



## 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

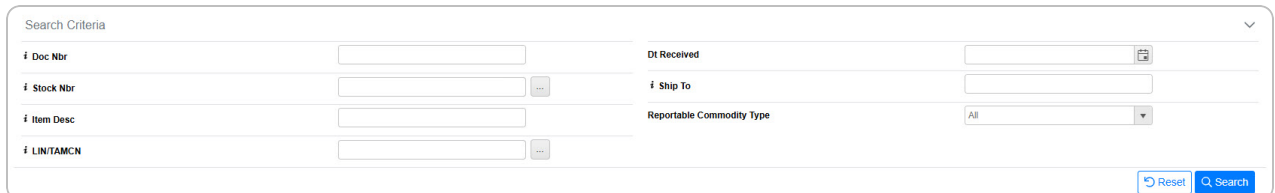
MATERIEL MGMT > Redistribution Order > Redistribution Order page

### 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  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.

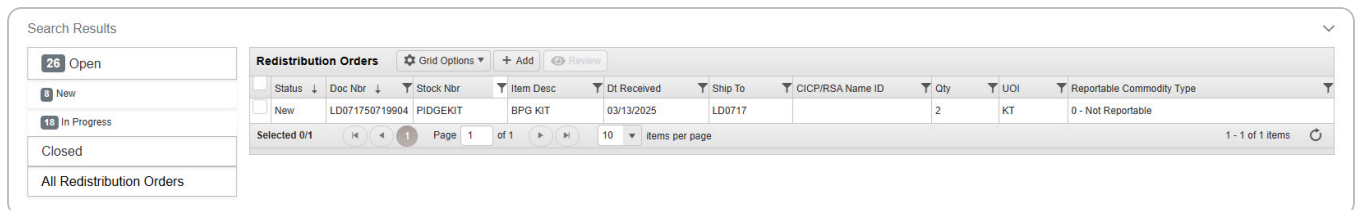


The screenshot shows a 'Search Criteria' form with the following fields:

- i Doc Nbr**: Text input field.
- i Stock Nbr**: Text input field with a dropdown arrow.
- i Item Desc**: Text input field.
- i LIN/AMCN**: Text input field with a dropdown arrow.
- DT Received**: Date input field.
- i Ship To**: Text input field.
- Reportable Commodity Type**: Dropdown menu set to 'All'.

Buttons at the bottom right:  .

2. Select . The Redistribution Orders Search Results appear.



The screenshot shows the 'Search Results' page with a sidebar on the left and a main table area.

**Sidebar:**

- 26 Open
- 8 New
- 18 In Progress
- Closed
- All Redistribution Orders

**Main Table:**

Status	Doc Nbr	Stock Nbr	Item Desc	DT Received	Ship To	CICP/RSA Name ID	Qty	UOI	Reportable Commodity Type
New	LD071750719904	PIDGKIT	BPG KIT	03/13/2025	LD0717		2	KT	0 - Not Reportable

Page 1 of 1, 10 items per page, 1 - 1 of 1 items.





# Add a Redistribution Order


## Navigation

MATERIEL MGMT > Redistribution Order >  > New Redistribution Order page

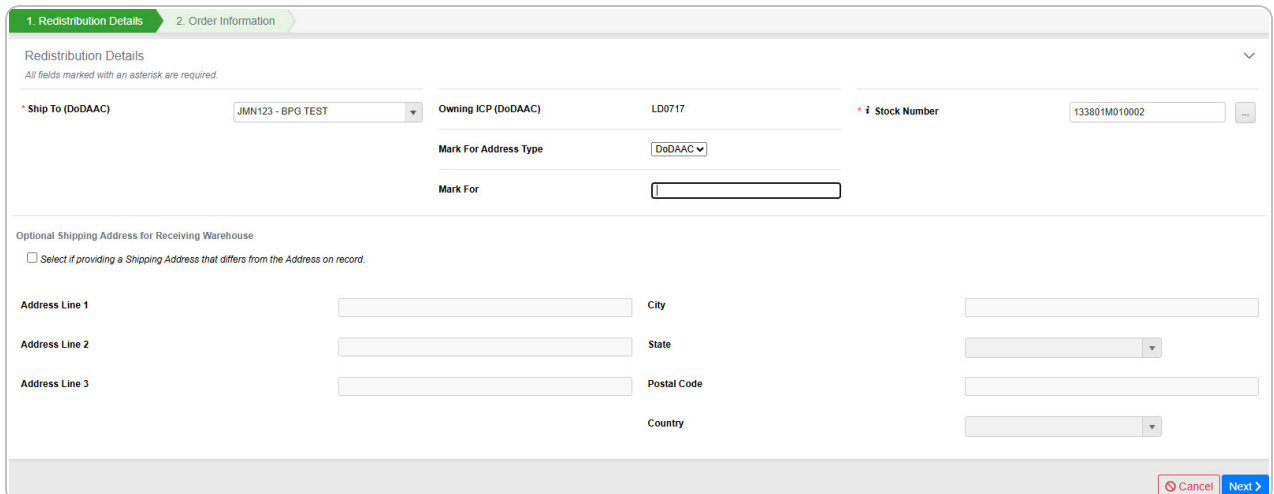
## Procedures




### Add a Redistribution Order

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 Redistribution Order** page displays.
2. Select the Redistribution Details tab.



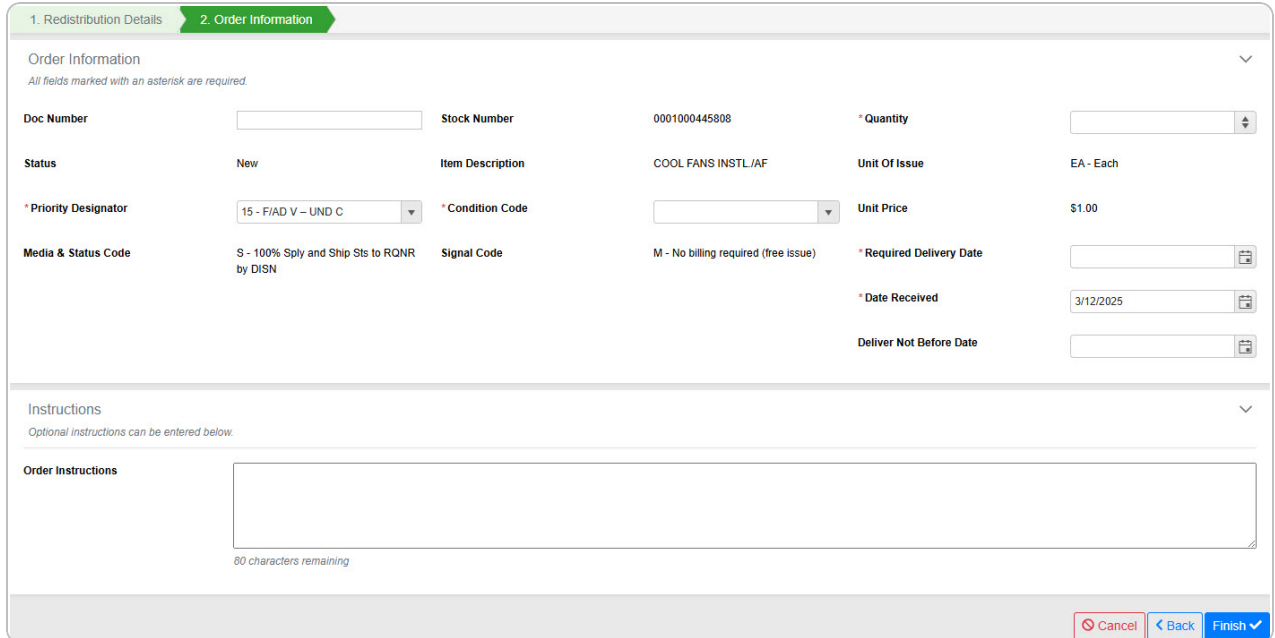
- A. Use  to select the Ship To (DoDAAC).
- B. Use  or  to assist with the STOCK NBR entry. This is a 15 alphanumeric character field.





## Help Reference Guide

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



1. Redistribution Details 2. Order Information

Order Information  
All fields marked with an asterisk are required.

Doc Number  Stock Number 0001000445808 \*Quantity

Status New Item Description COOL FANS INSTL/AF Unit Of Issue EA - Each

\*Priority Designator 15 - F/AD V - UND C \*Condition Code  Unit Price \$1.00

Media & Status Code S - 100% Sply and Ship Sts to RQNR by DISN Signal Code M - No billing required (free issue) \*Required Delivery Date




\*Date Received 3/12/2025


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.


4. Select . 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 . *The **Review Redistribution Order** page displays, open to the Details tab.*
  - A. Review the Order Information.

Redistribution Order: LD071750719904

Details History Action ▾

Order Information ▾

Document Number	LD071750719904	Stock Number	PIDGEKIT	Requested Quantity	2 KT	Required Delivery Date	03/31/2025
Date Received	03/13/2025	Item Description	BPG KIT	Priority Designator	15 - F/AD V - UND C	Deliver Not Before	03/17/2025
Status	Open - New	Condition Code	A - Svcbl(w/o Qual)	Unit Price	\$500.00	Program	

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

Quantity Status (2 remaining)

Add ▾

New MRO

Select	RSA Name	RSA DoDAAC	RSA ID	Owning DoDAAC	Condition Code	Project Code	Purpose Code	Contract Number	Qty
No Inventory Available									

Cancel Save

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





## Help Reference Guide

**New Serialized MRO**

**Search Criteria**

Serial Number

Condition Code

Purpose Code

RSA DoDAAC

Project 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 <input type="button" value="Previous"/> <input type="button" value="Next"/> Page 0 of 0 50 items per page No items to display <input type="button" value="Refresh"/>								

**Selected**

<input type="checkbox"/>	Serial Number	RSA DoDAAC	RSA ID	Owning DoDAAC	Cond Cd	Prj Cd	Purpose Cd	Contract Nbr
Selected <input type="button" value="Previous"/> <input type="button" value="Next"/> Page 0 of 0 50 items per page No items to display <input type="button" value="Refresh"/>								

D. Review the Requirements.

**Requirements**

Advice Code	Project Code	Fund Code	Order Instructions
Media & Status Code	S - 100% Sply and Ship Sts to RQNR by DISN	Purpose Code	Reason Code
Signal Code	M - No billing required (free issue)	Demand Code	Special Requirements
			PMR Sent To

E. Review the Shipping Information.

**Shipping Information**

Ship To DoDAAC LD0717 Ship To Address

F. Select **Action**. The Action dropdown appears.


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


**Cancel Redistribution Order**

\*Quantity to Cancel





I. Use  to choose the Quantity to Cancel.

II. Select . The redistribution is changed to "Closed - Canceled".

3. Select the History tab.

Redistribution Order: LD071750719904

Details History Action

Transactions

DLMS Transactions Grid Options View Details Refresh Reset Filter

Direction	Set Type	Trans Type Cd	Processed Dt/Tm	Process Status	Doc Nbr	Document Id Desc	Suffix Cd	Report Type Cd	Stock Nbr	Qty	Cont Cd	Document Id	Message From	Copy Address	Message To
Outbound	527D - Material Due-In and Receipt - DC		03/12/2025 7:11:00 PM	PCD - Processed	LD071750719904	DWK - Due to Mkt Relocation			PIDGERT	2	A	DWK	YRT		LD0717

Selected 0/1 Page 1 of 1 50 items per page per page 1 - 1 of 1 items

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.

