CORRECTION AND DELETION REQUEST PROCEDURES

You will be notified should anything further be required and once the request has been completed.

To determine what steps need to be taken, please ask yourself the following questions:
1. How the data was entered (Web, XML/Flat File via GEX or WAWF)?
2. When was the data submitted?
3. What caused the error? How will this be mitigated in the future?

*For data entered via the **IUID Registry Website***:
1. If the data was entered within the last 60 days, you can correct the data yourself on the IUID Registry website.
2. Once it is past 60 days the IUID Registry Program Office will need to make the corrections for you.

*For data entered via **XML or Flat File thru GEX***:
1. The IUID Registry Program Office will need to complete the corrections for you.

*For data entered via **WAWF***:
1. We require your DCMA QAR's approval prior to reviewing any requests.
2. The IUID Registry Program Office will need to complete the corrections for you.

Once you are ready to submit the data correction/deletion information to the IUID Registry Program Office please create a spreadsheet with the following information and send it to disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil:

- Current UII
- What field(s) needs to be corrected (Part Number, Serial Number, Contract Number, CLIN, Cost, etc.)
- Current value of field to be corrected
- Correct value of field
- UII that is marked on the item

If you have any questions, please contact the DISA Helpdesk: 866-618-5988 or disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil