



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

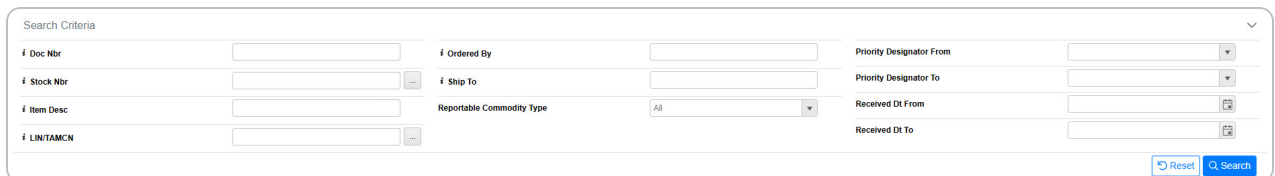
MATERIEL MGMT > Customer Requisition > Customer Requisition page

Procedures

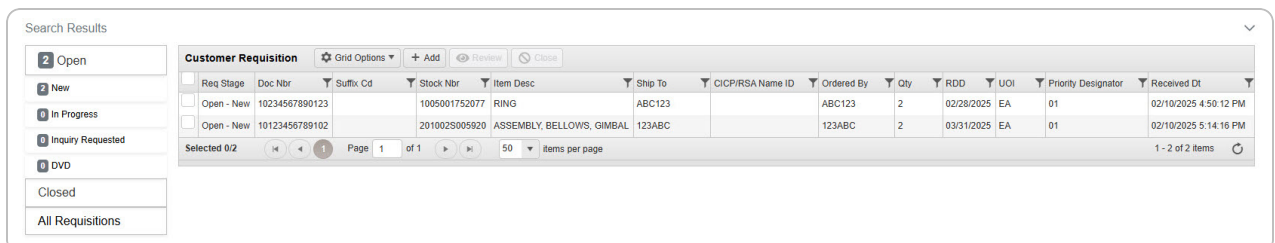
Search for a Customer Requisition

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	03/31/2025	EA	01	02/10/2025 5:14:16 PM





Add a New Customer Requisition


Navigation

MATERIEL MGMT > Customer Requisition >  > New Customer Requisition page

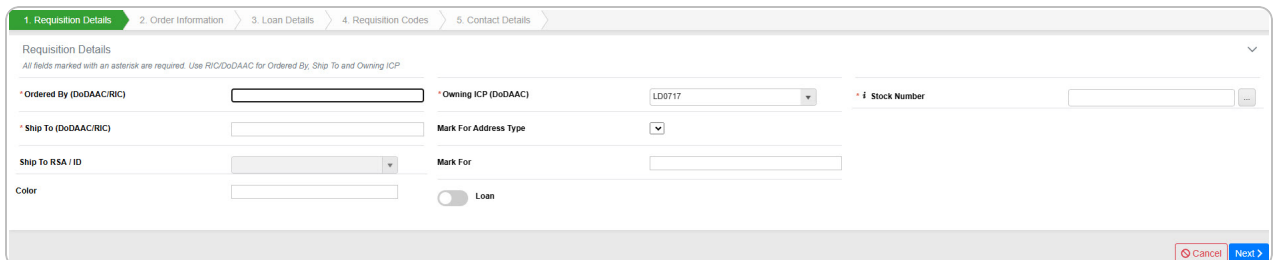
Procedures



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.

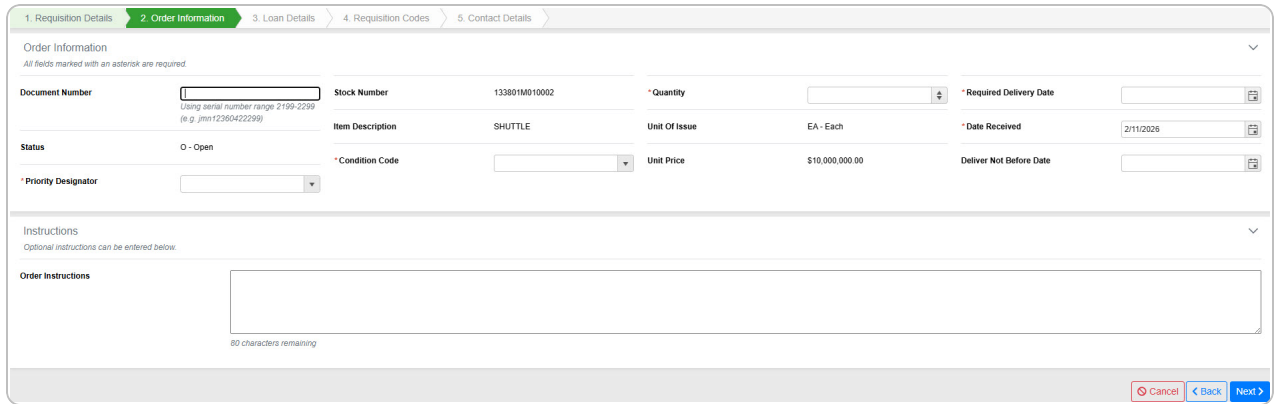


- A. Enter the Ordered By (DoDAAC / RIC) in the field provided. *This is a 6 alphanumeric character field.*
- B. Enter the Ship To (DoDAAC / RIC) in the field provided. *This is a 6 alphanumeric character field.*
- C. Enter the Owning ICP (DoDAAC / RIC) in the field provided. *This is a 6 alphanumeric 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	<input type="text"/>	Stock Number	133801M010002	*Quantity	<input type="text"/>	*Required Delivery Date	<input type="text"/>
<small>Using serial number range 2199-2299 (e.g. jmm12360422299)</small>		Item Description	SHUTTLE	Unit of Issue	EA - Each	*Date Received	2/11/2026
Status	O - Open	*Condition Code	<input type="text"/>	Unit Price	\$10,000,000.00	Deliver Not Before Date	<input type="text"/>
*Priority Designator	<input type="text"/>						

Instructions
Optional instructions can be entered below.

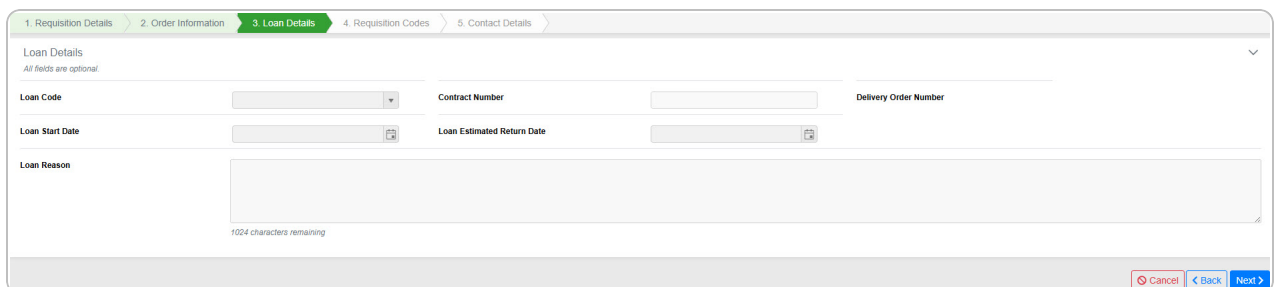
Order Instructions

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.*



Loan Details
All fields are optional.

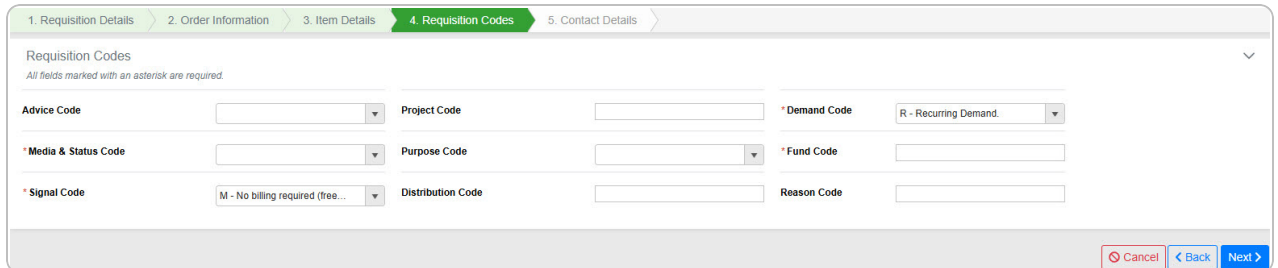
Loan Code	<input type="text"/>	Contract Number	<input type="text"/>	Delivery Order Number	<input type="text"/>
Loan Start Date	<input type="text"/>	Loan Estimated Return Date	<input type="text"/>		
Loan Reason	<input type="text"/>				




1024 characters remaining

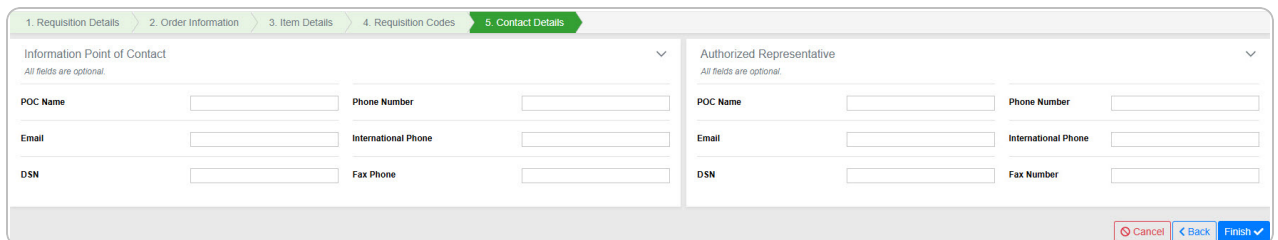



4. Select . *The Requisition Codes step appears.*



- 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 . *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.*





✓ 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

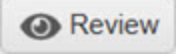
MATERIEL MGMT > Customer Requisition > ☐ (desired record) >  Review > Customer Requisition Review page

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		Required Delivery Date	06/18/2020	
Date Received	06/16/2020		Item Description	PARACHUTE ASSEMBLY MC-6		Priority Designator	01		Deliver Not Before		
Status	Open - In Progress		Condition Code	B - Svcbl(With Qual)		Unit Price	\$4,596.00		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 Serialized MRO**:

New Serialized MRO

Search Criteria

Serial Number RSA DoDAAC

Condition Code Project Code

Purpose Code

Serial Numbers

<input type="checkbox"/>	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

<input type="checkbox"/>	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								

Cancel Save

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






Help Reference Guide


DVD Order Information
Stock Number: 11122223334 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	<input type="text"/>	*Quantity	11	*Contract Number	<input type="text"/>
Delivery Order Number	<input type="text"/>	Unit Of Issue	PR	*Unit Price	<input type="text"/>
Contract Line Item	<input type="text"/>	Acceptance	<input type="text"/>	Inspection	<input type="text"/>
Supplier Type	CAGE	Supplier Cage	<input type="text"/>	Required Delivery Date	<input type="text"/>
Shipper Type	CAGE	Shipper Cage	<input type="text"/>	Est Shipment Date	<input type="text"/>
Overage %	<input type="text"/>	Underage %	<input type="text"/>	Dollar Variance	<input type="text"/>
Certificate Of Conformance	No	Certificate Of Quality Conformance	No		

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)

New Backorder

* RSA DoDAAC	<input type="text"/>	▼
* Owning DoDAAC	<input type="text"/>	▼
* Condition Code	<input type="text"/>	▼
* Estimated Ship Date	<input type="text"/>	📅
* Select Quantity	<input type="text"/>	▲▼
Purpose Code	<input type="text"/>	▼
Project Code	<input type="text"/>	





- 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**:





Help Reference Guide

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		
4444444444444444		3/11/2021		

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





Help Reference Guide

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

C. Select the **Destination** tab.



Details
Destination
Contact Info
History
Action ▾

Shipping Information ▾

Ship To DoDAAC	W14FX0	Ship To Address	W78T 54TH TRP CMD 722 RIVERWOOD DR PEMBROKE NH 03275-0000 PEMBROKE US 03275-0000 USA
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Billing Information ▾

Bill To DoDAAC	W14FX0	Bill To RIC	W78T 54TH TRP CMD 722 RIVERWOOD DR PEMBROKE NH 03275-0000 PEMBROKE US USA
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- 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
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- b. Select the **Information Point of Contact** panel.

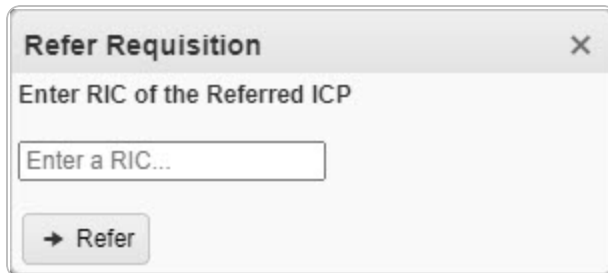
Information Point of Contact ▾

POC Name Email DSN	Phone Number International Phone Fax Number
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- c. Select the **Authorized Representative** panel.

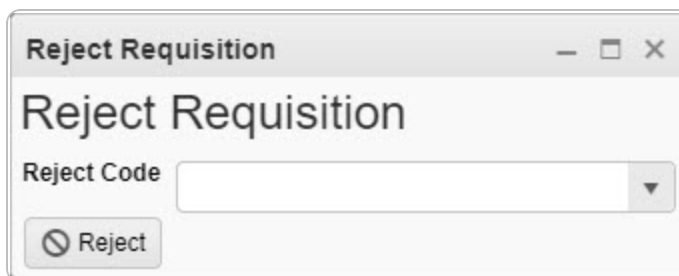


- A. Choose **Refer Requisition**. The **Refer Requisition** pop-up appears.



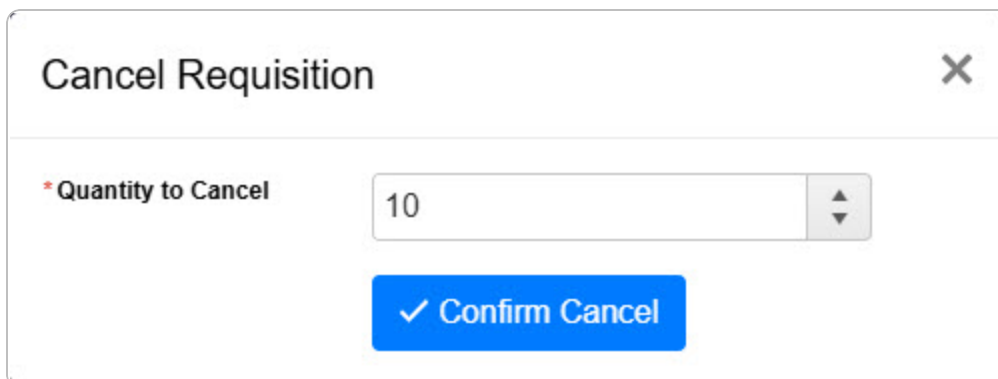
The 'Refer Requisition' pop-up window has a title bar with a close button (X). The main area contains the text 'Enter RIC of the Referred ICP' above a text input field with the placeholder 'Enter a RIC...'. Below the input field is a button labeled '→ Refer'.

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


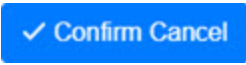


The 'Reject Requisition' pop-up window has a title bar with minimize, maximize, and close buttons. The main area contains the title 'Reject Requisition' above a 'Reject Code' dropdown menu. Below the dropdown is a button labeled '⊗ Reject'.

- 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 with the value '10' and a spinner control. 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".

