



## 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

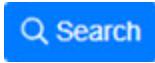
MATERIEL MGMT > Customer Requisition > Customer Requisition page

### 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.





## Add a New Customer Requisition

### Navigation

MATERIEL MGMT > Customer Requisition >  > New Customer Requisition page

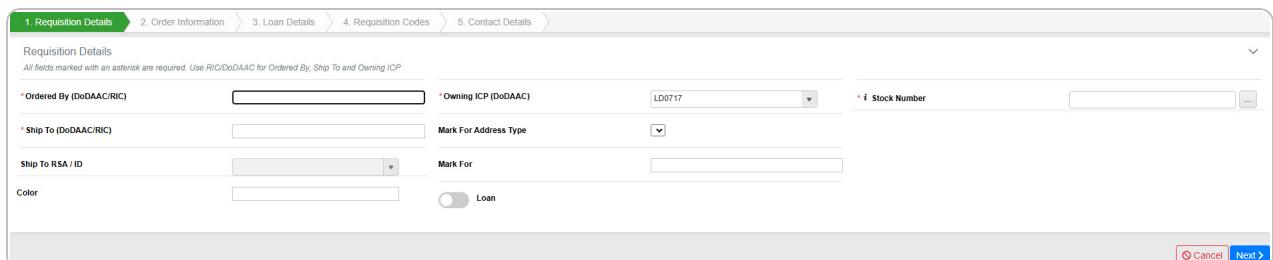
### Procedures

#### 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.



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





## Help Reference Guide

2. Select . The Order Information step appears.

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

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

Document Number	Stock Number	Quantity	Required Delivery Date
Using serial number range 2199-2299 (e.g. jmn12360422299)	133801M010002		
Status	Item Description	Unit of Issue	Date Received
O - Open	SHUTTLE	EA - Each	2/11/2026
*Priority Designator	*Condition Code	Unit Price	\$10,000,000.00
			Deliver Not Before Date

**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 Loan Details step appears.

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

**Loan Details**  
All fields are optional.

Loan Code	Contract Number	Delivery Order Number
Loan Start Date	Loan Estimated Return Date	
Loan Reason	1024 characters remaining	

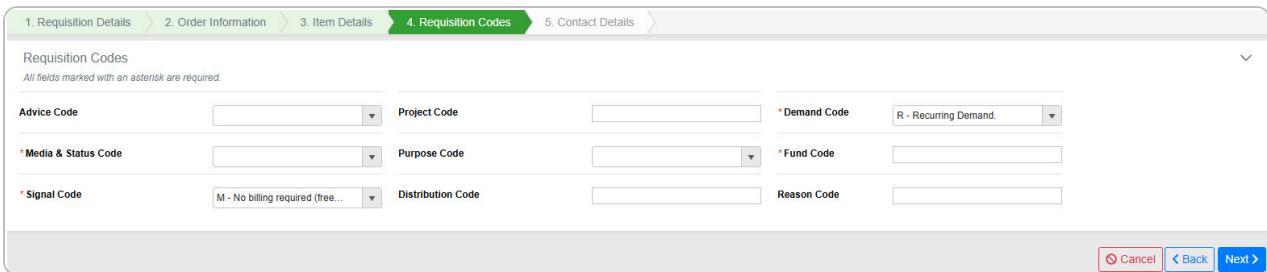
  





## Help Reference Guide

4. Select . The Requisition Codes step appears.



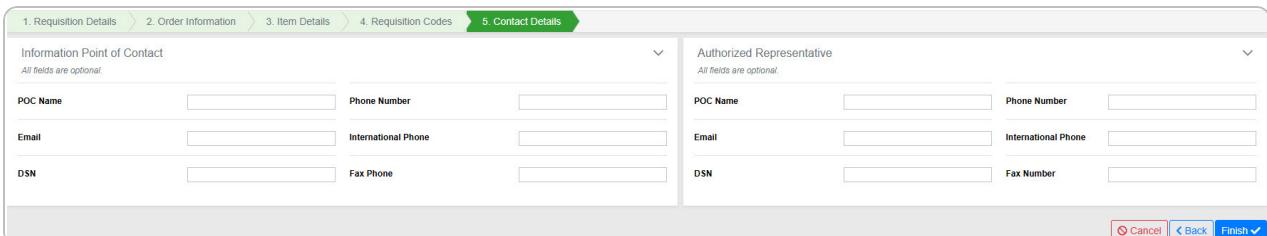
1. Requisition Details 2. Order Information 3. Item Details 4. Requisition Codes 5. Contact Details

Requisition Codes  
All fields marked with an asterisk are required.

Advice Code  Project Code  \*Demand Code  R - Recurring Demand:   
 \*Media & Status Code  Purpose Code  \*Fund Code   
 \*Signal Code  M - No billing required (free...)  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 <input type="text"/>	Phone Number <input type="text"/>
Email <input type="text"/>	International Phone <input type="text"/>
DSN <input type="text"/>	Fax Phone <input type="text"/>

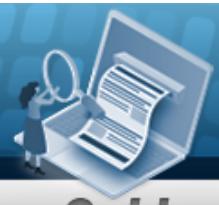
Authorized Representative  
All fields are optional.

POC Name <input type="text"/>	Phone Number <input type="text"/>
Email <input type="text"/>	International Phone <input type="text"/>
DSN <input type="text"/>	Fax Number <input type="text"/>

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*



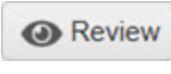
Defense Logistics Agency (DLA)  
Logistics Catalog and Data Solutions (LCDS)

Unclassified - 2/12/2026



## Review a Customer Requisition

### Navigation

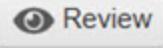
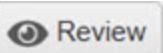
MATERIEL MGMT > Customer Requisition >  (desired record) >  Review > Customer Requisition Review page

### 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.

1. Click  to select the desired entry. The Customer Requisition request is highlighted, and  becomes available.
2. Select . The **Customer Requisition Review** page displays, open to the Details tab.

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

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

B. 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

i. Use  to choose the Select Quantity.

II. And the **inventory comes from a Serialized MRO:**

New Serialized MRO

Search Criteria

Serial Number	<input type="text"/>	RSA DoDAAC	<input type="text"/>
Condition Code	<input type="text"/>	Project Code	<input type="text"/>
Purpose Code	<input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>	

Serial Numbers

Serial Number	RSA DoDAAC	RSA ID	Owning DoDAAC	Cond Cd	Prj Cd	Purpose Cd	Contract Nbr
Selected 0/0	Page 0 of 0	50 items per page	No items to display				

Selected

Serial Number	RSA DoDAAC	RSA ID	Owning DoDAAC	Cond Cd	Prj Cd	Purpose Cd	Contract Nbr
Selected	Page 0 of 0	50 items per page	No items to display				

III. And the **inventory comes from a DVD:**





## Help Reference Guide

DVD Order Information

Stock Number: 111122223334	Item Description: MEDICAL SHOES	Quantity: 11	Unit of Issue: PR	Unit Price: \$50.00
All fields marked with an asterisk are required.				
Manufacturer Part Number	Quantity	11	Contract Number	
Delivery Order Number	Unit Of Issue	PR	Unit Price	
Contract Line Item	Acceptance		Inspection	
Supplier Type	Supplier Cage		Required Delivery Date	
Shipper Type	Shipper Cage		Est Shipment Date	
Overage %	Underage %		Dollar Variance	
Certificate Of Conformance	Certificate Of Quality Conformance	No		

**Cancel** **Finish**

- i. Use  to choose the Quantity.
- ii. Enter the Contract Number in the field provided. *This is a 13 alphanumeric character field.*
- iii. Use  to choose the Unit Price.

### IV. And the **inventory comes from a Backorder:**

Quantity Status (2 remaining)

**+ Add** **Substitution**

New Backorder

* RSA DoAAC	
* Owning DoAAC	
* 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			

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





Quantity Status (0 remaining)

Backorder - H921652264SMF3

RSA DoAAC	Stock Number
CEN001	1005000032251
Owning DoAAC	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 DoAAC	Estimated Ship Date	Owning DoAAC	Contract Number
W91NTE	3/14/2021	N00019	
Condition Code	Project Code	Purpose Code	Stock Number
A			VA500961SOXLG
Trans Account Code			
Selected Quantity	Planned Quantity	Denied Quantity	Shipped Quantity
30 BX	0 BX	0 BX	30 BX
TCN	Shipped Date		
4444444444444444	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 **Loan Details** panel.**

Loan Details

Contract Number	Loan Code
Delivery Order Number	Loan Reason
Loan Start Date	
Loan Estimated Return Date	

**e. Select the **Requirements** panel.**

Requirements

Advice Code	Project Code	Fund Code	99	Order Instructions
Media & Status Code	8 - 100% Sply and Ship status to SUPADD by DMS (SICAs only)	Purpose Code	Reason Code	Distribution Code GAR
Signal Code	M - No billing required (free issue)	Demand Code	O	Special Requirements
PSD ID				PMR Sent To

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





## Help Reference Guide

Details	Destination	Contact Info	History	Action
<b>Shipping Information</b> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Ship To DoDAAAC: W14FX0    Ship To Address: W78T 54TH TRP CMD 722 RIVERWOOD DR PEMBROKE NH 03275-0000 PEMBROKE US 03275-0000 USA</p> </div>				<b>Billing Information</b> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Bill To DoDAAAC: W14FX0    Bill To RIC: W78T 54TH TRP CMD 722 RIVERWOOD DR PEMBROKE NH 03275-0000 PEMBROKE US 03275-0000 USA</p> </div>

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

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

Details	Destination	Contact Info	History	Action
<b>Ordered By Information</b> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Ordered By DoDAAAC: W14FX0    Ordered By RIC: W78T 54TH TRP CMD 722 RIVERWOOD DR PEMBROKE NH 03275-0000 PEMBROKE US 03275-0000 USA</p> </div>				

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.





## **Help Reference Guide**

Authorized Representative	
POC Name	Phone Number
Email	International Phone
DSN	Fax Number

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

Named Entities		
DoDAAC/RIC	IdentifierCode	Receiving Status
W14FX0	ST	
W14FX0	OB	

- E. Select the **History tab**.

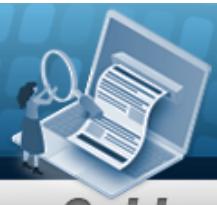
Details	Destination	Contact Info	History	Action
Transactions				
DLMs Transactions	Grid Options	View Details	Reprocess	Action
Direction	Set Type	Trans Type Cd	Processed Dt/Tm	Process Status
			Dec Nbr	Document Id Desc
				Suffix Cd
				Report Type Cd
				Stock Nr
				Qty
				Cond Cd
				Document Id
				Message From
				Copy Address
				Message To
Outbound	EB705 - Order Status Report (Supply Status)		03/27/2020 1:50 PM	PCD - Processed
Outbound	EB705 - Order Status Report (Supply Status)		03/27/2020 1:50 PM	PCD - Processed
Outbound	540R - Warehouse Shipment Order (Material Release)	NA	03/27/2020 1:50 PM	PCD - Processed

- a. Review the DLMS Transactions grid.

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

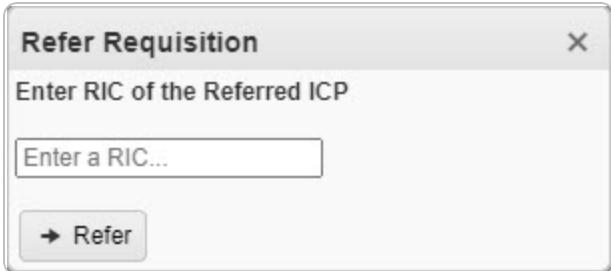
3. Select **Action**. The Action dropdown appears.





## Help Reference Guide

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



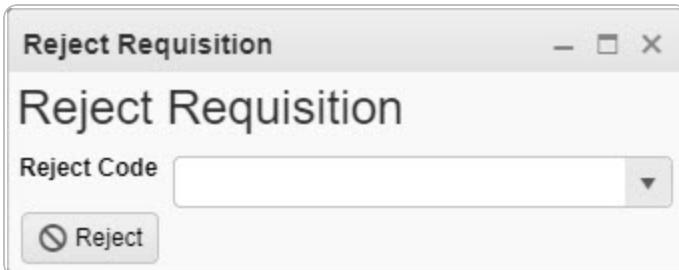
**Refer Requisition**

Enter RIC of the Referred ICP

Enter a RIC...

→ Refer

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

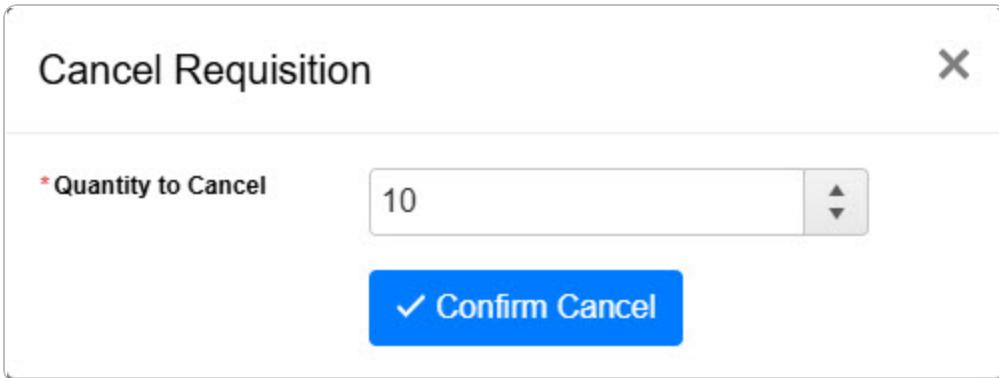


**Reject Requisition**

Reject Code

Reject

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



**Cancel Requisition**

\* Quantity to Cancel

10

✓ Confirm Cancel

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

