



Customer Profile Overview

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Customer Profile process provides the ability to create, update, or delete a detailed DoDAAC, RIC, or MAPAC record. The Customer Profile record contains the information necessary to increase the accuracy of the data required to create a requisition.


Navigation

MASTER DATA MGMT > Customer Profile > Customer Profile page

Procedures

Search for a Customer Profile





Selecting  at any point of this procedure returns all fields to the default setting. **Bold** numbered steps are required.

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields.

Search Criteria

Customer ID	<input type="text"/>	PMR Required	<input type="text"/>
Customer Profile Desc	<input type="text"/>	Default Ship To	<input type="text"/>
Customer Name	<input type="text"/>		





2. Select . The Search Results grid appears.

Search Results ^

Options ▾ + Add Edit Manage Customers Delete

<input type="checkbox"/>	Customer ID	Customer Profile Desc	Customer Name	PMR Required	Default Ship To	Established Date
<input type="checkbox"/>	W14FX0	54TH TROOP COMMAND(W14FX0)	54TH TROOP COMMAND(W14FX0)	Yes	--	01/20/2021 02:40 PM
<input type="checkbox"/>	W25G1Q	876 Motor Regxx	U S ARMY DEPOT LETTERKENNY	Yes	W25G1Q	09/12/2023 01:22 PM
<input type="checkbox"/>	H92171	NSW GROUP 2 LOGSU 2 ARMORY	NSW GROUP 2 LOGSU 2 ARMORY	No	H92171	07/22/2021 06:23 PM
<input type="checkbox"/>	W90800	TEST CUSTPROFILE	TEST CUSTPROFILE	Yes	W91199	10/28/2019 03:36 PM

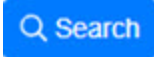
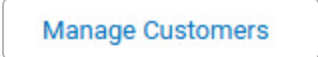
Selected 0/4 ◀ ▶ 10 items per page 1 - 4 of 4 items






Manage Customers

Navigation

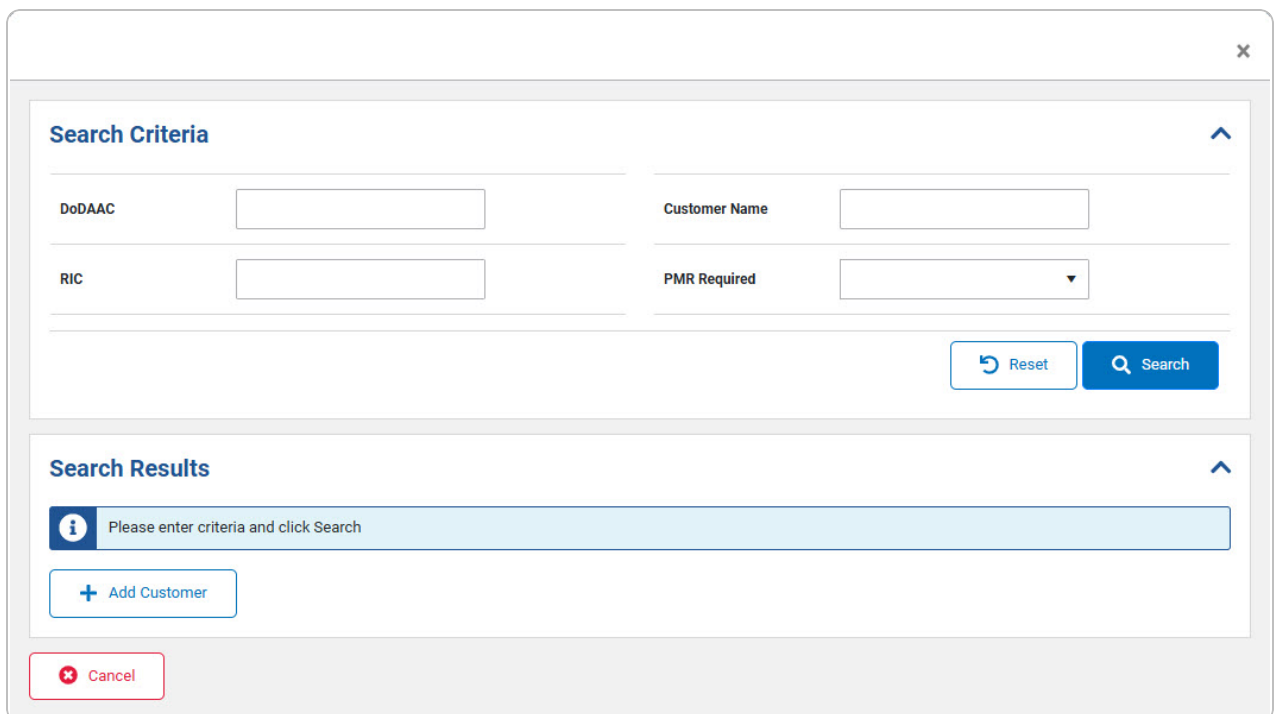
MASTER DATA MGMT > Customer Profile >  >  > Manage Customer pop-up window

Procedures

Manage Customers

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Manage Customers** pop-up window appears.



The screenshot shows a pop-up window titled "Manage Customers" with a close button (x) in the top right corner. The window is divided into two main sections: "Search Criteria" and "Search Results".

Search Criteria: This section contains four input fields: "DoDAAC", "Customer Name", "RIC", and "PMR Required". Below these fields are two buttons: "Reset" and "Search".

Search Results: This section contains a message box with an information icon (i) and the text "Please enter criteria and click Search". Below the message box is a button labeled "+ Add Customer".

At the bottom left of the window is a "Cancel" button.

2. Select . The Search Results grid appears.





Search Results

Options

Customer ID	Customer Name	RIC	PMR Required	PMR RIC
<input type="checkbox"/> W14FX0	54TH TROOP COMMAND(W14FX0)		Yes	WWH
<input type="checkbox"/> W14FX0	W78T 54TH TRP CMD		Yes	WWH

Selected 0/2 < > 10 items per page 1 - 2 of 2 items

Add a Customer

- Select . The **Add Customer** pop-up window appears.

Add Customer

Customer Details

* Dodaac RIC

Customer PMR Required

PMR RIC

- Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the PMR RIC in the field provided. *This is a 3 alphanumeric character field.*

- Select . Customer 5TH SQUADRON, 4TH CAVALRY REGIMENT added. appears.



Edit a Customer

1. Click to select the desired entry. *The Customer record is highlighted, and becomes available.*



2. Select . *The Update Customer pop-up window appears.*

Update Customer

Customer Details

Dodaac	120108	RIC	
Customer	USDA RURAL DEVELOPMENT	PMR Required	<input type="checkbox"/>
		PMR RIC	

A. *Verify the DoDAAC.*

B. *Update the PMR RIC, entering the revised code in the field provided. This is a 3 alphanumeric character field.*

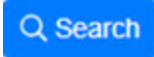

3. Select .  appears.





Add a Customer Profile

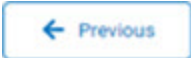
Navigation

MASTER DATA MGMT > Customer Profile >  >  > Add Customer Profile slider

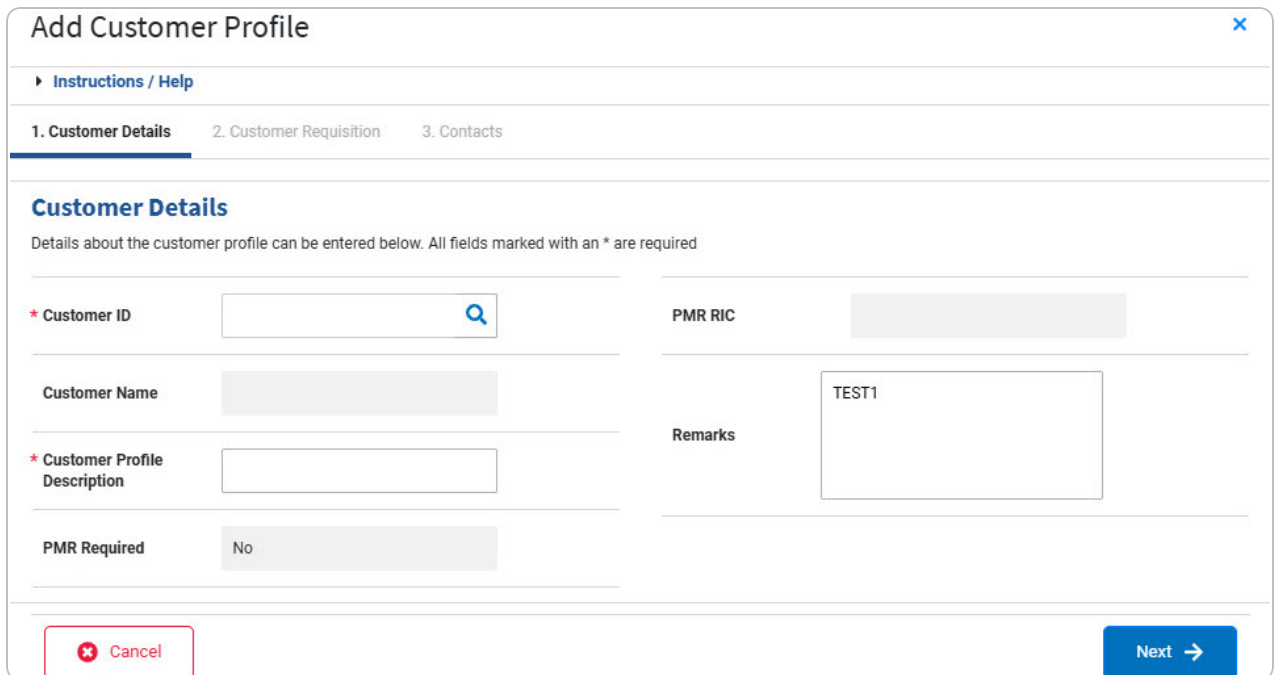
Procedures

Add a Customer Profile

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Select . The **Add Customer Profile** page appears.




The screenshot shows the 'Add Customer Profile' form with the following fields and options:

- Customer ID** (required): Input field with a search icon.
- Customer Name**: Input field.
- Customer Profile Description** (required): Input field.
- PMR Required**: Radio button set with 'No' selected.
- PMR RIC**: Input field.
- Remarks**: Text area containing 'TEST1'.
- Navigation**: 'Cancel' button (red) and 'Next' button (blue).
- Progress**: '1. Customer Details' (active), '2. Customer Requisition', '3. Contacts'.
- Instructions / Help**: Link at the top.





- A. Use  to select the Customer Id.
- B. Enter the Customer Profile Description in the field provided. *This is a 125 alphanumeric character field.*

2. Select . *The Customer Requisition tab appears.*

Add Customer Profile

[▶ Instructions / Help](#)




1. Customer Details ✔ **2. Customer Requisition** 3. Contacts

Customer Requisition

Default values for new manual Customer Requisitions from the customer can be selected below. All fields marked with an * are required.

<p>* Ship to DoDAAC <input type="text"/></p> <p>Required Delivery Date Days <input type="text" value="0"/></p> <p>* Priority Designator <input type="text" value="-Select-"/></p> <p>Signal Cd <input type="text" value="-Select-"/></p> <p>Advice Cd <input type="text" value="-Select-"/></p> <p>* Media & Status Cd <input type="text" value="-Select-"/></p> <p>Distribution Cd <input type="text"/></p> <p>* Condition Cd <input type="text" value="-Select-"/></p>	<p>Fund Cd <input type="text"/></p> <p>Demand Cd <input type="text" value="-Select-"/></p> <p>Purpose Cd <input type="text" value="-Select-"/></p> <p>Project Cd <input type="text"/></p> <p>Reason Cd <input type="text"/></p> <p>Contract Nbr <input type="text"/></p> <p>Contract Line Item Nbr <input type="text"/></p> <p>Show PSD Id in Customer Requisition <input type="checkbox"/></p>
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✖ Cancel
[← Previous](#)
[Next →](#)

- A. Enter the Ship To DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- B. Use  to select the Priority Designator.
- C. Use  to select the Media & Status Code .
- D. Use  to select the Condition Cd.





3. Select . The *Contacts* tab appears.

Add Customer Profile ✕

[Instructions / Help](#)

1. Customer Details 2. Customer Requisition 3. **Contacts**

Contact Details ⤴

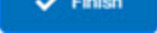
Customer contact information can be entered below. The contact's first and last name are required when adding a contact.

Information Point of Contact

First Name	<input type="text"/>	Email	<input type="text"/>
Last Name	<input type="text"/>	Phone Nbr	<input type="text"/>
Title	<input type="text"/>	Int. Phone Nbr	<input type="text"/>
DSN	<input type="text"/>		

Authorized Representative

First Name	<input type="text"/>	Email	<input type="text"/>
Last Name	<input type="text"/>	Phone Nbr	<input type="text"/>
Title	<input type="text"/>	Int. Phone Nbr	<input type="text"/>
DSN	<input type="text"/>		

4. Select . The new Customer Profile record is saved, and appears in the Customer Profiles grid.






Update a Customer Profile


Navigation

MASTER DATA MGMT > Customer Profile >  > Edit Customer Profile slider

Procedures

Update a Customer Profile

Selecting  at any point of this procedure removes all revisions and closes the page.

Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

1. Select . The **Edit Customer Profile** page appears.

Edit Customer Profile



[Instructions / Help](#)

1. Customer Details 2. Customer Requisition 3. Contacts

Customer Details

Details about the customer profile can be entered below. All fields marked with an * are required

* Customer ID	W14FX0	PMR RIC	WWH
Customer Name	54TH TROOP COMMAND(W14FX0)	Remarks	TEST1
* Customer Profile Description	54TH TROOP COMMAND(W14FX0)		
PMR Required	Yes		





- A. Update the Customer Id, using to browse for the revised identifier.
- B. Update the Customer Profile Description, entering the revised explanation in the field provided. *This is a 125 alphanumeric character field.*

2. Select . *The Customer Requisition tab appears.*

Edit Customer Profile

[▶ Instructions / Help](#)

1. Customer Details ✔ **2. Customer Requisition ✔** 3. Contacts

Customer Requisition

Default values for new manual Customer Requisitions from the customer can be selected below. All fields marked with an * are required.

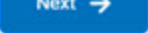
<p>* Ship to DoDAAC <input type="text" value="jmn123"/></p> <p>Required Delivery Date Days <input type="text" value="0"/></p> <p>* Priority Designator <input type="text" value="01 - FAD I - UND A"/></p> <p>Signal Cd <input type="text" value="-Select-"/></p> <p>Advice Cd <input type="text" value="-Select-"/></p> <p>* Media & Status Cd <input type="text" value="0 - No Sts to RQNR or SUPAD..."/></p> <p>Distribution Cd <input type="text"/></p> <p>* Condition Cd <input type="text" value="A - Svcbl(w/o Qual)"/></p>	<p>Fund Cd <input type="text"/></p> <p>Demand Cd <input type="text" value="-Select-"/></p> <p>Purpose Cd <input type="text" value="-Select-"/></p> <p>Project Cd <input type="text"/></p> <p>Reason Cd <input type="text"/></p> <p>Contract Nbr <input type="text"/></p> <p>Contract Line Item Nbr <input type="text"/></p> <p>Show PSD Id in Customer Requisition <input checked="" type="checkbox"/></p>
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✖ Cancel
[← Previous](#)
[Next →](#)

- A. Update the Ship To DoDAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
- B. Update the Priority Designator, using to select the desired factors.
- C. Update the Media & Status Code, using to select the desired code.
- D. Update the Condition Cd, using to select the desired code.





3. Select . The *Contacts* tab appears.

Edit Customer Profile

[Instructions / Help](#)

1. Customer Details 2. Customer Requisition 3. **Contacts**

Contact Details

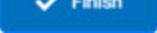
Customer contact information can be entered below. The contact's first and last name are required when adding a contact.

Information Point of Contact

First Name	<input type="text" value="NAME"/>	Email	<input type="text"/>
Last Name	<input type="text" value="NAME"/>	Phone Nbr	<input type="text"/>
Title	<input type="text" value="TITLE"/>	Int. Phone Nbr	<input type="text"/>
DSN	<input type="text"/>		

Authorized Representative

First Name	<input type="text"/>	Email	<input type="text"/>
Last Name	<input type="text"/>	Phone Nbr	<input type="text"/>
Title	<input type="text"/>	Int. Phone Nbr	<input type="text"/>
DSN	<input type="text"/>		

4. Select . The revised *Customer Profile* is saved, and the row appears green in the *Customer Profiles* grid.






Delete a Customer Profile

Navigation

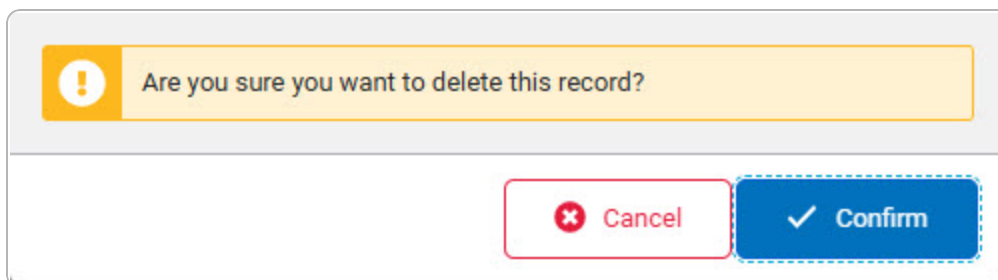
MASTER DATA MGMT > Customer Profile >  > Delete Customer Profile pop-up window


Procedures

Delete a Customer Profile

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Delete Customer Profile** pop-up window appears.



2. Select . The record is removed from the Customer Profiles grid.

