

# United States Marine Corps Albany, Georgia



CAV

Users Guide

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## Introduction

Commercial Asset Visibility (CAV) is a web-based application that allows you, the user, to report transactions on a daily basis. These transactions automatically update the CAV database.

CAV server/database is located at the Marine Corps Inventory Control Point (MC ICP) Marine Corps Logistics Bases (MCLB), Albany, GA.

The CAV user's Personal Computer (PC) should contain the software necessary to connect to the CAV web site. The connection between the MC ICP, MCLB Albany, GA. CAV server and your facility will be via the Internet through a direct connection from the your facility or through a commercial Internet service provider.

Note: Those users that do not have a ".mil" at the end of their inter-net/e-mail address will require their provider to provide a "Static" IP address (one that remains constant). The CAV URL for "**Production**" is: (<https://cav.matcom.usmc.mil/prod>). The "**Training**" URL is (<https://cav.matcom.usmc.mil/trng>).

Netscape (v 4.0 to v 4.6) is the web browser selected due to the 128-bit encryption capabilities. Netscape v4.0+ is **DOD certified**.

You should be familiar with navigating the MS Windows 95 or Windows NT operating systems and be able to use a mouse. This manual assumes you are familiar with MS Windows terms such as drag, click, open, program group, minimize, etc. If these terms are unfamiliar, please consult the Microsoft Windows documentation before continuing. Experience using a Web browser program is also helpful, but not required.

Maintenance and upgrades of the application are accomplished at the MC ICP. Users will not have to take any unusual actions for these changes to take effect. As soon as you access the CAV Web site, you will have access to the most current version and changes.

Although the CAV system is rather complex, actual transaction processing is simple. The basic conventions are listed below, and must be kept in mind at all times and be included in any internal procedure.

CAV assigns a unique document number to each reparable when the receipt occurs. This number or Repair Cycle Document Number (RCDN) **must** be used when reporting all subsequent transactions affecting that reparable.

Material Movement Documents (MMDs) can be created for each reparable received. An MMD contains the RCDN, the contractor's unique reference/tracking number (if loaded when received), item Serial Number (SerNr) (if loaded when received) and the National Item Identification Number (NIIN).

An MMD can be tagged to the appropriate reparable, allowing the inductor to maintain visibility of the RCDN. Whenever a transaction affecting that reparable is input, the very first entry in the CAV processing screens will require the RCDN or Serial Number or contractor's reference number.

RCDNs are generated sequentially. For example, if the contractor receives three reparables from an authorized Marine Corps unit, the receipt transaction would generate three RCDNs. One RCDN will be printed on each of the three MMDs generated. For example:

CT000192630001

CT000192630002

CT000192630003

The last four characters of the RCDN are the sequentially assigned serial numbers (from 0001 to 9999). In this example, they are 0001,0002, and 0003.

Whenever a partial or a total reversal of a receipt transaction is accomplished, reducing the number of MMDs and assigned RCDNs generated, CAV will delete the reversed RCDNs from the system

For instance, in the above example, you discover that one unit was received instead of three. When you reverse the two appropriate RCDNs, the software will eliminate those two RCDNs and the MMDs must be discarded. The remaining reparables must maintain the identity of the assigned RCDN that was not reversed.

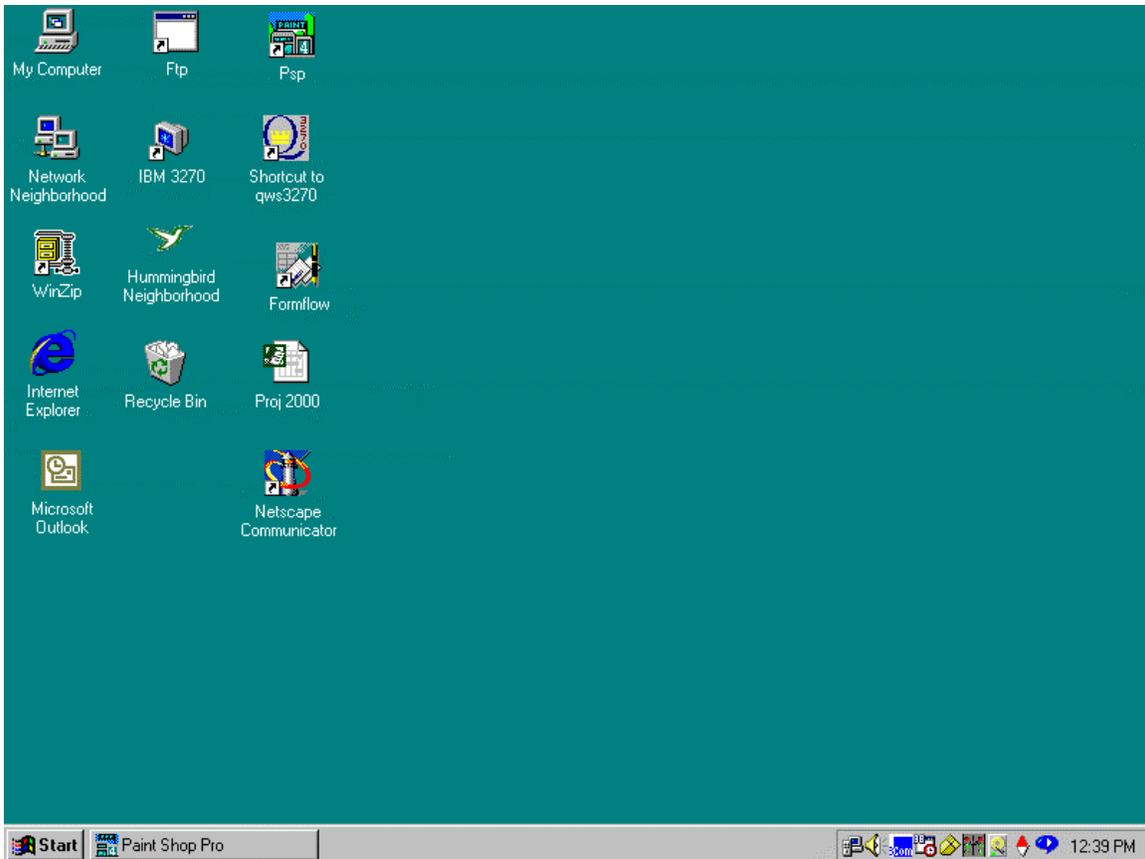
The following conventions were used in building this User's Guide:

These seven basic rules are automatic with CAV. Any input deviations will result in an error message, requiring the operator/system user to re-input corrected data.

1. An item must be received before it is inducted.
2. An item must be inducted before it can be completed
3. An item must be completed before it is shipped, unless the reparable is identified as being not funded, misdirected, misidentified, or the reparable is surveyed.
4. Any required entry will be in bold text.
5. Any optional entry will be italicized.
6. Any user action will be bold and in quotes.
7. **Any required/mandatory field is annotated on the screens/panels with an ' \* ' (aste risk).**

Only use the Netscape 'Back' command when instructed. If you use the **Back** command other than when instructed, it will cause you to loose the screen data you had entered.

The following pages will provide the CAV user a step-by-step / screen-by-screen initial log on procedure.



After powering up your computer, double click on the Icon that will connect you with your Netscape application. (Shown here would be the bottom right icon)



The screen / panel shown above would be the one you would see after signing on to the URL for the CAV II application. The New Site Certificate insert panel will appear. Click the "Next" button.



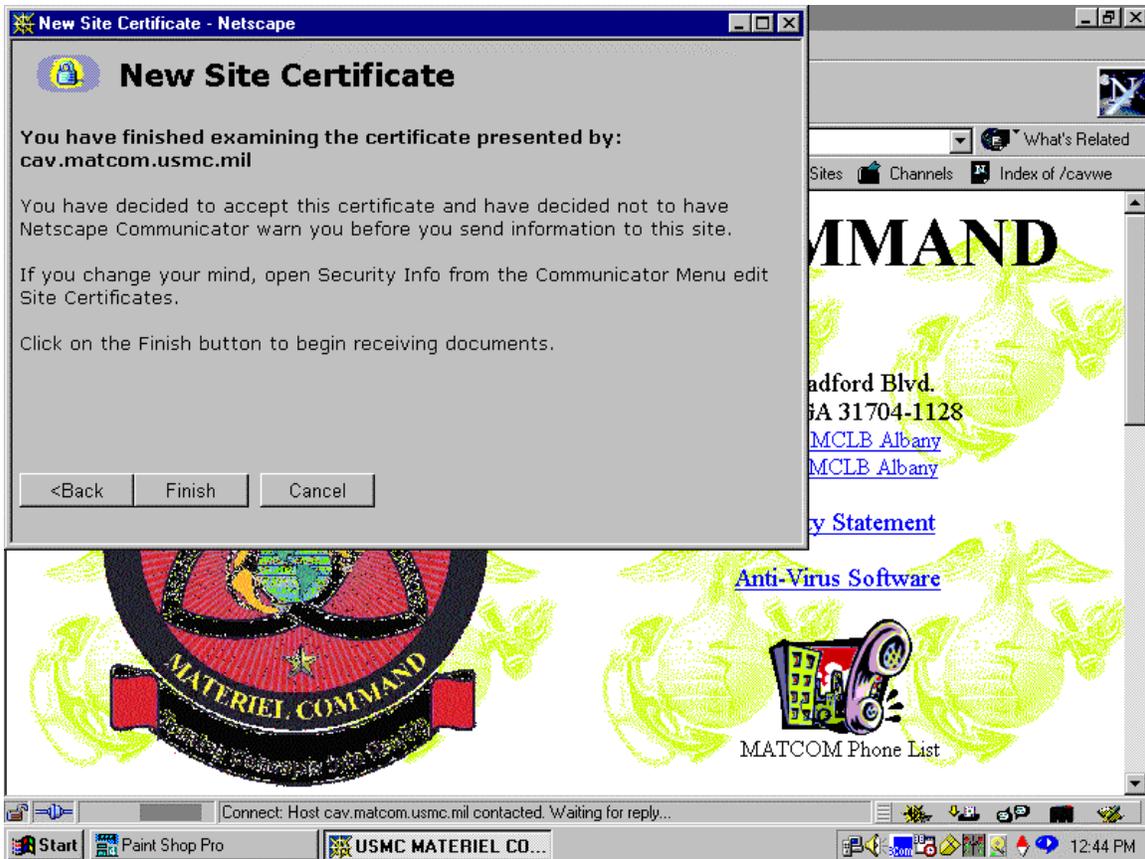
Click the "Next" button.



Click the "Next" button.



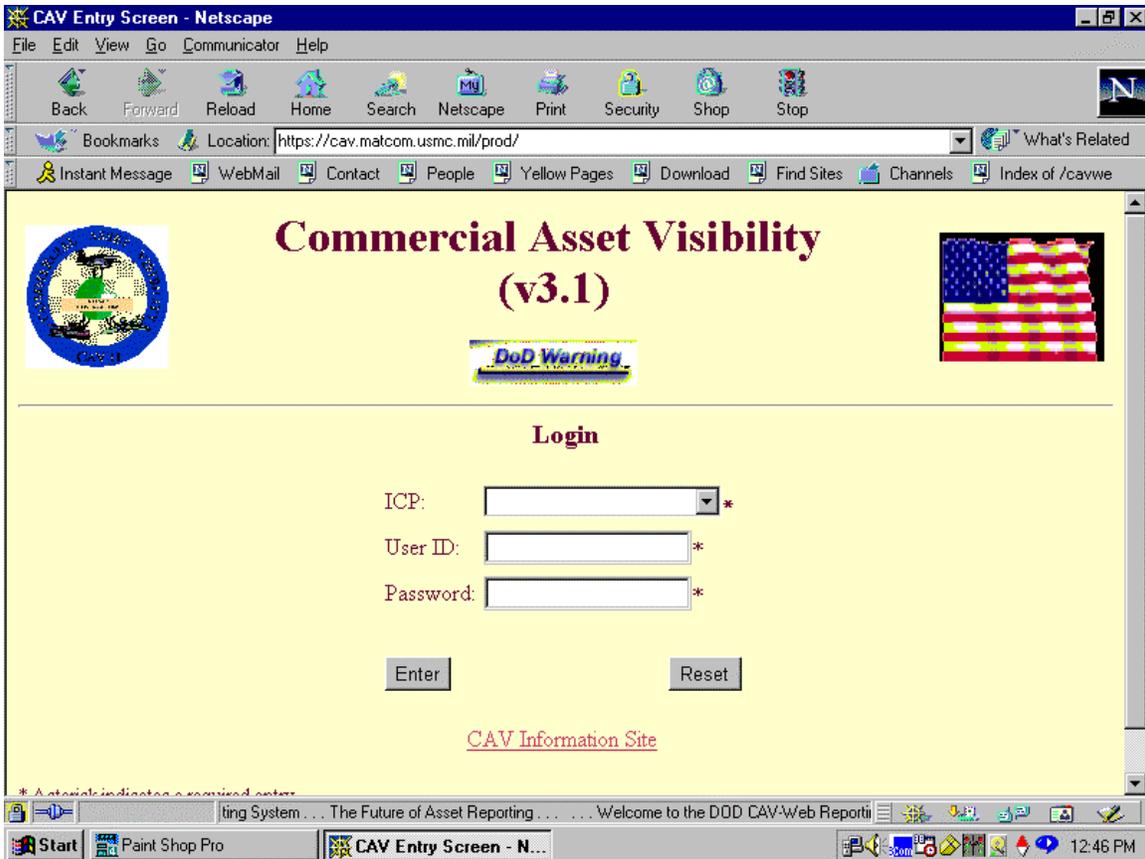
Click "Next" button.



Click the "Finish" button.

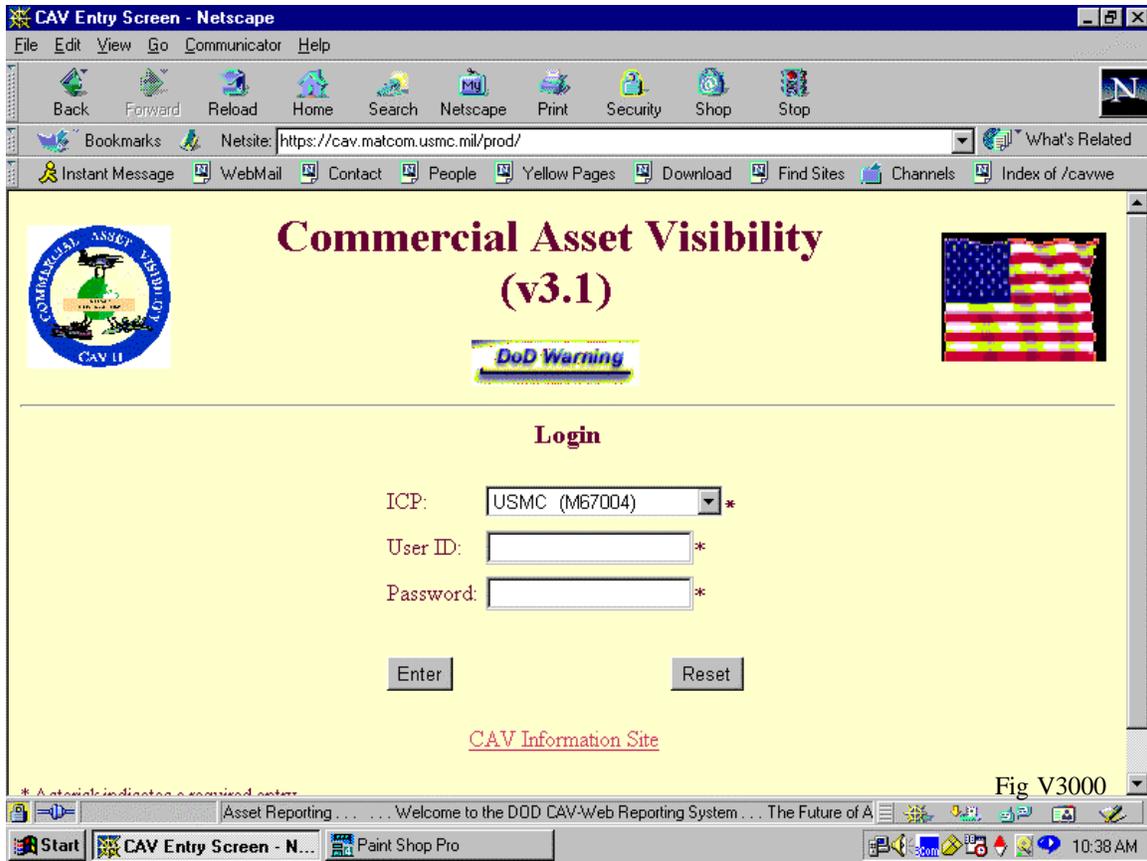


Click the "Continue" button.



After you have clicked the "Continue" button on the previous screen, this is the screen / panel you will see. You are now ready to enter the Commercial Asset Visibility (CAV) system. (See page 1-1)

**COMMERICAL ASSET VISIBILITY  
(CAV)  
REPORTING**



## Getting Started

**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

Enter the following information:

**ICP:** Use the pull down menu to select the ICP that you report to. (M67004 is used for Marine Corps contractors)

**User ID:** Enter your User ID. (This is unique to the individual user and will be provided during implementation)

**Password:** Enter your Password. *Password field is case sensitive.* (This is unique to the individual user and will be provided during implementation)

Click the **“Enter”** button to advance to the Main Menu screen. At the Main Menu you will be able to process the following:

Various Receipts and Repair Status (Found under Section 2 of the Table of Contents).

Print Forms, Reports and Labels (Found under Section 3 of the Table of Contents).

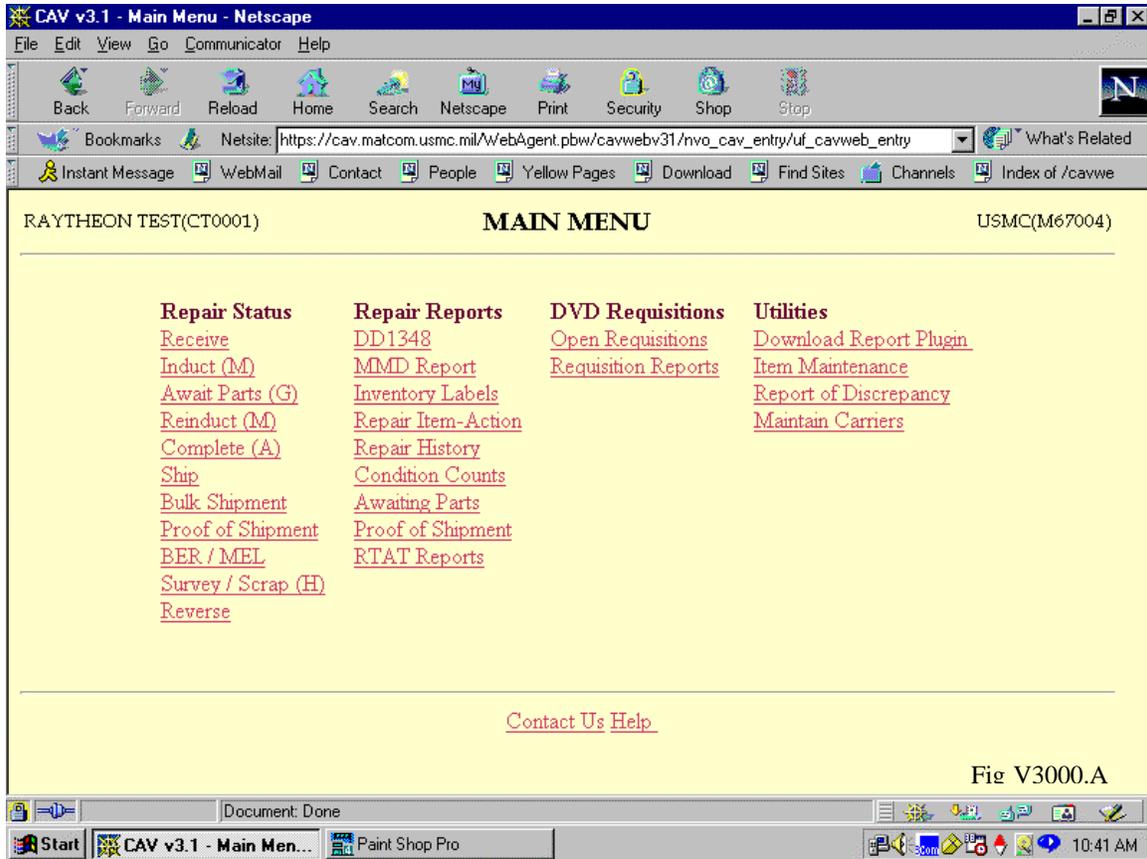
Process DVD (Direct Vendor Delivery) Requisitions (Found under Section 4 of the Table of Contents).

Perform various Utility Functions and Table Updates (Found under Section 5 of the Table of Contents).

If you made a mistake when entering the required data, click the **“Reset”** button. This action will clear the screen. You may then enter the correct information or, you may "click and drag" over the incorrect information entered and retype the correct information.

**NOTE:** Throughout CAV, you should never use the "**Back**" button / icon located on the top bar of the screen / panel unless specifically directed to by instructions received on the panel / screen being viewed. Always use the options available within the panel, i.e., Receipt Menu, Item Maintenance, Main Menu, etc.

**COMMERCIAL ASSET VISIBILITY  
(CAV)  
REPORTING**



## To Report a Receipt

From the Main Menu screen (shown above), under the Repair Status column, click **Receive**.

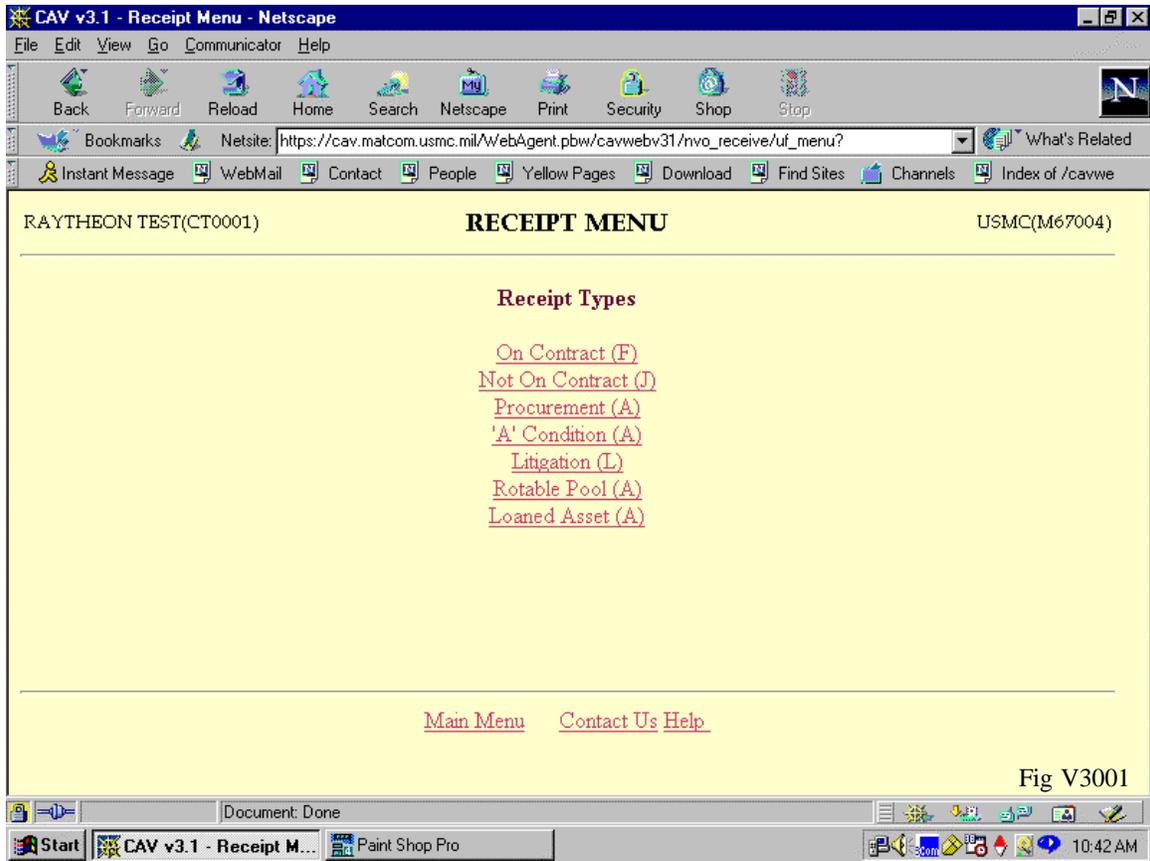


Fig V3001

This is the screen you will see after clicking "Receive" under the Repair Status column on the Main Menu screen.

The main Receipt Menu screen (shown above) displays the different types of receipts based on the variables assigned.

Click on the type action you wish to complete:

On Contract – if the material received is on contract for repair, modification, calibration or delivery order

Not on Contract – if the material received is not on contract or delivery order or an erroneous shipment to the contractor is received

Procurement – if the material is procured by the ICP for delivery to the contractor

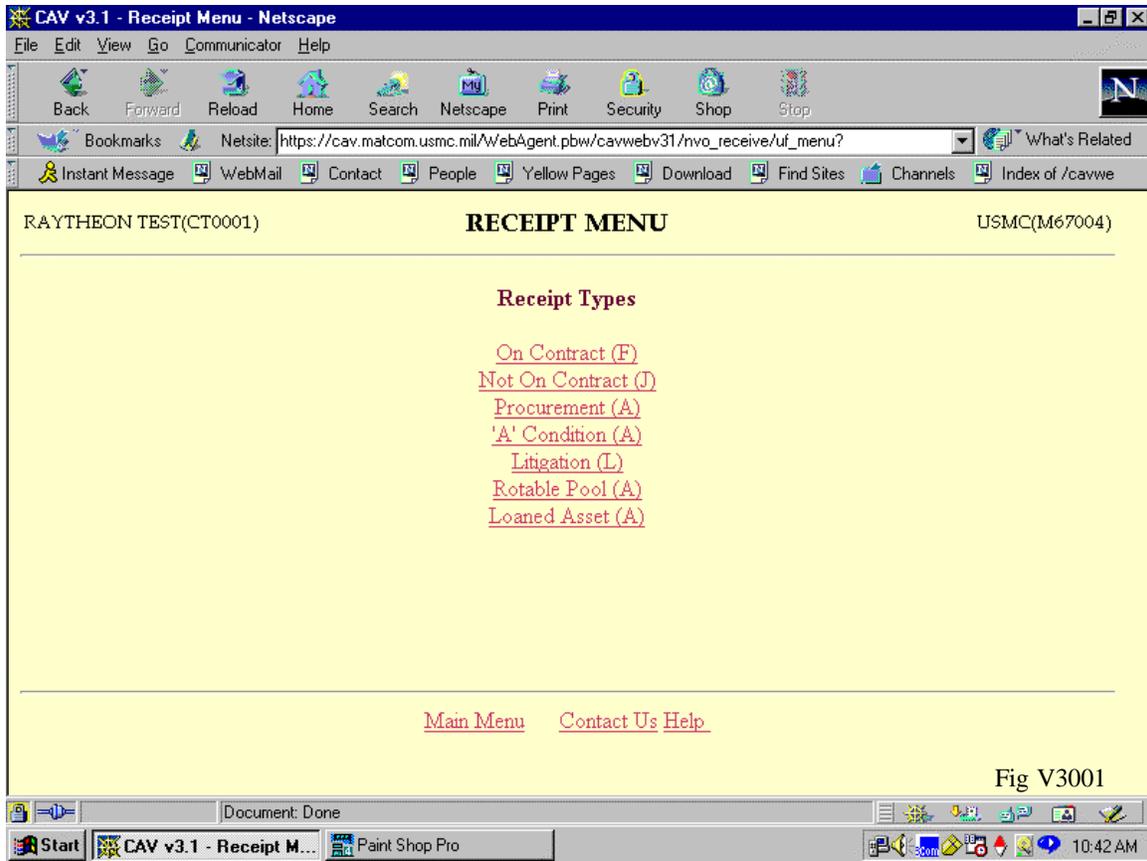
'A' Condition – if the material is A Condition (Material is in Condition Code equal to 'A' and can be issued when required/requested)

For contractors that are initially furnishing assets to be fielded, you will use this option to pickup and receipt for assets prior to issue and shipment.

Litigation - Identifies material that has been suspended from the normal issue or repair cycle due to litigation or negotiation with or between the repair facility, the sending organization or the common carrier (damage to items during shipment).

Rotable Pool – if the material is rotable pool (This entry/code is usually not required with Marine Corps assets)

Loaned Asset – if the material being received is or was a loaned asset.



### To Receipt On Contract

To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the Receive option. From the Receipt Menu, under the heading Receipt Types, you will click **"On Contract"**.

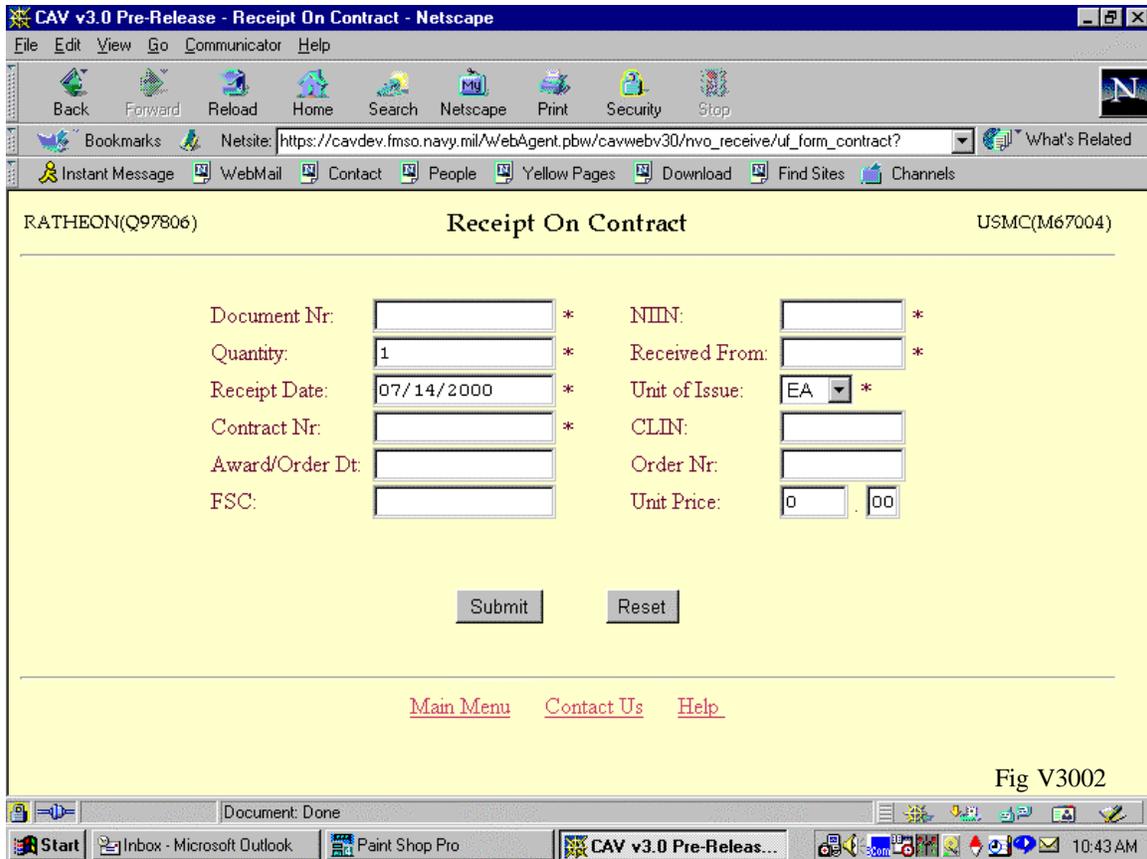


Fig V3002

### **To Report a Receipt on Contract**

To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the Receive option. From the Receipt Menu, under the heading Receipt Types, you would have clicked "**On Contract**".

**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

Enter the following information as needed:

**NOTE:** Unless otherwise indicated, no special characters or embedded spaces are permitted in the fields.

**Document Nr:** This is a fourteen position, alphanumeric field. However, throughout CAV on any panel/screen where you can input the Document Number, there is a fifteenth position available within the Document Number field to accommodate a Suffix Code if necessary.

**NIIN:** This is a nine position, numeric field.

**Quantity:** Enter a number from 1 to 9999.

**Received From:** Enter the RIC from which the material was received. This is a three position, alphanumeric field.

**Receipt Date:** The default value is the current date. If necessary, change this date to reflect the actual date the material was received. The format is mm/dd/yyyy. The value cannot be a future date.

**Unit of Issue:** Click on the down arrow of the "drop-down" box and select the Unit of Issue that applies to, or is appropriate to, the NIIN received. This is an alpha, two-character field.

**Contract Nr:** The value is alphanumeric and must be thirteen positions.

*Order Nr:* (optional field) If entered, is a four character alphanumeric field. The value cannot be a totally alpha entry.

*Award/Order Dt:* It is required if the Order Nr has been entered (mm/dd/yyyy).

**NOTE:** The value cannot be a future date.

*CLIN:* (optional field) If entered, is a six character alphanumeric field. The field will always start numeric. The value must be six positions.

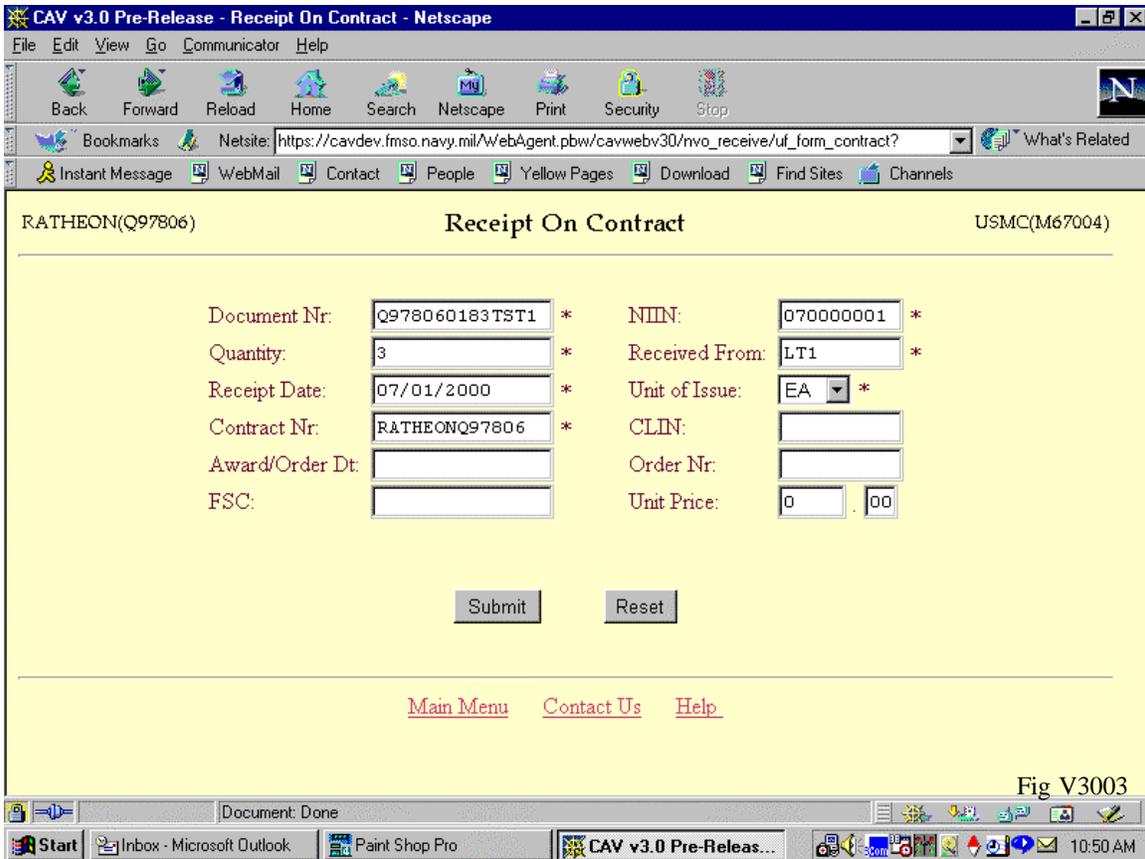
*FSC:* (optional field) (Federal Supply Class) If entered, is a four character numeric field.

*Unit Price:* (optional field)

**Submitting the Data:**

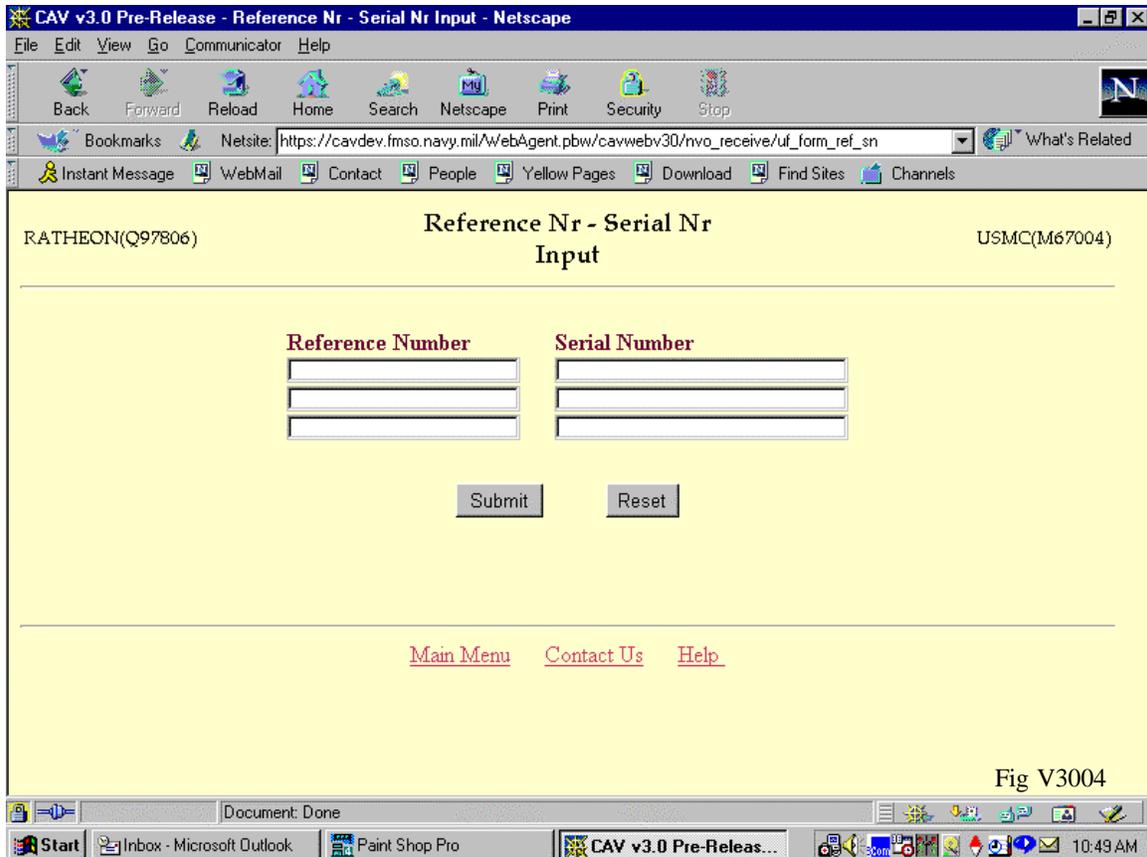
If the data entered is correct, click the "**Submit**" button to submit the receipt. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.

*Note: Receipt will be as 'F' Condition-Code.*



The screen shown above would be an example of a completed Receipt On Contract panel showing the mandatory fields completed.

If the data entered is correct, click the "**Submit**" button to submit the receipt. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.



This is the screen/panel that will appear after you have clicked the "Submit" button on the receipt panel.

NOTE: The number of Reference Number fill fields and the number of Serial Number fill fields are exactly correlated to the quantity received. Receipted for three, there are three fill fields, receipt for ten, there would be ten fill fields available for each data field.

At this point, if you had no Reference Numbers or Serial Numbers to input, you would click the "Submit" button to process the receipt.

OR

You could click on the "Main Menu" option and return to the Main Menu. The data entered on the prior panel/screen will not be processed in CAV.

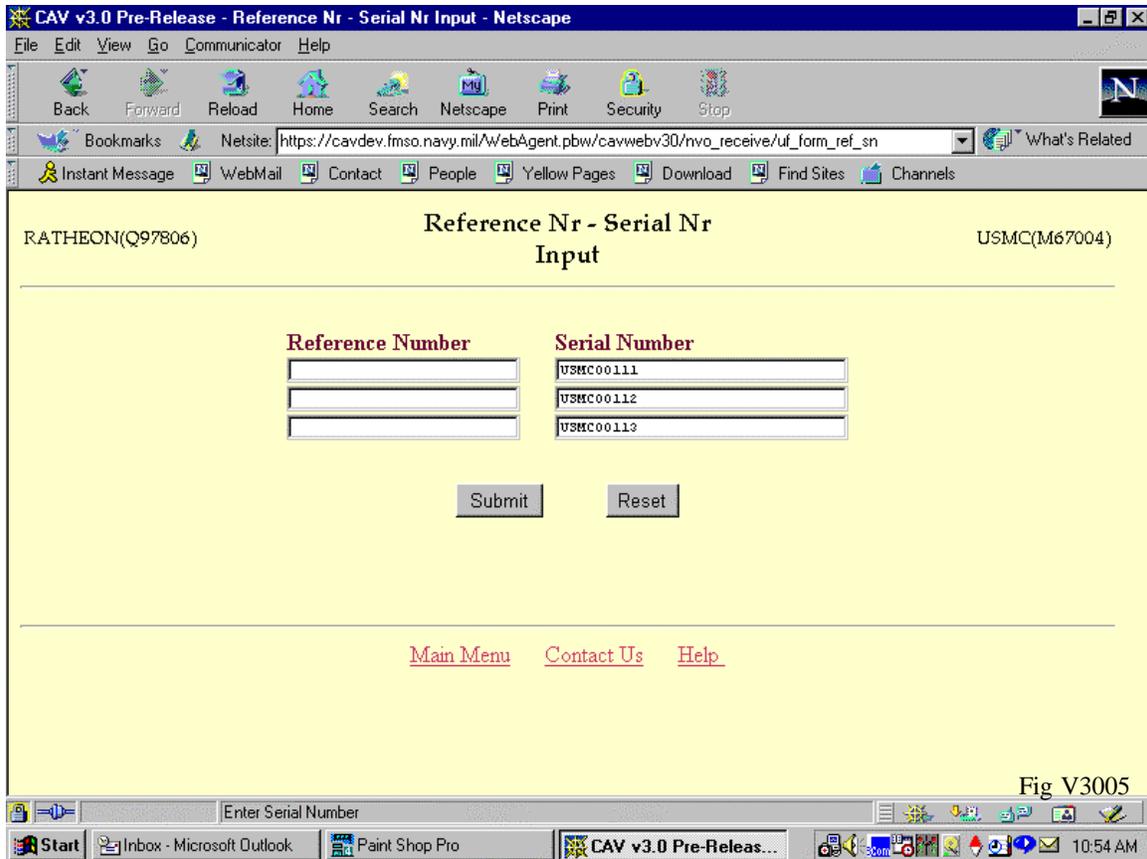


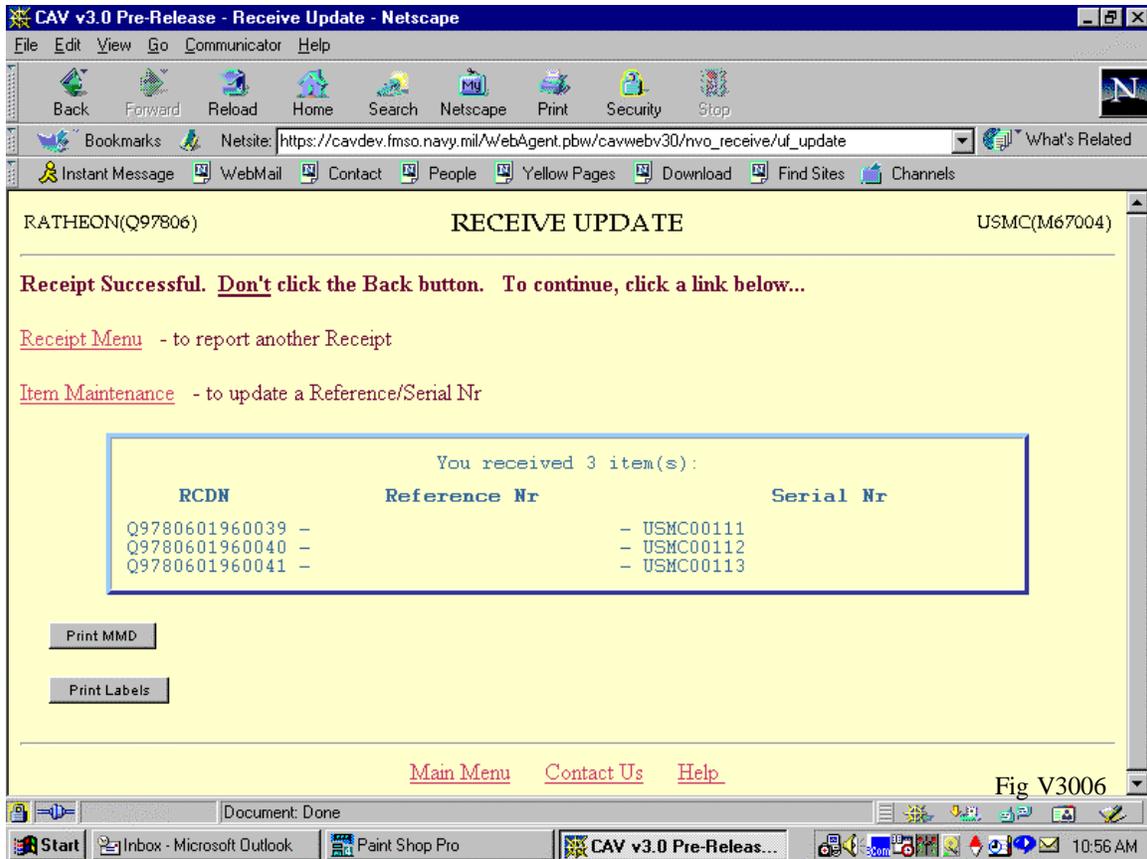
Fig V3005

The above panel/screen is what you would see after inputting Serial Numbers for items being receipted for. NOTE: Whenever Serial Numbers are being input in any session of CAV, particular attention should be given to ensure correctness.

If the data entered is correct, click the "**Submit**" button to submit the receipt. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.

OR

You could click on the "Main Menu" option and return to the Main Menu. The data entered on this and any prior panel/screen for this receipt will not be processed in CAV.



If a successful Receipt on Contract was accomplished the Receive Update screen appears indicating a successful receipt, listing the CAV system assigned Repair Cycle Document Numbers (RCDNs), and corresponding Reference Numbers (Reference Nr) and Serial Numbers (Serial Nr) if entered. This screen examples a receipt with Serial Numbers inducted.

This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.

Return to the [Receipt Menu](#) (click on Receipt Menu option)

Return to the [Item Maintenance](#) (click on Item Maintenance option) ***(Returns you to the Maintenance screen. Note: Select this option if a Serial Number was required and was not entered or erroneously entered and you would desire to correct the entry.)***

Return to the [Main Menu](#) (click on Main Menu option)

OR

Click on the appropriate button to select one of these options:

[Print MMDs](#) for the RCDNs just created (click on Print MMD option bar located at lower left portion of screen)

[Print Labels](#) for the RCDNs just created (click on Print Labels option bar located at lower left portion of screen)

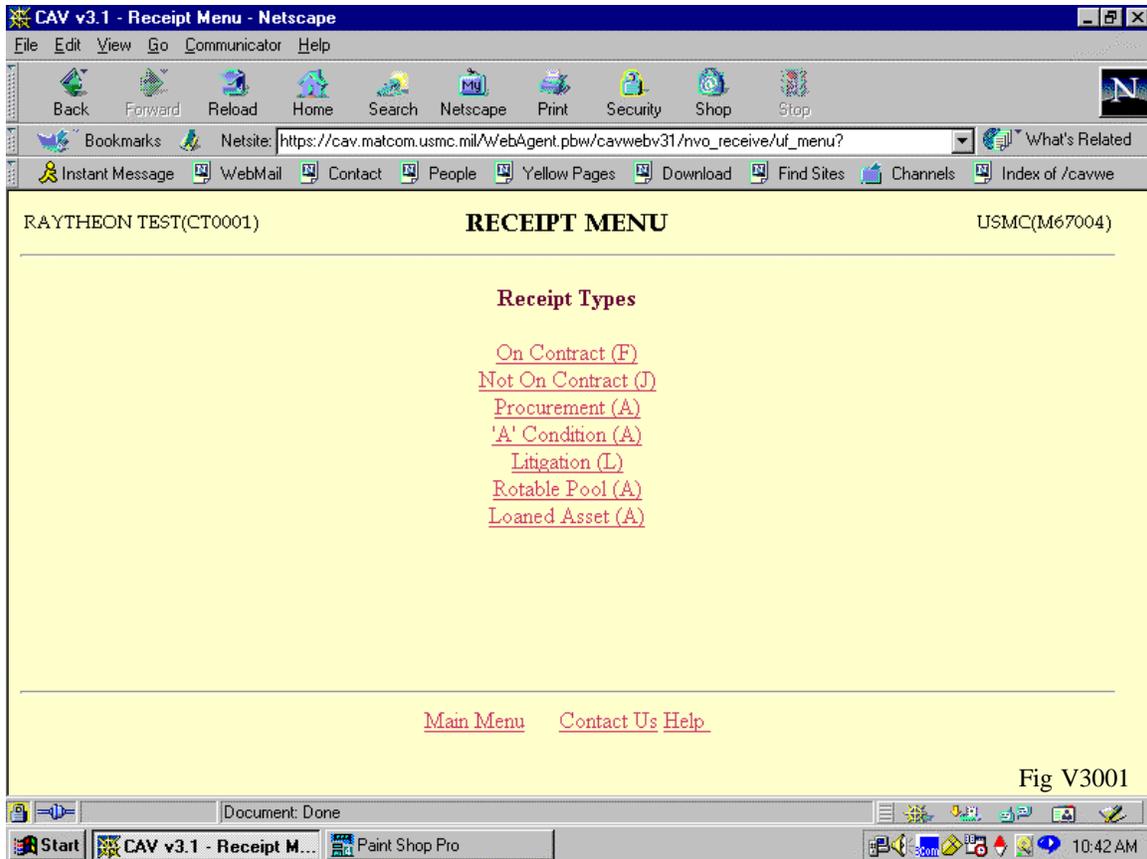


Fig V3001

### To Receipt Not On Contract

To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the Receive option. From the Receipt Menu, under the heading Receipt Types, you will click "**Not On Contract**".

Clicking on "Not on Contract" allows you to report a receipt of an item that was received and is not an item that is authorized repair or covered under the current contract assigned. It will allow you to go to the next screen where the identifying data is entered.

NOTE: Items received, as "Not On Contract" cannot be inducted into CAV for repair.

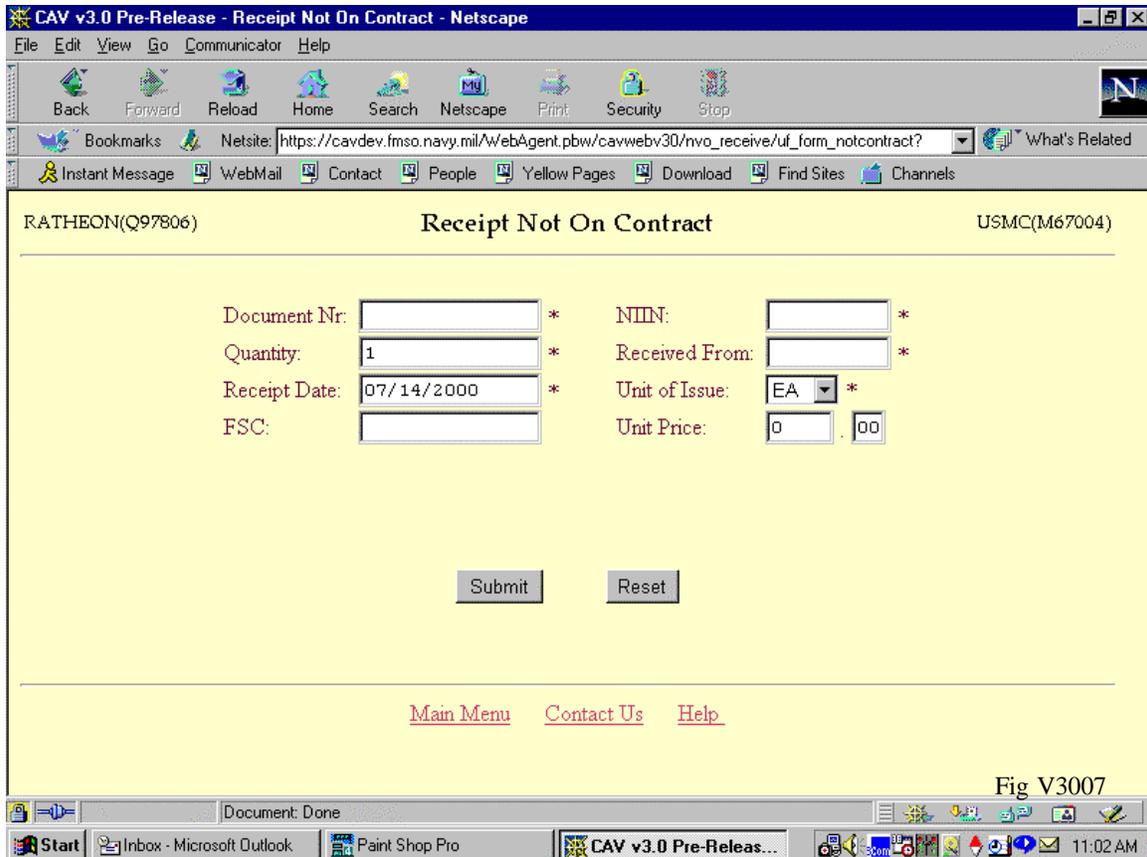


Fig V3007

### To Report a Receipt Not on Contract

To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the Receive option. From the Receipt Menu, under the heading Receipt Types, you would have clicked "**Not On Contract**".

**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

Enter the following information as needed:

**NOTE:** Unless otherwise indicated, no special characters or embedded spaces are permitted in the fields.

**Document Nr:** This is a fourteen position, alphanumeric field.

**NIIN:** This is a nine position, numeric field.

**Quantity:** Enter a number from 1 to 9999.

**Received From:** Enter the RIC from which the material was received. This is a three position, alphanumeric field.

**Receipt Date:** The default value is the current date. If necessary, change this date to reflect the actual date the material was received. The format is mm/dd/yyyy. The value cannot be a future date.

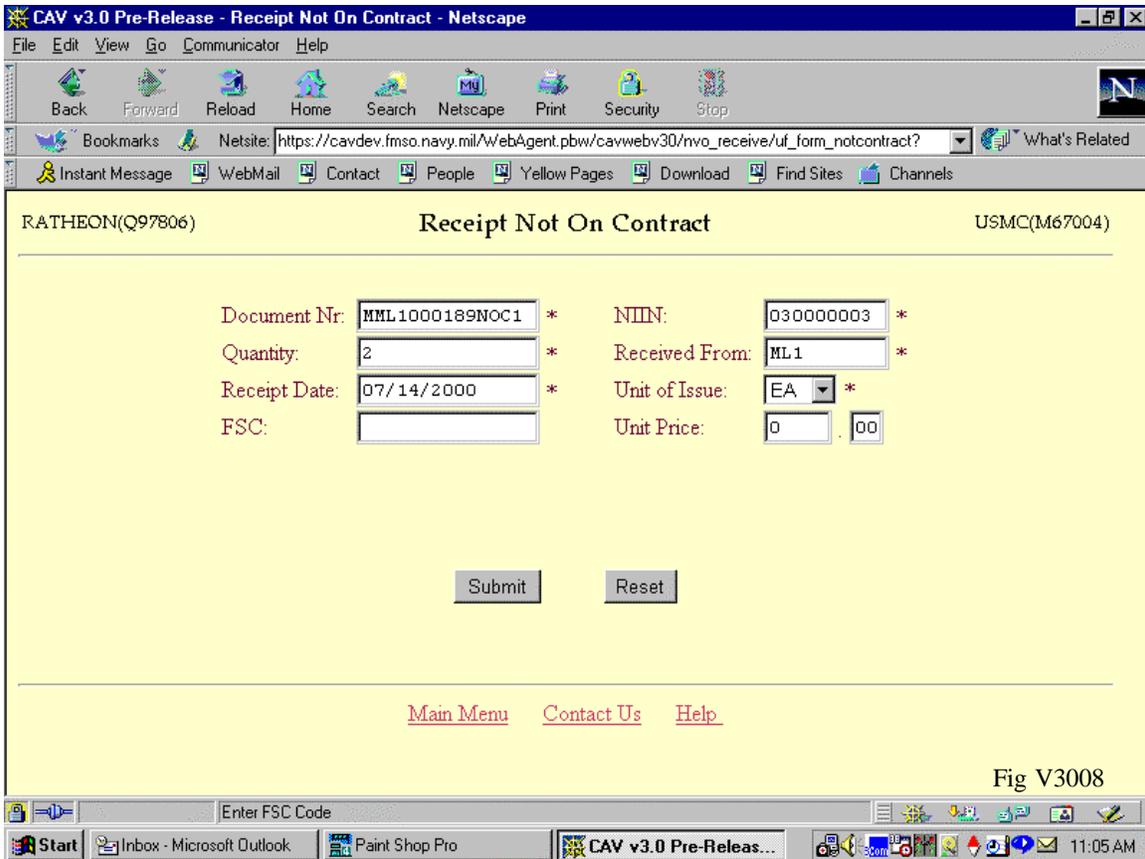
**Unit of Issue :** Click on the down arrow of the "drop-down" box and select the Unit of Issue that applies to, or is appropriate to, the NIIN received. This is an alpha, two-character field.

**FSC:** (optional field) (Federal Supply Class) If entered, is a four character numeric field.

**Unit Price:** (optional field)

### Submitting the Data:

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.



This screen / panel shows what you would see after completing the Receipt Not On Contract screen with the "mandatory" fields entered. At this point, if the data entered is correct, you would click the "Submit" button to submit the transaction. Or to correct data that was entered, you can either click the "Reset" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.

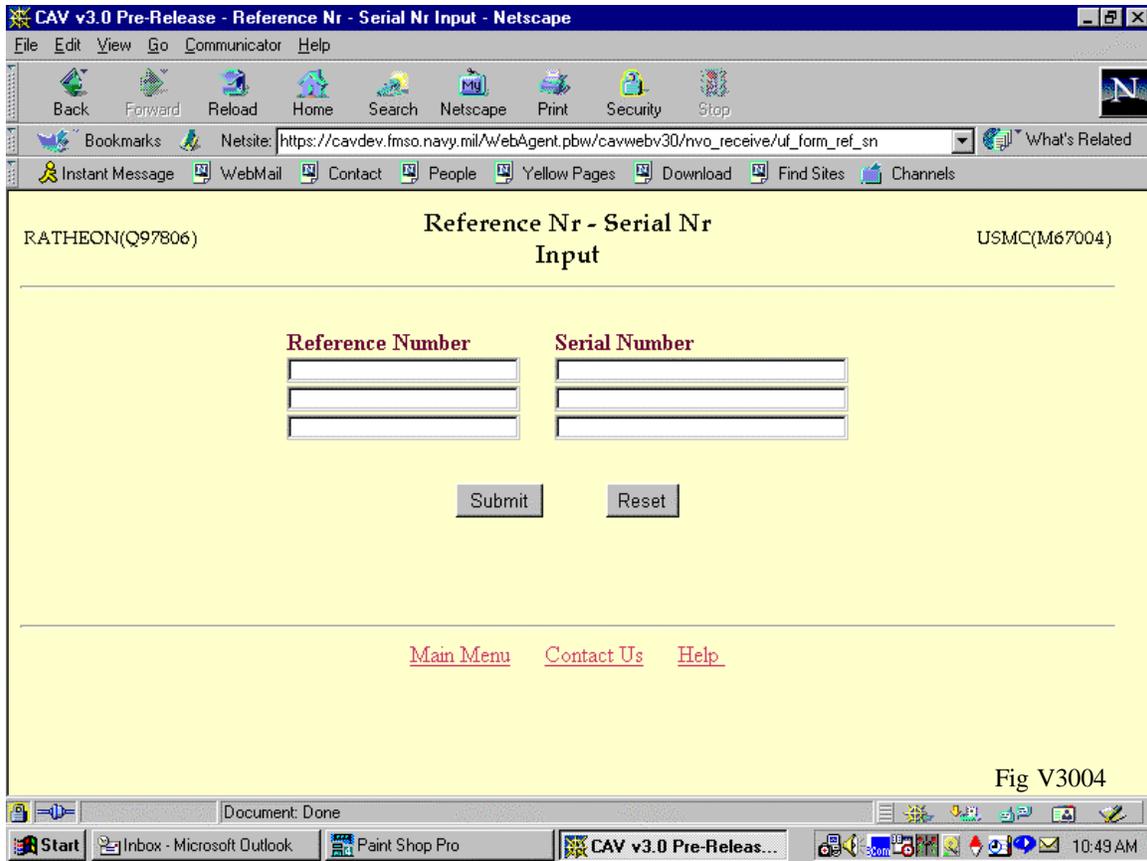


Fig V3004

This is the screen/panel that will appear after you have clicked the "Submit" button on the Receipt Not On Contract panel.

NOTE: The number of Reference Number fill fields and the number of Serial Number fill fields would be correlated to the quantity received. Receipted for two, there would be two fill fields, receipt for three, there would be three fill fields, receipt for ten, there would be ten fill fields available for each data field.

At this point, and if you had no Reference Numbers or Serial Numbers to input, you would click the "Submit" button to process the receipt.

OR

You could click on the "Main Menu" option and return to the Main Menu. The data entered on the prior panel/screen will not be processed in CAV.

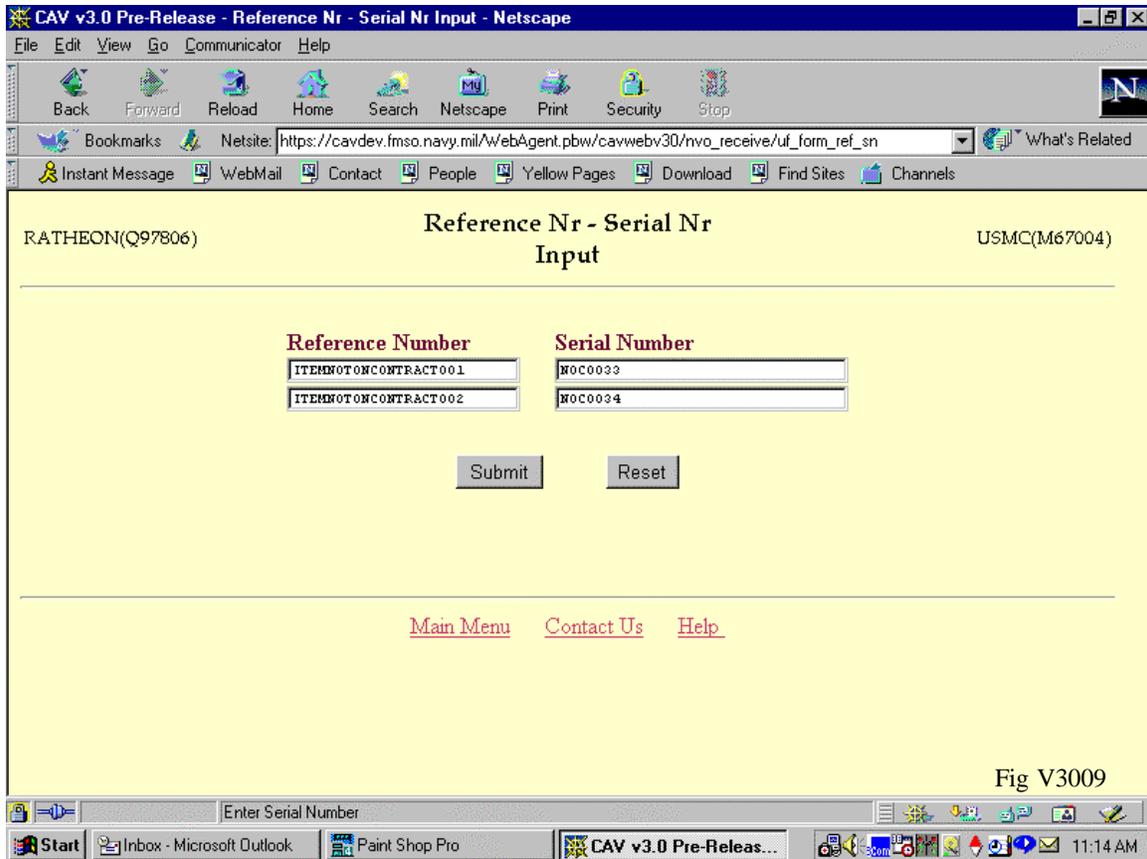


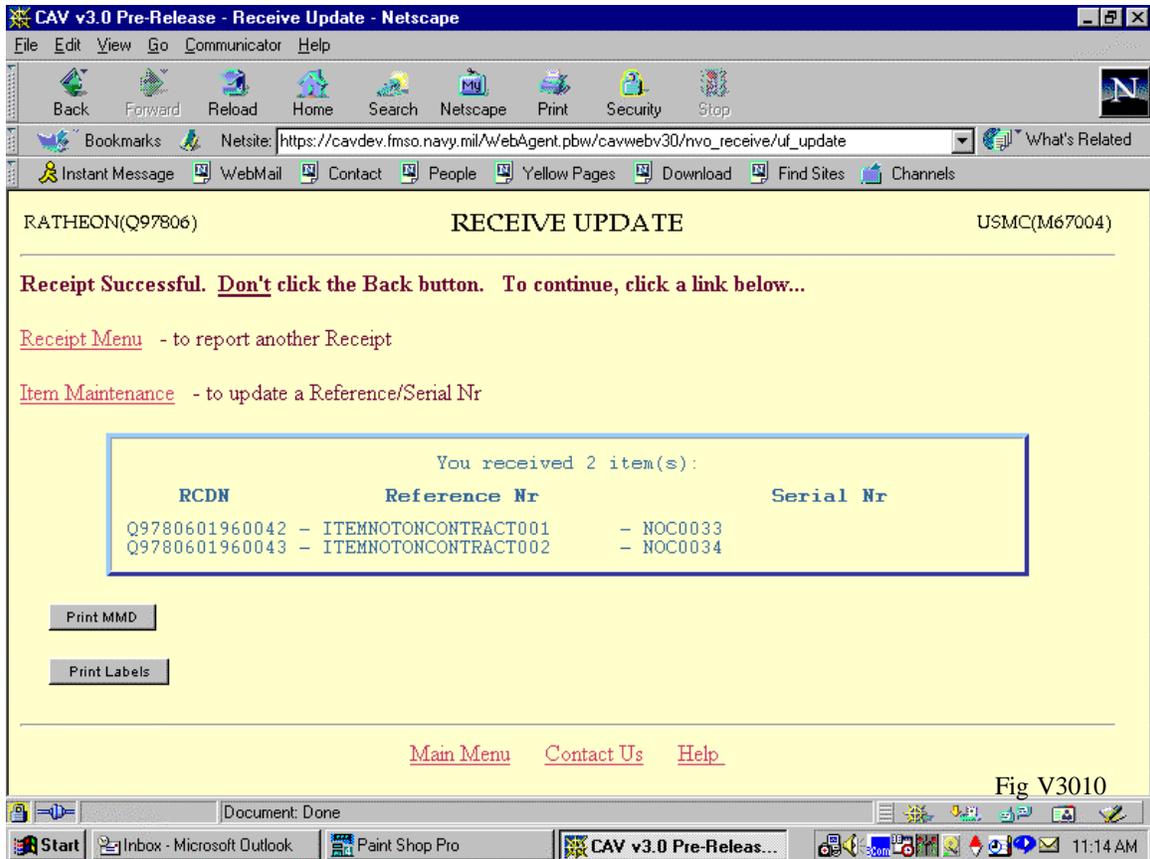
Fig V3009

The above panel/screen is what you would see after inputting Reference Numbers and Serial Numbers for a quantity of two items being receipted for. NOTE: Whenever Serial Numbers are being input in any session of CAV, particular attention should be given to ensure correctness.

If the data entered is correct, click the "**Submit**" button to submit the receipt. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.

OR

You could click on the "Main Menu" option and return to the Main Menu. The data entered on this and any prior panel/screen for this receipt will not be processed in CAV.



If a successful Receipt on Contract was accomplished the Receive Update screen appears indicating a successful receipt, listing the CAV system assigned Repair Cycle Document Numbers (RCDNs), and corresponding Reference Numbers (Reference Nr) and Serial Numbers (Serial Nr) if entered. This screen examples a receipt with Reference Numbers and Serial Numbers inducted.

This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.

Return to the [Receipt Menu](#) (click on Receipt Menu option)

Return to the [Item Maintenance](#) (click on Item Maintenance option) ***(Returns you to the Maintenance screen. Note: Select this option if a Serial Number was required and was not entered or erroneously entered and you would desire to correct the entry.)***

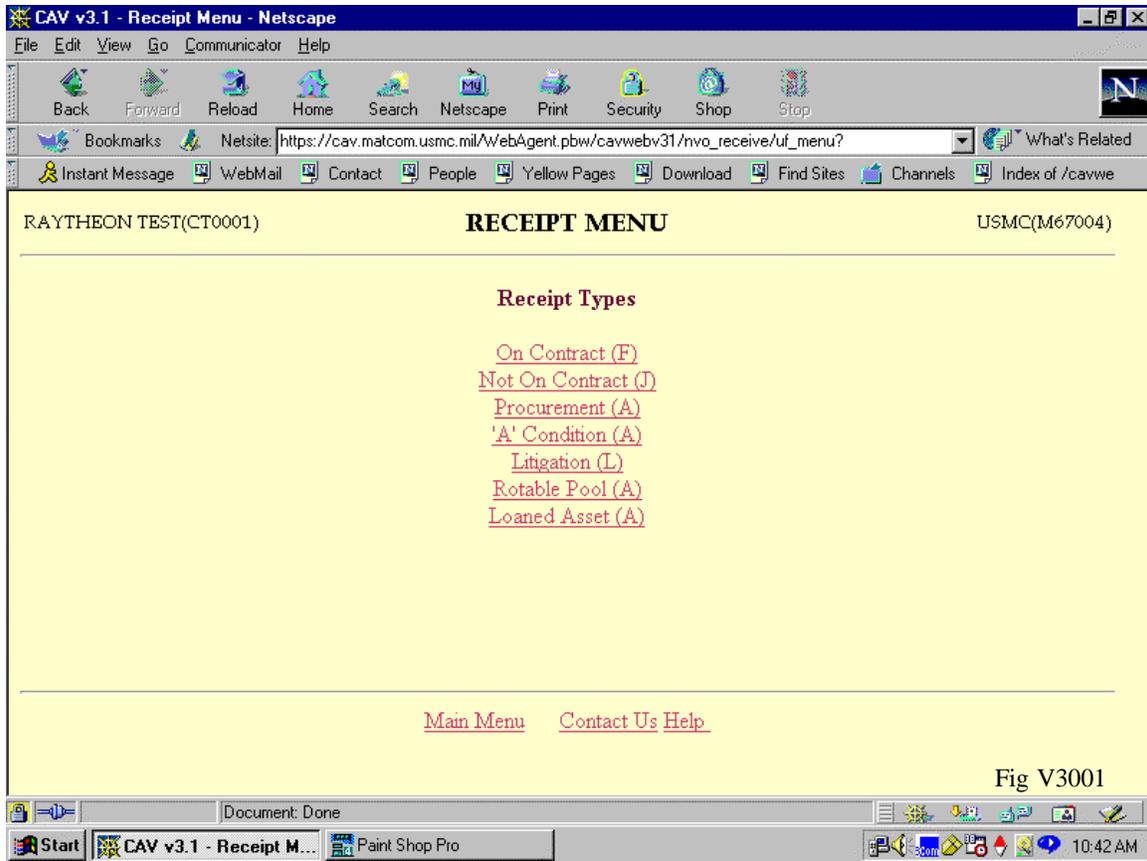
Return to the [Main Menu](#) (click on Main Menu option)

OR

Click on the appropriate button to select one of these options:

[Print MMDs](#) for the RCDNs just created (click on Print MMD option bar located at lower left portion of screen)

[Print Labels](#) for the RCDNs just created (click on Print Labels option bar located at lower left portion of screen). This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.



### To Receipt from Procurement

To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the Receive option. From the Receipt Menu, under the heading Receipt Types, you will click "**Procurement**".

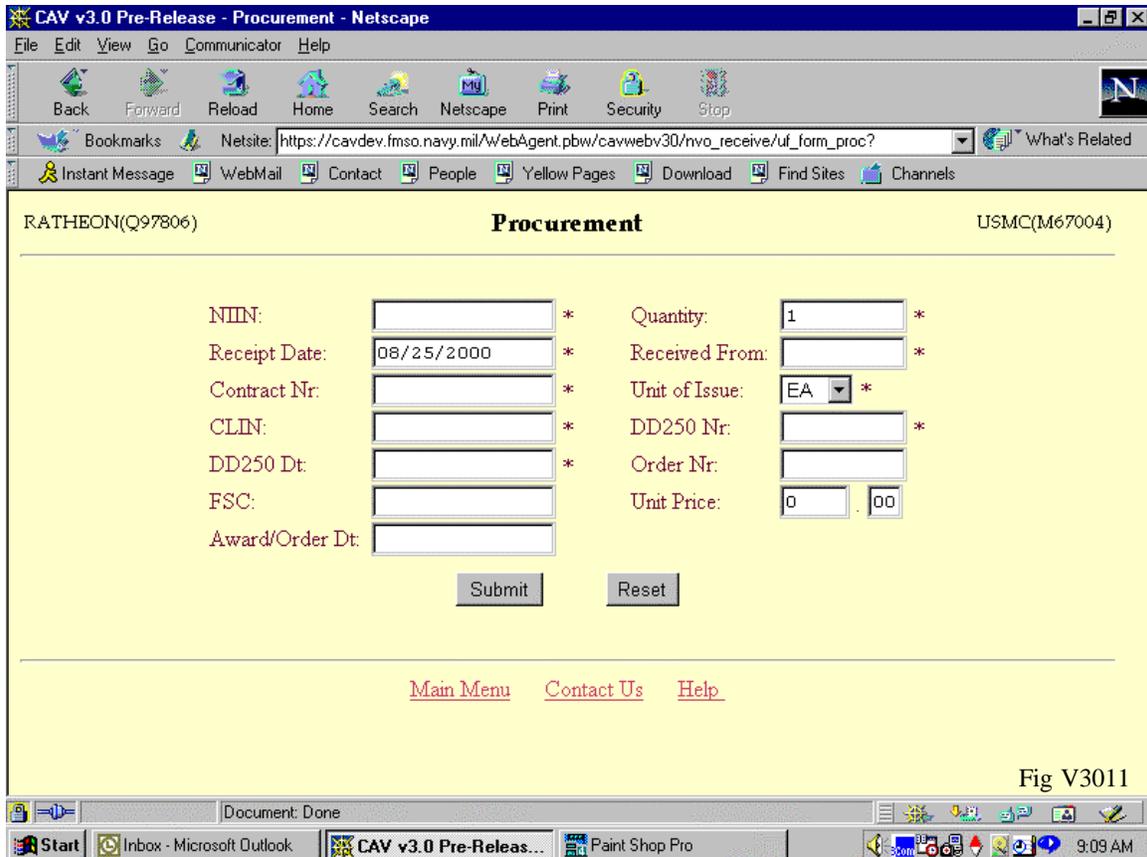


Fig V3011

### To Report a Receipt from a Procurement

To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the Receive option. From the Receipt Menu, under the heading Receipt Types, you would have clicked "**Procurement**".

**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

**NOTE:** Unless otherwise indicated, no special characters or embedded spaces are permitted in the fields.

**NIIN:** This is a nine position, numeric field.

**Quantity:** Enter a number from 1 to 9999.

**Received From:** Enter the RIC from which the material was received. This is a three position, alphanumeric field.

**Receipt Date:** The default value is the current date. If necessary, change this date to reflect the actual date the material was received. The format is mm/dd/yyyy. The value cannot be a future date.

**Contract Nr:** The value is alphanumeric and must be thirteen positions.

**Unit of Issue :** Click on the down arrow of the "drop-down" box and select the Unit of Issue that applies to, or is appropriate to, the NIIN received. This is an alpha, two-character field.

**CLIN:** (Contract Line Item Number) Is a six character alphanumeric field. The field will always start numeric. The value must be six positions.

**DD250 Dt:** Enter the applicable date from the DD250.

**DD250 Nr:** The value must be eight characteristics, and the eighth position must be a 'Z'.

*Order Nr:* (optional field) If entered, is a four character alphanumeric field. The value cannot be a totally alpha entry.

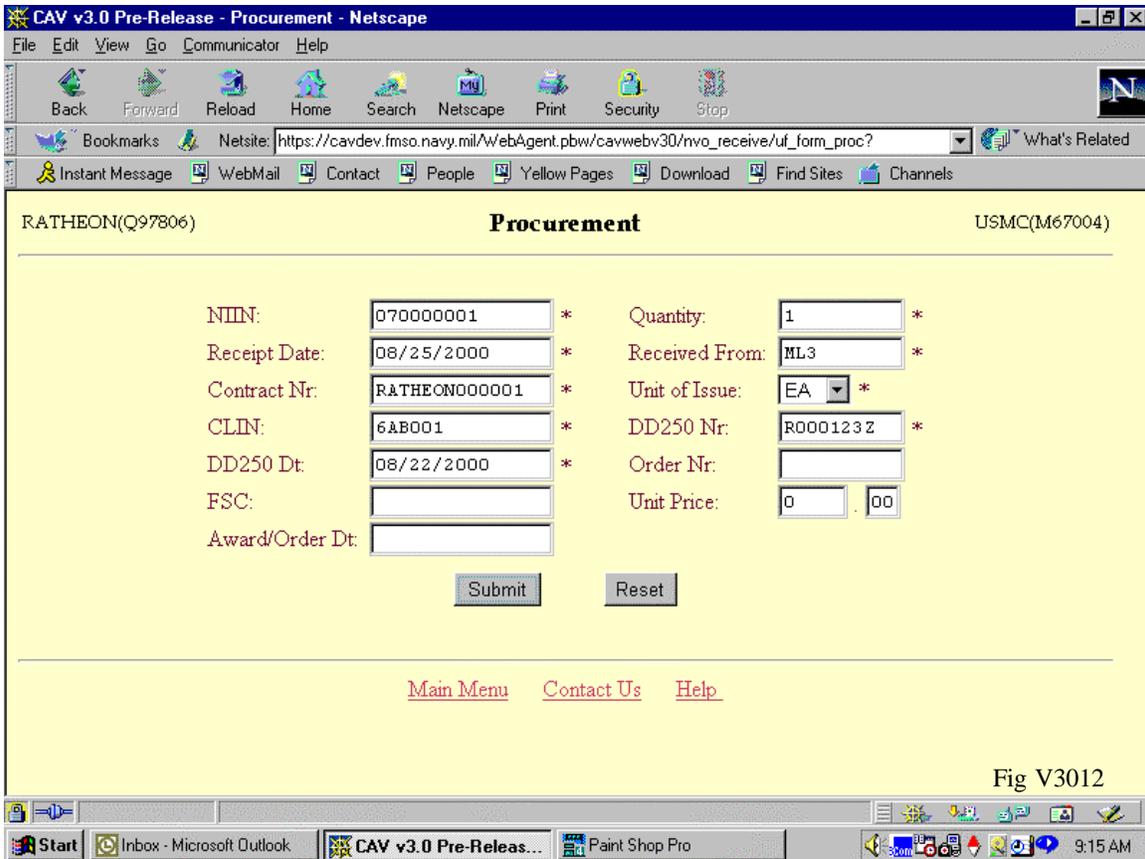
*FSC:* (Federal Supply Class) (optional field). If entered, is a four character, numeric field.

*Unit Price:* (optional field)

*Award/Order Dt:* It is required if the Order Nr had been entered (mm/dd/yyyy).

### **Submitting the Data:**

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.



This screen / panel shows what you would see after completing the Procurement receipt screen with the "mandatory" fields entered. At this point, if the data entered is correct, you would click the "Submit" button to submit the transaction. Or to correct data that was entered, you can either click the "Reset" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.

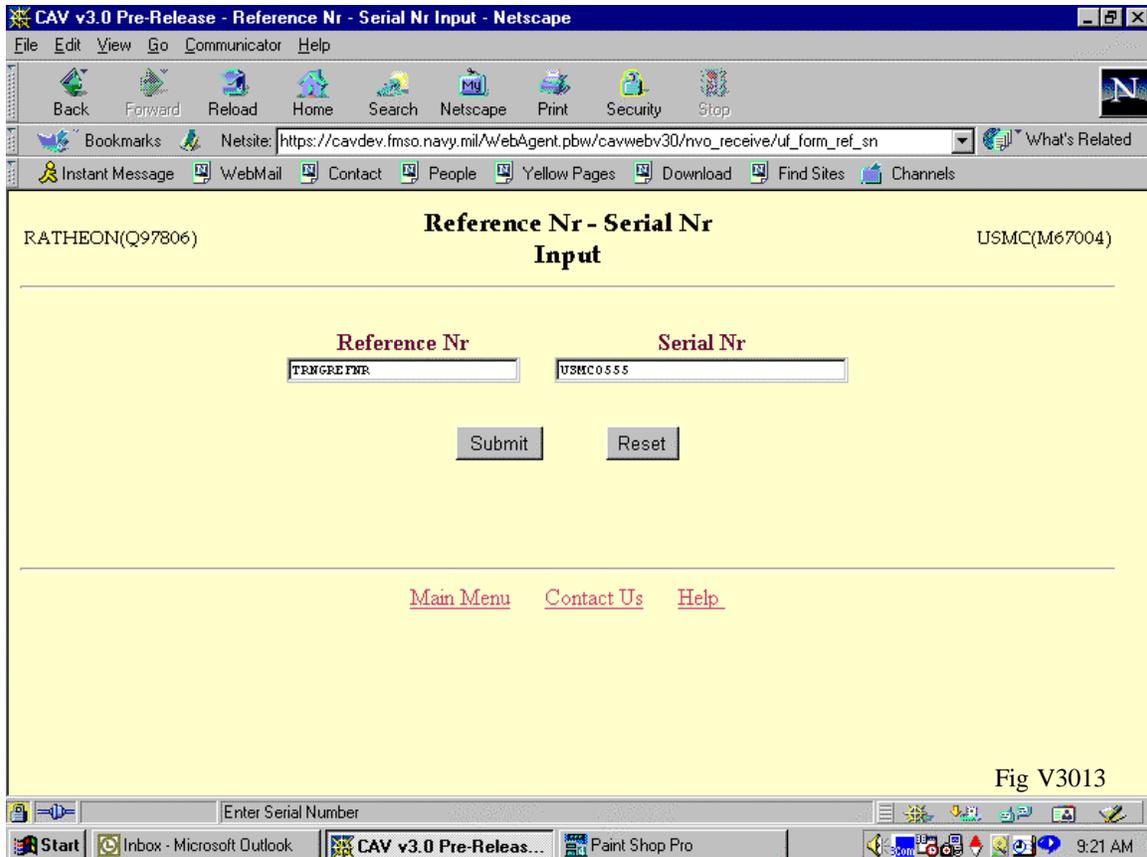


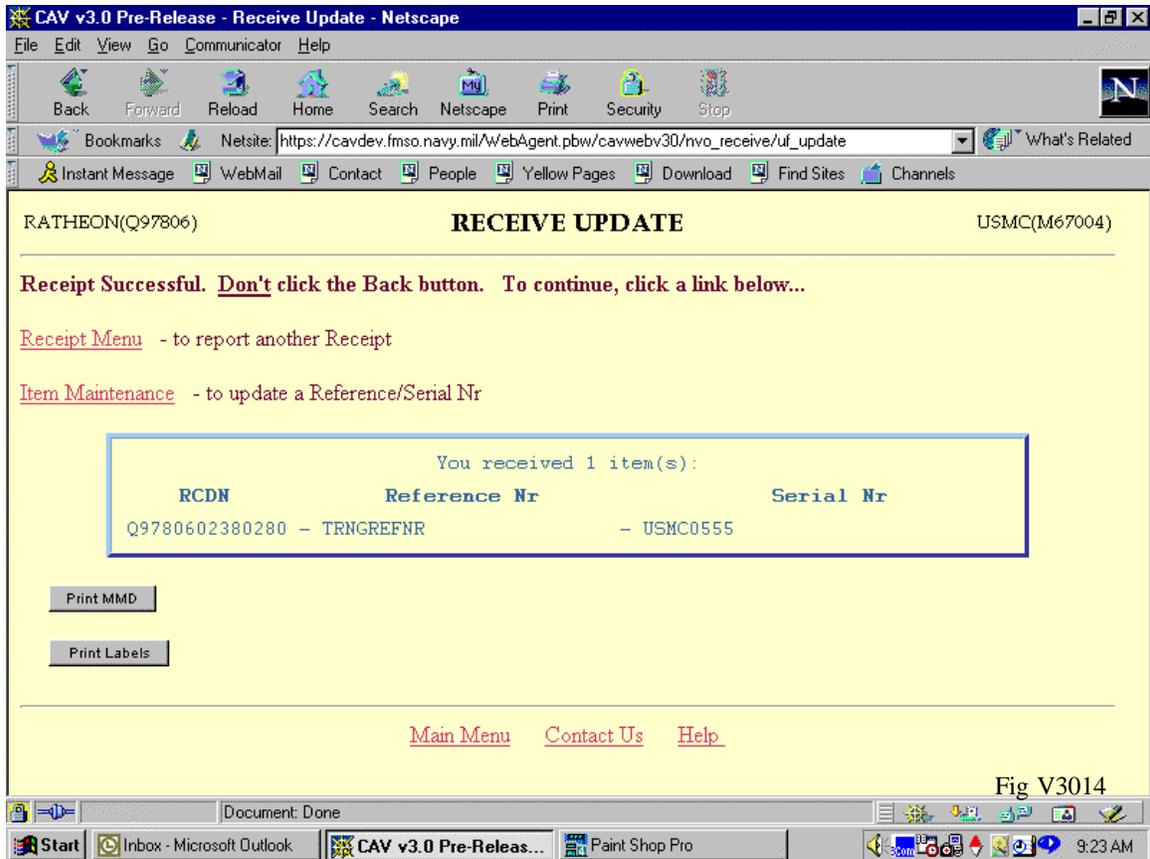
Fig V3013

The above panel/screen is what you would see after inputting a Reference Number and Serial Number for a quantity of one item being receipted for. NOTE: Whenever Serial Numbers are being input in any session of CAV, particular attention should be given to ensure correctness.

If the data entered is correct, click the "**Submit**" button to submit the receipt. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.

OR

You could click on the "Main Menu" option and return to the Main Menu. The data entered on this and any prior panel/screen for this receipt will not be processed in CAV.



If a successful Receipt of Procurement was accomplished, the Receive Update screen appears indicating a successful receipt, listing the CAV system assigned Repair Cycle Document Number (RCDN) and corresponding Reference Number (Ref Nabs) and Serial Number.

This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.

Return to the [Receipt Menu](#) (click on Receipt Menu option)

Return to [Item Maintenance](#) (click on Item Maintenance option) (use this option also, if a Serial Number was either, not entered previously or erroneously entered previously)

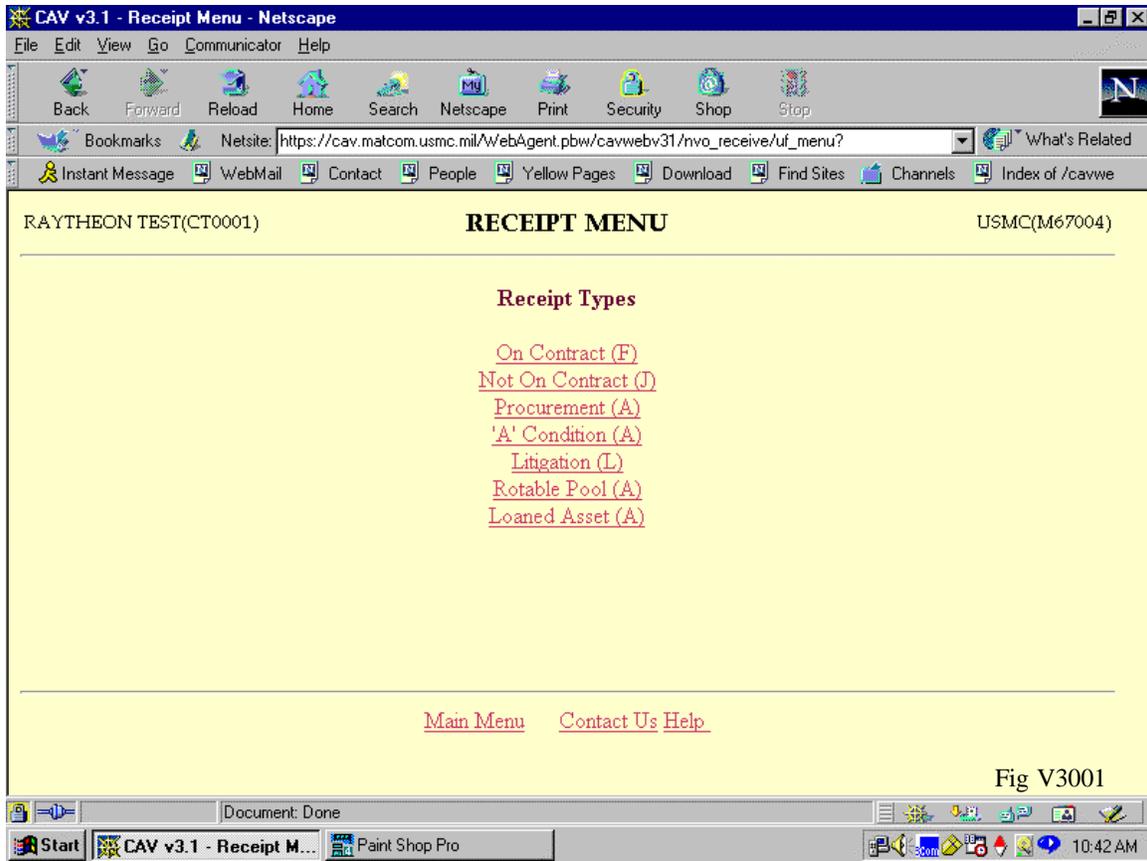
Return to the [Main Menu](#) (click on Main Menu option)

OR

Click on the appropriate button to select one of these options:

[Print MMDs](#) for the RCDNs just created (click on Print MMD option bar located at lower left portion of screen)

[Print Labels](#) for the RCDNs just created (click on Print Labels option bar located at lower left portion of screen)



### To Receipt an 'A' Condition

To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the Receive option. From the Receipt Menu, under the heading Receipt Types, you will click "'A' Condition".

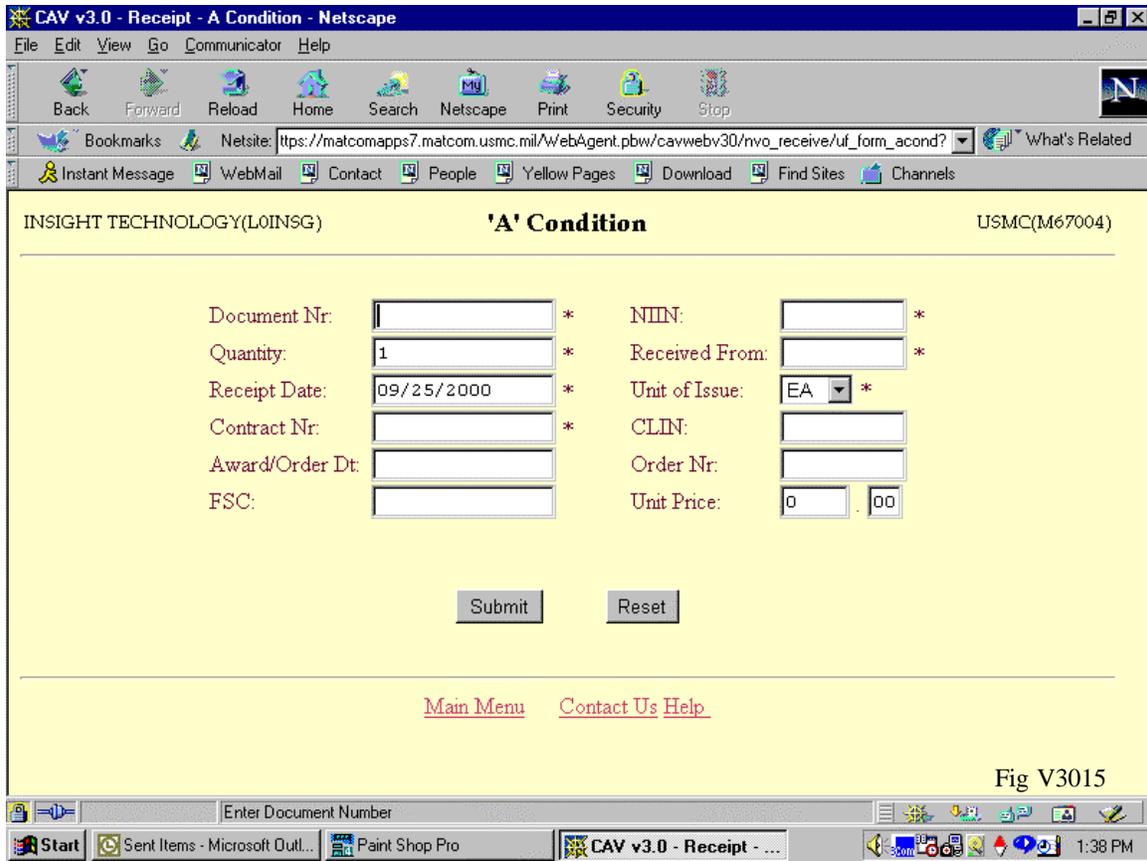


Fig V3015

### To Report a 'A' Condition Item

To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the Receive option. From the Receipt Menu, under the heading Receipt Types, you would have clicked "**'A' Condition**".

**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

Enter the following information as needed:

**NOTE:** Unless otherwise indicated, no special characters or embedded spaces are permitted in the fields.

**Document Nr:** This is a fourteen position, alphanumeric field.

**NIIN:** This is a nine position, numeric field.

**Quantity:** Enter a number from 1 to 9999.

**Received From:** Enter the RIC from which the material was received. This is a three position, alphanumeric field.

**Receipt Date:** The default value is the current date. If necessary, change this date to reflect the actual date the material was received. The format is mm/dd/yyyy. The value cannot be a future date

**Unit of Issue :** Click on the down arrow of the "drop-down" box and select the Unit of Issue that applies to, or is appropriate to, the NIIN received. This is an alpha, two-character field.

**Contract Nr:** The value is alphanumeric and must be thirteen positions.

*CLIN*: (optional field). It would be required if the selected Contractor Preferences for CLIN Requirement is set to "Required at Receipt". If entered, is a six character alphanumeric field. The field will always start numeric. The value must be six positions.

*Award/Order Dt*: (optional field). It would be required if the Order Nr had been entered.

*Order Nr*: (optional field) If entered, is a four character alphanumeric field. The value cannot be a totally alpha entry.

*FSC*: (optional field) (Federal Supply Class) If entered, is a four character numeric field.

*Unit Price*: (optional field)

### **Submitting the Data:**

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data. If you decide that the receipt is not to be inducted, you can also click the "Main Menu" option at the bottom of the screen/panel. This will carry you back to the Main Menu without inducting/submitting the data entered.

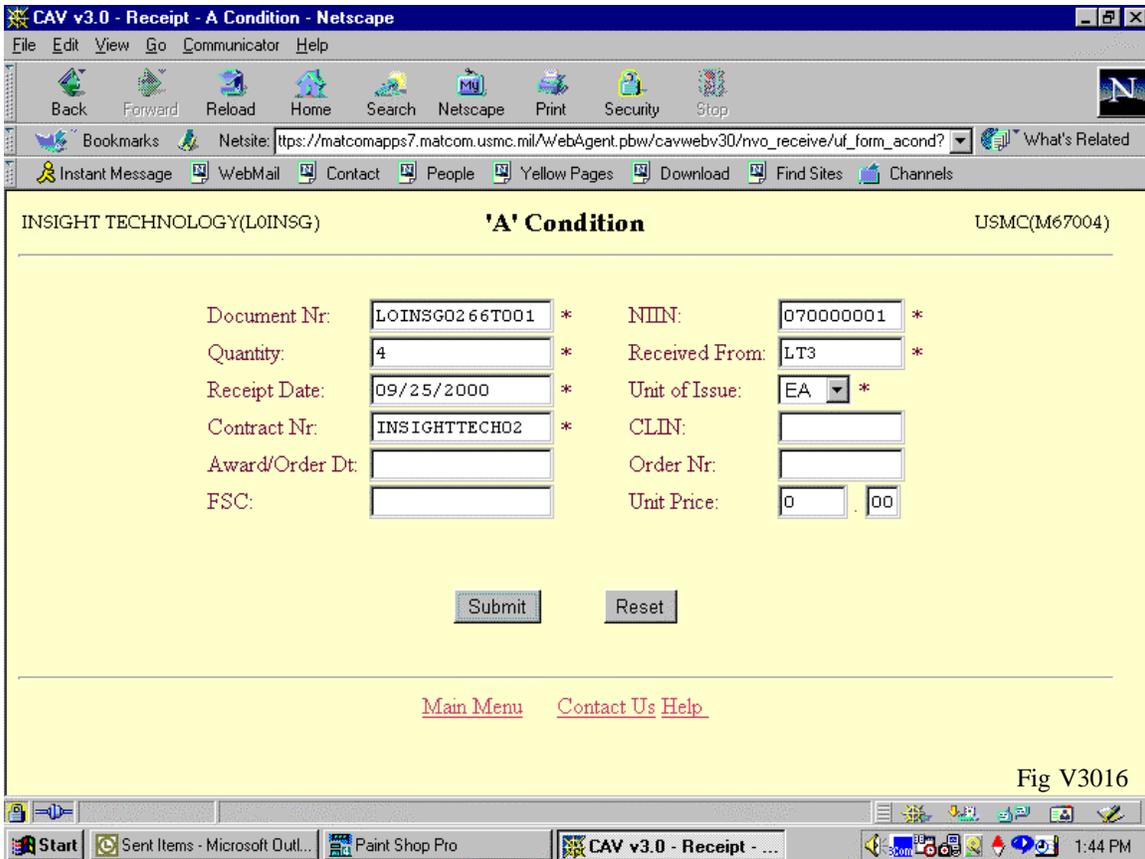
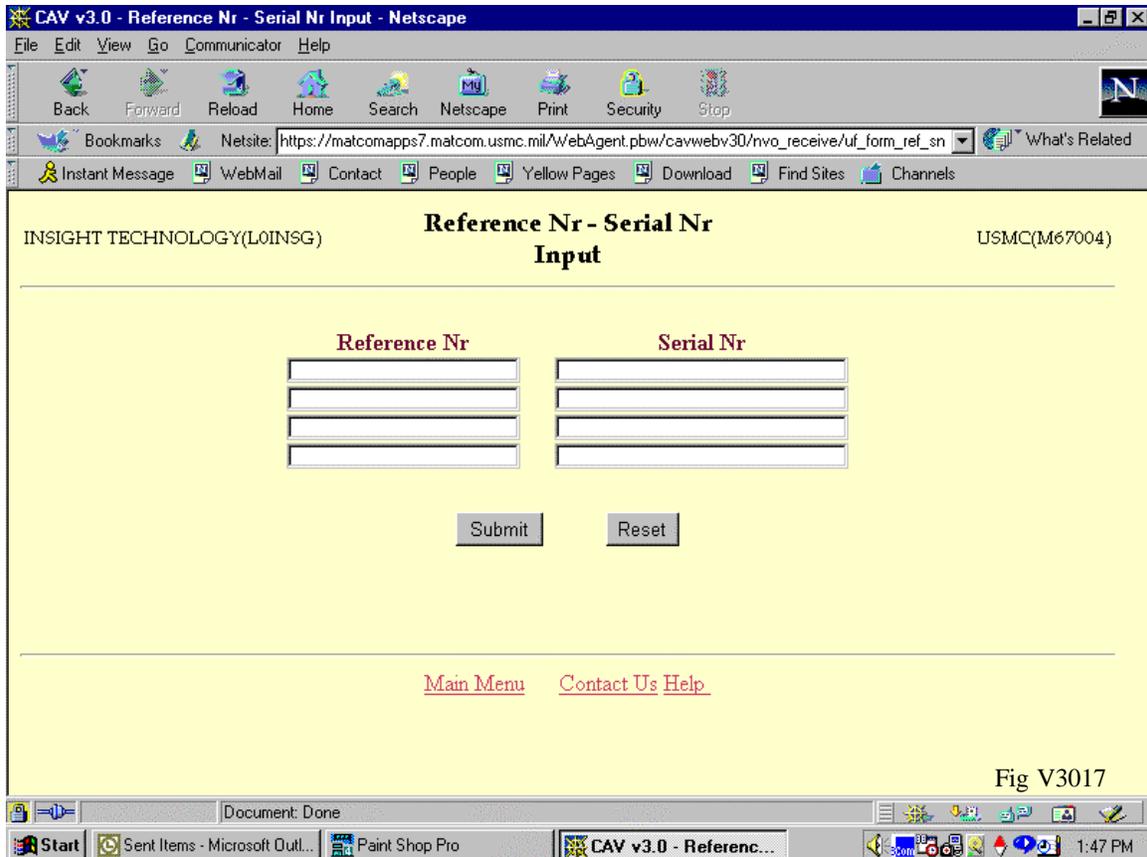


Fig V3016

This screen / panel shows what you would see after completing the 'A' Condition receipt screen with the "mandatory" fields entered. At this point, if the data entered is correct, you would click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.



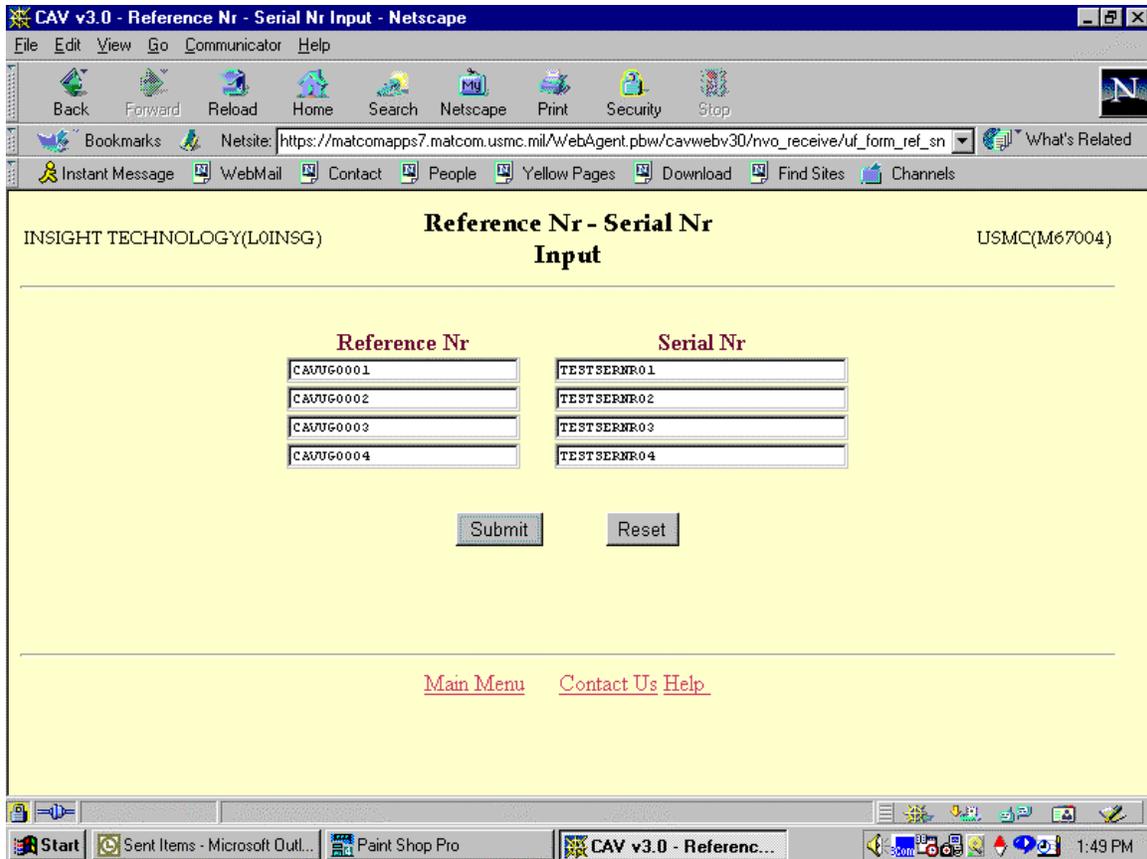
This is the screen/panel that will appear after you have clicked the "Submit" button on the receipt panel.

NOTE: The number of Reference Number fill fields and the number of Serial Number fill fields are exactly correlated to the quantity received. Receipted for three, there are three fill fields, receipt for ten, there would be ten fill fields available for each data field.

At this point, if you had no Reference Numbers or Serial Numbers to input, you would click the "Submit" button to process the receipt. If the receipt was for serialized items or the induction of reference numbers is desired, you would put the appropriate numbers in the appropriate field(s).

OR

You could click on the "Main Menu" option and return to the Main Menu. The data entered on the prior panel/screen will not be processed in CAV.

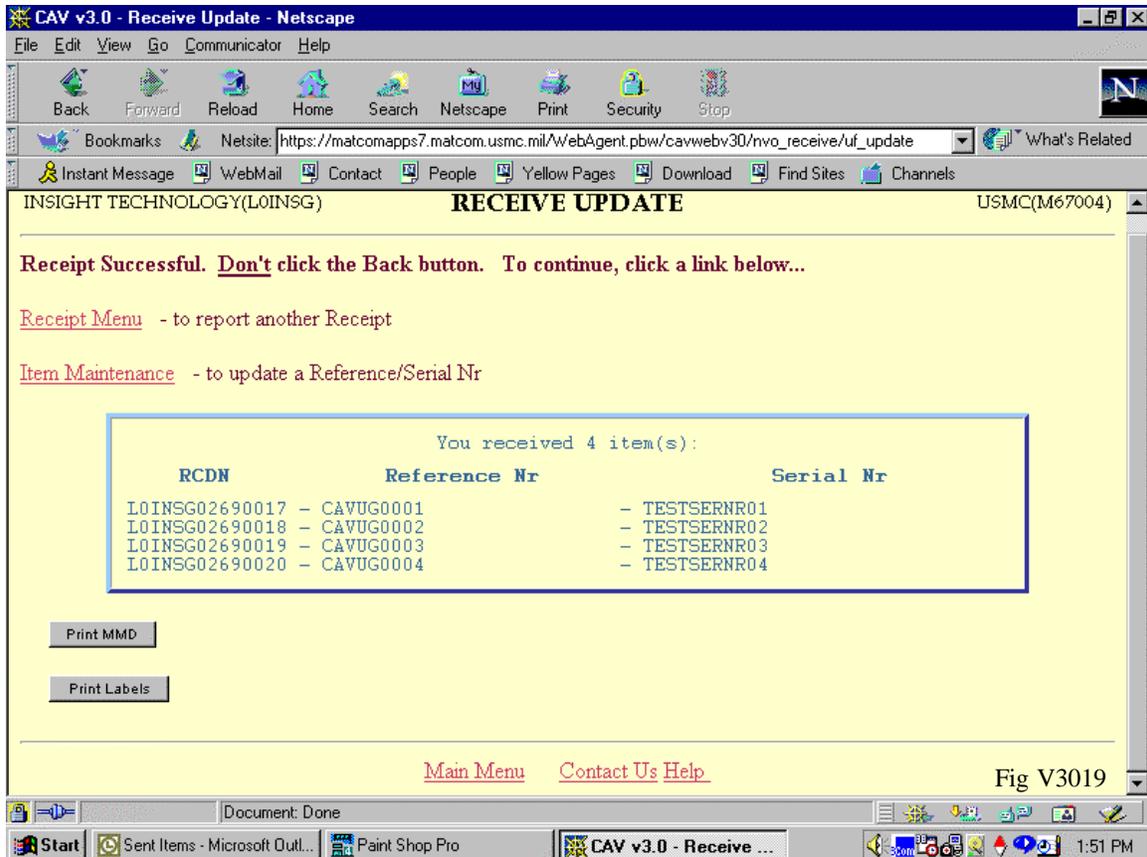


The above panel/screen is what you would see after inputting Reference Numbers and Serial Numbers for a quantity of four items being receipted for. NOTE: Whenever Serial Numbers are being input in any session of CAV, particular attention should be given to ensure correctness.

If the data entered is correct, click the "**Submit**" button to submit the receipt. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.

OR

You could click on the "Main Menu" option and return to the Main Menu. The data entered on this and any prior panel/screen for this receipt will not be processed in CAV.



If a successful 'A' Condition receipt was accomplished, the Receive Update screen appears indicating a successful receipt, listing the CAV system assigned Repair Cycle Document Number(s) (RCDN) and corresponding Reference Number(s) (Reference Nr) and Serial Number(s) (Serial Nr).

This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.

Return to the Receipt Menu (click on Receipt Menu option)

Return to Item Maintenance (click on Item Maintenance option) (use this option also, if a Serial Number was either, not entered previously or erroneously entered previously) (*See next page for example of how to conduct a Item Maintenance induction*).

Return to the Main Menu (click on Main Menu option)

OR

Click on the appropriate button to select one of these options:

Print MMDs for the RCDNs just created (click on Print MMD option bar located at lower left portion of screen)

Print Labels for the RCDNs just created (click on Print Labels option bar located at lower left portion of screen)

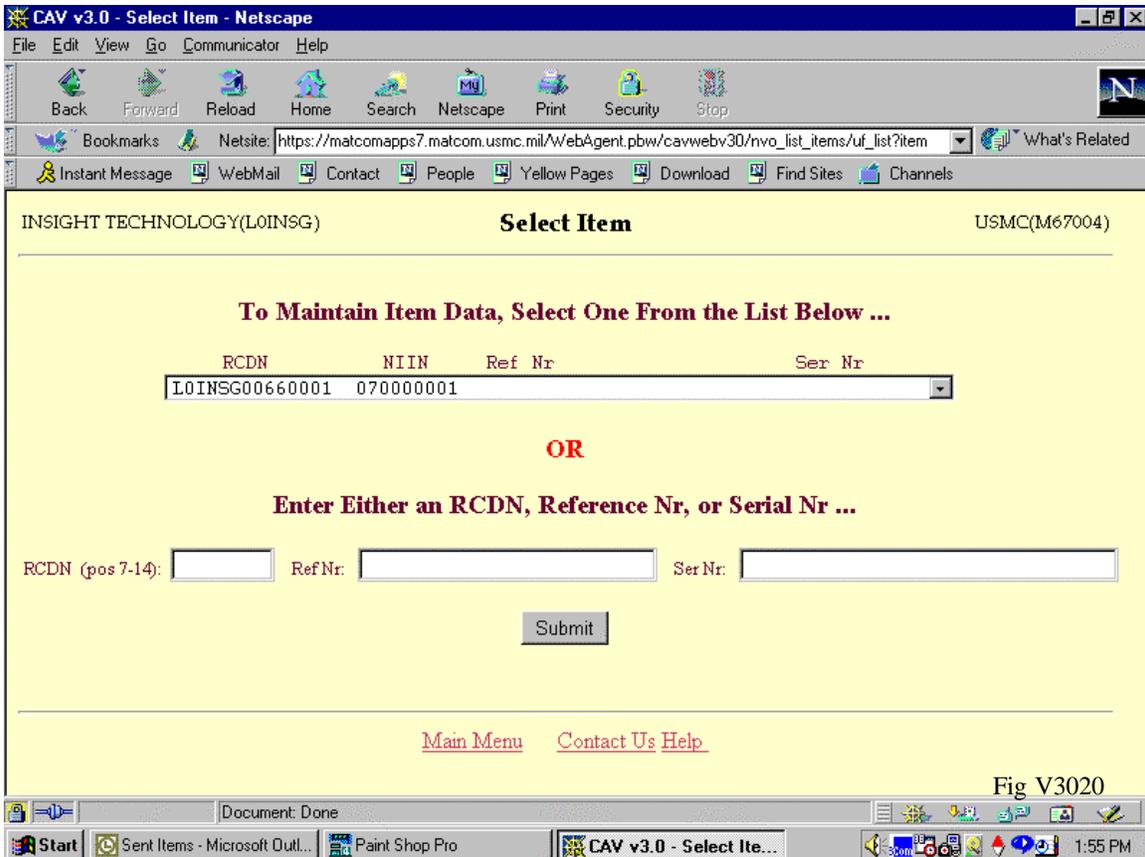


Fig V3020

After clicking on the Item Maintenance option of the receipt screen, you would have invoked this panel. At this time you have the option of clicking the "drop down" arrow of the first field, which would give you a list of up to 200 receipts eligible for this action at which point you would click on the desired item for correction/update.

OR

If you know the RCDN or RefNr or SerNr of the item desired for update/correction, you can type the data in the appropriate field. Only one of the three fields shown would be required to permit you to view and update the record.

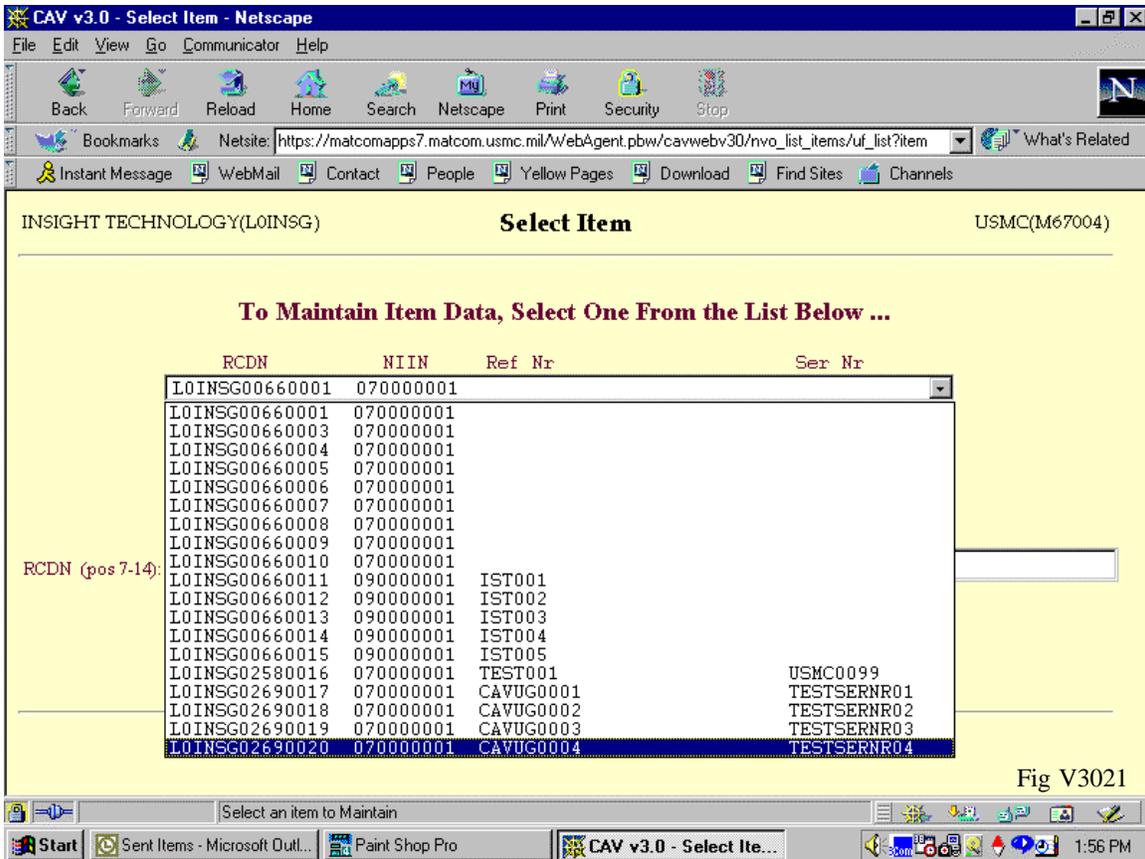
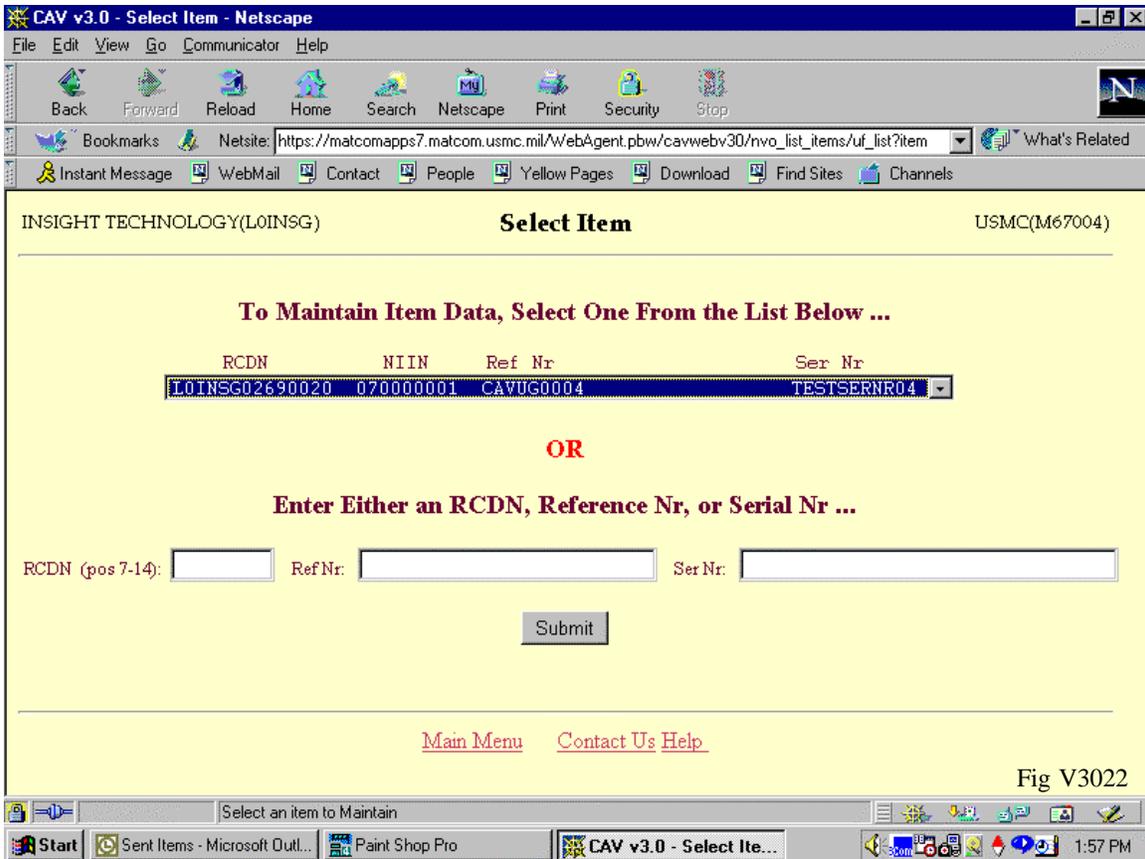
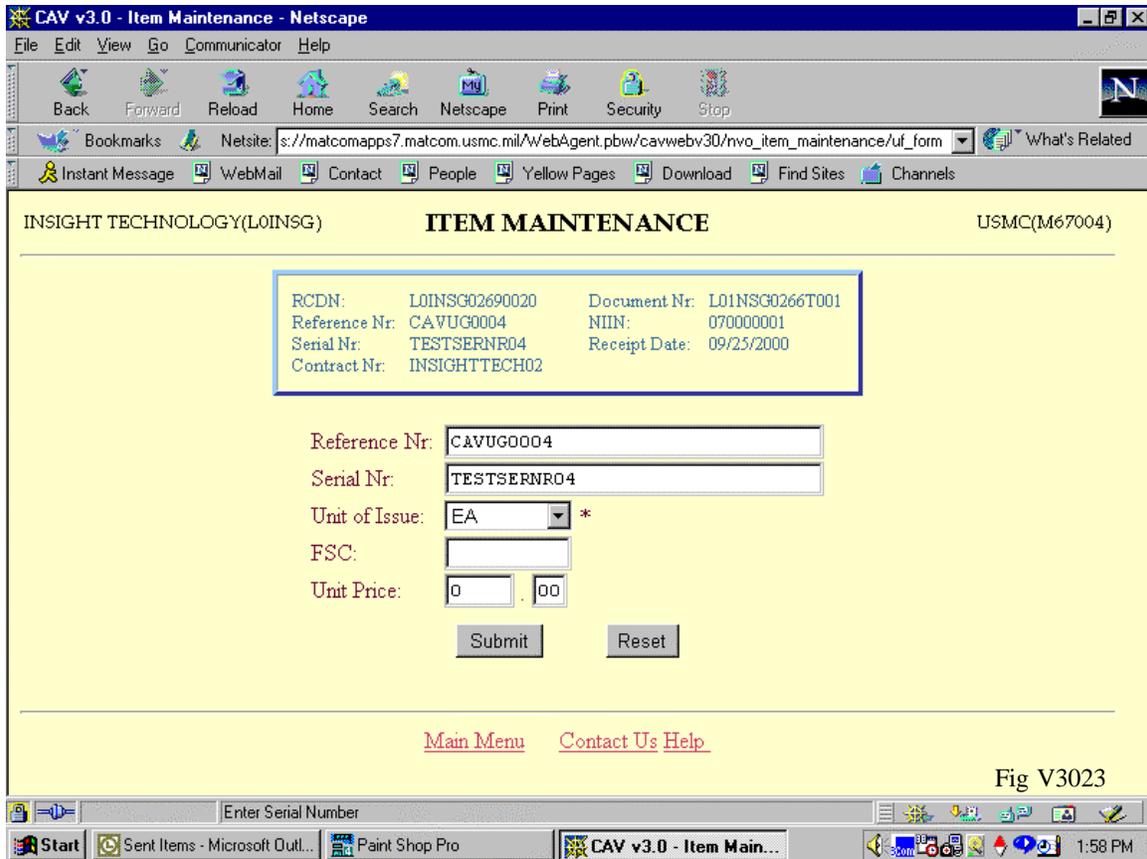


Fig V3021

This panel/screen shows the example of what you would see after clicking the "drop down" arrow on the top field. You would be able to scroll down and click on the appropriate item desired to be updated/corrected.



This would be what you would see after selecting the item for update/correction. The item selected is now in the selection field.



This is a view of the panel / screen you would see after selecting an item for update/correction.

At the top of the Item Maintenance screen, read-only information relating to the item you chose will be displayed.

Enter the following information as needed:

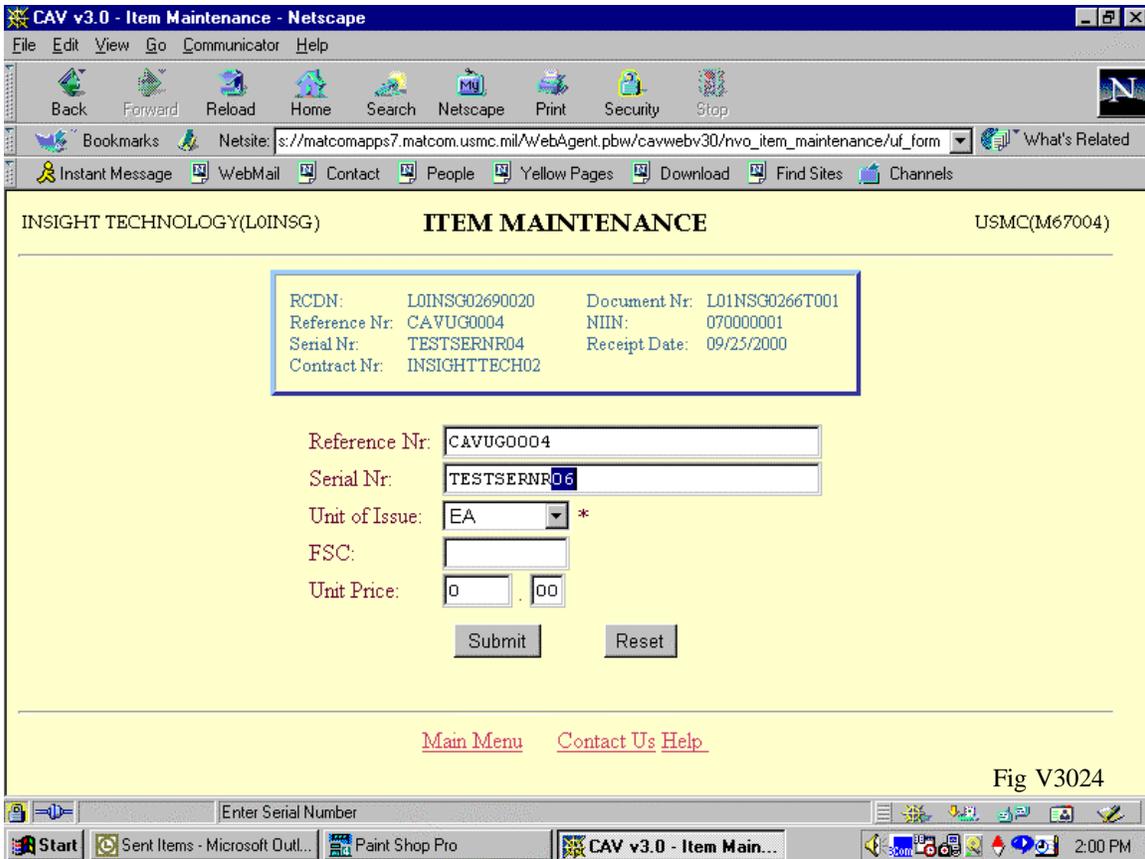
**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

Enter the following information as needed / required for the update:

Reference Nr: If an erroneous reference number was inducted or was omitted, you can click on the Reference Number field. If you desire to add data that was omitted, you can type in the data desired at this point. Or if incorrect data had been entered during the receipt process, you can use the "click and drag" method or by using your delete key remove the incorrect data. After removing the incorrect data, you can type in the desired or correct data.

Serial Nr: If an erroneous Serial Number had been inducted or omitted, you can follow the same method as listed above to either correct or update this field.

At this time if you would desire to enter the Federal Supply Class (FSC) or the Unit Price for the item received, you can enter the data in the appropriate fields.



This panel / screen shows the example of what the user would input when a Serial Number is to be corrected.

If the data entered is correct, click the "**Submit**" button to submit the Item Maintenance input. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.

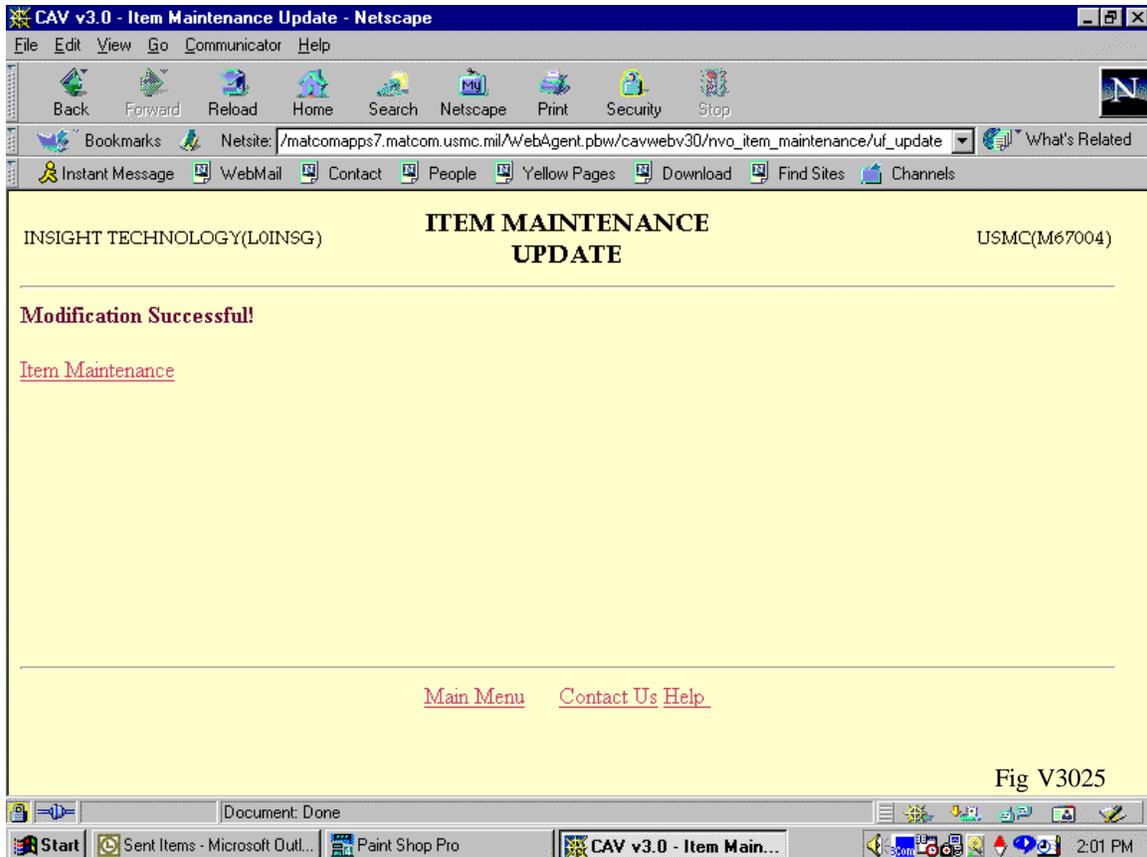


Fig V3025

If a successful Modification was accomplished, the Item Maintenance Update screen appears indicating a successful modification

This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.

Return to Item Maintenance (click on Item Maintenance)

OR

Return to the Main Menu (click on Main Menu option)

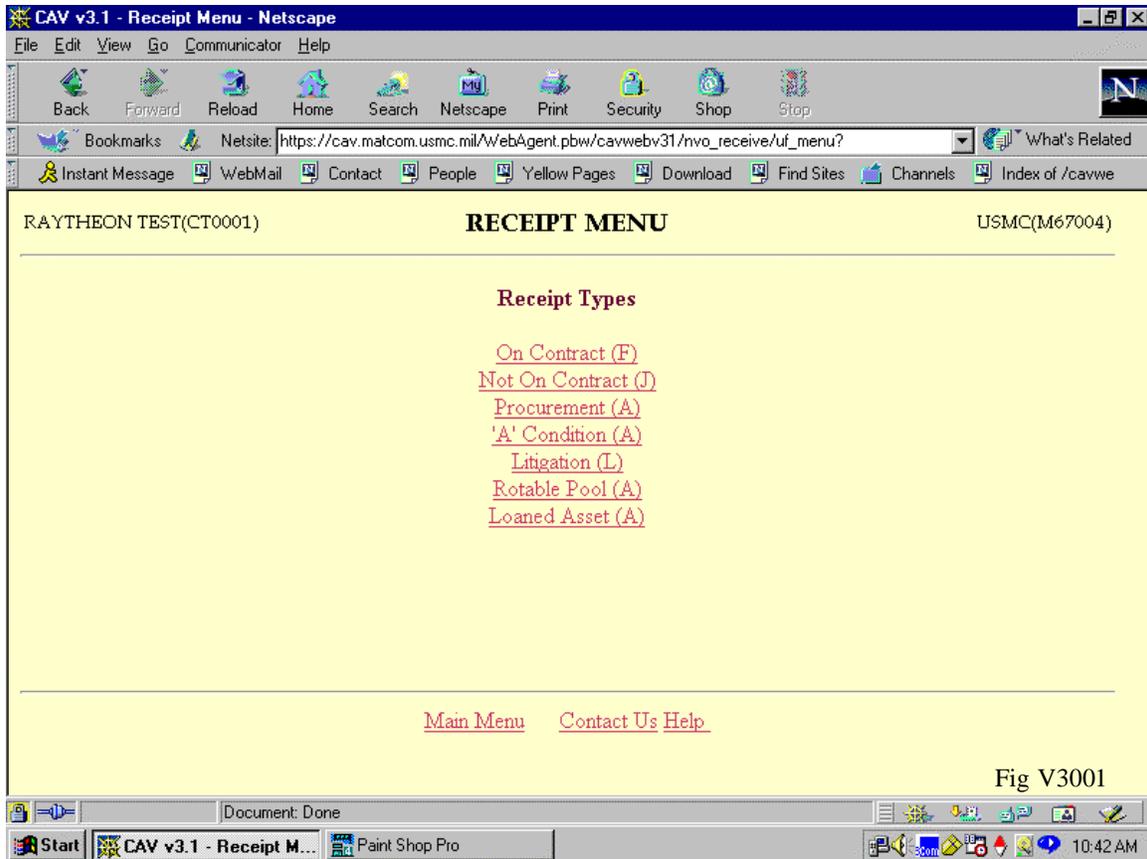


Fig V3001

### To Process a Receipt under Litigation

To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the Receive option. From the Receipt Menu, under the heading Receipt Types, you will click "Litigation".

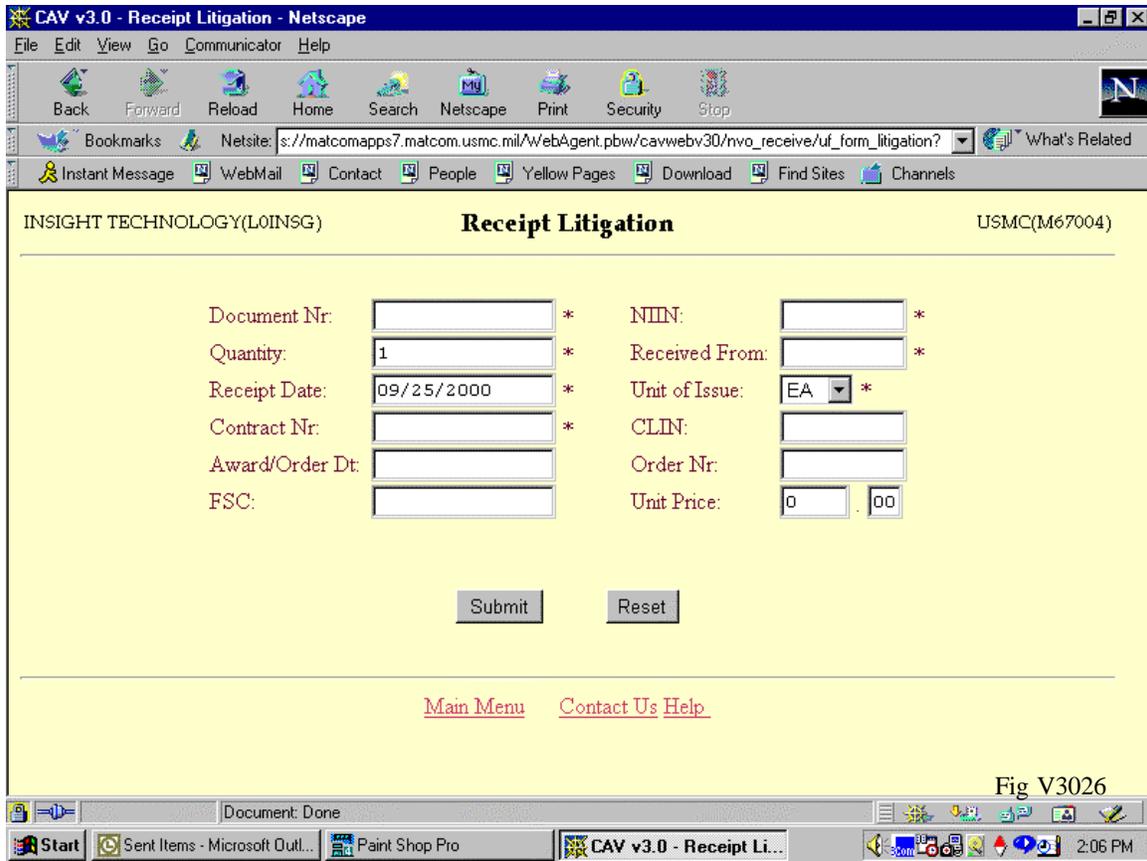


Fig V3026

### To Report a Receipt under Litigation

To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the Receive option. From the Receipt Menu, under the heading Receipt Types, you would have clicked "**Litigation**".

**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

Enter the following information as needed:

**NOTE:** Unless otherwise indicated, no special characters or embedded spaces are permitted in the fields.

**Document Nr:** This is a fourteen position, alphanumeric field.

**NIIN:** This is a nine position, numeric field.

**Quantity:** Enter a number from 1 to 9999.

**Received From:** Enter the RIC from which the material was received. This is a three position, alphanumeric field.

**Receipt Date:** The default value is the current date. If necessary, change this date to reflect the actual date the material was received. The format is mm/dd/yyyy. The value cannot be a future date

**Unit of Issue :** Click on the down arrow of the "drop-down" box and select the Unit of Issue that applies to, or is appropriate to, the NIIN received. This is an alpha, two-character field.

**Contract Nr:** The value is alphanumeric and must be thirteen positions.

*CLIN*: (optional field). It would be required if the selected Contractor Preferences for CLIN Requirement is set to "Required at Receipt". If entered, is a six character alphanumeric field. The field will always start numeric. The value must be six positions.

*Award/Order Dt*: (optional field). It would be required if the Order Nr had been entered.

*Order Nr*: (optional field) If entered, is a four character alphanumeric field. The value cannot be a totally alpha entry.

*FSC*: (optional field) (Federal Supply Class) If entered, is a four character numeric field.

*Unit Price*: (optional field)

### **Submitting the Data:**

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data. If you decide that the receipt is not to be inducted, you can also click the "Main Menu" option at the bottom of the screen/panel. This will carry you back to the Main Menu without inducting/submitting the data entered.

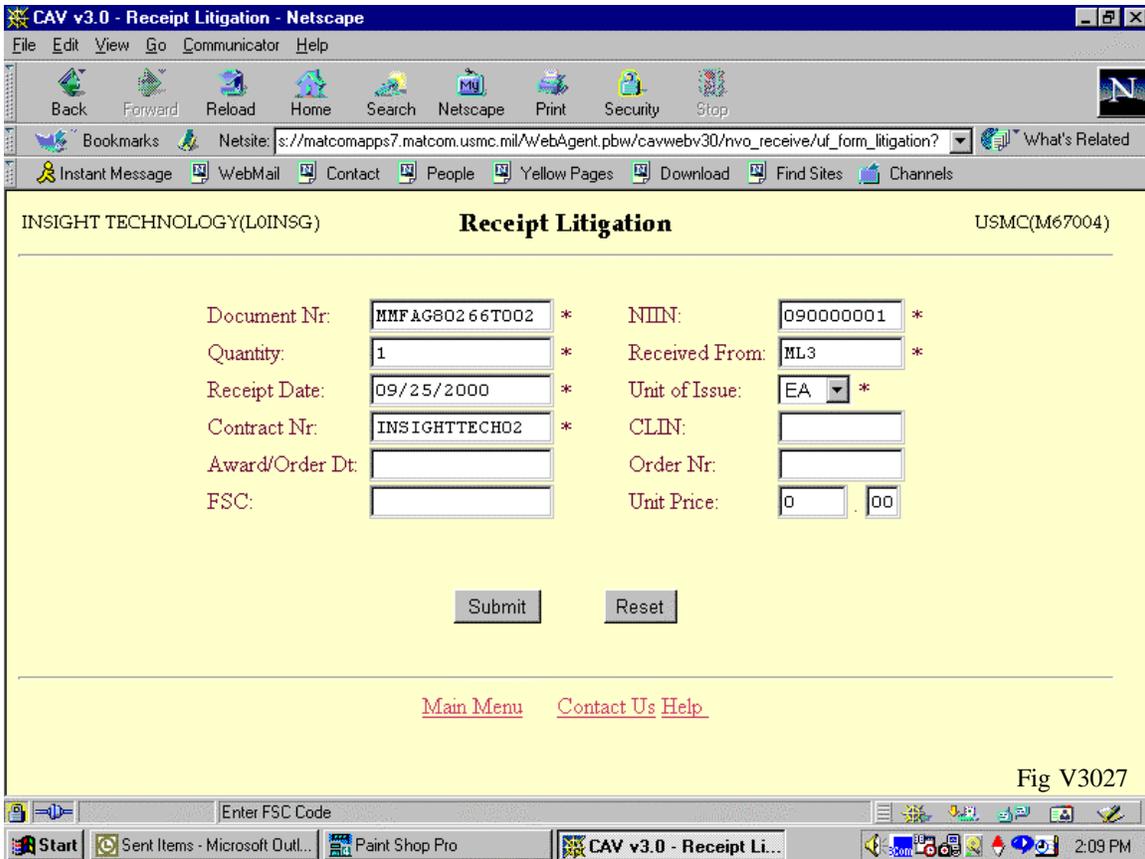


Fig V3027

The screen shown above is an example of what a Receipt Litigation panel with the mandatory data entered would look like.

### Submitting the Data:

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.

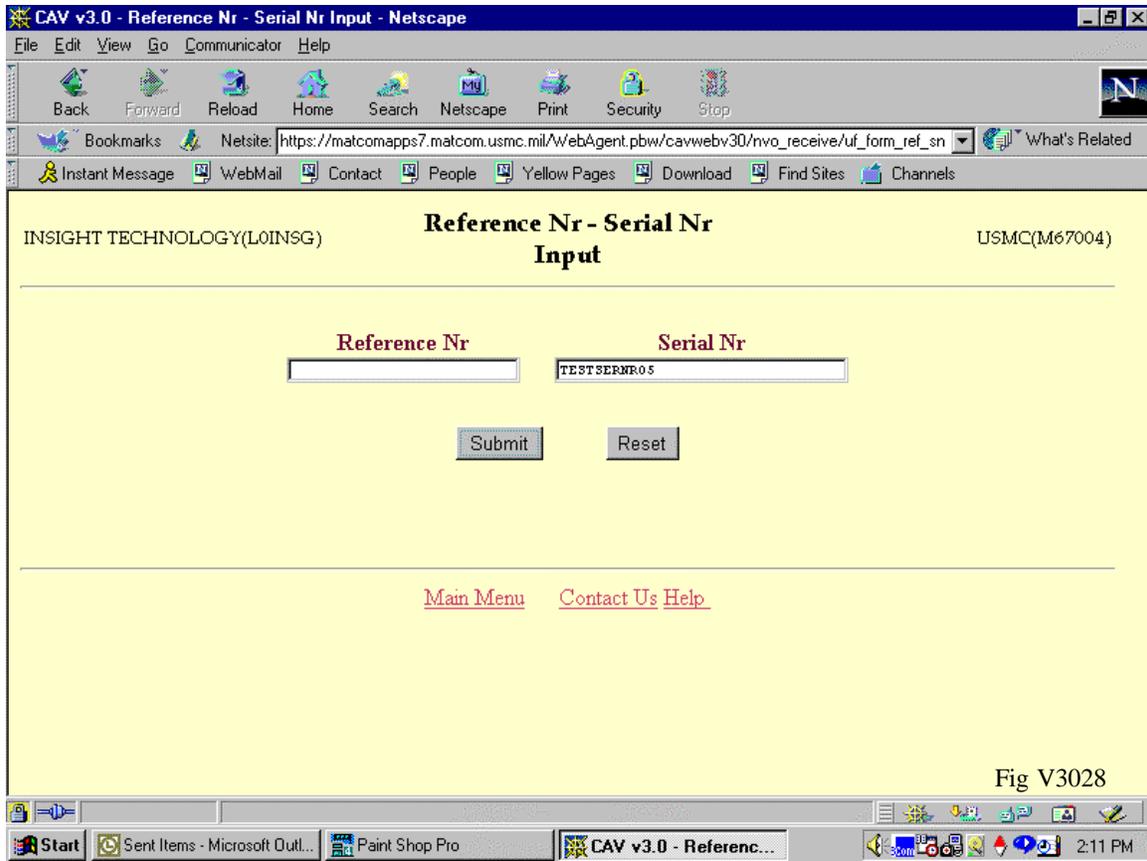


Fig V3028

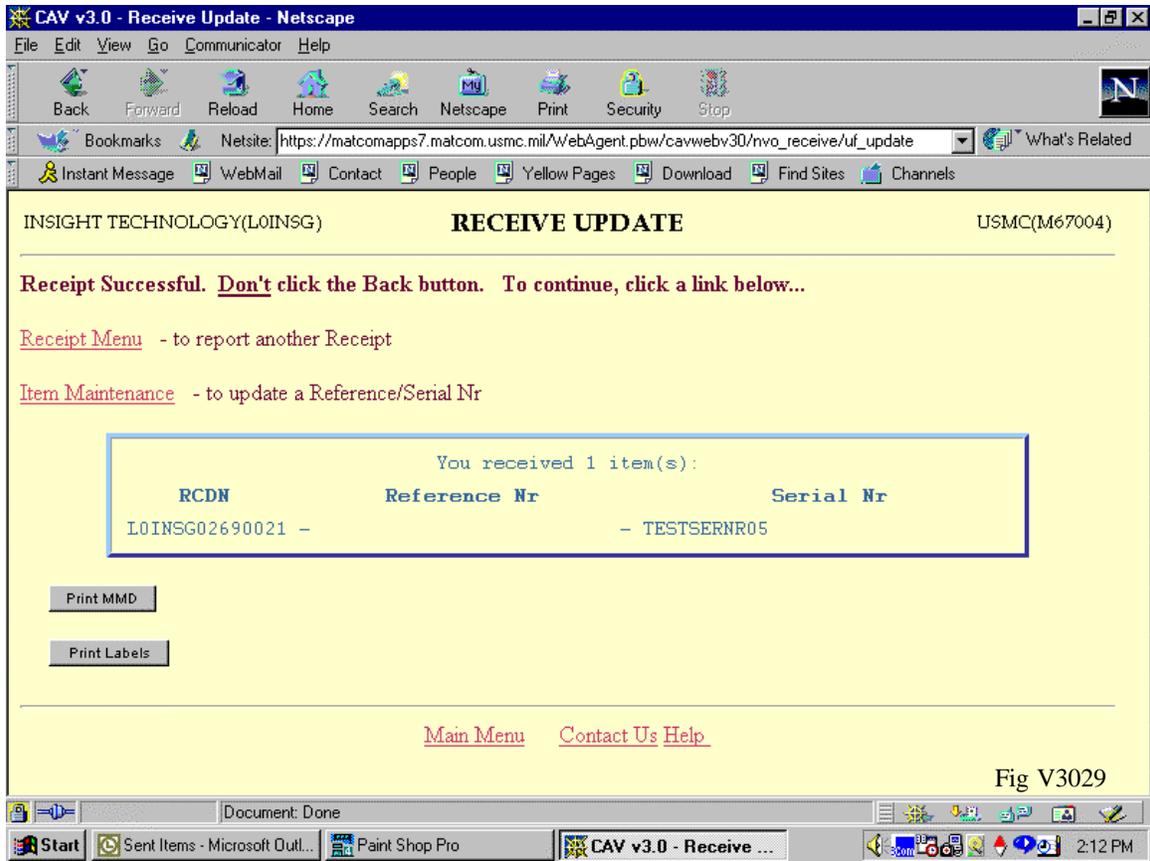
This is the screen/panel that will appear after you have clicked the "Submit" button on the Receipt Litigation panel.

NOTE: The number of Reference Number fill fields and the number of Serial Number fill fields would be correlated to the quantity received. Receipt for one, there would be one fill field, receipt for three, there would be three fill fields, receipt for ten, there would be ten fill fields available for each data field.

At this point, and if you had no Reference Numbers or Serial Numbers to input, you would click the "Submit" button to process the receipt.

OR

You could click on the "Main Menu" option and return to the Main Menu. The data entered on the prior panes/screens for this receipt will not be processed in CAV.



If a successful Litigation receipt was accomplished, the Receive Update screen appears indicating a successful receipt, listing the CAV system assigned Repair Cycle Document Number(s) (RCDN) and corresponding Reference Number(s) (Reference Nr) and Serial Number(s) (Serial Nr) if entered.

This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.

Return to the Receipt Menu (click on Receipt Menu option)

Return to Item Maintenance (click on Item Maintenance option) (use this option also, if a Serial Number was either, not entered previously or erroneously entered previously) (*See next page for example of how to conduct a Item Maintenance induction*).

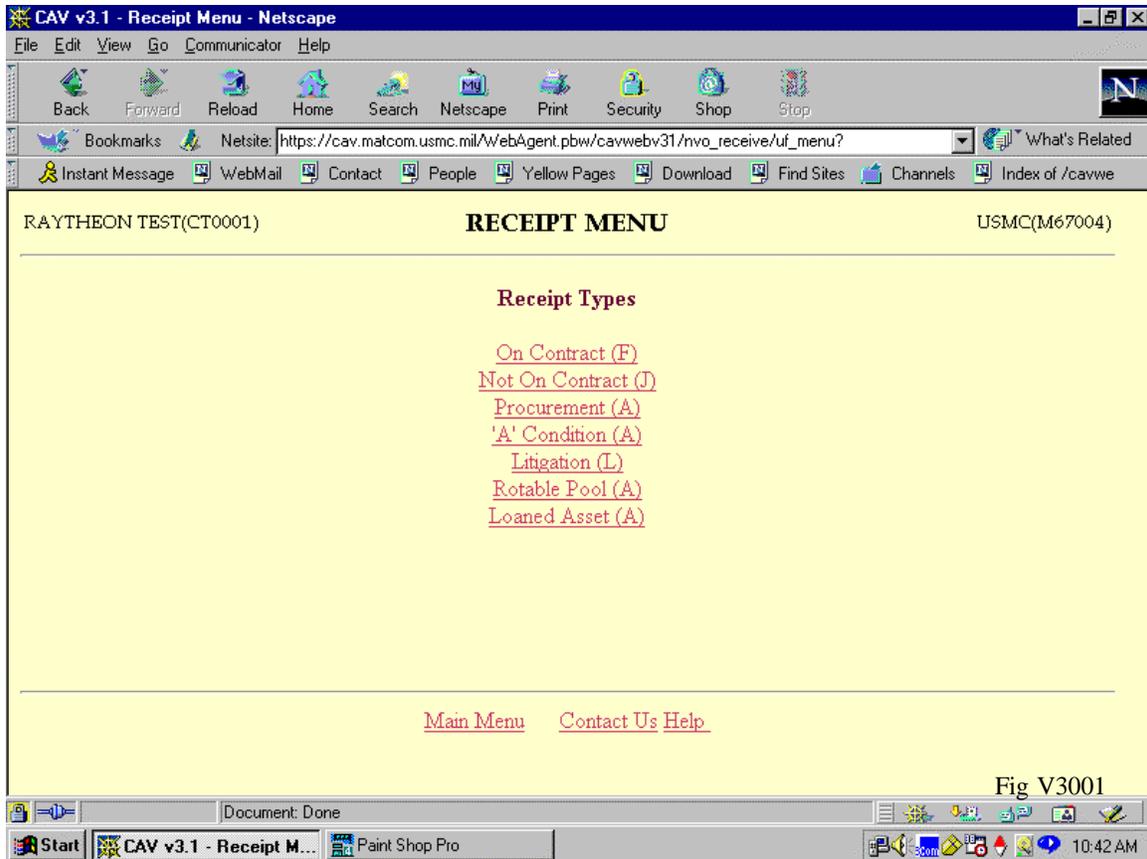
Return to the Main Menu (click on Main Menu option)

OR

Click on the appropriate button to select one of these options:

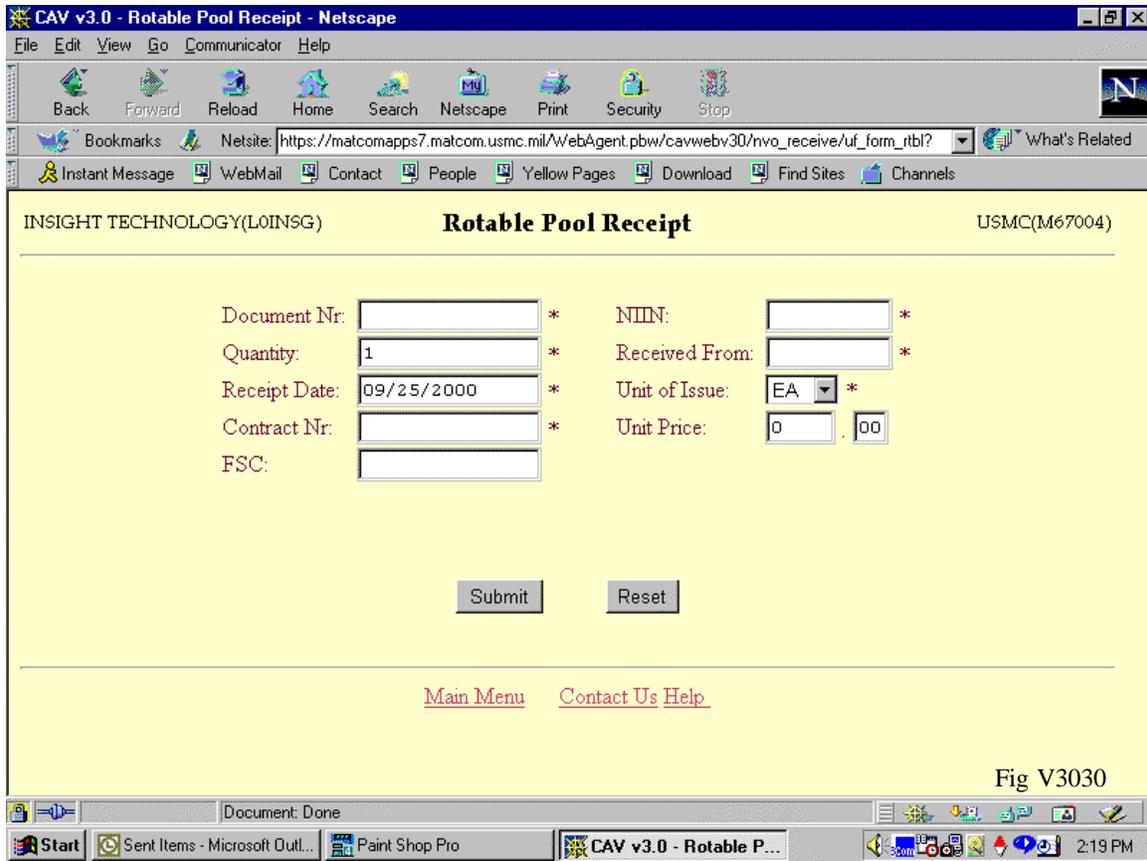
Print MMDs for the RCDNs just created (click on Print MMD option bar located at lower left portion of screen)

Print Labels for the RCDNs just created (click on Print Labels option bar located at lower left portion of screen)



### To Receipt a Rotable Pool item

To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the Receive option. From the Receipt Menu, under the heading Receipt Types, you will click "**Rotable Pool**".



### To Report a Rotable Pool Receipt

To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the Receive option. From the Receipt Menu, under the heading Receipt Types, you would have clicked "**Rotable Pool**".

**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

Enter the following information as needed:

**NOTE:** Unless otherwise indicated, no special characters or embedded spaces are permitted in the fields.

**Document Nr:** This is a fourteen position, alphanumeric field.

**NIIN:** This is a nine position, numeric field.

**Quantity:** Enter a number from 1 to 9999.

**Received From:** Enter the RIC from which the material was received. This is a three position, alphanumeric field.

**Receipt Date:** The default value is the current date. If necessary, change this date to reflect the actual date the material was received. The format is mm/dd/yyyy. The value cannot be a future date

**Unit of Issue:** Click on the down arrow of the "drop-down" box and select the Unit of Issue that applies to, or is appropriate to, the NIIN received. This is an alpha, two-character field.

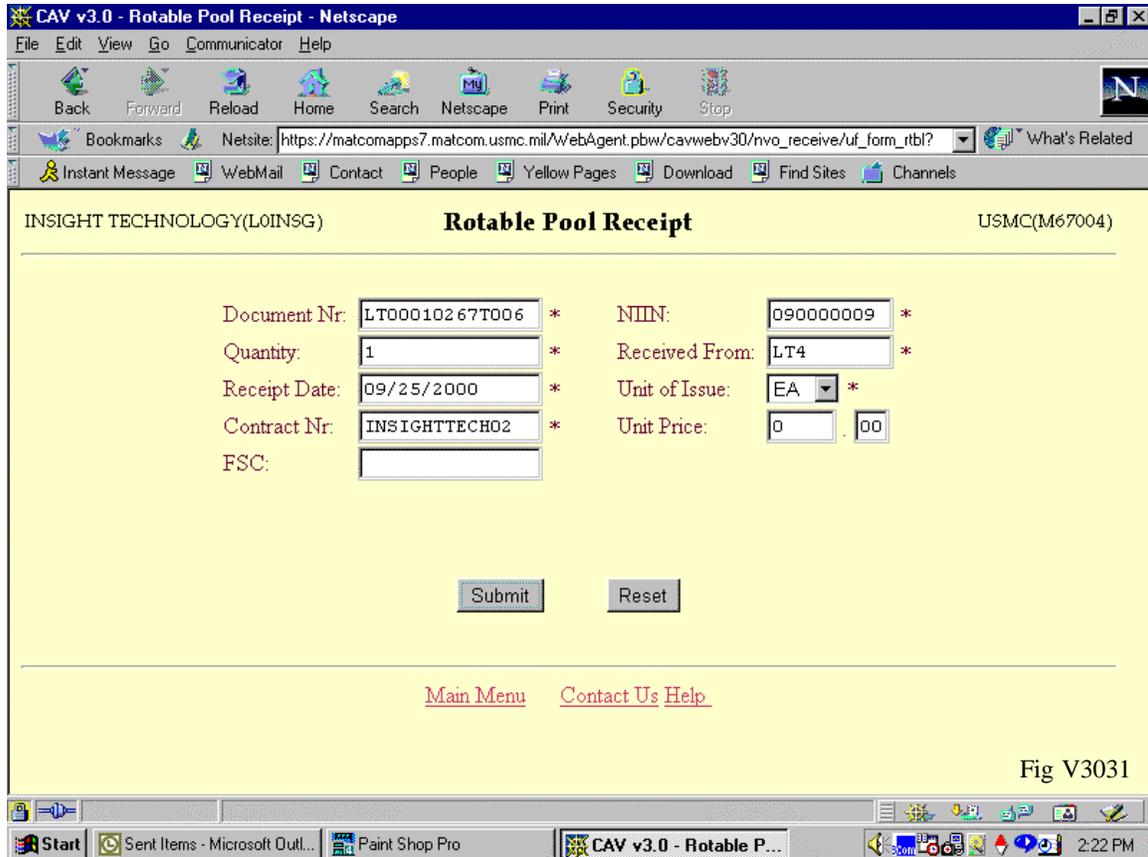
**Contract Nr:** The value is alphanumeric and must be thirteen positions.

*Unit Price: (optional field)*

*FSC: (optional field) (Federal Supply Class) If entered, is a four character numeric field.*

**Submitting the Data:**

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data. If you decide that the receipt is not to be inducted, you can also click the "Main Menu" option at the bottom of the screen/panel. This will carry you back to the Main Menu without inducting/submitting the data entered.



The screen shown above is an example of what a Rotable Pool Receipt panel with the mandatory data entered would look like.

### Submitting the Data:

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.

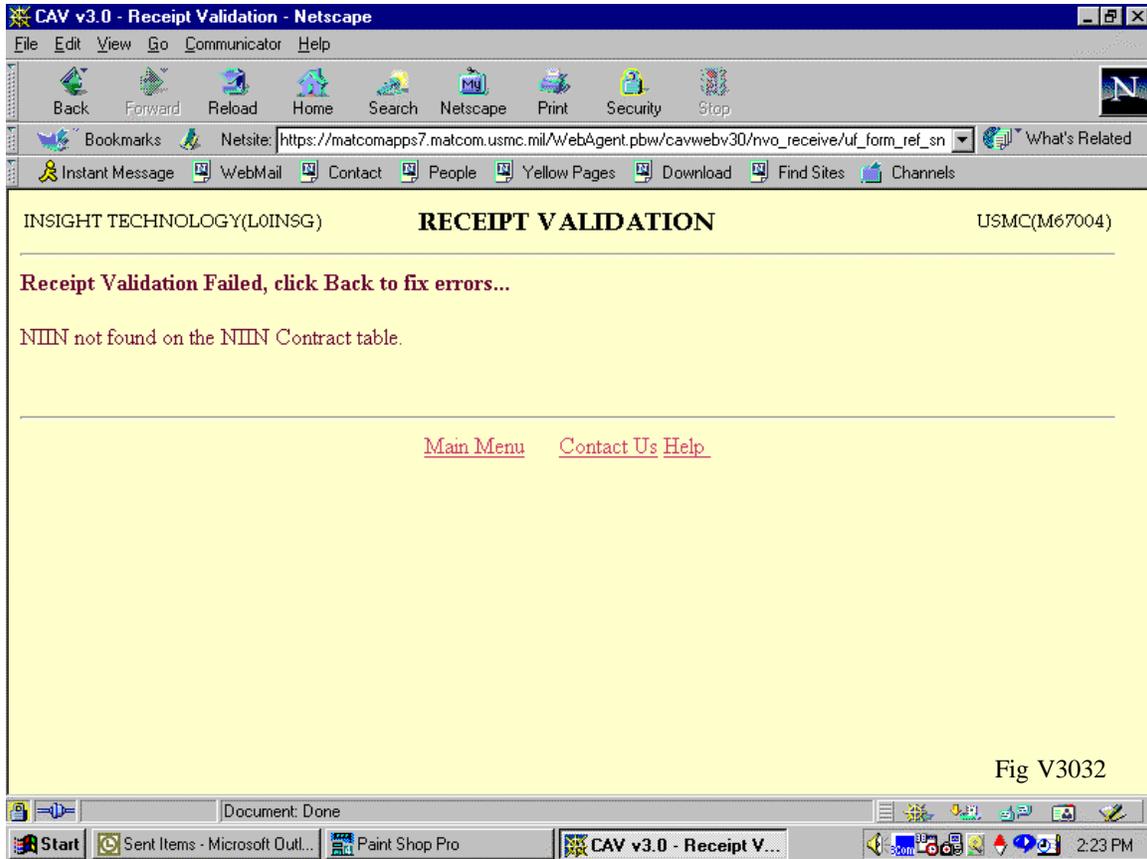
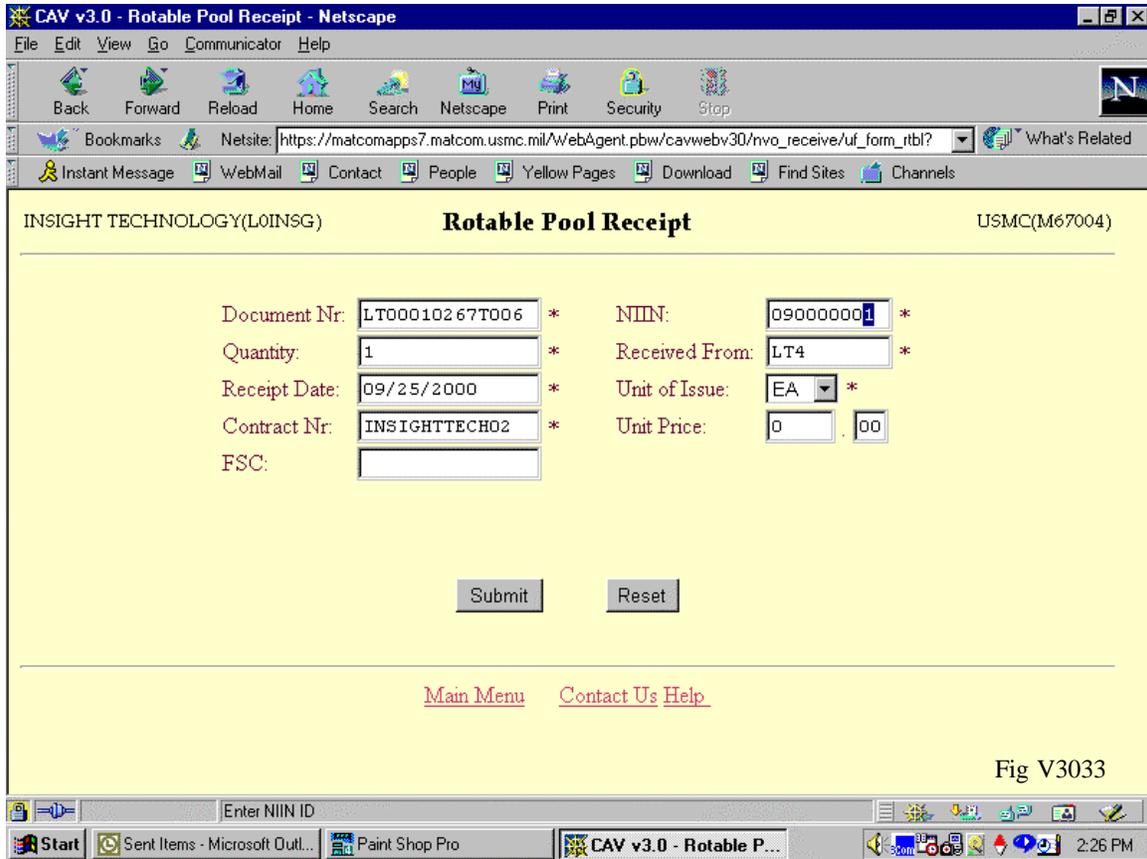


Fig V3032

This panel shows you what happens when you submit data that is incorrect. In this case, the wrong NIIN or a NIIN that was not loaded to the contractor's NIIN table attempted to be submitted. The NIIN validation failed directing the user to "click Back to fix error....". At this point, you would click the "Back" button located on the upper left hand corner of the Explorer Bar.



This panel shows you the panel that will appear after you click the "Back" button of the Explorer Bar after receiving the validation error panel. This example shows you that the last digit of the NIIN has now been corrected and is ready for submission.

### Submitting the Data:

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.

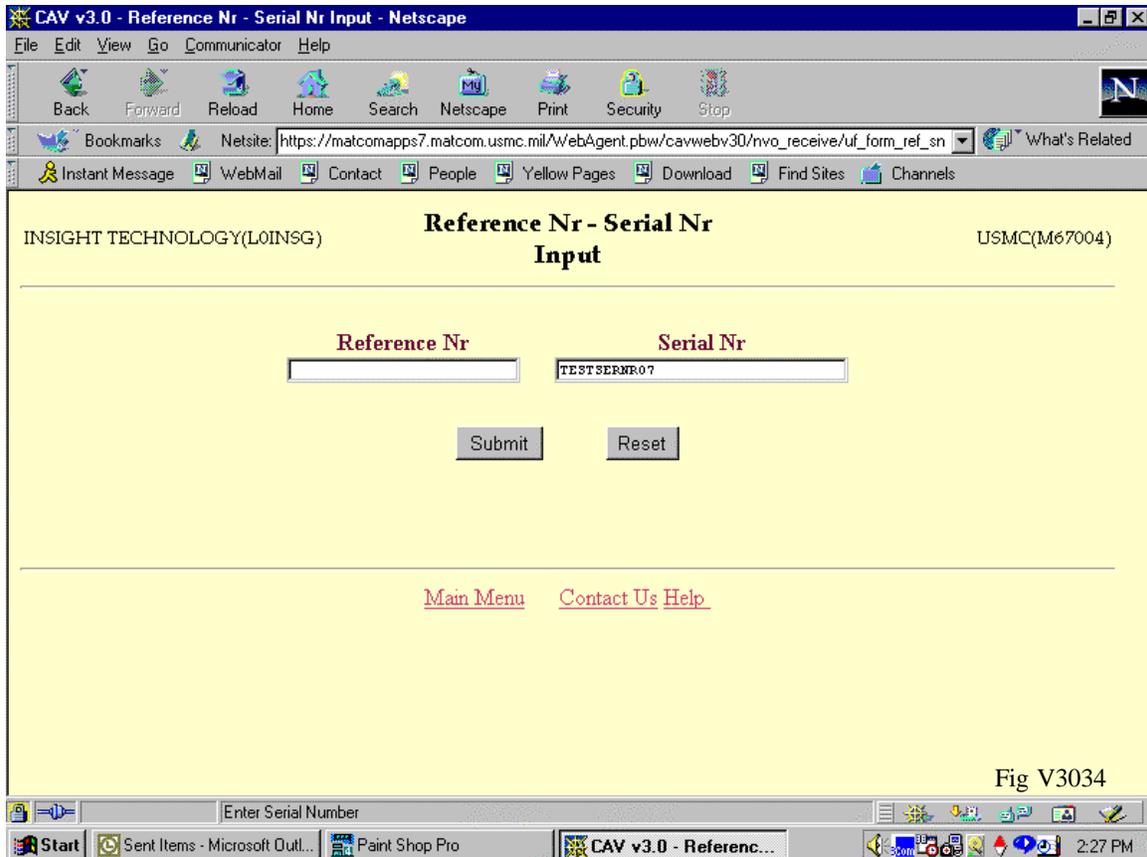


Fig V3034

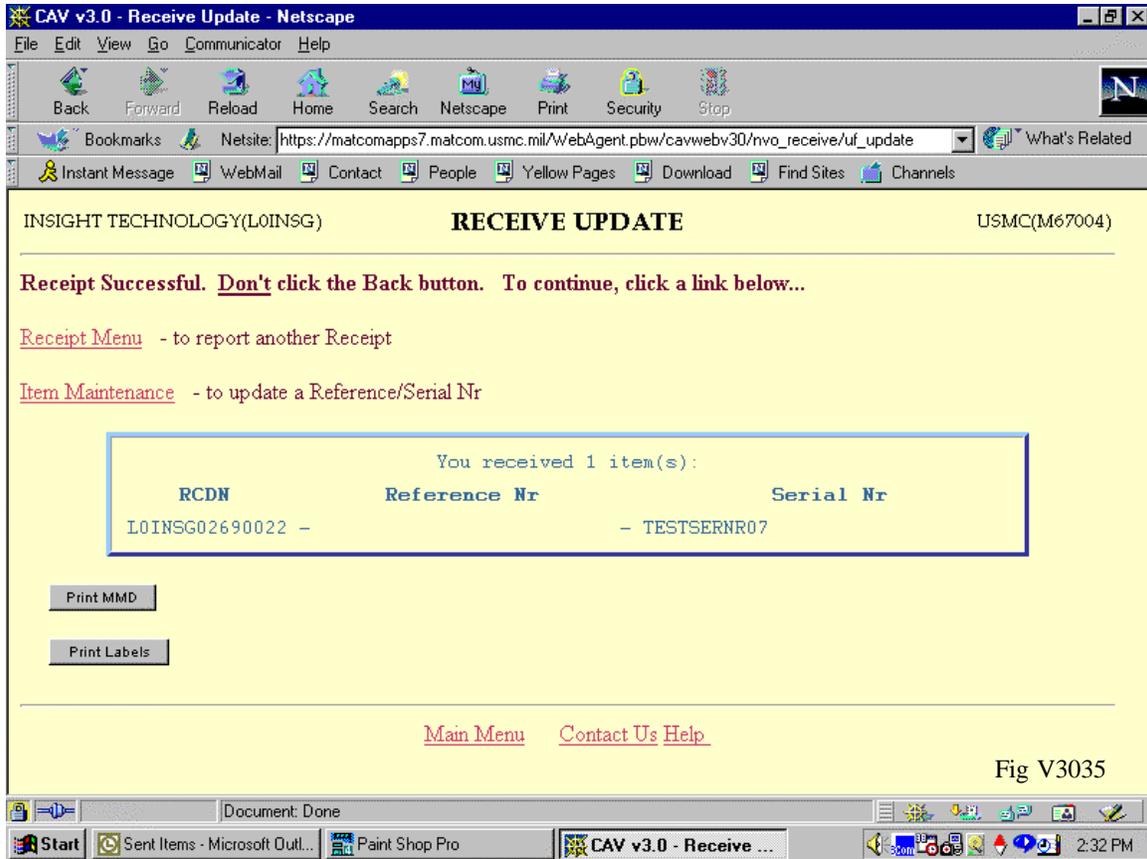
This is the screen/panel that will appear after you have clicked the "Submit" button on the Rotable Pool Receipt panel.

NOTE: The number of Reference Number fill fields and the number of Serial Number fill fields would be correlated to the quantity received. Receipt for one, there would be one fill field, receipt for three, there would be three fill fields, receipt for ten, there would be ten fill fields available for each data field.

At this point, and if you had no Reference Numbers or Serial Numbers to input, you would click the "Submit" button to process the receipt or if the data entered is correct, click the "Submit" button to submit the transaction. Or to correct data that was entered, you can either click the "Reset" button to clear the data from the screen, or "click and drag" over the data that is incorrect and enter the correct data.

OR

You could click on the "Main Menu" option and return to the Main Menu. The data entered on the prior panes/screens for this receipt will not be processed in CAV.



If a successful Receipt of a Rotable Pool item was accomplished, the Receive Update screen appears indicating a successful receipt, listing the assigned Repair Cycle Document Numbers (RCDNs) and corresponding Reference Numbers (Ref Nbrs)/Serial Numbers.

This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.

Return to the Receipt Menu (click on Receipt Menu option)

Return to Item Maintenance (click on Item Maintenance option) (use this option also, if a Serial Number was either, not entered previously or erroneously entered previously)

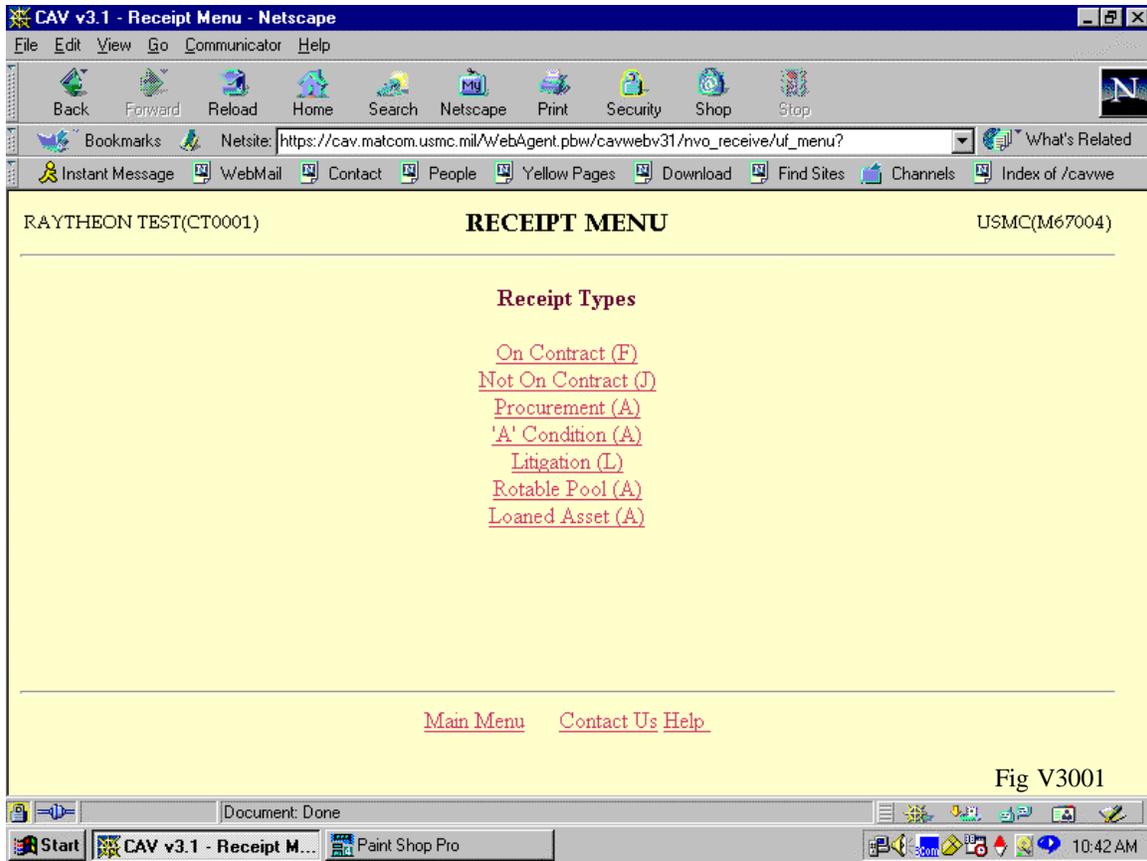
Return to the Main Menu (click on Main Menu option)

OR

Click on the appropriate button to select one of these options:

Print MMDs for the RCDNs just created (click on Print MMD option bar located at lower left portion of screen)

Print Labels for the RCDNs just created (click on Print Labels option bar located at lower left portion of screen)



### To Receipt a Loaned Asset

To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the Receive option. From the Receipt Menu, under the heading Receipt Types, you will click "**Loaned Asset**".

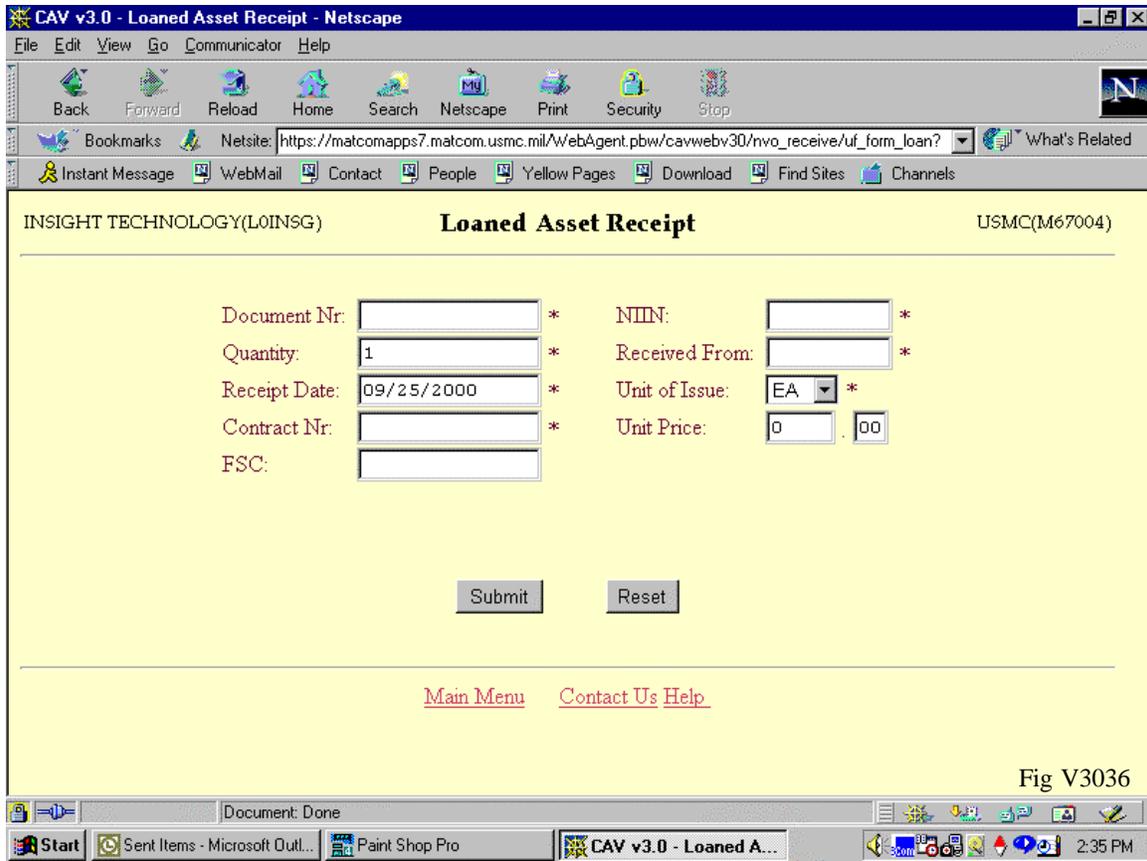


Fig V3036

### To Report a Loaned Asset Receipt

To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the Receive option. From the Receipt Menu, under the heading Receipt Types, you would have clicked "**Loaned Asset**".

**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

Enter the following information as needed:

**NOTE:** Unless otherwise indicated, no special characters or embedded spaces are permitted in the fields.

**Document Nr:** This is a fourteen position, alphanumeric field.

**NIIN:** This is a nine position, numeric field.

**Quantity:** Enter a number from 1 to 9999.

**Received From:** Enter the RIC from which the material was received. This is a three position, alphanumeric field.

**Receipt Date:** The default value is the current date. If necessary, change this date to reflect the actual date the material was received. The format is mm/dd/yyyy. The value cannot be a future date.

**Unit of Issue:** Click on the down arrow of the "drop-down" box and select the Unit of Issue that applies to, or is appropriate to, the NIIN received. This is an alpha, two-character field.

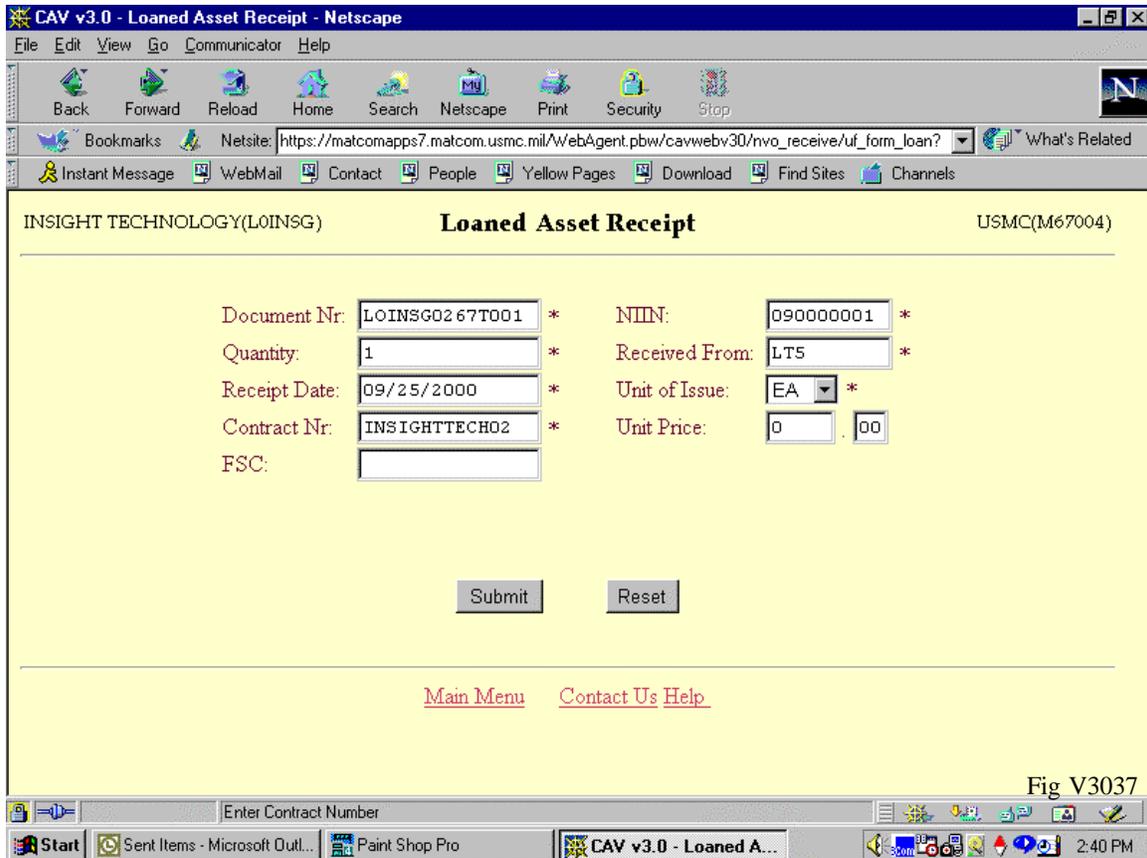
**Contract Nr:** The value must be thirteen positions.

*Unit Price: (optional field)*

*FSC: (optional field) (Federal Supply Class) If entered, is a four character numeric field.*

**Submitting the Data:**

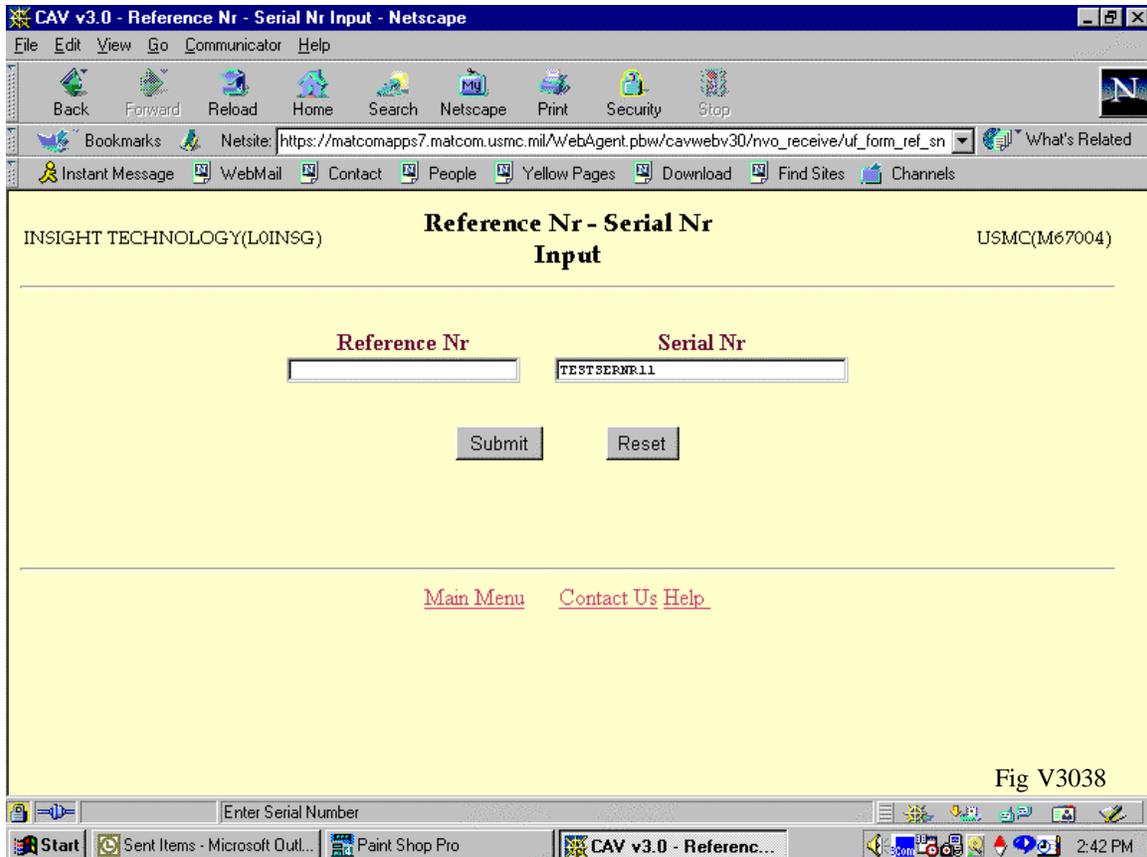
If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data. If you decide that the receipt is not to be inducted, you can also click the "Main Menu" option at the bottom of the screen/panel. This will carry you back to the Main Menu without inducting/submitting the data entered.



The screen shown above is an example of what a Loaned Asset Receipt panel with the mandatory data entered would look like.

### Submitting the Data:

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.



This is the screen/panel that will appear after you have clicked the "Submit" button on the Loaned Asset Receipt panel.

NOTE: The number of Reference Number fill fields and the number of Serial Number fill fields would be correlated to the quantity received. Receipt for one, there would be one fill field, receipt for three, there would be three fill fields, receipt for ten, there would be ten fill fields available for each data field.

At this point, and if you had no Reference Numbers or Serial Numbers to input, you would click the "**Submit**" button to process the receipt or if the data entered is correct, click the "**Submit**" button to submit the transaction. To correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen, or "click and drag" over the data that is incorrect and enter the correct data.

OR

You could click on the "Main Menu" option and return to the Main Menu. The data entered on the prior panes/screens for this receipt will not be processed in CAV.

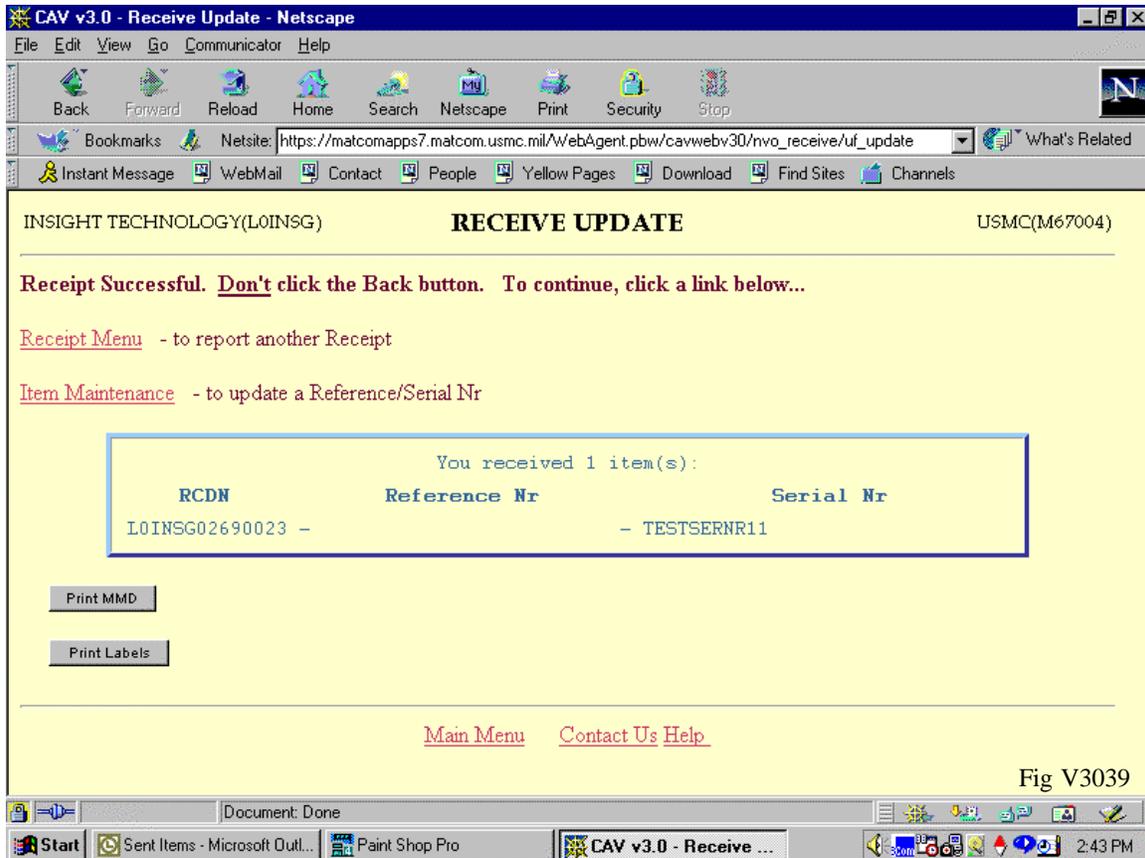


Fig V3039

If a successful Receipt of a Loaned Asset was accomplished, the Receive Update screen appears indicating a successful receipt, listing the assigned Repair Cycle Document Numbers (RCDNs) and corresponding Reference Numbers (Reference Nr) and Serial Numbers (Serial Nr) if applicable.

This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.

Return to the Receipt Menu (click on Receipt Menu option)

Return to Item Maintenance (click on Item Maintenance option) (use this option also, if a Serial Number was either, not entered previously or erroneously entered previously)

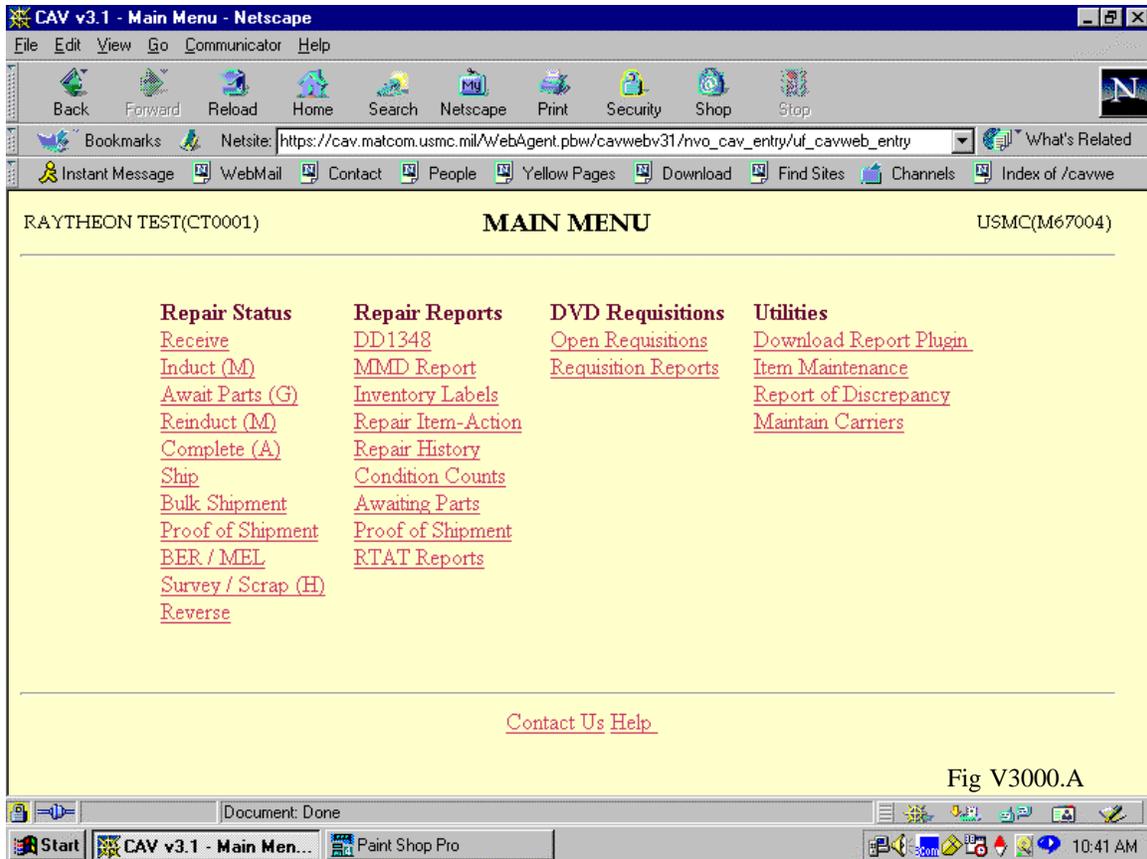
Return to the Main Menu (click on Main Menu option)

OR

Click on the appropriate button to select one of these options:

Print MMDs for the RCDNs just created (click on Print MMD option bar located at lower left portion of screen)

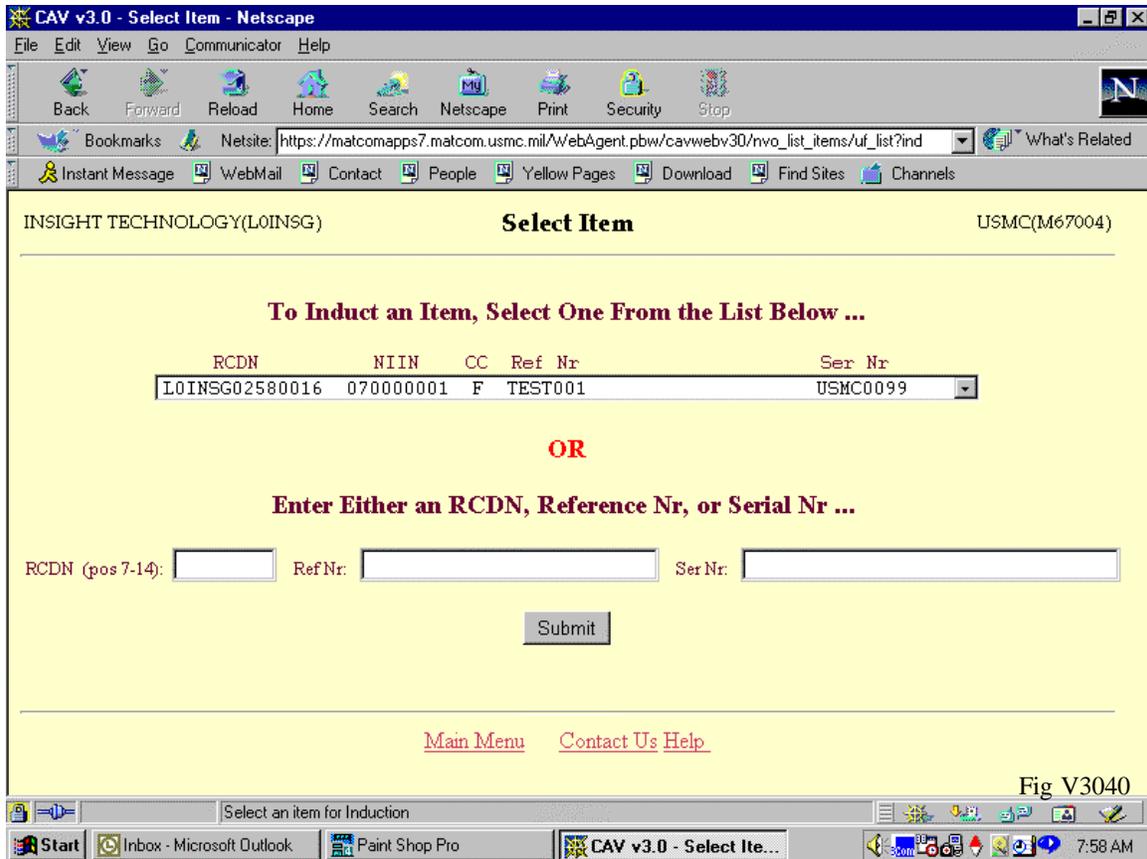
Print Labels for the RCDNs just created (click on Print Labels option bar located at lower left portion of screen)



### To Report an Induction

NOTE: Only those items received as "On Contract" (Condition Code "F") can be inducted.

From the Main Menu, under the Repair Status column, click **Induct**.



### To Select Item for Induction

To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the Induct option.

Click the down arrow of the “drop-down” box to select an item

### OR

Type in a RCDN (rp 7 - 14) (last eight digits) or a complete Reference Number (RefNr) or the item Serial Number.

Click the “**Submit**” button to induct the item for repair.

NOTE: Only items received under contract can be inducted. If item is selected from the "drop-down" box, this will only list the last 200 items receipted for. If the items eligible for this action selected from the Main Menu exceed 200, you will only have the option to enter the RCDN (last eight digits) or a Reference Number (RefNr) or a Serial Number (Ser Nr). (the drop-down box will not appear) (see next page for example)

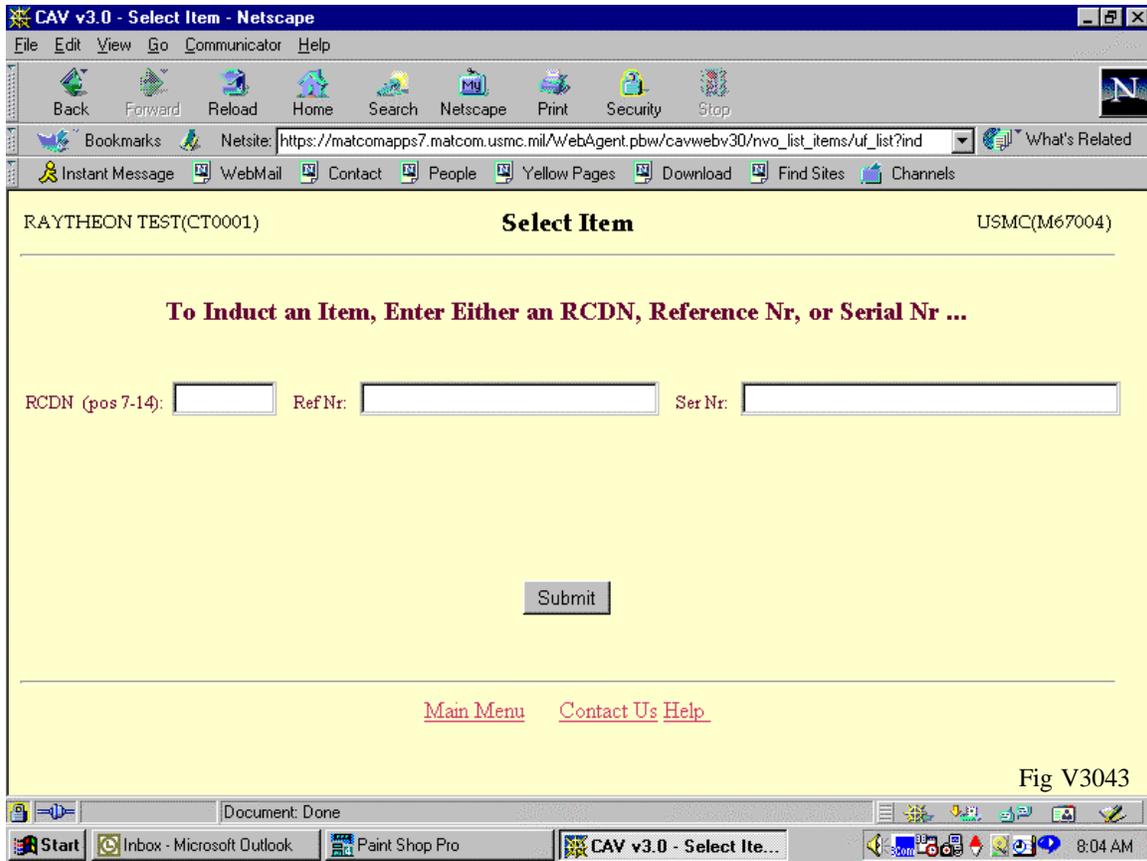
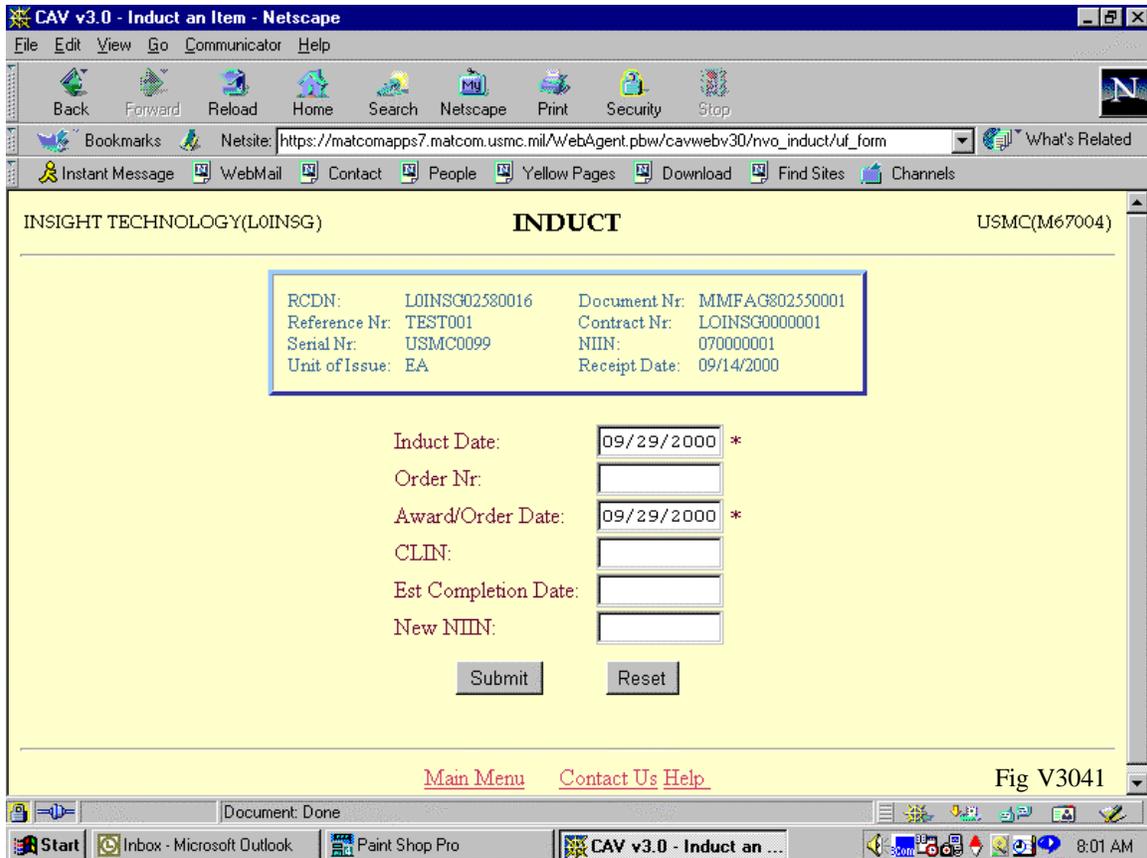


Fig V3043

If the items eligible for this action selected from the Main Menu exceed 200, you will only have the option to enter the RCDN (last eight digits) or a Reference Number (RefNr) or a Serial Number (Ser Nr). (the drop-down box will not appear)

If this information is not known, you can obtain this information by accessing or viewing the Repair Item Action Report.



At the top of the Induction screen, read-only information relating to the item you chose will be displayed.

Enter the following information as needed:

**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

Enter the following information as needed:

**NOTE:** Unless otherwise indicated, no special characters or embedded spaces are permitted in the fields.

**Induct Date:** Accept the default value of today's date or type a different date (mm/dd/yyyy).

**NOTE:** The value cannot be a future date.

**Order Nr:** (optional unless invoked by the CAV Administrator) Accept the default value or type in the Order Number. A value is required if the ninth position of the Contract Number equals A, D, or G. If entered, is a four character alphanumeric field. The value cannot be a totally alpha entry.

**Award/Order Date:** Accept the default value of today's date. If necessary, change this date to reflect the actual date the material was ordered (mm/dd/yyyy).

**NOTE:** The value cannot be a future date.

**CLIN:** (optional field) If entered, is a six character alphanumeric field. The field will always start numeric. The value must be six positions.

**Est Completion Date:** (optional field) If entered, the value must not precede the Award/Order date.

*New NIIN:* (optional field) Enter a value if the repair will result in a NIIN change. If entered, this is a nine position, numeric field.

**Submitting the Data:**

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.

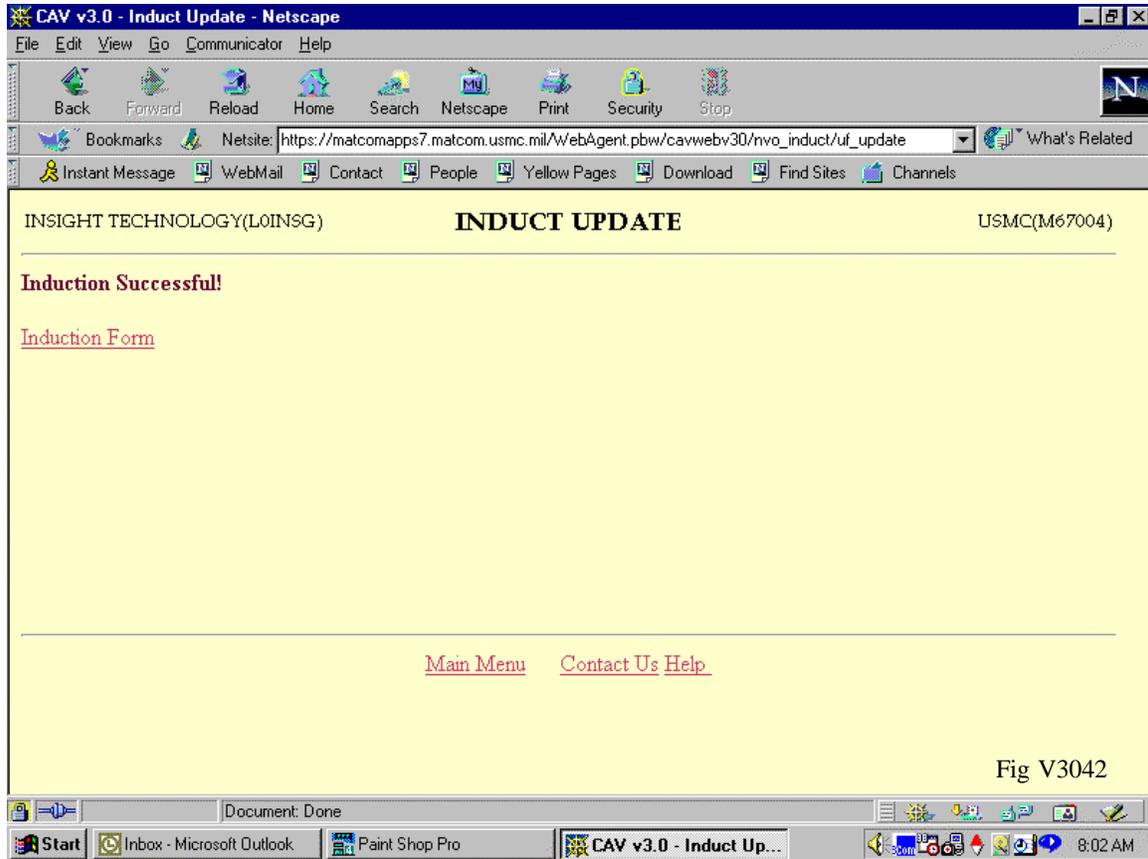


Fig V3042

If a successful Induction was accomplished, the Induct Update screen appears indicating a successful induction.

This screen provides you with the below listed options. Click on the underlined words to select the desired action/option.

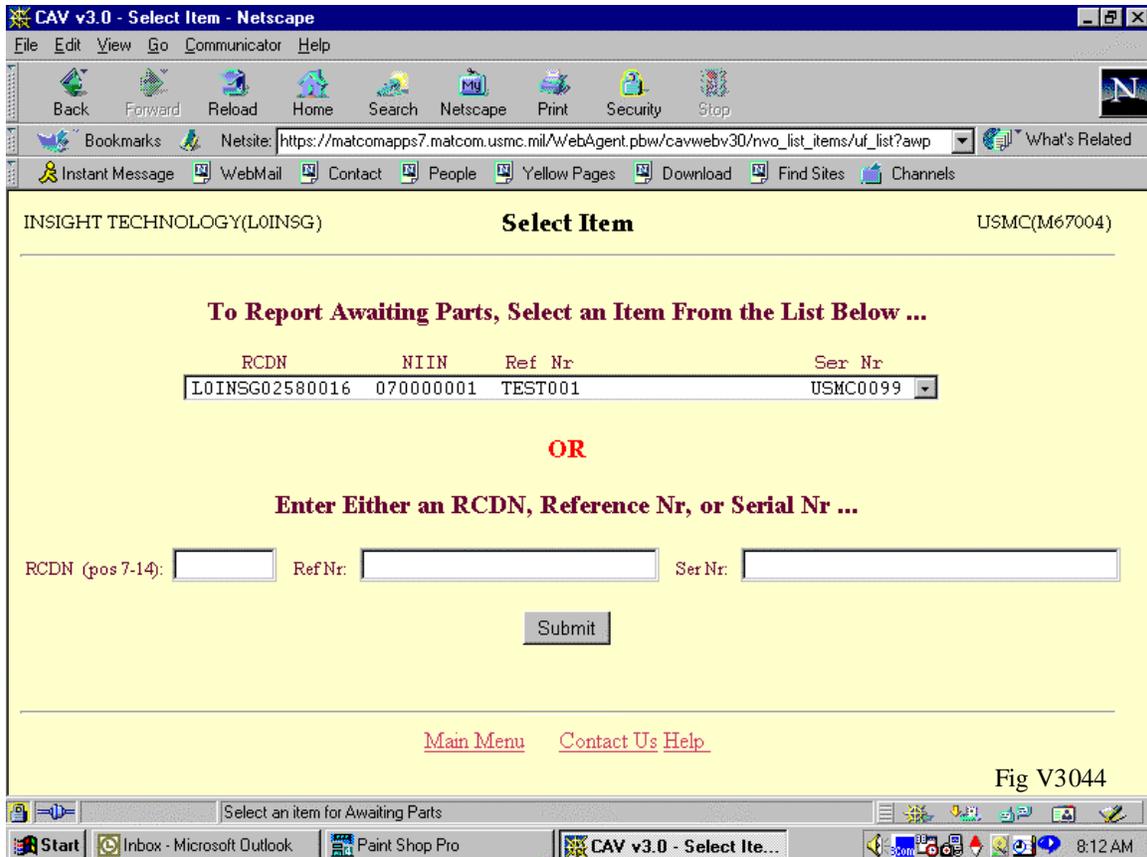
Return to the Induction Form

Return to the Main Menu



**To Report Awaiting Parts**

From the Main Menu, under the Repair Status column, click "Awaiting Parts".



### To Select Item for Awaiting Parts

To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the Await Parts option.

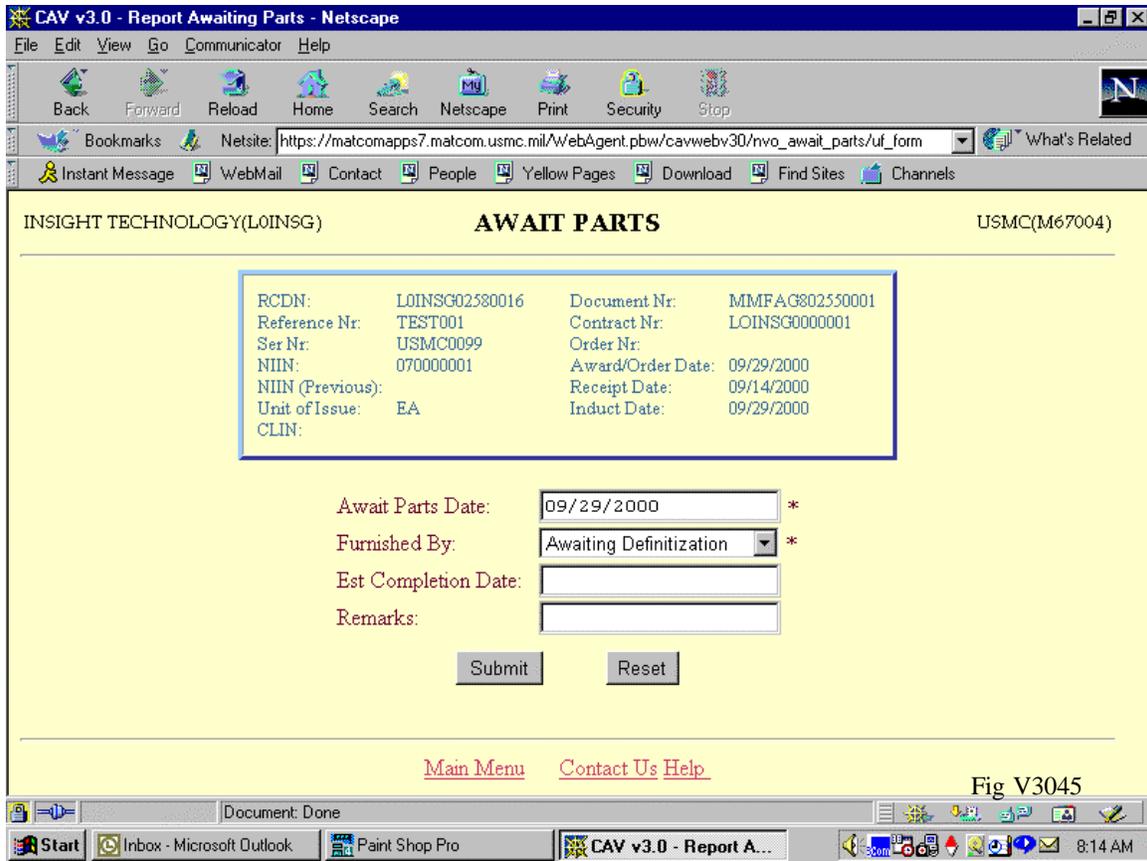
Click the down arrow of the “drop-down” box to select an item

OR

Type in a RCDN (rp 7 - 14) (last eight digits) or a complete Reference Number (RefNr) or the item Serial Number.

Click the “**Submit**” button to place the selected item into Awaiting Parts.

NOTE: If the items eligible for this action selected from the Main Menu exceed 200, you will only have the option to enter the RCDN (last eight digits) or a Reference Number (RefNr) or a Serial Number (Ser Nr). (The drop-down box will not appear) (See next page for example)



At the top of the Await Parts screen, read-only information relating to the item you chose will be displayed.

**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

Enter the following information as needed:

**NOTE:** Unless otherwise indicated, no special characters or embedded spaces are permitted in the fields.

**Await Parts Date :** The default value is today's date. If necessary, change this date to reflect the actual date the material was placed in Await Parts status (mm/dd/yyyy).

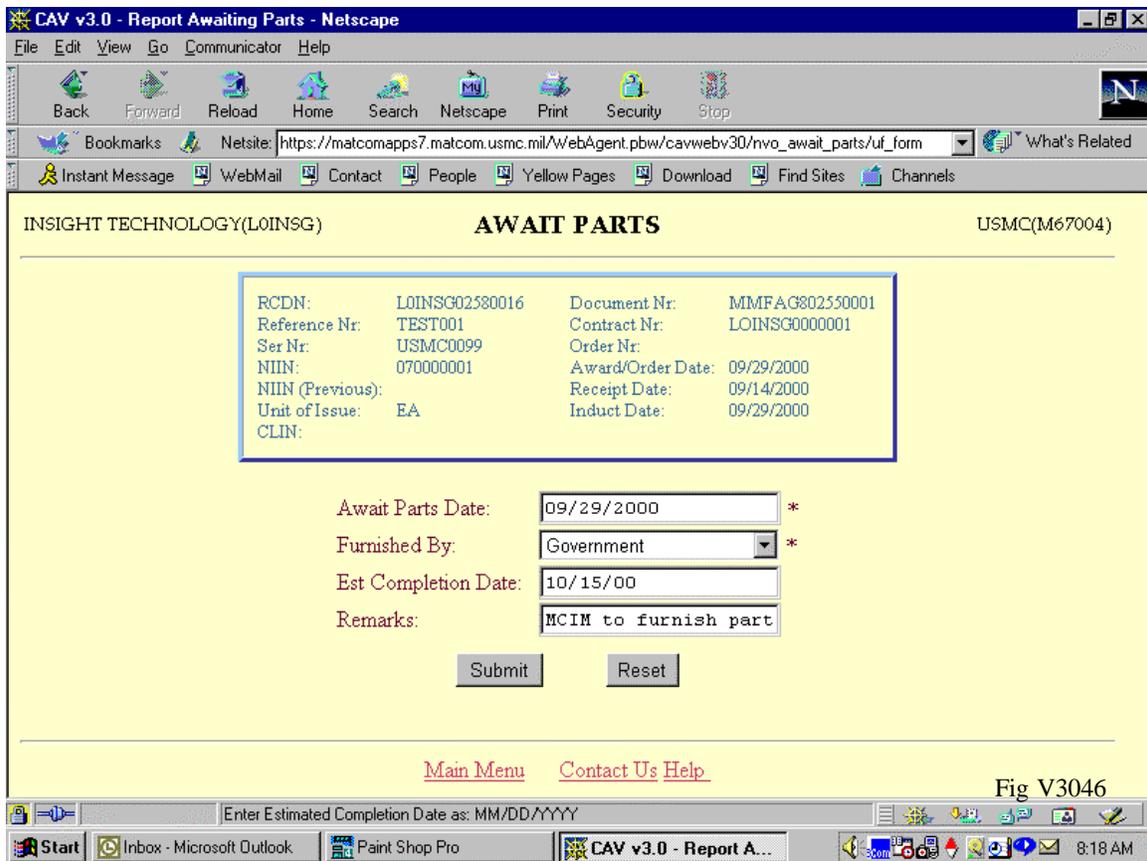
**NOTE:** The value cannot be a future date.

**Furnished By:** Accept the default value, or click the "drop-down" arrow and select a Furnished By option from the list: Awaiting Definitization, Both Gov't & Contractor, Contractor or Government.

**Est Completion Date:** Accept the current value or enter a different date (mm/dd/yyyy). It cannot be cleared if a date was previously entered. If entered, the value must not pre-date the Award/Order Date.

**Remarks:** Type any additional information for this field.

*NOTE: Used to record the Stock Number, Document Number or any other pertinent information of the required part that would be required to re-induct item back into the repair cycle.*



### Submitting the Data:

If the data entered is correct, click the **"Submit"** button to submit the transaction. Or to correct data that was entered, you can either click the **"Reset"** button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.

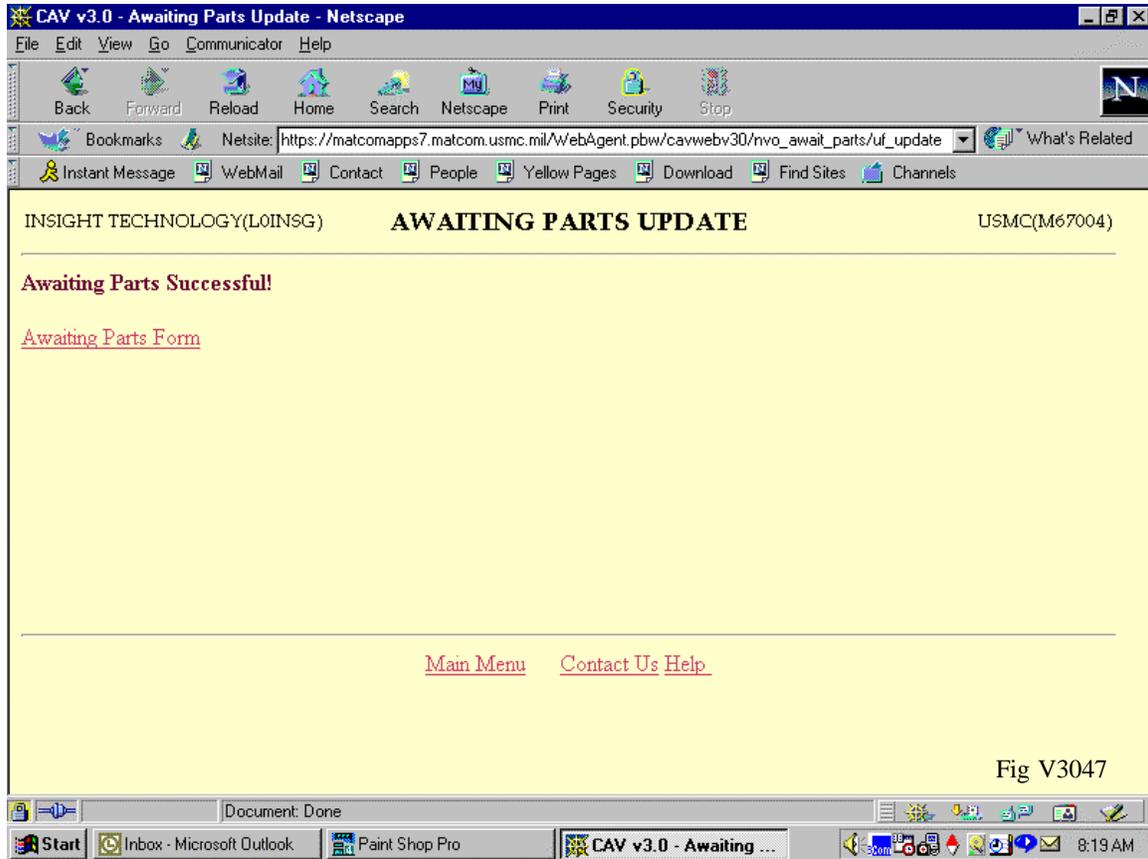


Fig V3047

If a successful Awaiting Parts transaction was accomplished the Awaiting Parts Update screen appears indicating a successful update.

This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.

Return to the Awaiting Parts Form (click on Awaiting Parts Form option)

Return to the Main Menu (click on Main Menu option)



### To Reinduct an Item

From the Main Menu, under the **Repair Status** column, click **Reinduct**.

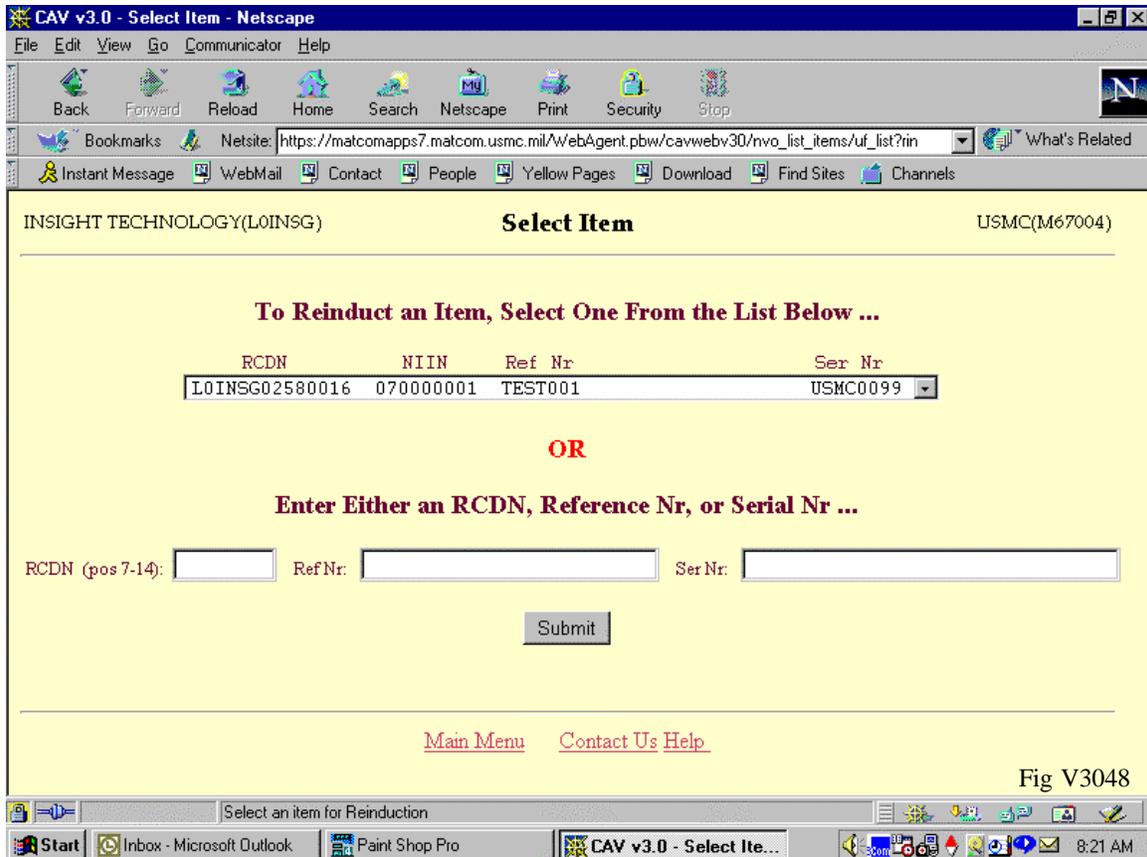


Fig V3048

To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the Reinduct option.

This action reports the reinduction of material into the repair process after being placed in an awaiting parts status. Normally accomplished after **A**waiting **P**arts (AWP) components have been received. When an item as been placed in AWP status, a Re-induction must be accomplished prior to completion.

Click the down arrow of the “drop-down” box to select an item

OR

Type in a RCDN (rp 7 - 14) (last eight digits) or a complete Reference Number (RefNr) or the item Serial Number.

Click the “**Submit**” button to place the selected item into Awaiting Parts.

NOTE: If the items eligible for this action selected from the Main Menu exceed 200, you will only have the option to enter the RCDN (last eight digits) or a Reference Number (RefNr) or a Serial Number (Ser Nr). (The drop-down box will not appear) (See next page for example)

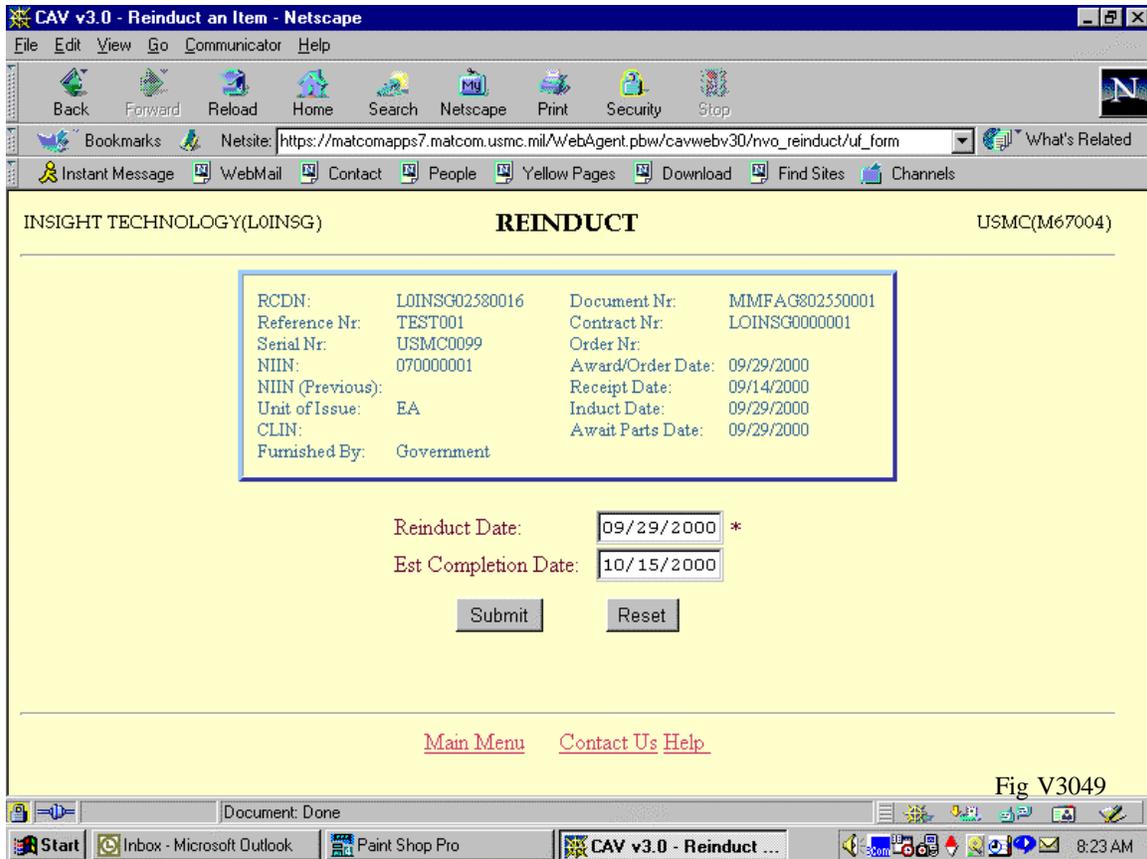


Fig V3049

At the top of the Reinduct screen read only information relating to the item you chose is displayed.

**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

Enter the following information as needed:

**NOTE:** Unless otherwise indicated, no special characters or embedded spaces are permitted in the fields.

**Reinduct Date:** The default value is today's date. If necessary, change the date to reflect the actual date the materiel was re-inducted (mm/dd/yyyy).

**NOTE:** The value cannot be a future date.

**Est Completion Date:** (optional field) Accept the current value or type a different date (mm/dd/yyyy). If entered, the value must not pre-date the Award/Order Date.

**Submitting the Data:**

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.

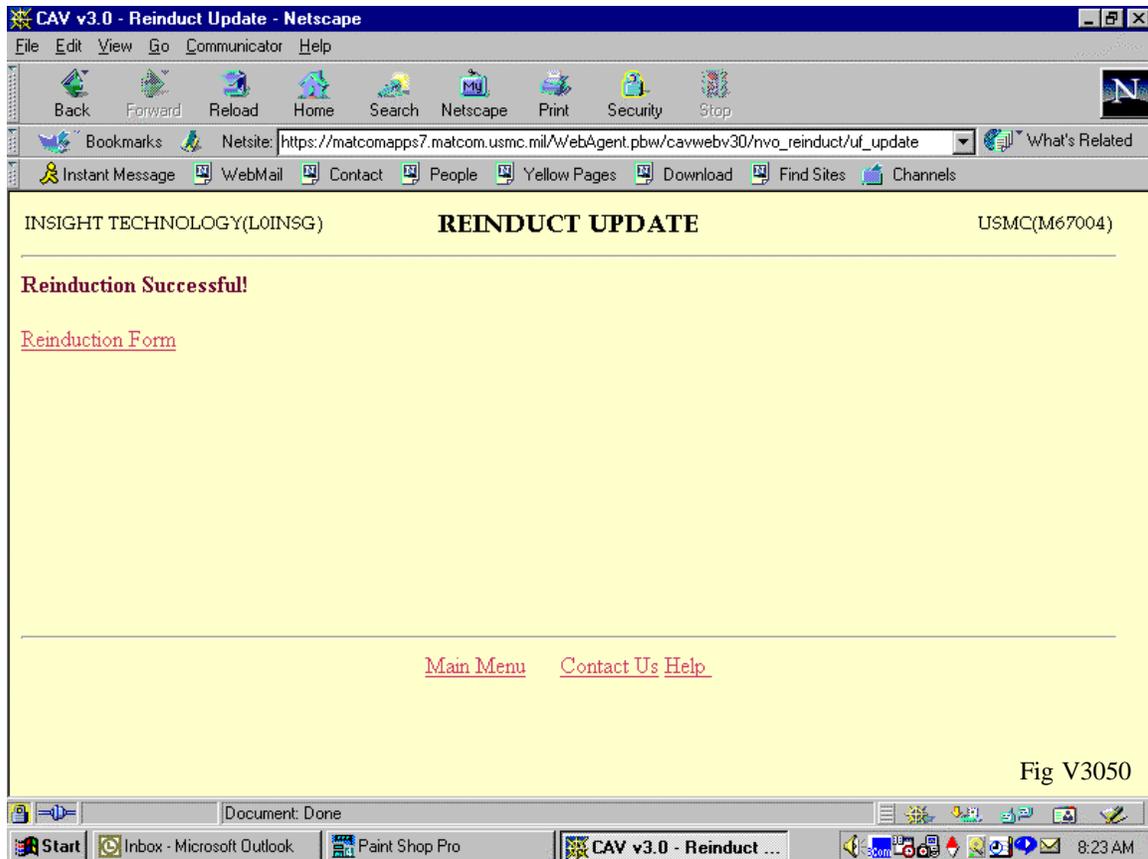


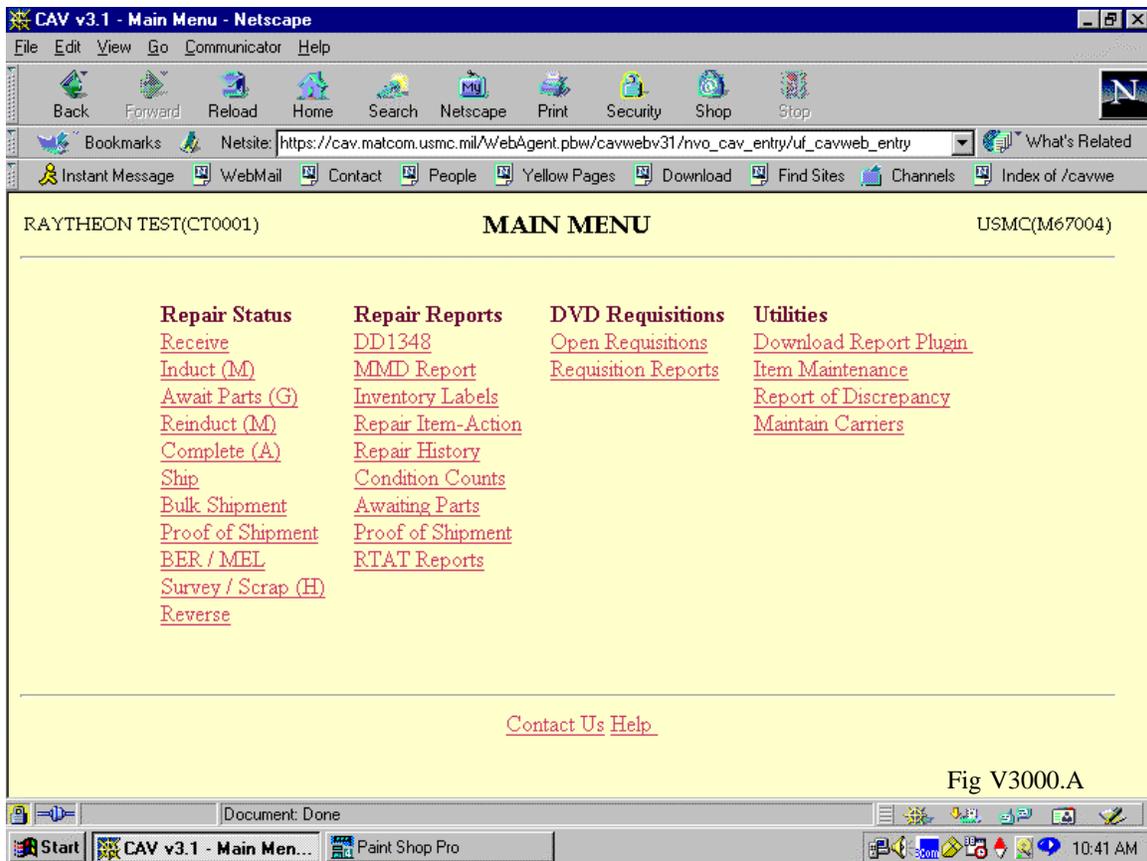
Fig V3050

If a successful Reinduction was accomplished the Reinduct Update screen appears indicating a successful update.

This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.

Return to the Reinduction Form (click on the Reinduction Form option)

Return to the Main Menu (click on the Main Menu option)



### To Report a Completion

From the Main Menu, under the Repair Status column, click “**Complete**”.

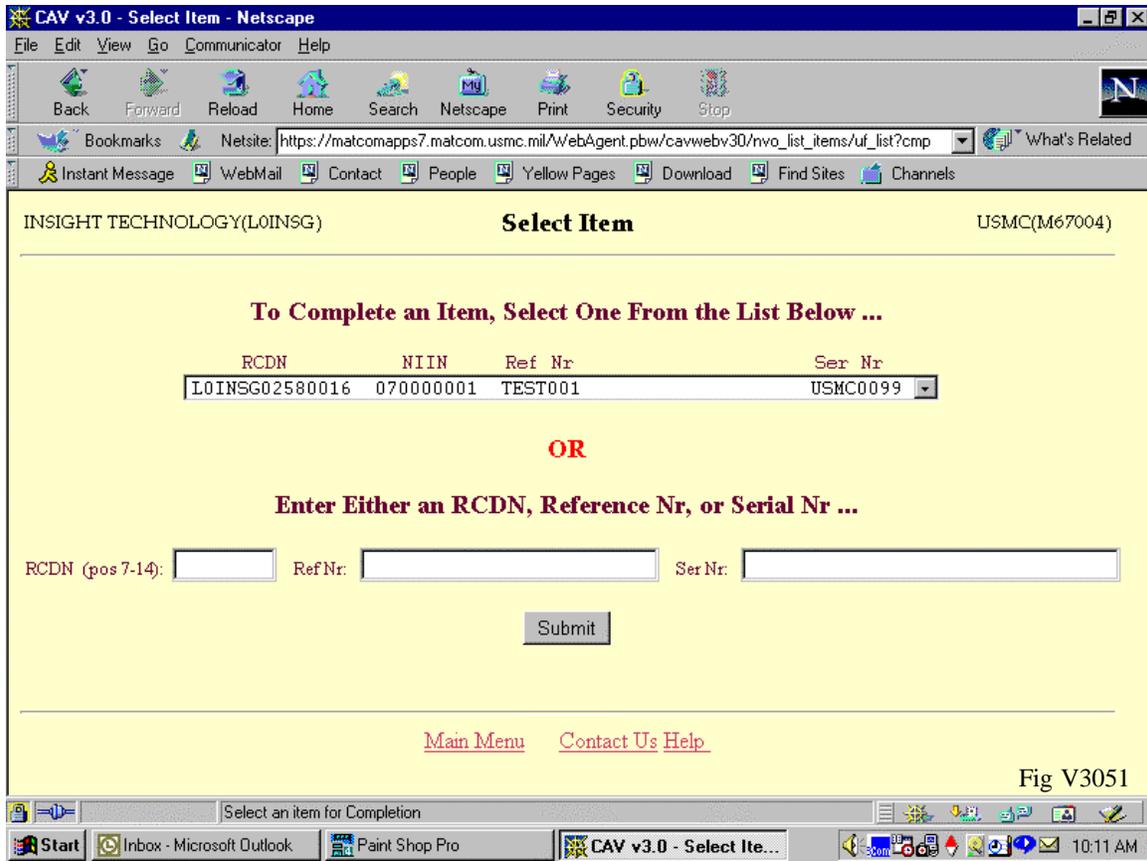


Fig V3051

To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the "Complete" option.

This action reports the completion of the repair.

If the administrative option "DD1348 Required Before Completion" has been selected by the CAV System Administrator, and a DD1348 has not been printed, a screen will appear with the message:

"A DD1348 Shipment Document has not been created. It is required before Completion."

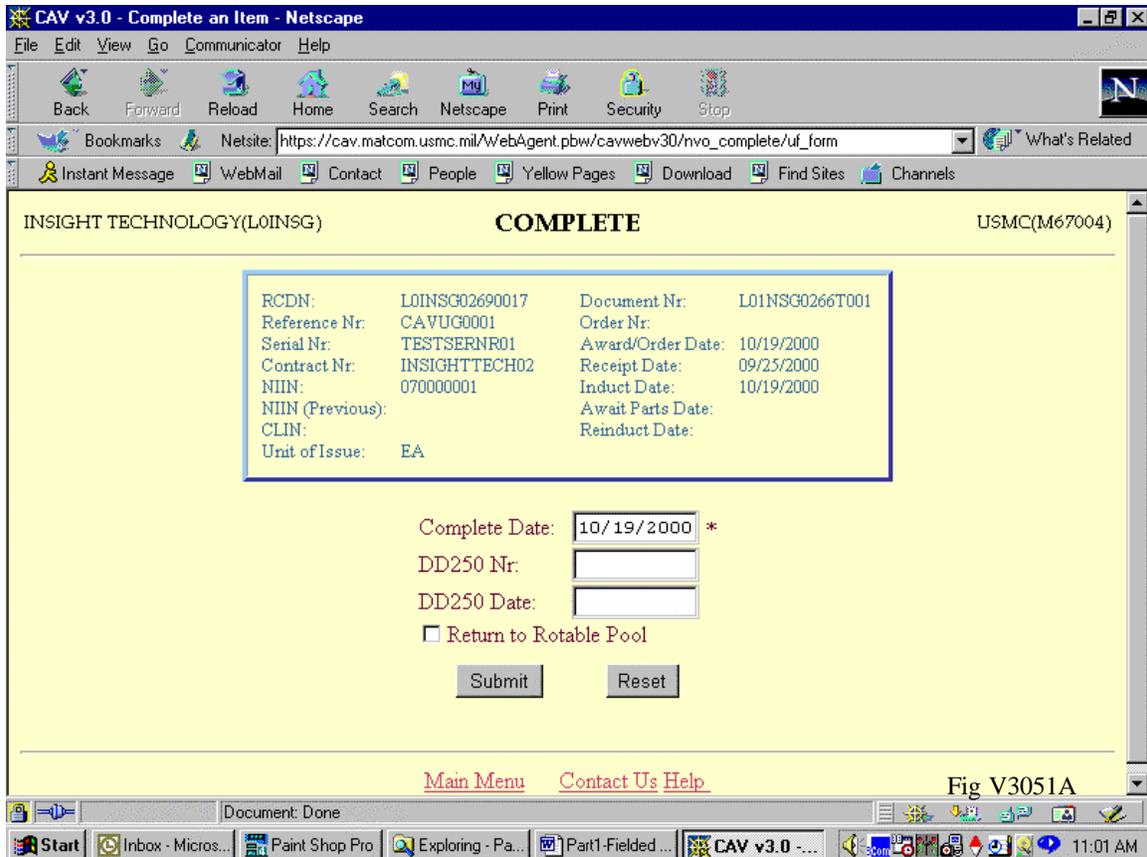
On this message screen click the "DD1348 Input" option. Otherwise, the Complete screen will appear.

Click the "drop-down" arrow to select an item

OR

Type in a Repair Cycle Document Number (RCDN) (rp 7 - 14) (last eight digits), or a complete Reference Number (RefNr.), or a Serial Number (SerNr).

Click the "Submit" button.



At the top of the Complete screen, read-only information relating to the item you chose is be displayed.

Enter the following information as needed:

**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

**NOTE:** Unless otherwise indicated, no special characters or embedded spaces are permitted in the fields.

**Complete Date:** Accept the default value of today's date or type a different date. If necessary, change the date to reflect the actual completion date. If entered, the value must not pre-date the Award/Order Date.

**DD250 Nr:** Type in the DD250 Nr from Block 2 of the DD250. A value is required if the DD250 Date has been entered. The value must be eight positions (last digit is a 'Z').

**DD250 Date:** Accept the default value of today's date or type the DD250 date. A value is required if the DD250 Nr has been entered.

**NOTE:** The value cannot be a future date or pre-date the previous repair action.

**Return to Rotable Pool:** This field is visible only if the CAV System Administrator has enabled the administrative option for Rotable Pool/Loaned Asset Reporting. If it is visible, check the box to indicate if the item is returning to Rotable Pool ('x' indicates a Yes and a blank indicates a No).

## Submitting the Data:

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.

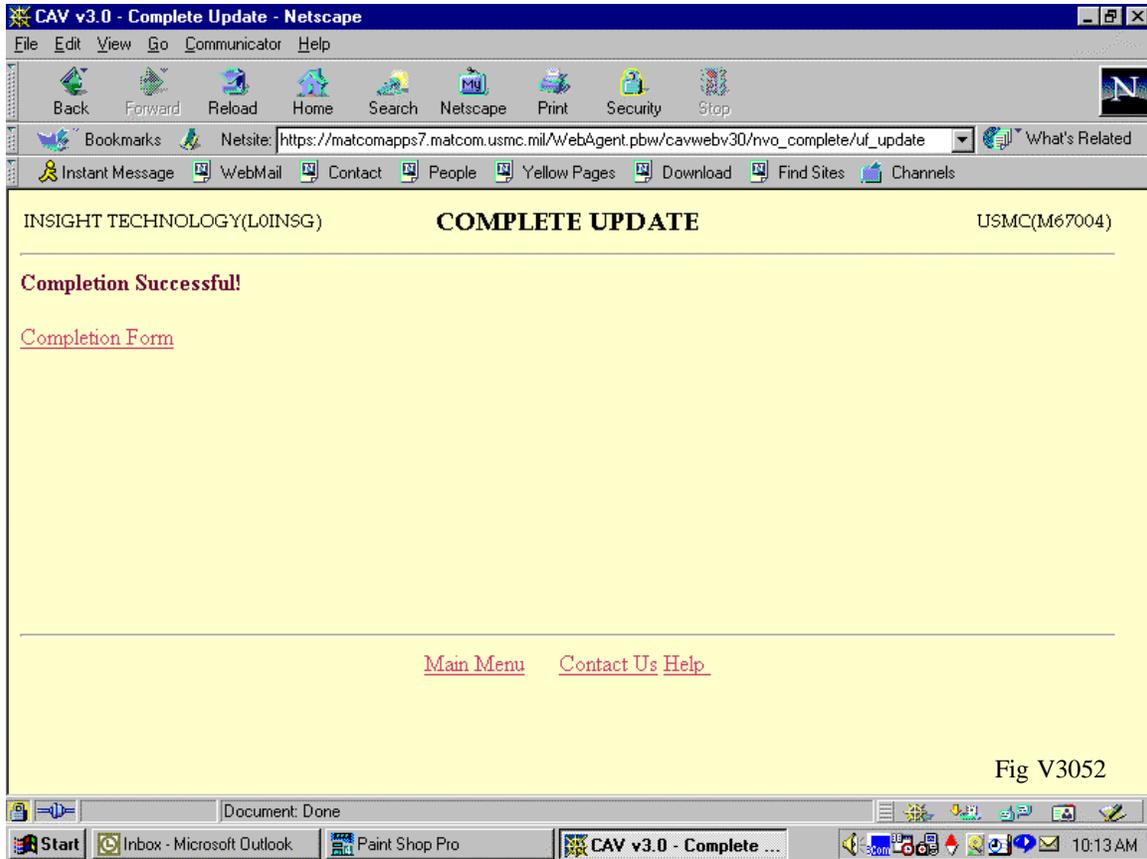


Fig V3052

If a successful Completion was accomplished the Complete Update screen appears indicating a successful update.

This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.

Return to the Completion Form (click on the Completion Form option)

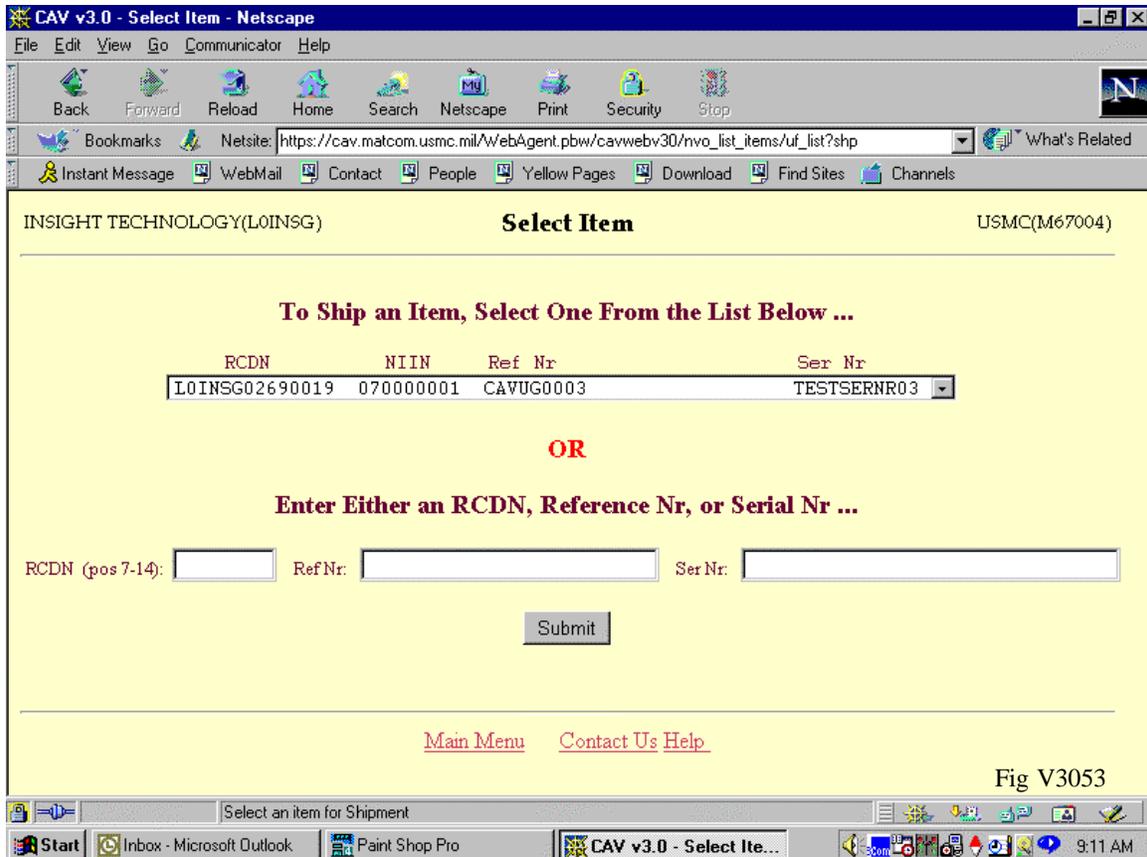
Return to the Main Menu (click on the Main Menu option)



Fig V3000.A

**To Report a Shipment**

From the Main Menu, under the Repair Status column, click “**Ship**”.



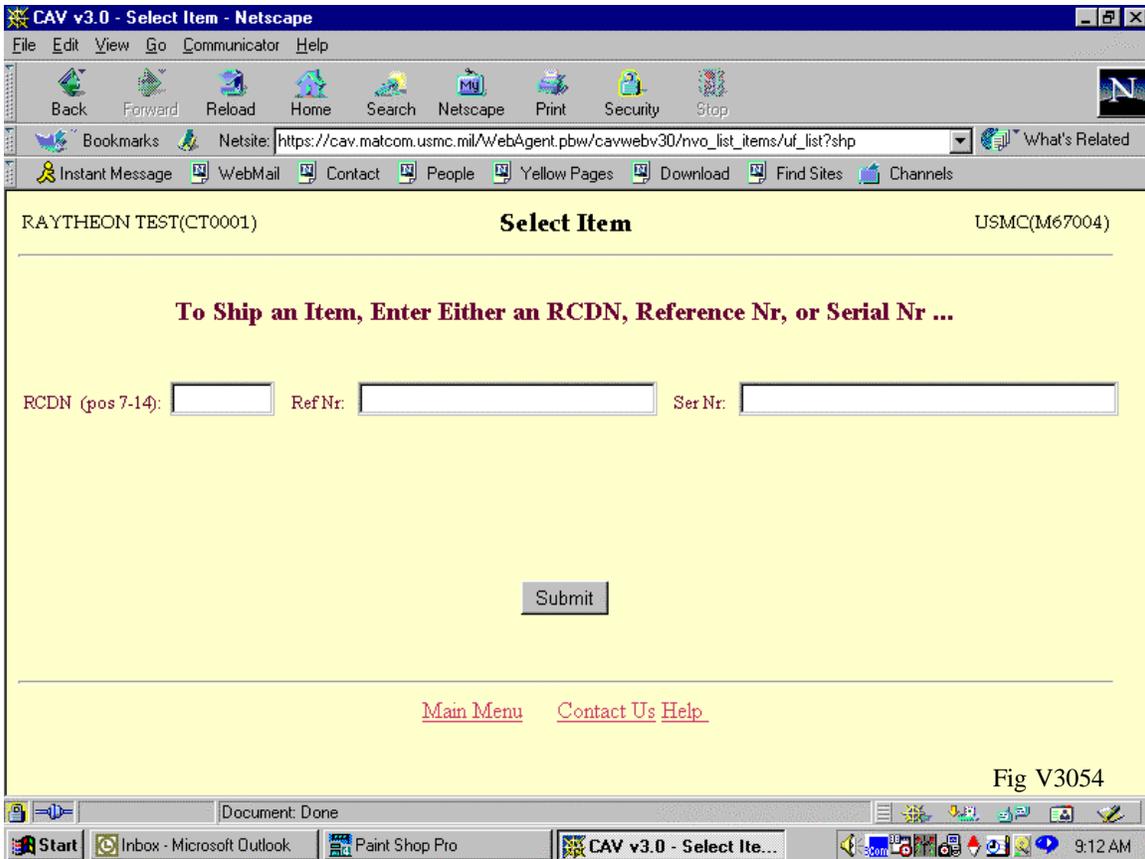
To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the Ship option.

Shipment action will generate a D7\_ transaction for transmission to the ICP.

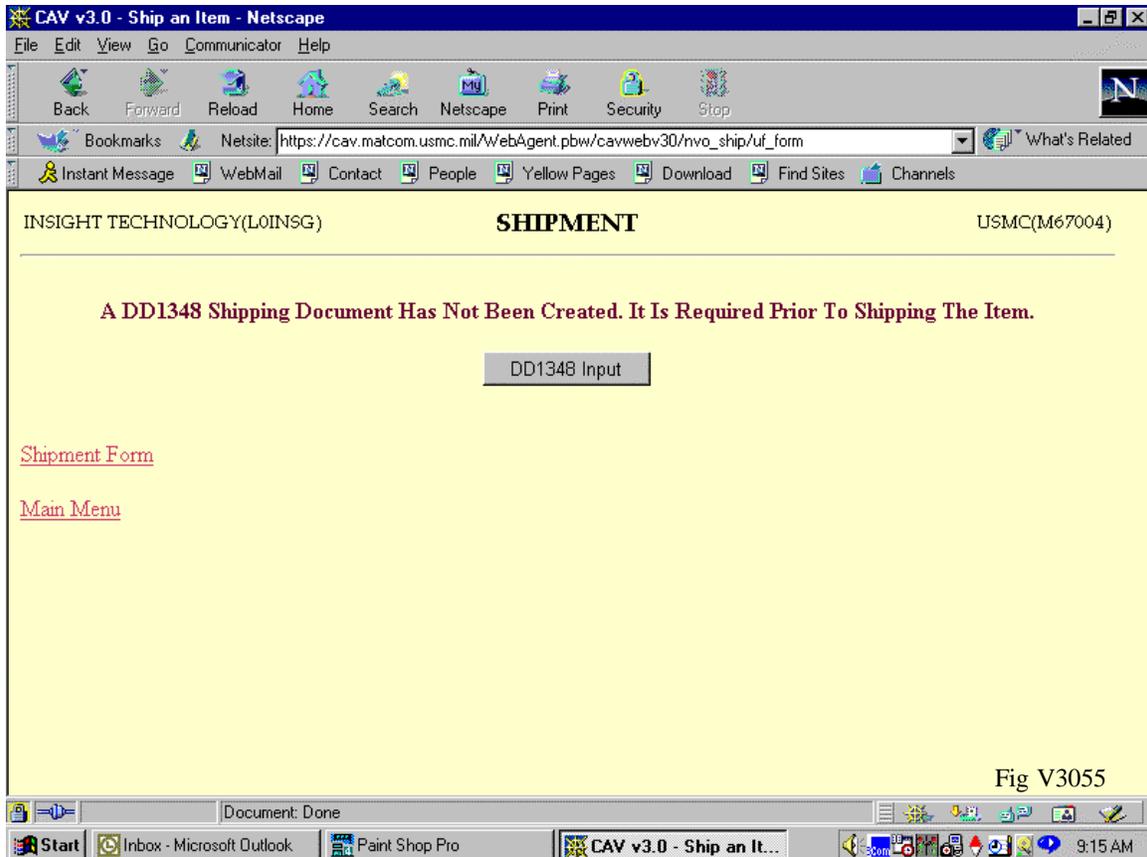
Click the “drop-down” arrow to select an item OR type in a Repair Cycle Document Number (RCDN) (rp 7 - 14) (last eight digits) or a complete Reference Number (RefNr.), or a Serial Number (SerNr).

Click the "Submit" button.

NOTE: If the items eligible for this action selected from the Main Menu exceed 200, you will only have the option to enter the RCDN (last eight digits) or a Reference Number (RefNr) or a Serial Number (Ser Nr). (the drop-down box will not appear) (see next page for example)



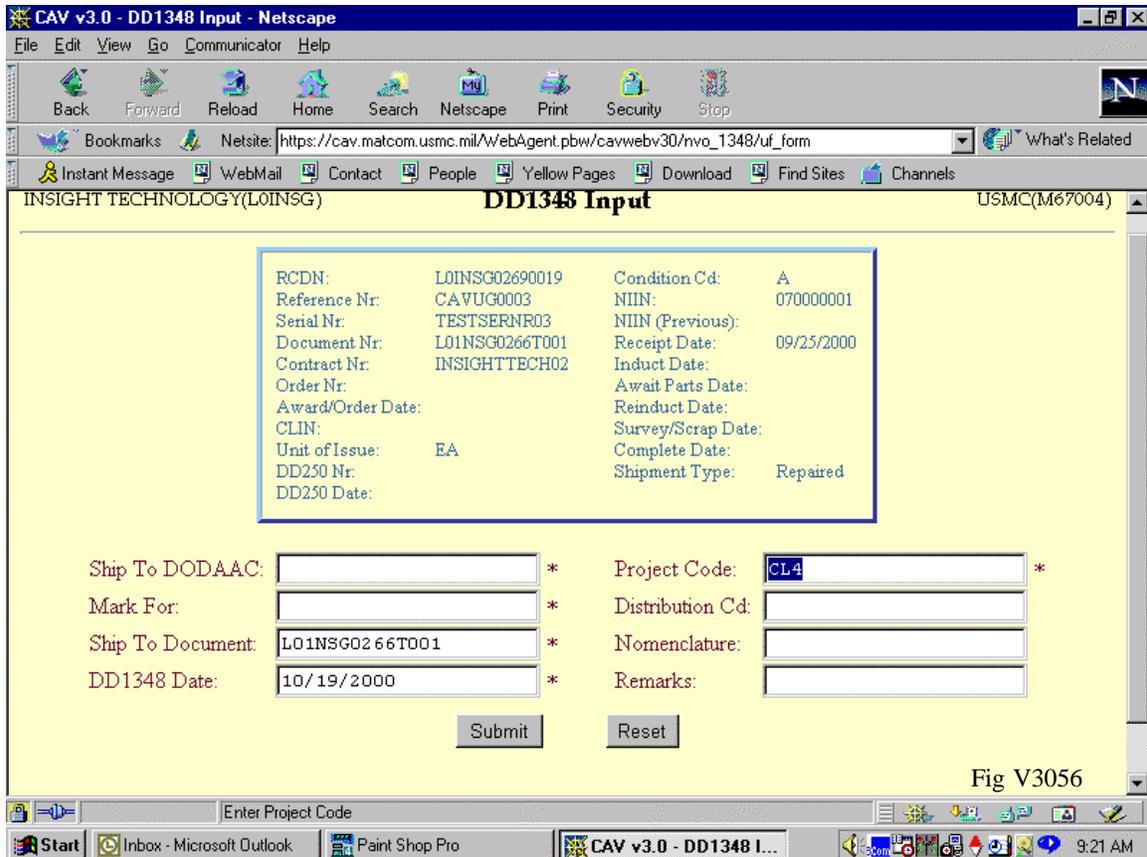
This is the panel view you will see if there are more than 200 records eligible for the action selected from the Main Menu. You will have to provide one of the fields requested.



This panel view will appear if the DD-1348 Shipping Document option has been invoked for the contractor. Will require the generation of a DD-1348 prior to shipment.

If a DD-1348 has not been printed, a screen shown above will appear with the message "A DD1348 Shipment Document has not been created. It is required before shipping The Item." On this message screen click the "DD1348 Input" button.

Otherwise, the 'Shipment' screen will display.



At the top of the DD1348 Input screen, read-only information relating to the item you chose is displayed.

**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

Enter the following information as needed:

**NOTE:** Unless otherwise indicated, no special characters or embedded spaces are permitted in the fields.

**Ship To DODAAC:** Type the Activity Address Code of the organization that will be in receipt of the material shipped. When entered, the value is alphanumeric and must be six positions.

**Project Code:** (optional field) Type the appropriate Project Code. Project Code is a three alphanumeric value that identifies specific programs or purposes for which the item is required. Usually provided by the Project Manager (PM) or Item Manager (IM).

**Mark For:** Identifies on the DD1348 shipping document to which the material is being shipped. Can include a specific individual, organization, building number or delivery point.

**Distribution Cd:** (optional field) Type the appropriate Distribution Code, or leave blank.

**Ship To Document:** The document number assigned to ship the item(s). The default is the document number that the Contractor received the item with. If you have been instructed to ship an item by the ICP or IM, normally they will furnish the ship document number.

**Nomenclature:** (optional field) Type the item nomenclature or leave blank.

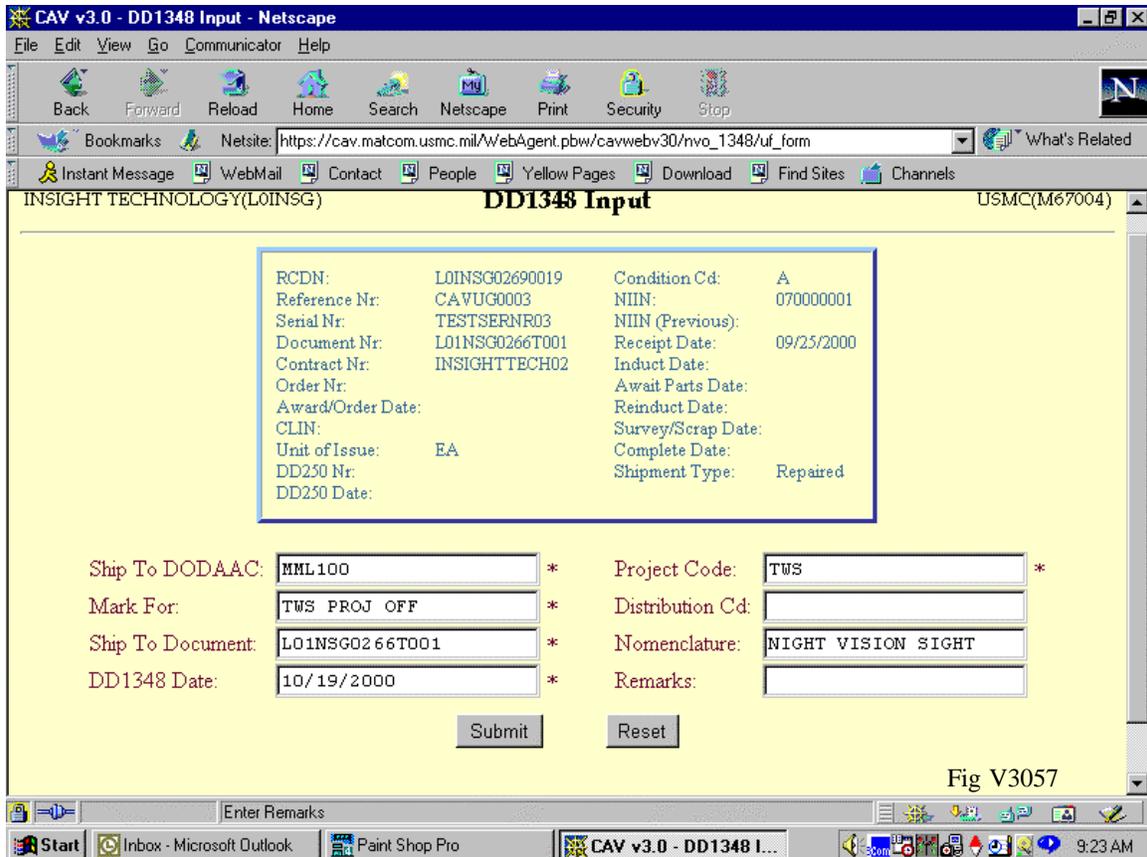
**DD1348 Date:** Accept the default value of today's date or enter the desired date. **NOTE:** The value cannot be a future date or pre-date the previous action for this item.

**Remarks:** Enter any information that may be helpful to identify a POC or processing at the receiving point or leave blank.

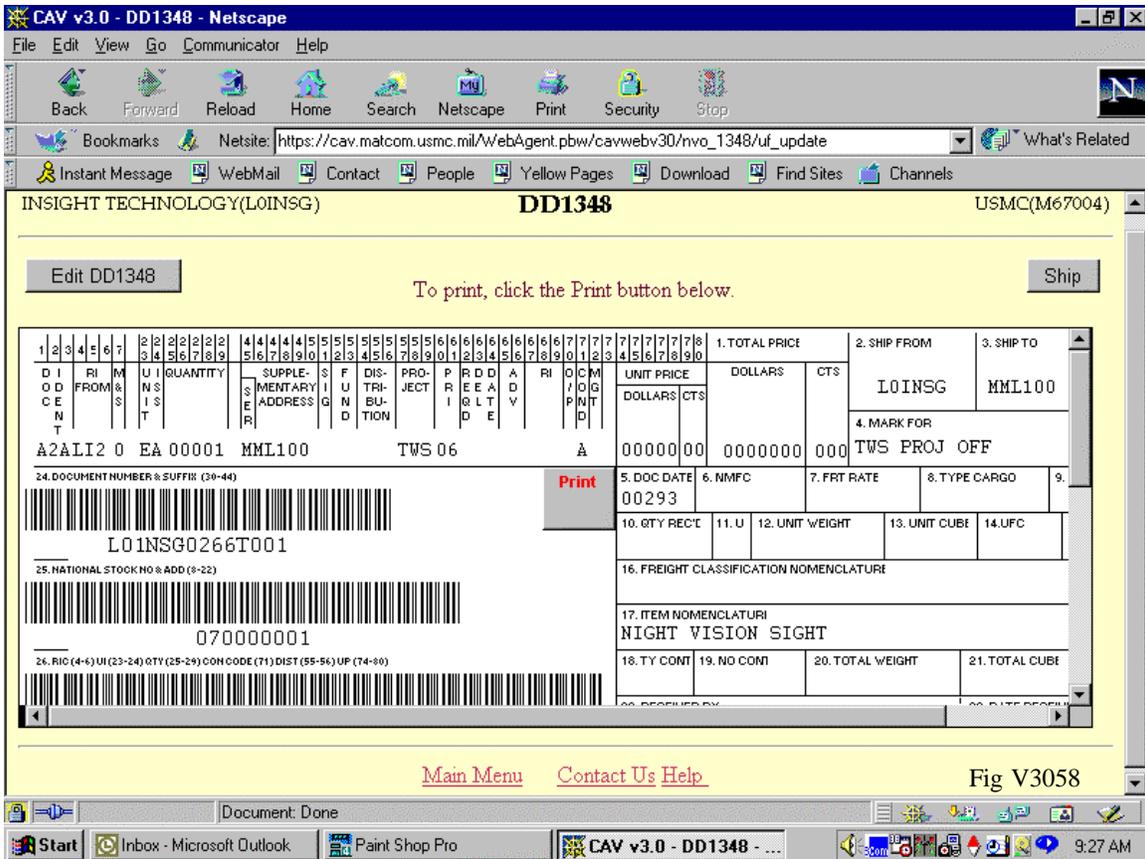
See next page for example of a completed DD1348 Input screen/panel.

**Submitting the Data:**

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.



This screen / panel shows what the DD1348 Input panel would look like after the mandatory and some optional fields have been completed. From here, and providing the data entered is correct, you would click on the "Submit" button to process the transaction.



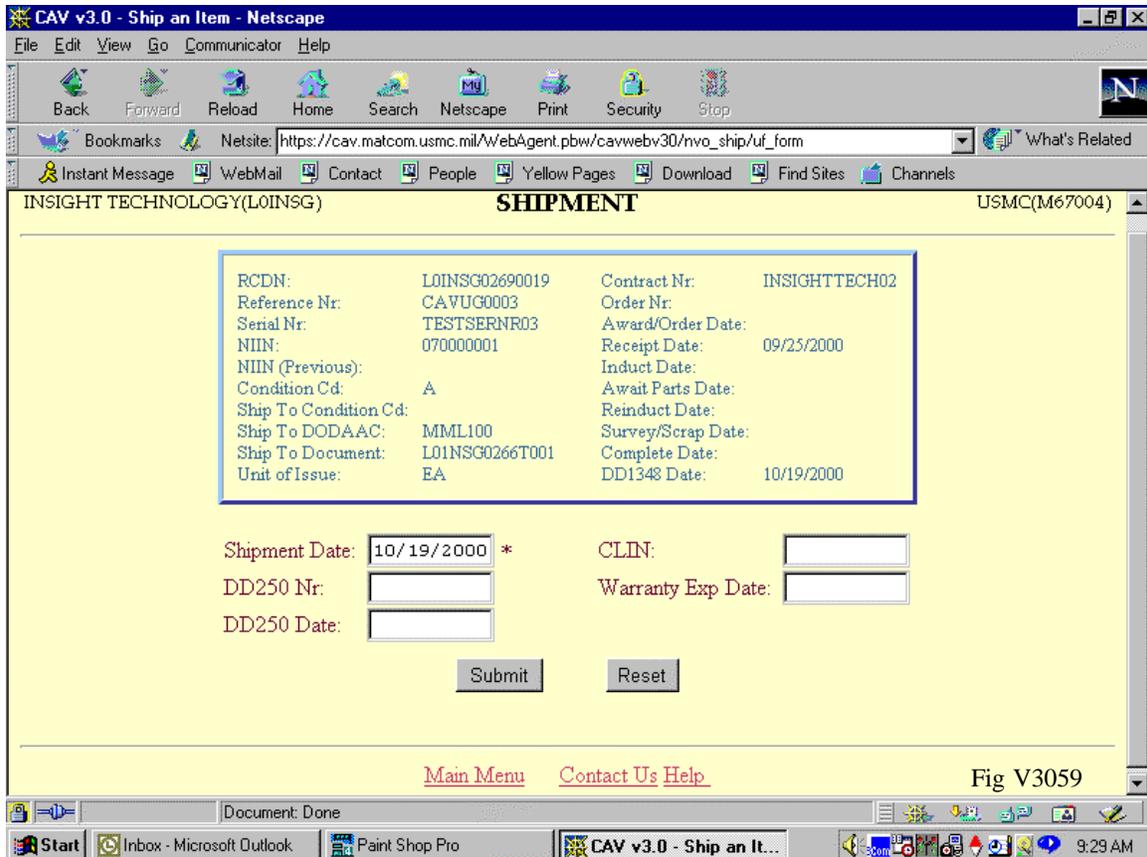
This would be the panel that you will see after you have clicked the "Submit" button from the DD1348 Input screen. Here you have several options. If you have noticed that some data / information on the DD1348 form is wrong, you can click on the **"Edit DD1348"** button. This will permit you to correct any erroneous data that you have input on the shipping document (DD1348).

If the information is correct and you desire to print the DD1348 (which you will permit a copy of the DD1348 to accompany the item(s)) click on the **"Print"** button shown within the DD1348 form.

To ship the item(s), you will click on the **"Ship"** button. This will prompt you to the next screen / panel.

OR

If you do not desire to ship the item, you can click on the "Main Menu" option to return you to the Main Menu.



At the top of the Shipment screen, read-only information relating to the item you chose is displayed.

**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

Enter the following information as needed:

**NOTE:** Unless otherwise indicated, no special characters or embedded spaces are permitted in the fields.

**Shipment Date:** The default value is today's date. If entered, the value cannot be a future date, pre-date the previous repair, or predate the DD1348 date.

**CLIN:** (option field) Accept the default value or type in the Contract Line Item Number (CLIN). If entered, is a six character alphanumeric field. The field will always start numeric. The value must always be six positions if entered.

**DD250 Nr:** (optional field) Accept the default value or type in the DD250 number from Block 2 of the DD250. A value is required if the DD250 Date has been entered. The value is alphanumeric and must be eight positions (with the last digit a 'Z' )

**Warranty Exp Date:** (optional field) Accept the default value or type in the item Warranty Expiration Date (mm/dd/yyyy).

**DD250 Date:** Accept the default value or type in the DD250 date. A value is required if the DD250 Nr has been entered (mm/dd/yyyy).

## Submitting the Data:

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.

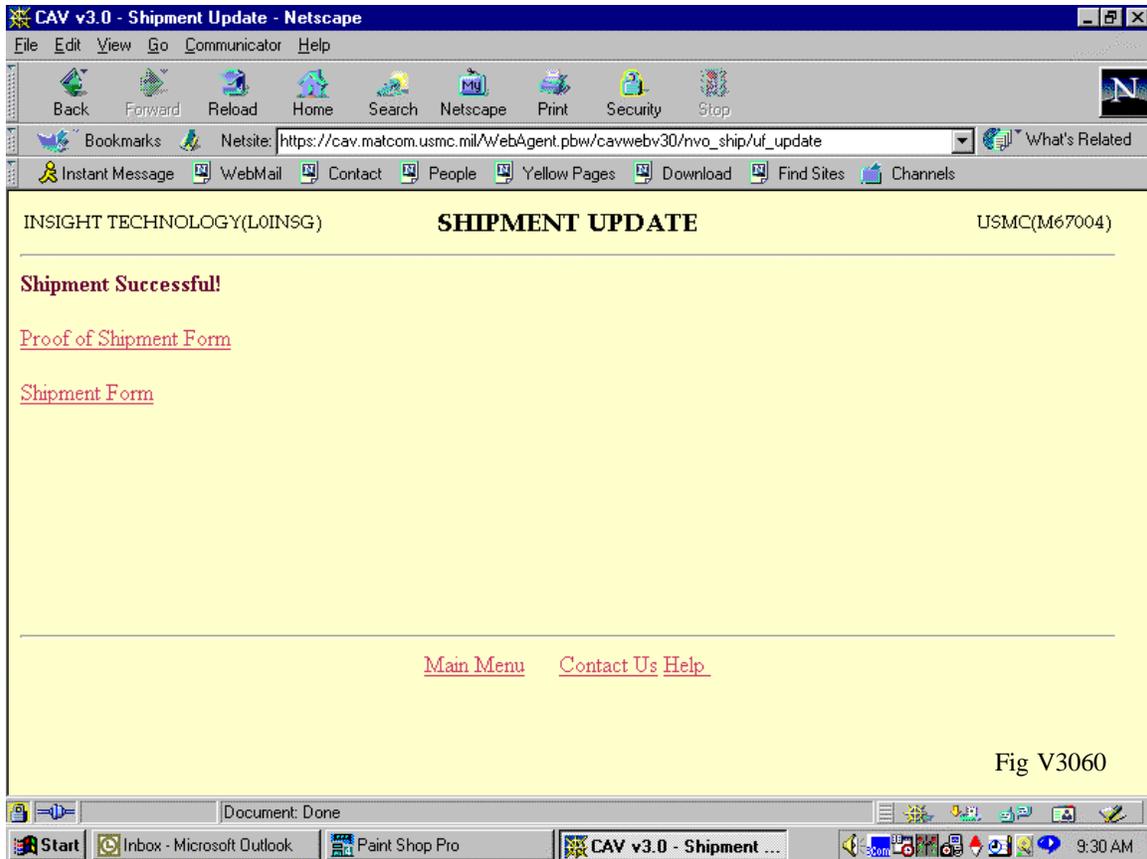


Fig V3060

If a successful Shipment was accomplished the Shipment Update screen appears indicating a successful update.

This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.

Initiate Proof of Shipment Form (click on Proof of Shipment Form option)

Return to the Shipment Form (click on Shipment Form option)

OR

Return to the Main Menu (click on Main Menu option)



### To Report a Bulk Shipment

From the Main Menu, under the Repair Status column, click **Bulk Shipment**.

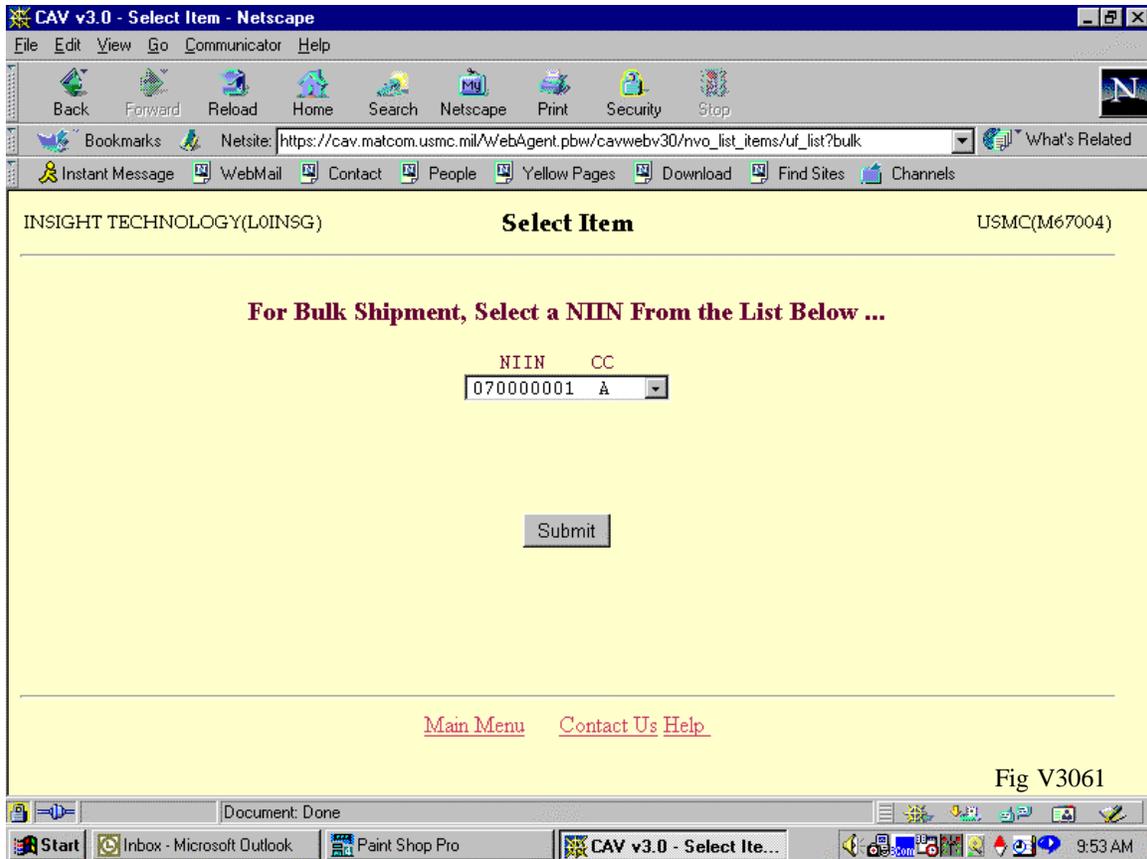
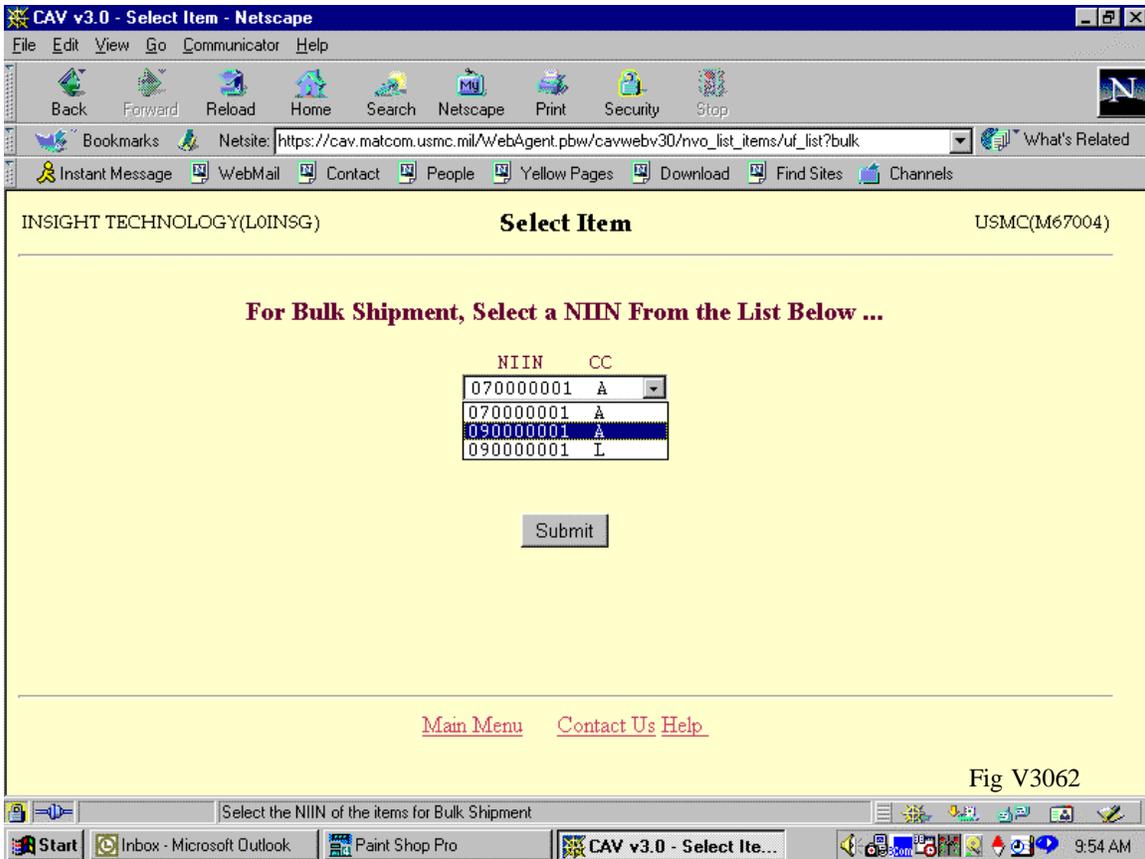


Fig V3061

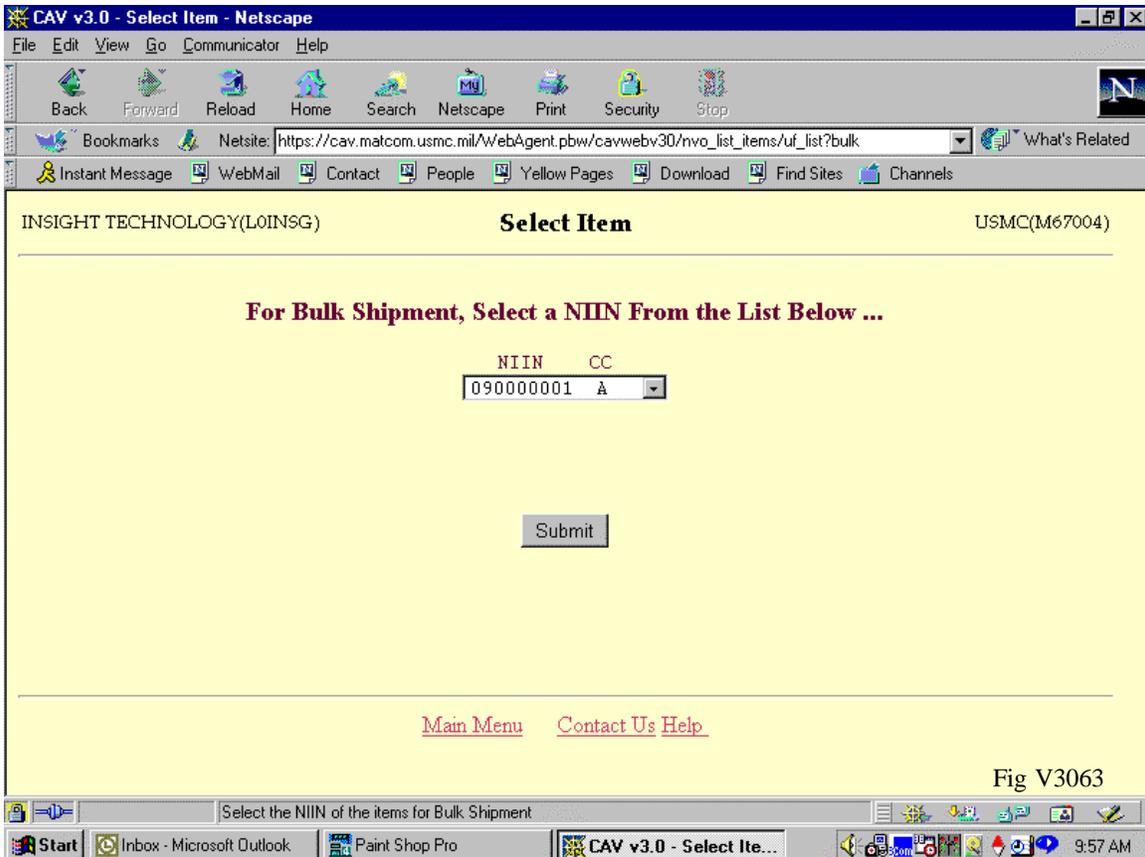
To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the Bulk Shipment option.

Bulk Shipments must all have the same NIIN and Condition Code.

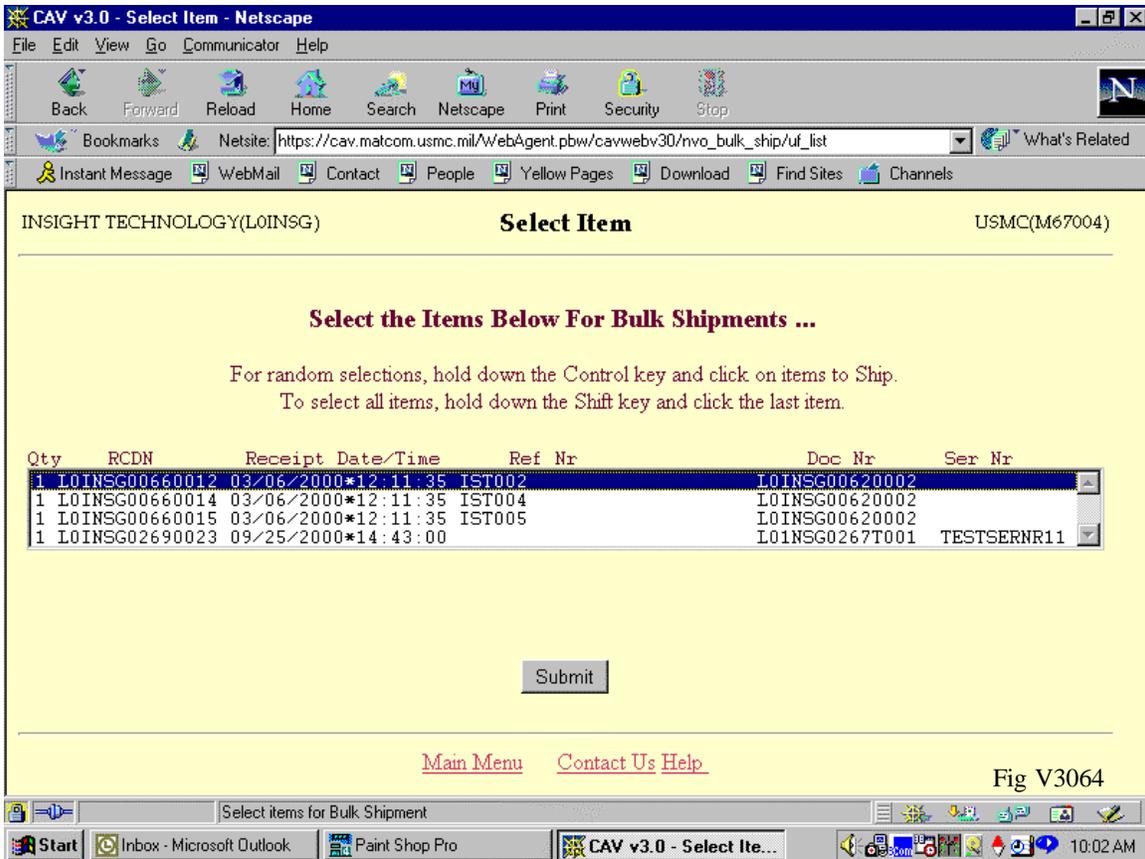
Click the "drop-down" arrow to select an item OR type in complete NIIN and Condition Code. After you have made your initial selection, click the "**Submit**" button.



This is the panel / screen view you will see when / after you clicks on the "drop-down" box. After selection of the desired item, click the "**Submit**" button.



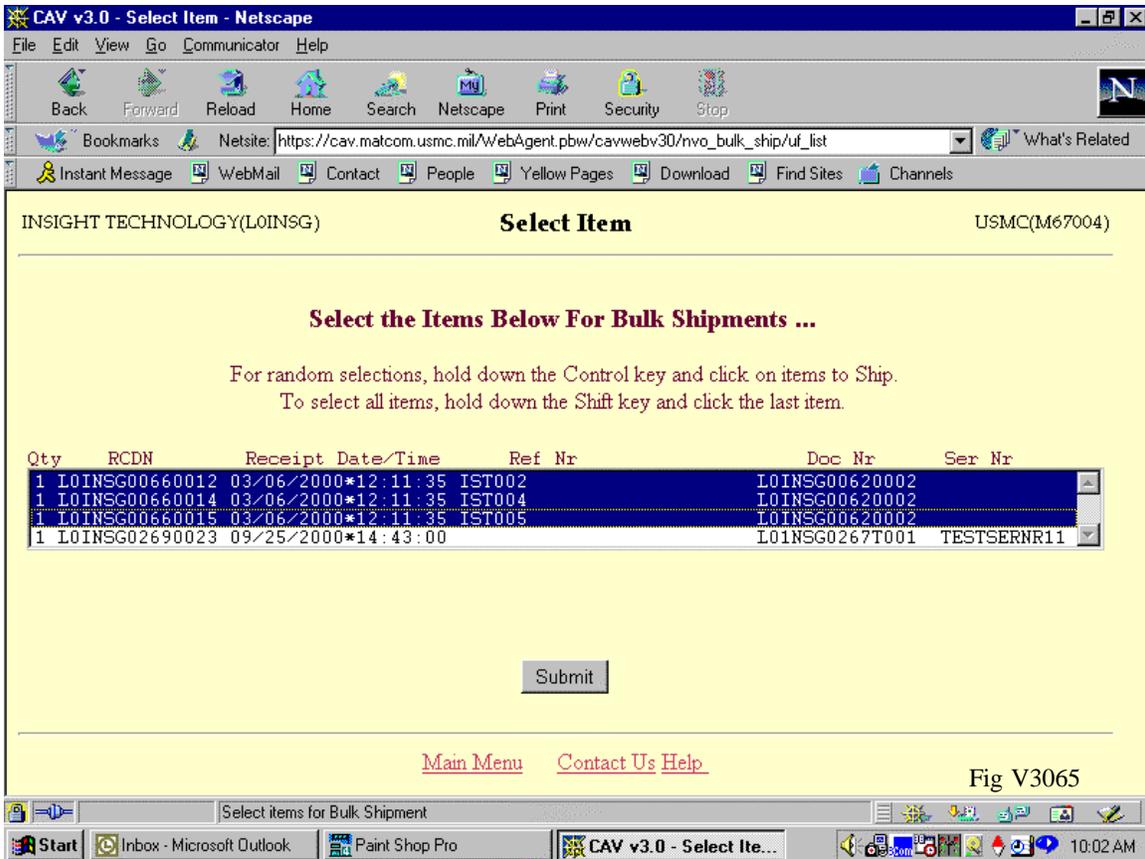
After you have selected the desired NIIN and Condition Code desired for the Bulk Shipment. Click the **"Submit"** button.



After you have clicked the desired NIIN and Condition Code, you will see all those items that have been receipted for that fall into the selected category. The screen / panel will show you each item by Repair Cycle Document Number (RCDN), the Receipt Date and Time, the Reference Number (if applicable), the receipt Document Number and the Serial Number (if applicable). To select more than one item, hold down the Shift key, and by clicking on the desired items, select each item you want to bulk ship.

NOTE: When Serial Numbers have been input during the processing, it is extremely important that verification of selected Serial Numbers takes place during and prior to shipment.

After selecting the items, click the **"Submit"** button.



This panel / screen shows you what you will view after multiple selections have been made for a Bulk Shipment. After selection has been completed, you would click the "Submit" button.

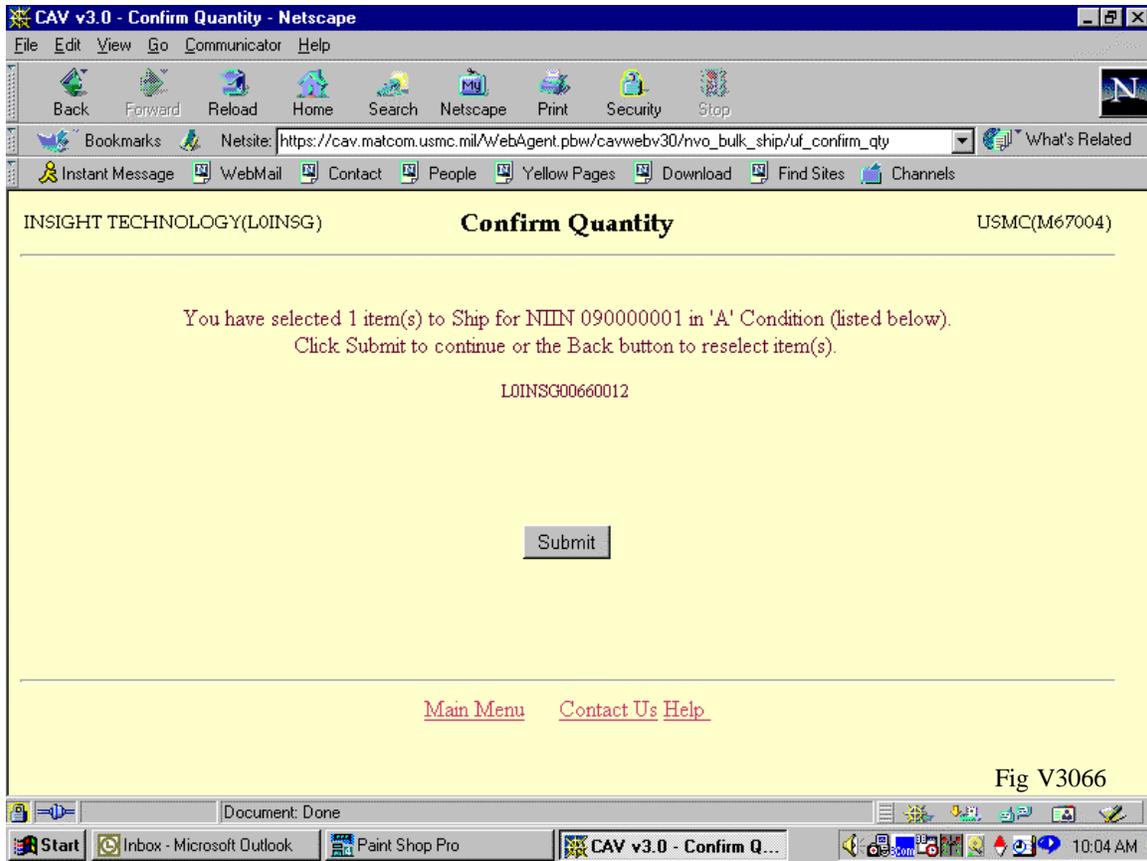


Fig V3066

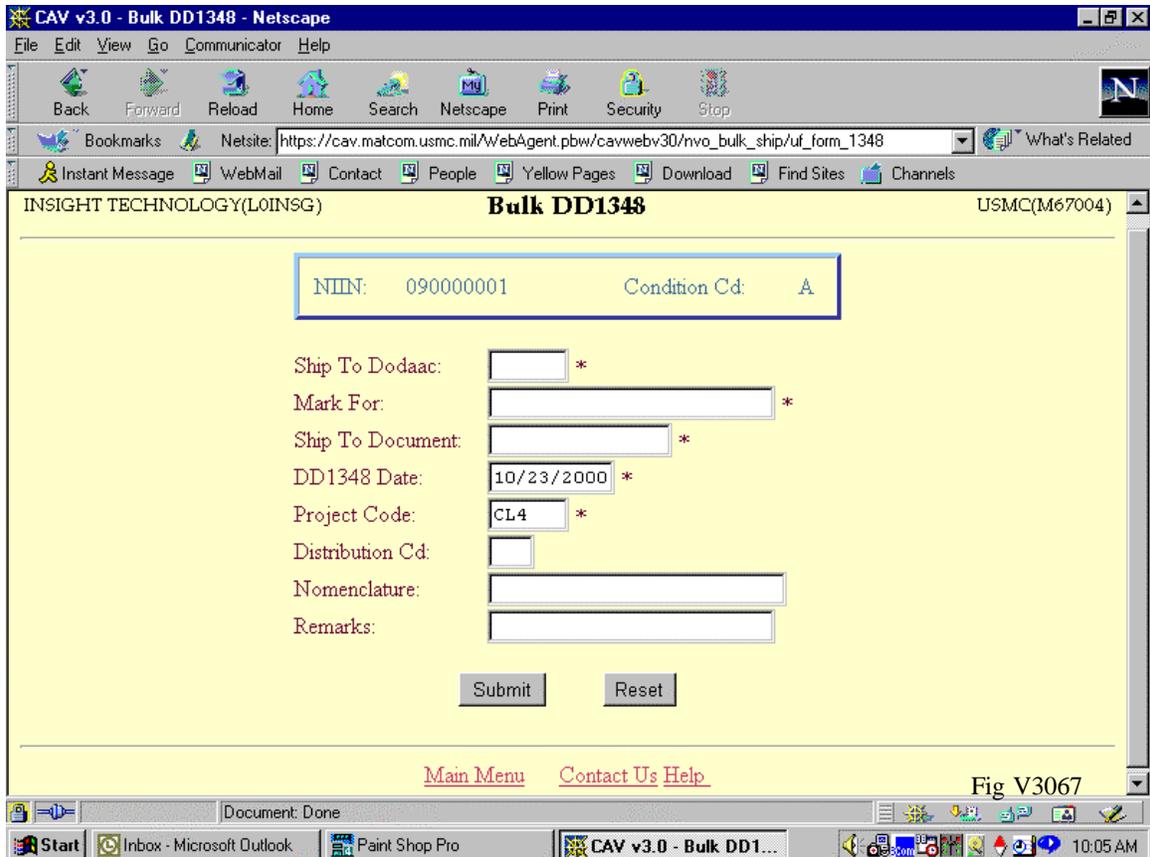
At the top of the Confirm Quantity screen, you will see read only information relating to the item you have chosen for Bulk Shipment.

If this information is correct and you desire to process the Bulk Shipment, click the "**Submit**" button.

If the information displayed is not correct, you can click the "Back" button located at the upper left hand corner of the screen. This will permit you to go back and reselect the correct items for Bulk Shipment.

OR

You can click the "**Main Menu**" option to carry you back to the Main Menu.



At the top, the NIIN and Condition Code for the items you have chosen will be displayed.

**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

Enter the information below as needed:

**Ship To DODAAC:** Accept the default value or enter a different Ship To DODAAC. Value is alphanumeric and must be six positions.

**Mark For:** Accept the default value or enter a different Mark For. This field can be used to identify a specific building number or individual to contact at the delivery point. Value must not be all spaces.

**Ship To Document:** Value must be fourteen positions.

**DD1348 Date:** Accept the default value or enter a different date (mm/dd/yyyy). If date is entered, it must not be a future date and must not pre-date any previous action.

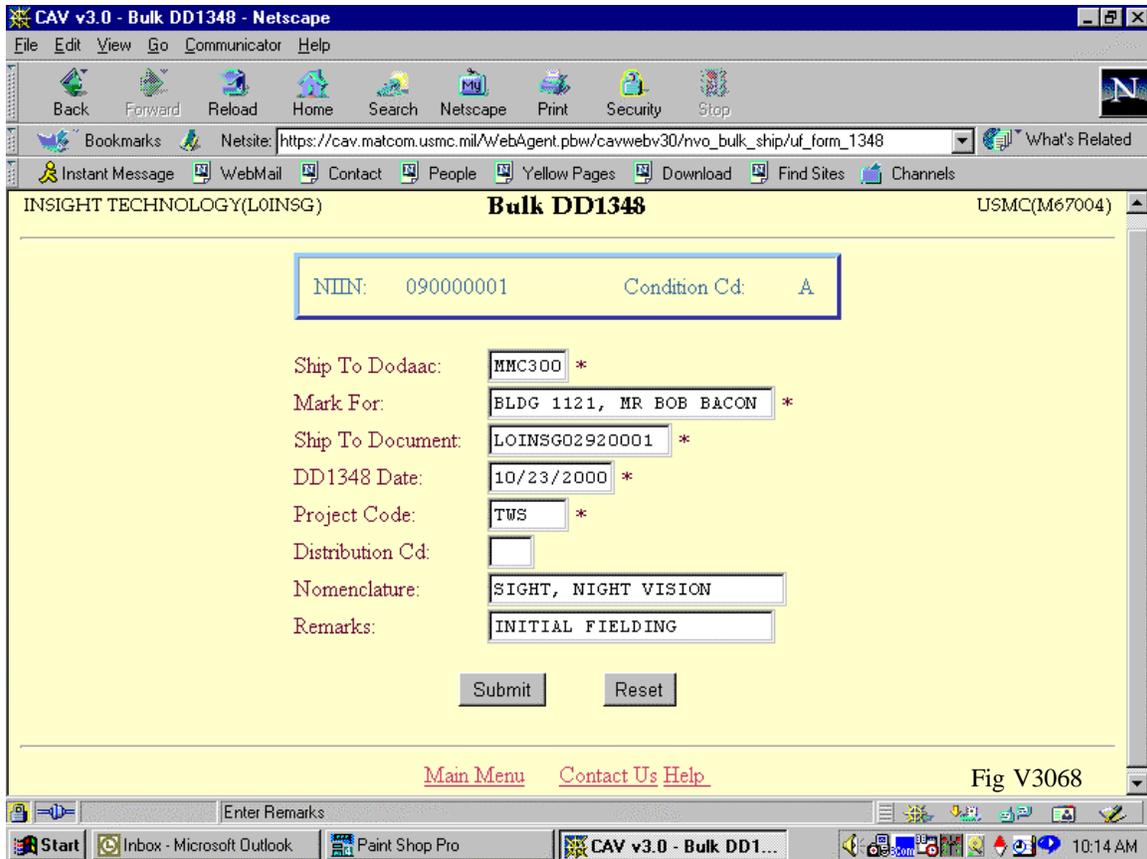
**Project Code:** Accept the default value or enter a different that has been provided.

**Distribution Cd:** (optional field) Enter the Distribution Code if required or provided.

**Nomenclature:** (optional field) Enter the Nomenclature of the item(s) being shipped or leave blank. If entered, the value cannot be all spaces.

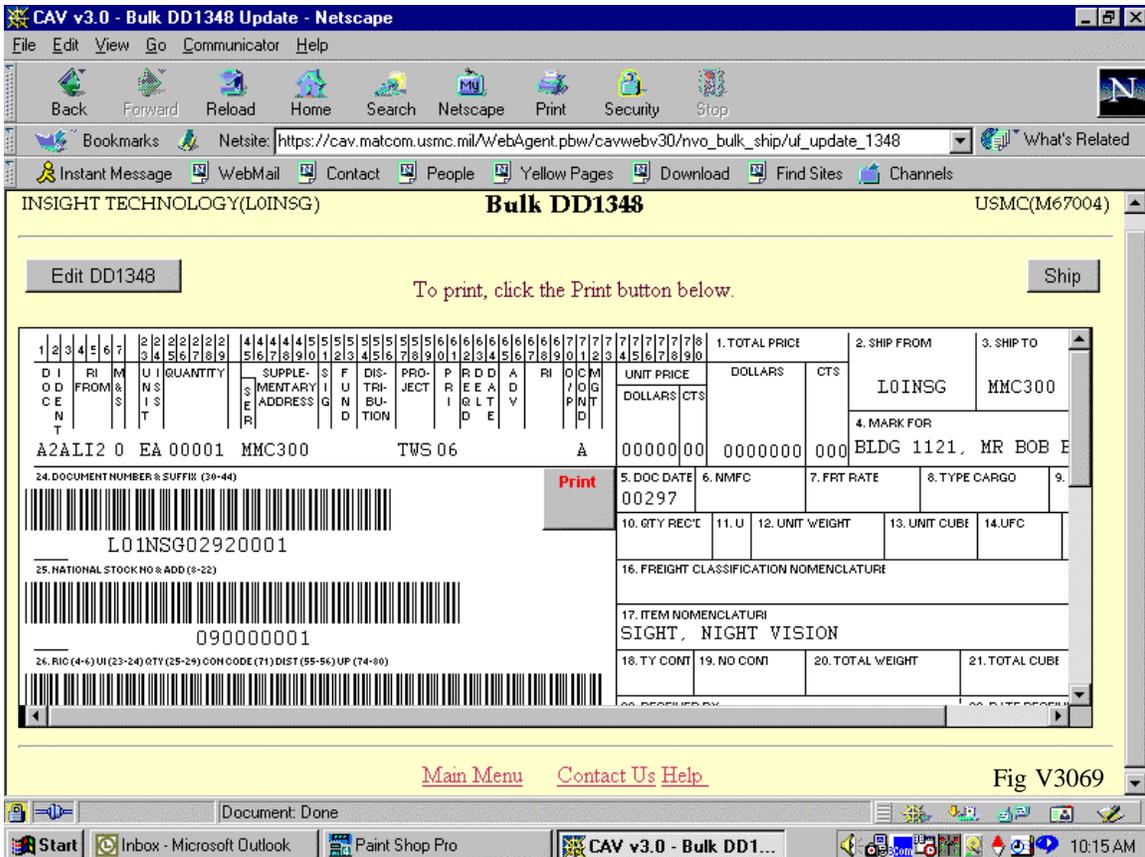
**Remarks:** (optional field) Enter any remarks you may want to include on the shipping document or leave this field blank.

**Submitting the Data:** If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.



This is an example of a Bulk DD1348 screen / panel completed with the mandatory and some optional fields filled.

Again, if the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.



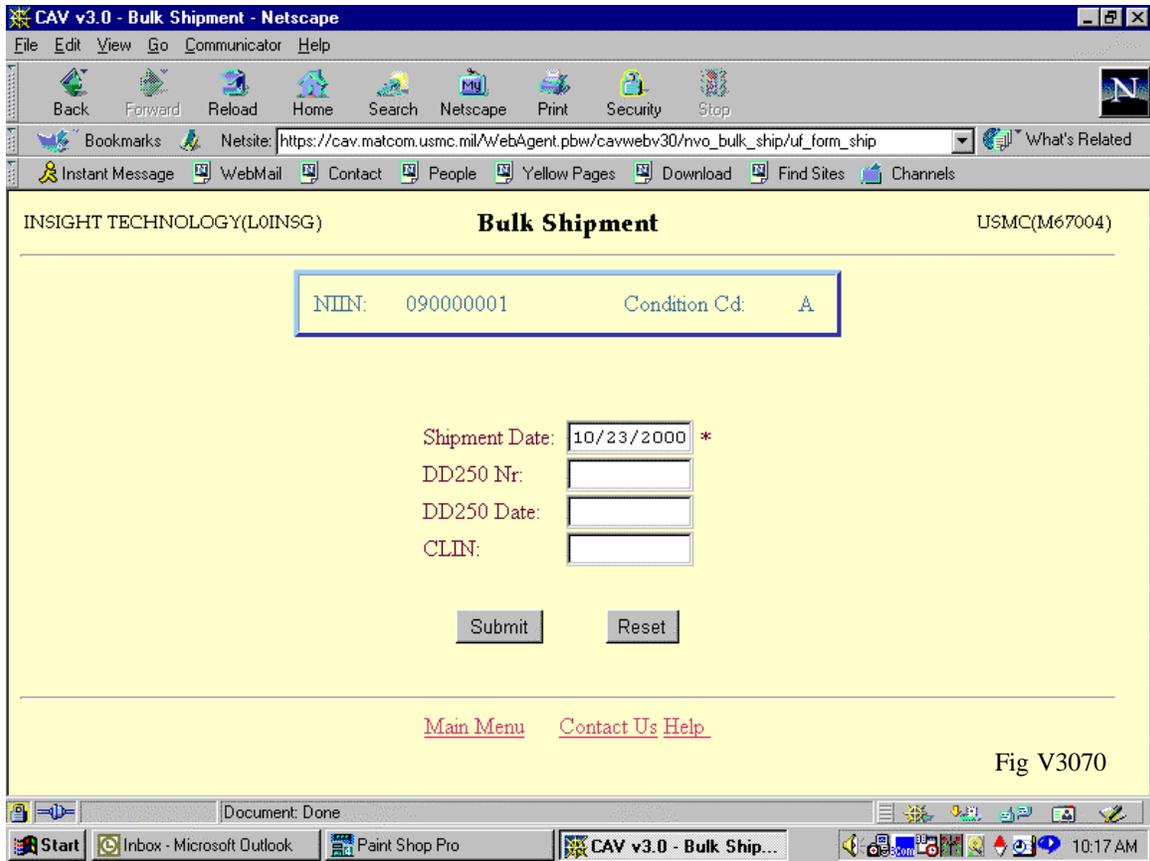
If the information was submitted successfully, the Bulk DD1348 shipping document screen will appear.

If the information appearing on the DD1348 shipping document is correct, click the **"Print"** button located within the form area.

If the information appearing on the DD1348 shipping document is not correct, you may click on the **"Edit DD1348"** button. This will provide you the opportunity to correct any incorrect information.

When you have printed the DD1348, click on the **"Ship"** button.

**NOTE:** *If you had selected multi-Serial Numbers, the Serial Number area at the bottom of the DD1348 will show "Multiple Serial Numbers".*



**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

Enter the following information as needed:

**NOTE:** Unless otherwise indicated, no special characters or embedded spaces are permitted in the fields.

**Shipment Date:** The default value is today's date.

**NOTE:** The value cannot be a future date, pre-date the previous repair, or pre-date the DD1348.

**DD250 Nr:** (optional field) Enter the DD250 Number from Block 2 of the DD250. A value is required if the DD250 Date has been entered. The value must be eight positions (*last position is a 'Z'*).

**DD250 Date:** (optional field) Accept the default value of today's date or type the DD250 date (mm/dd/yyyy). A value is required if the DD250 Nr has been entered.

**NOTE:** If entered, the value cannot be a future date or pre-date the previous repair action.

**CLIN:** Accept the default value or type in the appropriate Contract Line Item Number (CLIN). If entered, is a six character alphanumeric field. The field will always start numeric. The value must be six positions.

### Submitting the Data:

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.

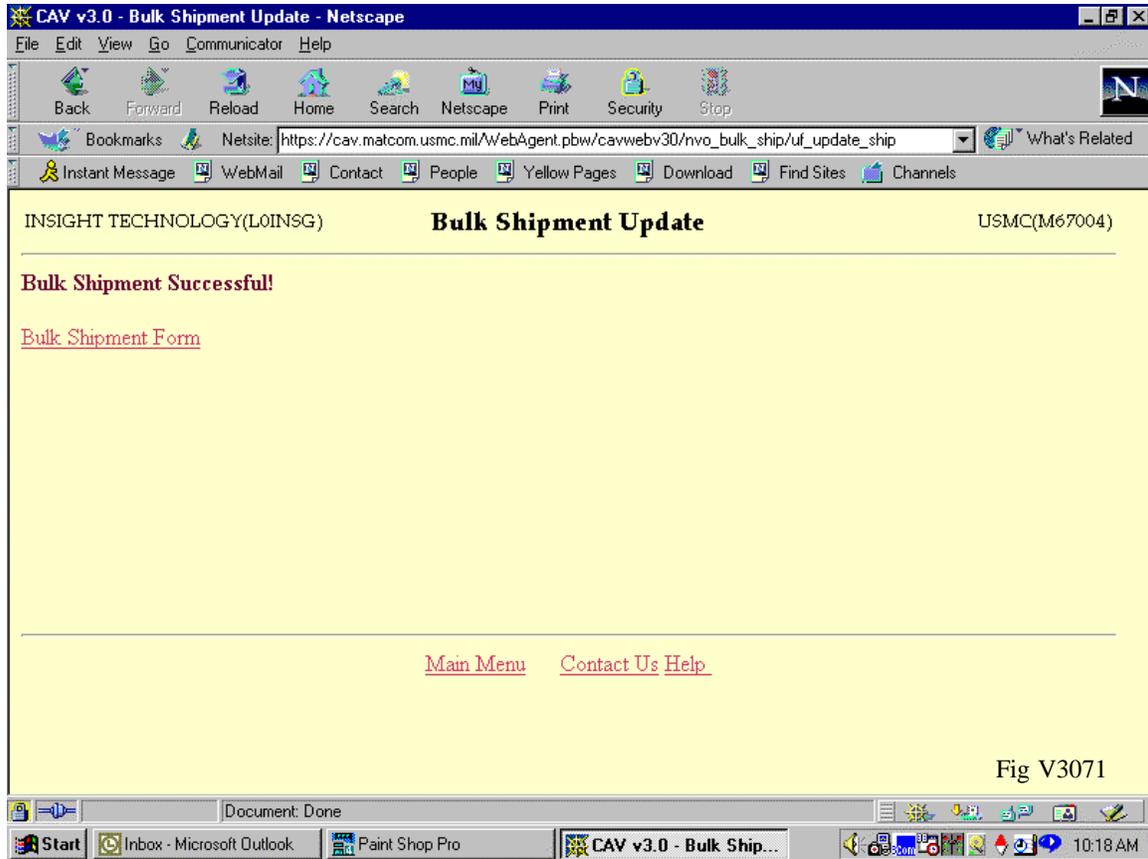


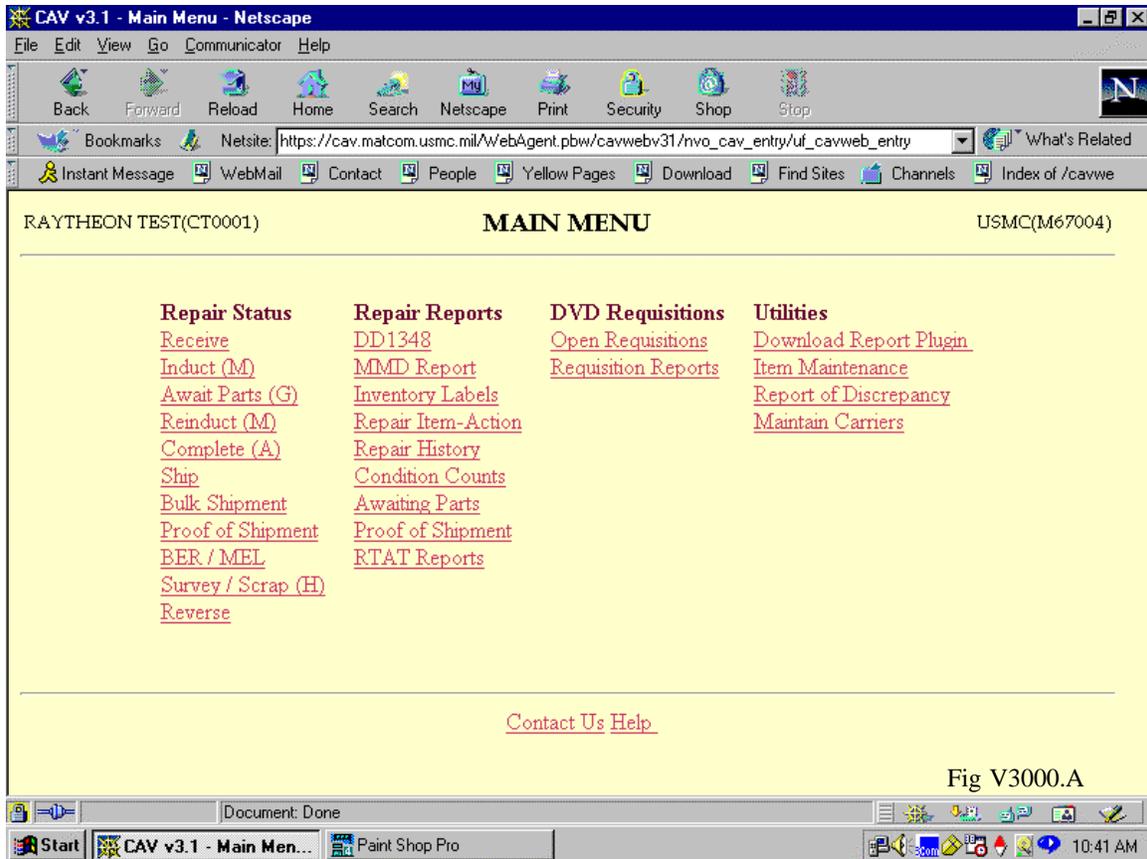
Fig V3071

If a successful Bulk Shipment was accomplished the Bulk Shipment Update screen appears indicating a successful update.

This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.

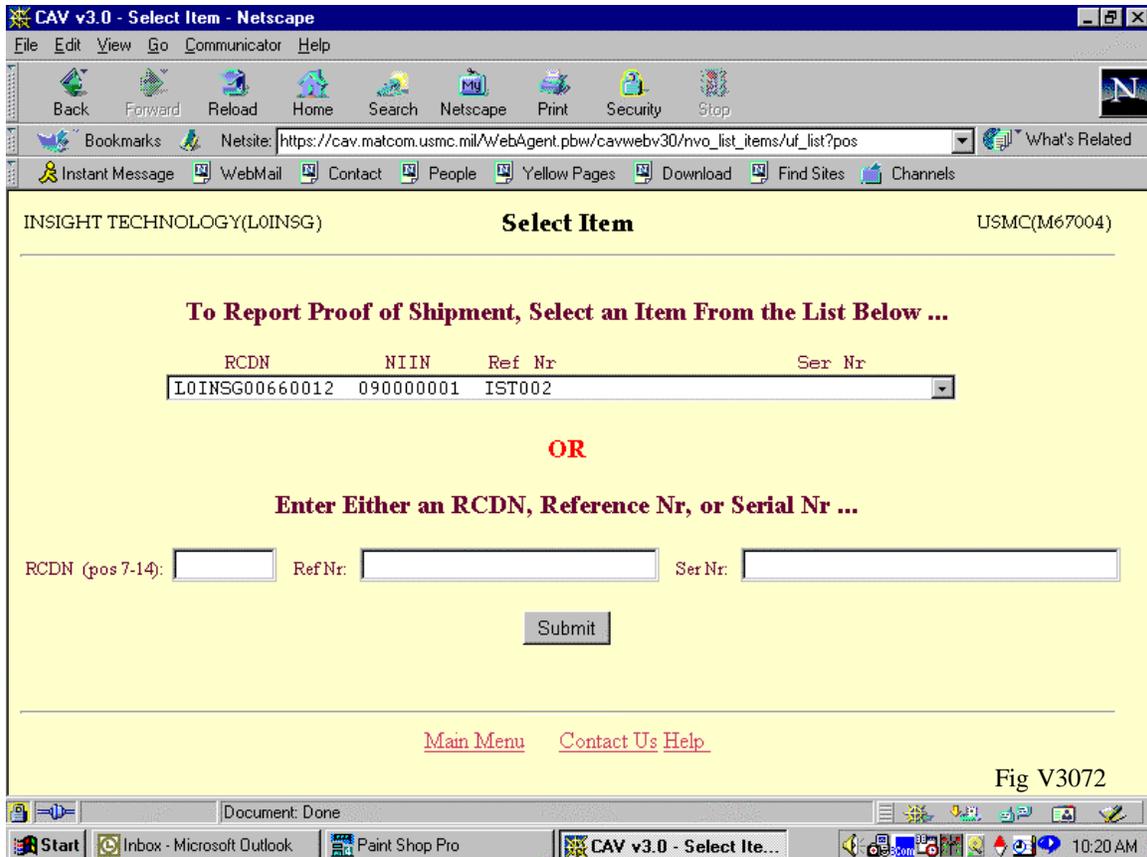
Return to the Bulk Shipment Form (click on the Bulk Shipment Form option)

Return to the Main Menu (click on the Main Menu option)



### To Report Proof of Shipment

From the Main Menu, under the Repair Status column, click **Proof of Shipment**.



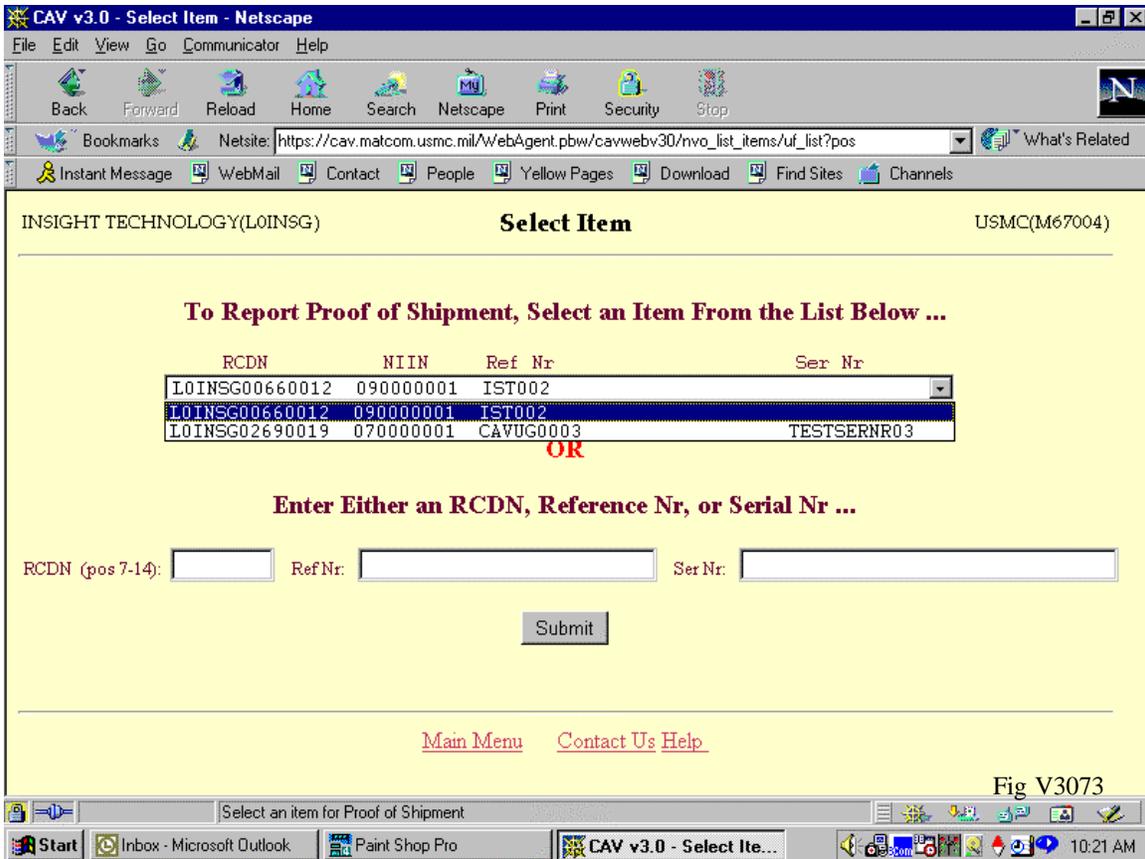
To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the Proof of Shipment option.

Click the “drop-down” arrow to select an item

OR

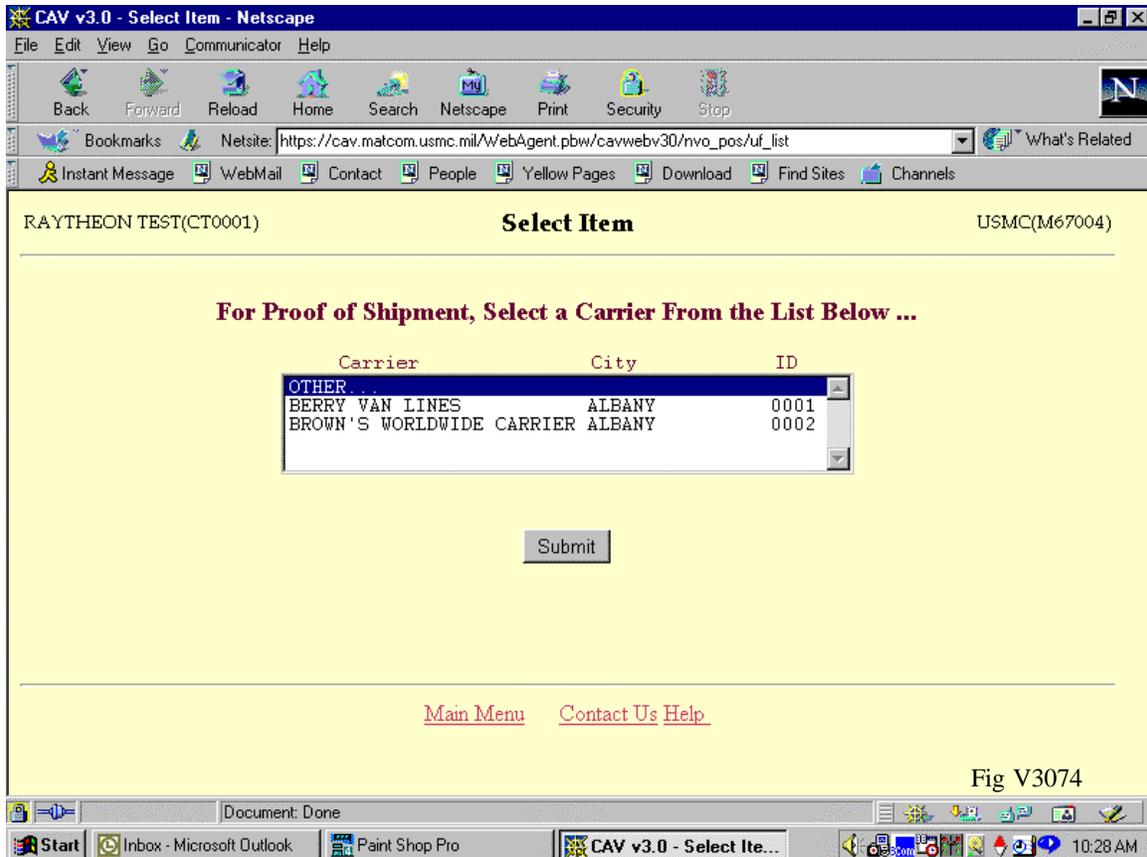
Type in a Repair Cycle Document Number (RCDN) (rp 7 - 14) (last eight digits), or a complete Reference Number (RefNr.), or a Serial Number (SerNr).

After selection of the desired item, click the "Submit" button.



This screen / panel shows you the example of what you would see after clicking on the "drop-down" arrow.

After selection of the desired item, click the "**Submit**" button to process the transaction.

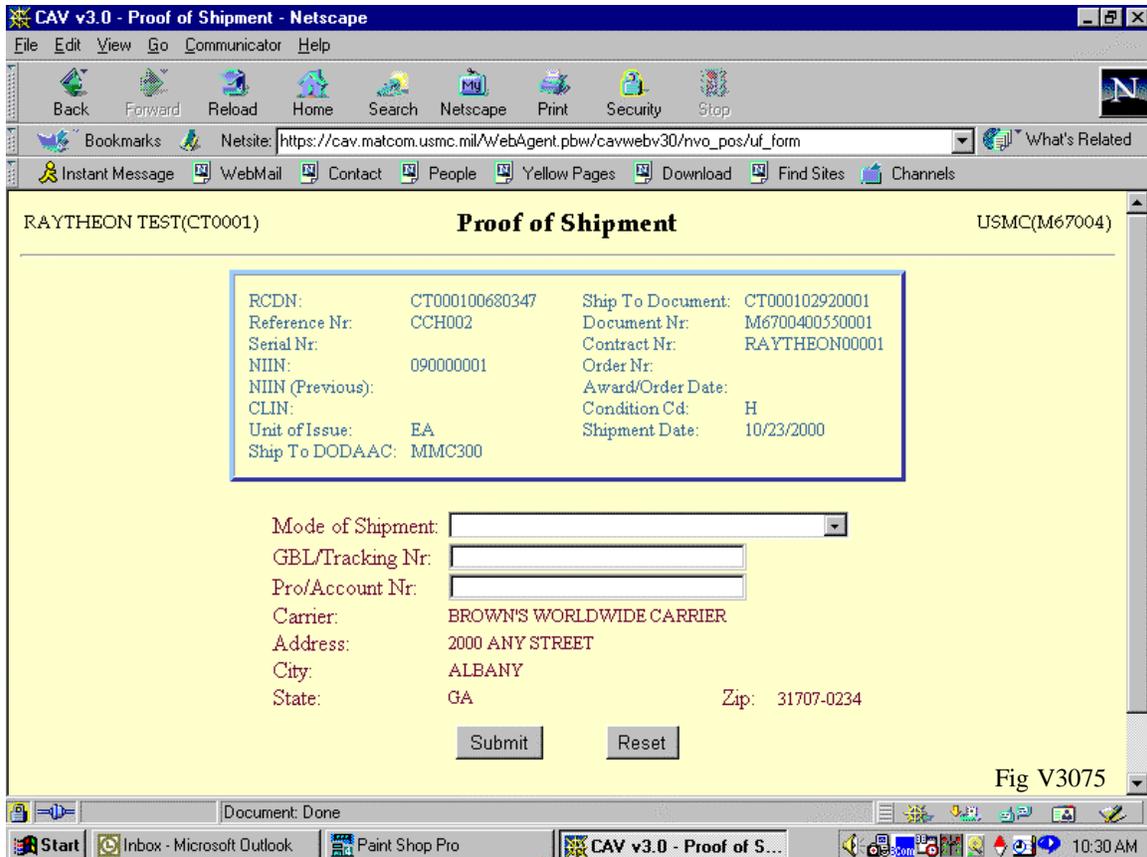


Select a carrier from the “drop-down” list and click the **Submit** button.

**NOTE:** If Carrier is not shown on “drop-down” list, go to Maintain Carrier Menu (found under Section 5 of the Table of Contents or found under the Utilities column of the Main Menu) and add the Carrier.

OR

Click the "Other" selection. This will take you to a screen / panel that will require you to fill in the Carrier Name, Address, etc.



At the top of the Proof of Shipment screen, read-only information relating to the item you chose will be displayed.

Enter the following information as needed:

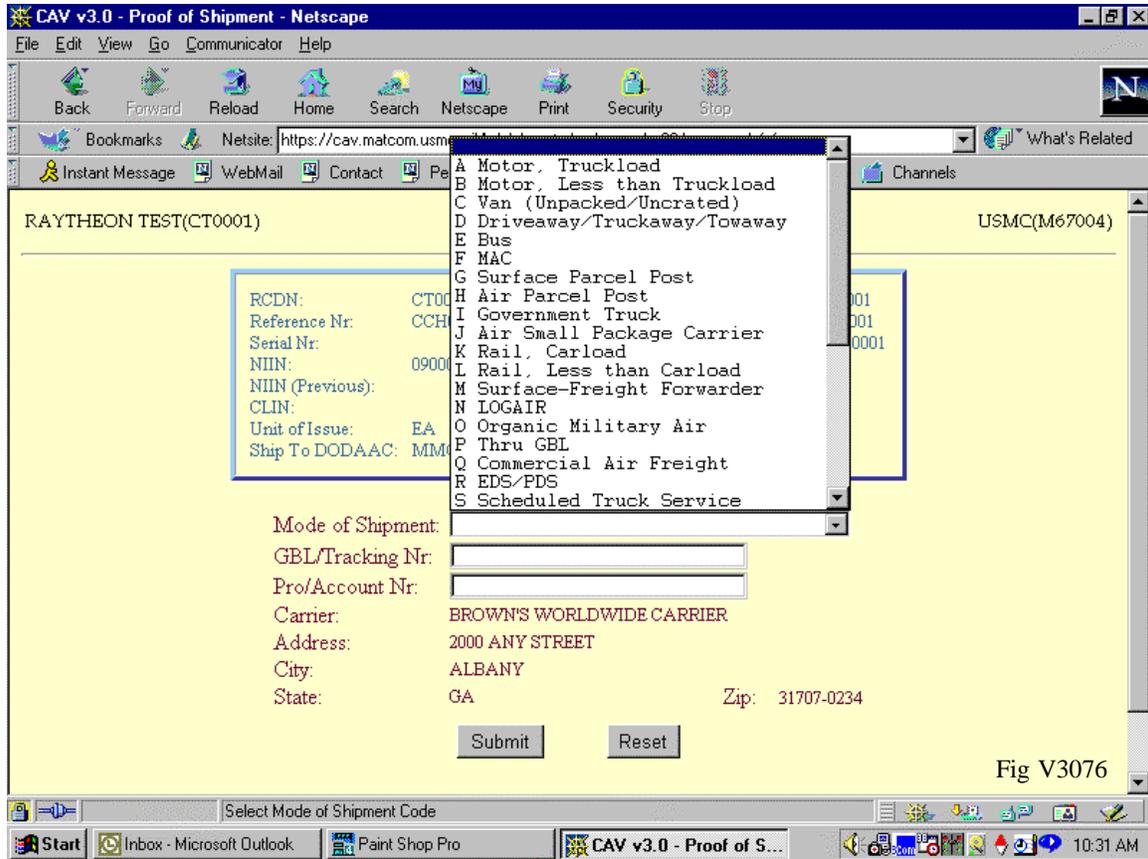
*Mode of Shipment:* Click the arrow of the “drop-down” box and select a mode of shipment. (See next page for example of selections provided)

*Gov't Bill of Lading (GBL) Tracking Nr:* Enter the appropriate Government Bill of Lading number or Tracking Number. This permits you to input a Tracking Number for shipments via Parcel Post, FedEx, UPS, etc. If a Transportation Control Number (TCN) is used, you can enter it in this field also.

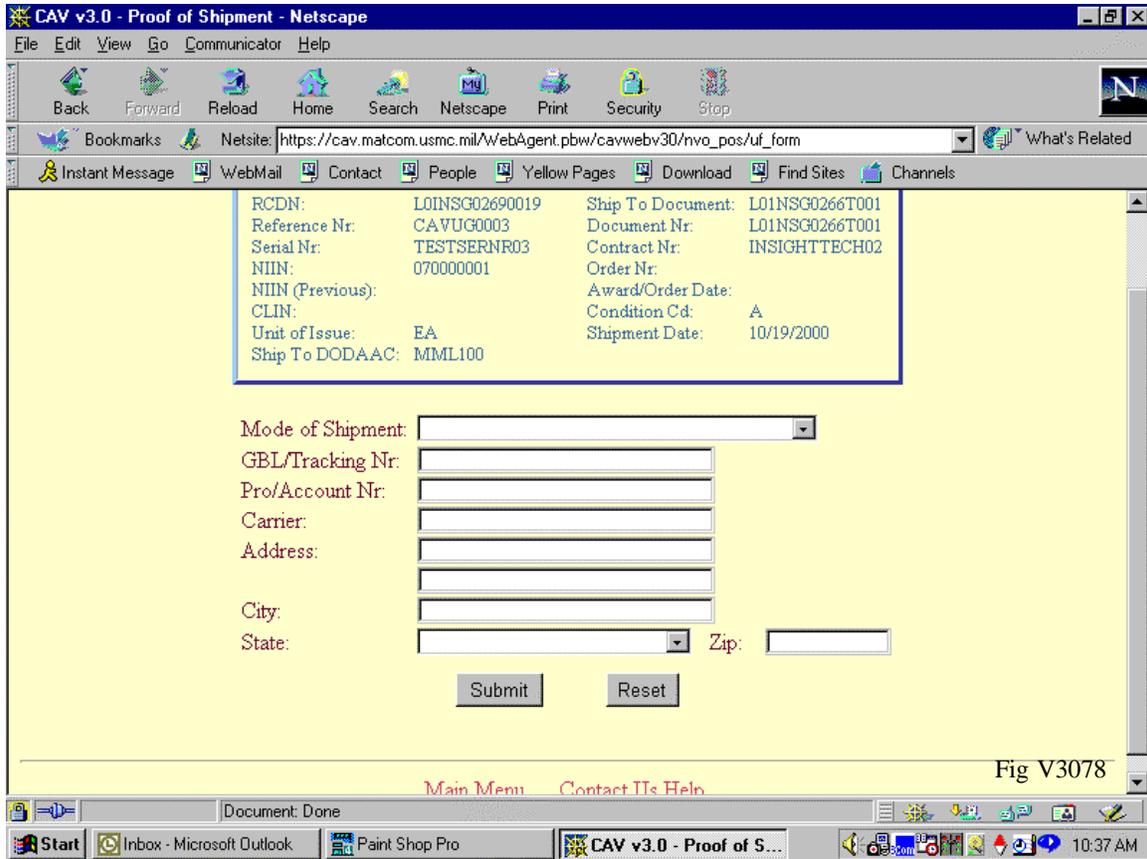
The Carrier name and address information will appear according to what had been selected on the previous screen/panel.

### Submitting the Data:

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.



This view would be what you would see after clicking the down arrow of the "drop-down" box located with the Mode of Shipment field.



This panel view appears when a carrier was not selected or OTHER was selected from the prior "For Proof of Shipment, Select a Carrier From the List Below..." screen / panel. At the top of this view, read-only information relating to the item selected is displayed.

Enter the following information as needed:

Mode of Shipment: Click the arrow of the "drop-down" box and select the appropriate mode of shipment.

Gov't Bill of Lading: Dual-purpose field. Enter the Government Bill of Lading number or the Tracking Number.

Carrier: Enter the Carrier name.

Address: Enter the Carrier's address (street number and street name)

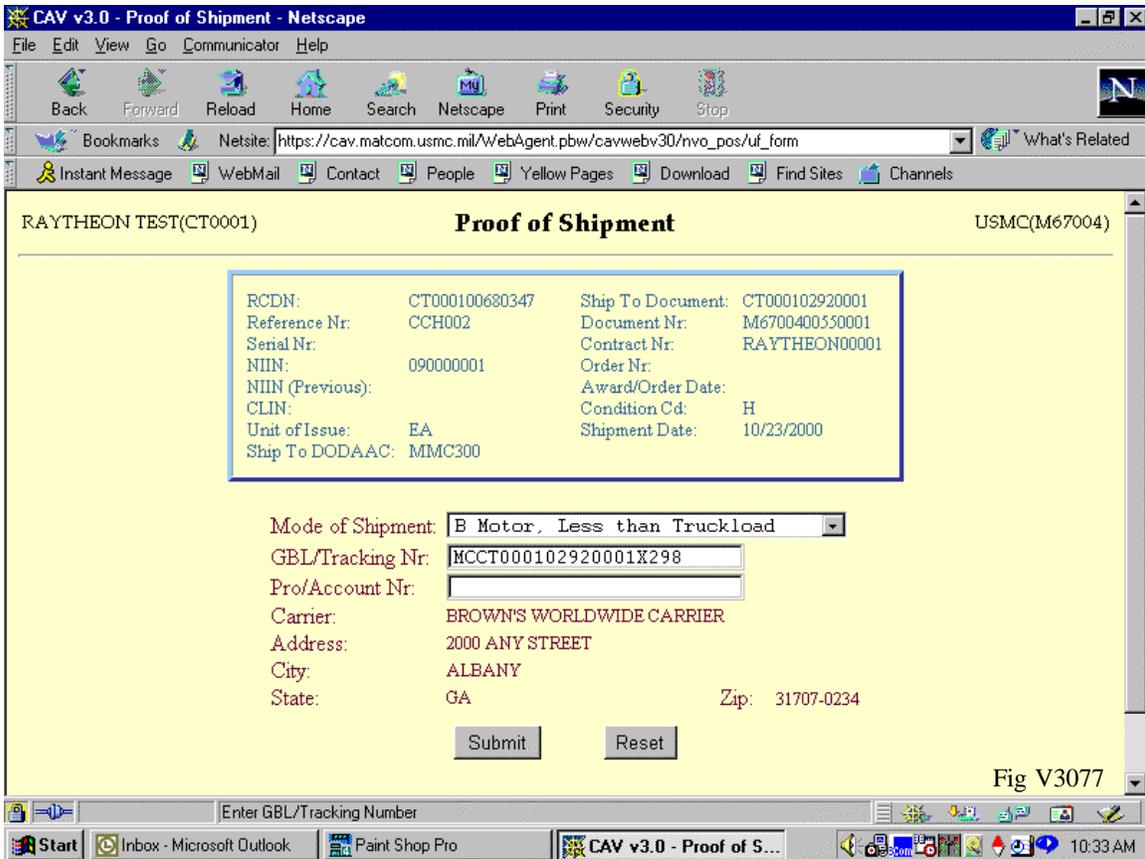
City: Enter the city name of the Carrier.

State: Click the "drop-down" box to select the appropriate State code for the Carrier.

Zip: Enter the five-digit zip code associated with the selected Carrier.

### Submitting the Data:

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.



This would be an example of the Proof of Shipment panel / screen filled out with various fields information being provided / entered for item shipment.

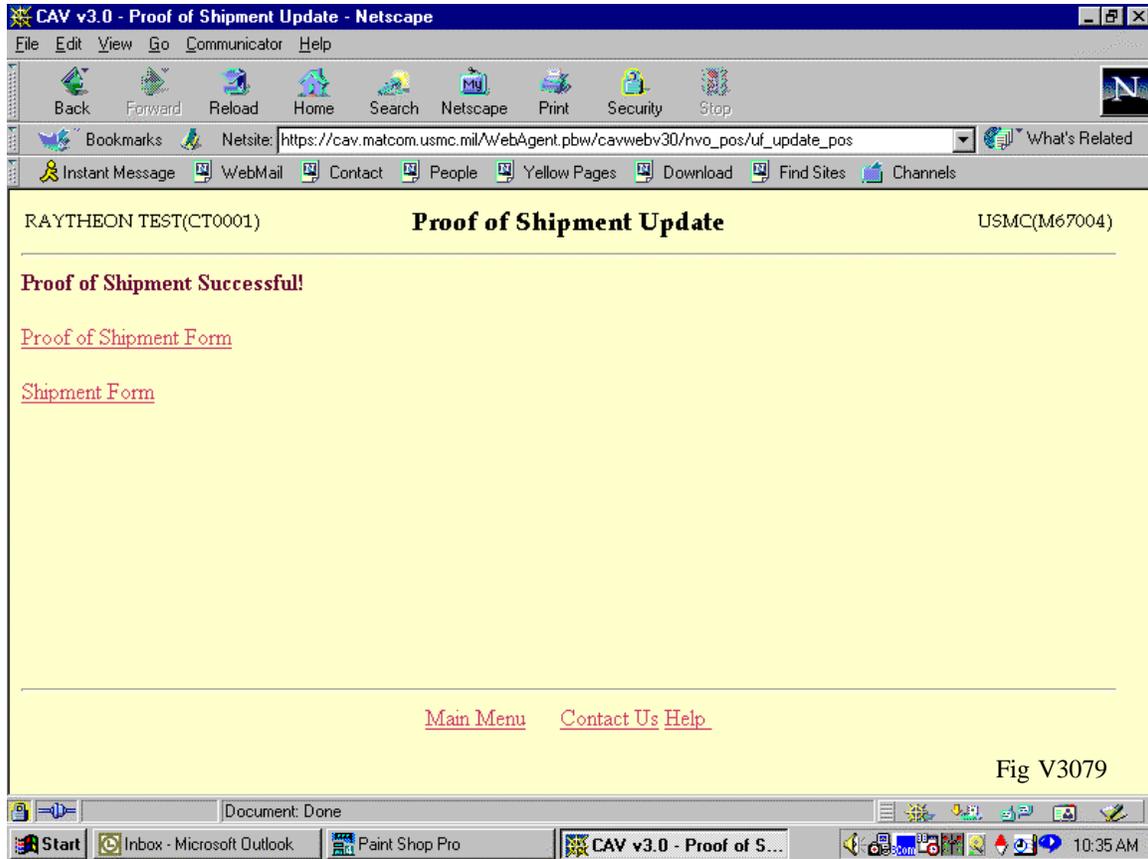


Fig V3079

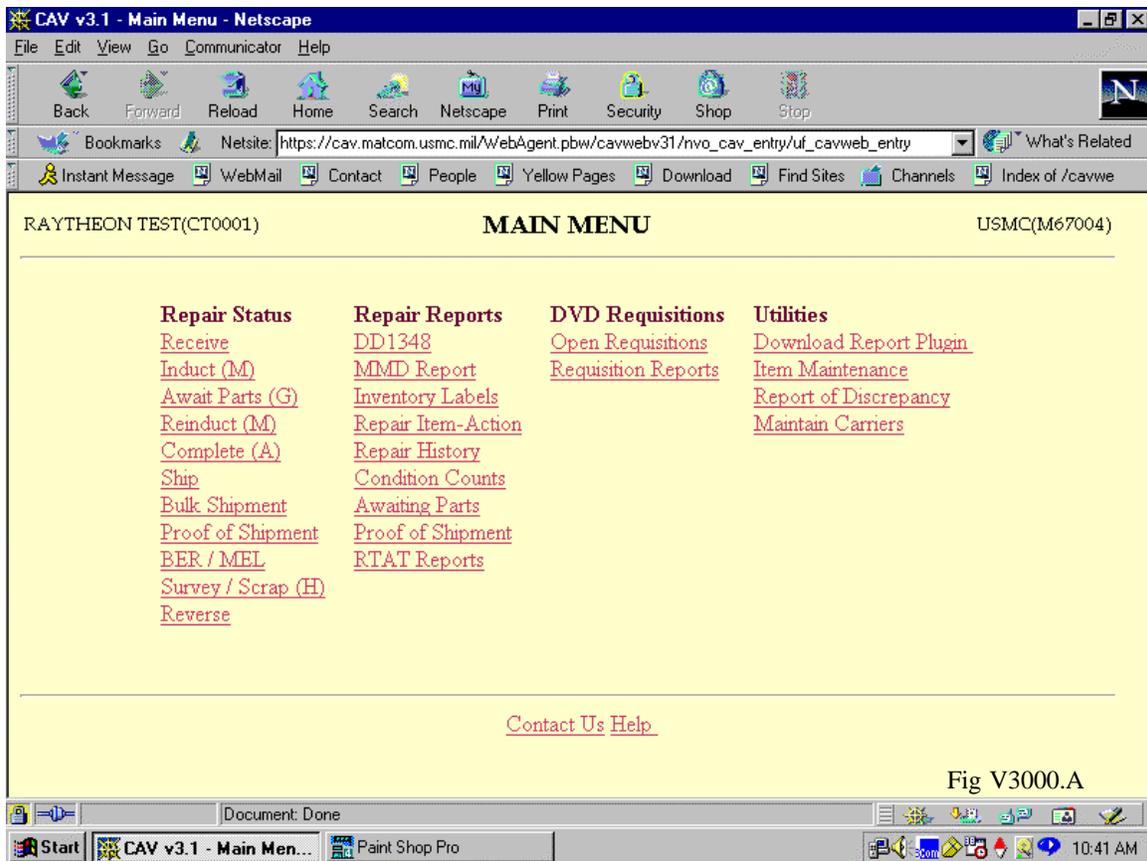
If a successful Proof of Shipment was accomplished the Proof of Shipment Update screen appears indicating a successful update.

This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.

Return to the Proof of Shipment Form (click the Proof of Shipment Form option)

Return to the Shipment Form (click the Shipment Form option)

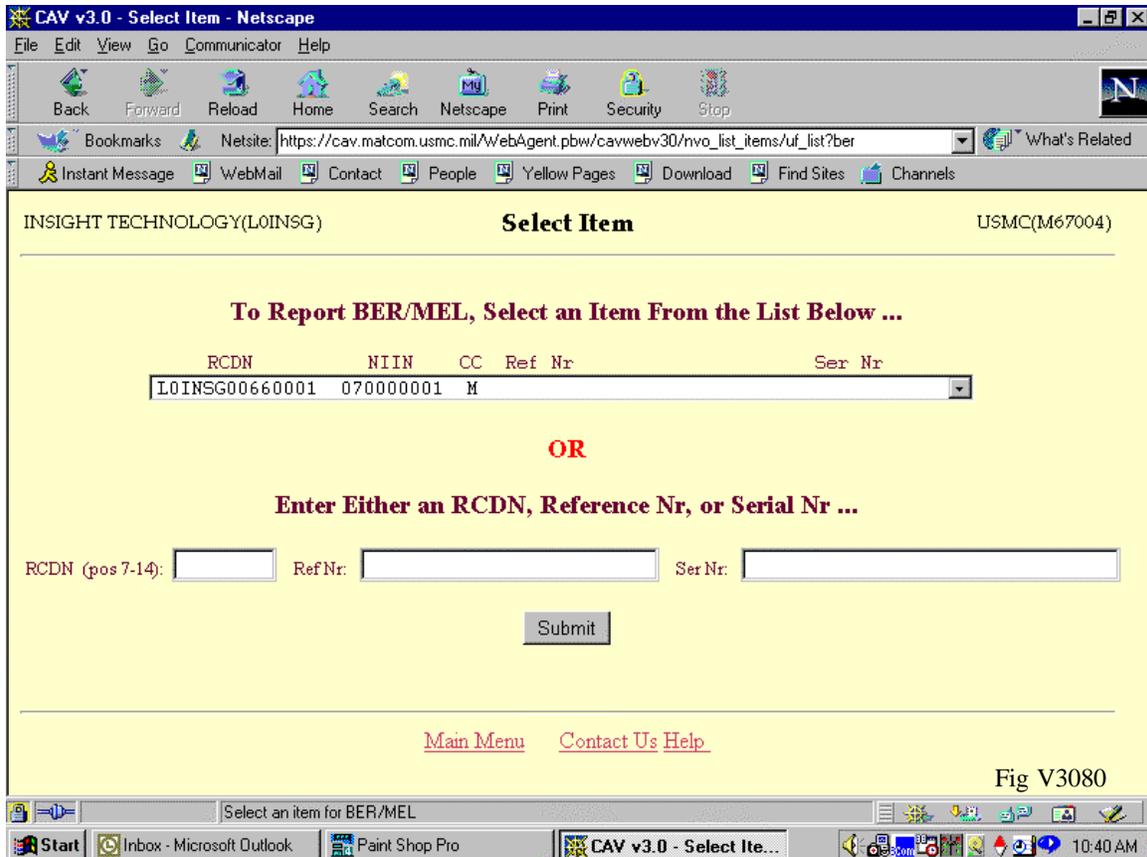
Return to the Main Menu (click the Main Menu option)



### To Report BER/MEL

From the Main Menu, under the Repair Status column, click "**BER/MEL**".

NOTE: Only used when disposition instructions have been received from the ICP.



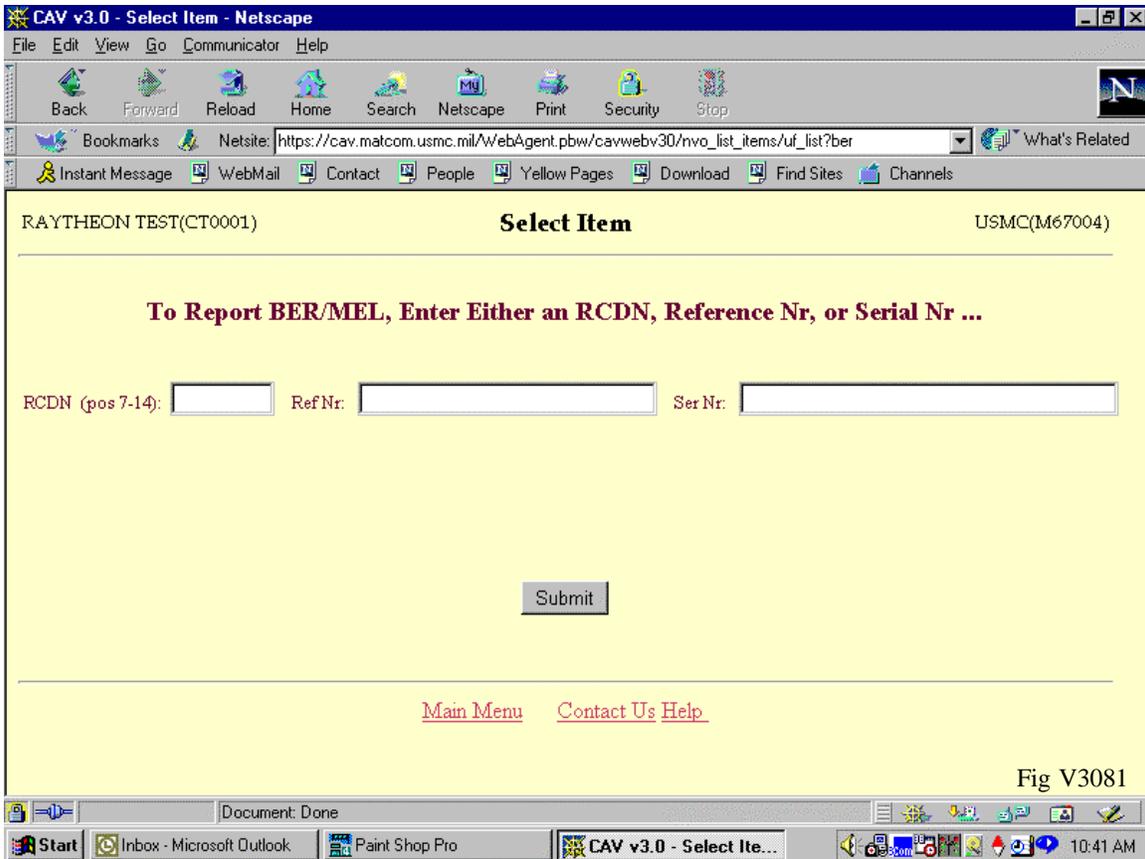
To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the BER/MEL option.

Click the down arrow of the “drop down” box to select an item

OR

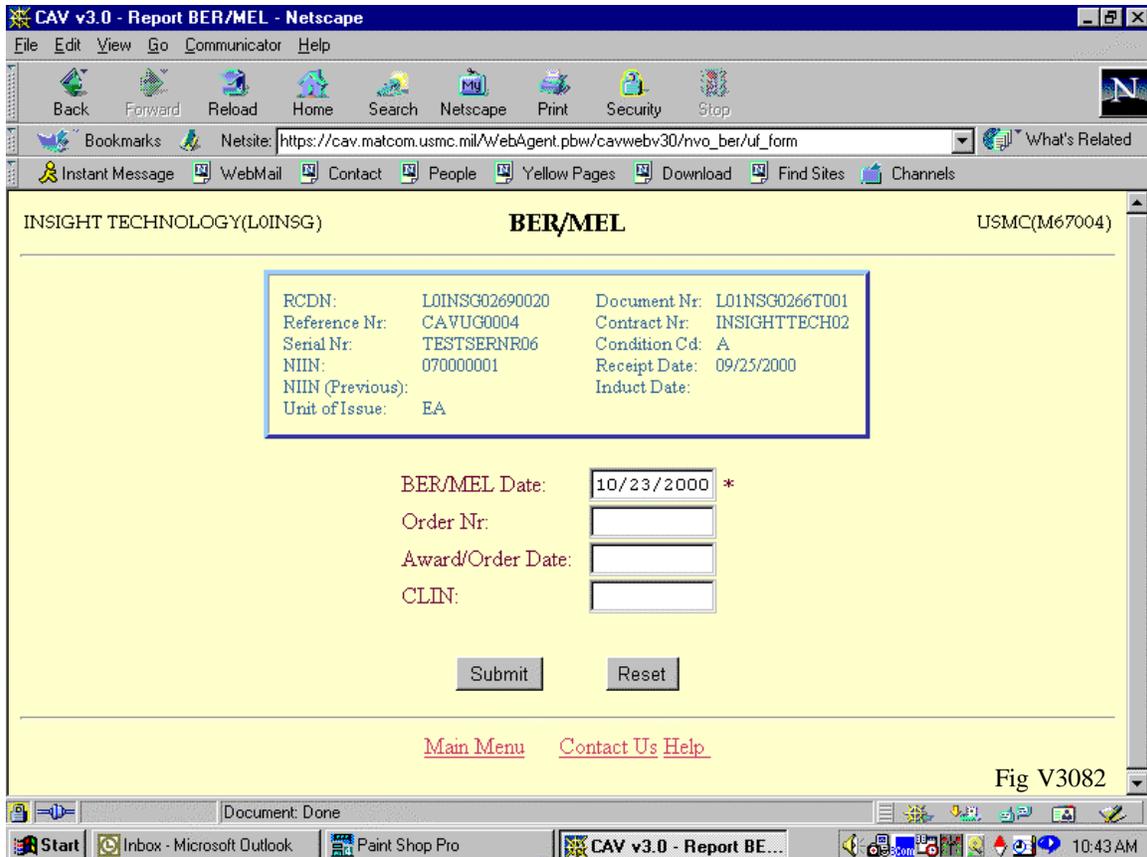
Type in a Repair Cycle Document Number (RCDN) (rp 7 - 14) (last eight digits), or a complete Reference Number (RefNr), or a Serial Number.

Click the "Submit" button.



This is the panel view you will see if there are more than 200 records eligible for the action selected from the Main Menu. You will have to provide one of the fields requested, RCDN (rp 7 - 14), or the Reference Number (RefNr) or a Serial Number.

Click the **"Submit"** button.



At the top of the BER/MEL screen, read-only information relating to the item you chose will be displayed.

**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

Enter the following information as needed:

**NOTE:** Unless otherwise indicated, no special characters or embedded spaces are permitted in the fields.

**BER/MEL Date :** Accept the default value of today's date, or enter the BER/MEL date.

**NOTE:** The value cannot be a future date, pre-date the previous repair, or pre-date the DD1348 dates.

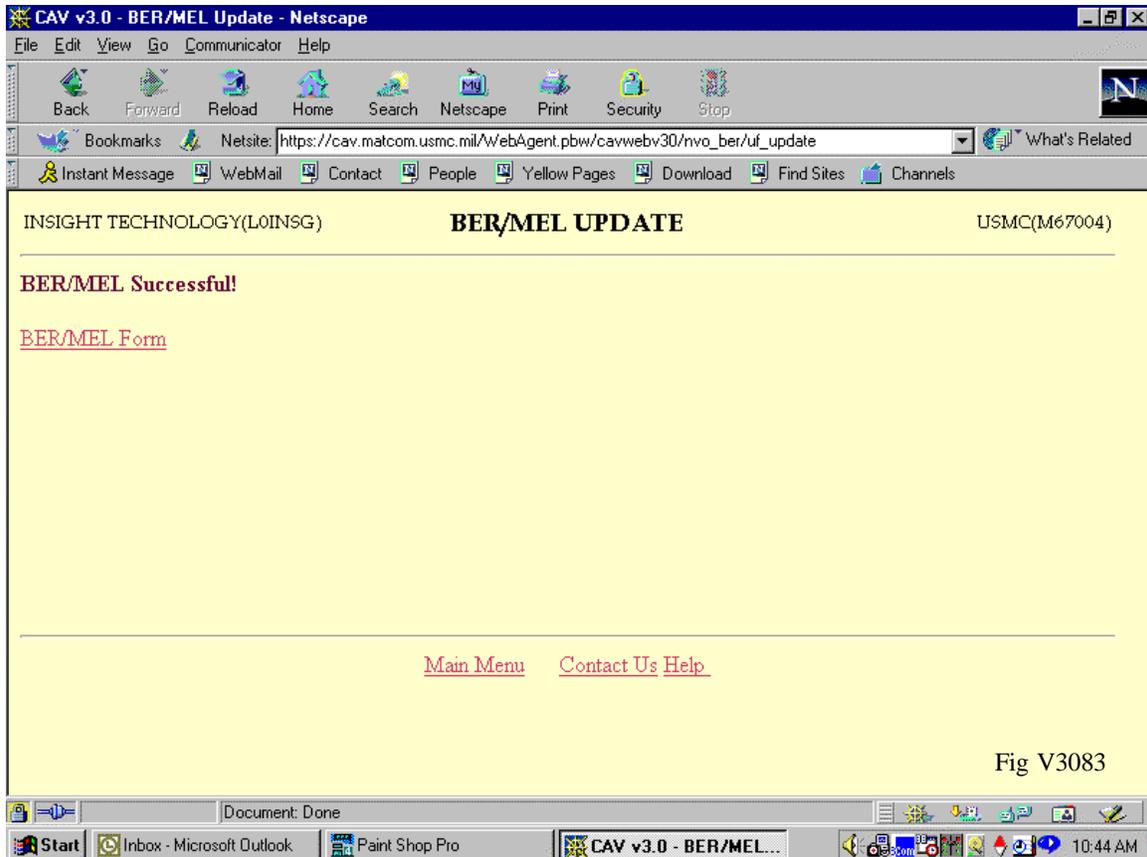
**Order Nr:** (optional field) Accept the default value, or enter a different Order Number. If entered, is a four character alphanumeric field. The value cannot be a totally alpha entry.

**Award/Order Dt:** (optional field) Accept the default value, or enter a different date. This field can reflect the actual date the material was awarded/ordered (mm/dd/yyyy).

**CLIN:** (optional field) Accept the default value, or enter a different Contract Line Item Number (CLIN). If entered, is a six character alphanumeric field. The field will always start numeric. The value must be six positions.

### Submitting the Data:

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.



If a successful BER/MEL was accomplished the BER/MEL Update screen appears indicating a successful update.

This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.

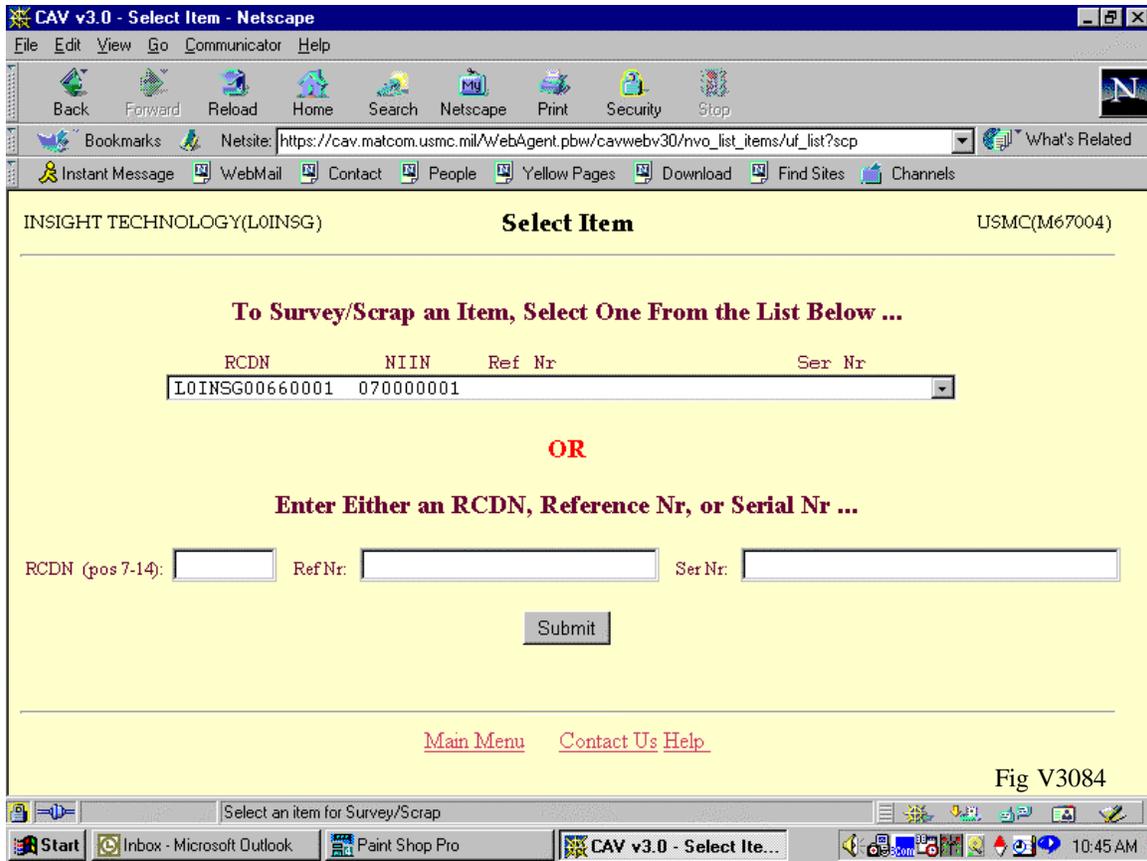
Return to the BER/MEL Form (click on the BER/MEL option)

Return to the Main Menu (click on the Main Menu option)



### To Report Survey/Scrap

From the Main Menu, under the Repair Status column, click “**Survey/Scrap**”.



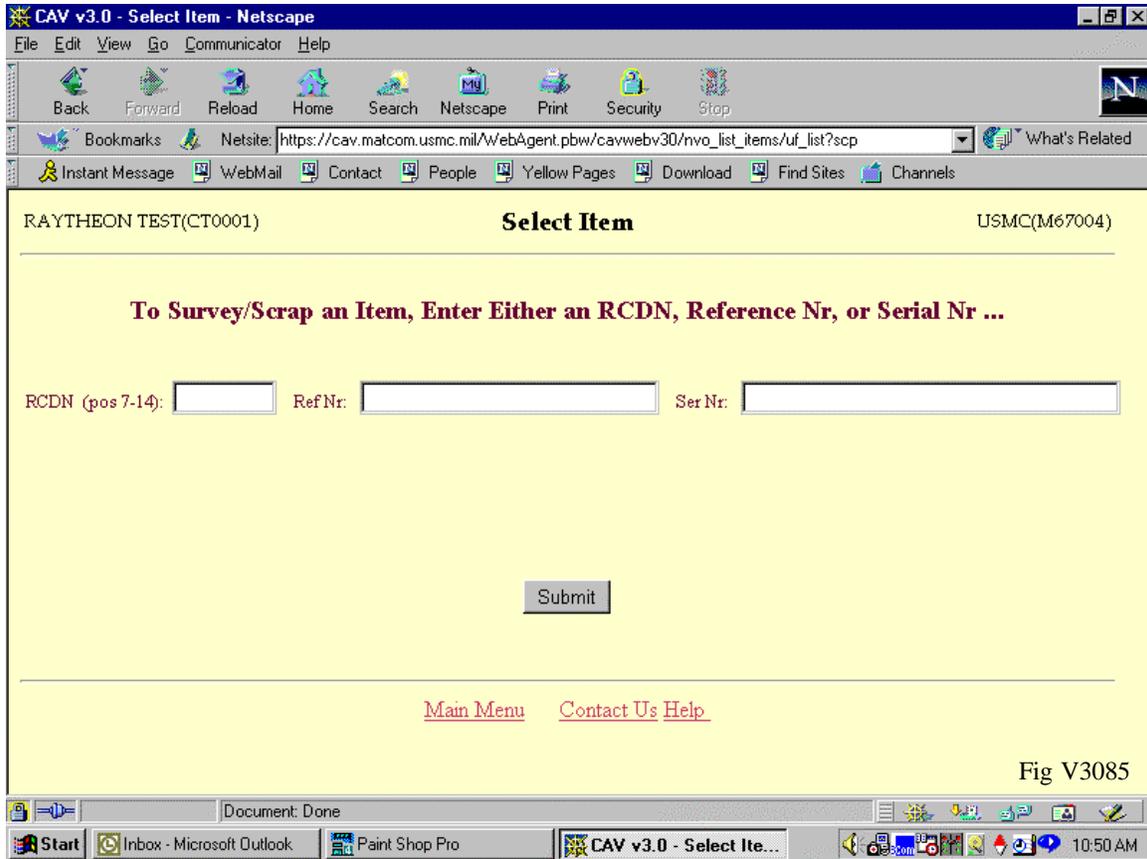
To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the Survey / Scrap option.

Click the down arrow of the “drop-down” box to select an item

OR

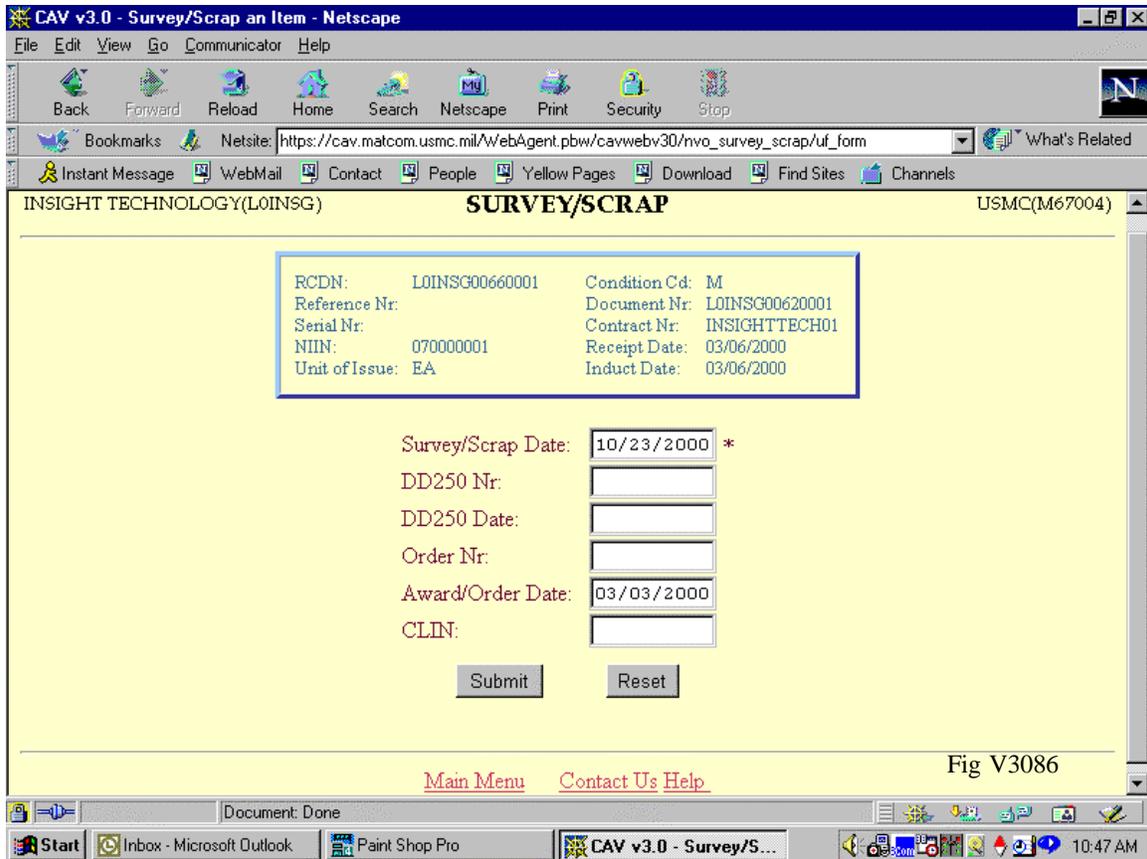
Type in a Repair Cycle Document Number (RCDN) (rp 7 - 14) (last eight digits), or a complete Reference Number (RefNr), or a Serial Number.

Click the "Submit" button.



This is the panel view you will see if there are more than 200 records eligible for the action selected from the Main Menu. You will have to provide one of the fields requested, RCDN (rp 7 - 14), or the Reference Number (RefNr), or a Serial Number.

After providing one of the required fields, click the "**Submit**" button to submit the transaction.



At the top of the Survey/Scrap screen, read-only information relating to the item you chose will be displayed.

**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

Enter the following information as needed:

**NOTE:** Unless otherwise indicated, no special characters or embedded spaces are permitted in the fields.

**Survey/Scrap Date:** Accept the default value of today's date. If necessary, enter the actual the Survey/Scrap date (mm/dd/yyyy).

**NOTE:** The value cannot be a future date, pre-date the previous repair, or pre-date the DD1348 dates.

**DD250 Nr:** (optional field) Enter the DD250 Nr from Block 2 of the DD250. A value is required if the DD250 Date has been entered. The value is alphanumeric and must be eight positions.

**DD250 Date:** (optional field) Accept the default value of today's date or type the DD250 date. A value is required if the DD250 Nr has been entered (mm/dd/yyyy).

**NOTE:** The value cannot be a future date or pre-date the previous repair action.

**Order Nr:** (optional field) Accept the default value, or enter a different Order Number. If entered, is a four character alphanumeric field. The value cannot be a totally alpha entry.

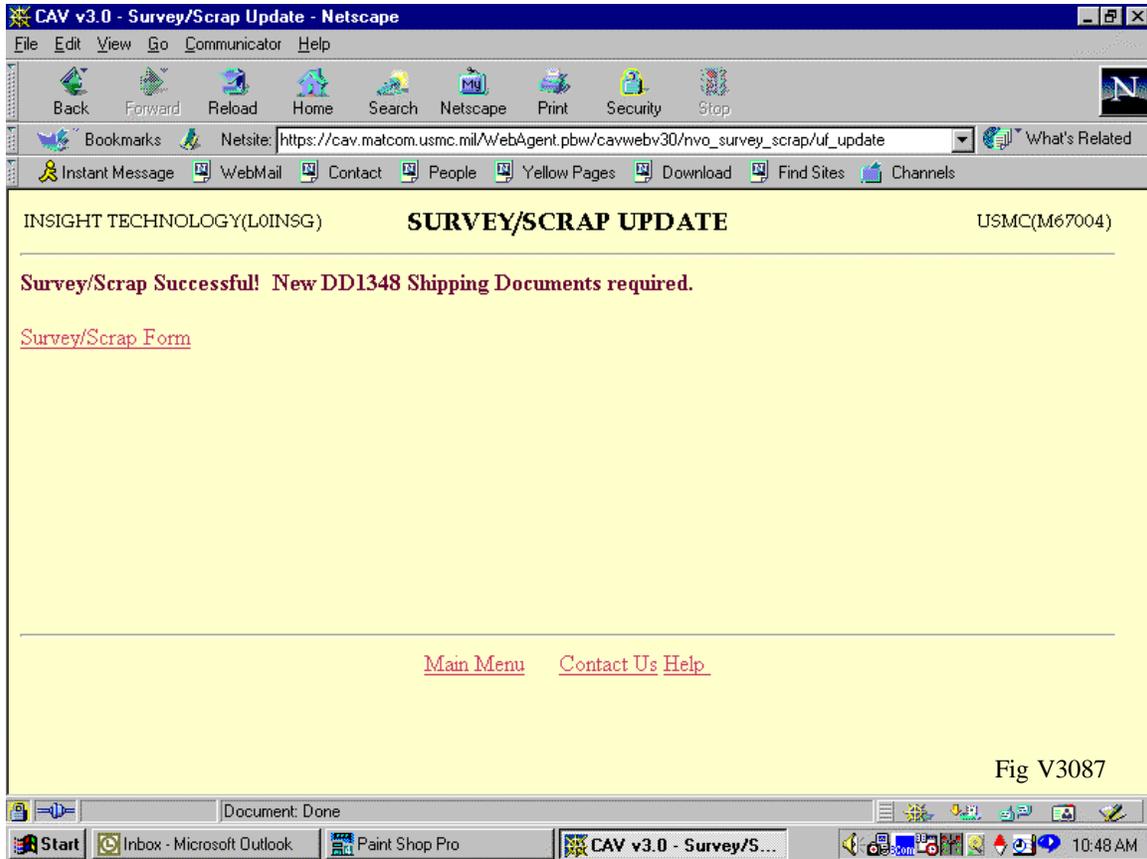
**Award/Order Date:** (optional field) Accept the default value, or enter a different date. This field can reflect the actual date the material was awarded/ordered (mm/dd/yyyy).

**CLIN:** (optional field) Contract Line Item Number, if entered, is a six character alphanumeric field. The field will always start numeric. The value must be six positions.

**NOTE:** A message “This NIIN was re-identified – select one to scrap” will appear if the NIIN for this item was changed at Induction. Select the NIIN you wish to scrap.

**Submitting the Data:**

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.



If a successful Survey/Scrap was accomplished the Survey/Scrap Update screen appears indicating a successful update.

This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.

Return to the [Survey/Scrap Form](#) (click on the Survey/Scrap option)

Return to the [Main Menu](#) (click on the Main Menu option)



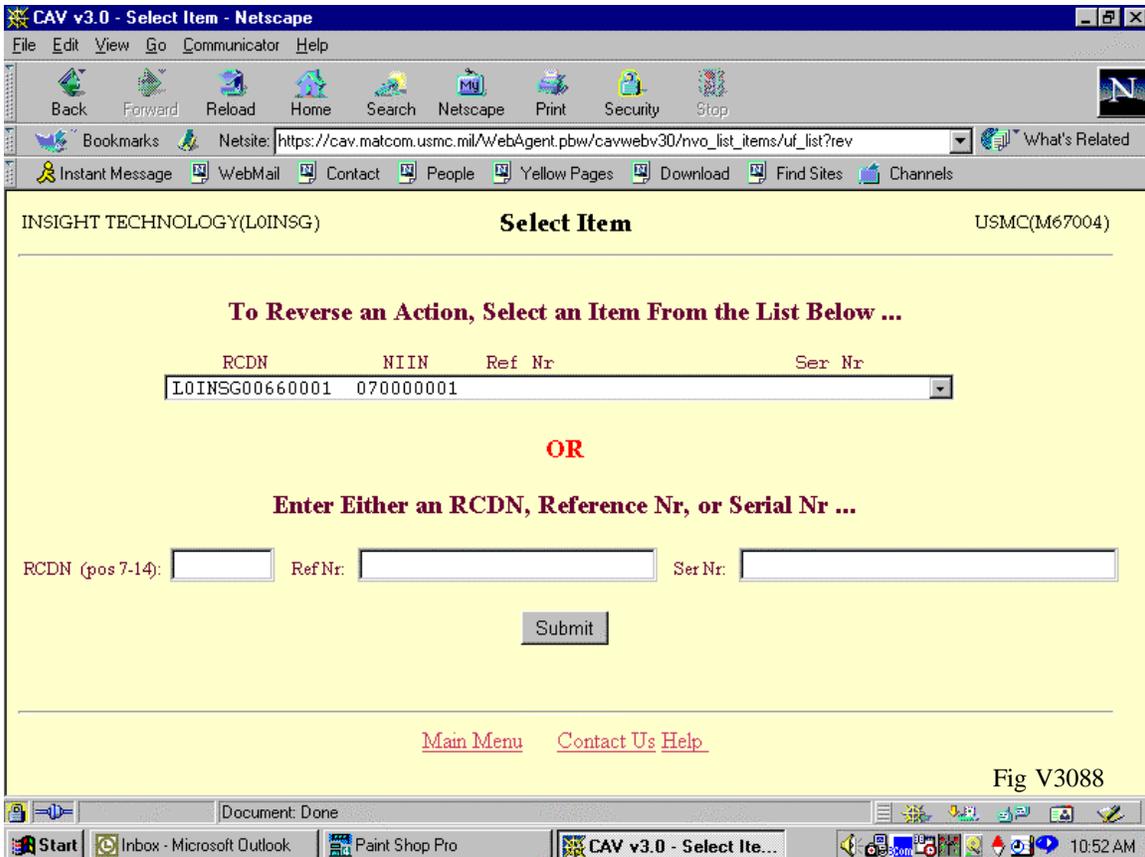
Fig V3000.A

### To Reverse a Previously Reported Action

From the Main Menu, under the Repair Status column, click "**Reverse**".

Note: A Reversal can only be performed on the last initiated action on any given Repair Status option or DVD Status transaction action.

To completely reverse an item out of the CAV system, you will need to do a reversal for each action initiated against the item (e.g., Await Parts, Induct, Receipt, etc.).



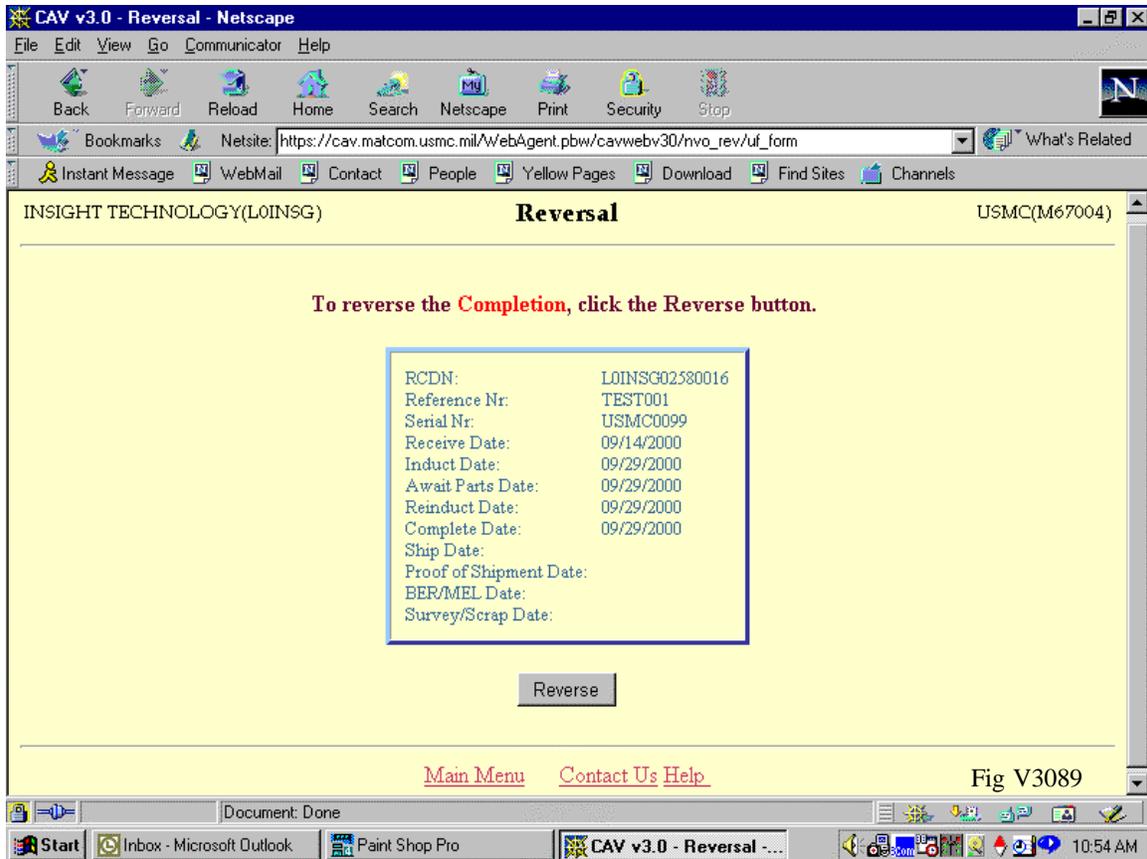
To get to the screen shown above, from the Main Menu screen, under the Repair Status column, you would have clicked on the Reverse option.

Click the down arrow of the “drop-down” box to select an item

OR

Type in a Repair Cycle Document Number (RCDN) (rp 7 - 14) (last eight digits), or a complete Reference Number (RefNr), or a Serial Number.

Click the "Submit" button.



Within the screen for the item you've selected for a reversal, read-only information relating to the item you chose will be displayed.

In the case of this screen / panel, a reversal for a Completion is being done. To reverse the Completion (or whatever option was selected for reversal), click the "**Reverse**" button.

NOTE: If the reversal action is not desired, click the "**Main Menu**" option to return to the Main Menu. Clicking the Main Menu option at this time will not process the Reversal.

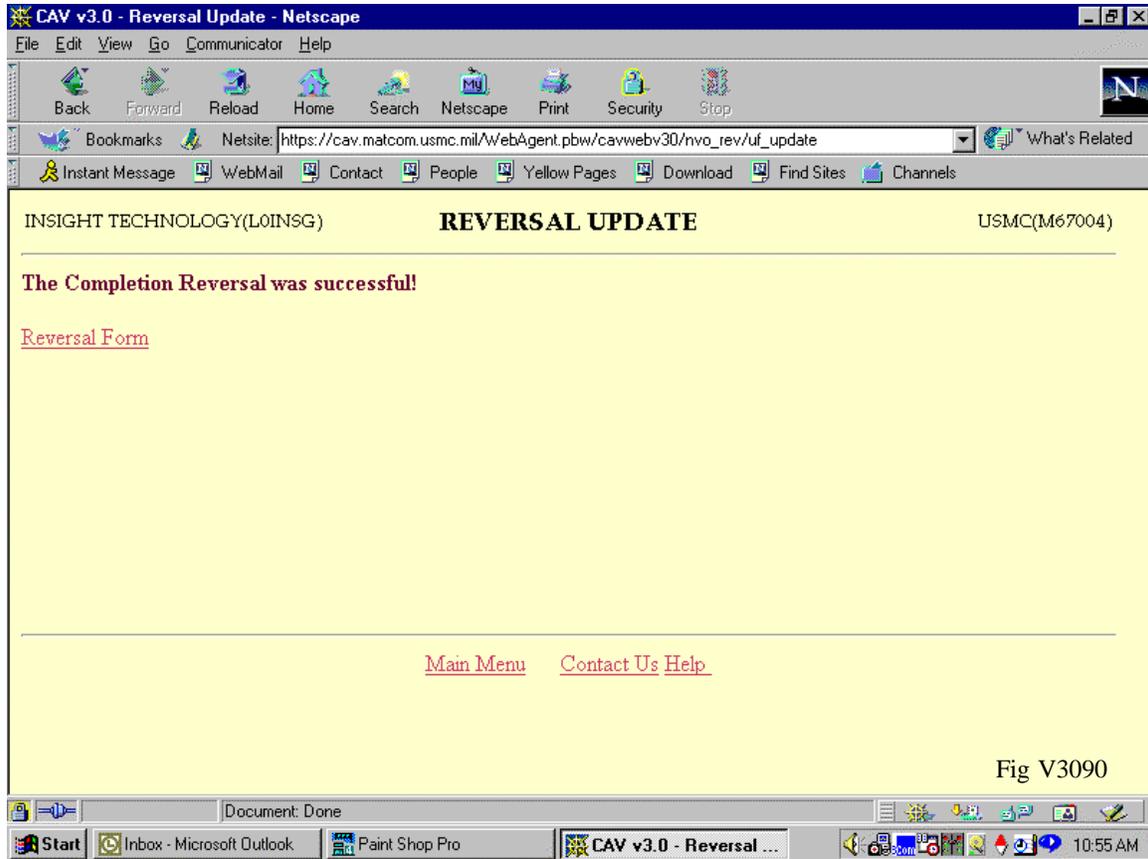


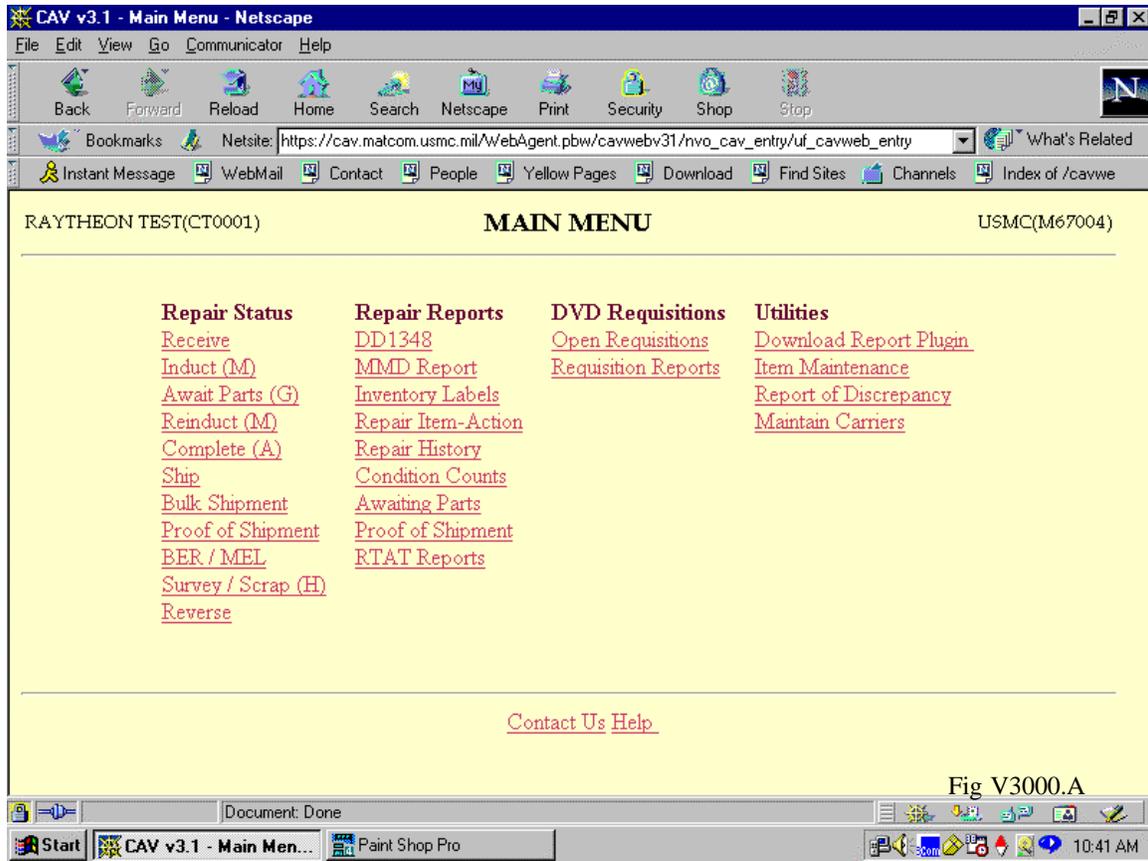
Fig V3090

If a successful Reversal was accomplished the Reversal Update screen appears indicating a successful update/reversal.

This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.

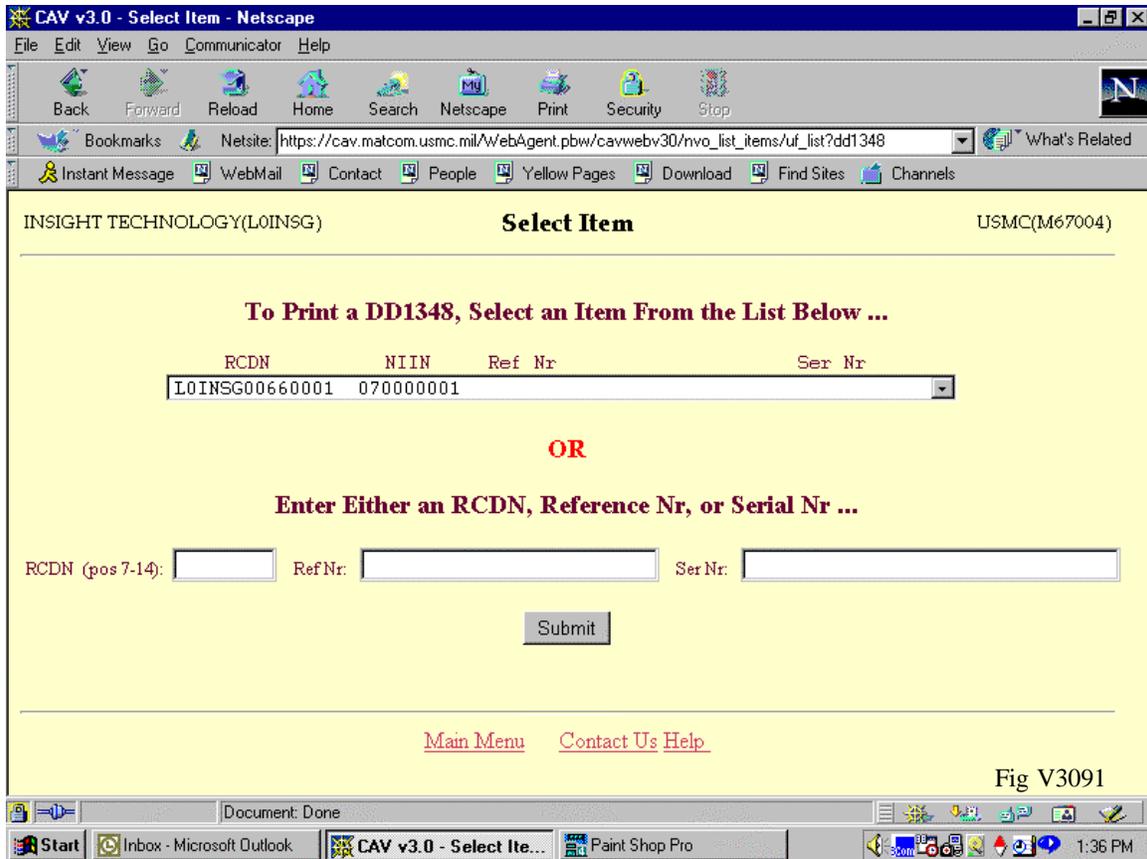
Return to the Reversal Form (click on Reversal Form option)

Return to the Main Menu (click on Main Menu option)



### To Print a DD1348

From the Main Menu, under the Repair Reports column, click "**DD1348**".



To get to the screen shown above, from the Main Menu screen, under the Repair Reports column, you would have clicked on the DD1348 option.

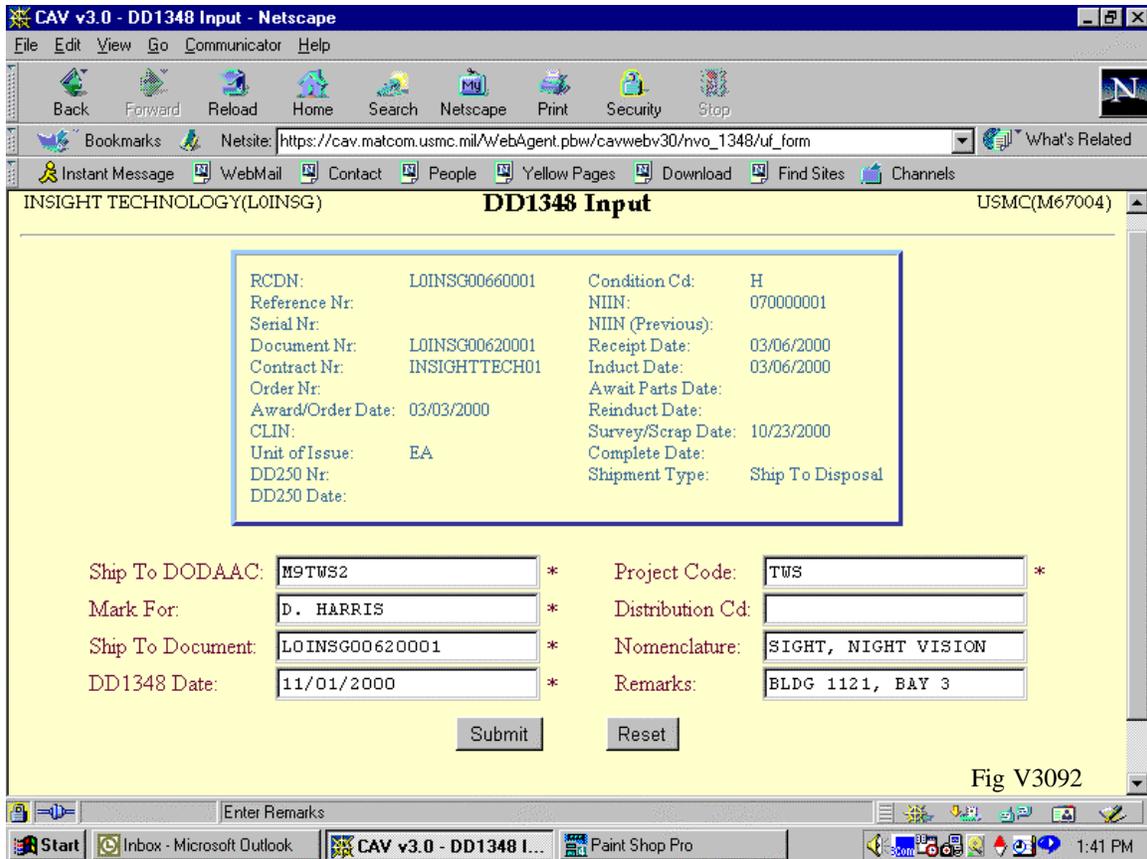
The DD1348-1 is a shipping document. It replaces the DD250 as the shipping document only. The DD250 is still used/required for payment purposes. You must print a valid DD1348-1 before you ship an item.

Click the down arrow of the “drop-down” box to select an item

OR

Type in a Repair Cycle Document Number (RCDN) (rp 7 - 14) (last eight digits), or a complete Reference Number (RefNr), or a Serial Number (SerNr).

Click the **Submit** button.



At the top of the DD1348 Input screen, read-only information relating to the item you chose will be displayed.

**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

Enter the following information as needed:

**NOTE:** Unless otherwise indicated, no special characters or embedded spaces are permitted in the fields.

**Ship To DODAAC:** Accept the default value or enter a different Ship To DODAAC. Value is alphanumeric and must be six positions.

**Mark For:** Accept the default value or enter a different Mark For value. Value must not be all spaces.

**Ship To Document:** Value is alphanumeric and must be fourteen positions. If a Suffix Code is required, it may be placed in this field for a total of fifteen characters.

**NOTE:** If the item was a Rotable Pool receipt, the 11<sup>th</sup> position of the Ship to Document must be 'P' when the below listed three fields match:

- 1) Contractor DODAAC
- 2) Ship to DODAAC
- 3) First six positions of Ship to Document

**DD1348 Date:** Accept the default value or type in the DD1348 Date (mm/dd/yyyy).

**NOTE:** The value cannot be a future date or pre-date the previous repair action.

**Project Code:** Accept the default value unless you are provided a different Project Code.

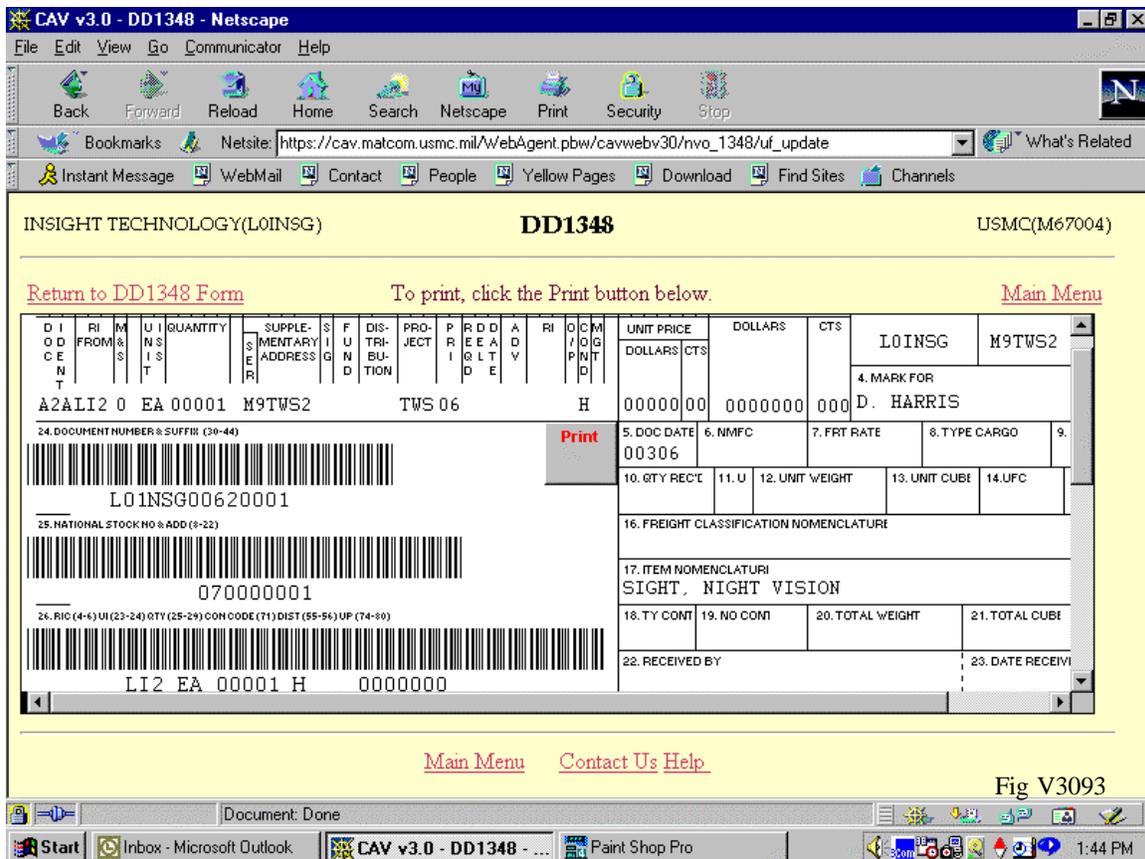
**Distribution Code:** This is an optional field.

*Nomenclature:* (optional field) A value would be required if the Administrator has set the administrative option “ATAC Reporting Enabled”. If entered, the value cannot be all spaces.

*Remarks:* This is an optional field.

**Submitting the Data:**

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.



To print the document, click the **Print** button that appears within the DD1348 form.

A dialogue box will appear. To print more than one copy, adjust the quantity in the dialogue box to the desired quantity. You will be able to print two copies of the DD1348 per page.

Click the **OK** button to print the document, or the **Cancel** button to cancel the print.

**NOTE:** To ensure that the "Bar-Coded" information is shown in the bar-coded format, during the "Plug-In" activation/download, ensure the Download instructions contained in this UG are followed exactly. If there is a problem (the bar-coded information is not being shown in the Bar Code format) the user may want to try the following instructions prior to executing the download for the Plug-In again:

1. Open Windows Explorer
2. Click on the C:\Windows folder
3. Click the C:\Windows\Fonts folder  
Click any font (BC C39).
4. Close Windows Explorer

**\*\* May require restart of Netscape Browser.**

This screen also provides you with the below listed options. Click on the underlined words to select the desired action/option.

Return to the DD1348 form: Click on "Return to DD1348 Form" option located above the upper left hand corner of the form:

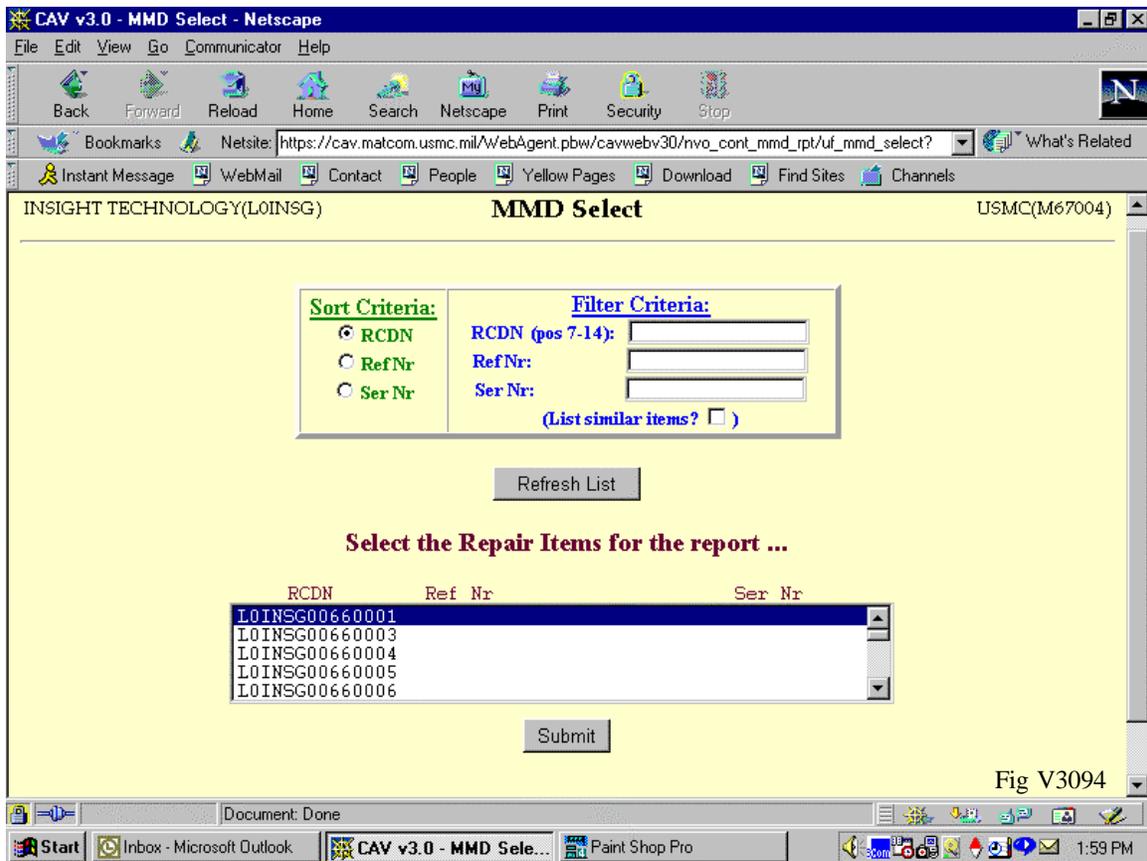
Return to the Main Menu: Click on the "Main Menu" option located above the upper right hand corner of the DD1348 form, or located at the bottom of the screen.



### To Execute a MMD Report

From the Main Menu, under the Repair Reports column, click “**MMD Report**”.

Material Movement Documents (MMD) reports are used to monitor asset availability and status of assets.



To get to the screen shown above, from the Main Menu screen, under the Repair Reports column, you would have clicked on the MMD Report option.

Click the down arrow in the “drop-down” box under the Select the Repair Items for the Report.... heading to select an item

OR

By selecting one of the Sort Criteria radio buttons, type in a Repair Cycle Document Number (RCDN) (positions 7-14), or a complete Reference Number (RefNr), or a Serial Number.

To select more than one item, press the Control (Ctrl) key located on the keyboard, and click the mouse on each item you want selected.

Click the **"Submit"** button.

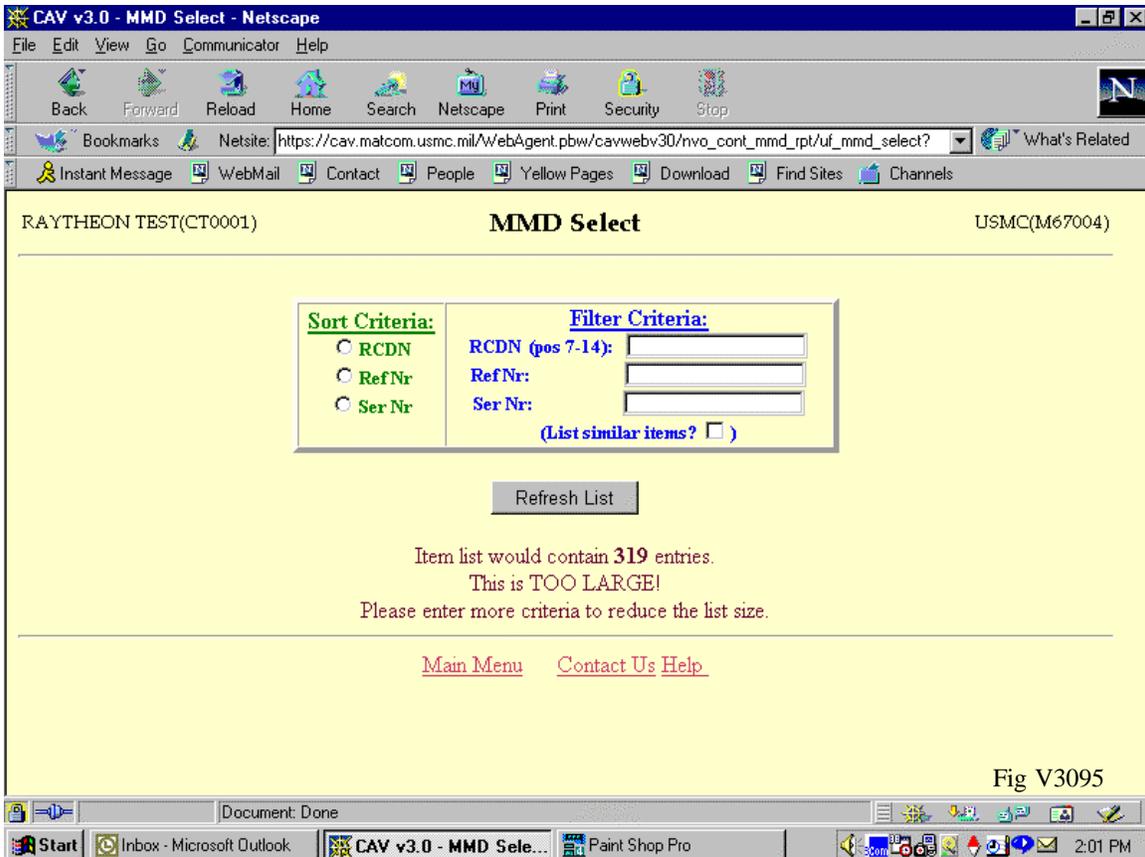
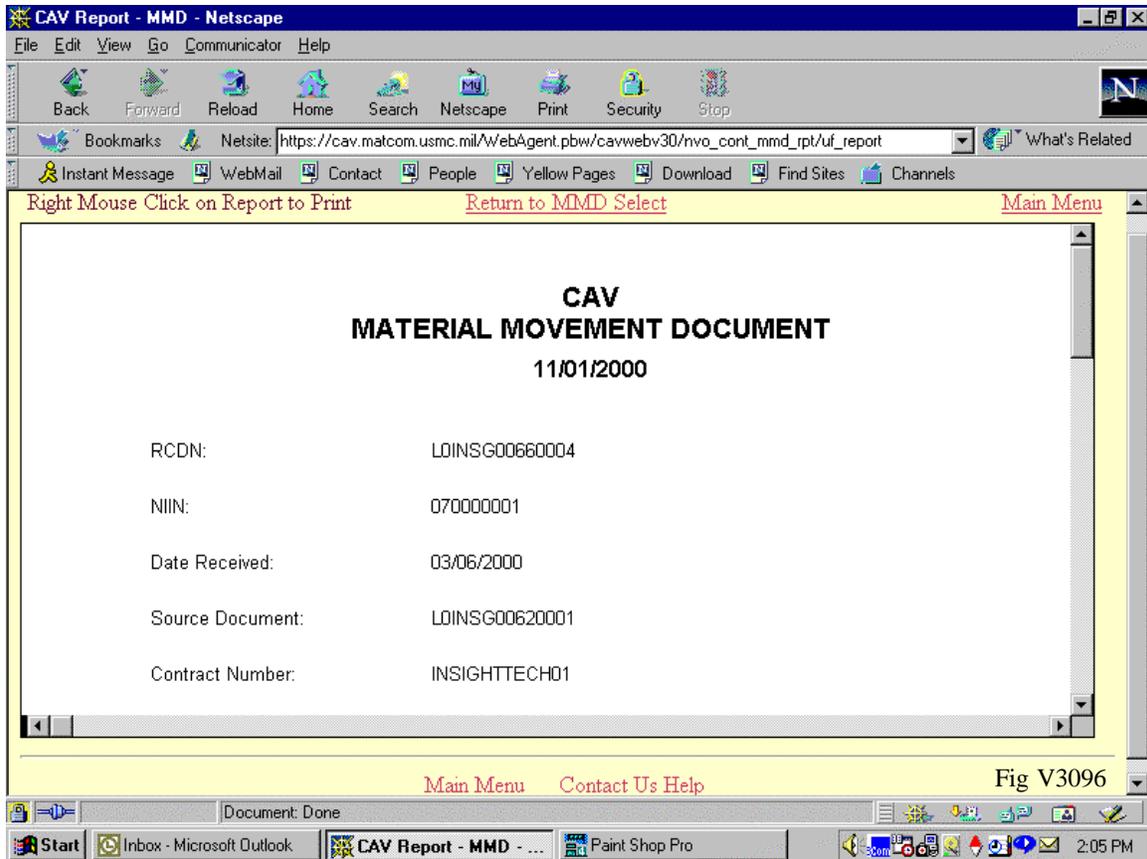


Fig V3095

View shown above is the view that appears if the items eligible for this action selected from the Main Menu exceed 200, you will only have the option to enter the RCDN (last eight digits) or a Reference Number (RefNr), or a Serial Number (Ser Nr). (the drop-down box will not appear) (see next page for example)

The user will be required to click on the RCDN radio button and enter the RCDN (rp 7 - 14) of the desired item, or click the RefNr radio button and enter the Reference Number of the desired item, or click the SerNr radio button and enter a Serial Number of the desired item. If you invoke the (List similar items?) box, this will give you all similar items of the criteria you chose.

Click "**Refresh List**".



To print the Material Movement Document(s), place your mouse cursor within the report, click the right mouse button, and then click **“Print”**.

From here you can select **“Return to MMD Select”** (top center of screen) to return to the MMD Select panel / screen to select another item.

OR

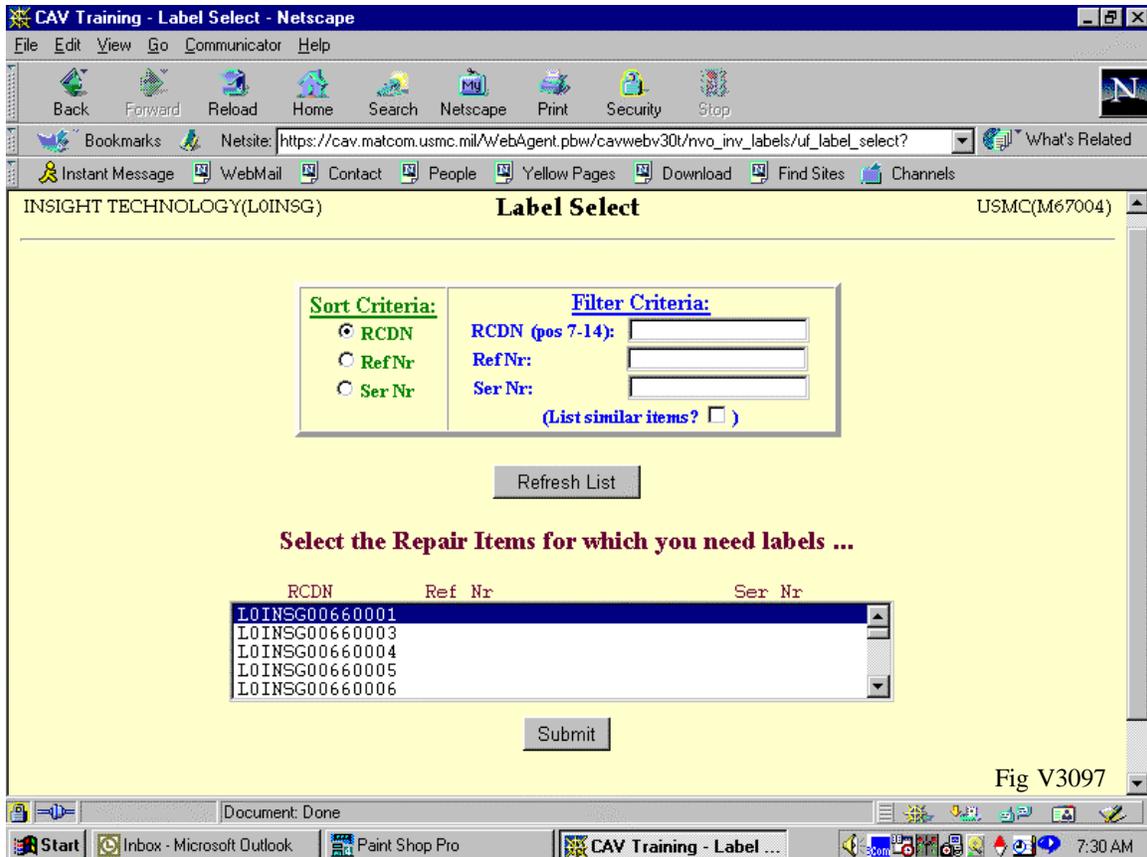
Click **“Main Menu”** (upper right hand corner or lower center of screen) to return to the Main Menu.



### To Print Inventory Labels

Load the appropriate Labels into printer.

From the Main Menu, under the Repair Parts column, click "**Inventory Labels**".



To get to the screen shown above, from the Main Menu screen, under the Repair Reports column, you would have clicked on the Inventory Labels option.

At this panel / screen, the user has the option of selecting certain search criteria by RCDN or RefNr, or SerNr (Sort Criteria, radio buttons). If this option were used, after the filter Criteria data had been entered, the user would click the "**Refresh List**" button.

OR

Click the down arrow in the "drop-down" box to select an item listed under the "Select the Repair Items for which you need labels..." heading.

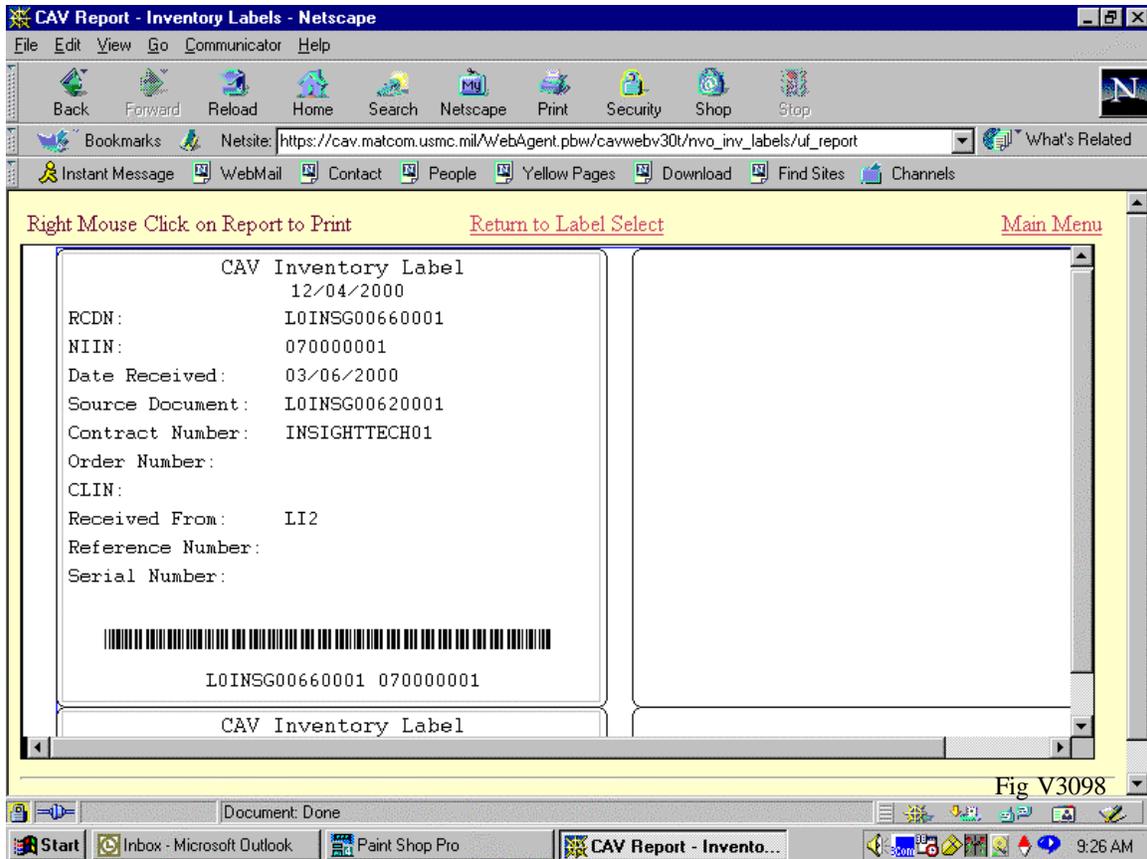
To select more than one item, press the Control (Ctrl) key located on the keyboard, and click the mouse on each item you want selected.

Click the "**Submit**" button.

OR

Click the "Main Menu" option located at the bottom of the screen/panel to return to the Main Menu.

NOTE: During selection, validate data for correctness (Serial Numbers particularly)

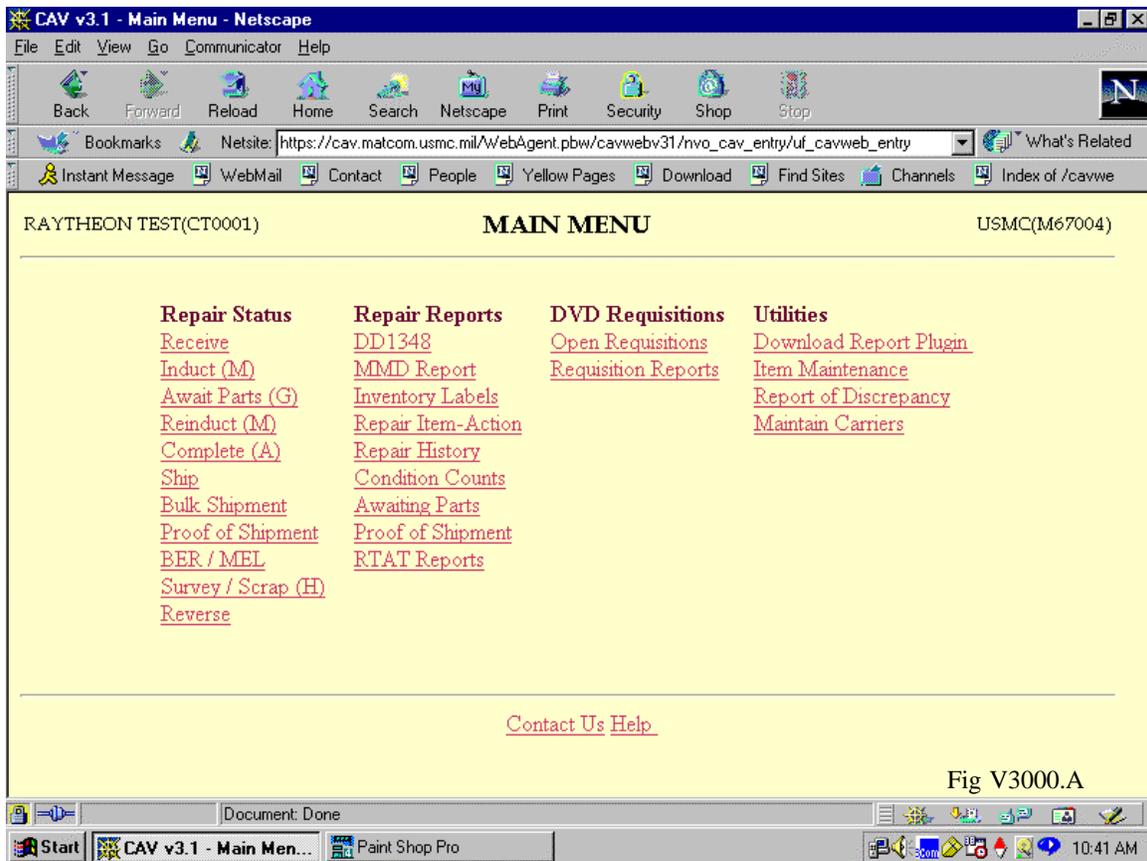


Six labels can be printed on one page. If you selected more than one item, scroll down using the horizontal scroll bar (right side of labels, under Main Menu option) to see the additional labels / pages.

To print the labels, place your mouse cursor within the label page, click the right mouse button, and then click the **“Print”** button. Click the **“OK”** button to print or the **“Cancel”** button to cancel the print.

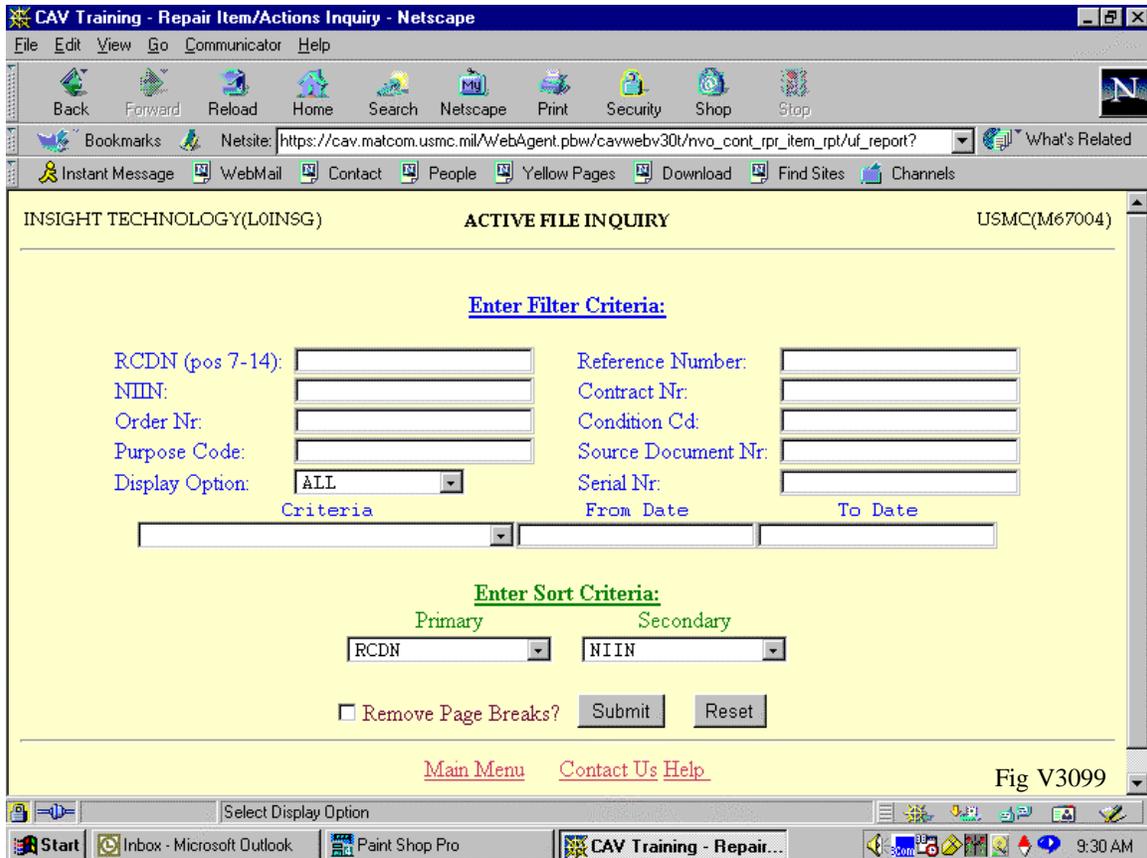
**OR**

Click **“Main Menu”** option (upper right hand corner) to return to the Main Menu



### To Execute Repair Items -Action Report

From the Main Menu, under the Repair Reports column, click "**Repair Item-Action**".



To get to the screen shown above, from the Main Menu screen, under the Repair Reports column, you would have clicked on the Repair Item-Action option.

This report displays all the active repair items in the database.

The report is organized with the repair item data at the top, and the list of repair actions below.

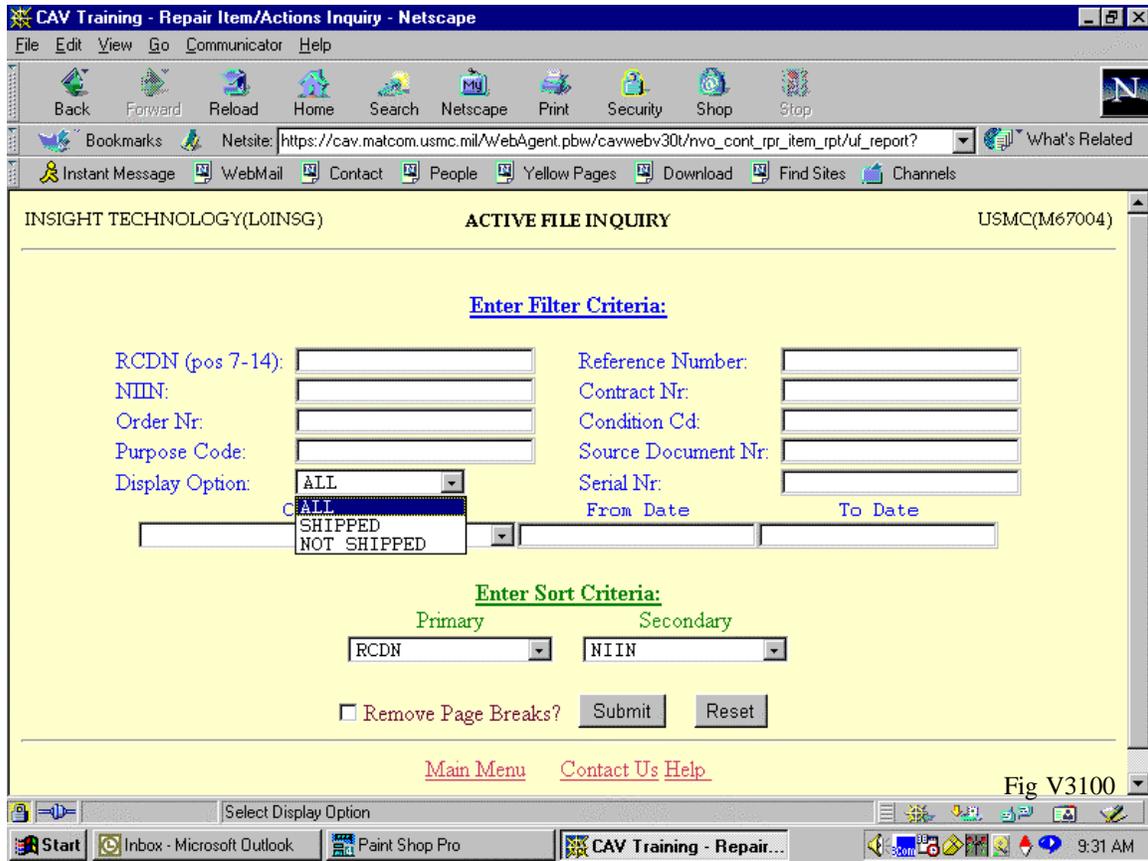
To select the filter criteria you can either enter information in any of the fields or click on the down arrow under criteria and select the filter criteria you wish to use.

By default, the report is sorted primarily by RCDN, and secondly by NIIN. To change the sort criteria, click the down arrow of the "drop-down" box and select a criterion for each primary and secondary sort desired.

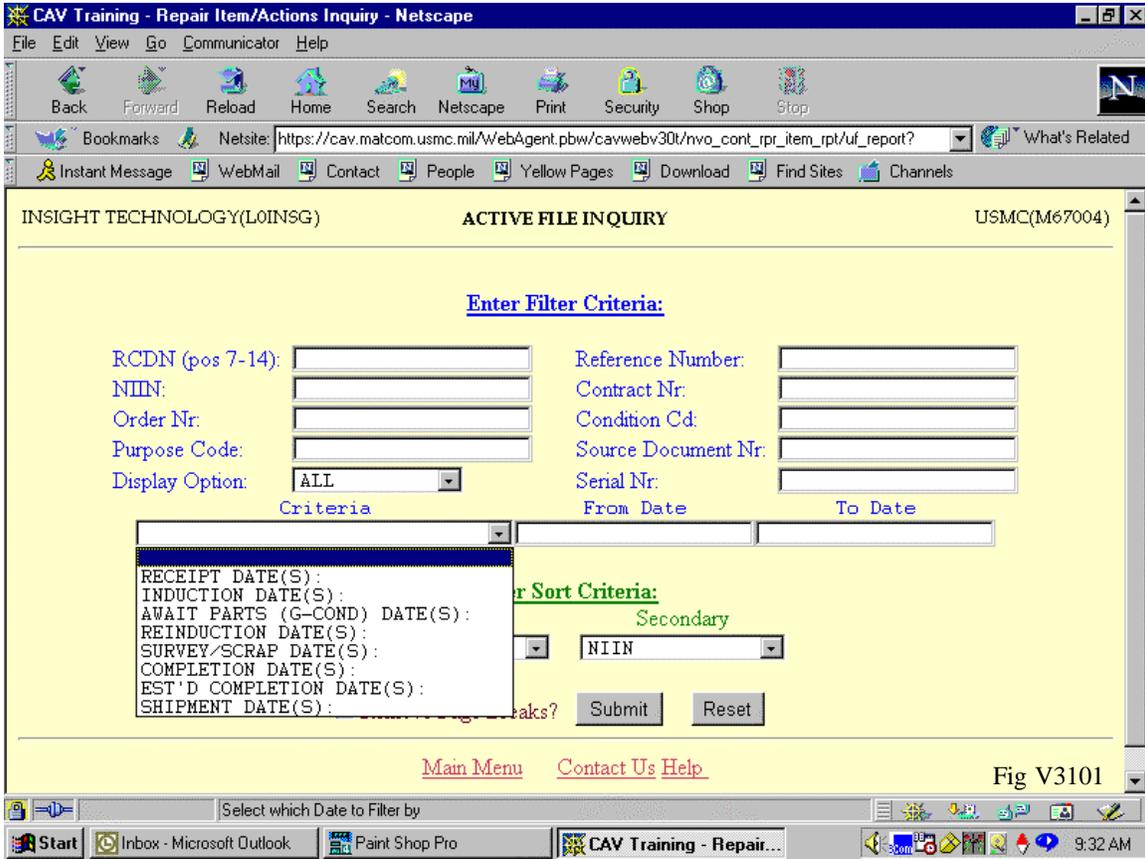
### Submitting the Data:

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.

Click "**Main Menu**" located at the bottom of the panel to return to the Main Menu.



This screen / panel shows the filter criteria listed under the Display Option.



This screen / panel shows the filter criteria listed under the Criteria drop-down arrow.

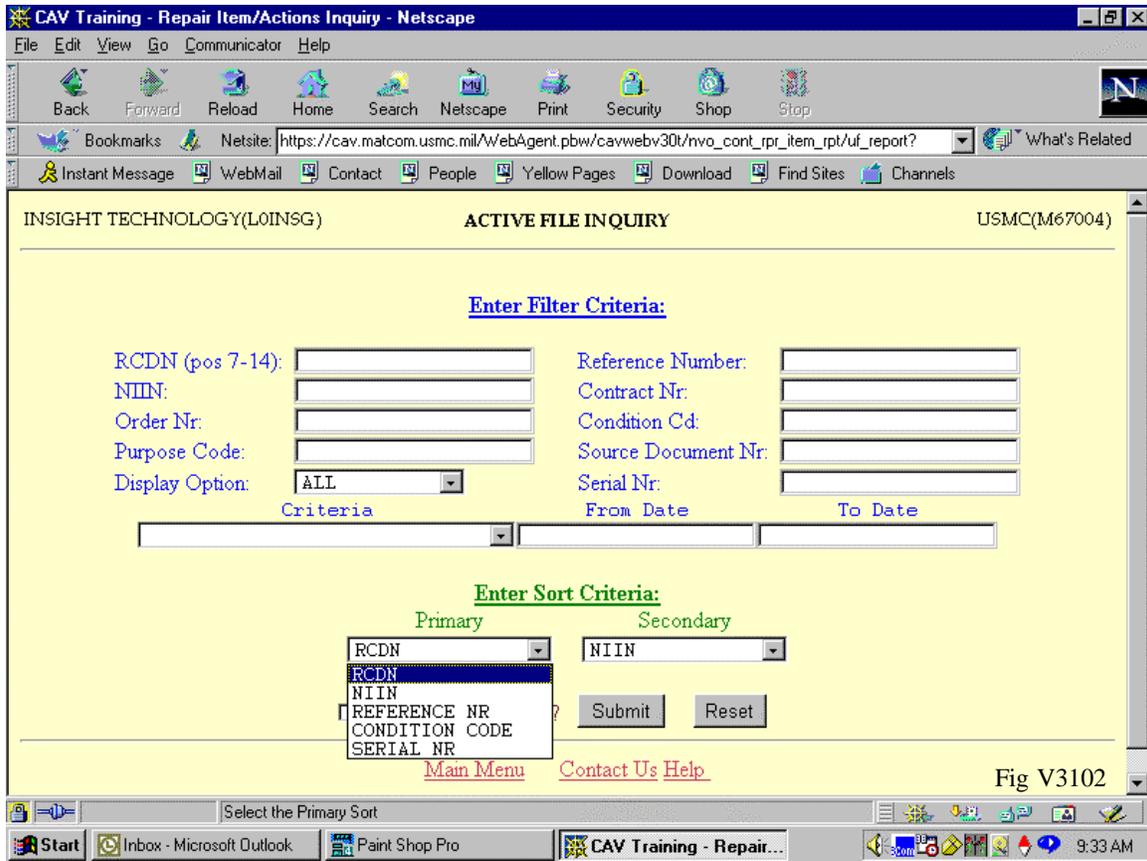
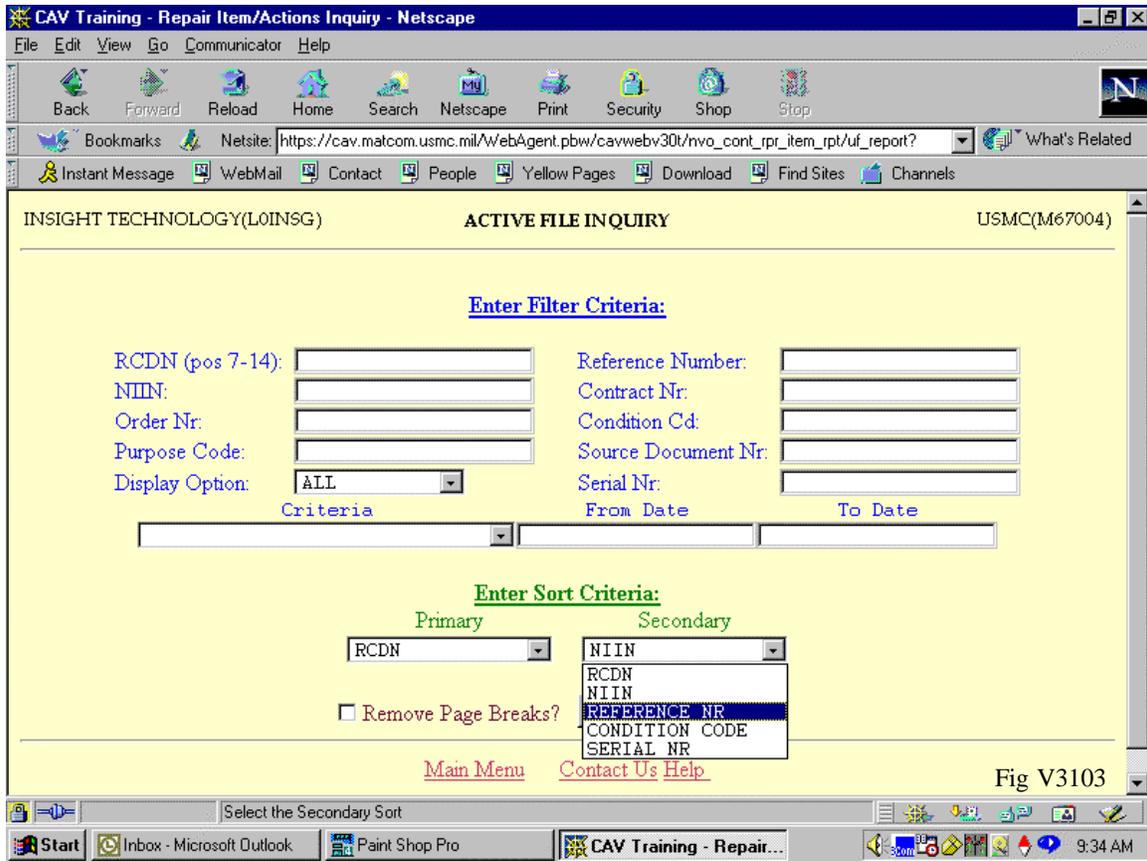
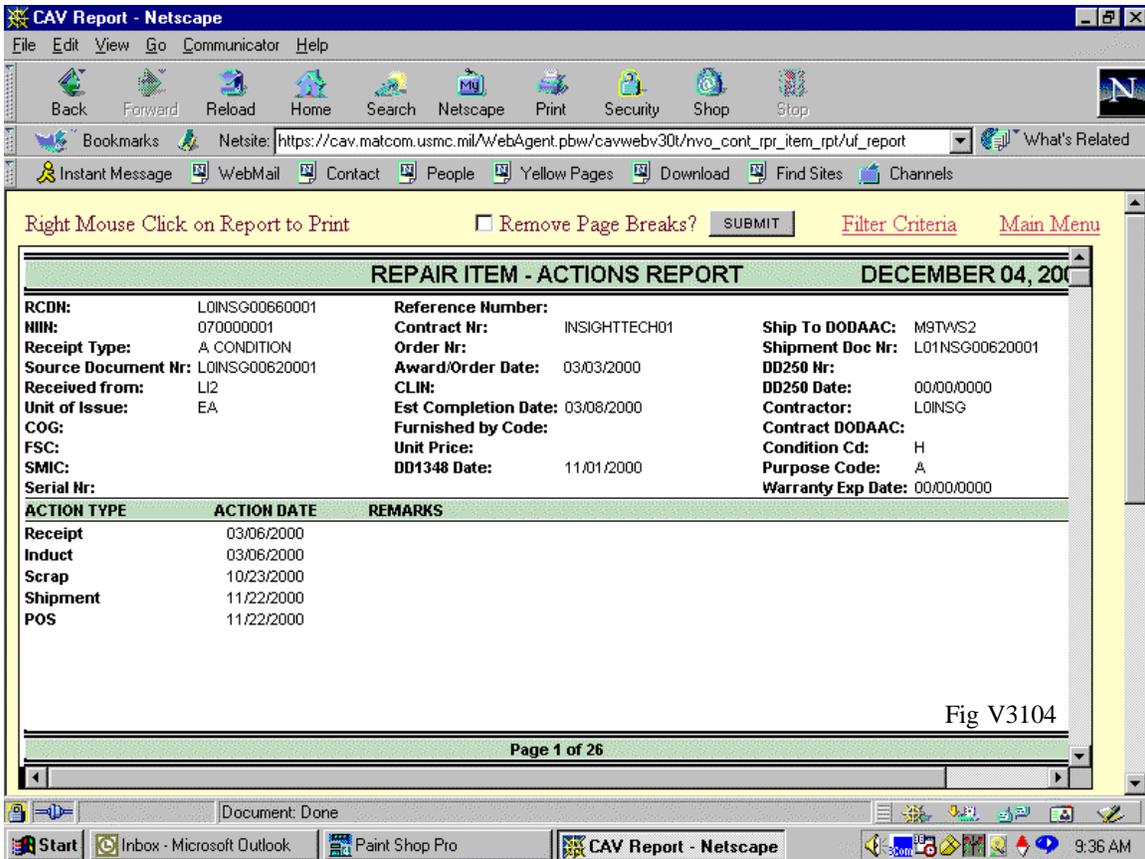


Fig V3102

This screen / panel shows the sort criteria listed under the Primary Sort Criteria Option.



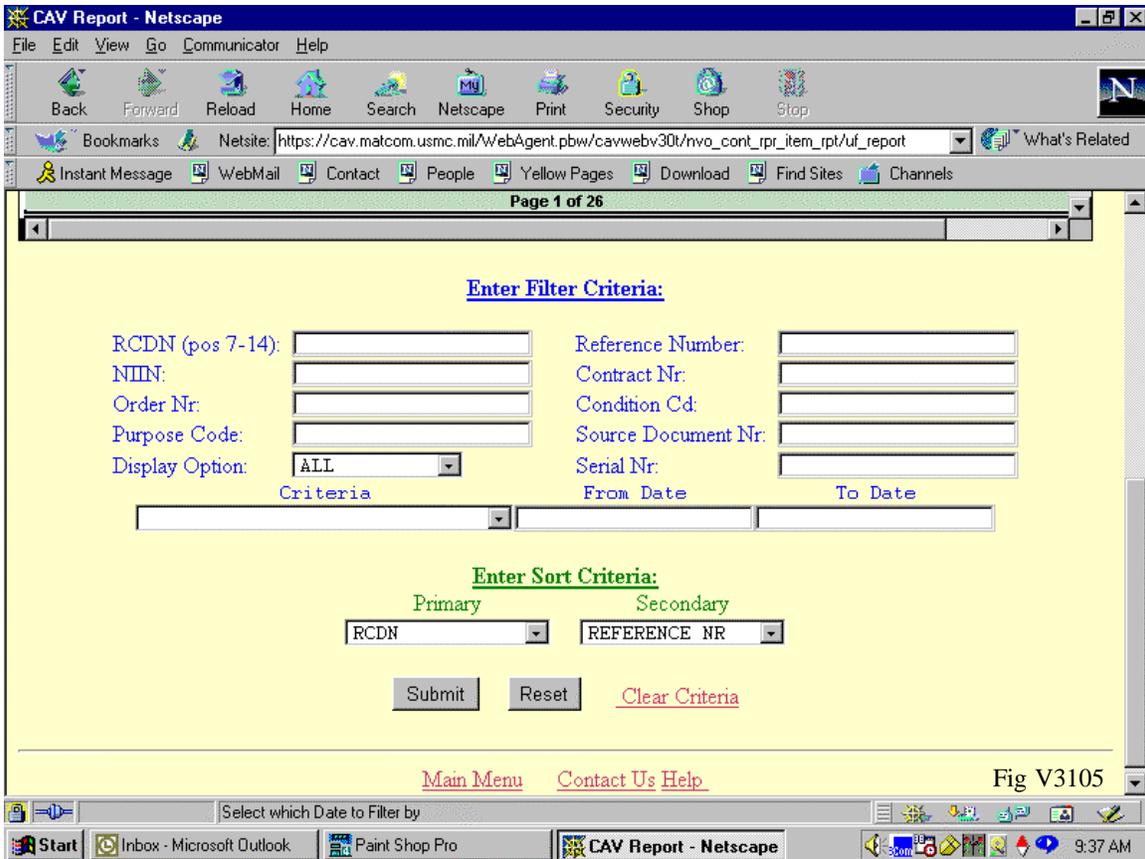
This screen / panel shows the sort criteria listed under the Secondary Sort Criteria Option.



This would be the view of the report the user would get. At this point, you can filter and sort the report again (see next page) or print the report.

To print the report, place your mouse cursor within the report page, click the right mouse button, and then click the "Print" button that appears. Click the "OK" button to print, or the "Cancel" button to cancel the print.

To filter and do additional sorts, see next page.



This is the area of the page / report you can perform additional sorts and filters. If additional sorts and filters are conducted, and the data entered is correct, click the "**Submit**" button to submit the sort criteria, or click "**Reset**" to clear the filter data you entered. Or click "Clear Criteria" to clear the data on the entire inquiry.



### To Execute Repair History Report

From the Main Menu, under the Repair Reports column, click “**Repair History**”.

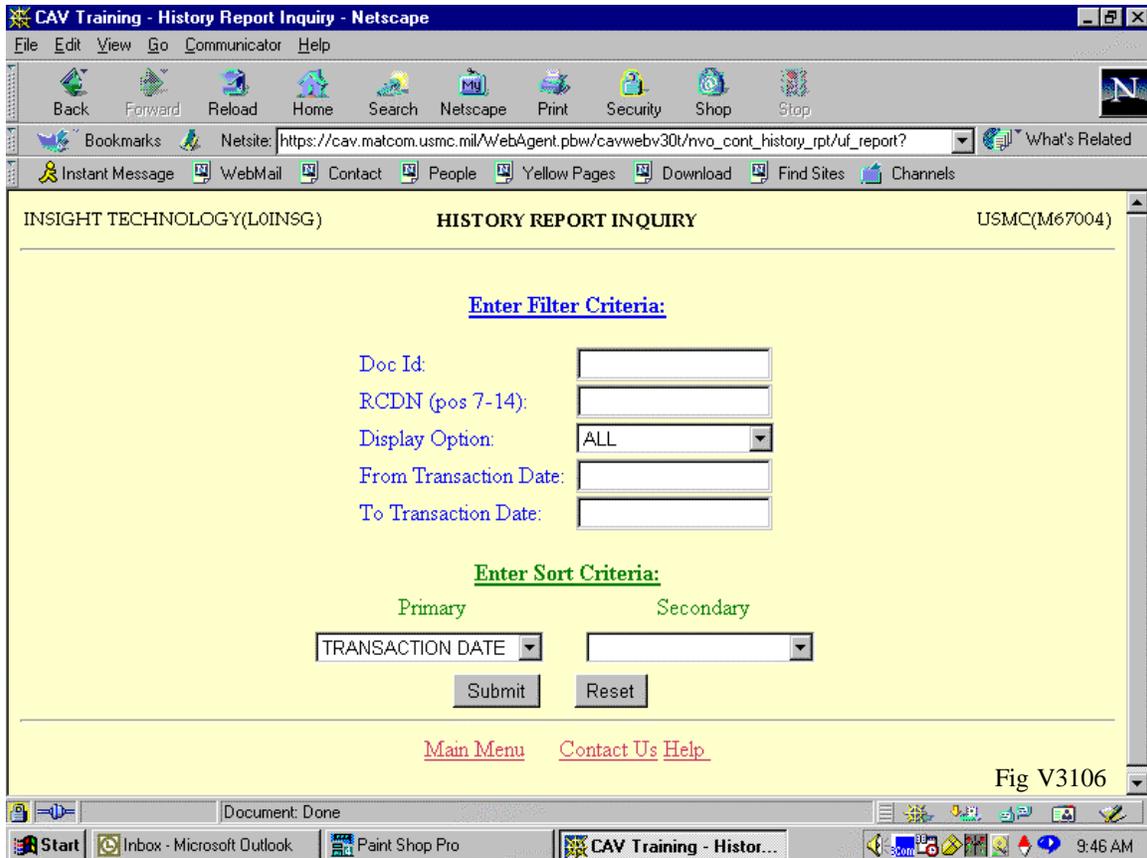


Fig V3106

To get to the screen shown above, from the Main Menu screen, under the Repair Reports column, you would have clicked on the Repair History option.

This report displays all the repair items in the history table.

To select the filter criteria enter information in either of the fields.

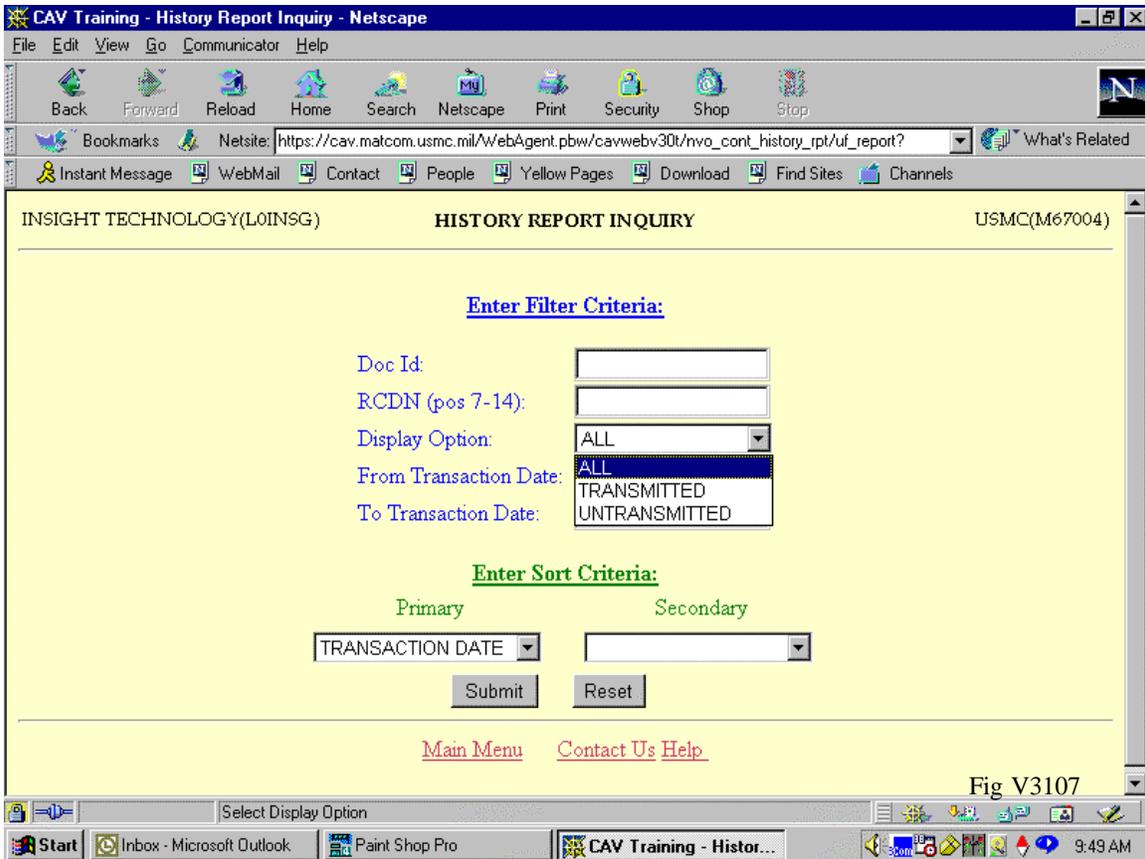
You can display the report by all items in the history table, all active items, or all inactive items.

By default, the report is sorted primarily by Transaction Date. To change the sort criteria, click the down arrow of the “drop-down” box and select criteria for each primary and secondary.

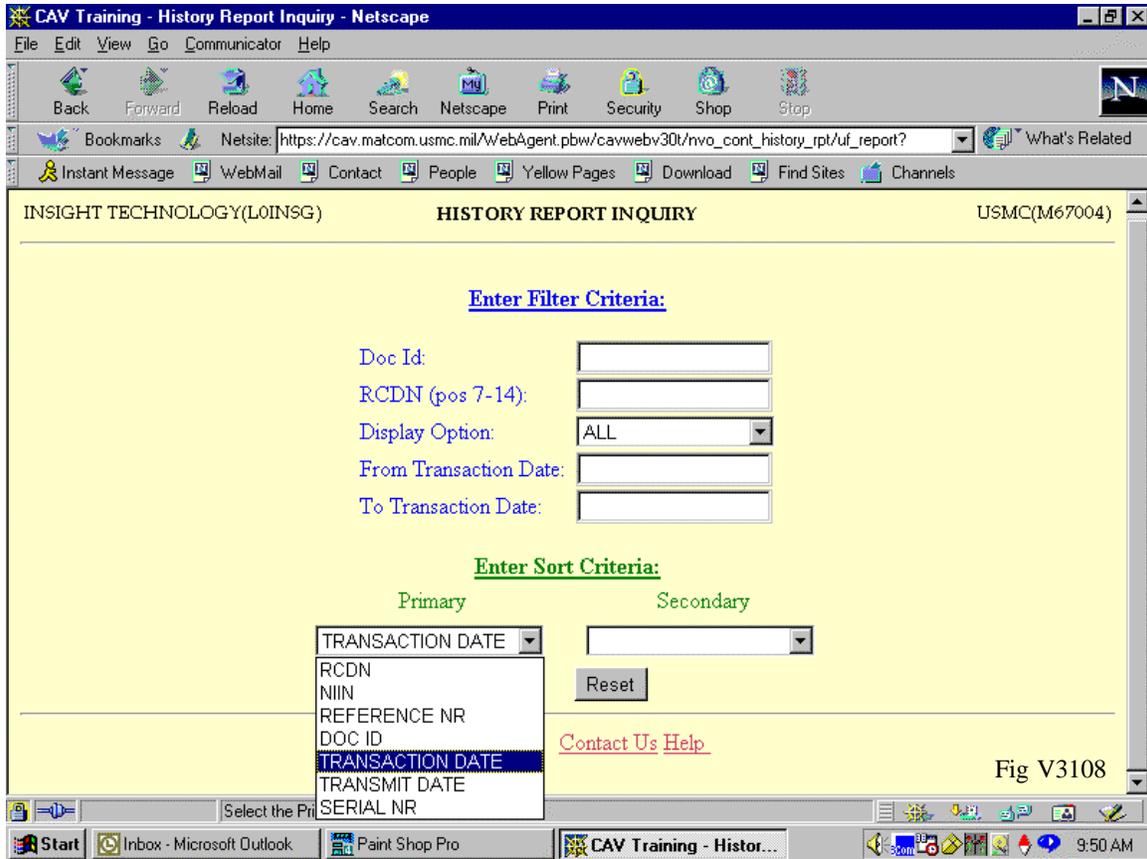
### Submitting the Data:

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.

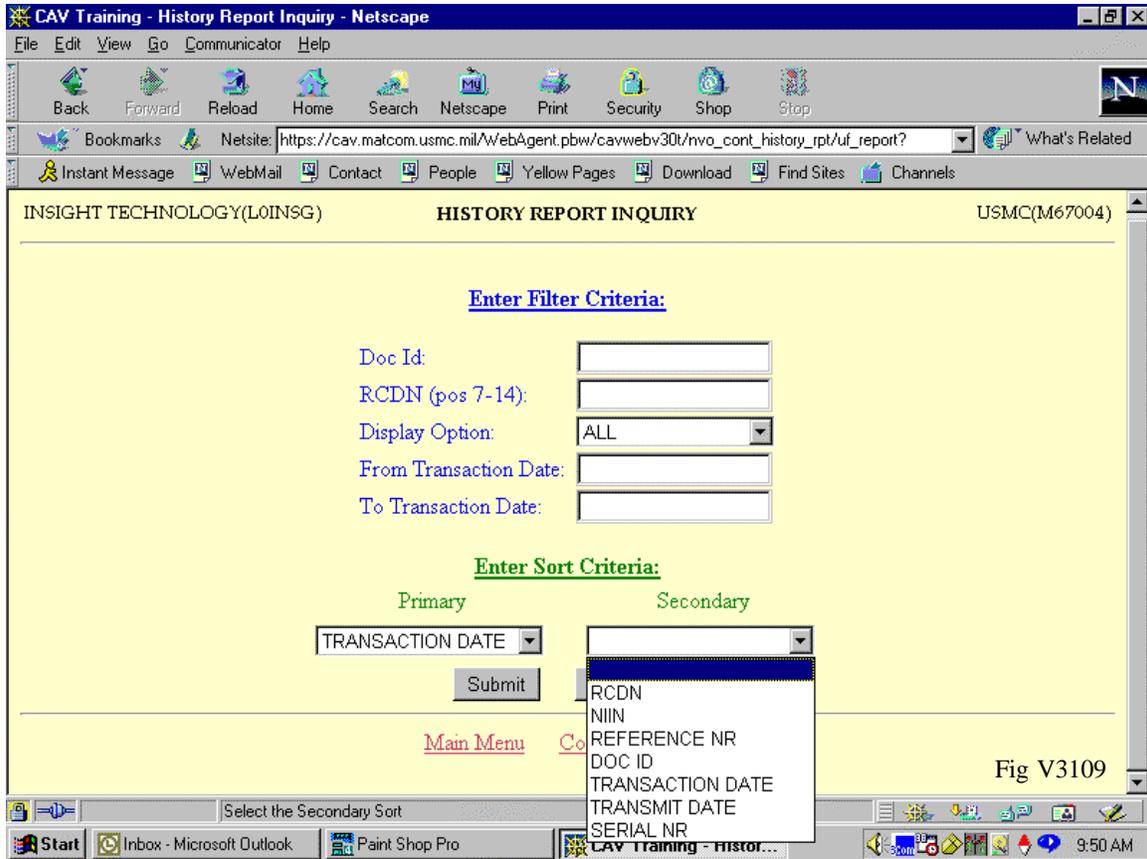
Click "**Main Menu**" to return to the Main Menu.



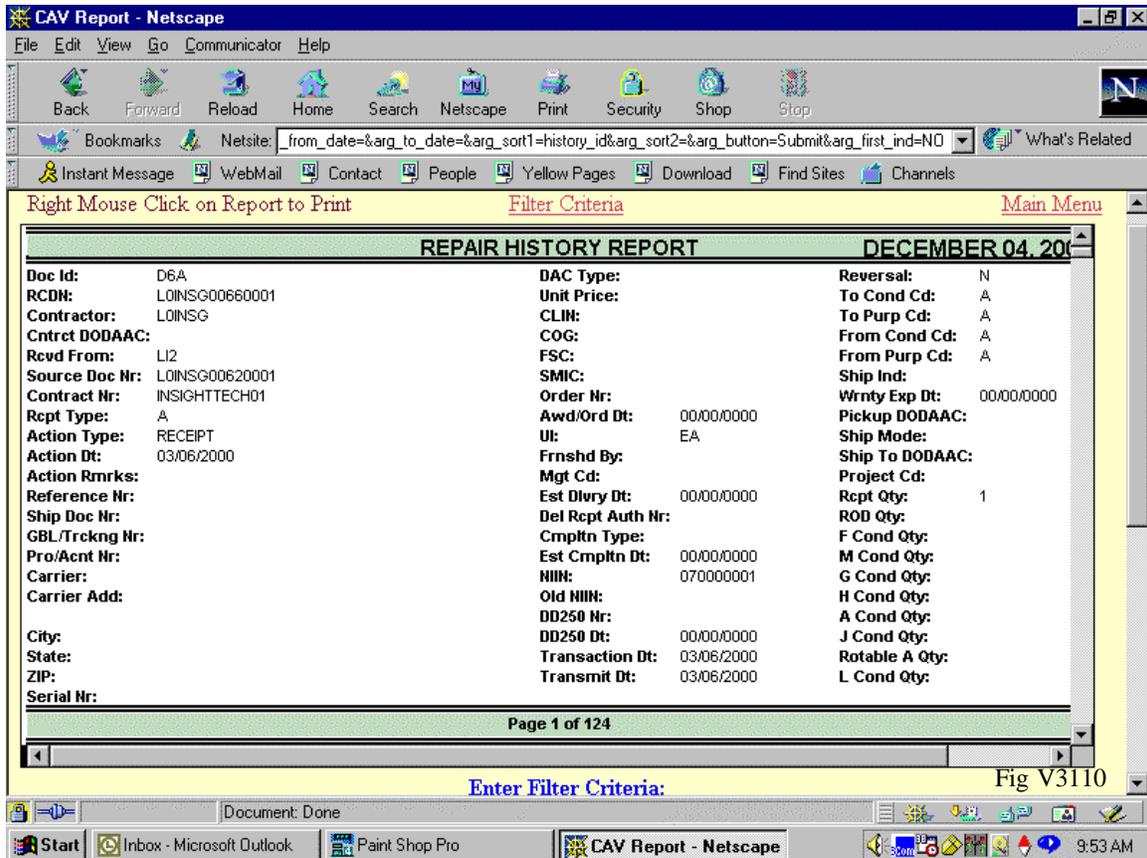
This screen / panel shows the filter criteria listed under the drop-down arrow of the primary Display Option field.



This screen / panel shows the sort criteria listed under the drop-down arrow of the Primary Sort Criteria option / field.



This screen / panel shows the sort criteria listed under the drop-down arrow of the Secondary Sort Criteria option / field.

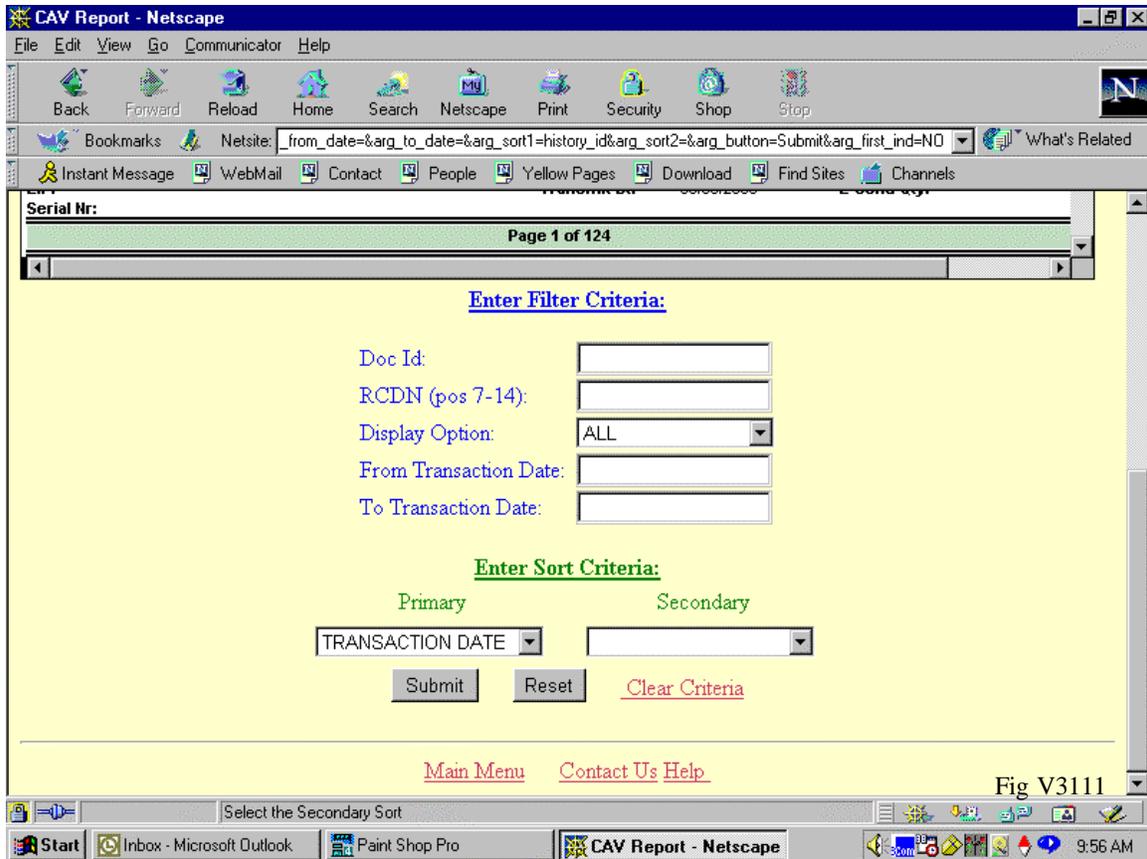


This is the view of the Repair History Report. To perform addition filters, the user would be required to scroll down to view the Filter Criteria input panel or click the "Filter Criteria" option located at the top of the screen / panel.

To print the report, place your mouse cursor within the report, click the right mouse button, and then click the "Print" button that appears. Click the "OK" button to print or the "Cancel" button to cancel the print.

OR

To return to the Main Menu, click the "Main Menu" option located at the upper right hand corner of the screen.



This would be the view the user would see after scrolling to the bottom of the panel of the Repair History Report. At this point, the user can filter and sort the report again.

If the filter and / or sort criterion is correct, click the "Submit" button. The report will redisplay using the filter / sort criterion. To print the report, place your mouse cursor within the report, click the right mouse button; click the **"Print"** button that appears. Click the **"OK"** button to print or the **"Cancel"** button to cancel the print.

NOTE: If you are going to select items based on transaction dates, the data input of the "From Transaction Date" and the "To Transaction Date" will need to be in the following format: mm/dd/yyyy.



#### For Contractor Condition Counts

From the Main Menu, under the Repair Reports column, click “**Condition Counts**”.

Right Mouse Click on Report to Print [Bar/Pie Chart](#) [Main Menu](#)

NIIN	STATUS	Not Ready for Issue (F)	Under Repair (M)	Awaiting Parts (G)	Scrap (H)	Ready for Issue (A)	A-Cond Receipt (A)	Procurement (A)	Rotable (VA)
070000001	Active	0	3	0	0	1	6	0	0
	Shipped - Not On Contract	0			0	0	0	0	0
	Shipped - On Contract	0			1	1	6	0	0
090000001	Active	0	2	0	0	1	2	0	1
	Shipped - Not On Contract	0			0	0	0	0	0

Page 1 of 2

Fig V3112

To get to the screen shown above, from the Main Menu screen, under the Repair Reports column, you would have clicked on the Condition Counts option.

This report displays a list of National Item Identification Numbers (NIINs) for the selected contractor. For each NIIN, the report shows the quantity within each condition code, for both shipped and active items.

To print the report, place your mouse cursor within the report, click your right mouse button, and then click the **“Print”** button that appears. Click the **“OK”** button to print or the **“Cancel”** button to cancel the print.

The report may also be displayed by Bar or Pie charts. They are displayed on the following pages.

Right Mouse Click on Report to Print [Bar/Pie Chart](#) [Main Menu](#)

OINSG CONDITION CODE COUNTS (BY NIIN)											DECEMBER 04, 2000 10:01:39
	Not Ready for Issue (F)	Under Repair (M)	Awaiting Parts (G)	Scrap (H)	Ready for Issue (A)	A-Cond Receipt (A)	Procurement (A)	Rotable (VA)	Not on Contract (J)	Litigation (L)	NIIN Totals
	0	3	0	0	1	6	0	0	0	0	10
Contract	0			0	0	0	0	0	0		0
Contract	0			1	1	6	0	0	0		8
	0	2	0	0	1	2	0	1	0	1	7
Contract	0			0	0	0	0	0	0		0

Page 1 of 2

Fig V3113

This view shows the entire report after scrolling right. You will see the NIIN totals for each Status within each NIIN along the right hand column.

To view Bar or Pie charts for each NIIN listed on the report, click "[Bar/Pie Chart](#)" option located at the center top of the screen.

OR

To return to the Main Menu, click on the "[Main Menu](#)" option located in the upper right corner of the screen.

CAV Report - Condition Counts - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Netsite: https://cav.matcom.usmc.mil/WebAgent.pbw/cavwebv30t/nvo\_cond\_count/uf\_form? What's Related

Instant Message WebMail Contact People Yellow Pages Download Find Sites Channels

Right Mouse Click on Report to Print [Bar/Pie Chart](#) [Main Menu](#)

LOINSG CONDITION CODE COUNTS (BY NIIN)										DECEMB
NIIN	STATUS	Not Ready for Issue (F)	Under Repair (M)	Awaiting Parts (G)	Scrap (H)	Ready for Issue (A)	A-Cond Receipt (A)	Procurement (A)	Rotable C	
090000001	Shipped - On Contract	0			0	0	1	0	0	
<b>GRAND TOTALS: 2 NIINs</b>										
	<b>TOTAL ACTIVE:</b>	0	5	0	0	2	8	0	1	
	<b>TOTAL SHIPPED - NOT ON CONTRACT:</b>	0			0	0				
	<b>TOTAL SHIPPED - ON CONTRACT:</b>	0			1	1	7	0	0	

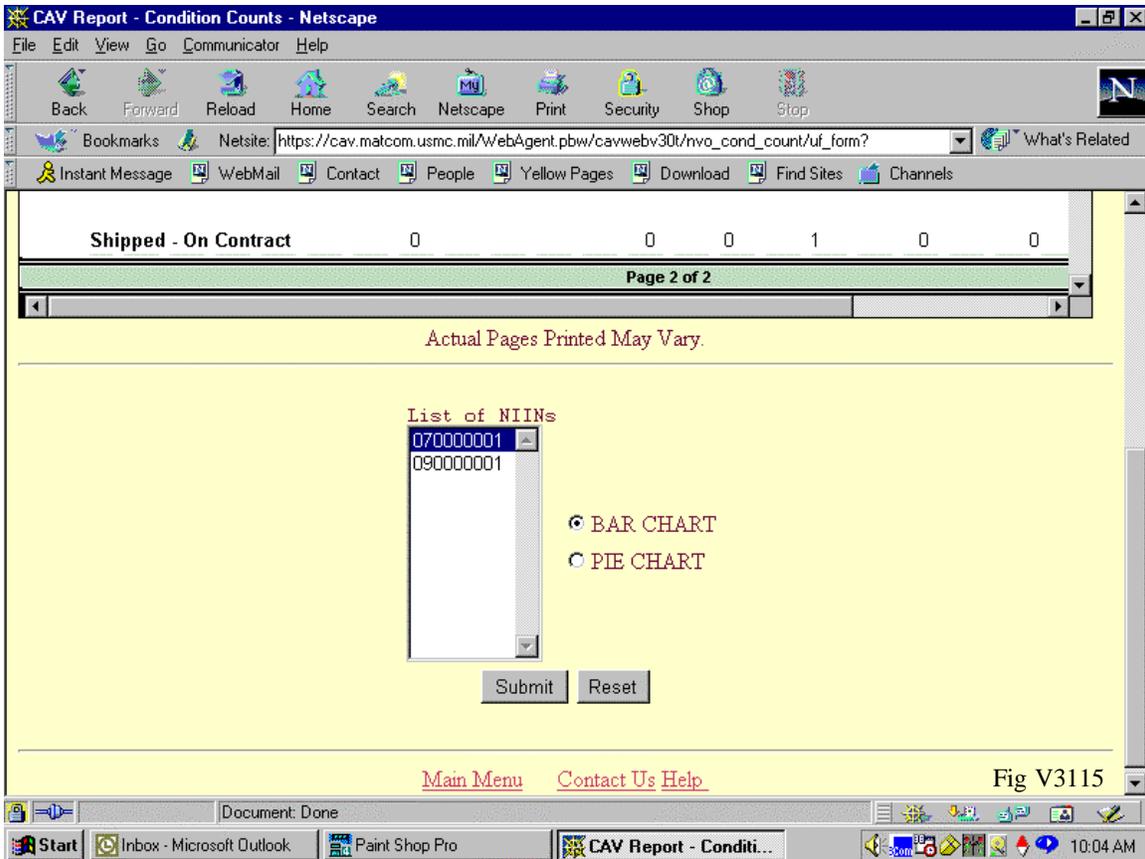
Page 2 of 2

Fig V3114

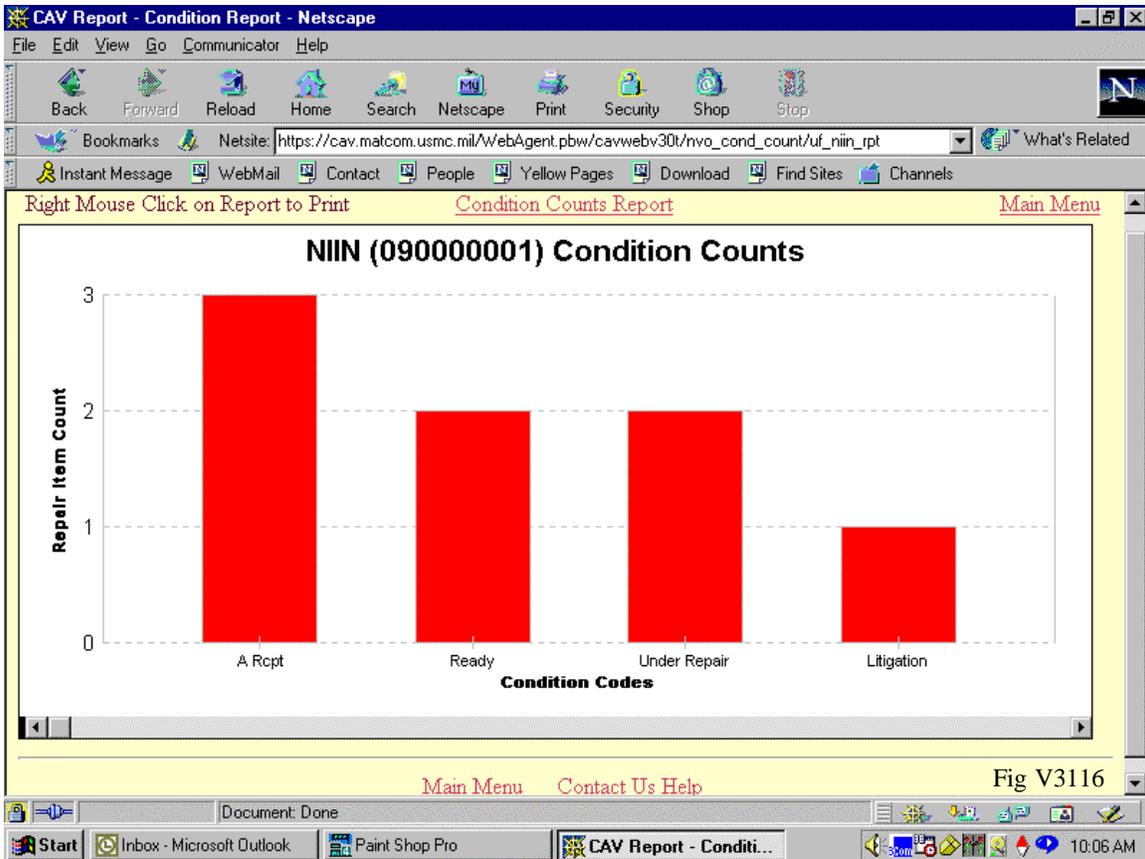
Document: Done

Start Inbox - Microsoft Outlook Paint Shop Pro CAV Report - Condi... 10:03 AM

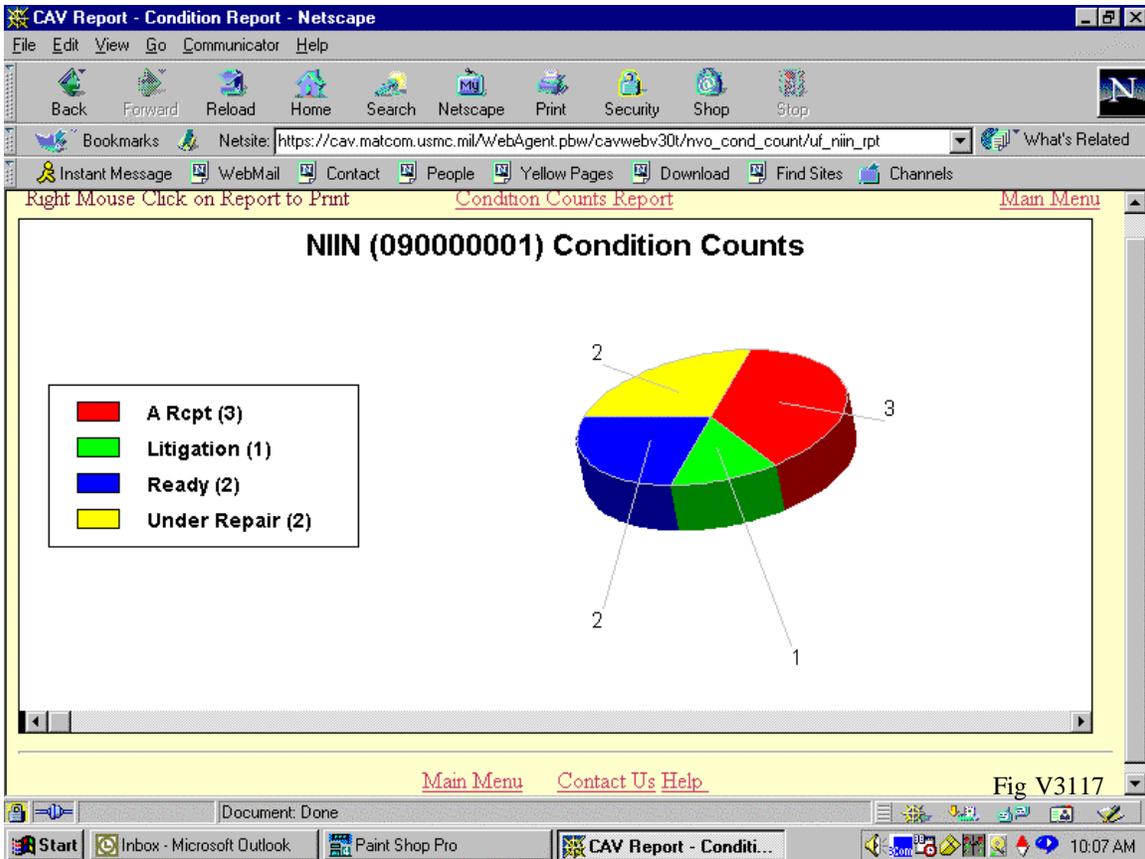
This would be the view after you have scrolled down the report. This portion of the report shows the Grand Totals for the NIIN's represented on the report.



This would be the view you would see after scrolling down to the bottom of the report or if you had clicked on the "Bar/Pie Chart" option located at the beginning of the report at the top of the screen. You would select the NIIN that you desire to see, then select what format you desire by clicking on the appropriate radio button (Bar Chart or Pie Chart). After selecting the NIIN and chart form, click "**Submit**".



This would be the view if you had selected "Bar Chart" from the previous screen / panel.

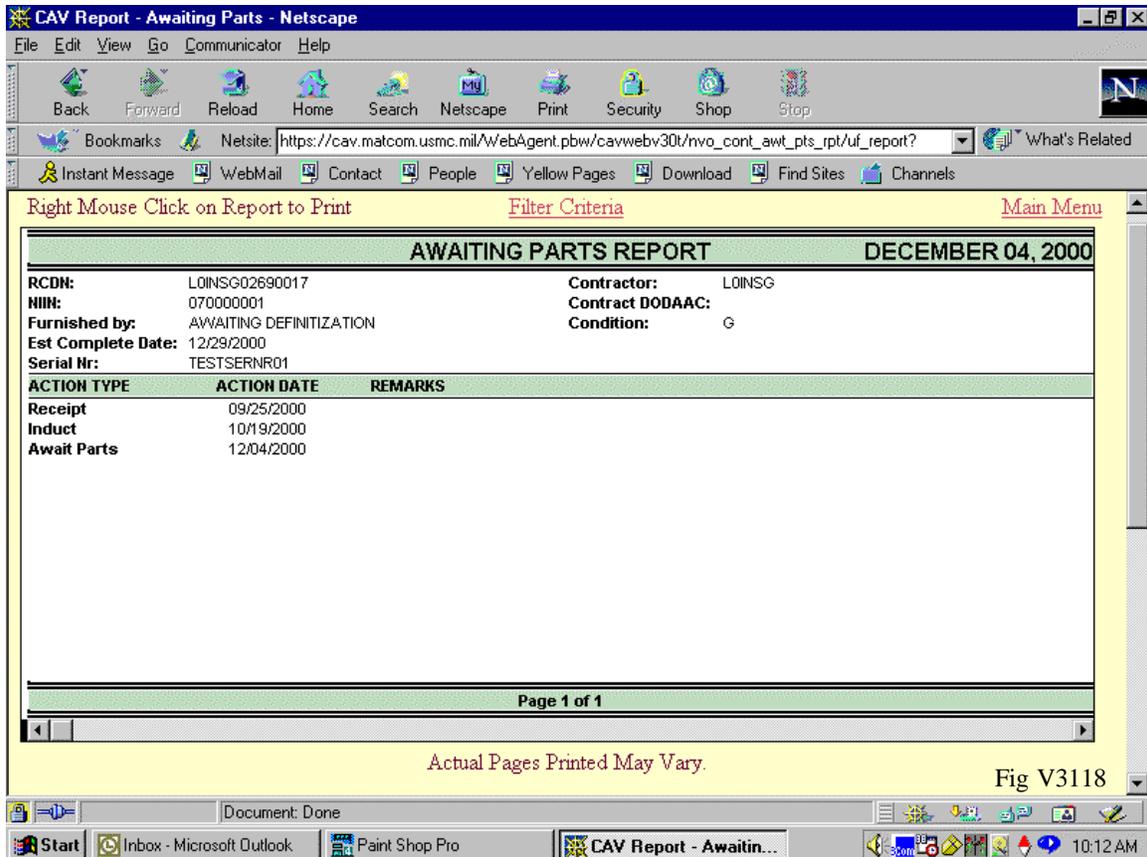


This would be the view if you had selected "Pie Chart" from the previous screen / panel.



### To Execute Awaiting Parts Reports

From the Main Menu, under the Repair Reports column, click **Awaiting Parts**.



To get to the screen shown above, from the Main Menu screen, under the Repair Reports column, you would have clicked on the Awaiting Parts option.

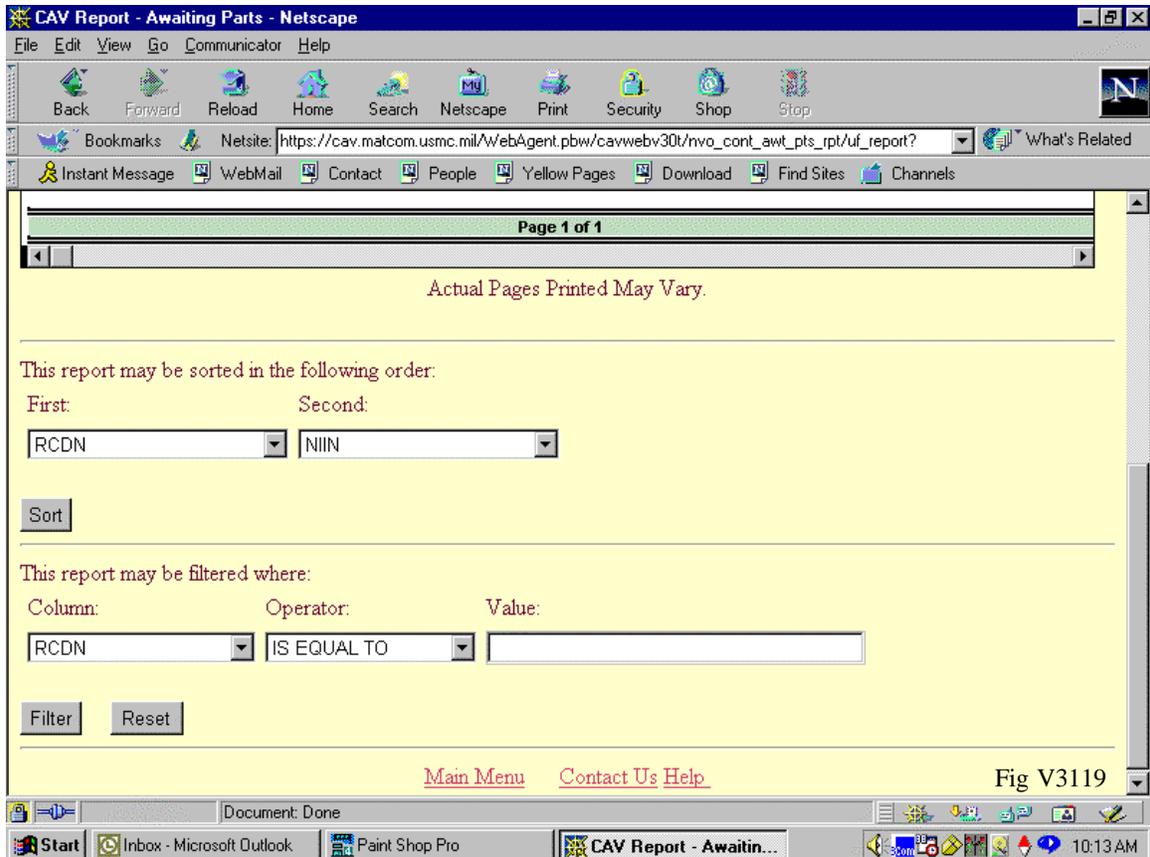
This report displays all repair items that are currently awaiting parts.

The report is organized with the repair item data at the top, and the list of repair actions below.

To print the report, place your mouse cursor within the report, click your right mouse button, and then click the **“Print”** button that appears. Click the **“OK”** button to print or the **“Cancel”** button to cancel the print.

The Contractor Awaiting Parts report can also be sorted two items at a time. (See next page)

To return to the Main Menu, click the **“Main Menu”** option (located at the lower right hand corner of the screen).



Additionally, the Contractor Awaiting Parts report can be sorted and filtered further.

For additional sorting, click the down arrow of the "drop-down" box and select the first column you wish to sort the report by.

Click the next down arrow of the "drop-down" box and select the second column you wish to sort the report by.

Click the **"Sort"** button.

The report will redisplay in the order you have selected.

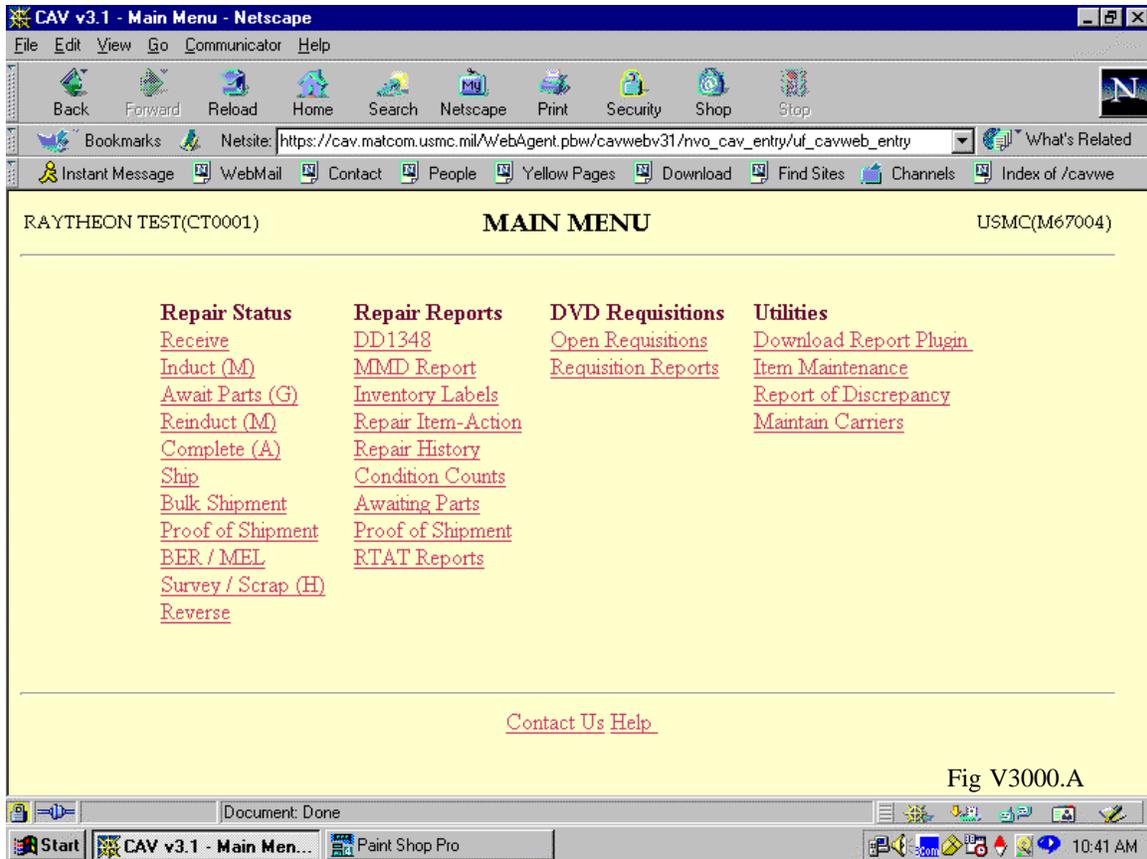
To filter the report on selected criteria, click the down arrow of the "drop-down" box under "Column" and select the item you wish to filter by. Select the criteria of "Operator", click the arrow of the "drop-down" box and select the desired Operator. In the "Value" field, type the appropriate value .

Click the **"Filter"** button.

The report will redisplay those items that equal the criteria you have selected.

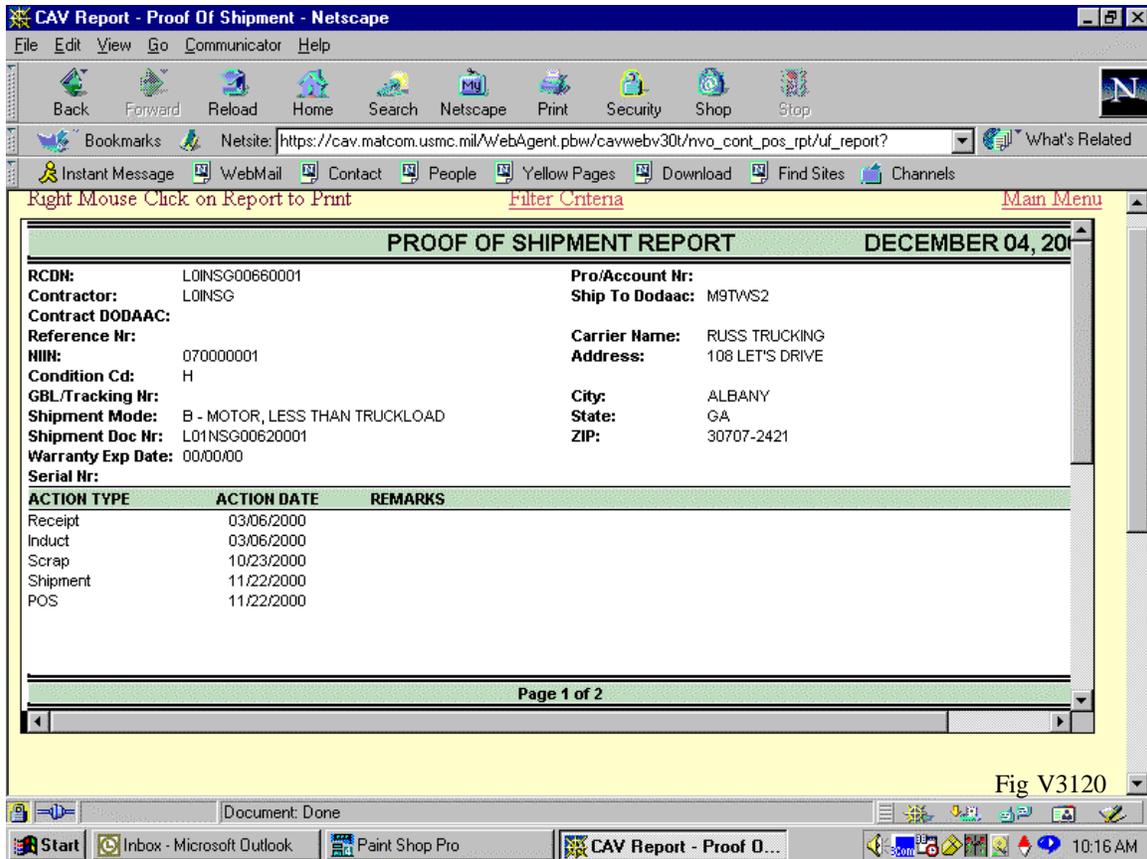
To print the report, place your mouse cursor within the report, click your right mouse button, and then click the **"Print"** button. Click the **"OK"** button to print or the **"Cancel"** button to cancel the print.

To return to the Main Menu, click on the **"Main Menu"** option.



### To Execute Proof of Shipment

From the Main Menu, under the Repair Reports column, click “**Proof of Shipment**”.



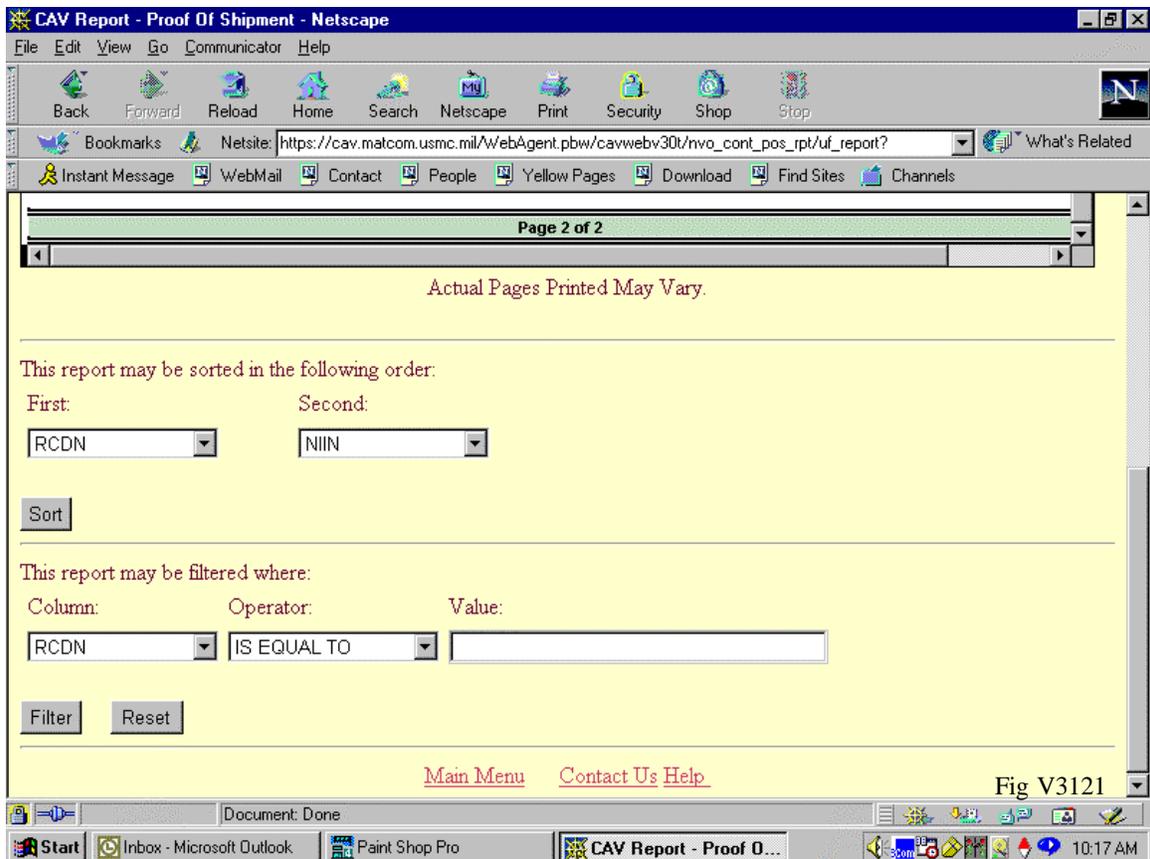
To get to the screen shown above, from the Main Menu screen, under the Repair Reports column, you would have clicked the Proof of Shipment option.

This report displays all repair items, which have a Proof of Shipment action reported for the item. The report is organized with the repair item data at the top, and the list of repair actions below.

To print the report, place your mouse cursor within the report, click your right mouse button, and then click the **“Print”** button that appears. Click the **“OK”** button to print or the **“Cancel”** button to cancel the print.

The Proof of Shipment Report can be sorted two items at a time. (See next page)

To return to the Main Menu, click on the **“Main Menu”** option.



Additionally, the Contractor Proof Of Shipment Report can be sorted and filtered further.

For additional sorting, click the down arrow of the "drop-down" box and select the first column you wish to sort the report by.

Click the next down arrow of the "drop-down" box and select the second column you wish to sort the report by.

Click the **"Sort"** button.

The report will redisplay in the order you have selected.

To filter the report on selected criteria, click the down arrow of the "drop-down" box under "Column" and select the item you wish to filter by. Select the criteria of "Operator", click the arrow of the "drop-down" box and select the desired Operator. In the "Value" field, type the appropriate value.

Click the **"Filter"** button.

The report will redisplay those items that equal the criteria you have selected.

To print the report, place your mouse cursor within the report, click your right mouse button, and then click the **"Print"** button. Click the **"OK"** button to print or the **"Cancel"** button to cancel the print.

To return to the Main Menu, click on the **"Main Menu"** option

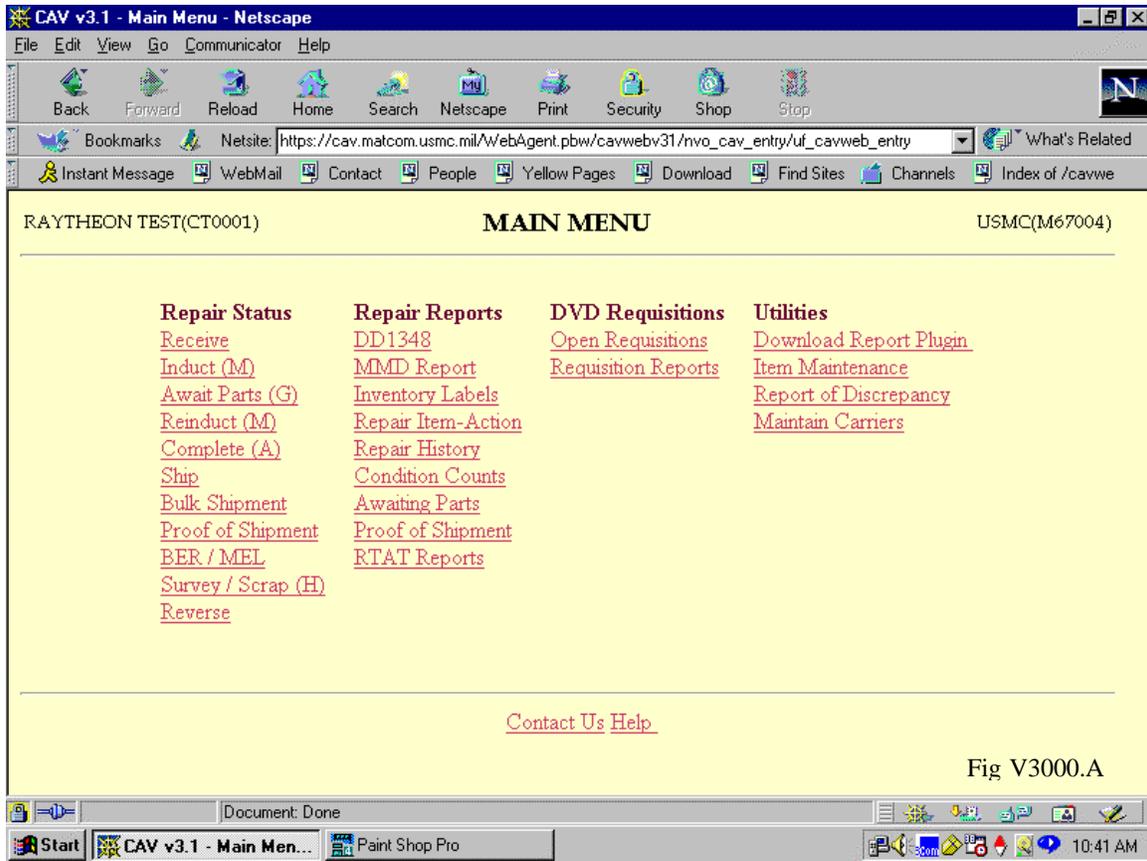


Fig V3000.A

### To Open DVD Requisitions

From The Main Menu, under DVD Requisitions, click "**Open Requisitions**".

Note: If there are "Open Requisitions" that have been received since the user's last CAV session, the number of requisitions received will be visible by a "flashing" the number within parenthesis, i.e., (2) (which would indicate that a quantity of two requisitions have been received since the last CAV session.) next to the Open Requisition option.

NOTE: It is important to ensure requisitions are worked, monitored and completed daily to meet established time frames and critical requirements.

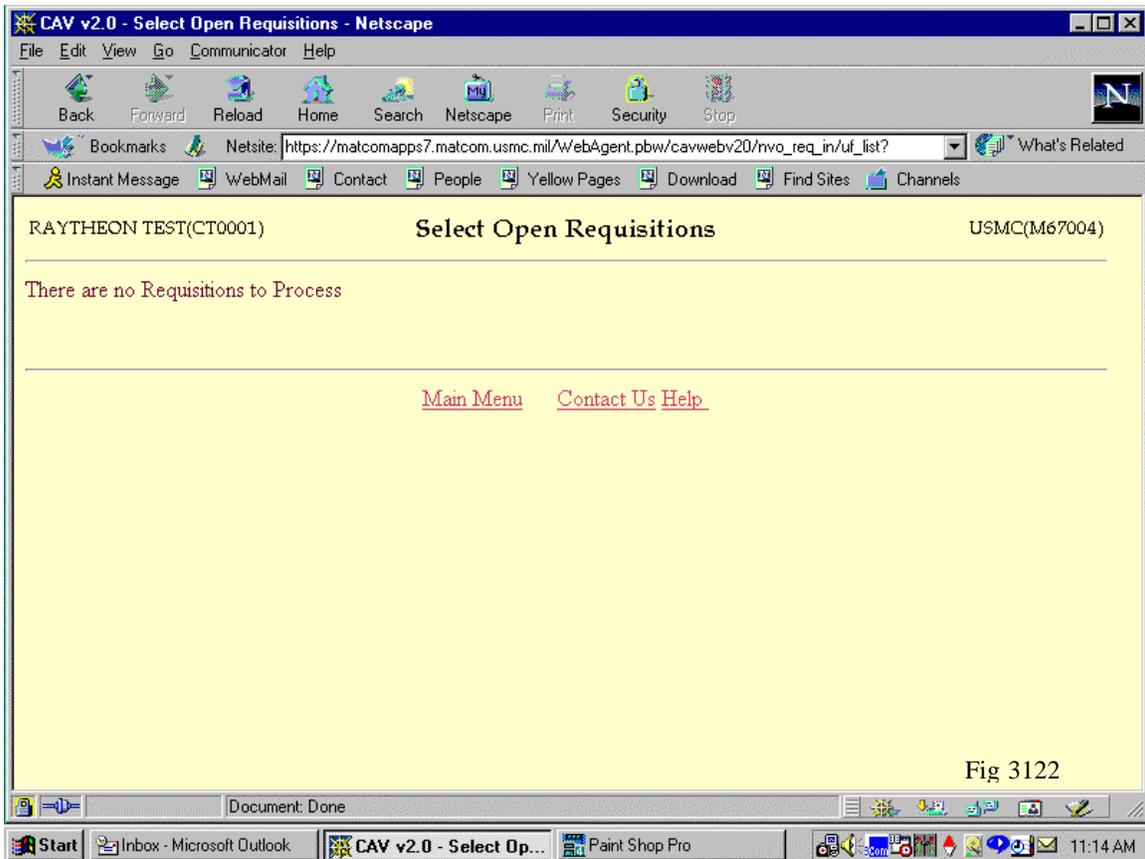
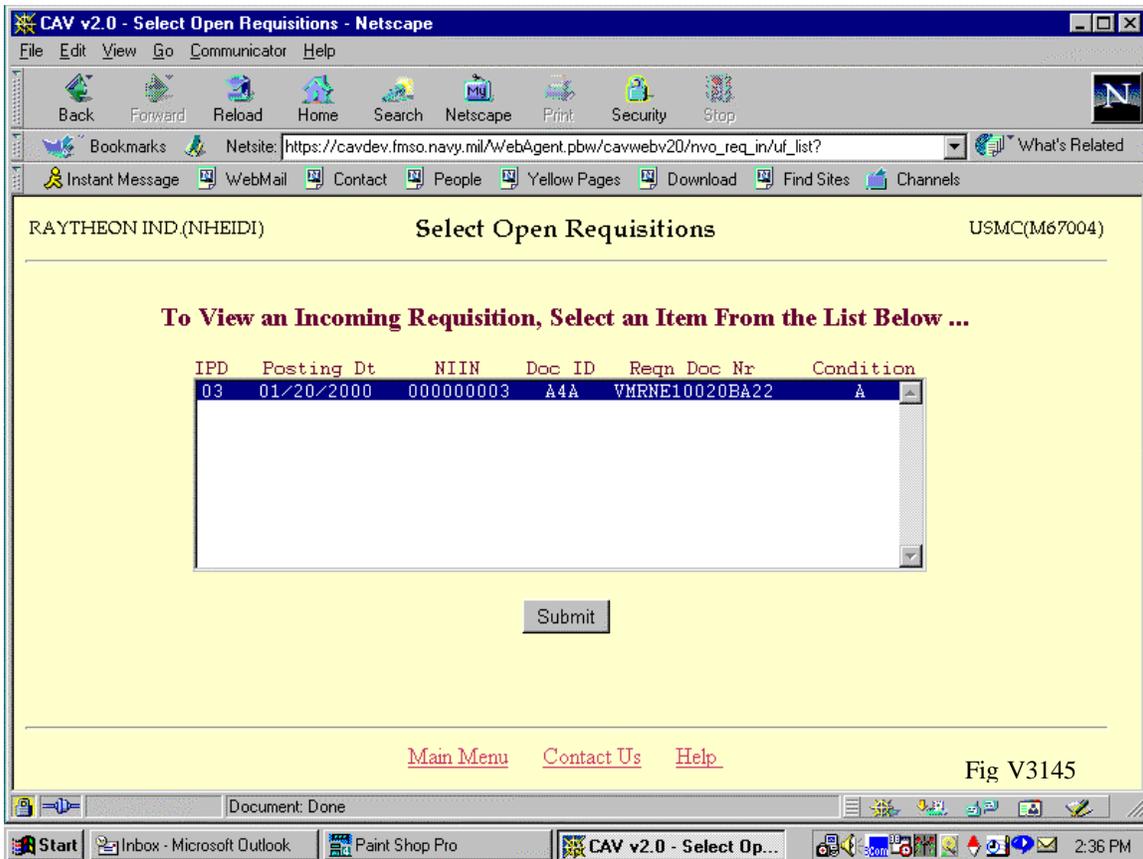


Fig 3122

To get to the screen shown above, from the Main Menu screen, under the DVD Requisitions column, you would have clicked on the Open Requisitions option.

This is the view of the screen / panel when there are **no** Open Requisitions resident on the CAV database.

To return to the Main Menu, click "**Main Menu**".

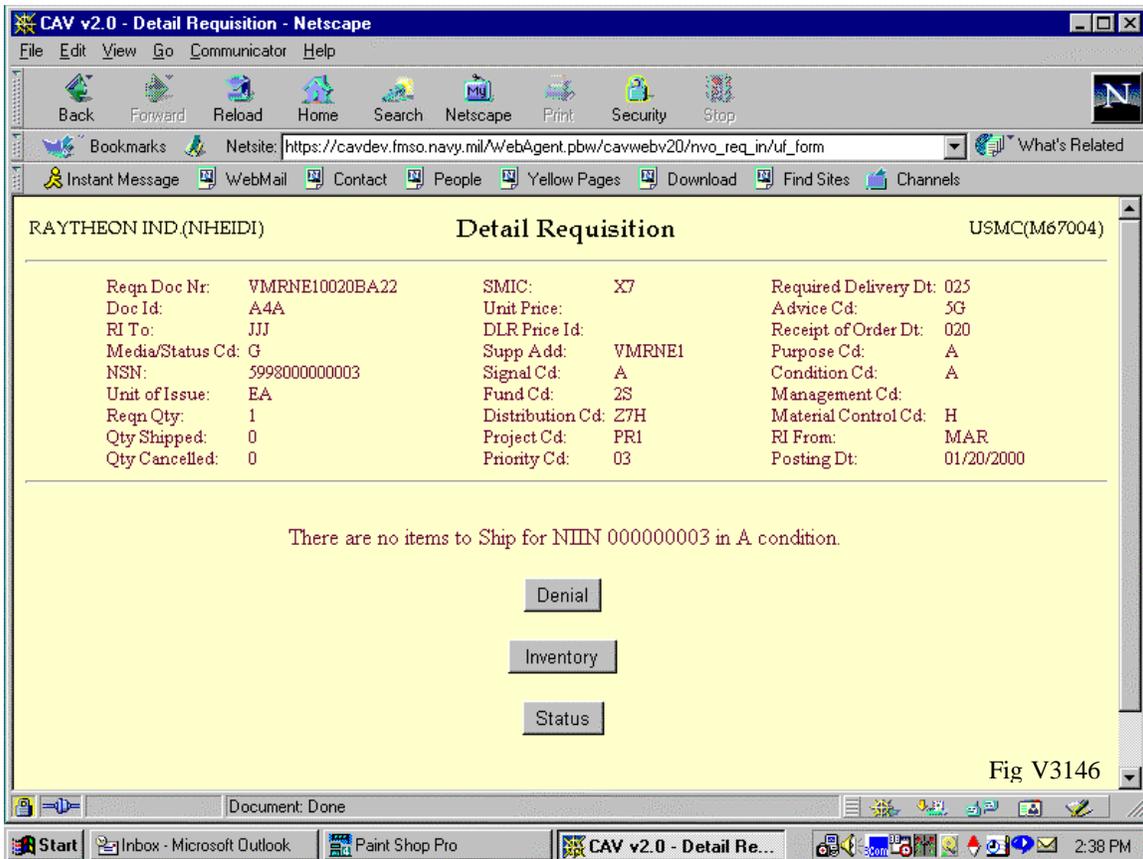


View of panel / screen if there are Open Requisitions resident on the CAV database. To get to the screen shown above, from the Main Menu screen, under the DVD Requisitions column, you would have clicked on the Open Requisitions option.

The Select Open Requisitions panel / screen will be displayed allowing you to view all open requisitions.

To select an Open Requisition for processing, click on the down arrow to scroll through the Open Requisitions. Click on the item that is to be viewed. Click the "**Submit**" button.

If no requisitions are desired to be viewed, click "**Main Menu**" to return to the Main Menu.



This is a view of the Detail Requisition panel / screen. The information appearing on the top of this panel is the information contained on the incoming requisition. This is read-only information relating to the requisition you selected. To get to the screen shown above, from the Select Open Requisition screen you would have clicked on one of the open requisitions appearing on the screen.

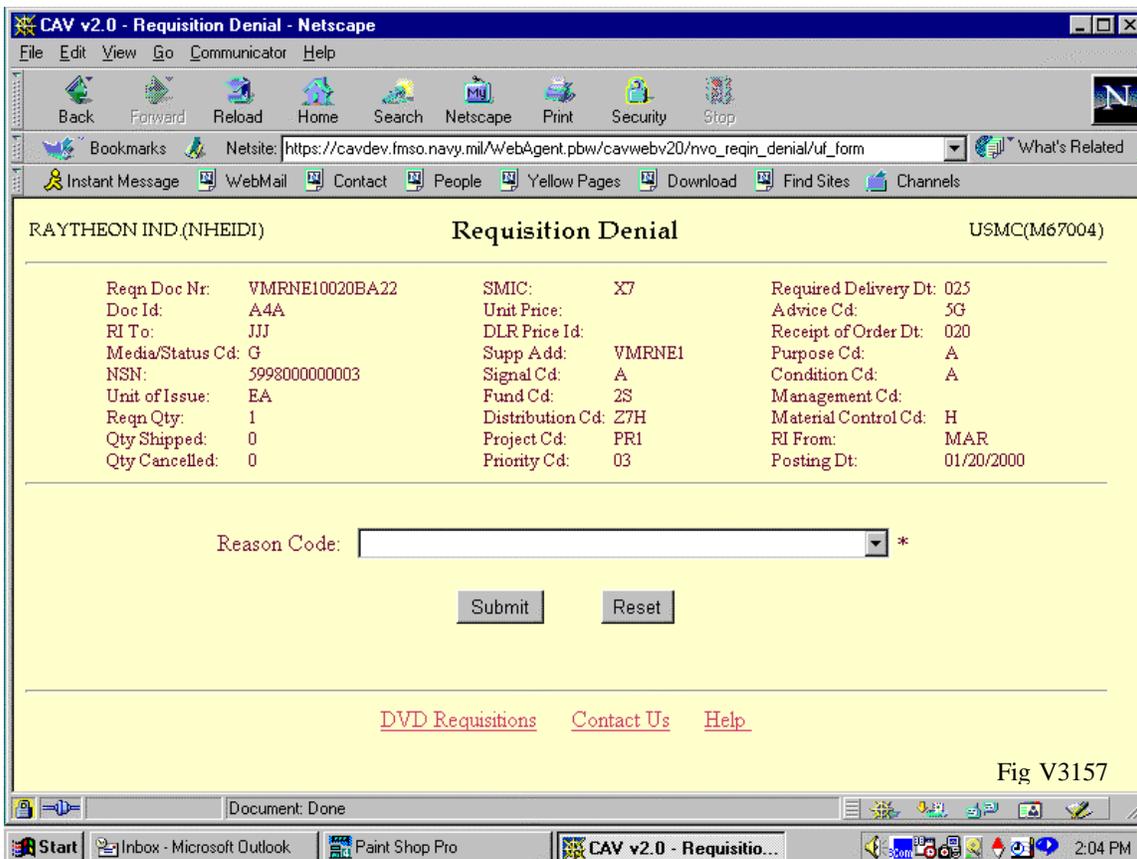
Status of assets on hand at the contractors site that are available to fill the requirement for the item / NIIN requested, appears below the read only information of the requisition selected, located at the top of the panel. This screen shows that there are no assets for the requested NIIN available to fill the requirement.

From here, you can process a Denial by clicking your mouse on the "**Denial**" button (see page 4-5).

Check Inventory assets for the requested item by clicking your mouse on the "**Inventory**" button.

Generate a Status by clicking your mouse on the "**Status**" button.

Or return to the Main Menu by clicking your mouse on "**DVD Requisitions**" option at the bottom of the panel.



## To Report a Requisition Denial

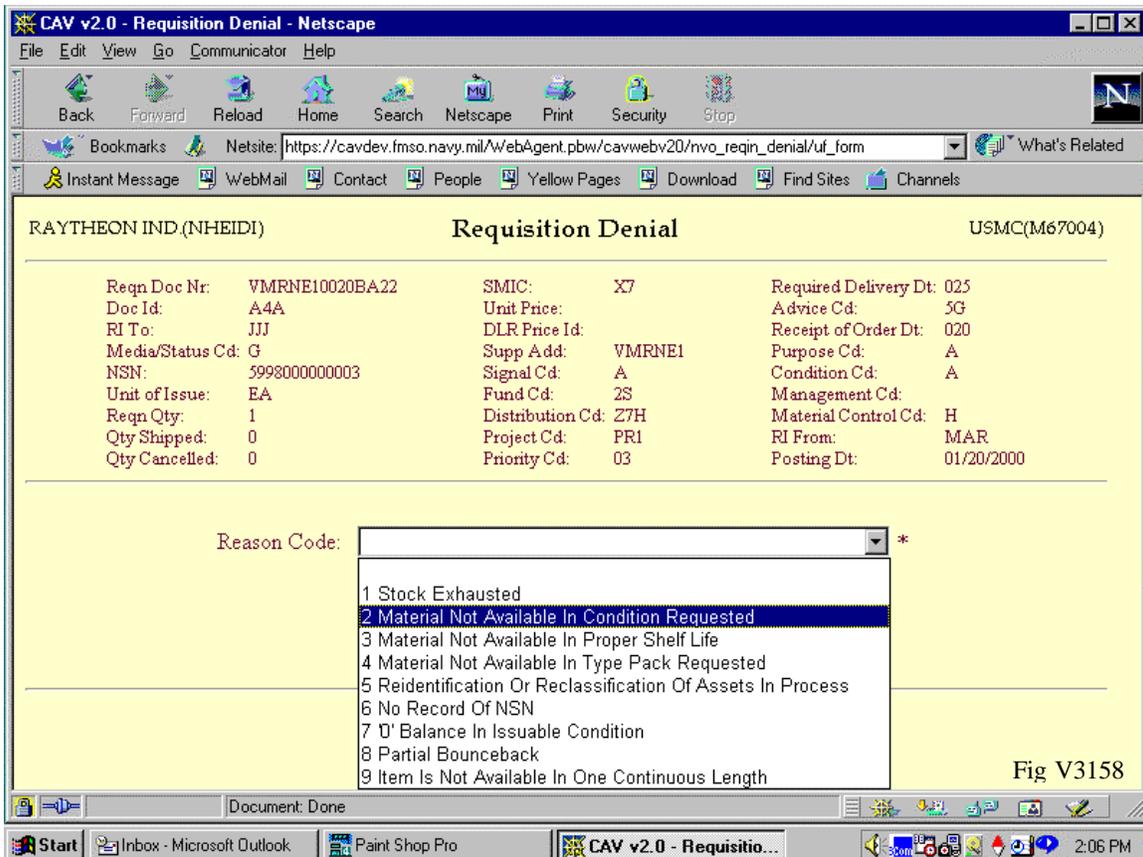
This is the screen / panel appearing when a requisition Denial has been selected. At the top of the screen / panel, read-only information relating to the requisition selected for denial will be displayed.

NOTE: An ' \* ' annotated next to a field on any screen / panel, indicates a mandatory entry field.

**Reason Code** : Click the down arrow of the "drop-down" box to review the Reason Codes for the denial.

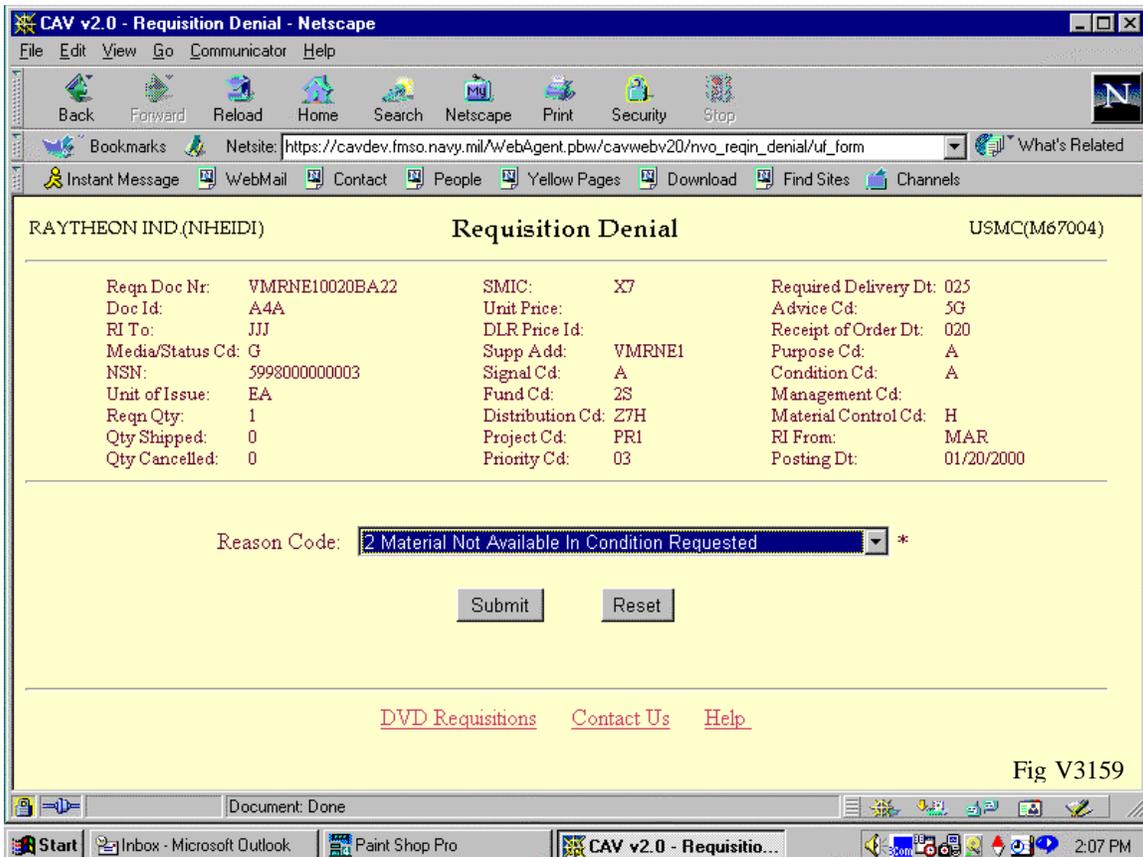
OR

Click "**DVD Requisitions**" option to return to the DVD Requisitions menu



This is the view of the screen / panel of the Requisition Denial after you have clicked on the arrow of the "drop-down" box for the Reason Code of the denial.

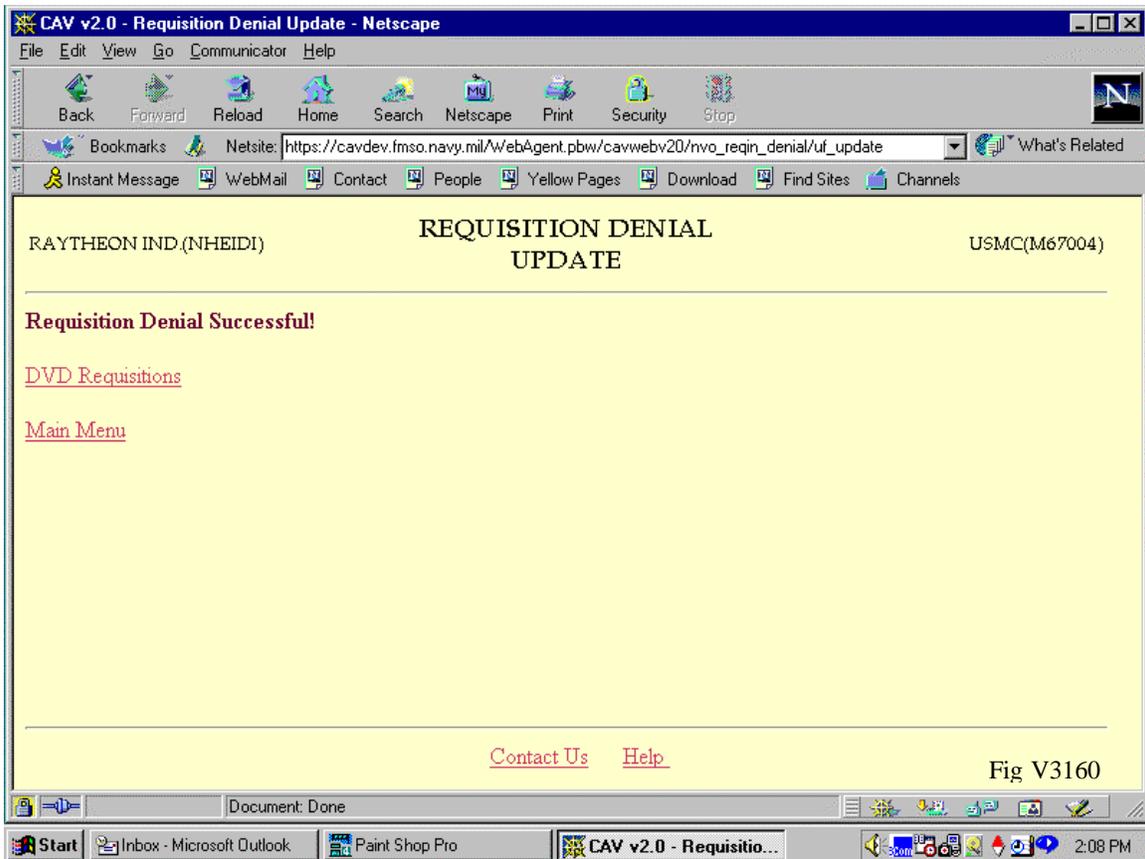
Select the Reason Code desired for the denial by clicking on the Reason Code that identifies best, the denial reason.



If the correct/appropriate Denial Reason Code has been selected and is appearing in the Reason Code field of the screen / panel, click the "**Submit**" button to submit the Requisition Denial, or click the "**Reset**" button to clear the data you selected.

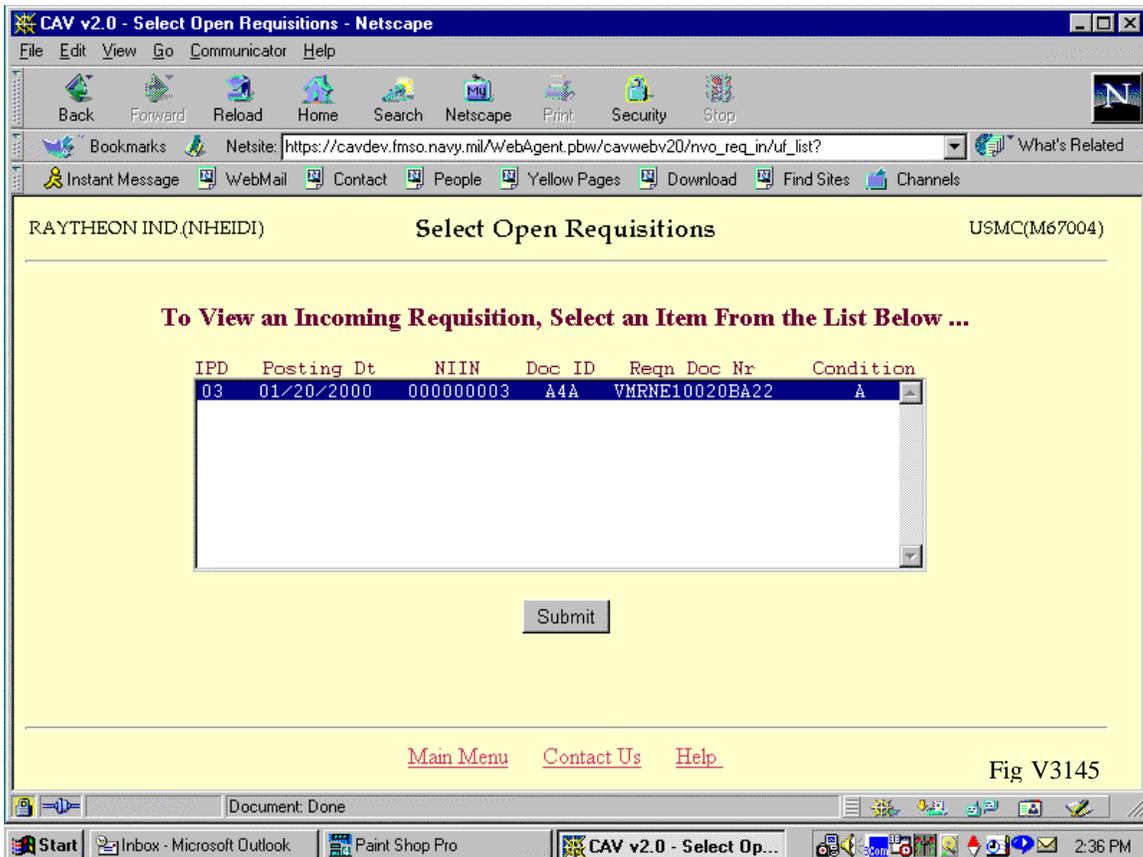
OR

Click "**DVD Requisitions**" option to return to the DVD Requisitions menu. If the "DVD Requisition" option is selected, the denial will not process/be submitted.



If a successful Requisition Denial was accomplished, the Requisition Denial Update screen appears indicating a successful denial.

You can return to the DVD Requisition menu by clicking the "**DVD Requisitions**" option, or return to the Main Menu by clicking the "**Main Menu**" option.

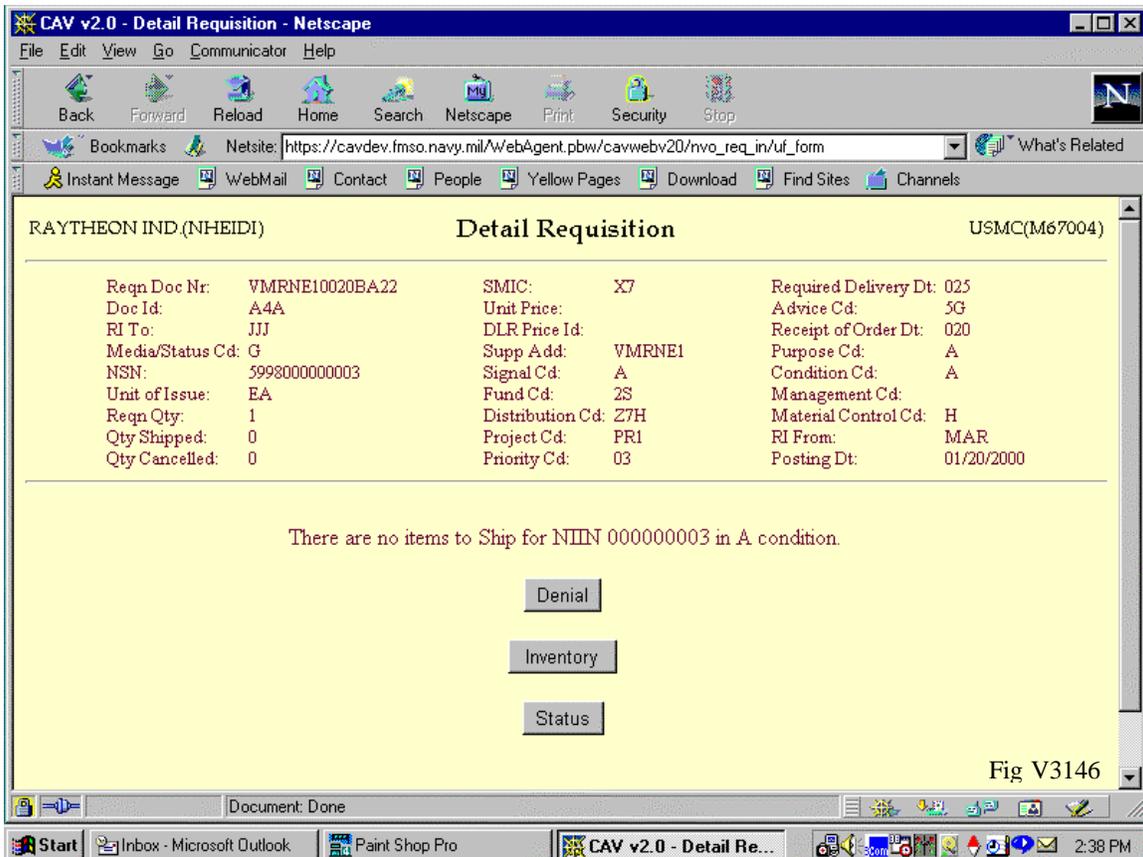


If you choose to return to "DVD Requisitions", the select Open Requisitions panel / screen will be displayed allowing you to view all open requisitions again.

Use the scroll-up / scroll-down arrows to find the desired requisition.

Select the desired requisition by clicking on the requisition you desire to process (this will highlight the item).

Click the "Submit" button.



This is a view of the Detail Requisition panel / screen. The information appearing on the top of this panel is the information contained on the incoming requisition. This is read-only information relating to the requisition you selected. To get to the screen shown above, from the Select Open Requisition screen you would have clicked on one of the open requisitions appearing on the screen and then have clicked on the "Submit" button.

Status of assets on hand at the contractors site that are available to fill the requirement for the item / NIIN requested, appears below the read only information of the requisition selected, located at the top of the panel. This screen shows that there are no assets for the requested NIIN available to fill the requirement.

From here, you can process a Denial by clicking your mouse on the "**Denial**" button (see page 4-5).

Check Inventory assets for the requested item by clicking your mouse on the "**Inventory**" button (see page 4- ).

Generate a Status by clicking your mouse on the "**Status**" button.

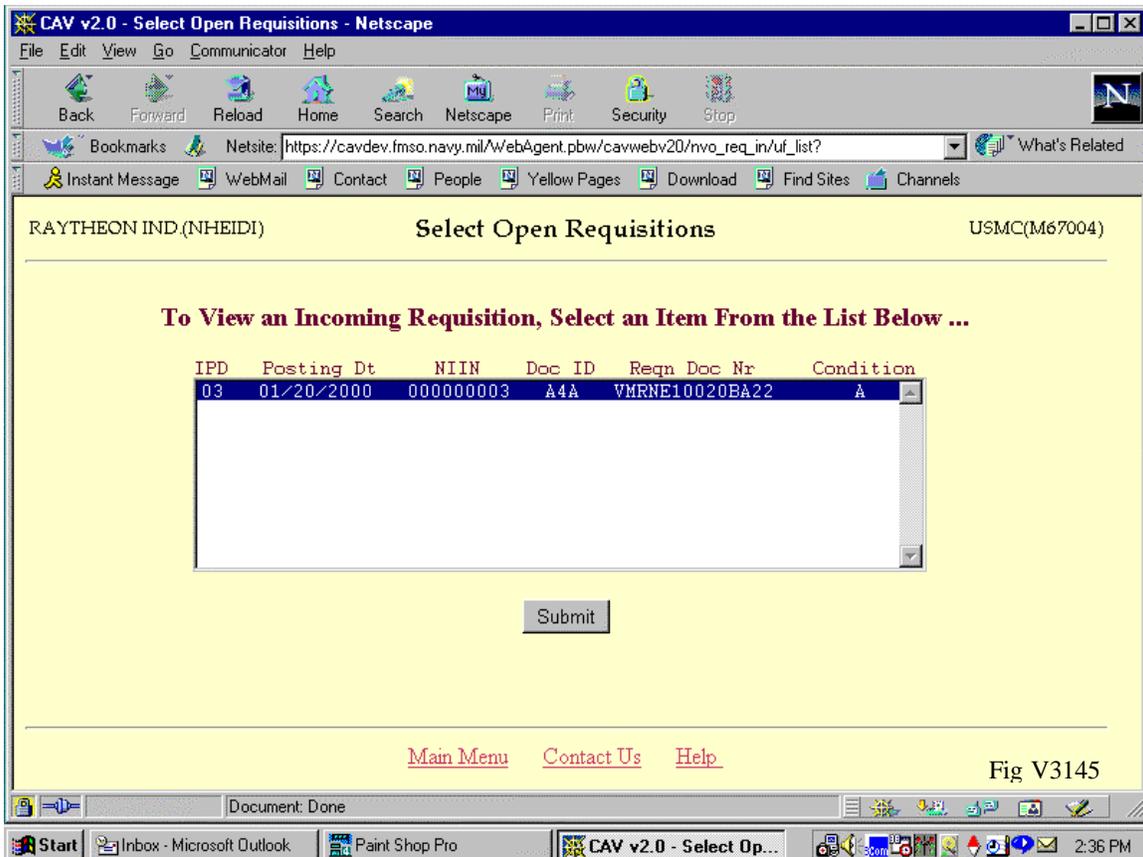
Or return to the Main Menu by clicking your mouse on "**DVD Requisitions**" option at the bottom of the panel.

## **Repair Item Inventory**

To view the Repair Item Inventory, for the Detail Requisition panel / screen, you would have clicked on the "**Inventory**" button.

A list of items in the repair process for the NIIN appearing on the open requisition you selected will appear. This information can be useful in determining what action you will initiate on the selected open requisition, e.g., if you were able to confirm that you have some items that will be completing the repair cycle within a short timeframe, you may want to elect to process a "Status" back to the customer/requisitioner instead of a Denial.

From here you can return to the Select Open Requisitions screen by clicking on the "**DVD Requisitions**" option.

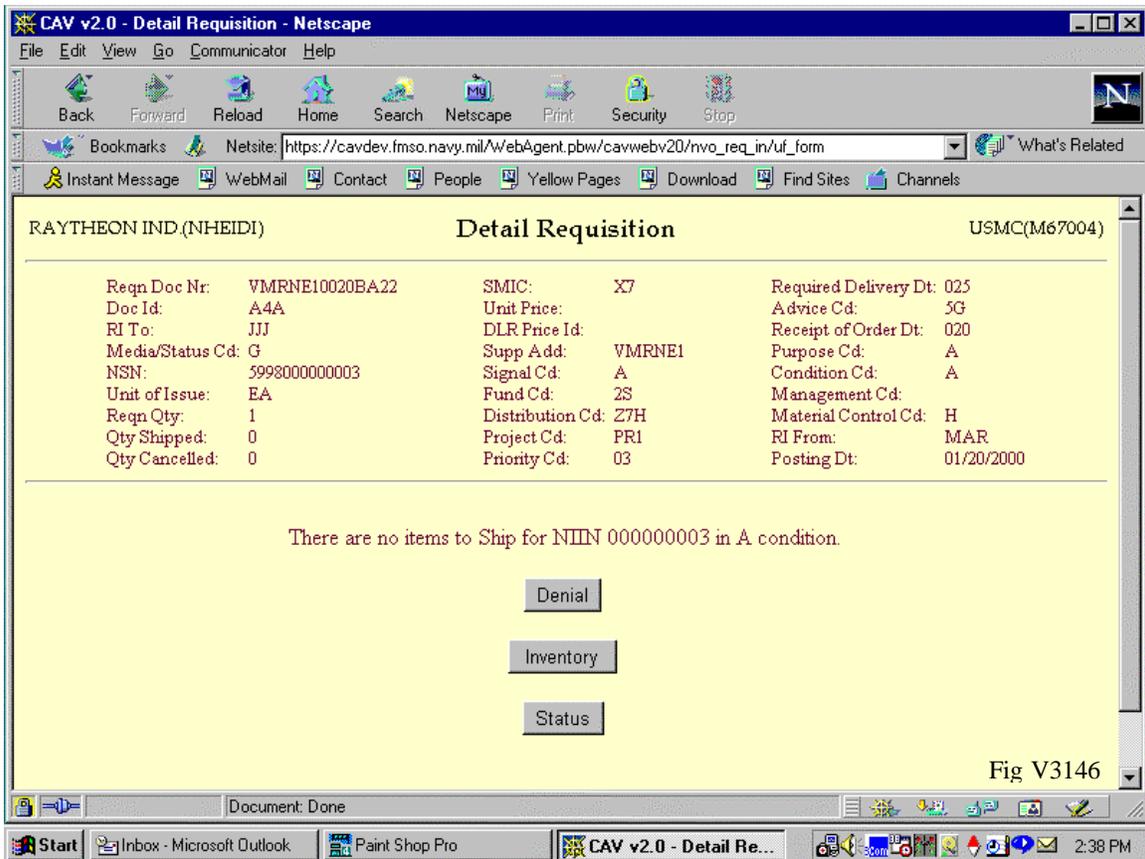


If you choose to return to "DVD Requisitions", the select Open Requisitions panel / screen will be displayed allowing you to view all open requisitions again.

Use the scroll-up / scroll-down arrows to find the desired requisition.

Select the desired requisition by clicking on the requisition you desire to process (this will highlight the item).

Click the "Submit" button.



This is a view of the Detail Requisition panel / screen. The information appearing on the top of this panel is the information contained on the incoming requisition. This is read-only information relating to the requisition you selected. To get to the screen shown above, from the Select Open Requisition screen you would have clicked on one of the open requisitions appearing on the screen and then have clicked on the "Submit" button.

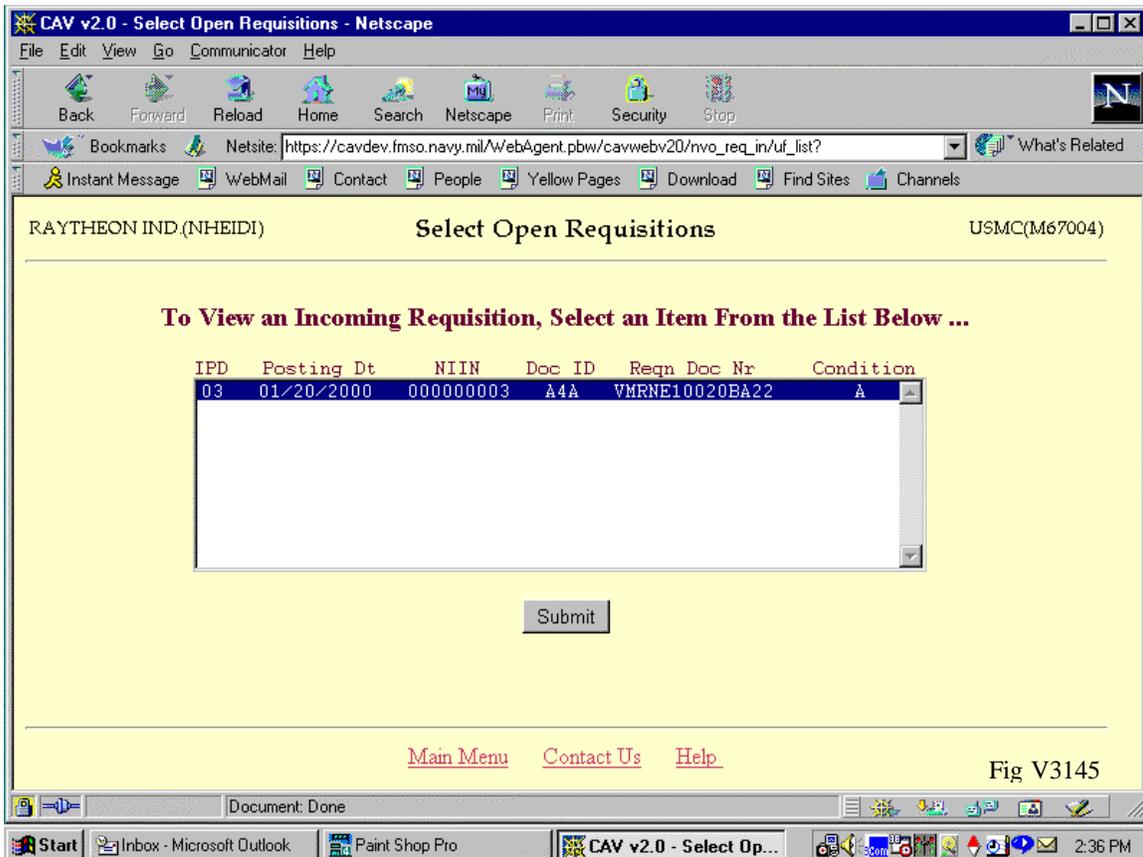
Status of assets on hand at the contractors site that are available to fill the requirement for the item / NIIN requested, appears below the read only information of the requisition selected, located at the top of the panel. This screen shows that there are no assets for the requested NIIN available to fill the requirement.

From here, you can process a Denial by clicking your mouse on the "**Denial**" button (see page 4-5).

Check Inventory assets for the requested item by clicking your mouse on the "**Inventory**" button (see page 4- ).

Generate a Status by clicking your mouse on the "**Status**" button.

Or return to the Main Menu by clicking your mouse on "**DVD Requisitions**" option at the bottom of the panel.

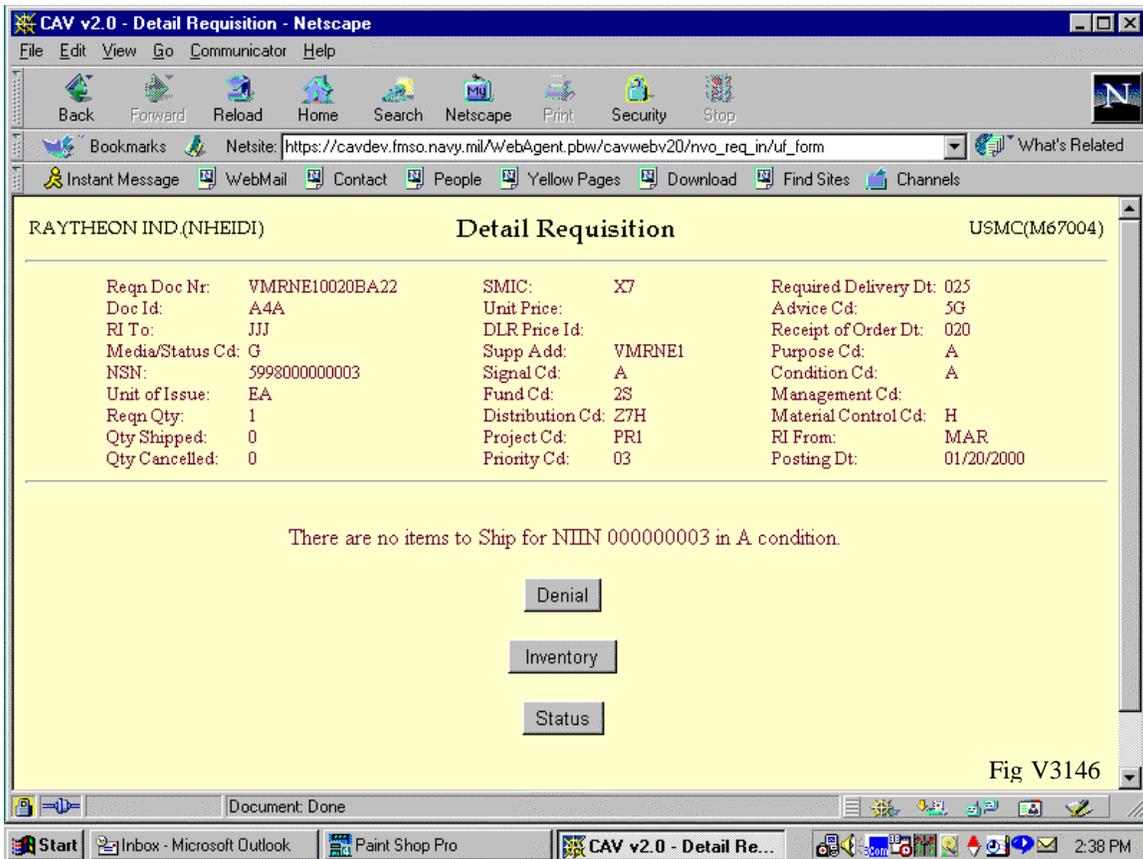


## To Report a Requisition Status

Use the scroll-up / scroll-down arrows to find the desired requisition.

Select the desired requisition by clicking on the requisition you desire to process (this will highlight the item).

Click the "Submit" button.

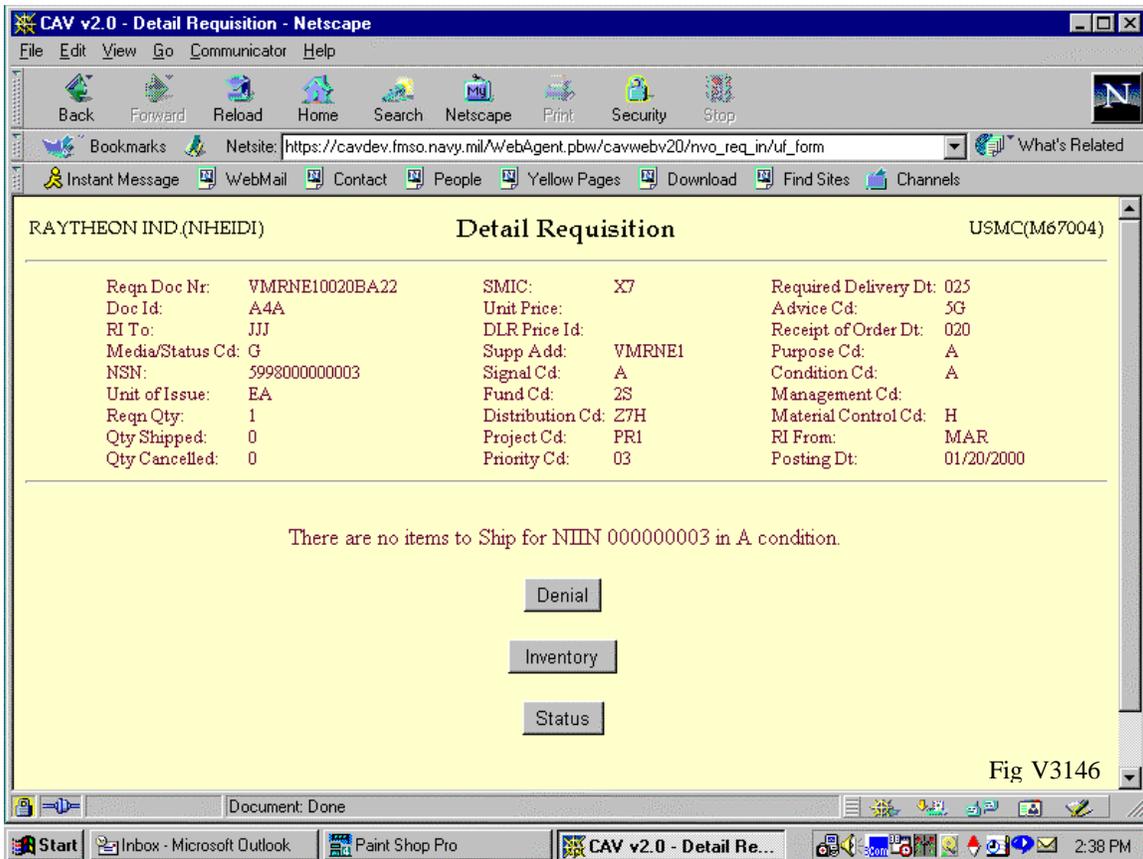


This is a view of the Detail Requisition panel / screen. The information appearing on the top of this panel is the information contained on the incoming requisition. This is read-only information relating to the requisition you selected. To get to the screen shown above, from the Select Open Requisition screen you would have clicked on one of the open requisitions appearing on the screen and then have clicked on the "Submit" button.

Status of assets on hand at the contractors site that are available to fill the requirement for the item / NIIN requested, appears below the read only information of the requisition selected, located at the top of the panel. This screen shows that there are no assets for the requested NIIN available to fill the requirement.

Generate a Status by clicking your mouse on the "**Status**" button.

Or return to the Main Menu by clicking your mouse on "**DVD Requisitions**" option at the bottom of the panel.



## Reporting Requisition Status

This is the screen / panel you would see after clicking the "Status" button from the Detail Requisition screen.

**NOTE:** An '\*' on any screen indicates a mandatory entry field.

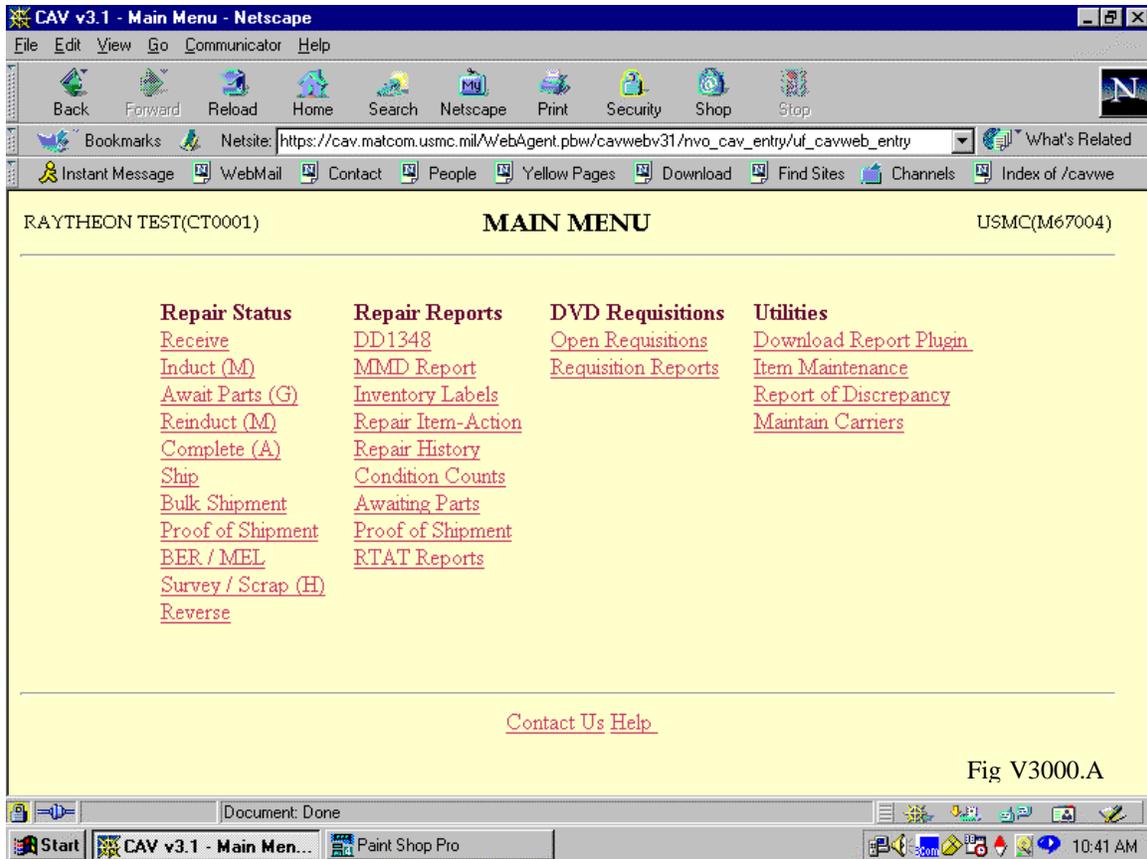
**Estimated Ship Date:** Enter in the date you expect to ship the item(s) requisitioned. Use the date format mm/dd/yyyy.

If the date entered is correct, click the "**Submit**" button to submit the customer status, or click "**Reset**" to clear the data you entered and return all field to the defaults.

From here you can return to the DVD Requisitions screen by clicking on the "**DVD Requisitions**" option located at the bottom of the screen / panel. If you click the DVD Requisitions option without clicking the submit button, the status for the requisition showing will not have been processed.

If a successful Requisition Status was accomplished, the Requisition Status Update screen appears indicating a successful status was accomplished

From here you can return to the DVD Requisition menu by clicking the "**DVD Requisitions**" option, or return to the Main Menu by clicking the "**Main Menu**" option.



## To view Requisition Reports

From the Main Menu, under the DVD Requisitions column, click "**Requisition Reports**".

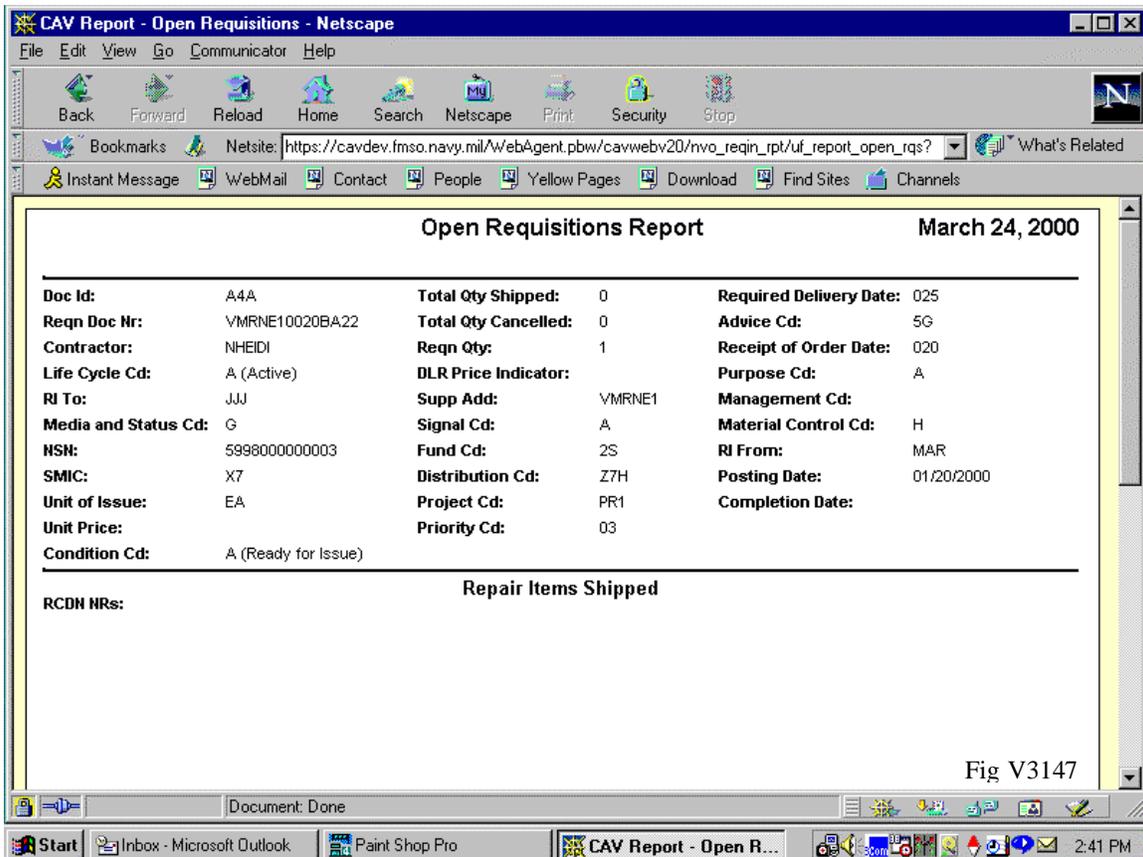


Fig V3140

## Open Requisitions Report

To get to the screen shown above, from the Main Menu screen, under the DVD Requisitions column, you would have clicked on the Requisition Reports option.

To open/view the Open Requisitions report, from the DVD Requisition Reports Menu, click "Open Requisitions".



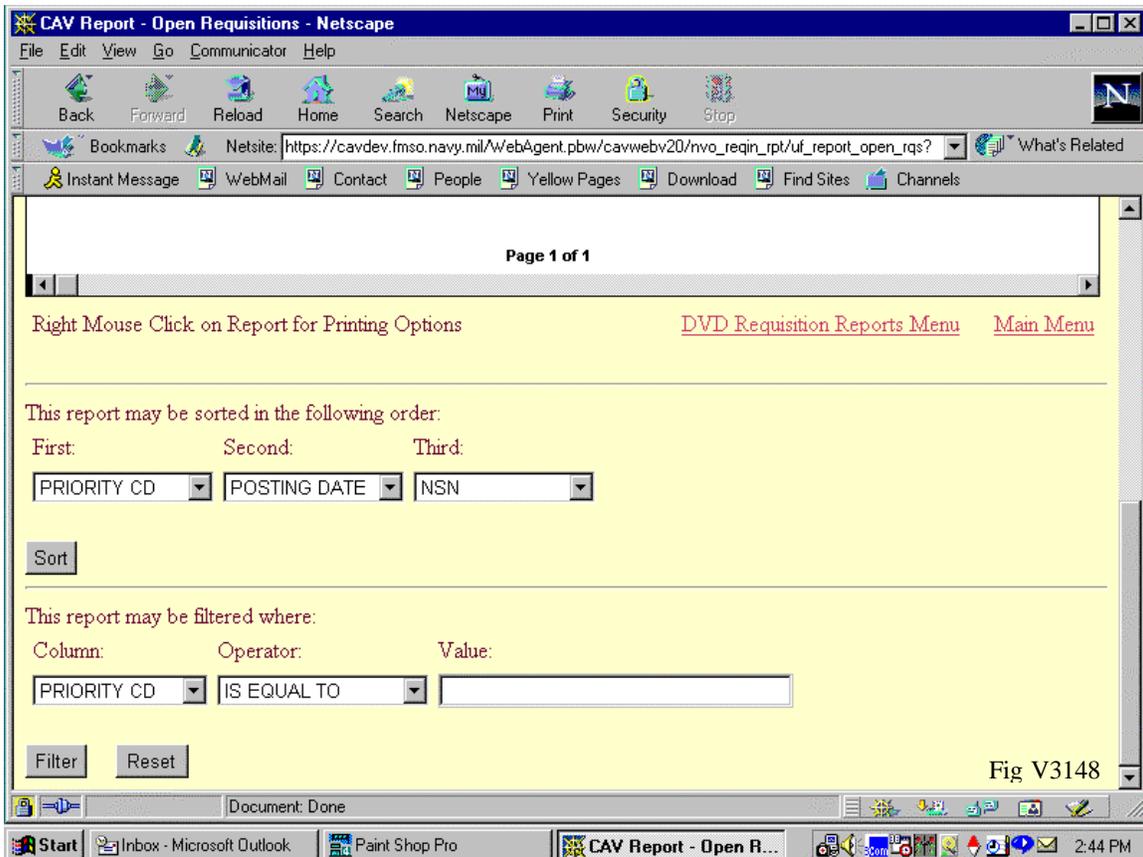
To get to the screen shown above, from the Main Menu screen, under the DVD Requisitions column, you would have clicked on the Requisition Reports option. From the DVD Requisition Reports Menu, you would have clicked on the Open Requisitions option.

This report displays all the Open Requisitions that are currently resident in the CAV database.

This report is organized with the requisition data displayed at the top, and list of Repair Items Shipped below.

The Open Requisitions report can also be sorted three items at a time. (See next page)

To print the report, place your mouse cursor within the report, click your right mouse button, and then click the "**Print**" button that appears. Click the "**OK**" button to print or the "**Cancel**" button to cancel the print.



The DVD Open Requisitions report can be sorted three items at a time.

Click the down arrow of the First "drop-down" box and select the first column you wish to sort the report by.

Click the next down arrow of the Second "drop-down" box and select the second column you wish to sort the report by.

Click the next down arrow of the Third "drop-down" box and select the third column you wish to sort the report by.

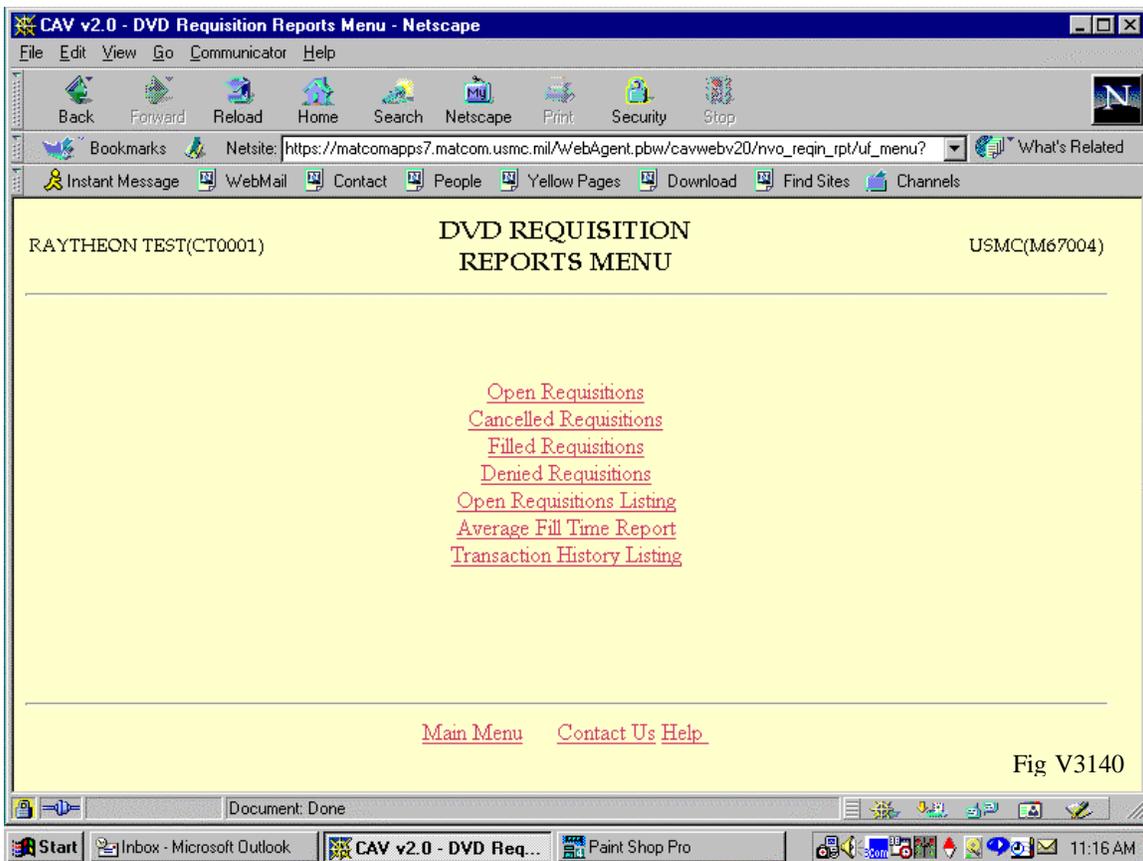
If the sort criterion in the three columns is correct, click the "**Sort**" button.

The report will redisplay in the order you have selected.

You may also filter this report by selecting the desired filter criteria. Click the arrow of the "drop-down" box (first qualifier) to select appropriate 'Column', click the arrow of the "drop-down" box (second qualifier) to select the appropriate 'Operator', and enter the third qualifier filter 'Value'. Click the "**Filter**" button.

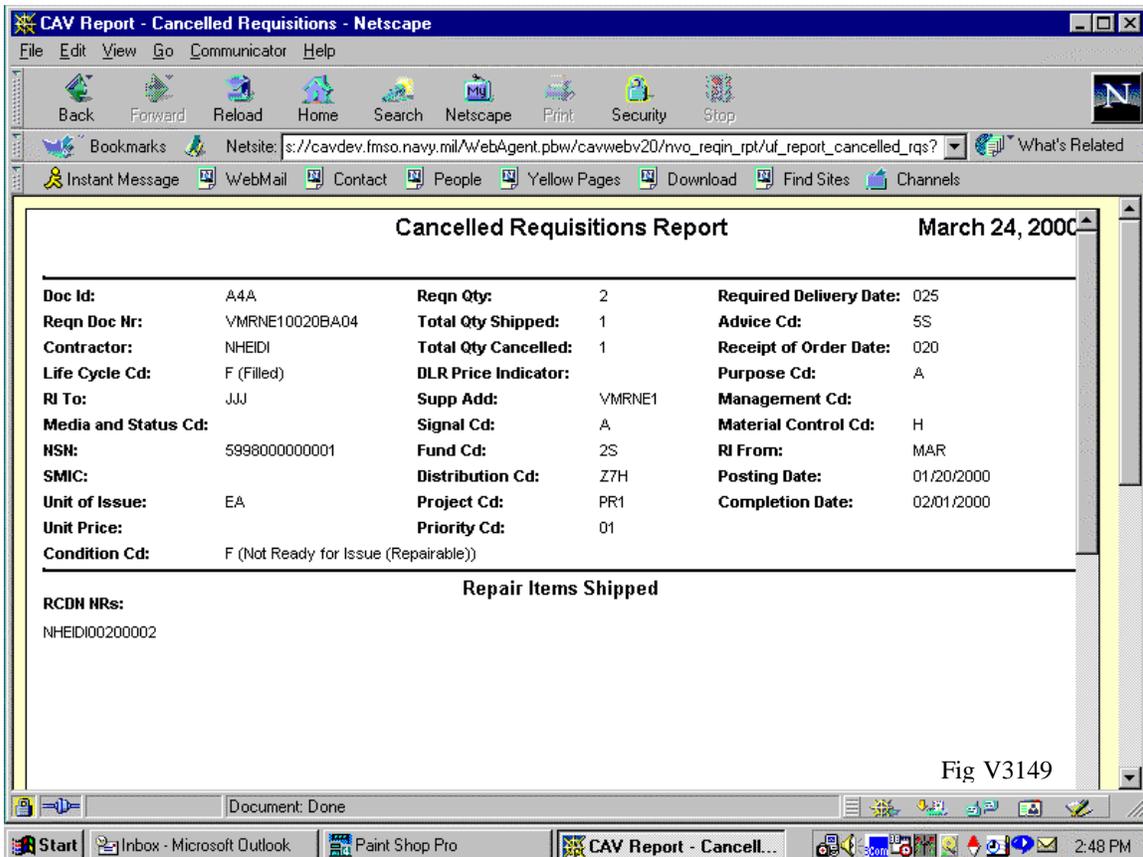
To print the report, place your mouse cursor within the report, click your right mouse button, and then click the "**Print**" button. Click the "**OK**" button to print or the "**Cancel**" button to cancel the print.

You can return to the DVD Requisitions Reports Menu by clicking on the "**DVD Requisitions Report Menu**" option, or return to the Main Menu by clicking on the "**Main Menu**" option.



## Cancelled Requisitions Report

To open/view the Cancelled Requisitions report, from the DVD Requisition Reports Menu, click "Cancelled Requisitions".



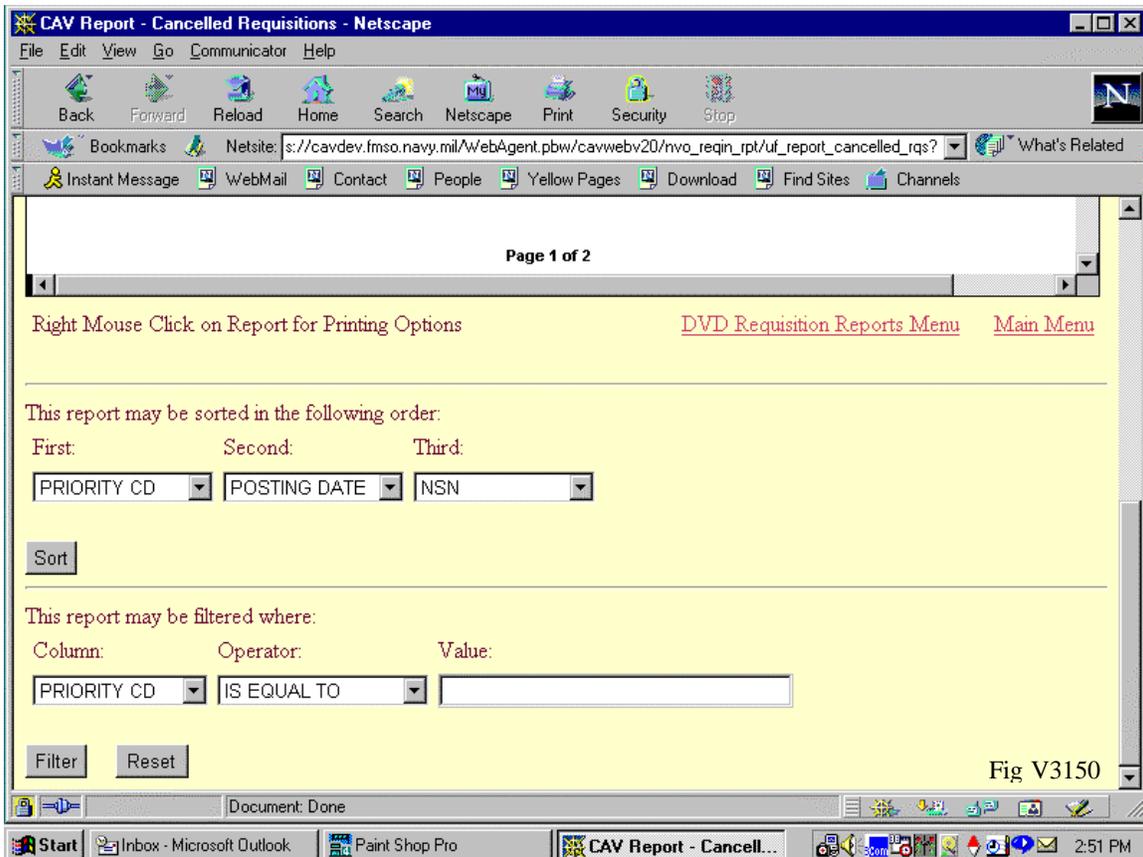
To get to the screen shown above, from the Main Menu screen, under the DVD Requisitions column, you would have clicked on the Requisition Reports option. From the DVD Requisition Reports Menu, you would have clicked on the Cancelled Requisitions option.

This report displays all the Cancelled Requisitions that are currently resident in the CAV database.

This report is organized with the cancelled requisition data displayed at the top, and list of Repair Items Shipped as part of the history below.

The Cancelled Requisition report can also be sorted three items at a time. (See next page)

To print the report, place your mouse cursor within the report, click your right mouse button, and then click the **"Print"** button. Click the **"OK"** button to print or the **"Cancel"** button to cancel the print. (For other options, see next page.)



The DVD Cancelled Requisitions report can be sorted three items at a time.

Click the down arrow of the First "drop-down" box and select the first column you wish to sort the report by.

Click the next down arrow of the Second "drop-down" box and select the second column you wish to sort the report by.

Click the next down arrow of the Third "drop-down" box and select the third column you wish to sort the report by.

If the sort criterion in the three columns is correct, click the "**Sort**" button.

The report will redisplay in the order you have selected.

You may also filter this report by selecting the desired filter criteria. Click the arrow of the "drop-down" box (first qualifier) to select appropriate 'Column', click the arrow of the "drop-down" box (second qualifier) to select the appropriate 'Operator', and enter the third qualifier filter 'Value'. Click the "**Filter**" button.

To print the report, place your mouse cursor within the report, click your right mouse button, and then click the "**Print**" button that appears. Click the "**OK**" button to print or the "**Cancel**" button to cancel the print.

You can return to the DVD Requisitions Reports Menu by clicking on the "**DVD Requisitions Report Menu**" option, or return to the Main Menu by clicking on the "**Main Menu**" option.

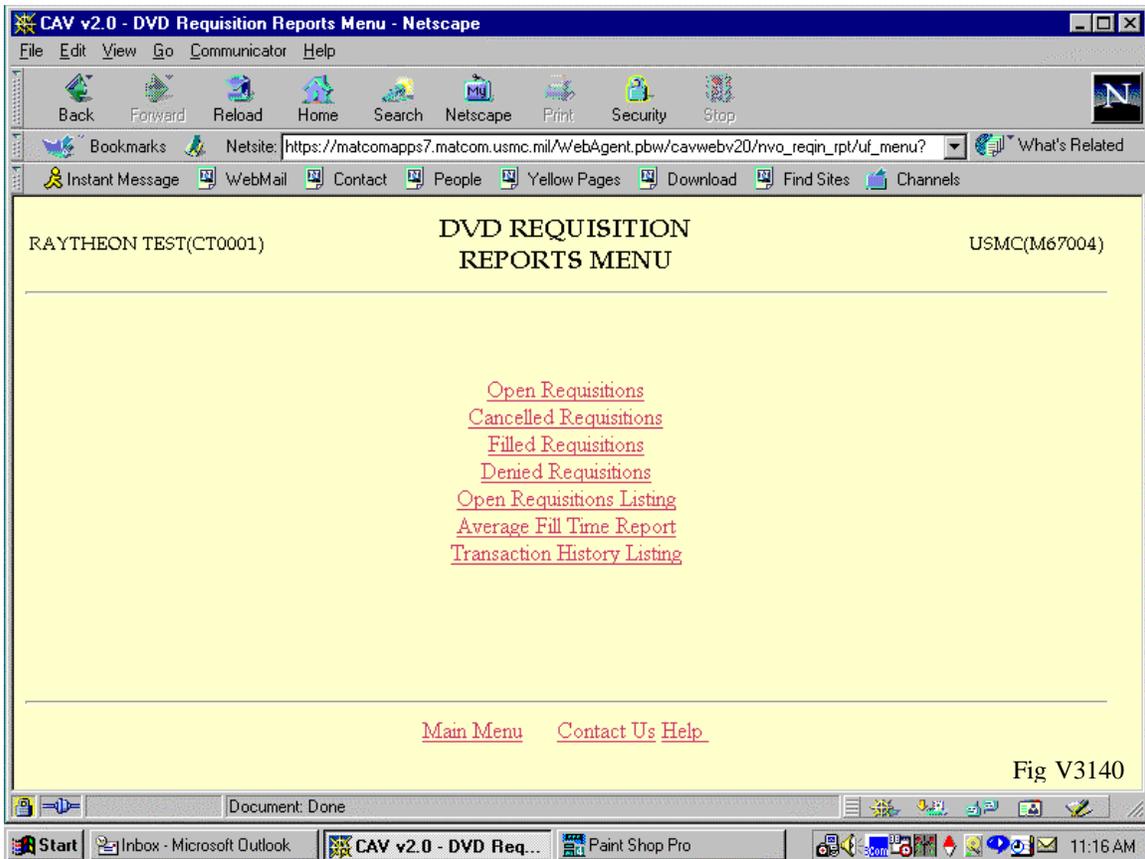
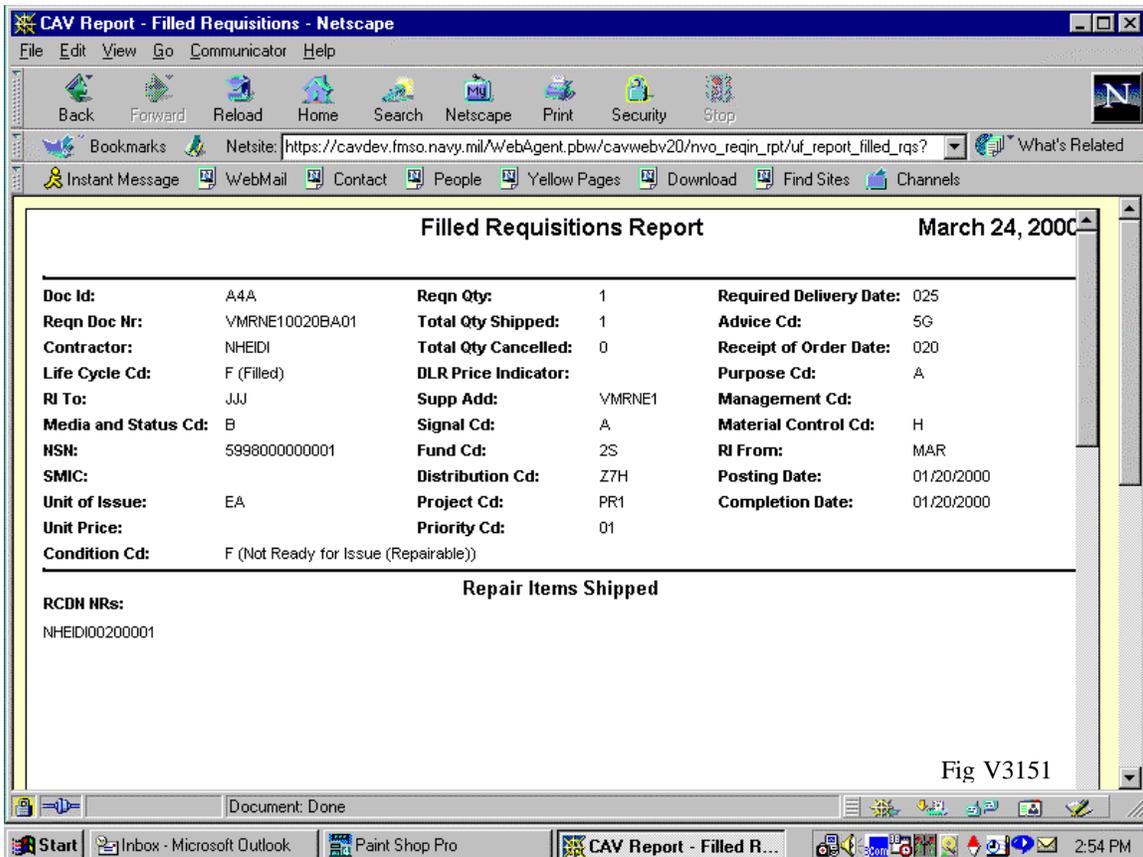


Fig V3140

## Filled Requisitions Report

To open/view the Filled Requisitions report, from the DVD Requisition Reports Menu, click "**Filled Requisitions**".



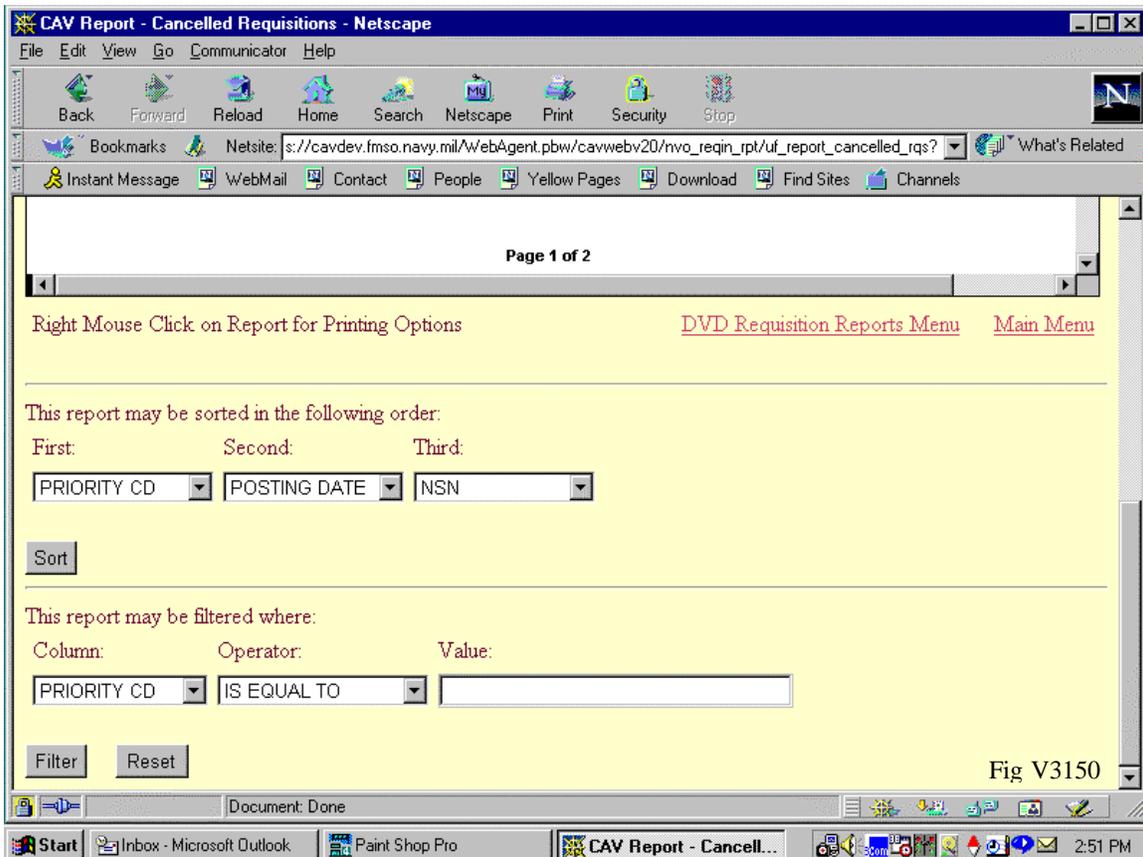
To get to the screen shown above, from the Main Menu screen, under the DVD Requisitions column, you would have clicked on the Requisition Reports option. From the DVD Requisition Reports Menu, you would have clicked on the Filled Requisitions option.

This report displays all the Filled Requisitions that are currently resident in the CAV database.

This report is organized with the requisition data displayed at the top, and list of Repair Items Shipped with RCDN's below.

The Filled Requisitions report can also be sorted three items at a time. (See next page)

To print the report, place your mouse cursor within the report, click your right mouse button, and then click the "Print" button that appears. Click the "OK" button to print or the "Cancel" button to cancel the print. (Addition options see next page)



The DVD Filled Requisition Report can be sorted three items at a time.

Click the down arrow of the First "drop-down" box and select the first column you wish to sort the report by.

Click the next down arrow, the Second "drop-down" box and select the second column you wish to sort the report by.

Click the next down arrow, the Third "drop-down" box and select the third column you wish to sort the report by.

If the sort criterion in the three columns is correct, click the "**Sort**" button.

The report will redisplay in the order you have selected.

You may also filter this report by selecting the desired filter criteria. Click the arrow of the "drop-down" box (first qualifier) to select appropriate 'Column', click the arrow of the "drop-down" box (second qualifier) to select the appropriate 'Operator', and enter the third qualifier filter 'Value'. Click the "**Filter**" button.

To print the report, place your mouse cursor within the report, click your right mouse button, and then click on the "**Print**" button that appears. Click the "**OK**" button to print or the "**Cancel**" button to cancel the print.

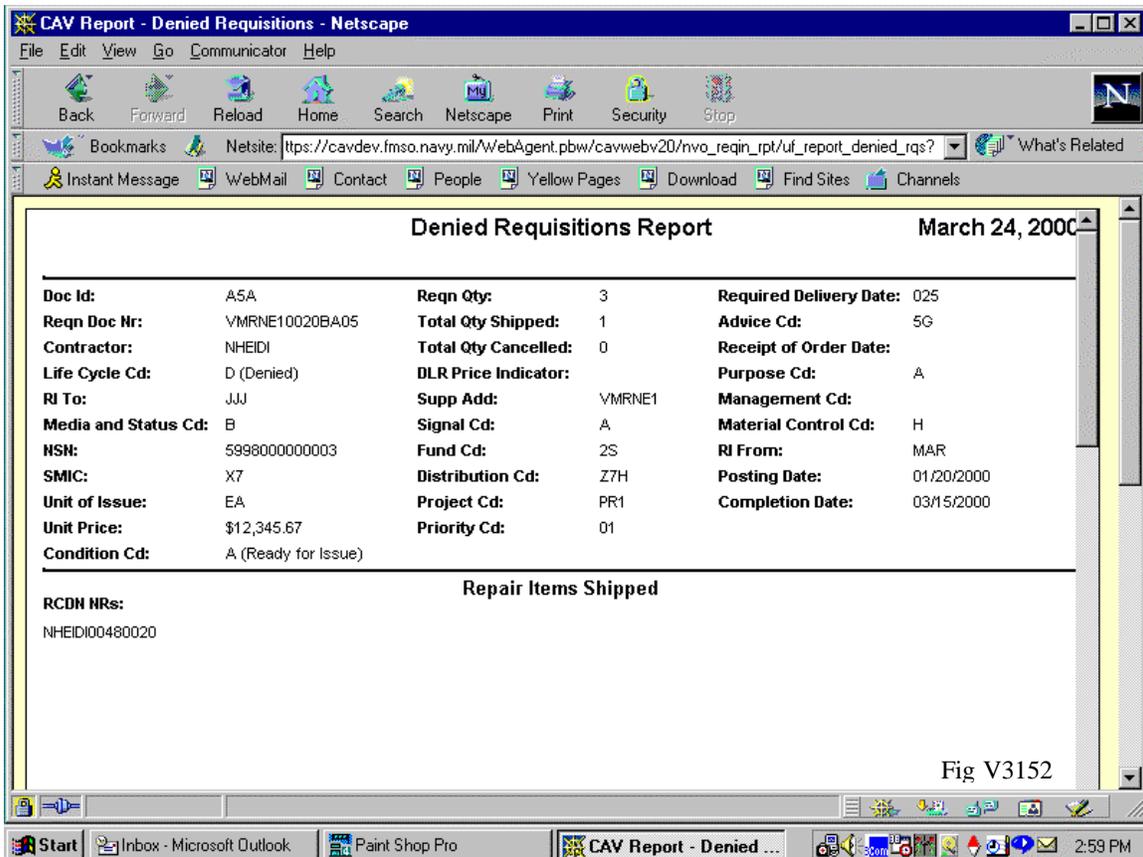
You can return to the DVD Requisitions Reports Menu by clicking on the "**DVD Requisitions Report Menu**" option, or return to the Main Menu by clicking on the "**Main Menu**" option.



Fig V3140

## Denied Requisitions Report

To open/view the Denied Requisitions report, from the DVD Requisition Reports Menu, click "Denied Requisitions".



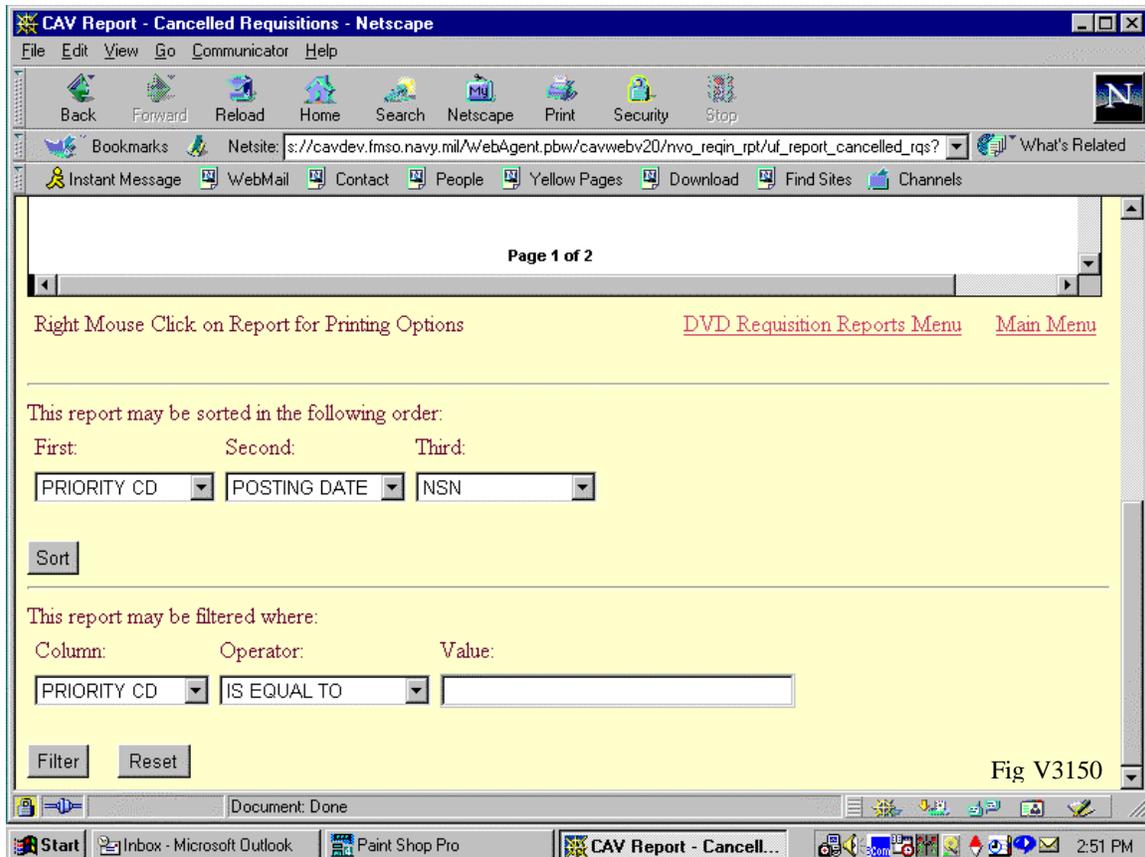
To get to the screen shown above, from the Main Menu screen, under the DVD Requisitions column, you would have clicked on the Requisition Reports option. From the DVD Requisition Reports Menu, you would have clicked on the Denied Requisitions option.

This report displays all the Denied Requisitions that are currently resident in the CAV database.

This report is organized with the requisition data displayed at the top, and list of Repair Items Shipped with RCDN's below.

The Denied Requisitions report can also be sorted three items at a time. (See next page)

To print the report, place your mouse cursor within the report, click your right mouse button, and then click on the "Print" button that appears. Click the "OK" button to print or the "Cancel" button to cancel the print.



The Denied Requisition Report can be sorted three items at a time.

Click the down arrow of the First "drop-down" box and select the first column you wish to sort the report by.

Click the next down arrow, the Second "drop-down" box and select the second column you wish to sort the report by.

Click the next down arrow, the Third "drop-down" box and select the third column you wish to sort the report by.

If the sort criterion in the three columns is correct, click the "**Sort**" button.

The report will redisplay in the order you have selected.

You may also filter this report by selecting the desired filter criteria. Click the arrow of the "drop-down" box (first qualifier) to select appropriate 'Column', click the arrow of the "drop-down" box (second qualifier) to select the appropriate 'Operator', and enter the third qualifier filter 'Value'. Click the "**Filter**" button.

To print the report, place your mouse cursor within the report, click your right mouse button, and then click on the "**Print**" button that appears. Click the "**OK**" button to print or the "**Cancel**" button to cancel the print.

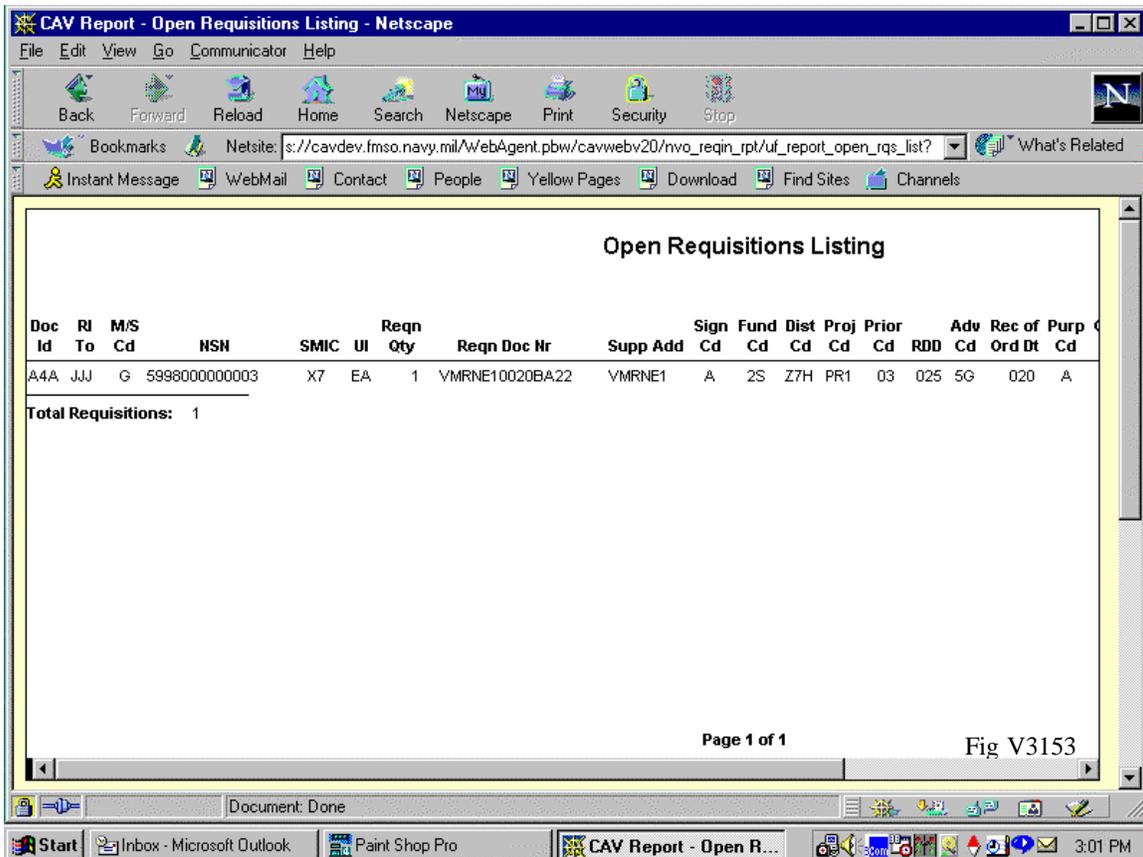
You can return to the DVD Requisitions Reports Menu by clicking on the "**DVD Requisitions Report Menu**" option, or return to the Main Menu by clicking on the "**Main Menu**" option.



Fig V3140

## Open Requisitions Listing

To open/view the Open Requisitions Listing, from the DVD Requisition Reports Menu, click "**Open Requisitions Listing**".

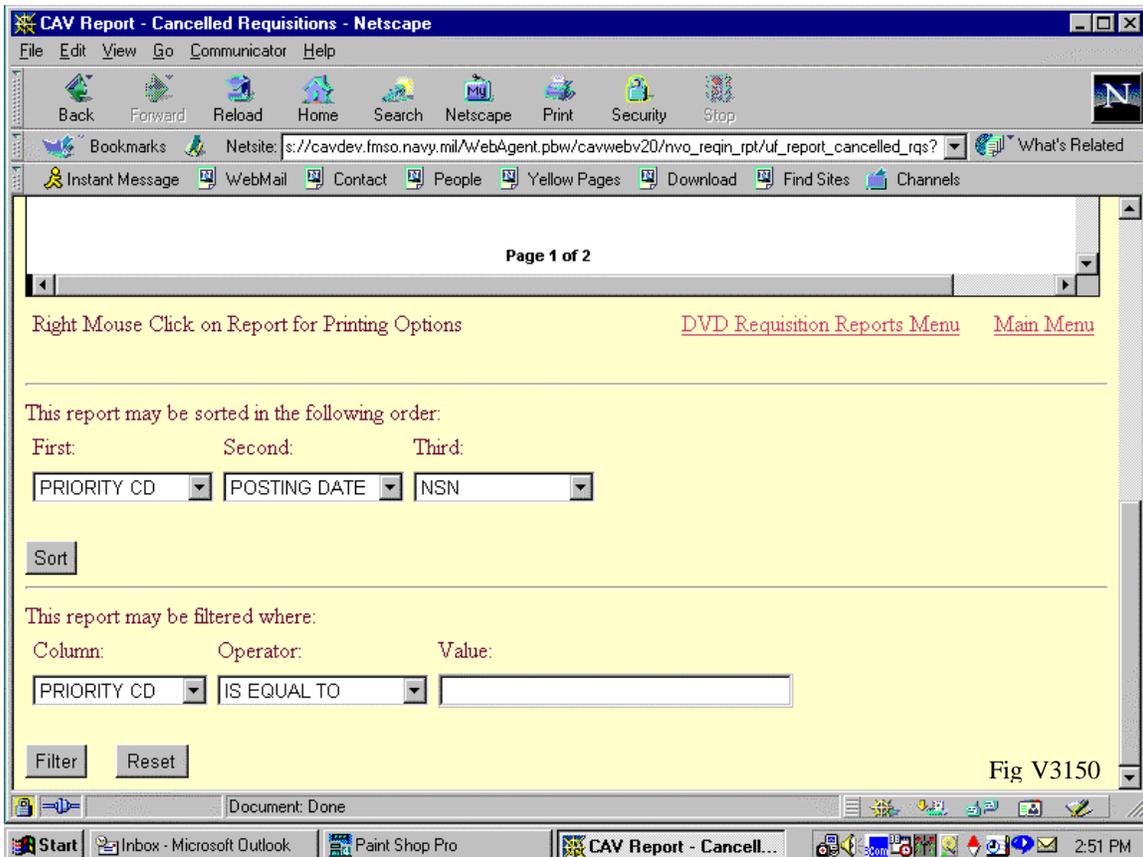


To get to the screen shown above, from the Main Menu screen, under the DVD Requisitions column, you would have clicked on the Requisition Reports option. From the DVD Requisition Reports Menu, you would have clicked on the Open Requisitions Listing option.

This listing/report displays all the Open Requisitions that are currently resident in the CAV database.

This listing/report is displayed with requisition data listed across the top of the listing and can also be sorted three items at a time. (See next page)

To print the report/listing, place your mouse cursor within the listing, click your right mouse button, and then click on the **"Print"** button that appears. Click the **"OK"** button to print or the **"Cancel"** button to cancel the print.



The Open Requisitions Listing report can be sorted three items at a time.

Click the down arrow of the First "drop-down" box and select the first column you wish to sort the listing by.

Click the next down arrow, the Second "drop-down" box and select the second column you wish to sort the listing by.

Click the next down arrow, the Third "drop-down" box and select the third column you wish to sort the listing by.

If the sort criterion in the three columns is correct, click the "**Sort**" button.

The listing will redisplay in the order you have selected.

You may also filter this report by selecting the desired filter criteria. Click the arrow of the "drop-down" box (first qualifier) to select appropriate 'Column', click the arrow of the "drop-down" box (second qualifier) to select the appropriate 'Operator', and enter the third qualifier filter 'Value'. Click the "**Filter**" button.

To print the report, place your mouse cursor within the report, click your right mouse button, and then click the "**Print**" button. Click the "**OK**" button to print or the "**Cancel**" button to cancel the print.

You can return to the DVD Requisitions Reports Menu by clicking on the "**DVD Requisitions Report Menu**" option, or return to the Main Menu by clicking on the "**Main Menu**" option.



Fig V3140

## Average Fill Time Report

To open/view the Average Fill Time Report, from the DVD Requisition Reports Menu, click "**Average Fill Time Report**".

**Average Fill Time Report** March 30, 2000

Reqn Doc Nr	NIIN	Priority Cd	UI	Reqn Qty	Cancel Qty	Date Posted	Date Filled	Days Until Filled
VMRNE10020BA01	000000001	01	EA	1	0	01/20/2000	01/20/2000	0
VMRNE10020BA04	000000001	01	EA	2	1	01/20/2000	02/01/2000	12
VMRNE10020BA07	000000004	01	EA	4	0	01/20/2000	03/15/2000	55

**Total Requisitions:** 3                      **Average Fill Time:** 22 days

Page 1 of 1 Fig V3154

[Right Mouse Click on Report for Printing Options](#)     
 [DVD Requisition Reports Menu](#)     
 [Main Menu](#)

To get to the screen shown above, from the Main Menu screen, under the DVD Requisitions column, you would have clicked on the Requisition Reports option. From the DVD Requisition Reports Menu, you would have clicked on the Average Fill Time Report option.

This report displays all the completed requisitions that currently reside on the CAV database and reflects the Total Requisitions and the Average Fill time, in days, of the displayed total requisitions.

There is no sort / filter capability with this listing/report.

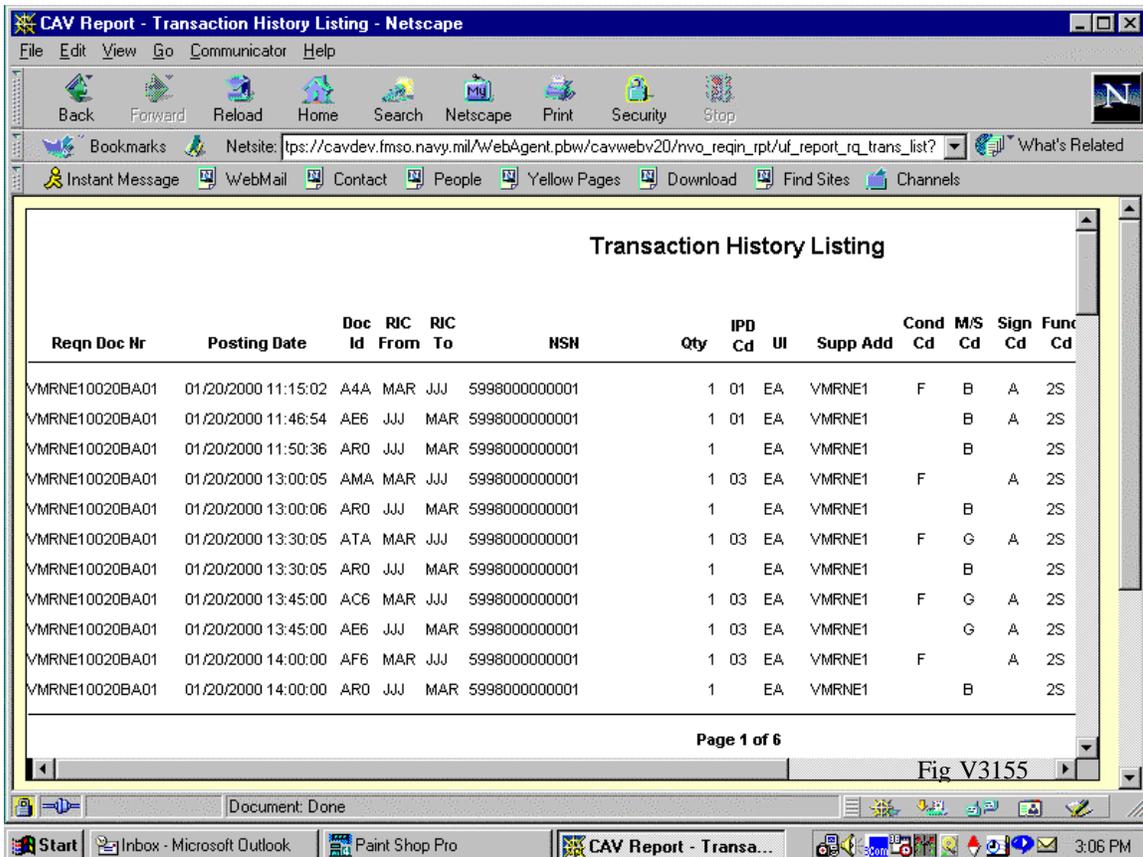
To print the listing/report, place your mouse cursor within the listing/report, click your right mouse button, and then click on the **"Print"** button. Click the **"OK"** button to print or the **"Cancel"** button to cancel the print.

You can return to the DVD Requisitions Reports Menu by clicking on the **"DVD Requisitions Report Menu"** option, or return to the Main Menu by clicking on the **"Main Menu"** option



## Transaction History Listing

To open/view the Transaction History Listing, from the DVD Requisition Reports Menu, click "**Transaction History Listing**".

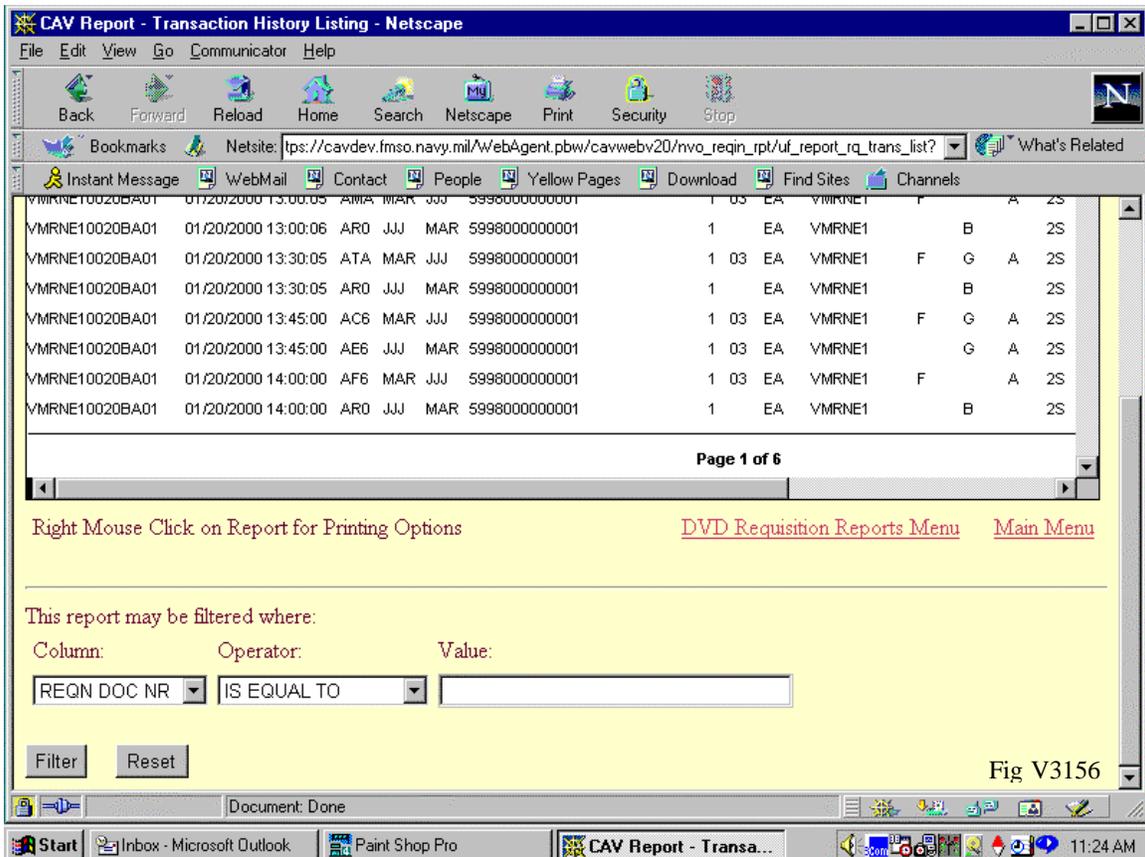


To get to the screen shown above, from the Main Menu screen, under the DVD Requisitions column, you would have clicked on the Requisition Reports option. From the DVD Requisition Reports Menu, you would have clicked on the Transaction History Listing option.

This report/listing displays all the transactions that are currently resident in the CAV database.

This report/listing can be filtered by three additional items. (See next page)

To print the report/listing, place your mouse cursor with the listing, click your right mouse button, and then click the **"Print"** button that appears. Click the **"OK"** button to print or the **"Cancel"** button to cancel the print.



The Transaction History Listing can be filtered by three additional items.

You may filter this report by selecting the desired filter criteria. Click the arrow of the "drop-down" box (first qualifier) to select appropriate 'Column', click the arrow of the "drop-down" box (second qualifier) to select the appropriate 'Operator', and click your mouse cursor in the Value field to enter the third qualifier 'Value'. Click the **Filter** button.

If the filter criterion in the three columns is correct, click the **Filter** button, if not, click the **Reset** button and re-enter criteria.

The listing/report will redisplay with the data that was directed by the filter criterion.

To print the report/listing, place your mouse cursor with the listing, click your right mouse button, and then click the **Print** button that appears. Click the **OK** button to print or the **Cancel** button to cancel the print.

You can return to the DVD Requisitions Reports Menu by clicking on the **DVD Requisitions Report Menu** option, or return to the Main Menu by clicking on the **Main Menu** option



Fig V3000.A

### Download Plugin for Reports

From the Main Menu, under the Utilities column, click **Download Report Plugin**.

NOTE: This is required to be done to each PC that will be authorized to use the CAV system. This is required in order for the user to be able to view the various reports and forms within CAV.

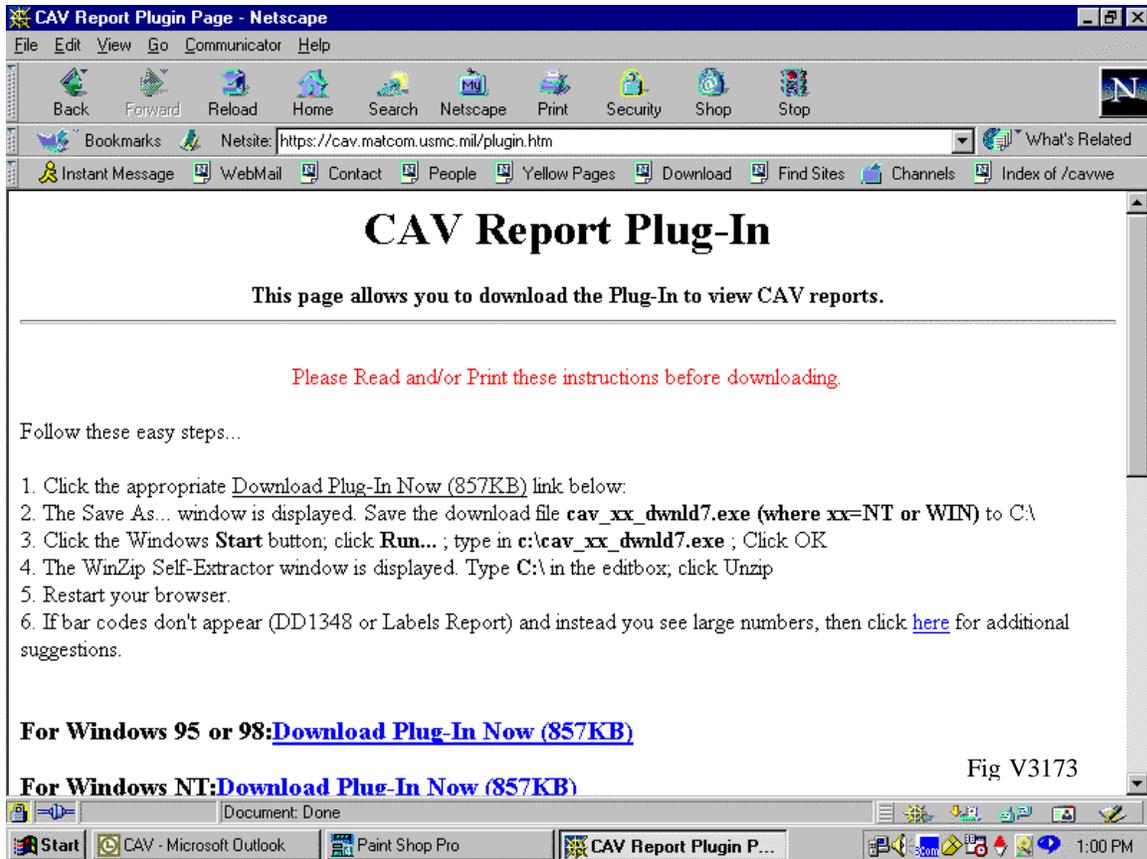


Fig V3173

To get to the screen shown above, from the Main Menu screen, under the Utilities column, you would have clicked on the "Download Report Plugin" option.

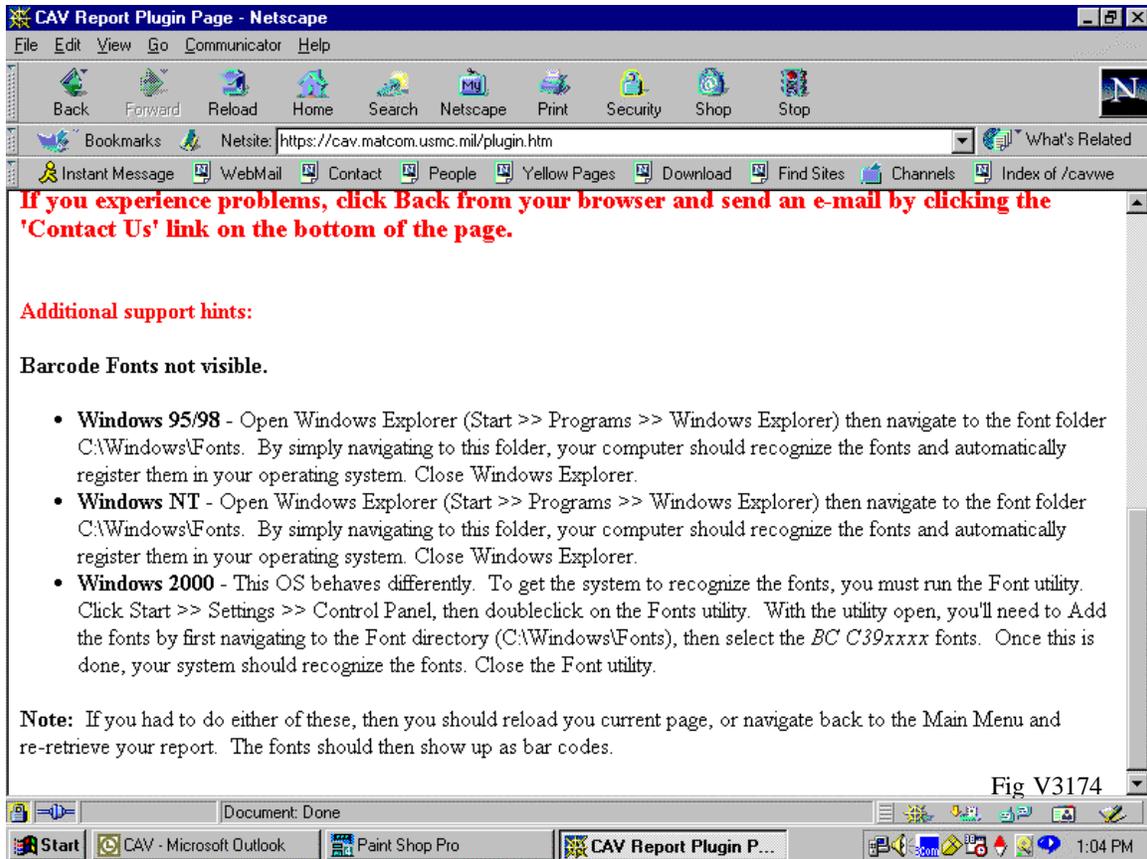
**NOTE:** There is no on-line help screen for this process.

In order to retrieve CAV Reports and conduct queries from the Repair Reports Menu you must use this option to load the necessary software known as "plugins" and download it to your hard drive. Therefore, it will only need to be done to each machine one time. However, it must be done to every machine viewing CAV.

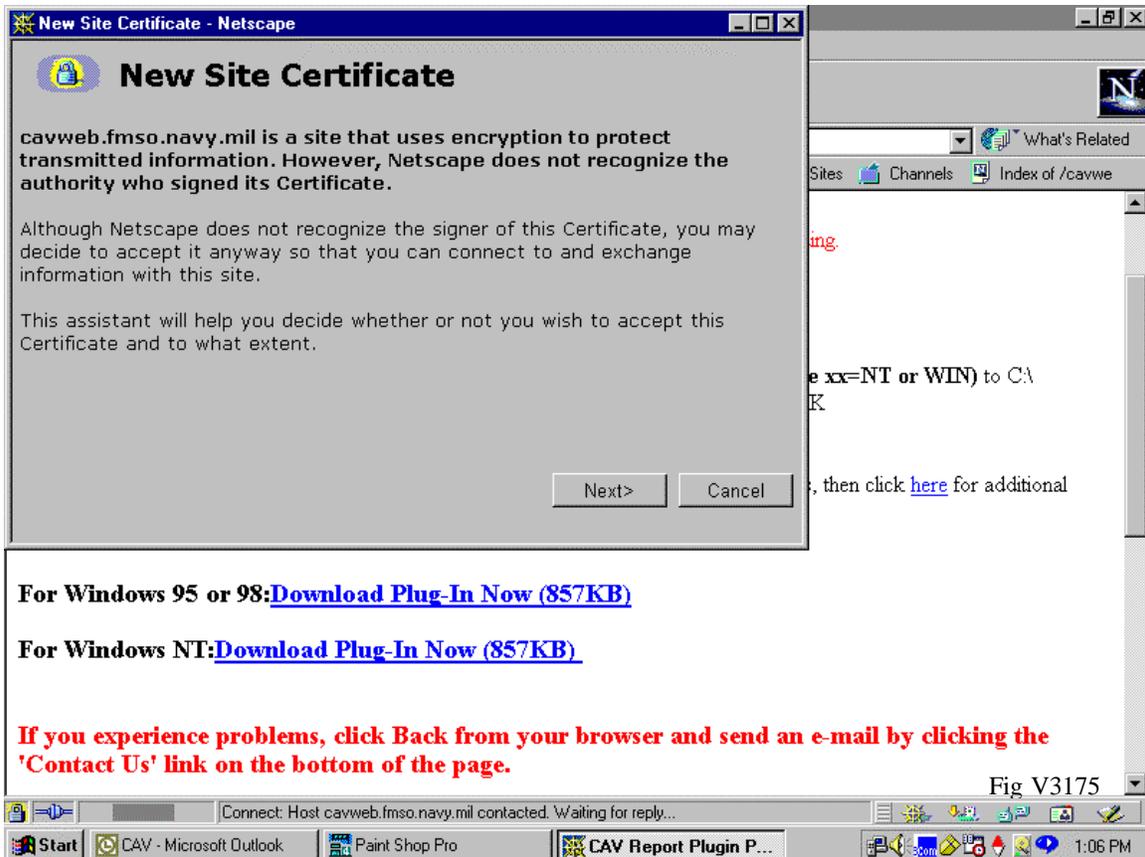
Follow these easy steps on the preceding pages:

(It is recommended that you print and read these instructions before downloading the Plug-In software)

1. Based on what system you are running on your machine, Windows 95 or 98 or NT, click the appropriate Download Plug-In Now (857 KB) link.



This screen shows you the bottom of the CAV Report Plug-In screen with additional support information and links if the Barcode Fonts are not visible on the various forms in CAV.



**For Windows 95 or 98:**[Download Plug-In Now \(857KB\)](#)

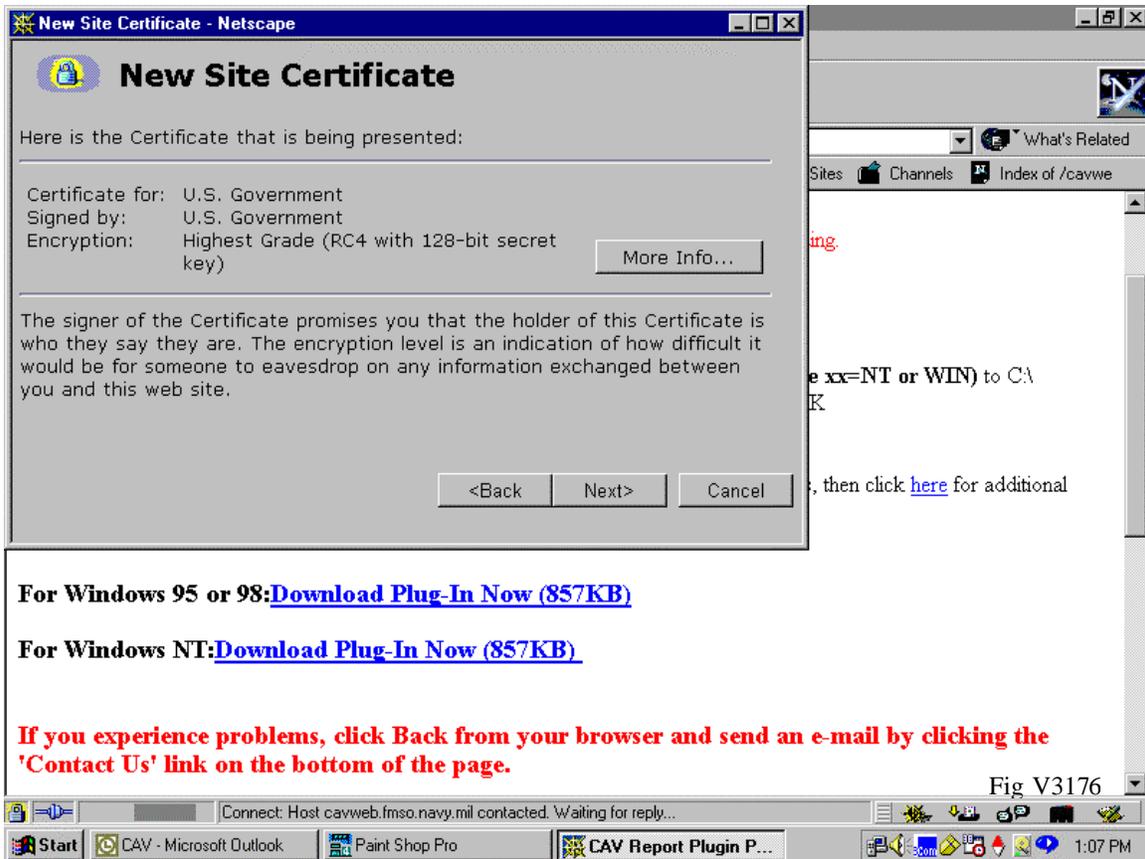
**For Windows NT:**[Download Plug-In Now \(857KB\)](#)

**If you experience problems, click Back from your browser and send an e-mail by clicking the 'Contact Us' link on the bottom of the page.**

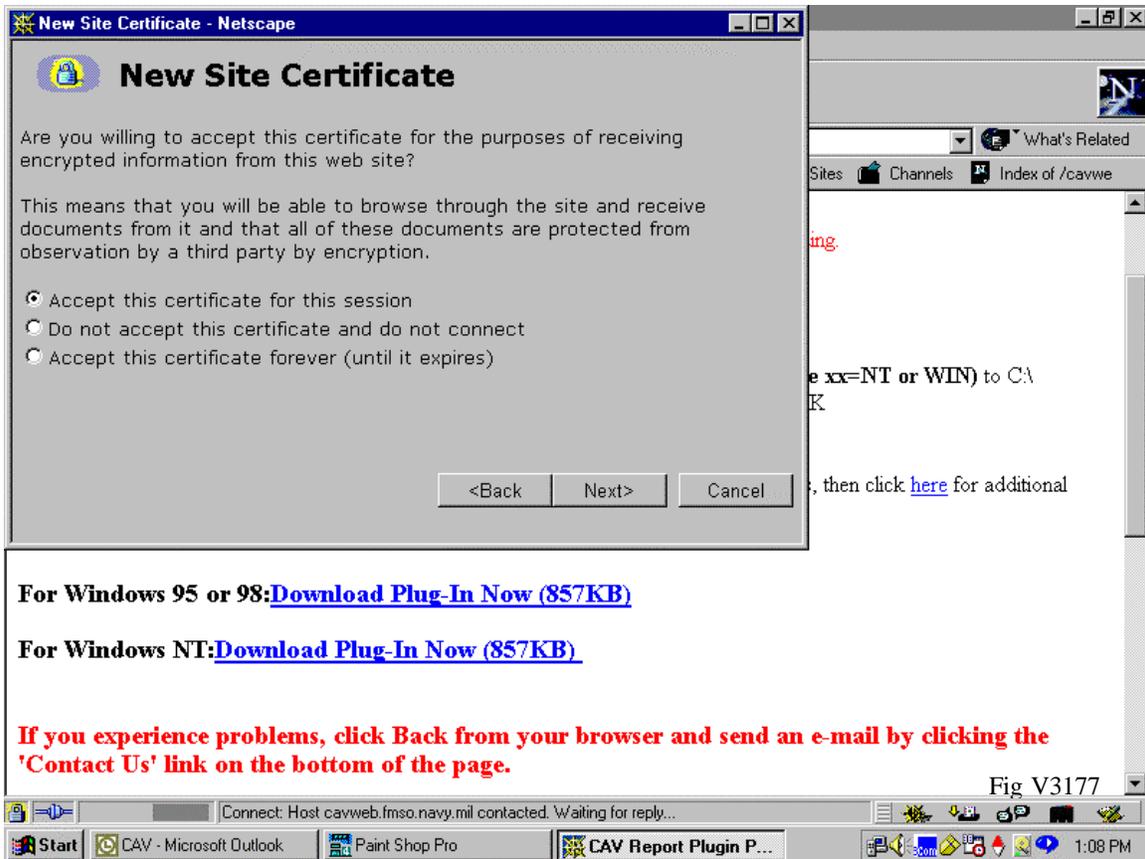
Fig V3175

After you have clicked the appropriate **Download Plug-In Now (857KB)** link, you will see this screen. This will require you to click the appropriate buttons to navigate through the "New Site Certificate" authorization.

Click the "Next>" button.



Click the "Next>" button.



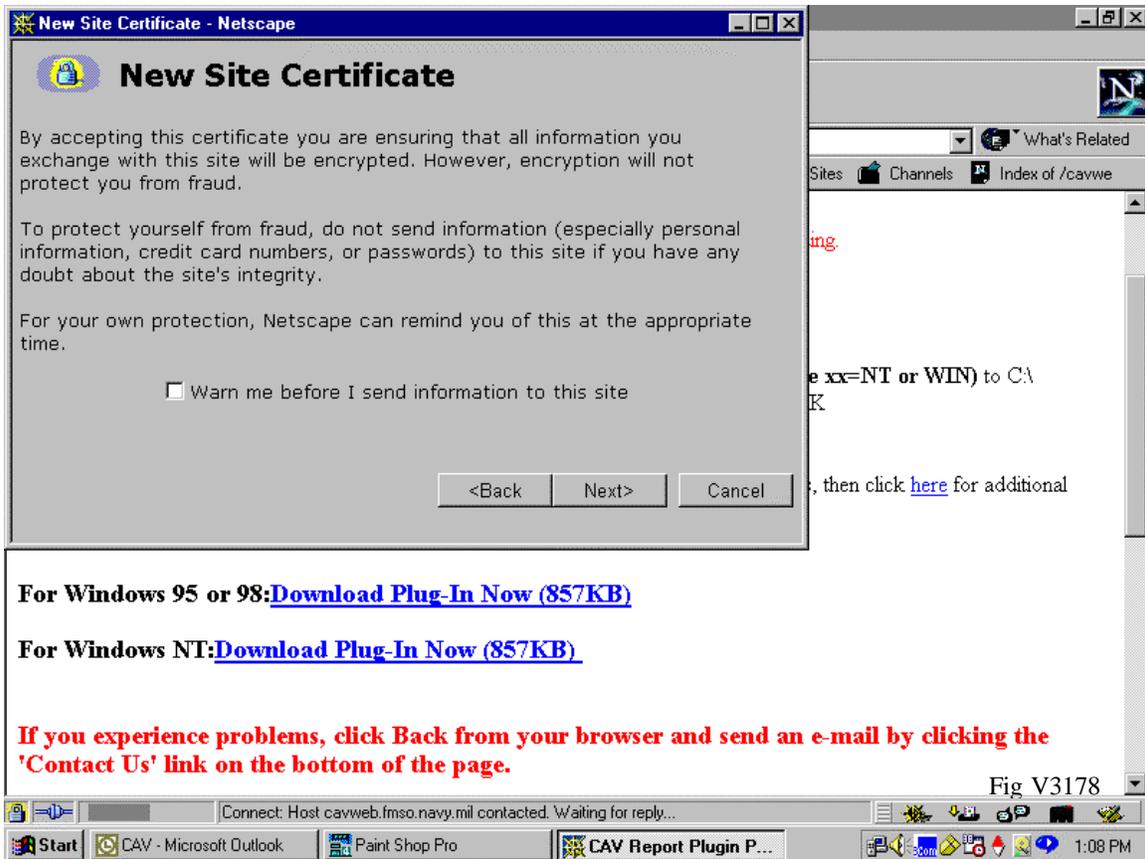
**For Windows 95 or 98:**[Download Plug-In Now \(857KB\)](#)

**For Windows NT:**[Download Plug-In Now \(857KB\)](#)

**If you experience problems, click Back from your browser and send an e-mail by clicking the 'Contact Us' link on the bottom of the page.**

Fig V3177

Click the "Next>" button.



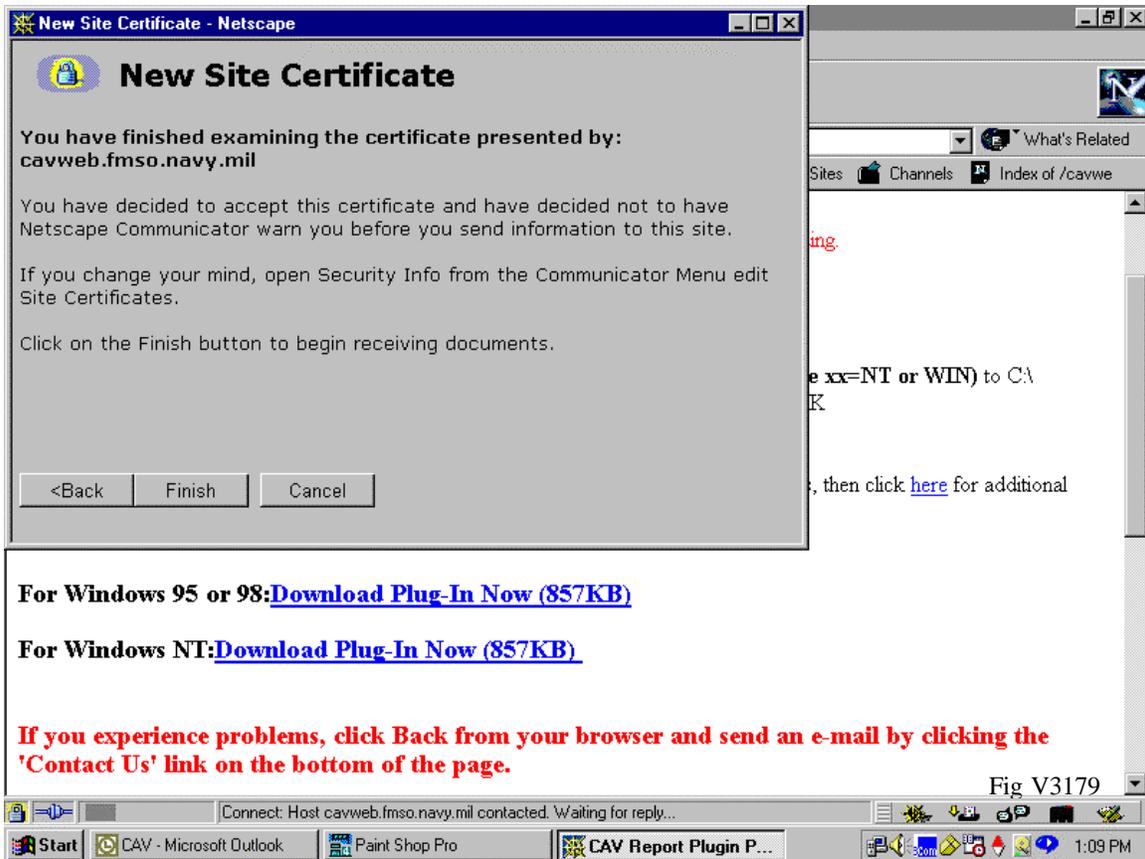
**For Windows 95 or 98:**[Download Plug-In Now \(857KB\)](#)

**For Windows NT:**[Download Plug-In Now \(857KB\)](#)

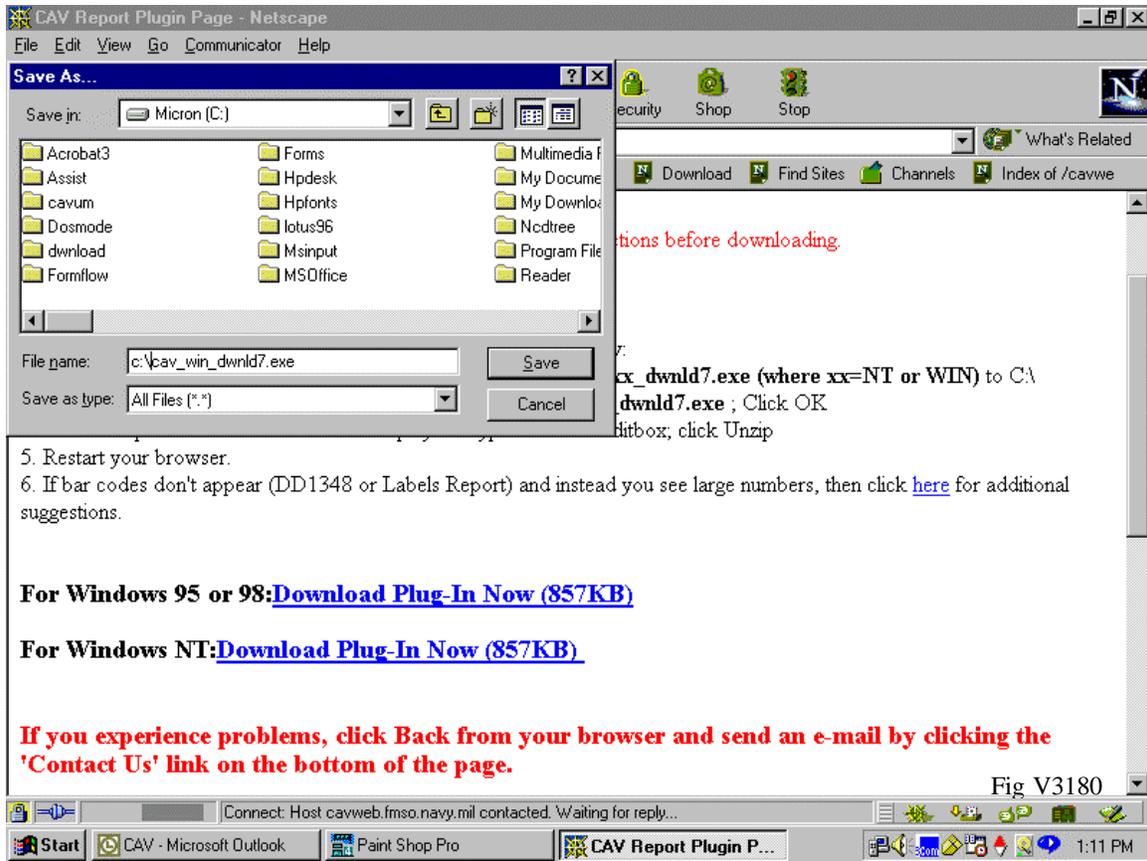
**If you experience problems, click Back from your browser and send an e-mail by clicking the 'Contact Us' link on the bottom of the page.**

Fig V3178

Click the "Next>" button.

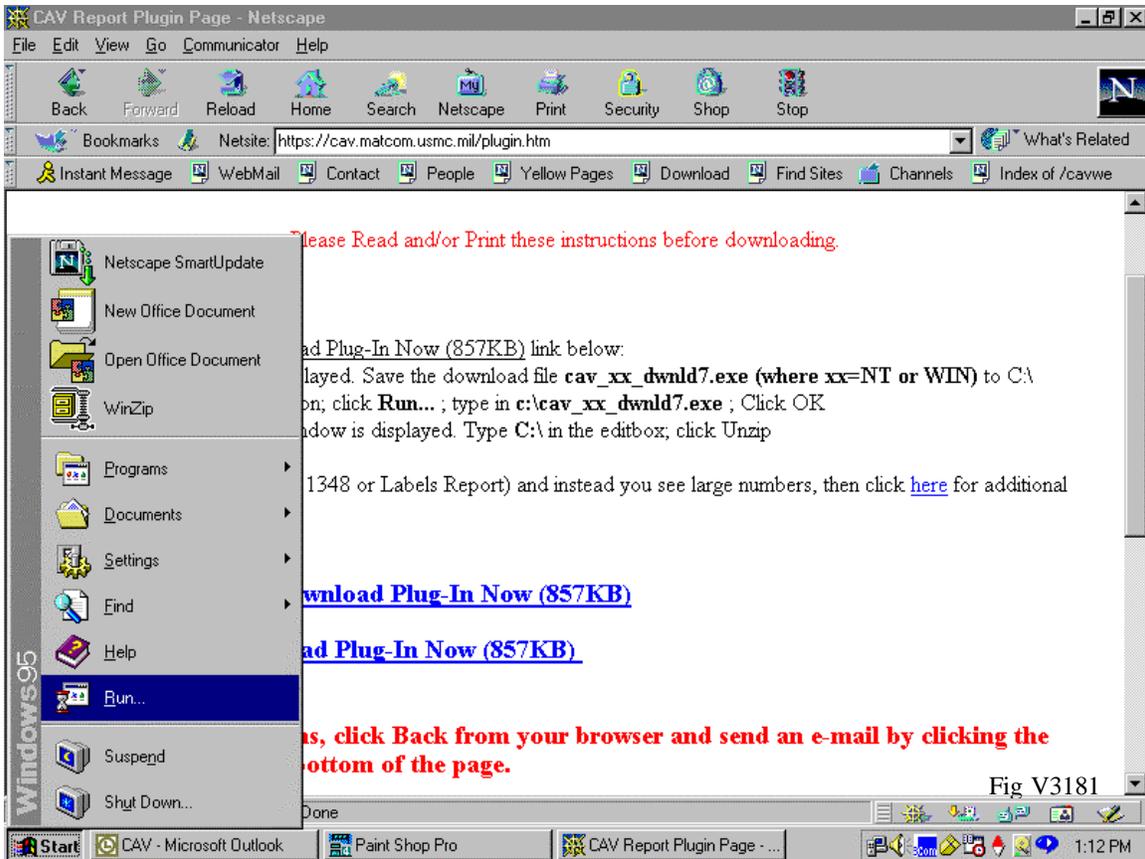


Click the "Finish" button.

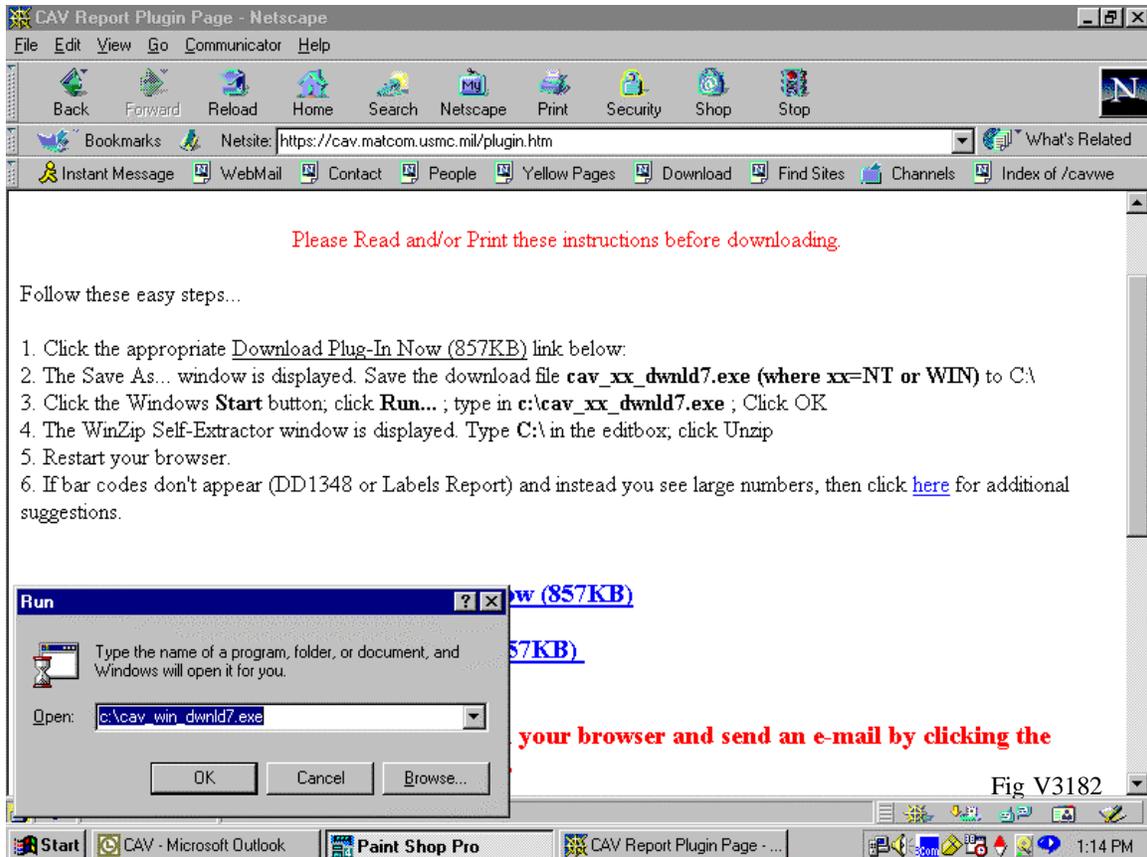


The "Save As..." window will now display. Save the download file **cav\_xx\_dwld7.exe** (where "xx", this equals NT or WIN, dependent on which system you are running on your machine) to C:\

Click the "Save" button located in the lower right hand corner of the "Save As.." box..



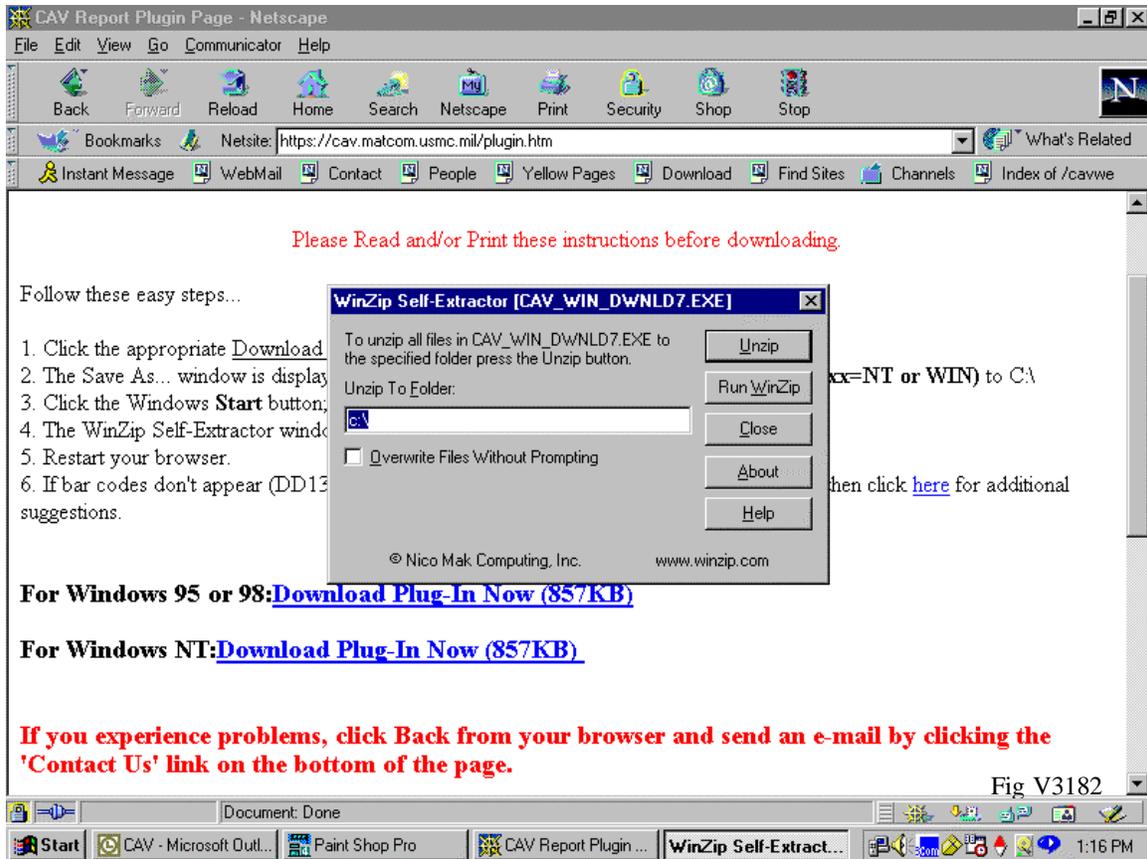
Click the Windows "Start" button (lower left hand corner of screen); click on the "Run" option; The "Run" dialog box will then appear.



After the "Run" dialog box appears, in the "Open" field, type in "c:\cav\_nt\_dwld7.exe" or "c:\cav\_win\_dwld7.exe" (dependent upon which system you're running) (the same file name you had used when completing the "Save As.." earlier) and

Click the "OK" button.

After you have clicked the "OK" button, the "WinZip Self-Extractor" window/box will appear.

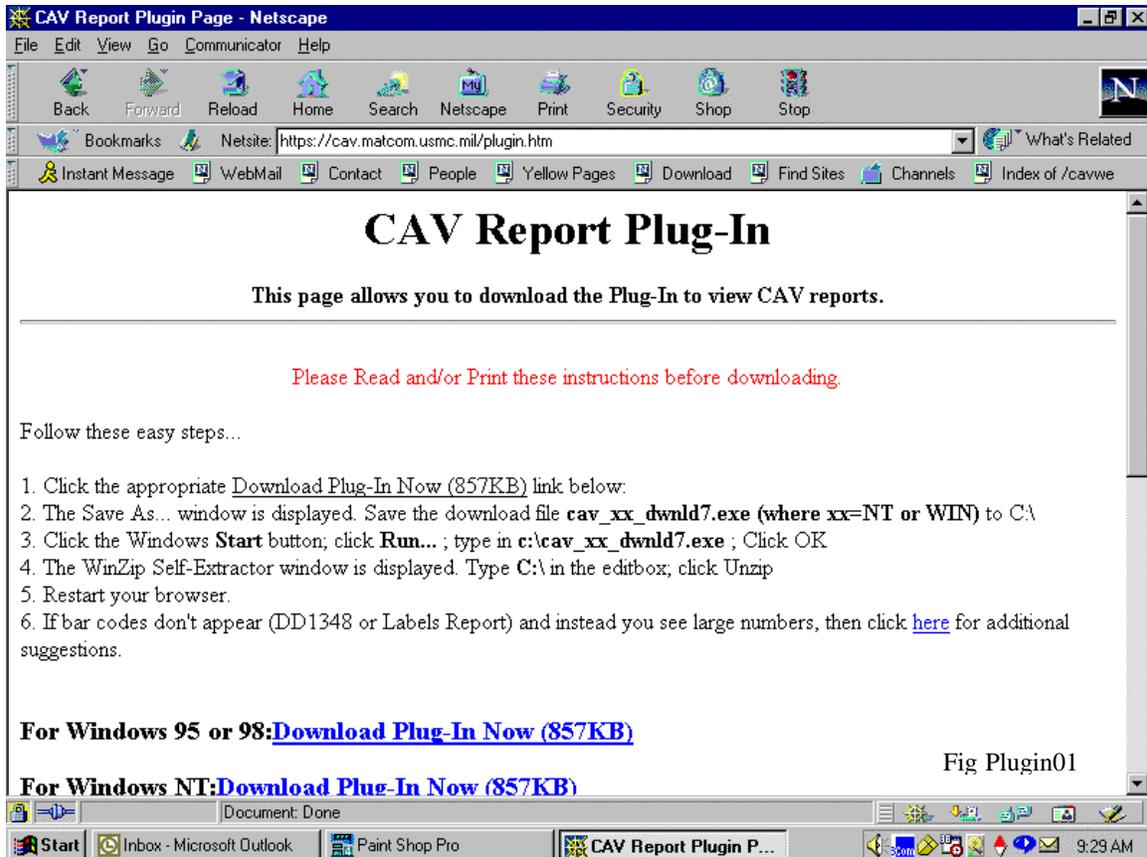


After the "WinZip Self-Extractor" dialog box appears, in the "Unzip To Folder" field, type "c:\". Click the "**Unzip**" button.

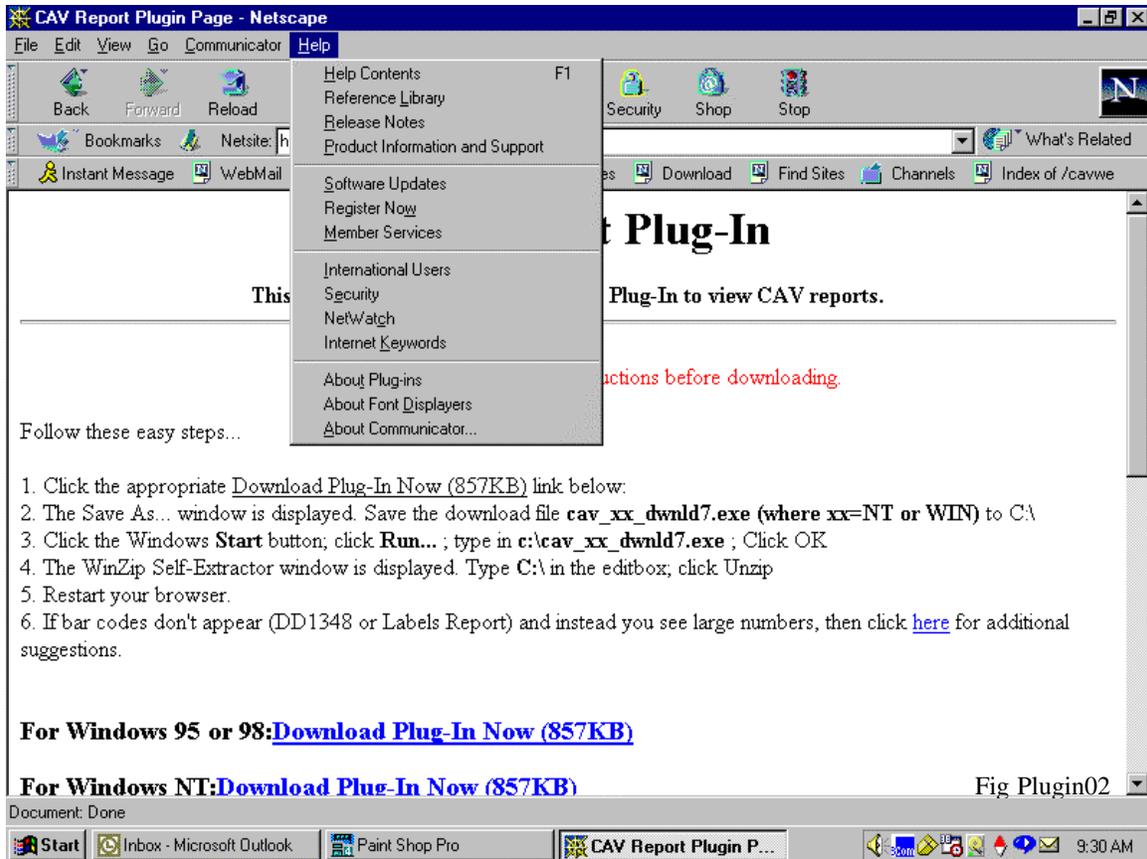
Restart your browser.

After you have restarted your browser and the "Bar Codes" do not appear on the DD1348 forms or the Labels Report, read and follow the instructions located at the bottom of the Plug-In instruction screens (Barcode Fonts Not Visible Section). (Page 5-3)

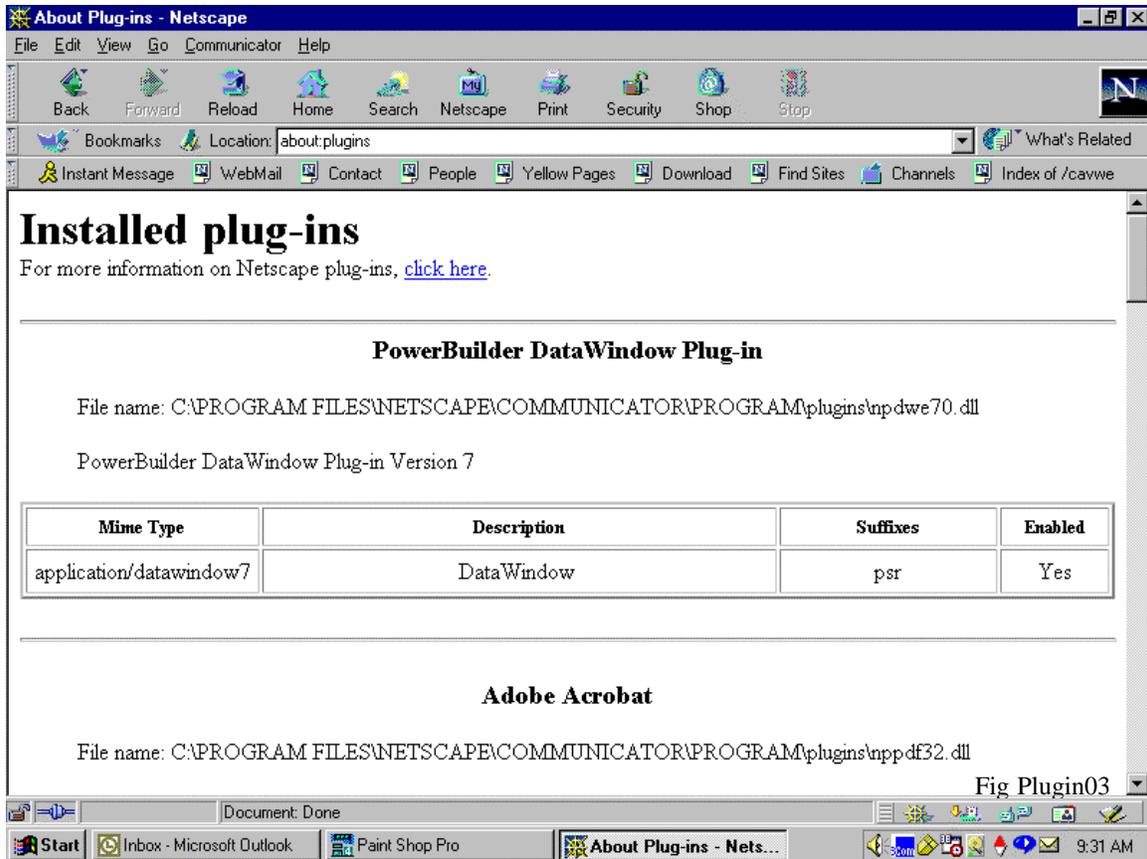
If it is necessary to find the path of the Netscape Plug-In, follow the instructions contained on the following pages.



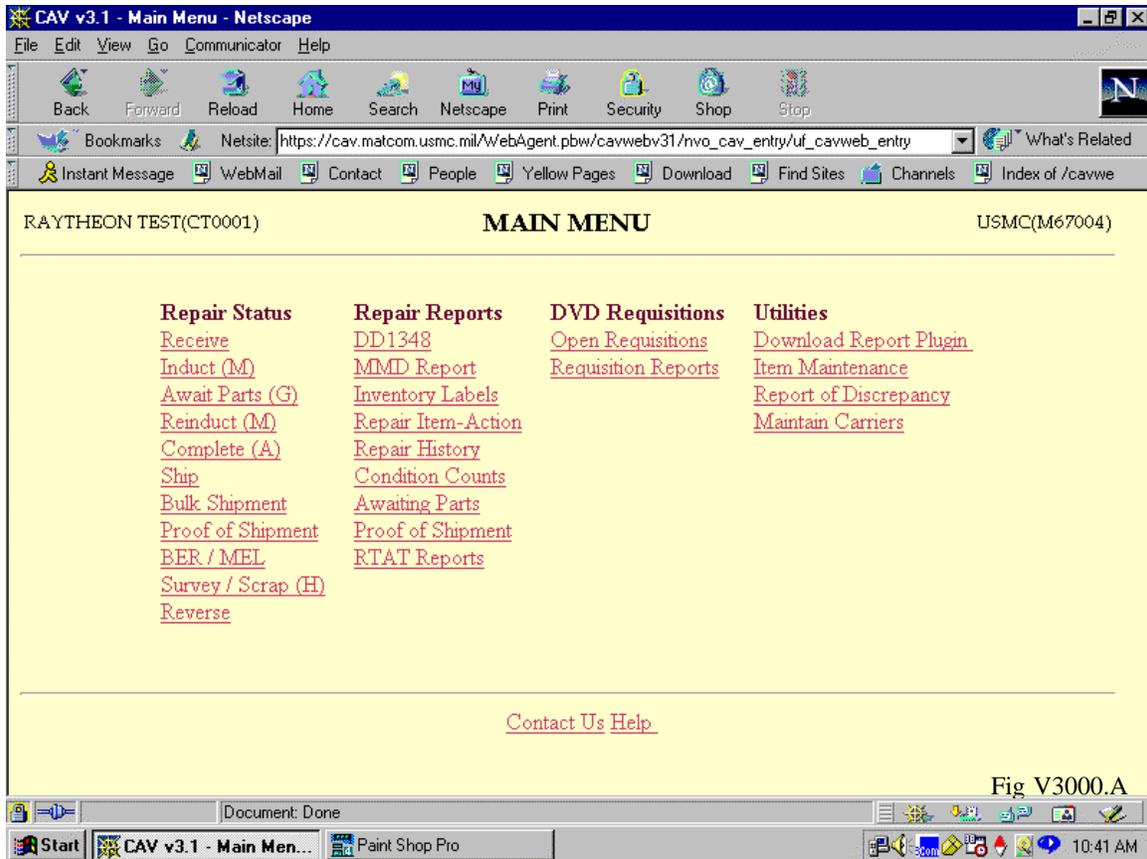
To get to this screen, from the Main Menu, under the Utilities column, you would have clicked on the Download Report Plugin option.



To find out what path the Plug-In has been directed to within the Netscape application, you will click on the **"Help"** option of the menu bar. On the drop-down menu, click on the **"About Plug-ins"** option.



To determine the path of your Netscape Plug-In application, you can look at the line named "File name:" (located at the top of the page under the heading of "PowerBuilder Data Window Plug-in". In the case of the above listed path, this particular user's path points to their "C:" drive.



### Item Maintenance

From the Main Menu, under the Utilities column, click **Item Maintenance**.

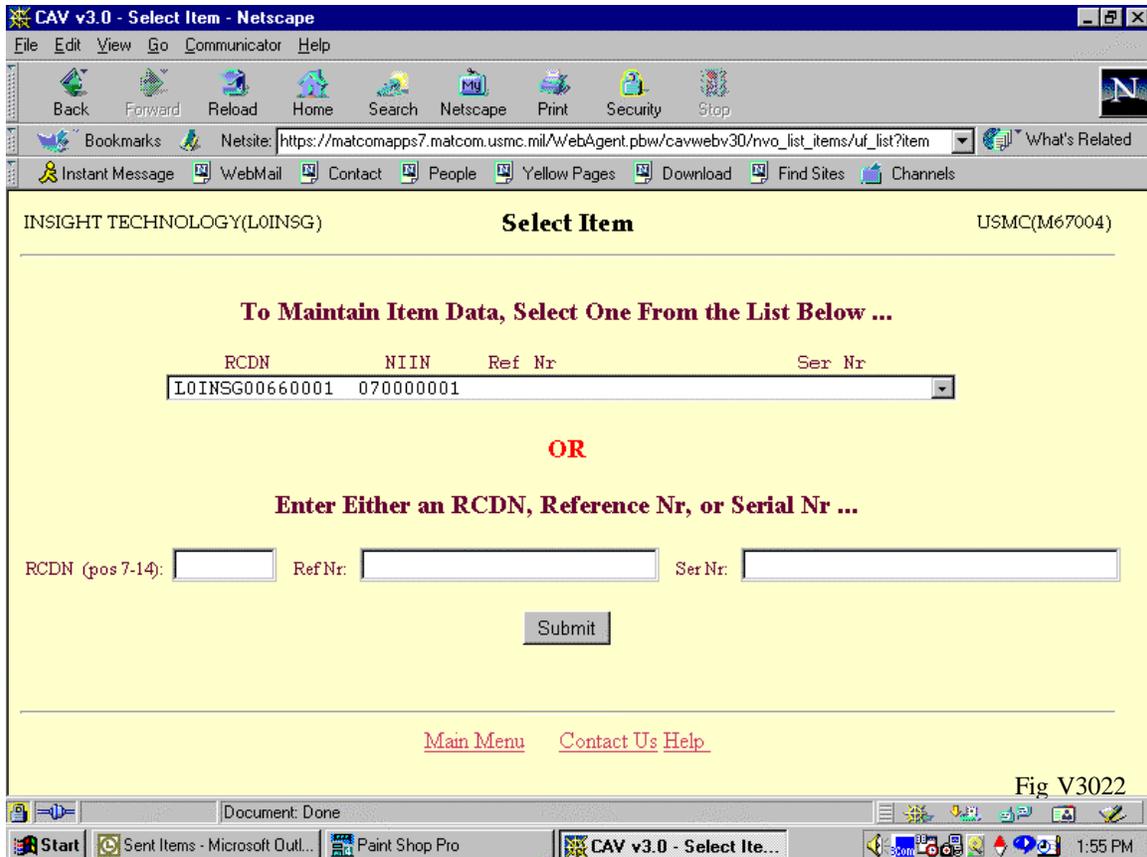


Fig V3022

To get to the screen shown above, from the Main Menu screen, under the Utilities column, you would have clicked on the Item Maintenance option.

This window provides the capability to maintain the Reference Number (RefNr) and National Item Identification Number (NIIN) related data.

A valid Item Data Maintenance action updates the Repair Item Table. These updates are sent to the ICP located at MCLB, Albany, Georgia.

Click the down arrow of the “drop-down” box to select an item or type in a Repair Cycle Document Number (RCDN) (rp 7 - 14) (last eight digits) or a complete Reference Number (RefNr)/Serial Number.

Click the **"Submit"** button.

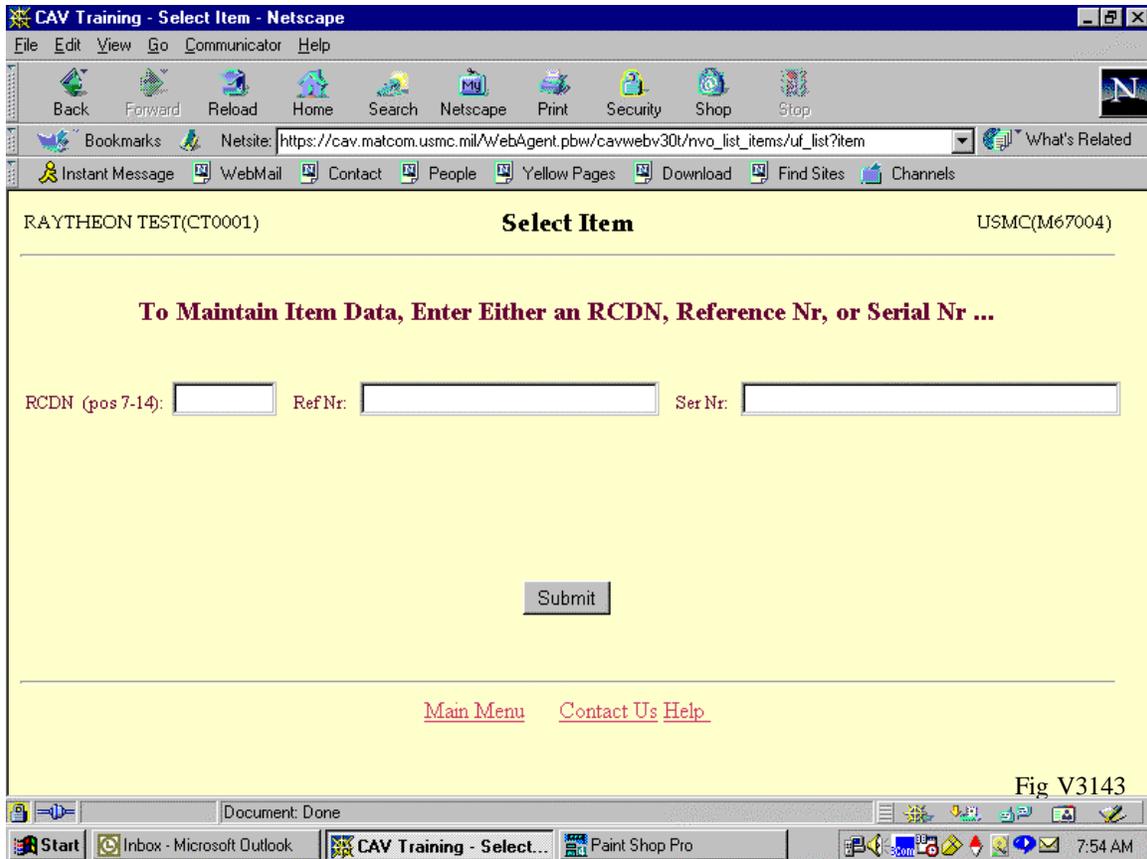


Fig V3143

View of panel when / if the items eligible for this action selected from the Main Menu exceed 200. You will only have the option to enter the RCDN (last eight digits) or a Reference Number (RefNr) or a Serial Number (Ser Nr). (the drop-down box will not appear).

Click the "Submit" button.

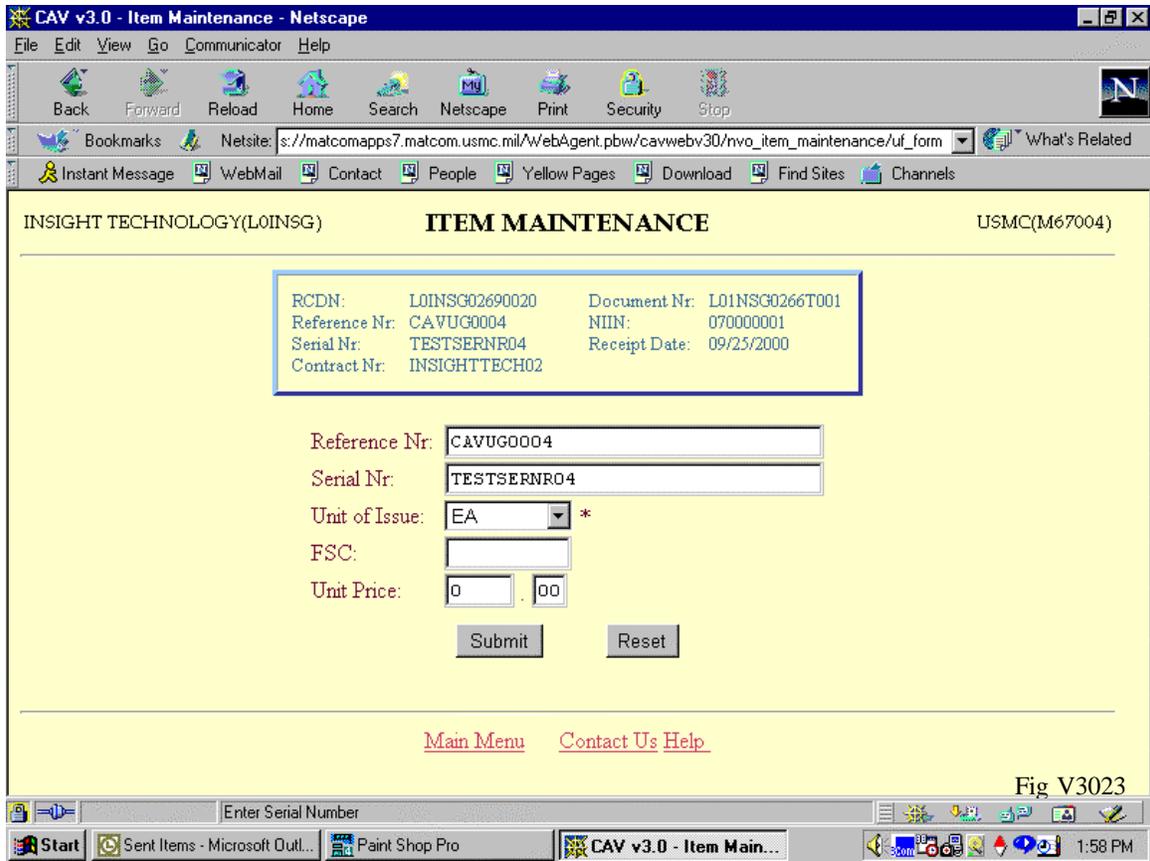


Fig V3023

At the top of the Item Maintenance Screen, read-only information relating to the Repair Item you chose is shown.

**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

Enter the following information as needed:

**NOTE:** Unless otherwise indicated, no special characters or embedded spaces are permitted in the fields.

*Reference Nr:* Accept the current value or type the complete corrected Reference Number desired.

*Serial Nr:* Accept the current value or type the complete corrected Serial Number desired.

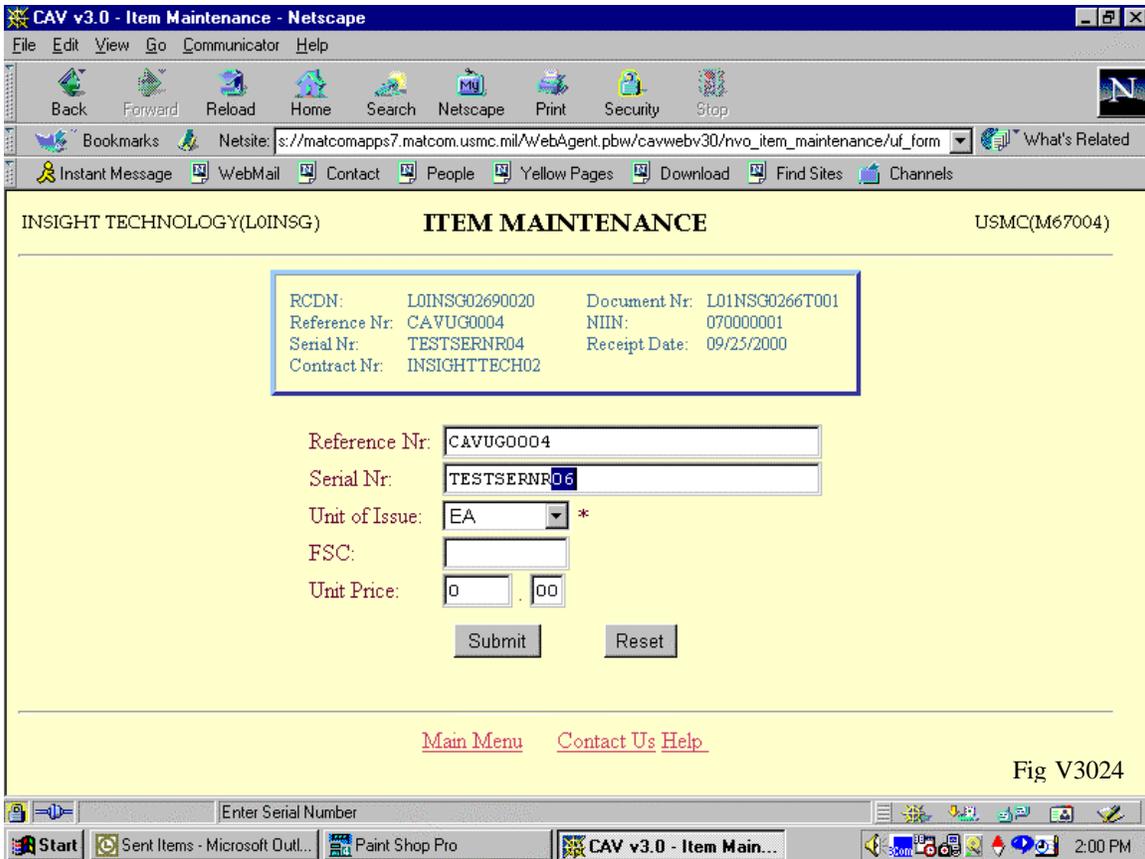
**Unit of Issue :** Click on the down arrow of the "drop-down" box and select the Unit of Issue, which applies to, or is appropriate to, the NIIN. This is an alpha, two-character field.

*FSC:* Accept the current value or type the FSC. If entered, the value must be four positions.

*Unit Price:* Accept the current value or type the Unit Price. If entered the value must be a number up to 99999.99.

### Submitting the Data:

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.



This view shows an example of what a change of an item Serial Number would look like. In this case, the last of the initial input Serial Number is being changed from "04" to "06".

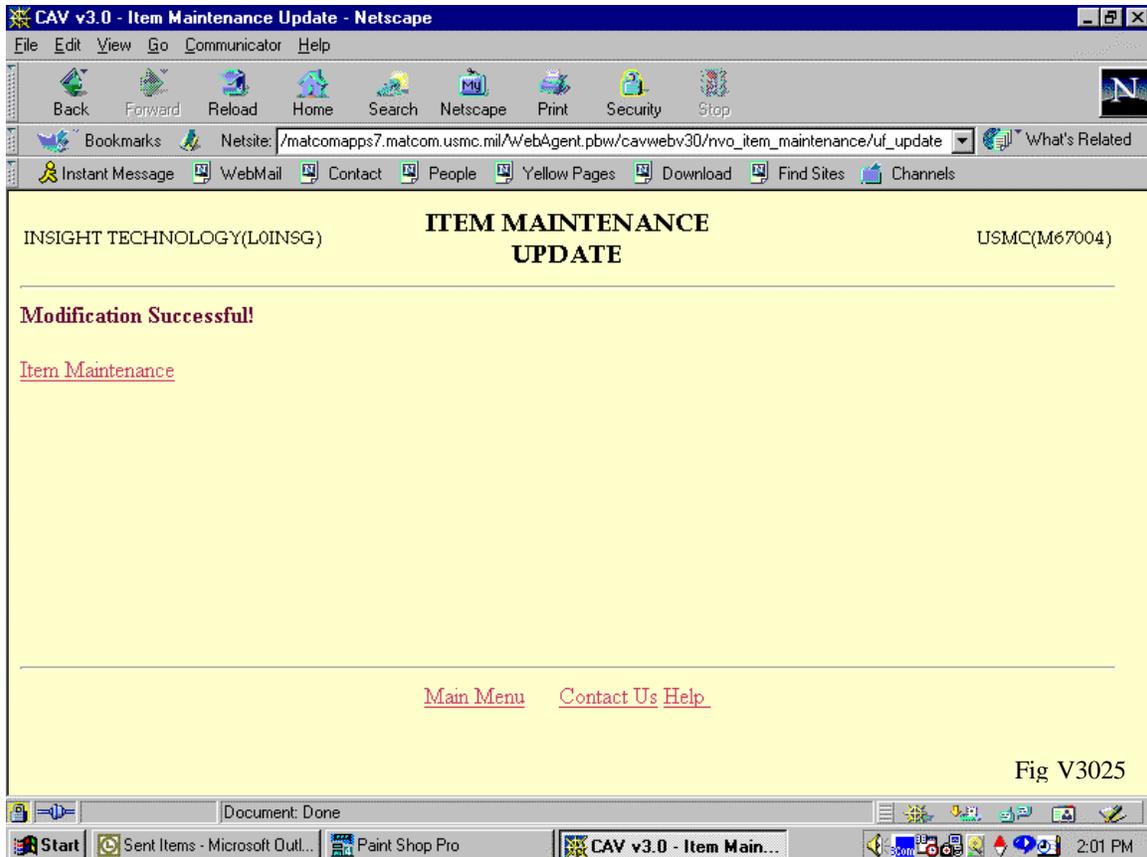


Fig V3025

If a successful Modification was accomplished the Item Maintenance Update screen appears indicating a successful update.

This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.

Return to [Item Maintenance](#) (click on the Item Maintenance option)

Return to the [Main Menu](#) (click on the Main Menu option)

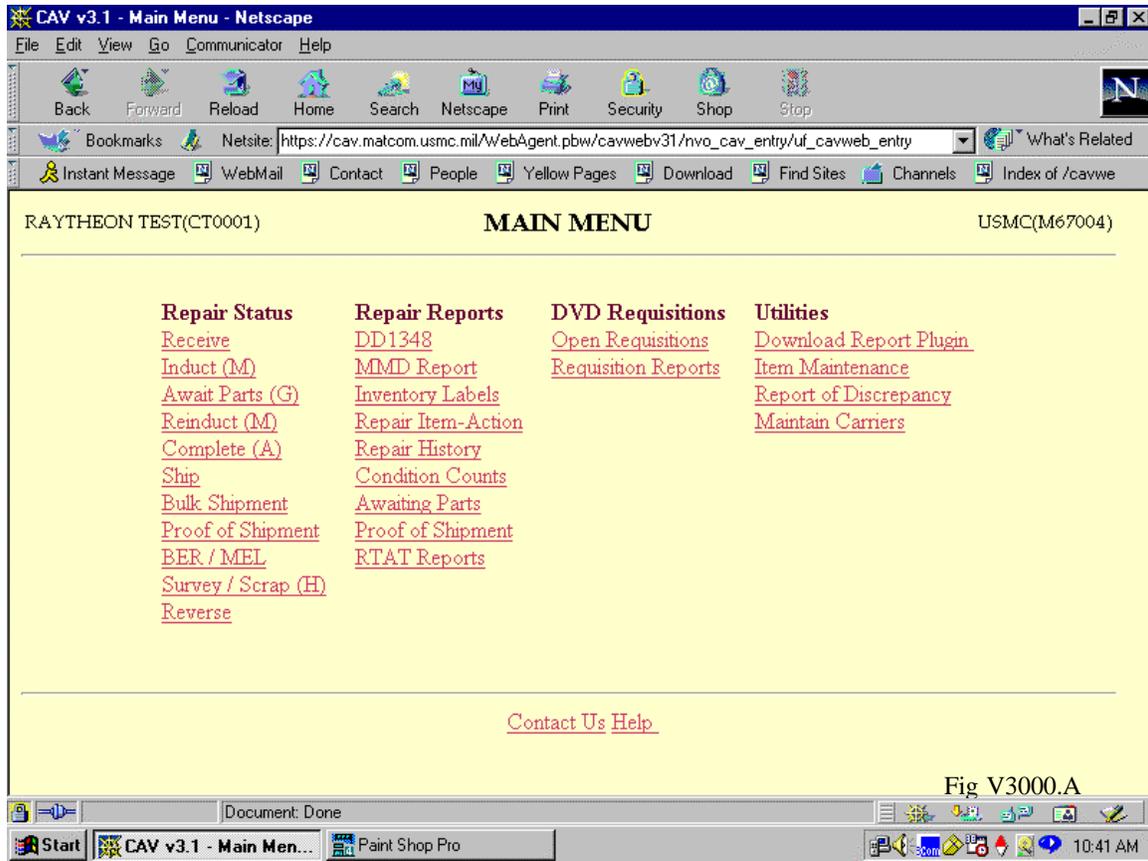
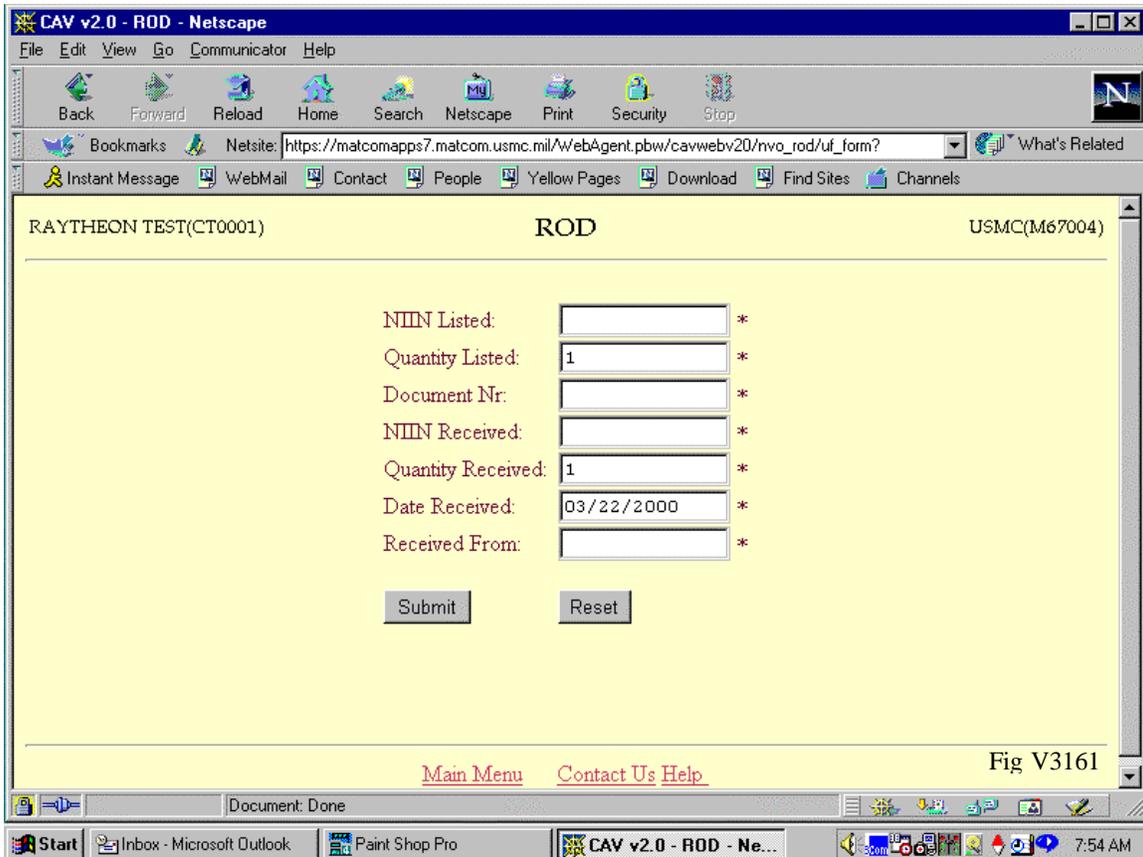


Fig V3000.A

### To Report a Discrepancy

From the Main Menu, under the Utilities column, click **Report of Discrepancy**.

Used to report errors in NIIN's and quantities received.



To get to the screen shown above, from the Main Menu screen, under the Utilities column, you would have clicked on the Report of Discrepancy option.

Report of Discrepancy (ROD) notifications are used to reconcile ICP files from discrepant shipments made to the Contractor. The skeletonized ROD process reports mixed or erroneous material and quantity differences.

**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

Enter the following information as needed:

**NOTE:** Unless otherwise indicated, no special characters or embedded spaces are permitted in the fields.

**NIIN Listed:** Type the NIIN appearing on the shipping document.

**Quantity Listed:** Type in the quantity from the shipping document. Enter a number from 1 to 9999.

**Document Nr:** Type in the Document Number from the shipping document. This is a fourteen position, alphanumeric field.

**NIIN Received:** Type in the actual NIIN received.

**Quantity Received:** Type in the actual quantity received.

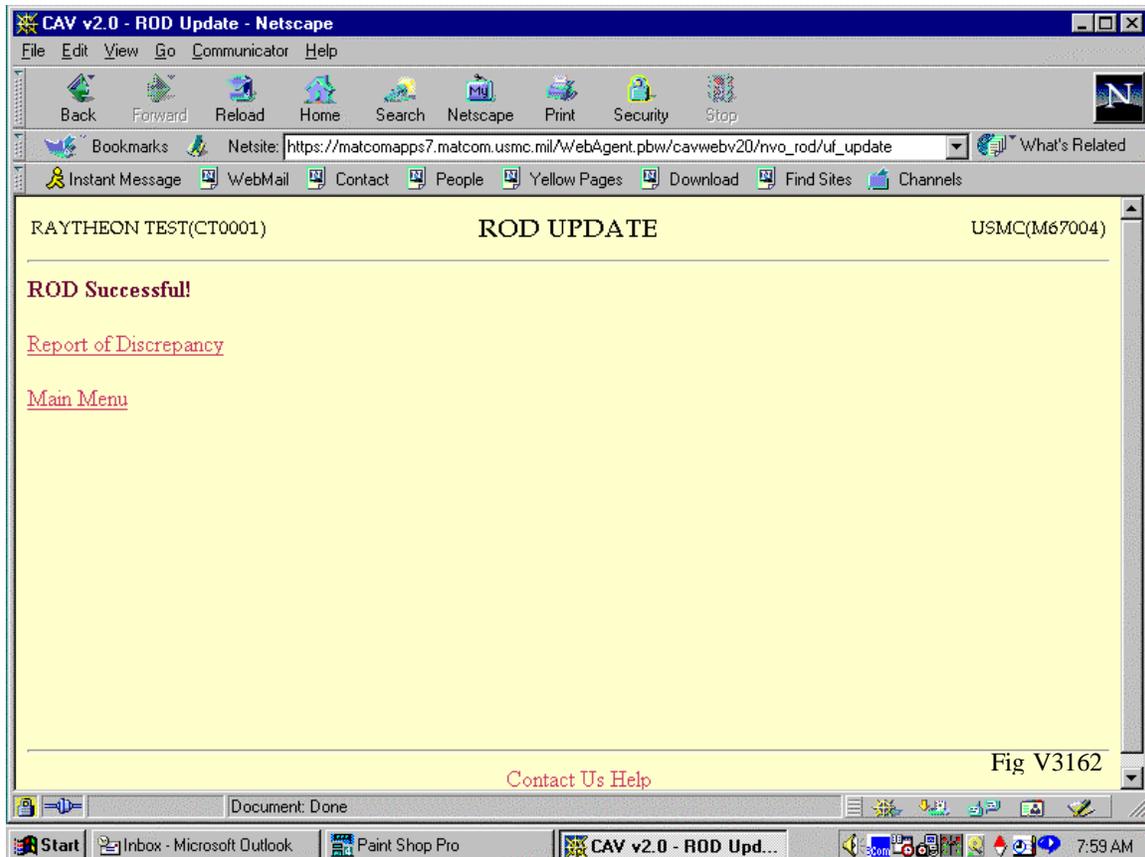
**Date Received:** Type the in date received (mm/dd/yyyy).

**Received From:** Type the Received From RIC from the receipt/shipping document. This is a three position, alphanumeric field.

**Submitting the Data:**

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.

**NOTE:** Used to correct NIIN and Quantity received.

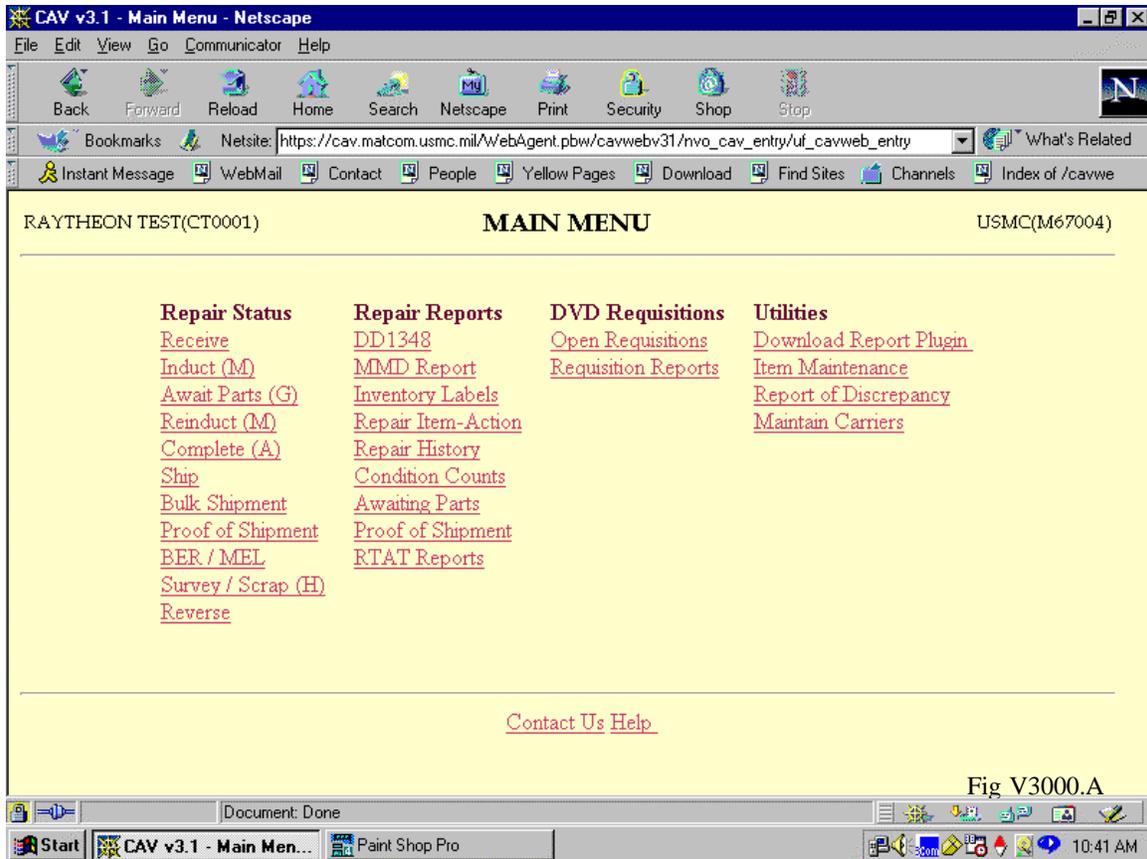


If a successful ROD was accomplished, the ROD Update screen appears indicating a successful update.

This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.

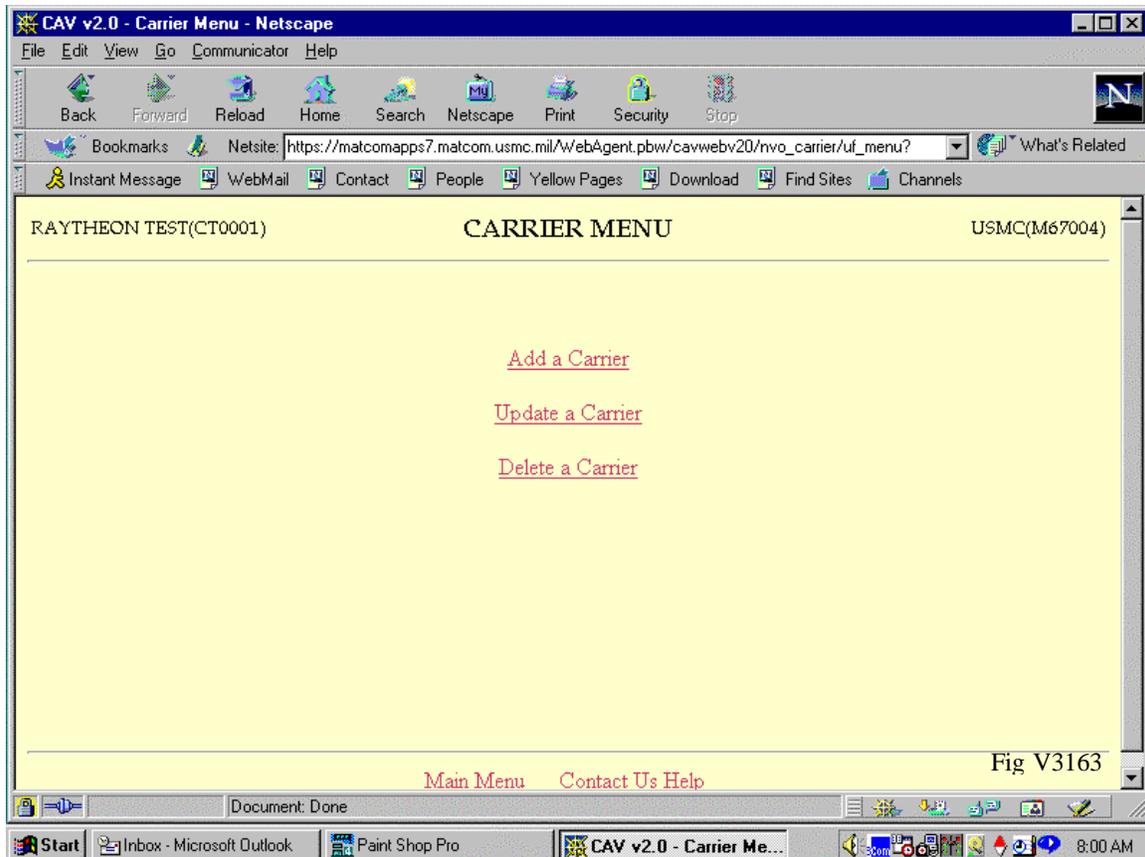
Return to **Report of Discrepancy** (click the Report of Discrepancy option)

Return to the **Main Menu** (click the Main Menu option)



### Maintain Carriers

From the Main Menu, under the Utilities column, click “**Maintain Carriers**”.



To get to the screen shown above, from the Main Menu screen, under the Utilities column, you would have clicked on the Maintain Carriers option.

This function allows you to add new carriers and update information on existing carriers. Carrier information is used when reporting the Proof of Shipment.

From this screen, you have these three carrier options:

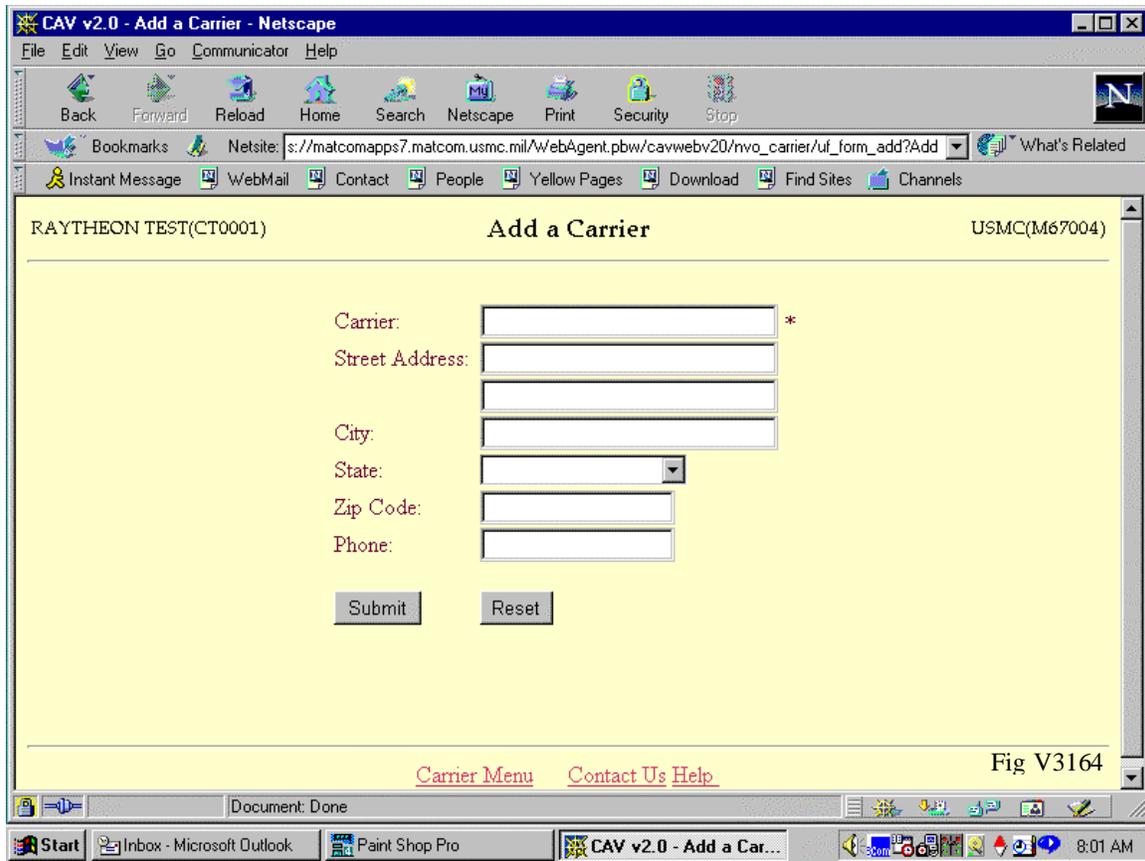
**Add a Carrier** (click on the Add Carrier option)

**Update a Carrier** (click on the Update Carrier option)

**Delete a Carrier** (click on the Delete a Carrier option)

OR

You can click on the "**Main Menu**" option located at the bottom of the screen to return to the Main Menu screen.



### To Add a Carrier:

To get to the screen shown above, from the Main Menu screen, under the Utilities column, you would have clicked on the Maintain Carriers option. Then from the Carrier Menu you would have clicked on the Add a Carrier option.

**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

Enter the following information as needed:

**NOTE:** Unless otherwise indicated, no special characters or embedded spaces are permitted in the fields.

**Carrier:** Type the carrier's name.

**Street Address:** Enter the carrier's street address. Use both lines to type the carrier's street address.

**City:** Enter the carrier's city here.

**State:** Accept the default value or click the arrow of the "drop-down" box to display the drop-down list and select the Carrier's state.

**ZIP Code:** Enter the carrier's zip code here.

**Phone:** Enter the carrier's phone number here (to include Area Code).

### Submitting the Data:

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.



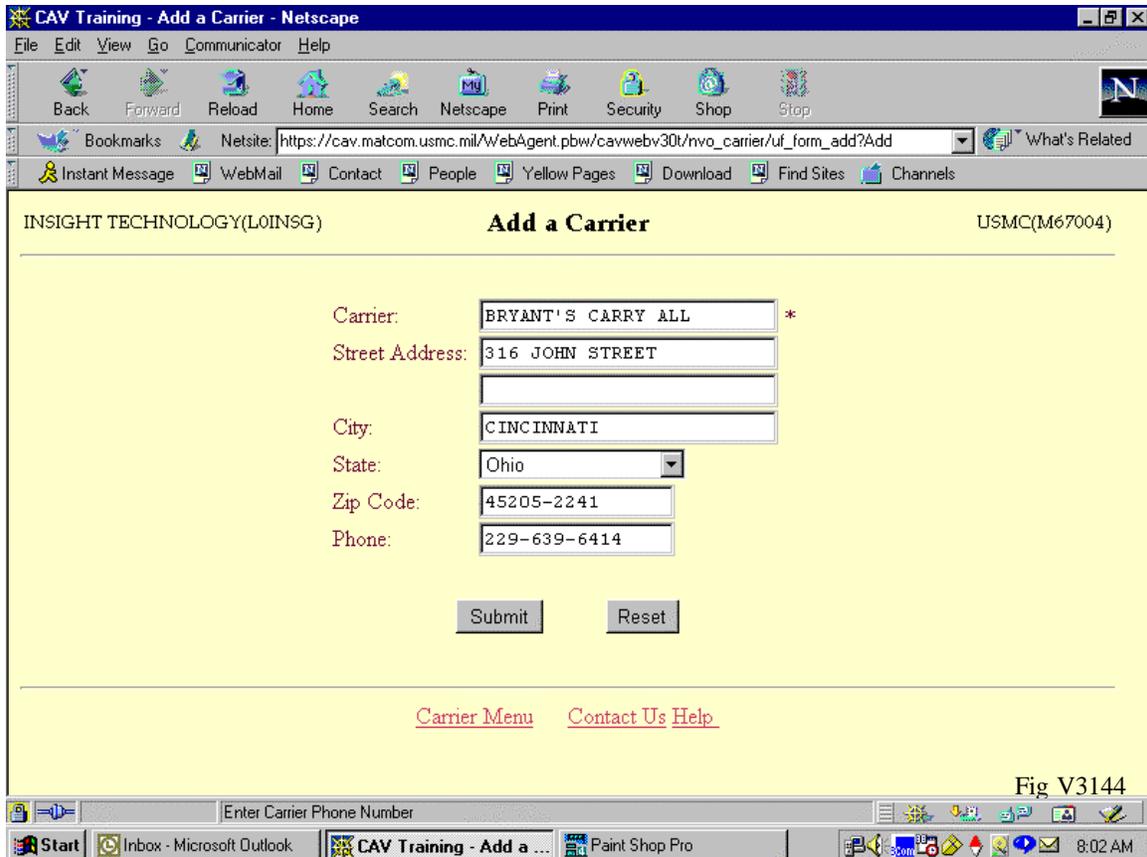


Fig V3144

This would be an example of what the Add a Carrier panel would look like after being completed by the CAV user.

### Submitting the Date:

If the data entered is correct, you would click the "**Submit**" button to submit the transaction. If the data entered was incorrect, click the "**Reset**" button to clear the data and enter the correct data.

OR

You can go back to the Carrier Menu by clicking the "Carrier Menu" option located at the bottom of the panel / screen.

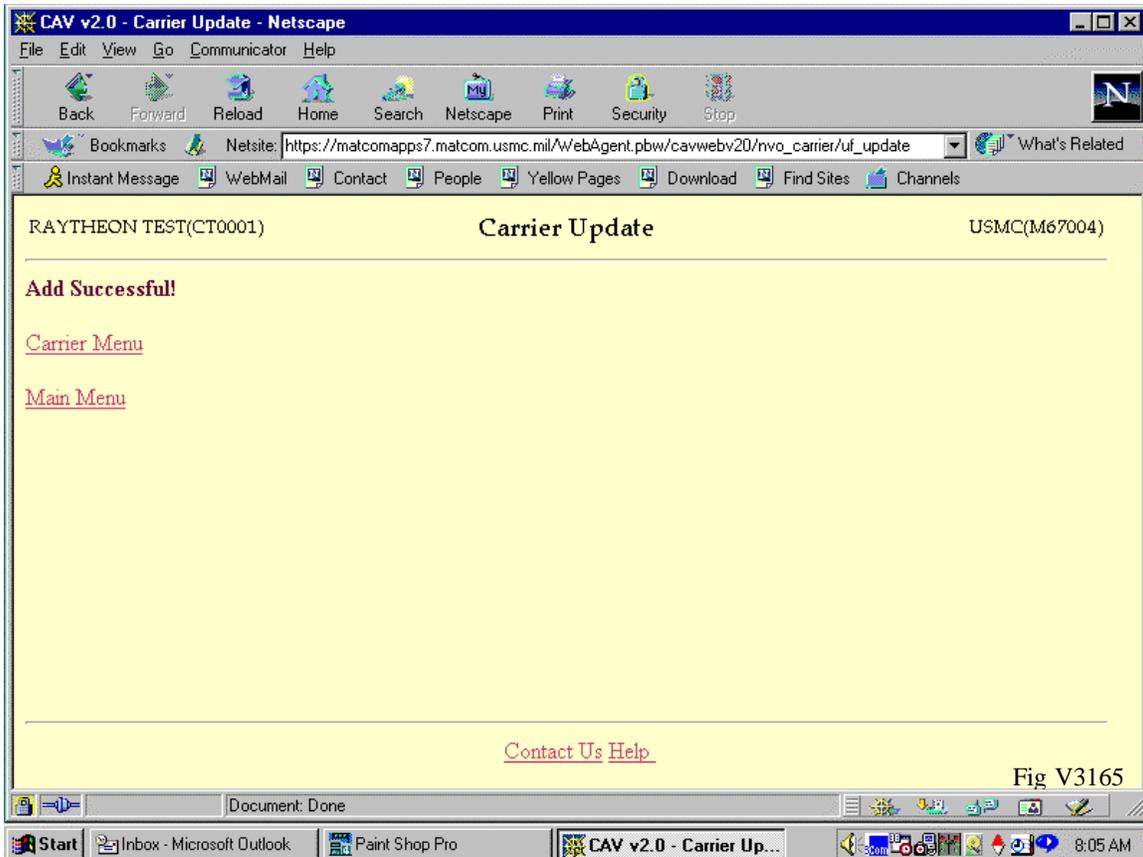


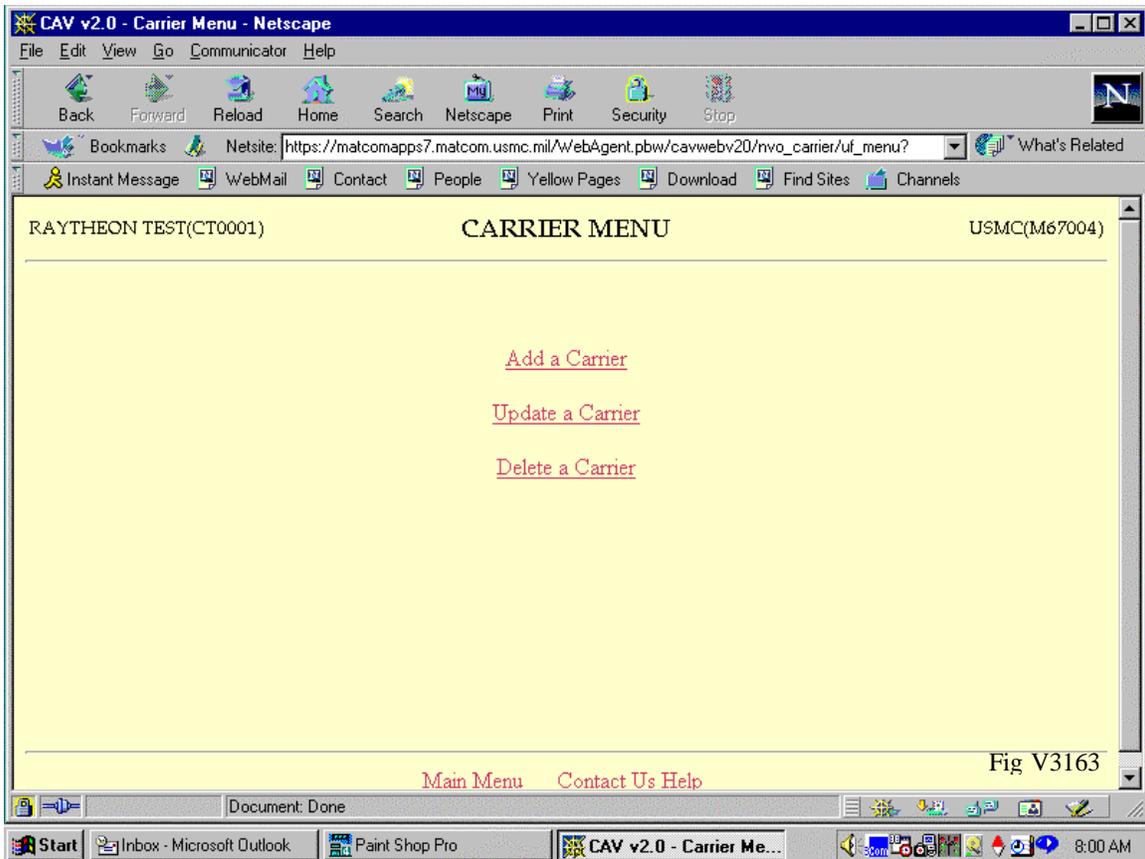
Fig V3165

If a successful Update was accomplished, the Carrier Update screen appears indicating a successful update.

This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.

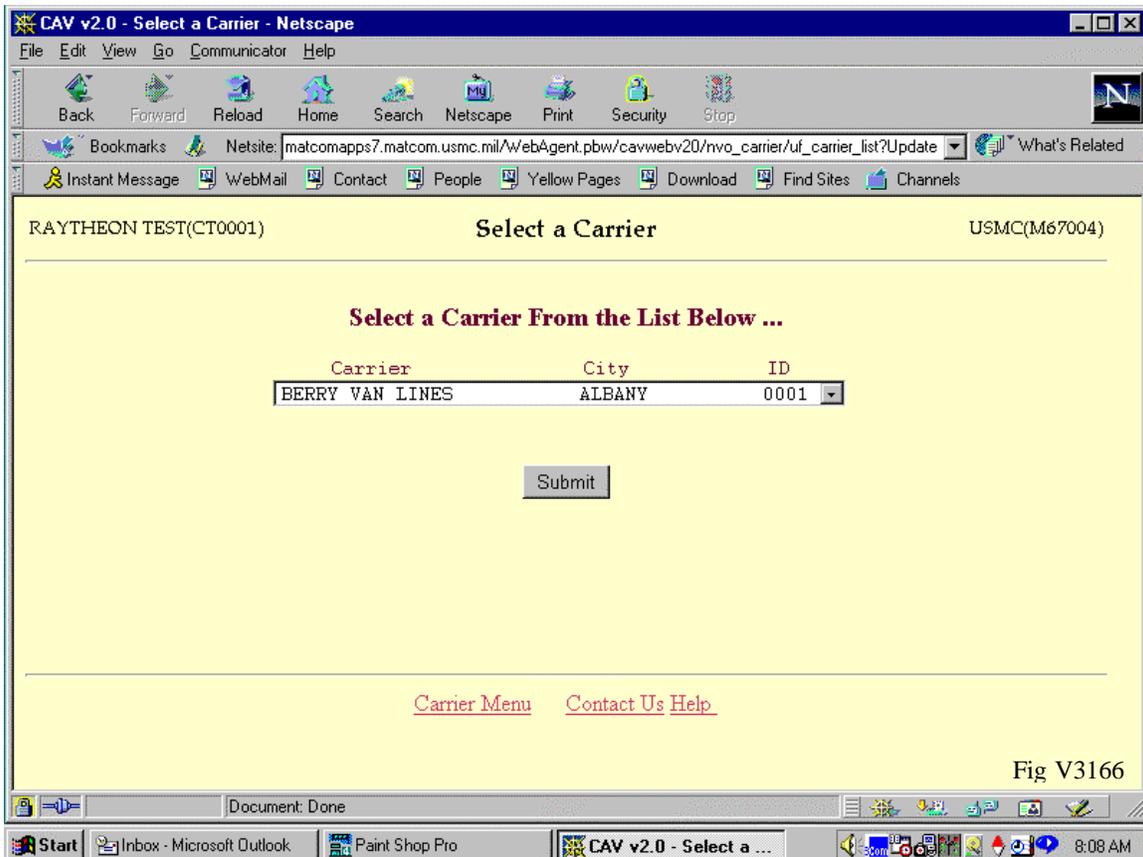
Return to Carrier Menu (click on Carrier Menu option)

Return to the Main Menu (click on Main Menu option)



## To Update a Carrier

To Update a Carrier, from the Carrier Menu, click on "**Update a Carrier**"



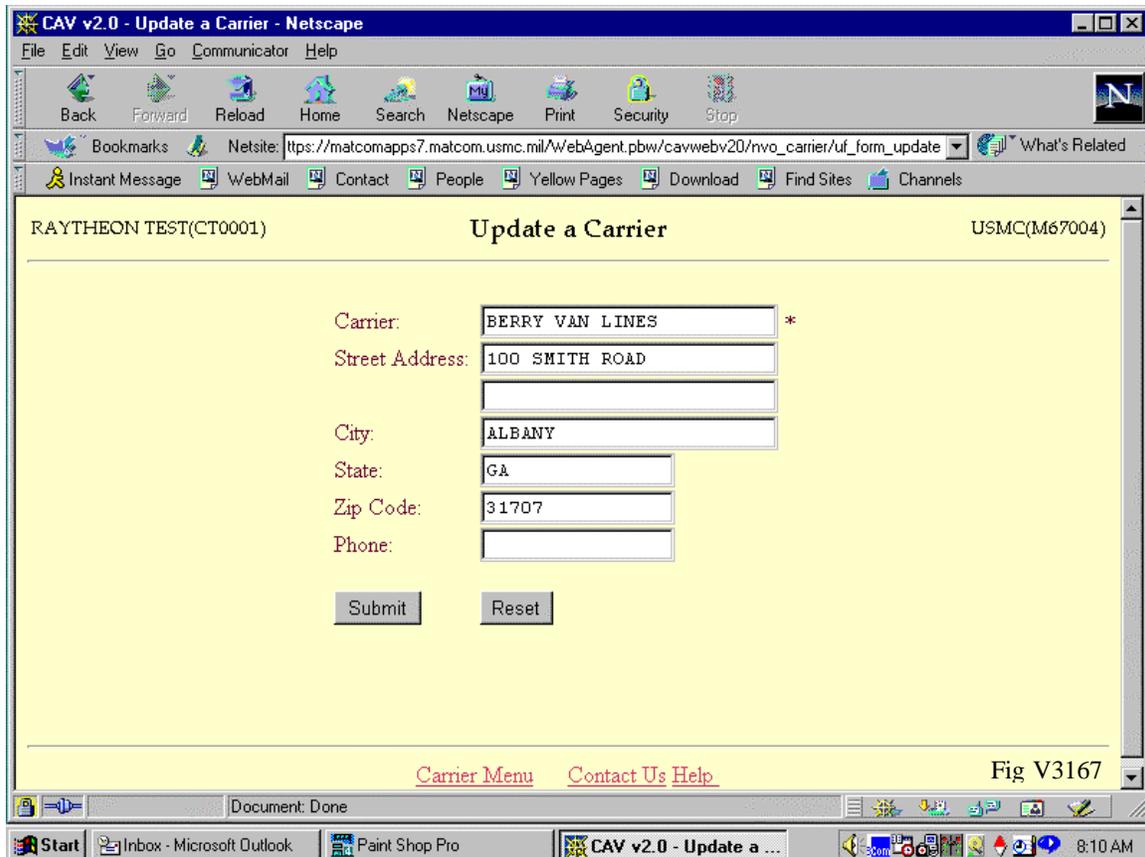
**To Update a Carrier:**

To get to the screen shown above, from the Main Menu screen, under the Utilities column, you would have clicked on the Maintain Carriers option. Then from the Carrier Menu you would have clicked on the Update a Carrier option.

From the Select a Carrier screen:

Click the down arrow of the “drop-down” box and select a carrier to update.

After selection of the Carrier for update, click the “**Submit**” button.



**NOTE:** On the screen an ' \* ' annotated next to a field, indicates a mandatory entry field.

Enter the following information as needed:

**NOTE:** Unless otherwise indicated, no special characters or embedded spaces are permitted in the fields.

**Carrier:** Type the carrier's name.

**Street Address:** Type the carrier's street address. Use both lines to type the carrier's street address.

**City:** Enter the carrier's city.

**State:** Accept the default value or click the arrow of the "drop-down" box to display the drop-down list and select the Carrier's state.

**ZIP Code:** Enter the carrier's zip code.

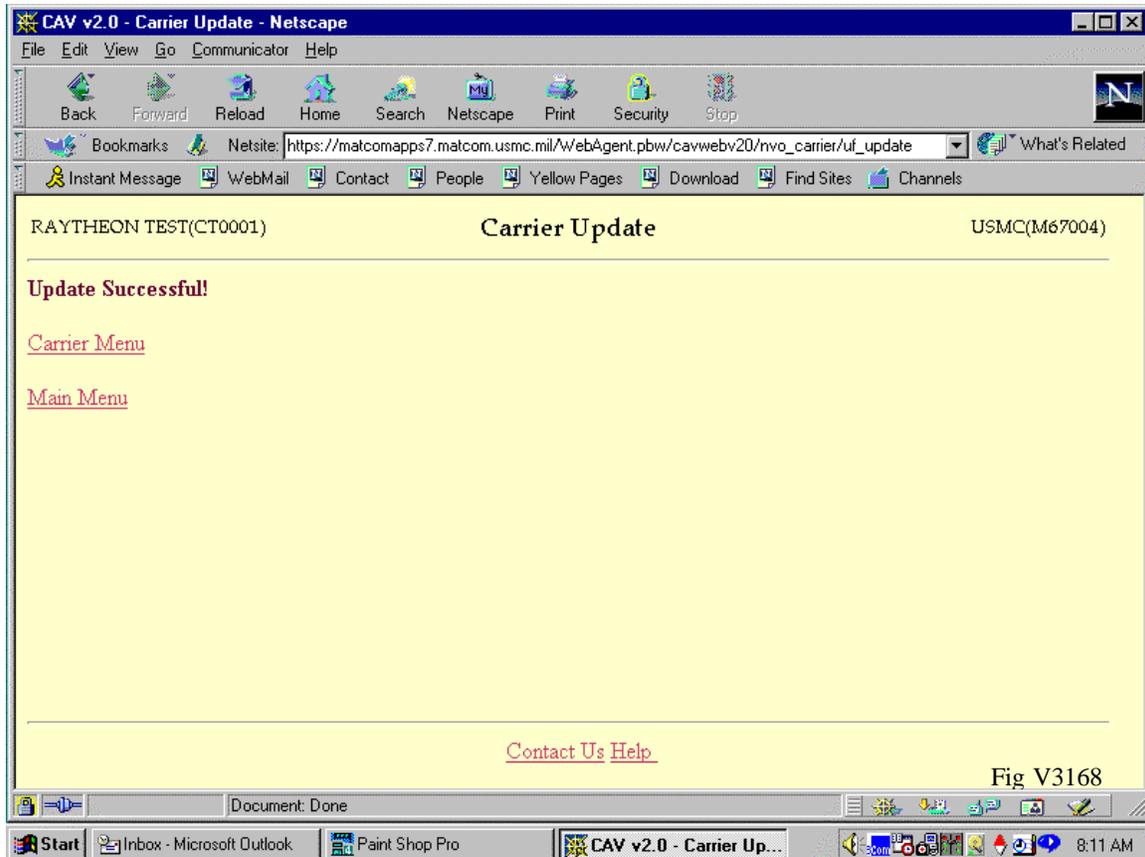
**Phone:** Enter the carrier's phone number here (include Area Code).

### **Submitting the Data:**

If the data entered is correct, click the "**Submit**" button to submit the transaction. Or to correct data that was entered, you can either click the "**Reset**" button to clear the data from the screen that you've entered, or "click and drag" over the data that is incorrect and enter the correct data.

OR

To return to the main Carrier Menu, click the "**Carrier Menu**" option.

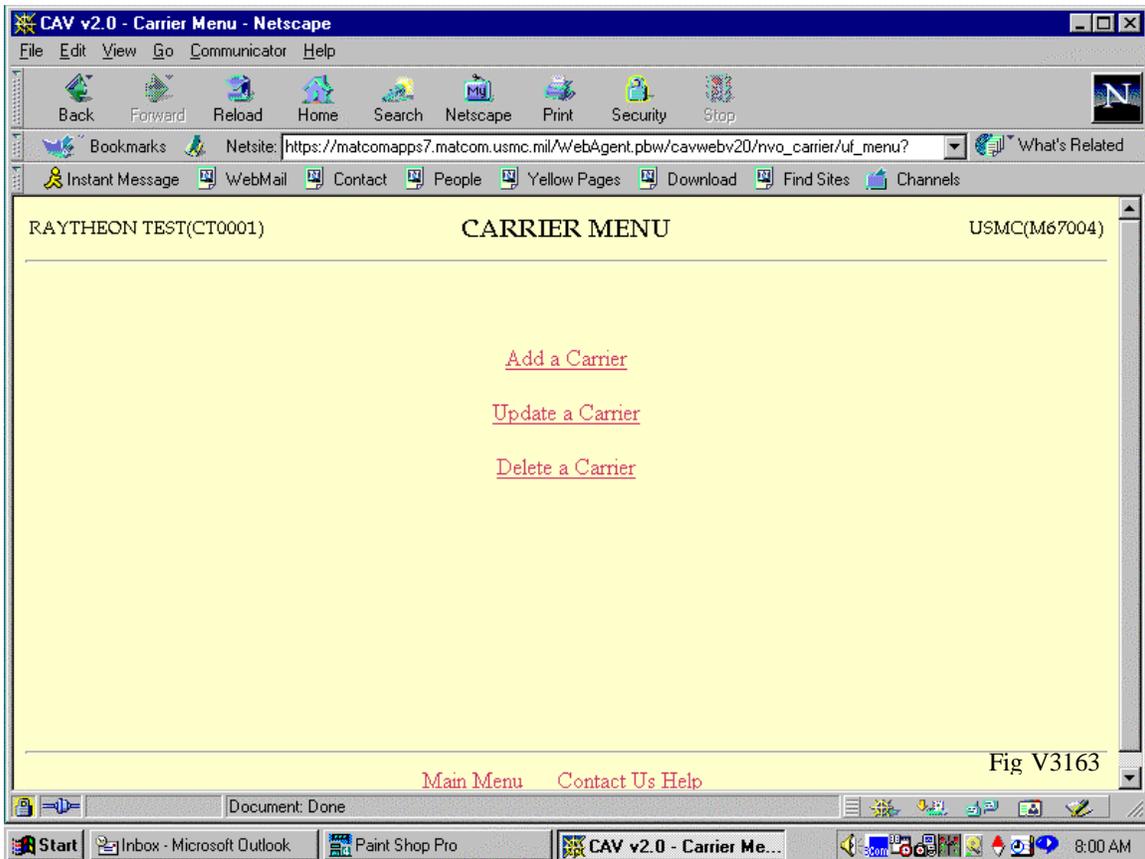


If a successful Update was accomplished, the Carrier Update screen appears indicating a successful update.

This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.

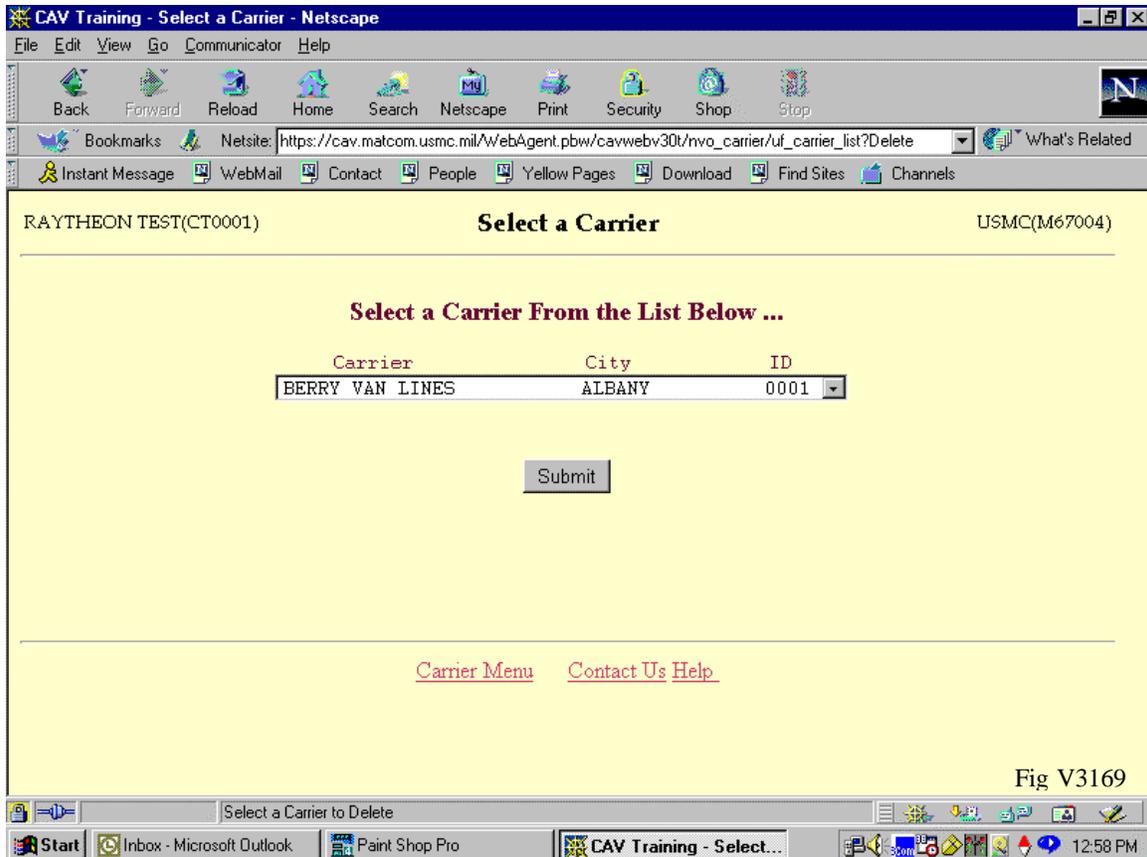
Return to Carrier Menu (click Carrier Menu option)

Return to the Main Menu (click Main Menu option)



### To Delete a Carrier

To Delete a Carrier, from the Carrier Menu, click **Delete a Carrier**".



**To Delete a Carrier:**

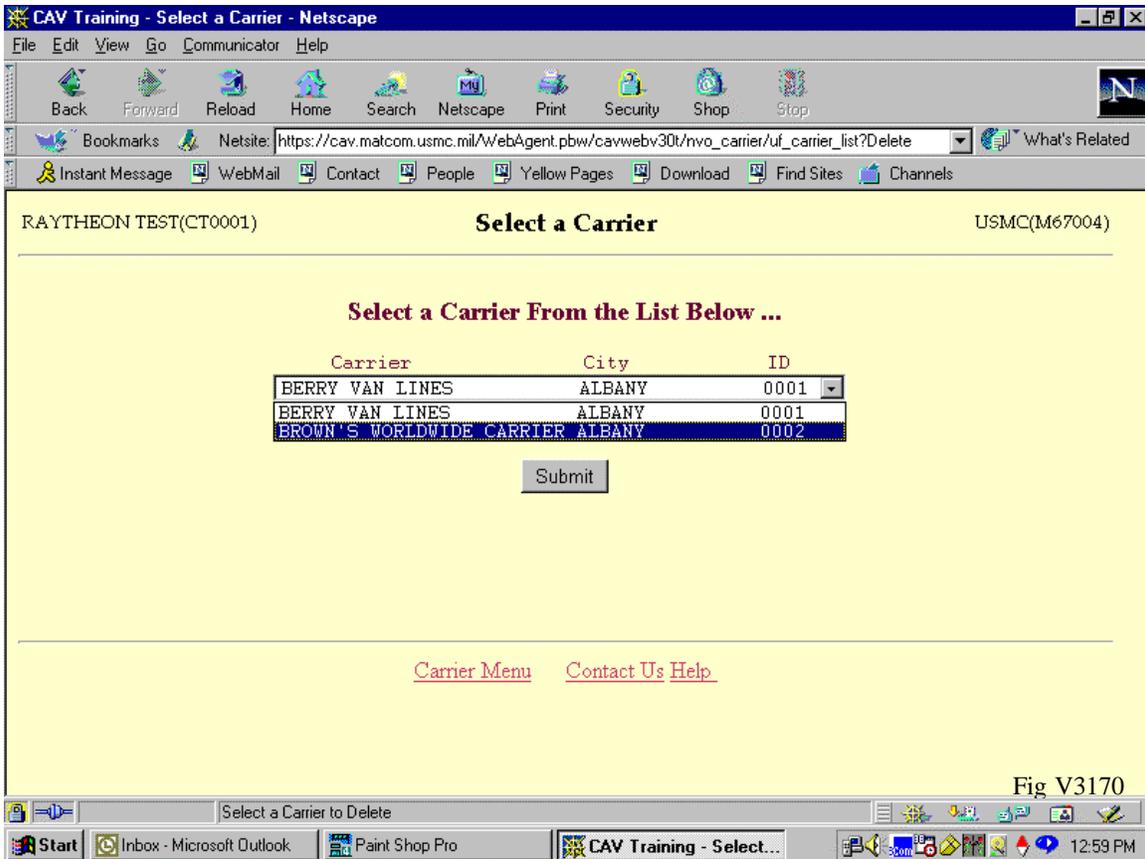
To get to the screen shown above, from the Main Menu screen, under the Utilities column, you would have clicked on the Maintain Carriers option. Then from the Carrier Menu you would have clicked on the Delete a Carrier option.

From the Select a Carrier screen:

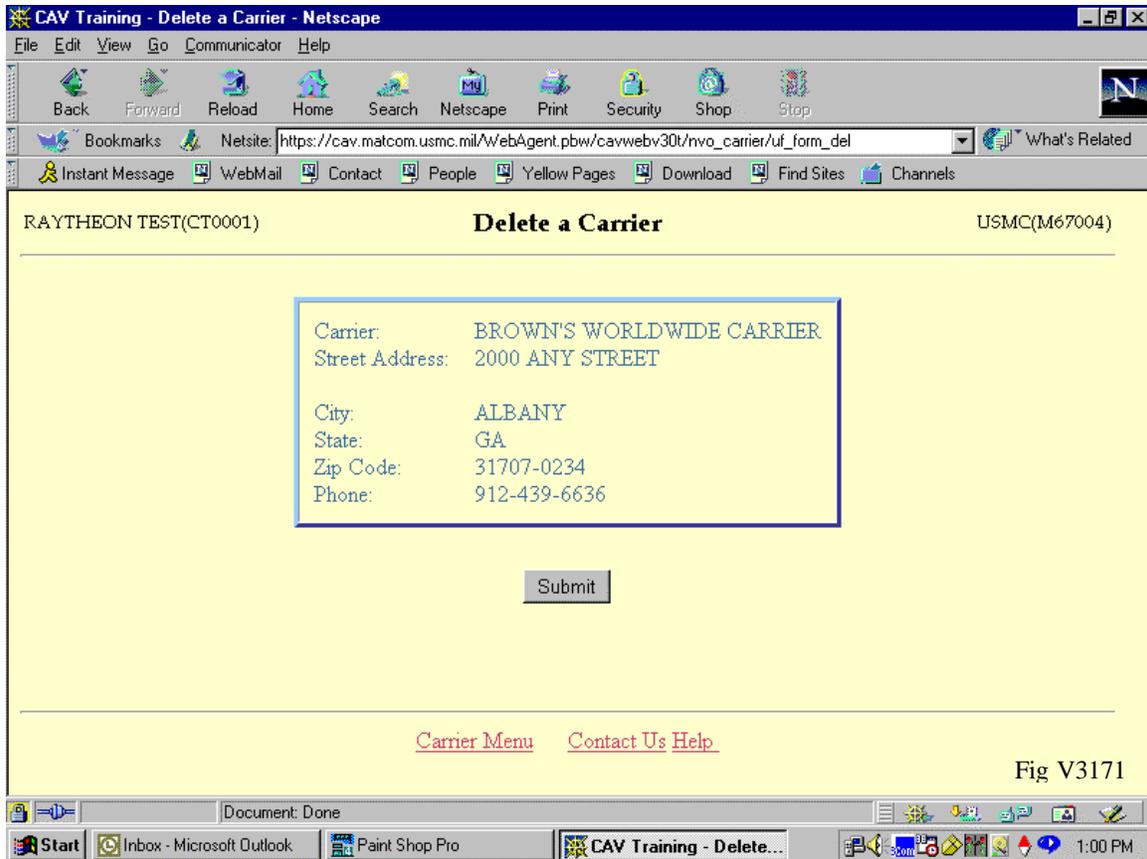
Click the down arrow of the “drop-down” box and select a carrier. See next page for example.

After selecting the Carrier that you desire to delete:

Click the “**Submit**” button.

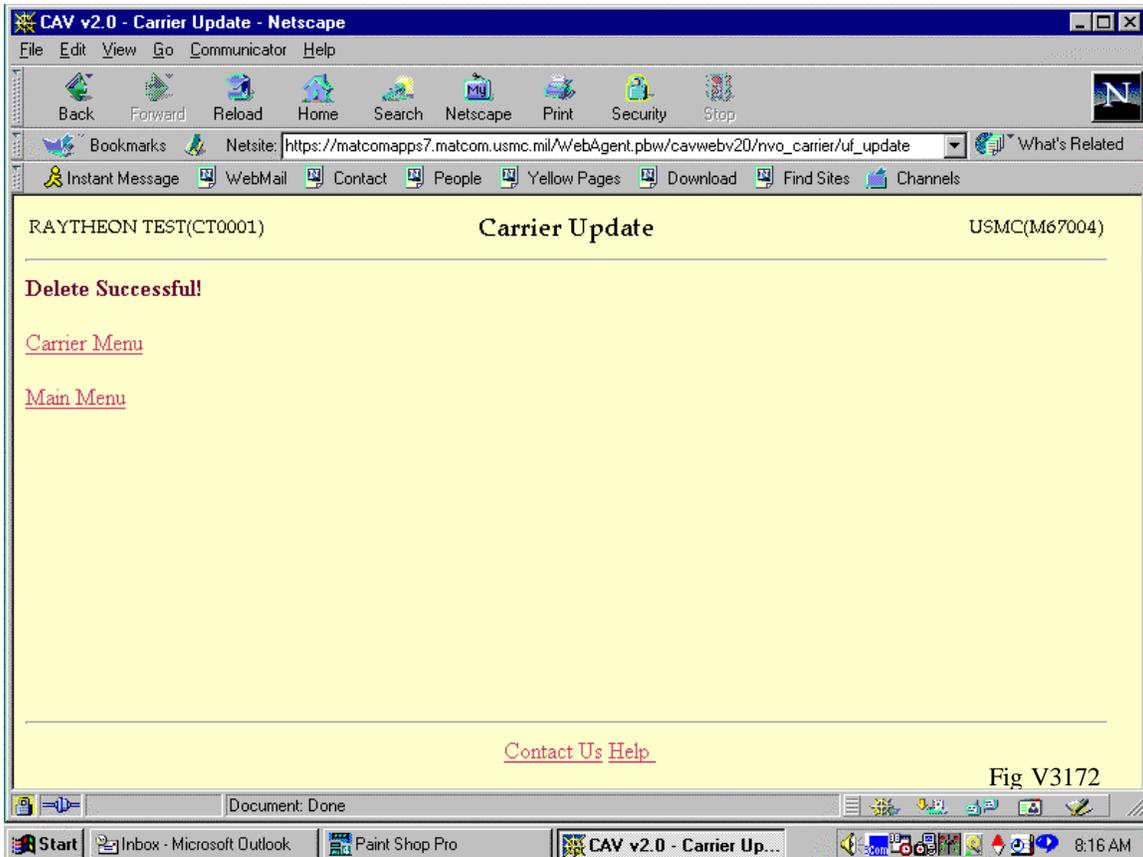


This view shows you what you would see after clicking the arrow of the "drop-down" box in order to select the Carrier.



Ensure the information you selected is correct.

If the desired Carrier has been selected, click the "**Submit**" button to submit the carrier deletion, or click on the "[Carrier Menu](#)" option to clear the data you entered and return to the Carrier Menu.



If a successful Delete was accomplished, the Carrier Update screen appears indicating a successful delete.

This screen provides you with the below listed options. Click on the underlined words or button to select the desired action/option.

Return to Carrier Menu (click the Carrier Menu option)

Return to the Main Menu (click the Main Menu option)

# APPENDIX A

## GLOSSARY OF TERMS, ABBREVIATIONS, AND ACRONYMS

## **Glossary of Terms, Abbreviations, and Acronyms**

- A Condition Quantity** - The quantity of "A" Condition Code (non Rotable Pool) items for a Contractor.
- Action Date** - The date the action was performed.
- Action Remarks** - Miscellaneous information about the repair action.
- Action Type** - The Action Type Identifier specifies a specific type repair action required/taken.
- Administrator** – The designated individual(s) who has and/or have "Administrator" access to the CAV database.  
An "Administrator" can:
- a. Update information for the ICP
  - b. Perform maintenance on Carriers, NIINs/Contracts, DODAACs, and CAV users
  - c. Delete receipts
  - d. View reports
- Advice Code** – A two alphanumeric character that provides coded instructions by the supply source when such data is considered essential to supply action and entry in narrative form is not feasible. They are perpetuated into passing actions and release/receipt documents.
- Asset Balance** - Number of Marine Corps items on hand at the Contractor's plant. Assets are reported in categories based on condition code.
- ATAC** - Advanced Traceability and Control.
- ATAC Reporting Enabled**- Indicates whether ATAC reporting is available for this Contractor.
- Authorization Number** - A unique number furnished by the contractor when return of a contractor furnished item is necessary due to failure during item warranty period.
- Awaiting Parts** - Indicates a hold status of the repair of an asset that has been inducted into the repair cycle due to repair parts being required.
- Awaiting Parts Date** - The date the repair item was placed in Awaiting Parts status. This date cannot be dated before the previous repair action.
- Award/Order Date** - The date of the Order Number
- Backorder (BO)** – A requisitioned quantity or requirement quantity (total or part) for which supply action has been/is suspended pending availability of the item.
- Beyond Economical Repair (BER)** - A term to describe when it costs more to repair an item than it does to buy one new, or repair cost is greater than 100% of replacement cost. If a repairable is identified as BER, the contractor will request disposition instructions from the Marine Corps ICP Item Manager (IM).
- Beyond Economical Repair/Maintenance Expenditure Limit** - The item costs more to repair than it does to buy one new, or to repair the item would cost greater than 100% of the replacement cost. If material is identifier BER/MEL, the Contractor must request disposition instructions from the Marine Corps ICP Item Manager (IM).
- BER/MEL Date** - The date the repair item was placed in BER/MEL status.
- Beyond Repair (BR)** - A term used to describe an item that cannot be repaired.
- Carcass** - A term used to describe a repair unit that needs to be restored to usable or good as new condition.
- Card Column (CC)** - Describes a specific location on mechanized forms or transaction layouts used by the Marine Corps. This term is synonymous with Report Position (RP).
- Carrier** - An agency that transports Marine Corps assets to/from the Contractor site.

**Carrier City** - The city in which the Carrier is located that transports Marine Corps assets to/from the Contractor.

**Carrier Name** - The name of the Carrier that transports the Marine Corps asset from/to the Contractor.

**Carrier State** - The two-character abbreviation of the State from which the Carrier that transports Marine Corps assets from/to the Contractor is located.

**Carrier Telephone Number** - The telephone number of the Carrier that transports Marine Corps assets to and from the Contractor site.

**CLIN** - Contract Line Item Number. The specific number of an item on a repair contract to distinguish it from other items on the same contract. **Is a six character alphanumeric field. The field will always start numeric.** The value must be six positions. If the CLIN annotated on the contract only has four characters, add zero's at the end of the contract CLIN.

**CLIN Requirement** - Indicates whether the CLIN is required at Receipt, required at Induction, or not required.

**COG** - A two position alphanumeric code prefix to Navy stock numbers to identify and designate the Bureau, Office, or Supply Demand Control Point which exercises supply management over specified categories of material. ***Not used by the Marine Corps.***

**Cognizance Symbol** - A two position alphanumeric code prefix to Navy stock numbers to identify and designate the Bureau, Office, or Supply Demand Control Point which exercises supply management over specified categories of material. ***Not used by the Marine Corps.***

**Commercial Asset Visibility (CAV)** - Term used to describe the Marine Corps system used requiring contractors to report receipt, repair status and shipment of MC ICP owned items.

**Complete Date** - The date the repair was completed.

**Completion Type** - Identifies if the completed item is returned to rotatable pool.

**Condition Code** - A one alphabetic character that classifies materiel in terms of readiness for issue and use, or identifies action under way to change the status of materiel. The logistics term used to describe the condition of reparable items within CAV as follows:

- "F" - Not ready for issue, item is in need of repair.
- "M" - Reparable has been inducted for repair.
- "G" - Reparable that is in a hold status, awaiting piece parts to complete repair. The contractor expects delivery to exceed 30 days. "G" condition does not stop RTAT clock.
- "A" - Reparable has been repaired and is in a like new condition and/or is ready for issue.
- "H" - Reparable is beyond repair. Authority has been given by the Marine Corps ICP to dispose of the asset, or reparable was reported previously as BER and Marine Corps ICP has given the Contractor instructions to dispose of the asset.
- "J" - Reparable was shipped and received at contractor's plant in error. The contractor either does not repair that item or MC ICP has not established a contract with the company to repair the item.
- "L" - Reparable that is in a hold status awaiting/pending litigation or negotiation.

**Consignee** - The agency/unit to whom material is directed/addressed or consigned for delivery. (The recipient or activity that is receiving the item.)

**Consignor** - The agency/unit that is the supplier/provider or shipper of the item.

**Contract Number** - The unique identifier assigned to the legally binding agreement between the Commercial Contractor and the Government Component.

**CONUS** - Continental United States.

**D6A** - The Document Identifier Code for a Material Receipt - Other Than Procurement Instrument Source (Marine Corps) - Returns transaction.

**D6X** - The Document Identifier Code for a Material Receipt - Other Than Procurement Instrument Source (Decapitalization) transaction.

**D7** - The Document Identifier Code for an Issue transaction.

**DAAS** - Defense Automated Addressing System.

**DAC** - The Document Identifier Code for an Inventory Adjustment - Dual (**Condition-Code Transfer**) transaction.

**DAC Type Code** - Formerly CC80/RP80. Identifies the type of DAC transaction (i.e., the action that triggered the condition transfer (DAC)).

**DAD** - The Document Identifier Code for an Inventory Adjustment - Dual (**Purpose-Code Transfer**) transaction.

**Date Available for Shipment** – The Julian date when the materiel has been picked, packed, marked and made available to the consignor transportation representative.

**Date Received** - The date the item was received. *NOTE*: This date defaults to the current date unless changed by the contractor. It cannot be later than the current date or earlier than a preceding action date.

**DCMAO** - Defense Contract Management Area Operation

**DD 1348-1** - A form used by the Government to ship material, and replaces the DD 250 as the shipping document.

**DD1348 Date** - The date of the DD1348 Shipping Document attached to the shipped material.

**DD 1348 Distribution Code** - Designates the Activity to receive additional supply status on the DD1348 Shipping Document.

**DD 1348 Item Nomenclature** - The item nomenclature from the DD1348 Shipping Document.

**DD 1348 Mark For** - Identifies to whom the material is being shipped on the DD1348 Shipping Document.

**DD 1348 Print Indicator** - Identifies if the DD1348 Shipping Document was printed.

**DD 1348 Print Option Code** - Identifies when the DD1348 Shipping Document is required to be printed. The options are before Completion or before Shipment.

**DD 1348 Remarks** - Remarks for the DD1348 Shipping Document.

**DD 1348 Ship Condition Code** - The ship to Condition Code from the DD1348 shipping Document.

**DD 250** - A form used by the Government to receive and inspect material provided by a contractor; also used for financial/billing purposes.

**DD 250 Date** - The date the DCMAO confirmed that the material referred to on the transaction was completed as reported. The Army uses this for a completion date; the Navy uses this as an inspection date.

**DD 250 Date Code** - Identifies if the DD250 Date is required at completion.

**DD 250 Number** - The number assigned to the DD250 document by the DCMAO for the material referred to in the transaction as confirmation that the repair was completed as reported.

**Default DD 1348 Ship Document Identifier** - Indicates whether the value of the Document Number on the DD1348 Shipping Document will be Blank (B), RCDN (R), or Source Document (S).

**Default Material Movement Document Print Indicator** - Indicates whether or not the MMD should automatically be printed.

**Default Ship to Department of Defense Activity Address Code** - The default Ship To DODAAC.

**Default Shipment Document** - The default document used when shipping an asset.

**Defense Reutilization and Marketing Office (DRMO)** - Government activity dedicated to salvaging, scrap or reutilization of obsolete or damaged items that cannot be economically repaired.

**Department of Defense Activity Address Code (DODAAC)** - A six character alphanumeric code, consisting of the Service Code and the Unit Identification Code, which is assigned to the Contractor Site by the Government to distinguish one Contractor Site from another. This code also identifies the Marine Corps unit from which assets are received and/or shipped to.

**Designated Overhaul Point (DOP)** - For our purpose, the overhaul point is the contractor's repair facility.

**Designated Stock Point (DSP)** – A Marine Corps facility designated to receive and store repairable items. The vast majority of the items repaired by a commercial facility will be shipped to a specific DSP after the item has been repaired.

**DIDS** - Defense Integrated Data System.

**Disposal** - A term used to describe the discarding of material or a generic name for Government activities dedicated to salvaging scrap or the reutilization of obsolete or damaged items that cannot be economically repaired.

**Disposition Instructions** - Directions provided by the ICP or designated Government Representative when an item is excess, surveyed, obsolete, misdirected or misidentified.

**Distribution Code** - A code that designates the Service Point or Activity to receive additional supply status.

**DLA** - Defense Logistics Agency.

**Document Identifier Code – (DIC)** A three position, alphanumeric code that designates the type of document.

**Document Number** - The 14 alphanumeric character used to uniquely identify a transaction. The number is constructed using a 6 digit UIC, 4 digit Julian Date (yddd) and a 4 digit Serial Number.

**DoD** - Department of Defense.

**DWK** - The Document Identifier Code for a Pre-Positioned Material Receipt transaction.

**DZA** - The Document Identifier Code for an Asset Status transaction.

**DZH** - The Document Identifier Code for a Location Reconciliation Request transaction.

**EDS** - European Distribution System

**Erroneous Receipt** - See Condition Code "J" definition. Used interchangeably with misdirected material, misrouted material, material not on contract, misidentified material, or "J" condition material.

**Estimated Completion Date** - The date by which the Contractor estimates that the item will be repaired.

**F Condition Quantity** - The quantity of "F" Condition (non- Rotable Pool) items for a Contractor.

**Federal Supply Classification Code (FSC)** - A code used to group or classify items of supply into categories by their use. The FSC is the first four characters of the NSN.

**From Condition Code** - The Condition Code from which the material referred to on the transaction was transferred.

**From Purpose Code** - The Purpose Code of the repair item before the action was taken.

**Fund Code (FC)** – Indicates to the distribution system that funds are available to pay the charge when and where received.

**Furnished By** - The Furnished By Code identifies the Organization providing piece parts to the Contractor for the repair process. This field is used when an item has been placed in a "G" Condition status (Awaiting Piece Parts).

**G Condition Quantity** - The quantity of "G" Condition (non-Rotable Pool) items for a Contractor.

**GBL** - Government Bill of Lading.

**Government Bill of Lading Identifier** - The identifier assigned to the GBL.

**H Condition Quantity** - The quantity of "H" Condition (non-Rotable Pool) items for a contractor.

**Hold Code** - A one position, alphabetic character that identifies in the shipment status and materiel confirmation documents specific reasons for holding material/cargo at the shipping activity after it has been picked, packed, marked, and otherwise made ready for shipment.

**ICP (Inventory Control Point)** - The organizational element within a distribution system, which is assigned responsibility for service-wide direction and control of material. In a centralized inventory system, the ICP may also perform the functions of a Stock Control Activity. For the Marine Corps, the ICP is the Marine Corps Logistics Base, Albany, Georgia. ALSO refers to a person who has "ICP" access to the CAV database. A person with "ICP" access can view reports of the various contractors working for the ICP.

**ICP DODAAC** - Identifies the DODAAC of the ICP (Marine Corps will be M67004).

**Induct Date** - The date the asset was inducted for repair by the contractor.

**Induction** - A reparable is considered inducted when the contractor actually starts to repair the reparable.

**Inquiry** - An option available within CAV processing frames. This option is used to seek information regarding the status of RCDNs, order, various date ranges, inventories, and "G" condition and history.

**Inventory Control Point Department of Defense Activity Address Code** - Identifies the DoDAAC of the ICP (for the Marine Corps, this will equal M67004)

**Inventory Control Point Name** - The name of the ICP.

**Item Number** – A specific number of an item on a repair contract to distinguish it from other items on the same contract.

**J Condition Quantity** - The quantity of "J" Condition (non-Rotable Pool) Code items for a Contractor.

**Julian Date** - A four position numeric date. Normally found in Report Positions (rp) 36 through 39 (Block 11). RP 36 will indicate the last numeric digit of the calendar year in which the document was originated, e.g., "9" for 1999. RP's 37 through 39 will indicate the numeric consecutive day of the year, e.g., "002" for 2 January.

**L Condition Quantity** - The quantity of "L" Condition Code items for a Contractor.

**LAN** - Local Area Network.

**Loaned Asset** - Government furnished property, which may be either special tools and/or special test equipment, laid in by the Government to a repair facility to assist during the repair

process. Loaned Assets do not apply to all contractor sites therefore reporting of this type may not be necessary.

**M Condition Quantity** - The quantity of "M" Condition (non-Rotable Pool) Code items for a Contractor.

**MAC** - Military Airlift Command.

**Management Code** - An alphanumeric character that provides additional information about a requisition, receipt, issue or adjustment transaction or other action, that is not otherwise provided for, in the transaction for supply/financial data.

**Management Control Activity (MCA)** - Department of Defense component activity designated to initially receive and effect control over service initiated and contractor initiated requisitions for GFM which would be supplied from the wholesale supply system.

**MAP/MASE** - Military Assistance Program/Military Assistance Support Fund

**Mark For Name** - Identifies on the DD1348 Shipping Document to whom the material is being shipped. Can include a specific individual, building number or delivery point.

**Material Movement Document (MMD)** - A document which contains identifying information, includes NIIN and RCDN and is a specific nametag. The MMD may be attached to a specific reparable and be referred to when inputting and CAV transactions which affect the reported condition of the reparable.

**Media and Status Code (M&S)** - Indicates preference as to recipient of status and media of transmission as authorized for on documents transmitted from a supply source through DAAS.

**MEL** - Maintenance Expenditure Limit

**MILSTRAP** - Military Standard Transaction Reporting and Accounting Procedures

**Misdirected Receipt** - See Condition Code "J" definition. This term is used interchangeably with a misrouted receipt, material received not on contract, erroneous receipt, or "J" condition material.

**Misidentified Receipt** - An asset received at the contractor facility that was incorrectly identified and that is not contractually authorized for repair.

**Mode of Shipment** - An alphanumeric code that specifies the manner in which the material referred to on the transaction was shipped/moved.

**MOM** - Military Official Mail.

**MSC** - Military Sealift Command.

**National Item Identification Number (NIIN)** - A 9 character, numeric code which identifies a specific type of material and is the 5<sup>th</sup> through 13<sup>th</sup> positions of the NSN.

**NIIN Validation** - The NIIN Validation Code identifies the level of NIIN validation against the NIIN/Contract Table.

**National Stock Number (NSN)** - A 13 character, numeric code identifying the category of material and the specific item with that category. Positions 1 through 4 (FSC) identify the category (class) and positions 5 through 13 are the NIIN.

**Naval Inventory Control Point (NAVICP)** - NAVICP has 2 sites NAVICP-M in Mechanicsburg, PA supports the surface and submarine fleet. NAVICP-P in Philadelphia, PA supports naval aviation.

**Nomenclature** - The item nomenclature from the DD1348 Shipping Document. Identifies what item is being inducted into repair, on hand at the contractor site, or being shipped.

**OCONUS** - Outside the Continental United States.

**Old Condition Code** - The previous Condition Code of an item.

**Old National Item Identification Number (NIIN)** - The previous NIIN of the repair unit prior to induction resulting in NIIN modification of the unit. Used during the induction or completion actions only.

**Old Purpose Code** - The previous Purpose Code of an item.

**Order Date** - The date of the Order Number.

**Order Number** - A number that identifies a specific order or call, issued against a particular contract. Is a four character alphanumeric field. The value can not be a totally alphabetic entry.

**Ownership Code** - A one numeric character that provides a means of segmenting inventory balances, accounted for in inventory control records of a provider, but materiel is owned by others. A means of segmenting stocks.

**Part Number** - (PN or P/N) The identifier assigned by the manufacturer of the requested material/item to distinguish it from other material provided by or produced by the manufacturer.

**Password** - A unique word used to gain access to shared resources. If you assign a password to a shared resource, others must know the password to use the resource.

**PDS** - Pacific Distribution System.

**Pickup DoDAAC** - The default Pick-up Location DODAAC.

**Pool Asset** - Critical shortage items laid in at the contractor's site to improve repair turn-around time (RTAT).

**Priority Designator Code** - A two character, numeric value that indicates to the supplier/contractor, the urgency of the materiel requirement of the requisitioner/customer.

**Project Code** - Project Code is a 3 alphanumeric character field that identifies specific programs or purposes for which materiel is required. Project Codes are assigned, monitored and coordinated by HQMC and the MC ICP. Once assigned, each code is perpetuated on all related documentation and records until the specific purpose for which assigned as been completed or deleted.

**Proof of Shipment Date** - The date a Proof of Shipment request was made for an item being shipped.

**Purge Interval (Days)** - The number of days after a repair item record goes to History that it will be purged from the CAV database.

**Purpose Code** - A Purpose Code is used to identify the purpose or reason for which the related material is reserved or held. Purpose Codes, which are mandatory elements on all MILSTRAP transactions, are directly relatable to all quantities of stock held on inventory records.

**Quantity** - The total amount, or number of items/assets.

**Quantity Listed** - The quantity that was listed on the incoming supply document.

**Quantity Received** - The actual quantity received at the site and recorded on the ROD Transaction.

**Receipt** - An asset received by the Contractor for repair/usage.

**Receipt Date** - The date the item was received. NOTE: This date defaults to the current date unless changed by the Contractor Employee. It cannot be later than the current date or earlier than any action date for a preceding action.

**Receipt of Material on Contract** - This option processes receipt of material that is listed in the contract for repair at the Contractor's Facility. The material may have been shipped from the Supply System or directly from an end user. A unique RCDN will be created from the receipt

transaction for each asset received. At the same time, an MMD may optionally be generated for each RCDN. The RCDN will be used in all subsequent transaction reporting for the asset.

**Receipt of Material Not on Contract** - Receipt of Material Not On Contract will be processed similarly to Material Received On Contract except Contract Number, Order Number, Award/Order Date, and CLIN will not be available. The ICP or its designated Representative will need to provide disposition instructions for this type of material to the Contractor.

**Receipt Quantity** - The number/quantity of the item being received.

**Receipt of Rotable Pool/Loaned Assets** - Rotable Pool assets are "A" Condition, "V" Purpose assets, reserved at a repair Facility, to be used in support of repair of a next higher assembly or an end item. These assets are maintained on the ICPs Wholesale Inventory records and may be used for issue as required. Receipt of Rotable Pool/Loaned Assets will be processed similarly to Receipt of Material On Contract ("A" Condition, "A" Purpose) except that the Award/Order Date and Order Number are not available. This will then generate a Purpose Code Transfer ("A" to "V" Purpose) transaction.

**Receipt Type** - The Receipt Type Code identifies if the repair item was received On Contract, Not On Contract, Rotable Pool, Loaned Asset, A Condition, or Procurement.

**Received From** - Specifies from what Activity (Item Manager, ICP, designated Storage Facility or user) a supply document was received.

**Reference Number** - A unique tracking number consisting of up to twenty-five (25) alphanumeric characters, assigned by your Activity to identify a specific asset.

**Reinduct Date** - The date the repair item was re-inducted into the repair cycle.

**Reinduction** - The re-initiation of repair of an asset that had been awaiting parts.

**Release Date** - The date the material/item is released to the carrier for shipment.

**Remarks** - Information about the repair action.

**Required Delivery Date (RDD)** - The date which specifies when material is actually required to be delivered to the customer/requisitioner.

**Repair Cycle Document Number (RCDN)** - A sequentially, unique document number that has been CAV assigned for each reparable received by the Contractor.

**Repair Turnaround Time (RTAT)** - An acronym to describe how long it takes a reparable to be repaired, from the time it is inducted to the time it is reported as complete.

**Return to Rotable Pool** - Found on the Complete Screen and indicates whether the item being completed is being returned to a Rotable Pool.

**Reversal Indicator** - Identifies the transaction as a reversal of a previously transmitted transaction. The information contained on this transaction is identical to the previously transmitted transaction with the exception of the Reversal Indicator code.

**Reverse Record** - A processing option on some CAV processing frames, which is used to make corrections. Instead of correcting your original transaction by simply changing a field, you would reverse or cancel your original transaction and re-input a transaction with the correct information. Although this may seem harder than it should be, we reverse records to maintain an audit trail.

**ROD** - Report of Discrepancy.

**Rotable A Quantity** - The quantity of "A" Condition Rotable Pool items for a Contractor.

**Rotable Pool Asset** - Assets laid-in/stored by the Government at a repair facility to be used in support of repairs. Rotable pools do not apply to all contractors; therefore, reporting of this type may not be necessary.

**Rotable Pool/Loaned Asset Reporting** - Indicates whether or not the Contractor can report Rotable Pool and Loaned Assets.

**Routing Identifier** - The Routing Identifier Code (RIC) is a three-digit, alphanumeric code used to represent the address of the intended recipient of the document; to denote the actual consignor or material; or to identify the supply activity originating the action.

**SECDEF/JCS** - Secretary of Defense/Joint Chiefs of Staff

**Serial Number** - (SerNr) Usually pertains to a unique alphanumeric value assigned by the manufacturer or Service to identify a specific item. When used to associate a number identified with a specific item of equipment, it can be up to thirty-two, alphanumeric characters long. When used in reference to document numbers, a serial number is a sequential number appearing in the 11<sup>th</sup> through 14<sup>th</sup> positions of the document number. This serial number helps make the document number unique.

**Service** - Indicates whether the ICP is associated with the Army, Navy, Air Force or Marine Corps.

**Ship Indicator** - Found on the Repair History Report. Indicates the Condition Code of the material that was shipped.

**Ship Option** - Found on the Add a Contractor and Update a Contractor screens. There are two Ship Options: Generate a DWK if the Ship To DODAAC is in the database, or Always generate a DWK.

**Shipping Document (DD 1348-1)** - A standard government issue/receiving form that contains coded and in the clear information, making it easier to process at the Designated Stock (DSP) Point or authorized recipient. The DD 1348-1 acts as both a packing slip and shipping label.

**Ship to Condition Code** - The Ship To Condition Code from the DD1348-1 Shipping Document.

**Ship to Document** - The Document Number that should be assigned to the DD1348-1 Shipping Document when the material is shipped because of disposition instructions.

**Ship to DoDAAC** - The identification code assigned to the Organization to which the material is to be shipped appearing on the DD1348-1 Shipping Document.

**Shipment Date** - The date the item was shipped.

**Shipment Document Number** - A 14 alphanumeric character that should be assigned to the Shipping Document when the material is shipped.

**Shipment Mode** - The Shipment Mode Code specifies the manner in which the material referred to on the transaction was shipped (same as Mode of Shipment code).

**Shipment Number** - The Vendor Shipment Number shown on the Shipping Document (DD1348-1).

**SICA** - Secondary Inventory Control Activity

**Signal Code** - A one position, alphabetic character that has a twofold purpose. It designates the fields containing the intended consignee (ship to) and the activity to receive and effect payment of bills, when applicable.

**Special Material Identification Code (SMIC)** - Positions 14 and 15 on a NSN field if applicable. A term used to indicate unique application; reporting segments specialized distribution, etc. for logistics management purposes. Usually not required for Marine Corps transactions.

**Source Document Number** - A term used in CAV to describe the document number assigned on the paperwork that accompanied the reparable when it was received at the Contractor's site. The reparable has an identity before it arrives at the Contractor's site as to ownership,

responsible unit, etc. This is the Source Document Number. Once it is reported as received at the contractor's site, CAV gives the reparable a new identity called RCDN.

**SRA** - Secondary Repair Assembly.

**Status Code** – Status codes may be alphabetic or alphanumeric and flow from the supply source to the creator of a requisition/excess report. They inform recipients of the status of requisitions/excess reports, and related transactions.

**Survey** - A term used to describe the authorized write-off of material. Only the MC ICP or its designated representative can authorize the write-off of material and disposal. CAV has a survey request-processing frame.

**Survey/Scrap Date** - The date the item was put into Survey/Scrap status.

**Transaction Item Report (TIR)** - Describes reporting changes in status to MC ICP. When the CAV daily transactions are transmitted to the MC ICP, each transaction reported is considered a TIR.

**Transportation Control Number (TCN)** – A unique seventeen, alphanumeric character assigned to shipment units/carriers as the shipment control from origin to destination.

**To Condition Code** – The ‘To Condition Code’ is a single alphabetic character used to identify the Condition Code to which the material referred to on the transaction was transferred.

**To Purpose Code** - The Purpose Code of the repair item after the action was taken.

**Transmit Date** - The date the TIR transaction was successfully sent to the ICP.

**Unit Identification Code (UIC)** - A six-digit alphanumeric Department of Defense (DoD) assigned code. Each activity is given a unique six-digit UIC by the DoD. This code uniquely identifies the activity and depending on how it is used can identify whom issues, receives, and pays for material, or whom the material has been shipped to. Also known as Activity Address Code.

**Unit of Issue (UI)** – A two character alphabetic code indicating the physical measurement, the count, or when neither is applicable, the container or shape of an item for the purpose of requisitioning by, and issue to, the contractor or end user. EXAMPLE: Each (EA), Pair (PR), Assembly (AY).

**Unit Price** - The cost of an item for a single transaction quantity of one unit.

**User** - A person who has authorized access to the CAV database. A user is able to update information about repair items, view reports, and perform some maintenance functions based on the authority assigned by the System Administrator.

**User Id** – The six-character alphanumeric code assigned to an authorized user to permit access to CAV.

**User Type** - Identifies the category of CAV user. There are three user types: Contractor, ICP, and Administrator.

**Web Browser** - A software application used to locate and display Web pages. The two most popular browsers are Netscape Navigator and Microsoft Internet Explorer. Both of these are graphical browsers, which means that they can display graphics as well as text. For CAV, the user is required to use Netscape.

**Zip Code** - The Post Office mailing code assigned to the Carrier that ships the unit from the Contractor or identifies a specific geographic location. NOTE: ZIP Codes in the United States will be either five numbers followed by five blanks or five numbers followed by a hyphen and four numbers. ZIP Codes for foreign countries can be a combination of alphanumeric and symbols up to ten characters long.

## **System Requirements**

CAV version 2.0 or greater is designed to be accessed using Netscape Navigator on a Windows 95 or Windows NT platform.

For Windows 95:

- IBM compatible PC (486-DX66 or higher)
- 16 MB RAM
- 540 MB hard drive
- VGA monitor
- 28.8 K BPS or faster data transmission modem, or connection to Local Area Network
- Mouse
- Laser Printer, 4 PPM or faster, 300 DPI resolution
- Surge suppresser or UPS with built in surge protection

For Windows NT:

- IBM compatible PC (66 MHz Pentium)
- 32 MB RAM
- 540 MB hard drive
- VGA monitor
- 28.8 K BPS or faster data transmission modem, or connection to Local Area Network
- Mouse
- Laser Printer, 4 PPM or faster, 300 DPI resolution
- Surge suppresser or UPS with built in surge protection

# APPENDIX B

## DATA RECEIPT INPUT HELP NOTES - ALPHABETICAL LISTING

**DATA RECEIPT INPUT HELP NOTES - ALPHABETICAL LISTING BY IN-THE-CLEAR TITLE SEQUENCE**

IN THE CLEAR TITLE	WHERE FOUND	POSITIONS
Condition Code	Source Document DD-1348	cc 71
Document Identifier Code	Source Document DD-1348	cc 1 - 3
Document Number	Source Document DD-1348	cc 30 - 43
Document Number Suffix Code	Source Document DD-1348	cc 44
National Item Identification Number	Source Document DD-1348	cc 11 - 22
National Stock Number	Source Document DD-1348	cc 8 - 22
Priority Code	Source Document DD-1348	cc 60 - 61
Project Code	Source Document DD-1348	cc 57 - 59
Quantity	Source Document DD-1348	cc 25 - 29
Routing Identifier Code From	Source Document DD-1348	cc 4 - 6
Signal Code	Source Document DD-1348	cc 51
Supplementary Address Code	Source Document DD-1348	cc 45 - 50
Unit of Issue Code	Source Document DD-1348	cc 23 - 24
Unit Price	Source Document DD-1348	cc 74 - 80

**DATA RECEIPT INPUT HELP NOTES - LISTING BY "REPORT POSITIONS" SEQUENCE**

IN THE CLEAR TITLE	WHERE FOUND	RP START	RP END
Document Identifier Code	Source Document DD-1348	1	3
Routing Identifier Code From	Source Document DD-1348	4	6
National Stock Number	Source Document DD-1348	8	22
National Item Identification Number	Source Document DD-1348	11	22
Unit of Issue Code	Source Document DD-1348	23	24
Quantity	Source Document DD-1348	25	29
Document Number	Source Document DD-1348	30	43
Document Number Suffix Code	Source Document DD-1348	44	
Supplementary Address Code	Source Document DD-1348	45	50
Signal Code	Source Document DD-1348	51	

Project Code	Source Document DD-1348	57	59
Priority Code	Source Document DD-1348	60	61
Condition Code	Source Document DD-1348	71	
Unit Price	Source Document DD-1348	74	80

## APPENDIX C

WHAT TO DO WHEN EXPERIENCING PROBLEMS / POINTS OF CONTACT

## WHAT TO DO WHEN EXPERIENCING PROBLEMS

1. Although CAV II Program / System is designed to provide fault-free operation; there may be times when a problem occurs. If you should encounter a problem, you may contact the below listed personnel during the hours of 7:00 AM - 4:30 PM (EST) Monday thru Friday:

CAV PROGRAM MGR

Phone: Comm: (229) 639-6414  
DSN: 567-6414  
Fax Comm: (229) 639-6696

CAV PROGRAM MGR

Phone: Comm: (229) 639-5592  
DSN: 567-5592  
Fax Comm: (229) 639-6696

## **APPENDIX D**

### **PROCESSING DISCREPANT RECEIPTS AND SOLUTIONS**

## PROCESSING DISCREPANT RECEIPTS AND SOLUTIONS

This appendix will attempt to identify some common problems and standard solutions to discrepant receipts and will identify the correct transactions that should be generated as a result of a discrepant receipt.

If you should encounter problems which you would like to be addressed in this appendix, please contact the System Administrator, MCLB, Albany, GA at Comm: (229) 639-6414 / 5592 or DSN: 567-6414 or E-mail one of the following:

samuelwj@matcom.usmc.mil  
bryantbj@matcom.usmc.mil

### Discrepancy # 1. Material received without accompanying paperwork.

#### a. Can identify NIIN or NSN.

Create a source Document Number (Document Nr) (14 positions) as follows:

<u>Position</u>	
1 - 6	Company / Contractor AAC (example: L00001)
7 - 10	Current Julian Date (yddd)
11 - 12	Enter "ZZ"
13 - 14	Assign and enter a sequential number beginning with "01" and going up to "99"

Enter NIIN received.

Enter Quantity received.

Enter RIC the item or items were received from if known or if not known, enter your company RIC in the "Received From" block.

Enter the receipt date if not the default (current date).

Enter the correct Unit of Issue.

If NIIN received is one that is repaired at your facility and is **ON CONTRACT**, enter a receipt transaction for receipt "On Contract".

If NIIN received is one that is not repaired at your facility and is **NOT ON CONTRACT**, enter a receipt transaction for receipt "Not On Contract".

#### b. Cannot identify NIIN but Part Number is available .

If Part Number is less than 9 characters, enter Part Number characters available then fill remainder with "?".

If Part Number is more than 9 characters, enter first nine characters of Part Number.

#### c. Cannot identify NIIN and no Part Number is available .

If Part Number is unknown, then fill NIIN block with nine "?".

Discrepancy # 2. Receipt of Discrepant Material:

- a. **Misidentified Material (NIIN discrepancy).** Actual NIIN of material received is different than the NIIN / NSN listed on the accompanying paperwork/shipping document. Example: Paperwork shows NIIN 01-123-4567, quantity 1 EA, shipped on Document Number MML100 1001 0001 and was received from ML1. You actually received NIIN 01-456-7899, quantity 1 EA.

If NIIN actually received is on contract or on order, report receipt as material "On Contract".

If NIIN actually received is NOT on contract or on order, report receipt as material received "Not on Contract".

Receipt example:

Enter Document Number material received on.

Enter actual NIIN received.

Enter Quantity received.

Enter RIC the item or items were received.

Enter the receipt date if not the default (current date) date.

Enter the correct Unit of Issue.

Process a Report of Discrepancy (ROD) (See Section 5) for the NIIN difference.

NIIN Listed:	011234567
Quantity Listed:	1
Document Number:	MML10010010001
NIIN Received:	014567899
Quantity Received:	1
Date Received:	Type in date received (mm/dd/yyyy)
Received From:	Type in the RIC item(s) was received from. (Example ML1)

- b. **Misidentified Material (Quantity discrepancy).** Actual quantity of material received is different than the quantity listed on the accompanying paperwork/shipping document. Example: Paperwork shows NIIN 01-123-4567, quantity 4 EA, shipped on Document Number MML100 1001 0001 and was received from ML1. You actually received quantity of 5 EA.

If NIIN received is on contract or on order, report **actual** receipt quantity as material "On Contract".

If NIIN received is NOT on contract or on order, report **actual** receipt quantity as material received "Not on Contract".

Process a Report of Discrepancy (ROD) (See Section 5) for the Quantity difference.

NIIN Listed:		011234567
Quantity Listed:		4
Document Number:		MML10010010001
NIIN Received:		014567899
Quantity Received:	5	
Date Received:		Type in date received (mm/dd/yyyy)
Received From:		Type in the RIC item(s) was received from. (Example ML1)

**Discrepancy # 3. Quantity Received / Mixed NIIN Variances.**

- a. Quantity Received has different NIIN's or is mixed stock.

If NIIN actually received is on contract or on order, report receipt as material "On Contract".

If NIIN actually received is NOT on contract or on order, report receipt, as material received "Not on Contract".

Receipt examples:

Example 1. Accompanying paper work shows NIIN 011234444, for qty 3 EA, shipped on Source Document Number MMC30010040001 from MC3 on 01/12/2001. You actually receive NIIN 011234444, for a qty of 2 EA and NIIN 011235555 for a qty of 1 EA. **Process receipt transactions using Source Document Number and NIIN's / Qty's actually received:** Example:

1st Receipt

Doc Nr:		MMC30010040001
NIIN:		011234444
Qty:	2	
RIC Received From:	MC3	
Date Received:		01/12/2001
Unit of Issue:	EA	

2nd Receipt

Doc Nr:		MMC30010040001
NIIN:		011235555
Qty:	1	
RIC Received From:	MC3	
Date Received:		01/12/2001
Unit of Issue:	EA	

**Process a Report of Discrepancy (ROD) for quantity and NIIN differences:**

Example:

1st NIIN received.

NIIN Listed:		011234444
Quantity Listed:		3
Document Number:		MMC30010040001
NIIN Received:		011234444
Quantity Received:	2	
Date Received:		01/12/2001 (mm/dd/yyyy)
Received From:		Type in the RIC item(s) was received from. (Example MC3)

2nd NIIN received.

NIIN Listed:		011234444
Quantity Listed:		3
Document Number:		MMC30010040001
NIIN Received:		011235555
Quantity Received:	1	
Date Received:		01/12/2001 (mm/dd/yyyy)
Received From:		Type in the RIC item(s) was received from. (Example MC3)

**Error found after material has been input / inducted into the system.** If circumstances arise and a discrepancy is discovered after material has been input or inducted into the CAV system, the following procedures would apply to ensure accurate inventory reporting.

a. Input a Reversal transaction for receipt transaction that was in error during input. This requires a reversal for all actions from the initial receipt and up to the time of discovery (to include a ROD is one has been submitted).

b. Process a new receipt and if applicable, a new ROD, as outlined in the procedures listed above.

**Material Initially Reported as "Material Received Not On Contract".** Induction of material that was receipted for and reported as "Material Received Not On Contract" cannot be inducted into the repair cycle. The CAV II system will not allow this material to be inducted using the original RCDN (Repair Cycle Document Number). To induct the material, after the authorization has been given by the IM, the following procedures would apply:

a. Reverse the original receipt. This will delete the original RCDN from the CAV system.

b. Process a new receipt of the material as "Material Received On Contract". This will assign a new RCDN to the material being receipted for. After this action, you can process the material within the CAV system. e.g., Induction, Awaiting Parts, etc.