

Search for a Requisition — Inquiry

Overview

The Maintenance and Utilization module Requisition Inquiry process provides the ability to view requests, responses, and archived inquiries.

Navigation

Requisition > ILS-S > Inquiry > Welcome to ELMS (Requisition Inquiry Search) page

Procedures

Search	for a	Requisition	Inquiry
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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 Inquiries or Search Criteria grid to generate results.

Helpful T	ip
ies crite	The Search Criteria grid defaults to close when entries generated based on the Inquir- eria appear in the Results grid.
۲ • a	The Stock NBR - Requests entries automatically appears in the Results grid, if avail- able.
• 5	Select 💟 to open the Search Criteria grid. <i>The Search Criteria grid opens.</i>
• 9	Select < to close the Search Criteria grid. <i>The Search Criteria grid closes.</i>
• 9	Select ᄎ to close the Results grid. <i>The Results grid closes.</i>







Select next to the desired criteria. Additional options become available.

Requests	
Responses	
Archived	

Helpful Tip	
To view the available records fo option.	or each inquiry option, hover over the desired
Requests	2
Responses	-
Archived	

• Stock Number

• Requests

Select the Requests hyperlink. *The available records appear in the STOCK NBR - Requests grid.*







Stock Nbr - Requests											
+ Add Stock Nbr :	DoDAAC	:	Detail Record Retreival Cd	:	Established Date	:	Established By	I			
2320011077155	HQ0049		TEST123456789		05/26/2023 02:22 F	M	NMLAW				
	10 🔻	items per page						0 - 0 of 0 items			

• Responses

Select the Responses hyperlink. *The available records appear in the STOCK NBR - Responses grid.*

+ Add												
Response Document	Stock Nbr	:	DoDAAC	:	Detail Record Retreival Cd	:	Response Date	:	Established Date	:	Established By	:
Stock Nbr Response	TESTHELP		HQ0049		1234566789		06/22/2023 05:04 PI	И	06/22/2023 05:04 PM		NMLAW	

Select the Response Document hyperlink. *The Response Details slide-out window appears.*

• Archived

Select the Archived hyperlink. *The available records appear in the STOCK NBR - Archived grid.*

Stock Nbr - Archiv	ved										^
+ Add											
Response Document :	Stock Nbr :	DoDAAC	:	Detail Record Retreival Cd	:	Response Date	:	Established Date	:	Established By	:
Stock Nbr Response	TESTAB	HQ0049		123456789012345678		06/22/2023 01:54 PM		06/22/2023 01:54 PM		NMLAW	
Stock Nbr Response	TESTABC	HQ0049		123456789012345678		06/22/2023 01:52 PM		06/22/2023 01:52 PM		NMLAW	
K () H	10 🔻 items per pa	je								0 - 0 of 0 ite	ems

Select the Response Document hyperlink. *The Response Details slide-out window appears.*

• Part Number

• Requests

Select the Requests hyperlink. *The available records appear in the Part NBR - Requests grid.*





Part Nbr -	Reque	ests						^
+ Add								
Part Nbr	÷	DoDAAC	:	Established Date	:	Established By	÷	
TIRE		HQ0049		06/20/2023 03:59 P	М	NMLAW		
H C	> >	10 🔻 item	ns per page					0 - 0 of 0 items

• Responses

Select the Responses hyperlink. *The available records appear in the Part NBR - Responses grid.*

Stock Nbr	: DoDA	IC :	Response Date	:	Established Date	Established By	
TESTHELP12	HQ004	9	06/22/2023 02:09 PM		06/22/2023 02:09 PN	NMLAW	
	Stock Nbr TESTHELP12	Stock Nbr : DoDAA TESTHELP12 HQ004	Stock Nbr : DoDAAC : TESTHELP12 HQ0049 :	Stock Nbr : DoDAAC : Response Date TESTHELP12 HQ0049 06/22/2023 02:09 PM	Stock Nbr : DoDAAC : Response Date : TESTHELP12 HQ0049 06/22/2023 02:09 PM	Stock Nbr : DoDAAC : Response Date : Established Date : TESTHELP12 HQ0049 06/22/2023 02:09 PM 06/22/2023 02:09 PM 06/22/2023 02:09 PM 06/22/2023 02:09 PM	Stock Nbr : DoDAAC : Response Date : Established Date : Established By TESTHELP12 HQ0049 06/22/2023 02:09 PM 06/22/2023 02:09 PM NMLAW

Select the Response Document hyperlink. *The Response Details slide-out window appears.*

• Archived

Select the Archived hyperlink. *The available records appear in the Part NBR - Archived grid.*

+ Add								
Response Document	Stock Nbr :	DoDAAC	:	Response Date	i	Established Date	Established By	:
Part Nbr Response	TESTHELP12	HQ0049		06/22/2023 02:09 PM	N	06/22/2023 02:09 PM	NMLAW	

Select the Response Document hyperlink. *The Response Details slide-out window appears.*

• End Item Serial Nbr

• Requests

Select the Requests hyperlink. *The available records appear in the End Item Serial NBR - Requests grid.*





End Item Se	End Item Serial Nbr - Requests												
+ Add Serial Nbr	: DoDAAC :		Standard Reporting Designator :	Option	i	Established Date	:	Established By	:				
TESTING	TING HQ0049 G15				A		06/20/2023 04:01 Pt	N	NMLAW				
H ()) M	10 v items	s per page						0 - 0 of 0 if	tems			

• Responses

Select the Responses hyperlink. *The available records appear in the End Item Serial NBR - Responses grid.*

(End Item Serial Nbr - Responses													
1	+ Add													
	Response Document :	Stock Nbr	÷	DoDAAC	:	Response Date	:	Standard Reporting Designator 🚦	Option	:	Established Date	:	Established By	:
	Serial Nbr Response	TESTAID		HQ0049		06/22/2023 02:14 PM		G14	A		06/22/2023 02:14 PM		NMLAW	
р	4			-										
	H <>> H	10 🔻 items pe	r page										0 - 0 of 0 it	ems

Select the Response Document hyperlink. *The Response Details slide-out window appears.*

• Archived

Select the Archived hyperlink. *The available records appear in the End Item Serial NBR - Archived grid.*

End Item Serial Nbr - Archived										
+ Add										
Response Document :	Stock Nbr :	DoDAAC	Response Date	Standard Reporting Designator	Option :	Established Date :	Established By	1		
Serial Nbr Response	TESTAID	HQ0049	06/22/2023 02:14 PM	G14	A	06/22/2023 02:14 PM	NMLAW			
4								11 × 1		
H () H	10 🔻 items per page						0 - 0 of 0 ite	ems		

Select the Response Document hyperlink. *The Response Details slide-out window appears.*

• Budget (OCCR)

• Requests

Select the Requests hyperlink. *The available records appear in the Budget (OCCR) - Requests grid.*





Budget (O	OCCR)	Requests								^
+ Add Org Cd	:	Option Cd	: Fiscal Year	:	DoDAAC	:	Established Date	:	Established By	:
TES		Ť	С		HQ0049		06/20/2023 04:01 PN	1	NMLAW	
•										
M (> >	10 v item	s per page						0 - 0 of 0	

• Responses

Select the Responses hyperlink. *The available records appear in the Budget (OCCR) - Responses grid.*

Budget (OCCR) - Responses												^		
+ Add														
Response Document :	Stock Nbr	:	Option Cd	:	Fiscal Year :		DoDAAC	:	Response Date	:	Established Date	:	Established By	:
Budget Inquiry Response-	TRY		к		с		HQ0049		06/22/2023 02:28 PM		06/22/2023 02:28 PM		NMLAW	
4														
к	10 🔻 items per	bage											0 - 0 of 0 ite	ms

Select the Response Document hyperlink. *The Response Details slide-out window appears.*

° Archived

Select the Archived hyperlink. *The available records appear in the Budget* (OCCR) - Archived grid.



Select the Response Document hyperlink. *The Response Details slide-out window appears.*

- Program Management Fund (PFMR)
 - Requests

Select the Requests hyperlink. *The available records appear in the Program Management Fund (PFMR) - Requests grid.*







Help	Reference	Guide

+ Add										
PFMR Cd	:	Fiscal Year	:	Option	:	DoDAAC	:	Established Date	:	Established By
TES		С		А		HQ0049		06/20/2023 04:02 PI	N	NMLAW

• Responses

Select the Responses hyperlink. *The available records appear in the Program Management Fund (PFMR) - Responses grid.*

+ Add													
Response Document 🗄	PFMR Cd	:	Fiscal Year	:	Option	:	DoDAAC	:	Response Date :	Established Date	:	Established By	:
PFMR Response	TRY		с		E		HQ0049		06/22/2023 02:53 PM	06/22/2023 02:53 PM		NMLAW	

Select the Response Document hyperlink. *The Response Details slide-out window appears.*

• Archived

Select the Archived hyperlink. *The available records appear in the Pro*gram Management Fund (PFMR) - Archived grid.

+ Add												
Response Document :	PFMR Cd	÷	Fiscal Year	:	Option	:	DoDAAC	:	Response Date :	Established Date	:	Established By
PFMR Response	TRY		с		E		HQ0049		06/22/2023 02:53 PM	06/22/2023 02:53 PN	Л	NMLAW
(

Select the Response Document hyperlink. *The Response Details slide-out window appears.*

OR

Select 💟 to display the Search Criteria. *The Search Criteria grid appears.*







Search Criteria		^
Basic Search Advanced Search		
Established By	Established Dt Fr/To	
	month/day/year	
	S Reset Q Search	

Q Search . The results display in the **Stocк Nbr - Requests** grid. Select Stock Nbr - Requests ~ + Add Established By DoDAAC E Detail Record Retreival Cd Stock Nbr : Established Date ÷ 2320011077155 HQ0049 TEST123456789 05/26/2023 02:22 PM NMLAW 10 🔻 items per page 0 - 0 of 0 items 14

OR

Select the Advanced Search tab.

Search Criteria						^
Basic Search Advanced	Search					
And Or + Add Ex	areAdd Group			×		
Inquiry Type Code	Contains	•	SN	×		
Request Status 🔻	Contains	•	Responses	×		
				 ເ) Reset	Q Search







Add a Requisition Inquiry Record

+ Add . The **Add Inquiry** page appears.



Select





Add a Requisition Inquiry

Navigation

Requisition > ILS-S > Inquiry > Welcome to ELMS (Requisition Inquiry Search) >



> Add Inquiry slide-out window

Procedures

Add a Requisition Inquiry
Selecting or at any point of this procedure removes all revisions and closes the page. Bold numbered steps are required.
1. Select . The Add Inquiry page appears.
Note The Add button is available on all Inquiries type grids (Requests, Responses, and Archived). Selecting + Add on any inquiry grid loads the specific add slide-out window for the selec- ted inquiry.







Add Inc	quiry		×
Inquiry	Туре		
* Inquiry	Stock Nbr	•	
Stock N	br		
* Stock Nbr		* Detail Record Retrieval	
* DoDAAC	HQ0049	Code	
3 C	ancel		B Save

2. Complete the Inquiry Type grid.





- **A.** Use ^{*} to select the Inquiry.
 - Stock Nbr

Add Inc	quiry		×
Inquiry	Туре		
* Inquiry	Stock Nbr	•	
Stock N	or		
* Stock Nbr		* Detail Record Retrieval	
* DoDAAC	HQ0049		
Ca	ancel		Save

- **a.** Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- **b.** Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- **c.** Enter the Detail Record Retrieval Code. *This is a 18 alphanumeric character field.*
- Part Nbr





Add Inq	uiry		×
Inquiry T	уре		
* Inquiry	Part Nbr	•	
Part Nbr			
* Part Nbr		* DoDAAC	HQ0049
😢 Car	ncel		Save

- **a.** Enter the Part NBR in the field provided. *This is a 32 alphanumeric character field.*
- **b.** Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- Serial Nbr







Add Inqu	uiry				×
Inquiry T	ype				
* Inquiry	Serial Nbr	•			
End Item	Serial Nbr				
* Serial Nbr			* DoDAAC	HQ0049	
* Standard Reporting Designator		Q	* Options	-	•
8 Can	cel			Save	

- **a.** Enter the Serial NBR in the field provided. *This is a 30 alphanumeric character field.*
- **b.** Enter the Standard Reporting Designator (SRD), or use ^Q to browse for the entry. *This is a 3 alphanumeric character field.*
- **c.** Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- **d.** Use ^{*} to select the Options.
- Budget (OCCR)







Add Inqu	uiry		
Inquiry T	ype		
* Inquiry	Budget	•	
Budget (C	OCCR)		
* Org Code		* Fiscal Year	Current Year (and all prior years) 🔻
* DoDAAC	HQ0049	* Option Cd	•
Can	cel		图 Save

- **a.** Enter the ORG CODE in the field provided. *This is a 3 alphanumeric character field.*
- **b.** Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- **c.** Use ^{*} to select the Fiscal Year.
- **d.** Use ^{*} to select the Option Cd.
- Program Fund Management Report







Add Inqu	uiry		×
Inquiry T	уре		
* Inquiry	Program Fund Management Report		
Program	Management Fund (PFMR)		
* PFMR Code		* DoDAAC	HQ0049
* Option Cd	•	* Fiscal Year	Current Year (and all prior years) 🔻
S Can	icel		ලි Save

- **a.** Enter the PFMR Code in the field provided. *This is a 3 alphanumeric character field.*
- **b.** Use * to select the Option Cd.
- **c.** Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*

Your inquiry has been saved.

- **d.** Use ^{*} to select the Fiscal Year.
- 3. Select Save

. The slide-out window closes and

appears in the bottom right hand corner. The record appears in the results grid.







View the Requisition Inquiry Response Details

Navigation

Requisition > ILS-S > Inquiry > Welcome to ELMS (Requisition Inquiry Search) > VARIOUS PROCEDURAL STEPS > Response Details slide-out window

Procedures

View the Requisition Inquiry Response Details

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

1. Select the Response Document hyperlink. *The Response Details slide-out window appears.*







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Help Reference Guide

STOCK NBR

Response De	etails		1
Stock Nbr			
Inquiry Type Stock Nbr	Stock Nbr TESTABC	DoDAAC BROOKS	Detail Record Retrieval Cds 123456789012345678
Established Dt 6/22/2023, 1:52:16 PM			
SBSS Respons	e		
INC	QUIRY		
INQSN1730000308397	TG01 1	67621801585	
ITEM RECORD (101) STK-NBR: 1730000308 UP: S226.06 NOUN NOUN-20-32: TAC: B FRZ-CD: DO ISG-NBR: RELAT-CI EX: IX: RX: SX: SHLF-LFE: 0 QUP: 1 DMDS-CURRENT: 00 II CUM-REC-DMDS: 00 CM-DMD-QY-SQ: 00 DOLD: 0 DOLR: 0 RC AIR-INV-FLG: XCS-CJ STD-DEV: 01 PREC-M SRD-COLL-FLG: 1 MIN RBL-FLAG: 0 MIS-CHC HLTH-HZRD: 0 SUSP- MULT-DIFM: 0 FUNCT ADPE: INTRCHG-FLC SPI-NBR: SPI-EF SNUD-UPDATE: 000000 AFRAMS-RPRT: TYP FAA-IND: MGR-DESIC PRICE-VAL: SER-REF LCL-ERC-FLAG: N FTC	WHSE-LOC: NONE F 397TG SD: 01 UI: EA S 397TG SD: 01 UI: EA S 4000000000000000000000000000000000000	FOUND SER/BAL: 0 UMAIN P-CD: 05 CIC: U 064 AAC: 08397 BUD-CD: 9 ORD-CD: 00 S-7-12-M0: 00 DOFD: 0 CD: >ASSG: 2016064 0 SUPPL-ADJ: 0 G: 0 FIX-LVL-FLG: 0 : 0 TCT0: 0 E0Q-CONS: 0 0 STK-FD-CR: 2URRENCY-RCD: 0 -IND: RAN-UP: 0000000 IN-PLAC: CSMS-RPRT: N MISS-IMPACT: 0 XCE-DATE: 0000 DLA-FLAG:	
****** END OF IN	QUIRY *****		
PROCESSING COMPLE DOC-TYPE = N REJ-NB	TE R =		









- A. Verify the STOCK NBR grid.
- B. Verify the SBSS Response grid.
- Part Nbr

Response Details				
Part Nbr				
Inquiry Type Part Nbr	Part Nbr TESTHELP12	DoDAAC BROOKS	Established Dt 6/22/2023, 2:09:55 PM	
SBSS Respons	e			
INC	UIRY			
INQPN17P2A3952-565	01	67621801585		
PART-NBR-DETAIL (222 STK-NBR: 1560015412 PRT-NBR-1-14: 17P2A3 DOLT: 0000000 END-I) WHSE-LOC: 464BA SYS-DES: 01 CA0 952-565 PRT-NBR-LS18: TM-APPL: 635 SCMG	GE: 88277		
CALC-KEY: 0117P2A39	52-565 FILLER:			
****** END OF IN	QUIRY *****			
PROCESSING COMPLE DOC-TYPE = N REJ-NB	TE R =			

- A. Verify the Part NBR grid.
- B. Verify the SBSS Response grid.
- End Item Serial Nbr

















SBSS Response

INQUIRY

INQTN 01ASH87A0023

67621801585

DUE-OUT-DETAIL (205) STK-NBR = 5305009200850SX DOCUMENT-NBR: X100CK53131345 SYS-DES: 01 DUO-QTY: 1 SUP-REQUISIT: ZZZZZZ DUI-DOC-NBR: 5313B005 DTL-REC-TYPE: 0 DELIV-DEST: 999 UJC: BQ TEX: 0 PGM-DEC-FLAG: B FAD: B DEMAND-CD: R MARK-FOR: 87A0023ASH231C MEMO-FIRM-FL: 0 DOLT: 2015309 ALREADY-PROC: TYPE-MNT-CD: N DOC-422-FLG: PSH-ASST-CAN: CAN-REQ-FLG: FY-OBLIGAT: 2016 AWP-SRD: WRM-EQP-FLG: WRM-FUND-FLG: FY-OBLIGAT: 2016 AWP-SRD: WRM-EQP-FLG: WRM-FUND-FLG: END-ITM-SD: SALES-CD: 81B FUND-CD: 6C ADV-CODE: UNIT-PRICE: \$10.49 PROJECT-NBR: 9GJ DBOF-FLG: N JOB-CTRL-NBR: JOCAS-NBR: ORIG-DUI-DOC: 53130007 DEPLOYD-FLG: FILLER-1:

DUE-OUT-DETAIL (205) STK-NBR = 5305009200850SX DOCUMENT-NBR: X100CK53131322 SYS-DES: 01 DUO-QTY: 1 SUP-REQUISIT: ZZZZZZ DUI-DOC-NBR: 5313B004 DTL-REC-TYPE: 0 DELIV-DEST: 999 UJC: BQ TEX: M PGM-DEC-FLAG: B FAD: B DEMAND-CD: R MARK-FOR: 87A0023ASH231C MEMO-FIRM-FL: 0 DOLT: 2015309 ALREADY-PROC: TYPE-MNT-CD: N DOC-422-FLG: PSH-ASST-CAN: CAN-REQ-FLG: FY-OBLIGAT: 2016 AWP-SRD: WRM-EQP-FLG: WRM-FUND-FLG: END-ITM-SD: SALES-CD: 81B FUND-CD: 6C ADV-CODE: UNIT-PRICE: \$10.49

****** END OF INQUIRY ******

PROCESSING COMPLETE DOC-TYPE = N REJ-NBR =

- A. Verify the End Item Serial NBR grid.
- B. Verify the SBSS Response grid.

• Budget (OCCR)







Response	e Details			
Budget (O	CCR)			
				Established Dt
Inquiry Type Budget Inquiry	Org Co TRY	ode	DoDAAC BROOKS	6/22/2023, 2:28:2 PM
Option Cd K	Fiscal C	Year		
SBSS Resp	onse			
	INQUIRY			
INQOCCR176B	C01	600	il	
ORGANIZATION T MMICS FLG:1 MM EAID RPT:1 COM DELIVERY DEST: BENCH STOCK: L STOCKAG AWP DELIVERY D USING MAJCOM EMDAS FLG:N MI MAC FSS FLG: E	TITLE:57 MXS/AGE F MIC ID:L TYPE ORG:7 M AREA: PP ADDRS: 13 RC CC:352E1Z E2 INE AUTH:00 PRINT E DAYS:00 CONSOL EST: FUND CD:30 F 1C GAINING MAJCC JLTI USE FLG: ZIP C XPANSION:0000000	22 ORG CO ORG IDENT:005 4150 TYNDALL KP CRD OUT:A FLG: LINE ITEN ORG SHOP: TY:2017 OAC OF DI:1C ESP CE D:891910000 I 000 ALN:900	DE:176 MAJCOM:1C E 57MAI70000 OFF BASE AV X8994 FORCE AC 1S: LINE ITEMS MRA 3AN:7821 MFP:01 M 0: DEBTOR CD:001 N CBM MAINT AC:M DES 17 FLAG1-3: FREEZE	OOLU:2019031 E: SYS DES:01 TVY:3 PFMR CD:718 C DS:F022A EW SALES CD:16 SIG DMA REIMB: DEL FLG:
PROCESSING CO	MPLETE			

- B. Verify SBSS Response grid.
- Program Management Fund (PFMR)







Response Details						
Program Mana	Program Management Fund (PFMR)					
Inquiry Type PFMR	PFMR Code TRY	DoDAAC BROOKS	Established Dt 6/22/2023, 2:53:51 PM			
Option Cd E	Fiscal Year C					
SBSS Response	9					
INQ	UIRY					
INQPFMR718B C	60	0				
RESPONSIBILITY CTR 5 PFMR OBAN FC FUND-D 718 7821 30 2017 SF1080 CONTROLER CC AVAILABLE BALANCE: (PROCESSING COMPLET DOC-TYPE = N REJ-NBF	7 MXG RA IOC FY BPAC DC SD SC 01 0010116 667100 DDE UDETAIL OUTPUT FLG CFY \$89,999,999.91 1ST I TE }=	ADSN DOLU 2020121 B PFY \$0.00				

- A. Verify the Program Management Fund (PFMR) grid.
- B. Verify the SBSS Response grid.



