



# 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

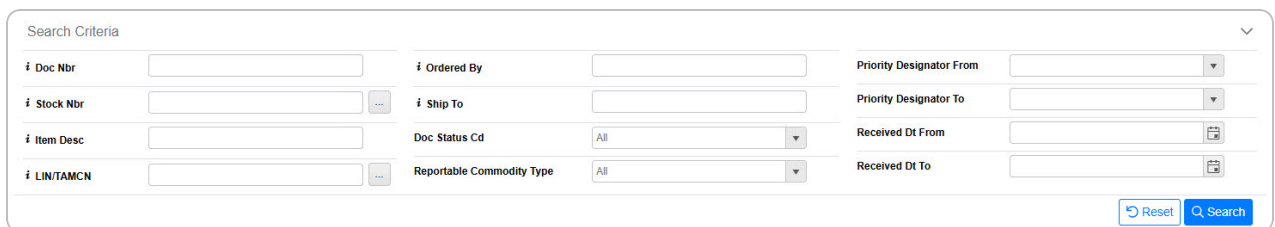
MATERIEL MGMT > Customer Requisition > Customer Requisition page

## Procedures

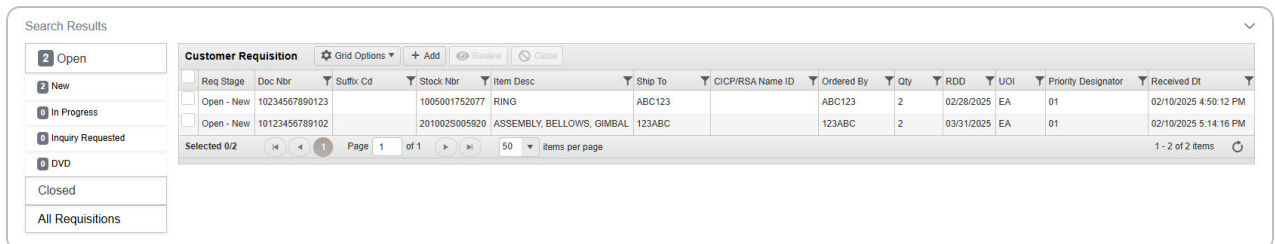
### Search for a Customer Requisition

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  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 . The Search Results display.



Req Stage	Doc Nbr	Suffix Cd	Stock Nbr	Item Desc	Ship To	CICI/IRSA Name ID	Ordered By	Qty	RDD	UOI	Priority Designator	Received Dt
Open - New	10234567890123		1005001752077	RING	ABC123		ABC123	2	02/28/2025	EA	01	02/10/2025 4:50:12 PM
Open - New	10123456789102		201002S005920	ASSEMBLY, BELLOWS, GIMBAL	123ABC		123ABC	2	03/01/2025	EA	01	02/10/2025 5:14:16 PM





# Add a New Customer Requisition


## Navigation

MATERIEL MGMT > Customer Requisition >  > New Customer Requisition page

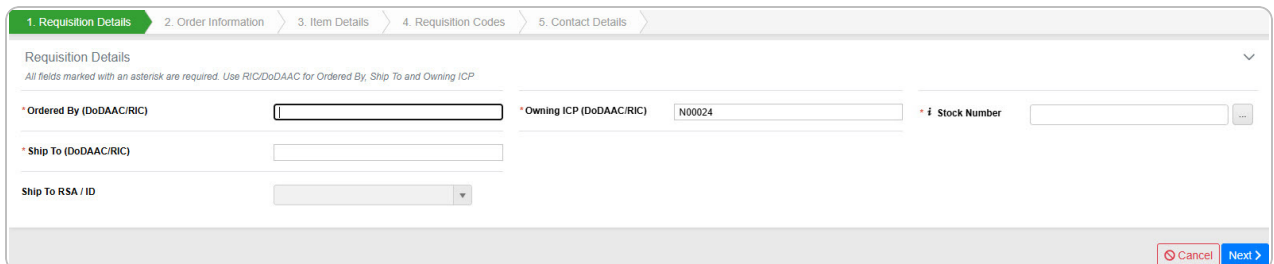
## Procedures



### Add a Customer Requisition

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 **New Customer Requisition** page displays, open to the Requisition Details step.

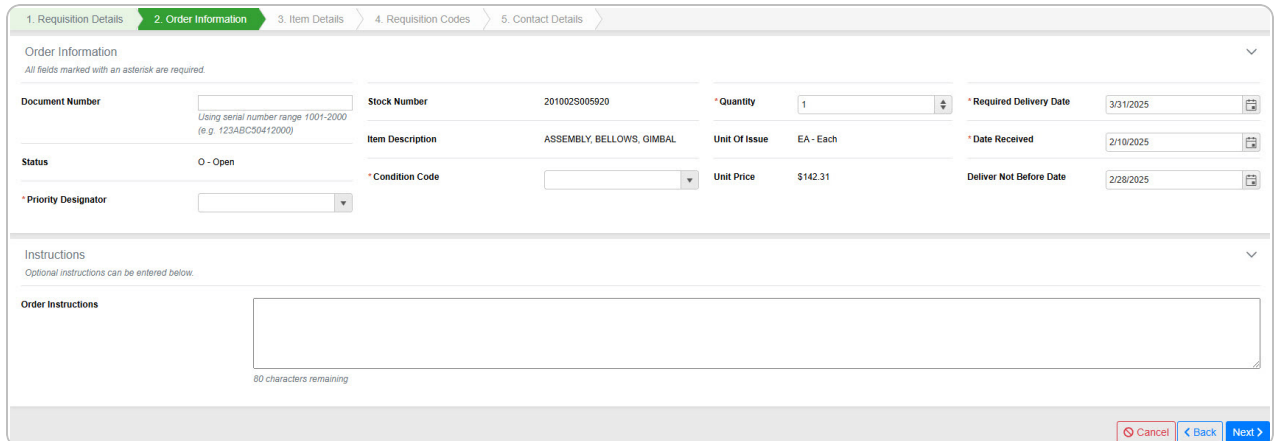


- A. Enter the Ordered By (DoDAAC / RIC) in the field provided. *This is a 6 alphanumeric character field.*
- B. Enter the Ship To (DoDAAC / RIC) in the field provided. *This is a 6 alphanumeric character field.*
- C. Enter the Owning ICP (DoDAAC / RIC) in the field provided. *This is a 6 alphanumeric character field.*
- D. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*





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






**Order Information**  
All fields marked with an asterisk are required.






Document Number <small>Using serial number range 1001-2000 (e.g. 1234BC50412000)</small>	Stock Number 2010029005920	*Quantity 1	*Required Delivery Date 3/31/2025
Status O - Open	Item Description ASSEMBLY, BELLOWS, GIMBAL	Unit Of Issue EA - Each	*Date Received 2/10/2025
*Priority Designator	*Condition Code	Unit Price \$142.31	Deliver Not Before Date 2/28/2025

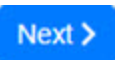
**Instructions**  
Optional instructions can be entered below.

Order Instructions

80 characters remaining

- 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 . *The Item Details step appears.*





## Help Reference Guide

1. Requisition Details 2. Order Information 3. Item Details 4. Requisition Codes 5. Contact Details

Item Details  
All fields are optional.

Product Qualifier

Contract Number

Contract Line Item Number

Color

4. Select . The Requisition Codes step appears.

1. Requisition Details 2. Order Information 3. Item Details 4. Requisition Codes 5. Contact Details

Requisition Codes  
All fields marked with an asterisk are required.

Advice Code  Project Code  \*Demand Code

\*Media & Status Code  Purpose Code  \*Fund Code

\*Signal Code  Distribution Code  Reason Code

- 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 . The Contact Details step appears.



1. Requisition Details 2. Order Information 3. Item Details 4. Requisition Codes 5. Contact Details

Information Point of Contact  
All fields are optional.

POC Name

Phone Number

Email

DSN

International Phone

Fax Phone

Authorized Representative  
All fields are optional.

POC Name

Phone Number

Email

DSN


International Phone

Fax Number

Cancel

Back

Finish

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

✓ Requisition **10123456789102** has been added

Requisition Tasks

[View all requisitions](#)

*View all customer requisitions*

[Review requisition 10123456789102](#)

*Review recently added customer requisition*

[Add new customer requisition](#)

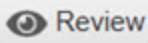
*Create a new customer requisition*





# Review a Customer Requisition


## Navigation

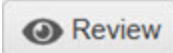
MATERIEL MGMT > Customer Requisition > ☐ (desired record) >  Review > Customer Requisition Review page

## Procedures

### Review the Customer Requisition Request

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.

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

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

- Select the **Order Information** panel.

Details	Destination	Contact Info	History	Action
Order Information				
Document Number	NSW0010168S001	Stock Number	1670015277537	Requested Quantity 1 SE
Date Received	06/16/2020	Item Description	PARACHUTE ASSEMBLY MC-6	Priority Designator 01
Status	Open - In Progress	Condition Code	B - Svcbl(With Qual)	Unit Price \$4,596.00
				Required Delivery Date 06/18/2020
				Deliver Not Before
				Program

- Select the **Quantity Status** panel.





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

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

Quantity Status (1 remaining)

+ Add ▾ Substitution


**New MRO**

Select	RSA Name	RSA DoDAAC	RSA ID	Owning DoDAAC	Condition Code	Project Code	Purpose Code	Contract Number	Available Qty
<input type="radio"/>	GRANITE	B90999		N00018	A				0
<input type="radio"/>	MIAMI	W91NTE		N00019	A				7

\* Select Quantity

1

Cancel Save

i. Use  to choose the Select Quantity.

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

Quantity Status (2 remaining)

+ Add ▾ Substitution

**New Backorder**

\* RSA DoDAAC

\* Owning DoDAAC

\* Condition Code

\* Estimated Ship Date

\* Select Quantity

Purpose Code

Project Code

Cancel Save





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**:

Quantity Status (0 remaining)

MRO - HP000200871201-B

RSA DoDAAC B90999	Estimated Ship Date 3/30/2020	Owning DoDAAC N00019	Contract Number
Condition Code A	Project Code	Purpose Code	Stock Number 1005000032251
Trans Account Code			

Selected Quantity 3 EA	Planned Quantity 3 EA	Denied Quantity 0 EA	Shipped Quantity 0 EA	Canceled Quantity 0 EA
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II. And the **requisition comes from a Backorder**:







## Help Reference Guide

Quantity Status (0 remaining)

Backorder - H921652264SMF3

<b>RSA DoDAAC</b>	<b>Stock Number</b>
CEN001	1005000032251
<b>Owning DoDAAC</b>	<b>Estimated Ship Date</b>
N68869	9/27/2023
<b>Condition Code</b>	<b>Backordered Quantity</b>
A	1 EA
<b>Purpose Code</b>	<b>Project Code</b>
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					
4444444444444444				3/11/2021					

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





## Help Reference Guide

Quantity Status (0 remaining)

Backorder - H921652264SMF3

<b>RSA DoDAAC</b>	<b>Stock Number</b>
CEN001	1005000032251
<b>Owning DoDAAC</b>	<b>Estimated Ship Date</b>
N68869	9/27/2023
<b>Condition Code</b>	<b>Backordered Quantity</b>
A	1 EA
<b>Purpose Code</b>	<b>Project Code</b>
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

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





- C. Select the **Destination** tab.

Details				Destination				Contact Info				History				Action																			
Shipping Information																Billing Information																			
Ship To DoDAAC				W14FX0				Ship To Address				W78T 54TH TRP CMD 722 RIVERWOOD DR PEMBROKE NH 03275-0000 PEMBROKE US 03275-0000 USA				Bill To DoDAAC				W14FX0				Bill To RIC				Bill To Address				W78T 54TH TRP CMD 722 RIVERWOOD DR PEMBROKE NH 03275-0000 PEMBROKE US USA			

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

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

Details				Destination				Contact Info				History				Action			
Ordered By Information																			
Ordered By DoDAAC				W14FX0				Ordered By RIC				Ordered By Address				W78T 54TH TRP CMD 722 RIVERWOOD DR PEMBROKE NH 03275-0000 PEMBROKE US USA			

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

Information Point of Contact	
POC Name	Phone Number
Email	International Phone
DSN	Fax Number

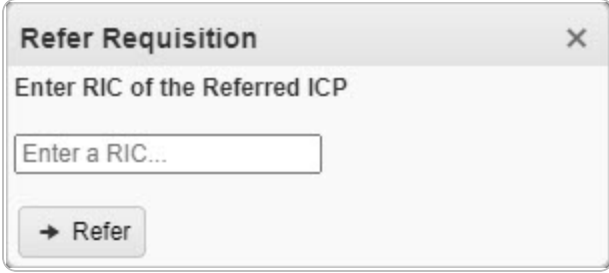
- c. Select the **Authorized Representative** panel.





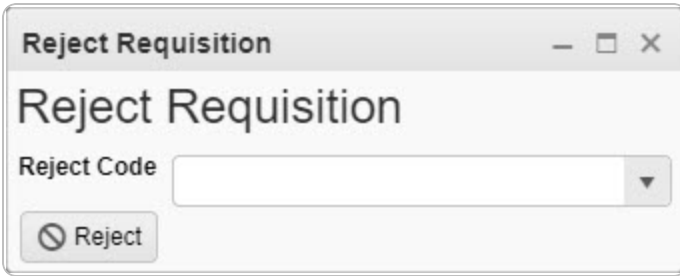


- A. Choose **Refer Requisition**. The **Refer Requisition** pop-up appears.



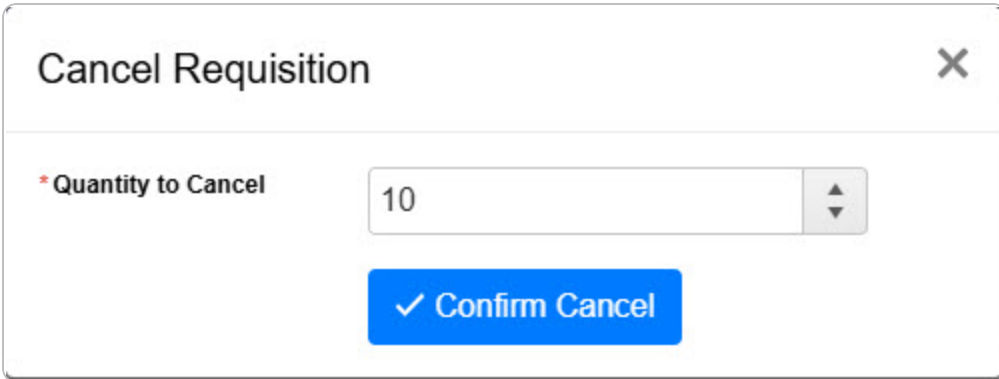
The "Refer Requisition" pop-up window has a title bar with a close button (X). The main area contains the text "Enter RIC of the Referred ICP" above a text input field with the placeholder "Enter a RIC...". Below the input field is a button labeled "→ Refer".

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





The "Reject Requisition" pop-up window has a title bar with minimize, maximize, and close buttons. The main area contains the title "Reject Requisition" above a "Reject Code" dropdown menu. Below the dropdown is a button labeled "⊗ Reject".

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



The "Cancel Requisition" pop-up window has a title bar with a close button (X). The main area contains the title "Cancel Requisition" above a label "\*Quantity to Cancel" next to a numeric input field showing "10". Below the input field is a blue button labeled "✓ Confirm Cancel".

- a. Use  to choose the Quantity to Cancel.
- b. Select . The requisition is changed to "Closed - Canceled".

