



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

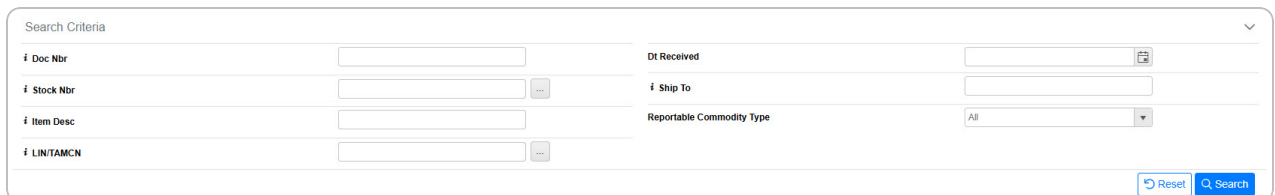
MATERIEL MGMT > Redistribution Order > Redistribution Order page

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.

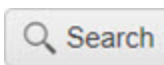
1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields.

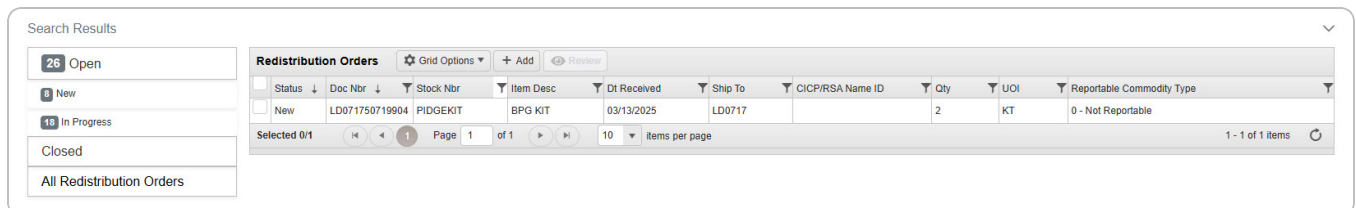


Search Criteria

# Doc Nbr		Dt Received	
# Stock Nbr		# Ship To	
# Item Desc		Reportable Commodity Type	All
# LIN/TAMCN			

2. Select . The Redistribution Orders Search Results appear.



Search Results

26 Open

8 New

18 In Progress

Closed

All Redistribution Orders

Redistribution Orders   

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

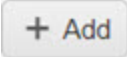
Selected 0/1   1 Page 1 of 1   10 Items per page 1 - 1 of 1 Items 





Add a Redistribution Order

Navigation

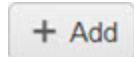
MATERIEL MGMT > Redistribution Order >  > New Redistribution Order page

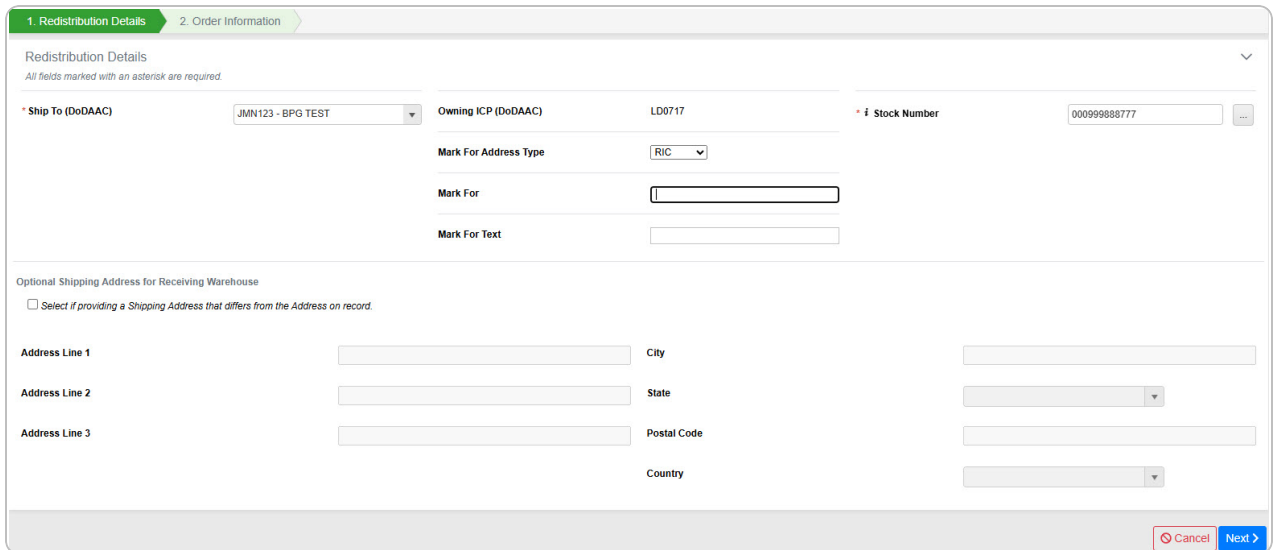
Procedures

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.



The screenshot shows the 'Redistribution Details' form with two tabs: '1. Redistribution Details' (active) and '2. Order Information'. The form contains several fields and sections:

- Redistribution Details**
 - * Ship To (DoDAAC)**: JMN123 - BPG TEST
 - Owning ICP (DoDAAC)**: LD0717
 - * Stock Number**: 000999888777
 - Mark For Address Type**: RIC
 - Mark For**: (empty text box)
 - Mark For Text**: (empty text box)
- Optional Shipping Address for Receiving Warehouse**
 - ☐ Select if providing a Shipping Address that differs from the Address on record.
 - Address Line 1**: (empty text box)
 - Address Line 2**: (empty text box)
 - Address Line 3**: (empty text box)
 - City**: (empty text box)
 - State**: (empty dropdown menu)
 - Postal Code**: (empty text box)
 - Country**: (empty dropdown menu)

At the bottom right of the form are **Cancel** and **Next >** buttons.

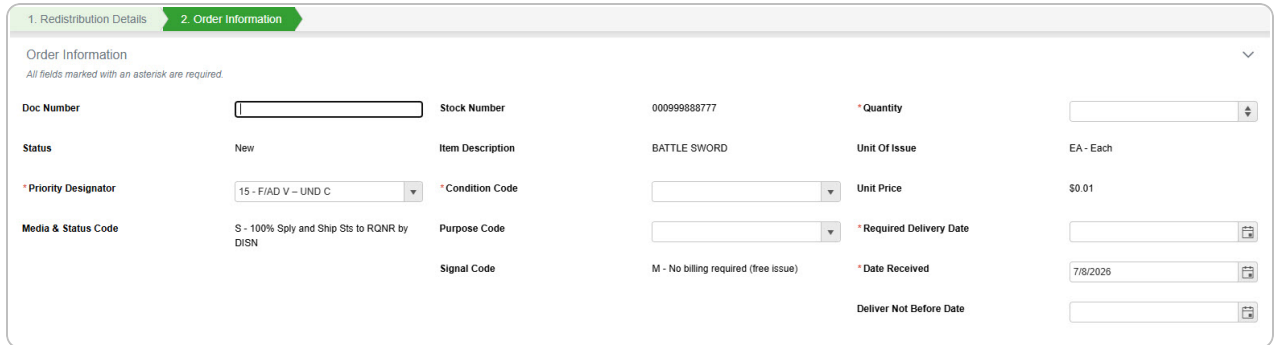




Help Reference Guide

- 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.*

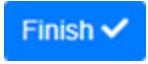
3. Select . *The Order Information tab displays.*



1. Redistribution Details 2. Order Information

Order Information
All fields marked with an asterisk are required.

Doc Number		Stock Number	00099988777	*Quantity	
Status	New	Item Description	BATTLE SWORD	Unit Of Issue	EA - Each
*Priority Designator	15 - FIAD V - UND C	*Condition Code		Unit Price	\$0.01
Media & Status Code	S - 100% Sply and Ship Sts to RQNR by DISN	Purpose Code		*Required Delivery Date	
		Signal Code	M - No billing required (free issue)	*Date Received	7/8/2026
				Deliver Not Before Date	

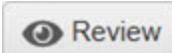
- A. Use  to select the Priority Designator.
- B. Use  to select the Condition Code.
- C. Use  to choose the Quantity.
- D. Use  to select the Required Delivery Date, or enter the date (MM/DD/YYYY) in the field provided.
- E. Use  to select the Date Received, or enter the date (MM/DD/YYYY) in the field 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.*





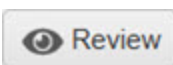
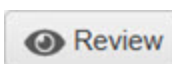
Review a Redistribution Order

Navigation

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

Procedures

Review the Redistribution Order

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

Redistribution Order: LD071750719904

Details History Action

Order Information

Document Number	LD071750719904	Stock Number	PIDGKIT	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	

- 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

- 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

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

Selected

☐	Serial Number	RSA DoDAAC	RSA ID	Owning DoDAAC	Cond Cd	Prj Cd	Purpose Cd	Contract Nbr
Selected Previous 0 Page 0 of 0 Next 50 items per page No items to display 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 In Mtl 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.

