

New FEPMIS
Add Items - Cannibalization or
Modification

A Step by Step Guide For Use @
<https://fam.nwccg.gov/fam-web/>

To add an item that is removed from another Inventoried Property Item (that is an item that has a Property Number assigned to it) Create a Change of Status (COS) for the item that you will be cannibalizing or modifying. Once the COS form (FS 3100-09) is approved you will select **"Add Inventory"** from the main menu.

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FEPMIS: Add Inventory - Found Item User ID: DCstate

Add Inventory Item Identify Item

Found Item | Cannibalization

Source: * Found Item

Property Type: *

Number of items to identify: *

identify and add an item to the fepmis inventory

Add Inventory Item | Identify Item

Desktop 10:42 PM 2/19/2014

Select the **"Cannibalization"** option from the header. You will now see the list of "open Fs 3100-09 forms" appear. The underlined **"Disposal Report Number"** must be selected for where you will be adding property items. The **"quantity"** auto fills with 1, you can increase the quantity if you will be cannibalizing or removing multiple pieces from the original property item, at a minimum you will identify one.

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FEPMIS: Add Inventory - Cannibalize Item User ID: DCstate

Found Item: **Cannibalization**

Source: Cannibalization

Enter the number of items to identify and select a property for cannibalization from the list below

Quantity: *

Disposal Report Number	Acquisition Document Number	Property#	FSC	FEPP Type
1243N714041DC01	5-182-89-1	AG0001315508	POWER AND HAND PUMPS	PROVIDE DESCRIPTION
1243N714041DC02	FC-75-022-1	AG0001315633	PREFABRICATED AND PORTABLE ...	PROVIDE DESCRIPTION
1243N714041DC05	FC-90-104-3	AG0001321130	MEDICAL AND SURGICAL INSTRUM...	PROVIDE
1243N714041DC04	FC-91-012-1	AG0001321137	WAREHOUSE TRUCKS TRACTORS...	MEDICAL AND SURGICAL INSTRUMENTS, EQUIPMENT, AND SUPPLIES
1243N714041DC03	FC-94-113-2	AG0001504396	GROUND EFFECT VEHICLES	PROVIDE

In this instance I am adding 2 items to the original pieces of property, each item will be identified separately. Select the **“Identify Property”** to enter the property details for each item. You can also go **“Back”** to the previous screen to change the quantity at this point if you decide that you do not need to identify this many items. Note: You must identify all line items before you will be able to submit the additions for approval. The

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FEPMIS: Property Identification Queue User ID: DCstate

[Add Inventory Item](#) [Add Inventory Filter](#) [Identify Item](#)

Proxy ID	FSC	FEPP Type	Qty	Cost	Tracked	
1						Identify Property
2						Identify Property

[Submit](#) all property must be identified before submission for approval

[Back](#)

The submit button will stay grayed out until you identify all items on this screen.

[Add Inventory Item](#) | [Add Inventory Filter](#) | [Identify Item](#)

Fields with an * are mandatory, select from the "drop down" where applicable. Select "Submit" when all fields are completed. Note: The Back button will undo everything you entered.

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FEPMIS: Add Inventory Filter User ID: WREEVES1

[Add Inventory Item](#) [Add Inventory Filter](#) [Identify Item](#)

Proxy ID: 1

FSC: * 2330 - TRAILERS

FEPP Type: * PROVIDE DESCRIPTION

Additional Description: * Trl from sold set AG000?????. No rec

DMIL: * A- NON-MLI DEMILITARIZATION NOT REQUIRED

Qty 1

Cost 3000.00

Inventory: Tracked Property is rolling stock

identify the item

[Add Inventory Item](#) | [Add I](#)

Set the cost according to other like items.

The FSC's, Dollar value, Demil Code, and Property Type (FFP) will determine if the item is mandatory Inventory (tracked property); otherwise you have the option to select Tracked.

Form fields for inventory entry:

- #: []
- te: [] Click on icon or enter date as mm/dd/yy or mm/dd/yyyy
- #: []
- ID: []
- DC: 2530 - VEHICULAR BRAKE, STEERING, AXLE, WHEEL
- pe: AXLE, FRONT
- on: []
- te: DC
- on: []
- on: []
- on: []
- on: []
- ty: 1
- st: \$5,000.00
- pe: []
- er: []
- eb: []
- an: [] enter 0 if Model Year is unknown/unavailable
- on: []
- re: []
- nt: []
- pe: []
- pe: []
- pe: []
- ue: []
- on: []
- IL: A - NON-MILIT DEMILITARIZATION NOT REQUIRED
- pe: [] [] [] []

[] [] [] []

[] [] [] []

[] [] [] []

When you have an inventoried item, you will have to fill in all of the mandatory items (anything with an asterisk “*”) on this screen. On the next slide (7) is more information about what you will put in the various fields.

- **GSA Control Number:** will be blank when Adding Property.
- **Insurance Expiration Date:** This would only be relevant to rolling stock.
- **Property Number:** Mandatory, use AG000 if Federal Inventory and DD with state ID if FFP.
- **DTID:** From original acquisition document, enter if you know it.
- **State Property #:** Optional
- **Division/Subdivision/Station:** Select what Division/Subdivision/Station the property will be assigned to.
- **Physical Storage Location:** Enter a specific location within the Station to locate the property if necessary.
- **Part#:** Enter if necessary.
- **Make/Manufacturer:** Mandatory, enter if known or NA or UNK.
- **Model:** Mandatory, enter if known or NA or UNK.
- **Model Year:** Mandatory, enter if known or 0 in unknown.
- **Color:** Select if applicable.
- **Body Style:** Select if a vehicle.
- **Gradient:** Select if a vehicle.
- **Drive-Type:** Select if a vehicle.
- **Tonnage:** Select if a vehicle.
- **Serial:** Mandatory, enter if known or NA or UNK.
- **Unit of Issue:** Mandatory, select from drop down list.
- **Condition:** Mandatory, select from drop down list.
- **National Stock #:** Enter if known.
- **Comment 1, 2, and 3:** Enter what you want.

Bottom Part Of Identify Item SCREEN



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rolling stock attributes

Vehicle License# : *

Miles or Hours: *

Fuel Type: *

Number of Cylinders: *

Transmission Type: *

Comment 1 (100 max):

The rolling stock attributes that do not apply to trls will be fixed & more text space added.

Comment 2 (100 max):

This is a trl to be sold. It has no lic; Mi; Fuel; Cyl or Transmission.

Comment 3 (100 max):

This item was receipted as a gen set, AG000WLR2345. Gen sold in 2006 Auction. Trl never ID'd

submit property for approval

cancel property identification

Back to start over.

[Add Inventory Item](#) | [Add Inventory Filter](#) | [Identify Item](#)

Use Comment Boxes to further describe the Item or for any information the state wants to use the boxes for.

Click Submit to complete and go back to next Item to Identify if more than one item is being added or to Submit for Approval.



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FEPMIS: Property Identification Queue User ID: WREEVES1

Add Inventory Item Add Inventory Filter Identify Item

Property Type : FEPP

Proxy ID	FSC	FEPP Type	Qty	Cost	Tracked	
1	2330 - TRAILERS	PROVIDE DESCRIPTION	1	\$3,000.00	Y	Identify Property
2						Identify Property

Submit all property must be identified before submission for approval Back

The Back button will undo what information you have not submitted in the previous identification screen.

Add Inventory Item | Add Inventory Filter | Identify Item

Click on Item #2 "Identify Property" and repeat steps. After both items have been Identified you must select Submit to send both items to be approved. Submit will be grayed out until all items are identified.