



# Search for a Requisition – Results

## Overview


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

## Navigation

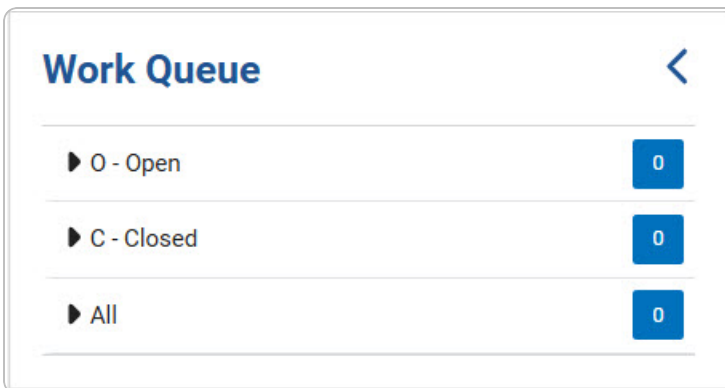
Requisition > Requisition > Requisition Search Results page

## Procedures

### Search for a Requisition - Criteria

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. Use the Work Queue or Search Criteria grid to generate results.



Work Queue	
▶ O - Open	0
▶ C - Closed	0
▶ All	0

#### Helpful Tip



Select  to close the Work Queue. The **Work Queue** grid closes to the left of the Search page.

Select  to open the Work Queue. The **Work Queue** grid opens on the top of the Search page.





## Search Criteria

### Search Criteria ^

Document Number <input style="width: 90%;" type="text"/>	Ordered By <input style="width: 90%;" type="text"/>
Stock Number <input style="width: 90%;" type="text"/>	Starting Order Date <input style="width: 80%;" type="text" value="month/day/year"/>
Requisition Type <input style="width: 90%;" type="text" value="Select an Item"/>	Ending Order Date <input style="width: 80%;" type="text" value="month/day/year"/>

### Helpful Tip



The Search Criteria grid defaults to close when entries generated based on the Work Queue criteria appear in the Search Results grid.  
Work Queue entries automatically appear in the Search Results grid if available.

Select to open the Search Criteria grid. *The **Search Criteria** grid opens.*

Select to close the Search Criteria grid. *The **Search Criteria** grid closes.*

- Select . *The results appear in the **Requisition Search Results** grid.*

### Search Results ^

Options + Add Edit Delete Inquiry

Doc Nbr	Status	Stock Nbr	Item Desc	Qty Requested	Ordered By	Unit of Issue	Ordered Date
JTESTT30192001	Requested	100test	test	3	BROOKS	EA - Each	01/19/2023 11:49 AM

1 10 items per page 1 - 1 of 1 items





## Search for a Requisition — Results

**Search Results**

Options ▾ + Add

<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

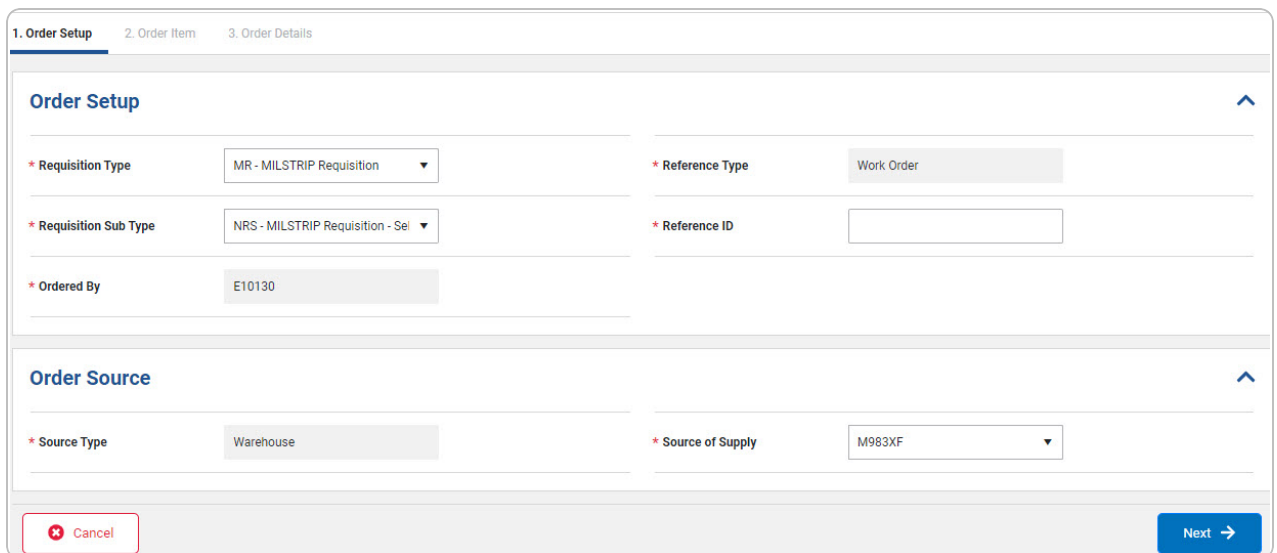
### Procedures

#### Add a Requisition

Selecting  at any point of this procedure removes all revisions and closes the page.


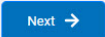
Selecting  retains the information and returns to the previous page. **Bold** numbered steps are required.

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



The screenshot shows the 'Order Setup' panel with the following fields:

- Requisition Type:** MR - MILSTRIP Requisition
- Requisition Sub Type:** NRS - MILSTRIP Requisition - Sel
- Ordered By:** E10130
- Reference Type:** Work Order
- Reference ID:** (empty)
- Source Type:** Warehouse
- Source of Supply:** M983XF

Buttons:  and 

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





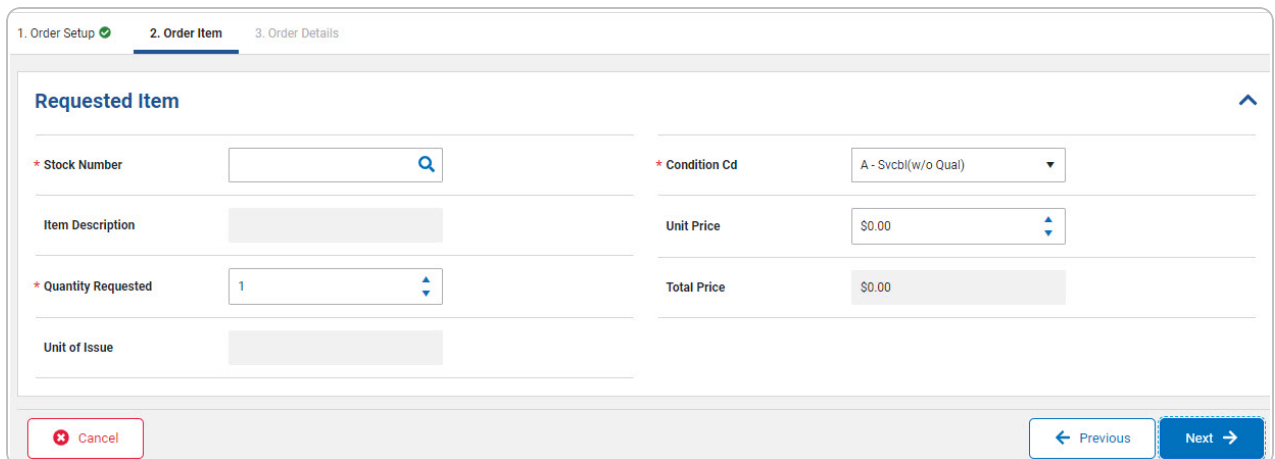
- C. The Ordered By automatically populates and is not editable.
  - D. The Reference Type automatically populates and is not editable.
  - E. Enter the Reference ID in the field provided. This is a 50 alphanumeric character field.
3. Complete the Order Source panel.
- A. The Source Type automatically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






## Help Reference Guide

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

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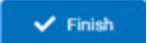
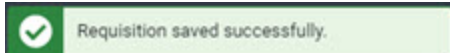
**Order Details** ^

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-

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**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.

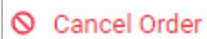




# Cancel a Requisition Order


## Navigation

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

 > Cancel Requisition Confirmation pop-up window

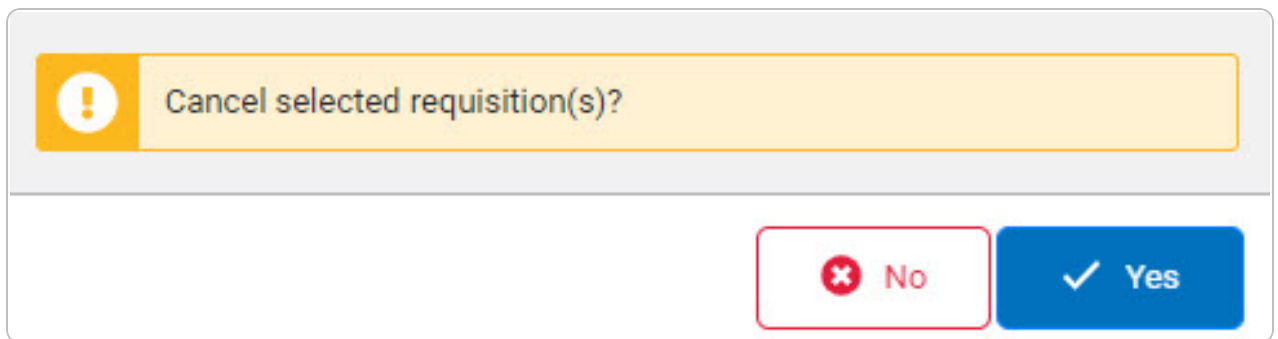
## Procedures

### 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)?". Below the header 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.

