# Customer Requisition Management

## Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Customer Requisition process provides the ability to add or review a Requisition request.

## Navigation

MATERIEL MGMT > Customer Requisition > Customer Requisition page

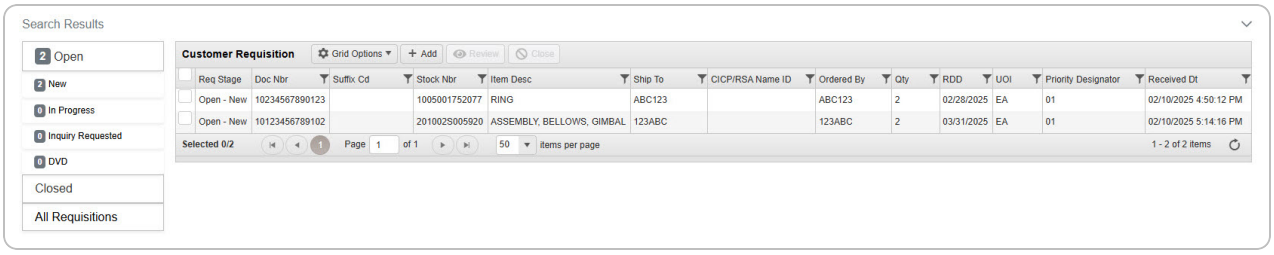
## Procedures

### Search for a Customer Requisition

*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

2. Select Search. *The Search Results display.*



# Add a New Customer Requisition

## Navigation

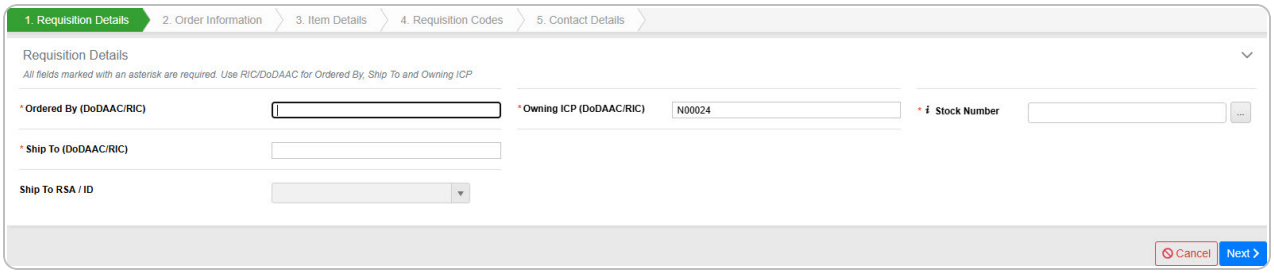
MATERIEL MGMT > Customer Requisition > + Add > New Customer Requisition page

## Procedures

### Add a Customer Requisition

*Selecting Cancel at any point of this procedure removes all revisions and closes the page. Selecting Back retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

1. Select + Add. *The* ***New Customer Requisition*** *page displays, open to the Requisition Details step.*



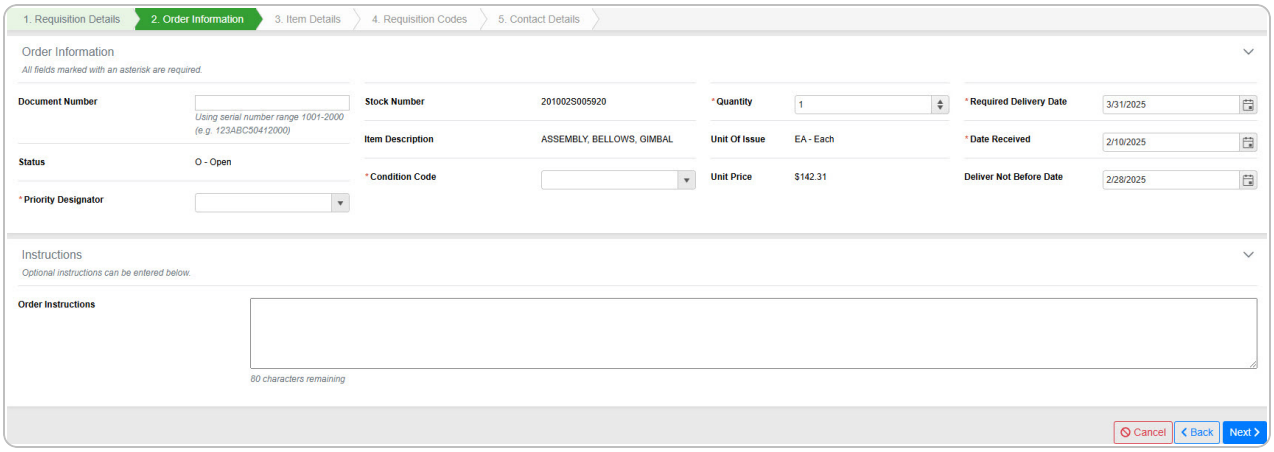

**A.** Enter the Ordered By (DODAAC / RIC) in the field provided. *This is a 6 alphanumeric character field.*

**B.** Enter the Ship To (DODAAC / RIC) in the field provided. *This is a 6 alphanumeric character field.*

**C.** Enter the Owning ICP (DODAAC / RIC) in the field provided. *This is a 6 alpha-numeric character field.*

**D.** Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric char-acter field.*

2. Select Next >. *The Order Information step appears.*




**A.** Use ▼ to select the Priority Designator.

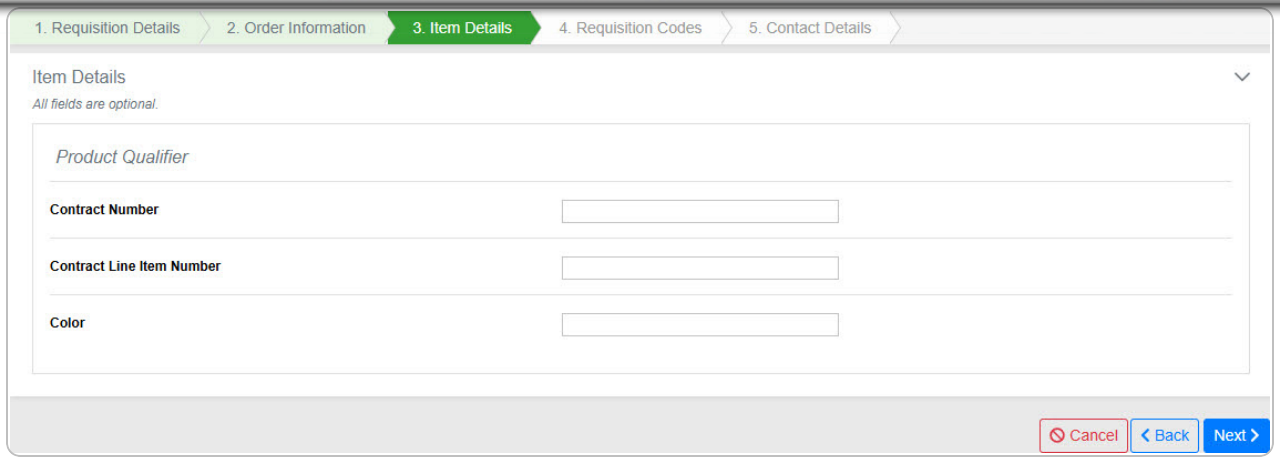
**B.** Use ▼ to select the Condition Code.

**C.** Use ▲▼ to choose the Quantity.

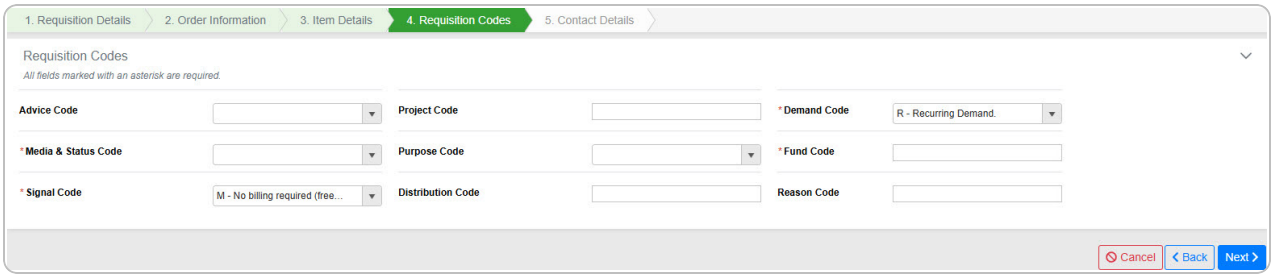
**D.** Use 📅 to select the Required Delivery Date, or enter the date (MM/DD/YYYY) in the field provided.

**E.** Use 📅 to select the Date Received, or enter the date (MM/DD/YYYY) in the field provided.

3. Select Next >. *The Item Details step appears.*




4. Select Next. *The Requisition Codes step appears.*



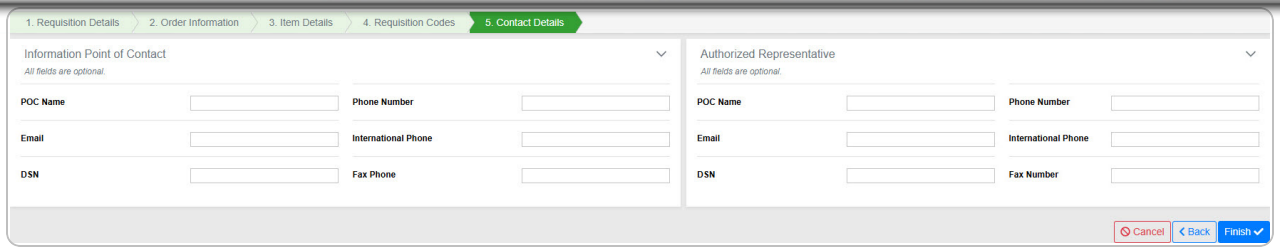

**A.** Use ▼ to select the Media & Status Code.

**B.** Use ▼ to select the Signal Code.

**C.** Use ▼ to select the Demand Code.

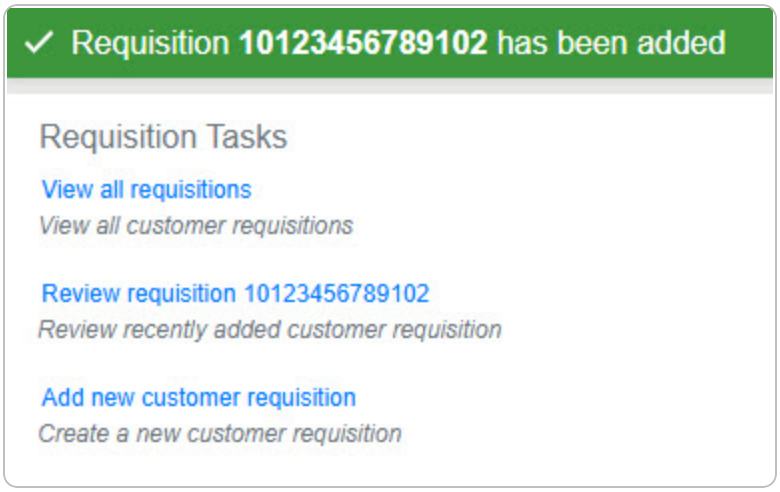
**D.** Enter the Fund Code in the field provided. *This is a 2 alphanumeric character field.*

5. Select Next. *The Contact Details step appears.*




6. Select

to save the new Requisition record. *The* ***New Customer Requisition*** *page shows the Requisition Number and three options to proceed.*



# Review a Customer Requisition

## Navigation

MATERIEL MGMT > Customer Requisition > ☐ (desired record) > Review > Customer Requisition Review page

## Procedures

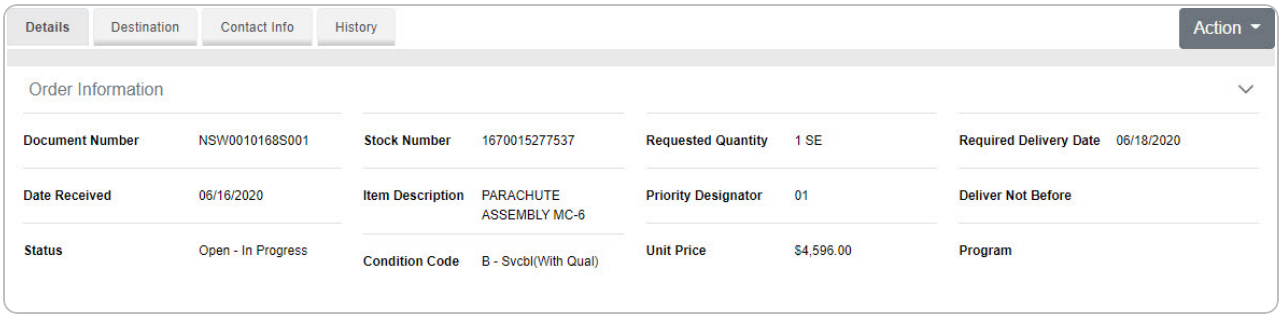
### Review the Customer Requisition Request

*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Back *retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The Customer Requisition request is highlighted, and* Review *becomes available.*

2. Select Review. *The* ***Customer Requisition Review*** *page displays, open to the Details tab.*

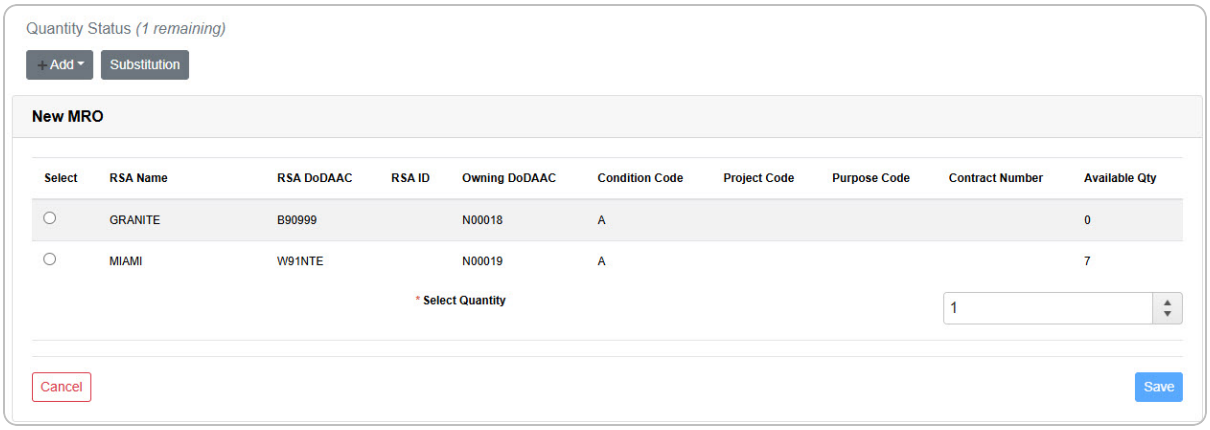
   A. Select the **Order Information** panel.




   B. Select the **Quantity Status** panel.

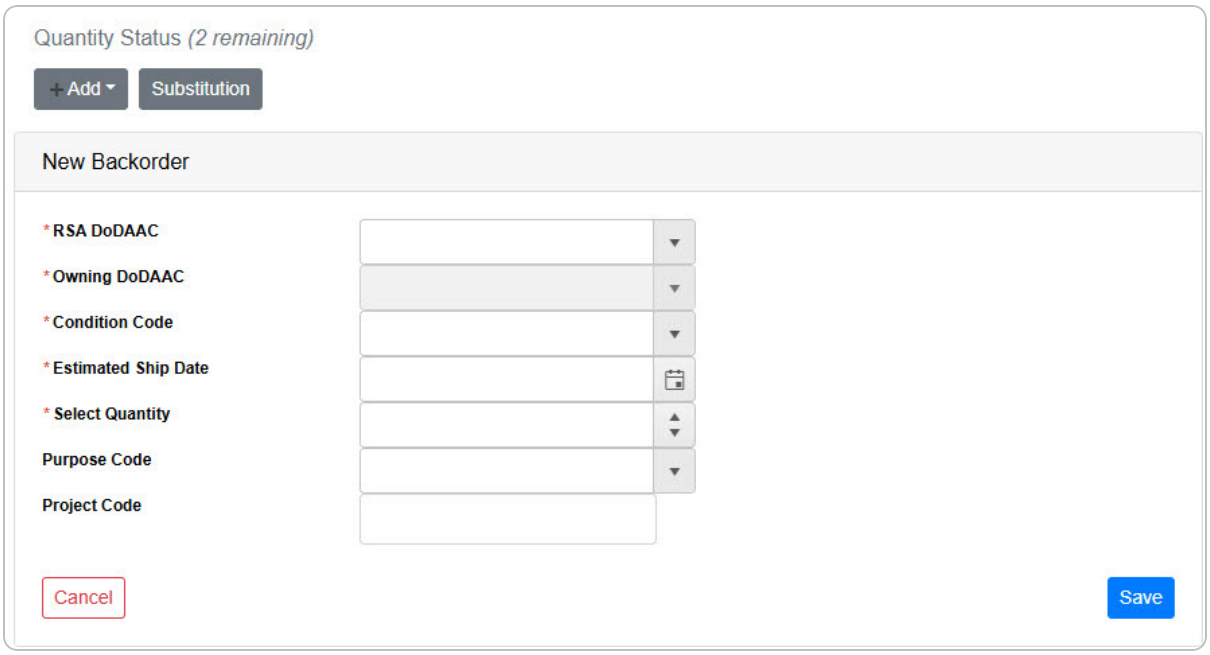
a. If the **Req Stage is New**:

I. And the **inventory comes from an MRO**:




**i.** Use to choose the Select Quantity.

II. And the **inventory comes from a Backorder**:



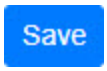

**i.** Use to select the RSA DoDAAC.

**ii.** Use to select the Owning DoDAAC.

**iii.** Use to select the Condition Code.

**iv.** Use  to select the Estimated Ship Date, or enter the date (MM/DD/YYYY) in the field provided.

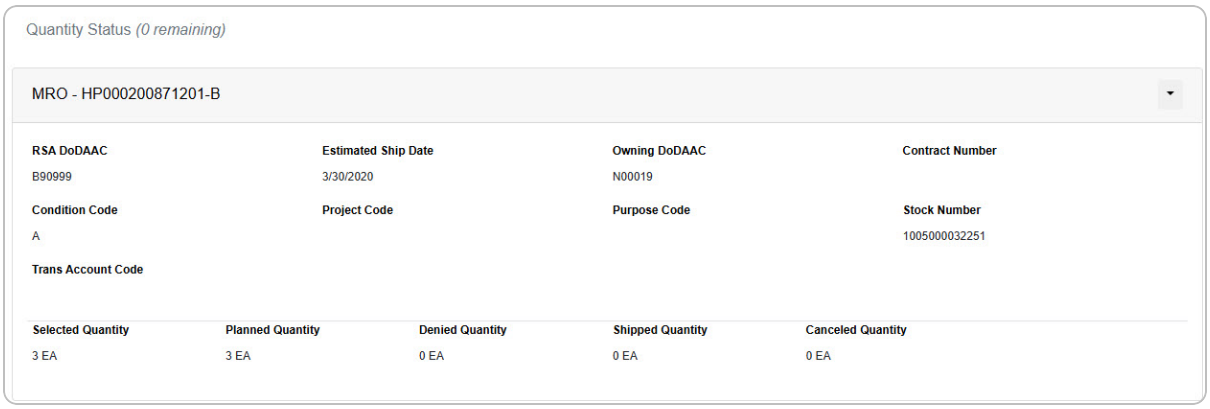
**v.** Use to choose the Select Quantity.

vi. Select 

. *The Backorder saves, and the panel changes to show the information.*

b. If the **Req Stage is In Progress**:

I. And the **requisition comes from an MRO**:




II. And the **requisition comes from a Backorder**:

Quantity Status *(0 remaining)*

Backorder - H921652264SMF3

| | |
|---|---|
| **RSA DoDAAC** | **Stock Number** |
| CEN001 | 1005000032251 |
| **Owning DoDAAC** | **Estimated Ship Date** |
| N68869 | 9/27/2023 |
| **Condition Code** | **Backordered Quantity** |
| A | 1 EA |
| **Purpose Code** | **Project Code** |
| null | null |

c. If the **Req Stage is Closed**:

I. And the **requisition comes from an MRO:**

Quantity Status *(0 remaining)*

MRO - HP000210701202

| | | | |
|---|---|---|---|
| **RSA DoDAAC** | **Estimated Ship Date** | **Owning DoDAAC** | **Contract Number** |
| W91NTE | 3/14/2021 | N00019 | |
| **Condition Code** | **Project Code** | **Purpose Code** | **Stock Number** |
| A | | | VA50096ISOXLG |
| **Trans Account Code** | | | |

| | | | | |
|---|---|---|---|---|
| **Selected Quantity** | **Planned Quantity** | **Denied Quantity** | **Shipped Quantity** | **Canceled Quantity** |
| 30 BX | 0 BX | 0 BX | 30 BX | 0 BX |

| | |
|---|---|
| **TCN** | **Shipped Date** |
| 44444444444444444 | 3/11/2021 |

II. And the **requisition comes from a Backorder:**

Quantity Status *(0 remaining)*

Backorder - H921652264SMF3

| | |
|---|---|
| **RSA DoDAAC** | **Stock Number** |
| CEN001 | 1005000032251 |
| **Owning DoDAAC** | **Estimated Ship Date** |
| N68869 | 9/27/2023 |
| **Condition Code** | **Backordered Quantity** |
| A | 1 EA |
| **Purpose Code** | **Project Code** |
| null | null |

d. Select the **Item Identification panel**.

Item Identification

*Product Qualifier*

**Contract Nbr**

**Contract Line Item Nbr**

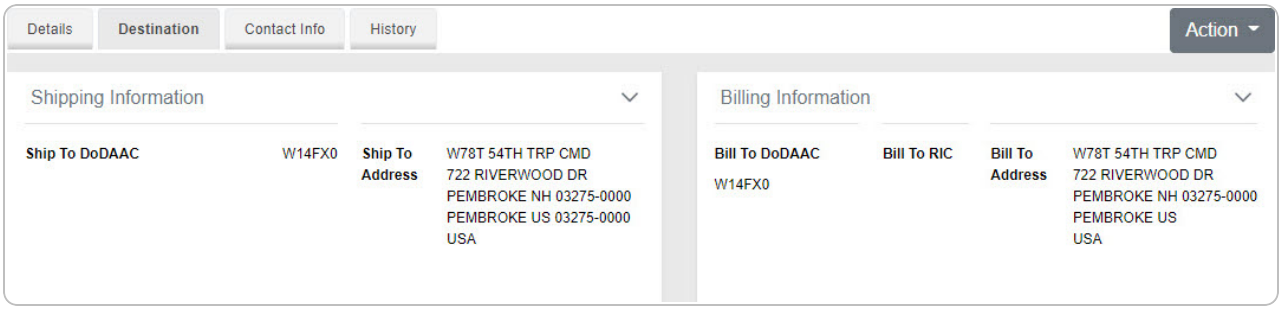
**Color**

e. Select the **Requirements panel**.

Requirements

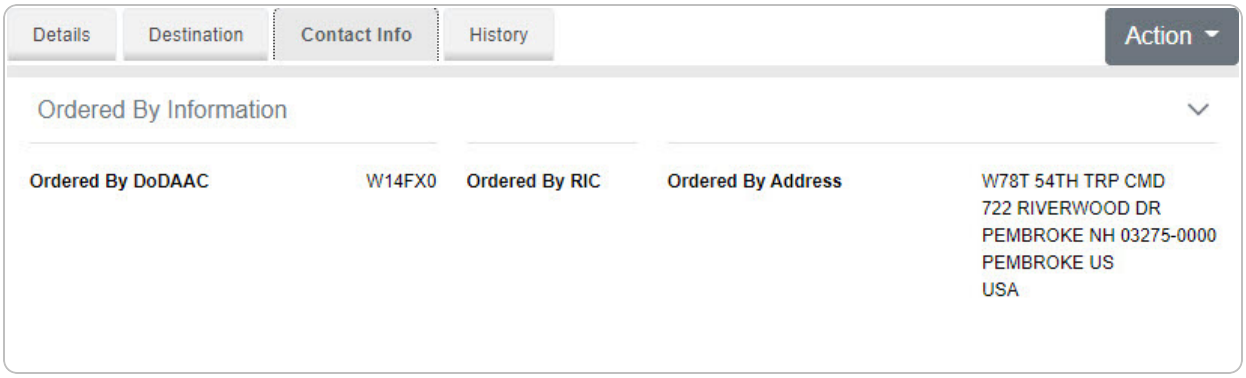
| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Advice Code** | | **Project Code** | | **Fund Code** | HS | **Order Instructions** | |
| **Media & Status Code** | 0 - No Sts to RQNR or SUPADD O/T Mand Ship Sts to Ship To by DMS | **Purpose Code** | | **Reason Code** | | **Distribution Code** | |
| | | **Demand Code** | A | **Special Requirements** | | **PMR Sent To** | H9D |
| **Signal Code** | B - Supplementary Address (rp 45-50) | | | | | | |

C. Select the **Destination tab**.

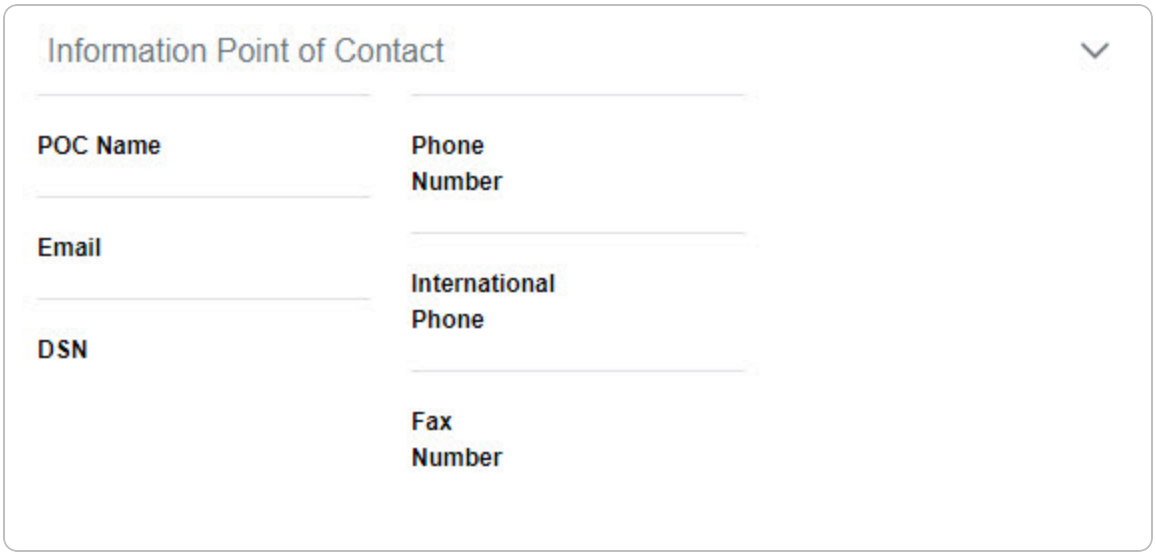



D. Select the **Contact Info tab**.

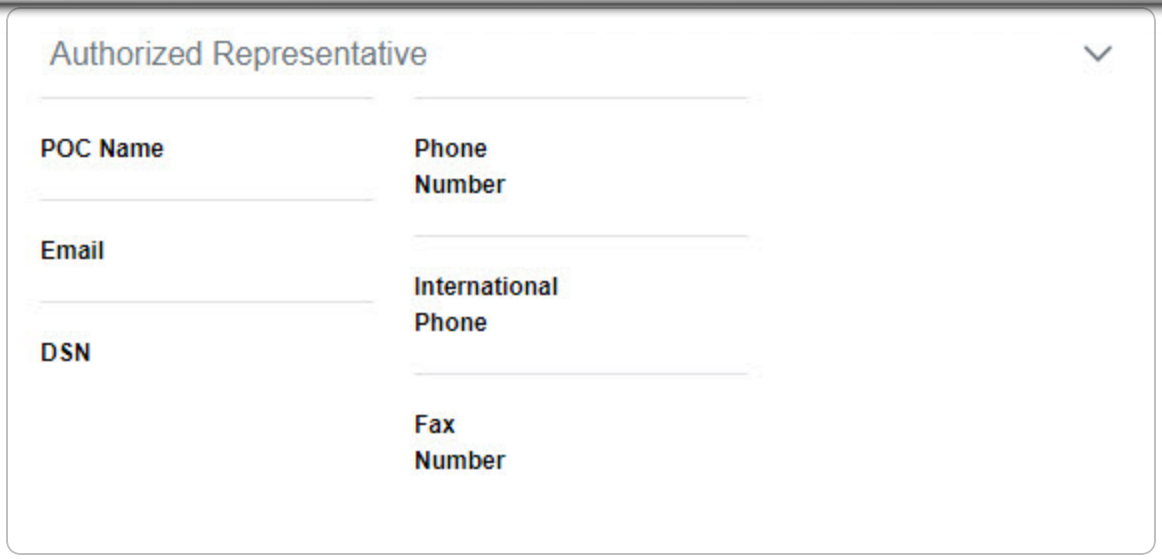
a. Select the **Ordered By Information panel**.



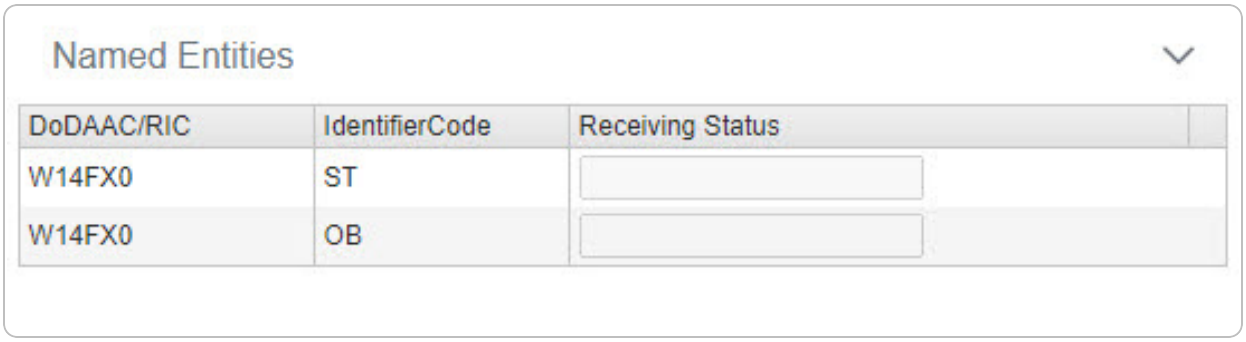

b. Select the **Information Point of Contact panel**.



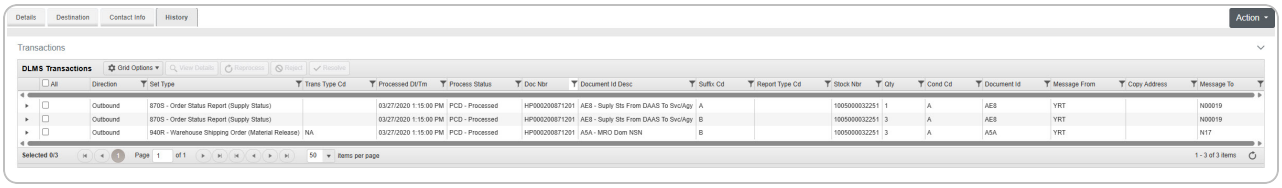

c. Select the **Authorized Representative panel**.




d. Select the **Named Entities panel**.

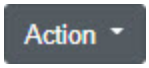



E. Select the **History tab**.



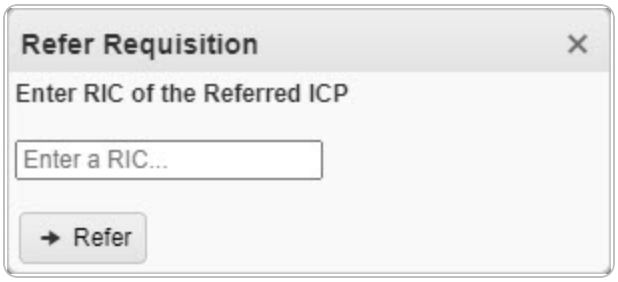

a. Review the Transactions grid.

F. Select the All Customer Requisitions hyperlink. *The **Review Customer Requisition** page closes and returns to the Customer Requisition page.*

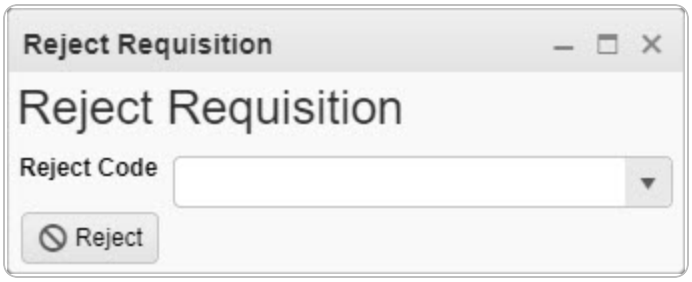
3. Select 

. *The Action dropdown appears.*

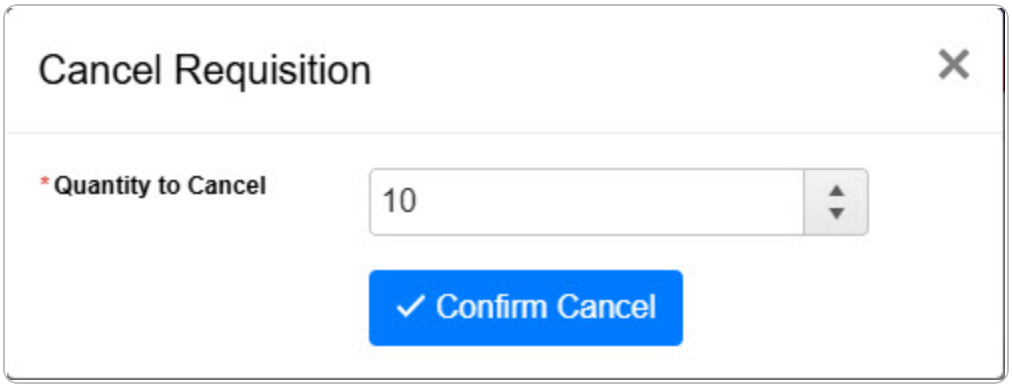
A. Choose **Refer Requisition**. *The **Refer Requisition** pop-up appears.*



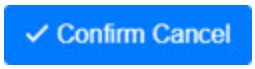

B. Choose **Reject Requisition**. *The **Reject Requisition** pop-up appears.*




C. Choose **Cancel Requisition**. *The **Cancel Requisition** pop-up appears.*




**a.** Use to choose the Quantity to Cancel.

b. Select 

. *The requisition is changed to "Closed - Canceled".*