



## Requisition

### Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Requisition process provides the ability to add, update, cancel, print, review, or deny a Requisition request.

### Navigation

MATERIEL MGMT > Requisition > Requisition page

### Procedures

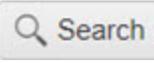
#### Search for a Requisition

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.

Search Criteria ▼

<p><b>Client RSA</b> <input type="text"/></p> <p><b>Stock Nbr</b> <input type="text" value="All"/> <span>...</span></p> <p><b>Source of Supply RIC</b> <input type="text"/></p> <p><b>Approved Dt From</b> <input type="text"/> <input type="button" value="Calendar"/></p> <p><b>Required Delivery Dt From</b> <input type="text"/> <input type="button" value="Calendar"/></p> <p><b>Established Dt/Tm From</b> <input type="text"/> <input type="button" value="Calendar"/></p>	<p><b>Document Nbr</b> <input type="text"/></p> <p><b>Status</b> <input type="text" value="All Open"/> ▼</p> <p><b>Only Approvable</b> <input checked="" type="checkbox"/></p> <p><b>Approved Dt To</b> <input type="text"/> <input type="button" value="Calendar"/></p> <p><b>Required Delivery Dt To</b> <input type="text"/> <input type="button" value="Calendar"/></p> <p><b>Established Dt/Tm To</b> <input type="text"/> <input type="button" value="Calendar"/></p>
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2. Select  to display the search results.

Search Results

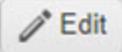
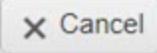
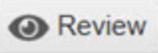
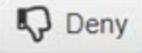
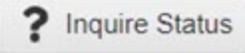
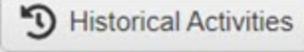
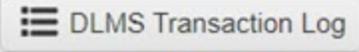
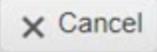
Client RSA	Document Nbr	Manual Doc Nbr	Status	Last Transaction Dt/Tm	Approved Dt	Shipped Dt	Stock Nbr	Item Desc	Unit Price	Requested Qty	Est Requested Price	Approved Qty	Est Approved Price	Source of Supply RIC	Required Delivery Dt	Slip Status Cd
CENTER	H021514441003		IA - ICF Approved	05/23/2024 1:00:25 PM	05/23/2024 1:00:25 PM		1005002425687	BOTTLE ASSEMBLY 6 50Z CYLINDER	\$2.85	1	\$2.85	1	\$2.85	SMAS		
CENTER	H021514441004		IA - ICF Approved	05/23/2024 1:00:56 PM	05/23/2024 1:00:56 PM		1005002425687	BOTTLE ASSEMBLY 6 50Z CYLINDER	\$2.85	1	\$2.85	1	\$2.85	SMAS		
CENTER	H021514441005		IA - ICF Approved	05/23/2024 2:48:44 PM	05/23/2024 2:48:44 PM		1005000322251	ARMAMENT MAN	\$575.00	1	\$575.00	1	\$575.00	SMAS		
CENTER	DFP6962024005	DFP6962024005	IA - ICF Approved	06/06/2024 4:12:28 PM	06/06/2024 4:12:28 PM		1005002425687	BOTTLE ASSEMBLY 6 50Z CYLINDER	\$2.85	1	\$2.85	1	\$2.85	SMAS		
CENTER	H021514441001		IN - Initiated	06/20/2024 2:32:39 PM			1005000322251	ARMAMENT MAN	\$575.00	1	\$575.00	1	\$575.00		05/31/2024	
CENTER ATC	H021514441001		IA - ICF Approved	05/23/2024 12:57:13 PM	05/23/2024 12:57:13 PM		541101398938	SHELTER EXPANDABLE	\$234,414.00	1	\$234,414.00	1	\$234,414.00	A12		
CENTER ATC	H021514441002		IA - ICF Approved	05/23/2024 12:58:49 PM	05/23/2024 12:58:49 PM		541101398938	SHELTER EXPANDABLE	\$234,414.00	1	\$234,414.00	1	\$234,414.00	A12		
ORINE - 30FSKASSETS	NS9100192121001		IA - ICF Approved	07/03/2023 9:39:06 AM	07/03/2023 9:39:12 AM		0140010504919	CONTAINER ISO-40 GREY	\$6,720.71	4	\$26,882.84	4	\$26,882.84	SMAS		
LODRM-1			IN - Initiated	06/20/2024 2:30:25 PM			1240010336020	ENCLOSURES 10X40	\$2,699.00	5	\$13,495.00	5	\$13,495.00		06/01/2024	
WARROOM	NS9100191881001		IA - ICF Approved	07/21/2023 12:48:37 PM	07/16/2023 3:52:19 PM		0140014054819	CONTAINER ISU-40 GREY	\$6,720.71	1	\$6,720.71	1	\$6,720.71	SMAS		

Page: 1 of 1 | 10 items per page

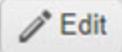
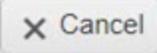
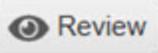
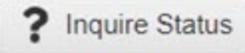
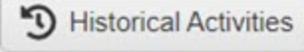
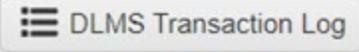
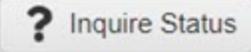




### Cancel a Requisition

1. Click  to select the desired entry. *The Requisition request is highlighted, and*  ,  
     ,  
 , and  become available.
2. Select  . *The Status changes to CN - Cancelled, and is removed from the Requisitions grid.*

### Inquire About a Requisition Status

1. Click  to select the desired entry. *The Requisition request is highlighted, and*  ,  
     ,  
 , and  become available.
2. Select  . *The **869F Order Status Inquiry** is sent to the SoS.*





## Add a Requisition

### Navigation

MATERIEL MGMT > Requisition >  > Add Requisition page

### Procedures

#### Add a Requisition

1. Select  . The **Add Requisition** page displays.

Requisition Details ▼

<p>* Stock Nbr <input type="text" value="Select an Item"/> </p> <p>UI</p> <p>Unit Price \$0.00</p> <p>* Requested Qty <input type="text" value="1"/> </p> <p>* Client RSA <input type="text" value="Search RSAs"/> </p> <p>Deliver Not Before Dt <input type="text" value=""/> </p> <p>Document Nbr <input type="text" value=""/></p> <p>Ship To <input type="text" value="Select an Address"/> </p> <p># Priority Cd <input type="text" value="15 - FI/AD V - UND C"/> </p> <p>Fund Cd <input type="text" value=""/></p> <p>Media Status Cd <input type="text" value="F"/></p> <p>Advice Cd <input type="text" value="Select an Item"/> </p> <p>Purpose Cd <input type="text" value="Select an Item"/> </p>	<p>Item Desc <input type="text" value=""/></p> <p>Qty per Unit Pack <input type="text" value=""/></p> <p>Ext Requested Price \$0.00</p> <p># Requested Cond Cd <input type="text" value="A - Svctl(w/o Qual)"/> </p> <p>Required Delivery Dt <input type="text" value=""/> </p> <p>Deliver No Later Than Dt <input type="text" value=""/> </p> <p># Signal Cd <input type="text" value="M - No billing required (free issue)"/> </p> <p>Distribution Cd <input type="text" value=""/></p> <p>Project Cd <input type="text" value=""/></p>
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- A. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*
  - B. Use  to choose the correct REQUESTED QTY.
  - C. Use  to assist, or use  to select the Client RSA.
2. Select  . The **Add Requisition** page closes, and the new Requisition record is at the top of the Requisitions grid, highlighted in green.





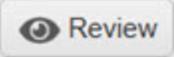
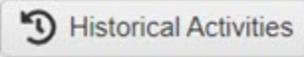
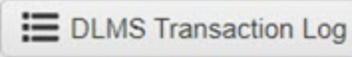
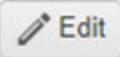
## Update a Requisition

### Navigation

MATERIEL MGMT > Requisition >  (desired record) >  > Update Requisition page

### Procedures

#### Update a Requisition

- Click  to select the desired entry. *The Requisition request is highlighted, and* , , , , , , , and  become available.
- Select . *The **Update Requisition** page displays.*

Requisition Details ▼

<table border="0" style="width: 100%;"> <tr><td>Stock Nbr</td><td>1240016239020</td></tr> <tr><td>UI</td><td>EA - Each</td></tr> <tr><td>Unit Price</td><td>\$2,699.00</td></tr> <tr><td>Requested Qty</td><td>1</td></tr> <tr><td>Approved Qty</td><td><input type="text" value="5"/></td></tr> <tr><td>Client RSA</td><td>LOGSU-1</td></tr> <tr><td>Managed DoDAAC</td><td>N57100</td></tr> <tr><td>Deliver Not Before Dt</td><td><input type="text" value="6/5/2024"/></td></tr> <tr><td>Document Nbr</td><td><input type="text"/></td></tr> <tr><td>Ship To</td><td><input type="text" value="LS1001"/></td></tr> <tr><td>Priority Cd</td><td><input type="text" value="15 - FIAD V - UND C"/></td></tr> <tr><td>Fund Cd</td><td><input type="text"/></td></tr> <tr><td>Media Status Cd</td><td>S</td></tr> <tr><td>Advice Cd</td><td><input type="text" value="Select an Item"/></td></tr> <tr><td>Purpose Cd</td><td><input type="text" value="Select an Item"/></td></tr> </table>	Stock Nbr	1240016239020	UI	EA - Each	Unit Price	\$2,699.00	Requested Qty	1	Approved Qty	<input type="text" value="5"/>	Client RSA	LOGSU-1	Managed DoDAAC	N57100	Deliver Not Before Dt	<input type="text" value="6/5/2024"/>	Document Nbr	<input type="text"/>	Ship To	<input type="text" value="LS1001"/>	Priority Cd	<input type="text" value="15 - FIAD V - UND C"/>	Fund Cd	<input type="text"/>	Media Status Cd	S	Advice Cd	<input type="text" value="Select an Item"/>	Purpose Cd	<input type="text" value="Select an Item"/>	<table border="0" style="width: 100%;"> <tr><td>Item Desc</td><td>BINOCULARS 10X40</td></tr> <tr><td>Qty per Unit Pack</td><td>NO QUP</td></tr> <tr><td>Ext Requested Price</td><td>\$2,699.00</td></tr> <tr><td>Requested Cond Cd</td><td><input type="text" value="A - Svcb(w/o Qual)"/></td></tr> <tr><td>Ext Approved Price</td><td>\$13,495.00</td></tr> <tr><td>Required Delivery Dt</td><td><input type="text" value="6/1/2024"/></td></tr> <tr><td>Deliver No Later Than Dt</td><td><input type="text"/></td></tr> <tr><td>Source of Supply RIC</td><td><input type="text"/></td></tr> <tr><td>Signal Cd</td><td><input type="text" value="M - No billing required (free issue)"/></td></tr> <tr><td>Distribution Cd</td><td><input type="text"/></td></tr> <tr><td>Project Cd</td><td><input type="text"/></td></tr> </table>	Item Desc	BINOCULARS 10X40	Qty per Unit Pack	NO QUP	Ext Requested Price	\$2,699.00	Requested Cond Cd	<input type="text" value="A - Svcb(w/o Qual)"/>	Ext Approved Price	\$13,495.00	Required Delivery Dt	<input type="text" value="6/1/2024"/>	Deliver No Later Than Dt	<input type="text"/>	Source of Supply RIC	<input type="text"/>	Signal Cd	<input type="text" value="M - No billing required (free issue)"/>	Distribution Cd	<input type="text"/>	Project Cd	<input type="text"/>
Stock Nbr	1240016239020																																																				
UI	EA - Each																																																				
Unit Price	\$2,699.00																																																				
Requested Qty	1																																																				
Approved Qty	<input type="text" value="5"/>																																																				
Client RSA	LOGSU-1																																																				
Managed DoDAAC	N57100																																																				
Deliver Not Before Dt	<input type="text" value="6/5/2024"/>																																																				
Document Nbr	<input type="text"/>																																																				
Ship To	<input type="text" value="LS1001"/>																																																				
Priority Cd	<input type="text" value="15 - FIAD V - UND C"/>																																																				
Fund Cd	<input type="text"/>																																																				
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Advice Cd	<input type="text" value="Select an Item"/>																																																				
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Ext Requested Price	\$2,699.00																																																				
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Project Cd	<input type="text"/>																																																				





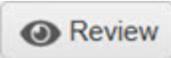
3. Select . The **Update Requisition** page closes, and the revised Requisition record is highlighted.





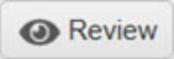
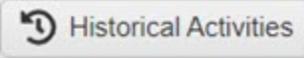
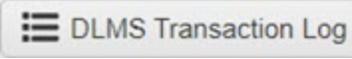
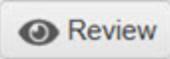
## Review a Requisition

### Navigation

MATERIEL MGMT > Requisition >  (desired record) >  > Review Requisition pop-up window

### Procedures

#### Review the Requisition Request

- Click  to select the desired entry. *The Requisition request is highlighted, and , , , , , , , and  become available.*
- Select . *The **Review Requisition** pop-up window displays.*

**Review** ✕

**!** There is no Source of Supply for the requested Stock Nbr. This Requisition will need to be completed manually.

Document Nbr	(Auto-Generate)	Stock Nbr	1240016239020
Client RSA	LOGSU-1	Managed DoDAAC	N57100
* Ship To	LS1001	* Signal Cd	M
Priority Cd	15 - F/AD V – UND C	Distribution Cd	
Media Status Cd	S	Project Cd	
* Fund Cd		Purpose Cd	All
Advice Cd	Select an Item	Requested Qty	1
* Approved Qty	5	Approved By	BPGROCE

Approve     Cancel





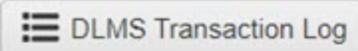
- A. Update the Ship To, using  to select the desired DoDAAC.
  - B. Update the FUND CD, entering the revised code in the field provided. *This is a 2 alpha-numeric character field.*
  - C. Update the APPROVED QTY, using  to choose the revised amount.
  - D. Update the Signal Cd, using  to select the desired code.
3. Select . The **Review Requisition** pop-up window closes, the Requisition status changes, and any required forms are automatically sent.





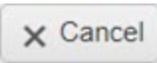
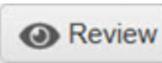
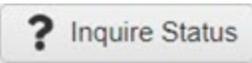
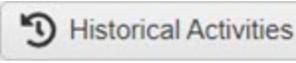
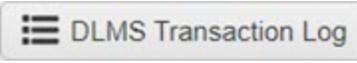
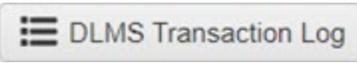
## View the DLMS Transactions of the Requisition Request

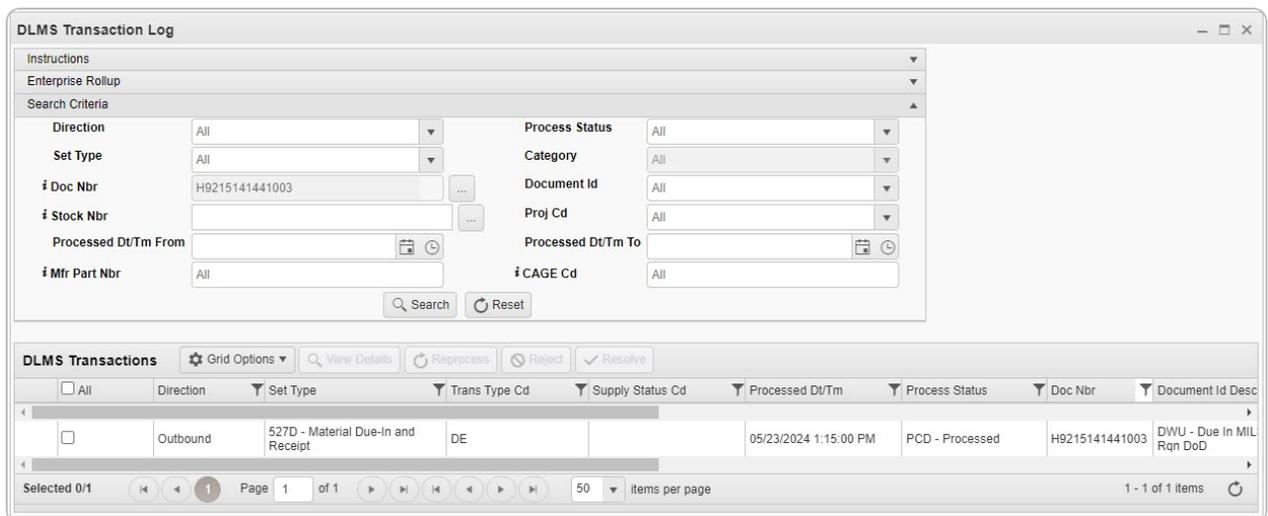
### Navigation

MATERIEL MGMT > Requisition >  (desired record) >  > DLMS Transaction Log pop-up window

### Procedures

#### Search for a DLMS Transaction

- Click  to select the desired entry. *The Requisition request is highlighted, and* , , , , , , , and  become available.
- Select . *The **DLMS Transaction Log** pop-up window displays.*
- In the Search Criteria box, narrow the results by entering one or more of the following optional fields.



**DLMS Transaction Log**

Instructions  
Enterprise Rollup

Search Criteria

Direction	All	Process Status	All
Set Type	All	Category	All
Doc Nbr	H9215141441003	Document Id	All
Stock Nbr		Proj Cd	All
Processed Dt/Tm From		Processed Dt/Tm To	
Mfr Part Nbr	All	CAGE Cd	All

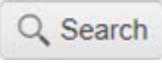
DLMS Transactions

	Direction	Set Type	Trans Type Cd	Supply Status Cd	Processed Dt/Tm	Process Status	Doc Nbr	Document Id Desc
<input type="checkbox"/>	Outbound	527D - Material Due-In and Receipt	DE		05/23/2024 1:15:00 PM	PCD - Processed	H9215141441003	DWU - Due In MIL Rqn DoD

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





4. Select  to display the search results.

DLMS Transactions																	
Grid Options	View Details	Printed	Printed	Printed	Printed	Printed	Printed	Printed	Printed	Printed	Printed	Printed	Printed				
All	Direction	Set Type	Trans Type Cd	Supply Status Cd	Processed D/Tm	Process Status	Doc Nbr	Document Id Desc	Suffx Cd	Report Type Cd	Stock Nbr	Qty	Cond Cd	Document Id	Message From	Copy Address	Message To
<input type="checkbox"/>	Outbound	527D - Material Due-In and Receipt	DE		09/23/2024 1:15:00 PM	PCD - Processed	H92151141441000	DWU - Due In MILSTRIP Rgn Doc			1005002425987	1	A	DWU	H95		CEN001

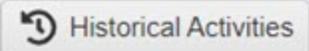
Selected 01 Page 1 of 1 50 Items per page 1 - 1 of 1 Items





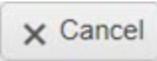
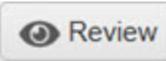
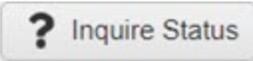
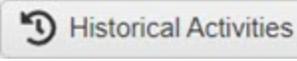
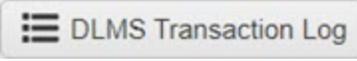
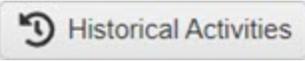
# View the Historical Activities of the Requisition Request

## Navigation

MATERIEL MGMT > Requisition >  (desired record) >  >  
ICP Requisition Historical Activities pop-up window

## Procedures

### View the Requisition Request Historical Activities

1. Click  to select the desired entry. *The Requisition request is highlighted, and* , , , , , , , and  become available.
2. Select . *The **ICP Requisition Historical Activities** pop-up window displays.*





## Help Reference Guide

**ICP Requisition Historical Activities**

Requisition Details

Document Nbr	H9215141441003	Current Stock Nbr	1005002425687	Item Desc	BOTTLE ASSEMBLY 0.50Z CYLINDER
Client RSA	CENTER	Client RSA RIC		Client RSA DoDAAC	CEN001
Source of Supply RIC	SMS	Signal Cd	J	Current Fund Cd	58
Current Requested Qty	1	Current Approved Qty	1	Current Outstanding Qty	1
Unit Price	\$2.85	Current Ext Requested Price	\$2.85	Current Ext Approved Price	\$2.85
Established Dt/Tm	5/23/2024 1:00:13 PM	Established By	CROUSEL	Approved By	CROUSEL

History Activity

Status	Last Transaction Dt/Tm	Approved Dt	Required Delivery Dt	Fund Cd	Requested Qty	Ext Requested Price	Approved Qty	Ext Approved Price	Outst
ICP Approved - IA	05/23/2024 1:00:25 PM	05/23/2024		58	1	\$2.85	1	\$2.85	1
New - NW	05/23/2024 1:00:25 PM			58	1	\$2.85	0	\$0.00	0
New - NW	05/23/2024 1:00:13 PM			58	1	\$2.85	0	\$0.00	0

50 items per page | 1 - 3 of 3 items

3. Select to close the pop-up window.





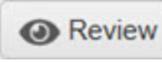
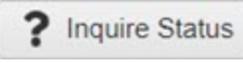
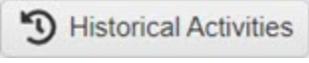
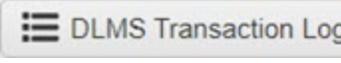
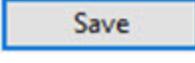
# Print a Requisition

## Navigation

MATERIEL MGMT > Requisition >  (desired record) >  Print > Print a Requisition page

## Procedures

### Print a Requisition

1. Click  to select the desired entry. *The Requisition request is highlighted, and*  Edit ,  Cancel ,  Print ,  Review ,  Deny ,  Inquire Status ,  Historical Activities , and  DLMS Transaction Log become available.
2. Select  Print . The  toast appears, and then the  toast appears.
3. The **Windows Save As** pop-up window appears, after generating the DW Form 10. Select  Save to save the PDF document, and print at a later time.





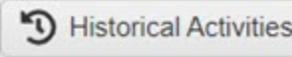
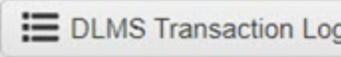
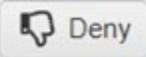
## Deny a Requisition

### Navigation

MATERIEL MGMT > Requisition >  (desired record) >  > Deny Requisition pop-up window

### Procedures

#### Deny the Requisition Request

- Click  to select the desired entry. *The Requisition request is highlighted, and* , , , , , , , and  become available.
- Select . *The **Deny Requisition** pop-up window displays.*



The image shows a pop-up window titled "Deny Requisition" with a close button (X) in the top right corner. Inside the window, there is a label "\* Reason for Denial" followed by a large text input field. At the bottom of the window, there are two buttons: "Deny" with a checkmark icon and "Cancel" with a circle and slash icon.

- Enter the Reason for Denial in the field provided. *This is a 1024 alphanumeric character field.*
- Select . *The **Deny Requisition** pop-up window closes, and the Requisition request is removed from the Requisitions grid.*

