# Redistribution Order

## Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Redistribution Order process provides the ability to add or review any movement between Warehouses and/or RSAs.

## Navigation

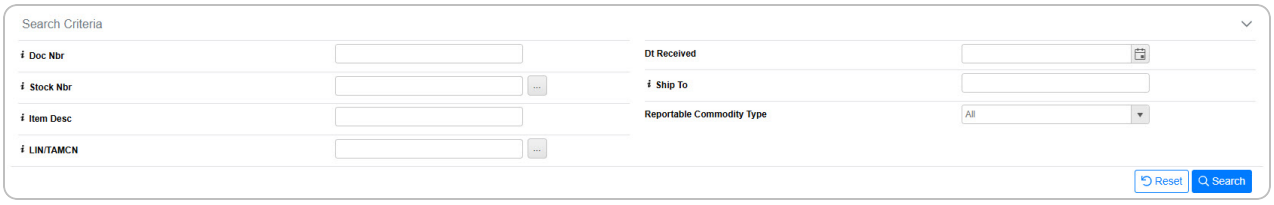
MATERIEL MGMT > Redistribution Order > Redistribution Order page

## Procedures

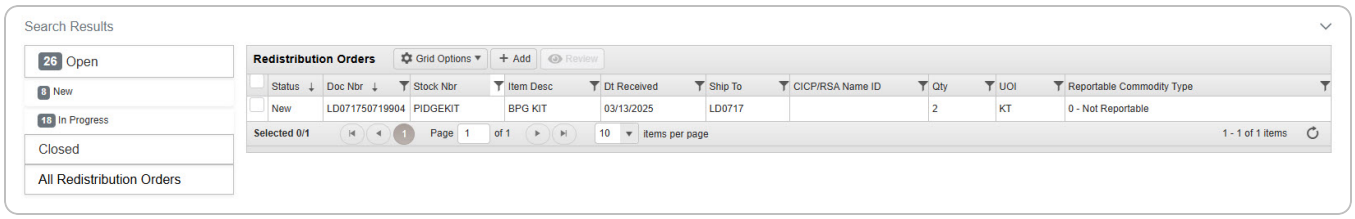
### Search for a Redistribution Order

*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 Redistribution Orders Search Results appear.*



# Add a Redistribution Order

## Navigation

MATERIEL MGMT > Redistribution Order > + Add > New Redistribution Order page

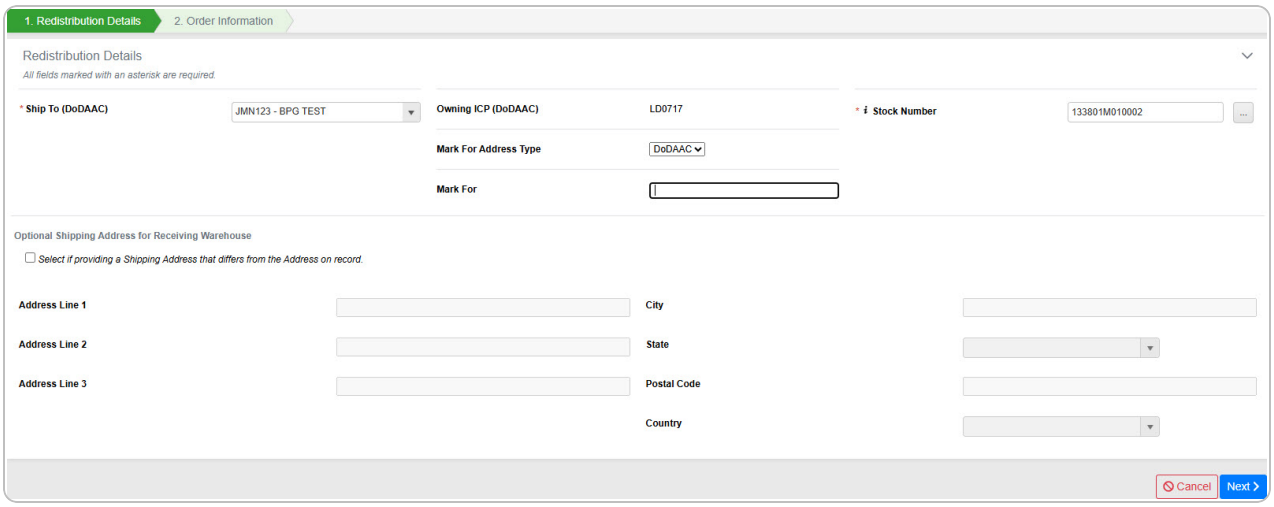
## Procedures

### Add a Redistribution Order

*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.*

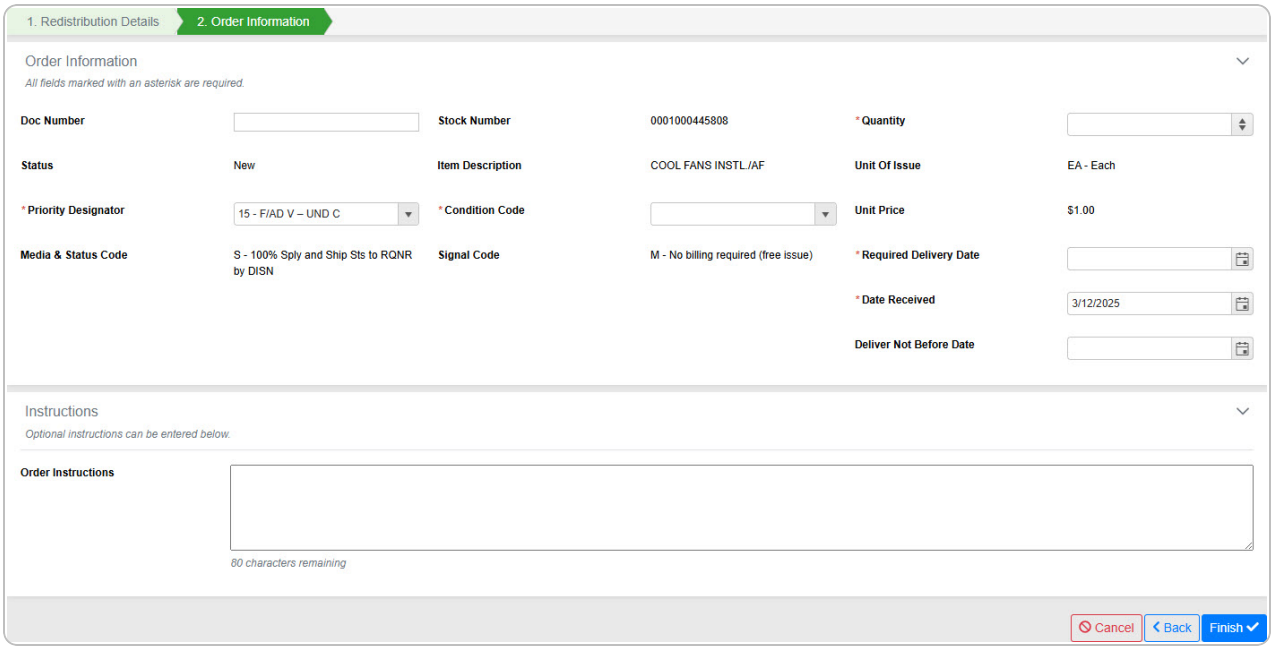
1. Select + Add. *The* ***New Redistribution Order*** *page displays.*
2. Select the Redistribution Details tab.




**A.** Use ▼ to select the Ship To (DoDAAC).

**B.** Use ℹ or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

3. Select Next >. *The Order Information tab displays.*




**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.

4. Select Finish ✓. *The **New Redistribution Order** page closes, and the new Redistribution Order is at the top of the Redistribution Orders grid, highlighted in green.*

# Review a Redistribution Order

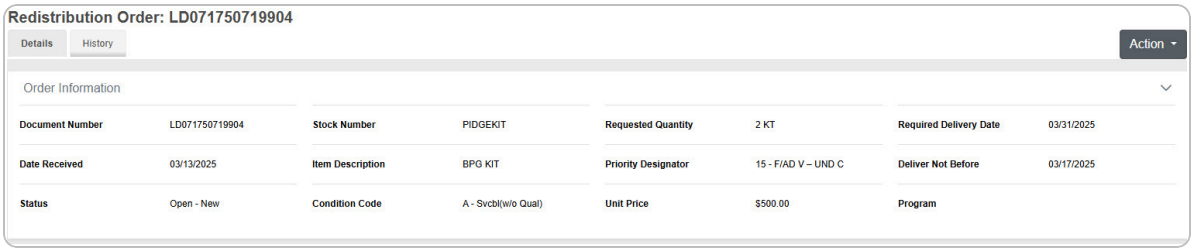
## Navigation

MATERIEL MGMT > Redistribution Order > ☐ (desired record) > Review > Review Redistribution Order page

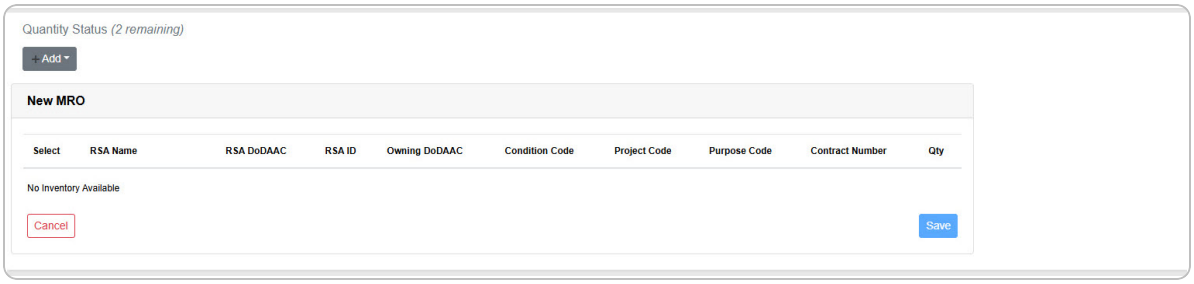
## Procedures

### Review the Redistribution Order

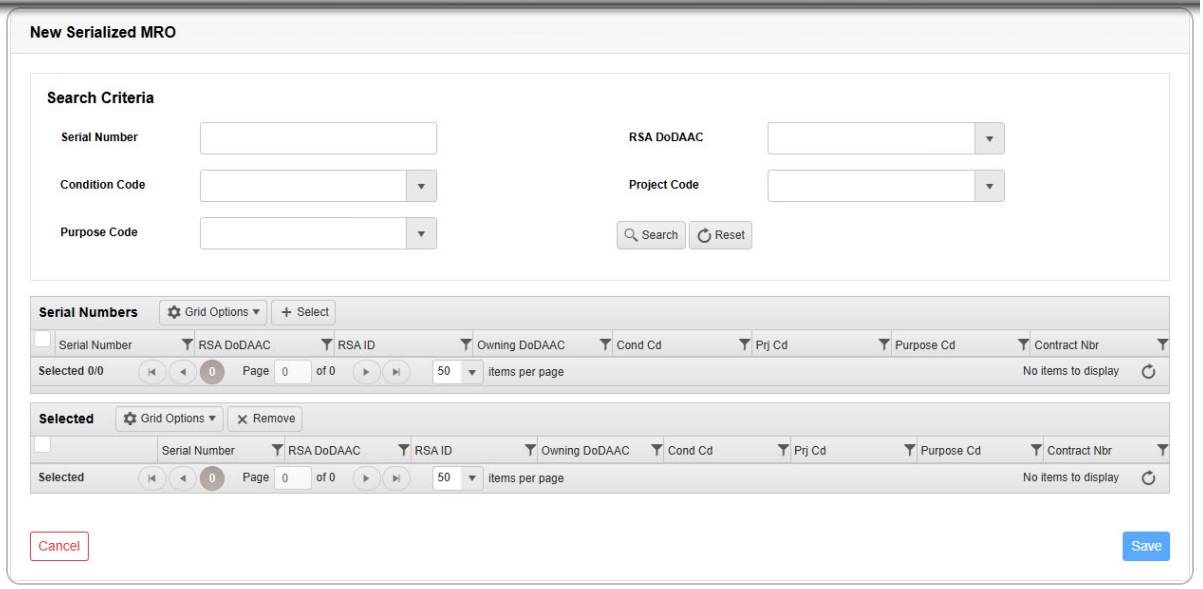
1. Click ☐ to select the desired entry. *The Redistribution Order is highlighted, and* Review *becomes available.*
2. Select Review. *The **Review Redistribution Order** page displays, open to the Details tab.*
   A. Review the Order Information.



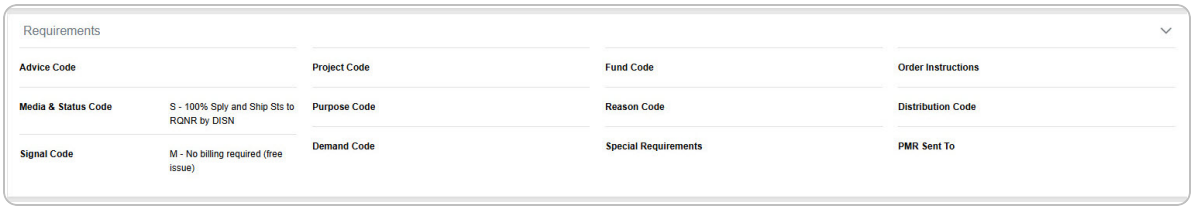

   B. Review the **Quantity Status - MRO**:



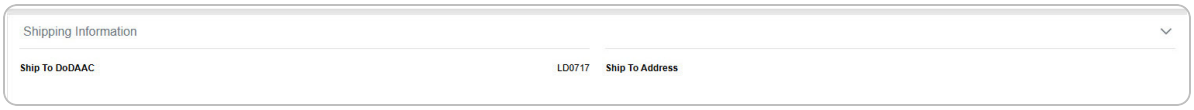

   C. Review the **Quantity Status - Serialized MRO**:

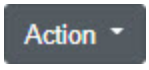



D. Review the Requirements.



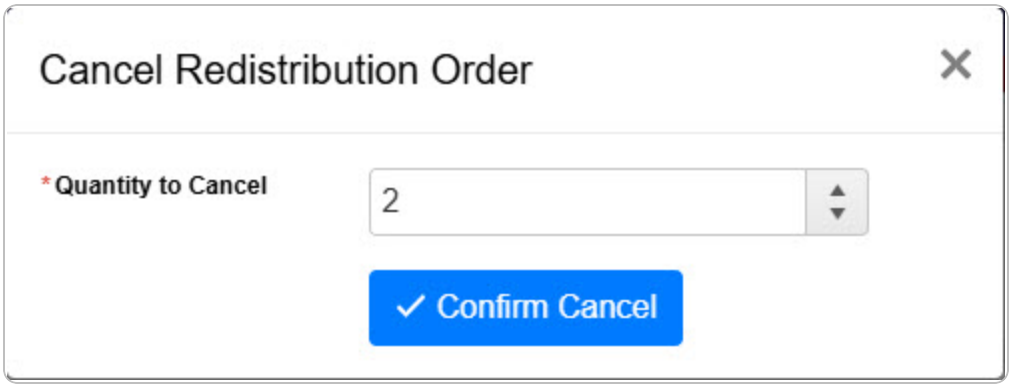

E. Review the Shipping Information.



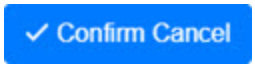

F. Select 

. *The Action dropdown appears.*

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

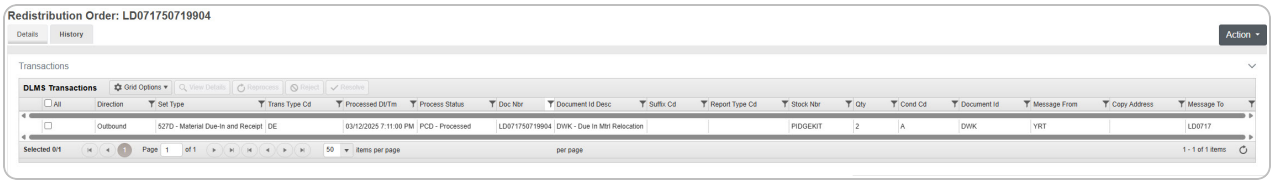


I. Use to choose the Quantity to Cancel.

II. Select 

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

3. Select the History tab.




A. Review the DLMS Transactions grid.

4. Select the All Redistribution Orders hyperlink. *The **Review Redistribution Order** page closes and returns to the Redistribution Order page.*