**AP3.1. APPENDIX 3.1**

**MATERIEL RECEIPT -  
PROCUREMENT INSTRUMENT SOURCE**

| FIELD LEGEND | RECORD POSITION(S) | ENTRY AND INSTRUCTIONS |
| --- | --- | --- |
| Document Identifier Code | 1-3 | Enter appropriate DIC from the D4 series. |
| Routing Identifier Code (TO) | 4-6 | Enter (or perpetuate) RIC of the Inventory Control Point to which this transaction is being forwarded. |
| Blank | 7 | Leave blank. |
| Stock of Part Number | 8-22 | Enter stock or part number of item received. |
| Unit of Issue | 23-24 | Enter UI of item. |
| Quantity | 25-29 | Enter quantity received, preceding significant digits with zeros.[[1]](#footnote-1), [[2]](#footnote-2) |
| Procurement Instrument Identifier (PIID) or Due-In Document Number | 30-43 | Enter the PIID[[3]](#footnote-3), or the applicable 13-position PIID call/order number (identified by F in the 9th position) in record positions 30-42 and leave record position 43 blank or, for intra-Component use only, enter or perpetuate the controlling document number in record positions 30-43. |
| Procurement Instrument Identifier (PIID) | (30-42) | Enter (or perpetuate) the PIID or the applicable 13-position PIID call/order number (identified by F in the 9th position).[[4]](#footnote-4) |
| Blank    or | (43) | Leave blank. |
| Due-In Document Number | (30-43) | For intra-Component use only, enter (or perpetuate due-in document number. |
| Suffix | 44 | Enter consecutive alpha codes A through Z when assignment of suffix codes is necessary.[[5]](#footnote-5) |
| Item Number | 45-50 | Enter the contract/exhibit line item number or sub-line item number as indicated below, if applicable; otherwise, leave blank. |
| Contract/Exhibit Line Item Number | (45-48) | Contract Line Item Number: Enter the CLIN preceding significant digits with zeros.  Exhibit Line Item Number: Enter the alphabetic exhibit identifier in record position 45. Enter the exhibit line number in record positions 46 through 48, preceding significant digits with zeros. |
| Contract/Exhibit Subline Item Number | (49-50) | Enter the contract or exhibit subline item number, if applicable; otherwise, zero fill. |
| Multiuse | 51-53 | For intra-Component use, enter data prescribed by Component. For inter-Component use, leave blank. |
| Distribution | 54-56 | Enter (or perpetuate) distribution code; otherwise, leave blank. |
| Project | 57-59 | Enter (or perpetuate) project code; otherwise, leave blank. |
|  | 60-66 | Continued on next page |
| Shipment Number or DSS Operations Control Number (OCN) | 60-66 | Enter vendor shipment number shown on shipping document, preceding significant digits with zeros, unless trading partner agreement requires entry of the Distribution Standard System (DSS) OCN. The OCN is randomly assigned by DSS to systemically identify a specific receipt transaction. The OCN is used to link DIC D4S to the corresponding DI Code Z4S which is created based on a trading partner agreement with DSS. The DSS Z4S Supplemental Receipt Data transaction contains both the OCN and the vendor shipment number. Trading partner agreements for use of OCN are as follows:  Army: OCN is used for local procurement.  Air Force: OCN is never used.  Navy: OCN is used when RIC TO is Navy (starts with N, P, Q, R, or V) and RIC FROM is Navy (depot RIC SDF, SDM, SDX, SEB, SCJ, SCQ, SCF, SCH, SDH, SLM, and SCN).  Mapping: OCN is used when RIC TO is HM8 (Mapping). |
| Routing Identifier (Receiving Location) | 67-69 | Enter (or perpetuate) RIC of the activity at which item is received. |
| Ownership/Purpose | 70 | Storage Activity: Enter (or perpetuate) the ownership/purpose code shown on shipping documents or in pre-positioned materiel receipt transaction; otherwise, leave blank. |
| Supply Condition | 71 | Enter (or perpetuate) supply condition code of item received. |
| Management | 72 | Enter management code; otherwise, leave blank. |
| Day of Year (Released by Carrier) | 73-75 | Enter ordinal day of the calendar year materiel released by carrier. |
| Multiuse | 76 | For intra-Component use, enter data prescribed by Component. For  inter-Component use, leave blank. |
| Call/Order Number | 77-80 | Enter applicable legacy four-position call/order number associated with the PIIN; otherwise leave blank. |

1. See Appendix AP3 - Formats Introduction, AP3.3.1. [↑](#footnote-ref-1)
2. See Appendix AP3 - Formats Introduction, AP3.3.2. [↑](#footnote-ref-2)
3. Use the legacy PIIN pending transition to the PIID. Refer to ADC 1161A. [↑](#footnote-ref-3)
4. Ibid. [↑](#footnote-ref-4)
5. See Appendix AP3 - Formats Introduction, AP3.3.3. [↑](#footnote-ref-5)