

# Electronic Cataloging (E-Cat) Procedures Manual

OCTOBER 2020

**DEFENSE LOGISTICS AGENCY**  
Logistics Information Service

HOME CUSTOMER SUPPORT

Electronic-Cataloging (E-Cat)  
Main Page

Welcome, you are not [logged in](#).

Alert: Last Updated On: 10, April 2017

**There will be scheduled maintenance done on the 1st and 3rd weekend of every month. Please plan accordingly as the system will not be available during this time.**

\*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: [dlacustomercenter@dlia.mil](mailto:dlacustomercenter@dlia.mil)

[Return to Top](#)

E-Cat Home  
System Access  
Training  
Links/Resources  
Contact Us

Be sure to read E-Cat banner! Important information displays here.

## Table of Contents

1.	Introduction.....	6
2.	System Access .....	6
	2.1 Registration Information.....	6
	2.2 Training .....	7
3.	Inquiry.....	8
4.	Inquiry Statistics .....	10
5.	General Cataloging Request Information .....	12
	5.1 Attachments .....	13
	5.2 Characteristics .....	14
	5.3 Supporting Technical Documentation (Top right of page) .....	14
	5.4 Special Processing/Additional Information.....	14
	5.5 Collaboration Input.....	15
	5.6 Cancel an NSN Input.....	16
6.	Unique Input for U.S. Customers .....	19
	6.1 New NSN Assignment and Reinstate a Cancelled NSN .....	19
	6.1.1 New NSN Assignment Pop-up.....	19
	6.1.2 Reinstate a Cancelled NSN Pop-up.....	19
	6.1.3 New Item and Reinstatement Input Form.....	20
	6.1.4 Item Identification Data.....	20
	6.1.5 User Data.....	21
	6.1.6 Reference Data .....	22
	6.1.7 Standardization Data .....	22
	6.1.8 Management Data.....	23
	6.1.9 Support Data.....	26
	6.2 Update an Existing NSN.....	27
	6.2.1 Action Indicators .....	28
	6.2.2 Standardization Data .....	29
	6.3 Item Entry Control Review.....	32
	6.4 Freight.....	35
	6.4.1 Freight Data Single Entry .....	36
	6.4.2 Freight Data Mass Load .....	38
7.	Unique Input for Non-U.S. Customers .....	41
	7.1 New Item and Reinstatement Input Form.....	41
	7.1.1 Item Identification Data.....	41
	7.1.2 User Data.....	42
	7.1.3 Reference Data .....	42

7.1.4	AC/135 No. 7 Form.....	43
7.2	Update an Existing NSN.....	44
7.2.1	Action Indicators .....	44
7.3	Submit Your Request.....	45
8.	Mass Load Form .....	47
8.1	Step 1 Import .....	49
8.1.1	Manual Map Method .....	49
8.1.2	Automap .....	53
8.2	Step 2 Review Errors.....	56
8.3	Step 3 Load.....	57
8.4	Notifications .....	59
8.5	Mass Load Notes .....	59
	APPENDIX A – ACRONYMS.....	60

### List of Figures

Figure 3 - 1.	Inquiry Menu Option.....	8
Figure 3 - 2.	Inquiry Search Criteria.....	8
Figure 3 - 3.	Inquiry Results List .....	9
Figure 3 - 4.	Detailed Search Results.....	10
Figure 5 - 1.	Cataloging Requests Menu Option.....	12
Figure 5 - 2.	Cataloging Requests Page .....	12
Figure 5 - 3.	User Information Section .....	12
Figure 5 - 4.	Attachments Field .....	13
Figure 5 - 5.	Characteristics Field.....	14
Figure 5 - 6.	Supporting Tech Documentation Field .....	14
Figure 5 - 7.	Special Processing/Additional Information Field .....	14
Figure 5 - 8.	Collaboration Page .....	15
Figure 5 - 9.	Cancel an NSN Dialog box .....	16
Figure 5 - 10.	Cancellation Page.....	17
Figure 5 - 11.	Mass Load Form—Cancellation .....	18
Figure 6 - 1.	New NSN Assignment Questions .....	19
Figure 6 - 2.	Reinstate NSN Question.....	19
Figure 6 - 3.	New Item Input Page.....	20
Figure 6 - 4.	Item Identification Data—Definition Displayed.....	21
Figure 6 - 5.	User Data Tab .....	22
Figure 6 - 6.	Reference Data Tab.....	22
Figure 6 - 7.	Standardization Data Tab .....	22
Figure 6 - 8.	Add Standardization Data .....	23
Figure 6 - 9.	Management Data Tab .....	24
Figure 6 - 10.	Navy Management Control Data.....	24
Figure 6 - 11.	USAF Management Control Data .....	24
Figure 6 - 12.	Army Management Control Data .....	25
Figure 6 - 13.	Marine Corps Management Control Data .....	25

Figure 6 - 14. SOCOM Management Control Data .....	25
Figure 6 - 15. Coast Guard Management Control Data .....	26
Figure 6 - 16. Support Data Tab .....	27
Figure 6 - 17. Update an Existing NSN Question.....	27
Figure 6 - 18. Update an Existing NSN—Marine Corps .....	28
Figure 6 - 19. Update an Existing NSN—Marine Corps Added Questions.....	28
Figure 6 - 20. Item Identification Data Tab .....	28
Figure 6 - 21. Type Action Indicators.....	29
Figure 6 - 22. Add Standardization Relationship.....	29
Figure 6 - 23. Change Standardization Relationship .....	30
Figure 6 - 24. Delete Standardization Relationship .....	31
Figure 6 - 25. Change item Standardization Code .....	32
Figure 6 - 26. Item Entry Control Question .....	32
Figure 6 - 27. Item Entry Control Review Single Input Form .....	33
Figure 6 - 28. E-Cat Item Entry Mass Load Form .....	34
Figure 6 - 29. Freight Data Input Dialog Box.....	35
Figure 6 - 30. Freight Data Page .....	35
Figure 6 - 31. Freight Data Mass Load Dialog Box.....	35
Figure 6 - 32. Add New Freight Data .....	36
Figure 6 - 33. Change Current Freight Data .....	37
Figure 6 - 34. Challenge Freight Data.....	38
Figure 6 - 35. Freight Mass Load Add or Change .....	39
Figure 6 - 36. Freight Challenge Mass Load .....	40
Figure 7 - 1. Item Identification Data—Definition Displayed (Non-U.S. Customer).....	42
Figure 7 - 2. User Data Tab (Non-U.S. Customer) .....	42
Figure 7 - 3. Reference Data Tab (Non-U.S. Customer) .....	43
Figure 7 - 4. AC/135 No 7 Form (Non-U.S. Customer) .....	43
Figure 7 - 5. Item identification Data (Non-U.S. Customer) .....	44
Figure 7 - 6. User Data Action Indicators (Non-U.S. Customer) .....	44
Figure 7 - 7. Reference Data Tab (Non-U.S. Customer) .....	44
Figure 7 - 8. Show Results Confirmation Page.....	45
Figure 7 - 9. Show Results Confirmation Page (continued) .....	46
Figure 8 - 1. Mass Load Form .....	48
Figure 8 - 2. Excel Spreadsheet for Import.....	49
Figure 8 - 3. Select Elements for Import.....	50
Figure 8 - 4. Elements Selected—Columns Identified.....	50
Figure 8 - 5. Import Spreadsheet Dialog Box .....	51
Figure 8 - 6. File Imported .....	51
Figure 8 - 7. View Imported File .....	51
Figure 8 - 8. Apply Mappings.....	52
Figure 8 - 9. Invalid Field Indicator.....	52
Figure 8 - 10. Automap Column Names .....	53
Figure 8 - 11. Automap Window Opens .....	54
Figure 8 - 12. Spreadsheet File Path .....	54
Figure 8 - 13. Automapped Import Data.....	55
Figure 8 - 14. Review Errors.....	56
Figure 8 - 15. No Errors Found.....	57
Figure 8 - 16. Supporting Documents Added .....	58

Figure 8 - 17. Special Processing/Additional Information Field ..... 58  
Figure 8 - 18. Mass Load Successful Message ..... 59

**List of Tables**

Table 3 - 1. Inquiry Format Guidelines..... 9  
Table 5 - 1. Cataloging Requests page Elements ..... 13  
Table 5 - 2. Collaboration Form Elements..... 16  
Table 5 - 3. Cancellation Page Data Elements..... 17

## 1. Introduction

Electronic Cataloging (E-Cat) Web application is intended for use by Defense Logistics Agency (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 Federal Logistics Information System (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. System Access

Access E-Cat 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**.

### 2.1 Registration Information

Users register for E-Cat through the Account Management and Provisioning System (AMPS).

1. Click on **Register for E-Cat**. A Windows Security Select a Certificate window opens.



**Figure 2 - 1. Select a Certificate**

2. Select your email certificate and click **OK** to open the AMPS Gateway.



**Figure 2 - 2. Welcome to the AMPS Gateway**

3. Click on **Click HERE for access to AMPS**. See the AMPS documentation on the AMPS website for help using AMPS.
  - a. E-Cataloging is listed under DLA Information Services Applications.
  - b. Choose options as needed:
    - E-Cataloging PROD – ECAT-002 CT/UP to allow you to input Cataloging transactions
    - E-Cataloging PROD – ECAT-001 CT/IQ to allow you to inquiry only on previous inputs.

## 2.2 Training

Training can be conducted by site visit or Webinar. Please contact the Training Branch by one of the following methods:

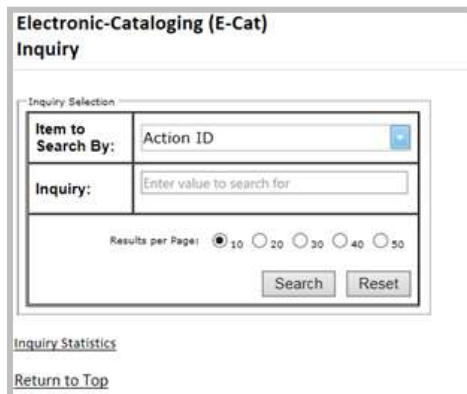
- <https://www.logisticsinformationservice.dla.mil/training/request/>
- Email: [dla.tng@dla.mil](mailto:dla.tng@dla.mil)
- Phone 269-961-4829 (COM), 312-661-4829 (DSN)

### 3. Inquiry



**Figure 3 - 1. Inquiry Menu Option**

Access the E-Cat Inquiry function by clicking on **System Access** and then **Inquiry**. This function allows you to search by certain data elements and view detailed information about the requests returned in the search.



**Figure 3 - 2. Inquiry Search Criteria**

1. Select the item to search by from the drop-down list. You can only choose one value at a time from the following options:
  - Action ID
  - Contact Name
  - Control Number
  - Date of Record (DOR)
  - Item Serial Number (ISN)
  - Part Number
  - Provisioning Control Code (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 Table 1.

Item to Search By	Number of Characters
Action ID	Up to 8
Contact Name	Up to 50



Item to Search By	Number of Characters
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

**Table 3 - 1. Inquiry Format Guidelines**

3. Select the number of results from the inquiry that you want displayed on the page, from 10 to 50. 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.

Part Number: 1234

Results 1 - 9 of 9

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

**Figure 3 - 3. Inquiry Results List**

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.

Detailed Part Number: 1234

DIA	
FSC	Date Initiated
NIIN	Date Received
Act From: 8X	Date Assigned: 10/17/2012
Responsible Office: DIA Customer Interaction Center	Date Closed
Contact: 1-877-352-2255	Contact Email: DIAContactCenter@dla.mil
Comments	
DCN	UI: EA
PCC	SOS: SRS
DOR	RNJC
ISN	End Item
SAMMS Start: 10/17/2012	Date Put On Hold
Type: ECAT	How Data Was Found
CAGE: 26932	Action Taken
Part Number: 1234	Reject Code
Item Name: SCREW	Cat Effective Date
S/L: 0	New FSC
	New NIIN

Return to Top

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

Figure 3 - 4. Detailed Search Results

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. 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.

Electronic-Cataloging (E-Cat)  
Inquiry

Inquiry Selection

Item to Search By:	Action ID
Inquiry:	Enter value to search for

Results per Page:  10  20  30  40  50

Search Reset

[Inquiry Statistics](#)

Return to Top

Figure 4 - 1. Inquiry Statistics Page

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

3. Click **Run Statistics**.

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

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)

**End Date:**    
 (mm/dd/yyyy)

[Return to Top](#)

Figure 4 - 2. Run Statistics

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

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

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)

**End Date:**    
 (mm/dd/yyyy)

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: <b>108</b>	

[Return to Top](#)

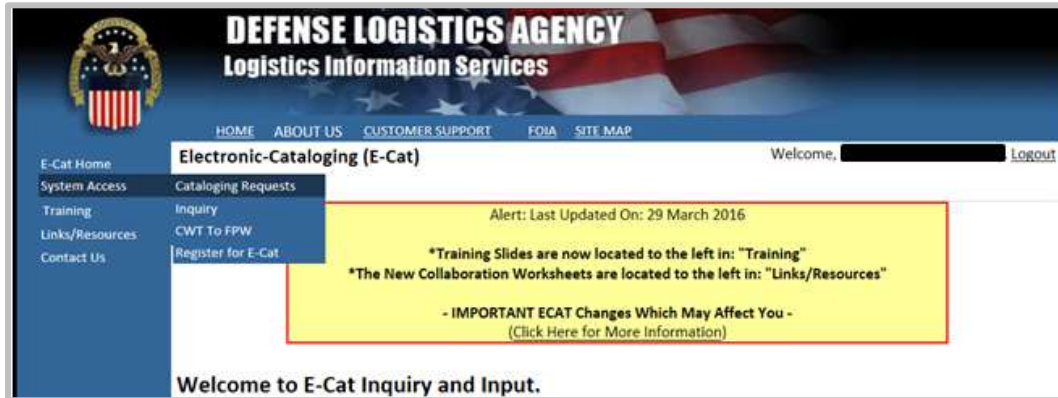
Figure 4 - 3. Run Statistics Results

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. General Cataloging Request Information

All data elements/fields identified with an ‘\*’ are mandatory values.

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



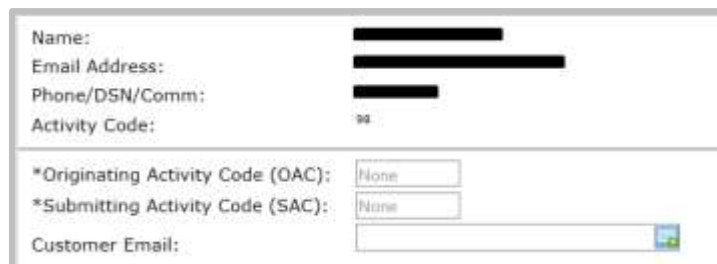
**Figure 5 - 1. Cataloging Requests Menu Option**

Select Cataloging Requests from the System Access menu. The Cataloging Requests page displays.



**Figure 5 - 2. Cataloging Requests Page**

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 as shown above.



**Figure 5 - 3. User Information Section**

The elements of the Cataloging Requests page are described in Table 5-1.

Element	Characteristics
<b>Name</b>	Auto populated from account registration and cannot be changed
<b>Email Address</b>	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.
<b>Phone/DSN/Comm</b>	Auto populated from account registration and cannot be changed
<b>Activity Code</b>	Auto populated from account registration and cannot be changed
<b>Originating Activity Code (OAC)</b>	Max length 2 and visible to activity 98 and North Atlantic Treaty Organization (NATO) users
<b>Submitting Activity Code (SAC)</b>	Max length 2 and visible to activity code 98 and NATO users
<b>Customer Email</b>	Max length 50 and visible to activity 98
<b>Request Type Pick List</b>	New NSN Assignment Reinstate a Cancelled NSN Update an Existing NSN Cancel an NSN Collaboration Item Entry Control Review Freight

**Table 5 - 1. Cataloging Requests page Elements**

## 5.1 Attachments

This field is available within all input screens. You can attach up to three supporting documents. An individual attachment 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.



**Figure 5 - 4. Attachments Field**

## 5.2 Characteristics

This field is displayed for New National Stock Number (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 of 1,499 characters.

A screenshot of a web form field titled "Characteristics". The field is a large rectangular text box with a light gray border and a thin inner border. Inside the text box, the text "Enter text here" is displayed in a light gray font.

Figure 5 - 5. Characteristics Field

## 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 added 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.

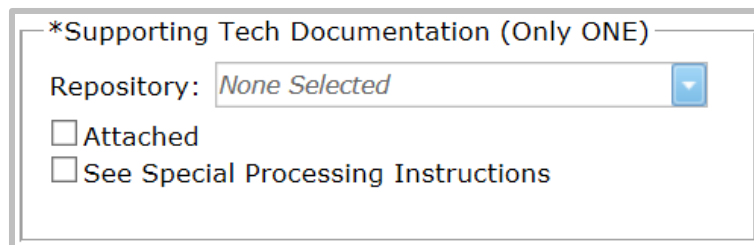
A screenshot of a web form field titled "\*Supporting Tech Documentation (Only ONE)". The field contains a "Repository:" label followed by a dropdown menu showing "None Selected" with a blue arrow button. Below the dropdown are two checkboxes: "Attached" and "See Special Processing Instructions", both of which are currently unchecked.

Figure 5 - 6. Supporting Tech Documentation Field

## 5.4 Special Processing/Additional Information

This field is available on all input screens. If you wish to add comments or special instructions for the item, use this text box. This text box has a maximum of 1,499 characters.

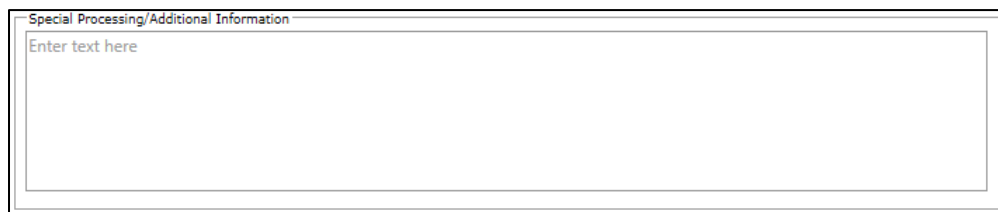
A screenshot of a web form field titled "Special Processing/Additional Information". The field is a large rectangular text box with a light gray border and a thin inner border. Inside the text box, the text "Enter text here" is displayed in a light gray font.

Figure 5 - 7. Special Processing/Additional Information Field

## 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, [Logout](#)

**NIIN**  
No NIINs Entered

**\*Collaboration Type**

- DD1685 - Proposed Revision of Catalog Data ([Download Form](#))
- Non Consumable Item Material Support Worksheet (Replaces JLC Form 17) ([Download Form](#))
- PICA or SICA Management Level Change or Reassignment Request Worksheet (Replaces JLC Form 19) ([Download Form](#))
- JLC47 - Interchangeability and Substitutability ([Download Form](#))
- DD180 - Item Name Collaboration Action Request ([Download Form](#))
- NATO Form AC/135 - No 23 ([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
<a href="#">Browse...</a>	

**Special Processing/Additional Information**  
Enter text here

Figure 5 - 8. Collaboration Page

The Collaboration form has the following data elements:

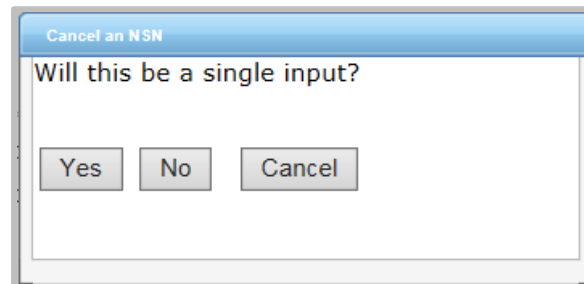
Element	Characteristics
NIIN	Mandatory 9-digit field. Enter one or more NIINs.
Collaboration Type	Mandatory: Click a radio button to select one of the following: <ul style="list-style-type: none"> <li>• DD1685 - Proposed Revision of Catalog Data. Not authorized for USMC customers. NIIN is mandatory.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

**Table 5 - 2. Collaboration Form Elements**

- 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 **Update successful** 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 displays asking if this will be a single input.



**Figure 5 - 9. Cancel an NSN Dialog box**

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



**Figure 5 - 10. Cancellation Page**

This form has the following data elements:

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

**Table 5 - 3. Cancellation Page Data Elements**

When all information is complete, click on the **Submit** button. A **Save to FPW was successful** message is displayed at the top of the page.

If you select **No** on the Cancel an NSN Dialog box, the **Mass Load Cancellation** page opens.

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

**Mass Load**

**Automap**

Click Here to view the Automap column names.

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**

Cancellation

NIIN to be Cancelled

NSN to Retain

Comments

➔
➔

**Selected**

Apply Mappings

Priority:

Routine

**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

Include any special processing instructions/additional information

Special Processing/Additional Information

Empty

Return to Top

**Figure 5 - 11. Mass Load Form—Cancellation**

(See [section 8.0](#) for further Mass Load instructions.)

## 6. Unique Input for U.S. Customers

### 6.1 New NSN Assignment and Reinstate a Cancelled NSN

Both request types generate pop-ups with questions designed to direct customers to forms with appropriate mandatory data elements. Mandatory 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.

#### 6.1.1 New NSN Assignment Pop-up

Two questions are presented when the user selects New NSN Assignment: **NSN DLA Managed?** and **Single Input?**

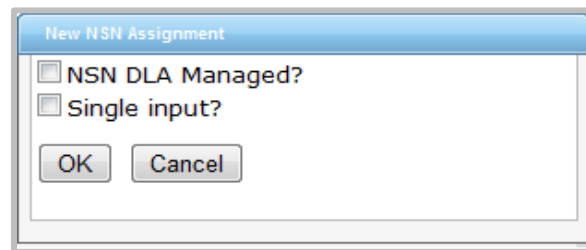


Figure 6 - 1. New NSN Assignment Questions

- If the NSN is to be DLA managed, select the top check box.
- Selecting the Single Input checkbox opens the single input page.
- Leaving it unchecked opens the Mass Load form. (See [section 8.0](#) for further Mass Load instructions.)

Note: United States Air Force (USAF) users should always select NSN DLA Managed. USAF managed new NSN assignment requests must be input into the USAF D143C System.

#### 6.1.2 Reinstate a Cancelled NSN Pop-up

A question is presented when the user selects Reinstate a Cancelled NSN: **Will the reinstated NSN be DLA managed?**

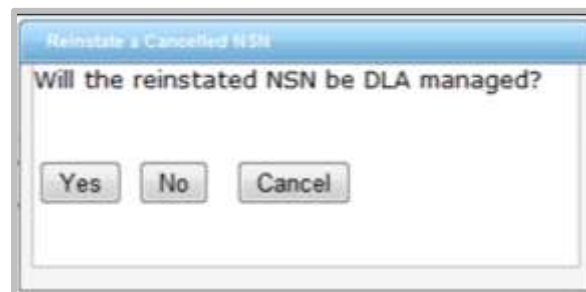


Figure 6 - 2. Reinstate NSN Question

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 NSNs which were cancelled in the FLIS via Cancel-Duplicate (LKD), Cancel-Use (LKU), and Cancel-Invalid (LKV) actions.

### 6.1.3 New Item and Reinstatement Input Form

The activity code information from your account registration auto populates at the top of the form.

**Note:** USAF new NSN assignment requests should only be submitted for DLA managed items. USAF managed new NSN requests must be input by the USAF into the AF D143C system in order for the USAF downstream systems to receive NSN data on USAF managed NSNs.

**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: *None Selected*  
 Attached  
 See Special Processing Instructions

Priority: *Routine*  
Subtype: *None Selected*  
Document Control  
Number (DCN):  
Control Number:

Submit Cancel

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

**Item Name or INC is Mandatory.**

\*Federal Supply Class (FSC): *None Selected*  
National Item Identification Code (NIIN):  
\*Item Name:  
Item Name Code (INC):  
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*

**Figure 6 - 3. New Item Input Page**

- Priority - Default is Routine. The drop down allows you to indicate whether the request is Routine, Accelerated, or Emergency.
- 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 Data, and Support Data. Click on the tab to select each section.

#### 6.1.4 Item Identification Data

The Item Identification Data section is displayed first. Enter all of the information that you have for the item. Data is mandatory depending on the type of request and the activity code of the user.

- 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 Number (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
- Demilitarization (DEMIL) Code
- Precious Metals Indicator Code (PMIC)
- Automatic Data Processing Equipment Identification Code (ADPEC)
- Electrostatic Discharge/Electromagnetic Interference Code (ESD/EMIC)

The screenshot shows a software interface with several tabs: Item Identification Data, User Data, Reference Data, Standardization Data, Management Data, and Support Data. The 'Item Identification Data' tab is active. The form contains the following fields and labels:

- Item Name or INC is Mandatory.
- \*Federal Supply Class (FSC): None Selected
- National Item Identification Code (NIIN):
- \*Item Name:
- Item Name Code (INC):
- Criticality Code: None Selected
- \*DEMIL: (A red arrow points to this field, which has a dropdown menu open showing options A, B, C, and D. Option A is highlighted in yellow.)
- Precious Metals Indicator Code (PMIC):
- Auto Data Processing Equipment Identification Code (ADPEC):
- Electrostatic Discharge/Electromagnetic Interference Code (ESD/EMIC):

A tooltip is displayed over the 'A' option in the DEMIL dropdown, containing the text: "No-USML/Non-CCLI - No DEMIL or DoD TSC required. Department of Commerce may impose licensing requirements to certain destinations."

**Figure 6 - 4. Item Identification Data—Definition Displayed**

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

### 6.1.5 User Data

Add user data information as pertains to your request. Data is mandatory depending on the type of request and the activity code of the user.

- 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)

NOE Code	AMC	APSC	NDNSC	IMC	IHCA	Collab	Receiver	DNOR
<input type="text"/>	None	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	None	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	None	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	None	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	None	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 6 - 5. User Data Tab

6.1.6 Reference Data

Enter Reference Number data in this section. Data is mandatory depending on the type of request and the activity code of the user.

- Commercial and Government Entity (CAGE)
- Part Number or Reference Number (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"/>	None	None	None	<input type="text"/>	None	None	<input type="text"/>
<input type="text"/>	<input type="text"/>	None	None	None	<input type="text"/>	None	None	<input type="text"/>
<input type="text"/>	<input type="text"/>	None	None	None	<input type="text"/>	None	None	<input type="text"/>
<input type="text"/>	<input type="text"/>	None	None	None	<input type="text"/>	None	None	<input type="text"/>
<input type="text"/>	<input type="text"/>	None	None	None	<input type="text"/>	None	None	<input type="text"/>

Figure 6 - 6. Reference Data Tab

6.1.7 Standardization Data

Standardization data is optional.

Add Standardization Relationship  
 Change Standardization Relationship  
 Delete Standardization Relationship  
 Change Item Standardization Code (JSC)  
 No Standardization Data

Figure 6 - 7. Standardization Data Tab

### 6.1.7.1 Add Standardization Relationship

After selecting the Add Standardization Relationship radio button, the following screen will display.

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

Add Standardization Relationship  
 Change Standardization Relationship  
 Delete Standardization Relationship  
 Change Item Standardization Code (ISC)  
 No Standardization Data

**Add Standardization Relationship**

Proposed Replacement 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.**

Proposed Replaced NSN	ISC
<input type="text"/>	<input type="text" value="None"/>
<input type="text"/>	<input type="text" value="None"/>
<input type="text"/>	<input type="text" value="None"/>
<input type="text"/>	<input type="text" value="None"/>
<input type="text"/>	<input type="text" value="None"/>
<input type="text"/>	<input type="text" value="None"/>
<input type="text"/>	<input type="text" value="None"/>
<input type="text"/>	<input type="text" value="None"/>

**Figure 6 - 8. Add Standardization Data**

Proposed Replaced NSN and Item Standardization Code (ISC) are contained in a Data Grid table. This field is mandatory if Add Standardization Relationship is checked. Current options are as follows:

- If ISC 1 is selected next to Proposed Replacement NSN, then ISC dropdown options in the table are 3 and 2.
- If B is selected next to Proposed Replacement NSN, then ISC dropdown options are E and 3.

Use the scroll bar on the right to access all 50 rows.

### 6.1.8 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
- Quantitative Expression
- Quantity per Unit Pack Code
- Controlled Item Inventory Code
- Shelf Life Code
- Military service unique management data is displayed based on your activity code.

**Figure 6 - 9. Management Data Tab**

**6.1.8.1 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.

**Figure 6 - 10. Navy Management Control Data**

**6.1.8.2 USAF Management Control Data**

Only the desired change needs to be entered.

**Figure 6 - 11. USAF Management Control Data**



### 6.1.8.3 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.

<b>Army</b>	
*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"/>

Figure 6 - 12. Army Management Control Data

### 6.1.8.4 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.

<b>Marine Corps Management Control Data</b>	
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"/>

Figure 6 - 13. Marine Corps Management Control Data

### 6.1.8.5 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.

<b>SOCOM</b>	
*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"/>

Figure 6 - 14. SOCOM Management Control Data

### 6.1.8.6 US Coast Guard 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.

Coast Guard Management Control Data	
*Recoverability Code:	<input type="text"/>
*Inventory Account Code:	<input type="text"/>
*Serial Number Control Code:	<input type="text"/>
*Special Material Content Code:	<input type="text"/>

Figure 6 - 15. Coast Guard Management Control Data

### 6.1.9 Support Data

Enter Support Data in this section.

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

Note: For USMC, mandatory data elements will be displayed with an asterisk.

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):	None <input type="button" value="v"/>	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"/> Numeric	Date of Release (DOR):	YYYYMMDD		
Contract Control Number:	<input type="text"/>	Request Type of Change Code:	<input type="text"/>		
Date Repair Parts Required:	YYYYMMDD	PCC:	<input type="text"/>		
ISN:	<input type="text"/>	Maintenance Code:	<input type="text"/>		
Source Code:	<input type="text"/>	Essentiality Code:	<input type="text"/> Numeric		
Production Lead Time (PLT):	<input type="text"/> Numeric	Retail Quantity:	<input type="text"/> Numeric		
Wholesale Quantity:	<input type="text"/> Numeric	Quantity per End Item:	<input type="text"/>		
Technical Data Justification Code (TDJC):	<input type="text"/>	Date Technical Data Supplied (DTDS):	YYYYMMDD		
Item Technical Description or Off-the shelf:	<input type="text"/>	Transfer of Technical Data Availibility:	None <input type="button" value="v"/>		
Limited Rights:	None <input type="button" value="v"/>	Adequate for Mfg:	None <input type="button" value="v"/>		
Equipment/System Application:	<input type="text"/>	Interchangeability:	<input type="text"/>		
Type of Critical Application:	None <input type="button" value="v"/>	Type of Item:	None <input type="button" value="v"/>		
Location:	None <input type="button" value="v"/>	Transferred to DLA:	<input type="text"/>		

Figure 6 - 16. Support Data Tab

## 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.

The dialog box has a blue title bar with the text 'Update an Existing NSN'. Below the title bar, the text 'Will this be a single input?' is displayed. At the bottom of the dialog box, there are three buttons: 'Yes', 'No', and 'Cancel'.

Figure 6 - 17. Update an Existing NSN Question

If the OAC is 'PA' a message is displayed asking if this **Will this be a single input?** and **Will the Marine Corps be added as a User?** If **Yes** Single Input, the Update Item Input form opens. If **No**, the [Mass Load](#) form opens.

**Figure 6 - 18. Update an Existing NSN—Marine Corps**

If 'Will the Marine Corps be added as a User?' is selected, the box will expand to offer two additional questions: **Is the Item Currently DLA Managed?**, and **Will the Item be DLA Managed?** If **Yes**, the Update Item Input form opens. If **No**, the Mass Load form opens.

**Figure 6 - 19. Update an Existing NSN—Marine Corps Added Questions**

The Update an Existing NSN 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.

**Figure 6 - 20. Item Identification Data Tab**

### 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.

Item Identification Data		User Data	R
If User Data is provided then MOE Rule			
Type Actn	MOE-Rule	AMC	
A		None	
C		None	
D		None	
A		None	

Figure 6 - 21. Type Action Indicators

### 6.2.2 Standardization Data

On the Standardization Data page, you can Add, Change, and Delete the Standardization Relationship; Change an Item Standardization Code (ISC), or record there is no Standardization data. The default setting is No Standardization Data.

#### 1. Add Item Standardization Code (ISC) Relationship

Item Identification Data	User Data	Reference Data	Standardization Data	Management Data	Support Data
<input checked="" type="radio"/> Add Standardization Relationship <input type="radio"/> Change Standardization Relationship <input type="radio"/> Delete Standardization Relationship <input type="radio"/> Change Item Standardization Code (ISC) <input type="radio"/> No Standardization Data					
<b>Add Standardization Relationship</b> Proposed Replacement NSN: <input type="text"/> ISC: <input type="text" value="None"/>					
<p><b>NOTE: When adding or changing an ISC relationship to add a B/3 combination, an ISC E must also be present.</b></p> <p><b>NOTE: When adding or changing an ISC relationship to add a 1/2 combination, the ISC 1 NSN must be AAC W.</b></p>					
Proposed Replacement NSN	ISC				
<input type="text"/>	<input type="text" value="None"/>				
<input type="text"/>	<input type="text" value="None"/>				
<input type="text"/>	<input type="text" value="None"/>				
<input type="text"/>	<input type="text" value="None"/>				
<input type="text"/>	<input type="text" value="None"/>				
<input type="text"/>	<input type="text" value="None"/>				
<input type="text"/>	<input type="text" value="None"/>				
<input type="text"/>	<input type="text" value="None"/>				

Figure 6 - 22. Add Standardization Relationship

Enter the proposed Replacement NSN and select an ISC from the drop-down menu. Proposed Replaced NSN and ISC are contained in the Data Grid table. This field is mandatory if Add Standardization Relationship is chosen. Current options are as follows:

- If ISC 1 is selected next to Proposed Replacement NSN, then the ISC dropdown options in the table are 3 and 2.
- If ISC B is selected next to Proposed Replacement NSN, then ISC drop-down options are E and 3.

Use the scroll bar on the right to access all 50 rows

## 2. Change Item Standardization Code (ISC) Relationship

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

Add Standardization Relationship  
 Change Standardization Relationship  
 Delete Standardization Relationship  
 Change Item Standardization Code (ISC)  
 No Standardization Data

**Change Standardization Relationship**

Replacement NSN:

**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.**

Replaced NSN	ISC	Originator	Date
<input type="text"/>	None	<input type="text"/>	YYDD
<input type="text"/>	None	<input type="text"/>	YYDD
<input type="text"/>	None	<input type="text"/>	YYDD
<input type="text"/>	None	<input type="text"/>	YYDD
<input type="text"/>	None	<input type="text"/>	YYDD
<input type="text"/>	None	<input type="text"/>	YYDD
<input type="text"/>	None	<input type="text"/>	YYDD
<input type="text"/>	None	<input type="text"/>	YYDD

**Figure 6 - 23. Change Standardization Relationship**

Follow these steps to change Standardization Relations:

1. Enter the Replacement NSN in the text field.
2. Enter the Replaced NSN in the table.
3. Select the ISC from the drop-down (current options are 2,3 or E).
4. Add Originator and Date.

Use the scrollbar to access all 50 rows.

### 3. Delete Item Standardization Code (ISC) Relationship

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

Add Standardization Relationship  
 Change Standardization Relationship  
 Delete Standardization Relationship  
 Change Item Standardization Code (ISC)  
 No Standardization Data

**Delete Standardization Relationship**

Replacement NSN:  New/Current ISC:

**Note: If entering only a replacement NSN, the whole standardization family will be deleted. Must Provide New ISC.**

Replaced NSN	New ISC
<input type="text"/>	<input type="text" value="None"/>
<input type="text"/>	<input type="text" value="None"/>
<input type="text"/>	<input type="text" value="None"/>
<input type="text"/>	<input type="text" value="None"/>
<input type="text"/>	<input type="text" value="None"/>
<input type="text"/>	<input type="text" value="None"/>
<input type="text"/>	<input type="text" value="None"/>
<input type="text"/>	<input type="text" value="None"/>

**Figure 6 - 24. Delete Standardization Relationship**

Use this page to delete a Standardization Relationship:

1. Enter a Replacement NSN.
2. Select the New/Current ISC. options are (1, B, 2, 5, 6, or C). If you are entering only a replacement NSN, the whole standardization family will be deleted. You must provide a New ISC.
3. Enter Replaced NSN and New ISC in the Data Grid Table. The New ISC options are 2, 5, 6, and C.

Use the vertical scrollbar to access all 50 rows.

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



The screenshot shows a software interface with several tabs: 'Item Identification Data', 'User Data', 'Reference Data', 'Standardization Data' (selected), 'Management Data', and 'Support Data'. Under the 'Standardization Data' tab, there are five radio button options: 'Add Standardization Relationship', 'Change Standardization Relationship', 'Delete Standardization Relationship', 'Change Item Standardization Code (ISC)' (which is selected), and 'No Standardization Data'. Below these options is a section titled 'Change Item Standardization Code (ISC)' containing an 'NSN' text box and an 'ISC' dropdown menu with 'None' selected.

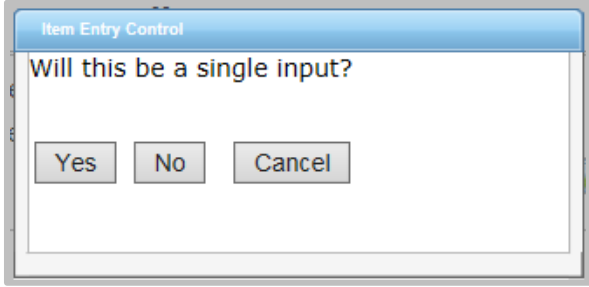
**Figure 6 - 25. Change item Standardization Code**

Use this page to Change the Item Standardization Code (ISC):

1. Enter the NSN in the textbox.
2. Select the ISC from the dropdown. Options are currently 2, 5, 6, and C.

### 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.



The screenshot shows a dialog box with a blue title bar that says 'Item Entry Control'. The main text of the dialog asks 'Will this be a single input?'. At the bottom of the dialog, there are three buttons: 'Yes', 'No', and 'Cancel'.

**Figure 6 - 26. Item Entry Control Question**

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): [text box]  
Control Number: [text box]

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]

**Figure 6 - 27. Item Entry Control Review Single Input Form**

If **No** is selected, the Item Entry Control Review Mass Load form opens similar to Figure 6-28. (See [section 8.0](#) for further Mass Load instructions.)

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

**Mass Load**

**Automap**

Click Here to view the Automap column names.

**\*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**

- Item Entry
- FSC
- NIIN
- NSN
- Control Number
- CAGE
- Part Number
- PCC
- Item Name
- Comment

⇨  
⇩

**Selected**

Apply Mappings

Priority:

Routine

**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

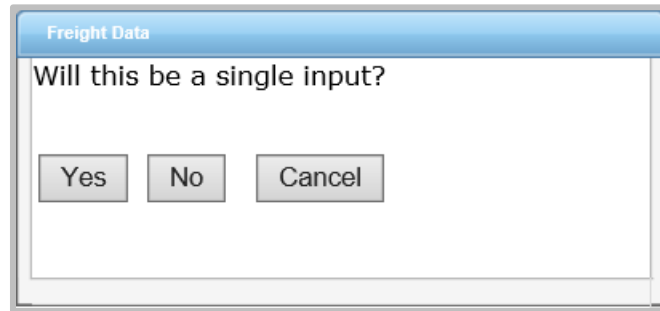
Empty

[Return to Top](#)

**Figure 6 - 28. E-Cat Item Entry Mass Load Form**

## 6.4 Freight

When you select request type Freight, a Freight Data dialog box displays asking if this will be a single input.



**Figure 6 - 29. Freight Data Input Dialog Box**

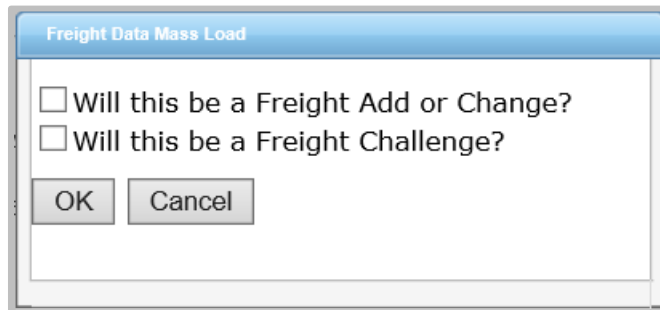
Click **Yes** for single input and **No** for multiple input.

- a. When you select **Yes**, the Freight Data page displays.



**Figure 6 - 30. Freight Data Page**

- b. When you select **No**, a Freight Data Mass Load dialog box displays.



**Figure 6 - 31. Freight Data Mass Load Dialog Box**

Select the first checkbox if you are entering a Freight Add or Change.  
Select the second checkbox if you are entering a Freight Challenge.  
Click **OK** to proceed to the Mass Load form.

### 6.4.1 Freight Data Single Entry

Select an action type: Freight New (A), Freight Change (C), or Freight Challenge (X). Figure 6-32 shows a Freight New Add form.

**Electronic-Cataloging (E-Cat)** Welcome, [username] [Logout](#)  
**Freight Data**

Action Type: Freight New (A)

\*National Item Identification Code (NIIN):

\*National Motor Freight Classification Code:

\*National Motor Freight Classification Sub-Item Code:

\*Uniform Freight Classification Code:

\*Class Rating:

\*Water Commodity Code:

\*Water Type of Cargo Code:

\*Water Special Handling Code:  Numeric

\*Air Commodity/Air Special Handling Code:

\*Air Dimension Code: None

Hazardous Material Code:

Rail Variation Code:

Less Than Car Load Rating Code:

Special Processing/Additional Information (1499 characters)  
Enter text here

[Return to Top](#)

**Figure 6 - 32. Add New Freight Data**

Mandatory elements are marked with an asterisk (\*). Enter data and click **Submit**.

The next figure shows the Freight Change form.

**Electronic-Cataloging (E-Cat)** Welcome, [Logout](#)  
**Freight Data**

Action Type: Freight Change (C)

\*National Item Identification Code (NIIN):

\*National Motor Freight Classification Code:

\*National Motor Freight Classification Sub-Item Code:

\*Uniform Freight Classification Code:

\*Class Rating:

\*Water Commodity Code:

\*Water Type of Cargo Code:

\*Water Special Handling Code:  Numeric

\*Air Commodity/Air Special Handling Code:

\*Air Dimension Code:  None

Hazardous Material Code:

Rail Variation Code:

Less Than Car Load Rating Code:

Special Processing/Additional Information (1499 characters)

[Return to Top](#)

**Figure 6 - 33. Change Current Freight Data**

Mandatory elements are marked with an asterisk (\*). Enter data and click **Submit**.

Figure 6-34 shows the single input Freight Challenge form.

The screenshot shows a web application window titled "Electronic-Cataloging (E-Cat) Freight Data". The window has a "Welcome," message and a "Logout" link in the top right corner. The "Action Type" is set to "Freight Challenge (X)". The form contains several input fields for various codes and ratings, including National Item Identification Code (NIIN), National Motor Freight Classification Code, National Motor Freight Classification Sub-Item Code, Uniform Freight Classification Code, Class Rating, Water Commodity Code, Water Type of Cargo Code, Water Special Handling Code (with a "Numeric" dropdown), Air Commodity/Air Special Handling Code, Air Dimension Code (with a "None" dropdown), Hazardous Material Code, Rail Variation Code, and Less Than Car Load Rating Code. Below these fields is a large text area for "Special Processing/Additional Information (1499 characters)" with a placeholder "Enter text here". At the bottom, there are "Submit" and "Cancel" buttons, and a "Return to Top" link.

**Figure 6 - 34. Challenge Freight Data**

Use the Challenge Freight Data option to dispute the current Freight Data. Mandatory fields are NIIN and Special Processing/Additional Information.

#### **6.4.2 Freight Data Mass Load**

When you select not single input, add or change, Figure 6-35 displays.

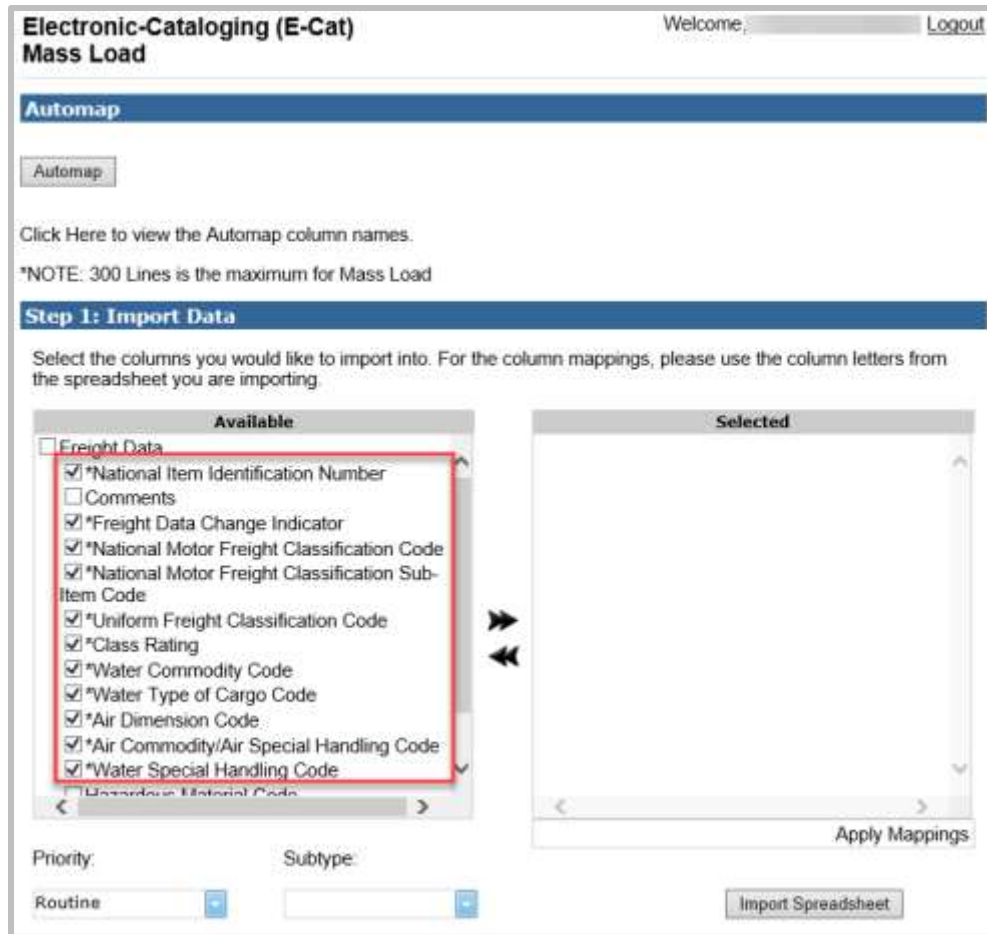


Figure 6 - 35. Freight Mass Load Add or Change

Freight data elements are required.

When you select not single input, Challenge, the Mass Load form displays similar to Figure 6-36.

**Figure 6 - 36. Freight Challenge Mass Load**

The only required elements for the Freight Challenge Mass Load are NIIN, Comments, and Freight Data Change Indicator. If any Freight data is selected then the following Freight data becomes mandatory:

- a. Freight Data Change Indicator
- b. National Motor Freight Classification Code
- c. National Motor Freight Classification Sub-Item Code
- d. Uniform Freight Classification Code
- e. Class Rating
- f. Water Commodity Code
- g. Water Type of Cargo Code
- h. Air Dimension Code
- i. Air Commodity/Air Special Handling Code
- j. Water Special Handling Code
- k. Hazardous Material Code
- l. Less Than Car Load Rating Code
- m. Rail Variation Code.



Example of Freight data from spread sheet:



Freight Data Tab -  
Update NSN, Mass L

- a. **A = add**
- b. **C = change**
- c. **X = challenge**

See [section 8](#) for more information about the E-Cat Mass Load function.

## 7. 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 (FSC) is unknown, select the applicable general category that applies (displayed at the bottom of the drop down).
- National Item Identification Number (NIIN) (Not used for New NSN Assignment)
- Item Name: FLIS catalog name. (Mandatory if the INC is blank or 77777.)
- Item Name Code (INC): Mandatory if Item Name is blank
- Criticality Code
- Demilitarization (DEMIL) code
- 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.

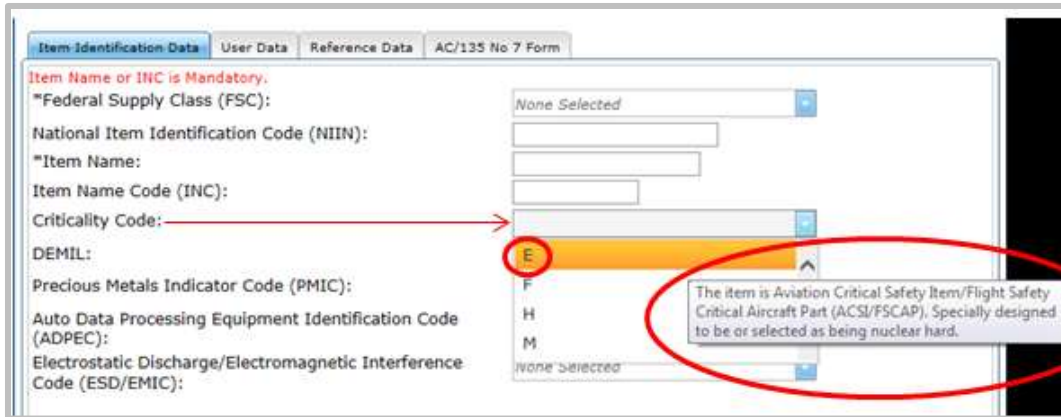


Figure 7 - 1. Item Identification Data—Definition Displayed (Non-U.S. Customer)

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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	None	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	None	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	None	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	None	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	None	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	None	None	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 7 - 2. User Data Tab (Non-U.S. Customer)

7.1.3 Reference Data

Enter Reference Number data in this section:

- Commercial and Government Entity (CAGE)
- Part Number or Reference Number (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"/>	None	None	None	<input type="text"/>	None	None	None
<input type="text"/>	<input type="text"/>	None	None	None	<input type="text"/>	None	None	None
<input type="text"/>	<input type="text"/>	None	None	None	<input type="text"/>	None	None	None
<input type="text"/>	<input type="text"/>	None	None	None	<input type="text"/>	None	None	None

Figure 7 - 3. Reference Data Tab (Non-U.S. Customer)

### 7.1.4 AC/135 No. 7 Form

Form input requirements are in accordance with the ACodP1 regulation.

Figure 7 - 4. AC/135 No 7 Form (Non-U.S. Customer)

## 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.

**Figure 7 - 5. Item identification Data (Non-U.S. Customer)**

### 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.

**Figure 7 - 6. User Data Action Indicators (Non-U.S. Customer)**

**Figure 7 - 7. Reference Data Tab (Non-U.S. Customer)**

### 7.3 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.

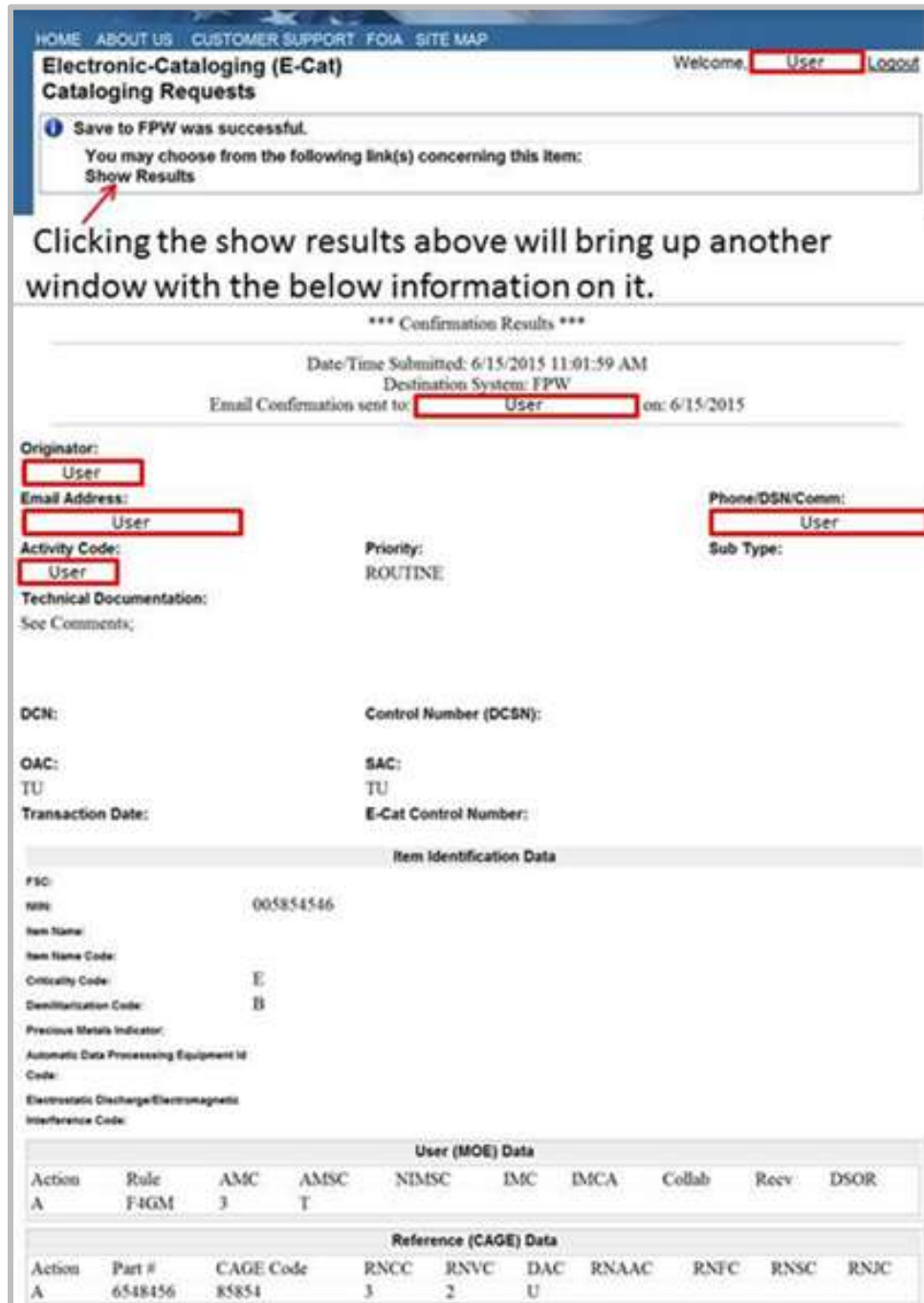


Figure 7 - 8. Show Results Confirmation Page

Standardization Data	
Replacement NSN, Standardization Relationship:	
Replaced NSN, Standardization:	
Item Standardization Code (ISC):	
Originator of Standardization Decision (ORIG-STDDN-DEC):	
Date, Standardization Decision (DT-STDDN-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:	
Shelf 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:	
<b>Characteristics:</b>	
<b>Special Processing/Additional Information:</b>	
testing	

**Figure 7 - 9. Show Results Confirmation Page (continued)**

- 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.

## 8. Mass Load Form

Mass load can be used to load multiple New NSN Assignments, Update an Existing NSN, Cancel an Existing NSN, Item Entry Control Review, and Freight 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.

An Automap button has been added at top of the Mass Load page in the most recent version of E-Cat. This button provides the following functionality:

- Asks user to upload spreadsheet
- Reads the column names
- Moves the appropriate available columns to the selected columns list
- Populates the selected column with the matching Excel column from the spreadsheet
- Performs validation of spreadsheet data
- Allows the user to make corrections or add columns that weren't found in the selected list

[See section 8.1.2](#) for more information about the Automap button.

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

**Mass Load**

**Automap**

Click Here to view the Automap column names.

\*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 size
- \*Supporting Tech Documentation
- Document Control Number
- Control Number
- Identification
- NSN
- \*Federal Supply Class
- National Item Identification Number
- \*Item Name
- Item Name Code
- Criticality Code

➔  
➔

**Selected**

[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
Browse...	

Include any special processing instructions/additional information

Special Processing/Additional Information

Empty

[Return to Top](#)

**Figure 8 - 1. Mass Load Form**



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.

	FSC	Item Name	DEMIL	AAC	SOS	UOI	QUP	CBC	SLC	Price	SAC	P/N	CAGE	RNCC	RNVC	DAC
1	8150	Container, Box	A	L	B16	EA	1	1	2	11.00	2	ASTM-B-139-Ball Kit	80205	3	2	4
2	1560	Aircraft Skin	K	V	AKZ	BK	A	\$	W	15.00	3	A-A-W53A	81205	5	1	4
3	3120	Widget	P	Y	SMS	CK	E	3	Z	533.00	1	P/N 59A87	8849A	C	1	4
4	6530	Medical Device	A	D	SMS	EA	0	U	0	518.32	1	4061-4350	12073	3	2	4
5	6530	Medical Device	A	D	SMS	EA	0	U	0	518.32	1	4061-4350	12073	3	2	4
6	6530	Medical Device	A	D	SMS	EA	0	U	0	518.32	1	4061-4350	12073	3	2	4
7	6530	Medical Device	A	D	SMS	EA	0	U	0	518.32	1	4061-4350	12073	3	2	4
8	6530	Medical Device	A	D	SMS	EA	0	U	0	518.32	1	4061-4350	12073	3	2	4
9	6530	Medical Device	A	D	SMS	EA	0	U	0	518.32	1	4061-4350	12073	3	2	4
10																
11																
12																

**Figure 8 - 2. Excel Spreadsheet for Import**

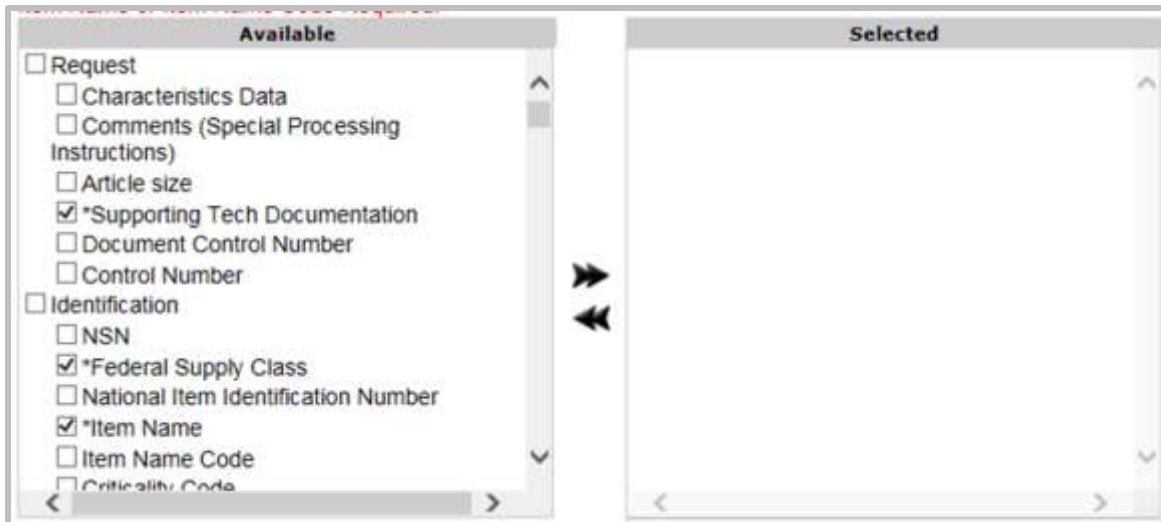
It is critical that you format unit price with a decimal point. As with the single input, if omitted, the system will assume you entered whole dollars and automatically add a decimal point with two zeros after the entered value.

## 8.1 Step 1 Import

There are now two methods to import spreadsheets into E-Cat: Manual map and Automap.

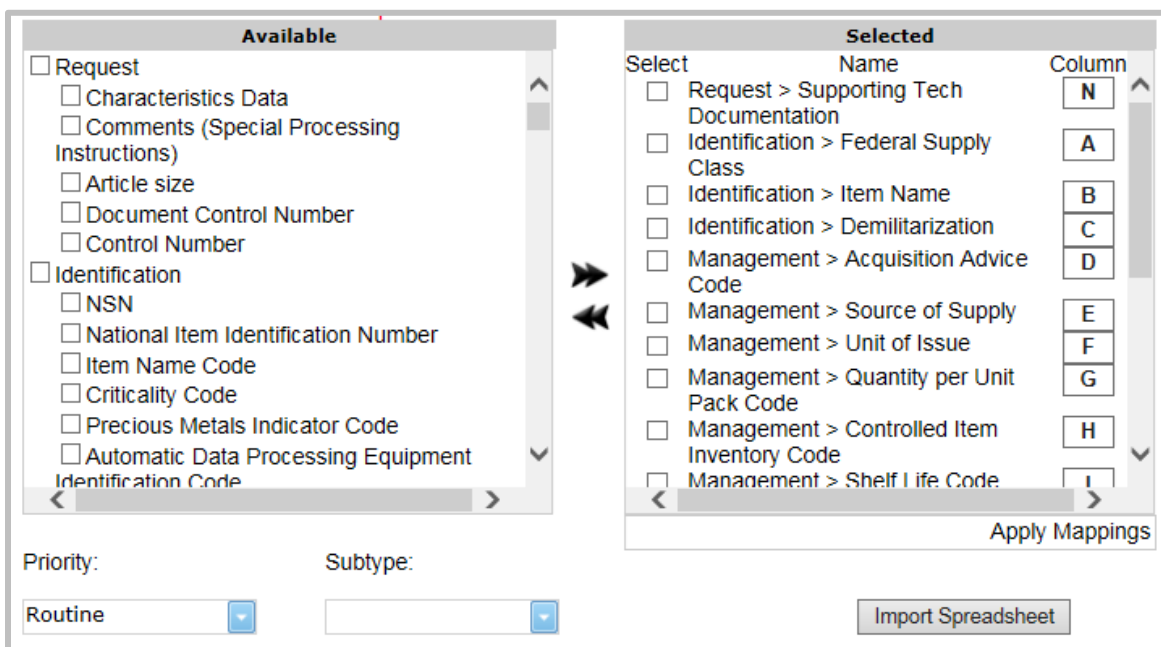
### 8.1.1 Manual Map Method

1. Based on the request type you have selected and the Activity Code in your registration profile, E-Cat will automatically check the mandatory boxes for you in the 'Available' window. The Available column on the left lists categories and their data elements available as spreadsheet headings for import.



**Figure 8 - 3. Select Elements for Import**

- Click the checkbox next to a category to select all of its data elements OR select specific fields by clicking in the checkbox next to that field. You can also deselect individual fields as needed.

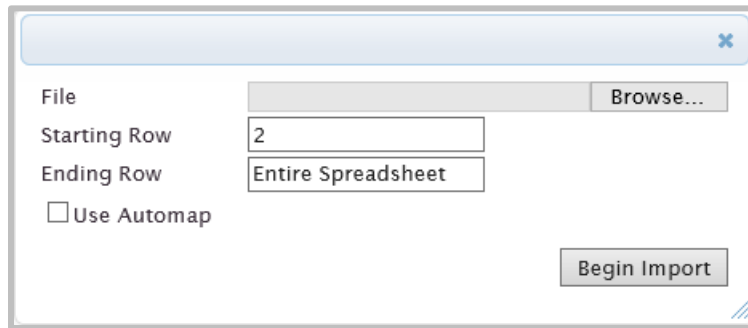


**Figure 8 - 4. Elements Selected—Columns Identified**

- When you have chosen your data elements, click once on the right arrow to move all checked data elements from the 'Available' window to the 'Selected' window.
- If you need to remove a data element from your 'Selected' box: Click the checkbox next to that element, then click the left arrow to move it back to the 'Available' window.
- For each data element in the 'Selected' box, enter the column letter next to the appropriate data element. (As an example, if 'Characteristics Data' is in column A of your spreadsheet, enter A next to the data element 'Request > Characteristics Data'.)
- If you are changing or deleting User or Reference Number data, you must also include a

change indicator column to both your spreadsheet and the ‘Selected’ window.

7. Click on the **Import Spreadsheet** button.
8. A dialog box opens.



**Figure 8 - 5. Import Spreadsheet Dialog Box**

9. Select the **Browse...** button to locate the file you want to import. Select it.
10. You may need to open the file to get information to enter. Enter **Starting Row** and **Ending Row** from the spreadsheet. Starting at row 2 allows you to leave column headings in row 1. If you want to import all the information on the spreadsheet, leave **Ending Row** as Entire Spreadsheet. Mass Load will take the data from the entire spreadsheet and ignore empty rows.
11. Close the spreadsheet.
12. Click **Begin Import**.
13. The file is imported and displayed at the bottom of the Step 1 section.



**Figure 8 - 6. File Imported**

You can click on the plus sign next to Imported File to drop down a window to view the file as shown below. Click again to close the window.

1	FSC	Item Name	DEMIL	AAC
2	8150	Container, Box	A	L
3	1560	Aircraft Skin	K	V
4	3120	Widget	P	Y
5	6530	Medical Device	A	D
6	6530	Medical Device	A	D
7	6530	Medical Device	A	D
8	6530	Medical Device	A	D
9	6530	Medical Device	A	D

**Figure 8 - 7. View Imported File**

14. Click **Apply Mappings**.

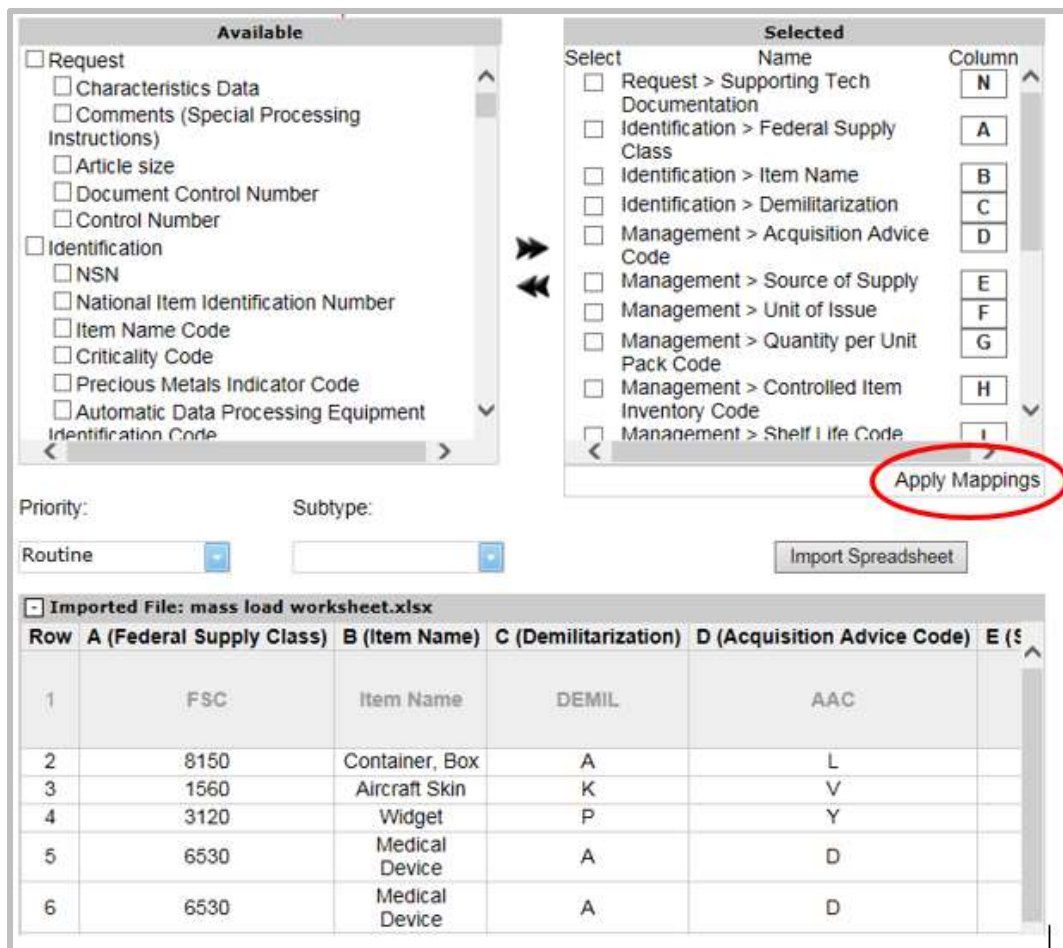


Figure 8 - 8. Apply Mappings

15. If you have missed any column mappings they will appear in a banner and will be highlighted with red in the 'Selected' box

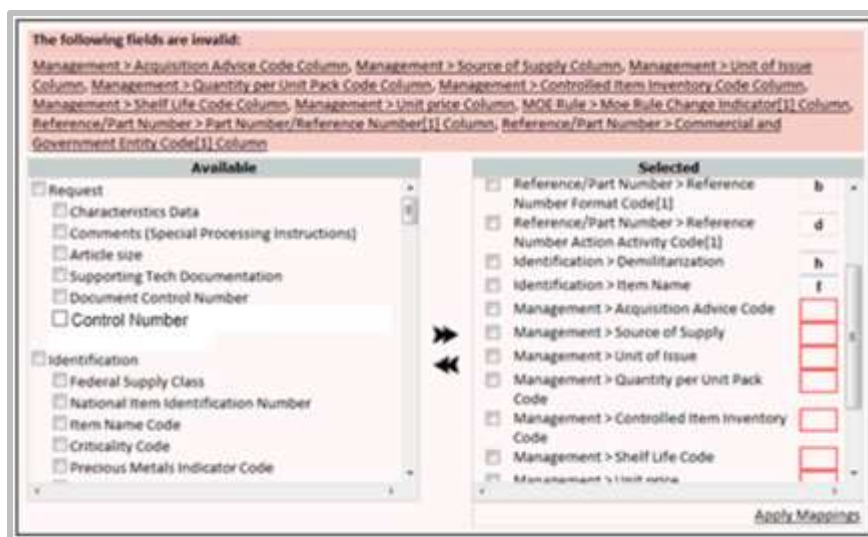


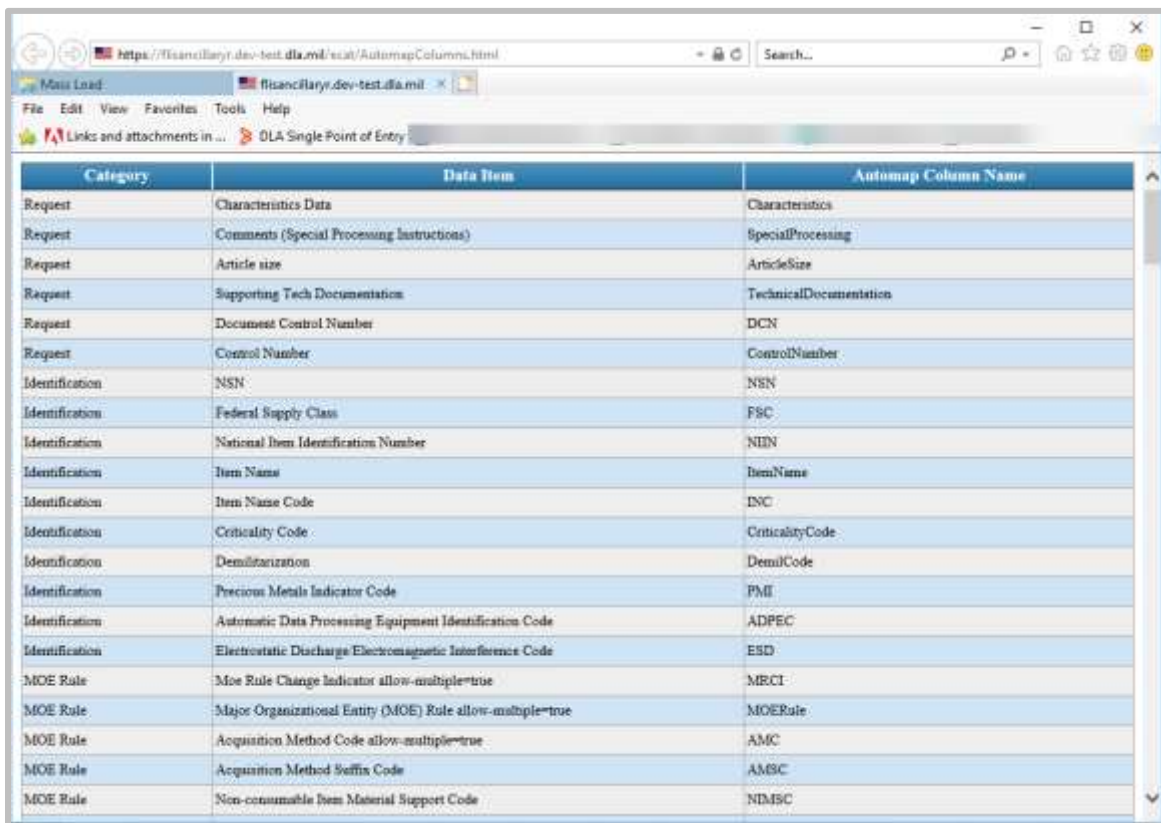
Figure 8 - 9. Invalid Field Indicator

16. For column errors, you can reassign column letters out of order in the 'Selected' window as

long as they correspond to the correct data element. You may also move data elements between the 'Available' and 'Selected' windows and **Apply Mappings** again. Note that in the next step you may find further errors.

### 8.1.2 Automap

Before using the Automap import method, you must be sure your spreadsheet column names match the Automap column names. To view the list of Automap column names, click on the **Here** link under the Automap button. Categories, Data Items, and Automap Column Names are displayed in a new browser tab similar to the next figure.

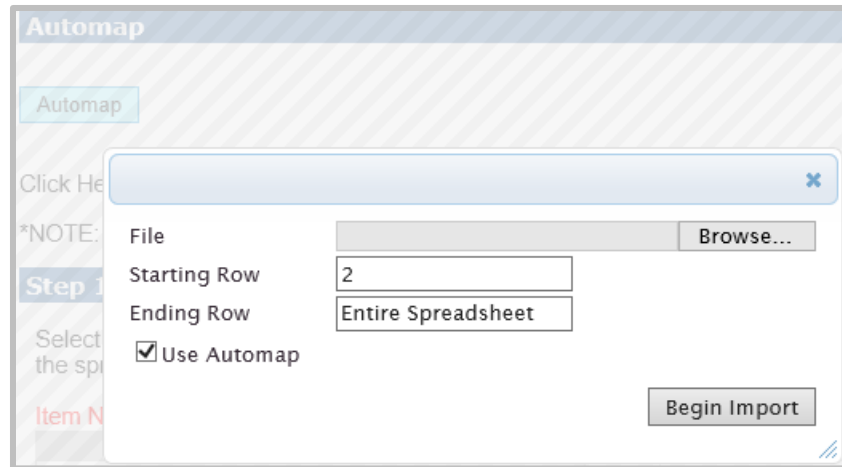


Category	Data Item	Automap Column Name
Request	Characteristics Data	Characteristics
Request	Comments (Special Processing Instructions)	SpecialProcessing
Request	Article size	ArticleSize
Request	Supporting Tech Documentation	TechnicalDocumentation
Request	Document Control Number	DCN
Request	Control Number	ControlNumber
Identification	NSN	NSN
Identification	Federal Supply Class	FSC
Identification	National Item Identification Number	NIN
Identification	Item Name	ItemName
Identification	Item Name Code	INC
Identification	Criticality Code	CriticalityCode
Identification	Demilitarization	DemilCode
Identification	Precious Metals Indicator Code	PMI
Identification	Automatic Data Processing Equipment Identification Code	ADPEC
Identification	Electrostatic Discharge/Electromagnetic Interference Code	ESD
MOE Rule	Moe Rule Change Indicator allow-multiple=true	MECI
MOE Rule	Major Organizational Entity (MOE) Rule allow-multiple=true	MOERule
MOE Rule	Acquisition Method Code allow-multiple=true	AMC
MOE Rule	Acquisition Method Suffix Code	AMSC
MOE Rule	Non-consumable Item Material Support Code	NIMSC

**Figure 8 - 10. Automap Column Names**

Once your spreadsheet column names match the Automap column names, follow these steps to use the Automap import process:

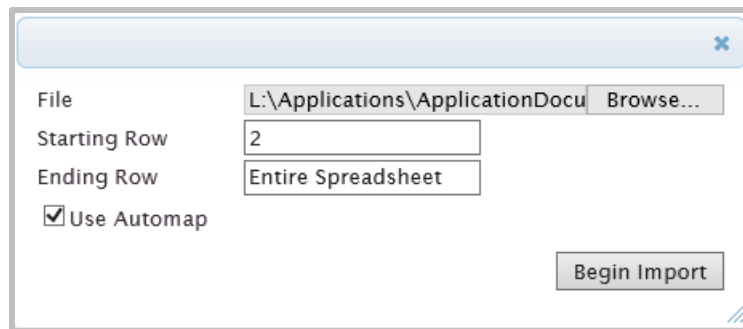
1. Click the **Automap** button on the Mass Load page. The Mass Load window displays similar to the next figure.



**Figure 8 - 11. Automap Window Opens**

2. Click the **Browse** button to find the file you want to upload.
3. Select the file and click **Open** in the Windows Explorer window.

The file path displays as shown in the next figure.



**Figure 8 - 12. Spreadsheet File Path**

4. Make sure that Use Automap is selected, and click **Begin Import**.

Automap reads the Excel spreadsheet column names, moves the appropriate available columns to the selected columns list, and populates the selected column with the matching Excel column from the spreadsheet. In addition, it validates the spreadsheet data.

When these processes are complete, E-Cat displays the Import Data information similar to the next figure.

**Electronic-Cataloging (E-Cat)**
Welcome, \_\_\_\_\_, [Logout](#)

**Mass Load**

**Automap**

Automap

Click Here to view the Automap column names.

\*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 size
  - Document Control Number
  - Control Number
- Identification
  - \*Federal Supply Class
  - National Item Identification Number
  - Criticality Code
  - Precious Metals Indicator Code
  - Automatic Data Processing Equipment Identification Code
  - Electrostatic Discharge/Electromagnetic

**Selected**

Select	Name	Column
<input checked="" type="checkbox"/>	Request > Supporting Tech Documentation	AR
<input type="checkbox"/>	Identification > NSN	A
<input checked="" type="checkbox"/>	Identification > Item Name	D
<input type="checkbox"/>	Identification > Item Name Code	E
<input checked="" type="checkbox"/>	Identification > Demilitarization	F
<input type="checkbox"/>	MOE Rule > Moe Rule Change Indicator[1]	Y
<input type="checkbox"/>	MOE Rule > Major Organizational Entity (MOE) Rule[1]	Z
<input type="checkbox"/>	MOE Rule > Acquisition Method Code[1]	AA
<input type="checkbox"/>	MOE Rule > Acquisition Method Suffix Code[1]	AB
<input type="checkbox"/>	MOE Rule > Non-consumable Item	AC

Priority:  Subtype:

+ Imported File: automap\_test.xlsx

**Figure 8 - 13. Automapped Import Data**

The Mass Load form will display error messages based on Automap’s validation results. Continue to [Section 8.2](#) and make corrections or add columns where needed.

## 8.2 Step 2 Review Errors

- The information on the spreadsheet must pass E-Cat validation rules. If errors exist, the message **Please correct the following errors with the spreadsheet and import again.** is displayed. Additionally, errors are listed with their cause in the 'Errors' window. Missing mandatory data element(s) are also listed in the 'Error' window as seen below. Here, CAGE data was omitted.

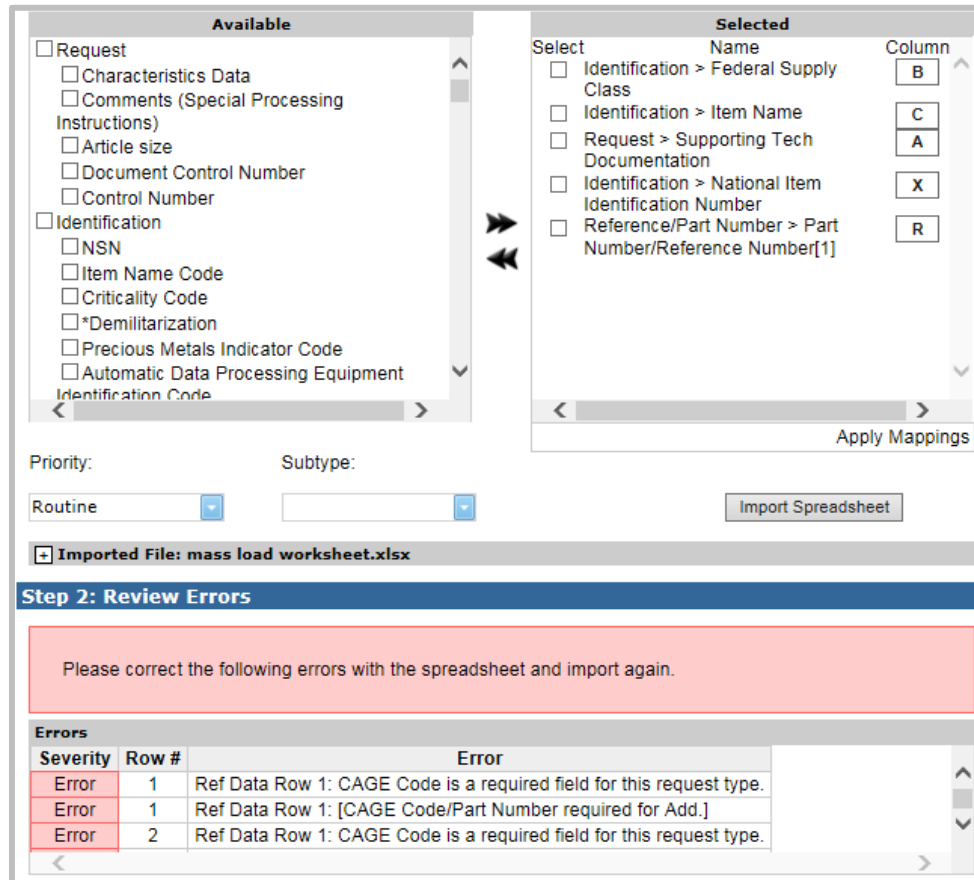


Figure 8 - 14. Review Errors

- Review the list. Select and map more data elements and/or open the spreadsheet, find the errors, and fix them on the spreadsheet.
- Try again. Click **Import Spreadsheet** to upload an updated file.
- When no more errors exist, a success message is displayed **No errors were found. Your spreadsheet is ready for loading.**



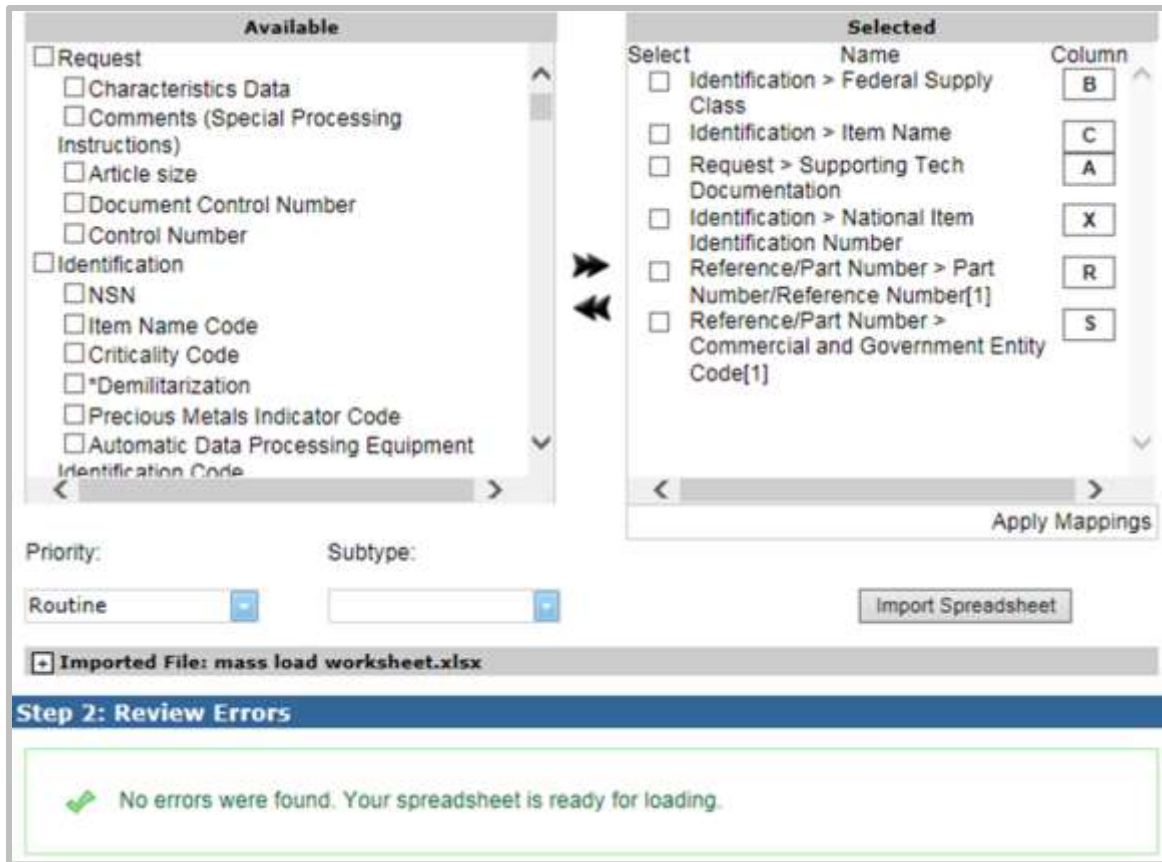


Figure 8 - 15. No Errors Found

### 8.3 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.

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

**Step 3: Load**

Add attachments to be included with this load

Attachments

**Note:** Excel attachments are prohibited for input forms

<input checked="" type="checkbox"/>	DOCUMENTATION.docx	12753
<input checked="" type="checkbox"/>	DOC (Attachment 2).docx	12850
<input checked="" type="checkbox"/>	DOC (Attachment 3).docx	12860

Browse

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 Supporting Tech Documentation	Identification 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 v

**Figure 8 - 16. Supporting Documents Added**

- To remove the attachment, click the **Delete** icon to the left of the file name marked by **X**.
- 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.
- 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.
- Enter **Special Processing** notes—up to 1499 characters in this field.

Include any special processing instructions/additional information

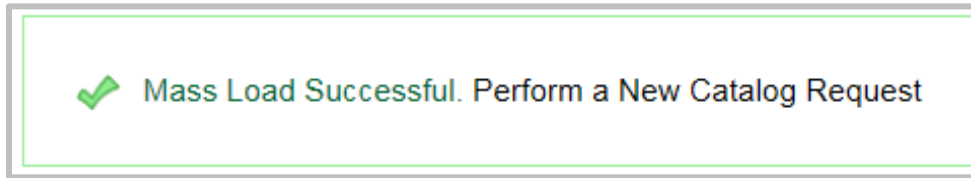
Special Processing/Additional Information

Empty

**Figure 8 - 17. Special Processing/Additional Information Field**

- Click **Submit**.

10. 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.



**Figure 8 - 18. Mass Load Successful Message**

## 8.4 Notifications

Confirmation emails will be sent notifying the user that:

- The spreadsheet was successfully queued
- The spreadsheet was successfully processed:
  - Action IDs for each request will be included. The original spreadsheet submitted will have the Action IDs pre-pended to each row.
  - Any rows that fail to process will be included in a separate spreadsheet for remediation and re-submission.

## 8.5 Mass Load Notes

1. Mass Load can process up to 300 rows. If your spreadsheet contains more than 300 rows, it will only process the first 300.
2. When you import a spreadsheet that has more than 100 errors, E-Cat will only show you the first 100. Correct these errors, re-import, and then E-Cat is able to process up to 100 more errors.

## APPENDIX A – ACRONYMS

1685 Action	Type of cataloging action submitted into the cataloging system, used particularly by the Army and displayed on the Army result table.
AAC	Acquisition Advise Code, a code that denotes how (as opposed to where and any restrictions that exist) the individual responsible for purchasing the item will acquire it.
Acty Code, ACT CD	Activity Code. A submitter-related code, which is the 2-digit code found in DoD 4100.39-M, Volume 10, Table 104 Part 4, also know it as the “submitter activity code.” Examples are AX for DSCC (Construction), KZ for DSCP (Industrial), 48 for FAA, CL for CECOM, TX for DSCC (Electronics).
AD	Active Directory
ADP	Automatic Data Processing
ADPEC	Automatic Data Processing Equipment Identification Code
AMC	Acquisition Method Code, a term the Air Force and DLA use for new items
AMSC	Acquisition Method Suffix Code, a term the Air Force and DLA use for new items
APP	Application, a code the Army uses for suspense tracking output
ASG	Afloat Shopping Guide (Navy Cataloging)
ATC	Action Taken Code, a code the Navy uses to indicate a specific action taken. For more information on the codes, see DoD 4140.26-M.
CAC	Common Access Card used for identification, access to buildings and computers
CAGE	Commercial and Government Entity, a number associated with the name of a commercial source or government entity
Cat, Catlg	Cataloging
Cd	Code
CHC	Change Code
CIIC	Controlled Item Inventory Code.
COG	Cognizance Symbol or Code, a code the Navy uses as a prefix to NSNs for internal Navy management purposes. It identifies the ICP office or agency that exercises supply management of the item for the Navy. The first position is numeric, the second is alphabetic.
Collab	Collaborator, individuals who collaborate with the individual responsible for the record to help define the record details.
Contract #	Number displayed on the Marine Corps query results table used for Marine Corps contract tracking purposes.
Control (or Ctrl) Number, Control #	Alphanumeric field that contains a unique item identifying serial number

	for a query or maintenance request. File transfer causes this field to autopopulate, or the appropriate technician manually inputs the data.
Cust Ctrl. No	Customer Control Number, a unique identifier that the user will use to identify a request.
CWT	Cataloging Workload Tracking
DAC	Document Availability Code, or Designated Activity Code, a code the Air Force uses that indicates the type and availability of technical documentation for the item.
Date Collab Sent	Date Collaboration Sent, a date the Navy uses to indicate when the Navy sent a DD 1685 or other collaboration form to DLA Logistics Information Services.
Date Catlg Comp	Date Cataloging Complete, a date the DLA and Navy use to indicate when cataloging actions are completed.
Date Rec'd	Date Received, a date used to indicate when an action request is initially input.
Date Reject by FLIS	Date reject by Federal Logistics Information Services, a date the Navy uses to indicate when the Navy received a reject for an action from FLIS.
Date Reply Rec'd	Date Reply Received, a date the Navy uses to indicate when the Navy received a Concur/Nonconcur from FLIS.
Date Tech Data Received	Date Technical Data Received, a date the Navy uses to indicate when DLA Logistics Information Services received the technical documentation for initiating activity.
Date Tech Data Returned	Date Technical Data Returned, a date the Navy uses to indicate when DLA Logistics Information Services returned the technical documentation to the initiating activity.
DCN	Document Code Number, the number the government assigns to the document record associated with the item.
DCSN	Data Control Serial Number (last 7 characters of DCN)
DEMIL	Demilitarization, a term used to denote a supply item that is no longer given the status of classified.
DLA	Defense Logistics Agency, one of the project acquirers that generates records.
DOD	Department of Defense
DOR	Date of Record
DSCP/CT	Defense Supply Center Philadelphia/Clothing and Textiles Directorate
DSOR	Depot Source of Repair
Dt	Date
EAN	European Article Number, the equivalent of a UPC code used in the United States. See also UPC.
E-Cat	Electronic Cataloging Web application

ESD/EMIC	Electrostatic Discharge/Electromagnetic Interference Code
FAA	Federal Aviation Administration
FCS	Federal Catalog System
Firewall	An electronic barrier that certain system administrators might install to prevent some forms of incoming and outgoing electronic mail
FLIS	Federal Logistics Information Services, a branch of the DLA responsible for maintaining an automated inventory catalog of military materiel.
FMS	Foreign Military Sales
Form of Req	Form of Request, a term related to DLA Maintenance items that indicates the form of request.
FPDW	FLIS Portfolio Data Warehouse
FPW	FLIS Portfolio Workbench
FSC	Federal Supply Class, the last two digits of the NSN, a code for dividing the FSG into 99 classes (see also NSN and FSG).
FSG	Assigned Federal Supply Group, the first two digits of the NSN, a code that refers to item classifications, for example, bullets or missiles.
GIRDER	Government/Industry Reference Data Edit and Review.
HTTPS	Hypertext Transport Protocol Secure
ICP	Inventory Control Point, the office or agency that manages a supply item.
IMC	Item Management Code
IMCA	Item Management Coding Activity
INC	Item Name Code
Info	Information
IRR	Item Review Report, a unique serial number for a query or maintenance request. The field is automatically loaded by file transfer or the appropriate technician manually inputs it. The Medical (KX) group is the only user of this number.
IRS Project #	Item Reduction Study Project Number, a number that all catalogers use which ties in with the Item Standardization Programs.
ISN	Item Serial Number, the number assigned to the supply item.
ISP	Internet Service Provider, the local provider in your regional area that provides access to the Internet
IT COOP	Information Technology Continuity of Operations Plan
Item Name	The FLIS catalog name for an item.
JRCAB	Joint Readiness Clinical Advisory Board
List	A list the application retrieves from the various data tables and displays on the Select Record page for the purpose of choosing a record when one or two of the PCC, DOR, or ISN parameters is used to query a New Item record.
LOGSA	Logistics Support Activity, an activity on the Army Reports.

LSR	Logistics Support Record, a term used on the Marine Corps File Load form.
Maint	Maintenance
MC	Marine Corps
MCLB Control Number	Marine Corps Logistics Base Control Number, a document number assigned to an item by a customer.
Med	Medical
MILSTICCS	Military Standard Item Characteristic Coding Structure
MOE	Major Organizational Entity
MONITOR NAME	The name of the individual submitting the initial request. This field, on the search results form for medical searches, is automatically loaded by file transfer.
MSC	Major Subordinate Command
NADB	NATO Ammunition Data Base
NAMSA	NATO Maintenance and Supply Agency
NATO	North Atlantic Treaty Organization. NATO refers to International Codification DLA Logistics Information Services-KI.
NAVICP	Navy Inventory Control Point
NCB	National Codification Bureau
NCS	NATO Codification System
NDC	National Drug Code, a code used on the DLA Medical New Items form.
.NET	A software framework developed by Microsoft (pronounced: "dot NET")
NGA	National Geospatial Intelligence Agency
NICN	Navy Inventory Control Number
NIIN	National Item Identifier Number, a subset of NSN, it is the NSN minus the first four digits (see also NSN).
NIMSC	Non-Consumable Item Material Support Code
NMCRL	NATO Master Catalog of References for Logistics
NSN	National Stock Number, or NATO Stock Number (same thing), a number that identifies each piece of equipment, part, or component.
OAC	Originating Activity Code
ODBC	Open Database Connectivity, a standard technical term for computers that refers to the type of database and connectivity to it.
OOU	Order of use
ORC	Output Return Code or Owner Reject Code
ORSI	Organizational Routing Senders Identification, a term the Navy uses to identify the person(s) responsible for working the item at the originating Navy activity
Part Number, Part No.	The FLIS catalog part number for an item.

PCC	Provisioning Control Code, a temporary code assigned to a supply item.
PCCN	Provisioning Contact Control Number, a code the Army uses to indicate an item type, "P," or provisioning item.
PDF	Portable Document Format, a standard for representing electronic documents, allowing them to be transmitted and reproduced accurately.
PFG	Process Flow Guide, a Navy Types of Action page term.
Phone #	Phone Number, typically used to indicate the phone number of the record initiator, submitter, team leader, etc.
PICA	Primary Inventory Control Activity, a code for the individual who controls the inventory count for the item.
PLISN	Provisioning Line Item Serial Number, also called Provisioning List Item Sequence Number, a code the Army and Marine Corps use to indicate an item type, "P," or provisioning item.
PM	Program Manager
PMIC	Precious Metals Indicator Code, a code used on the DLA Medical New Items form.
PMO	Program Management Office
POC	Point of Contact
ProvPC	A computer application used as a front end to SAMMS for DLA provisioning type transactions.
QDB	Quality Database, the DLA Logistics Information Service-S Data Quality/Data Purification program associated with CWTDB.
QUP	Quantity per Unit Pack, a term used on the Medical New Items form.
Rec'd	Received.
Rel	Related.
Req	Required or Requested.
RNCC	Reference Number Category Code
RNJC	Reference Number Justification Code, a code that designates a relationship between the reference number and the justification code.
RNSC	Reference Number Status Code
RNVC	Reference Number Variation Code
ROC	Routing Output Code, a term the Army uses to indicate the cataloger assigned to work the request.
RTM	Requirements Traceability Matrix
SAM	System for Award Management
SAMMS	Standard Automated Material Management System, a database that stores certain inventory information.
SCAT	Security Control and Administration Tool that provides administrative controls for security personnel to establish user profiles, assign levels of authority for accessing specified applications.



---

SITREP	Situation Report, a term used on Navy Reports.
S/L	Safety Level, a value that indicates the level of safety associated with a supply item.
SLC	Shelf Life Code, a term used on the Medical New Items form.
SLT	Shelf Life Time, a term used on the Medical New Items form.
SOH	Stock on Hand, a value that indicates quantity.
SOS	Source of Supply, the individual authorized to acquire the item.
SQL	Standard Query Language, a language used for SQL systems.
SSR Act	Supply Support Request Activity, a term the Navy uses to indicate a 2-digit code that identifies the activity sending in the Supply Support Request.
TCP/IP	Transport Control Protocol/Internet Protocol, the standard method of transferring data over the Internet.
TDJC	Technical Data Justification Code, a term used on the Air Force and DLA New Items forms.
TL	Team Leader
Tech	Technical
Tech Data Req'd	Technical Data Requested, a term catalogers and the Navy use to indicate whether technical data is requested.
Tm Dks	Team Desk, a code the Marine Corps uses to indicate the cataloger assigned to work the item.
UI	Unit of Issue, the minimum number for purchase, or the number of units per container.
UPC	Universal Product Code, a term used on the Utilities menu and a function used to access a Web site that describes the codes.
USAF	United States Air Force
USMC	United States Marine Corps.
WSD	Weapon System Designator, an identification number that indicates the system of which the item is a part.
WWW or Web	World Wide Web.