

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

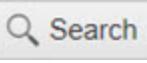
Search for a Requisition

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.

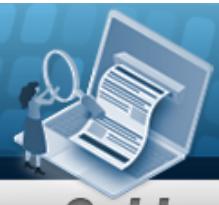
Search Criteria

<input style="width: 100%; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/> Client RSA	<input style="width: 100%; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/> Document Nbr
<input style="width: 100%; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/> Stock Nbr	<input style="width: 100%; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/> Status
<input style="width: 100%; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/> Source of Supply RIC	<input checked="checked" type="checkbox"/> Only Approvable
<input style="width: 100%; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/> Approved Dt From	<input style="width: 100%; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/> Approved Dt To
<input style="width: 100%; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/> Required Delivery Dt From	<input style="width: 100%; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/> Required Delivery Dt To
<input style="width: 100%; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/> Established Dt/Tm From	<input style="width: 100%; height: 25px; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/> Established Dt/Tm To
<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px; margin-bottom: 5px;" type="button" value="Search"/> <input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px;" type="button" value="Reset"/>	

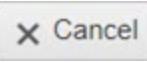
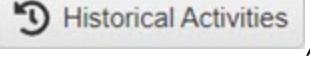
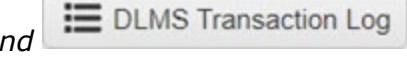
2. Select  to display the search results.

Search Results

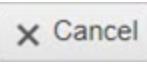
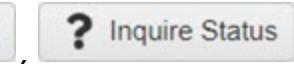
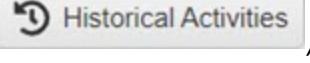
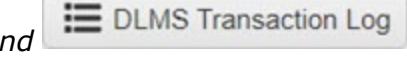
Requisitions	Grid Options	+ Add	Edit	Print	Review	Done	Imports Status	Review Changes	Historical Activities	ELMS Transaction Log	Client RSA	Document Nbr	Status	Last Transaction Dt/Tm	Approved Dt	Shipped Dt	Stock Nbr	Item Desc	Unit Price	Requested Qty	Ext Requested Price	Approved Qty	Ext Approved Price	Source of Supply RIC	Required Delivery Dt	Supply Status Cd
<input type="checkbox"/> CENTER	HR0151441003										IA- ICP Approved	05/23/2024 1:02:49 PM	05/23/2024 1:02:49 PM	1005000245587	BOTTLE ASSEMBLY 9.5OZ CYLINDER	\$2.85	1	\$2.85	1	\$2.85	1	SMS				
<input type="checkbox"/> CENTER	HR0151441004										IA- ICP Approved	05/23/2024 1:00:56 PM	05/23/2024 1:00:56 PM	1005000245587	BOTTLE ASSEMBLY 9.5OZ CYLINDER	\$2.85	1	\$2.85	1	\$2.85	1	SMS				
<input type="checkbox"/> CENTER	HR0151441005										IA- ICP Approved	05/23/2024 2:41:44 PM	05/23/2024 2:41:44 PM	1005000303251	ARMAMENT,MAN	\$275.00	1	\$275.00	1	\$275.00	1					
<input type="checkbox"/> CENTER	DFP96002024005	DFP96002024005									IA- ICP Approved	06/06/2024 4:12:28 PM	06/06/2024 4:12:28 PM	1005000245587	BOTTLE ASSEMBLY 9.5OZ CYLINDER	\$2.85	1	\$2.85	1	\$2.85	1	SMS				
<input type="checkbox"/> CENTER											IN- Initiated	06/06/2024 2:32:10 PM	06/06/2024 2:32:10 PM	1005000303251	ARMAMENT,MAN	\$275.00	1	\$275.00	1	\$275.00	1					
<input type="checkbox"/> CENTER	HR0151441001										IA- ICP Approved	05/23/2024 12:07:13 PM	05/23/2024 12:07:13 PM	1005000303251	ARMAMENT,MAN	\$275.00	1	\$275.00	1	\$275.00	1					
<input type="checkbox"/> CENTER	HR0151441002										IA- ICP Approved	05/23/2024 12:58:40 PM	05/23/2024 12:58:40 PM	241101000000000000	SHELTER, EXPANDABLE	\$224.41	1	\$224.41	1	\$224.41	1	A12				
<input type="checkbox"/> CRANE - SOFSA-ASSETS	NSW00001212001										IA- ICP Approved	07/03/2023 9:30:00 AM	07/03/2023 9:30:00 AM	810014554918	CONTAINER ISO-10' GRAY	\$8,738.71	4	\$35,000.00	4	\$35,000.00	4					
<input type="checkbox"/> LOOPS-U											IN- Installed	06/20/2024 3:30:25 PM	124046230020	BINOCULARS 10X40	\$2,990.00	1	\$2,990.00	1	\$2,990.00	1						
<input type="checkbox"/> WARCOM	NSW0000101881001										IA- ICP Approved	07/01/2023 12:48:37 PM	07/16/2023 3:52:19 PM	8145014554819	CONTAINER ISU-90 GRAY	\$8,720.71	1	\$8,720.71	1	\$8,720.71	1	SMS				



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

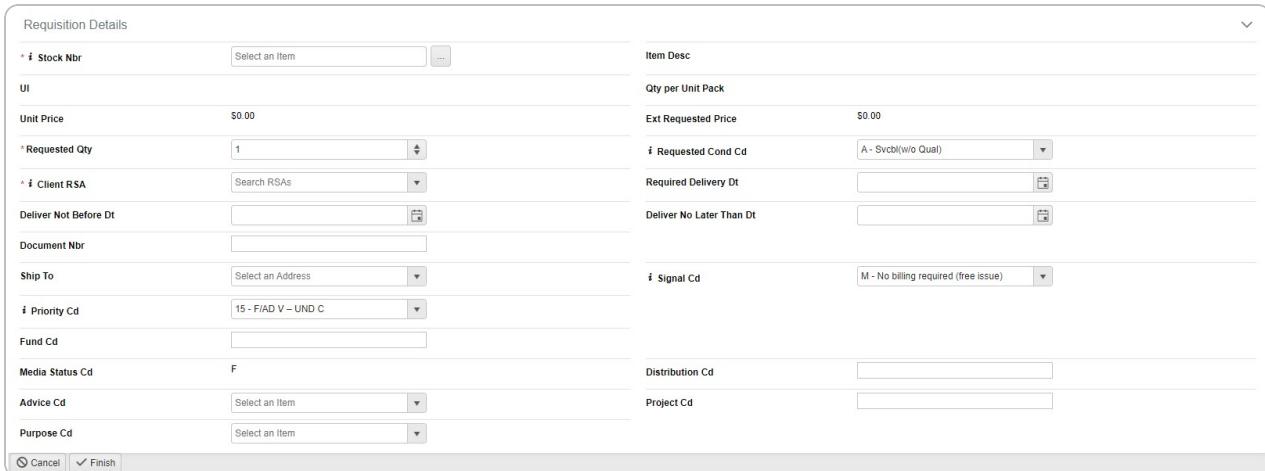
Navigation

MATERIEL MGMT > Requisition >  > Add Requisition page

Procedures

Add a Requisition

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

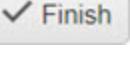


The screenshot shows the 'Requisition Details' section of the Add Requisition page. It includes fields for Stock Nbr (with a 'Select an Item' dropdown and a help icon), Item Desc, Qty per Unit Pack, and Ext Requested Price. Other fields include Requested Qty (1), Client RSA (Search RSAs dropdown), Required Delivery Dt, Deliver No Later Than Dt, Document Nbr, Ship To (Select an Address dropdown), Signal Cd (A- Svcb(w/o Qual) dropdown), Priority Cd (15 - F/AD V - UND C dropdown), Fund Cd, Media Status Cd (F), Distribution Cd, Advice Cd (Select an item dropdown), Project Cd, Purpose Cd (Select an item dropdown), and a 'Cancel' or 'Finish' button at the bottom.

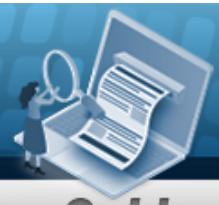
A. Use  or  to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

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.





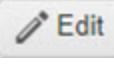
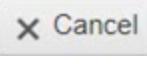
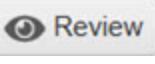
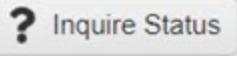
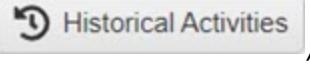
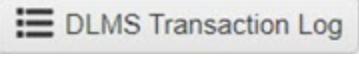
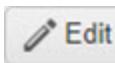
Update a Requisition

Navigation

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

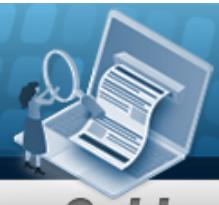
Procedures

Update a Requisition

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

Requisition Details			
Stock Nbr	1240016239020	Item Desc	BINOCULARS 10X40
UI	EA - Each	Qty per Unit Pack	NO QUP
Unit Price	\$2,699.00	Ext Requested Price	\$2,699.00
Requested Qty	1	Requested Cond Cd	A - Svcbl(w/o Qual)
Approved Qty	5	Ext Approved Price	\$13,495.00
Client RSA	LOGSU-1	Required Delivery Dt	6/1/2024
Managed DoD AAC	N57100	Deliver No Later Than Dt	
Deliver Not Before Dt	6/5/2024	Source of Supply RIC	
Document Nbr		Signal Cd	M - No billing required (free issue)
Ship To	LS1001	Distribution Cd	
Priority Cd	15 - F/AD V - UND C	Project Cd	
Fund Cd			
Media Status Cd	S		
Advice Cd	Select an Item		
Purpose Cd	Select an Item		
<input type="button" value="Cancel"/> <input type="button" value="Finish"/>			





Help Reference Guide

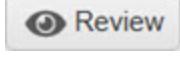
3. Select  **Finish**. The **Update Requisition** page closes, and the revised Requisition record is highlighted.





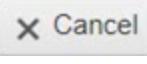
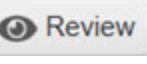
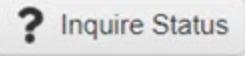
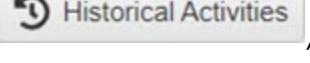
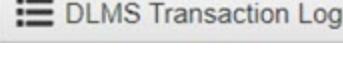
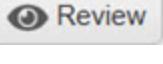
Review a Requisition

Navigation

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

Procedures

Review the Requisition Request

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  Review. The **Review Requisition** pop-up window displays.

Review

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

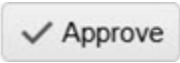
Document Nbr	(Auto-Generate)	Stock Nbr	1240016239020
Client RSA	LOGSU-1	Managed DoDAAc	N57100
* Ship To	LS1001	* Signal Cd	M
* Priority Cd	15 - F/AD V - UND C	Distribution Cd	
Media Status Cd	S	Project Cd	
* Fund Cd		Purpose Cd	All
Advice Cd	Select an Item	Requested Qty	1
* Approved Qty	5		
Approved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





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- 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.





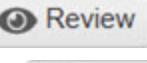
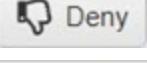
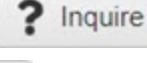
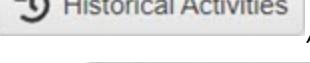
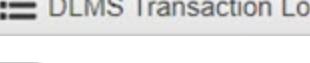
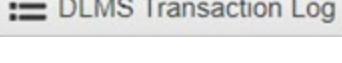
View the DLMS Transactions of the Requisition Request

Navigation

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

Procedures

Search for a DLMS Transaction

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

DLMS Transaction Log

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

All	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





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4. Select  **Search** to display the search results.

All	Direction	Trans Type Cd	Supply Status Cd	Processed Dt/Tm	Process Status	Doc Nbr	Document Id Desc	Suffix Cd	Report Type Cd	Stock Nbr	Qty	Cond Cd	Document Id	Message From	Copy Address	Message To
	Outbound	527D - Material Due-In and Receipt	DE	05/23/2024 1:15:00 PM	PCD - Processed	H8215141441000	DIVU - Due in MILSTRIP Rpt DOD			1005002425687	1	A	DIVU	H85		CEN001



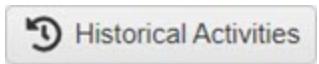
Defense Logistics Agency (DLA)
Logistics Catalog and Data Solutions (LCDS)

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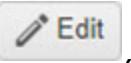
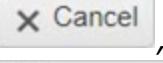
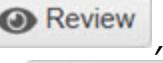
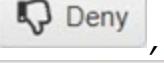
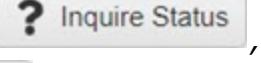
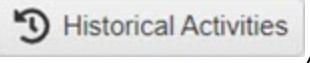
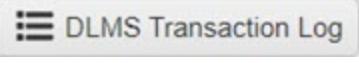
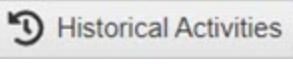
View the Historical Activities of the Requisition Request

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 0.5OZ 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	Outsta
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

Grid Options ▾

1 - 3 of 3 items

3. Select  to close the pop-up window.



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ELMS Helpdesk
1-844-843-3727 



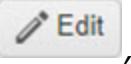
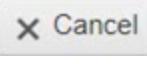
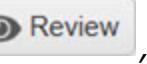
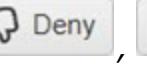
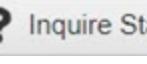
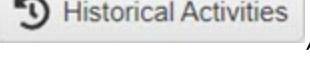
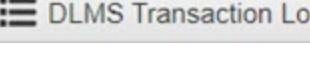
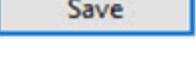
Print a Requisition

Navigation

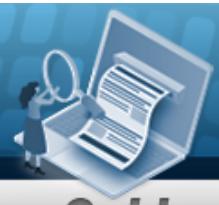
MATERIEL MGMT > Requisition > (desired record) >  Print > Print a Requisition page

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  Generating file to print. Please wait. toast appears, and then the  Complete - File generated successfully 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.





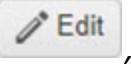
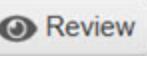
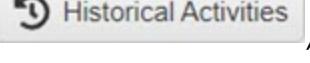
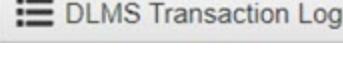
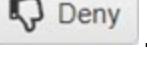
Deny a Requisition

Navigation

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

Procedures

Deny the Requisition Request

1. Click to select the desired entry. *The Requisition request is highlighted, and* 
 Cancel,  Print,  Review,  Deny,  Inquire Status,
 Historical Activities, and  DLMS Transaction Log *become available.*
2. Select  . *The Deny Requisition pop-up window displays.*



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

