

NAVICP

Mechanicsburg, PA



CAV II Users Guide VERSION 4.0

April 2002

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Introduction

CAV II is a web-based application that allows you, the user, to report transactions on a daily basis. These transactions automatically update the CAV II WEBCAV database.

CAV II WEBCAV is located at the Naval Inventory Control Point (NAVICP). The connection between the NAVICP and your facility will be via the Internet through a direct connection from your facility or through a commercial Internet service provider.

Netscape is the web browser selected due to the 128-bit encryption capabilities and because it is DoD certified.

The user should be familiar with navigating the Windows 95, 98, 2000 or Windows NT operating systems and be able to use a mouse. This manual assumes you are familiar with 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 is accomplished at the NAVICP. Users will not have to take any unusual actions for these changes to take effect. As soon as they access the CAV II WEBCAV Web site, they will have access to the changes.

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

Material Movement Documents (MMDs) can be created for each repairable received. An MMD contains the RCDN, the contractor's unique reference/tracking number (if loaded when received), and the National Item Identification Number (NIIN). An MMD can be tagged to the appropriate repairable, allowing the contractor to maintain visibility of the RCDN. Whenever a transaction affecting that repairable is input, the very first entry in the CAV II WEBCAV processing screens will require the RCDN or contractor's reference number.

RCDNs are generated sequentially. For example, if the contractor receives three repairables from Fleet Industrial Supply Center (FISC), Norfolk, the receipt transaction would generate three RCDNs. One RCDN will be printed on each of the three MMDs generated. For example:

N9975690010001

N9975690010002

N9975690010003

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 total reversal of a receipt transaction is accomplished, reducing the number of MMDs and assigned RCDNs generated, CAV II WEBCAV 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 repairables must maintain the identity of the assigned RCDN that was not reversed.

An item must be received before it is inducted.

An item must be inducted before it can be completed.

The following conventions were used in building this manual:

Any required entry will be in bold text.

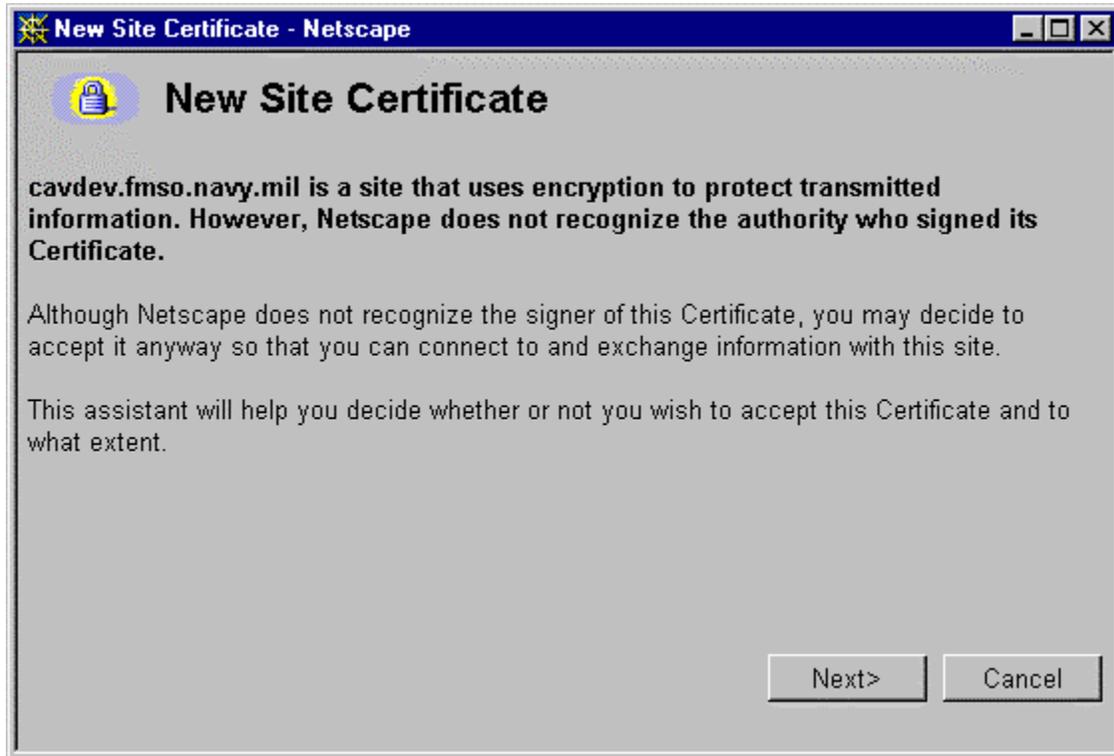
Any optional entry will be italicized.

Any required field is annotated on the screens with an *.

Only use the Netscape Back command when instructed. If you use the Back command, it may cause you to lose screen data or duplicate actions.

The website is <https://cavweb.fmso.navy.mil> (Note the “s” for secured socket). If you have any questions, contact your CAV POC.

What you will experience is a series of dialog boxes on your next attempt to connect to the server. The following outlines these:



Click Next.



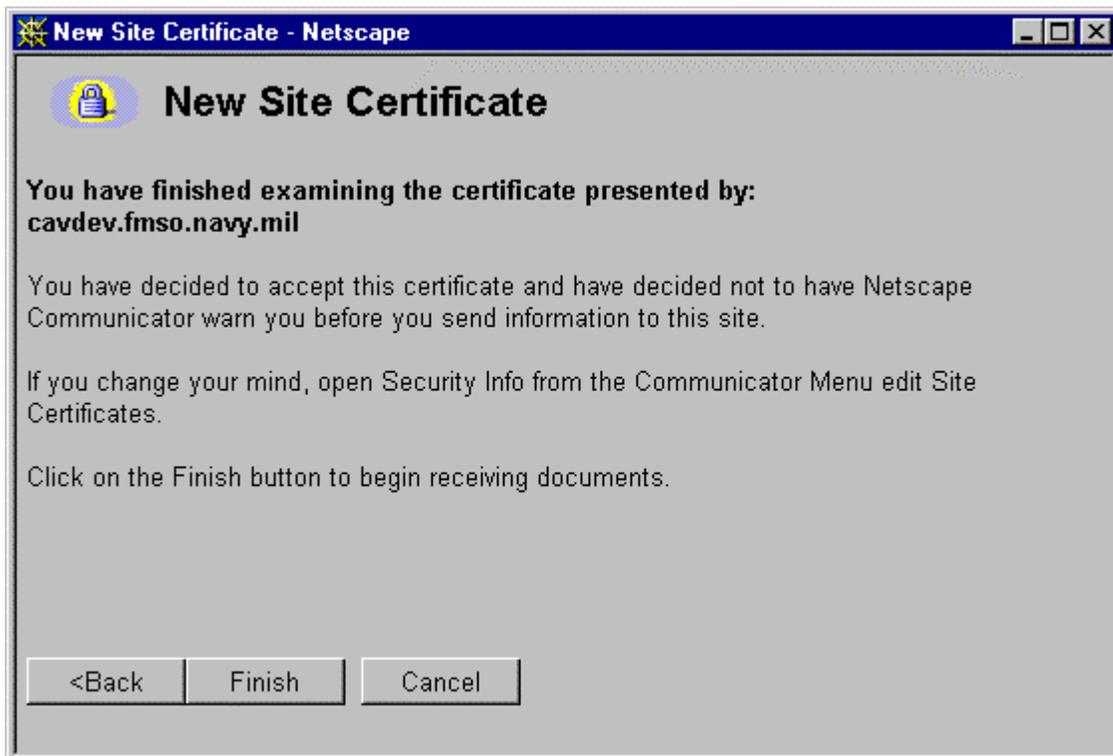
Click Next.



Select "Accept this certificate forever (until it expires)". Then click Next.



Click Next.



Click Finish.

FYI... We've noticed that a network error message is displayed at this point, but only happens once. Please refresh your screen or reselect your bookmark to access the CAV II login page.



Commercial Asset Visibility (v4.0)



DoD Warning

Login

ICP: *

User ID: *

Password: *

Enter

Reset

[CAV Information Site](#)

* Astenisk indicates a required entry.

Best viewed with Display Property setting of 800 by 600. Netscape 4.0 or above is required.

Getting Started

Logon to **Netscape** with the website **https://cavweb.fmsso.navy.mil**

NOTE: An * on any screen, indicates a mandatory field.

Enter the following information:

ICP: Use the pull down menu to select the ICP that you report to.

User ID: Enter your User ID.

Password: Enter your Password.

(User Ids and Passwords are not case sensitive)

Click "**Enter**" to advance to the Main Menu screen.

If you made a mistake when entering the data click "**Reset**" and enter the correct information.

HDJ, INC(N03107)	MAIN MENU	NAVICP-M(N00104)
Repair Status Receive Induct (M) Await Parts (G) Reinduct (M) Complete (A) Ship Bulk Shipment Proof of Shipment BER / MEL Survey / Scrap (H) Reverse	Repair Reports DD1348 MMD Report Inventory Labels Repair Item-Action Repair History Condition Counts Awaiting Parts Proof of Shipment RTAT Reports	Utilities Download Report Plugin Item Maintenance Report of Discrepancy Maintain Carriers Set Default for Pick Lists DAASC DODAAC Lookup AEPS
Contact Us Help		

To Report a Receipt

From the Main Menu Screen, the Repair Status column, click “**Receive**”.



The Receipt Menu screen displays the different types of available receipts based on the variables assigned.

Click on the action you wish to complete:

On Contract – if the material is on contract (F Condition)

Not on Contract – if the material is not on contract (J Condition)

Procurement – if the material is a procurement received on a DD250 (A Condition)

'A' Condition – if the material is A Condition

Litigation – if the material is in L Condition

Rotable Pool – if the material is rotatable pool (Not all users will show this option)

Loaned Asset – if the material is a loaned asset (Not all users will show this option)

NOTE: See page 144 for definitions of each Condition Code.

HDJ, INC(N03107)		Receipt On Contract		NAVICP-M(N00104)	
Document Nr:	<input type="text" value="n00104207012345"/>	*	NIIN:	<input type="text" value="012925555"/>	*
Quantity:	<input type="text" value="2"/>	*	Received From:	<input type="text" value="N35"/>	*
Receipt Date:	<input type="text" value="03/11/2002"/>	*	Unit of Issue:	<input type="text" value="EA"/>	*
Contract Nr:	<input type="text" value="N0010402GA999"/>	*	CLIN:	<input type="text"/>	
Award/Order Dt:	<input type="text"/>		Order Nr:	<input type="text"/>	
FSC:	<input type="text"/>		Unit Price:	<input type="text" value="0"/> <input type="text" value="00"/>	
COG:	<input type="text"/>		SMIC:	<input type="text"/>	
<input type="button" value="Submit"/>		<input type="button" value="Reset"/>			
Main Menu Contact Us Help					

To Report a Receipt on Contract

From the Receipt Menu click “**On Contract**”

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

Enter the following information as needed:

NOTE: No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

Document Nr: The value is alphanumeric and must be fourteen positions.

NIIN: The value is alphanumeric and must be nine positions.

Quantity: A number from 1 to 9999.

Received From: The value is alphanumeric and must be three positions

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

Unit of Issue: Click the down arrow and select the Unit of Issue from the list which applies to the NIIN received.

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

CLIN: The value is alphanumeric and must be six positions.

Award/Order Dt: It is required if the Order Nr is entered. **NOTE:** The value cannot be a future date.

Order Nr: If entered, the value is alphanumeric and must be four positions. It is required if the Award/Order Date is entered.

FSC: If entered, it is the first four elements of the National Stock Number (NSN).

Unit Price: The default value is 0.00. If desired, enter the unit price of the item you wish to receipt.

COG: If entered, the value is alphanumeric and must be two positions.

SMIC: If entered, the value is alphanumeric and must be two positions.

If the data entered is correct, click "**Submit**" to submit the receipt, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the receipt, click “**MAIN MENU**”.

HDJ, INC(N03107) **Reference Nr - Serial Nr Input** NAVICP-M(N00104)

Reference Nr	Serial Nr
<input type="text" value="87426"/>	<input type="text" value="0987498"/>
<input type="text" value="74368"/>	<input type="text" value="9847298"/>

[Main Menu](#) [Contact Us](#) [Help](#)

The **“Reference Nr – Serial Nr Input”** Screen appears giving you the option to enter reference numbers and/or serial numbers as additional means of tracking.

Enter the information you choose and click **“Submit”**.

If you made a mistake when entering the data, click **“Reset”** and enter the correct information

HDJ, INC(N03107) **Receive Update** NAVICP-M(N00104)

Receipt Successful. Don't click the Back button. To continue, click a link below...

[Receipt Menu](#) - to report another Receipt

[Item Maintenance](#) - to update a Reference/Serial Nr

You received 2 item(s):			
	RCDN	Reference Nr	Serial Nr
1.	N0310720700001	87426	0987498
2.	N0310720700002	74368	9847298

[Main Menu](#) [Contact Us](#) [Help](#)

If a successful Receipt on Contract was accomplished, the Receive Update Screen appears indicating a successful receipt, listing the assigned RCDNs, corresponding Ref #s, and Serial #s.

You have the option to:

- Return to the **Receipt Menu** (see Receipt Menu on page 3)
- Return to the **Item Maintenance** (see Item Maintenance on page 117)
- Return to the **Main Menu** (see Main Menu on page 2)
- Print MMDs** for the RCDNs just created (see Print MMDs on pages 87-89)
- Print Labels** for the RCDNs just created (see Print Labels on pages 90-92)

HDJ,INC(N03107)	Receipt Not On Contract	NAVICP-M(N00104)	
Document Nr:	<input type="text" value="n00104207046456"/> *	NIIN:	<input type="text" value="017683098"/> *
Quantity:	<input type="text" value="1"/> *	Received From:	<input type="text" value="N35"/> *
Receipt Date:	<input type="text" value="03/11/2002"/> *	Unit of Issue:	<input type="text" value="EA"/> *
FSC:	<input type="text"/>	Unit Price:	<input type="text" value="0"/> . <input type="text" value="00"/>
COG:	<input type="text"/>	SMIC:	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			
Main Menu Contact Us Help			

To Report a Receipt Not on Contract

From the Receipt Menu click “**Not On Contract**”

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

Enter the following information as needed:

NOTE: No special characters or embedded spaces are permitted in the field unless otherwise indicated.

Document Nr: The value is alphanumeric and must be fourteen positions.

NIIN: The value is alphanumeric and must be nine positions. If NIIN unknown, refer to attachment B.

Quantity: A number from 1 to 9999.

Received From: The value is alphanumeric and must be three positions

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

Unit of Issue: Click the down arrow and select the Unit of Issue from the list, which applies to the NIIN received.

FSC: If entered, it is the first four elements of the National Stock Number (NSN).

Unit Price: The default value is 0.00. If desired, enter the unit price of the item you wish to receipt.

COG: If entered, the value is alphanumeric and must be two positions.

SMIC: If entered, the value is alphanumeric and must be two positions.

If the data entered is correct, click "**Submit**" to submit the receipt, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the receipt, click “**MAIN MENU**”.

HDJ, INC(N03107) **Reference Nr - Serial Nr** NAVICP-M(N00104)
Input

Reference Nr	Serial Nr
<input type="text" value="6580932"/>	<input type="text" value="28763"/>

[Main Menu](#) [Contact Us](#) [Help](#)

The “**Reference Nr – Serial Nr Input**” Screen appears giving you the option to enter reference numbers and/or serial numbers as additional means of tracking.

Enter the information you choose and click “**Submit**”.

If you made a mistake when entering the data click “**Reset**” and enter the correct information.

HDJ,INC(N03107) **Receive Update** NAVICP-M(N00104)

Receipt Successful. Don't click the Back button. To continue, click a link below...

[Receipt Menu](#) - to report another Receipt

[Item Maintenance](#) - to update a Reference/Serial Nr

You received 1 item(s):			
	RCDN	Reference Nr	Serial Nr
1.	N0310720700003	6580932	28763

[Main Menu](#) [Contact Us](#) [Help](#)

If a successful Receipt Not on Contract was accomplished the Receive Update Screen appears indicating a successful receipt, listing the assigned RCDNs, corresponding Ref #s, and Serial #s.

You have the option to:

Return to the **Receipt Menu** (see Receipt Menu on page 3)

Return to the **Item Maintenance** (see Item Maintenance on page 141)

Return to the **Main Menu** (see Main Menu on page 2)

Print MMDs for the RCDNs just created (see Print MMDs on pages 74-77)

Print Labels for the RCDNs just created (see Print Labels on pages 78-81)

HDJ, INC(N03107)		Receipt Procurement		NAVICP-M(N00104)	
NIIN:	<input type="text" value="016593465"/>	*	Quantity:	<input type="text" value="1"/>	*
Receipt Date:	<input type="text" value="03/11/2002"/>	*	Received From:	<input type="text" value="QQQ"/>	*
Contract Nr:	<input type="text" value="N0010402GA544"/>	*	Unit of Issue:	<input type="text" value="EA"/>	*
CLIN:	<input type="text" value="001AAB"/>	*	DD250 Nr:	<input type="text" value="4750943Z"/>	*
DD250 Dt:	<input type="text" value="03/08/2002"/>	*	Order Nr:	<input type="text"/>	
FSC:	<input type="text"/>		Unit Price:	<input type="text" value="0"/> <input type="text" value="00"/>	
COG:	<input type="text"/>		SMIC:	<input type="text"/>	
Award/Order Dt:	<input type="text"/>				
		<input type="button" value="Submit"/>	<input type="button" value="Reset"/>		
Main Menu Contact Us Help					

To Report a Receipt from a Procurement

From the Receipt Menu click “**Procurement**”

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

Enter the following information as needed:

NOTE: No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

NIIN: The value is alphanumeric and must be nine positions.

Quantity: A number from 1 to 9999.

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

Received From: The value is alphanumeric and must be three positions.

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

Unit of Issue: Click the down arrow and select the Unit of Issue from the list which applies to the NIIN received.

CLIN: The value is alphanumeric and must be six positions.

DD250 Nr: Type the DD250 Nr from Block 2, Shipment Nr, of the DD250. A value is required if the DD250 Date is entered. The

value is alphanumeric and must be seven or eight characters. If eight, the eighth position must contain a space or the letter ‘Z’.

DD250 Dt: The default date is the current date. If necessary, change this date to reflect the actual DD250 Date. A value is required if the DD250 Nr is entered. **NOTE:** The value cannot be a future date.

Order Nr: If entered, the value is alphanumeric and must be four positions. It is required if the Award/Order Date is entered.

FSC: If entered, it is the first four elements of the National Stock Number (NSN).

Unit Price: The default value is 0.00. If desired, enter the unit price of the item you wish to receipt.

COG: If entered, the value is alphanumeric and must be two positions.

SMIC: If entered, the value is alphanumeric and must be two positions.

Award/Order Dt: It is required if the Order Nr is entered. **NOTE:** The value cannot be a future date.

If the data entered is correct, click “**Submit**” to submit the receipt, or click “**Reset**” to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the receipt, click “**MAIN MENU**”.

HDJ, INC(N03107) **Reference Nr - Serial Nr** NAVICP-M(N00104)
Input

Reference Nr	Serial Nr
<input type="text" value="87499"/>	<input type="text" value="652 6"/>

[Main Menu](#) [Contact Us](#) [Help](#)

The “**Reference Nr – Serial Nr Input**” Screen appears giving you the option to enter reference numbers and/or serial numbers as additional means of tracking.

Enter the information you choose and click “**Submit**”.

If you made a mistake when entering the data click “**Reset**” and enter the correct information.

HDJ,INC(N03107) **Receive Update** NAVICP-M(N00104)

Receipt Successful. Don't click the Back button. To continue, click a link below...

[Receipt Menu](#) - to report another Receipt

[Item Maintenance](#) - to update a Reference/Serial Nr

You received 1 item(s):			
	RCDN	Reference Nr	Serial Nr
1.	N0310720700004	87499	6526

[Main Menu](#) [Contact Us](#) [Help](#)

If a successful Receipt of a Procurement was accomplished the Receive Update Screen appears indicating a successful receipt, listing the assigned RCDNs, corresponding Ref #s, and Serial #s.

You have the option to:

- Return to the **Receipt Menu** (see Receipt Menu on page 3)
- Return to the **Item Maintenance** (see Item Maintenance on page 1171)
- Return to the **Main Menu** (see Main Menu on page 2)
- Print MMDs** for the RCDNs just created (see Print MMDs on pages 87-89)
- Print Labels** for the RCDNs just created (see Print Labels on pages 90-92)

HDJ, INC(N03107)		Receipt 'A' Condition		NAVICP-M(N00104)	
Document Nr:	<input type="text" value="N00104207098776"/>	*	NIIN:	<input type="text" value="012924545"/>	*
Quantity:	<input type="text" value="1"/>	*	Received From:	<input type="text" value="n35"/>	*
Receipt Date:	<input type="text" value="03/11/2002"/>	*	Unit of Issue:	<input type="text" value="EA"/>	*
Contract Nr:	<input type="text" value="N0010402GA999"/>	*	CLIN:	<input type="text"/>	
Award/Order Dt:	<input type="text"/>		Order Nr:	<input type="text"/>	
FSC:	<input type="text"/>		Unit Price:	<input type="text" value="0"/> <input type="text" value="00"/>	
COG:	<input type="text"/>		SMIC:	<input type="text"/>	
<input type="button" value="Submit"/>		<input type="button" value="Reset"/>			
Main Menu Contact Us Help					

To Report an 'A' Condition Item

From the Receipt Menu click "A Condition"

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

Enter the following information as needed:

NOTE: No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

Document Nr: The value is alphanumeric and must be fourteen positions.

NIIN: The value is alphanumeric and must be nine positions.

Quantity: A number from 1 to 9999.

Received From: The value is alphanumeric and must be three positions

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

Unit of Issue: Click the down arrow and select the Unit of Issue from the list which applies to the NIIN received.

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

CLIN: The value is alphanumeric and must be six positions.

Award/Order Dt: It is required if the Order Nr is entered. **NOTE:** The value cannot be a future date.

Order Nr: If entered, the value is alphanumeric and must be four positions. It is required if the Award/Order Date is entered.

FSC: If entered, it is the first four elements of the National Stock Number (NSN).

Unit Price: The default value is 0.00. If desired, enter the unit price of the item you wish to receipt.

COG: If entered, the value is alphanumeric and must be two positions.

SMIC: If entered, the value is alphanumeric and must be two positions

If the data entered is correct, click "Submit" to submit the receipt, or click "Reset" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the receipt, click "MAIN MENU".

HDJ, INC(N03107) **Reference Nr - Serial Nr** NAVICP-M(N00104)
Input

Reference Nr	Serial Nr
846	8451954

[Main Menu](#) [Contact Us](#) [Help](#)

The “**Reference Nr – Serial Nr Input**” Screen appears giving you the option to enter reference numbers and/or serial numbers as additional means of tracking.

Enter the information you choose and click “**Submit**”.

If you made a mistake when entering the data click “**Reset**” and enter the correct information.

Receipt Successful. Don't click the Back button. To continue, click a link below...

[Receipt Menu](#) - to report another Receipt

[Item Maintenance](#) - to update a Reference/Serial Nr

You received 1 item(s):

	RCDN	Reference Nr	Serial Nr
1.	N0310720710005	846	8451954

Print MMD

Print Labels

[Main Menu](#) [Contact Us](#) [Help](#)

If a successful Receipt of an 'A' Condition item was accomplished the Receive Update Screen appears indicating a successful receipt, listing the assigned RCDNs, corresponding Ref #, and Serial #s.

You have the option to:

Return to the **Receipt Menu** (see Receipt Menu on page 3)

Return to the **Item Maintenance** (see Item Maintenance on page 141)

Return to the **Main Menu** (see Main Menu on page 2)

Print MMDs for the RCDNs just created (see Print MMDs on pages 74-77)

Print Labels for the RCDNs just created (see Print Labels on pages 78-81)

HDJ, INC(N03107)		Receipt Litigation		NAVICP-M(N00104)	
Document Nr:	<input type="text" value="n00104207184975"/>	*	NIIN:	<input type="text" value="017659830"/>	*
Quantity:	<input type="text" value="1"/>	*	Received From:	<input type="text" value="n35"/>	*
Receipt Date:	<input type="text" value="03/12/2002"/>	*	Unit of Issue:	<input type="text" value="EA"/>	*
Contract Nr:	<input type="text" value="n0010402ga888"/>	*	CLIN:	<input type="text"/>	
Award/Order Dt:	<input type="text"/>		Order Nr:	<input type="text"/>	
FSC:	<input type="text"/>		Unit Price:	<input type="text" value="0"/> <input type="text" value="00"/>	
COG:	<input type="text"/>		SMIC:	<input type="text"/>	
<input type="button" value="Submit"/>		<input type="button" value="Reset"/>			
Main Menu Contact Us Help					

To Report a Litigation

From the Receipt Menu click “**Litigation**”

NOTE: An * on any screen, indicates a mandatory field.

Enter the following information as needed:

NOTE: No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

Document Nr: The value is alphanumeric and must be fourteen positions.

NIIN: The value is alphanumeric and must be nine positions.

Quantity: A number from 1 to 9999.

Received From: The value is alphanumeric and must be three positions

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

Unit of Issue: Click the down arrow and select the Unit of Issue from the list which applies to the NIIN received.

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

CLIN: The value is alphanumeric and must be six positions.

Award/Order Dt: It is required if the Order Nr is entered. **NOTE:** The value cannot be a future date.

Order Nr: If entered, the value is alphanumeric and must be four positions. It is required if the Award/Order Date is entered.

FSC: If entered, it is the first four elements of the National Stock Number (NSN).

Unit Price: The default value is 0.00. If desired, enter the unit price of the item you wish to receipt.

COG: If entered, the value is alphanumeric and must be two positions.

SMIC: If entered, the value is alphanumeric and must be two positions.

If the data entered is correct, click "**Submit**" to submit the receipt, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the receipt, click “**MAIN MENU**”.

HDJ,INC(N03107) **Reference Nr - Serial Nr Input** NAVICP-M(N00104)

Reference Nr	Serial Nr
9827609	72760172

[Main Menu](#) [Contact Us](#) [Help](#)

The “**Reference Nr – Serial Nr Input**” Screen appears giving you the option to enter reference numbers and/or serial numbers as additional means of tracking.

Enter the information you choose and click “**Submit**”.

If you made a mistake when entering the data click “**Reset**” and enter the correct information.

Receipt Successful. Don't click the Back button. To continue, click a link below...

[Receipt Menu](#) - to report another Receipt

[Item Maintenance](#) - to update a Reference/Serial Nr

You received 1 item(s):			
	RCDN	Reference Nr	Serial Nr
1.	N0310720710006	9827609	72760172

Print MMD

Print Labels

[Main Menu](#) [Contact Us](#) [Help](#)

If a successful Receipt of Litigation was accomplished, the Receive Update Screen appears indicating a successful receipt, listing the assigned RCDNs, corresponding Ref #s, and Serial #s.

You have the option to:

Return to the **Receipt Menu** (see Receipt Menu on page 3)

Return to the **Item Maintenance** (see Item Maintenance on page 141)

Return to the **Main Menu** (see Main Menu on page 2)

Print MMDs for the RCDNs just created (see Print MMDs on pages 74-77)

Print Labels for the RCDNs just created (see Print Labels on pages 78-81)

HDJ,INC(N03107)		Receipt Rotable Pool		NAVICP-M(N00104)	
Document Nr:	<input type="text" value="N00104207176211"/>	*	NIIN:	<input type="text" value="019876439"/>	*
Quantity:	<input type="text" value="1"/>	*	Received From:	<input type="text" value="n35"/>	*
Receipt Date:	<input type="text" value="03/12/2002"/>	*	Unit of Issue:	<input type="text" value="EA"/>	*
Contract Nr:	<input type="text" value="n0010402ga777"/>	*	Unit Price:	<input type="text" value="0"/> . <input type="text" value="00"/>	
FSC:	<input type="text"/>		SMIC:	<input type="text"/>	
COG:	<input type="text"/>				
<input type="button" value="Submit"/>		<input type="button" value="Reset"/>			
Main Menu Contact Us Help					

To Report a Rotable Pool Receipt

From the Receipt Menu click “**Rotable Pool**”

NOTE: An * on any screen, indicates a mandatory field.

Enter the following information as needed:

NOTE: No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

Document Nr: The value is alphanumeric and must be fourteen positions.

NIIN: The value is alphanumeric and must be nine positions.

Quantity: A number from 1 to 9999.

Received From: The value is alphanumeric and must be three positions

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

Unit of Issue: Click the down arrow and select the Unit of Issue from the list which applies to the NIIN received.

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

Unit Price: The default value is 0.00. If desired, enter the unit price of the item you wish to receipt.

FSC: If entered, it is the first four elements of the National Stock Number (NSN).

SMIC: If entered, the value is alphanumeric and must be two positions.

COG: If entered, the value is alphanumeric and must be two positions.

If the data entered is correct, click "**Submit**" to submit the receipt, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the receipt, click “**MAIN MENU**”.

HDJ,INC(N03107) **Reference Nr - Serial Nr Input** NAVICP-M(N00104)

Reference Nr	Serial Nr
<input type="text" value="7637698"/>	<input type="text" value="39800-3e2"/>

[Main Menu](#) [Contact Us](#) [Help](#)

The “**Reference Nr – Serial Nr Input**” Screen appears giving you the option to enter reference numbers and/or serial numbers as additional means of tracking.

Enter the information you choose and click “**Submit**”.

If you made a mistake when entering the data click “**Reset**” and enter the correct information.

Receipt Successful. Don't click the Back button. To continue, click a link below...

[Receipt Menu](#) - to report another Receipt

[Item Maintenance](#) - to update a Reference/Serial Nr

You received 1 item(s):			
	RCDN	Reference Nr	Serial Nr
1.	N0310720710007	7637698	39800-3E2

Print MMD

Print Labels

[Main Menu](#) [Contact Us](#) [Help](#)

If a successful Receipt of a Rotable Pool item was accomplished the Receive Update Screen appears indicating a successful receipt, listing the assigned RCDNs, corresponding Ref #s, and Serial #s.

You have the option to:

Return to the **Receipt Menu** (see Receipt Menu on page 3)

Return to the **Item Maintenance** (see Item Maintenance on page 141)

Return to the **Main Menu** (see Main Menu on page 2)

Print MMDs for the RCDNs just created (see Print MMDs on pages 74-77)

Print Labels for the RCDNs just created (see Print Labels on pages 78-81)

HDJ,INC(N03107)		Receipt Loaned Asset		NAVICP-M(N00104)	
Document Nr:	<input type="text" value="n00104207109865"/>	*	NIIN:	<input type="text" value="019887643"/>	*
Quantity:	<input type="text" value="1"/>	*	Received From:	<input type="text" value="qaz"/>	*
Receipt Date:	<input type="text" value="03/12/2002"/>	*	Unit of Issue:	<input type="text" value="EA"/>	*
Contract Nr:	<input type="text" value="n0010402ga999"/>	*	Unit Price:	<input type="text" value="0"/> . <input type="text" value="00"/>	
FSC:	<input type="text"/>		SMIC:	<input type="text"/>	
COG:	<input type="text"/>				
<input type="button" value="Submit"/>		<input type="button" value="Reset"/>			
Main Menu Contact Us Help					

To Report a Loaned Asset Receipt

From the Receipt Menu click “**Loaned Asset**”

NOTE: An * on any screen, indicates a mandatory field.

Enter the following information as needed:

NOTE: No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

Document Nr: The value is alphanumeric and must be fourteen positions.

NIIN: The value is alphanumeric and must be nine positions.

Quantity: A number from 1 to 9999.

Received From: The value is alphanumeric and must be three positions

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

Unit of Issue: Click the down arrow and select the Unit of Issue from the list which applies to the NIIN received.

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

Unit Price: The default value is 0.00. If desired, enter the unit price of the item you wish to receipt.

FSC: If entered, it is the first four elements of the National Stock Number (NSN).

SMIC: If entered, the value is alphanumeric and must be two positions.

COG: If entered, the value is alphanumeric and must be two positions.

If the data entered is correct, click "**Submit**" to submit the receipt, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the receipt, click “**MAIN MENU**”.

HDJ,INC(N03107) **Reference Nr - Serial Nr** NAVICP-M(N00104)
Input

Reference Nr	Serial Nr
<input type="text" value="0984793284"/>	<input type="text" value="8487260"/>

[Main Menu](#) [Contact Us](#) [Help](#)

The “**Reference Nr – Serial Nr Input**” Screen appears giving you the option to enter reference numbers and/or serial numbers as additional means of tracking.

Enter the information you choose and click “**Submit**”.

If you made a mistake when entering the data click “**Reset**” and enter the correct information.

HDJ,INC(N03107) **Receive Update** NAVICP-M(N00104)

Receipt Successful. Don't click the Back button. To continue, click a link below...

[Receipt Menu](#) - to report another Receipt

[Item Maintenance](#) - to update a Reference/Serial Nr

You received 1 item(s):			
	RCDN	Reference Nr	Serial Nr
1.	N0310720710008	0984793284	8487260

[Main Menu](#) [Contact Us](#) [Help](#)

If a successful Receipt of a Loaned Asset was accomplished the Receive Update Screen appears indicating a successful receipt, listing the assigned RCDNs, corresponding Ref #s, and Serial #s.

You have the option to:

- Return to the **Receipt Menu** (see Receipt Menu on page 3)
- Return to the **Item Maintenance** (see Item Maintenance on page 141)
- Return to the **Main Menu** (see Main Menu on page 2)
- Print MMDs** for the RCDNs just created (see Print MMDs on pages 74-77)
- Print Labels** for the RCDNs just created (see Print Labels on pages 78-81)

HDJ, INC(N03107)	MAIN MENU	NAVICP-M(N00104)
<p>Repair Status</p> <p>Receive</p> <p>Induct (M)</p> <p>Await Parts (G)</p> <p>Reinduct (M)</p> <p>Complete (A)</p> <p>Ship</p> <p>Bulk Shipment</p> <p>Proof of Shipment</p> <p>BER / MEL</p> <p>Borrow/Payback</p> <p>Survey / Scrap (H)</p> <p>Reverse</p>	<p>Repair Reports</p> <p>DD1348</p> <p>MMD Report</p> <p>Inventory Labels</p> <p>Repair Item-Action</p> <p>Repair History</p> <p>Condition Counts</p> <p>Awaiting Parts</p> <p>Proof of Shipment</p> <p>RTAT Reports</p>	<p>Utilities</p> <p>Download Report Plugin</p> <p>Item Maintenance</p> <p>Report of Discrepancy</p> <p>Maintain Carriers</p> <p>Set Default for Pick Lists</p> <p>DAASC DODAAC Lookup</p> <p>AEPS</p>
<p>Contact Us Help</p>		

To Report an Induction

Only items on contract that are currently in F-condition or received in A-condition can be inducted.

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

This transaction will move the asset to M-condition code.

NOTE: See page 144 for definitions of each Condition Code.

HDJ,INC(N03107)
Select Item
NAVICP-M(N00104)

To Induct an Item, Select One From the List Below ...

RCDN
 NIIN
 CC
 Ref Nr
 Ser Nr

N0310720700002	012925555	F	74368	9847298
----------------	-----------	---	-------	---------

OR

Enter the RCDN, Reference Nr or Serial Nr ...

RCDN (pos 7-14):

RefNr:

Ser Nr:

[Main Menu](#) [Contact Us](#) [Help](#)

The Select Item Screen will be displayed giving you **four** options for choosing the item you need to Induct:

1. The drop-down box will be displayed containing all RCDNs available for induction.
NOTE: This option will not display if there are more than 200 items available for induction.
Click the down arrow and select the desired RCDN. The items are in RCDN sequence.
2. Type in the last eight digits of the RCDN.
3. Type in the complete Reference Nr.
4. Type in the complete Serial Nr.

Choose the item using **ONE** of these four options.

Click **“Submit”**.

HDJ, INC(N03107)	Induct	NAVICP-M(N00104)								
<table border="1"> <tr> <td>RCDN: N0310720700002</td> <td>Document Nr: N00104207012345</td> </tr> <tr> <td>Reference Nr: 74368</td> <td>Contract Nr: N0010402GA999</td> </tr> <tr> <td>Serial Nr: 9847298</td> <td>NIIN: 012925555</td> </tr> <tr> <td>Unit of Issue: EA</td> <td>Receipt Date: 03/11/2002</td> </tr> </table>			RCDN: N0310720700002	Document Nr: N00104207012345	Reference Nr: 74368	Contract Nr: N0010402GA999	Serial Nr: 9847298	NIIN: 012925555	Unit of Issue: EA	Receipt Date: 03/11/2002
RCDN: N0310720700002	Document Nr: N00104207012345									
Reference Nr: 74368	Contract Nr: N0010402GA999									
Serial Nr: 9847298	NIIN: 012925555									
Unit of Issue: EA	Receipt Date: 03/11/2002									
Induct Date:	<input type="text" value="03/29/2002"/>	*								
Order Nr:	<input type="text" value="0001"/>	*								
Award/Order Date:	<input type="text" value="03/29/2002"/>	*								
CLIN:	<input type="text"/>									
Est Completion Date:	<input type="text"/>									
New NIIN:	<input type="text"/>									
<input type="button" value="Submit"/> <input type="button" value="Reset"/>										
Main Menu Contact Us Help										

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

NOTE: An * on any screen, indicates a mandatory field.

Enter the following information as needed:

NOTE: No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

Induct Date: The default value is the current date. If necessary, change this date to reflect the actual date the material was inducted. **NOTE:** The value cannot be a future date.

Order Nr: A value is required if the ninth position of the Contract Nr is A, D, or G. If entered, the value is alphanumeric and must be four positions. **NOTE:** If an Order Nr. was entered at receipt, it will carry forward to the Induct Screen as the default.

Award/Order Date: The default date is the current date. If necessary, change this date to reflect the actual date of the order. **NOTE:** The value cannot be a future date.

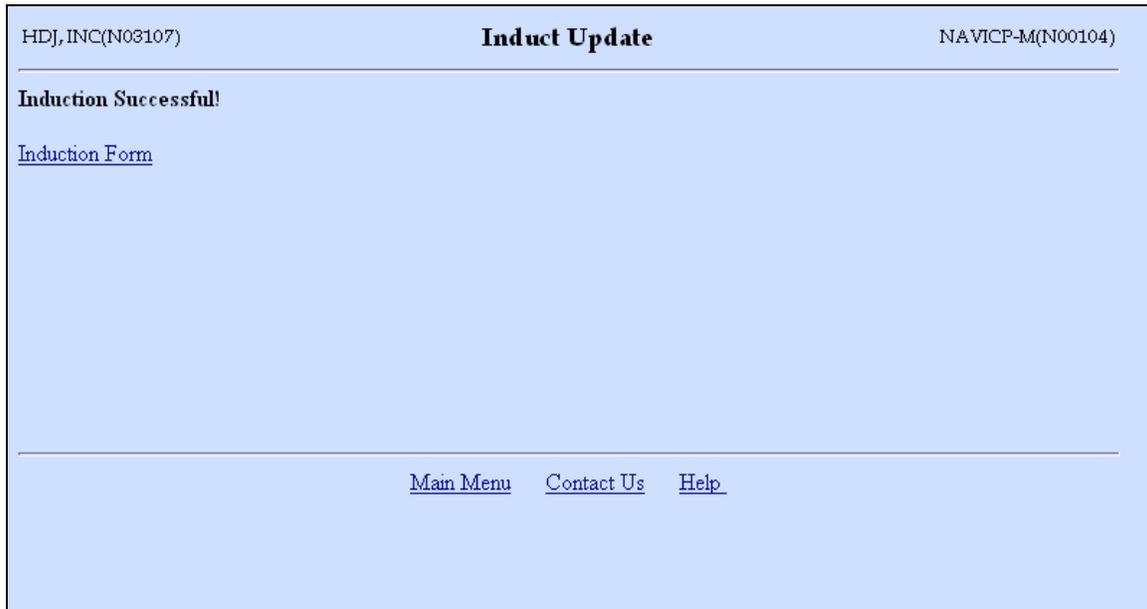
CLIN: The value is alphanumeric and must be six positions.

Est Completion Date: If entered, the value must not precede the Award/Order date.

New NIIN: Enter a value if the repair will result in a NIIN change. If entered, the value is alphanumeric and must be nine positions.

If the data entered is correct, click "**Submit**" to submit the induction, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the induction, click "**MAIN MENU**".



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

You have the option to:

- Return to the **Induction Form** to induct a different item

- Return to the **Main Menu**

HDJ, INC(N03107)	MAIN MENU	NAVICP-M(N00104)
Repair Status	Repair Reports	Utilities
Receive	DD1348	Download Report Plugin
Induct (M)	MMD Report	Item Maintenance
Await Parts (G)	Inventory Labels	Report of Discrepancy
Reinduct (M)	Repair Item-Action	Maintain Carriers
Complete (A)	Repair History	Set Default for Pick Lists
Ship	Condition Counts	DAASC DODAAC Lookup
Bulk Shipment	Awaiting Parts	AEPS
Proof of Shipment	Proof of Shipment	
BER / MEL	RTAT Reports	
Borrow/Payback		
Survey / Scrap (H)		
Reverse		
Contact Us Help		

To Report Awaiting Parts

From the Main Menu, Repair Status column, click “**Await Parts**”.

Only items that have been inducted and are currently in M-condition code can be updated to Await Parts.

This transaction will move the item from M-condition code to G-condition code.

NOTE: See page 144 for definitions of each Condition Code.

G-condition code does not stop the RTAT clock.

HDJ,INC(N03107)	Select Item	NAVICP-M(N00104)					
To Report Awaiting Parts, Select an Item From the List Below ...							
<input type="radio"/> RCDN	<input type="radio"/> NIIN	<input checked="" type="radio"/> Ref Nr					
<input type="radio"/> Ser Nr	<input type="button" value="Re-Sort"/>						
<table border="1"> <tr> <td>N0310720700002</td> <td>012925555</td> <td>74368</td> <td>9847298</td> <td align="right">▼</td> </tr> </table>			N0310720700002	012925555	74368	9847298	▼
N0310720700002	012925555	74368	9847298	▼			
OR							
Enter the RCDN, Reference Nr or Serial Nr ...							
RCDN (pos 7-14):	RefNr:	Ser Nr:					
<input type="text"/>	<input type="text"/>	<input type="text"/>					
<input type="button" value="Submit"/>							
Main Menu Contact Us Help							

The Select Item Screen will be displayed giving you **four** options for choosing the item you need to report Awaiting Parts:

1. The drop-down box will be displayed containing all RCDNs available for Await Parts. **NOTE:** This option will not display if there are more than 200 items available for Await Parts. Click the down arrow and select the desired RCDN. The items are in RCDN sequence.
2. Type in the last eight digits of the RCDN.
3. Type in the complete Reference Nr.
4. Type in the complete Serial Nr.

Choose the item using **ONE** of these three options.

Click **“Submit”**.

HDJ, INC(N03107)	Await Parts	NAVICP-M(N00104)																												
<table border="1"> <tr> <td>RCDN:</td> <td>N0310720700002</td> <td>Document Nr:</td> <td>N00104207012345</td> </tr> <tr> <td>Reference Nr:</td> <td>74368</td> <td>Contract Nr:</td> <td>N0010402GA999</td> </tr> <tr> <td>Ser Nr:</td> <td>9847298</td> <td>Order Nr:</td> <td>0001</td> </tr> <tr> <td>NIIN:</td> <td>012925555</td> <td>Award/Order Date:</td> <td>03/29/2002</td> </tr> <tr> <td>NIIN (Previous):</td> <td></td> <td>Receipt Date:</td> <td>03/11/2002</td> </tr> <tr> <td>Unit of Issue:</td> <td>EA</td> <td>Induct Date:</td> <td>03/29/2002</td> </tr> <tr> <td>CLIN:</td> <td></td> <td></td> <td></td> </tr> </table>			RCDN:	N0310720700002	Document Nr:	N00104207012345	Reference Nr:	74368	Contract Nr:	N0010402GA999	Ser Nr:	9847298	Order Nr:	0001	NIIN:	012925555	Award/Order Date:	03/29/2002	NIIN (Previous):		Receipt Date:	03/11/2002	Unit of Issue:	EA	Induct Date:	03/29/2002	CLIN:			
RCDN:	N0310720700002	Document Nr:	N00104207012345																											
Reference Nr:	74368	Contract Nr:	N0010402GA999																											
Ser Nr:	9847298	Order Nr:	0001																											
NIIN:	012925555	Award/Order Date:	03/29/2002																											
NIIN (Previous):		Receipt Date:	03/11/2002																											
Unit of Issue:	EA	Induct Date:	03/29/2002																											
CLIN:																														
Await Parts Date:	<input type="text" value="03/29/2002"/>	*																												
Furnished By:	<input type="text" value="Awaiting Definitization"/>	*																												
Est Completion Date:	<input type="text"/>																													
Remarks:	<input type="text"/>																													
Number of Part(s) Needed:	<input type="text" value="3"/>																													
<input type="button" value="Submit"/> <input type="button" value="Reset"/>																														
Main Menu Contact Us Help																														

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

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

Enter the following information as needed:

NOTE: No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

Await Parts Date: The default value is the current date. If necessary, change this date to reflect the actual date the material was determined to be awaiting parts. **NOTE:** The value cannot be a future date.

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

Est Completion Date: If an established Completion Date was entered at induction, it will carry forward to the Await Parts Screen and cannot be cleared, but can be revised. If entered, the value must not precede the Award/Order Date.

Remarks: Type any additional information that applies. This field allows twenty characters.

Number of Part(s) Needed: You have the option to choose the number of parts you are awaiting. If you choose to do so, click the down arrow and select the correct number from the drop-down menu.

If the data entered is correct, click "**Submit**" to submit the Await Parts, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the Await Parts, click "**MAIN MENU**".

HDJ,INC(N03107)		Part Information		NAVICP-M(N00104)	
CAGE	Part Nr	Est Delivery Date	Remarks		
<input type="text" value="98454"/>	<input type="text" value="879846"/> *	<input type="text" value="04/15/2002"/>	<input type="text" value="pump"/>		
<input type="text" value="89565"/>	<input type="text" value="213298789"/> *	<input type="text" value="04/08/2002"/>	<input type="text" value="belt"/>		
<input type="text"/>	<input type="text" value="12378"/> *	<input type="text"/>	<input type="text"/>		

[Main Menu](#) [Contact Us](#) [Help](#)

This screen will appear if you chose to report the number of parts you are awaiting.

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

Enter the following information as needed:

NOTE: No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

Cage: If entered, the value is alphanumeric and must be five positions.

Part Number: The value is alphanumeric and can be up to thirteen positions.

Est Delivery Date: If entered, it must follow the mm/dd/yyyy date format.

Remarks: Type any additional information that applies. This field can be up to 45 positions.

If the data entered is correct, click **“Submit”** to submit the Parts Information, or click **“Reset”** to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the Parts Information, click **“Main Menu”**.

Awaiting Parts Successful!**You entered 3 part(s):**

	CAGE	Part Nr	Est Delivery Date	Remarks
1.	98454	879846	04/15/2002	PUMP
2.	89565	213298789	04/08/2002	BELT
3.		12378		

[Awaiting Parts Form](#)[Main Menu](#) [Contact Us](#) [Help](#)

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

You have the option to:

Return to the **Awaiting Parts Form** to move a different item to Await Parts

Return to the **Main Menu**

HDJ, INC(N03107)	MAIN MENU	NAVICP-M(N00104)
Repair Status	Repair Reports	Utilities
Receive	DD1348	Download Report Plugin
Induct (M)	MMD Report	Item Maintenance
Await Parts (G)	Inventory Labels	Report of Discrepancy
Reinduct (M)	Repair Item-Action	Maintain Carriers
Complete (A)	Repair History	Set Default for Pick Lists
Ship	Condition Counts	DAASC DODAAC Lookup
Bulk Shipment	Awaiting Parts	AEPS
Proof of Shipment	Proof of Shipment	
BER / MEL	RTAT Reports	
Borrow/Payback		
Survey / Scrap (H)		
Reverse		
Contact Us Help		

To Reinduct an Item

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

This action reports the reinduction of material into the repair process after being delayed awaiting parts.

Only items currently in G-condition code (Awaiting Parts) can be Reinducted.

This transaction will move the item from G-condition code to M-condition code.

NOTE: See page 144 for definitions of each Condition Code.

HDJ,INC(N03107)	Select Item	NAVICP-M(N00104)					
To Reinduct an Item, Select One From the List Below ...							
<input type="radio"/> RCDN	<input type="radio"/> NIIN	<input checked="" type="radio"/> Ref Nr					
<input type="radio"/> Ser Nr	<input type="button" value="Re-Sort"/>						
<table border="1"> <tr> <td>N0310720700002</td> <td>012925555</td> <td>74368</td> <td>9847298</td> <td align="right">▼</td> </tr> </table>			N0310720700002	012925555	74368	9847298	▼
N0310720700002	012925555	74368	9847298	▼			
OR							
Enter the RCDN, Reference Nr or Serial Nr ...							
RCDN (pos 7-14):	RefNr:	Ser Nr:					
<input type="text"/>	<input type="text"/>	<input type="text"/>					
<input type="button" value="Submit"/>							
Main Menu Contact Us Help							

The Select Item Screen will be displayed giving you **four** options for choosing the item you need to Reinduct:

1. The drop-down box will be displayed containing all RCDNs available for reinduction.
NOTE: This option will not display if there are more than 200 items available for reinduction. Click the down arrow and select the desired RCDN. The items are in RCDN sequence.
2. Type in the last eight digits of the RCDN.
3. Type in the complete Reference Nr.
4. Type in the complete Serial Nr.

Choose the item using **ONE** of these four options.

Click "**Submit**".

HDJ,INC(N03107)	Reinduct	NAVICP-M(N00104)
-----------------	-----------------	------------------

RCDN:	N0310720700002	Document Nr:	N00104207012345
Reference Nr:	74368	Contract Nr:	N0010402GA999
Serial Nr:	9847298	Order Nr:	0001
NIIN:	012925555	Award/Order Date:	03/29/2002
NIIN (Previous):		Receipt Date:	03/11/2002
Unit of Issue:	EA	Induct Date:	03/29/2002
CLIN:		Await Parts Date:	03/29/2002
Furnished By:	Awaiting Definitization		

Reinduct Date: *
 Est Completion Date:

[Main Menu](#) [Contact Us](#) [Help](#)

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

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

Enter the following information as needed:

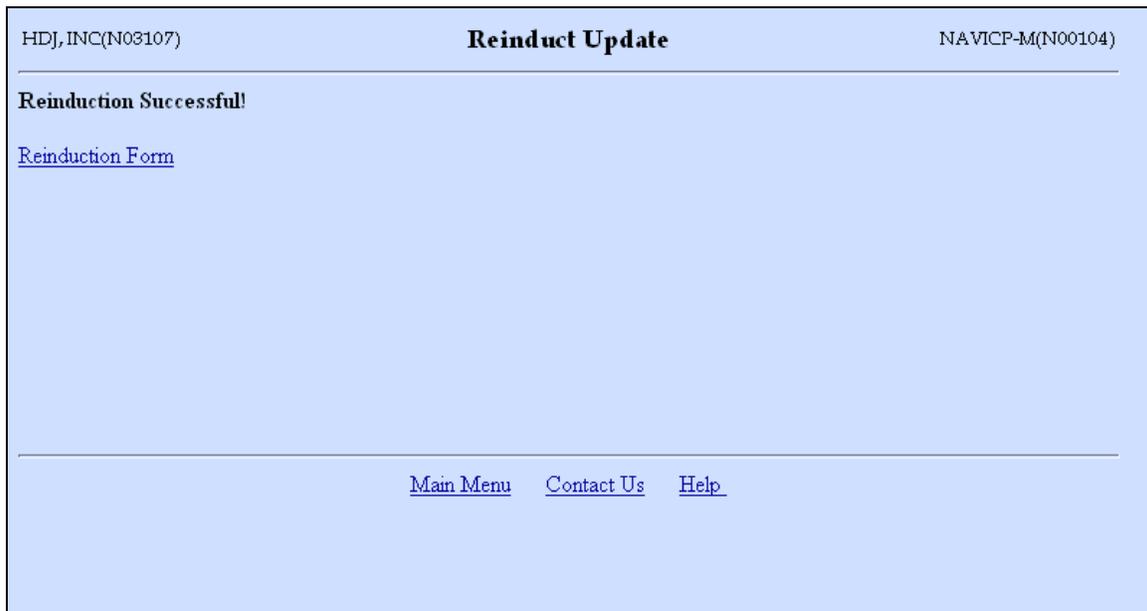
NOTE: No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

Reinduct Date: The default value is the current date. If necessary, change this date to reflect the actual date the item was reinducted. **NOTE:** The value cannot be a future date.

Est Completion Date: If an Est Completion Date was entered at Induction or Awaiting Parts, it will carry forward to the Reinduct Screen and cannot be cleared, but can be revised. If entered, the value must not precede the Award/Order Date.

If the data entered is correct, click "**Submit**" to submit the reinduction, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the reinduction, click "**MAIN MENU**".



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

You have the option to:

Return to the **Reinduction Form** to reinduct a different item

Return to the **Main Menu**

HDJ, INC(N03107)	MAIN MENU	NAVICP-M(N00104)
<p>Repair Status</p> <p>Receive</p> <p>Induct (M)</p> <p>Await Parts (G)</p> <p>Reinduct (M)</p> <p>Complete (A)</p> <p>Ship</p> <p>Bulk Shipment</p> <p>Proof of Shipment</p> <p>BER / MEL</p> <p>Borrow/Payback</p> <p>Survey / Scrap (H)</p> <p>Reverse</p>	<p>Repair Reports</p> <p>DD1348</p> <p>MMD Report</p> <p>Inventory Labels</p> <p>Repair Item-Action</p> <p>Repair History</p> <p>Condition Counts</p> <p>Awaiting Parts</p> <p>Proof of Shipment</p> <p>RTAT Reports</p>	<p>Utilities</p> <p>Download Report Plugin</p> <p>Item Maintenance</p> <p>Report of Discrepancy</p> <p>Maintain Carriers</p> <p>Set Default for Pick Lists</p> <p>DAASC DODAAC Lookup</p> <p>AEPS</p>
<p>Contact Us Help</p>		

To Report a Completion

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

This action reports the completion of the repair.

Only items currently in M-condition code (Inducted) can be completed.

This transaction will move the item from M-condition code to A-condition code.

NOTE: See page 144 for definitions of each Condition Code.

HDJ,INC(N03107)	Select Item	NAVICP-M(N00104)				
To Complete an Item, Select One From the List Below ...						
<input type="radio"/> RCDN	<input type="radio"/> NIIN	<input checked="" type="radio"/> Ref Nr				
<input type="radio"/> Ser Nr	<input type="button" value="Re-Sort"/>					
<table border="1"> <tr> <td>N0310720700002</td> <td>012925555</td> <td>74368</td> <td>9847298</td> </tr> </table>			N0310720700002	012925555	74368	9847298
N0310720700002	012925555	74368	9847298			
OR						
Enter the RCDN, Reference Nr or Serial Nr ...						
RCDN (pos 7-14):	RefNr:	Ser Nr:				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="button" value="Submit"/>						
Main Menu Contact Us Help						

The Select Item Screen will be displayed giving you **four** options for choosing the item you need to Complete:

1. The drop-down box will be displayed containing all RCDNs available for completion.
NOTE: This option will not display if there are more than 200 items available for completion. Click the down arrow and select the desired RCDN. The items are in RCDN sequence.
2. Type in the last eight digits of the RCDN.
3. Type in the complete Reference Nr.
4. Type in the complete Serial Nr.

Choose the item using **ONE** of these four options.

Click **“Submit”**.

HDJ, INC(N03107)	Complete	NAVICP-M(N00104)
------------------	-----------------	------------------

RCDN:	N0310720700002	Document Nr:	N00104207012345
Reference Nr:	74368	Order Nr:	0001
Serial Nr:	9847298	Award/Order Date:	03/29/2002
Contract Nr:	N0010402GA999	Receipt Date:	03/11/2002
NIIN:	012925555	Induct Date:	03/29/2002
NIIN (Previous):		Await Parts Date:	03/29/2002
CLIN:		Reinduct Date:	03/29/2002
Unit of Issue:	EA		

Complete Date: *

DD250 Nr:

DD250 Date:

New NIIN:

Return to Rotable Pool

[Main Menu](#)
[Contact Us](#)
[Help](#)

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

NOTE: An * on any screen, indicates a mandatory field.

Enter the following information as needed:

NOTE: No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

Complete Date: The default date is the current date. If necessary, change this date to reflect the actual date the item was completed.

DD250 Nr: Type the DD250 Nr from Block 2, Shipment Nr, of the DD250. A value is required if the DD250 Date is entered. The value is alphanumeric and must be seven or eight characters. If eight, the eighth position must contain a space or the letter 'Z'.

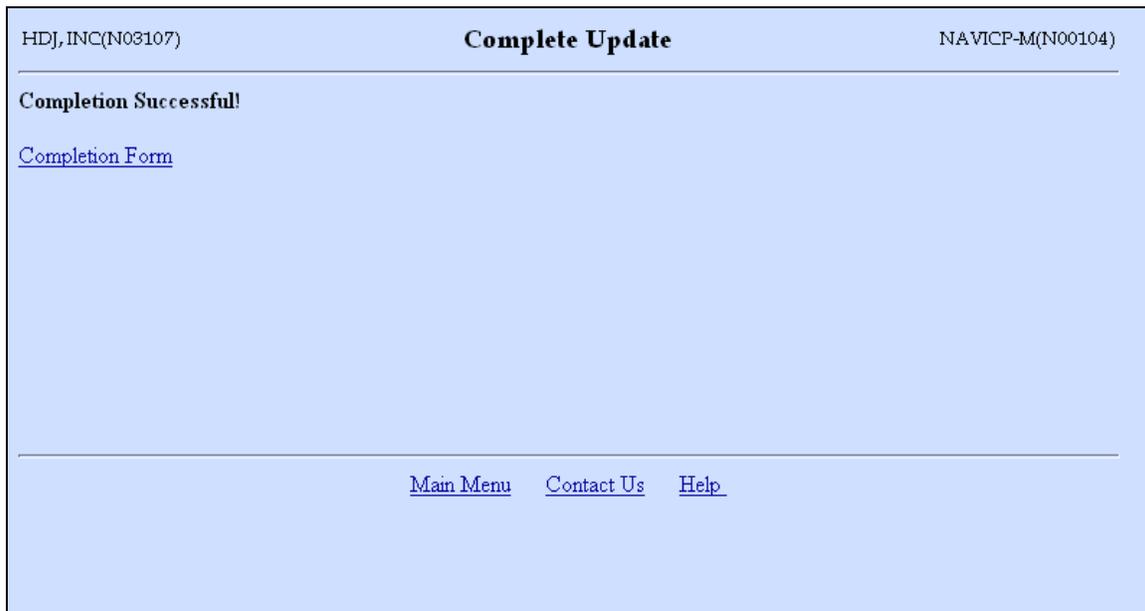
DD250 Dt: The default date is the current date. If necessary, change this date to reflect the actual DD250 Date. A value is required if the DD250 Nr is entered. **NOTE:** The value cannot be a future date or precede the previous repair action.

New NIIN: Enter a value if the repair will result in a NIIN change. If entered, the value is alphanumeric and must be nine positions.

Return to Rotable Pool: This field is visible only if the 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 rotatable pool ('x' indicates a Yes and a blank indicates a No).

If the data entered is correct, click "**Submit**" to submit the completion, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the completion, click "**MAIN MENU**".



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

You have the option to:

Return to the **Completion Form** to complete a different item

Return to the **Main Menu**

HDJ,INC(N03107)	MAIN MENU	NAVICP-M(N00104)
Repair Status	Repair Reports	Utilities
Receive	DD1348	Download Report Plugin
Induct (M)	MMD Report	Item Maintenance
Await Parts (G)	Inventory Labels	Report of Discrepancy
Reinduct (M)	Repair Item-Action	Maintain Carriers
Complete (A)	Repair History	Set Default for Pick Lists
Ship	Condition Counts	DAASC DODAAC Lookup
Bulk Shipment	Awaiting Parts	AEPS
Proof of Shipment	Proof of Shipment	
BER / MEL	RTAT Reports	
Borrow/Payback		
Survey / Scrap (H)		
Reverse		
Contact Us Help		

To Report a Shipment

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

Shipment action will generate a D7_ transaction for transmission to the ICP.

Items currently in F, J, H, or A-condition code can be shipped.

NOTE: See page 144 for definitions of each Condition Code.

This transaction will close the RCDN on the Active File so it is no longer counted on the current inventory.

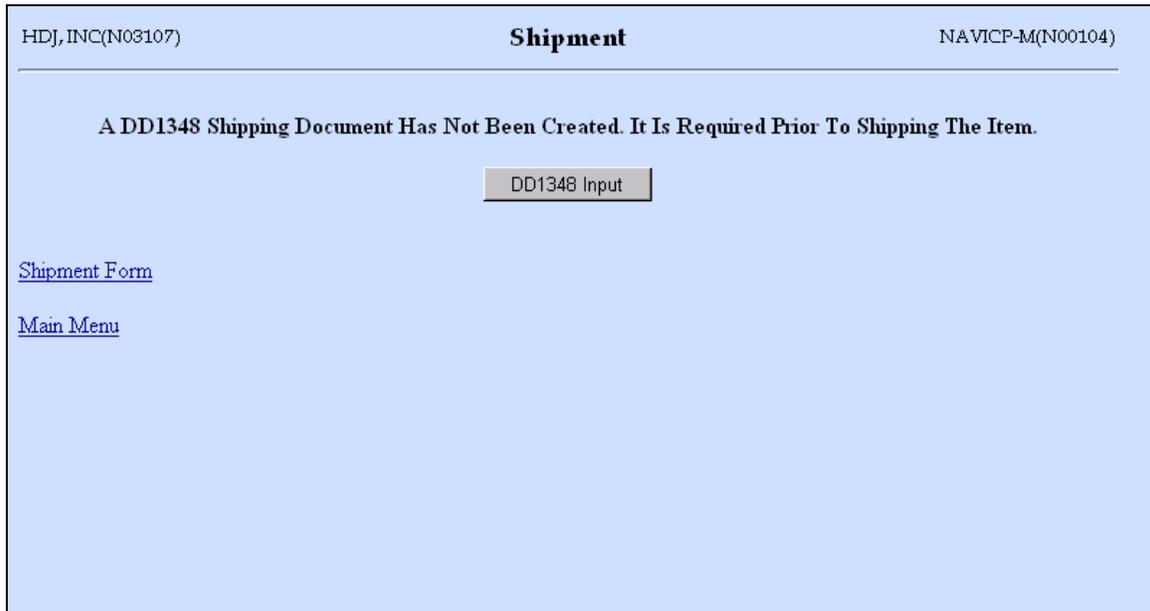
HDJ,INC(N03107)	Select Item	NAVICP-M(N00104)				
To Ship an Item, Select One From the List Below ...						
<input type="radio"/> RCDN	<input type="radio"/> NIIN	<input checked="" type="radio"/> Ref Nr				
<input type="radio"/> Ser Nr	<input type="button" value="Re-Sort"/>					
<table border="1"> <tr> <td>N0310721000033</td> <td>8888888888</td> <td>1234</td> <td>9876</td> </tr> </table>			N0310721000033	8888888888	1234	9876
N0310721000033	8888888888	1234	9876			
OR						
Enter the RCDN, Reference Nr or Serial Nr ...						
RCDN (pos 7-14):	RefNr:	Ser Nr:				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="button" value="Submit"/>						
Main Menu Contact Us Help						

The Select Item Screen will be displayed giving you **four** options for choosing the item you need to Ship:

1. The drop-down box will be displayed containing all RCDNs available for shipment.
NOTE: This option will not display if there are more than 200 items available for shipment.
Click the down arrow and select the desired RCDN. The items are in RCDN sequence.
2. Type in the last eight digits of the RCDN.
3. Type in the complete Reference Nr.
4. Type in the complete Serial Nr.

Choose the item using **ONE** of these four options.

Click "**Submit**".



If 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 Shipment." Click "DD1348 Input".

Otherwise, the Ship screen will display.

HDJ, INC(N03107)		DD1348 Input		NAVICP-M(N00104)																																											
<table border="1" style="width: 100%;"> <tr> <td>RCDN:</td> <td>N0310721000033</td> <td>CLIN:</td> <td></td> <td>Receipt Date:</td> <td>04/10/2002</td> </tr> <tr> <td>Reference Nr:</td> <td>1234</td> <td>Unit of Issue:</td> <td>EA</td> <td>Induct Date:</td> <td></td> </tr> <tr> <td>Serial Nr:</td> <td>9876</td> <td>DD250 Nr:</td> <td></td> <td>Await Parts Date:</td> <td></td> </tr> <tr> <td>Document Nr:</td> <td>N00104210000009</td> <td>DD250 Date:</td> <td></td> <td>Reinduct Date:</td> <td></td> </tr> <tr> <td>Contract Nr:</td> <td></td> <td>Condition Cd:</td> <td>J</td> <td>Survey/Scrap Date:</td> <td></td> </tr> <tr> <td>Order Nr:</td> <td></td> <td>NIIN:</td> <td>888888888</td> <td>Complete Date:</td> <td></td> </tr> <tr> <td>Award/Order Date:</td> <td></td> <td>NIIN (Previous):</td> <td></td> <td>Shipment Type:</td> <td>Mis-Directed</td> </tr> </table>						RCDN:	N0310721000033	CLIN:		Receipt Date:	04/10/2002	Reference Nr:	1234	Unit of Issue:	EA	Induct Date:		Serial Nr:	9876	DD250 Nr:		Await Parts Date:		Document Nr:	N00104210000009	DD250 Date:		Reinduct Date:		Contract Nr:		Condition Cd:	J	Survey/Scrap Date:		Order Nr:		NIIN:	888888888	Complete Date:		Award/Order Date:		NIIN (Previous):		Shipment Type:	Mis-Directed
RCDN:	N0310721000033	CLIN:		Receipt Date:	04/10/2002																																										
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Order Nr:		NIIN:	888888888	Complete Date:																																											
Award/Order Date:		NIIN (Previous):		Shipment Type:	Mis-Directed																																										
Ship To DODAAC:	<input type="text" value="N00104"/>	*	Project Cd:	<input type="text" value="Z17"/>	*																																										
Mark For:	<input type="text" value="SPCC MECHNC SBG PA"/>	*	Signal Cd:	<input type="text" value="K"/>	*																																										
Ship To Document:	<input type="text" value="N0310721000033"/>	*	Fund Cd:	<input type="text" value="26"/>	*																																										
DD1348 Date:	<input type="text" value="04/10/2002"/>	*	Nomenclature:	<input type="text" value="pump"/>	*																																										
Distribution Cd:	<input type="text"/>		Remarks:	<input type="text"/>																																											
Ship To Condition Cd:	<input type="text" value="F"/>	*																																													
<input type="button" value="Submit"/>			<input type="button" value="Reset"/>																																												
Main Menu Contact Us Help																																															

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

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

Enter the following information as needed:

NOTE: No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

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

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

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

Signal Code: Enter the one digit code which identifies the "ship to" and "bill to" activity.

Ship To Document: Value is alphanumeric and must be fourteen positions. The default value is the RCDN. If shipment is a reconsignment, enter the TCN number. If shipment is GFM, change the 11th position of the RCDN to 'M'.

NOTE: If the item is being shipped to

Rotable Pool, the 11th position of the Ship to Document must be changed to 'P' only if these three fields match:

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

Fund Code: Enter the two-digit code which identifies the source of funding

DD1348 Date: The default value is the current date. **NOTE:** The value cannot be a future date or pre-date the previous repair action.

Nomenclature: A value is required if the administrative option "ATAC Reporting Enabled" has been set by the administrator. If entered, the value cannot be all spaces.

Distribution Code: This is an optional field.

Remarks: This is an optional field.

If the data entered is correct, click "**Submit**" to submit the DD1348, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

NOTE: If the item was misdirected ('J' Condition Code), a **Ship to Condition Code** drop-down box will appear. You must choose either '**F**' Condition Code or "**A**" Condition Code according to the asset.

NOTE: See page 144 for definitions of each Condition Code.

If you want to return to the Main Menu without processing the DD1348, click "**MAIN MENU**".

HDJ, INC(N03107)		Shipment		NAVICP-M(N00104)																																											
<table border="1" style="width: 100%;"> <tr> <td>RCDN:</td> <td>N0310721000033</td> <td>Contract Nr:</td> <td></td> <td>Receipt Date:</td> <td>04/10/2002</td> </tr> <tr> <td>Reference Nr:</td> <td>1234</td> <td>Order Nr:</td> <td></td> <td>Induct Date:</td> <td></td> </tr> <tr> <td>Serial Nr:</td> <td>9876</td> <td>Award/Order Date:</td> <td></td> <td>Await Parts Date:</td> <td></td> </tr> <tr> <td>Condition Cd:</td> <td>J</td> <td>Unit of Issue:</td> <td>EA</td> <td>Reinduct Date:</td> <td></td> </tr> <tr> <td>Ship To Condition Cd:</td> <td>F</td> <td>Ship To DODAAC:</td> <td>N00104</td> <td>Survey/Scrap Date:</td> <td></td> </tr> <tr> <td>NIIN:</td> <td>888888888</td> <td>Ship To Document:</td> <td>N0310721000033</td> <td>Complete Date:</td> <td></td> </tr> <tr> <td>NIIN (Previous):</td> <td></td> <td>DD1348 Date:</td> <td>04/11/2002</td> <td></td> <td></td> </tr> </table>						RCDN:	N0310721000033	Contract Nr:		Receipt Date:	04/10/2002	Reference Nr:	1234	Order Nr:		Induct Date:		Serial Nr:	9876	Award/Order Date:		Await Parts Date:		Condition Cd:	J	Unit of Issue:	EA	Reinduct Date:		Ship To Condition Cd:	F	Ship To DODAAC:	N00104	Survey/Scrap Date:		NIIN:	888888888	Ship To Document:	N0310721000033	Complete Date:		NIIN (Previous):		DD1348 Date:	04/11/2002		
RCDN:	N0310721000033	Contract Nr:		Receipt Date:	04/10/2002																																										
Reference Nr:	1234	Order Nr:		Induct Date:																																											
Serial Nr:	9876	Award/Order Date:		Await Parts Date:																																											
Condition Cd:	J	Unit of Issue:	EA	Reinduct Date:																																											
Ship To Condition Cd:	F	Ship To DODAAC:	N00104	Survey/Scrap Date:																																											
NIIN:	888888888	Ship To Document:	N0310721000033	Complete Date:																																											
NIIN (Previous):		DD1348 Date:	04/11/2002																																												
Shipment Date:	<input type="text" value="04/11/2002"/> *	DD250 Nr:	<input type="text"/>	Shipping Weight:	<input type="text" value="3"/> <input type="text" value="5"/> *																																										
Warranty Exp Date:	<input type="text"/>	DD250 Date:	<input type="text"/>	Shipping Cube:	<input type="text" value="4"/> <input type="text" value="75"/> *																																										
CLIN:	<input type="text"/>	Pickup DODAAC:	<input type="text" value="N03107"/> *																																												
		<input type="button" value="Submit"/> <input type="button" value="Reset"/>																																													
Main Menu Contact Us Help																																															

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

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

Enter the following information as needed:

NOTE: No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

Shipment Date: The default value is the current date. If necessary, change this date to reflect the actual date of shipment.

NOTE: The value cannot be a future date or precede the previous action.

DD250 Nr: Type the DD250 Nr from Block 2, Shipment Nr, of the DD250. A value is required if the DD250 Date is entered. The value is alphanumeric and must be seven or eight characters. If eight, the eighth position must contain a space or the letter 'Z'.

Shipping Weight: Enter the weight of the packaged item to be shipped.

Warranty Exp Date: Type the date the warranty will expire for the item being shipped.

If you want to return to the Main Menu without processing the shipment, click "MAIN MENU".

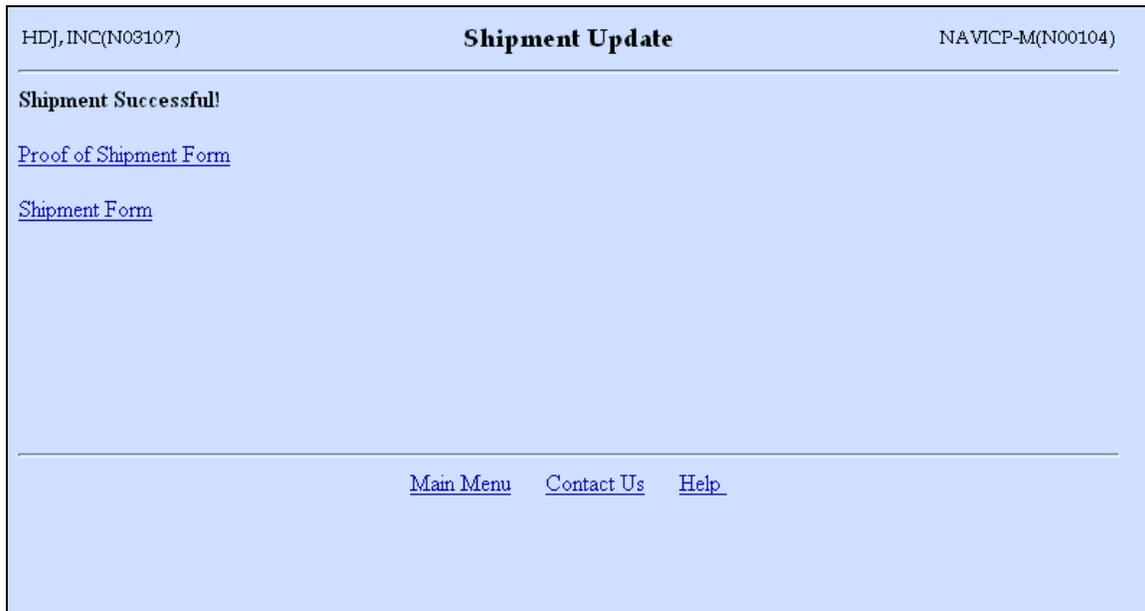
DD250 Dt: The default date is the current date. If necessary, change this date to reflect the actual DD250 Date. A value is required if the DD250 Nr is entered. **NOTE:** The value cannot be a future date or precede the previous action.

Shipping Cube: Enter the total volume of the package of the item you are shipping.

CLIN: Accept the default value or type in the CLIN. This field is sometimes mandatory depending on previous entries.

Pickup DODAAC: Type the Pickup DODAAC. A value is required if the administrator has selected the administrative option "ATAC Reporting Enabled". If entered, the value is alphanumeric and must be six positions.

If the data entered is correct, click "Submit" to submit the shipment, or click "Reset" to clear the data you entered and return all fields to the defaults.



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

You have the option to:

- Enter **Proof of Shipment** for the item just shipped
- Return to the **Shipment Form** to ship a different item
- Return to the **Main Menu**

HDJ, INC(N03107)	MAIN MENU	NAVICP-M(N00104)
<p>Repair Status</p> <p>Receive</p> <p>Induct (M)</p> <p>Await Parts (G)</p> <p>Reinduct (M)</p> <p>Complete (A)</p> <p>Ship</p> <p>Bulk Shipment</p> <p>Proof of Shipment</p> <p>BER / MEL</p> <p>Borrow/Payback</p> <p>Survey / Scrap (H)</p> <p>Reverse</p>	<p>Repair Reports</p> <p>DD1348</p> <p>MMD Report</p> <p>Inventory Labels</p> <p>Repair Item-Action</p> <p>Repair History</p> <p>Condition Counts</p> <p>Awaiting Parts</p> <p>Proof of Shipment</p> <p>RTAT Reports</p>	<p>Utilities</p> <p>Download Report Plugin</p> <p>Item Maintenance</p> <p>Report of Discrepancy</p> <p>Maintain Carriers</p> <p>Set Default for Pick Lists</p> <p>DAASC DODAAC Lookup</p> <p>AEPS</p>
<p>Contact Us Help</p>		

To Report a Bulk Shipment

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

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

For Bulk Shipment, Select a NIIN From the List Below ...

NIIN	CC
444444444	A

Submit

[Main Menu](#) [Contact Us](#) [Help](#)

Click the down arrow to select the applicable NIIN and Condition Code.
Click "**Submit**"

HDJ,INC(N03107) NAVICP-M(N00104)

Select Item

Select the Items Below For Bulk Shipments ...

For random selections, hold down the Control key and click on items to Ship.
To select all items, hold down the Shift key and click the last item.

Qty	<input type="radio"/> RCDN	<input type="radio"/> Receipt Date/Time	<input checked="" type="radio"/> Ref Nr	<input type="radio"/> Doc Nr	<input type="radio"/> Ser Nr	Re-Sort
1	N0310720950028	04/05/2002*08:17:15		231432435436546		
1	N0310720950029	04/05/2002*08:17:15		231432435436546		
1	N0310720950030	04/05/2002*08:17:15		231432435436546		
1	N0310720950031	04/05/2002*08:17:15		231432435436546		
1	N0310720950032	04/05/2002*08:17:15		231432435436546		

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Select the individual items to be included in the bulk shipment.

To select more than one item:

- 1) Click and drag to select consecutive items.
- 2) Click on the first item, hold down the SHIFT key, and click on the last item in a series to select consecutive items.
- 3) Click on the first item, hold down the CTRL key and click on each remaining item to select random items.

Click "**Submit**".

HDJ, INC(N03107)	Confirm Quantity	NAVICP-M(N00104)
<hr/>		
<p>You have selected 3 item(s) to Ship for NIIN 444444444 in 'A' Condition (listed below). Click Submit to continue or the Back button to reselect item(s).</p>		
<p>N0310720950028 N0310720950029 N0310720950030</p>		
<p><input type="button" value="Submit"/></p>		
<hr/>		
<p>Main Menu Contact Us Help</p>		

The “**Confirm Quantity**” Screen will appear for you to verify the quantity and the RCDNs you will be bulk shipping.

When you have verified the data, click “**Submit**”.

HDJ,INC(N03107)	Bulk DD1348	NAVICP-M(N00104)				
<table border="1"> <tr> <td>NIIN:</td> <td>44444444</td> <td>Condition Cd:</td> <td>A</td> </tr> </table>			NIIN:	44444444	Condition Cd:	A
NIIN:	44444444	Condition Cd:	A			
Ship To DODAAC:	<input type="text" value="N00104"/> *	Project Cd:	<input type="text" value="Z17"/> *			
Mark For:	<input type="text" value="SPCC MECHNCSEBG PA"/> *	Signal Cd:	<input type="text" value="K"/> *			
Ship To Document:	<input type="text" value="N0310720950028"/> *	Fund Cd:	<input type="text" value="26"/> *			
DD1348 Date:	<input type="text" value="04/11/2002"/> *	Nomenclature:	<input type="text" value="pump"/> *			
Distribution Cd:	<input type="text"/>	Remarks:	<input type="text"/>			
<input type="button" value="Submit"/> <input type="button" value="Reset"/>						
Main Menu Contact Us Help						

At the top, the NIIN and Condition Code for the items you have chosen will be displayed as read-only information.

NOTE: An * on any screen, indicates a mandatory field.

Enter the information below as needed:

Ship To DODAAC: Accept the default value or enter a different Ship To DODAAC to reflect where the items are to be shipped. Value is alphanumeric and must be six positions.

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

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

Signal Code: One digit code which identifies the "ship-to" and, if applicable, "bill-to" activities.

Ship To Document: Value is alphanumeric and must be fourteen positions. If shipment is a reconsignment, enter the TCN number; if NAVICP-M directed the shipment and provided a supply directive (N00104 DOCN), enter this DOCN; if shipment to stock and no DOCN was provided, use the lead RCDN in the series of items being shipped.

Fund Code: Two-digit code which identifies the source of funding.

DD1348 Date: The default value is the current date. Value must not be a future date and must not precede any previous action.

Nomenclature: A value is required if the administrative option "ATAC Reporting Enabled" has been set by the administrator. If entered, the value cannot be all spaces. This is an optional field and allows thirty-four characters.

Distribution Code: This is an optional field.

Remarks: This is an optional field and allows sixty characters.

If the data entered is correct, click "**Submit**" to submit the Bulk DD1348, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the Bulk DD1348, click "**MAIN MENU**".

HDJ,INC(N03107)	Bulk Shipment	NAVICP-M(N00104)		
<table border="1"> <tr> <td>NIIN: 44444444</td> <td>Condition Cd: A</td> </tr> </table>			NIIN: 44444444	Condition Cd: A
NIIN: 44444444	Condition Cd: A			
Shipment Date:	<input type="text" value="04/11/2002"/>	*		
DD250 Nr:	<input type="text"/>			
DD250 Date:	<input type="text"/>			
CLIN:	<input type="text"/>			
Pickup DODAAC:	<input type="text" value="N03107"/>	*		
Shipping Weight:	<input type="text" value="4"/>	<input type="text" value="75"/>		
Shipping Cube:	<input type="text" value="8"/>	<input type="text" value="25"/>		
<input type="button" value="Submit"/> <input type="button" value="Reset"/>				
Main Menu Contact Us Help				

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

Enter the following information as needed:

NOTE: No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

Shipment Date: The default value is the current date. If necessary change this date to reflect the actual date of shipment. **NOTE:** The value cannot be a future date, precede the previous repair, or precede the DD1348.

DD250 Nr: Type the DD250 Nr from Block 2, Shipment Nr, of the DD250. A value is required if the DD250 Date is entered. The value is alphanumeric and must be seven or eight characters. If eight, the eighth position must contain a space or the letter 'Z'.

DD250 Dt: The default date is the current date. If necessary, change this date to reflect the actual DD250 Date. A value is required if the DD250 Nr is entered. **NOTE:** The value cannot be a future date or precede the previous repair action.

CLIN: Accept the default value or type in the CLIN.

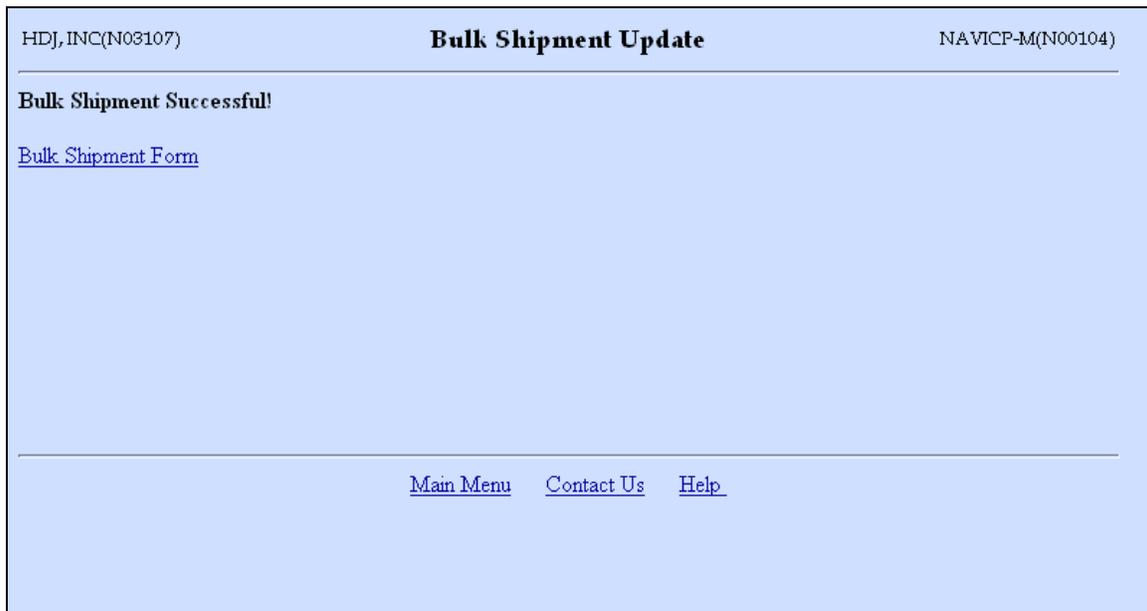
Pickup DODAAC: Type the Pickup DODAAC. A value is required if the administrator has selected the administrative option "ATAC Reporting Enabled". If entered, the value is alphanumeric and must be six positions.

Shipping Weight: Enter the weight of the packaged item to be shipped.

Shipping Cube: Enter the total volume of the package of the item you are shipping.

If the data entered is correct, click "**Submit**" to submit the shipment, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the shipment, click "**MAIN MENU**".



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

You have the option to:

Return to the **Bulk Shipment Form**

Return to the **Main Menu**

Repair Status

[Receive](#)
[Induct \(M\)](#)
[Await Parts \(G\)](#)
[Reinduct \(M\)](#)
[Complete \(A\)](#)
[Ship](#)
[Bulk Shipment](#)
[Proof of Shipment](#)
[BER / MEL](#)
[Borrow/Payback](#)
[Survey / Scrap \(H\)](#)
[Reverse](#)

Repair Reports

[DD1348](#)
[MMD Report](#)
[Inventory Labels](#)
[Repair Item-Action](#)
[Repair History](#)
[Condition Counts](#)
[Awaiting Parts](#)
[Proof of Shipment](#)
[RTAT Reports](#)

Utilities

[Download Report Plugin](#)
[Item Maintenance](#)
[Report of Discrepancy](#)
[Maintain Carriers](#)
[Set Default for Pick Lists](#)
[DAASC DODAAC Lookup](#)
[AEPS](#)

[Contact Us](#) [Help](#)

To Report Proof of Shipment

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

This is an information only transaction and does not affect the status of the item.

HDJ,INC(N03107) **Select Item** NAVICP-M(N00104)

To Report Proof of Shipment, Select an Item From the List Below ...

RCDN
 NIIN
 Ref Nr
 Ser Nr

N0310720710008	019887643	0984793284	8487260
----------------	-----------	------------	---------

OR

Enter the RCDN, Reference Nr or Serial Nr ...

RCDN (pos 7-14):
RefNr:
SerNr:

[Main Menu](#)
[Contact Us](#)
[Help](#)

The Select Item Screen will be displayed giving you **four** options for choosing the item you need for Proof of Shipment:

1. The drop-down box will be displayed containing all RCDNs available for Proof of Shipment. **NOTE:** This option will not display if there are more than 200 items available for Proof of Shipment. Click the down arrow and select the desired RCDN. The items are in RCDN sequence.
2. Type in the last eight digits of the RCDN.
3. Type in the complete Reference Nr.
4. Type in the complete Serial Nr.

Choose the item using **ONE** of these four options.

Click "**Submit**"

HDJ,INC(N03107) **Select Item** NAVICP-M(N00104)

For Proof of Shipment, Select a Carrier From the List Below ...

Carrier	City	ID
OTHER ...		

[Main Menu](#) [Contact Us](#) [Help](#)

Select a carrier from the drop-down list box and click "**Submit**".

If the appropriate carrier is not listed, choose OTHER...

Carriers are loaded by using the Maintain Carriers option under Utilities on the Main Menu.
(see Maintain Carriers on pages 124-135)

HDJ, INC(N03107)	Proof of Shipment	NAVICP-M(N00104)																																
<table border="1"> <tr> <td>RCDN:</td> <td>N0310720710008</td> <td>Ship To Document:</td> <td>N031072071L008</td> </tr> <tr> <td>Reference Nr:</td> <td>0984793284</td> <td>Document Nr:</td> <td>N00104207109865</td> </tr> <tr> <td>Serial Nr:</td> <td>8487260</td> <td>Contract Nr:</td> <td>N0010402GA999</td> </tr> <tr> <td>NIIN:</td> <td>019887643</td> <td>Order Nr:</td> <td></td> </tr> <tr> <td>NIIN (Previous):</td> <td></td> <td>Award/Order Date:</td> <td></td> </tr> <tr> <td>CLIN:</td> <td></td> <td>Condition Cd:</td> <td>A</td> </tr> <tr> <td>Unit of Issue:</td> <td>EA</td> <td>Shipment Date:</td> <td>03/29/2002</td> </tr> <tr> <td>Ship To DODAAC:</td> <td>N03107</td> <td></td> <td></td> </tr> </table>			RCDN:	N0310720710008	Ship To Document:	N031072071L008	Reference Nr:	0984793284	Document Nr:	N00104207109865	Serial Nr:	8487260	Contract Nr:	N0010402GA999	NIIN:	019887643	Order Nr:		NIIN (Previous):		Award/Order Date:		CLIN:		Condition Cd:	A	Unit of Issue:	EA	Shipment Date:	03/29/2002	Ship To DODAAC:	N03107		
RCDN:	N0310720710008	Ship To Document:	N031072071L008																															
Reference Nr:	0984793284	Document Nr:	N00104207109865																															
Serial Nr:	8487260	Contract Nr:	N0010402GA999																															
NIIN:	019887643	Order Nr:																																
NIIN (Previous):		Award/Order Date:																																
CLIN:		Condition Cd:	A																															
Unit of Issue:	EA	Shipment Date:	03/29/2002																															
Ship To DODAAC:	N03107																																	
Mode of Shipment:	Q Commercial Air Freight																																	
GBL/Tracking Nr:	2A2094X2224568781358																																	
Pro/Account Nr:	2093V2																																	
Carrier:	ABCD Trucking																																	
Address:	555 Main St																																	
City:	Nowhere																																	
State:	North Carolina	Zip:	55555																															
<input type="button" value="Submit"/> <input type="button" value="Reset"/>																																		
Main Menu Contact Us Help																																		

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 down arrow and select the mode of shipment.

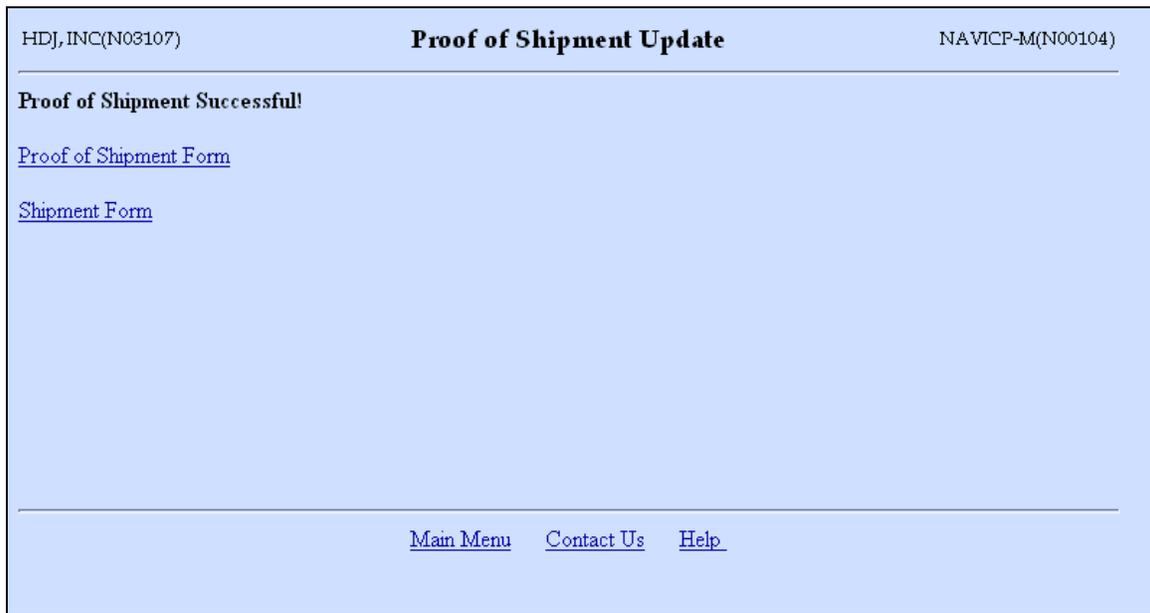
Gov't Bill of Lading/TrackingNr: Enter the Government Bill of Lading or the Tracking Number.

Pro/Account Nr: Enter the Account Number.

NOTE: If a specific carrier was chosen on the previous screen, the carrier name and address will automatically be entered; if you chose OTHER, the edit boxes will appear for you to fill in the applicable information.

If the data entered is correct, click "**Submit**" to submit the Proof of Shipment, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the Proof of Shipment, click "**MAIN MENU**".



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

You have the option to:

Return to the **Proof of Shipment Form** to enter POS for a different item

Return to the **Shipment Form** to enter a shipment for a different item

Return to the **Main Menu**

HDJ, INC(N03107)	MAIN MENU	NAVICP-M(N00104)
<p>Repair Status</p> <p>Receive</p> <p>Induct (M)</p> <p>Await Parts (G)</p> <p>Reinduct (M)</p> <p>Complete (A)</p> <p>Ship</p> <p>Bulk Shipment</p> <p>Proof of Shipment</p> <p>BER / MEL</p> <p>Borrow/Payback</p> <p>Survey / Scrap (H)</p> <p>Reverse</p>	<p>Repair Reports</p> <p>DD1348</p> <p>MMD Report</p> <p>Inventory Labels</p> <p>Repair Item-Action</p> <p>Repair History</p> <p>Condition Counts</p> <p>Awaiting Parts</p> <p>Proof of Shipment</p> <p>RTAT Reports</p>	<p>Utilities</p> <p>Download Report Plugin</p> <p>Item Maintenance</p> <p>Report of Discrepancy</p> <p>Maintain Carriers</p> <p>Set Default for Pick Lists</p> <p>DAASC DODAAC Lookup</p> <p>AEPS</p>
<p>Contact Us Help</p>		

To Report BER/MEL

From the Main Menu, Repair Status column, click “**BER/MEL**”.

This is an information only transaction and does not affect the status of the item.

HDJ,INC(N03107)	Select Item	NAVICP-M(N00104)						
To Report BER/MEL, Select an Item From the List Below ...								
<input type="radio"/> RCDN	<input type="radio"/> NIIN	<input type="radio"/> CC						
<input checked="" type="radio"/> Ref Nr	<input type="radio"/> Ser Nr	<input type="button" value="Re-Sort"/>						
<table border="1"> <tr> <td>N0310720700001</td> <td>012925555</td> <td>F</td> <td>87426</td> <td>0987498</td> <td>▼</td> </tr> </table>			N0310720700001	012925555	F	87426	0987498	▼
N0310720700001	012925555	F	87426	0987498	▼			
OR								
Enter the RCDN, Reference Nr or Serial Nr ...								
RCDN (pos 7-14):	<input type="text"/>	RefNr: <input type="text"/>						
		SerNr: <input type="text"/>						
<input type="button" value="Submit"/>								
Main Menu Contact Us Help								

The Select Item Screen will be displayed giving you **four** options for choosing the item you need for BER:

1. The drop-down box will be displayed containing all RCDNs available for BER. **NOTE:** This option will not display if there are more than 200 items available for BER. Click the down arrow and select the desired RCDN. The items are in RCDN sequence.
2. Type in the last eight digits of the RCDN.
3. Type in the complete Reference Nr.
4. Type in the complete Serial Nr.

Choose the item using **ONE** of these four options.

Click "**Submit**"

HDJ, INC(N03107)	BER/MEL	NAVICP-M(N00104)																								
<table border="1"> <tr> <td>RCDN:</td> <td>N0310720700001</td> <td>Document Nr:</td> <td>N00104207012345</td> </tr> <tr> <td>Reference Nr:</td> <td>37426</td> <td>Contract Nr:</td> <td>N0010402GA999</td> </tr> <tr> <td>Serial Nr:</td> <td>0987498</td> <td>Condition Cd:</td> <td>F</td> </tr> <tr> <td>NIIN:</td> <td>012925555</td> <td>Receipt Date:</td> <td>03/11/2002</td> </tr> <tr> <td>NIIN (Previous):</td> <td></td> <td>Induct Date:</td> <td></td> </tr> <tr> <td>Unit of Issue:</td> <td>EA</td> <td></td> <td></td> </tr> </table>			RCDN:	N0310720700001	Document Nr:	N00104207012345	Reference Nr:	37426	Contract Nr:	N0010402GA999	Serial Nr:	0987498	Condition Cd:	F	NIIN:	012925555	Receipt Date:	03/11/2002	NIIN (Previous):		Induct Date:		Unit of Issue:	EA		
RCDN:	N0310720700001	Document Nr:	N00104207012345																							
Reference Nr:	37426	Contract Nr:	N0010402GA999																							
Serial Nr:	0987498	Condition Cd:	F																							
NIIN:	012925555	Receipt Date:	03/11/2002																							
NIIN (Previous):		Induct Date:																								
Unit of Issue:	EA																									
BER/MEL Date:	<input type="text" value="03/29/2002"/>	*																								
Order Nr:	<input type="text"/>																									
Award/Order Date:	<input type="text"/>																									
CLIN:	<input type="text"/>																									
<input type="button" value="Submit"/> <input type="button" value="Reset"/>																										
Main Menu Contact Us Help																										

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

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

Enter the following information as needed:

NOTE: No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

BER/MEL Date: The default value is the current date. If necessary, change this date to reflect the actual date the item was determined BER. **NOTE:** The value cannot be a future date or precede the previous action.

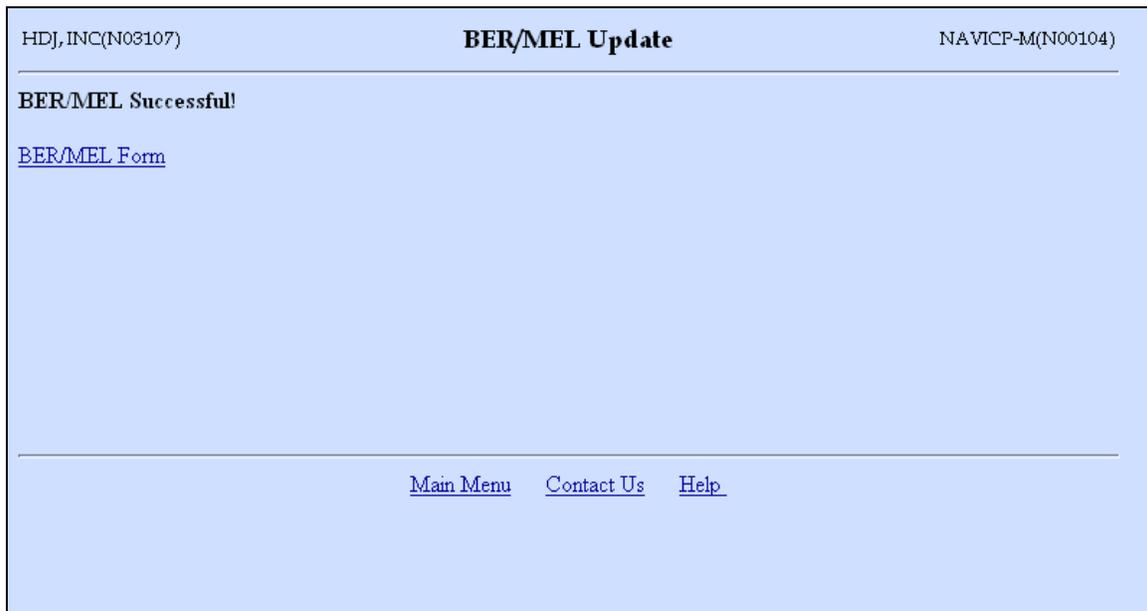
Order Nr: If entered, the value is alphanumeric and must be four positions. It is required if the Award/Order Date is entered. If an Order Nr was entered on a previous transaction, it will carry forward to the BER screen as the default.

Award/Order Dt: The default value is the current date. If necessary, change this date to reflect the actual date of the order.

CLIN: Accept the default value, or enter a different CLIN. If entered, the value is alphanumeric and must be six positions.

If the data entered is correct, click "**Submit**" to submit the BER/MEL, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the BER/MEL, click "**MAIN MENU**".



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

You have the option to:

Return to the **BER/MEL Form** to enter BER/MEL for a different item

Return to the **Main Menu**

HDJ, INC(N03107)	MAIN MENU	NAVICP-M(N00104)
<p>Repair Status</p> <p>Receive</p> <p>Induct (M)</p> <p>Await Parts (G)</p> <p>Reinduct (M)</p> <p>Complete (A)</p> <p>Ship</p> <p>Bulk Shipment</p> <p>Proof of Shipment</p> <p>BER / MEL</p> <p>Borrow/Payback</p> <p>Survey / Scrap (H)</p> <p>Reverse</p>	<p>Repair Reports</p> <p>DD1348</p> <p>MMD Report</p> <p>Inventory Labels</p> <p>Repair Item-Action</p> <p>Repair History</p> <p>Condition Counts</p> <p>Awaiting Parts</p> <p>Proof of Shipment</p> <p>RTAT Reports</p>	<p>Utilities</p> <p>Download Report Plugin</p> <p>Item Maintenance</p> <p>Report of Discrepancy</p> <p>Maintain Carriers</p> <p>Set Default for Pick Lists</p> <p>DAASC DODAAC Lookup</p> <p>AEPS</p>
<p>Contact Us Help</p>		

To Report a Borrow

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

This transaction will create a D8_ Doc ID.

[Borrow \(D8\)](#)
[Payback \(D9\)](#)

[Main Menu](#) [Contact Us](#) [Help](#)

From the Borrow/Payback Menu click “**Borrow (D8)**”

HDJ, INC(N03107) **Reference Nr - Serial Nr Input** NAVICP-M(N00104)

Reference Nr	Serial Nr
<input type="text" value="123456"/>	<input type="text" value="987654"/>

[Main Menu](#) [Contact Us](#) [Help](#)

The “**Reference Nr – Serial Nr Input**” Screen appears giving you the option to enter reference numbers and/or serial numbers as additional means of tracking.

Enter the information you choose and click “**Submit**”.

If you made a mistake when entering the data click “**Reset**” and enter the correct information.

Borrow Successful. Don't click the Back button. To continue, click a link below...

[Borrow](#) - to report another Borrow

[Item Maintenance](#) - to update a Reference/Serial Nr

[Borrow/Payback Menu](#) - to return to Borrow/Payback Menu

You received 1 item(s):			
	RCDN	Reference Nr	Serial Nr
1.	N0310720930021	123456	987654

[Main Menu](#) [Contact Us](#) [Help](#)

If a successful Borrow was accomplished the Borrow Update Screen appears indicating a successful borrow, listing the assigned RCDNs, corresponding Ref #, and Serial #s.

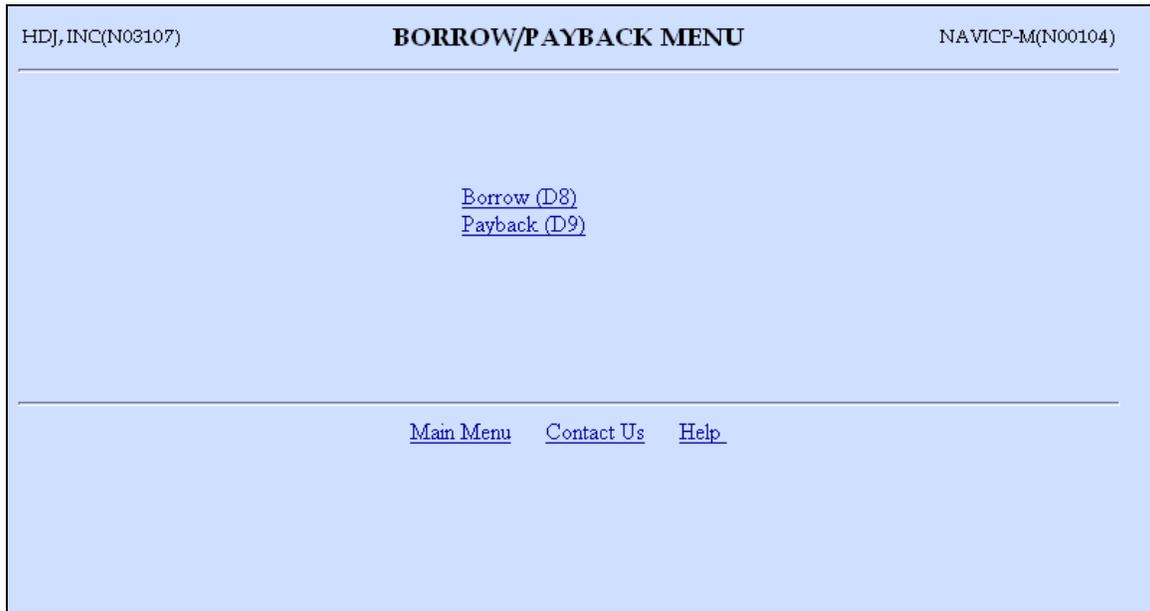
You have the option to:

Return to **Borrow** (see Borrow screen on page 68)

Return to the **Item Maintenance** (see Item Maintenance on page 141)

Return to **Borrow/Payback Menu** (see Borrow/Payback on page 67)

Return to the **Main Menu** (see Main Menu on page 2)



To Report a Payback

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

This transaction will create a D9_ Doc ID.

HDJ,INC(N03107)	Select Item	NAVICP-M(N00104)				
To Payback an Item, Select One From the List Below ...						
<input type="radio"/> RCDN	<input type="radio"/> NIIN	<input checked="" type="radio"/> Ref Nr				
<input type="radio"/> Ser Nr	<input type="button" value="Re-Sort"/>					
<table border="1"> <tr> <td>N0310720930021</td> <td>012926616</td> <td>123456</td> <td>987654</td> </tr> </table>			N0310720930021	012926616	123456	987654
N0310720930021	012926616	123456	987654			
OR						
Enter the RCDN, Reference Nr or Serial Nr ...						
RCDN (pos 7-14):	RefNr:	Ser Nr:				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="button" value="Submit"/>						
Main Menu Contact Us Help						

The Select Item Screen will be displayed giving you **four** options for choosing the item you need to Payback an asset:

1. The drop-down box will be displayed containing all RCDNs available for payback. **NOTE:** This option will not display if there are more than 200 items available for payback. Click the down arrow and select the desired RCDN. The items are in RCDN sequence.
2. Type in the last eight digits of the RCDN.
3. Type in the complete Reference Nr.
4. Type in the complete Serial Nr.

Choose the item using **ONE** of these four options.

Click **“Submit”**.

HDJ, INC(N03107)	Payback	NAVICP-M(N00104)																																								
<table border="1"> <tr> <td>RCDN:</td> <td>N0310720930021</td> <td>Contract Nr:</td> <td>N0010402GA999</td> </tr> <tr> <td>Reference Nr:</td> <td>123456</td> <td>Order Nr:</td> <td></td> </tr> <tr> <td>Serial Nr:</td> <td>987654</td> <td>Award/Order Date:</td> <td></td> </tr> <tr> <td>NIIN:</td> <td>012926616</td> <td>Receipt Date:</td> <td>04/03/2002</td> </tr> <tr> <td>NIIN (Previous):</td> <td></td> <td>Induct Date:</td> <td></td> </tr> <tr> <td>Condition Cd:</td> <td>A</td> <td>Await Parts Date:</td> <td></td> </tr> <tr> <td>Ship To Condition Cd:</td> <td></td> <td>Reinduct Date:</td> <td></td> </tr> <tr> <td>Ship To DODAAC:</td> <td></td> <td>Survey/Scrap Date:</td> <td></td> </tr> <tr> <td>Ship To Document:</td> <td></td> <td>Complete Date:</td> <td></td> </tr> <tr> <td>Unit of Issue:</td> <td>EA</td> <td></td> <td></td> </tr> </table>			RCDN:	N0310720930021	Contract Nr:	N0010402GA999	Reference Nr:	123456	Order Nr:		Serial Nr:	987654	Award/Order Date:		NIIN:	012926616	Receipt Date:	04/03/2002	NIIN (Previous):		Induct Date:		Condition Cd:	A	Await Parts Date:		Ship To Condition Cd:		Reinduct Date:		Ship To DODAAC:		Survey/Scrap Date:		Ship To Document:		Complete Date:		Unit of Issue:	EA		
RCDN:	N0310720930021	Contract Nr:	N0010402GA999																																							
Reference Nr:	123456	Order Nr:																																								
Serial Nr:	987654	Award/Order Date:																																								
NIIN:	012926616	Receipt Date:	04/03/2002																																							
NIIN (Previous):		Induct Date:																																								
Condition Cd:	A	Await Parts Date:																																								
Ship To Condition Cd:		Reinduct Date:																																								
Ship To DODAAC:		Survey/Scrap Date:																																								
Ship To Document:		Complete Date:																																								
Unit of Issue:	EA																																									
Shipment Date:	<input type="text" value="04/03/2002"/> *	CLIN:	<input type="text"/>																																							
DD250 Nr:	<input type="text"/>	Warranty Exp Date:	<input type="text"/>																																							
DD250 Date:	<input type="text"/>																																									
<input type="button" value="Submit"/>		<input type="button" value="Reset"/>																																								
Main Menu Contact Us Help																																										

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

Enter the following information as needed:

NOTE: No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

Shipment Date: The default value is the current date. If necessary, change this date to reflect the actual date of shipment. **NOTE:** The value cannot be a future date or precede the previous action.

CLIN: Accept the default value or type in the CLIN. This field is sometimes mandatory depending on previous entries.

DD250 Nr: Type the DD250 Nr from Block 2, Shipment Nr, of the DD250. A value is required if the DD250 Date is entered. The value is alphanumeric and must be seven or eight characters. **If eight, the eighth position must contain a space or the letter 'Z'.**

DD250 Dt: The default date is the current date. If necessary, change this date to reflect the actual DD250 Date. A value is required if the DD250 Nr is entered. **NOTE:** The value cannot be a future date or precede the previous action.

Warranty Exp Date: Type the date the warranty will expire for the item being shipped.

If the data entered is correct, click "**Submit**" to submit the payback, or click "**Reset**" to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the payback, click "**MAIN MENU**".



If a successful Payback was accomplished the Payback Update Screen appears indicating a successful payback.

You have the option to:

Return to the **Payback Form** (see Payback Form on page 73)

Return to the **Borrow/Payback Menu** (see Borrow/Payback Menu on page 67)

Return to the **Main Menu** (see Main Menu on page 2)

HDJ, INC(N03107)	MAIN MENU	NAVICP-M(N00104)
<p>Repair Status</p> <p>Receive</p> <p>Induct (M)</p> <p>Await Parts (G)</p> <p>Reinduct (M)</p> <p>Complete (A)</p> <p>Ship</p> <p>Bulk Shipment</p> <p>Proof of Shipment</p> <p>BER / MEL</p> <p>Borrow/Payback</p> <p>Survey / Scrap (H)</p> <p>Reverse</p>	<p>Repair Reports</p> <p>DD1348</p> <p>MMD Report</p> <p>Inventory Labels</p> <p>Repair Item-Action</p> <p>Repair History</p> <p>Condition Counts</p> <p>Awaiting Parts</p> <p>Proof of Shipment</p> <p>RTAT Reports</p>	<p>Utilities</p> <p>Download Report Plugin</p> <p>Item Maintenance</p> <p>Report of Discrepancy</p> <p>Maintain Carriers</p> <p>Set Default for Pick Lists</p> <p>DAASC DODAAC Lookup</p> <p>AEPS</p>
<p>Contact Us Help</p>		

To Report Survey/Scrap

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

Items currently in F, J, or M-condition code can be scrapped.

This transaction will move the item into H-condition code.

NOTE: See page 144 for definitions of each Condition Code.

HDJ,INC(N03107) **Select Item** NAVICP-M(N00104)

To Survey/Scrap an Item, Select One From the List Below ...

RCDN
 NIIN
 Ref Nr
 Ser Nr

OR

Enter the RCDN, Reference Nr or Serial Nr ...

RCDN (pos 7-14):
RefNr:
Ser Nr:

[Main Menu](#)
[Contact Us](#)
[Help](#)

The Select Item Screen will be displayed giving you **four** options for choosing the item you need to Scrap:

1. The drop-down box will be displayed containing all RCDNs available for Scrap.
NOTE: This option will not display if there are more than 200 items available for Scrap.
Click the down arrow and select the desired RCDN. The items are in RCDN sequence.
2. Type in the last eight digits of the RCDN.
3. Type in the complete Reference Nr.
4. Type in the complete Serial Nr.

Choose the item using **ONE** of these four options.

Click "**Submit**".

HDJ, INC(N03107)	Survey/Scrap	NAVICP-M(N00104)										
<table border="1"> <tr> <td>RCDN: N0310720950027</td> <td>Condition Cd: M</td> </tr> <tr> <td>Reference Nr:</td> <td>Document Nr: 231432435436546</td> </tr> <tr> <td>Serial Nr:</td> <td>Contract Nr: 7098317422604</td> </tr> <tr> <td>NIIN: 484884848</td> <td>Receipt Date: 02/12/2002</td> </tr> <tr> <td>Unit of Issue: EA</td> <td>Induct Date: 04/11/2002</td> </tr> </table>			RCDN: N0310720950027	Condition Cd: M	Reference Nr:	Document Nr: 231432435436546	Serial Nr:	Contract Nr: 7098317422604	NIIN: 484884848	Receipt Date: 02/12/2002	Unit of Issue: EA	Induct Date: 04/11/2002
RCDN: N0310720950027	Condition Cd: M											
Reference Nr:	Document Nr: 231432435436546											
Serial Nr:	Contract Nr: 7098317422604											
NIIN: 484884848	Receipt Date: 02/12/2002											
Unit of Issue: EA	Induct Date: 04/11/2002											
Survey/Scrap Date:	<input type="text" value="04/11/2002"/> *											
DD250 Nr:	<input type="text"/>											
DD250 Date:	<input type="text"/>											
Order Nr:	<input type="text"/>											
Award/Order Date:	<input type="text" value="04/11/2002"/>											
CLIN:	<input type="text"/>											
<i>This NIIN Was Reidentified</i> <input checked="" type="radio"/> Current: 484884848 <i>Select One To Scrap:</i> <input type="radio"/> Original: 444444444												
<input type="button" value="Submit"/> <input type="button" value="Reset"/>												
Main Menu Contact Us Help												

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

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

Enter the following information as needed:

NOTE: No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

Survey/Scrap Date: The default value is the current date. If necessary, change this date to reflect the actual date the item was determined to be a scrap candidate. **NOTE:** The value cannot be a future date or precede the previous action.

DD250 Nr: Type the DD250 Nr from Block 2, Shipment Nr, of the DD250. A value is required if the DD250 Date is entered. The value is alphanumeric and must be seven or eight characters. If eight, the eighth position must contain a space or the letter 'Z'.

DD250 Dt: The default date is the current date. If necessary, change this date to reflect the actual DD250 Date. A value is required if the DD250 Nr is entered. **NOTE:** The value cannot be a

future date or precede the previous repair action.

Order Nr: If entered, the value is alphanumeric and must be four positions. It is required if the Award/Order Date is entered. **NOTE:** If an Order Nr. was entered on a previous transaction, it will carry forward to the Induct Screen as the default.

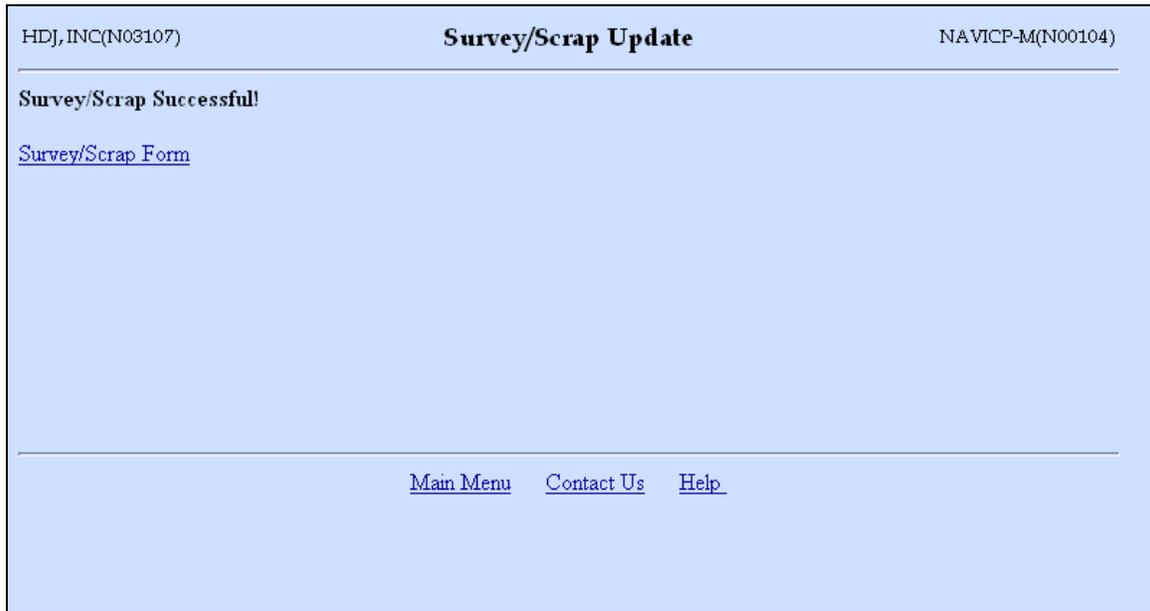
Award/Order Date: The default date is the current date. If necessary, change this date to reflect the actual date of the order. **NOTE:** The value cannot be a future date.

CLIN: If entered, the value is alphanumeric and must be six positions.

NOTE: NIIN: The 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.

If the data entered is correct, click **"Submit"** to submit the scrap, or click **"Reset"** to clear the data you entered and return all fields to the defaults.

If you want to return to the Main Menu without processing the scrap, click **"MAIN MENU"**.



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

You have the option to:

Return to the **Survey/Scrap Form** to survey/scrap a different item

Return to the **Main Menu**

HDJ, INC(N03107)	MAIN MENU	NAVICP-M(N00104)
Repair Status	Repair Reports	Utilities
Receive	DD1348	Download Report Plugin
Induct (M)	MMD Report	Item Maintenance
Await Parts (G)	Inventory Labels	Report of Discrepancy
Reinduct (M)	Repair Item-Action	Maintain Carriers
Complete (A)	Repair History	Set Default for Pick Lists
Ship	Condition Counts	DAASC DODAAC Lookup
Bulk Shipment	Awaiting Parts	AEPS
Proof of Shipment	Proof of Shipment	
BER / MEL	RTAT Reports	
Borrow/Payback		
Survey / Scrap (H)		
Reverse		
Contact Us Help		

To Reverse a Previously Reported Action

From the Main Menu, Repair Status Reporting column, click “**Reverse**”.

This transaction will reverse the most recent transaction for the item chosen and move it to its previous status.

If a receipt is reversed, the RCDN will be deleted from the database.

HDJ,INC(N03107)	Select Item	NAVICP-M(N00104)				
To Reverse an Action, Select an Item From the List Below ...						
<input type="radio"/> RCDN	<input type="radio"/> NIIN	<input checked="" type="radio"/> Ref Nr				
<input type="radio"/> Ser Nr	<input type="button" value="Re-Sort"/>					
<table border="1" style="width: 100%;"> <tr> <td style="width: 25%;">N0310720710008</td> <td style="width: 25%;">019887643</td> <td style="width: 25%;">0984793284</td> <td style="width: 25%;">8487260</td> </tr> </table>			N0310720710008	019887643	0984793284	8487260
N0310720710008	019887643	0984793284	8487260			
OR						
Enter the RCDN, Reference Nr or Serial Nr ...						
RCDN (pos 7-14):	RefNr:	Ser Nr:				
<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="button" value="Submit"/>						
Main Menu Contact Us Help						

The Select Item Screen will be displayed giving you **four** options for choosing the item you need to Reverse:

1. The drop-down box will be displayed containing all RCDNs available for Reversal. Click the down arrow and select the desired RCDN. The items are in RCDN sequence.

NOTE: This option will not display if there are more than 200 items available for Reversal.

2. Type in the last eight digits of the RCDN.
3. Type in the complete Reference Nr.
4. Type in the complete Serial Nr.

Choose the item using **ONE** of these four options.

Click "**Submit**".

HDJ, INC(N03107) **Reversal** NAVICP-M(N00104)

To reverse the **Proof of Shipment**, click the Reverse button.

RCDN:	N0310720710008
Reference Nr:	0984793284
Serial Nr:	8487260
Receive Date:	03/12/2002
Induct Date:	
Await Parts Date:	
Reinduct Date:	
Complete Date:	
Ship Date:	03/29/2002
Proof of Shipment Date:	03/29/2002
BER/MEL Date:	
Survey/Scrap Date:	

[Main Menu](#) [Contact Us](#) [Help](#)

The RCDN, Reference Nr, and Serial Nr will be displayed as well as all applicable action dates. The specific action to be reversed will be displayed in red on the “To reverse” line. To reverse the indicated action, click “**Reverse**”. If you want to return to the Main Menu without processing the reversal, click “**MAIN MENU**”.



If a successful Reversal was accomplished the Reversal Update Screen appears indicating a successful update.

You have the option to:

Return to the **Reversal Form** to reverse a different transaction

Return to the **Main Menu**

HDJ, INC(N03107)	MAIN MENU	NAVICP-M(N00104)
Repair Status Receive Induct (M) Await Parts (G) Reinduct (M) Complete (A) Ship Bulk Shipment Proof of Shipment BER / MEL Borrow/Payback Survey / Scrap (H) Reverse	Repair Reports DD1348 MMD Report Inventory Labels Repair Item-Action Repair History Condition Counts Awaiting Parts Proof of Shipment RTAT Reports	Utilities Download Report Plugin Item Maintenance Report of Discrepancy Maintain Carriers Set Default for Pick Lists DAASC DODAAC Lookup AEPS
Contact Us Help		

To Print a DD1348

From the Main Menu, Repair Reports column, click “**DD1348**”.

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

HDJ,INC(N03107)	Select Item	NAVICP-M(N00104)					
To Print a DD1348, Select an Item From the List Below ...							
<input type="radio"/> RCDN	<input type="radio"/> NIIN	<input checked="" type="radio"/> Ref Nr					
		<input type="radio"/> Ser Nr					
		<input type="button" value="Re-Sort"/>					
<table border="1"> <tr> <td>N0310721000033</td> <td>8888888888</td> <td>1234</td> <td>9876</td> <td align="right">▼</td> </tr> </table>			N0310721000033	8888888888	1234	9876	▼
N0310721000033	8888888888	1234	9876	▼			
OR							
Enter the RCDN, Reference Nr or Serial Nr ...							
RCDN (pos 7-14):	RefNr:	Ser Nr:					
<input type="text"/>	<input type="text"/>	<input type="text"/>					
<input type="button" value="Submit"/>							
Main Menu Contact Us Help							

The Select Item Screen will be displayed giving you **four** options for choosing the item you need to do a DD1348:

5. The drop-down box will be displayed containing all RCDNs available for DD1348.
NOTE: This option will not display if there are more than 200 items available for DD1348.
Click the down arrow and select the desired RCDN. The items are in RCDN sequence.
6. Type in the last eight digits of the RCDN.
7. Type in the complete Reference Nr.
8. Type in the complete Serial Nr.

Choose the item using **ONE** of these four options.

Click **“Submit”**.

HDJ, INC(N03107)		DD1348 Input		NAVICP-M(N00104)																																											
<table border="1" style="width: 100%;"> <tr> <td>RCDN:</td> <td>N031072100033</td> <td>CLIN:</td> <td></td> <td>Receipt Date:</td> <td>04/10/2002</td> </tr> <tr> <td>Reference Nr:</td> <td>1234</td> <td>Unit of Issue:</td> <td>EA</td> <td>Induct Date:</td> <td></td> </tr> <tr> <td>Serial Nr:</td> <td>9876</td> <td>DD250 Nr:</td> <td></td> <td>Await Parts Date:</td> <td></td> </tr> <tr> <td>Document Nr:</td> <td>N0010421000009</td> <td>DD250 Date:</td> <td></td> <td>Reinduct Date:</td> <td></td> </tr> <tr> <td>Contract Nr:</td> <td></td> <td>Condition Cd:</td> <td>J</td> <td>Survey/Scrap Date:</td> <td></td> </tr> <tr> <td>Order Nr:</td> <td></td> <td>NIIN:</td> <td>888888888</td> <td>Complete Date:</td> <td></td> </tr> <tr> <td>Award/Order Date:</td> <td></td> <td>NIIN (Previous):</td> <td></td> <td>Shipment Type:</td> <td>Mis-Directed</td> </tr> </table>						RCDN:	N031072100033	CLIN:		Receipt Date:	04/10/2002	Reference Nr:	1234	Unit of Issue:	EA	Induct Date:		Serial Nr:	9876	DD250 Nr:		Await Parts Date:		Document Nr:	N0010421000009	DD250 Date:		Reinduct Date:		Contract Nr:		Condition Cd:	J	Survey/Scrap Date:		Order Nr:		NIIN:	888888888	Complete Date:		Award/Order Date:		NIIN (Previous):		Shipment Type:	Mis-Directed
RCDN:	N031072100033	CLIN:		Receipt Date:	04/10/2002																																										
Reference Nr:	1234	Unit of Issue:	EA	Induct Date:																																											
Serial Nr:	9876	DD250 Nr:		Await Parts Date:																																											
Document Nr:	N0010421000009	DD250 Date:		Reinduct Date:																																											
Contract Nr:		Condition Cd:	J	Survey/Scrap Date:																																											
Order Nr:		NIIN:	888888888	Complete Date:																																											
Award/Order Date:		NIIN (Previous):		Shipment Type:	Mis-Directed																																										
Ship To DODAAC:	<input type="text" value="N00104"/>	*	Project Cd:	<input type="text" value="217"/>	*																																										
Mark For:	<input type="text" value="SPCC MECHNC SBG PA"/>	*	Signal Cd:	<input type="text" value="K"/>	*																																										
Ship To Document:	<input type="text" value="N0310721000033"/>	*	Fund Cd:	<input type="text" value="26"/>	*																																										
DD1348 Date:	<input type="text" value="04/11/2002"/>	*	Nomenclature:	<input type="text" value="pump"/>	*																																										
Distribution Cd:	<input type="text"/>		Remarks:	<input type="text"/>																																											
Ship To Condition Cd:	<input type="text" value="F"/>	*																																													
<input type="button" value="Submit"/>			<input type="button" value="Reset"/>																																												
Main Menu Contact Us Help																																															

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

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

Enter the following information as needed:

NOTE: No special characters or embedded spaces are permitted in the fields unless otherwise indicated.

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

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

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

Signal Code: Enter the one digit code which identifies the "ship to" and "bill to" activity.

Ship To Document: Value is alphanumeric and must be fourteen positions. The default value is the RCDN. If shipment is a reconsignment, enter the TCN number. If shipment is GFM, change the 11th position of the RCDN to 'M'.

NOTE: If the item is being shipped to

If you want to return to the Main Menu without processing the DD1348, click "MAIN MENU".

Rotable Pool, the 11th position of the Ship to Document must be changed to 'P' only if these three fields match:

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

Fund Code: Enter the two-digit code which identifies the source of funding

DD1348 Date: The default value is the current date. **NOTE:** The value cannot be a future date or pre-date the previous repair action.

Nomenclature: A value is required if the administrative option "ATAC Reporting Enabled" has been set by the administrator. If entered, the value cannot be all spaces.

Distribution Code: This is an optional field.

Remarks: This is an optional field.

If the data entered is correct, click "Submit" to submit the DD1348, or click "Reset" to clear the data you entered and return all fields to the defaults.

NOTE: If the item was misdirected ('J' Condition Code), a **Ship to Condition Code** drop-down box will appear. You must choose either 'F' Condition Code or "A" Condition Code according to the asset.

NOTE: See page 144 for definitions of each Condition Code.

Edit DD1348

To print, click the Print button below.

[DD1348 Select Item](#)

1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1. TOTAL PRICE	2. SHIP FROM	3. SHIP TO							
D I		R I		M		U I		S U P P L E		S F		P R O J E C T		P R		D D		A D		R I		O C M		U N I T P R I C E		D O L L A R S		C T S		N 0 3 1 0 7		N 0 0 1 0 4							
O D		F R O M		&		S		I S		A D D R E S S		G U N		D I S T R I B U T I O N		R E E A D		V		/ O G		P I N T		D O L L A R S		C T S		4. MARK FOR		S P C C M E C H N C S B G P A									
C E		N		T		A 2 A H D J 0		E A 0 0 0 0 1		N 0 0 1 0 4		K 2 6		Z 1 7 0 6		F		0 0 0 0 0 0 0 0		0 0 0 0 0 0 0 0		0 0 0																	
24. DOCUMENT NUMBER & SUFFIX (30-44)																				5. DOC DATE		6. NMFC		7. FRT RATE		8. TYPE CARGO		9. I											
																				0 2 1 0 1																			
25. NATIONAL STOCK NO & ADD (8-22)																				10. QTY REC'D		11. UP		12. UNIT WEIGHT		13. UNIT CUBE		14. UFC		1									
26. RIC (4-4) UI (23-24) QTY (25-29) COM CODE (T) DIST (59-56) UP (74-90)																				16. FREIGHT CLASSIFICATION NOMENCLATURE																			
																				17. ITEM NOMENCLATURE																			
8 8 8 8 8 8 8 8 8																				P U M P																			
																				18. TY CONT		19. NO CONT		20. TOTAL WEIGHT		21. TOTAL CUBE													

Print

[Main Menu](#) [Contact Us](#) [Help](#)

To Print the DD1348:

Click the **"Print"** button within the report to print the DD1348. This will automatically print two copies on a single page.

To print multiple copies, right-click within the DD1348 and change the number of copies. Click **"OK"** to print the document, or **"Cancel"** to cancel the print.

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

From the DD1348 Screen, you have the option to:

- Edit the DD1348**
- Return to the **DD1348 Screen**
- Return to the **Main Menu**

Repair Status

[Receive](#)
[Induct \(M\)](#)
[Await Parts \(G\)](#)
[Reinduct \(M\)](#)
[Complete \(A\)](#)
[Ship](#)
[Bulk Shipment](#)
[Proof of Shipment](#)
[BER / MEL](#)
[Borrow/Payback](#)
[Survey / Scrap \(H\)](#)
[Reverse](#)

Repair Reports

[DD1348](#)
[MMD Report](#)
[Inventory Labels](#)
[Repair Item-Action](#)
[Repair History](#)
[Condition Counts](#)
[Awaiting Parts](#)
[Proof of Shipment](#)
[RTAT Reports](#)

Utilities

[Download Report Plugin](#)
[Item Maintenance](#)
[Report of Discrepancy](#)
[Maintain Carriers](#)
[Set Default for Pick Lists](#)
[DAASC DODAAC Lookup](#)
[AEPS](#)

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To Execute an MMD Report

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

HDJ, INC(N03107) **MMD Select** NAVICP-M(N00104)

Sort Criteria:

RCDN

RefNr

Ser Nr

Filter Criteria:

RCDN (pos 7-14):

RefNr:

Ser Nr:

(List similar items?)

Refresh List

Select the Repair Items for the report ...

RCDN	Ref Nr	Ser Nr
N0310720700001	87426	0987498
N0310720700002	74368	9847298
N0310720700003	6580932	28763
N0310720700004	87499	6526
N0310720710005	846	8451954

Submit

[Main Menu](#) [Contact Us](#) [Help](#)

If you have less than 200 items you will be given a drop-down box.

Select the individual item(s) to be included in the MMD Report.

To select more than one item:

- 1) Click and drag to select consecutive items.
- 2) Click on the first item, hold down the SHIFT key, and click on the last item in a series to select consecutive items.
- 3) Click on the first item, hold down the CTRL key and click on each remaining item to select random items.

Click "**Submit**"

NOTE: If you have more than 200 items you will not be given a drop-down box to choose from. You will need to choose a Sort or Filter criteria and enter the necessary information for your selection. Click "**Refresh List**". Choose the repair item of your choice and click "**Submit**". You will be taken to the next screen.