



Search for a Requisition — Results

Overview

The Maintenance and Utilization module Requisition process provides the ability to create or cancel Requisition information.

Navigation

Requisition > Requisition > Requisition Search Results page

Procedures

Search for a Requisition — Results

Search Results

Options ▾ + Add Cancel Order

<input type="checkbox"/>	Doc Nbr	Stock Nbr	Description	Qty Requested	Status	Reference Type	Reference Id	Established Date
<input checked="" type="checkbox"/>	C8921232202001	1080014572956	CAMOUFLAGE NET SYST	1	In Progress	Work Order	2011103100007-01	08/08/2023 10:42 AM
<input type="checkbox"/>	C8921232132000	4240015289294	AMPLIFIER,AUDIO	1	Rejected	Work Order	2011103100007-01	08/01/2023 06:54 AM

10 items per page 1 - 10 of 10 items

Cancel a Requisition Order

- Select next to the desired record(s). *The DOC NBR is highlighted, and becomes available.*



Note

The becomes available when the selected record has an "In-Progress" status.

- Select . *The **Requisition Cancel Confirmation** pop-up window appears.*



Add a Requisition

Navigation

Requisition > Requisition > Search Results >  > Add Requisition page

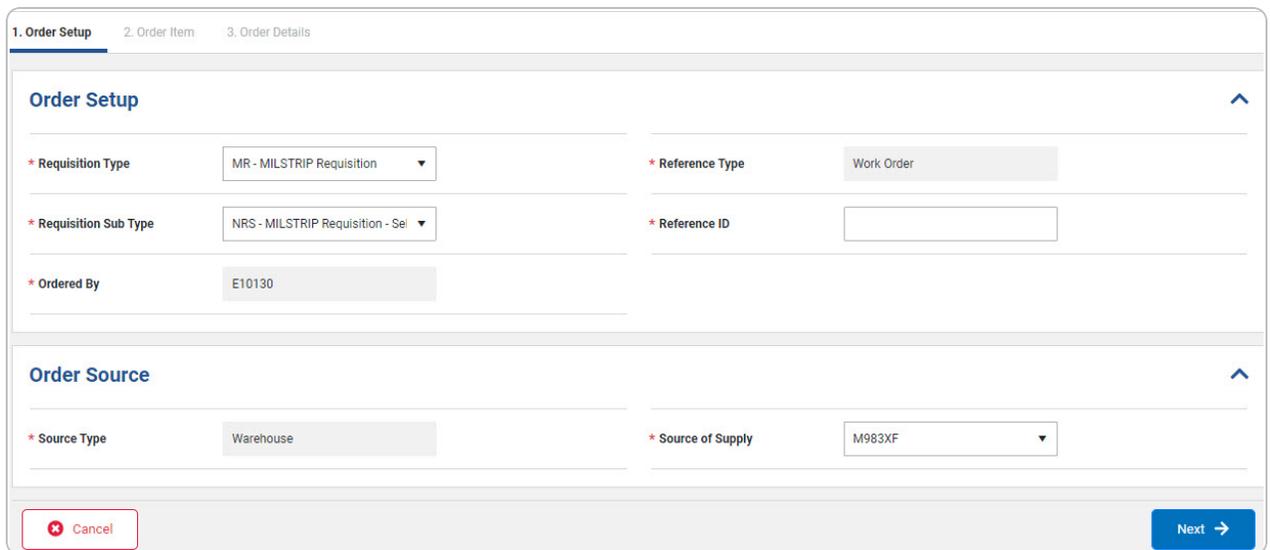
Procedures

Add a Requisition

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 **Add Requisition** page appears.



2. Complete the Order Setup panel.
 - A. Use ▼ to select the Requisition Type.
 - B. Use ▼ to select the Requisition Sub Type.





- C. The Ordered By automatically populates and is not editable.
 - D. The Reference Type automatically populates and is not editable.
 - E. Enter the Reference ID in the field provided. This is a 50 alphanumeric character field.
3. Complete the Order Source panel.
- A. The Source Type automatically populates and is not editable.
 - B. Use ▼ to select the Source of Supply.

Select . The ORDER ITEM tab opens.

4.

OR

Select the Order Item tab.

- a. Complete the Requested Item panel.
1. Enter the Stock Number, or use  to browse for the entry. This is a 15 alphanumeric character field.
 2. Use  to choose the Quantity Requested.
 3. Use ▼ to select the Condition Cd.
- Select . The Order Details tab opens.

4.

OR

Select the Order Details tab.





1. Order Setup 2. Order Item 3. Order Details

Order Details ^

Document Nbr	Auto-Generated	* Priority Cd	12 - FAD II - UND C
Ordered Date	7/28/2023	Demand Cd	-Select-
* Required Delivery Date	month/day/year 	Advice Cd	-Select-

Additional Information ^

Remarks

- A. Complete the Order Details panel.
 - a. Use  to select the Required Delivery Date, or enter the date (MM/DD/YYYY) in the field provided.
 - b. Use  to select the Priority Cd.
 - B. Complete the Additional Information panel.
Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*
5. Select .  appears in the search results grid on the **Requisition** page.





Cancel a Requisition Order

Navigation

Maintenance > Requisition > Requisition > Search Results > (desired record) >

 > Cancel Requisition Confirmation pop-up window

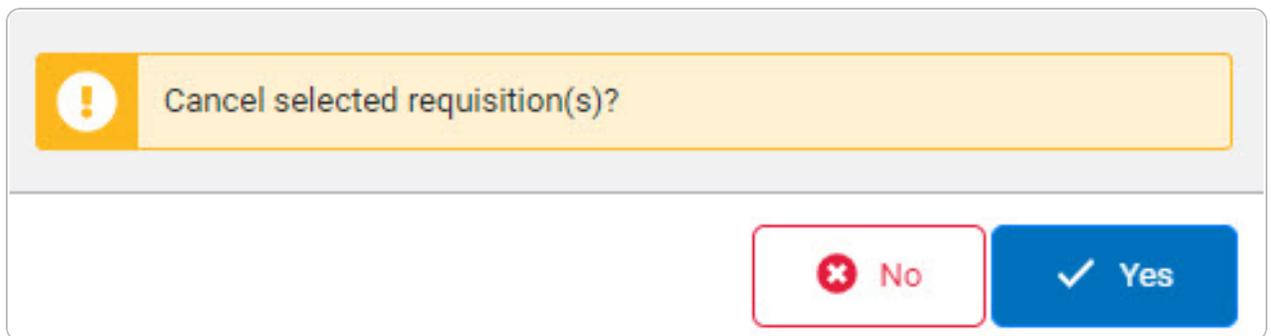
Procedures

Cancel a Requisition Order

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Click to select the desired row(s).

2. Select . The **Cancel Requisition Confirmation** pop-up window appears.



The pop-up window has a yellow header with an exclamation mark icon and the text "Cancel selected requisition(s)". At the bottom, there are two buttons: a red "No" button with a red 'x' icon and a blue "Yes" button with a white checkmark icon.

3. Select . The pop-up window closes and the selected entry's status changes from "In-Progress" to "Closed - Cancelled" before it is removed from the Requisition grid.

