



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.

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

Search Criteria

Client RSA

Stock Nbr

All

...

Source of Supply RIC

Approved Dt From

Required Delivery Dt From

Established Dt/Tm From

Document Nbr

Status

All Open

Only Approvable

☒

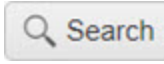
Approved Dt To

Required Delivery Dt To

Established Dt/Tm To

Search

Reset

- Select  to display the search results.

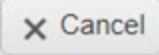
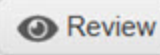
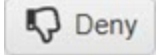
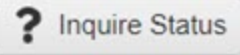
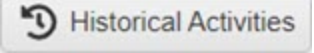
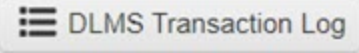
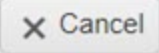
Search Results

Client RSA	Document Nbr	Manual Doc Nbr	Status	Last Transaction Dt/Tm	Approved Dt	Shipped Dt	Stock Nbr	Item Desc	Unit Price	Requested Qty	Ext Requested Price	Approved Qty	Ext Approved Price	Source of Supply RIC	Required Delivery Dt	Supply Status Cdt
CENTER	H021514441000		IA - ICP Approved	05/23/2024 1:00:25 PM	05/23/2024 1:00:25 PM		1095000425087	BOTTLE ASSEMBLY 9 SOZ CYLINDER	\$2.85	1	\$2.85	1	\$2.85	SMAS		
CENTER	H021514441004		IA - ICP Approved	05/23/2024 1:00:56 PM	05/23/2024 1:00:56 PM		1095000425087	BOTTLE ASSEMBLY 9 SOZ CYLINDER	\$2.85	1	\$2.85	1	\$2.85	SMAS		
CENTER	H021514441005		IA - ICP Approved	05/23/2024 2:48:44 PM	05/23/2024 2:48:44 PM		1095000032251	ARMAMENT MAN	\$575.00	1	\$575.00	1	\$575.00	SMAS		
CENTER	DFP0602024005	DFP0602024005	IA - ICP Approved	06/06/2024 4:12:28 PM	06/06/2024 4:12:28 PM		1095000425087	BOTTLE ASSEMBLY 9 SOZ CYLINDER	\$2.85	1	\$2.85	1	\$2.85	SMAS		
CENTER			IN - Initiated	05/23/2024 2:32:39 PM			1095000032251	ARMAMENT MAN	\$575.00	1	\$575.00	1	\$575.00			
CENTER ATC	H021514441001		IA - ICP Approved	05/23/2024 12:57:13 PM	05/23/2024 12:57:13 PM		541011368038	SHELTER EXPANDABLE	\$234,414.00	1	\$234,414.00	1	\$234,414.00	A12	05/31/2024	
CENTER ATC	H021514441002		IA - ICP Approved	05/23/2024 12:58:48 PM	05/23/2024 12:58:48 PM		541011368038	SHELTER EXPANDABLE	\$234,414.00	1	\$234,414.00	1	\$234,414.00	A12		
ORINE - ROPS/ASSETS	NSR000102121001		IA - ICP Approved	07/18/2023 9:39:46 AM	07/18/2023 9:39:46 AM		0142014504819	CONTAINER ISO-40 GREY	\$50,802.84	4	\$203,931.36	4	\$203,931.36	SMAS		
LOGS/L-1			IN - Initiated	06/20/2024 2:36:25 PM			1240016235620	BINOCULARS 10X40	\$2,599.00	1	\$2,599.00	1	\$2,599.00			
WARROOM	NSR000101881001		IA - ICP Approved	07/12/2023 12:48:37 PM	07/12/2023 12:48:37 PM		01450114654819	CONTAINER ISO-40 GREY	\$6,720.71	1	\$6,720.71	1	\$6,720.71	SMAS		

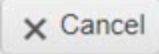
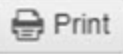
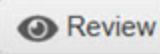
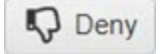
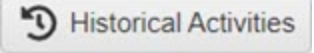
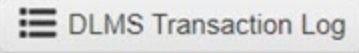
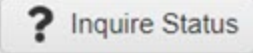




Cancel a Requisition

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

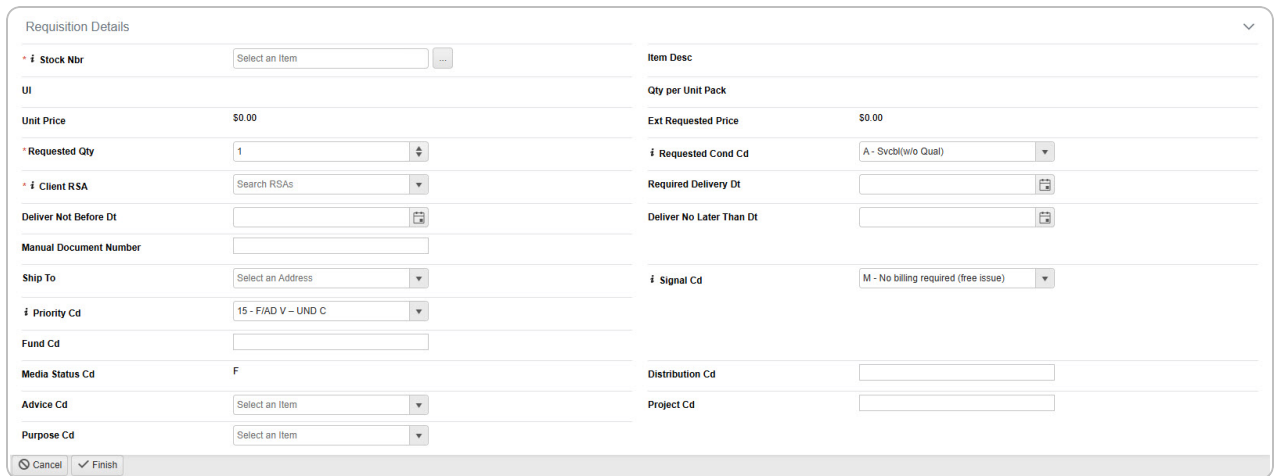
Navigation

MATERIEL MGMT > Requisition >  > Add Requisition page

Procedures

Add a Requisition

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



- 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.





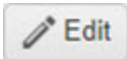
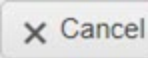
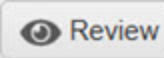
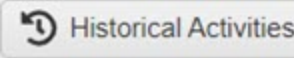
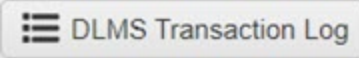
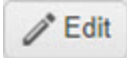
Update a Requisition

Navigation

MATERIEL MGMT > Requisition > ☐ (desired record) >  Edit > 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	
Stock Nbr	MHBULK1
UI	EA - Each
Unit Price	\$5.00
Requested Qty	1
Approved Qty	1
Client RSA	NG II
Managed DoDAAC	FQ1713
Deliver Not Before Dt	
Manual Document Number	
Ship To	ED1713
Priority Cd	15 - FIAD V -- UND C
Fund Cd	
Media Status Cd	F
Advice Cd	Select an Item
Purpose Cd	Select an Item
Item Desc	MH BULK 1 OMS
Qty per Unit Pack	
Ext Requested Price	\$5.00
Requested Cond Cd	A - Svctbl(w/o Qual)
Ext Approved Price	\$0.00
Required Delivery Dt	
Deliver No Later Than Dt	
Source of Supply RIC	
Signal Cd	M - No billing required (free issue)
Distribution Cd	
Project Cd	

 Cancel  Finish

- Select . *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

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





Help Reference Guide

Review [X]

i 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	MHCAPITAL1		
Client RSA	D1	Managed DoDAAC	MG0001
* Ship To	EB2094 ▼	* Signal Cd	J ▼
i Priority Cd	15 - F/AD V - UND C ▼		
OPTAR		Job Order Nbr	
Task Id		Object Class Cd	
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		

- 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

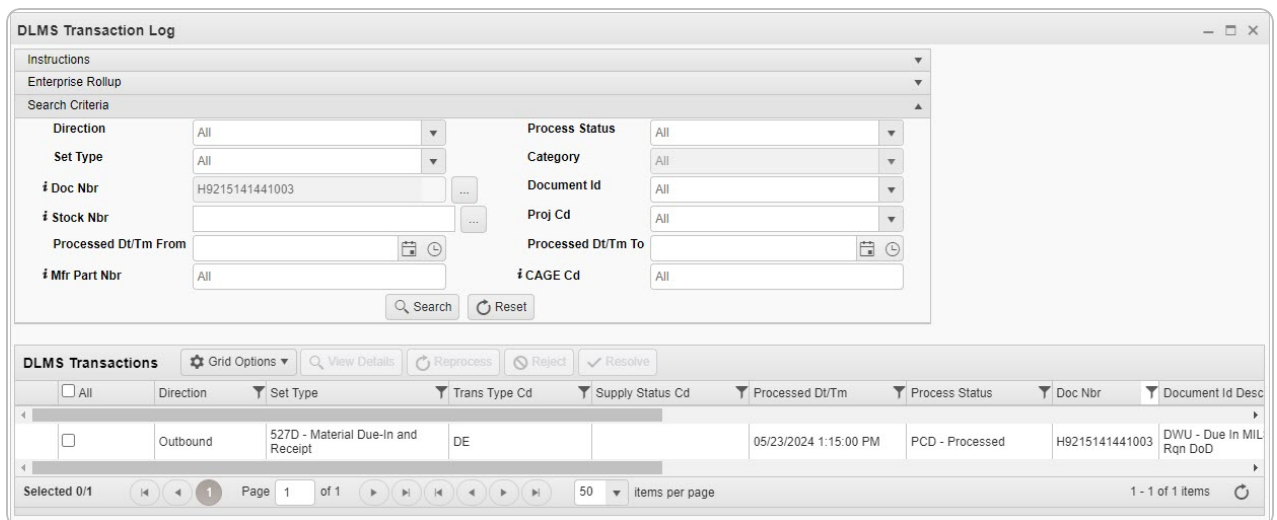
Navigation

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

Procedures

Search for a DLMS Transaction

- 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.
- Select  **DLMS Transaction Log**. *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

Search Reset

DLMS Transactions     

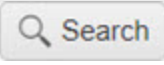
	Direction	Set Type	Trans Type Cd	Supply Status Cd	Processed Dt/Tm	Process Status	Doc Nbr	Document Id Desc
☐	Outbound	527D - Material Due-In and Receipt	DE		05/23/2024 1:15:00 PM	PCD - Processed	H9215141441003	DWU - Due In MIL Rqn DoD

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





Help Reference Guide

4. Select  to display the search results.

DLMS Transactions													
Grid Options													
View Details													
Refresh													
Reset													
All													
Direction	Set Type	Trans Type Cd	Supply Status Cd	Processed D/Tm	Process Status	Doc Nbr	Document Id Desc	Suffn 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	H0215141441003	DWU - Due in MILSTRIP Rgn Doc			1005002425987	1	A	DWU
													H05
													CEN001

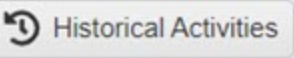
Selected 0/1 Page 1 of 1 50 items per page 1 - 1 of 1 items





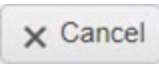
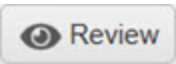
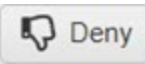
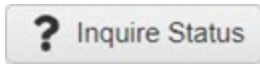
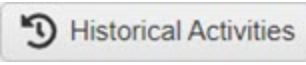
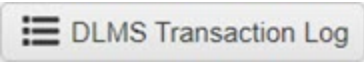
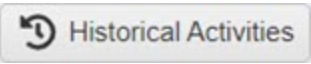
View the Historical Activities of the Requisition Request

Navigation

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

Procedures

View the Requisition Request Historical Activities

- Click ☐ to select the desired entry. *The Requisition request is highlighted, and* , , , , , , , and  become available.
- 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

Grid Options

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

- Select  to close the pop-up window.





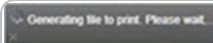
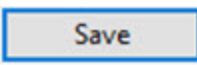
Print a Requisition

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 > Deny Requisition pop-up window

Procedures

Deny the Requisition Request

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



The image shows a screenshot of the 'Deny Requisition' pop-up window. The window has a title bar with the text 'Deny Requisition' and a close button (X). Inside the window, there is a label '* Reason for Denial' followed by a large text area for entering the reason. At the bottom of the window, there are two buttons: '✓ Deny' and '⊗ Cancel'.

- Enter the Reason for Denial in the field provided. *This is a 256 alphanumeric character field.*
- Select  Deny . *The **Deny Requisition** pop-up window closes, and the Requisition request is removed from the Requisitions grid.*

