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

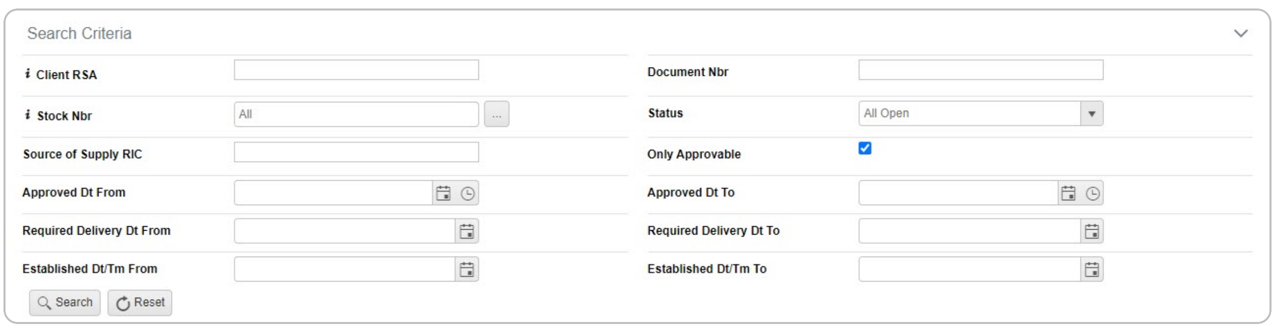
MATERIEL MGMT > Requisition > Requisition page

Procedures

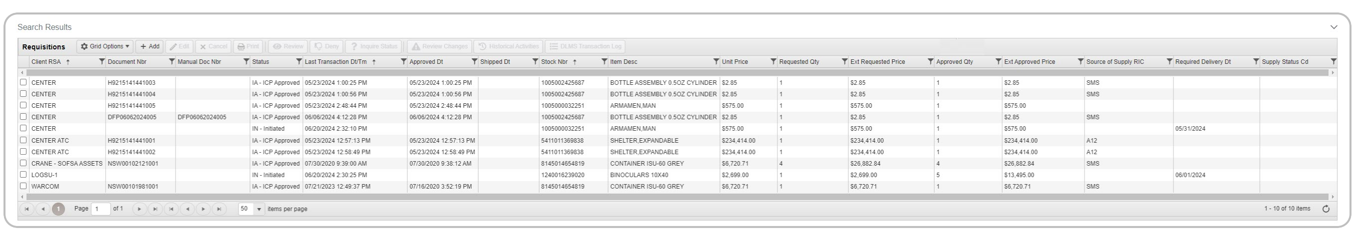
Search for a Requisition

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting 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 to display the search results.


Search Results

Requisitions — Grid Options, Add, Edit, Cancel, Print, Review, Deny, Inquire Status, Review Changes, Historical Activities, DLMS Transaction Log

Client RSA	Document Nbr	Manual Doc 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
CENTER	H9215141441003		IA - ICP Approved	05/23/2024 1:00:25 PM	05/23/2024 1:00:25 PM		1005002425687	BOTTLE ASSEMBLY 0.5OZ CYLINDER	$2.85	1	$2.85	1	$2.85	SMS		
CENTER	H9215141441004		IA - ICP Approved	05/23/2024 1:00:56 PM	05/23/2024 1:00:56 PM		1005002425687	BOTTLE ASSEMBLY 0.5OZ CYLINDER	$2.85	1	$2.85	1	$2.85	SMS		
CENTER	H9215141441005		IA - ICP Approved	05/23/2024 2:48:44 PM	05/23/2024 2:48:44 PM		1005000032251	ARMAMEN,MAN	$575.00	1	$575.00	1	$575.00			
CENTER	DFP06062024005	DFP06062024005	IA - ICP Approved	06/06/2024 4:12:28 PM	06/06/2024 4:12:28 PM		1005002425687	BOTTLE ASSEMBLY 0.5OZ CYLINDER	$2.85	1	$2.85	1	$2.85	SMS		
CENTER			IN - Initiated	06/20/2024 2:32:10 PM			1005000032251	ARMAMEN,MAN	$575.00	1	$575.00	1	$575.00		05/31/2024	
CENTER ATC	H9215141441001		IA - ICP Approved	05/23/2024 12:57:13 PM	05/23/2024 12:57:13 PM		5411011369838	SHELTER,EXPANDABLE	$234,414.00	1	$234,414.00	1	$234,414.00	A12		
CENTER ATC	H9215141441002		IA - ICP Approved	05/23/2024 12:58:49 PM	05/23/2024 12:58:49 PM		5411011369838	SHELTER,EXPANDABLE	$234,414.00	1	$234,414.00	1	$234,414.00	A12		
CRANE - SOFSA ASSETS	NSW00102121001		IA - ICP Approved	07/30/2020 9:39:00 AM	07/30/2020 9:38:12 AM		8145014654819	CONTAINER ISU-60 GREY	$6,720.71	4	$26,882.84	4	$26,882.84	SMS		
LOGSU-1			IN - Initiated	06/20/2024 2:30:25 PM			1240016239020	BINOCULARS 10X40	$2,699.00	1	$2,699.00	5	$13,495.00		06/01/2024	
WARCOM	NSW00101981001		IA - ICP Approved	07/21/2023 12:49:37 PM	07/16/2020 3:52:19 PM		8145014654819	CONTAINER ISU-60 GREY	$6,720.71	1	$6,720.71	1	$6,720.71	SMS		

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Cancel 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 Cancel*. 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* Edit*,* Cancel*,* Print*,* Review*,* Deny*,* Inquire Status*,* Historical Activities*, and* DLMS Transaction Log *become available.*
2. Select Inquire Status*. The* ***869F Order Status Inquiry*** *is sent to the SoS.*

Add a Requisition

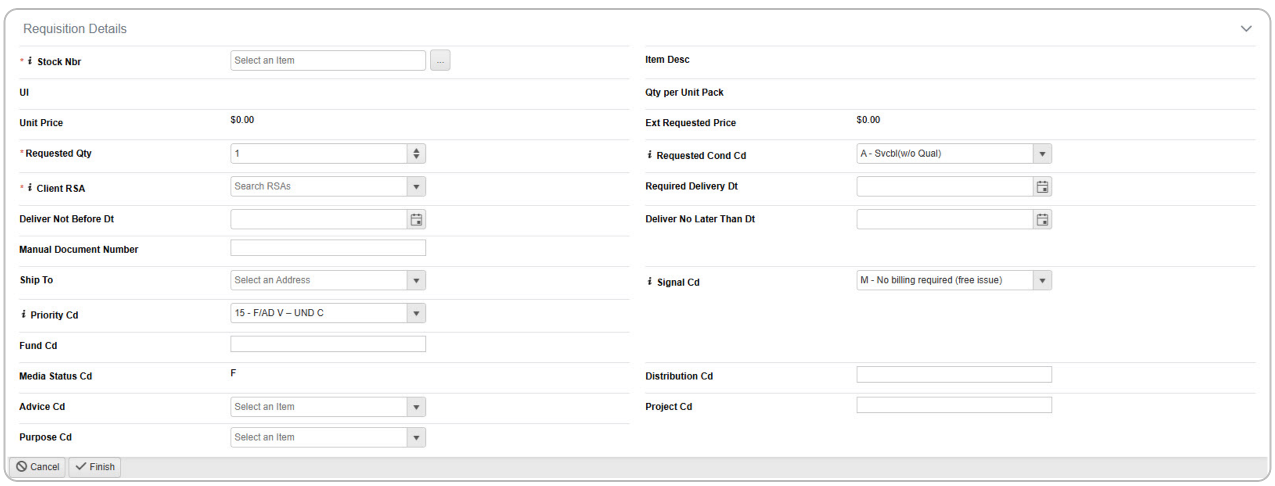
Navigation

MATERIEL MGMT > Requisition > + Add > Add Requisition page

Procedures

Add a Requisition

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



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

B. Use the up/down arrows to choose the correct REQUESTED QTY.

C. Use i to assist, or use ▼ to select the Client RSA.

2. Select ✓ Finish. *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

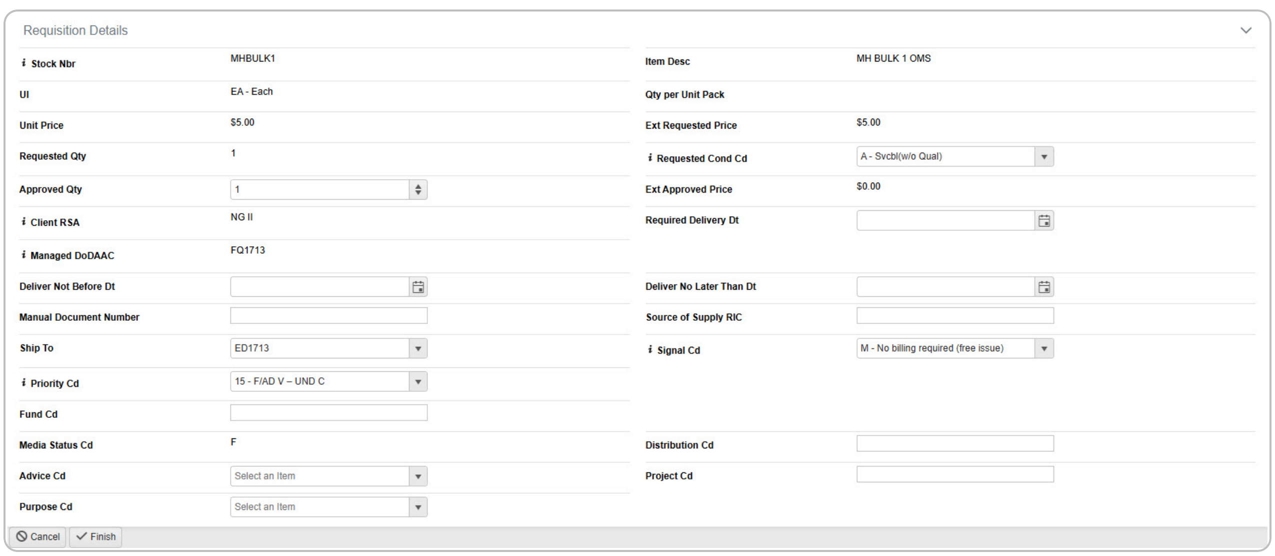
MATERIEL MGMT > Requisition > ☐ (desired record) > Edit > Update Requisition page

Procedures

Update 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 Edit. *The **Update Requisition** page displays.*



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

Review a Requisition

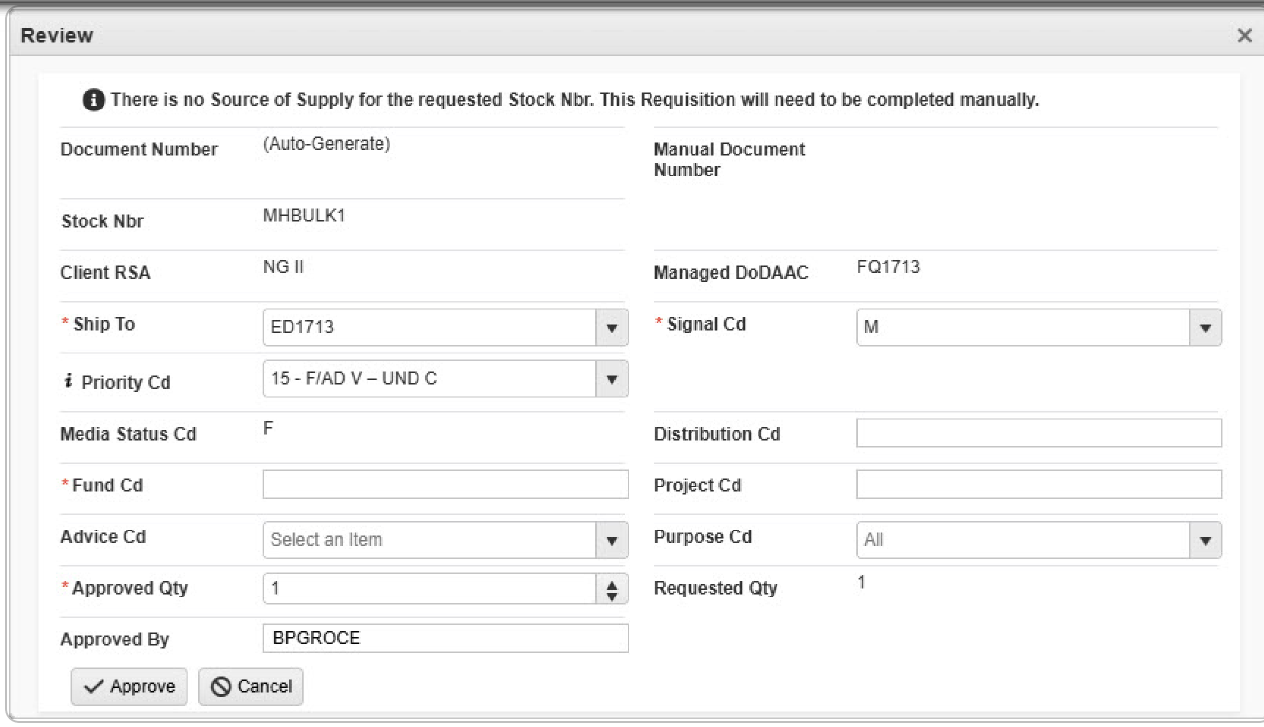
Navigation

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

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

Document Number	(Auto-Generate)	Manual Document Number	
Stock Nbr	MHBULK1		
Client RSA	NG II	Managed DoDAAC	FQ1713
* Ship To	ED1713	* Signal Cd	M
Priority Cd	15 - F/AD V – UND C		
Media Status Cd	F	Distribution Cd	
* Fund Cd		Project Cd	
Advice Cd	Select an Item	Purpose Cd	All
* Approved Qty	1	Requested Qty	1
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 ✓ Approve . *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

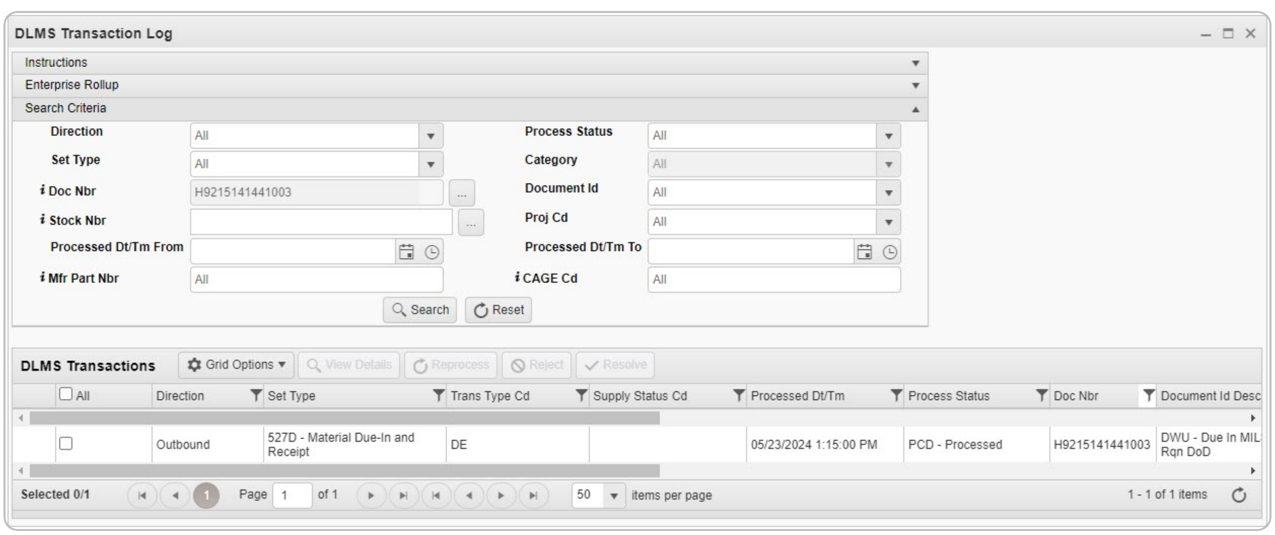
Navigation

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

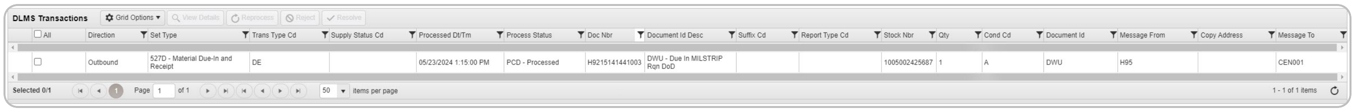
Procedures

Search for a DLMS Transaction

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



4. Select Search to display the search results.



DLMS Transactions

Grid Options | View Details | Reprocess | Reject | Resolve

All	Direction	Set Type	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	H9215141441003	DWU - Due In MILSTRIP Rqn DoD			1005002425687	1	A	DWU	H95		CEN001

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View the Historical Activities of the Requisition Request

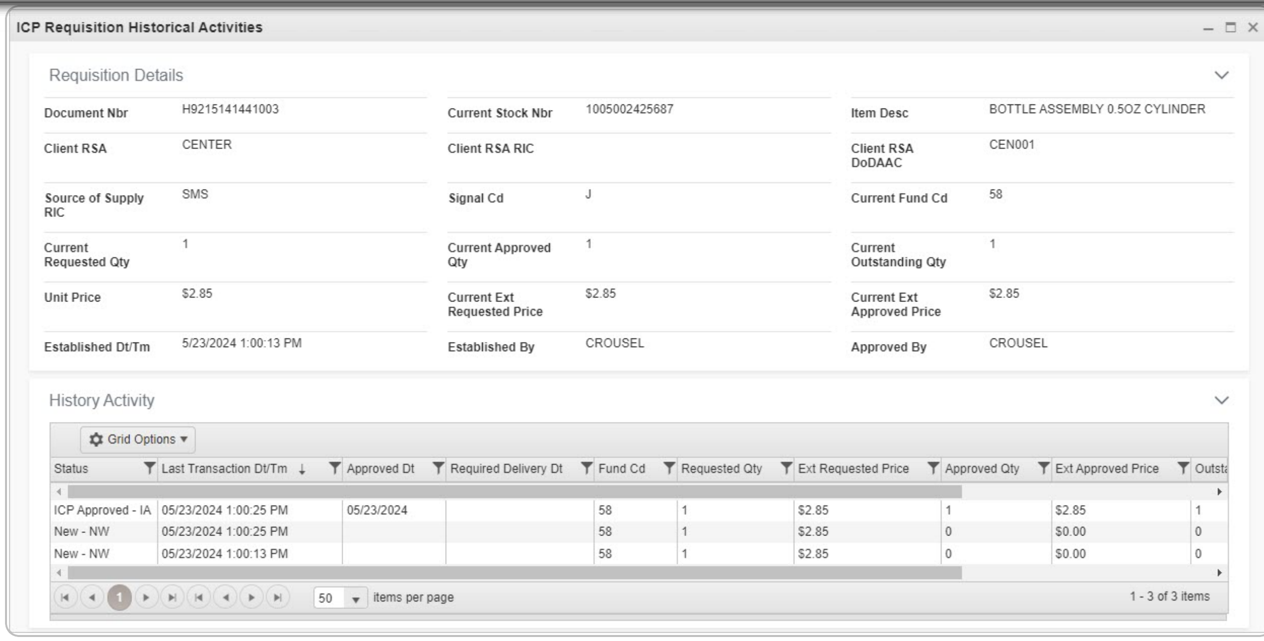
Navigation

MATERIEL MGMT > Requisition > ☐ (desired record) > Historical Activities > 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* Edit, Cancel, Print, Review, Deny, Inquire Status, Historical Activities*, and* DLMS Transaction Log *become available.*
2. Select Historical Activities. *The **ICP Requisition Historical Activities** pop-up window displays.*



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* 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

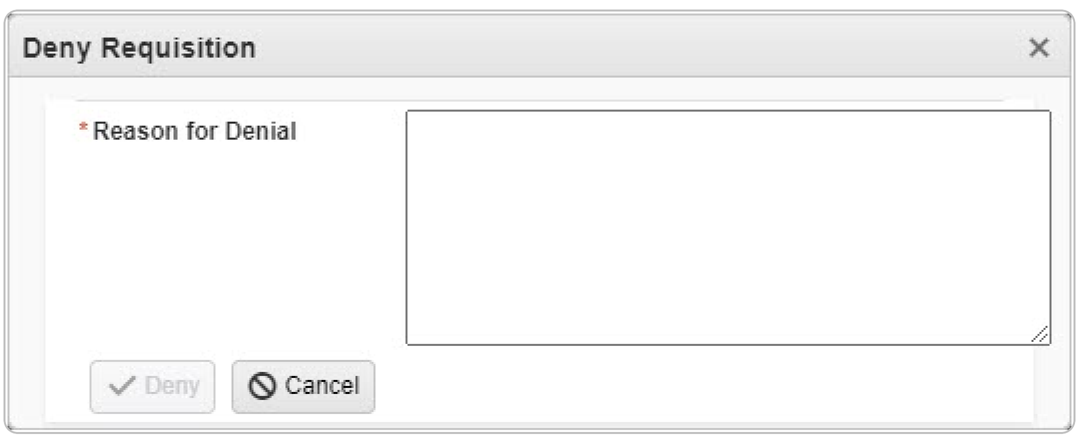
MATERIEL MGMT > Requisition > ☐ (desired record) > Deny > Deny Requisition pop-up window

Procedures

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



   A. Enter the Reason for Denial in the field provided. *This is a 256 alphanumeric character field.*

3. Select Deny. *The **Deny Requisition** pop-up window closes, and the Requisition request is removed from the Requisitions grid.*