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 NSN, Part Number, DOD/PCO/DOR/IGN (includes PCO and PUSIC).

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 (DIC).

DNIC 651-7766
COMM 1-254-851-7766
Toll Free 1-877-222-2222
Email: dlanet@dlainfo.mil

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<td>32</td>
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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@dlamil for processing.
6. **DLA Users:** submit the 2875 though 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.
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.

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

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

<table>
<thead>
<tr>
<th>Part Number: 1234</th>
</tr>
</thead>
<tbody>
<tr>
<td>Results 1 - 9 of 9</td>
</tr>
<tr>
<td>Service</td>
</tr>
<tr>
<td>DLA</td>
</tr>
<tr>
<td>DLA Maintenance</td>
</tr>
<tr>
<td>DLA Maintenance</td>
</tr>
<tr>
<td>DLA Maintenance</td>
</tr>
<tr>
<td>DLA Maintenance</td>
</tr>
<tr>
<td>DLA Maintenance</td>
</tr>
<tr>
<td>Marinis</td>
</tr>
<tr>
<td>Medical</td>
</tr>
<tr>
<td>Medical</td>
</tr>
</tbody>
</table>

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

10. Click the New Search link at the bottom of the page to perform another inquiry.
11. 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.
1. Click the Inquiry Statistics link at the bottom of the Inquiry page to open the Inquiry Statistics page.
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.

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.

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.
### 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.

![Attachments](image)

### 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
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.

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.

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.

The form has the following data elements

<table>
<thead>
<tr>
<th>Element</th>
<th>Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NIIN</strong></td>
<td>Mandatory 9-digit field. Enter one or more NIINs.</td>
</tr>
<tr>
<td><strong>Radio Button</strong></td>
<td>Mandatory selection of one of the following:</td>
</tr>
<tr>
<td></td>
<td>• DD1685 - Proposed Revision of Catalog Data. Not authorized for USMC customers. NIIN is mandatory.</td>
</tr>
<tr>
<td></td>
<td>• Non-consumable Item Material Support Request Worksheet. NIIN is mandatory.</td>
</tr>
<tr>
<td></td>
<td>• PICA /SICA Management Level Change and/or Reassignment Request Worksheet. NIIN is mandatory.</td>
</tr>
<tr>
<td></td>
<td>• JLC47 - Interchangeability and Substitutability. NIIN is mandatory.</td>
</tr>
<tr>
<td></td>
<td>• DD180 - Item Name Collaboration Action Request. <strong>NIIN is not required.</strong></td>
</tr>
<tr>
<td></td>
<td>• NATO Form AC/135 - No. 23. NIIN is mandatory.</td>
</tr>
<tr>
<td></td>
<td>• NATO Form AC/135 - No. 28. <strong>NIIN is not required.</strong></td>
</tr>
</tbody>
</table>
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.

![Image of Cancel an NSN page]

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

This form has the following data elements:

<table>
<thead>
<tr>
<th>Element</th>
<th>Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIIN</td>
<td>Mandatory 9-digit field</td>
</tr>
<tr>
<td>NSN to Retain</td>
<td>Mandatory 13-digit field if <strong>Cancel with Replacement</strong> or <strong>Cancel as Duplicate</strong> is selected.</td>
</tr>
<tr>
<td>Cancellation Type</td>
<td>Choose one of the following:</td>
</tr>
<tr>
<td></td>
<td>• Cancel and Replace with new NSN</td>
</tr>
<tr>
<td></td>
<td>• Cancel as Duplicate</td>
</tr>
<tr>
<td></td>
<td>• Cancel without Replacement NSN</td>
</tr>
</tbody>
</table>
If No the Mass Load Cancellation page opens. 

(See section 9.0 for further Mass Load instructions)

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?”

![New NSN Assignment](image)

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?”

![Reinstate a Cancelled NSN](image)

- 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)**

**New Item Input**

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

- **Priority**: Routine

- **Subtype**: None Selected

- **Document Control Number (DCN)**: [Field]

- **Control Number**: [Field]

**Supporting Tech Documentation (Only ONE)**

- Repository: None Selected
- Attached
- See Special Processing Instructions

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.

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.
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)

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)

6.1.5 Standardization Data

Standardization data is optional.
6.1.5.1 Add Item Standardization Code (ISC) Relationship

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

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.

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.
6.1.6.1 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.

6.1.6.2 USAF Management Control Data

Only the desired change needs to be entered.

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.

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.
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.

<table>
<thead>
<tr>
<th>SOCOM</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>*Recoverability Repair Code:</td>
<td></td>
</tr>
<tr>
<td>*Inventory Code:</td>
<td></td>
</tr>
<tr>
<td>*Appropriation Code:</td>
<td></td>
</tr>
<tr>
<td>*Repair Code:</td>
<td></td>
</tr>
<tr>
<td>*Weapon System End Item Code:</td>
<td></td>
</tr>
<tr>
<td>*Accounting Requirement Code:</td>
<td></td>
</tr>
<tr>
<td>*Class of Supply Code:</td>
<td></td>
</tr>
</tbody>
</table>

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

### 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)eleting the entered data from the NSN.

The default display is A.
6.2.2 Standardization Data

1. Change Item Standardization Code (ISC) Relationship

The following screen with entry options will display

![Screen](image)

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

2. Delete Item Standardization Code (ISC) Relationship

The following screen with entry options will display

![Screen](image)

**NOTE:** If additional NSN deletions are required for this relationship, enter those in the Special Processing Instructions field below.

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

The following screen with entry options will display

![Screen](image)

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)

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

### 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)

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)
7.1.4 AC/135 No. 7 Form

Form input requirements are in accordance with the ACodP1 regulation.

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.
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.

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.
3. An email detailing your request is sent to you.
4. 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)
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**

- [ ] Request
- [ ] Characteristics Data
- [ ] Comments (Special Processing Instructions)
- [ ] Article/A
- [ ] * Supporting Tech Documentation
- [ ] * Document Control Number
- [ ] Document Control Serial Number (DCSN)/DMU/ID/Control Number
- [ ] Identification
- [ ] NSN
- [ ] * Federal Supply Class
- [ ] National Item Identification Number
- [ ] * Item Name
- [ ] Item Name Code

**Selected**

- [ ] Item Name

**Priority:**

- [ ] Routine

**Subtype:**

- [ ]

[Apply Mappings]

### 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: Local attachments are prohibited for input items*

<table>
<thead>
<tr>
<th>File Name</th>
<th>File Size</th>
</tr>
</thead>
</table>

Include any special processing instructions/additional information

**Special Processing/Additional Information (200 characters)**

**Empty**

[Submit] [Cancel]

[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.


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 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.

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.

---

**No errors were found. Your spreadsheet is ready for loading.**

---

### Step 3: Load

Add attachments to be included with this load

<table>
<thead>
<tr>
<th>Row #</th>
<th>Attachments</th>
<th>Apply to All</th>
<th>Request</th>
<th>Supporting</th>
<th>Tech Documentation</th>
<th>Identification</th>
<th>Federal Supply Class</th>
<th>Demilitarized</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>DOCUMENTATION.docx</td>
<td>chol</td>
<td>Don't open the container without PPE</td>
<td>8150</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>DOCUMENTATION.docx, DOC (Attachment 2).docx, DOC (Attachment 3).docx</td>
<td>chol</td>
<td>Fasten with rivets only</td>
<td>1560</td>
<td>K</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>DOCUMENTATION.docx, DOC (Attachment 2).docx, DOC (Attachment 3).docx</td>
<td>chol</td>
<td>Call security if container is open</td>
<td>3120</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>DOCUMENTATION.docx, DOC (Attachment 2).docx, DOC (Attachment 3).docx</td>
<td>chol</td>
<td>Read tech spec 3.1.2.ai</td>
<td>6550</td>
<td>a</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.