

E-Cat Procedures Manual

May 22, 2016



DEFENSE LOGISTICS AGENCY
Logistics Information Services

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E-Cat Home
System Access
Training
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Electronic-Cataloging (E-Cat) Welcome, you are not [logged in](#).

Main Page

Alert: Last Updated On: 29 March 2016

*Training Slides are now located to the left in: "Training"
*The New Collaboration Worksheets are located to the left in: "Links/Resources"

- IMPORTANT ECAT Changes Which May Affect You -
[\(Click Here for More Information\)](#)

Welcome to E-Cat Inquiry and Input.

Welcome to the DLA Logistics Information Services E-Cat Website. From here you may inquire the status of cataloging requests that have been previously submitted or submit a new cataloging request. Use the links on the menu to the left to access these options. These options are only available to authorized users. To register for access to E-Cat, click on the "Register New User" link at the left. The options available are inquiry and/or update access.

Inquiry

Some of the more common data elements you may search by are NIIN, Part Number, DCN/PCC/DOR/ISN (includes PCCN and PLISN).

Maintenance Input (Update to existing National Stock Number (NSN))

Authorized users may submit maintenance requests for NSNs.

Miscellaneous Options Available

Reinstate cancelled NSNs, Cancel an NSN, and different types of collaboration.

New NSN Request (NSN Assignment)

Authorized users may submit cataloging requests for new NSNs.

Mass Load

Authorized users may submit multiple requests for new NSNs, Maintenance actions, and cancellations via spreadsheets.

For links and help, see the menu to the left.

If further assistance is necessary, please contact the DLA Customer Interaction Center (CIC).

DSN: 661-7766
Comm: 1-269-961-7766
Toll Free: 1-877-352-2255
Email: dlacontactcenter@dla.mil

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1.0 Introduction

Electronic Cataloging (E-Cat) Web application is intended for use by DLA Logistics Information Services personnel and their customers at various Inventory Control Points, the offices or agencies that manage supply items. Users can query and display cataloging request records in the FLIS Portfolio Workbench (FPW) database. Outside of a system to system interface, E-Cat is the only method for authorized users to manually submit new requests for catalog action.

2.0 System Access

E-Cat Home Page is located at: <https://www.logisticsinformationservice.dla.mil/ecat/Default.aspx>
To register for E-Cat, from the home page, select 'System Access' and click 'Register for E-Cat'.
On the next page click 'New Request for Access'.

2.1 Web Registration Information

1. The DD2875 must contain either all digital signatures or all wet (manual) signatures, not a combination of both (digital signatures are the preferred method and will shorten the overall processing time).
2. Your completed DD2875 must be received by our office within 30 (calendar) days of your request or it will expire and you will be required to re-register.
3. Once the completed DD2875 has been received by our office, your access will be granted within 4 business days.
4. Incomplete forms will be returned.
5. **Failure to use the DD2875 may cause your request to take longer to process**

2.2 DD2875 Instructions

1. Complete your portion of the DD2875 including the type of request, DLA User ID (if you have one), date and all of part I, including your digital signature.
2. Forward the DD2875 to your Supervisor for completion of Part II, including his/her digital signature.
3. Your Supervisor will then forward the DD2875 to your local Security Representative for completion of Part III, including their digital signature.
4. Your local Security Representative will forward the completed DD2875 back to you, the user.
5. **Non DLA Users:** forward the completed DD2875 to j64csaccessmanagement@dlamail.mil for processing.
6. **DLA Users:** submit the 2875 through the Self-Service Portal link located in the User Assistance folder on your desktop.

3.0 Inquiry

The E-Cat Inquiry function allows you to search by certain data elements and view detailed information about the requests returned in the search.

Inquiry

Inquiry Selection

Item to Search By:	<input type="text" value="Action ID"/>
Inquiry:	<input type="text" value="Enter value to search for"/>

Results per Page: 10 20 30 40 50

[Inquiry Statistics](#)

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1. Select the item to search by from the drop-down list. You can only choose 1 value at a time from the following options:
 - Action ID
 - Contact Name
 - Control Number
 - DOR
 - DCSN
 - ISN
 - Part Number
 - PCC
 - PCCN (Provisioning Contact Control Number)
 - PLISN (Provisioning Line Item Serial Number)
 - DCSN (Document Control Serial Number--last 7 chars of DCN)
 - NIIN (National Item Identifier Number)
 - NICN (Navy Item Control Number)
2. Enter value to search for in “Inquiry” field.
 Format guidelines for each search data element are shown in the table below.

Item to Search By	Number of Characters
Action ID	Up to 8
Contact Name	Up to 50
Control Number	Up to 35
DOR	Up to 4
DCSN (last 7 chars of DCN)	Exactly 7
ISN	Up to 6
NIIN/NICN	Up to 9
Part Number	Up to 500
PCC	Up to 3
PCCN	Up to 6
PLISN	Up to 8

3. Select the number of results from the inquiry that you want displayed on the page, from ten to fifty. This selection only limits the way you view the results and does not restrict the number of matches returned.
4. Click the **Search** button. (The **Reset** button clears your selections for a new search.)

- The results of the search are listed on the Inquiry Results List.

Part Number: 1234

Results 1 - 9 of 9.

	Service	Act From	Date Recd
Details	DLA	GX	10/17/2012
Details	DLA Maintenance	GX	10/11/2011
Details	DLA Maintenance	GX	10/24/2011
Details	DLA Maintenance	PA	11/29/2013
Details	DLA Maintenance	PA	11/29/2013
Details	DLA Maintenance	PA	12/02/2013
Details	Marines	PA	09/01/1999
Details	Medical	GX	10/30/2006
Details	Medical	GX	10/30/2006

- When multiple matches are found, Inquiry results are listed in a table on the page.
- Column headings are clickable for sorting the results in ascending or descending order.
- Use the **New Search** link at the bottom of the results page to perform a new inquiry.
- Click the **Details** link of an item to see view-only details of that item on the Detailed Search Results page.

Detailed Part Number: 1234

DLA			
FSC		Date Initiated	
NIIN		Date Received	
Act From	GX	Date Assigned	10/17/2012
Responsible Office	DLA Customer Interaction Center	Date Closed	
Contact	1-877-352-2255	Contact Email	DLAContaktCenter@dla.mil
Comments			
DCN		UI	EA
PCC		SOS	SMS
DOR		RNJC	
ISN		End Item	
SAMMS Start	10/17/2012	Date Put On Hold	
Type	ECAT	How Data Was Found	
CAGE	26892	Action Taken	
Part Number	1234	Reject Code	
Item Name	SCREW	Cat Effective Date	
S/L	0	New FSC	
		New NIIN	

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[Back](#) [Printer Friendly](#) [New Search](#)

- Click the **New Search** link at the bottom of the page to perform another inquiry.
- The **Back** link returns to the previous page.

4.0 Inquiry Statistics

This inquiry provides the number of inquiries processed by a specified date range.

- Click the **Inquiry Statistics** link at the bottom of the Inquiry page to open the Inquiry Statistics page.

Electronic-Cataloging (E-Cat)
Inquiry

Inquiry Selection

Item to Search By:	Action ID
Inquiry:	Enter value to search for
Results per Page: <input checked="" type="radio"/> 10 <input type="radio"/> 20 <input type="radio"/> 30 <input type="radio"/> 40 <input type="radio"/> 50	
<input type="button" value="Search"/> <input type="button" value="Reset"/>	

[Inquiry Statistics](#)

[Return to Top](#)

Electronic-Cataloging (E-Cat)
Inquiry Statistics

Welcome, [redacted] [Logout](#)

Select the dates to view statistics for E-Cataloging inquiries. The start date is the date to start viewing the inquiries, and the end date is the last day of the inquiries.

Start Date: (mm/dd/yyyy)	11/6/2015	<input type="button" value="31"/>
End Date: (mm/dd/yyyy)	5/6/2016	<input type="button" value="31"/>
<input type="button" value="Run Statistics"/>		

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2. Enter a **start date** and an **end date** in mm/dd/yyyy format.
3. Click **Run Statistics**.

Results are then listed at the bottom of the same page.

Electronic-Cataloging (E-Cat)
Inquiry Statistics

Welcome, [redacted] [Logout](#)

Select the dates to view statistics for E-Cataloging inquiries. The start date is the date to start viewing the inquiries, and the end date is the last day of the inquiries.

Start Date: (mm/dd/yyyy)	11/6/2015	<input type="button" value="31"/>
End Date: (mm/dd/yyyy)	5/6/2016	<input type="button" value="31"/>
<input type="button" value="Run Statistics"/>		

Inquiry statistics for **11/6/2015 - 5/6/2016**.

Search Area	Count
DLA Maintenance	38
Marines	16
Navy Maintenance	16
Medical	12
Army	11
DLA	8
NATO Maintenance	5
Medical Maintenance	1
Navy	1

Total: **108**

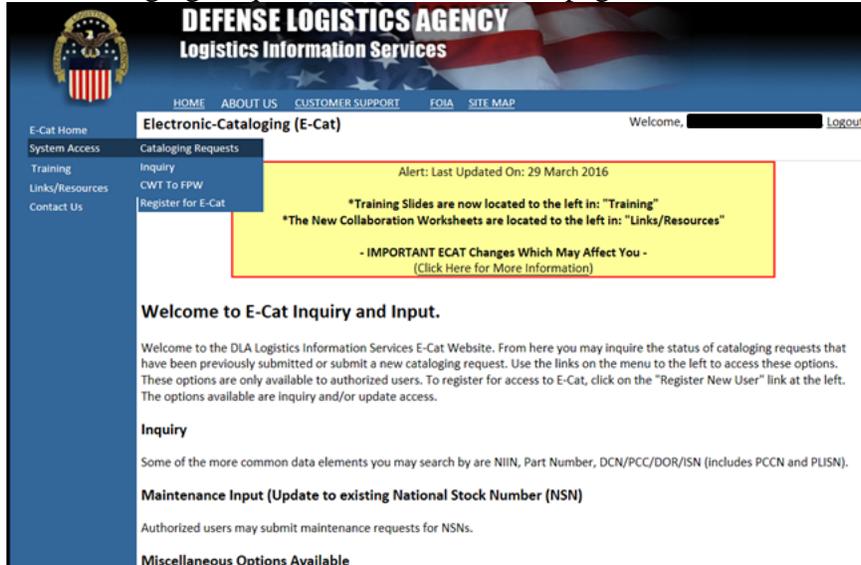
[Return to Top](#)

4. Column headings: Search Area and Count are clickable to sort the results.
5. You can change the dates and re-run as needed.

5.0 General Cataloging Request Information

All data elements/fields identified with an '*' are mandatory values.

The Cataloging Requests field is the launch page for all E-Cat forms.



Electronic-Cataloging (E-Cat) Welcome, [REDACTED] [Logout](#)

Cataloging Requests

Name: [REDACTED]
 Email Address: [REDACTED]
 Phone/DSN/Comm: [REDACTED]
 Activity Code: PA

Select Request Type

- New NSN Assignment
- Item Entry Control Review
- Reinstate a Cancelled NSN
- Update an Existing NSN
- Cancel an NSN
- Collaboration

The user information section will appear differently for Logistics Information Service users (Activity Code 98) as seen below. Non-U.S. users will see this form but the Submitting Activity Code will be auto-populated and not editable.

Name: [REDACTED]
 Email Address: [REDACTED]
 Phone/DSN/Comm: [REDACTED]
 Activity Code: 98

*Originating Activity Code (OAC):
 *Submitting Activity Code (SAC):
 Customer Email:

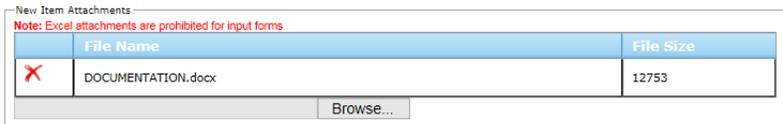
Element	Characteristics
Name	Auto populated from account registration and cannot be changed
Email Address	Auto populated from account registration and cannot be changed. This field is manually entered by Activity Code 98 users when a customer email notification is required.
Phone/DSN/Comm	Auto populated from account registration and cannot be changed
Activity Code	Auto populated from account registration and cannot be changed
Originating Activity Code (OAC)	Max length 2 and visible to activity 98 and North Atlantic Treaty Organization (NATO) users
Submitting Activity Code (SAC)	Max length 2 and visible to activity code 98 and NATO users
Customer Email	Max length 50 and visible to activity 98
Request Type pick list	New NSN Assignment Reinstate a Cancelled NSN Update an Existing NSN Cancel an NSN Collaboration Item Entry Control Review

5.1 Attachments

This field is available within all input screens. You can add up to three supporting documents. An individual file can be no larger than 4 MB, and the total attachments can be no greater than 12 MB. EXCEL spreadsheets are prohibited.

- Click on the **Browse...** button.
- Choose a file to upload from your computer.
- Select the **Open** button.
- The file is added.

To remove the attachment, click on the Delete icon to the left of the file name.



5.2 Characteristics

This field is displayed for New NSN Assignment, Reinstate a Cancelled NSN, and Update Existing NSN request types. It is optional for all requests. Enter a description of the characteristics in the provided text box, with a maximum 1499 character

Characteristics
 Enter text here

5.3 Supporting Technical Documentation (Top right of page)

This field is displayed for New NSN Assignment, Reinstate a Cancelled NSN, Update Existing NSN and Item Entry Control Review request types. It is mandatory for New NSN Assignment and Reinstate a Cancelled NSN, and optional for Update an Existing NSN and Item Entry Control Review.

- If your supporting technical documentation is available in a repository, use the drop-down list to select that location.
- If you are attaching the supporting technical documentation to this request, select the **Attached** check box. If selected, an attachment must be present when you submit the request.
- If you have typed the location in the Special Processing/Additional Information field, select the **See Special Processing/Additional Information** check box. If selected, text must be present in the Special Processing/Additional Information field when you submit the request.

*Supporting Tech Documentation (Only ONE)

Repository:

Attached

See Special Processing Instructions

5.4 Special Processing/Additional Information

This field is available within all input screens. If you wish to add comments or special instructions for the item, enter in this text box. This text box has a maximum of 500 characters.

Special Processing/Additional Information (500 characters)

Enter text here

5.5 Collaboration Input

Collaboration JLC Worksheets and Instructions are available on the home page under 'Links/Resources':

- Non-consumable Item Material Support Request Worksheet (replaced JLC 17)
- PICA/SICA Management Level Change and/or Reassignment Request (replaced JLC 19)

When **Collaboration** is selected from the E-Cat Request page, the Collaboration page opens. Each form/worksheet will have a hyperlink to the form/worksheet selected.

**Electronic-Cataloging (E-Cat)
Collaboration**
Welcome, [REDACTED] [Logout](#)

NIIN

No NIINs Entered

*Collaboration Type

DD1685 - Proposed Revision of Catalog Data ([Download Form](#))

Non Consumable Item Material Support Worksheet ([Download Form](#))

PICA or SICA Management Level Change or Reassignment Request Worksheet ([Download Form](#))

JLC47 - Interchangeability and Substitutability ([Download Form](#))

DD180 - Item Name Collaboration Action Request ([Download Form](#))

NATO Form AC/135 - No 28 ([Download Form](#))

Priority

Routine

Control Number

NONE

Collaboration Attachments

Note: Excel attachments are prohibited for input forms

File Name	File Size
Browse...	

Special Processing/Additional Information (500 characters)

Enter text here

The form has the following data elements

Element	Characteristics
NIIN	Mandatory 9-digit field. Enter one or more NIINs.
Radio Button	Mandatory selection of one of the following: <ul style="list-style-type: none"> DD1685 - Proposed Revision of Catalog Data. Not authorized for USMC customers. NIIN is mandatory. Non-consumable Item Material Support Request Worksheet. NIIN is mandatory. PICA /SICA Management Level Change and/or Reassignment Request Worksheet. NIIN is mandatory. JLC47 - Interchangeability and Substitutability. NIIN is mandatory. DD180 - <i>Item Name</i> Collaboration Action Request. NIIN is not required. NATO Form AC/135 - No. 23. NIIN is mandatory. NATO Form AC/135 - No. 28. NIIN is not required.

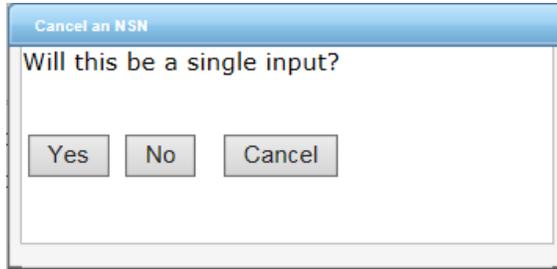
Click the **Submit** button when satisfied with entries. If multiple NIINs are entered, E-Cat checks for duplicates.

When errors occur, messages are displayed at the top of the page. Correct errors and click **Submit** again until you see a success message at the top of the page.

An "Update Successful" message is displayed at the top of the page.

5.6 Cancel an NSN Input

When Cancel an NSN is selected from the E-Cat Request page a message is displayed asking if this will be a single input.



*If Yes, the **Cancellation** page opens.

Electronic-Cataloging (E-Cat) Welcome, [redacted] [Logout](#)

Cancellation

*NIIN / NSN

NIIN to be Cancelled:

NSN to Retain:

*Cancellation Type

Cancel with Replacement NSN

Cancel as Duplicate

Cancel without Replacement NSN

Priority

Routine

Cancellation Attachments

Note: Excel attachments are prohibited for input forms

File Name	File Size
Browse...	

Special Processing/Additional Information (500 characters)

Enter text here

This form has the following data elements

Element	Characteristics
NIIN	Mandatory 9-digit field
NSN to Retain	Mandatory 13-digit field if Cancel with Replacement or Cancel as Duplicate is selected.
Cancellation Type	Choose one of the following: <ul style="list-style-type: none"> • Cancel and Replace with new NSN • Cancel as Duplicate • Cancel without Replacement NSN

If No the **Mass Load Cancellation** page opens.

(See section 9.0 for further Mass Load instructions)

Electronic-Cataloging (E-Cat)

Welcome, [REDACTED] [Logout](#)

Mass Load

Cancellation Type

- Cancel with Replacement NSN
- Cancel as Duplicate
- Cancel without Replacement NSN

*NOTE: 300 Lines is the maximum for Mass Load

Step 1: Import Data

Select the columns you would like to import into. For the column mappings, please use the column letters from the spreadsheet you are importing.

Available	Selected
<input type="checkbox"/> Cancellation	
<input type="checkbox"/> NIIN to be Cancelled	
<input type="checkbox"/> NSN to Retain	
<input type="checkbox"/> Comments	

➔ ➔

[Apply Mappings](#)

Priority:

Routine

Import Spreadsheet

Step 2: Review Errors

Use the import function to create your table by choosing the columns above.

Step 3: Load

Add attachments to be included with this load

Attachments

Note: Excel attachments are prohibited for input forms

File Name	File Size
Browse...	

Include any special processing instructions/additional information

Special Processing/Additional Information (500 characters)

Empty

Submit Cancel

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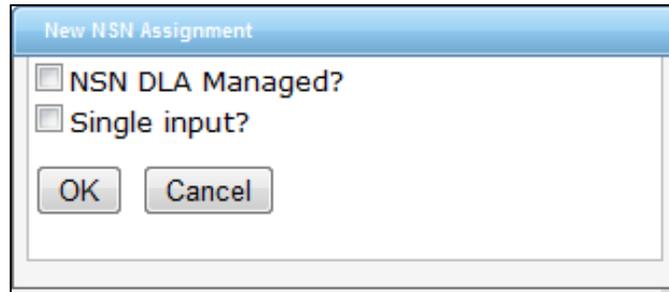
When all information is complete, click on the **Submit** button. An **Update successful** message is displayed at the top of the page.

6.0 Unique Input for U.S. customers

6.1 New NSN Assignment and Reinstate a Cancelled NSN

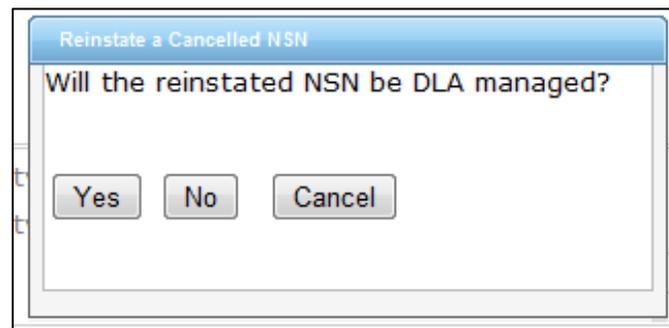
Mandatory input fields for both request types are the same with the exception of NIIN. If the request type is Reinstate a Cancelled NSN the NIIN is mandatory.

A question is presented when the user selects a new NSN Assignment: "NSN DLA Managed? Single Input?"



Note: USAF users should always select NSN DLA Managed. USAF managed new NSN assignment requests must be input into the AF D143C System.

A question is presented when the user has selected Reinstate a Cancelled NSN: "Will the reinstated NSN be DLA managed?"



- Selecting the checkbox for the NSN DLA Managed question will change the Submitting Activity Code to **GX**.
- Selecting the Single Input checkbox displays a single input page. Leaving it unchecked opens the Mass Load form.

If your activity code is 98, enter Originating Activity Code (OAC) (mandatory), Submitting Activity Code (SAC) (mandatory), and Customer Email (optional). Then select the New NSN Assignment request type from the pick list.

Note: USAF users may request reinstatement of an NSN that is DLA managed as well as AF managed NSN's which were cancelled in the Federal Logistics Information System (FLIS) via Cancel-Duplicate (LKD) , Cancel-Use (LKU), and Cancel-Invalid (LKV) actions.

6.1.1 New Item and Reinstatement Input Form

Your user data from your account registration is used to populate the top of the form. Fill in the rest of the top of the form.

Electronic-Cataloging (E-Cat)

Welcome, [REDACTED] [Logout](#)

New Item Input

Activity Codes Your Authorized Activity Code is: 98 Originating Activity Code (OAC): PA Submitting Activity Code (SAC): PA		*Supporting Tech Documentation (Only ONE) Repository: <i>None Selected</i>	
Priority:	<i>Routine</i>	<input type="checkbox"/>	Attached
Subtype:	<i>None Selected</i>	<input type="checkbox"/>	See Special Processing Instructions
Document Control Number (DCN):	<input type="text"/>		
Control Number:	<input type="text"/>		

Item Identification Data	User Data	Reference Data	Standardization Data	Management Data	Support Data
Item Name or INC is Mandatory.					
*Federal Supply Class (FSC):	<i>None Selected</i>				
National Item Identification Code (NIIN):	<input type="text"/>				
*Item Name:	<input type="text"/>				
Item Name Code (INC):	<input type="text"/>				
Criticality Code:	<i>None Selected</i>				
*DEMIL:	<i>None Selected</i>				
Precious Metals Indicator Code (PMIC):	<i>None Selected</i>				
Auto Data Processing Equipment Identification Code (ADPEC):	<i>None Selected</i>				
Electrostatic Discharge/Electromagnetic Interference Code (ESD/EMIC):	<i>None Selected</i>				

Note: Air Force (AF) new NSN assignment requests can only be submitted for DLA managed items. AF managed new NSN requests must be input by the AF into the AF D143C system in order for the AF downstream systems to receive NSN data on AF managed NSNs.

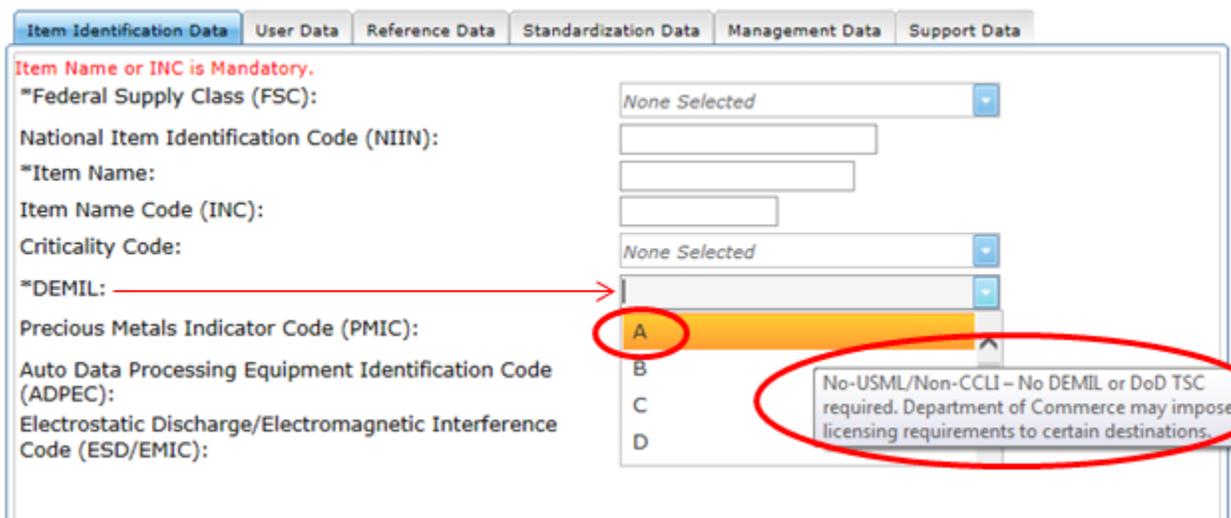
- Priority - Default is Routine. The drop down allows you to indicate the request is Emergency or Accelerated
- Subtype - This field may alter where the request is routed for catalog action so it should only be utilized when necessary.
- Supporting Tech Documentation is mandatory.

The next section of the page contains information about the NSN. There are six tabbed sections: Item Identification Data, User Data, Reference Data, Standardization Data, Management and Support Data. Click on the tab to select each section.

6.1.2 Item Identification Data

The Item Identification Data section is displayed first. Enter all of the information that you have for the item.

- Federal Supply Class (FSC). If a specific FSC is unknown, the user can select the applicable general category that applies (displayed at the bottom of the drop down.)
- National Item Identification Code (NIIN) (not used for New NSN Assignment)
- Item Name (If the INC is blank or 77777, this field is mandatory.)
- Item Name Code (INC) (mandatory if Item Name is blank)
- Criticality Code
- DEMIL
- Precious Metals Indicator Code (PMIC)
- Automatic Data Processing Equipment Identification Code (ADPEC)
- Electrostatic Discharge/Electromagnetic Interference Code (ESD/EMIC)



* If you hover over any value in a drop down, the definition is displayed.

6.1.3 User Data

Add user data information as pertains to your request.

- Major Organizational Entity (MOE) Rule
- Acquisition Method Code (AMC)
- Acquisition Method Suffix Code (AMSC)
- Nonconsumable Item Materiel Support Code (NIMSC)
- Item Management Code (IMC)
- Item Management Coding Activity (IMCA)

- Supplemental Collaborator (Collab)
- Supplemental Receiver (Receiver)
- Depot Source of Repair (DSOR)

Item Identification Data	User Data	Reference Data	Standardization Data	Management Data	Support Data			
MOE Rule is optional, but if supplied, the AMC and AMSC must also be supplied.								
MOE-Rule	AMC	AMSC	NIMSC	IMC	IMCA	Collab	Receiver	DSOR
<input type="text"/>	None	None	<input type="text"/>					
<input type="text"/>	None	None	<input type="text"/>					
<input type="text"/>	None	None	<input type="text"/>					
<input type="text"/>	None	None	<input type="text"/>					
<input type="text"/>	None	None	<input type="text"/>					
<input type="text"/>	None	None	<input type="text"/>					

6.1.4 Reference Data

Enter Reference Number data in this section.

- Commercial and Government Entity (CAGE)
- Part/Ref Number
- Reference Number Category Code (RNCC)
- Reference Number Verification Code (RNVC)
- Document Availability Code (DAC)
- Reference Number Action Activity Code (RNAAC)
- Reference Number Format Code (RNFC)
- Reference Number Suffix Code (RNSC)
- Reference Number Justification Code (RNJC)

Item Identification Data	User Data	Reference Data	Standardization Data	Management Data	Support Data			
* At least one Part Number/CAGE Rule must be entered for this transaction type.								
*CAGE	*Part/Ref Number	*RNCC	*RNVC	*DAC	RNAAC	RNFC	RNSC	RNJC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	None	<input type="text"/>	None	None	None
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	None	<input type="text"/>	None	None	None
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	None	<input type="text"/>	None	None	None
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	None	<input type="text"/>	None	None	None
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	None	<input type="text"/>	None	None	None

6.1.5 Standardization Data

Standardization data is optional.

Item Identification Data	User Data	Reference Data	Standardization Data	Management Data	Support Data
<input type="radio"/> Add Item Standardization Code (ISC) Relationship <input type="radio"/> Change Item Standardization Code (ISC) Relationship <input type="radio"/> Delete Item Standardization Code (ISC) Relationship <input type="radio"/> Change Item Standardization Code (ISC) not in a Relationship					

6.1.5.1 Add Item Standardization Code (ISC) Relationship

After selecting the associated radio button, the following screen with entry options will display.

Item Identification Data	User Data	Reference Data	Standardization Data	Management Data	Support Data
--------------------------	-----------	----------------	-----------------------------	-----------------	--------------

Add Item Standardization Code (ISC) Relationship
 Change Item Standardization Code (ISC) Relationship
 Delete Item Standardization Code (ISC) Relationship
 Change Item Standardization Code (ISC) not in a Relationship

Proposed Replacement NSN: ISC:

Proposed Replaced NSN: ISC:

NOTE: When adding or changing an ISC relationship to add a B/3 combination, an ISC E must also be present.
NOTE: When adding or changing an ISC relationship to add a 1/2 combination, the ISC 1 NSN must be AAC W.

6.1.6 Management Data

It is critical that you use a decimal point when entering Unit Price. If omitted, the system will assume you entered whole dollars and automatically add a decimal point with two zeros after the entered value.

- Acquisition Advice Code
- Source of Supply
- Unit of Issue
- Unit Price, including decimal
- Quantity per Unit Pack Code
- Controlled Item Inventory Code
- Shelf Life Code
- Military service unique management data is displayed based on your activity code.

Item Identification Data	User Data	Reference Data	Standardization Data	Management Data	Support Data
--------------------------	-----------	----------------	----------------------	------------------------	--------------

Segment H (Cmd)

*Acquisition Advice Code:

*Source of Supply:

*Unit of Issue:

*Unit-Price: (Include decimal)

Quantitative Expression:

*Quantity per Unit Pack Code:

*Controlled Item Inventory Code:

*Shelf Life Code:

6.1.6.1 Navy Management Control Data

All fields are required for Navy managed new NSN Assignment or Reinstatement. If the request type is Update an existing NSN only the desired change needs to be entered.

Navy Service Management Control Data

*Material Control Code:	<input type="text"/>
*Issue, Repair and/or Requisitioning Restriction Code:	<input type="text"/>
*Cognizance Code:	<input type="text"/>
*Special Material Identification Code:	<input type="text"/>
*Special Material Content Code:	<input type="text"/>

6.1.6.2 USAF Management Control Data

Only the desired change needs to be entered.

Air Force Management Control Data

ERRC Code:	<input type="text"/>
Fund Code:	<input type="text"/>
Air Force Budget Code:	<input type="text"/>
Material Management Aggregation Code:	<input type="text"/>
Price Validation Code:	<input type="text"/>
Maintenance Repair Code:	<input type="text"/> (Medical)
Accounting Requirement Code:	<input type="text"/> (Medical)
Functional Identifier Code:	<input type="text"/> (Medical)

6.1.6.3 Army Management Control Data

All fields are required for an Army managed new NSN Assignment or Reinstatement. If the request type is Update an existing NSN only the desired change needs to be entered.

Army

*Recoverability Code:	<input type="text"/>
*Major Material Category Code:	<input type="text"/>
*Material Category Appropriation and Subgroup Code:	<input type="text"/>
*Material Category Description and Usage Code:	<input type="text"/>
*Material Category Subgroup Code One:	<input type="text"/>
*Accounting Requirement Code:	<input type="text"/>

6.1.6.4 USMC Management Control Data

Stores account is required for new NSN Assignment or Reinstatement. If the request type is Update an existing NSN only the desired change needs to be entered.

Marine Corps Management Control Data

Recoverability Code:	<input type="text"/>
*Stores Account:	<input type="text" value="Num"/>
Combat Essentiality Code:	<input type="text" value="Num"/>
Management Echelon Code:	<input type="text"/>
Material Identification Code:	<input type="text"/>
Operational Test Code:	<input type="text"/>

6.1.6.5 US SOCOM Management Control Data

All fields are required for new NSN Assignment or Reinstatement. If the request type is Update an existing NSN only the desired change needs to be entered.

SOCOM	
*Recoverability Repair Code:	<input type="text"/>
*Inventory Code:	<input type="text"/>
*Appropriation Code:	<input type="text"/>
*Repair Code:	<input type="text"/>
*Weapon System End Item Code:	<input type="text"/>
*Accounting Requirement Code:	<input type="text"/>
*Class of Supply Code:	<input type="text"/>

6.1.7 Support Data

Enter Support Data in this section.

For USMC mandatory data elements will be displayed with an asterisk

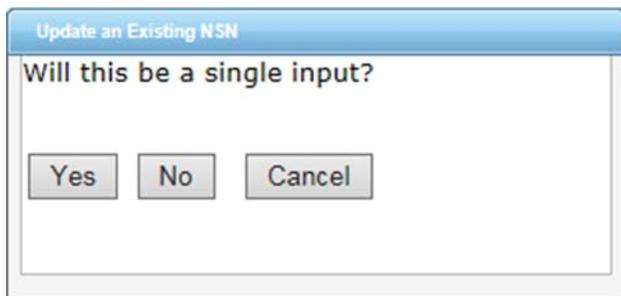
- End Item NSN:
- End Item Delivery Cycle Date:
- End Item Cage Code:
- End Item Name or Model Number:
- End Item Type of Change Code (TOCC):
- Weapon System Designator Code:
- Activity Code To (ACT):
- End Item Quantity:
- Percent of End Items East:
- Date of Release (DOR): (YYYY MM DD)
- Contract Control Number:
- Request Type of Change Code:
- Date Repair Parts Required:
- PCC:
- ISN:
- Maintenance Code:
- Source Code:
- Essentiality Code:
- Production Lead Time (PLT):
- Retail Quantity:
- Wholesale Quantity:
- Quantity per End Item:
- Technical Data Justification Code (TDJC):
- Date Technical Data Supplied (DTDS):
- Item Technical Description or Off-the shelf:
- Transfer of Technical Data Availability:
- Limited Rights:
- Adequate for Mfg:
- Equipment/System Application:
- Interchangeability:
- Type of Critical Application:
- Type of Item:
- Location:
- Transferred to DLA:

Item Identification Data	User Data	Reference Data	Standardization Data	Management Data	Support Data
End Item NSN:	<input type="text"/>	End Item Delivery Cycle Date:	<input type="text"/>		
End Item Cage Code:	<input type="text"/>	End Item Name or Model Number:	<input type="text"/>		
End Item Type of Change Code (TOCC):	<input type="text" value="None"/>	Weapon System Designator Code:	<input type="text"/>		
Activity Code To (ACT):	<input type="text"/>	End Item Quantity:	<input type="text"/>		
Percent of End Item East:	<input type="text" value="Numeric"/>	Date of Release (DOR):	<input type="text" value="YYYYMMDD"/>		
Contract Control Number:	<input type="text"/>	Request Type of Change Code:	<input type="text"/>		
Date Repair Parts Required:	<input type="text" value="YYYYMMDD"/>	PCC:	<input type="text"/>		
<hr/>					
ISN:	<input type="text"/>	Maintenance Code:	<input type="text"/>		
Source Code:	<input type="text"/>	Essentiality Code:	<input type="text" value="Numeric"/>		
Production Lead Time (PLT):	<input type="text" value="Numeric"/>	Retail Quantity:	<input type="text" value="Numeric"/>		
Wholesale Quantity:	<input type="text" value="Numeric"/>	Quantity per End Item:	<input type="text"/>		
Technical Data Justification Code (TDJC):	<input type="text"/>	Date Technical Data Supplied (DTDS):	<input type="text" value="YYYYMMDD"/>		
Item Technical Description or Off-the shelf:	<input type="text"/>	Transfer of Technical Data Availibilty:	<input type="text" value="None"/>		
Limited Rights:	<input type="text" value="None"/>	Adequate for Mfg:	<input type="text" value="None"/>		
Equipment/System Application:	<input type="text"/>	Interchangeability:	<input type="text"/>		
Type of Critical Application:	<input type="text" value="None"/>	Type of Item:	<input type="text" value="None"/>		
Location:	<input type="text" value="None"/>	Transferred to DLA:	<input type="text"/>		

6.2 Update an Existing NSN

This request type allows you to request maintenance on an existing NSN.

If the OAC is not 'PA' a message is displayed asking if this will be a single input. If **Yes**, the Update Item Input form opens. If **No**, the Mass Load form opens.



If the OAC is 'PA' a message is displayed asking if this Will this be a single input? Will the Marine Corps be added as a User?, Is the Item Currently DLA Managed?, and Will the Item be DLA Managed? If **yes** Single Input, the Update Item Input form opens. If **No**, the Mass Load form opens.

Update an existing NSN

Will this be a single input?

Will the Marine Corps be added as a User?

Is the Item Currently DLA Managed?

Will the item be DLA Managed?

This form layout is the same as New NSN Assignment and Reinstatement of an existing NSN. The only mandatory fields for this type of request are the NIIN and one other data element.

Item Identification Data	User Data	Reference Data	Standardization Data	Management Data	Support Data
In addition to the NIIN, one other data field must be submitted.					
Federal Supply Class (FSC):	None Selected ▼				
*National Item Identification Code (NIIN):	<input style="width: 100%;" type="text"/>				
Item Name:	<input style="width: 100%;" type="text"/>				
Item Name Code (INC):	<input style="width: 100%;" type="text"/>				
Criticality Code:	None Selected ▼				
DEMIL:	None Selected ▼				
Precious Metals Indicator Code (PMIC):	None Selected ▼				
Auto Data Processing Equipment Identification Code (ADPEC):	None Selected ▼				
Electrostatic Discharge/Electromagnetic Interference Code (ESD/EMIC):	None Selected ▼				

6.2.1 Action Indicators

The User and Reference data tabs contain Type Action drop downs to allow the user to indicate whether they are (A)dding, (C)hanging, or (D)eleating the entered data from the NSN.

The default display is A.

Item Identification Data	User Data	Reference Data
If User Data is provided then MOE Rule		
Type Actn	MOE-Rule	AMC
A ▼	<input style="width: 100%;" type="text"/>	None ▼
C ▼	<input style="width: 100%;" type="text"/>	None ▼
D ▼	<input style="width: 100%;" type="text"/>	None ▼
A ▼	<input style="width: 100%;" type="text"/>	None ▼

6.2.2 Standardization Data

1. Change Item Standardization Code (ISC) Relationship

The following screen with entry options will display

Item Identification Data	User Data	Reference Data	Standardization Data	Management Data	Support Data
<input type="radio"/> Add Item Standardization Code (ISC) Relationship <input checked="" type="radio"/> Change Item Standardization Code (ISC) Relationship <input type="radio"/> Delete Item Standardization Code (ISC) Relationship <input type="radio"/> Change Item Standardization Code (ISC) not in a Relationship					
Proposed Replacement NSN:		<input type="text"/>	ISC:	<input type="text" value="None"/>	
Proposed Replaced NSN:		<input type="text"/>	ISC:	<input type="text" value="None"/>	
<p><i>NOTE: When adding or changing an ISC relationship to add a B/3 combination, an ISC E must also be present.</i></p> <p><i>NOTE: When adding or changing an ISC relationship to add a 1/2 combination, the ISC 1 NSN must be AAC W.</i></p>					

2. Delete Item Standardization Code (ISC) Relationship

The following screen with entry options will display

Item Identification Data	User Data	Reference Data	Standardization Data	Management Data	Support Data
<input type="radio"/> Add Item Standardization Code (ISC) Relationship <input type="radio"/> Change Item Standardization Code (ISC) Relationship <input checked="" type="radio"/> Delete Item Standardization Code (ISC) Relationship <input type="radio"/> Change Item Standardization Code (ISC) not in a Relationship					
Proposed NSN:		<input type="text"/>	ISC:	<input type="text" value="None"/>	
Proposed NSN:		<input type="text"/>	ISC:	<input type="text" value="None"/>	
<p><i>NOTE: If additional NSN deletions are required for this relationship, enter those in the Special Processing Instructions field below.</i></p>					

3. Change Item Standardization Code (ISC) not in a Relationship

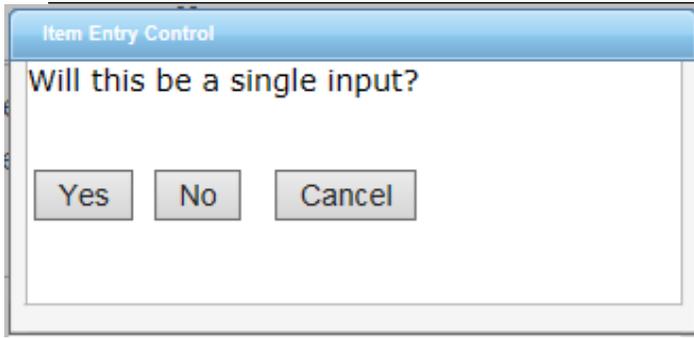
The following screen with entry options will display

Item Identification Data	User Data	Reference Data	Standardization Data	Management Data	Support Data
<input type="radio"/> Add Item Standardization Code (ISC) Relationship <input type="radio"/> Change Item Standardization Code (ISC) Relationship <input type="radio"/> Delete Item Standardization Code (ISC) Relationship <input checked="" type="radio"/> Change Item Standardization Code (ISC) not in a Relationship					
Proposed NSN:		<input type="text"/>	ISC:	<input type="text" value="None"/>	

6.3 Item Entry Control Review

(The request type is for the services to submit pre-provisioning type transactions.)

When this Request Type is selected a message is displayed asking if this will be a single input



If **Yes** is selected, the Item Entry Control Review single input form will open
Enter Item Entry Control Review data in this section.

- NSN (Either NSN or CAGE and Part Number are Mandatory)
- Control Number
- CAGE (Either NSN or CAGE and Part Number are Mandatory)
- Part Number (Either NSN or CAGE and Part Number are Mandatory)
- PCC
- Item Name (Mandatory if CAGE and Part Number are provided)

Activity Codes
Your Authorized Activity Code is: **98**
Originating Activity Code (OAC): **PA**
Submitting Activity Code (SAC): **PA**

Supporting Tech Documentation (Only ONE)
Repository: *None Selected* [v]
 Attached
 See Special Processing Instructions

Priority: Routine [v]
Subtype: IEC Review [v]
Document Control Number [DCN]:
Control Number:

Submit Cancel

Item Entry Control Review
Either NSN or CAGE and Part Number are Mandatory. If CAGE and PN are submitted, then Item Name is also mandatory.

NSN: [text box]
Control Number: [text box]
Cage: [text box]
Part Number: [text box]
PCC: [text box]
Item Name: [text box]

Item Entry Control Attachments
Note: Excel attachments are prohibited for input forms

File Name	File Size
[text box]	[text box]

Browse...

Special Processing/Additional Information (500 characters)
Enter text here

If **No** is selected, the Item Entry Control Review Mass Load form opens
(See section 9.0 for further Mass Load instructions).

Electronic-Cataloging (E-Cat)

Welcome, [REDACTED] [Logout](#)

Mass Load

*NOTE: 300 Lines is the maximum for Mass Load

Step 1: Import Data

Select the columns you would like to import into. For the column mappings, please use the column letters from the spreadsheet you are importing.

Either NSN or CAGE and Part Number are Mandatory. If CAGE and PN are submitted, then Item Name is also mandatory.

Available	Selected
<input type="checkbox"/> Item Entry	
<input type="checkbox"/> FSC	
<input type="checkbox"/> NIIN	
<input type="checkbox"/> NSN	
<input type="checkbox"/> Control Number	
<input type="checkbox"/> CAGE	
<input type="checkbox"/> Part Number	
<input type="checkbox"/> PCC	
<input type="checkbox"/> Item Name	
<input type="checkbox"/> Comment	

[Apply Mappings](#)

Priority:

Routine

[Import Spreadsheet](#)**Step 2: Review Errors**

Use the import function to create your table by choosing the columns above.

Step 3: Load

Add attachments to be included with this load

Attachments

Note: Excel attachments are prohibited for input forms

File Name	File Size

[Browse...](#)

Include any special processing instructions/additional information

Special Processing/Additional Information (500 characters)

Empty

[Submit](#) [Cancel](#)

[Return to Top](#)

7.0 Unique Input for non-U.S. customers

Non-U.S. users will see slightly different tabs.

7.1 New Item and Reinstatement Input Form

Your user data from your account registration is used to populate the top of the form. Fill in the rest of the top of the form.

- Priority – Default is Routine. The drop down allows you to indicate whether your request is Emergency or Accelerated
- Subtype
- Supporting Tech Documentation
- Document Control Number
- Control Number

7.1.1 Item Identification Data

The Item Identification Data section is displayed first.

- Enter all of the information that you have for the item. Federal Supply Class (FSC). If a specific Federal Supply Class (FSC) is unknown, select the applicable general category that applies (displayed at the bottom of the drop down).
- National Item Identification Code (NIIN) (Not used for New NSN Assignment)
- Item Name, INC FLIS catalog name. (Mandatory if the INC is blank or 77777.)
- Item Name Code (INC) (mandatory if Item Name is blank)
- Criticality Code
- DEMIL
- Precious Metals Indicator Code (PMIC)
- Automatic Data Processing Equipment Identification Code (ADPEC)
- Electrostatic Discharge/Electromagnetic Interference Code (ESD/EMIC)

If you hover over any value in a drop down, the definition is displayed.

The screenshot shows the 'Item Identification Data' section of a form. The 'Criticality Code' dropdown menu is open, showing options E, F, H, and M. A red circle highlights the 'E' option, and a red arrow points from the text 'Criticality Code:' to it. A tooltip is displayed over the 'E' option, containing the text: 'The item is Aviation Critical Safety Item/Flight Safety Critical Aircraft Part (ACSI/FSCAP). Specially designed to be or selected as being nuclear hard.'

7.1.2 User Data

User data is optional. If entered, then MOE rule is required.

Input fields are:

- Major Organizational Entity (MOE) Rule
- Acquisition Method Code (AMC)
- Acquisition Method Suffix Code (AMSC)

- Non-consumable Item Materiel Support Code (NIMSC)
- Item Management Code (IMC)
- Item Management Coding Activity (IMCA)
- Supplemental Collaborator (Collab), individuals who collaborate with the individual responsible for the record to help define the record details.
- Supplemental Receiver (Receiver)
- Depot Source of Repair (DSOR)

Item Identification Data	User Data	Reference Data	AC/135 No 7 Form					
If User Data is provided then MOE Rule is required.								
MOE-Rule	AMC	AMSC	NIMSC	IMC	IMCA	Collab	Receiver	DSOR
<input type="text"/>	None ▾	None ▾	<input type="text"/>					
<input type="text"/>	None ▾	None ▾	<input type="text"/>					
<input type="text"/>	None ▾	None ▾	<input type="text"/>					
<input type="text"/>	None ▾	None ▾	<input type="text"/>					
<input type="text"/>	None ▾	None ▾	<input type="text"/>					
<input type="text"/>	None ▾	None ▾	<input type="text"/>					
<input type="text"/>	None ▾	None ▾	<input type="text"/>					

7.1.3 Reference Data

Enter Reference Number data in this section:

- Commercial and Government Entity (CAGE)
- Part/Ref Number
- Reference Number Category Code (RNCC)
- Reference Number Verification Code (RNVC)
- Document Availability Code (DAC)
- Reference Number Action Activity Code (RNAAC)
- Reference Number Format Code (RNFC)
- Reference Number Suffix Code (RNSC)
- Reference Number Justification Code (RNJC)

*CAGE	*Part/Ref Number	*RNCC	*RNVC	*DAC	RNAAC	*RNFC	*RNSC	RNJC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	None	<input type="text"/>	None	None	None
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	None	<input type="text"/>	None	None	None
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	None	<input type="text"/>	None	None	None
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	None	<input type="text"/>	None	None	None
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	None	<input type="text"/>	None	None	None
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	None	<input type="text"/>	None	None	None
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	None	<input type="text"/>	None	None	None
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	None	<input type="text"/>	None	None	None

** At least one Part Number/CAGE Rule must be entered for this transaction type.*

7.1.4 AC/135 No. 7 Form

Form input requirements are in accordance with the ACodP1 regulation.

Item Identification Data	User Data	Reference Data	AC/135 No 7 Form
010 Submitting Activity Code:	<input type="text"/>		
030 Destination Activity Code:	<input type="text"/>		
040 Lowest DCN:	<input type="text"/>		
040 Highest DCN:	<input type="text"/>		
050 Total Qty of DCNs:	Numeric	<input type="text"/>	
060 NATO Form Control Number:	<input type="text"/>		
070 NATO Project Code:	<input type="text"/>		
081 Name of Equipment:	<input type="text"/>		
082 Type or Model:	<input type="text"/>		
083 Assembly:	<input type="text"/>		
084 Manufacturer & NCAGE Code:	<input type="text"/>		
085 User Service:	<input type="text"/>		
086 Other Information:	<input type="text"/>		
091 Main Contractor:	<input type="text"/>		
092 Sub Contractor:	<input type="text"/>		
093 Contract Number & Date	<input type="text"/>		
094 Codification Contract Clause:	<input type="text"/>		
095 Documentation:	None		
096 Attachments:	None		
097 Order Number:	<input type="text"/>		
100 Additional Data:	<input type="text"/>		
110 Origin of Reference Number:	<input type="text"/>		
120 Submitter Name:	<input type="text"/>		

7.2 Update an Existing NSN

This request type allows you to request maintenance on an existing NSN.

A message is displayed asking if this will be a single input. If yes, the Update Item Input form opens. If No, the Mass Load form opens.

This form layout is the same as New NSN Assignment and Reinstate an existing NSN. The mandatory fields for this type of request are the NIIN and one other data field.

Item Identification Data | User Data | Reference Data

In addition to the NIIN, one other data field must be submitted.

Federal Supply Class (FSC):

*National Item Identification Code (NIIN):

Item Name:

Item Name Code (INC):

Criticality Code:

DEMIL:

Precious Metals Indicator Code (PMIC):

Auto Data Processing Equipment Identification Code (ADPEC):

Electrostatic Discharge/Electromagnetic Interference Code (ESD/EMIC):

7.2.1 Action Indicators

The User and Reference data tabs contain Type Action drop downs to allow the user to indicate whether they are (A)dding, (C)hanging, or (D)eleting the entered data from the NSN.

The default display is A.

Item Identification Data | **User Data** | Reference Data

If User Data is provided then MOE Rule is required.

Type Actn	MOE-Rule	AMC	AMSC	NIMSC	IMC	IMCA	Collab	Receiver	DSOR
A	<input type="text"/>	None	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="X"/>	<input type="text" value="X"/>	<input type="text"/>
A	<input type="text"/>	None	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="X"/>	<input type="text" value="X"/>	<input type="text"/>
A	<input type="text"/>	None	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Item Identification Data | User Data | **Reference Data**

** At least one Part Number/CAGE Rule must be entered for this transaction type.*

Type Actn	CAGE	Part/Ref Number	RNCC	RNVC	DAC	RNAAC	RNFC	RNSC
A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	None	<input type="text"/>	None	None
A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	None	<input type="text"/>	None	None
A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	None	<input type="text"/>	None	None
A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	None	<input type="text"/>	None	None

8.0 Submit Your Request



When satisfied with entries, click the **Submit** button.

Any fields that do not contain valid entries or that are required and left unfilled are noted with a red exclamation mark (!). An error message explains the problem.

1. Correct errors and click **Submit** until you receive a success message.
2. When successful, a "Save to FPW was successful" message displays containing a **Show Results** link. Click the link to view the Confirmation Results page containing all the information about the item.

HOME ABOUT US CUSTOMER SUPPORT FOIA SITE MAP
Electronic-Cataloging (E-Cat) Welcome **User** Logout
Cataloging Requests

Save to FPW was successful.
 You may choose from the following link(s) concerning this Item:
 Show Results

Clicking the show results above will bring up another window with the below information on it.

*** Confirmation Results ***
 Date/Time Submitted: 6/15/2015 11:01:59 AM
 Destination System: FPW
 Email Confirmation sent to: **User** on: 6/15/2015

Originator: **User**
 Email Address: **User**
 Activity Code: **User**
 Technical Documentation: See Comments;

Priority: ROUTINE
 Phone/DSN/Comm: **User**
 Sub Type:

DCN: Control Number (DCSN):
 OAC: SAC:
 TU TU
 Transaction Date: E-Cat Control Number:

Item Identification Data									
NSN	005854546								
Item Name:									
Item Name Code:									
Criticality Code:	E								
Demilitarization Code:	B								
Previous Month Indicator:									
Automatic Data Processing Equipment ID Code:									
Electronic Discharge/Electromagnetic Interference Code:									
User (MOE) Data									
Action	Rule	AMC	AMSC	NIMSC	IMC	IMCA	Cellab	Recv	DSOR
A	F4GM	3	T						
Reference (CAGE) Data									
Action	Part #	CAGE Code	RNCC	RNVC	DAC	RNAAC	RNFC	RNSC	RNIC
A	6548456	85854	3	2	U				

Standardization Data	
Replacement NSN, Standardization Relationship:	
Replaced NSN, Standardization:	
Item Standardization Code (ISC):	
Originator of Standardization Decision (ORG-STDN-DEC):	
Date, Standardization Decision (DT-STDN-DEC):	
Item Standardization Code, Replaced NSN:	
Management Data - Segment H	
Acquisition Advice Code:	B
Source of Supply:	AKZ
Unit of Issue:	EA
Unit Price:	58555.00
Quantitative Expression:	
Quantity per Unit Pack Code:	
Controlled Item Inventory Code:	
Shell Life Code:	
Air Force	
ERRC Code:	EEE
Price Validation Code:	F
Fund Code:	EE
Material Management Aggregation Code:	RF
Air Force Budget Code:	F
Maintenance Repair Code:	
Accounting Requirement Code:	
Functional Identifier Code:	
Characteristics:	
Special Processing/Additional Information:	
testing	

- An email detailing your request is sent to you.
- At any time you can return to the E-CAT Main page by clicking **Cancel**. Entered request data is not saved.

9.0 Mass Load Form

Mass load can be utilized to load multiple New NSN Assignments, Update an Existing NSN Cancel an Existing NSN and Item Entry Control Review requests. The Mass Load form is presented when the user responds on the opening dialog box that input is not a single request. This input form will walk the user through mapping an EXCEL spreadsheet to the form. The same mandatory fields required for a single request input also apply to a mass load.

Electronic-Cataloging (E-Cat)

Welcome, [redacted] [Logout](#)

Mass Load

*NOTE: 300 Lines is the maximum for Mass Load

Step 1: Import Data

Select the columns you would like to import into. For the column mappings, please use the column letters from the spreadsheet you are importing.

Item Name or Item Name Code Required.

Available	Selected
<input type="checkbox"/> Request	
<input type="checkbox"/> Characteristics Data	
<input type="checkbox"/> Comments (Special Processing Instructions)	
<input type="checkbox"/> Article size	
<input checked="" type="checkbox"/> *Supporting Tech Documentation	
<input checked="" type="checkbox"/> *Document Control Number	
<input type="checkbox"/> Document Control Serial Number (DCSN)/DMLIIS ID/Control Number	
<input type="checkbox"/> Identification	
<input type="checkbox"/> NSN	
<input checked="" type="checkbox"/> *Federal Supply Class	
<input type="checkbox"/> National Item Identification Number	
<input checked="" type="checkbox"/> *Item Name	
<input type="checkbox"/> Item Name Code	

[Apply Mappings](#)

Priority: Subtype:

Step 2: Review Errors

Use the import function to create your table by choosing the columns above.

Step 3: Load

Add attachments to be included with this load

Attachments

Note: Excel attachments are prohibited for input forms

File Name	File Size
<input type="button" value="Browse..."/>	

Include any special processing instructions/additional information

Special Processing/Additional Information (500 characters)

Empty

[Return to Top](#)

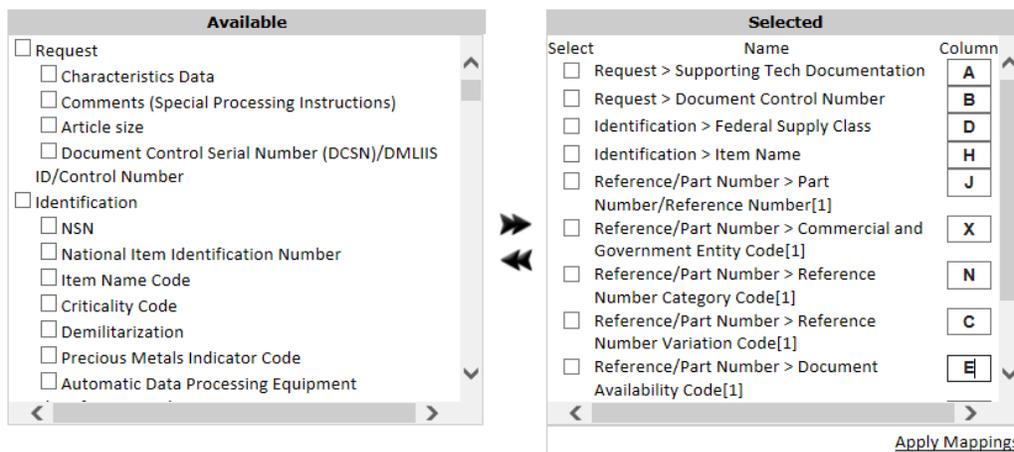
As many as 300 requests can be imported from an Excel spreadsheet.

Prepare your Excel spreadsheet to import. Be certain that all codes and numbers are valid and contain the correct number of characters. Know in which columns your data resides.

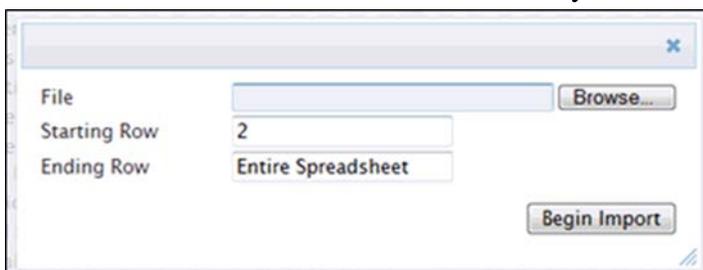
It is critical that you format unit price with a decimal point. As with the single input, if omitted, the system will assume you entered whole dollars and automatically add a decimal point with two zeros after the entered value.

9.1 Step 1 Import

1. The Available column on the left lists categories and the fields available for import. Select the applicable fields by clicking in the check box for that field. Select a category to select all of the fields in that category. You can then deselect individual fields as needed.
2. Click once on the right arrow to move all check fields to the "Selected" box.



3. If needed, you can click the select box next to a field name and click the left arrow to remove it from your list.
4. Enter the column letter from your spreadsheet to the appropriate field heading. (As an example, if NIIN is in column A of your spreadsheet, enter A next to the field name NIIN.)
5. If you are changing or deleting User or Reference number data, you must also include a change indicator column indicator to both your spreadsheet and selected fields.
6. Click **Apply Mappings** to apply the new order of the columns. Note that the column numbers are assigned, but the selected items do not move.
7. If applicable, select Subtype and Priority from the drop-down menus.
8. Click on the **Import Spreadsheet** button.
9. A dialog box opens.
10. Select the **Browse...** button to locate the file you want to import. Select it.



11. You may need to open the file to get information to enter. Enter **Starting Row** and **Ending Row** from the spreadsheet. Leave **Ending Row** as Entire Spreadsheet if you want to import all the information on the spreadsheet. Mass Load will take the data from the entire spreadsheet and ignore empty rows.
12. Close the spreadsheet.
13. Click **Begin Import**. The file is imported and displayed at the bottom of the Step 1 section. You can click on the plus sign next to Imported File to drop down a window to view the file as

Row	A (Reference Number Category Code)	B (Reference Number Format Code)	C (Reference Number Variation Code)
1	RNCC	RNFC	RNVC
2	5	3	2
3	C	4	1
4	E	3	8
5	5	4	2
6	5	3	2

shown below.

14. Click again to close the window. Note that the next step is to correct errors. Correct these errors in the **original** file, not the file shown here in E-Cat Mass Load.

9.2 Step 2 Review Errors

1. The information on the spreadsheet must pass E-Cat validation rules. If errors exist, they are listed with their spreadsheet locations on the Mass Load page in Step 2: Review Errors.

The following fields are invalid:
 Management > Acquisition Advice Code Column, Management > Source of Supply Column, Management > Unit of Issue Column, Management > Quantity per Unit Pack Code Column, Management > Controlled Item Inventory Code Column, Management > Shelf Life Code Column, Management > Unit price Column, MOE Rule > Moe Rule Change Indicator[1] Column, Reference/Part Number > Part Number/Reference Number[1] Column, Reference/Part Number > Commercial and Government Entity Code[1] Column

Available	Selected
<input type="checkbox"/> Request	<input type="checkbox"/> Reference/Part Number > Reference Number Format Code[1]
<input type="checkbox"/> Characteristics Data	<input type="checkbox"/> Reference/Part Number > Reference Number Action Activity Code[1]
<input type="checkbox"/> Comments (Special Processing Instructions)	<input type="checkbox"/> Identification > Demilitarization
<input type="checkbox"/> Article size	<input type="checkbox"/> Identification > Item Name
<input type="checkbox"/> Supporting Tech Documentation	<input type="checkbox"/> Management > Acquisition Advice Code
<input type="checkbox"/> Document Control Number	<input type="checkbox"/> Management > Source of Supply
<input type="checkbox"/> Document Control Serial Number (DSCN)/DMUIS ID/Control Number	<input type="checkbox"/> Management > Unit of Issue
<input type="checkbox"/> Identification	<input type="checkbox"/> Management > Quantity per Unit Pack Code
<input type="checkbox"/> Federal Supply Class	<input type="checkbox"/> Management > Controlled Item Inventory Code
<input type="checkbox"/> National Item Identification Number	<input type="checkbox"/> Management > Shelf Life Code
<input type="checkbox"/> Item Name Code	<input type="checkbox"/> Management > Unit price
<input type="checkbox"/> Criticality Code	
<input type="checkbox"/> Precious Metals Indicator Code	

Apply Mappings

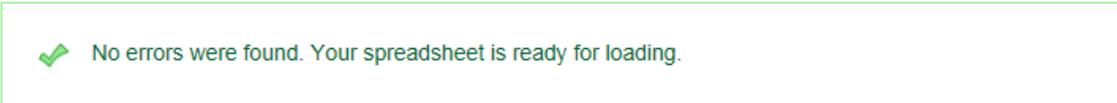
2. Review the list. The location of the error and what the error is are both listed in the Review Errors section. Open the spreadsheet, find the errors, and fix them on the spreadsheet.
3. This review helps you get the spreadsheet ready and validates the fields.
4. Try again. Click **Import Spreadsheet**.
5. When no more errors exist, a success message is displayed “No errors were found. Your spreadsheet is ready for loading.”

9.3 Step 3 Load

Add attachments to be included with the load.

You can add up to three supporting documents. An individual file can be no larger than 4 MB, and the total of the attachments can be no greater than 12 MB. EXCEL spreadsheets are prohibited.

- Click on the Browse button.
 - Choose a file to upload from your computer.
 - Select the Open button.
 - The file is added.
1. To remove the attachment, click on the **Delete** icon to the left of the file name marked by an 'X'.
 2. The attachments are listed in the Attachments field, and the spreadsheet records to be loaded are listed underneath. The files are listed in the second column.
 3. Apply any uploaded documents to individual spreadsheet rows by checking boxes. To apply all attachments to all rows, click the **Apply to All** link in the Attachments column heading. Or select individual attachments to include with each record by clicking in the check boxes.



Step 3: Load

Add attachments to be included with this load

Attachments

Note: Excel attachments are prohibited for input forms

File Name	File Size
DOCUMENTATION.docx	12753
DOC (Attachment 2).docx	12850
DOC (Attachment 3).docx	12860

Please review the data to be imported below. If applicable, you may additionally select the attachments you'd like to include with each record and specify fields requested to be cleared upon load.

Row #	Attachments Apply to All	Request	Identification	
		Supporting Tech Documentation	Federal Supply Class	Demilitari:
2	<input checked="" type="checkbox"/> DOCUMENTATION.docx <input type="checkbox"/> DOC (Attachment 2).docx <input type="checkbox"/> DOC (Attachment 3).docx	Don't open the container without PPE	8150	A
3	<input checked="" type="checkbox"/> DOCUMENTATION.docx <input type="checkbox"/> DOC (Attachment 2).docx <input type="checkbox"/> DOC (Attachment 3).docx	Fasten with rivits only	1560	K
4	<input checked="" type="checkbox"/> DOCUMENTATION.docx <input type="checkbox"/> DOC (Attachment 2).docx <input type="checkbox"/> DOC (Attachment 3).docx	Call security if container is open	3120	P
5	<input checked="" type="checkbox"/> DOCUMENTATION.docx <input type="checkbox"/> DOC (Attachment 2).docx <input type="checkbox"/> DOC (Attachment 3).docx	Read tech spec 3.1.2.ai	6530	a

Include any special processing instructions/additional information

Special Processing/Additional Information (500 characters)

Empty

9.4 Finish

1. Enter Special Processing notes—up to 500 characters in this field.
2. Click **Submit**.
3. Successful submit displays a “Mass Load Successful” message and a link to click to perform another catalog request. The E-Cat system then sends you an email confirming receipt of your mass load request.

9.5 Mass Load Notes

1. Mass Load can process up to 300 rows. If there are more rows than that, it will only process the first 300.
2. When you import a spreadsheet that has more than 100 errors, it will only show you the first 100. Correct that 100 re-import, and then there will be more errors.