse Issue Search page

Page Fields

The following fields display on the **Warehouse Issue Search** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Status
Owning DoDAAC
Document Nbr
Stock Nbr
Requested Dt From
Requested Dt To
Completed Dt From
Completed Dt To
Cost Center

Warehouse Issue Grid

Primary Attachment

Request Nbr
Status
Issue DoDAAC
Requested Dt
Expected Completion Dt
Completed Dt

Optional

- Owning DoDAAC
- Cost Center
- Fund Cd
- Disposal Authority Cd
- Reason for Disposal Cd
- Mgmt Cd
- Issue Type
- Priority Cd
- Document Nbr(s)
- Stock Nbr(s)
- Established By
- Established Dt/Tm
- Last Transaction Dt/Tm
- Last Updated By
- Program Id
- Remarks

Warehouse Issue Record - Asset(s) Requested

- Stock Nbr
- Item Desc
- Mgmt Cd
- UI
- Requested Qty
- Picked Qty
- Document Nbr
- Expected Completion Dt
- Status

Optional

- ARC
- Color
- CIIC
- CIC
- Dmil Cd
- Gender
- Haz Mat Cd
- Item Designator Nbr
- LIN/TAMCN
- LIN/TAMCN Desc
- Precious Mtl Cd
- Stores Account Cd
- Established By
- Established Dt/Tm
- Last Transaction Dt/Tm
- Last Updated By
- Program Id
- Remarks

Warehouse Issue Record - Asset(s) Picked

- Stock Nbr
- Item Desc
- ICN
- Serial Nbr
- Is Kit?
- Location
- Container
- Cond Cd
- Owning DoDAAC
- Project Cd
- Qty

Optional

- Mfr Dt
- CAGE Cd
- Mfr Contract Nbr

Mfr Lot Nbr

GFM Contract Nbr

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search Warehouse Issue Records

One or more of the Search Criteria fields can be entered to isolate the results. By default, all records are displayed. Selecting Reset *at any point of this procedure returns 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:
   - Use to select the Status.
   - Use to select the Owning DoDAAC.
   - Use or to assist with the DOCUMENT NBR entry. *This is a 14 alpha-numeric character field.*

     Document Number Browse help
   - Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

     Stock Number Browse help
   - Use to select the REQUESTED DT FROM, or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.
   - Use to select the REQUESTED DT TO, or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.
   - Use to select the COMPLETED DT FROM, or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.
   - Use to select the COMPLETED DT FROM, or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.
   - Use to select the Cost Center.
2. Select Search. *Results display below in the Warehouse Issue Results Grid.*

Helpful Tip

To view the asset(s) assigned within a Warehouse Issue record, click ▸ on the left side of the entry. The entry expands with the Requested and Picked tabs providing information.

Add a Warehouse Issue Record

Select + Add to advance to the **Warehouse Issue Add** page.

Update a Warehouse Issue Record

1. Select ☐ next to the desired record. ☑ *appears.*
2. Select Edit to advance to the **Warehouse Issue Update** page.

Sign a Warehouse Issue Record

1. Select ☐ next to the desired record. ☑ *appears.*
2. Select Sign ▾. Choose either:

- Select Sign with Signature Pad to display the **Signature Pad Form** window. *An authorized Signature Pad must be connected to continue with this process.*
  a. Have the authorized personnel use the stylus to sign the Signature Pad.
  b. Select either:
    - ✓ Accept to confirm the signature. *The pop-up window closes, and the DD FORM 1149 generates for printing.*
    - Clear to erase the signature and reattempt.
    - Cancel to close the window and return to the previous page.
- Select ✓ Manual Sign to have the authorized personnel sign the DD FORM 1149. *The Adobe Acrobat Reader window appears with the form available for printing.*

Attention

If all assets are not selected, the **Issue Partially Picked** pop-up window appears. Choose one of the following options:

- ✓Issue and Cancel Remaining Items continues with the Sign procedure. Unselected assets are canceled.
- ✓Issue and Create Backorder continues with the Sign procedure. Unselected assets are placed in a Backorder status.
- Cancel stops the Sign procedure. The pop-up window closes and returns to the **Warehouse Issue** page.

Print a Warehouse Issue Record

1. Select ☐ next to the desired record. ☑ *appears.*
2. Select Print to choose the available documents for printing. *The Adobe Acrobat Reader window appears with the document available for printing.*

Attach a Document to a Warehouse Issue Record

Select Attachments to open the **Attachments for Request Nbr** pop-up window.

Backorder a Warehouse Issue Record

1. Select ☐ next to the desired record. ☑ *appears.*
2. Select Backorder. *The **Warehouse Issue Backorder** pop-up window appears.*
3. Choose one of two options:
   - Yes issues the Backorder request.
   - No cancels the request and closes the pop-up window.

Cancel a Warehouse Issue Record

1. Select ☐ next to the desired record. ☑ *appears.*
2. Select × Cancel. *The **Warehouse Issue Backorder** pop-up window appears.*
3. Choose one of two options:
   - Yes cancels the issue and changes the record's Status to "CN - Cancelled".
   - No keeps the record's Status as is and closes the pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx — Invalid value entered.	Invalid Characters Entered in the field. Enter alphanumeric characters.
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

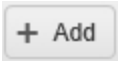
- Add a Warehouse Issue Record
- Update a Warehouse Issue Record

Add a Warehouse Issue Record

Overview

The Warehouse Issue Add process provides the ability to create an issue record and assign it to a Cost Center. Assets selected are immediately taken out of the warehouse's inventory.

Navigation

MATERIEL MGMT > Warehouse Issue > 

> Warehouse Issue Add page

Page Fields

The following fields display on the **Warehouse Issue Add** page. For more information on each field, select the appropriate hyperlink.

Issue Request Info

Request Nbr
Requested Dt
Issue Type *
Issue DoDAAC *
Fund Cd *
Owning DoDAAC *
Cost Center *
Priority Cd
Mgmt Cd
Disposal Authority Cd
Reason for Disposal Cd
Expected Completion Dt (All Items)

Catalog / Inventory Selection

Scan Barcode
Stock Number
Item Desc
Mgmt Cd
Requested Qty
Picked Qty
Document Nbr
Expected Completion Dt
Status

Optional

Established By
Established Dt/Tm
Remarks
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Add / Edit Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Warehouse Issue Record

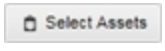
Selecting Cancel *at any point of this procedure removes all field entries and closes the window.* ***Bold*** *numbered steps are required.*

1. Select + Add to advance to the **Warehouse Issue Add** page.
2. *The REQUEST NBR field automatically generates, once the document is finished..*
3. *The REQUESTED DT field automatically populates, and is not editable.*
4. Use to select the Issue Type.
   If the "BI - DLA Disposition Services Issue" Issue Type is selected, the DISPOSAL AUTHORITY CD and REASON FOR DISPOSAL CD fields are available for input.
5. Enter the ISSUE DODAAC in the field provided.
6. Enter the FUND CD in the field provided.
7. Use to select the Owning DoDAAC.
8. Use to select the Cost Center.
9. Use to select the Priority Cd.
10. Use to select the Mgmt Cd.
11. Use to select the Disposal Authority Cd.

12. Use to select the Reason for Disposal Cd.
13. Use to select the EXPECTED COMPLETION DT (All Items), or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.
14. Add the Asset(s) to the Catalog / Inventory Selection Grid.

Helpful Tip

If all desired items for the Warehouse Issue Record are located within the same container, DPAS allows selecting the entire container.

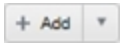
a. Select  . *The **Inventory Selection** pop-up window appears.*

b. Click the Available Containers tab to display containers.

c. Select next to the desired container. *displays contents of the container.*

d. Select , and the pop-up window closes.

Items within the Container are listed on the Catalog / Inventory Selection Grid with the corresponding Requested and Picked quantities.

A. Select of  to choose:

- "Add Stock Nbr"
  a. *An entry appears in the grid below with the cursor in the Stock Number field.*
  b. Enter the Stock Number in the field provided.
- "Browse Stock Nbr(s)"
  a. *The **Stock Nbr Browse** pop-up window appears.*
  b. Click next to the desired Stock Number.
  c. Click . *The pop-up window closes, and the selected Stock Number appears on the Selection grid.*

Helpful Tip

The Warehouse Issue process provides the ability to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. Ensure the cursor is in the Scan Barcode field located above the Catalog /

Inventory Selection grid. Scanning the barcode adds the asset automatically to the top of the grid.

B. Select in the REQUESTED QTY. *The cursor appears in the field.*

C. Use to choose the REQUESTED QTY. *The default quantity is "1".*

D. Click Select Assets. *The **Inventory Selection** pop-up window appears.*

E. Select next to the desired inventory. *The selected inventory appears on the Selected Inventory tab.*

Attention

If the AVAILABLE QTY is greater than the REQUESTED QTY, all assets are selected. If the AVAILABLE QTY is less than the REQUESTED QTY, select more Inventory Selections so that the PICKED QTY equals the REQUESTED QTY. If the wrong inventory is chosen, select Delete on the Selected Inventory tab to remove the selection.

F. Select Take Selected. *The pop-up window closes, and the PICKED QTY displays the selected quantity.*

To view the selected inventory, click the on the left side of the entry. The entry expands to display the ICN of the selected inventory.

G. Select in the EXPECTED COMPLETION DT. *The cursor appears in the field.*

H. Use to select the EXPECTED COMPLETION DT, or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.

I. Repeat Steps A - F for multiple Stock Numbers.

Attention

If an entry is made in error, select next to the incorrect entry, and select Delete. The entry is removed from the Catalog / Inventory Selection grid.

15. 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.*

16. Select Finish. *The **Warehouse Issue Add** page closes, and the new record appears at the top of the Warehouse Issue 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
13 — Mandatory Entry: *Issue Type*.	
13 — Mandatory Entry: *Issue DoDAAC*.	
13 — Mandatory Entry: *Fund Cd*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Owning DoDAAC*.	
13 — Mandatory Entry: *Cost Center*.	
2136 — Fund Cd must be 2 positions, A - Z and/or 0 - 9.	Invalid Entry. The Fund Cd is a 2-position alphanumeric entry. Type the Fund Cd again.
xxxx — Invalid value entered.	Invalid Characters entered in the field. Enter alphanumeric characters.
xxxx — Requested Qty must be > 0	Invalid Entry. The quantity must be 1 or larger. Enter a valid number.
350 — Must be alpha-numeric with supported special 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 following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Warehouse Issue Overview
- Update a Warehouse Issue Record

Add an Attachment to a Warehouse Issue

Overview

The Warehouse Issue Add Attachments process provides the ability to attach documents to the issue records for a warehouse.

Navigation

MATERIEL MGMT > Warehouse Issue > ☐ (desired record) > Attachments > Attachments for Request NBR pop-up window

Page Fields

The following fields display on the **Attachments for Request NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions - Attachments for Request NBR

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.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	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.

Attachments for Request NBR

Thumbnails

Attach

Attach Files

Attachment

Desc

Primary
Name
Desc

Procedures

DPAS Navigation Helpful Tips

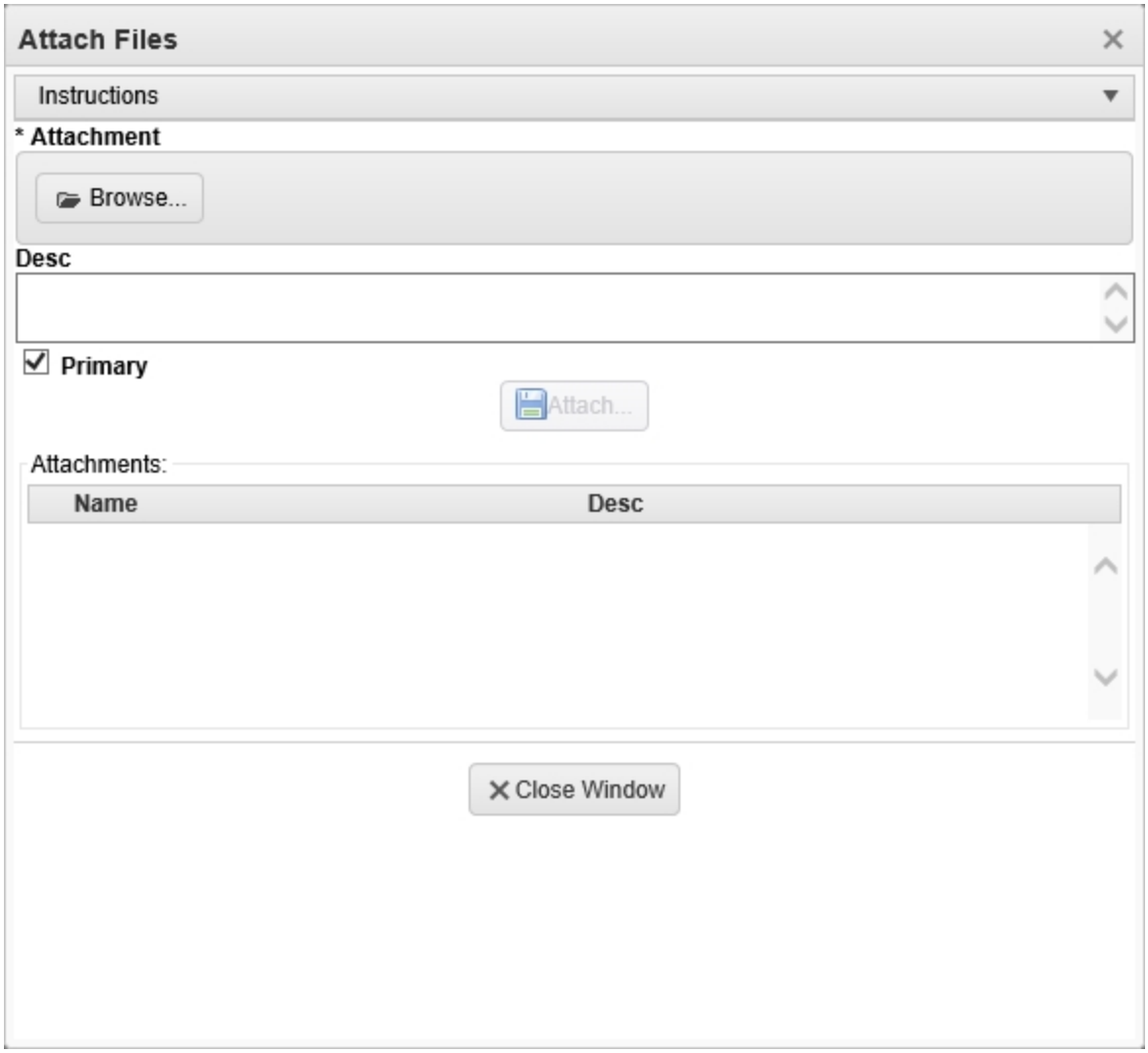
Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Warehouse Issue Record

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ☐ next to the desired record. *The Issue is highlighted, and* Edit, Cancel, Backorder, Sign, Print, *and* Attachments *become available.*
2. Select Attachments. *The* ***Attachments for Request Nbr*** *pop-up window appears.*

3. Select Attach... . *The* ***Attach Files*** *pop-up window appears.*



4. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
5. Choose the file to attach, and select it.
6. Click Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*
7. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
8. Select Attach... . *The file name appears in the bottom file list.*
9. Repeat Steps 4 - 8 to attach multiple documents.
10. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

11. Click Close Window. *The **Attach Files** pop-up window closes, and the file appears in the **Attachments for Request NBR** pop-up window.*

    Remove an Attachment

    A. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

    B. Choose one of the following options:

    - Select No to cancel the deletion.
    - Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

    C. Select OK to complete the process. *The document is removed.*

12. Select ✕. *The **Attachments for Request NBR** pop-up window closes and returns to the **Warehouse Issue** page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
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	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

size exceeds the maximum of (Size from table) for this file 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.

Related Topics

- Warehouse Issue Overview
- Add a Warehouse Issue Record
- Update a Warehouse Issue Record

Update a Warehouse Issue Record

Overview

The Warehouse Issue Update process provides the ability to edit an issue record. Stock Number items can be added to existing Warehouse Issue Records.

Navigation

MATERIEL MGMT > Warehouse Issue > > Warehouse Issue Update page

Page Fields

The following fields display on the **Warehouse Issue Update** page. For more information on each field, select the appropriate hyperlink.

Issue Request Info

Request Nbr
Requested Dt
Issue Type
Issue DoDAAC
Fund Cd
Owning DoDAAC
Cost Center
Priority Cd
Mgmt Cd
Disposal Authority Cd
Reason for Disposal Cd
Expected Completion Dt

Catalog / Inventory Selection

Stock Number
Item Desc
Mgmt Cd
Requested Qty
Picked Qty
Document Nbr
Expected Completion Dt
Status

Optional

Established By

Established Dt/Tm
Remarks
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id

Add / Edit Remarks

Remarks
History Remarks

Procedures

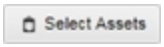
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

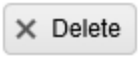
Update a Warehouse Issue Record

Selecting Cancel *at any point of this procedure removes all field entries and closes the window.* ***Bold*** *numbered steps are required.*

1. Select ☐ next to the desired record. ☑ *appears.*
2. Select Edit to advance to the **Warehouse Issue Update** page.
3. *The following fields are read-only and cannot be edited.:*
   - *Request Nbr*
   - *Requested Dt*
   - *Issue Type*
   - *Issue DoDAAC*
   - *Fund Cd*
   - *Owning DoDAAC*
   - *Cost Center*
   - *Priority Cd*
   - *Mgmt Cd*
   - *Disposal Authority Cd*
   - *Reason for Disposal Cd*

4. Use to change the EXPECTED COMPLETION DT (All Items), or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.
5. Update an entry on the Catalog / Inventory Selection Grid.
   A. Select in the REQUESTED QTY. *The cursor appears in the field.*
   B. Use to modify the REQUESTED QTY.
   C. Click 

to add more assets. *The **Inventory Selection** pop-up window appears.*
   D. Select ☐ next to the desired inventory. *The selected inventory appears on the Selected Inventory tab.*

> **Attention**
> If the AVAILABLE QTY is greater than the REQUESTED QTY, all assets are selected. If the AVAILABLE QTY is less than the REQUESTED QTY, select more Inventory Selections so that the PICKED QTY equals the REQUESTED QTY. If the wrong inventory is chosen, select 

on the Selected Inventory tab to remove the selection.

   E. Select

. *The pop-up window closes, and the PICKED QTY displays the selected quantity.*

      To view the selected inventory, click the ▸ on the left side of the entry. The entry expands to display the ICN of the selected inventory.

   F. Select in the EXPECTED COMPLETION DT. *The cursor appears in the field.*
   G. Use to change the EXPECTED COMPLETION DT, or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.
6. Add an Item to the Catalog / Inventory Selection Grid.

> **Helpful Tip**
> If all desired items for the Warehouse Issue Record are located within the same container, DPAS allows selecting the entire container.
>
> a. Select

. *The **Inventory Selection** pop-up window appears.*
> b. Click the Available Containers tab to display containers.

c. Select ☐ next to the desired container. View *displays contents of the container.*

d. Select Take Selected, and the pop-up window closes.

Items within the Container are listed on the Catalog / Inventory Selection Grid with the corresponding Requested and Picked quantities.

A. Select ▾ of + Add ▾ to add an asset to the Warehouse Issue Record. Choose the Add options:

- "Add Stock Nbr"
  a. *An entry appears in the grid below with the cursor in the Stock Number field.*
  b. Enter the Stock Number in the field provided.
- "Browse Stock Nbr(s)"
  a. *The **Stock Nbr Browse** pop-up window appears.*
  b. Click Select next to the desired Stock Number.
  c. Click Take Selected. *The pop-up window closes, and the selected Stock Number appears on the Selection grid.*

Helpful Tip

The Warehouse Issue process provides the ability to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. Ensure the cursor is in the Scan Barcode field located above the Catalog / Inventory Selection grid. Scanning the barcode adds the asset automatically to the top of the grid.

B. Select ✎ in the REQUESTED QTY. *The cursor appears in the field.*

C. Use ▲▼ to choose the REQUESTED QTY. *The default quantity is "1".*

D. Click Select Assets. *The **Inventory Selection** pop-up window appears.*

E. Select ☐ next to the desired inventory. *The selected inventory appears on the Selected Inventory tab.*

Attention

If the AVAILABLE QTY is greater than the REQUESTED QTY, all assets are selected. If the AVAILABLE QTY is less than the REQUESTED QTY, select more Inventory Selections so that the PICKED QTY equals the REQUESTED QTY. If the wrong inventory is chosen, select Delete on the Selected Inventory tab to remove the selection.

F. Select Take Selected. *The pop-up window closes, and the PICKED QTY displays the selected quantity.*

To view the selected inventory, click the ▸ on the left side of the entry. The entry expands to display the ICN of the selected inventory.

G. Select in the EXPECTED COMPLETION DT. *The cursor appears in the field.*

H. Use to select the EXPECTED COMPLETION DT, or enter the date and time (MM/DD/YYYY, HH:MM AM/PM) in the field provided.

I. Repeat Steps A - F for multiple assets.

Attention

If an entry is made in error, select ☐ next to the incorrect entry, and select Delete. The entry is removed from the Catalog / Inventory Selection grid.

7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
8. Select Finish. *The **Warehouse Issue Add** page closes, and the new record appears at the top of the Warehouse Issue 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
xxxx - Invalid value entered.	Invalid Characters entered in the field. Enter alphanumeric characters.
xxxx - REQUESTED QTY must be > 0	Invalid Entry. The quantity must be 1 or larger. Enter a valid number.
350 — Must be alpha-numeric with supported special 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 following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Warehouse Issue Overview
- Add a Warehouse Issue Record

Inventory Update — ICN

Overview

The Warehouse Management module Inventory Update — ICN process provides the ability to make changes to an ICN record. Changes can either reflect informational changes over time or revise an asset's data within the Logistics Program.
When ICN Updates are submitted, there is no "ICN Update" record, just a direct update / creation of ICN Master Records and / or Container Records. A History record, however, is created to capture those change(s).

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Inventory Update > ICN > ICN Update page

Page Fields

The following fields display on the **ICN Update** page. For more information on each field, select the appropriate hyperlink.

Search Criteria Grid

ICN

LIN/TAMCN

Stock Nbr

Item Desc

Serial Nbr

ICN Update Grid

LIN/TAMCN
Stock Nbr
Item Desc
Kit?
ICN
Mfr CAGE
Mfr Contract Nbr

Mfr Lot Nbr
Mfr Dt
Expiration Dt
Serial Nbr
Secondary Serial Nbr
Asset Id

Optional:

- Shelf Life Expiration Dt
- Service Life Expiration Date
- Service Life Remaining
- Shelf Life Remaining
- Extended Flg
- Failed Flg
- Insp By
- In Service Dt
- Last Cal Dt
- Last Insp Dt
- Last Maint Dt
- Last Test Dt
- Meter Reading
- Next Cal Dt
- Next Insp Dt
- Next Maint Dt
- Next Test Dt
- Deferred Cal Dt
- Deferred Cal Mo
- Program Id
- Established Dt/Tm
- Established By
- Last Transaction Dt/Tm
- Last Updated By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an ICN Update

One or more of the Search Criteria fields can be entered to isolate the results. By default, all Updates are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Use i or ... to assist with the ICN entry. *This is a 20 alphanumeric character field.*

     Inventory Control Number Browse help
   - Use i or ... to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

     Line Item Number / Table of Authorized Material Control Number Browse help
   - Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

     Stock Number Browse help
   - Enter the ITEM DESC, using i to assist with the entry.
   - Enter the SERIAL NBR, using i to assist with the entry.
2. Select Search to begin the query. *Results display in the ICN Update Grid below.*

View the Kit Components

When an ICN asset is an SKO, the kit components are viewable.

1. Select the Yes hyperlink in the Kit? field. *The **Kit Items** pop-up window displays.*
2. *The following fields are automatically populated and are not editable:*
   - *STOCK NBR*
   - *ITEM DESC*

- *ICN Select + next to the ICN field.*

  *The **ICN Details** panel appears, automatically populated and not editable.*

  - *SERIAL NBR*
  - *ASSET ID*
  - Select Labels to print new labels.

    *The **Print Label Request** pop-up window appears.*

    Selecting Reset *at any point of this procedure returns all fields to the default setting, whereas* Cancel *removes all revisions and closes the pop-up window.*

    A. Use to select the desired Printer Language.

    The options are specific to the Warehouse associated with the accessed user ID. See Warehouse for further information.

    B. Use to select the desired Label Size.

    The options are specific to the Warehouse associated with the accessed user ID. See Warehouse for further information.

    C. Select ☐ to include the RFID information on the label.

    D. Use to choose the correct quantity of labels to print.

    E. Select Print to complete the label printing.

- *Current Location*
- *Current Container*
- *COND CD*
- *Owning DODAAC*

The components within the kit are viewable in the Kit Details Grid below.

3. Select Print DW01 to print the Kit information.

   *The **Print Form** pop-up window appears. Selecting* Cancel *removes all revisions and closes the pop-up window.*

   A. Enter the Remarks to include in the form. *This is a 1024 alphanumeric character field.*.

   B. Select Print. *The DW01 form prints.*

4. Select × Close to close the pop-up window.

Update an ICN Inventory Record

Select to display the **Update ICN** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
115 - ASSET ID already exists.	Invalid Entry. The ASSET ID matches an existing ASSET ID for the same STOCK NBR associated to the ICN. Re-enter the ASSET ID.
13 - Mandatory Entry: *Last CAL DT*.	
13 - Mandatory Entry: *Last INSP DT*.	
13 - Mandatory Entry: *LAST MAINT DT*.	
13 - Mandatory Entry: *Last Test DT*.	
13 - Mandatory Entry: *Meter Reading*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *MFR CAGE*.	
13 - Mandatory Entry: *MFR CONTRACT NBR*.	
13 - Mandatory Entry: *MFR DATE*.	
13 - Mandatory Entry: *MFR LOT NBR*.	

13 - Mandatory Entry: *Next INSP DT*.	
13 - Mandatory Entry: *Next MAINT DT*.	
13 - Mandatory Entry: *Next Test DT*.	
187 - Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re-enter the field.
117 - STOCK NBR/SERIAL NBR combination already exists.	Invalid Entry. The item entered already exists in the inventory. Re-enter the Stock Number or Serial Number.

Related Topics

- Update the ICN Inventory Record
- Inventory Update — Manager
- Update the Manager Inventory Record
- Inventory Update — User
- Update the User Inventory Record

Update the ICN Inventory Record

Overview

The Inventory Update — ICN process allows editing available fields within the ICN record.
Not all ICN records display the same fields across all records.

Navigation

MATERIEL MGMT > Inventory Update > ICN >

> Update ICN pop-up window

Page Fields

The following fields display on the **Update ICN** pop-up window. For more information on each field, select the appropriate hyperlink.

Update ICN

ICN (Read Only)

Asset Id

Serial Nbr * (Serial)

Additional Info

Add Field

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update the ICN Record

Selecting

at any point of this procedure removes all revisions and closes the window.

1. Select

next to the desired ICN record. *The **Update ICN** pop-up window displays.*
2. *The ICN field automatically populates, and is not editable.*
3. Verify or revise the ASSET ID, entering the correct ASSET ID in the field provided.

   If this is a Serialized Asset, these additional fields are available. If this is a Bulk Asset, no additional fields are available.

A. Verify or revise the SERIAL NBR, entering the correct SERIAL NBR in the field provided.

B. Verify or revise any remaining fields provided.

C. *Select* ✓ Edit Additional Info *at the bottom left corner of the pop-up window.*

*The **Additional Info** pop-up window appears.*

a. Use ▾ to select any desired Add Field entries.

The options are specific to the preset entries associated with the Stock Number. See Stock Number for further information.

Helpful Tip

Multiple entries are allowed, and listed beneath the Add Field: field.

If an entry is mistakenly added, select ✕ next to the entry to remove it.

b. Select ✓ Update to process the extra fields.

4. Select ✓ Update to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
115 - ASSET ID already exists.	Invalid Entry. The ASSET ID matches an existing ASSET ID for the same STOCK NBR associated to the ICN. Re-enter the ASSET ID.
187 - Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re-enter the field.

117 - STOCK NBR/SERIAL NBR combination already exists.	Invalid Entry. The item entered already exists in the inventory. Re-enter the Stock Number or Serial Number.

Related Topics

- Inventory Update — ICN
- Inventory Update — Manager
- Update the Manager Inventory Record
- Inventory Update — User
- Update the User Inventory Record

Inventory Update — Manager

Overview

The Warehouse Management module Inventory Update — Manager process provides the ability to make changes to an Inventory record. Changes can either reflect informational changes over time or revise an asset's data within the Logistics Program. When Inventory Updates are submitted, there is no "Inventory Update" record, just a direct update / creation of Inventory Master Records and / or Container Records. A History record, however, is created to capture those change(s).

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Inventory Update > Manager > Inventory Update page

Page Fields

The following fields display on the **Inventory Update — Manager** 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.
529	Select "Edit" to update the selected STOCK NBR record(s).
xxxx	Select the Yes hyperlink in the Kit column to perform a Kit Update.

Search Criteria

LIN/TAMCN

ICN

Stock Nbr
Cond Cd
Item Desc
Location
Serial Nbr
Container
Owning DoDAAC
Prj Cd

Inventory Update Grid

Reportable Commodity Type
LIN/TAMCN
LIN/TAMCN Desc
Stock Nbr
Item Desc
Kit?
Cond Cd
ICN
Serial Nbr
Location
Container
On Hand Qty
Hard Alloc Qty
Avail Qty
Owning DoDAAC
Prj Cd

Optional:

Security Commodity Type
Member
ARC
CAGE Cd
Calibration Interval
CIC
CIIC
Class Cd

CMC
Color
Dmil Cd
Expiration Dt
Shelf Life Expiration Dt
Expiration SLC (Mos)
Extended Flg
Facility
Failed Flg
FSC
Gender
Haz Mat Cd
Height (In)
Insp By
Last Cal Dt
Last Insp Dt
Last Maint Dt
Last Test Dt
Length (In)
Managing Shelf Life Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Mgmt Cd
Next Cal Dt
Next Insp Dt
Next Maint Dt
Next Test Dt
NIIN
Precious Mtl Cd
Qty per Unit Pack
Recoverability Cd
Reportable Item Cd
Returnable?
RFID
Secondary Serial Nbr

Service Life Expiration Date
Service Life Remaining
Size
SKO Stock Nbr
Source of Supply
Stock Item Cd
Stocking UI
Stocking Unit Price
Storage Requirement Cd
Stores Account Cd
Temperature Controlled Cd
UI Conversion Factor
UII
UII Rqd?
Unit Cube (Ft)
UI
Unit Price
Unit Weight (Lbs)
Warehouse
Width (In)
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Procedures

DPAS Navigation Helpful Tips

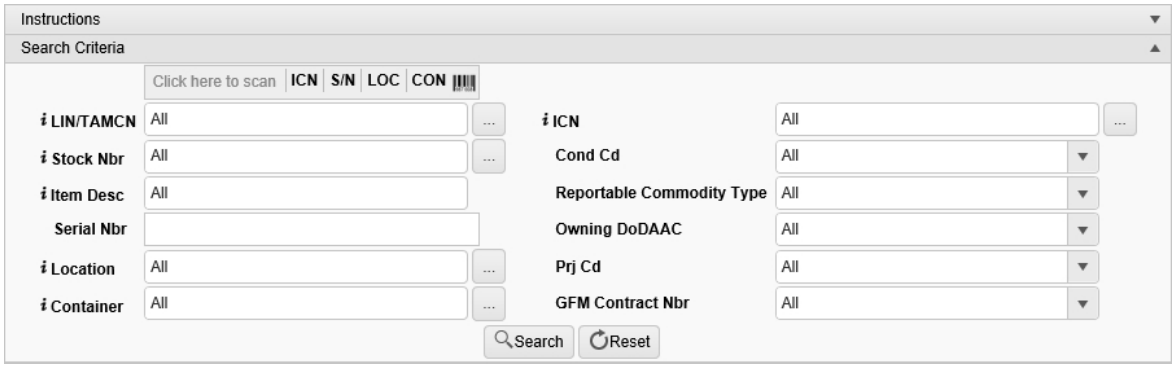
Click the following link to display Warehouse Navigation Tips.

Search for a Manager Inventory Update

One or more of the Search Criteria fields can be entered to isolate the results. By default, all Updates 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:



- Use ℹ or … to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

  Line Item Number / Table of Authorized Material Control Number Browse help

- Use ℹ or … to assist with the ICN entry. *This is a 20 alphanumeric character field.*

  Inventory Control Number Browse help

- Use ℹ or … to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help

- Use ▾ to select the desired Cond Cd.

- Enter the ITEM DESC, using ℹ to assist with the entry. *This is a 256 alphanumeric character field.*

- Use ℹ or … to assist with the Location entry. *This is a 20 alphanumeric character field.*

  Location Browse help

- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

- Use ℹ or … to assist with the Container entry. *This is a 20 alphanumeric character field.*

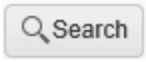
  Container Identification Browse help

- Use ▾ to select the desired Owning DODAAC.

  The options are specific to the Logistics Program associated with the accessed user ID. See Logistics Program for further information.

- Use to select the desired PRJ CD.

  The options are specific to the Warehouse associated with the accessed user ID. See Project Code for further information.

2. Select 

to begin the query. *Results display in the Inventory Update Grid below.*

Update a Manager Inventory Record

Select

to display the **Update Inventory** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 - Mandatory Entry: *REASON CD*.	Missing Entry. Enter the appropriate information in the desired field.
1154 - The 'To Container' selected does not allow Mixed STOCK NBRS.	Invalid Entry. The location associated with the 'To Container' resulted in the STOCK NBR + CONDITION CD being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.
1155 - The 'To Container' selected does not allow Mixed CONDITION CDS.	Invalid Entry. The location associated with the 'To Container' resulted in the STOCK NBR + CONDITION CD being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.
1156 - The 'To Container' selected does not allow Mixed Lots.	Invalid Entry. The location associated with the 'To Container' resulted in a SKO associated to a Member Profile being located in a Member Type Location that is not associated to that same Member Profile. Re-enter the To Container.

Related Topics

- Update the Manager Inventory Record
- Inventory Update — ICN
- Update the ICN Inventory Record
- Inventory Update — User
- Update the User Inventory Record

Update the Inventory Record — Manager

Overview

The Inventory Update — Manager process allows updating an asset's Warehouse Location, CONTAINER ID, or other characteristics.
Depending upon the inspection type(s) associated to the Stock Number of the asset, different sets of 3 fields (Last Date, Next Date, and Inspected By) for each inspection type appear. The names change as the inspection type changes, but the idea remains the same.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Inventory Update > Manager > Search > Inventory Update page > Edit > Update Inventory pop-up window

Page Fields

The following fields display on the **Update Inventory** pop-up window. For more information on each field, select the appropriate hyperlink.

Update Inventory

Stock Nbr

To Stock Nbr *

ICN

To ICN *

Cond Cd

To Cond Cd *

Location

To Location

Container

To Container

Last Inspection Date(s) * (Serial)

Next Inspection Date(s) * (Serial)

Inspected By (Serial)
On Hand Qty *
To Qty *
Owning DoDAAC
To Owning DoDAAC *
Prj Cd
To Prj Cd
Reason Cd *
Document Nbr
Add / Edit Remarks

Additional Info

Add Field

ICN Details

Serial Nbr * (Serial)
Mfr Contract * (Bulk)
Mfr Lot Nbr * (Bulk)
Mfr Dt * (Bulk)
Asset Id

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update the Inventory Record — Manager

Helpful Tip

Not all fields are available or editable. There are numerous factors involved, including the management type, kind, and availability, of the inventory items.

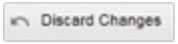
Selecting Cancel *at any point of this procedure removes all revisions and closes the window.* ***Bold*** *numbered steps are required.*

1. Select next to the desired Inventory record. *The **Update Inventory** pop-up window displays.*
2. *The following fields are automatically populated and are not editable:*
   - *STOCK NBR*
   - *ICN*
   - *COND CD*
   - *Location*
   - *Container*
   - *ON HAND QTY*
   - *Owning DODAAC*
   - *PRJ CD*
3. Update the STOCK NBR, using to browse for the revised number. *This is a 15 alphanumeric character field.*

   Stock Number Browse help
4. Update the To ICN field, using to browse for the revised number. *Select the **+** next to the To **ICN** field.*

   Inventory Control Number Browse help

   *The **ICN Details** panel appears.*

   Selecting  at any point of this procedure removes all new information and closes the panel.

   - *If this is a Serialized Asset, this field appears:*

     Verify or revise the SERIAL NBR, entering the correct SERIAL NBR in the field provided.

   - *If this is a Bulk Asset, these fields appear:*
     - Verify or revise the MFR CONTRACT, entering the correct MFR CONTRACT in the field provided.
     - Verify or revise the MFR LOT NBR, entering the correct MFR LOT NBR in the field provided.
     - Verify or revise the MFR DT, using or entering the date (MM/DD/YYYY) in the field provided.
   - Verify or revise the ASSET ID, entering the correct ASSET ID in the field provided.

- Select Labels to print new labels.

  *The **Print Label Request** pop-up window appears.*

  Selecting Reset *at any point of this procedure returns all fields to the default setting, whereas* Cancel *removes all revisions and closes the pop-up window.*

  A. Use ▾ to select the desired Printer Language.

  The options are specific to the Warehouse associated with the accessed user ID. See Warehouse for further information.

  B. Use ▾ to select the desired Label Size.

  The options are specific to the Warehouse associated with the accessed user ID. See Warehouse for further information.

  C. Select ☐ to include the RFID information on the label.

  D. Use ▲▼ to choose the correct quantity of labels to print.

  E. Select Print to complete the label printing.

- Select Update ICN to process the information.

5. Verify or revise the To COND CD, using ▾ to select the desired To COND CD.

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)
R — SUSPNDD (RECLAM-COND)

S — UNSVCBL (SCRAP)

6. Update the To Location, using or to assist with the revised place. *This is a 20 alphanumeric character field.*

   Location Browse help

7. Update the To Container, using or to assist with the revised ID. *This is a 20 alphanumeric character field.*

   Container Identification Browse help

   If this is a Serialized Asset, these additional fields are available. If this is a Bulk Asset, no additional fields are available.

   A. Verify or revise the Last DT for each inspection type listed, using or entering the date (MM/DD/YYYY) in the field(s) provided.

   B. Verify or revise the Next DT for each inspection type listed, using or entering the date (MM/DD/YYYY) in the field(s) provided.

   C. Verify or revise the personnel name(s) in the Inspected By field(s), entering the correct personnel name(s) in the Inspected By field(s).

   D. *Select* Edit Additional Info *at the bottom left corner of the pop-up window.*

   *The **Additional Info** pop-up window appears.*

   a. Use to select any desired Add Field entries.

   The options are specific to the preset entries associated with the Stock Number. See Stock Number for further information.

   Helpful Tip

   Multiple entries are allowed, and listed beneath the Add Field: field.

   If an entry is mistakenly added, select next to the entry to remove it.

   b. Select Update to process the extra fields.

8. Verify or revise the To QTY field, using to select the desired To QTY.

9. Verify or revise the To Owning DODAAC, using to select the desired To Owning DODAAC.

   The options are specific to the Logistics Program associated with the accessed user ID. See Logistics Program for further information.

10. Verify or revise the To PRJ CD, using to select the desired To PRJ CD.

The options are specific to the Warehouse associated with the accessed user ID. See Project Code for further information.

11. Verify or revise the REASON CD, using select the desired REASON CD.

- AOD - Authorized Owning DODAAC Change
- CC - Container Change
- CCA - Cycle Count Adjustment
- CCC - Condition Cd Change
- CLM - Container Location Move
- CON - Consolidation
- FIL - Found In Location
- IRN - Inventory Reconciliation
- LM - Location Move
- LOT - Lot Change
- PIC - Placed in Container
- PRJ - Authorized Project Code Change
- QAD - Qty Adjustment
- RFC - Removed from Container
- SER - Serial Number Change
- STK - Stock Number Change
- SVY - Survey
- UII - UII Change

12. Verify or revise the DOCUMENT NBR, using to browse for the correct DOCUMENT NBR.

    Document Number Browse help

13. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

    A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

    B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

14. Select Update to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 - Mandatory Entry: *Reason Cd*. **13 - Mandatory Entry: *To Quantity*.**	Missing Entry. Enter the appropriate information in the desired field.
1191 - Serialized stock cannot have a quantity > 1.	Invalid Entry. The Stock Nbr is Serial Number Managed, and the To Quantity cannot be greater than 1. Re-enter the Stock Nbr.
1154 - The 'To Container' selected does not allow Mixed Stock Nbrs.	Invalid Entry. The location associated with the 'To Container' resulted in the Stock Nbr + Condition Cd being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.
1155 - The 'To Container' selected does not allow Mixed Condition Cds.	Invalid Entry. The location associated with the 'To Container' resulted in the Stock Nbr + Condition Cd being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.
1156 - The 'To Container' selected does not allow Mixed Lots.	Invalid Entry. The location associated with the 'To Container' resulted in a SKO associated to a Member Profile being located in a Member Type Location that is not associated to that same Member Profile. Re-enter the To Container.

Related Topics

- Inventory Update — Manager
- Inventory Update — ICN
- Update the ICN Inventory Record

- Inventory Update — User
- Update the User Inventory Record

Inventory Update — User

Overview

The Warehouse Management module Inventory Update — User process provides the ability to make changes to an Inventory record. These changes can revise an asset's Warehouse Location or CONTAINER ID.
When Inventory Updates are submitted, there is no "Inventory Update" record, just a direct update / creation of Inventory Master Records and / or Container Records. A History record, however, is created to capture those change(s).

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Inventory Update > User > Inventory Update page

Page Fields

The following fields display on the **Inventory Update — User** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Reportable Commodity Type

LIN/TAMCN

Stock Nbr

Cond Cd

Location

Serial Nbr

ICN

Container

Owning DoDAAC

Prj Cd

Inventory Update Grid

Reportable Commodity Type

LIN/TAMCN

LIN/TAMCN Desc
Stock Nbr
Item Desc
Kit?
Cond Cd
ICN
Serial Nbr
Location
Container
On Hand Qty
Hard Alloc Qty
Avail Qty
Owning DoDAAC
Prj Cd

Optional:

- Security Commodity Type
- Member
- ARC
- CAGE Cd
- Calibration Interval
- CIC
- CIIC
- Class Cd
- CMC
- Color
- Dmil Cd
- Expiration Dt
- Shelf Life Expiration Dt
- Expiration SLC (Mos)
- Extended Flg
- Facility
- Failed Flg
- FSC
- Gender
- Haz Mat Cd

Height (In)
Insp By
Last Cal Dt
Last Insp Dt
Last Maint Dt
Last Test Dt
Length (In)
Managing Shelf Life Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Mgmt Cd
Next Cal Dt
Next Insp Dt
Next Maint Dt
Next Test Dt
NIIN
Precious Mtl Cd
Qty per Unit Pack
Recoverability Cd
Reportable Item Cd
Returnable?
RFID
Secondary Serial Nbr
Service Life Expiration Date
Service Life Remaining
Size
SKO Stock Nbr
Source of Supply
Stock Item Cd
Stocking UI
Stocking Unit Price
Storage Requirement Cd
Stores Account Cd
Temperature Controlled Cd
UI Conversion Factor

UII
UII Rqd?
Unit Cube (Ft)
UI
Unit Price
Unit Weight (Lbs)
Warehouse
Width (In)
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a User Inventory Update

One or more of the Search Criteria fields can be entered to isolate the results. By default, all Updates are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Use to select the desired Reportable Commodity Type.
   - Use or to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

     Line Item Number / Table of Authorized Material Control Number Browse help
   - Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

     Stock Number Browse help
   - Use to select the desired Cond Cd.

- Use or to assist with the Location entry. *This is a 20 alphanumeric character field.*

  Location Browse help
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use or to assist with the ICN entry. *This is a 20 alphanumeric character field.*

  Inventory Control Number Browse help
- Use or to assist with the Container entry. *This is a 20 alphanumeric character field.*

  Container Identification Browse help
- Use to select the desired Owning DoDAAC.
- Use to select the desired Prj Cd.

2. Select Search to begin the query. *Results display in the Inventory Update Grid below.*

Update a User Inventory Record

Select Edit to display the **Update Inventory** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 - Mandatory Entry: *REASON CD*.	Missing Entry. Enter the appropriate information in the desired field.
1154 - The 'To Container' selected does not allow Mixed STOCK NBRS.	Invalid Entry. The location associated with the 'To Container' resulted in the STOCK NBR + CONDITION CD being located in the incorrect Stock Item Individual Issue Location.

	Re-enter the To Container.
1155 - The 'To Container' selected does not allow Mixed CONDITION CDS.	Invalid Entry. The location associated with the 'To Container' resulted in the STOCK NBR + CONDITION CD being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.
1156 - The 'To Container' selected does not allow Mixed Lots.	Invalid Entry. The location associated with the 'To Container' resulted in a SKO associated to a Member Profile being located in a Member Type Location that is not associated to that same Member Profile. Re-enter the To Container.

Related Topics

- Update the User Inventory Record
- Inventory Update — ICN
- Update the ICN Inventory Record
- Inventory Update — Manager
- Update the Manager Inventory Record

Updating the Inventory Record — User

Overview

The Inventory Update — User process allows editing an asset's Warehouse Location or CONTAINER ID.
Depending upon the inspection type(s) associated to the Stock Number of the asset, different sets of 3 fields (Last Date, Next Date, and Inspected By) for each inspection type appear. The names change as the inspection type changes, but the idea remains the same.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Inventory Update > User > Search > Inventory Update page > Edit > Update Inventory pop-up window

Page Fields

The following fields display on the **Update Inventory** pop-up window. For more information on each field, select the appropriate hyperlink.

Update Inventory

Stock Nbr

To Stock Nbr *

ICN

To ICN *

Cond Cd

To Cond Cd *

Location

To Location

Container

To Container

Last Inspection Date(s) * (Serial)

Next Inspection Date(s) * (Serial)

Inspected By (Serial)
On Hand Qty *
To Qty *
Owning DoDAAC
To Owning DoDAAC *
Prj Cd
To Prj Cd
Reason Cd *
Document Nbr
Add / Edit Remarks

Additional Info

Add Field

To ICN Details

Serial Nbr * (Serial)
Mfr Contract * (Bulk)
Mfr Lot Nbr * (Bulk)
Mfr Dt * (Bulk)
Asset Id

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update the Inventory Record — User

Helpful Tip

Not all fields are available or editable. There are numerous factors involved, including the management type, kind, and availability, of the inventory items.

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Edit next to the desired Inventory record. *The **Update Inventory** pop-up window displays.*
2. *The following fields are automatically populated and are not editable:*
   - *STOCK NBR*
   - *To STOCK NBR*
   - *ICN*
   - *To ICN Select + next to the To **ICN** field.*

     *The **ICN Details** panel appears.*
     A. *Depending upon the STOCK NBR, different fields are viewable, but not editable.*
     B. Select Labels to print new labels. *The **Print Label Request** pop-up window appears*.

     Selecting Reset at any point of this procedure returns all fields to the default setting, whereas Cancel removes all revisions and closes the pop-up window.
     C. Use ▾ to select the desired Printer Language.

     The options are specific to the Warehouse associated with the accessed user ID. See Warehouse for further information.
     D. Use ▾ to select the desired Label Size.

     The options are specific to the Warehouse associated with the accessed user ID. See Warehouse for further information.
     E. Select ☐ to include the RFID information on the label.
     F. Use ▲▼ to choose the correct quantity of labels to print.
     G. Select Print to complete the label printing.
   - *COND CD*
   - *To COND CD*
   - *Location*
   - *Container*
   - *ON HAND QTY*
   - *Owning DODAAC*
   - *To Owning DODAAC*

- *PRJ CD*
- *TO PRJ CD*

3. Update the To Location, using or to assist with the revised place.
4. Update the To Container, using or to assist with the revised ID.

   If this is a Serialized Asset, these additional fields are available. If this is a Bulk Asset, no additional fields are available.

   A. Verify or revise the Last DT for each inspection type listed, using or entering the date (MM/DD/YYYY) in the field(s) provided.

   B. Verify or revise the Next DT for each inspection type listed, using or entering the date (MM/DD/YYYY) in the field(s) provided.

   C. Verify or revise the personnel name(s) in the Inspected By field(s), entering the correct personnel name(s) in the Inspected By field(s).

   D. *Select* Edit Additional Info *at the bottom left corner of the pop-up window.*

   *The **Additional Info** pop-up window appears.*

   a. Use to select any desired Add Field entries.

   The options are specific to the preset entries associated with the Stock Number. See Stock Number for further information.

   Helpful Tip

   Multiple entries are allowed, and listed beneath the Add Field: field.

   If an entry is mistakenly added, select next to the entry to remove it.

   b. Select Update to process the extra fields.

5. Verify or revise the To QTY field, using to choose the correct To QTY.
6. Verify or revise the REASON CD, using to select the desired REASON CD.
   - AOD - Authorized Owning DODAAC Change
   - CC - Container Change
   - CCA - Cycle Count Adjustment
   - CCC - Condition Cd Change
   - CLM - Container Location Move
   - CON - Consolidation

- FIL - Found In Location
- IRN - Inventory Reconciliation
- LM - Location Move
- LOT - Lot Change
- PIC - Placed in Container
- PRJ - Authorized Project Code Change
- QAD - Qty Adjustment
- RFC - Removed from Container
- SER - Serial Number Change
- STK - Stock Number Change
- SVY - Survey
- UII - UII Change

7. Verify the default DOCUMENT NBR, using ... to browse for the correct DOCUMENT NBR.
8. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
9. Select Update to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 - Mandatory Entry: *REASON CD*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *To*	

***Quantity*.**	
1191 - Serialized stock cannot have a quantity > 1.	Invalid Entry. The STOCK NBR is Serial Number Managed, and the To Quantity cannot be greater than 1. Re-enter the STOCK NBR.
1154 - The 'To Container' selected does not allow Mixed STOCK NBRS.	Invalid Entry. The location associated with the 'To Container' resulted in the STOCK NBR + CONDITION CD being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.
1155 - The 'To Container' selected does not allow Mixed CONDITION CDS.	Invalid Entry. The location associated with the 'To Container' resulted in the STOCK NBR + CONDITION CD being located in the incorrect Stock Item Individual Issue Location. Re-enter the To Container.
1156 - The 'To Container' selected does not allow Mixed Lots.	Invalid Entry. The location associated with the 'To Container' resulted in a SKO associated to a Member Profile being located in a Member Type Location that is not associated to that same Member Profile. Re-enter the To Container.

Related Topics

- Inventory Update — User
- Inventory Update — ICN
- Update the ICN Inventory Record
- Inventory Update — Manager
- Update the Manager Inventory Record

Replenishment Request

Overview

The Warehouse Management module Replenishment Request process provides the ability to manually submit a request to replenish **commodity types for an entire site or region** (as opposed to the Replenishment Review process, which is for *stock numbers for a specific warehouse*). Usually DPAS automatically generates replenishment requests, based on current inventory levels. If an upcoming need presents itself before the usual lead time, however, this process makes it possible to order the affected commodity type in preparation for that need.

Navigation

MATERIEL MGMT > Replenishment > Review > Warehouse Replenishment Request page

Page Fields

The following field displays on the Replenishment Request page. For more information on the field, select the hyperlink.

Security Commodity Type

Procedure

Request the Replenishment of a Commodity Type

1. Use ▾ to select the Security Commodity Type that needs replenishment.
2. Select Submit. ***The calculation occurs in the background.***
3. *The statement "Replenishment calculations have been run (Elapsed Time: HH:MM:SS)" appears when the calculation is completed.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Please select a Reportable Commodity Type.	Missing Entry. Security Commodity Type cannot be left empty. Make a selection from the drop-down list.

Related Topics

- Replenishment Review Overview
- Add a Replenishment For Review
- Update a Replenishment For Review

- Delete a Replenishment For Review

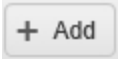
Add a Replenishment For Review

Overview

The Add a Replenishment for Review process provides the ability to create a Warehouse Replenishment record.
There are three tabs that require information:

- Warehouse Replenishment
- STOCK NBR Info
- MILSTRIP Data

Navigation

MATERIEL MGMT > Replenishment > Review > Warehouse Replenishment > 

> Add Warehouse Replenishment pop-up window

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Page Fields

The following fields display on the Add Warehouse Replenishment pop-up window. For more information on each field, select the appropriate hyperlink.

Warehouse Replenishment tab

Order Status Cd

Owning DODAAC *

Stock Nbr *

Item Desc

Source Cd *

Warehouse From (Warehouse Transfer Only)

Rqstd Qty *

Requested Cond Cd *

Pending Approved Qty *

Unit of Issue Quantity

Avail Qty *

Last Approved

Calculated Qty
Due In Qty
Document Nbr
Days Supply *
Transaction Amount *
Min Ord Qty
Rqd Dlvry Dt *
Max Ord Qty
Add / Edit Remarks

Stock Nbr Info tab

LIN/TAMCN
LIN/TAMCN Desc
UI
Stocking UI
RIC
Unit Price *
Size
Color

MILSTRIP Data tab

Signal Cd
Demand Cd
Priority Cd
Doc Id Cd
Media Status Cd
Dist Cd
Fund Cd
Prj Cd
Advice Cd
Supp Address

(*) Asterisk identifies mandatory fields.

Procedures

Add a Warehouse Replenishment Record

Selecting Cancel *at any point of this procedure removes all revisions and closes the window.*

1. Select + Add. *The **Add Warehouse Replenishment** pop-up window displays, with the Warehouse Replenishment tab open.*
2. Enter the mandatory fields:
   - Use to select the desired Owning DODAAC.
   - Use or to assist with the STOCK NBR entry.
   - Use in the SOURCE CD field to select the kind of replenishment required:
     - R — Requisition
     - W — Warehouse Transfer
   - Use to choose the correct RQSTD QTY.
   - Use to select the desired Requested COND CD.
   - *The Pending APPROVED QTY; AVAIL QTY; Days Supply; and Transaction Amount fields automatically populate, and are not editable.*
   - Use to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Enter the optional fields:
   - *The Order STATUS CD field automatically populates with "PN - Pending", and is not editable.*
   - *The ITEM DESC field automatically populates, once the STOCK NBR is entered.*
   - If the SOURCE CD field is W — Warehouse Transfer, the Warehouse From field appears. Use to select from which Warehouse to pull the replenishment.
   - *The Unit of Issue Quantity; Last Approved; Calculated QTY; Due In QTY; DOCUMENT NBR; MIN ORD QTY; and MAX ORD QTY fields automatically populate, and are not editable.*
   - Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

- Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
- Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select to process the record. *The **Add Warehouse Replenishment** pop-up window closes, and the new Replenishment record is at the top of the Warehouse Replenishment grid, highlighted in green.*

4. **OR**

   Select the STOCK NBR Info tab to continue adding information.

   1. *The fields on the STOCK NBR Info tab are automatically populated, and cannot be edited.*

      Select to process the record. *The **Add Warehouse Replenishment** pop-up window closes, and the new Replenishment record is at the top of the Warehouse Replenishment grid, highlighted in green.*
   2. **OR**

      Select the MILSTRIP tab to continue adding information.

      1. Enter the fields as necessary:
         - Use to select the desired Signal CD.
         - Enter the Demand CD in the field provided.
         - Use to select the desired Priority CD.
         - Enter the DOC ID CD in the field provided.
         - Use to select the desired Media STATUS CD.
         - Enter the DIST CD in the field provided.
         - Enter the FUND CD in the field provided.
         - Use to select the desired PRJ CD.
         - Use to select the desired ADVICE CD.
         - Enter the SUPP Address in the field provided.
      2. Select .
      3. A pop-up window appears after generating the DW Form 10. *Choose whether to:*

- Open has the PDF document appear, and is printable from here.
- Save saves the PDF document, and is printable at a later time.

4. Select Add to process the record. *The **Add Warehouse Replenishment** pop-up window closes, and the new Replenishment record is at the top of the Warehouse Replenishment grid, highlighted in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
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 - STOCK NBR Replenishment Stop Date entered and active.	Invalid Date Entry. The date must be either the system (current) date or later. Re-enter the date.
2025 - Other Replenishment Orders in queue for review. Click Yes to continue or Cancel to close and return.	Invalid Entry. The warehouse replenishment request already exists, and the status is currently either 'Pending' or 'Under Review'. Re-enter the STOCK NBR.
2026 - Available QTY has changed +/ - 10% from initial amount reviewed. Click Yes to continue or Cancel to close and return.	Invalid Entry. The quantity previously approved is over a 10% difference than the amount currently entered. Re-enter the quantity.

Related Topics

- Replenishment Review Overview
- Update a Replenishment For Review
- Delete a Replenishment For Review
- Replenishment Request Overview

Delete a Replenishment For Review

Overview

The Delete a Replenishment for Review process allows removal of a Warehouse Replenishment record.

Navigation

MATERIEL MGMT > Replenishment > Review > Warehouse Replenishment > Delete > Confirm Delete (Delete Warehouse Replenishment) pop-up window

Page Fields

The following fields display on the Confirm Delete (Delete Warehouse Replenishment) pop-up window. For more information on each field, select the appropriate hyperlink.

Confirm Delete (Delete Warehouse Replenishment)

History Remarks

Procedures

Delete a Warehouse Replenishment Record

Selecting Cancel *at any point of this procedure deletes all entries and closes the window.*

1. Select Delete next to the desired record. *The* ***Confirm Delete (Delete Warehouse Replenishment)*** *pop-up window displays.*
2. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field. Use alphanumeric characters along with approved special characters, "$", "-", "/", "#", "&", comma, semicolon, period, and space to provide desired comments.*
3. Select Delete to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

access.	
161 — Remarks must be 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 - Replenishment cannot be deleted once it has been approved.	Invalid Deletion. A Warehouse Replenishment record cannot be deleted if the status is "AP - Approved" and the MILSTRIP data is compiled and transmitted. Cancel this deletion, close the requisition DOC NBR and Due In QTY, and enter 'Requisition to be closed by Receiving' in the History Remarks.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Replenishment Review Overview
- Add a Replenishment For Review
- Update a Replenishment For Review
- Replenishment Request Overview

Update a Replenishment For Review

Overview

The Update a Replenishment for Review process allows updating a Warehouse Replenishment record.
There are three tabs that require information:

- Warehouse Replenishment
- STOCK NBR Info
- MILSTRIP Data

Navigation

MATERIEL MGMT > Replenishment > Review > Warehouse Replenishment >

> Update Warehouse Replenishment pop-up window

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Page Fields

The following fields display on the Update Warehouse Replenishment pop-up window. For more information on each field, select the appropriate hyperlink.

Warehouse Replenishment tab

Order Status Cd

Owning DODAAC *

Stock Nbr *

Item Desc

Source Cd *

Warehouse From (Warehouse Transfer Only)

Rqstd Qty *

Requested Cond Cd *

Pending Approved Qty *

Approved Qty *

Unit of Issue Quantity

Avail Qty *

Last Approved
Calculated Qty
Due In Qty
Document Nbr
Days Supply *
Transaction Amount *
Min Ord Qty
Rqd Dlvry Dt *
Max Ord Qty
Add / Edit Remarks

Stock Nbr Info tab

LIN/TAMCN
LIN/TAMCN Desc
UI
Stocking UI
RIC
Unit Price *
Size
Color

MILSTRIP Data tab

Signal Cd
Demand Cd
Priority Cd
Doc Id Cd
Media Status Cd
Dist Cd
Fund Cd
Prj Cd
Advice Cd
Supp Address

(*) Asterisk identifies mandatory fields.

Procedures

Update a Warehouse Replenishment Record

Selecting Cancel *at any point of this procedure removes all revisions and closes the window.*

1. Select Edit next to the desired record. *The* ***Update Warehouse Replenishment*** *pop-up window displays, with the Warehouse Replenishment tab open.*
2. Verify or revise the *editable* mandatory fields:
   - Update the STOCK NBR, using or to enter the revised number.
   - Verify the default Requested COND CD field. If it is not correct, use to select the desired Requested COND CD.
   - Verify the default APPROVED QTY field. If it is not correct, use to choose the correct APPROVED QTY.
   - Verify the default RQD DLVRY DT field. If it is not correct, use the to select the RQD DLVRY DT, or enter the date (MM/DD/YYYY) in the field provided.
3. The rest of the mandatory fields are automatically populated.
4. Verify or revise the *editable* optional fields:
   - Verify the default Warehouse From field (if the SOURCE CD field is W — Warehouse Transfer). If it is not correct, use to select the desired Warehouse to pull the replenishment.
   - Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
     - Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
     - Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
5. The rest of the optional fields are automatically populated.

   Select Update to process the record. *The* ***Update Warehouse Replenishment*** *pop-up window closes, and the edited Replenishment record is highlighted in green.*
6. **OR**

Select the STOCK NBR Info tab to continue viewing information.

1. *The fields on the STOCK NBR Info tab are automatically populated, and cannot be edited.*

   Select Update to process the record. *The **Update Warehouse Replenishment** pop-up window closes, and the edited Replenishment record is highlighted in green.*

2. **OR**

   Select the MILSTRIP tab to continue editing information.

1. Verify or revise the fields as necessary:
   - Verify the default Signal CD field. If it is not correct, use to select the desired Signal CD.
   - Verify the default Demand CD field. If it is not correct, enter the Demand CD in the field provided.
   - Verify the default Priority CD field. If it is not correct, use to select the desired Priority CD.
   - Verify the default DOC ID CD field. If it is not correct, enter the DOC ID CD in the field provided.
   - Verify the default Media STATUS CD field. If it is not correct, use to select the desired Media STATUS CD.
   - Verify the default DIST CD field. If it is not correct, enter the DIST CD in the field provided.
   - Verify the default FUND CD field. If it is not correct, enter the FUND CD in the field provided.
   - Verify the default PRJ CD field. If it is not correct, use to select the desired PRJ CD.
   - Verify the default ADVICE CD field. If it is not correct, use to select the desired ADVICE CD.
   - Verify the default SUPP Address field. If it is not correct, enter the SUPP Address in the field provided.
2. Select Print.
3. A pop-up window appears after generating the DW Form 10. *Choose whether to:*

- Open has the PDF document appear, and is printable from here.
- Save saves the PDF document, and is printable at a later time.

4. Select Update to process the record. *The **Update Warehouse Replenishment** pop-up window closes, and the edited Replenishment record is highlighted in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
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.
1184 - Stock Number Replenishment Stop Date entered and active. Click 'Yes' to continue with order.	Invalid Date Entry. The date must be either the system (current) date or later. Re-enter the date.
2025 - Other Replenishment Orders in queue for review. Click Yes to continue or Cancel to close and return.	Invalid Entry. The warehouse replenishment request already exists, and the status is currently either 'Pending' or 'Under Review'. Re-enter the STOCK NBR.
2026 - Available QTY has changed +/ - 10% from initial amount reviewed. Click Yes to continue or Cancel to close and	Invalid Entry. The quantity previously approved is over a 10% difference than the amount currently entered. Re-enter the quantity.

return.	
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Replenishment Review Overview
- Add a Replenishment For Review
- Delete a Replenishment For Review
- Replenishment Request Overview

Replenishment Review Overview

Overview

The Warehouse Management module Replenishment Review / Approve / Disapprove process provides the ability to manage *stock levels for a specific warehouse* (as opposed to *commodity types for an entire site or region*). When a warehouse receives a request for replenishment, the appropriate warehouse personnel receive a notification on the DPAS Warehousing Home Page. Those personnel are able to review the request, and either approve or disapprove it.

Navigation

MATERIEL MGMT > Replenishment > Review > Warehouse Replenishment Review Approve / Disapprove page

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Page Fields

The following fields display on the Warehouse Replenishment Review Approve / Dis-approve page. For more information on each field, select the appropriate hyperlink.

Replenishment Search Criteria Grid

Stock Nbr

LIN/TAMCN

Status

Reportable Commodity Type

Replenishment Source

Estbd Dt From

Estbd Dt To

Warehouse Replenishment Grid

Reference Nbr

Stock Nbr

Item Desc

Rqstd Qty

Pending Approved Qty

Approved Qty
Avail Qty
Transaction Amount
Source
Order Status
Due In Status
Rqd Dlvry Dt
Last Approved

Optional

Size
Color
Order Status Cd
Due In Status Cd
Approval Dt
Catalog Repln Start Dt
Catalog Repln End Dt
Days Supply
Doc Nbr
Due In Qty
Generation Method
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By
LIN/TAMCN
LIN/TAMCN Desc
Max Ord Qty
Max Stock Qty
Mgmt Cd
Min Ord Qty
Min Stock Qty
Owning DoDAAC
Pgm Id
Remarks
Reorder Method

Reorder Point Qty
Stocking UI
Stocking Unit Price
UI
Unit Price
Warehouse Repln Start Dt
Warehouse Repln End Dt
Warehouse From
Advice Cd
Dist Cd
Fund Cd
Priority Cd
Signal Cd
Demand Cd
Doc Id Cd
Media Status Cd
Prj Cd
Supplementary Address
RIC

Warehouse Replenishment Record Detail Grid

Approval Level
Qty to Approve
User Id
Approval Dt/Tm
Approved?

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Replenishment Record

One or more of the Search Criteria fields can be entered to isolate the results. By default, all records are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Use or to assist with the STOCK NBR entry.
   - Enter the LIN/TAMCN, using to assist with the entry.
   - Use to select the desired Status
     - PN - Pending
     - UR - Under Review
     - AP - Approved
     - DN - Denied
     - ER - External Review
     - PU - Pending Update
     - PC - Pending Cancel
     - CN - Cancelled
   - Use to select the desired Reportable Commodity Type

     (including, but not limited to)
     - PG - PERSONAL GEAR
     - CBRN - CHEM BIO RAD NUC
     - VEHICLES - TRNSPORT VEHICLES
     - SI - STOCK ITEMS
     - FIELD GEAR - FIELD GEAR
     - FOOTWEAR - FOOTWEAR
     - CNTR GEAR - CONTRACTOR GEAR
     - ICE - ICE
     - GVG - GOVERNMENT GEAR
   - Use to select the desired Replenishment Source
     - R - Requisition
     - W - Warehouse Transfer
   - 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.

2. Select Search. The results appear in the Warehouse Replenishment results grid.

Add a Replenishment Record

Select + Add to display the Add a Replenishment Review Approval / Disapproval page.

Update a Replenishment Record

Select Edit to display the Update a Replenishment Review Approval / Disapproval page.

Approve a Replenishment Record

1. Select ▸. *The Detail Grid for that record opens.*
2. Select Approve.

   If there are more approvals necessary:

   - *The Approved? field changes to Yes.*
   - *The User Id field changes to the latest user.*
   - *The Approval DT/TM field changes to the current date and time.*
   - *The next level of approval appears below that row.*

   If there are no more approvals necessary:

   - *The entire record changes to Approved Status.*
   - *The record is removed from the grid.*

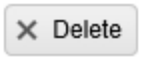
   To see the completed record, perform another search with "AP - Approved" in the Status field.

Deny a Replenishment Record

1. Select ▸. *The Detail Grid for that record opens.*
2. Select × Deny.
3. *The Approved? field changes to No.*
4. *The entire record changes to Denied.*
5. *The record is removed from the grid.*

To see the completed record, perform another search with "DN - Denied" in the Status field.

Delete a Replenishment Record

Select 

to display the Delete a Replenishment Review Approval / Disapproval page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
2024 - Established Dt From must be <= Established Dt To.	Invalid Date Entry. The Estbd Dt To field must be after or the same as the Estbd Dt From field. Re-enter the date.

Related Topics

- Add a Replenishment For Review
- Update a Replenishment For Review
- Delete a Replenishment For Review
- Replenishment Request Overview

Physical Inventory

Overview

The Warehouse Management module Physical Inventory process provides the ability to manage, conduct, and reconcile physical inventory in a warehouse. This process maintains an accurate counts of equipment, shortages, and deficiencies.
Managing a physical inventory includes creating, updating, deleting, and canceling a physical inventory request.
Conducting the physical inventory is completed either manually or with a DPAS supported tethered scanner (AIT).
Reconciling the physical inventory reports any discrepancies between the inventory that was counted and the system expectation of the inventory quantities. This way a decision is made about what to do about overages and shortages discovered in an inventory.
The physical inventory types include:

- All STOCK NBRS within a Warehouse
- All STOCK NBRS within a Facility(s)
- All STOCK NBRS within a Zone(s)
- All STOCK NBRS within a Location(s)
- All STOCK NBRS associated with a specific Inventory Segment Code
- Any subset (or combination of subsets) of criteria within a Warehouse or Facility by:
  - Reportable Commodity Type(s) (or 'All' Reportable Commodity Types)
  - LIN/TAMCN(s) (or 'All'LIN/TAMCNs)
  - STOCK NBR(s) (or 'All' STOCK NBRS)
  - CONDITION CD(s) (or 'All' CONDITION CDS)
  - Location(s) (or 'All' Locations)
  - CONTAINER ID(s) (or 'All'/'No' CONTAINER IDS)
  - Owning DODAAC(s) (or 'All' Owning DODAACS)
  - PRJ CD(s) (or 'All' PRJ CDS)

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Physical Inventory > Manage Physical Inventory page

Page Fields

The following fields display on the **Manage Physical Inventory** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

- Physical Inv Nbr
- Facility/Facilities
- Reportable Commodity Type(s)
- Physical Inv Status
- Inv Release Type
- Cost Center
- Scheduled Start Dt From
- Scheduled Start Dt To
- Expected Completion Dt From
- Expected Completion Dt To
- Display All Statuses

Manage Physical Inventory

- Physical Inv Nbr
- ICP Physical Inv Nbr
- Stock Nbr(s)
- Facility/Facilities
- Zone(s)
- Location
- Reportable Commodity Type(s)
- Condition Cd(s)
- Inv Type
- Inv Execution Type
- Inv Segment Cd
- Cost Center
- Inv Release Type
- Scheduled Start Dt
- Expected Completion Dt
- Physical Inv Status
- Personnel

Optional

- Interface System Code
- Logistics Program
- Request Type

Region
Site
Warehouse
Program Id
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Manage Physical Inventory – Details Grid

Physical Inv Nbr
Stock Nbr(s)
Sequence Nbr
Personnel
Owning DoDAAC
Prj Cd
Physical Inv Status

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Physical Inventory

One or more of the Search Criteria fields can be entered to isolate the results. By default, all Inventories are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Enter the Physical INV NBR, using i to assist with the entry.
   - Select the Facility / Facilities field to choose the desired facility/facilities from the list.
   - Select the Reportable Commodity Type(s) field to choose the desired type (s) from the list.
   - Use ▾ to select the Physical Inv Status.
   - Use ▾ to select the Inv Release Type.

- Use to select the Cost Ctr.
- Use to select the Scheduled START DT From date, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Scheduled START DT To date, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Expected Completion DT From date, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Expected Completion DT To date, or enter the date (MM/DD/YYYY) in the field provided.
- Select the Display All Statuses to view all records.

2. Select Search to display results in the grid below.

Add an Inventory

Select + Add to display the **Add Physical Inventory** pop-up window.

Update an Inventory

Select Edit to display the **Update Physical Inventory** pop-up window.

Assign a Physical Inventory to Personnel

Selecting Cancel *at any point of this procedure removes all revisions and closes the pop-up window.*

1. Select to the left of the desired inventory.
2. Select Assign. *The **Assign Physical Inventory** pop-up window displays.*
3. *The COST CTR field is read only and cannot be edited.*
4. Use to select the Personnel.

> **Note**
> The only personnel displayed are associated with the assigned Cost Center. If the desired personnel are not available for selection, either affiliate the personnel with the listed Cost Center, or recreate the Inventory record with a different Cost Center.

5. Select Update to complete the transaction. *The **Assign Physical Inventory** pop-up window closes, and the assigned personnel is listed.*

Conduct an Inventory

1. Select ▸ next to the desired inventory record. *The Manage Physical Inventory – Details Grid appears.*
2. Select Conduct to display the **Conduct Physical Inventory** pop-up window.

Cancel a Physical Inventory

Select Cancel to display the **Cancel Physical Inventory** pop-up window.

Reconcile an Inventory

1. Select ▸ next to the desired inventory record. *The Manage Physical Inventory – Details Grid appears.*
2. Select Reconcile to display the **Reconcile Physical Inventory** pop-up window.

Delete an Inventory

Select Delete to display the **Delete Physical Inventory** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Physical Inventory
- Update a Physical Inventory
- Conduct a Physical Inventory
- Reconcile a Physical Inventory
- Cancel a Physical Inventory
- Delete a Physical Inventory

Add a Physical Inventory

Overview

The Physical Inventory Add process provides the ability to create a physical count of all assets in a warehouse. The inventory is recorded into the Warehouse system through the "Inventory..." wizard.
There are many distinct aspects of a physical inventory:

Three types (methods of counting):

- **PIV** – Physical Inventory Visible
  — The personnel conducting the inventory *can* reference the on hand quantity from the Warehouse
- **PIB** – Physical Inventory Blind
  — The personnel conducting the inventory *cannot* reference the on hand quantity from the Warehouse
- **SVY** – Survey
  — The personnel conducting the inventory is totally outside the Physical Inventory process

Two executions (ways to count):

- **MAN** – Manual Inventory
  — The personnel conducting the inventory is using a pad and paper
- **AIT** – AIT Inventory
  — The personnel conducting the inventory is using a PDCD

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, STOCK NBR, Facility, Zone, Location and/or CONTAINER ID
- **LOC** – Location
  — Sorts by a specific Facility, Zone, Location and/or CONTAINER ID

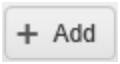
Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Physical Inventory >  > 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.

Add Physical Inventory

Inv Type *

Inv Execution Type *

Inv Mode *

Page 1a Inventory Segment Code

Inv Segment Cd

Page 1a Stock Number

LIN/TAMCN

Stock Nbr(s)

Page 2

Facility/Facilities

Zone(s)

Location

Container ID

Page 3

Condition Cd(s)

Owning DoDAAC

Prj Cd

Reportable Commodity Type(s)

Page 4

Inv Release Type *

Scheduled Start Dt

Expected Completion Dt

Add / Edit Remarks

Page 5

Cost Center
Split into multiple inventories?
Split Count *
Personnel

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips
Click the following link to display Warehouse Navigation Tips.

Add a Physical Inventory — Visible

Selecting Cancel *at any point of this procedure removes all entries and closes the pop-up window. Selecting* Back *at any point returns to the previous page and does not delete any field entries.* ***Bold*** *numbered steps are mandatory.*

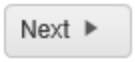
1. From the MATERIEL MGMT menu, select Physical Inventory. *The* ***Physical Inventory*** *page displays.*
2. Select + Add. *The* ***Add Physical Inventory*** *pop-up window displays.*
3. Use to select PIV in the INV TYPE field.
4. Use to select the Inv Execution Type.
5. Use to select the Inv Mode:
   - **SEG - Inv Segment Cd**
     A. Select Next ▸ to advance to the next page.
     B. Use to select the Inv Segment Cd.
     C. Select Next ▸ to advance to the next page.
     D. Select the Facility / Facilities field, and choose the desired facility from the list.
     E. Select the Zone(s) field, and choose the desired zone from the list.

F. Use or to assist with the Location entry. *This is a 20 alpha-numeric character field.*

Location Browse help

G. Use or to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

H. Select  to advance to the next page.

I. Select the Cond Cd(s) field, and choose the desired code from the list.

J. Use to select the Owning DoDAAC.

K. Use to select the Prj Cd.

L. Select the Reportable Commodity Type(s) field, and choose the desired type(s) from the list.

M. Select to advance to the next page.

N. Use to select the Inv Release Type.

- *When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*
- *When "IRL - Immediate Release" is selected, the* EXPECTED COMPLETION DT *field cannot be entered.*

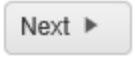
O. Use to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.

P. Use to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

a. Enter comments in the Remarks field. *This is a 1024 alpha-numeric character field.*

b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

R. Select  to advance to the next page.

S. Use to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

T. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

U. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*

V. Select Add. *The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.*

- **STK - Stock Nbr**

A. Select Next to advance to the next page.

B. Use or to assist with the LIN/TAMCN entry. *This is a 10 alpha-numeric character field.*

C. Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*

D. Select Next to advance to the next page.

E. Select the Facility / Facilities field, and choose the desired facility from the list.

F. Select the Zone(s) field, and choose the desired zone from the list.

G. Use or to assist with the Location entry. *This is a 20 alpha-numeric character field.*

Location Browse help

H. Use or to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

I. Select Next to advance to the next page.

J. Select the Cond Cd(s) field, and choose the desired code from the list.

K. Use to select the Owning DoDAAC.

L. Use to select the Prj Cd.

M. Select the Reportable Commodity Type(s) field, and choose the desired type(s) from the list.

N. Select Next to advance to the next page.

O. Use to select the Inv Release Type.

- *When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*
- *When "IRL - Immediate Release" is selected, the*EXPECTED COMPLETION DT *field cannot be entered.*

P. Use to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. Use to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.

R. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

S. Select Next to advance to the next page.

T. Use to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

U. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

V. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*

W. Select Add. *The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.*

- **LOC - Location**

A. Select Next to advance to the next page.

B. Select the Facility / Facilities field, and choose the desired facility from the list.

C. Select the Zone(s) field, and choose the desired zone from the list.

D. Use or to assist with the Location entry. *This is a 20 alpha-numeric character field.*

Location Browse help

E. Use or to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

F. Select Next to advance to the next page.

G. Use to select the Inv Release Type.

- *When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*
- *When "IRL - Immediate Release" is selected, the*EXPECTED COMPLETION DT *field cannot be entered.*

H. Use to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.

I. Use to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.

J. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

a. Enter comments in the Remarks field. *This is a 1024 alpha-numeric character field.*

b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

K. Select Next to advance to the next page.

L. Use to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

M. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

N. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*

O. Select Add. *The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.*

Add a Physical Inventory — Blind

*Selecting Cancel at any point of this procedure removes all entries and closes the pop-up window. Selecting Back at any point returns to the previous page and does not delete any field entries. **Bold** numbered steps are mandatory.*

1. Select + Add. *The **Add Physical Inventory** pop-up window displays. All fields are mandatory.*
2. Use to select PIB in the INV TYPE field.
3. Use to select the Inv Execution Type.
4. Use to select the Inv Mode:
   - **SEG - Inv Segment Cd**

     A. Select Next ▸ to advance to the next page.

     B. Use to select the Inv Segment Cd.

     C. Select Next ▸ to advance to the next page.

     D. Select the Facility / Facilities field, and choose the desired facility from the list.

E. Select the Zone(s) field, and choose the desired zone from the list.

F. Use or to assist with the Location entry. *This is a 20 alpha-numeric character field.*

Location Browse help

G. Use or to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

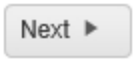
H. Select to advance to the next page.

I. Select the Cond Cd(s) field, and choose the desired code from the list.

J. Use to select the Owning DoDAAC.

K. Use to select the Prj Cd.

L. Select the Reportable Commodity Type(s) field, and choose the desired type(s) from the list.

M. Select  to advance to the next page.

N. Use to select the Inv Release Type.

- *When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*
- *When "IRL - Immediate Release" is selected, the*EXPECTED COMPLETION DT *field cannot be entered.*

O. Use to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.

P. Use to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

a. Enter comments in the Remarks field. *This is a 1024 alpha-numeric character field.*

b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

R. Select to advance to the next page.

S. Use to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto*

Release."

T. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

U. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*

V. Select Add. *The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.*

- **STK - Stock Nbr**

A. Select Next to advance to the next page.

B. Use or to assist with the LIN/TAMCN entry. *This is a 10 alpha-numeric character field.*

C. Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*

D. Select Next to advance to the next page.

E. Select the Facility / Facilities field, and choose the desired facility from the list.

F. Select the Zone(s) field, and choose the desired zone from the list.

G. Use or to assist with the Location entry. *This is a 20 alpha-numeric character field.*

Location Browse help

H. Use or to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

I. Select Next to advance to the next page.

J. Select the Cond Cd(s) field, and choose the desired code from the list.

K. Use to select the Owning DoDAAC.

L. Use to select the Prj Cd.

M. Select the Reportable Commodity Type(s) field, and choose the desired type(s) from the list.

N. Select Next to advance to the next page.

O. Use to select the Inv Release Type.

- *When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*
- *When "IRL - Immediate Release" is selected, the*EXPECTED COMPLETION DT *field cannot be entered.*

P. Use to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. Use to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.

R. 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.*

S. Select Next to advance to the next page.

T. Use to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

U. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

V. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*

W. Select Add. *The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.*

- **LOC - Location**

A. Select Next to advance to the next page.

B. Select the Facility / Facilities field, and choose the desired facility from the list.

C. Select the Zone(s) field, and choose the desired zone from the list.

D. Use or to assist with the Location entry. *This is a 20 alpha-numeric character field.*

Location Browse help

E. Use or to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

F. Select Next to advance to the next page.

G. Use to select the Inv Release Type.

- *When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*
- *When "IRL - Immediate Release" is selected, the*EXPECTED COMPLETION DT *field cannot be entered.*

H. Use to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.

I. Use to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.

J. 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.*

K. Select Next to advance to the next page.

L. Use to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

M. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

N. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*

O. Select Add. *The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.*

Add a Physical Inventory — Survey

*Selecting Cancel at any point of this procedure removes all entries and closes the pop-up window. Selecting Back at any point returns to the previous page and does not delete any field entries. **Bold** numbered steps are mandatory.*

1. Select + Add. *The **Add Physical Inventory** pop-up window displays. All fields are mandatory.*
2. Use to select SVY in the INV TYPE field.
3. Use to select the Inv Execution Type.
4. Use to select the Inv Mode:
   - **SEG - Inv Segment Cd**

     A. Select Next ▸ to advance to the next page.

     B. Use to select the Inv Segment Cd.

     C. Select Next ▸ to advance to the next page.

     D. Select the Facility / Facilities field, and choose the desired facility from the list.

E. Select the Zone(s) field, and choose the desired zone from the list.

F. Use or to assist with the Location entry. *This is a 20 alpha-numeric character field.*

Location Browse help

G. Use or to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

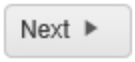
H. Select to advance to the next page.

I. Select the Cond Cd(s) field, and choose the desired code from the list.

J. Use to select the Owning DoDAAC.

K. Use to select the Prj Cd.

L. Select the Reportable Commodity Type(s) field, and choose the desired type(s) from the list.

M. Select  to advance to the next page.

N. Use to select the Inv Release Type.

- *When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*
- *When "IRL - Immediate Release" is selected, the*EXPECTED COMPLETION DT *field cannot be entered.*

O. Use to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.

P. Use to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. 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.*

R. Select to advance to the next page.

S. Use to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto*

Release."

T. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

U. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*

V. Select Add. *The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.*

- **STK - Stock Nbr**

A. Select Next to advance to the next page.

B. Use or to assist with the LIN/TAMCN entry. *This is a 10 alpha-numeric character field.*

C. Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*

D. Select Next to advance to the next page.

E. Select the Facility / Facilities field, and choose the desired facility from the list.

F. Select the Zone(s) field, and choose the desired zone from the list.

G. Use or to assist with the Location entry. *This is a 20 alpha-numeric character field.*

Location Browse help

H. Use or to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

I. Select Next to advance to the next page.

J. Select the Cond Cd(s) field, and choose the desired code from the list.

K. Use to select the Owning DoDAAC.

L. Use to select the Prj Cd.

M. Select the Reportable Commodity Type(s) field, and choose the desired type(s) from the list.

N. Select Next to advance to the next page.

O. Use to select the Inv Release Type.

- *When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*
- *When "IRL - Immediate Release" is selected, the*EXPECTED COMPLETION DT *field cannot be entered.*

P. Use to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. Use to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.

R. 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.*

S. Select Next to advance to the next page.

T. Use to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

U. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

V. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*

W. Select Add. *The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.*

- **LOC - Location**

A. Select Next to advance to the next page.

B. Select the Facility / Facilities field, and choose the desired facility from the list.

C. Select the Zone(s) field, and choose the desired zone from the list.

D. Use or to assist with the Location entry. *This is a 20 alpha-numeric character field.*

Location Browse help

E. Use or to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

Container Identification Browse help

F. Select Next to advance to the next page.

G. Use to select the Inv Release Type.

- *When "PLN - Planned Only" is selected, the SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.*
- *When "IRL - Immediate Release" is selected, the*EXPECTED COMPLETION DT *field cannot be entered.*

H. Use to select the SCHEDULED START DT, or enter the date (MM/DD/YYYY) in the field provided.

I. Use to select the EXPECTED COMPLETION DT, or enter the date (MM/DD/YYYY) in the field provided.

J. 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.*

K. Select Next to advance to the next page.

L. Use to select the Cost Ctr. *This field is mandatory when the INV RELEASE TYPE is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

M. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

N. Select the Personnel field, and choose the desired personnel from the list. *This field is available when a Cost Center is selected.*

O. Select Add. *The **Add Physical Inventory** pop-up window closes, and the new inventory record is at the top of the Manage Physical Inventory grid, highlighted in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
2010 — Fill out all fields before proceeding.	Missing Entry. All fields in the pop-up window are mandatory. Enter the appropriate information in the fields.
xxxx — If an INV SEGMENT CD value is selected, none of the following fields can be selected: Facility / Facilities, Zone(s), Commodity Type(s), LIN/TAMCN, STOCK NBR, or Location	Invalid Entry. When choosing the "SEG - INV SEGMENT CD" option, the fields on Page 2 must remain empty. Remove the information in those fields, and select Add again.

Related Topics

- Physical Inventory Overview
- Update a Physical Inventory
- Conduct a Physical Inventory
- Reconcile a Physical Inventory
- Cancel a Physical Inventory
- Delete a Physical Inventory

Cancel a Physical Inventory

Overview

The Physical Inventory Cancel process allows removal of a Physical Inventory record, while keeping the record available for later use.
Canceling a record is **only available** for inventories with the following statuses:

- ORL – Open - Released
- OIP – Open - In Process
- OUR – Open - Unreconciled

Navigation

MATERIEL MGMT > Physical Inventory > Cancel > Cancel Physical Inventory pop-up window

Page Fields

The following fields display on the **Cancel Physical Inventory** pop-up window. For more information on each field, select the appropriate hyperlink.

Cancel Physical Inventory

History Remarks

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Cancel a Physical Inventory

Selecting Cancel at any point of this procedure removes all revisions and closes the page. ***Bold*** *numbered steps are required.*

1. From the MATERIEL MGMT menu, select Physical Inventory. *The* ***Physical Inventory*** *page displays.*
2. Select Cancel next to the desired entry. *The* ***Cancel Physical Inventory*** *pop-up window displays.*
3. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
4. Select Submit to process the cancellation.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
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

- Physical Inventory Overview
- Add a Physical Inventory
- Update a Physical Inventory
- Conduct a Physical Inventory
- Reconcile a Physical Inventory
- Delete a Physical Inventory

Conduct a Physical Inventory

Overview

The Conduct a Physical Inventory process provides the ability to complete an inventory. The Warehouse personnel have three methods of counting:

- Printing out the inventory, writing the quantity of each item, and entering the information into DPAS afterwards.
- Using a laptop or tablet to enter the inventory directly into the pop-up window.
- Using a DPAS supported tethered scanner (AIT) to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with each asset in the inventory.

These results produce a report of overages and shortages.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Physical Inventory > ▸ > Conduct > Conduct Physical Inventory pop-up window

Page Fields

The following fields display on the **Conduct Physical Inventory** pop-up window. For more information on each field, select the appropriate hyperlink.

Physical Inventory Information

Physical Inventory Nbr

Sequence Nbr

Physical Inv Status

Personnel

Owning DoDAAC

Prj Cd

Inventoried Items

Apply All

Stock Nbr

Item Desc
Serial Nbr
Location Id
Container Id
Cond Cd
ICN
Expected Qty
Inventoried Qty
Count Dt/Tm
Remarks
History Remarks

Optional

Owning DoDAAC
Prj Cd
Mfr Dt
Mfr CAGE
Mfr Contract
Mfr Lot
GFM Contract Nbr
Delivery Order Nbr
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Changes

Change Inventoried Qty
Change Count Dt/Tm

Add Inventoried Items

Stock Nbr *
ICN *
Location Id
Container Id
Cond Cd *

Inventoried Qty *
Count Dt/Tm *
Owning DoDAAC *
Prj Cd
Add / Edit Remarks
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Conduct an Inventory

Selecting Cancel *at any point of this procedure removes all entries and closes the pop-up window.* ***Bold*** *numbered steps are mandatory.*

Attention

If the asset is unavailable, enter a quantity of 0 (Zero). Leaving any mandatory field blank creates an error message.

1. Select ▸ next to the desired inventory record. *The Manage Physical Inventory – Details Grid appears.*
2. Choose a method to conduct an inventory:
   - **Using A Printed (Paper) Report**
     A. Select Inv Report.
     B. *DPAS automatically generates the* ***Physical Inventory Report*** *PDF document to print.*
     C. Write the information in the spaces provided.
     D. *Proceed to "Using DPAS on a Computer" to enter data.*
   - **Using DPAS on a Computer**

A. Select Conduct. *The **Conduct Physical Inventory** pop-up window appears.*

B. Select in the INVENTORIED QTY field of the desired entry. *The field becomes editable.*

C. Use to choose the amount, or enter the amount in the field provided.

D. Select in the COUNT DT/TM. *The field becomes editable.*

E. Use to select the date and time, or enter the date and time (MM/DD/YYYYHH:MM) in the field provided.

F. Select in the Remarks field. *The field changes to an editable field.*

G. Enter any immediate comments in this field. *This is a 1024 alpha-numeric character field.*

H. Select in the History Remarks field. *The field changes to an editable field.*

I. Enter any previous comments in this field. *This is a 1024 alphanumeric character field.*

Helpful Tip

To record multiple entries, select the Apply All. At the bottom of the Inventoried Items grid, enter the CHANGE INVENTORIED QTY and CHANGE COUNT DT/TM fields. Select Apply Changes.

J. Repeat steps B - I for all entries in the Inventoried Items Grid.

Note

Select Save often during the process, to ensure the data is not lost before the inventory is completed. *The **Records Saved** pop-up window appears.* Select OK to close the pop-up window and return to the **Conduct Physical Inventory** window.

- **Using an AIT**

From the DPAS supported tethered scanner (AIT):

A. Download the Physical Inventory record(s) from the computer to the handheld device (AIT).

B. Scan the assets in the inventory.

C. Upload the Physical Inventory record(s) from the AIT to the computer.

For more information regarding AIT use, see AIT Overview.

3. **For an asset not on the list, add it by:**

When an asset is found that is not on the inventory list, it must be documented.

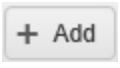
On the Printed Report

A. **Record any information available regarding the unexpected asset:**

- STOCK NBR
- Description
- ICN
- Location ID
- CONTAINER ID
- COND CD
- INV QTY
- COUNT DT/TM
- Owning DODAAC
- PRJ CD

B. Proceed to DPAS to enter the information.

On the Inventoried Items Grid

A. Select 

. *The **Add Inventoried Items** pop-up window displays.*

B. Enter the STOCK NBR, or use to browse for the entry. *The ICN field becomes available once the STOCK NBR field is populated.*

Stock Number Browse help

C. Enter the ICN, or use to browse for the entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

D. Use to select the Cond Cd(s).

E. Use to choose the desired INVENTORIED QTY.

F. Use to select the COUNT DT/TM, or enter the date and time (MM/DD/YYYYHH:MM) in the field provided.

G. Use to select the Owning DoDAAC.

H. Use or to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

I. Use or to assist with the CONTAINER ID entry.

Container Identification Browse help

J. Use to select the Prj Cd.

K. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

L. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

M. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

N. Select + Add to process the transaction.

On the AIT

From the DPAS supported tethered scanner (AIT):

1. If a barcode is scanned and not recognized:
   A. If the asset **exists** elsewhere in the catalog, *The **Unexpected asset. Include in inventory?** pop-up window appears.*
      - Select Yes to open the **Unknown Asset** pop-up window

      OR

      - Select No to ignore the asset and continue with the inventory

   B. If the asset **does not exist** elsewhere in the catalog, *The **Unknown asset. Add to inventory?** pop-up window appears.*
      - Select Yes to open the **Unknown Asset** pop-up window

      OR

      - No to ignore the asset and continue with the inventory
2. If there is no barcode:
   A. Select in the system tray. *The **Unknown Asset** pop-up window appears.*

a. Enter a Description in the field. *(This is a 50 alphanumeric character field.)*

b. Enter the Serial Number in the field (*the Quantity defaults to 1 and is not editable*).

OR

Enter the Quantity in the field (*the Serial Number is disabled and is not editable*).

c. Select Submit. *The **Unknown Asset** pop-up window closes, and the **Conduct PI** screen re-appears.*

3. Upload the Physical Inventory record(s) from the AIT to the computer.

For more information regarding AIT use, see AIT Overview.

4. Select ✓ Mark Inventory as Complete to process all updates. *The **Conduct Physical Inventory** pop-up window closes, and the completed inventory is highlighted in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *Cond Cd*.	
13 — Mandatory Entry: *Count Dt/Tm*.	
13 — Mandatory Entry: *ICN*.	Missing Entry. Enter the appropriate information in the fields.
13 — Mandatory Entry: *Inventoried Qty*.	
13 — Mandatory Entry: *Location or Container Id*.	
13 — Mandatory Entry: *Stock Nbr*.	

xxxx — Count Dt/Tm must be > the Release Date	Invalid Date Entry. The Release Date must be earlier than the Count Dt/Tm. Re-enter the date.
xxxx — Record already exists. Update the Inventoried Qty on the existing record.	Invalid Entry. The newly added inventoried item is a duplicate. Find the existing entry and update that inventory record.
xxxx - The record entered should not be included in this Physical Inventory.	Invalid Entry. The newly added inventoried item does not meet the criteria for this Physical Inventory. Delete the item from this inventory record.

Related Topics

- Physical Inventory Overview
- Add a Physical Inventory
- Update a Physical Inventory
- Reconcile a Physical Inventory
- Cancel a Physical Inventory
- Delete a Physical Inventory
- AIT Overview

Delete a Physical Inventory

Overview

The Physical Inventory Delete process allows removal of a Physical Inventory record, removeing the record completely. Once deleted, the record cannot be recovered.

Navigation

MATERIEL MGMT > Physical Inventory > Delete > Confirm Delete (Delete Physical Inventory) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Physical Inventory)** pop-up window. For more information on each field, select the appropriate hyperlink.

Confirm Delete (Delete Physical Inventory)

History Remarks

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Physical Inventory

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. From the MATERIEL MGMT menu, select Physical Inventory. *The* ***Physical Inventory*** *page displays.*
2. Select Delete next to the desired entry. *The* ***Confirm Delete*** *pop-up window appears.*
3. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
4. Select Delete to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
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

- Physical Inventory Overview
- Add a Physical Inventory
- Update a Physical Inventory
- Conduct a Physical Inventory
- Reconcile a Physical Inventory
- Cancel a Physical Inventory

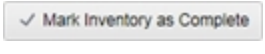
Reconcile a Physical Inventory

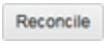
Overview

The Reconcile a Physical Inventory process reviews an inventory for any anomalies after it was conducted. A Physical Inventory Reconcile record only contains assets that have an overage or shortage. If the inventory was correct (all assets had the expected inventory quantity, with no overages or shortages), the Physical Inventory Status goes directly to "CRC - Closed Reconciled."
The reconciliation results and their accompanying recommendations are consolidated into the **Physical Inventory Reconciliation Report**. Management then determines the proper course of action for overages and shortages that resulted from the report. The reconciliation recommendations include:

- If the discrepancy is an Overage:
  - **II** – Increase Inventory
    — the larger quantity is correct; update the inventory to reflect the new quantity.
  - **NA** – No Action Taken
    — leave both quantities; there is a reason for the discrepancy.
  - **RC** – Recount
    — both quantities are questionable; perform a new Physical Inventory for this Stock Number.
- If the discrepancy is a Shortage:
  - **DI** – Decrease Inventory
    — the smaller quantity is correct; update the inventory to reflect the new quantity.
  - **RC** – Recount
    — both quantities are questionable; perform a new Physical Inventory for this Stock Number.
  - **RS** – Report of Survey
    — an official report specifically for that ICN, that details the investigation conducted regarding exactly how much was lost and the reasons behind the loss.
  - **SL** – Suspected Loss
    — a loss has occurred, and an investigation is underway to discover what happened.

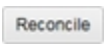
Attention

After an inventory is finished and 

is clicked, 

does not appear immediately.

The Physical Inventory Reconciliation background process needs to run before a reconciliation can occur. This occurs every fifteen minutes.

At that point 

appears.

Navigation

MATERIEL MGMT > Physical Inventory > > Reconcile > Reconcile Physical Inventory pop-up window

Page Fields

The following fields display on the **Reconcile Physical Inventory** pop-up window. For more information on each field, select the appropriate hyperlink.

Physical Inventory Information

Physical Inventory Nbr
Sequence Nbr
Physical Inv Status
Personnel
Owning DoDAAC
Prj Cd

Discrepant Inventory Items

Stock Nbr
Item Desc
Serial Nbr
Location Id
Container Id
Cond Cd
Inventory Control Number
Expected Qty
Inventoried Qty
Discrepancy Type
Action to Take

Optional

Owning DoDAAC
Prj Cd
Mfr Dt
Mfr CAGE
Mfr Contract
Mfr Lot
Discrepancy Qty
Discrepancy Cost

Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Analyze Inventory Discrepancy

Stock Nbr
Mgmt Cd
Inventory Control Nbr
Location Id
Container Id
Zone Id
Facility
Qty
Cond Cd
Owning DoDAAC
Prj Cd
Last Updated Dt

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Reconcile an Inventory

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. From the MATERIEL MGMT menu, select Physical Inventory. *The* ***Physical Inventory*** *page displays.*
2. Select ▸ next to the desired inventory record. *The Manage Physical Inventory – Details Grid appears.*
3. Select Reconcile. *The* ***Reconcile Physical Inventory*** *pop-up window displays.*
4. Select Analyze next to the desired Stock Number. *The* ***Analyze Inventory Discrepancy*** *pop-up window displays, showing the history of that asset.*

5. Select Close when the discrepancy is found and understood. *The **Analyze Inventory Discrepancy** pop-up window closes.*
6. Use ▾ to select the Action to Take.

> **Helpful Tip**
> To insure that data is not lost before the reconciliation is completed for all items listed, select Save Changes often. The Records Saved pop-up window appears. Select OK to close the window and continue with the reconciliation.

7. Repeat steps 4 through 6 for each asset in the Discrepant Inventory Items grid.
8. Select Complete Reconciliation. *The **Reconcile Physical Inventory** pop-up window closes.*

> **Note**
> The choices selected in the Actions To Take drop-down **are not** automatically completed. They are suggestions for management to use when making decisions. Print a Reconciliation Report, and use that to update the inventory manually.

Generate a Reconciliation Summary Report

1. Use Search to find the desired Inventory Number.
2. Select Reconcile Report.
3. *DPAS automatically generates the **Physical Inventory Reconciliation Report - Summary** PDF document to print.*

Generate a Reconciliation Detail Report

*Selecting Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.*

1. Use Search to find the desired Inventory Number.
2. Select ▶ next to the desired inventory record. *The Manage Physical Inventory – Details Grid appears.*
3. Select Reconcile Report. *The **Records to Show** pop-up window appears.*
4. Choose whether to:

- ✓ Show All generates the report with all entries from the record listed.
- ✓ Only Discrepant generates the report with only entries that are identified as discrepant.

5. *DPAS automatically generates the **Physical Inventory Reconciliation Report - Details** PDF document to print.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — An 'Action to Take' value must be selected on each record before the Complete Reconciliation Button can be selected.	Missing Entry. At least one of the STOCK NBRS does not have an entry in the Action to Take field. Find the missing entries, choose the Action to Take, and save the changes.

Related Topics

- Physical Inventory Overview
- Add a Physical Inventory
- Update a Physical Inventory
- Conduct a Physical Inventory
- Cancel a Physical Inventory
- Delete a Physical Inventory

Update a Physical Inventory

Overview

The Physical Inventory Update process allows editing a physical count of all assets in a warehouse. The inventory is revised in the Warehouse system through the "Inventory..." wizard.

Attention

The Edit button is **only available** for inventories with the following statuses:

- OPD - Open - Planned
- OSC - Open - Scheduled

There are many distinct aspects of a physical inventory:

Three types (methods of counting):

- **PIV** – Physical Inventory Visible
  — The personnel conducting the inventory *can* reference the on hand quantity from the Warehouse
- **PIB** – Physical Inventory Blind
  — The personnel conducting the inventory *cannot* reference the on hand quantity from the Warehouse
- **SVY** – Survey
  — The personnel conducting the inventory is totally outside the Physical Inventory process

Two executions (ways to count):

- **MAN** – Manual Inventory
  — The personnel conducting the inventory is using a pad and paper
- **AIT** – AIT Inventory
  — The personnel conducting the inventory is using a PDCD

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, Stock Nbr, Facility, Zone, Location and/or Container ID
- **Loc** – Location
  — Sorts by a specific Facility, Zone, Location and/or Container ID

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic i preceding the field name.

Navigation

MATERIEL MGMT > Physical Inventory > Edit > Update Physical Inventory pop-up window

Page Fields

The following fields display on the **Update Physical Inventory** pop-up window. For more information on each field, select the appropriate hyperlink.

Update Physical Inventory

Inv Type *

Inv Execution Type *

Inv Mode *

Page 1a Inventory Segment Code

Inv Segment Cd

Page 1a Stock Number

LIN/TAMCN i

Stock Nbr(s)

Page 2

Facility/Facilities

Zone(s)

Location Id i

Container Id i

Page 3

Condition Cd(s)

Owning DoDAAC

Prj Cd

Reportable Commodity Type(s)

Page 4

Physical Inv Nbr

Inv Release Type *

Scheduled Start Dt

Expected Completion Dt

Add / Edit Remarks

Page 5

Cost Center

Split into multiple inventories?

Split Count *

Personnel

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Physical Inventory — Visible

Selecting Cancel *at any point of this procedure removes all entries and closes the pop-up window. Selecting* Back *at any point returns to the previous page and does not delete any field entries.* ***Bold*** *numbered steps are mandatory.*

1. From the MATERIEL MGMT menu, select Physical Inventory. *The* ***Physical Inventory*** *page displays.*
2. Select Edit next to the desired record. *The* ***Update Physical Inventory*** *pop-up window displays.*
3. **3.** Verify that PIV is in the INV TYPE field. If not, use to select PIV.
4. **4.** Update the Inv Execution Type, using to select the desired type.
5. **5.** Use to update the Inv Mode:
   - **SEG - Inv Segment Cd**
     A. Select Next to advance to the next page.
     B. Update the Inv Segment Cd, using to select desired code.
     C. Select Next to advance to the next page.

D. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.

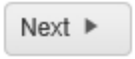
E. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.

F. Update the Location, using or to assist with the revised Location. *This is a 20 alphanumeric character field.*

Location Browse help

G. Update the CONTAINER ID, using or to assist with the revised ID. *This is a 20 alphanumeric character field.*

Container Identification Browse help

H. Select  to advance to the next page.

I. Update the Cond Cd(s) by clicking the field and choosing the desired code from the list.

J. Update the Owning DoDAAC, using to select the desired code.

K. Update the Prj Cd, using to select the desired code.

L. Update the Reportable Commodity Type(s) field by clicking the field and choosing the desired type(s) from the list.

M. Select to advance to the next page.

N. Update the Inv Release Type, using to select the desired type.

- PLN - Planned Only *(The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.)*
- IRL - Immediate Release *(TheEXPECTED COMPLETION DT field cannot be entered.)*
- SAR - Scheduled Auto-Release

O. Update the SCHEDULED START DT, using or entering the date (MM/DD/YYYY) in the field provided.

P. Update the EXPECTED COMPLETION DT, using or entering the date (MM/DD/YYYY) in the field provided.

Q. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

R. Select Next ▸ to advance to the next page.

S. Update the Cost Ctr, using ▾ to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

T. Use ▾ to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use ▲▼ in the Split Count field to choose how many times the inventory is split.

U. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*

V. Select ✓ Update. *The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.*

- **STK - Stock Nbr**

A. Select Next ▸ to advance to the next page.

B. Update the LIN/TAMCN, using ℹ or ... to assist with the revised number. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Material Control Number Browse help

C. Update the STOCK NBR, using ... to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

D. Select Next ▸ to advance to the next page.

E. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.

F. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.

G. Update the Location, using or to assist with the revised Location. *This is a 20 alphanumeric character field.*

Location Browse help

H. Update the CONTAINER ID, using or to assist with the revised ID. *This is a 20 alphanumeric character field.*

Container Identification Browse help

I. Select Next ▸ to advance to the next page.

J. Update the Cond Cd(s) by clicking the field and choosing the desired code from the list.

K. Update the Owning DoDAAC, using to select the desired code.

L. Update the Prj Cd, using to select the desired code.

M. Update the Reportable Commodity Type(s) field by clicking the field and choosing the desired type(s) from the list.

N. Select Next ▸ to advance to the next page.

O. Update the Inv Release Type, using to select the desired type.

- PLN - Planned Only *(The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.)*
- IRL - Immediate Release *(TheEXPECTED COMPLETION DT field cannot be entered.)*
- SAR - Scheduled Auto-Release

P. Update the SCHEDULED START DT, using or entering the date (MM/DD/YYYY) in the field provided.

Q. Update the EXPECTED COMPLETION DT, using or entering the date (MM/DD/YYYY) in the field provided.

R. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

S. Select Next ▸ to advance to the next page.

T. Update the Cost Ctr, using to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

U. Use to answer the Split into multiple inventories? question.

> **Attention**
>
> When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

V. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*

W. Select Update. *The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.*

- **LOC - Location**

A. Select Next to advance to the next page.

B. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.

C. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.

D. Update the Location, using or to assist with the revised Location. *This is a 20 alphanumeric character field.*

Location Browse help

E. Update the CONTAINER ID, using or to assist with the revised ID. *This is a 20 alphanumeric character field.*

Container Identification Browse help

F. Select Next to advance to the next page.

G. Update the Inv Release Type, using to select the desired type.

- PLN - Planned Only *(The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.)*
- IRL - Immediate Release *(TheEXPECTED COMPLETION DT field cannot be entered.)*

- SAR - Scheduled Auto-Release

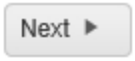
H. Update the SCHEDULED START DT, using or entering the date (MM/DD/YYYY) in the field provided.

I. Update the EXPECTED COMPLETION DT, using or entering the date (MM/DD/YYYY) in the field provided.

J. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

   a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

   b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

K. Select  to advance to the next page.

L. Update the Cost Ctr, using to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

M. Use to answer the Split into multiple inventories? question.

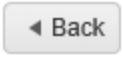
Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

N. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*

O. Select . *The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.*

Update a Physical Inventory — Blind

Selecting *at any point of this procedure removes all entries and closes the pop-up window. Selecting*  *at any point returns to the previous page and does not delete any field entries. **Bold** numbered steps are mandatory.*

1. From the MATERIEL MGMT menu, select Physical Inventory. *The **Physical Inventory** page displays.*

2. Select Edit next to the desired record. *The **Update Physical Inventory** pop-up window displays.*

3. Verify that PIB is in the INV TYPE field. If not, use to select PIB.

4. Update the Inv Execution Type, using to select the desired type.

5. Update the INV Mode, using to select the desired mode.

- **SEG - Inv Segment Cd**

A. Select Next to advance to the next page.

B. Update the Inv Segment Cd, using to select desired code.

C. Select Next to advance to the next page.

D. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.

E. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.

F. Update the Location, using or to assist with the revised Location. *This is a 20 alphanumeric character field.*

Location Browse help

G. Update the CONTAINER ID, using or to assist with the revised ID. *This is a 20 alphanumeric character field.*

Container Identification Browse help

H. Select Next to advance to the next page.

I. Update the Cond Cd(s) by clicking the field and choosing the desired code from the list.

J. Update the Owning DoDAAC, using to select the desired code.

K. Update the Prj Cd, using to select the desired code.

L. Update the Reportable Commodity Type(s) field by clicking the field and choosing the desired type(s) from the list.

M. Select Next to advance to the next page.

N. Update the Inv Release Type, using to select the desired type.

- PLN - Planned Only *(The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.)*
- IRL - Immediate Release *(TheEXPECTED COMPLETION DT field cannot be entered.)*
- SAR - Scheduled Auto-Release

O. Update the SCHEDULED START DT, using or entering the date (MM/DD/YYYY) in the field provided.

P. Update the EXPECTED COMPLETION DT, using or entering the date (MM/DD/YYYY) in the field provided.

Q. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

R. Select Next to advance to the next page.

S. Update the Cost Ctr, using to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

T. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

U. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*

V. Select Update. *The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.*

- **STK - Stock Nbr**

A. Select Next ▸ to advance to the next page.

B. Update the LIN/TAMCN, using ℹ or … to assist with the revised number. *This is a 10 alphanumeric character field.*

   Line Item Number / Table of Authorized Material Control Number Browse help

C. Update the STOCK NBR, using … to browse for the entry. *This is a 15 alphanumeric character field.*

   Stock Number Browse help

D. Select Next ▸ to advance to the next page.

E. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.

F. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.

G. Update the Location, using ℹ or … to assist with the revised Location. *This is a 20 alphanumeric character field.*

   Location Browse help

H. Update the CONTAINER ID, using ℹ or … to assist with the revised ID. *This is a 20 alphanumeric character field.*

   Container Identification Browse help

I. Select Next ▸ to advance to the next page.

J. Update the Cond Cd(s) by clicking the field and choosing the desired code from the list.

K. Update the Owning DoDAAC, using ▾ to select the desired code.

L. Update the Prj Cd, using ▾ to select the desired code.

M. Update the Reportable Commodity Type(s) field by clicking the field and choosing the desired type(s) from the list.

N. Select Next ▸ to advance to the next page.

O. Update the Inv Release Type, using ▾ to select the desired type.

- PLN - Planned Only *(The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.)*

- IRL - Immediate Release *(TheEXPECTED COMPLETION DT field cannot be entered.)*
- SAR - Scheduled Auto-Release

P. Update the SCHEDULED START DT, using or entering the date (MM/DD/YYYY) in the field provided.

Q. Update the EXPECTED COMPLETION DT, using or entering the date (MM/DD/YYYY) in the field provided.

R. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

S. Select Next ▸ to advance to the next page.

T. Update the Cost Ctr, using to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

U. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

V. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*

W. Select ✓ Update. *The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.*

- **LOC - Location**

A. Select Next ▸ to advance to the next page.

B. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.

C. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.

D. Update the Location, using or to assist with the revised Location. *This is a 20 alphanumeric character field.*

Location Browse help

E. Update the CONTAINER ID, using or to assist with the revised ID. *This is a 20 alphanumeric character field.*

Container Identification Browse help

F. Select to advance to the next page.

G. Update the Inv Release Type, using to select the desired type.

- PLN - Planned Only *(The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.)*
- IRL - Immediate Release *(TheEXPECTED COMPLETION DT field cannot be entered.)*
- SAR - Scheduled Auto-Release

H. Update the SCHEDULED START DT, using or entering the date (MM/DD/YYYY) in the field provided.

I. Update the EXPECTED COMPLETION DT, using or entering the date (MM/DD/YYYY) in the field provided.

J. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

   a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

   b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

K. Select to advance to the next page.

L. Update the Cost Ctr, using to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

M. Use to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

N. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*

O. Select Update. *The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.*

Update a Physical Inventory — Survey

Selecting Cancel at any point of this procedure removes all entries and closes the pop-up window. Selecting Back at any point returns to the previous page and does not delete any field entries. ***Bold*** *numbered steps are mandatory.*

1. From the MATERIEL MGMT menu, select Physical Inventory. *The **Physical Inventory** page displays.*
2. Select Edit next to the desired record. *The **Update Physical Inventory** pop-up window displays.*
3. Verify that SVY is in the INV TYPE field. If not, use to select SVY.
4. Update the Inv Execution Type, using to select the revised type.
5. Update the INV Mode, using to select the revised mode.

- **SEG - Inv Segment Cd**

A. Select Next to advance to the next page.

B. Update the Inv Segment Cd, using to select desired code.

C. Select Next to advance to the next page.

D. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.

E. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.

F. Update the Location, using or to assist with the revised Location. *This is a 20 alphanumeric character field.*

Location Browse help

G. Update the CONTAINER ID, using or to assist with the revised ID. *This is a 20 alphanumeric character field.*

Container Identification Browse help

H. Select Next to advance to the next page.

I. Update the Cond Cd(s) by clicking the field and choosing the desired code from the list.

J. Update the Owning DoDAAC, using to select the desired code.

K. Update the Prj Cd, using to select the desired code.

L. Update the Reportable Commodity Type(s) field by clicking the field and choosing the desired type(s) from the list.

M. Select Next to advance to the next page.

N. Update the Inv Release Type, using to select the desired type.

- PLN - Planned Only *(The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.)*
- IRL - Immediate Release *(TheEXPECTED COMPLETION DT field cannot be entered.)*
- SAR - Scheduled Auto-Release

O. Update the SCHEDULED START DT, using or entering the date (MM/DD/YYYY) in the field provided.

P. Update the EXPECTED COMPLETION DT, using or entering the date (MM/DD/YYYY) in the field provided.

Q. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

R. Select Next to advance to the next page.

S. Update the Cost Ctr, using to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

T. Use to answer the Split into multiple inventories? question.

> **Attention**
>
> When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

U. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*

V. Select Update. *The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.*

- **STK - Stock Nbr**

A. Select Next to advance to the next page.

B. Update the LIN/TAMCN, using or to assist with the revised number. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Material Control Number Browse help

C. Update the STOCK NBR, using to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

D. Select Next to advance to the next page.

E. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.

F. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.

G. Update the Location, using or to assist with the revised Location. *This is a 20 alphanumeric character field.*

Location Browse help

H. Update the CONTAINER ID, using or to assist with the revised ID. *This is a 20 alphanumeric character field.*

Container Identification Browse help

I. Select Next ▸ to advance to the next page.

J. Update the Cond Cd(s) by clicking the field and choosing the desired code from the list.

K. Update the Owning DoDAAC, using ▾ to select the desired code.

L. Update the Prj Cd, using ▾ to select the desired code.

M. Update the Reportable Commodity Type(s) field by clicking the field and choosing the desired type(s) from the list.

N. Select Next ▸ to advance to the next page.

O. Update the Inv Release Type, using ▾ to select the desired type.

- PLN - Planned Only *(The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.)*
- IRL - Immediate Release *(TheEXPECTED COMPLETION DT field cannot be entered.)*
- SAR - Scheduled Auto-Release

P. Update the SCHEDULED START DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

Q. Update the EXPECTED COMPLETION DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

R. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

S. Select Next ▸ to advance to the next page.

T. Update the Cost Ctr, using ▾ to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

U. Use ▾ to answer the Split into multiple inventories? question.

Attention

When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

V. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*

W. Select Update. *The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.*

- **LOC - Location**

A. Select Next to advance to the next page.

B. Update the Facility / Facilities field by clicking the field and choosing the desired facility from the list.

C. Update the Zone(s) field by clicking the field and choosing the desired zone from the list.

D. Update the Location, using or to assist with the revised Location. *This is a 20 alphanumeric character field.*

Location Browse help

E. Update the CONTAINER ID, using or to assist with the revised ID. *This is a 20 alphanumeric character field.*

Container Identification Browse help

F. Select Next to advance to the next page.

G. Update the Inv Release Type, using to select the desired type.

- PLN - Planned Only *(The SCHEDULED START DT and EXPECTED COMPLETION DT fields cannot be entered.)*
- IRL - Immediate Release *(TheEXPECTED COMPLETION DT field cannot be entered.)*
- SAR - Scheduled Auto-Release

H. Update the SCHEDULED START DT, using or entering the date (MM/DD/YYYY) in the field provided.

I. Update the EXPECTED COMPLETION DT, using or entering the date (MM/DD/YYYY) in the field provided.

J. Select the Add/Edit Remarks hyperlink to provide additional information. *The Remarks and History Remarks fields appear.*

   a. Enter comments in the Remarks field. *This is a 1024 alphanumeric character field.*

   b. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

K. Select Next ▸ to advance to the next page.

L. Update the Cost Ctr, using to select the desired center. *This field is mandatory when the Inv Release Type is "IRL - Immediate Release" or "SAR - Scheduled Auto Release."*

M. Use to answer the Split into multiple inventories? question.

> **Attention**
>
> When "Yes" is selected for the Split into multiple inventories? field, the Split Count field appears and is defaulted at '2'. Use in the Split Count field to choose how many times the inventory is split.

N. Update the Personnel field by clicking the field and choosing the desired personnel from the list. *This field is available when a Cost Center is selected.*

O. Select ✓ Update. *The **Update Physical Inventory** pop-up window closes, and the inventory record is updated and highlighted in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
2010 — Fill out all fields before proceeding.	Missing Entry. All fields in the pop-up window are mandatory. Enter the appropriate

	information in the fields.
xxxx — If an INV SEGMENT CD value is selected, none of the following fields can be selected: Facility / Facilities, Zone(s), Commodity Type(s), LIN/TAMCN, STOCK NBR, or Location	Invalid Entry. When choosing the "SEG - INV SEGMENT CD" option, the fields on Page 2 must remain empty. Remove the information in those fields, and select again.

Related Topics

- Physical Inventory Overview
- Add a Physical Inventory
- Conduct a Physical Inventory
- Reconcile a Physical Inventory
- Cancel a Physical Inventory
- Delete a Physical Inventory

Project Management

Overview

The Warehouse Management module Project Management process provides the ability to create, edit, and delete project plans supporting the warehousing operation. Project Codes separate inventory into groups, and track the source of funding for equipment. This allows a single stock number to be funded by different sources and still have the appropriate group of inventory tracked.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Project MGMT > Project MGMT page

Page Fields

The following fields display on the **Project Management** page. For more information on each field, select the appropriate hyperlink.

Search Criteria Grid

Prj Cd

Prj Desc

Prj Status

Prj Type

Project Results Grid

Prj Cd

Prj Desc

Prj Type

Prj Status

Planned Start Dt

Actual Start Dt

Planned End Dt

Actual End Dt

Optional:

Primary Attachment

Actual Cost
Established By
Established Dt/Tm
Est Prj Cost
Job Order Nbr
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks
Logistics Program
Region
Site
Warehouse

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Project

One or more of the Search Criteria fields can be entered to isolate the results. By default, all Project Plans are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Use to select the desired PRJ CD.
   - Enter the PRJ DESC in the field provided.
   - Use to select the desired PRJ STATUS:
     - Open
     - Closed
     - Cancelled
   - Use to select the desired PRJ TYPE:

- SL3 - SL3/Other
- REB - Reimbursable
- ICP - ICP
- OTH - Other
- SKO - Sets Kits Outfits

2. Select Search to begin the query. Results display in the Project Grid below.

View a Plan for an Existing Project

1. Select View Plan. *The **View Project Plan** pop-up window appears.*
2. All of the fields are available for viewing only.
3. Select Close to close the pop-up window and return to the **Project Management** page.

Add a New Project

Select + Add to display the Add a Project Plan page.

Edit a Project

Select Edit to display the Edit a Project Plan page.

Start Generating a Plan for an Existing Project

Select Plan to display the Start Using a Project Plan page.

Delete a Project

Select × Delete to display the Delete a Project Plan page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
2059 — Unable to find project plan.	Invalid Project Plan. The Project Plan is missing or invalid. Enter a valid Project Plan.
2094 — Must be alphanumeric with supported special 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 following permitted special characters: $, -, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
802 — Numeric field exceeds total number of characters allowed.	Invalid Entry. The EST PRJ COST field contains too many characters. Reduce the number of characters to continue.
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..
1193 — Planned START DT must be within 60 days (Past or Future) from today's date.	Invalid Date Entry. The Planned START DT must be less than sixty (60) days before or after the current date. Re-enter the date.
1194 — Actual Start cannot be older than 60 days from today's date and cannot be > today's date.	Invalid Date Entry. The Actual START DT must be between sixty (60) days and the day before the current date. Re-enter the date.
1195 — END DT must be <= 1 year from either Planned or Actual START DT.	Invalid Date Entry. The END DT must be either the START DT or later. Re-enter the date.

44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1124 — ZIP Code is not in valid format (12345, 12345 - 1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
13 — Mandatory Entry: *Planned Start Dt*.	
13 — Mandatory Entry: *Prj Desc*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Prj Type*.	
13 — Mandatory Entry: *Prj Status*.	
2018 — To generate a Project Code, you must first add a Project Code Range.	Invalid Entry. There is no Prj Cd Range defined for the current Warehouse. Enter a Project Code Range.
2023 — There are no more Project Codes available in this range. Select a different range.	Invalid Entry. There are no more available Prj Cds in the specified range for the current Warehouse. Enter a larger Project Code Range.
1196 — An open Prj Cd already exists for this	Invalid Entry. There is currently a Project Code for this Warehouse. Select an existing

warehouse.	Project Code.
2039 — This project has not been closed long enough for re-use.	Invalid Entry. The entered PRJ CD has not been closed for at least 18 months. Select an open Project Code.
2027 — Project cannot be closed. SKO Plan has not been established.	Invalid Entry. The PRJ STATUS cannot be "CL - Closed" if the SKO Project does not match the Project Plan. Review the SKO Plan again, and submit or create the Project Plan.
2028 — Project cannot be closed. Not all kits have been built.	Invalid Entry. The PRJ STATUS cannot be "CL - Closed" if all the kits associated with the Project Plan have not been built. Review the SKO Assemble status again.

Related Topics

- Add a Project Management Plan
- Update a Project Management Plan
- Add an Attachment to a Project Management Plan
- Delete a Project Management Plan
- Start Using a Project Management Plan

Add a Project Management Plan

Overview

The Add a Project Management Plan process provides the ability to create project plans to support the warehousing operation.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Project MGMT > + Add > Add Project pop-up window

Page Fields

The following fields display on the **Add Project** pop-up window. For more information on each field, select the appropriate hyperlink.

Project Tab

- Prj Cd
- Generate Prj Cd
- Prj Desc *
- Prj Type *
- Prj Status *
- Qty
- Est Prj Cost
- Actual Cost
- Planned Start Dt *
- Actual Start Dt
- Planned End Dt
- Add / Edit Remarks

Project 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

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Project

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 Project*** *pop-up window displays, with the Project Tab open.*
2. Enter the mandatory fields:
   A. Enter the PRJ DESC in the field provided. *This is a 1024 alphanumeric character field.*
   B. Using in the PRJ TYPE field, select the kind of project being added:
      - SL3 - SL3/Other
      - REB - Reimbursable
      - ICP - ICP
      - OTH - Other
      - SKO - Sets Kits Outfits
   C. *The PRJ STATUS field is shaded, and cannot be changed from OP - Open.*
   D. Use to select the Planned START DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Enter the optional fields:

A. Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

> **Attention**
>
> If the PRJ CD is not known, select the Generate PRJ CD check box to create a new PRJ CD.

B. Use to choose the correct QTY.

C. Enter the EST PRJ COST in the field provided. *This is a 17 numeric character field, with 2 optional numeric characters after the decimal point.*

D. Enter the Actual Cost in the field provided. *This is a 17 numeric character field, with 2 optional numeric characters after the decimal point.*

E. Use to select the Actual Start DT, or enter the date (MM/DD/YYYY) in the field provided.

F. Use to select the Planned End DT, or enter the date (MM/DD/YYYY) in the field provided.

G. 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.*

4. Select the **Project POC** tab:

A. Enter the Contact Point in the field provided. *This is a 25 alphanumeric character field.*

B. Use to select the Country code. *This field is mandatory when the address is entered.*

C. Enter the PHONE NBR in the field provided. *This is a 25 numeric 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 numeric 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 numeric character field.*

H. Enter the City in the field provided. *This is a 25 alphanumeric character field, and is mandatory when the address is entered.*

I. Enter the E-mail Address. *This is an 80 alphanumeric character field.*

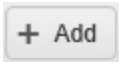
J. Use to select the State code. *This field is mandatory when an address is entered and the country code is set to United States.*

K. Enter the ZIP CD in the field provided. *This is a 10 numeric character field, and is mandatory when the address is entered.*

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 alpha-numeric character field.*

5. Select 

to complete the new project plan.

Common Errors

The table below provides a list 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.
2059 — Unable to find project plan.	Invalid Project Plan. The Project Plan is missing or invalid. Enter a valid Project Plan.
2094 — Must be alpha-numeric with supported special 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 following permitted special characters:

	$, -, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
802 — Numeric field exceeds total number of characters allowed.	Invalid Entry. The EST PRJ COST field contains too many characters. Reduce the number of characters to continue.
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..
1193 — Planned START DT must be within 60 days (Past or Future) from today's date.	Invalid Date Entry. The Planned START DT must be less than sixty (60) days before or after the current date. Re-enter the date.
1194 — Actual Start cannot be older than 60 days from today's date and cannot be > today's date.	Invalid Date Entry. The Actual START DT must be between sixty (60) days and the day before the current date. Re-enter the date.
1195 — END DT must be <= 1 year from either Planned or Actual START DT.	Invalid Date Entry. The END DT must be either the START DT or later. Re-enter the date.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1124 — ZIP Code is not in valid format (12345, 12345 - 1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special char-	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma,

acters(s) — , +, ( ), x, period and space.	period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
13 — Mandatory Entry: *Planned Start Dt*.	
13 — Mandatory Entry: *Prj Desc*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Prj Type*.	
13 — Mandatory Entry: *Prj Status*.	
2018 — To generate a Project Code, you must first add a Project Code Range.	Invalid Entry. There is no Prj Cd Range defined for the current Warehouse. Enter a Project Code Range.
2023 — There are no more Project Codes available in this range. Select a different range.	Invalid Entry. There are no more available Prj Cds in the specified range for the current Warehouse. Enter a larger Project Code Range.
1196 — An open Prj Cd already exists for this warehouse.	Invalid Entry. There is currently a Project Code for this Warehouse. Select an existing Project Code.
2039 — This project has not been closed long enough for re-use.	Invalid Entry. The entered Prj Cd has not been closed for at least 18 months. Select an open Project Code.
2027 — Project cannot be closed. SKO Plan has not been established.	Invalid Entry. The Prj Status cannot be "CL - Closed" if the SKO Project does not match the Project Plan. Review the SKO Plan again, and submit or create the Project Plan.
2028 — Project cannot be closed. Not all kits have been built.	Invalid Entry. The Prj Status cannot be "CL - Closed" if all the kits associated with the Project Plan have not been built. Review the

SKO Assemble status again.

Related Topics

- Project Management Overview
- Update a Project Management Plan
- Add an Attachment to a Project Management Plan
- Delete a Project Management Plan
- Start Using a Project Management Plan

Add an Attachment to a Project Management Plan

Overview

The Project Management Plan Add Attachment process provides the ability to attach documents to the Project.

Navigation

MATERIEL MGMT > Project MGMT >

> Update Project >

> Attachment Uploader pop-up window

Page Fields

The following fields display on the **Attachment Uploader** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	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.

Attachment Uploader

Attachment

Desc

Primary

Name

Desc

Procedures

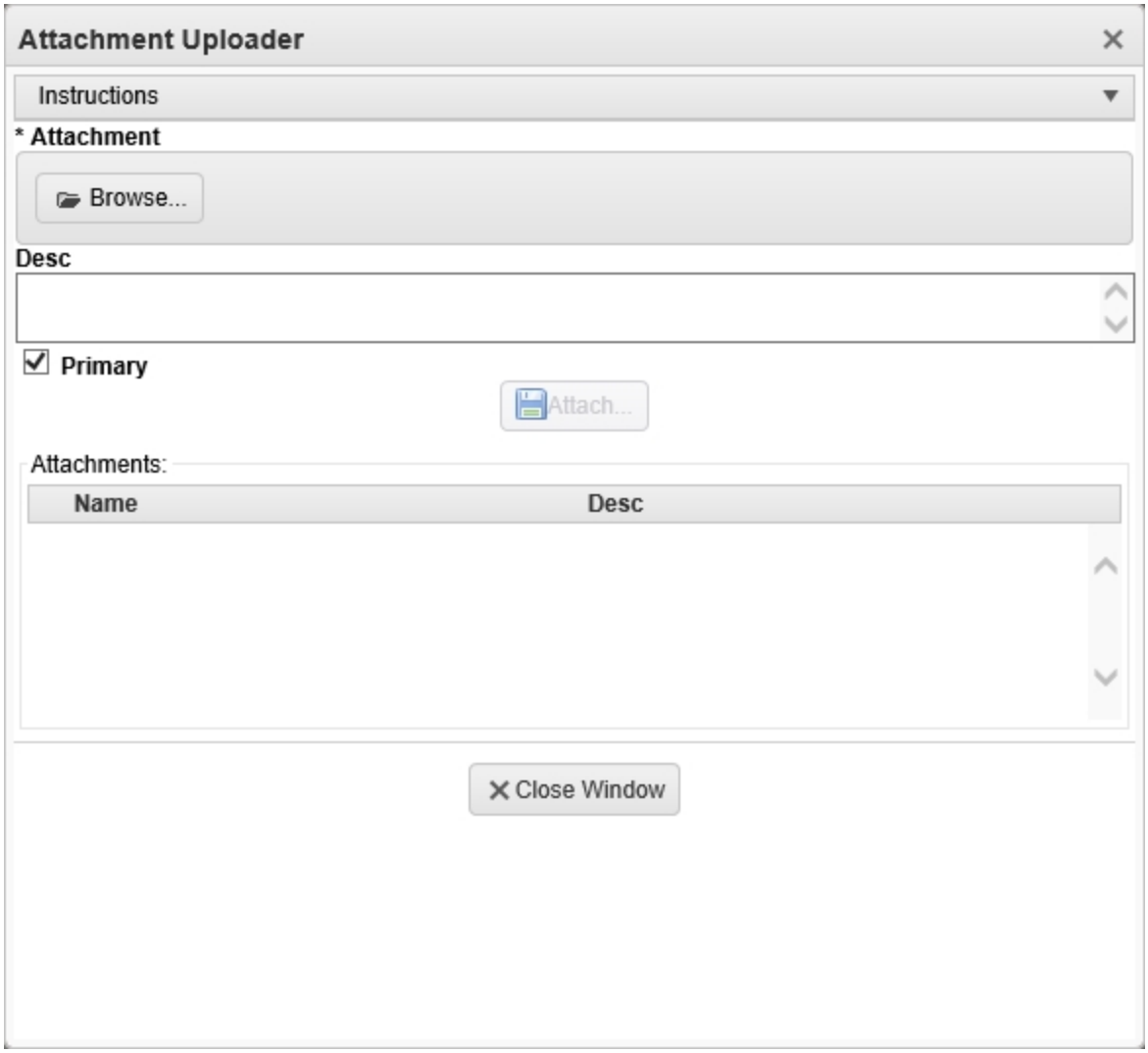
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Project Management Plan

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Attach... to add any additional files to the record. *The* ***Attachment Uploader*** *pop-up window appears.*



2. Select Browse... . *The Windows* ***Choose File to Upload*** *pop-up window appears.*
3. Choose the file to attach, and select it.
4. Select Open . *The* ***Choose File to Upload*** *pop-up window closes, and the file name appears in the top file list.*

5. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
6. Select Attach... . *The file name appears in the bottom of the window.*
7. Repeat Steps 2 - 6 to attach multiple documents.
8. 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:

   - Select No to cancel the deletion.
   - Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

   C. Select OK to complete the process. *The document is removed.*

9. Select ✕ Close Window . *The **Attachment Uploader** pop-up window closes, and the attachment(s) appears in the Attachments 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.
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"	Invalid Entry. Only JPG, JPEG, GIF, and

supports only JPG, JPEG, GIF, and PDF files.	PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- Project Management Overview
- Add a Project Management Plan
- Update a Project Management Plan
- Delete a Project Management Plan
- Start Using a Project Management Plan

Delete a Project Management Plan

Overview

The Delete a Project Management Plan process allows removal of project plans that have not been approved and are no longer required.

Navigation

MATERIEL MGMT > Project MGMT > Delete > Confirm Delete (Delete Project) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Project)** pop-up window. For more information on each field, select the appropriate hyperlink.

Confirm Delete (Delete Project)

History Remarks

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Project Plan

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Delete next to the desired entry. *The* ***Confirm Delete (Delete Project)*** *pop-up window appears.*
2. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
3. Select Delete to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

you do not have the appropriate security access.	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

- Project Management Overview
- Add a Project Management Plan
- Update a Project Management Plan
- Add an Attachment to a Project Management Plan
- Start Using a Project Management Plan

Start Creating a Project Management Plan

Overview

The Start Creating a Project Management Plan process provides the ability to create a project plan, supporting the warehousing operation.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Project MGMT > Plan > Create Project Plan pop-up window

Page Fields

The following fields display on the **Create Project Plan** pop-up window. For more information on each field, select the appropriate hyperlink.

Create a Project Plan

Page 1 - Plan Selection Criteria

Stock Nbr *

Owning DoDAAC

Warehouse(s)

Page 2 - Plan Selection Criteria

Stock Nbr

Prj Cd

Planned Start Dt

Warehouse(s)

Issued Qty

Assembled Qty

On Hand Qty

Scheduled to Assemble Qty

Rqd Qty *

Page 3 - Kit Information

Prj Cd

EA Kit Cost
Rqd Qty
Total Kit Cost
Planned Start Dt
Stock Nbr
Owning DoDAAC
Total Order Cost
Estimated

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Start Creating a Project Plan

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Plan next to the desired record. *The* ***Create Project Plan*** *pop-up window appears, showing "Page 1 - Plan Selection Criteria".*
2. Use i or ... to assist with the STOCK NBR entry.
3. Verify the default Owning DODAAC field. If it is not correct, use ▾ to select the correct Owning DODAAC.
4. Verify the default Warehouse(s). If it is not correct, click in the Warehouse(s) field to show a drop-down list of available warehouses, and select a Warehouse from this list.
5. Select Next ▸. *The* ***Create Project Plan*** *pop-up window changes, showing "Page 2 - Plan Selection Criteria".*

   Selecting ◂ Back *at any point after this step returns to the previous page, and does not delete any field entries.*
6. Use ▲▼ to choose the correct RQD QTY.
7. *All of the other fields automatically populate, and are not editable.*

8. Select Next ▸. *The **Create Project Plan** pop-up window changes, showing "Page 3 - Kit Information".*
9. Review all the fields, ensuring the prices are correct and viable.

Helpful Tip

If the information *is not* correct and viable:

1. Use ▲▼ to choose the correct RQD QTY.
2. Select ✎ in the Order Qty field to revise the amount of each item in the kit.
3. Select Calculate to update the totals.
4. Repeat these steps until the prices are correct and viable.

10. Select + Submit to process the transaction. *The **Create Project Plan** pop-up window closes, and* Plan *changes to* View Plan *next to the started project plan.*

Common Errors

The table below provides a list 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.
2059 — Unable to find project plan.	Invalid Project Plan. The Project Plan is missing or invalid. Enter a valid Project Plan.
2094 — Must be alphanumeric with supported special characters $, -, /,	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through

#, &, ;, (,), comma, period, and space.	"Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
802 — Numeric field exceeds total number of characters allowed.	Invalid Entry. The EST PRJ COST field contains too many characters. Reduce the number of characters to continue.
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..
1193 — Planned START DT must be within 60 days (Past or Future) from today's date.	Invalid Date Entry. The Planned START DT must be less than sixty (60) days before or after the current date. Re-enter the date.
1194 — Actual Start cannot be older than 60 days from today's date and cannot be > today's date.	Invalid Date Entry. The Actual START DT must be between sixty (60) days and the day before the current date. Re-enter the date.
1195 — END DT must be <= 1 year from either Planned or Actual START DT.	Invalid Date Entry. The END DT must be either the START DT or later. Re-enter the date.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1124 — ZIP Code is not in valid format (12345, 12345 - 1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the fol-

minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	lowing permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
13 — Mandatory Entry: *Planned Start Dt*.	
13 — Mandatory Entry: *Prj Desc*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Prj Type*.	
13 — Mandatory Entry: *Prj Status*.	
2018 — To generate a Project Code, you must first add a Project Code Range.	Invalid Entry. There is no Prj Cd Range defined for the current Warehouse. Enter a Project Code Range.
2023 — There are no more Project Codes available in this range. Select a different range.	Invalid Entry. There are no more available Prj Cds in the specified range for the current Warehouse. Enter a larger Project Code Range.
1196 — An open Prj Cd already exists for this warehouse.	Invalid Entry. There is currently a Project Code for this Warehouse. Select an existing Project Code.
2039 — This project has not been closed long enough for re-use.	Invalid Entry. The entered Prj Cd has not been closed for at least 18 months. Select an open Project Code.
2027 — Project cannot be closed. SKO Plan has not been established.	Invalid Entry. The Prj Status cannot be "CL - Closed" if the SKO Project does not match the Project Plan. Review the SKO Plan again, and submit or create the Project Plan.
2028 — Project cannot be	Invalid Entry. The Prj Status cannot be "CL

closed. Not all kits have been built.	- Closed" if all the kits associated with the Project Plan have not been built. Review the SKO Assemble status again.

Related Topics

- Project Management Overview
- Add a Project Management Plan
- Update a Project Management Plan
- Add an Attachment to a Project Management Plan
- Delete a Project Management Plan

Update a Project Management Plan

Overview

The Update a Project Management Plan process allows updating project plans that support the warehousing operation.

Navigation

MATERIEL MGMT > Project MGMT > > Update Project pop-up window

Page Fields

The following fields display on the **Update Project** pop-up window. For more information on each field, select the appropriate hyperlink.

Project Tab

- Prj Cd
- Prj Desc *
- Prj Type *
- Prj Status *
- Qty
- Est Prj Cost
- Actual Cost
- Planned Start Dt *
- Actual Start Dt
- Planned End Dt
- Actual End Dt
- Attachment
- Add / Edit Remarks

Project 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

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Project Plan

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Edit. *The* ***Update Project*** *pop-up window displays.*
2. Verify the default mandatory fields:
   A. Verify the default PRJ DESC in the field provided. *This is a 1024 alpha-numeric character field.*
   B. *The PRJ TYPE field is shaded and cannot be changed.*
   C. Verify the default PRJ STATUS. If it is not correct, use to select the correct PRJ STATUS:
      - OP - Open
      - CL - Closed
      - CN - Cancelled
   D. Verify the default Planned START DT field. If it is not correct, use to select the correct Planned START DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Verify the default optional fields:
   A. *The PRJ CD field is shaded and cannot be changed.*
   B. Verify the default QTY field. If it is not correct, use to choose the correct QTY.
   C. Verify the default EST PRJ COST in the field provided. *This is a 17 numeric character field, with 2 optional numeric characters after the decimal point.*
   D. Verify the default Actual Cost in the field provided. *This is a 17 numeric character field, with 2 optional numeric characters after the decimal point.*

E. Verify the default Actual Start DT field. If it is not correct, use to select the correct Actual Start DT, or enter the date (MM/DD/YYYY) in the field provided.

F. Verify the default Planned End DT field. If it is not correct, use to select the correct Planned End DT, or enter the date (MM/DD/YYYY) in the field provided.

G. Use to select the Actual End DT, or enter the date (MM/DD/YYYY) in the field provided.

H. Select

to open the **Attachment Uploader** pop-up window.

I. 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.*

4. Select the Project POC tab:

A. Verify the default Contact Point in the field provided. *This is a 25 alphanumeric character field.*

B. Verify the default Country Code. If it is not correct, use to select the correct Country code. *This field is mandatory when the address is entered.*

C. Verify the default PHONE NBR in the field provided. *This is a 25 numeric character field.*

D. Verify the default Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

E. Verify the default DSN NBR in the field provided. *This is a 25 numeric character field.*

F. Verify the default Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

G. Verify the default FAX NBR in the field provided. *This is a 25 numeric character field.*

H. Verify the default City in the field provided. *This is a 25 alphanumeric character field, and is mandatory when the address is entered.*

I. Verify the default E-mail Address. *This is an 80 alphanumeric character field.*

J. Verify the default State code. If it is not correct, use to select the correct State code. *This field is mandatory when an address is entered and the country code is set to United States.*

K. Verify the default ZIP CD in the field provided. *This is a 10 numeric character field, and is mandatory when the address is entered.*

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.*

5. Select

to complete the revisions to the project plan.

Common Errors

The table below provides a list 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.
2059 — Unable to find project plan.	Invalid Project Plan. The Project Plan is missing or invalid. Enter a valid Project Plan.
2094 — Must be alphanumeric with supported special 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 following permitted special characters: $, -, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.

92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters.
802 — Numeric field exceeds total number of characters allowed.	Invalid Entry. The EST PRJ COST field contains too many characters. Reduce the number of characters to continue.
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..
1193 — Planned START DT must be within 60 days (Past or Future) from today’s date.	Invalid Date Entry. The Planned START DT must be less than sixty (60) days before or after the current date. Re-enter the date.
1194 — Actual Start cannot be older than 60 days from today’s date and cannot be > today’s date.	Invalid Date Entry. The Actual START DT must be between sixty (60) days and the day before the current date. Re-enter the date.
1195 — END DT must be <= 1 year from either Planned or Actual START DT.	Invalid Date Entry. The END DT must be either the START DT or later. Re-enter the date.
44 - Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
1124 — ZIP Code is not in valid format (12345, 12345 - 1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address	Invalid E-Mail Format Entered. Enter a min-

structure is incorrect.	imum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
13 — Mandatory Entry: *Planned Start Dt*.	
13 — Mandatory Entry: *Prj Desc*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Prj Type*.	
13 — Mandatory Entry: *Prj Status*.	
2018 — To generate a Project Code, you must first add a Project Code Range.	Invalid Entry. There is no Prj Cd Range defined for the current Warehouse. Enter a Project Code Range.
2023 — There are no more Project Codes available in this range. Select a different range.	Invalid Entry. There are no more available Prj Cds in the specified range for the current Warehouse. Enter a larger Project Code Range.
1196 — An open Prj Cd already exists for this warehouse.	Invalid Entry. There is currently a Project Code for this Warehouse. Select an existing Project Code.
2039 — This project has not been closed long enough for re-use.	Invalid Entry. The entered Prj Cd has not been closed for at least 18 months. Select an open Project Code.
2027 — Project cannot be closed. SKO Plan has not been established.	Invalid Entry. The Prj Status cannot be "CL - Closed" if the SKO Project does not match the Project Plan. Review the SKO Plan again, and submit or create the Project Plan.
2028 — Project cannot be closed. Not all kits have been built.	Invalid Entry. The Prj Status cannot be "CL - Closed" if all the kits associated with the Project Plan have not been built. Review the SKO Assemble status again.

Related Topics

- Project Management Overview
- Add a Project Management Plan
- Add an Attachment to a Project Management Plan
- Delete a Project Management Plan
- Start Using a Project Management Plan

SKO Assemble

Overview

The Warehouse Management module Sets, Kits, and Outfits (SKO) Assemble process provides the ability to create, edit, and cancel Kit Assemble Requests (records), as well as assign specific items to a kit, assemble kits, track the overall progress of requests, assign a kit assembly to a dedicated location or container, initiate a pick, and print relevant forms for the SKO.
The mandatory kit assembly prerequisites:

- Catalog the Stock Numbers for each of the components and the complete kit
- Create a SKO Catalog record for the complete kit that contains its components
- Create a Stock Item record for the complete kit and each component
- Receive and accept the components into the Warehouse

The two kit assembly methods (depending upon the size of the locations involved):

- **Pick Planning and Pick Process** *requires picking the component inventory prior to assembly*
  — Initiating a pick sends the request to collect components for assembly. Prior to creating the pick request, knowing the stock numbers of each of the components are required to assemble the kit. Once components have been picked and are ready to assemble, the Pick Status Rollup changes to "Complete, Full Pick". Kits with this status only can be assembled.
- **Immediate Assembly** *does not require picking the component inventory prior to assembly*
  — For Serially Managed SKOs, this skips the Pick Plan and Pick processes, and the kit is immediately assembled. This method is most useful when the components are stored in the same location as where the kit is stored.

When a Kit Assembly Request is initiated through the Project Management process, the PRJ CD displays in the Kit Assemble grid.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Set Kit Outfit > Assemble > SKO Assemble page

Page Fields

The following fields display on the **SKO Assemble** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Stock Nbr

Member

Prj Cd

Kit Type

Kit Assemble Grid

Edit

Initiate

Print

Prj Cd

Stock Nbr

Item Desc

Plan Status Rollup

Serially Managed

Required Qty

Assembled Qty

Remaining Qty

Qty In QC

Qty Passed QC

Remarks

Attainment (%)

Optional

Security Commodity Type Desc

Reportable Commodity Type Desc

LIN/TAMCN

LIN/TAMCN Desc

GFM Contract Nbr

Shelf Life Cd

Stock Item Cd

Program Id

Established Dt/Tm

Established By
Last Transaction Dt/Tm
Last Updated By

Created By Pick

Pick Status
Kit QC Status
Pick Nbr
Qty Full
Qty Partial
Member

Created By Assemble

ICN
Serial Nbr
Current Qty
Prj Cd
Owning DoDAAC
GFM Contract Nbr
SKO Build Status
Cond Cd
Member

Pick Kits

Stock Nbr
Item Desc
Required Qty
Assembled Qty
Picked Qty
Remaining Qty To Be Picked

Kit Inventory Destination

Kit Assemble Qty *
Owning DoDAAC *
Cond Cd *
Pick Plan Location
Pick Plan Container
Prj Cd

Kit Details Grid

Stock Nbr
LIN/TAMCN
Item Desc
Required Qty
Rqd For Complete Kit?
Size Category

Kit Assemble

Stock Nbr *
Item Desc
ICN *

ICN Details

Serial Nbr
Asset ID

New Location
New Container
Cond Cd
Owning DoDAAC *
GFM Contract Nbr
Prj Cd

Kit Details Grid

Stock Nbr
LIN/TAMCN
Item Desc
Required Qty
Rqd For Complete Kit?
Kit Item Detail Status

Optional

Size Category
Stocking UI
Serially Managed
Prev Sel Qty
ICN Qty
Managed Shelf Life Cd
Kit Managing Shelf Life Cd
Cal/Maint/Inspect/Test At Parent Unit

Kit Assembly

Stock Nbr
Required Qty
Assembled Qty
Remaining Qty
Full Planned Pick Qty
Partial Planned Pick Qty
Owning DoDAAC
Cond Cd
Prj Cd
GFM Contract Nbr

Kit Assembly Information

Kit Assembly Location
Kit Assembly Container
Require QC
Complete As Is
QC Remarks

Kit Assembly Completed

Kit ICN
Item ICN
Stock Nbr
Item Desc
Serial Nbr

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search For a SKO Assemble Record

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

     Stock Number Browse help
   - Use or to assist with the Member entry. *This is a 50 alphanumeric character field.*

     Member Profile Browse help
   - Use to select the Prj Cd.
   - Use to select the Kit Type.
2. Select Search. *The results display in the Kit Assemble grid below.*

Add a SKO Assemble Record

Selecting Cancel *at any point of this procedure removes all revisions and removes the grid row.*

1. Select + Add. *A blank entry appears at the top of the grid.*
2. Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*

   Stock Number Browse help
3. *The ITEM DESC field automatically populates once the STOCK NBR is entered.*
4. *The Serially Managed field automatically populates once the STOCK NBR is entered.*
5. Use to choose the Required QTY.
6. *The Assembled QTY field automatically populates and is not editable.*
7. *The Remaining QTY field automatically populates and is not editable.*
8. *The QTY in QC field automatically populates and is not editable.*
9. *The QTY Passed QC field automatically populates and is not editable.*
10. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
11. *The Attainment (%) field automatically populates and is not editable.*
12. Click Add to complete the transaction.

Update a SKO Assemble Record

Selecting Cancel *at any point of this procedure removes all revisions and closes the grid row.*

1. Select Edit next to the desired SKO Assemble Record. *The entry expands.*
2. *Verify the STOCK NBR.*
3. *Verify the ITEM DESC.*
4. *Verify the Serially Managed field.*
5. Update the Required QTY, using to choose the revised quantity.
6. *Verify the Assembled QTY.*
7. *Verify the Remaining QTY.*
8. *Verify the QTY in QC.*
9. *Verify the QTY Passed QC.*
10. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
11. *Verify the Attainment (%).*
12. Update the History Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
13. Click Update to complete the transaction.

Delete a SKO Assemble Record

Selecting Cancel *or* No *at any point of this procedure removes all revisions and closes the grid row.*

1. Select Edit next to the desired SKO Assemble Record. *The entry expands.*
2. Reduce the Required QTY to '0'.
3. Select Update. *The **Confirm Cancel SKO Build** pop-up window appears.*
4. Select Yes to remove the record.

Initiate a Pick for a SKO Assemble Record

Selecting Cancel *at any point of this procedure removes any revisions and returns to the Kit Assemble grid. **Bold** numbered steps are required.*

1. Select Initiate. *The Initiate drop-down menu appears.*
2. Select Pick. *The **Pick Kits** pop-up window appears.*
3. *Verify the STOCK NBR.*
4. *Verify the ITEM DESC.*
5. *Verify the Required QTY.*
6. *Verify the Assembled QTY.*
7. *Verify the Picked QTY.*
8. *Verify the Remaining QTY To Be Picked.*
9. Use to choose the Kit Assemble QTY field. *This field is only editable for serially managed SKO Assemble Records when more than 1 is required.*
10. Use to select the Owning DoDAAC.
11. Use to select the Cond Cd.
12. Enter the Pick Plan Location, or use to browse for the entry. *This is a 20 alpha-numeric character field.*
    Location Browse help

    OR

    Enter the Pick Plan Container, or use to browse for the entry. *This is a 20 alphanumeric character field.*
    Container Identification Browse help
13. *Verify the PRJ CD, if available.*
14. Select + Add to complete the transaction. *The grid row expands, with "Pick Plan Created" in the Plan Status Rollup field, and the PICK NBR linked to the Materiel Movement Plan.*

Assemble a SKO Assemble Record (Pick NBR)

Selecting Cancel *at any point of this procedure removes any revisions and closes the pop-up window. **Bold** numbered steps are required.*

1. Select next to the desired record. *The **Created By Pick** sub-grid appears.*
2. Select Assemble. *The **Kit Assembly** pop-up window appears, open to the **Kit Assembly** tab.*

Note
Assemble is only available when the Plan Status is "Complete, Full Pick."

3. *Verify the STOCK NBR.*
4. *Verify the Required QTY.*
5. *Verify the Assembled QTY.*
6. *Verify the Remaining QTY.*
7. *Verify the Full Planned Pick QTY.*
8. *Verify the Partial Planned Pick QTY.*
9. *Verify the Owning DODAAC.*
10. *Verify the COND CD.*
11. *Verify the PRJ CD.*
12. *Verify the GFM CONTRACT NBR.*
13. Use or to assist with the Kit Assembly Location entry. *This is a 20 alpha-numeric character field.*
    Location Browse help

    OR

    Use or to assist with the Kit Assembly Container entry. *This is a 20 alpha-numeric character field.*
    Container Identification Browse help
14. Click to *de-select* the Require QC. *This removes the check ( ) and does not create a QC Request.*
15. Click to select the Complete As Is. *This indicates the Kit needs to ship even if it is incomplete.*
16. Select the QC Remarks field to enter any additional information. *This is a 1024 alphanumeric character field.*
17. Select + Add to complete the assembly. *The **Kit Assembly** tab closes, and the **Kit Creation Completed** tab opens, with the Kit and Item ICN fields populated.*
18. Select Print DW01. *The **Print Form** pop-up window appears.*

    Selecting Cancel *at any point of this procedure removes all revisions and closes the window.*
    A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

B. Select Print. *The DW Form 01 "Kit Assembly Instructions" prints.*

19. Select Close. *The **Kit Assembly** pop-up window closes, with "Assembled" in the Plan Status Rollup field.*

Assemble a SKO Assemble Record (Assemble)

Selecting Cancel *at any point of this procedure removes any revisions and returns to the Kit Assemble grid. **Bold** numbered steps are required.*

1. Select Initiate. *The Initiate drop-down menu appears.*
2. Select Assemble. *The **Kit Assemble** pop-up window appears.*
3. *Verify the STOCK NBR.*
4. *Verify the ITEM DESC.*
5. Enter the ICN, or use ... to browse for the entry. *This is a 20 alphanumeric character field.*

   Inventory Control Number Browse help

   If there is no ICN for this Kit, enter the ICN.

   ### Scan the barcode

   1. Select the ICN field.
   2. Use the DPAS supported tethered scanner to scan:
      - DPAS generated ICN barcode
      - Serial Number barcode
      - UII barcode

   ### Type the information

   Select Discard Changes *to remove updates and remove the ICN Details section.*

   1. Select +. *The ICN Details panel displays.*
   2. Enter the SERIAL NBR in the field provided.
   3. Enter the ASSET ID in the field provided.
   4. Select Update ICN to complete the entry.

   If the Kit includes sized components, an extra field appears.

   Use i or ... to assist with the Member entry. *The size automatically updates.*
   Member Profile Browse help

Once the ICN is entered, two additional fields appear.

Enter the New Location, or use … to browse for the entry. *This is a 20 alpha-numeric character field.*
Location Browse help

OR

Enter the New Container, or use … to browse for the entry. *This is a 20 alpha-numeric character field.*
Container Identification Browse help

6. Verify any Inspection fields that appear.
7. *Verify the COND CD.*
8. Use the ▾ to select the Owning DoDAAC.
9. *Verify the GFM CONTRACT NBR.*
10. *Verify the PRJ CD.*
11. For each asset in The Kit Details grid:
    A. Select + Add... .

    If there *is no* LIN/TAMCN, the *Inventory Selection* pop-up window appears.

    Click ☐ next to the desired asset in the Inventory Selection grid. *The Selected Quantity field changes to the quantity required.*

    If there *is* a LIN/TAMCN, the *Inventory Selection By LIN/TAMCN* pop-up window appears.

    a. Select Select Assets next to the desired STOCK NBR. *The **Inventory Selection** pop-up window appears.*
    b. Click ☐ next to the desired asset. *The Selected Quantity field changes to the quantity required.*

    B. Select ✓Take Selected . *The **Inventory Selection** pop-up window closes, and the asset appears in the grid below the stock number in the updated **Kit Assemble** pop-up window.*
    C. Repeat for each asset in the Kit Details grid.
12. Verify the Require QC contains the appropriate ☑ or ☐ . *Default is ☑ to **create** a QC Request.*
13. Enter the QC Remarks in the field provided for the QC department. *This is a 1024 alphanumeric character field.*

14. Select + Add to complete the assembly. *The **Print Form** pop-up window appears. Selecting* Cancel *does not print the form.*
15. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
16. Select Print. *The **Print** pop-up window for the DW Form 01 appears.*
17. Choose one of the following options:
    - Open generates a PDF document, and can be printed from here.
    - Save saves the document, and can be printed at a later time.

Print SKO Assemble Details

Selecting Cancel *at any point of this procedure removes any revisions and closes the pop-up window.*

1. Click ☐ in the Print column of the desired SKO Assemble Record. ☑ *appears.*
2. Select Print Selected.
3. A pop-up window appears after generating the DW Form 08. *Choose whether to:*
    - Open has the PDF document appear, and is printable from here.
    - Save saves the PDF document, and is printable at a later time.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 - Remarks must be alphanumeric with supported special character	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -,

(s) $, -, /, #, &, comma, period, and space.	/, #, &, comma, period, and space. Special characters like ! or @ are not permitted.
13 - Mandatory Entry: *ICN*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Kit Assemble QTY*.	
13 - Mandatory Entry: *Owning DoDAAC*.	
13 - Mandatory Entry: *STOCK NBR*.	
92 - Entry must be numeric.	Invalid Entry. The characters entered in the field include prohibited characters. Enter numeric ("0" through "9") characters.
2098 - REQ QTY for Project Kits cannot be increased.	Invalid Entry. The Required QTY for this project is at the maximum. Re-enter the REQ QTY field.
1145 - REQ QTY cannot be < Assembled QTY.	Invalid Entry. The Assembled QTY must be less than the REQ QTY. Enter a valid number.
2132 - Kits set to Comp of Kit cannot be built within the SKO Build program.	Invalid Entry. The STOCK NBR entered is not a complete kit, but a component of a complete kit. Enter a new Stock Number.
xxxx - Invalid value entered for STOCK NBR.	Invalid STOCK NBR Entered. The STOCK NBR must be a managed kit. Type the STOCK NBR again, using i to assist with the entry.
1108 - STOCK NBR must be a Stock Item for this Warehouse.	Invalid Entry. The Stock Number entered is not a Stock Item in the receiving warehouse. Check to make sure the Stock Item is in the warehouse, and re-enter the number.
1162 - Invalid value entered for STOCK NBR. Must be a SKO Stock Number with a valid Stock Item.	Invalid STOCK NBR Entered. The STOCK NBR must already exist in the SKO Header Table. Type the STOCK NBR again, using i to assist with the entry.
1006 - Wild-card is not	Invalid Entry. The wild-card character (%) is

permitted.	not allowed. Remove the (%) and enter a valid entry.

Related Topics

- SKO Bulk Update
- SKO Disassemble
- SKO Serial Update
- Project Management
- Material Movement Plan

SKO Bulk Update

Overview

The SKO Bulk Update process allows updating to bulk kits by removing and replacing components needed to complete the kit. This feature is useful when the full quantities were not picked.

Navigation

Materiel MGMT > Set Kit Outfit > Bulk Update> Sets Kits Outfits page

Page Elements

The following fields display on the SKO Bulk Update page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Kit Location

Kit Container

Bulk Id

Kit Update Dialog Box

All page elements on the **Kit Update** dialog box, including the available columns, are defined below.

After clicking the **Expand** arrow (▶) in the first column on the grid, the sub grid appears, as shown in this example.

View-only fields	
Stock Nbr	Master Stock Number for the kit.
Item Desc	Short description of the Master Stock Number.
Serial Nbr	Value used to identify the serially managed Master Stock Number, if applicable.
ICN/Label button	Inventory Control Number for the Master Stock Number. Click **Label** to print labels. *See Print a SKO ICN Label for instructions.*
Cond Cd	Code used to classify materiel for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel.
Owning DoDAAC	Owning Department of Defense Activity Address Code (DoDAAC). Identifies the DoDAAC where the stock currently resides.
Member (not shown)	Member associated with the kit, if applicable. Not shown if no member is associated with the kit.
Button on top row of Kit Details grid	
Grid Options	Click to customize the columns displayed on the grid, clear any filters you have applied to the search results, export search result data, or to create or run a custom query.

Columns shown by default on Kit Details grid	
Expand arrow	Click to view the individual components in the kit.
Add (not shown)	Click to access the Inventory Selection dialog box, where you can add a replacement component. Only shown when a component is needed.
Stock Nbr	Stock number for the component.
Add button	Click to access **Inventory Selection** dialog box, where you can add a replacement component.
LIN/TAMCN	The Line Item Number (LIN)/Table of Authorized Material Control Number (TAMCN) used for designating a family of stock numbers for a component.
Item Desc	Short description of the component.
Required Qty	Number of components required.
Rqd for Complete Kit?	Yes if the component is required for a complete kit. No if it is not required for a complete kit.
Kit Item Detail Status	Component status. Completed, Not Started, <<what are the other options?>>
Other columns, not shown unless selected from Grid Options	
Cal/Maint/Inspect/Test At Parent Unit	Calibration/Maintenance/Inspection/Test at Parent Unit. Either Yes or No, indicating if the associated components respective dates are the same as the header/end item and will be calibrated, maintained, inspected, and/or tested in tandem with the header/end item. No indicates that the associated component can have different calibration, maintenance, inspection, and/or test dates than the header (or parent). No does not mean the components dates will differ entirely, it just means that they can be different.
Icn Qty	Inventory Control Number quantity. <<define...>>
Kit Managing Shelf Life Cd	Identifies when a specific stock number is added to a specific kit in the Sets, Kits, and Outfits (SKO) Catalog. If a code is shown, it indicates that the shelf life of the specific stock number is different from the shelf life recorded on the stock number catalog. If no code is shown, the shelf life on the associated component is no different than what is defined in the stock number catalog.
Managed Shelf Life Cd	A code identifying the period of time beginning with the date of manufacture/cure/assembly/pack and terminated by the date by which an item must be used (expiration date) or subjected to inspection/test/restoration/disposal action.
Prev Sel Qty	
Serially Managed	Yes or No indicator for the SKO to determine if it is uniquely tracked, controlled or managed in maintenance, repair and/or supply by means of its serial number.
Size Category	Identifies a category for each item of gear that can be issued in more than one size. The size category will be associated with a LIN/TAMCN.
Stocking UI	Identifies standard unit by which an item is issued or ordered by a two digit code.
Sub-grid button and columns (appears after clicking the Expand arrow ▸)	
Grid Options	Click to customize the columns displayed on the grid, clear any filters

	you have applied to the search results, export search result data, or to create or run a custom query.
Remove	Click to remove component from the kit. After clicking **Remove**, the **Add** button appears.
ICN	Inventory Control Number for the Master Stock Number.
Serial Nbr	Value used to identify the serially managed component.
Cond Cd	Code used to classify materiel for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel.
Current Qty	Number of components currently allocated for the kit. <<Is this correct?>>
Current Container	Container where the component is stored. <<Is this correct?>>
New Qty	New number of components allocated for the kit. <<Is this correct?>>
New Location	Location where the component will be stored. << Is this correct?>>
New Container	Container where the component will be stored. <<Is this correct?>>
Action to Take	Action to take in order to complete the kit. <<Is this correct?>>
Size	
SKO Build Status	
Sub-grid - other columns, not shown unless selected from Grid Options	
Color	Color of component, if available.
Completed Kit Condition Code	
Install Date	
Item Desc	Short description of the Master Stock Number.
Member	Member associated with the kit, if available.
Owning DoDAAC	Owning Department of Defense Activity Address Code (DoDAAC). Identifies the DoDAAC where the stock currently resides.
Prj Cd	Project Code
Req'd Qty	Required Quantity
UII	Unique Item Identifier. A UII is a set of data elements marked on an item that is globally unique and unambiguous. The UII is never changed and the mark is permanent through the life of the product. An asset identifier (bar code) is an example of a UII. For items that are serialized within the enterprise identifier, the UII data set includes the data elements of enterprise identifier and a unique serial number. For items that are serialized within the part, lot or batch number within the enterprise identifier, the UII data set includes the data elements of enterprise identifier, the original part, lot or batch number, and the serial number.
Fields and buttons under sub-grid	
Require QC	Select this check box to send the kit to Quality Control. Not shown for kits that have failed QC Inspection.
QC Remarks	If sending to Quality Control, enter comments here, if desired. Not shown for kits that have failed QC Inspection.
Update	Click to save your changes.

Cancel	Click to close the **Kit Update** dialog box without saving your changes.
Print DW01	Click to print a DW Form 01. The **Print Form** dialog box appears. Enter any remarks you want to include in the field and then click **Print**.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a SKO Bulk Update Record

1. In the **Search Criteria** section, enter a Kit Location, or use ... to browse for the entry. *Required if not selecting a Kit Container.*
2. Enter a kit container in the **Kit Container**, or use ... to browse for the entry. *Required if not selecting a Kit Location.*
3. Enter an ID in the **Bulk Id** field, or click **Browse** (**...**) to search for an ID. *Required.*
4. Click **Continue**. *The **Kit Update** dialog box appears.*

Add a Component to Complete a Kit

1. Access the **Kit Update** dialog box for the record you want to work with. *See Search for a SKO Bulk Update Record for instructions.*
2. On the **Kit Details** grid, click **Add**. *The **Inventory Selection** dialog box appears.*
3. Select the check box for the component you want to select and then click **Take Selected**.
4. Clear the **Require QC** check box if the kit does not need to be reviewed by Quality Control. This check box is selected by default, indicating that the kit is required to be reviewed by Quality Control.
5. Enter quality control remarks in the **QC Remarks** field, if desired.
6. Click **Update**.

Print a SKO ICN Label

Follow these steps to print an Inventory Control Number (ICN) label for a kit.

1. Search for the record you want to work with. *See Search for a SKO Bulk Update Record for instructions.*
2. On the **Kit Update** grid, click **Label**. *The **Print Label Request** dialog box appears.*

3. Select an option from the **Printer Language** list.
4. Select an option from the **Label Size** list.
5. Select the **Include RFID** check box to include Radio Frequency Identification (RFID) encoding (requires a specific printer).
6. Enter the number of labels to print in the **Qty** field.
7. Click **Print**. *The **Print** dialog box appears.*
8. Click **Print**.

Print a DW01 Form

1. Search for the record you want to work with. *See Search for a SKO Serial Update Record for instructions.*
2. On the **Kit Update** grid, click **Print DW01**. *The **Print Form** dialog box appears.*
3. Enter any remarks you would like to include in the field and then click **Print**. *The **File Download** dialog box appears.*
4. Click **Open**. *The form opens in Adobe Reader.*
5. Click the **Print file** button on the toolbar or select **Print** form the **File** menu.

Related Topics

- SKO Assemble
- SKO Disassemble
- SKO Serial Update

SKO Disassemble

Overview

The Warehouse Management module Sets, Kits, and Outfits (SKO) Disassemble process provides the ability to return some or all components of a SKO to inventory (deciding which locations or containers serve as destinations), add an Inventory Control Number (ICN), send kit components to Quality Control, or update condition codes.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Set Kit Outfit > Disassemble > SKO Disassemble page

Page Fields

The following fields display on the **SKO Disassemble** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Stock Nbr

Item Desc

Planned Start Date

Planned End Date

Status

Include Closed

Included Serial Nbrs

SKO Disassemble Grid

Stock Nbr

Item Desc

SKO Type

Included Serial Nbrs

Cost Center

Assigned To

Planned Start Date

Planned End Date

Disassemble Location
Status
Total Kits to Disassemble
Kits Partially Disassembled
Kits Fully Disassembled

Optional

Pick Nbr
Actual Start Date
Actual End Date
Program Id
Established Dt/Tm
Established By
Last Updated By
Last Transaction Dt/Tm

Disassemble Header

Stock Nbr
Item Desc
SKO Type
Status
Planned Start Date
Planned End Date
Cost Center *
Assigned To
Disassemble Location

Search Criteria

Cond Cd
Prj Cd
Location
Container
Serial Nbr

Kit Headers Grid

Qty
Stock Nbr
ICN

Cond Cd
Mgmt Cd
Serial Nbr
Owning DoDAAC
Prj Cd
Location
Container
Member Name
Send to QC

Optional

Mfr Lot Nbr
Mfr Contract
CAGE Cd
Mfr Dt
Size
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Kit Details Grid

Qty
Stock Nbr
Item Desc
Mgmt Cd
ICN
Serial Nbr
Cond Cd
Owning DoDAAC
Location
Container
Send to QC

Optional

Mfr Lot Nbr

Mfr Contract Nbr
CAGE Cd
Mfr Dt
Size

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips
Click the following link to display Warehouse Navigation Tips.

Search for a SKO Disassemble Record

One or more of the Search Criteria fields can be entered to isolate the results. By default, all records are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
   - Enter the ITEM DESC, using to assist with the entry.
   - Use to select the Planned Start Date, or enter the date (MM/DD/YYYY) in the field provided.
   - Use to select the Planned End Date, or enter the date (MM/DD/YYYY) in the field provided.
   - Use to select the desired Status.
   - Click to select Include Closed. *appears, and includes CP - Complete or CN - Cancelled records.*
   - Enter the Included SERIAL NBRs in the field provided.
2. Select Search. *The results display in the SKO Disassemble grid below.*

Add a SKO Disassemble Record

Select + Add to display the **Add SKO Disassemble** pop-up window.

Update a SKO Disassemble Record

1. Select ☐ next to the desired SKO Disassemble Record.
2. Select Edit to display the **Update SKO Disassemble** page.

Complete a SKO Disassemble Record

1. Select ☐ next to the desired SKO Disassemble Record.
2. Select Edit to display the **Update SKO Disassemble** page.

Cancel a SKO Disassemble Record

Note

A SKO Disassemble record can **only** be canceled if the Status is **IP - In Progress**. If the status is anything else, the record cannot be canceled.

1. Select ☐ next to the desired SKO Disassemble Record. Cancel *becomes active.*
2. Select Cancel to process the transaction.

Delete a SKO Disassemble Record

1. Select ☐ next to the desired SKO Disassemble Record.
2. Select Delete to display the **Delete SKO Disassemble** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
2133 - ICN is missing from one or more selected components. Please supply a valid ICN for each component being removed from the kit.	Invalid Disassemble. A SKO must have all the assets identified with an ICN before returning them to Inventory. Use ... to assist with the ICN of the asset.

Related Topics

- Add a SKO Disassemble Record
- Update a SKO Disassemble Record
- Delete a SKO Disassemble Record
- SKO Assemble
- SKO Bulk Update
- SKO Serial Update
- Materiel Movement Pick

Add a SKO Disassemble Record

Overview

The SKO Disassemble Add process provides the ability to create new disassemble records. Searching for and selecting the STOCK NBR for the SKO is mandatory for the record creation.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Set Kit Outfit > Disassemble > + Add > Add SKO Disassemble pop-up window

Page Fields

The following fields display on the **Add SKO Disassemble** pop-up window. For more information on each field, select the appropriate hyperlink.

Add SKO Disassemble

Stock Nbr *
Item Desc
Planned Start Date
Planned End Date
Cost Center *
Assigned To
Disassemble Location

Add SKO Disassemble Grid

Qty
ICN
Serial Nbr
Cond Cd
Location
Container

Inventory Selection

- Scan Barcode
- GFM Contract Nbr
- Stock Nbr
- ICN
- Min Qty Rqd
- Location
- Cond Cd
- Serial Nbr
- Mfr Cage
- Mfr Contract Nbr
- Mfr Lot Nbr
- Mfr Dt
- Additional Info

Available Inventory Grid

- Total Qty
- Stock Nbr Allocation Qty
- Inventory Allocation Qty
- Available Qty

Selected Inventory Grid

- Selected Qty
- Qty
- ICN
- Stock Nbr
- Serial Nbr
- Shelf Life Remaining
- Shelf Life Expiration Dt
- Cond Cd
- Owning DoDAAC
- Prj Cd
- Container ID
- GFM Contract Nbr

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a SKO Disassemble 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 SKO Disassemble*** *pop-up window displays.*
2. Click Select Inventory. *The* ***Inventory Selection*** *pop-up window appears.*
3. *The STOCK NBR field automatically populates once the Inventory is entered.*
4. *The ITEM DESC field automatically populates once the Inventory is entered.*
5. Use to select the Planned Start Date, or enter the date (MM/DD/YYYY) in the field provided.
6. Use to select the Planned End Date, or enter the date (MM/DD/YYYY) in the field provided.
7. Use to select the Cost Center. *The Assigned To field becomes editable.*
8. Enter the Assigned To personnel in the field provided.
9. Enter the Disassemble Location, or use ... to browse for the entry.

   Location Browse help

   Note

   If a Disassemble Location is not selected, the kit is expected to be disassembled in its current location.

10. Select Add to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

you do not have the appropriate security access.	access. Enter different Search Criteria and try the Search again.
13 - Mandatory Entry: *STOCK NBR*.	
13 - Mandatory Entry: *ICN*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *SERIAL NBR*.	
13 - Mandatory Entry: *COST CTR*	

Related Topics

- SKO Disassemble Overview
- Update a SKO Disassemble Record
- Delete a SKO Disassemble Record
- SKO Assemble
- SKO Bulk Update
- SKO Serial Update

Delete a SKO Disassemble Record

Overview

The SKO Disassemble Delete process allows removal of disassemble records.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Set Kit Outfit > Disassemble > ☐ > Delete > Delete SKO Disassemble pop-up window

Page Fields

The following fields display on the **Delete SKO Disassemble** pop-up window. For more information on each field, select the appropriate hyperlink.

Delete SKO Disassemble

History Remarks

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

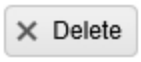
Delete a SKO Disassemble Record

Note

A SKO Disassemble record can **only** be deleted if the Status is **NS - Not Started**. If the status is anything else, the record cannot be deleted.

Selecting Cancel *at any point of this procedure removes all revisions and closes the pop-up window.*

1. Select ☐ next to the desired SKO Disassemble Record. Delete *becomes active.*
2. Select Delete. *The **Delete SKO Disassemble** pop-up window appears.*

3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select 

to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- SKO Disassemble Overview
- Add a SKO Disassemble Record
- Update a SKO Disassemble Record
- SKO Assemble
- SKO Bulk Update
- SKO Serial Update

Update a SKO Disassemble Record

Overview

The SKO Disassemble Update process allows editing of disassemble records. Editable fields are updated independently of any other edit screen actions.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > Set Kit Outfit > Disassemble > ☐ > Edit > SKO Disassemble Header page

Page Fields

The following fields display on the **SKO Disassemble Header** page. For more information on each field, select the appropriate hyperlink.

Disassemble Header

Stock Nbr *
Item Desc
SKO Type
Status
Planned Start Date
Planned End Date
Cost Center *
Assigned To
Disassemble Location

Search Criteria

Cond Cd
Prj Cd
Location
Container
Serial Nbr

Kit Headers Grid

- Qty
- Stock Nbr
- ICN
- Cond Cd
- Mgmt Cd
- Serial Nbr
- Owning DoDAAC
- Prj Cd
- Location
- Container
- Member Name
- Send to QC

Optional

- Mfr Lot Nbr
- Mfr Contract
- CAGE Cd
- Mfr Dt
- Size
- Program Id
- Established Dt/Tm
- Established By
- Last Transaction Dt/Tm
- Last Updated By

Kit Details Grid

- Qty
- Stock Nbr
- Item Desc
- Mgmt Cd
- ICN
- Serial Nbr
- Cond Cd
- Owning DoDAAC
- Location
- Container

Send to QC

Optional

Mfr Lot Nbr
Mfr Contract Nbr
CAGE Cd
Mfr Dt
Size

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a SKO Disassemble Record Header

Note

A SKO Disassemble record is editable if the Status is **NS - Not Started** or **IP - In Progress**. If the status is anything else, the record cannot be updated.

Selecting Back *at any point of this procedure removes all revisions and returns to the SKO Disassemble page.*

1. Select ☐ next to the desired SKO Disassemble Record. Edit *becomes active.*
2. Select Edit. *The page advances to show the Disassemble Header panel, the Search Criteria panel, the Kit Headers grid, and the Kit Details grid. The Kit Header record automatically expands to show the Kit Details grid.*
3. Verify the fields in the Disassemble Header panel.
   - *Verify the STOCK NBR.*
   - *Verify the ITEM DESC.*
   - *Verify the SKO Type.*
   - *Verify the Status.*
   - Update the Planned Start Date, using or entering the date (MM/DD/YYYY) in the field provided.

- Update the Planned End Date, using or entering the date (MM/DD/YYYY) in the field provided.
- Update the Cost Center, using to select the desired center.
- Update the Assigned To, entering the revised personnel in the field provided.
- Update the Disassemble Location, using to browse for the revised place. *This is a 20 alphanumeric character field.*

  Location Browse help

4. Verify the fields in the Kit Details grid. *Any field with is editable.*

Update a Condition Code

A. Select in the COND CD field. *appears.*

B. Update the Cond Cd, using to select the desired code.

C. Click outside the field. *The COND CD saves, and the field returns to read only.*

Update a Location

A. Select in the Location field. *appears.*

B. Update the Location, using to browse for the revised place. *This is a 20 alphanumeric character field.*

Location Browse help

Update a Container

A. Select in the Container field. *appears.*

B. Update the Container, using to browse for the revised place. *This is a 20 alphanumeric character field.*

Container Identification Browse help

Add an ICN

Note

For Serial managed kits, the ICNs are not editable.

For Bulk managed kits, any existing ICN is not editable. If there is no existing ICN, one must be entered.

Update the ICN, using to enter the revised number. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

5. Select Update to process the transaction.

Disassemble a SKO

Note

A SKO can be disassembled if the Status is **NS - Not Started** or **IP - In Progress**. If the status is anything else, the SKO cannot be disassembled.

1. Select ☐ next to the desired SKO Disassemble Record. Edit *becomes active.*
2. Select Edit. *The page advances to show the Disassemble Header panel, the Search Criteria panel, the Kit Headers grid, and the Kit Details grid. The Kit Header record automatically expands to show the Kit Details grid.*

Serial Kits

Return All Components for All SKOs Shown

A. Select Select All. *All* ☑ *become* ☐*, or vice versa.*

B. *Verify all check-boxes are* ☑*.*

Return All Components for 1 SKO

A. Select Select All. *All* ☑ *become* ☐*, or vice versa.*

B. Select ☐ next to the desired Kit Header record. *Only the components of that kit have* ☐ *become* ☑*.*

Return a single component in a serial SKO

A. Select Select All. *All* ☑ *become* ☐*, or vice versa.*

B. Select ☐ next to the desired component in the Kit Details record. *Only that component has* ☐ *become* ☑*.*

Return multiple components in a serial SKO

A. Select Select All. *All* ☑ *become* ☐*, or vice versa.*

B. Select ☐ next to the desired components in the Kit Details record. *Only those components have* ☐ *become* ☑*.*

Send all SKO components to Quality Control

A. Select Select All. *All* ☑ *become* ☐*, or vice versa.*

B. Select ☐ next to the desired Kit Header record. *Only the components of that kit have* ☐ *become* ☑*.*

C. Select ☐ in the Send to QC column of the Kit Header record. *Ensure the Send to QC column has* ☑*.*

Bulk Kits

Return All Components for All SKOs Shown

A. Select Select All. *All* ⇕ *amounts toggle between the total amount and 0.*

B. *Verify all amounts are the total amount.*

Return All Components for 1 SKO

A. Select Select All. *All* ⇕ *amounts toggle between the total amount and 0.*

B. Use ⇕ in the Kit Header to choose the disassemble quantity. *The total quantity is in the Qty column. Use that number to disassemble all components.*

Send all SKO components to Quality Control

A. Select Select All. *All* ⇕ *amounts toggle between the total amount and 0.*

B. Use ⇕ in the Kit Header to choose the disassemble quantity. *The total quantity is in the Qty column. Use that number to disassemble all components.*

C. Select ☐ in the Send to QC column of the Kit Header record. *Ensure the Send to QC column has* ☑*.*

3. Select Disassemble. *The status changes, and the* ***SKO Disassemble*** *main page appears.*

Complete a SKO Disassemble Record

1. Select ☐ next to the desired SKO Disassemble Record. Edit *becomes active.*

2. Select Edit. *The page advances to show the Disassemble Header panel, the Search Criteria panel, the Kit Headers grid, and the Kit Details grid. The Kit Header record automatically expands to show the Kit Details grid.*

Serial Kits

A. Select Select All. *All* ☑ *become* ☐*, or vice versa.*

B. Select ☐ next to the desired Kit Header record. *Only the components of that kit have* ☐ *become* ☑*.*

Bulk Kits

A. Select Select All. *All* ⇕ *amounts toggle between the total amount and 0.*

B. Use ⇕ in the Kit Header to choose the disassemble quantity. *The total quantity is in the Qty column. Use that number to disassemble all components.*

3. Select ✔ Complete to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 - Mandatory Entry: *STOCK NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *COST CTR*.	

Related Topics

- SKO Disassemble Overview
- Add a SKO Disassemble Record
- Delete a SKO Disassemble Record
- SKO Assemble
- SKO Bulk Update
- SKO Serial Update

SKO Serial Update

Overview

In DPAS, you can use the Set Kit Outfit (SKO) Serial Update process to update Serial kits by moving, removing, and replacing components that are needed to complete a kit.
You can also completely disassemble a kit, if needed. This process is useful when the full quantities of components were not picked, or if the kit failed Quality Control inspection.

Navigation

Materiel MGMT > Set Kit Outfit > Serial Update > Sets Kits Outfits page

Page Elements

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

The **Sets Kits Outfits** (Serial Update) page contains the fields and buttons described below. Required fields are marked with an asterisk (*).

Sets Kits Outfits (Serial Update) Search Criteria

To search for all SKO serial update records, leave the default search field options and click **Search**. See the table below for other search options.

Stock Nbr	Enter the STOCK NBR, or use ... to browse for the entry.
Item Desc	Enter a description of the Master Stock Number or leave the default option of **All**.
Member	Enter the ID of the member or click **Browse** (**...**) to search for a member, or leave the default option of **All**.
Show Completed	Select to display only kits with a SKO Build status of "Completed."
Serial Nbr	Enter the serial number for the kit.
Search	Click to perform a search.
Reset	

Kit Update Grid

All page elements on the **Kit Update** grid, including the available columns, are defined below.

Button on top row of Kit Details grid	
Grid Options	Click to customize the columns displayed on the grid, clear any filters you have applied to the search results, export search result data, or to create or run a cus-

	tom query.
Columns shown by default on Kit Details grid	
Expand arrow	Click to view the individual components in the kit.
Stock Nbr	Stock number for the component.
Item Desc	Short description of the component.
Current Qty	Number of components currently allocated for the kit. <<Is this correct?>>
Sub-grid buttons and columns (appears after clicking the Expand arrow ▸)	
Disassemble Kits	
Grid Options	Click to customize the columns displayed on the grid, clear any filters you have applied to the search results, export search result data, or to create or run a custom query.
Update	Click to access the **Update Serial Kit** dialog box, where you can update kit details.
Print DW01	Click to print a DW Form 01. The **Print Form** dialog box appears. Enter any remarks you want to include in the field and then click **Print**.
Disassemble	Click to disassemble the kit. A confirmation dialog box appears. Click **Yes**.
ICN	Enter the ICN, or use ... to browse for the entry.
Serial Nbr	Value used to identify the serially managed Master Stock Number.
Current Qty	Number of kits that are fully or partially assembled.
Prj Cd	Project Code. Number assigned to the project the kit is associated to (if a project was created).
Owning DoDAAC	Owning Department of Defense Activity Address Code (DoDAAC). Identifies the DoDAAC where the stock currently resides.
SKO Build Status	Status of the SKO assembly process.
Cond Cd	Condition Code. Code used to classify materiel for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel.
Member	Member associated with the kit.
Sub-grid - other columns, not shown unless selected from Grid Options	
Currently Allocated	
Currently In QC	
Established By	ID of user who created the SKO record.
Established Dt/Tm	Date and time the SKO record was created.
Last Transaction Dt/Tm	Date and time stamp of the last transaction for the SKO record.
Last Updated By	ID of the user who last updated the SKO record.
Program Id	DPAS warehouse process name.

Update Serial Kit dialog box

After clicking Update on the Kit Update grid, the Update Serial Kit dialog box appears. From this dialog box, you can add, remove, or move items from a kit that already exist in inventory. You can also update kits that were returned from QC and did not pass inspection.

All page elements, including the available columns, are defined below.

View-only fields	
Stock Nbr	Master Stock Number for the kit.
Item Desc	Short description of the Master Stock Number.
Serial Nbr	Value used to identify the serially managed Master Stock Number, if applicable.
ICN/Label button	Inventory Control Number for the Master Stock Number. Click **Label** to print labels. *See Print a SKO ICN Label for instructions.*
Cond Cd	Code used to classify materiel for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel.
Owning DoDAAC	Owning Department of Defense Activity Address Code (DoDAAC). Identifies the DoDAAC where the stock currently resides.
Member (not shown)	Member associated with the kit, if applicable. Not shown if no member is associated with the kit.
Button on top row of Kit Details grid	
Grid Options	Click to customize the columns displayed on the grid, clear any filters you have applied to the search results, export search result data, or to create or run a custom query.
Columns shown by default on Kit Details grid	
Expand arrow	Click to view the individual components in the kit.
Add (not shown)	Click to access the Inventory Selection dialog box, where you can add a replacement component. Only shown when a component is needed.
Stock Nbr	Stock number for the component.
LIN/TAMCN	The Line Item Number (LIN)/Table of Authorized Material Control Number (TAMCN) used for designating a family of stock numbers for a component.
Item Desc	Short description of the component.
Required Qty	Number of components required.
Rqd for Complete Kit?	Yes if the component is required for a complete kit. No if it is not required for a complete kit.
Kit Item Detail Status	Component status. Completed, Not Started, <<what are the other options?>>
Sub-grid button and columns (appears after clicking the Expand arrow ▸)	
Grid Options	Click to customize the columns displayed on the grid, clear any filters you have applied to the search results, export search result data, or to create or run a custom query.
Remove	Click to remove component from the kit. After clicking **Remove**, the **Add** button appears.
ICN	Enter the ICN, or use … to browse for the entry.

Serial Nbr	Value used to identify the serially managed component.
Cond Cd	Condition Code. Code used to classify materiel for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel.
Current Qty	Number of components currently allocated for the kit. <<Is this correct?>>
Current Container	Container where the component is stored. <<Is this correct?>>
New Qty	New number of components allocated for the kit. <<Is this correct?>>
New Location	Location where the component will be stored. << Is this correct?>>
New Container	Container where the component will be stored. <<Is this correct?>>
Action to Take	Action to take in order to complete the kit. <<Is this correct?>>
Size	
SKO Build Status	
Sub-grid - other columns, not shown unless selected from Grid Options	
Currently Allocated	
Currently In QC	
Established By	ID of user who created the SKO record.
Established Dt/Tm	Date and time the SKO record was created.
Last Transaction Dt/Tm	Date and time stamp of the last transaction for the SKO record.
Last Updated By	ID of the user who last updated the SKO record.
Program Id	DPAS warehouse process name.
Fields and buttons under sub-grid	
Require QC	Select this check box to send the kit to Quality Control. Not shown for kits that have failed QC Inspection.
QC Remarks	If sending to Quality Control, enter comments here, if desired. Not shown for kits that have failed QC Inspection.
Update	Click to save your changes.
Cancel	Click to close the **Kit Update** dialog box without saving your changes.
Print DW01	Click to print a DW Form 01. The **Print Form** dialog box appears. Enter any remarks you want to include in the field and then click **Print**.
Disassemble	Click to disassemble the kit. A confirmation dialog box appears. Click **Yes**.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a SKO Serial Update Record

1. In the **Search Criteria** section, enter a stock number in the **Stock Nbr** field or to search for a stock number, or leave the default option of **All**.
2. Enter an item description in the **Item Desc** field, or leave the default option of **All**.
3. Enter the member name in the **Member** field or click **Browse** (**...**) to search for a member, or leave the default option of **All**.
4. Select the **Show Completed** check box to display kits with a SKO build status of "Completed."
5. Enter a serial number in the **Serial Nbr** field, or leave the default option of **All**.
6. Click **Search**.

Update an Incomplete Kit

1. Search for the record you want to update. *See Search for a SKO Serial Update Record for instructions.*
2. On the **Kit Update** grid, click the **Expand** arrow ▸ to display more details.
3. Click **Update** for the kit you want to update. *The **Update Serial Kit** dialog box appears.*
4. On the **Kit Details** grid, click **Add** to add an inventory item to the kit. *The **Inventory Selection** dialog box appears.*
5. Select the check box for the inventory item you want to select and then click **Take Selected**. *The **Update Serial Kit** dialog box appears.*
6. Clear the **Require QC** check box if the kit does not need to be reviewed by Quality Control. This check box is selected by default, indicating that the kit is required to be reviewed by Quality Control.
7. Enter quality control remarks in the **QC Remarks** field, if desired.
8. Click **Update**.

Disassemble a Kit

1. Search for the record you want to update. *See Search for a SKO Serial Update Record for instructions.*
2. On the **Kit Update** grid, click the **Expand** arrow ▸ to display more details.
3. Select the **Disassemble** check box for the kit and then click **Disassemble Kits**. *The **Disassemble Kits** confirmation dialog box appears.*
4. Click **Yes**.

Note: *You can also disassemble a kit from the* ***Update Serial Kit*** *page. On the* ***Kit Update*** *grid, click the expand arrow. Click* ***Update****, click* ***Disassemble****, and then click* ***Yes****.*

Replace Component to Pass QC

1. Search for the SKO record you want to update. For this procedure, select the **Show Completed** check box. *See Search for a SKO Serial Update Record for instructions.*
2. On the **Kit Update** grid, click the **Expand** arrow ▸ to display more details.
3. Click **Update**. *The* ***Update Serial Kit*** *dialog box appears.*
4. On the **Kit Details** grid, click **Add** to replace the failed component. *The* ***Inventory Selection*** *page appears.*
5. Select the check box for the inventory item you want to select and then click **Take Selected**.
6. Clear the **Require QC** check box if the kit does not need to be reviewed by Quality Control. This check box is selected by default, indicating that the kit is required to be reviewed by Quality Control.
7. Enter quality control remarks in the **QC Remarks** field, if desired.
8. Click **Update**.

Print a SKO ICN Label

Follow these steps to print an Inventory Control Number (ICN) label for a kit.

1. Search for the record you want to work with. *See Search for a SKO Serial Update Record for instructions.*
2. On the **Kit Update** grid, click the **Expand** arrow ▸ to display more details.
3. Click **Update**. *The* ***Update Serial Kit*** *dialog box appears.*
4. Click **Label**. *The* ***Print Label Request*** *dialog box appears.*
5. Select an option from the **Printer Language** list.
6. Select an option from the **Label Size** list.
7. Select the **Include RFID** check box to include Radio Frequency Identification (RFID) encoding (requires a specific printer).
8. Enter the number of labels to print in the **Qty** field.
9. Click **Print**. *The* ***Print*** *dialog box appears.*
10. Click **Print**.

Print a DW01 Form

1. Search for the record you want to work with. *See Search for a SKO Serial Update Record for instructions.*

2. On the **Kit Update** grid, click the **Expand** arrow ▸ to view more details.
3. Click **Print DW01**. *The **Print Form** dialog box appears.*
4. Enter any remarks you would like to include in the field and then click **Print**. *The **File Download** dialog box appears.*
5. Click **Open**. *The form opens in Adobe Reader.*
6. Click the **Print file** button on the toolbar or select **Print** form the **File** menu.

Related Topics

- SKO Assemble
- SKO Disassemble
- SKO Bulk Update

Allocation Management

Overview

The Warehouse Management module Allocation Management process provides the ability to view the allocations that exist against assets within the warehouse.
Allocations are defined in two ways:

- Soft Allocations - Allocations at the Stock Number, Condition Code, Owning DODAAC, and Project Code. *Example: Pick any truck from the parking lot*.
- Hard Allocations - Allocations against a specific inventory master records as selected in the Pick Planning process or in the Pick Process. *Example: Pick only the truck with VIN: ABC123 from the parking lot*.

Navigation

Materiel MGMT > Allocation MGMT > Allocation MGMT page

Page Fields

The following fields display on the **Allocation Management** 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.
5	Select "Hyperlink" to view details for specific record.

Search Criteria

Stock Nbr

Cond Cd

ICN

Serial Nbr

Owning DODAAC

Prj Cd

Allocation Desc

Search Results Grid

Stock Nbr
Item Desc
Cond Cd
Mgmt Cd
Owning DoDAAC
Prj Cd
Soft Alloc Qty
Hard Alloc Qty
Total Alloc Qty

Optional

Inv Type

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an Allocation

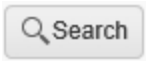
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

     Stock Number Browse help
   - Use to select the Cond Cd.
   - Use or to assist with the ICN entry. *This is a 20 alphanumeric character field.*

     Inventory Control Number Browse help
   - Enter the SERIAL NBR, using to assist with the entry. *This is a 30 alphanumeric character field.*

- Enter the Owning DoDAAC, using to assist with the entry.
- Use to select the Prj Cd.
- Enter the Allocation Desc, using to assist with the entry.

2. Select 

. *The results display in the Allocations grid.*

View Allocation Details

1. Select the Soft Alloc Qty or Hard Alloc Qty hyperlink to view the allocation details.
2. The Allocation Detail pop-up displays.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
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 - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Warehouse Overview
- Stock Item Overview
- Pick Plan Overview
- Materiel Release Order Overview

AIT Scanner

Overview

The Warehouse Management module AIT Update Scanner process provides the ability to download and install the Software on supported Portable Data Collection Devices (PDCDs).

Navigation

AIT MGMT ???

Page Fields

The following fields display on the AIT Software Update page. For more information on each field, select the appropriate hyperlink.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Download the Software

Transfer the .CAB file from the desktop to the My Computer directory in the PDCD.

Do Not Sync the Scanner

Port 1026

Must be on Main Screen to update software

Change Display Mixed Content if Unsafe Content pop up appears

Common Errors

No common errors have been identified for this page

Related Topics

- Update the AIT Software

Update the AIT Software

Overview

The AIT Software Update process provides the ability to download the Software and install it on supported Portable Data Collection Devices (PDCDs). This downloads the selected software update files to the desktop for installation on the PDCD.

Navigation

AIT MGMT > AIT Software Update

Page Fields

The following fields display on the AIT Software Update page. For more information on each field, select the appropriate hyperlink.

Software Version

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Download the Software

1. Use ▾ to select the desired Software Version.
2. Select Download. *The chosen software version downloads to the computer.*
3. Transfer the .CAB file from the desktop to the My Computer directory in the PDCD.

Common Errors

No Common Errors available for this process

Related Topics

- AIT Scanner Overview

AIT Update Scanner

Overview

The AIT Update Scanner process provides the ability to download and install the Software on supported Portable Data Collection Devices (PDCDs).

Navigation

AIT MGMT

Page Fields

The following fields display on the AIT Software Update page. For more information on each field, select the appropriate hyperlink.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Download the Software

Transfer the .CAB file from the desktop to the My Computer directory in the PDCD.

Do Not Sync the Scanner

Port 1026

Must be on Main Screen to update software

Change Display Mixed Content if Unsafe Content pop up appears

Common Errors

No common errors have been identified for this page

Related Topics

AIT Software Update

UIC

Overview

The Warehouse Management module Unit Identification Code (UIC) process provides the ability to add, update, and delete UIC records.
UICs are used to identify the organization that materiel is issued to with the expected return of the materiel once the deployment purpose of the Unit has been satisfied. The UIC is also be used to associate members who are individually issued materiel.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Customer MGMT > UIC > UIC page

Page Fields

The following fields display on the **UIC** 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

UIC

UIC Grid Fields

- Edit
- Delete
- History
- UIC
- UIC Name
- Account Name
- Parent UIC
- Status
- Organization Size
- Owning DoDAAC
- Contact Point

Optional

- Logistics Program Name
- Warehouse Name
- Phone Number
- DSN Number
- Fax Number
- E-Mail Address
- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- Country
- Remarks

Procedures

DPAS Navigation Helpful Tips

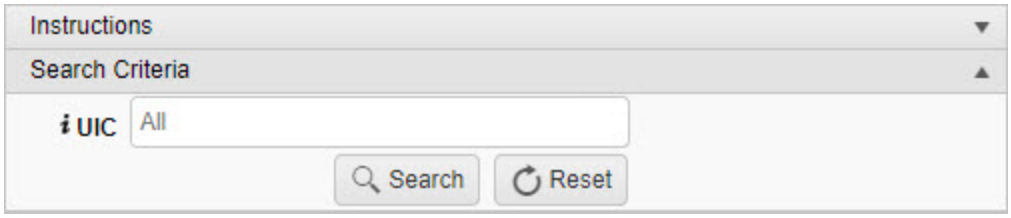
Click the following link to display Warehouse Navigation Tips.

Search for a UIC

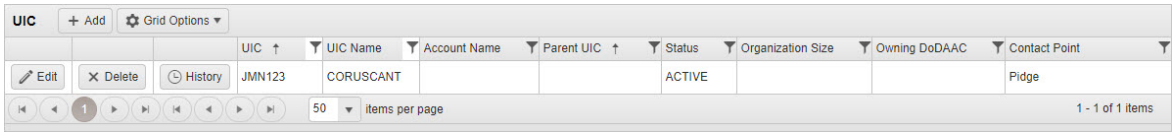
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure*

returns all fields to the default "All" setting.

1. Enter the UIC/Account Name, using ℹ to assist with entry. *This is a 6 alpha-numeric character field.*



2. Select Search. *Results appear in the Search Results grid.*



Add a UIC Record

Select Add. *The **Add UIC** pop-up window appears.*

Update a UIC Record

Select Edit next to the desired record. *The **Update UIC** pop-up window appears.*

View a UIC Record History

Select History next to the desired record. *The **UIC History** pop-up window appears.*

Delete a UIC Record

Select Delete next to the desired record. *The **Confirm Delete** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

access.	
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a UIC
- Update a UIC
- Delete a UIC

Add a UIC

Overview

The Unit Identification Code (UIC) Add process provides the ability to create new UIC records.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Customer MGMT > UIC > UIC > + Add > Add UIC pop-up window

Page Fields

The following fields display on the **Add UIC** 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.

UIC Tab

UIC *

Organization Size

UIC Name *

Account Name

Parent UIC

Warehouse Name *

Owning DoDAAC

Status

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.

Procedure

DPAS Navigation Helpful Tips

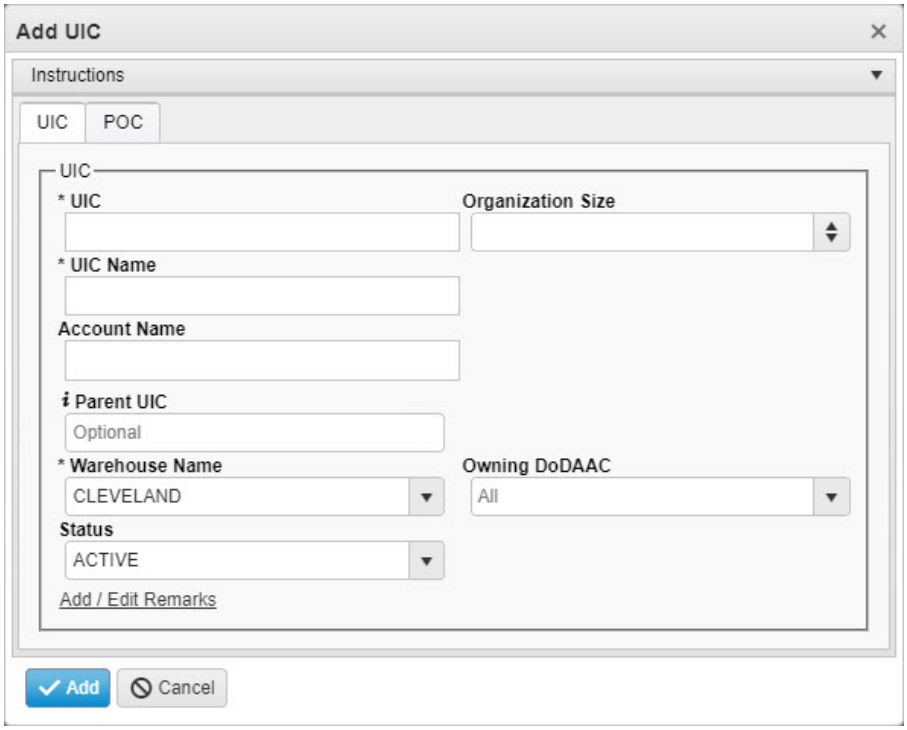
Click the following link to display Warehouse Navigation Tips.

Add a UIC

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 UIC** pop-up window appears.*

On the UIC Tab



A. Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*

B. Use ▲▼ to choose the Organization Size.

C. Enter the UIC Name in the field provided. *This is a 50 alphanumeric character field.*

D. Enter the Account Name in the field provided. *This is a 25 alphanumeric character field.*

E. Enter the Parent UIC, using ℹ to assist with entry. *This is a 6 alphanumeric character field.*

F. Use ▼ to select the Warehouse Name.

G. Use ▼ to select the Owning DoDAAC.

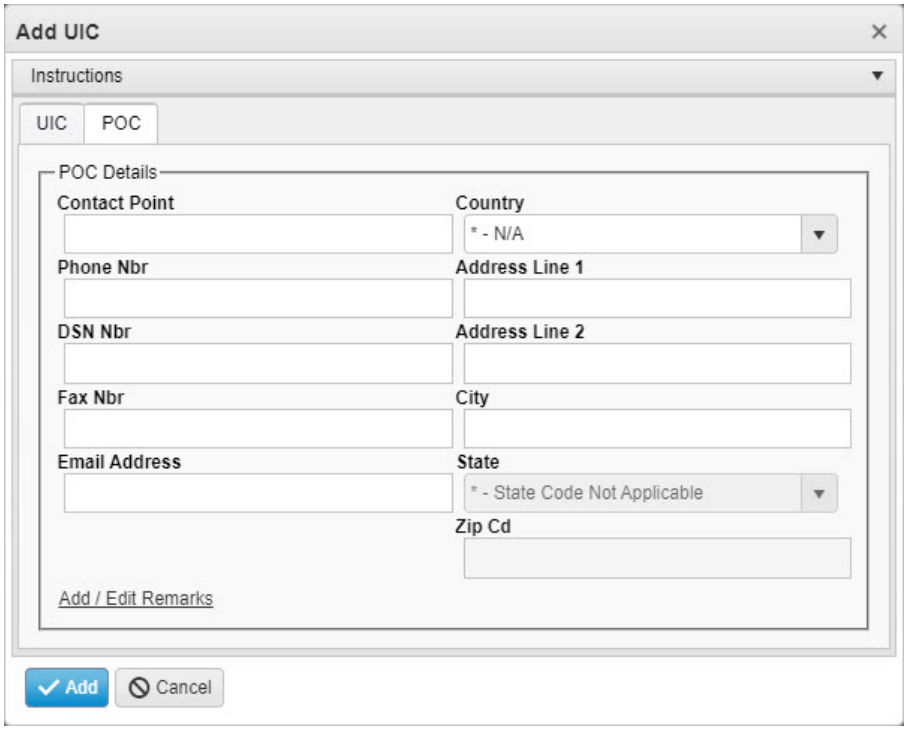
H. Use ▼ to select the Status.

I. 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 alpha-numeric character field.*

On the POC Tab



A. Enter the Contact Point in the field provided. *This is a 25 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 1 in the field provided. *This is a 25 alphanumeric character field.*

E. Enter the DSN NBR in the field provided. *This is a 20 alphanumeric character field.*

F. Enter the Address 2 in the field provided. *This is a 25 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 E-MAIL in the field provided. *This is a 65 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.*

2. Select Add. *The new UIC appears in green 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
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
80 — UIC must be A — Z	Invalid Entry. The characters entered in the

and/or 0 — 9.	field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Special characters like $, ! or @ are prohibited.
xxxx - UIC already exists.	Invalid Entry. The UIC cannot already exist. Double-check the code and re-enter.
1012 — UIC already exists, update status to active to re-activate.	Invalid Entry. The UIC already exists but is inactive. Find the UIC and change the status to active.
1010 — Parent UIC must exist on UIC table as an Active UIC.	Invalid Entry. The Parent UIC must exist. Double-check the code and re-enter.
1031 — The Parent UIC is invalid for this UIC. The Parent UIC is a child within this UIC's hier-archy.	Invalid Entry. The Parent UIC is associated with a UIC has that has this UIC as its Parent UIC. Double-check the code and re-enter.

Related Topics

- UIC Overview
- Update a UIC
- Delete a UIC

Update a UIC

Overview

The Unit Identification Code (UIC) Update process allows editing of UIC records.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Customer MGMT > UIC > UIC > Edit > Add UIC pop-up window

Page Fields

The following fields display on the Add UIC 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.

UIC Tab

UIC *

Organization Size

UIC Name *

Account Name

Parent UIC

Warehouse Name *

Owning DoDAAC

Status

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.

Procedure

DPAS Navigation Helpful Tips

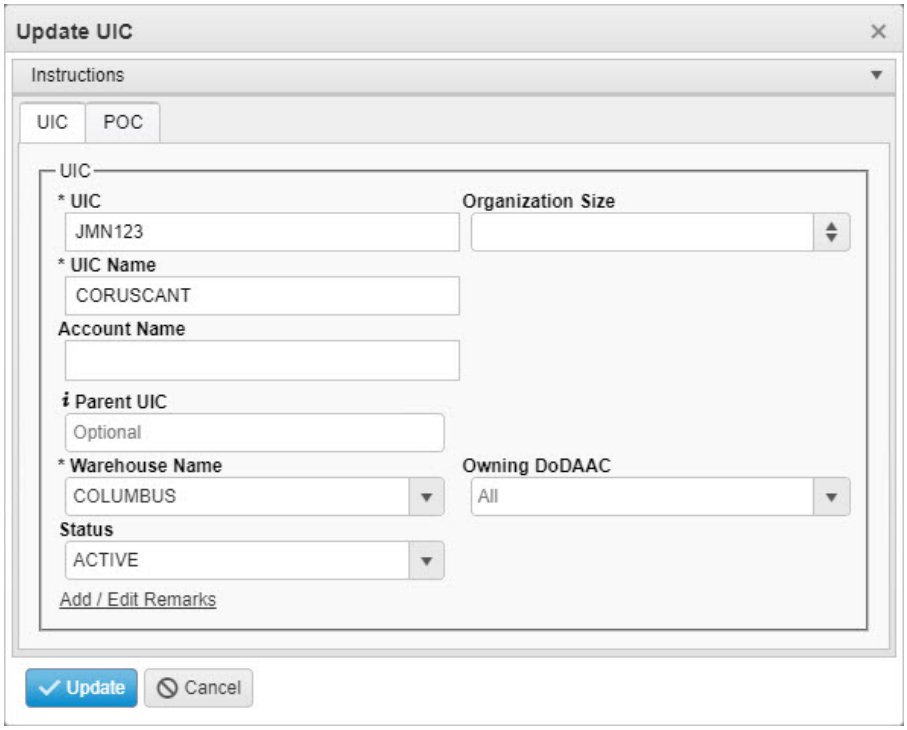
Click the following link to display Warehouse Navigation Tips.

Update a UIC

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Edit. *The **Update UIC** pop-up window appears.*

On the UIC Tab



A. Update the UIC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

B. Update the Organization Size, using to choose the revised amount.

C. Update the UIC Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

D. Update the Account Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

E. Update the Parent UIC, using to assist with the revised code. *This is a 6 alphanumeric character field.*

F. Update the Warehouse Name, using to select the desired name.

G. Update the Owning DoDAAC, using to select the desired DoDAAC.

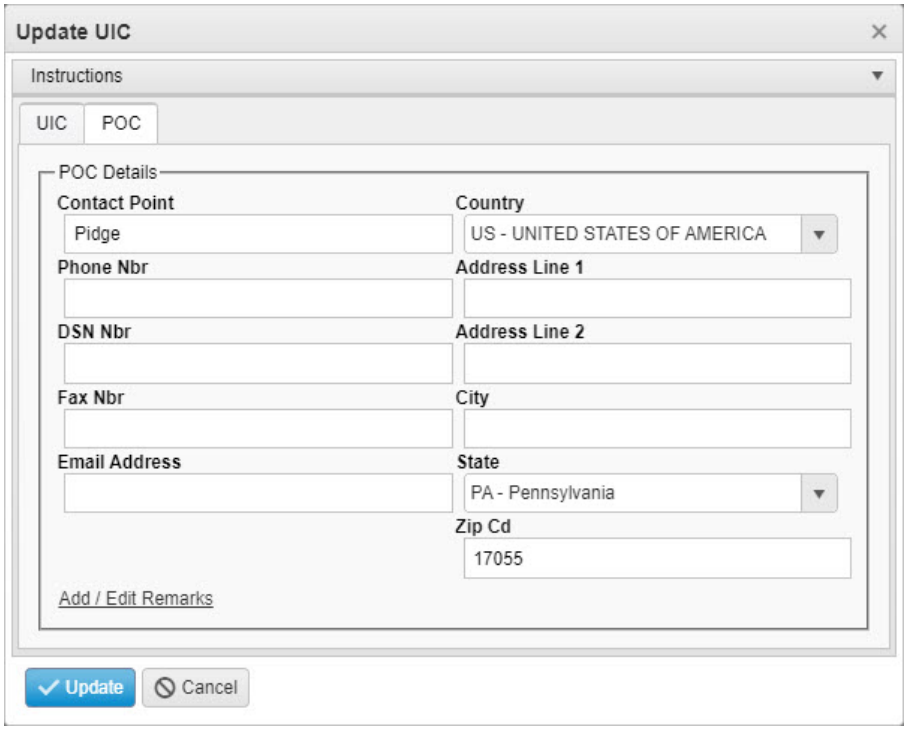
H. Update the Status, using to select the desired state.

I. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   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 alpha-numeric character field.*

On the POC Tab



A. Update the Contact Point, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

B. Update the Country, using ▾ to select the desired place.

C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

D. Update the Address 1, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

E. Update the DSN NBR, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*

F. Update the Address 2, entering the revised place in the field provided. *This is a 25 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 E-MAIL, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*

J. Update the State, using ▾ to select the desired place.

K. Update the ZIP CD, entering the revised number 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 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 alpha-numeric character field.*

2. Select Update. *The revised UIC 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
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.	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 — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special char-acters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the fol-lowing permitted special characters to des-ignate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
80 — UIC must be A — Z	Invalid Entry. The characters entered in the

and/or 0 — 9.	field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Special characters like $, ! or @ are prohibited.
xxxx - UIC already exists.	Invalid Entry. The UIC cannot already exist. Double-check the code and re-enter.
1012 — UIC already exists, update status to active to re-activate.	Invalid Entry. The UIC already exists but is inactive. Find the UIC and change the status to active.
1010 — Parent UIC must exist on UIC table as an Active UIC.	Invalid Entry. The Parent UIC must exist. Double-check the code and re-enter.
1031 — The Parent UIC is invalid for this UIC. The Parent UIC is a child within this UIC's hier-archy.	Invalid Entry. The Parent UIC is associated with a UIC has that has this UIC as its Parent UIC. Double-check the code and re-enter.

Related Topics

- UIC Overview
- Add a UIC
- Delete a UIC

Delete a UIC

Overview

The Delete a UIC process allows removal of a UIC record. A UIC record cannot be deleted if there are any Issue records associated with it.

Navigation

Customer MGMT > UIC > UIC > Delete > Confirm Delete (Delete UIC) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete UIC)** 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.

Confirm Delete (Delete UIC)

History Remarks

Procedure

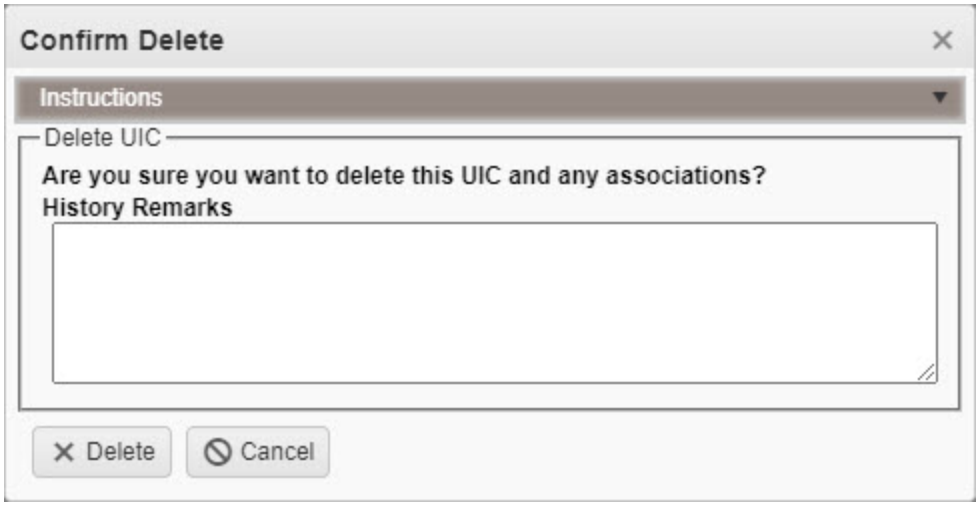
DPAS Navigation Helpful Tips

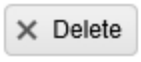
Click the following link to display Warehouse Navigation Tips.

Delete a UIC

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Delete next to the desired record. *The* ***Confirm Delete (Delete UIC)*** *pop-up window appears.*



2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select 

. *The UIC is removed from the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
1025 — Cannot Delete, Member(s) and/or Custodian(s) are associated with this UIC.	Invalid Deletion. The UIC record cannot be deleted if there is any open Member Profile or UIC Custodian still associated with it. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.
1026 — Cannot Delete,	Invalid Deletion. The UIC record cannot be

UIC is a Parent UIC.	deleted if the UIC exists as a Parent UIC. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.
xxxx — Unit Identification Code cannot be deleted. *Issue Header record(s)* exist for this Unit Identification Code.	Invalid Deletion. The UIC record cannot be deleted if there is any open Issue Header Records still associated with it. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.
xxxx — Unit Identification Code cannot be deleted. *Return Header record(s)* exist for this Unit Identification Code.	Invalid Deletion. The UIC record cannot be deleted if there is any open Return Header Records still associated with it. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.
xxxx — Unit Identification Code cannot be deleted. *UIC Authorization record (s)* exist for this Unit Identification Code.	Invalid Deletion. The UIC record cannot be deleted if there is any open Authorization Records still associated with it. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.
xxxx — Unit Identification Code cannot be deleted. *UIC Issue Profile record (s)* exist for this Unit Identification Code.	Invalid Deletion. The UIC record cannot be deleted if there is any open Issue Profile Records still associated with it. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.
xxxx — Unit Identification Code cannot be deleted. *Unit Identification Code Custodian record(s)* exist for this Unit Identification Code.	Invalid Deletion. The UIC record cannot be deleted if there is any open UIC Custodian Records still associated with it. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- UIC Overview
- Add a UIC
- Update a UIC

Authorization

Overview

The Warehouse Management module Unit Identification Code (UIC) Authorization process provides the ability to manage assets to an authorized quantity by UIC/STOCK NBR and LIN/TAMCN.

Navigation

Customer MGMT > UIC > UIC Authorization page

Page Fields

The following fields display on the **UIC Authorization** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC

LIN TAMCN

LIN TAMCN Desc

Authorization Results Grid

UIC

UIC Name

LIN TAMCN

LIN TAMCN Desc

Authorized Quantity

Remarks

Optional

History Remarks

Program ID

Established Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an Authorization

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Use i or ... to assist with the UIC entry. *This is a 6 alphanumeric character field.*

     UIC Browse help
   - Use i or ... to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

     Line Item Number / Table of Authorized Material Control Number Browse help
   - Enter the LIN/TAMCN DESC in the field provided.
2. Select Search to display search results in the Authorization Grid.

Add an Authorization

Select + Add to display the **Add Authorization** pop-up window.

Update an Authorization

Select Edit next to the desired record to display the **Update Authorization** pop-up window.

Delete an Authorization

Select × Delete next to the desired record to display the **Confirm Delete Delete LIN/TAMCN Authorization** 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	Results for the search criteria entered do not exist; Incorrect Logistics Program is logged into; or Incorrect security access.

security access.	
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add an Authorization
- Update an Authorization
- Delete an Authorization

Add an Authorization

Overview

The Warehouse Management module Unit Identification Code (UIC) Authorization process provides the ability to manage assets to an authorized quantity by UIC/STOCK NBR and LIN/TAMCN.

Navigation

Customer MGMT > UIC > UIC Authorization page

Page Fields

The following fields display on the **UIC Authorization** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC

LIN TAMCN

LIN TAMCN Desc

Authorization Search Results Grid

UIC

UIC Name

LIN TAMCN

LIN TAMCN Desc

Authorized Quantity

Remarks

Optional

History Remarks

Program ID

Established Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add an Authorization

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Enter the UIC, using ... to assist with the entry. *This is a 6 alphanumeric character field.*

   UIC Browse help

2. Use i or ... to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

   Line Item Number / Table of Authorized Material Control Number Browse help

3. Enter the Authorized Quantity.
4. Select the Add/Edit Remarks hyperlink to provide Remarks or History Remarks in their respective fields. These fields are optional. The Remarks and History Remarks fields are optional and are limited to 1024 characters. When entered, the valid characters are alphabetic A through Z, numeric 0 through 9, and special characters "$", "-", "/", "#", "&", "," (comma), "." (period), and " " (space).
5. Select + Add to create the Authorization or Cancel to clear all entries and return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 - No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria entered do not exist; Incorrect Logistics Program is logged into; or Incorrect security access.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add an Authorization
- Update an Authorization
- Delete an Authorization

Delete an Authorization

Overview

The Warehouse Management module Unit Identification Code (UIC) Authorization process provides the ability to manage assets to an authorized quantity by UIC/STOCK NBR and LIN/TAMCN.

Navigation

Customer MGMT > UIC > UIC Authorization page

Page Fields

The following fields display on the **UIC Authorization** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC

LIN TAMCN

LIN TAMCN Desc

Authorization Search Results Grid

UIC

UIC Name

LIN TAMCN

LIN TAMCN Desc

Authorized Quantity

Remarks

Optional

History Remarks

Program ID

Established Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete an Authorization

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Enter History Remarks to provide further documentation for the delete action. History Remarks must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.
2. Select Delete to process the delete action or Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 - No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria entered do not exist; Incorrect Logistics Program is logged into; or Incorrect security access.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add an Authorization
- Update an Authorization
- Delete an Authorization

Update an Authorization

Overview

The Warehouse Management module Unit Identification Code (UIC) Authorization process provides the ability to manage assets to an authorized quantity by UIC/STOCK NBR and LIN/TAMCN.

Navigation

Customer MGMT > UIC > UIC Authorization page

Page Fields

The following fields display on the **UIC Authorization** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC

LIN TAMCN

LIN TAMCN Desc

Authorization Search Results Grid

UIC

UIC Name

LIN TAMCN

LIN TAMCN Desc

Authorized Quantity

Remarks

Optional

History Remarks

Program ID

Established Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update an Authorization

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Once the Authorization record has been created only the Authorization Quantity, Remarks, and History Remarks may be updated.
2. Select Update to process the transaction or Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 - No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria entered do not exist; Incorrect Logistics Program is logged into; or Incorrect security access.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add an Authorization
- Update an Authorization
- Delete an Authorization

UIC Custodian

Overview

The Warehouse Management module Unit Identification Code (UIC) Custodian process provides the ability to add, update, and delete UIC Custodians records.
The UIC Custodian accepts, issues, and manages materiel transfers for the unit. The assignment is provided to a primary and alternate within the unit. Within DPAS, the UIC manages all unit roles, assignments, and data. The UIC Custodian at the unit level is known as the unit Responsible Officer (RO). DPAS provides for UIC Custodians (primary and alternate) by commodity type.
A UIC is not required to have a Custodian associated with it. Prior to the unit having an "Unit Issue", the UIC must have a primary custodian for the commodity type of the unit issue established. The primary custodian cannot not be removed until all accounts of outstanding gear has been cleared.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

CUSTOMER MGMT > UIC > Custodian > UIC Custodian page

Page Fields

The following fields display on the **UIC Custodian** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC Name

Custodian

Custodian Type

Reportable Commodity Type

UIC Custodian Grid Fields

Primary Attachment

UIC

UIC Name

UIC Account Name

Custodian

Custodian Type
Reportable Commodity Type
Reportable Commodity Type Desc
Remarks

Optional

Warehouse
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a UIC Custodian

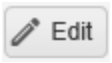
One or more of the Search Criteria fields can be entered to isolate the results. By default, all records are displayed. Selecting Reset *at any point of this procedure returns fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Use i or ... to assist with the UIC entry.
   - Use i or ... to assist with the Custodian entry.
   - Use ▾ to select the Custodian Type.
   - Use ▾ to select the Reportable Commodity Type.
2. Select Search to display search results in the UIC Custodian Grid.

Add a UIC Custodian Record

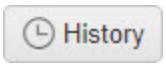
Select + Add to open the **Add UIC Custodian** pop-up window.

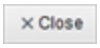
Update a UIC Custodian Record

Select 

next to the desired record to open the **Update UIC Custodian** pop-up window.

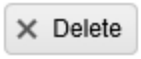
View a UIC Custodian Record History

1. Select 

next to the desired record to open the **History** pop-up window.
2. Select 

to close the pop-up window and return to the UIC Custodian page.

Delete a UIC Custodian Record

Select 

next to the desired record to open the **Confirm Delete** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a UIC Custodian
- Update a UIC Custodian
- Add an Attachment to a UIC Custodian
- Delete a UIC Custodian

Add a UIC Custodian

Overview

The UIC Custodian Add process provides the ability to create a new record. Duplicate UICCustodians cannot be processed.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

CUSTOMER MGMT > UIC > Custodian > + Add > Add UIC Custodian pop-up window

Page Fields

The following fields display on the **Add UIC Custodian** pop-up window. For more information on each field, select the appropriate hyperlink.

Add UIC Custodian

UIC *

UIC Name

UIC Account Name

Reportable Commodity Type *

Custodian *

Custodian Type *

Warehouse *

Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a UIC Custodian

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select + Add to open the **Add UIC Custodian** pop-up window.
2. Use i or ... to assist with the UIC field entry. *The UIC Name and UIC Account Name populate based on the UIC entered.*
3. Use ▾ to select the Reportable Commodity Type.
4. Use i or ... to assist with the Custodian field entry.
5. Use ▾ to select the Custodian Type.
6. Use ▾ to select the Warehouse.
7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
8. Select ✓ Add to process the transaction. *The* ***Add UIC Custodian*** *pop-up window closes, and the new custodian appears at the top of the 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
161 — Remarks must be alphanumeric with supported special character	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $,

(s) $, — , /, #, &, comma, period, and space.	—, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
Mandatory Entry: *UIC*	
Mandatory Entry: *Reportable Commodity Type*.	
Mandatory Entry: *UIC Custodian*.	Missing Entry. Enter the appropriate information in the desired field.
Mandatory Entry: *Custodian Type*.	
Mandatory Entry: *Warehouse*.	
Custodian must be a member of the UIC to which they are assigned.	Invalid Entry. The selected Custodian is not a member of the UIC. Re-enter data.
1052 - Error in adding Alternate UIC Custodian, A Primary Custodian is required before an Alternate UIC Custodian can be assigned.	Invalid Entry. The UIC does not have a Primary Custodian assigned. A Primary Custodian must be assigned before Alternate Custodians can be. Re-enter data.
Error Adding UIC Custodian, a Primary Custodian is already assigned to this UIC + Commodity Type. Please recheck the information or add an Alternate Custodian.	Invalid Entry. A Primary UIC Custodian exists for this commodity type. Check the information again, and re-enter the Custodian.
Error: Custodian cannot be assigned as both Primary and Alternate custodian type for the same UIC + Commodity Type	Invalid Entry. The UIC Custodian already exists, and cannot be assigned again for this commodity type. Check the information again, and re-enter the Custodian.
Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- UIC Custodian Overview
- Update a UIC Custodian
- Add an Attachment to a UIC Custodian
- Delete a UIC Custodian

Add an Attachment to a UIC Custodian

Overview

The UIC Custodian Add Attachment process provides the ability to attach documents to the UIC Custodian records.

Navigation

CUSTOMER MGMT > UIC > Custodian > Edit > Update UIC Custodian > Attach... > Attach Documents — UIC Custodian pop-up window

Page Fields

The following fields display on the **Attach Documents — UIC Custodian** pop-up window. For more information on each field, select the appropriate hyperlink.

Attach Documents — UIC Custodian

Desc

Primary

Name

Desc

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Attach a Document to a UIC Custodian

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Attach... to add any additional files to the record. *The* ***Attach Documents — UIC Custodian*** *pop-up window appears.*
2. Select Browse... . *The Windows* ***Choose File to Upload*** *pop-up window appears.*
3. Choose the file to attach, and select it.
4. Select Open . *The* ***Choose File to Upload*** *pop-up window closes, and the file name appears in the top file list.*
5. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*

6. Select Attach... . *The file name appears in the bottom of the window.*
7. Repeat Steps 2 - 6 to attach multiple documents.
8. 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:

   - Select No to cancel the deletion.
   - Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

   C. Select OK to complete the process. *The document is removed.*

9. Select ✕ Close Window . *The **Attach Documents — UIC Custodian** pop-up window closes, and the attachment(s) appears in the Attachments 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.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
349 - "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly

	formatted file.
1004 - Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 - Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

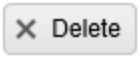
- UIC Custodian Overview
- Add a UIC Custodian
- Update a UIC Custodian
- Delete a UIC Custodian

Delete a UIC Custodian

Overview

The UIC Custodian Delete process allows removal of a UIC Custodian record. A UIC Custodian record cannot be deleted if any Issue records are associated with it.

Navigation

Customer MGMT > UIC > Custodian > 

> Confirm Delete (Delete UIC Custodian) pop-up window

Page Fields

The following fields display on the Confirm Delete (Delete UIC Custodian) pop-up window. For more information on each field, select the appropriate hyperlink.

Confirm Delete (Delete UIC Custodian)

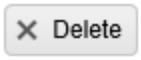
History Remarks

Procedure

Delete a UIC Custodian

Selecting

at any point of this procedure removes all revisions and closes the pop-up window.

1. Select 

next to the desired record. *The **Confirm Delete (Delete UIC Custodian)** pop-up window appears.*
2. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
3. Select

to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Remarks must be alpha-numeric with supported special character(s) $, -, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are not permitted.

UIC should have at least one primary custodian before any alternate custodian. Deleting primary custodian would remove all alternate custodian as well. Click OK to continue or Cancel to return and change primary custodian for the UIC.	Invalid Deletion. The UIC Custodian record cannot be deleted if there is any open Member Profile, Unit Issue, UIC, or if the UIC Custodian exists as a primary UIC Custodian. Review the UIC Custodian again, and remove any remaining associated information so the UIC Custodian can be deleted.
Error Deleting UIC Custodian, there are records associated with this contact.	
Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- UIC Custodian Overview
- Add a UIC Custodian
- Update a UIC Custodian
- Add an Attachment to a UIC Custodian

Update a UIC Custodian

Overview

The UIC Custodian Update process allows editing of UIC Custodian records. Users can also attach documents to the UIC Custodian record.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

CUSTOMER MGMT > UIC > Custodian > Edit > Update UIC Custodian pop-up window

Page Fields

The following fields display on the **Update UIC Custodian** pop-up window. For more information on each field, select the appropriate hyperlink.

Update UIC Custodian

UIC *

UIC Name

UIC Account Name

Reportable Commodity Type

Custodian *

Custodian Type

Warehouse *

Attachments

Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

Update a UIC Custodian

Selecting Cancel *at any point of this procedure deletes all entries and closes the window.* ***Bold*** *numbered steps are required.*

1. Select Edit to open the **Update UIC Custodian** pop-up window.
2. Update the UIC by selecting ... to assist with the correct entry. *The UIC Name and UIC Account Name populate based on the UIC entered.*
3. *The following fields are read-only and cannot be edited:*
   - *UIC Name*
   - *UIC Account Name*
   - *Reportable Commodity Type*
4. Update the Custodian field, using i or ... to assist.
5. *The Custodian Type is read-only and cannot be edited.*
6. Use ▾ to modify the Warehouse.
7. Select Attach... to open the **Attach Documents — UIC Custodian** pop-up window.
8. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
9. Select Update to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $,

(s) $, — , /, #, &, comma, period, and space.	—, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
Mandatory Entry: *UIC*.	
Mandatory Entry: *Reportable Commodity Type*.	
Mandatory Entry: *UIC Custodian*.	Missing Entry. Enter the appropriate information in the desired field.
Mandatory Entry: *Custodian Type*.	
Mandatory Entry: *Warehouse*.	
Custodian must be a member of the UIC to which they are assigned.	Invalid Entry. The selected Custodian is not a member of the UIC. Re-enter the data.
Error: Changing UIC Custodian is not allowed when there are records associated with assigned custodian.	Invalid Entry. The selected Custodian is not a member of the has Commodity Types assigned, and cannot be changed. Check the information again, and re-enter the data.
1052 - Error in adding Alternate UIC Custodian, A Primary Custodian is required before an Alternate UIC Custodian can be assigned.	Invalid Entry. The UIC does not have a Primary Custodian assigned. A Primary Custodian must be assigned before Alternate Custodians can be. Re-enter data.
Error Adding UIC Custodian, a Primary Custodian is already assigned to this UIC + Commodity Type. Please recheck the information or add an Alternate Custodian.	Invalid Entry. A Primary UIC Custodian exists for this commodity type. Check the information again, and re-enter the data.
Error: Custodian cannot be assigned as both Primary and Alternate custodian type for the same	Invalid Entry. The UIC Custodian already exists, and cannot be assigned again for this commodity type. Check the information again, and re-enter the data.

UIC + Commodity Type	
Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- UIC Custodian Overview
- Add a UIC Custodian
- Add an Attachment to a UIC Custodian
- Delete a UIC Custodian

Issue Profile

Overview

The Issue Profile process allows you to add, update and delete an Issue Profile record that associates a Unit Identification Code (UIC) with a Master Issue List within a specific Logistics Program.

Master Issue Lists are associated to a UIC within the UIC Issue Profile table. Multiple Master Issue Lists can be associated with a single UIC.

The UIC Issue List association table will be used during the UIC Issue request and Individual Issue request process to determine the applicable Master Issue Lists for a UIC in order to specify what Assets can be issued to a Unit or Individual.

Navigation

Customer Mgmt > UIC > Issue Profile page

Page Fields

The following fields display on the Issue Profile Search Criteria page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC
Master Issue List
Security Commodity Type
Issue Type
Occupation
Sized
Deployment Location

UIC Issue Profile Grid

UIC
Deployment Location
Master Issue List
Security Commodity Type
Issue Type
Occupation
Sized
Start Date

End Date
Program ID
Last Transaction Dt Tm
Last Updated By
Establish By
Establish By Dt Tm
Remarks

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

To Search for an UIC Issue Profile:

1. To eliminate the number of rows returned from the database, you can select a criteria from . Selecting Search without a search criteria returns all rows from the database.
2. Select Search to display the Search Results or Reset to clear all data entered and remain on Search Criteria.

To Add, Update or Delete an UIC Issue Profile:

1. The Grid Options displays default filters and columns. It is recommended you select the Columns to Show/Hide All to display all fields for the process.
2. Select + Add to create a new UIC Issue Profile.
2. To modify an UIC Issue Profile select Edit or Delete to remove the record.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use Instructions located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access.	A Unit Identification Code (UIC), Commodity Type, or Occupation was selected that does not have a master issue list header.

Related Topics

- Issue Profile Add
- Issue Profile Update
- Issue Profile Delete

Issue Profile Add

Overview

The Issue Profile Add pop up allows you to complete the fields required to create a new Issue Profile record that associates a Unit Identification Code (UIC) with a Master Issue List within a specific Logistics Program.

Attention

It is recommended you always expand your Instruction Drop down text to display helpful information. The default display is collapsed, you have the ability to expand or collapse.

Navigation

Customer Mgmt > UIC > Issue Profile > Add page

Page Fields

The following fields display on the Issue Profile Add pop up. For more information on each field, select the appropriate hyperlink.

*UIC

*Deployment Location

*Master Issue List

Start Date

End Date

Remarks

(*) Asterisk identifies mandatory fields.

Procedures

To Add an UIC Issue Profile:

1. Enter an UIC or select ... to search for a valid record.
2. Select a Deployment Location from ▾.
3. Enter the first three characters of the Master Issue List and the intellisense will display options for you. You can also choose ... to find a Master Issue list.
4. You have the option to enter a Start Date and End Date.
5. Select the Add/Edit Remarks hyperlink to provide Remarks or History Remarks in their respective fields. These fields are optional. The Remarks and History

Remarks fields are optional and are limited to 1024 characters. When entered, the valid characters are alphabetic A through Z, numeric 0 through 9, and special characters "$", "-", "/", "#", "&", "," (comma), "." (period), and " " (space).

6. Select

to create the UIC Issue Profile or

to clear all entries and return to the UIC Issue Profile Search Results.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Record already exists.	You are logged into the wrong Logistics Program. Search results for the search criteria you entered do not exist or you do not have security access.
Entry must be > Current Date.	Entry must be > (Greater Than) Current Date.
End Dt must be > Start Dt.	Entry must be > (Greater Than) Start Date.

Related Topics

- Issue Profile
- Issue Profile Update
- Issue Profile Delete

Issue Profile Delete

Overview

On the Confirm Delete Pop up you can remove a selected Issue Profile record.

Attention

It is recommended you always expand your Instruction Drop down text to display helpful information. The default display is collapsed, you have the ability to expand or collapse.

Navigation

Customer Mgmt> UIC > Issue Profile> Issue Profile Delete page

Page Fields

The following fields display on the Issue Profile Delete page. For more information on each field, select the appropriate hyperlink.

History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

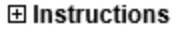
To Delete an UIC Issue Profile:

1. Enter History Remarks to provide further documentation for the delete action. History Remarks must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.
2. Select

to process the delete action or

to return to previous 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. Use 

located at the top left of the page for additional assistance.

Error	Solution
Remarks must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.”	History Remarks must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.

Related Topics

- Issue Profile
- Issue Profile Add

- Issue Profile Update

Issue Profile Update

Overview

The Issue Profile Update process allows you to modify an Issue Profile record that associates a Unit Identification Code (UIC) with a Master Issue List within a specific Logistics Program.

Navigation

Customer Mgmt > UIC > Issue Profile> Update page

Page Fields

The following fields display on the Issue Profile Update page. For more information on each field, select the appropriate hyperlink.

*UIC

*Deployment Location

*Master Issue List

Start Date

End Date

Remarks

(*) Asterisk identifies mandatory fields.

Procedures

To Update an UIC Issue Profile:

Helpful Tip

Once the Issue Profile is associated with a Unit Identification Code (UIC), Deployment Location, and Master Issue List you are only able to modify the End Date and Remarks.

1. Enter an End Date that is less than the Start Date. Select or enter the Replenishment End Date in the format of MM/DD/YYYY.
2. Select the Add/Edit Remarks hyperlink to provide Remarks or History Remarks in their respective fields. These fields are optional. The Remarks and History Remarks fields are optional and are limited to 1024 characters. When entered, the valid characters are alphabetic A through Z, numeric 0 through 9, and special characters "$", "-", "/", "#", "&", "," (comma), "." (period), and " " (space).
3. Select Update to process the transaction or Cancel to return to previous 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. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Record already exists	You are logged into the wrong Logistics Program. Search results for the search criteria you entered do not exist or you do not have security access.
Entry must be > Current Date	Entry must be > (Greater Than) Current Date.
End Dt must be > Start Dt	Entry must be > (Greater Than) Start Date.

Related Topics

- Issue Profile
- Issue Profile Add
- Issue Profile Delete

UIC Custodian

Overview

The Warehouse Management module Unit Identification Code (UIC) Custodian process provides the ability to add, update, and delete UIC Custodians records.
The UIC Custodian accepts, issues, and manages materiel transfers for the unit. The assignment is provided to a primary and alternate within the unit. Within DPAS, the UIC manages all unit roles, assignments, and data. The UIC Custodian at the unit level is known as the unit Responsible Officer (RO). DPAS provides for UIC Custodians (primary and alternate) by commodity type.
A UIC is not required to have a Custodian associated with it. Prior to the unit having an "Unit Issue", the UIC must have a primary custodian for the commodity type of the unit issue established. The primary custodian cannot not be removed until all accounts of outstanding gear has been cleared.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

CUSTOMER MGMT > UIC > Custodian > UIC Custodian page

Page Fields

The following fields display on the **UIC Custodian** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC Name

Custodian

Custodian Type

Reportable Commodity Type

UIC Custodian Grid Fields

Primary Attachment

UIC

UIC Name

UIC Account Name

Custodian

Custodian Type
Reportable Commodity Type
Reportable Commodity Type Desc
Remarks

Optional

Warehouse
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a UIC Custodian

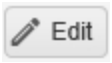
One or more of the Search Criteria fields can be entered to isolate the results. By default, all records are displayed. Selecting Reset *at any point of this procedure returns fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Use i or ... to assist with the UIC entry.
   - Use i or ... to assist with the Custodian entry.
   - Use ▾ to select the Custodian Type.
   - Use ▾ to select the Reportable Commodity Type.
2. Select Search to display search results in the UIC Custodian Grid.

Add a UIC Custodian Record

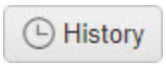
Select + Add to open the **Add UIC Custodian** pop-up window.

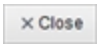
Update a UIC Custodian Record

Select 

next to the desired record to open the **Update UIC Custodian** pop-up window.

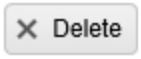
View a UIC Custodian Record History

1. Select 

next to the desired record to open the **History** pop-up window.
2. Select 

to close the pop-up window and return to the UIC Custodian page.

Delete a UIC Custodian Record

Select 

next to the desired record to open the **Confirm Delete** pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a UIC Custodian
- Update a UIC Custodian
- Add an Attachment to a UIC Custodian
- Delete a UIC Custodian

Add a UIC Custodian

Overview

The UIC Custodian Add process provides the ability to create a new record. Duplicate UICCustodians cannot be processed.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

CUSTOMER MGMT > UIC > Custodian > + Add > Add UIC Custodian pop-up window

Page Fields

The following fields display on the **Add UIC Custodian** pop-up window. For more information on each field, select the appropriate hyperlink.

Add UIC Custodian

UIC *

UIC Name

UIC Account Name

Reportable Commodity Type *

Custodian *

Custodian Type *

Warehouse *

Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a UIC Custodian

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select + Add to open the **Add UIC Custodian** pop-up window.
2. Use i or ... to assist with the UIC field entry. *The UIC Name and UIC Account Name populate based on the UIC entered.*
3. Use ▾ to select the Reportable Commodity Type.
4. Use i or ... to assist with the Custodian field entry.
5. Use ▾ to select the Custodian Type.
6. Use ▾ to select the Warehouse.
7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
8. Select ✓ Add to process the transaction. *The* ***Add UIC Custodian*** *pop-up window closes, and the new custodian appears at the top of the 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
161 — Remarks must be alphanumeric with supported special character	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $,

(s) $, — , /, #, &, comma, period, and space.	—, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
Mandatory Entry: *UIC*	
Mandatory Entry: *Reportable Commodity Type*.	
Mandatory Entry: *UIC Custodian*.	Missing Entry. Enter the appropriate information in the desired field.
Mandatory Entry: *Custodian Type*.	
Mandatory Entry: *Warehouse*.	
Custodian must be a member of the UIC to which they are assigned.	Invalid Entry. The selected Custodian is not a member of the UIC. Re-enter data.
1052 - Error in adding Alternate UIC Custodian, A Primary Custodian is required before an Alternate UIC Custodian can be assigned.	Invalid Entry. The UIC does not have a Primary Custodian assigned. A Primary Custodian must be assigned before Alternate Custodians can be. Re-enter data.
Error Adding UIC Custodian, a Primary Custodian is already assigned to this UIC + Commodity Type. Please recheck the information or add an Alternate Custodian.	Invalid Entry. A Primary UIC Custodian exists for this commodity type. Check the information again, and re-enter the Custodian.
Error: Custodian cannot be assigned as both Primary and Alternate custodian type for the same UIC + Commodity Type	Invalid Entry. The UIC Custodian already exists, and cannot be assigned again for this commodity type. Check the information again, and re-enter the Custodian.
Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- UIC Custodian Overview
- Update a UIC Custodian
- Add an Attachment to a UIC Custodian
- Delete a UIC Custodian

Add an Attachment to a UIC Custodian

Overview

The UIC Custodian Add Attachment process provides the ability to attach documents to the UIC Custodian records.

Navigation

CUSTOMER MGMT > UIC > Custodian > Edit > Update UIC Custodian > Attach... > Attach Documents — UIC Custodian pop-up window

Page Fields

The following fields display on the **Attach Documents — UIC Custodian** pop-up window. For more information on each field, select the appropriate hyperlink.

Attach Documents — UIC Custodian

Desc

Primary

Name

Desc

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Attach a Document to a UIC Custodian

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Attach... to add any additional files to the record. *The* ***Attach Documents — UIC Custodian*** *pop-up window appears.*
2. Select Browse... . *The Windows* ***Choose File to Upload*** *pop-up window appears.*
3. Choose the file to attach, and select it.
4. Select Open . *The* ***Choose File to Upload*** *pop-up window closes, and the file name appears in the top file list.*
5. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*

6. Select Attach... . *The file name appears in the bottom of the window.*
7. Repeat Steps 2 - 6 to attach multiple documents.
8. 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:

   - Select No to cancel the deletion.
   - Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

   C. Select OK to complete the process. *The document is removed.*

9. Select ✕ Close Window . *The **Attach Documents — UIC Custodian** pop-up window closes, and the attachment(s) appears in the Attachments 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.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
349 - "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly

	formatted file.
1004 - Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 - Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- UIC Custodian Overview
- Add a UIC Custodian
- Update a UIC Custodian
- Delete a UIC Custodian

Delete a UIC Custodian

Overview

The UIC Custodian Delete process allows removal of a UIC Custodian record. A UIC Custodian record cannot be deleted if any Issue records are associated with it.

Navigation

Customer MGMT > UIC > Custodian > Delete > Confirm Delete (Delete UIC Custodian) pop-up window

Page Fields

The following fields display on the Confirm Delete (Delete UIC Custodian) pop-up window. For more information on each field, select the appropriate hyperlink.

Confirm Delete (Delete UIC Custodian)

History Remarks

Procedure

Delete a UIC Custodian

Selecting Cancel *at any point of this procedure removes all revisions and closes the pop-up window.*

1. Select Delete next to the desired record. *The* ***Confirm Delete (Delete UIC Custodian)*** *pop-up window appears.*
2. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*
3. Select Delete to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Remarks must be alpha-numeric with supported special character(s) $, -, /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are not permitted.

UIC should have at least one primary custodian before any alternate custodian. Deleting primary custodian would remove all alternate custodian as well. Click OK to continue or Cancel to return and change primary custodian for the UIC.	Invalid Deletion. The UIC Custodian record cannot be deleted if there is any open Member Profile, Unit Issue, UIC, or if the UIC Custodian exists as a primary UIC Custodian. Review the UIC Custodian again, and remove any remaining associated information so the UIC Custodian can be deleted.
Error Deleting UIC Custodian, there are records associated with this contact.	
Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- UIC Custodian Overview
- Add a UIC Custodian
- Update a UIC Custodian
- Add an Attachment to a UIC Custodian

Update a UIC Custodian

Overview

The UIC Custodian Update process allows editing of UIC Custodian records. Users can also attach documents to the UIC Custodian record.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

CUSTOMER MGMT > UIC > Custodian > Edit > Update UIC Custodian pop-up window

Page Fields

The following fields display on the **Update UIC Custodian** pop-up window. For more information on each field, select the appropriate hyperlink.

Update UIC Custodian

UIC *

UIC Name

UIC Account Name

Reportable Commodity Type

Custodian *

Custodian Type

Warehouse *

Attachments

Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

Update a UIC Custodian

Selecting Cancel *at any point of this procedure deletes all entries and closes the window.* ***Bold*** *numbered steps are required.*

1. Select Edit to open the **Update UIC Custodian** pop-up window.
2. Update the UIC by selecting ... to assist with the correct entry. *The UIC Name and UIC Account Name populate based on the UIC entered.*
3. *The following fields are read-only and cannot be edited:*
   - *UIC Name*
   - *UIC Account Name*
   - *Reportable Commodity Type*
4. Update the Custodian field, using i or ... to assist.
5. *The Custodian Type is read-only and cannot be edited.*
6. Use ▾ to modify the Warehouse.
7. Select Attach... to open the **Attach Documents — UIC Custodian** pop-up window.
8. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
9. Select Update to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $,

(s) $, — , /, #, &, comma, period, and space.	—, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
Mandatory Entry: *UIC*.	
Mandatory Entry: *Reportable Commodity Type*.	
Mandatory Entry: *UIC Custodian*.	Missing Entry. Enter the appropriate information in the desired field.
Mandatory Entry: *Custodian Type*.	
Mandatory Entry: *Warehouse*.	
Custodian must be a member of the UIC to which they are assigned.	Invalid Entry. The selected Custodian is not a member of the UIC. Re-enter the data.
Error: Changing UIC Custodian is not allowed when there are records associated with assigned custodian.	Invalid Entry. The selected Custodian is not a member of the has Commodity Types assigned, and cannot be changed. Check the information again, and re-enter the data.
1052 - Error in adding Alternate UIC Custodian, A Primary Custodian is required before an Alternate UIC Custodian can be assigned.	Invalid Entry. The UIC does not have a Primary Custodian assigned. A Primary Custodian must be assigned before Alternate Custodians can be. Re-enter data.
Error Adding UIC Custodian, a Primary Custodian is already assigned to this UIC + Commodity Type. Please recheck the information or add an Alternate Custodian.	Invalid Entry. A Primary UIC Custodian exists for this commodity type. Check the information again, and re-enter the data.
Error: Custodian cannot be assigned as both Primary and Alternate custodian type for the same	Invalid Entry. The UIC Custodian already exists, and cannot be assigned again for this commodity type. Check the information again, and re-enter the data.

UIC + Commodity Type	
Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- UIC Custodian Overview
- Add a UIC Custodian
- Add an Attachment to a UIC Custodian
- Delete a UIC Custodian

Authorization

Overview

The Warehouse Management module Unit Identification Code (UIC) Authorization process provides the ability to manage assets to an authorized quantity by UIC/STOCK NBR and LIN/TAMCN.

Navigation

Customer MGMT > UIC > UIC Authorization page

Page Fields

The following fields display on the **UIC Authorization** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC

LIN TAMCN

LIN TAMCN Desc

Authorization Results Grid

UIC

UIC Name

LIN TAMCN

LIN TAMCN Desc

Authorized Quantity

Remarks

Optional

History Remarks

Program ID

Established Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an Authorization

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Use or to assist with the UIC entry. *This is a 6 alphanumeric character field.*

     UIC Browse help
   - Use or to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

     Line Item Number / Table of Authorized Material Control Number Browse help
   - Enter the LIN/TAMCN DESC in the field provided.
2. Select Search to display search results in the Authorization Grid.

Add an Authorization

Select + Add to display the **Add Authorization** pop-up window.

Update an Authorization

Select Edit next to the desired record to display the **Update Authorization** pop-up window.

Delete an Authorization

Select × Delete next to the desired record to display the **Confirm Delete Delete LIN/TAMCN Authorization** 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	Results for the search criteria entered do not exist; Incorrect Logistics Program is logged into; or Incorrect security access.

security access.	
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add an Authorization
- Update an Authorization
- Delete an Authorization

Add an Authorization

Overview

The Warehouse Management module Unit Identification Code (UIC) Authorization process provides the ability to manage assets to an authorized quantity by UIC/STOCK NBR and LIN/TAMCN.

Navigation

Customer MGMT > UIC > UIC Authorization page

Page Fields

The following fields display on the **UIC Authorization** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC

LIN TAMCN

LIN TAMCN Desc

Authorization Search Results Grid

UIC

UIC Name

LIN TAMCN

LIN TAMCN Desc

Authorized Quantity

Remarks

Optional

History Remarks

Program ID

Established Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add an Authorization

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Enter the UIC, using ... to assist with the entry. *This is a 6 alphanumeric character field.*

   UIC Browse help

2. Use i or ... to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

   Line Item Number / Table of Authorized Material Control Number Browse help

3. Enter the Authorized Quantity.
4. Select the Add/Edit Remarks hyperlink to provide Remarks or History Remarks in their respective fields. These fields are optional. The Remarks and History Remarks fields are optional and are limited to 1024 characters. When entered, the valid characters are alphabetic A through Z, numeric 0 through 9, and special characters "$", "-", "/", "#", "&", "," (comma), "." (period), and " " (space).
5. Select + Add to create the Authorization or Cancel to clear all entries and return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 - No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria entered do not exist; Incorrect Logistics Program is logged into; or Incorrect security access.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add an Authorization
- Update an Authorization
- Delete an Authorization

Delete an Authorization

Overview

The Warehouse Management module Unit Identification Code (UIC) Authorization process provides the ability to manage assets to an authorized quantity by UIC/STOCK NBR and LIN/TAMCN.

Navigation

Customer MGMT > UIC > UIC Authorization page

Page Fields

The following fields display on the **UIC Authorization** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC

LIN TAMCN

LIN TAMCN Desc

Authorization Search Results Grid

UIC

UIC Name

LIN TAMCN

LIN TAMCN Desc

Authorized Quantity

Remarks

Optional

History Remarks

Program ID

Established Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete an Authorization

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Enter History Remarks to provide further documentation for the delete action. History Remarks must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.
2. Select Delete to process the delete action or Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 - No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria entered do not exist; Incorrect Logistics Program is logged into; or Incorrect security access.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add an Authorization
- Update an Authorization
- Delete an Authorization

Update an Authorization

Overview

The Warehouse Management module Unit Identification Code (UIC) Authorization process provides the ability to manage assets to an authorized quantity by UIC/STOCK NBR and LIN/TAMCN.

Navigation

Customer MGMT > UIC > UIC Authorization page

Page Fields

The following fields display on the **UIC Authorization** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC

LIN TAMCN

LIN TAMCN Desc

Authorization Search Results Grid

UIC

UIC Name

LIN TAMCN

LIN TAMCN Desc

Authorized Quantity

Remarks

Optional

History Remarks

Program ID

Established Dt/Tm

Established By

Last Transaction Dt/Tm

Last Updated By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update an Authorization

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Once the Authorization record has been created only the Authorization Quantity, Remarks, and History Remarks may be updated.
2. Select Update to process the transaction or Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 - No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria entered do not exist; Incorrect Logistics Program is logged into; or Incorrect security access.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add an Authorization
- Update an Authorization
- Delete an Authorization

Issue Profile

Overview

The Issue Profile process allows you to add, update and delete an Issue Profile record that associates a Unit Identification Code (UIC) with a Master Issue List within a specific Logistics Program.

Master Issue Lists are associated to a UIC within the UIC Issue Profile table. Multiple Master Issue Lists can be associated with a single UIC.

The UIC Issue List association table will be used during the UIC Issue request and Individual Issue request process to determine the applicable Master Issue Lists for a UIC in order to specify what Assets can be issued to a Unit or Individual.

Navigation

Customer Mgmt > UIC > Issue Profile page

Page Fields

The following fields display on the Issue Profile Search Criteria page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC
Master Issue List
Security Commodity Type
Issue Type
Occupation
Sized
Deployment Location

UIC Issue Profile Grid

UIC
Deployment Location
Master Issue List
Security Commodity Type
Issue Type
Occupation
Sized
Start Date

End Date
Program ID
Last Transaction Dt Tm
Last Updated By
Establish By
Establish By Dt Tm
Remarks

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

To Search for an UIC Issue Profile:

1. To eliminate the number of rows returned from the database, you can select a criteria from . Selecting Search without a search criteria returns all rows from the database.
2. Select Search to display the Search Results or Reset to clear all data entered and remain on Search Criteria.

To Add, Update or Delete an UIC Issue Profile:

1. The Grid Options displays default filters and columns. It is recommended you select the Columns to Show/Hide All to display all fields for the process.
2. Select + Add to create a new UIC Issue Profile.
2. To modify an UIC Issue Profile select Edit or Delete to remove the record.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use Instructions located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access.	A Unit Identification Code (UIC), Commodity Type, or Occupation was selected that does not have a master issue list header.

Related Topics

- Issue Profile Add
- Issue Profile Update
- Issue Profile Delete

Issue Profile Add

Overview

The Issue Profile Add pop up allows you to complete the fields required to create a new Issue Profile record that associates a Unit Identification Code (UIC) with a Master Issue List within a specific Logistics Program.

Attention

It is recommended you always expand your Instruction Drop down text to display helpful information. The default display is collapsed, you have the ability to expand or collapse.

Navigation

Customer Mgmt > UIC > Issue Profile > Add page

Page Fields

The following fields display on the Issue Profile Add pop up. For more information on each field, select the appropriate hyperlink.

*UIC

*Deployment Location

*Master Issue List

Start Date

End Date

Remarks

(*) Asterisk identifies mandatory fields.

Procedures

To Add an UIC Issue Profile:

1. Enter an UIC or select ... to search for a valid record.
2. Select a Deployment Location from ▾.
3. Enter the first three characters of the Master Issue List and the intellisense will display options for you. You can also choose ... to find a Master Issue list.
4. You have the option to enter a Start Date and End Date.
5. Select the Add/Edit Remarks hyperlink to provide Remarks or History Remarks in their respective fields. These fields are optional. The Remarks and History

Remarks fields are optional and are limited to 1024 characters. When entered, the valid characters are alphabetic A through Z, numeric 0 through 9, and special characters "$", "-", "/", "#", "&", "," (comma), "." (period), and " " (space).

6. Select Add to create the UIC Issue Profile or Cancel to clear all entries and return to the UIC Issue Profile Search Results.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Record already exists.	You are logged into the wrong Logistics Program. Search results for the search criteria you entered do not exist or you do not have security access.
Entry must be > Current Date.	Entry must be > (Greater Than) Current Date.
End Dt must be > Start Dt.	Entry must be > (Greater Than) Start Date.

Related Topics

- Issue Profile
- Issue Profile Update
- Issue Profile Delete

Issue Profile Delete

Overview

On the Confirm Delete Pop up you can remove a selected Issue Profile record.

Attention

It is recommended you always expand your Instruction Drop down text to display helpful information. The default display is collapsed, you have the ability to expand or collapse.

Navigation

Customer Mgmt> UIC > Issue Profile> Issue Profile Delete page

Page Fields

The following fields display on the Issue Profile Delete page. For more information on each field, select the appropriate hyperlink.

History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

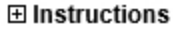
To Delete an UIC Issue Profile:

1. Enter History Remarks to provide further documentation for the delete action. History Remarks must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.
2. Select

to process the delete action or

to return to previous 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. Use 

located at the top left of the page for additional assistance.

Error	Solution
Remarks must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.”	History Remarks must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.

Related Topics

- Issue Profile
- Issue Profile Add

- Issue Profile Update

Issue Profile Update

Overview

The Issue Profile Update process allows you to modify an Issue Profile record that associates a Unit Identification Code (UIC) with a Master Issue List within a specific Logistics Program.

Navigation

Customer Mgmt > UIC > Issue Profile> Update page

Page Fields

The following fields display on the Issue Profile Update page. For more information on each field, select the appropriate hyperlink.

*UIC

*Deployment Location

*Master Issue List

Start Date

End Date

Remarks

(*) Asterisk identifies mandatory fields.

Procedures

To Update an UIC Issue Profile:

Helpful Tip

Once the Issue Profile is associated with a Unit Identification Code (UIC), Deployment Location, and Master Issue List you are only able to modify the End Date and Remarks.

1. Enter an End Date that is less than the Start Date. Select or enter the Replenishment End Date in the format of MM/DD/YYYY.
2. Select the Add/Edit Remarks hyperlink to provide Remarks or History Remarks in their respective fields. These fields are optional. The Remarks and History Remarks fields are optional and are limited to 1024 characters. When entered, the valid characters are alphabetic A through Z, numeric 0 through 9, and special characters "$", "-", "/", "#", "&", "," (comma), "." (period), and " " (space).
3. Select Update to process the transaction or Cancel to return to previous 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. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Record already exists	You are logged into the wrong Logistics Program. Search results for the search criteria you entered do not exist or you do not have security access.
Entry must be > Current Date	Entry must be > (Greater Than) Current Date.
End Dt must be > Start Dt	Entry must be > (Greater Than) Start Date.

Related Topics

- Issue Profile
- Issue Profile Add
- Issue Profile Delete

Member Profile

Overview

The Warehouse Management module Member Profile process provides the ability to create, update, or delete a detailed service member record. The Member Profile record contains the information necessary to conduct Armory, Individual, and Unit Issues. The profiles are accessed with either a Common Access Card (CAC), or a temporary Electronic Data Interchange Personal Identifier (EDI PI). Once the profile is created, the supporting data is added and revised to reflect that member's information.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Customer MGMT> Member Profile > Member Profile page

Page Fields

The following fields display on the **Member Profile** page and **Scan CAC or Enter EDI PI** pop-up window. For more information on each field, select the appropriate hyperlink.

Search Criteria Grid

EDI PI

Last Name

First Name

Scan CAC or Enter EDI PI

Scan Barcode

EDI PI

Last Name

First Name

Middle Initial

Member Profile Grid Fields

Last Name

First Name

Middle Initial

EDI PI
Valid EDI PI
Grade
Member Category Cd
Assigned UIC
Temporary Assigned UIC
Active

Optional

Contract / Dlvry Order
Gender
Phone Nbr
DSN Nbr
Mobile Phone Nbr
Email Address
Expiration of Active Service
Remarks
Logistics Program
Interface System Cd
Program ID
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Member Profile

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by either:

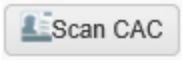
   Entering the fields manually

   - Enter the EDI PI into the field provided.
   - Enter the Last Name, using to assist with the entry.
   - Use to select the First Name.

   OR

   Scanning the personnel's CAC

   Selecting *at any point of this procedure removes all revisions and closes the pop-up window.* ***Bold*** *numbered steps are required.*

   A. Select  . *The* ***Scan CAC or Enter EDI PI*** *pop-up window displays.*

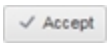
   B. Scan the CAC's barcode with a USB Tethered Scanner.

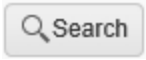
      If the scan is successful, the pop-up window closes. The EDI PI and Last Name fields display the CAC's information.

      If the scan is ***not*** *successful, proceed to Step C.*

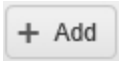
   C. Enter the EDI PI in the field provided.

   D. Select . *The Last Name, First Name, and Middle Initial automatically populate.*

   E. Select  . *The pop-up window closes. The EDI PI and Last Name fields display the CAC's information.*

2. Select  to display the search results.

Add a Member Profile

Select  to display the **Add Member Profile** pop-up window.

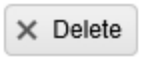
Import Member Profiles

Select to display the **Member Import** pop-up window.

Update a Member Profile

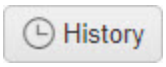
Select next to the desired member to display the **Update Member Profile** pop-up window.

Delete a Member Profile

Select 

next to the desired member to display the **Confirm Delete (Delete Member Profile)** pop-up window.

View the Member Profile History

1. Select 

next to the desired member. *The **History** pop-up window appears.*
2. Select

to return to the Member Profile results grid.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
1068 — Common Access Card is not valid, select Cancel.	Invalid Common Access Card (CAC). The card used is expired. Refer to the local policies and procedures to reinstate.
1125 — EDI PI does not exist in DPAS, select Reset and scan the PDF417 bar code on front of CAC or select Cancel to generate a system ID.	Invalid Common Access Card (CAC) scan. The barcode used is incorrect. Scan the PDF417 barcode located on the front of the CAC. OR Invalid EDI PI entered. The EDI PI is not recognized in the system. Re-enter the EDI PI.
1127 - Enter 10 character	Invalid EDI PI entered. The EDI PI is not

EDI PI and select Find or scan a CAC.	recognized in the system. Enter 10 characters for the EDI PI field.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
xxxx — Invalid value entered for Assigned UIC.	Invalid Assigned UIC entered. Type the UIC again, using i to assist with the entry.
xxxx — Invalid value entered for Temporary Assigned UIC.	Invalid Temporary Assigned UIC entered. Type the Temporary UIC again, using i to assist with the entry.
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..
895 — Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.
xxxx — Member Profile cannot be deleted. *Individual or Unit Issue record(s)* exist for this Member Profile. **xxxx — Member Profile cannot be deleted. *Location record(s)* exist for this Member Profile.** **xxxx — Member Profile cannot be deleted. *Member Sizing record(s)* exist**	Invalid deletion. A Member Profile record cannot be deleted if there is any Issue, UIC, SKO, or sizing information still associated to that member. Review the Member Profile again, and remove any remaining associated information so the Member Profile can be deleted.

for this Member Profile.

xxxx — Member Profile cannot be deleted. *Individual or Unit Return record(s)* exist for this Member Profile.

xxxx — Member Profile cannot be deleted. *UIC Custodian record(s)* exist for this Member Profile.

xxxx — Member Profile cannot be deleted. *SKO Build Header record(s)* exist for this Member Profile.

xxxx — Member Profile cannot be deleted. *SKO Planning Pick record(s)* exist for this Member Profile.

Related Topics

- Add a Member Profile
- Import a Member Profile
- Update a Member Profile
- Delete a Member Profile
- UIC Overview
- Master Issue List Overview

Add a Member Profile

Overview

The Member Profile Add process provides the ability to create a new service member record in the Warehouse Management module.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Customer MGMT> Member Profile > + Add > Add Member Profile pop-up window > Scan CAC or Enter EDI PI pop-up window

Page Fields

The following fields display on the **Add Member Profile** and **Scan CAC or Enter EDI PI** pop-up windows. For more information on each field, select the appropriate hyperlink.

Scan CAC or Enter EDI PI

Scan Barcode
EDI PI
Last Name
First Name
Middle Initial

Add Member Profile

EDI PI *
Valid EDI PI
Last Name *
Phone Nbr
First Name *
DSN Nbr
Middle Initial
Mobile Phone Nbr
Pay Grade *
Email Address

Member Category Cd *

Assigned UIC *

Contract / Dlvry Order

Temporary Assigned UIC

Gender *

Expiration of Active Service

Add / Edit Remarks

Remarks
History Remarks

Size Categories Tab

Size Category

Size Categories

Member Attributes Tab

Group Name

Attribute Name

Type

Group Section

Equipment Types Tab

Equipment Type Tabs

Attributes

Attributes Grid Fields

SKO Stock Nbr

SKO Item Desc

ICN

Serial Nbr

SKO Build Status

LIN/TAMCN

Qty

Size Cat

Size Cat Desc

Size

Kit Qty

Kit Size

Stock Nbr

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Member Profile Using a CAC

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 Member Profile*** *and* ***Scan CAC or Enter EDI PI*** *pop-up windows appear.*
2. Scan the CAC's barcode with a USB Tethered Scanner.

   If the scan is successful, the pop-up window closes. The EDI PI, Last Name, First Name, and Middle Initial fields automatically populate on the ***Add Member Profile*** *pop-up window.*

   If the scan is ***not*** *successful, select* Cancel *to enter the fields manually. The pop-up window closes.*

   Helpful Tip

   If Cancel is selected on the **Scan CAC or Enter EDI PI** pop-up window, selecting Rescan on the **Add Member Profile** pop-up window opens the **Scan CAC or Enter EDI PI** pop-up window again.

3. Finish completing the Member Profile tab.
   - **A.** *Verify the EDI PI.*
   - **B.** *Verify the Last Name.*
   - C. Enter the PHONE NBR in the field provided. *This is a 25 numeric character field.*
   - **D.** *Verify the First Name.*
   - E. Enter the DSN NBR in the field provided. *This is a 25 numeric character field.*
   - F. *Verify the Middle Initial.*

G. Enter the MOBILE PHONE NBR in the field provided. *This is a 25 numeric character field.*

H. Use ▾ to select the Pay Grade.

I. Enter the E-mail Address in the field provided. *This is an 80 alphanumeric character field.*

J. Use ▾ to select a Member Category Cd.

K. Enter the Assigned UIC, using ℹ to assist with the entry.

L. Enter the Contract / DLVRY Order, using ℹ to assist with the entry. *This field is mandatory if "Contractor" is selected as the Member Category CD.*

M. Enter the Temporary Assigned UIC, using ℹ to assist with the entry.

N. Use ▾ to select the Gender.

O. Use 📅 to select the Expiration of Active Service, or enter the date (MM/DD/YYYY) in the field provided.

P. Click 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.*

4. Select the Size Categories tab.

   A. Use ▾ to select the Size Category.

   B. Select + Add. *The Size Category appears below in the Size Category section.*

   C. Use ▾ to select the member's Size.

   D. Repeat steps A-C to enter multiple Size Categories and Sizes.

5. Select the Member Attributes tab.

   A. Enter the Group Name in the field provided.

   OR

   Use ▾ to select an existing Group Name.

   B. Enter the Attribute Name in the field provided.

OR

Use ▾ to select an Attribute Name.

C. Use ▾ to select a Type.

D. Select + Add. *The attribute appears below in the Member Attributes section.*

E. Repeat Steps A-D to enter multiple Member Attributes.

6. Select the Equipment Types tab.

   Site-created Equipment Types appear as vertical tabs on the left-hand side of the pop-up window.

   A. Select the desired Equipment Type vertical tab.

   B. Enter the appropriate information based on the Attribute and Data Type used.

7. Select ✓ Add to process the transaction.

Add a Member Profile Manually

1. Select + Add. *The **Add Member Profile** and **Scan CAC or Enter EDI PI** pop-up windows appear.*

2. Select ⊘ Cancel. *The **Scan CAC or Enter EDI PI** pop-up window closes. On the **Add Member Profile** pop-up window, a system generated EDI PI automatically populates in the field provided.*

3. Complete the Member Profile tab.

   A. Enter the EDI PI in the field provided. *This is a 10 alphanumeric character field.*

   B. Enter the Last Name in the field provided. *This is a 20 alphanumeric character field.*

   C. Enter the PHONE NBR in the field provided. *This is a 25 numeric character field.*

   D. Enter the First Name in the field provided. *This is a 10 alphanumeric character field.*

   E. Enter the DSN NBR in the field provided. *This is a 25 numeric character field.*

   F. Enter the Middle Initial in the field provided. *This is a 1 alphanumeric character field.*

G. Enter the MOBILE PHONE NBR in the field provided. *This is a 25 numeric character field.*

H. Use to select the Pay Grade.

I. Enter the E-mail Address in the field provided. *This is an 80 alphanumeric character field.*

J. Use to select a Member Category Cd.

K. Enter the Assigned UIC, using to assist with the entry.

L. Enter the Contract / DLVRY Order information, using to assist with the entry. *This field is mandatory if the Member Category CD is "Contractor".*

M. Enter the Temporary Assigned UIC, using to assist with the entry.

N. Use to select a Gender.

O. Use to select the Expiration of Active Service, or enter the date (MM/DD/YYYY) in the field provided.

P. Click 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.*

4. Select the Size Categories tab.

A. Use to select a Size Category.

B. Select + Add. *The Size Category appears below in the Size Category section.*

C. Use to select the member's Size.

D. Repeat steps A-C to enter multiple Size Categories and Sizes.

5. Select the Member Attributes tab.

A. Enter the Group Name in the field provided.

OR

Use to select an existing Group Name.

B. Enter the Attribute Name in the field provided.

OR

Use ▾ to select an Attribute Name.

C. Use ▾ to select a Type.

D. Select + Add. *The attribute appears below in the Member Attributes section.*

E. Repeat Steps A-D to enter multiple Member Attributes.

6. Select the Equipment Types tab.

   Site-created Equipment Types appear as vertical tabs on the left-hand side of the pop-up window.

   A. Select the desired Equipment Type vertical tab.

   B. Enter the appropriate information based on the Attribute and Data Type used.

7. Select ✓ Add to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match 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.
1068 — Common Access Card is not valid, select Cancel.	Invalid Common Access Card (CAC). The card used is expired. Refer to the local policies and procedures to reinstate.
1125 — EDI PI does not exist in DPAS, select Reset and scan the	Invalid Common Access Card (CAC) scan. The barcode used is incorrect. Scan the PDF417 barcode located on the front of the

	CAC.
PDF417 bar code on front of CAC or select Cancel to generate a system ID.	OR Invalid EDI PI entered. The EDI PI is not recognized in the system. Re-enter the EDI PI.
1127 — Enter 10 character EDI PI and select Find or scan a CAC.	Invalid EDI PI entered. The EDI PI is not recognized in the system. Enter 10 characters for the EDI PI field.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
xxxx — Invalid value entered for Assigned UIC.	Invalid Assigned UIC entered. Type the UIC again, using i to assist with the entry.
xxxx — Invalid value entered for Temporary Assigned UIC.	Invalid Temporary Assigned UIC entered. Type the Temporary UIC again, using i to assist with the entry.
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..
895 — Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Member Profile Overview
- Import a Member Profile
- Update a Member Profile
- Delete a Member Profile

Delete a Member Profile

Overview

The Member Profile Delete process allows the removal of a service member record from the Warehouse Management module.

Attention

A Member Profile record **cannot be deleted** if the profile is associated with an Issue, UIC, or SKO.

Navigation

Customer MGMT> Member Profile > Delete > Confirm Delete (Delete Member Profile) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Member Profile)** pop-up window. For more information on each field, select the appropriate hyper-link.

Confirm Delete (Delete Member Profile)

History Remarks

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Member Profile

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Delete next to the desired record. *The* ***Confirm Delete (Delete Member Profile)*** *pop-up window appears.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select Delete to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 - Remarks must be alphanumeric with supported special character (s) $, -, /, #, &, comma, period, and space.	Invalid characters entered in the Remarks field. Enter alphanumeric characters, or the following permitted supported special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are not permitted.
xxxx — *Member Profile* cannot be deleted. *Individual or Unit Issue record(s)* exist for this Member Profile. **xxxx — *Member Profile* cannot be deleted. *Location record(s)* exist for this Member Profile.** **xxxx — *Member Profile* cannot be deleted. *Individual or Unit Return record(s)* exist for this Member Profile.** **xxxx — *Member Profile* cannot be deleted. *UIC Custodian record(s)* exist for this Member Profile.** **xxxx — *Member Profile* cannot be deleted. *SKO Build Header record(s)* exist for this Member Pro-**	Invalid deletion. A Member Profile record cannot be deleted if there is any Issue, UIC, SKO, or sizing information still associated to that member. Review the Member Profile again, and remove any remaining associated information so the Member Profile can be deleted.

file.

xxxx — *Member Profile* cannot be deleted. *SKO Planning Pick record(s)* exist for this Member Profile.

Related Topics

- Member Profile Overview
- Add a Member Profile
- Import a Member Profile
- Update a Member Profile

Import a Member Profile

Overview

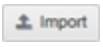
The Member Profile Import process provides the ability to bring many new service member records at one time into the Warehouse Management module.

Attention

The import process supports **only** Excel files:

.xls and **.xlsx**

Navigation

Customer MGMT> Member Profile > 

> Member Import pop-up window

Page Fields

No Page Fields available for this process

Procedures

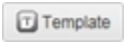
DPAS Navigation Helpful Tips

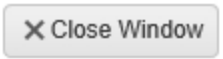
Click the following link to display Warehouse Navigation Tips.

Import a Member Profile

Helpful Tip

If the information *is not* ready to be imported:

1. Select 

to download a pre-formatted Excel spreadsheet.
2. Transfer the existing information into the new spreadsheet, conforming to the new layout.
3. Save the spreadsheet.
4. Select 

.
5. Return to the first step in the **Import a Member Profile** procedure.

1. Select Import. *The **Member Import** pop-up window appears.*
2. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
3. Choose the file to attach, and select it.
4. Click Open. *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*
5. Select Analyze. *The screen dims and the cursor becomes a wait symbol.*
6. The **Result** pop-up window appears, with the analyzed results in **Bold**.
7. Select OK.

   If there *are* errors:

   A. The **Import Error** grid appears, containing only the error rows. *The descriptions appear in the last column available.*

   B. Select Close Window.

   C. Return to the spreadsheet, fix the errors, and save.

   D. Return to the first step in the **Import a Member Profile** procedure.
8. Select Import. *The **Successfully Imported** pop-up window appears.*
9. Select OK. *The pop-up windows close. The imported profiles are entered into the system.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - The Field Assigned UIC Must Be A String With Length Between 0 And 6.	Invalid Assigned UIC. The amount of alpha-numeric characters is incorrect. Enter the correct number of characters.
3 - UIC Record Must Be Established On The UIC Table.	Invalid Assigned UIC. The entry does not exist in the system. Enter an existing UIC.
xxxx - Contract Number	Invalid Contract Number. The Contractor's

Is Required For Contractor Member Category.	
xxxx - An Error Occurred When Looking Up The Contract Number.	contract number is missing or invalid. Enter a valid contract number.
xxxx - Member Already Exists In System By EDIPI.	Invalid entry. Import new users only. Remove the user row from the spreadsheet, or use Edit to revise existing users.
xxxx - The Gender Field Is Required.	Missing Entry. Enter the gender of the user.

Related Topics

- Member Profile Overview
- Add a Member Profile
- Edit a Member Profile
- Delete a Member Profile

Update a Member Profile

Overview

The Member Profile Update process allows the editing of a service member record in the Warehouse Management module.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Customer MGMT> Member Profile > Edit > Update Member Profile pop-up window

Page Fields

The following fields display on the **Update Member Profile** pop-up window. For more information on each field, select the appropriate hyperlink.

Update Member Profile

EDI PI *

Valid EDI PI

Last Name *

Phone Nbr

First Name *

DSN Nbr

Middle Initial

Mobile Phone Nbr

Pay Grade *

Email Address

Member Category Cd *

Assigned UIC *

Contract / Dlvry Order

Temporary Assigned UIC

Gender *

Expiration of Active Service

Add / Edit Remarks

Remarks
History Remarks

Size Category Tab

Size Category
Size Categories

Member Attributes Tab

Group Name
Attribute Name
Type
Group Section

Equipment Types Tab

Equipment Type Tabs
Attributes

Attributes Grid Fields

SKO Stock Nbr
SKO Item Desc
ICN
Serial Nbr
SKO Build Status
LIN/TAMCN
Qty
Size Cat
Size Cat Desc
Size
Kit Qty
Kit Size
Stock Nbr

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a CAC Scanned Member Profile

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Edit. *The* ***Update Member Profile*** *pop-up window appears.*
2. Update the Member Profile tab.
   - **A.** *Verify the EDI PI.*
   - **B.** *Verify the Last Name.*
   - C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*
   - **D.** *Verify the First Name.*
   - E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*
   - F. *Verify the Middle Initial.*
   - G. Update the MOBILE PHONE NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*
   - **H.** Update the Pay Grade, using to select the desired grade.
   - I. Update the E-mail Address, entering the revised address in the field provided. *This is an 80 alphanumeric character field.*
   - **J.** *Verify the Member Category CD.*
   - **K.** Update the Assigned UIC, using to assist with the revised code.
   - L. *Verify the Contract / DLVRY Order.*
   - M. Update the Temporary Assigned UIC, using to assist with the revised code.
   - **N.** Update the Gender, using to select the desired gender.
   - O. Update the Expiration of Active Service, using or entering the date (MM/DD/YYYY) in the field provided.

P. Click 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 Size Categories tab.

Add a Size Category

A. Use ▾ to select a Size Category.

B. Select + Add. *The Size Category appears below in the Size Category section.*

C. Use ▾ to select the member's Size.

D. Repeat steps A-C to enter multiple Size Categories and Sizes.

Update a Member's Size

Update the member's Size, using ▾ to select the desired size.

4. Select the Member Attributes tab.

Add a Member Attribute

A. Enter the Group Name in the field provided.

OR

Use ▾ to select an existing Group Name.

B. Enter the Attribute Name in the field provided.

OR

Use ▾ to select an Attribute Name.

C. Use ▾ to select a Type.

D. Select + Add. *The attribute appears below in the Member Attributes section.*

E. Repeat Steps A-D to enter multiple Member Attributes.

Update an Attribute

Update the Attribute, revising the information in the Type field.

Remove an Attribute

Select next to the desired entry to delete it from the Member Attribute section.

5. Select the Equipment Types tab.

   Site-created Equipment Types appear as vertical tabs on the left-hand side of the pop-up window.

   A. Select the desired Equipment Type vertical tab.

   B. Enter the appropriate information based on the Attribute and Data Type used.

6. Select

to process the transaction.

Update a Manually Entered Member Profile

Selecting

at any point of this procedure removes all revisions and closes the page. ***Bold*** *numbered steps are required.*

1. Select

. *The* ***Update Member Profile*** *pop-up window appears.*
2. Update the Member Profile tab.

   A. Update the EDI PI, entering the revised identifier in the field provided. *This is a 10 alphanumeric character field.*

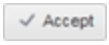
   B. Click ☐ to select the Replace ID with CAC. *The* ***Scan CAC or Enter EDI PI*** *pop-up window appears.*

      a. Scan the CAC's barcode with a USB Tethered Scanner.

      If the scan is successful, the pop-up window closes. The EDI PI, Last Name, First Name, and Middle Initial fields automatically populate on the ***Add Member Profile*** *pop-up window.*

      If the scan is ***not*** *successful, select*

to enter the fields manually. The pop-up window closes.

      b. Select 

. *The pop-up window closes. The EDI PI, Last Name, First Name, and Middle Initial fields display the CAC's information.*

   C. Update the Last Name, entering the revised name in the field provided. *This is a 20 alphanumeric character field.*

   D. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*

   E. Update the First Name, entering the revised name in the field provided. *This is a 10 alphanumeric character field.*

F. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*

G. Update the Middle Initial, entering the revised letter in the field provided. *This is a 1 alphanumeric character field.*

H. Update the MOBILE PHONE NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*

I. Update the Pay Grade, using to select the desired grade.

J. Update the E-mail Address, entering the revised address in the field provided. *This is an 80 alphanumeric character field.*

K. Update the Member Category Cd, using to select the desired code.

L. Update the Assigned UIC, using to assist with the revised code.

M. Update the Contract / DLVRY Order, using to assist with the revised order. *This field is mandatory if the Member Category CD is "Contractor".*

N. Update the Temporary Assigned UIC, using to assist with the revised code.

O. Update the Gender, using to select the desired gender.

P. Update the Expiration of Active Service, using or entering the date (MM/DD/YYYY) in the field provided.

Q. Click 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 Size Categories tab.

Add a Size Category

A. Use to select a Size Category.

B. Select + Add. *The Size Category appears below in the Size Category section.*

C. Use to select the member's Size.

D. Repeat steps A-C to enter multiple Size Categories and Sizes.

Update a Size Category

Update the member's Size, using to select the desired size.

4. Select the Member Attributes tab.

Add a Member Attribute

A. Enter the Group Name in the field provided.

OR

Use to select an existing Group Name.

B. Enter the Attribute Name in the field provided.

OR

Use to select an Attribute Name.

C. Use to select a Type.

D. Select + Add. *The attribute appears below in the Member Attributes section.*

E. Repeat Steps A-D to enter multiple Member Attributes.

Update a Member Attribute

Update the Attribute, revising the information in the Type field.

Remove a Member Attribute

Select next to the desired entry to delete it from the Member Attribute section.

5. Select the Equipment Types tab.

Site-created Equipment Types appear as vertical tabs on the left-hand side of the pop-up window.

A. Select the desired Equipment Type vertical tab.

B. Enter the appropriate information based on the Attribute and Data Type used.

6. Select ✓ Update to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 - Remarks must be alphanumeric with supported special character (s) $, -, /, #, &, comma, period, and space.	Invalid Characters entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are not permitted.
1068 - Common Access Card is not valid, select Cancel.	Invalid Common Access Card (CAC). The card used is expired. Refer to the local policies and procedures to reinstate.
1125 - EDI PI does not exist in DPAS, select Reset and scan the PDF417 bar code on front of CAC or select Cancel to generate a system ID.	Invalid Common Access Card (CAC) scan. The barcode used is incorrect. Scan the PDF417 barcode located on the front of the CAC. OR Invalid EDI PI entered. The EDI PI is not recognized in the system. Re-enter the EDI PI.
1127 - Enter 10 character EDI PI and select Find or scan a CAC.	Invalid EDI PI entered. The EDI PI is not recognized in the system. Enter 10 characters for the EDI PI field.
761 - PHONE NBR, DSN NBR, or MOBILE PHONE NBR must be numeric, a minimum of 7-pos, with supported special characters(s) -, +, ( ), x, period and space.	Invalid characters entered in the PHONE NBR / DSN NBR / MOBILE PHONE NBR field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: -, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address	Invalid E-Mail Format Entered. Enter a min-

structure is incorrect.	imum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
xxxx - Invalid value entered for Assigned UIC.	Invalid Assigned UIC entered. Type the UIC again, using i to assist with the entry.
xxxx - Invalid value entered for Temporary Assigned UIC.	Invalid Temporary Assigned UIC entered. Type the Temporary UIC again, using i to assist with the entry.
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..
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Member Profile Overview
- Add a Member Profile
- Import a Member Profile
- Delete a Member Profile

Master Issue List

Overview

The Master Issue List feature provides users with the ability to manage a list of records (Header, LIN/TAMCN Detail, and Stock Number Detail), which are directly associated with a specific Logistics Program and Catalog.
A Master Issue List represents all of the standard assets which are selected for issuing to the Armory, the Individual or to the Unit within a Unit Identification Code (UIC). These assets are recorded as items in the details section of each list. The details section of each Master Issue List contains a tab for the items and another tab for the Assigned UIC. With one or more Master Issue Lists selected, users can export the list(s) to a spreadsheet or print a DW Form 03 - Master Issue List.
There are different Master Issue Lists depending upon the intended use of the list. For example, a Master Issue List can be specifically created for the standard issue of:

- Sized Assets to all Members
- Non-sized Assets to all Members
- Assets Issued to Unit Custodians / Responsible Officers (ROs) for a UIC (by commodity)

For Individual Members:

- An individual is associated with one or more Master Issue Lists.
- During the Individual Issue process, the Master Issue List(s) associated with the Member's UIC specifies the standard collection(s) of assets that a Member is issued.

For Unit UICs:

- A UIC is assigned one or more Master Issue Lists (typically based on the asset's Commodity Type).
- During the Unit Issue process, the Master Issue List(s) specifies the collection of applicable assets in which a UIC Custodian(s)/Responsible Officer (RO) can request for issuing (typically differentiated by Commodity Type for the specific Unit UIC Custodian or the Custodian's Designate).

Navigation

Customer Mgmt > Master Issue List > Master Issue List page

Page Fields

The following fields display on the Master Issue List page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Desc

Issue Type

UIC

Add / Update Grid

Desc
Issue Type *
Occupation *
Sized *
Commodity Type *
Remarks
History Remarks
Established By
Established By Dt Tm
Last Updated By
Last Transaction Dt Tm

Master Issue List LIN/TAMCN

LIN/TAMCN *
LIN/TAMCN Desc *
Qty *

Master Issue List Stock Nbr

Stock Nbr
Item Desc
Size
Color

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Master Issue List

One or more of the Search Criteria fields can be entered to isolate the results. By default, all Master Issue Lists are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Enter the description of the Master Issue List in the DESC field.
2. Use ▾ to select the desired Issue Type.

3. Enter the desired UIC in the UIC field.
4. Select Search to display the search results.

Add a Master Issue List

Selecting Cancel *at any point of this procedure removes all revisions.*

1. Select + Add to display a new list entry at the top of the grid.
2. Enter a description in the DESC field. *This mandatory field allows up to 100 alpha-numeric characters.*
3. Use ▾ to select the desired Issue Type. Options are:
   - A - Armory Issue
   - I - Individual Issue
   - U - Unit Issue
4. Enter information in the Remarks field. *Enter up to 1024 alphanumeric characters.*
5. Select ✓ Add to process the transaction. *When the addition is successful, the new entry displays at the top of the* ***Search Results Grid****, highlighted in green.*

Edit a Master Issue List

Selecting Cancel *at any point of this procedure removes all revisions.*

1. Select Edit next to the desired Master Issue List.
2. Enter a description in the DESC field. *This mandatory field allows up to 100 alpha-numeric characters.*
3. Use ▾ to select the desired Issue Type. Options are:
   - A - Armory Issue
   - I - Individual Issue
   - U - Unit Issue
4. Enter information in the Remarks field. *Enter up to 1024 alphanumeric characters.*
5. Select ✓ Update to process the updates.

Add, Update, or Delete a Detail (LIN/TAMCN and/or Stock Number) of a Master Issue List

Note

When an asset is added or updated to a detail, a red triangle, , appears in the top left corner of the modified grid. Select Save Changes to add changes to the detail.

Selecting Cancel *at any point of this procedure removes all revisions.*

1. Select next to the desired Master Issue List to view any details already there.
2. Select + Add to create a new detail entry.
3. Choose one of the following to add an asset to the detail:
   - Enter the LIN/TAMCN, or use to browse for the entry. *This is a 10 alpha-numeric character field.*
   - Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alpha-numeric character field.*
4. Select to edit the QTY. Use to choose the correct QTY.
5. Select to edit the Occupation and choose from the Occupation .
6. *Size Category, Size, and Color are contingent upon the stock item.* When applicable they can be selected by using to edit and to select an option.
7. Select Save Changes to save the changes, + Add to add another row, or Cancel to return to main grid.
8. To delete the record, select Mark Deleted to process the action.
9. Select the Assign UICs tab.
10. Manage UICs is an optional field. Enter the UIC(s) the Master Issue List will be available for or use Manage UICs to search for and select a valid record.
11. Select Save Changes to process all pending changes.

Helpful Tip

To display the associated **Stock Numbers** of the LIN/TAMCN record, select ▸ of the desired record. Users are only allowed to update the Include ☐ on these records. This checkbox indicates whether or not you want to include a specific Stock Number in the list.

Print a Master Issue List

Selecting Cancel *at any point of this procedure removes all revisions and closes the pop-up window.*

1. Select the ☐ to the left of the DESC field of the desired Master Issue List. A check mark (☑) appears.
2. Select Print at the top of the Search Results Grid. The **Print DW Form 03 - Master Issue List** window appears.
3. Select the format to print. Options are:
   - Portable Document Format (PDF)
   - Excel Spreadsheet
   - Word Document
4. Select Print to print.

Helpful Tip

Users can select which items to print from the Master Issue List. Select the ▸ on the Header entry, and the details expand. By default, all items are selected (☑) in the **Included** grid. De-select those not for printing and continue with the Print Process. (NOTE: If Master Issue List items have multiple **Stock Numbers**, users can choose which entries to print by selecting the ▸ next to the item and performing the same de-selection.)

Export a Master Issue List

Selecting Cancel *or the* ✕ *in the top right of any pop-up window closes the window and returns to the previous screen.*

1. Select the ☐ to the left of the DESC field of the desired Master Issue List. A check mark (☑) appears.
2. Select Export at the top of the Search Results Grid. The **Head Count** pop-up window appears.
3. Use ▲▼ to enter the head count, or type the number in the field provided.

4. Select ✓OK to process the transaction.
5. The "Save Menu" appears at the bottom of the browser. Choose whether to:

- Open to open and view the spreadsheet
- Save to select to Save, to Save As, or to Save and open

Helpful Tip

Users can select which items to export from the Master Issue List. Select the ▸ on the Header entry, and the details expands. By default, all items are selected (☑) in the **Included** grid. De-select those not for exporting and continue with the Export Process. (NOTE: If Master Issue List items have multiple **Stock Numbers**, users can choose which entries to export by selecting the ▸ next to the item and performing the same de-selection.)

Delete a Master Issue List

Select ✕ Delete next to the desired Master Issue List. See Delete a Master Issue List.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 - Remarks must be alphanumeric with supported special character (s) $, -, /, #, &, comma, period, and space.	Invalid Characters entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are not permitted.
13 - Mandatory Entry: *Desc*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Class*.	
13 - Mandatory Entry: *Commodity Type Id*.	
13 - Mandatory Entry: *Issue Type*.	
13 - Mandatory Entry:	

***Sized*.**	
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Delete a Master Issue List

Delete a Master Issue List

Overview

The Delete a Master Issue List process allows the removal of a Master Issue List, a detail from a Master Issue List, and/or an Assigned UIC from a Master Issue List.

Attention

A Master Issue List record **cannot be deleted** if there are any UICs assigned to it.

Navigation

Customer Mgmt > Master Issue List > Delete > Confirm Delete (Delete Master Issue List) pop-up window

Page Fields

The following fields display on the Confirm Delete (Delete Master Issue List) pop-up window. For more information on each field, select the appropriate hyperlink.

Confirm Delete (Delete Master Issue List)

History Remarks

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Master Issue List

Selecting Cancel *at any point of this procedure removes all revisions and closes the pop-up window.*

1. Select Delete next to the desired Master Issue List Header. *The **Confirm Delete (Delete Master Issue List)** pop-up window appears.*
2. Enter the History Remarks to provide an explanation. *This is a 1024 alphanumeric character (along with approved special characters, "$", "-", "/", "#", "&", comma, semicolon, period, and space) field.*
3. Select Delete to remove the record.

Delete a Detail from a Master Issue List

Selecting Cancel *at any point of this procedure removes all revisions and closes the pop-up window.*

1. Select ▸ of the desired Master Issue List. *The list expands the details.*
2. Select ✕ Mark Deleted next to the desired item. *The **Confirm Delete (Delete Master Issue List)** pop-up window appears.*
3. Select ✕ Delete to remove the detail. *The item selected for deletion fades on the Item Listing grid.*
4. Select ✓ Save Changes to save changes and remove deletion(s).

Delete an Assigned UIC from a Master Issue List

Selecting Cancel *at any point of this procedure removes all revisions and closes the pop-up window.*

1. Select ▸ of the desired Master Issue List. *The list expands the details.*
2. Select the "Assigned UICs" tab. *The **Assigned UICs** tab window appears.*
3. Select ✕ Delete to remove the desired UIC.

> **Note**
> In the event that a UIC is inadvertently deleted, return to the "Assigned UICs" tab of the desired Master Issue List. Select … to search the Browse UIC window and select UICs.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 - Remarks must be	Invalid Characters entered in the Remarks

alphanumeric with supported special character (s) $, -, /, #, &, comma, period, and space.	field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are not permitted.
xxxx - Master Issue List Header cannot be deleted. *UIC Issue Profile record(s)* exist for this Master Issue List Header.	Invalid Deletion. A Master Issue List header cannot be deleted if there is any open UIC still associated to that header. Review the Master Issue List header again, and remove any remaining associated UIC(s) so the Master Issue List Header can be deleted.

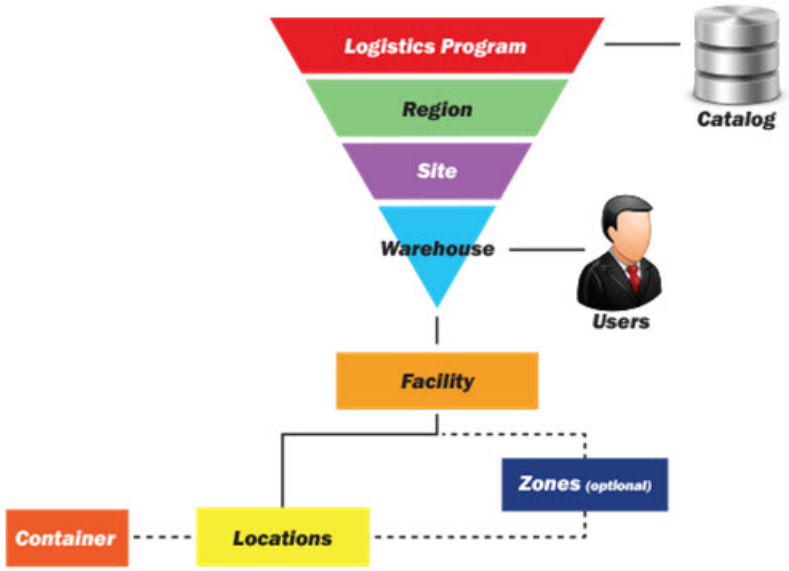
Related Topics

- Master Issue List Overview

Facility

Overview

The Warehouse Management Module Facility process is the highest level within a Warehouse. It provides the capability to define the capacity of a facility.
Facilities are primarily intended to be physical Real Property with the capability to associate it to a Real Property Unique Identifier (RPUID), allowing for the identification of the Installation, Site, etc. where the facility is located. While it is intended to be real property, Defense Property Accountability System (DPAS) will provide the capability for a Facility to be Non-Real Property, such as a Trailer or Military Van Container (MILVAN), which might be used to forward supply a Unit rather than the Unit coming to a physical location to obtain the required supplies and materiel. Inside the trailer, you could then identify Locations/Containers as they would with real property.
A Facility may or may not have Zones. Zones are intended to provide the capability to sub-divide a facility into smaller units. Zones must be established if the warehouse intends to utilize the Auto-Recommendation Location Store feature.
The Facility is the 5th tier within the warehouse tree and the first tier within what RPS UID is defining as the working level within the Warehouse application. The Logistics Program (1st tier), Region (2nd Tier), Site (3rd Tier), Warehouse (4th Tier), Location (below). There is no security at the Facility level. The access is managed at the Warehouse level.



Navigation

WAREHOUSE MGMT > Facility > Facility page

Page Fields

The following fields display on the **Facility** 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

Real Property
Facility Nbr
Land Acq/Tract ID
Facility Alias

Search Results Grid

Facility Name
Real Property
Facility Nbr
Land Acq/Tract Id
Facility Alias
Facility Desc
RPUID
Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
E-mail Address

Optional

Percentage Occupied
Capacity-Sq Ft
Capacity-Cu Ft

Capacity-Ceiling Ht
Nbr of Floors
Active
Remarks
Address Line 1
Address Line 2
City
State
Country
Program Id
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Procedures

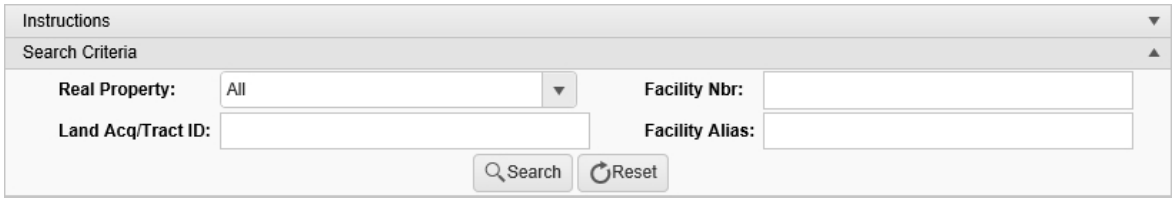
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Facility

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:



- Use ▾ to select the Real Property.
- Enter the Facility NBR in the field provided. *This is a 20 alphanumeric character field.*
- Enter the LAND ACQ TRACT ID in the field provided. *This is a 25 alphanumeric character field.*

- Enter the Facility Alias in the field provided. *This is a 50 alphanumeric character field.*

2. Select Search. *The results appear in the Facility results grid.*

Add a Facility

Select + Add. *The **Add a Facility** pop-up window appears.*

Update a Facility

Select Edit. *The **Update a Facility** pop-up window appears.*

Delete a Facility

Select ✕ Delete. *The **Delete a Facility** pop-up window appears.*

Display the Zone Landing page

Select the desired Facility Name hyperlink. *The **Zone Overview** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
999 - FACILITY NBR and LAND ACQ TRACK ID. Cannot both contain values.	Invalid Entry. Both Facility NBR and LAND ACQ TRACK ID fields contain values. Remove one of the fields to continue.

Related Topics

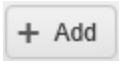
- Add a Facility
- Update a Facility
- Delete a Facility

Add a Facility

Overview

The Facility Add process provides the ability to create a Facility within a Warehouse. They must be built before they can be used in assigning Zones.

Navigation

WAREHOUSE MGMT > Facility > 

> Add Facility pop-up window

Page Fields

The following fields display on the **Add Facility** 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 Facility - Facility Tab

Real Property
Installation Nbr *
Installation Name
RPSUID *
Site Name
Facility Nbr/Land Acq Tract Id *
Facility Name *
RPUID
Facility Desc
Facility Alias
Percentage Occupied *
Nbr of Floors *
Capacity-Sq Ft *
Capacity-Cu Ft *
Capacity-Ceiling Ht *

Active
Add / Edit Remarks

Remarks
History Remarks

Add Facility - POC tab

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
Fax Nbr
City
E-Mail Address
State
Zip Code
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

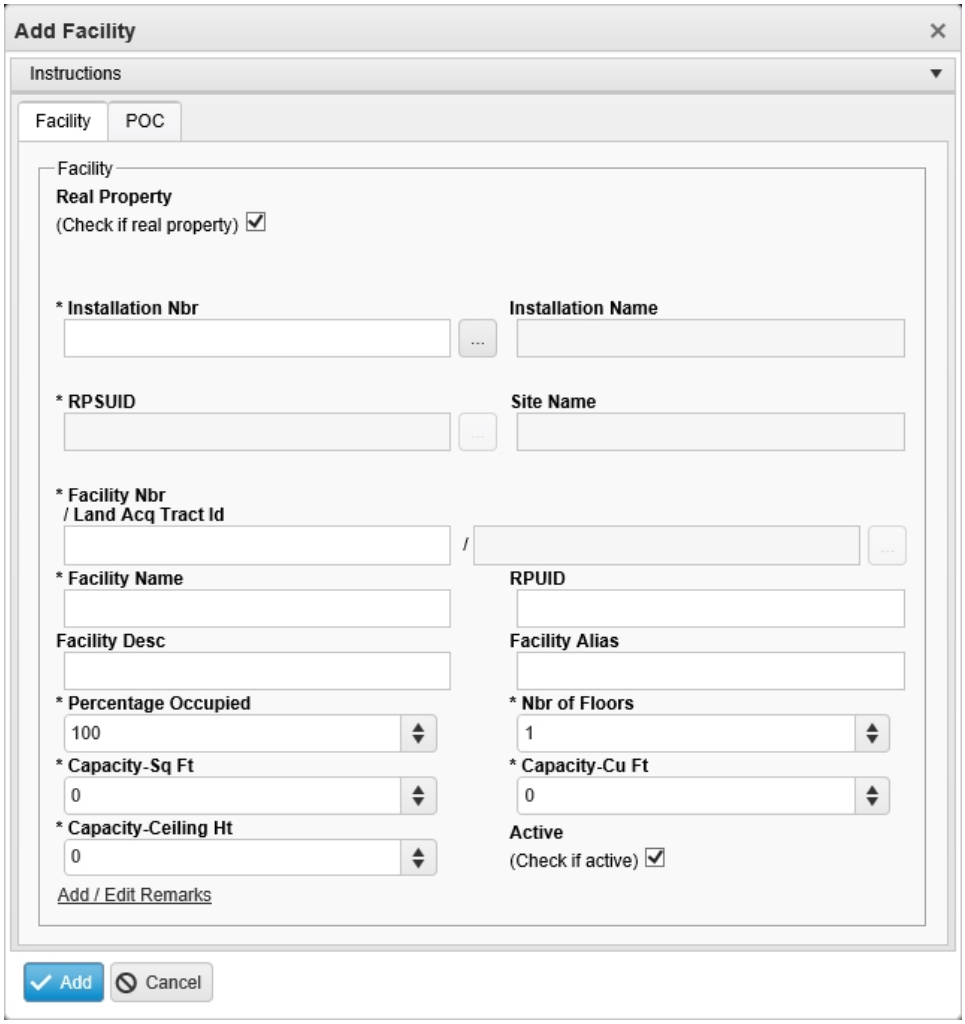
Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Facility

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 Real Property. *This defines the Facility as a separate piece of property.*

Helpful Tip

If Real Property ☑ is unchecked; Installation Number, Installation Name, RPUID, RPSUID, Site Name and LAND ACQ TRACK ID will not display.

2. Enter the Installation NBR, or use ... to browse for the entry. *This is a 5 alpha-numeric character field.*

Installation Browse help

3. *The Installation Name automatically populates and is not editable.*

4. Enter the RPSUID, or use ... to browse for the entry. *This is a 5 alphanumeric character field.*

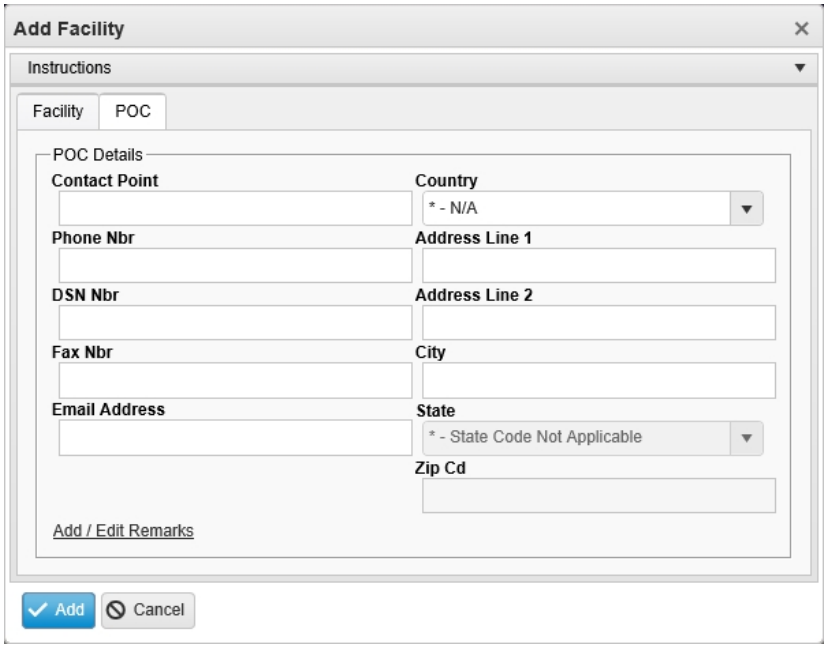
Site Browse help

5. *The Site Name automatically populates and is not editable.*
6. Enter the Facility NBR / LAND ACQ TRACT ID, or use ... to browse for the entry. *This is a 20 and 25 alphanumeric character field.*

   Asset Browse help
7. Enter the Facility Name in the field provided. *This is a 30 alphanumeric character field.*
8. Enter the RPUID in the field provided. *This is an 18 alphanumeric character field.*
9. Enter the Facility DESC in the field provided. *This is a 30 alphanumeric character field.*
10. Enter the Facility Alias in the field provided. *This is a 3 alphanumeric character field.*
11. Use ▲▼ to choose the Percentage Occupied.
12. Use ▲▼ to choose the NBR of Floors.
13. Use ▲▼ to choose the Capacity - SQ FT.
14. Use ▲▼ to choose the Capacity - CU FT.
15. Use ▲▼ to choose the Capacity - Ceiling HT.
16. Click ☐ to select Active. *This defines the Facility is already occupied.*
17. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
    B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

    Select ✓ Add. *The new Facility appears in green at the top of the grid.*
18. **OR**

    Select the POC Tab to continue adding information.



A. Enter the Contact Point. *This is a 25 alphanumeric character field.*

B. Use ▾ to select the Country.

C. Enter the PHONE NBR in the field provided. *This is a 25 numeric character field.*

D. Enter the Address Line 1 in the field provided. *This is a 25 alphanumeric character field.*

E. Enter the DSN NBR in the field provided. *This is a 25 numeric character field.*

F. Enter the Address Line 2 in the field provided. *This is a 25 alphanumeric character field.*

G. Enter the FAX NBR in the field provided. *This is a 25 numeric character field.*

H. Enter the City in the field provided. *This is a 22 numeric character field.*

I. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*

J. Use ▾ to select the State.

K. Enter the ZIP CD in the field provided. *This is a 10 numeric 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 alpha-numeric character field.*

M. Select

. *The new Facility appears in green 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
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.
1006 - Wildcard not permitted for Add.	Invalid Entry. Check for wildcard in Facility NBRand LAND ACQ TRACK ID.
13 — Mandatory Entry: *Installation NBR*. **Missing Entry. Enter the appropriate information in the desired field.** **13 — Mandatory Entry: *Facility NBR*.** **13 — Mandatory Entry: *Facility Name*.** **13 — Mandatory Entry: *Percentage Occupied*.** **13 — Mandatory Entry: *NBR of Floors*.** **13 — Mandatory Entry: *Capacity - SQ FT*.**	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *Capacity - Cu Ft*.	
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
350 — Must be alpha-numeric with supported special 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 following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
187 - Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re-enter the field.

Related Topics

- Facility
- Update a Facility
- Delete a Facility

Delete a Facility

Overview

The Facility Delete process allows the removal of a facility within a Warehouse.

Navigation

WAREHOUSE MGMT > Facility > Delete > Confirm Delete (Delete Facility) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Facility)** 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.

Confirm Delete (Delete Facility)

History Remarks

Procedure

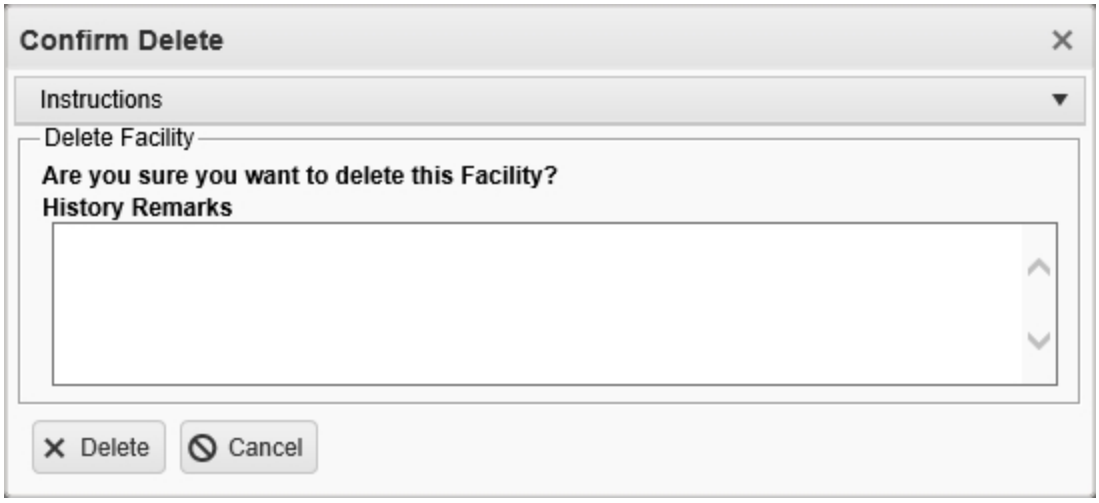
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Facility

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Delete next to the desired entry. *The* ***Confirm Delete (Delete Facility)*** *pop-up window appears.*



2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select Delete. *The Facility is removed from the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
995 - Delete action invalid. The Facility is associated with one or more Zones or Locations.	Invalid Deletion. The Facility record cannot be deleted if there is any open Zones or Locations still associated with it. Review the Facility again, and remove any remaining associated information so the Facility can be deleted.

Related Topics

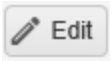
- Facility
- Add a Facility
- Update a Facility

Update a Facility

Overview

The Facility Update process allows editing facilities that are within the desired Warehouse.

Navigation

WAREHOUSE MGMT > Facility>  > Update Facility pop-up window

Page Fields

The following fields display on the **Update Facility** 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.

Update Facility - Facility Tab

Real Property
Installation Nbr *
Installation Name
RPSUID *
Site Name
Facility Nbr / Land Acq Tract Id *
Facility Name *
Facility Desc
Facility Alias
Percentage Occupied *
Nbr of Floors *
Capacity-Sq Ft *
Capacity-Cu Ft *
Capacity-Ceiling Ht *
Active

Add / Edit Remarks

Remarks
History Remarks

Update Facility - POC tab

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
Fax Nbr
City
E-Mail Address
State
Zip Code
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

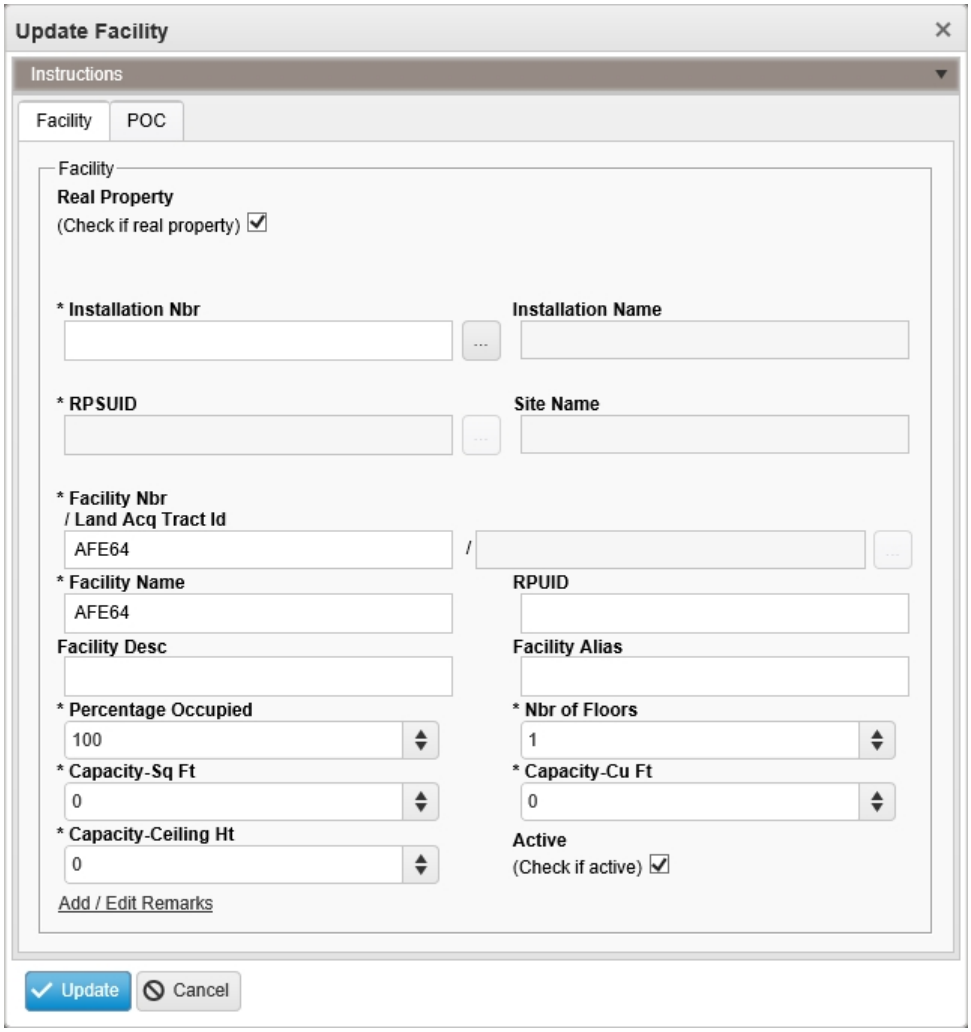
Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Facility

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*



1. Verify the Real Property contains the appropriate ☑ or ☐. *This defines the Facility as a separate piece of property.*

Helpful Tip

If Real Property ☑ is unchecked; Installation Number, Installation Name, RPUID, RPSUID, Site Name and LAND ACQ TRACK ID will not display.

2. Update the Installation NBR, using … to browse for the revised amount. *This is a 5 alphanumeric character field.*

Installation Browse help

3. *Verify the Installation Name.*

4. Update the RPSUID, using … to browse for the revised identifier. *This is a 5 alphanumeric character field.*

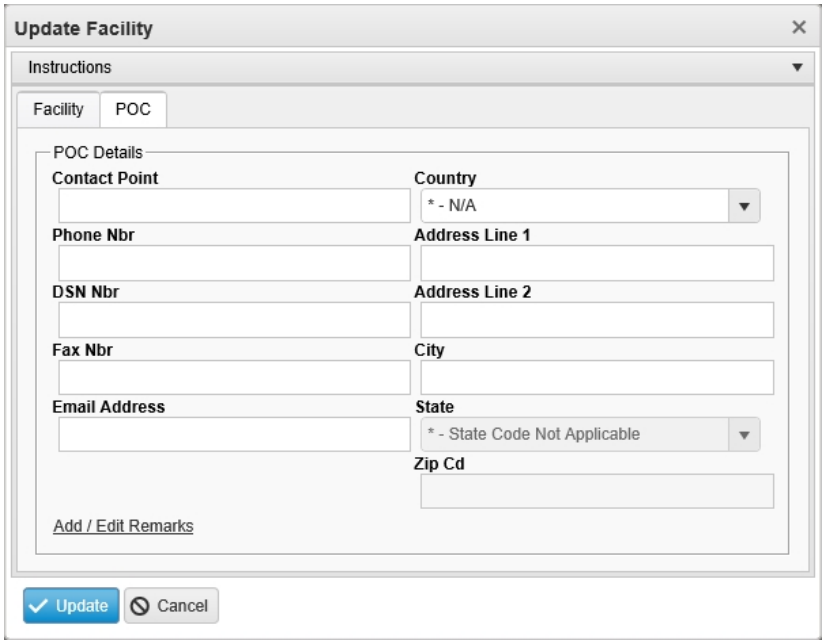
Site Browse help

5. *Verify the Site Name.*
6. Update the Facility NBR / LAND ACQ TRACT ID, using ... to browse for the revised information. *This is a 20 and 25 alphanumeric character field.*

   Asset Browse help
7. Update the Facility Name, entering the revised name in the field provided. *This is a 30 alphanumeric character field.*
8. Update the RPUID, entering the revised identifier in the field provided. *This is an 18 alphanumeric character field.*
9. Update the Facility DESC, entering the revised explanation in the field provided. *This is a 30 alphanumeric character field.*
10. Update the Facility Alias, entering the revised name in the field provided. *This is a 3 alphanumeric character field.*
11. Update the Percentage Occupied, using ▲▼ to choose the revised percentage.
12. Update the NBR of Floors, using ▲▼ to choose the revised amount.
13. Update the Capacity - SQ FT, using ▲▼ to choose the revised size.
14. Update the Capacity - CU FT, using ▲▼ to choose the revised size.
15. Update the Capacity - Ceiling HT, using ▲▼ to choose the revised size.
16. Verify the Active contains the appropriate ☑ or ☐. *This defines the Facility is already occupied.*
17. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    A. Update the Remarks, entering the revised comments 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 Facility appears at the top of the grid.*
18. **OR**

    Select the POC Tab to continue revising information.



A. Update the Contact Point. *This is a 25 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 numeric character field.*

D. Update the Address Line 1, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*

E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*

F. Update the Address Line 2, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*

G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 numeric character field.*

H. Update the City, entering the revised place in the field provided. *This is a 22 numeric character field.*

I. Update the E-MAIL Address, entering the revised address in the field provided. *This is a 65 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 numeric character field.*

L. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

a. Update the Remarks, entering the revised comments 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

. *The revised Facility 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
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.
1006 - Wildcard not permitted for Add.	Invalid Entry. Check for wildcard in Facility NBRand LAND ACQ TRACK ID.
13 — Mandatory Entry: *Installation NBR*.	
Missing Entry. Enter the appropriate information in the desired field.	
13 — Mandatory Entry: *Facility NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Facility Name*.	
13 — Mandatory Entry: *Percentage Occupied*.	
13 — Mandatory Entry: *NBR of Floors*.	

13 — Mandatory Entry: *Capacity - SQ FT*.	
13 — Mandatory Entry: *Capacity - CU FT*.	
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
350 — Must be alpha-numeric with supported special 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 following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
187 - Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re-enter the field.

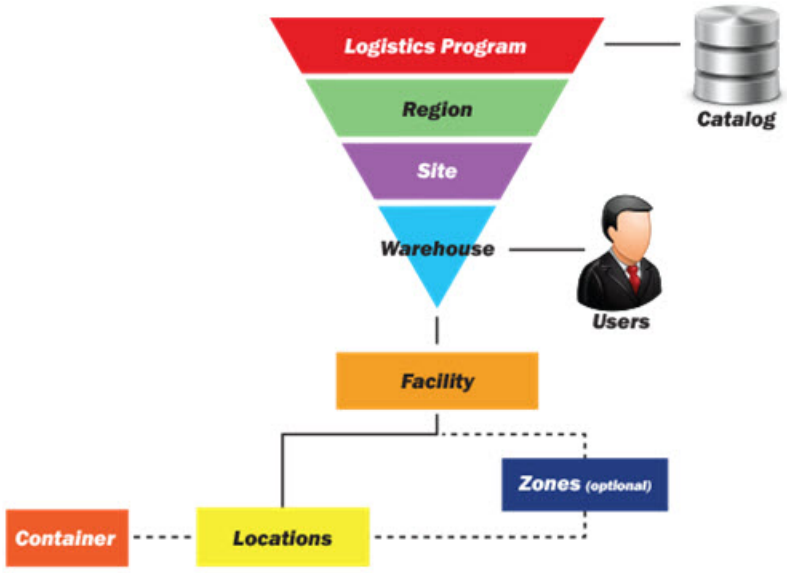
Related Topics

- Facility
- Add a Facility
- Delete a Facility

Zone

Overview

The Warehouse Management Module Zone process enable the user to auto-select storage locations from receipts within a facility. The use of Zones is optional unless you want use the auto-select feature. Zones can be made mandatory when creating Locations within a Facility. Zones are defined as either Stock Zone or Issue Zone.
A facility may or may not have Zones. Zones are intended to provide the capability to sub-divide a facility into smaller units. Zones must be established if the warehouse intends to utilize the Auto-Recommendation Location Store feature.



Navigation

WAREHOUSE MGMT > Zone > Zone page

Page Fields

The following fields display on the **Zone** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).

36	Select "Delete" button to remove record(s) from applicable tables.

Zone

Zone Id
Zone Desc
Facility Name
Stock Zone
Issue Zone
Remarks

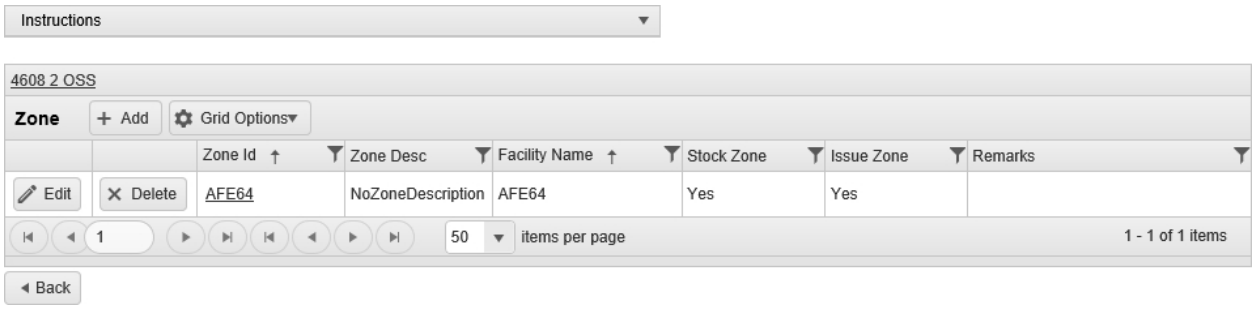
Optional

Facility
Land Acq Tract Id
Facility Desc
Program Id
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.



Add a Zone

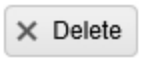
Select + Add. *The **Add a Zone** pop-up window appears.*

Update a Zone

Select

. *The **Update a Zone** pop-up window appears.*

Delete a Zone

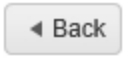
Select 

. *The **Delete a Zone** pop-up window appears.*

Display the Location Landing page

Select the desired Zone ID hyperlink. *The **Location Overview** page appears.*

Display the Facility Landing page

Select 

. *The **Facility Overview** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

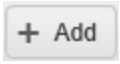
- Add a Zone
- Update a Zone
- Delete a Zone

Add a Zone

Overview

The Zone Add process provides the ability to create a Zone within a facility.

Navigation

WAREHOUSE MGMT > Zone >  > Add Zone pop-up window

Page Fields

The following fields display on the **Add Zone** 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 Zone

Facility *
Zone Desc *
Facility Desc
Stock Zone
Zone Id *
Issue Zone
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

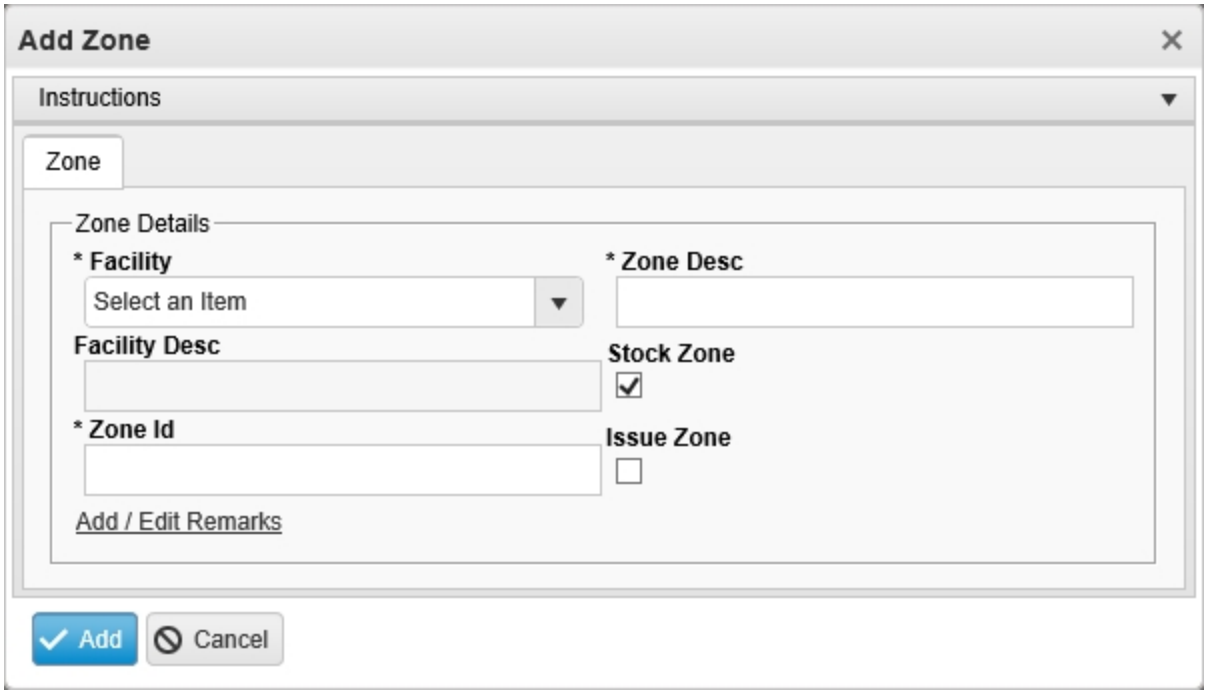
Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Zone

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*



1. Use ▾ to select the Facility.
2. Enter the Zone DESC in the field provided. *This is a 125 alphanumeric character field.*
3. *The Facility DESC is populated and displayed only when when a Facility is selected.*
4. Click ☐ to select the Stock Zone. *This defines the Zone as appropriate to contain Stock.*
5. Enter Zone ID in the field provided. *This is 10 alphanumeric character field.*
6. Click ☐ to select the Issue Zone. *This defines the Zone as appropriate for Issuing.*
7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric*

character field.

8. Select

. *The new Zone appears in green 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
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: *Facility*.	
13 — Mandatory Entry: *Zone DESC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Zone ID*.	
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.

Related Topics

- Zone
- Update a Zone
- Delete a Zone

Delete a Zone

Overview

The Zone Delete process allows the removal of a Zone within a facility.

Navigation

WAREHOUSE MGMT > Zone > Delete > Confirm Delete (Delete Zone) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Zone)** 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.

Confirm Delete (Delete Zone)

History Remarks

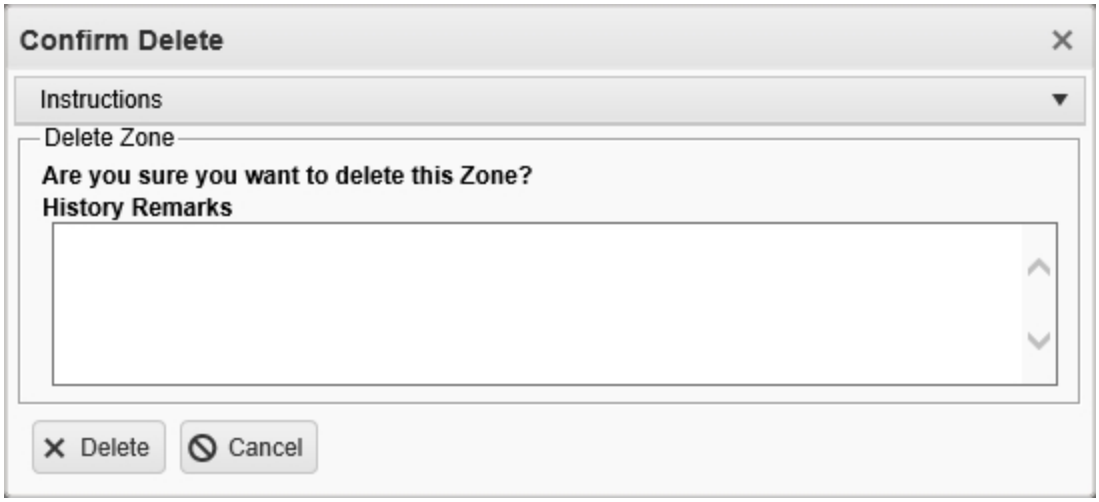
Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Zone

*Selecting Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.*



1. Select Delete. *The **Confirm Delete (Delete Zone)** pop-up window appears.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select Delete. *The Zone 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
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.
1007 - Delete invalid. Zone is associated with one or more Locations.	Invalid Deletion. The Zone is associated with one or more Locations. Review the Zone record again, and remove any remaining associated information so the Zone can be deleted.

Related Topics

- Zone
- Add a Zone
- Update a Zone

Update a Zone

Overview

The Zone Update process allows editing of Zone within a facility.

Navigation

WAREHOUSE MGMT > Zone > > Update Zone pop-up window

Page Fields

The following fields display on the **Update Zone** 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.

Update Zone

Facility *
Zone Desc *
Facility Desc
Stock Zone
Zone Id *
Issue Zone
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

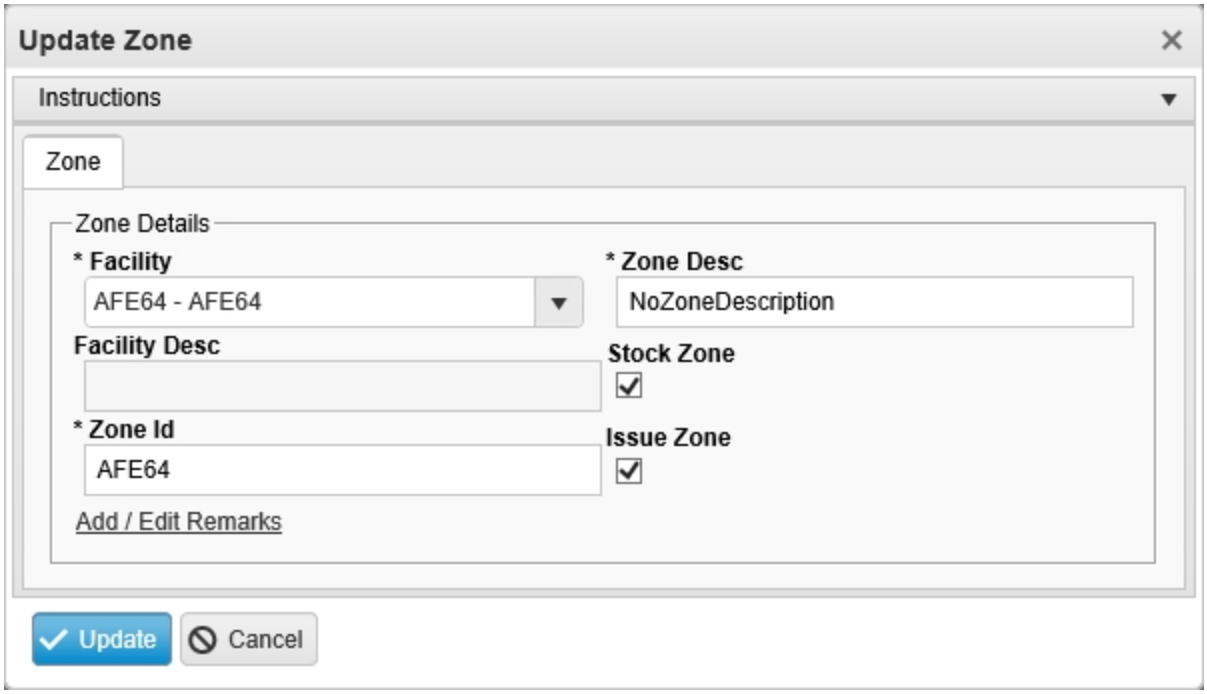
Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Zone

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*



1. Update the Facility, using ▾ to select the desired place.
2. Update the Zone DESC, entering the revised description in the field provided. *This is a 125 alphanumeric character field.*
3. *The Facility DESC is populated and displayed only when a Facility is selected.*
4. Verify the Stock Zone contains the appropriate ☑ or ☐. *This defines the Zone as appropriate to contain Stock.*
5. Update the Zone ID, entering the revised description in the field provided. *This is a 10 alphanumeric character field.*
6. Verify the Issue Zone contains the appropriate ☑ or ☐. *This defines the Zone as appropriate for Issuing.*
7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric*

character field.

8. Select

. *The revised Zone 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
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: *Facility*.	
13 — Mandatory Entry: *Zone Desc*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Zone Id*.	
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.

Related Topics

- Zone
- Add a Zone
- Delete a Zone

Location

Overview

The Warehouse Management Module Location process provides the ability to view the locations assigned to a warehouse. This provides users the capability to add, update, and delete locations inside the desired warehouse.
Locations can be used to identify the position of assets by: name, GPS coordinates, Passive Radio Frequency Identification/ Radio Frequency Identification (pRFID/RFID), Tag Number, and XYZ coordinates for pRFID management. Items such as forklifts can also be defined as Locations to support asset tracking during transport. Containers can be assigned a Location, so when the Location of a container is changed, all assets within the Container change their Locations as well.
Each location is associated with a Facility or a Zone. Zones are an option at the Warehouse level, and they allow the stow recommendation process.
The option to print a Location label is available within the Location process.

Navigation

WAREHOUSE MGMT > Location > Location page

Page Fields

The following fields display on the Location 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.
453	Select "Labels" button to print location label(s).

Search Criteria Grid

Facility Nbr

Zone Id

Location Id
Location Desc
Location Type Cd
Member
Location Status

Search Results Grid

Location Id
Location Desc
Location Type Cd
Pick Order
Facility Nbr
Zone Id
Parent Location Id
Location Status
Member
Floor
Bay
Aisle
Row
Rack

Optional

Primary Attachment
Hazardous
Dehumidified
Temperature Controlled
Outdoor
GPS Longitude
GPS Latitude
RFID Coordinates
Weight Capacity
Cube Capacity
Height
Length
Width
Freeze Location

Program Id
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Print Label Request

Printer Language
Label Size
Include RFID
Label Type
Qty

Procedures

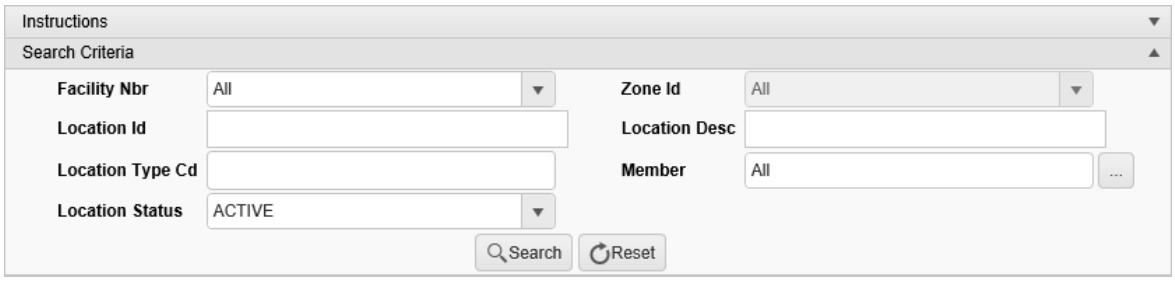
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Location

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:



- Use ▾ to select the Facility Nbr.
- Use ▾ to select the Zone Id.
- Enter the Location ID in the field provided. *This is a 15 alphanumeric character field.*
- Enter the Location DESC in the field provided. *This is a 250 alphanumeric character field.*

- Enter the Location TYPE CD in the field provided. *This is a 2 numeric character field.*
- Enter the Member, or use ... to browse for the entry. *This is a 50 alphanumeric character field.*

  Member Profile Browse help
- Use ▼ to select the Location Status.

2. Select Search. *The results appear in the Location Search Results grid.*

Add a Location

Select + Add. *The **Add a Location** pop-up window appears.*

Update a Location

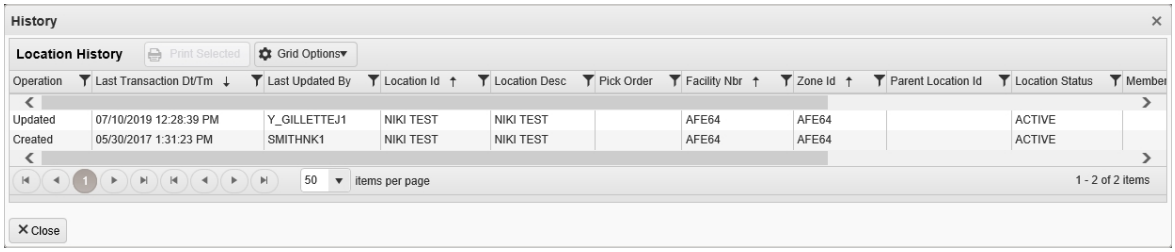
Select Edit. *The **Update a Location** pop-up window appears.*

Delete a Location

Select ✕ Delete. *The **Delete a Location** pop-up window appears.*

Display the Location History

1. Select History. *The **Location History** pop-up window appears.*

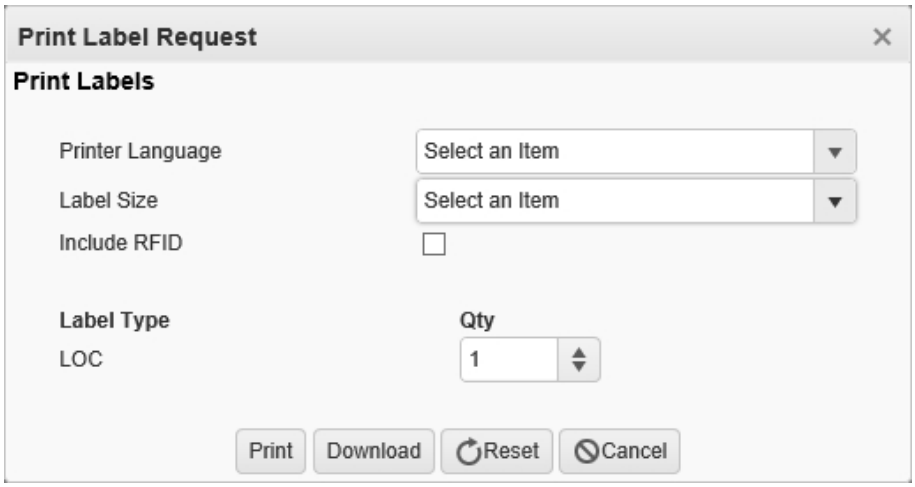


2. Select ✕ Close to return to the previous page.

Print Labels

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.*

1. Select Labels. *The **Print Label Request** pop-up window appears.*



2. Use to select the Printer Language.
3. Use to select the Label Size.
4. Click to select the Include RFID. *This defines if the Location uses RFID.*
5. *The Label Type automatically populates and is not editable.*
6. Use to choose the QTY of labels to print.
7. Select Print. *The labels print at the specified printer.*

Display the Zone and/or Facility Landing page

1. Select Back to display the Zone landing page (an option created at the Warehouse level).

Attention

This process displays the Zone Landing page. From here, users can Add, Edit, Delete and view Zone ID Record(s).

2. If the Warehouse does not have Zones configured, select Back to display the Facility Landing page.

Attention

This process displays the Facility Landing page. From here, users can Add, Edit, Delete and view Facility Name Record(s).

Common Errors

The table below provides a list 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.
2094 - Must be alpha-numeric with supported special 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 following permitted special characters: $, -, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.
xxxx - The maximum allowable character limit has been exceeded.	Invalid Entry. One or more entries have exceeded the maximum allowable characters of 10. Re-enter the field.
xxxx - Location ID already exists, cannot process an Add.	A Location ID is entered that already exists.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
1000 - Entry must be blank or numeric value and > '0'.	Invalid Entry. Enter numeric values greater than 0 for Weight Capacity, Cube Capacity, Height, Length, and Width. Otherwise, leave fields blank.
9 - No change(s) made to record.	Missing Entry. Record must be modified before Update button is selected. Check the information again, and revise one of the fields.
161 — Remarks must be alphanumeric with sup-	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the

ported special character (s) $, — , /, #, &, comma, period, and space.	following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
922 - Location has associated inventory and cannot be deleted.	Invalid Deletion. A Location cannot be deleted if there is any open Inventory still associated to that Location. Review the Location again, and remove any remaining associated information so the Location can be deleted.

Related Topics

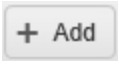
- Add a Location
- Update a Location
- Add an Attachment to a Location
- Delete a Location
- Zone
- Facility

Add a Location

Overview

The Add a Location process provides the ability to create new locations that are associated to the desired Warehouse.

Navigation

WAREHOUSE MGMT > Location > 

> Add Location pop-up window

Page Fields

The following fields display on the **Add Location** 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.
454	Select "Attach" button to add an attachment.

Add Location

Location Id *
Facility Nbr *
Location Desc *
Zone Id * (available when Zones are configured in Logistics Program)
Location Type Cd *
Pick Order
Member (available if Location Type CDset to "Member")
Bay
Floor
Row
Aisle
Rack
Dehumidified
Hazardous

Outdoor
Temperature Controlled
GPS Latitude
GPS Longitude
Weight Capacity
RFID Coordinates
Height
Cube Capacity
Width
Length
Freeze Location
Location Status
Inspection Schedule *
Parent Location Id
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

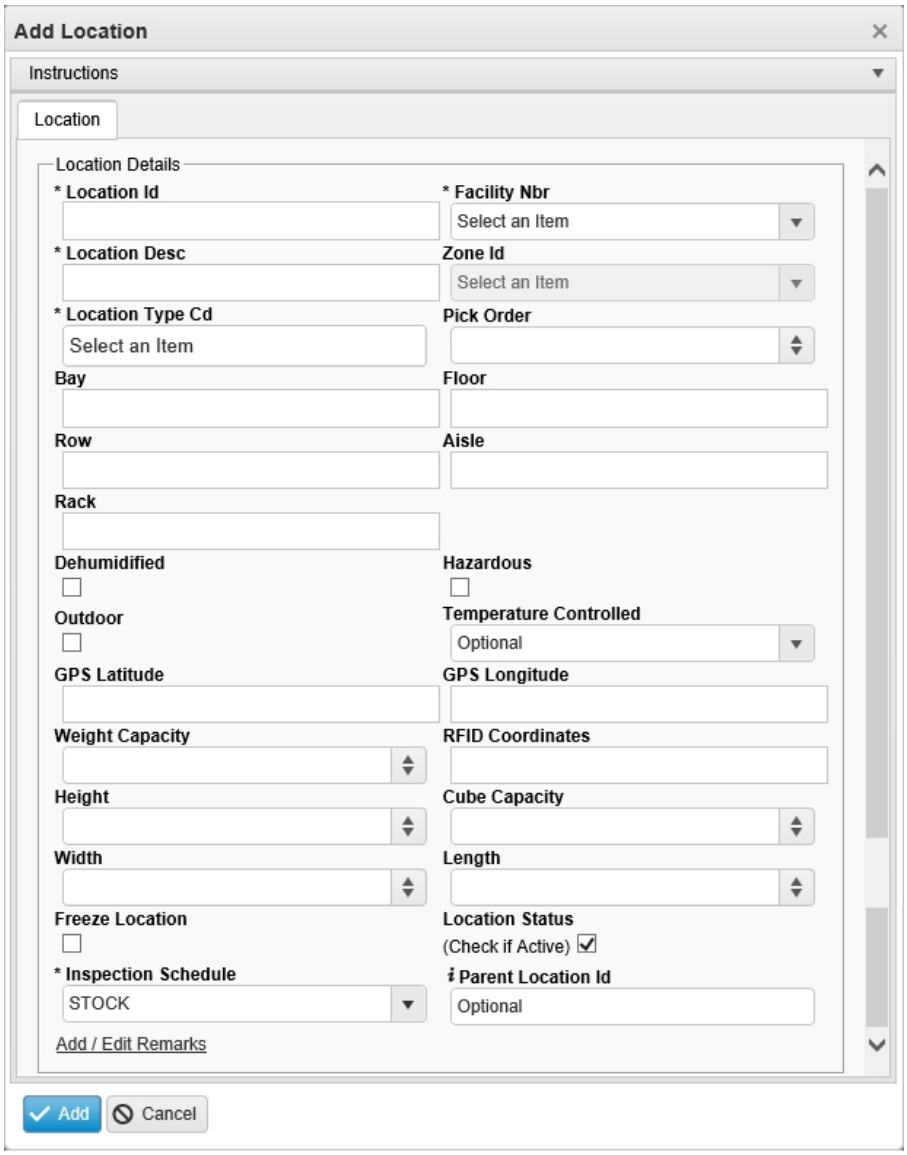
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Location

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 Location** pop-up window appears.*



2. Enter the Location ID in the field provided. *This is a 15 alphanumeric character field.*
3. Use ▾ to select the Facility Nbr.
4. Enter the Location DESC in the field provided. *This is a 250 alphanumeric character field.*
5. Use ▾ to select the Zone Id. *Available only if Zones are configured for the Warehouse.*
6. Select the Location Type Cd field to choose the kind of location from the list.

7. Use ⇕ to choose the Pick Order.
8. Enter the Member, or use … to browse for the entry. *This 50 alphanumeric character field is only available when the Location Type CD is 14 - Member.*

   Member Profile Browse help
9. Enter the Bay in the field provided. *This is a 10 alphanumeric character field.*
10. Enter the Floor in the field provided. *This is a 10 alphanumeric character field.*
11. Enter the Row in the field provided. *This is a 10 alphanumeric character field.*
12. Enter the Aisle in the field provided. *This is a 10 alphanumeric character field.*
13. Enter the Rack in the field provided. *This is a 10 alphanumeric character field.*
14. Click ☐ to select Dehumidified. *This defines if the location is designed to reduce the level of humidity for materiel.*
15. Click ☐ to select Hazardous. *This defines if the location is set aside for dangerous materiel.*
16. Click ☐ to select Outdoor. *This defines if the location is set aside for materiel being stored outdoors.*
17. Use ▼ to select the Temperature Controlled.
18. Enter the GPS Latitude in the field provided. *This is a 10 alphanumeric character field.*
19. Enter the GPS Longitude in the field provided. *This is a 10 alphanumeric character field.*
20. Use ⇕ to choose the Weight Capacity.
21. Enter the RFID Coordinates in the field provided. *This is a 10 alphanumeric character field.*
22. Use ⇕ to choose the Height (in inches).
23. Use ⇕ to choose the Cube Capacity.
24. Use ⇕ to choose the Width (in inches).
25. Use ⇕ to choose the Length (in inches).
26. Click ☐ to select Freeze Location. *This defines if the location is restricted from moving materiel in and out of the location.*
27. Click ☐ to select Location Status. *This is checked and set to Active by default. Uncheck to define this location as inactive.*
28. Use ▼ to select the Inspection Schedule.

29. Enter the Parent Location ID, using to assist with the entry. *This is a 15 alpha-numeric character field.*
30. 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.*
31. Select

. *The new Location appears in green 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
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx - The maximum allowable character limit has been exceeded.	Invalid Entry. One or more entries have exceeded the maximum allowable characters of 10. Re-enter the field.
xxxx - Location ID already exists, cannot process an Add.	A Location ID is entered that already exists.
xxxx - If Location Type CD is Member the location must not be any other type.	Deselect any Location Type CD other than Member to add this location.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a

	valid entry.
1000 - Entry must be blank or numeric value and > '0'.	Invalid Entry. Enter numeric values greater than 0 for Weight Capacity, Cube Capacity, Height, Length, and Width. Otherwise, leave fields blank.
9 - No change(s) made to record.	Missing Entry. Record must be modified before Update button is selected. Check the information again, and revise one of the fields.

Related Topics

- Location Overview
- Update a Location
- Add an Attachment to a Location
- Delete a Location

Add an Attachment to a Location

Overview

The Location Add Attachment process provides the ability to attach documents to the locations that are associated to the desired Warehouse.

Navigation

WAREHOUSE MGMT > Location >

> Update Location >

> Attach Documents — Location pop-up window

Page Fields

The following fields display on the **Attach Documents - Location** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions - Attach Documents - Location

The table below provides the list of instructions.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	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 Documents - Location

Attachment

Desc

Primary

Name

Desc

Procedure

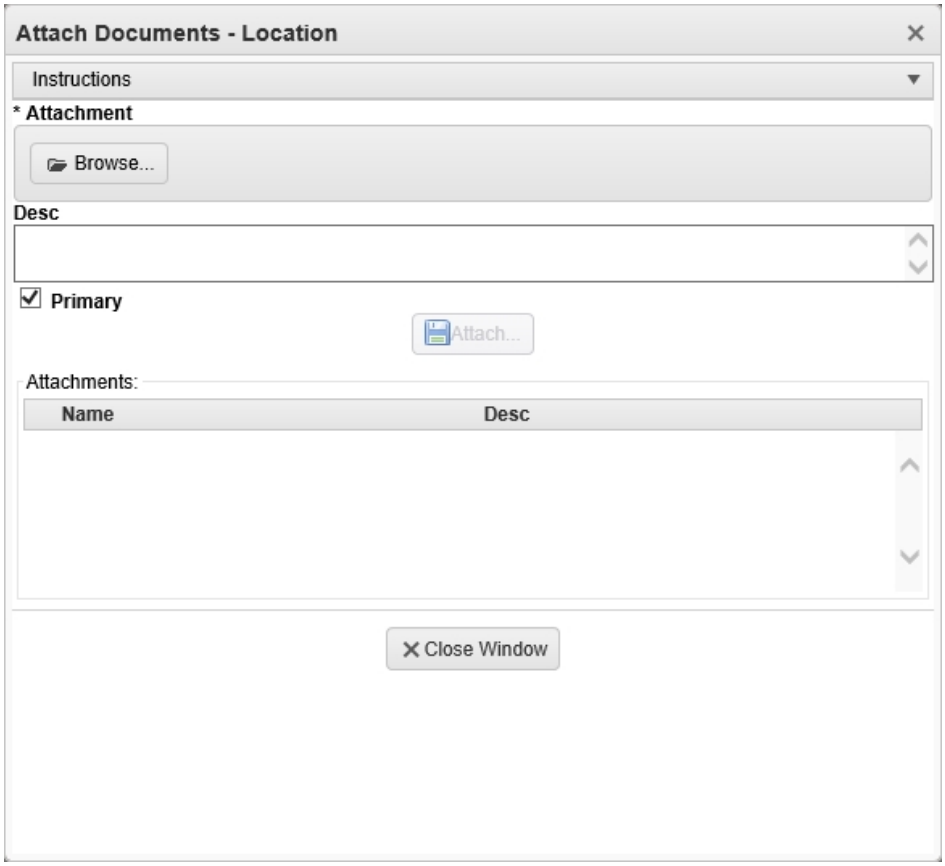
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Attach a Document to a Location

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Attach... to add any additional files to the record. *The* ***Attach Documents — Location*** *pop-up window appears.*



2. Select Browse... . *The Windows* ***Choose File to Upload*** *pop-up window appears.*
3. Choose the file to attach, and select it.
4. Select Open . *The* ***Choose File to Upload*** *pop-up window closes, and the file name appears in the top file list.*
5. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
6. Select Attach... . *The file name appears in the bottom of the window.*
7. Repeat Steps 2 - 6 to attach multiple documents.

8. 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:

      - Select ⊘No to cancel the deletion.
      - Select ✓Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

   C. Select ✓OK to complete the process. *The document is removed.*

9. Select ✕ Close Window. *The **Attach Documents — Location** pop-up window closes, and the attachment(s) appears in the Attachments 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.
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 max-	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

imum of (Size from table) for this file type. "Attach-ment" 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.

Related Topics

- Location Overview
- Add a Location
- Update a Location
- Delete a Location

Delete a Location

Overview

The Location Delete process allows the removal of a Location within a Warehouse. Locations are deletable only when there are no assets assigned to the location.

Navigation

Warehouse MGMT > Location > Delete > Confirm Delete (Delete Location) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Location)** 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.

Confirm Delete (Delete Location)

History Remarks

Procedure

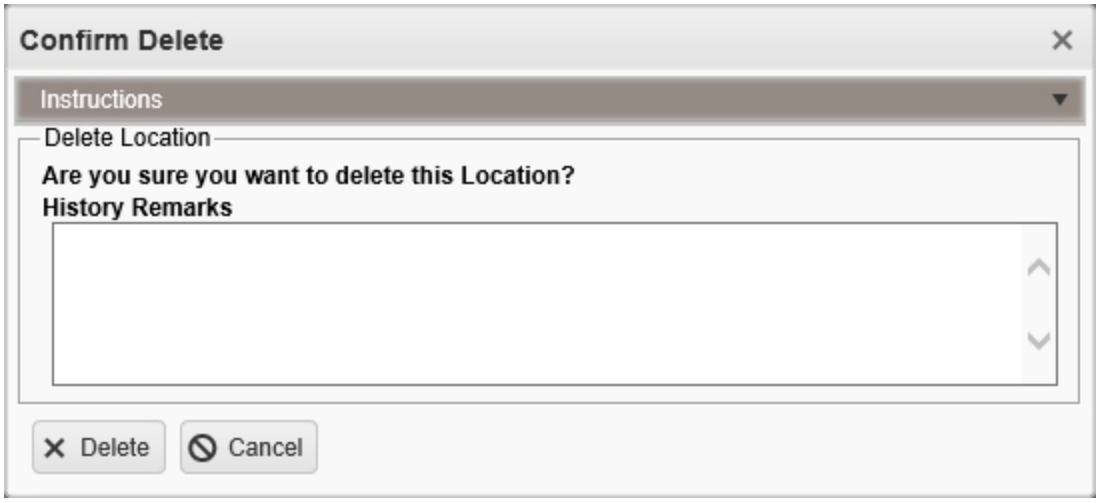
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Location

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Delete next to the desired entry. *The* ***Confirm Delete (Delete Location)*** *pop-up window appears.*



2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select Delete. *The Location is removed from the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx - Location cannot be deleted. *Document Transaction record(s)* exist for this Location. **xxxx - Location cannot be deleted. *Inventory Master record(s)* exist for this**	Invalid Deletion. A Location cannot be deleted if there is any open Document Transaction, Inventory Master, Issue Detail, Stock Number Condition Code, Pick Stock Number Detail, or Return Detail information still associated to that Location. Review the Location again, and remove any remaining associated information so the Location can be deleted.

Location.

xxxx - Location cannot be deleted. *Issue Detail record(s)* exist for this Location.

xxxx - Location cannot be deleted. *Location Stock Number Condition Code Default record(s)* exist for this Location.

xxxx - Location cannot be deleted. *Pick Stock Number Detail record(s)* exist for this Location.

xxxx - Location cannot be deleted. *Return Detail record(s)* exist for this Location.

Related Topics

- Location Overview
- Add a Location
- Update a Location
- Add an Attachment to a Location

Update a Location

Overview

The Location Update process allows editing locations that are associated to the desired Warehouse.

Navigation

WAREHOUSE MGMT > Location > > Update Location pop-up window

Page Fields

The following fields display on the **Update Location** 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.
454	Select "Attach" button to add an attachment.

Update Location

Location Id *
Facility Nbr *
Location Desc *
Zone Id * (available when Zones are configured in Logistics Program)
Location Type Cd *
Pick Order
Member (available if Location Type CDset to "Member")
Bay
Floor
Row
Aisle
Rack
Dehumidified
Hazardous

Outdoor
Temperature Controlled
GPS Latitude
GPS Longitude
Weight Capacity
RFID Coordinates
Height
Cube Capacity
Width
Length
Freeze Location
Location Status
Inspection Schedule *
Parent Location Id
Attachments
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

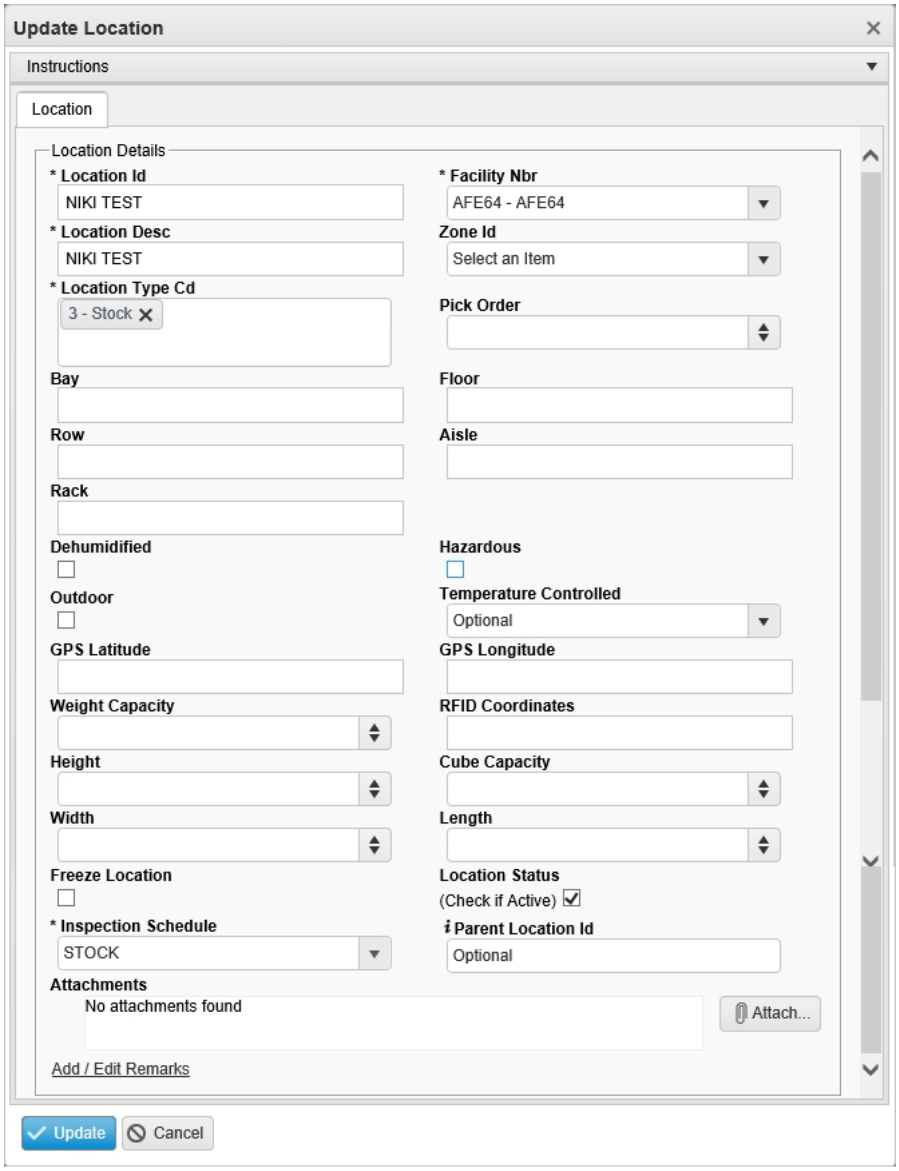
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Location

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Edit next to the desired location. *The* ***Update Location*** *pop-up window appears.*



2. Update the Location ID, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*
3. Update the Facility Nbr, using ▾ to select the desired number.
4. Update the Location DESC, entering the revised description in the field provided. *This is a 125 alphanumeric character field.*
5. Update the Zone Id, using ▾ to select the desired identifier. *Available only if Zones are configured for the Warehouse.*
6. Update the Location Type Cd by either:

   Add a location by selecting the field and choosing additional kinds of locations.

   OR

Delete by selecting the ✕ on the kind of location.

7. Update the Pick Order, using ⇕ to choose the revised order.
8. Update the Bay, entering the revised name in the field provided. *This is a 10 alphanumeric character field.*
9. Update the Floor, entering the revised name in the field provided. *This is a 10 alphanumeric character field.*
10. Update the Row, entering the revised name in the field provided. *This is a 10 alphanumeric character field.*
11. Update the Aisle, entering the revised name in the field provided. *This is a 10 alphanumeric character field.*
12. Update the Rack, entering the revised name in the field provided. *This is a 10 alphanumeric character field.*
13. Verify the Dehumidified contains the appropriate ☑ or ☐. *This defines if the location is designed to reduce the level of humidity for materiel.*
14. Verify the Hazardous contains the appropriate ☑ or ☐. *This defines if the location is set aside for dangerous materiel.*
15. Verify the Outdoor contains the appropriate ☑ or ☐. *This defines if the location is set aside for materiel being stored outdoors.*
16. Update the Temperature Controlled, using ▾ to select the desired code.
17. Update the GPS Latitude, entering the revised coordinates in the field provided. *This is a 10 alphanumeric character field.*
18. Update the GPS Longitude, entering the revised coordinates in the field provided. *This is a 10 alphanumeric character field.*
19. Update the Weight Capacity, using ⇕ to choose the revised amount.
20. Update the RFID Coordinates, entering the revised coordinates in the field provided. *This is a 10 alphanumeric character field.*
21. Update the Height (in inches), using ⇕ to choose the revised amount.
22. Update the Cube Capacity, using ⇕ to choose the revised amount.
23. Update the Width (in inches), using ⇕ to choose the revised amount.
24. Update the Length (in inches), using ⇕ to choose the revised amount.
25. Verify the Freeze Location contains the appropriate ☑ or ☐. *This defines if the location is restricted from moving materiel in and out of the location.*

26. Verify the Location Status contains the appropriate ☑ or ☐. *This is checked and set to Active by default. Uncheck to define this location as inactive.*
27. Update the Inspection Schedule, using ▾ to select the desired schedule.
28. Update the Parent Location ID, using ℹ to assist with the revised identifier. *This is a 15 alphanumeric character field.*
29. Verify the Attachment thumbnails in the Attachments field.
30. Select Attach... . *The **Add an Attachment — Location** pop-up window appears.*
31. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    A. Update the Remarks, entering the revised comments 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.*
32. Select Update . *The revised Location 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
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.
1178 - This location is set as the Individual Issue Location for one or more stock items; the type cannot be changed.	Invalid Entry. The Location Type field cannot be changed from Individual Issue; there are associated stock numbers there. Re-enter the Location Type.

1129 - The location pick order must be unique within the warehouse.	Invalid Entry. The Pick Order already exists in the warehouse. Check the Pick Order again, and re-enter the field.
xxxx - The maximum allowable character limit has been exceeded.	Invalid Entry. One or more entries have exceeded the maximum allowable characters of 10. Re-enter the field.
187 - Record already exists for data entered.	Invalid Entry. A Location ID is entered that already exists. Check the ID again, and re-enter the field.
xxxx - The Location Type of Member cannot be selected with any other Location Type.	Invalid Entry. Deselect any Location Type CD other than Member to update this location.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.
1000 - Entry must be blank or numeric value and > '0'.	Invalid Entry. Enter numeric values greater than 0 for Weight Capacity, Cube Capacity, Height, Length, and Width. Otherwise, leave fields blank.
9 - No change(s) made to record.	Missing Entry. Record must be modified before Update button is selected. Check the information again, and revise one of the fields.

Related Topics

- Location Overview
- Add an Attachment to a Location
- Add a Location
- Delete a Location

Container Overview

Overview

The Warehouse Management module Container process provides the ability to add, update, delete, view, and print a Container record that is directly associated with a specific warehouse or facility location within a specific logistics program.
Containers are created using a specific container type and are created based on parameters designated within the selected container type. Containers can be permanent (durable) non-expendable or non-permanent expendable.
Additionally, some containers require serial number tracking, while others do not. In DPAS, each new container created within a facility is assigned a unique CONTAINER ID if one is not entered.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

WAREHOUSE MGMT > Container > Container page

Page Fields

The following fields display on the **Container** 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.
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).
434	Select "Print Labels" button to print Container Label(s).

Container Search Criteria

Container ID
Container Desc
Container Type
Stock Nbr
Serial Nbr
Location

Container Grid

Primary Attachment
Warehouse
Container Id
Container Desc
Container Type
Stock Nbr
End Item Qty
Permanent
Serial Nbr
Mixed Stock Nbr
Mixed Cond
Mixed Lots
Zone
Location
Active

Optional

Logistics Program
Region
Site
Length
Width
Height
Wt Capacity (Lbs)
Cubes
Facility

- Remarks
- History Remarks
- Established Dt/Tm
- Established By
- Last Transaction Dt/Tm
- Last Updated By

Container Details

- Container Id
- Location
- Max
- Current
- % Capacity
- Qty
- Weight
- Cube

Content Details Grid

- Stock Nbr
- Item Desc
- Cond Cd
- Prj Cd
- Owning DoDAAC
- On Hand Qty

Optional

- CAGE Cd
- CIC
- CIIC
- Haz Mat Cd
- LIN/TAMCN
- LIN/TAMCN Desc
- Mfr Contract Nbr
- Mfr Dt
- Mfr Lot Nbr
- Mgmt Cd
- Serial Nbr
- UII

Move Containers

To Location *

Print Label Request

Printer Language

Label Size

Include RFID

Label Type

Qty

(*) Asterisk identifies a mandatory field.

Procedures

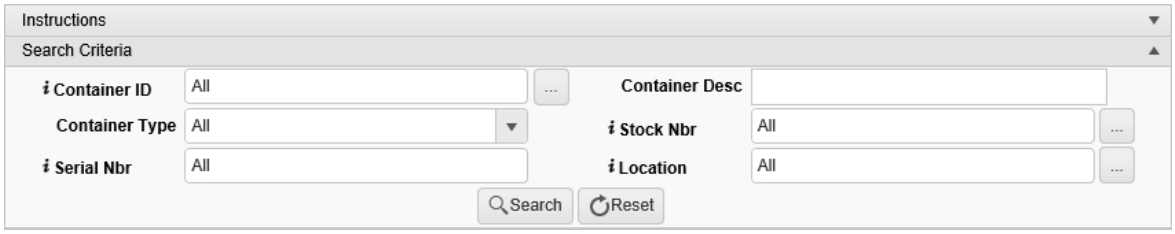
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Container

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:

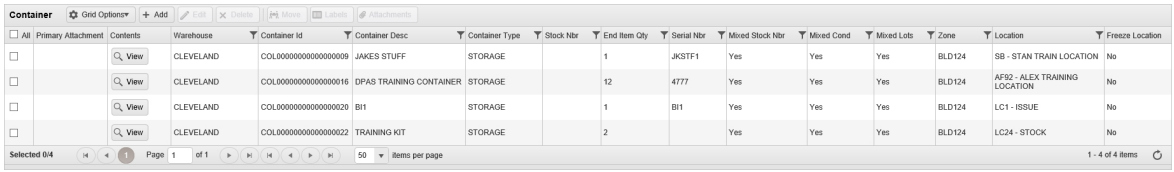


   - Use or to assist with the CONTAINER ID entry. *This is a 20 alphanumeric character field.*

     Container Identifier Browse help
   - Enter the Container DESC in the field provided. *This is a 1,024 alphanumeric character field.*
   - Use to select the Container Type.
   - Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

     Stock Number Browse help
   - Enter the SERIAL NBR, using to assist with the entry. *This is a 30 numeric character field.*
   - Use or to assist with the Location entry. *This is a 20 alphanumeric character field.*

     Location Browse help
2. Click Search. *The results appear in the Container grid.*



Add a Container Record

Select + Add. *The **Add Container** pop-up window appears.*

Update a Container Record

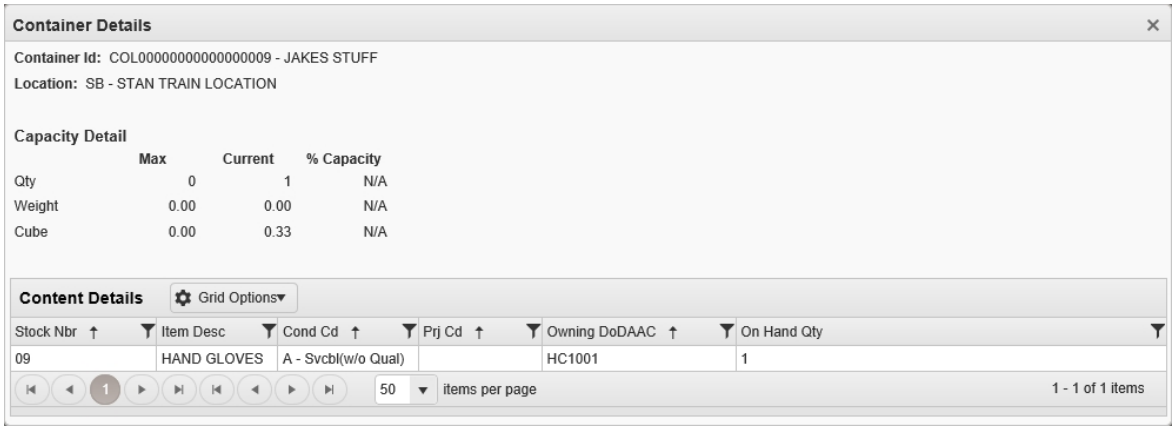
Select Edit. *The **Update Container** pop-up window appears.*

Delete a Container Record

Select Delete. *The **Delete Container** pop-up window appears.*

View Container Details

1. Select View in the desired Container record row. *The **Container Details** pop-up window appears.*

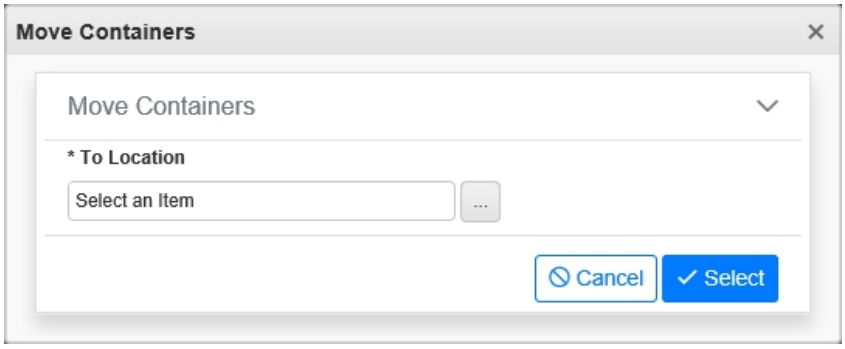


2. Click . *The **Container Details** pop-up window closes.*

Move a Container

*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 Container is highlighted, and Edit, Delete, Move, Labels, and Attachments become available.*
2. Select Move. *The **Move Containers** pop-up window appears.*

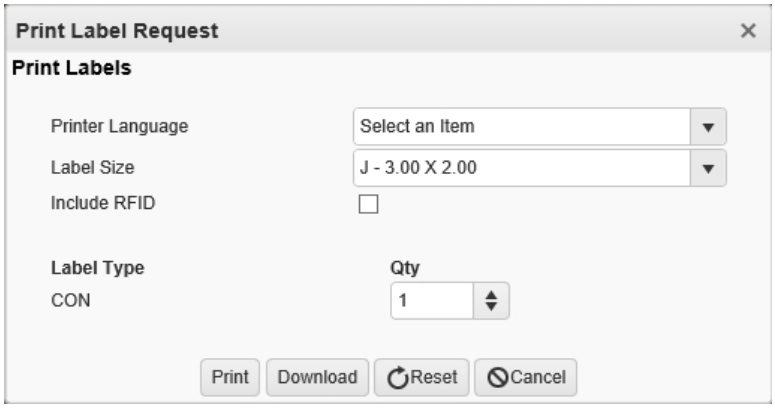


3. Enter the To Location, or use ... to browse for the entry. *This is a 25 alpha-numeric character field.*
4. Select Select. *The Container appears in green, with a revised Location, at the top of the grid.*

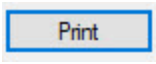
Print a Container Label

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 Container is highlighted, and* Edit, Delete, Move, Labels, *and* Attachments *become available.*
2. Select Labels. *The* ***Print Label Request*** *pop-up window appears.*



3. Use ▼ to select the Printer Language.
4. Use ▼ to select the Label Size.
5. Click ☐ to select the Include RFID. *The labels are now able to be used in identifying the location.*
6. *The Label Type automatically populates and is not editable.*

7. Use to choose the QTY of labels to print.
8. Select 

. *The **Windows Print** pop-up window appears.*
9. Select

. *The Label prints from the selected printer, and the **Windows Print** pop-up window closes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a Container
- Update a Container
- Delete a Container

Add a Container

Overview

The Container Add process provides the ability to create new container records that are directly associated with a specific warehouse or facility location within a specific logistics program.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

WAREHOUSE MGMT > Container > + Add > Add Container pop-up window

Page Fields

The following fields display on the **Add Container** 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.
528	Select "Add" to create a new STOCK NBR record.
14	Select "Cancel" button to return to previous page.

Add Container

Container Id

Container Type *

Container Desc *

Serial Nbr

Location *

Mixed Stock Nbr

Mixed Cond

Mixed Lots

Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies a mandatory field.

Procedures

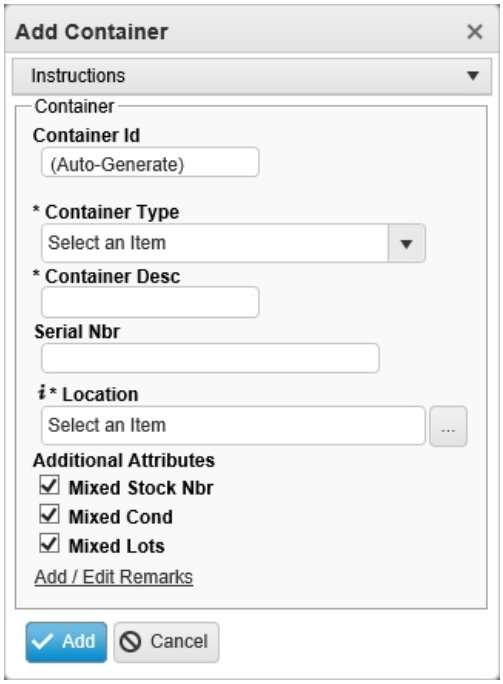
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Container

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 Container*** *pop-up window appears.*



2. Enter the CONTAINER ID in the field provided. *This is a 20 alphanumeric character field.*

Attention

Leaving the CONTAINER ID field blank generates a system-generated CONTAINER ID upon completing the Add process. The CONTAINER ID can be revised later through the Update a Container process.

3. Use to select the Container Type.
4. Enter the Container DESC in the field provided. *This is a 1,024 alphanumeric character field.*
5. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
6. Use or to assist with the Location entry. *This is a 20 alphanumeric character field.*

   Location Browse help
7. Verify the Mixed STOCK NBR contains the appropriate or . *This indicates that the inventory within the Container can have different Stock Numbers.*
8. Verify the Mixed COND contains the appropriate or . *This indicates that the inventory within the Container can have different Condition Codes.*
9. Verify the Mixed Lots contains the appropriate or . *This indicates that the inventory within the Container can have different Lot Numbers.*
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 1,024 alphanumeric character field.*
    B. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
11. Select Add. *The new Container appears in green 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
125 — No record(s) match search criteria or you do not have the appropriate security	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

access.	
350 — Must be alpha-numeric with supported special 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 following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
195 — SERIAL NBR contains invalid special characters.	Invalid Characters Entered in the Serial Number field. The field must have alphanumeric characters only. Re-enter the Serial Number.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Container Overview
- Update a Container
- Delete a Container

Delete a Container

Overview

The Container Delete process allows removal of a Container record that is directly associated with a specific Warehouse within a specific Logistics Program. A Container record cannot be deleted if assets are stored in the container, nor can it be deleted if the Container record is a Parent Container for other Container records.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

WAREHOUSE MGMT > Container > Delete > Delete Container pop-up window

Page Fields

The following fields display on the **Delete Container** 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 Container

History Remarks

Procedures

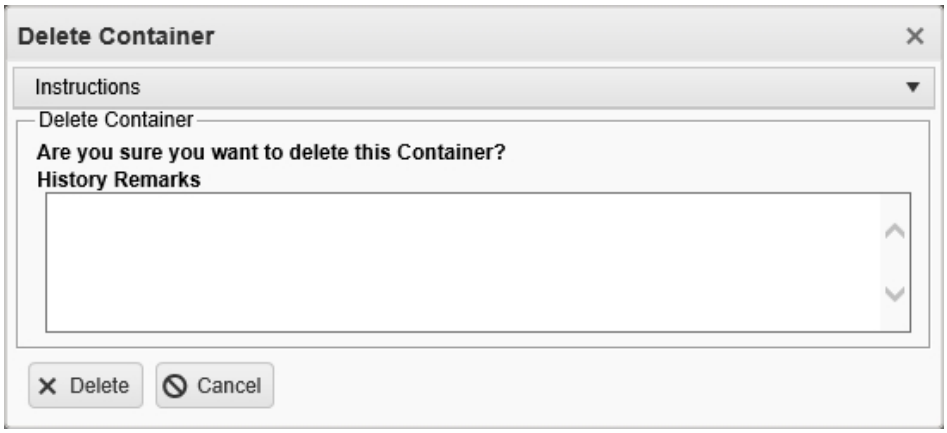
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Container

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 Container is highlighted, and* Edit, Delete, Move, Labels, *and* Attachments *become available.*
2. Select Delete. *The* ***Delete Container*** *pop-up window appears.*



3. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
4. Select Delete. *The Container 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
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.
1021 — Container cannot be Deleted. Container is associated with one or more On Hand Inventory	Invalid Deletion. Cannot attempt to delete a Container record in which there are associated Inventory Master Records with a QTY greater than 0. Review the Container again,

Master Records.	and remove any remaining associated information so the Container can be deleted.
1041 — Container cannot be Deleted. Container is a Parent Container for other existing Containers.	Invalid Deletion. Cannot attempt to delete a Container record in which the Container record itself is a Parent Container on other Container records. Review the Container again, and remove any remaining associated information so the Container can be deleted.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Container Overview
- Add a Container
- Update a Container

Update a Container

Overview

The Container Update process allows editing of a container record that is directly associated with a specific warehouse or facility location within a specific logistics program.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

WAREHOUSE MGMT > Container > Edit > Update Container pop-up window

Page Fields

The following fields display on the **Update Container** 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.
528	Select "Add" to create a new STOCK NBR record.
14	Select "Cancel" button to return to previous page.

Update Container

Container Id

Container Type *

Container Desc *

Serial Nbr

Location *

Mixed Stock Nbr

Mixed Cond

Mixed Lots

Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies a mandatory field.

Procedures

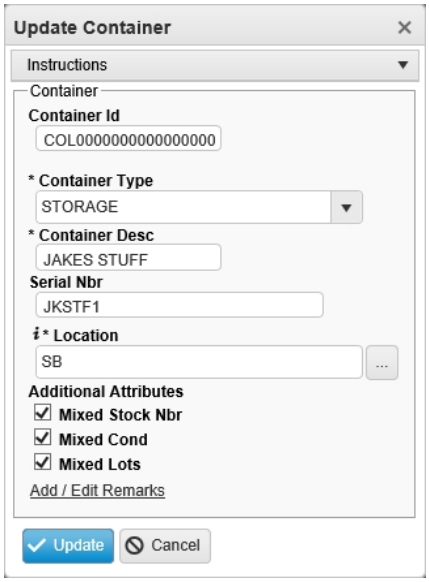
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Container

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 Container is highlighted, and* Edit, Delete, Move, Labels, *and* Attachments *become available.*
2. Select Edit. *The* ***Update Container*** *pop-up window appears.*



3. Update the CONTAINER ID, entering the revised identifier in the field provided. *This is a 20 alphanumeric character field.*

— —

Attention

Leaving the CONTAINER ID field blank generates a system-generated CONTAINER ID upon completing the Update process. The CONTAINER ID can be revised again through the Update process.

4. Update the Container Type, using to select the desired kind.
5. Update the Container DESC, entering the revised description in the field provided. *This is a 1,024 alphanumeric character field.*
6. Update the SERIAL NBR, entering the revised description in the field provided. *This is a 30 alphanumeric character field.*
7. Update the Location, using or to assist with the revised place. *This is a 20 alphanumeric character field.*

   Location Browse help
8. Verify the Mixed STOCK NBR contains the appropriate or . *This indicates that the inventory within the Container can have different Stock Numbers.*
9. Verify the Mixed COND contains the appropriate or . *This indicates that the inventory within the Container can have different Condition Codes.*
10. Verify the Mixed Lots contains the appropriate or . *This indicates that the inventory within the Container can have different Lot Numbers.*
11. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    A. Update the Remarks, entering the revised comments 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 alpha-numeric character field.*
12. Select Update. *The revised Container is saved, and reflected in the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

access.	
350 — Must be alpha-numeric with supported special 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 following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
195 - SERIAL NBR contains invalid special characters.	Invalid Characters Entered in the Serial Number field. The field must have alphanumeric characters only. Re-enter the Serial Number.
1016 - The Mixed Condition Code value cannot be changed to No as multiple Condition Codes (within the same Stock Number) exist within this Container.	Invalid Entry. The value cannot be changed from Yes to No if the Container Detail record is associated with (contains) multiple Condition Codes (within the same Stock Number). Enter the Mixed Condition Code value again.
1017 - The Mixed Lots value cannot be changed to No as multiple Lots (within the same Stock Number) exist within this Container.	Invalid Entry. The value cannot be changed from Yes to No if the Container Detail record is associated with (contains) multiple Lots (within the same Stock Number). Enter the Mixed Lots value again.
xxxx - Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Container Overview
- Add a Container
- Delete a Container

Location Condition Code Default

Overview

The Location Condition Code Default provides a method to set the default Location for a specific LIN/TAMCN Stock Number and Condition Code combination to be used during return processes.

Navigation

WAREHOUSE MGMT > Location Condition Code Default > Location Condition Code Default page

Page Fields

The following fields display on the **Location Condition Code Default** page. For more information on each field, select the appropriate hyperlink.

Search Criteria Grid

- Facility
- Default Location
- LIN/TAMCN
- Stock Nbr
- Location Type
- Cond Cd
- Default Container

Search Results Grid

- Facility
- Location Type Cd
- LIN/TAMCN
- Stock Nbr
- Item Desc
- Cond Cd
- Default Location
- Default Container
- Remarks
- Program Id
- Established By Dt/Tm
- Established By
- Last Transaction Dt/Tm
- Last Updated By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Location Condition Code Default

1. You can select one or more of the search options available in the Search Criteria grid to display a Location. You can use Facility, LIN/TAMCN or STOCK NBR fields to help eliminate the number of rows.
2. Choose the Facility to make a selection.

Attention

A Facility must be selected before an Issue Location can be chosen.

3. Enter the Default Location, or use ... to browse for the entry.
4. Enter the LIN/TAMCN, or use ... to browse for the entry. *This is a 10 alpha-numeric character field.*
5. Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alpha-numeric character field.*
6. Select Search to display Search Results page or Reset to clear data.

Add, Update or Delete a Location Condition Code Default

1. Select + Add to display the Location Condition Code Default Add page and create a record.
2. To update the Location Condition Code Default, select Edit or Delete to remove the record.
3. Choose Cancel to return to previous 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)	Invalid Entry. Results for the search criteria

match 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

- Location Condition Code Default Add
- Location Condition Code Default Update
- Location Condition Code Default Delete

Add a Location Condition Code Default

Overview

The purpose of this process is to provide you the capability to add Location default on Stock Items based on the Condition Code and Type of Action being taken.

Navigation

WAREHOUSE MGMT > Location Condition Code Default > Add page

Page Fields

The following fields display on the Location Condition Code Default Add page. For more information on each field, select the appropriate hyperlink.

Location Condition Code Default Add Pop-up:

*LIN/TAMCN
*Location Type Cd
*Stock Nbr
*Cond Cd
*Default Location
*Default Container
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Location Condition Code Default

1. Enter the LIN/TAMCN, or use ... to browse for the entry. *This is a 10 alpha-numeric character field.*

   Line Item Number / Table of Authorized Material Control Number Browse help

2. Choose the Location Type CD ▾.

3. Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alpha-numeric character field.*

   Stock Number Browse help

Helpful Tip

- A Stock Number or LIN/TAMCN can be assigned a Location Condition Code Default.
- When Default Location is selected the Default Container will become inactive for entry.
- Selection of Default Container will automatically populate the location of the Container in the Default Location.
- Location Type Cd does not include the Individual Issue Type Code. This is a special Type with its own process to define Location settings.

4. Choose the COND CD .
5. Enter the Default Location, or use ... to browse for the entry. *This field is disabled until a code is selected from the Location Type CD.*

   Location Browse help
6. Enter the Default Container, or use ... to browse for the entry.

   Container Identification Browse help

Note

The LIN/TAMCN, Location Type CD, STOCK NBR, COND CD, Default Location and the Default Container fields are mandatory.

7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
8. Choose Add to process the transaction or Cancel to return to previous 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)	Invalid Entry. Results for the search criteria

match 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.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: *LIN/TAMCN*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Location Type Cd*.	
13 - Mandatory Entry: *Stock Nbr*.	
13 - Mandatory Entry: *Cond Cd*.	
13 - Mandatory Entry: *Default Location*.	
13 - Mandatory Entry: *Default Container*.	
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
xxxx - Cannot Update. Inventory Master Records exist for Stock Nbrs with this LIN/TAMCN or for this Stock Nbr in this Condition Code in this Location.	Invalid Entry. Attempt to update either a Location LIN/TAMCN Condition Cd Default record or a Location Stock Number Condition Code Default record and there are Inventory Master Records that exist (where the quantity value is greater than 0.

Related Topics

- Location Condition Code Default
- Location Condition Code Default Update
- Location Condition Code Default Delete

Location Condition Code Default Delete

Overview

The purpose of this process is to provide you the capability to delete Location default on Stock Items based on the Condition Code and Type of Action being taken.

Navigation

WAREHOUSE MGMT > Location Condition Code Default > Delete page

Page Fields

The following fields display on the Location Condition Code Default Delete page. For more information on each field, select the appropriate hyperlink.

History Remarks

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Location Condition Code Default

1. Enter Remarks in the History Remarks field. The Remarks and/or History Remarks fields are optional and are limited to 1024 characters. When entered, the valid characters are alphabetic A through Z, numeric 0 through 9, and special characters "$", "-", "/", "#", "&", "," (comma), "." (period) and " " (space).
2. Select Delete to process the transaction or Cancel to return to previous 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
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: *History Remarks*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Location Condition Code Default
- Location Condition Code Default Add
- Location Condition Code Default Update

Location Condition Code Default Update

Overview

The purpose of this process is to provide you the capability to update Location default on Stock Items based on the Condition Code and Type of Action being taken.

Navigation

WAREHOUSE MGMT > Location Condition Code Default > Update page

Page Fields

The following fields display on the Location Condition Code Default Update page. For more information on each field, select the appropriate hyperlink.

Location Condition Code Default Add Pop-up:

*LIN/TAMCN
*Location Type Cd
*Stock Nbr
*Cond Cd
*Default Location
*Default Container
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Location Condition Code Default

1. The LIN/TAMCN is display only.

Attention

The LIN/TAMCN, Location Type CD, STOCK NBR, COND CD, Default Location and the Default Container fields are mandatory.

2. The Location Type CD is display only.

Helpful Tip

The Location Type CD is disabled in the update process and cannot be changed.

3. The STOCK NBR is display only.
4. To modify the COND CD, select .
5. Enter the Default Location, or use to browse for the entry.

   Location Browse help
6. Enter the Default Container, or use to browse for the entry.

   Container Identification Browse help
7. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
8. Choose Update to process the transaction or Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 - Mandatory Entry:	Missing Entry. Enter the appropriate inform-

***LIN/TAMCN*.**	
13 - Mandatory Entry: *Location Type CD*.	
13 - Mandatory Entry: *STOCK NBR*.	
13 - Mandatory Entry: *COND CD*.	ation in the desired field.
13 - Mandatory Entry: *Default Location*.	
13 - Mandatory Entry: *Default Container*.	
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
xxxx - Cannot Update. Inventory Master Records exist for STOCK NBRS with this LIN/TAMCN or for this STOCK NBR in this Condition Code in this Location.	Invalid Entry. Attempt to update either a Location LIN/TAMCN Condition Cd Default record or a Location Stock Number Condition Code Default record and there are Inventory Master Records that exist (where the quant-ity value is greater than 0.

Related Topics

- Location Condition Code Default
- Location Condition Code Default Add
- Location Condition Code Default Delete

Stock Item Individual Issue Location

Overview

Stock Item Individual Issue Location contains settings which manage stocking levels and a replenishment method. This is required as part of the setup for Individual Issues. Only locations configured using this process will be available to stock items available in Individual Issue.
The Stock Item Issue Location process is used to establish the:

- Individual Issue Location for a Stock Item/Condition Code
- Minimum Stocking Level in the Individual Issue Location for a Stock Item /Condition Code
- Replenishment Quantity for the Individual Issue Location for a Stock Item/ Condition Code
- Minimum Shelf Life Remaining to be Stocked in the Individual Issue Location for a Stock Item/Condition Code
- Individual Issue Location Picking Sort Order that will be listed on the Individual Pick List

The Individual Issue process is designed to issue equipment for an individual's personal use. Once issued, they are responsible for the equipment until it is returned. There are many steps which have to be completed prior to equipment being issued to a member:

- Commodity Type
- Receiving of Equipment
- Master Issue List
- UIC
- Deployment Location
- UIC Issue Profile
- Member Profile

An individual is issued equipment based on the Unit Identification Code (UIC) they are assigned to, the Commodity Type and the Deployment Location. Additional equipment may be added to the Master Issue List associated with the deployment as warranted. Once the necessary equipment has been identified, it can be picked and then verified by a Warehouse user.
Member's have their own website they can access to view their outstanding issues. This site is separate from the Warehouse Management Module and does not require a Warehouse login. They will use their Common Access Card (UIC) to log into the site.
When a member no longer needs some or all of the issued equipment, they return it using the Individual Return process. This process reconciles the equipment they are supposed to have with the equipment they currently possess. If a member is only returning a portion of an issued type of equipment, the process allows for a partial return. If they are returning equipment which was not listed, the additional equipment can be added to the return. Accounts can be cleared under special circumstances such

as Missing in Action (MIA), Wounded in Action (WIA) or Killed in Action (KIA). The inventory levels within the Warehouse will be adjusted accordingly to the items returned.

Helpful Tip

To issue a Stock Item to an individual, you must create an Individual Stock Item Individual Issue Location under Warehouse MGMT after adding the Stock Item to the catalog.

Navigation

WAREHOUSE MGMT > Stock Item Individual Issue Location > Stock Item Individual Issue Location page

Page Fields

The following fields display on the **Stock Item Individual Issue Location** 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.
440	A Facility must be selected before an Issue Location can be selected.

Search Criteria Grid

Facility

Stock Nbr

Issue Location

Cond Cd

Stock Item Individual Issue Location Grid

Facility

Stock Nbr

Item Desc
Cond Cd
Location Type Cd
Issue Location
UI
Min Stock Qty
Replenishment Qty
Min Shelf Life
Remarks
Program Id
Established By Dt Tm
Established By
Last Transaction Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Stock Item Individual Issue Location

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

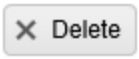
1. Select the Facility and make a selection.

   Attention

   A Facility must be selected before an Issue Location can be chosen.

2. Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alpha-numeric character field.*
3. Choose Search to display search results or Reset to clear data.

To Add, Update or Delete a Stock Item Individual Issue Location:

1. Select to modify the record or  to remove.
2. Choose to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Stock Item Individual Issue Location Add
- Stock Item Individual Issue Location Update
- Stock Item Individual Issue Location Delete

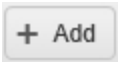
Add a Stock Item Individual Issue Location

Overview

The Stock Item Issue Location Add process is used to establish the:

- Individual Issue Location for a Stock Item/Condition Code
- Minimum Stocking Level in the Individual Issue Location for a Stock Item /Condition Code
- Replenishment Quantity for the Individual Issue Location for a Stock Item/ Condition Code
- Minimum Shelf Life Remaining to be Stocked in the Individual Issue Location for a Stock Item/Condition Code
- Individual Issue Location Picking Sort Order that will be listed on the Individual Pick List

Navigation

WAREHOUSE MGMT > Stock Item Individual Issue Location > 

> Add Stock Item Individual Issue Location pop-up window

Page Fields

The following fields display on the **Add Stock Item Individual Issue Location** 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 Stock Item Individual Issue Location

Stock Nbr *

Min Stock Qty *

Issue Location *

Min Shelf Life

Replenishment Qty *

Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Stock Item Individual Issue Location

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alpha-numeric character field.*

   Stock Number Browse help

2. Enter or choose the MIN STOCK QTY to make a selection.

3. Enter the Issue Location, or use ... to browse for the entry.

   Location Browse help

   Helpful Tip

   The Issue Location ... is filtered to only return Individual Issue type Locations.

4. Enter the MIN SHELF LIFE or select to make a selection.

5. Select or enter Replenishment QTY.This sets the quantity when the location is restocked. The default is 0.

6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

7. Select Add. *The new Stock Item Individual Issue Location appears in green 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
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.
1098 - Cannot Delete. Stock Items exist in this Individual Issue Location.	Invalid Deletion. A Stock Item Individual Issue Location record cannot be deleted if there are Inventory Master records associated. Review the Stock Item Individual Issue Location again, and remove the information so the location can be deleted.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.

Related Topics

- Stock Item Individual Issue Location
- Stock Item Individual Issue Location Update
- Stock Item Individual Issue Location Delete

Delete a Stock Item Individual Issue Location

Overview

On the Confirm Delete Pop up you can delete a selected Stock Item Individual Issue Location record.

Attention

Cannot Delete. Stock Items exist in this Individual Issue Location.

Navigation

WAREHOUSE MGMT > Stock Item Individual Issue Location > Delete > Confirm Delete (Delete Stock Item Individual Issue Location) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete Stock Item Individual Issue Location)** 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.

Confirm Delete (Delete Stock Item Individual Issue Location)

History Remarks

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Stock Item Individual Issue Location

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Delete. *The **Confirm Delete (Delete Stock Item Individual Issue Location)** pop-up window appears.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
3. Select Delete. *The Stock Item Individual Issue Location 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
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: *History Remarks*.	Missing Entry. Enter the appropriate information in the desired field.
1098 - Cannot Delete. Stock Items exist in this Individual Issue Location.	Invalid Deletion. A Stock Item Individual Issue Location record cannot be deleted if there are Inventory Master records associated. Review the Stock Item Individual Issue Location again, and remove the information so the location can be deleted.

Related Topics

- Stock Item Individual Issue Location
- Stock Item Individual Issue Location Add
- Stock Item Individual Issue Location Update

Update a Stock Item Individual Issue Location

Overview

The Stock Item Issue Location Update process is used to update the:

- Individual Issue Location for a Stock Item/Condition Code
- Minimum Stocking Level in the Individual Issue Location for a Stock Item /Condition Code
- Replenishment Quantity for the Individual Issue Location for a Stock Item/ Condition Code
- Minimum Shelf Life Remaining to be Stocked in the Individual Issue Location for a Stock Item/Condition Code
- Individual Issue Location Picking Sort Order that will be listed on the Individual Pick List

Navigation

WAREHOUSE MGMT > Stock Item Individual Issue Location >

> Update Stock Item Individual Issue Location pop-up window

Page Fields

The following fields display on the **Update Stock Item Individual Issue Location** 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.

Update Stock Item Individual Issue Location

Stock Nbr *

Min Stock Qty *

Issue Location *

Min Shelf Life

Replenishment Qty *

Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Stock Item Individual Issue Location

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. The STOCK NBR is display only.
2. Enter the MIN STOCK QTY or select to make a selection.
3. Update the Issue Location, using ... to browse for the entry.

   Location Browse help

   Helpful Tip

   The Issue Location ... is filtered to only return Individual Issue type Locations.
4. Enter the MIN SHELF LIFE or select to make a selection.
5. Select or enter Replenishment QTY.This sets the quantity when the location is restocked.
6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
7. Select Update. *The revised Stock Item Individual Issue Location 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
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.
1098 - Cannot Delete. Stock Items exist in this Individual Issue Location.	Invalid Deletion. A Stock Item Individual Issue Location record cannot be deleted if there are Inventory Master records associated. Review the Stock Item Individual Issue Location again, and remove the information so the location can be deleted.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.

Related Topics

- Stock Item Individual Issue Location
- Stock Item Individual Issue Location Add
- Stock Item Individual Issue Location Delete

Cost Center

Overview

The Cost Center Overview process provides the ability to create, update, or delete Cost Center records. A Cost Center is used to associate work load within a warehouse to an organization. When the Cost Center is created, personnel are assigned as a means of grouping workers to perform specific duties. In addition, a Cost Center can have an Effective Start Date and/or End Date.
Cost Centers use Work Types to manage various groups and their responsibilities. A Cost Center can have multiple Work Types. The Work Types are:

- **IN - Inventory**
- **QC - Quality Control**
- **TR - Transportation**
- **WH - Warehouse**

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

WAREHOUSE 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.

Search Criteria Grid

Cost Center

Cost Center Desc

Freeze Status

Work Type

Cost Center Grid

Cost Center

Cost Center Desc

Freeze Status

Work Types

Optional

End Date
Established By
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By
Logistics Program
Program Id
Region
Remarks
Site
Start Dt
Warehouse Name

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Cost Center

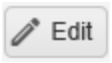
One or more of the Search Criteria fields can be entered to isolate the results. By default, all records are displayed. Selecting Reset *at any point of this procedure returns fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Enter the Cost Center in the field provided.
   - Enter the Cost Center DESC in the field provided.
   - Use ▾ to select the Freeze Status.
   - Use ▾ to select the Work Type.
2. Click Search to display search results in the Cost Center grid.

Add a Cost Center Record

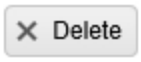
Select + Add to open the Add Cost Center pop-up window.

Update a Cost Center Record

Select 

next to the desired record to open the Update Cost Center pop-up window.

Delete a Cost Center Record

Select 

next to the desired record to open the Confirm Delete pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Add a Cost Center
- Update 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 associates the work load within a warehouse to an organization. When the Cost Center is created, personnel are assigned as a means of grouping workers to perform specific duties. In addition, a Cost Center can have an Effective Start Date and/or End Date.

Navigation

WAREHOUSE MGMT > Cost Center> + Add > Add Cost Center pop-up window

Page Fields

The following fields display on the Cost Center Add page. For more information on each field, select the appropriate hyperlink.

Add Cost Center

Cost Center *
Cost Center Desc *
Freeze Status
Work Types *
Start Dt *
End Dt
Add / Edit Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Cost Center

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select + Add to create a Cost Center. *The* ***Add Cost Center*** *pop-up window displays.*
2. Enter the Cost Center in the field provided. *This field is mandatory.*

3. Enter the Cost Center DESC in the field provided. *This field is mandatory.*
4. Use to select whether the Cost Center has a Freeze Status. The default is set at "No".
5. Click the right side of the Work Types field for the drop-down selection. Select the desired Work Type(s). *This field is mandatory. The options are:*
   - **IN** - Inventory
   - **QC** - Quality Control
   - **TR** - Transportation
   - **WH** - Warehouse
6. Enter a date MM/DD/YYYY in the Start DT field, or use to select a date. *Default date is set to current date. This field is mandatory.*
7. Enter a date MM/DD/YYYY in the End DT field, or use to select a date.
8. Click the Add / Edit Remarks hyperlink to expand the Remarks and History Remarks field. Enter any desired remarks for the Cost Center. *Users can enter up to 1024 alphanumeric characters in each field.*
9. Select Add to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
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: *Cost Center*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Cost Center DESC*.	
xxxx — Cost Center DESC field contains invalid special characters.	Invalid Characters entered in the Cost Center DESC field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &, comma, period, and

	space. Special characters like ! or @ are not permitted.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
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..
1199 — START DT must be <END DT.	Invalid Date Entry. The End Date must be after the Start Date. Re-enter the date.
xxxx — Date must be >= Today.	Invalid Date Entry. The End Date must be after today's date. Re-enter the date.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Cost Center
- Cost Center Update
- Cost Center Delete

Delete a Cost Center

Overview

The Cost Center Delete process allows removal of a Cost Center record that is directly associated with a specific Warehouse / Facility within a specific Logistics Program. A Cost Center cannot be deleted if it is associated with a task or project. Also, a Cost Center record cannot be deleted if personnel are assigned to the record.

Navigation

WAREHOUSE MGMT > Cost Center > Delete > Confirm Delete pop-up window

Page Fields

The following fields display on the **Confirm Delete** pop-up window. For more information on each field, select the appropriate hyperlink.

Confirm Delete

History Remarks

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Cost Center

Selecting Cancel *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* ***Confirm Delete*** *pop-up window appears.*
2. Enter comments in the History Remarks field. *Users can enter up to 1024 alpha-numeric characters in each field.*
3. Select Delete to complete the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be	Invalid Characters Entered in the Remarks

alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — Unable to delete since Cost Center associated to active group, task or projects.	Validate that the Cost Center is not actively assigned to any associated task or project. Also, validate that no assigned personnel are associated to a Cost Center function.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Cost Center
- Cost Center Add
- Cost Center Update

Update a Cost Center

Overview

The Cost Center Update process allows updating to a Cost Center record. A Cost Center is used to associate work loads within a warehouse to an organization.

Navigation

WAREHOUSE MGMT > Cost Center> Edit > Update Cost Center pop-up window Update page

Page Fields

The following fields display on the **Update Cost Center** pop-up window. For more information on each field, select the appropriate hyperlink.

Update Cost Center

Cost Center
Cost Center Desc *
Freeze Status
Work Types *
Start Dt *
End Dt
Add / Edit Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Cost Center

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Edit next to the desired record. *The* ***Update Cost Center*** *pop-up window appears.*
2. Click the Cost Center DESC field to modify the Cost Center DESC. *This field is mandatory.*
3. Use ▾ to modify whether the Cost Center has a Freeze Status.

4. Click the right side of the Work Types field for the drop-down selection. Select the desired Work Type(s). *This field is mandatory. The options are:*
   - **IN** - Inventory
   - **QC** - Quality Control
   - **TR** - Transportation
   - **WH** - Warehouse
5. Enter the modified Start DTMM/DD/YYYY, or use to select a date in the field provided. *This field is mandatory.*
6. Enter the modified End DT MM/DD/YYYY, or use to select a date in the field provided.
7. Click the Add / Edit Remarks hyperlink to expand the Remarks and History Remarks field. Enter any desired remarks for the Cost Center. *Users can enter up to 1024 alphanumeric characters in each field.*
8. Select

to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
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: *Cost Center*. **13 — Mandatory Entry: *Cost Center DESC*.**	Missing Entry. Enter the appropriate information in the desired field.
xxxx — Cost Center DESC field contains invalid special characters.	Invalid Characters entered in the Cost Center DESC field. Enter alphanumeric characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are not permitted.
185 — Record already	Invalid Entry. The field entered is already in

exists.	the system. Check the information again, and re-enter the record.
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..
1199 — START DT must be <END DT.	Invalid Date Entry. The End Date must be after the Start Date. Re-enter the date.
xxxx — Date must be >= Today.	Invalid Date Entry. The End Date must be after today's date. Re-enter the date.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- Cost Center
- Cost Center Add
- Cost Center Delete

Personnel

Overview

The purpose of this process is to provide you the capability to add, update and delete warehouse personnel information including name, job title, phone number and Email. Once added, personnel can be associated to a Cost Center which allows the assignment of specific tasks to individual workforce members.
Personnel who also are DPAS users are able to quickly view assigned tasks using the Dashboard section of the DPAS Warehousing Homepage.

Navigation

WAREHOUSE MGMT > Personnel > Personnel page

Page Fields

The following fields display on the Personnel page. For more information on each field, select the appropriate hyperlink.

Search Criteria Grid

Cost Center
Last Name
First Name
Middle Name

Personnel Grid

Cost Center
Last Name
First Name
Member Category Cd
Job Title
DSN Nbr
Email Address
Established By Dt/Tm
Established By
History Remarks
Last Tran Dt/Tm
Last Updtd By
Mobile Phone Nbr
Pgm Id
Phone Nbr
Remarks

User Id

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for Personnel Record

1. You can select one or more of the search options available in the Search Criteria grid to display a record. You can use **Cost Center, Last Name, First Name** or **Middle Name** to help eliminate the number of rows.

Note

INTELLISENSE: Some text entry fields provide intellisense(i) which provides auto selection of previous selections. These fields are marked with a lower case i, and will display a selectable list based on your input. When the cursor is placed in these fields, the field border will display darker than the other fields. Begin typing in a field – a list of complete values that match the characters you have typed displays. Continue typing to further refine you search. Select a value from the list when you can identify the value you are looking for.

1. Select Search to display Search Results page or Reset to clear data.

To Add, Update and Delete Personnel Record:

1. Select + Add to display the Personnel Add page.
2. Choose Edit to update or × Delete to remove the record.
3. Select Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Personnel Add
- Personnel Update
- Personnel Delete

Personnel Add

Overview

The purpose of this process is to provide you the capability to add warehouse personnel information including name, job title, phone number and Email.

Navigation

WAREHOUSE MGMT > Personnel > Add page

Page Fields

The following fields display on the Personnel Add page. For more information on each field, select the appropriate hyperlink.

Personnel tab

DPAS User
*Cost Center
*Last Name
*First Name
Middle Name
*Member Category Cd
*Job Title
DSN Nbr
Email Address
Mobile Phone Nbr
Phone Nbr
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add Personnel Record

1. Choose the DPAS USER checkbox, if the person is a DPAS user. The User browse window displays. Choose Select to populate Last Name, First Name and/or Middle Name fields.

Note

The Cost Center, Last Name, First Name, Member Category CD and Job Title are mandatory fields.

2. Select the Cost Center .
3. Enter the Last Name, First Name and/or Middle Name only if not selected by the DPAS User checkbox. These fields are 50-position alphanumeric characters.
4. Choose one of the options from the Member Category CD .
5. The Job Title must be entered and is a 50-position alphanumeric characters.
6. Enter a DSN NBR. The format is 25-position alphanumeric characters with a minimum of 7 numeric positions. Will allow "-", ".", "+", "()" and "x" to identify extension.
7. Enter an Email Address using alphanumeric characters with a length up to 80 characters.
8. Enter a number for the Mobile PHONE NBR and PHONE NBR. The format is 25-position alphanumeric characters with a minimum of 7 numeric positions. Will allow "-", ".", "+", "()" and "x" to identify extension.
9. 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.*
10. Choose Add to process the transaction or Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: *Cost Center*.	
13 - Mandatory Entry: *Last Name*.	
13 - Mandatory Entry: *First Name*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Member Category CD*.	
13 - Mandatory Entry: *Job Title*.	
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
761 - PHONE NBR, DSN, FAX NBR, or MOBILE PHONE NBR must be numeric, a minimum of 7 - POS, with supported special characters(s) - , +, ( ), x, period and space.	Invalid Characters Entered in the PHONE NBR / DSN NBR / MOBILE PHONE NBR field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: -, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

Related Topics

- Personnel
- Personnel Update
- Personnel Delete

Personnel Delete

Overview

The purpose of this process is to provide you the capability to delete warehouse personnel information including name, job title, phone number and Email.

Navigation

WAREHOUSE MGMT > Personnel > Delete page

Page Fields

The following fields display on the Personnel Delete page. For more information on each field, select the appropriate hyperlink.

History Remarks

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Personnel

1. Enter remarks in the History Remarks field. The Remarks and History Remarks fields are optional and are limited to 1024 characters. When entered, the valid characters are alphabetic A through Z, numeric 0 through 9, and special characters "$", "-", "/", "#", "&", "," (comma), "." (period) and " " (space).
2. Select Delete to process the transaction or Cancel to return to previous 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
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: *History Remarks*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Personnel
- Personnel Add
- Personnel Update

Personnel Update

Overview

The purpose of this process is to provide you the capability to update warehouse personnel information including name, job title, phone number and Email.

Navigation

WAREHOUSE MGMT > Personnel > Update page

Page Fields

The following fields display on the Personnel Update page. For more information on each field, select the appropriate hyperlink.

Personnel tab:

DPAS User

*Cost Center

*Last Name

*First Name

Middle Name

*Member Category Cd

*Job Title

DSN Nbr

Email Address

Mobile Phone Nbr

Phone Nbr

Remarks

History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update Personnel

1. Choose the DPAS USER check box, if the person is a DPAS user. The User browse window displays. Choose Select to populate Last Name, First Name and/or Middle

Name fields.

Note

The Cost Center, Last Name, First Name, Member Category Cd and Job Title are mandatory fields.

2. Select the Cost Center .
3. Enter the Last Name, First Name and/or Middle Name only if not selected by the DPAS User checkbox. These fields are 50-position alphanumeric characters.
4. Choose one of the options from the Member Category CD .
5. The Job Title field must be entered and is a 50-position alphanumeric characters.
6. Enter a DSN NBR. The format is 25-position alphanumeric characters with a minimum of 7 numeric positions. Will allow "-", ".", "+", "()" and "x" to identify extension.
7. Enter an Email Address using alphanumeric characters with a length up to 80 characters.
8. Enter a number for the Mobile PHONE NBR and PHONE NBR. The format is 25-position alphanumeric characters with a minimum of 7 numeric positions. Will allow "-", ".", "+", "()" and "x" to identify extension.
9. 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.*
10. Choose Update to process the transaction or Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and

appropriate security access.	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: *Cost Center*.	
13 - Mandatory Entry: *Last Name*.	
13 - Mandatory Entry: *First Name*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Member Category CD*.	
13 - Mandatory Entry: *Job Title*.	
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
761 - PHONE NBR, DSN, FAX NBR, or MOBILE PHONE NBR must be numeric, a minimum of 7 - POS, with supported special characters(s) - , +, ( ), x, period and space.	Invalid Characters Entered in the PHONE NBR / DSN NBR / MOBILE PHONE NBR field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: -, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

Related Topics

- Personnel
- Personnel Add
- Personnel Delete

Project Code Range

Overview

The Project Code Range is used to automatically generate the next available project code in sequence using the project code generator background process. For the processes that require a project code to be generated, you select the Project Code Range and the generator will determine the next project code.
A project code is a 3 character code. You to define the first character of the range, from A-Z or 0-9, and then the format of the remaining 2 characters. Project Code Ranges are established per Warehouse.
Once one of the 36 values has been used it can no longer be used to define another Project Code Range for that warehouse. After determining the starting value of the Project Code Range, you then be prompted to select what types of values (Alpha, Numeric or Alpha-Numeric) comprises the two remaining positions of the Project Code Range. At least one range must be established prior to generating project codes.

Navigation

WAREHOUSE MGMT > Project Code Range > Project Code Range page

Page Fields

The following fields display on the Project Code Range page. For more information on each field, select the appropriate hyperlink.

Search Results Grid

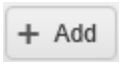
1st Position
2nd Position
3rd Position
Last Prj Cd Assigned
Desc
Active
Estbd By
Estbd By Dt/Tm
Last Tran Dt/Tm
Last Updtd By
Pgm Id

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

To Add a Project Code Range:

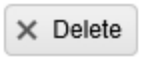
1. Select 

to display the Project Code Range Add page and add a new record.
2. Choose

to return to previous page.

To Update or Delete a Project Code Range:

1. To modify the Project Code Range, choose

or 

to remove the record.
2. Choose

to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Project Code Range Add
- Project Code Range Update
- Project Code Range Delete

Project Code Range Add

Overview

The purpose of this process is to provide you with an interactive add process for establishment of a Project Code Range. A project code is a 3 character code. You to define the first character of the range, from A-Z or 0-9, and then the format of the remaining 2 characters. Project Code Ranges are established per Warehouse.

Navigation

WAREHOUSE MGMT > Project Code Range > Project Code Range > Add page

Page Fields

The following fields display on the Project Code Range Add page. For more information on each field, select the appropriate hyperlink.

Project Code Range Add tab:

*1st Position
*2nd Position
*3rd Position
*Last Prj Cd Assigned
*Desc
*Active

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Project Code Range

1. Enter a value in 1st position. The value must be alphanumeric characters (A-Z or 0-9).
2. Select for the 2nd position . Your options are: "Alpha-Numeric", "Alpha" or "Numeric".
3. Choose for the 3rd position. Your options are: "Alpha-Numeric", "Alpha" or "Numeric".

4. Enter a value for the LAST PRJ CD Assigned. The entered value must be alpha-numeric and match the format defined by 1st Position, 2nd Position and 3rd Position.

Attention

Position 1 must be the same as 1st position, position 2 must be Numeric (0-9) when 2nd position is defined as numeric, A-Z and when 2nd position is defined as Alpha and (0-9, A-Z) when 2nd position is defined as Alpha-Numeric.

5. Enter the DESC. Entry is 30-position and must be alphanumeric characters.
6. Choose an option from the Active . The default is "Yes".
7. Select to process the transaction or to return to previous 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
Mandatory Entry	(*) Asterisk identifies mandatory fields.
350 — Must be alpha-numeric with supported special 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 following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
A Project Code starting with 1st Position Field Value, already exists.	Verify that the 1st Position has not been used for a project range for the current warehouse.
Invalid format (Project CD Range).	Verify that the value for the Last Project Code Assigned matches the format of the Project Code Range of the current record.

Related Topics

- Project Code Range
- Project Code Range Update
- Project Code Range Delete

Project Code Range Delete

Overview

The purpose of this process is to provide you capability to delete a Project Code Range.

Navigation

WAREHOUSE MGMT > Project Code Range > Delete page

Page Fields

The following fields display on the Project Code Range Delete page. For more information on each field, select the appropriate hyperlink.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Project Code Range

1. Select Delete to process the transaction.
2. Cancel to return to previous 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
No common errors have been identified for this process.	

Related Topics

- Project Code Range
- Project Code Range Add
- Project Code Range Update

Project Code Range Update

Overview

The purpose of this process is to provide you with an interactive add process for establishment of a Project Code Range. A project code is a 3 character code. You to define the first character of the range, from A-Z or 0-9, and then the format of the remaining 2 characters. Project Code Ranges are established per Warehouse.

Navigation

WAREHOUSE MGMT > Project Code Range > Project Code Range > Update page

Page Fields

The following fields display on the Project Code Range Update page. For more information on each field, select the appropriate hyperlink.

Project Code Range Update tab:

*1st Position
*2nd Position
*3rd Position
*Last Prj Cd Assigned
*Desc
*Active

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Project Code Range

1. Enter avalue in the 1st position to modify. The value must be alphanumeric characters (A-Z or 0-9).
2. Select for the 2nd position . Your options are: "Alpha-Numeric", "Alpha" or "Numeric".
3. Choose for the 3rd position. Your options are: "Alpha-Numeric", "Alpha" or "Numeric".

4. Enter a value for the LAST PRJ CD Assigned. The entered value must be alpha-numeric characters and match the format defined by 1st Position, 2nd Position and 3rd Position.

Attention

Position 1 must be the same as 1st position, position 2 must be Numeric (0-9) when 2nd position is defined as numeric, A-Z and when 2nd position is defined as Alpha and (0-9, A-Z) when 2nd position is defined as Alpha-Numeric.

5. Enter the DESC. Entry is 30-position and must be alphanumeric characters.
6. Choose an option from the Active .
7. Select to process the transaction or to return to previous 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
Mandatory Entry	(*) Asterisk identifies mandatory fields.
350 — Must be alpha-numeric with supported special 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 following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
A Project Code starting with 1st Position Field Value, already exists.	Verify that the 1st Position has not been used for a project range for the current ware-house.
Invalid format (Project CD Range).	Verify that the value for the Last Project Code Assigned matches the format of the Pro-ject Code Range of the current record.

Related Topics

- Project Code Range
- Project Code Range Add
- Project Code Range Delete

Document Number Range

Overview

The Warehouse Management module Document Number Range process provides the ability to add, update or delete a range of serial numbers for a specific Warehouse. These ranges are to be used for automatic assignment of document numbers. The Document Number Assignment Table is read to determine whether the Department of Defense Activity Address Code (DODAAC)\Commercial and Government Entity (CAGE) Code and range exist. If record does not exist on table, you can establish a new range of document numbers. If Document Number range exists, the capability of deleting the record or changing specific data pertinent to Doc Nbr Range exists. This process also allows updates to be made to Begin Serial Nbr, End Serial Nbr, Description and the Document Type of an existing Document Number Range record. The system will check Document Number Range Table to preclude overlapping of serial numbers. Each warehouse can be associated with one DODAAC for requisitioning. One basic document number range must be established prior to assigning document numbers.

Note

When a Warehouse is added a MS-Miscellaneous document number range of 9001-9999 is automatically created and can be viewed under the Document NBR Range. The MS-Miscellaneous document number type can only be created automatically when the Warehouse is added but the range of 9001-9999 can be edited.

Navigation

WAREHOUSE MGMT > Document Number Range > Document Number Range page

Page Fields

The following fields display on the **Document Number Range** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Results Grid

DoDAAC
Range Desc
Begin Serial Nbr
End Serial Nbr
Document Type

Optional

Document Dt
Established By
Established Dt/Tm
Last Serial Nbr Assigned
Last Transaction Dt/Tm
Last Updated By
Program Id

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Document Number Range

Select + Add. *The **Add Document Nbr Range** pop-up window appears.*

Update a Document Number Range

Select Edit. *The **Update Document Nbr Range** pop-up window appears.*

Delete a Document Number Range

Select × Delete. *The **Confirm Delete** 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	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

you do not have the appropriate security access.	access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Document Number Range
- Update a Document Number Range
- Delete a Document Number Range

Add a Document Number Range

Overview

The Document Number Range Add process provides the ability to create a range of serial numbers for a specific Warehouse. When the Document Number is required, it is in the following format: Department of Defense Activity Address Code (DODAAC) + Julian Date + Serial Number. The serial number is determined when the Document Number range is established.
Creating the Document Number range allows you to create automated document numbers. Document Number ranges can be from 1 to 9999 and must not overlap.

Note

When a Warehouse is added a MS-Miscellaneous document number range of 9001-9999 is automatically created and can be viewed under the Document NBR Range. The MS-Miscellaneous document number type can only be created automatically when the Warehouse is added but the range of 9001-9999 can be edited.

Navigation

WAREHOUSE MGMT > DOCUMENT NBR Range > + Add > Add DOCUMENT NBR Range pop-up window

Page Fields

The following fields display on the **Add DOCUMENT NBR Range** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
411	Select 'Check Values' button to verify that the range will be split correctly.

Add Range tab

DoDAAC *

Range Desc *

Begin Serial Nbr *

End Serial Nbr *

Document Type *

(*) Asterisk identifies mandatory fields.

Procedures

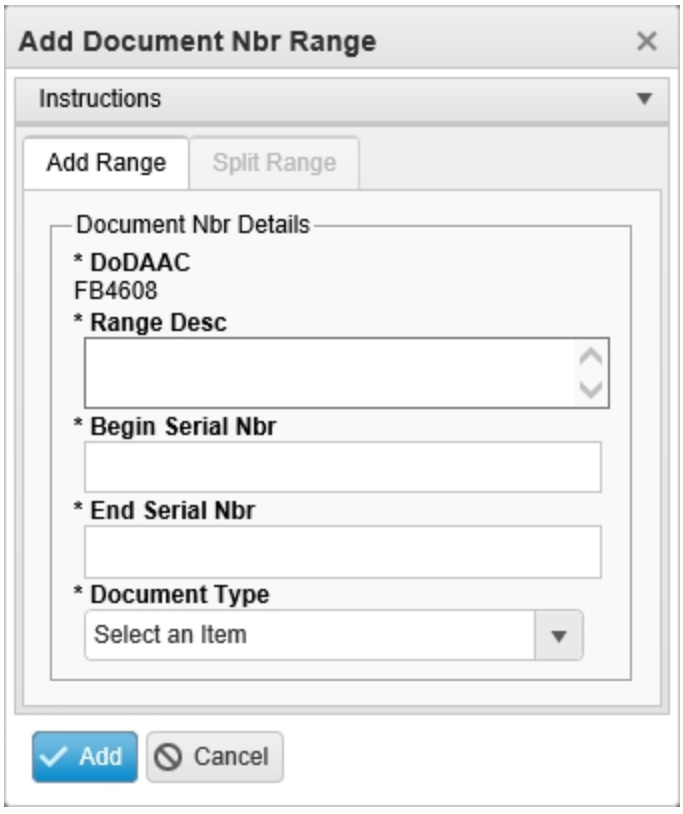
DPAS Navigation Helpful Tips

Click the following link to display Warehouse 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 appears.*



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 record appears at the top of the DOCUMENT NBR Range 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: *Range DESC*.	
13 — Mandatory Entry: *Begin SERIAL NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *End SERIAL NBR*.	
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
194 — Entry must be > zero.	Missing Entry. The Begin Serial Number and End Serial Number fields must be greater than 0. Enter the missing fields.
163 — End SERIAL NBR must be > Begin SERIAL NBR.	Invalid Entry. The Begin SERIAL NBR must be less than the End SERIAL NBR. Re-enter the fields to continue.
491 — SERIAL NBR(s) already exist(s) within a range on DOC NBR Range table.	Invalid Entry. The DOC NBR Range table cannot already contain the new SERIAL NBR(s). Re-enter the SERIAL NBR.
1115 — The Document Type provided was already assigned a range.	Invalid Entry. The Document Type selected already exists in a range for the selected DODAAC. Re-enter the Document Type.

Related Topics

- Document Number Range
- Update a Document Number Range
- Delete a Document Number Range

Delete a Document Number Range

Overview

The Document Number Range Delete process allows removal of a range of serial numbers for a specific Warehouse.

Navigation

WAREHOUSE MGMT > DOCUMENT NBR Range > Delete > Confirm Delete (Delete DOCUMENT NBR Range) pop-up window

Page Fields

The following fields display on the **Confirm Delete (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.

Confirm Delete (Delete DOCUMENT NBR Range)

Procedures

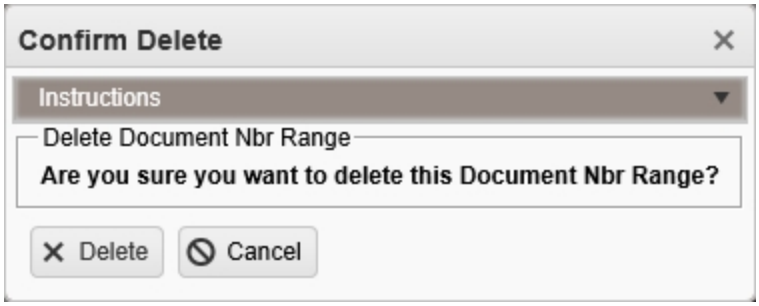
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Document Number Range

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Delete. *The **Confirm Delete** pop-up window appears.*



2. Select Delete. *The DOCUMENT NBR Range 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
No common errors have been identified for this process.	

Related Topics

- Document Number Range
- Add a Document Number Range
- Update 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 Warehouse. The Update Pop up page will have two tabs. The Update Range tab that will allow you to update an existing range and a Split Range tab that will allow you to split an existing document number range into two ranges.

Note

When a Warehouse is added a MS-Miscellaneous document number range of 9001-9999 is automatically created and can be viewed under the Document NBR Range. The MS-Miscellaneous document number type can only be created automatically when the Warehouse is added but the range of 9001-9999 can be edited.

Navigation

WAREHOUSE MGMT > DOCUMENT NBR Range > Edit > Update DOCUMENT NBR Range pop-up window

Page Fields

The following fields display on the **Update DOCUMENT NBR Range** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.
409	Use the 'Update Range' tab to update the existing range.
410	Use the 'Split Range' tab to split the existing range into two consecutive ranges.
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 Panel

Existing Range Desc

Existing Begin Serial Nbr

Existing End Serial Nbr

Existing Document Type

New Range Panel

New Range Desc *

New Begin Serial Nbr *

New End Serial Nbr *

New Document Type *

(*) Asterisk identifies mandatory fields.

Procedures

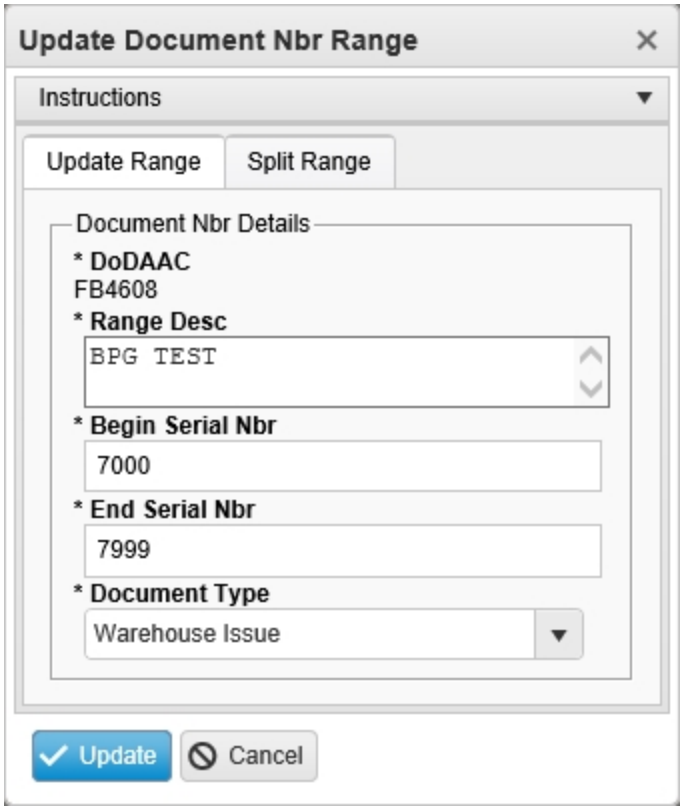
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

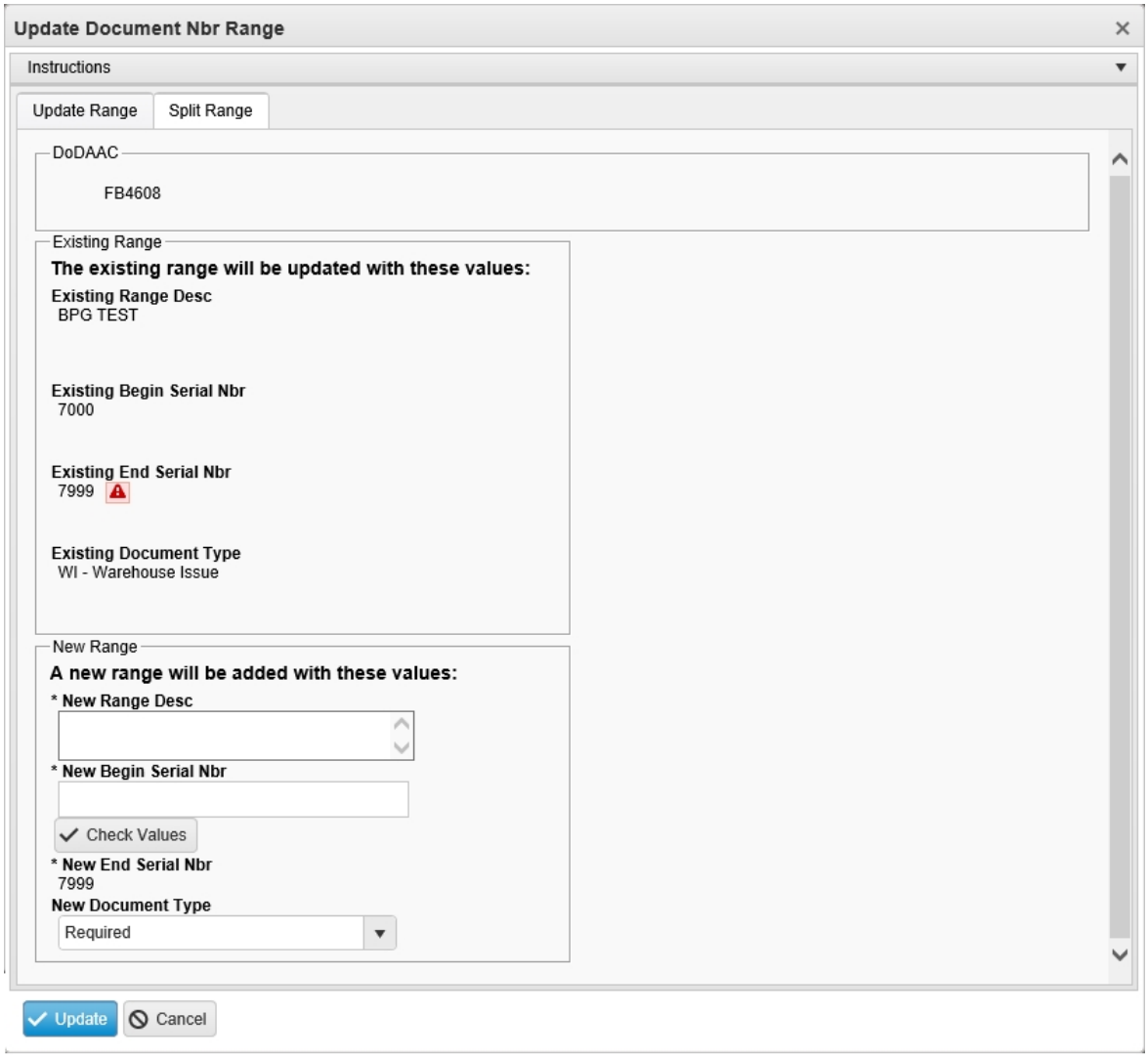
Update a Range

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Edit. *The* ***Update Document Nbr Range*** *pop-up window appears, open to the Update Range tab.*



2. *Verify the DoDAAC.*
3. Update the Range DESC, entering the revised explanation in the field provided. *This is a 125 alphanumeric character field.*
4. Update the Begin SERIAL NBR, entering the revised amount in the field provided. *This is a 4 numeric character field.*
5. Update the End SERIAL NBR, entering the revised amount in the field provided. *This is a 4 numeric character field.*
6. Update the Document Type, using ▾ to select the desired kind.
7. Select the Split Range Tab. *The Update Range tab closes and the Split Range tab opens.*



8. *Verify the DoDAAC.*
9. *Verify the Existing Range DESC.*
10. *Verify the Existing Begin SERIAL NBR.*
11. *Verify the Existing End SERIAL NBR.*
12. *Verify the Existing Document Type.*
13. Enter the New Range DESC in the field provided. *This is a 125 alphanumeric character field.*
14. Enter the New Begin SERIAL NBR in the field provided. *This is a 4 numeric character field.*
15. Select Check Values. *The ⚠ to the right of the Existing End SERIAL NBR field changes to a ✓.*
16. *Verify the New End SERIAL NBR.*

17. Update the New Document Type, using ▾ to select the desired kind.

18. Select Update. *The **Update Document Nbr Range** pop-up window closes, and the edited and new records appear 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: *Range Desc*.	
13 — Mandatory Entry: *Begin Serial Nbr*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *End Serial Nbr*.	
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
194 — Entry must be > zero.	Missing Entry. The Begin Serial Number and End Serial Number fields must be greater than 0. Enter the missing fields.
163 — End Serial Nbr must be > Begin Serial Nbr.	Invalid Entry. The Begin Serial Nbr must be less than the End Serial Nbr. Re-enter the fields to continue.
491 — Serial Nbr(s) already exist(s) within a range on Doc Nbr Range table.	Invalid Entry. The Doc Nbr Range table cannot already contain the new Serial Nbr(s). Re-enter the Serial Nbr.
1115 — The Document Type provided was already assigned a range.	Invalid Entry. The Document Type selected already exists in a range for the selected DODAAC. Re-enter the Document Type.

Related Topics

- Document Number Range
- Add a Document Number Range
- Delete a Document Number Range

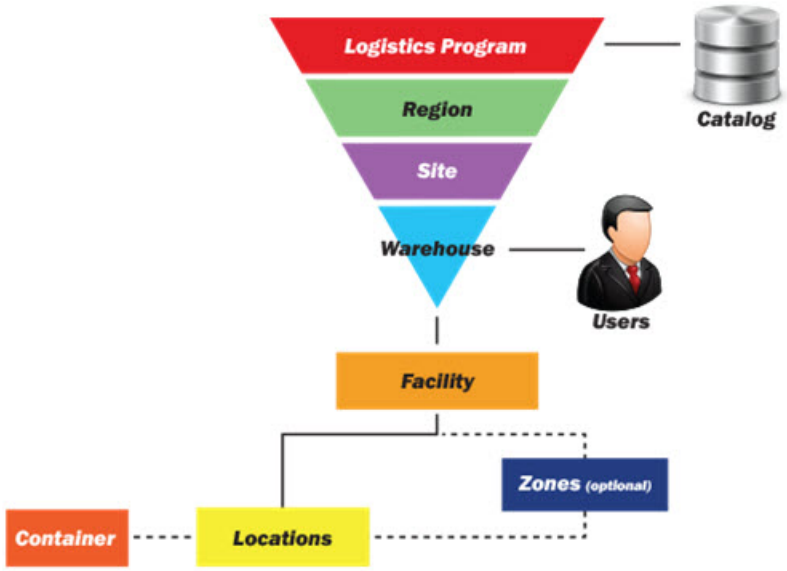
Logistics Program

Overview

The Warehouse Management module Logistics Program process begins to create a logical structure for the warehousing resources. The Logistics process:

- Inquire about available Logistics Program
- Update a Logistics Program

The diagram illustrates the hierarchy defining the Warehouse Management Module. The items listed in the pyramid (Logistics Program, Region, Site and Warehouse) are all created by the **DPAS User Account Management** team. Facilities are created and maintained by DPAS users. The Warehouse Catalog (where the Warehouse's stock number information is stored) is associated at the Logistics Program Level (the highest level of the pyramid). This allows all Warehouses under the Logistics Program to share a common Catalog. Users are associated at the Warehouse level. Users are assigned roles according to the needed access in each Warehouse. Users may have access to multiple Warehouses.



Once created by the Warehouse Management Module User Account Management team, an inquiry can be viewed to find what Logistics Programs are available and which can be updated depending on what your role allows.

Navigation

MASTER DATA MGMT > Logistics Program > Logistics Program page

Page Fields

The following fields display on the **Logistics Program** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
412	Select "Grid Options" button for additional actions.

Logistics Program Grid

Logistics Program Name
Logistics Program Desc
Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
Email Address

Optional

Catalog Name Cd
Container ID Prefix
Cond Cd
Document Type
Address Line 1
Address Line 2
City
State
Zip Cd
Country
Program ID
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Inquiry a Logistics Program

On the Logistics Program page you have several options to search, filter and display results.

By default, you will see all of the Logistics Program(s) you have access to.

1. Select the Logistics Program Name hyperlink to update a Region.
2. To display the Logistics Program, choose Home on the left side of the page to view the top of the warehouse structure.

Navigate the Logistics Program Hierarchy

Helpful Tip

A structural listing in grey on the left side of the page with the ▸, can be used to drill down to view subsequent portions of the Warehouse structure. You can also select the Region Name hyperlink to view the Regions associated with the selected Logistics Program. To return to the Logistics Program page, you can choose the ◂ Back at the bottom of the page.

1. Select Home to display the Logistics Program grid.
2. To display the Region grid, choose the Logistics Program Name hyperlink.
3. Select the Region Name hyperlink to display the Site grid.
4. To display the Warehouse grid, choose the Site Name hyperlink.
5. To return to the previous page, select ◂ Back.

Common Errors

The 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.	

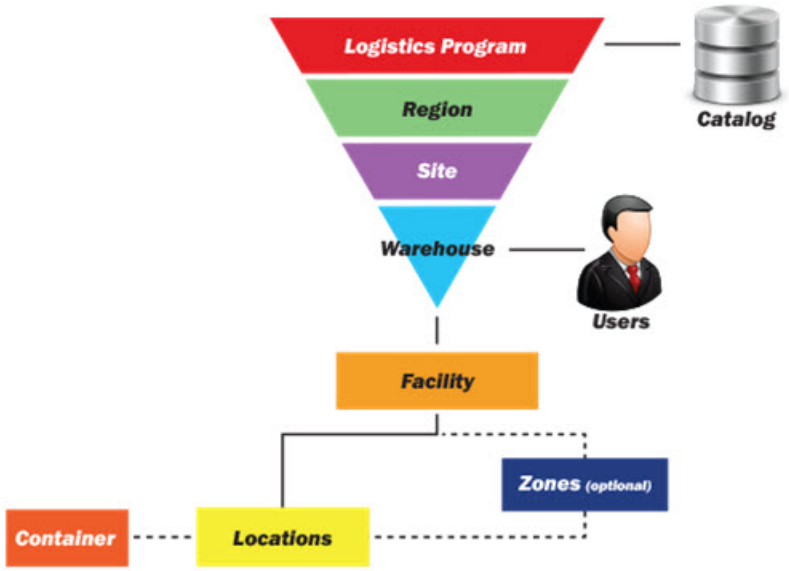
Related Topics

- Region
- Site
- Warehouse
- Facility
- Location
- Container

Region

Overview

The Warehouse Management module Region process provides the ability to group Sites within a Logistics Program.
The following diagram illustrates the hierarchy defining the Warehouse Management Module. The items listed in the pyramid (Logistics Program, Region, Site and Warehouse) are all created by the **DPAS User Account Management** team.



Once created by the Warehouse Management Module User Account Management team, an inquiry finds what Regions are available and which are editable, depending on what the role allows.

Navigation

MASTER DATA MGMT > Region > Region page

Page Fields

The following fields display on the **Region** 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.
17	Select "Edit" button to revise selected fields in record(s).

Region Grid

- Region Name
- Region Desc
- Contact Point
- Phone Nbr
- DSN Nbr
- Fax Nbr
- Email Address

Optional

- Logistics Program
- Address Line 1
- Address Line 2
- City
- State
- Zip Cd
- Country
- Program ID
- Established By Dt/Tm
- Established By
- Last Transaction Dt/Tm
- Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Region

Select Edit. *The **Update a Region** pop-up window appears.*

View the History of a Region

Select History. *The **Region History** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

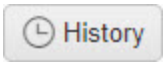
- Logistics Program
- View the History for a Region
- Update a Region
- Site
- Warehouse
- Facility
- Location
- Container

View a Region History

Overview

The Region History process allows viewing the past revisions to the Region record.

Navigation

MASTER DATA MGMT > Region >  > Region History pop-up window

Page Fields

The following fields display on the **Region History** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

Region History

Operation
Last Transaction Dt/Tm
Last Updated By
Region Name
Region Desc
Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
Email Address

Optional

Logistics Program
Address Line 1
Address Line 2
City
State
Zip Code
Country

Remarks
History Remarks
Program ID
Established By Dt/Tm
Established By

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

View the History of a Region Record

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select History. *The* ***Region History*** *pop-up window displays.*
2. *Verify the Operation.*
3. *Verify the Last Transaction DT/TM.*
4. *Verify the Last Updated By.*
5. *Verify the Region Name.*
6. *Verify the Region DESC.*
7. *Verify the Contact Point.*
8. *Verify the PHONE NBR.*
9. *Verify the DSN NBR.*
10. *Verify the FAX NBR.*
11. *Verify the E-MAIL Address.*

Common Errors

The 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

- Region
- Update a Region

Update a Region

Overview

The Region Update process allows editing of a Region and POC Details information.

Navigation

MASTER DATA MGMT > Region >

> Update Region pop-up window

Page Fields

The following fields display on the **Update Region** 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.

Region Details Tab

Logistics Program *

Region Name *

Region Description *

Add / Edit Remarks

Remarks
History Remarks

POC Details Tab

Contact Point

Country

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

Fax Nbr

City

Email Address

State
Zip Code
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Region

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Edit. *The* ***Update Region*** *pop-up window displays, with the Region Tab available.*
2. *Verify the Logistics Program.*
3. Update the Region Name, entering the revised name in the field provided. *This is a 15 alphanumeric field.*
4. Update the Region DESC, entering the revised information in the field provided. *This is a 125 alphanumeric field.*
5. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Update the Remarks, entering the revised comments 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 the **POC** tab.
   A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
   B. Update the Country, using ▾ to select the desired code.
   C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

H. Update the City, entering the revised 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 comments in the field provided. *This is a 1024 alphanumeric character field.*

   b. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

7. Select Update. *The revised Region appears in the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma,	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special

period, and space.	characters like ! or @ are prohibited.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

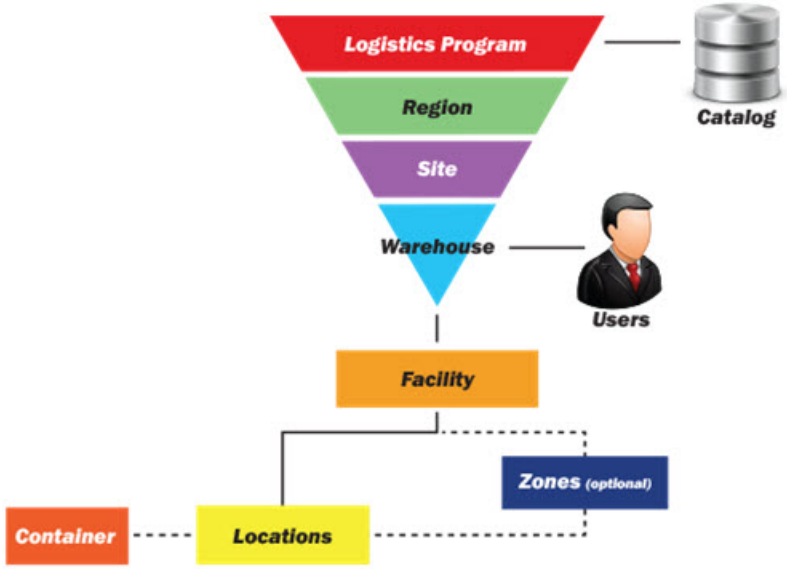
Related Topics

- Region
- View the History for a Region

Site

Overview

The Warehouse Management module Site process provides the ability to group Warehouses within a Region.
Sites are part of the logical structure for warehousing resources. The Logistics Programs begins to create a logical structure for the warehousing resources.
The following diagram illustrates the hierarchy defining the Warehouse Management Module. The items listed in the pyramid (Logistics Program, Region, Site and Warehouse) are all created by the **DPAS User Account Management** team.



Once created by the DPAS User Account Management team, an inquiry finds what Sites are available and which are editable, depending on what the role allows.

Navigation

MASTER DATA MGMT > Site > Site page

Page Fields

The following fields display on the **Site** 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.

17	Select "Edit" button to revise selected fields in record(s).

Site

- Site Name
- Site Desc
- Contact Point
- Phone Nbr
- DSN Nbr
- Fax Nbr
- E-Mail Address

Optional

- Logistics Program
- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- Country
- Program ID
- Established By Dt/Tm
- Established By
- Last Transaction Dt/Tm
- Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Site

Select Edit. *The **Update a Site** pop-up window appears.*

View the History of a Site

Select History. *The **Site History** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

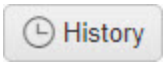
- Logistics Program
- Region
- Update a Site
- View the History of a Site
- Warehouse
- Facility
- Location
- Container

View a Site History

Overview

The Site History process allows viewing the past revisions to the Site record.

Navigation

MASTER DATA MGMT > Site > 

> Site History pop-up window

Page Fields

The following fields display on the **Site History** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

Region History

Operation
Last Transaction Dt/Tm
Last Updated By
Site Name
Site Desc
Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
Email Address

Optional

Region
Logistics Program
Address Line 1
Address Line 2
City
State
Zip Code

Country
Remarks
History Remarks
Program ID
Established By Dt/Tm
Established By

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

View the History of a Site Record

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select History. *The* ***Site History*** *pop-up window displays.*
2. *Verify the Operation.*
3. *Verify the Last Transaction DT/TM.*
4. *Verify the Last Updated By.*
5. *Verify the Site Name.*
6. *Verify the Site DESC.*
7. *Verify the Contact Point.*
8. *Verify the PHONE NBR.*
9. *Verify the DSN NBR.*
10. *Verify the FAX NBR.*
11. *Verify the E-MAIL Address.*

Common Errors

The 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

- Site
- Update a Site

Update a Site

Overview

The Site Update process allows editing of Site Details and Point of Contact (POC) Details information.

Navigation

MASTER DATA MGMT > Site >

> Update Site pop-up window

Page Fields

The following fields display on the **Update Site** 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.

Site Details Tab

Logistics Program *

Region *

Site Name *

Site Desc *

Add / Edit Remarks

Remarks
History Remarks

POC Details Tab

Contact Point

Country

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

Fax Nbr

City
Email Address
State
Zip Code
Add / Edit Remarks

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Site

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Edit. *The* ***Update Site*** *pop-up window displays, with the Site Tab available.*
2. *Verify the Logistics Program.*
3. Update the Region, using ▾ to select the desired place.
4. Update the Site Name, entering the revised identifier in the field provided. *This is a 25 alphanumeric character field.*
5. Update the Site DESC, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*
6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
   A. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
7. Select the **POC** tab.
   A. 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 E-MAIL 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 comments in the field provided. *This is a 1024 alphanumeric character field.*

   b. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

8. Select Update. *The revised Site appears in the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

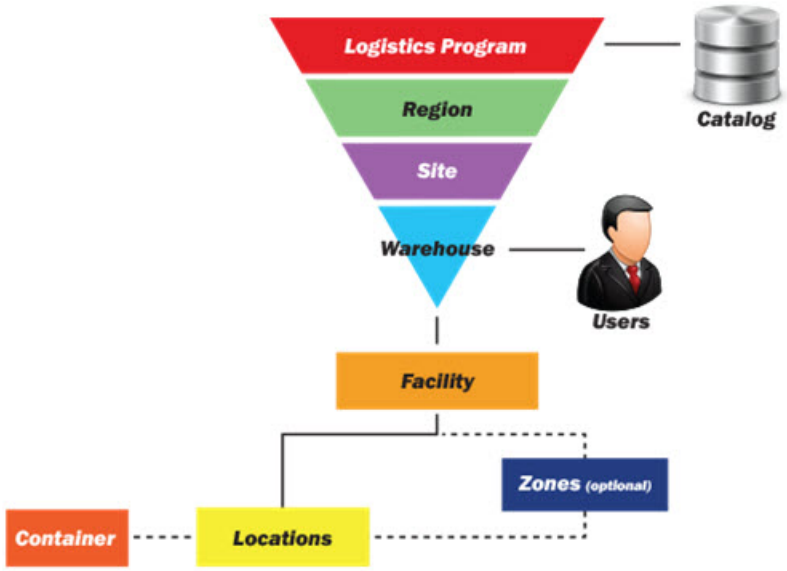
Related Topics

- Site
- View the History of a Site

Warehouse

Overview

The Warehouse Management module Warehouse process resides at the bottom of the 4-tier Warehouse tree structure, below site, region and logistics program.
The following diagram illustrates the hierarchy defining the Warehouse Management Module. The items listed in the pyramid (Logistics Program, Region, Site and Warehouse) are all created by the **DPAS User Account Management** team.



Navigation

MASTER DATA MGMT > Warehouse > Warehouse page

Page Fields

The following fields display on the **Warehouse** 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.
17	Select "Edit" button to revise selected fields in record(s).

Warehouse Grid

Warehouse Name

Warehouse Desc
Warehouse Prefix
Reporting Interval
Reporting Unit
Auto-Generate within Days
Date of Month
Generate when Individual has an open Physical Inventory

Optional

- Site Name
- Region Name
- Logistics Program Name
- Banner Cd
- Warehouse DoDAAC
- RIC
- Uses Zones?
- Days Before EAS Alert
- Allow Multiple Stock Numbers
- Uses QC Processes?
- Redistribution System Interface
- Financial System Interface
- Warehouse Type Desc
- Warehouse Category Desc
- Contract Nbr
- Default Printer Type
- Default Label Size
- Maintenance Activity Desc
- Parent Warehouse
- Receiving DoDAACs
- Individual Return Displays
- Active?
- Program ID
- Established By Dt/Tm
- Established By
- Last Transaction Dt/Tm
- Last Updated By

Warehouse POC Fields

- Contact Point
- Phone Nbr
- DSN Nbr
- Fax Nbr
- E-Mail Address
- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- Country

COR POC Fields

- COR POC Contact Point
- COR POC Phone Number
- COR POC DSN Number
- COR POC Fax Number
- COR POC Email Address
- COR POC Address Line 1
- COR POC Address Line 2
- COR POC City
- COR POC State Code
- COR POC Zip Code
- COR POC Country Code

Laundry POC Fields

- Laundry POC Contact Point
- Laundry POC Phone Number
- Laundry POC DSN Number
- Laundry POC Fax Number
- Laundry POC Email Address
- Laundry POC Address Line 1
- Laundry POC Address Line 2
- Laundry POC City
- Laundry POC State Code
- Laundry POC Zip Code

Laundry POC Country Code

X-Ray POC Fields

Xray POC Contact Point
Xray POC Phone Number
Xray POC DSN Number
Xray POC Fax Number
Xray POC Email Address
Xray POC Address Line 1
Xray POC Address Line 2
Xray POC City
Xray POC State Code
Xray POC Zip Code
Xray POC Country Code

Procedures

DPAS Navigation Helpful Tips

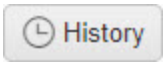
Click the following link to display Warehouse Navigation Tips.

Update a Warehouse

Select

. *The **Update a Warehouse** pop-up window appears.*

View the History of a Warehouse

Select 

. *The **Warehouse History** pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

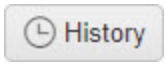
- Logistics Program
- Region
- Site
- Update a Warehouse
- View the History of a Warehouse
- Facility
- Location
- Container

View a Warehouse History

Overview

The Warehouse History process allows viewing the past revisions to the Warehouse record.

Navigation

MASTER DATA MGMT > Warehouse > 

> Warehouse History pop-up window

Page Fields

The following fields display on the **Warehouse History** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

Warehouse History

Operation
Last Transaction Dt/Tm
Last Updated By
Warehouse Name
Warehouse Desc
Site Name
Region Name
Logistics Program Name
Banner Cd
Warehouse DoDAAC
RIC
Uses Zones?
Days Before EAS Alert
Allow Multiple Stock Numbers
Redistribution System Interface
Financial System Interface
Warehouse Type Description

Warehouse Category Description
Contract Nbr
Default Printer Type
Default Label Size
Maintenance Activity Desc
Parent Warehouse
Receiving DoDAACs
History Individual Return Display Option
Active?
Reporting Interval
Reporting Unit
Auto-Generate within Days
Date of Month
Generate when Individual has an open Physical Inventory

Optional

Program ID
Established By Dt/Tm
Established By

POC Contact Point

Contact Point
Phone Nbr
DSN Nbr
Fax Nbr
E-Mail Address
Address Line 1
Address Line 2
City
State
Zip Cd
Country

COR POC Contact Point

COR POC Contact Point
COR POC Phone Number

COR POC DSN Number
COR POC Fax Number
COR POC E-Mail Address
COR POC Address Line 1
COR POC Address Line 2
COR POC City
COR POC State Code
COR POC Zip Code
COR POC Country Code

XRay POC Contact Point

XRay POC Contact Point
XRay POC Phone Number
XRay POC DSN Number
XRay POC Fax Number
XRay POC E-Mail Address
XRay POC Address Line 1
XRay POC Address Line 2
XRay POC City
XRay POC State Code
XRay POC Zip Code
XRay POC Country Code

Laundry POC Contact Point

Laundry POC Contact Point
Laundry POC Phone Number
Laundry POC DSN Number
Laundry POC Fax Number
Laundry POC E-Mail Address
Laundry POC Address Line 1
Laundry POC Address Line 2
Laundry POC City
Laundry POC State Code
Laundry POC Zip Code
Laundry POC Country Code

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

View the History of a Warehouse Record

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select History. *The* ***Warehouse History*** *pop-up window displays.*
2. *Verify the Operation.*
3. *Verify the Last Transaction Dt/Tm.*
4. *Verify the Last Updated By.*
5. *Verify the Warehouse Name.*
6. *Verify the Warehouse Desc.*
7. *Verify the Site Name.*
8. *Verify the Region Name.*
9. *Verify the Logistics Program Name.*
10. *Verify the Banner Cd.*
11. *Verify the Warehouse DoDAAC.*
12. *Verify the RIC.*
13. *Verify the Uses Zones?*
14. *Verify the Days Before EAS Alert.*
15. *Verify the Allow Multiple Stock Nbrs.*
16. *Verify the Redistribution System Interface.*
17. *Verify the Financial System Interface.*
18. *Verify the Warehouse Type Desc.*
19. *Verify the Warehouse Category Desc.*
20. *Verify the Contract Nbr.*
21. *Verify the Default Printer Type.*
22. *Verify the Default Label Size.*
23. *Verify the Maintenance Activity Desc.*

24. *Verify the Parent Warehouse.*
25. *Verify the Receiving DoDAACs.*
26. *Verify the History Individual Return Display Option.*
27. *Verify the Active?*
28. *Verify the Reporting Interval.*
29. *Verify the Reporting Unit.*
30. *Verify the Auto-Generate within Days.*
31. *Verify the Date of Month.*
32. *Verify the Generate when Individual has an open Physical Inventory.*

Common Errors

The 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

- Warehouse
- Update a Warehouse

Update a Warehouse

Overview

The Warehouse Update process allows editing of Warehouse, DoDAAC, and TMO details.

Navigation

MASTER DATA MGMT > Warehouse > > Update Warehouse pop-up window

Page Fields

The following fields display on the **Update Warehouse** 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.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".

Warehouse Tab

Site *
Default Printer Type
Warehouse Prefix *
Default Label Size
Warehouse Name *
Days Before EAS Alert *
Warehouse Desc *
Maintenance Activity
Banner Cd *
Banner Cd Display Desc *
Warehouse DoDAAC *
Warehouse Category *

RIC
Parent Warehouse
Individual Return Displays *
Warehouse Type *
Allow Multiple Stock Numbers
Contract
Uses Zones?
Uses QC Processes?
Receiving DoDAACs *
Add / Edit Remarks

Remarks
History Remarks

Managed DoDAACs

Owning DoDAAC
Item Manager
Item Management
ICP DoDAAC
ICP RIC
Default?
GFM Contract Nbr

Optional

Established By
Established By Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program ID
Remarks

TMOs

TMO RIC
Contact Point
Phone Nbr
DSN Nbr
Fax Nbr

EMail
Address Line 1
Address Line 2
City
State
Zip
Country
Default?

Optional

Established By
Established By Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program ID
Remarks

POC Info

Warehouse tab

Contact Point
Country
Phone Number
Address Line 1
DSN Number
Address Line 2
Fax Number
City
E-Mail Address
State
Zip Code
Add / Edit Remarks

Remarks
History Remarks

COR POC tab

Contact Point

Country
Phone Number
Address Line 1
DSN Number
Address Line 2
Fax Number
City
E-Mail Address
State
Zip Code
Add / Edit Remarks

Remarks
History Remarks

Laundry POC tab

Contact Point
Country
Phone Number
Address Line 1
DSN Number
Address Line 2
Fax Number
City
E-Mail Address
State
Zip Code
Add / Edit Remarks

Remarks
History Remarks

XRay POC tab

Contact Point
Country
Phone Number
Address Line 1
DSN Number

Address Line 2
Fax Number
City
E-Mail Address
State
Zip Code
Add / Edit Remarks

Remarks
History Remarks

Scheduling and Notifications

Reporting Unit
Reporting Interval
Date of Month
Auto-Generate within Days
Generate when Individual has an open Physical Inventory
Past Due Receipt Notification
Days Past Estimated Delivery Date

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Warehouse

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Edit. *The* ***Update Warehouse*** *pop-up window displays, with the Warehouse Tab available.*
2. *Verify the Site.*
3. Update the Default Printer Type, using ▾ to select the desired printer.
4. Update the Warehouse Prefix, entering the revised information in the field provided. *This is a 3 alphanumeric character field.*

5. Update the Default Label Size, using to select the desired size.
6. Update the Warehouse Name, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*
7. Update the Days Before EAS Alert, using to choose the revised amount.
8. Update the Warehouse Description, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*
9. Update the Maintenance Activity, using to select the desired activity.
10. Update the Banner Cd, using to select the desired code.
11. Update the Banner Cd Display Desc, using to select the desired information.
12. Update the Warehouse DoDAAC, entering the revised information in the field provided. *This is a 6 alphanumeric character field.*
13. Update the Warehouse Category, using to select the desired type.
14. Update the RIC, entering the revised code in the field provided. *This is a 3 alpha-numeric character field.*
15. Update the Parent Warehouse, using to select the desired warehouse.
16. Update the Individual Return Displays, using to select the desired information.
17. Update the Warehouse Type, using to select the desired type.
18. Verify the Allow Multiple Stock Nbrs contains the appropriate ☐ or ☑. *This determines if the Stock Nbr needs to be one single identifier or multiple identifiers.*
19. Update the Contract, using to select the desired number.
20. Verify the Uses Zones? contains the appropriate ☐ or ☑. *This determines if Zones are used in this warehouse.*
21. Verify the Uses QC Processes? contains the appropriate ☐ or ☑. *This determines if the warehouse has Quality Control processes in place.*
22. Update the Receiving DoDAACs, entering the revised information in the field provided. *This is a 6 alphanumeric character field.*
23. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    A. Update the Remarks, entering the revised comments 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 to complete updating the warehouse. *The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.*

24. **OR**

    Select the Managed DoDAACs tab. *The **Managed DoDAACs** tab appears.*

    A. *Verify the Owning DoDAAC column entry.*
    B. *Verify the Item Manager column entry.*
    C. *Verify the Item Management column entry.*
    D. *Verify the ICP DoDAAC column entry.*
    E. *Verify the ICP RIC column entry.*
    F. *Verify the Default? column entry contains the appropriate ○ or ◉.*
    G. Select the Contracts in the GFM Contract Nbr column to choose the contract associated with this warehouse.

       Select Update to complete updating the warehouse. *The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.*

    H. **OR**

       Select the TMOs tab. *The **TMOs** tab appears.*

       a. *Verify the TMO RIC column entry.*
       b. *Verify the Contact Point column entry.*
       c. *Verify the Phone Nbr column entry.*
       d. *Verify the DSN Nbr column entry.*
       e. *Verify the FAX Nbr column entry.*
       f. *Verify the E-Mail column entry.*
       g. *Verify the Address Line 1 column entry.*
       h. *Verify the Address Line 2 column entry.*
       i. *Verify the City column entry.*
       j. *Verify the State column entry.*
       k. *Verify the ZIP Cd column entry.*
       l. *Verify the County column entry.*
       m. *Verify the Default? column entry contains the appropriate ○ or ◉.*

Select to complete updating the warehouse. *The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.*

n. **OR**

Select the POC Info tab. *The **POC Details** tab appears.*

1. Select the Warehouse tab.
    A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
    B. Update the Country, using to select the desired code.
    C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
    D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
    E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
    F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
    G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
    H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
    I. Update the E-MAIL 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 comments 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 COR tab.
    A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
    B. Update the Country, using to select the desired code.
    C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
    D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
    E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
    F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
    G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
    H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
    I. Update the E-MAIL 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 comments 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 Laundry tab.
    A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
    B. Update the Country, using to select the desired code.
    C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

I. Update the E-MAIL 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 comments 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 X-Ray tab.

A. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

B. Update the Country, using to select the desired code.

C. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

D. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

E. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

F. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric*

character field.

G. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

H. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

I. Update the E-MAIL 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 comments 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 to complete updating the warehouse. *The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.*

5. **OR**

Select the Scheduling and Notifications tab. *The **Scheduling and Notifications Details** tab appears.*

A. Update the Reporting Unit, using to select the desired time frame.

B. Update the Reporting Interval, using to choose the revised time.

C. Update the Auto-Generate Within Days, using to choose the revised amount of days.

D. Verify the Generate when Individual has an open Physical Inventory contains the appropriate ☐ or ☑. *This determines if the inventory is automatically created when there is an open inventory.*

E. Verify the Past Due Receipt Notification contains the appropriate ☐ or ☑. *This determines if an overdue notification is automatically generated.*

F. Update the Days Past Estimated Delivery Date, using ⇕ to choose the revised time.

G. Select Update to complete updating the warehouse. *The **Update Warehouse** pop-up window closes, and the revised warehouse is highlighted in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
761 - PHONE NBR, DSN NBR, or MOBILE PHONE NBR must be numeric, a minimum of 7-pos, with supported special characters(s) -, +, ( ), x, period and space.	Invalid Characters Entered in the PHONE NBR / DSN NBR / MOBILE PHONE NBR field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: -, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 — ZIP CD is not in valid format (12345,	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an

12345-1234, 12345 1234).	optional 4 numeric character extension.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
9 — No change(s) made to record.	Missing Entry. Record must be modified before Update button is selected. Check the information again, and revise one of the fields.

Related Topics

- Warehouse
- View the History of a Warehouse

Contractor

Overview

The Warehouse Management module Contractor process provides the ability to add, update or delete Contractor information. The Contractor Record is stored at the Logistics Program level, and can move throughout warehouses.

Note

Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

MASTER DATA MGMT > Contractor > Contractor page

Page Fields

The following fields display on the **Contractor** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
132	To search for CAGE CD and remain in the DPAS session, open another instance of Internet Explorer using URL 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

Contractor Grid

All
Corporation Name
Division Name
CAGE Cd
DoDAAC

Optional

Program Id
Established By Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By
Contractor Remarks
Contact Point
Country
Address Line 1
Address Line 2
City
State
Zip Cd
Phone Nbr
DSN Nbr
Email Address
Fax Nbr
POC Remarks

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Contractor

One or more of the Search Criteria fields can be entered to isolate the results. By default, all Contractors are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Enter the Logistics Program in the field provided.
   - Enter the CAGE CD, using to assist with the entry.
   - Enter the DODAAC, using to assist with the entry.
2. Select Search to display the search results.

Add a New Contractor

Select + Add to display the Add a Contractor page.

Update a Contractor

Select Edit to display the Update a Contractor page.

Delete a Contractor

Select ✕ Delete to display the Delete a Contractor page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

access.

Related Topics

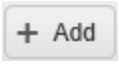
- Add a Contractor
- Update a Contractor
- Delete a Contractor

Add a Contractor

Overview

The Add a Contractor process provides the ability to create new Contractor information. The Contractor Record is stored at the Logistics Program level, and can move throughout warehouses.

Navigation

MASTER DATA MGMT > Contractor >  > Add Contractor pop-up window

Page Fields

The following fields display on the **Add Contractor** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
132	To search for CAGE CD and remain in the DPAS session, open another instance of Internet Explorer using URL 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

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Contractor

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select + Add. *The* ***Add Contractor*** *pop-up window displays, with the Contractor Tab available.*
2. Enter the CAGE Cd in the field provided. *This is a 5 character field. The* ***1st*** *and* ***5th*** *must be* ***numeric****, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters.*

3. Enter the DoDAAC in the field provided. *This is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.*
4. Enter the Corporation Name in the field provided. *This is a 50 alphanumeric character field.*
5. Enter the Division Name in the field provided. *This is a 25 alphanumeric character field.*
6. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
    A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
    B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
7. Select the **POC** tab.
    A. Enter the Contact Point in the field provided. *This is a 25 alphanumeric character field.*
    B. Use to select the Country.
    C. Enter the PHONE NBR in the field provided. *This is a 25 numeric 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 numeric 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 numeric character field.*
    H. Enter the City in the field provided. *This is a 25 alphanumeric character field.*
    I. Enter the E-mail Address. *This is an 80 alphanumeric character field.*
    J. Use to select the State.
    K. Enter the ZIP CD in the field provided. *This is a 10 numeric 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 to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
13 — Mandatory Entry: *CAGE CD*.	Missing Entry. Enter the appropriate information in the desired field.
204 — Invalid CAGE/ NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE CD, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")

419 — DoDAAC entry must be 6 — POS alpha-numeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

Related Topics

- Contractor Overview
- Update a Contractor
- Delete a Contractor

Delete a Contractor

Overview

The Delete a Contractor process allows removal of a Contractor Record. The Contractor Record is stored at the Logistics Program level, so this deletes the record throughout the warehouses.

Navigation

MASTER DATA MGMT > Contractor > Delete > Confirm Delete (Delete Contractor) pop-up window

Page Fields

The following fields display on the **Confirm Delete (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.

Confirm Delete (Delete Contractor)

History Remarks

Procedure

DPAS Navigation Helpful Tips

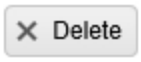
Click the following link to display Warehouse Navigation Tips.

Delete a Contractor

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Delete next to the desired entry. *The* ***Confirm Delete (Delete Contractor)*** *pop-up window appears.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric char-*

acter field.

3. Select 

to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
545 — Open contracts exists, cannot delete selected Contractor.	Invalid Deletion. A Contractor record cannot be deleted if there is any open Contract still associated to that Contractor. Review the Contractor record again, and remove any remaining associated information so the Contractor can be deleted.

Related Topics

- Contractor Overview
- Add a Contractor
- Edit a Contractor

Update a Contractor

Overview

The Update a Contractor process allows editing Contractor information. The Contractor Record is stored at the Logistics Program level, and can move throughout warehouses.

Navigation

MASTER DATA MGMT > Contractor > > 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 and remain in the DPAS session, open another instance of Internet Explorer using URL 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.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Contractor

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Edit. *The* ***Update Contractor*** *pop-up window displays, with the Contractor Tab available.*
2. Update the CAGE Cd, entering the revised code in the field provided. *This is a 5 character field. The* ***1st*** *and* ***5th*** *must be* ***numeric****, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters.*

3. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric entry, but not "I"; "O"; or special characters.*
4. Update the Corporation Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
5. Update the Division Name, entering the revised 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. Update the Remarks, entering the revised comments in the field provided. *This is a 1024 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
7. Select the **POC** tab.
   A. 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 comments in the field provided. *This is a 1024 alphanumeric character field.*

b. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

8. Select

. *The revised Contractor appears in the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
13 — Mandatory Entry: *CAGE CD*.	Missing Entry. Enter the appropriate information in the desired field.
204 — Invalid CAGE/ NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE CD, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is

	"A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")
419 — DoDAAC entry must be 6 — POS alpha-numeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

Related Topics

- Contractor Overview
- Add a Contractor
- Delete a Contractor

Contract

Overview

The Warehouse Management module Contract process provides the ability to view, add, update, or delete Contract information.
Contracts must be associated with a Contractor, and the Contractor information must be complete before any Contracts can be added.
The Contract Record is stored at the Program Management level, along with the Contractor Record. The one contract record is used throughout the Materiel Management and Warehouse Management modules, therefore the records must be unique throughout DPAS.

Navigation

MASTER DATA MGMT > Contract > Contract page

Page Fields

The following fields display on the **Contract** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.
132	To search for CAGE CD and remain in the DPAS session, open another instance of Internet Explorer using URL 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

GFM Contractor Name
Dlvry Order Nbr
Contract Desc
Contract Type Cd
Start Dt
Expiration Dt

Contract Results Grid

GFM Contractor Name
Contract Type Cd
Contract Nbr
Non-DoD Contract Nbr
Dlvry Order Nbr
Contract Desc
Start Dt
Expiration Dt

Optional

Admin POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Contract POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address

Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Issuing POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Property Admin POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Remarks
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm

Last Updated By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Contract

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Enter the CONTRACT NBR in the field provided. *This is a 13 alphanumeric character field.*
   - Use to select the GFM Contractor Name.
   - Enter the DLVY ORD NBR in the field provided. *This is a 4 alphanumeric character field.*
   - Enter the CONTRACT DESC in the field provided. *This is a 125 alphanumeric character field.*
   - Use to select the Contract Type Cd.
   - Use to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
   - Use to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.
2. Select Search to display the search results.

Add a New Contract

Select + Add to display the **Add a Contract** page.

Update a Contract

Select ☐ (desired record) > Edit to display the **Update a Contract** page.

Delete a Contract

Select ☐ (desired record) > ✕ Delete to display the **Delete a Contract** page.

Copy a Contract

Select ☐ (desired record) > Copy to display the **Copy a Contract** page.

Add Attachments to a Contract

Select ☐ (desired record) > Attachments to display the **Add Attachments to a Contract** page.

View the History for a Contract

Select ☐ (desired record) > History to display the **History for Contract** page.

View the Contractor Associated with a Contract

Select to display the Contractor page, listing out the contractors associated with this Division.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Contract
- Update a Contract
- Delete a Contract
- Copy a Contract
- Add Attachments to a Contract
- View the History for a Contract

Add a Contract

Overview

The Contract Add process provides the ability to create new contract information for a contractor.

Navigation

MASTER DATA MGMT > Contract > > Add 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.

Contract Info Tab

Contract Type Cd *
Contractor *
Contract Nbr *
Contract Desc
Dlvry Order Nbr
Start Dt
Expiration Dt
Manage Stock Nbrs
Add / Edit Remarks

Remarks
History Remarks

POC Info Tab

Contract POC

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address

State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Admin POC

DoDAAC
Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Issuing POC

DoDAAC
Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd

Add / Edit Remarks

Remarks
History Remarks

Property Admin POC

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Stock Numbers Tab

Stock Nbr
Item Desc

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Contract

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select + Add. *The* ***Add Contract*** *pop-up window displays, with the Contract Info Tab available.*

2. Use ▾ to select the Contract Type Cd.
3. Use ▾ to select the Contractor.
4. Enter the CONTRACT NBR in the field provided. *This is a 13 alphanumeric character field.*
5. Enter the CONTRACT DESC in the field provided. *This is a 125 alphanumeric character field.*
6. Enter the DLVY ORD NBR in the field provided. *This is a 4 alphanumeric character field.*
7. Use 📅 to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
8. Use 📅 to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.
9. Click ☐ to select Manage STOCK NBRS. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*

   Selecting × Cancel *from* Process ▾ *at any point of this procedure removes the Stock Numbers from the grid.*

   A. Select the Stock Numbers tab. *The tab opens to the empty Associated Stock Numbers results grid.*

   B. Select + Add ▾. *The Add drop-down menu appears.*

   Add an Individual STOCK NBR

   Selecting Cancel *at any point of this procedure removes the row.*

   a. Select + Add Stock Nbr. *The Associated Stock Numbers grid expands, with an empty STOCK NBR field available.*

   b. Enter the STOCK NBR, or use … to browse for the entry.

   c. Click away from the STOCK NBR field.

   d. Select ✓ Add. *The new row is highlighted in green.*

   Add Multiple STOCK NBRS

   Selecting Cancel *at any point of this procedure closes the pop-up window.*

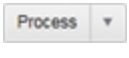
   a. Select 🔍 Browse Stock Nbr(s). *The **STOCK NBR Browse** pop-up window appears, with the ability to search for multiple stock numbers, and the*

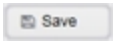
Available tab open.

b. Select in the desired STOCK NBR rows. *The rows dim when selected.*

c. Click the Selected Tab. *The chosen stock numbers appear in the Selected STOCK NBRS results grid.*

d. Select . *The **STOCK NBR Browse** pop-up window closes, and the list of stock numbers appear in the Associated Stock Numbers results grid.*

C. Select  . *The Process drop-down menu appears.*

D. Select  to commit the stock numbers to the contract.

E. Select . *The new Contract record is saved, and appears in the Contract results grid.*

10. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select . *The new Contract record is saved, and appears in the Contract results grid.*

11. **OR**

Select the POC Tab. *The tab opens to the Contract POC Details section.*

A. Enter the information in the Contract POC Details section.

a. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*

b. Use to select the Country.

c. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

d. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

e. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

f. Enter the Address Line 2 in the field provided. *This is a 35 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.*

1. Enter the Remarks in the field provided. *This is a 1024 alpha-numeric character field.*
2. 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.*

OR

B.

Select the Admin POC Details section.

a. Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*

b. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*

c. Use ▾ to select the Country.

d. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

e. Enter the Address Line 1 in the field provided. *This is a 35 alpha-numeric 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 alpha-numeric character field.*

h. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

i. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

j. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*

k. Use ▾ to select the State.

l. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

n. Select ✓ Add. *The new Contract record is saved, and appears in the Contract results grid.*

OR

C.

Select the Issuing POC Details section.

a. Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*

b. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*

c. Use ▾ to select the Country.

d. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

e. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

f. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

g. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

h. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

i. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

j. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*

k. Use to select the State.

l. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

n. Select Add. *The new Contract record is saved, and appears in the Contract results grid.*

OR

D. Select the Property Admin POC Details section.

a. Enter the Contact Point in the field provided. *This is a 35 alphanumeric character field.*

b. Use to select the Country.

c. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

d. Enter the Address Line 1 in the field provided. *This is a 35 alphanumeric character field.*

e. Enter the DSN NBR in the field provided. *This is a 25 alphanumeric character field.*

f. Enter the Address Line 2 in the field provided. *This is a 35 alphanumeric character field.*

g. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

h. Enter the City in the field provided. *This is a 25 alphanumeric character field.*

i. Enter the Email Address in the field provided. *This is a 80 alphanumeric character field.*

j. Use to select the State.

k. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   1. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
   2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

m. Select

. *The new Contract record is saved, and appears in the Contract results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: *CONTRACT TYPE CD*.	
13 - Mandatory Entry: *Contractor*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *CONTRACT NBR*.	
419 - DODAAC entry must be 6-pos alphanumeric except for alpha "I" or "O".	Invalid Entry. The DODAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters.

761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 - ZIP Cd is not in valid format (12345, 12345-1234, 12345 1234).	Invalid ZIP Code format entered. Enter a minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Contract Overview
- Update a Contract
- Delete a Contract
- Copy a Contract
- Add Attachments to a Contract
- View the History for a Contract

Add Attachments to a Contract

Overview

The Contract Add Attachments process provides the ability to attach documents to the contract information for a contractor.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) > Attachments > Attachments for CONTRACT NBR pop-up window

Page Fields

The following fields display on the **Attachments for CONTRACT NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions - Attachments for CONTRACT NBR

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.

Number	Value
404	"Add Attachment" supports only these file types: {0}
xxxx	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.

Attachments for CONTRACT NBR

Thumbnails

Attach

Attach Files

Attachment

Desc

Primary

Name
Desc

Procedures

DPAS Navigation Helpful Tips

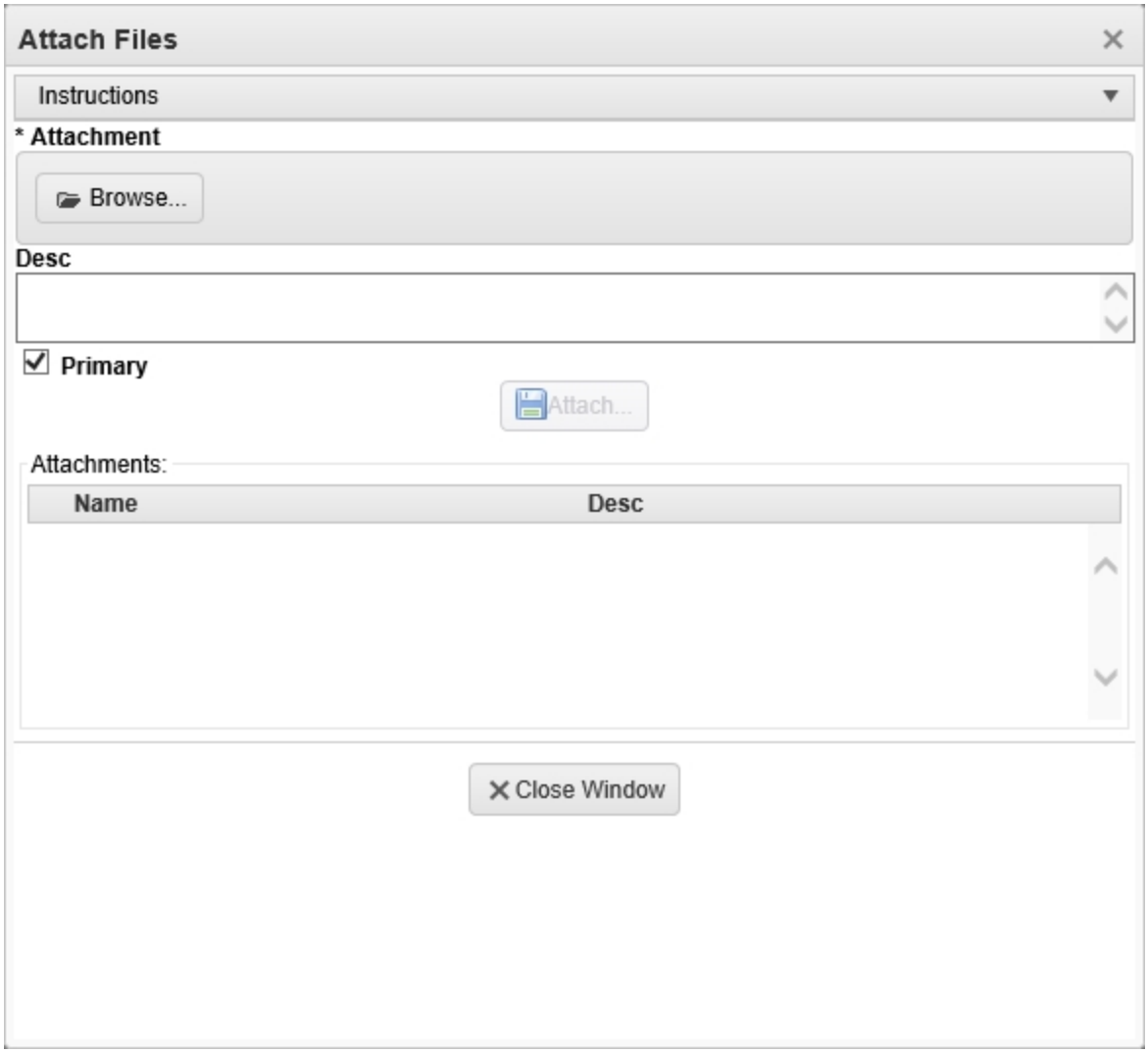
Click the following link to display Warehouse Navigation Tips.

Attach a Document to 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 Attachments. *The* ***Attachments for Contract Nbr*** *pop-up window appears.*

3. Select Attach... *The* ***Attach Files*** *pop-up window appears.*



4. Select Browse... . *The Windows **Choose File to Upload** pop-up window appears.*
5. Choose the file to attach, and select it.
6. Select Open . *The **Choose File to Upload** pop-up window closes, and the file name appears in the top file list.*
7. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*
8. Select Attach... . *The file name appears in the bottom file list.*
9. Repeat Steps 4 - 8 to attach multiple documents.
10. Select the desired ○ in the Primary column. *The designated attachment, ◉, is the Primary Attachment.*

11. Select Close Window. *The **Attach Files** pop-up window closes, and the file appears in the **Attachments for CONTRACT NBR** pop-up window.*

    Remove an Attachment

    A. Select ✕ next to the desired document. *The **Delete Attachment** pop-up window appears.*

    B. Choose one of the following options:

    - Select No to cancel the deletion.
    - Select Yes to confirm the deletion. *The **Attachment Deleted** pop-up window appears.*

    C. Select OK to complete the process. *The document is removed.*

12. Select ✕. *The **Attachments for CONTRACT NBR** pop-up window closes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
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 max-	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

imum of <max size> for this file type. "Attach-ment" file size is <file size>.	
353 - Attachment file size exceeds the maximum of 1MB. The selected file size is <file size>.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- Contract Overview
- Add a Contract
- Update a Contract
- Delete a Contract
- Copy a Contract
- View the History for a Contract

Copy a Contract

Overview

The Contract Copy process provides the ability to duplicate all the values in a contract, including POC and stock number associations. The DLVY ORDER NBR, START DT, and EXPIRATION DT fields are not duplicated and expect entries.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) > Copy > Add Contract pop-up window

Page Fields

The following fields display on the **Add Contract** page. For more information on each field, select the appropriate hyperlink.

Contract Info Tab

Contract Type Cd *
Contractor *
Contract Nbr *
Contract Desc
Dlvry Order Nbr
Start Dt
Expiration Dt
Manage Stock Nbrs
Add / Edit Remarks

Remarks
History Remarks

POC Info Tab

Contract POC

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City

Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Admin POC

DoDAAC
Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Issuing POC

DoDAAC
Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State

ZIP Cd

Add / Edit Remarks

Remarks
History Remarks

Property Admin POC

Contact Point

Country

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

FAX Nbr

City

Email Address

State

ZIP Cd

Add / Edit Remarks

Remarks
History Remarks

Stock Numbers Tab

Stock Nbr

Item Desc

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Copy a Contract

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Contract is highlighted, and* Edit, Delete, Copy, Attachments, *and* History *become available.*
2. Select Copy. *The* ***Add Contract*** *pop-up window displays, with the Contract Info Tab available.*
3. Update the Contract Type Cd, using ▾ to select the desired code.
4. Update the Contractor, using ▾ to select the desired company.
5. Update the CONTRACT NBR, entering the revised number in the field provided. *This is a 13 alphanumeric character field.*
6. Update the CONTRACT DESC, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*
7. Enter the new DLVY ORD NBR in the field provided. *This is a 4 alphanumeric character field.*
8. Use 📅 to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
9. Use 📅 to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.
10. Click ☐ to select Manage STOCK NBRS. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*

    Selecting Cancel *from* Process ▾ *at any point of this procedure removes the Stock Numbers from the grid.*

    A. Select the Stock Numbers tab. *The tab opens to the Associated Stock Numbers results grid.*

    B. Select + Add ▾. *The Add drop-down menu appears.*

    Add an Individual STOCK NBR

    Selecting Cancel *at any point of this procedure removes the row.*

    a. Select + Add Stock Nbr. *The Associated Stock Numbers grid expands, with an empty STOCK NBR field available.*

b. Enter the STOCK NBR, or use ... to browse for the entry.

c. Click away from the STOCK NBR field.

d. Select Add. *The new row is highlighted in green.*

Add Multiple STOCK NBRS

Selecting Cancel *at any point of this procedure closes the pop-up window.*

a. Select Browse Stock Nbr(s). *The* ***STOCK NBR Browse*** *pop-up window appears, with the ability to search for multiple stock numbers, and the Available tab open.*

b. Select Select in the desired STOCK NBR rows. *The rows dim when selected.*

c. Click the Selected Tab. *The chosen stock numbers appear in the Selected STOCK NBRS results grid.*

d. Select Take Selected. *The* ***STOCK NBR Browse*** *pop-up window closes, and the list of stock numbers appear in the Associated Stock Numbers results grid.*

C. Select Process. *The Process drop-down menu appears.*

D. Select Save to commit the stock numbers to the contract.

E. Select Add. *The copied Contract record is saved, and appears in the Contract results grid.*

11. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select Add. *The copied Contract record is saved, and appears in the Contract results grid.*

12. **OR**

Select the POC Tab. *The tab opens to the Contract POC Details section.*

A. Verify the information in the Contract POC Details section.
   a. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*
   b. Update the Country, using to select the desired code.
   c. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
   d. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
   e. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
   f. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*
   g. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
   h. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
   i. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
   j. Update the State, using to select the desired code.
   k. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
   l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*
      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.*

OR

B. Verify the information in the Admin POC Details section.
   a. Update the DODAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
   b. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

c. Update the Country, using to select the desired code.

d. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

e. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

f. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

g. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

h. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

i. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

j. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

k. Update the State, using to select the desired code.

l. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

1. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

n. Select Add. *The copied Contract record is saved, and appears in the Contract results grid.*

OR

C.

Verify the information in the Issuing POC Details section.

a. Update the DODAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

b. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

c. Update the Country, using to select the desired code.

d. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

e. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

f. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

g. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

h. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

i. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

j. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

k. Update the State, using to select the desired code.

l. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

1. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

n. Select Add. *The copied Contract record is saved, and appears in the Contract results grid.*

OR

D. Verify the information in the Property Admin POC Details section.

a. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

b. Update the Country, using to select the desired code.

c. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

d. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

e. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

f. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

g. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

h. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

i. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

j. Update the State, using to select the desired code.

k. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   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

. *The copied Contract record is saved, and appears in the Contract results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Contract Overview
- Add a Contract
- Update a Contract
- Delete a Contract
- Add Attachments to a Contract
- View the History for a Contract

Delete a Contract

Overview

The Contract Delete process allows removal of a contract from a contractor.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) > Delete > Delete Contract pop-up window

Page Fields

The following fields display on the **Delete Contract** pop-up window. For more information on each field, select the appropriate hyperlink.

Delete Contract

History Remarks

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Contract

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Contract is highlighted, and* Edit, Delete, Copy, Attachments, *and* History *become available.*
2. Select Delete. *The* ***Delete Contract*** *pop-up window appears.*
3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select Delete to remove the Contract record.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
546 - Contract cannot be deleted. Stock Number(s) exists. **993 - Contract cannot be deleted. Contract is associated with one or more RSAs.** **498 - Contract cannot be deleted. Warranty record (s) exists.**	Invalid Deletion. A Contract record cannot be deleted if there are any Stock Numbers, RSAs, or Warranty's still associated to that Contract. Review the Contract record again, and remove any remaining associated information so the Contract can be deleted.

Related Topics

- Contract Overview
- Add a Contract
- Update a Contract
- Copy a Contract
- Add Attachments to a Contract
- View the History for a Contract

View the Contract History

Overview

The Contract History process displays all of the previous transactions regarding a Contract Record. The Contract Record is stored at the Program Management level, along with the Contractor Record. The one contract record is used throughout the Materiel Management and Warehouse Management modules, therefore the records must be unique throughout DPAS.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) > History > History for CONTRACT NBR pop-up window

Page Fields

The following fields display on the **History for CONTRACT NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Contract History Grid

Operation
Last Transaction Dt/Tm
Last Updated By
GFM Contractor Name
Contract Type Cd
Contract Nbr
Non-DOD Contract Nbr
Dlvry Order Nbr
Contract Desc
Start Dt
Expiration Dt

Optional

Admin POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1

Address Line 2
City
State
ZIP Cd
Country

Contract POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Issuing POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr
Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Property Admin POC

Contact Point
Phone Nbr
DSN Nbr
FAX Nbr

Email Address
Address Line 1
Address Line 2
City
State
ZIP Cd
Country

Remarks
Program Id
Established Dt/Tm
Established By

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

View the Contract History

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Contract is highlighted, and* Edit, Delete, Copy, Attachments, *and* History *become available.*
2. Select History next to the desired entry. *The* ***History for Contract Nbr*** *pop-up window appears.*
3. *The information regarding the contract record automatically populates and is not editable.*
   A. *Verify the Operation.*
   B. *Verify the Last Transaction Dt/Tm.*
   C. *Verify the Last Updated By.*
   D. *Verify the GFM Contractor Name.*
   E. *Verify the Contract Type Cd.*
   F. *Verify the Contract Nbr.*
   G. *Verify the Non-DoD Contract Nbr.*

H. *Verify the DLVY ORD NBR.*

I. *Verify the CONTRACT DESC.*

J. *Verify the START DT.*

K. *Verify the EXPIRATION DT.*

4. Select to close the pop-up window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Contract Overview
- Add a Contract
- Update a Contract
- Delete a Contract
- Copy a Contract
- Add Attachments to a Contract

Update a Contract

Overview

The Contract Update process allows editing of a contract from a contractor.

Navigation

MASTER DATA MGMT > Contract > ☐ (desired record) > Edit > Update Contract pop-up window

Page Fields

The following fields display on the **Update Contract** pop-up window. For more information on each field, select the appropriate hyperlink.

Contract Info Tab

Contract Type Cd *
Contractor *
Contract Nbr *
Contract Desc
Dlvry Order Nbr
Start Dt
Expiration Dt
Manage Stock Nbrs
Attachments
Add / Edit Remarks

Remarks
History Remarks

POC Info Tab

Contract POC

Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City

Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Admin POC

DoDAAC
Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State
ZIP Cd
Add / Edit Remarks

Remarks
History Remarks

Issuing POC

DoDAAC
Contact Point
Country
Phone Nbr
Address Line 1
DSN Nbr
Address Line 2
FAX Nbr
City
Email Address
State

ZIP Cd

Add / Edit Remarks

Remarks
History Remarks

Property Admin POC

Contact Point

Country

Phone Nbr

Address Line 1

DSN Nbr

Address Line 2

FAX Nbr

City

Email Address

State

ZIP Cd

Add / Edit Remarks

Remarks
History Remarks

Stock Numbers Tab

Stock Nbr

Item Desc

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Contract

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Contract is highlighted, and* Edit, Delete, Copy, Attachments, *and* History *become available.*
2. Select Edit. *The* ***Update Contract*** *pop-up window displays, with the Contract Info Tab available.*
3. Update the Contract Type Cd, using ▾ to select the desired code.
4. *Verify the Contractor.*
5. Update the CONTRACT NBR, entering the revised number in the field provided. *This is a 13 alphanumeric character field.*
6. Update the CONTRACT DESC, entering the revised information in the field provided. *This is a 125 alphanumeric character field.*
7. Update the DLVY ORD NBR, entering the revised number in the field provided. *This is a 4 alphanumeric character field.*
8. Update the START DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.
9. Update the EXPIRATION DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.
10. Verify the Manage STOCK NBRS contains the appropriate ☑ or ☐. *The Stock Numbers tab appears, allowing this Contract to only work with specific stock numbers.*

    Selecting × Cancel *from* Process ▾ *at any point of this procedure removes the Stock Numbers from the grid.*

    A. Select the Stock Numbers tab. *The tab opens to the Associated Stock Numbers results grid.*

    B. Select + Add ▾. *The Add drop-down menu appears.*

    Add an Individual STOCK NBR

    Selecting Cancel *at any point of this procedure removes the row.*

    a. Select + Add Stock Nbr. *The Associated Stock Numbers grid expands, with an empty STOCK NBR field available.*

b. Enter the STOCK NBR, or use [...] to browse for the entry.

c. Click away from the STOCK NBR field.

d. Select [Add]. *The new row is highlighted in green.*

Add Multiple STOCK NBRS

Selecting [Cancel] *at any point of this procedure closes the pop-up window.*

a. Select [Browse Stock Nbr(s)]. *The* ***STOCK NBR Browse*** *pop-up window appears, with the ability to search for multiple stock numbers, and the Available tab open.*

b. Select [Select] in the desired STOCK NBR rows. *The rows dim when selected.*

c. Click the Selected Tab. *The chosen stock numbers appear in the Selected STOCK NBRS results grid.*

d. Select [Take Selected]. *The* ***STOCK NBR Browse*** *pop-up window closes, and the list of stock numbers appear in the Associated Stock Numbers results grid.*

C. Select [Process]. *The Process drop-down menu appears.*

D. Select [Save] to commit the stock numbers to the contract.

E. Select [Update]. *The revised Contract record is saved, and in the Contract results grid.*

11. Update the Attachments, using [Attach...] to choose the revised files. *The* ***Attach Documents - Contract*** *pop-up window appears.*

12. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

A. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

B. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

Select [Update]. *The revised Contract record is saved, and in the Contract results grid.*

13.

OR

Select the POC Tab. *The tab opens to the Contract POC Details section.*

A. Verify the information in the Contract POC Details section.

   a. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

   b. Update the Country, using ▾ to select the desired code.

   c. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

   d. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

   e. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

   f. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

   g. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

   h. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

   i. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

   j. Update the State, using ▾ to select the desired code.

   k. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

   l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

      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 ✓ Update. *The revised Contract record is saved, and in the Contract results grid.*

OR

B. Verify the information in the Admin POC Details section.

a. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

b. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

c. Update the Country, using to select the desired code.

d. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

e. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

f. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

g. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

h. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

i. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

j. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

k. Update the State, using to select the desired code.

l. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

1. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

n. Select Update. *The revised Contract record is saved, and in the Contract results grid.*

OR

C.

Verify the information in the Issuing POC Details section.

a. Update the DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

b. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

c. Update the Country, using ▾ to select the desired code.

d. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

e. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

f. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

g. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

h. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

i. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

j. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

k. Update the State, using ▾ to select the desired code.

l. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

m. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

1. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

n. Select ✓ Update. *The revised Contract record is saved, and in the Contract results grid.*

OR

D.

Verify the information in the Property Admin POC Details section.

a. Update the Contact Point, entering the revised name in the field provided. *This is a 35 alphanumeric character field.*

b. Update the Country, using ▾ to select the desired code.

c. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

d. Update the Address Line 1, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

e. Update the DSN NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

f. Update the Address Line 2, entering the revised information in the field provided. *This is a 35 alphanumeric character field.*

g. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

h. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*

i. Update the Email Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

j. Update the State, using ▾ to select the desired code.

k. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

l. Select the Add/Edit Remarks hyperlink. *The Remarks and History Remarks fields appear.*

   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 ✓ Update. *The revised Contract record is saved, and in the Contract results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —,

(s) $, — , /, #, &, comma, period, and space.	/, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: *CONTRACT TYPE CD*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *CONTRACT NBR*.	
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 <max size> for this file type. "Attachment" file size is <file size>.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 - Attachment file size exceeds the maximum of 1MB. The selected file size is <file size>.	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.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
1124 - ZIP CD is not in	Invalid ZIP Code format entered. Enter a

valid format (12345, 12345-1234, 12345 1234).	minimum of 5 numeric characters, with an optional 4 numeric character extension.

Related Topics

- Contract Overview
- Add a Contract
- Delete a Contract
- Copy a Contract
- Add Attachments to a Contract
- View the History for a Contract

My Message Subscriptions

Overview

The Warehouse Management module Message Subscriptions process is to provide the ability to add, update and delete My Message Subscriptions. The messages displayed in this process are limited to the individual Warehouse member.
Messages are sent when a user sets up a subscription to a process in DPAS. The user subscribes to one or more message types, which triggers a message when actions are taken in that process.
For example, if a user is subscribed to the disposition message type and an action is taken in disposition, the user would receive an email message.

Navigation

MASTER DATA MGMT > Messaging > My Message Subscriptions page

Page Fields

The following fields display on the **My Message Subscriptions** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Message Subscriptions

Msg Type

Name

Msg Dlvry Method

Optional

Warehouse

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Message Subscription

Select

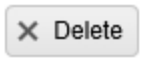
. *The **Add a Message Subscription** pop-up window opens.*

Update a Message Subscription

Select

. *The **Update a Message Subscription** pop-up window opens.*

Delete a Message Subscription

Select 

. *The **Delete a Message Subscription** pop-up window opens.*

Common Errors

The 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

- Add a Message Subscription
- Update a Message Subscription
- Delete a Message Subscription

Add a Message Subscription

Overview

The Message Subscriptions Add process provides the ability to create a new message subscription. The messages displayed in this process are limited to the individual Warehouse member.

Navigation

MASTER DATA MGMT > Messaging > + Add > Add Message Subscriptions pop-up window

Page Fields

The following fields display on the **Add Message Subscriptions** 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.

Message Subscription

Msg Dlvry Method *

Msg Type *

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Add a Message Subscriptions

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use to select the Msg Dlvry Method.
2. Use to select the Msg Type.
3. Select . *The new message subscription is saved, and appears in the Message Subscriptions 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
No Common Errors have been identified for this page.	

Related Topics

- My Message Subscription
- Update a Message Subscription
- Delete a Message Subscription

Delete a Message Subscription

Overview

The Message Subscriptions Delete process allows removal of a message subscription. The messages displayed in this process are limited to the individual Warehouse member.

Navigation

MASTER DATA MGMT > Messaging > Delete > Delete Message Subscriptions pop-up window

Page Fields

The following fields display on the **Delete Message Subscriptions** 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.

Confirm Delete (Delete Message Subscriptions)

History Remarks

Procedures

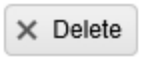
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Delete a Message Subscription

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Delete next to the desired entry. *The* ***Confirm Delete (Delete Message Subscriptions)*** *pop-up window appears.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

3. Select 

. *The message subscription 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
No Common Errors have been identified for this page.	

Related Topics

- My Message Subscription
- Add a Message Subscription
- Update a Message Subscription

Update a Message Subscriptions

Overview

The Message Subscriptions Update process allows editing of a message subscription. The messages displayed in this process are limited to the individual Warehouse member.

Navigation

MASTER DATA MGMT > Messaging > Edit > Update Message Subscriptions pop-up window

Page Fields

The following fields display on the **Update Message Subscriptions** 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.

Message Subscription

Msg Dlvry Method *

Msg Type *

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a Message Subscription

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Update the Msg Dlvry Method, using to select the desired method.
2. Update the Msg Type, using to select the desired type.
3. Select Update. *The revised message subscription is saved, and appears in the Message Subscriptions 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
No Common Errors have been identified for this page.	

Related Topics

- My Message Subscription
- Add a Message Subscription
- Delete a Message Subscription

Search for an Agency Catalog

Overview

The Warehouse module Agency Catalog Inquiry process provides the ability to inquire about specific assets by Agency Catalog.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Inquiries > Inventory > Agency Catalog Inventory > Agency Catalog Inquiry page

Page Fields

The following fields display on the **Agency Catalog Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Catalog Selection

AEMM

FLIS

Search Criteria Grid

NIIN

CAGE Cd

Stock Nbr

Mfr Part Nbr

Item Desc

Mfr Name

Using Service Cd

Mfr Model Nbr

FSC

Source Of Supply

UPC

Search Results Grid

Stock Nbr
NIIN
Item Desc
FSC
CAGE Code
Mfr Part Nbr
Mfr Name
Mfr Model Nbr
Source Of Supply
UPC
Using Service Cd

Optional

Established By
Established Dt/Tm
Lst Updtd By
Last Transaction Dt/Tm
Program ID
Remarks

(*) Asterisk identifies mandatory fields.

Procedure

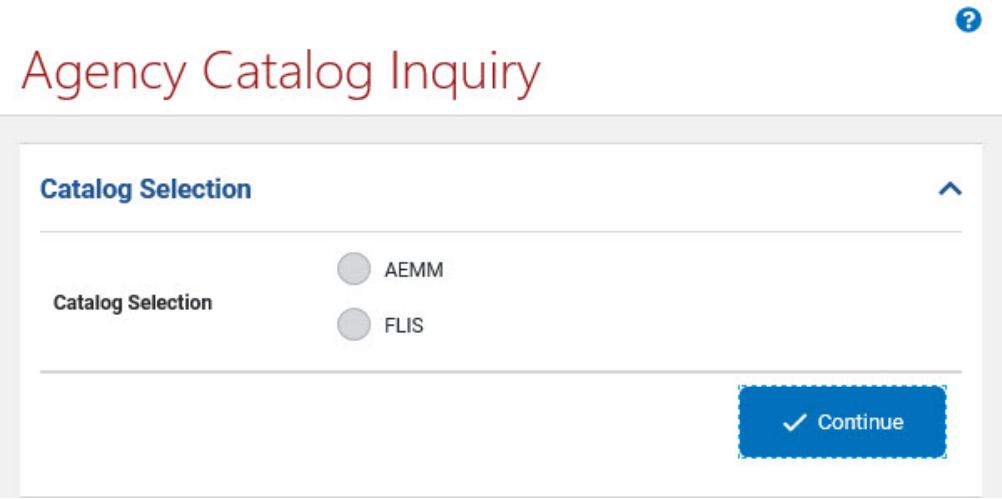
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an Agency Catalog

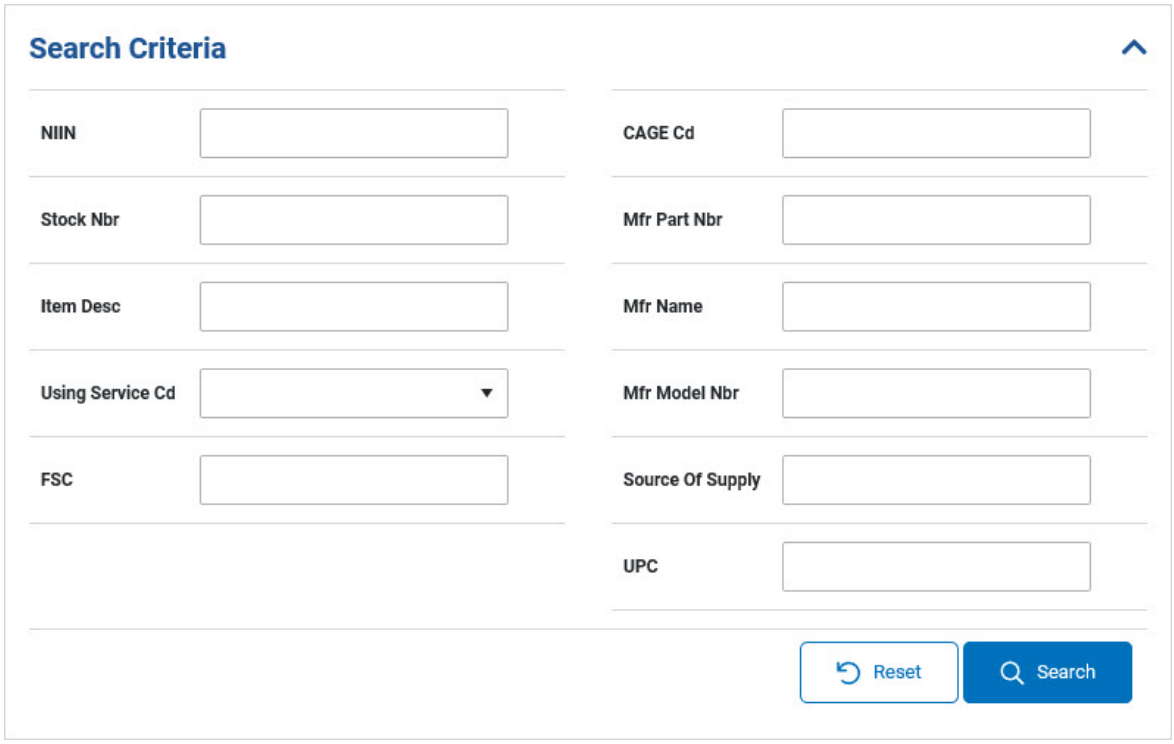
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Catalog section, choose which catalog to search.



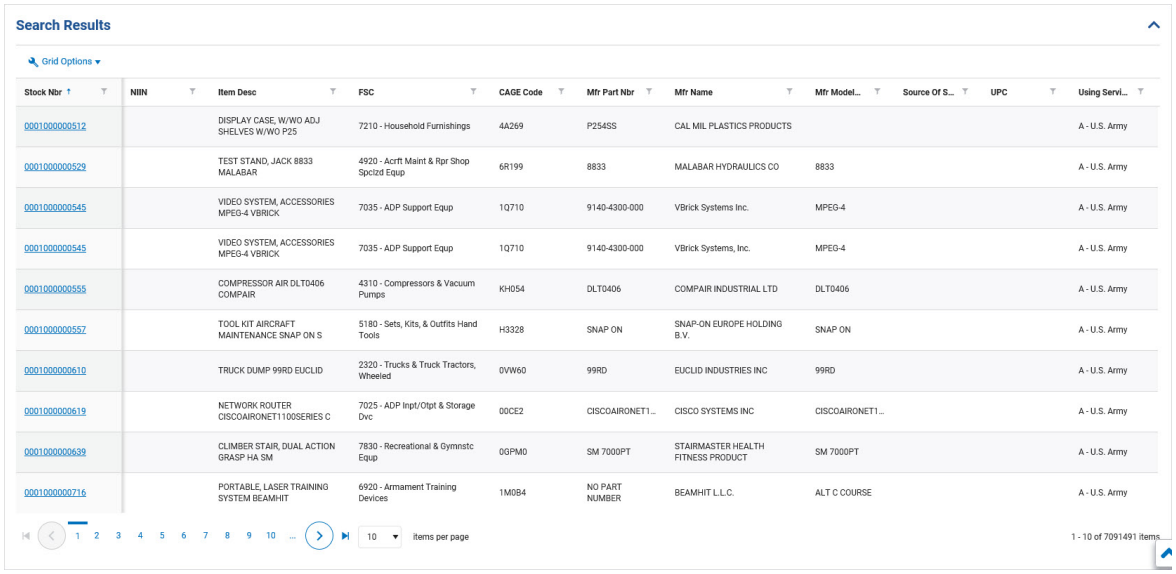
   - Select AEMM if the desired stock number is in that catalog. *The AEMM opens and is searchable.*
   - Select FLIS if the desired stock number is in that catalog. *The FLIS opens and is searchable.*

2. Select Continue. *The Search Criteria grid appears.*
3. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:



- Enter the NIIN in the field provided. *This is a 7 numeric character field.*
- Enter the CAGE CD in the field provided. *This is a 7 alphanumeric character field.*
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
- Use ▾ to select the Using Service Cd.
- Enter the MFR MODEL NBR in the field provided. *This is a 20 alphanumeric character field.*
- Enter the FSC in the field provided. *This is a 4 numeric character field.*
- Enter the Source Of Supply in the field provided. *This is a 3 alphanumeric character field.*
- Enter the UPC in the field provided. *This is a 12 numeric character field.*

4. Select Search. *Results appear in the Search Results grid.*



Common Errors

The table below provides a list 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

- No Related Topics available for this topic

Search for a STOCK NBR

Overview

The Warehouse module STOCK NBR Inquiry process provides the ability to inquire about specific assets by STOCK NBR.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Inquiries > Inventory > 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).

Search Criteria Grid

Stock Nbr

Type Asset Cd

Item Desc

FSC
LIN/TAMCN
Reportable Commodity Type
Stock Item Cd
Mgmt Cd

Search Results Grid

Stock Nbr
Stock Item Cd
Item Desc
Mgmt Cd
LIN/TAMCN
FSC
CIIC
Type Asset Cd
Asset Category Cd
Shelf Life Cd
Security Commodity Type
Reportable Commodity Type
Prev Stock Nbr
IT Device Cd
Accounting Req Cd
NIIN Sts Cd

Optional

AAC
ADP Equipment Id
Air Force Budget Cd
Air Force Fund Cd
Air Force Mgmt Agrt Cd
Authorization Cd
CAGE required
CIC
CMC
Calibration Cd
Catalog Item Desc
Catalog LIN TAMCN

Class Cd
Color
Commodity Mgmt Cd
Consumable
DODIC
Dehumidified
Demil Cd
ERRC Designator Code
Equipment Group Cd
Equivalence
Established By
Established Dt/Tm
Fiduciary Depreciation Method
Freight Desc
Gender
Hazardous
Hazardous Materiel Cd
Height (In)
History Remarks
I&S Indicator
I&S jump to code
I&S order of use code
Imported Shelf Life Cd
Interface System Cd
Is Kit
Item Designator Nbr
Last Transaction Dt/Tm
Launderable
Length (In)
Logistics Control code
Lst Updtd By
MOE rule code
Managing Svc Life Months
Mat category Code
Meter Required
Mfr Contract Required

Mfr Dt Required
Mfr Lot Required
Min Percent Util
NIIN
Obj Percent Util
Override expiration date flg
Precious Metal Cd
Program ID
Qty per Pack Cd
Radiation
Recover Cd
Related NSN
Remarks
Replenishment Start Dt
Replenishment Stop Dt
Reportable Item Control Cd
Returnable?
Secondary Serial Nbr Rqd
Shelf life expiration months
Size
Source of Supply
Stocking UI Price
Stocking Unit of Issue Cd
Storage Requirement Cd
Stores Account Cd
Supply Category Materiel Cd
Temperature Control Code
UI Conversion Factor
UII Required
UIT dsg code
Unit Cube (Ft)
Unit Of Issue
Unit Price
Util Measure Cd
Util Svc Life
Width (In)

Year Svc Life

(*) Asterisk identifies mandatory fields.

Procedures

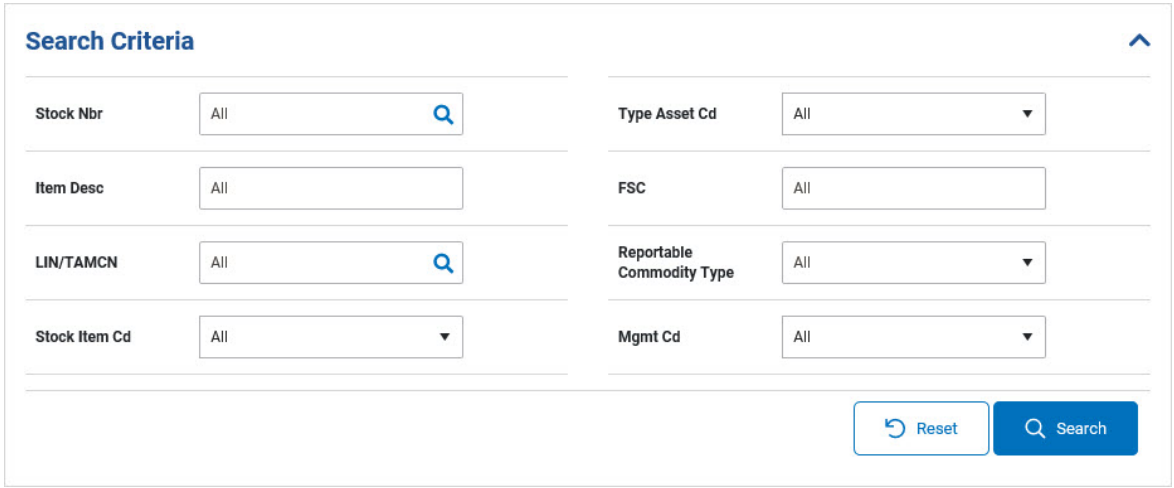
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a STOCK NBR

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:



- Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alpha-numeric character field.*

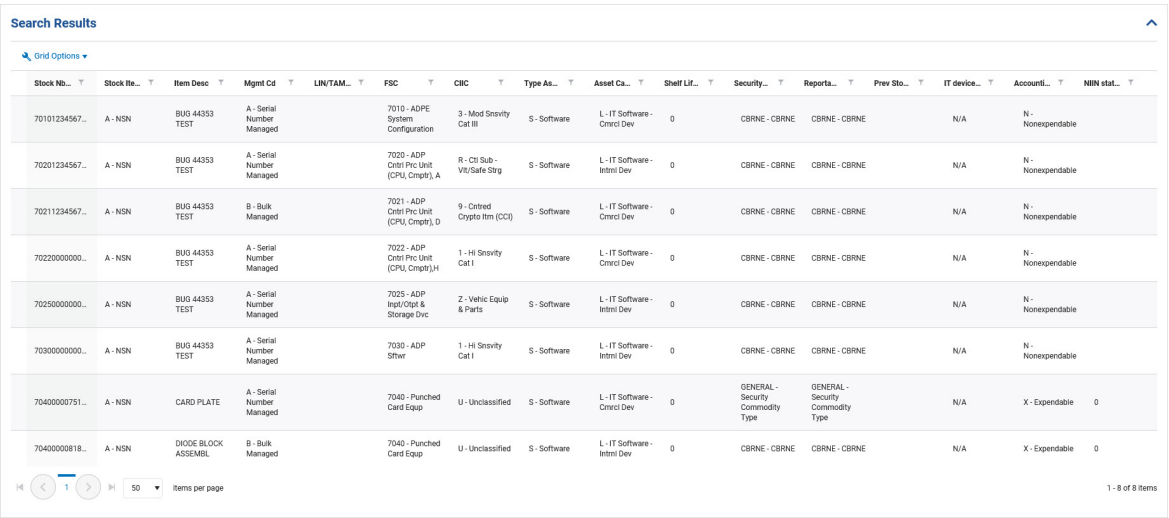
  Stock Number Browse help

- Use to select the Type Asset Cd.
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Enter the FSC in the field provided. *This is a 4 numeric character field.*
- Enter the LIN/TAMCN, or use to browse for the entry. *This is a 10 alpha-numeric character field.*

  LIN / TAMCN Browse help

- Use ▼ to select the Reportable Commodity Type.
- Use ▼ to select the Stock Item Cd.
- Use ▼ to select the Mgmt Cd.

2. Select Search. *Results appear in the Search Results grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match 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 Overview
- LIN/TAMCN Browse
- Stock Number Browse

Search for Additional Info

Overview

The Warehouse module Additional Info Inquiry process provides the ability to inquire about the flex field data entered for serialized assets.
With the Enterprise Rollup, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Inquiries > Inventory > Additional Info > Additional Info Inquiry page

Page Fields

The following fields display on the **Additional Info 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

Logistics Program

Region

Site

Warehouse

Search Criteria Grid

Stock Nbr(s)

Flex Field(s)

Stock Nbr Lists

Item Desc

LIN/TAMCN

Serial Nbr

LIN/TAMCN Desc

Additional Info Results Grid

LIN/TAMCN

LIN/TAMCN Desc

Stock Nbr

Item Desc

Serial Nbr

ICN

Flex Field

Additional Info

Issued?

Location

Container

Warehouse

Optional

Cond Cd

Procedures

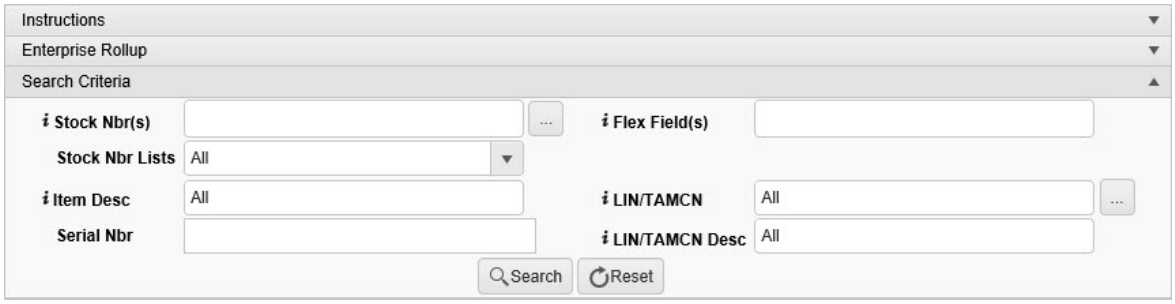
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for Additional Info

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:



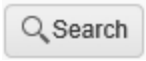
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

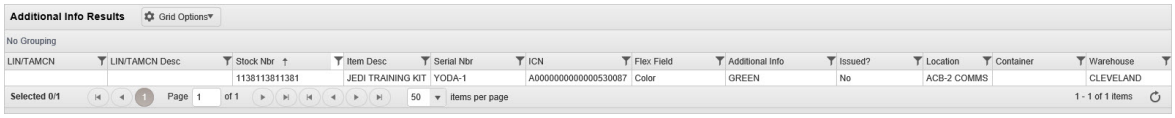
  Stock Number Browse help

- Enter the Flex Field(s), using to assist with the entry. *This is a 100 alpha-numeric character field.*
- Use to select the Stock Nbr Lists.
- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alpha-numeric character field.*
- Use or to assist with the LIN/TAMCN entry. *This is a 10 alpha-numeric character field.*

  Line Item Number / Table of Authorized Material Control Number Browse help

- Enter the SERIAL NBRin the field provided. *This is a 30 alphanumeric character field.*
- Enter the LIN/TAMCN DESC, using to assist with the entry. *This is a 64 alphanumeric character field.*

2. Select  . *Results appear in the Additional Info Results grid.*



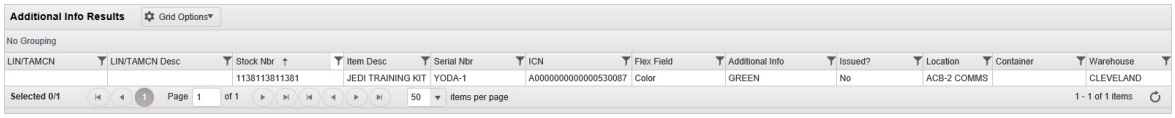
Isolate Additional Info Inquiry Results

Isolating the Additional Info Search Results can be found in the Enterprise Rollup feature. Selecting *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:

- Use ▼ to select the Logistics Program.
- Use ▼ to select the Region.
- Use ▼ to select the Site.
- Use ▼ to select the Warehouse.

2. Select Apply. *Results appear in the Additional Info Results Grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- LIN/TAMCN Overview
- Stock Number Overview

Search for an Expiring Items Inventory

Overview

The Warehouse module Expiring Items Inventory Inquiry process provides the ability to inquire about specific assets by Expiration Date.
With the Enterprise Rollup, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Inquiries > Inventory > Expiring Items > Expiring Items Inventory Inquiry page

Page Fields

The following fields display on the **Expiring Items 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.
491	Select from the Enterprise Rollup Criteria to view the total inventory quantity for the selected enterprise level.
493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
xxxx	Select "Reset" button to clear data. The Enterprise Rollup and Search Criteria are independent of each other.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program

Region

Site

Warehouse

Search Criteria Grid

LIN/TAMCN

Reportable Commodity Type

Stock Nbr

Item Desc

Location

Container

Owning DoDAAC

Prj Cd

Mfr Contract Nbr

Mfr Lot Nbr

GFM Contract Nbr

Expiring Before *

Show Components

Expiring Items Inquiry Grid

Inv Type

LIN/TAMCN

LIN/TAMCN Desc

Stock Nbr

Item Desc

ICN

Serial Nbr

Kit?

Parent ICN

Parent Serial Nbr

Mfr Dt

Expiration Dt

In Service Dt

Managing Shelf Life Cd

Expiration SLC (Mos)

On Hand Qty

Alloc Qty

Issued Qty
Total Qty
Replenishment Start Dt
Replenishment End Dt
Unit Price
Owning DoDAAC
Reportable Commodity Type
Mgmt Cd
Prj Cd
GFM Contract Nbr
Mfr Lot Nbr
Mfr Contract Nbr
Location
Container
Logistics Program
Region
Site
Warehouse

Optional

Cond Cd
Delivery Order Nbr
Division Name
Extended Flg
Issued Price
GFM Contractor DoDAAC
GFM Contractor Name
GFM CAGE Cd
Non DoD Contract Nbr
GFM Contract Start Dt
GFM Contract End Dt
ERRC Designator
ARC
CAGE Cd
CIC
CIIC

Class Cd
CMC
Color
Dmil Cd
FSC
Gender
Hazmat Cd
Item Designator Nbr
Kit is Managed?
Height (In)
Length (In)
Last IUID Registry Verify
Meter Reading
NIIN
Nbr of Attempts
Precious Metal Cd
Qty per Unit Pack
Returnable?
Security Commodity Type
Shelf Life Expiration Dt
Service Life Expiration Date
Size
Source of Supply
Stock Item Cd
Stocking UI
Stocking UI Price
Storage Requirement Cd
Stores Account Cd
UI Conversion Factor
UII
UII Rqd?
UII Status Cd
UII Verify Status Cd
Unit Cube (Ft)
UI
Unit Weight (Lbs)

Width (In)
Member
Last Cal Dt
Last Insp Dt
Last Maint Dt
Last Test Dt
Next Cal Dt
Next Insp Dt
Next Maint Dt
Next Test Dt
Deferred Cal Dt
Deferred Cal Mo
Failed Flg
Program Id
Established By
Established Dt/Tm
Last Updated By
Last Transaction Dt/Tm

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

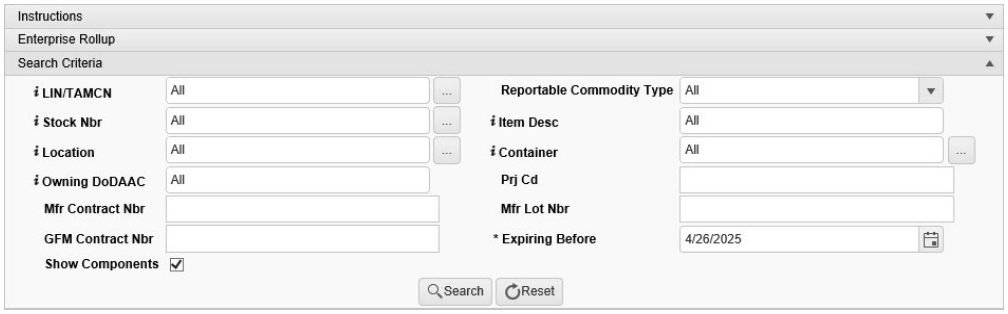
Click the following link to display Warehouse Navigation Tips.

Search for an Expiring Items 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. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:



- Use or to assist with the LIN/TAMCN entry. *This is a 10 alpha-numeric character field.*

  Line Item Number / Table of Authorized Material Control Number Browse help

- Use to select the Reportable Commodity Type.
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help

- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alpha-numeric character field.*
- Use or to assist with the Location entry. *This is a 20 alphanumeric character field.*

  Location Browse help

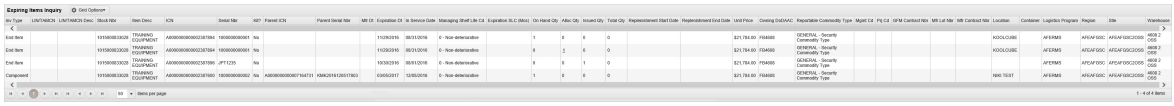
- Use or to assist with the Container entry. *This is a 20 alphanumeric character field.*

  Container Identification Browse help

- Enter the Owning DODAAC, using to assist with the entry. *This is a 6 alphanumeric character field.*
- Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*
- Enter the MFR CONTRACT NBR in the field provided. *This is a 19 alpha-numeric character field.*
- Enter the MFR LOT NBR in the field provided. *This is a 20 numeric character field.*
- Enter the GFM Contract Number in the field provided. *This is a 13 alpha-numeric character field.*
- Use to select Expiring Before, or enter the date (MM/DD/YYYY) in the field provided.

- Click ☐ to select the Show Components field. *Results display any Parent Stock Numbers and the Inventory Type ("Component" or "End Item") when selected.*

2. Select Search. *Results appear in the Expiring Items Inquiry grid.*



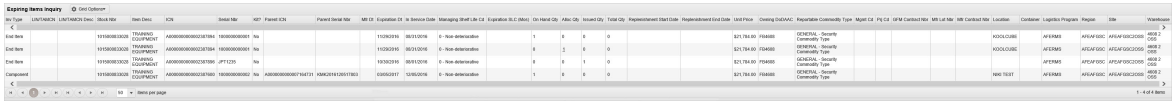
Isolate Expiring Items Inventory Inquiry Results

Isolating the Expiring Items Search Results can be found in the Enterprise Rollup feature. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:

- Use ▼ to select the Logistics Program.
- Use ▼ to select the Region.
- Use ▼ to select the Site.
- Use ▼ to select the Warehouse.

2. Select Apply. *Results appear in the Expiring Items Inquiry Grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s)	Invalid Entry. Results for the search criteria

match 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.
13 — Mandatory Entry: *Expiring Before*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- LIN/TAMCN Overview
- Stock Number Overview

Search for an ICN Inventory

Overview

The Warehouse module ICN Inventory Inquiry process provides the ability to inquire about specific assets by ICN.
With the Enterprise Rollup, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Inquiries > Inventory > ICN Inventory > ICN Inventory Inquiry page

Page Fields

The following fields display on the **ICN 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.
491	Select from the Enterprise Rollup Criteria to view the total inventory quantity for the selected enterprise level.
493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
xxxx	Select "Reset" button to clear data. The Enterprise Rollup and Search Criteria are independent of each other.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program

Region

Site

Warehouse

Search Criteria Grid

LIN/TAMCN

LIN/TAMCN Desc

LIN/TAMCN List

Stock Nbr

Item Desc

Stock Nbr List

Reportable Commodity Type

Mgmt Cd

Location

Container

ICN

Serial Nbr

UII

Member

Show Components

ICN Qty Grid

Inv Type

LIN/TAMCN

LIN/TAMCN Desc

Stock Nbr

Item Desc

Kit?

Kit is Managed?

Parent ICN

Parent Serial Nbr

ICN

Serial Nbr

Location

Container

Mgmt Cd

Reportable Commodity Type
Cond Cd
Owning DoDAAC
Prj Cd
On Hand Qty
Alloc Qty
Issued Qty
Issued Price
Total Qty
Total Price
Expiration Dt
In Service Dt
UII
UII Status Cd
UII Verify Status Cd
Nbr of Attempts
Last IUID Registry Verify
Extended Flg
Logistics Program
Region
Site
Warehouse
Date of Last Inventory
Secondary Serial Nbr

Optional

- Item Designator Nbr
- Inv Loc
- Inv Method
- Inv Input Type
- Inv Ref Nbr
- Delivery Order Nbr
- Division Name
- GFM Contract Nbr
- GFM Contractor DoDAAC
- GFM Contractor Name

GFM CAGE Cd
Non DoD Contract Nbr
GFM Contract End Dt
ERRC Designator
ARC
CAGE Cd
CIC
CIIC
Class Cd
CMC
Color
Dmil Cd
Shelf Life Expiration Dt
Expiration SLC (Mos)
FSC
Gender
Hazmat Cd
Height (In)
Length (In)
Managing Shelf Life Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
NIIN
Precious Metal Cd
Qty per Unit Pack
Returnable?
Security Commodity Type
Service Life Expiration Date
Size
Source of Supply
Stock Item Cd
Stocking UI
Stocking UI Price
Storage Requirement Cd
Stores Account Cd

UI Conversion Factor
UII Rqd?
Unit Cube (Ft)
UI
Unit Price
Unit Weight (Lbs)
Width (In)
Member
Last Cal Dt
Inspected By
Last Insp Dt
Last Maint Dt
Last Test Dt
Next Cal Dt
Next Insp Dt
Next Maint Dt
Next Test Dt
Deferred Cal Dt
Deferred Cal Mo
Failed Flg
Meter Reading
Utilization Measure Cd
Percent Utilization
Asset Id
Facility
Program Id
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By

Inspection Info

Inspection
Type
Interval Name
Active

Interval
Interval Unit
Next Inspection Date
Inspected By
Inspection Utilization
Utilization Interval

(*) Asterisk identifies mandatory fields.

Procedures

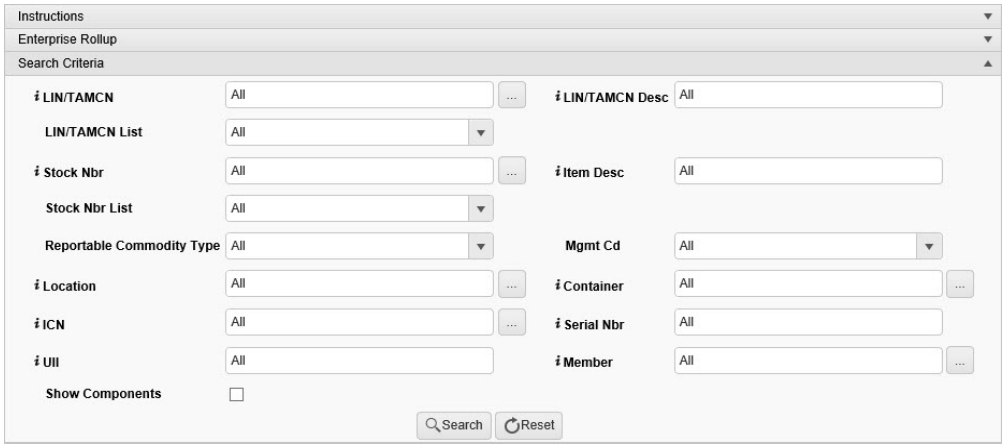
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an ICN Inventory

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:



- Use i or ... to assist with the LIN/TAMCN entry. *This is a 10 alpha-numeric character field.*

  Line Item Number / Table of Authorized Material Control Number Browse help

- Enter the LIN/TAMCN DESC, using i to assist with the entry. *This is a 64 alphanumeric character field.*

- Use to select the LIN/TAMCN List.
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help
- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alpha-numeric character field.*
- Use to select the Stock Nbr List.
- Use to select the Reportable Commodity Type.
- Use to select the Mgmt Cd.
- Use or to assist with the Location entry. *This is a 20 alphanumeric character field.*

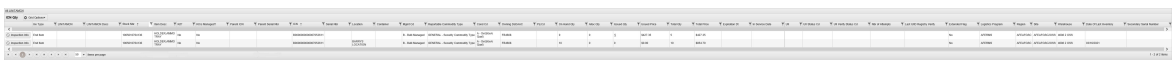
  Location Browse help
- Use or to assist with the Container entry. *This is a 20 alphanumeric character field.*

  Container Identification Browse help
- Use or to assist with the ICN entry. *This is a 20 alphanumeric character field.*

  Inventory Control Number Browse help
- Enter the SERIAL NBR, using to assist with the entry. *This is a 30 alpha-numeric character field.*
- Enter the UII, using to assist with the entry. *This is a 50 alphanumeric character field.*
- Use or to assist with the Member entry. *This is a 50 alphanumeric character field.*

  Member Profile Browse help
- Click to select the Show Components field. *Results display any Parent Stock Numbers and the Inventory Type ("Component" or "End Item") when selected.*

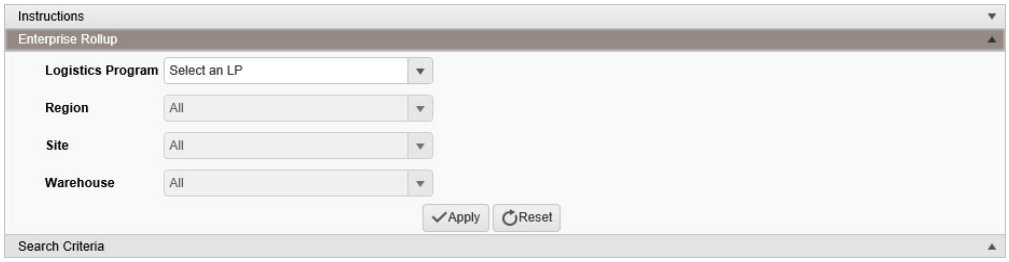
2. Select Search. *Results appear in the ICN QTY grid.*



Isolate ICN Results

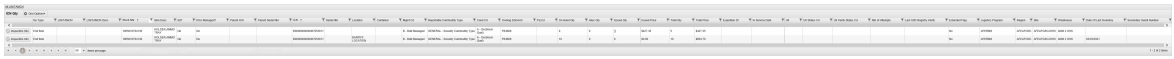
Isolating the ICN Search Results can be found in the Enterprise Rollup feature. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:



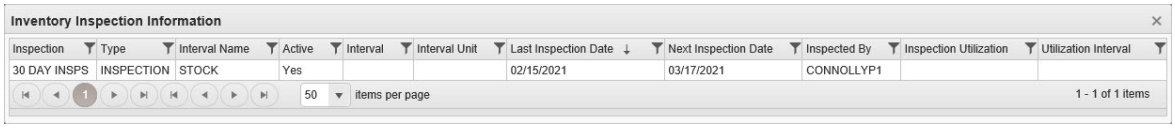
   - Use ▼ to select the Logistics Program.
   - Use ▼ to select the Region.
   - Use ▼ to select the Site.
   - Use ▼ to select the Warehouse.

2. Select Apply. *Results appear in the ICN QTY grid.*



View an Inventory Inspection Information

1. Select Inspection Info. *The **Inventory Inspection Information** pop-up window appears.*



   - *Verify the Inspection.*
   - *Verify the Type.*
   - *Verify the Interval Name.*
   - *Verify the Active.*
   - *Verify the Interval.*
   - *Verify the Interval Unit.*
   - *Verify the Last Inspection Date.*
   - *Verify the Next Inspection Date.*

- *Verify the Inspected By.*
- *Verify the Inspection Utilization.*
- *Verify the Utilization Interval.*

2. Select . *The* ***Inventory Inspection Information*** *pop-up window closes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- ICN Overview
- LIN/TAMCN Overview
- Stock Number Overview

Search for an Inventory Activity

Overview

The Warehouse module Inventory Activity Inquiry process provides the ability to inquire about Inventory Master Records within an individual Warehouse, using either Inventory Changes or Inventory Actions.

Note

Both Inventory Change and Inventory Actions require background jobs to complete before viewing. Expect latency in viewing the information.

With the Enterprise Rollup, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Inquiries > Inventory > Inventory Activity > Inventory Activity Inquiry page

Page Fields

The following fields display on the **Inventory Activity 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.
491	Select from the Enterprise Rollup Criteria to view the total inventory quantity for the selected enterprise level.
493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
xxxx	Select "Reset" button to clear data. The Enterprise Rollup and Search Criteria are independent of each other.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program
Region
Site
Warehouse

Inventory Changes Search Criteria Grid

From Dt *
To Dt *
User Id
Reason Cd
Source of Change
Changed Field
FSC
Reportable Commodity Type
LIN/TAMCN
Stock Nbr
Location
Container
ICN
Serial Nbr
Document Nbr
UII
Show Components

Inventory Actions Search Criteria Grid

From Dt *
To Dt *
User Id
ICN
Stock Nbr
Serial Nbr
Source of Change

UII

Inventory Changes Results Grid

Last Transaction Dt/Tm
Last Updated By
Source of Change
Changed Field
Changed From
Changed To
Changed Qty
Extended Price
Reason Cd
Reason Desc
LIN/TAMCN Desc
Stock Nbr
Item Desc
ICN
Serial Nbr
Facility
Location
Container
Qty
Warehouse DoDAAC
Recover Cd
Location Type Cd

Optional

Asset ID
Cond Cd
Document Nbr
ERRC Designator
Expiration Date
Extended Flg
Failed Flg
FSC
Stores Account Cd
Transaction Id

In Service Dt
Inv Type
LIN/TAMCN
CAGE Cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Managing Shelf Life Cd
Meter Reading
Owning DoDAAC
Prj Cd
Parent Stock Nbr
Parent ICN
Parent Serial Nbr
Program Id
Reportable Commodity Type
Secondary Serial Nbr
Service Life Expiration Dt
Shelf Life Expiration Dt
Shelf Life Type
Type Asset Cd
UII
Unit Price
Zone
Last Cal Dt
Next Cal Dt
Last Insp Dt
Next Insp Dt
Last Maint Dt
Next Maint Dt
Last Test Dt
Next Test Dt
Warehouse
Site
Region
Logistics Program

GFM Contract Nbr

Delivery Order Nbr

Inventory Actions Results Grid

Current Inventory Control Nbr Information

Inventory Control Number

Serial Nbr

Mfr Contract Nbr

Mfr Lot Nbr

Secondary Serial Nbr

Mfr Dt

UII

Inventory Actions Grid

Source of Change

Transaction Dt/Tm

Personnel

Transaction Desc

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

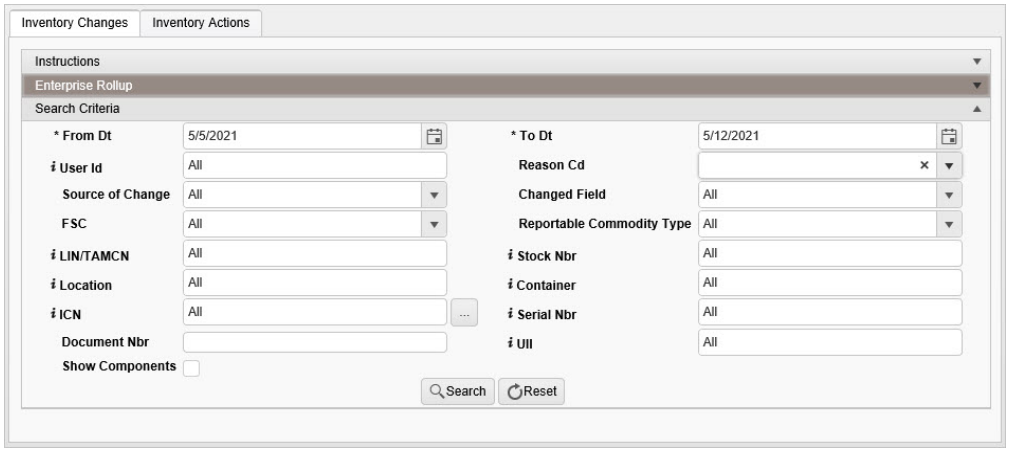
Search for an Inventory Activity Inventory

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

Inventory Changes

1. In the Search Criteria section, narrow the results by entering one or more of the following fields:



A. Use to select From DT, or enter the date (MM/DD/YYYY) in the field provided.

B. Use to select To DT, or enter the date (MM/DD/YYYY) in the field provided.

C. Enter the USER ID, using to assist with the entry. *This is an 8 alpha-numeric character field.*

D. Use to select the Reason Cd.

E. Use to select the Source of Change.

F. Use to select the Changed Field.

G. Use to select the FSC.

H. Use to select the Reportable Commodity Type.

I. Enter the LIN/TAMCN, using to assist with the entry. *This is a 10 alpha-numeric character field.*

J. Enter the STOCK NBR, using to assist with the entry. *This is a 15 alpha-numeric character field.*

K. Enter the Location, using to assist with the entry. *This is a 20 alpha-numeric character field.*

L. Enter the Container, using to assist with the entry. *This is a 20 alpha-numeric character field.*

M. Use or to assist with the ICN entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

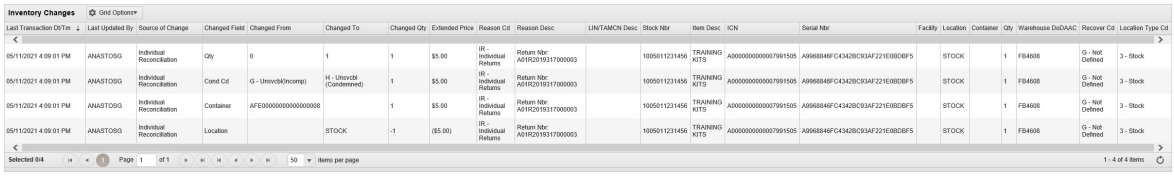
N. Enter the SERIAL NBR, using ℹ to assist with the entry. *This is a 30 alpha-numeric character field.*

O. Enter the DOCUMENT NBR in the field provided. *This is a 14 alphanumeric character field.*

P. Enter the UII, using ℹ to assist with the entry. *This is a 50 alphanumeric character field.*

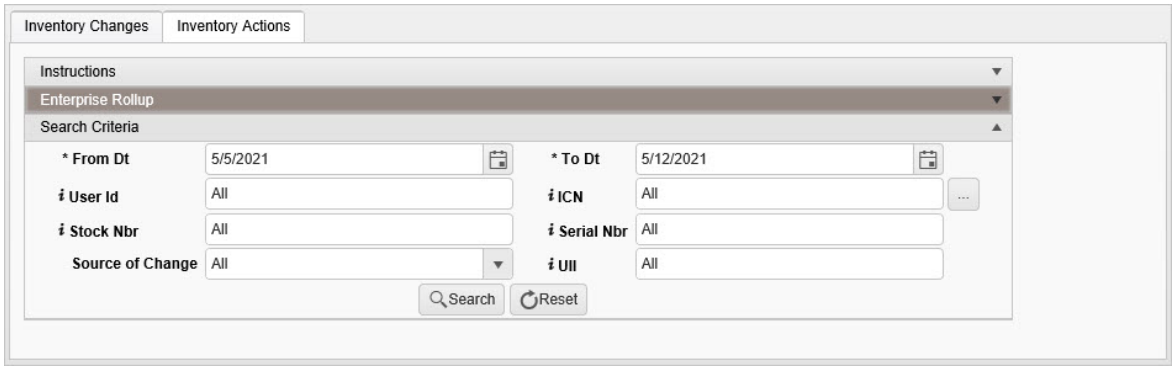
Q. Click ☐ to select the Show Components field. *Results display any Parent Stock Numbers and the Inventory Type ("Component" or "End Item") when selected.*

2. Select Search. *Results appear in the Inventory Changes results grid.*



Inventory Actions

1. In the Search Criteria section, narrow the results by entering one or more of the following fields:



A. Use 📅 to select From DT, or enter the date (MM/DD/YYYY) in the field provided.

B. Use 📅 to select To DT, or enter the date (MM/DD/YYYY) in the field provided.

C. Enter the USER ID, using ℹ to assist with the entry. *This is an 8 alpha-numeric character field.*

D. Use ℹ or ... to assist with the ICN entry. *This is a 20 alphanumeric character field.*

[Inventory Control Number Browse help]

E. Enter the STOCK NBR, using ℹ to assist with the entry. *This is a 15 alpha-numeric character field.*

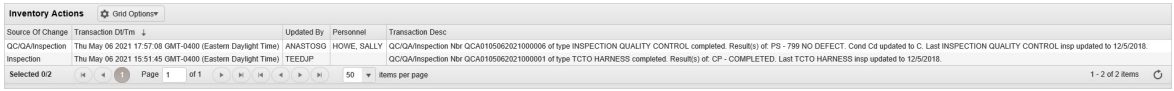
F. Enter the SERIAL NBR, using ℹ to assist with the entry. *This is a 30 alpha-numeric character field.*

G. Use ▾ to select the Source of Change.

H. Enter the UII, using ℹ to assist with the entry. *This is a 50 alphanumeric character field.*

2. Select Search. *Results appear in the Current Inventory Control Nbr Information panel and the Inventory Actions results grid.*

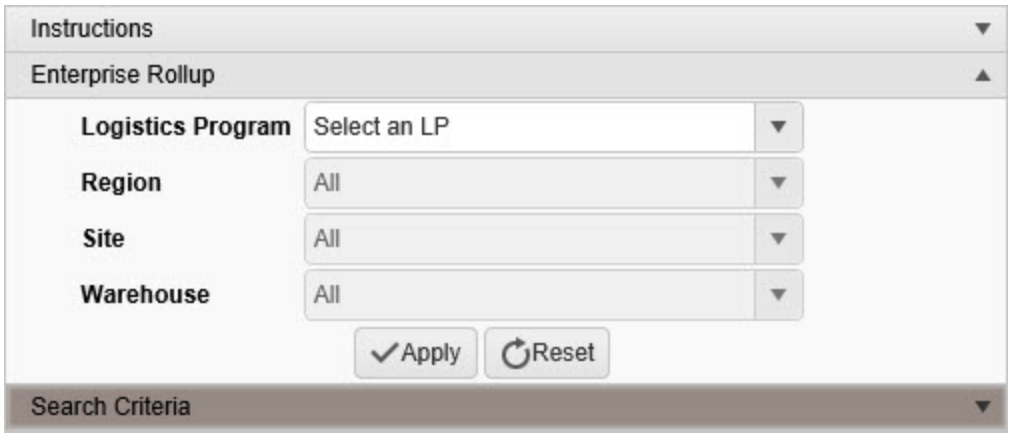
AND



Isolate Inventory Activity Inquiry Results

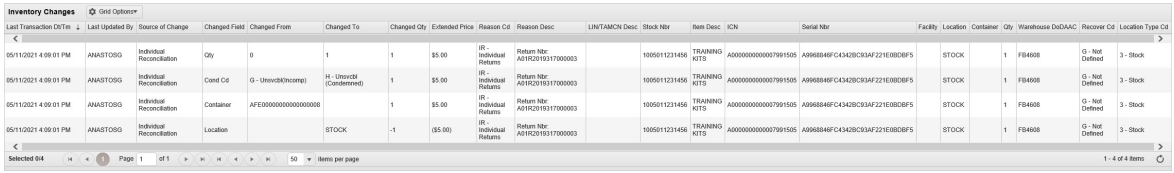
Isolating the Inventory Activity Search Results can be found in the Enterprise Rollup feature. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:



- Use to select the Logistics Program.
- Use to select the Region.
- Use to select the Site.
- Use to select the Warehouse.

2. Select Apply. *Results appear in either one of the Inventory Activity Inquiry Grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *From Dt*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *To Dt*.	

Related Topics

- LIN/TAMCN Overview
- Stock Number Overview
- ICN Inventory Update Overview

Search for a LIN/TAMCN Inventory

Overview

The Warehouse Management module LIN/TAMCN Inventory Inquiry process provides the ability to inquire about specific assets by LIN/TAMCN.
With the Enterprise Rollup feature, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.

Navigation

Inquiries > Inventory > LIN/TAMCN Inventory > LIN/TAMCN Inventory page

Page Fields

The following fields display on the **LIN / TAMCN 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.
491	Select from the Enterprise Rollup Criteria to view the total inventory quantity for the selected enterprise level.
492	Select "Group By" to display the rolled up quantity by the filtered enterprise level.
493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
xxxx	Select "Reset" button to clear data. The Enterprise Rollup and Search Criteria are independent of each other.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program

Group By

Region

Site

Warehouse

Search Criteria Grid

LIN/TAMCN

LIN/TAMCN Desc

LIN/TAMCN QTY Grid

LIN/TAMCN
LIN/TAMCN Desc
Cond Cd
Owning DoDAAC
Prj Cd
Qty
Logistics Program
Region
Site
Warehouse

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a LIN/TAMCN Inventory

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

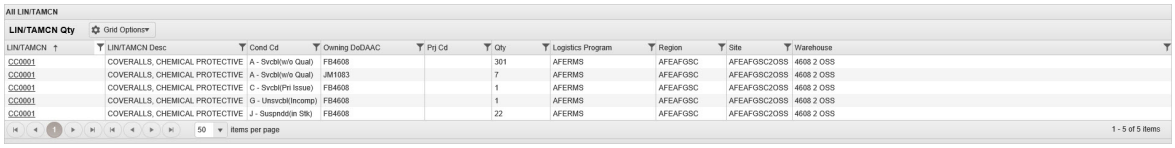
1. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:

- Use or to assist with the LIN/TAMCN entry. *This is a 10 alpha-numeric character field.*

  Line Item Number / Table of Authorized Material Control Number Browse help

- Enter the LIN/TAMCN DESC, using i to assist with the entry. *This is a 64 alphanumeric character field.*

2. Select Search. *Results appear in the LIN/TAMCN QTY grid.*

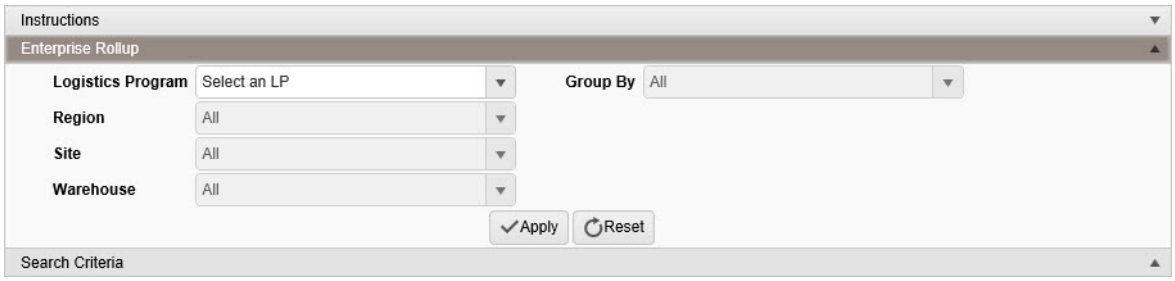


Isolate LIN/TAMCN Results

Isolating the LIN/TAMCN Search Results can be found in the Enterprise Rollup feature.

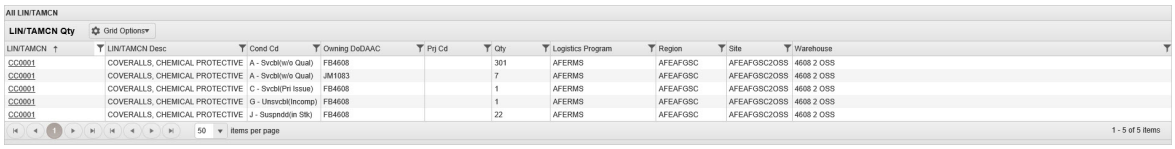
Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:



- Use ▼ to select the Logistics Program.
- Use ▼ to select the Group By.
- Use ▼ to select the Region.
- Use ▼ to select the Site.
- Use ▼ to select the Warehouse.

2. Select Apply. *Results appear in the LIN/TAMCN QTY grid.*



View Stock Numbers Associated With a LIN/TAMCN

Attention

This procedure is not available if Enterprise Rollup is used.

Select the desired LIN/TAMCN hyperlink. *The **Stock Nbr Inventory Inquiry** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- LIN/TAMCN Overview
- Stock Number Overview

Search for the Physical Inventory Reconciliation Results

Overview

The Warehouse module Additional Info Inquiry process provides the ability to inquire about completed Physical Inventory transactions.
With the Enterprise Rollup, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Inquiries > Inventory > Physical Inventory Reconciliation Results Inquiry> Physical Inventory Reconciliation Results Inquiry page

Page Fields

The following fields display on the **Physical Inventory Reconciliation Results 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.
491	Select from the Enterprise Rollup Criteria to view the total inventory quantity for the selected enterprise level.
493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
xxxx	Select "Reset" button to clear data. The Enterprise Rollup and Search Criteria are independent of each other.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program

Region

Site

Warehouse

Search Criteria Grid

Physical Inv Nbr

LIN/TAMCN

Stock Nbr

Item Desc

From Count Dt *

To Count Dt

Physical Inventory Reconciliation Results Grid

Logistics Program

Region

Site

Warehouse

LIN/TAMCN

Stock Nbr

Item Desc

CIIC

Physical Inv Nbr

Expected Qty

Counted Qty

Discrepant Qty

Discrepant Value

Counted Dt/Tm

Counted By

Reconciliation Dt/Tm

Action Taken

Reconcilier

Document Nbr

Optional

ICN

Serial Nbr

Cond Cd

Owning DoDAAC

Location
Container
Prj Cd
GFM Contract Nbr
Warehouse DoDAAC
Physical Inv Established Dt/Tm
UI
Unit Price
Physical Inv Status

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

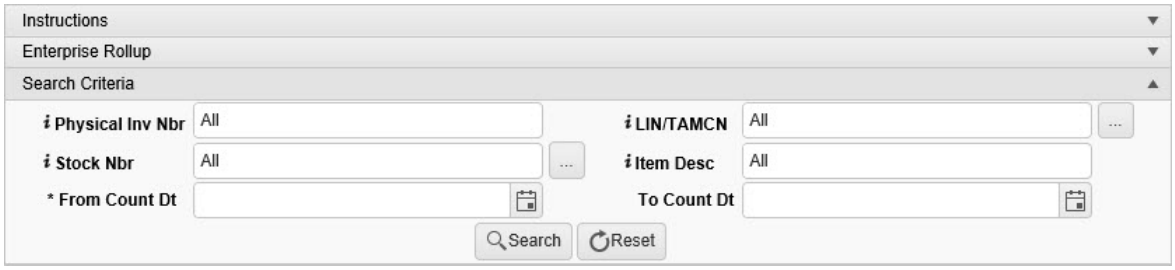
Click the following link to display Warehouse Navigation Tips.

Search for Physical Inventory Reconciliation Results

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the Search Criteria section, narrow the results by entering one or more of the following fields:



   A. Enter the Physical INV NBR, using i to assist with the entry. *This is a 32 alphanumeric character field.*

   B. Use i or ... to assist with the LIN/TAMCN entry. *This is a 10 alpha-numeric character field.*

Line Item Number / Table of Authorized Material Control Number Browse help

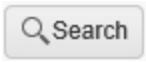
C. Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

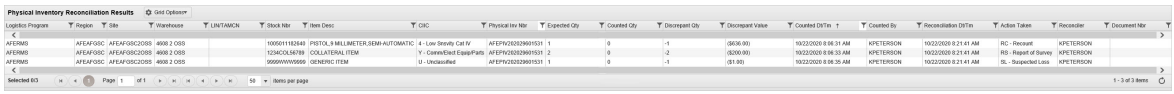
D. Enter the ITEM DESC, using to assist with the entry. *This is a 256 alpha-numeric character field.*

E. Use to select From Count DT, or enter the date (MM/DD/YYYY) in the field provided.

F. Use to select To Count DT, or enter the date (MM/DD/YYYY) in the field provided.

2. Select 

. *Results appear in the Physical Inventory Reconciliation Results grid.*



Isolate the Physical Inventory Reconciliation Results

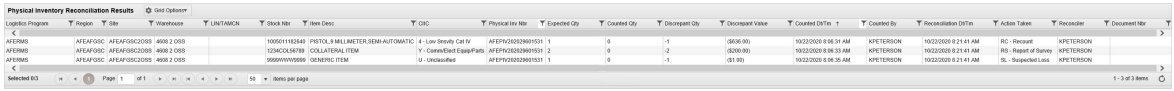
Isolating the Physical Inventory Reconciliation Search Results can be found in the Enterprise Rollup feature. Selecting

at any point of this procedure returns all fields to the default "All" setting.

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:

- Use to select the Logistics Program.
- Use to select the Region.
- Use to select the Site.
- Use to select the Warehouse.

2. Select Apply. *Results appear in the Physical Inventory Reconciliation Results Grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Physical Inventory Overview
- LIN/TAMCN Overview
- Stock Number Overview

Search for a STOCK NBR Inventory

Overview

The Warehouse module STOCK NBR Inventory Inquiry process provides the ability to inquire about specific assets by STOCK NBR.
With the Enterprise Rollup, searches can be focused within a particular Logistics Programs, Regions, Sites, or Warehouse.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Inquiries > Inventory > 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
12	Select "Search" button to view Search Results page.
491	Select from the Enterprise Rollup Criteria to view the total inventory quantity for the selected enterprise level.
492	Select "Group By" to display the rolled up quantity by the filtered enterprise level.
493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
xxxx	Select "Reset" button to clear data. The Enterprise Rollup and Search Criteria are independent of each other.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program

Group By
Region
Site
Warehouse

Search Criteria Grid

LIN/TAMCN
LIN/TAMCN Desc
LIN/TAMCN List
Stock Nbr
Item Desc
Stock Nbr List
Reportable Commodity Type
Mgmt Cd
Show Components
Show Due Ins

STOCK NBR QTY Grid

Inv Type
LIN/TAMCN
LIN/TAMCN Desc
Stock Nbr
Item Desc
Parent Stock Nbr
Mgmt Cd
Reportable Commodity Type
Cond Cd
Owning DoDAAC
Prj Cd
On Hand Qty
Alloc Qty
Issued Qty
Total Qty
Due In Qty
Logistics Program
Region

Site

Warehouse

Optional

- Item Designator Nbr
- ARC
- CIC
- Class Cd
- CMC
- Color
- Dmil Cd
- Expiration SLC (Mos)
- FSC
- Gender
- Hazmat Cd
- Height (In)
- Length (In)
- Managing Shelf Life Cd
- NIIN
- Precious Metal Cd
- Qty per Unit Pack
- Returnable?
- Security Commodity Type
- Size
- Source of Supply
- Stocking UI
- Stocking UI Price
- Stock Item Cd
- Storage Requirement Cd
- Stores Account Cd
- UI
- UI Conversion Factor
- Unit Cube (Ft)
- Unit Price
- Unit Weight (Lbs)
- Width (In)

(*) Asterisk identifies mandatory fields.

Procedures

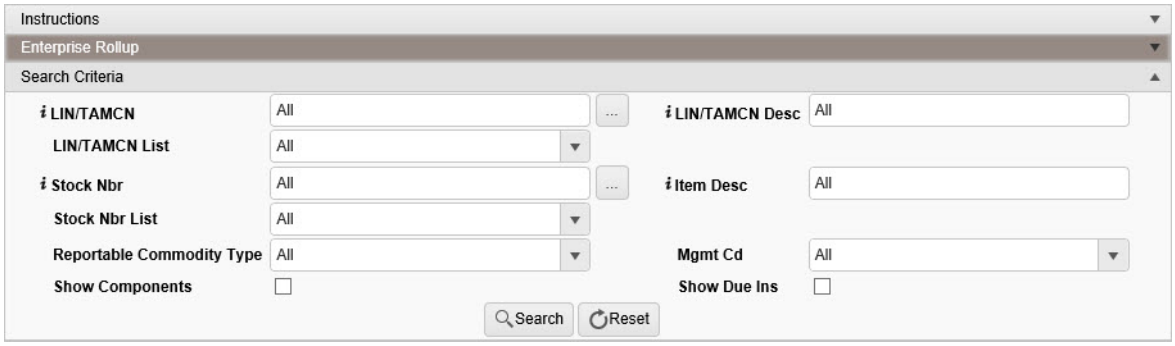
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a STOCK NBR Inventory

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:



- Use or to assist with the LIN/TAMCN entry. *This is a 10 alpha-numeric character field.*

  Line Item Number / Table of Authorized Material Control Number Browse help

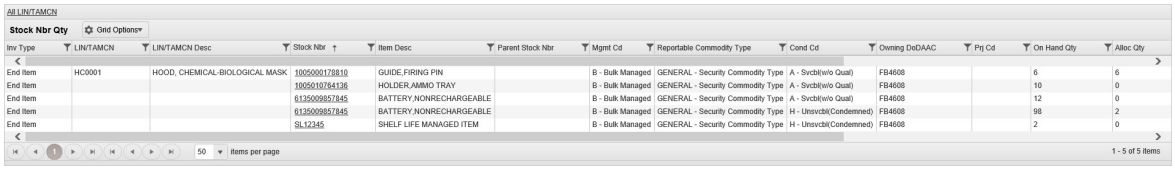
- Enter the LIN/TAMCN DESC, using to assist with the entry. *This is a 64 alphanumeric character field.*
- Use to select the LIN/TAMCN List.
- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help

- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alpha-numeric character field.*
- Use to select the Stock Nbr List.
- Use to select the Reportable Commodity Type.

- Use ▼ to select the Mgmt Cd.
- Click ☐ to select the Show Components field. *Results display any Parent Stock Numbers and the Inventory Type ("Component" or "End Item") when selected.*
- Click ☐ to select the Show Due Ins field. *Results display any stock numbers identified by a requisitioner as due in to complete a requisition when selected.*

2. Select Search. *Results appear in the STOCK NBR QTY grid.*

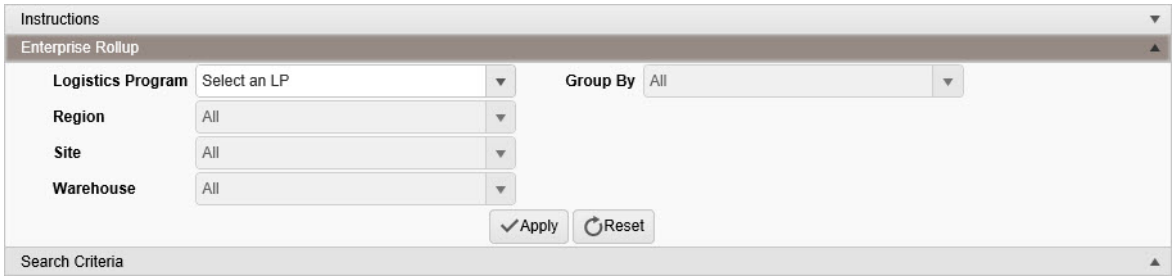


Isolate STOCK NBR Results

Isolating the STOCK NBR Search Results can be found in the Enterprise Rollup feature.

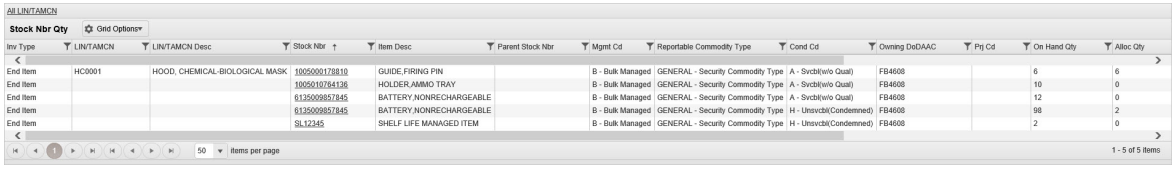
Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:



- Use ▼ to select the Logistics Program.
- Use ▼ to select the Group By.
- Use ▼ to select the Region.
- Use ▼ to select the Site.
- Use ▼ to select the Warehouse.

2. Select Apply. *Results appear in the STOCK NBR QTY grid.*



View ICNs Associated With a STOCK NBR

Attention

This procedure is not available if Enterprise Rollup is used.

Select the desired STOCK NBR hyperlink. *The **ICN Inventory Inquiry** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Stock Number Overview
- LIN/TAMCN Browse
- Stock Number Browse

Search for an Individual Issue / Return

Overview

The Warehouse module Individual Issue / Return Inquiry process provides the ability to inquire about current and historical individual issues and returns for data associated with recovery, storage, requisitioning, maintenance and management of issued commodities.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Inquiries > Issue / Return Activity

Page Fields

The following fields display on the **Issue / Return Activity** 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

Logistics Program

Group By

Region

Site

Warehouse

Search Criteria

Inquiry Type *

Issue / Return Type

From Dt *

To Dt

EDI PI

Member

UIC

Reportable Commodity Type

Stock Nbr

Item Desc

Issue / Return Nbr

Only Outstanding Items

Issue / Return Activity Search Results

Issue Type

Issued Dt

Issue Nbr

EDI PI

Member / Custodian

UIC

LIN/TAMCN

Stock Nbr

Item Desc

Item Designator Nbr

Size

Color

Serial Nbr

Qty Issued

Qty Outstanding

Unit Price

Condition Cd

ICN

Returnable?

Reportable Commodity Type

Logistics Program

Region

Site

Warehouse

Optional

Expiration of Active Service
CAGE Cd
Contract Nbr
Established By
Expiration Dt
Established Dt/Tm
Last Transaction Dt/Tm
Lst Updated By
Lot Nbr
Mfr Dt
Pay Grade
Program ID
UII
Secondary Id
Class Year
Duty Status

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

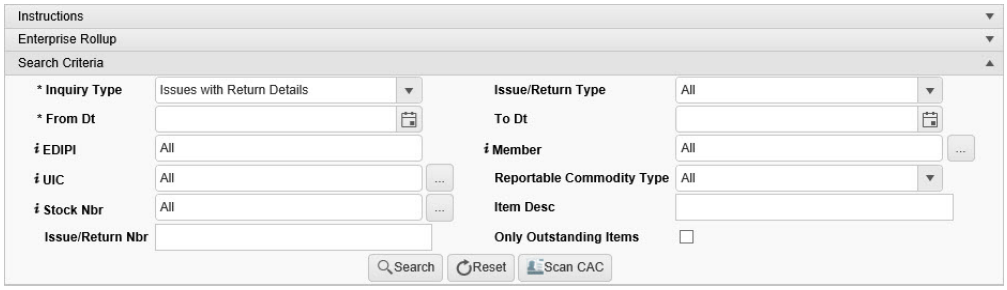
Click the following link to display Warehouse Navigation Tips.

Search for an Individual Issue / Return

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the Search Criteria section, narrow the results by entering one or more of the following fields:



A. Use to select the Inquiry Type.

B. Use to select the Issue / Return Type.

C. Use to select From DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Use to select To DT, or enter the date (MM/DD/YYYY) in the field provided.

E. Enter the EDI PI, using to assist with the entry. *This is a 10 alpha-numeric character field.*

F. Use or to assist with the Member entry. *This is a 50 alphanumeric character field.*

Member Profile Browse help

G. Use or to assist with the UIC entry. *This is a 6 alphanumeric character field.*

UIC Browse help

H. Use to select the Reportable Commodity Type.

I. Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

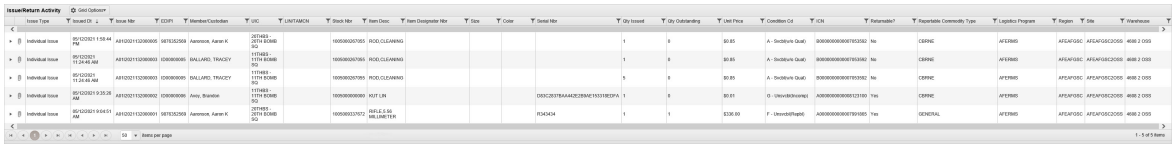
Stock Number Browse help

J. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

K. Enter the Issue / Return Nbr in the field provided. *This is a 14 alphanumeric character field.*

L. Click to select the Only Outstanding Items field. *Results display Individual Issues with an amount in the QTY Outstanding field.*

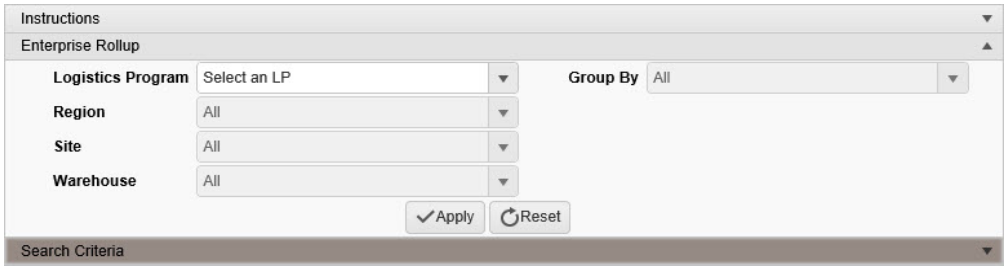
2. Select Search. *Results appear in the Search Results grid.*



Isolate Individual Issue / Return Results

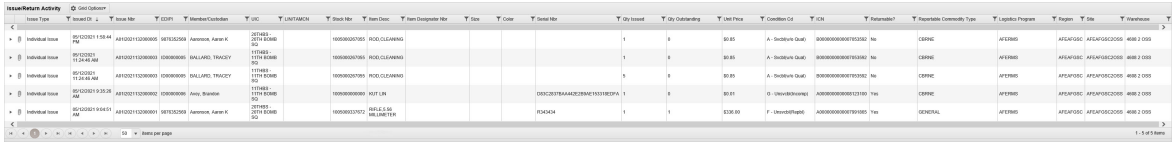
Isolating the Individual Issue / Return Search Results can be found in the Enterprise Rollup feature. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:



   - Use ▼ to select the Logistics Program.
   - Use ▼ to select the Group By.
   - Use ▼ to select the Region.
   - Use ▼ to select the Site.
   - Use ▼ to select the Warehouse.

2. Select Apply. *Results appear in the Issue / Return Activity 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	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and

appropriate security access.	try the Search again.

Related Topics

- Individual Issue
- Add an Attachment to an Individual Issue
- Individual Issue Member
- Member Profile Browse
- UIC Browse
- Stock Number Browse

Search for a Member Activity

Overview

The Warehouse module Member Activity Inquiry process provides the ability to inquire about ???.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Inquiries > Member Activity

Page Fields

The following fields display on the **Member Activity** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.

Search Criteria

CAC

Inquiry Type

UIC *

Member / Custodian *

Issue Nbr

Return Nbr

Dt From

Dt To

Member Activity Search Results

All
Last Transaction Dt/Tm
Primary Attachment
Inquiry Type
UIC
UIC Account
Member
Issue Nbr
Issue Dt
Issue Type
End Item Qty Issued
Return Nbr
Return Dt
End Item Qty Returned
Is Post Post
Is Reconciliation
Warehouse

Optional

Temp UIC
Secondary Id
Class Year
Duty Status
Established By
Established Dt/Tm
Last Updated By
Program ID
Remarks

Issue Details

SKO Type Cd
Inv Type
Stock Nbr
Parent Stock Nbr
ICN

Parent ICN
LIN/TAMCN
Stock Nbr
Item Desc
Mgmt Cd
Reportable Commodity Type
ICN
Serial Nbr
Mfr Contract Nbr
Qty Issued
Qty Returned
Qty Not Returned

Optional

Size
CAGE Cd
Mfr Dt
Mfr Lot Nbr
CAGE Cd
Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

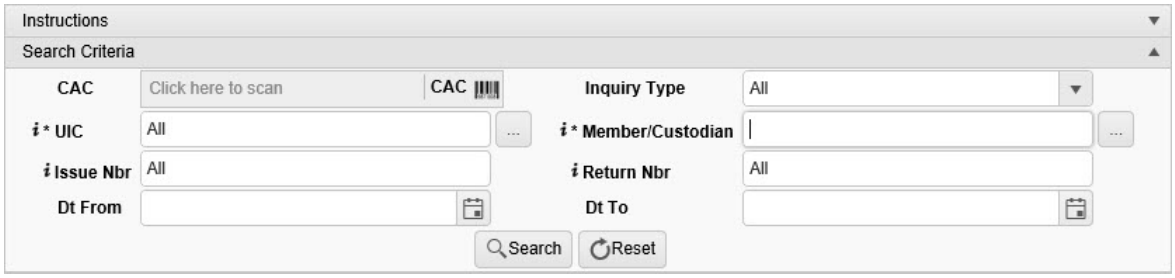
Click the following link to display Warehouse Navigation Tips.

Search for a Member Activity

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the Search Criteria section, narrow the results by entering one or more of the following fields:



   A. Scan the CAC's barcode with a USB Tethered Scanner. *The EDI PI appears in the CAC field.*

   B. Use ▾ to select the Inquiry Type.

   C. Use ℹ or ... to assist with the UIC entry. *This is a 6 alphanumeric character field.*

      UIC Browse help

   D. Use ℹ or ... to assist with the Member / Custodian entry. *This is a 50 alphanumeric character field.*

      Member Profile Browse help

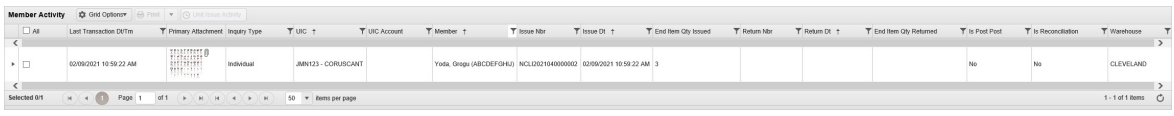
   E. Enter the Issue NBR, using ℹ to assist with the entry. *This is a 14 alphanumeric character field.*

   F. Enter the Return NBR, using ℹ to assist with the entry. *This is a 18 alphanumeric character field.*

   G. Use 📅 to select DT From, or enter the date (MM/DD/YYYY) in the field provided.

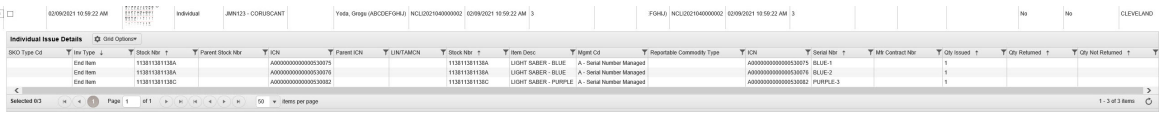
   H. Use 📅 to select DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select Search. *Results appear in the Search Results grid.*



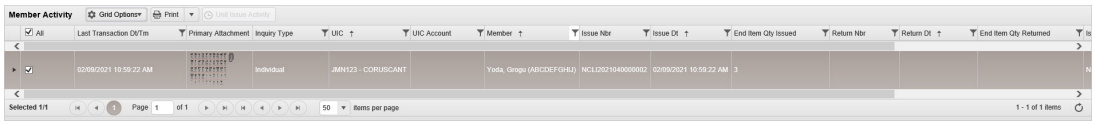
View the Issue Details

Select ▶. *The Issue Details grid appears.*

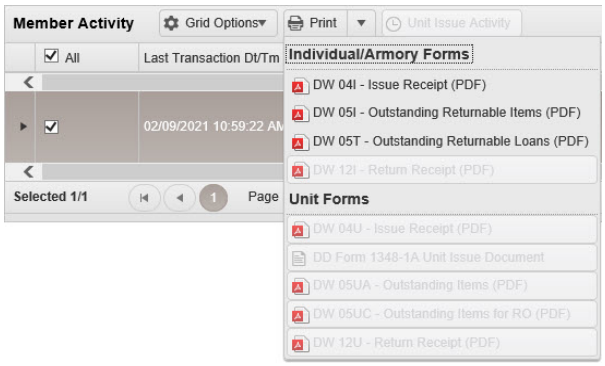


Print the Forms

1. Select ☐ next to the desired request. *A* ☑ *appears, and* Print *is active.*



2. Select Print. *A list of forms available to print appears.*



3. Select the form to print. *The form generates, and a pop-up window appears.*
4. Choose whether to:
   - Open opens the PDF document, and is immediately printable.
   - Save saves the PDF document, and is printable at a later time.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Member Profile
- Member Profile Browse
- UIC Browse
- Individual Issue
- Unit Issue
- Transfer Issue

Search for a Unit Issue Activity

Overview

The Unit Issue Activity Inquiry process provides the ability to view activities of Unit Issue records. The process explores and provides details of Request, Issue, Post-Post, Reconciliation, Transfers, and Return records for UICs within the Logistics Program. Records can be isolated by UIC or by Custodian.

Note

Some search fields provide **Intellisense** i, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic i preceding the field name.

Navigation

Inquiries > Unit Issue > Unit Issue Activity page

Page Fields

The following fields display on the **Unit Issue Activity** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provides the list of instructions.

Request, Return, Reconciliation, Post-Post, and ICNs Issued/Returned

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.

Transfer

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.
415	To expand a Header record's Detail records, Select the arrow on the left of the Header row.

UIC Info

UIC

Custodian

CAC

Request Tab

Search Criteria

Request Nbr

Document Nbr

Dt From

Dt To

Unit Issue Request Grid

All

Last Transaction Dt/Tm

Primary Attachment

Issued Dt/Tm

Requested Dt/Tm

UIC

UIC Custodian (RO)

Issue Status
Request Nbr
Pick Nbr
Document Nbr
Head Count
Est Return Dt
Include Outstanding Qty?
Allowable Cond Cds
Cost Center
Personnel
Staging Location
Unit Deploying?

Optional

- Established By
- Established Dt/Tm
- History Remarks
- Last Updated By
- Program Id
- Remarks

Request Details

- All
- Primary Attachment
- LIN/TAMCN
- Stock Nbr
- Item Desc
- Mgmt Cd
- Size
- Unit Price
- Requested Cond Cds
- Requested Qty
- MIL Qty
- Unit Outstanding Qty

Optional

- Established By

Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Return Tab

Search Criteria

Return Number
Warehouse
Dt From
Dt To

Unit Return Grid

All
Last Transaction Dt/Tm
Primary Attachment
UIC
UIC Custodian (RO)
Return Number
Return Status
Warehouse

Optional

Established By
Established Dt/Tm
History Remarks
Last Updated By
Program Id
Remarks

Return details

All
Primary Attachment
Issued Qty

Outstanding Qty
Returning Qty
Not Returning Qty
Not Ret. Reason Cd
Is Kit
Stock Nbr
Item Desc
Reportable Commodity Type
Size
Unit Price
ICN
Serial Nbr
CAGE cd
Mfr Contract Nbr
Mfr Dt
Mfr Lot Nbr
Cond Cd
Location
Container
Remarks

Optional

- Inv Type
- Parent Stock Nbr
- Primary Attachment
- Parent ICN
- Established By
- Established Dt/Tm
- History Remarks
- Last Transaction Dt/Tm
- Last Updated By
- Program Id
- Remarks

Reconciliation Tab

Search Criteria

- Reportable Commodity Type
- Last Reconciliation (From)
- Last Reconciliation (To)
- Reconciliation Due (From)
- Reconciliation Due (To)
- Dt From
- Dt To

Unit Reconciliation Grid

- All
- Last Transaction Dt/Tm
- Primary Attachment
- UIC
- Reportable Commodity Type Desc
- UIC Custodian (RO)
- Reconciliation Status
- Last Reconciliation Dt/Tm
- Reconciliation Due Dt
- Override Reason

Optional

- Established By
- Established Dt/Tm
- History Remarks
- Last Updated By
- Program Id
- Remarks

Post-Post Tab

Search Criteria

- Request Nbr
- Warehouse
- Dt From

Dt To

Unit Post-Post Grid

All
Last Transaction Dt/Tm
Primary Attachment
UIC
UIC Custodian (RO)
Request Nbr
Post-Post Status

Optional

Established By
Established Dt/Tm
History Remarks
Last Updated By
Program Id
Remarks

Post-Post Details

All
Qty
Primary Attachment
Stock Nbr
Item Desc
Mgmt Cd
Size
ICN
Serial Nbr
CAGE cd
Mfr Contract Nbr
Mfr Lot Nbr
Mfr Dt

Optional

Established By
Established Dt/Tm
History Remarks

Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Transfer Tab

Search Criteria

Transfer Number
To Individual
From UIC
To UIC
From Custodian
To Custodian
Reportable Commodity Type

Unit Transfer Grid

All
Transfer Number
Primary Attachment
From UIC
From Account
From Custodian
To UIC
To Account
To Custodian
Reportable Commodity Type
To Individual
Transfer Dt

Optional

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By

Program Id
Remarks

Transfer Details

ICN
Item Description
Outstanding Qty
Owning DoDAAC
Serial Number
Stock Nbr

ICNs Issued / Returned Tab

Search Criteria

Request Nbr
Return Number
Stock Nbr
Management Cd
ICN
Serial Number
Dt From
Dt To

ICNs Issued / Returned Grid

Last Transaction Dt/Tm
UIC
UIC Custodian (RO)
Stock Nbr
Item Desc
Mgmt Cd
ICN
Serial Nbr
Document Number
Issue Warehouse
Request Nbr
Issued Dt/Tm

Iss Qty
Return Warehouse
Return Nbr
Returned Dt/Tm
Ret Qty
Not Ret Qty

Optional

Inv Type
LIN/TAMCN
Is Kit?
Is Post-Post?
Ret as End Item?
New Parent ICN
Not Ret Reason
Established By
Established Dt/Tm
History Remarks
Last Updated By
Program Id
Remarks

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Unit Issue Activity

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the UIC Info section, choose which UIC or Custodian to search.

- Use or to assist with the UIC entry. *This is a 6 alphanumeric character field.*

  UIC Browse help

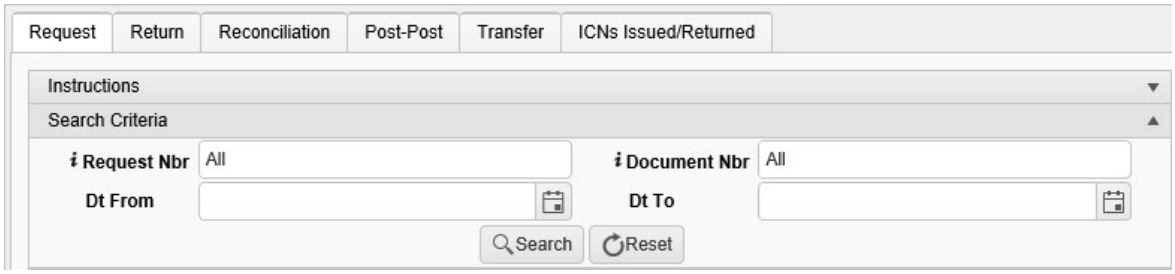
- Use or to assist with the Custodian entry. *This is a 50 alphanumeric character field.*

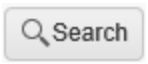
  Member Profile help

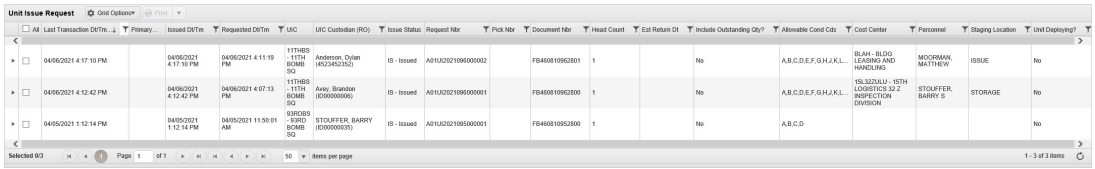
- Scan the CAC's barcode with a USB Tethered Scanner. *The EDI PI appears in the CAC field.*

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:

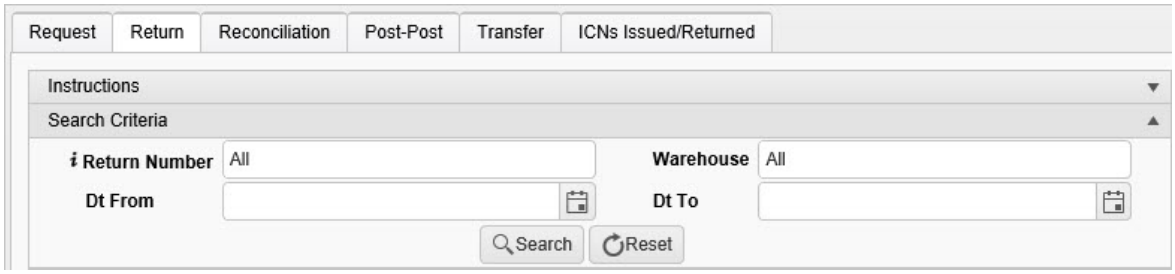
Request Tab



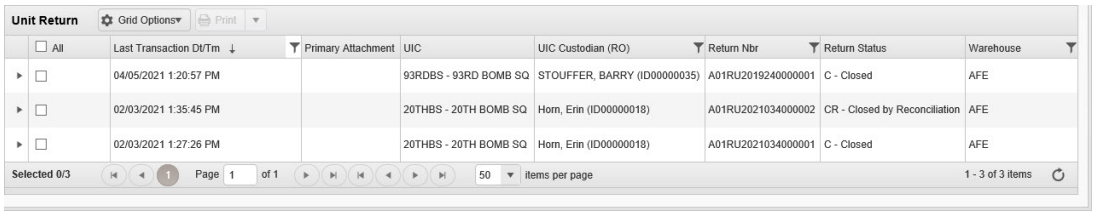
- Enter the Request NBR, using to assist with the entry. *This is a 18 alphanumeric character field.*
- Enter the Document NBR, using to assist with the entry. *This is a 14 alphanumeric character field.*
- Use to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.
- Select  . *Results appear in the Search Results grid.*



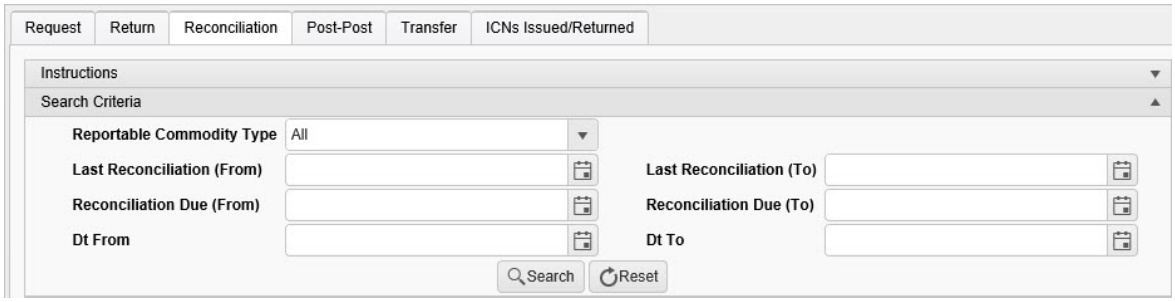
Return Tab



- Enter the Request NBR, using i to assist with the entry. *This is a 18 alpha-numeric character field.*
- Enter the Warehouse in the field provided. *This is a 50 alphanumeric character field.*
- Use the calendar to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use the calendar to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.
- Select Search. *Results appear in the Search Results grid.*

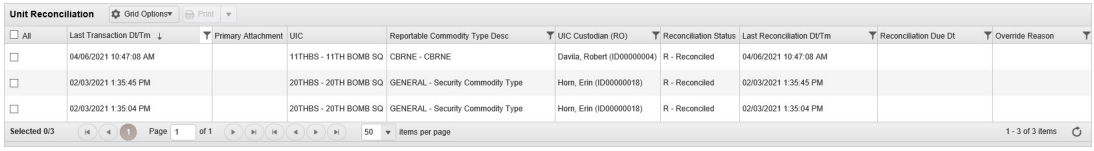


Reconciliation Tab

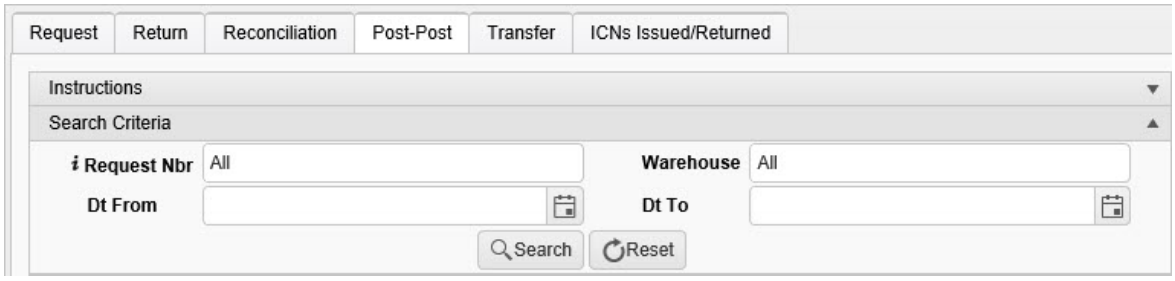


- Use the dropdown to select the Reportable Commodity Type.
- Use the calendar to select the Last Reconciliation Due (From), or enter the date (MM/DD/YYYY) in the field provided.
- Use the calendar to select the Last Reconciliation Due (To), or enter the date (MM/DD/YYYY) in the field provided.

- Use to select the Reconciliation Due (From), or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Reconciliation Due (To), or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.
- Select Search. *Results appear in the Search Results grid.*

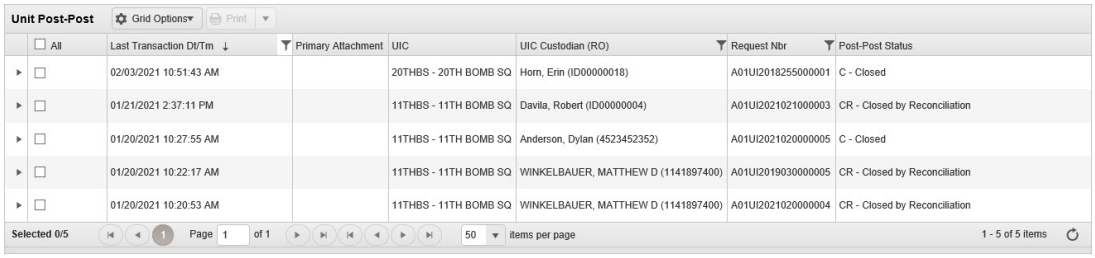


Post-Post Tab

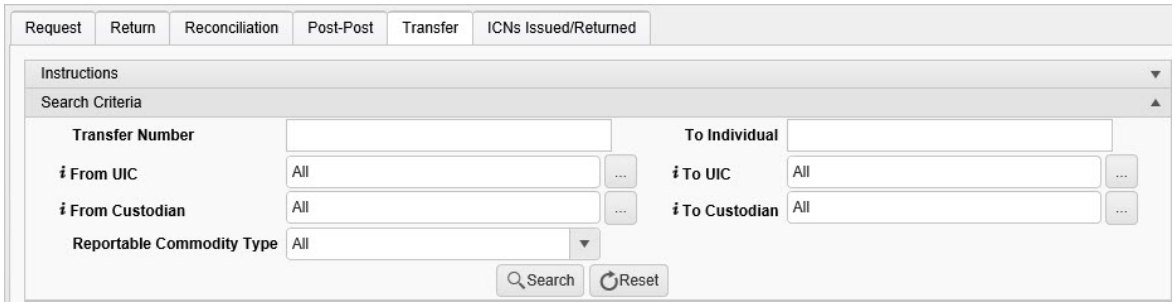


- Enter the Request NBR, using to assist with the entry. *This is a 18 alpha-numeric character field.*
- Enter the Warehouse in the field provided. *This is a 50 alphanumeric character field.*
- Use to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.

- Select Search. *Results appear in the Search Results grid.*



Transfer Tab



- Enter the Transfer Number in the field provided. *This is a 15 alphanumeric character field.*
- Enter the To Individual in the field provided. *This is a 50 alphanumeric character field.*
- Use i or ... to assist with the From UIC entry. *This is a 6 alphanumeric character field.*

  UIC Browse help
- Use i or ... to assist with the To UIC entry. *This is a 6 alphanumeric character field.*

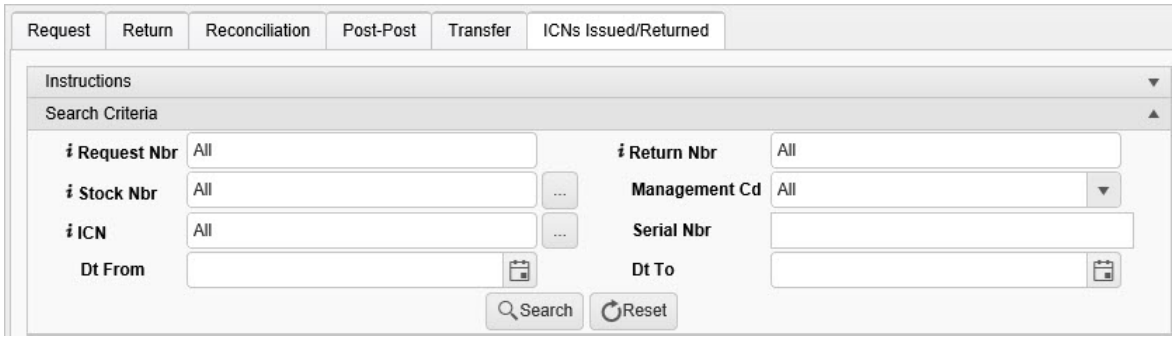
  UIC Browse help
- Use i or ... to assist with the From Custodian entry. *This is a 50 alphanumeric character field.*

  Member Profile help
- Use i or ... to assist with the To Custodian entry. *This is a 50 alphanumeric character field.*

  Member Profile help
- Use ▼ to select the Reportable Commodity Type.

- Select Search. *Results appear in the Search Results grid.*

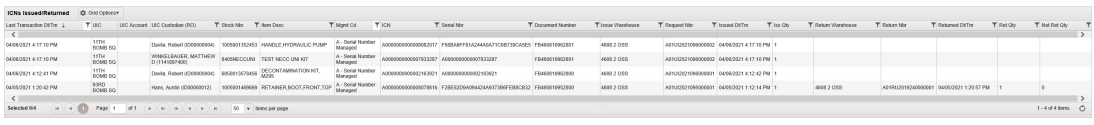
ICNs Issued / Returned Tab



- Enter the Request NBR, using i to assist with the entry. *This is a 18 alpha-numeric character field.*
- Enter the Return NBR, using i to assist with the entry. *This is a 18 alpha-numeric character field.*
- Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help
- Use ▼ to select the Management Cd.
- Use i or ... to assist with the ICN entry. *This is a 20 alphanumeric character field.*

  Inventory Control Number Browse help
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use 📅 to select the DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use 📅 to select the DT To, or enter the date (MM/DD/YYYY) in the field provided.
- Select Search. *Results appear in the Search Results grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Unit Issue Request Overview
- Unit Return Overview
- Unit Issue Reconciliation Overview

Search for a Unit Issue Trend Analysis

Overview

The Unit Issue Trend Analysis Inquiry process provides the ability to view the metrics on the Unit Issue process.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Inquiries > Unit Issue > Unit Issue Trend Analysis page

Page Fields

The following fields display on the **Unit Issue Trend Analysis** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
xxxx	Select "Calculate" button to view Calculate Results page.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.

Search Criteria

Logistics Program

Warehouse

Start Date

End Date

Unit Issue Trend Analysis Inquiry Grid

Logistics Program

Issue Count

Head Count

New

In Process
Picking
Partially Staged
Fully Staged
Total

Unit Issue Trend Analysis Inquiry (Warehouse)

Warehouse
Issue Count
Head Count
New
In Process
Picking
Partially Staged
Fully Staged
Total

Unit Issue Trend Analysis Inquiry (Detail)

Request Nbr
Head Count
Created Date
Issued Date
New
In Process
Picking
Partially Staged
Fully Staged
Total

Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

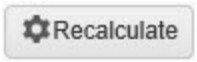
Search for a Unit Issue Trend Analysis

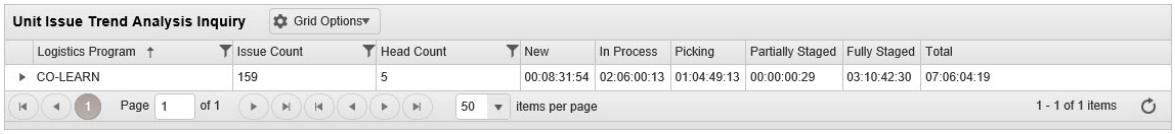
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure*

returns all fields to the default "All" setting.

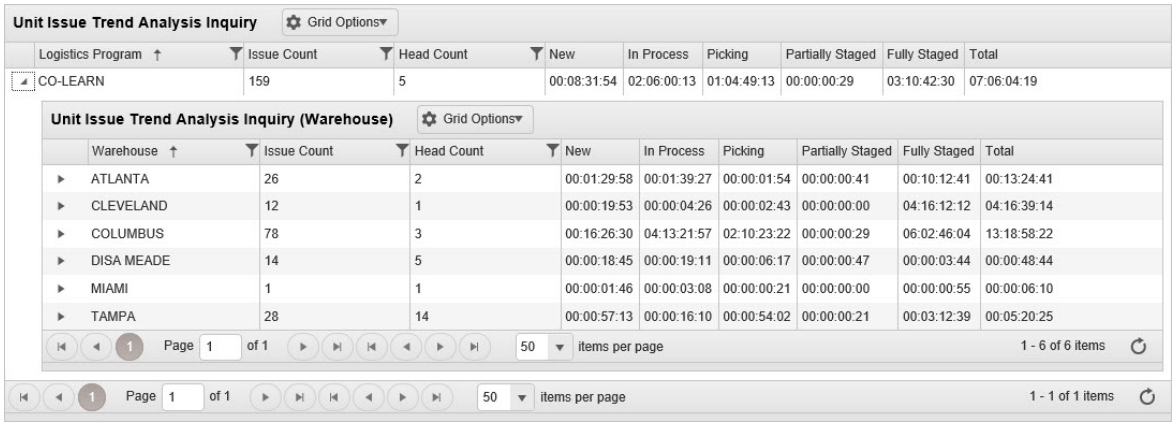
1. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:

   - Enter the Logistics Program , using to assist with the entry. *This is a 50 alphanumeric character field.*
   - Enter the Warehouse , using to assist with the entry. *This is a 50 alpha-numeric character field.*
   - Use to select Start Date, or enter the date (MM/DD/YYYY) in the field provided.
   - Use to select End Date, or enter the date (MM/DD/YYYY) in the field provided.

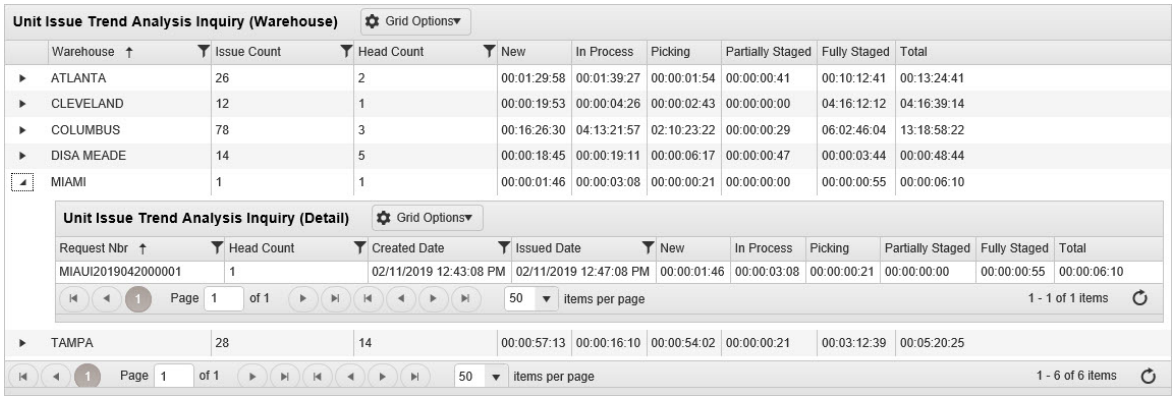
2. Select  . *Results appear in the Search Results grid.*



3. Select . *The Warehouse Results Grid appears.*



4. Select ▶. *The Detail Results Grid appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Unit Issue Activity Inquiry
- Unit Issue Request Overview
- Unit Return Overview
- Unit Issue Reconciliation Overview

Search for a Unit Issue Outstanding Item

Overview

The Unit Issue Outstanding Items Inquiry process provides the ability to view outstanding issued materiel for a given UIC, a specific asset, and identify the asset holder.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Inquiries > Unit Issue > Outstanding Items Inquiry page

Page Fields

The following fields display on the **Outstanding Items 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.
419	Some text entry fields provide Intellisense(i) which provides auto selection of existing entries.
132	To search for CAGE CD and remain in the DPAS session, open another instance of Internet Explorer using URL 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

UIC / Account Name

Owning DoDAAC

Reportable Commodity Type

Custodian

Stock Nbr

Item Desc

ICN

Serial Nbr

Include All Warehouses

Outstanding Items Inquiry Results Grid

All

UIC

Account Name

Reportable Commodity

Custodian

Stock Nbr

Item Desc

Kit?

Size

ICN

Serial Nbr

Issued Qty

Outstanding Qty

Cond Cd

Unit Price

Extended Price

Mfg Contract

Mfg Date

Mfg Lot

Owning DoDAAC

Secondary Serial Number

Estimated Return Date

Procedures

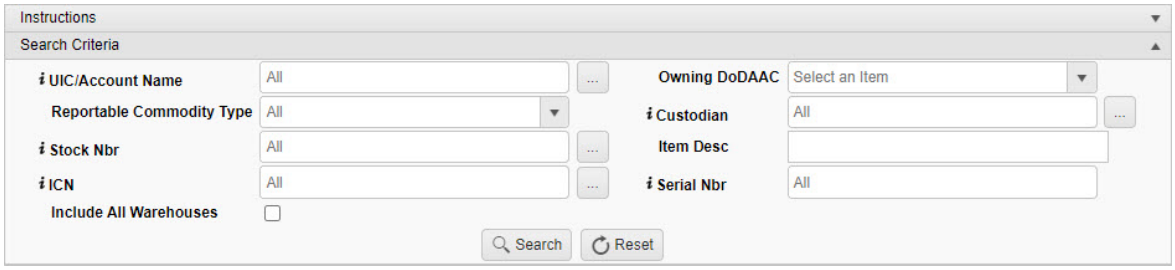
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for an Outstanding Item

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria section, narrow the results by entering one or more of the following optional fields:



- Use ℹ or … to assist with the UIC/Account Name entry. *This is a 6 alpha-numeric character field.*

  UIC Browse help

- Use ▾ to select the Owning DoDAAC.
- Use ▾ to select the Reportable Commodity Type.
- Use ℹ or … to assist with the Custodian entry. *This is a 50 alphanumeric character field.*

  Member Profile help

- Use ℹ or … to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

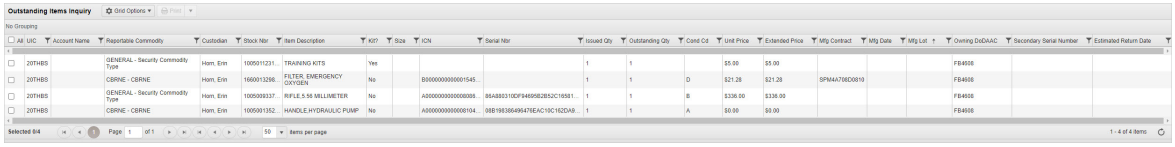
  Stock Number Browse help

- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Use ℹ or … to assist with the ICN entry. *This is a 20 alphanumeric character field.*

Inventory Control Number Browse help

- Enter the SERIAL NBR, using i to assist with the entry. *This is a 30 alpha-numeric character field.*
- Click ☐ to select the Include All Warehouses field. *Results display all warehouses in the UIC when selected.*

2. Select Search. *Results appear in the Search Results grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Unit Issue Activity Inquiry
- Unit Issue Request Overview
- Unit Return Overview
- Unit Issue Reconciliation Overview

Search for a Military Member Personnel

Overview

The Warehouse module Military Member Personnel Inquiry process provides the ability to inquire about details that might not be available in the Member Profile process.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Inquiries > Military Member Personnel

Page Fields

The following fields display on the **Military Member Personnel** 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.
419	Some text entry fields provide Intellisense(i) which provides auto selection of existing entries.

Search Criteria

EDI PI

Last Name

First Name

Military Member Personnel Search Results

EDI PI

Last Name

First Name

Middle Initial
Grade
Component Cd
Assigned UIC
Expiration of Active Service

Optional

Duty Status
Email Address
FAP Reporting Unit Code
Fut Monitored Cmd Cd
Fut Reporting Unit Cd
Gender
Interface System Cd
Last Transaction Dt/Tm
Phone Nbr
Present Unit Joined Dt
Record Status
Res Component Cd
Res Exp Current Contract
Res Record Status
Res Reporting Unit Cd
Res Unit Join Dt
Strength Category
Temporary Assigned UIC

Procedures

DPAS Navigation Helpful Tips

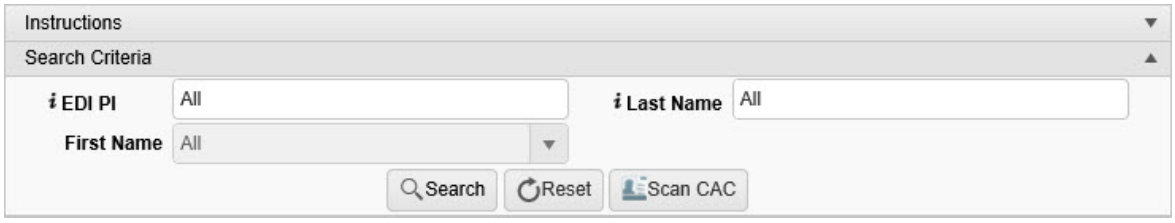
Click the following link to display Warehouse Navigation Tips.

Search for a Military Member Personnel

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.*

Enter the fields manually

1. In the Search Criteria section, narrow the results by entering one or more of the following fields:

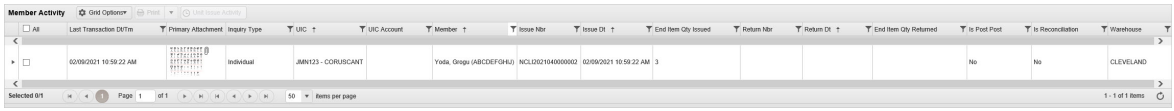


   A. Enter the EDI PI, using ℹ to assist with the entry.*This is a 10 alpha-numeric character field.*

   B. Enter the Last Name, using ℹ to assist with the entry. *This is a 50 alpha-numeric character field.*

   C. Use ▼ to select the First Name.

2. Select Search. *Results appear in the Search Results grid.*



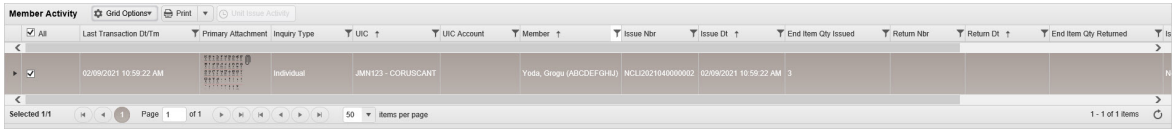
OR

Scan the Personnel's CAC

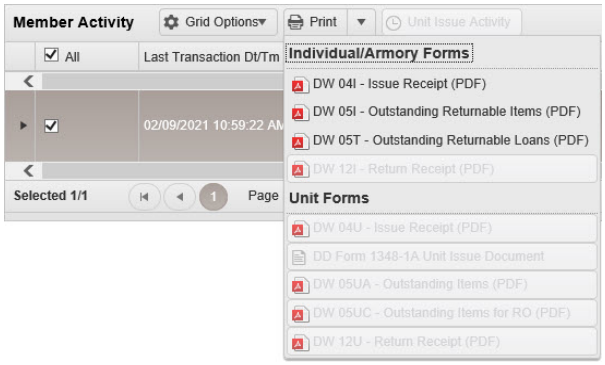
Select ▶. *The Issue Details grid appears.*

Print the Forms

1. Select ☐ next to the desired request. *A* ☑ *appears, and* Print *is active.*



2. Select Print. *A list of forms available to print appears.*



3. Select the form to print. *The form generates, and a pop-up window appears.*
4. Choose whether to:
   - Open opens the PDF document, and is immediately printable.
   - Save saves the PDF document, and is printable at a later time.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Member Profile
- Member Profile Browse
- UIC Browse
- Individual Issue
- Unit Issue
- Transfer Issue

Search for a Member Size

Overview

The Warehouse module Member Size Inquiry process provides the ability to inquire about ???.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Inquiries > Member Size

Page Fields

The following fields display on the **Member Size** 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.
491	Select from the Enterprise Rollup Criteria to view the total inventory quantity for the selected enterprise level.
492	Select "Group By" to display the rolled up quantity by the filtered enterprise level.
493	Select "Apply" button to view the summarized data of the Enterprise Rollup Criteria.
xxxx	Select "Reset" button to clear data. The Enterprise Rollup and Search Criteria are independent of each other.
412	Select "Grid Options" button for additional actions.

Enterprise Rollup

Logistics Program

Region

Site

Warehouse

Search Criteria

Member

UIC

EDI PI

CAC

Member Size Inquiry Search Results

Last Name

First Name

Middle Initial

EDI PI

UIC

Size Category

Size

Optional

Warehouse

Site

Region

Logistics Program

Last Updated By

Last Transaction Dt/Tm

Established By

Established Dt/Tm

Program ID

Procedures

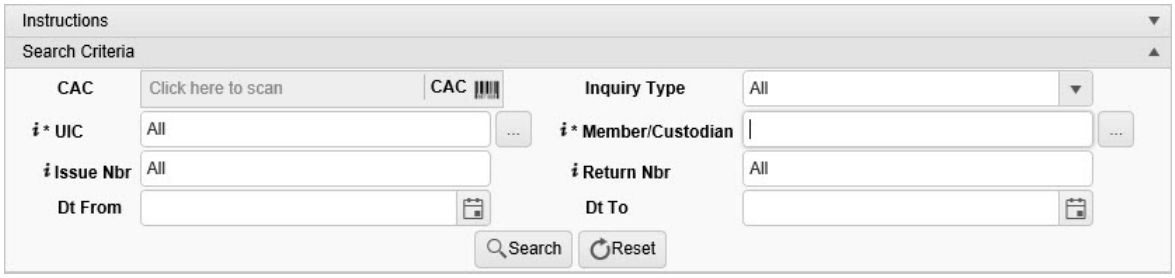
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Member Size

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria section, narrow the results by entering one or more of the following fields:



   A. Scan the CAC's barcode with a USB Tethered Scanner. *The EDI PI appears in the CAC field.*

   B. Use ▾ to select the Inquiry Type.

   C. Use ℹ or ... to assist with the UIC entry. *This is a 6 alphanumeric character field.*

      UIC Browse help

   D. Use ℹ or ... to assist with the Member / Custodian entry. *This is a 50 alphanumeric character field.*

      Member Profile Browse help

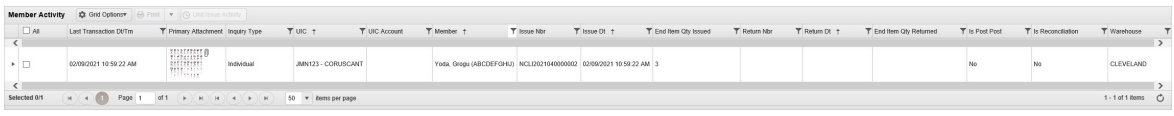
   E. Enter the Issue NBR, using ℹ to assist with the entry. *This is a 14 alphanumeric character field.*

   F. Enter the Return NBR, using ℹ to assist with the entry. *This is a 18 alphanumeric character field.*

   G. Use 📅 to select DT From, or enter the date (MM/DD/YYYY) in the field provided.

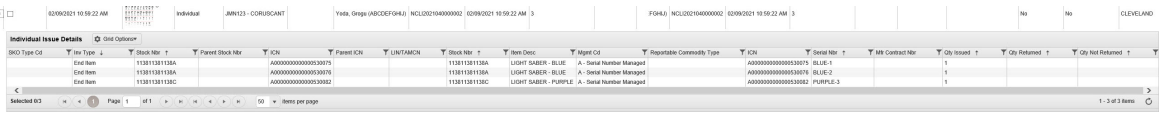
   H. Use 📅 to select DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select Search. *Results appear in the Search Results grid.*



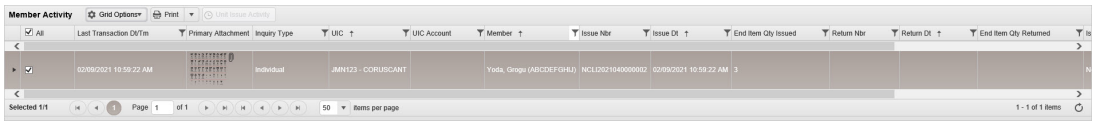
View the Issue Details

Select ▶. *The Issue Details grid appears.*

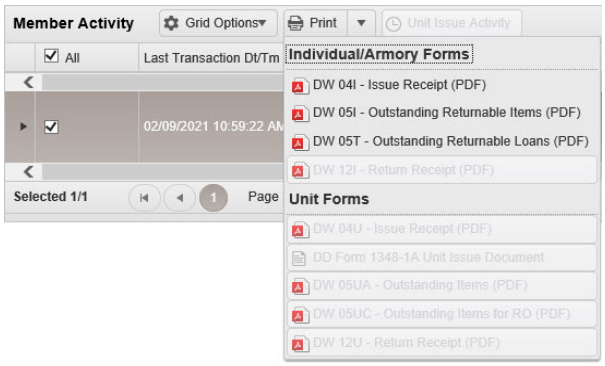


Print the Forms

1. Select ☐ next to the desired request. *A* ☑ *appears, and* Print *is active.*



2. Select Print. *A list of forms available to print appears.*



3. Select the form to print. *The form generates, and a pop-up window appears.*
4. Choose whether to:
   - Open opens the PDF document, and is immediately printable.
   - Save saves the PDF document, and is printable at a later time.

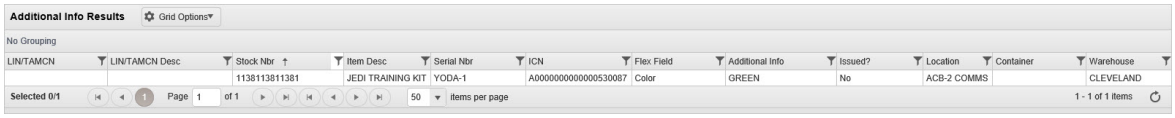
Isolate Additional Info Inquiry Results

Isolating the Additional Info Search Results can be found in the Enterprise Rollup feature. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Enterprise Rollup section, narrow the results by entering one or more of the following optional fields:

- Use ▼ to select the Logistics Program.
- Use ▼ to select the Region.
- Use ▼ to select the Site.
- Use ▼ to select the Warehouse.

2. Select Apply. *Results appear in the Additional Info Results Grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Member Profile
- Member Profile Browse
- UIC Browse
- Individual Issue
- Unit Issue
- Transfer Issue

DPAS Warehouse Inquiries

Overview

The Inquiry process provides you with the ability to inquire against specific topics within the DPAS Warehouse application. You can create customized inquiries based on your search criteria for a warehouse topic.

Navigation

Inquiries > Inquiry Selections Available > Inquiry Page

Page Fields

The following fields display on the Inquiries page. For more information on each field, select the appropriate hyperlink.

Page fields vary based upon type of Inquiry selected.

(*) Asterisk identifies mandatory fields.

I

Procedure

To Create an Inquiry:

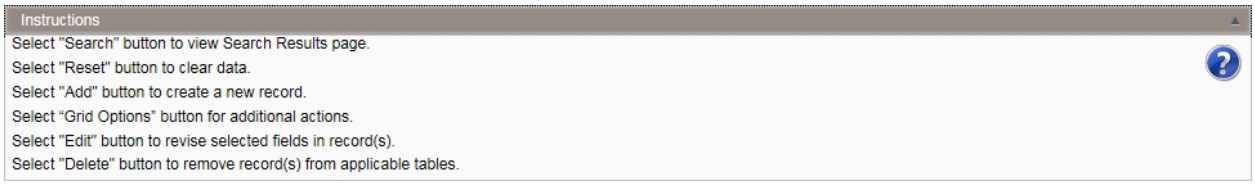
1. On the Inquiry page the following information provides detailed instruction to utilize the options to create an Inquiry. The following are basic functions you can use to navigate the page:

    - **Instruction Text**
    - **Intellisense**
    - **Grid Options**
    - **Filter Options**
    - **Number of Pages**

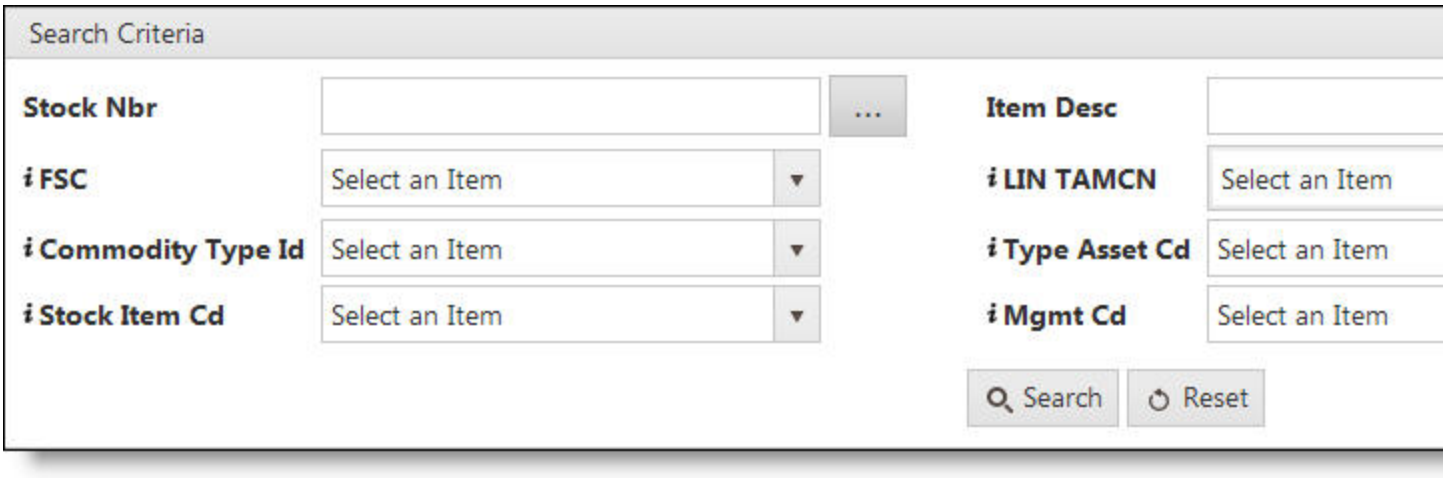
2. **INSTRUCTION TEXT**: Each process has an Instructions area which can be expanded and collapsed by selecting the Instructions title bar. These instructions can help with using the various options on the page. It is recommended you always expand your **Instruction Drop Down** text to display helpful information. The default display is collapsed.

Helpful Tip

The Instructions provide a link for the DPAS Warehouse on-line help by clicking the .



3. **INTELLISENSE**: Some text entry fields provide intellisense(i) which provides auto selection of previous selections. These fields are marked with a lower case i, and will display a selectable list based on your input. When the cursor is placed in these fields, the field border will display darker than the other fields. Begin typing in a field – a list of complete values that match the characters you have typed displays. Continue typing to further refine you search. Select a value from the list when you can identify the value you are looking for.



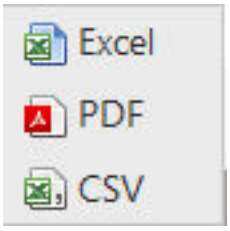
4. **GRID OPTIONS**: The Grid Options provides you with several options to manage your results and how you can display your results.

Clear Filters - clears all filter selections and returns to default grid

Columns - allows user to display/hide columns - **IMPORTANT!** to ensure all columns are displayd if not sure

'

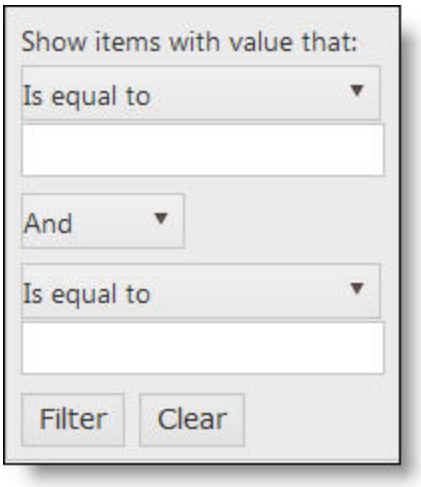
Export - export data into three different formats



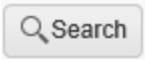
- **Excel** Data is formatted in an Excel spreadsheet where data can be arranged, sorted and analyzed
- **PDF** – Data is displayed in an Adobe Portable Document Format which cannot be changed
- **CSV** – Data is displayed in a comma separated value file. Used for large amounts of data and can be used in Excel or a database application

My Queries - Inquiries saved by you for future use

5. **FILTER ICON**: To help you search you can select the Filter icon (). Make a selection from the drop down list for "Show items with value that" equal the type of filter you want to use for your search. The page display changes the criteria to your selection. Enter your filter criteria and select the Filter button.

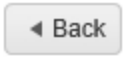


6. **Number of Pages:** To change the number of rows to display on the page, select the Items per page drop-down at the bottom of the page. The default display is 10. The bottom right of the page displays the total number of records. The arrows or numbered buttons are used to move from page to page on the Search Results grid.

7. Select 

to view your search results or

to clear data on the page.

8. To return to the previous page, select 

.

Attention

Additional information about Additional information about DPAS can be found at the DPAS Support Site.

Common Errors

The table below provides a list 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

No related topics have been identified for this topic.

View Reports

Overview

The Warehouse Management module Report Manager View Reports process provides the ability to view current and previous versions of reports that were submitted by the individual user and authorized shared reports.

Navigation

Report Manager > View Reports > Report Manager page

Page Fields

The following fields display on the **View Reports Search Criteria** 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.
47	Select "Rpt Name" hyperlink to view current (and previous) versions of a specific report.

Search Criteria Grid

Report Name
Report Category
Report Type
Report Status
Private / Shared
Report / Form

Scheduled Reports Grid

Download
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

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Report

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:
   - Use to select the Report Name.
   - Use to select the Report Category.
   - Use to select the Report Type.
   - Use to select the Report Status.
   - Use to select the Private / Shared.
   - Use to select the Report / Form.
2. Select Search to display the search results.

View an Existing Report

1. Select the RPT ID hyperlink.
2. Follow the prompts provided by the computer. *The report opens outside of DPAS.*

View Scheduled Reports

Select Schedule Reports. *The **Schedule Reports** tab appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Schedule Reports
- Real Time Reports
- Schedule ICP Reports
- View ICP Reports

Schedule Reports

Overview

The Warehouse Management module Report Manager Schedule Reports process provides the ability to arrange for a pre-determined report to run at a specific date and time.

Navigation

Report Manager > Schedule Reports > Report Manager page

Page Fields

The following fields display on the **Scheduled Reports Search Criteria** 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.
47	Select "Rpt Name" hyperlink to view current (and previous) versions of a specific report.

Search Criteria Grid

Report Category

Report Type

Report / Form

Report Definitions Grid

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

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search for a Report/Form to Schedule

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:
   - Use ▾ to select the Report Category.
   - Use ▾ to select the Report Type.
   - Use ▾ to select the Report / Form.
2. Select Search to display the search results.

View an Existing Report

Select View Reports. *The **View Reports** tab appears.*

Select Report Definitions

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the RPT ID hyperlink. *Two additional panels appear beneath the Report Definitions panel.*
2. Enter the fields in the Report Parameters panel. *The fields depend upon the report chosen.*
3. 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. *This is a 1024 alphanumeric character field.*
4. Select ✓Submit. *The* ***Reporting Schedule Results*** *pop-up window appears.*
5. Select ✓OK. *The* ***Reporting Schedule Results*** *pop-up window closes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- View Reports
- Real Time Reports
- Schedule ICP Reports
- View ICP Reports

Real-Time Reports

Overview

The Warehouse Management module Report Manager Real-Time Report process provides the ability to run a specified list of reports on demand.

Navigation

Report Manager > Real-Time Reports > Real-Time Reports page

Page Fields

The following fields display on the **Real-Time 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.
412	Select "Grid Options" button for additional actions.

Search Criteria

Report Name

Real-Time Report Results Grid

Report Name

Desc

Report Results Grid

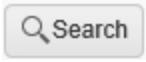
Procedures

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Search For a Real-Time Report

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:
   - Enter the Report Name in the field provided. *This is a 25 alphanumeric character field.*
2. Select 

to display the search results.

Execute a Real-Time Report

Select

. *The Search Results panel collapses, and the Report Results panel opens.*

Export a Real-Time Report

Select **Grid Options**. *The Grid Options menu opens. Follow the instructions from this help topic.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- View Reports
- Schedule Reports
- Schedule ICP Reports
- View ICP Reports

Browse for a Real Property Asset

Overview

The Real Property Asset Browse pop-up window allows searching for RPUIDs by Facility NBR or LAND ACQ TRACT IDS.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > > Asset Browse pop-up window

Page Fields

The following fields display on the **Asset Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Asset Search Criteria

RPSUID

Fac Nbr

Asset Code

Facility Name

Land Acq Tract Id

Asset Browse Results Grid

Select

RPUID

Fac Nbr

Facility Name

Land Acq Tract Id

Procedure

DPAS Navigation Helpful Tips

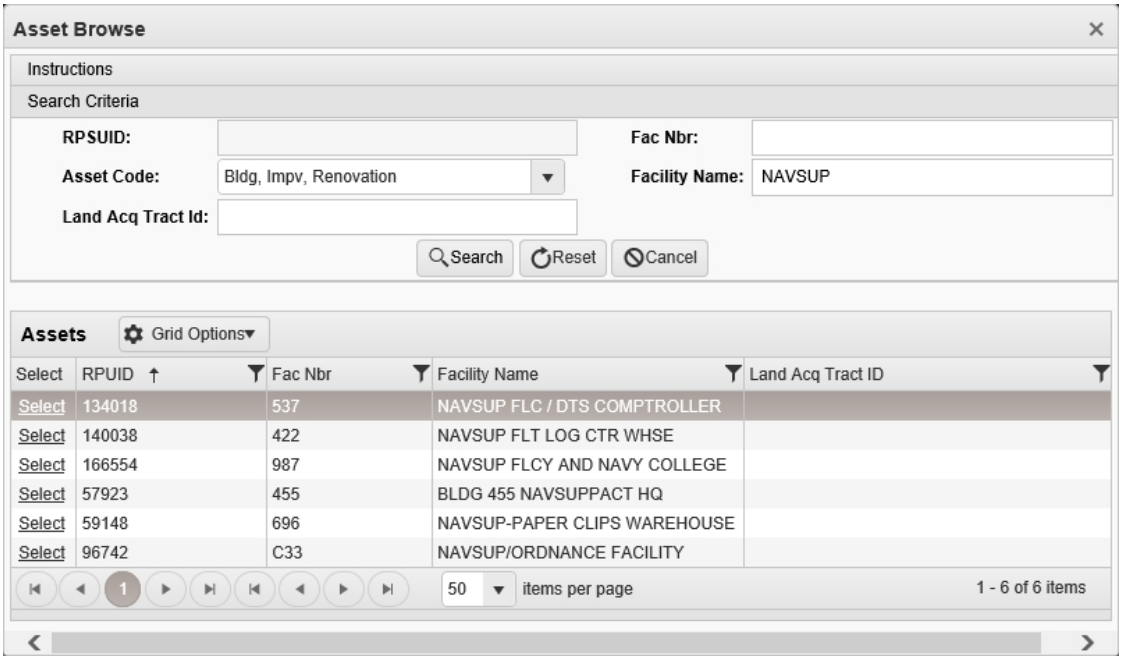
Click the following link to display Warehouse Navigation Tips.

Browse for an Asset

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

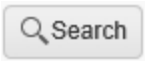
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***Asset Browse*** *pop-up window appears.*



2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - *The RPSUID automatically populates and is not editable.*
   - Enter the FAC NBR in the field provided. *This is a 20 alphanumeric character field.*
   - Use ▾ to select the Asset Code.
   - Enter the Facility Name in the field provided. *This is a 30 numeric character field.*

- Enter the LAND ACQ TRACT ID in the field provided. *This is a 25 alpha-numeric character field.*

3. Select 

. *Results display in the Assets Grid below.*
4. Choose the Select hyperlink next to the desired RPUID. *The pop-up window closes and the selected Facility NBR / LAND ACQ TRACT ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Facility

Browse for a CONTAINER ID

Overview

The CONTAINER ID Browse pop-up window allows searching for Containers in the specified Warehouse.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > > CONTAINER ID Browse pop-up window

Page Fields

The following fields display on the **CONTAINER ID Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record
21	Select "Add" button to create a new record.
434	Select "Print Labels" button to print Container Label(s).

CONTAINER ID Search Criteria

Container Id

Container Type

Location

Zone

Stock Nbr

Cond Cd

Owning DoDAAC

Capacity Avail (Qty)

Container Id Browse Results Grid

Labels
Select
Contents
Container Id
Container Type
Container Desc
Location
Capacity Avail (Qty)

Optional

Capacity (Qty)
Facility
Full % (Qty)
Mixed Cond
Mixed Lots
Mixed Stock Nbr
Remarks
Serial Nbr
Stock Nbr
Zone

Procedure

DPAS Navigation Helpful Tips

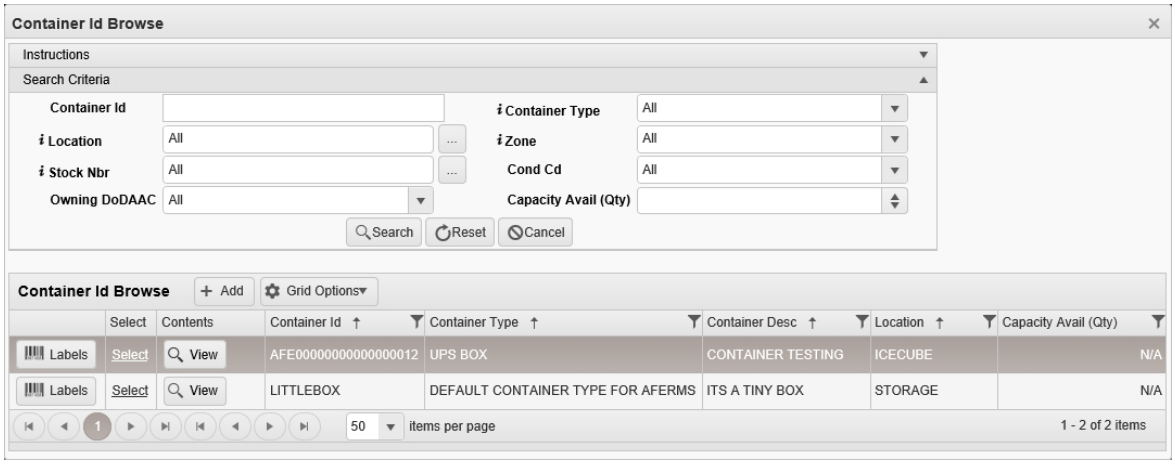
Click the following link to display Warehouse Navigation Tips.

Browse for a Container Id

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The **CONTAINER ID Browse** pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:



   - Enter the CONTAINER ID in the field provided. *This is a 20 alphanumeric character field.*
   - Use ▾ to select the Container Type, using ℹ to assist with the entry.
   - Use ℹ or ... to assist with the Location entry. *This is a 20 alphanumeric character field.*

     Location Browse help
   - Use ▾ to select the Zone, using ℹ to assist with the entry.
   - Use ℹ or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

     Stock Number Browse help
   - Use ▾ to select the Cond Cd.
   - Use ▾ to select the Owning DoDAAC.
   - Use ▲▼ to choose the Capacity Avail (Qty).
3. Select Search to begin the query. *Results display in the CONTAINER ID Grid below.*
4. Choose the Select hyperlink next to the desired CONTAINER ID. *The pop-up window closes and the selected Container appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Container
- Disposition
- Expiring Items Inquiry
- ICN Inventory Inquiry
- Individual Item Return
- Individual Return
- Inventory Update - Manager
- Inventory Update - User
- Inspection
- Location Condition Code Default
- Materiel Movement - Pick
- Materiel Movement - Plan
- Physical Inventory
- Receiving
- SKO Assemble
- SKO Bulk Update
- SKO Disassemble
- Transportation - Pick
- Transportation - Plan
- Unit Issue Return
- Warehouse Transfer

Browse for a Contract Number

Overview

The Contract Number Browse pop-up window allows searching for stored contract numbers in the DPAS catalog.

Navigation

DPAS > *Various Procedural Steps* > > Contract Browse pop-up window

Page Fields

The following fields display on the **Contract Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Contract Browse

GFM Contract Nbr

Contractor

Dlvry Order Nbr

Contract Desc

Contract Type Cd

Start Dt

Expiration Dt

Contract Results Grid

GFM Contract Nbr

Non-DoD Contract Nbr

Contract Desc

Contractor

Contract Type Cd

Dlvry Order Nbr
Start Dt
Expiration Dt

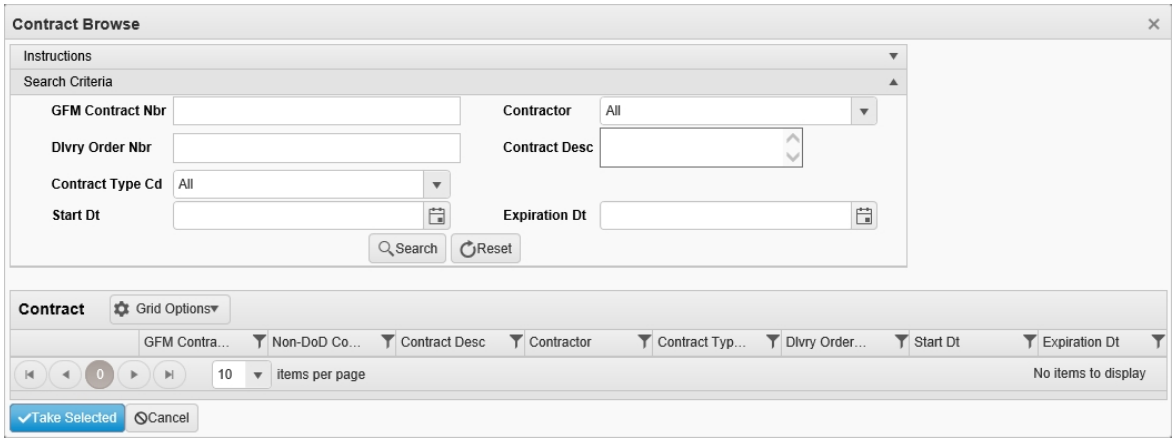
Procedure

DPAS Navigation Helpful Tips
Click the following link to display Materiel Management Navigation Tips.

Browse for a Contract Number

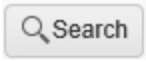
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select ... . *The **Contract Browse** pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:



- Enter the GFM CONTRACT NBR in the field provided. *This is a 15 alpha-numeric character field.*
- Use to select the Contractor.
- Enter the DLVY ORDER NBR in the field provided. *This is a 11 alphanumeric character field.*
- Enter the Contract DESC in the field provided. *This is a 1,024 alphanumeric character field.*
- Use to select the Contract Type Cd.
- Use to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.

- Use to select the EXPIRATION DT, or enter the date (MM/DD/YYYY) in the field provided.

3. Select 

to begin the query. *Results display in the Contract Results Grid below.*
4. Click to select the desired contract. *The Contract record is highlighted.*
5. Select

. *The pop-up window closes and the selected contract number appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- ICP Management
- SKO Disassemble
- Inventory Selection

Create a Pick Plan

Overview

The Warehouse Management module Create Pick Plan process provides the ability to create new allocations and distribute them.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

MATERIEL MGMT > *VARIOUS PROCEDURAL STEPS* > Pick > Create Pick Plan > Create Pick Plan pop-up window

Page Fields

The following fields display on the **Create Pick Plan** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Create Pick Plan

Cost Center

Personnel

Staging Location

Procedures

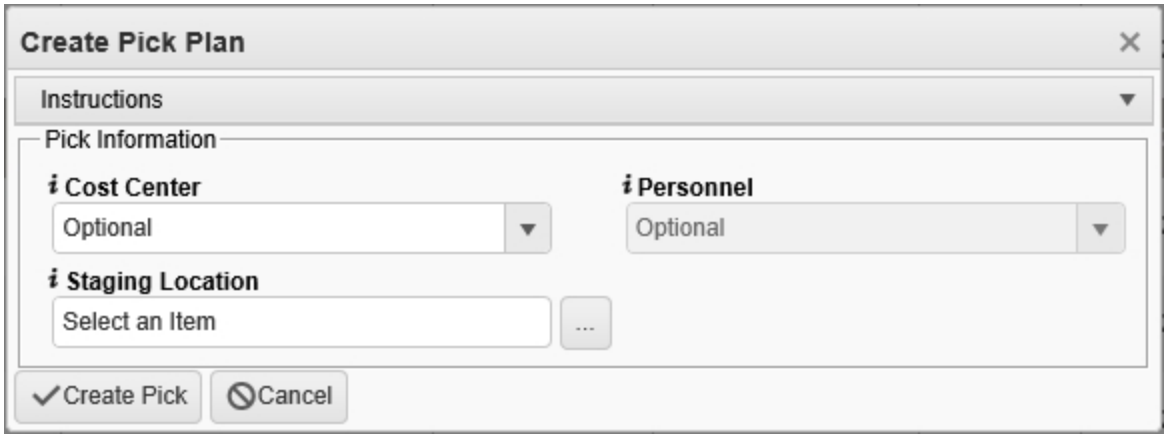
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Create a Pick Plan

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select ☐ next to the desired request.
2. Select Pick. *The Pick Menu appears.*
3. Select Create Pick Plan. *The* ***Create Pick Plan*** *pop-up window appears.*



4. Use ▾ to select the Cost Center, or use ℹ to assist with the entry. *This is a 25 alphanumeric character field.*
5. Use ▾ to select the Personnel, or use ℹ to assist with the entry. *This is a 150 alphanumeric character field.*
6. Use ℹ or ... to assist with the Staging Location entry. *This is a 20 alphanumeric character field.*

   Location Browse help
7. Select Create Pick. *The new system-generated pick number appears in the Pick NBR column.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Unit Issue Request Overview

Browse for a Document Number

Overview

The Document Number Browse pop-up window allows searching for documents in the DPAS catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > > DOCUMENT NBR Browse pop-up window

Page Fields

The following fields display on the **DOCUMENT NBR Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record
110	DOC NBR range must be established before processing.

Search Criteria

Document Nbr

Stock Nbr

Status

DOCUMENT NBR Results Grid

Select

Document Nbr

Stock Nbr

Item Desc

From Warehouse

To Warehouse

Document Type

Ordered Qty

Procedure

DPAS Navigation Helpful Tips

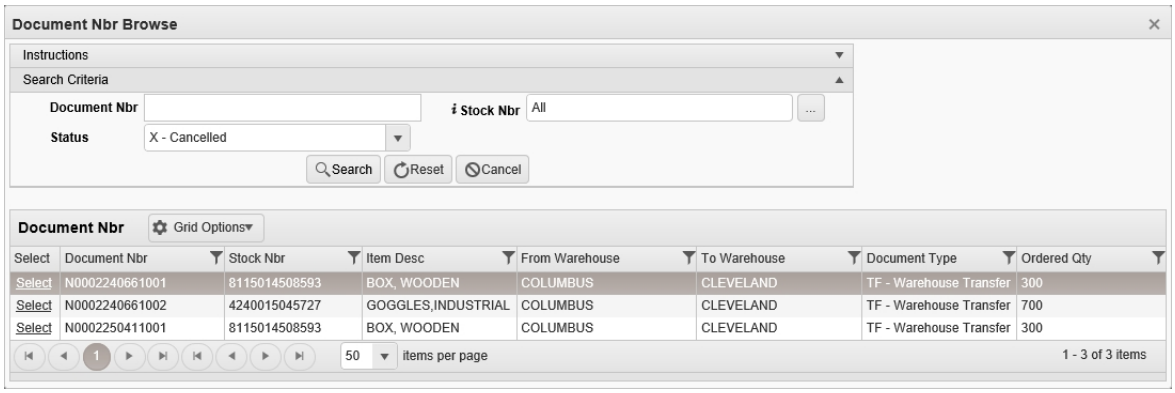
Click the following link to display Warehouse Navigation Tips.

Browse for a Document Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***DOCUMENT NBR Browse*** *pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:



   - Enter the Document NBRin the field provided. *This is a 14 alphanumeric character field.*
   - Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

     Stock Number Browse help
   - Use ▼ to select the Status.
3. Select Search . *Results display in the DOCUMENT NBR Grid.*
4. Choose the Select hyperlink next to the desired DOCUMENT NBR. *The* ***DOCUMENT NBR Browse*** *pop-up-up window closes and the selected DOCUMENT NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
58 — DOC NBR Range must be established for your UIC. Select DOC NBR Range A/U/D to establish range.	Invalid Entry. A range of numbers must be created before assigning a document number. Create a document number range before proceeding.

Related Topics

- Warehouse Transfer
- Warehouse Issue
- Inventory Update - Manager
- QA / QC / Inspection (both Add and Update)

Browse for an Exchange

Overview

The Exchange Browse pop-up window allows searching for replacement assets in the DPAS catalog.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > Exchange > Exchange Browse pop-up window

Page Fields

The following fields display on the **Exchange Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Exchange

Replacement Stock Nbr *

Replacement Inventory *

Exchange Reason *

Stock Nbr

LIN/TAMCN

Item Desc

Color

Size

Replacement Items

ICN

Quantity
Serial Nbr
Cond Cd
Location Id
Container Id

Procedure

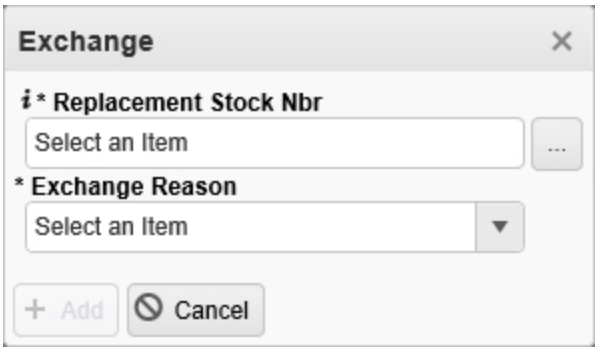
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Browse for a Replacement Stock Number

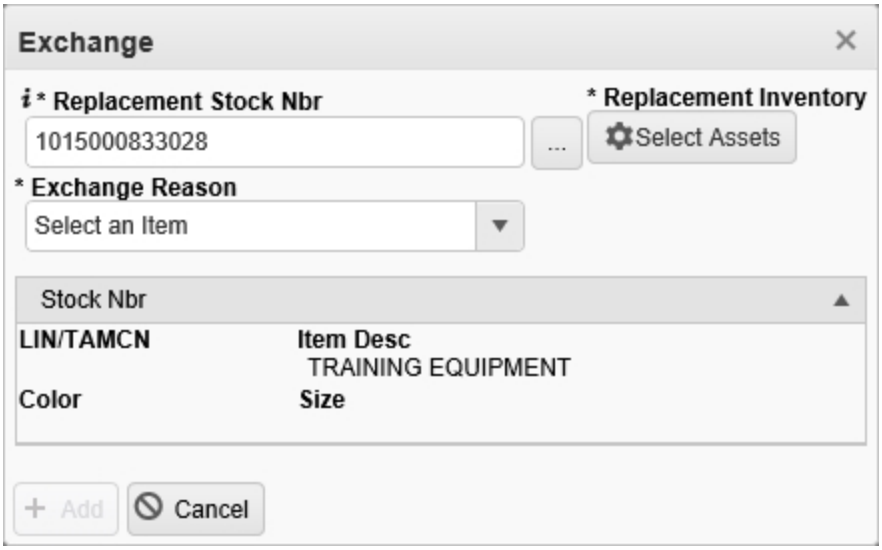
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Exchange. *The* ***Exchange Browse*** *pop-up window appears.*



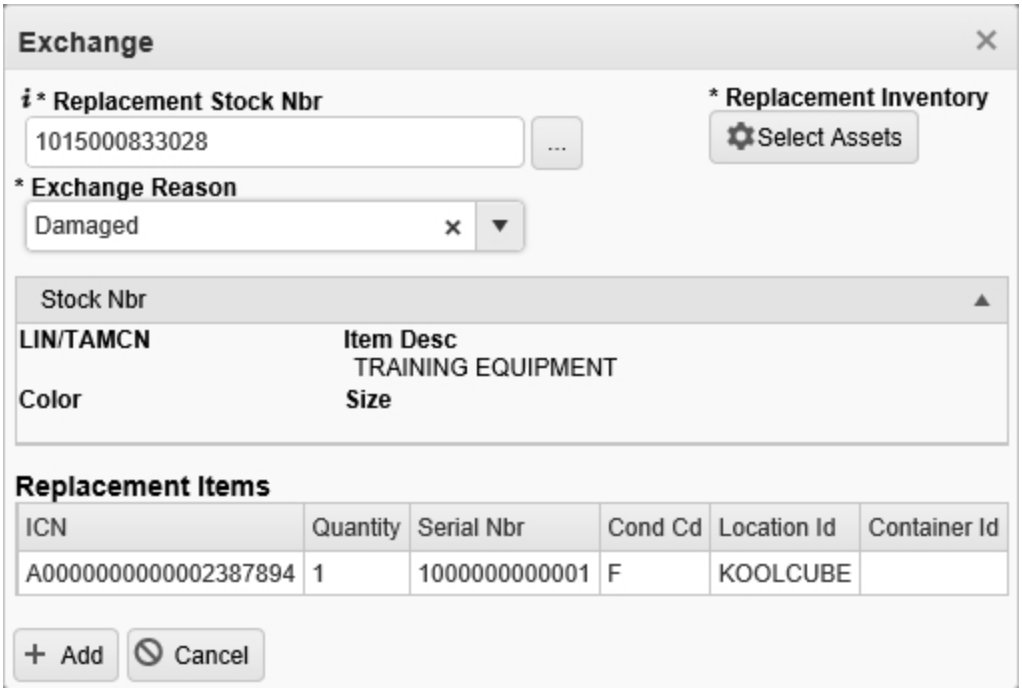
2. Use i or ... to assist with the REPLACEMENT STOCK NBR entry. *This is a 15 alphanumeric character field. When the field is entered, additional fields appear.*

Stock Number Browse help

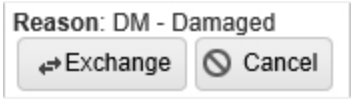


3. Select Select Assets. *The **Inventory Selection Browse** pop-up window appears. When the field is entered, additional fields appear.*

4. Use ▾ to select the Exchange Reason.



5. Select Add. *The Exchange cell changes from* Exchange *to*



, and the replacement asset is ready to be exchanged. Once the return is completed, the new asset is issued.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add an Individual Return

Browse for an Inventory Control Number (ICN)

Overview

The Inventory Control Number (ICN) Browse pop-up window allows searching for assets in the DPAS catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > > ICN Browse pop-up window

Page Fields

The following fields display on the **ICN Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

ICN Browse

Scan Barcode

ICN

Mfr CAGE

Mfr Contract Nbr

Mfr Dt

Mfr Lot Nbr

Serial Nbr

Shelf Life Expiration Dt

Stock Nbr

ICN Results Grid

Select

Labels

ICN
Stock Nbr
Item Desc
In Service Dt
Mfr CAGE
Mfr Contract Nbr
Mfr Lot Nbr
Mfr Dt
Shelf Life Expiration Dt
Serial Nbr

Procedure

DPAS Navigation Helpful Tips

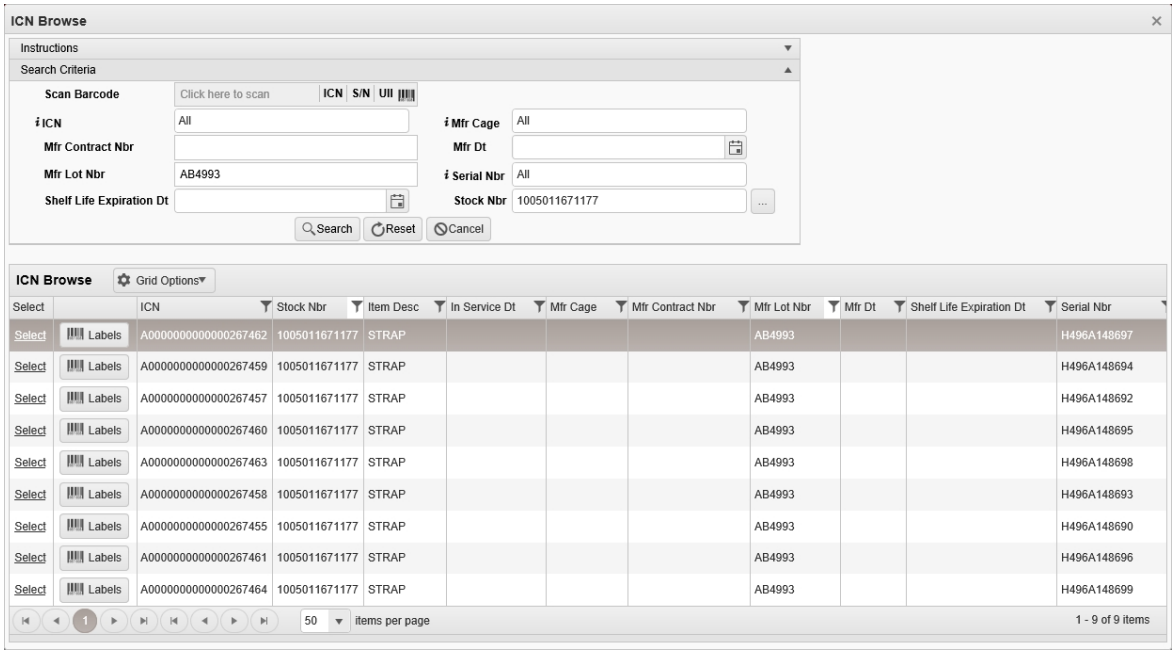
Click the following link to display Warehouse Navigation Tips.

Browse for an Inventory Control Number (ICN)

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***ICN Browse*** *pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:



- Enter the ICN, using to assist with the entry. *This is a 20 alphanumeric character field.*
- Enter the MFR CAGE, using to assist with the entry. *This is a 5 numeric character field.*
- Enter the MFR CONTRACT NBR in the field provided. *This is a 50 alpha-numeric character field.*
- Use to select the MFR DATE, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the MFR LOT NBR in the field provided. *This is a 50 alphanumeric character field.*
- Enter the SERIAL NBR, using to assist with the entry. *This is a 20 alpha-numeric character field.*
- Use to select the Shelf Life Expiration DT, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alpha-numeric character field.*

  Stock Number Browse help

3. Select Search to begin the query. *Results display in the ICN Browse Grid below.*

4. Choose the Select hyperlink next to the desired ICN. *The pop-up window closes and the selected ICN appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Allocation Management
- Inventory Update - ICN
- Individual Item Return
- Individual Return
- Inspection
- Inventory Selection
- Inventory Update - Manager
- Physical Inventory
- Receiving
- Individual Reconciliation
- SKO Assemble
- SKO Disassemble
- Unit Issue Activity Inquiry
- Inventory Update - User

Browse for a Real Property Installation

Overview

The Real Property Installation Browse pop-up window allows searching for installations in the specified physical area.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > > Installation Browse pop-up window

Page Fields

The following fields display on the **Installation Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Installation Search Criteria

Country

State

ZIP Code

Installation Browse Results Grid

Select

Instl Nbr

Instl Name

Instl Svc Cd

Instl Close Dt

Procedure

DPAS Navigation Helpful Tips

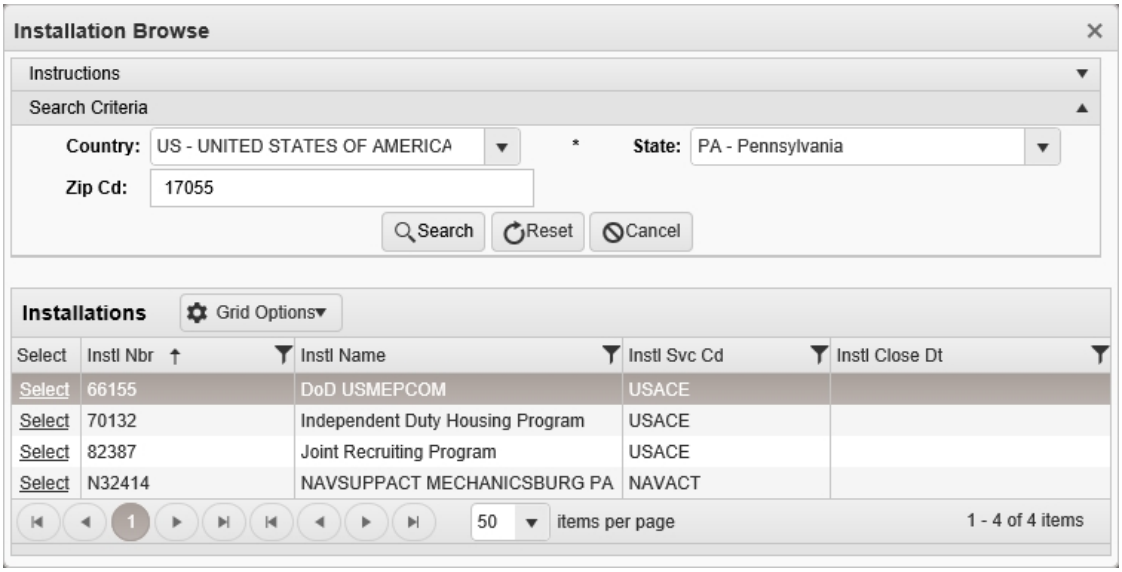
Click the following link to display Warehouse Navigation Tips.

Browse for an Installation

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***Installation Browse*** *pop-up window appears.*



2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:
   - Use ▼ to select the Country.
   - Use ▼ to select the State.
   - Enter the ZIP CD in the field provided. *This is a 10 numeric character field.*
3. Select Search . *Results display in the Installation Grid below.*

4. Choose the Select hyperlink next to the desired Installation. *The pop-up window closes and the selected Installation appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Facility

Browse for an Inventory Selection

Overview

The Inventory Selection Browse pop-up window allows choosing specified items from the warehouse.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > Select Items > Inventory Selection pop-up window

Page Fields

The following fields display on the **Inventory Selection** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
412	Select "Grid Options" button for additional actions.
36	Select "Delete" button to remove record(s) from applicable tables.
xxxx	Edit "Selected Qty" to move inventory to Selected Inventory grid.
xxxx	Click "Take Selected" to retrieve all Selected Inventory records.

Search Criteria Grid

Required to Search

Scan Barcode

Stock Nbr

ICN

Serial Nbr

Location

Container

Item Desc

Additional Search Filters

GFM Contract Nbr

Min Qty Rqd

Cond Cd

Mfr CAGE

Mfr Contract Nbr

Mfr Lot Nbr

Mfr Dt

Additional Info

Available Inventory

Total Qty

Stock Nbr Allocation Qty

Inventory Allocation Qty

Available Qty

Inventory Selection

All

Selected Qty

Qty

Reserved Qty

Available Qty

ICN

Serial Nbr

Shelf Life Expiration Dt

Service Life Expiration Dt

Expiration Dt

Mfr Dt

Mfr CAGE

Mfr Contract Nbr

Mfr Lot Nbr

Part Nbr

Cond Cd

Location Id

Container ID
Owning DoDAAC
Prj Cd
Additional Info

Optional

Stock Nbr
Item Desc
Service Life Remaining
Shelf Life Remaining
Contract / Dlvry Ord Nbr
Meter Reading
Utilization Measure Code
Percent Utilization

Selected Inventory

Selected Qty
Qty
ICN
Serial Nbr
Shelf Life Remaining
Shelf Life Expiration Dt
Cond Cd
Owning DoDAAC
Prj Cd
Container ID
GFM Contract Nbr

Procedures

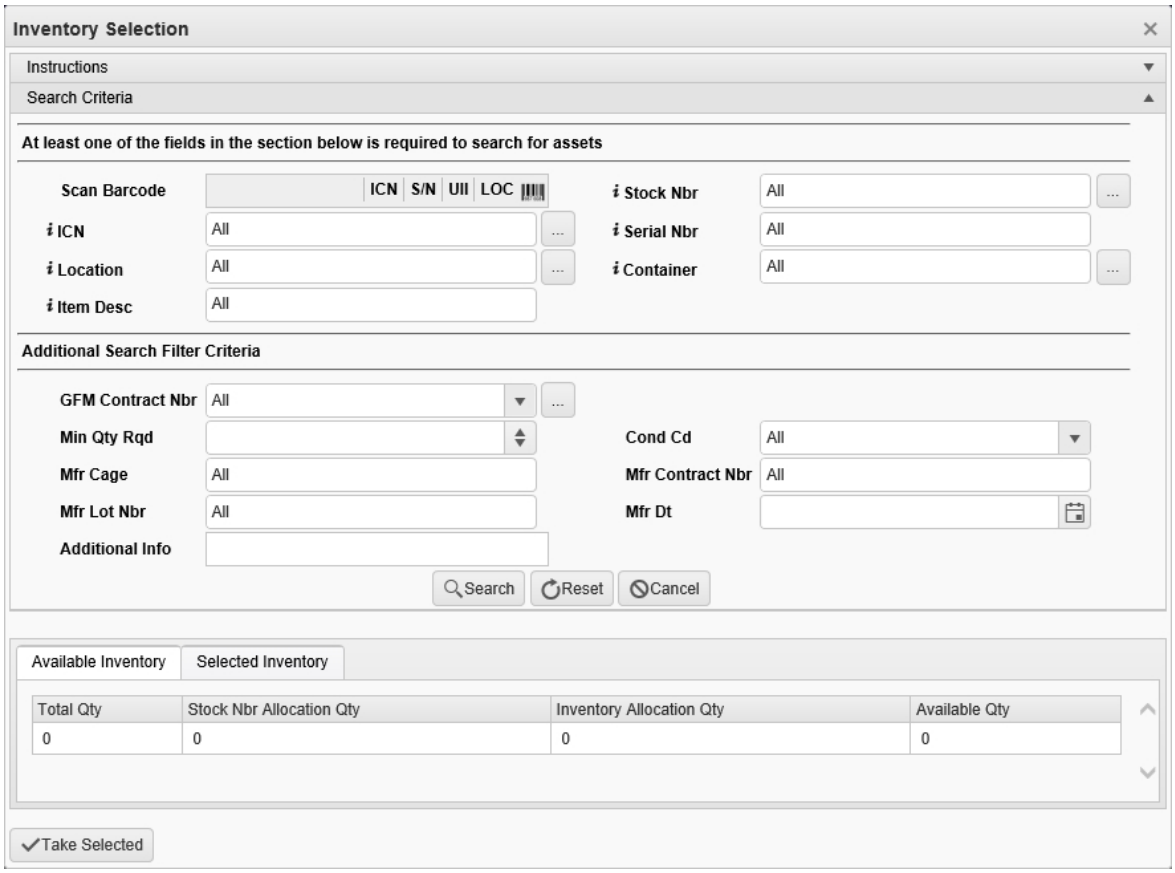
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Select Item(s) from Inventory

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Select Items. *The **Inventory Selection** pop-up window appears.*



2. In the Search Criteria box, narrow the results by entering one or more of the following fields:
   - Use the DPAS supported tethered scanner to scan the DPAS generated ICN barcode, serial number barcode, or UII associated with the asset. *The Scan 138 Box 26 automatically populates.*
   - Use ℹ or … to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

     Stock Number Browse help
   - Use ℹ or … to assist with the ICN entry. *This is a 20 alphanumeric character field.*

     Inventory Control Number Browse help
   - Enter the SERIAL NBR, using ℹ to assist with the entry. *This is a 30 alphanumeric character field.*
   - Use ℹ or … to assist with the Location entry. *This is a 20 alphanumeric character field.*

Location Browse help

- Use or to assist with the Container entry. *This is a 20 alphanumeric character field.*

  Container Identification Browse help

- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*
- Use or to select the desired GFM Contract Nbr.

  Contract Number Browse help

- Use to choose the correct MIN QTY RQD.
- Use to select the Cond Cd.
- Enter the MFR CAGE in the field provided. *This is a 5 alphanumeric character field.*
- Enter the MFR CONTRACT NBR in the field provided. *This is a 19 alphanumeric character field.*
- Enter the MFR LOT NBR in the field provided. *This is a 20 alphanumeric character field.*
- Use to select the MFR DT, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the Additional INFO in the field provided. *This is a 250 alphanumeric character field.*

3. Select Search. *The results display in the Inventory Selection grid.*

Review the Available Inventory

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. *The Total QTY automatically populates and is not editable.*
2. *The STOCK NBR Allocation QTY automatically populates and is not editable.*
3. *The Inventory Allocation QTY automatically populates and is not editable.*
4. *The Available QTY automatically populates and is not editable.*

Helpful Tip

The above numbers show how much inventory is in the warehouse. Use these numbers to determine how much to take from each specified Location in the Inventory Selection grid.

5. Choose which row to select for the amount of inventory required.
6. Select . *The Selected QTY cell changes from the* *to the* .
7. Use to choose the correct Selected QTY. *Repeat until the amount required is completed.*
8. Select the Selected Inventory tab.
9. Review the amounts in the Selected QTY column.
10. Select . *The **Inventory Selection** pop-up window closes, and the chosen amounts of inventory appear in the screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx - You cannot pick more than the required amount.	Invalid Entry. The amount of items required for the pick must be less than the amount of items requested for the pick. Re-enter the amount to be picked.
xxxx - You require <x> but you have only picked <y>. Are you sure you want to continue?	Invalid Entry. The amount of items that was picked is less than the amount that is required. Re-enter the amount of items to pick.
xxxx - All selected assets must be associated to the same Contract / Delivery Order Number.	Invalid Entry. The items chosen are from different Contract Numbers / Delivery Order Numbers. Re-enter the items so they are from the same Contract or Delivery Order number.

Related Topics

- Contract Number Browse
- Disposition
- Exchange Browse
- ICN Browse
- Inspection
- Materiel Movement Pick
- QC / QA / Inspection
- Assemble an SKO
- Individual Issue
- Individual Return
- Maintenance Issue
- Materiel Release Order (MRO)
- Pick Plan
- Unit Issue
- Warehouse Transfer

Browse for a LIN/TAMCN

Overview

The LIN/TAMCN Browse pop-up window allows searching for LIN/TAMCNs in the FEDLOG catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > > LIN/TAMCN Browse pop-up window

Page Fields

The following fields display on the **LIN/TAMCN Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

LIN/TAMCN Search Criteria

LIN/TAMCN

LIN/TAMCN Desc

Size Category

LIN/TAMCN Browse Results Grid

Select

LIN/TAMCN

LIN/TAMCN Desc

Size Category

Optional

Catalog Name Cd

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

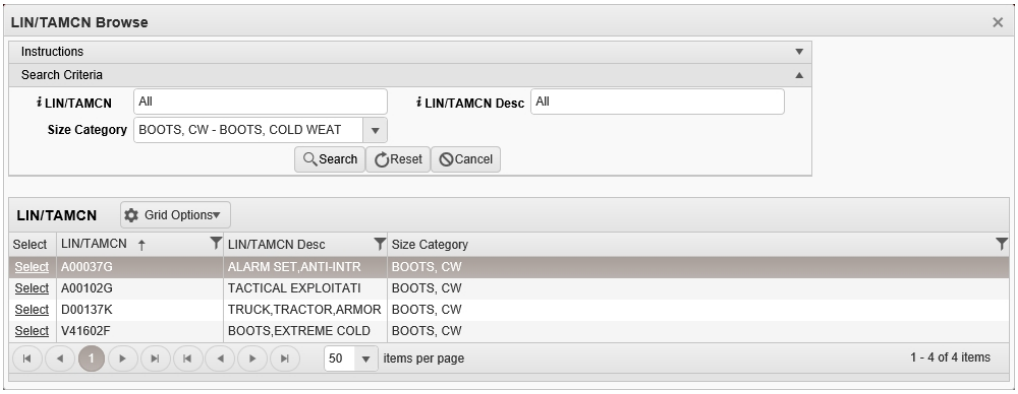
Browse for a LIN/TAMCN

One or more of the Search Criteria fields can be entered to isolate the results.

By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***LIN/TAMCN Browse*** *pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:



   - Enter the LIN/TAMCN, using i to assist with the entry. *This is a 10 alphanumeric character field.*
   - Enter the LIN/TAMCN DESC, using i to assist with the entry. *This is a 1,024 alphanumeric character field.*
   - Use ▼ to select the Size Category.
3. Select Search to begin the query. *Results display in the LIN/TAMCN Grid below.*
4. Choose the Select hyperlink next to the desired LIN/TAMCN. *The pop-up window closes and the selected LIN/TAMCN appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

ICP

- Stock Item
- Physical Inventory

Warehouse

- LIN/TAMCN
- Shelf Life Extension
- SKO Catalog
- Stock Item
- Stock Number
- Substitute Stock Number
- Master Issue List
- Authorization
- LIN/TAMCN Inventory Inquiry
- Stock Nbr Inventory Inquiry
- Disposition
- Inventory Update - ICN
- Inventory Update - Manager
- Inventory Update - User
- Physical Inventory
- Location Condition Code Default

Browse for a Location

Overview

The Location Browse pop-up window allows searching for Locations in the specified Warehouse.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > > Location Browse pop-up window

Page Fields

The following fields display on the **Location Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Location Search Criteria

Facility Nbr
Location Id
Location Desc
Location Type
Status
Dehumidified
Temperature Controlled
Outdoor
Hazardous
Freeze Location

Location Browse Results Grid

Select

Location Id
Location Desc
Location Type Cd
Freeze Location
Facility Nbr
Parent Location Id
Status
Floor
Bay
Aisle
Row
Rack
Inspection Schedule

Optional

Hazardous
Dehumidified
Temperature Controlled
Outdoor
GPS Longitude
GPS Latitude
RFID Coordinates
Weight Capacity
Cube Capacity
Height
Length
Width
Freeze Location

Procedure

DPAS Navigation Helpful Tips

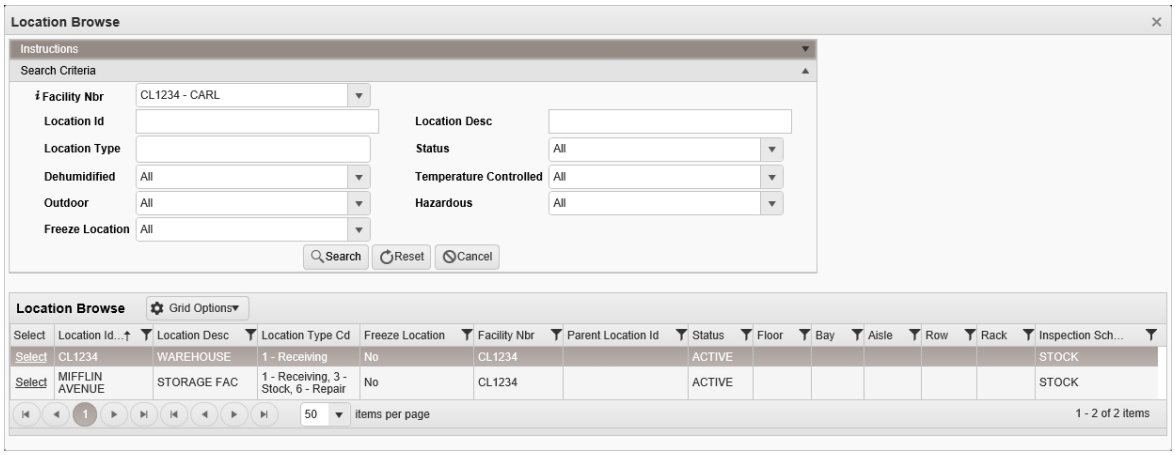
Click the following link to display Warehouse Navigation Tips.

Browse for a Location

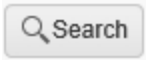
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***Location Browse*** *pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:



- Use ▼ to select the Facility Nbr, or use ℹ to assist with the entry.
- Enter the Location ID in the field provided. *This is a 15 alphanumeric character field.*
- Enter the Location DESC in the field provided. *This is a 250 alphanumeric character field.*
- Enter the Location Type by selecting the field and choosing at least one type.
- Use ▼ to select the Status.
- Use ▼ to select if the location is Dehumidified.
- Use ▼ to select if the location is Temperature Controlled.
- Use ▼ to select if the location is Outdoor.
- Use ▼ to select if the location is Hazardous.
- Use ▼ to select if this is a Freeze Location.

3. Select  to begin the query. *Results display in the Location Grid below.*
4. Choose the Select hyperlink next to the desired Location. *The pop-up window closes and the selected Location appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Individual Return
- Individual Item Return
- Individual Reconciliation
- Inventory Update - Manager
- Inventory Update - User
- Materiel Movement - Pick
- Materiel Movement - Plan
- Physical Inventory
- QA / QC / Inspection
- Receiving
- SKO Assemble
- SKO Bulk Update
- SKO Disassemble
- Transportation - Pick
- Transportation - Plan
- Unit Issue Request
- Unit Issue Return
- Warehouse Transfer
- Container
- Location Condition Code Default
- Stock Item Individual Issue Location

Browse for a Master Issue List

Overview

The Master Issue List Browse pop-up window allows searching for Master Issue Lists in the DPAS catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > > Master Issue List Browse pop-up window

Page Fields

The following fields display on the **Master Issue List Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
412	Select "Grid Options" button for additional actions.
xxxx	Click "Select" to move a Master Issue List to the Selected list.
36	Select "Delete" button to remove record(s) from applicable tables.
xxxx	Click "Take Selected" to retrieve all Selected records and exit the browse.

Master Issue List Search Criteria

Desc

Issue Type

Available Master Issue List Results Grid

Select

Desc

Issue Type

Optional

- Remarks
- Established By
- Established Dt/Tm
- Last Updated By
- Last Transaction Dt/Tm

Available Master Issue List Details Grid

- LIN/TAMCN
- Stock Nbr
- Item Desc
- Kit?
- Qty
- Occupation
- Size Category
- Size
- Color

Optional

- Established By
- Established Dt/Tm
- Last Updated By
- Last Transaction Dt/Tm

Procedure

DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

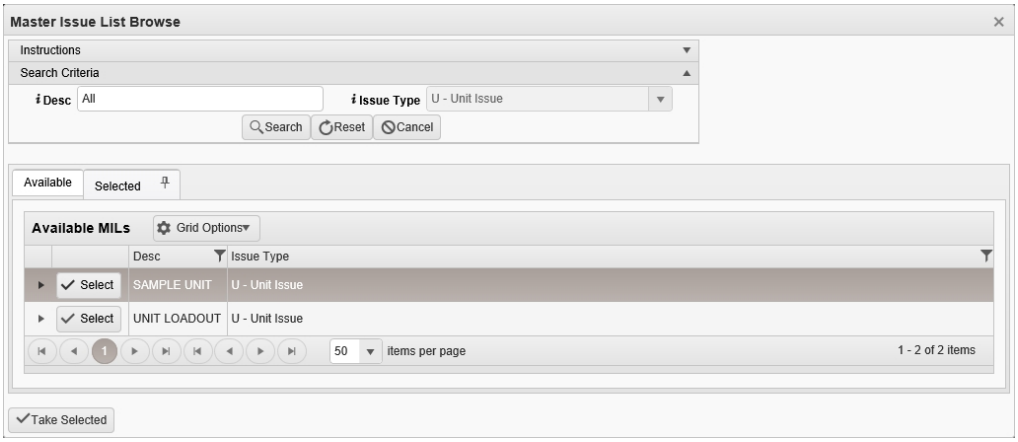
Browse for a Master Issue List

One or more of the Search Criteria fields can be entered to isolate the results.

By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The **Master Issue List Browse** pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:



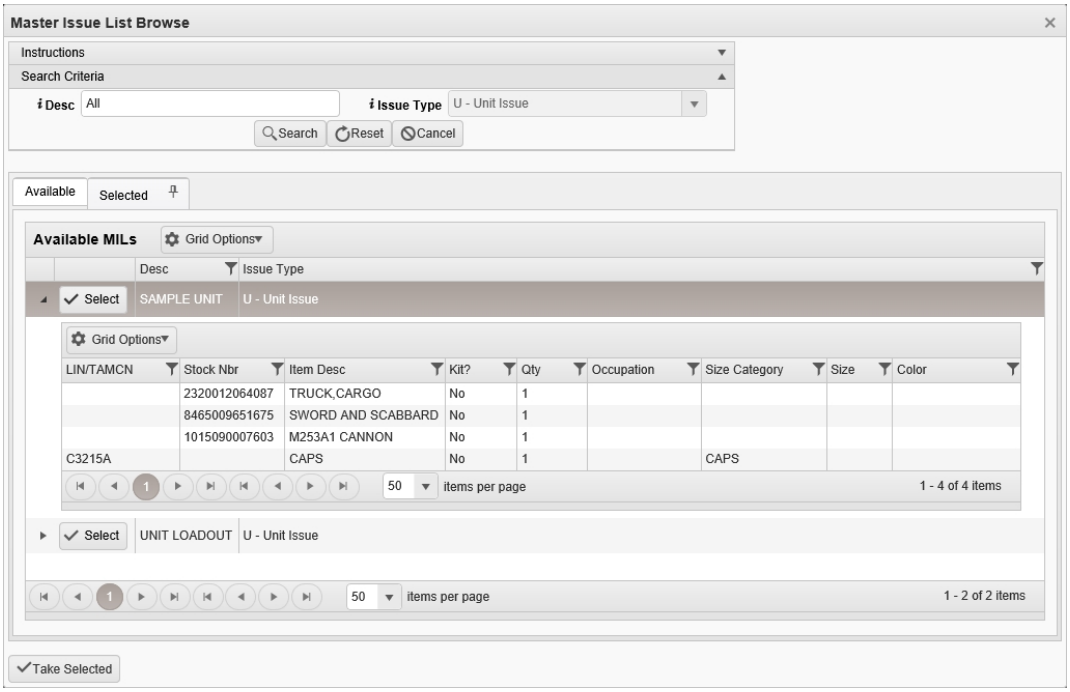
   - Enter the DESC, using i to assist with the entry. *This is a 250 alphanumeric character field.*
   - Use ▼ to select the Issue Type, or use i to assist with the entry.

3. Select Search to begin the query. *Results display in the Available MILs Grid of the Available Tab.*

   Choose Select next to the desired MIL. *The MIL is dimmed, and appears in the Selected Tab.*

4. **OR**

   Select ▶ . *The assets within the MIL appear in the Details grid, and are not editable.*



5. Select the Selected Tab. *The list of chosen MILs appears in the Selected MILs grid.*

6. Select

. *The pop-up window closes and the selected MIL appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Armory Issue
- Armory Return
- Individual Issue
- Individual Return
- Unit Issue Request

Browse for a Member Profile

Overview

The Member Profile Browse pop-up window allows searching for members associated with the current Logistics Program.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > > Browse Member Profile pop-up window

Page Fields

The following fields display on the **Browse Member Profile** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Member Search Criteria

EDI PI

Last Name

First 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

Gender
Phone Nbr
DSN Nbr
Mobile Phone Nbr
Email Address
Expiration of Active Service
Remarks
Logistics Program
Interface System Cd
Program ID
Established Dt/Tm
Established By
Last Transaction Dt/Tm
Last Updated By
Member

Procedure

DPAS Navigation Helpful Tips

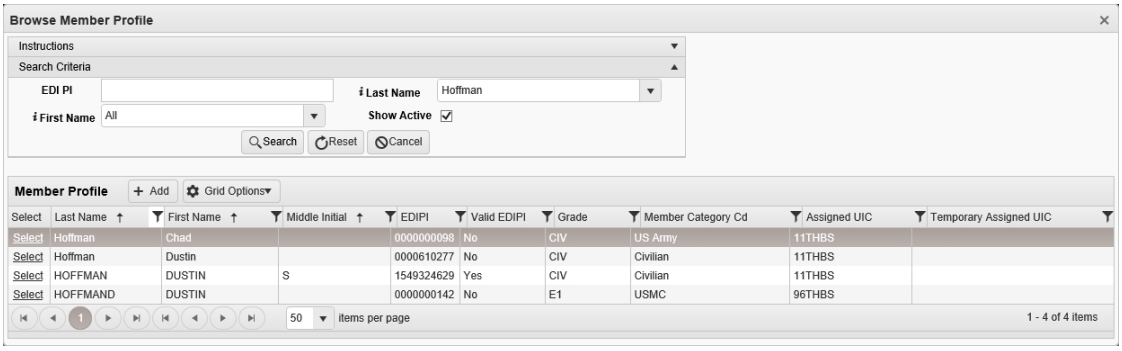
Click the following link to display Warehouse Navigation Tips.

Browse for a Member Profile

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***Browse Member Profile*** *pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:



- Enter the EDI PI in the field provided. *This is a 10 numeric character field.*
- Use ▼ to select the Last Name, or use ℹ to assist with the entry.
- Use ▼ to select the First Name, or use ℹ to assist with the entry.
- Click ☐ to select the Show Active. *This ensures that only active members are displayed.*

3. Select Search. *Results display in the Member Profile Grid below.*
4. Choose the Select hyperlink next to the desired Member. *The pop-up window closes and the selected Member Profile appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Individual Issue
- Individual Return
- Individual Reconciliation
- Inspection
- Location
- SKO Assemble
- Unit Issue Request
- Unit Issue Return

Browse for a Remote Storage Activity (RSA)

Overview

The Remote Storage Activity (RSA) Browse pop-up window allows searching for RSAs within the DoDAAC.

Navigation

DPAS Materiel Management Module > *Various Procedural Steps* > > RSA Browse pop-up window

Page Fields

The following fields display on the **RSA Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

RSA Browse Results Grid

Select

CICP/RSA Name

DoDAAC

RIC

Procedure

DPAS Navigation Helpful Tips

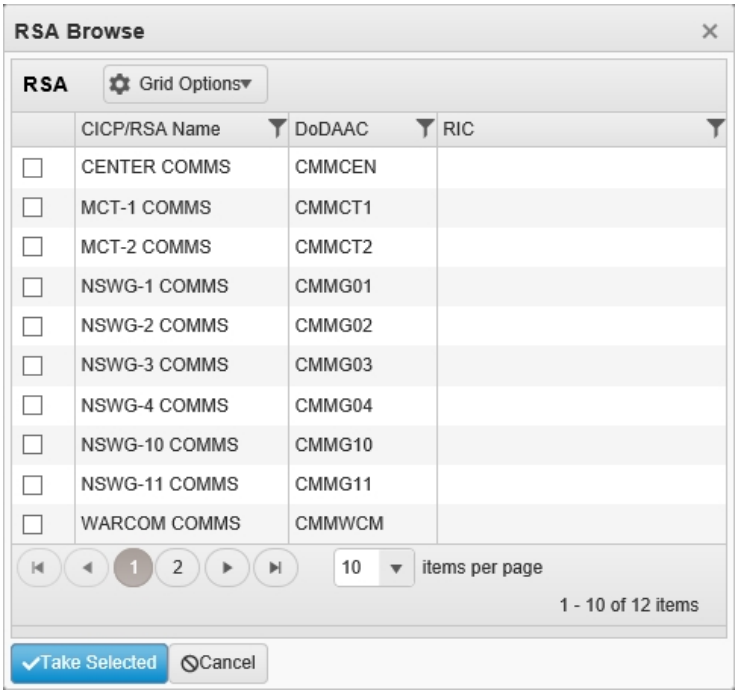
Click the following link to display Materiel Management Navigation Tips.

Browse for an RSA

Selecting

at any point of this procedure removes all revisions and closes the page. ***Bold*** *numbered steps are required.*

1. Select . *The* ***RSA Browse*** *pop-up window appears, with the list of CICP / RSA names and the encompassing DoDAAC.*



2. Click ☐ to select the desired RSA. *The record is highlighted.*
3. Select Take Selected. *The pop-up window closes and the selected CICP / RSA appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Physical Inventory
- Intransit Viewer

Browse for a Real Property Site

Overview

The Real Property Site Browse pop-up window allows searching for Sites in the specified Installation.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > > Site Browse pop-up window

Page Fields

The following fields display on the **Site Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

Site Search Criteria

Installation Nbr

Site Name

Site Browse Results Grid

Select

Site Name

RPSUID

Procedure

DPAS Navigation Helpful Tips

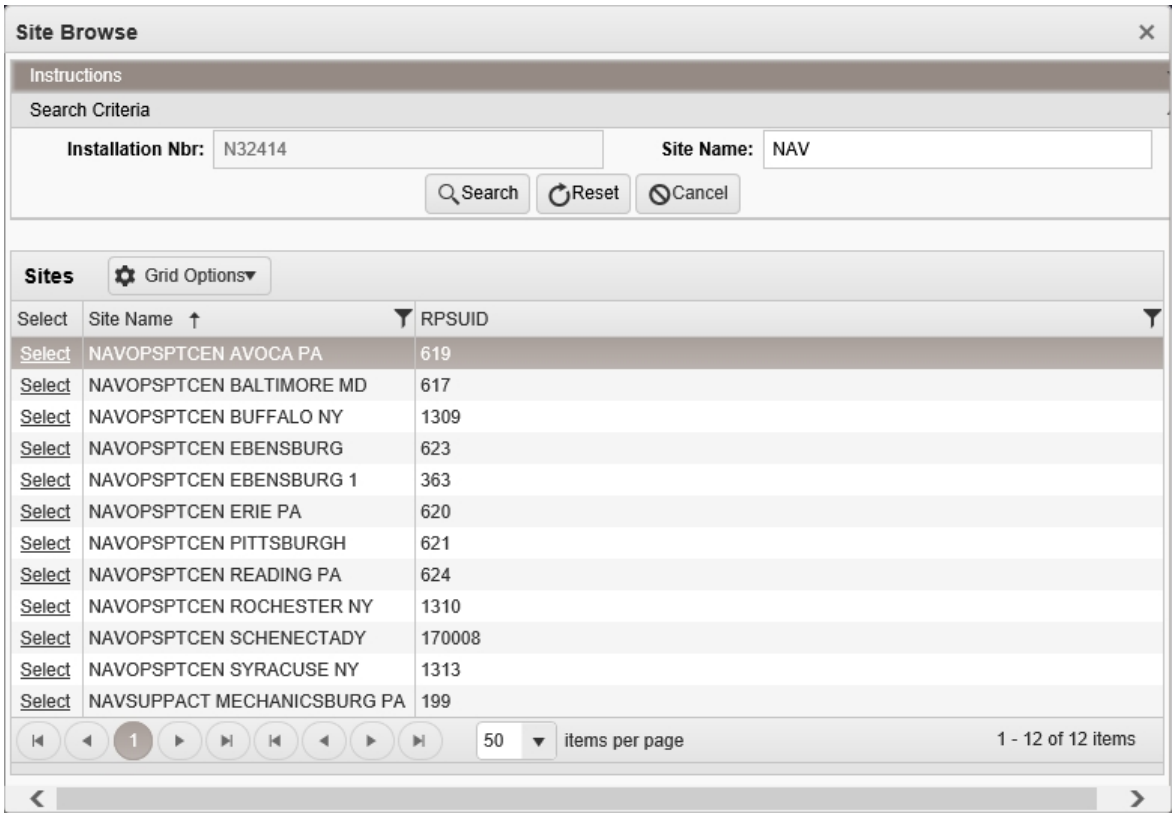
Click the following link to display Warehouse Navigation Tips.

Browse for a Site

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***Site Browse*** *pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:



   - *The Installation NBR automatically populates and is not editable.*
   - Enter the Site Name in the field provided. *This is a 20 alphanumeric character field.*
3. Select Search to begin the query. *Results display in the Site Grid below.*
4. Choose the Select hyperlink next to the desired Location. *The pop-up window closes and the selected Site appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Facility

Browse for an SKO Inventory

Overview

The Sets Kits Outfits (SKO) Inventory Management Browse pop-up window allows verification of the components of a serialized kit.

Navigation

DPAS WAREHOUSE MGMT Module > *VARIOUS PROCEDURAL STEPS* > Verify Parts > SKO Inventory Management pop-up window

Page Fields

The following fields display on the **SKO Inventory Management** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
xxxx	Select a Stock Nbr to update the associated component.
xxxx	Disabled header Stock Nbrs are also components within the kit and may be edited at the detail level.
xxxx	Components with are items that are valid.
xxxx	Components with are items that are incomplete or unverified.
xxxx	Components with contain changes that have not been applied.
xxxx	Components with are valid, incomplete, unverified or contain changes that have not been applied.
xxxx	Select the "Update" button to apply changes to the selected component.
xxxx	Select the "Reset" button to revert changes to the selected component.
xxxx	Select the "Finish" button to accepted all changes to the SKO inventory items and close the popup.
xxxx	Select the "Cancel" button to discard all changes made and

close the popup.

SKO Inventory Management

View Attachments

All Components Grid

LIN/TAMCN
Stock Nbr
Item Desc
Part Nbr
ICN
Serial Nbr
Cond Cd
Qty Issued
Qty Returning
Replaced Qty
Qty Not Ret.
Not Ret. Reason Cd
Verified

Optional

LIN/TAMCN Desc
Parent Stock Nbr
Parent ICN
Serialized
Required
Owning DoDAAC
Project Cd
Location
Container
Catalog Qty

Component Details Panel

Catalog Panel

Stock Nbr
Item Desc
Seralized

Required for Complete Kit

Inventory Panel

ICN *

ICN Details Panel

Serial Nbrs

Asset ID

Cond Cd *

Return Details Panel

Qty Issued

Qty Returning

Qty Not Returning

Not Ret. Reason Cd

Procedures

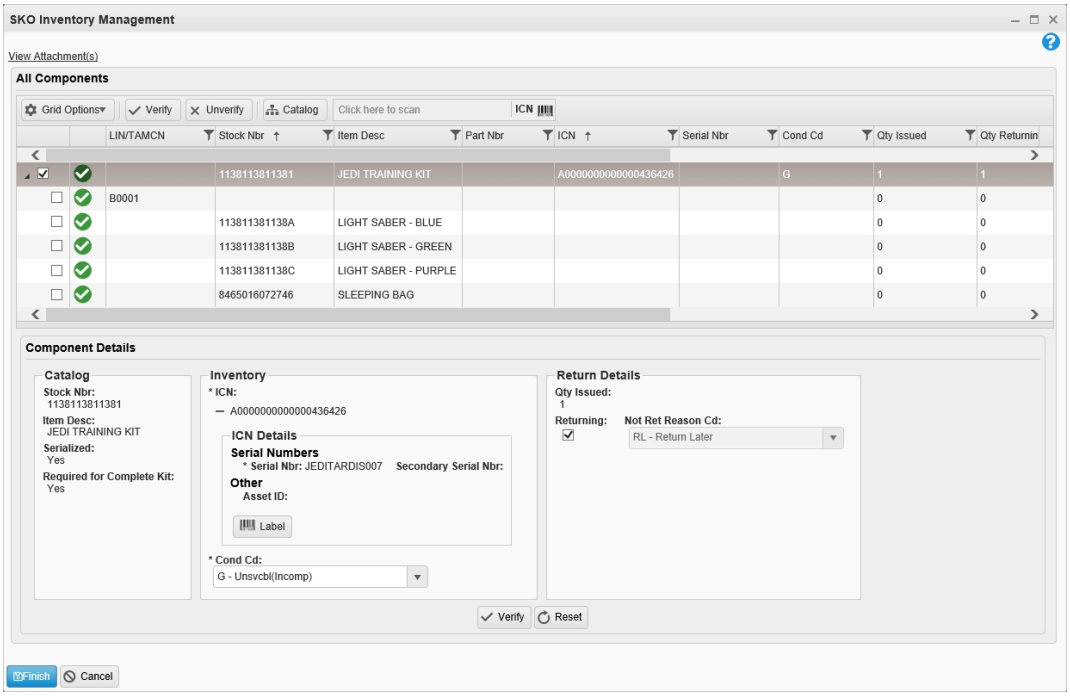
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Verify the SKO

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Verify Parts. *The* ***SKO Inventory Management*** *pop-up window appears.*



2. Select the View Attachments hyperlink to view any information relevant to this SKO.
3. Click ☐ to select the desired entry. *The SKO record is highlighted, and the Component Details panel appears beneath the All Components grid.*
4. *Verify the Catalog panel.*
    A. *Verify the STOCK NBR.*
    B. *Verify the ITEM DESC.*
    C. *Verify the Serialized field.*
    D. *Verify the Required for Complete Kit field.*
5. *Verify the Inventory panel.*
    A. Update the ICN, using ... to browse for the revised number.*This is a 20 alphanumeric character field.*

        Inventory Control Number Browse help
    B. *Verify the Other details, like the ASSET ID.*
    C. Update the Cond Cd, using ▼ to select the desired code.
6. *Verify the Return Details panel.*
    A. *Verify the QTY ISSUED.*
    B. Update the QTY RETURNING, using ▲▼ to choose the revised quantity.

C. *Verify the QTY Not Returning.*

For each asset not being returned, specify the QTY Not Returning for each NOT RET REASON CD .

a. Update the QTY RETURNING for RL — Return Later, using to choose the revised quantity.

b. Update the QTY RETURNING for CA — Command Authorized Loss, using to choose the revised quantity.

c. Update the QTY RETURNING for HA — HAZMAT/BIOMAT Damage, using to choose the revised quantity.

d. Update the QTY RETURNING for KI — KIA/MIA/WIA LOSS, using to choose the revised quantity.

e. Update the QTY RETURNING for LT — Left in Theatre, using to choose the revised quantity.

f. Update the QTY RETURNING for MD — Missing/Damaged Gear Statement, using to choose the revised quantity.

g. Update the QTY RETURNING for RD — Returned Different Size/SERIAL NBR, using to choose the revised quantity.

h. Update the QTY RETURNING for N6 — MDGS NAVMAC 6, using to choose the revised quantity.

i. Update the QTY RETURNING for CN — Consumed, using to choose the revised quantity.

j. Update the QTY RETURNING for RE — Returned Outside DPAS, using to choose the revised quantity.

k. Update the QTY RETURNING for GA — FLIPL DD-FORM 200 /GOVT Authorized, using to choose the revised quantity.

l. Update the QTY RETURNING for GR — FLIPL DD-FORM 200 /GOVT Reimbursed, using to choose the revised quantity.

7. *Verify all of the information in the Individual Return Grid.*
8. *Verify the Individual Return records.*

9. Select Finish. *The **SKO Inventory Management** pop-up window closes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Cond Cd <Cond Cd> is invalid. (Item: Item Desc)	Invalid Entry. The Stock Nbr listed does not use the entered Cond Cd. Use ... to choose the appropriate Cond Cd, and click Verify.
195 — Serial Nbr contains invalid special characters.	Invalid Characters Entered in the Serial Number field. The field must have alphanumeric characters only. Re-enter the Serial Number.
1168 — Last Test Date cannot be > the Current Date.	Invalid Date Entry. The Last Test Date must be before the system date (Current Date). Re-enter the date.

Related Topics

- Assemble an SKO
- Update an SKO (Bulk)
- Disassemble an SKO Overview
- QA / QC / Inspection
- Update an SKO (Serial)
- Update an Individual Reconciliation — Return Details
- Individual Return

Browse for a Stock Number

Overview

The Stock Number Browse pop-up window allows searching for assets in the DPAS catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > > STOCK NBR Browse pop-up window

Page Fields

The following fields display on the **STOCK NBR Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

STOCK NBR Browse

LIN/TAMCN

Stock Nbr

Item Desc

Size

Color

Reportable Commodity Type

STOCK NBR Results Grid

Select

LIN/TAMCN

Stock Nbr

Item Desc

Size

Color

Reportable Commodity Type

Optional

Security Commodity Type

LIN/TAMCN Desc

Mgmt Cd

Procedure

DPAS Navigation Helpful Tips

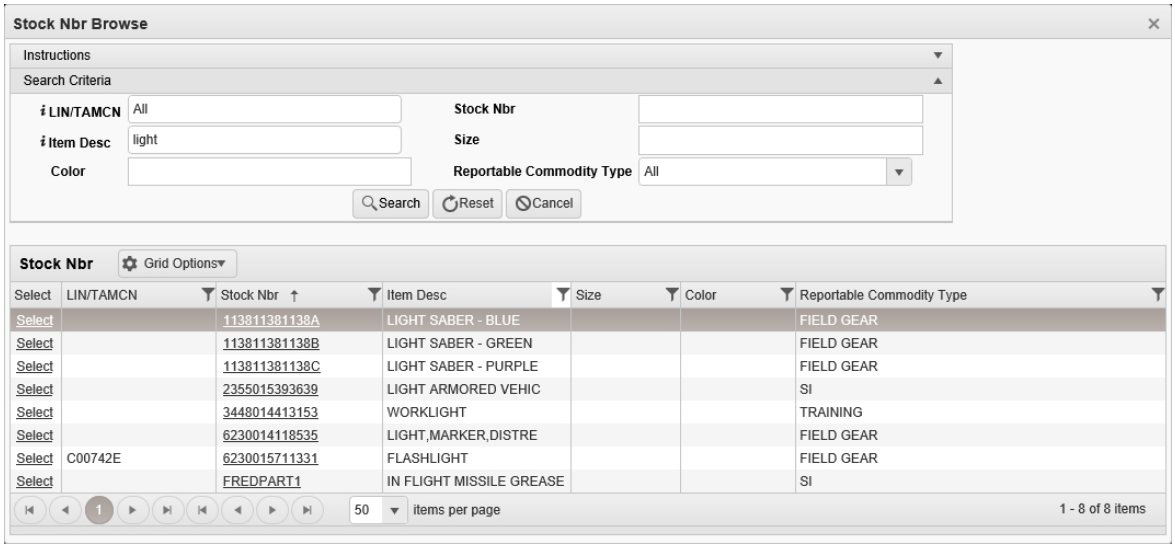
Click the following link to display Warehouse Navigation Tips.

Browse for a Stock Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

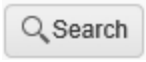
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***Stock Nbr Browse*** *pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:



- Enter the LIN/TAMCN, using i to assist with the entry. *This is a 10 alpha-numeric character field.*

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*
- Enter the Size in the field provided. *This is a 50 alphanumeric character field.*
- Enter the Color in the field provided. *This is a 15 alphanumeric character field.*
- Use to select the Reportable Commodity Type.

3. Select  to begin the query. *Results display in the STOCK NBR Grid below.*

   Choose the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

4. **OR**
   Choose the Stock Nbr hyperlink. *The **Substitute Stock Number Browse** pop-up window displays.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

ICP

- Stock Item
- Contract
- DLMS Transaction
- Inventory Transaction Inquiry
- Inventory Transaction Viewer
- Physical Inventory
- Requisition

Warehouse

- Collateral Item
- Equipment Type
- Mfr Part Nbr
- Shelf Life Extension
- SKO Catalog
- Stock Item
- Stock Number
- Substitute Stock Number
- Master Issue List
- Stock Nbr Inventory Inquiry
- Unit Issue Activity Inquiry
- Armory Issue
- Disposition
- Individual Issue
- Individual Item Return
- Individual Return
- Individual Reconciliation
- Inventory Update - ICN
- Inventory Update - Manager
- Inventory Update - User
- Maintenance Issue
- Materiel Release Order
- Physical Inventory
- Project Management
- QC Inspection
- Receiving
- Replenishment Review
- SKO Assemble
- SKO Disassemble
- Unit Issue Post-Post
- Unit Issue Return
- Warehouse Issue
- Warehouse Transfer
- Manage Stock Number Lists
- Container
- Location Condition Code Default
- Stock Item Individual Issue Location

Browse for a Substitute Stock Number

Overview

The Substitute Stock Number Browse pop-up window allows searching for replacement assets in the DPAS catalog.

Navigation

DPAS Warehouse Module > *VARIOUS PROCEDURAL STEPS* > > STOCK NBR Browse > STOCK NBR hyperlink > Browse Substitute Stock Numbers pop-up window

Page Fields

The following fields display on the **Browse Substitute Stock Numbers** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
433	Click "Select" button to choose a record.

Substitute STOCK NBR Results Grid

Select

Compatibility %

Substitute Stock Nbr

Substitute Item Desc

Stock Item (Y/N)

Substitute Color

Substitute Size

Substitute Stocking UI

Substitute Price

Optional

Substitute LIN/TAMCN

Substitute Length (In)

Substitute Width (In)

Substitute Height (In)

Substitute Weight (Lbs)

Established By

Established Dt/Tm
Last Transaction Dt/Tm
Last Updated By
Program Id

Procedure

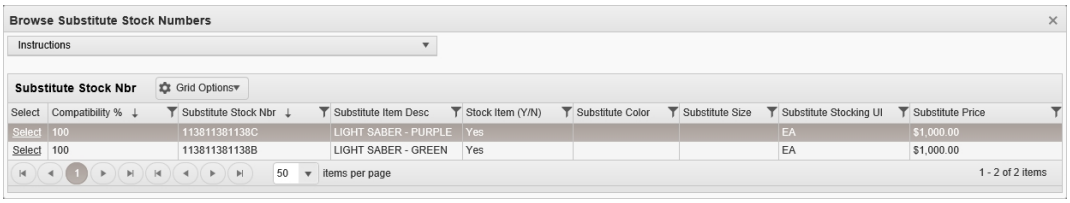
DPAS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Browse for a Substitute Stock Number

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***Browse Substitute STOCK NBR*** *pop-up window appears, with the list of replacement stock numbers available*.



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

DPAS Warehouse Module > *Various Procedural Steps* > > UIC Browse pop-up window

Page Fields

The following fields display on the **UIC Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
417	Click the Select hyperlink or double-click a specific row to choose a record

UIC Browse

UIC

Account Name

UIC Results Grid

Select

UIC

UIC Name

Account Name

Parent UIC

Logistics Program Name

Warehouse Name

Status

Procedure

DPAS Navigation Helpful Tips

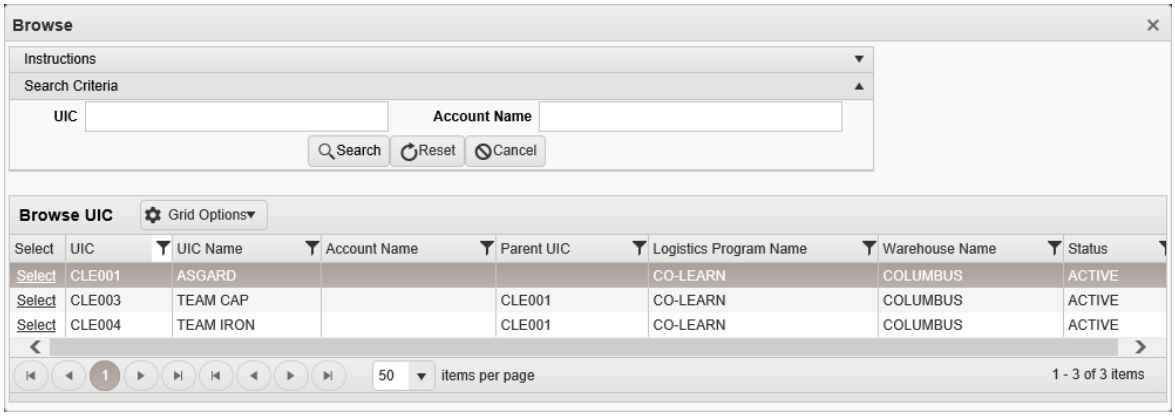
Click the following link to display Warehouse Navigation Tips.

Browse for a Unit Identification Code (UIC)

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***UIC Browse*** *pop-up window appears.*
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:



   - Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
   - Enter the Account Name in the field provided. *This is a 50 alphanumeric character field.*
3. Select Search . *Results display in the Browse UIC Grid below.*
4. Choose the Select hyperlink next to the desired UIC. *The pop-up window closes and the selected UIC appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Inspection
- Individual Issue

Defense Property Accountability System (DPAS) Warehouse Mgmt Module

Welcome to the Defense Property Accountability System (DPAS) Warehouse Mgmt Help System.

DPAS Summary

The Defense Property Accountability System (DPAS) is a Department of Defense (DoD) property management system.

It is the Accountable Property System of Record (APSR) for over 20 DoD Agencies and Military Services.

This online system is administered by the Office of the Under Secretary of Defense for Acquisition & Sustainment/Office of Assistant Secretary of Defense for Sustainment/Logistics (OUSD (A&S) / OASD Sustainment / Logistics), a branch of the Office of the Secretary of Defense (OSD).

Warehouse Summary

The DPAS Warehouse Mgmt module is designed to provide a comprehensive solution to military storage and distribution needs.

From this module, the equipment life cycle is administered for both small, bulk-managed (like helmets) equipment, and large, serially-managed (like vehicles) equipment.

It is designed to manage warehouse environment assets (such as receipts, issues, and returns) for all individuals, armories, and units.

Warehouse Structure

The Warehouse module is set up in a hierarchy type model:

Logistics Program — created by the DPAS User Account Team
— Where the Warehouse Catalog is associated; all Warehouses under the same Logistics Program can use the same Catalog.
Region — created by the DPAS User Account Team
— The second level of the structure.
Site — created by the DPAS User Account Team
— The level above Warehouses.
Warehouse — created by the DPAS User Account Team
— Where the users are associated.
Facility — created and maintained by DPAS Users
— The highest level within a Warehouse. Can be associated to a Real Property Unique Identifier (RPUID). Some users can create, read, update, and delete them.
Zone — created and maintained by DPAS Users
— 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 DPAS Users
— 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.).

Warehouse Key Functions

There are several key functions within the Warehouse:

- **Receiving**
  — makes equipment available to the Warehouse
- **Sets, Kits and Outfits (SKO)**
  — several pieces of equipment are issued as a single item
- **Individual Issue**
  — assigns equipment to an individual
- **Individual Returns**
  — reconciles equipment assigned to the individual with the equipment being returned
- **Unit Issue**
  — assign equipment to a Unit
- **Unit Returns**
  — reconciles equipment issued to a Unit with the equipment being returned
- **Armory Issue**
  — assign weaponry items to an individual
- **Armory Return**
  — reconciles weaponry items issued to an individual with the equipment being returned to inventory
- **Disposition**
  — removes equipment from service and / or inventory

Warehouse User

Warehouse is role-based, similar to all other DPAS modules.

User access is based on one or more roles, allowing for "need to know" and "separation of duty" access. In addition, a second level of security has been added through the use of Commodity Types. Warehouse users can only access equipment within their specified list(s) of assigned Commodity Types.

The security uses C.R.U.D. methodology:

- **Create**

- **Read (Inquiry)**
- **Update**
- **Delete**

Related Topics

- Welcome
- Contact Us
- Warehouse Navigation Tips
- Warehouse Navigation Grid Options Overview
- Using DPAS Help Overview
- Using DPAS Help Toolbar
- Using DPAS Help Topics
- Using DPAS Help Menus

Accessibility

The pages on the Defense Property Accountability System (DPAS) web-site are developed to be accessible to individuals with disabilities, in accordance with Section 508 of the Rehabilitation Act of 1973, as amended-29 U.S.C. § 794.

Specifically, the pages have been developed to comply with the following 508 web site accessibility requirements developed by the Architectural and Transportation Barriers Compliance Board (The Board) and published by the W3C as worldwide accessibility standards.

These requirements are based upon the Final Rule as Published in the Federal Register on December 21, 2000 at 36 CFR Part 1195 [Docket No. 2001-01] RIN 3014-AA25 and as published in The Board's on-line guide to the standards for Web-based Intranet and Internet Information and Applications (1194.22).

These requirements include the following:

A text equivalent for every non-text element shall be provided (e.g., via "alt," "longdesc," or in element content).

Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.

Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.

Documents shall be organized so they are readable without requiring an associated style sheet.

Redundant text links shall be provided for each active region of a server-side image map.

Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

Row and column headers shall be identified for data tables.

Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.

Frames shall be titled with text that facilitates frame identification and navigation.

Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of these standards, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

A method shall be provided that permits users to skip repetitive navigation links.

When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

If you have trouble using this site, report the issue to the point of contact listed on the Contact Us page.

Consent To Monitoring

This is a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

At any time, the USG may inspect and seize data stored on this IS.

Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

This IS includes security measures (e.g., authentication and access controls) to protect USG interests — not for your personal benefit or privacy.

Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants.
Such communications and work product are private and confidential.
See User Agreement for details.

External Link Disclaimer

The appearance of hyperlinks does not constitute endorsement by the Department of Defense (DoD) or the Defense Finance and Accounting Service (DFAS) of this Web site or the information, products or services contained therein.
For other than authorized activities such as military exchanges and Morale, Welfare and Recreation sites, the DoD and the DFAS does not exercise any editorial control over these locations.
All links are provided consistent with the Mission of the Defense Property Accountability System (DPAS).

Let us know about existing external links which you believe are inappropriate and about specific additional external links which you believe ought to be included.

Contact Us

Contact Name

DPAS Support Team

POC

Leidos, Inc.

DPAS Support

Address

4640 Trindle Rd; Camp Hill, PA 17011 USA

E-Mail Address

DPASSupport@Leidos.com

Toll-Free Phone Number:

Primary:

1-844-THE-DPAS

Alternate:

1-888-759-4851